



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 Rice
- Commissioner Schade Stroik
- Commissioner Schuler

**AGENDA**

**CITY PLAN COMMISSION**

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<b>Date and Time:</b>	May 4, 2026 6:00 PM	<b>Location:</b>	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u>
			<u>Zoom Teleconferencing</u>
			Meeting ID: 861 4843 5500 Passcode: 806497
			<u>By Computer:</u>
			<a href="https://us02web.zoom.us/j/86148435500?pwd=i8lvP4vtHHbXt">https://us02web.zoom.us/j/86148435500?pwd=i8lvP4vtHHbXt</a>
			<u>By Phone:</u> +1-312-626-6799 (US Chicago)

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Opening Section:

1. Roll Call

Discussion and Possible Action on:

2. Report of the April 6, 2026 meeting of the City Plan Commission.
3. A request from Bailey Voigt, representing I-39 Properties LLC, for a modified sign variance request to install a freestanding sign on the property located at 5101 Woodward Drive (Parcel ID 281240835300053), consistent with Ch. 25.14.
4. Public Hearing and action on a request from Benjamin Nusz, representing Mid-State Technical College, for conceptual plan approval of a proposed development on an unaddressed parcel bounded by Badger Avenue (Parcel ID 281230801310002), consistent with Ch. 23.02(4)(b)(5).
5. Public Hearing and action on a request from Benjamin Nusz, representing Mid-State Technical College, for a conditional use permit to operate a technical college facility on an unaddressed parcel bounded by Badger Avenue (Parcel ID 281230801310002), consistent with Ch. 23.02(1)(c)(3)(d).
6. Public Hearing and action on a request from Paul Gnan, representing the Central Wisconsin Lutheran High School, for a conditional use permit to operate a parochial high school on the property located at 5225 Heffron Court (Parcel ID 281230802200031),

consistent with Ch. 23.02(1)(c)(3)(d).

7. Public Hearing and action on a request from Tyler Ignatowski, representing Little Captain LLC, to rezone the property located at 2928 Stanley Street (Parcel ID 281240828402021) from the “R-LD” Low-Density Residence District to the “R-4” Multiple Family I Residence District.
8. Public Hearing and action on a request from Tyler Ignatowski, representing Little Captain LLC, to apply a “PD” Planned Development Overlay District designation to the property located at 2928 Stanley Street (Parcel ID 281240828402021), consistent with Ch. 23.02(4)(b)(5).
9. Public Hearing and action on a request from Tyler Ignatowski, representing Little Captain LLC, for a conditional use permit to construct multi-family residential buildings on the property located at 2928 Stanley Street (Parcel ID 281240828402021), consistent with Ch. 23.01(14)(f) and 23.02(1)(f)(3)(b).
10. A request from Tyler Ignatowski, representing Little Captain LLC, for a site plan review to construct multi-family residential buildings on the property located at 2928 Stanley Street (Parcel ID 281240828402021), consistent with Ch. 23.02(4)(b)(1)(2).
11. A request from the City of Stevens Point to exercise a buy-back option — Schertz Properties LLC (Doc. No. 706813) for PIN 281240832202963.
12. Discussion on Forest Creek Subdivision - Phase 2 Development Strategy and Proposed RFP Process
13. March 2026 Monthly Report.
14. Director's Report.

Closing Section:

15. Adjourn

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**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.

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# MINUTES

## CITY PLAN COMMISSION

### Members

- Mayor Wiza
- Alderperson Kneebone
- Commissioner Arntsen
- Commissioner Beacom
- Commissioner Rice
- Commissioner Schade Stroik
- Commissioner Schuler

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**Date and Time:** April 6, 2026  
6:00 PM

**Location:** Community Room  
933 Michigan Avenue, Stevens  
Point, WI

OR

Zoom Teleconferencing

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### Opening Section:

#### 1. Roll Call

- Meeting called to order at 6:00 P.M.
- Members present: Mayor Wiza, Alder Kneebone, Commissioners Arntsen, Beacom, Rice, Schade Stroik, Schuler.

### Discussion and Possible Action on:

#### 2. Report of the March 2, 2026 meeting of the City Plan Commission.

- Background: Minutes of the March 2, 2026, meeting of the City Plan Commission were included in the agenda packet.
- Motion: Kneebone moves to accept the meeting minutes.
- Second: Arntsen seconds the motion.
- Vote: Unanimous approval.

#### 3. Public Hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance, of the Revised Municipal Code of the City of Stevens Point. Said request amends Section 23.02(4)(c) pertaining to general standards and land use regulations within the "A-H" Airport Height Overlay District.

- Background: Associate Planner & Zoning Administrator Kuhn provides an overview of the request and answers questions from the Commission.
- Public Hearing: Mayor Wiza declares the public hearing open. None wishing to speak, public hearing closed.
- Motion: Kneebone moves to approve the ordinance amendments as presented.
- Second: Beacom seconds the motion.

- Vote: Unanimous approval.
- 4. Public Hearing and action on a request from Mike Helmrick, representing the City of Stevens Point, for a preliminary subdivision plat review on an unaddressed parcel bounded by Maria Drive & Union Street North (Parcel ID 281240829240047) and an unaddressed parcel bounded by Maria Drive (Parcel ID 281240829240033), consistent with Ch. 20.05(1).**
- Background: Associate Planner & Zoning Administrator Kuhn provides an overview of the request and staff answers questions from the Commission.
  - Public Hearing:
    - Chelsea Martin, 1017 Maria Drive, speaks about the wetlands and animals present in that plat and the green space it provides for the neighborhood.
    - Mary Firkus, 233 Second Street North, asks about ownership of the plat, and any deed restrictions as well as location of the provided maps after the meeting.
  - Discussion:
    - Staff answers questions from the public and the commission.
  - Motion: Schuler moves to approve the preliminary subdivision plat as presented.
  - Second: Rice seconds the motion.
  - Vote: Unanimous approval.
- 5. Public Hearing and action on a request from Partnering Together of Portage County to rezone portions of the property located at 2854 Church Street (Parcel ID 281230805101608) from the “R-2” Single-Family Residence District to the “B-4” Commercial District.**
- Background: Associate Planner & Zoning Administrator Kuhn provides an overview of the request and staff answers questions from the Commission.
  - Public Hearing:
    - Sherry Hughart, 3050 Lindbergh Avenue, speaks about the property value and tax affect the rezoning may have on the residential neighborhood.
    - Alyssa Hughart, 3050 Lindbergh Avenue, speaks about her time as a warming shelter volunteer and the lack of respect some of the individuals showed for the building. She shares her concerns regarding the location.
    - Kevin Ruder, 3364 April Lane, shares his concerns regarding the location.
    - Larry Austin, Plover, speaks about the need for a place for unhoused people to go at night and speaks in favor of the location, citing a similar residential area placement of the Salvation Army.
    - Danny Mercer, 299 Bill's Drive, shares that he doesn't think the rezoning will have any impact on the surrounding neighborhood's property values.
    - Deb Knippel, 611 Soo Marie Avenue, speaks in favor of the rezoning.
    - Alicia Ruder, 2849 Henrietta Street, asks about any other options available other than rezoning to commercial.
    - Bill Yudchitz, Revelations Architects, speaks about the plan they submitted for rezoning and some of the offsets present.

- Laurie Grubba, 1032 Whiting Avenue, shares concerns about where individuals will go if they are turned away from the shelter.
- Beth Crotteau, 649 Walker Street, shares concerns regarding the potential effects on surrounding properties.
- Discussion:
  - Staff answers questions from the commission.
- Motion: Beacom moves to approve the rezoning with staff recommendations.
- Second: Arntsen seconds the motion.
- Vote: Unanimous approval

**6. Public Hearing and action on a request from Partnering Together of Portage County for a conditional use permit to operate a temporary housing facility on the property located at 2854 Church Street (Parcel ID 281230805101608), consistent with Ch. 23.02(1)(f)(3)(f).**

- Background: Associate Planner & Zoning Administrator Kuhn provides an overview of the request and staff answers questions from the Commission.
- Public Hearing:
  - Kevin Ruder, 3364 April Lane, asks about a business plan, specifically the hours and egress options.
  - Jenny Burton, 5718 Snadpiper Drive, speaks in favor of the project and shares her experience working with the unhoused population through various organizations and the stories each person has.
  - Larry Austin, Plover, speaks about other businesses and locations throughout the city that would present some of the same issues that have been raised regarding a shelter.
  - Jennifer Hull, 2200 Rice Street, asks about the size of the facility and fire ordinances.
  - Sherry Hughart, 3050 Lindbergh Avenue, speaks about safety being a priority and the need for a location that has resources onsite. She shares concerns regarding how past incidents have been handled at the warming center.
  - Alyssa Hughart, 3050 Lindbergh Avenue, talks about the rules in place at the Salvation Army and the resulting effects and speaks about the outreach that she was a part of. She shares concerns regarding the organization responsible for running the shelter.
  - Greg Hansel, 3424 Regent Street with Partnering Together, speaks about the services and support that is planned.
- Discussion:
  - Commission members discuss other conditions to be placed on the request.
- Motion: Kneebone moves to amend proposed condition number three to read "at least two people shall provide supervision of the facility at all times when in operation; at least one must be a professionally trained staff member."
- Second: Schuler seconds the motion.
- Vote: Unanimous approval.
- Discussion: Schuler asks staff to amend proposed condition number four to read

"City Staff."

- Motion: Beacom moves to add condition number five to read: "Operators to provide annual reports to the city."
- Second: Schuler seconds the motion.
- Vote: Unanimous approval.
- Discussion:
  - Greg Hansel answered questions from the Commission.
  - Jacqui Guthrie, Second District Alderperson, speaks about the limitations that could be associated with specific timing restrictions imposed by the City on the conditional use.
  - Alyssa Hughart, 3050 Lindbergh Avenue, asks about the process regarding reporting to police and the intake process at the proposed shelter.
  - Sherry Hughart, 3050 Lindbergh Avenue, requests that if there is no staff present that guests will not be able to be on the premises and suggested that a neighborhood member be placed on the board to ensure reporting information is well-rounded.
  - Alicia Ruder, 2849 Henrietta Street, asks about specific rules in regard to people who are turned away from the shelter and a weapon checking protocol.
  - Officer Solis, Crisis Intervention Officer, addresses concerns regarding warrants, weapons, and ordinances.
  - Jennifer Hull, 2200 Rice Street, asks about protocols when the facility reaches capacity and suggests having a police officer on staff.
  - Danny Mercer, 299 Bill's Drive, speaks about not having a problem with people loitering currently and suggested that no restrictions be placed on how long staff can stay.
  - Lara Broderick, Fourth District Alderperson, speaks about the work that staff has done and the procedures surrounding adding conditions.
  - Ethan Bower, 4755 Hayes Avenue, speaks about the need for a shelter and shares concerns regarding capacity.
- Motion: Schuler moves to add a condition that reads: "the conditional use permit expires twelve months from adoption with renewal being subject to Plan Commission and Common Council approval."
- Second: Wiza seconds the motion.
- Vote: Unanimous approval.
- Motion: Schuler moves to amend condition number two to include "and on file with the City" after conditional use approval.
- Second: Wiza seconds the motion.
- Vote: Unanimous approval.
- Motion: Schuler moves to approve the request as amended.
- Second: Beacom seconds the motion.
- Vote: Unanimous approval (Shade Stroik excused).

**7. A request from the City of Stevens Point to sell the property located at 281 Washington Avenue (Parcel ID 281240830401306).**

- Background: Neighborhood Planner/Economic Development Specialist Klesmith

provides an overview of the request.

- Motion: Arntsen moves to approve the request.
- Second: Rice seconds the motion.
- Vote: Unanimous approval (Shade-Stroik excused).

**8. A request from the City of Stevens Point to acquire the property located at 809 Division Street (Parcel ID 281240829401316).**

- Background: Chief Moody provides an overview of the request and answers questions from the commission.
- Motion: Kneebone moves to approve the request from the City of Stevens Point to acquire the property located at 809 Division Street.
- Second: Arntsen seconds the motion.
- Discussion:
  - Marc Christianson, First District Alderperson, speaks in favor of the request.
- Vote: 5 votes in favor and 1 against (Rice).
- Motion carries with 5 votes in favor and 1 against (Shade Stroik excused).

**9. Discussion on Zoning Code Rewrite:**

- **Review of performance standards for all base zoning districts.**
- **Review of supplemental regulations for the accessory land use table.**

**10.** Background: Associate Planner & Zoning Administrator Kuhn provides an update on the Zoning Code Rewrite and answers questions from the commission.

**10. January - February 2026 Monthly Reports.**

- Background: Monthly reports are included in the agenda packet.

**11. Director's Report.**

- Background: Director's report is included in the agenda packet.

**Closing Section:**

**12. Adjourn**

- Meeting adjourned at 9:30 P.M.



## MEMORANDUM

To: Plan Commission

From: Adam Kuhn, AICP  
Associate Planner / Zoning Administrator

Date: May 4, 2026

**RE: Modification to Issued Sign Variance – 5101 Woodward Drive**

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**Background:** In 2018, the applicant was granted a sign variance to install a freestanding sign at 5101 Woodward Drive. The approved sign was 50' in height and a total signable area of 170 sq ft. Based on the zoning designation of the subject property, freestanding signs can be a maximum of 20' in height and 150 sq ft in size.

The applicant is requesting a modification from the granted sign variance to install a slightly different sign. The intent of the new sign would be the same; however, sign height would decrease from 50' to 45', while sign area would increase from 170 sq ft to 231 sq ft. Background information on the 2018 request is included in the agenda packet.

The Plan Commission and Common Council are required to review the modification request. The modification request would be subject to the same review standards as sign variance requests, that:

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 variance would not be materially detrimental to the property owners in the vicinity.
3. Hardship caused the sign user under a literal interpretation of the Ordinance is due to conditions unique to that property and does not apply generally to the City.

[www.stevenspoint.com](http://www.stevenspoint.com)

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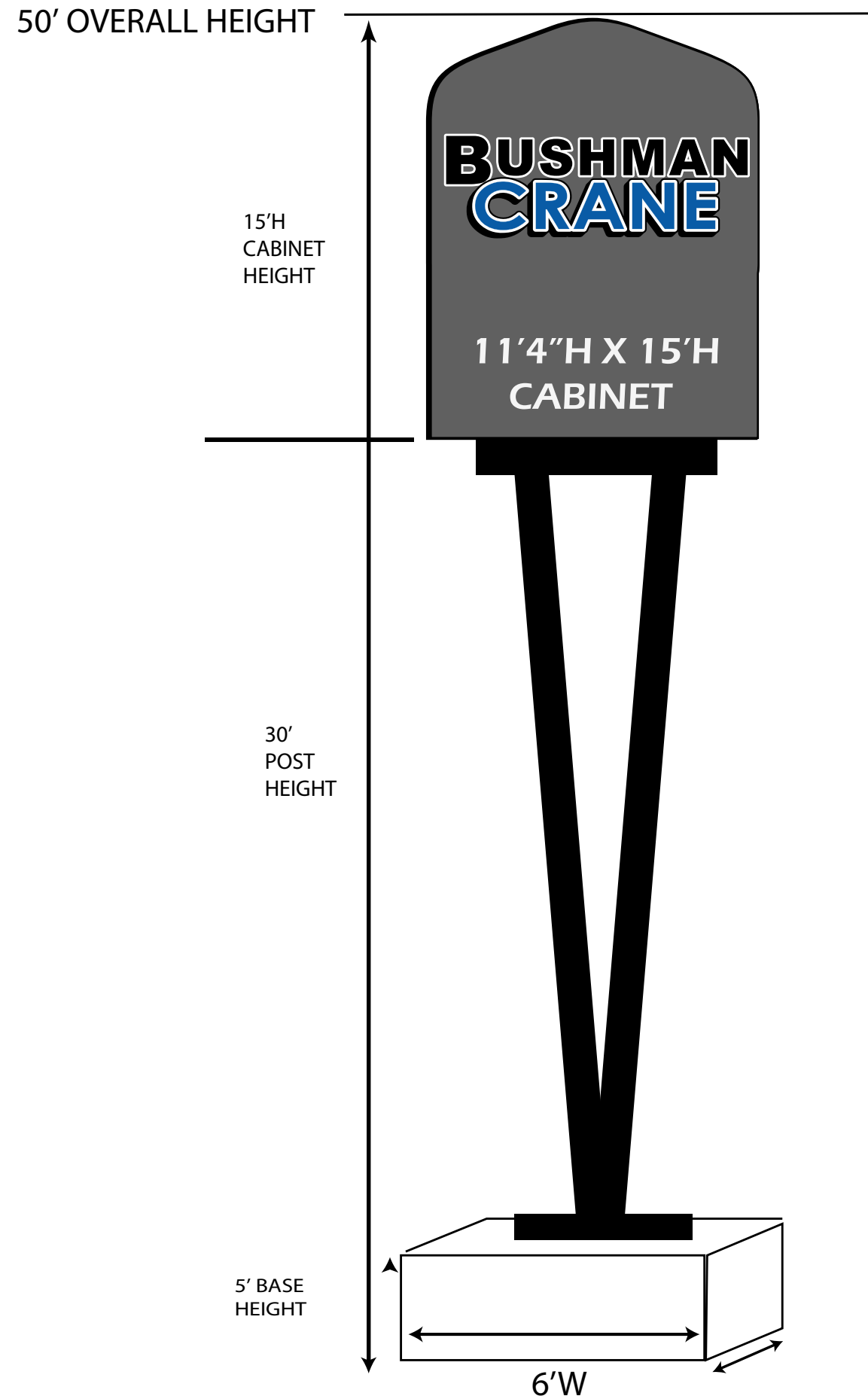
*Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication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

4. The granting of the variance would not be contrary to the general objectives of the Sign Ordinance.

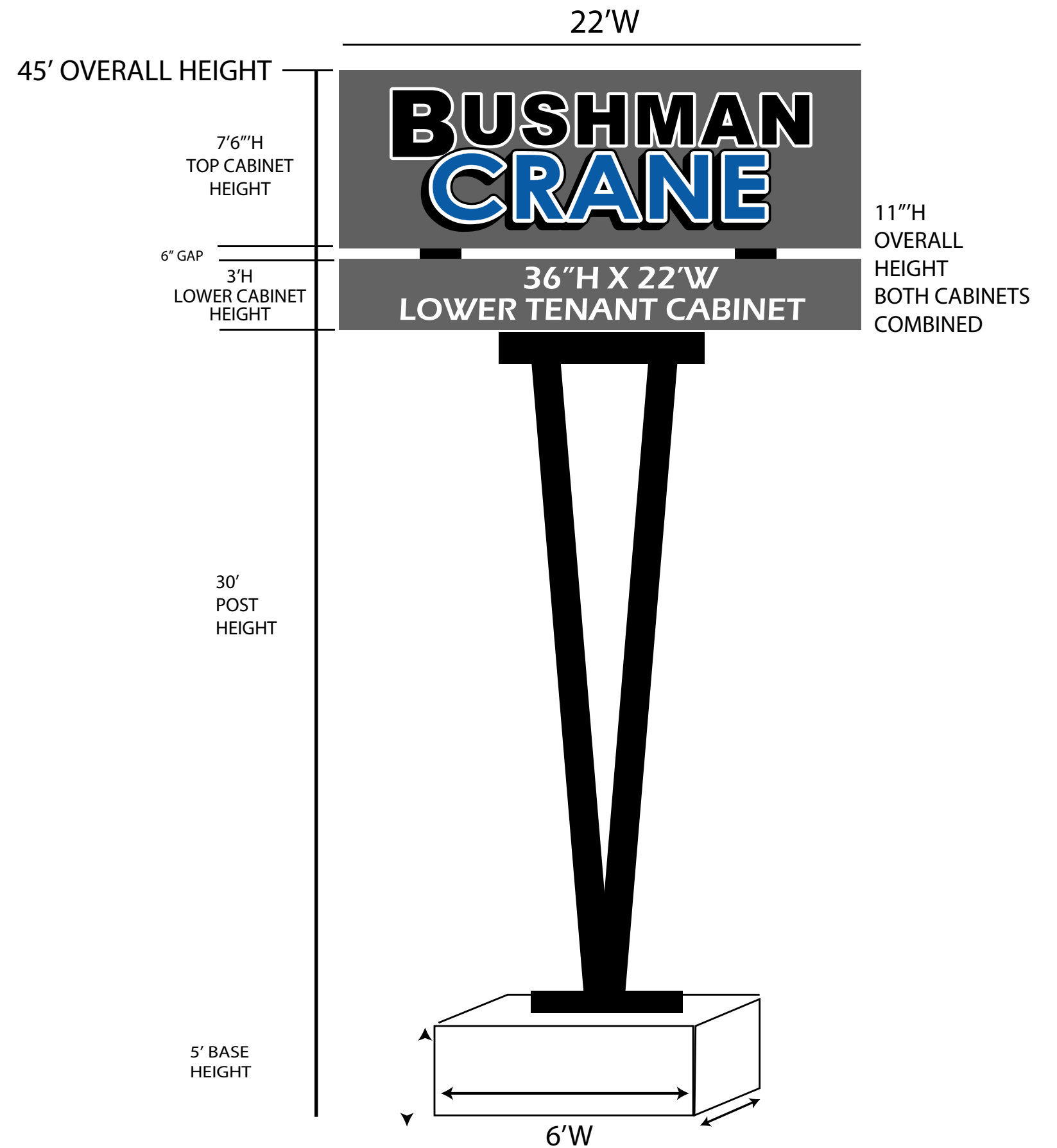
**Staff Recommendation:** Approve the modified variance request as presented, subject to the following conditions:

1. The sign shall not exceed 45 feet in height and 231 square feet in area.
2. If the sign is illuminated, the main portion of the background of the sign shall be opaque/non-white in color, so that only the lettering and/or logos are illuminated. Staff must approve the opaqueness of the sign.
3. A sign permit shall be obtained prior to installing the sign.

ORIGINAL SIGN SPECS SUBMITTED FOR VARIANCE



PROPOSED UPDATED DESIGN  
CABINET SPECS





# Administrative Staff Report

Wayne Bushman  
 Sign Variance Request  
 5101 Woodward Drive  
 November 29, 2018



Department of Community Development

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Wayne Bushman</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Michael Ostrowski, Director  <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li> <li>Kyle Kearns, Associate Planner  <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>281240835300053</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"M-2" Heavy Industrial District</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Commercial</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 6 - Slowinski</li> </ul> <p><b>Lot Information (Approximate):</b></p> <ul style="list-style-type: none"> <li>Frontage (feet): 695</li> <li>Depth (feet): 1900</li> <li>Square Footage: 233,530</li> <li>Acreage: 5.36</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Vacant</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>25.04(8) and 25.14</li> </ul>	<p><b>Request</b></p> <p>Request from Wayne Bushman for a sign variance to construct a freestanding sign exceeding the height requirement at 5101 Woodward Drive (Parcel ID 281240835300035).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Parcel Data Sheet</li> <li>Application</li> <li>Sign Rendering</li> </ul> <p><b>Findings of Fact</b></p> <ul style="list-style-type: none"> <li>The property is zoned "M-2" Heavy Industrial.</li> <li>The Uniform Sign Code requires that freestanding signs shall not exceed 20 feet in height or 150 square feet in size.</li> <li>The proposed freestanding sign is approximately 170 square feet in size at a height of 50 total feet.</li> <li>Sign variances can be granted from certain requirements of the sign ordinance, subject to plan commission review and common council approval.</li> </ul> <p><b>Staff Recommendation</b></p> <p>In reviewing this request, and based on past actions of the Plan Commission and Common Council, staff would recommend approval of the sign variance request to allow a 50 foot tall sign and 170 square feet in area at 5101 Woodward Drive, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>The height of the sign shall not exceed 50 feet and 170 square feet in area.</li> <li>If the sign is illuminated, the main portion of the background of the sign shall be opaque/non-white in color, so that only the lettering and/or logos are illuminated. Staff must approve the opaqueness of the sign.</li> <li>No other freestanding signs shall be allowed on the property (e.g. no freestanding sign advertising the business could be allowed on Woodward Drive).</li> <li>Applicable permits for the sign shall be obtained.</li> </ol>
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## Vicinity Map



## Background

Wayne Bushman, property owner, is requesting a sign variance to install a freestanding sign adjacent to the interstate at 5101 Woodward Drive. The sign is proposed on the rear of the site along Interstate 39. Due to the grade change on the site and the higher elevation of I-39, an increase in height is requested. Note that a variance was approved already for a 35 foot high sign in February of 2017. The approval was granted primarily due to the grade changes between the height of the interstate and railroad overpass bridge near the sign location. The new variance is requested as the applicant has determined a 35 foot sign does not create enough visibility given the changes in elevation along the interstate. The applicant claims that northbound traffic will not be able to see the sign at 35 feet given its close proximity to the railroad overpass. Also, the applicant has indicated that the sign cabinet is existing and being repurposed for this sign, hence the reasoning for the increased size of 170 square feet.

