



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 Miskowiak
- Commissioner Rice
- Commissioner Schuler

MINUTES

CITY PLAN COMMISSION

Date and Time:	October 7, 2024 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u> <u>Zoom Teleconferencing</u> Meeting ID: 851 7047 7864 Passcode: 455434 <u>By Computer:</u> https://us02web.zoom.us/j/85170477864?pwd=GcrTTBqF3ZErCZGPfKXmLuii <u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

- Meeting called to order at 6:01PM.
- Members Present: Alder Kneebone, Commissioners Arntsen, Miskowiak, Rice
- Members Excused: Mayor Wiza, Commissioners Beacom, Schuler

Discussion and Possible Action on:

2. Selection of a temporary chairperson for the October 7, 2024 meeting of the City Plan Commission.
 - Nomination: Arntsen nominates Kneebone. No other nominations.
 - Vote: Unanimous approval.
3. Report of the September 3, 2024 meeting of the City Plan Commission.
 - Motion: Arntsen moves approval of the report of the September 3, 2024 meeting of the City Plan Commission.

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.

- Second: Miskowiak seconds.
 - Discussion: No discussion.
 - Vote: Unanimous approval.
4. Report of the September 5, 2024 meeting of the City Plan Commission.
 - Motion: Miskowiak moves approval of the report of the September 5, 2024 meeting of the City Plan Commission.
 - Second: Arntsen seconds.
 - Discussion: No discussion.
 - Vote: Unanimous approval.
 5. Public Hearing and action on a request from the City of Stevens Point to establish a Business Park Business Improvement District and its initial operating plan, consistent with Wis. Stats. 66.1109(2)(c).
 - Background: Zoning Administrator Adam Kuhn provides background information regarding the petition to establish the Business Improvement District (BID) for the Portage County Business Park. Background information includes the purpose of business improvement districts, boundaries of the district, and total assessed value of the district. The initial operating plan outlines initial Business Improvement District activities, the special assessment attributed to each parcel, total assessment income, and the window of opportunity for dissent. Following approval from the City Plan Commission, a 30-day window will begin for impacted property owners to object to the request to establish the business improvement district.
 - Miskowiak inquires if the special assessment is applied to all taxable parcels in the city or just parcels within the BID boundaries. Kuhn answers that only parcels in the district have the special assessment.
 - Public Hearing: No comments from the public.
 - Arntsen inquires about the current status of the Downtown BID and if there are any lessons learned.
 - Downtown Manager C. Kreuser answers the question citing the different purposes of the districts. While the Portage County Business Park BID is focused more on stormwater and snowfall management whereas the Downtown BID provides more support for economic vitality of Downtown Stevens Point. Downtown Stevens Point's BID has reported success since creation.
 - Kuhn adds that the operating plan of the new BID is reviewed and approved annually.
 - Rice asks who started the process to form the BID and what additional services might be provided beyond standard City services.
 - Kuhn answers that a group of business owners in the business park petitioned the city and formed the BID planning committee.
 - Jeff Ramlow, representing Skyward, adds context that once all parcels were sold from the County that the operations of the business park would revert to the owners of the business park. Ramlow adds that the responsibilities of managing the district were ample enough to require additional help and sought assistance from Director Kernosky. The members of the business park acknowledged an opportunity to work alongside the City to meet mutual goals to manage the business park. Additional similarities between the business park and Downtown Stevens Point were noticed, and members of the business park did want to ensure their voices are included in the management of the business park. Establishing the district also allows for the

business park to plan for the future as well, in alignment with the City and members of the park.

