



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:	February 3, 2025 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u>
			<u>Zoom Teleconferencing</u>
			Meeting ID: 827 5985 6950
			Passcode: 811580
			<u>By Computer:</u>
			https://us02web.zoom.us/j/82759856950?pwd=mq7meggDpkOd6a5bXa48sH
			<u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on:

2. Report of the January 6, 2025 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Brian McManus, representing 3535 Jefferson Street LLC, to rezone an unaddressed parcel bounded by Texas Avenue, Jefferson Street, & Pinecrest Avenue (Parcel ID 281240833101949) from the "B-4" Commercial District to the "M-1" Light Industrial District.
4. A request from Adam Sandstrom, representing FFH Holdings, LLC, for a conceptual plat review of a proposed subdivision on an unaddressed parcel bounded by Hoover Road and Heffron Street (Parcel ID 281230803140102).
5. A request authorizing the rewrite of the Stevens Point Zoning Ordinance.

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.

6. Discussion on Comprehensive Plan update.
7. Director's Report.

Closing Section:

8. Adjourn



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Members

- Mayor Wiza
- Alderperson Kneebone
- Commissioner Arntsen
- Commissioner Beacom
- Commissioner Miskowiak
- Commissioner Rice
- Commissioner Schuler

MINUTES

CITY PLAN COMMISSION

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

Opening Section:

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

Discussion and Possible Action on:

2. Report of the December 2, 2024 meeting of the City Plan Commission.
 - Background: Report of the December 2, 2024 meeting of the City Plan Commission included in the agenda packet.
 - Motion: Arntsen moves approval of the report of the December 2, 2024 meeting of the City Plan Commission.
 - Second: Miskowiak seconds the motion.
 - Discussion: None.
 - Vote: unanimous approval.
3. Public Hearing and action on a request from the City of Stevens Point to amend Chapter

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.

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PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.

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 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.

- Background: Wiza presents the definitions to the commission and public.
- Public Hearing:
 - Greg Hansel 3524 Regent St., speaks in favor of the change in definitions of Household Entity and Household Entity Plus.
 - Andrea Olson, 410 Franklin St., speaks against the definition change and recommends a registration system.
 - John Kedrowski, 1740 Madison St., speaks against the definition change and references previous housing improvement tools.
 - Alder Christianson, District 1, expresses gratitude for the commissioner's review of the ordinance amendment and speaks in favor of the amendment.
 - Deb Knippel, 611 Soo Marie Ave, speaks in favor of the ordinance amendment.
 - Fran McKinney, 716 Ridge Rd, speaks in favor of the ordinance amendment.
- Discussion:
 - Beacom asks if the other college campuses have rooming houses to offset the demand for housing units.
 - Associate Planner Kuhn presents background information on the maximum number of unrelated persons allowed in the same housing unit in other UW system municipalities.
 - Beacom shares support of the increase, but expresses concerns that the changes will not provide relief and that the change may incentivize additional investors purchasing properties.
 - Rice expresses opinion that the ordinance change will have impacts and the City may need to prepare for the impact on the enforcement of other ordinances.
 - Schuler comments on the difficulty of enforcement and the difficulty of trying to understand the likelihood of positive or negative outcomes from the amendment.
 - Arntsen asks for clarification on the Commission's prior recommendation.
- Motion: Arntsen moves approval of the amendment.
- Second: Kneebone seconds the motion.

- Discussion:
 - Rice acknowledges the Council's desire to provide the incentive for owners, but unsure how powerful the incentive is with the change.
 - Beacom comments again on the enforceability of the ordinance and confusion for those entering the housing market.
 - Miskowiak expresses gratitude for staff preparation.
 - Kneebone shares anecdote that addresses Rice's concern.
 - Vote: Unanimous approval.
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.
- Background: Associate Planner Kuhn provides background information identifying the location of R-3 districts, current minimum lot area requirements for these districts, and summarizes the reasons for the request.
 - Rice asks for the quantity of properties that are currently being used for single family homes that could then support a duplex, and asks if there are a similar amount of non-conforming homes that are single-family homes between 4,000-5,000 square feet.
 - Beacom asks for the minimum building square footage for a single family home.
 - Public Hearing:
 - Andrea Olson, 410 Franklin St., speaks in favor of the reduction in lot size, but also asks for information about the zero-lot line change and when properties lose their grandfathered status.
 - Glenn Aavang, 2725 Peck Street, asks if the amendment impacts the entire city.
 - Discussion:
 - Beacom speaks in favor of the amendment, and asks about the limited amount of change.
 - Motion: Kneebone moves approval of the amendment as presented.
 - Second: Miskowiak seconds the motion.
 - Discussion:
 - Rice thanks Kuhn for sharing the experiences of residents who have not been able to repair their homes because of the previous ordinance and speaks in favor of the amendment.
 - Vote: Unanimous approval.
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).
- Background: Director Beduhn provides the rationale of the easement request as provided by Wisconsin Public Service.
 - Discussion:

- Schuler asks if there is merit to Wisconsin Public Service's statements about the planning of the East Park Commerce Center.
 - Motion: Wiza moves to deny the request.
 - Second: Kneebone seconds the motion.
 - Vote: Unanimous approval of the denial.
6. Discussion on a housing survey.
- Background: Associate Planner Kuhn requests input on the previously discussed housing survey, asking for particular questions that staff should include.
 - Discussion:
 - Kneebone requests information about why residents are not purchasing homes more in the area (motivations for buying and renting, restrictions from buying).
 - Beacom requests more information about the individuals in the housing cost-burdened and housing insecure bracket. Are residents cost-burdened because they're seeking additional amenities or are there other reasons.
 - Rice comments on the results of the first mandated housing affordability report, noting that some residents are reluctant to acquire new housing; requests more information from residents on why they are not upgrading their housing and leaving affordable housing stock.
 - Beacom adds that it would be good to understand landlords' motivation for participating in programs like RentReady.
 - Schuler asks about the timing of the survey, and updating sections of the City's comprehensive plan prior to releasing a survey.
 - Andrea Olson, 410 Franklin St., comments on the vacant land that is designated future land use is commercial and how that should be taken into consideration. Comments on the use of Community Development Block Grant funds.
 - Alder Guthrie, District 2, echoes Commissioner Rice's comments and comments on the need for additional stock in desirable locations, including the amenities needed nearby to make the transition enticing.
 - Atty Beveridge comments on the availability of housing survey templates.
 - Alder Christianson, District 1, reiterates comments made by Guthrie.
 - Kneebone recommends utilizing additional community resources to organize the survey.
 - Arntsen also echoes the question about motivations and barriers to exiting current housing for new options.
7. Director's Report.
- Director Kivela presents written report, emphasizing the progress on the Forest Creek subdivision, and TID 14.
 - Schuler requests information on the maintenance contracts of the Portage County Business Park BID.

