



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:	September 2, 2025 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u>
			<u>Zoom Teleconferencing</u>
			Meeting ID: 814 9562 6636 Passcode: 619499
			<u>By Computer:</u> https://us02web.zoom.us/j/81495626636?pwd=qOpiYN0raekd2JSLeIl3B
			<u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on:

2. Report of the August 4 and August 12, 2025 meeting of the City Plan Commission.
3. Public Hearing and action on a request from Chris Stehle for a conditional use permit to construct an accessory dwelling unit on the property located at 301 Georgia Street North (Parcel ID 281240830100126), consistent with Ch. 23.01(15)(b).
4. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 20, Subdivision Ordinance, of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 20.06(2) pertaining to the diameter of cul-de-sacs.
5. Staff Update: Zoning Code Rewrite.

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

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

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

6. Director's Report.

Closing Section:

7. 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:	August 4, 2025 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u>
			<u>Zoom Teleconferencing</u>
			Meeting ID: 842 4562 6212 Passcode: 708686
			<u>By Computer:</u> https://us02web.zoom.us/j/84245626212?pwd=tebnKDH0d6lO0wn35pJCv
			<u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

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

Discussion and Possible Action on:

2. Report of the July 7, 2025 meeting of the City Plan Commission.
 - Background: Action will be delayed on the Report of the July 2, 2025 meeting of the City Plan Commission until September's meeting.
3. A request from Patrick Kelly, representing the Jehovah's Witnesses Stevens Point Congregation, for a sign variance to install a freestanding sign on the property located at 3600 North Point Drive (Parcel ID 281240822330001), consistent with Ch. 25.14.

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- Background: Associate Planner / Zoning Administrator Kuhn presents background information regarding the request, which is included in the agenda packet. Staff recommendation is to approve the request per staff recommendations.
 - Discussion:
 - Schuler requests additional information regarding the existing sign materials and planned sign. Kuhn and the applicant answer.
 - Motion: Schuler moves approval of the request subject to staff conditions.
 - Second: Arntsen seconds.
 - Discussion: No further discussion.
 - Vote: Unanimous approval.
4. Public Hearing and action on a request from Victor Baeten, representing Stevens Point WI LLC, to rezone the properties located at 3383 Hoover Road (Parcel ID 281230802301117), 5278 County Road HH (Parcel ID 281230802301118), and an unaddressed parcel bounded by County Road HH (Parcel ID 281230802301119) from the “R-1” Suburban Single-Family Residence District to the “B-4” Commercial District.
- Background: Kuhn provides background information regarding the rezoning request, included in the agenda packet. Staff recommendation is to approve the rezoning request.
 - Discussion:
 - Wiza clarifies that the requester held a public information meeting in June 2025.
 - Public Hearing:
 - DeeAnn Donahue, 3395 Howard Avenue, speaks in opposition to the rezoning request.
 - Joe Donahue, 3395 Howard Avenue, speaks in opposition to the rezoning request.
 - Jocelyn Donahue-Renfert, 3349 Orchid Lane, speaks in opposition to rezoning the entire parcel to the designated district.
 - Susan Kudronowicz, W17329 Two Mile Rd, Tigerton, WI, former resident of the parcel, speaks in support of the rezoning request.
 - Savannah Hebior, 5272 Forest Circle S, speaks in opposition to the rezoning request.
 - Eric Renfert, 3349 Orchid Lane, speaks in opposition to the rezoning request.
 - Alicia Skrenes, 3516 Forest Circle, speaks in opposition to the rezoning request.
 - Dorothy Mason, 5279 Cty HH, speaks in support of the rezoning request.
 - Frank Ness, 3280 Howard Avenue, speaks in opposition to the rezoning request.
 - Michael Corrigan, 3271 Tulip Lane, speaks in opposition to the rezoning request.
 - Jenny Kang, Forest Circle S, speaks in opposition to the rezoning request.
 - Eric Reed, 3287 Howard Avenue, speaks in opposition to the rezoning request.
 - Stacy Kizewski, 5279 Forest Circle S, speaks in opposition to the rezoning request.
 - Danielle Wanta, 5271 Forest Circle S, speaks in opposition to the rezoning request.

- Jacob Giese, 5261 Forest Circle S, speaks in opposition to the rezoning request.
- Andrea Olson, 410 Franklin St, participating virtually, speaks in opposition to the rezoning request.
- Dale Steinmetz, District 6 Alder, thanks the residents, staff, commissioners, and developer for their background work and discussion regarding the request.
- Anastasia Wanta, 5271 Forest Circle S, speaks in opposition to the rezoning request.
- Elizabeth Trzebiatowski, ADDRESS, participating virtually, addresses that the parcel is located within the Village of Whiting wellfield, and speaks in opposition to the rezoning request.
- Tillie Hebior, 5272 Forest Circle S, speaks in opposition to the rezoning request.
- BJ Hermsen, Forest Circle S, participating virtually, speaks in opposition to the rezoning request.
- Marilyn Koepfel, 5283 Crocus Ct, speaks in opposition to the rezoning request.
- Jessica McCaffrey, 3249 Sunflower Road, speaks in opposition to the rezoning request.
- Discussion:
 - Wiza responds to the residents' remarks.
 - Arntsen
- Motion: Arntsen moves to deny the rezoning request.
- Second: Kneebone seconds.
- Discussion:
 - Arntsen argues that the rezoning request can allow for land uses that are prohibited in the Village of Whiting's groundwater protection ordinance and should be denied.
 - Wiza asks Kuhn if there are existing fuel stations in the City's groundwater protection ordinance, Kuhn answers.
 - Schuler asks if the City Attorney can offer any clarification on jurisdiction since the property is within the City and also within the Village's groundwater protection Zone A.
 - Attorney Beveridge responds citing factors and review standards from the City's zoning code.
 - Schuler inquires about the groundwater protection ordinance established by the City; Kuhn responds, and Public Utilities Director Lemke adds some clarity.
 - Wiza sites past correspondence former Village President Curtis regarding the Village of Whiting groundwater protection ordinance.
 - Wiza addresses the commercial designation based on adjacency to arterial roads.
 - Rice asks if any requests to subdivide the parcel have been processed, raising concerns about potentials for conflict on the site; Wiza and Kuhn answer.
 - Schuler thanks the residents for their input, and responds to resident concerns citing the drafted revision to the comprehensive plan for the Southeast Planning Area.