Below are proposed sign details:

### Freestanding Sign – Internally Illuminated Cabinet

- Material: Steel, Aluminum
- Sides: 2 sides
- Size: Approximately 170 square feet
- Design: Logo + Lettering
- Lighting: Internally lit
- Height: 50 feet total (Cabinet 15 feet)

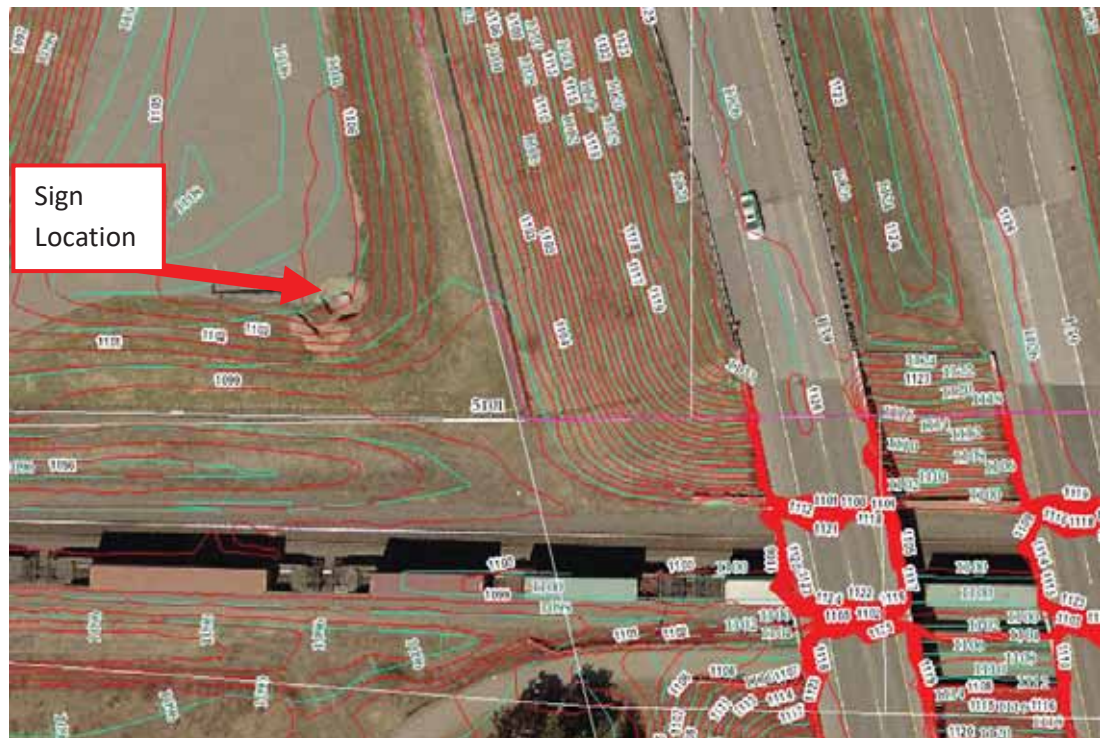
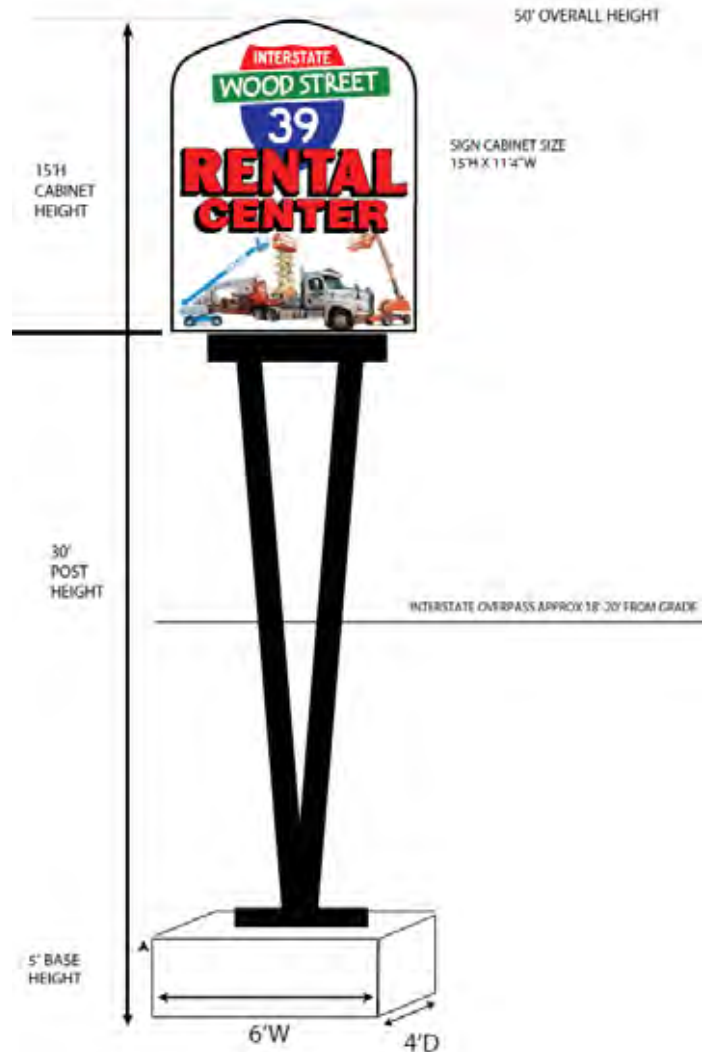
## Standards of Review

In obtaining a permit, the applicant may submit an appeal to the common council for a variance from certain requirements of this ordinance. The plan commission shall provide a recommendation to the common council when a variance is requested. A variance may be granted by the common council where the literal application of the ordinance would create a substantial hardship for the sign user and the following criteria are met:

- 1) A literal application of the ordinance would result in a demonstrated practical difficulty or unnecessary hardship to the property.

**Analysis:** The property is 5.36 acres and has an approximate 5,000 square foot building. The property has a significant amount of frontage on both Interstate 39 and Woodward Drive. The property is positioned adjacent to the railroad and in an area where elevation increases due to the overpass. Interstate 39 is already at a higher grade than adjacent properties, however is more so at this property given the overpass. An approximate grade separation of 20 feet has been identified by the applicant.

**Findings:** When looking at a contour map (below) a grade separation of at least 20 feet exists between the interstate and the sign location. The interstate is at an elevation of 1126 whereas the proposed sign location is between 1103-1106 feet in elevation.



In addition, the applicant has indicated that northbound traffic would not be able to see the previously approved height at 35 feet due to the grade changes that lead up to the bridge. This may be true as the sign is essentially located on the other side of the bridge (hill) and would only be visible briefly when driving northbound. Also note that two other past requests, Honda and Scaffidi Truck Center were approved to increase height to make up for the change in elevation.



With regards to the sign size, a 150 square foot sign (15' by 10') is quite large and should be able to adequately market the business from a normal viewing distance. Typically, signs are placed about five feet off of the right-of-way. Given the sign's location on this property, it is over 140 feet from the edge of pavement on the interstate, which creates a significantly longer viewing distance.



Given the distance from the interstate as there could be a difficulty in having a sign that is legible at the allowable ordinance size. Also, the Uniform Sign Code allows a property with similar frontage to have two freestanding signs that don't exceed 16 feet in height or 100 square feet in area for each sign. If this ordinance is granted, staff would recommend that no other freestanding sign be allowed on the property.

**2) The granting of the requested variance would not be materially detrimental to the property owners in the vicinity.**

**Analysis:** Other properties along the interstate have signs that exceed the height requirements for freestanding signs and are grandfathered into the ordinance. Within the last few years, Honda was approved a larger freestanding sign, as well as Scaffidi Truck Center by the City's Plan Commission and Common Council.

**Findings:** Given the past actions of the Plan Commission and Common Council in granting variances for similar situations along the interstate, the granting of this sign variance should not be materially detrimental to the property owners within the vicinity. There are limited signs in this area, and a sign at 50 feet should not block or negatively affect property owners within the vicinity. While this would be one of the tallest signs in the industrial park, the uniqueness of the property being on the interstate may justify a higher sign.

With regards to the area of the sign, staff does have a concern with the opaqueness of the sign. The proposed sign background is lighter, which creates more illumination, which could have a negative effect on drivers on the interstate. Staff would recommend that if the sign exceeds 150 square feet in size that the background of the sign be opaque where only the letters or graphics are illuminated, such as the Honda sign above.

**3) Hardship caused the sign user under a literal interpretation of the ordinance is due to conditions unique to that property and does not apply generally to the city.**

**Analysis:** As stated above, the interstate has a higher elevation than the subject property, which does create a hardship. Normally, the 20-foot sign would be at grade, which this property would not be. Some sign codes measure the height of the sign from the elevation level of the adjacent street. Furthermore, the property has a large retention basin that captures stormwater run-off from the property and nearby properties near the interstate. This is a large depression area and limits what can be placed in it.

**Findings:** Given the challenges with this site and its elevation compared to the elevation with the interstate there can be a case made about a hardship due to the uniqueness of the property. This has been shown through past actions of the Plan Commission and Common Council in approving similar requests. Similarly, give the distance off of the interstate at over 140 feet, there can be a case made for an increase in the size of the sign, so long as the conditions relating to number of freestanding signs on site and the illumination requirements are met.

**4) The granting of the variance would not be contrary to the general objectives of this ordinance.**

**Analysis:** The purpose of these sign regulations are: to encourage the effective use of signs as a means of communication in the City of Stevens Point (hereinafter referred to as the city); to maintain and enhance the beauty and unique character and enhance the aesthetic environment of the city by eliminating visual blight; to enhance the city's ability to attract sources of economic development and growth; to protect pedestrians and motorists of the city from damage or injury caused or partially attributable to the distractions and obstructions which are hereby declared to be caused by improperly sized or situated signs; to minimize the possible adverse effect of signs on nearby public and private property; to promote the public safety, welfare and convenience,

and enjoyment of travel and the free flow of traffic within the city; and to provide a uniform sign ordinance between the City of Stevens Point, Village of Plover and Portage County.

**Findings:** Again, based on past actions of the Plan Commission and Common Council with similar requests, staff would not feel the granting of this variance for height would be contrary to the general objectives of the ordinance. In this particular case, the sign's distance away from the interstate may warrant a slightly larger sign. Furthermore, while not allowed in the M-1 and M-2 zoning districts, but allowed in the B-4 and B-5, a property may be allowed to have two freestanding signs on a property, so long as they do not exceed 16 feet in height and 100 square feet in area for each sign. If this property was zoned B-4 or B-5, which it potentially could be, it would be able to have two freestanding signs at 100 square feet each. If the property is limited to only one freestanding sign on the property at 170 square feet, versus two at 100 square feet each, the amount of signage on the property will be less overall. However, it is not always appropriate to take two separate individual components and add them together to make a justification. For example, if a property is allowed two detached garages at a maximum of 900 square feet each, to allow a single 1,800 square foot detached garage to be constructed could likely create negative impacts on surrounding properties. However, with this situation, the slight increase in size to increase the visibility of a sign that is setback more than 20 times a normal freestanding sign would not necessarily be contrary to the general objectives of the ordinance.



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](mailto:communitydevelopment@stevenspoint.com)  
<http://stevenspoint.com>

**APPLICATION FOR A SIGN VARIANCE**

(Pre-Application Conference Required)

R# 1-77731  
\$200  
1-13-18

**ADMINISTRATIVE SUMMARY (Staff Use Only)**

Application #	Date Submitted	Fee Required	200	Fee Paid	
Associated Applications if Any		Assigned Case Manager			
Pre-Application Conference Date		Sign Variance (check all that apply)	Height <input type="checkbox"/>	Size <input type="checkbox"/>	Quantity <input type="checkbox"/> Other <input type="checkbox"/>

**APPLICANT/CONTACT INFORMATION**

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> )	
Applicant Name	Wayne Bushman	Contact Name	
Address	1955 River Rd.	Address	
City, State, Zip	Junction City, WI 54443	City, State, Zip	
Telephone	715-340-8523	Telephone	
Fax		Fax	
Email		Email	

**OWNERSHIP INFORMATION**

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/> )		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Same as applicant	Owner's Name	
Address	5101 Woodward DR.	Address	
City, State, Zip	Stevens Point	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
Legal Description of Subject Property		
YARKO site / I-39 Property 5101 Woodward Drive Stevens Point		Parcel # 2408-35-3000-53
Current Use of Property	Heavy Industrial (M-2)	Current Zoning of Property
		Heavy Industrial / Commercial
Will adhering to the Sign Ordinance create a demonstrated practical difficulty or unnecessary hardship to the property? Please provide a detailed description of your request and reasoning with your answer. (Use additional pages if necessary)		

- ① The original request for height to exceed 20' is due to the overpass height which is approx. 20' above grade. The height we are requesting will ensure full visibility of the sign cabinet from both north and southbound traffic. The northbound traffic will not be able to see the sign with the previously approved height (35' OAH) part of the sign will be cut off at that height.
- ② The cabinet we are proposing is slightly larger than the 150 sqft size. It is a cabinet that we are reutilizing from our inventory (repurposing) and the angled peak on the top works well with the branding/logo of the graphics layout on the sign. It is approx 10-15 sq. ft. larger than the 150 sq. ft. max. size.

Would the granting of the variance be materially detrimental to the property owners in the vicinity? Please provide a detailed narrative and reasoning with your answer. (Use additional pages if necessary)

No - railroad tracks are to the south and KI Mobility is to the north - their building is very close to the east property line so no visibility will be obstructed for them.

Does the property have unique property characteristics that cause a hardship to the sign user under a literal interpretation of the Sign Ordinance? If yes, please describe the unique property characteristics. (Use additional pages if necessary)

visibility is obstructed due to the RR overpass. The property is about 20' below the highway grade

Would the granting of this variance be contrary to the general objectives of the Sign Ordinance? Please provide a detailed narrative and reasoning with your answer. (Use additional pages if necessary)

no - this sign will fit into the space and height will be optimal for highway traffic in both north and southbound lanes. We are not asking to exceed a height that has been previously approved in similar situations (HONDA + MACK signs) near the Hwy 66 overpass to the north.

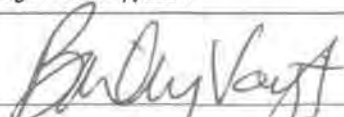
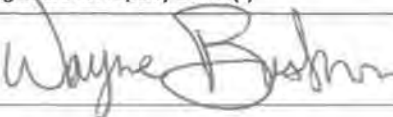
Current Zoning Surrounding Subject Property			
North:		South:	
East:		West:	
Current Land Use Surrounding Subject Property			
North:		South:	
East:		West:	

**EXHIBITS**

Letter to District Alderperson	<input type="checkbox"/>	Additional Exhibits If Any:
Map / Site Plan (designating location of the sign(s))	<input type="checkbox"/>	
Sign Rendering(s) (includes sign dimensions, size & graphics)	<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
	11-8-18		11-8-18

# Administrative Staff Report

Conceptual Plan Review  
 Conditional Use Permit  
 Site Plan Review  
 Badger Avenue  
 May 4, 2026



Department of Community  
 Development

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Benjamin Nusz, representing Mid-State Technical College</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Adam Kuhn, Associate Planner  <a href="mailto:akuhn@stevenspoint.com">akuhn@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>281230801310002</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"M-1" Light Industrial</li> <li>"PID" Planned Industrial Development</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Industrial</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 6   Ald. Donahue</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Lot Size: 1,580,357 sq. ft. (36.28 ac.)</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Undeveloped</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.02(1)(c)(3)(d)</li> <li>23.02(4)(h)(1)</li> </ul>	<p><b>Request</b></p> <ol style="list-style-type: none"> <li>Public Hearing and action on a request from Benjamin Nusz, representing Mid-State Technical College, for conceptual plan approval of a proposed development on an unaddressed parcel bounded by Badger Avenue (Parcel ID 281230801310002), consistent with Ch. 23.02(4)(h)(1).</li> <li>Public Hearing and action on a request from Benjamin Nusz, representing Mid-State Technical College, for a conditional use permit to operate a technical college facility on an unaddressed parcel bounded by Badger Avenue (Parcel ID 281230801310002), consistent with Ch. 23.02(1)(c)(3)(d).</li> </ol> <p><b>Attachment(s)</b></p> <ol style="list-style-type: none"> <li>Application</li> <li>Plans</li> </ol> <p><b>Findings of Fact</b></p> <ol style="list-style-type: none"> <li>The City and Mid-State Technical College have partnered together to propose the construction of a public safety training center within the City's East Park Commerce Center.</li> <li>The training center would consist of educational space administered by Mid-State Technical College, a third City fire station, an indoor shooting range operated by the City's Police Department, and various exterior programming supporting training and emergency response across fire, EMS, law enforcement and corrections.</li> <li>The subject property has a base zoning designation of "M-1" Light Industrial with a "PID" Planned Industrial Development overlay.</li> <li>New development on a lot with a "PID" Overlay requires adoption of a conceptual plan and subsequent site plan. The site plan review will be brought to the Plan Commission during a future meeting.</li> <li>Educational space administered by a technical college is a conditional use within the "M-1" Light Industrial District.</li> <li>The Plan Commission and Common Council may attach additional conditions onto this request as necessary.</li> </ol>
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**Staff Recommendation**

Approve the request for conceptual plan approval of a proposed development on an unaddressed parcel bounded by Badger Avenue (Parcel ID 281230801310002).

Approve the request for a conditional use permit to operate a technical college facility on an unaddressed parcel bounded by Badger Avenue (Parcel ID 281230801310002), subject to the following conditions:

1. A building permit shall be obtained prior to the start of construction.
2. Staff shall have the ability to approve minor modifications to the proposed project plan.

**Vicinity Map**

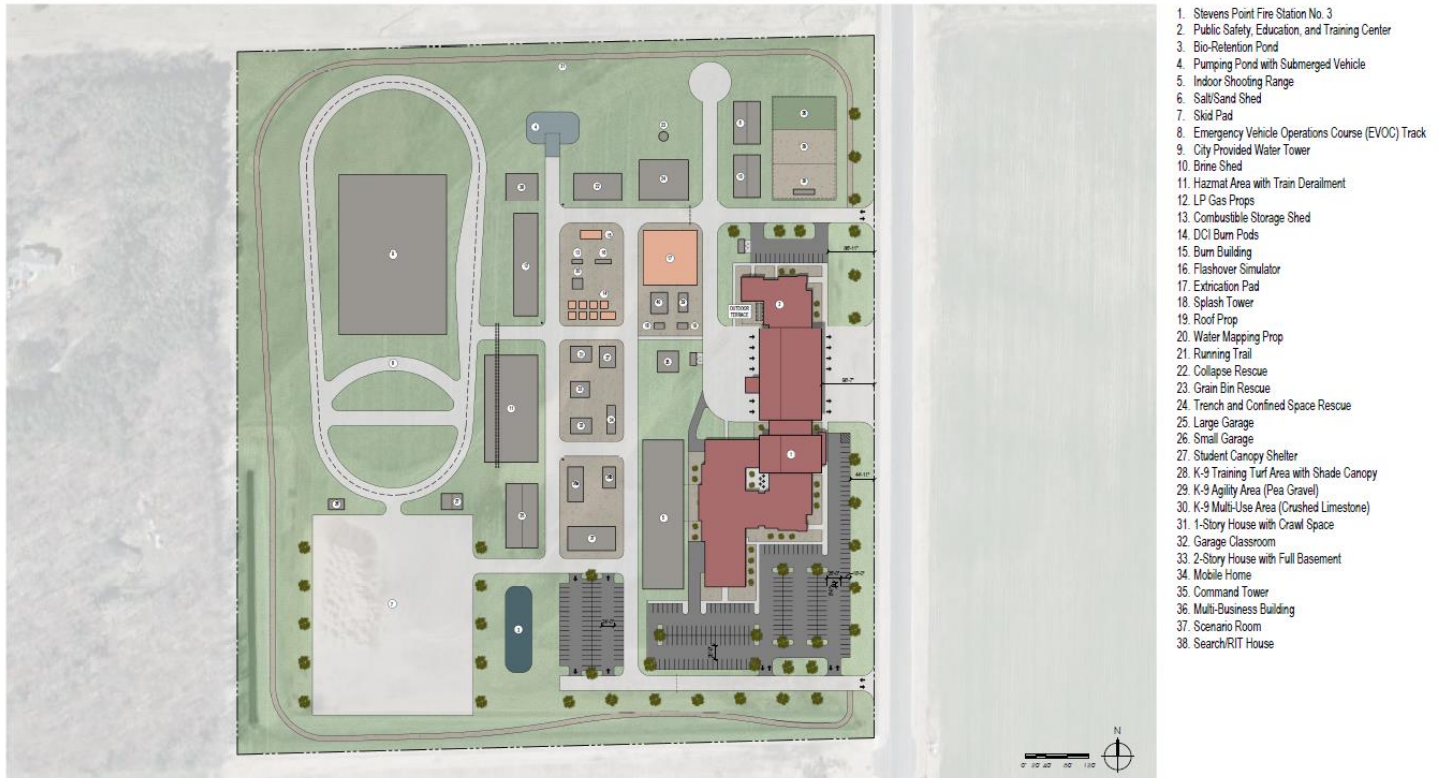


**Background**

*Overview:* The City and Mid-State Technical College have partnered together to propose the construction of a public safety training center within the City’s East Park Commerce Center. The training center would consist of educational space administered by Mid-State Technical College, a third City fire station, an indoor shooting range operated by the City’s Police Department, and various exterior programming supporting training and emergency response across fire, EMS, law enforcement and corrections.

The subject property is situated off of Badger Avenue and immediately south of Lands’ End. The subject property has a base zoning designation of “M-1” Light Industrial with a “PID” Planned Industrial Development overlay. The “PID”

Overlay was applied to all properties within East Park Commerce Center in the 2010s as part of a marketing pitch by the City to attract industrial development. The City’s Zoning Code states that new development on a lot with a “PID” Overlay requires adoption of a conceptual plan and subsequent site plan. A conceptual plan has never been approved for the subject property, so the Plan Commission and Common Council will need to consider a conceptual plan for the property. Additionally, educational space administered by a technical college is a conditional use within the “M-1” Light Industrial District. While the property has a “PID” Overlay, land use regulations are governed by the base zoning designation of a property – in this case, the “M-1” District.



**Proposed Conceptual Plan**

## Standards of Review – PID Conceptual Plan

1. **The proposed PID is consistent with the pertinent elements of the City of Stevens Point Comprehensive Plan and any other adopted plans.**

**Analysis:** The City’s Future Land Use Map identifies the subject property for industrial uses. The Comprehensive Plan’s community facilities policy recommendations identifies the need for fire response coverage and increase educational opportunities.

*Policy A: The City of Stevens Point should continue to provide police, fire, emergency medical services, and government services that will attain the highest levels of efficiency while providing for the maximum safety and welfare of City residents.*

*Policy C: The City of Stevens Point should continue to work with officials of the Stevens Point Public and Private School Districts, Mid-State Technical College and the University of Wisconsin-Stevens Point to strengthen education and increase educational opportunities within the community.*

**Findings:** While not all of the proposed uses are industrial in nature, some aspects of it are. For example, the City will have a salt and sand storage area that will assist the City’s Public Works Department in increasing efficiency during the winter months. A big area where the proposed concept plan aligns with the City’s Comprehensive Plan is the institutional uses that would be provided and its alignment with the community facilities recommendations outlined above.

**2. The proposed development meets the requirements of this zoning ordinance or is granted a specific deviation by the Common Council.**

**Analysis:** Relevant performance standards of the City’s Zoning Code are met and are discussed further in the site plan review. No deviations are being requested.

**Findings:** This standard is met.

**3. The proposed PID will reinforce the existing or planned character of the area.**

**Analysis:** The façade of the proposed structure will consist primarily of metal panel, brick and stone veneer – the most used of which is metal panel, which is consistent among industrial buildings. The proposed uses will reinforce the surrounding area by providing improved fire, police and EMS responses for this area of the city. While there are residential uses to the west (located in the Town of Plover), the proposed concept plan took that into account by placing the building and some of the more disruptive exterior activity areas as far away from the west lot line as possible.

**Findings:** This standard is met.



**4. The site is appropriate for the uses and site design allowed in the proposed PID concept plan.**

**Analysis:** All proposed land uses, except for the educational facility, are permitted by right. The proposed educational facility is identified as a conditional land use. The proposed site design is situated on an over 36-acre parcel that can adequately accommodate the various land uses and training areas that would occupy the land.

**Findings:** This standard is met.

**5. The PID demonstrates a higher quality of site design that is more sensitive to the surrounding lands, both built and natural, than is possible under other available zoning districts.**

**Analysis:** As mentioned earlier, predominant façade materials proposed on the building are metal panel, brick and stone veneer. A significant amount of the uses on the property (e.g., Fire Station #3, City water tower,

salt/sand storage building, etc.) will be operated by the City, which will be more sensitive to surrounding lands as it can arguably better respond to any concerns versus under private ownership.

**Findings:** No deviations from Zoning Code requirements are being requested as part of the proposed concept plan. With that said, it is understandable to retain the “PID” designation for the property to retain flexibility for future expansions/improvements to the site and to assist in the ‘Certified in Wisconsin’ development-ready East Park Commerce Center as identified by the Wisconsin Economic Development Corporation.

- 6. Public facilities and services including but not limited to schools, roads, recreation facilities, wastewater treatment, water supply and stormwater facilities are adequate and will not be detrimentally impacted by the development or uses in the proposed PID.**

**Analysis:** Public facilities and services for the subject area will be improved with the construction of a fire station and instructional facility.

