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

AGENDA

CITY PLAN COMMISSION

Date and Time:	January 6, 2025 6:00 PM	**Location:**	Community Room 933 Michigan Avenue, Stevens Point, WI OR Zoom Teleconferencing Meeting ID: 895 1669 3959 Passcode: 740925 By Computer: https://us02web.zoom.us/j/89516693959?pwd=j05r8z7gJkVS3q2fxBktCU By Phone: +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on:

2. Report of the December 2, 2024 meeting of the City Plan Commission.
3. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance, of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 23.04(2) for the purposes of amending the definition of 'Household Entity' and 'Household Entity Plus' as follows:

   HOUSEHOLD ENTITY – is an individual, or two or more persons related by blood, marriage, adoption, foster child arrangement, or similar legal relationship and functioning as a single housekeeping entity, or such individual or person plus two individuals and their dependents, not having such similar legal relationship but

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.

functioning as a part of the single housekeeping entity. The definition of Household Entity shall not apply to a Tourist Rooming House.

HOUSEHOLD ENTITY PLUS – is an individual, or two or more persons related by blood, marriage, adoption, foster child arrangement, or similar legal relationship and functioning as a single housekeeping entity, or such individual or person plus three individuals and their dependents, not having such similar legal relationship but functioning as a part of the single housekeeping entity. The definition of Household Entity Plus shall only apply to Owner-Occupied Dwellings. The definition of Household Entity Plus shall not apply to a Tourist Rooming House.

4. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance, of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 23.02(1)(e)(4) pertaining to minimum lot area requirements for single-family and two-family dwellings in the “R-3” Single- and Two-Family Residence District. The lot area for single-family dwellings is amended from 5,000 square feet to 4,000 square feet, the lot area for single-family zero lot line dwellings is amended from 5,000 square feet to 4,000 square feet, and the lot area for two-family dwellings is amended from 10,000 square feet to 8,000 square feet.

5. A request to enter into an easement agreement with the Wisconsin Public Service Corporation on an unaddressed parcel bounded by County Road HH and Badger Avenue (Parcel ID 281230801340002).

6. Discussion on a housing survey.

7. Director's Report.

Closing Section:

8. Adjourn

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:	December 2, 2024 6:00 PM	**Location:**	Community Room 933 Michigan Avenue, Stevens Point, WI OR Zoom Teleconferencing Meeting ID: 858 1119 3432 Passcode: 828056 By Computer: https://us02web.zoom.us/j/85811193432?pwd=xYdWnzBURUINR4x By Phone: +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call
   - Meeting called to order at 6:00 PM
   - Members Present: Wiza, Kneebone, Arntsen, Beacom, Miskowiak, Rice, Schuler

Discussion and Possible Action on:

2. Report of the November 4, 2024 meeting of the City Plan Commission.
   - Motion: Arntsen moves approval of the report of the November 4, 2024 meeting of the City Plan Commission.
   - Second: Miskowiak seconds the motion.
   - Discussion: Comments heard from Commissioner Arntsen, Mayor Wiza affirming the quality of the report.
   - Vote: unanimous approval.

3. Public Hearing and action on a request from the City of Stevens Point to adopt the Stevens

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.

Point Historic Preservation Plan, consistent with Ch. 22.06(3)(2)(a).

- Background: Zoning Administrator Kuhn presents background information regarding the Stevens Point Historic Preservation Plan. HPDRC held public hearing last week and recommended approval of the plan.
- Public Hearing:
  - Sam Lang, District 9 Alderperson, expresses appreciation and excitement for the plan.
- Motion: Schuler moves approval subject to final readthrough to correct grammatical errors.
- Second: Beacom seconds.
- Discussion:
  - Schuler congratulates staff on the assembly of the document.
  - Arntsen also voices support for the document and staff.
  - Kneebone expresses gratitude to residents who provided input and for staff.
- Vote: Unanimous approval.

4. Adoption of the Housing Affordability Report for permit year 2023.
   - Background: Director Kivela provides background information regarding the Housing Affordability Report.
   - Discussion:
     - Arntsen vocalizes support for the document.
     - Schuler comments on the usability of the Housing Affordability Report.
   - Motion: Schuler moves approval of the Housing Affordability Report as presented.
   - Second: Kneebone seconds.
   - Discussion:
     - Beacom comments on the quality of certain data points.
     - Wiza requests the commission to consider data and information that may be included in a public survey to help improve the quality of the Housing Affordability Report.
     - Arntsen and Schuler comment on the efforts of the commission and staff to expand housing types and the usability of the comprehensive plan to drive improvements to housing in the community.
   - Vote: Unanimous approval.

