



AGENDA

CITY PLAN COMMISSION

Members

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

Date and Time: April 5, 2021
6:00 PM

Location: **Zoom**
Teleconferencing

Meeting ID: 860 0799
6114 | Passcode:
121314

By Computer:
<https://us02web.zoom.us/j/86007996114?pwd=TMMrWJlLcmlheE1DUjRpbEZqcjB6UT09>

By Phone: +1-312-626-
6799
Passcode: 121314

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the March 1, 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 restroom facility at Iverson Park (4201 Main Street, Parcel ID 281240834200601), 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 Strong's 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 Strong's 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. Presentation, Public Hearing and action on a 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), consistent with Ch. 23.02(3)(b)(3)(e).
5. 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 extend E M Copps Drive 100 feet to the east.
6. Public Hearing and action on a request from Kyle Bretl, representing the McDill Inland Lake Protection and Rehabilitation District, to dredge the northern portion of McDill Pond located at Parcel ID 281230803210005, consistent with Ch. 23.02(1)(a)(3)(e).
7. Public Hearing and action on a request from Ross Rettler, representing Kyle Kluck, for a preliminary extraterritorial subdivision plat review for a new subdivision (Two Sisters) located at an unaddressed parcel (Parcel ID 020240812-10.09) in the Town of Hull.
8. Public Hearing and action on a request from the City of Stevens Point for a conditional use permit to construct access roads and associated parking spaces at the Stevens Point Municipal Airport (Parcel ID 281240823230001 & 281240823230002), consistent with Ch. 23.02(1)(a)(3)(j).
9. Request from the City of Stevens Point for a fencing waiver to construct fencing along the perimeter of the Stevens Point Municipal Airport, consistent with Ch. 23.01(14)(g).
10. Request from D-J Rice Development, LLC to amend the plans for the Planned Development Zoning District, specifically to combine lots 7 & 8, 13 & 14, 15 & 16, 17 & 18 and 19 & 20 to allow for single-family or zero-lot line use, located on Washington Avenue and Fourth Avenue (Parcel ID's 281240830402416, 281240830402417, 281240830402422, 281240830402423, 281240830402424, 281240830402425, 281240830402426, 281240830402427, 281240830402428, 281240830402429).
11. Request from Jim Anderson for a conceptual subdivision plat review of a proposed 39-lot subdivision to be located at 5498 Golla Road (Parcel ID 020240826-13.05).
12. Discussion Only - Ordinance amending Chapter 23, Zoning Code, of the Revised Municipal Code of the City of Stevens Point relating to the operation of accessory dwelling and commercial units in the City of Stevens Point.
13. Director's Report.
14. Adjourn

REPORT OF CITY PLAN COMMISSION

March 1, 2021 – 6:00 PM
Zoom Conference Call Meeting

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

ALSO PRESENT: Director Kernosky, Associate Planner/Zoning Administrator Kuhn, City Attorney Beveridge, Training Officer Howard, Alderperson Jennings, Alderperson Shorr, Alderperson Johnson, Alderperson Leek, Alderperson Dalton, Alderperson Morrow, Philip Schobert, and unidentified audience members via Virtual Zoom Meeting.

INDEX:

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).
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 Strong's Avenue (Parcel ID 281240832400924).
11. January 2021 Monthly Report.
12. Director's Report.
13. Adjourn.

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1. Roll call.

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

Excused: Haines

Discussion and possible action on the following:

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

Motion by Commissioner Cooper to approve the report of the January 4, 2021 Plan Commission meeting; seconded by Commissioner Hoppe.

Motion carried 6-0.

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).

Associate Planner/Zoning Administrator Kuhn reviewed the request for the City's Fire Department to utilize 3100 Whiting Avenue as a training site. The phased project would include site improvements such as a classroom and storage building, and multiple training areas, including but not limited to fixed concrete burn cells, extrication pad, a trench rescue area, and more. After reviewing the site layout, project overview, and site photographs, staff recommended approval for the request with conditions outlined in the staff report.

Commissioners had the following comments:

1. Inquired on whether there were concerns for run-off into the wetlands towards the west, to which staff confirmed that stormwater management would mitigate any run-off.
2. Inquiry as to whether the neighbors would be notified of burns, to which Training Officer Howard noted that it would not be the intention to notify for training on site as it would occur during normal business hours, as well as not having any intention to run lights or sirens. Night and weekend trainings could occur rarely.
3. Inquiry as to whether a condition could be added to notify neighbors of burns post a certain evening hour, to which there was an extended discussion to review hours, distance of notification, and proper burn conditions.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Aldersperson Jennings (District One) inquiry as to the type of material that would be burned on site.

Training Officer Howard, with the Stevens Point Fire Department, briefly explained that they typically burned clean materials, such as straw or palettes. Occasionally, they did do mock-room burns which included room furniture.

Mayor Wiza noted that larger or significant events would be made public, but they wanted to avoid spectators.

Motion by Mayor Wiza to approve the 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) with the following:

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.
9. Live burn exercises that occur between the hours of 6:00pm and 8:00am Monday through Sunday shall result in the City's Fire Department notifying property owners within a 200 foot distance of the subject property of such exercises. Notification shall be sent to the property owners via the United States Postal Service.

seconded by Commissioner Arntsen.

Motion carried 6-0.

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).

Associate Planner/Zoning Administrator Kuhn reviewed the request for several improvements at Benjamin Franklin High School and adjacent bus garage. The improvements would include an addition to the bus garage, parking lot resurfacing, a new generator, and interior remodeling improvements. After going through the project overview, proposed addition, and site photographs, staff recommended approval for the request with conditions outlined in the staff report.

Mayor Wiza declared the public hearing open.

Philip Schobert (300 Polk Street) stated concerns for a negative increase in traffic patterns due to the improvements, to which staff stated that no additional traffic was expected to occur on the site.

Mayor Wiza declared the public hearing closed.

Motion by Commissioner Cooper to approve the 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) 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. Access to the 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.**

seconded by Commissioner Rice

Motion carried 6-0.

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).

Associate Planner/Zoning Administrator Kuhn reviewed the request to amend the Future Land Use Map for future land designation from residential to commercial at 3707 Stanley Street, specifically for the future expansion of the neighboring car dealership. While the proposed use was not finalized, additional parking and a showcase area had been identified as a possibility. Staff was agreeable to the request as it created a more compatible land use configuration for the area as the future land use and zoning of the property would match.

Commissioners had the following comments:

1. Noted that while the expansion of the business was positive, it also resulted in the removal of trees. Inquiry as to whether the trees would be replaced. Staff stated that landscaping would largely depend on the finalized use, which could also require an additional Conditional Use Permit.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Motion by Commissioner Hoppe to approve the 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); seconded by Alderperson Kneebone.

Motion carried 6-0.

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.

Associate Planner/Zoning Administrator Kuhn briefly explained that the current request was a follow-up the one just approved. In terms of review of the property, all performance standards had been met to rezone from R-2 Single Family Residential to B-4 Commercial.

Mayor Wiza declared the public hearing open.

Alderperson Leek (District Eight) requested clarification on the ownership of the property, to which it was provided.

Mayor Wiza declared the public hearing closed.

Alderperson Leek (District Eight) also stated concern for the removal of the existing trees, to which staff stated that any use would need to meet the appropriate landscaping requirements based on the future use.

Motion by Commissioner Alderperson Kneebone to approve the 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 with the following:

- 1. The applicant shall combine the subject property (3707 Stanley Street) with 3733 Stanley Street by producing a certified survey map that is reviewed and approved by Community Development Department staff.**
- 2. 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.**

seconded by Commissioner Arntsen

Motion carried 6-0.

- 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.**

Director Kernosky explained that through the process of rewriting the Building Code, staff had determined that it would be more appropriate to have the Fencing Standards transferred into the Zoning Code. The language of the Fencing Standards itself would not change.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Motion by Alderperson Kneebone to approve the 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; seconded by Commissioner Hoppe.

Motion carried 6-0.

- 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 Cops Drive (Parcel ID 281230801120001).**

Director Kernosky stated that while the Site Plan Review had already occurred in December 2020, the public hearing for a Conditional Use Permit had not been brought forward at that time due to a logistical error.

Staff clarified that while the request was mislabeled on the agenda, the Public Hearing had been published correctly.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Alderperson Kneebone inquired for clarification that the goods being processed would come in frozen and be disbursed frozen, to which Mayor Wiza confirmed that the intention would not be to have raw or unfrozen items processed.

Motion by Mayor Wiza to approve the request from Lineage Logistics, LLC for a conditional use permit to allow for meat packing to occur at the premise of 5700 E M Cops Drive (Parcel ID 281230801120001) with the following:

1. A sampling manhole shall be constructed near the E M 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 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.

seconded by Commissioner Cooper.

Motion carried 6-0.

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).

It was clarified that the item was not a public hearing, therefore any testimony already received would be forwarded to the Community Development Department.

Director Kernosky provided the following details for the conceptual subdivision:

1. Would consist of 31 lots within the Town of Hull.
 - a. Annexation would need to occur.
 - b. Varying lot sizes of .66-1.4 acres
 - c. Cost for running main utilities to the area.
 - d. Boundary Agreement would need to be implemented.
2. Intention to keep area as natural as possible as it abutted Forest Creek.
 - a. City would not provide any additional roadways or access points.
 - b. Within Wellhead Protection B. Staff was more supportive of the potential municipal subdivision, rather than within the Town of Hull, as to reduce the concentration of wells and septic.
 - c. Concerns with shoestring annexation. However, in conversations with the Department of Administration, they were more receptive to the annexation due to potential reduction of concentration of wells and septic.
3. Staff was looking for feedback or concerns regarding the design, layout, density, or overall site.

Commissioners made the following comments:

1. Clarification requested to where the existing utilities extended to, to which staff provided.
2. Clarification requested on who would carry the costs of extending utilities, to which staff clarified that it would depend on how the development would unfold, but typically the developer would be responsible for running utilities within the development itself.
3. Supportive of sewer subdivisions, but concern with costs in running additional utilities so far north.

4. Concern stated for larger lot sizes, especially when there could be mixed-use developments to increase density, such as zero lot line buildings.

Mayor Wiza asked for comments from the audience.

Aldersperson Shorr (District Two) stated similar concerns for increased costs to the taxpayer for running the proposed infrastructure.

Mayor Wiza stated that any new infrastructure needed to be able to pay for itself in perpetuity.

Aldersperson Morrow (District Eleven) noted that the subdivision would help protect the wellhead, as well as offer additional areas for housing within the City, as they were losing residents to the Town of Hull.

Aldersperson Jennings (District One) disagreed with Aldersperson Morrow and stated concerns for the subdivision and stated that the City needed to focus on development that paid for itself, built wealth, and was sustainable. The presented design did none of that and could sour relations with the Town of Hull.

Aldersperson Johnson (District Five) in agreement with Aldersperson Jennings, further added that the development needed to pay for itself, and the infrastructure was a long-term liability. Especially when the City needed to replace a lot of its existing roadways, and where there were additional opportunities to build within existing City limits.

Mayor Wiza reiterated that any new infrastructure needed to be able to pay for itself in perpetuity.

Director Kernosky confirmed that value for acre in terms of density would need to be taken into consideration, as well ensuring that the development paid for itself over time.

No action was taken.

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

Director Kernosky explained that the Redevelopment Authority was in the process of acquiring 1700 Strongs Avenue from the County, a former church and dance studio, which had been acquired because of foreclosure and subsequent tax forfeiture action. While there were several interested parties that the Authority was working with to redevelop the property, the first step would be to seek approval from the Plan Commission to acquire the property. Potential amendments to the Comprehensive Plan and Zoning Map would be forthcoming depending on the type of development that could occur.

Mayor Wiza reiterated the importance of developing the property to get it back onto the tax roll.

Aldersperson Kneebone added that the justification for having the City own the property, was to more closely control the type of development that would go into the building, as they could then assure that the use would be complimentary to the surrounding neighborhood.

Motion by Aldersperson Kneebone to approve the request from the City of Stevens Point for the acquisition of 1700 Strongs Avenue (Parcel ID 281240832400924); seconded by Commissioner Hoppe.

Motion carried 6-0.

11. January 2021 Monthly Report

Director Kernosky stated that while permitting was consistent with January 2020, valuation was up mainly due in part to the issuance of the Marshfield Clinic addition permit. However, the upwards trend was expected to continue because of residents investing into their existing homes.

Motion by Commissioner Cooper to accept the January 2021 Monthly Report and place it on file; seconded by Aldersperson Kneebone.

Motion carried 6-0.

12. Director's Report

Director Kernosky highlighted several updates, but his full 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

13. Adjourn.

Meeting adjourned at 7:23 PM.

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

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	\$2,155,902.13	\$19,357.06
			2019	\$418,517.71	\$5,939.91
			2018	\$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	

Administrative Staff Report

Construct New Restroom at Iverson Park

4201 Main Street

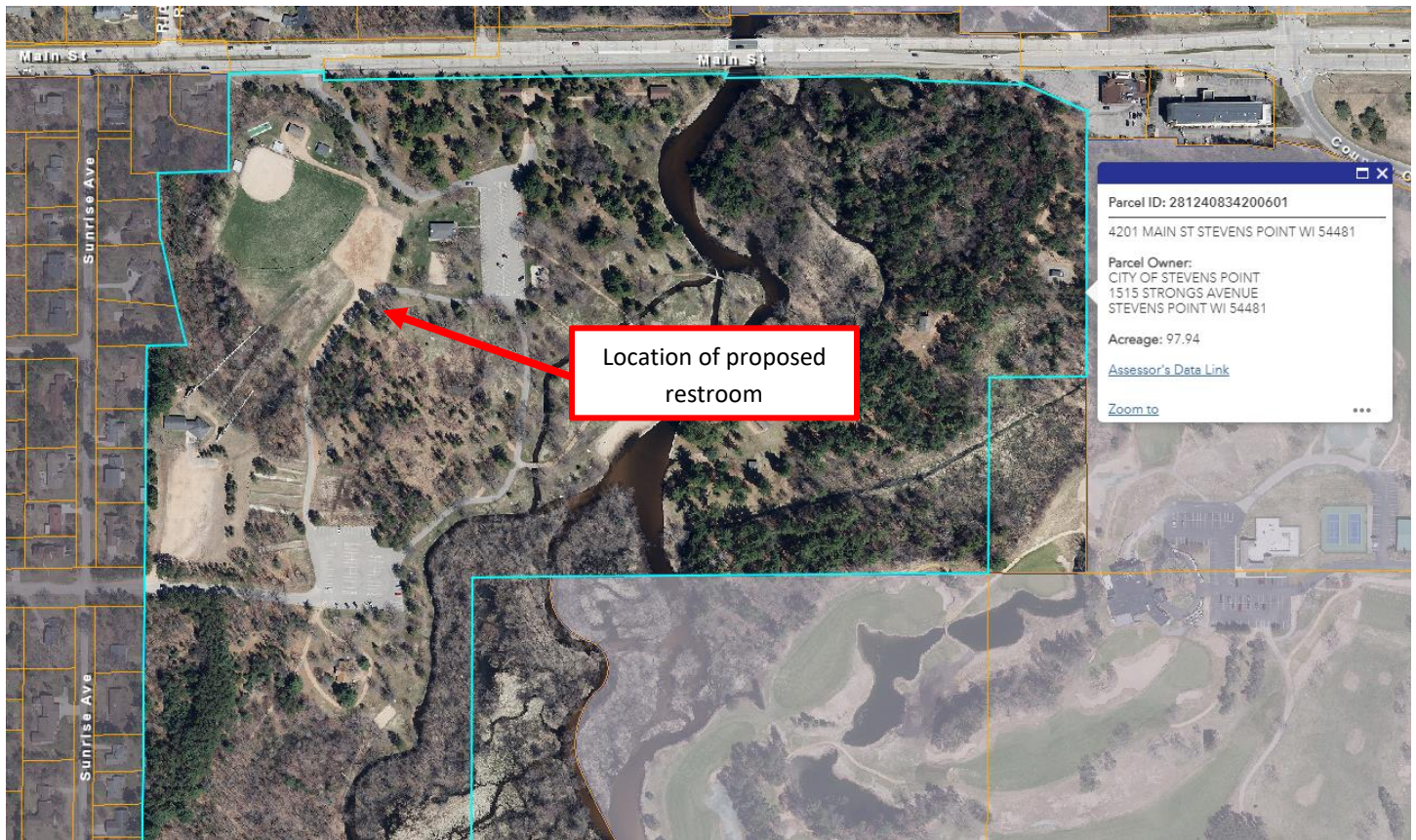
April 5, 2021



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): 281240834200601 Zone(s): "C" Conservancy Master Plan: - Park Council District: - District 7 Ald. Kneebone Lot Information: - Frontage: 2,030 ft. - Depth: 2,630 ft. - Lot Size: 4,266,266 sq. ft. (97.940 ac.) Current Use: - Park Applicable Regulations: 23.02 (1)(a)(3)(a)	Request - Public Hearing and action on a request from the City of Stevens Point for a conditional use permit to construct a restroom facility at Iverson Park (4201 Main Street, Parcel ID 281240834200601), consistent with Ch. 23.02(1)(a)(3)(a). Attachment(s) - Application - Plans Findings of Fact - The City of Stevens Point is requesting to construct a new restroom facility at Iverson Park. - The proposed 886 sq ft restroom is to be located directly northeast of the existing restroom facility. - Iverson Park is zoned "C" Conservancy. - The construction of new structures on a property zoned "C" Conservancy requires a conditional use permit that is reviewed and approved by the Plan Commission and Common Council. - The Plan Commission and Common Council may attach additional conditions upon this request. Staff Recommendation - The applicant shall obtain all applicable stormwater approvals, subject to the review and approval of the Utilities Department meeting applicable stormwater requirements. - All building and razing permits shall be applied for and obtained prior to the start of construction. - Staff shall have the ability to approve minor amendments to the site plan.
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Vicinity Map



Background

The City of Stevens Point is proposing to construct a 886 sq ft restroom facility located within Iverson Park. Iverson Park currently contains a similar restroom facility that is near the end of its useful life. Should the Plan Commission and Common Council approve of this proposal, construction should occur within the summer and fall of 2021—encompassing both the construction of the proposed restroom facility and demolition of the existing restroom facility.