**Findings:** This standard is met.

- 7. The PID will not substantially or permanently injure the appropriate use of adjacent properties.**

**Analysis:** The proposed concept plan is not anticipated to substantially or permanently injure the appropriate use of adjacent properties. Anticipated future land uses around the subject property would be industrial in nature, and the proposed site improvements will assist in future industrial development (e.g., increased fire protection, improved water access with a water tower, efficient salt/sand operations during winter months, etc.). The proposed land uses are not expected to conflict with industrial uses.

**Findings:** This standard is met.

## **Standards of Review – Conditional Use Permit**

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- 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 the proposed development. The surrounding neighborhood is located within the City’s East Park Commerce Center that provides a compatible land use intensity of industrial, manufacturing and warehouse uses. As stated in this report, the subject property exceeds minimum lot size requirements. Additionally, utility and road infrastructure exist to complement the planned future development of the subject property.

**Findings:** The “M-1” Light Industrial District allows for technical schools as a conditional use. While technical schools are a conditional use within all City zoning districts, the purpose of the proposed development would be to provide technical training programs that are compatible with adjacent industrial uses. 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:** According to the City's Zoning Code, the intent of the "M-1" Light Industrial District is to "provide for those manufacturing or other industrial uses having the least obnoxious nuisance affects and having a lower intensity of activity as compared with permitted uses of the "M-2" Heavy Industrial District."

**Findings:** City staff believes that the proposed use is consistent with the "M-1" District. The planned activities are consistent with institutional uses that are allowed within the "M-1" District, and such activities are intended to be in operation during set hours and operated by professionals. The proposed community facilities are likely to stabilize or improve property values by having improved fire and EMS responses to the surrounding area.

**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 industrial uses.

**Findings:** See standards one and two above. The subject property adjoins properties that are zoned "M-1" Light Industrial and "M-2" Heavy Industrial, and allow for more industrious uses as a permitted and conditional use. As larger lot sizes are customary with industrial uses, staff believes that the subject property and proposed use should not impact the existing development surrounding the area and should not impede any future development.

**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:** The proposed structure is of a design that is compatible with adjacent manufacturing and warehouse uses. Metal panel siding is the predominant siding material used. Along the public entrances to the building, decorative stone and brick is used to provide some contrast and better identify entrance locations into the building for visitors. Windows of varying size and pane configurations are also proposed on the building to allow for greater aesthetic variation, particularly along the east elevation. Lastly, wall signage is proposed to be located above the public entrances.

**Findings:** This standard is met.

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

**Analysis:** Access into the property is off of Badger Avenue, with an extensive interval road network planned to provide access to the various outdoor training areas. Drainage areas are proposed primarily within the southern half of the subject property, which has been reviewed by the City's Public Utilities Department.

**Findings:** 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:** Three access points are proposed off of Badger Avenue that is evenly staggered along the street frontage. One of these access points are intended just for Fire Station #3, while the other two access points will provide access to the instructional facility and other site improvements.

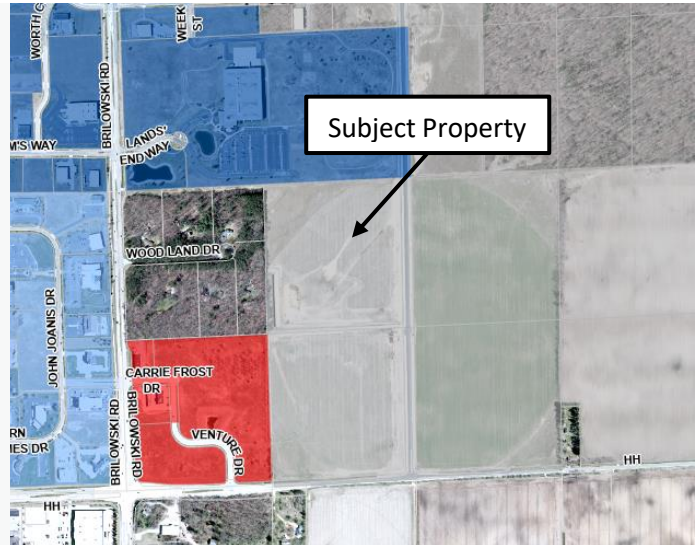
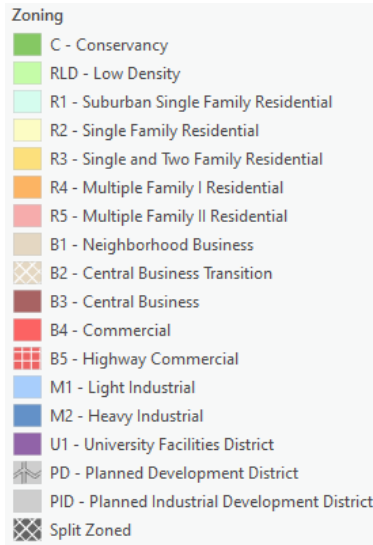
**Findings:** Staff believes that proposed driveways will not create access issues with the planned land uses.

**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.**

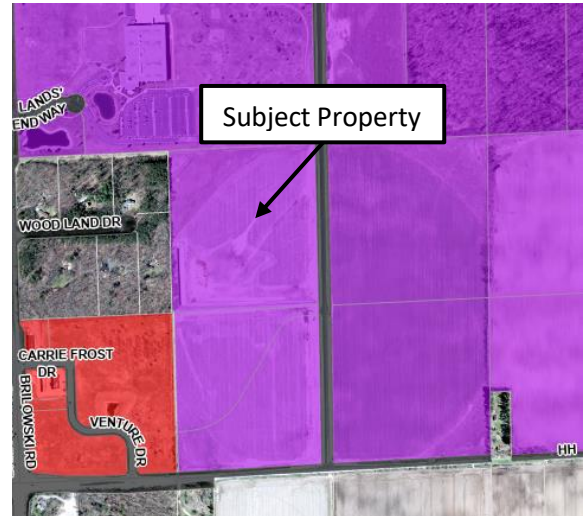
**Analysis:** The City’s 2005 Comprehensive Plan Future Land Use Map has identified this property has identified the subject property for industrial uses.

The subject property is zoned “M-1” Light Industrial with a “PID” Planned Industrial Development Overlay District designation. The “M-1” District is intended to “provide for those manufacturing or other industrial uses having the least obnoxious nuisance affects and having a lower intensity of activity as compared with permitted uses of the “M-2” Heavy Industrial District.”

**Findings:** The proposed development is consistent with building mass and site intensity that is typically found within industrial areas and is consistent with providing coverage of community facilities within the city. Please see the section above describing the community facility policy recommendations in the City’s Comprehensive Plan.



**Future Land Use**



**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 permit application is seeking to operate an instructional facility as part of Mid-State Technical College. Key land use requirements are met and are outlined throughout this report.

**Findings:** The regulations of the district are met for this proposal provided the conditional use permit's conditions are met.

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. **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.**

**Analysis:** N/A

**Findings:** N/A

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

- a) **All developments shall front on a public right-of-way unless recommended by the Public Works Director.**

**Analysis:** The proposed development will have access off of Badger Avenue.

**Finding:** This standard is met.

- b) **The driveway to the site shall be located so as not to be a danger to the street flow of traffic.**

**Analysis:** Three driveways are proposed off of Badger Avenue and can handle expected traffic generation.

**Findings:** This standard is met.

- c) **The driveway shall not be too close to neighboring intersections.**

**Analysis:** The closest street intersection is over 1,300 feet away.

**Findings:** Proposed driveways are adequately separated from other driveways and street intersections.

- d) **Alignment of the driveway shall be coordinated with adjacent access points to avoid conflict or confusion.**

**Analysis:** Proposed driveways are evenly separated along the Badger Avenue street frontage.

**Findings:** This standard is met.

- e) **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).**

**Analysis:** Three driveways are proposed, which are allowed within the site design standards of the City's Zoning Code.

**Findings:** This standard is met.

- f) **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.**

**Analysis:** Several private roads within the subject property exist to provide access to the training areas. These private roads connect to the three driveways that are adjacent to Badger Avenue.

**Findings:** This standard is met.

- g) **Intersections are visible and not visually screened.**

**Analysis:** Intersections are visible as required in the City's clearview requirements.

**Findings:** This standard is met.

- h) **Adequate drainage and snow storage is provided.**

**Analysis:** Please see above. Adequate drainage exists, and several snow storage areas exist throughout the property.

**Findings:** This standard is met.

- i) **Minimum size requirements are maintained for safe vehicle circulation.**

**Analysis:** Minimum dimensional standards for driveways and internal roads are met.

**Findings:** This standard is met.

- j) **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.**

**Analysis:** The proposed parking areas meet minimum dimensional standards as outlined in the City's Zoning Code. Lighting is planned to be located off of the principal structure and with light fixtures scattered in the parking lot.

**Findings:** This standard is met.

- k) **Driveways shall be located to minimize the impact to adjacent properties.**

**Analysis:** Please see above.

**Findings:** This standard is met.

**11. 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:** The property has water and sewer connections up to the right-of-way. Appropriate water connections for the proposed development have been planned as part of the plan review.

**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:** Refuse storage is proposed to be in the parking lot and will be screened from public view.

**Findings:** This standard is met.

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

**Analysis:** Outside of light coming from the building and parking lot, no additional lighting that impacts the surrounding area is proposed.

**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 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.



## APPLICATION FOR A PLANNED DEVELOPMENT OR PLANNED INDUSTRIAL DEVELOPMENT

(Pre-Application Conference Required)

### ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications (if any)				Assigned Case Manager			
Pre-Application Conference Date				Planned Development	<input type="checkbox"/>	Planned Industrial Development	<input type="checkbox"/>

### APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> )	
Applicant Name	Mid-State Technical College	Contact Name	Benjamin Nusz
Address	500 32nd Street North	Address	1001 Centerpoint Drive
City, State, Zip	Wisconsin Rapids, WI 54494	City, State, Zip	Stevens Point WI 54481
Telephone		Telephone	715-342-3115
Fax		Fax	
Email		Email	

### OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> )		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	City of Stevens Point	Owner's Name	
Address	1515 Strongs Avenue	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-346-1569	Telephone	
Fax		Fax	
Email		Email	

### PROJECT SUMMARY

Development Name	NEXUS Public Safety Center		Former Development Name (if any)	
Area of Subject Property (Acres/Sq Ft)	36.2760 Acres (Total)		Proposed Number of Lots	One
Project Address:	TBD		Planned Development	<input type="checkbox"/>
			Planned Industrial Development	<input checked="" type="checkbox"/>
Parcel 1 – Assessor's Parcel ID Number		Parcel 2 – Assessor's Parcel ID Number (if needed)		Parcel 3 – Assessor's Parcel ID Number (if needed)
281-23-0801310002				
Number of Residential Units Proposed		Proposed Gross Residential Density		Commercial Space Proposed Sq. Ft.
0		0		71,700
Source of Utilities:			Streets Created or Extended as part of Subdivision? If Yes What Types?	
Water	City of Stevens Point	Sewer	City of Stevens Point	0

List all uses that will occur as part of the proposed Planned development or Planned Industrial Development below. (Use additional pages if necessary)

Mid-State Technical College, in partnership with the City of Stevens Point, proposes the construction of a 71,700-square-foot NEXUS Public Safety Center co-located with a new fire station to serve central Wisconsin. This joint-use facility will integrate education, training, and emergency response within a single, coordinated hub, in collaboration with local, state, and federal partners including the Stevens Point Fire and Police Departments, Wisconsin Department of Justice, Wisconsin Department of Natural Resources, and the Federal Bureau of Investigation. The project will support the development of modern, purpose-built training environments designed to prepare the next generation of public safety professionals. The NEXUS Center will expand access to high-demand career pathways in fire protection, law enforcement, corrections, and emergency medical services, strengthening workforce pipelines, improving recruitment and retention, and ensuring responders are trained using current technology and interdisciplinary practices. This project addresses two critical public safety needs through one coordinated solution. By co-locating the NEXUS Public Safety Center with a new Stevens Point fire station and auxiliary police presence, the project both strengthens the regional public safety workforce and addresses a growing emergency response need on the city's east side. The fire station will improve response times and expand capacity for local and regional mutual aid, while the integrated training center will provide interdisciplinary, scenario-based training that enhances coordination, readiness, and overall system effectiveness. The development establishes a cost-effective and sustainable model for public safety, leveraging shared infrastructure to maximize community benefit while supporting long-term workforce development. The site will also serve as the future home of the Stevens Point Fire Training Center, currently located at 3100 Whiting Avenue. Relocation of existing apparatus and equipment will occur as infrastructure at the new site is completed, allowing for expanded, year-round training capabilities. Project implementation will occur in phases, with the timeline for full buildout dependent on securing necessary funding. Estimated completion of the primary facility is anticipated by Fall 2029.

**Describe proposed project and details about the uses listed above. Include the time schedule (if any) for development. (Use additional pages if necessary)**

Construction timeline is contingent on approvals and funding.  
 Estimated project completion is Fall 2029.

**Expressly identify any and all requested deviations from the zoning code. (Use additional pages if necessary)**

At this time, no specific deviations from the zoning code are requested. However, due to the unique nature of a combined public safety training and emergency response facility, flexibility through the Planned Development process is necessary to accommodate specialized training props, apparatus circulation, and integrated public safety operations that may not align with conventional zoning standards.

**If a Planned Industrial Development, identify any and all measures that will be taken to mitigate negative impacts both and to protect the environment and surrounding property. (Use additional pages if necessary)**

The project will incorporate a range of design and operational measures to minimize impacts on surrounding properties. Site planning will include buffering through vegetation and natural screening, as well as strategic placement of training areas to reduce visibility and sound transmission to adjacent uses. Training activities will be managed to minimize noise, light, and smoke impacts. The majority of operations will occur during daytime hours. Sound levels will be mitigated through distance, site layout, and natural or constructed sound barriers where appropriate. Live fire training exercises will be limited in scale, short in duration, and conducted using only uncontaminated Class A materials. These exercises are designed to produce minimal and controlled smoke, with no long-duration burns. The facility will not utilize fire suppressants containing PFAS compounds. Outdoor lighting will be designed to meet applicable standards and minimize light spillover onto adjacent properties through directional fixtures and appropriate shielding. Stormwater management, traffic circulation, and site access will be designed in accordance with local, state, and federal requirements to ensure environmental protection and compatibility with surrounding land uses. Collectively, these measures ensure that the facility operates in a safe, controlled, and environmentally responsible manner while minimizing impacts to neighboring properties and the broader community.

**Describe why none of the districts available in the zoning code will allow the project proposed. (Use additional pages if necessary)**

The site is currently zoned Planned Industrial Development. No single zoning district adequately accommodates the integrated nature of this project, which combines educational facilities, emergency response operations, and specialized outdoor training environments. The Planned Development designation allows for a coordinated, campus-style approach that supports interdisciplinary training, shared infrastructure, and co-location with active public safety agencies.

**Describe how the project demonstrates innovative development techniques and a higher quality of development not achievable under the standards of the zoning code. (Use additional pages if necessary)**

This project represents an innovative, co-located model that integrates education, workforce development, and real-time public safety operations within a single site. The design supports interdisciplinary training across fire, EMS, law enforcement, and emergency management while leveraging shared infrastructure and simulation-based learning environments. This level of integration and efficiency is not achievable under traditional zoning standards.

Current Zoning Surrounding Subject Property			
North:	Planned Industrial Developmental District	South:	Planned Industrial Developmental District
East:	Planned Industrial Developmental District	West:	Town of Plover
Current Land Use Surrounding Subject Property			
North:	Heavy Industrial	South:	Agricultural
East:	Agricultural	West:	Town of Plover

**EXHIBITS (MAJOR SUBDIVISION)**

Owner Information Sheet	<input type="checkbox"/>	Additional Exhibits If Any (List):
Letter to District Alderperson	<input checked="" type="checkbox"/>	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	<input type="checkbox"/>	
Detailed list of requested deviations	<input type="checkbox"/>	
Site Plan (designating primary, side, and service street frontages)	<input checked="" type="checkbox"/>	
Elevations	<input checked="" type="checkbox"/>	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	<input checked="" type="checkbox"/>	
Open Space Plan if Cluster Subdivision	<input type="checkbox"/>	
Street Plan with Cross-sections	<input type="checkbox"/>	
Utility Plan	<input type="checkbox"/>	

Landscape Plan (including any equivalent alternative landscaping requests)	<input type="checkbox"/>	
Stormwater Plan	<input type="checkbox"/>	
Design plans for any and all proposed buildings	<input checked="" 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
Benjamin Nusz	4/9/26		



## APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

### ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications if Any				Assigned Case Manager			
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 type="checkbox"/> )	
Applicant Name	Mid-State Technical College	Contact Name	Benjamin Nusz
Address	500 32nd Street North	Address	1001 Centerpoint Drive
City, State, Zip	Wisconsin Rapids, WI 54494	City, State, Zip	Stevens Point, WI 54481
Telephone		Telephone	715-342-3115
Fax		Fax	
Email		Email	

### OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/> )		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	City of Stevens Point	Owner's Name	
Address	1515 Strongs Avenue	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-346-1569	Telephone	
Fax		Fax	
Email		Email	

### PROJECT SUMMARY

<b>Subject Property Location [Please Include Address and Assessor's Identification Number(s)]</b>		
Parcel 1	Parcel 2	Parcel 3
281-23-0801310002		
<b>Legal Description of Subject Property</b>		
Frac NESW EXC W15' of 15'S & EXC CSM #011912 DOC-906712 S1 T23N R8E		
<b>Designated Future Land Use Category</b>		<b>Current Use of Property</b>
Institutional		Planned Industrial Developmental District
<b>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)</b>		
<p>Mid-State Technical College, in partnership with the City of Stevens Point, proposes the construction of a 71,700-square-foot NEXUS Public Safety Center co-located with a new fire station to serve central Wisconsin. This joint-use facility will integrate education, training, and emergency response within a single, coordinated hub, in collaboration with local, state, and federal partners including the Stevens Point Fire and Police Departments, Wisconsin Department of Justice, Wisconsin Department of Natural Resources, and the Federal Bureau of Investigation. The project will support the development of modern, purpose-built training environments designed to prepare the next generation of public safety professionals. The NEXUS Center will expand access to high-demand career pathways in fire protection, law enforcement, corrections, and emergency medical services, strengthening workforce pipelines, improving recruitment and retention, and ensuring responders are trained using current technology and interdisciplinary practices. This project addresses two critical public safety needs through one coordinated solution. By co-locating the NEXUS Public Safety Center with a new Stevens Point fire station and auxiliary police presence, the project both strengthens the regional public safety workforce and addresses a growing emergency response need on the city's east side. The fire station will improve response times and expand capacity for local and regional mutual aid, while the integrated training center will provide interdisciplinary, scenario-based training that enhances coordination, readiness, and overall system effectiveness. The development establishes a cost-effective and sustainable model for public safety, leveraging shared infrastructure and partnerships to maximize community benefit while supporting long-term workforce development. The site will also serve as the future home of the Stevens Point Fire Training Center, currently located at 3100 Whiting Avenue. Relocation of existing apparatus and equipment will occur as infrastructure at the new site is completed, allowing for expanded, year-round training capabilities. Project implementation will occur in phases, with the timeline for full buildout dependent on securing necessary funding. Estimated completion of the primary facility is anticipated by Fall 2029.</p>		
<b>How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)</b>		

The proposed development reinforces the existing and planned character of the area by aligning with the City's vision for institutional and public service uses within this business park and growth corridor. The co-location of a public safety training center with an active fire station and auxiliary police presence establishes a cohesive public safety campus that is compatible with surrounding industrial and planned development uses and appropriate for a modern business park environment.

The project enhances public safety for nearby residents and the broader community by improving emergency response times, expanding capacity for mutual aid, and strengthening coordination among fire, EMS, and law enforcement agencies. By integrating training with real-time operations, the facility supports a higher level of preparedness and service delivery across the region.

The architectural design of the facility will mirror the look and feel of Mid-State Technical College's Stevens Point Downtown Campus and AMETA Center, incorporating high-quality materials, modern design elements, and a professional institutional appearance that complements the surrounding area. Site design will include landscaping, buffering, and thoughtful building placement to ensure compatibility with adjacent properties, particularly residential uses to the west.

Overall, the development strengthens the area's role as a hub for employment, training, and public service while contributing to the safety, functionality, and long-term stability of the community.

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

The project is designed to minimize impacts on adjacent properties through both site design and operational controls. Traffic access will be managed through designated entry and exit points, with on-site circulation designed to accommodate emergency and training vehicles without impacting surrounding roadways. Noise impacts will be mitigated through site layout, distance from residential areas, and the use of natural and constructed buffering where appropriate. The majority of training activities will occur during daytime hours. Live fire training exercises will be limited in scale, short in duration, and conducted using only uncontaminated Class A materials, resulting in minimal and controlled smoke. The facility will not utilize fire suppressants containing PFAS compounds. Outdoor lighting will be designed to meet applicable standards and minimize light spillover through directional fixtures and shielding. Landscaping and vegetation will be incorporated to provide visual screening and additional buffering from adjacent properties. Collectively, these measures ensure compatibility with surrounding land uses while supporting safe and effective public safety training operations.

**Current Zoning Surrounding Subject Property**

North:	Heavy Industrial	South:	Planned Industrial Developmental District
East:	Planned Industrial Developmental District	West:	Town of Plover

**Current Land Use Surrounding Subject Property**

North:	Heavy Industrial	South:	Agricultural
East:	Agricultural	West:	Town of Plover

**EXHIBITS**

Owner Information Sheet	<input type="checkbox"/>	<b>Additional Exhibits If Any:</b>
Letter to District Alderperson	<input checked="" 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 checked="" type="checkbox"/>	
Building Elevations	<input checked="" type="checkbox"/>	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	<input checked="" type="checkbox"/>	
Street Plan with Cross-sections	<input type="checkbox"/>	
Utility Plan	<input type="checkbox"/>	
Landscape Plan (including any equivalent alternative landscaping requests)	<input checked="" type="checkbox"/>	
Stormwater Plan	<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
Benjamin Nusz	4/9/26		

**From:** [Ben J Nusz](#)  
**To:** [District 6](#)  
**Cc:** [Chris Severson](#); [Adam Kuhn](#); [Jb Moody](#)  
**Subject:** Public Safety Center Project - District 6  
**Date:** Wednesday, April 8, 2026 11:09:24 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.jpg](#)  
[PUD\\_PID\\_Application\\_V2\\_City\\_of\\_Stevens\\_Point\\_\(4.8.26\).pdf](#)  
[8003\\_Site\\_Plan.pdf](#)  
[8003\\_MSTC-SPFD\\_Public\\_Safety\\_Floor\\_Plan.pdf](#)  
[8003\\_Exterior\\_Elevations.pdf](#)

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Hello Alderperson Steinmetz,

I know you are nearing the end of your term, but I am writing to share information regarding a proposed Planned Development application for the NEXUS Public Safety Center, to be located on the City's east side in partnership with the City of Stevens Point.

This project represents a collaborative effort between Mid-State and the City to co-locate a public safety training center with a new fire station and auxiliary police presence. The proposed facility will serve as a regional hub for education, training, and emergency response, supporting workforce development across fire, EMS, law enforcement, and corrections while also addressing a growing need for enhanced emergency response capacity in this area of the community.

The NEXUS Center is designed to strengthen local and regional public safety systems by improving training access, reducing the need for out-of-district travel, and enhancing coordination among agencies. The project also supports the retention of students and professionals within central Wisconsin and contributes to the long-term safety and resiliency of our communities.

We have worked closely with City staff in the early stages of planning and look forward to continuing that collaboration throughout the review process.


I have attached a DRAFT of the PUD Application along with some of the DRAFT site plans and planning documents. We are still determining when to submit to plan commission, but it will likely be for the May meeting. We would welcome the opportunity to connect with you directly should you have any questions. We also are looking forward to working with Alderperson-Elect Donahue on this project for the benefit of District 6.


