AGENDA

CITY PLAN COMMISSION

Members

- Mayor Wiza
- Alderperson Kneebone
- Commissioner Arntsen
- Commissioner Cooper
- Commissioner Haines
- Commissioner Hoppe
- Commissioner Rice

Date and Time:	March 1, 2021 6:00 PM	**Location:**	**Zoom Teleconferencing** **By Computer:** https://us02web.zoom.us/j/89474306577?pwd=M3EwdFJMZWk3NVF0NG1pWW5RQVpjZz09 **Meeting ID: 894 7430 6577** **Passcode: 808629** **By Phone: +1-312-626-6799** **Meeting ID: 894 7430 6577** **Passcode: 808629**

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the January 4, 2021 meeting of the City Plan Commission.

3. Public Hearing and action on a request from the City of Stevens Point for a conditional use permit to construct a fire department training site at 3100 Whiting Avenue (Parcel ID 281230805101005), consistent with Ch. 23.02(1)(a)(3)(a).

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.

4. Public Hearing and action on a request from Tom Owens, representing the Stevens Point Area School District, for a conditional use permit to construct a bus garage addition and other improvements consistent with Ch. 23.02(1)(d)(3)(a) at 1900 Polk Street (Parcel ID 281230804301002).

5. Public Hearing and action on a request from Don Scaffidi, representing Regent Street Apartments LLC, to amend the City of Stevens Point Comprehensive Plan Future Land Use Map for the purposes of amending the future land use designation from Residential to Commercial/Office/Multi-Family at 3707 Stanley Street (Parcel ID 281240827230019).

6. Public Hearing and action on a request from Don Scaffidi, representing Regent Street Apartments LLC, to rezone 3707 Stanley Street (Parcel ID 281240827230019) from "R-2" Single Family Residential to "B-4" Commercial.

7. 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 adds Section 23.01(14) relating to fencing guidelines that are sought to be transferred from Chapter 30: Building Code to Chapter 23: Zoning Code.

8. Request from Lineage Logistics, LLC for a conditional use permit to allow for meat packing to occur at the premise of 5700 E M Copps Drive (Parcel ID 281230801120001).

9. Request from Jim Anderson for a conceptual subdivision plat review of a proposed 31-lot subdivision to be located at 5498 Golla Road (Parcel ID 020240826-13.05).

10. Discussion and possible action on a request from the City of Stevens Point for the acquisition of 1700 Strongs Avenue (Parcel ID 281240832400924).

11. January 2021 Monthly Report.

12. Director's Report.

13. Adjourn

REPORT OF CITY PLAN COMMISSION

January 4, 2021 – 6:00 PM
Zoom Conference Call Meeting

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

ALSO PRESENT: Director Kernosky, Associate Planner/Zoning Administrator Kuhn, Director Kremer, City Attorney Beveridge, Alderperson Jennings, Jennifer Hall, Ian Proctor, Bob Woehr, and unidentified audience members via Virtual Zoom Meeting.

INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Report of the December 7, 2020 meeting of the City Plan Commission
3. Public Hearing and action on a request from Dan St. Pierre for a conditional use permit to construct a generator and transformer unit at 2217 Rice Street (Parcel ID 281230804201003) for McKinley Elementary School, consistent with Ch. 23.02(1)(b)(3)(f) and Ch. 23.02(1)(d)(4).
4. Public Hearing and action on a request from the City of Stevens Point to amend the City of Stevens Point Comprehensive Plan Future Land Use Map for the purposes of amending the future land use designation from Multi-Family to Park at 2000 River View Avenue (Parcel ID 281230805410003).
5. Public Hearing and action on a request from the City of Stevens Point to rezone 2000 River View Avenue (Parcel ID 281230805410003) from "R-4" Multiple Family I Residential to "C" Conservancy.
6. Public Hearing and action on a request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point to remove future planned streets to be located within 2000 River View Avenue (Parcel ID 281230805410003).
7. Public Hearing and action on a request from the City of Stevens Point for a conditional use permit to construct an open air shelter, parking lot and other improvements consistent with Ch. 23.02(1)(a)(3) at 2000 River View Avenue (Parcel ID 281230805410003).
8. Review and Consideration of 2019 Housing Affordability Report
9. December 2020 Monthly Report
10. Director's Report
11. Adjourn

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1. Roll call.

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

   Mayor Wiza reviewed Zoom meeting procedure.

Discussion and possible action on the following:

2. Report of the December 7, 2020 meeting of the City Plan Commission

Motion by Commissioner Cooper to approve the report of the December 7, 2020 Plan Commission meeting; seconded by Commissioner Arntsen.

Motion carried 7-0.

3. Public Hearing and action on a request from Dan St. Pierre for a conditional use permit to construct a generator and transformer unit at 2217 Rice Street (Parcel ID 281230804201003) for McKinley Elementary School, consistent with Ch. 23.02(1)(b)(3)(f) and Ch. 23.02(1)(d)(4).

Associate Planner/Zoning Administrator Kuhn reviewed the request to install an emergency generator and transformer on a lot adjacent to McKinley Elementary School, which was part of a larger multi-phase proposal to provide both interior and exterior remodel upgrades. After reviewing the site layout, project overview, and generator details, staff recommended approval for the request.

Commissioners had the following comments:

1. Inquired on generator noise levels, noting concern over the length of severe weather events in the past, to which Mayor Wiza stated that while it was possible the generator could run for several days, typically they were used to only run emergency equipment.
2. Inquiry on the type of generator being installed, to which a natural gas generator was confirmed.
3. Stated that periodic testing of the generator could also occur.

Mayor Wiza declared the public hearing open.

Jennifer Hull (2200 Rice St), nearby resident, expressed concern for noise, air pollutants, and negative neighborhood aesthetics.

Alder Jennings (District One) reiterated that emergency generators were periodically tested which could add to additional noise levels but noted that the neighborhood already contained an air raid siren which already did periodic testing.

Alder Fishler (District Ten) noted testimony from Dorothy Schultz (2225 Rice St) and asked that her concern over negatively impacting property value also be addressed.

Mayor Wiza noted opposition by residents Anthony Gischia (2216 Rice St) which had come in the form of prepared testimony, citing concerns over increased noise and a potential negative impact to property values.

Mayor Wiza declared the public hearing closed.

Commissioner Arntsen inquired as to whether additional noise buffers could be required, to which it was confirmed that the commission could add conditions to direct staff to require them. There was a brief discussion regarding the potential benefit of landscaping to provide an additional noise buffer.

Motion by Commissioner Arntsen to amend the conditions of approval with the following:

1. **A landscaping plan shall be submitted that depicts the generator and transformer to be completely screened with trees, shrubs or other approved landscaping materials. Such plan shall be reviewed and approved by Community Development staff meeting applicable Zoning Code requirements.**

seconded by Mayor Wiza.

Motion carried 7-0.

Motion by Commissioner Hoppe to approve the request from Dan St. Pierre for a conditional use permit to construct a generator and transformer unit at 2217 Rice Street (Parcel ID 281230804201003) for McKinley Elementary School, consistent with Ch. 23.02(1)(b)(3)(f) and Ch. 23.02(1)(d)(4) with the following:

1. **The proposed fencing shall meet applicable fencing standards, subject to the review and approval of Community Development staff meeting applicable Zoning and Building Code requirements.**
2. **The alleyway between the proposed improvements and the school shall remain free of any obstructions to preserve fire/EMS access.**
3. **A rear yard setback of 7' 5'' shall exist. Any modifications to this modified setback requirement may require Common Council approval.**
4. **Staff shall have the authority to approve minor changes to the site plan.**
5. **All applicable building permit shall be applied for and obtained prior to commencement of construction.**
6. **A landscaping plan shall be submitted that depicts the generator and transformer to be completely screened with trees, shrubs or other approved landscaping materials. Such plan shall be reviewed and approved by Community Development staff meeting applicable Zoning Code requirements.**

seconded by Commissioner Haines.

Motion carried 7-0.

4. Public Hearing and action on a request from the City of Stevens Point to amend the City of Stevens Point Comprehensive Plan Future Land Use Map for the purposes of amending the future land use designation from Multi-Family to Park at 2000 River View Avenue (Parcel ID 281230805410003).

   Mayor Wiza noted that Agenda Items 4, 5, and 6 were related.

   Associate Planner/Zoning Administrator Kuhn reminded the commission that they had previously approved the donation of the property, as well as the approval of The Groholski Park Master Plan. However, for the improvements to occur, the City's Comprehensive Plan Future Land Use Map would need to be amended. To fulfill a condition of approval, a rezoning from R-4 Multiple Family to Conservancy was also being requested. Lastly, due to two future streets proposed to be located within the subject property, an amendment to the Official Street Map was being requested to have them removed. An overview of the park's master plan, including amenities and goals, were summarized.

   Mayor Wiza declared the public hearing open.

   Mayor Wiza declared the public hearing closed.

   Motion by Commissioner Hoppe to approve the request from the City of Stevens Point to amend the City of Stevens Point Comprehensive Plan Future Land Use Map for the purposes of amending the future land use designation from Multi-Family to Park at 2000 River View Avenue (Parcel ID 281230805410003); seconded by Commissioner Haines.

   Motion carried 7-0.

5. Public Hearing and action on a request from the City of Stevens Point to rezone 2000 River View Avenue (Parcel ID 281230805410003) from "R-4" Multiple Family I Residential to "C" Conservancy.

   Associate Planner/Zoning Administrator Kuhn reviewed the rezoning request for 2000 River View Avenue, noting that it would assist in protecting and preserving the sensitive wetland on the property. As such, staff recommended approval of the rezone.

Director Kernosky added that the Conservancy district was the City's most restrictive district, so there would be no additional opportunity to develop the property and was often used to protect park land.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Motion by Commissioner Haines to approve the request from the City of Stevens Point to rezone 2000 River View Avenue (Parcel ID 281230805410003) from "R-4" Multiple Family I Residential to "C" Conservancy; seconded by Commissioner Cooper

Motion carried 7-0.

6. Public Hearing and action on a request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point to remove future planned streets to be located within 2000 River View Avenue (Parcel ID 281230805410003).

   Associate Planner/Zoning Administrator Kuhn reviewed the request to amend the Official Street Map to remove two future streets proposed to be located within the subject property, further explaining that doing so would minimize the negative impacts of the railroad throughout the City, as well as protect the environmentally sensitive land.

   Director Kernosky noted that the Canadian National Railway section on the overview site plan had become a recreational trail section known as the Schrader Connection. Additionally, he noted the importance of updating the City's Official Street Map.

   There was a brief discussion on the two planned streets looking to be removed and existing dedicated right-of-way, to which it was stated that nothing would occur with the right-of-way as a result of removal aside from the City continuing to hold it.

   Mayor Wiza declared the public hearing open.

   Mayor Wiza declared the public hearing closed.

   Motion by Commissioner Hoppe to approve the request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point to remove future planned streets to be located within 2000 River View Avenue (Parcel ID 281230805410003); seconded by Commissioner Haines

   Motion carried 7-0.

7. Public Hearing and action on a request from the City of Stevens Point for a conditional use permit to construct an open air shelter, parking lot and other improvements consistent with Ch. 23.02(1)(a)(3) at 2000 River View Avenue (Parcel ID 281230805410003).

   Associate Planner/Zoning Administrator Kuhn reviewed the request for a conditional use permit to construct. While a majority of park improvements were permitted uses, the open air shelter and parking lot were considered conditional use within the Conservancy district. Staff added that the shelter would approximately be 256 sq.ft. in size and adjacent to the proposed parking lot which would accommodate 26 stalls. Staff reviewed the permitted improvements and recommended approval with conditions outlined in the staff report.

   Director Kernosky noted that the existing driveway for the park and any adjacent residents would remain, and access would go unchanged.

   Commissioner Hoppe asked for clarification on the driveway easement, to which it was noted as the yellow area on the site plan map.

   Mayor Wiza declared the public hearing open.

Ian Proctor (3072 Water St), adjacent resident, cited concerns with liability and privacy, especially with the proposed boardwalks. Additionally, concerns for the eco system were noted. Mayor Wiza stated that while the City would be as respectful as possible to his property and surrounding park land, he asked that he refer to the Park's Director to review specific concerns regarding the boardwalk as it was a permitted use.

Alderperson Jennings (District One) asked the commission to consider reducing the parking stall count in half, noting the excessive use of asphalt and cost to maintain them for such a small park.

Alderperson Kneebone read a prepared statement by Trevor Roark (601 Washington Ave) as it related to connecting the park development to the Portage County Countywide Bicycle and Pedestrian Plan.

Bob Woehr (727 Second St) recalled the history of putting an initial access point off River View Avenue and asked whether the City had coordinated with the County in putting in a second access point.

Mayor Wiza declared the public hearing closed.

Director Kremer provided the following details as it related to testimony:

1. Concept plans are not design documents. Initial plan for parking lot is to develop half of it with gravel and gauge use between the park and Schrader Connection.
2. Discussed off-street parking with Mr. Roark as it related to the PCBPP.
3. Has spoken with County Administrator regarding initial discussions for the park plan but plans had not been formalized. Formal planning and design documents were still pending.

Mayor Wiza asked Park's Director Kremer to touch base with Mr. Ian Proctor regarding his concerns.

Motion by Commissioner Cooper to approve the request from the City of Stevens Point for a conditional use permit to construct an open air shelter, parking lot and other improvements consistent with Ch. 23.02(1)(a)(3) at 2000 River View Avenue (Parcel ID 281230805410003) with the following:

1. **The two parking lot entrances shall be separated by a distance not less than 150 feet.**
2. **Trees proposed to be planted at the southern end of the parking lot shall be spaced a minimum of 50 feet and a maximum of 75 feet.**
3. **The applicant shall obtain a building permit for the proposed freestanding sign prior to construction, subject to the review and approval of Community Development staff meeting applicable Sign Code regulations.**
4. **Proposed trails and boardwalks shall be wide enough to support any fire/EMS rescue operations.**
5. **The applicant shall meet applicable parking stall requirements, subject to the review and approval of Community Development staff meeting applicable Zoning Code standards.**
6. **Staff shall have the authority to approve minor changes to the site plan.**
7. **All applicable building permits shall be applied for and obtained prior to commencement of construction.**

seconded by Commissioner Arntsen.

Motion carried 7-0.

8. Review and Consideration of 2019 Housing Affordability Report

Director Kernosky, per state requirements, presented the Housing Affordability Report for 2019. The report was intended to outline the financial impact on subdivision development based on the Developer's viewpoint of 'greenfield' development. It did not take into consideration the City's long-term maintenance costs. Additionally, the City was to identify ways to reduce the time and cost necessary to approve and develop a new residential subdivision within the City by 20 percent. Rather than reducing the overall costs within the Department's fee schedule due to it already being minimal compared to other municipalities,

staff would consider reducing those costs and time by streamlining the process of approval. It was noted that the report would be made publicly available on the City's website.

Motion by Alderperson Kneebone to approve the 2019 Housing Affordability Report and place it on file; seconded by Commissioner Arntsen.

Motion carried 7-0.

9. December 2020 Monthly Report

   Director Kernosky briefly explained that end of year valuation of approximately 154 million had surpassed previous years, highlighting the issuance of the North Side Yard project, Berkshire, Delta Dental, and Sentry's boutique hotel. Stare-wide 2021 was projected to be a down-year due to COVID-19 pausing several projects, but it was expected that they would hopefully come into fruition in 2022 and 2023.

10. Director's Report

    Director Kernosky noted that his memorandum had been included in the Agenda Packet. It contained:

    a. Developmental Updates
    b. Special Project Updates
    c. Public Policy Updates
    d. Economic Development Updates

11. Adjourn.

Meeting adjourned at 7:24 PM.

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

Attachment relating to agenda Item 3: Generator and Transformer Conditional Use Permit Testimony

From: noreply@civicplus.com
To: Adam Kuhn
Subject: Online Form Submittal: Contact the Assoc. Planner / Zoning Admin.
Date: Monday, December 28, 2020 8:54:02 PM

Contact the Assoc. Planner / Zoning Admin.

First and Last Name:	Dorothy Schultz
Street Address:	2225 Rice St
City	Stevens Point (change City, State, and/or Zip as needed)
State:	WI
Zip:	54481
Phone Number:	715-344-8217
Email Address:	ta91397@yahoo.com
Please enter your questions or comments below:	My name is Dorothy Schultz along with my husband, Jerome, and I'm writing to strongly object to the conditional use permit to construct generator and transformer units at 2217 Rice Street, Stevens Point, for McKinley School. We live at 2225 Rice Street which is adjacent to this project. We have lived here for 53 years, paid our taxes and maintained and improved our property all through this time. We have never been informed prior to this letter we received on December 24,2020, with the hearing scheduled on January 4, 2021, which period includes two major holidays, as to what this project entails, or how it will impact us personally as far as noise or inconvenience or especially impact our property values as well as change our residential neighborhood. This would be very important to us as sometime in the future our property will likely come up for sale as both my husband and I are now elderly. I know the school has been interested in getting ownership of properties at this end of the block facing Rice Street for many years as it would suit their needs. However, encroaching on it piece by piece would not be in the best interest of the homeowners or create a desire of cooperation to work with the school system. So we are hoping you would reconsider this proposed conditional use permit because at this point it just seems it is being pushed on us. We would like to be contacted by phone as soon as possible for more details on the plan as we do not have a computer. Thank you for your time and consideration. We look forward to hearing from you prior to any deadlines you may have for the meeting.

Email not displaying correctly? View it in your browser.

Attachment relating to agenda Item 3: Generator and Transformer Conditional Use Permit Testimony

From: Anthony Gischia
To: Adam Kuhn
Subject: Reference construction permit for 2217 Rice St. Stevens Point.
Date: Monday, January 4, 2021 11:07:36 AM

City of Stevens Point – Plan Commission

I am submitting this email on behalf of myself and my wife, Brittany Gischia, regarding the request from Dan St. Pierre for a conditional use permit to construct a generator and transformer units at 2217 Rice Street (Parcel ID 281230804201003) for McKinley Elementary School.

We reside at 2216 Rice Street, directly across from 2217 Rice Street and strongly object to the conditional use permit to construct a generator and transformer units at 2217 Rice Street, Stevens Point, for McKinley Elementary.

We have lived at our residence since the fall of 2014 and since moving in have made several improvements to our property. Following the improvements made the City of Stevens Point raised our property value, which in turn raised our property taxes. We feel that if the City of Stevens Point allows the permit to construct a generator and transformer units at 2217 Rice Street for McKinley Elementary School it will negatively impact the curb appeal for our property, diminishing the resale value of our home, even though we are now paying a higher tax rate for our property. This is a residential neighborhood and allowing the units to be built would not only change the curb appeal for us, but the feel of the neighborhood as a whole. No comments were made in the letter about what will happen with the existing home; will it be torn down and left as a mostly vacant lot, will the lot be split and the house sold to another owner, etc.? No matter how the generator and transformer units will be covered they will less the aesthetics of the property and the neighborhood.

Additionally, we are concerned about the potential noise pollution coming from the generator and transformer units that could greatly impact our neighbors across the street who live directly next to the property in question, as well as our own home because it is so close.

Furthermore, I find it disturbing that the City of Stevens Point waited until December 22, 2020 to send notification to the affected residences regarding this proposal via mail, which did not arrive until December 24, 2020. The documents received regarding the proposal had very limited information about the project. The City of Stevens Point additionally did not update the "plan agendas" website

until Thursday, December 31, 2020 with further information about the project, leaving the affected residences little to no time to become properly educated on the proposal details. The proposal posted on the agenda also still does not address what will happen to the structure at 2217 Rice Street, which leaves one to assume the home on the property will be destroyed for the project.

McKinley Elementary School recently constructed a parking lot on the south east corner of Cleveland Ave. and Rice St. If this new proposal is approved, it would only leave one residential property, 2209 Rice St., between the now parking lot owned by McKinley Elementary School and the proposed project site 2217 Rice St. This leaves me to wonder if McKinley Elementary School intends to acquire the additional properties in the future, further diminishing our residential neighborhood and destroying our property value.

Due to these concerns we strongly object to the conditional use permit to construct a generator and transformer units at 2217 Rice Street, Stevens Point, for McKinley Elementary.

Thank you for your time and consideration in this matter.

Anthony Gischia

Attachment relating to Agenda Item 7: Open Air Shelter Conditional Use Permit

9:52

Trevor Roark

JAN 04, 5:57 PM

Thanks again, Mary, for reading my statement below. Hope you're healthy and well!

Item # 7 - conditional use permit regarding new public park

"Trevor Roark, 601 Washington Ave.
I'm presenting this statement as a resident and not representing any group or commission.

After reviewing the packet, I think this new public park will be a great south central feature to our city. I talked with Dir. Kremer briefly today about some of the history in developing this park and the transportation planning with it. I asked if the Portage County Countywide Bicycle & Pedestrian Plan (PCCBPP) was considered in reviewing how this park connects to River View Ave. and he agreed that it would be good to make note tonight. So, I'm asking that you please consider reviewing the connectivity and PCCBPP recommendations for River View Ave. in future planning and design. For example, and Dir. Kremer agreed, street parking might be very valuable if future events are hosted at this sight and overflow parking is needed. This would directly effect how the PCCBPP is implemented along this connecting roadway. Having these align would be key!

Thanks for your consideration,

Trevor"

Trevor Roark

Community Development Report - December 2020

Construction Report

New Construction	# of Permits	Location	Declared Valuation	Fees
Single Family	-	-	-	-
Multi-Family	-	-	-	-
Commercial/Industrial	-	-	-	-

Additions or Alterations	# of Permits	Declared Valuation	Fees
Residential	66	$357,346.25	$4,618.75
Commercial	23	$473,862.21	$4,691.98 *

Monthly Permits	Monthly Valuation	Monthly Fees	YTD Permits	YTD Valuation	YTD Fees
89	**$831,208.46**	**$9,310.73**	**1473**	**$154,757,857.19**	**$368,925.30**
			2019	**1449**	**$107,665,108.50**	**$446,123.25**
			2018	**1267**	**$47,922,083.92**	**$359,906.14**
			2017	**1059**	**$118,964,673.11**	**$392,402.29**

* *Marshfield Clinic Addition, Footing and Foundation. Values will be reflected in full permit.*

Violation Report

Exterior Structure Complaints		
Multiple Exterior Property Violations	0	
Exterior Property Violations	0	
Accumulation of Rubbish or Garbage	10	
Grass or Weeds	0	
Improper Parking of Vehicles	12	
Improper Storage of Refuse or Refuse Carts	0	
Snow and Ice	25	
Storage of Household Items Outside	2	
Unlicensed or Inoperable Vehicles	0	
Unsanitary Conditions	0	
Exterior Building or Structure Violations	1	
Defective Sidewalks, Driveways	0	
Defective Protective Treatment	0	
Defective Exterior Walls, Roofs, Windows, Doors	0	
Interior Structure Complaints		
Multiple Interior Structure Violations	0	
Interior Structure Violations	0	
Multiple Violations		
General Case	27	
Other Violations		
Rodent or Pest Violations	0	
Fire Prevention Violations	0	
No Heat Violation	0	
Electrical Violations	0	
Nuisance Violations	0	
Mechanical Violations	0	
Signage Violations	0	
Plumbing Violations	0	
Improper Occupancy: Multi-Family Dwelling	0	
Improper Occupancy: Residential Dwelling	1	
Visibility Obstruction Violations	0	
Unlawful Animal	0	
Land Use Violations	0	
Loss of Pre-existing Use Status	0	
Work w/o Historic Preservation Review	0	
Work Without Permit	6	
Open Permit Status	0	
Total Violations / Total Service Fees Billed	84	$1,700
9/84 Tagged or Verbal, 6/9 Remedied = 66% Compliance		

Administrative Staff Report

Conditional Use Permit

Fire Department Training Site
3100 Whiting Avenue
March 1, 2021

Department of Community Development

Applicant(s):

- City of Stevens Point

Staff:

- Ryan Kernosky, Director
  rkernosky@stevenspoint.com
- Adam Kuhn, Associate Planner
  akuhn@stevenspoint.com

Parcel Number(s):

- 281230805101005

Zone(s):

- "C" Conservancy District

Master Plan:

- Industrial

Council District:

- District 10 | Ald. Fishler

Lot Information:

- Frontage: 100 ft.
- Depth: 648 ft.
- Lot Size: 609,840 sq. ft. (14.0 ac.)

Current Use:

- City Pit

Applicable Regulations:

- 23.02 (1)(a)(3)(a)

Request

1. Public Hearing and action on a request from the City of Stevens Point for a conditional use permit to construct a fire department training site at 3100 Whiting Avenue (Parcel ID 281230805101005), consistent with Ch. 23.02(1)(a)(3)(a).

Attachment(s)

1. Application
2. Plans

Findings of Fact

1. The City's Fire Department is seeking to utilize part of the property at 3100 Whiting Avenue as a training site.
2. The training site will include the following, phased in over several years: a classroom and storage building, fixed concrete burn cells, fixed roof props, a fixed concrete extrication pad, a tower and splash tower for ladder training, a confined space prop, moveable burn cells, a trench rescue area for continually changing formations, a burn tower and associated parking space.
3. A memorandum of understanding has been signed between the Police & Fire Commission and Mid-State Technical College to promote regional fire training with different agencies.
4. The subject property is zoned "C" Conservancy.
5. Instructional activities requiring disruption of natural conditions, including the placement of structures or devices not natural to the area, is a conditional use within the Conservancy District.
6. The Plan Commission and Common Council may attach additional conditions to this request as necessary.

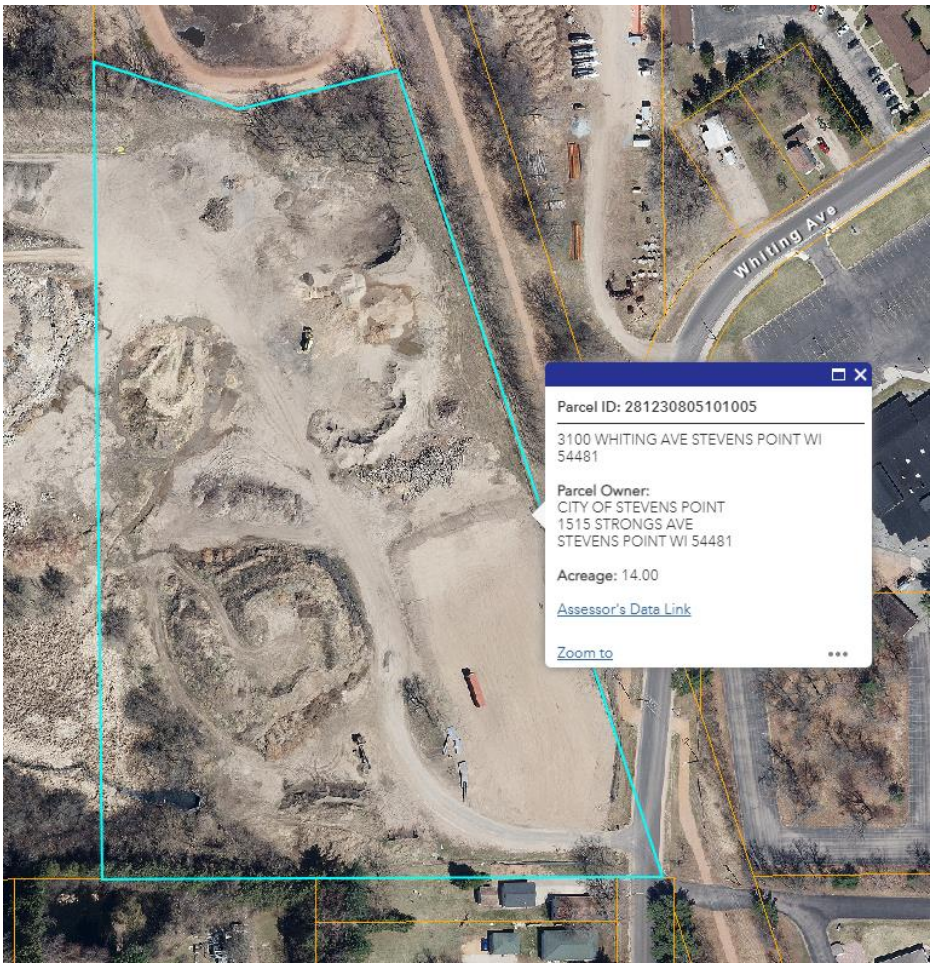
Staff Recommendation

Approve the conditional use to construct a fire department training facility at 3100 Whiting Avenue, subject to the following conditions:

1. The applicant shall submit a parking lot layout plan that shows the stall configuration for the two parking lots. Such plan shall be subject to the review and approval of Community Development staff meeting applicable parking lot, ADA parking and landscaping guidelines as outlined in applicable chapters of the City's Municipal Code.

	2. A stormwater management plan shall be produced that is subject to the review and approval of the Utilities Department meeting applicable stormwater management requirements. 3. An erosion control permit shall be applied for and obtained prior to any land disturbance, subject to the review and approval of the Utilities Department. 4. All fire hydrants located on the training site shall be equipped with backfill prevention. 5. Access to fire sprinkler system connections shall remain unobstructed for fire-related purposes. 6. Proposed fencing shall be subject to the review and approval of Community Development staff meeting applicable Zoning and Building Code requirements. 7. All applicable building permits shall be applied for and obtained prior to commencement of construction. 8. Staff shall have the authority to approve minor changes to the site plan.

Vicinity Map



Background

The City of Stevens Point is proposing to establish a fire department training facility at a City-owned property located at 3100 Whiting Avenue. Several weeks ago, the Stevens Point Police & Fire Commission signed a memorandum of understanding with Mid-State Technical College for initiating the planning and subsequent development of this property. By partnering with Mid-State Technical College, the concept is to establish a regional training facility where reginal entities can utilize the site for fire-related training purposes. Such training includes, but is not limited to the following: high angle rescue, rope rescue, ice water rescue, confined-space rescue and collapsed building rescue.

Discussions have been occurring for roughly three years in planning for a training facility. Once 3100 Whiting Avenue was identified as the preferred training location, the City's Fire Department had been working with other City departments in developing a plan for what and where proposed improvements were to be located. As shown below and discussed throughout this report, the training facility will utilize roughly the eastern one-third of the subject property. The remainder of the property will continue to be utilized as the City pit.

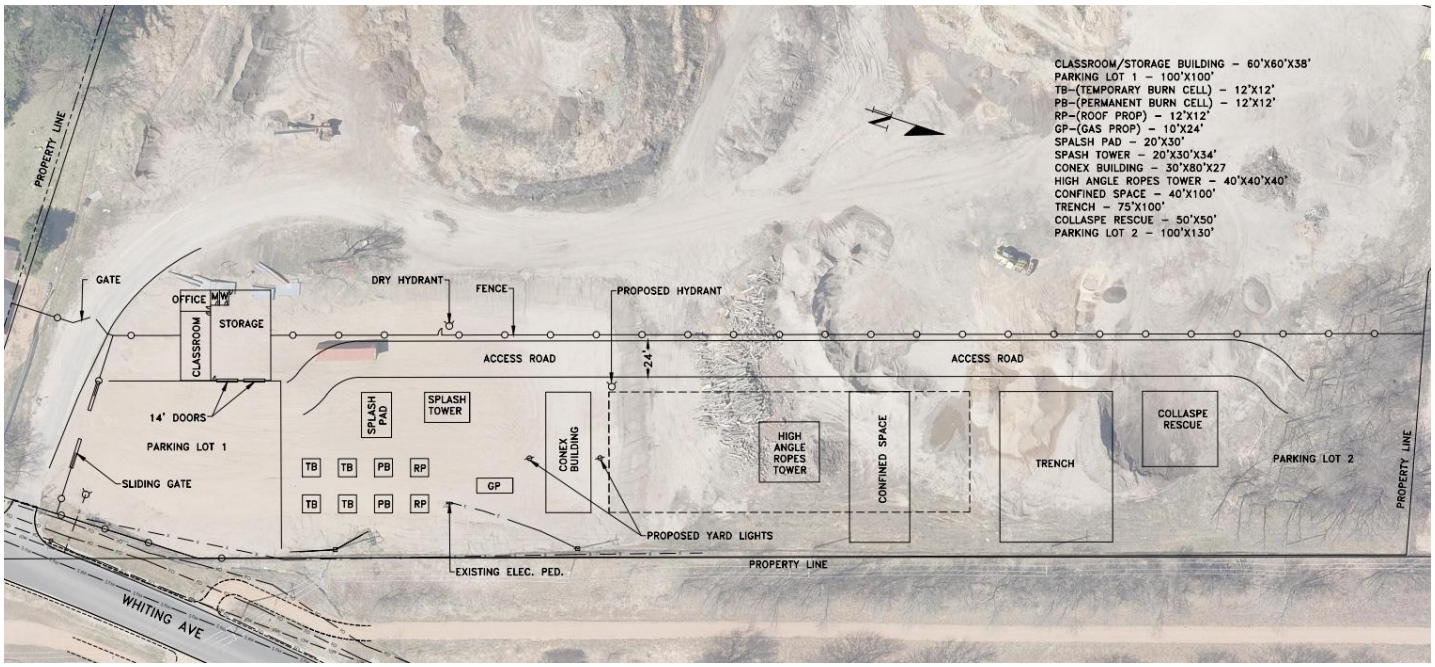
As shown in the site plan below, several improvements are proposed for the training facility. It is anticipated that development will last the next 3-10 year—however funding will be a key indicator for how fast the project progresses. It is anticipated that the classroom building and burn tower will take a majority of the additional funding need to complete. The following includes an anticipated timeline for when planned improvements will occur:

- <u>Phase 1:</u>
    - Construct parking spaces.
    - Install two fixed concrete burn cells.
    - Install four fixed roof props.
    - Construct one fixed concrete extrication pad.
- <u>Phase 2:</u>
    - Build training and splash tower for rope and ladder training.
- <u>Phase 3:</u>
    - Place a confined space prop.
    - Begin construction on the classroom and storage building.
    - Install a second hydrant.
    - Construct a burn tower and collapse rescue area.
    - Place four moveable burn cells.
    - Create a trench rescue area for continually changing formations.

