



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:	May 5, 2025 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u>
			<u>Zoom Teleconferencing</u>
			Meeting ID: 823 8954 4274
			Passcode: 195045
			<u>By Computer:</u>
			https://us02web.zoom.us/j/82389544274?pwd=nwdR8DflQlClM5ehUJ3Gj
			<u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on:

2. Report of the April 7, 2025 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Charles Koch, representing Koch-Taub Joint Revocable Trust, for a conditional use permit to construct a detached garage with a reduced rear yard setback at 1665 Main Street (Parcel ID 281240832102017), consistent with Ch. 23.02(1)(h)(3).
4. Public Hearing and action on a request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point. Said request establishes Starling Court as a planned future public street within an unaddressed parcel bounded by Hoover Road and Heffron Street (Parcel ID 281230803140102).

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

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

5. Public Hearing and action on a request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point. Said request extends Evelyn Court and Joe Street as a planned future public street within an unaddressed parcel bounded by Golla Road, Brilowski Road & Regent Street (Parcel ID 281240826400563).
6. A request from Susan Crawford and Stephen Klein for a fence waiver to install twelve-foot-tall privacy fencing along the rear lot line of the property located at 221 Union Street (281240829300109), 237 Union Street (Parcel ID 281240829300110) & 301 Union Street (Parcel ID 281240829300111), consistent with Ch. 23.01(16)(g).
7. A request from Jason Nguyen & Kirsten Miller to annex the property located at 1213 Torun Road (Parcel ID 020240814-11.06) from the Town of Hull to the City of Stevens Point.
8. A request from the City of Stevens Point to enter into a land swap agreement with Portage County.
9. A request authorizing the City of Stevens Point to sign a petition for a special meeting of the Portage County Business Park Owners' Association for the following purposes:
 - To consider and vote upon an amendment to the Portage County Business Park Deed Restrictions and Protective Covenants.
 - To consider and vote upon a resolution adopting a plan of dissolution and liquidation of the Portage County Business Park Owners' Association.
10. Consideration of amendments to the Downtown Targeted Area Master Plan.
11. March 2025 Monthly Report.
12. Director's Report.

Closing Section:

13. 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:	April 7, 2025 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u>
			<u>Zoom Teleconferencing</u>
			Meeting ID: 878 4882 2545
			Passcode: 771157
			<u>By Computer:</u>
			https://us02web.zoom.us/j/87848822545?pwd=hLK607jY3JuJChpjaqAE5e2
			<u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Meeting Called to Order: 6:00PM

Members Present: Wiza, Kneebone, Arntsen, Beacom, Miskowiak, Rice

Members Excused: Schuler

Discussion and Possible Action on:

2. Report of the March 3, 2025 meeting of the City Plan Commission.

Background: Report of the march 3, 2025 meeting included in the agenda packet.

Motion: Arntsen moves approval of the report of the March 3, 2025 meeting of the City Plan Commission.

Second: Kneebone seconds the motion.

Discussion: None

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

Vote: Unanimous approval.

3. Public Hearing and action on a request from Adam Sandstrom, representing FFH Holdings, LLC, to amend the Stevens Point Comprehensive Plan. Said request amends the future land use designation of an unaddressed parcel bounded by Hoover Road and Heffron Street (Parcel ID 281230803140102) from 'Commercial/Office/Multi-Family' to 'Residential.'

Background: Associate Planner Kuhn presents background information regarding the request to amend the Stevens Point Comprehensive Plan for the proposed project. Staff recommendation is to approve the amendment.

- Arntsen asks for clarification between a duplex and zero lot line construction. Kuhn explains the difference.

Public Hearing:

- No testimony from the public.

Motion: Beacom moves approval of the request as presented.

Second: Miskowiak seconds the motion.

Discussion: None

Vote: Unanimous approval.

4. Public Hearing and action on a request from Adam Sandstrom, representing FFH Holdings, LLC, to rezone an unaddressed parcel bounded by Hoover Road and Heffron Street (Parcel ID 281230803140102) from the "M-1" Light Industrial District to the "R-3" Single- and Two-Family Residence District.

Background: Kuhn provides additional background regarding the rezoning request.

Public Hearing:

- Alder Morrow, District 11, speaks in favor of the request citing the need for housing.

Motion: Beacom moves approval of the request to rezone the parcel as presented.

Second: Miskowiak seconds the motion.

Discussion: None.

Vote: Unanimous approval.

5. Public Hearing and action on a request from Adam Sandstrom, representing FFH Holdings, LLC, for a final subdivision plat review of a proposed subdivision on an unaddressed parcel bounded by Hoover Road and Heffron Street (Parcel ID 281230803140102), consistent with Ch. 20.05(2).

Background: Kuhn provides that there are no further changes from the initial subdivision plat discussed during the last review.

Public Hearing:

- No testimony

Motion: Rice moves approval of the final subdivision plat for the proposed subdivision as presented.

Second: Kneebone seconds the motion.

Discussion: None.

Vote: Unanimous approval.

6. Public Hearing and action on a request from Michael Bieniek, representing FERRELLGAS LP, for a conditional use permit to construct a wireless communication tower on the

property located at 3315 Wayne Street (Parcel ID 281240833402402), consistent with Ch. 23.02(4)(d)(3).

Background: Kuhn provides background information regarding the request for a conditional use permit and users of the wireless communication tower. Kuhn further provides context on municipalities' ability to regulate the construction of cell towers. Staff recommends approval subject the conditions presented in the packet.

- Wiza asks about the tower's fall radius and if it would impact adjacent properties.
- The applicant explains how the design of the cell tower would limit the fall radius to a 50-foot fall radius which would not impact adjacent properties nor would it impact Wayne Street.
- Wiza asks if the applicant has incorporated design requirements to disguise tall cell towers.
- Applicant answers that they have experience with those design requirements.

Public Hearing:

- No testimony.

Motion: Kneebone moves approval of the conditional use permit as presented, subject to staff conditions and recommendations.

Second: Miskowiak seconds the motion.

Discussion: None.

Vote: Unanimous approval.

7. A request from Daniel Von Ebers, representing John Parker Development LLC, for a site plan review to construct a parking garage addition and surface parking lots on the property located at 1501 North Point Drive (Parcel ID 281240829120015), consistent with Ch. 23.02(2)(f)(5)(b).

Background: Kuhn presents background information regarding the site and the proposed improvements. Staff would recommend approval of the site plan subject to the conditions presented, citing that the landscaping plan for the site goes above and beyond municipal requirements.

Motion: Beacom moves to approve the site plan as presented.

Second: Rice seconds the motion.

Discussion: None.

Vote: Unanimous approval.

8. Discussion only: Zoning Code rewrite.

Background: Kuhn provides a verbal overview of the zoning code rewrite project, including the public participation plan.

9. January - February 2025 Monthly Reports.

Background: Director Kivela provides a verbal overview of the monthly reports included in the agenda packet.

10. Director's Report.

Background: Director provides a verbal report, including an update on the sales of properties in the Forest Creek subdivision, property sales of the Redevelopment Authority,

intern assistance for the summer, and the City's new Rental Improvement Program approved by the Redevelopment Authority. Wiza adds staff transitions in the Community Development Department.

Closing Section:

11. Adjourn

Meeting adjourned at 6:33PM.

Administrative Staff Report

Construct a Detached Garage Using Traditional Neighborhood Setbacks

1665 Main Street

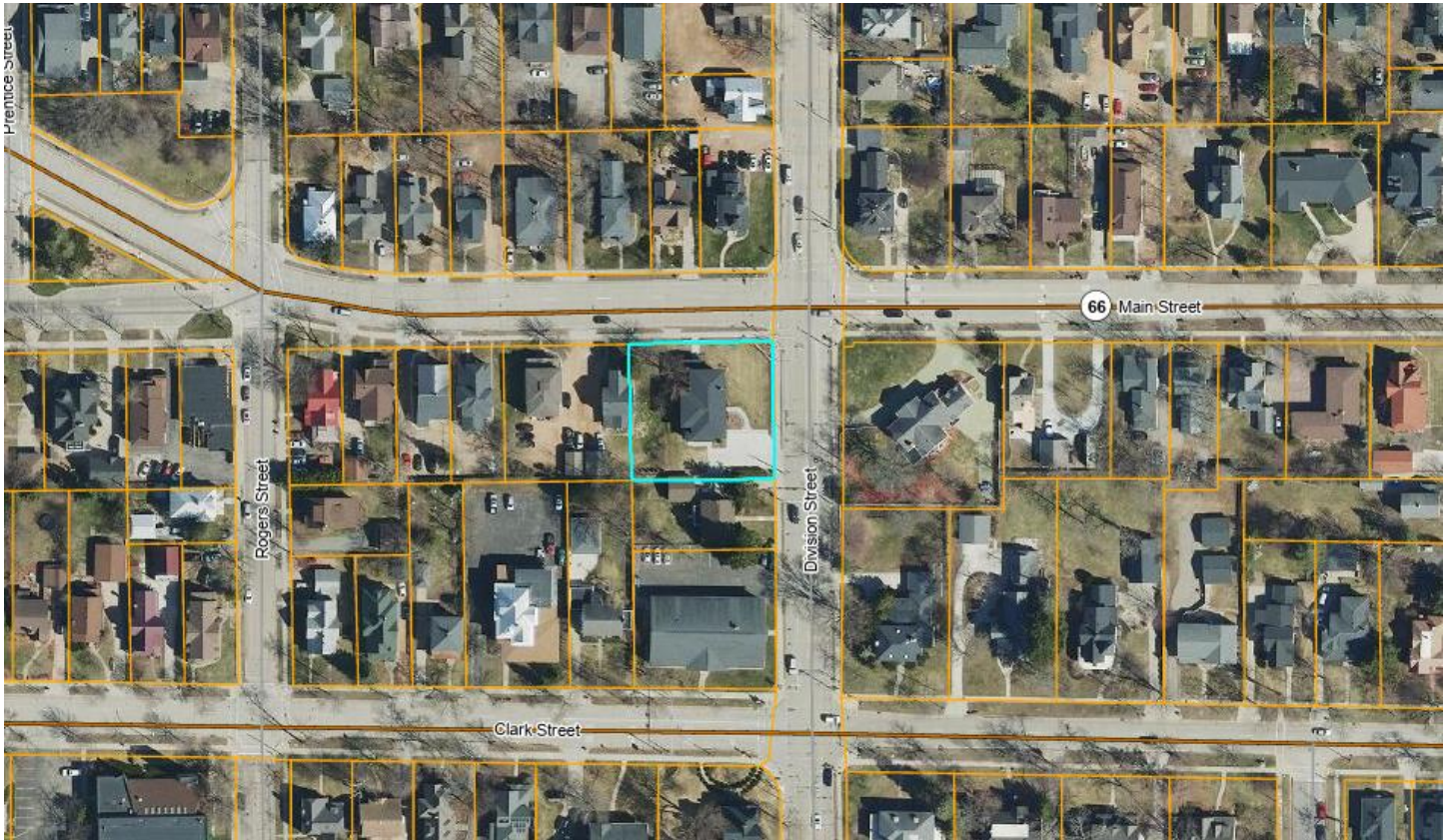
May 5, 2025



Department of Community
Development

Applicant(s): - Charles Koch, representing Koch-Taub Joint Revocable Trust Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240832102017 Zone(s): "R-3" Single- and Two-Family Residential Master Plan: - Residential Council District: - District 1 Ald. Christianson Lot Information: - Frontage: 258.57 ft. - Depth: 125.13 ft. - Lot Size: 16,584 sq. ft. (0.381 ac.) Current Use: - Single-family residence Applicable Regulations: 23.02(1)(h)(3)	Request - Public Hearing and action on a request from Charles Koch, representing Koch-Taub Joint Revocable Trust, for a conditional use permit to construct a detached garage with a reduced rear yard setback at 1665 Main Street (Parcel ID 281240832102017), consistent with Ch. 23.02(1)(h)(3). Attachment(s) - Application - Plans Findings of Fact - The applicant is requesting to construct a 720 square foot detached garage in the rear yard of the subject property. - Detached garages are required to have a minimum three-foot side yard and rear yard setback provided that the garage is set back at least ten feet from the principal structure on the subject property and does not exceed 15 feet in height. - A two-foot setback from the south lot line (rear yard lot line) is requested. - The subject property is located within the "R-TND" Traditional Neighborhood Overlay District. The "R-TND" District allows, via a conditional use permit, lesser setback requirements to construct detached garages. - The Plan Commission and Common Council may attach additional conditions onto this request as necessary. Staff Recommendation Approve the request for a conditional use permit to construct a detached garage using setback requirements of the "R-TND" Traditional Neighborhood Overlay District for the property located at 1665 Main Street (Parcel ID 281240832102017), subject to the following conditions: - A building permit shall be obtained prior to the start of construction. - Staff shall have the ability to approve minor amendments to the proposed project plan.
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Vicinity Map



Background

Overview: The applicant is requesting a conditional use permit to construct a 720 square foot detached garage in the rear yard of the subject property. The construction of accessory structures is required to meet the principal structure setback requirements for the zoning designation of the property for which the structure is proposed to be located. With that said, the City's Zoning Code provides modified setback requirements for accessory structures for all zoning districts. Section 23.01(10) of the City's Zoning Code allows a minimum three-foot side and rear setback for an accessory building provided that 1.) the structure is separated at least ten feet from the principal structure that is located on the property and 2.) that the height of the structure does not exceed 15 feet.

The subject property is located within the "R-TND" Traditional Neighborhood Overlay District. The "R-TND" Overlay District, created in the early-2000s as a result of then-newly adopted comprehensive planning and smart growth legislation in Wisconsin, is intended to allow for the development and redevelopment of land consistent with design principles found within a specific traditional neighborhood. For properties within the "R-TND" District, lesser setbacks are available, via a conditional use permit, to construct a detached garage. Said conditional use setback requirements are found below.

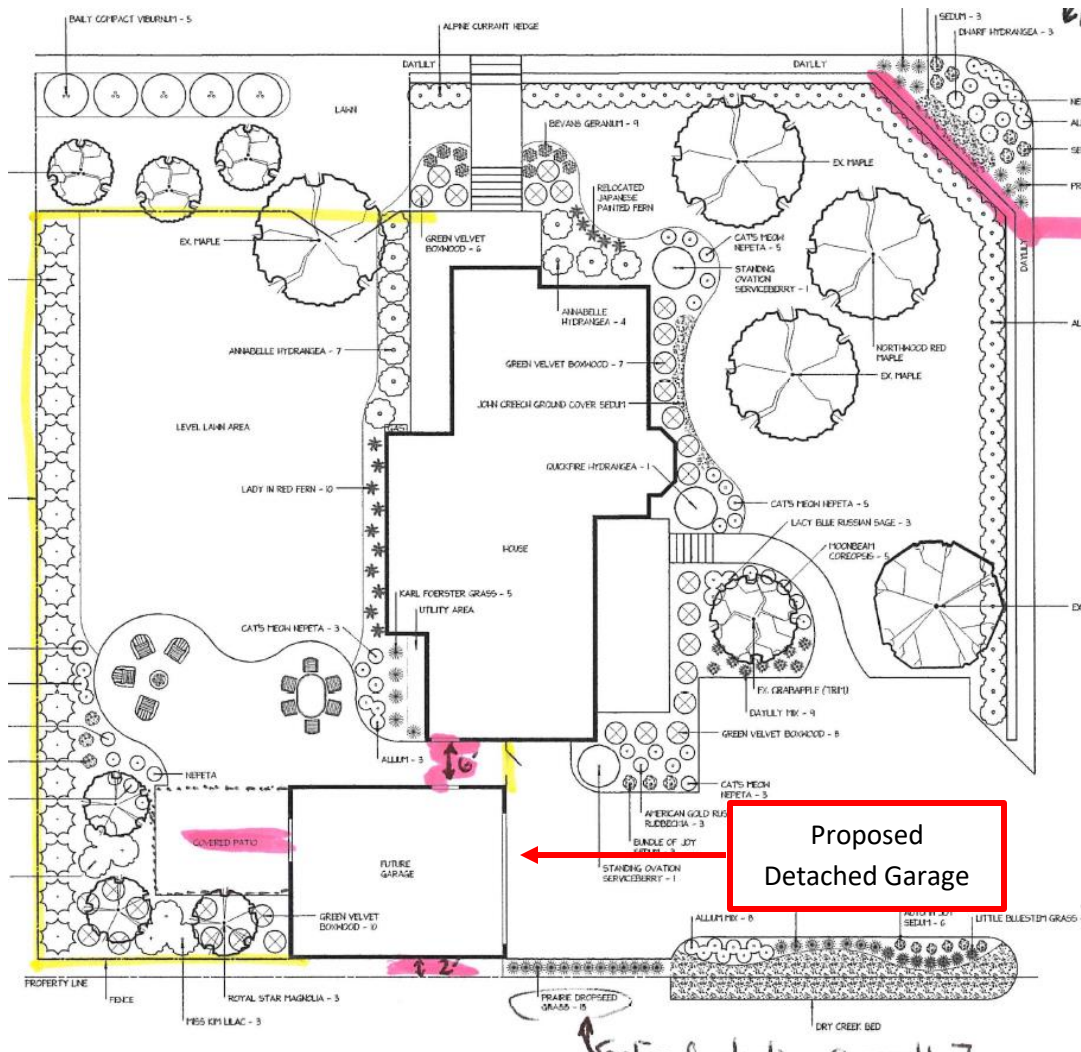
Ch. 23.02(1)(h)(3) Conditional Use Setback Requirements

Detached Garage

- *Street front setback – 20 feet*
- *Corner side yard – 12 feet, with no access to a public street*

- Interior side yard – 1 foot
- Rear yard – 1 foot

The applicant is requesting a two-foot setback from the south lot line. As the subject property is located within the “R-TND” District, a conditional use permit is required to allow for the requested setback. An analysis of this request relative to the City’s fourteen standards for reviewing a conditional use request are outlined below.



Standards of Review – Conditional Use Permit

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

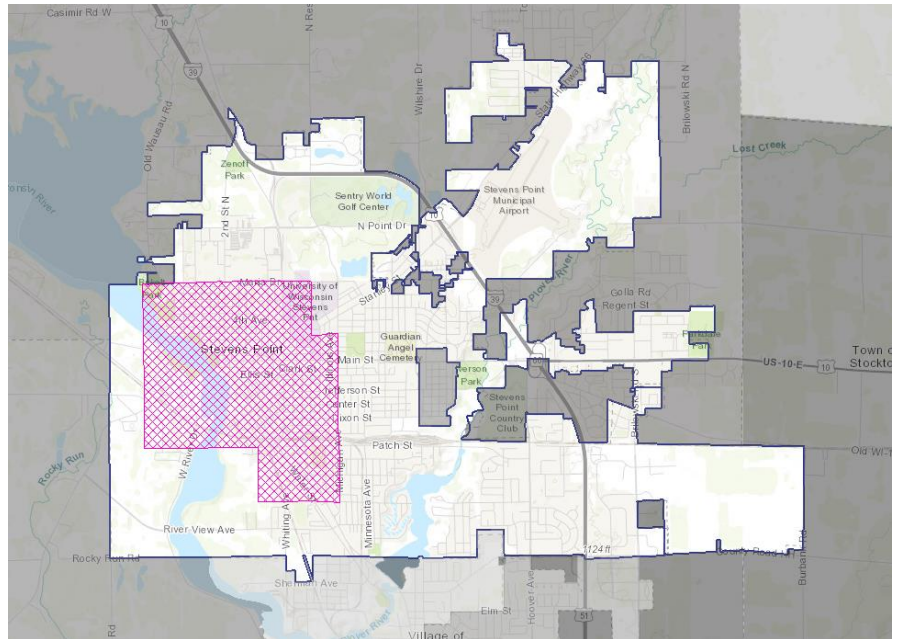
Analysis: The proposed use is consistent with the City’s Comprehensive Plan and the existing surrounding uses are unlikely to be negatively impacted by this request. The proposed detached garage is customary for residential uses in the city, and its location in the rear yard of the subject property will better shield its visibility from Main Street. While the garage would be visible from Division Street, the applicant is proposing a significant amount of fencing and landscaping to shield some visibility of the garage. Although the proposed garage would be two feet from the south lot line, building codes will apply for the construction of this garage to provide additional safeguards to the property owner of 1316 Division Street.

