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 and Time:	April 1, 2024 6:00 PM	**Location:**	Community Room 933 Michigan Avenue, Stevens Point, WI OR Zoom Teleconferencing Meeting ID: 868 2851 6657 Passcode: 566364 By Computer: https://us02web.zoom.us/j/86828516657?pwd=SXlWSDVhdGhzK0ZPOGFlZkxo By Phone: +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on:

2. Report of the March 4, 2024 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Courtney Klang, representing 209 Division Street LLC, for a conditional use permit to operate a non-owner-occupied tourist rooming house on the property located at 209 Division Street (Parcel ID 281240829400203), consistent with Ch. 23.02(2)(a)(3)(o).
4. Public Hearing and action on a request from Wayne Bushman, representing Sunrise Pointe Ventures, LLC, for a conditional use permit to construct self-service storage buildings on the property located at 5001 Joerns Drive (Parcel ID 281230802200042), consistent with Ch. 23.01(14)(f).

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.

5. Public Hearing and action on a request from the City of Stevens Point for a preliminary subdivision plat review of a planned subdivision on the property located at 5498 Golla Road (Parcel ID 281240826400500), consistent with Ch. 20.05(1).

6. A request from the City of Stevens Point to dedicate an unaddressed parcel bounded by Maria Drive (Parcel ID 281240829300305) for right-of-way purposes.

7. Director's Report.

Closing Section:

8. Adjourn

City Plan Commission Minutes

March 4, 2024, 6PM

Community Room, 933 Michigan Avenue, Stevens Point WI

1. Roll called at 6:00PM.
    a. Members present: Mayor Wiza, Alderperson Kneebone, Commissioners Arnsten, Beacom, Cooper, Rice, Schuler
    b. Members absent: None.

2. Report of the February 5, 2024 meeting of the City Plan Commission
    a. Motion: Commissioner Cooper moves approval of the Report of the February 5, 2024 meeting of the City Plan Commission
    b. Motion is seconded by Commissioner Schuler
    c. Discussion: None
    d. Vote: Unanimous approval.

3. Public Hearing and action on a request from Jim Lundberg, representing La Clinica De Los Campesinos Inc., to rezone the property located at 2501 Main Street (Parcel ID 281240833202516) from the "R-5" Multiple Family II Residence District to the "B-4" Commercial District.
    a. Presentation: Zoning Administrator Kuhn presented background information about the Family Health La Clinica project at the subject parcel, the former Rice Clinic site. Since the property has been vacant for over 12 months, it has lost legal-nonconforming status and will need to be rezoned to allow the use for the clinic. Administrator Kuhn provided site plan for the project. Zoning request is consistent with existing comprehensive plan and staff recommends approval.
    b. Public Hearing, comments from the public:
        i. Trina Dorn, 2725 Main Street. Ms. Dorn shares gratitude that the parcel will be put back into use. Expressed concerns / frustration that communication of the project came through a social media group and wished to have received earlier notice or communication about the project. Furthermore, an additional concern about the commercial zoning of the property may lead to an alternative, less desirable project if the proposed project fails. Expressed a concern about the potential increase in traffic and accidents given the traffic speeds in the area.
        ii. Josh Krezel, 2717 Main Street. Question why the zoning classification would change immediately to B4 rather than B2, which was submitted on the application. Reported concerns of traffic increases in response to the redevelopment of the clinic site. Resident is concerned about the impact on nearby property values if the zoning changes; questioned Administrator Kuhn about the sale value of the property; questioned the controls in place if the current owner sells the property. Objects to the request.

iii. Public hearing closed.

c. Responses to public hearing: Mayor Wiza clarifies the notification system for zoning requests, not sale. B2 Central business transition district is the classification for business transition district surrounding Downtown Business District, and would not be appropriate for the subject parcel. Neighborhood Business District would not allow clinic use. A. Kuhn informs group of conditional use permit requirements in the area. A. Kuhn explains the internal traffic controls of the site. Traffic and accident data could be monitored following the construction of the clinic.

d. Questions and comments from the Commission:
   i. Commissioner Beacom requests clarification on the prior B4 use; Mayor affirms that the use was B4 prior to losing non-conforming status. Beacom later states that if it's in line with prior use that it seems appropriate to allow B4 and is the proper zoning for this site.
   ii. Commissioner Arnsten requests clarification about the process for conditional use approval, and if the project would not be a permitted use the commission would need to have a very compelling reason to deny the request.
   iii. Commissioner Rice asks from A. Kuhn to clarify if the property owner was made aware of the expiration of the legal non-conforming status after the 12-month period. A. Kuhn clarifies that the prospective property owner is responsible for requesting information about the zoning restrictions of certain parcels. Rice asks another question about the validity of zoning the parcel as commercial given resident concerns about the intensity of use, lack of adjacent commercial use, and potential for existing commercial corridors to accommodate the facility. A. Kuhn answers questions from the commissioner; Mayor Wiza clarifies the presence of commercial parcels to the west.
   iv. Commissioner Schuler points out the ongoing update of the city's comprehensive plan, and given that the update is still in progress there may have been a timing issue, but the request is in line with the existing comprehensive plan.

e. Motion: Commissioner Cooper moves approval of the request as presented.

f. Second: Commissioner Beacom seconds the motion.

g. No further discussion or comments from the public.

h. Vote: Unanimous approval

4. Public Hearing and action on a request from Taylor Placek, representing Russell Gymnastics LLC, to amend an adopted conceptual plan for the planned industrial development of the property located at 5717 E M Copps Drive (Parcel ID 281230801210007), consistent with Ch. 23.02(4)(h)(10).
   a. A. Kuhn presents background information regarding the Planned Industrial Development and the current request to construct the 2,400 sq ft addition. Because the addition exceeds limit, need a reapproval of conceptual review and site plan review. The addition meets minimum performance standards of industrial district and staff recommend approval.

b. Public Hearing: Heidi Charlesworth from Lineage Logistics. Ms Charlesworth expresses Concern that the addition of the Russel Gymnastics building may worsen existing conflict of student drop-offs on the site, with no addition to the parking capacity or pedestrian safety for users of the facility and employees of Lineage Logistics.
    i. Mayor Wiza responds to Ms. Charlesworth, concerns will be conveyed to City Streets Department regarding crosswalk and lighting. A. Kuhn reminds commissioners that it is within the purview of commission to recommend site conditions during the site plan review.
    ii. Commissioner Schuler questions why users of the facility are crossing street; Mayor Wiza clarifies that users of the facility are parking on the street for gymnast drop-off.
c. Motion: Commissioner Rice moves approval of conceptual plan as presented.
d. Second: Commissioner Cooper seconds the motion
e. No further discussion.
f. Vote: Unanimous approval

5. A request from Taylor Placek, representing Russell Gymnastics LLC, for a site plan review to construct a building addition on the property located at 5717 E M Copps Drive (Parcel ID 281230801210007), consistent with Ch. 23.02(4)(h)(1).Site Plan Review of Russel Gymnastics
    a. A. Kuhn presents that the parking requirement is met, but parking requirements within the zoning code may be out of date. M. Wiza acknowledges that space is available for additional parking and parking ordinances may need to be updated.
        i. Commissioner Beacom requests information about whether the expansion means additional students or additional space for existing students.
            1. Cole Myhra, representative for Russel Gymnastics clarifies that there is conflict during peak use of the facility when there are also significant amount of semi-truck traffic parked along the road.
        ii. Commissioner Schuler requests clarification if the issue is regarding actual parking or student drop-off. Cole Myhra explains the conflict is present largely because of the significant semi-truck parking on the road.
        iii. Alder Keymer: Describes the heavy use of the facility and the need for student drop-off rather than long-term parking, and requests that additional communication be made with the Russell Gymnastics team regarding the drop-off scenario.
        iv. A. Kuhn reminds commissioners that a condition to add parking stalls can be placed upon the approval of the site plan. Mayor Wiza recommends staff to work with Russel Gymnastics to address traffic circulation.
    b. Motion: Schuler moves approval of site plan with the condition the applicant work with staff to remedy existing circulation of traffic that result in drop-off issues.
    c. Second: Commissioner Beacom seconds the motion.
    d. Discussion: no further discussion.
    e. Vote: unanimous approval

6. A request from the City of Stevens Point to accept 0.113 acres of land located at 3300 Church Street (Parcel ID 281230804301201) from Portage County for right-of-way purposes.
    a. A. Kuhn adds that .113 acres does include right of way infrastructure and staff recommend approval.
    b. Motion: Commissioner Schuler moves approval as presented.
    c. Second: Commissioner Beacom seconds motion.
    d. Vote: Unanimous approval.

7. A request from the City of Stevens Point to sell the property located at 4213 Simonis Street (Parcel ID 281240834200101).
    a. M. Wiza provides general background of the original parcel acquisition.
    b. Comm. Beacom requests information about how a realtor is selected to list the property. M. Wiza informs that the service does not to be placed out for bid and realtors are contacted directly.
    c. Motion: Commissioner Arnsten moves approval as presented.
    d. Second: Alder Kneebone seconds motion.
    e. Discussion: No further discussion.
    f. Vote: Unanimous approval.

8. A request from the City of Stevens Point to enter into a Utility Easement Agreement for the property located at 4312 Arbutus Lane (Parcel ID 020240834-02.05).
    a. A. Kuhn provides background information regarding the need to connect the new well house to the treatment facility. Staff have been in communication with property owner on Arbutus Lane and staff would recommend approval.
    b. Motion: Commissioner Cooper moves approval as presented.
    c. Second: Commissioner Rice seconds motion.
    d. Discussion: No further discussion.
    e. Vote: Unanimous approval.

9. November 2023 - January 2024 Monthly Reports.
    a. M. Wiza and A. Kuhn present reports with no additional information.
    b. Schuler requests additional information regarding the large commercial additions. A. Kuhn provides information regarding several major commercial additions.
    c. Motion: Commissioner Rice moves filing of reports as presented.
    d. Second: Commissioner Schuler seconds motion.
    e. Discussion: No further discussion.
    f. Vote: Unanimous approval.

10. Adjournment at 7:06PM.

Administrative Staff Report

Operate a Non-Owner-Occupied Tourist Rooming House

209 Division Street
April 1, 2024

Department of Community Development

Applicant(s):

- Courtney Klang, representing 209 Division Street LLC

Staff:

- Adam Kuhn, Associate Planner akuhn@stevenspoint.com

Parcel Number(s):

- 281240829400203

Zone(s):

- "PD" Planned Development

Master Plan:

- Commercial/Office/Multi-Family

Council District:

- District 1 | Ald. Christianson

Lot Information:

- Frontage: 200 ft.
- Depth: 245.71 ft.
- Lot Size: 48,715 sq. ft. (1.118 ac.)

Current Use:

- Multi-Family Residential

Applicable Regulations:

- 23.02(2)(a)(3)(o)

Request

1. Public Hearing and action on a request from Courtney Klang, representing 209 Division Street LLC, for a conditional use permit to operate a non-owner-occupied tourist rooming house on the property located at 209 Division Street (Parcel ID 281240829400203), consistent with Ch. 23.02(2)(a)(3)(o).

Attachment(s)

1. Application
2. Plans

Findings of Fact

1. The applicant is requesting to operate two rooms on the property as a non-owner-occupied tourist rooming house.
2. A non-owner-occupied tourist rooming house is when the property owner is not occupying the residence at the time it is being utilized as a short-term rental. Homes considered as a short-term rental must be occupied for a period less than 30 consecutive days.
3. The subject property has a base zoning designation of "B-4" Commercial with a "PD" Planned Development Overlay Zoning Designation.
4. Within the "B-4" Commercial District, a non-owner-occupied tourist rooming house is a conditional use.

Staff Recommendation

Approve the conditional use permit to operate a non-owner-occupied tourist rooming house on the property located at 209 Division Street (Parcel ID 281240829400203), subject to the following conditions:

1. The establishment shall have a current license as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195.
2. When applicable, the owner shall register with the Treasurer's Office to pay room tax as required under Section 4.13 of the City's Revised Municipal Code.
3. The property shall have a locally designated agent or property manager on file with the Zoning Administrator.
4. The two rooms shall meet minimum building, fire and occupancy regulations.

	5. A zoning permit shall be obtained prior to starting the short-term rental use.

Background

Overview: The applicant is requesting a conditional use permit to operate a non-owner-occupied tourist rooming house within two rooms on the subject property. As the Commission may recall, amendments to the City's tourist rooming house ordinance were adopted in 2020 to provide the distinction between tourist rooming houses operating with and without the property owner present. Starting within the "R-4" Multiple Family I Residence District, non-owner-occupied short-term rentals are allowed via a conditional use permit (zoning districts preceding the "R-4" District prohibit this type of land use). The following provides additional information on tourist rooming houses:

> *TOURIST ROOMING HOUSE - is a building or portion thereof, other than a hotel, motel, bed and breakfast establishment, or hostel, in which sleeping accommodations are offered for pay to tourists or transients.*

In operating a non-owner-occupied tourist rooming house, several permits and approvals are needed from multiple agencies. For example, the Portage County Department of Health and Human Services must issue an operational lodging permit for all tourist rooming house requests prior to starting the use. Additionally, the City's Zoning Code requires that tourist rooming house are up to date on paying local lodging taxes. The applicant is intending to advertise the space on Airbnb. By advertising the residence on Airbnb, a portion of the yearly costs that the applicant pays to advertise on their platform is automatically transferred to the City to pay the local lodging tax. Should the applicant intend to advertise the property independent of using other platforms, the applicant would need to pay the local lodging tax directly with the City's Treasurer's Office. Further information on the local lodging tax can be found within the following link: https://stevenspoint.com/1288/Room-Tax-Occupancy-Tax.

