REPORT OF CITY PLAN COMMISSION

October 5, 2020 – 6:00 PM
Zoom Conference Call Meeting

PRESENT: Mayor Wiza, Alderperson Kneebone, Commissioner Cooper, Commissioner Arntsen, Commissioner Haines, and Commissioner Rice.

ALSO PRESENT: Director Kernosky, Associate Planner/Zoning Administrator Kuhn, City Attorney Beveridge, Alderperson Jennings, Alderperson Nebel, Alderperson Zarazua, Alderperson Johnson, Alderperson Slowinski, Alderperson Leek, Alderperson Dalton, Alderperson Fishler, Alderperson Morrow, and unidentified audience members via Virtual Zoom Meeting.

INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Report of the September 8, 2020 meeting of the Plan Commission.
3. Public Hearing and action on a request from Lori Kunze for a Conditional Use Permit to construct a front porch and overhang at 2306 College Avenue (Parcel ID 281240833201509) set back 18' 6'' from the College Avenue Right of Way under the Traditional Neighborhood Overlay Zoning District
4. Public and action on a request from Gregg Gokey, on behalf of Opera House LLC, for a Conditional Use Permit to operate an outdoor beer garden at the premise of 1116, 1124 and 1128 Main Street (Parcel ID 281240832202929)
5. Presentation by Todd Kuckkahn of the Portage County Business Council regarding their role in economic development
6. Request from the Friends of Emerson Park for a sign variance to construct a temporary freestanding sign that exceeds maximum size and height requirements at 1401 East Avenue (Parcel ID 281240832103401)
7. Discussion Only: Removal of conditional use requirements for reduced setbacks in the Traditional Neighborhood Overlay District and allow two-family residential uses to implement Traditional Neighborhood Overlay District standards
8. Director's Report
9. Adjourn.

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1. Roll call.

   Present: Wiza, Kneebone, Cooper, Arntsen, Haines, Rice
   Excused: Hoppe

Discussion and possible action on the following:

2. Report of the September 8, 2020 meeting of the Plan Commission.

   Motion by Commissioner Cooper to approve the report of the September 8, 2020 meeting Plan Commission; seconded by Commissioner Arntsen.

   Motion carried 6-0.

3. Public Hearing and action on a request from Lori Kunze for a Conditional Use Permit to construct a front porch and overhang at 2306 College Avenue (Parcel ID 281240833201509) set back 18' 6'' from the College Avenue Right of Way under the Traditional Neighborhood Overlay Zoning District

   Associate Planner/Zoning Administrator Kuhn provided a summary of the request to construct a 131 square front porch and overhang within the Traditional Neighborhood Overlay District. The proposed setback was in line with both the R-TND district and underlying R-3 Zoning District. Staff recommended approval with conditions outlined in the staff report.

   There was a brief discussion and clarification provided by City Attorney Beveridge regarding conflicts of interest and the legal threshold for recusal.

   Mayor Wiza declared the public hearing open.

   Alderperson Nebel (District Three) stated her support for the item, noting that the property was within her district and the property owner was trying to improve their property.

   Mayor Wiza declared the public hearing closed.

   Motion by Commissioner Cooper to approve the request from Lori Kunze for a Conditional Use Permit to construct a front porch and overhang at 2306 College Avenue (Parcel ID 281240833201509) set back 18' 6'' from the College Avenue Right of Way under the Traditional Neighborhood Overlay Zoning District with the following:

   1. **All applicable building permits shall be applied for and obtained prior to commencement of construction.**
   2. **Staff shall have the authority to approve minor changes to the site plan.**

   seconded by Commissioner Haines

   Roll Call:

   Yeas: Wiza, Kneebone, Cooper, Arntsen, Haines, Rice
   Nays:
   Motion carried 6-0.

4. Public Hearing and action on a request from Gregg Gokey, on behalf of Opera House LLC, for a Conditional Use Permit to operate an outdoor beer garden at the premise of 1116, 1124 and 1128 Main Street (Parcel ID 281240832202929)

   Associate Planner/Zoning Administrator Kuhn provided a summary for the request, highlighted interior and exterior renderings, and confirmed that the City had entered into a development agreement for the proposed use. The project would include an interior event space for both public and private events, with the exterior plan consisting of an outdoor beer garden with exterior improvements at the former Fox Theatre property. After review, staff found that the use and improvements would be complementary with the neighboring area. While staff recommended approval with conditions outlined in the staff report, it was noted that Historic Preservation/Design Review Commission approval would also be required.

   Mayor Wiza declared the public hearing open.

   Mayor Wiza declared the public hearing closed.