Having instructional activities that disrupt the natural conditions of the site, including the placement of structures and devices not natural to the area, are a conditional use within the "C" Conservancy District. The aforementioned request is described in the following section:

> *Ch. 23.02(1)(a)(3)*
>
> > *(3) Conditional Uses.*
> >
> > > *(a) Open space leisure, instructional, or recreational activities requiring disruption of natural conditions including the placement of structures or devices not natural to the area.*

Further development details have been provided below and are summarized throughout this report.



1. **Setbacks.**

   The following are the setback requirements for the "C" Conservancy District – 50' street yard setback, 30' side yard setback and a 50' rear yard setback. The location of the conex building is approximately 30' from the lot line, meeting minimum side yard setback requirements. All other structures proposed well exceed the minimum front yard and rear yard setback requirements.

2. **Parking.**

   A minimum of 20 parking stalls are required based on the size of the classroom and conex buildings, with applicable reductions administered. Two parking lot areas are proposed on the site—one near the training site entrance and one in the far rear of the site. Both parking areas are expected to provide 27 parking stalls in sum. While this exceeds the minimum number of parking stalls required, it does not exceed 150% of what is minimally required. Exceeding 150% would require approval from the Common Council.

   Please note that a parking layout plan has not been created—the 27 stalls are estimated given the size of the parking areas provided. Therefore, staff is requesting that a parking lot layout plan is provided to show how both areas are configured. The plan will be required to show one handicap accessible parking stall meeting applicable ADA requirements and all other pertinent requirements as it relates to traffic flow, stall configurations, surfacing, etc. Depending on the placement of parking stalls, additional landscaping may be required.

3. **Building height.**

   Buildings located on a property zoned "C" Conservancy can have a height not to exceed 40 feet. The proposed classroom and storage building is proposed to be 38' high. Other structures proposed on the site are also not to exceed 40' in height – splash tower (34'), conex building (27') and the high angles rope tower (40').

4. **Access and internal traffic flow.**

   Access into the property is off of an existing path connecting Whiting Avenue. The existing gate located at the site entrance is proposed to be pushed back to separate the training facility with the City pit. An additional

sliding gate is proposed solely for the training site. It is the applicant's intention to pave the existing path with asphalt, meeting the City's hard surfacing requirement.

Once inside the training facility, the two parking lots on the northern and southern ends of the property will be connected by an asphalt access road. It is anticipated that the first parking lot will be constructed relatively early in the development timeline, with the second parking lot being constructed once all buildings and structures are near completion. Given the size of the second parking lot and the width of the access road, staff believes that sufficient traffic flow inside the training site exists.

5. **Signage.**

   While not shown on the submitted site plan, one freestanding sign is proposed near the training site entrance. Information on the proposed sign shall be submitted to Community Development staff meeting applicable Sign Code requirements for the "C" Conservancy District.

6. **Site usage.**

   At this time, it is anticipated that the training site will be used by the City's Fire Department during normal business hours. Mid-State is anticipated to use the site for training purposes during evening and weekend hours. The sliding gate for the training site will be opened during the times the training site is being used.

7. **Fire hydrants.**

   One fire hydrant currently exists on the far southeastern corner of the property. As shown on the submitted site plan, a fire hydrant is proposed to be located at the northeast corner of the conex building. A dry hydrant is also proposed outside of the proposed fencing adjacent to the classroom building. All proposed fire hydrants will be required to have backfill prevention.

8. **Stormwater management.**

   Before improvements occur on the property, the training site will need to be graded. Although the existing topology of the area suggests stormwater flow will lead towards the eastern property line (between the site and the Green Circle Trail), a stormwater pond is proposed as part of an overall stormwater plan submittal. The submitted stormwater management plan shall be submitted to the City's Utility Department for their review and approval.

9. **Erosion Control.**

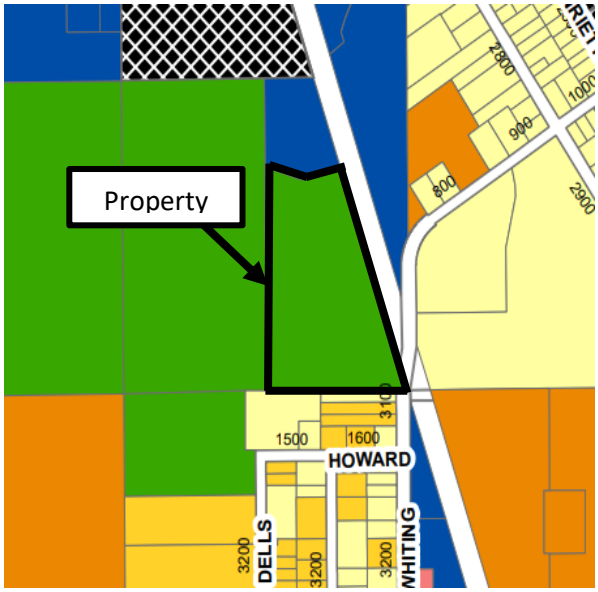
   Given the amount of impervious surfacing proposed on the property, along with anticipated grading for stormwater purposes, an erosion control permit shall be issued by the Utilities Department.

Standards of Review – Conditional Use

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 lot is currently being utilized as a City pit. The proposal includes using part of the property as a regional training facility for fire-related purposes.

Findings: With the training site being utilized infrequently at varying days and times, staff does not believe that the proposed conditional use permit will be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare. First, as the subject property is currently utilized for City-related purposes (i.e., City pit), the impact of this proposal is unlikely to result in a significantly greater intensity of use for the property overall. Second, as the subject property is located in the "C" Conservancy District, additional protocols have and will be taken by the Fire Department to ensure that improvements made to the property take existing environmental conditions into account. Lastly, the subject property is to be maintained by the City, thus reducing the likelihood of any negative characteristics to occur. Therefore, staff believes that the applicant's proposal meets the aforementioned request.



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

   Analysis: A mix of single-family and institutional uses exist surrounding the subject property. As stated earlier, the current use of the subject property is for City-related purposes.

   Findings: The proposed use may have some adverse impacts on the surrounding properties while in use (example, smoke that is produced from the training facility). The proposed use may impact surrounding property uses when/if it is utilized outside of 'normal' business hours. Plan Commission and Common Council may want to impose time restrictions on the property (example: M-F 7:00 am – 6:00 pm, Sat-Sun 7:00 am – 2:00 pm) to help diminish the concerns that surrounding property owners may have.

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 and has been utilized for City-related purposes for several years.

Findings: See standards one and two above. All adjoining parcels are zoned for single-family, multi-family or institutional use. According to the City's Future Land Use Map, adjoining parcels are designated for either industrial or residential uses, or is categorized as non-developable. Given that the parcel is located in a defined institutional area that consists of the properties with generally large lot sizes, staff believes that adjoining uses will not be negatively impacted by the proposed development. While properties to the west (also owned by the City) are considered non-developable, stormwater management considerations will occur to ensure any stormwater runoff does not negatively impact surrounding properties. As a result, the proposal should not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

4. **The exterior architectural appeal and function plan of any proposed structure will not be in 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 exterior architectural composition of the proposed conex building and classroom/storage building is not determined at this time. Once building plans are created for these proposed structures, staff will review to ensure that its architectural features are complementary with the architectural style of buildings nearby and of other institutional uses in the city.

   Findings: This standard is met provided a review of the building plans occur once produced.

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

   Analysis: Utility infrastructure exists along the Whiting Avenue Right-of-Way. While there are several improvements proposed to the property, only a few of the improvements are intended to be serviced by utilities. As shown on the above site plan, two yard lights are also proposed adjacent to the conex building that will require electrical connections to existing infrastructure.

   An existing access road exists off of Whiting Avenue that connects to the City pit. A second access road is proposed to connect the classroom/storage building with the second parking lot area. Given the location of the

training site entrance and the access road configuration, staff believes that the proposed road infrastructure can handle the expected use of the area. Lastly, a stormwater plan is required to be submitted to the Utilities Department for review and approval. This plan should highlight proposed stormwater grading and the location on any new stormwater facilities on the property. Given that City staff is required to review all three of the aforementioned improvements, staff believes that this standard is met.

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: The respective area is in an established area of the City with appropriate vehicular access on and to Whiting Avenue. Per City Zoning Code standards, the location of the training site gate is situated far enough away (i.e., 50 feet) from the Whiting Avenue Right-of-Way to ensure any high influx of visitors will not result in impaired traffic flow.

   Findings: Given that low traffic volume is expected on the site, staff believes that access in an out of the site is appropriate.

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

   Analysis: The City's 2005 Comprehensive Plan Future Land Use Map has identified this property for industrial use. However, given the property's history of being utilized for City use, and its relative location to properties that are considered non-developable, staff believes that the proposed use is in line with the City's Comprehensive Plan. Additionally, the property is zoned "C" Conservancy. According to the City's Zoning Code, the Conservancy District is established "to provide protection to environmentally-sensitive lands such as flood plains, wetlands, shorelands, well fields, airport fringe lands and fringe lands remote from City services and access. The district is also intended to be applied as a means of regulating the timing and direction of land development in accordance with the City's Comprehensive Plan."

   Findings: The proposed use meets the intent of the "C" Conservancy District given the subject property's proximity (i.e., near lands that are not considered developable and do not have sufficient connections to City services) and the current use of the property (i.e., City pit).

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 is seeking to allow instructional activities that will result in the disturbance of existing conditions on the property.

   Findings: The regulations within the "C" Conservancy District are met provided that the conditions applied to this report are met and the conditional use permit is allowed. Please refer to the site details above in the "background" section and the attached plans.

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

    Analysis: N/A

    Findings: N/A

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

    Analysis: Vehicular access is off of Whiting Avenue. The Green Circle Trail is located adjacent to the subject property.

    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: While the property is undeveloped, nearby utility infrastructure exists that can support the intended improvements to the training site. Please note that given the type of improvements planned, utility needs are expected to be minimal.

       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: No mechanical equipment is proposed to be located on the site.

       Findings: This standard is met.

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

       Analysis: Light spillage is extended from the conex and classroom/storage buildings. Additionally, two yard lights are proposed on the northern and southern sides of the conex building.

       Finding: Given the location of expected light pollution, along with the overall size of the subject property (i.e., 14 acres), lighting is anticipated to be confined within the property.

    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 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 pages one and two. Please keep in mind that recent 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.

Photos

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
http://stevenspoint.com

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** ☐ **Amend** ☐		

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Stevens Point Fire Department	**Contact Name**	Jb Moody/Trevor Howard
Address	1701 Franklin Street	**Address**	1701 Franklin Street
City, State, Zip	Stevens Point, WI 54481	**City, State, Zip**	Stevens Point, WI 54481
Telephone	715-346-1833	**Telephone**	715-346-1441/715-342-4834
Fax	715-346-1599	**Fax**	715-346-1599
Email	howardt@stevenspoint.com	**Email**	moodyjb@stevenspoint.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)		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		**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
3100 Whiting Avenue	281230805101005	

Legal Description of Subject Property

PRT 1/2 SWNE LYG OF GB & W RR
Row; SUBS TO DEED REST IN 662293 S5 T23
R8 123/74 688/849-59

Designated Future Land Use Category	Current Use of Property
Industry	City Pit

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 City of Stevens Point Fire Department is taking part of the property and turning it into a Fire Department training site. This will be completed in phases and is expected to extend over the next 3-10 years.

How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)
There should be no change to the current neighborhood as this land is currently used by the city as the pits, which has heavy equipment running in the area throughout the day.

Outline steps that will be taken to reduce any negative impacts on adjacent property. (Use additional pages if necessary)
Negative impacts on adjacent properties should be minimal. The potential for smoke coming from the site is possible on occasion. Wind speed and direction will always be taken into account when these types of trainings are scheduled to reduct the impact. Most often, trainings will take place during regular business hours, which will also reduce the impact to any residents in the area. Landscaping and stormwater plans, along with any other improvements will be based on the recommendations of other city departments such as Water, Parks, DPW and utilities.

Current Zoning Surrounding Subject Property			
North:	M-2 Heavy Industrial	South:	R-2 Single Family Residential
East:	R-2 Single Family Residential	West:	C Conservancy
Current Land Use Surrounding Subject Property			
North:	Industrial	South:	Residential
East:	Government	West:	Industrial

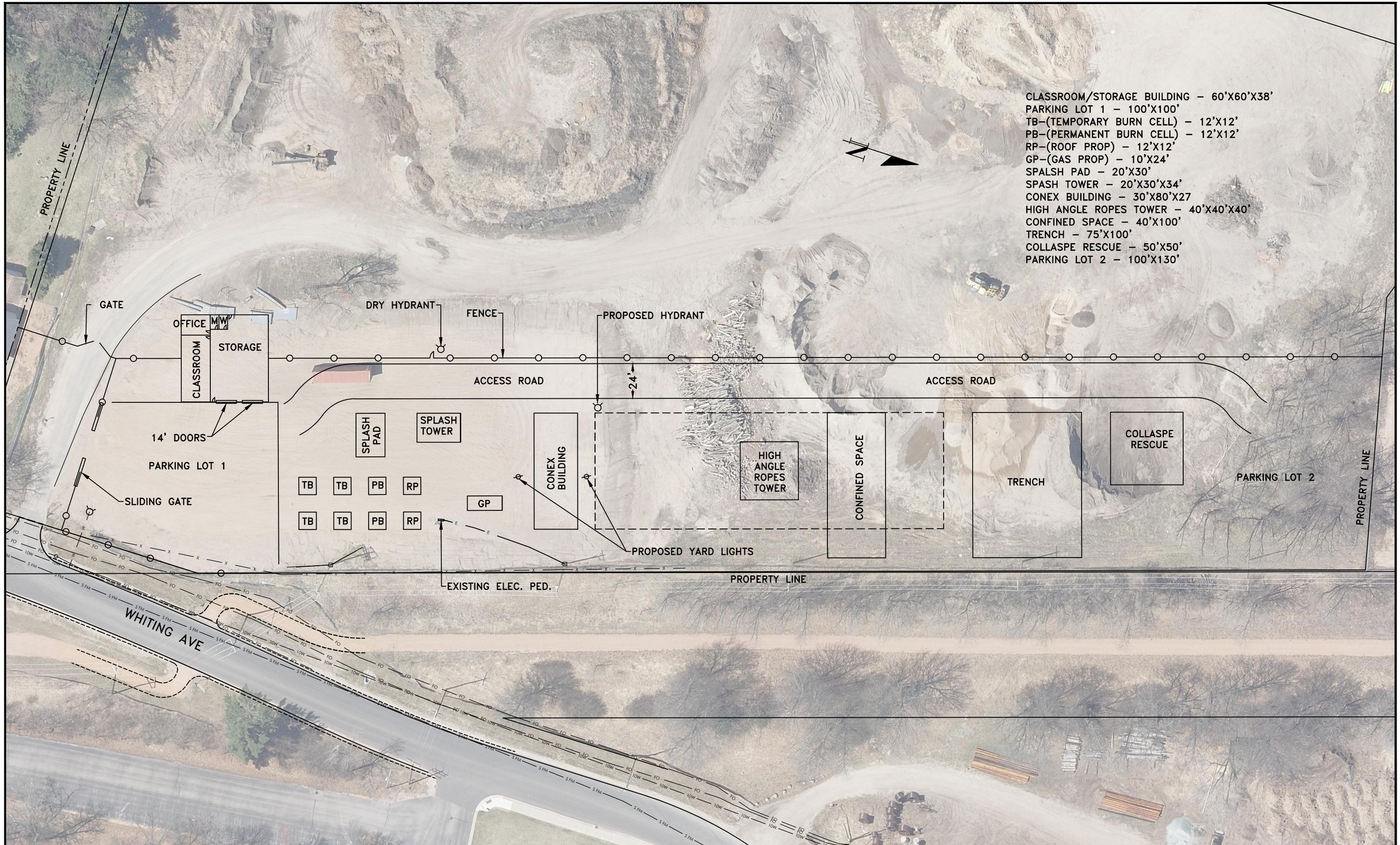
EXHIBITS

Owner Information Sheet	☐	Additional Exhibits If Any:
Letter to District Alderperson	☒	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	☒	
Site Plan (designating primary, side, and service street frontages)	☒	
Building Elevations	☒	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	☒	
Street Plan with Cross-sections	☐	
Utility Plan	☒	
Landscape Plan (including any equivalent alternative landscaping requests)	☒	
Stormwater Plan	☒	
Outdoor Lighting Plan (location of fixtures, illumination levels)	☒	

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
	3Feb21		



CITY OF STEVENS POINT, WISC.

PROJECT: SPFD TRAINING SITE LAYOUT IN: FROM: TO:	DESIGNED BY: DATE: DRAWN BY: KHE DATE: 2-21 REVISED BY: DATE:	SCALE: HOR. 1"=60' VER. NA	PROJECT NO. NA	SHEET NO. NA	

STEVENS POINT **FIRE DEPARTMENT**
1701 FRANKLIN STREET STEVENS POINT, WI 54481
PHONE: 715-344-1833 FAX: 715-346-1599

ROBERT J. FINN
FIRE CHIEF

Alderperson Fishler,

I am pleased to announce that we (The Stevens Point Fire Department) have begun the process to apply for a Conditional Use Permit in your district. The Fire Department has acquired a parcel of land to use as a training site at 3100 Whiting Avenue. This is very exciting news, as we have previously lacked an official training site.

With the recent announcement of our partnerships with Midstate Technical College and DCI (Department of Criminal Investigations) we have hopes of turning this into a regional training site. This will not only benefit the Stevens Point Fire Department, but it will also bring other departments to the area for training and education. The Stevens Point Fire Department will finally have a location to gather and train on fireground tactics, vehicle extrication and technical rescue scenarios among other things. Training is an integral part of our profession to maximize the efficiency and effectiveness of our members during an emergency.

With no current training facility in the area, it has been a challenge for us to train together with our METRO partners in the fashion required for our departments to operate as we should on an emergency scene. This will allow us to train with our METRO partners for continuity of operations during an emergency.

If you have any questions, feel free to contact Assistant Chief Moody or myself at any time. Thank you!

Respectfully,

Trevor Howard
Training Officer
Stevens Point Fire Department
1701 Franklin Street
Stevens Point, WI 54481
715-342-4834 (Office)
715-496-0135 (Cell)
howardt@stevenspoint.com

Administrative Staff Report

Conditional Use Permit

Benjamin Franklin Junior High School
1900 Polk Street
March 1, 2021

Department of Community Development

Applicant(s):

- Tom Owens, representing the Stevens Point Area School District

Staff:

- Ryan Kernosky, Director rkernosky@stevenspoint.com
- Adam Kuhn, Associate Planner akuhn@stevenspoint.com

Parcel Number(s):

- 281230804301002

Zone(s):

- "R-2" Single Family Residential

Master Plan:

- Institutional / Government

Council District:

- District 10 | Ald. Fishler

Lot Information:

- Frontage: 4,284 ft.
- Depth: 1,216 ft.
- Lot Size: 1,750,329 sq. ft. (40.182 ac.)

Current Use:

- Junior High School

Applicable Regulations:

- 23.02 (1)(c)(3)(d)

Request

1. Public Hearing and action on a request from Tom Owens, representing the Stevens Point Area School District, for a conditional use permit to construct a bus garage addition and other improvements consistent with Ch. 23.02(1)(d)(3)(a) at 1900 Polk Street (Parcel ID 281230804301002).

Attachment(s)

1. Application
2. Plans

Findings of Fact

1. The applicant is seeking several improvements at Benjamin Franklin Junior High School and the adjacent bus garage.
2. Improvements at the bus garage include the following: a 1,085 sq ft addition to accommodate additional maintenance and working space, lighting improvements, HVAC improvements, adding a fire sprinkler system to the building and parking lot resurfacing.
3. Improvements to Benjamin Franklin Junior High School include the following: a new generator located on the southeast corner of the school, HVAC and lighting improvements, interior remodeling for ADA compliance and parking lot resurfacing.
4. Junior high schools and associated accessory uses are a conditional use within the R-2 District.
5. The Plan Commission and Common Council can attach conditions onto the approval if necessary.

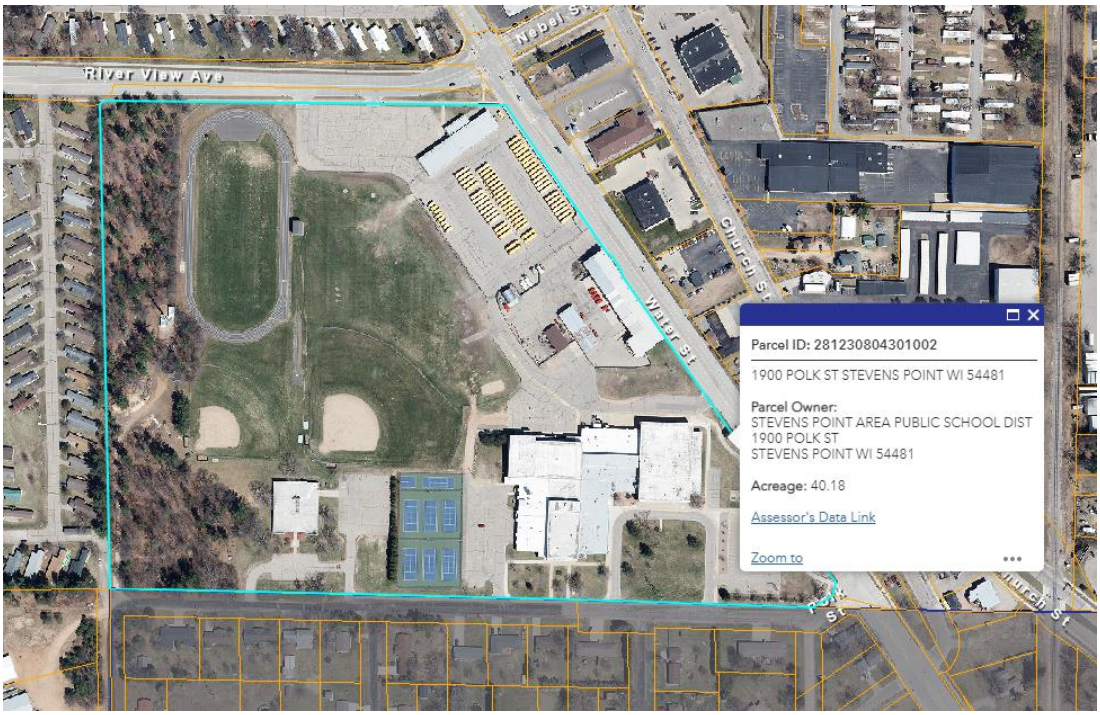
Staff Recommendation

Approve the conditional use permit to construct a bus garage addition and other improvements at 1900 Polk Street, subject to the following conditions:

1. The proposed fencing shall meet applicable fencing standards, subject to the review and approval of Community Development staff meeting applicable Zoning and Building Code requirements.
2. Access to proposed fire sprinkler system connections shall occur for Fire Department purposes.
3. Any water connections required for the proposed fire sprinkler system shall require the review and approval of the Utilities and Public Works Department.
4. An erosion control permit is required for the resurfacing of the school and bus garage parking lots, subject to the review and

	approval of the Utilities Department meeting applicable erosion control guidelines. 5. All applicable building permits shall be applied for and obtained prior to commencement of construction. 6. Staff shall have the authority to approve minor changes to the site plan.

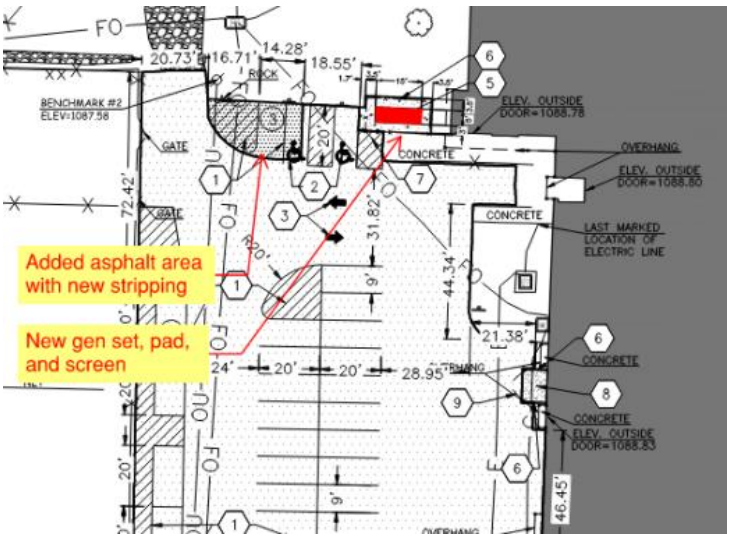
Vicinity Map



Background

The applicant, Tom Owens, is proposing several improvements at Benjamin Franklin Junior High School and the adjacent bus garage. The bus garage includes several improvements. First, a 1,085 sq ft addition is proposed on the northeast corner of the existing bus garage. The purpose of the addition is to provide additional space for bus maintenance and general working conditions in the building. Second, improvements to the existing lighting and HVAC systems are proposed to ensure compliance with current building code requirements. Collaboration with the Inspections Division of the Community Development Department will occur to fulfill all requirements. Third, the existing parking lot is proposed to be resurfaced with asphalt. Please note that the configuration of the parking lot will not change as a result of the resurfacing. Lastly, the applicant is seeking to install a fire sprinkler system to the building. The bus garage currently does not have a fire sprinkler system to support the building. As part of installing a fire sprinkler system, the construction of a 4-6'' water lateral will be required. Discussions with the City's Fire Marshal have been occurring to ensure all Fire Code requirements are met. Additional discussions with the City's Utility and Public Works Department will occur to ensure appropriate requirements are met for adding a water connection to the building. Construction on the bus garage is not planned to start until 2022 at the earliest.

Besides the bus garage, several improvements are also proposed for Benjamin Franklin Junior High School. Like the bus garage, the applicant is seeking improvements to the existing lighting and HVAC systems. Second, an interior remodel of the Family and Consumer Science room is proposed to make it more compliant with the Americans with Disabilities Act. The proposed remodel also includes the creation of additional student work stations. Third, the applicant proposes to construct a generator located on the southwest corner of the school. Due to proposed lighting and HVAC improvements, installing a new generator to handle greater electrical output. While the existing generator is located within the school, current electrical code guidelines require a minimum clearance from the placement of a generator to the school. The generator will be placed on a concrete slab and will be enclosed by six foot high privacy fencing pursuant to screening requirements in the City's Zoning Code. Lastly, the existing parking lot is proposed to be resurfaced with asphalt. Construction on the proposed school improvements are expected to begin in May and last until August.



Junior high schools are a conditional use within the "R-2" Single Family Residential District. Therefore, any improvements made or uses proposed to accommodate school-related functions require a conditional use permit. While several of the aforementioned improvements due not require conditional use proposal (e.g., parking lot resurfacing, lighting and HVAC improvements, etc.), they are included as part of the overall development proposal for the property.

The aforementioned conditions requiring conditional use approval are outlined below:

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

(d) Junior and senior high schools and publically-owned and operated technical schools

Further development details have been provided below and are summarized throughout this report.

1. **Setbacks.**

   The following are the setback requirements in the "R-2" Single Family Residential District—25' front yard setback, 20' total side yard setback with one side not less than eight feet and a 15' rear yard setback. The proposed bus garage addition, as stated earlier, will be located on the northeast corner of the building. An approximate 10' setback is provided from River View Avenue, meeting the necessary side yard setback requirement. The easternmost area of the addition is approximately 43' away from the Water Street Right-of-Way, meeting the necessary 25' street setback requirement. Lastly, please note that as the bus garage is located at the intersection of two street frontages (i.e., River View Avenue and Water Street), a minimum 20' clearview requirement must be provided. Given the location of the proposed addition, meets the aforementioned clearview requirement and provides adequate vision clearance from automobile and non-automobile users.

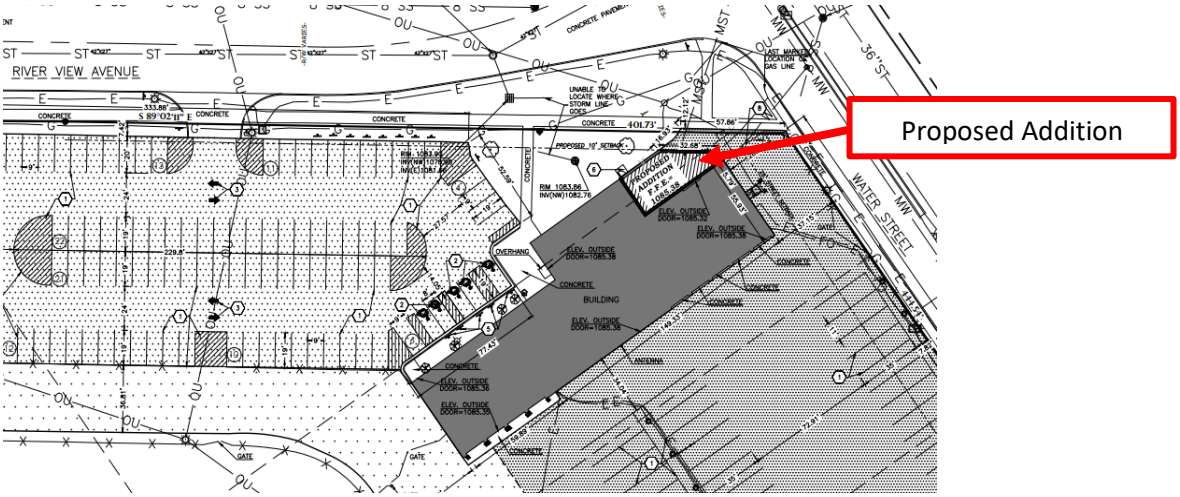
2. **Building Height.**

   Structures located on a property zoned "R-2" Single Family Residential are limited to 35' in height. As shown in the attached plan submittals, this requirement is met as the proposed height of the addition is 16' 6''.

3. **Concrete Pad.**

   The generator is proposed to be placed on a concrete pad four inches tall that is approximately 15' wide by 5' long with a dense graded base course. A window near the generator is also planned to provide access to utility connections.

4. **Screening Requirements.**



   According to the City's Zoning Code, "support facilities…shall be completely screened with trees, shrubs, fences or other decorative materials planted to a minimum width of five feet so as to be obscured from view from adjacent properties and from the street." The applicant proposes 6' high privacy fencing to surround the concrete pad. Proposed fencing will be held into place by a 5' deep concrete foundation along the fence posts and compacted subgrade below the fencing. Given that the location of the generator is located well within the confines of the property (approximately 300' from the Polk Street Right-of-Way), staff believes that the proposed fencing appropriately screens the generator given its proposed location.

Standards of Review – Conditional Use

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.**

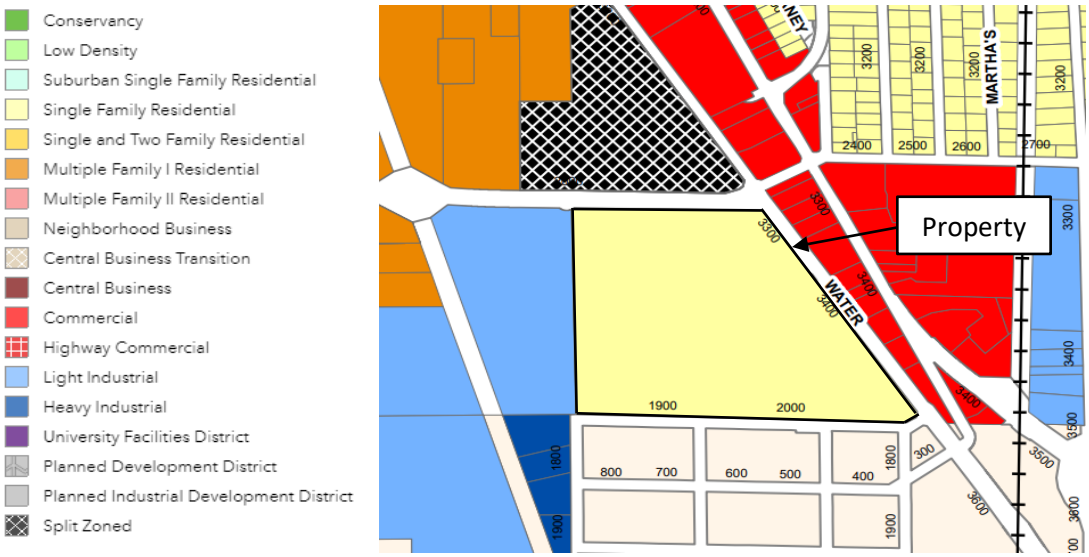
   Analysis: The 40.182 acre subject property houses Benjamin Franklin Junior High School and associated uses, and a bus garage for the Stevens Point Area School District.