Have a great day,

**Ben Nusz**

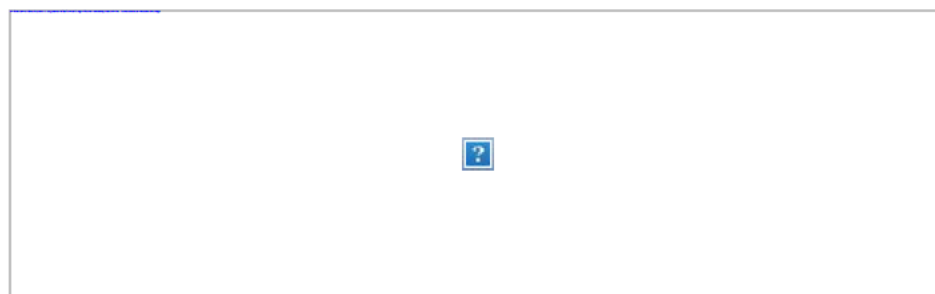
**Dean, Stevens Point Downtown Campus and School of Business & IT**  
(He/Him/His)

Mid-State Technical College / Stevens Point Downtown Campus  
1001 Centerpoint Drive  
Stevens Point, WI 54481

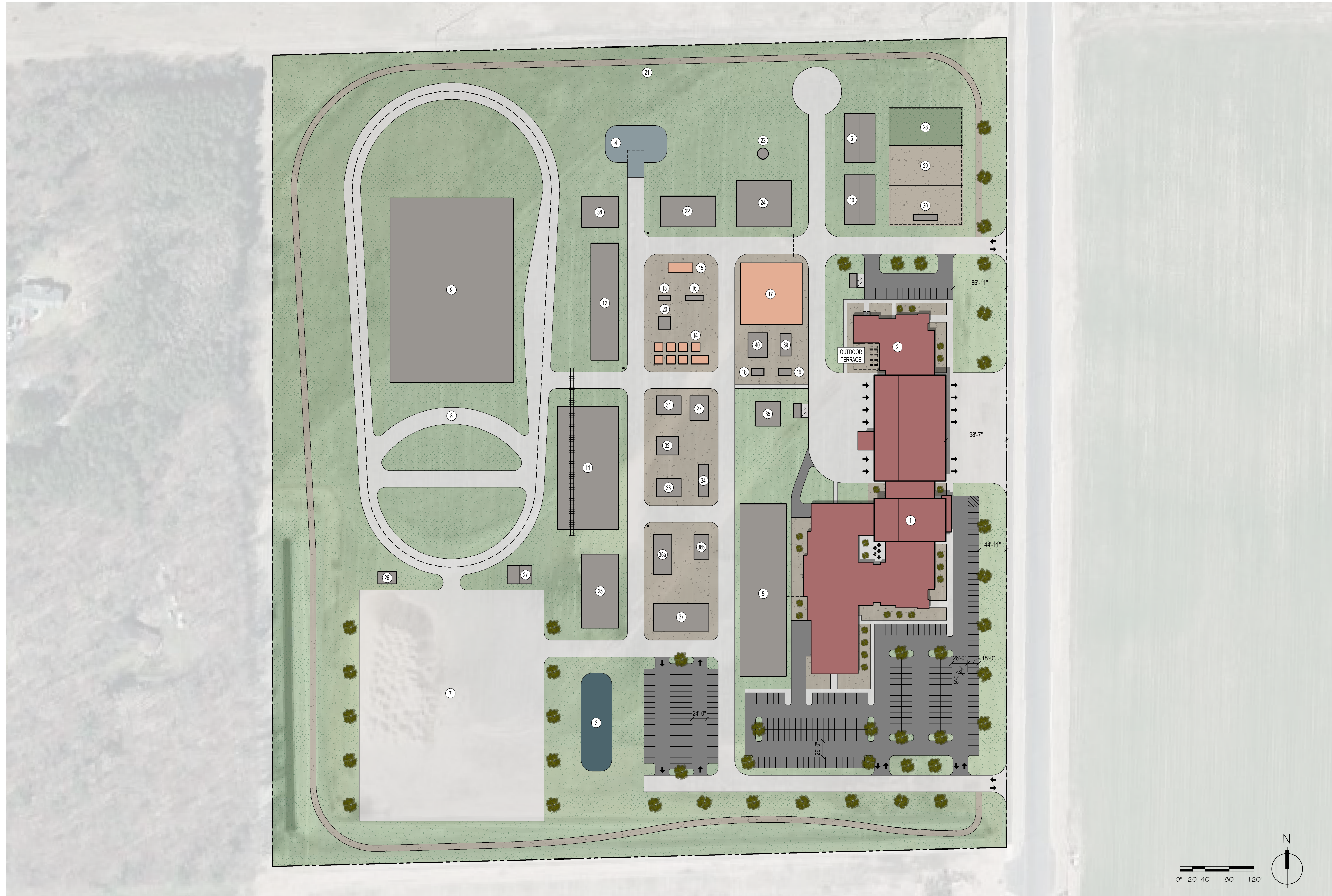
 715-342-3115

 [mstc.edu](http://mstc.edu)

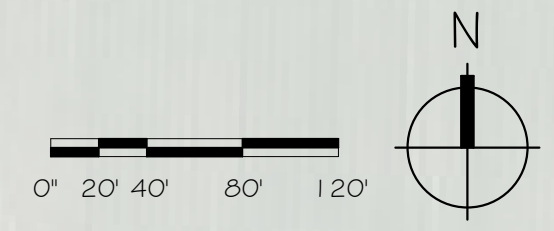




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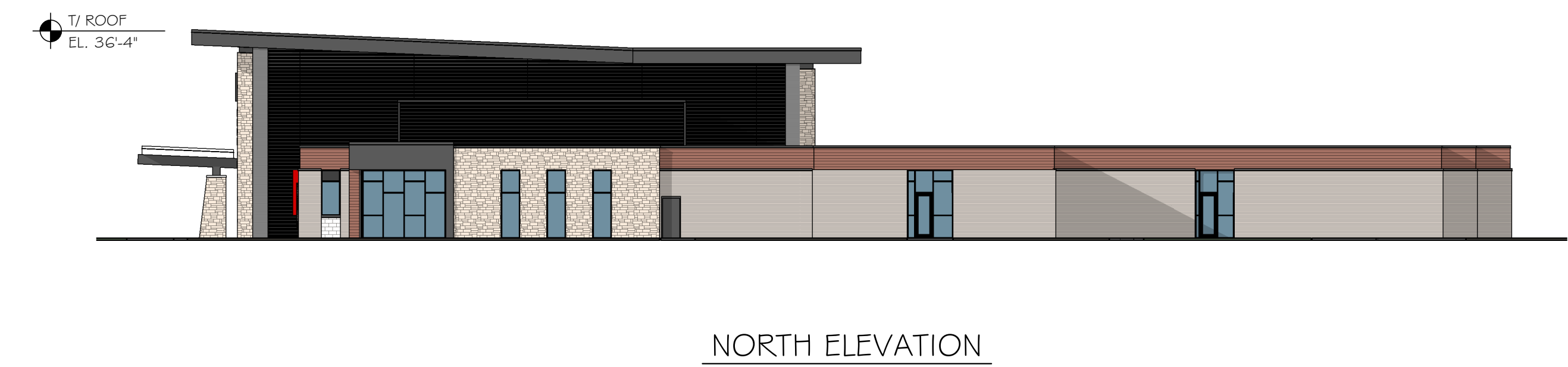
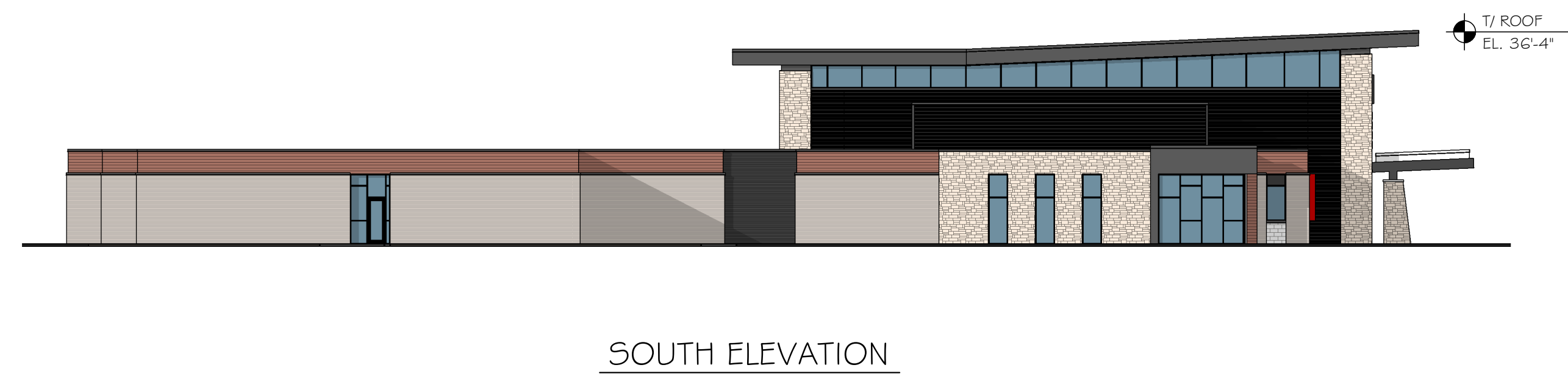
1. Stevens Point Fire Station No. 3
2. Public Safety, Education, and Training Center
3. Bio-Retention Pond
4. Pumping Pond with Submerged Vehicle
5. Indoor Shooting Range
6. Salt/Sand Shed
7. Skid Pad
8. Emergency Vehicle Operations Course (EVO) Track
9. City Provided Water Tower
10. Brine Shed
11. Hazmat Area with Train Derailment
12. LP Gas Props
13. Combustible Storage Shed
14. DCI Burn Pods
15. Burn Building
16. Flashover Simulator
17. Extrication Pad
18. Splash Tower
19. Roof Prop
20. Water Mapping Prop
21. Running Trail
22. Collapse Rescue
23. Grain Bin Rescue
24. Trench and Confined Space Rescue
25. Large Garage
26. Small Garage
27. Student Canopy Shelter
28. K-9 Training Turf Area with Shade Canopy
29. K-9 Agility Area (Pea Gravel)
30. K-9 Multi-Use Area (Crushed Limestone)
31. 1-Story House with Crawl Space
32. Garage Classroom
33. 2-Story House with Full Basement
34. Mobile Home
35. Command Tower
36. Multi-Business Building
37. Scenario Room
38. Search/RIT House



# Public Safety, Education, and Training Complex

March 2026  
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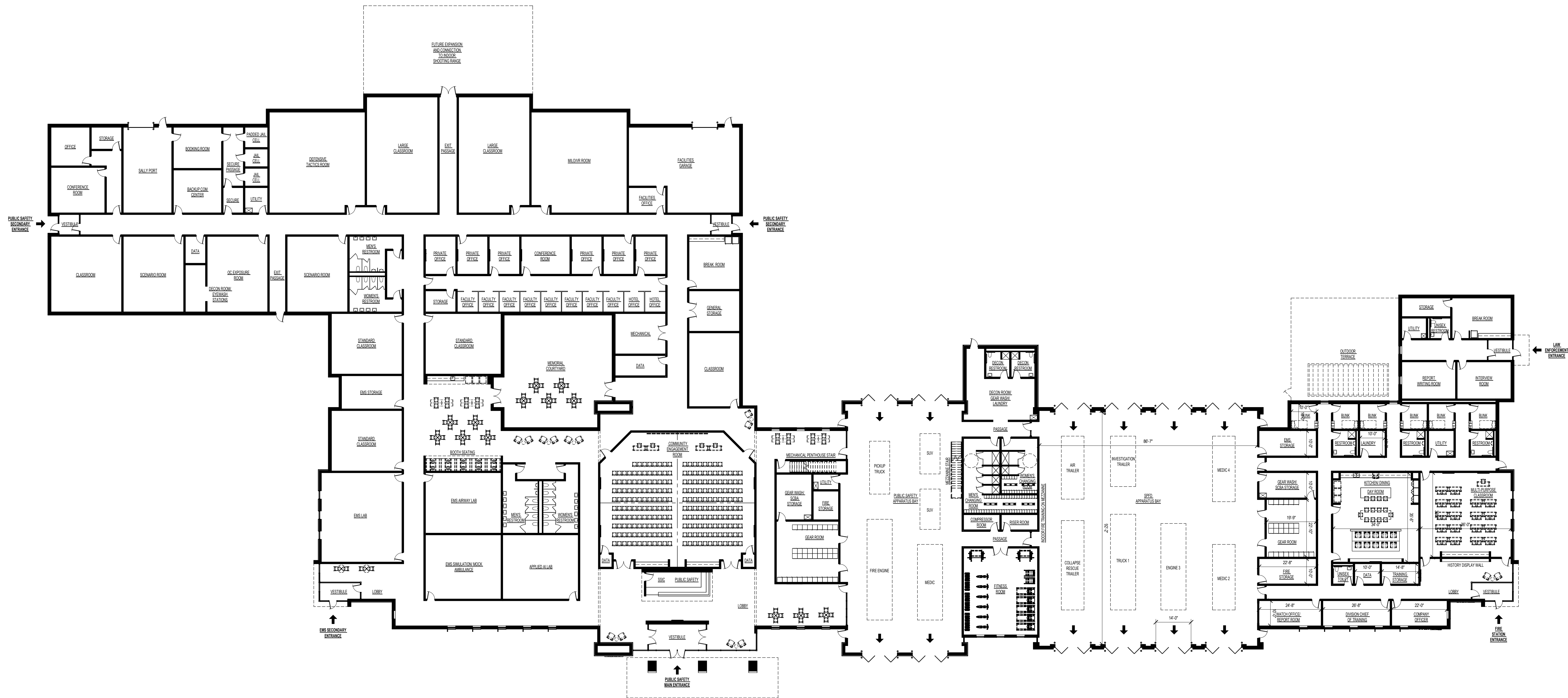


# Public Safety, Education, and Training Complex

March 2026

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FIRST FLOOR PLAN  
 0' 5' 10' 20' 30'  
 71,700 GROSS SQUARE FEET

# Public Safety, Education, and Training Complex

March 2026  
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# Administrative Staff Report

**Conditional Use Permit**  
 5225 Heffron Court  
 May 4, 2026



**Department of Community  
 Development**

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Paul Gnan, representing the Central Wisconsin Lutheran High School</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Adam Kuhn, Associate Planner  <a href="mailto:akuhn@stevenspoint.com">akuhn@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>281230802200031</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>“M-2” Heavy Industrial</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Business Park District</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 6   Ald. Donahue</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Lot Size: 132,422.4 sq. ft. (3.04 ac.)</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Vacant Building</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.02(1)(c)(3)(d)</li> </ul>	<p><b>Request</b></p> <ol style="list-style-type: none"> <li>Public Hearing and action on a request from Paul Gnan, representing the Central Wisconsin Lutheran High School, for a conditional use permit to operate a parochial high school on the property located at 5225 Heffron Court (Parcel ID 281230802200031), consistent with Ch. 23.02(1)(c)(3)(d).</li> </ol> <p><b>Attachment(s)</b></p> <ol style="list-style-type: none"> <li>Application</li> <li>Plans</li> </ol> <p><b>Findings of Fact</b></p> <ol style="list-style-type: none"> <li>Central Wisconsin Lutheran School is seeking to operate a high school out of the existing building on the subject property.</li> <li>Only grades 9 &amp; 10 would be operating out of the subject property, and expected enrollment would be 10-15 in the first year.</li> <li>If approved, instruction would begin in the Fall of 2026.</li> <li>The subject property is zoned “M-2” Heavy Industrial. Public and parochial schools are a conditional use within all City zoning districts.</li> </ol> <p><b>Staff Recommendation</b></p> <p>Approve the request for a conditional use permit to operate a parochial high school on the property located at 5225 Heffron Court, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>All building code requirements to operate a school shall be met prior to granting occupancy.</li> <li>Staff shall have the ability to approve minor amendments to the project plan.</li> </ol>
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## Vicinity Map

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## Background

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*Overview:* Central Wisconsin Lutheran School is seeking to operate a high school out of the existing building on the subject property. Only grades 9 & 10 would be operating out of the subject property, and expected enrollment would be 10-15 students in the first year. If approved, instruction would begin in the Fall of 2026. The subject property is zoned “M-2” Heavy Industrial. Public and parochial schools are a conditional use within all City zoning districts.

## Standards of Review – Conditional Use Permit

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- 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 not expected to be detrimental to the public. The availability of academic institutions is a topic discussed within the Community Facilities Chapter of the City’s Comprehensive Plan, and increasing the supply of educational facilities is not anticipated to harm the public. As shown on the vicinity map above, the land immediately to the south of the subject property is a single-family residential subdivision. While most land in the City’s Industrial Park is separated from these single-family homes by a City park, having an institutional use on the subject property will provide a better land use transition so industrial uses does not directly abut single-family uses.

**Findings:** The “M-2” Heavy Industrial District allows for schools via a conditional use permit. With another academic institution being located in the City’s Industrial Park – the AMETA Center – along with the subject

property being located at the end of Heffron Court, it is anticipated that the proposed use will align well with the surrounding area.

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

**Analysis:** Institutional uses like a school are typically less injurious when compared to the industrial uses that would be permitted within the “M-2” District. Specifically, the noxious impacts that are commonplace with industrial uses (e.g., excessive noise, handling of toxic materials, high traffic, etc.) are not expected with the proposed school.

**Findings:** The proposed academic institution is anticipated to stabilize by providing another educational facility in the City’s east side.

**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 business park uses.

**Findings:** See standards one and two above. The subject property adjoins properties that are zoned “M-2” Heavy Industrial and “R-1” Suburban Single-Family Residential. While the proposed land use is not industrial in nature, it should be noted that institutional uses are allowed within all City zoning districts. As mentioned earlier, the proposed land use would provide a better land use transition with the adjoining single-family homes when compared to the list of industrial uses that would be permitted by right.

**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:** No changes to the exterior of the building are proposed with this request. The existing building has a textured concrete block façade that is a common façade material used for industrial buildings.

**Findings:** This standard is met.

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

**Analysis:** Access to the property is off of Heffron Court. Utilities are located in the Heffron Court Right-of-Way and already services the existing structure. Adequate drainage exists on the property to handle future site work if necessary.

**Findings:** 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.**

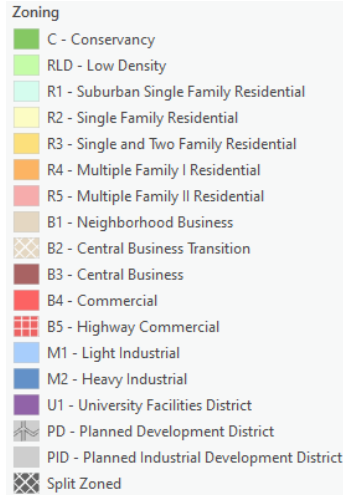
**Analysis:** One access point into the property exists off of Heffron Court. Given the low traffic volume anticipated with the proposed use, staff believes that safe access exists to the site.

**Findings:** This standard is met.

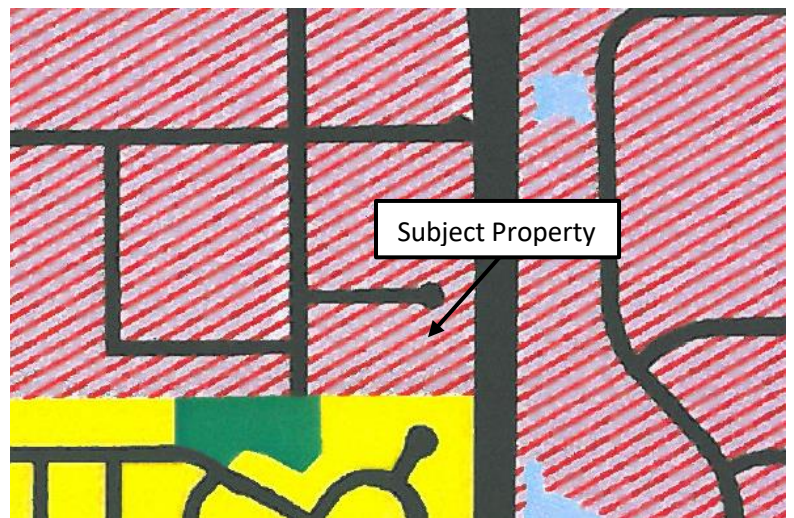
**7. The proposed use is not contrary to the objectives of any duly adopted land use plan for the City of Stevens Point and any of its components.**

**Analysis:** The City's 2005

Comprehensive Plan Future Land Use Map has identified this property as identified the subject property for business park uses. The subject property is zoned "M-2" Heavy Industrial. The "M-2" District is intended to "provide for those manufacturing or other industrial uses having more obnoxious or nuisance effects than the "M-1" Light Industrial District and having a greater intensity of manufacturing, processing, employment, traffic and other related activities. It is intended that the "M-2" district generally be located distant from non-manufacturing uses: that it be buffered by the "M-1" district or by major highways, rivers, open space, or high intensity commercial uses, and that all "M-2" districts be located consistent with the City's Comprehensive Plan."



**Future Land Use**



**Findings:** While the proposed use is not industrial in nature, staff is recommending that the future land use designation of the subject property not be changed to the "institutional/government" future land use criteria. This statement is due primarily to the fact that the City's Comprehensive Plan has identified the need to market this area of the City as part of an industrial park, which such a future land use designation change would go against. Please note that maintaining the "business park district" future land use designation took place for the AMETA Center a few years ago, even though the proposed use is institutional in nature.

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 permit application is seeking to operate an educational facility. Key land use requirements are met and are outlined throughout this report.

**Findings:** The regulations of the district are met for this proposal provided the conditional use permit's conditions are met.

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. **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.**

**Analysis:** N/A

**Findings:** N/A

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

- a) **All developments shall front on a public right-of-way unless recommended by the Public Works Director.**

**Analysis:** The proposed use will have access off of Heffron Court.

**Finding:** This standard is met.

- b) **The driveway to the site shall be located so as not to be a danger to the street flow of traffic.**

**Analysis:** One driveway exists as allowed per the City's Zoning Code.

**Findings:** This standard is met.

- c) **The driveway shall not be too close to neighboring intersections.**

**Analysis:** The existing driveway is located at the end of the cul-de-sac and meets applicable driveway ordinances.

**Findings:** This standard is met.

- d) **Alignment of the driveway shall be coordinated with adjacent access points to avoid conflict or confusion.**

**Analysis:** One other driveway exists off of the cul-de-sac to serve the property to the north.

**Findings:** No conflict points are anticipated with the proposed use.

- e) **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).**

**Analysis:** One driveway is proposed.

**Findings:** This standard is met.

- f) **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.**

**Analysis:** The parking lot is adequately designed to not create traffic back-ups during peak travel times.

**Findings:** This standard is met.

- g) **Intersections are visible and not visually screened.**

**Analysis:** Intersections are visible as required in the City's clearview requirements.

**Findings:** This standard is met.

- h) **Adequate drainage and snow storage is provided.**

**Analysis:** Please see above. Adequate drainage exists, and several snow storage areas exist throughout the property.

**Findings:** This standard is met.

- i) **Minimum size requirements are maintained for safe vehicle circulation.**

**Analysis:** Minimum dimensional standards for driveways are met.

**Findings:** This standard is met.

- j) **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.**

**Analysis:** The proposed parking areas meet minimum dimensional standards as outlined in the City's Zoning Code. Lighting is planned to be located off of the principal structure and with light fixtures scattered in the parking lot.

**Findings:** This standard is met.

- k) **Driveways shall be located to minimize the impact to adjacent properties.**

**Analysis:** Please see above.

**Findings:** This standard is met.

**11. 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:** The property has water and sewer connections to serve the building.

**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:** Refuse storage will be contained within the building.

**Findings:** This standard is met.

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

**Analysis:** Outside of light coming from the building and parking lot, no additional lighting that impacts the surrounding area is proposed.

**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 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.



## APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

### ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications if Any				Assigned Case Manager			
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 type="checkbox"/> )	
Applicant Name	Central Wisconsin Lutheran High School Inc	Contact Name	Paul Gnan
Address	3210 Maple Drive	Address	3730 Cleveland Ave
City, State, Zip	Plover, Wisconsin, 54467	City, State, Zip	Plover, Wisconsin, 54467
Telephone	715-544-6300	Telephone	414-745-1893
Fax		Fax	
Email		Email	

### OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/> )		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Charles Burkett	Owner's Name	
Address	1332 Biscaya Drive,	Address	
City, State, Zip	Surfside, Florida, 33154	City, State, Zip	
Telephone	305-534-0102	Telephone	
Fax	305-673-2075	Fax	
Email		Email	

### PROJECT SUMMARY

Subject Property Location [Please include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
5225 Heffron Court	281230802200031	
Legal Description of Subject Property		
5225 Heffron Court, Stevens Point, Wisconsin 54481		
Designated Future Land Use Category		Current Use of Property
Industrial		Vacant
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)		
The building would be used to house a Religious High School (Central Wisconsin Lutheran). The school will begin with grades 9 and 10, in the fall of 2026. The acreage behind the building would be leveled off and used for outdoor activities such as physical education.		
How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)		

--

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

We have met with Serv Pro our neighbors to the west and discussed our plans with them and they see no issues with their business. Noone was available to meet with from the IBEW (Electrical Workers Union House) which is located just north of the property.

The Ameta Center of Mid State technical College is 2 blocks from our proposed site, and we are partnering with them for our students to take classes there that we do not offer at this time. We believe in community service and will have several clean up days in the fall and spring to help make our neighborhood a cleaner and more beautiful place.

**Current Zoning Surrounding Subject Property**

North:	Heavy Industrial	South:	Residential
East:	I-39 US 51 Transportation	West:	Heavy Industrial

**Current Land Use Surrounding Subject Property**

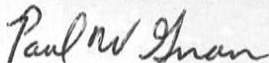
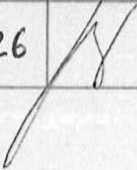
North:	IBEW Union House	South:	Residential
East:	Interstate	West:	Serve Pro restoration

**EXHIBITS**

		Additional Exhibits If Any:
Owner Information Sheet	<input type="checkbox"/>	
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	<input type="checkbox"/>	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	<input type="checkbox"/>	
Street Plan with Cross-sections	<input type="checkbox"/>	
Utility Plan	<input type="checkbox"/>	
Landscape Plan (including any equivalent alternative landscaping requests)	<input type="checkbox"/>	
Stormwater Plan	<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
	4/7/26		4/7/26

Top of page two from the application. It would not allow us to print in that area.