- Kuhn asks if the concerns would be addressed if the rezoning request only applies to particular lots in the preliminary certified survey map; Kuhn further explains restrictions imposed by the zoning designation and restrictions imposed by the groundwater protection ordinance.
 - Kneebone comments on the transition from commercial designations to residential designations, and recommends the proposal come back to the commission considering the transition.
 - Kuhn responds that the commission could take action on designating only specific lots in the preliminary certified survey map included in the packet.
 - The applicant responds to the concerns of the residents, citing that there are additional appropriate uses in the B4 designation for residential property in the remainder of the parcel.
 - Vote: Wiza, no; Kneebone, yes; Rice, yes; Schuler, yes; Arntsen, yes; vote is 4-1, motion carries, the denial carries.
5. Presentation by Somerville Inc. on the preliminary planning and design progress for a potential new City Hall, with 1039 Ellis Street currently under consideration as a possible site.
- Background: Representatives from Somerville Inc. present on the preliminary planning and design process for a prospective new City Hall.
6. Discussion on preliminary planning and design progress for a potential new City Hall, with 1039 Ellis Street currently under consideration as a possible site.
- Discussion:
 - Rice asks about what alternatives for expansion may have been evaluated; Wiza responds.
 - Alder Morrow, District 11, speaks in favor of the demolition and build new option.
 - Schuler inquires about the costs of demolition; Somerville explains how the costs of demolition and abatement are included in the projections.
7. A request from the Redevelopment Authority of the City of Stevens Point to transfer ownership of Parcels 281240832202950, 281240832202969, 281240832202972, 281240832202804, and 281240832202814 to the Redevelopment Authority of the City of Stevens Point.
- Background: Neighborhood Planner Klesmith and Director Kivela provide background information regarding the request and recommend that the commission recommend approval of the resolution and transfer of all parcels presented.
 - Motion: Schuler moves to approve the request as presented.
 - Second: Rice seconds.
 - Discussion: No discussion.
 - Vote: Unanimous approval.
8. Selection of a Vice Chair for the City Plan Commission.
- Background: Wiza opens nominations for Vice Chair.
 - Schuler nominates Kneebone as Vice Chair. No other nominations received.
 - Motion: Rice moves approval of Kneebone as Vice Chair.
 - Second: Schuler seconds.
 - Discussion: No further discussion.
 - Vote: Unanimous approval.

9. Staff Update: Zoning Code Rewrite.

- Background: Kuhn provides an update regarding the zoning code rewrite.
- Discussion:
 - Andrea Olson comments on the viability of the surveying utilized in the zoning code rewrite process.

10. Director's Report.

- Background: Director Kivela provides an oral recount of the written report included in the agenda packet.
 - Schuler requests additional information regarding the Portage County Business Park Business Improvement District update; Kivela answers.

Closing Section:

11. Adjourn

- Meeting adjourned at 9:32PM.



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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	August 12, 2025 6:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u> Zoom Teleconferencing
			Meeting ID: 838 0927 7583 Passcode: 204436
			<u>By</u> Computer: https://us02web.zoom.us/j/83809277583?pwd=5VbpDrgWWKPkDhrJQ0iEqDn5DIVPlg.1
			<u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call.

- Meeting called to order at 6:00PM
- Members present: Alder Kneebone, Commissioners Arntsen, Beacom, Rice, Schuler
- Members excused: Mayor Wiza, Commissioner Miskowiak
- Alder Kneebone is nominated to chair by Beacom. Seconded by Schuler. No other nominations received.

Discussion and Possible Action on:

1. Report of the July 7, 2025 meeting of the City Plan Commission.

- Background: The report of the July 7, 2025 meeting of the City Plan Commission is included in the agenda packet.
- Motion: Schuler moves to approve.

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- Second: Arntsen.
 - Vote: Unanimous approval.
2. Review of Comprehensive Plan Chapter 1: Issues and Opportunities revisions and recommendation to Common Council.
 - Background: Sam Wessel, from the North Central Wisconsin Regional Planning Commission, and Neighborhood Planner Klesmith provide a recap of the planning process to date and planning process moving forward.
 - Discussion:
 - Comments are received from all commissioners present on the content of Chapter 1.
 - Motion: Schuler recommends to advance the Comprehensive Plan Chapter 1: Issues and Opportunities to the Common Council as amended.
 - Second: Rice seconds.
 - Vote: Unanimous approval
 3. Review of draft Comprehensive Plan Chapter 2: Natural, Agricultural, and Cultural Resources.
 - Background: Wessel presents the first draft of Comprehensive Plan Chapter 2 and topics yet to be incorporated.
 - Discussion:
 - Comments are received from all commissioners present on the Chapter 2 draft.
 - Public comments submitted by Lynn Markham, 302 Georgia St N., on the content of Chapter 2.
 - Comments are documented to be incorporated
 - No action is taken.
 4. Review of draft Comprehensive Plan Chapter 4: Utilities and Community Facilities.
 - Background: Wessel presents the first draft of Comprehensive Plan Chapter 4 and topics yet to be incorporated.
 - Comments are received from all commissioners present on the Chapter 4 draft.
 - Public comments are heard and submitted by Lynn Markham, 302 Georgia St N, on the content of Chapter 4.
 - No action is taken.

Closing Section:

1. Adjournment.
 - Meeting is adjourned at 8:31PM.

Administrative Staff Report



Department of Community Development

Convert a Detached Garage into an Accessory Dwelling Unit

301 Georgia Street North
September 2, 2025

<p>Applicant(s):</p> <ul style="list-style-type: none"> Chris Stehle <p>Staff:</p> <ul style="list-style-type: none"> Adam Kuhn, Associate Planner akuhn@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 281240830100126 <p>Zone(s):</p> <ul style="list-style-type: none"> "R-2" Single-Family Residential <p>Master Plan:</p> <ul style="list-style-type: none"> Residential <p>Council District:</p> <ul style="list-style-type: none"> District 4 Ald. Broderick <p>Lot Information:</p> <ul style="list-style-type: none"> Frontage: 148.75 ft. Depth: 252.43 ft. Lot Size: 37,548 sq. ft. (0.86 ac.) <p>Current Use:</p> <ul style="list-style-type: none"> Single-Family Residence <p>Applicable Regulations:</p> <ul style="list-style-type: none"> 23.01(15)(b) 	<p>Request</p> <ol style="list-style-type: none"> Public Hearing and action on a request from Chris Stehle for a conditional use permit to construct an accessory dwelling unit on the property located at 301 Georgia Street North (Parcel ID 281240830100126), consistent with Ch. 23.01(15)(b). <p>Attachment(s)</p> <ol style="list-style-type: none"> Application Plans <p>Findings of Fact</p> <ol style="list-style-type: none"> The applicant is requesting to convert an existing detached garage into an accessory dwelling unit. The existing detached garage is 780 square feet in size and its building footprint is not proposed to change as part of this proposed renovation. One bedroom and one bathroom are proposed to be located within the accessory dwelling unit, along with associated kitchen and living room space. In 2022, the Common Council adopted an accessory dwelling unit ordinance. The creation of an accessory dwelling unit requires a conditional use permit. The Plan Commission and Common Council may attach additional conditions onto this request. <p>Staff Recommendation</p> <p>Approve the conditional use permit to construct an accessory dwelling unit on the property located at 301 Georgia Street North (Parcel ID 281240830100126), subject to the following conditions:</p> <ol style="list-style-type: none"> Separate utility connections shall be installed to accommodate the accessory dwelling unit. A restrictive agreement between the property owner and the City, as required in Ch. 23.01(15)(g), shall be recorded with the Portage County Register of Deeds Office prior to occupancy of the accessory dwelling unit being granted. Staff shall have the ability to approve minor amendments to the proposed plan.
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Vicinity Map



Background

Overview: The applicant is requesting to convert an existing detached garage into an accessory dwelling unit. According to the applicant, the size of the detached garage (780 square feet) is not proposed to change to accommodate an accessory dwelling unit. Inside the structure, one bedroom and one full bathroom are proposed. Associated living room and kitchen space are proposed within this two-story building. The proposed use of this accessory dwelling unit is to house a child of the applicant.

As the Commission may recall, extensive conversations took place in 2021 and 2022 pertaining to the allowance of accessory dwelling units in the city. Prior to an accessory dwelling unit ordinance being adopted in 2022, accessory dwelling units were prohibited. One element of the accessory dwelling unit ordinance is that the construction of any accessory dwelling units would require a conditional use permit – the basis for this request.