   Findings: The applicant is proposing several improvements—namely the expansion of the existing bus garage and the placement of a new generator for Benjamin Franklin Junior High School. While schools are generally a more intense use than other allowed uses on properties zoned for single-family use, staff does not believe the proposed conditional use permit would be detrimental to, or endanger the public health, safety, morals, comfort or general welfare in part due to the nature of the proposed use. Schools are commonly located within residential neighborhoods here in the city. As such, various zoning-related factors are considered when any proposal is reviewed by the City (e.g., traffic, setbacks, screening, etc.). Therefore, the proposed bus garage addition and generator placement must still adhere to applicable requirements, For example, any installation of support facilities, regardless of if it is used for a school, business, office, etc., must provide adequate screening to better hide the use of these facilities from public view. Given the increased regulatory review that exists for building additions and generator placement, for example, staff believes that the applicant's proposal meets the aforementioned standard.

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

Analysis: As mentioned earlier in this staff report, the purpose of these proposed improvements are to provide greater space for busing operations and improve utilities within both buildings. The new generator, for example, is meant to support planned lighting and HVAC improvements at Benjamin Franklin Junior High School. Residential uses exist to the north, south and west of the subject property, with commercial uses residing east of Water Street.

Findings: The applicant will be required to obtain proper permits for proposed improvements. Outside of the Fire Marshal and Electrical Inspector reviewing applicable improvements, an erosion control permit will also be required for the resurfacing of the parking lot. The erosion control permit will be reviewed and approved by the City's Utilities Department. Additionally, the generator is unlikely to have an impact on neighboring property values given the size of the property (40.182 acres) and its location (300' from the nearest right-of-way).



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 are of the city. Benjamin Franklin Junior High School has been in operation for several years.

Findings: See standards one and two above. The subject property adjoins properties to the north and west that are designated for mobile park use within the City's Comprehensive Plan Future Land Use Map. Properties south of the subject property, located within the Village of Whiting, are designated for single-family use. Properties east of the subject property are designated for commercial, office and multi-family use. Within the City's Zoning Map, properties to the north are zoned "R-5" Multiple Family II Residential. Properties to the west are zoned "M-1" Light Industrial, while properties to the east are zoned "B-4" Commercial. Properties to the south are located within the Village of Whiting, however are utilized as single-family homes.

As stated before, it is common occurrence in the city that schools are located within residential neighborhoods. Therefore, given that most adjoining parcels are zoned for residential use, staff does not believe that adjoining

residential uses will be negatively impacted by the proposal. Therefore, the proposal should not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

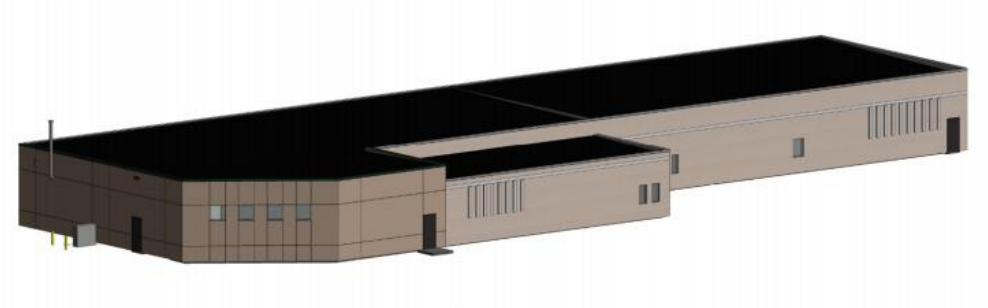
4. **The exterior architectural appeal and function plan of any proposed structure will not be in variance with either the exterior architectural appeal and function plan, and scale of the structures already constructed or in the course of construction in the immediate neighborhood or in the character of the applicable district so as to result in a substantial or undue adverse effect on the neighborhood.**

   Analysis: The exterior composition of the proposed generator is comparable to other support facilities in the city. The function plan will be met as the generator will have to adhere to current electrical code guidelines. Lastly, the bus garage addition will comprise of the same exterior finish as the existing building.

   Findings: This standard is met.

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

   Analysis: Adequate utility infrastructure currently supports the subject property and Benjamin Franklin Junior High School. As stated earlier, the applicant is working with the City's Fire Marshal in creating plans for a fire sprinkler system to be added at the bus garage. Water connections needed to support the fire sprinkler system will be discussed with the Utilities Department once a fire sprinkler plan is codified. For the proposed generator, it does include electrical connections connecting the generator with the school. All electrical connections required shall be reviewed and approved by the Community Development Department meeting applicable electrical code guidelines. Lastly, as stated earlier, the parking lot resurfacing project shall require an erosion control permit. All reviews necessary for these intended improvements will take place prior to any permits being issued.



Bus Garage Addition – South/East Perspective View Rendering

   Access to the property is off River View Avenue, Water Street and Polk Street. Given the generator's proximity to a school parking lot, staff believes that access is sufficient in the event it is needed for fire-related situations. Lastly, given the small footprint the generator and bus garage addition will have, coupled with a marginal size decrease in parking lot area, staff believes that adequate drainage exists.

Bus Garage Addition - Proposed Addition (Green Highlighted Area)

   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: The respective area is in an established area of the city with vehicular and pedestrian access off of River View Avenue, Water Street and Polk Street. Given that the proposed bus garage addition is located in an area not currently serviced by vehicular parking or traffic flow, traffic flow within the property is not expected to be impacted.

   Findings: As stated before, a congregation of vehicular or pedestrian travel to the bus garage addition or generator is very unlikely. Thereby, ingress/egress locations presented should keep traffic congestion to a minimum.

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

   Analysis: The City's 2005 Comprehensive Plan Future Land Use Map has identified this property for institutional or government use. As stated earlier in this staff report, the subject property is zoned in the "R-2" Single Family Residential District. According to the City's Zoning Code, the "R-2" District "is established to provide the population density and used primarily for single family living, which is expected to accommodate the numerous residential developments already at the density of this district, and this district would accommodate other housing not on City sewer."

   Findings: The proposed bus garage addition, generator and other related improvements meets the intent of the "R-2" District. While the proposed improvements do not relate to a residential use, public and private schools are commonly located on properties zoned "R-2" Single Family Residential. Second, given that screening is required per the City's Zoning Code for the placement of support facilities, staff believes that the proposed generator is shielded sufficiently from public view of neighboring properties and the street. Finally, additional regulations are in place (e.g., electrical, screening, erosion control, etc.) to ensure that enough safeguards are in place to prevent any detrimental impacts to surrounding properties.

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 is asking to construct a bus garage addition and related improvements for Benjamin Franklin Junior High School and the adjacent bus garage owned and operated by the Stevens Point Area School District.

   Findings: The regulations of the "R-2" District are met for the proposed improvements provided the conditional use permit is allowed. Please refer to the site details above in the "background" section and the attached plans.

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

    Analysis: N/A

    Findings: N/A

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

    Analysis: Vehicular and pedestrian access is off of River View Avenue, Water Street and Polk Street. Given that multiple ingress/egress locations exist along each street frontage, staff believes access to the property is safe.

    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: As stated earlier, the applicant is working with the City's Fire Marshal in establishing appropriate water connections to service the proposed fire sprinkler system. For the proposed generator, utility extensions can occur to accommodate the linkage of the generator with the school. Lastly, access to both the generator and fire sprinkler system control panel shall be removed of any obstructions to ensure emergency access can occur when needed.

       Findings: This standard is met provided that water connection and electrical plans meet applicable code requirements.

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: 6' tall privacy fencing is proposed to enclose the generator. The proposed privacy fencing will be similar to the other types of fencing located near the bus garage. Given the height and location of the proposed fencing, staff believes that appropriate screening from neighboring properties occur. Other applicable fencing guidelines shall be adhered to and are listed as a condition to this conditional use permit approval.

       Findings: This standard is met.

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

       Analysis: Minimal lighting is expected to permeate off of the generator and bus garage addition. Given that screening is required for mechanical equipment, any additional lighting produced by the generator is not expected to impact the surrounding neighborhood.

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 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 pages one and two. Please keep in mind that recent 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.

Photos

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
http://stevenspoint.com

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** ☐ **Amend** ☐		

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		**CONTACT INFORMATION (Same as Applicant? ☒)**	
Applicant Name	Stevens Point Area Public School District (SPAPSD) Tom Owens	**Contact Name**	
Address	1900 Polk St.	**Address**	
City, State, Zip	Stevens Point, WI, 54481	**City, State, Zip**	
Telephone	715-345-5432	**Telephone**	
Fax		**Fax**	
Email	towen@pointschools.net	**Email**	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☒)		**PROPERTY OWNER 2 INFORMATION (If Needed)**	
Owner's Name	Stevens Point Area Public School District (SPAPSD) Tom Owens	**Owner's Name**	
Address	1900 Polk St.	**Address**	
City, State, Zip	Stevens Point, WI, 54481	**City, State, Zip**	
Telephone	715-345-5432	**Telephone**	
Fax		**Fax**	
Email	towen@pointschools.net	**Email**	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]

Parcel 1	**Parcel 2**	**Parcel 3**
2000 Polk Street Stevens Point, WI 54481 (281-23-0804301002)		

Legal Description of Subject Property

BEING ALL OF LOTS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 AND 13 OF H.A. SCRIBNER'S SECOND ADDITION TO THE CITY OF STEVENS POINT, BEING PART OF THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4, AND PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4, ALL IN SECTION 4, TOWNSHIP 23 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN,

Designated Future Land Use Category	**Current Use of Property**
Institutional	Institutional

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 project at Ben Franklin Junior High only the interior remodels, however, the existing emergency generator is past its useful life expectancy. The existing generator is located inside the building and cannot be replaced in the existing locations due to new electrical code clearance requirements. Therefore, we propose to place the new generator outside, on the west side of the building. We will be modifying the site and parking lot layout slightly to accommodate this new generator. It will be placed on a concrete pad and enclosed in a fence with privacy slats for security and aesthetic reasons. The project at the Transportation Facility includes a 1.082 s.f. addition to the existing building so that larger buses can fit into the service bays. The design and engineering of the project is complete, and contractors will be selected soon. Construction is planned to begin May 2021 and continue through August 2021.

How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)
Ben Franklin Junior High School and the Transportation Facility are a vital part of the community and the projects that are proposed will only help the School District continue to provide a high level of service to the students, staff and community.

Outline steps that will be taken to reduce any negative impacts on adjacent property. (Use additional pages if necessary)
Wisconsin DNR Best Management Practices (BMP'S) will be implemented.

Current Zoning Surrounding Subject Property			
North:	SPLIT ZONED (Mobile Home Park)	South:	Single Family/Duplexes (Village of Whiting)
East:	B4	West:	M1
Current Land Use Surrounding Subject Property			
North:	Single Family Residential	South:	Single Family/Duplexes (Village of Whiting)
East:	Commercial	West:	Single Family Residential

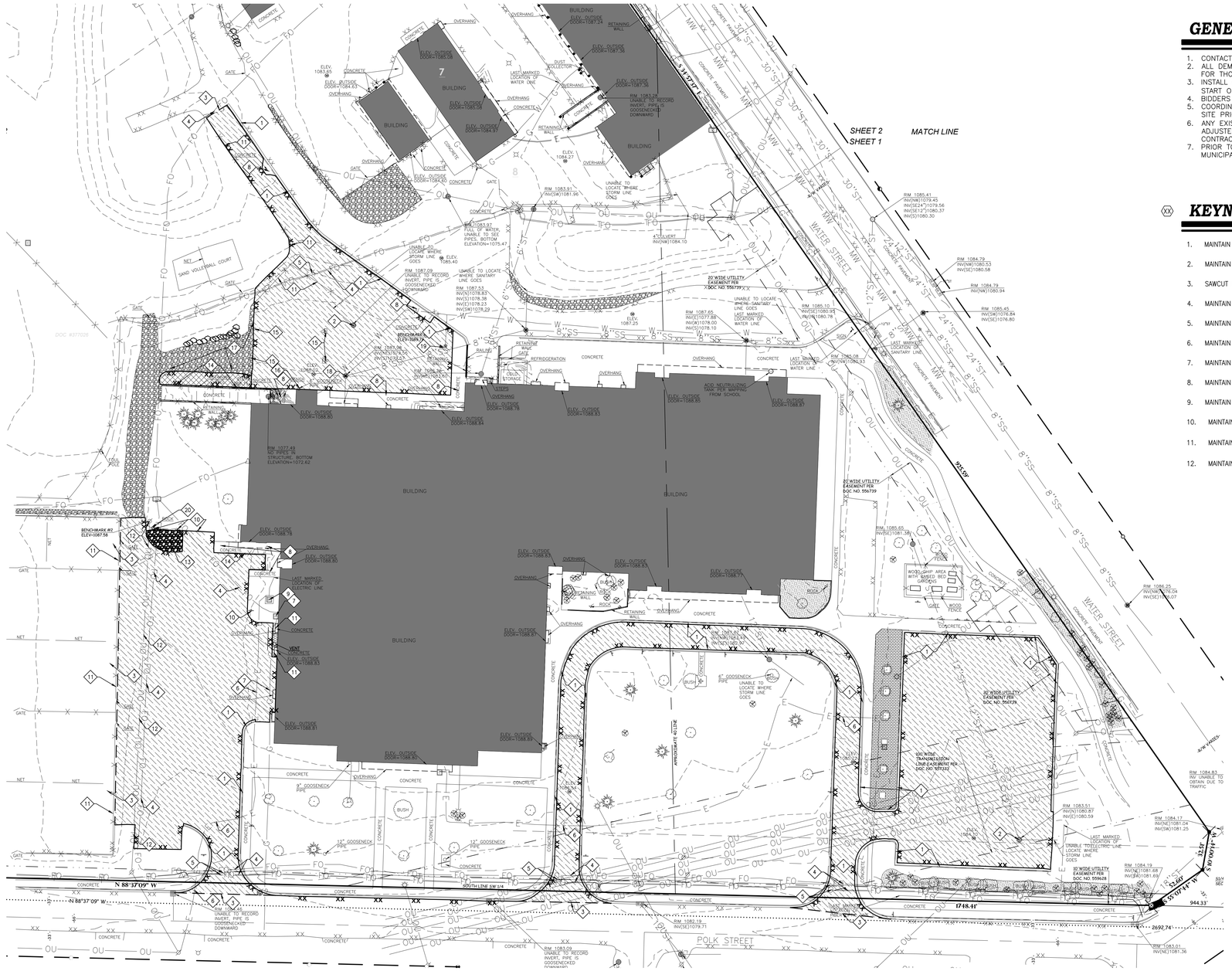
EXHIBITS

Owner Information Sheet	☐	Additional Exhibits If Any:
Letter to District Alderperson	☒	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	☐	
Site Plan (designating primary, side, and service street frontages)	☒	
Building Elevations	☐	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	☒	
Street Plan with Cross-sections	☐	
Utility Plan	☐	
Landscape Plan (including any equivalent alternative landscaping requests)	☐	
Stormwater Plan	☐	
Outdoor Lighting Plan (location of fixtures, illumination levels)	☐	

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
		Thomas R. Owens	1/20/21



GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. ALL DEMOLITION MATERIALS SHALL BE REMOVED FROM THE SITE AND DISPOSED OF IN A LEGAL MANNER EXCEPT FOR THOSE ITEMS NOTED TO BE SALVAGED, WHICH SHOULD BE TURNED OVER TO THE OWNER.
3. INSTALL AND MAINTAIN ALL REQUIRED EROSION CONTROL MEASURES FOR PERIMETER PROTECTION PRIOR TO THE START OF DEMOLITION/CONSTRUCTION, IN ACCORDANCE WITH THE LOCAL AND STATE GOVERNING AUTHORITIES.
4. BIDDERS SHALL VISIT THE SITE AND REVIEW EXISTING CONDITIONS PRIOR TO THE BID DATE.
5. COORDINATE WITH THE OWNER AND LOCAL UTILITY COMPANIES TO LOCATE ANY EXISTING UTILITIES ON SITE PRIOR TO THE START OF WORK.
6. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED, AND/OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
7. PRIOR TO PERFORMING WORK WITHIN PUBLIC RIGHT OF WAYS, NOTIFY AND COORDINATE WORK WITH THE LOCAL MUNICIPALITY.

KEYNOTES:

1. MAINTAIN CURB & GUTTER
2. MAINTAIN STORM MANHOLE– ADJUST RIM TO FINISH GRADE
3. SAWCUT BITUMINOUS PAVEMENT
4. MAINTAIN & PROTECT EXISTING FIBER OPTIC LINE
5. MAINTAIN & PROTECT EXISTING TELEPHONE LINE
6. MAINTAIN ELECTRICAL LINE
7. MAINTAIN EXISTING GAS LINE/METER
8. MAINTAIN CONCRETE AREAS/STOOP
9. MAINTAIN TRANSFORMER
10. MAINTAIN EXISTING SIGN
11. MAINTAIN EXISTING FENCE
12. MAINTAIN POWER POLE & POWER OVERHEAD
13. REMOVE EXISTING GRAVEL AREA
14. MAINTAIN EXISTING RETAINING WALL & RAILING
15. MAINTAIN CONCRETE BASE & BASKETBALL HOOP
16. MAINTAIN EXISTING GOOSENECK
17. MAINTAIN EXISTING GRAVEL AREA
18. MAINTAIN SANITARY SEWER MANHOLE– ADJUST RIM TO FINISH GRADE ELEVATION
19. MAINTAIN EXISTING HYDRANT/VALVE
20. MAINTAIN EXISTING ROCK
21. EXISTING DUST COLLECTOR AND CONCRETE PAD TO BE REMOVED– SEE HVAC PLANS FOR DETAILS

DEMOLITION HATCH PATTERNS:

REMOVE EXISTING BITUMINOUS PAVEMENT ONLY. PROOFROLL EXISTING BASE COURSE. REPAIR ANY AREAS THAT DO NOT MEET SPECIFICATIONS

REMOVE EXISTING BITUMINOUS PAVEMENT AND BASE COURSE

REMOVE EXISTING CONCRETE UTILITY PAD

CIVIL SHEET INDEX:

C001 DEMOLITION PLAN
C101 LAYOUT PLAN
C102 GRADING/EROSION CONTROL PLAN
C103 DETAILS

UTILITY DISCLAIMER:

THE LOCATIONS, SIZES, AND TYPES OF UNDERGROUND PUBLIC AND PRIVATE UTILITIES OR SUBSTRUCTURES SHOW HEREON WERE OBTAINED FROM VISUAL INSPECTION, FIELD MEASUREMENTS, AND/OR AS–BUILT PLANS. SANITARY SEWER AND STORM SEWER PIPE SIZES, INVERTS, DIRECTION, AND LOCATIONS BETWEEN MANHOLES ARE SUPPLEMENTED BY AS–BUILT PLANS AND/OR ESTIMATED BASED ON FIELD OBSERVATIONS. PRIOR TO CONSTRUCTION IN THE VICINITY OF ANY UTILITIES SHOWN HEREON, IT IS RECOMMENDED THAT THE LOCATIONS, DEPTHS, AND SIZES BE FIELD VERIFIED. THE LOCATIONS SHOWN HEREON ARE ONLY APPROXIMATE, WITH POSSIBILITY THAT ADDITIONAL UTILITY LINES NOT DISCOVERED, OR MARKED, DURING THE SEARCH OF RECORDS AND THE FIELD SURVEY MAY EXIST. ANY CONTRACTOR USING THE INFORMATION SHOWN HEREON IS HEREBY FOREWARNED THAT ANY EXCAVATION UPON THIS SITE MAY RESULT IN THE DISCOVERY OF ADDITIONAL UNDERGROUND UTILITIES NOT SHOWN HEREON. IN GENERAL, UNDERGROUND UTILITY LOCATIONS ARE SHOWN FROM UTILITY MARKINGS, BY OTHERS, AND/OR AS–BUILT PLANS, PROVIDED BY OTHERS. POINT OF BEGINNING MAKES NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE EXISTING UTILITIES SHOWN HEREON, AND BELIEVES THAT THE INFORMATION CONTAINED HEREIN IS RELIABLE AND GENERALLY ACCURATE FOR THE PURPOSE INTENDED.

BENCHMARK:

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK #1
60d SPIKE IN POWER POLE, LOCATED AT THE NORTHEAST CORNER OF POLK STREET AND LINDEN STREET.
ELEVATION = 1084.37

BENCHMARK #2
60d SPIKE IN POWER POLE, LOCATED APPROXIMATELY 25 FEET EAST OF THE NORTHEAST FENCE CORNER OF THE TENNIS COURTS.
ELEVATION = 1087.58

BENCHMARK #3
TOP OF PUMPER SPOUT OF HYDRANT, LOCATED APPROXIMATELY 150 FEET EAST AND 50 FEET NORTH OF THE NORTHWEST CORNER OF THE BEN FRANKLIN JUNIOR HIGH SCHOOL BUILDING.

0' 40' 80'
1" = 40'

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MADISON, WI
MILWAUKEE, WI
MAPLE GROVE, MN

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Point of Beginning
Civil Engineering
Land Surveying
Landscape Architecture
4941 Kirschling Court
Stevens Point, WI 54481
715.344.9999(Ph)
715.344.9922(Fx)

STEVENS POINT AREA PUBLIC SCHOOLS
BEN FRANKLIN JUNIOR HIGH SCHOOL
BUILDING IMPROVEMENTS

BID PACKAGE #17
2000 POLK STREET
STEVENS POINT, WI 54481

Date	Revision Description

CONSTRUCTION DRAWINGS

DATE	12-18-2020	PROJECT #	W41-PC1
DRAWN BY	MAK	CHECKED BY	DTS

DRAWING TITLE

DEMOLITION PLAN

DRAWING NUMBER

C001

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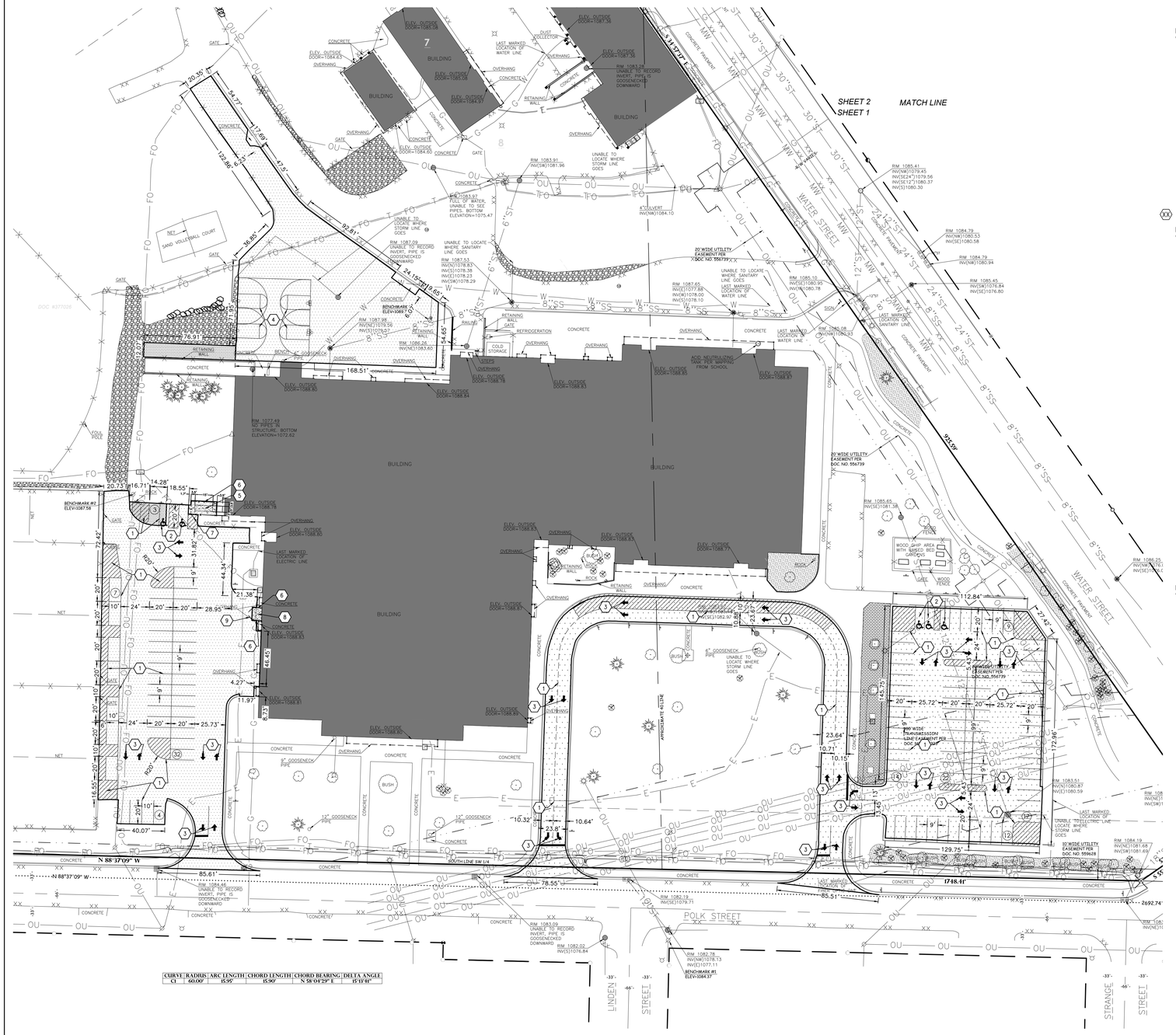

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	60.00'	15.96'	15.90'	N 58°04'29" E	15°14'48"

GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. GRADE, LINE, AND LEVEL TO BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
3. ALL REQUIRED EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH LOCAL MUNICIPAL AND DEPARTMENT OF NATURAL RESOURCES REGULATIONS.
4. SEE SHEET C102 FOR ALL REQUIRED EROSION CONTROL ELEMENTS.
5. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
6. VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
7. BIDDERS SHALL VISIT THE SITE AND REVIEW EXISTING CONDITIONS PRIOR TO THE BID DATE.
8. PRIOR TO STARTING WORK, VERIFY WITH THE LOCAL AUTHORITIES THAT ALL REQUIRED PERMITS HAVE BEEN ACQUIRED.
9. COORDINATE CONSTRUCTION IN THE RIGHT OF WAY WITH THE LOCAL AUTHORITIES.
10. PROVIDE PROPER BARRICADES, SIGNS, AND TRAFFIC CONTROL TO MAINTAIN THRU TRAFFIC ALONG ADJACENT STREETS IN ACCORDANCE WITH LOCAL MUNICIPAL REQUIREMENTS.
11. ALL GENERAL LANDSCAPE AREAS SHALL BE SEEDED, FERTILIZED, AND CRIMP HAY MULCHED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.

KEYNOTES

1. PARKING LOT STRIPING — 4 / C301
2. ADA PARKING STALL — 4 / C301
3. DIRECTIONAL ARROW — 5 / C301
4. BASKETBALL COURT STRIPIING — 9 / C301
5. PROPOSED GENERATOR PAD– SEE ELECTRICAL PLANS FOR GENERATOR DETAILS — 8 / C301
6. 6'-0" TALL PRIVACY FENCE W/SCREENING SLATS, OWNER TO CHOSE COLOR OF SLATS — 10 / C301
7. 4' PEDESTRIAN GATE W/SCREENING SLATS, OWNER TO CHOSE COLOR OF SLATS — 11 / C301
8. DUST COLLECTOR PAD– SEE HVAC PLANS FOR DUST COLLECTOR DETAILS — 8 / C301
9. 10' GATE W/SCREENING SLATS, OWNER TO CHOSE COLOR OF SLATS — 11 / C301

PAVEMENT HATCH PATTERNS:

- PROPOSED 3" ASPHALTIC CONCRETE PAVEMENT W/ EXISTING BASE COURSE TO REMAIN, REPAIRED AS NEEDED — 1 / C301
- PROPOSED 3" ASPHALTIC CONCRETE PAVEMENT W/ 8" BASE COURSE — 2 / C301
- PROPOSED 3.5" ASPHALTIC CONCRETE PAVEMENT W/ EXISTING BASE COURSE TO REMAIN & REPAIRED AS NEEDED — 3 / C301
- PROPOSED 4" CONCRETE PAD W/6" BASE COURSE — 12 / C301

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STEVENS POINT AREA PUBLIC SCHOOLS
BEN FRANKLIN JUNIOR HIGH SCHOOL
BUILDING IMPROVEMENTS

BID PACKAGE #17
2000 POLK STREET
STEVENS POINT, WI 54481

Date	Revision Description

CONSTRUCTION DRAWINGS

DATE	12-18-2020	PROJECT #	W41-PC1
DRAWN BY	MAK	CHECKED BY	DTS

DRAWING TITLE

LAYOUT PLAN

DRAWING NUMBER

C101

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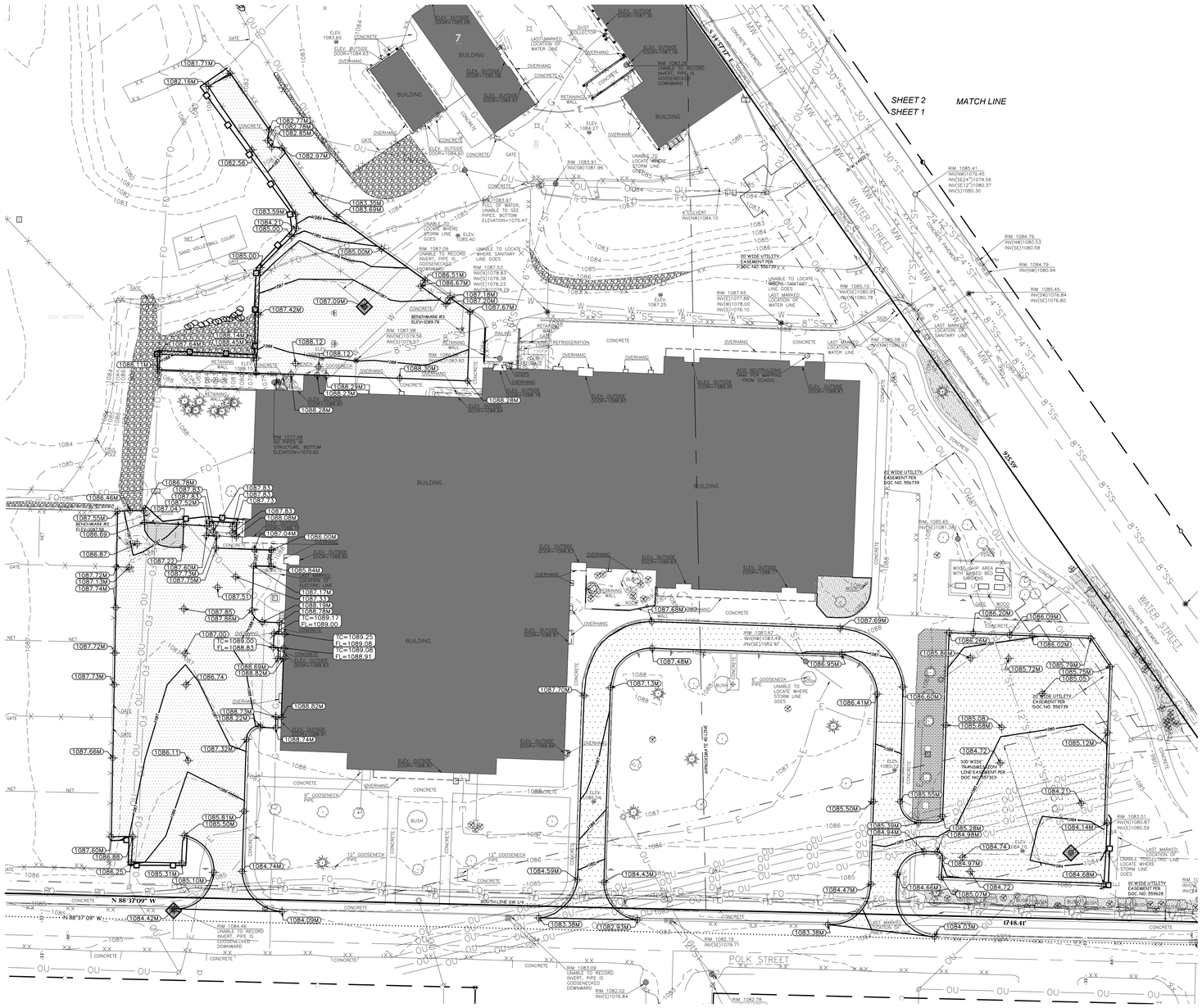

GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. GRADE, LINE, AND LEVEL SHALL BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
3. INSTALL AND MAINTAIN ALL REQUIRED EROSION CONTROL MEASURES IN ACCORDANCE WITH LOCAL MUNICIPAL AND DEPARTMENT OF NATURAL RESOURCES REGULATIONS.
4. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED, AND/OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
5. COORDINATE ALL EARTHWORK ACTIVITIES WITH THE RESPECTIVE TRADES RESPONSIBLE FOR THE INSTALLATION OF GAS, CABLE, TELEPHONE AND ELECTRICAL (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE).
6. ALL TESTING AND INSPECTION SHALL BE DONE IN ACCORDANCE WITH SPS 382.21.
7. THE LOCAL MUNICIPALITY SHALL BE CONTACTED PRIOR TO ANY EXCAVATION IN THE PUBLIC RIGHT-OF-WAY.
8. THE CONTRACTOR SHALL HAVE HIS TRAFFIC CONTROL PLAN APPROVED PRIOR TO WORK COMMENCING.
9. NOTIFY THE LOCAL MUNICIPALITY AT LEAST 2 WORKING DAYS PRIOR TO THE START OF SOIL DISTURBING ACTIVITIES.
10. ALL ACTIVITIES SHALL BE CONDUCTED IN A LOGICAL SEQUENCE TO MINIMIZE THE AMOUNT OF BARE SOIL EXPOSED AT ANY ONE TIME. MAINTAIN EXISTING VEGETATION AS LONG AS POSSIBLE.
11. OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF A STORM EVENT SHALL BE CLEANED UP BY THE END OF THE NEXT WORK DAY. ALL OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION ACTIVITIES, INCLUDING SOIL TRACKED BY CONSTRUCTION TRAFFIC, SHALL AT A MINIMUM BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT OR OTHER DEBRIS TRACKED ONTO ADJACENT STREETS SHALL BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT OR OTHER DEBRIS TRACKED ONTO ADJACENT STREETS SHALL BE CLEANED IMMEDIATELY. FINE SEDIMENT ACCUMULATIONS SHALL BE CLEANED FROM ADJACENT STREETS BY THE USE OF MECHANICAL OR MANUAL SWEEPING OPERATIONS ONCE A WEEK AT A MINIMUM AND BEFORE IMMINENT RAIN EVENTS.
12. DISTURBED GROUND OUTSIDE OF THE EVERYDAY CONSTRUCTION AREAS, INCLUDING SOIL STOCKPILES, THAT ARE LEFT INACTIVE FOR MORE THAN 7 DAYS SHALL BE TEMPORARILY STABILIZED BY SEEDING/MULCHING OR OTHER APPROVED METHODS.
13. WASTE MATERIAL THAT IS GENERATED ON THE CONSTRUCTION SITE SHALL BE PROPERLY DISPOSED OF AND NOT ALLOWED TO RUN INTO RECEIVING WATERS.
14. EROSION CONTROL DEVICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES SHALL BE REPAIRED BY THE END OF EACH WORK DAY.
15. INSPECT ALL EROSION CONTROL MEASURES AT LEAST ONCE A WEEK AND AFTER ANY RAINFALL OF 0.5" OR MORE. MAKE NEEDED REPAIRS AND DOCUMENT ALL ACTIVITIES.
16. ALL TEMPORARY EROSION CONTROL ELEMENTS SHALL REMAIN IN PLACE UNTIL A SUFFICIENT GROWTH OF VEGETATION IS ESTABLISHED AND THEN BE REMOVED AS PART OF THE BASE BID.
17. COORDINATE ALL EARTHWORK ACTIVITIES WITH THE RESPECTIVE TRADES RESPONSIBLE FOR THE INSTALLATION OF GAS, CABLE, TELEPHONE AND ELECTRICAL (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE).
18. IF BARE SOIL IS EXPOSED DURING THE WINTER MONTHS, STABILIZATION BY MULCHING OR ANIONIC POLYACRYLAMIDE SHALL OCCUR PRIOR TO SNOWFALL OR GROUND FREEZE.
19. THE CONTRACTOR SHALL PERFORM INSPECTIONS AND MONITORING OF EROSION CONTROL PRACTICES.