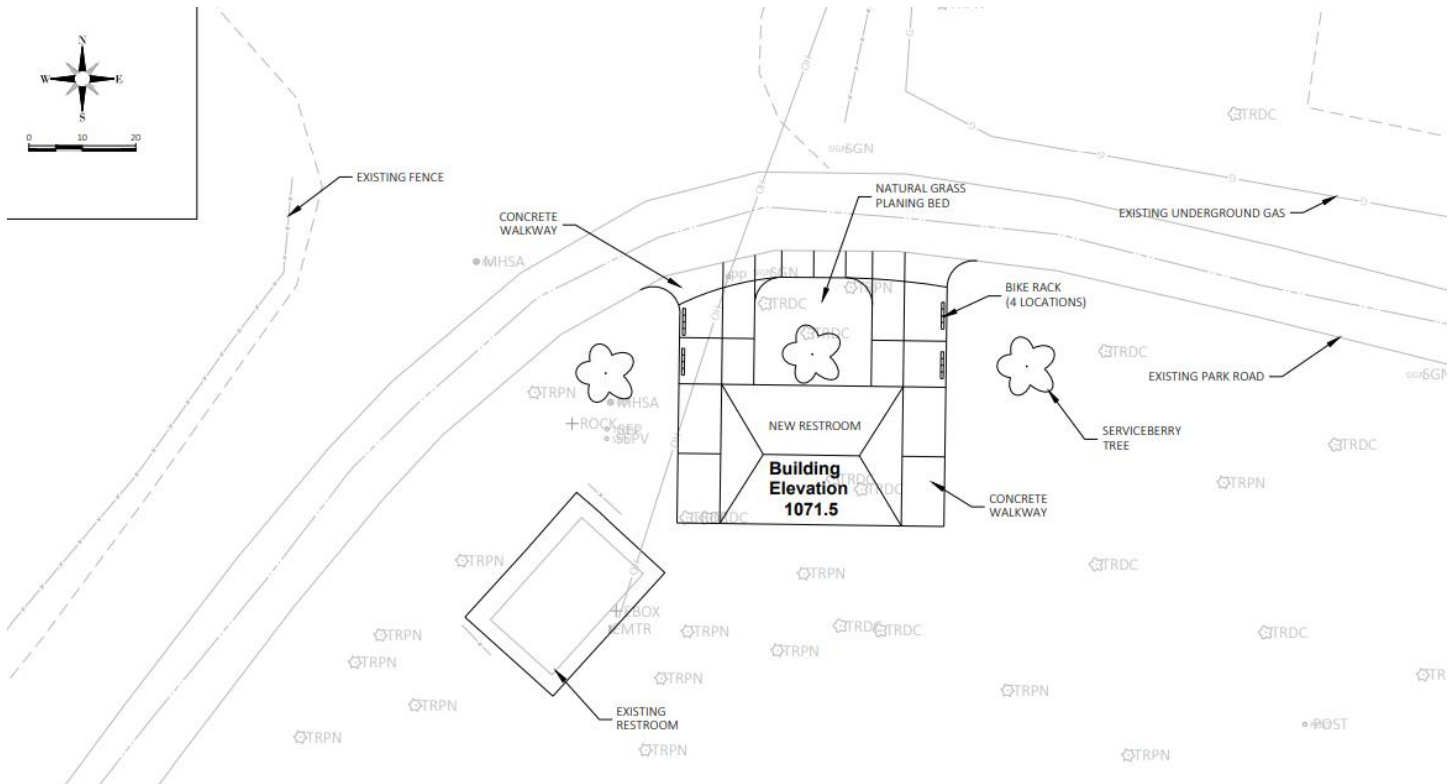
The request to construct a new restroom facility has been planned for several years. According to the City's Comprehensive Outdoor Park and Recreation Plan: 2018-2022, a restroom upgrade at Iverson Park was identified as a capital need for the subsequent four years. Upgrading the existing restroom was identified as a goal within the Outdoor Park and Recreation Plan based on survey responses and community-wide public workshops held in 2017. Once this goal was identified, the Parks, Recreation and Forestry Department have been planning for the upgrading—determining expected expenditures, topographical constraints and the urgency to fulfill this goal relative to capital needs within other City parks. For example, a hydrologic and hydraulic study was conducted to determine the building's location outside of the floodplain and the floodplain of the Plover River, which travels through Iverson Park. While the proposed location of the restroom facility is located outside of the floodplain, the City is requesting to construct the building two feet above the floodplain elevation as a precaution.

The construction of new structures are a conditional use within the "C" Conservancy District, thus requiring the review and approval of the Plan Commission and Common Council. The aforementioned request is described in the following section:

(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.



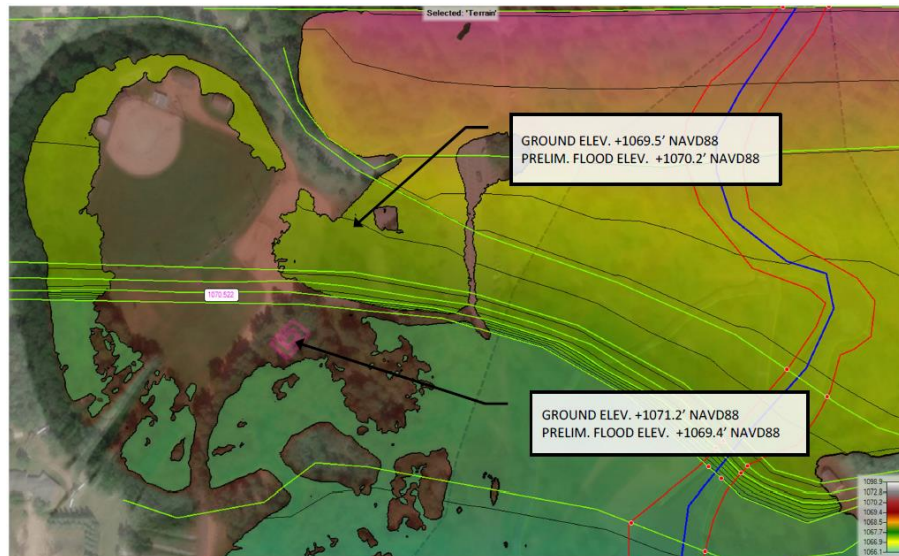
1. Setbacks.

The following are the setback requirements in the “C” Conservancy District—50’ street yard setback, 30’ side yard setback and 50’ rear yard setback. The location of the proposed facility is adjacent to the existing restroom facility, roughly 550’ from the Main Street Right-of-Way and 500’ from adjoining residential properties in the Village of Park Ridge.

2. Floodplain Boundary.

As shown below, a majority of Iverson Park is located within Zone A of FEMA’s Flood Zone Designations Map. A Zone A designation means that there is a one-percent change of a flood being equal or exceeding any given flood year. However, it is important to note that because hydraulic analyses are not traditionally performed within Zone A, no Base Flood Elevations or flood depths are shown. Therefore, a hydrologic and hydraulic study was conducted that ultimately determined the proposed location of the new restroom facility to be outside of the floodplain elevation and the floodplain elevation for the Plover River. As a precaution, the building is

planned to be constructed two feet above the floodplain elevation.



3. Landscaping.

The plan submittal includes the placement of three serviceberry trees along the perimeter of the adjacent access road. The proposed trees are planted so as to meet the 50' minimum spacing requirement. Given that the restroom is proposed to be located in a relatively shaded region of Iverson Park, sufficient landscaping is proposed.

4. Building Height.

The proposed structure is approximately 17' 6" in height. Per the City's Zoning Code, no structures may exceed 40' in height.

5. Internal Traffic Flow.

Given the restroom's adjacency to an access road, its location can serve individuals traveling within Iverson Park by foot, bicycle or by vehicular use. While Iverson Park is used frequently during certain periods of a day, the proposed restroom facility is located appropriately to handle varying intensities of use.

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 utilized for City park purposes. The proposal is to construct a new restroom facility.

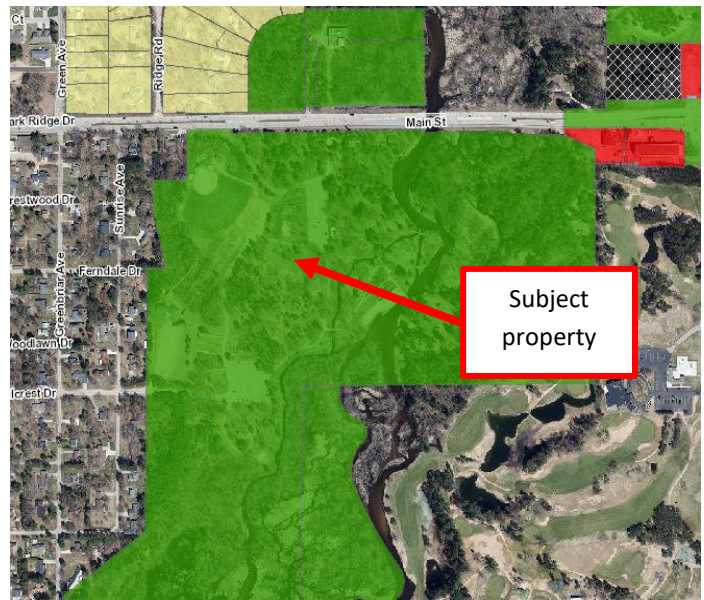
Findings: Having a restroom facility located within a City park being considered a low intensity use, staff does not believe that the proposed conditional use permit will be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare. First, other parks located in the City are serviced by a restroom facility. Staff believes that this standard is met.

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

Analysis: Residential properties exist to the west of the subject property, located within the Village of Park Ridge. These residential properties are used almost exclusively for single-family use. Other conservancy areas are located to the north and south of the subject property, with the Stevens Point Country Club located to the east.

Findings: As Iverson Park is located on the fringe of other conservancy areas (e.g., Plover River and the Stevens Point Country Club), the proposed restroom facility is compatible with the park use of the property. Additionally, a City park is

complementary to adjoining residential uses, thus making it unlikely to diminish or impair neighboring property values.

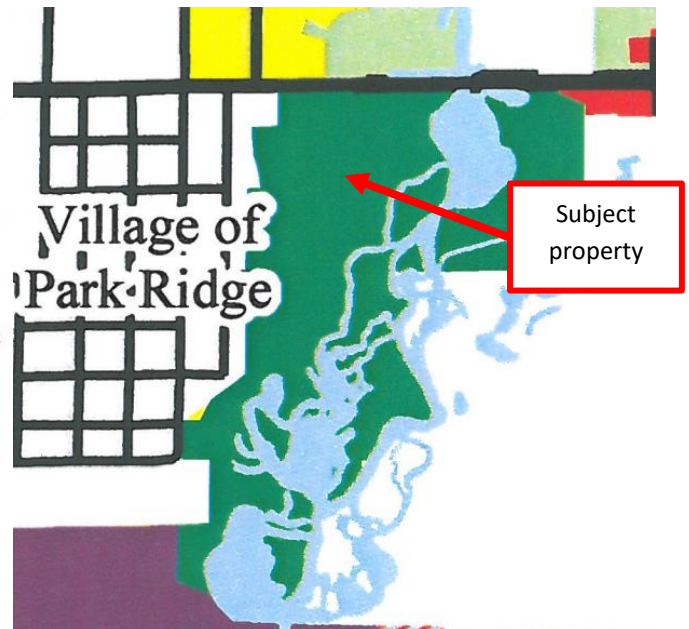


3. The establishment of the use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

Analysis: The respective area is in an established and developed area of the City and has been utilized for park purposes for several decades.

Findings: See standards one and two above. All adjoining parcels are zoned for either residential or conservancy uses. Similarly, all parcels are designated for residential or park uses within the City's Future Land Use Map. Given that the parcel is located in a defined conservancy area given its adjacency to the Plover River, staff believes that adjoining residential uses would not be negatively impacted by the proposed restroom facility.

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 restroom facility is to be complementary with restrooms located within other City parks. Smooth concrete masonry façade is proposed for the restroom's façade, with the roof being surfaced with asphalt shingles.

Findings: This standard is met.

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

Analysis: Utility infrastructure currently supports the existing restroom facility. Following the demolition of the existing restroom facility, small utility connections will occur to connect sewer and water to the location of the proposed facility. Given the intended use and size of the proposed structure, minimal utility infrastructure is required to support the facility.

The proposed restroom is to be located along an existing access road within Iverson Park. Given that traffic within Iverson Park is low given its use for park purposes, existing transportation infrastructure is appropriate to handle this request.

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 Main Street and Hillcrest Drive. Access to the proposed restroom facility is by lieu of access roads connecting the two aforementioned property entrances.

Findings: Based on the size of the structure proposed, along with its intended use for park-related purposes, staff believes that the proposed restroom would not hinder existing ingress and egress locations within Iverson Park.

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.

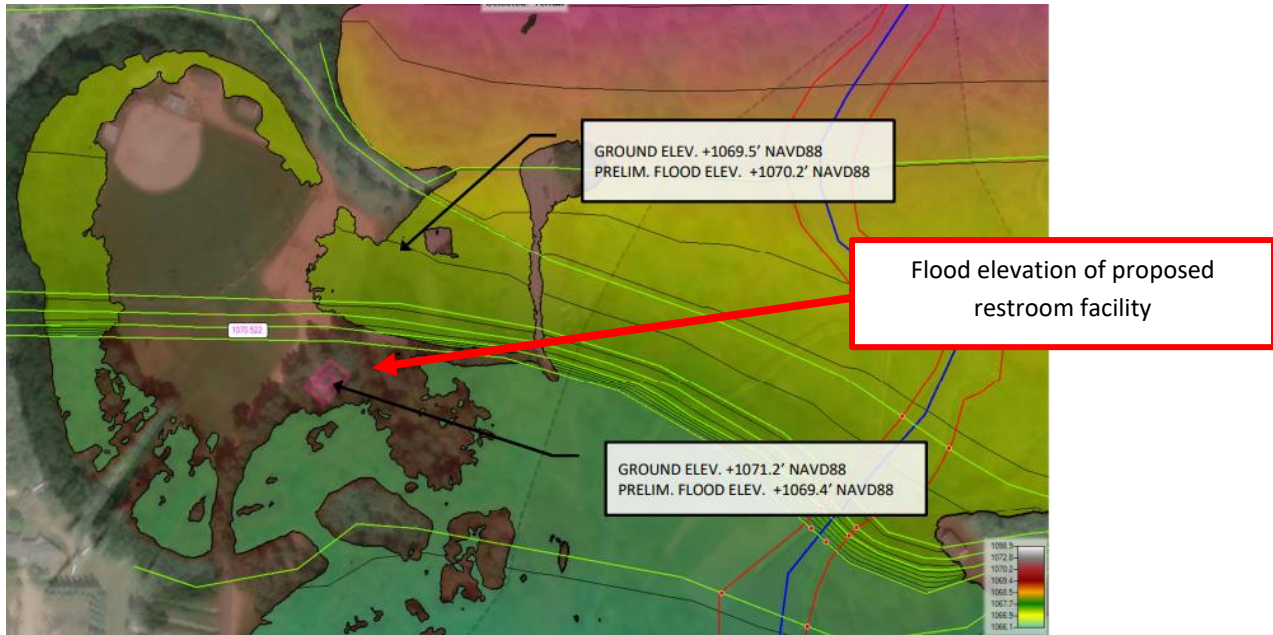
Analysis: The City's 2005 Comprehensive Plan Future Land Use Map has identified the subject property for park use. Similarly, the subject property is zoned within the "C" Conservancy District. According to the City's Zoning Code, the Conservancy District is established "to provide protection to environmentally-sensitive 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 as it is considered compatible with park and recreational uses. Given the floodplain considerations involved upon determining the appropriate location of the restroom facility staff believes that the intent of this proposal does not interfere with the environmentally-sensitive lands that exist within Iverson Park. Natural landscaping exists within Iverson Park to shield the restroom from public view of adjacent residential 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 seeking to construct a new restroom facility within Iverson Park.

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.



- 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 exists to support the existing restroom located adjacent to the proposed restroom site.

Findings: Existing utility infrastructure exists to support the restroom use.

13. The privacy of the neighboring development and the proposed development shall be maintained as much as practical. Guidelines:

- a. **Mechanical equipment including refuse storage shall be screened from neighboring properties.**

Analysis: Mechanical equipment is proposed as part of operating a restroom. Necessary equipment is located in a mechanical room located within the proposed structure.

Findings: This standard is met.

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

Analysis: Lighting is proposed to be located above each restroom entrance.

Findings: Given the restroom's proximity to neighboring properties and the intensity of proposed light fixtures, light intrusion onto neighboring properties should not occur.

- 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 page one. 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 a standard above, a condition can be applied to the permit to address the concern and grant the permit.