For reference, included within this agenda packet is the accessory dwelling unit ordinance in its entirety. As this is the second accessory dwelling unit request being brought before the City Plan Commission for review, it is appropriate to address a few of the ordinance requirements:

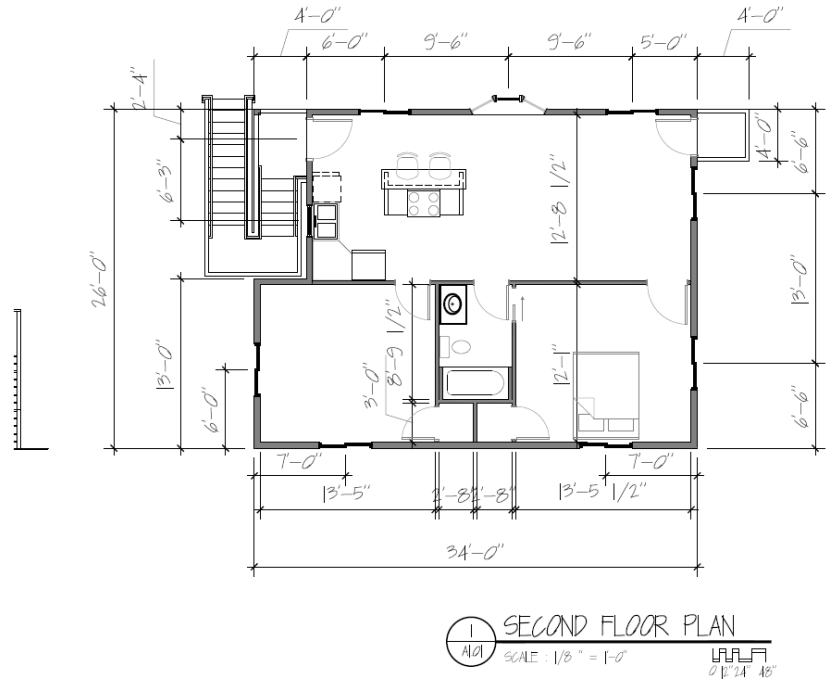
- **Separate utility connections:** A requirement of the accessory dwelling unit ordinance is that the accessory dwelling unit must have separate utility connections and would not be permitted to tie into the principal structure. The applicant is coordinating with the City’s Public Utilities staff to determine the best location to tie into existing utility infrastructure within the Georgia Street North Right-of-Way.
- **Restrictive Agreement:** The property owner of an accessory dwelling unit is required to occupy the principal structure for a period of at least ten months within a calendar year. To properly enforce this requirement, the adopted ordinance requires the property owner and City to execute a restrictive agreement outlining the aforementioned terms. As a condition of approval, a restrictive agreement would need to be recorded with the Portage County Register of Deeds Office prior to occupancy of the accessory dwelling unit.

The proposed accessory dwelling unit has been reviewed subject to the City’s fourteen standards for conditional use permit requests. An analysis of each review standard is 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. Single-family residential uses to the east and south of the subject property, while institutional uses (i.e., Madison Elementary School) exists to the east and multi-family development to the north. The location of the proposed accessory dwelling unit is adjacent to a drainage easement area that is owned by the City, which will provide additional separation to the northern property owner.



Findings: Accessory dwelling units are a conditional use within the “R-2” Single-Family Residence District. No major improvements are proposed to the exterior of the building, and no improvements are proposed to the site to service the proposed use (outside of underground utility infrastructure). 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: Accessory dwelling units are a conditional use within the “R-2” Single-Family Residence District.

Findings: Single-family uses surround the subject property on lots that are zoned “R-2” Single-Family Residential, with Madison Elementary School located to the east. Staff believes that this proposal would not pose a detriment to the existing residential neighborhood nearby. Additionally, the size of the subject property (over 37,000 square feet) is over four times the amount of lot size that is required to accommodate an accessory dwelling unit (8,000 square feet). This increased lot size should act as an additional safeguard to neighboring properties.

- 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 single- and two-family residential development.

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

- 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: Minor exterior improvements are proposed to accommodate the proposed accessory dwelling unit. Exterior improvements include the installation of a new entrance door and stairwell. Additional siding will be installed in the area where additional building height will be provided. Any additional siding that is installed will match the existing exterior appearance of the structure.



Findings: Staff believes that the proposed improvements will make the exterior appearance of the structure similar to that of accessory dwelling units permitted in neighboring communities. The proposed accessory dwelling unit will have a complementary appearance to that of neighboring residences.

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

Analysis: Utilities do not currently service the detached garage.

Findings: As a requirement to construct an accessory dwelling unit, the accessory dwelling unit must have separate utility connections from that of the principal structure. Utility infrastructure exists within the Georgia Street North Right-of-Way. The applicant has been in discussions with Public Utilities Department staff as to ways to connect the proposed accessory dwelling unit to public infrastructure.

- 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 Georgia Street North. As the proposed accessory dwelling unit is set back 65 feet from the Georgia Street North Right-of-Way, a sufficient length of driveway exists to meet parking requirements as identified within the City’s Zoning Code (i.e., one parking space).

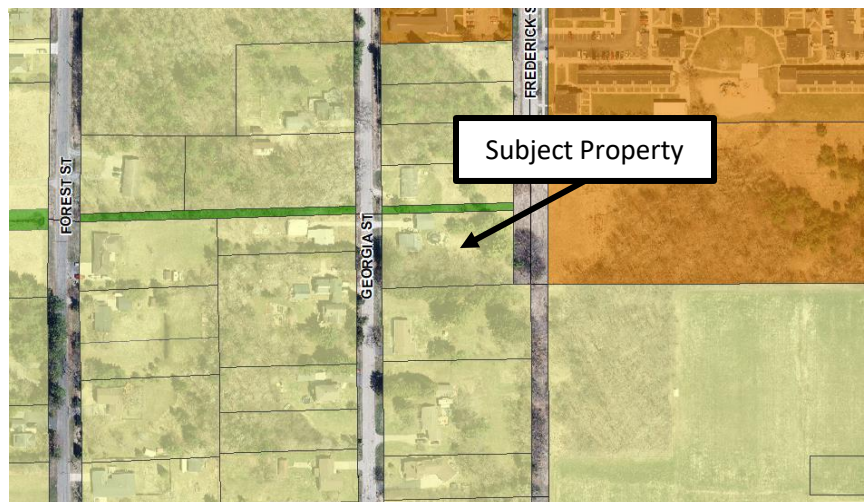
Findings: Staff believes that access is appropriate and that the proposed use would not create issues with traffic mobility.

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.