GRADING-EROSION CONTROL LEGEND:

EXISTING CONTOUR — 712

PROPOSED CONTOUR — 712

PROPOSED MATCH ELEVATION (CONTRACTOR TO VERIFY) — 892.05M

PROPOSED SILT FENCE — 7 / C301

PROPOSED INLET PROTECTION — 6 / C301

EROSION CONTROL SEQUENCING:

1. INSTALL PERIMETER EROSION CONTROL
2. BEGIN DEMOLITION
3. BEGIN ROUGH GRADING AND UTILITY INSTALLATION
4. DURING GRADING ACTIVITIES EXISTING GRASS AND VEGETATION, TO BE REMOVED, SHALL REMAIN IN PLACE FOR AS LONG AS POSSIBLE, TO AVOID SEDIMENT TRANSPORT.
5. TEMPORARY STABILIZATION ACTIVITY SHALL COMMENCE WHEN LAND DISTURBING CONSTRUCTION ACTIVITIES HAVE TEMPORARILY CEASED AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS.
6. FINAL STABILIZATION ACTIVITY SHALL COMMENCE WHEN LAND DISTURBING ACTIVITIES CEASE AND FINAL GRADE HAS BEEN REACHED ON ANY PORTION OF THE SITE.
7. IF DISTURBED AREAS MUST BE LEFT OVER WINTER, AN ANIONIC POLYACRYLAMIDE SHALL BE APPLIED TO ALL DISTURBED AREAS PRIOR TO GROUND FREEZE. SEE SPECIFICATIONS FOR DETAILS.

UTILITY DISCLAIMER:

THE LOCATIONS, SIZES, AND TYPES OF UNDERGROUND PUBLIC AND PRIVATE UTILITIES OR SUBSTRUCTURES SHOW HEREON WERE OBTAINED FROM VISUAL INSPECTION, FIELD MEASUREMENTS, AND/OR AS-BUILT PLANS. SANITARY SEWER AND STORM SEWER PIPE SIZES, INVERTS, DIRECTION, AND LOCATIONS BETWEEN MANHOLES ARE SUPPLEMENTED BY AS-BUILT PLANS AND/OR ESTIMATED BASED ON FIELD OBSERVATIONS. PRIOR TO CONSTRUCTION IN THE VICINITY OF ANY UTILITIES SHOWN HEREON, IT IS RECOMMENDED THAT THE LOCATIONS, DEPTHS, AND SIZES BE FIELD VERIFIED. THE LOCATIONS SHOWN HEREON ARE ONLY APPROXIMATE, WITH POSSIBILITY THAT ADDITIONAL UTILITY LINES NOT DISCOVERED, OR MARKED, DURING THE SEARCH OF RECORDS AND THE FIELD SURVEY MAY EXIST. ANY CONTRACTOR USING THE INFORMATION SHOWN HEREON IS HEREBY FOREWARNED THAT ANY EXCAVATION UPON THIS SITE MAY RESULT IN THE DISCOVERY OF ADDITIONAL UNDERGROUND UTILITIES NOT SHOWN HEREON. IN GENERAL, UNDERGROUND UTILITY LOCATIONS ARE SHOWN FROM UTILITY MARKINGS, BY OTHERS, AND/OR AS-BUILT PLANS, PROVIDED BY OTHERS. POINT OF BEGINNING MAKES NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE EXISTING UTILITIES SHOWN HEREON, AND BELIEVES THAT THE INFORMATION CONTAINED HEREIN IS RELIABLE AND GENERALLY ACCURATE FOR THE PURPOSE INTENDED.

BENCHMARK:

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK #1
60d SPIKE IN POWER POLE, LOCATED AT THE NORTHEAST CORNER OF POLK STREET AND LINDEN STREET.
ELEVATION = 1084.37

BENCHMARK #2
60d SPIKE IN POWER POLE, LOCATED APPROXIMATELY 25 FEET EAST OF THE NORTHEAST FENCE CORNER OF THE TENNIS COURTS.
ELEVATION = 1087.58

BENCHMARK #3
TOP OF PUMPER SPOUT OF HYDRANT, LOCATED APPROXIMATELY 150 FEET EAST AND 50 FEET NORTH OF THE NORTHWEST CORNER OF THE BEN FRANKLIN JUNIOR HIGH SCHOOL BUILDING.

0' 40' 80'
1" = 40'

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BEN FRANKLIN JUNIOR HIGH SCHOOL
BUILDING IMPROVEMENTS

BID PACKAGE #17
2000 POLK STREET
STEVENS POINT, WI 54481

Date	Revision Description

CONSTRUCTION DRAWINGS

DATE	12-18-2020	PROJECT #	W41-PC1
DRAWN BY	MAK	CHECKED BY	DTS

DRAWING TITLE

GRADING/EROSION CONTROL PLAN

DRAWING NUMBER

C201

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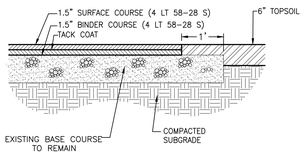
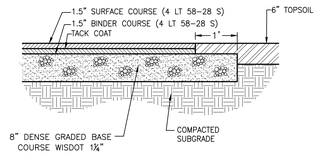


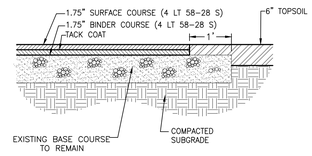
3" ASPHALT PAVEMENT

1 / C301



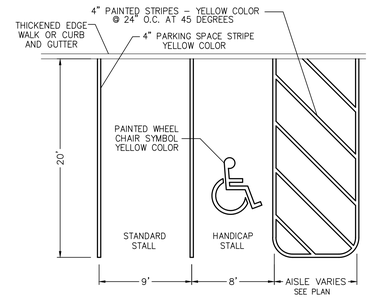
3" ASPHALT PAVEMENT W/ BASE COURSE

2 / C301



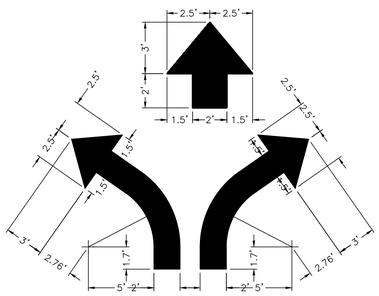
3.5" ASPHALT PAVEMENT

3 / C301



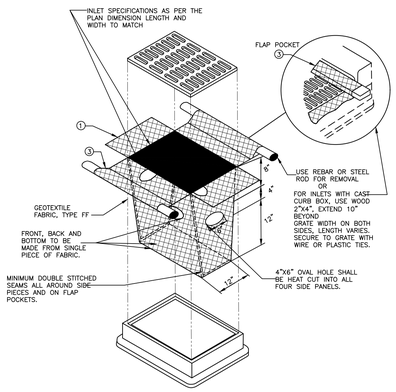
PARKING LOT STRIPING

4 / C301



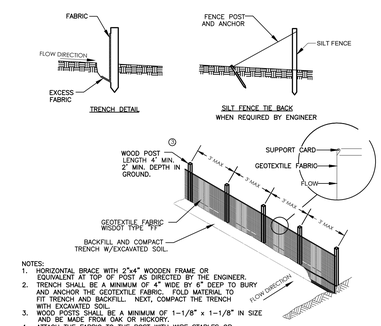
DIRECTIONAL ARROWS

5 / C301



INLET PROTECTION

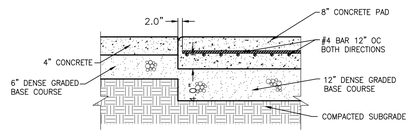
6 / C301



NOTES:
1. HORIZONTAL BRACE WITH 2"x4" WOODEN FRAME OR EQUIVALENT AT TOP OF POST AS DIRECTED BY THE ENGINEER.
2. TRENCH SHALL BE A MINIMUM OF 4" WIDE BY 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC. FOLD MATERIAL TO FIT TRENCH AND BACKFILL. NEXT, COMPACT THE TRENCH WITH EXCAVATED SOIL.
3. WOOD POSTS SHALL BE A MINIMUM OF 1–1/8" x 1–1/8" IN SIZE AND BE MADE FROM OAK OR HICKORY.
4. ATTACH THE FABRIC TO THE POST WITH WIRE STAPLES OR WOODEN LATH AND NAILS.
5. WOOD POSTS SHALL MAINTAIN A 3' MAXIMUM SPACING WHEN USING STANDARD GEOTEXTILE FABRIC. WHEN WOVEN GEOTEXTILE FABRIC IS USED, THE WOOD POSTS MAY BE SPACED UP TO 8' APART.

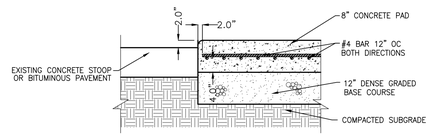
SILT FENCE

7 / C301



NOTES:
*INSTALL 12" x 16" WINDOW UNDER GENERATOR FOR UTILITIES VERIFY LOCATION AND DIMENSION OF WINDOW WITH MANUFACTURER
*SEE SHEET C101 FOR LOCATION.

GENERATOR PAD

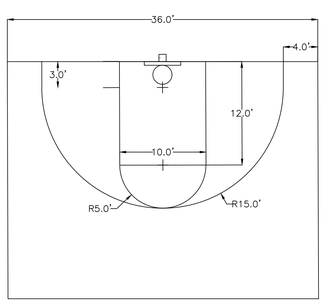


NOTES:
*SEE SHEET C101 FOR LOCATION.

DUST COLLECTOR PAD

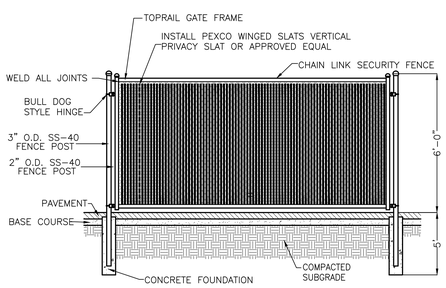
CONCRETE UTILITY PAD

8 / C301



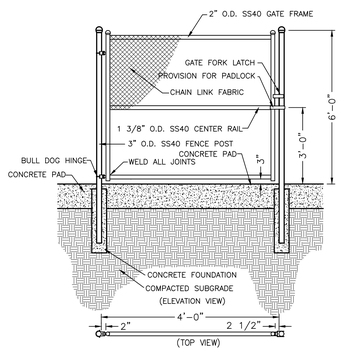
BASKETBALL COURT STRIPING

9 / C301



CHAIN LINK PRIVACY FENCE

10 / C301



NOTES:
*FINAL GATE LOCATION TO BE DETERMINED BY OWNER, VERIFY IN FIELD.
*ALL LINE POSTS DRIVEN THROUGH CONCRETE SHALL BE SEALED WITH CAULK.

4' PEDESTRIAN GATE

11 / C301

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BUILDING IMPROVEMENTS

BID PACKAGE #17
2000 POLK STREET
STEVENS POINT, WI 54481

Date	Revision Description

CONSTRUCTION DRAWINGS

DATE	12-18-2020	PROJECT #	W41-PC1
DRAWN BY	MAK	CHECKED BY	DTS

DRAWING TITLE

DETAILS

DRAWING NUMBER

C301

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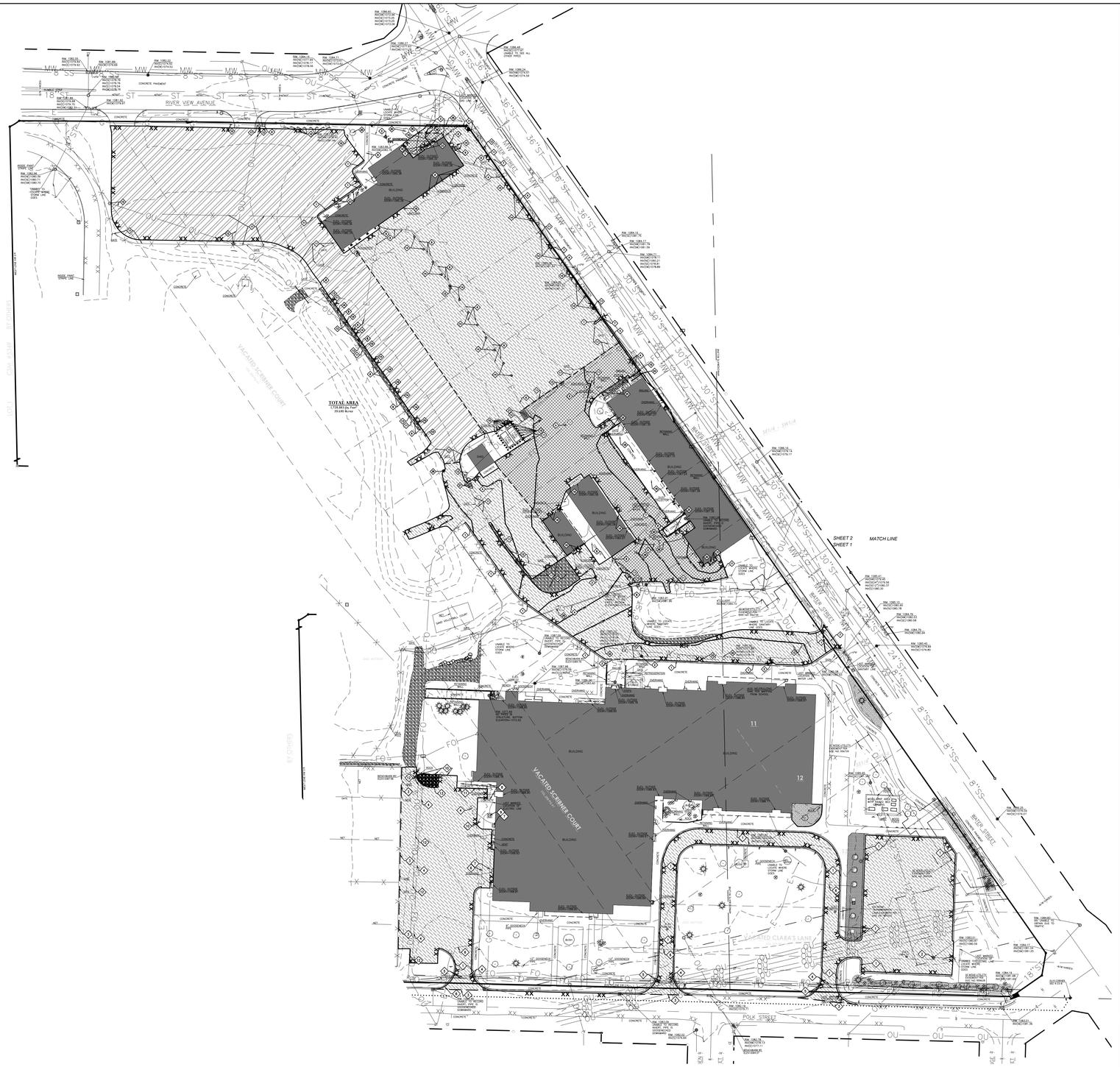

GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. ALL DEMOLITION MATERIALS SHALL BE REMOVED FROM THE SITE AND DISPOSED OF IN A LEGAL MANNER EXCEPT FOR THOSE ITEMS NOTED TO BE SALVAGED, WHICH SHOULD BE TURNED OVER TO THE OWNER.
3. INSTALL AND MAINTAIN ALL REQUIRED EROSION CONTROL MEASURES FOR PERIMETER PROTECTION PRIOR TO THE START OF DEMOLITION/CONSTRUCTION, IN ACCORDANCE WITH THE LOCAL AND STATE GOVERNING AUTHORITIES.
4. BIDDERS SHALL VISIT THE SITE AND REVIEW EXISTING CONDITIONS PRIOR TO THE BID DATE.
5. COORDINATE WITH THE OWNER AND LOCAL UTILITY COMPANIES TO LOCATE ANY EXISTING UTILITIES ON SITE PRIOR TO THE START OF WORK.
6. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED, AND/OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
7. STRIP TOPSOIL WITHIN THE PROJECT LIMITS IN ACCORDANCE WITH THE PROJECT MANUAL SPECIFICATIONS.
8. IF STRIPPED TOPSOIL IS STOCKPILED ON SITE, SILT FENCE SHALL BE INSTALLED AROUND THE BASE OF THE STOCKPILE TO PREVENT SEDIMENT TRANSPORT.
9. PRIOR TO PERFORMING WORK WITHIN PUBLIC RIGHT OF WAYS, NOTIFY AND COORDINATE WORK WITH THE LOCAL MUNICIPALITY.

KEYNOTES:

1. MAINTAIN CURB & GUTTER
2. MAINTAIN STORM/SANITARY MANHOLE– ADJUST RIM TO FINISH GRADE
3. SAWCUT BITUMINOUS PAVEMENT
4. MAINTAIN & PROTECT EXISTING FIBER OPTIC LINE
5. RELOCATE/ADJUST EXISTING TELEPHONE LINE– COORDINATE W/UTILITY COMPANY
6. MAINTAIN ELECTRICAL LINE
7. MAINTAIN EXISTING GAS LINE/METER
8. MAINTAIN CONCRETE AREAS
9. MAINTAIN TRANSFORMER/MECHANICAL UNIT
10. MAINTAIN EXISTING SIGN
11. MAINTAIN EXISTING FENCE/GATE
12. MAINTAIN LIGHT POLE & POWER OVERHEAD
13. MAINTAIN EXISTING GRAVEL AREA
14. MAINTAIN EXISTING CONCRETE CYLINDER/OUTLET
15. MAINTAIN BOLLARDS
16. MAINTAIN EXISTING ANTENNA
17. MAINTAIN EXISTING MAIL BOX
18. MAINTAIN CONCRETE STOOP
19. REMOVE EXISTING GOOSENECK PIPE SEE SHEET C301 AND COORDINATE W/BUILDING PLUMBER
20. MAINTAIN AND PROTECT TREE
21. MAINTAIN SHED
22. RELOCATE/ADJUST GAS LINE/METER– COORDINATE W/UTILITY COMPANY
23. REMOVE & REINSTALL ADA PARKING SIGN SO THAT THEY ARE LOCATED DIRECTLY IN FRONT OF ADA PARKING STALL
24. MAINTAIN EXISTING STEPS & RAMP/RAILING
25. MAINTAIN EXISTING RETAINING WALL
26. MAINTAIN EXISTING POLE
27. REMOVE/SALVAGE EXISTING ROCKS
28. MAINTAIN & PROTECT EXISTING TELEPHONE LINE
29. MAINTAIN EXISTING CLEANOUT– ADJUST RIM TO MATCH FINISH GRADE ELEVATION
30. MAINTAIN EXISTING GUARD POST
31. MAINTAIN EXISTING AC UNITS/PAD
32. MAINTAIN EXISTING WATER MAIN
33. MAINTAIN EXISTING SANITARY SEWER
34. MAINTAIN EXISTING STORM SEWER
35. REMOVE EXISTING FENCE
36. EXISTING STORM SEWER TO BE REMOVED BY BUILDING PLUMBER

DEMOLITION HATCH PATTERNS:

SAWCUT & REMOVE EXISTING PAVEMENT ONLY. PROOFROLL AND INSPECT EXISTING BASE COURSE AND REPAIR AS NEEDED TO MEET SPECIFICATIONS.

SAWCUT & REMOVE EXISTING PAVEMENT & BASE COURSE

2" SURFACE MILLING

CIVIL SHEET INDEX:

C001 DEMOLITION PLAN
C101 LAYOUT PLAN
C201 GRADING/EROSION CONTROL PLAN
C301 UTILITY PLAN
C401 DETAILS

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ELEVATION = 1084.37

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60d SPIKE IN POWER POLE, LOCATED APPROXIMATELY 25 FEET EAST OF THE NORTHEAST FENCE CORNER OF THE TENNIS COURTS.
ELEVATION = 1087.58

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TOP OF PUMPER SPOUT OF HYDRANT, LOCATED APPROXIMATELY 150 FEET EAST AND 50 FEET NORTH OF THE NORTHWEST CORNER OF THE BEN FRANKLIN JUNIOR HIGH SCHOOL BUILDING.

0' 40' 80'
1" = 40'

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STEVENS POINT AREA PUBLIC SCHOOLS TRANSPORTATION FACILITY AND SUPPORT SERVICES BUILDING ADDITION AND SITE IMPROVEMENTS

BID PACKAGE #19
3300 WATER STREET
STEVENS POINT, WI 54481

Date	Revision Description

NOT FOR CONSTRUCTION

DATE	1-29-2021	PROJECT #	W41-PC1
DRAWN BY	MAK	CHECKED BY	DTS

DRAWING TITLE

DEMOLITION PLAN

DRAWING NUMBER

C001

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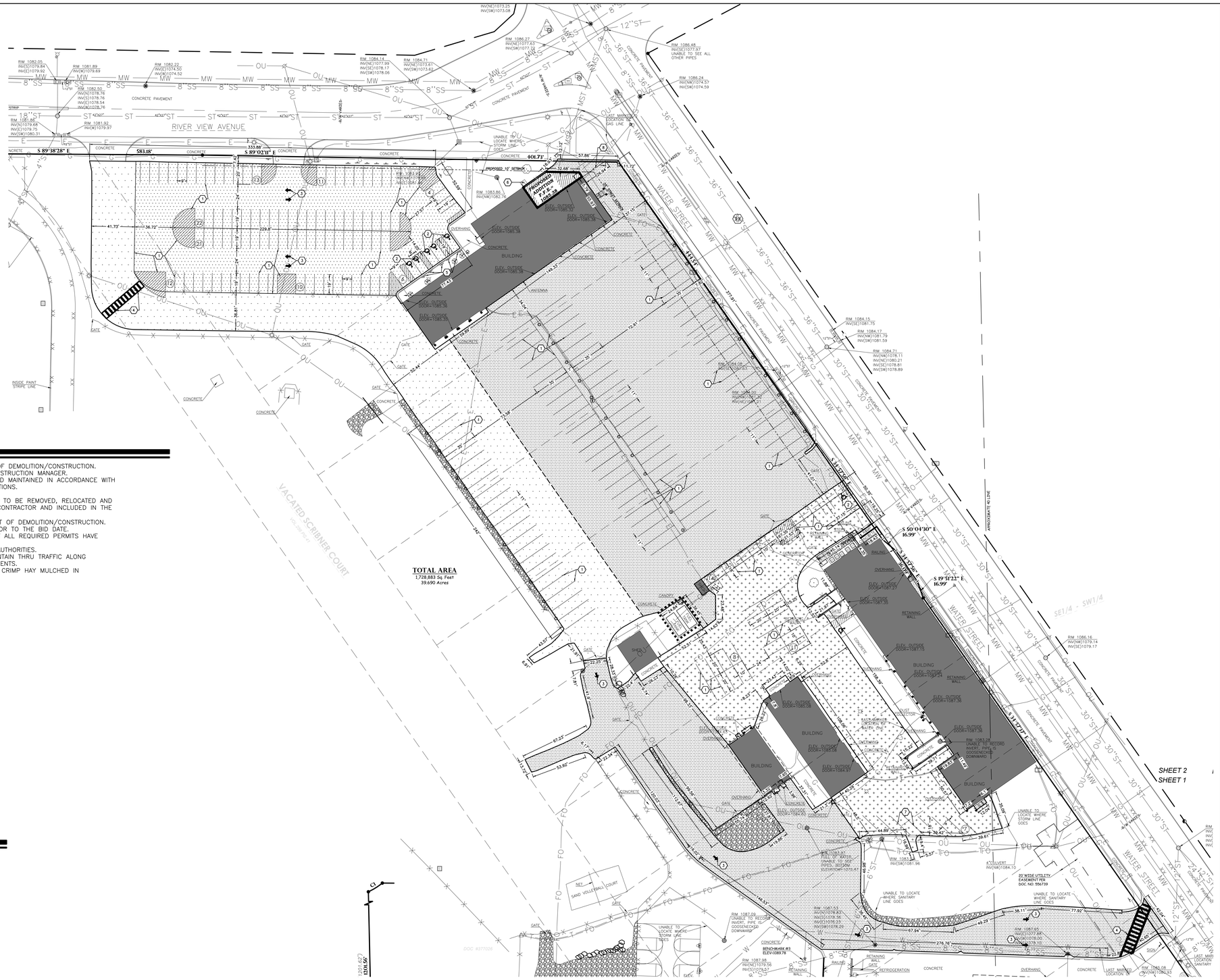

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4. SEE SHEET C102 FOR ALL REQUIRED EROSION CONTROL ELEMENTS.
5. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED AND OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
6. VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
7. BIDDERS SHALL VISIT THE SITE AND REVIEW EXISTING CONDITIONS PRIOR TO THE BID DATE.
8. PRIOR TO STARTING WORK, VERIFY WITH THE LOCAL AUTHORITIES THAT ALL REQUIRED PERMITS HAVE BEEN ACQUIRED.
9. COORDINATE CONSTRUCTION IN THE RIGHT OF WAY WITH THE LOCAL AUTHORITIES.
10. PROVIDE PROPER BARRICADES, SIGNS, AND TRAFFIC CONTROL TO MAINTAIN THRU TRAFFIC ALONG ADJACENT STREETS IN ACCORDANCE WITH LOCAL MUNICIPAL REQUIREMENTS.
11. ALL GENERAL LANDSCAPE AREAS SHALL BE SEEDED, FERTILIZED, AND CRIMP HAY MULCHED IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.

KEYNOTES

1. PARKING LOT STRIPING — 4/C401
2. ADA PARKING STALL — 4/C401
3. DIRECTIONAL ARROW — 5/C401
4. CROSSWALK STRIPING — 6/C401
5. EXISTING ADA PARKING SIGN TO REMOVED AND REINSTALLED SO THAT THE SIGN IS DIRECTLY IN FRONT OF THE ADA PARKING STALL
6. CONCRETE STOOP– SEE ARCHITECTURAL PLANS
7. 60° ANGLE PARKING LOT STRIPING — 7/C401
8. CHAIN LINK FENCE W/ 3 ROWS OF BARBED WIRE ON TOP OF FENCE & PRIVACY SLATS PLACED IN CHAIN LINK. SLAT COLOR TO BE CHOSEN BY OWNER. FENCE HEIGHT TO MATCH EXISTING. — 10/C401

PAVEMENT HATCH PATTERNS:

PROPOSED 3.5" ASPHALTIC CONCRETE PAVEMENT– PROOFROLL & INSPECT EXISTING BASE COURSE & REPAIR AS NEEDED TO MEET SPECIFICATONS — 1/C401

PROPOSED 4" ASPHALTIC CONCRETE PAVEMENT– PROOFROLL & INSPECT EXISTING BASE COURSE & REPAIR AS NEEDED TO MEET SPECIFICATONS — 3/C401

PROPOSED 2" ASPHALTIC CONCRETE PAVEMENT OVERLAY

PROPOSED 4" ASPHALTIC CONCRETE PAVEMENT W/ 12" DENSE GRADED COURSE — 2/C401

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BENCHMARK:

ELEVATIONS ARE REFERENCED TO NAVD 88 DATUM.

BENCHMARK #1
60d SPIKE IN POWER POLE, LOCATED AT THE NORTHEAST CORNER OF POLK STREET AND LINDEN STREET.
ELEVATION = 1084.37

BENCHMARK #2
60d SPIKE IN POWER POLE, LOCATED APPROXIMATELY 25 FEET EAST OF THE NORTHEAST FENCE CORNER OF THE TENNIS COURTS.
ELEVATION = 1087.58

BENCHMARK #3
TOP OF PUMPER SPOUT OF HYDRANT, LOCATED APPROXIMATELY 150 FEET EAST AND 50 FEET NORTH OF THE NORTHWEST CORNER OF THE BEN FRANKLIN JUNIOR HIGH SCHOOL BUILDING.