Photos







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 Parks, Recreation, Forestry Department	Contact Name	Dan Kremer
Address	2442 Sims Avenue	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-346-1531	Telephone	
Fax		Fax	
Email	dkremer@stevenspoint.com	Email	

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
281240834200601		
Legal Description of Subject Property		
SWNE & THAT PRT SENE EX 262/352 & PRT SENW & NESW EX HWY 10 ROW DESC IN 253/615 & 274/267 & ALSO EX 423/24 S34 T24 R8 (IVERSON PARK)		
Designated Future Land Use Category		Current Use of Property
Conservancy		Park
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)		
Property is a City park with a restroom facility that is proposed to be demolished and reconstructed to meet current building code and accessibility standards. We have completed a H&H study to determine the building is located outside of the floodplain and the floodplain elevation for the Plover River in this park and corridor. We will construct the building 2' above the floodplain elevation as a precaution and request by Director Kernosky. Timetable for the construction is summer/fall of 2021.		

How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)

The development of a new restroom and removal of the existing restroom is a same use development. We will be removing a like sized building which is dated and non-accessible and will reconstruct an accessible and compliant restroom building within feet of the existing. We will use the existing plumbing and water services and will not be disrupting the remaining elements of the park.

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

This is located near the center of the park and will not impact adjacent property. Adjacent property owners and visitors to the park will be able to use this restroom while visiting the park. We will be adding bicycle parking as an additional benefit to visitors.

Current Zoning Surrounding Subject Property

North:	Conservancy	South:	R2
East:	R2	West:	R2

Current Land Use Surrounding Subject Property

North:	Residential	South:	Residential
East:	Commercial - Golf Course	West:	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

City of Stevens Point
2442 Sims Avenue
Stevens Point, WI 54481-3594



March 10, 2021

Mary Kneebone
7th District Alderperson
City of Stevens Point
5718 Sandpiper Drive
Stevens Point, WI 54482

Alder Kneebone:

The Stevens Point Parks, Recreation and Forestry Department is requesting, by way of this letter and its attachments, a conditional use permit for the park restroom construction to be located at Iverson Park. The conditional use permit is requested because the City zoning code for Conservancy districts requires it. Iverson Park currently contains a similar non-compliant restroom structure that we propose to demolish and reconstruct in compliance with today's building code and accessibility standards. I have attached the 80% design documents to this letter for your review.

It is the hope of the City Parks, Recreation and Forestry Department that this request will be considered at the April 5, 2021 meeting of the Plan Commission. I will attend that meeting to take any questions the Commission may have.

Thank you for your time and consideration, please contact me with any questions that you have.

A handwritten signature in black ink, appearing to read "Dan Kremer".

Dan Kremer
Director of Parks, Recreation and Forestry
715-346-1536
dkremer@stevenspoint.com

IVERSON PARK RESTROOM

4201 MAIN STREET
STEVENS POINT, WI 54481

CBS SQUARED, INC. PROJECT NO. STEVP 20001

SHEET INDEX

- TITLE**
T-100 – TITLE SHEET
- CIVIL**
C-100 - OVERALL SITE PLAN
- ARCHITECTURAL**
A-100 - FLOOR, FOUNDATION, ROOF AND MECHANICAL PLANS
A-200 - ELEVATIONS, SECTIONS AND DETAILS
A-410 - TOILET FIXTURES, ACCESSORIES, PLUMBING AND ELECTRICAL SCHEMATICS
A-700 - DOOR AND ROOM FINISH SCHEDULES AND DETAILS

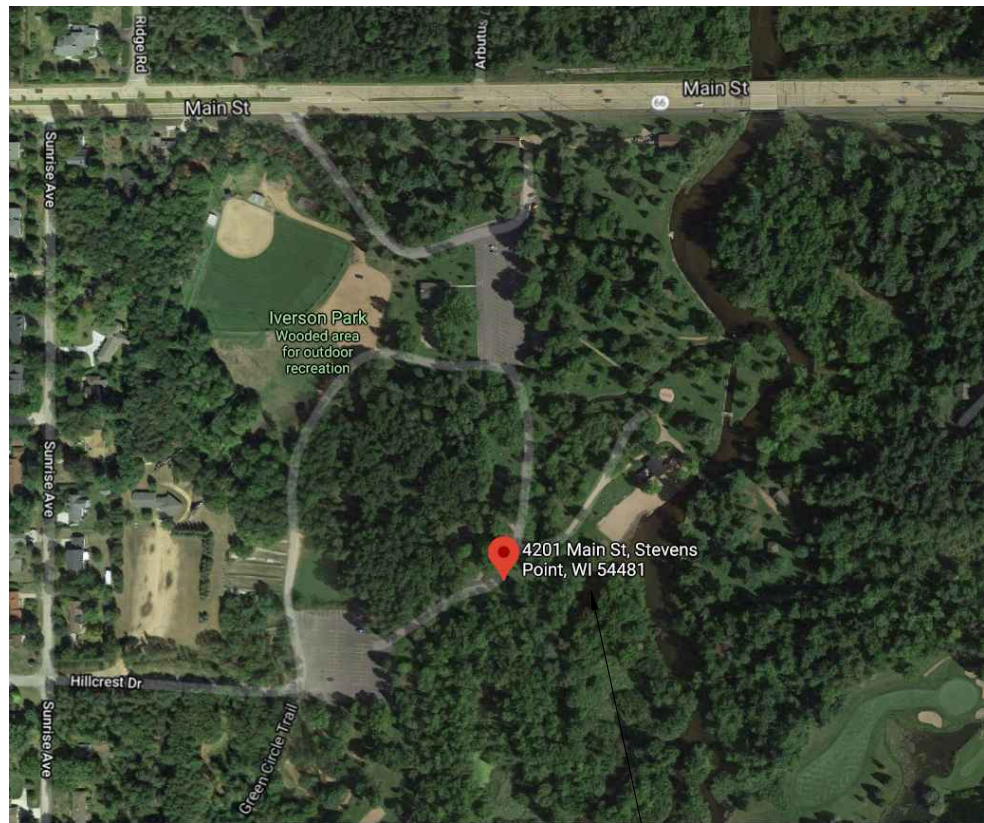
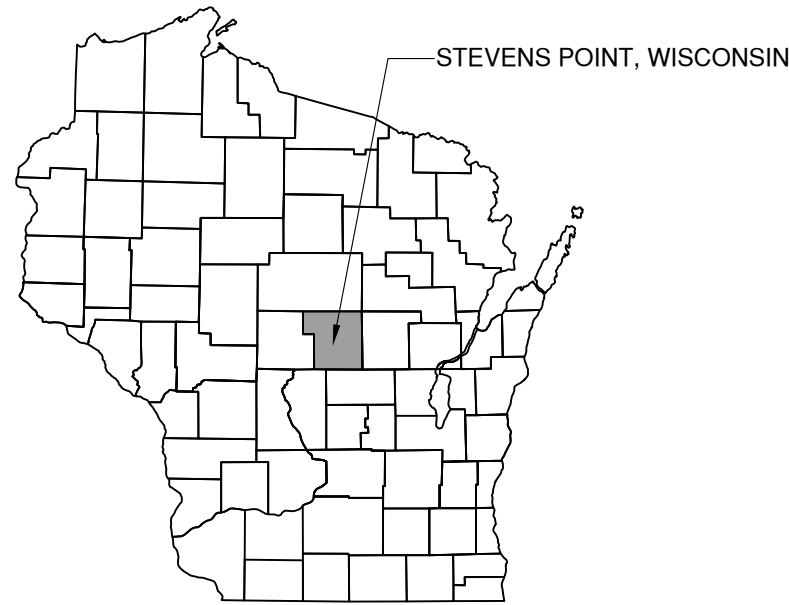
PROJECT DIRECTORY

OWNER
CITY OF STEVENS POINT
2442 SIMS AVE.
STEVENS POINT, WI
(715) 346-1531
CONTACT: DAN KREMER, DIRECTOR OF PARKS, RECREATION AND FORESTRY (dkremer@stevenspoint.com)

ARCHITECTURAL
CBS SQUARED, INC.
770 TECHNOLOGY WAY
CHIPPEWA FALLS, WI 54729
(715) 861-5226
CONTACTS: PHIL JOHNSON, PLA (pjohnson@cbssquaredinc.com)
KIMBERLY GRABINSKI, ARCHITECT (kgrabinski@cbssquaredinc.com)

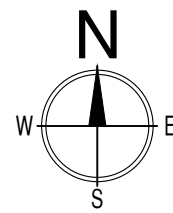
CIVIL
CBS SQUARED, INC.
770 TECHNOLOGY WAY
CHIPPEWA FALLS, WI 54729
(715) 861-5226
CONTACTS: PHIL JOHNSON, PLA (pjohnson@cbssquaredinc.com)

PROJECT LOCATION



PROJECT LOCATION

IVERSON PARK
STEVENS POINT, WISCONSIN



SITE PLAN



GENERAL NOTES

- ALL CONSTRUCTION MUST MEET ALL STATE AND LOCAL CODES. THIS INCLUDES ANY SHOP OR PREFABRICATED COMPONENTS OR BUILDING COMPONENTS PACKAGES.
- ALL CONTRACTORS SHALL BE RESPONSIBLE FOR VERIFYING CONDITIONS AND LOCATIONS OF ANY EXISTING UTILITIES. CONTACT DIGGERS HOTLINE PRIOR TO COMMENCING CONSTRUCTION. NOTIFY THE ARCHITECT OF ANY DISCREPANCIES.
- DEBRIS, TRASH, AND REFUSE SHALL BE TRANSPORTED BY TRUCKS OR OTHER SUITABLE VEHICLES. DISPOSE OF MATERIAL IN A LAWFUL MANNER AT APPROPRIATE SITES. BURNING OF MATERIALS OR DEBRIS ON SITE WILL NOT BE ALLOWED.
- ALL CONTRACTORS SHALL FAMILIARIZE THEMSELVES WITH THE CONSTRUCTION DOCUMENTS AND IMMEDIATELY NOTIFY THE ARCHITECT OF ANY DISCREPANCIES.
- THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS, CONDITIONS, AND EXTENT OF THE WORK TO BE ACCOMPLISHED UNDER THIS CONTRACT.
- ALL DIMENSIONS INDICATED ON THE DRAWINGS SHALL BE ADHERED TO IN PREFERENCE TO SCALING DRAWINGS.
- ALL TYPICAL NOTES APPLY TO ALL SHEETS AND WHERE SAME CONDITION IS SHOWN OR APPLIES.
- ALL REFERENCES TO MANUF. AND RESPECTIVE MODEL NUMBERS ARE FOR REFERENCE ONLY. CONTRACTORS MAY USE OTHER MANUF. BUT, MUST MEET THE MINIMUM SPECIFICATIONS OF MANUFS. AND RESPECTIVE MODEL NUMBERS LISTED WITHIN THIS PLAN SET.
- ALL COLORS TO BE SELECTED BY THE ARCHITECT AND OWNER FROM THE MANUFACTURERS FULL RANGE OF COLOR SELECTIONS (INCLUDING PREMIUM AND EXOTIC COLORS).
- ERECT CONSTRUCTION FENCING TO PREVENT PUBLIC ACCESS AND ENSURE PUBLIC SAFETY. COORDINATE LOCATIONS WITH OWNER.
- ALL WOOD FRAMING AND BLOCKING CONCEALED IN CEILINGS AND PARTITIONS SHALL BE FIRE RETARDANT TREATED (U.N.O.). WOOD USED AT ROOF AREAS AND EDGES SHALL BE CONSTRUCTION GRADE OR BETTER. (U.N.O.).
- ALL LIGHT FIXTURES ARE TO BE VAPOR PROOF AND VANDAL PROOF LED LIGHTS.



ENGINEERS - SURVEYORS - ARCHITECTS
770 Technology Way
Chippewa Falls, WI 54729
Phone: 715.861.5226
www.cbssquaredinc.com

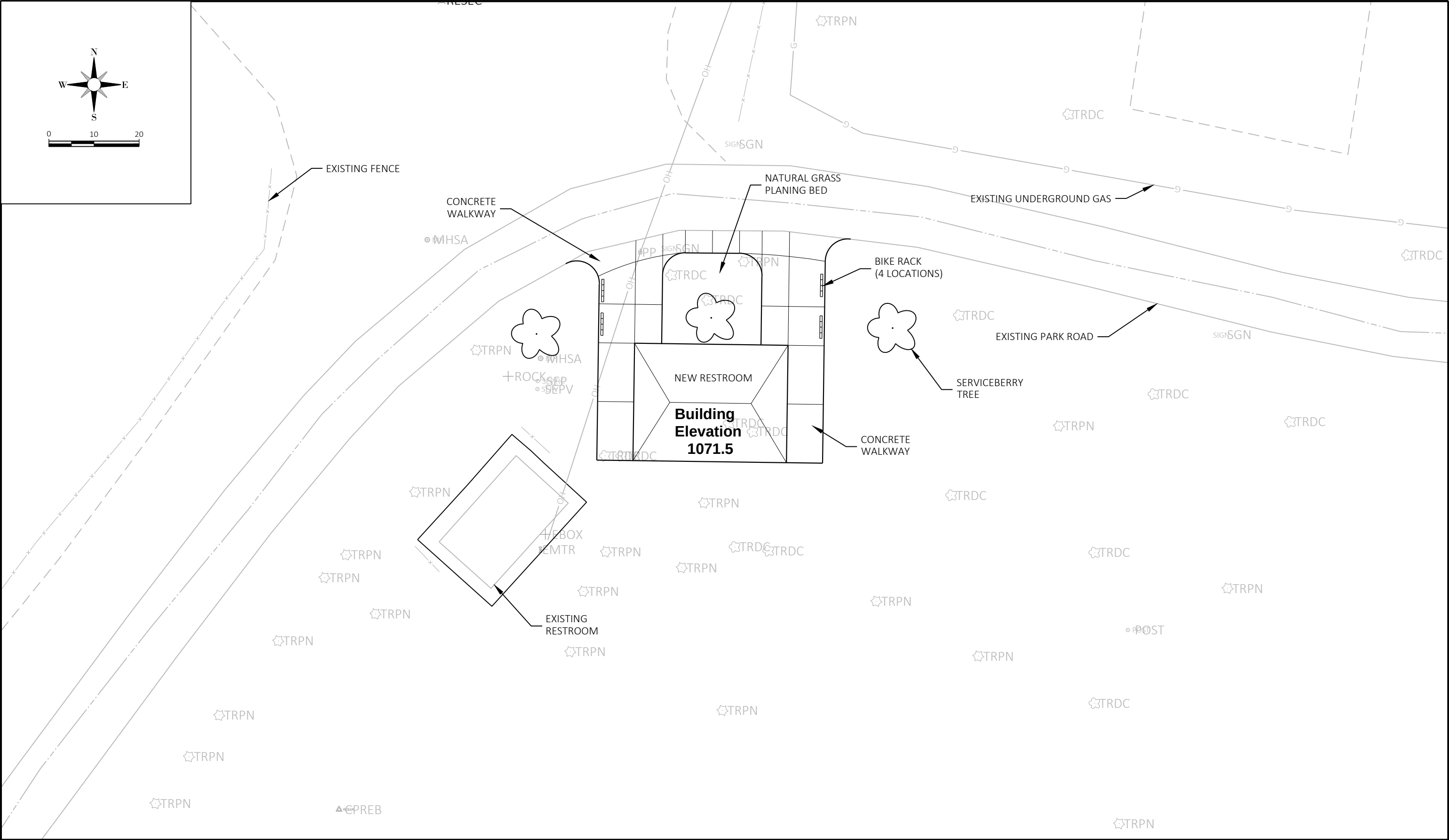
IVERSON PARK
NEW RESTROOM
STEVENS POINT, WI
TITLE SHEET

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Designed by:
PJ
Drawn by:
KSG
Project Number:
ST EVP-20001

Sheet Number:
T
100





ENGINEERS - SURVEYORS - ARCHITECTS

770 Technology Way
Chippewa Falls, WI 54729
Phone: 715.861.5226
www.cbssquaredinc.com

DRAWN BY: RJH	REVISIONS	
DATE: 03/08/2021	DATE:	AUTHOR:
DESIGNED BY:		
HORIZ. SCALE:		
VERT. SCALE:		
PROJECT NO. STEVP 20001		

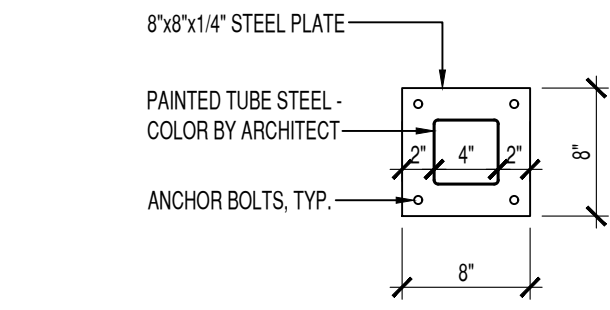
**IVERSON PARK
RESTROOM IMPROVEMENTS
STEVENS POINT, WI**

