

**CITY OF STEVENS POINT
ADMINISTRATIVE APPEALS BOARD AGENDA**

**July 9, 2025 - 4:00 PM
City Conference Room - 1515 Strongs Avenue**

Meeting Items

1. Roll Call.
2. Election of Chair.
3. Election of Vice-Chair.
4. Minutes of the March 12, 2025 meeting.
5. Appeal of notice/service charge for property maintenance violation:
 - a. 2115 Vermont Avenue.
6. Schedule date and time of the next meeting.
7. Adjournment.

RMC – Revised Municipal Code

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure reasonable accommodations 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. Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

ADMINISTRATIVE APPEALS BOARD
March 12, 2025 - 4:00 PM
City Conference Room - 1515 Strongs Avenue

MINUTES

Meeting Items

1. Roll Call.

Present:

Ald. Keymer, Kneebone, Member Tiffany.

Excused:

Ald. Shuda, Member Speckmann.

Others Present:

Clerk Yenter, Neighborhood Improvement Coordinator Kordus.

2. Minutes of the November 20, 2024 meeting.

Ald. Kneebone moved, Ald. Keymer seconded, to approve the minutes.

Call for the vote: ayes, all; nays, none; motion carried.

3. Appeal of notice/service charge for property maintenance violation:

a. 832 Smith Street.

Ald. Kneebone spoke about homeowners being responsible for property even if there are tenants.

Ald. Kneebone moved, Ald. Keymer seconded, to deny the appeal for 832 Smith Street.

Call for the vote: ayes, all; nays, none; motion carried.

b. 3216 Lindbergh Avenue.

Neighborhood Improvement Coordinator Kordus gave a brief overview of the violation as well as the duration of time the item was tagged.

Member Tiffany moved, Ald. Keymer seconded, to deny the appeal for 3216 Lindbergh Avenue.

Call for the vote: ayes, all; nays, none; motion carried.

c. 801 Portage Street.

Ald. Kneebone asked if the images, within the memo, were a before and after.

Neighborhood Improvement Coordinator Kordus confirmed that they were.

Ald. Keymer noted that in cases where an inability to shovel should arise, asking a neighbor or friend should be the next option.

Member Tiffany spoke about the responsibility of a homeowner for snow removal.

Ald. Kneebone spoke about the safety concerns of walkers, wheelchairs, and strollers without the ability to see where ice could be under the snow.

Ald. Keymer moved, Member Tiffany seconded, to deny the appeal for 801 Portage Street.

Call for the vote: ayes, all; nays, none; motion carried.

d. 925 Smith Street.

Ald. Keymer spoke about non-removal of snow leading to a thaw and freeze that can form ice.

Member Tiffany spoke about the high temperatures for the following days being in the single digits.

Ald. Kneebone asked how many inches of snow accumulation there was.

Neighborhood Improvement Coordinator Kordus answered 1.9 inches.

Ald. Kneebone moved, Ald. Keymer seconded, to deny the appeal for 925 Smith Street.

Call for the vote: ayes, all; nays, none; motion carried.

4. Adjournment.

Adjourned at 4:11 p.m.



Deliver To:
 City Clerk's Office
 Attn: Administrative Appeals Board
 1515 Strongs Avenue
 Stevens Point, WI 54481

or Email To:
 clerk@stevenspoint.com

PROPERTY APPEAL FORM

RECEIVED
 MAY 01 2025
 CITY CLERK'S OFFICE

Enclosed is a notice and/or service charge issued by the Inspection Department of the City of Stevens Point. To dispute or contest this notice and/or charge, a formal written letter must be submitted to the Administrative Appeals Board. This request must be in writing, in a manner which is legible, or typed and submitted (hard copy or electronically) to the City Clerk's Office. Under City Ordinance 3.56, any person aggrieved by a notice and/or charge issued in connection with any alleged violation may file a request for a hearing with the Administrative Appeals Board for review of the case.