The school day will coincide with the Mid State Ameta Center on Coye Drive. The flow of traffic will not be impacted the first couple of years due to the size of our school. We project the first year will have between 10-15 students. Each successive year we hope to bring that same amount and grow by 10-15 students. Our students from the Wisconsin Rapids, Biron and Plover area will be transported by a school van. That will be about half of our students. Since the students will not be old enough to drive the first year we assume that parents will be dropping them off. We will open our doors at 7:15am for students to arrive each day and school will end at 3pm. We will be diligent in reminding the families about being a good neighbors and encourage safety protocols to be aware of any neighborhood trucks while transporting their children.

Exhibits:

- 1) Owner information included and email attached.
- 2) I talked with and emailed the alderman for sixth district of Stevens Point Wisconsin, Dale Steinmetz. He told me that he was in full support of our usage but that he would no longer be the alderman when our project came up for review. I contacted Adam Kuhn and he told me to wait for the new alderman. I will write him a letter when that person is elected.
- 3-7) Arc Central provided documentation.
- 8) NA
- 9) NA
- 10) NA
- 11) Use the existing lights on entrances and poles in the parking lot.

# New Commercial Alteration for CENTRAL WISCONSIN LUTHERAN HIGH SCHOOL INC

PARCEL ID: 281230802200031

5225 Heffron Ct, Stevens Point, WI 54481

## CODE DATA

**Governing Code**  
Madison Ordinance 2021 International Building Code

**Occupancy Classification - 303**  
Educational E

**Type of Construction - TABLE 501**  
Type IIB

**Allowable Height - TABLE 504.4**  
Educational E, 3rd Class, Non-sprinkled, Allow 1 Story

**Allowable Area - TABLE 506.2**  
Educational E, 3rd Class, Non-sprinkled, Allow 3,900 sq ft  
Frontage increase allowed per 506.2.3

**Actual Building Area**  
5,600 sq ft (incl. building)

**Occupant Capacity - TABLE 1004.5**  
Educational E, 1,745 sq ft Grossed Area  
75 sq ft per person = 23

**Required Exit Width - 1005.3.1 & 1005.3.2**  
STAIRS = 20" PER OCC. 20" PROVIDED, 70/200 = 20"  
DOORS = 20" PER OCC. 20" PROVIDED, 70/200 = 20"

**Spaces with One Exit - 1006.2.1**

**Exit Access Travel Distance - 1017.2**  
Educational E, without sprinkler = 200 FT

**Sanitary Facilities - TABLE 2902.1**  
75% OCCUPANTS = 16 FEMALE

**REQUIRED**

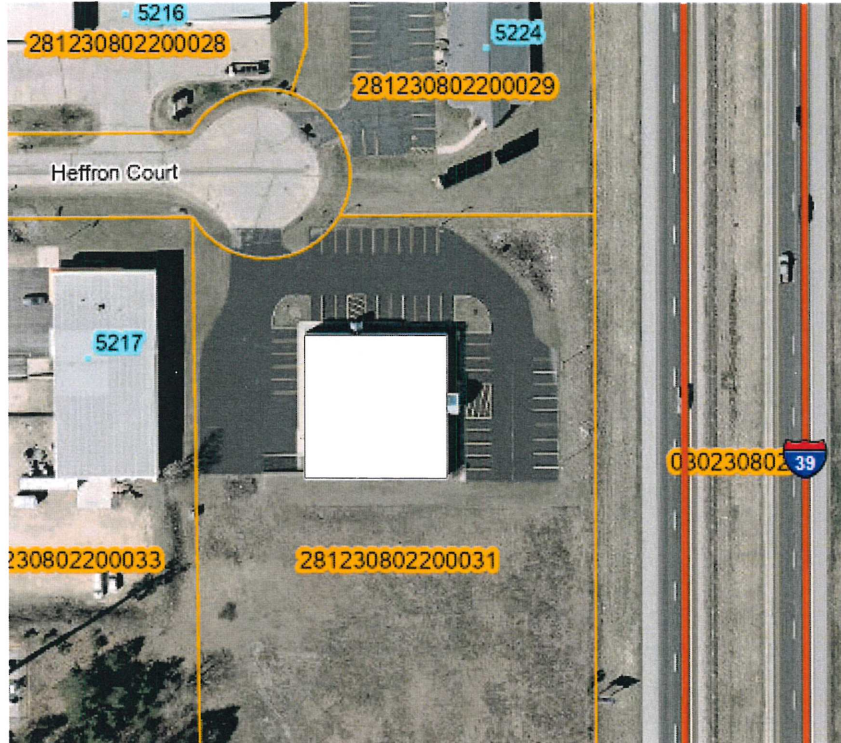
FLOOR	TYPE	AREA	TYPE	AREA	THROUGH PARTY
1	2	1	2	1	1

**EXISTING TO REMAIN**

FLOOR	TYPE	AREA	TYPE	AREA	THROUGH PARTY
2	1	2	2	2	1

**Design Loads - TABLE 1607.1 & 1608.2**

SOIL BEARING CAPACITY	= 3,000 PSF PRESUMED
GROUND SNOW LOAD	= 40 PSF
ROOF DEAD LOAD	= 15 PSF
LATERAL LOAD (15 mph WIND)	= 24 PSF
WIND AT CANOPY	= 30 PSF
FLOOR LIVE LOAD, NONRESIDENTIAL	= 40 PSF
MEZZANINE FLOOR LIVE LOAD	= 100 PSF (50, 100, 17, 50)
FLOOR LIVE LOAD, PASSENGER	= 100 PSF



1 SITE PLAN  
1" = 40'-0"

## SHEET INDEX

**TITLE**

T100 SITE PLAN & SHEET INDEX

**ARCHITECTURE**

A100 FIRST FLOOR PLAN, EXISTING

A101 FIRST FLOOR PLAN, NEW

**GENERAL**

G101 SYMBOLS AND LEGENDS

G102 ACCESSIBILITY DETAILS

G103 ACCESSIBLE PARKING AND SIDEWALK DETAILS



**SHEET NOTES:**

1. HVAC SYSTEM SHALL BE DESIGNED, SUBMITTED, AND INSTALLED BY SUBCONTRACTOR.

2. PLUMBING SYSTEM SHALL BE DESIGNED, SUBMITTED, AND INSTALLED BY SUBCONTRACTOR.

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ARC CENTRAL LLC  
ARCHITECTURE, CONSTRUCTION  
MANAGEMENT, INTERIOR DESIGN  
715-827-2388  
info@arc\_central\_llc.com

SITE PLAN & SHEET INDEX

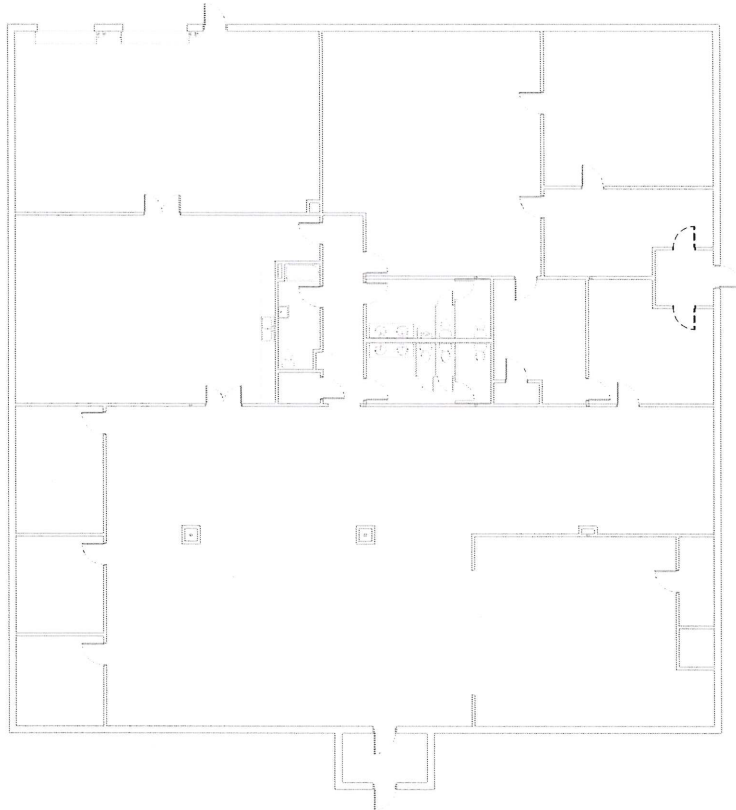
PROPOSED PLANS  
FOR

CENTRAL WISCONSIN  
LUTHERAN HIGH SCHOOL INC  
5225 Heffron Ct, Stevens Point, WI 54481

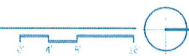
REVISIONS  
03/26/24  
Date  
03/26/24  
Date

Prelin. Plan  
Cons. Docs  
Approval  
Revision 1  
Revision 2  
DATE  
March 9th, 2024  
PROJECT NO.  
26016

T100



1 FIRST FLOOR PLAN, EXISTING & DEMO  
1/8" = 1'-0"



WALL KEY	
TO BE DEMOLISHED	
EXISTING PARTITION TO REMAIN	
NEW PARTITION	

SHEET NOTES:

1. DIMENSIONS ARE FROM FACE UP BUILT TO FACE OF STUD, UNLESS NOTED OTHERWISE

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ARC CENTRAL LLC  
ARCHITECTURE, CONSTRUCTION  
MANAGEMENT, INTERIOR DESIGN  
715-526-2558  
info@arccentralwi.com

FIRST FLOOR PLAN,  
EXISTING

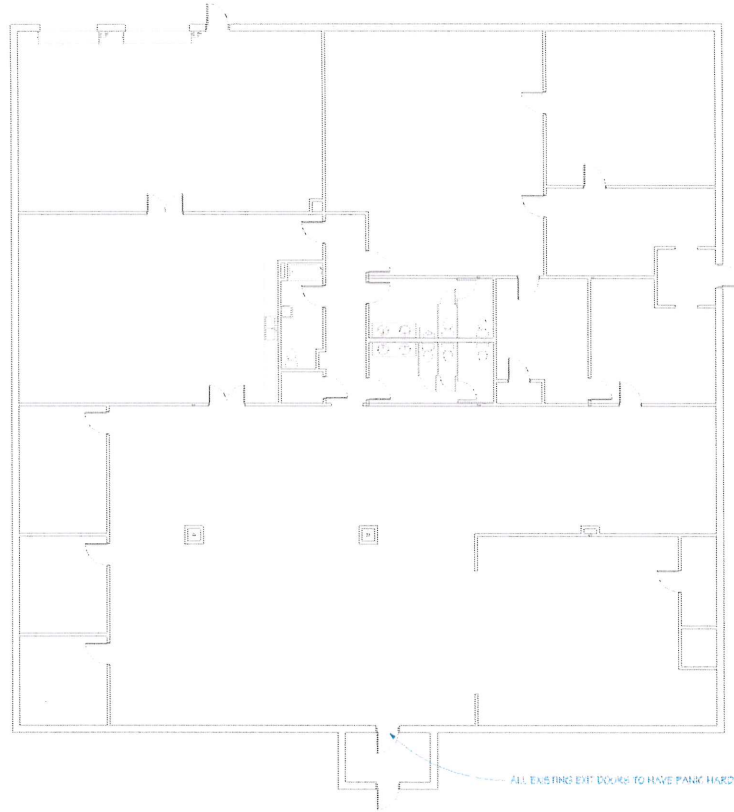
PROPOSED PLANS  
FOR  
CENTRAL WISCONSIN LUTHERAN  
5225 HIGHWAY 54  
SCOTTSDALE, WI 54481

REVISIONS

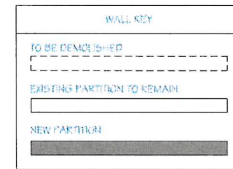
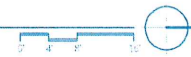
Date	Date
03/23/26	

DATE  
March 9th, 2026  
PROJECT NO.  
20016

A100



1 FIRST FLOOR PLAN, NEW  
1/8" = 1'-0"



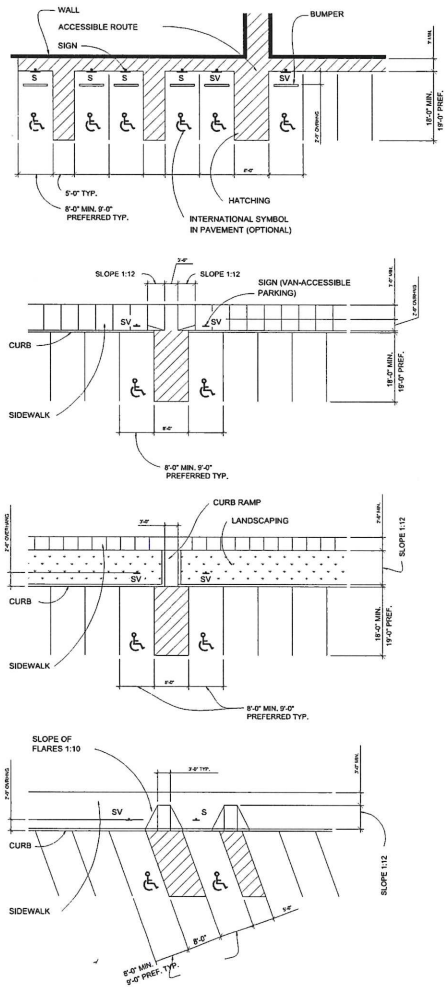
SHEET NOTES:  
1. DIMENSIONS ARE FROM FACE OF STUD UNLESS NOTED OTHERWISE.

REVISIONS	
03.12.26	Date
03.25.26	Date
	Date
	Date
Prelim. Plan	Revision 1
Const. Docs	Revision 2
Approval	
DATE	
March 9th, 2026	
PROJECT NO.	
26016	

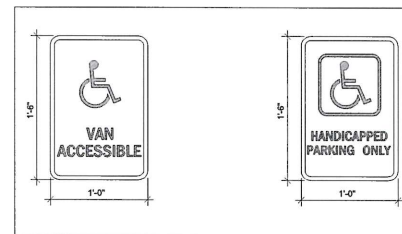
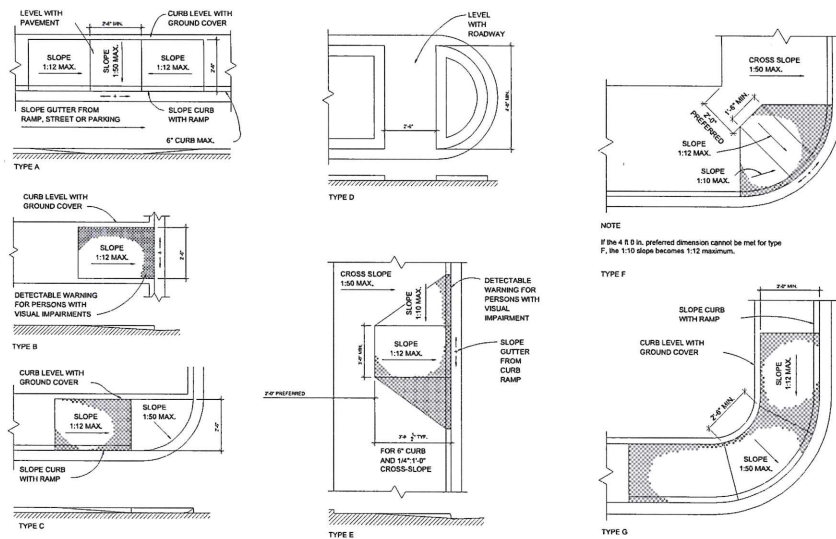




MANEUVERING CLEARANCES, REACH RANGES, & PROTRUDING OBJECTS



ACCESSIBLE SIDEWALK RAMPS



REVISIONS	
03.25.25	Date
03.25.25	Date
DATE	Date
March 9th, 2026	Date
PROJECT NO.	Revision 2
26016	Revision 2

# Administrative Staff Report

Conceptual Plan Review  
 Conditional Use Permit  
 Site Plan Review  
 Badger Avenue  
 May 4, 2026



Department of Community  
 Development

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Tyler Ignatowski, representing Little Captain LLC</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Adam Kuhn, Associate Planner  <a href="mailto:akuhn@stevenspoint.com">akuhn@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>281240828402021</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>“R-LD” Low-Density Residential</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Commercial/Office/High-Density Residential</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 11   Ald. Morrow</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Lot Size: 129,809 sq. ft. (2.98 ac.)</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Undeveloped</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.01(14)(f)</li> <li>23.02(1)(f)(3)(b)</li> <li>23.02(4)(b)(1)(2)</li> <li>23.02(4)(b)(5)</li> </ul>	<p><b>Request</b></p> <ol style="list-style-type: none"> <li>Public Hearing and action on a request from Tyler Ignatowski, representing Little Captain LLC, to rezone the property located at 2928 Stanley Street (Parcel ID 281240828402021) from the “R-LD” Low-Density Residence District to the “R-4” Multiple Family I Residence District.</li> <li>Public Hearing and action on a request from Tyler Ignatowski, representing Little Captain LLC, to apply a “PD” Planned Development Overlay District designation to the property located at 2928 Stanley Street (Parcel ID 281240828402021), consistent with Ch. 23.02(4)(b)(5).</li> <li>Public Hearing and action on a request from Tyler Ignatowski, representing Little Captain LLC, for a conditional use permit to construct multi-family residential buildings on the property located at 2928 Stanley Street (Parcel ID 281240828402021), consistent with Ch. 23.01(14)(f) and 23.02(1)(f)(3)(b).</li> <li>A request from Tyler Ignatowski, representing Little Captain LLC, for a site plan review to construct multi-family residential buildings on the property located at 2928 Stanley Street (Parcel ID 281240828402021), consistent with Ch. 23.02(4)(b)(1)(2).</li> </ol> <p><b>Attachment(s)</b></p> <ol style="list-style-type: none"> <li>Application</li> <li>Plans</li> </ol> <p><b>Findings of Fact</b></p> <ol style="list-style-type: none"> <li>The applicant is requesting to construct three multi-family residential buildings on the subject property, totaling 56 residential units.</li> <li>The two proposed 12-unit buildings will have a one-stall attached garage to service each residential unit. The 32-unit complex will provide 21 surface parking stalls and two detached garage structures totaling 24 enclosed parking spaces.</li> <li>Other site improvements include retention areas situated on all four corners of the subject property, and a gravel turnaround area near the north lot line to provide navigability for emergency services.</li> <li>Portions of the subject property was annexed into the City last year. All of the subject property has a zoning designation of “R-LD” Low-Density Residential.</li> </ol>
---	---

5. Several land use requests are proposed as part of this request. These include:
  - a. Rezoning the base zoning designation of the subject property to the “R-4” Multiple Family I Residence District. Multi-family residential development is prohibited in the “R-LD” District and a conditional land use within the “R-4” District.
  - b. Applying a “PD” Planned Development Overlay District designation to exceed maximum density requirements. Approval of a conceptual plan is included as part of the “PD” rezoning request.
  - c. Approval of a site plan review, as required with any “PD” rezoning request.
  - d. A conditional use permit to construct multiple multi-family residential buildings within the “R-4” District.
6. The Plan Commission and Common Council may attach additional conditions onto this development request as necessary.

**Staff Recommendation**

Approve the request to rezone the property located at 2928 Stanley Street (Parcel ID 281240828402021) from the “R-LD” Low-Density Residence District to the “R-4” Multiple Family I Residence District.

Approve the request to apply a “PD” Planned Development Overlay District designation to the property located at 2928 Stanley Street (Parcel ID 281240828402021), with the following deviations:

1. Exceed maximum lot density standards from the size of the subject property to 215,200 sq ft.

Approve the request for a conditional use permit to construct multi-family residential buildings on the property located at 2928 Stanley Street (Parcel ID 281240828402021), subject to the following conditions:

1. A building permit shall be obtained prior to the start of construction.
2. Staff shall be permitted to approve minor changes to the plan submittal.

Approve the request for a site plan review to construct multi-family residential buildings on the property located at 2928 Stanley Street (Parcel ID 281240828402021), subject to the following conditions:

1. A stormwater management plan shall be reviewed and approved prior to any land disturbance occurring.
2. A stormwater maintenance agreement shall be entered into with the City and recorded with the Portage County Register of Deeds Office.
3. A fire hydrant maintenance agreement shall be entered into with the City and recorded with the Portage County Register of Deeds Office.
4. An additional fire hydrant is required. The location of the additional hydrant shall be reviewed and approved by the City Fire Marshal.
5. A final landscaping plan detailing height and canopy spread of proposed species at the time of planting shall be submitted to the Zoning Administrator for review and approval.

6. To the greatest extent possible, the applicant shall retain existing landscaping along the east and west lot lines that are not slated for land disturbance on the submitted site plan.
7. A building permit shall be obtained prior to the start of construction.
8. Staff shall have the ability to approve minor amendments to the submitted plan set.

## Vicinity Map



## Background

*Overview:* The applicant is requesting to construct three multi-family residential buildings on the subject property that totals 56 residential units. Of the three multi-family residential buildings, two of the buildings will each have twelve residential units and the third building will have 32 residential units. Parking for residents and guests will consist of attached garages, detached garages and surface parking stalls. The two 12-unit buildings will have a one-stall attached garage to service each residential unit, plus room for parking on each driveway leading to the attached garage. The 32-unit complex will provide 21 surface parking stalls and two detached garage structures totaling 24 enclosed parking spaces. Other site improvements include retention areas situated on all four corners of the subject property, and a gravel turnaround area near the north lot line to provide navigability for emergency services.

As the Commission may recall, portions of the subject property was annexed into the City last year. All of the subject property has a zoning designation of “R-LD” Low-Density Residential. The proposed residential development requires multiple land use approvals as outlined below.

- Rezoning the base zoning designation of the subject property to the “R-4” Multiple Family I Residence District. Multi-family residential development is prohibited in the “R-LD” District and a conditional land use within the “R-4” District.
- Applying a “PD” Planned Development Overlay District designation to exceed maximum density requirements. Approval of a conceptual plan is included as part of the “PD” rezoning request.
- Approval of a site plan review, as required with any “PD” rezoning request.
- A conditional use permit to construct multiple multi-family residential buildings within the “R-4” District.

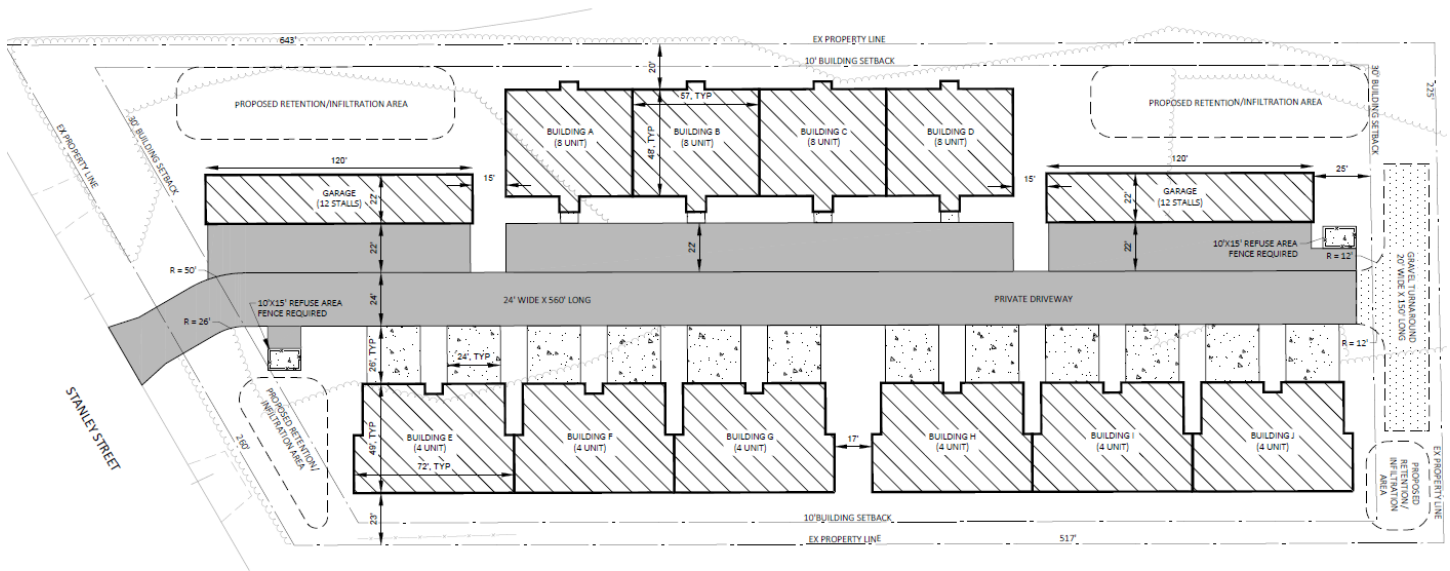
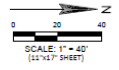
**SITE NOTES**

CLEARING AND GRUBBING AS REQUIRED AND AS APPROVED BY OWNER.