PRELIMINARY SITE PLAN

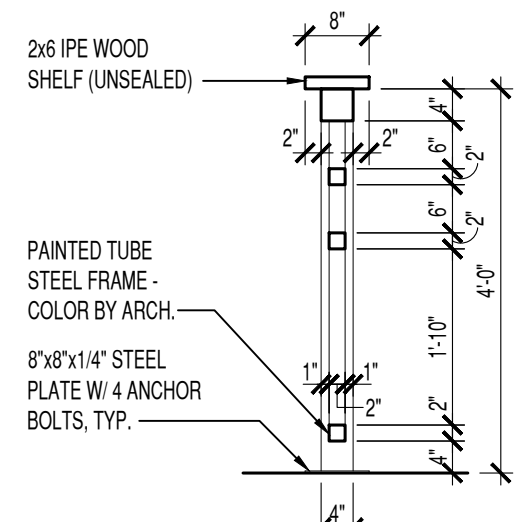
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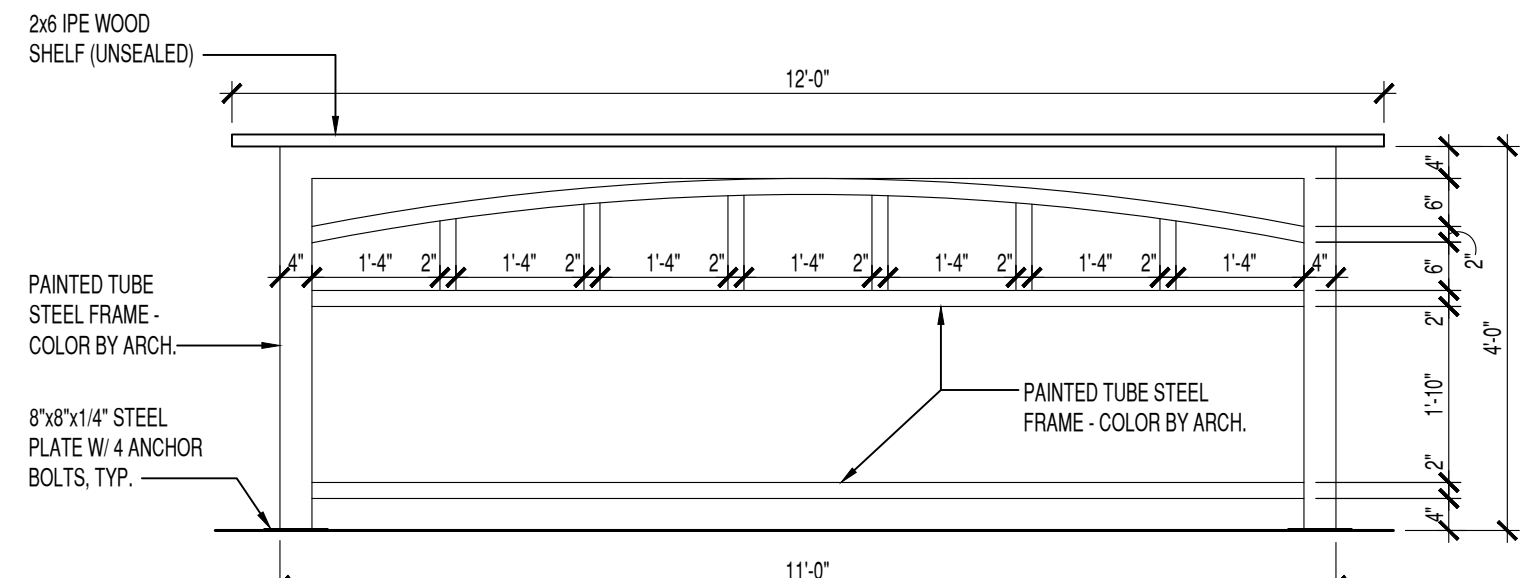
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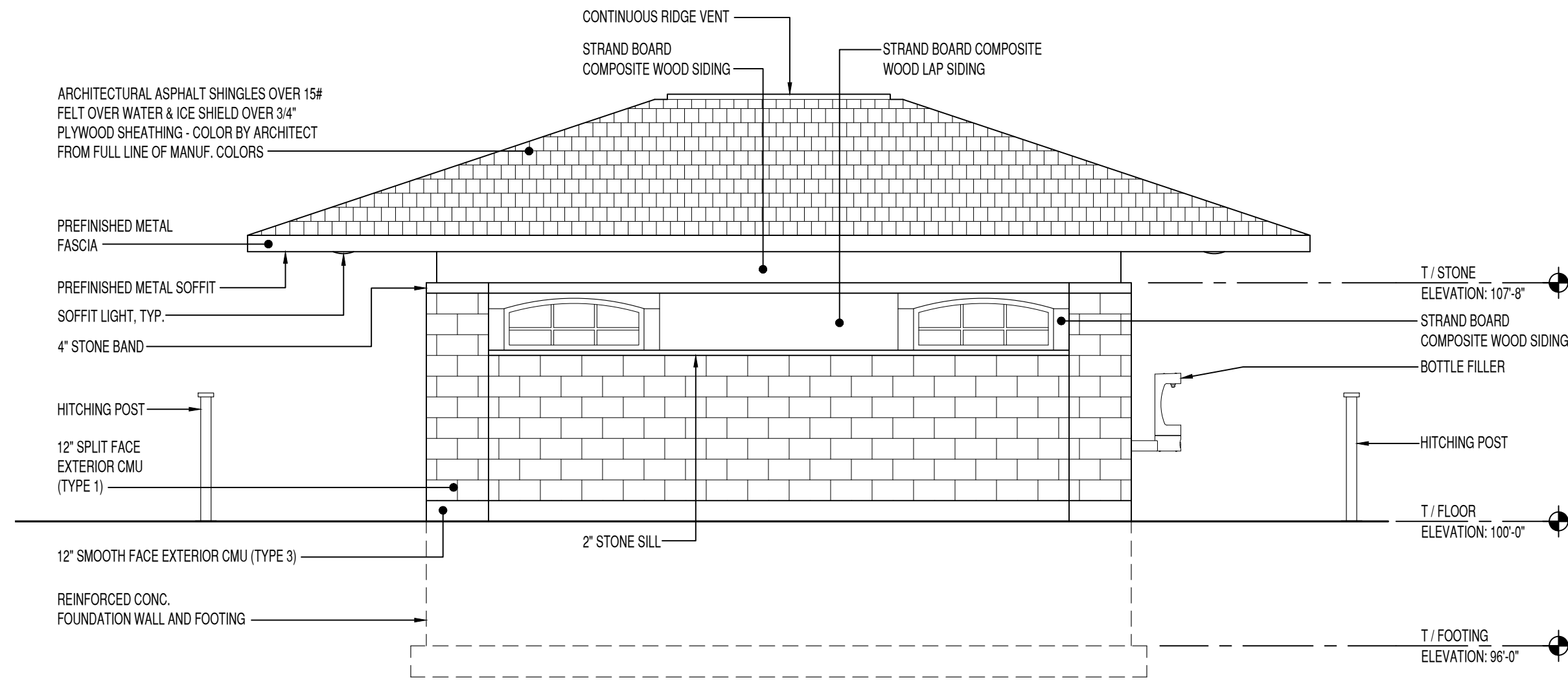
'HITCHING POST' BASE PLATE
SCALE: 1" = 1'-0"



'HITCHING POST' SECTION
SCALE: 1/2" = 1'-0"

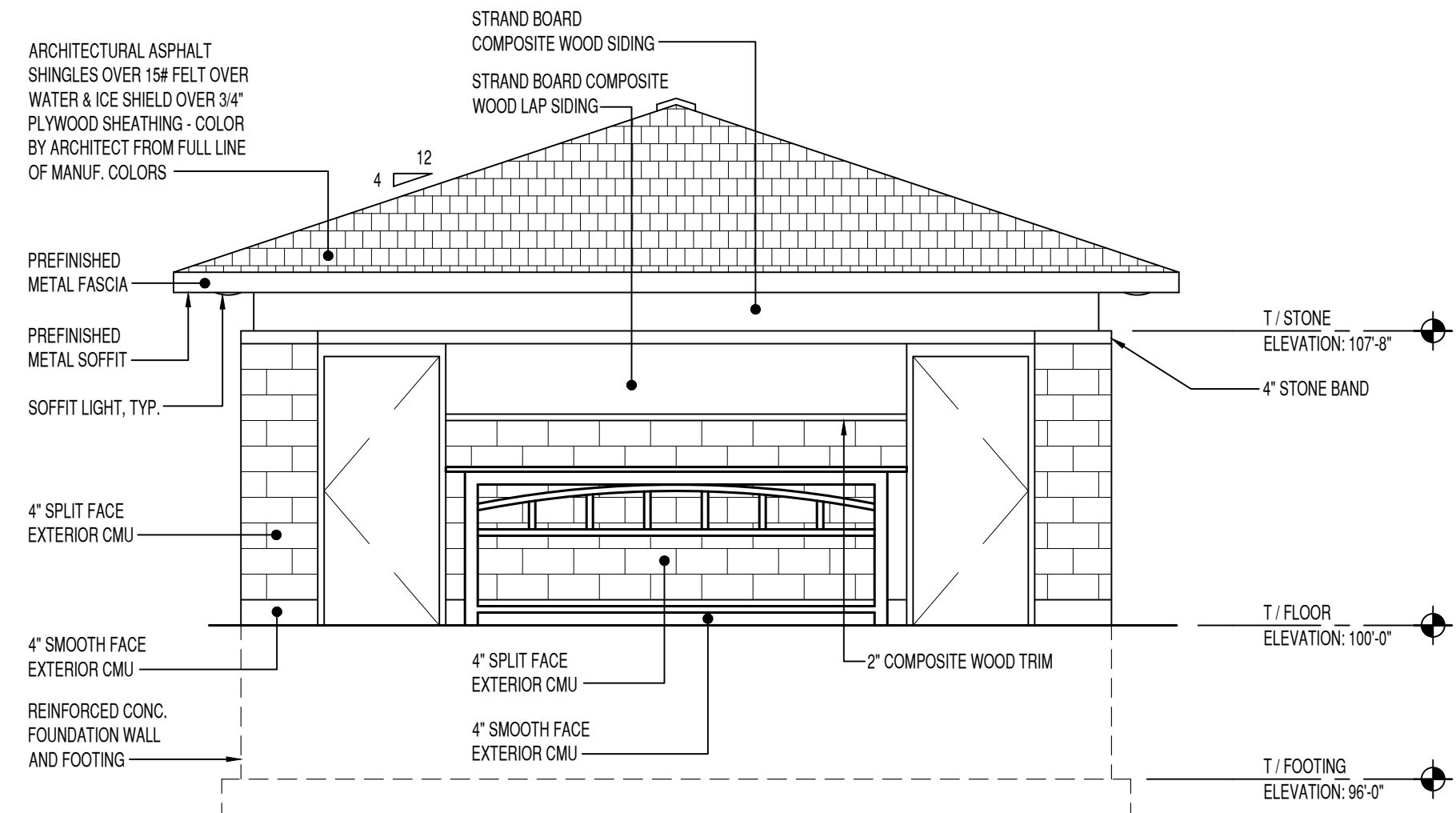


'HITCHING POST' ELEVATION
SCALE: 1/2" = 1'-0"

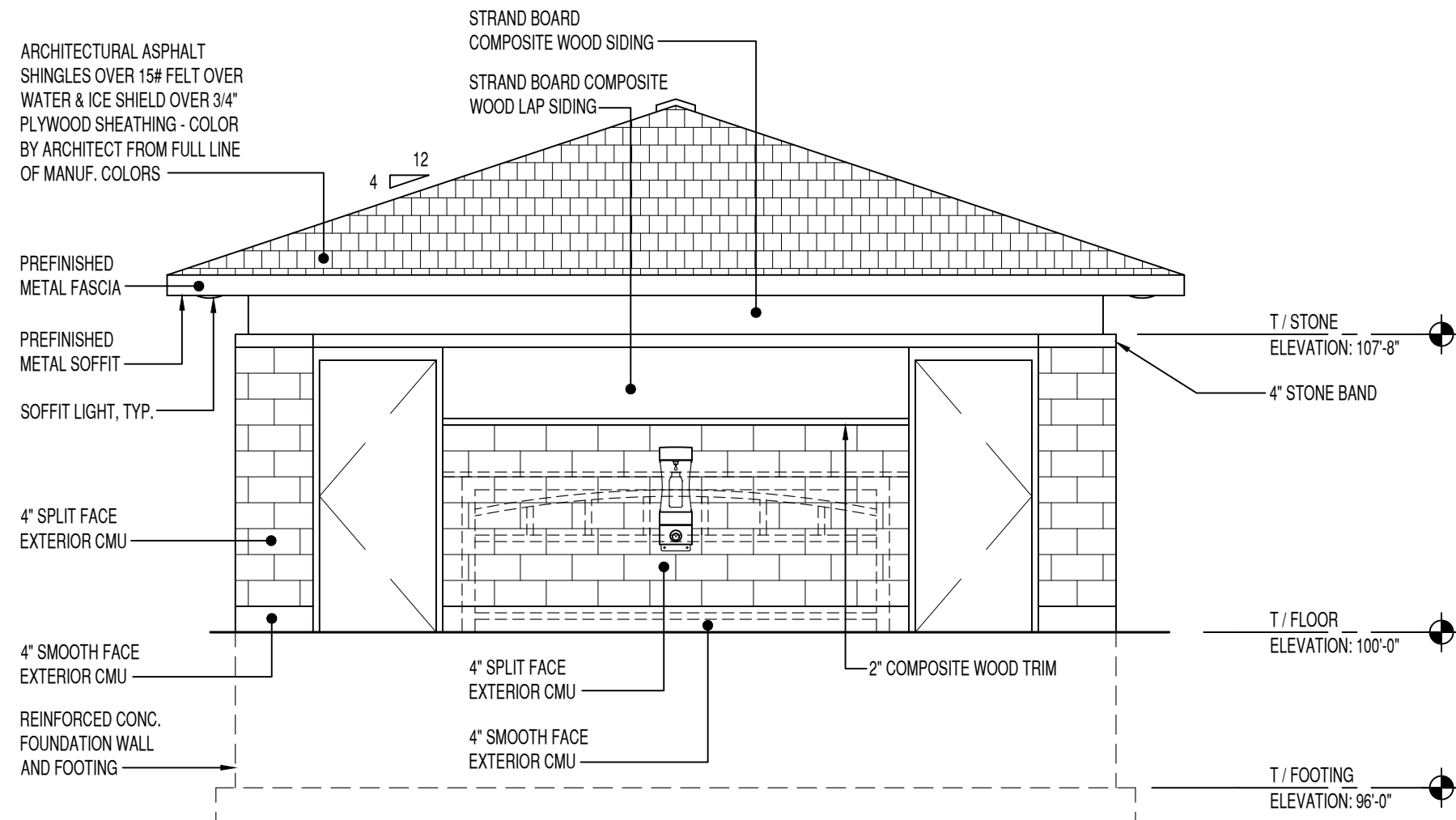


4 SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

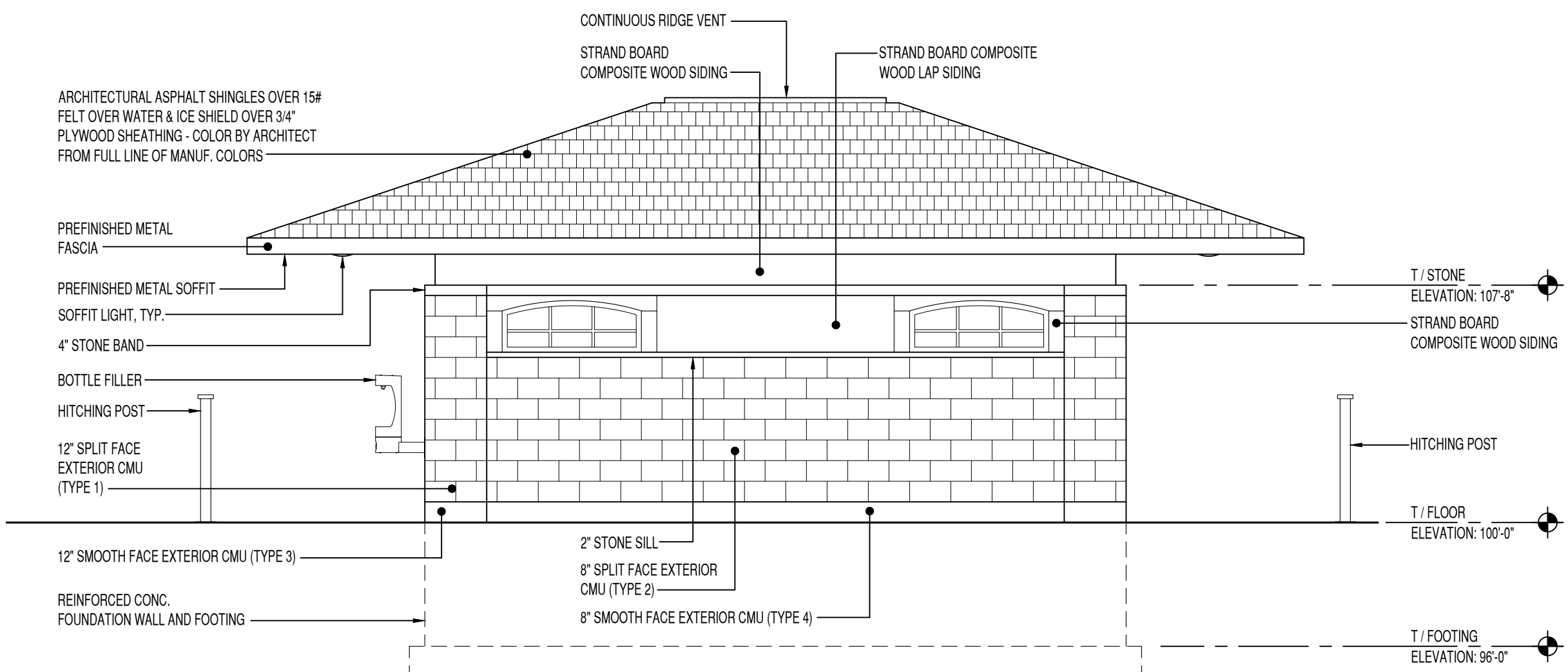
NOTE:
REFER TO A-700 FOR CMU TYPES
AND FINISH INFORMATION



