



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

- Chair Kate Giblin
- Vice Chair Don Wigington
- Sarah Agena
- Pearline Douglas
- John Jury
- Katie Livernash
- Michele Miller
- Kaitlyn Wall
- Mykeerah Zarazua

AGENDA

AGE-FRIENDLY COMMISSION

Date and Time:	March 25, 2025 5:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u>
			<u>Zoom Teleconferencing</u>
			Meeting ID: 893 4991 0617 Passcode: 540273
			<u>By Computer:</u> https://us02web.zoom.us/j/89349910617?pwd=8jcXHaHzD8vyX5
			<u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the December 10, 2024 meeting of the Age-Friendly Commission.
3. Discussion on draft housing recommendations for the Stevens Point Aging Plan.
4. Discussion on draft transportation recommendations for the Stevens Point Aging Plan.
5. Staff Update:
 - Zoning Code Rewrite.
6. Adjourn

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.

REPORT OF THE AGE-FRIENDLY COMMISSION

December 10, 2024 – 5:00 PM
933 Michigan Ave, Stevens Point, WI 54481

PRESENT: Chair Giblin, Vice Chair Wigington, Commissioner Agena, Commissioner Douglas,
Commissioner Jury, Commissioner Miller & Commissioner Wall

EXCUSED: Commissioner Zarazua

ALSO PRESENT: Associate Planner/Zoning Administrator Kuhn

INDEX:

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the September 19, 2024 meeting of the Age-Friendly Commission.
3. Review of quantitative and qualitative data received through the community needs assessment.
4. Structure and scope of the Stevens Point Aging Plan.
5. Staff Updates:
 - State Highway 66 and U.S. Highway 10 East curb ramp replacement project.
 - Study areas for Safe Streets and Roads for All grant.
 - Historic Preservation Plan.

Closing Section:

6. Adjourn

Opening Section:

1. Roll Call

Present: Agena, Douglas, Giblin, Jury, Miller, Wall & Wigington

Excused: Zarazua

Discussion and Possible Action on the Following:

2. Report of the September 19, 2024 meeting of the Age-Friendly Commission.
Motion by Commissioner Jury to approve the September 19, 2024 minutes of the Age-Friendly Commission; seconded by Vice Chair Wigington.
Motion carried 7-0.

3. Review of quantitative and qualitative data received through the community needs assessment.

Associate Planner / Zoning Administrator Kuhn provided a summary of the survey results received and findings through verbal and written communication with stakeholders, broken down into each

of the eight domains of livability. A discussion was had as to takeaways from the survey results and how that would aid in the development of the Stevens Point Aging Plan.

No action was taken.

4. Structure and scope of the Stevens Point Aging Plan.

Associate Planner / Zoning Administrator Kuhn discussed the different domains of livability that could be addressed as part of the Aging Plan, and sought guidance from the Commission as to how many of these domains should be tackled. After further discussion, the Commission elected to prioritize the following domains when determining policy recommendations:

- Housing
- Transportation
- Outdoor Spaces & Buildings
- Health Services
- Civic Participation & Employment
- Communication & Social Participation

No action was taken.

5. Staff Updates:

- State Highway 66 and U.S. Highway 10 East curb ramp replacement project.
- Study areas for Safe Streets and Roads for All grant.
- Historic Preservation Plan.

Associate Planner / Zoning Administrator Kuhn provided updates on the above projects.

No action was taken.

Closing Section:

6. Adjourn

Meeting adjourned at 6:00 PM.

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



MEMORANDUM

To: Age-Friendly Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: March 25, 2025

RE: Review of Draft Policy Recommendations – Housing & Transportation

Background: As discussed during the last Age-Friendly Commission meeting, work will proceed on drafting the City's first Aging Plan by prioritizing the following areas:

- Housing
- Transportation
- Outdoor Spaces & Buildings
- Health Services
- Civic Participation & Employment
- Communication & Social Participation

Starting with our March 25th meeting, draft policy recommendations will be brought before the Commission for initial feedback. As you can see with the draft recommendations for the housing and transportation sections attached, each recommendation is devoid of a narrative. This is done on purpose to save staff time for myself and allow for a fluid conversation as a Commission. At our meeting on the 25th, I will be giving an explanation of each recommendation and asking for general feedback. Some probing questions for the Commission to consider when reviewing the recommendations are as follows:

- Are there major housing and transportation issues that are not being captured with these plan recommendations?
- Are these recommendations measurable over time and attainable?
- Is there a healthy mix of short- and long-term recommendations, as well as recommendations that are both easy and labor intensive to achieve?

www.stevenspoint.com

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

Please review the attached housing and transportation recommendations and be prepared to provide comments. After our March meeting, future meetings will consist of 1.) introducing draft recommendations for the remaining plan sections and 2.) including narratives for recommendations that have been vetted by the Commission.

If you have any questions, please let me know.

Housing Element

Advocacy/Collaboration:

- Partner with local and regional advocacy groups to prioritize accessibility requirements for new housing units.
- Collaborate with community-based organizations to assess the accessibility of the city's housing stock. Examples include, but are not limited to, availability of hand rails and grab bars, lighting, maintenance of internal sidewalks, and location of accessible parking areas.
- Partner with landlords, community-based residential facilities and faith-based organizations to identify the needs of underserved community members and improve awareness of housing resources.
- Host events with community organizations & departments (e.g., Police Department, Fire Department, Aging & Disability Resource Center, etc.) to identify and eliminate accessibility risks in their homes.

Regulatory Reform:

- When providing tax incremental financing incentives for multi-family housing development, require a certain percentage of housing units to meet the American with Disabilities Act's Standards for Accessible Design.
- Pursue the following amendments to the City's Zoning Ordinance to close the gap of missing middle housing:
 - Reduce minimum size requirements for principal structures from 900 sq ft to 700 sq ft.
 - Amend land use standards starting with the "R-3" Single- and Two-Family Residence District to allow middle housing development (e.g., duplex, fourplex, cottage court, townhouse, etc.) to be permitted by right.
 - Reduce minimum lot size requirements for condominium and multi-family residential uses.
 - Rewrite the City's Accessory Dwelling Unit Ordinance to spur greater construction and use of ADUs within city limits.
- Adopt a provision in the City's Zoning and Subdivision Ordinance to include a procedure for property owners to apply for an accommodation under the Americans with Disabilities Act.

Education:

- Create and publicize a comprehensive list of resources related to housing issues that residents experience.
- Increase educational programming to encourage the clearance of snow within curb cuts.

Transportation Element

Education:

- Partner with City Transit and other local organizations to create a trip planning training opportunities that are geared for older adults.
- Increase access and marketing opportunities to driver education programs for older adults.
- Pursue the adoption of an ADA Transition Plan by 2035.

Infrastructure:

- Identify funding and operational barriers to expand community-based transportation services.
- Prioritize closing gaps in the pedestrian network through the City's high injury network streets.
- Partner with the City's Bicycle and Pedestrian Street Safety Commission to implement policy recommendations outlined in the 2025 Portage County Countywide Bicycle & Pedestrian Plan.
- Prioritize locations to install audible pedestrian signals.
- For multi-family and non-residential land uses, require in the City's Zoning Code that an accessible path shall be constructed between a parking lot main entrances into the principal building.

Programming:

- Collaborate with neighborhood associations in creating a sidewalk assistance volunteer program.
- Obtain membership with the Wisconsin Bicycle Federation.



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.

www.stevenspoint.com

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

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