Closing Section:

8. Adjourn
- Meeting adjourned at 7:37PM.

Administrative Staff Report

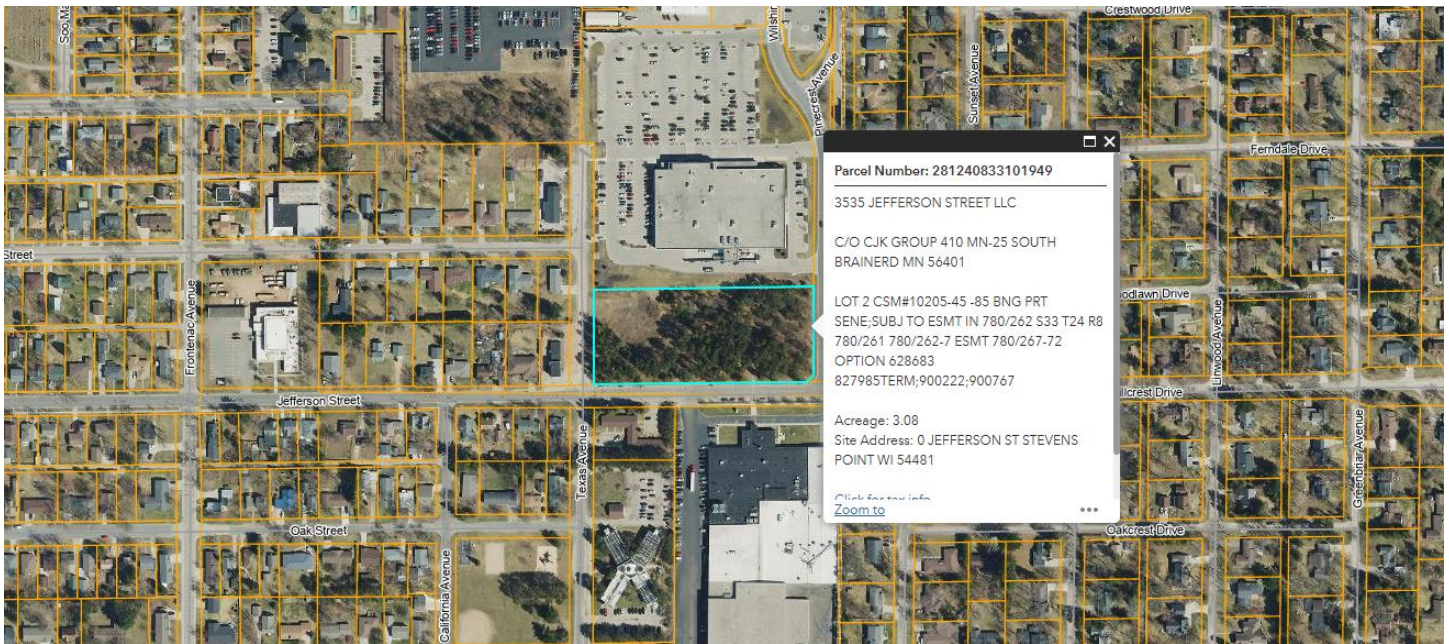
Rezone to “M-1” Light Industrial District
Unaddressed Parcel Bounded by Texas Avenue, Jefferson
Street & Pinecrest Avenue
February 3, 2025



**Department of Community
Development**

Applicant(s): - Brian McManus, representing 3535 Jefferson Street LLC Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240833101949 Zone(s): “B-4” Commercial District Master Plan: - Industry Council District: - District 8 Ald. Shuda Lot Information: - Frontage: 1,009.91 ft. - Depth: 240.09 ft. - Lot Size: 134,165 sq. ft. (3.08 ac.) Current Use: - Undeveloped	Request - Public Hearing and action on a request from Brian McManus, representing 3535 Jefferson Street LLC, to rezone an unaddressed parcel bounded by Texas Avenue, Jefferson Street, & Pinecrest Avenue (Parcel ID 281240833101949) from the “B-4” Commercial District to the “M-1” Light Industrial District. Attachment(s) - Application - Plans Findings of Fact - Sheridan Worzalla is requesting to rezone an unaddressed parcel bounded by Texas Avenue, Jefferson Street, & Pinecrest Avenue from the “B-4” Commercial District to the “M-1” Light Industrial District. - Sheridan Worzalla is seeking to move warehousing operations from their existing leased space in the Village of Plover to a new warehouse on the subject property. - A plan set has not been produced for the planned warehouse. At this time, there is not a set year for when the plan set would be submitted for City and State approvals. - Warehouses are a prohibited land use in the “B-4” Commercial District; however, it is permitted by right in the “M-1” Light Industrial District. - All rezoning requests must be approved by the City Plan Commission and the Common Council. Staff Recommendation Approve the request to rezone an unaddressed parcel bounded by Texas Avenue, Jefferson Street, & Pinecrest Avenue (Parcel ID 281240833101949) from the “B-4” Commercial District to the “M-1” Light Industrial District.
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Vicinity Map



Background

Overview: The applicant is requesting to rezone an unaddressed parcel bounded by Texas Avenue, Jefferson Street, & Pinecrest Avenue from the “B-4” Commercial District to the “M-1” Light Industrial District. In 2003, the then-Worzalla Publishing Company purchased the subject property from Copps to facilitate a future expansion when conditions were warranted. Currently, all operations for Sherridan Worzalla are located at their main plant (3535 Jefferson Street) and additional warehousing needs occurring from a leased space in Plover.

Late last year, the applicant approached me with the request to rezone the subject property to a zoning district that would allow for warehousing operations. The future aspirations of Sherridan Worzalla are to relocate the leased warehousing operations from Plover to a new facility on the subject property. Please note that a plan set has not been produced for the planned warehouse. At this time, there is not a set year for when the plan set would be submitted for City and State approvals. The “B-4” Commercial District, the current zoning designation of the subject property, prohibits warehousing operations. The applicant is proposing to rezone the subject property to the “M-1” Light Industrial District, which would permit warehousing operations by right.

Standards of Review – Rezone

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

Analysis: Performance standards for the “M-1” Light Industrial District are identified below:

USE	LOT AREA AND DENSITY	LOT WIDTH	HEIGHT OF STRUCTURE	SIDE YARD	STREET SETBACK	REAR YARD	PARKING	AREA OF STRUCTURE
All permitted uses	8,000 Sq. Ft. Lot area	80 ft.	50 ft. or 125 ft. If fire prevention system approved by Fire Dept.	10 ft. Each side yard and 20 ft. For side yards adjoining any "r" district	30 ft. In cases where a property is bounded by 2 or more public rights-of-way, the Common Council may, via Conditional Use Permit, reduce the street setback from the required 30 ft., but may not reduce the setback to less than 20 feet, and must maintain one street setback at 30 ft.	20 ft.	Per 23.01(14)	0
Cond. Uses	As set by the Plan Commission and Common Council							

Findings: The subject property is over 134,000 square feet in size and 544 feet in width, exceeding minimum lot size (8,000 square feet) and lot width (80 feet) requirements. With the subject parcel being undeveloped, the remaining performance standards identified above do not apply.

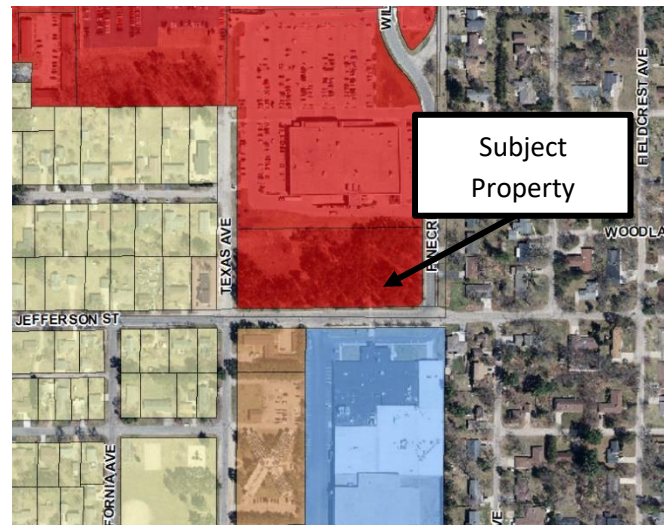
2. The change in zoning is consistent with the City's Comprehensive Plan.