5. A request to enter into a Donation Waiver Agreement with the Wisconsin Department of Transportation for a curb ramp replacement project along State Highway 66 and U.S. Highway 10 East.
   - Background: Mayor Wiza provides background information regarding the request. Wiza and Director Beduhn recommend approval.
   - Discussion: Schuler requests information regarding applicable fees, asking if there is a cost to the city.
   - Motion: Kneebone moves approval.
   - Second: Miskowiak seconds.
   - Vote: Unanimous approval.

6. A request to enter into an easement agreement with the Wisconsin Public Service Corporation on an unaddressed parcel bounded by County Road HH and Badger Avenue (Parcel ID 281230801340002).
   - Background: Mayor Wiza provides background information on the easement

request, but informs the commission that the request will be delayed until January.
- Motion: No action taken.

7. July - September 2024 Monthly Report.
    - Background: Director Kivela provides the monthly reports to the Commission.
    - Motion: Beacom moves approval of the monthly reports and to place the reports on file.
    - Second: Schuler seconds.
    - Vote: Unanimous approval.

8. Director's Report.
    - Background: Director Kivela provides the monthly report.
    - Discussion:
        - Schuler asks if there is any way to summarize the update on the development agreement for the Opera House; Mayor Wiza answers.
        - Arntsen comments on the Opera House project and the connection between the property and the Historic Preservation Plan.

Closing Section:

9. Adjourn
    - Meeting adjourned at 6:23PM

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

Department of Community Development
Adam Kuhn
Associate Planner
Zoning Administrator
Ph: (715) 346-1567
Fax: (715) 346-1498

MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: January 6, 2025

RE: Public Hearing – Amendment to Definitions of 'Household Entity' & 'Household Entity Plus'

Background: During the November Plan Commission meeting, the Commission discussed a potential amendment to the City's Zoning Ordinance as it relates to the number of unrelated persons permitted to reside within one housing unit. As a reminder, the Zoning Ordinance is currently written as follows:

> *HOUSEHOLD ENTITY – is an individual, or two or more persons related by blood, marriage, adoption, foster child arrangement, or similar legal relationship and functioning as a single housekeeping entity, or such individual or person plus one individual and their dependents, not having such similar legal relationship but functioning as a part of the single housekeeping entity. The definition of Household Entity shall not apply to a Tourist Rooming House.*
>
> *HOUSEHOLD ENTITY PLUS – is an individual, or two or more persons related by blood, marriage, adoption, foster child arrangement, or similar legal relationship and functioning as a single housekeeping entity, or such individual or person plus two individuals and their dependents, not having such similar legal relationship but functioning as a part of the single housekeeping entity. The definition of Household Entity Plus shall only apply to Owner-Occupied Dwellings. The definition of Household Entity Plus shall not apply to a Tourist Rooming House.*

The above definitions allow a maximum of two unrelated persons to reside in a housing unit that is not occupied by the property owner. If the property owner resides in the housing unit, the number of unrelated persons permitted to reside there increases from two to three.

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

At the November Plan Commission meeting, the Commission recommended approval of an amendment to allow up to three unrelated persons to reside in a household unit, regardless of if the property owner is permanently residing there. As such, the recommendation was to amend the 'Household Entity' definition and rescind the 'Household Entity Plus' definition.

The Common Council, during their November meeting, did not take action on the Plan Commission's recommendation. Conversely, the Council recommended that the owner-occupancy bonus be retained by adopting the following:

- Allowing up to four unrelated persons if the property owner permanently resides on the property.
- Allowing up to three unrelated persons if the property owner does not reside on the property.

Reflecting the Council's recommendation, included in the January Plan Commission agenda is a public hearing for the requested amendment. From a staff perspective, it is important to note that such a change still follows the incremental approach to occupancy changes that this Commission discussed back in 2023.

In November, a question was raised as to if the proposed Zoning Ordinance amendment is consistent with other Wisconsin communities that have a four-year public college. The table below provides such breakdown. It is apparent that Stevens Point's current ordinance of allowing up to two unrelated persons is lower than the below communities. A request to allow up to three unrelated persons would be consistent with most of the identified communities.

Occupancy Restrictions: Communities with a Four-Year Public College		
Community	**Maximum Unrelated Persons Allowed**	**Notes**
Madison	5	
Eau Claire	3-4	Varies by zoning district
La Crosse	3-5	Varies by zoning district
Green Bay	3	
Oshkosh	3	
Whitewater	3	
Platteville	4	
River Falls	4-5	Varies by zoning district

Besides college communities, it is also important to look at zoning regulations for other communities similar in size to Stevens Point. The table below provides occupancy restrictions for five other communities that fall near 25,000 in population. As shown below, the proposed amendment would fall more in line to how other comparable communities regulate occupancy.