Findings: The subject property, zoned “R-3” Single- and Two-Family Residential, permits the construction of accessory structures so long as the cumulative size of all structures on the property do not exceed 900 square feet. Staff does not believe the proposed conditional use permit with the conditions outlined above would be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

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

Analysis: The construction of a detached garage is permitted on the subject property so long as the size and location standards found within the Zoning Code are met.

Findings: Single- and two-family residential uses surround the subject property, most with their own detached garage. Staff believes that the construction of this detached garage would not be contrary to uses allowed within the “R-3” District.



“R-TND” Traditional Neighborhood Overlay District

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

Analysis: The respective area is in an established and developed area of the city. The City's Comprehensive Plan identifies this area for residential uses (i.e., single-family and two-family residential uses).

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

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

Analysis: Vinyl siding and brick are proposed along the exterior of the garage. The brick located along the bottom 2' 8" of the garage would match the brick that is located on the house. One window is proposed near the peak of the garage, which would be visible from Division Street.

Findings: Staff believes that this standard is met. The purpose of the “R-TND” District, in part, is to ensure that street elevations on primary and accessory buildings does not consist of a blank wall, but rather architectural elements such as doors and windows. By having an overhead door on the east-facing wall of the proposed

garage, along with a variety of exterior wall materials and an improved fenestration pattern, staff believe that the appearance of this garage will be similar to garages constructed on other residential lots in the city.

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

Analysis: Utility connections are not planned as part of this development. If needed in the future, appropriate connections

exist off of Division Street. Access to the proposed garage will be via an existing driveway located off of Division Street. Given the size of the proposed garage (720 square feet), drainage issues are not anticipated that warrants additional stormwater controls on the subject property.

Findings: Staff believes that this standard is met.

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

Analysis: The proposed use will be serviced by an existing driveway off of Division Street.

Findings: Staff believes that access is appropriate and is not anticipated to incur additional traffic congestion on Division Street.

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

Analysis: The City's 2005 Comprehensive Plan Future Land Use Map has identified the subject property for residential (i.e., single- and two-family) uses. The subject property is zoned "R-3" Single- and Two-Family Residential. According to the City's Zoning Code, the intent of the "R-3" District is to "provide for both single-family residences and two-family residences intended particularly to act as a transition district between lower intensity uses such as permitted in "C", "R-1" and "R-2" districts and higher intensity districts, consistent with the City's Comprehensive Plan. This district is intended to be provided for all lands where sewer and water is or will be required."

Findings: Staff believes that this request meets the intent of the "R-3" District as garages are intended to support single- and two-family residential living.



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

Analysis: This conditional use request is seeking to construct a detached garage with a two-foot setback off of the south lot line.

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

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

Analysis: N/A

Findings: N/A

10. Access to the site shall be safe.

Analysis: Vehicular and pedestrian access to the site is off of Division Street.

Findings: As additional traffic is not anticipated as part of constructing a detached garage, staff believes that access to the property is appropriate.

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

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

Analysis: While utility connections for the subject property exists off of Division Street, access to utility infrastructure is not proposed as part of the proposed development.

Findings: This standard is met.

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

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

Analysis: Mechanical equipment is not proposed as part of this proposed use.

Findings: This standard is met.

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

Analysis: While exterior light fixtures are proposed on the garage's east-facing wall, the setback provided from Division Street should minimize light pollution onto the public right-of-way.

Findings: This standard is met.

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

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

Findings: The use should not create excessive noise.

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

Analysis: N/A

Findings: N/A

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

Site Photos





APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted	4/9/2025	Fee Required	\$300	Fee Paid	R# 2,09594
Associated Applications if Any				Assigned Case Manager			
Pre-Application Conference Date				Conditional Use Permit Request	Use ☐ Amend ☐		

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☒)	
Applicant Name	Charles Koch	Contact Name	
Address	1665 Main Street	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	608-332-3056	Telephone	
Fax		Fax	
Email	cdkoch@uwalumni.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Koch-Taub Joint Revocable Trust	Owner's Name	
Address	1665 Main Street	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	608-332-3056	Telephone	
Fax		Fax	
Email	cdkoch@uwalumni.com	Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
281-24-0832102017		
Legal Description of Subject Property		
LOT 2 CSM# 011930 DOC-907488 BNG PRT LOTS 1,2, & 3 BLK 14 SMITH BRIGGS + PHILLIPS ADD .381A 903666; 907738; 908084AOC		
LOCATION: NW NE, Sect. 32, T24N, R8E		
Designated Future Land Use Category	Current Use of Property	
Single Family Residence	Single Family Residence	
Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
• Construction of garage with entrance utilizing existing driveway on Division St. Size will be 24X30 Ft, located 2 ft from south property line and 6 ft from house. Target completion date of August 1, 2025. • Fence installation in back/side yard. Black iron to match period style. • Patio/landscaping around garage, with add'l landscaping throughout property w/native plantings, runoff mitigation, and installation of 4" bollards at front corner (Main + Division)		
How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)		

- Garage design will mimic existing historic house design, with materials and color palettes.
- Landscaping will add native + heritage plantings, remove dead/diseased species, and add additional trees + architectural/botanical interest, along with runoff mitigation between property and adjacent south property
- Billards will be installed at front corner after Ambulance crashed into front yard in Dec. 2024.

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

- Roof runoff of garage will be directed through gutters + downspouts, out toward Division St, through rain garden plantings between adjacent driveways.
- Landscape designed to match neighborhood plantings to blend in with neighbors existing plantings.

Current Zoning Surrounding Subject Property

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

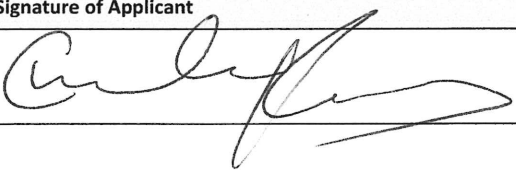
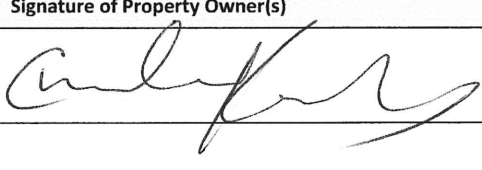
North:		South:	
East:		West:	

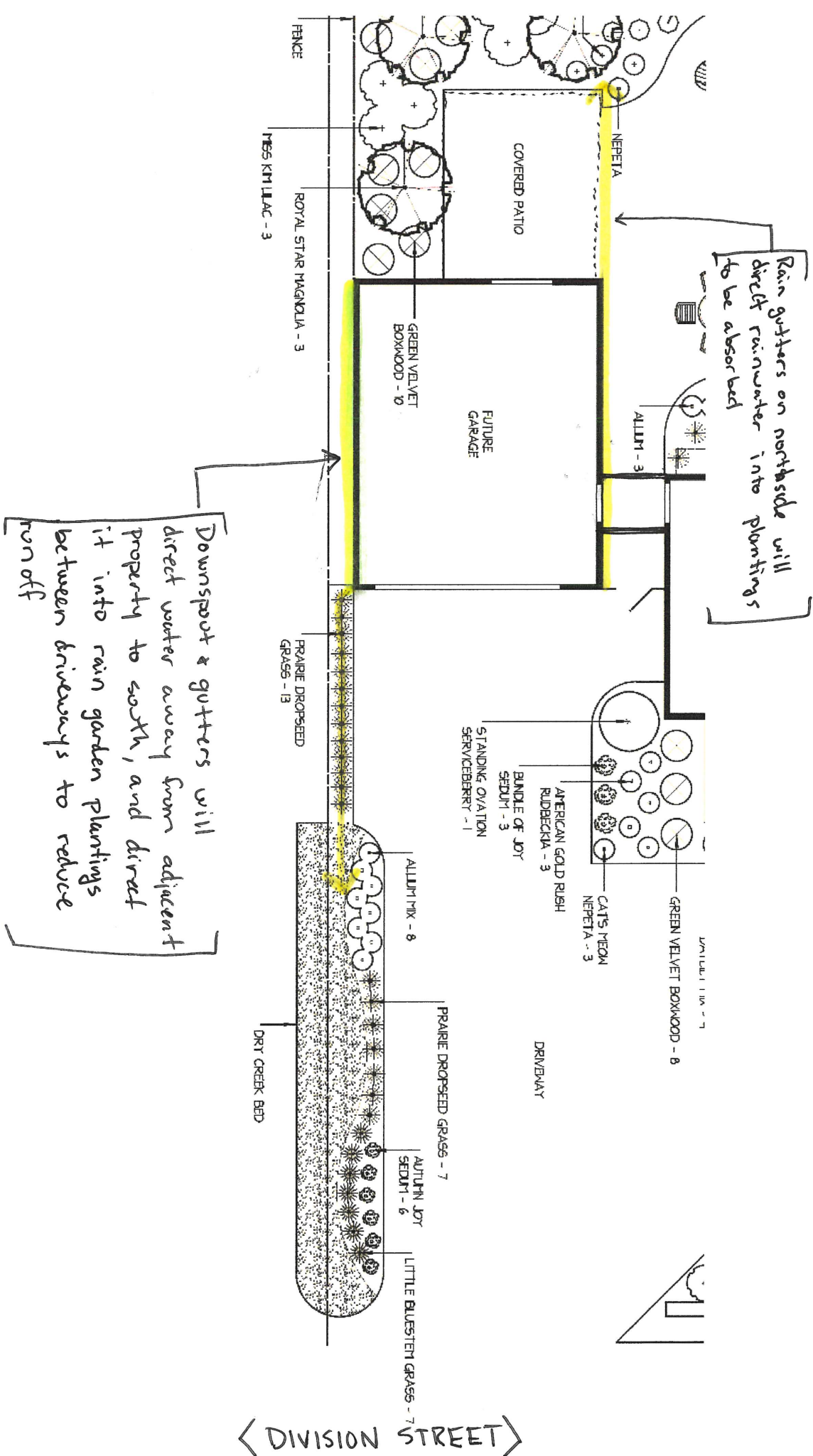
EXHIBITS

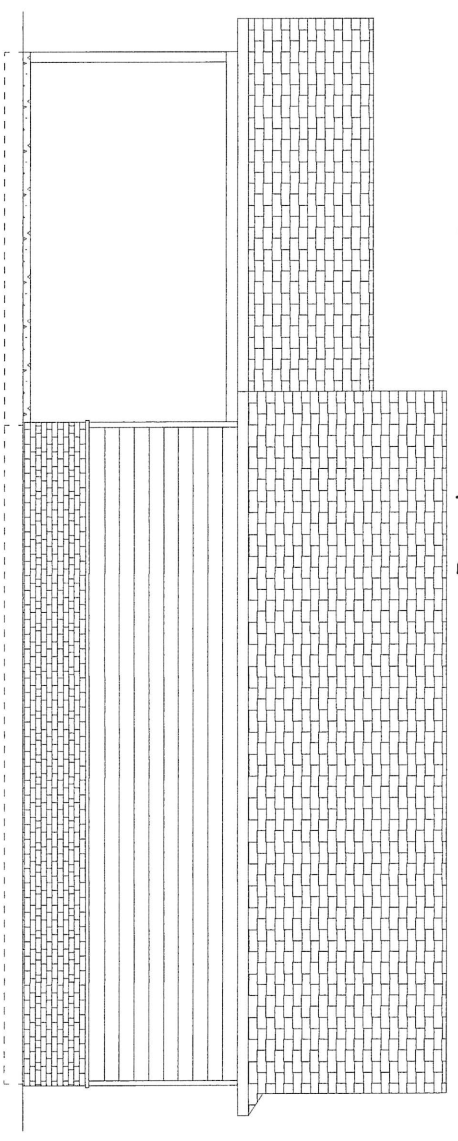
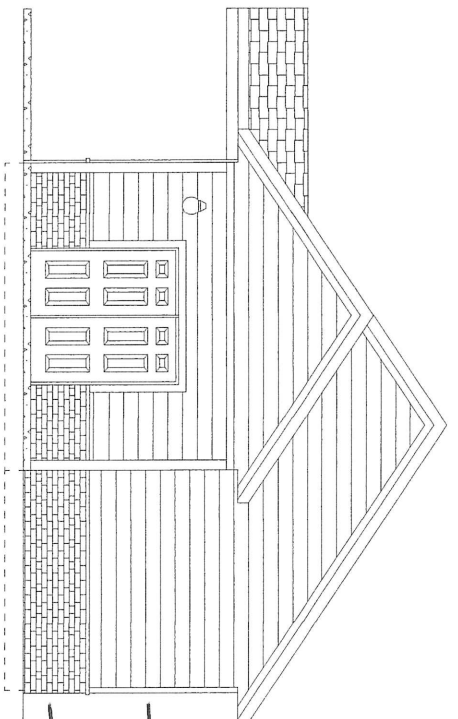
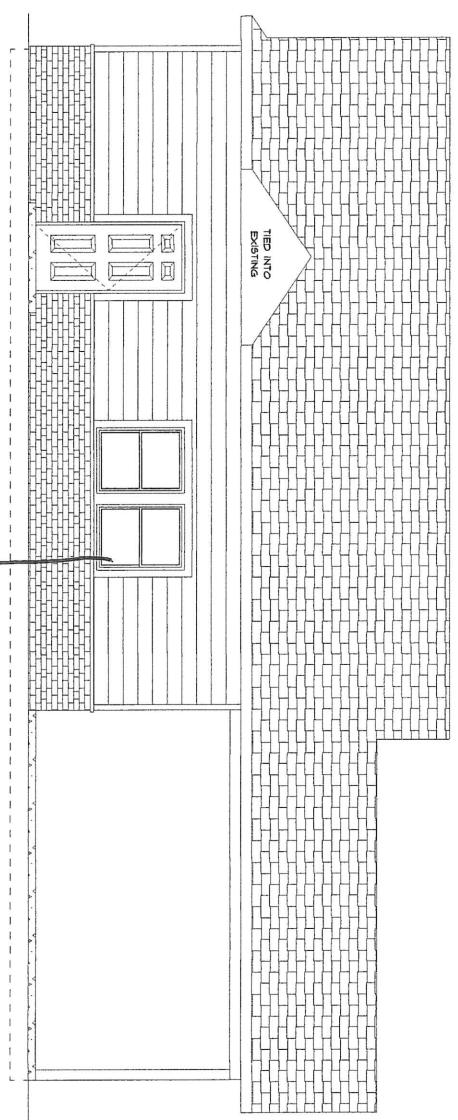
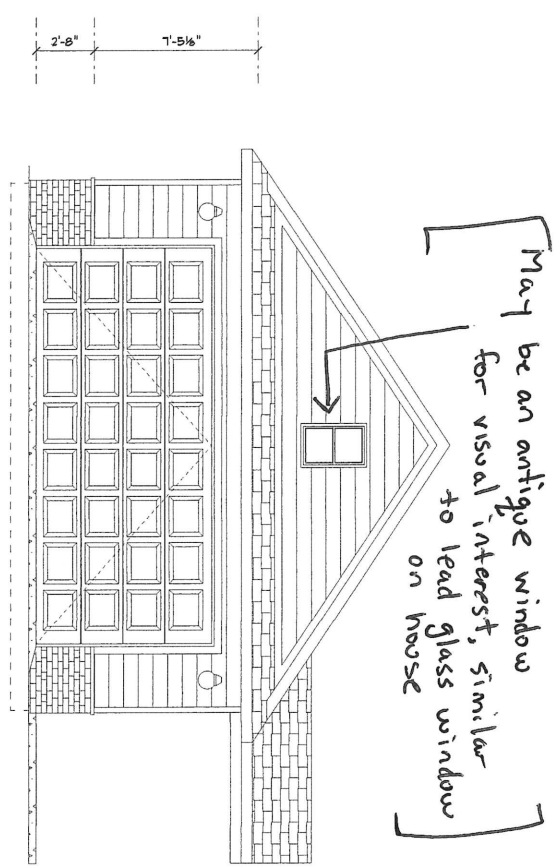
Owner Information Sheet	☐	Additional Exhibits If Any:
Letter to District Alderperson	☐	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	☐	
Site Plan (designating primary, side, and service street frontages)	☐	
Building Elevations	☒	
Parking Plan (Location, number of spaces,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

CERTIFICATION AND SIGNATURE

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

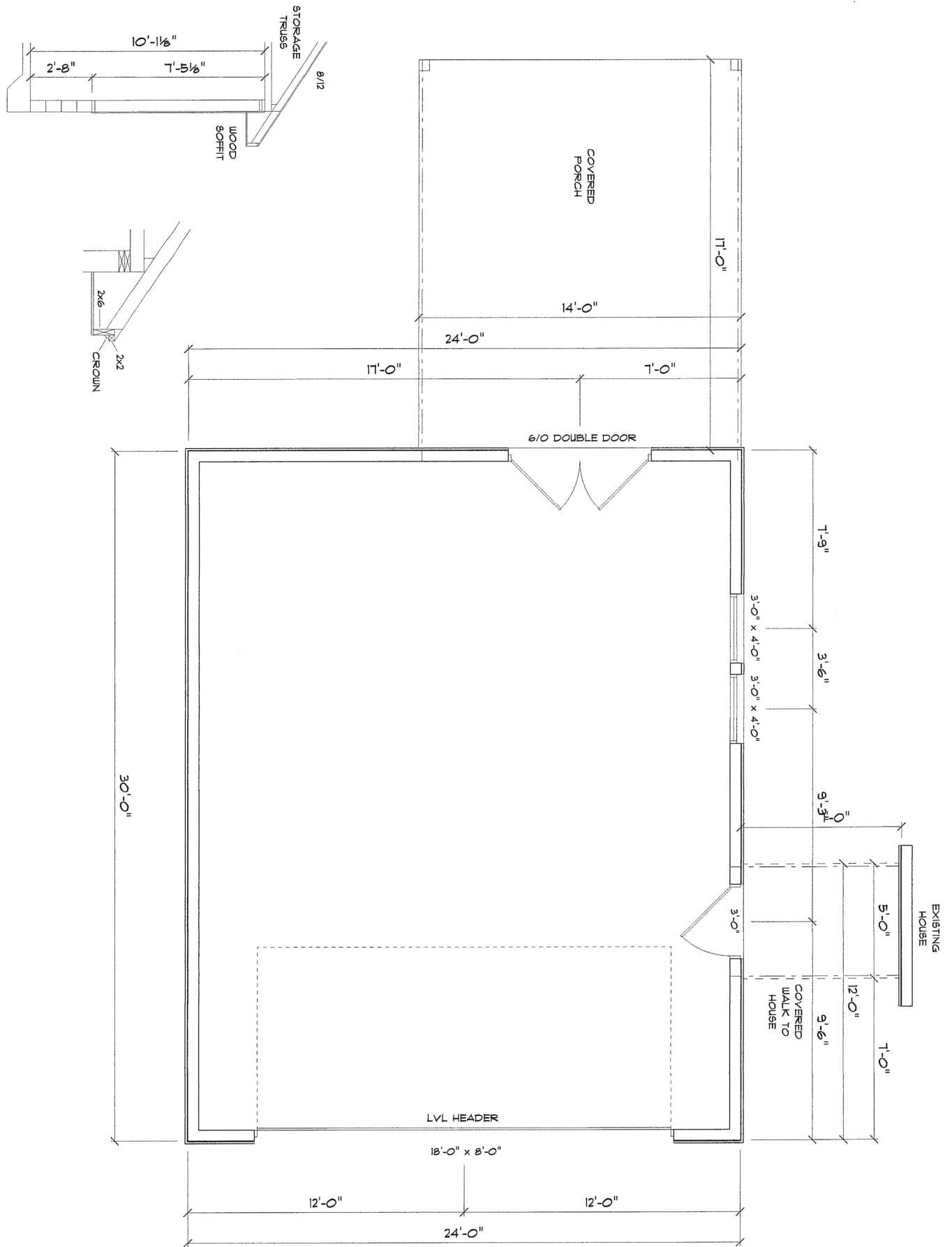
Signature of Applicant	Date	Signature of Property Owner(s)	Date
	4/9/2025		4/9/2025





[Siding to match house]

[Brick Façade to match house]





3210 Mecca Drive
Plover, WI 54467
800-472-0505 or 715-341-4411

910 W Plummer Ct
Neenah, WI 54956
800-310-0600 or 920-886-6676

www.americanfencewi.com

Quote 00077519

Date: 3/3/2025

Contact: Charles

Business Telephone: 608-332-3056

2nd Telephone:

Proposal To:

Charles Koch
1665 Main Street
Stevens Point, WI 54481

Job Site:

Charles Koch
1665 Main Street
Stevens Point, WI 54481

Description

Price

Furnish materials, labor, and equipment to install 189' of 6' high Iron World Canterbury Maverick Ultra aluminum ornamental fence with Fleur-de-lis finial. The fence will include (1) 10'x6' double swing gate, (1) 4'x6' single swing gate, 2" posts set in concrete footings 40" or to fail, (3)1-3/8"x1-1/2" rails per fence section, 5/8" pickets 3-15/16" space between pickets. Panels are 6' on center.