Analysis: The City's Future Land Use Map identifies the subject property for industrial land uses.

Findings: The proposed zoning change to the "M-1" Light Industrial District would be consistent with the City's Comprehensive Plan. The intent of the "M-1" District is, in part, to "be located as a buffer between heavy manufacturing uses and commercial or high-density residential uses." It is my belief that rezoning the subject property to the "M-1" District would better meet the land use patterns in this area as identified within the aforementioned intent statement. Heavy manufacturing uses exist to the south of the subject property (i.e., Sherridan Worzalla), with commercial land uses existing to the north (i.e., Metro Market and a day care facility). Multi-family residential uses also exist to the south (i.e., 3401 Jefferson Street & 1901 Texas Avenue). With the proposed rezoning better aligning with the City's Future Land Use Map, while meeting the intent statement of the "M-1" Light Industrial District, I believe that this review standard is met.

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

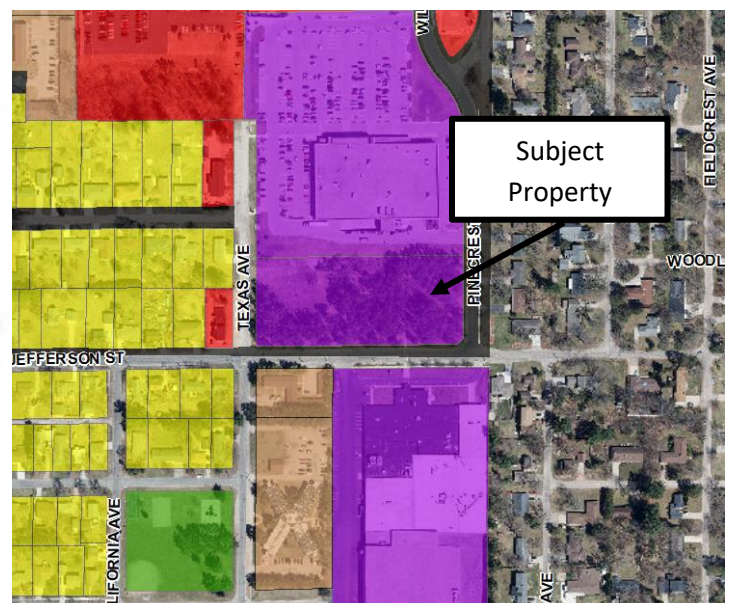
Analysis: The subject property is adjacent to industrial and multi-family uses to the south, commercial uses to the north, and single-family residential uses to the east (in the Village of Park Ridge) and west. The following provides the purpose statement of adjacent zoning classifications.



"R-2" Single Family Residential District

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

Future Land Use



"R-4" Multiple Family I Residence District

This district is established to provide a medium density, mixed residential district intended to provide a transition between lower density detached housing areas and more intense non-residential land usage consistent with the City's Comprehensive Plan.

"B-4" Commercial District

This 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.

"M-1" Light Industrial District

This district is established to provide for those manufacturing or other industrial uses having the least obnoxious nuisance effects and having a lower intensity of activity as compared with permitted uses of the "M-2" Heavy Industrial District. It is intended that the "M-1" district be located as a buffer between heavy manufacturing uses and commercial or high density residential uses or at other locations all consistent with the use planning principles, industrial location standards, and the City Comprehensive Plan and policies.

Findings: Given the intent of the above district and surrounding uses, a rezoning to the "M-1" Light Industrial District does not interfere with the existing land uses and future land use planning of the area. Staff believes that as the subject property is bounded by three streets, along with it being adjacent to an existing truck route, negative impacts on surrounding single-family residential uses should be mitigated. Please note any perceived negative impacts will also be addressed during the site plan review phase, once building and site plans are submitted to the City for review.



Truck Routes (Red)



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 ZONING MAP AMENDMENT - REZONING

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications If Any				Assigned Case Manager			
Pre-Application Conference Date							

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Worzalla Inc.	Contact Name	Brian McManus
Address	3535 Jefferson Street	Address	
City, State, Zip	Stevens Point	City, State, Zip	Stevens Point
Telephone	7152549712	Telephone	7152549712
Fax		Fax	
Email	brian.mcmanus@sheridan.com	Email	brian.mcmanus@sheridan.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Worzalla Inc.	Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone	7152549712	Telephone	
Fax		Fax	
Email	brian.mcmanus@sheridan.com	Email	

PROJECT SUMMARY

Subject Property Location [Please include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
281-24-0833101949		
Legal Description of Subject Property		
LOT 2 CSM#10205-45 -85 BNG PRT SENE;SUBJ TO ESMT IN 780/262 S33 T24 R8 780/261 780/262-7 ESMT 780/267-72 OPTION 628683 827985TERM;900222;900767		
Area of Subject Property (Acres/Sq Ft)		Area of Requested Rezoning (Acres/Sq Ft)
3 acres		3 acres
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
industry	undeveloped	warehouse
Current Zone District	Proposed Zone District	
b4	m1	

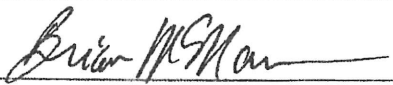
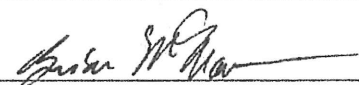
Reason for the zone change request			
Sheridan Worzalla owns the 3 acre parcel listed above. Currently it is zoned B4 commercial. Sheridan would like to have it zoned M1 light industrial. The reason for the request is to have the leeway to build a warehouse. Currently Sheridan Worzalla leases warehouse space in Plover, WI. to support our book manufacturing plant at 3535 Jefferson St..			
Land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)			
Sheridan would like to clear the hurdle of rezoning so that the we can be prepared to build a warehouse on the site to better improve efficiency and to have our warehousing space owned by the corporation.			
Current Zoning Surrounding Subject Property			
North:	B4	South:	M1
East:	Parkridge	West:	R2
Current Land Use Surrounding Subject Property			
North:	Commercial Retail	South:	Industrial
East:	Residential	West:	Residential
Is the proposed zoning map amendment consistent with the Comprehensive Plan? If so how?			
Base on the 2005 Comprehensive Plan page 167 land future land use map this 3 acre parcel falls under the industrial designation.			

EXHIBITS

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

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	12/17/24		12/17/24

Brian McManus

From: Brian McManus
Sent: Tuesday, December 17, 2024 5:18 PM
To: district8@stevenspoint.com
Subject: Rezoning Request Sheridan Worzalla
Attachments: 2395_001.pdf

Dear District 8 Alder,

Sheridan Worzalla owns the 3 acre parcel ID: 281-24-0833101949. Currently it is zoned B4 commercial. Sheridan would like to have it zoned M1 light industrial. The reason for the request is to have the leeway to build a warehouse. Currently Sheridan Worzalla leases warehouse space in Plover, WI. to support our book manufacturing plant at 3535 Jefferson St.. just south across Jefferson St from the 3 acre parcel. Sheridan would like to clear the hurdle of rezoning so that we can be prepared to build a warehouse on the site to better improve efficiency and to have our warehousing space owned by the corporation.

