



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 14, 2025 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u>
			<u>Zoom Teleconferencing</u>
			Meeting ID: 875 2654 9143 Passcode: 975399
			<u>By Computer:</u> https://us02web.zoom.us/j/87526549143?pwd=ulusHVSbb1DZaRc6lYlXC
			<u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on:

2. Overview of the Zoning Code rewrite timeline.
3. Presentation and discussion of review standards for matters brought before the Plan Commission:
 - Conditional Use Permit
 - Comprehensive Plan Amendment
 - Rezoning
 - Variances (Fences, Driveways & Signs)
 - Site Plan Review

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.

- Creation of Planned Development Districts

4. Relationship between the Zoning Code rewrite and the City's Comprehensive Plan.

Closing Section:

5. Adjourn



MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: May 14, 2025

RE: Special Plan Commission – Zoning Code Rewrite

On May 14th, the Plan Commission will convene for their first special meeting focusing on the rewrite of the City's Zoning Code. As I begin to hold public informational meetings on the Zoning Code rewrite this month, lasting through October, now is a perfect opportunity to address a few areas of this rewrite project with the Commission. These include:

1. An overview of the Zoning Code rewrite timeline. For this agenda item, I plan breakdown key tasks that will be completed over the year. Special attention will be raised to specific actions that the Plan Commission will take during this time period.
2. A presentation and discussion on the different requests that a Plan Commission takes action on, as well as the review standards that the Plan Commission must base their vote on any request. Feedback from the Commission will be requested on the following:
 - Based on past requests, are their plan and design considerations that are not captured in review standards for a particular request? For example, I have been working on adding a new review standard for conditional use permit requests that pertain only to properties within the City's Groundwater Protection Zones. This task has stemmed from outside requests to add more 'meat' when reviewing the effects that development projects have on the potential for groundwater contamination. In conversations with outside stakeholders, the perception was that the City's fourteen review standards for conditional use permit requests does not adequately address wellhead considerations.
 - Are there items that the Plan Commission is presently obligated to base their decision on, where you feel it is not a necessary factor to consider?

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.

3. A discussion on how the Zoning Code rewrite project will be consistent with both the 2006 Comprehensive Plan and the scheduled rewrite of the 2006 Plan.

If you have any questions, please do not hesitate to contact me.

Conditional Use Permits:

1. That the establishment, maintenance, or operation of the use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare;
2. That the use will not be injurious to the use and for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood;
3. That 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;
4. That the exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or in the character of the applicable district, as to result in a substantial or undue adverse effect on the neighborhood;
5. That adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided;
6. That adequate measures have been, or will be, taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;
7. That the proposed use is not contrary to the objectives of any duly adopted land use plan for the City of Stevens Point, any of its components, and/or its environs.
8. That 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.
9. The proposal will not 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 services systems of the community.
10. Principal: Applications for exclusive multifamily residential uses: The view from the street should maintain a residential character. The view should be dominated by the building and not by garages, parking, mechanical equipment, garbage containers, or other storage.
 - Parking should not be located in the front yard.
 - Parking should be visually screened from street view and from neighboring properties.
 - Building should face their main facade toward the street.
 - In cases where the main facade of the building cannot face the street, the portion of the building facing the street shall be developed in such a manner that the street-facade is developed using architectural elements like roof lines, windows, and architectural detailing to make the street facade look harmonious in scale, massing, proportion, and building form with other residential structures. (Blank walls facing the street and windows of less than 36 inches vertical are not normally acceptable.)

- Building facades facing the street shall include detailing using different ridge lines, gables, roof construction, and other architectural techniques to make the façade compatible with the neighboring structures, if any, and to make the project have intrinsic architectural interest and value. Plain facades are not normally acceptable.
- A minimum of 25% of the façade shall be covered with masonry or decorative block. Exterior insulation and finish systems (EIFS) may be considered to satisfy this requirement if part of an overall architectural design scheme.

11. Principal: Access to the site shall be safe.

- All developments shall front on a public right-of-way unless recommended by the Public Works Director.
- The driveway to the site shall be located so as not to be a danger to the street flow of traffic.
- The driveway shall not be too close to neighboring intersections.
- Alignment of the driveway shall be coordinated with adjacent access points to avoid conflict or confusion.
- Only one driveway shall be allowed per site unless recommended by the Public Works Director. Two family units may be allowed more than one driveway if those driveways are separated by not less than 10 feet. Maximum driveway openings shall be 20 feet (each).
- The organization of traffic flow on-site and between the site and the street shall be organized in a clear hierarchy of flow patterns. Internal and external areas where traffic flow changes directions or creates intersections shall be organized at clear intersections and those intersections are spaced far enough apart so as to not cause confusion or problems and to provide for adequate spacing for waiting vehicles.
- Intersections are visible and not visually screened.
- Adequate drainage and snow storage is provided.
- Minimum size requirements are maintained for safe vehicle circulation.
- Parking areas shall be safe. They shall be adequately lit, sized to meet minimum standards, graded so as to not be too steep, and paved with concrete, brick, or bituminous surfacing. The light source shall not be visible from adjacent properties. Lighting shall be developed in such a way to minimize light straying onto adjacent properties.
- Driveways shall be located to minimize the impact to adjacent properties.