3 WEST ELEVATION
SCALE: 1/4" = 1'-0"



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

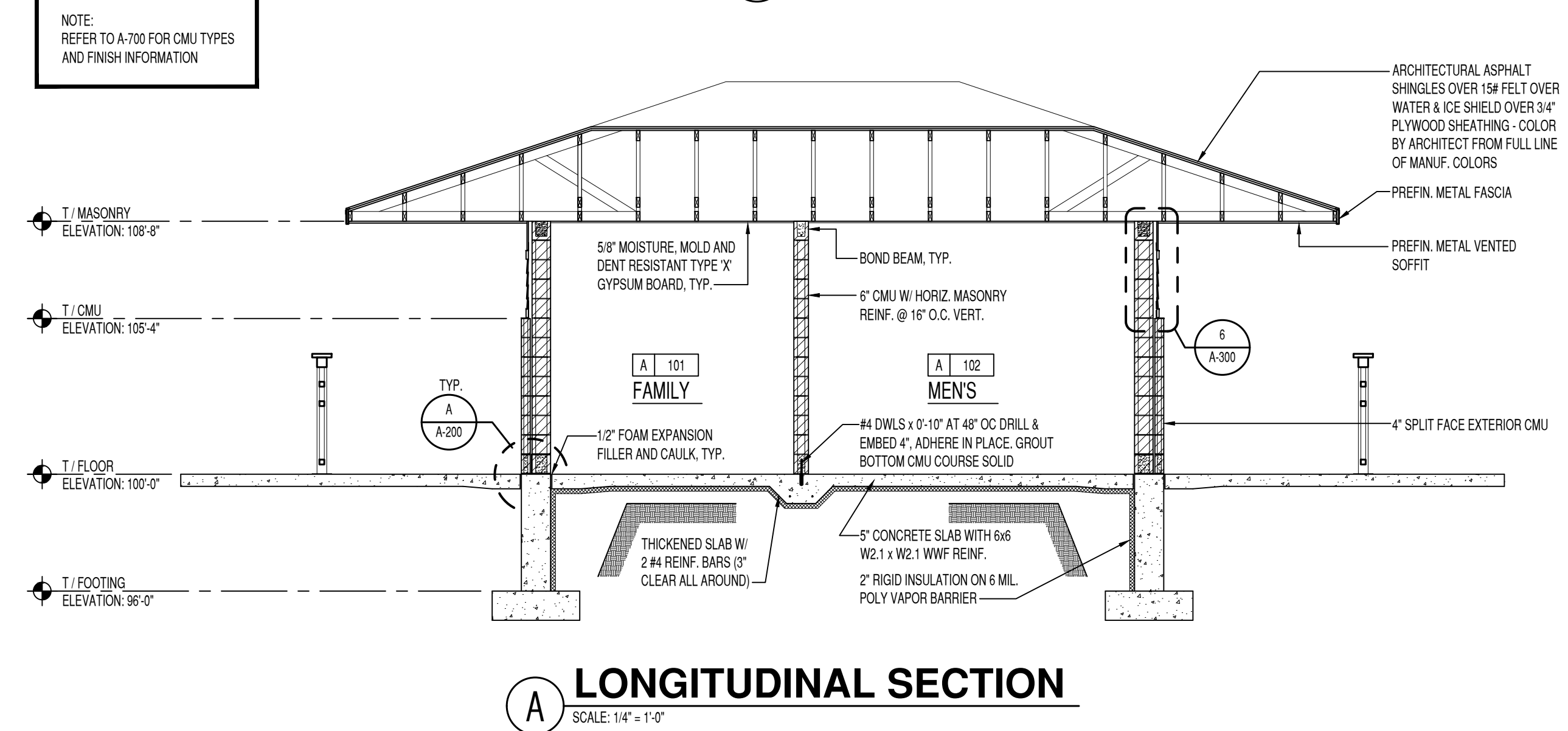
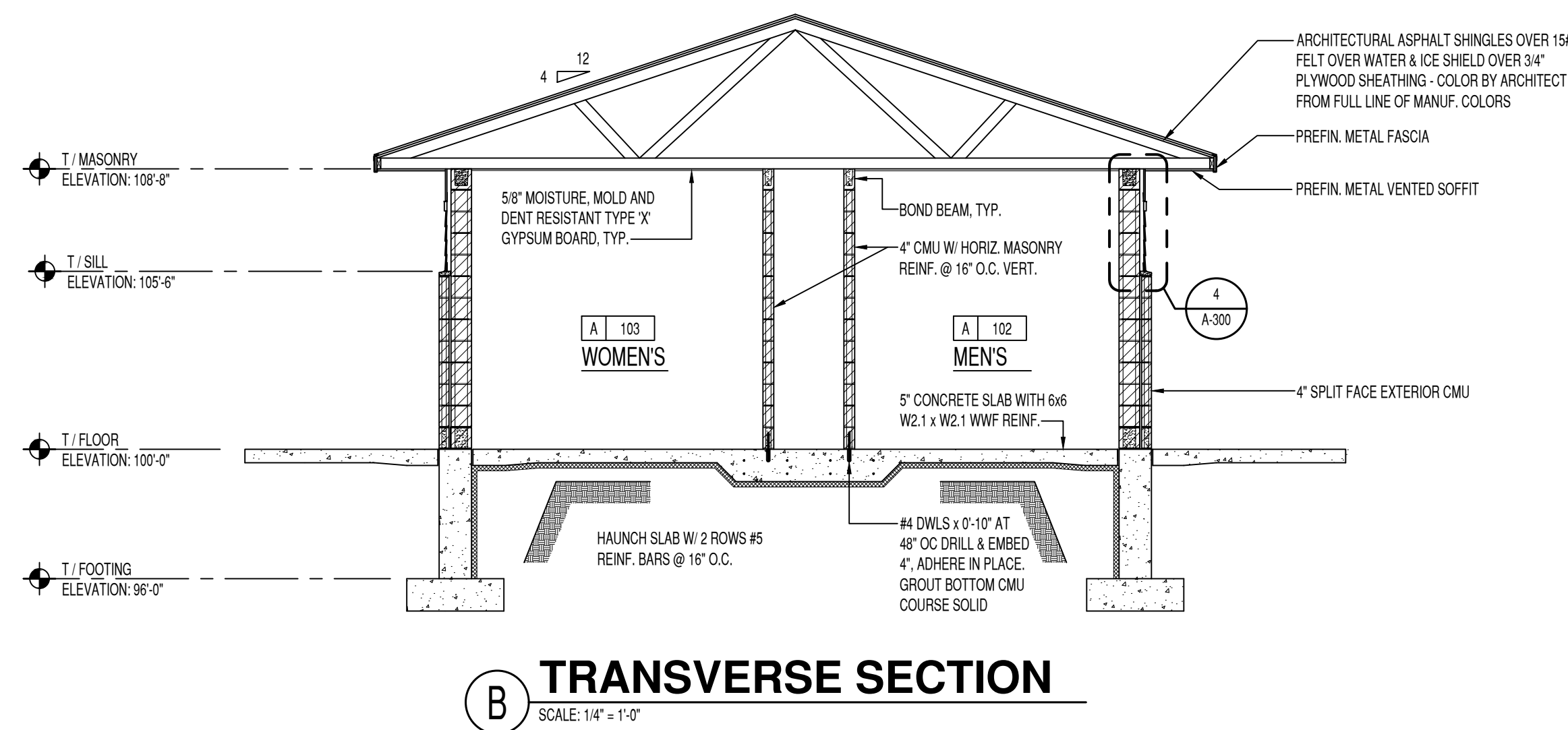
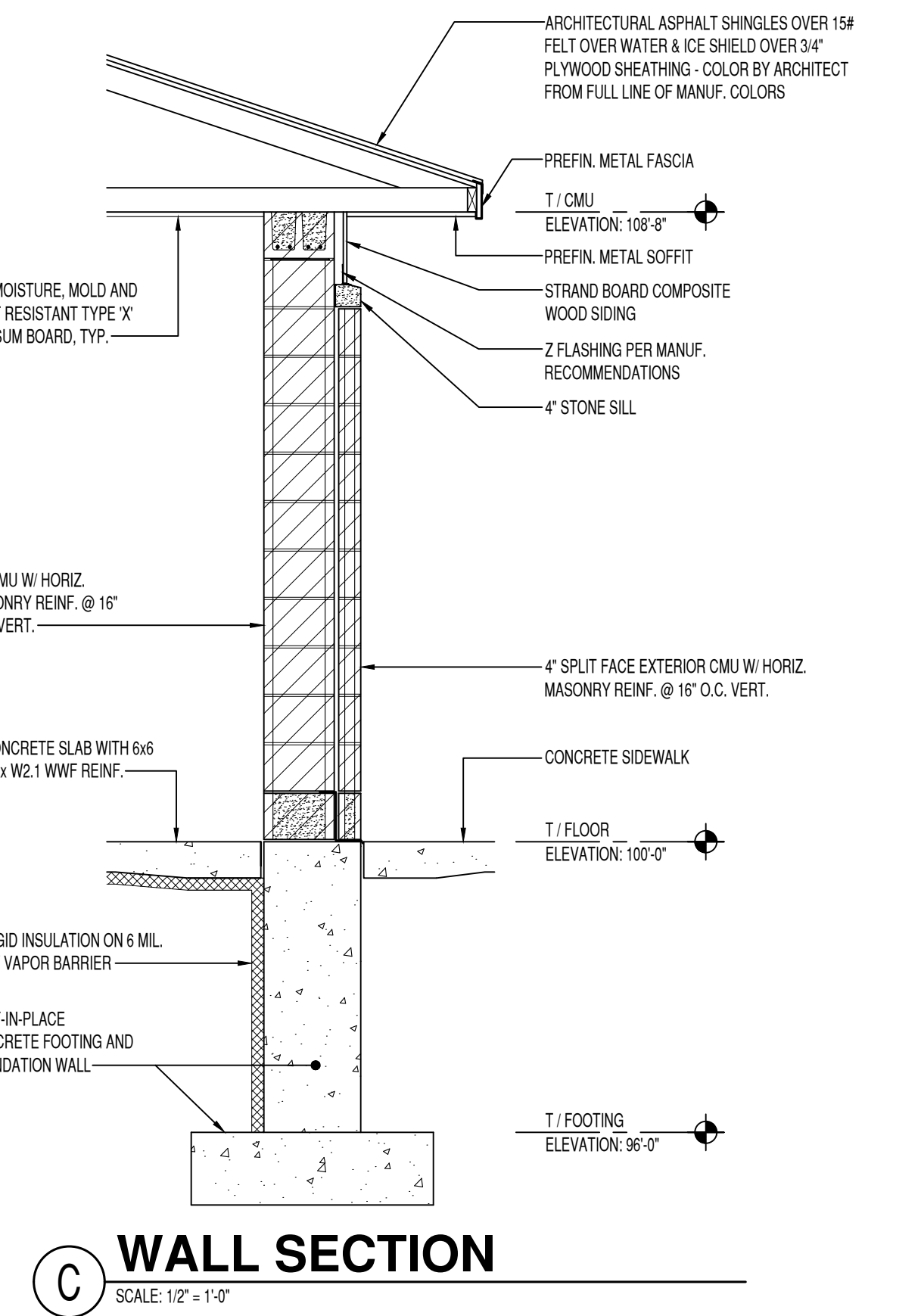
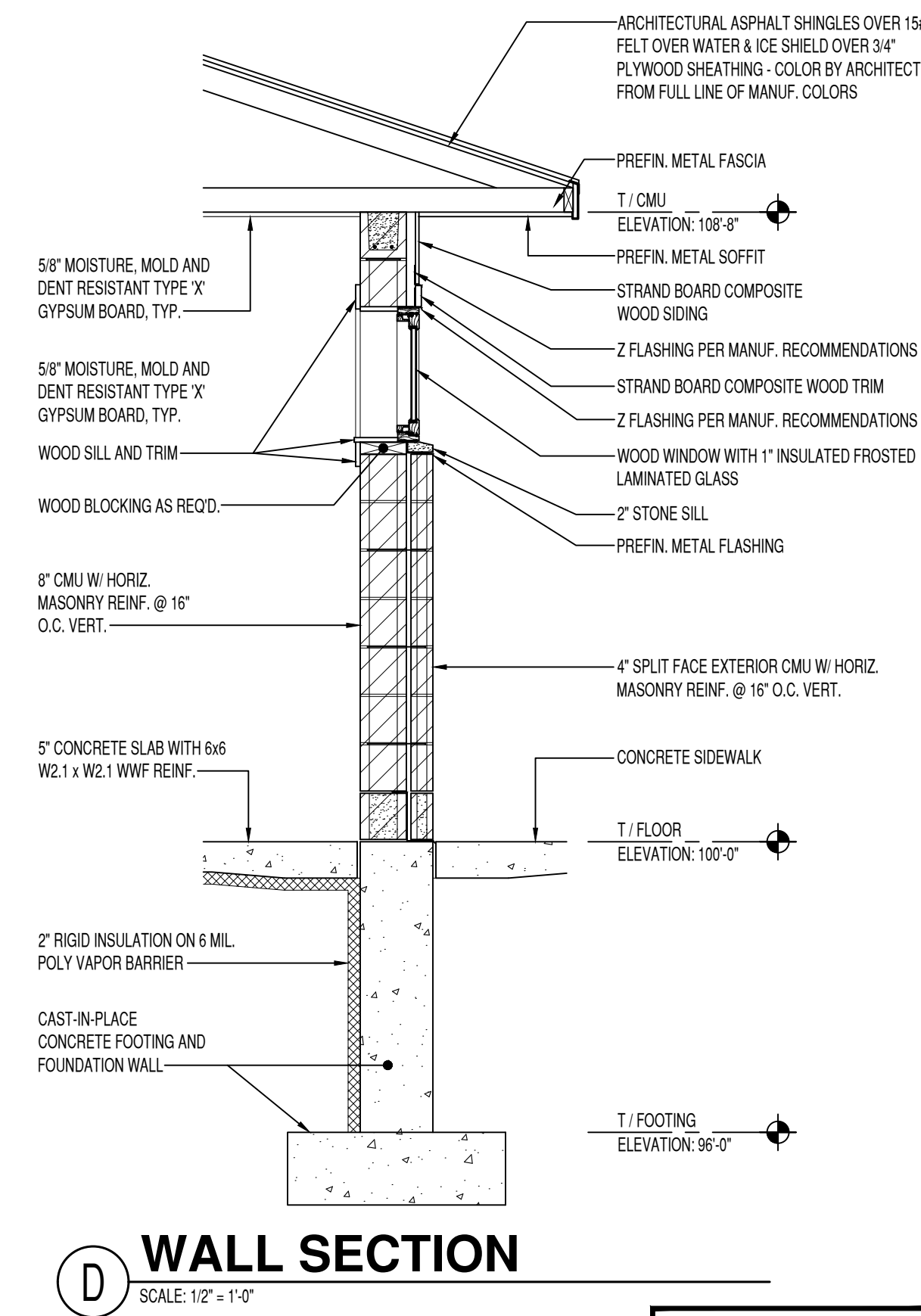
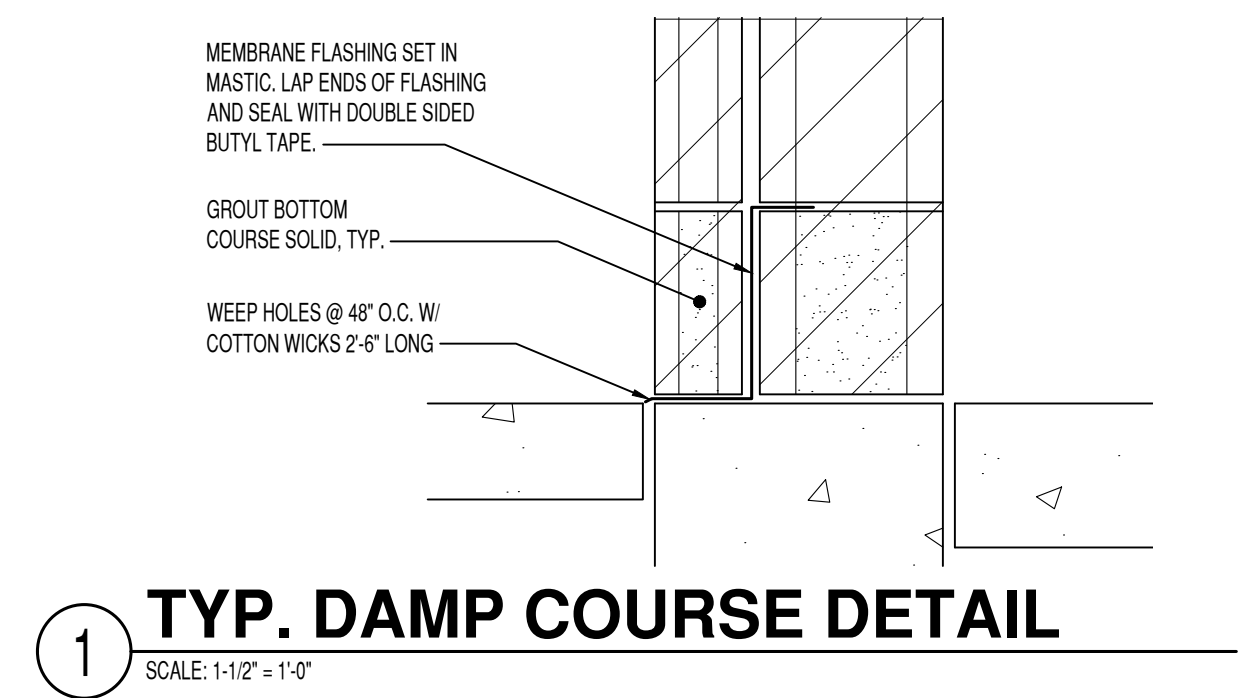
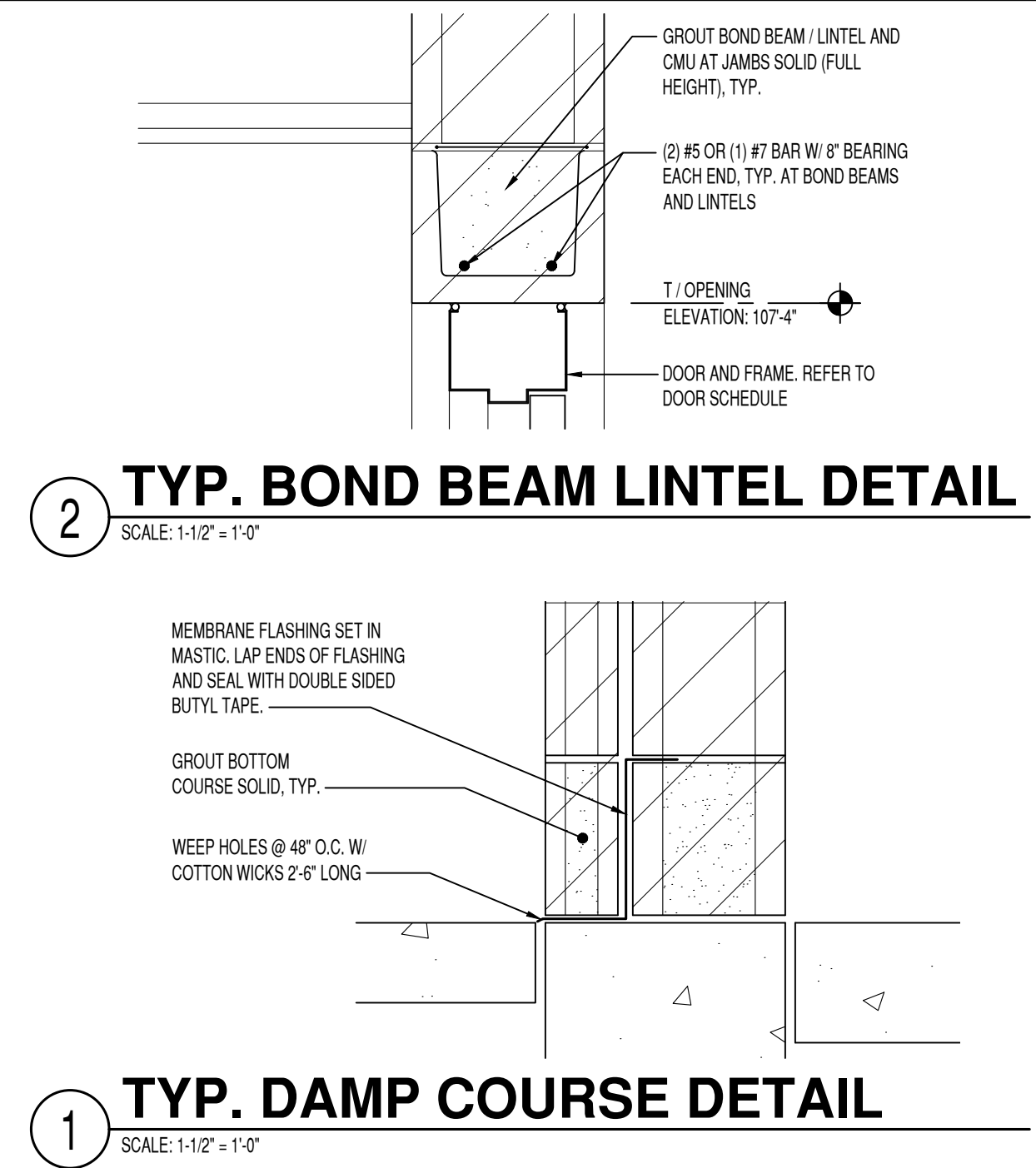
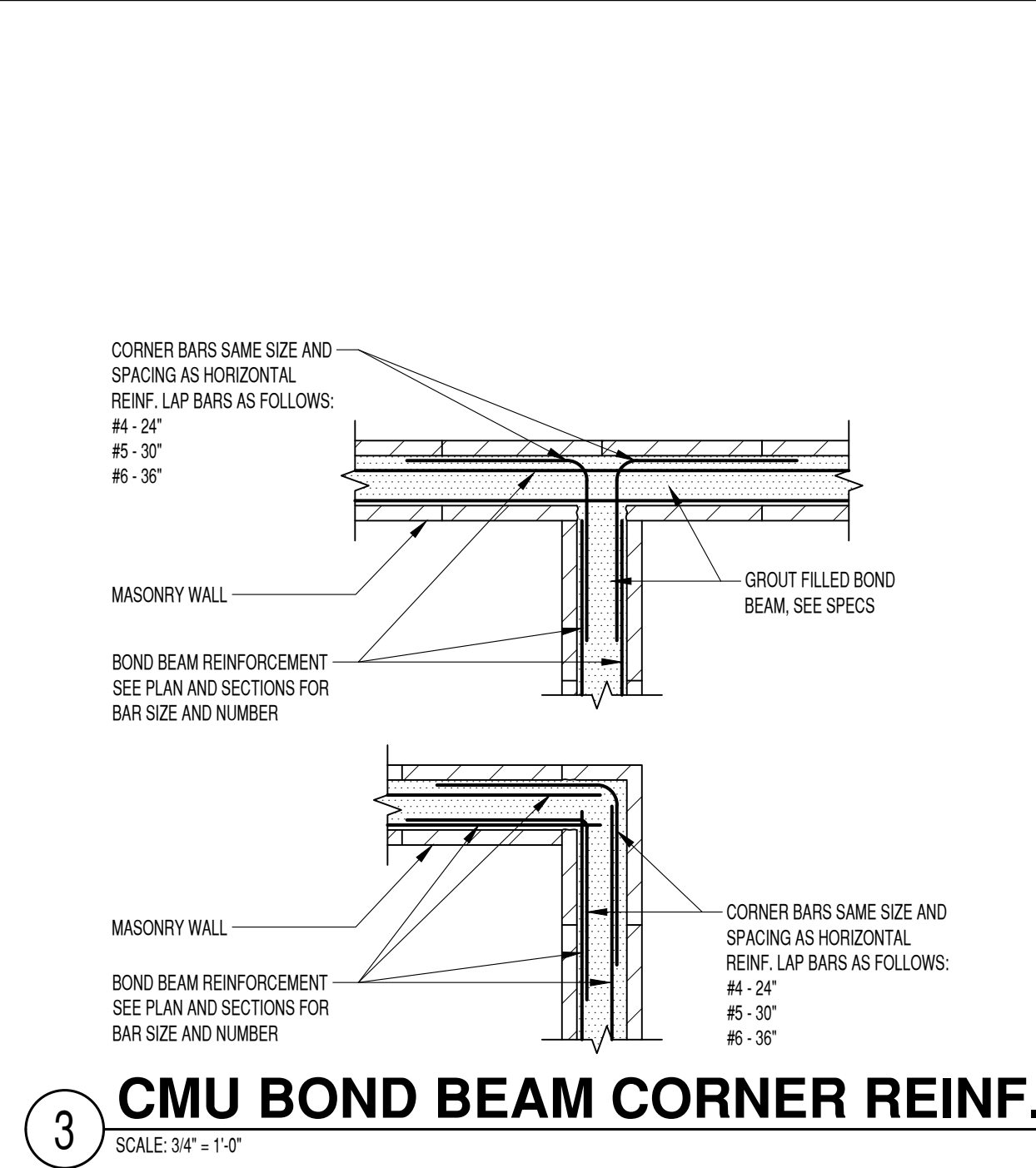
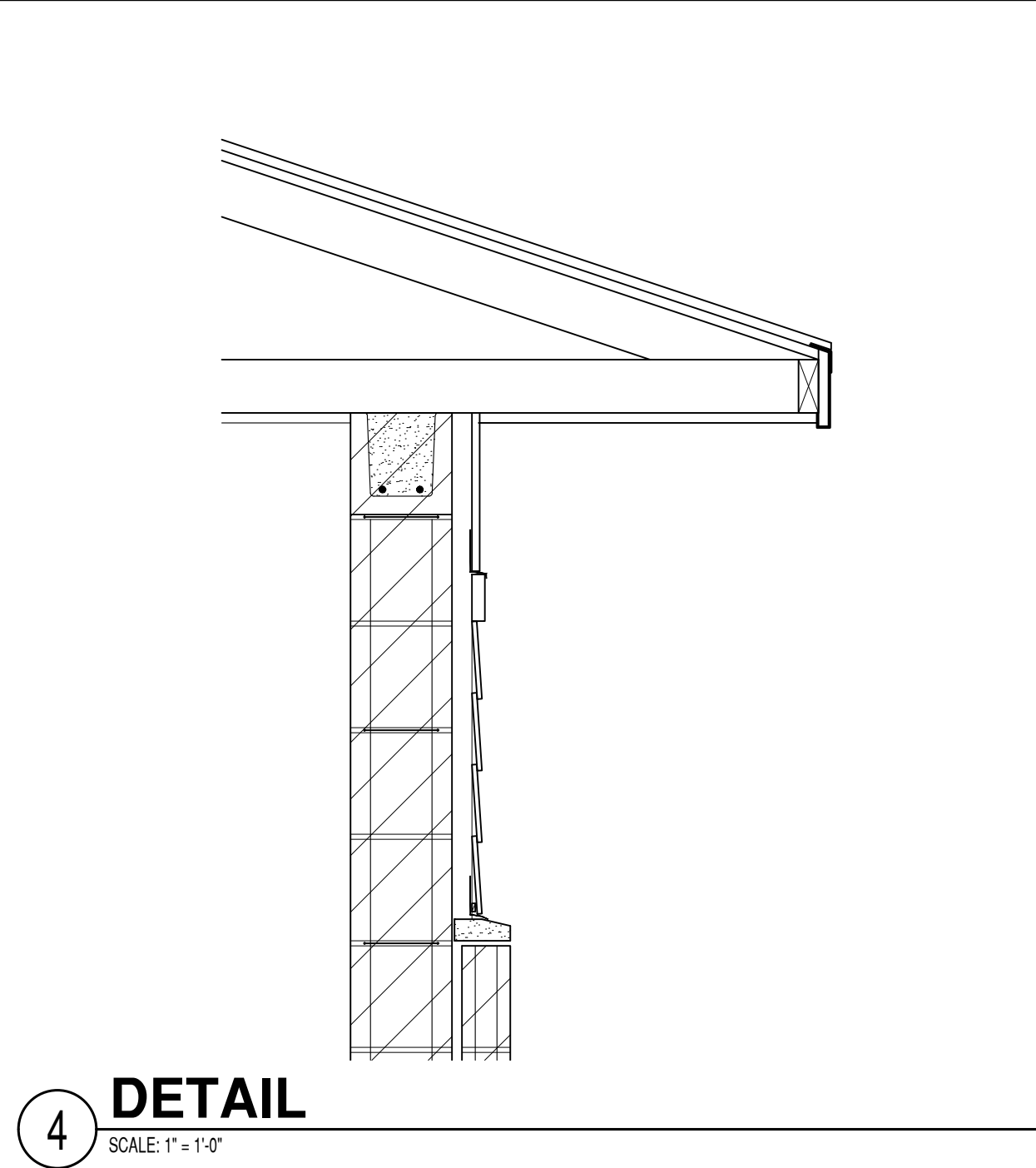
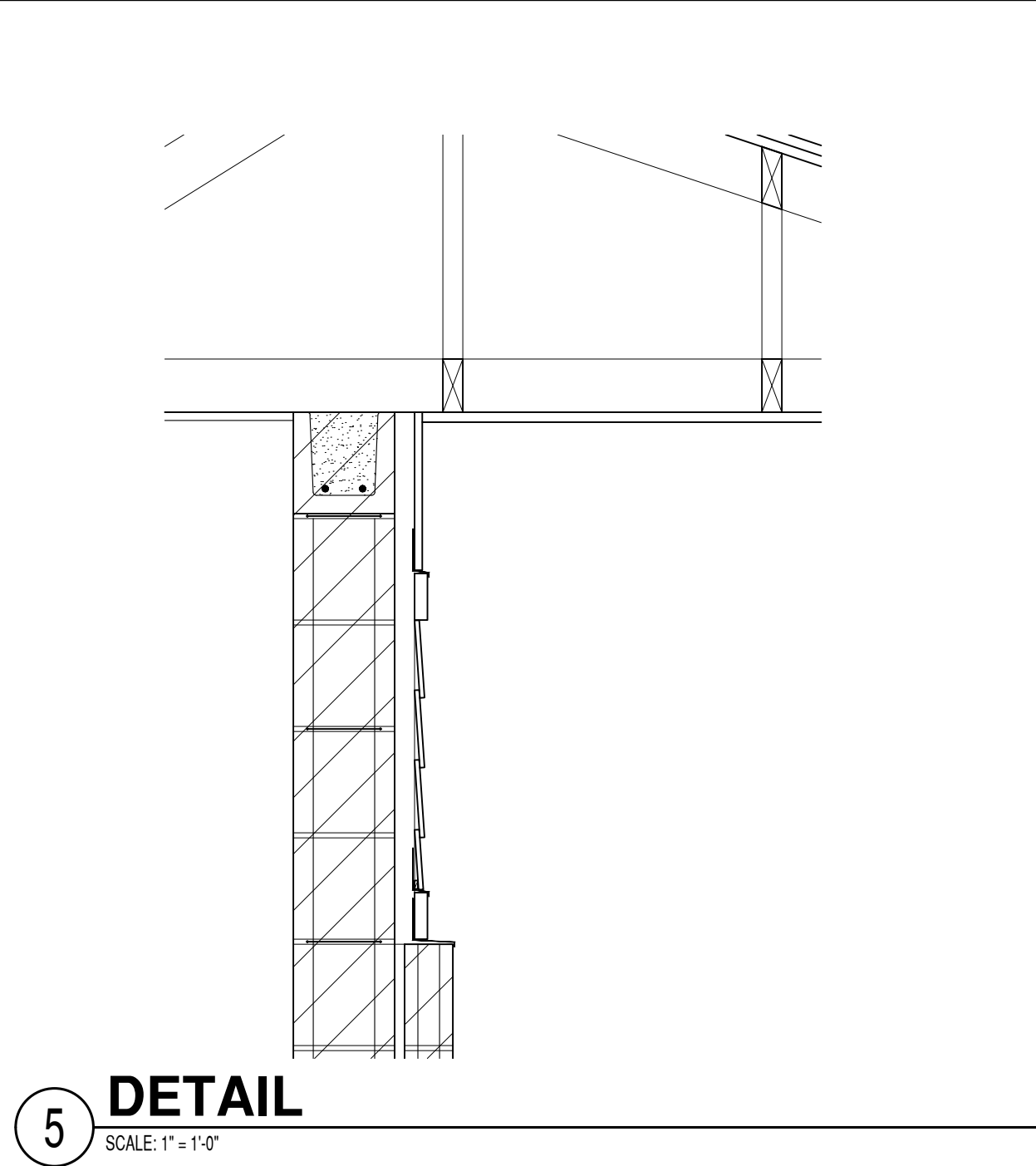