Attached is a copy of the "Application for a Zoning Map Amendment" – Rezoning which I will be taking to the city.

Please feel free to call me with questions.

Brian McManus
Vice President Operations



Sheridan
3535 Jefferson St.
Stevens Point, WI 54481
Phone: 715-254-9712
Cell: 937-763-0133
Email: brian.mcmanus@sheridan.com
www.sheridan.com
www.cikgroup.com

Adam Kuhn

From: Scott Beduhn
Sent: Friday, January 24, 2025 7:53 AM
To: Adam Kuhn
Subject: RE: Worzalla Rezone - Traffic Impact?

Hi Adam,

Based upon the information provided and assuming the truck traffic occurs during a single 8 hour shift the typical day truck traffic would equate to less than 1 truck per hour and the peak would equate to approximately 2.5 trucks per hour (12 trucks in and 8 trucks out for a total of 20 trucks). In my opinion I do not believe the additional truck traffic would create adverse traffic concerns.

Please let me know if you should need anything else from me.

Thank you,

Scott



Scott Beduhn

Scott Beduhn, P.E.
Director of Public Works
Engineering Department

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

Phone: 715-346-1561
Direct: 715-346-1564
www.stevenspoint.com

From: Adam Kuhn <akuhn@stevenspoint.com>
Sent: Thursday, January 23, 2025 12:52 PM
To: Scott Beduhn <sbeduhn@stevenspoint.com>
Subject: Worzalla Rezone - Traffic Impact?

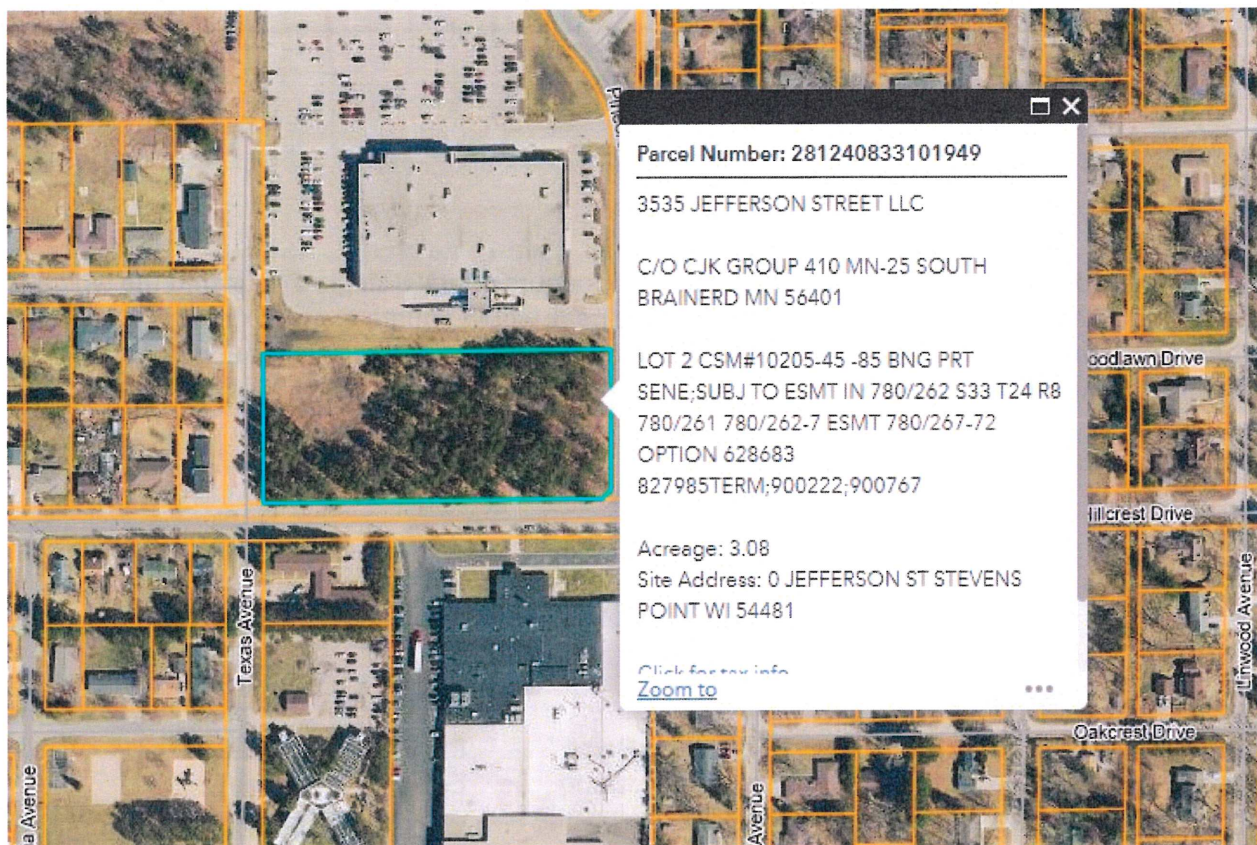
Hi Scott –

Worzalla is seeking to rezone the parcel identified below from the “B-4” Commercial District to the “M-1” Light Industrial District. This rezoning request is intended to facilitate a new warehouse building at some point in the future. Plans have not been submitted for this warehouse building, which is not required for this rezoning request. Once plans are submitted, we will proceed with the site plan review process.

I have been receiving calls from some Park Ridge residents about the traffic impact with having a warehouse building on this lot, particularly the ability for Pinecrest Avenue and Jefferson Street to support additional truck traffic. I did reach out to the applicant, and he has provided the following information:

“A max day for us would be 12 Trucks in, 8 trucks out in a day. This would be worst case. This is in our very heavy period late summer into September early October. We are normally running 25% or less of this volume. During the worst case: 25% of the 12 trucks in would be from the plant and 60% of the outbound would be coming to the plant.”

Can you please provide your thoughts on the expected traffic generation and the ability for the designated truck route to handle this traffic? Note that I am planning to include your response in the agenda packet so that the Plan Commission has it on file.



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



MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: February 3, 2025

RE: Conceptual Plat Review – Hoover Road & Heffron Street

Background: The City's Subdivision Ordinance, consistent with Wis. Stats 236, outlines the process for subdividing land. Subdividing land that creates four or fewer parcels can be executed via a certified survey map. The creation of five or more parcels, however, requires a plat to be produced. The subdivision plat process consists of two monthly reviews – the first month being a preliminary subdivision plat review and the second month being a final subdivision plat review.

While the Plan Commission and Common Council are only required to perform a preliminary and final subdivision plat review, I do encourage applicants to request a conceptual plat review. A conceptual plat review allows the Plan Commission to provide general comments on a proposed subdivision and provides direction to the applicant for any concerns that may be raised. A conceptual plat review does not require formal action by the Plan Commission.

The applicant is interested in purchasing a 6.58-acre undeveloped parcel located at the northwest corner of Hoover Road and Heffron Street. The intention is to create 18 lots that are serviced by a private driveway off of Heffron Street. 16 of the 18 lots are slightly over 12,000 square feet in size, while the two northernmost lots are just over 15,000 square feet in size. Please note that some changes in lot configuration may occur depending on how lots would be connected to City utility infrastructure.