Provided that the above requirements are met, along with providing proof of proper business insurance, a zoning permit is subsequently issued. Further information on the requirements for administering a tourist rooming house are shown below.

> *Ch. 23.01(13)(j) Non-Owner-Occupied Tourist Rooming Houses*
>
> *Non-Owner-Occupied Tourist Rooming Houses are permitted consistent with Section 23.02 of this Zoning Code. Non-Owner-Occupied Tourist Rooming Houses shall be subject to the following provisions:*
>
> *1) Non-Owner-Occupied Tourist Rooming Houses shall require a City-issued permit issued by the Zoning Administrator.*
>
> *a) Said permit shall provide evidence that the applicant has received all applicable State and County permits, and the proper documentation to collect and remit sales, use, and the local lodging tax, and that the operator has the proper business insurance. A responsible operator, who resides within Portage County, shall also be identified and provide appropriate contact information.*

Standards of Review – Conditional Use Permit

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

Analysis: The proposed use is to rent out two apartment units as a short-term rental (Tourist Rooming House). While the subject property is an interior lot, it directly abuts Division Street. Due to its principal arterial road classification, it acts as a natural buffer to minimize possible conflicts with properties to the west. Similarly, the property being located within a defined commercial corridor, along with it being located within an existing apartment complex, should make this proposed use compatible with adjacent land uses.

Findings: While the property is proposed to act as a tourist rooming house, the intensity of the use will not necessarily increase, as only two rooms within the building are proposed to be utilized as a tourist rooming house. As the applicant also serves as the property manager, issues or complaints can be addressed in short order. Generally, the use should not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

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

   Analysis: The property is zoned "B-4" Commercial, which permits non-owner-occupied tourist rooming houses via a conditional use permit. The definition of the use is below.

   TOURIST ROOMING HOUSE - is a building or portion thereof, other than a hotel, motel, bed and breakfast establishment, or hostel, in which sleeping accommodations are offered for pay to tourists or transients

   TRANSIENT OR TOURIST - is a person who travels to a location away from his or her permanent address for a short period of time, not to exceed thirty days for vacation, pleasure, recreation, culture, business, or employment.

   Findings: As required within the Zoning Code, the Portage County Department of Health and Human Services needs to inspect the rooms to ensure applicable health codes are met prior to beginning this proposed use. The applicant is currently working with the County Health Department to obtain these required inspections.

   It is also important to note that the two units may have more residents over a short period of time, but is not necessarily always occupied. Therefore, the use should not be injurious to the use and for the purpose already permitted.

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

   Analysis: The respective area is in an established and developed area of the city that has been utilized as an apartment complex for several months. The City's Comprehensive Plan identifies this area for commercial, office and multi-family residential uses.

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

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

   Analysis: No exterior improvements are planned as part of this request. As the Commission may recall, the architectural appeal of this building was reviewed and approved as part of the conditional use permit review to construct Bantr apartments.

   Findings: This standard is met.

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

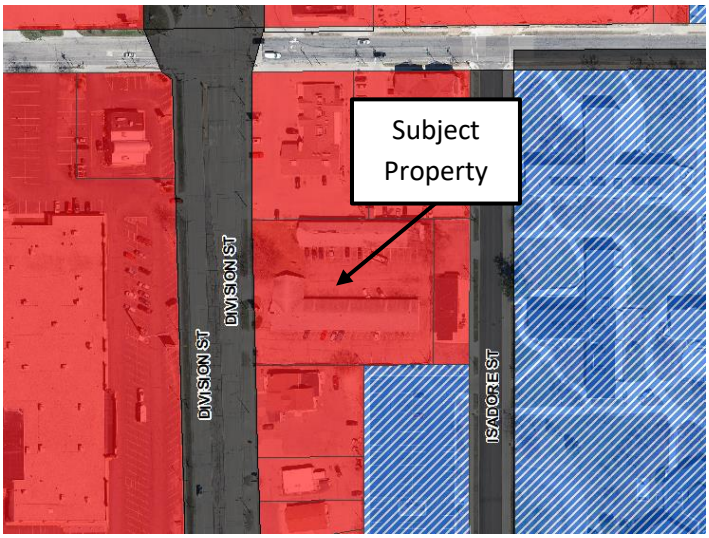
Analysis: Utilities currently serve the two rooms in question. Access into the property is off of Division Street, while stormwater controls are currently located on the site.

Findings: With the proposed use, no additional access or utility work is needed to support the request.

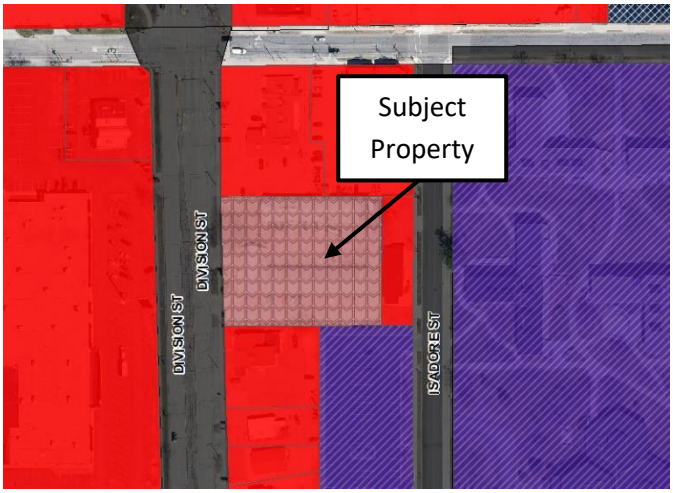
6. **Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize congestion in the public streets.**

Analysis: Access into the subject property exists off of Division Street. The road classification of Division Street allows for a greater capacity of traffic volume and should not impact any neighboring streets.

Findings: It is not anticipated that this use will garner a significant traffic increase to the site.



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



Analysis: The "B-4" Commercial District is established "to provide for retail, commercial, office, service and apartment uses in areas of good accessibility along arterial streets consistent with the City's Comprehensive Plan. This district is primarily intended to accommodate general commercial uses requiring on-site parking and arterial access." The City's Future Land Use Map identifies the subject property for commercial, office and multi-family residential uses.

Findings: The use is allowed via a conditional use permit within the City's Zoning Ordinance. Recall that it is likely that the two rooms will be vacant for several days out of the year when it is not occupied. Further, the large lot size, driveway, and adjacency to other commercial uses along an arterial street will assist in lessening any negative impacts from the use within the surrounding area.

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

Analysis: The subject property exceeds density restrictions for the "B-4" Commercial District, however a variance from density restrictions was approved as part of rezoning the property to the "PD" Planned Development District. Operating a short-term rental would not require additional lot size compared to an apartment unit, so staff believes that this performance standard would be met. Additionally, the proposed use would not trigger additional off-street parking stalls to be provided. Overall, staff believes that the proposed use does not conflict with the performance standards of the "B-4" District and deviations granted through the "PD" District.

Findings: This standard is met.

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

   Analysis: The definition for 'household entity,' which regulates the number of unrelated persons allowed to reside within a household unit, does not apply to tourist rooming houses.

   Findings: While it is conceivable that the occupancy of these two rooms may be greater under a short-term rental use than under long-term rent, it is important to note that there will be times when both rooms will be left unoccupied. Due to this, staff believes that the occupancy of these two rooms will balance out in a calendar year and, thus, will not but a substantial adverse effect on public services. Lastly, it is important to note that the City's Maintenance and Occupancy Code will still govern these two rooms, thereby providing additional protection to other users of the building and surrounding area.

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

    Analysis: N/A

    Findings: N/A

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

    Analysis: Access to the property is off of Division Street.

    Findings: Additional traffic from this use is expected to be marginal and will not negatively impact access to and from the property.

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

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

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

       Findings: This standard is met.

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

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

       Analysis: Refuse storage occurs on site, situated adjacent to the parking lot.

Findings: This standard is met.

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

Analysis: No change in lighting is proposed.

Findings: Lighting is provided by the building. The Common Council approved the photometric plan tied to the Bantr development.

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

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

Findings: This standard is met.

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

Analysis: N/A

Findings: N/A

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

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	BANTR LIVING	Contact Name	COURTNEY KLANG
Address	209 DIVISION STREET	Address	209 DIVISION STREET #229
City, State, Zip	STEVENS POINT, WI, 54481	City, State, Zip	STEVENS POINT, WI, 54481
Telephone	608-387-3749	Telephone	608-387-3749
Fax	N/A	Fax	N/A
Email	courtney@bantrliving.com	Email	courtney@bantrliving.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	ROLLY LOKRE / 209 DIVISION ST, LLC	Owner's Name	AUSTIN LOKRE
Address	1820 PLOVER ROAD, SUITE E	Address	1820 PLOVER ROAD, SUITE E
City, State, Zip	PLOVER, WI, 54467	City, State, Zip	PLOVER, WI, 54467
Telephone	805-455-2096	Telephone	805-708-4091
Fax	N/A	Fax	
Email	rolly@lokre.com	Email	austin@bantrliving.com

PROJECT SUMMARY

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

Parcel 1	Parcel 2	Parcel 3
2408.29.4002.03		

Legal Description of Subject Property

SEE EXHIBIT "A"

Designated Future Land Use Category	Current Use of Property
MIXED-USE / MULTI-FAMILY / AIRBNB	MIXED USE / MULTI-FAMILY

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)

NOT APPLICABLE. PROPERTY BUILT + OPEN FOR OPERATION

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

THE PROPOSED AIRBNB WILL SEAMLESSLY INTEGRATE WITH THE EXISTING CHARACTER OF THE NEIGHBORHOOD SINCE IT WILL BE INTEGRATED INTO AN EXISTING MULT-FAMILY PROPERTY. IT WILL ALSO PROVIDE ADDITIONAL LODGING OPPORTUNITIES FOR TRAVELERS + VISITORS.

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

- SEAMLESS CONTACT-LESS CHECK-IN
- UNDERGROUND PARKING
- CLEAR GUIDELINES + RULES ENFORCED BY TEAM ONSITE
- SCREENING PROCESSES FOR GUESTS + MANAGEMENT

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

EXHIBITS

Owner Information Sheet	☐	Additional Exhibits If Any:
Letter to District Alderperson	☐	#222
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	☐	#424
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
	3-6-24		3-6-24

From:	Adam Kuhn
To:	District 1
Cc:	courtney@bantrliving.com
Subject:	CUP - 209 Division Street
Date:	Wednesday, March 6, 2024 12:25:00 PM
Attachments:	CUP Application_209 Division St_Bantr.pdf Addendum Item_CUP_209 Division St_Bantr.pdf

Hi Marc –

Consistent with the alder notification requirement of conditional use permit applications, this is notification that Bantr (209 Division Street) is seeking a conditional use permit to occupy two rooms as a non-owner-occupied tourist rooming house. This property has a base zoning classification of "B-4" Commercial, which allows such a use via a conditional use permit. The request is slated to go before the Plan Commission on Monday, April 1st. The applicant is copied onto this email if there are any questions, along with the application submittal.

If you have any questions, please let me know.

Best,

Adam Kuhn, AICP
Associate Planner/Zoning Administrator
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
akuhn@stevenspoint.com
(o) 715-342-4158

Administrative Staff Report

Construct Storage Buildings
5001 Joerns Drive
April 1, 2024

Department of Community Development

Applicant(s):

- Wayne Bushman, representing Sunrise Pointe Ventures LLC

Staff:

- Adam Kuhn, Associate Planner akuhn@stevenspoint.com

Parcel Number(s):

- 281230802200042

Zone(s):

- "M-2" Heavy Industrial

Master Plan:

- Business Park District

Council District:

- District 6 | Ald. Plaisance

Lot Information:

- Frontage: 3,186 ft.
- Depth: 1,290 ft.
- Lot Size: 1,255,003 sq. ft. (28.8 ac.)

Current Use:

- Manufacturing

Applicable Regulations:

- 23.01(14)(f)

Request

1. Public Hearing and action on a request from Wayne Bushman, representing Sunrise Pointe Ventures, LLC, for a conditional use permit to construct self-service storage buildings on the property located at 5001 Joerns Drive (Parcel ID 281230802200042), consistent with Ch. 23.01(14)(f).

Attachment(s)

1. Application
2. Plans

Findings of Fact

1. The applicant is requesting a conditional use permit to construct three additional self-service storage buildings on the property.
2. The proposed buildings would be located near the center of the subject property with primary access off of Coye Drive.
3. Gamber Johnson is an existing business that is located on the subject property, with up to ten incubator buildings and five self-storage buildings already approved by the Common Council.
4. The proposed storage buildings would be available for rent from outside parties and would not be affiliated with the business operations of Gamber Johnson. According to the City's Zoning Code, two or more principal structures on the same property requires a conditional use permit.
5. The Plan Commission and Common Council may attach additional conditions to this request.