STORMWATER MANAGEMENT PLAN SHALL FOLLOW ALL DNR REQUIREMENTS AND RECEIVE APPROVAL THROUGH THE NOI PROCESS PRIOR TO CONSTRUCTION.

**LEGEND**

- ▨ PROPOSED CONCRETE PAVEMENT
- ▧ PAVEMENT RESTORATION
- ▩ PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL



**Proposed Site Plan**

# Standards of Review – Rezoning to the “R-4” District

## 1. Minimum performance standards are met with the proposed district.

**Analysis:** Performance standards for the “R-4” Multiple Family I Residence District are identified below:

USE	LOT AREA AND DENSITY	LOT WIDTH	HEIGHT OF STRUCTURE	SIDE YARD	STREET SETBACK	REAR YARD	PARKING	AREA OF STRUCTURE	MIN. BLDG. WIDTH
Dwellings	One Unit Dwelling: 8,000 s.f. Min.  Two Unit Dwelling: 8,000 s.f. Min.  3-4 Unit Dwelling: 15,000 s.f. Min. 2,000 s.f. of lot area per person not a member of resident family in development with 1-4 units.  5-9 Units: Ground floor - 3,500 s.f. /1st fl. +100 s.f./bdm.  Above gr. fl. - 2,600 sq. Ft. + 100s.f./bdm.  10-23 Units: Ground floor - 3,700 s.f. + 100s.f./bdm.  Above gr. fl. - 2,900 s.f. + 100 s.f./bdm.  24+ Units: Ground floor - 4,100 s.f. + 100 s.f./bdm.  Above gr. fl. - 3,300 s.f. + 100 s.f./bdm.	60 ft., 80 ft. For corner lots	45 ft. Or 4 stories	10 ft. On each side	25 feet	Not less than 20% of lot depth, but not less than 15 ft. And need not exceed 30 ft.	Per 23.01(14)	One family dwelling - 900 sq.ft.	18 ft.
All other Permitted Uses	8,000 sq.ft.					30 ft.			
Cond. Uses	3 or more units shall be required to submit a site plan, building elevations, and landscaping plans prior to Cond. Use. Review.								

**Findings:** As will be discussed further in this report, the proposed development exceeds maximum density allowances. The applicant is requesting a deviation from maximum density requirements, which will be considered under the “PD” Planned Development zoning request. Besides density, the proposed development meets performance standards for the “R-4” District. Setback requirements, as outlined below, are met with the proposed development.

Minimum Setback Requirement	Proposed
<b>Street: 25'</b>	35'
<b>Side: 10'</b>	16' 7" off of the west lot line 23' off of the east lot line
<b>Rear: 30'</b>	40'

Maximum building height is 45' (or four stories), which the proposed development does not exceed. As discussed earlier, parking is provided within attached garages, detached garages and surface parking lots. The total number of parking spaces provided (81) exceeds the minimum number required in the Zoning Code (70).

**2. The change in zoning is consistent with the City’s Comprehensive Plan.**

**Analysis:** The subject property is designated on the City’s Future Land Use Map for commercial, office, and high-density residential uses. This future land use designation is identified in the Goerke-Washington Neighborhood Plan, adopted by the Common Council in 2023.

**Findings:** Staff believes that this standard is met. The proposed multi-family residential development aligns with the Comprehensive Plan’s intention to have high-density residential offerings along this segment of Stanley Street.

**3. The change in zoning will not create adjacent incompatible uses.**

**Analysis:** The subject property exists near multi-family residential, single-family residential and commercial uses to the west, multi-family residential uses to the south, single-family residential and planned institutional uses to the north, and single-family residential uses to the east.

***“R-2” Single-Family Residence District***

*This 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.*

***“R-4” Multiple Family I Residence District***

*This district is established to provide a medium density, mixed residential district intended to provide a transition between lower density detached housing areas and more intense non-residential land usage consistent with the City's Comprehensive Plan.*

***“B-4” Commercial District***

*This district is established to provide for retail, commercial, office, service and apartment uses in areas of good accessibility along arterial streets consistent with the City's Comprehensive Plan. This district is primarily intended to accommodate general commercial uses requiring on-site parking and arterial access.*

***“PD” Planned Development***

*A PD is intended for projects that demonstrate 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.*

**Findings:** The segment of Stanley Street from Lindbergh Avenue to Indiana Avenue has historically had a scattering of commercial, multi-family and single-family residential development. The City’s Zoning Map identifies this scattering with the above four zoning districts being classified on properties along this corridor. The City’s Future Land Use Map, however, identifies the desire to have multi-family and commercial development along this segment of Stanley Street. While it is understandable for a zoning map to conflict with a future land use map, the intent in the long-term – when new development occurs, occupancy changes, loss of

legal non-conforming uses, etc. – is for the zoning map to more align with the future land use map. This request does better align with the City’s Future Land Use Map.

**4. The impact of the proposed amendment, and potential subsequent amendment requests, will likely have on area parking, street capacity, street access, neighborhood traffic levels, pedestrian mobility and other traffic-related issues.**

**Analysis:** 81 parking spaces are provided between attached garages, detached garages, surface parking spaces and within driveways leading to each attached garage. Based on Zoning Code requirements, 70 parking spaces are required with the proposed development. One access point is proposed off of Stanley Street that has been reviewed by the City’s Public Works Department. Please note that as Stanley Street is part of Highway 66, there are limitations for the creation of new driveways. A gravel turnaround is proposed near the north lot line for emergency services, which is consistent with recent residential development.

**Findings:** Staff believes that parking on the subject property, along with access and traffic circulation for all road users, will not be negatively impacted with the proposed rezoning request.

**5. The impact the proposed amendment, and potential subsequent amendment requests, will likely have upon area drainage, its impact on surrounding properties and the natural environment, and the capacity of public systems to accommodate the drainage.**

**Analysis:** On-site drainage is planned to be located along all four corners of the subject property. Staff believes that adequate green space exists for stormwater to be contained on the property.

**Findings:** This standard is met.

**6. Population density changes.**

**Analysis:** 56 residential units are proposed.

**Findings:** The proposed development is located in an area that is desired for higher-density residential land uses, per the City’s Future Land Use Map. Should the planned development rezoning request be approved, staff believes that social and emergency services in the area can support the anticipated population influx.

**7. School population changes.**

**Analysis:** 56 residential units are proposed.

**Findings:** While 56 residential units are proposed, 32 of those units will have only one bedroom. With a majority of the housing units having one bedroom, it is anticipated to limit the population increase that can occur. Based on average household size per the U.S. Census, staff believes that the School District can support the anticipated population increase with this development.

**8. Costs to provide adequate sanitary and storm sewer and water to the area.**

**Analysis:** Utility infrastructure currently exists to support the planned use.

**Findings:** This standard is met.

**9. Adequacy of recreational facilities serving the proposed area.**

**Analysis:** The subject property is located two blocks away from Atwell Park and is adjacent to Schmeckle Reserve.

**Findings:** Staff believes that there are adequate recreational facilities serving the proposed area.

## **Standards of Review – “PD” Planned Development Overlay Rezoning**

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**1. The proposed PD is consistent with the pertinent elements of the City of Stevens Point Comprehensive Plan and any other adopted plans.**

**Analysis:** Please see the section above regarding the future land use designation for the subject property.

**Findings:** Staff believes that this standard is met. The proposed multi-family residential development aligns with the Comprehensive Plan’s intention to have high-density residential offerings along this segment of Stanley Street.

**2. The proposed PD is consistent with the standards and uses of the context area within which it is located.**

**Analysis:** Multi-family residential uses exist to the west and south of the subject property and would have a similar land use intensity as what is proposed. A scattering of single-family residential and commercial uses exist to the east along Stanley Street. Knowing that the City’s future land use plans identifies further commercial and multi-family uses farther east along Stanley Street, staff believes that the proposal better aligns with the current development pattern and desired future development pattern.

**Findings:** This standard is met.

**3. The proposed PD meets the requirements of this zoning ordinance.**

**Analysis:** As mentioned in the base rezoning section above, the proposed development meets all Zoning Code requirements except for density. The proposed development under the “R-4” District standards would require a minimum lot size of 215,200 square feet, while the subject property is 129,809 square feet in size. As part of this “PD” District request, the applicant is requesting a deviation from maximum density requirements.

**Findings:** This standard is met provided that the Council grants the requested deviation in density requirements.

**4. The proposed PD will reinforce the existing or planned character of the neighborhood.**

**Analysis:** Staff believes that the proposed development will support the existing neighborhood. Other multi-family residential developments of similar intensity exist to the south and west of the subject area. Various commercial uses exist nearby along the Stanley Street corridor that will benefit from having additional residential units close by.

**Findings:** While there are single-family uses that exist nearby, careful planning in site design took place to minimize any concerns. For example, two non-conforming single-family homes exist immediately to the west of the subject property. Although these two lots are intended for multi-family development in the future, the site

design purposely had the two detached garages be located immediately west of the homes instead of residential units. Additionally, the detached garages were purposely set back farther away from these single-family homes by having stormwater retention areas situated in between. As further development exists along Stanley Street in the future, staff believes that potential conflicts would be minimized due to achieving greater compliance with the City’s Future Land Use Map. Lastly, it should be noted that while a single-family subdivision exists to the north, the adjacent lot to the subject property is owned by Community Church for a planned new religious institution. Having an institutional use separate multi-family and single-family uses will, in my opinion, provide an adequate land use transition.

**5. The site is appropriate for the development allowed in the proposed PD.**

**Analysis:** The subject property is appropriate for the proposed planned development. The requested deviation from Zoning Code requirements better aligns with the future land use pattern as outlined in the 2023 Goerke-Washington Neighborhood Plan. Additionally, the subject property is directly adjacent to another planned development area – the single-family residential subdivision located to the north.

**Findings:** This standard is met.

**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.**



**Analysis:** The proposed development would conflict with maximum density requirements of the “R-4” District.

**Findings:** In asking for the density deviation, the applicant has taken a few actions to achieve a higher quality of site design. First, the proposed buildings are planned to use a variety of siding material – vinyl siding and stone veneer – to provide contrast and a sound visual aesthetic. The 32-unit complex will have an even fenestration pattern that allows doors and windows to be a predominant façade appearance.

Future roadway planning also was incorporated into the proposed development. The City has identified through long-range transportation plans to extend Maria Drive east of Minnesota Avenue to Indiana Avenue. As one can see on a parcel map, the City owns a significant chunk of land to support the future right-of-way. Should the proposed development be approved, the applicant is willing to sell a portion of the subject property near the north lot line to the City to support the road extension. Please note that under this scenario, the proposed development would still meet Zoning Code requirements (i.e., the north lot line being considered a street lot line and not a rear lot line).

Lastly, it should be noted through a few local and regional housing reports about the desire to construct more one-bedroom residential units in the city. The proposed development, if approved, would allow for 32 one-bedroom units to be introduced into the city at a rate more affordable due to its smaller floor area.

- 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.**

**Analysis:** Please see previous sections of this report discussing the proposed development’s impact on emergency services, the School District, nearby recreational facilities, and the stormwater facilities located on the property.

**Findings:** This standard is met.

- 8. The PD will not substantially or permanently injure the appropriate use of adjacent conforming properties.**

**Analysis:** Please see the section above regarding the future land use designation for the subject property.

**Findings:** Staff believes that this standard is met. The proposed multi-family residential development aligns with the Comprehensive Plan’s intention to have high-density residential offerings along this segment of Stanley Street.

## **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:** 56 residential units are proposed.

**Findings:** The City’s Zoning Code places numerous regulations designed as safeguards to protect the public. These regulations include building setbacks, parking, stormwater management, etc. The proposed development meets all Zoning Code requirements with the exception of maximum density, which is a requested deviation as part of the planned development rezoning request. By meeting Zoning Code requirements, staff believes that the proposal will not endanger the health, safety and general welfare of the public.

- 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 proposed use can accommodate a maximum unit count of 56.

**Findings:** Multi-family residential uses are identified as a conditional use within the “R-4” Commercial District, the zoning designation of the subject property (contingent on rezoning approval). Based on the application and plan submittal, staff believes that the use will not be injurious to the property or surrounding neighborhood.

- 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.

**Findings:** See standards one and two above.

- 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:** The proposed buildings are planned to use a variety of siding material – vinyl siding and stone veneer – to provide contrast and a sound visual aesthetic. The two 12-unit buildings will have a steeper roof pitch than most buildings to provide variation in building height within the subject property. As mentioned earlier, a high degree of doors and windows are planned on the 32-unit building to make sure that a proportional solids and voids ratio exist.

**Findings:** This standard is met.

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

**Analysis:** 81 parking spaces are provided between attached garages, detached garages, surface parking spaces and within driveways leading to each attached garage. Based on Zoning Code requirements, 70 parking spaces are required with the proposed development. One access point is proposed off of Stanley Street that has been reviewed by the City’s Public Works Department. Please note that as Stanley Street is part of Highway 66, there are limitations for the creation of new driveways. A gravel turnaround is proposed near the north lot line for emergency services, which is consistent with recent residential development.

**Findings:** Staff believes that parking on the subject property, along with access and traffic circulation for all road users, will not be negatively impacted with the proposed rezoning request.

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:** See standard #5 above.

**Findings:** Staff believes that safe access into and out of the subject property is provided with the proposed land use.

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.

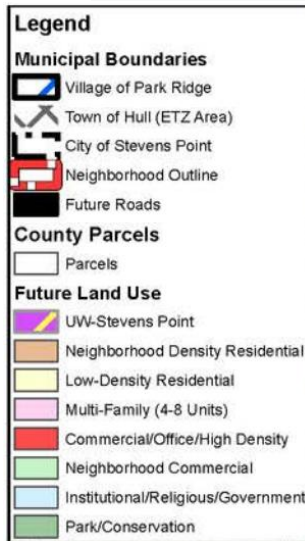
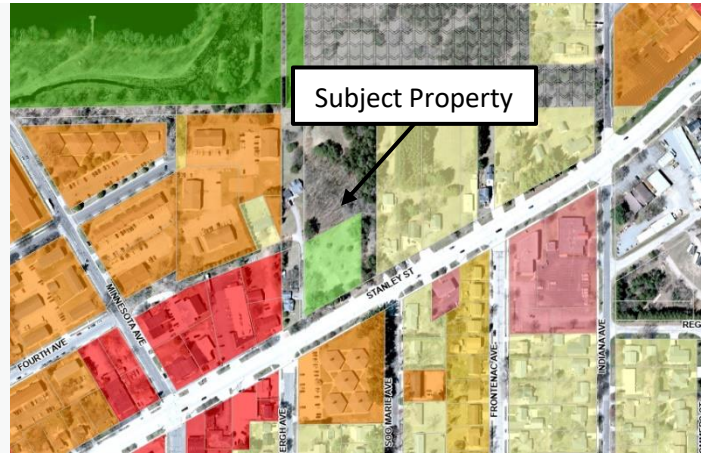
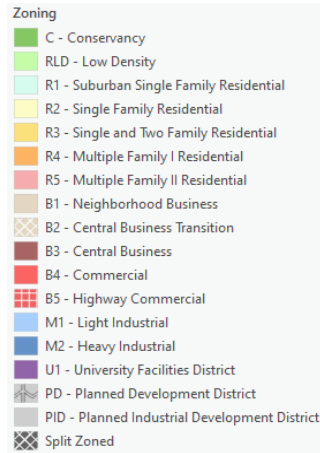
**Analysis:** The subject property is zoned “R-4” Multi-Family I Residential (contingent on the rezoning request listed earlier) and has a future land use designation of ‘Commercial/Office/High-Density Residential.’ The “R-4” District is established to “provide a medium density, mixed residential district intended to provide a transition between lower density detached housing areas and more intense non-residential land usage consistent with the City’s Comprehensive Plan.

**Findings:** Staff believes that the proposed residential use aligns with the zoning and future land use designation of the subject property.

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 property and use meets minimum performance standards in the “R-4” District with a requested deviation for density standards. Several Building Code requirements exist with the proposed land use and would need to be met as a condition for receiving temporary occupancy.

**Findings:** This standard is met provided that the above conditions of approval are applied.



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:** The proposed development is located in an area that is desired for higher-density residential land uses, per the City's Future Land Use Map. Should the planned development rezoning request be approved, staff believes that social and emergency services in the area can support the anticipated population influx.

**Findings:** The proposal should not result in an over-concentration of high-density living facilities as the property is located along a commercial corridor designated as an arterial street.

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.**

**Analysis:** Please see previous sections of this report.

**Findings:** The current building matches the surrounding multi-family residential area in terms of architectural appeal and general function.

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

- a) **All developments shall front on a public right-of-way unless recommended by the Public Works Director.**

**Analysis:** Access is proposed to be off of Stanley Street

**Finding:** This standard is met.

- b) **The driveway to the site shall be located so as not to be a danger to the street flow of traffic.**

**Analysis:** The proposed access point maintains minimum spacing requirements as outlined in the City's Zoning Code.

**Findings:** This standard is met.

- c) **The driveway shall not be too close to neighboring intersections.**

**Analysis:** Driveways serving multi-family residential and other non-residential land uses must be separated at least 100 feet from a street intersection consisting of an arterial street. The proposed driveways greatly exceed this 100' separation requirement.

**Findings:** This standard is met.

- d) **Alignment of the driveway shall be coordinated with adjacent access points to avoid conflict or confusion.**

**Analysis:** Based on the amount of street frontage provided, the City's Zoning Code permits a maximum of two driveways. One driveway is proposed and aligns with allows access points along Highway 66.

**Findings:** Staff believes that the proposed driveway is located appropriately to avoid conflict and confusion.

- e) **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).**

**Analysis:** The applicant is requesting to use one driveway. The Public Works Director has recommended the quantity and location of these driveways.

**Findings:** This standard is met.

- f) **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.**

**Analysis:** The traffic flow on the site to the street is anticipated to flow smoothly. Traffic will enter and exit off of Stanley Street.

**Findings:** This standard is met.

- g) **Intersections are visible and not visually screened.**

**Analysis:** The intersections are not screened from view.

**Findings:** Vision obstructions should not be a concern.

- h) **Adequate drainage and snow storage is provided.**

**Analysis:** Adequate drainage exists on the property, and snow storage is expected to be located towards the north end of the property.

**Findings:** This standard is met.

- i) **Minimum size requirements are maintained for safe vehicle circulation.**

**Analysis:** The lot provides for adequate traffic aisles, as required by the City's Zoning Code.

**Findings:** This standard is met.

- j) **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.**

**Analysis:** Additional lighting is planned to be located on the exterior of the building to meet minimum Building Code requirements. Existing landscaping should reduce light pollution generated from these fixtures onto adjacent properties.

**Findings:** This standard is met.

- k) **Driveways shall be located to minimize the impact to adjacent properties.**

**Analysis:** Please see above. The driveway should not cause a negative impact on the adjacent properties.

**Findings:** This standard is met.

**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:** Please see above. The property has the needed utilities and access to support the proposed land use.

**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:** Refuse storage is proposed on the north and south end of the subject property. Both storage areas will be screened by using privacy fencing.

**Findings:** This standard is met.

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

**Analysis:** Additional lighting is planned to be located on the exterior of the building to meet minimum Building Code requirements. Existing landscaping should reduce light pollution generated from these fixtures onto adjacent properties.

**Findings:** This standard is met.

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

**Analysis:** Any noise generated is expected to be located within the building.

**Findings:** This standard is met.

**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:** Landscaping is planned to be located along select areas of the parking lot.

**Findings:** This standard is met.

## Standards of Review – Site Plan Review

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**1. Setbacks.**

**Analysis:** The following are the building setback requirements of the “R-4” Multi-Family I Residence District – 25’ street setback, 10’ side yard setback and a rear yard setback of 20% of the lot’s depth (min 15’, max 30’).

**Findings:** The setbacks that are provided meet minimum requirements for the “R-4” District.

<i>Lot Line</i>	<b>R-4 Setback Requirements</b>	<b>Proposed Setbacks</b>
<i>Street</i>	25’	35’
<i>Side</i>	10’	16’ 7” off of the west lot line 23’ off of the east lot line
<i>Rear</i>	20% of lot depth (minimum 15’, maximum 30’)	40’

**2. Density.**

**Analysis:** Within the “R-4” District, density requirements for multi-family development is based on the number of residential units per building, how many units are on the ground floor versus above floor, and the number of bedrooms provided.

**Findings:** The proposed development under the “R-4” District standards would require a minimum lot size of 215,200 square feet, while the subject property is 129,809 square feet in size. As part of this “PD” District request, the applicant is requesting a deviation from maximum density requirements.

**3. Building Height.**

**Analysis:** The “R-4” District allows buildings to be no more than 45’ in height or four stories.

**Findings:** All three principal structures would be two stories in height. All principal and accessory buildings will be well under the maximum 45’ building height allowance.

#### **4. Access and Internal Traffic Flow.**

**Analysis:** One access point is proposed off of Stanley Street. Although there are additional driveway aprons along the street frontage, there are limitations as to the number of access points that can be fully utilized due to Stanley Street being part of Highway 66. Access to the proposed units will be off of a private driveway that will terminate into a gravel turnaround. The gravel turnaround is not intended to be used by residents – only emergency services are expected to use it if/when such services are needed on the property.

**Findings:** Staff believes that the driveway is built appropriately to handle the additional traffic volume expected within this development.

#### **5. Parking.**

**Analysis:** 81 parking spaces are provided between attached garages, detached garages, surface parking spaces and within driveways leading to each attached garage. Based on Zoning Code requirements, 70 parking spaces are required with the proposed development.

**Findings:** The amount of off-street parking provided meets minimum parking requirements in the City’s Zoning Code.

#### **6. Fire Hydrants.**

**Analysis:** One fire hydrant is located along Stanley Street that can support the proposed development. A second hydrant is required near the north end of the subject property, which is placed as a condition of approval.

**Findings:** This standard is met provided that the aforementioned condition is adopted.



## APPLICATION FOR A ZONING MAP AMENDMENT - REZONING

(Pre-Application Conference Required)

### ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications if Any				Assigned Case Manager			
Pre-Application Conference Date							

### APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> )	
Applicant Name	Little Captain LLC	Contact Name	Tyler Ignatowski
Address	PO BOX 51	Address	PO BOX 51
City, State, Zip	Plover, WI 54467	City, State, Zip	Plover, WI 54467
Telephone	801.584.9834	Telephone	801.584.9834
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	
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
281-24-0828402021		
Legal Description of Subject Property		
LOT 3 CSM #9164-38-94 BNG PRT NWSE S28 T24 R8 2.984A 914694;914695;914696		
Area of Subject Property (Acres/Sq Ft)		Area of Requested Rezoning (Acres/Sq Ft)
2.984 acres		2.984 acres
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
Commercial Office High Density	Vaccant	Multi Family
Current Zone District		Proposed Zone District
Low Density Residential		Multi Family R-4

**Reason for the zone change request**

Need a district that would allow for multi-family.

**Land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)**

A proposed multi-family development featuring two 12-unit buildings with two-bedroom, one-bath residences, each with attached garages, along with one 32-unit building offering one-bedroom, one-bath units complemented by detached garages.

**Current Zoning Surrounding Subject Property**

North:	Planned Development	South:	R4 Multi Family
East:	R2 Single Family Residential	West:	R4 Multi Family and B4 Commercial

**Current Land Use Surrounding Subject Property**

North:	Single Family Residential	South:	Multi Family Residential
East:	Single Family Residential	West:	Multi Family Residential and Commercial Retail

**Is the proposed zoning map amendment consistent with the Comprehensive Plan? If so how?**

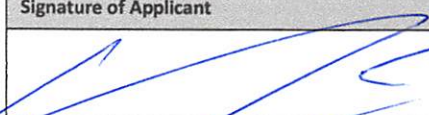

Yes, the high density residential would be consistant with the comprehensive plan and lots to the west.

**EXHIBITS**

Owner Information Sheet On Form	<input checked="" type="checkbox"/>	Additional Exhibits If Any:
Letter to District Alderperson Emailed - shaunmorrowdistrict11@gmail.com	<input checked="" type="checkbox"/>	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	<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
	4-2-26		4-2-26



## APPLICATION FOR A PLANNED DEVELOPMENT OR PLANNED INDUSTRIAL DEVELOPMENT

(Pre-Application Conference Required)

### ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications (if any)				Assigned Case Manager			
Pre-Application Conference Date				Planned Development	<input type="checkbox"/>	Planned Industrial Development	<input type="checkbox"/>

### APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> )	
Applicant Name	Little Captain LLC	Contact Name	Tyler Ignatowski
Address	PO BOX 51	Address	PO BOX 51
City, State, Zip	Plover, WI 54467	City, State, Zip	Plover, WI 54467
Telephone	801.584.9834	Telephone	801.584.9834
Fax		Fax	
Email		Email	

### OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> )		PROPERTY OWNER OF RECORD 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

Development Name	Stanley		Former Development Name (if any)	
Area of Subject Property (Acres/Sq Ft)	2.984 acres		Proposed Number of Lots	
Project Address:	2928 STANLEY ST STEVENS POINT, WI 54481		Planned Development	<input checked="" type="checkbox"/>
			Planned Industrial Development	<input type="checkbox"/>
Parcel 1 – Assessor's Parcel ID Number	Parcel 2 – Assessor's Parcel ID Number (if needed)	Parcel 3 – Assessor's Parcel ID Number (if needed)		
281-24-0828402021				
Number of Residential Units Proposed	Proposed Gross Residential Density	Commercial Space Proposed Sq. Ft.		
56	18.76			
Source of Utilities: City of Stevens Point			Streets Created or Extended as part of Subdivision? If Yes What Types?	
Water	City of Stevens Point	Sewer	City of Stevens Point	
List all uses that will occur as part of the proposed Planned development or Planned Industrial Development below. (Use additional pages if necessary)				
Multi-Family.				