- Motion: Miskowiak moves approval of the request to establish a Business Park Business Improvement District and its initial operating plan, consistent with Wis. Stats. 66.1109(2)(c).
 - Second: Arntsen seconds.
 - Discussion: No additional comments.
 - Vote: Unanimous approval.
6. Public Hearing and action on a request from the City of Stevens Point to amend Section 23.02(4)(d), Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends the Wireless Communication Towers Ordinance to achieve compliance with Wis. Stats. 66.0404.
- Background: A. Kuhn provides background on the request, including the City's ability to regulate new and existing cell towers, application requirements, height and setback requirements, and examples of special regulations. Requests made since 2013 have been reviewed pursuant to State law.
 - Public Hearing: No comments from the public.
 - Arntsen asks if there was any additional regulations included in the ordinance language. Kuhn answers that the purpose and intent was made to reflect the city, but the rest of the language is based on state statute.
 - Motion: Miskowiak moves approval of the request from the City of Stevens Point to amend Section 23.02(4)(d), Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point. Said request amends the Wireless Communication Towers Ordinance to achieve compliance with Wis. Stats. 66.0404.
 - Second: Arntsen seconds.
 - Discussion: None.
 - Vote: Unanimous approval.
7. A request from PJ Thieren, representing UW Credit Union, for a site plan review to construct a principal structure on the property located at 5605 U.S. Highway 10 East (Parcel ID 281240836230003), consistent with Ch. 23.02(2)(e)(5).
- Background: A. Kuhn provides background information on the request, the site, and site plan provided by UW Credit Union. Renderings and site plan were included in the agenda packet. Kuhn describes that the proposed project is allowable by right, but a site plan review is necessary. Kuhn explains the site plan; adequate site access is provided; parking is appropriate given the traffic impact of the proposal. Kuhn explains conditions that staff would recommend for an approval of the plan.
 - Motion: Arntsen moves approval of the site plan presented.
 - Second: Miskowiak seconds.
 - Discussion: Kneebone suggests that given the amount of glass on the exterior, that the applicant consider a preventative measure to minimize the amount of bird strikes.
 - Vote: Unanimous approval.
8. A request from Brian Sharon, representing ENT Holdings LLC, for a site plan review to exceed the maximum allowance of on-site parking spaces on the property located at 5509 Vern Holmes Drive (Parcel ID 281230802400410), consistent with Ch. 23.01(17)(c)(4).
- Background: A. Kuhn provides background information regarding the request. The

proposed use of the site is a permitted use within the zoning classification of the site, and plan set meets applicable provisions of the Business Park's deed restrictions and protective covenants. The only exception requested is to exceed the maximum allowance of on-site parking spaces. Kuhn further explains the minimum parking required by ordinance for the site for phase I (32). 54 spaces are proposed for Phase I, and 63 are proposed for Phase II. Applicants may not exceed 150% of the minimum, unless Council approval is received. Kuhn explains that this exception had been granted to another member of the Portage County Business Park recently.

- Arntsen inquires about the severity of reason required to deny the request. Kuhn answers that precedent had been set to approve the request, but it is up to the body to approve or deny the request.
- Rice asks if the applicant expressed the need for the additional parking (users, clients) or if the applicant is simply using the maximum allowable space.
- The applicant's builder answers the question, that the request is based on the patient flow and number of patients served by the applicant, not that the exception is needed to fully utilize the space. Applicant further explains that the design is cognizant of the environmental deed restrictions and exceeds the minimum.
- Motion: Arntsen moves approval of the site plan.
- Second: Miskowiak seconds.
- Discussion: None.
- Vote: Unanimous approval.

9. Presentation and discussion on the draft historic preservation plan.

- Background: A. Kuhn provides background information on the draft historic preservation plan produced by Kuhn and the Historic Preservation and Design Review Commission. Kuhn explains the purpose of the planning document as a guide for local staff and officials to address local needs and opportunities. Local ordinance requires the formation of a historic preservation plan, and preservation administration is a relatively new practice within municipal planning; state comprehensive planning law does outline some of this requirement. Full context of the plan can be reviewed from the recording of the most recent meeting of the Historic Preservation and Design Review Commission. Kuhn emphasizes the Zoning & Development section of the plan, as this section is directly related to the powers and purpose of the City Plan Commission. This section outlines five (5) policies to be implemented (Policies 4.1 – 4.5).
- Discussion: Arntsen and Miskowiak comment on the document. Miskowiak asks how this document relates to the City's comprehensive plan. Kuhn answers that the plan is meant to provide additional value to the Agricultural, Natural, and Cultural Resources element of the City's comprehensive plan.
- Kuhn explains that Monday, October 28th, will be the last open house for the City's Historic Preservation Plan and will expect to host a public hearing at December's City Plan Commission and to review the document for approval.
- Kneebone expresses gratitude for the staff and community for developing a robust plan that will help the community move forward.

10. Discussion only: petition document from the Stevens Point Municipal Airport for state and federal aid.

- Background: Director Lemke provides background information regarding the petition documents. A public hearing will be held at Common Council this month to petition

for state and federal funds for improvements for runway lighting, hangar improvements, and clearing of approaches. The petition is a part of routine business for the airport.

- Discussion: No discussion.

Closing Section:

11. Adjourn.

- City Plan Commission is adjourned at 7:06PM.