Furnish materials, labor, and equipment to install (5) 4" bollard posts along concrete curb.

Terms:
1/3 down

Balance due 10 days after completion.

THANK YOU!
Please sign 2 copies
and return one.

Subtotal:
Freight:
Sales Tax:
Total Amount:

Project Manager *Alex Zarecki*

Proposal Accepted by: _____

Prices are valid through: _____

Customer Purchase Order#: _____
(for business use)

- 1) Customer hereby assumes full responsibility for the location of the line upon which said fence materials are to be installed.
- 2) Private lines not marked by Diggers Hotline such as electric, LP gas, sprinklers, underground cables or pipes are the customers responsibility to locate.
- 3) Customer agrees to remove existing old fences and shrubs and dispose of spoils unless otherwise specified.
- 4) Customer is responsible for building permits if necessary.
- 5) More or less material other than the amount contracted for will be debited or credited at current rates.
- 6) American Fence Company reserves the right to make additional charges to the customer in the event of unusual ground conditions (such as rock formation) that impede the installation. Additional charges shall be based on actual additional labor required to complete installation under the circumstances.
- 7) All accounts are payable in full within ten (10) days of the date of the invoice. 1.5% per month (18% per year) late fee will be assessed on past due accounts.
- 8) Customer agrees to pay all costs of collection incurred by American Fence Company before and after judgment, including reasonable attorney fees. All parties agree that if collection action becomes necessary, all collections will be filed in Winnebago County, Wisconsin.
- 9) As required by the Wisconsin construction lien law, builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and building if not paid. Those entitled to lien rights, in addition to the above signed builder, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Builder agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.
- 10) Quotes are valid for 30 days unless otherwise specified.
- 11) Owner consents to American Fence Company personnel taking photos of work in-progress and finished work for marketing purposes.
- 12) Credit card payments exceeding \$2,500.00 will be subjected to a 2% convenience fee per sale. Credit card fees are non-refundable.



↑
[Fence style, but will not
be curved]

From: [Charles Koch](#)
To: [Adam Kuhn](#)
Subject: Fwd: Online Form Submittal: Contact Alderperson - District 1
Date: Wednesday, April 9, 2025 7:55:47 PM

Hi Adam. Here is the letter I sent to our Alderperson with regard to our garage project. Let me know if this will work for the application.

Best,
Charlie

----- Forwarded message -----

From: <noreply@civicplus.com>
Date: Wed, Apr 9, 2025 at 7:54 PM
Subject: Online Form Submittal: Contact Alderperson - District 1
To: <cdkoch@uwalumni.com>

Contact Alderperson - District 1

First and Last Name:	Charles Koch
Street Address:	1665 Main Street
City	Stevens Point
State:	WI
Zip:	54481
Phone Number:	6083323056
Email Address:	cdkoch@uwalumni.com

Please enter your questions or comments below:

Hi Alderman Christianson. My name is Charlie Koch and I live at 1665 Main Street with my wife Abby Taub. We are planning to build a garage and do some landscaping work on the property this spring and due to the location, need to apply for a conditional use permit for placement within three feet of the property line to the south, and within 10 feet of the existing house. We've already applied for the permit and have a great relationship with the neighbors who are aware of our project, but wanted to make you aware of the projects as we will be going in front of the Plan Commission and full Council over the next few weeks for approval. If you'd like more information, as well as a look at our site plan, please don't hesitate to reach out. My email address is cdkoch@uwalumni.com if you have any questions. I hope all is well.

Best regards,

--

Charles Koch

B.S. Atmospheric and Oceanic Sciences - '07

University of Wisconsin - Madison

AMS Certified Broadcast Meteorologist, #399

Administrative Staff Report

Official Street Map Amendment

Starling Court

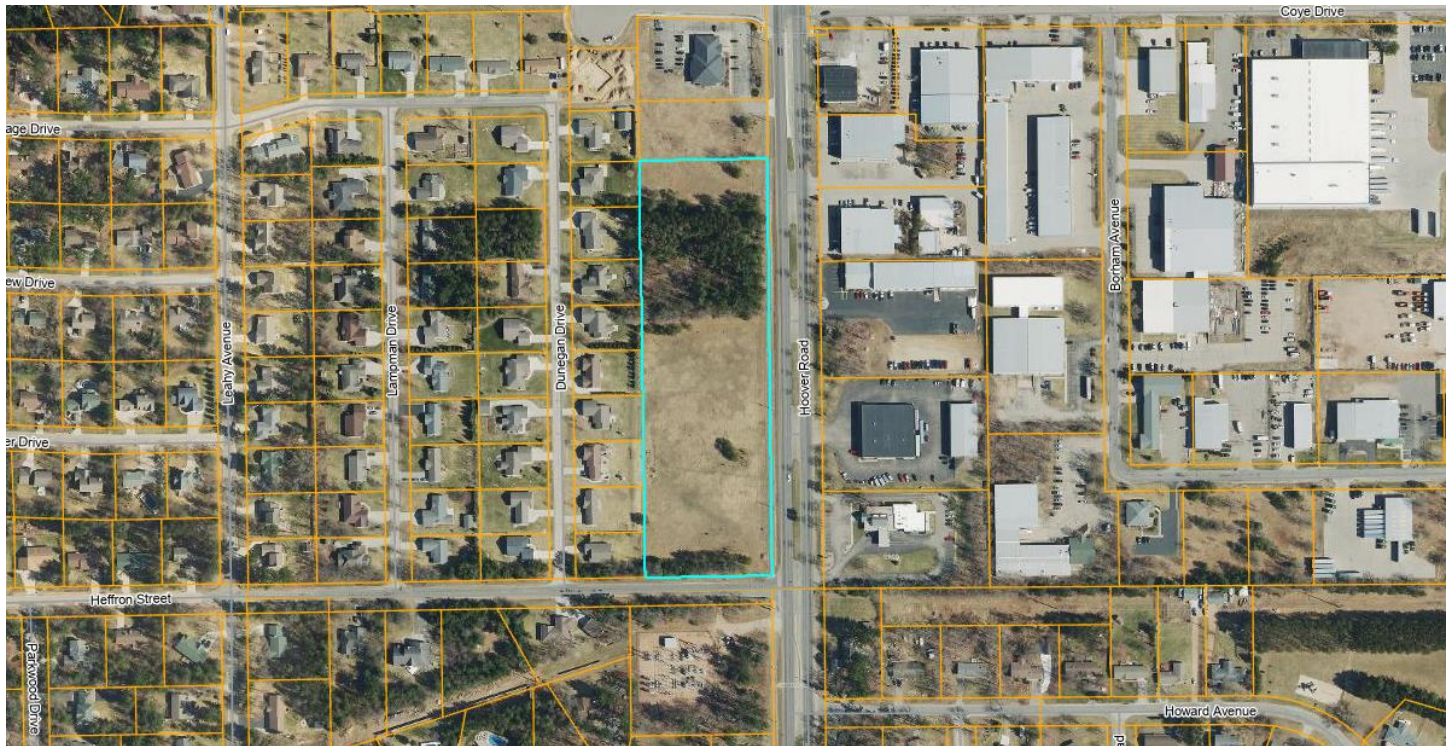
May 5, 2025



Department of Community
Development

Applicant(s): - City of Stevens Point Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281230803140102 Zone(s): "R-3" Single- and Two-Family Residential Master Plan: - Residential Council District: - District 6 Ald. Steinmetz Current Use: - Undeveloped	Request - Public Hearing and action on a request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point. Said request establishes Starling Court as a planned future public street within an unaddressed parcel bounded by Hoover Road and Heffron Street (Parcel ID 281230803140102). Attachment(s) - Official Street Map Exhibit Findings of Fact - Last month, the Common Council approved the subdivision plat for a planned 17-lot subdivision on the subject property. - Access to the proposed lots would be off of a new public street that will terminate into a cul-de-sac, named Starling Court. - The City's Official Street Map does not address Starling Court. Therefore, the Official Street Map will need to be amended prior to road construction. - As Starling Court has not been constructed yet, the Official Street Map will note this street as a planned future street. Once the road is constructed, the Official Street Map will be amended to remove the 'planned future street' designation. Staff Recommendation Approve the request to amend the Official Street Map of the City of Stevens Point for the purposes of establishing Starling Court as a planned future public street within an unaddressed parcel bounded by Hoover Road and Heffron Street (Parcel ID 281230803140102).
--	---

Vicinity Map



Background

Overview: Last month, the Common Council approved a final subdivision plat review for a proposed 17-lot subdivision on the subject property. Most of the proposed lots would be roughly 12,000 square feet in size. Lots 1, 10 & 17 would be slightly larger – 15,095, 19,969 & 14,989 square feet, respectively. According to the applicant, the proposal is to construct duplexes on each of the proposed lots. Adequate lot width is proposed for the 17 lots under the proposed zoning designation to allow for zero-lot-line duplexes to exist.

Access to this planned subdivision is off of a public street named Starling Court, which will terminate into a cul-de-sac. Some explanation is beneficial as to why a cul-de-sac is recommended over having a road connection onto Hoover Road. Within transportation planning, it is a common principle that for development pads abutting two or more streets, access to said development area must be off of the street with a lower road classification. Hoover Road is considered a minor arterial road, while Heffron Street is a collector street. In layman's terms, collector streets have a lower road classification than arterial streets, resulting in access being prioritized off of Heffron Street for this proposed subdivision. Beyond that, as Hoover Road may see additional traffic should further development within the Industrial Park occur, traffic circulating towards Hoover Road should be prioritized at specific intersections – Heffron Street being one of them.

With Starling Court not being identified on the City's Official Street Map, this planning document will need to be amended to reflect this planned future street.

City staff have reviewed the request subject to the review standards listed above. The following section outlines staff findings.

Standards of Review – Official Street Map Amendment

1. Internal Consistency. Amendments shall be made so as to preserve the internal consistency of the entire Comprehensive Plan.

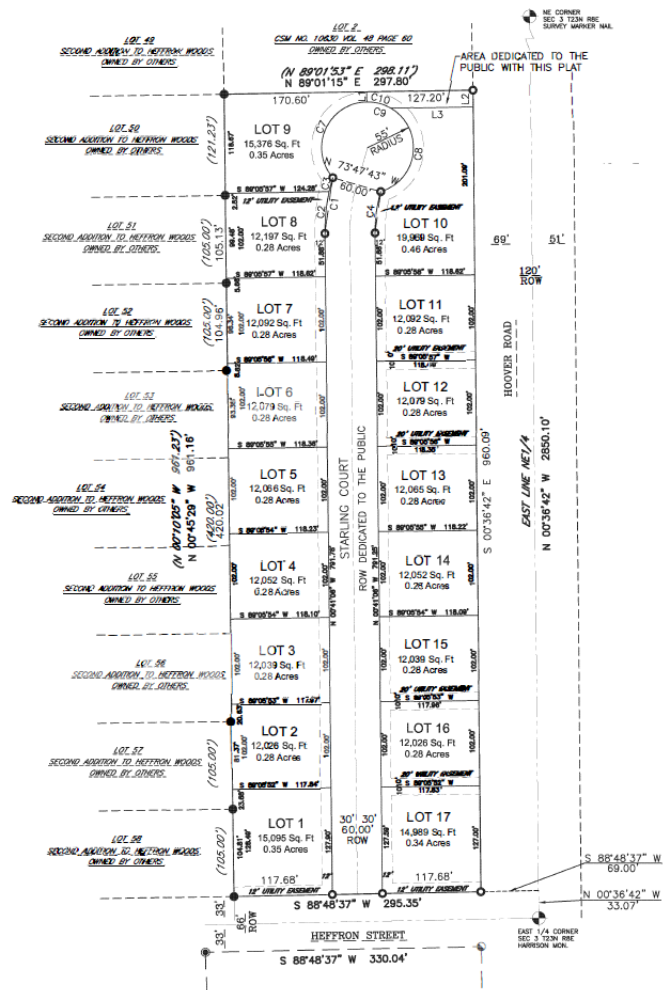
Analysis: The City's Official Street Map is intended to designate existing and planned future streets within City limits and within its extraterritorial jurisdiction. Last month, the Common Council approved a 17-lot subdivision that would be accessed by a new public street.

Finding: The Comprehensive Plan's Future Land Use Map was amended last month to allow for single- and two-family residential development on the subject property. By amending the Official Street Map, it is meeting the intent of the Comprehensive Plan by "allowing for an adequate supply of housing to meet the needs of all citizens" and prioritizing "compact and contagious growth." By creating a new public street to service new residential lots, staff believes that approving the Official Street Map amendment would better achieve housing goals outlined in the City's Comprehensive Plan.

2. Special Privileges or Placing Limitations Not Permitted. No amendment to change the Future Land Use Map shall contain special privileges or rights or any conditions, limitations, or requirements not applicable to all other lands in the district.

Analysis: Please see the previous discussion regarding the approved amendment to the future land use designation from Commercial/Office/Multi-Family to Residential. The proposed amendment to the Official Street Map allows for adequate access to 17 residential lots.

Findings: The amendment is consistent with the Transportation Element of the City's Comprehensive Plan. According to the Transportation Element's vision statement, "streets are designed and maintained to create a sense of place for residential and commercial neighborhoods and for the City. The use of parks, tree-lined boulevards, neighborhood signs or statutes, and the location of parking lots to the rear or sides of buildings all add to the positive visual experience of the community." With the construction of Starling Court, it provides connectivity to the approved residential development and better creates a sense of place. Based on this, staff believes that neither special privileges granted nor limitations were placed as part of the approved amendment to the Future Land Use Map.



3. The amendment shall not create an adverse impact on adjacent land uses.

Analysis: The planned street is to exist along single- and two-family residential uses to the west and south, with industrial uses located to the north and east. As existing streets occur along the periphery of the subdivision development (i.e., Hoover Road and Heffron Street), the planned development pattern for this area would warrant the creation of Starling Court to improve vehicular access.

Findings: Residential uses generally result in an increased level of traffic. With the creation of 17 residential units, having means of egress will allow for adequate traffic control. Lastly, the costs to install utility infrastructure have been planned as part of this subdivision development and will complement planned uses within this area.

4. The amendment shall not create an adverse impact on public facilities and services.

Analysis: Utilities currently exist within Hoover Road. With utility infrastructure planning to be extended off of Hoover Road to service the 17 residential lots, some infrastructure will cross the Starling Court Right-of-Way to service the residential lots west of the planned future street.

Findings: The proposed amendment should not create an adverse impact on public utilities and services.

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE
OF THE CITY OF STEVENS POINT**

The Common Council of the City of Stevens Point do ordain as follows:

SECTION I: That the Official Street Map and Extraterritorial Street Map of the City of Stevens Point be amended by adding the following described streets:

Starling Court

A 60 foot wide street from its intersection with Heffron Street extending to the north, described as follows and depicted on attached Exhibit 'A':

Being part of Sandstrom Subdivision, located in the Southeast Quarter of the Northeast Quarter of Section 3, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin:

Evelyn Court

A 66 foot wide street from its intersection with Regent Street to its intersection with Golla Road, described as follows and depicted on attached Exhibit 'B':

Being part of Lot 1 of Portage County Certified Survey Map Number 011720, located in the Northeast Quarter of the Southeast Quarter of Section 26, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin, described as follows:

*Commencing at the southeast corner of said Section 26; thence North 00 degrees 13 minutes 39 seconds West along the east line of said Southeast Quarter of Section 26 a distance of 1,354.26 feet to the easterly extension of the north right of way line of Regent Street; thence South 89 degrees 51 minutes 11 seconds West along said easterly extension and said north right of way line of Regent Street 1,106.58 feet to the **point of beginning**; thence continuing South 89 degrees 51 minutes 11 seconds West along said north right of way line 66.00 feet; thence North 00 degrees 14 minutes 41 seconds West 331.94 feet; thence northwesterly 78.22 feet along the arc of a 150.00 foot radius curve, tangent with the last described course, center to the west, the chord bears North 15 degrees 11 minutes 01 second*

West 77.34 feet; thence North 30 degrees 07 minutes 20 seconds West 37.44 feet to the south right of way line of Golla Road; thence northeasterly along said south right of way line 47.92 feet along the arc of a 750.73 foot radius curve, not tangent with the last described course, center to the north, the chord bears North 61 degrees 10 minutes 31 seconds East 47.92 feet; thence continuing North 59 degrees 20 minutes 47 seconds East along said south right of way line 18.10 feet; thence South 30 degrees 07 minutes 20 seconds East 36.52 feet; thence southeasterly 112.64 feet along the arc of a 216.00 foot radius curve, tangent with the last described course, center to the west, the chord bears South 15 degrees 11 minutes 01 second East 111.36 feet; thence South 00 degrees 14 minutes 41 seconds East 332.05 feet to the **point of beginning** and there terminating.

Joe Street

A 66 foot wide street from its intersection with Regent Street to its intersection with Golla Road, described as follows and depicted on attached Exhibit 'B':

Being part of Lot 1 of Portage County Certified Survey Map Number 011720, located in the Northeast Quarter of the Southeast Quarter of Section 26, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin, described as follows:

Commencing at the southeast corner of said Section 26; thence North 00 degrees 13 minutes 39 seconds West along the east line of said Southeast Quarter of Section 26 a distance of 1,354.26 feet to the easterly extension of the north right of way line of Regent Street; thence South 89 degrees 51 minutes 11 seconds West along said easterly extension and said north right of way line of Regent Street 786.58 feet to the **point of beginning**; thence continuing South 89 degrees 51 minutes 11 seconds West along said north right of way line 66.00 feet; thence North 00 degrees 14 minutes 41 seconds West 611.20 feet to the south right of way line of Golla Road; thence northeasterly along said south right of way line 19.19 feet along the arc of a 294.68 foot radius curve, not tangent with the last described course, center to the south, the chord bears North 88 degrees 10 minutes 49 seconds East 19.19 feet; thence continuing South 89 degrees 57 minutes 13 seconds East along said south right of way line 46.82 feet; thence South 00 degrees 14 minutes 41 seconds East 611.60 feet to the **point of beginning** and there terminating.

SECTION II: The City Clerk shall file a copy of the ordinance with the Register of Deeds of Portage County, Wisconsin.

SECTION III: This ordinance shall take effect upon passage and publication.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Susan Pagel, City Clerk

Dated: April 22, 2025
Approved: May 19, 2025
Published: May 29, 2025

RETURN TO: Stevens Point City Clerk
Drafted by P. Fuehrer, City Engineering

There are no objections to this plat with respect to
Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2),
Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

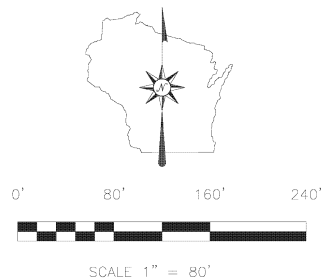
Department of Administration



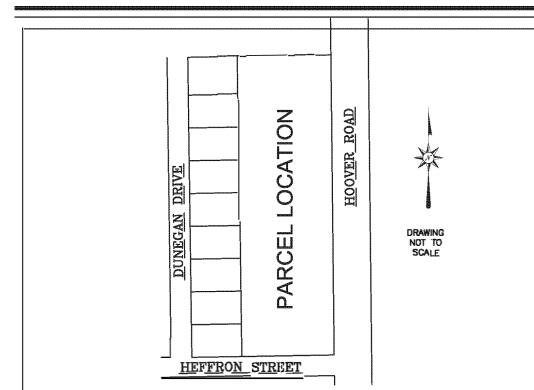
SANDSTROM SUBDIVISION

A SUBDIVISION BEING A PART OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER SECTION 3, TOWNSHIP 23 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN.