0' 40' 80'
1" = 40'

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STEVENS POINT AREA PUBLIC SCHOOLS TRANSPORTATION FACILITY AND SUPPORT SERVICES BUILDING ADDITION AND SITE IMPROVEMENTS

BID PACKAGE #19
3300 WATER STREET
STEVENS POINT, WI 54481

Date	Revision Description

NOT FOR CONSTRUCTION

DATE	1-29-2021	PROJECT #	W41-PC1
DRAWN BY	MAK	CHECKED BY	DTS

DRAWING TITLE

LAYOUT PLAN

DRAWING NUMBER

C101

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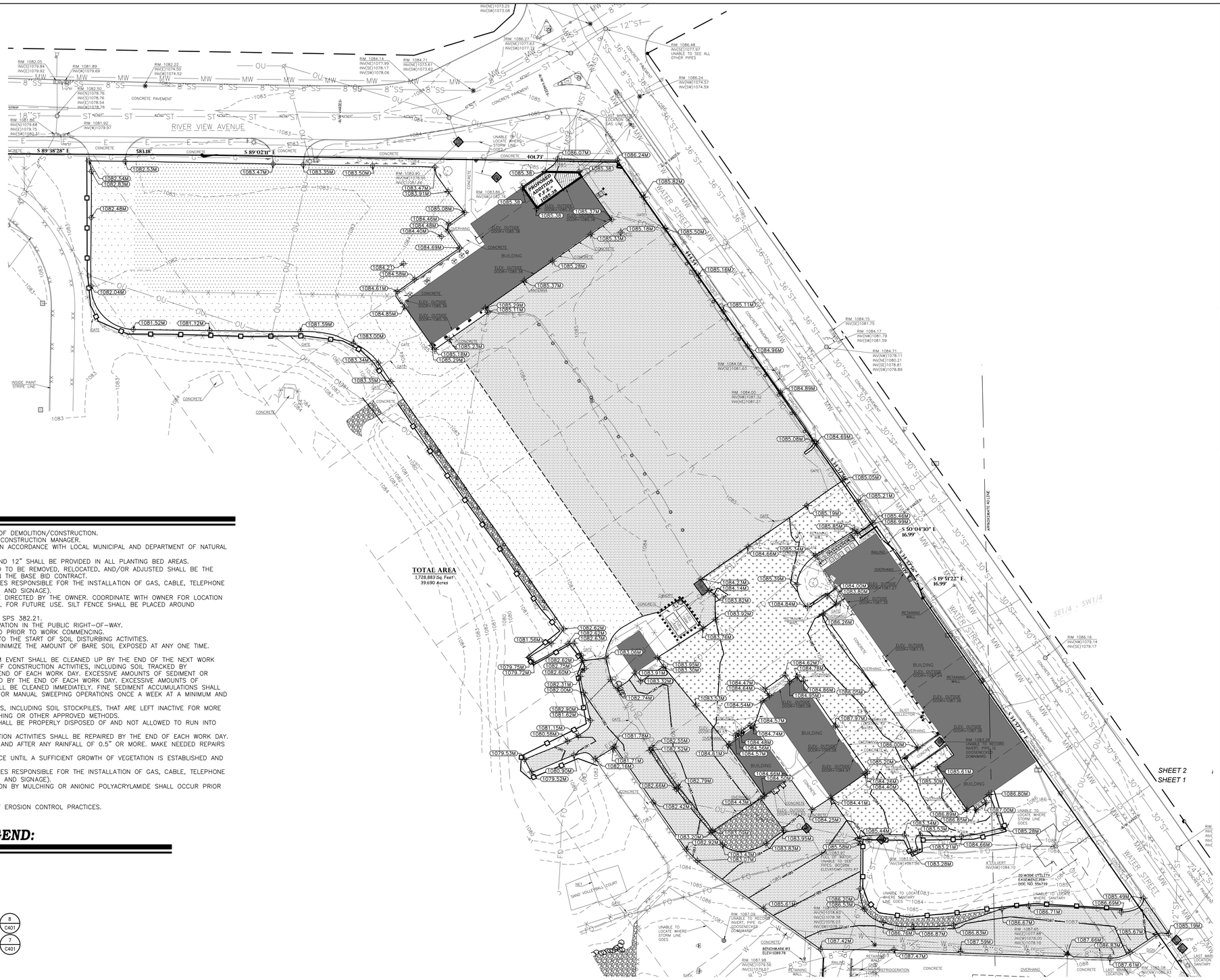

TITLE

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. GRADE, LINE, AND LEVEL SHALL BE REVIEWED IN THE FIELD BY THE CONSTRUCTION MANAGER.
3. INSTALL AND MAINTAIN ALL REQUIRED EROSION CONTROL MEASURES IN ACCORDANCE WITH LOCAL MUNICIPAL AND DEPARTMENT OF NATURAL RESOURCES REGULATIONS.
4. 6" OF TOPSOIL SHALL BE PROVIDED IN ALL GENERAL LAWN AREAS AND 12" SHALL BE PROVIDED IN ALL PLANTING BED AREAS.
5. ANY EXISTING UTILITIES NOT SHOWN ON THIS DOCUMENT WHICH NEED TO BE REMOVED, RELOCATED, AND/OR ADJUSTED SHALL BE THE RESPONSIBILITY OF THE SITE GRADING CONTRACTOR AND INCLUDED IN THE BASE BID CONTRACT.
6. COORDINATE ALL EARTHWORK ACTIVITIES WITH THE RESPECTIVE TRADES RESPONSIBLE FOR THE INSTALLATION OF GAS, CABLE, TELEPHONE AND ELECTRICAL (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE).
7. EXCESS TOPSOIL SHALL BE REMOVED FROM SITE, UNLESS OTHERWISE DIRECTED BY THE OWNER. COORDINATE WITH OWNER FOR LOCATION OF STOCKPILE IF THE OWNER CHOOSES TO SALVAGE EXCESS TOPSOIL FOR FUTURE USE. SILT FENCE SHALL BE PLACED AROUND STOCKPILE.
8. ALL TESTING AND INSPECTION SHALL BE DONE IN ACCORDANCE WITH SPS 382.21.
9. THE LOCAL MUNICIPALITY SHALL BE CONTACTED PRIOR TO ANY EXCAVATION IN THE PUBLIC RIGHT-OF-WAY.
10. THE CONTRACTOR SHALL HAVE HIS TRAFFIC CONTROL PLAN APPROVED PRIOR TO WORK COMMENCING.
11. NOTIFY THE LOCAL MUNICIPALITY AT LEAST 2 WORKING DAYS PRIOR TO THE START OF SOIL DISTURBING ACTIVITIES.
12. ALL ACTIVITIES SHALL BE CONDUCTED IN A LOGICAL SEQUENCE TO MINIMIZE THE AMOUNT OF BARE SOIL EXPOSED AT ANY ONE TIME. MAINTAIN EXISTING VEGETATION AS LONG AS POSSIBLE.
13. OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF A STORM EVENT SHALL BE CLEANED UP BY THE END OF THE NEXT WORK DAY. ALL OFF SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION ACTIVITIES, INCLUDING SOIL TRACKED BY CONSTRUCTION TRAFFIC, SHALL AT A MINIMUM BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT OR OTHER DEBRIS TRACKED ONTO ADJACENT STREETS SHALL BE CLEANED BY THE END OF EACH WORK DAY. EXCESSIVE AMOUNTS OF SEDIMENT OR OTHER DEBRIS TRACKED ONTO ADJACENT STREETS SHALL BE CLEANED IMMEDIATELY. FINE SEDIMENT ACCUMULATIONS SHALL BE CLEANED FROM ADJACENT STREETS BY THE USE OF MECHANICAL OR MANUAL SWEEPING OPERATIONS ONCE A WEEK AT A MINIMUM AND BEFORE IMMINENT RAIN EVENTS.
14. DISTURBED GROUND OUTSIDE OF THE EVERYDAY CONSTRUCTION AREAS, INCLUDING SOIL STOCKPILES, THAT ARE LEFT INACTIVE FOR MORE THAN 7 DAYS SHALL BE TEMPORARILY STABILIZED BY SEEDING/MULCHING OR OTHER APPROVED METHODS.
15. WASTE MATERIAL THAT IS GENERATED ON THE CONSTRUCTION SITE SHALL BE PROPERLY DISPOSED OF AND NOT ALLOWED TO RUN INTO RECEIVING WATERS.
16. EROSION CONTROL DEVICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES SHALL BE REPAIRED BY THE END OF EACH WORK DAY.
17. INSPECT ALL EROSION CONTROL MEASURES AT LEAST ONCE A WEEK AND AFTER ANY RAINFALL OF 0.5" OR MORE. MAKE NEEDED REPAIRS AND DOCUMENT ALL ACTIVITIES.
18. ALL TEMPORARY EROSION CONTROL ELEMENTS SHALL REMAIN IN PLACE UNTIL A SUFFICIENT GROWTH OF VEGETATION IS ESTABLISHED AND THEN BE REMOVED AS PART OF THE BASE BID.
19. COORDINATE ALL EARTHWORK ACTIVITIES WITH THE RESPECTIVE TRADES RESPONSIBLE FOR THE INSTALLATION OF GAS, CABLE, TELEPHONE AND ELECTRICAL (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE).
20. IF BARE SOIL IS EXPOSED DURING THE WINTER MONTHS, STABILIZATION BY MULCHING OR ANIONIC POLYACRYLAMIDE SHALL OCCUR PRIOR TO SNOWFALL OR GROUND FREEZE.
21. SILT FENCE SHALL BE INSTALLED AROUND THE TOPSOIL STOCKPILE.
22. THE CONTRACTOR SHALL PERFORM INSPECTIONS AND MONITORING OF EROSION CONTROL PRACTICES.

GRADING-EROSION CONTROL LEGEND:

EXISTING CONTOUR — 712

PROPOSED CONTOUR — 712

PROPOSED MATCH ELEVATION (CONTRACTOR TO VERIFY) — 892.05M

PROPOSED SILT FENCE — 8 / C401

PROPOSED INLET PROTECTION — 7 / C401

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BENCHMARK:

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ELEVATION = 1087.58

BENCHMARK #3
TOP OF PUMPER SPOUT OF HYDRANT, LOCATED APPROXIMATELY 150 FEET EAST AND 50 FEET NORTH OF THE NORTHWEST CORNER OF THE BEN FRANKLIN JUNIOR HIGH SCHOOL BUILDING.

EROSION CONTROL SEQUENCING:

1. INSTALL PERIMETER EROSION CONTROL
2. BEGIN DEMOLITION
3. BEGIN ROUGH GRADING.
4. DURING GRADING ACTIVITIES EXISTING GRASS AND VEGETATION, TO BE REMOVED, SHALL REMAIN IN PLACE FOR AS LONG AS POSSIBLE, TO AVOID SEDIMENT TRANSPORT.
5. TEMPORARY STABILIZATION ACTIVITY SHALL COMMENCE WHEN LAND DISTURBING CONSTRUCTION ACTIVITIES HAVE TEMPORARILY CEASED AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS.
6. FINAL STABILIZATION ACTIVITY SHALL COMMENCE WHEN LAND DISTURBING ACTIVITIES CEASE AND FINAL GRADE HAS BEEN REACHED ON ANY PORTION OF THE SITE.
7. IF DISTURBED AREAS MUST BE LEFT OVER WINTER, AN ANIONIC POLYACRYLAMIDE SHALL BE APPLIED TO ALL DISTURBED AREAS PRIOR TO GROUND FREEZE. SEE SPECIFICATIONS FOR DETAILS.

0' 40' 80'
1" = 40'

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Date	Revision Description

NOT FOR CONSTRUCTION

DATE	1-29-2021	PROJECT #	W41-PC1
DRAWN BY	MAK	CHECKED BY	DTS

DRAWING TITLE

GRADING/EROSION CONTROL PLAN

DRAWING NUMBER

C201

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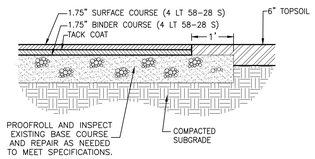
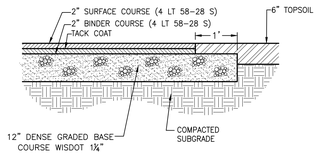
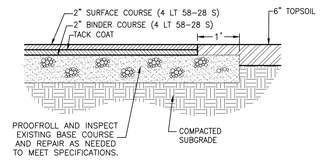


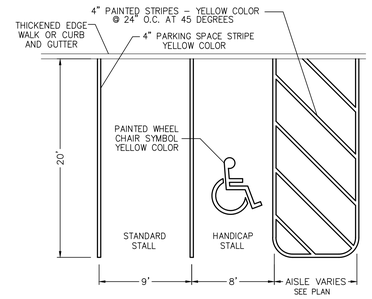
3.5" ASPHALT PAVEMENT — 1 / C401



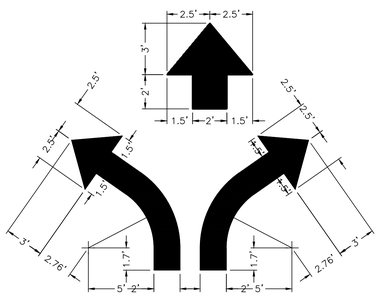
4" ASPHALT PAVEMENT W/ BASE COURSE — 2 / C401



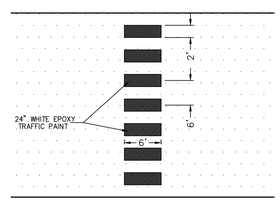
4" ASPHALT PAVEMENT — 3 / C401



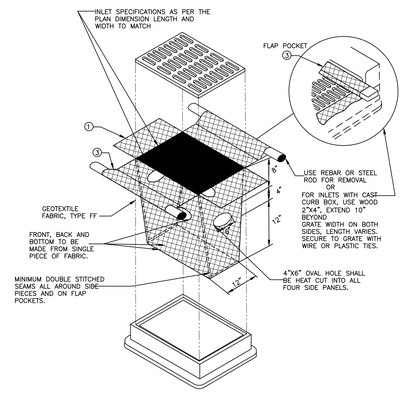
PARKING LOT STRIPING — 4 / C401



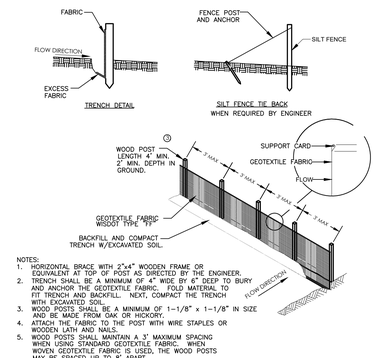
DIRECTIONAL ARROWS — 5 / C401



CROSSWALK STRIPING — 6 / C401

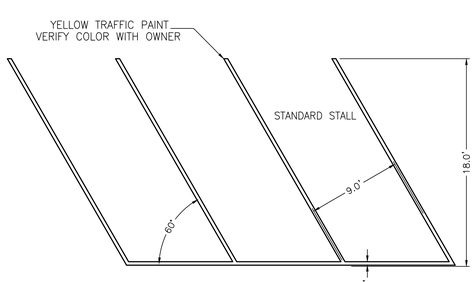


INLET PROTECTION — 7 / C401

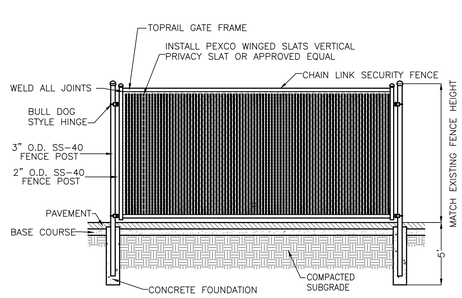


NOTES:
1. HORIZONTAL BRACE WITH 2"x4" WOODEN FRAME OR EQUIVALENT AT TOP OF POST AS DIRECTED BY THE ENGINEER.
2. TRENCH SHALL BE A MINIMUM OF 4" WIDE BY 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC. FOLD MATERIAL TO FIT TRENCH AND BACKFILL. NEXT, COMPACT THE TRENCH WITH EXCAVATED SOIL.
3. WOOD POSTS SHALL BE A MINIMUM OF 1–1/8" x 1–1/8" IN SIZE AND BE MADE FROM OAK OR HICKORY.
4. ATTACH THE FABRIC TO THE POST WITH WIRE STAPLES OR WOODEN LATH AND NAILS.
5. WOOD POSTS SHALL MAINTAIN A 3' MAXIMUM SPACING WHEN USING STANDARD GEOTEXTILE FABRIC. WHEN WOVEN GEOTEXTILE FABRIC IS USED, THE WOOD POSTS MAY BE SPACED UP TO 8' APART.

SILT FENCE — 8 / C401



60° PARKING LOT STRIPING — 9 / C401



CHAIN LINK PRIVACY FENCING — 10 / C401

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STEVENS POINT AREA PUBLIC SCHOOLS
TRANSPORTATION FACILITY AND SUPPORT SERVICES
BUILDING ADDITION AND SITE IMPROVEMENTS

BID PACKAGE #19
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Date	Revision Description

NOT FOR CONSTRUCTION

DATE	1-29-2021	PROJECT #	W41-PC1
DRAWN BY	MAK	CHECKED BY	DTS

DRAWING TITLE

DETAILS

DRAWING NUMBER

C401

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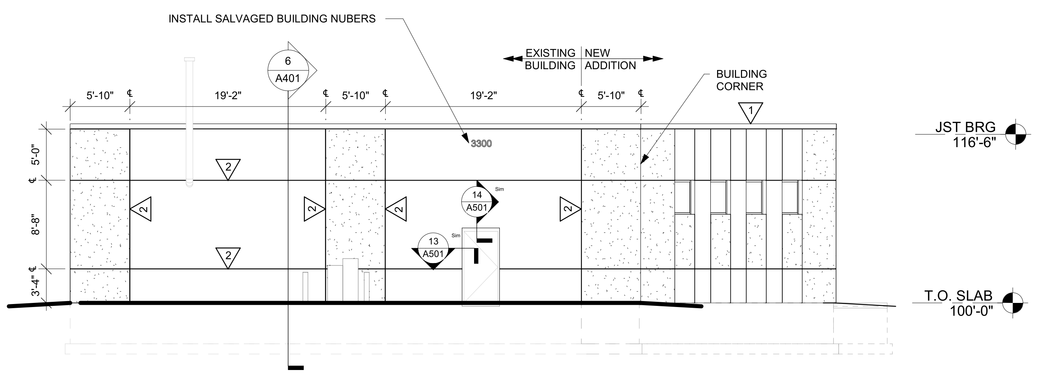
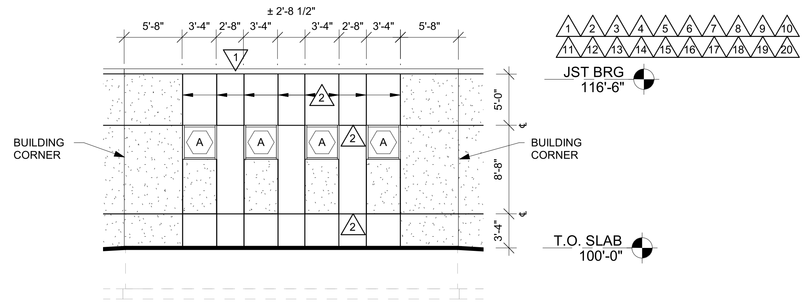


1 EAST EXTERIOR ELEVATION

1/8" = 1'-0"

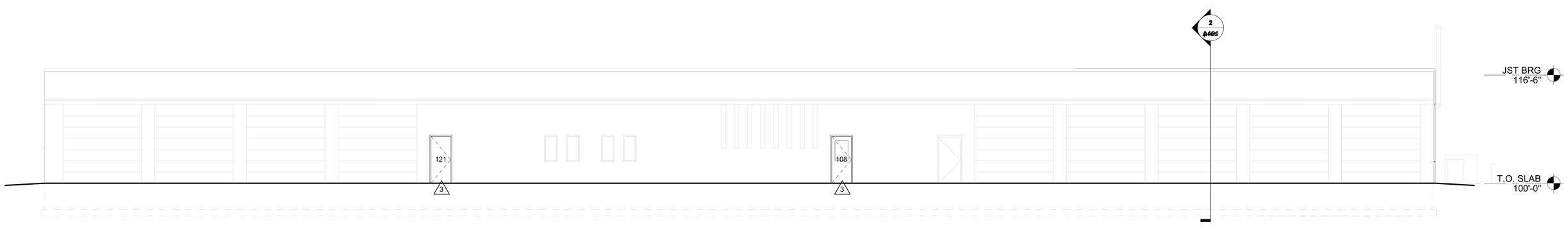


2 EXTERIOR CORNER ELEVATION

1/8" = 1'-0"

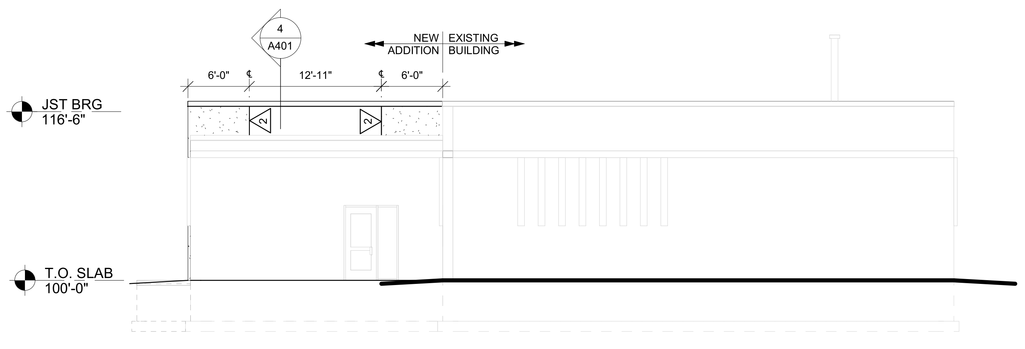
3 NORTH EXTERIOR ELEVATION

1/8" = 1'-0"



4 SOUTH EXTERIOR ELEVATION

1/8" = 1'-0"



5 WEST EXTERIOR ELEVATION

1/8" = 1'-0"

ELEVATIONS GENERAL NOTES:

A	GENERAL CONTRACTOR SHALL SUBMIT FINISH SYSTEM COLORS AND TEXTURES FOR REVIEW AND APPROVAL BY A/E AND OWNER.
B	NOT USED

ELEVATIONS LEGEND:

1	KEYNOTE TAG
	FINISH SYSTEM - PNT xxxx
	FINISH SYSTEM - PNT xxxx
A	WINDOW TAG - SEE SHEET A601 FOR FRAME ELEVATIONS

KEY NOTES ELEVATION

1	PREFINISHED SHEET METAL CAP FLASHING.
2	REVEAL - SEE DETAIL
3	DOOR - SEE SCHED
4	PREFINISHED OPEN FACE DOWNSPOUT WITH SPIASH BLOCK AT OUTFALL (NIC).
5	INSTALL SALVAGED BUILDING NUMBERS
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20	

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STEVENS POINT AREA PUBLIC SCHOOL DISTRICT
TRANSPORTATION BUILDING
BUILDING IMPROVEMENTS AND ADDITION
BID PACK #19

3300 WATER STREET
STEVENS POINT, WI 54481

Date	Revision Description

PRELIMINARY DRAWINGS

DATE	10-06-2020	PROJECT #	18066-13
DRAWN BY	AR/JD	CHECKED BY	DLB

DRAWING TITLE
ELEVATIONS

DRAWING NUMBER
A701

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01-27-2021

Keely Fishler
Tenth District Alderperson
Stevens Point, WI 54481

Dear Alderperson Fishler,

We are the construction management company hired by the Stevens Point Area Public School District to implement building updates at Ben Franklin Junior High School and the Transpiration Building/Bus Garage. The purpose of this letter is to notify you that we will be submitting to the City of Stevens Point for a Conditional Use Permit (CUP) for the addition of a new emergency generator at Ben Franklin JHS and a small addition at the Bus Garage. Both projects require the Plan Commission's review and consideration.

A brief summary of the updates we plan to implement at these two District buildings:

Ben Franklin Jr. High School

A remodel to the FACS (Family and Consumer Science) room to make it more ADA compliant and add more student work stations to improve curriculum. Additionally, upgrades to the heating, ventilation, & cooling system, LED lighting upgrades, and several small remodels within the existing building for technology and ADA improvements.

This project has no additions, only the remodels outlined in paragraph above. However, the existing emergency generator is past its useful life expectancy and schedule for replacement as part of the referendum scope. The existing generator is located inside the building and cannot be replaced in the existing locations due to new electrical code clearance requirements. Therefore, we propose to place the new generator outside, on the west side of the building. We will be modifying the site and parking lot layout slightly to accommodate this new generator. It will be placed on a concrete pad and enclosed in a fence with privacy slats for security and aesthetic reasons.

Transportation Building (3300 Water Street)

This building acts as the main bus driver dispatch, bus parking, and bus maintenance services. We are designing a service garage expansion to improve bus maintenance and provide safer working conditions. The expansion is roughly 1,000 sqft of maintenance area.

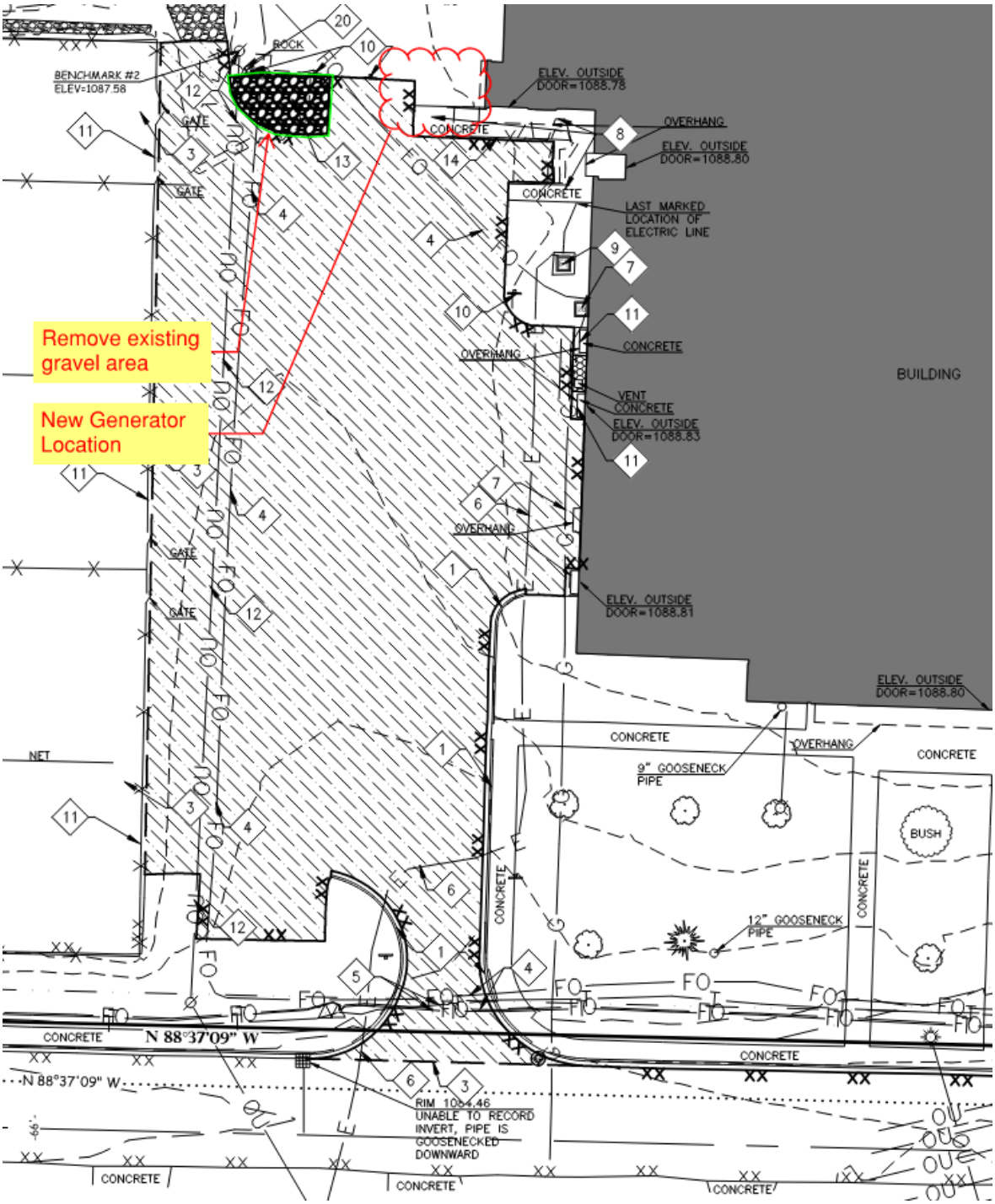
In addition to the building expansion, we are providing LED lights, HVAC controls upgrades, parking lot asphalt resurfacing, and addition of a fire sprinkler system. The building currently has no fire sprinkler system, so this will require a new 4"- 6" sprinkler water main from the existing water main in Highway HH (Water Street). We will work with the city and water utility to coordinate any required lane closures and repair of the highway when this project is implemented.

The design and engineering of both projects are nearly complete, and contractors will be selected in late February for Ben Franklin and April for the Bus Garage. Construction on Ben Franklin is planned to begin May 2021 and continue through August 2021. The Bus Garage is not planned for construction until summer of 2022.

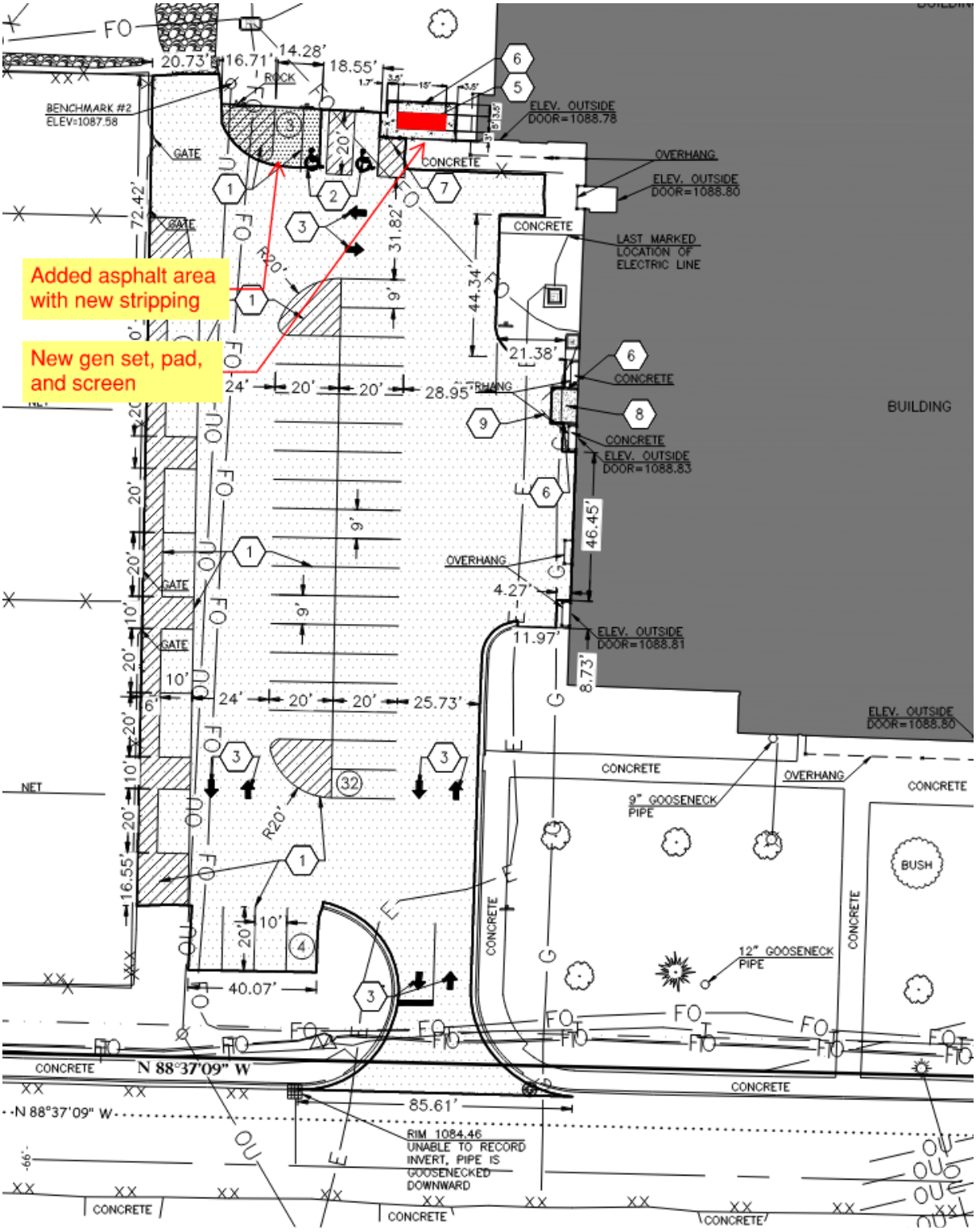
Below are some plan graphics of the new emergency generator location on west side of Ben Franklin. Also, there is a plan view and renderings of the new addition at the Bus Garage. Let us know if you have any questions or comments.