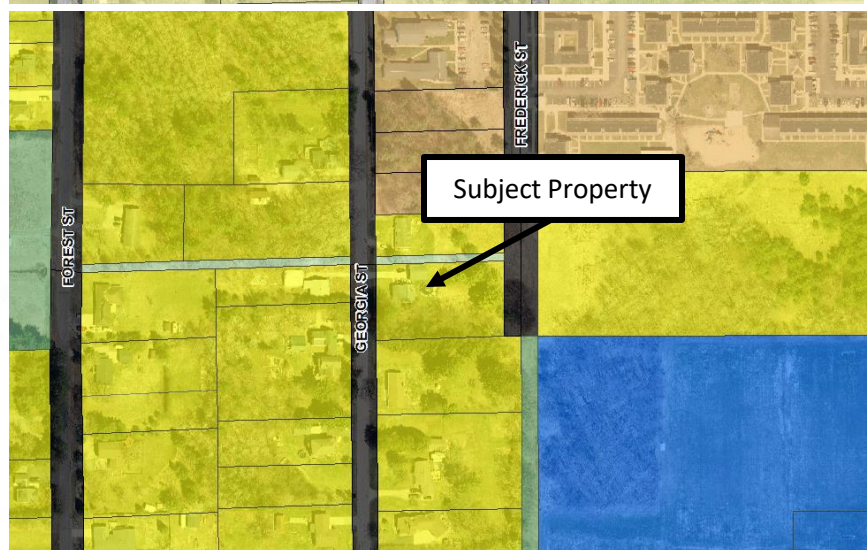
Analysis: The City’s 2005 Comprehensive Plan Future Land Use Map has identified the subject property for residential use. Please note that this residential designation encompasses both single-family and two-family residential uses. The subject property is zoned “R-2” Single-Family Residential. According to the City’s Zoning

Code, the “R-2” District is established “to provide the population density and used primarily for single family living, which is expected to accommodate the numerous residential developments already at the density of this district, and this district would accommodate other housing not on City sewer. This district is to be located consistent with the City’s Comprehensive Plan.”

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



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



Findings: Staff believes that the proposed use meets the intent of the “R-2” District. The intent of the “R-2” District is to allow for single-family residential development. While two one-unit residences would be located on the combined parcel, staff believes that this occurrence would complement this intent statement given the subject property exceeding minimum lot size requirements fourfold. Additionally, having a smaller one-unit

residence arguably acts as an appropriate buffer between larger single-family residences to the south and multi-family development towards the north.

- 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: The conditional use request is seeking to convert an existing detached garage into an accessory dwelling unit. Accessory dwelling units are a conditional use within the “R-2” District.

Findings: The regulations of the City’s Accessory Dwelling Unit Ordinance are met provided that the above permit conditions are fulfilled.

- 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 systems of the community.**

Analysis: One residential unit is proposed to be created. The proposed use would provide a similar land use intensity within adjoining single-family homes.

Findings: The addition of one housing unit 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. This standard is met.

- 10. Principal – Applications for exclusive multi-family residential uses: The view from the street should maintain a residential character. The view should not be dominated by the building and not by garages, parking, mechanical equipment, garbage containers, or other storage.**

Analysis: N/A

Findings: N/A

- 11. Access to the site shall be safe.**

Analysis: Vehicular access to the subject property is off of Georgia Street North.

Findings: Based on the low-intensity land use that is being proposed, 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: Utility connections exist within the Georgia Street North Right-of-Way. As stated earlier, the accessory dwelling unit is required to have separate utility connections from the primary residence.

Findings: The footprint of the garage is not proposed to change as part of this accessory dwelling unit request. As such, access and stormwater controls are sufficient for the proposed use.

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: No additional lighting is proposed.

Findings: Lighting would be provided by the building.

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 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		Fee Required	300	Fee Paid	8/12/25 ✓
Associated Applications if Any				Assigned Case Manager	# 2-20751		
Pre-Application Conference Date				Conditional Use Permit Request	Use <input type="checkbox"/>	Amend <input type="checkbox"/>	

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)	
Applicant Name	Christopher James Stehle	Contact Name	
Address	301 Georgia St. N.	Address	
City, State, Zip	Stevens Point, WI, 54481	City, State, Zip	
Telephone	7153408104	Telephone	
Fax		Fax	
Email		Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	Brooke S. Stehle
Address		Address	301 Georgia St. N
City, State, Zip		City, State, Zip	Stevens Point, WI, 54481
Telephone		Telephone	7152133043
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)] 301 Georgia St. N		
Parcel 1	Parcel 2	Parcel 3
* 281-24-0830100126		
Legal Description of Subject Property		
301 Georgia St. North (couldn't find)		
Designated Future Land Use Category		Current Use of Property
		Residential
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)		
<p>We will be adding an ADU on top of my garage for my 18 year old son.</p> <p>Timeline: Start Construction Late September for running Utilities/Cement Pouring/Foundational work and the Framing/Construction starting Early to Mid October</p>		
How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)		

The allowance of ADU's will give family prosperity and enhance the neighborhood's vibrancy and connectivity, making it more livable and attractive for residents in this economy.

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

We designed and put the living room and main windows to face towards the South where there is a 20 foot thick woods line, so privacy and lighting will not impact neighbors

Current Zoning Surrounding Subject Property

North:	Single Family Residential	South:	Single Family Residential
East:	Multiple Family I Residential	West:	Single Family Residential

Current Land Use Surrounding Subject Property

North:	Single Family Residential	South:	Single Family Residential
East:	Multiple Family I Residential	West:	Single Family Residential

EXHIBITS

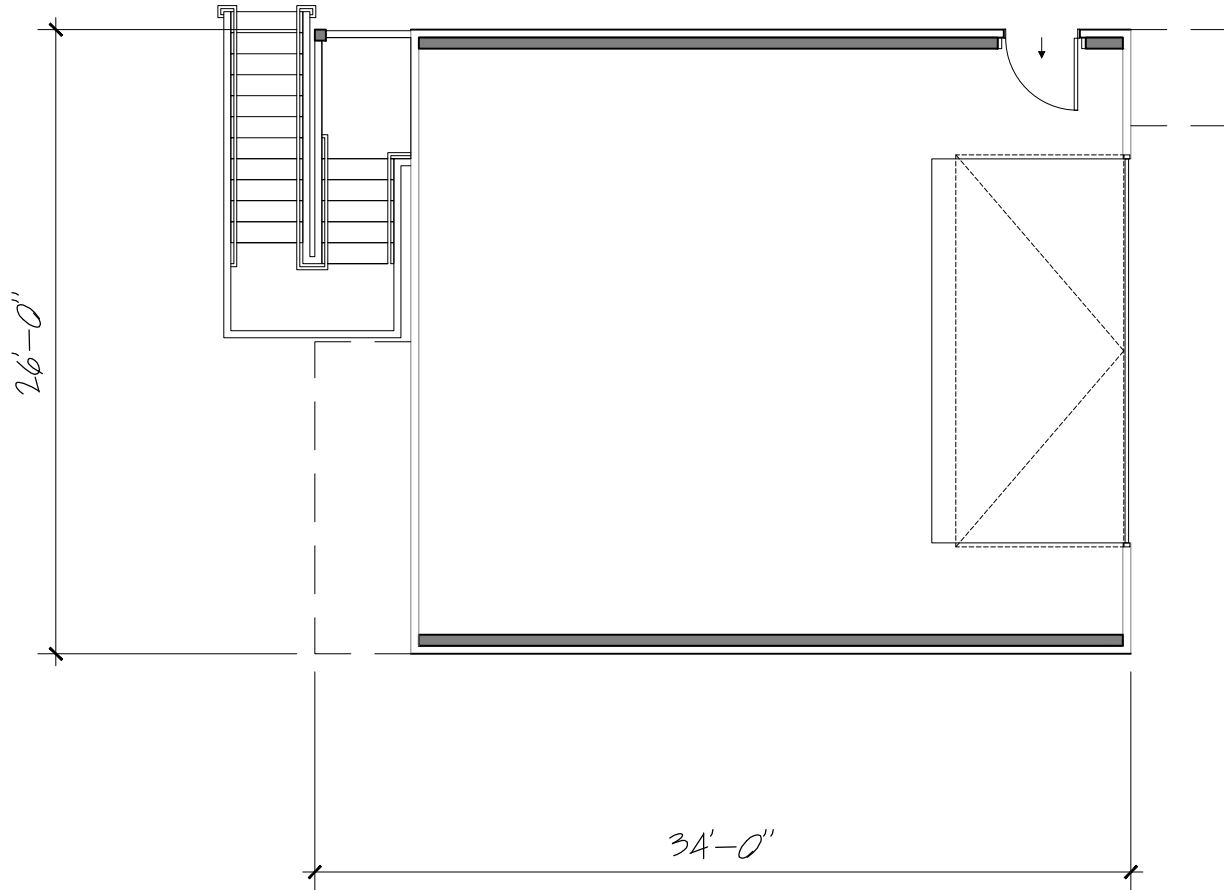
Owner Information Sheet Property Records	<input type="checkbox"/>	Additional Exhibits If Any:
Letter to District Alderperson	<input type="checkbox"/>	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	<input type="checkbox"/>	
Site Plan (designating primary, side, and service street frontages)	<input type="checkbox"/>	
Building Elevations Not to exceed 20 ft (measured from grade to halfway up the roof truss)	<input type="checkbox"/>	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	<input type="checkbox"/>	
Street Plan with Cross-sections Will be no change	<input type="checkbox"/>	
Utility Plan All separate utility connections vs the house	<input type="checkbox"/>	
Landscape Plan (including any equivalent alternative landscaping requests)	<input type="checkbox"/>	
Stormwater Plan Will be no change	<input type="checkbox"/>	
Outdoor Lighting Plan (location of fixtures, illumination levels)	<input type="checkbox"/>	