Occupancy Restrictions: Communities Near 25,000 in Population	
Community	**Maximum Unrelated Person Allowed**
Mequon	4
Caledonia	4
Middleton	5
Watertown	3

Neenah	4

A common misconception that exists with regulations on the occupancy of unrelated persons is that it applies solely to college students. It also applies to other groups, such as young professionals. Stevens Point is privileged to have a four-year public college in our community. With that privilege comes added responsibility, such as addressing the concept of brain drain. Brain drain is when college graduates relocate from the college community to another community for employment. Stevens Point should do everything in our power to retain graduates from UW-Stevens Point and Mid-State Technical College, given the positive impact that they have on our local economy. Housing is a barrier for young professionals and is a major factor in determining what community to start their career in. To be blunt, the City would be giving itself a competitive disadvantage in recruiting and retaining college graduates by having more restrictive occupancy laws.

A core reason for the City's Zoning Ordinance is to protect the health, safety and general welfare of its citizens. While concerns raised in the past on increasing allowed occupancy thresholds are valid, it is my belief that safeguards exist to address the proposed amendment. For example, the City's Maintenance and Occupancy Code requires a housing unit to have at least 125 sq ft of habitable floor space per occupant. Habitable floor space would be a bedroom, living room, etc., and would exclude areas such as hallways, bathrooms. Imagine that a housing unit has 350 sq ft of habitable floor area. Even if the Zoning Code could allow three unrelated persons to reside in that housing unit, only two people would be permitted as it falls under the 375 sq ft of habitable floor area that would be required for three people.

Staff Recommendation: It is my belief that the anticipated benefits with the proposed Zoning Ordinance amendment would outweigh its drawbacks. As such, I recommend **APPROVAL** as presented.

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

[Chapter 23 of the Revised Municipal Code – Zoning Ordinance – Household Entity Definition]

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

SECTION I: That Section 23.04(2), Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point, shall be amended as follows:

> HOUSEHOLD ENTITY – is an individual, or two or more persons related by blood, marriage, adoption, foster child arrangement, or similar legal relationship and functioning as a single housekeeping entity, or such individual or person plus ~~one~~ **two** individual**s** and their dependents, not having such similar legal relationship but functioning as a part of the single housekeeping entity. The definition of Household Entity shall not apply to a Tourist Rooming House.
>
> HOUSEHOLD ENTITY PLUS – is an individual, or two or more persons related by blood, marriage, adoption, foster child arrangement, or similar legal relationship and functioning as a single housekeeping entity, or such individual or person plus ~~two~~ **three** individuals and their dependents, not having such similar legal relationship but functioning as a part of the single housekeeping entity. The definition of Household Entity Plus shall only apply to Owner-Occupied Dwellings. The definition of Household Entity Plus shall not apply to a Tourist Rooming House.

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: January 6, 2025
Adopted:

Drafted by: Adam Kuhn
Return to: City Clerk

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

Department of Community Development
Adam Kuhn
Associate Planner
Zoning Administrator
Ph: (715) 346-1567
Fax: (715) 346-1498

MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: January 6, 2025

RE: Public Hearing – Amendment to Minimum Lot Size Requirement for the "R-3" Single- and Two-Family Residence District

---

Background: In November, the Common Council adopted a resolution on ending housing insecurity and homelessness. One of the priority recommendations included in the resolution is to "adopt and implement recommendations for low- or no-cost ordinance related items utilizing increased density, such as zoning restrictions and unrelated persons limits."

As Zoning Administrator, there are ample sections of the City's Zoning Ordinance that can be amended to implement this resolution. One example is to amend minimum lot size requirements for land improvements in the "R-3" Single- and Two-Family Residence District. For starters, it is necessary to outline the areas of Stevens Point that are zoned "R-3" Single- and Two-Family Residential. As shown in Figure 1, such areas are the city's Northside, land south of the Downtown and UW-Stevens Point up to the railroad, and a scattering of parcels on the city's Southside and Eastside.

Within the "R-3" District, single- and two-family residential uses are permitted by right. To permit such uses, however, a single-family use must be located on a lot at least 5,000 square feet in size. For a two-family use, a lot must be at least 10,000 square feet in size. The proposed Zoning Ordinance amendment seeks to lower the minimum lot size requirement for single-family and zero lot line development from 5,000 sq ft to 4,000 sq ft, and reduce the minimum lot size for two-family uses from 10,000 sq ft to 8,000 sq ft.

Before going further, it is important to state that the primary objective of this proposed Zoning Ordinance amendment is to make legal nonconforming land uses be conforming with zoning regulations. A legal nonconforming use is when a land use exists on a property where it does not meet land use or density requirements for the

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

respective zoning district. For example, a duplex being located on a R-3 zoned lot that is 8,000 sq ft in size would be a legal nonconforming land use.