If the Plan Commission is generally supportive of the proposed subdivision, please note that additional approvals by the Commission and Common Council would be needed besides plat approvals. A Future Land Use Map amendment would be needed to amend the future land use designation of this land from 'Commercial/Office/Multi-Family' to 'Residential.' Additionally, the subject property would need to be rezoned

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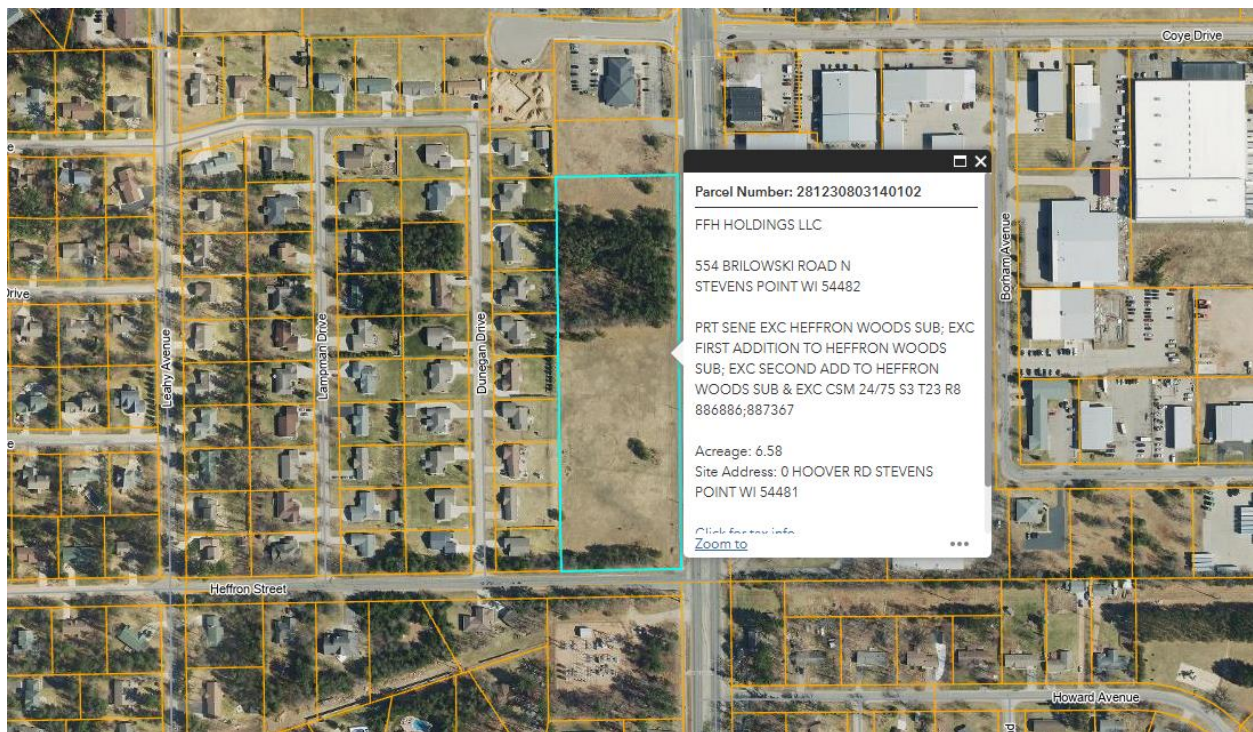
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from the "M-1" Light Industrial District to the "R-3" Single- and Two-Family Residence District. The proposed lots would be large enough to support single-family homes and duplexes, depending on the market for such uses when construction would begin.

For the February meeting, please be prepared to discuss:

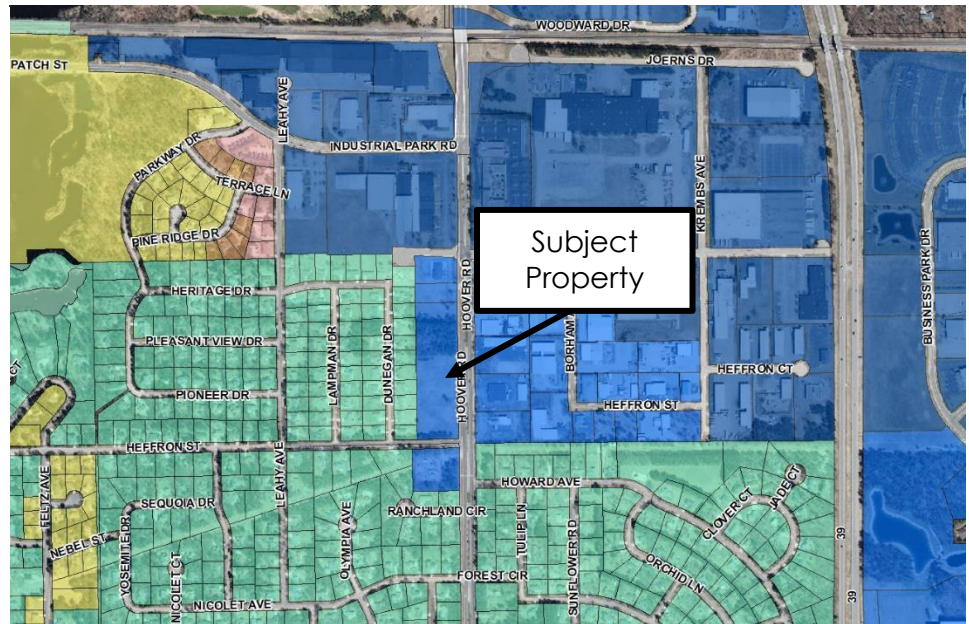
1. General comments on the conceptual plat.
2. Opinions on the intended Future Land Use Map amendment and rezoning of the subject property.

If you have any questions, please let me know.



Subject Property

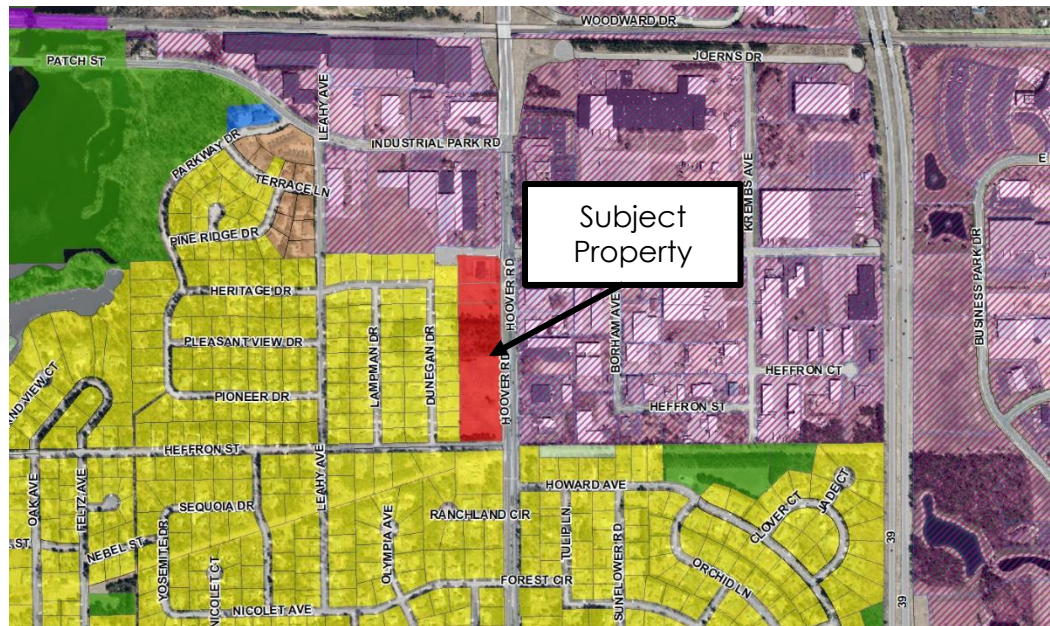
- Conservancy
- Low Density
- Suburban Single Family Residential
- Single Family Residential
- Single and Two Family Residential
- Multiple Family I Residential
- Multiple Family II Residential
- Neighborhood Business
- Central Business Transition
- Central Business
- Commercial
- Highway Commercial
- Light Industrial
- Heavy Industrial
- University Facilities District
- Planned Development District
- Planned Industrial Development District
- Split Zoned