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
	8-7-25		8-7-25

Brooke Shenle 8-7-25



1
A1.1

MAIN FLOOR PLAN

SCALE : 1/8" = 1'-0"

0'12"24" 48"

Main Floor Plan

Mother-in-Law Suite
 FOR
 Chris Stehle
 301 Georgia Street
 Stevens Point, Wisconsin

DATE
 04/24/24
 PROJECT NO.
 25012

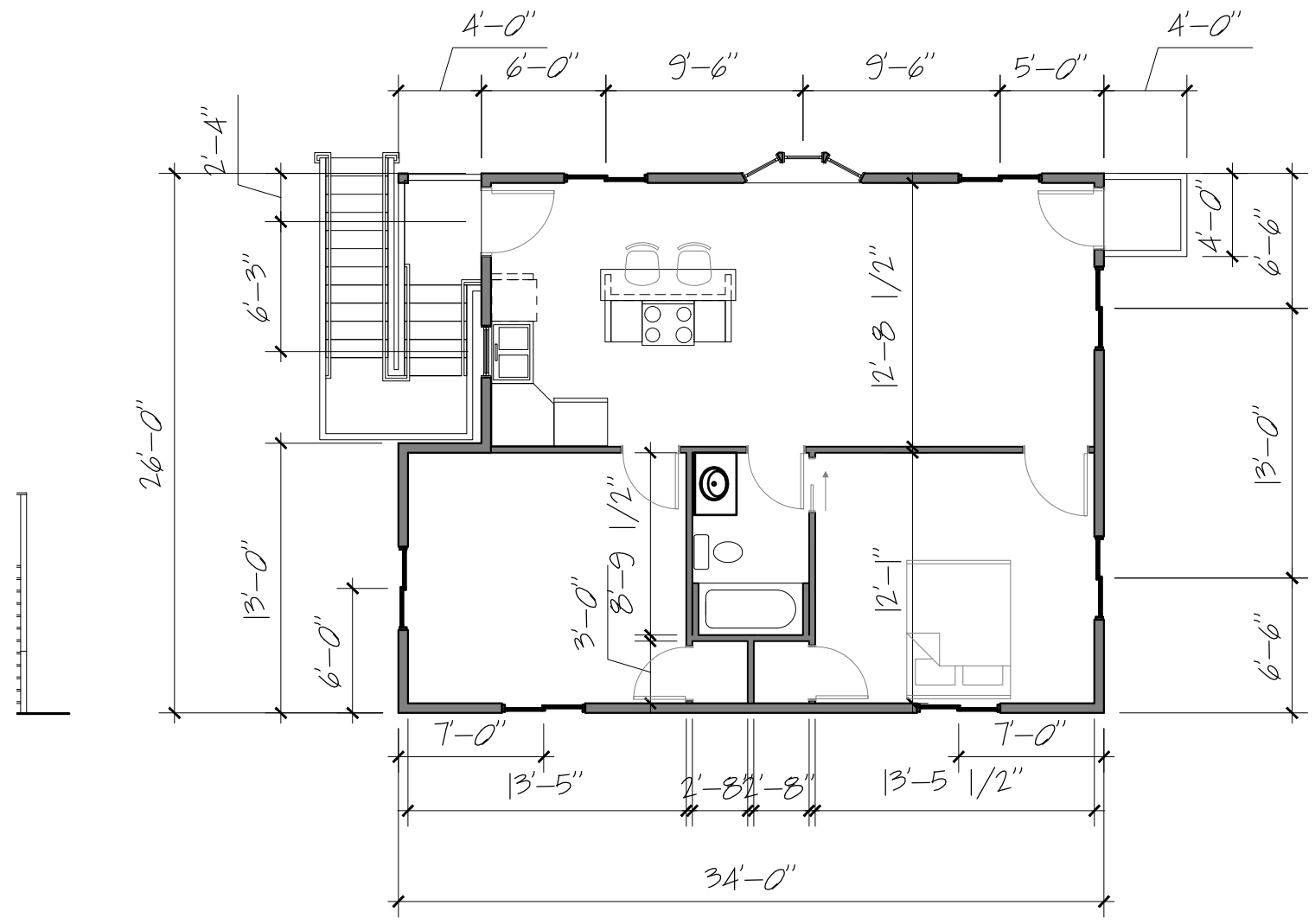
A1.1

Second Floor Plan

Mother-in-Law Suite
FOR
Chris Stehle
301 Georgia Street
Stevens Point, Wisconsin

DATE
07/30/25
PROJECT NO.
25012

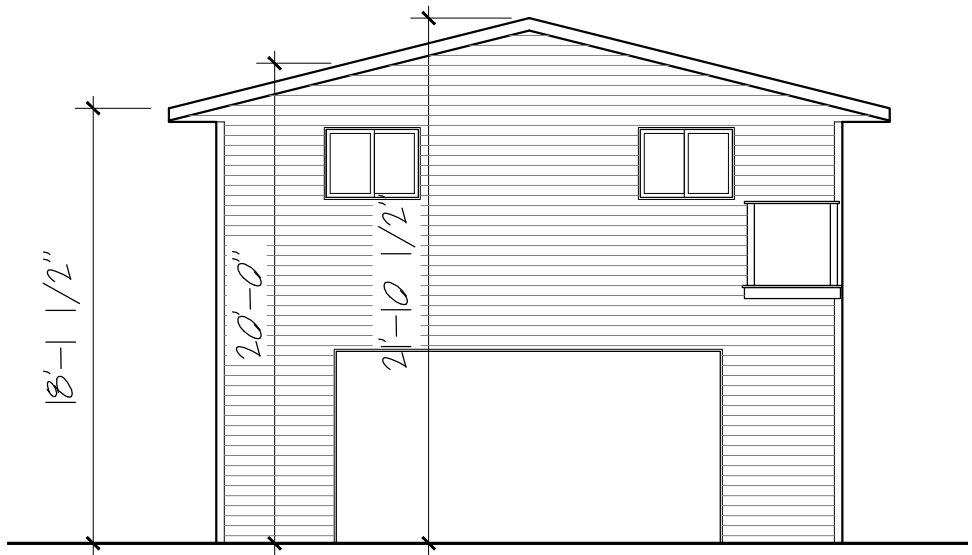
A1.0



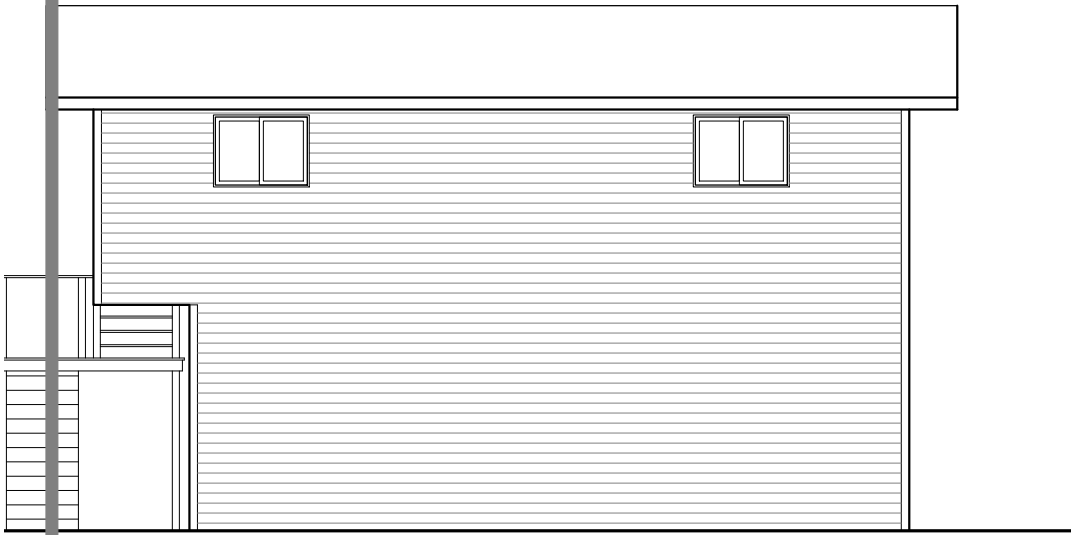
1 SECOND FLOOR PLAN
A1.0 SCALE : 1/8" = 1'-0"
0'12"24" 48"



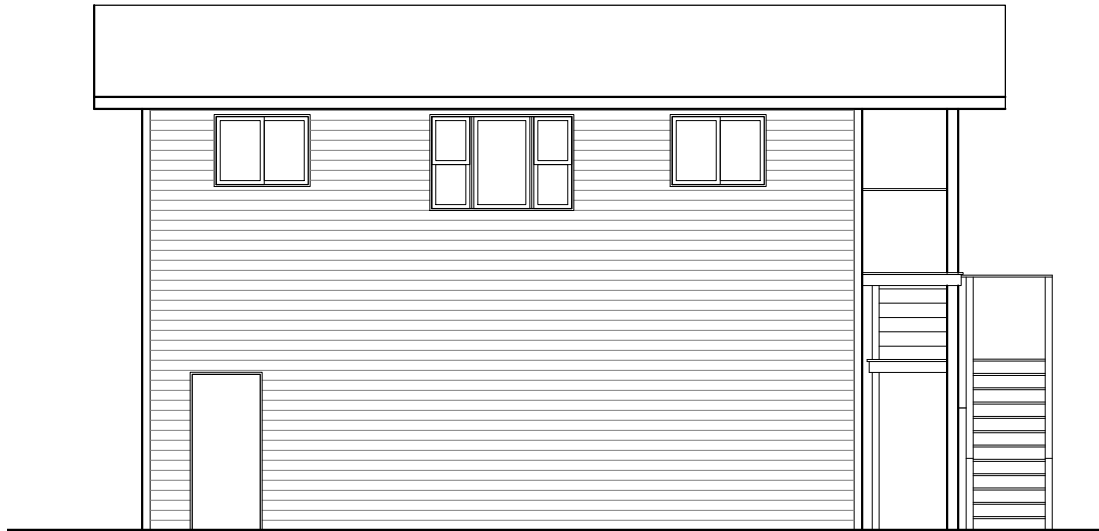
2 EAST ELEVATION
A2.1 SCALE : 1/8" = 1'-0"
0 2' 4' 8'