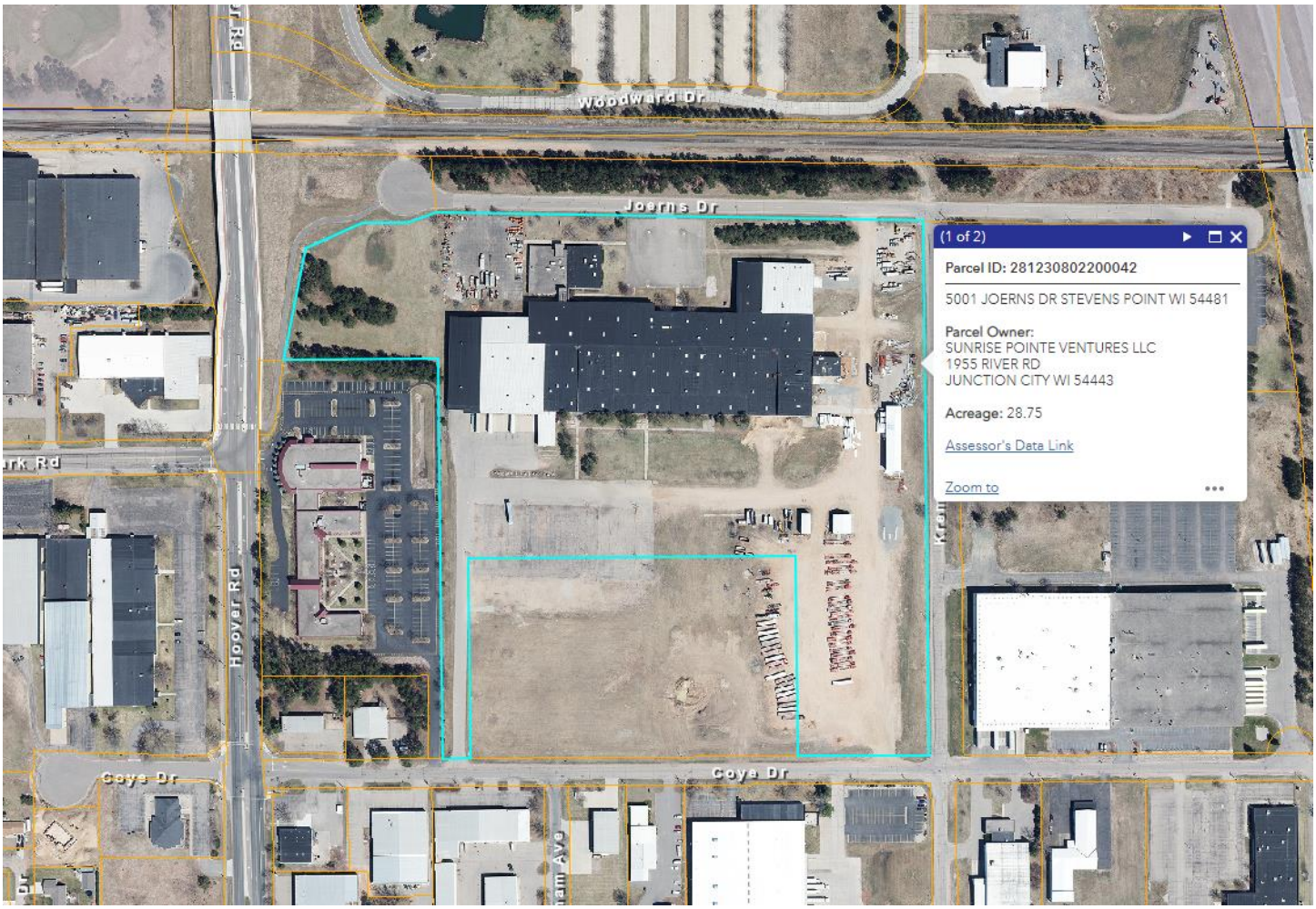
Staff Recommendation

Approve the conditional use permit to construct self-service storage buildings on the property located at 5001 Joerns Drive (Parcel ID 281230802200042), subject to the following conditions:

1. The driveway leading to the storage buildings shall meet minimum design standards to support Fire Department apparatus.
2. A private hydrant shall be installed to support the proposed storage buildings, subject to the review and approval of the City Fire Marshal.
3. There shall be a minimum 20-foot separation between each storage building.

	4. A parking and driveway layout plan shall be submitted to the Zoning Administrator for review and approval. 5. A building permit shall be obtained prior to the start of construction. 6. Staff shall have the ability to approve minor amendments to the site plan.

Vicinity Map



Background

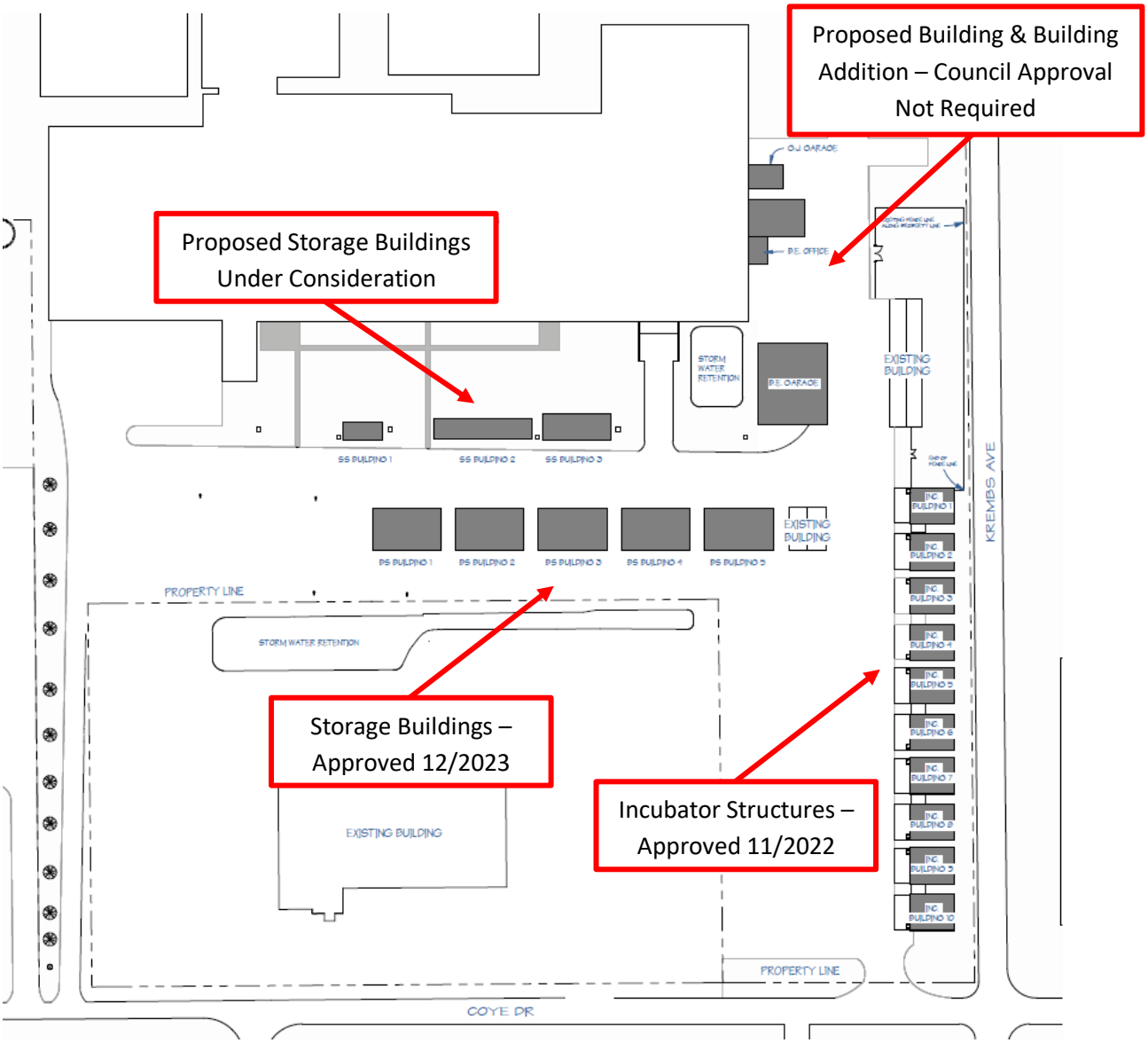
Overview: The applicant is requesting a conditional use permit to construct three additional self-service storage buildings. Each building will be located directly south of an existing private driveway that runs east-west within the subject property (directly north of the AMETA Center). As shown within the attached site plan, the subject property is an already developed parcel that consists of Gamber Johnson (largest building within the center of the subject property), ten incubator structures along Krembs Avenue that is currently under construction (approved by the Common Council in November of 2022), and self-service storage buildings planned for future construction (approved by the Common Council in December of 2023).

Self-storage buildings are classified as a permitted use within the "M-2" Heavy Industrial Zoning District – the zoning designation of the subject property. The reason for this conditional use permit request is due to there being more than one principal structure located on the subject property. According to the City's Zoning Code, no more than one principal building or use can be located on the same property unless a conditional use permit is obtained. Said requirement is outlined below.

Ch. 23.01(13) General Standards

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

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



Standards of Review – Conditional Use Permit

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

   Analysis: Small-scale industrial uses, like storage buildings, are consistent with the City's Comprehensive Plan and the existing surrounding uses are unlikely to be negatively impacted by this request. The subject property is located within the City's Industrial Park and abuts other industrial uses in all directions. By providing an additional primary use on the property, it better balances the land use intensity of properties within the Industrial Park.

   Findings: Self-service storage buildings are a permitted use within the "M-2" District. The purpose of this conditional use request is to allow for more than one principal building on the subject property.

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

   Analysis: Self-service storage buildings are a permitted use within the "M-2" District. The purpose of this conditional use request is to allow for more than one principal building on the subject property.

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

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.**

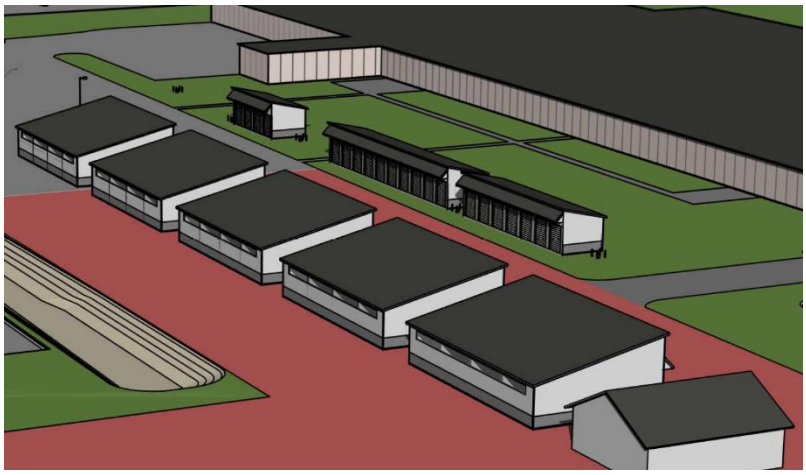
   Analysis: The respective area is in an established and developed area of the city. The City's Comprehensive Plan identifies this area as part of the Industrial Park.

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

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

   Analysis: Gray metal panel siding is the prominent architectural detail among all building elevations. Multiple overhead doors are proposed for each unit in the structure.

   Findings: Staff believes that the proposed architectural details are reminiscent of buildings holding industrial uses – large



buildings with metal siding and a low-pitch roof. Additionally, the proposed architectural appeal would complement adjoining buildings, such as Mid-State's AMETA Center.

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

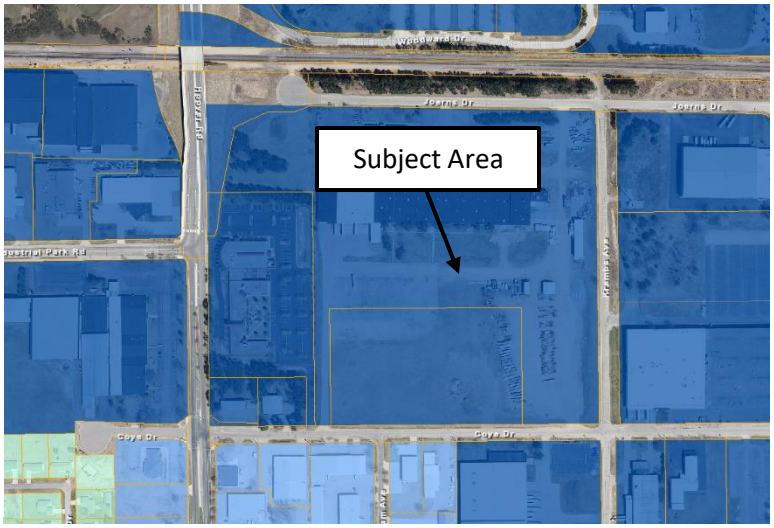
   Analysis: Utilities exist within the Coye Drive Right-of-Way that will service the proposed development.