OFFICIAL STREET MAP AMENDMENT EXHIBIT 'A'



VICINITY MAP



LOCATED IN THE SE1/4 OF THE NE1/4, SECTION 3 TOWNSHIP 23 NORTH RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTRY, WISCONSIN.

BASE FOR BEARING

BASE FOR BEARING IS THE EAST LINE OF THE NORTHEAST QUARTER 1/4 OF SEC. 3 T23N R8E, CITY OF STEVENS POINT, PORTAGE COUNTRY, WISCONSIN. ASSUMED TO BEAR N 00°36'42" W

NOTES

- 12' UTILITY EASEMENT IS PARALLEL TO RIGHT OF WAY LINES, LINES SHALL LENGTHEN AND SHORTEN TO PROVIDE CONTINUITY.
- 20' UTILITY EASEMENT IS PARALLEL TO AND LYING 10' EACH SIDE OF THE LOT LINES

LEGEND

- CONTROL POINT
- 3/4" IRON BAR FOUND
- 1" IRON PIPE FOUND
- 1" IRON ROD FOUND
- 1 1/4" X 18" 4.30lbs/ft REBAR SET
- () RECORDED AS
- GOVERNMENT CORNER LOCATION

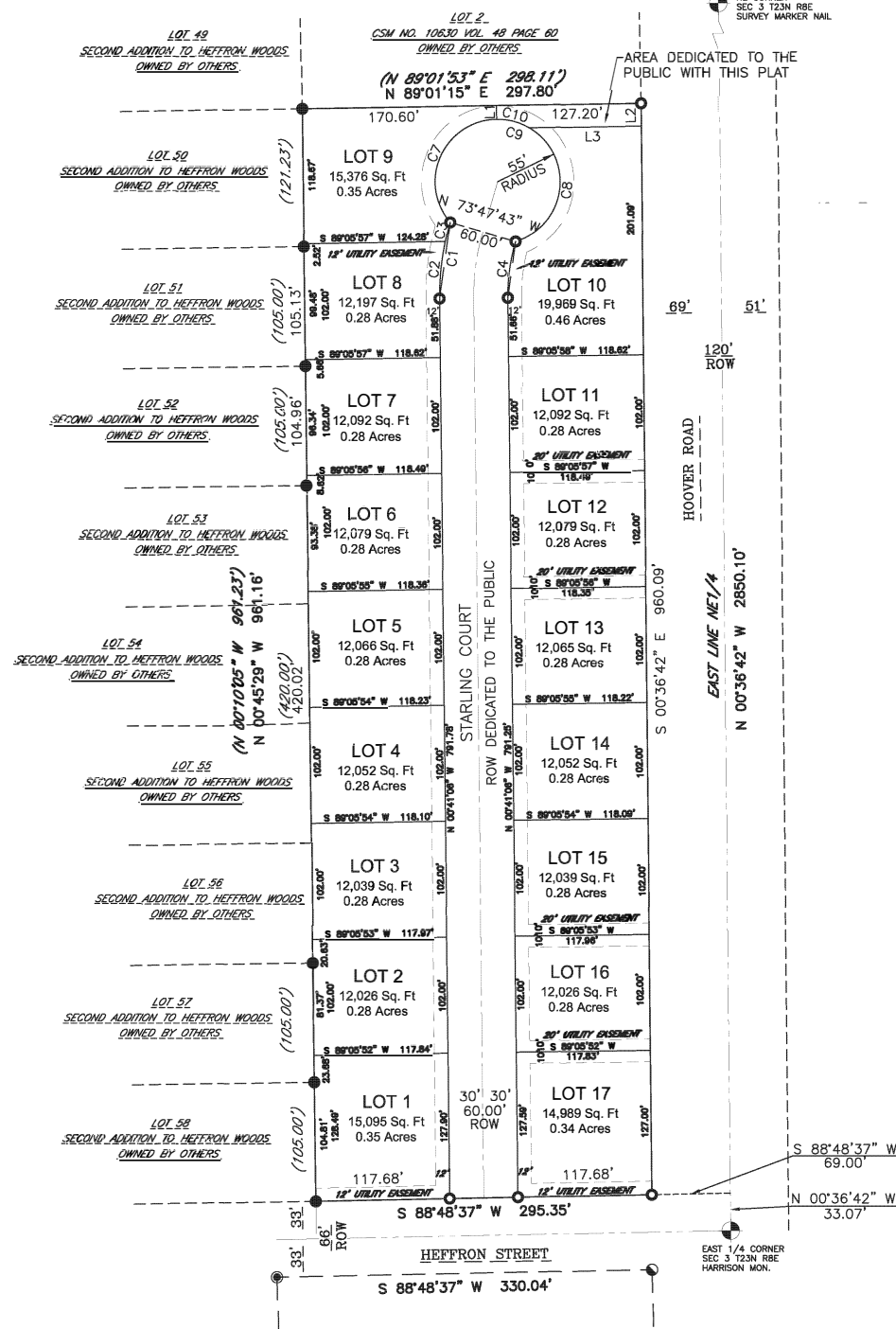
ALL OTHER LOT CORNERS SET WITH A
3/4" X 18" REBAR 1.50lbs/ft.

DEVELOPER

AM CONSTRUCTION LLC
1197 WILSHIRE DRIVE
STEVENS POINT, WI 54482

SURVEYOR

DARREN KRZANOWSKI, PLS #2663
RETTLER CORPORATION
3317 BUSINESS PARK DRIVE
STEVENS POINT, WI 54482
PHONE (715)341-2633
FAX (715)341-0431



LINE TABLE

LINE	BEARING	DISTANCE
1	N 00°58'45" W	12.00'
2	S 00°36'42" E	20.00'
3	N 89°01'15" E	98.54'

CURVE DATA TABLE

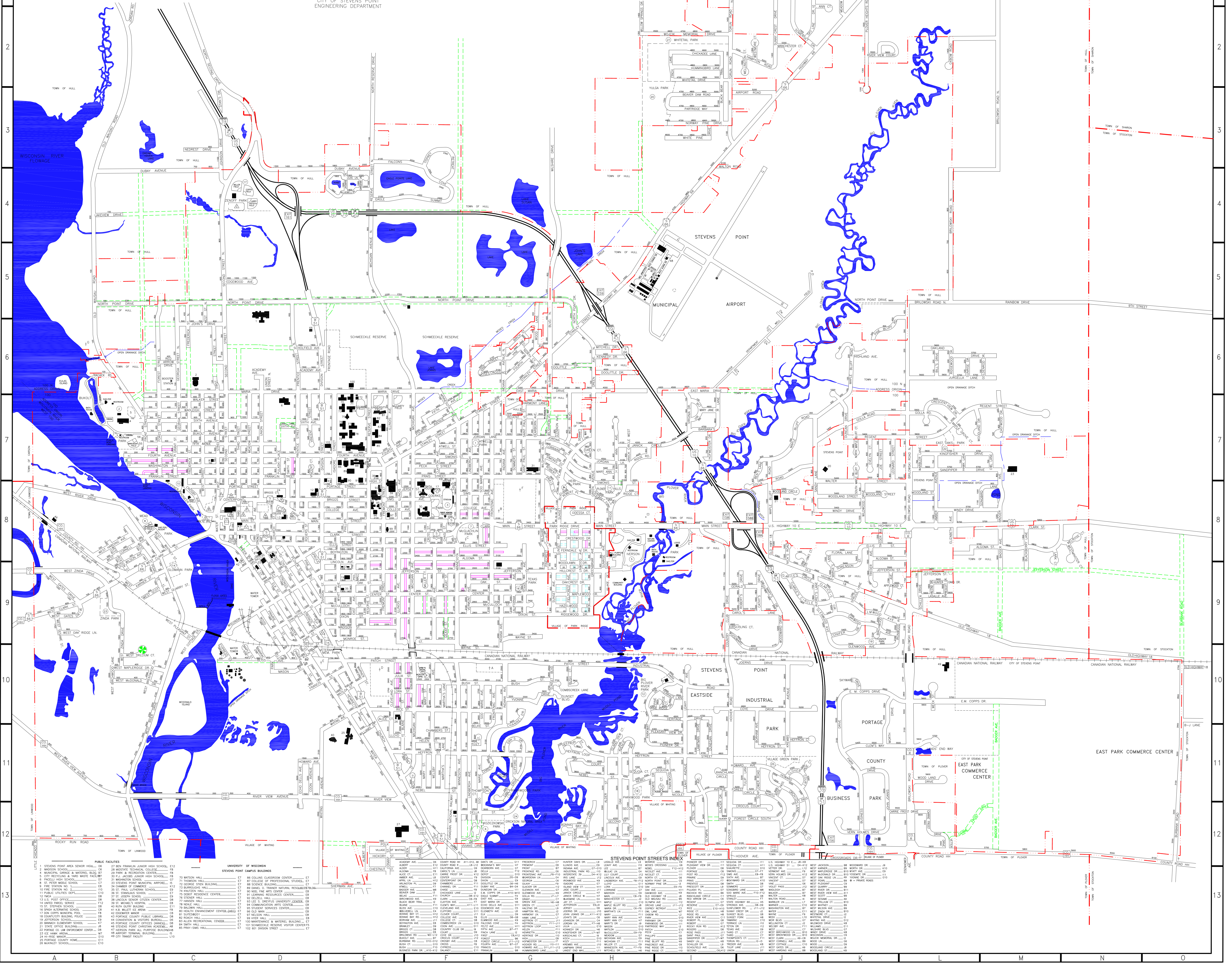
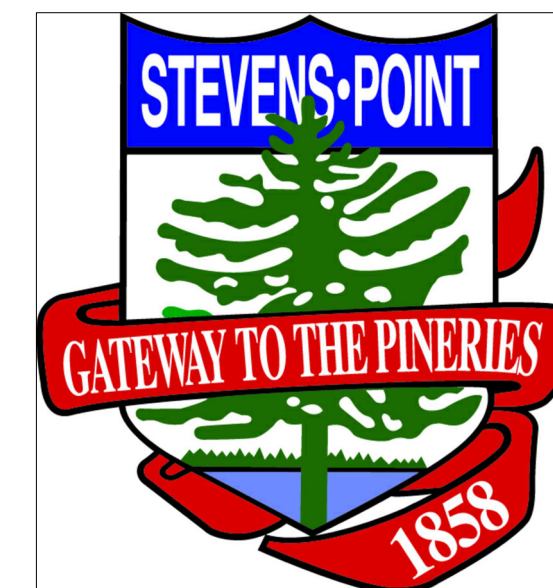
CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	230.00'	67.80'	67.55'	N 07°45'36" E	16°53'23.00"
C2	230.00'	50.54'	50.44'	N 05°36'38" E	12°35'27.24"
C3	230.00'	17.26'	17.25'	N 14°03'20" E	4°17'55.76"
C4	170.00'	50.11'	49.93'	N 07°45'36" E	16°53'23.00"
C7	55.00'	124.58'	99.61'	N 24°09'10" E	129°47'03.81"
C8	55.00'	127.52'	100.82'	S 06°43'36" W	132°50'41.70"
C9	55.00'	282.11'	60.00'	S 73°47'43" E	293°53'18.74"
C10	55.00'	30.01'	29.64'	S 75°19'31" E	31°15'33.23"

UTILITY EASEMENTS

NO POLES OR BURIED CABLES ARE TO BE PLACED SUCH THAT THE INSTALLATION WOULD DISTURB ANY SURVEY STAKE OR OBSTRUCT VISION ALONG ANY LOT LINE OR STREET LINE. THE DISTURBANCE OF A SURVEY STAKE BY ANYONE IS A VIOLATION OF s. 236.32 OF THE REVISED WISCONSIN STATUTES. UTILITY EASEMENTS ARE HEREIN SET FORTH ARE FOR THE USE OF PUBLIC BODIES AND PRIVATE PUBLIC UTILITIES HAVING THE RIGHT TO SERVE THE AREAS.

THE UTILITY EASEMENT INCLUDES THE RIGHT OF THE UTILITY TO TRIM OR REMOVE ANY OR ALL TREES WITHIN THE EASEMENT WHICH WOULD INTERFERE WITH THE CONSTRUCTION OR MAINTENANCE OF THE UTILITY.

 ACCESSIBLE ALLEY
 NON-ACCESSIBLE ALLEY



Administrative Staff Report

Official Street Map Amendment

Joe Street & Evelyn Court

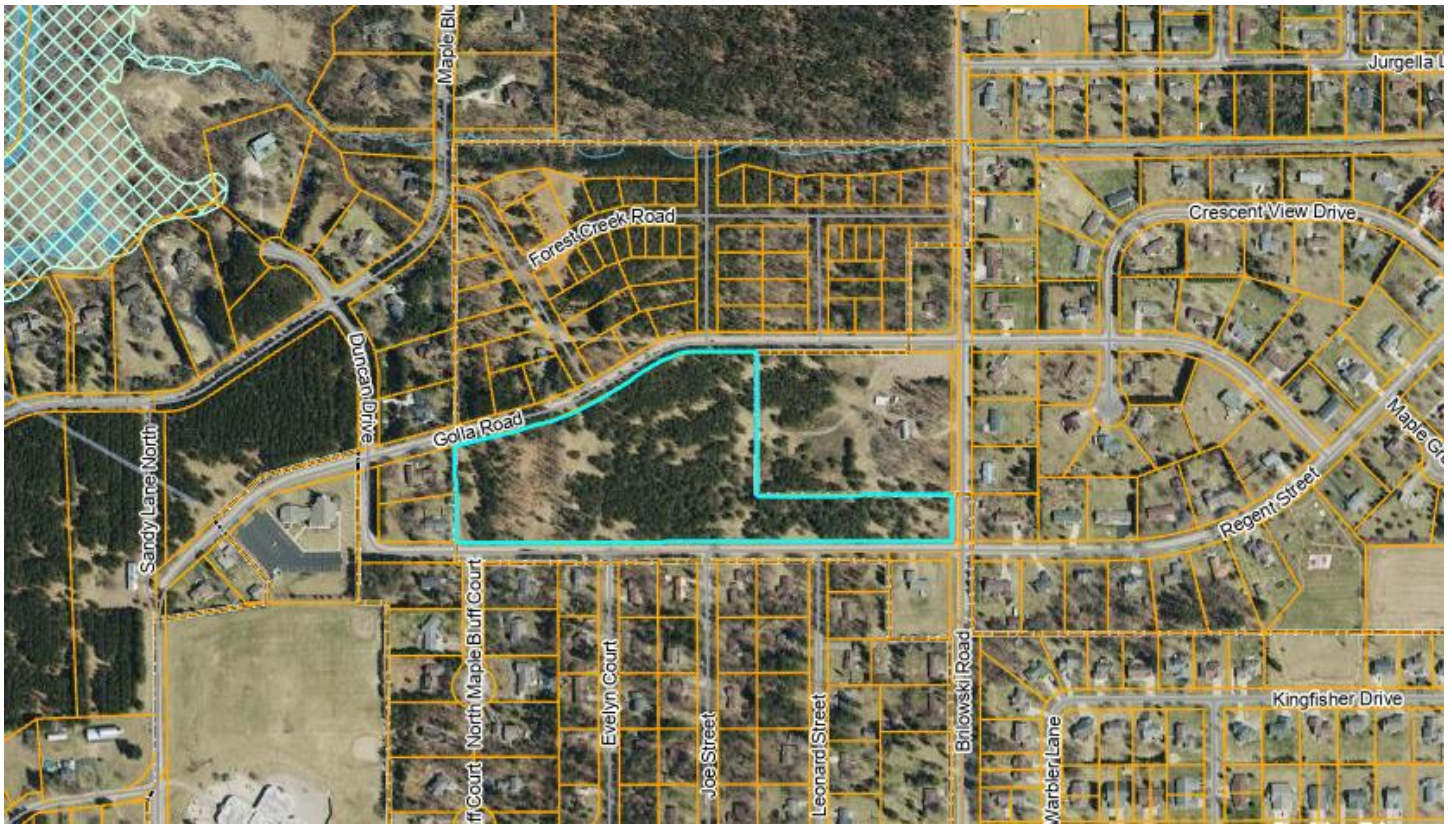
May 5, 2025



Department of Community
Development

Applicant(s): - City of Stevens Point Staff: - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240826400563 Zone(s): "R-LD" Low-Density Residential Master Plan: - Residential Council District: - District 7 Ald. Kneebone Current Use: - Undeveloped	Request - Public Hearing and action on a request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point. Said request extends Evelyn Court and Joe Street as a planned future public street within an unaddressed parcel bounded by Golla Road, Brilowski Road & Regent Street (Parcel ID 281240826400563). Attachment(s) - Official Street Map Exhibit Findings of Fact - Last year, the Common Council approved the subdivision plat for the Forest Creek Subdivision, located to the north of the subject property. - Along with acquiring the land that now is the Forest Creek Subdivision, the City purchased the subject property to annex both areas from the Town of Hull to the City of Stevens Point. The City purchased the subject property as a planned second phase of the Forest Creek Subdivision. - In order to assist with long-range planning efforts, this request seeks to extend Joe Street and Evelyn Court in the subject property to connect with its northern and southern street counterparts. These street extensions are intended to provide access to new residential lots when the land is subdivided in the future. - The City's Official Street Map does not address an extension of Joe Street and Evelyn Court. Therefore, the Official Street Map will need to be amended, preferably before a preliminary subdivision plat is produced. Staff Recommendation Approve the request to amend the Official Street Map of the City of Stevens Point for the purposes of extending Evelyn Court and Joe Street as a planned future public street within an unaddressed parcel bounded by Golla Road, Brilowski Road & Regent Street (Parcel ID 281240826400563).
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Vicinity Map



Background

Overview: Last year, the Common Council approved a final subdivision plat review for a proposed subdivision located north of the subject property, called the Forest Creek Subdivision. At the time when the City purchased the land that is now the Forest Creek Subdivision, the City also purchased the subject property. Acquiring the subject property was necessary to annex the Forest Creek Subdivision into City limits. Additionally, this land also serves as a potential second phase of subdivision development when the demand is needed.

As shown on the map above, Evelyn Court and Joe Street are located north and south of the subject property. In order to assist with long-term planning efforts for this area, this request seeks to extend Joe Street and Evelyn Court in the subject property to connect with its northern and southern street counterparts. Please note that amending the Official Street Map would only show a Joe Street and Evelyn Court extension as a planned future street – it does not mean that the street will be constructed. Additional approvals by the Plan Commission and Common Council, including right-of-way acceptance and a subdivision plat, will be needed before a street is ever constructed on the property.

City staff have reviewed the request subject to the review standards listed above. The following section outlines staff findings.

Standards of Review – Official Street Map Amendment

1. Internal Consistency. Amendments shall be made so as to preserve the internal consistency of the entire Comprehensive Plan.

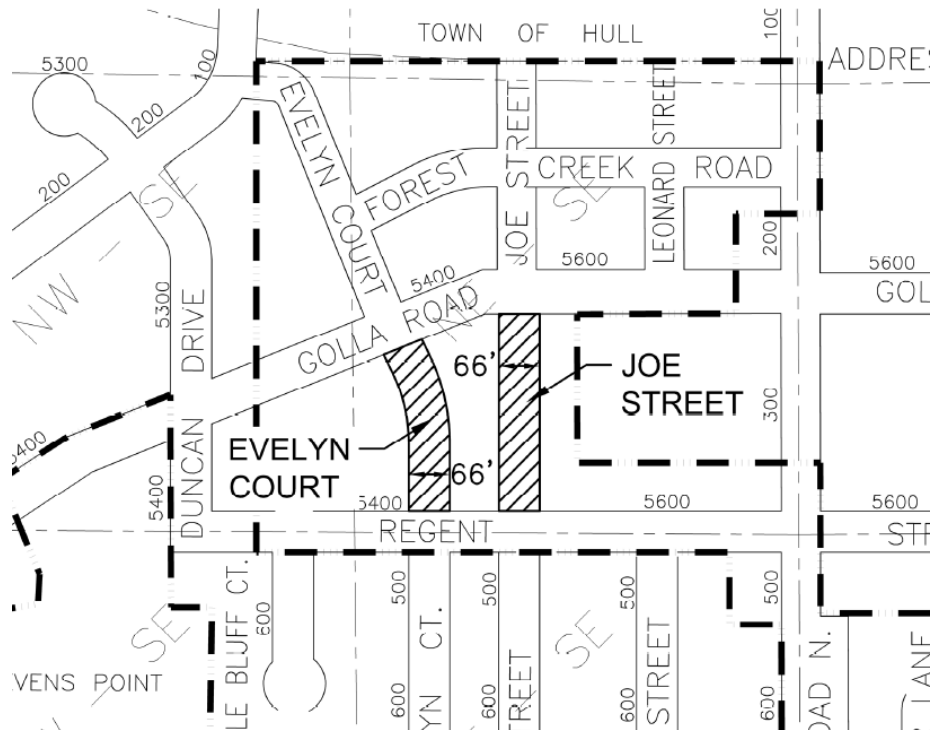
Analysis: The City's Official Street Map is intended to designate existing and planned future streets within City limits and within its extraterritorial jurisdiction. In 2023, the Common Council approved the acquisition of the subject property with the intention of serving as an additional subdivision.