1 WEST ELEVATION
A2.1 SCALE : 1/8" = 1'-0"
0 2' 4' 8'



2 NORTH ELEVATION
 A2.2 SCALE : 1/8" = 1'-0"
 0 2' 4' 8'



1 SOUTH ELEVATION
 A2.2 SCALE : 1/8" = 1'-0"
 0 2' 4' 8'

Section

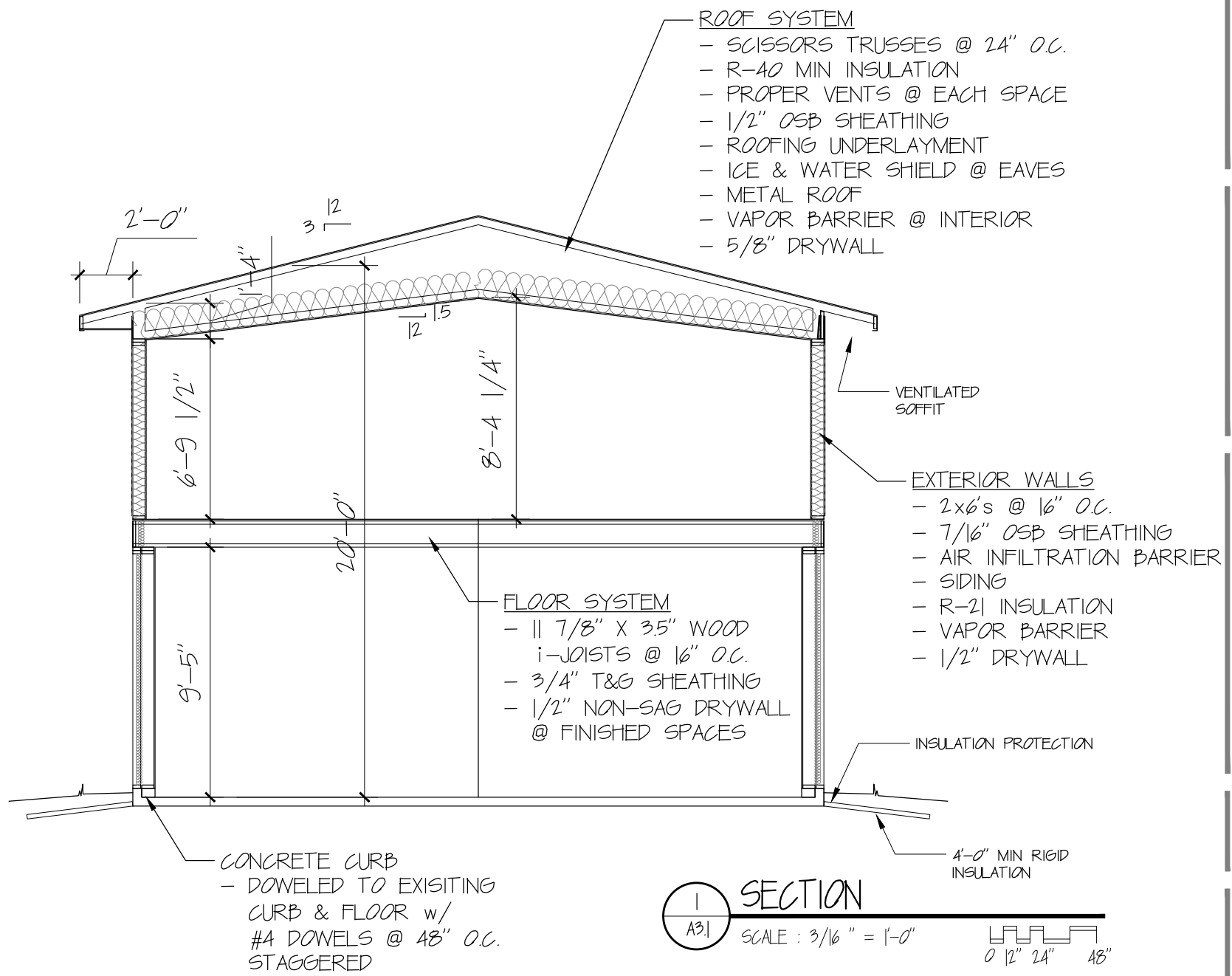
Mother-in-Law Suite

FOR
 Chris Stehle

301 Georgia Street
 Stevens Point, Wisconsin

DATE
 04/24/24
 PROJECT NO.
25012

A3.1



Chris Stehle: CONDITIONAL USE PERMIT * Addition Answers Sheet.

So I would like to explain how the ADU will be used and help my family. We have an 18 year old boy who just graduated and a 8 year old girl. We have bought land in Florida and want to build once my daughter turns 18, so in 10 years. We would like to be snow birds and come back to Stevens Point in the summers. By doing this ADU we get my son to start be on his own and learning to be independent. All of mine and my wife's family are here in central Wisconsin, they are not joining us in Florida besides a vacation. So there are many aspects to the ADU that could come into play: like a grand parent or my daughter when 18 taking over it if my son gets married or something.

What I'm trying to say is that: I know you can't let non-family members stay in the ADU which I have NO Intention of. I also realize no more than 2 non-related people living in the ADU. I need family members to stay and can trust to take care of my property while I enjoy the winters in Florida =)

Thank you for giving me the opportunity to have this option for my family to stay closer and give me an avenue to come back to my home instead of selling it because I don't trust too many people now a days that would take care of it like family would!

Talked with neighbors and told them plans and they said that sounds good!

I Hired a while ago John Dolan as Architect and Andrew Lehman as my contractor from Cardinal Home Builders and have been working on this since May of this year.

Site Plan: No changes to any space on the ground of my property except UP in the air and a stair well on east side going up to upper unit.

Things I Understand what needs to happen:
ADU can't be more then 900 Square Feet
Garage needs to be heated
4 Feet Frost Wall Insulation added around structure

Building Elevations: Building and Roof Height Max for ADU is met in Final Architectural Blue Prints

Street & Parking Plans: There will be no changes to vehicles and parking due to my 18 year old graduated son moving out into the ADU and is already parking in our garage/driveway.

Utility Plans:
Utilities will be placed on the Back Right East Wall: Gas, Sewer, Water, and Electric
Fully aware that the ADU needs All Separate Utilities

Landscape Plan: No Changes

Storm Water Plan: No Changes

Lighting Plan: EAST Back Stairs will be Motion Detection light, We have no houses to the East of us and it is undeveloped woods behind Madison School. All other lighting is on West side which has no change due to Motion light only being in use for outside of garage

From: [Michael Kurtz](#)
To: [Adam Kuhn](#)
Subject: Well Permit
Date: Monday, August 25, 2025 2:41:32 PM

Hi Adam,

I received the information about the public hearing on September 2nd regarding the request for a conditional use permit to construct an accessory dwelling unit at 301 Georgia Street. I actually have a meeting that night, so I can't attend. However, I spoke with our building and grounds manager, the school principal, and the superintendent, and we do not see any problems with this.

Thank you,
Mike Kurtz

--

Michael Kurtz, Ed.D., CSR
Director of Business Services

Stevens Point Area Public School District
1900 Polk Street
Stevens Point, WI 54481
mkurtz@pointschools.net
715-345-5501



MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: September 2, 2025