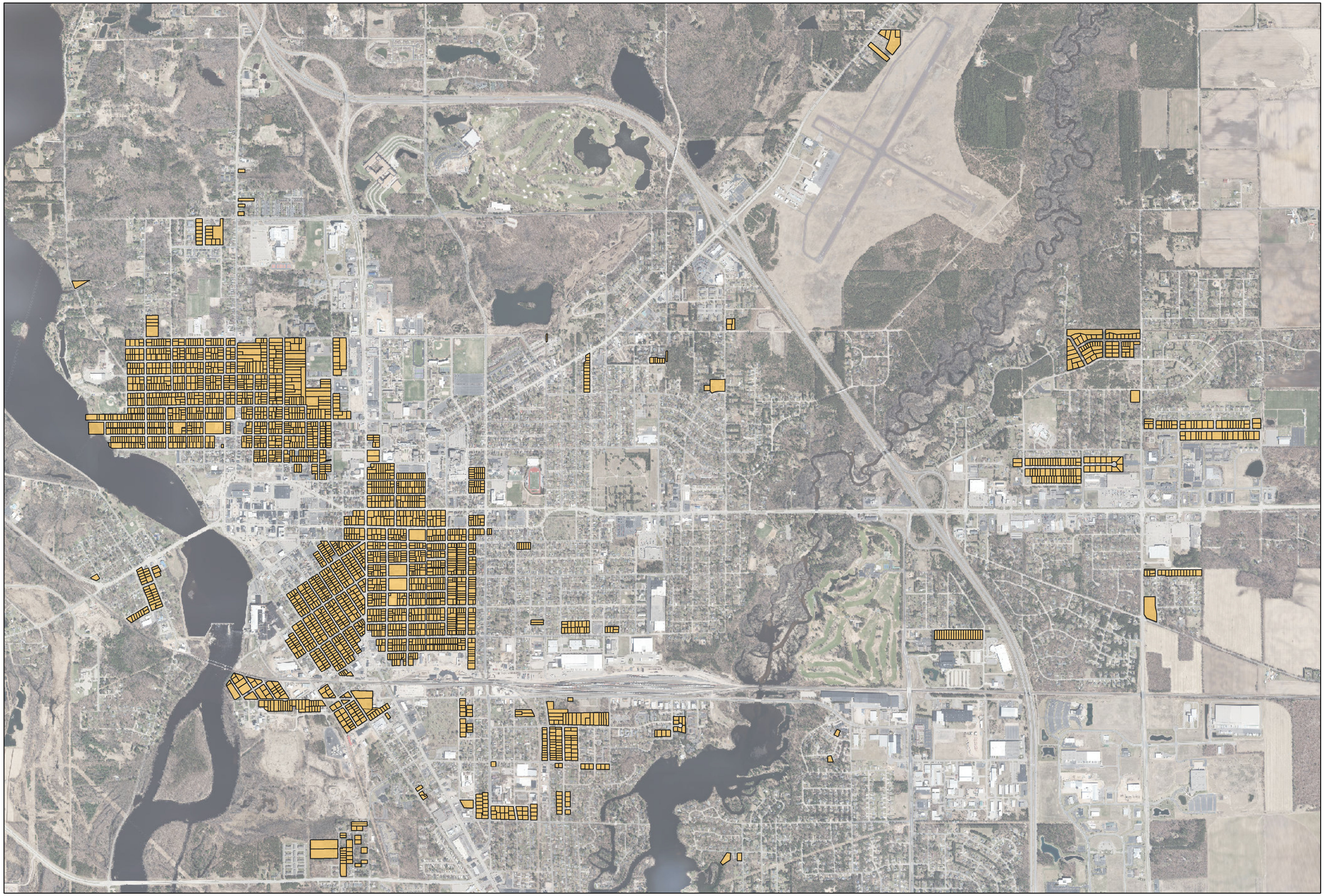
For those who have spoken with me privately about our Zoning Ordinance over the years, you likely would have heard me say that most properties in the city have at least one legal nonconforming situation that exists. This occurrence is more due to the fact that our Zoning Ordinance was last rewritten in 1979 and is not reflective of the built environment that exists today. This proposed amendment seeks to have what is currently built in the city to be conforming with its own laws, and less so to spur additional housing construction. Why does this matter? Let's use the example above about a duplex being located on an 8,000 sq ft lot. If the property owner would seek to perform a minor improvement that expands the building footprint, such as adding a bathroom, I would have no choice but to deny the request as it would enlarge an already legal nonconforming use. Simply put, I don't believe that the City's Zoning Ordinance should prohibit a property owner willing to perform building and site improvements so long as it adheres to other regulations (e.g., setbacks, building height, etc.).