   Alderperson Shorr (District Two) asked whether there would be consideration for shade trades, to which Associate Planner/Zoning Administrator Kuhn confirmed that staff would work with the applicant to

determine what would work best on the property, with Director Kernosky agreeing to include shade trees into the landscaping plan to offset the impervious surface around the property.

Motion by Commissioner Arntsen to approve the request from Gregg Gokey, on behalf of Opera House LLC, for a Conditional Use Permit to operate an outdoor beer garden at the premise of 1116, 1124 and 1128 Main Street (Parcel ID 281240832202929) with the following:

1. **All applicable building permits shall be applied for and obtained prior to commencement of construction.**
2. **A design review certification shall be applied for and obtained prior to commencement of construction.**
3. **All exterior façade improvements must match or complement the existing structure.**
4. **A landscaping plan for the beer garden shall be reviewed and approved by Community Development staff.**
5. **Staff shall have the authority to approve minor changes to the site plan.**

seconded by Mayor Wiza

Roll Call:

Yeas: Wiza, Kneebone, Cooper, Arntsen, Haines, Rice
Nays:
Motion carried 6-0.

5. Presentation by Todd Kuckkahn of the Portage County Business Council regarding their role in economic development

   Todd Kuckkahn, Portage County Business Council, summarized the following on economic development:

   1. Purpose & goals of the PCBC.
   2. Yearly budgeting, types of businesses organization focuses on, and services offered.
   3. Available resources for business owners and COVID-19 related aid.
   4. Regional partner with multiple entities to expand resources.
   5. Everything Points Here campaign & promoting community; https://www.everythingpointshere.com/
   6. Census engagement with community.
   7. Sale of gift certificates which can be used at local businesses & importance of keeping money local.
   8. Summary of projects and programs that have aided or impacted area and residents positively.

   Mayor Wiza commended Mr. Kuckkahn and the PCPC on all their efforts.

   No action was taken.

6. Request from the Friends of Emerson Park for a sign variance to construct a temporary freestanding sign that exceeds maximum size and height requirements at 1401 East Avenue (Parcel ID 281240832103401)

   Associate Planner/Zoning Administrator Kuhn briefly explained that signs within residential areas were more stringent, even if temporary. The sign itself was proposed to be up for a maximum of 30-36 months to promote the financing campaign to raise funds for the Emerson Park redevelopment project which would lead to the construction of a multi-purpose playground, pavilion, and multi-use hard court. The proposed sign was 13 feet high, 32 square feet in size, thus resulting in a variance request as it exceeded the districts restrictions of 5 feet in height and 20 square feet in area. After review, staff felt that having a smaller sign

would not be effective for the marketing campaign, thus staff recommended approval of the variance with conditions outlined in the staff report.

Mayor Wiza stated his support for the project and commended the efforts of Friends of Emerson Park.

Motion by Mayor Wiza to approve the request from the Friends of Emerson Park for a sign variance to construct a temporary freestanding sign that exceeds maximum size and height requirements at 1401 East Avenue (Parcel ID 281240832103401) with the following:

1. **The sign shall be allowed to be up no more than 36 months and shall remain in good condition and appearance.**
2. **The freestanding sign shall be set back at least five feet from the property line and shall not be illuminated.**
3. **The signs shall conform to all other applicable requirements within the sign ordinance.**
4. **Applicable building permits shall be obtained.**
5. **Minor modifications may be approved by staff.**

seconded by Alderperson Kneebone.

Motion carried 6-0.

7. Discussion Only: Removal of conditional use requirements for reduced setbacks in the Traditional Neighborhood Overlay District and allow two-family residential uses to implement Traditional Neighborhood Overlay District standards

   Director Kernosky reminded the commission of previous discussions on removing the conditional use permit requirements for the Traditional Neighborhood Overlay District, at which time the commission had been open to the idea and instructed staff to begin policy review. No formal action was being requested at the time.

   Director Kernosky reviewed the red-lined policy on pages 43-49 within the agenda packet. He reiterated that if the commission consented to proceed, staff would move towards publishing a public hearing for a formal approval once additional revisions had been made.

   Mayor Wiza asked for comments from the audience, to which there were none.

   No action was taken.

8. Director's Report

   Director Kernosky noted that a full list of updates was present within the agenda packet, but highlighted the following:

   1. Certified Survey Map to combine two lots for the Fox Theatre was recorded last week. The quick claim deed from the Redevelopment Authority to the City was filed and expected to clear soon.
   2. Department Secretary's return to work on a remote part-time basis.

9. Adjourn.

   Meeting adjourned at 7:44 PM.

A recording of this meeting can be viewed/heard at: https://stevenspoint.com/365/AgendasMinutesVideos