RE: Subdivision Ordinance Amendment – Minimum Diameter of Cul-de-Sacs

Background: Over the last year, the City has experienced a greater interest from private developers in having street networks that terminate into a cul-de-sac. This increase in interest is, in part, due to the City's prioritization of infill development, where maintaining a grid-style street network may not always be feasible.

The City's Subdivision Ordinance currently requires that cul-de-sacs maintain a minimum diameter of 110 feet. Over time, emergency vehicles like fire trucks have increased in length – so much so that a 110-foot-wide cul-de-sac is not satisfactory for turning radii of these larger vehicle apparatuses. In consultation with the City's Fire and Public Works Departments, the attached ordinance amendment seeks to increase the minimum diameter of cul-de-sacs from 110 feet to 124 feet.

If you have any questions, please let me know.

www.stevenspoint.com

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

[Chapter 20 of the Revised Municipal Code – Subdivision Control Ordinance – Minimum Diameter of Cul-de-Sacs for Dead-End Streets]

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

SECTION I: That Section 20.06(2)(e), Subdivision Control Ordinance of the Revised Municipal Code of the City of Stevens Point, shall be amended as follows:

- e) Dead-end Streets. Cul de sacs, or streets designed to have one end permanently closed, shall not exceed 500 feet in length unless approved by the Plan Commission and Common Council and shall terminate with a turn-around of not less than ~~110~~ **124** feet in diameter.

SECTION II: That this ordinance shall take effect upon passage and publication.

Approved: _____
Mike Wiza, Mayor

Attest: _____
Susan Pagel, City Clerk

Dated: September 2, 2025
Adopted:

Committee: Plan Commission
Drafted by: Adam Kuhn
Return to: City Clerk



MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: September 2, 2025

RE: Update on Zoning Ordinance Rewrite – September 2025

The following provides a summary of some key actions taken in July for the Zoning Code rewrite, along with expected actions to be completed in August.

July Public Informational Meetings: One public informational meeting was held in August, focusing on the Jefferson, Center & Dixon Street neighborhoods. While there are several additional meetings scheduled this fall, themes are beginning to arise as to what residents do and do not want to see. As a reminder for the Plan Commission, I will be presenting a final report on the public engagement phase of the Zoning Code rewrite project in late-October. This report will outline key actions that should be included in the new Zoning Code, which will serve as a whitepaper for myself and you in reviewing draft code sections in 2026. I will be reaching out to you individually to schedule this October meeting.

Public Informational Meeting Schedule – September 2025: Below includes the upcoming meetings this month.

- September 10th, 5:30pm: Church & Patch Street (McKinley Elementary School Room B110, 2926 Blaine Street)
- September 18th, 6:00pm: McDill Pond Association Meeting (Ben Franklin Junior High School)
- September 23rd, 6:00pm: Downtown Business Improvement District Town Hall (Mid-State Technical College, 1001 Centerpoint Drive)
- September 25th, 5:30pm: Far Northside & Falcons Cove Subdivision (Stevens Point Area High School Classroom 1000, 1201 North Point Drive)

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Public Survey & Focus Groups: The sustainability and site design survey was released on July 30th and closed on August 12th. Survey results can be found at <https://stevenspoint.com/1463/Zoning-Code-Rewrite>.