Figure 2 shows the parcels that would be impacted by the proposed amendment. This represents 449 parcels of 2,895 parcels that are zoned "R-3" Single- and Two-Family Residential. Please note that the 449 parcels are only parcels that fall between 8,000-10,000 sq ft in size. I purposely excluded R-3 parcels that fall between 4,000-5,000 sq ft in size more so due to a technicality of our Zoning Code that would allow single-family development on a R-3 lot that is less than 5,000 sq ft in size. Section 23.01(20) of the City's Zoning Ordinance says that lots that have been in existence since 1979 and fail to meet minimum lot size requirements found within its zoning district shall nonetheless be permitted to have a single-family residential use or other non-residential uses that are allowed. Of the 141 parcels that fall between 4,000-5,000 sq ft, the proposed amendment would not change anything as the vast majority of these parcels were platted before 1979.

In total, there are eight undeveloped parcels that could be developed with a duplex as part of this proposed amendment. While this is not a significant number, it would nonetheless represent progress for further infill housing development.

Staff Recommendation: Staff recommends **APPROVAL** of the ordinance amendment as presented.

Figure 1: Parcels Zoned "R-3" Single- and Two-Family Residential



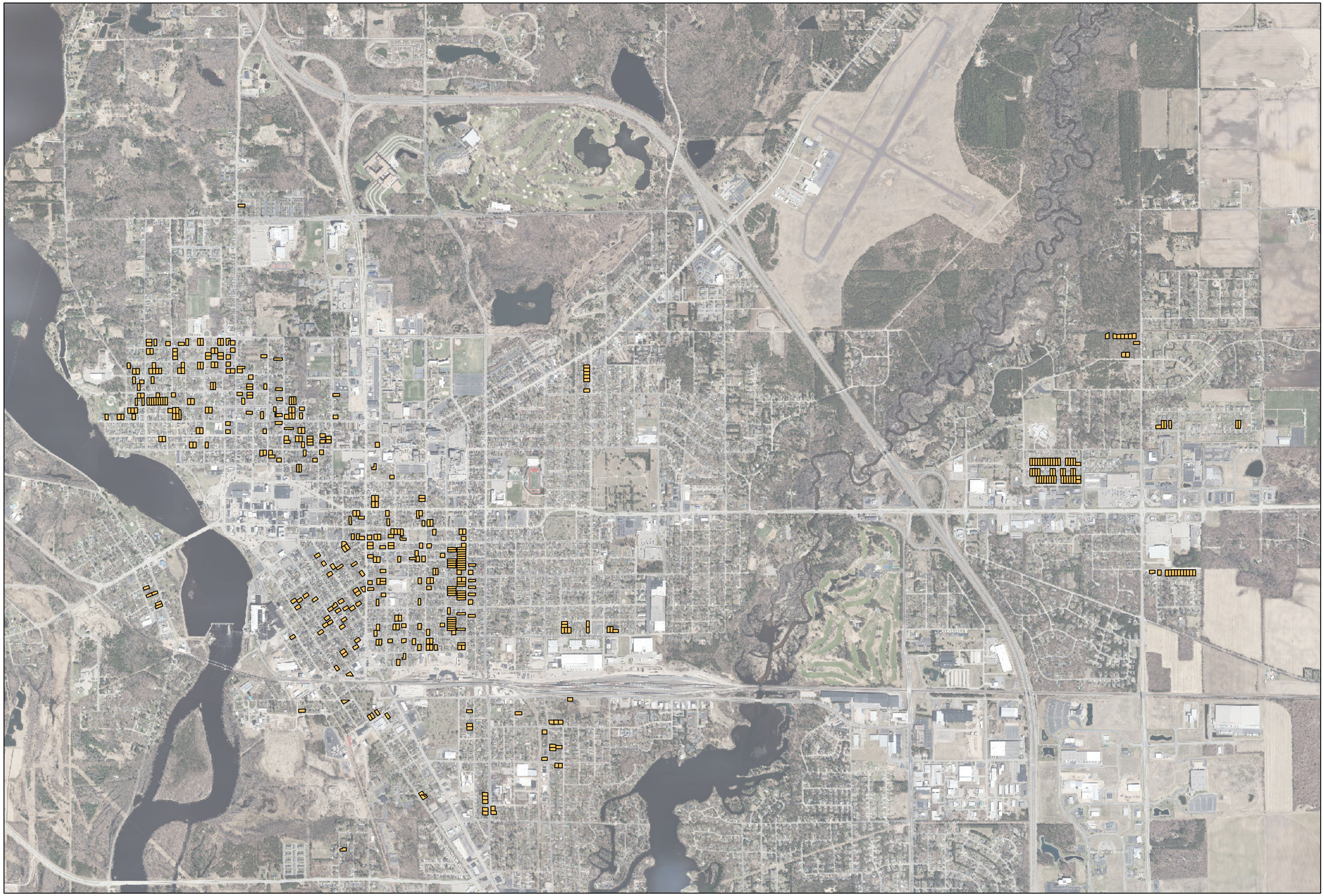
Legend

R-3 Zoned Parcels

0 1,250 2,500 5,000 7,500 10,000 Feet

N W E S

Figure 2: "R-3" Parcels 8,000-10,000 Square Feet in Lot Size



Legend

R-3 Zoned Parcels 8000-10000 sq ft

0 1,250 2,500 5,000 7,500 10,000 Feet

N W E S

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

[Chapter 23 of the Revised Municipal Code – Zoning Ordinance – Performance Standards for the "R-3" Single- and Two-Family Residence District]

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

SECTION I: That Section 23.02(1)(e)(4), Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point, shall be amended as follows:

USE	LOT AREA AND DENSITY	LOT WIDTH	HEIGHT OF STRUCTURE	SIDE YARD	STREET SETBACK	REAR YARD	PARKING	AREA OF STRUCTURE	MIN. BLDG. WIDTH
Permitted Uses Single Family Dwellings Two Family Dwellings Zero Lot Line - Common wall	1 family/lot 1 unit/lot, provided lot is ~~5,000~~ **4,000** sq. ft. 2 attached units per lot provided lot is ~~10,000~~ **8,000** sq. ft. 1 family/lot 1 unit/lot provided lot is ~~5,000~~ **4,000** sq. ft.	45 ft.	Not over 35 ft. Nor over 2 ½ stories	Minimum of 7 ½' on each side for buildings not over 2 ½ stories	25 ft. On corner lots with 50' of frontage and less, street setback 25' and 20'	Not less than 20% of lot depth, but not less than 15 ft. And need not exceed 30 ft.	Per 23.01(14)`	900 sq. Ft.	18 ft.
All other permitted uses	5,000 sq. Ft.		35 ft.	15 ft.		30 ft.		0	
Conditional Uses: Single Family Zero Lot	1 family/lot 1 unit/lot provided	45 ft	Not over 35 ft. Nor over 2 ½ stories	Per. 23.02(e)4.a.		Not less than 20% of lot			

Line Dwellings	lot is ~~5,000~~ **4,000** sq. ft.					depth, but not less than 15 ft. And need not exceed 30 ft.			
All other conditional uses	As set by Plan Commission and City Council								