1 NORTH ELEVATION
SCALE: 1/4" = 1'-0"

**IVERSON PARK
NEW RESTROOM**
STEVENS POINT, WI
ELEVATIONS AND DETAILS

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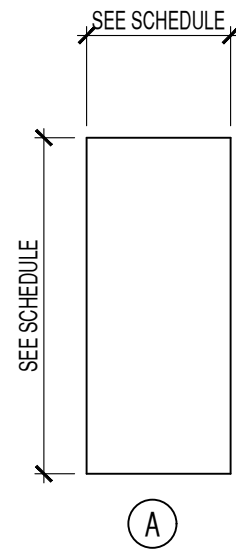


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Drawn by: KSG		
Project Number: STEVVP-20001		
Sheet Number: A 300		

DOOR AND FRAME SCHEDULE															
AREA	MARK	ROOM NAME	DOOR					FRAME					HRDW SET	LABEL	COMMENTS
			TYPE	SIZE	MATERIAL	GLASS	FINISH	TYPE	MATERIAL	DETAILS	GLASS	FINISH			
AREA A	A100.1	MECHANICAL	A	3'-0" x 7'-0" x 1-3/4"	FBRG	-	PREFIN.	A	FBRG	A & B	-	PREFIN	1	-	-
	A101.1	FAMILY	A	3'-0" x 7'-0" x 1-3/4"	FBRG	-	PREFIN.	A	FBRG	A & B	-	PREFIN.	2	-	-
	A102.1	WOMEN'S	A	3'-0" x 7'-0" x 1-3/4"	FBRG	-	PREFIN.	A	FBRG	A & B	-	PREFIN.	2	-	-
	A103.1	MEN'S	A	3'-0" x 7'-0" x 1-3/4"	FBRG	-	PREFIN.	A	FBRG	A & B	-	PREFIN.	2	-	-