   Findings: Staff believes that this standard is met.

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

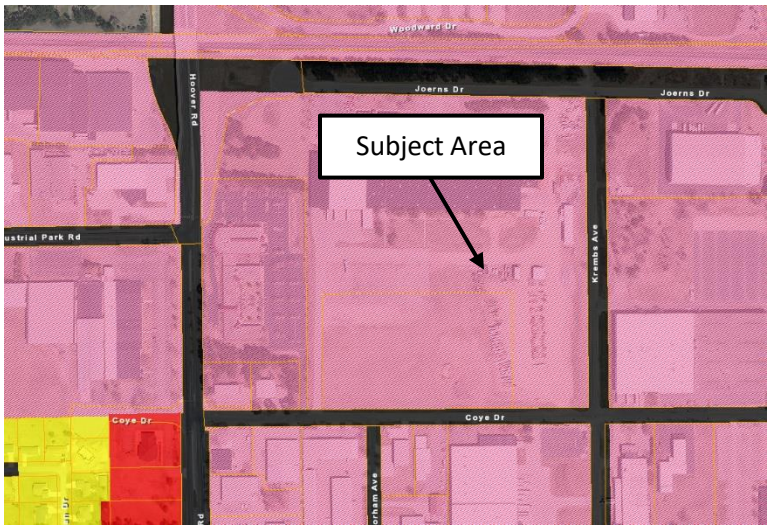
   Analysis: The proposed use will be serviced by two driveways connecting the project site with Coye Drive. One driveway, located along the west lot line of the subject property, is hardscaped. The other driveway, located near the intersection of Coye Drive and Krembs Avenue, is a dirt driveway. As stated during past conditional use permit requests for the subject property, this existing dirt driveway will need to be surfaced with a hard surfacing material.

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



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

Analysis: The City's 2005 Comprehensive Plan Future Land Use Map has identified the subject property as part of the Business Park District. Please note that the 'Business Park District' designation includes the City's Industrial Park, East Park Commerce Center and the Portage County Business Park. The subject property is zoned "M-2" Heavy Industrial. According to the City's Zoning Code, the "M-2" District is established "to provide for those manufacturing or other industrial uses having more obnoxious or nuisance effects than the "M-1" Light Industrial District and having a greater intensity of manufacturing, processing, employment, traffic and other related activities. It is intended that the "M-2" district generally be located distant from non-manufacturing uses: that it be buffered by the "M-1" district or by major highways, rivers, open space, or high intensity commercial uses, and that all "M-2" districts be located consistent with the City's Comprehensive Plan."



Findings: Staff believes that this request meets the intent of the "M-2" District as it is likely that ancillary effects (e.g., noise, dust, pollution, etc.) would be created as a result of small-scale industrial endeavors being conducted within the proposed buildings. As the proposed use is customary for what occurs in municipal industrial parks, staff believes that the use of these buildings would be appropriate on the subject property.

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

Analysis: This conditional use request is seeking to construct more than one principal structure on the same lot using modified street setback requirements as allowed within the "M-2" District.

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

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

Analysis: N/A

Findings: N/A

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

    Analysis: N/A

    Findings: N/A

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

    Analysis: Vehicular access to the site is off of Coye Drive. Pedestrian and bicycle access does not exist, which is expected given that type of land uses that congregate in this area.

    Findings: Staff believes that access to the property is appropriate.

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

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

       Analysis: Utility connections exist within the Coye Drive Right-of-Way that will service the proposed development. Existing stormwater improvements on the subject property is expected to accommodate the additional impervious surfaces.

       Findings: This standard is met.

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

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

       Analysis: Mechanical equipment will be located within the proposed structures.

       Findings: This standard is met.

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

       Analysis: Outside of existing light coming from the building, no additional lighting is proposed.

       Findings: Lighting would be provided by the building.

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

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

Findings: The use should not create excessive noise.

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.

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	Wayne Bushman	Contact Name	Sunrise Pointe Ventures LLC
Address	1955 River Rd	Address	5001 Joerns Dr.
City, State, Zip	Junction City, WI 54443	City, State, Zip	Stevens Point, WI
Telephone	715-340-8523	Telephone	
Fax		Fax	
Email	wb@bushmanelectric.com	Email	

OWNERSHIP INFORMATION

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

PROJECT SUMMARY

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

Parcel 1	Parcel 2	Parcel 3

Legal Description of Subject Property

Designated Future Land Use Category	Current Use of Property

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

- Development of two new additions onto east end of building; construction of new Bushman Electric Shop building + additional unheated storage rental buildings. All plans attached with application - (Additions will be utilized for new office area for Bushman Electric future location and Gamber Johnson Installation Bay)

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

A - Gamber Johnson Install Bay
B - Bushman Electric future office area
C - Bushman Electric new shop building
D Unheated Storage / Rental Units

New buildings & Building Additions will enhance look/appeal of east side of the existing building; also increase usability of that portion of the building, by accomodating Gunter Johnsons production/install needs. Also allowing Bushman Electric to relocate into the Southeast section of the main Joerns Building which would open up our existing space off Caye Dr. to open up as available rental space in neighborhood.

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

All architecture/finishes, landscaping etc. will Compliment the MSTC Campus

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

EXHIBITS

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

CERTIFICATION AND SIGNATURE

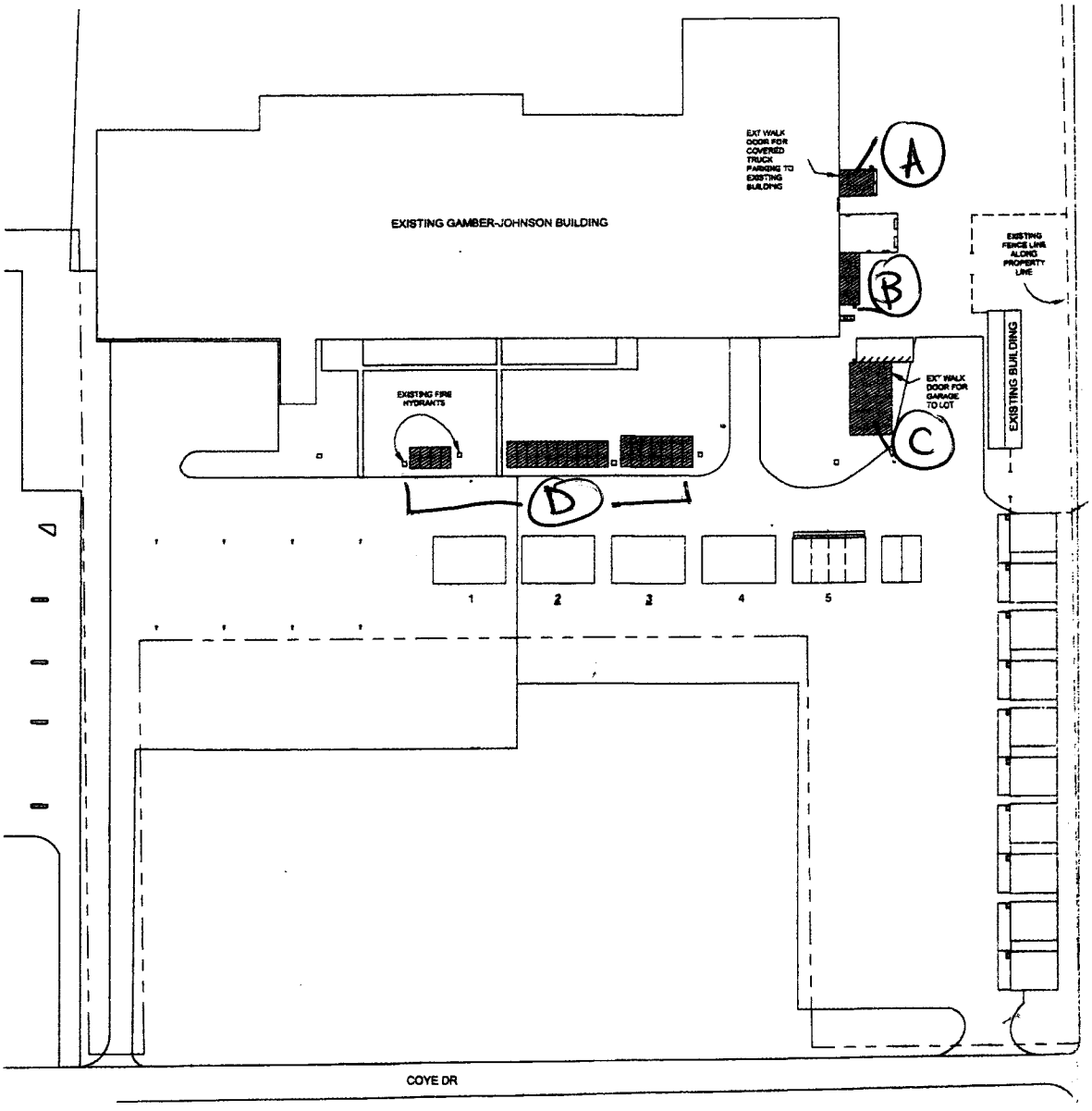
By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete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

Signature of Applicant	**Date**	**Signature of Property Owner(s)**	**Date**
Wayne Bushman	3/7/24		

New Storage Buildings

Sunrise Point Ventures LLC

1955 River Road, Junction City, WI, 54443



1 Site Plan

1" = 100'-0"

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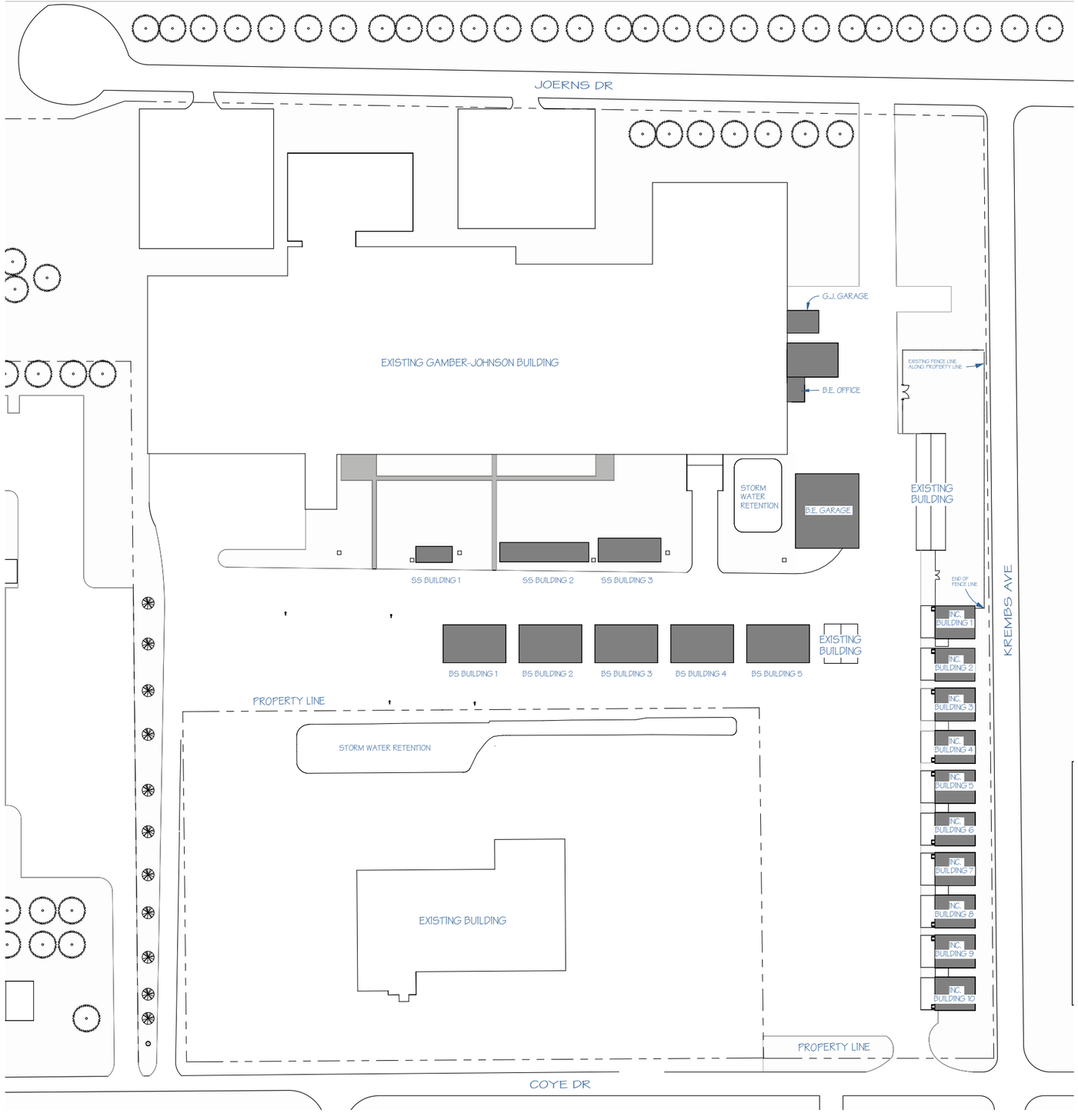