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: January 6, 2025
Adopted:

Drafted by: Adam Kuhn
Return to: City Clerk

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

Public Works
Engineering Department:
Phone: 715-346-1561
Fax: 715-346-1650

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

November 21, 2024

To: Plan Commission

From: Scott Beduhn, Director of Public Works

Re: Request for Utility Easement Along Badger Avenue
By Wisconsin Public Service

Wisconsin Public Service (WPS) has requested a 12-foot-wide utility easement along the west side of Badger Avenue from the intersection of CTH HH to a planned future intersection approximately ¼ mile north of CTH HH. The easement would be adjacent to and parallel to the existing 100-foot-wide Badger Avenue right-of-way. WPS has indicated that installing primary voltage facilities within City ROW is not supported and has reiterated that the easement is necessary to serve existing and future facilities. A copy of the request from WPS is attached to this memo.

Staff is neutral on this request. It is well understood that public utility companies have the legal right to locate their infrastructure within the public right of way. This understanding was a deciding factor for dedicating the 100-foot wide right of way for Badger Avenue. The wider right of way was, in part, intended to provide space to accommodate other utility companies. When considering additional utility easements outside of the right of way, the right of way could have potentially been reduced in width.

When asked about the easement request and not locating within the right of way, WPS stated only that their tariffs require that they determine the best location for their facilities and that the easement protects their ratepayers from future costs of relocation. WPS did not indicate what would happen if the easement were denied or if there were any other concerns (such as cost of installation) or constraints (such as insufficient space between WPS's proposed facilities and the City's lighting system) preventing them from installing their infrastructure in the right of way. Having just completed the Badger Avenue extension it would seem unlikely that any such need to relocate WPS facilities would happen in the foreseeable future. It would nearly seem as likley that such an event could require a need to expand the right of way in which case the WPS facilities within an easement would need to be relocated at the City's expense. In this unlikely scenario to relocate, it would appear the easement may only be advantageous to WPS and not the City (although the risk is likely minimal). It is for this reason that staff is neutral in this request. Staff does not disagree with WPS's engineers who determined that an easement is in the best interest of WPS and its ratepayers. For that reason it can be supported. However, it may be arguable whether the easement is in the best interest of the City. Either way any future relocation cost will be borne by the residents of Stevens Point, the difference is if the cost is borne only by the City or shared with the other WPS ratepayers across the state.