Thank you,

Hans Noel
Development Engineer
Nexus Solutions
608-609-5540



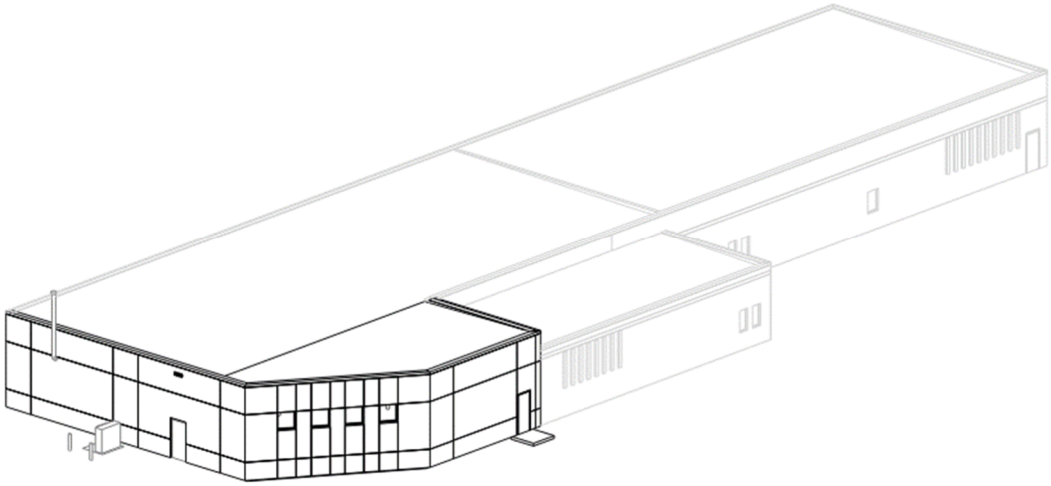
Ben Franklin - Demo Plans for New Emergency Generator Location



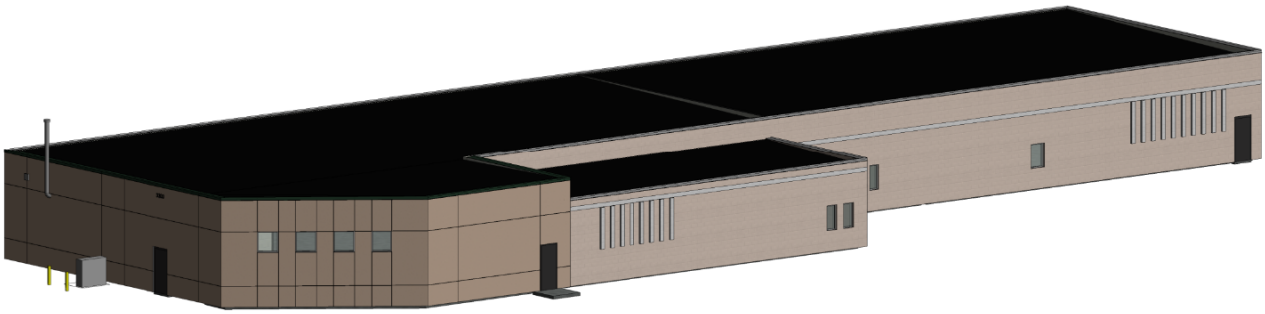
Ben Franklin - Proposed New Emergency Generator Location

10 West Mifflin Street, Suite 210 | Madison, Wisconsin 53703 | (608) 819-6370

Bus Garage Addition - Proposed Addition (Green Highlighted Area)



Bus Garage Addition – South/East Perspective View



Bus Garage Addition – South/East Perspective View Rendering

Administrative Staff Report

Comprehensive Plan Future Land Use Amendment & Rezoning Request
3707 Stanley Street
March 1, 2021

Department of Community Development

Applicant(s):

- Don Scaffidi, representing Regent Street Apartments LLC

Staff:

- Ryan Kernosky, Director rkernosky@stevenspoint.com
- Adam Kuhn, Associate Planner akuhn@stevenspoint.com

Parcel Number(s):

- 281240827230019

Zone(s):

- "R-2" Single Family Residential District

Master Plan:

- Residential

Council District:

- District 8 | Ald. Leek

Lot Information:

- Frontage: 130 ft.
- Depth: 434 ft.
- Lot Size: 59,462 sq. ft. (1.37 ac.)

Current Use:

- Residential

Applicable Regulations:

- 23.02(2)(d)

Request

1. Public Hearing and action on a request from Don Scaffidi, representing Regent Street Apartments LLC, to amend the City of Stevens Point Comprehensive Plan Future Land Use Map for the purposes of amending the future land use designation from Residential to Commercial/Office/Multi-Family at 3707 Stanley Street (Parcel ID 281240827230019).
2. Public Hearing and action on a request from Don Scaffidi, representing Regent Street Apartments LLC, to rezone 3707 Stanley Street (Parcel ID 281240827230019) from "R-2" Single Family Residential to "B-4" Commercial.

Attachment(s)

1. Application
2. Plans

Findings of Fact

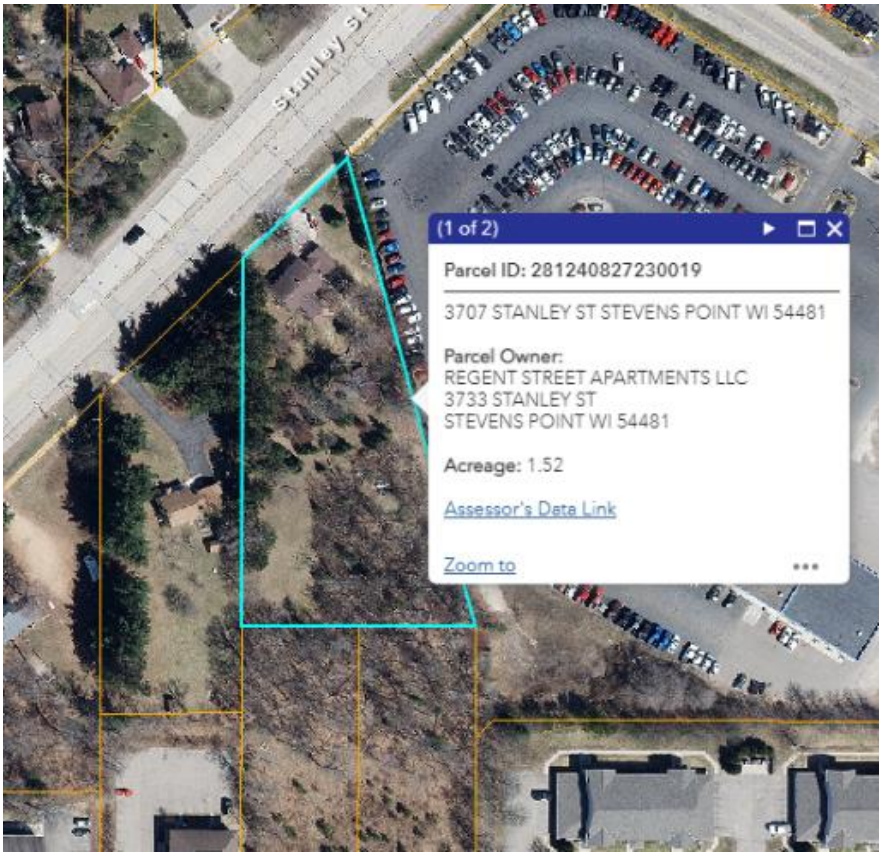
1. The applicant has identified the subject property for the future expansion of the neighboring car dealership.
2. While the proposed use of the subject property is not finalized, additional parking has been identified as a possibility.
3. Should the above requests be approved, it is the applicant's intent to combine the subject property with 3733 Stanley Street (PID 281240827230033).
4. The 2005 City Comprehensive Plan Future Land Use Map identifies this property as "Residential." In order for the property to be utilized for additional dealership parking, an amendment to from "Residential" to "Commercial/Office/Multi-Family" is required to properly facilitate the proposed land use and proposed zoning.
5. The property is currently zoned "R-2" Single Family Residential.
6. In order to combine the two parcels, a rezone of the subject property is required to eliminate a split-zoned property and allow for lesser parking lot setback requirements.
7. The Plan Commission and Common Council can attach conditions to the approval if necessary.

Staff Recommendation

1. Approve the future land use designation of 3707 Stanley Street from "Residential" to "Commercial/Office/Multi-Family."

	2. Approve the request to rezone the property at 3707 Stanley Street from “R-2” Single Family Residential to “B-4” Commercial. 3. The applicant shall combine the subject property (3707 Stanley Street) with 3733 Stanley Street (PID 281240827230033) by producing a certified survey map that is reviewed and approved by Community Development Department staff. 4. The applicant shall submit a building permit application for any proposed improvements to the subject property, subject to the review and approval of Community Development staff meeting applicable Zoning Code requirements.

Vicinity Map



Background

Overview: The applicant has been in discussions with City staff on adjusting the use of the property at 3707 Stanley Street to accommodate a planned future expansion of the adjacent dealership. The adjacent dealership, Scaffidi Automotive, is located at 3733 Stanley Street and is zoned “B-4” Commercial. While details are not finalized, the planned future expansion encompasses the addition of parking and showcase areas to the subject property.

The 2005 City’s Comprehensive Plan Future Land Use Map identifies the subject property for residential use. In order for the property to be utilized in conjunction with the adjacent dealership—a commercial use by nature—an amendment to

the Future Land Use Map is required to facilitate these planned commercial uses. Additionally, the applicant is seeking to rezone the subject property from "R-2" Single Family Residential to "B-4" Commercial. A rezoning of the property is requested for two reasons. First, it is the applicant's intention to combine the subject property with 3733 Stanly Street (PID 281240827230033) should these two requests be approved. By combining the two parcels to create a continuous parking lot for the automotive dealership, the B-4 District allows for lesser parking lot setback requirements than the R-2 District. For example, the properties that are zoned B-4 Commercial requires a parking lot front yard setback of five feet, whereas the R-2 District requires a 25 feet setback. Second, the City prohibits the creation of split-zoned properties. Split-zoned properties occur, for example, when two parcels of differing zoning classifications are combined together. Should the applicant approach the Community Development Department with a request to combine 3707 and 3733 Stanley Street, a rezoning of 3707 Stanley Street is required to approve the request. As such, the applicant is proceeding with the rezoning request now to fulfill all prerequisites prior to seeking to combine both properties.

Should the Plan Commission and Common Council approve both requests, please note that it is the applicant's intention to combine both properties via a certified survey map shortly thereafter. The existing dwelling located on the subject property is planned to be demolished when plans are submitted to expand the dealership. Note that the applicant's intentions for a dealership expansion will require the review and approval by the Community Development Department and other parties depending on the scope of project specifications.

Comprehensive Plan Amendment: In order for the proposed improvements to occur, the City's Comprehensive Plan Future Land Use Map would need to be amended from "Residential" to "Commercial/Office/Multi-Family." Community Development staff have reviewed this request with Section 9.3(B) of the City's Comprehensive Plan to ensure amendment consistence with the approved City Comprehensive Plan. The aforementioned section outlines the plan amendment procedures for the 2005 Comprehensive Plan. Those considerations are outlined throughout this document.

At the time that the 2005 Comprehensive Plan was created, the subject property was utilized as a single-family residence. As outlined in the ordinance amendment application and throughout this document, the applicant is seeking to utilize the subject property as an extension of the neighboring automobile dealership. Given that vehicle sales are not allowed in properties designated for a residential use, staff believes that an amendment to the City's Comprehensive Plan would be required and is likely to have a minimal impact on surrounding neighborhoods. Further information on the aforementioned determination is scattered throughout this report.

Rezoning from R-2 to B-4: The existing zoning of the subject property is "R-2" Single Family Residential. The "R-2" District was 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." The proposed zoning, "B-4" Commercial, is a zoning district whose intent is 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." Since the proposed use of the subject property is to accommodate additional motor vehicle sales for the adjacent dealership, a use that is commercial in nature, a rezoning to "B-4" Commercial would be most appropriate.

Section 8.4, Goal A:

> Provide a balance of land uses to serve existing and future residents of the City, as well as non-residents, that allows for a strong economy and maintains the high quality of life that Stevens Point residents currently enjoy.

Section 8.4, Goal D:

Enhance Commercial Corridors. It is the goal of the City to enhance the aesthetic quality and safety of commercial corridors in the City.

Other Considerations: As stated earlier, it is the intent of the applicant to demolish the single-family dwelling located on the property should these two requested be approved. Second, note that the applicant will be required to submit a site plan showing the intended improvements to the subject property for staff to review. With the subject property being located within the Wellhead Protection Overlay District B, the extent of improvements proposed may require an amendment to an existing conditional use permit issued for the neighboring dealership given its proximity to a wellhead.

Comprehensive Plan Amendment Review Standards

Section 9.3(B)(4) [pages 181-183] of the City's 2005 Comprehensive Plan outlines the standards and considerations for plan amendments within the Future Land Use Map.

1. **Internal Consistency. Amendments shall be made so as to preserve the internal consistence of the entire Comprehensive Plan.**

   Analysis: The subject property is designated as "Residential" on the City's Future Land Use Map.

   Findings: Although the future land use plan is an integral component of the City's Comprehensive Plan, other components of the plan need to be taken in consideration. By amending the Future Land Use Map to allow for commercial uses, it allows for the enhancement of commercial corridors. For example, the Future Land Use Map identifies a majority of the properties adjacent to Stanley Street between Minnesota Avenue and Interstate 39 for commercial use. The subject property, however, is one of a handful of properties that are designated for residential use. By allowing for commercial uses on the subject property, it enhances and creates a more consistent land use for properties along this corridor. Second, the proposed amendment better minimizes conflict between adjacent land uses. Given that all adjacent properties to the south (along Doolittle Drive) are designated for multi-family residential use, having a commercial use separating these properties and Stanley Street acts as a more appropriate buffer and ensures compatibility with the surrounding area.

   The following goals of the City's Comprehensive Plan are outlined below. Staff believes that the proposed future land use amendment is appropriate and consistent with the intent of the Comprehensive Plan.

   Chapter 6 – Economic Development Element

   Goal A – Promote the stabilization and expansion of our economic base and improve the quality of employment opportunities in the city.

   Objective B – Encourage new commercial and industrial development that diversifies the local economy, adds value to the City's tax base, and maintains a stable tax rate.

   Chapter 8 – Land Use Element

   Goal A – Provide a balance of land uses to serve existing and future residents of the City, as well as non-residents, that allows for a strong economy and maintains the high quality of life that Stevens Point residents currently enjoy.

Objective A1 – Minimize conflicts between adjacent land uses. Encourage redevelopment and new development that is consistent and compatible with surrounding areas in buildable vacant areas and areas that may be annexed into the City.

2. **Granting Special Privileges or Placing Limitations Not Permitted. No amendment to change the Future Land Use Map shall contain special privileges or rights or any conditions, limitations, or requirements not applicable to all other lands in the district.**

Analysis: The proposed amendment from "Residential" to "Commercial/Office/Multi-Family" provides a land use that has not historically been allowed on the subject property. The proposed amendment provides a pathway for allowing a commercial use (i.e., automotive dealership) on the subject property, and not as a continued residential use.

Findings: The amendment is consistent with the surrounding land uses. The historic use of the property, while having been consistently residential, is similar to most other properties along the Stanley Street corridor that either has or allows for commercial uses. As outlined below, the proposed future land use of the property is compatible with how the City's Comprehensive Plan defines commercial land uses.

Section 8.6(B): Future commercial land use will include the following categories –

1. Commercial – includes small-scale neighborhood and large-scale regional retail and service establishments (i.e., stand along buildings and strip centers, etc.).

3. **The amendment shall not create an adverse impact on adjacent land/land uses.**

Analysis: The property exists on the fringe of both residential and commercial uses. Single-family residential uses are located to the north and west of the subject property, while multi-family residential uses exist to the south. Commercial uses exist to the east. It is important to note, however, that while single-family residential uses exist nearby, the Future Land Use Map identifies these properties for commercial use. While on the fringe of different land uses, the development pattern surrounding the subject property is similar. Narrow, higher-density residential development exists to the south, while large commercial uses exist to the east that contains significant lot size and street frontage. Neighboring properties to the north generally have smaller lot sizes and a significant lot depth. The subject property is proposed to be developed into an expansion of an existing automobile dealership.

Findings: The property is consistent with the size and development pattern of neighboring lots. Even with the subject property planned to be combined with the property located at 3733 Stanley Street, having a slightly larger commercial lot would be a similar development pattern as other commercial uses located along Highway 10 and the Division Street corridors.

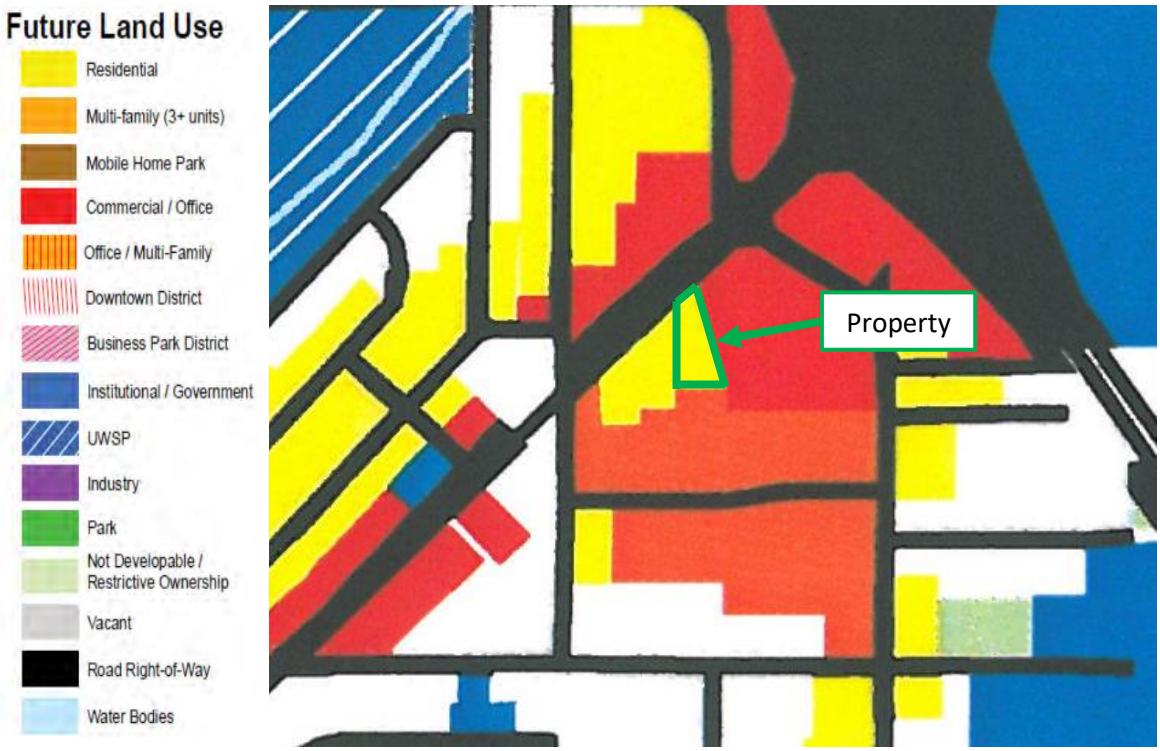
A change in the subject property to a commercial future land use category would be more appropriate for the site given its location and adjacent uses. As such, the proximity of single-family residential uses would not pose an adverse impact on adjacent lands and land uses. In fact, due to a significant number of properties along Stanley Street being identified for commercial uses, amending the Future Land Use Map would be complementary in nature to fulfill several goals outlined within the City's Comprehensive Plan.

4. **The amendment shall not create an adverse impact on public facilities and services.**

Analysis: Utilities exist within the Stanley Street Right-of-Way to serve the planned improvements. Given the low intensity of the proposed use, minimal public facility connections are expected to be needed.

Findings: The proposed amendment should not create an adverse impact on public facilities and services. Given the previous and proposed land intensities to occur on the property, the planned land improvements are unlikely to require significant public facility resources to operate and maintain.

Below is the Future Land Use Map of the general area to provide additional guidance to the Commission when considering the proposed amendment.



The table below outlines the surrounding zoning and existing land uses:

Direction	Zoning	Use	Future Land Use Designation
North	"R-2" Single Family Residential	Single-family residence	Commercial/Office/Multi-Family
South	"R-4" Multiple Family I Residential	Two-Family residences (under construction)	Multi-family (3+ units)
East	"B-4" Commercial	Automobile dealership	Commercial/Office/Multi-Family
West	"R-2" Single Family Residential	Single-family residence	Residential

When taking into consideration the above findings, staff has concluded that the amendment is within the public interest. Allowing for commercial uses on the subject property is a fitting designation as it is complementary with nearby zoning classifications and uses. Furthermore, the current land use designation of "Residential" was likely placed on the property

due to its proximity of other residential uses and due to its longstanding use in the city. Given the subject property's adjacency to neighboring commercial uses and the inherent commercial nature of the Stanley Street corridor, having a "Commercial/Office/Multi-Family" is fitting. Upon review, staff concludes that the above criteria is met and would recommend changing the future land use designation of 3707 Stanley Street from "Residential" to "Commercial/Office/Multi-Family."

Standards of Review - Rezoning

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

Analysis: Performance standards within the "B-4" Commercial District are identified below:

USE	LOT AREA AND DENSITY	LOT WIDTH	HEIGHT OF STRUCTURE	SIDE YARD	STREET SETBACK	REAR YARD	PARKING	AREA OF STRUCTURE
Permitted Uses	2650 sq.ft. Lot area per ground floor unit plus additional 50 sq.ft. Per bedroom. 870 sq.ft. Lot area per above ground floor unit plus an additional 50 sq.ft. Per bedroom 770 sq. Ft. lot area per unit above 2nd floor having a balcony plus an additional 50 sq.ft. Per bedroom. Dwellings shall have a minimum lot area of 8,000 sq.ft.	60 ft.. - 80 ft. For corner lots	35 ft. - 125 ft. if fire prevention system approved by Fire Dept.	0 5 ft. If any side yard is provided and 5 ft. if abuts residence district	25 ft. In cases where a property is abutted by two or more public rights-of-ways, one frontage shall be permitted to be reduced to 15 feet, or 10 feet via a conditional use permit.	10 ft. Plus additional 3 ft. For each story or fraction above 2 stories	Per 23.01(14)	0
All other permitted uses	7,000 sq.ft. Lot area							
Conditional Uses	As set by the Plan Commission and City Council							

Findings: The subject parcel is 1.37 acres (59,462 sq ft) in size and 210 ft in width, meeting minimum lot area and lot width requirements. As stated earlier, the existing single-family residence is planned to be demolished should the rezoning and amendment to the Comprehensive Plan be approved. An exact timeline on when this would occur is not currently determined. With that said, all applicable performance standards are met both with the lot as currently outlined and with the subject property being combined with 3733 Stanley Street.

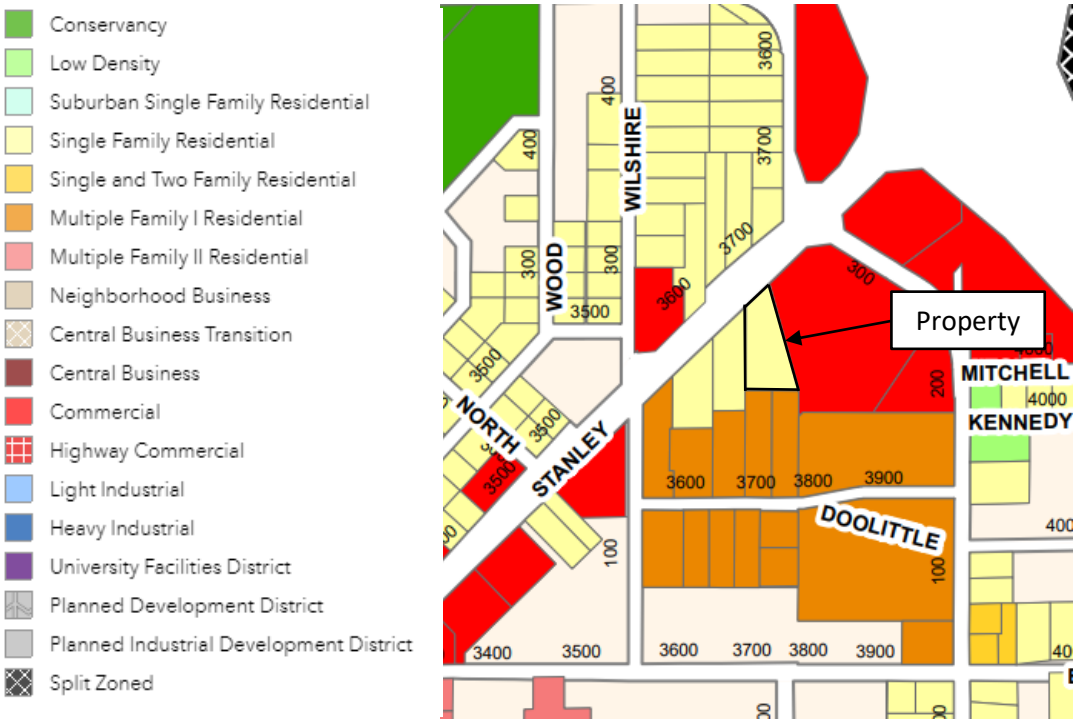
As indicated previously, the applicant is planning to place improvements onto the subject property that is complementary with the neighboring automobile dealership. The anticipated improvements include creating additional parking and vehicle showcase areas. The applicant is aware that before such improvements occur on the property, a site plan review by Community Development staff must occur to ensure appropriate zoning requirements are met (e.g., parking lot setback, maximum number of parking spaces allowed, etc.).

Based on the findings above, the conditions of the property both separate and combined with 3733 Stanley Street meet the minimum performance standards of the "B-4" Commercial District.

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

Analysis: The City's 2005 Comprehensive Plan Future Land Use Map identifies this property for low-density residential use. As stated earlier, a request has been made by the applicant to amend the Future Land Use Map to designate the subject property to "Commercial/Office/Multi-Family." There are two reasons why the proposed zoning is consistent with a future land use designation of commercial use. First, commercial uses of similar intensities are within the near vicinity of the subject property. With the expansion of an existing commercial use along the Stanley Street corridor, it is unlikely to change the land use pattern within this area of the city. Second, designating the subject property within the "B-4" Commercial District arguably acts as a better buffer between the high-density residential uses to the south and the commercial uses along Stanley Street. By rezoning the subject property, it would better fulfill the economic development and land use goals defined within the City's Comprehensive Plan.

Findings: Given the adjacent of commercial and higher-density residential uses, along with the intent to combine the subject property with the property at 3733 Stanley Street, staff does not have concerns about the proposed zoning change and believes it is consistent with the City's Comprehensive Plan provided the future land use amendment occurs.



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

Analysis: Properties north and west of the subject property are zoned "R-2" Single Family Residential. Properties south of the subject property are zoned "R-4" Multiple Family I Residential. Lastly, properties east of the subject property are zoned "B-4" Commercial.

“R-2” Single Family Residential District

This district is intended to provide population density and used primarily for single family living, which is expected to accommodate the numerous residential developments already at the density of the R-2 District. This district also should accommodate housing not on City sewer.

“R-4” Multiple Family I Residential District

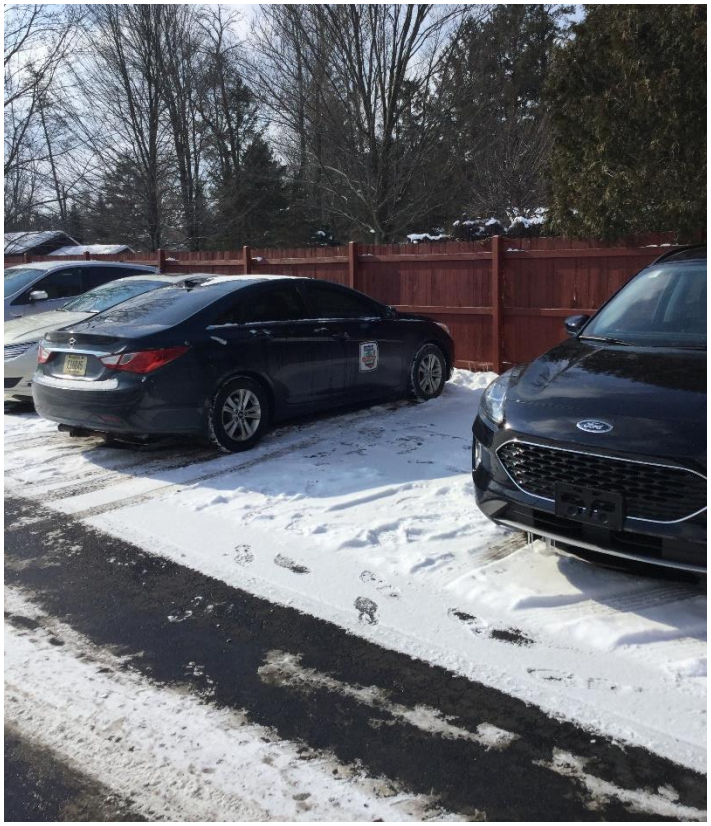
This district is intended to provide a medium density, mixed residential district intended to provide a transition between lower density detached housing areas and more intense non-residential land usage consistent with the City’s Comprehensive Plan.

“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.

Findings: Given the intent of the above district, surrounding uses, lots and other land use features, a rezoning to “B-4” Commercial does not interfere with the existing land uses and future land use planning of the area.

Photos



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
http://stevenspoint.com

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? ☐)	
Applicant Name	REGENT ST APARTMENTS LLC	Contact Name	DON Scaffidi
Address	8282 AMBROSE LANE	Address	8282 AMBROSE LANE
City, State, Zip	AMHERST JUNCTION WI 54407	City, State, Zip	AMHERST JUNCTION WI 54407
Telephone	715 340 6651	Telephone	715 - 340 - 6651
Fax	715 344 4980	Fax	715 344 4980
Email	dscaffidi@Scaffidi.Com	Email	dscaffidi@Scaffidi.Com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☑)		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
3707 STANLEY		

Legal Description of Subject Property

PARCEL NUMBER 2408. 27. 2300. 19

Area of Subject Property (Acres/Sq Ft)	Area of Requested Rezoning (Acres/Sq Ft)
1.52 ACRES	

Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
	RESIDENTIAL	Commercial - Car Dealer

Current Zone District	Proposed Zone District
R-2 RESIDENTIAL	B-4 COMMERCIAL

Reason for the zone change request
The city's Comprehensive Plan, doesn't identify for Commercial use. An Amendment to the Comprehensive Plan would be needed for intended future use of site

Land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)
future Expansion of adjacent dealership parcel. most likely additional parking in future. no time schedule available at this time

Current Zoning Surrounding Subject Property			
North:		South:	
East:	Commercial	West:	

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

Is the proposed zoning map amendment consistent with the Comprehensive Plan? If so how?
It is consistant with future growth on Main artery into Hermo Point

EXHIBITS

Owner Information Sheet	☐	Additional Exhibits If Any:
Letter to District Alderperson	☐	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	☐	

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
[signature]	1/26/21	[signature]	1/26/21

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
http://stevenspoint.com

APPLICATION FOR AN ORDINANCE / CODE AMENDMENT

ADMINISTRATIVE SUMMARY (Staff Use Only)

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

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Regent Street Apartments LLC	Contact Name	Don Scattidi
Address	8282 Ambrose Lane	Address	8282 Ambrose Lane
City, State, Zip	Amherst Junction WI 54407	City, State, Zip	Amherst Junction WI 54407
Telephone	715-340-6651	Telephone	715 340 6651
Fax	715 344 4980	Fax	715 344 4100
Email	dscattidi@scattidi.com	Email	dscattidi@scattidi.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☑)		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	

ORDINANCE AMENDMENT SUMMARY

Describe the requested ordinance amendment change

The Requested ordinance amendment would be to amend the City's land use map to classify the future land use at 3707 Stanley Street from Residential to Commercial

Describe the reason for the requested change in the ordinance

The City's Comprehensive Plan does not identify this property for Commercial use an amendment to the Comprehensive Plan would be needed for intended future uses of the site.

How is the proposed ordinance amendment consistent with the comprehensive plan?	Does the proposed ordinance amendment represent a new policy or revision of existing policy?
It is consistant with future growth on a main artery into Hwy 10 Point	It is a Revision as it is amending the City's future land use map.

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
	1/26/21		1/26/21

scaffidi
MOTORS, INC.
We make it easy!

3733 Stanley Street • P.O. Box 48 • Stevens Point, WI 54481
Phone: 715-344-4100 • Toll Free: 800-472-2133 • Fax: 715-344-4980

www.scaffidi.com

January 26, 2021

Alderperson Thomas Leek
530 St. Paul Street
Stevens Point WI 54481

Dear Alderperson Leek,

The purpose of my letter is to discuss why I am seeking an amendment to the Future Land Use and rezoning of the property at 3707 Stanley Street from an R-2 Residential to B-4 Commercial.

It is my intention to combine the 3707 Stanley Street property with the 3733 Stanley Street property for expansion of the dealership.

Should you have any questions or concerns, please feel free to contact me.

Sincerely,

Don Scaffidi
Scaffidi Motors Inc.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594

Department of Community Development
Adam Kuhn
Associate Planner
Zoning Administrator
Ph: (715) 346-1567
Fax: (715) 346-1498

MEMORANDUM

To: City Plan Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

CC: Ryan Kernosky, Director of Community Development

Date: March 1, 2021

RE: Zoning Code Update

Background: For the last few months, Community Development staff have been working on updating Chapter 30 of the Revised Municipal Code of the City of Stevens Point. While Chapter 30 pertains to the City's Building Code, additional provisions exist as it relates to fencing guidelines. Such fencing guidelines include, for example, maximum height restrictions, location requirements and prohibited fencing materials.