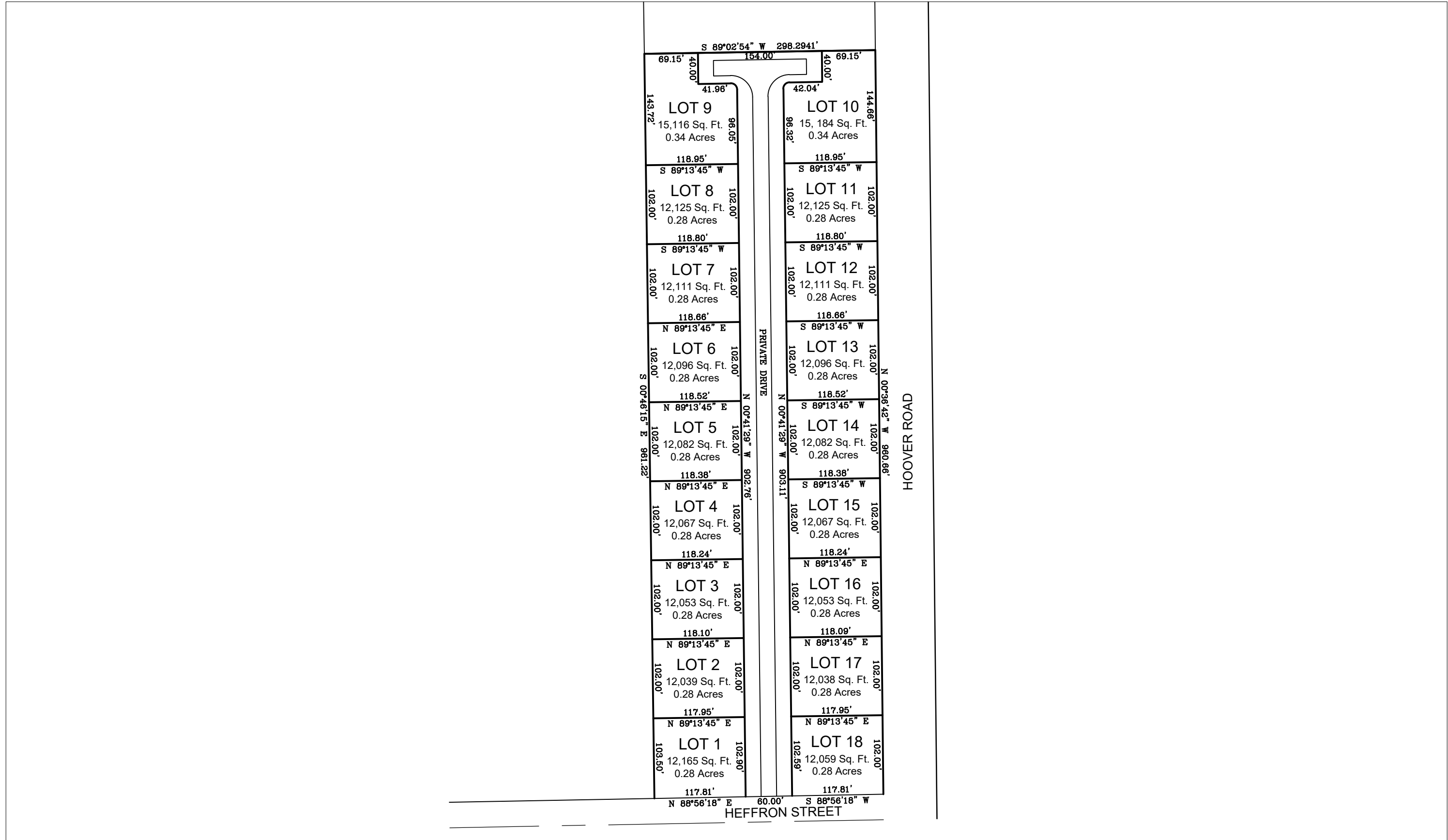
Zoning Map

Future Land Use

- Residential
- Multi-family (3+ units)
- Mobile Home Park
- Commercial / Office
- Office / Multi-Family
- Downtown District
- Business Park District
- Institutional / Government
- UWSP
- Industry
- Park
- Not Developable / Restrictive Ownership
- Vacant
- Road Right-of-Way
- Water Bodies

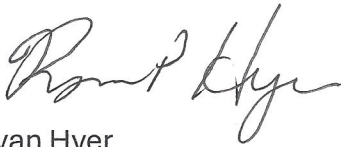


Future Land Use Map



Adam Sandstrom,

I hereby authorize you to speak on my behalf in the matter of the vacant lot on the corner of Hoover Rd and Heffron at the town meeting. I trust that you will represent me accurately and effectively, and I am available to provide any additional information or documentation you may need.

A handwritten signature in black ink, appearing to read "Ryan Hyer". The signature is fluid and cursive, with the first name "Ryan" and last name "Hyer" clearly distinguishable.

Ryan Hyer

FFH Holdings LLC Member



MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: February 3, 2025

RE: Authorization to Rewrite the Stevens Point Zoning Ordinance

Background: As Commissioners likely know, the chief function of a municipal zoning ordinance is to provide land use and development standards for each parcel to better protect the health, safety and general welfare of the citizens that the ordinance governs. Allowed in Wis. Stats 62.23(7) and through the U.S. Supreme Court case *Village of Euclid v. Ambler Realty Company*, municipalities across Wisconsin have refined their zoning ordinances to reflect challenges plaguing a community and to achieve an orderly future development pattern. Included in this memorandum is the request and justification for authorizing City staff to rewrite the Stevens Point Zoning Ordinance.

Stevens Point Zoning Ordinance: The City's first Zoning Ordinance was adopted in 1936, which established the first five zoning districts and development standards for each district. As will be discussed at the February 3rd meeting, a considerable number ordinance provisions from this 1936 Ordinance is still outlined in our 2025 Ordinance (e.g., 25' street yard setback requirement for residential zoning districts). Comprehensive rewrites to the 1936 Ordinance took place over time, with the last rewrite occurring in 1979. Since 1979, only targeted amendments to the Zoning Ordinance took place.

Goals: While the Zoning Ordinance was last rewritten in 1979, the desire to rewrite the Ordinance has been identified in recent planning documents adopted by the Common Council. Some examples include the 2005 Comprehensive Plan, the Goerke Park-Washington Elementary School Neighborhood Plan, and the Housing Task Force Final Report.

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Should the Council authorization authorize this rewrite project, please note that there are no expectations that I have as to specific end products with a new ordinance. With that said, there are some goals with this project. Some goals include:

- Have the existing built environment be reflective in zoning regulations to reduce the amount of legal nonconforming situations. To be blunt, there are a considerable amount of nonconforming situations that exist – so much so that most parcels in the city have at least one nonconformity. Please see Exhibit A for examples of nonconforming situations that exist in random areas of the city.
- Reflect modern and anticipated development and land use practices.
- Be compliant with state and federal laws.
- Increase efficiencies and user-friendliness.
- Consider context-sensitive design standards.