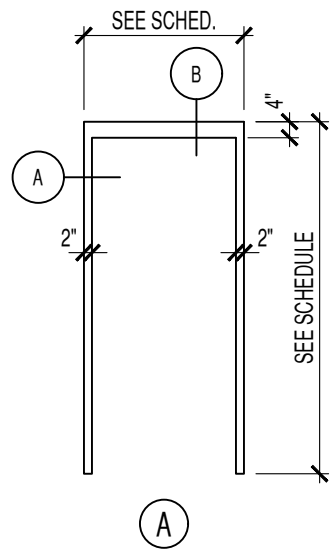
DOOR TYPES

SCALE: 1/4" = 1'-0"



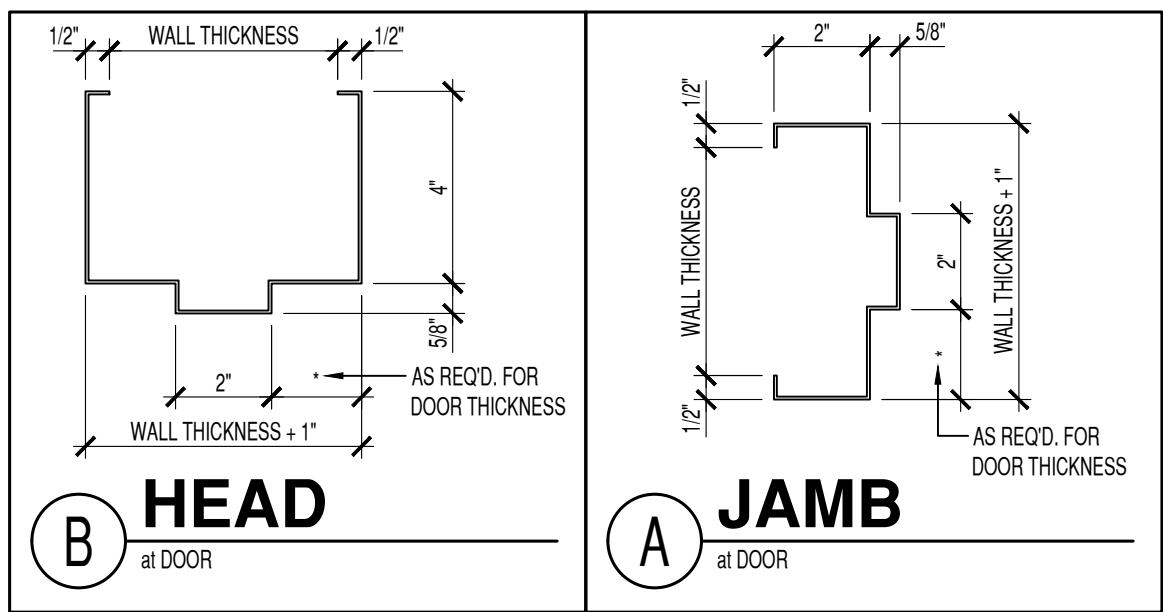
FRAME TYPES

SCALE: 1/4" = 1'-0"



FRAME DETAILS

SCALE: 3" = 1' - 0" (OR AS NOTED)



CMU FINISH LEGEND

- CMU TYPE 1
12" EXTERIOR SPLIT FACE CONCRETE BLOCK
PREFINISHED
COLOR BY ARCHITECT FROM MANUF. FULL RANGE OF COLOR SELECTIONS
- CMU TYPE 2
8" EXTERIOR SPLIT FACE CONCRETE BLOCK
PREFINISHED
COLOR BY ARCHITECT FROM MANUF. FULL RANGE OF COLOR SELECTIONS
- CMU TYPE 3
12" EXTERIOR SMOOTH FACE CONCRETE BLOCK
PREFINISHED
COLOR BY ARCHITECT FROM MANUF. FULL RANGE OF COLOR SELECTIONS
- CMU TYPE 4
8" EXTERIOR SMOOTH FACE CONCRETE BLOCK
PREFINISHED
COLOR BY ARCHITECT FROM MANUF. FULL RANGE OF COLOR SELECTIONS
- CMU TYPE 5
6" INTERIOR CONCRETE BLOCK
BLOCK FILLER AND EPOXY PAINT
COLOR BY ARCHITECT FROM MANUF. FULL RANGE OF COLOR SELECTIONS
- CMU TYPE 6
4" INTERIOR CONCRETE BLOCK
BLOCK FILLER AND EPOXY PAINT
COLOR BY ARCHITECT FROM MANUF. FULL RANGE OF COLOR SELECTIONS

HARDWARE SETS

1. DOOR CLOSER, STAINLESS STEEL
2. DOOR CLOSER, STAINLESS STEEL

ABBREVIATIONS

SEALED CONC. = SEALED CONCRETE (EUCCO DIAMOND HARD) SMOOTH SEALED FINISH WITH CHEMICAL ANTI-SLIP

EPOXY CONC. = ONE (1) COAT OF PRIMER AND TWO (2) COATS OF MACROPOXY WITH INTEGRAL NON-SKID GENERAL POLYMERS 5191 NON-SKID ADDITIVE FOR FLOORS AS INDICATED ON ROOM FINISH SCHEDULE

EP. PT. = ONE (1) COAT OF EPOXY BLOCK FILLER AND ONE (1) COAT OF MACRO-HIGH SOLIDS EPOXY AND ONE (1) COAT OF UREATHANE BASED EPOXY WITH COLOR FOR WALLS AS INDICATED ON THE ROOM FINISH SCHEDULE

N / A = NOT APPLICABLE

GYP. BD. = 5/8" MOISTURE, MOLD AND DENT RESISTANT TYPE 'X' GYPSUM BOARD

CMU = CONCRETE MASONRY UNIT

FBRG = GEL COATED FIBERGLASS

REFIN. = PREFINISHED

S.S. = STAINLESS STEEL

ROOM FINISH SCHEDULE														
AREA	ROOM #	ROOM NAME	FLOOR		BASE		WALLS		CEILING			ROOM #	COMMENTS	AREA
			MATERIAL	FIN.	MATERIAL	HEIGHT	MATERIAL	FIN.	MATERIAL	FIN.	HEIGHT			
AREA A	A-100	MECHANICAL	CONC.	SEALED	N / A	-	CMU	EP. PT.	GYP. BD.	EP. PT.	8'-0"	A-100	SMOOTH TROWEL WALL SURFACE FINISH	AREA A
	A-101	FAMILY	CONC.	EPOXY	N / A	-	CMU	EP. PT.	GYP. BD.	EP. PT.	8'-0"	A-101	SMOOTH TROWEL WALL SURFACE FINISH	
	A-102	MEN'S	CONC.	EPOXY	N / A	-	CMU	EP. PT.	GYP. BD.	EP. PT.	8'-0"	A-102	SMOOTH TROWEL WALL SURFACE FINISH	
	A-103	WOMEN'S	CONC.	EPOXY	N / A	-	CMU	EP. PT.	GYP. BD.	EP. PT.	8'-0"	A-103	SMOOTH TROWEL WALL SURFACE FINISH	

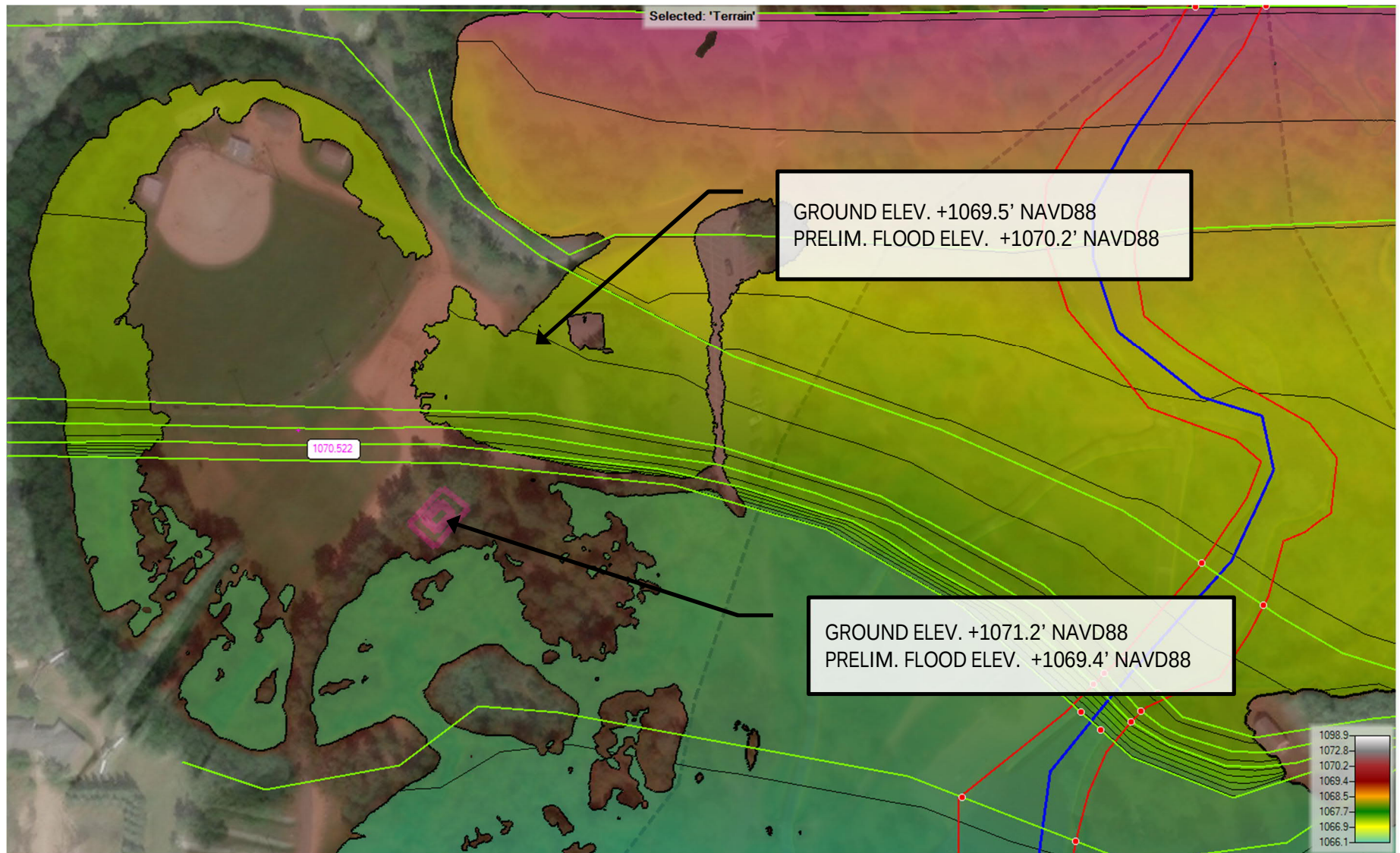
NOTE: ALL FINISH COLORS TO BE SELECTED BY THE ARCHITECT AND OWNER FROM THE MANUFACTURERS FULL RANGE OF COLOR SELECTIONS (INCLUDING PREMIUM AND EXOTIC COLORS)

Issue:		
Date	Issued for	
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Revisions:		
Mark	Date	Issued as
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Designed by:
PJ
Drawn by:
KSG
Project Number:
STEVP-20001

Sheet Number:
**A
700**



Administrative Staff Report

Conditional Use Permit & Official Street Map

Amendment

Lineage Logistics

5700 E M Copps Drive

April 5, 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 - Public Hearing and action on a 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). - 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 extend E M Copps Drive 100 feet to the east. Attachment(s) - Application - Plans Findings of Fact - The applicant is requesting to construct a 263,070 sq ft addition to an existing cold storage facility. - The proposed addition will accommodate a packaging processing plant and related freezer, dock and office space. - The property is located within the East Park Commerce Center Planned Industrial Development District. - 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. - The Plan Commission may attach additional conditions of approval as deemed necessary. Staff Recommendation - Approve the conditional use permit to allow for meat packing to occur at the premise of 5700 E M Copps Drive, subject to the following conditions: - 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. - 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.
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	• 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. • Building permits shall be applied for and approved prior to commencement of construction. • Staff shall have the authority to approve minor changes to the site plan. 2. Approve the Official Street Map Amendment as proposed to extend E M Copps Drive 100 feet to the east.
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Vicinity Map



Background

Overview: 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.

Conditional Use Permit: 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

Official Street Map Amendment: The City's Official Street Map shows E M Copps Drive extending from Brilowski Road to the location of previous phased expansions of Lineage Logistics. As shown in the below site plan and within the City's Official Street Map, a proposed street (Badger Avenue) is planned to directly connect E M Copps Drive with County Road HH. Due to the latest phased expansions of Lineage Logistics, along with additional parking lot entrances and exits proposed as part of the sixth phased addition, the City is requesting to amend the Official Street Map to extend E M Copps Drive approximately 100' to the east. The attached exhibit highlights the extent of the proposal.

Due to the recent expansion of Lineage Logistics, staff believes that amending the City's Official Street Map would be consistent with the Transportation Element of the City's Comprehensive Plan.

Section 3.5 Goal C:

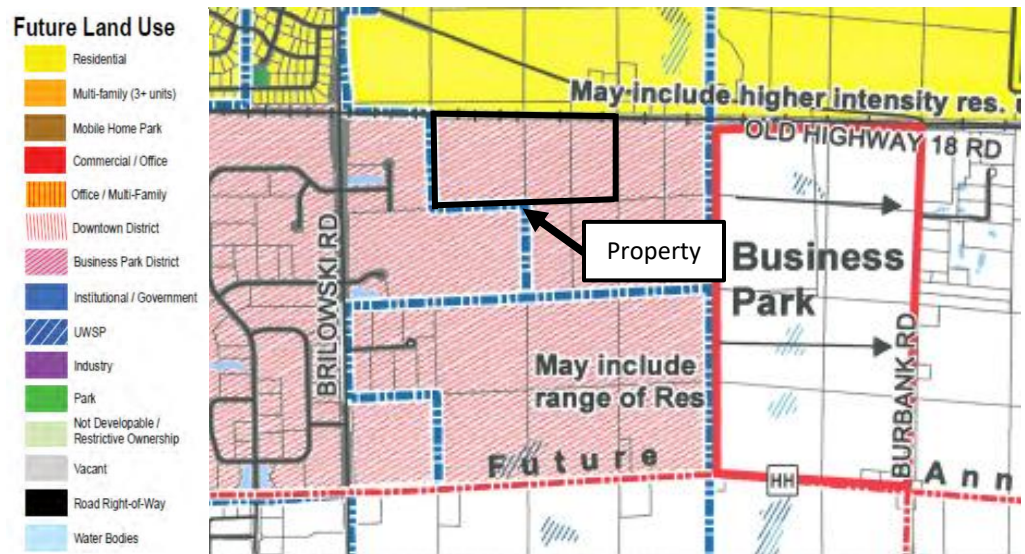
Goal C: Increase or maintain connectivity of the roadwork network.

Objective C2: Ensure linkages between major activity areas within abutting developments.

Policy C2.1: **Discourage roadways from becoming barriers to movement.**

Policy C2.6: **Draft and adopt an Official Street Map which established appropriate street connections to adequately serve future Stevens Point Development.**

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.



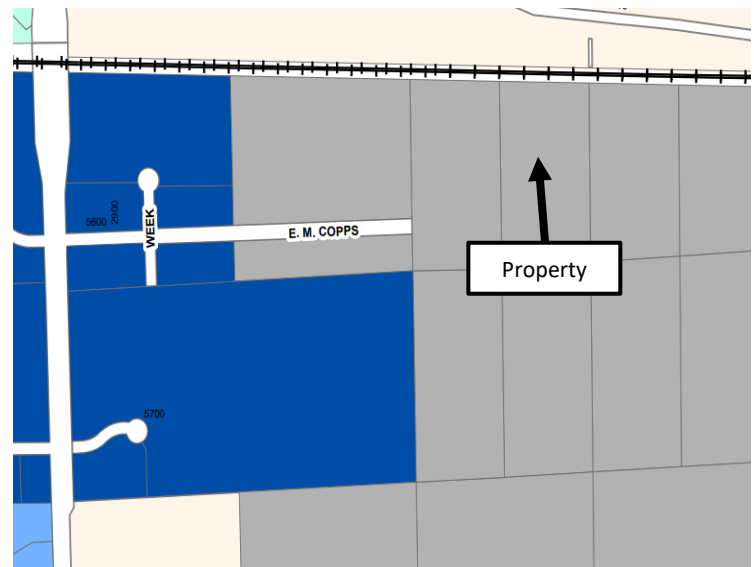
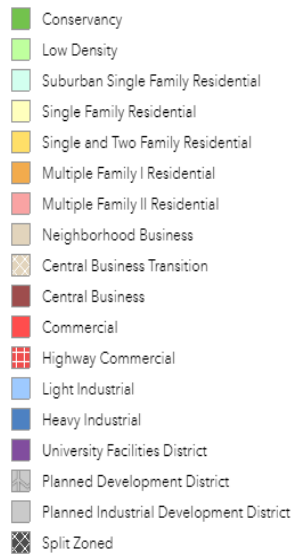
3. **The establishment of the use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

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 a standard above, a condition can be applied to the permit to address the concern and grant the permit.