Describe proposed project and details about the uses listed above. Include the time schedule (if any) for development. (Use additional pages if necessary)

A proposed multi-family development featuring two 12-unit buildings with two-bedroom, one-bath residences, each with attached garages, along with one 32-unit building offering one-bedroom, one-bath units complemented by detached garages.

Expressly identify any and all requested deviations from the zoning code. (Use additional pages if necessary)

Requesting a higher allotted density. Density is 205,600.

If a Planned Industrial Development, identify any and all measures that will be taken to mitigate negative impacts both and to protect the environment and surrounding property. (Use additional pages if necessary)

Describe why none of the districts available in the zoning code will allow the project proposed. (Use additional pages if necessary)

All zoning codes for Multi-Family in the city of Stevens Point have a lower allotted density.

Describe how the project demonstrates innovative development techniques and a higher quality of development not achievable under the standards of the zoning code. (Use additional pages if necessary)

\*Attached.

**Current Zoning Surrounding Subject Property**

North:	Planned Development	South:	R4 Multi Family
East:	R2 Single Family Residential	West:	R4 Multi Family and B4 Commercial

**Current Land Use Surrounding Subject Property**

North:	Single Family Residential	South:	Multi Family Residential
East:	Single Family Residential	West:	Multi Family Residential and Commercial Retail


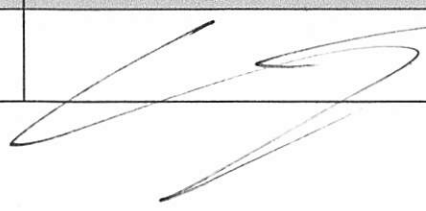
**EXHIBITS (MAJOR SUBDIVISION)**

Exhibit Name	Required	Additional Exhibits If Any (List):
Owner Information Sheet On form	<input checked="" type="checkbox"/>	
Letter to District Alderperson	<input checked="" type="checkbox"/>	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	<input type="checkbox"/>	
Detailed list of requested deviations On form	<input type="checkbox"/>	
Site Plan (designating primary, side, and service street frontages)	<input checked="" type="checkbox"/>	
Elevations	<input checked="" type="checkbox"/>	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	<input checked="" type="checkbox"/>	
Open Space Plan if Cluster Subdivision	<input type="checkbox"/>	
Street Plan with Cross-sections	<input type="checkbox"/>	
Utility Plan	<input checked="" type="checkbox"/>	

Landscape Plan (including any equivalent alternative landscaping requests)	<input checked="" type="checkbox"/>
Stormwater Plan *	<input type="checkbox"/>
Design plans for any and all proposed buildings	<input checked="" 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
	4-2-26		4-2-26

**This project is specifically designed to address a documented housing shortage in the area, with a particular emphasis on the limited availability of one-bedroom, one-bathroom units. By thoughtfully increasing density beyond what is typically permitted, the development delivers a housing type that is currently underserved, providing attainable and efficient living options for individuals and small households.**

**In addition to addressing housing demand, the project incorporates enhanced site planning, upgraded landscaping and upgraded stone façade elements contributing to functionality and overall aesthetic appeal.**

**Compliance with existing zoning density limitations would reduce the number of units and make it difficult to feasibly deliver this type of housing product, ultimately limiting the project's ability to meet current market needs.**

**By allowing flexibility in density, the project is able to balance increased housing supply with enhanced aesthetic and site design elements, resulting in a development that meets a critical community need.**



## APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

### ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications if Any				Assigned Case Manager			
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 type="checkbox"/> )	
Applicant Name	Little Captain LLC	Contact Name	Tyler Ignatowski
Address	PO BOX 51	Address	PO BOX 51
City, State, Zip	Plover, WI 54467	City, State, Zip	Plover, WI 54467
Telephone	801.584.9834	Telephone	801.584.9834
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	
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
281-24-0828402021		
Legal Description of Subject Property		
LOT 3 CSM #9164-38-94 BNG PRT NWSE S28 T24 R8 2.984A 914694;914695;914696		
Designated Future Land Use Category		Current Use of Property
Commercial Office High Density		Vaccant
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>A proposed multi-family development featuring two 12-unit buildings with two-bedroom, one-bath residences, each with attached garages, along with one 32-unit building offering one-bedroom, one-bath units complemented by detached garages.</p>		
How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)		

--

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

The proposed development fits within the existing character of the neighborhood, which already includes a mix of rental homes and apartment complexes. Because multifamily housing is already present in the area, this project is consistent with the current development pattern. The new apartment complex builds on that existing use while improving the overall appearance through higher-quality design and landscaping, helping it blend in and enhance the surrounding neighborhood.

**Current Zoning Surrounding Subject Property**

North:	Planned Development	South:	R4 Multi Family
East:	R2 Single Family Residential	West:	R4 Multi Family and B4 Commercial

**Current Land Use Surrounding Subject Property**



North:	Single Family Residential	South:	Multi Family Residential
East:	Single Family Residential	West:	Multi Family Residential and Commercial Retail

**EXHIBITS**

		Additional Exhibits If Any:
Owner Information Sheet On Form	<input checked="" type="checkbox"/>	
Letter to District Alderperson	<input checked="" 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 checked="" type="checkbox"/>	
Building Elevations	<input checked="" type="checkbox"/>	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	<input checked="" type="checkbox"/>	
Street Plan with Cross-sections	<input type="checkbox"/>	
Utility Plan	<input checked="" type="checkbox"/>	
Landscape Plan (including any equivalent alternative landscaping requests)	<input checked="" type="checkbox"/>	
Stormwater Plan *	<input type="checkbox"/>	
Outdoor Lighting Plan (location of fixtures, illumination levels)	<input checked="" 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
	4-2-26		4-2-26



## 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	<input type="checkbox"/>	Major Site Plan	<input type="checkbox"/>

### APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> )	
Applicant Name	Little Captain LLC	Contact Name	Tyler Ignatowski
Address	PO BOX 51	Address	PO BOX 51
City, State, Zip	Plover, WI 54467	City, State, Zip	Plover, WI 54467
Telephone	801.584.9834	Telephone	801.584.9834
Fax		Fax	
Email		Email	

### OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> )		PROPERTY OWNER OF RECORD 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
281-24-0828402021		
Legal Description of Subject Property		
LOT 3 CSM #9164-38-94 BNG PRT NWSE S28 T24 R8 2.984A 914694;914695;914696		
Area of Subject Property (Acres/Sq Ft)		
2.984 acres		
Current Zoning District(s)		
Low Density Residential		

Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
Commercial Office High Density	Vacant	Multi Family

Describe land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)

A proposed multi-family development featuring two 12-unit buildings with two-bedroom, one-bath residences, each with attached garages, along with one 32-unit building offering one-bedroom, one-bath units complemented by detached garages.

**Current Zoning Surrounding Subject Property**

North:	Planned Development	South:	R4 Multi Family
East:	R2 Single Family Residential	West:	R4 Multi Family and B4 Commercial

**Current Land Use Surrounding Subject Property**


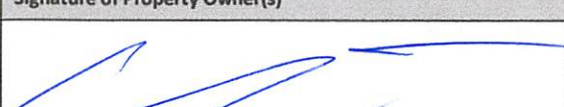
North:	Single Family Residential	South:	Multi Family Residential
East:	Single Family Residential	West:	Multi Family Residential and Commercial Retail

**EXHIBITS**

Exhibit Name	Required	Additional Exhibits If Any (List):
Owner Information Sheet On Form	<input checked="" type="checkbox"/>	
Letter to District Alderperson	<input checked="" 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 checked="" type="checkbox"/>	
Building Elevations	<input checked="" type="checkbox"/>	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	<input checked="" type="checkbox"/>	
Street Plan with Cross-sections	<input type="checkbox"/>	
Utility Plan	<input checked="" type="checkbox"/>	
Landscape Plan (including any equivalent alternative landscaping requests)	<input checked="" type="checkbox"/>	
Stormwater Plan *	<input type="checkbox"/>	
Outdoor Lighting Plan (location of fixtures, illumination levels)	<input checked="" type="checkbox"/>	

**CERTIFICATION AND SIGNATURE**

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Signature of Applicant	Date	Signature of Property Owner(s)	Date
	4-2-26		4-2-26

April 8, 2026

Alderson Shaun Morrow  
District 11

Dear Mr. Morrow,

I am writing to inform you that I will be submitting a rezoning application to the City of Stevens Point for a proposed residential development located at 2928 Stanley Street.

The project consists of the construction of two 12-unit multifamily buildings and one 32-unit multifamily building, situated on the north side of Stanley Street between Lindbergh Avenue and Soo Marie Avenue. The 12-unit buildings will feature two-bedroom units, each including a bathroom, kitchen, and living area, along with attached garage spaces. The 32-unit building will consist of one-bedroom units with similar living accommodations and will include detached garage spaces.

This development is intended to address a growing need within the community for quality, attainable housing options. In particular, there is a noticeable demand among older residents seeking to downsize without the constraints of homeowners associations, as well as young families and individuals relocating to the area for employment opportunities, including professionals in healthcare and those employed by local companies. Additionally, there is a recognized shortage of one-bedroom, one-bathroom units within the city, and this project will help meet that need by providing thoughtfully designed units to support a wider range of residents.

In addition to expanding housing availability, this project will contribute to the local tax base and support continued growth within the city. Its location will provide residents with convenient access to local amenities, services, and employment centers, enhancing overall livability.

The tentative schedule for the project is to begin this summer/fall and to complete the project in the spring of 2027.

I appreciate your time, if you have any questions, please feel free to contact me.



Tyler Ignatowski – Managing member of Little Captain LLC  
801-584-9834

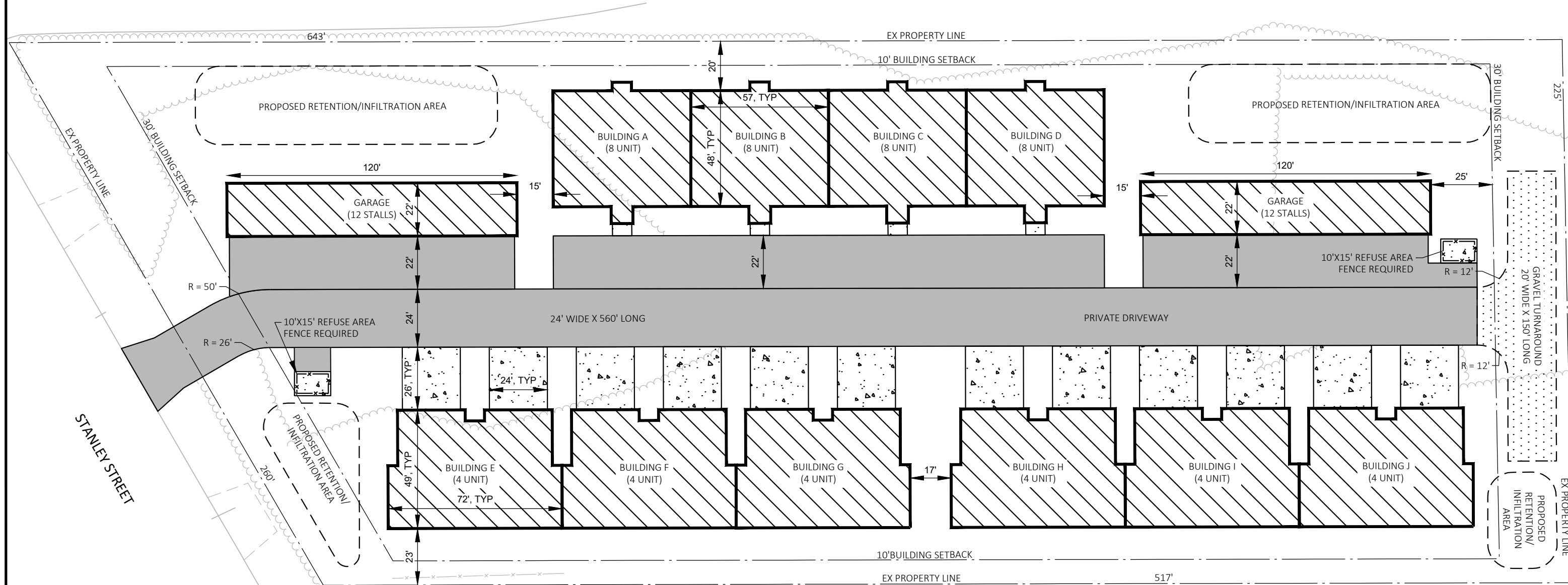
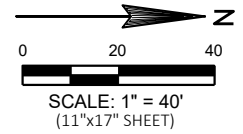
**SITE NOTES**

CLEARING AND GRUBBING AS REQUIRED AND AS APPROVED BY OWNER.

STORMWATER MANAGEMENT PLAN SHALL FOLLOW ALL DNR REQUIREMENTS AND RECEIVE APPROVAL THROUGH THE NOI PROCESS PRIOR TO CONSTRUCTION.

**LEGEND**

- PROPOSED CONCRETE PAVEMENT
- PAVEMENT RESTORATION
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRAVEL



**LEGAL SURVEY DATA**

SURVEY CONTROL DATA:  
 WI COUNTY COORDINATE SYSTEM (PORTAGE)  
 HORIZONTAL CONTROL IS NAD 83 (2011)  
 VERTICAL CONTROL IS NAVD 88 (2012) / GEOID 18

EXISTING PROPERTY LINES SHOWN APPROXIMATELY, BASED ON EXISTING FIELD MONUMENTS AND DATA ON RECORD. GREMMER & ASSOCIATES, INC. IS NOT RESPONSIBLE FOR THE ACCURACY AND COMPLETENESS OF THIS DATA.

TOTAL LOT SIZE = 2.99 ACRES (130342 SF)  
 BUILDING COVERAGE AS PERCENTAGE OF LOT = 25.8%  
 LAND DISTURBANCE = 2.99 ACRES

PRELIMINARY  
 2/16/2026

Revisions:	Job No: 250724	Designed: GAJTH	Date: 02/16/2026
	Scale: 1"= 40'	Drawn: GAJTH	Date: 02/16/2026
	PLOT DATE: 2/17/2026 9:14 PM	Checked: GADDK	Date: 02/16/2026

OWNER: IGNA REAL ESTATE & INVESTMENTS, LLC  
 1527 MAIN STREET  
 STEVENS POINT, WI 54481

PROJECT: 2928 STANLEY STREET  
 DUPLEX DEVELOPMENT PROJECT  
 CITY OF STEVENS POINT, PORTAGE COUNTY

PLAN SHEET	SITE PLAN	1
		5

**UTILITY NOTES**

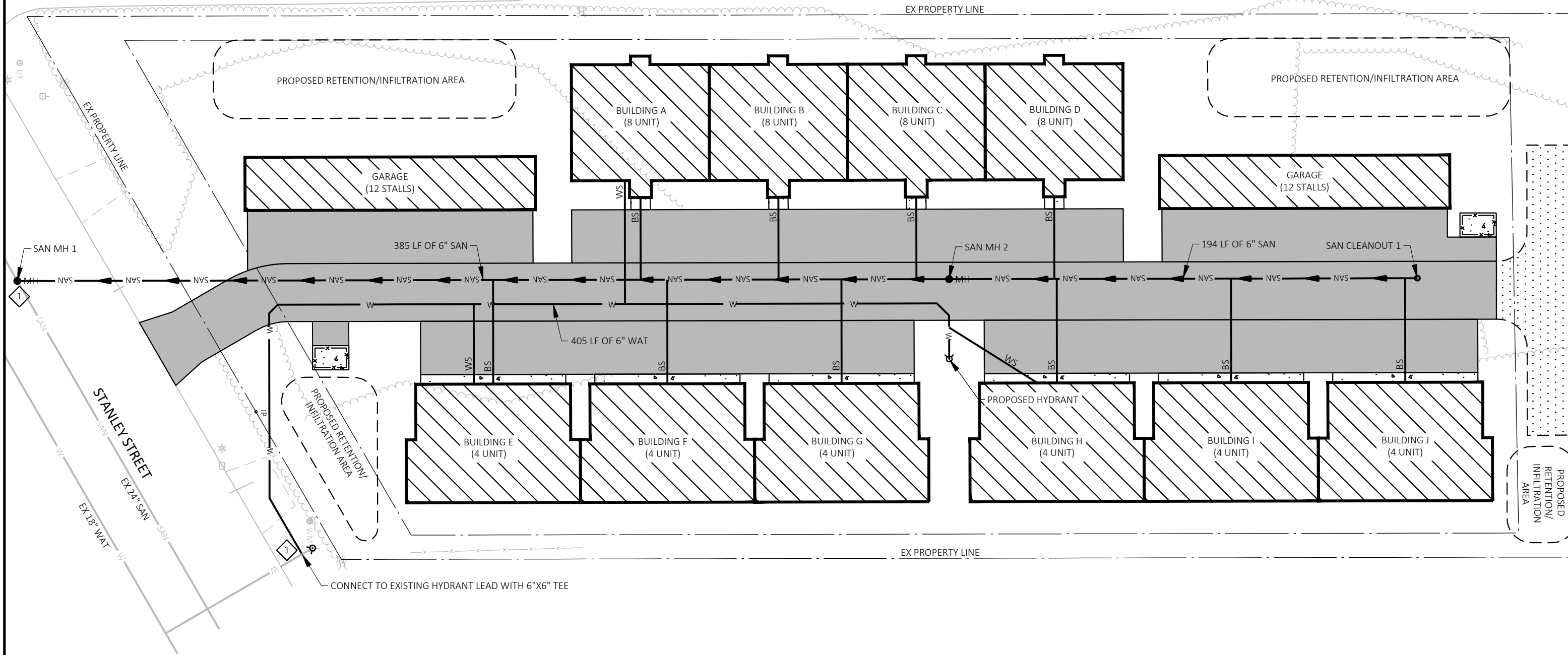
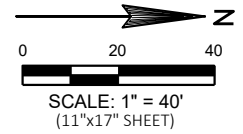
UTILITY FACILITIES SHOWN WITHIN THE PLANS ARE APPROXIMATE AND THERE MAY BE OTHER FACILITIES NOT SHOWN. PRIVATE UTILITIES AND OTHER UTILITIES NOT LOCATED BY A DIGGERS HOTLINE LOCATE ARE NOT SHOWN. FIELD VERIFY AND LOCATE ALL UTILITIES FOR ACTUAL LOCATIONS, OTHER FACILITIES, SIZES, TYPES, MATERIAL AND DEPTHS.

1 PROPOSED SANITARY BUILDING SERVICE AND WATER SERVICE WORK AND CONNECTIONS TO EXISTING MAINS/SERVICES SHALL BE IN ACCORDANCE WITH ALL CITY OF STEVENS POINT REQUIREMENTS.

MAINTAIN 7' MIN COVER FROM SURFACE TO TOP OF PIPE FOR WATER SERVICE PIPING.

BS = 4" SANITARY BUILDING SERVICE

WS = 4" WATER SERVICE



PRELIMINARY  
4/17/2026

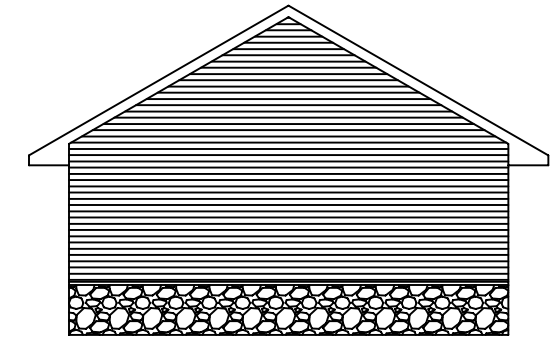
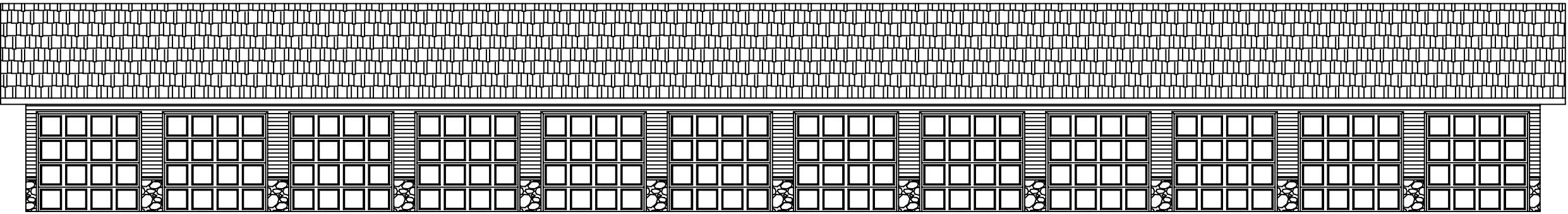
Revisions:	Job No: 250724	Designed: GAJTH	Date: 04/17/2026
	Scale: 1"= 40'	Drawn: GAJTH	Date: 04/17/2026
	PLOT DATE: 4/28/2026 11:40 AM	Checked: GADDK	Date: 04/17/2026

**GREMMER & ASSOCIATES, INC.**  
CONSULTING ENGINEERS  
120 Wildlife Professional North • Stevens Point, WI 54481  
(715) 546-4000 • Fax (715) 546-4000

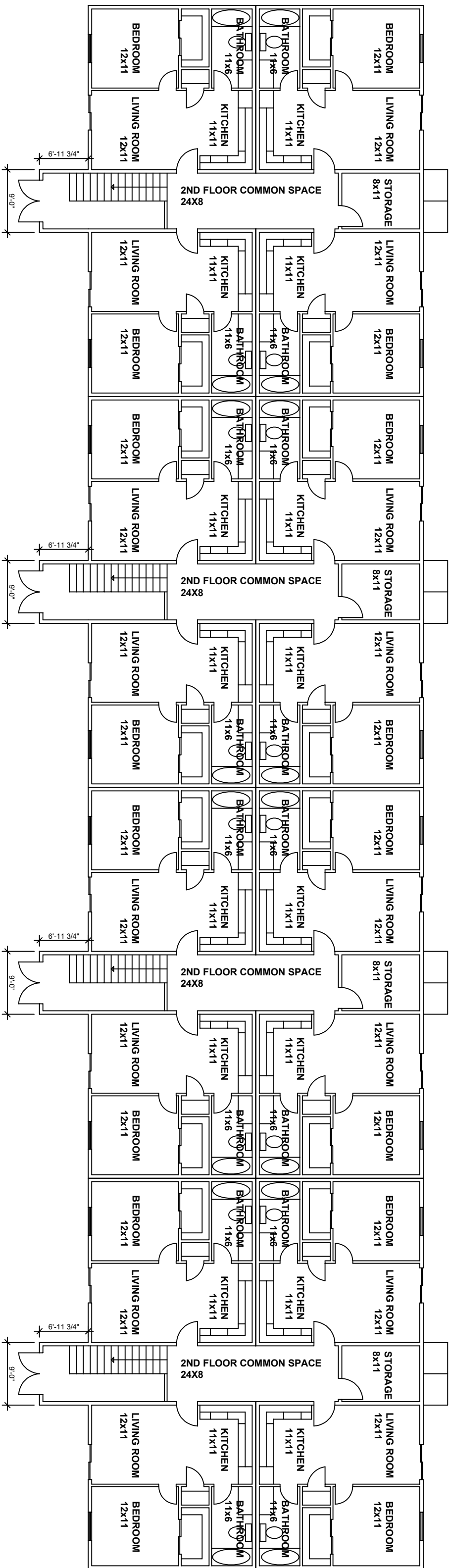
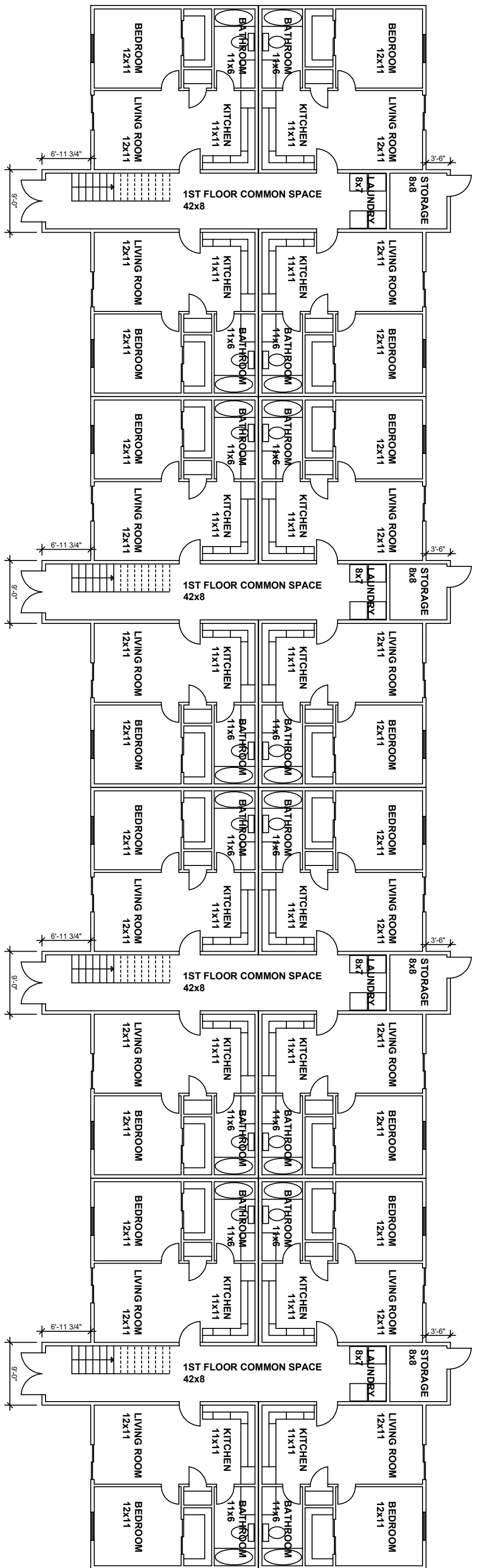
OWNER: IGNA REAL ESTATE & INVESTMENTS, LLC  
1527 MAIN STREET  
STEVENS POINT, WI 54481

PROJECT: 2928 STANLEY STREET  
DUPLEX DEVELOPMENT PROJECT  
CITY OF STEVENS POINT, PORTAGE COUNTY

PLAN SHEET	UTILITY PLAN	3
		5

























To: Plan Commission, Finance Committee, and Common Council

From: Jarod Kivela, Director of Community Development

Date: April 29, 2026

**RE: Exercise of Buy-Back Option — Schertz Properties LLC (Doc. No. 706813)**

---

In 2007, the City of Stevens Point conveyed a 2,141 square foot parcel to Schertz Properties LLC for \$9,000 (Document No. 706813, Parcel ID 281-2408-32-2029-63). As a condition of that conveyance, the City retained a right of first refusal allowing it to repurchase the property for the same \$9,000 consideration in the event the Grantee received a bona fide third-party offer and provided written notice to the City.