Community-wide Land Use Workshop: In partnership with a few professors from the University of Wisconsin-Stevens Point Center for Land Use Education, the City will be hosting a community-wide land use workshop on Monday, November 10th from 9:00am-12:00pm in the LEAD Center at Mid-State Technical College. Items planned to be addressed include the playing of the Land Use Game, identifying preferred locations of residential types, preferred site amenities and more. Space is limited, and a RSVP form will go out to the public the closer we get to the event.



DIRECTORS REPORT

To: City Plan Commission
From: Jarod Kivela, Director of Community Development
Date: August 27, 2025
RE: **Directors Report**

Development Updates

- **Portage County Business Park BID/Downtown BID:** Interviews for the new BID Executive Director have concluded. Karen Margelofsky has been hired as executive director of both the Downtown BID and the Portage County Business Park BID and will be starting Oct. 1. Karen comes into the role with prior Main Street knowledge from Eagle River (revitalization, grant writing, public space improvements, etc.). We are excited to have her on board!

(PCBP BID) The process of dissolving the owners' association and changing the Deed Restrictions and Protective Covenants to allow the Portage County Business Park BID to control them has also concluded. This has been a lengthy multi-month process, but it was necessary. Now that the process has been finalized, the BID can work to amend the DRPCs as desired (with ample votes by members). Revisions will coincide with the Zoning Code rewrite to ensure there is no unnecessary overlap. A subcommittee of Business Park stakeholders will be formed to evaluate any changes.

- **Forest Creek Subdivision:** Currently, 12 of the 18 lots with offers have closed. We expect the remaining 6 lots to close on September 10th. with construction potentially starting this year on one or two of those lots. Currently, the first 9 homes that were being built are wrapping up and are receiving occupancy this month or next month. City staff is also continuing to implement the LOI concept for vacant lots to see if additional interest can be spurred.

Staff has also been working diligently with USPS to install cluster mailboxes in the subdivision. It was originally stated by USPS that standard individual mailboxes were desired. In late July, that direction was amended, and staff had to work to get the CBU's installed by the end of August. Thank you to the Public Works Crew for their assistance and for accommodating the request. The units have

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been installed, and we are waiting for USPS to install their master locks on the units before they can be utilized.

Staff has also been working with TDS to install Fiber throughout the subdivision. TDS has put a rush on this project and hopes to have the lines in and active by mid-September.

Address	Lot Number	Sale Date	Purchase Price
0 FOREST CREEK RD STEVENS POINT WI 54482	15	5/6/2025	\$65,000.00
0 FOREST CREEK RD STEVENS POINT WI 54482	17	6/27/2025	\$55,000.00
0 FOREST CREEK RD STEVENS POINT WI 54482	18	7/3/2025	\$55,000.00
5581 FOREST CREEK RD STEVENS POINT WI 54482	27	4/9/2025	\$22,000.00
5573 FOREST CREEK RD STEVENS POINT WI 54482	28	4/9/2025	\$22,000.00
5572 GOLLA RD, STEVENS POINT, WI 54482	34	4/9/2025	\$45,000.00
5566 GOLLA RD, STEVENS POINT, WI 54482	35	4/9/2025	\$45,000.00
220 LEONARD ST STEVENS POINT WI 54482	37	5/23/2025	\$50,000.00
212 LEONARD ST, STEVENS POINT, WI 54482	38	4/9/2025	\$50,000.00
211 JOE ST, STEVENS POINT, WI 54482	41	4/9/2025	\$50,000.00
219 JOE ST STEVENS POINT WI 54482	42	5/23/2025	\$50,000.00
0 FOREST CREEK RD STEVENS POINT WI 54482	49	PENDING	\$25,000.00
0 FOREST CREEK RD STEVENS POINT WI 54482	50	PENDING	\$25,000.00
0 FOREST CREEK RD STEVENS POINT WI 54482	51	PENDING	\$25,000.00
0 FOREST CREEK RD STEVENS POINT WI 54482	52	PENDING	\$25,000.00
0 FOREST CREEK RD STEVENS POINT WI 54482	53	PENDING	\$25,000.00
0 FOREST CREEK RD STEVENS POINT WI 54482	54	PENDING	\$25,000.00
5469 FOREST CREEK RD STEVENS POINT WI 54482	55	4/9/2025	\$25,000.00

- 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. City Staff continues to evaluate and advocate for ways to make this area more attractive and set it up for success. The City's new industrial park site in TID 14 (Badger Ave area) is continuing to be overlooked by businesses, as it does not have high-pressure gas available for use or rail access. Many businesses looking to locate in an area like this want to have the systems already installed or have a guaranteed installation date.

- **Shopko Site:** City Staff continues to work with a potential workforce housing developer for a portion of this site. The developer is currently navigating timeline conflicts with a grant from the DOA and a hard project start date set by WHEDA. We hope to have this ironed out by mid to late August.

Staff has completed the process of declaring the area as blighted and transferring the properties to the RDA. City Staff ensured that a satisfaction confirmation was provided by the WIDNR before proceeding. Documents for the property transfer occurred the week of Aug 25th.

Staff has also started conversations with other potential developers who contacted the City through the recent RFP that was released for the parking lot area. Some have indicated interest in the northern portion of the site (not in the RFP), some have indicated interest in the southern portion, and some have indicated interest in the whole site. Staff continues to explore these options with the RDA.. A meeting in September or October will be scheduled (tentative) to discuss these projects.

Staff will be discussing the potential to design the new right-of-way included in this project in 2026 and 2027. Depending on funding (EPA, WEDC Idle Sites Program, WEDC Brownfield Program, etc.), work could potentially start in 2026.

- **City Hall:** The City Council made a decision to build a new on the 1039 Ellis Street site. Staff have now started the initial design process for the new build with Somerville Architects. While the design work progresses, Staff will work on any additional items needed to prepare for the work (Phase 2 ESA coordination, demolition coordination, survey work, finalizing the transfer with the county, etc.). Although there is a lot of work ahead of us, it is great to see progress.
- **The Oaks on Maria Drive:** Work continues! The building is buttoned up, and interior work continues.
- **Airport Development:** These sites have been listed on Locate in Wisconsin. Staff continues to market these parcels. Staff is exploring a potential development that would be non-aviation related, but would work well in the space. More to come once information can be made public.
- **1466 Water Street/Edgewater Manor Site:** Pelton Builders recently notified the City that they would like to rescind the LOI and withdraw their interest on the site. The contamination aspect of the site was outside of their typical development desires and they are now working with the City on a potential new site for a multi-family project. An RFP has been rereleased for this property.
- **Comprehensive Plan:** Staff have contracted with the North Central Wisconsin Regional Planning Commission to assist with this effort. The first sections are to be reviewed in the coming weeks by staff, the RPC, and the Planning Commission.

General Department

- We will have a new intern starting on September 3rd. Anna Sager from UWSP will be joining us to primarily assist with the Zoning Code rewrite, but will also be available to assist with other work as able. We are excited to have her on board!
- Emma Thompson was our recent hire for the Community Development Technician position. Due to a family medical emergency, she had to step away from the role. After an evaluation of the department, Loren De Lonay was promoted to the Community Development Technician and the Permit Technician role was posted. Loren has to take on both roles in the interim, but will transition once our new hire steps into the Permit Technician role. Rebecca Taylor from Stevens Point has recently accepted the Permit Technician role and will start on September 10th. We are very excited to have her on board.