Finding: The Comprehensive Plan's Future Land Use Map identifies the subject property for single- and two-family residential development. The future land use designation of the property meets the intent of the Comprehensive Plan by "allowing for an adequate supply of housing to meet the needs of all citizens" and prioritizing "compact and contagious growth." By extending two streets to service future residential lots, staff believes that approving the Official Street Map amendment would better achieve housing goals outlined in the City's Comprehensive Plan.

2. Special Privileges or Placing Limitations Not Permitted. No amendment to change the Future Land Use Map shall contain special privileges or rights or any conditions, limitations, or requirements not applicable to all other lands in the district.

Analysis: Please see the previous discussion regarding the future land use designation of the property. The proposed amendment to the Official Street Map would provide street connectivity to additional residential lots when they are platted in the future.

Findings: The amendment is consistent with the Transportation Element of the City's Comprehensive Plan. According to the Transportation Element's vision statement, "streets are designed and maintained to create a sense of place for residential and commercial neighborhoods and for the City. The use of parks, tree-lined boulevards, neighborhood signs or statutes, and the location of parking lots to the rear or sides of buildings all add to the positive visual experience of the community." With the extension of Joe Street and Evelyn Court, it provides connectivity for future residential lots and will aid in the planning of a future subdivision plat. Based on this, staff believes that neither special privileges granted nor limitations were placed as part of the approved amendment to the Future Land Use Map.



3. The amendment shall not create an adverse impact on adjacent land uses.

Analysis: The planned street is to exist along single- and two-family residential uses to the east and west. As existing streets occur along the periphery of this potential subdivision development (i.e., Golla Road, Regent Street, Brilowski Road, etc.), the planned development pattern for this area would warrant the street extensions to improve vehicular access with the additional residential lots.

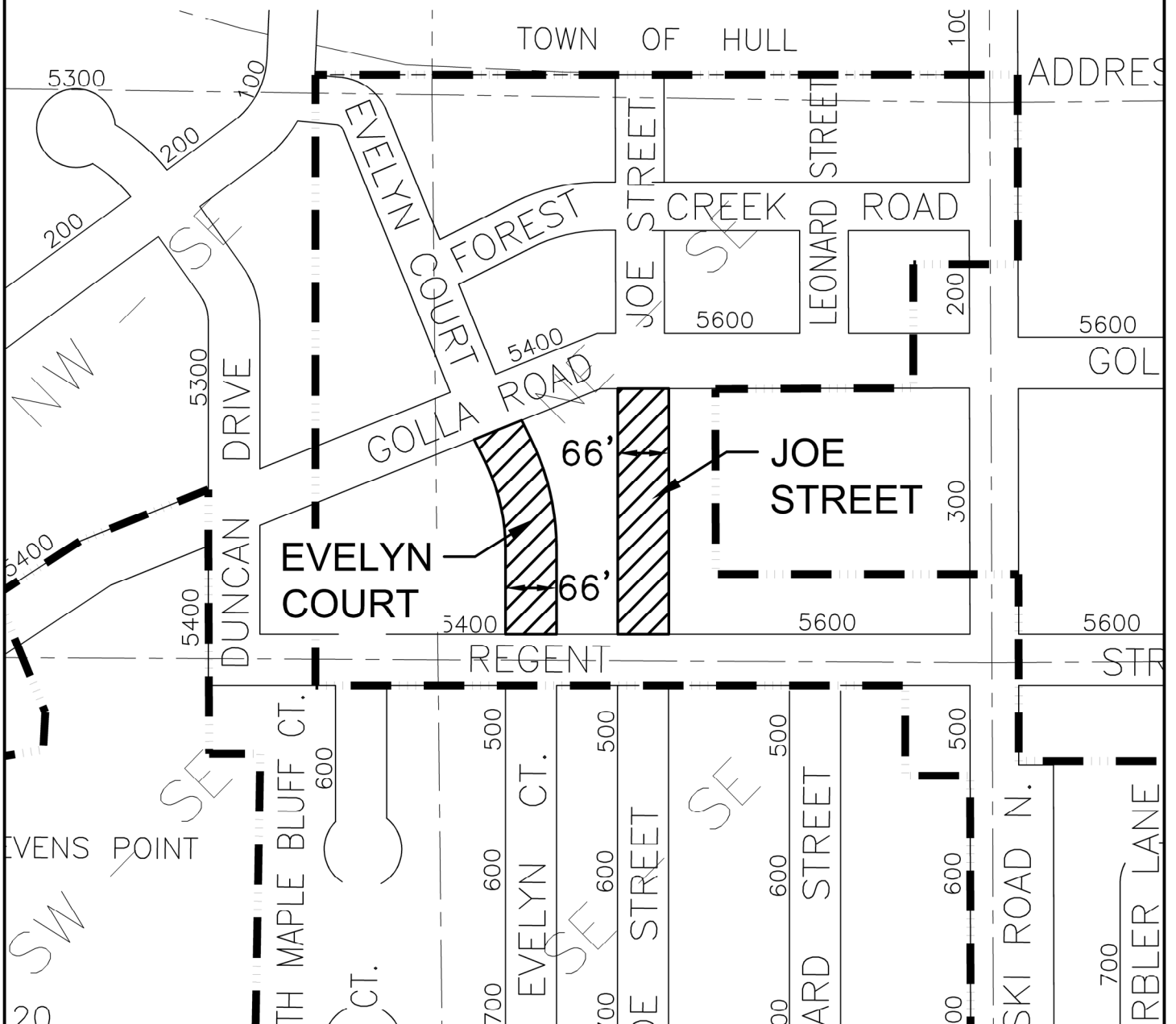
Findings: Residential uses result in an increased level of traffic. With additional residential lots potentially being created, having means of egress will allow for adequate traffic control.

4. The amendment shall not create an adverse impact on public facilities and services.

Analysis: Utilities currently exist within Golla Road, with the ability for new utility infrastructure to be installed within the extended Joe Street and Evelyn Court.

Findings: The proposed amendment should not create an adverse impact on public utilities and services.

OFFICIAL STREET MAP AMENDMENT EXHIBIT 'B'





MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: May 5, 2025

RE: A request from Susan Crawford and Stephen Klein for a fence waiver to install twelve-foot-tall privacy fencing along the rear lot line of the property located at 221 Union Street (281240829300109), 237 Union Street (Parcel ID 281240829300110) & 301 Union Street (Parcel ID 281240829300111)

Background: The applicants are requesting a waiver from the City's fencing standards to install twelve-foot-tall privacy fencing along the rear lot line of 221, 237 & 301 Union Street. Privacy fencing is permitted within the rear yard of a property at a maximum height of ten feet.

According to the applicants, privacy fencing is requested along the rear lot line to better screen from view Pacelli High School's parking lot, which directly abuts the rear lot line of the three properties. The reasoning for twelve-foot-tall privacy fencing is due to the property elevation near the rear lot line. At the rear lot line, the grade slopes downward 2-3 feet. While a common rebuttal to differences in grade is to bring in fill to provide a more level surface, doing so may interfere with the root systems of the mature trees that are located in the project area.

Unlike other variance requests that use the review standards outlined in State Statutes (i.e., unnecessary hardship, unique property limitations & impact on the surrounding neighborhood), review standards for fence variance requests are more open-ended. According to Section 23.01(16)(g) of the City's Zoning Code, the Plan Commission must review fence variance requests based on the following:

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.

"Review shall include site characteristics including ingress/egress, parking lot design and configuration, building location, property use, and other factors that the Plan Commission and Common Council deem necessary."

Objectively, having such an open-ended process for reviewing fence variances has its limitations – a situation that I plan to discuss further during our special Plan Commission meeting later this month. With that said, there are a few reasons why I am open to supporting a fencing variance for this scope of work:

1. As grade slopes downward about two feet where the fence panels would be installed, the 'true' fence height that would be visible when standing at Pacelli High School's parking lot is ten feet. Ten feet is the maximum fence height that is permitted by right.
2. As Commissioners know, a common review during any development proposal is to provide a site design that minimizes land use conflicts. Having single-family residential uses directly abutting high-intensity institutional uses is not best practice – having land uses that serve as a zone of transition between these two uses (e.g., multi-family residential, lower-intensity commercial, etc.) is generally preferred. For existing land use patterns that do not meet this ideal transition, a common approach is to install buffering between these two uses. Buffering can consist of landscaping or fencing, like what the Plan Commission required during the Tsunami Car Wash development review to better buffer the commercial use with the adjacent single-family residence. Allowing a slightly taller fence would better achieve this preferred land use buffer.
3. As referenced earlier, the placement of fill to create a level rear yard could create unintended consequences by harming the root health of mature trees located in the project area.

Any variance request should consider the potential negative consequences, chief among them the precedent that could be established when granting the request. Given the project and site specifics with this proposal, it is unique enough that the vast majority of properties in the city could not advocate for a similar variance request. As such, my recommendation is to approve the request.

Staff Recommendation: Staff recommends **APPROVAL** as presented.





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 SITE PLAN REVIEW

(Pre-Application Conference is Required for Major and Minor Site Plan Reviews)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications (if any)				Assigned Case Manager			
Pre-Application Conference Date				Minor Site Plan	☐	Major Site Plan	☐

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	<i>Susan Crawford, Stephen Klein</i>	Contact Name	<i>Stephen Klein</i>
Address	<i>301, 237 221, Union St</i>	Address	<i>301 Union St</i>
City, State, Zip	<i>Stevens Point WI 54481</i>	City, State, Zip	<i>—</i>
Telephone	<i>715 254 5798</i>	Telephone	<i>—</i>
Fax		Fax	
Email	<i>Kleins rnr@gmail.com</i>	Email	<i>—</i>

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	<i>see above</i>	Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
<i>281240829300109</i>	<i>281240829300110</i>	<i>28124082900111</i>
Legal Description of Subject Property		
Area of Subject Property (Acres/Sq Ft)		
Current Zoning District(s)		
<i>R3</i>		

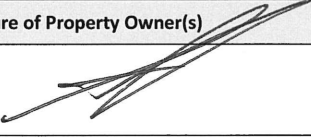
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
Describe land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
<i>requesting to install a 12' tall privacy fence along the back of the property line, due to a steep drop off from the Pacelli parking lot, a lower fence would be insufficient to provide the privacy required from a busy school parking area.</i>		
Current Zoning Surrounding Subject Property		
North:		South:
East:		West:
Current Land Use Surrounding Subject Property		
North:		South:
East:		West:

EXHIBITS

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

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	<i>apr 7 25</i>		<i>apr 7 25</i>



MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: May 5, 2025

RE: **A request from Jason Nguyen & Kirsten Miller to annex the property located at 1213 Torun Road (Parcel ID 020240814-11.06) from the Town of Hull to the City of Stevens Point.**

Background: The applicants are requesting annexation of the property located at 1213 Torun Road to the City of Stevens Point from the Town of Hull. The property is currently undeveloped, and the construction of a single-family residence is planned should the annexation be approved.

There are six types of annexation requests and are as follows:

- **Annexation by Unanimous Approval**
- Annexation by One-Half Approval
- Annexation by Referendum
- Annexation by City or Village Initiated Referendum
- Annexation of Town Islands
- Annexation of Territory Owned by a City or Village

As the applicants are the sole owners of the subject property, they are requesting annexation by unanimous approval. Requirements for direct annexation by unanimous approval, as outlined through Wis. Stats. 66.0217(2), are as follows:

§66.0217(2) Direct annexation by unanimous approval. Except as provided in this subsection and sub. (14), and subject to ss. 66.0301 (6) (d) and 66.0307 (7), if a petition for direct annexation signed by all of the electors residing in the territory and the owners of all of the real property in the territory is filed with the city or

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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.

village clerk, and with the town clerk of the town or towns in which the territory is located, together with a scale map and a legal description of the property to be annexed, an annexation ordinance for the annexation of the territory may be enacted by a two-thirds vote of the elected members of the governing body of the city or village without compliance with the notice requirements of sub. (4). In an annexation under this subsection, subject to sub. (6), the person filing the petition with the city or village clerk and the town clerk shall, within 5 days of the filing, mail a copy of the scale map and a legal description of the territory to be annexed to the department and the governing body shall review the advice of the department, if any, before enacting the annexation ordinance. No territory may be annexed by a city or village under this subsection unless the territory to be annexed is contiguous to the annexing city or village.

The steps outlined above have been made by the applicant. Further information on this request is outlined below.

Map of Subject Property:



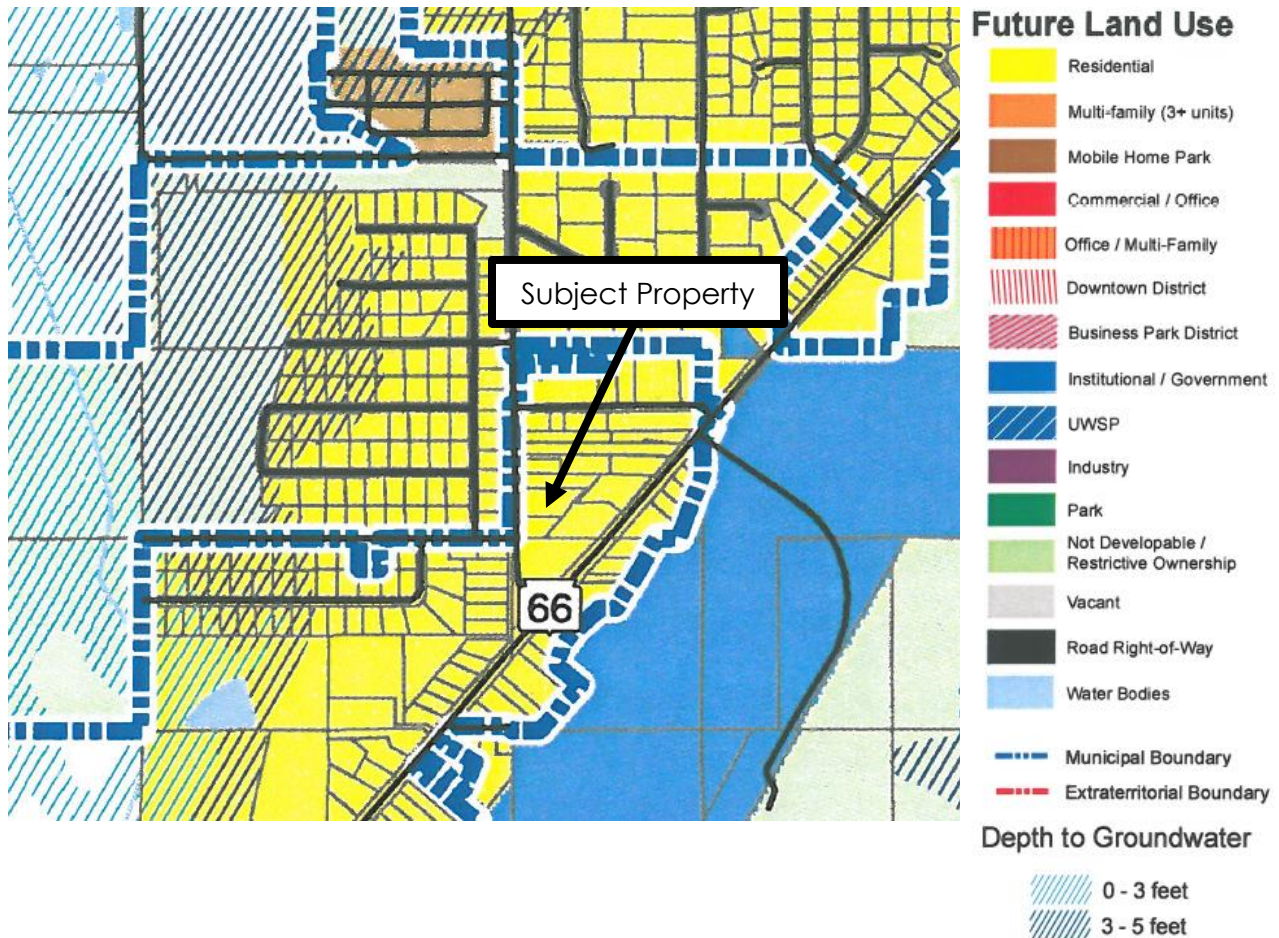
Wis. Stats. requires the Plan Commission to make a recommendation to the Common Council on any annexation request. Additionally, the City's Zoning Code requires the following regarding the zoning of any property annexed to City limits:

All territory annexed to the City of Stevens Point shall automatically become a part of the "R-LD" Low Density Residence District until definite boundaries and zoning districts are recommended by the City Plan Commission and adopted by the Common Council; provided, however, that the Common Council shall adopt definite boundaries and district regulations within 90 days from the date of the annexation. The Plan Commission may recommend definite zoning districts and

boundaries to the City Council prior to or at the time the Council acts on a proposed annexation, and may adopt definite boundaries at the time of annexation provided the public notice procedure is followed.

Consistent with the requirements above, the subject property would be automatically zoned "R-LD" Low Density Residential. Given the development pattern surrounding the subject property, the "R-LD" District would be an appropriate zoning designation. As such, a rezoning of the subject property to a different designation is not necessary after annexation.

Stevens Point Comprehensive Plan – Extraterritorial Future Land Use Map



The property in question is adjacent to the City and borders a defined single-family residential neighborhood. With a zoning designation of "R-LD" Low-Density Residential, staff believes that it is compatible with adjacent uses and consist with the long-term development pattern in this area.

The applicant intends to annex the subject property in order to obtain City utility service. The City's Future Land Use Map does not identify properties outside of City limits – however, the Comprehensive Plan's Extraterritorial Future Land Use Map classifies the property with a residential designation. Please note that this residential designation encompasses both single- and two-family residential uses.

Given the above findings, the annexation seems fitting given the contiguous nature of the property with City limits. Likewise, the property can be immediately serviced with City utilities. Although the Wisconsin Department of Administration has not provided a recommendation as of April 30th, City staff does not foresee any issues with obtaining DOA sign-off.

Staff Recommendation: Staff recommends **APPROVAL** as presented.



APPLICATION FOR ANNEXATION

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications if Any				Assigned Case Manager	Adam Kuhn		
Pre-Application Conference Date				Annexation Request Type	Unanimous ☒	One-Half Approval ☐	By Referendum ☐

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Jason Nguyen & Kirsten Miller	Contact Name	
Address	5001 Beaver Dam Road	Address	
City, State, Zip	Stevens Point, WI 54482	City, State, Zip	
Telephone	605-376-0019	Telephone	
Fax		Fax	
Email	jasondnguyen@me.com	Email	

OWNERSHIP INFORMATION

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

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
020240814-11.06		
Legal Description of Subject Property		
PT SWSW:COM 27'E & 150'N OF SW/C,N200',S89*15' E 484.25'M/L,S41*40'W TO NL BORSKI LD-252/520,N89*15'W 322.9'TO POB 2A 836626 850614 896406		
Designated Future Land Use Category		Current Use of Property
Residential		Undeveloped
Explain the land use and the development proposed for the annexation property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
The subject property is currently undeveloped. Our future intention of the property is to construct a single-family home.		
Is the proposed annexation consistent with the Comprehensive Plan? Please reference the Comprehensive Plan's Future Land Use Map and the Extraterritorial		

Land Use Map. (Use additional pages if necessary)

Yes, we plan to construct a single-family home on the property. As the City's Extraterritorial Future Land Use Map identifies the subject property for residential use, we believe that the proposed annexation is consistent with the Stevens Point Comprehensive Plan.