Impact on Property Owners: Before discussing this proposed rewrite project in more detail, I'm sure that property owners reading this are wondering what impact a new zoning ordinance will have on them. The new Zoning Ordinance seeks to make most lots, land improvements and land uses be conforming with zoning laws. Property owners would not be impacted to perform repair and maintenance onto existing developments. A new Zoning Ordinance would impact new construction, building additions and land use changes. Property taxes will not be impacted by zoning changes. Property taxes are based, in part, on the use of a property and not its zoning designation.

Amending the Zoning Ordinance would also lead to revisions to the City's Zoning Map. As stated above, the objective is to ensure that each lot is zoned appropriately to a district that increases land use and improvement conformity. Most properties will be applied a zoning designation that, while might named differently, will be similar to its current zoning designation.

There is a potential for more zoning districts to be created as part of a new Zoning Ordinance. There are two reasons why increasing the number of zoning districts may be explored:

- 2017 Act 67 greatly diminishes a municipality's ability to deny a conditional use permit request, so long as there is objective evidence that any one permit review standard is not met. As a result, communities across Wisconsin have utilized the Zoning Map amendment process to have more review authority over proposed land uses. This would result in more zoning districts being created to accommodate different land uses instead of fewer zoning districts with more conditional uses.
- When larger development projects have been proposed over the last 20 years, such projects had to have been approved through the Planned Development process. This was due to developments not being able to be accommodated by standard zoning districts. Having many Planned Development Districts creates an administrative burden on City staff and is not flexible for future building and site improvements as they would require Council approval (e.g., Lineage Logistics had three amendments to the Planned Development District over the last five years, each requiring Plan Commission and Council approval).

Project Management: Careful consideration was had to have a Zoning Ordinance rewrite be handled by an outside firm and in-house by City staff. Ultimately, the recommendation is to administer this rewrite project in-house due to several reasons:

1. The project team needs to understand not only the details of the City's Zoning Ordinance, but also what has and has not been working. Under this proposal, I would serve as the project manager and Director Kivela will provide assistance as needed. No other members of the Community Development Department would assist with the rewrite project. As City staff are more in tune with the benefits and drawbacks of the current Zoning Ordinance, having the rewrite handled in-house will save time and money.
2. The cost to have an outside firm lead the rewrite project would be high. I have reviewed RFP's for about six Wisconsin municipalities who, in the last two years have requested services for their zoning ordinance rewrite. Based on Stevens Point's population and age of our Zoning Ordinance, the anticipated cost would be \$300,000. Simply put, the City does not have that much available funds within its Capital Budget.

Project Timeline: The estimated project timeline is below. Please note that this is subject to change.

- Spring – Winter 2025: Project kickoff & begin public engagement.
- Fall 2025: Existing code analysis & preliminary recommendations.
- Winter 2026 – Summer 2026: Draft code sections.
- Summer 2026 – Spring 2027: Review draft code & refinement.
- Spring 2027: Adoption.

Public Engagement: Public engagement is anticipated to begin in the Summer of 2025 by holding several kick-off meetings throughout Stevens Point. These kick-off meetings will likely be geared towards specific aldermanic districts. From Summer – Fall 2025, in-person and virtual meetings will occur with stakeholders representing targeted groups. These groups include, but are not limited to, realtors, floodplain/wetland experts, engineers, building contractors, etc. Additional engagement techniques are likely to include surveys, interactive workshops and mass emails to property owners who register with the project listserv and commission meetings.

Consistency with the Zoning Ordinance Rewrite and Other City Ordinances: While most City ordinances are not tied to the Zoning Ordinance, the Sign and Subdivision Ordinances are. As such, a rewrite of the Sign & Subdivision Ordinances will occur as well. Please note that I do not foresee significant changes to occur – rather, amendments will be done to achieve consistent with the new Zoning Ordinance (e.g., update zoning districts, achieve compliance with *Reed v. Town of Gilbert, Arizona*, etc.).

Role of the Plan Commission: The Plan Commission would serve as the advisory body to the Common Council for rewriting the Zoning Ordinance. While some discussions on the Zoning Ordinance rewrite can occur during the normally scheduled Plan Commission meeting, there will be times when the Plan Commission will need to meet twice a month. The second meeting during the month would focus solely on the Zoning Ordinance rewrite. Meeting twice a month will not happen each month – I expect such instances to occur in the beginning months of the project (during the visioning &

existing code analysis phase) and during the months focused on refining draft ordinance sections.

Please be prepared to discuss this authorization request at the February 3rd meeting. If you have any questions, please do not hesitate to contact me.

Exhibit A: Examples of Nonconforming Situations

Driveway Setback
Acc. Structure Side Setback

Side Setback

No Street Frontage

Driveway
Setback & Width

Lot Width
No Principal Structure

Lot Width
Side Setback
Acc. Structure Side Setback
Vision Triangle

Street Setback
Density
Fence Setback



Acc. Structure Side Setback
Driveway Setback

Principal Structure Size
Driveway Width

Acc. Structure Side &
Rear Setback

Rear Setback
Density

RESOLUTION

[AUTHORIZATION TO REWRITE THE STEVENS POINT ZONING ORDINANCE]

WHEREAS, the City of Stevens Point administers land use and development restrictions through a Zoning Ordinance to better protect the health, safety, and general welfare of its citizens; and

WHEREAS, the first Zoning Ordinance for the City was adopted in 1936; and

WHEREAS, amendments to the 1936 Zoning Ordinance took place in subsequent years, with the last major rewrite occurring in 1979; and

WHEREAS, the Stevens Point Common Council recognizes that significant nonconforming situations pertaining to lot standards, land uses and land improvements exist throughout the city, and that the only way to significantly reduce these nonconforming situations is to do a rewrite of the Zoning Ordinance; and

WHEREAS, rewriting the Stevens Point Zoning Ordinance is intended to be compliant with state and federal laws, increase efficiencies, and reflect modern development and land use practices; and

WHEREAS, rewriting the Stevens Point Zoning Ordinance will require minor amendments to the City's Sign Ordinance and Subdivision Ordinance to achieve consistency between the three documents; and

WHEREAS, public engagement will be critical to create a twenty-first-century zoning ordinance that reflects the will of its citizens.

NOW, THEREFORE, BE IT RESOLVED, that the City of Stevens Point Common Council hereby authorizes proper municipal officials to work towards a comprehensive rewrite of the Stevens Point Zoning Ordinance, working in conjunction with the City Plan Commission, residents and community stakeholders.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: February 3, 2025
Adopted:

Drafted by: Adam Kuhn
Return to: City Clerk



Memo

Chris Klesmith
Neighborhood Planner / Economic
Development Specialist

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

To: City Plan Commission
From: Chris Klesmith
CC: Jarod Kivela
Date: January 28, 2025
Subject: Update on Comprehensive Plan Update(s)

Commissioners,

During the first few months of Director Kivela's appointment at the City of Stevens Point, staff have reviewed the process that is being used to update the City's comprehensive plan and will be adjusting the process. This adjustment is being made to enhance the speed at which plans are generated and executed throughout the City's neighborhoods.