While fencing guidelines have been historically located in Chapter 30, it is staff's belief that these guidelines are best suited to be located within the City's Zoning Code, Chapter 23. First, the Zoning Code currently establishes fencing guidelines as it relates to mechanical equipment and parking lots. Second, clearview requirements – a key component in reviewing fencing permit applications – are already included in the Zoning Code. By keeping all fencing-related information within one document, it will arguably make it easier for citizens to understand these requirements for any given situation.

The following pages outline the insertion of fencing guidelines from Chapter 30 to Chapter 23.01(14). Please note that no changes to fencing guidelines took place during this proposed relocation.

Staff Recommendation: Staff recommends approval of transferring fencing guidelines from Chapter 30 to Chapter 23 as presented.

www.stevenspoint.com

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

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

[Chapter 23 of the Revised Municipal Code – Zoning Ordinance – Fencing Guidelines]

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

SECTION I: That Section 23.01(10), Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point, shall be amended as follows:

Exceptions to yard and setback requirements.

1) Every part of a required yard shall be open to the sky unobstructed with any building or structure unless otherwise stipulated in this ordinance and ordinary projections of skylights, sills, belt courses, fire escapes, cornices and ornamental features projecting not to exceed thirty-six (36) inches and the usual steps.

2) An accessory building which is located ten or more feet from the principal building may be located in a rear or side yard provided it is not more than 15' high and is not nearer than 3 feet to any lot line unless otherwise stated, except that when an accessory building has an entrance on an alley, such entrance shall be located not less than 10 feet from the nearest alley right-of-way line.

3) Fences, walls not enclosing a structure, and hedges may be located within the required setback or yard as allowed ~~**in Chapter 30 of the Revised Municipal Code.**~~ **meeting applicable fencing, wall and landscaping guidelines.**

4) An existing open porch within a required setback or yard may be remodeled or rebuilt to an enclosed non-habitable vestibule entrance-way (which may include closet space) when projecting not more than one-fourth (1/4) of the width of the residence.

SECTION II: That Section 23.01, Zoning Ordinance of the Revised Municipal Code of the

City of Stevens Point, shall be amended to insert fencing guidelines to Section 23.01(13), with subsequent code sections in Section 23.01 being carried down into the following subsection as follows:

14) Fencing Standards

a) No fence shall rise over two feet in height above the level of the public sidewalk or land surface within 20 feet of any two or more adjoining streets and ten feet parallel and perpendicular to a driveway so as to interfere with traffic visibility across from any corner. Fences shall not be permitted within ten feet of any street or alley right-of-way in such manner as to interfere with traffic visibility. In no case shall a fence with less than 50 percent of its surface uniformly open and unobstructed in any area exceed three feet in height in that part of a yard within ten feet of a street or alley right-of-way.

b) A maximum fence height of ten feet in the rear yard. On corner lots, a maximum six foot high fence in the rear yard street setback shall be permitted with at least a two foot setback along the portion of the rear yard adjoining the street. Clear vision triangles along streets, alleys, and driveways must be adhered to.

c) Fences not prohibited above are permitted in a required side or front yard provided such fence or wall, other than a retaining wall, shall not be higher than six feet.

d) No fences shall be constructed of materials that may be hazardous to children of tender years (including barbed wire, razor wire, electric fences).

e) Fences and walls must be sound and well maintained. Broken materials, peeling paint, rotted wood are not permitted. Use of scrap or salvaged materials or materials that are not uniform or homogenous are not allowed. The applicant may appeal to the Common Council if there is a disagreement about the quality of the fence.

f) Fences constructed prior to the adoption of fencing guidelines shall be grandfathered with the exception of materials or conditions.

g) Exceptions from this section shall be permitted upon approval of a site plan review by the Plan Commission and the Common Council. Review shall include site characteristics including ingress/egress, parking lot design and configuration, building location, property use, and other factors that the Plan Commission and Common Council deem necessary. The Plan Commission and Common Council may attach conditions to the approval.

~~14~~ **15**) Parking Standards

a) Applicability

1) Unless specifically exempted in this Zoning Code, all existing and proposed development shall provide parking facilities and manage access in accordance with this Zoning Code.
2) With the exception of restriping a parking area or other vehicular use area which does not result in a reconfiguration of the parking spaces, any modification to existing parking facilities shall conform to the requirements of this Zoning Code.
3) Buildings and uses lawfully existing as of the effective date of this Zoning Code may be renovated or repaired without providing additional parking facilities, provided there is no increase in gross floor area or change in use of existing floor area that would increase parking demand.

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Dated: March 1, 2021
Adopted:

Drafted By: Adam Kuhn
Return To: City Clerk

Administrative Staff Report

Conditional Use Permit
Lineage Logistics
5700 E M Copps Drive
March 1, 2021

Department of Community Development

Applicant(s):

- Les Dobbe & Adam Tippmann, representing Lineage Logistics, LLC

Staff:

- Ryan Kernosky, Director rkernosky@stevenspoint.com
- Adam Kuhn, Associate Planner akuhn@stevenspoint.com

Parcel Number(s):

- 281230801120001

Zone(s):

- "PID" Planned Industrial Development District

Master Plan:

- Extraterritorial (Business/Industrial Park)

Council District:

- District 6 | Ald. Slowinski

Lot Information:

- Frontage: 656 ft.
- Lot Size: 755,766 sq. ft. (17.350 ac.)

Current Use:

- Cold Storage Facility

Applicable Regulations:

- 23.02(3)(b)(3)(e)

Request

Request from Lineage Logistics, LLC for a conditional use permit to allow for meat packing to occur at the premise of 5700 E M Copps Drive (PID 281230801120001).

Attachment(s)

1) Application
2) Plans

Findings of Fact

1. The applicant is requesting to construct a 263,070 sq ft addition to an existing cold storage facility.
2. The proposed addition will accommodate a packaging processing plant and related freezer, dock and office space.
3. The property is located within the East Park Commerce Center Planned Industrial Development District.
4. Meat packing is a conditional use within the "M-2" Heavy Industrial District. Permitted and conditional uses in the "M-1" Light Industrial and "M-2" Heavy Industrial Districts are permitted and conditional uses in the "PID" Planned Industrial Development District.
5. The Plan Commission may attach additional conditions of approval as deemed necessary.

Staff Recommendation

Approve the conditional use permit to all for meat packing to occur at the premise of 5700 E M Copps Drive, subject to the following conditions:

1. A sampling manhole shall be constructed near the EM Copps Drive Right of Way for wastewater sampling of the packaging processing plant, subject to the review and approval of Utilities Department staff meeting applicable wastewater standards.
2. The applicant shall enter into a revocable occupancy easement agreement to allow stormwater management facilities to be located in the E M Copps Drive Right-of-Way.
3. Occupancy standards shall be met for the proposed packaging processing plan, subject to the review and administration of the Building Inspections Division of the Community Development Department meeting applicable Commercial Building Code requirements.

	4. Building permits shall be applied for and approved prior to commencement of construction. 5. Staff shall have the authority to approve minor changes to the site plan.

Vicinity Map

Background

On December 7, 2020 the Plan Commission reviewed and approved a site plan submittal on behalf of Lineage Logistics for a proposal to construct a sixth phase onto their cold storage warehouse facility. The expansion will encompass approximately 263,070 sq ft in size and will have a similar appearance and function as the previous expansions to the building. Roughly one-third of the addition will house a new packaging processing plant. Once the packaging is completed, it will be transferred to freezer space located in the same building. The proposed freezer space is approximately 132,884 sq ft. Similar to the previous phased development, office space to accommodate the proposed processing facility is proposed and is located on the northeast corner of the building addition. Lastly, approximately 34,955 sq ft of area is devoted for docking to assist in the transportation of stored goods. Additional details on the sixth phase of the development are found below:

Lineage Logistics Phase 6
Size: 263,070 sq ft
Loading Docks: 47 total (6 for the processing plant, 41 for the freezer space)
Parking: 19 staging stalls, 519 vehicular parking stalls

The addition will occur on the on the vacant parcel directly east of the existing building (Parcel ID 281230801120001). The site plan for the sixth phase addition is shown below as reference. Please note that the dashed red line below indicates the parcel boundary where the proposed addition is located.

After the December 2020 Plan Commission meeting, a revision for the aforementioned packaging location took place in how product will be assembled. According to the applicant, a new assembly process will occur as part of the phase six addition where meat-based product is manually taken from 2,000 pound containers and packaged within 60 pound boxes. According to the City's Zoning Code, the packaging of protein-based products are considered a conditional use within the "M-2" Heavy Industrial District. Please note that permitted and conditional uses within the "M-1" Light Industrial and "M-2" Heavy Industrial Districts are also permitted and conditional uses within the "PID" Planned Industrial Development District. The aforementioned request is described in the following section:

Ch. 23.02(3)(b)(3)

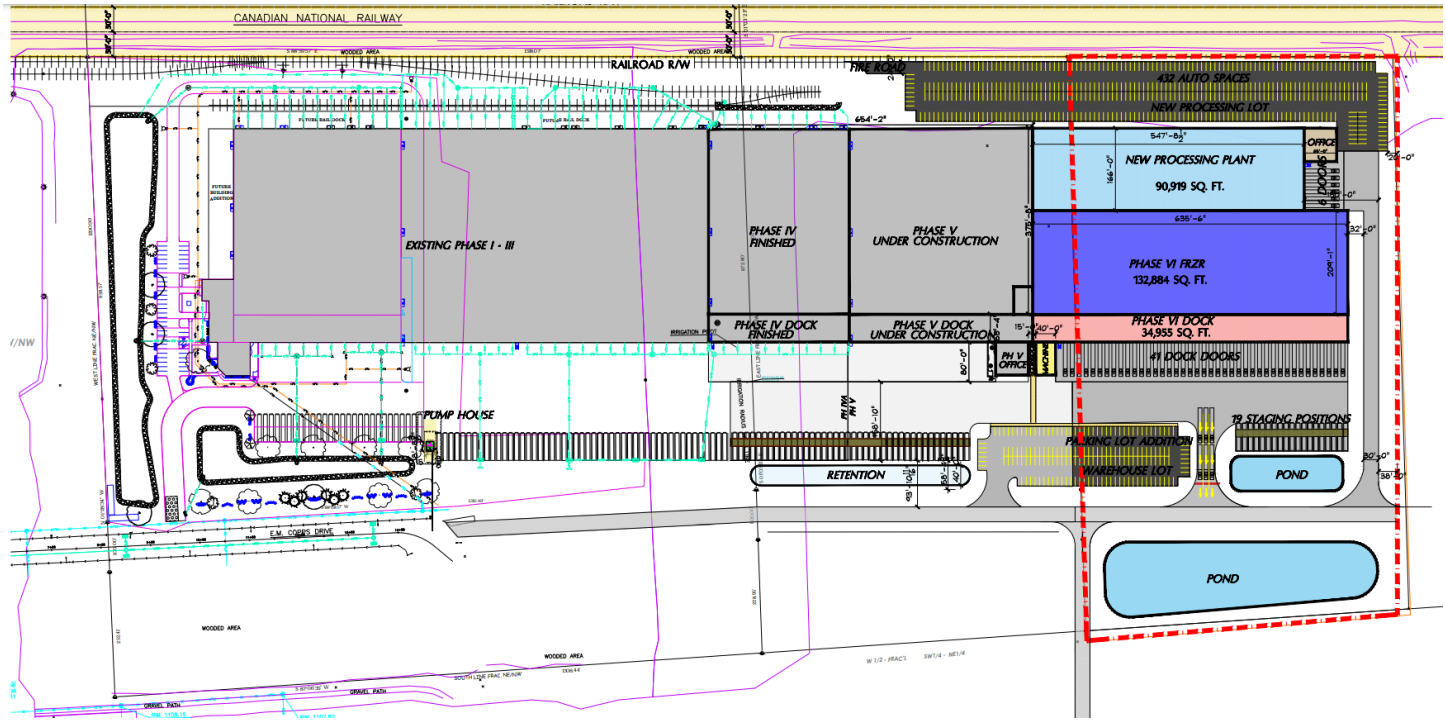
(3) Conditional Uses

(e) Slaughter houses, stock yards or meat packing or processing plants

Ch. 23.02(4)(h)(2)(b)

(2) When Allowed

(b) All permitted and/or conditional uses found within the "M-1" Light Industrial and "M-2" Heavy Industrial Districts may be allowed as a permitted or conditional use



Standards of Review – Conditional Use Permit

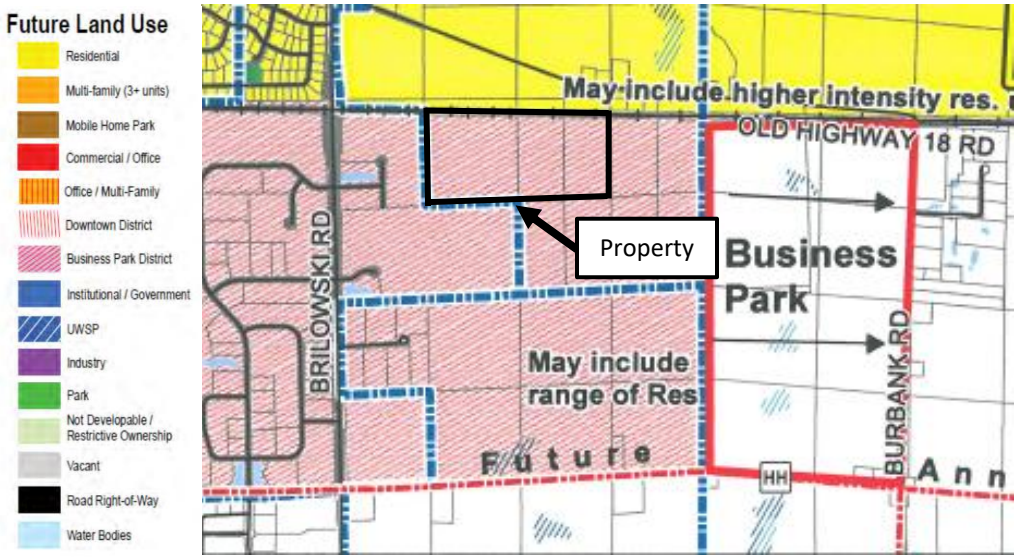
1. **The establishment, maintenance, or operation of the use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.**

   Analysis: The parcel where the phase six is to be located is currently vacant. The proposal seeks to allow meat packing within the 263,000 sq ft addition to Lineage Logistics.

Findings: While meat packing is generally considered a more intense use, staff does not believe that the proposed conditional use permit will be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare. First, the subject property is located within the "PID" Planned Industrial Development District. Given the PID zoning, it requires a more exhaustive review in site design and building standards by way of a site plan approval. The site plan for phase six was approved on December 7th, 2020. Second, given the use occurring on the property, additional protocols have been taken by City staff to ensure surrounding conditions are not negatively impacted. For example, as part of the site plan review approval, the applicant would still be required to construct a sampling manhole near the E M Copps Drive Right-of-Way for wastewater sampling of the packaging processing plant. All samples obtained are to be reviewed by Utilities Department staff to ensure applicable wastewater standards are met. Therefore, staff believes that the applicant's proposal meets the aforementioned standard.

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

Analysis: As mentioned earlier, the subject property is zoned "PID" Planned Industrial District and is located broadly among other properties within a similar zoning designation. Given that neighboring properties—while some undeveloped—have the capability of housing various industrial uses, staff believes that the proposed packing use would be compatible with the uses allowed in the region broadly.



Findings: The proposed use will have a similar intensity of use as other uses allowed under the Planned Industrial Development District. It is also important to note that the proposed use is similar to the existing warehousing use already occurring within Lineage Logistics. Outside of a different type of product being packaged and distributed, a similar warehousing system will occur. Lastly, given that significant regulatory review shall occur as part of the sixth phase addition, it is unlikely that the proposed use will be injurious to uses permitted among neighboring properties.

3. **The establishment of the use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

Analysis: The respective area is in an established part of the City and is to be developed into an expanded warehouse facility.

Findings: See standards one and two above. All adjoining parcels are zoned "PID" Planned Industrial Development. The Canadian National Railway runs parallel with the subject property on its northern property line. Similarly, all adjacent properties are designated within the City's Business Park. Given that the property is located in a defined industrial area that supports higher intensity industrial uses, staff believes that adjoining potential industrial uses

would not be impacted by the proposed use. Therefore, the proposal should not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

4. **The exterior architectural appeal and function plan of any proposed structure will not be in 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 original site design allowed for an easy expansion to occur, while allowing full perimeter vehicular access to the site. Although parking stalls are located on the northeast corner of the property, sufficient spacing exists to provide fire/EMS access along the rear of the property. Similarly, the original site design also allowed for adequate on-site drainage, parking and landscaping. Please note that the southernmost retention pond is located across the street from the facility. Due to its location near the E M Copps Right-of-Way, a revocable occupancy easement agreement is necessary. Given that additional impervious surface is proposed to exist with the proposed vehicular and staging stalls, the proposed stormwater retention areas should be able to handle the proposed addition. Lastly, a landscaping plan has not been submitted. However, as part of the approval process staff expects that the applicant will submit a plan that is consistent with the City's landscaping requirements, subject to the review and approval of Community Development staff.

Findings: The landscaping plan should identify an extension of the existing landscaping in relation to the proposed addition. Furthermore, additional landscape screening along the northern, eastern and southern property lines are required given parking stalls directly abut the existing landscape. Lastly, street trees are required to be installed along E M Copps Drive at a rate of one per every 75 lineal feet of street frontage. The required landscaping plan should continue these requirements to the greatest extent possible. Please note that the aforementioned requirements were included as a condition to the site plan review approved on December 7, 2020. 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 E M Copps Drive. Along with the building expansion, staff is working towards expanding E M Copps Drive toward the eastern parcel boundary. Sufficient road width will be provided to accommodate fire and emergency response vehicles. With construction of phase six anticipated to begin in Spring 2021, road expansion is anticipated to occur around the same time.

The facility exists and is currently served by utilities. As discussed earlier, existing road and utility infrastructure is anticipated to be extended to accommodate this addition. Given that a packaging processing plant is proposed, it

may result in different occupancy requirements as the existing cold storage use. Such occupancy standards, along with any facilities and services that may be necessary as a result, is to be reviewed and administered by the Building Inspections Division of the Community Development Department. Lastly, in response to the proposed packaging processing facility, a sampling manhole is required for Utilities Department staff to continually test wastewater to ensure it meets applicable wastewater standards.

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: The respective area is in an established area of the City with appropriate vehicular access off of E M Copps Drive. As stated earlier, E M Copps Drive is anticipated to be extended to the east to accommodate the sixth addition. Access points into the property are also planned to increase as part of the sixth phased addition. As shown in the above site plan, two additional ingress/egress locations are proposed to result in a total of four access points in and out of the property.

   Findings: Given the amount of traffic in and out of the site, four ingress/egress locations are adequate. 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, any of its components, and/or its environs.**

   Analysis: The City's 2005 Comprehensive Plan Future Land Use Map has identified this property as being within the Business Park District. As stated earlier, the subject property is zoned "PID" Planned Industrial District. According to the City's Zoning Code, the Planned Industrial Development District is "a zoning district that is permitted within the Industrial Districts. The district allows flexibility in site design and building type standards approved by the Common Council."

   Findings: The proposed use meets the intent of the "PID" District as the intended use is conditional upon approval in the "M-2" Heavy Industrial District. Second, given the subject property is located within a defined Business Park District in the City's Future Land Use Map, the intended use for the property is appropriate from what is intended in the City's Comprehensive Plan.

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 is seeking to permit the packaging of meat products as an allowed use for the subject property.

   Findings: The regulations within the "PID" Planned Industrial Development District are met provided that the conditions applied to this report are met and the conditional use permit is allowed. Please refer to the site details above in the "background" section and the attached plans relating to the phase six addition.

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

    Analysis: N/A

    Findings: N/A

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

    Analysis: Vehicular access is off of E M Copps Drive. A planned extension of E M Copps Drive is to occur to accommodate the sixth phased development of Lineage Logistics.

    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: Existing utility infrastructure accommodates phased developments one through four. Existing infrastructure will be extended to accommodate phased developments five and six.

       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: No mechanical equipment is proposed to be located outside of the building.

       Findings: This standard is met.

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

       Analysis: Lighting is anticipated within the designed parking lot areas and attached to the side of the building.

       Findings: Lighting will be confined within the property. 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 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 pages one and two. Please keep in mind that recent 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.

Photos

TIPPMANN
CONSTRUCTION

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
http://stevenspoint.com

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 ☐ Amend ☐		

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Lineage Logistics LLC	**Contact Name**	Les Dobbe
Address	5700 E.M. Copps Drive	**Address**	5700 E.M. Copps Drive
City, State, Zip	Stevens Point, WI, 54482	**City, State, Zip**	Stevens Point, WI, 54482
Telephone	715-544-4565	**Telephone**	920-915-6161
Fax		**Fax**	
Email	info@lineagelogistics.com	**Email**	ldobbe@lineagelogistics.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ■)		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
Current Phases I-V	Future Phase VI or beyond	

Legal Description of Subject Property

Tax Parcel ID Number: 281-23-0801120003
Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.):
Lot 1, CSM 11262-52-92 BNG PRT FRACL NWNE S1 T23 R8
13.140A 857076

Designated Future Land Use Category	Current Use of Property
PID All permitted and/or conditional uses found within the "M-1" Light Industrial and "M-2" Heavy Industrial zoning	PID All permitted and/or conditional uses found within the "M-1" Light Industrial and "M-2" Heavy Industrial zoning

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)

Provide Lineage Logistics, and the activities contained within the confines of the Lineage facility, with a Conditional Use Permit.
Current Conditional Use permits within the M-1/PID districts allow for activity generally classified as e)Slaugher houses, stock yards or meat packing or processing plants. Lineage is willing to agree to NOT allow Slaughter Houses and stock yards but is requesting the Conditional use permit to allow Packing and/or processing.
The USDA and WI DATCP refer to the following:
2. "Meat processing facility" means a plant or premises where animals are slaughtered for human consumption, or where meat or meat products are processed, but does not include rendering plants.
Lineage and/or its connected entities, seeks to take protein products that have been previously harvested off site and to materially alter their weight and configuration and general makeup by further processing. This does not include any slaughtering processes, or stock yards but it does entail parsing large profile proteins and trimming to a product to accommodate boxing weight constraints or to potentially package into a direct to consumer package.
Timing: Lineage has had customer requests for the packaging activity starting as soon as May 1st, 2021.

How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)
The proposed Conditional Permit will allow Lineage to continue to meet customer requests for additional value added services. In particular the potential labor market makes the Stevens Point an attractive location to source additional man power. The activity further supports the development opportunities within the community as a favorable reflection of the partnering with the City.

Outline steps that will be taken to reduce any negative impacts on adjacent property. (Use additional pages if necessary)
There are no external affects that would prove to be detrimental. There are no odors, waste, rodents or pests associated with the process. This is totally confined within the facility and is a USDA inspected area.

Current Zoning Surrounding Subject Property			
North:	CN Railroad -Agricultural	South:	Planned Industrial Development District
East:	Planned Industrial Development District	West:	Heavy Industrial
Current Land Use Surrounding Subject Property			
North:	CN Railroad -Agricultural	South:	Industrial Park
East:	Industrial Park	West:	City of Stevens Point Transporation Maintenance

EXHIBITS

Owner Information Sheet	☐	Additional Exhibits If Any:
Letter to District Alderperson	☐	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	☐	
Site Plan (designating primary, side, and service street frontages)	☐	
Building Elevations	☐	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	☐	
Street Plan with Cross-sections	☐	
Utility Plan	☐	
Landscape Plan (including any equivalent alternative landscaping requests)	☐	
Stormwater Plan	☐	
Outdoor Lighting Plan (location of fixtures, illumination levels)	☐	

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
	2-23-2021	Director Lineage Logistics	2-23-2021

Administrative Staff Report

Conceptual Subdivision Plat
Golla Rd & Brilowski Rd
March 1, 2021

Department of Community Development

Applicant(s):

- Jim Anderson

Staff:

- Ryan Kernosky, Director rkernosky@stevenspoint.com
- Adam Kuhn, Associate Planner akuhn@stevenspoint.com

Parcel Number(s):

- County Parcel(s) (see plat)

Zone(s):

- County Zoning, proposed City 'R-1' Suburban Single-Family Residential

Master Plan:

- Residential

Council District:

- N/A

Lot Information:

- 31 Lots

Current Use:

- Vacant

Applicable Regulations:

- Chapter 20

Request

Conceptual review of a 31-lot subdivision currently in the Town of Hull, north of Golla Road and west of Brilowski Rd (County Parcel ID 020240826-13.05).

Attachment(s)

- Plat

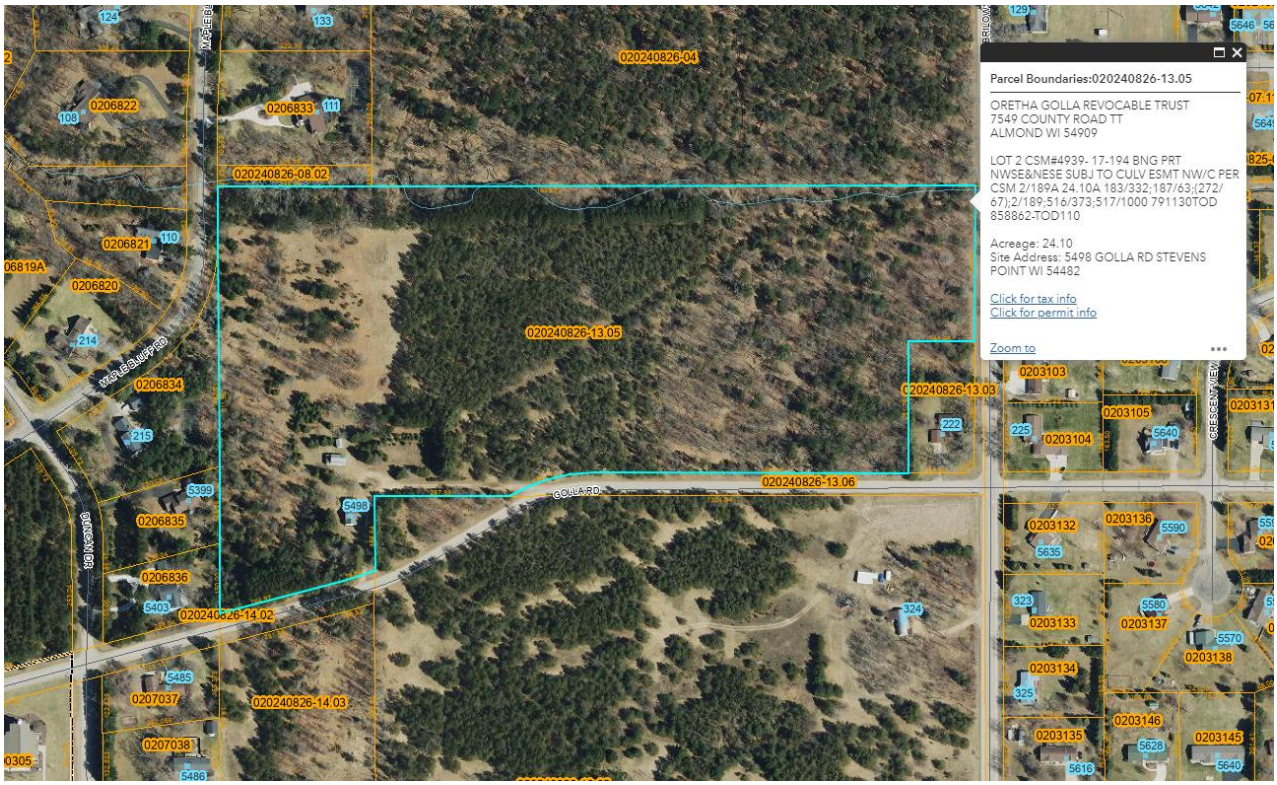
Findings of Fact

1. The property is currently within the Town of Hull. The applicant is proposing to annex the property into the City of Stevens Point through additional annexation of Brilowski Rd, south of Regent Street to the subject property's north boundary.
2. A total of 31 lots are proposed on about 24.10 acres.
3. Applicant is seeking a rural cross section road (no curb, gutter, or sidewalk).
4. Lots range between .66-1.41 acres with access off of a proposed "Forest Creek Road".
5. Proposed subdivision abuts Lost Creek along the North property boundary.

Staff Recommendation

No action is requested or necessary. Comments and general feedback provided to the applicant will assist in guiding the next step.

Vicinity Map



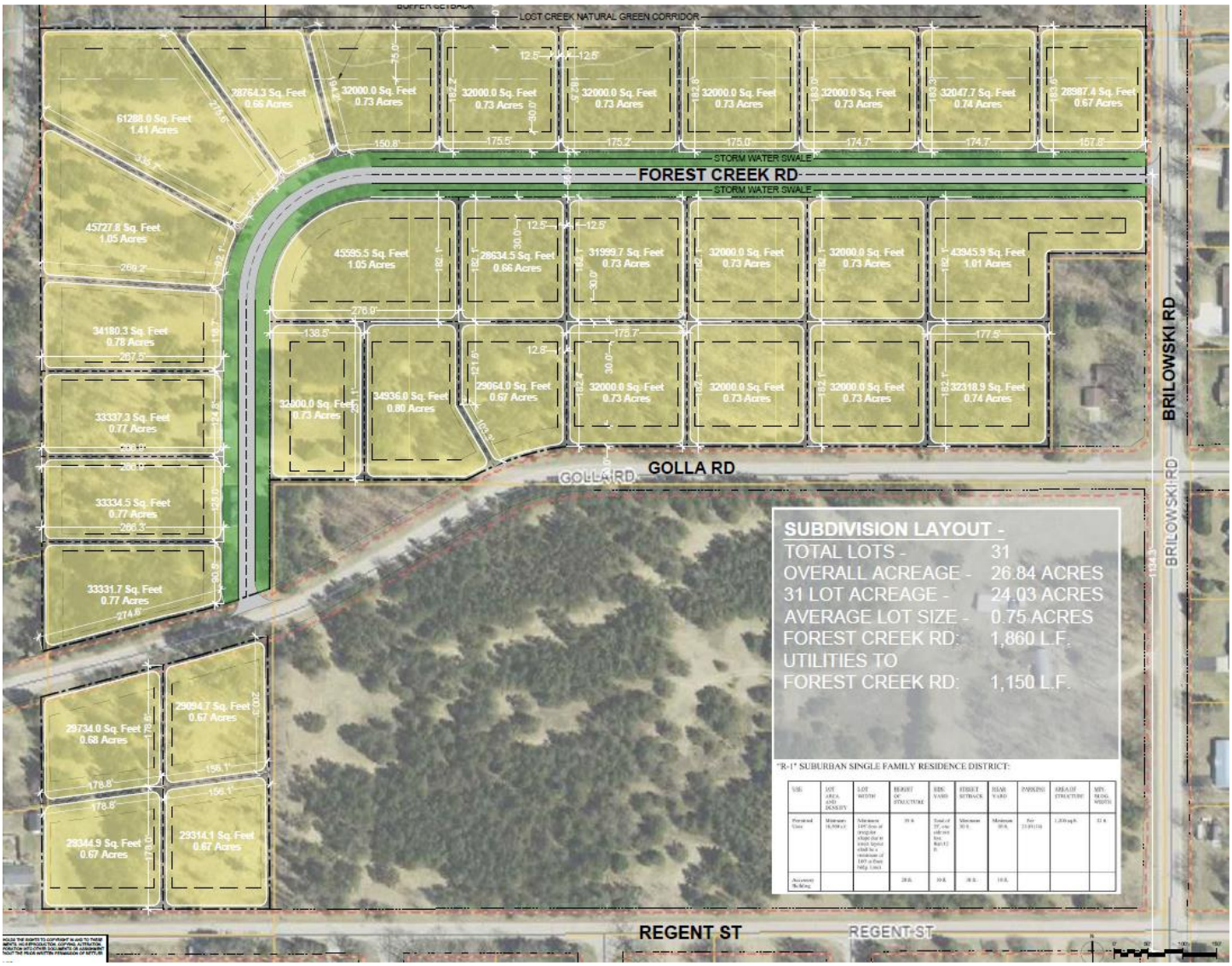
Background

The applicant is requesting a conceptual project review for a 31 lot subdivision northeast of the City of Stevens Point, north of Golla Road and west of Brilowski Road. The proposed subdivision would be annexed into the City through additional right of way annexation of Brilowski Road, south of Regent Street, to the north property boundary of the subject parcel. While typically City staff would have requested some road 'stubs' into the property to the north, Lost Creek flows along the north property line and preserving the natural area around the creek was a high priority for the developer and City staff.