Is a permanent zoning classification being requested for the annexation territory? If yes, please state the proposed zoning classification and provide reasoning. (Use additional pages if necessary)

Property that is annexed into City limits are automatically zoned "R-LD" Low-Density Residential. Given the future land use of the property, along with lots to the east already being zoned Low Density Residential, a rezoning of the property will not be necessary.

Current Zoning Surrounding Subject Property (City or County zoning)

North:	"R-1" Suburban Single-Family Residential	South:	"R-2" Single-Family Residential (County)
East:	"R-LD" Low Density Residential	West:	"R-1" Suburban Single-Family Residential

Current Land Use Surrounding Subject Property

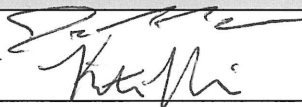
North:	Single-Family Residential	South:	Single-Family Residential
East:	Single-Family Residential	West:	Single-Family Residential

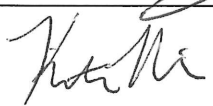
EXHIBITS

Owner Information Sheet	☐	Additional Exhibits If Any:
Letter to District Alderperson	☐	
Site Map or Certified Survey Map (outlining annexation property and surrounding jurisdictions)	☐	
Signed Petition (signed by electors and property owners within the annexation area)	☐	

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
	4/23/25		4/23/25



April 22, 2025

Ald. Dean Shuda
Eighth District Alderperson
City of Stevens Point
5000 Norway Pine Drive
Stevens Point, WI 54482

RE: Notice of Application for Annexation of the Property Located at 1213 Torun Road

Dear Alderperson Shuda,

The intent of this letter is to provide you notice of the proposed annexation of certain real estate located in the Town of Hull to the City of Stevens Point. A copy of the application for annexation that will be submitted to the City of Stevens Point is enclosed for your reference. The annexation request is slated to be brought before the City's Plan Commission for consideration on May 5, 2025.

Please feel free to reach out to me with any questions.

Sincerely,



Jason Nguyen



Kirsten Miller

AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF STEVENS POINT

(Property at 1213 Torun Road)

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

SECTION I: Territory Annexed.

Pursuant to Wis. Stat. §66.0217(2) the following described territory shall be detached from the Town of Hull, Portage County, Wisconsin and is annexed to the City of Stevens Point, Portage County, Wisconsin:

The scale Annexation Map and land description are attached hereto as Exhibit 'A' and shall become a part of this ordinance.

SECTION II: Effect of Annexation. From and after the date of this ordinance, the territory described in Section I shall be a part of the City of Stevens Point for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Stevens Point and school district.

SECTION III: Zoning Classification. All such land being annexed to the City of Stevens Point shall be temporarily designated "RLD" Residential Low Density District for zoning purposes. Permanent zoning shall be approved by the Common Council of the City of Stevens Point.

SECTION IV: State Legislative, County Supervisory, and City Aldermanic District Designation. The territory described in Section I lying in the **Town of Hull** shall remain a part of the 24th State Senate District, remain a part of the 71st State Assembly District, shall become a part of the 8th County Board Supervisory District, become a part of the 8th Aldermanic District, and shall become part of the 24th Ward of the City of Stevens Point subject to the ordinances, rules and regulations of the City, County, and State governing districts.

SECTION V: Population. The population of the annexed territory is zero (0).

SECTION VI: Severability. If any provision of this ordinance is invalid or unconstitutional or if the application of this ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect any provisions or application of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION VII: Tax Payment. Pursuant to Wis. Stat. §66.0217 (14) the City of Stevens Point shall pay annually to the Town of Hull for a period of five years, an amount equal to the amount of property taxes that the Town levied for municipal purposes on the annexed territory, as shown by the tax roll under Wis. Stat. §70.65, in the year in which the annexation is final.

SECTION VIII: Review. The State of Wisconsin, Department of Administration, has reviewed the annexation and issued its determination.

SECTION IX: Effective Date. This ordinance shall take effect upon passage and publication as provided by law.

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
Susan Pagel, City Clerk

Dated: April 25, 2025
Adopted:
Published:

This instrument drafted by:
Pat Fuehrer
Engineering Division
City of Stevens Point

PETITION FOR ANNEXATION
DIRECT ANNEXATION BY UNANIMOUS APPROVAL
WIS. STATS. 66.0217(2)

TO: City of Stevens Point
Attn. City Clerk
1515 Strong's Avenue
Stevens Point, WI 54481

WITH SIGNED COUNTERPART COPIES TO:

Town of Hull
Attn. Town Clerk
4550 Wojcik Memorial Drive
Stevens Point, WI 54482

Wisconsin Department of Administration
Attn. Municipal Boundary Review
PO Box 1645
Madison, WI 53701-1645

FROM: Jason D Nguyen & Kirsten L Miller, 5001 Beaver Dam Road, Stevens Point, WI 54482

THIS PETITION ("Petition") is made by Petitioners on April 22, 2025.

1. **Petition of Annexation; Legal Description of Property.** Petitioners hereby petition and request that the real property described on Exhibit A, attached hereto (herein the "Property"), be detached from the Town of Hull, Portage County, Wisconsin, and be annexed to the City of Stevens Point, Portage County, Wisconsin. The Tax Key Numbers for the Property are as follows:

<u>Tax Key Numbers</u>	<u>Owners</u>
020-24-0814-11.06	Jason D Nguyen Kirsten L Miller

2. **Ownership of Property; Scale Map.** Petitioners are the sole owners of the Property, which consists of 2.0 acres, and is further described on the Scale Map attached hereto as Exhibit B.
3. **Population.** Petitioners represent and state that the Property is solely owned by the Petitioners and that zero (0) persons reside within the Property; the Property is currently undeveloped.

4. **Direct Annexation.** Petitioners make this Petition pursuant to Section 66.0217(2) of the Wisconsin Statutes as a request for direct annexation by unanimous approval of the sole owners of the Property, the Petitioners.
5. **Acknowledgement.** The undersigned owners acknowledge that this Petition, the Legal Description (Exhibit A) and the Scale Map (Exhibit B) have been prepared in accordance with Section 66.0217, Wis. Stats., and that the undersigned has or will provide all required fees to process this Petition.

Owners & Petitioners



Jason D Nguyen



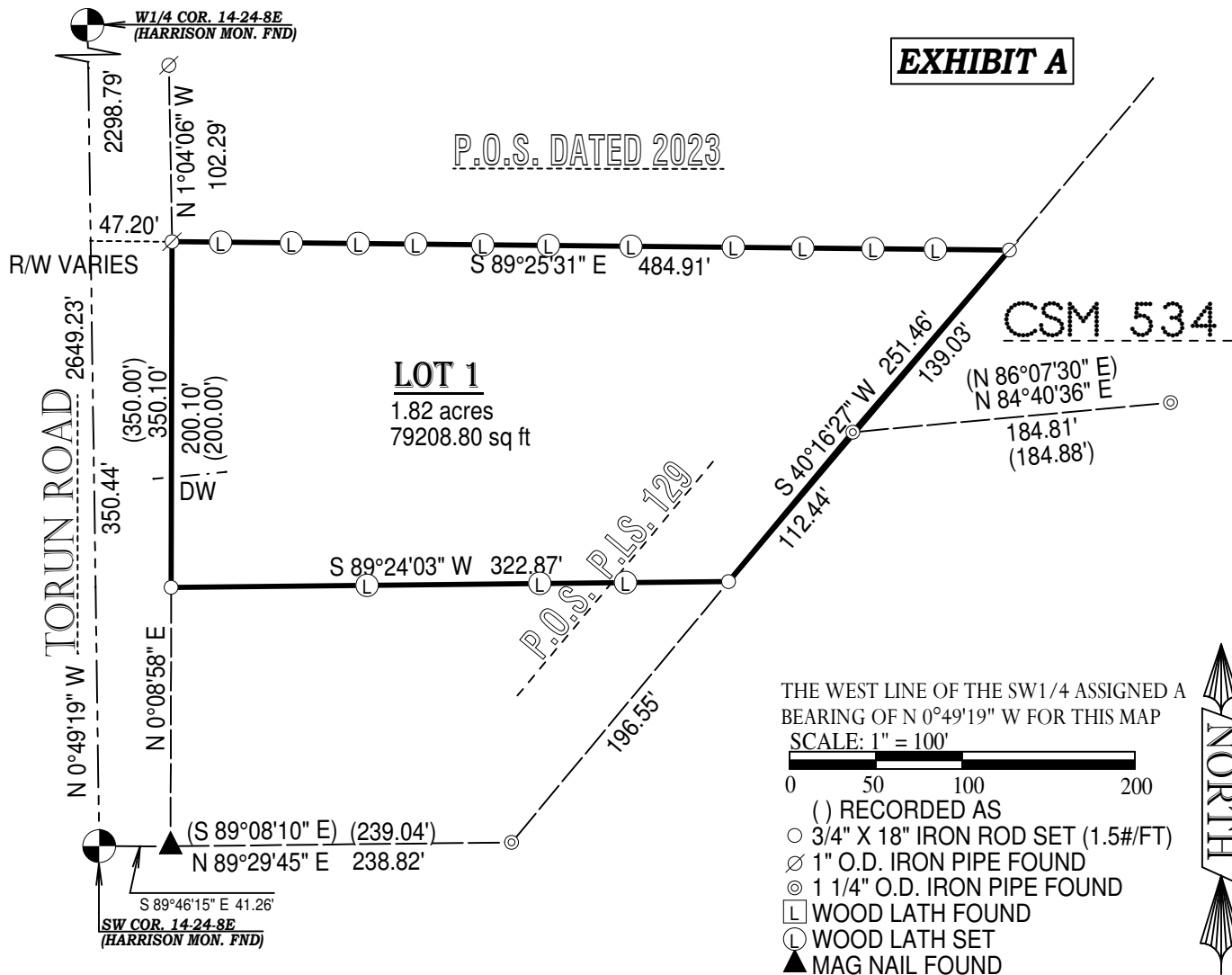
Kirsten L Miller

Document Drafted By:
Adam Kuhn, AICP
Associate Planner / Zoning Administrator
1515 Strongs Avenue
Stevens Point, WI 54481

ANNEXATION

This map DOES NOT transfer property ownership. Sale or transfer of property requires a recorded deed.

BEING PART OF THE SW1/4 SW1/4 OF SECTION 14, TOWNSHIP 24 NORTH, RANGE 8 EAST, TOWN OF HULL, PORTAGE COUNTY, WISCONSIN.

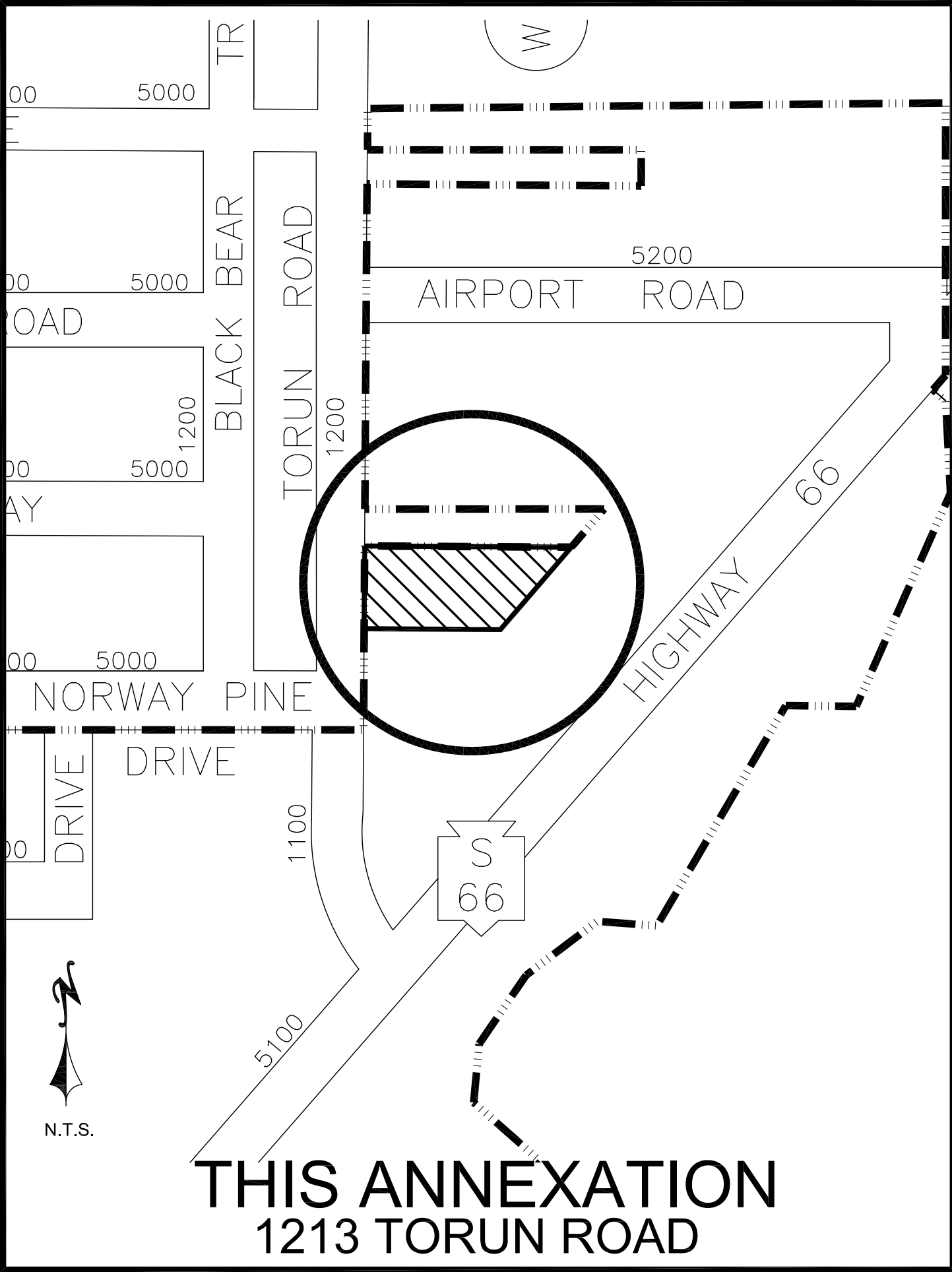


LEGAL DESCRIPTION:

Being part of the SW1/4 SW1/4, Section 14, Township 24 North, Range 8 East, Town of Hull, Portage County, Wisconsin, bounded and described as follows:

Commencing at the SW Cor. 14-24-8E;
Thence N 0°49'19" W, a distance of 350.44';
Thence S 89°25'31" E, a distance of 47.20' to an iron monument said point being the POINT OF BEGINNING;
Thence S 89°25'31" E, a distance of 484.91' to an iron monument;
Thence S 40°16'27" W, a distance of 251.27' to an iron monument;
Thence S 89°24'03" W, a distance of 322.87' to an iron monument;
Thence N 0°08'58" E, a distance of 200.10' to an iron monument being the POINT OF BEGINNING; subject to right-of-ways, easements, restrictions and reservations of record, IF ANY.

Exhibit B



OFFICIAL LAND SWAP AGREEMENT PROPOSAL

This Land Swap Agreement Proposal ("Agreement") would be made and entered into by and between Portage County ("County") and the City of Stevens Point ("City"), collectively referred to as "Parties."

1. Land Transfer from County to City: The County shall transfer to the City the portions of land outlined in Exhibit A, which include the following parcels:

- 281240832202013
- 281240832202014
- 281240832202015
- 281240832202048
- 281240832202017
- A portion of parcels 281240832202033, 281240832202053, 281240832202031, and 281240832202030

This transfer shall be at no cost to the City. The County intends to retain portions of parcels 281240832202033, 281240832202053, 281240832202031, and 281240832202030 to accommodate future expansion of parking spaces, site layout modifications, and space for vegetative buffers as appropriate. All land and buildings associated with the transferred parcels shall be maintained by the County until an official certified survey map and agreement are created and signed by both Parties.

2. Structure Ownership Transfer from City to County: The City shall transfer to the County its 27% ownership of the structure located on parcel 281240832100801, as shown in Exhibit B. This transfer shall be at no cost to the County. The City shall be allowed to maintain, occupy, and use the same 27% building space until such time as occupancy of a new location can be gained. The City will continue to pay its 27% share of the utilities and maintenance charges until the month the City vacates the building on the parcel referenced in this paragraph. The date of the City vacating its 27% ownership interest in and transferring it to the County will be determined and mutually agreed upon, but no later than July 23rd, 2025. This time will allow for the City's design work on 1039 Ellis referenced in paragraph 1 to be completed and approved, at which time the City will notify the County of a known and reasonable estimate for construction. Upon the City vacating its 27% building ownership interest in and transferring it to the County, the County will have authority to take all necessary security steps including single-point access to the entire building, facility, and structure referenced in this paragraph.

3. Easement for Ingress and Egress: The County shall provide the City with an easement, as a part of an official certified survey map, for the purpose of ingress and egress on the portion of parcel 281240832202053 that the County is retaining, as shown in Exhibit C. This easement shall be at no cost to the City and the County shall have the right and authority to terminate the easement upon the County breaking ground on building construction on or related to the easement location.

4. County's Right to Occupy Storage Space: The County shall retain the right to occupy and use a portion of the building located on parcel 281240832202053, as shown in Exhibit D, for storage purposes through any construction period and for up to one (1) year commencing after the City's occupancy of the building. Occupancy of this space shall be at no cost to the County. The County agrees to cooperate with the City if stored items need to be moved for construction or renovation purposes. The City agrees to coordinate with the County in advance to minimize operational impacts and provide sufficient time and space for the relocation of stored items. Any unutilized space may be used by the City upon the County's consent. The County may end its use of the space early, at the County's discretion.

5. Land Transfer from City to County: The City shall transfer to the County parcel 281240832101024, as shown in Exhibit E. This transfer shall be at no cost to the County and may occur immediately after the signing of an official agreement between the County and City.

6. Right of First Refusal on Parcel 281240832202019 The City shall grant to the County for no initial cost to the County a right of first refusal on parcel number 281-24-0832202019 at the corner of Water Street and Arlington Place, with such right of first refusal subject to the County's purchase price in the amount of \$50,000.

7. Disclaimer All information contained in this Agreement is subject to a formal written agreement detailing the proposal between the County and City. The final written agreement is subject to approval by the County Board and City Council at the appropriate time.