The written or typed appeal must set forth the reasons for contesting the interpretation of City Code of Ordinances and/or the Notice of Noncompliance issued by the Inspection Department. The appeal must be submitted within 30 days after the date of issuance of the notice and/or charge. **While not mandatory, you are highly encouraged to attend the meeting.**

ALL INFORMATION BELOW IS REQUIRED FOR SUBMITTAL PRIOR TO A HEARING REVIEW

ADDRESS OF PROPERTY: 2115 Vermont Ave OWNER OF PROPERTY: Allison Gosh
 INDIVIDUAL FILING APPEAL: Allison Gosh RELATION TO PROPERTY: Owner
 CONTACT PHONE: [REDACTED] EMAIL ADDRESS: [REDACTED]

ALLEGED VIOLATION: _____ VIOLATION ID #: RAC 202500379
 HAVE YOU SPOKEN WITH THE ISSUING AGENT (REQUIRED): NO YES AGENT: Mark Kordus

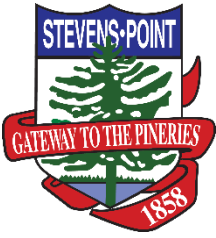
RESULTS OF THAT DISCUSSION:

Permission to appeal was granted.

PLEASE STATE THE SPECIFIC REASONS YOU BELIEVE THE ORDINANCE VIOLATION(S) WERE UNFOUNDED, INCORRECT, OR WITHOUT BASIS. PLEASE NOTE THAT YOU MAY ONLY APPEAL THE ORDINANCE DETERMINATION, ANY DISAGREEMENT WITH THE CHARGE AMOUNTS IS NOT A VALID REASON FOR APPEAL, AS THOSE ARE DETERMINED BY ORDINANCE. YOU MAY ATTACH ADDITIONAL SHEETS OR DOCUMENTS AS NEEDED.

I am the land lord of 2115 Vermont Ave, where Jasmine Kuehl and David Perry have their children living in the basement where there is no egress.

SIGNATURE OF APPELLANT: Allison Gosh DATE: 5-1-2025
 PRINT NAME: Allison Gosh APPELLANT'S ADDRESS: 316 N 7th St Colby, WI 54421



Memo

Mark Kordus
Neighborhood Improvement Coordinator
Community Development
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
Ph: (715) 346-1567 • Fax: (715) 346-1498
mkordus@stevenspoint.com

To: Public Protection Committee
From: Mark Kordus
CC: Jarod Kivela & Andrew Beveridge
Date: 6/26/25
Subject: 2115 Vermont Ave. – Case RAC-2025-00379

The landlord/owner called because she believed the tenants were unlawfully occupying spaces which legally could not be used for bedrooms or sleeping purposes. An inspection occurred on 4/07/25 with a police escort. There were several violations observed relative to minor children using areas within the basement lacking proper egress for sleeping purposes. This was verbally relayed to the tenants and landlord prior to leaving the inspection. An order was sent that same day to both the owner and tenant, giving them until 4/14/25 to move the children out of these areas. On 4/14/25 a re-inspection occurred and nothing was changed from the original inspection. A placard was placed on the building declaring the downstairs basement area as uninhabitable for sleeping purposes and a \$100 service fee was sent. The tenants have since been evicted and the property is in compliance and the case closed.



Wednesday, April 16, 2025

ID #: RAC-2025-00379

INVOICE #: 202500256

ALLISON HACKBARTH
316 N 7TH STREET
COLBY, WI 54421

**NOTICE AND INVOICE FOR CORRECTING VIOLATION(S):
INTERIOR HOUSING VIOLATIONS AT 2115 VERMONT AVE**

Dear Allison Hackbarth,

An inspection of the property was made on 04/14/2025. As a result of this inspection, the condition described below was observed:

- Basement does not meet egress requirements for use as sleeping area. Please correct prior to the due date. Must be corrected by: 05/12/2025
Egress Required 21.04(5): 21.04(5) Every dwelling unit in a one or two story dwelling shall have at least one approved means of egress leading to a safe and open space at ground level. Every dwelling unit in a multiple dwelling shall have immediate access to two (2) or more approved means of egress leading to a safe and open space at ground level, or as required by the laws of this State and the City of Stevens Point.