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

- The Public Works Director, Police Chief, and Fire Chief shall determine whether there is adequate sanitary sewer, potable 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.

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

- Mechanical equipment including refuse storage shall be screened from neighboring properties.
- Lighting shall be located to minimize intrusion onto the neighboring properties.
- Sources of noise shall be located in a manner that minimizes impact to neighboring properties.
- New multifamily sites which abut single or single-and-two family zoned lands shall increase that side yard and/or rear yard setback requirement(s) that abuts the single or single-and-two-family zoned area by 50% but need not exceed the maximum rear-yard setback requirements of the district.

14. *Principal. Applications for exclusive multifamily 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.*

- All site plans shall at a minimum meet the guidelines contained in the parking setback landscaping standards.
- In addition, at least one tree per dwelling unit shall be planted outside the parking screening area (minimum size of the tree at planting shall be 1.5 inch caliper)
- In addition, at least one plant for each 30 inches of building facing the street shall be planted. The size of the plants shall be a minimum of 18 inches at the time of planting. The planting may be relocated to other portions of the site.
- Adjustments to the above requirements may be made to (1) recognize existing landscape elements preserved on site, or (2) if in the opinion of the City Forester, more effective landscaping can be achieved on the site with regards to proper spacing, maturity, or species design.

Comprehensive Plan Amendment:

1. *Internal Consistency. Amendments shall be made so as to preserve the internal consistency of the entire Comprehensive Plan.*
2. *Granting 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.*
3. *The amendment shall not create an adverse impact on adjacent land/land uses.*
4. *The amendment shall not create an adverse impact on public facilities and services.*

Rezoning:

1. Minimum performance standards are met with the proposed district.
2. The change in zoning is consistent with the City's Comprehensive Plan.
3. The change in zoning will not create adjacent incompatible uses.

Site Plan Review:

Please note that there are no specific review standards outlined in the City's Zoning Ordinance. For past site plan reviews, I typically include the prevailing site development considerations (e.g., landscaping, lighting, stormwater management, etc.). If you would like specific review standards, please be prepared to discuss.

Creation of Planned Development Districts:

1. *The proposed PD is consistent with the pertinent elements of the City of Stevens Point Comprehensive Plan and any other adopted plans;*
2. *The proposed PD is consistent with the standards and uses of the context area within which it is located;*
3. *The proposed PD meets the requirements of this zoning ordinance;*
4. *The proposed PD will reinforce the existing or planned character of the neighborhood;*
5. *The site is appropriate for the development allowed in the proposed PD;*
6. *The PD demonstrates a higher quality of site design that is more sensitive to the existing context, both built and natural, than is possible under other available zoning districts.*
7. *Public facilities and services including but not limited to schools, roads, recreation facilities, wastewater treatment, water supply and stormwater facilities are adequate for the development allowed in the proposed PD; and*
8. *The PD will not substantially or permanently injure the appropriate use of adjacent conforming properties.*

Site Plan Review – “B-TID5” Overlay District:

1. *Buildings are aligned and close to the street. Buildings form the space of the street.*
2. *Buildings oversee the street with active fronts as opposed to blank fronts. The first floor and upper floors should include windows as well as entrances. Wider entrances, door framing, canopies, and other techniques should be used to identify the entrance.*
3. *Property lines are physically defined by buildings or street walls.*
4. *Building facades facing the street shall exhibit a high level of architectural design. In no case shall the front facade of the building consist of a blank wall or a series of garage doors. Windows should play a prominent role in the facade design. All building materials to be used shall express their specific properties. For example, heavier more permanent materials (masonry) support lighter materials (wood).*
5. *Two or more story buildings are preferred over one story buildings.*
6. *Landscaping shall be of high quality and installed at a rate that is appropriate that enhances the proposed site and surrounding properties.*
7. *Vehicle storage, garbage, and mechanical equipment are kept away from the street and screened from public view.*
8. *Parking (not including on-street parking) should be away from the street and screened from public view.*
9. *The building design is coordinated with the street space. The city may require the improvement of the streetscape adjacent to the property including installation*

of trees, paving, sidewalk, lighting, street furniture, etc. Street trees are limited to a list approved by the City Forester.

- 10. Safety: Buildings should be close to the street but should acknowledge their neighboring building setbacks. Safety of entrances as well as vision around corners should be addressed in the review process.*

Fence Variance:

- 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.*

Driveway & Sign Variance:

- 1. A literal application of the Ordinance would result in a demonstrated practical difficulty or unnecessary hardship to the property.*
- 2. The granting of the requested exception would not be materially detrimental to the property owners in the vicinity.*
- 3. Hardship caused to the property owner under a literal interpretation of the Ordinance is due to conditions unique to that property and does not apply generally to the city.*
- 4. The granting of the exceptions would not be contrary to the general objectives of this Ordinance.*