1 Site Plan
1" = 80'-0"

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715-572-2698
arccentralinc@outlook.com

SITE PLAN & SHEET INDEX

PROPOSED PLANS
FOR
Sunrise Point Ventures LLC
1955 River Road, Junction City, WI, 54443

REVISIONS

12.7.23	Date
2.2.24	Date
3.4.24	Date

PRELIM. PLAN
CON DOC'S
APPROVAL
Revision 1
Revision 2

DATE
2.2.24

PROJECT NO.
23084

T100

1 3D Full Site Birdseye 1

2 3D Full Site Birdseye 2

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SITE PLAN 3-D RENDERS

PROPOSED PLANS
FOR
Sunrise Point Ventures LLC
1955 River Road, Junction City, WI, 54443

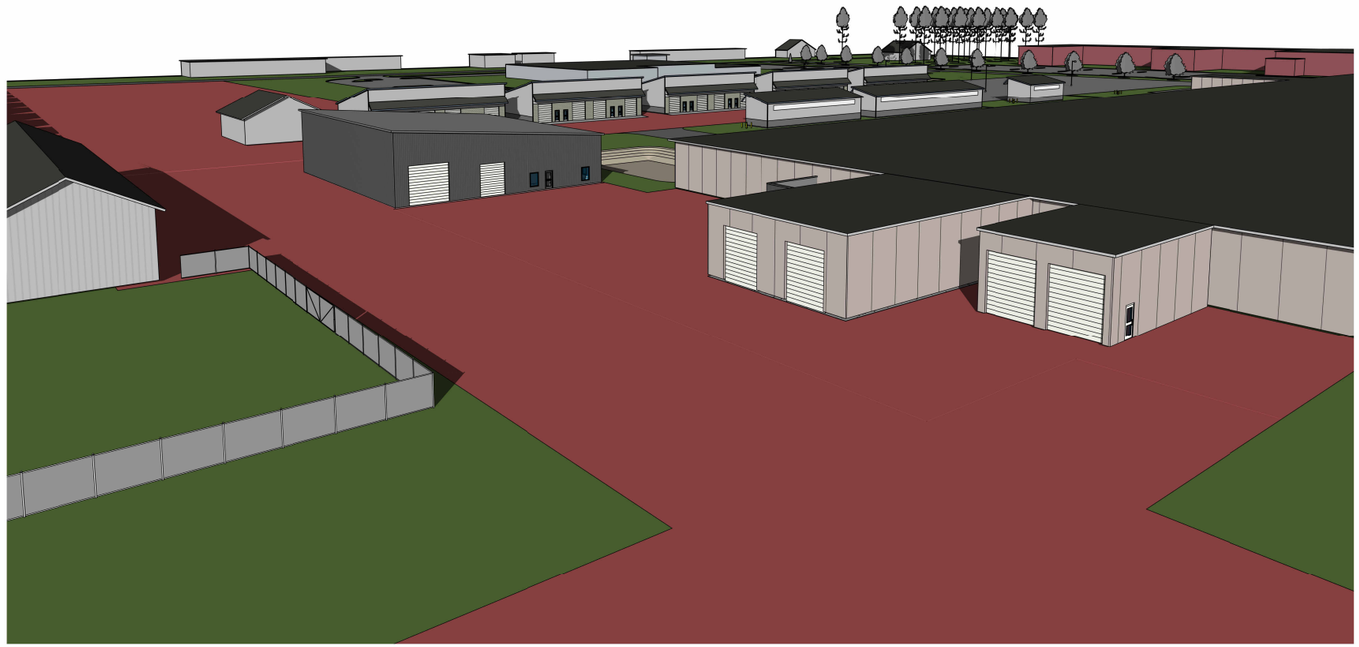
REVISIONS

12.7.23	PRELIM. PLAN
2.2.24	CON DOC'S
Date	APPROVAL
3.4.24	Revision 1
Date	Revision 2

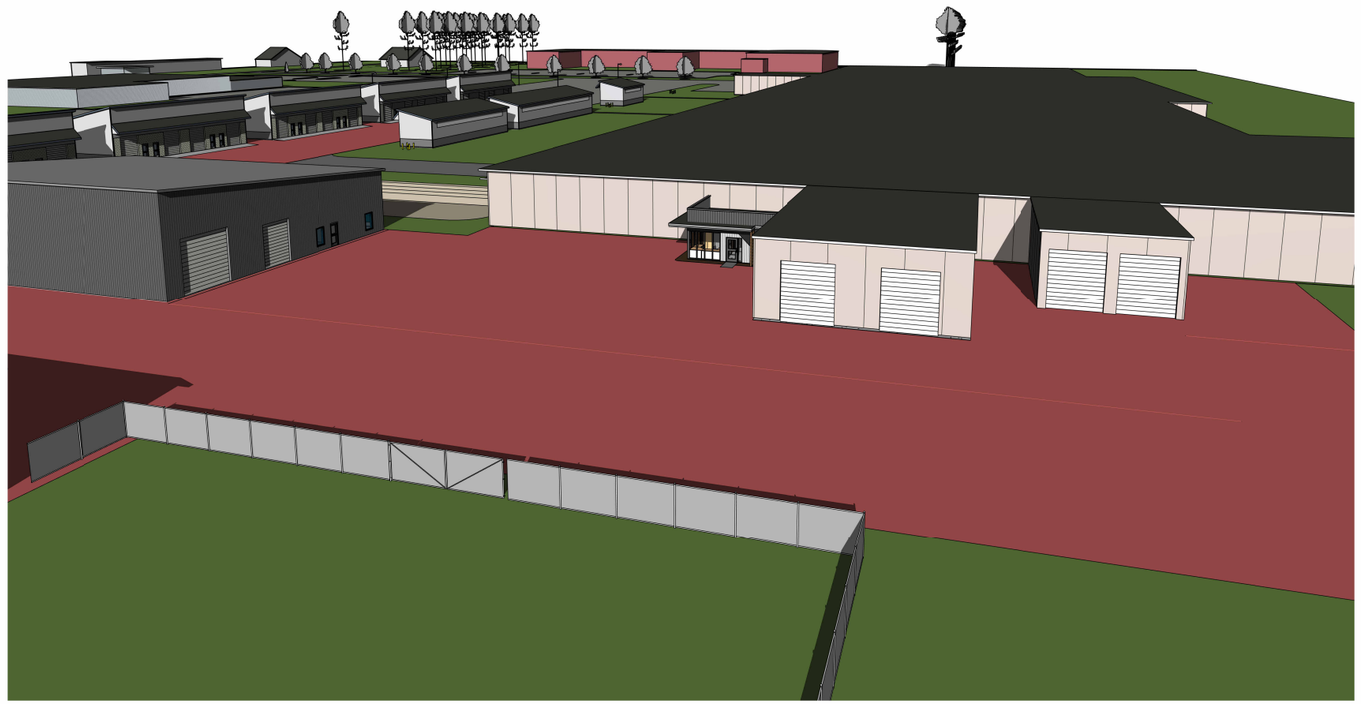
DATE
2.2.24

PROJECT NO.
23084

C101



1 3D Full Site Birdseye 3



2 3D Full Site Birdseye 4

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SITE PLAN 3-D RENDERS

PROPOSED PLANS
FOR
Sunrise Point Ventures LLC
1955 River Road, Junction City, WI, 54443

REVISIONS

12.7.23	PRELIM. PLAN
2.2.24	CON DOC'S
Date	APPROVAL
3.4.24	Revision 1
Date	Revision 2

DATE
2.2.24

PROJECT NO.
23084

C102

Administrative Staff Report

Preliminary Subdivision Plat Review
Golla Road & Brilowski Road
April 1, 2024

Department of Community Development

Applicant(s): • City of Stevens Point **Staff:** • Ryan Kernosky, Director rkernosky@stevenspoint.com • Adam Kuhn, Associate Planner akuhn@stevenspoint.com **Parcel Number(s):** • 281240826400500 **Zone(s):** • "R-1" Single-Family **Master Plan:** • Residential **Council District:** • District 7 – Ald. Kneebone **Lot Information:** • 72 lots **Current Use:** • Vacant **Applicable Regulations:** • Ch. 20.05(1)	**Request** 1. Public Hearing and action on a request from the City of Stevens Point for a preliminary subdivision plat review of a planned subdivision on the property located at 5498 Golla Road (Parcel ID 281240826400500), consistent with Ch. 20.05(1). **Attachment(s)** 1. Application 2. Plat **Findings of Fact** 1. A total of 72 lots are proposed to be created off of a parcel 24.65 acres in size. a. 53 single-family home lots and 20 zero-lot line home lots. 2. A previous version of this subdivision plat submitted by Jim Anderson was reviewed previously. 3. City of Stevens Point acquired the property as a result of continued need for additional housing in the City of Stevens Point. 4. The proposed subdivision is located within the Wellhead Protection Overlay District B. 5. Any division of land creating four or more lots requires a preliminary and final subdivision plat review. **Staff Recommendation** Approve the preliminary subdivision plat as presented for a new subdivision located on parcel 281240826400500.

Vicinity Map

Background

The applicant is requesting a preliminary subdivision plat review for a proposed 72-lot subdivision located north of Golla Road and west of Brilowski Road. As commissioners may recall, previous versions of this request have been before the Plan Commission previously. Previous versions from 2021 included a 39-lot subdivision. At the time, commissioners and the Common Council expressed concern over the low lot density and the long-term financial obligations of the development to the City. As a result of changing economic conditions, the previous developer opted to not pursue the subdivision development. At that point, the City purchased the property with the intention of increasing the density of the subdivision to ensure long-term financial viability for the proposed development.

A Public Information Meeting ("PIM") was held in February as part of the planned utility and roadway extensions as a result of the proposed subdivision. Informal feedback on the proposed subdivision was taken into consideration, and several changes were made as a result including:

1) Removal of zero-lot line homes along Golla Road, replaced with single-family homes.
2) Extension of Joe Street to north lot line.
3) Proposed easement along north property line for access to Lost Creek for maintenance.
4) A lower density (originally proposed to be 82, now proposed to be 72).

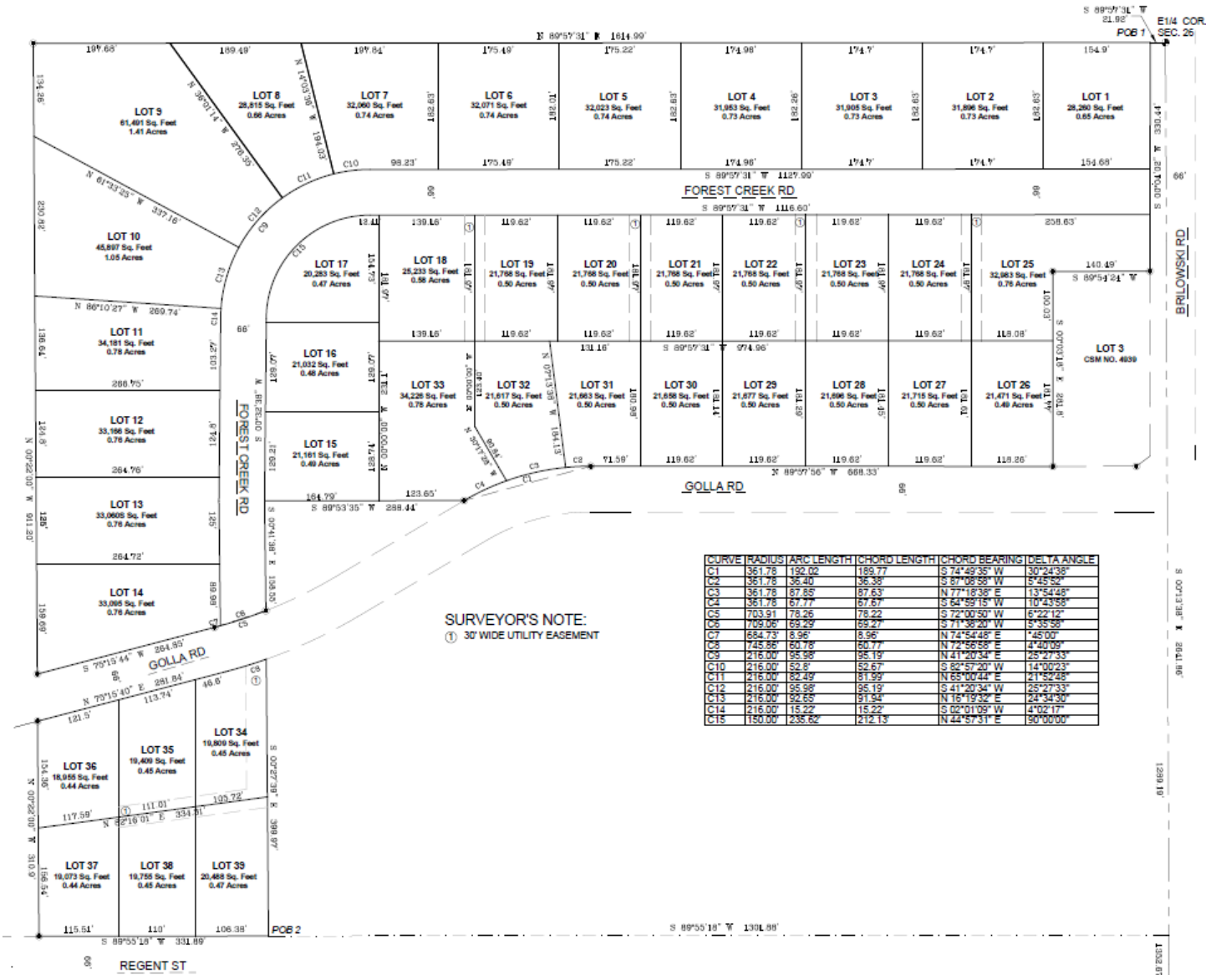
The current zoning is "R-1" Single-Family Residential. This zoning designation is the automatically applied to properties recently annexed into the City of Stevens Point. This property was annexed into the City on February 23, 2024. The property will need to be rezoned to "R-3" Single- and Two-Family Residential. That will occur at a later date, likely when the final plat is proposed to the Plan Commission.