- Beds and sleeping area in basement do not meet habitability requirements, please correct prior to the due date. The dwelling has been physically posted related to these orders as of 4/16/25. Must be corrected by: 05/12/2025

Below grade habitable room requirements 21.08(3) AND (4): 21.08(3) No space located partially below grade shall be approved for use as a habitable room of a dwelling unit unless: (a) The floor and those portions of the walls are constructed such that they prevent undue moisture from entering into, or accumulating within the dwelling unit, and is able to maintain healthy indoor humidity levels below that which may promote regularly occurring visible mold growth. (b) The minimum window area is equal to at least that required in subsection 21.05(1) and such window area is located entirely above the grade of the ground adjoining such window area, or if windows are located wholly or partly below grade there be constructed a properly drained window well whose open space is equal to or greater than the area of the masonry opening for the window; the bottom of the window well is below the top of the impervious masonry construction under the window and the minimum horizontal distance at a right angle from any point of the window well is equal to or greater than the vertical depth of the window well as measured from the bottom of the masonry opening of the window. (c) The total openable window area in each room is equal to at least the minimum as required under subsection 21.05 (2) of this ordinance, except where some other approved devices affording adequate ventilation and humidity control are supplied. (d) There are no pipes, ducts, or other obstructions less than six feet four inches (6'4") above the floor level which interfere with the normal use of the room or area. (4) No space located more than four (4) feet below grade shall be used as a habitable room of a dwelling unit, or let to another, unless proper egress is provided.



This is your official notice that you will need to bring the property into compliance by properly abating such violations prior to 05/12/2025. Failure to abate the condition(s) described above will result in the issuance of a \$100.00 service charge, as well as, enforcing the penalty provisions described in the Stevens Point Municipal Code, including, but not limited to the issuance of a citation and/or the abatement by the City with the costs of abatement being assessed against the real estate as a special charge.

Please note that work being performed, or slated to be performed, may require a building permit. Inquire with our office to verify if a building permit is needed. Double fees shall be charged if work is commenced prior to the issuance of a permit. If you require assistance or have any additional questions regarding this matter, please contact the issuing inspector. Your cooperation is greatly appreciated. **To dispute or contest this notice and/or charge, a formal written letter must be submitted to the Administrative Appeals Board. The form is available online at stevenspoint.com/neighborhood, or you may request a hard copy from our office.** Please note that you may only appeal the ordinance determination. Disagreement with the charge amounts is not a valid reason for appeal, as those are determined by ordinance. Local grants or low interest loans may be available, to check funding and program availability please visit stevenspoint.com/595/Homeowner-Help

As this is a subsequent offense, and the associated fees for the re-inspection and / or abatement of the www.stevenspoint.com ID #: RAC-2025-00379 Page 2 of 3



condition(s) are as follows:

Type	Amount
Inspection after Initial Notice	\$100.00
Balance Due: \$100.00	

Sincerely,

Mark Kordus
Neighborhood Improvement Coordinator
mkordus@stevenspoint.com
715-346-1567

RECIPIENTS: Allison Hackbarth

Please remit payment to the City of Stevens Point within 30 days from the date on this notice. Please be informed that if payment has not been received by this date, these fees will be assessed against the real estate as a special charge.

* Effective November 1, 2005 – The City of Stevens Point Reserves the right to process your check electronically. So, when paying by check, please be aware that you are authorizing us to use the information on your check to make a one-time electronic charge to your account at the financial institution indicated on the check. This electronic debit will be for the amount on your check. Please Detach at Dashed Line and Return With Remittance.

Customer Name: ALLISON HACKBARTH
Customer/Parcel No: 240833400912
Invoice: 202500256

Make Checks payable and Remit to:

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

Amount Due: \$100.00

Or pay online: stevenspoint.com/invoice