December 2, 2024

City of Stevens Point - WPS Easement Talking Points

WPS as a regulated utility, is required to design and install facilities in the most cost effective manner within an approach that protects our customers and ratepayers (and the City taxpayers) from costs of relocation in the future. Installing within easement vs. ROW limits exposure and cost due to relocation at ratepayers' expense.

WPS does have existing facilities in ROW across our franchise territory. WPS seeks to avoid this whenever possible.

WPS cannot decline to install facilities, provide electric and/or natural gas service due to a rejection of easement or requirement to install in ROW short of legal condemnation process.

- The utility chooses not to pursue this avenue for distribution electric and gas facilities being discussed here.

Installing WPS utilities in easement limits exposure to vehicular accidents, and in the case of damage to utility facilities, customer outages as a result of vehicle damage to utility equipment.

- Electric reliability in EPCC would seem to be a priority given the type and operational impacts to customers in the park.

Given the nature of the EPCC, the type, and amount of traffic which will consistently operate to support the businesses likely to be sited here (existing example; traffic Lineage Logistics Operations generates on EM Copps Dr.) having WPS electric and gas facilities in easement outside ROW has benefits:

- Allows for the utility to maintain, address outages/emergencies, install or extend facilities for new customers in a more efficient manner; shorter outages
- Having a much lesser impact on commercial and industrial traffic flows by working further from paved ROW or in easement areas
- Easement area provides a much safer work zone for WPS employees and contractors
- Potentially avoids utility required traffic control impacts on EPCC traffic.

- Allows for ease of City maintenance of facilities and landscaping/plantings in ROW.

The City's building set back per Public Works Dept., is between 30 and 40 feet from ROW. While parking lots, signage and storm water management facilities can be located within 5 feet of ROW, this set back area is largely open space which is to be likely paved or mowed grass/landscape.

Easement for utility installation in an easement area does not seem to affect land value or cause valuable land not to be utilized. The easement area would remain a "setback" restricted area regardless if electric and gas facilities in easement are there or not.

According to the City's website promoting EPCC, there are no defined street layouts indicated to determine utility potential routes. In fact, the website offers potential entities "great flexibility in site location and size" over 700 acres. To WPS, this would indicate future Right of Ways, rail facilities, and layouts are very much to be determined. This is another compelling reason WPS requests our facilities to be installed within easement and not in ROW.

East Park Commerce Center provides some unique and frankly unknown customer driven considerations for utility routes and installation. Dependent upon the size and type of customers who develop and operate in the EPCC, WPS does not know what size, type, and routes electric and gas facilities will be required to serve, nor which direction electric and natural gas facilities will emanate from.

- Will Agristo for example require WPS to site a new substation to serve the requested loads?
- Will WPS alternatively serve a different entity based upon potential smaller loads from existing facilities some distance away?
- WPS currently is installing one single phase primary voltage extension and related pad mounted transformer and service from CTH HH area north up Badger Ave. to City lighting cabinet. This circuit would not be applicable to serve large commercial/industrial 3 phase electric loads for example.

When a plot of land in EPCC is sold to a business entity and that entity applies for electric and/or gas service, WPS on those private lands will request easement from the entity for our facilities installation. This would be consistent with the

recently City approved development agreement for “Oaks on Maria” per Stevens Point Metro Wire article dated Nov. 23, 2024. The article indicates developer obligations require providing easements for municipal utilities. WPS would like the same consistent consideration in EPCC for our facilities from the City who is the developer, especially due to the potential “unknowns” for layout of the park evolving over time.

There is a pending decision for Agristo as one such example. Agristo would require significant electric and natural gas facilities in the park, of which a source and route is yet to be determined dependent upon Agristo facility layout, electric and gas loads, and location of service points. The potential for a facility of this size to alter where street ROWs are necessary, and potential rail spurs will likely necessitate easement requests by WPS to site our electric and gas facilities. As stated previously, WPS being in easement protects the utility and ratepayers from site changes to accommodate such large customer(s)’ development plans and any EPCC changes as a result.

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

Department of Community Development
Adam Kuhn
Associate Planner
Zoning Administrator
Ph: (715) 346-1567
Fax: (715) 346-1498

MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: January 6, 2025

RE: Housing Survey

Background: Last month, the Commission expressed an interest in developing a housing survey that city residents can complete. Before City staff spends time to construct the survey, a discussion with the Commission needs to be had to flush out some details. For the January meeting, please be prepared to outline questions that you would like answered as part of this survey, and the types of data that you would like to collect.