The City's Comprehensive Plan Extraterritorial Future Land Use Map identifies the subject property for residential use. By proposing a 72-lot subdivision, the proposed residential use is consistent with the City's Extraterritorial Future Land

Use Map. Additionally, the subject property falls within the Wellhead Protection Overlay District B and will be serviced with City Sewer and Water.

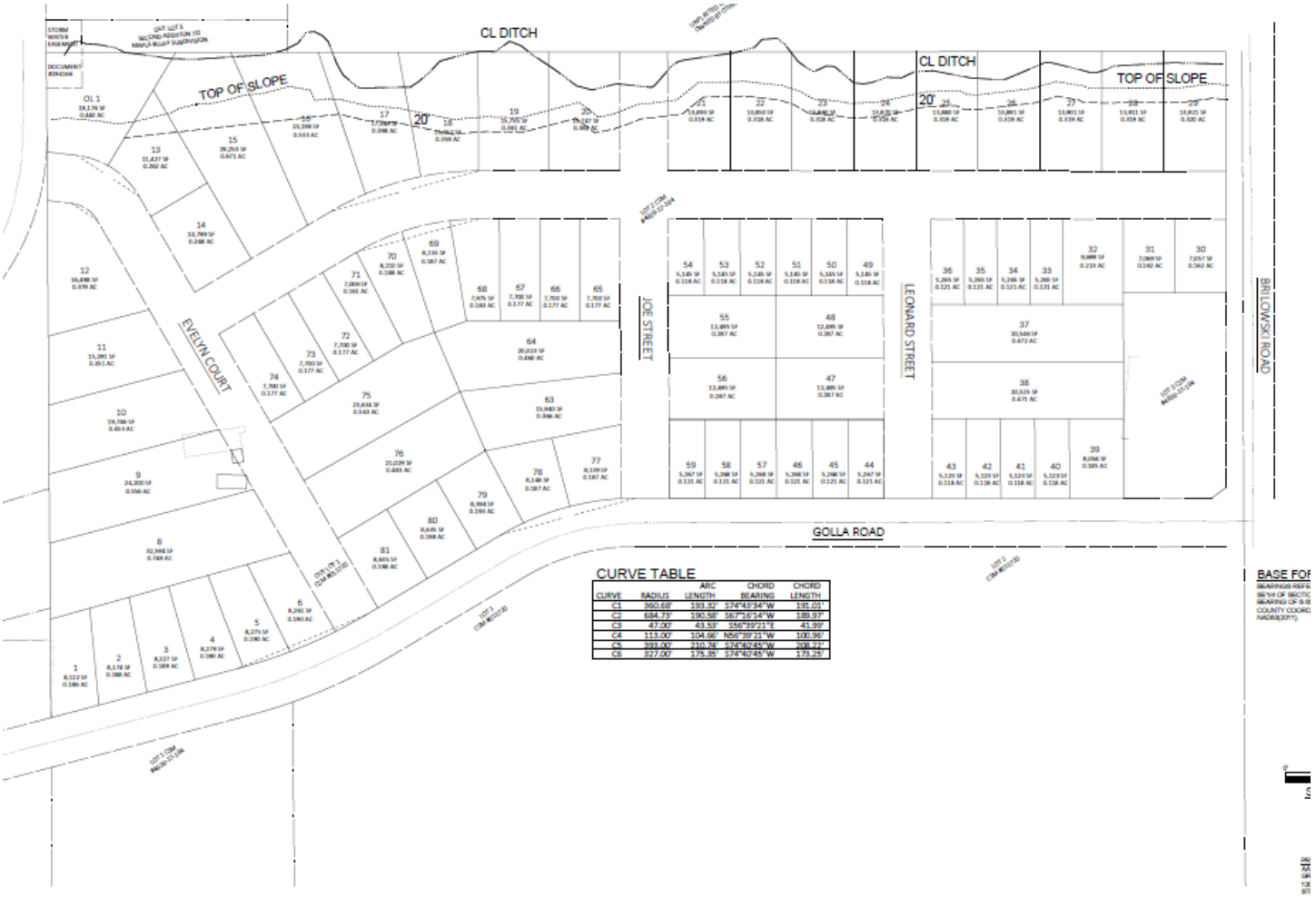
There is an existing meandering creek along the north property line that is part of the larger drainage plan to the east of the property. The City, Town of Hull, and the farmers who are part of an existing easement met at the property earlier this year and are working towards a solution to concerns about access to maintain the creek to ensure continued flow of the drainage ditches adjacent to the property.

The subdivision previously submitted is below:



CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	361.78'	192.02'	189.77'	S 74°49'35" W	30°24'38"
C2	361.78'	36.40'	36.38'	S 87°08'58" W	5°45'52"
C3	361.78'	87.85'	87.63'	N 77°18'36" E	13°54'48"
C4	361.78'	67.77'	67.67'	S 64°59'15" W	10°43'58"
C5	703.91'	78.26'	78.22'	S 72°00'50" W	6°22'12"
C6	709.06'	69.29'	69.27'	S 71°38'20" W	5°35'56"
C7	684.73'	8.96'	8.96'	N 74°54'48" E	1°45'00"
C8	145.56'	50.78'	50.77'	N 72°56'58" E	4°46'09"
C9	216.00'	95.98'	95.19'	N 41°20'34" E	25°27'33"
C10	216.00'	52.8'	52.67'	S 82°57'20" W	14°00'23"
C11	216.00'	82.49'	81.99'	N 65°00'44" E	21°52'48"
C12	216.00'	95.98'	95.19'	S 41°20'34" W	25°27'33"
C13	216.00'	92.65'	91.94'	N 16°19'32" E	24°34'30"
C14	216.00'	15.22'	15.22'	S 02°01'09" W	4°02'17"
C15	150.00'	235.62'	212.13'	N 44°57'31" E	90°00'00"

The proposed subdivision is on the next page.



Standards of Review

A preliminary plat or final plat of any major or minor subdivision in the City of Stevens Point or in the extraterritorial area shall not be approved unless the Plan Commission and the Common Council determine that adequate public facilities and public services are available to support and service the area of the proposed subdivision, unless the City finds the major or minor plat are in an area not likely to be included in the City's future growth zone. In considering the questions of adequacy of public facilities and public services as set forth above, the Plan Commission and Common Council shall consider but not be limited to:

1. **The nature, extent and size of the proposed subdivision and its impact in terms of the estimated increase in population expected to result.**

   Analysis: The subject property is approximately 24.65 acres in size and include 72 total lots, of which 52 are intended for single-family home development, and 20 are intended for zero- lot line development. The total density of the proposed subdivision is 2.7 units/acre, which is similar to the development east of Brilowski Rd, most notably in the Kingfisher Drive area.

   Findings: US Census household size in Stevens Point is 2.10 persons per household. If the subdivision was 100 percent occupied we could expect an additional 151 persons to reside in the proposed subdivision. The City's

2022 estimated population was 25,716 persons. With the proposed subdivision, a .59% population increase could be reasonably expected. Existing public infrastructure and facilities can reasonably handle this type of increase.

2. **The present or projected state of development likely to result when said subdivision is developed with projected densities as anticipated by adopted area Comprehensive Plans and currently approved subdivisions in the immediate vicinity of the proposed subdivision.**

   Analysis: The proposed subdivision provides medium-density residential development north of the City's municipal boundary.

   Findings: Given the estimated infrastructure costs and tax revenues tied to this development, coupled with providing housing density given its located within the Wellhead Protection B Zone, sufficient lot density exists.

3. **The avoidance of expenditures of public funds necessitated by the proposed subdivision which are not in adopted capital or operating budgets. For subdivisions in the City of Stevens Point, the applicant shall furnish data requested by the Director of Public Works, Water Utility Manager, Traffic Engineer and Director of Planning and Development who will coordinate statements of adequacy for transportation, storm sewer, sanitary sewer, water service, fire and police protection, parks, open space, and recreation and school facilities for the Plan Commission and the Common Council.**

   Analysis: The proposed subdivision is part of the capital improvement budget previously approved by the common council. As mentioned previously, the proposed density and the expected population increases will not significantly impact existing public infrastructure and facilities.

   Findings: Estimated infrastructure costs, projected property tax revenue, and utility users provide sufficient financial capacity for the subdivision over the life of the proposed infrastructure.

Land Divisions or Subdivisions in Extraterritorial Plat Approval Jurisdiction. In addition to all other provisions contained in this Ordinance, the Plan Commission may recommend or approve the subdividing of lands in the extraterritorial plat approval jurisdiction based on the applicable criteria and policies contained in this ordinance and the Comprehensive Plan. The Plan Commission shall not consider any subdivision or land division which did not have prior approval by the approving authorities for both the Town(s) and Portage County. The Plan Commission may require any conditions in the approval of a subdivision or land division, including the use of any restrictive covenant.

Criteria for Nonagricultural Subdivision or Land Division. In the case of nonagricultural lands, the Plan Commission may recommend approval of a subdivision to the Common Council or may grant approval of a land division provided that the Plan Commission shall determine that the proposed subdivision or land division complies with all of the following criteria:

1. **The proposed subdivision or land division shall be compatible with adjacent land uses and shall maintain the general land use pattern of the area in question.**

   Analysis: The subject property is located in the City of Stevens Point. The proposed subdivision is surrounded by other subdivision and residential developed within Town of Hull and City limits. A future planned street, Forest Creek Road, extensions of Joe St and Evelyn Court is planned to be located within the subject property to accommodate higher-density residential development. Given that residential development surrounds the subject property, generally consisting of 0.50-1.75 acre lot sizes, the proposed subdivision is compatible in use and size of adjacent properties.

Findings: The area around of the subject property consists primarily of residential and undeveloped uses. Neighboring residential lots are for single-family use and range from 0.50-1.75 acres in size. Staff believes that the proposed single-family use of the subdivision is compatible to the surrounding area.

2. **The proposed subdivision or land division shall result in a development pattern which is compatible with surrounding developments and land uses. Measures of compatibility shall consider at least but not limited to lot sizes, traffic generation, access, noise and visual features.**

   Analysis: See standard one above.

   Findings: This standard is met.

3. **The proposed subdivision or land division and the resulting development shall not demonstrably adversely affect the City's ability to provide future public utilities, install future public improvements or accomplish future annexations. The Plan Commission may consider annexation agreements with the property owner in order to comply with this requirement. The Plan Commission may also consider whether the City and Town(s) have reached an agreement on necessary public improvements and public services facilities required to serve the development.**

   Analysis: This standard is met.

   Findings: Providing utility connections to the proposed subdivision and surrounding area would be feasible given the possibility for direct utility connections off existing infrastructure. As the residential development and street layout south of the subject property consists primarily of a street grid format (unlike cul-de-sac development), the City's ability to provide future public utilities can occur.

4. **The proposed subdivision or land division shall comply with one of the following:**

   a. **The proposed subdivision or land division shall represent infilling of vacant land. Infilling is defined as a subdivision or land division which will accommodate the development of vacant land located such that surrounding existing land uses render the land impractical for any but similar uses.**

   b. **The proposed subdivision or land division shall provide permanent open space lands for use by the general public in conformance with the adopted Parks and Open Space Plan for Portage County, Wisconsin, the City of Stevens Point adopted Parks and Open Space Plan or the City's other adopted Comprehensive Plan elements. The permanent open space lands shall be accessible and open for use by the general public.**

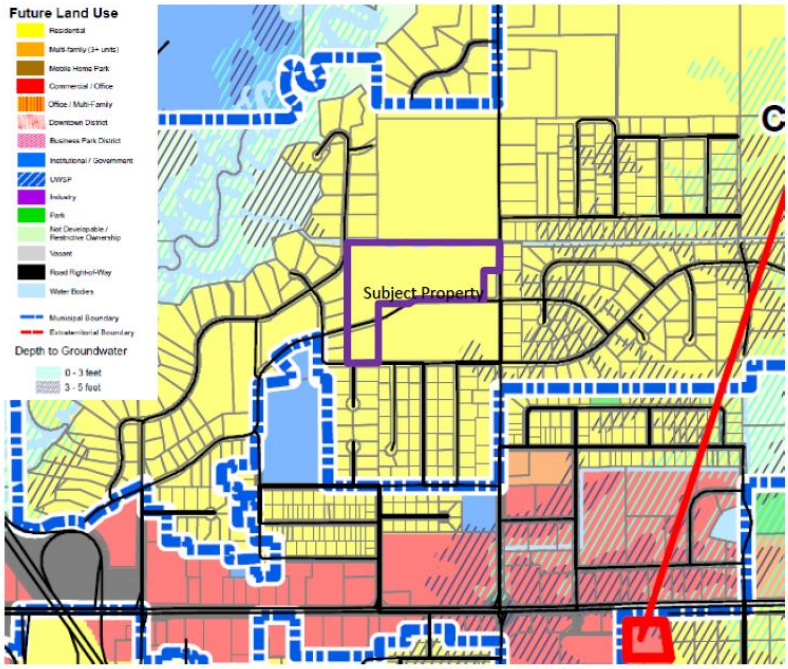
   Analysis: While the proposed subdivision does not include permanent open space lands, it is near other open space areas. For example, Eastwood Park is approximately 0.2 miles away from the subject property and provides sufficient vehicular access off of Brilowski Road and Kingfisher Drive. Given the size of Eastwood Park, City staff believes that it is large enough to accommodate the proposed residential development.