Staff has been informed that Schertz Properties LLC is actively looking to sell the property and has two potential buyers. Under the terms of Exhibit A to the recorded deed, the City has 30 days following receipt of written notice of any such offer to exercise its option to purchase the property for \$9,000. The 2025 assessed valuation of the property is \$8,200, and the estimated fair market value is approximately \$9,300.

The City is in the process of evaluating downtown parking needs and redevelopment opportunities in the surrounding area. Retaining ownership of this parcel, at a purchase price essentially at or below fair market value, preserves the City's flexibility to use the land for parking or other public purposes as those plans develop. Passing on this option would transfer ownership to a private third party under terms the City has no role in shaping, and the opportunity to reacquire the land at this price point would not likely arise again.

The purchase price of \$9,000 is consistent with both the original conveyance value and the current estimated fair market value. Staff will identify an appropriate funding source and bring forward any necessary budget amendment. Funds from the Parking Fund will be utilized for this parcel.

**Staff requests that the Plan Commission authorize the acquisition of the land, the Finance Committee authorize the utilization of funds, and that the Common Council authorize staff to execute the necessary documents to exercise the City's option to purchase the property from Schertz Properties LLC for the sum of \$9,000,** consistent with the terms of Document No. 706813 recorded with the Portage County Register of Deeds.

[www.stevenspoint.com](http://www.stevenspoint.com)

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*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.*





CYNTHIA A WISINSKI  
PORTAGE COUNTY REGISTER OF DEEDS  
RECEIVED FOR RECORD  
JULY 31, 2007 AT 10:10AM

*Cynthia A Wisinski*

CYNTHIA A WISINSKI, REGISTER OF DEEDS  
Fee Amount: \$13.00  
Fee exempt #2

THIS INDENTURE, made by the CITY OF STEVENS POINT, a municipal corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, Grantor, of Portage County, Wisconsin, hereby conveys and warrants to Schertz Properties LLC Grantee, for the sum of Nine Thousand Dollars (\$9,000), the following tract of land in Portage County, State of Wisconsin:

That part of lots 1, 2, 21, and 22 of Block 29 of Valentine Brown Addition to the City of Stevens Point, located in the Northeast Quarter of the Northwest Quarter of Section 32, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin describes as follows:

Commencing at the Southwest corner of said lot 1; thence North 00 degrees 54 minutes 51 seconds East along the east right-of-way line of Third Court a distance of 113 feet to the point of beginning; thence continuing North 00 degrees 54 minutes 51 seconds East along said east right-of-way line a distance of 6.60 feet; thence North 37 degrees 46 minutes 45 seconds East a distance of 24.98 feet; thence South 89 degrees 05 minutes 29 seconds East a distance of 74.86 feet; thence South 00 degrees 55 minutes 19 seconds West a distance of 24.89 feet; thence North 88 degrees 53 minutes 44 seconds West a distance of 43.63 feet; thence South 00 degrees 55 minutes 05 seconds West a distance of 0.97 feet; thence South 89 degrees 49 minutes 24 seconds West a distance of 46.23 feet to the point of beginning and there terminating.

Said parcel contains 2,141 square feet.

Subject to restrictions, covenants and easements of record. See Exhibit A

NAME AND RETURN ADDRESS

Schertz Properties LLC  
1366 Chippewa Trail  
Mosinee, WI 54455

281-2408-32-2029-63

PARCEL IDENTIFICATION NUMBER

IN WITNESS WHEREOF, the said grantor has caused these presents to be signed by **ANDREW J. HALVERSON**, its Mayor, and countersigned by **JOHN MOE**, its City Clerk, at Stevens Point, Wisconsin, and its corporate seal to be hereunto affixed this 31st day of July, 2007.

CITY OF STEVENS POINT

COUNTERSIGNED:

*Andrew J. Halverson*

(SEAL)

*John Moe*

(SEAL)

ANDREW J. HALVERSON, Mayor

JOHN MOE, Clerk

State of Wisconsin )  
  )ss  
Portage County        )

Personally came before me this 31st day of July, 2007, Andrew J. Halverson, Mayor, and John Moe, City Clerk, of the above named Municipal Corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such Mayor and City Clerk of said Municipal Corporation, and acknowledged that they executed the foregoing instrument as such officers of said Municipal Corporation, by its authority.

THIS INSTRUMENT WAS DRAFTED BY

Louis J. Molepske, Attorney at Law  
1525 Church Street  
Stevens Point, WI 54481

*Xpau [Signature]*  
Notary Public, Portage County, Wisconsin  
My commission expires 06-29-08

EXHIBIT A

DEED RESTRICTIONS RE: CONVEYANCES BY  
THE CITY OF STEVENS POINT TO TIM SCHERTZ

The conveyance of the premises described herein is subject to the following conditions and covenants, which conditions and covenants hereby run with the land:

1. Grantee agrees that it will not subsequently sell, transfer or convey the described premises except in accordance with the provisions of this paragraph. In the event Grantee receives an offer to purchase the described premises from a bona fide third party purchaser, Grantee shall so notify Grantor in writing and shall attach to said notice, a copy of the offer. For a period of thirty (30) days following receipt of such notice, Grantor shall have the right and option to purchase the described premises for the sum of \$9,000. In order to exercise said right, Grantor shall notify Grantee in writing of its election to purchase, which notice is to be given within the aforesaid thirty (30) day period. In the event Grantor should fail to exercise its option, Grantee shall then be free to sell the premises to the third party purchaser, in accordance with the terms and conditions set forth in the offer, whereupon the Grantor's first right to purchase under this subparagraph shall terminate and be of no further force and effect.
2. In the event Third Street is extended past this property, Grantee at their expense shall be responsible for reinstalling a landscaping strip and other related items in accordance to City specifications.



To: Plan Commission and Common Council

From: Jarod Kivela, Director of Community Development

Date: April 29, 2026

**RE: Forest Creek Subdivision - Phase 2 Development Strategy and Proposed RFP Process**

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The City of Stevens Point has been involved in residential land development on the east side through the Forest Creek Subdivision. The City originally secured land for both Phase 1 and Phase 2 of the subdivision through a negotiated agreement with the previous owner. Because a portion of the Phase 2 land was subject to a five-year holding period before it could be purchased, the City directed its initial efforts toward what became Phase 1 (north portion).

Phase 1 consisted of 60 lots of varying sizes. Through active marketing, the City has sold 55 of those 60 lots, a pace that exceeded original projections. The success of Phase 1 has demonstrated strong market demand for residential development in this area and has generated outside interest from private developers in taking on the Phase 2 build-out.

#### **Current Situation and Staff Recommendation**

With Phase 1 largely complete and private interest established, staff believes the time is right to transition Phase 2 development to the private sector. Rather than the City leading the build-out as it did in Phase 1, staff recommends issuing a Request for Proposals (RFP) to solicit interest from qualified developers.

This approach reflects a practical reality: staff capacity is finite, and there are a number of other planning efforts, development projects, and community initiatives that require attention. Offloading Phase 2 to a capable private developer allows the City to continue advancing residential growth on the east side while also freeing staff to focus on those other priorities. In short, this is a win-win, the City catalyzes additional housing production while simultaneously making progress on other fronts across the community.

Staff is confident that the RFP process will attract a developer capable of delivering a quality product consistent with the character established in Phase 1.

[www.stevenspoint.com](http://www.stevenspoint.com)

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## Proposed RFP Framework

The RFP will ask respondents to submit one or two conceptual subdivision layout options for the Phase 2 area. Staff will also include a reference layout in the RFP to provide context and help set expectations. Key parameters staff intends to include are:

- **Lot sizing:** Approximately 8,000 to 13,000 square feet per lot, which is consistent with the range that performed well in Phase 1
- **Projected yield:** Approximately 50–54 lots, at a density of roughly 2.6 dwelling units per acre
- **Multiuse Trail/Sidewalk:** Per an agreement with the Town of Hull, a pedestrian pathway will need to be constructed on the south side of Golla Road.
- **Housing variety:** A mix of housing types encouraged, including both single-family and two-family units, with an emphasis on density
- **Infrastructure:** The City has already installed a portion of the infrastructure to serve Phase 1, which establishes some predetermined road locations that will inform the Phase 2 layout. Stormwater facilities will also need to be incorporated throughout
- **Pricing:** The purchase price will reflect the City's land acquisition costs and the value of utilities already installed. All remaining build-out costs would be the responsibility of the selected developer
- **Platting:** The Phase 2 area has not yet been platted. Any selected developer will be responsible for going through the formal platting process
- **Phasing:** A small portion of the Phase 2 land remains in private ownership and is expected to be available for purchase by 2028. The development may be structured in phases to account for this

\*note: actual numbers could vary. This is just estimates produced by staff\*

## Purpose of This Memo

Staff is bringing this forward ahead of a formal RFP release to give Plan Commission and the Common Council an opportunity to weigh in on the overall approach and provide any direction before the process is underway. No formal action is requested at this time, this is intended as an informational and input-gathering step.

Staff welcomes any questions or feedback and will incorporate Council direction into the final RFP prior to release.



# Community Development Report, March 2026

## Construction Report

New Construction	# of Permits	Location	Declared Valuation	Fees
Single Family	1	1430 Torun Rd, Lot #98	\$22,000.00	\$883.00
	1	1430 Torun Rd, Lot #108	\$22,000.00	\$883.00
	1	1430 Torun Rd, Lot #110	\$22,000.00	\$883.00
	1	1430 Torun Rd, Lot #301	\$22,000.00	\$883.00
	1	1430 Torun Rd, Lot #315	\$22,000.00	\$883.00
	1	1430 Torun Rd, Lot #319	\$22,000.00	\$883.00
Two-Family	N/A	N/A	N/A	N/A
Multi-Family	N/A	N/A	N/A	N/A
Commercial/Industrial	N/A	N/A	N/A	N/A

Additions or Alterations	# of Permits	Declared Valuation	Fees
Residential	60	\$692,803.72	\$3,877.33
Commercial	27	\$716,873.61	\$4,761.87

Monthly Permits	Monthly Valuation	Monthly Fees	YTD Permits	YTD Valuation	YTD Fees
93	\$1,541,677.33	\$13,937.20	256	\$7,959,438.59	\$50,072.10

	2025	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

## Violation Report

Abandoned Vehicle on Property	2
Bulk Waste at Curb Early	11
Commercial Building Violation	0
Construction Work Without Permits	2
Debris on Property	6
Exterior Violations on House	0
Illegal Pets or Livestock	1
Infestation	0
Interior Housing Violations	0
Native Lawn Plan	0 ++
Potholes	0 +
Property Encumbrance	0
Public Works Violation	3 +
Snow & Ice Removal - Sidewalk	41
Tall Grass or Noxious Weeds	0
Trash Containers Improperly Stored	3
Vacant Building/Home	0
Vehicle Parked on Grass	3
Vision Obstruction in Roadway or Intersection	2
Zoning Violations	1
<b>Total Violations / Total Service Fees Billed</b>	<b>75 \$2,925</b>
<b>Voluntary Compliance Rate for Tagged/Verbal</b>	<b>0/0 0%</b>

+ Referred to another department

++ Perpetual



## DIRECTORS REPORT

To: City Plan Commission  
From: Jarod Kivela, Director of Community Development  
Date: April 30, 2026  
**RE: Directors Report**

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### Development Updates

- **Portage County Business Park BID/Downtown BID:**
  - Business Park:
    - Staff and the BID continue to proceed through the review process of the DRPC's via a working group. Recommendations for possible changes, additions, and deletions will be brought forward by the working group to the BID Board for comments before any final decisions are made.
    - Staff and the BID have created a work group and have started brainstorming names and marketing plan for the Park's signage and branding. The BID is using the same consulting company that the City used for its wayfinding branding and signage.
    - Staff and the BID board are approving the maintenance contracts for the landscaping and pond services for the park and are also identifying other maintenance items (potholes) that may need to be addressing in the future.
    - Staff and the BID are creating a better communication database for members in the park to transmit BID information to the business owners.
  - Downtown:
    - Staff and the BID has secured an MOU with the Farmers Market Assoc. to contract with a UWSP-Pointers Connect Internship Program for a part-time summer intern to assist with marketing and other related tasks to increase usership of the market and

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BID events. The job has been posted and the application period will close on April 27.

- Staff and the BID's Economic Vitality work group are looking into pursuing a grant to assist with a business accelerator project/incubator in a currently vacant downtown commercial space.
- Staff and the BID's Design work group continue to meet with the key stakeholders for the Library Alley Activation Project so they are best prepared to move in the spring. The grant they applying for to assist with the funding of this project has moved to the underwriting stage but they are still waiting for the final approval.
- Staff and the BID's Organization work group has been working with a WEDC appointment consulting firm, Kennari, to create a marketing strategy specifically for funding a non-profit main street organization and are finalizing all the documents and projects requested by the firm. We are also hosting a information session and social at the end of April to highlight the City's grant and loan programs as well as other financial resources and the newly revised Business Resource guide developed by the BID.
- Staff are the BID's Promotions work group are working on their full event schedule for the year and have done some small popup events to stimulate the downtown traffic but will have their first large event at the beginning of May. We are also updating the website to include all the updated documents and events.

NOTE: For additional information and updates, please see the Executive Director Reports on the Business Park and Downtown BID meeting packets or listen to the meetings.

- **Forest Creek Subdivision:** Sales Tracker (below).

Address	Lot Number	Sale Date	Purchase Price	Construction Status (2/26)
0 GOLLA RD STEVENS POINT WI 54482	1	PENDING OFFER	\$60,000.00	
0 GOLLA RD STEVENS POINT WI 54482	2	4/10/2026	\$56,000.00	
0 GOLLA RD STEVENS POINT WI 54482	3	7/22/2026	\$56,000.00	
0 EVELYN CT STEVENS POINT WI 54482	4	7/22/2026	\$60,000.00	
0 EVELYN CT STEVENS POINT WI 54482	5	7/22/2026	\$65,000.00	
0 EVELYN CT STEVENS POINT WI 54482	6	7/22/2026	\$60,000.00	
172 EVELYN CT STEVENS POINT WI 54482	7	11/12/2025	\$55,000.00	Under Construction
0 EVELYN CT STEVENS POINT WI 54482	8	PENDING OFFER	\$55,000.00	

0 EVELYN CT STEVENS POINT WI 54482	9	4/23/2026	\$58,000.00	
0 EVELYN CT STEVENS POINT WI 54482	10	7/22/2026	\$52,000.00	
0 FOREST CREEK RD STEVENS POINT WI 54482	11	7/22/2026	\$55,000.00	
5486 FOREST CREEK RD STEVENS POINT WI 54482	12	11/14/2025	\$60,000.00	Under Construction
0 FOREST CREEK RD STEVENS POINT WI 54482	13	4/10/2026	\$55,000.00	
5516 FOREST CREEK RD STEVENS POINT WI 54482	15	5/6/2025	\$65,000.00	Permit Issued
0 JOE ST STEVENS POINT WI 54482	16	4/20/2026	\$55,000.00	
5534 FOREST CREEK RD STEVENS POINT WI 54482	17	6/27/2025	\$55,000.00	Completed
5542 FOREST CREEK RD STEVENS POINT WI 54482	18	7/3/2025	\$55,000.00	Completed
0 FOREST CREEK RD STEVENS POINT WI 54482	19	7/22/2026	\$55,000.00	
0 FOREST CREEK RD STEVENS POINT WI 54482	20	7/22/2026	\$55,000.00	
5572 FOREST CREEK RD STEVENS POINT WI 54482	21	10/31/2025	\$55,000.00	Under Construction
5580 FOREST CREEK RD STEVENS POINT WI 54482	22	10/15/2025	\$55,000.00	Under Construction
5588 FOREST CREEK RD STEVENS POINT WI 54482	23	10/31/2025	\$55,000.00	Permit Issued
5596 FOREST CREEK RD STEVENS POINT WI 54482	24	2/10/2026	\$50,000.00	Permit Issued
5589 FOREST CREEK RD STEVENS POINT WI 54482	26	2/10/2026	\$50,000.00	Permit Issued
5581 FOREST CREEK RD STEVENS POINT WI 54482	27	4/9/2025	\$22,000.00	Completed
5573 FOREST CREEK RD STEVENS POINT WI 54482	28	4/9/2025	\$22,000.00	Completed
5565 FOREST CREEK RD STEVENS POINT WI 54482	29	12/5/2025	\$34,000.00	Permit Issued
	30	12/5/2025		
5572 GOLLA RD, STEVENS POINT, WI 54482	34	4/9/2025	\$45,000.00	Completed
5566 GOLLA RD, STEVENS POINT, WI 54482	35	4/9/2025	\$45,000.00	Completed
5542 GOLLA RD STEVENS POINT WI 54482	36	2/10/2026	\$50,000.00	Permit Issued
220 LEONARD ST STEVENS POINT WI 54482	37	5/23/2025	\$50,000.00	Completed
212 LEONARD ST, STEVENS POINT, WI 54482	38	4/9/2025	\$50,000.00	Completed
204 LEONARD ST. STEVENS POINT WI 54482	39	10/10/2025	\$50,000.00	Under Construction

203 JOE ST. STEVENS POINT WI 54482	40	9/11/2025	\$50,000.00	Completed
211 JOE ST, STEVENS POINT, WI 54482	41	4/9/2025	\$50,000.00	Completed
219 JOE ST STEVENS POINT WI 54482	42	5/23/2025	\$50,000.00	Completed
5526 GOLLA RD STEVENS POINT WI 54482	43	2/10/2026	\$50,000.00	Permit Issued
0 GOLLA RD STEVENS POINT WI 54482	44	PENDING OFFER	\$52,000.00	
0 JOE ST STEVENS POINT WI 54482	45	PENDING OFFER	\$56,000.00	
0 JOE ST STEVENS POINT WI 54482	46	PENDING OFFER	\$55,000.00	
0 FOREST CREEK RD STEVENS POINT WI 54482	49	9/11/2025	\$25,000.00	
0 FOREST CREEK RD STEVENS POINT WI 54482	50	9/11/2025	\$25,000.00	
0 FOREST CREEK RD STEVENS POINT WI 54482	51	9/11/2025	\$25,000.00	
0 FOREST CREEK RD STEVENS POINT WI 54482	52	9/11/2025	\$25,000.00	
0 FOREST CREEK RD STEVENS POINT WI 54482	53	9/11/2025	\$25,000.00	
0 FOREST CREEK RD STEVENS POINT WI 54482	54	9/11/2025	\$25,000.00	
5469 FOREST CREEK RD STEVENS POINT WI 54482	55	4/9/2025	\$25,000.00	Completed
223 EVELYN CT STEVENS POINT WI 54482	57	2/10/2026	\$60,000.00	Permit Issued
0 EVELYN CT STEVENS POINT WI 54482	58	2/10/2026	\$65,000.00	
5508 GOLLA RD STEVENS POINT WI 54482	59	2/10/2026	\$52,000.00	Permit Issued
0 GOLLA RD STEVENS POINT WI 54482	60	2/10/2026	\$52,000.00	

- Neighborhood Housing Programs:** The City has partnered with Habitat for Humanity for a Rock the Block event. This event will offer funding through both the RDA through the Neighbor Helping Neighbor Grant and funds donated to Habitat for Humanity to offer house project assistance to qualifying homeowners. Projects include exterior painting, siding & window washing, yard decluttering & cleaning, yard maintenance & landscaping, improved exterior lighting, seal coating, pressure washing, screen replacement, and small exterior home repairs. Projects will be completed by Habitat volunteers in June.
- TID 14:** (No changes since last month) Staff continues to pursue leads for new business prospects and respond to Requests for Information (RFIs) received through WEDC. City staff are actively evaluating strategies to increase the competitiveness of the district and position it for long-term success. However, the City's new industrial park site in TID 14 (Badger Avenue area) continues to

be passed over by prospective users due to the lack of high-pressure gas service and rail access—two features that many industrial prospects expect to be in place or have a guaranteed installation timeline.

In partnership with Burlington Junction Railway, staff have begun identifying local and regional businesses that could benefit from rail access within the park. These discussions are in the early stages, but they represent an important step in building the foundation needed to justify and pursue rail installation. By combining potential local interest with continued business recruitment efforts, staff remain confident that a viable path forward can be established to support rail installation and demonstrate a strong financial rationale for the investment.

- **Shopko Site:** The Common Council and RDA have formally approved a Development Agreement with Commonwealth Development for a 50-unit Low Income Housing Tax Credit (LIHTC) project on a portion of the Shopko site. The project will address the community's need for affordable housing while also providing a new home for the UWSP Childcare facility, which must relocate due to space constraints associated with upcoming university construction.

With the Development Agreement in place, Commonwealth submitted its full WHEDA tax credit application on March 20, 2026. Award announcements are expected in May. If tax credits are awarded, the project will still require additional grant funding before construction can begin. Assuming all financing is secured, construction could begin as early as Q3 2026.

- **City Hall:** Staff conducted bid walkthroughs with contractors on April 27th and 28th. The public bid opening is set for May 19th, followed by a special Finance and Council meeting anticipated on May 26th. Construction is expected to begin shortly after that.

A webpage has been created if you would like to follow along with the progress or review the history of the process: <https://stevenspoint.com/1499/New-City-Hall-Project>

- **Lot 8/Eagle Plumbing (Third and Portage):** The Redevelopment Authority has transferred the lot to the Developer. Construction should commence in Spring 2026.
- **Comprehensive Plan:** The City has contracted with the North Central Wisconsin Regional Planning Commission to assist with the Comprehensive Plan rewrite. After a period of slower progress due to competing priorities, including active development proposals on the Shopko site, Edgewater, and Lot 8, staff have been able to redirect additional time and attention to this effort. Updated chapters and revisions to the Goals, Objectives, and Policies are expected to be brought forward in the coming months. We appreciate your continued patience as staff works to advance this and the other significant planning initiatives currently underway.
- **Doors 2 Dreams and Sisters Meadow Subdivision:** Staff have been working closely with the Doors 2 Dreams development team and Rettler Corp on right-of-way infrastructure design for this area, including a planned extension of Academy Avenue, Meadow Street, and potentially Third Street. Rettler Corp is wrapping up the ROW design and expects to take it to bid this spring, as road base installation will need to be completed prior to construction of the gathering lodge beginning. Doors 2 Dreams is hoping to break ground on the lodge in late summer, followed by a series of small homes and townhomes.

In the meantime, Doors 2 Dreams representatives have been proactively engaging the surrounding neighborhood, including door-to-door outreach to nearby residents and a public viewing session held at CREATE where the team shared project visuals and answered questions from the community.

Since the street infrastructure is being constructed to serve this development, staff is taking the opportunity to plan the broader area so that additional single-family and multi-family builders can be recruited to fill out the neighborhood. Once that planning is in place and a builder is committed, the focus will shift to a trail system connecting the natural area to the north and the high school. There are already interested parties exploring partnerships for a community garden, community orchard, and outdoor classroom within that conservation area.