Attachments:

- Exhibit A (Land Transfer Map)
- Exhibit B (Structure Ownership Map)
- Exhibit C (Easement Map)
- Exhibit D (Storage Space Map)
- Exhibit E (County Parking Lot Transfer)
- Exhibit F (Parking Lot Option to Purchase)

Exhibit A

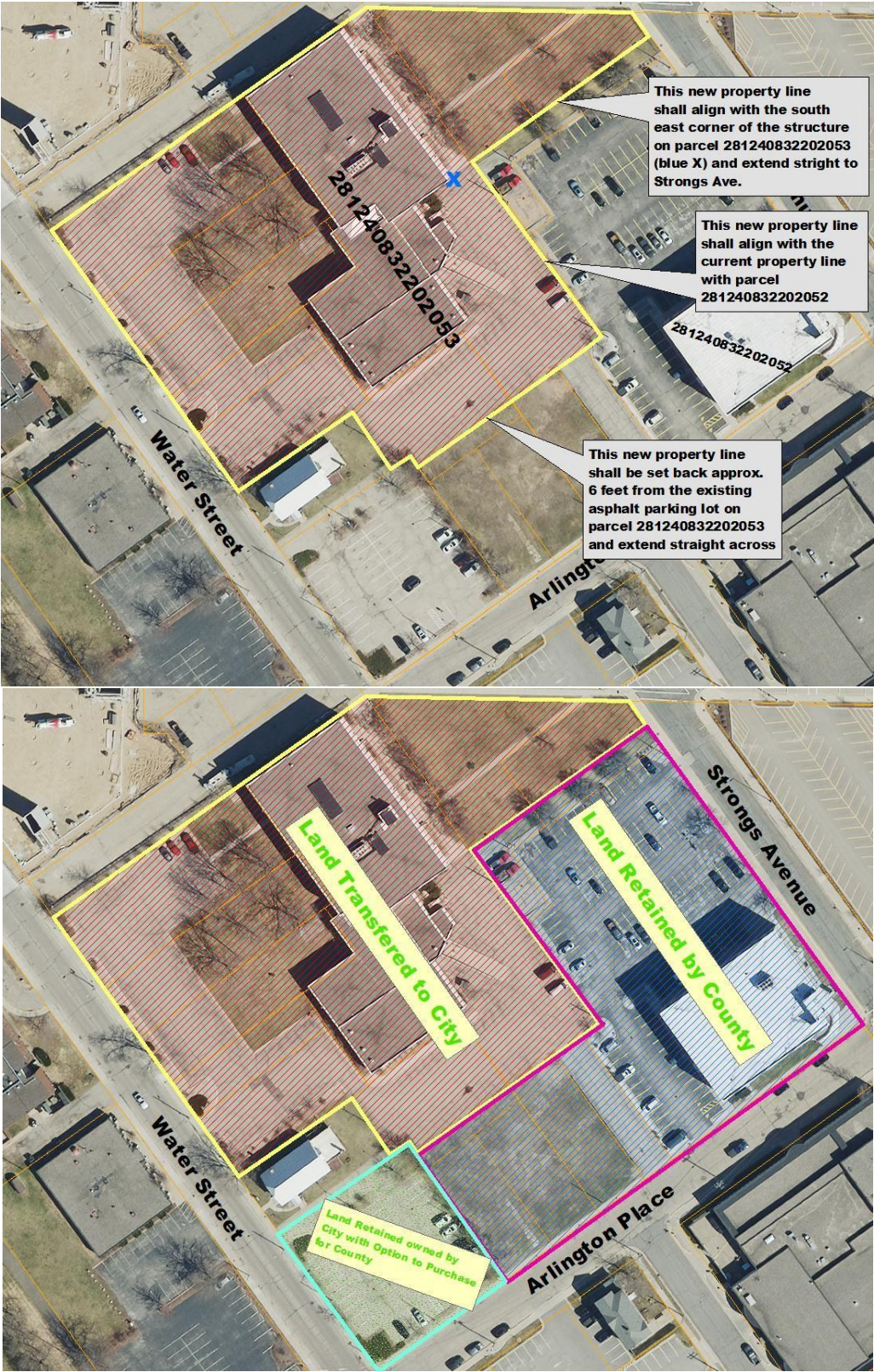


Exhibit B

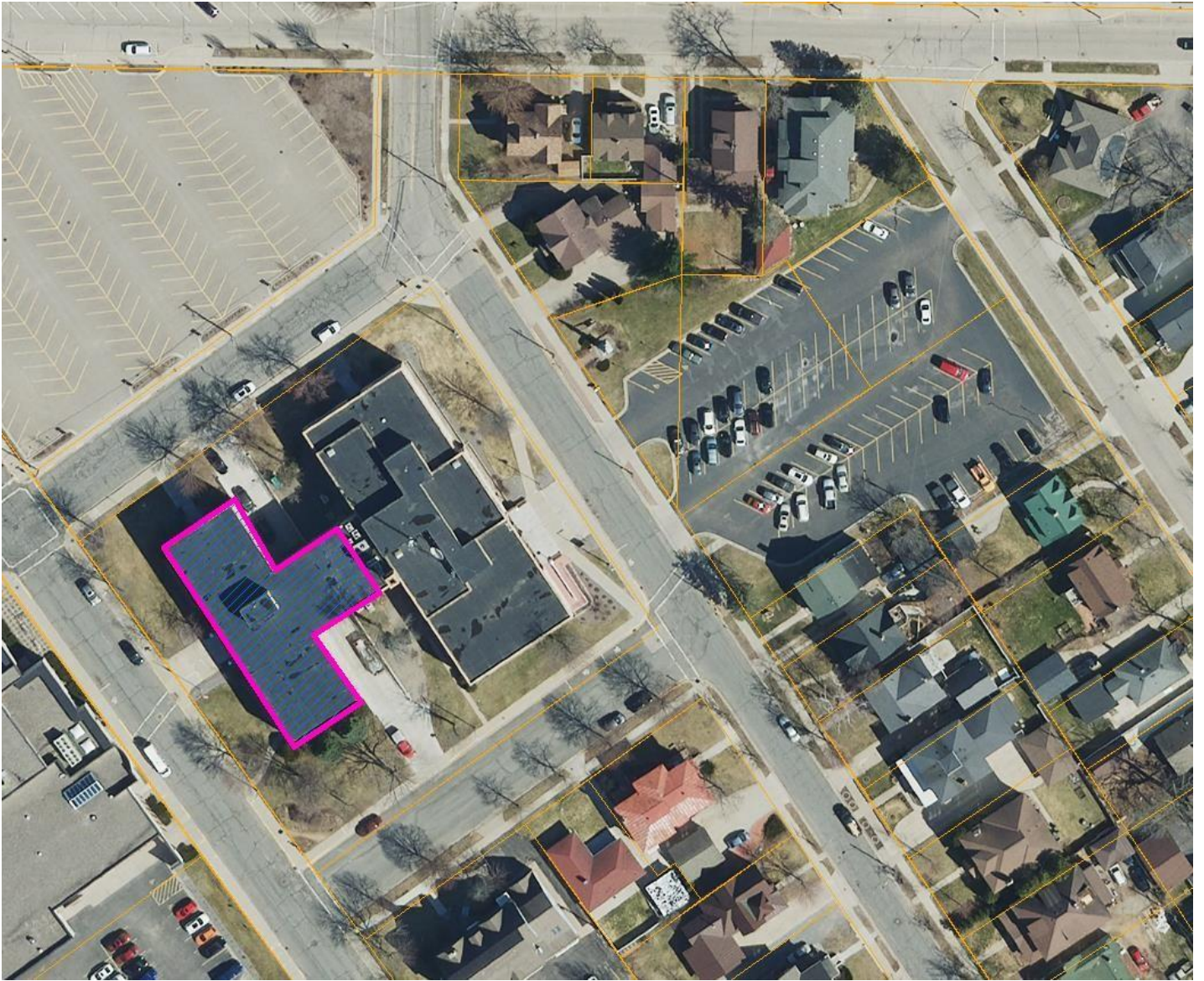


Exhibit C

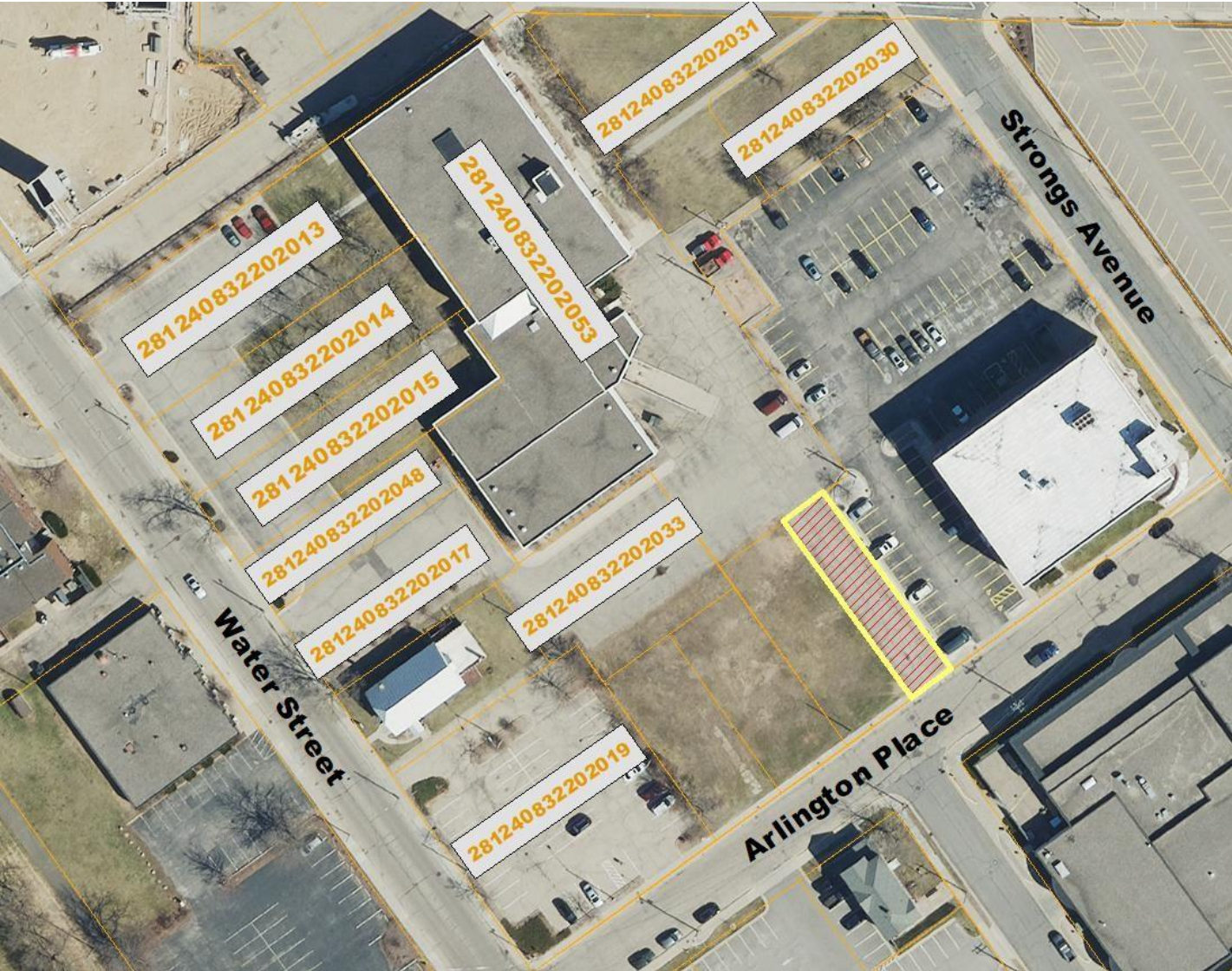


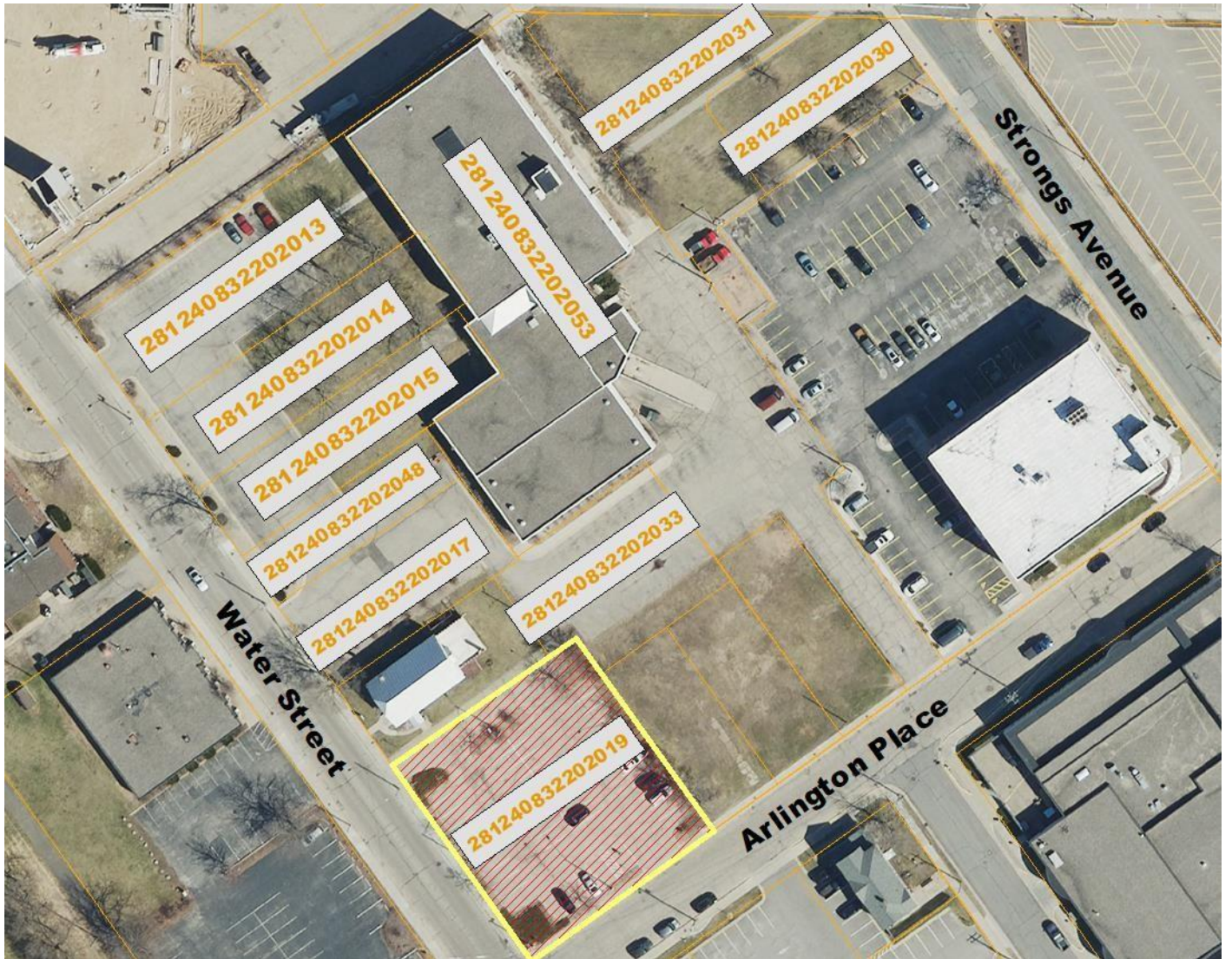
Exhibit D



Exhibit E



Exhibit F





MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: May 5, 2025

RE: **A request authorizing the City of Stevens Point to sign a petition for a special meeting of the Portage County Business Park Owners' Association**

Background: Effective January 1, 2025, the Portage County Business Park was reorganized under a business improvement district ("BID"). As the transition took place late last year, Portage County deeded all County-owned parcels in the Business Park to the Portage County Business Park Owners' Association ("Association"), a collection of members that represent all lot owners of the Business Park that is subject to the Park's Deed Restrictions and Protective Covenants ("DRPC"). Parcels that were deeded to the Association primarily include properties with regional stormwater ponds, plus a scattering of other properties including a fountain and lift station.

The Association was an organizational mechanism outlined in the DRPCs – however, it is not relevant due to the creation of the Business Park BID Board of Directors. Knowing the above facts, a few action items are needed as we progress through year one of having a BID. These include:

1. Dissolving the Association.
2. Conveying all of the Association's real estate and other assets.
3. Amend the DRPCs to replace all references of Portage County and the Association with the BID.

Each lot owner in the Business Park has representation in the Association proportionate to the size of the lot owner's parcel based upon one vote for each acre owned. Fractions of acres are entitled to one vote if one-half acre or greater. The dissolution of the Association requires approval of two-thirds of the members of the Association.

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.

Amending the DRPCs requires approval of three-fourths of the members of the Association.

In order for the members to approve the dissolution of the Association and the amendment to the DRPCs, a meeting of the members must be called. A meeting of the members may be called by a petition of members representing 35% of the members (at least 114 votes). There are approximately 18.61 acres of land in the Business Park that is owned by the City, totaling 19 votes that could be cast to petition for a meeting.

If the Plan Commission and Council authorizes the City to sign the petition for a special meeting of the Association, it is the expectation to vote in favor of Association dissolution and amending the DRPCs. Pertaining to conveying all of the Association's real estate assets, early conversations have been had as to transferring property ownership to either the BID or to the City. A disadvantage of transferring said real estate assets to the BID is that as the BID is not tax exempt and likely does not meet the statutory threshold to be considered tax exempt. Should the end result be to transfer the Association's real estate assets to the City, please note that separate action by the Plan Commission and Council will be needed to comply with §62.23(5).

Staff Recommendation: Staff recommends **APPROVAL** as presented.

Parcel ID	Owner	Acres	Votes
281230801230004	LANDS END INC	68.07	68
281230802100020	SKYGROUP LLC	43.36	43
281230802400015	TGG REAL ESTATE HOLDINGS LLC (Zurich/AIG)	21.41	21
281230801220004	CITY OF STEVENS POINT	18.61	19
281230802400211	PORTAGE COUNTY BUSINESS PARK OWNERS ASSOCIATION INC	16.64	
281230802100031	REALTY INVESTMENTS LLC	15.1	15
281230802100030	OM REAL ESTATE HOLDINGS LLC	13.95	14
281230802100029	DELTA DENTAL OF WISCONSIN INC	12.87	13
281230802100023	DEB & AL PROPERTY LLC	11.51	12
281230802100202	WRV LLC	6.52	7
281230802400012	ASPIRUS WAUSAU HOSPITAL INC	5.8	6
281230802400513	INNOVATION PROPERTIES LLC	5.8	6
281230802400507	GIARE LLC	5.08	5
281230802400412	GROWTH HOTELS LLC	4.89	5
281230802400102	INNOVATION PROPERTIES LLC	5.1	5
281230802400409	PORTAGE COUNTY BUSINESS COUNCIL FND IN	3.72	4
281230801220002	PORTAGE COUNTY BUSINESS PARK OWNERS ASSOCIATION INC	4.01	
281230801230002	PORTAGE COUNTY BUSINESS PARK OWNERS ASSOCIATION INC	4.24	
281230802110001	STEVENS POINT PROPERTIES LLC	3.64	4
281230802400017	VIKING HOLDING II LLC	3.89	4
281230802100017	2011 STEVENS POINT LLC	3.48	3
281230801220003	BARON INVESTMENTS LLC	3.15	3
281230801220008	DAVID L LADICK SURVIVORS TRUST	3.39	3
281230801220006	DAVID L LADICK SURVIVORS TRUST	3.37	3
281230802100203	ESSJAY WI TECH PROPERTIES LLC	2.78	3
281230802400405	FIRST STATE BANK	2.59	3
281230802400411	INVESTORS COMMUNITY BANK	2.75	3
281230802100028	KOBLE PROPERTIES LLC	2.51	3
281230802400016	LITTLE SCHOLARS ENTERPRISES LLC	3.1	3
281230802400004	PORTAGE COUNTY BANK	2.63	3
281230802100004	PORTAGE COUNTY BUSINESS PARK OWNERS ASSOCIATION INC	3.34	
281230802400204	SBG HOLDINGS LLC	3.35	3
281230802400501	STERLING PROPERTIES LLLP	2.97	3
281230802400503	WI INTERSCHOLASTIC ATHLETIC ASSOC	3.01	3
281230802400101	BREEZE BIKES LLC	2.46	2
281230802400010	BULLS EYE CREDIT UNION	1.5	2
281230802400019	CAP SERVICES INC	2.46	2
281230802400209	CHERRY TREE REAL ESTATE STEVENS POINT LLC	1.8	2
281230802400210	DELTA DENTAL OF WISCONSIN INC	2.14	2
281230802100009	DY PIZZA POINT LLC	2.35	2
281230802400410	ENT HOLDINGS LLC	1.82	2
281230802100011	J F AHERN CO	1.74	2

281230802100008	JKM INVESTMENTS LLC (now BPS Investments LLC)	1.53	2
281230802400504	LA/E LLC	2	2
281230802400103	LITTLE SCHOLARS ENTERPRISES LLC	2.05	2
281230802400509	OAKWOOD CENTER LLC	2.32	2
281230802400408	PORTAGE COUNTY BUSINESS PARK OWNERS ASSOCIATION INC	1.68	
281230802100101	SESCO REALTY	2.36	2
281230802400512	SIMPLICITY CREDIT UNION	2.04	2
281230802400511	SSR ENTERPRISES LLC	2.04	2
281230802100016	T-MAX PROPERTIES LLC	1.84	2
281230802400515	OAKWOOD CENTER LLC	0.98	1
281230802400514	OAKWOOD CENTER LLC	1.11	1
281230802400302	PORTAGE COUNTY BUSINESS PARK OWNERS ASSOCIATION INC	1.4	
281230802400404	PORTAGE COUNTY BUSINESS PARK OWNERS ASSOCIATION INC	0.77	
281230802400508	PORTAGE COUNTY BUSINESS PARK OWNERS ASSOCIATION INC	0.94	

Total Votes: 324

Thirty-Five Percent: 113.4
Two-Thirds: 217.08
Three-Fourths: 243

PETITION FOR SPECIAL MEETING OF MEMBERS OF
PORTAGE COUNTY BUSINESS PARK OWNERS' ASSOCIATION, INC.