   Findings: This standard is met.

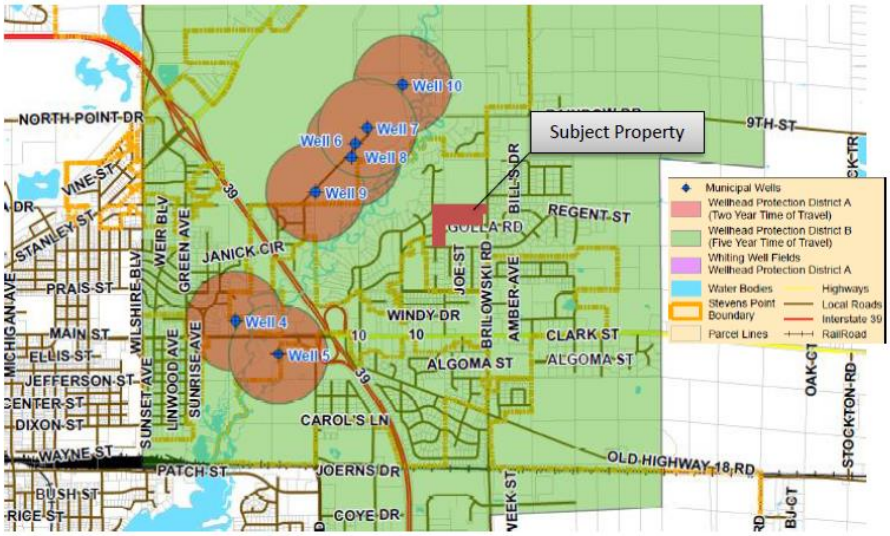
Based on the findings above, staff recommends approval of the preliminarily subdivision plat as presented.

Exhibits

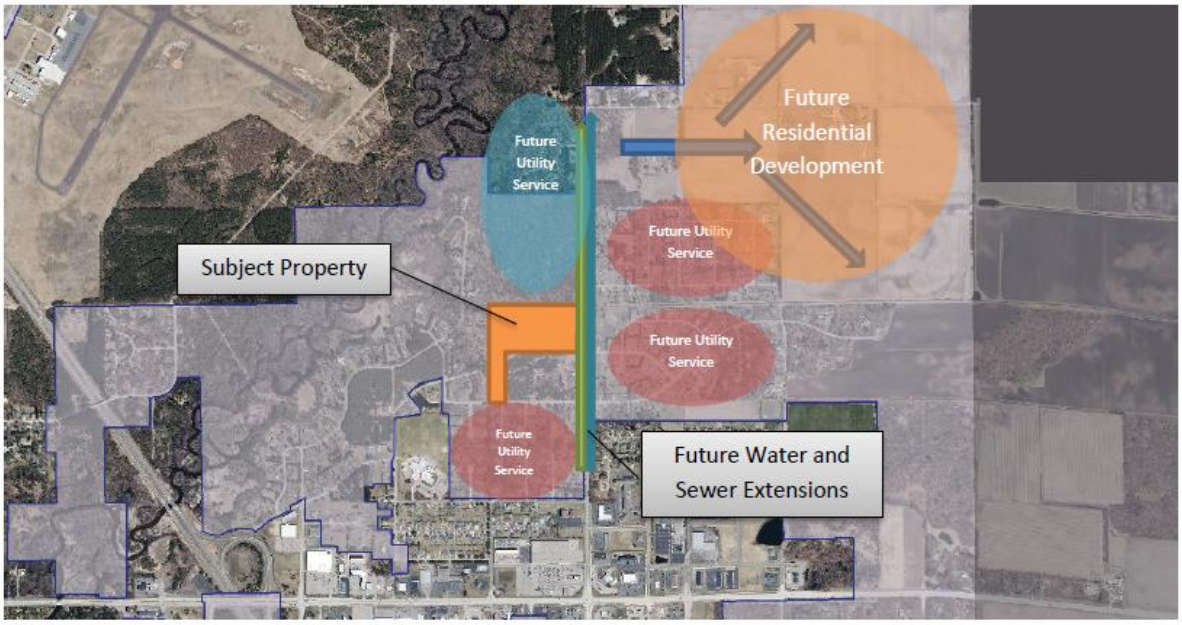
1. **Future Land Use Consideration:**



2. **Wellhead Protection:**

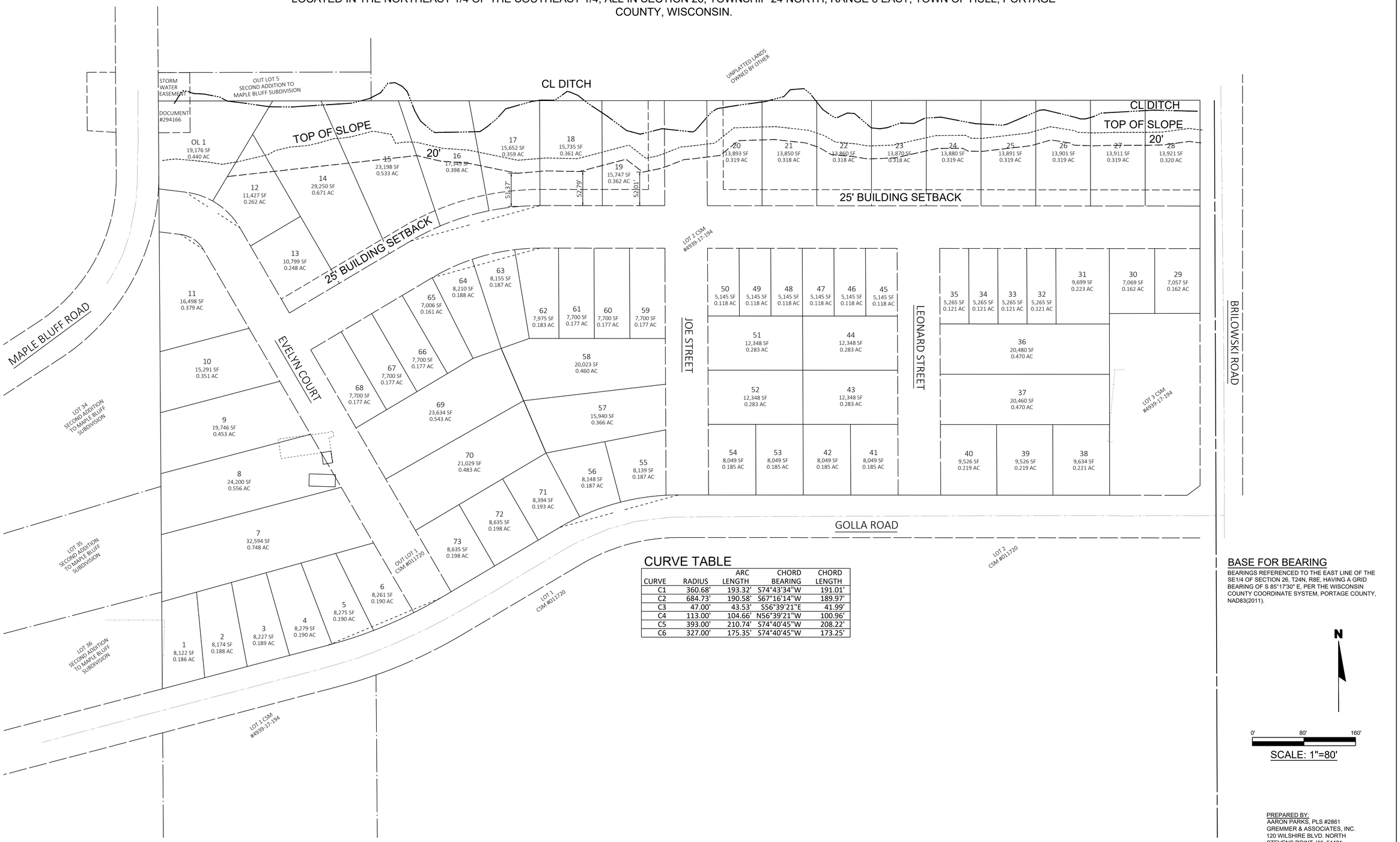


3. Future Growth Potential:



FOREST CREEK SUBDIVISION

A SUBDIVISION PLAT OF FOREST CREEK SUBDIVISION, BEING ALL OF LOT 2 OF CERTIFIED SURVEY MAP #4939-17-194, LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 AND IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, AND ALL OF OUT LOT 1 OF CERTIFIED SURVEY MAP #011720, LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4, ALL IN SECTION 26, TOWNSHIP 24 NORTH, RANGE 8 EAST, TOWN OF HULL, PORTAGE COUNTY, WISCONSIN.



CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	360.68'	193.32'	S74°43'34"W	191.01'
C2	684.73'	190.58'	S67°16'14"W	189.97'
C3	47.00'	43.53'	S56°39'21"E	41.99'
C4	113.00'	104.66'	N56°39'21"W	100.96'
C5	393.00'	210.74'	S74°40'45"W	208.22'
C6	327.00'	175.35'	S74°40'45"W	173.25'

BASE FOR BEARING

BEARINGS REFERENCED TO THE EAST LINE OF THE SE1/4 OF SECTION 26, T24N, R8E, HAVING A GRID BEARING OF S 85°17'30" E, PER THE WISCONSIN COUNTY COORDINATE SYSTEM, PORTAGE COUNTY, NAD83(2011).

N

0' 80' 160'

SCALE: 1"=80'

PREPARED BY:
AARON PARKS, PLS #2861
GREMMER & ASSOCIATES, INC.
120 WILSHIRE BLVD. NORTH
STEVENS POINT, WI 54481
PHONE (715)341-4363

GREMMER & ASSOCIATES, INC.
CONSULTING ENGINEERS
Stevens Point • Fond du Lac

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 SUBDIVISION APPROVAL

(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				Major Subdivision ☐		Minor Subdivision ☐	

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ■)	
Applicant Name	City of Stevens Point	Contact Name	Ryan Kernosky
Address	1515 Strongs Avenue	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-346-1567	Telephone	
Fax		Fax	
Email	rkernosky@stevenspoint.com	Email	

OWNERSHIP INFORMATION

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

PROJECT SUMMARY

Subdivision Name	Forest Creek	Former Subdivision Name (if any)	
Area of Subject Property (Acres/Sq Ft)	24.65 acres	Proposed Number of Lots	72
Project Address:	5498 Golla Rd		

Parcel 1 – Assessor's Parcel ID Number	Parcel 2 – Assessor's Parcel ID Number (if needed)	Parcel 3 – Assessor's Parcel ID Number (if needed)
281240826400500		

Current Use of Subject Property	Vacant
Proposed Use of Subject Property	Single-Family Residential Subd. Development
Designated Future Land Use Category	Current Zone District(s)
Residential	R-1
Is there an associated request for a Zoning Map Amendment? If yes provide the application Number?	

Number of Residential Units Proposed	Proposed Gross Residential Density	Commercial Space Proposed Sq. Ft.
72	2.70 units/acre	0
Common Open Space Proposed Sq. Ft.	**Primary Open Space Designations (Cluster)**	**Secondary Open Space Designation (Cluster)**
0	0	0

Source of Utilities:				Streets Created or Extended as part of Subdivision? If Yes What Types?
Water	City	Sewer	City	Yes, Rural Cross Section
Number of Each Type of Building and Individual Units				Proposed Density (Units/Acre)
Single-Family House			52	total density 2.7 units/acre
Attached House (duplex)			20 zero lot line	
Row House (Number of Units)				
Apartment (Number of Units)				
Commercial Building				
Mixed Use Building (number of residential units)				
Industrial Building				
Civic Building / Institutional				
Open Lot				

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

52 SF lot development, 20 zero lot line development.
Construction on utilities and roadway will begin in June, with lots coming available for purchase in the fall of 2024.