27 of the proposed parcels will have access off of a proposed 'Forest Creek Road' or Golla Road with lot sizes between .66 acres (28,634.5 sf) to 1.41 acres (61,288 sf). The applicant is proposing a zoning district of "R-1" Suburban Single-Family Residential District, which has the following performance standards:

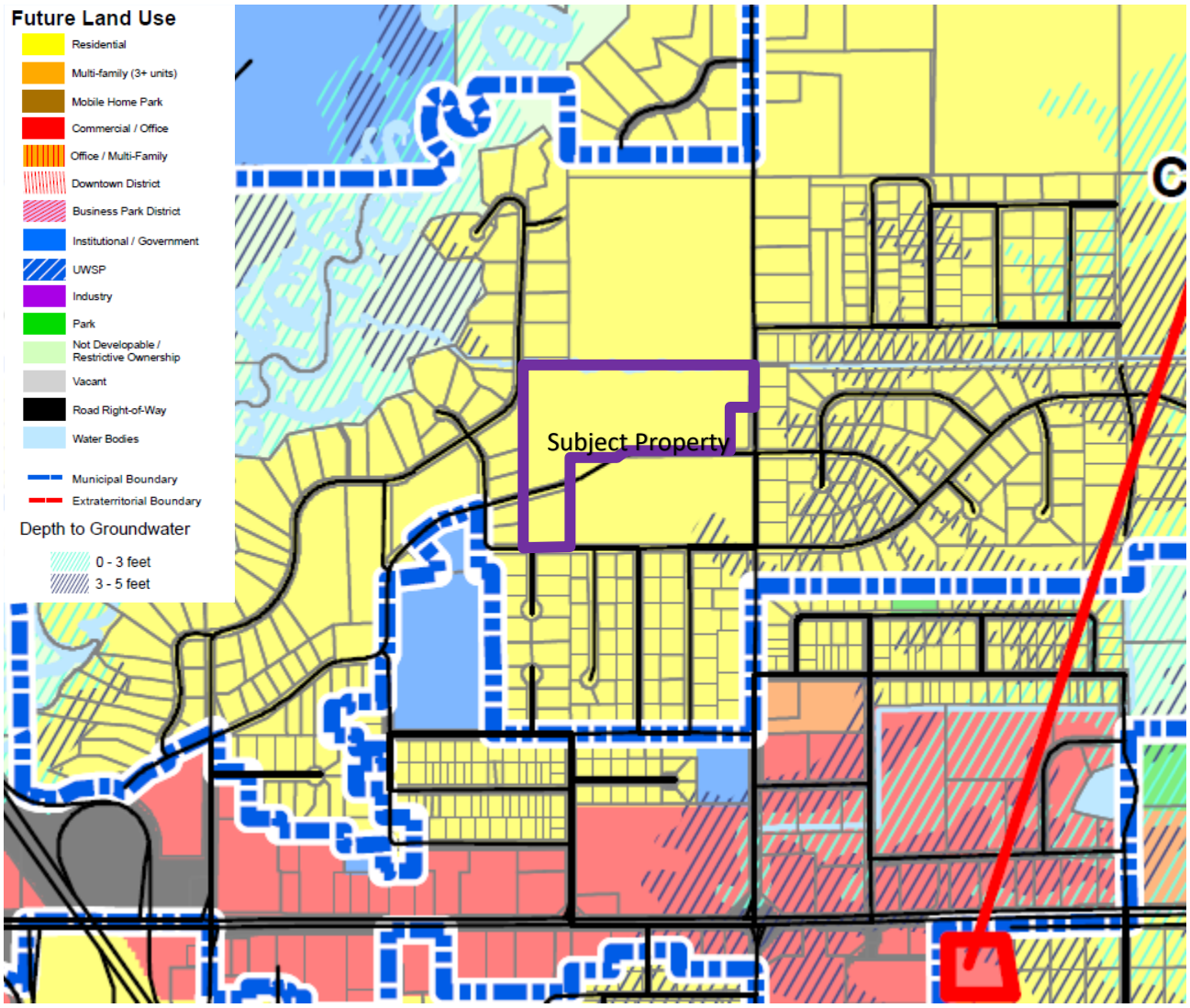
USE	LOT AREA AND DENSITY	LOT WIDTH	HEIGHT OF STRUCTURE	SIDE YARD	STREET SETBACK	REAR YARD	PARKING	AREA OF STRUCTURE	MIN. BLDG. WIDTH
Permitted Uses	Minimum 16,500 s.f.	Minimum 105' (lots of irregular shape due to street layout shall be a minimum of 100' at front bldg. Line)	35 ft.	Total of 25', one side not less than 12 ft.	Minimum 30 ft.	Minimum 30 ft.	Per 23.01(14)	1,200 sq.ft.	22 ft.
Accessory Building			20 ft.	10 ft.	30 ft.	10 ft.			

The remaining four lots would have access off of Regent Street and Golla Road and are between .67 (29,094.7 sf) and .68 (29,734 sf).

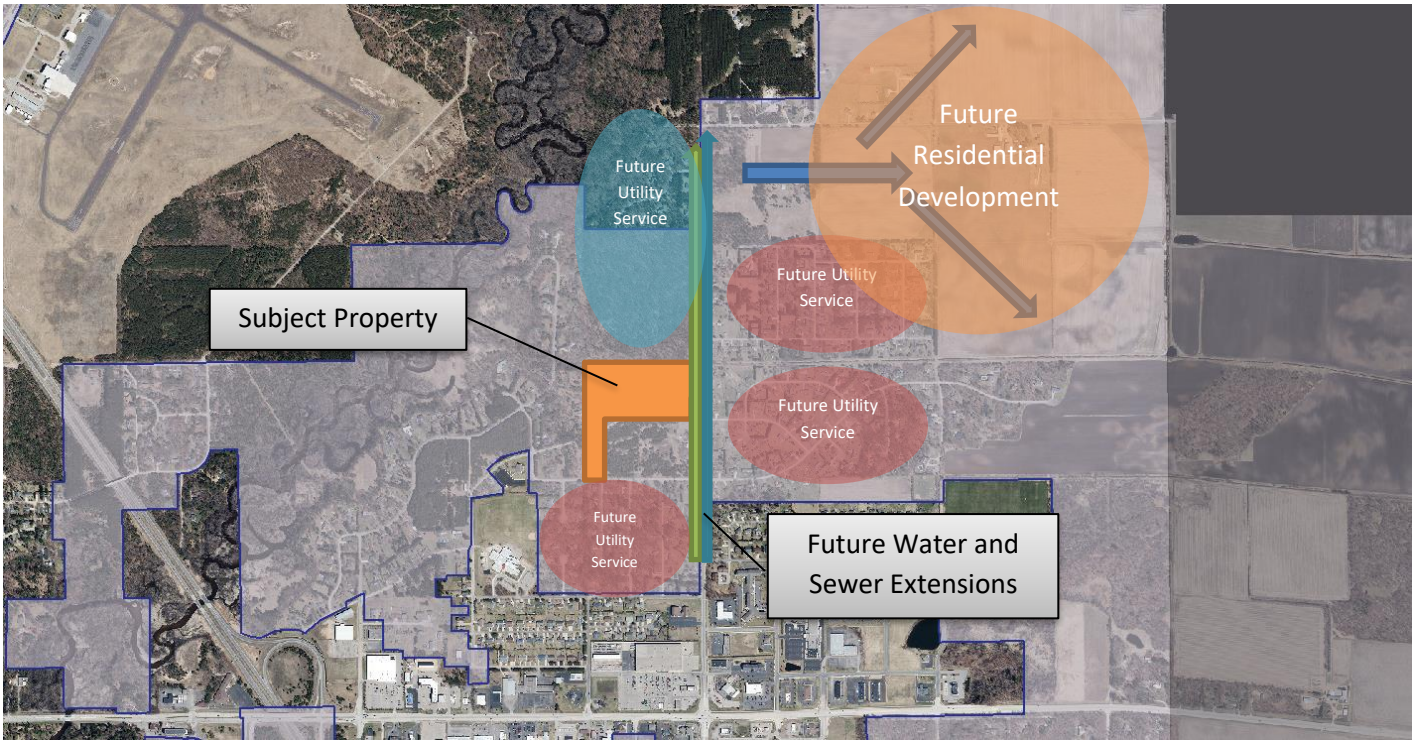


Future Land Use Consideration

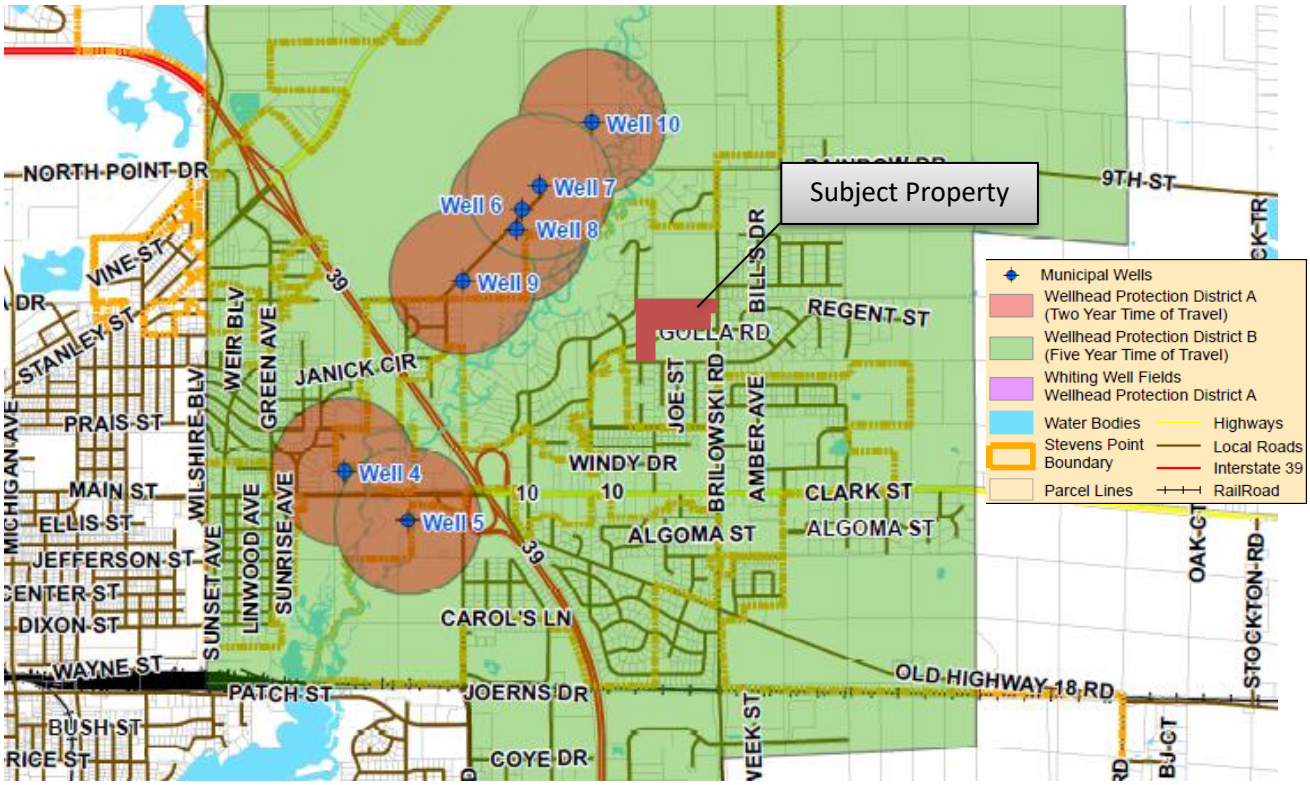
The City's 2005 Comprehensive Plan Extraterritorial Land Use identifies the subject property as "Residential" within Map 8.7B. The proposed use is consistent with the City's Extraterritorial Land Use Map.



This property falls within the Wellhead Protection District B, which requires a minimum 2-acre residential parcel. Although several properties that are half to three-quarter acres were developed in this area prior to 1993 (when the minimum 2-acre zoning was implemented), coupled with extraterritorial subdivision controls, it is unlikely the City would ever allow any large 2-acre lots subdivision within this area. Additionally, if the City plan future suburban growth in this area, extension of utilities up Brilowski Road, north of Jurgella Ln (ultimately providing utilities to Pine Bluff Rd, which is already within the City limit), protects the Wellhead from concentrated private wells and septic systems. An example of future growth potential is outlined on the next page:



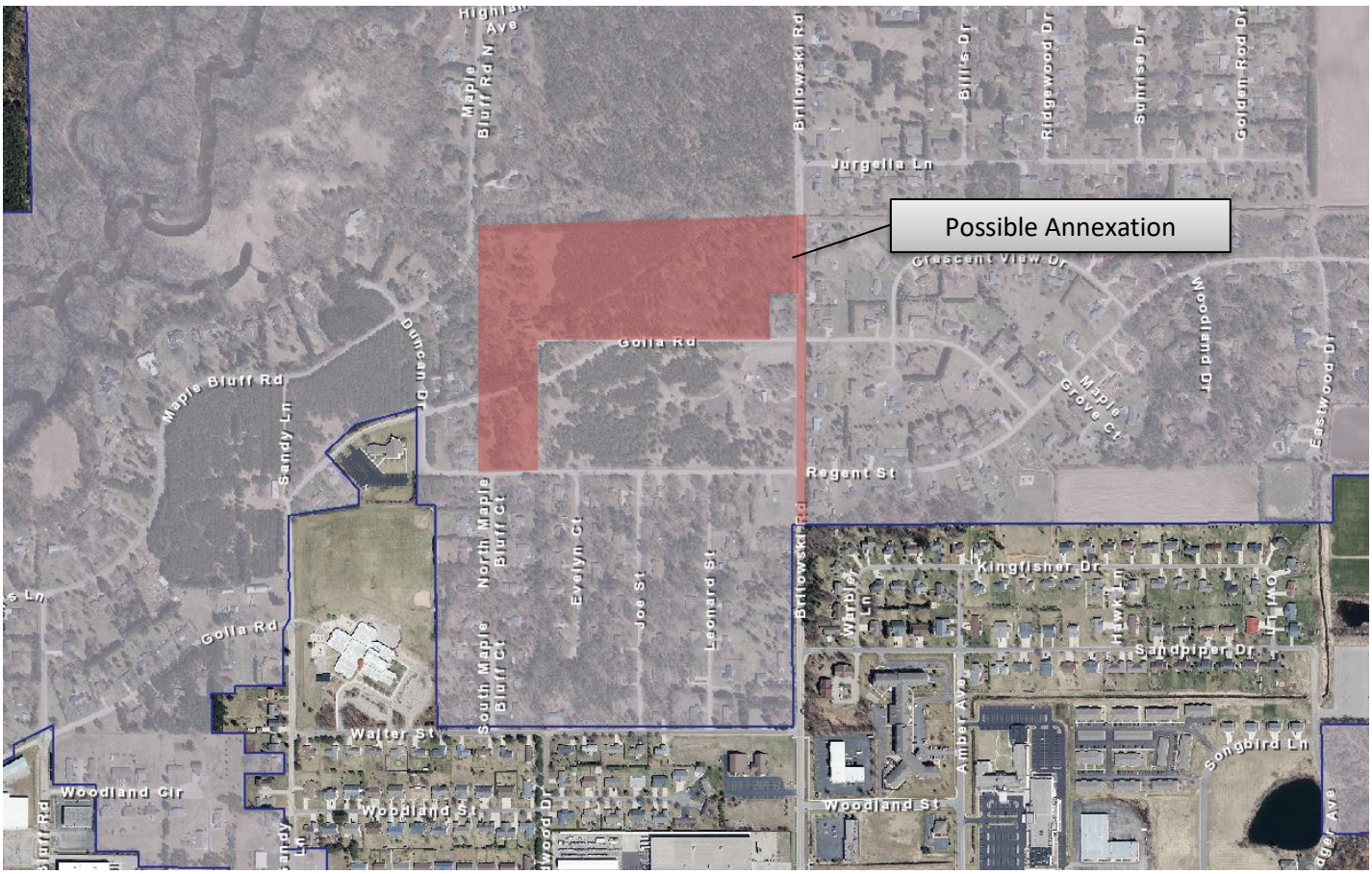
Wellhead Protections Districts

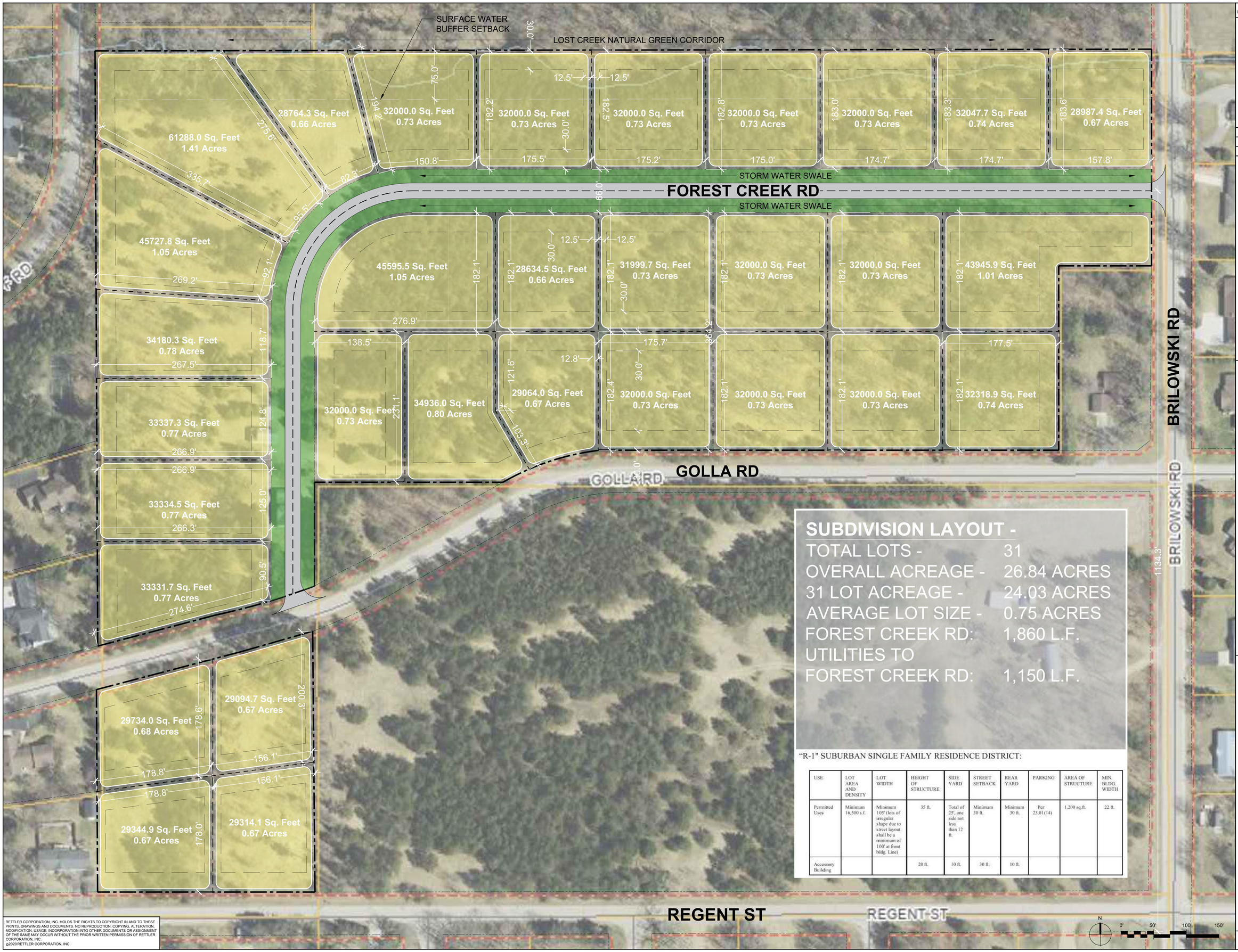


Although the City Council has historically expressed concern over suburban sprawl, the proposed subdivision does accomplish several objectives, most notably protecting the City's Wellheads from concentrated private wells and septic systems. As discussed earlier, it also provides an extension of City sewer and water facilities north to an existing City-subdivision off of Pine Bluff Road and provides future City-centric suburban development opportunities while protecting the City's Wellheads.

Possible Annexation Request

Below is the possible annexation request from the applicant in order to run utilities to the subject property:





SUBDIVISION LAYOUT -

TOTAL LOTS -	31
OVERALL ACREAGE -	26.84 ACRES
31 LOT ACREAGE -	24.03 ACRES
AVERAGE LOT SIZE -	0.75 ACRES
FOREST CREEK RD:	1,860 L.F.
UTILITIES TO FOREST CREEK RD:	1,150 L.F.

"R-1" SUBURBAN SINGLE FAMILY RESIDENCE DISTRICT:

USE	LOT AREA AND DENSITY	LOT WIDTH	HEIGHT OF STRUCTURE	SIDE YARD	STREET SETBACK	REAR YARD	PARKING	AREA OF STRUCTURE	MIN. BLDG. WIDTH
Permitted Uses	Minimum 16,500 s.f.	Minimum 105' (lots of irregular shape due to street layout shall be a minimum of 100' at front bldg. Line)	35 ft.	Total of 25', one side not less than 12 ft.	Minimum 30 ft.	Minimum 30 ft.	Per 23.01(14)	1,200 sq.ft.	22 ft.
Accessory Building			20 ft.	10 ft.	30 ft.	10 ft.			

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REV	DATE	ISSUED FOR
	-	-

DRAWN:	TKG
CHECKED:	RR
DOCUMENT NO.	20.043

RETTLER corporation
3317 Business Park Drive, Stevens Point, WI 54482
Telephone: 715-341-2635, Fax: 715-341-0451
email: info@rettler.com, website: www.rettler.com

FOREST CREEK SUBDIVISION
DEVELOPMENT PROJECT

SITE LAYOUT PLAT

ANDERSON DEVELOPMENT LLC.
JIM ANDERSON

LAY

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594

Department of Community Development
Redevelopment Authority
Ryan J. Kernosky, Director
Ph: (715) 346-1567
Fax: (715) 346-1498

MEMORANDUM

To: Plan Commission

From: Ryan Kernosky, Director of Community Development

Date: March 1, 2021

RE: REQUEST FROM CITY OF STEVENS POINT FOR THE ACQUISITION OF 1700 STRONGS AVENUE

Background: 1700 Strongs Avenue is currently owned by Portage County as a result of a foreclosure action and subsequent tax forfeiture action. The City has, since 2019, expressed interest in working with a developer to redevelop the property. At the time, the Redevelopment Authority wanted to issue a Request for Proposal for the property but due to the pending foreclosure and tax forfeiture actions, the RA did not pursue any additional acquisition.

Wisconsin tax forfeiture laws allow the City to acquire the property prior to being offered to the public *if* the City has levied a special assessment against the property that has not been paid. The City has a $6,437.26 special assessment on the property as a result of the sea wall construction. The total back taxes on the property total $24,045.95 (note: this total does not include the special assessment).

A few groups and individuals have expressed interest in either rehabbing the building for residential or commercial uses, or demolishing the building and redeveloping the lot for residential uses. Because of the interest, staff has a renewed interest in acquisition of the property. Because the City has the special assessment, the City will need to acquire the property, then quit claim it to the Redevelopment Authority. Below is a tentative timeline:

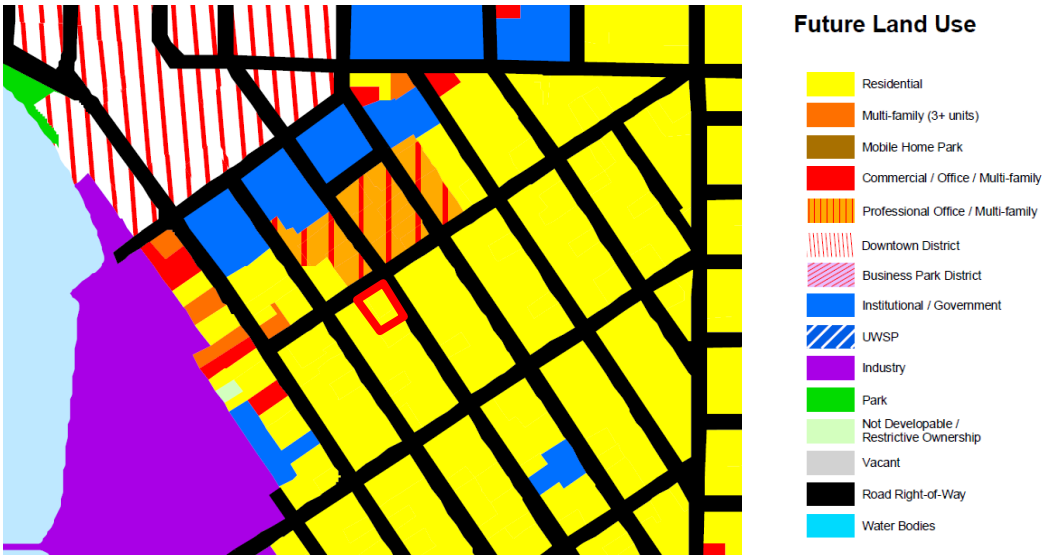
Date	Action
Plan Commission Reviews the Acquisition	March 2021
City Council Approves Acquisition	March 2021
City Acquires the Property	March 2021
Property is QCD to RA	March 2021
RA issues RFP for Redevelopment	April 2021
RA Reviews and Awards Proposal	June 2021

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.

In order to move forward with the acquisition and future redevelopment of the property, the Plan Commission must first review the acquisition and make a recommendation to the City Council.

The current zoning of the property is R-3 Single- and Two- Family Residential. The property does abut Multiple-Family I & II Residential.

The City's 2005 Comprehensive Plan Future Land Use designation identifies the property for residential.



Community Development Report - January 2021

Construction Report

New Construction	# of Permits	Location	Declared Valuation	Fees
Single Family	-	-	-	-
Multi-Family	-	-	-	-
Commercial/Industrial	1	Marshfield Clinic Addition (ELE) 4100 HWY 66	$3,000,000.00	$1,973.80
	1	Revelations Garage 1309 Dubay Ave	$66,000.00	$734.14

Additions or Alterations	# of Permits	Declared Valuation	Fees
Residential	73	$383,042.00	$5,089.60
Commercial	20	$649,422.00	$8,123.90

Monthly Permits	Monthly Valuation	Monthly Fees	YTD Permits	YTD Valuation	YTD Fees
95	**$4,098,464.00**	**$15,921.44**	**95**	**$4,098,464.00**	**$15,921.44**
		2020	**105**	**$2,155,902.13**	**$19,357.06**
		2019	**62**	**$418,517.71**	**$5,939.91**
		2018	**91**	**$3,581,443.00**	**$42,609.04**

Violation Report

Exterior Structure Complaints		
Multiple Exterior Property Violations	0	
Exterior Property Violations	0	
Accumulation of Rubbish or Garbage	3	
Grass or Weeds	0	
Improper Parking of Vehicles	6	
Improper Storage of Refuse or Refuse Carts	1	
Snow and Ice	93	
Storage of Household Items Outside	5	
Unlicensed or Inoperable Vehicles	0	
Unsanitary Conditions	0	
Exterior Building or Structure Violations	1	
Defective Sidewalks, Driveways	0	
Defective Protective Treatment	0	
Defective Exterior Walls, Roofs, Windows, Doors	0	
Interior Structure Complaints		
Multiple Interior Structure Violations	0	
Interior Structure Violations	0	
Multiple Violations		
General Case	38	
Other Violations		
Rodent or Pest Violations	0	
Fire Prevention Violations	0	
No Heat Violation	0	
Electrical Violations	0	
Nuisance Violations	0	
Mechanical Violations	0	
Signage Violations	0	
Plumbing Violations	0	
Improper Occupancy: Multi-Family Dwelling	0	
Improper Occupancy: Residential Dwelling	0	
Visibility Obstruction Violations	0	
Unlawful Animal	0	
Land Use Violations	0	
Loss of Pre-existing Use Status	0	
Work w/o Historic Preservation Review	0	
Work Without Permit	3	
Open Permit Status	0	
Total Violations / Total Service Fees Billed	150	$3,750
2/150 Tagged or Verbal, 2/2 Remedied = 100% Compliance		

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594

Department of Community Development
Ryan J. Kernosky, Director
Ph: (715) 346-1567
Fax: (715) 346-1498

MEMORANDUM

To: Plan Commission

From: Ryan Kernosky, Director of Community Development

Date: March 1, 2021

RE: Director's Report

Development Updates:

Northside Yard (1017 Third St): This project is under construction. First floor framing is underway. Staff is finishing up the CDI Grant for disbursement to the developer.

Berkshire Senior Housing (1443 Water Street): Project is moving along well with few delays. Staff has received several inquiries from possible tenants seeking information on the project. More at https://www.berkshire-stevenspoint.com/

Sentry Insurance Boutique Hotel: Interior and exterior work is still being performed. This project is coming along exceptionally well.

Delta Dental Corporate Headquarters: Footing/foundation work continues. Steel framing is under construction. This project is coming along exceptionally well.

Lineage Logistics: Phase 4 is completed, Phase 5 has started construction.

Wanta Live/Work: Belke House has been demolished. The Belke Lumber Building, adjacent small engine repair shop, and various out buildings have been identified to come down this winter. Developer is still working through financing for the project, but has a few leases lined up.

Doolittle Drive Duplex Development: Under Construction.

Convent Development: Application for WHEDA Tax-Credits was be submitted, likely will hear award this spring. Improvements to the federal 4% housing tax credit program will allow WHEDA to recalculate and extend the value of state housing tax credits to fund some 500 additional affordable rental units when the awards are announced this spring, which will allow allocation for 70% of the applications.

Fox Theatre: Demo permit has been issued for interior demo and for the removal of the marquee.

Marshfield Clinic Addition: Partial footings and foundation work has commenced.

Special Projects Updates:

Targeted Area Master Plan – Downtown: City staff has worked with Vandewalle on an alternative plan to the WPS Superfund site. While the plan has been completed for a few months, we've been hopeful that we are going to be able to present the information in-person. Additionally, staff has provided the amended plan to Verso for their review of compliance with FIRC regulations. Since it is likely that we will not be having any in-person meetings anytime soon, staff is working to set up a joint meeting via Zoom for consideration.

Tax Incremental Finance Districts 11, 12, 13: City staff did receive notice that all three districts have been approved by the State and are now established. We are working to get the final documents on the City's website in the coming weeks.

Strategic Planning: The City's Strategic Planning Core Team and the consultant continue to work on the makings of this document. Preliminary interviews and stakeholder meetings have occurred. A draft project should be ready for review in the coming weeks.

Downtown Business Improvement District: Staff had been working on this project with the Downtown Business Alliance. A BID planning committee has been put together and we are working through the process of creating an operation/implementation plan.

City Comprehensive Plan & Zoning Code Update: The City's Comprehensive Plan is complete, but unadopted. City staff has asked Portage County Planning & Zoning to review the document for consistency. Once the City's Strategic Plan is completed, staff will work to compare the City's Comprehensive Plan with the City's Strategic Plan to ensure that those two documents are working together before final adoption. Once those two documents are finalized, staff will begin working on the Zoning Code Update to codify the recommendations made in the aforementioned planning documents.

WEDC Idle Sites Grant: MSTC and City staff have submitted a grant for the proposed Advanced Manufacturing Training Facility off of Coye Drive. The grant could award up to $250,000 to the City and MSTC for site preparation and construction.

Housing Taskforce: As directed by the Council, City staff is currently putting together the outline for the creation of a housing taskforce.

Public Policy Updates:

Accessory Dwelling Unit Code Amendment: Staff has been slowly working on this project over the last few months. We will likely have a document for consideration/discussion at the April 2021 Plan Commission meeting.

Principal Structure Housing Size Minimums: Staff has researched what other communities have as housing minimums in similar zoning codes. We will likely have a document for consideration/discussion in a Spring 2021 Plan Commission meeting.

Chapter 30 & Zoning Code Updates: The Building Inspection Division has been working on updating Chapter 30 (Building Code) over the last year. Part of this update includes moving requirements on Fencing and Driveways from Chapter 30 to Chapter 23.

Please refer to Associate Planner Kuhn's memo included in this packet. Please note that the Chapter 30 updates will be going through Public Policy and General Government Committee, likely in April.

Economic Development Updates:

2021 Construction Numbers: State-wide it appears that 2021 commercial/industrial construction will be significantly down from 2019/2020. Almost all of the slow-down indicates this is due to the COVID pandemic and the uncertainties of the future of the economy.

Stevens Point Home Sales: Through January 2021 year over year median home sale prices have been ~$189,000, up 22.7%. The housing market continues to be competitive due to the lack of inventory. 40% of homes sold year over year have sold above the listing price.

Other Updates:

Edgewater Manor Relocation Coordinator: Common Council approved the hiring of a Relocation Coordinator to assist Edgewater Manor residents in transitioning to alternative housing. After reviewing several qualified candidates, the City hired Michelle Hellmich, who has a background in social work and has served in a similar role in the past. She began her employment on February 24th and will have an office at Edgewater over the next 18-24 months.

Modified Work Schedule: The department is only open to the public Tuesday, Wednesday, and Thursday each week from 7:30 am – 4:00 pm. The Assessing Division continues to work remotely and will do so through March. Some staff work part-time in the office and part-time at home, while others have opted to work full-time in the office.