TO: Michael Trzinski, President of Portage County Business Park Owners'
Association, Inc.

The undersigned, representing more than thirty-five percent (35%) of the members of Portage County Business Park Owners' Association, Inc. (the "Corporation") hereby petition for the calling of a special meeting of the members of the Corporation for the following purposes:

1. To consider and vote upon an amendment to the Portage County Business Park Deed Restrictions and Protective Covenants dated March 18, 1997.
2. To consider and vote upon a resolution adopting a plan of dissolution and liquidation of the Corporation.

Dated as of the ____ day of _____, 2025.

SkyGroup, LLC

Delta Dental of Wisconsin, Inc.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

City of Stevens Point

Deb & Al Property, LLC

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

NOTICE OF SPECIAL MEETING OF THE MEMBERS OF
PORTAGE COUNTY BUSINESS PARK OWNERS' ASSOCIATION, INC.

TO: All Members of Portage County Business Park Owners' Association, Inc.

FROM: Michael Trzinski, President

Upon the petition of more than thirty-five percent (35%) of the members of the Portage County Business Park Owners' Association, Inc. (the "Corporation"), I do hereby call a special meeting of the members of the Corporation to be held on _____ at _____. The special meeting of the members will commence at _____ p.m. The purposes of the special meeting will be as follows:

1. To consider and vote upon an amendment to the Portage County Business Park Deed Restrictions and Protective Covenants dated March 18, 1997.
2. To consider and vote upon a resolution adopting a plan of dissolution and liquidation of the Corporation.

Copies of the meeting agenda, proposed amendment and plan of dissolution are attached to this Notice.

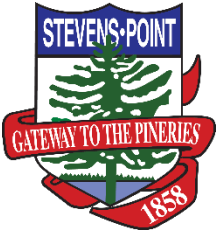
Members may vote in person or by proxy. In order to be valid, all proxies must be filed with the Secretary prior to the time of the meeting. A form Proxy is enclosed and may be returned by email or mail to the following:

[Name], Secretary
[Address]
[Address]
[Email]

Dated as of the ____ day of _____, 2025.

PORTAGE COUNTY BUSINESS PARK
OWNERS' ASSOCIATION, INC.

By: _____
Michael Trzinski – President



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: Redevelopment Authority; Board of Park Commissioners; City Plan Commission;
Transportation Commission
From: Chris Klesmith
CC: Jarod Kivela; Joel Lemke; Scott Beduhn; Talin Scheuermann; Dan Kremer
Date: March 28, 2025
Subject: Adjustments to Downtown Targeted Area Master Plan

Commissioners,

In May of 2024, each of your commissions had reviewed and recommended approval of the Downtown Targeted Area Master Plan, which included conceptual plans for multiple sites throughout the Downtown. Since adoption, progress has been made towards the redevelopment of the Shopko site, Edgewater Manor site, and the Civic Campus. Upon further evaluation and discussion between multiple departments, a few modifications to plan are recommended in order to improve the rate of development, decrease development costs, and result in a good long-term outcome for the community.

Of note, there are two major revisions to the Downtown Targeted Area Master Plan for your review before recommending approval to the Common Council. These changes are not quite substantive, and all elements of the former concepts are retained, moved, or given an improved visual to communicate with community partners and developers to accelerate the completion of this plan. Revisions include an amendment to the Shopko redevelopment plan concept, and inclusion of an additional visual for the Riverfront Connection / West Downtown concept.

- Shopko Redevelopment Concept
 - Additional utility easements and locations were noted under the previously recommended bus transfer center, and groundwater contamination at the Building A site was found at more shallow depths than originally reported. Staff are recommending trading the bus transfer center with Residential Building A. Furthermore, staff are recommending a visual of a surface-level transfer center until further development occurs and future amenities are needed at the transfer center site, or if the upcoming needs assessment indicates additional uses.
 - Utilities extend from Main Street to the future College Court under the proposed park space. Staff recommend expanding the park the length of the block to accommodate first-floor businesses for an attractive retail and entertainment environment without incurring the cost of relocating utilities.
- Riverfront Connection Concept
 - A “bubble” concept was included in the adopted plan, indicating proposed uses for spaces, but without a visual representation. The aerial image presented now was not included originally due to concerns of Chase Bank’s permanence on the Wisconsin River. The aerial illustrates potential for the expansion of the arts center, additional housing options near a primary community feature, and public space that could become improved should Chase Bank proceed with the offer to purchase their property.

Attached to this memo are three pages that would replace the former Shopko conceptual site plan and added to the figures representing the riverfront connection. Staff feel these visual amendments are necessary to consistently communicate the plan to community partners and developers and achieve progress on the plans. If you have any questions regarding the reasoning or need to adjust the Downtown Targeted Area Master Plan, please call me at your earliest convenience and I would be happy to discuss. We hope the proposed amendments renew excitement and interest in downtown development as a primary community location in the City of Stevens Point.

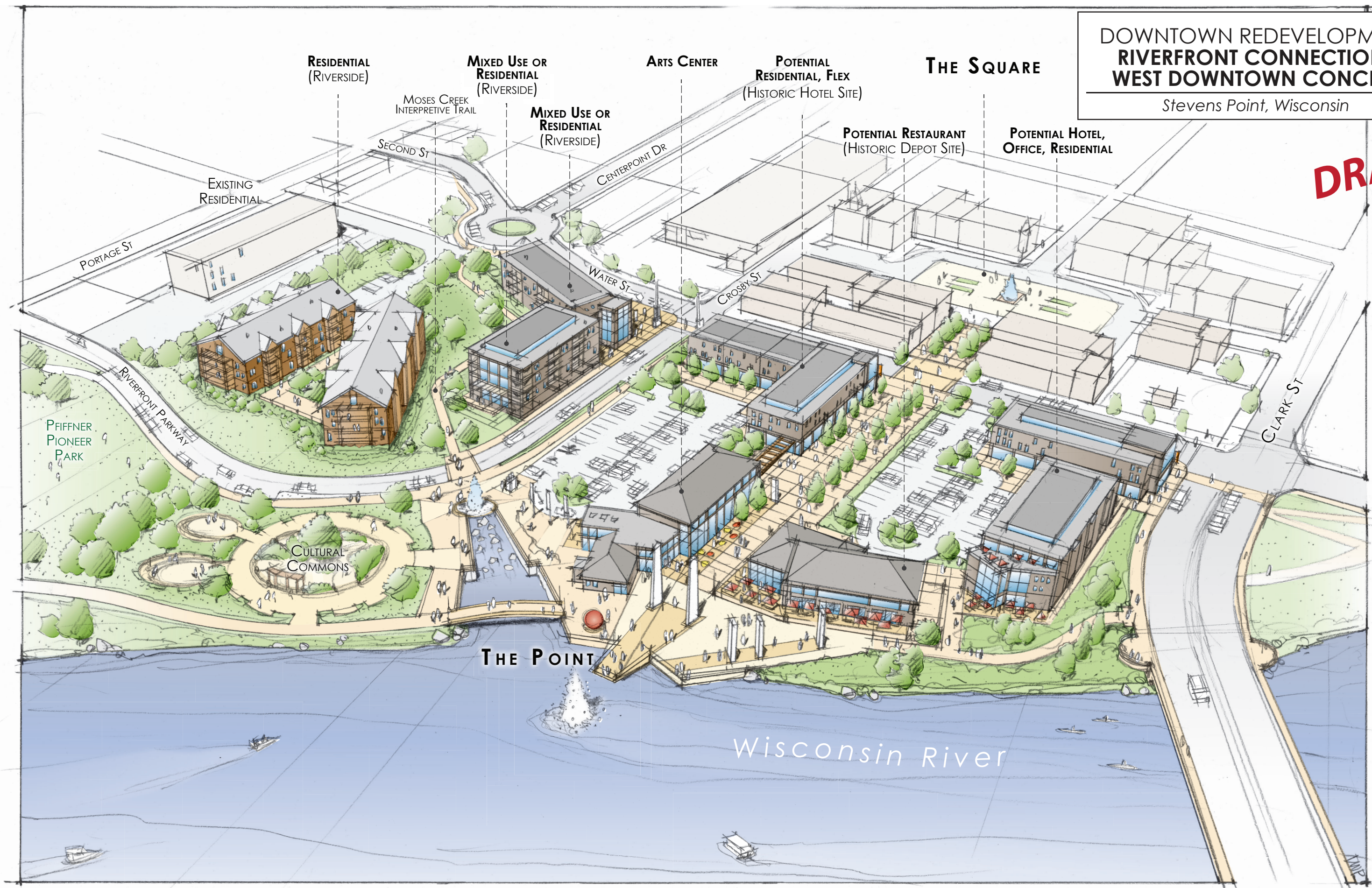
Cheers,

A handwritten signature in cursive script, appearing to read "Chris Klesmith", with a long horizontal flourish extending to the right.

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

DOWNTOWN REDEVELOPMENT
RIVERFRONT CONNECTION/
WEST DOWNTOWN CONCEPT
Stevens Point, Wisconsin

DRAFT



SHOPKO SITE REDEVELOPMENT
VISION PLAN

Stevens Point, Wisconsin



SHOPKO SITE REDEVELOPMENT
CONCEPT PLAN

Stevens Point, Wisconsin

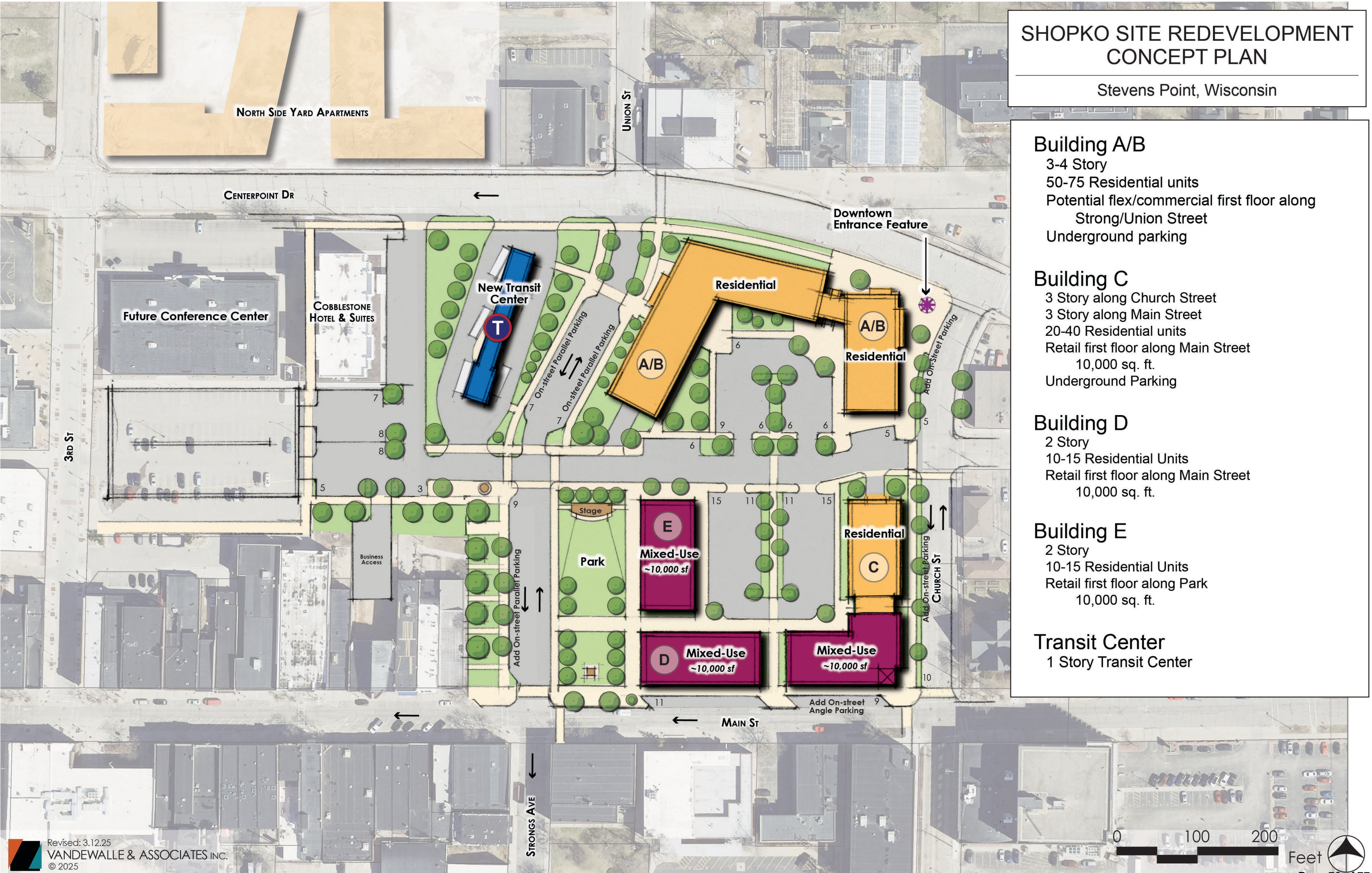
Building A/B
3-4 Story
50-75 Residential units
Potential flex/commercial first floor along
Strong/Union Street
Underground parking

Building C
3 Story along Church Street
3 Story along Main Street
20-40 Residential units
Retail first floor along Main Street
10,000 sq. ft.
Underground Parking

Building D
2 Story
10-15 Residential Units
Retail first floor along Main Street
10,000 sq. ft.

Building E
2 Story
10-15 Residential Units
Retail first floor along Park
10,000 sq. ft.

Transit Center
1 Story Transit Center



Community Development Report, March 2025

Construction Report

New Construction	# of Permits	Location	Declared Valuation	Fees		
Single Family	N/A	N/A	N/A	N/A		
Two-Family	2	1416/1418 River View Ave	\$368,000.00	\$2,440.72		
		3625/3627 Doolittle Dr	\$350,000.00	\$1,515.00		
Multi-Family	1	The Oaks on Maria (PLB) 1808 Maria Dr	\$626,865.00	\$2,628.49		
Commercial/Industrial	1	ENT Stevens Point (PLB) 5509 Vern Holmes Dr	\$140,310.00	\$1,446.38		
	1	Simplicity Credit Union (EPS) 5605 Highway 10 E	\$0.00	\$300.00		
Additions or Alterations	# of Permits	Declared Valuation		Fees		
Residential	65	\$467,066.99		\$4,346.48		
Commercial	26	\$613,887.76		\$3,745.93		
Monthly Permits	Monthly Valuation	Monthly Fees	YTD Permits	YTD Valuation	YTD Fees	
96	\$2,566,129.75	\$16,423.00	250	\$13,333,729.00	\$39,878.70	
			2024	415	\$14,864,380.65	\$91,376.63
			2023	285	\$15,631,727.54	\$47,044.66
			2022	317	\$25,406,593.54	\$74,677.06

* Early Permission to Start (EPS): Valuations will be reflected on the full permits.

Violation Report

Abandoned Vehicle on Property	5
Bulk Waste at Curb Early	4
Commercial Building Violation	1
Construction Work Without Permits	1
Debris on Property	9
Exterior Violations on House	1
Illegal Pets or Livestock	
Infestation	
Interior Housing Violations	2
Native Lawn Plan	++
Potholes	+
Property Encumbrance	
Public Works Violation	1 +
Snow & Ice Removal - Sidewalk	62
Tall Grass or Noxious Weeds	
Trash Containers Improperly Stored	
Vacant Building/Home	
Vehicle Parked on Grass	12
Vision Obstruction in Roadway or Intersection	
Zoning Violations	1
Total Violations / Total Service Fees Billed	99 \$1,625
Voluntary Compliance Rate for Tagged/Verbal	2/4 50%

+ Referred to another department

++ Perpetual



DIRECTORS REPORT

To: City Plan Commission

From: Jarod Kivela, Director of Community Development

Date: April 30, 2025

RE: **Directors Report**

Development Updates

- **Portage County Business Park BID:** The BID is currently working through the process of dissolving the Owners Association and transferring all documentation and authority to the BID. Documentation will be brought forward to the BID Board and all of the BID members for an official vote this summer. The BID is also working on resolving a lot of deferred maintenance for the park, including the pond fountains/general maintenance, flag poles and associated lighting, and other general maintenance items. The BID will need to come forward at some point to borrow money from the City for a lot of this work and unforeseen costs, to which they would pay back next year through an increased BID assessment.
- **Forest Creek Subdivision:** THE SALE OF LOTS ARE LIVE! Staff have closed on 7 of the lots and are working on closing on another 7 lots. Building permits have already been pulled for 4 of the lots. Staff will continue marketing the remaining lots and working with potential buyers. A recent agreement was approved with the Town of Hull and City of Stevens Point for a Hauling Road so that heavy construction traffic can travel through a designated route in the Town (Hwy 10 to Brilowski Rd).
- **TID 14:** Staff continues to explore leads for new business for this area as well as respond to RFI's that come in through the WEDC. Meetings and conversations occur frequently with potential businesses and other interested parties. No official requests have been made regarding land in this 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. To alleviate this funding gap, the developer is proposing to add more surface parking and cut out the proposed underground parking. Without doing this, the project would not be able to move forward. The developer is hoping to finalize their information so that staff can

www.stevenspoint.com

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.

bring forward a Development Agreement for approval to the RDA. 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. Staff will be creating an RFP that can be sent out to developers and remain open for an extended period of time.

- **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. The city plans to bring forward a request for approvals regarding a potential site to the Plan Commission, General Government Committee, and Council in May.
- **The Oaks on Maria Drive:** Work continues!
- **Airport Development:** These sites have been listed on Locate in Wisconsin. Staff continues to market these parcels and hopes to create an RFP by this summer that can be sent out to developers and remain open for an extended period of time.
- **1466 Water Street/Edgewater Manor Site:** The City has entered into an LOI with Pelton Builders out of Reedsburg WI. The LOI is for 6 months and will allow the potential developer to work through their due diligence tasks.
- **Comprehensive Plan:** Staff have contracted with the North Central Wisconsin Regional Planning Commission to assist with this effort. Staff plans to start working more closely with the RPC in the coming months as the effort is kicked off.
- **1316 Ellis Street (Skipps Church):** Work has concluded at this location. There was a safety issue with falling slate tiles from the roof, which resulted in the sidewalks being closed for the winter and spring until the roof could be repaired. Work was completed in the week of 4/28 and the sidewalks are now open. The problem was resolved by adding metal to the peaks to help hold the slate tiles in place.
- **Opera House (Downtown):** A development agreement was passed late last year in that extended the timelines for this development. Currently, the developer is waiting on approval from the state before they move forward. Early permit applications have been submitted to keep the work going.
- **Updates to the Downtown TAMP:** Staff will be bringing forward recommended updates to the Downtown TAMP regarding the Shopko redevelopment and the Riverfront Area. Staff has already met with the RDA and obtained a recommendation (with evaluation of parking and the relocation of the transit center). Staff will bring this forward to Parks, Transit, CVB and others. Staff also will be holding a public information meeting and planning session on May 28th at Mid State to review ROW, parks, parking and transit designs.

General Department

- Rental Improvement Program – The RDA recently approved a Rental Improvement Loan Program. The details can be found here: <https://stevenspoint.com/DocumentCenter/View/10369/Rental-Improvement-Program->.
- Commercial Loan Program – City staff is currently working with the RDA on establishing a program to assist in commercial redevelopment and implementation of the Downtown Targeted Area Master Plan. Staff is still in the discussion phase of this process.
- Interns – The Community Development Department will be getting two interns this summer. One will primarily assist with the Zoning Code Rewrite and the other will focus on some economic

development work with the City and Downtown BID. We are excited to have them on board. Both will start at the end of May/beginning of June.

- 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.

Notable Events

- Open Book – April 21st
- Board of Review – April 28th
 - Two entities showed up. One residential and one commercial. In both cases the Assessor's values were sustained.
 - Values have been locked in and the 2026 data will be transferred over. The City is intending to do a reval in 2026 to ensure our valuations remain near 100%.
- Sandy Kratzke's retirement: May 2nd