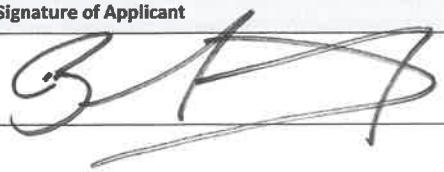
Current Zoning Surrounding Subject Property			
North:	PoCo A4/R2	South:	CoSP R1
East:	PoCo R2	West:	PoCo R2
Current Land Use Surrounding Subject Property			
North:	Vacant/SF	South:	SF
East:	SF	West:	SF

EXHIBITS (MAJOR SUBDIVISION)

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

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	3/20/24		

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

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

March 20, 2024

Alder Mary Kneebone
5718 SANDPIPER DR
STEVENS POINT WI 54482

Alder Kneebone,

As you're well aware, the City of Stevens Point has submitted an application for a preliminary subdivision in your aldermanic district. Said district consists of 52 single-family homes and 20 zero lot line homes. This will be before the City Plan Commission on April 1, 2024.

Please feel free to reach out to my office with any questions.

Forward,

Ryan Kernosky

From: **Sutter, Rod** Sutterr@co.portage.wi.gov
Subject: RE: Map
Date: March 28, 2024 at 10:38 AM
To: Dianne Somers dsomers@charter.net

RS

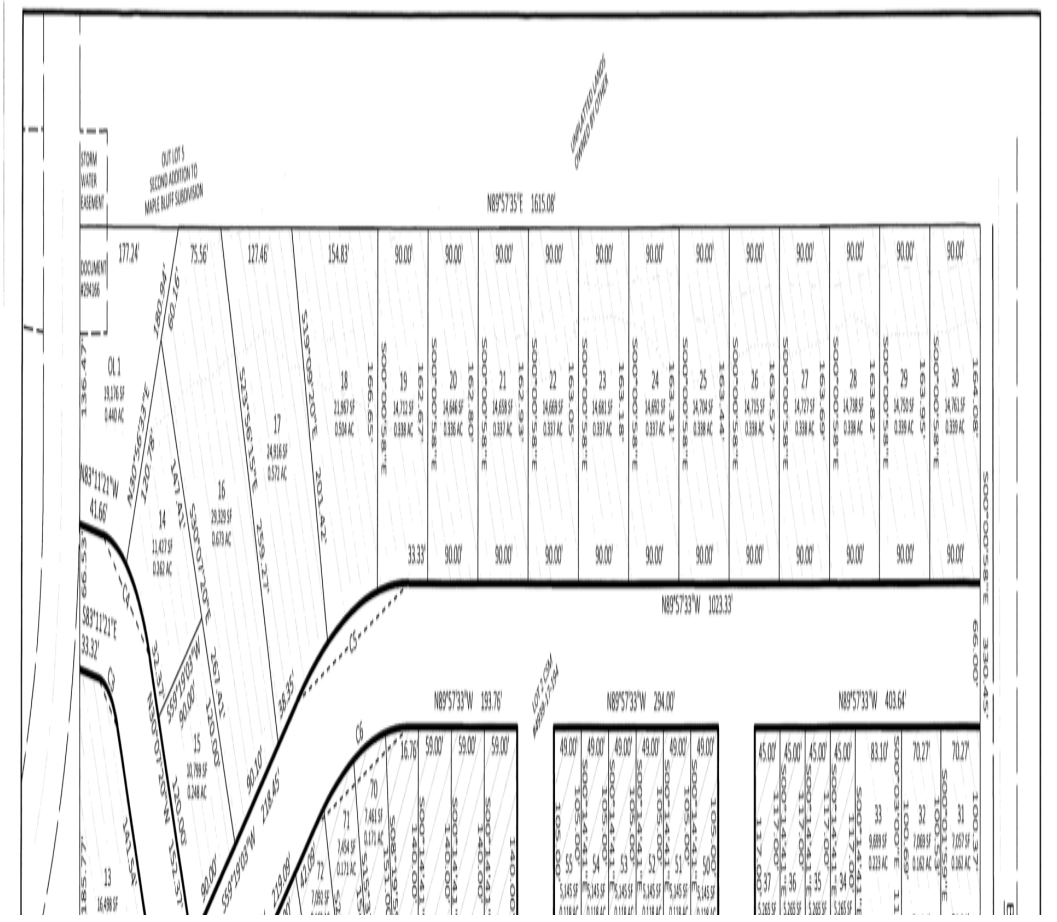
Here is the map you requested.

Rod Sutter
GIS Specialist
Portage County Planning and Zoning

From: Dianne Somers <dsomers@charter.net>
Sent: Tuesday, March 26, 2024 11:50 AM
To: Sutter, Rod <Sutterr@co.portage.wi.gov>
Subject: Map

51

Message from "TOH-MFP"



Sent from my iPhone

GollaRdSmallMap.pdf
4.3 MB

RESOLUTION

CERTIFIED SURVEY MAP APPROVAL AND LAND DEDICATION ACCEPTANCE FOR RIGHT-OF-WAY PURPOSES

BE IT RESOLVED by the Common Council for the City of Stevens Point, Portage County, Wisconsin, does hereby approve the attached Certified Survey Map (CSM) and accept the dedication of land for right-of-way purposes.

Approved: _____

Mike Wiza, Mayor

Attest: _____

Kari Yenter, City Clerk

Dated: March 25, 2024
Adopted:

Drafted By: Ryan Kernosky
Return To: City Clerk

PORTAGE COUNTY CERTIFIED SURVEY MAP NO.

CERTIFIED SURVEY MAP

LOCATED IN THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 24 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN.

LEGEND

- ● 3/4" X 18" IRON REBAR SET–1.5#/FT.
- ⊕ GOVERNMENT CORNER OF RECORD
- ( ) PREVIOUSLY RECORDED AS

NOTES

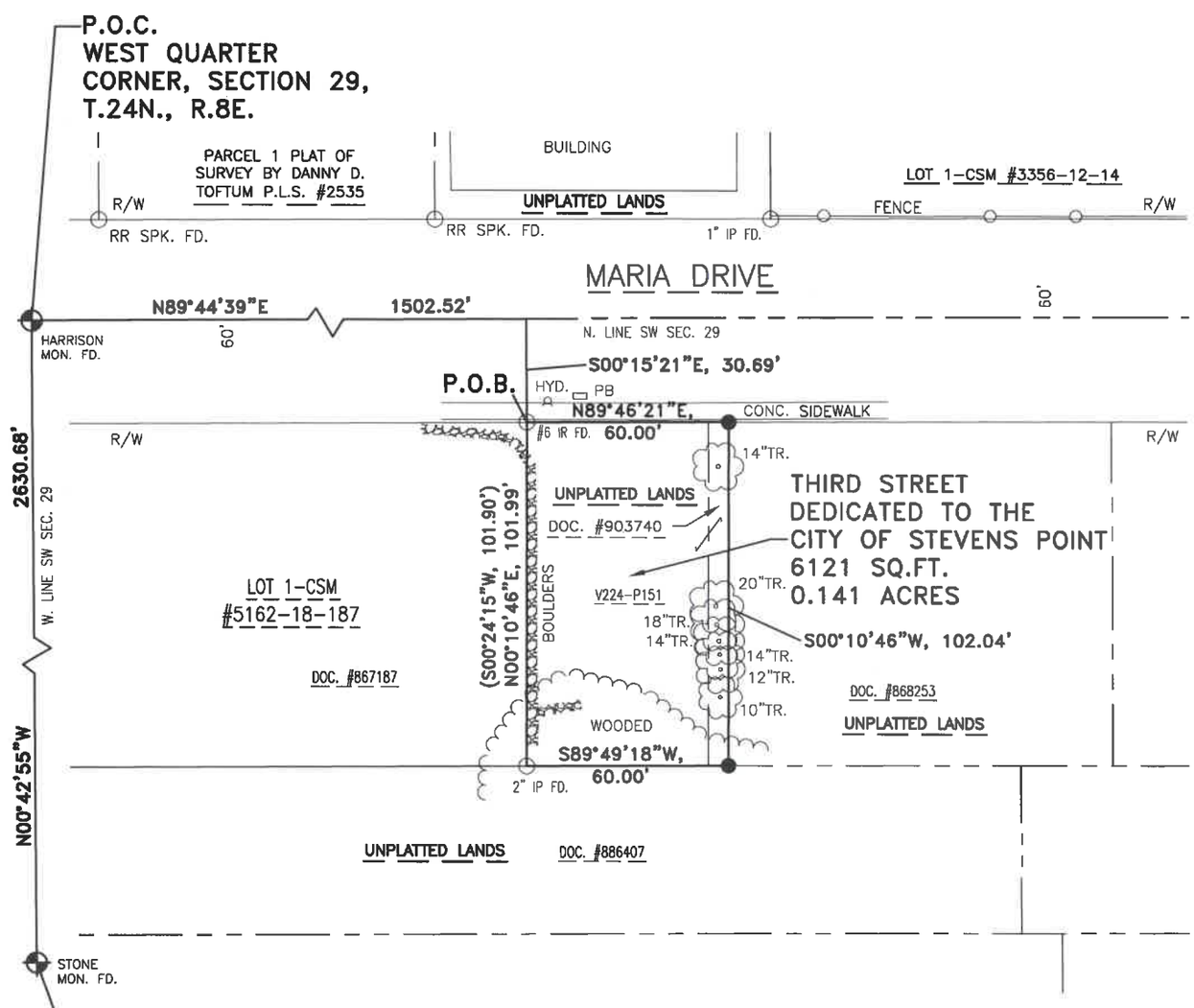
THIS INSTRUMENT WAS DRAFTED BY PATRICK J. FUEHRER.

THE BEARINGS HEREIN ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM–PORTAGE COUNTY–NAD 83. THE WEST LINE OF THE SOUTHWEST QUARTER OF SECTION 29 BEARS N00°42'55"W.

THIS CSM IS SUBJECT TO RESTRICTIONS, RESERVATIONS, RIGHT OF WAYS, AND EASEMENTS OF RECORD.

N

0' 25' 50'
1"=50'



PRELIMINARY

SHEET 1 OF 3 SHEETS

SURVEYOR'S CERTIFICATE

I Patrick J. Fuehrer, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided, and mapped the land described and represented by this Certified Survey Map, located in the Northeast Quarter of the Southwest Quarter of Section 29, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.

Commencing at the west quarter corner of Section 29; thence North 89 degrees 44 minutes 39 seconds East along the north line of the Southwest Quarter of said Section 29 a distance of 1,502.52 feet; thence South 00 degrees 15 minutes 21 seconds East 30.69 feet to the south right of way line of Maria Drive and the point of beginning; thence North 89 degrees 46 minutes 21 seconds East along said south right of way line 60.00 feet; thence South 00 degrees 10 minutes 46 seconds West 102.04 feet; thence South 89 degrees 49 minutes 18 seconds West 60.00 feet to the southeast corner of Lot 1 of Portage County Certified Survey Map Number 5162–18–187; thence North 00 degrees 10 minutes 46 seconds East along the east line of said Lot 1 a distance of 101.99 feet to the point of beginning and there terminating.

Subject to restrictions, reservations, right of ways, and easements of record.

That I have made such survey, and map at the direction of the City of Stevens Point. That such map is a correct representation of all the exterior boundaries of the land surveyed. That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes, and local ordinances of the City of Stevens Point, in surveying and mapping the same.

Dated: _____, 2024

_____
Patrick J. Fuehrer, PLS No. 2973

PRELIMINARY

PORTAGE COUNTY CERTIFIED SURVEY MAP NO.

CORPORATE OWNERS CERTIFICATE OF DEDICATION

Stevens Point, a municipal corporation duly organized and existing under and by the virtue of the laws of the state of Wisconsin, as owner, does hereby certify that said municipal corporation has caused the land described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented herein; and the City of Stevens Point does further certify that this certified survey map is required by s.236.10 or s.236.12 of the Wisconsin Statues to be submitted to the City of Stevens Point for approval or objection.

In witness whereof, said City of Stevens Point has caused these presents to be signed by Mike Wiza, Mayor and Kari Yenter, City Clerk at Stevens Point, Wisconsin and its corporate seal to be hereunto affixed this ___ day of _____, 2024.

_____
Mike Wiza
Mayor

_____
Kari Yenter
City Clerk

STATE OF WISCONSIN)
COUNTY OF PORTAGE)ss

Personally came before me this ___ day of _____, 2024, Mike Wiza, Mayor and Kari Yenter, City Clerk of the above named municipal corporation, to me known to be the persons who executed the foregoing instrument and acknowledged that they executed the foregoing instrument as such officers, as the deed of said municipal corporation, by its authority.

_____
Notary Public
Portage County, Wisconsin
My commission expires _____

PRELIMINARY

CITY OF STEVENS POINT COMMON COUNCIL APPROVAL

This land division is hereby approved by the City of Stevens Point Common Council as being in conformance with the City subdivision ordinances. The City of Stevens Point Common Council also hereby approves and accepts the land dedication shown thereon.

Adopted by Resolution No. _____ dated _____.

_____
Mike Wiza
Mayor

_____
Kari Yenter
City Clerk

Approved by the Director of Community Development,

City of Stevens Point _____
Ryan Kernosky

Date: _____.

SHEET 3 OF 3 SHEETS