Staff have reached out to the Northcentral Wisconsin Regional Planning Commission (NCWRPC) to evaluate scopes of work for recently drafted comprehensive plans for similar municipalities and Portage County's comprehensive plan. Staff intend to perform a complete overhaul of the comprehensive plan with the assistance of this commission and NCWRPC. This overhaul of the comprehensive plan will then be used as a baseline for a more efficient neighborhood planning process, as identified or mentioned by some commissioners. Staff expect that the commission will be more engaged in the process, potentially by the formation of a Comprehensive Plan Update Committee. This Committee would review the language of the plan based on the previously gathered public input and recommend revisions so the plan is representative of the community's input.

Previous neighborhood planning efforts were still a valuable use of time which identified several potential, impactful projects. At this point, staff would not recommend adopting the Southeast and Eastside Planning Area documents as official comprehensive plan amendments. These documents would be placed on file for reference by other departments and for future neighborhood plans.

Cheers,

Christopher Klesmith
Neighborhood Planner & Economic Development Specialist
City of Stevens Point



DIRECTORS REPORT

To: City Plan Commission

From: Jarod Kivela, Director of Community Development

Date: January 29, 2025

RE: **Directors Report**

Development Updates

- **Portage County Business Park BID:** Portage County Planning Staff have transferred all the materials for the Portage County Business Park over to Community Development Staff and the new BID Manager. Staff plans to digitize all 4 boxes of files so that they are easily accessible and manageable (2025). On January 17th, the first BID Board meeting established roles for the board members and started the conversation for each initial item that the BID needs to work through (hiring an attorney, lawn/snow contracts, management of flags, etc.). A few of these items are currently in limbo, but the staff is working through each situation the best we can. The group is off to a great start and is eager to do great things for this BID.
- **Forest Creek Subdivision:** City staff has tentatively priced each lot and is working on creating a bid packet for the subdivision. The city intends to sell as many of the lots as we can initially before passing any remaining on to a realtor. This process will entail allowing individuals/developers to bid on their desired lots for a given time frame. After that period, the city will work with the highest or best bidder in the lot sale. Two developers and a series of private individuals have expressed interest in the subdivision and will be contacted once the materials are ready to be published.
- **TID 14:** City staff were invited to a meeting with Agristo (potential developer) early in January where they went over the pros and cons to each site they were evaluating for their new potato processing facility (evaluation has been behind closed doors over the past three years). The city scored higher in the workforce and logistics categories compared to the other site but fell short in the cost per potato and meeting the company's specs for their potatoes. Although unfortunate and a big hit for the City, staff remains optimistic as there continues to be development interest for the State of Wisconsin. Staff routinely responds to RFI's sent by the state for different companies

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looking to develop in our national region. Staff is also seeking additional avenues to contact potential businesses to locate in the industrial park area.

- **Shopko Site:** City Staff continues to work with a potential workforce housing 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. Other projects being discussed include the transit/transfer center and a market rate live/work development on the main street side.
The City hopes to hear about the EPA brownfield grant, as well as a variety of other grants, that could help kick-start the development in this area (transit center, housing, live/work units). The City would also like to encourage any interested developers to reach out if they would like to discuss this site further.
- **City Hall:** 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 for the courthouse. City staff started this process by completing a high-level evaluation for ALL options in the City based on the City's space needs, alignment with the Downtown Targeted Area Master Plan, available properties, County timelines, impact to the tax roll, parking needs, and confidential development interest. Based on these factors, staff provided four options for the council to discuss. Ultimately, staff was directed to explore one of the presented options. During the January Council meeting, Staff reviewed evaluation data and quotes that were received. Staff continues to work through this option and will bring additional information and approval to future meetings (discussion/action by the County Space and Properties Commission, City Plan Commission, and City Council).
- **The Oaks on Maria Drive:** Work continues! Staff continues to work with the developer through the process.
- **Airport Development:** These sites have been listed on Locate in Wisconsin. Staff continues to market these parcels.
- **Park Ridge:** At the last Council meeting, a request was brought forward that involved extending water into Park Ridge. This request was just an ordinance change and was not required to come to the Plan Commission prior to being approved. Based on a lengthy discussion, staff was directed to do a bit more research and bring this item to the Plan Commission for review and discussion prior to action. Future discussions will be brought forward to the Plan Commission in March after staff has time to discuss internally and work with Park Ridge on the issue.

General Department

- Community Development is working to phase out the LTE position for the inspection department. This LTE has filled a critical gap in services that would have been created due to a medical-related issue. Now that the impacted inspector is almost back to 100%, the LTE position will be needed less and less. The intent would be to completely phase out the LTE before the end of February. We would like to publicly thank this LTE for their assistance over the past weeks. The inspection department would have been in a tough spot without them. THANK YOU!
- Select individuals in the department who 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 participating in this training. There was a deadline for these training sessions to be completed by the beginning of February, but due to changes in the training schedule, the deadline for completing these has been extended.

- Staff intends to have draft plans ready for review from the Bicycle and Pedestrian Street Safety Commission and the Age Friendly Commission in 2025. The Bicycle and Pedestrian Street Safety Commission's Plan is expected to come forward to the Plan Commission in Q2 and the Age Friendly Commission's Plan in Q4.
- After 33 years of dedicated service to the City of Stevens Point, Assistant Assessor, Sandy Kratzke, has announced that she will be retiring on May 2nd, 2025. Sandy has been with the Community Development Department for 26 years; 3 years as Assistant Assessor and 26 years as Assessment Technician (back when the Assessor's Department had 3 employees). Before working in the Community Development Department, Sandy worked at the Stevens Point Police Department in the Records Bureau from 1995-1999 and in the Transit office from 1992-1995. Sandy holds a significant amount of institutional knowledge throughout various departments and her retirement will be a great loss for the city and the department. We are, of course, grateful for Sandy's dedicated service and wish her the very best in her well-earned retirement. Staff have started the process of posting for the position and interviewing. An extremely qualified candidate has applied and we are optimistic that we can secure them for the position.

Notable Events

- January 16th – Community Development Holiday Party – This was a great department bonding event with great people, great food, and competitive games of pinball. We appreciate D1 Brewing allowing us to have our get together in their space and look forward to having future departmental events. It's truly difficult to imagine a greater group of people.
- January 23rd – Portage County Business Council Annual Dinner. Ambassador of the Year Award Recipient: Deb Zaske from CAP Services, Small Business of the Year Award Recipient: O'so Brewing Company, Decree of Excellence Award: Mid-State Technical College and the President's Award Recipient: William Schierl, Co-CEO of Team Schierl Companies. Great job to all! Its great to see our community thriving.
- February 5-7 – The Wisconsin Economic Development Association is hosting the 2025 Governor's Conference on Economic Development. Chris Klesmith will be attending. Topics for this conference include Affordable Housing Strategies, The Looming Labor Shortage: Anticipated Impacts on Economic Development and the Future of Work in Wisconsin, Tear Up the Parking Lot and Put Up Paradise, The Wisconsin Manufacturing Report: How Manufacturers View the Future, Building Wisconsin's Workforce: Strategic Partnerships for Sustainable Growth, and many more!
- February 13-14 – Ehlers is hosting the 2025 Wisconsin Public Finance Seminar. Chris Klesmith and Jarod Kivela will be attending. Topics for this conference include Tax Increment Financing 101: From Concept to Creation, Words Matter! Development Agreement Terminology, Myth Busters! Tax Incremental Financing Demystified, Affordable Housing for Wisconsin Communities: A Panel Discussion, and many more!