Following the January Plan Commission meeting, City staff will assemble a draft survey for your review at a subsequent meeting.

If you have any questions, please let me know.

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

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

Department of Community Development
& Redevelopment Authority
Jarod Kivela, Director
Ph: (715) 346-1567
Fax: (715) 346-1498

DIRECTORS REPORT

To: City Plan Commission

From: Jarod Kivela, Director of Community Development

Date: December 30, 2024

RE: Directors Report

Development Updates

- **Portage County Business Park BID:** Portage County Planning Staff have been working to transfer knowledge and data of the Portage County Business Park over to Community Development Staff and the new BID Manager. This process has not been as smooth as we would like, but it is moving forward. After the beginning of the year, staff will work with the new BID to establish a board of directors, bylaws, etc. After everything is set up, the BID can take over the planning tasks needed to operate the BID. City staff will work with the BID manager throughout the year to update the bylaws and a variety of processes and procedures.
- **Forest Creek Subdivision**: Most of the city-contracted work has been completed. Staff was notified by Intercom (a WPS contractor) that they would start electrical work in the subdivision after Christmas. City staff have been working diligently to price the lots and hope to finalize those numbers in the first half of January. Two developers and a series of private individuals have expressed interest in the subdivision and will be contacted once the prices are set. City staff will work with all of the initially interested parties in the lot sales. After initial sales have been made, the City will work with a real estate agent to sell the remaining lots.
- **TID 14**: After the full submission for this district was provided to the State, the Department of Revenue reached out to Ehlers and staff with a few errors that need correction. A huge shout-out and thank you is needed for Community Development Staff. Upon my absence, staff was able to take the wheel for these corrections, creating an updated resolution that clarifies the expected closure date of this district as well as a variety of mapping adjustments to fix the TID boundary. Given the tight timeline, we would have not been able to complete this task as requested if it were not for their hard work.

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

- **Shopko Site**: City Staff continues to work with a potential developer for a portion of this site. Right now the developer has hit a roadblock and is searching for additional funding to cover a funding gap.
  The City hopes to hear back about the EPA brownfield grant, as well as a variety of other grants, that could help kick-start the development in this area. The City would also like to encourage any interested developers to reach out if they would like to discuss this site further.
- **Opera House**: The Council approved an extension to the Development Agreement that provides until mid-2025 for the developer to solidify and submit state-approved plans to the city and EOY 2026 to gain final occupancy for the structure. Staff submitted a reimbursement request for the façade grant for this project. With this reimbursement coming out of the 2024 budget, new applications will be accepted for FY2025.
- **City Hall**: Representatives from Portage County provided a presentation at the last October meeting on their needs, desires, and plans for the structure at 1515 Strongs Ave. A request is being made for the city to relocate out of the current building so that the county can complete a necessary renovation/expansion. During the November Council meeting, the Council directed staff to begin evaluating a few options and complete necessary structural evaluation work. This evaluation work is still ongoing. Information will be brought forward to the Council at their January meeting in closed session.
- **The Oaks on Maria Drive**: Work has started! A development agreement was approved during the November council meeting that allows a potential multi-family development to progress in planning and securing final financing. Approval of financial assistance by the City was critical as there was a financing gap present that would have stopped the project from progressing.
- **Airport Development**: Staff was able to meet with the Utilities Director and Airport Manager to discuss two potential development sites by the Stevens Point Airport. Staff will continue to evaluate each site and work to set up tools to market them.

General Department

- Community Development will require an LTE position for the inspection department due to a medical-related instance. Staff believes they have been able to identify an individual who has all of the necessary building inspector credentials for this temporary role. This individual will be here for a short time and on an as-needed basis. We expect a slight service disruption but will work with contractors and property owners to have as little of an impact as possible while remaining within our allocated budget.
  - 11/25/2024 Update: Our LTE inspector has been adapting well to the role. He is typically in the office on Mondays and Thursdays and has had quite a full schedule each day he is in. The inspector he is filling in for is working part-time and is on desk duty until further clearance is granted.
  - 12/30/2024 Update: Our full-time inspector is recovering well. While our LTE inspector has been doing an amazing job filling in for this interim period, our full-time inspector is eager to get back into the field and hopes to receive clearance in the next 1-3 weeks.
- Select individuals in the department have been working to take ICS emergency management courses. These courses are meant to train staff on EOC operations and emergency events in which they may need to be called in to assist (flood, tornado, power outage, etc.). Redundancy is key in situations like this, so multiple staff members are partaking in this training.