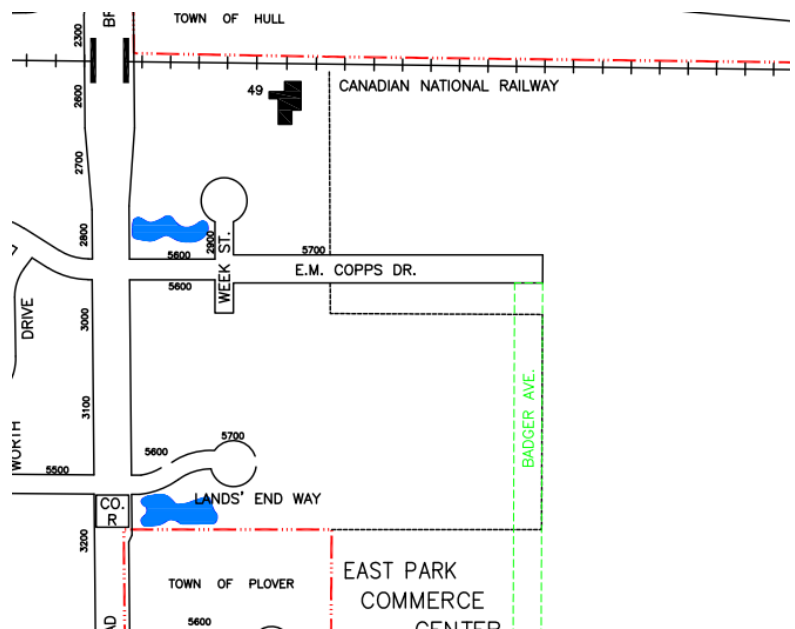
Standards of Review – Official Street Map Amendment

Section 3.5 [pages 59-62] of the City’s 2005 Comprehensive Plan outlines the creation of adoption of “an Official Street Map which establishes appropriate street connections and extensions to adequately serve future Stevens Point development.” As the City’s Official Street Map is a policy of the Comprehensive Plan to be implemented, any amendment or revision thereof would be subject to the standards and considerations for plan amendments as outlined in Section 9.3(B)(4) [pages 181-183] of the City’s Comprehensive Plan. Such standards and considerations are outlined below.

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

Analysis: The City’s Official Street Map designates E M Copps Drive to extend to the east up to the point where it intersects Badger Avenue, a planned north-south street. The proposed extension of E M Copps Drive is intended to run alongside Lineage Logistics, accommodating their proposed ingress-egress locations as part of previous approved phased developments. Please see the image below for further details.

Findings: Although the Official Street Map is one of the most important pieces in outlining where planned future streets are to be located, other factors within the Comprehensive Plan need to be taken into



consideration. By amending the Official Street Map to extend E M Copps Drive, it is providing additional areas of street access to accommodate previous planned expansions of Lineage Logistics. As such, the proposed amendment is not only fulfilling the goals, objective and policies of Chapter Three of the City’s Comprehensive Plan, but is also accommodating other components of the Comprehensive Plan (e.g., Chapter Six: Economic Development).

Lastly, Chapter Three of the Comprehensive Plan states that future policies should “discourage roadways from becoming barriers to movement.” By extending E M Copps Drive, it is allowing for greater mobility semi-trucks moving in and out of Lineage Logistics. Additionally, extending E M Copps Drive past Badger Avenue arguably provides for greater connectivity within the East Park Commerce Center.

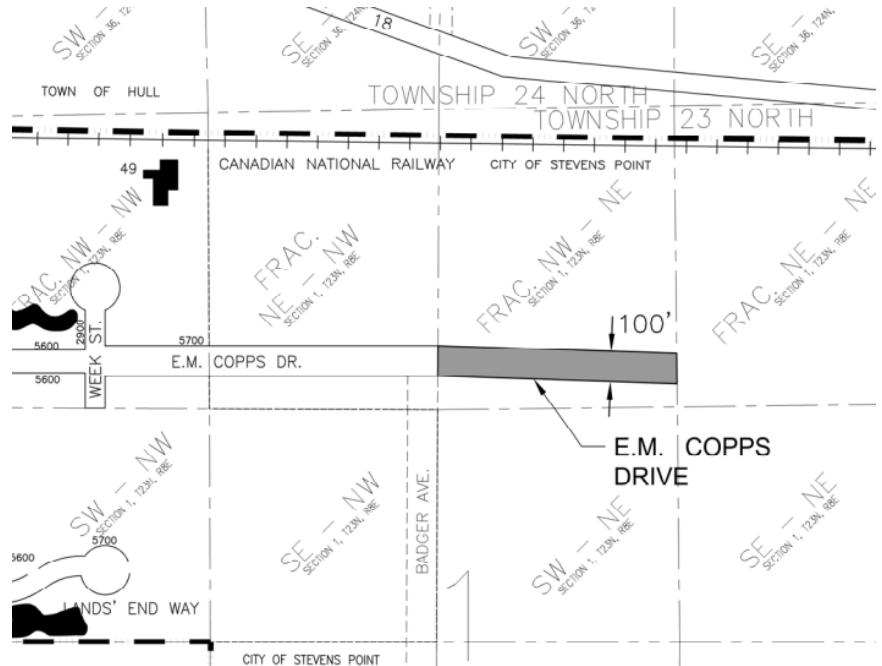
2. Granting Special Privileges or Placing Limitations Not Permitted. No amendment to change the Future Land Use Map shall contain special privileges or rights or any conditions, limitations, or requirements not applicable to all other lands in the district.

Analysis: Please see the previous discussion regarding the proposed conditional use permit. The proposed amendment to the Official Street Map is proposed to provide additional access points to Lineage Logistics.

Findings: The amendment is consistent with the Transportation Element of the City's Comprehensive Plan. According to the transportation vision statement, "streets are designed and maintained to create a sense of place for residential and commercial neighborhoods and for the City. The use of parks, tree-lined boulevards, neighborhood signs or statutes, and the location of parking lots to the rear or sides of buildings all add to the positive visual experience of the community." As shown is the site plan above for the sixth phased addition of Lineage Logistics, a majority of the parking is proposed to be located in the rear of the lot—fulfilling the intent of designing streets in industrial corridors.

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

Analysis: The planned expansion of E M Copps Drive is to exist within the East Park Commerce Center, adjoining properties all zoned within the "PID" Planned Industrial Development District. As there are planned streets within the East Park Commerce Center not already constructed (e.g., Badger Avenue, Carrie Frost Drive extension, etc.), the proposed extension of E M Copps Drive is anticipated to assist in the overall development pattern of the East Park Commerce Center. For example, extending E M Copps Drive is likely to increase connectivity of other parcels in the East Park Commerce Center with existing or proposed street infrastructure. Given that all impacted parcels are zoned "PID" Planned Industrial Development and all undeveloped parcels would require a site plan review prior to land improvements, any adverse impacts are likely to be kept at a minimum.



Findings: While the extension of E M Copps Drive is anticipated to accrue significant costs for pouring asphalt, it is not anticipated to significantly change conditions beyond what currently exists. It should be stated that this request is solely to extend E M Copps Drive within the Official Street Map as a planned expansion—the true expansion of E M Copps Drive would occur at some point in the future and would require appropriate approvals.

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

Analysis: Utilities currently exist within the E M Copps Drive Right-of-Way. As part of planning for the recently approved phased developments for Lineage Logistics, the Public Works and Utilities Departments have been planning for any utility connections needed for the warehouse addition, stormwater management requirements, etc. As stated earlier, existing utilities along the E M Copps Drive Right-of-Way have the potential to support the development/expansion of nearby uses.

Findings: The proposed amendment should not create an adverse impact on public facilities and services. Given the existing public infrastructure surrounding Lineage Logistics, along with each phased development going before

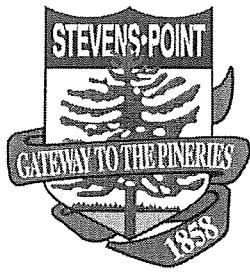
the Plan Commission via a Site Plan Review, the proposed street extension is not likely to hinder potential future public facility needs.

When taking into consideration the above findings, staff has concluded that amending the City's Official Street Map is within the public interest. Extending E M Copps Drive 100 feet is fitting and does not result in any negative consequences to nearby classifications and uses. Upon review, staff has identified that the above criteria has been met and would recommend amending the City's Official Street Map to extend E M Copps Drive 100 feet.

Photos







City of Stevens Point
Community Development Department

1515 Strong's Avenue, Stevens Point, WI 54481
P: (715) 346-1567 F: (715) 346-1498
communitydevelopment@stevenspoint.com
<http://stevenspoint.com>

City of Stevens Point Plan Commission Application Packet

This document includes the directions and applications for projects that require Plan Commission approval. This coversheet describes the process and application requirements. The form shall be completed and returned with the required sets of plans and the appropriate application fee to the Community Development Department, City of Stevens Point, 1515 Strong's Avenue, Stevens Point, WI 54481. If you have any questions about the application or submittal requirements, please do not hesitate to contact the Community Development Department at (715) 346-1567 during normal business hours, Monday-Friday, 7:30 a.m. to 4:00 p.m., except City holidays.

Prior to Submittal:

1. Prior to the submittal of the application, the applicant must have a pre-application conference with City staff to discuss the proposal, review plans in detail, and discuss the approval process. This conference is MANDATORY.
2. Prior to the submittal of the application, a letter must be sent to the Alderperson of the district of where the request is taking place, explaining the request. Please attach the notification letter with your application materials. Information about aldermanic districts can be found at the following link: <http://stevenspoint.com/index.aspx?NID=488>.

Filing of Planning Commission Applications:

1. The filing deadline for all applications is 4:00 p.m. on the filing day. ***The filing day is four weeks prior to the meeting in which you wish to appear.*** Please consult the annual Plan Commission schedule below for specific dates. Applications received after 4:00 p.m. on the filing day will not be scheduled until the next application cycle.

Required Submittal Date	Plan Commission Meeting Date	Common Council Meeting Date
December 7, 2020	January 4, 2021	January 18, 2021
January 4, 2021	February 1, 2021	February 15, 2021
February 1, 2021	March 1, 2021	March 15, 2021
March 8, 2021	April 5, 2021	April 19, 2021
April 5, 2021	May 3, 2021	May 17, 2021
May 10, 2021	June 7, 2021	June 21, 2021
June 8, 2021	July 6, 2021 (Tuesday)	July 19, 2021
July 5, 2021	August 2, 2021	August 16, 2021
August 10, 2021	September 7, 2021 (Tuesday)	September 20, 2021
September 6, 2021	October 4, 2021	October 18, 2021
October 4, 2021	November 1, 2021	November 15, 2021
November 8, 2021	December 6, 2021	December 20, 2021

2. The application must be filled out completely and accurately, including contact information for the applicant and owner. The required materials identified on the application shall be submitted in their entirety as they pertain to your request and include all of the necessary information. Failure to submit a complete application with all of the required documents will result in placing your item being placed on the next application cycle.

Filing of Planning Commission Applications:

- **Requirements for All Plans:**

- The name of the project, firm, and individuals associated with the plan, and all relevant contact information must be included in each plan submitted.
- Each plan submitted must include a north point (compass), scale, and date drawn.

- **Requirements for Specific Types of Plans:**

The plans required to be submitted with your application will be determined during the pre-application conference.

- **New Construction or Addition:** When required, site plans for new constructions must include building elevations, building coverage as a percent of the lot, setbacks from property line (include photos of the proposed site), height and number of stories of all proposed buildings and structures, and building dimensions.
- **Street Plans:** Street plans must include the layout and designation of all newly constructed street networks with block perimeter distances designated. Each street type and design cross-sections must be included.
- **Utility Plans:** Utility plans must include the location and size of wastewater, water mains, and culverts. Additionally, all other underground utilities, structures, and appurtenances must be included on the plan.
- **Stormwater Plans:** Stormwater plans must include a description for how the proposed development will address stormwater run-off from the site using either a combination of stormwater basins, swales, green roofs, pervious pavement, or other measures.
- **Plans Showing Off-street Parking:** Parking area plans must include parking area location, parking area design, number and size of spaces, aisle dimensions, paving material, and size and type of landscape areas. Include any designated off-street loading areas.
- **Outdoor Lighting:** Lighting plan must include the location, fixture and luminaire type, design, height, illumination intensity (footcandles), and number of lights.

- **Landscaping:** Landscaping plans for required landscaping areas must include location of landscaping areas, dimensions of areas, scientific and common name of all plants and number and location of each, and location, height (both at the time of planting and at maturity), and material of fencing or walls.
- **Signage:** General location, dimension, sign area, height, and orientation of proposed building signs.

Upon Filing Your Application:

1. A public hearing will be scheduled, if applicable, for the Plan Commission meeting in which your item is presented or if otherwise required at Common Council. Property owners within 200 feet of the boundaries of the property will be notified of your request. Information about surrounding properties can be found at the following: <https://stevenspoint.maps.arcgis.com/home/index.html>.
2. Staff will meet two weeks prior to the Plan Commission meeting to review your request. You will be notified as soon as possible if any revisions are needed. The Plan Commission will not review any plan revisions that have not been first reviewed by staff. A copy of the agenda and staff report for your item will be sent to you prior to the meeting.
3. The applicant or agent is required to attend the Plan Commission meeting to explain your request and answer questions. Failure to appear at the scheduled meeting may cause referral of the matter to a future meeting date. You should also remain at the meeting until the Plan Commission makes a recommendation on your item. You are also required to attend the Common Council meeting on the third Monday of the month, where final decision will be made regarding your request.

Plan Commission Review Process:

1. At the Plan Commission meeting, which typically occurs on the first Monday of the month, you will have an opportunity to provide information about your request. Additionally, a public hearing will take place at the Plan Commission meeting, if applicable to your request, after which, Staff will present their recommendation on the request.
2. After the presentation of your item, the Plan Commission can approve, reject, conditionally approve, or refer your proposal to a future meeting based in part on a review of the request against the applicable standards found in the City ordinances. After the Plan Commission recommendation, final approval is determined by the Common Council.
3. The Common Council typically meets on the third Monday of the month and will act on your request as part of the Plan Commission meeting minutes, or as a separate agenda item, if applicable.

Application Fees:

Please consult the schedule below for the appropriate fee for your request. Applications containing a combination of requests shall, after computation of each category, be charged the highest individual fee. Fractions of an acre are rounded up to the next whole acre. Each fee that is based on an additional lot or acre will include the first lot or acre as part of the base fee. For example, an annexation request for 1.1 acres will cost \$310.00 (\$300.00 + 1 additional acre at \$10.00).

Plan Commission and Board of Zoning Appeals Fees		Fees Effective 5/1/2018
Annexation	Annexation (includes permanent zoning)	\$300.00 plus \$10.00/acre (maximum of \$500.00)
Conditional Use	Conditional use permit	\$300.00 plus \$10.00/acre (maximum of \$500.00)
	Conditional use permit amendment	\$250.00
Land Division	Certified survey map	\$50.00 plus \$10.00/lot
	Subdivision preliminary plat	\$300.00 plus \$10.00/lot
	Subdivision final plat	\$50.00
Ordinance Amendments	Ordinance amendments	\$300.00
	Comprehensive plan amendments	\$350.00
Planned Development District/Planned Unit Development	Planned development district	\$300.00 plus \$10.00/acre (maximum of \$500.00)
	Planned development district amendment	\$300.00
Rezoning	District change (not PDD/PUD)	\$300.00 plus \$10.00/acre (maximum of \$500.00)
Right-of-Way Vacations	Alley or Street	\$350.00
Signs	Variance	\$200.00
Site, Building, and Landscape Review	Major (plan commission review)	\$250.00
Variance (Board of Zoning Appeals)	Administrative appeal (fee refunded if overturned)	\$150.00
	Variance	\$300.00
Miscellaneous	Park fees	
	Single family	\$300.00/dwelling unit
	Duplex	\$250.00/dwelling unit or \$500.00/duplex
	Recreational Impact Fee	
	Multiple family	\$200.00/unit
	Mobile home	\$200.00/mobile home lot
	Zoning verification letters	\$100.00 per parcel
	Unspecified planning or zoning action (not requiring legal publication)	\$150.00
	Unspecified planning or zoning action (requiring legal publication)	\$300.00



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)Slaughter 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

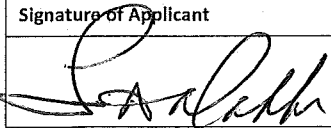
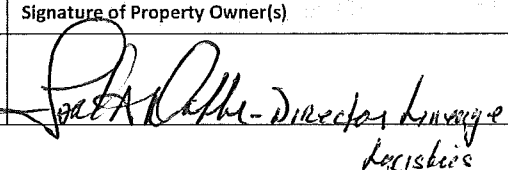
North:	CN Railroad -Agricultural	South:	Industrial Park
East:	Industrial Park	West:	City of Stevens Point Transporation Maintenance

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		2-23-2021



MEMORANDUM

To: Mayor Mike Wiza
City Plan Commission
Common Council

From: Ryan Kernosky, Director of Community Development 

Date: April 5, 2021

RE: Lineage Logistics Conditional Use Permit

As Commissioners and Council members will notice, this project has come back for formal consideration again. Through miscommunication within the Community Development Department, the Conditional Use Permit request was included in the March Plan Commission, but the public hearing was not published and surrounding property owners were not notified. Therefore, any action taken by the Plan Commission and Common Council would have been inconsistent with our municipal codes for notification for a Conditional Use Permit.

Once this was brought to my attention shortly after the March Plan Commission, Lineage Logistics was notified as was Mayor Wiza. I deeply regret this miscommunication and administrative oversight within my department. We are evaluating our internal policies and procedures to ensure that this does not occur again.

Please reach out to me with any additional questions or concerns.

www.stevenspoint.com

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

March 30, 2021

Community Development Department
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

RECEIVED

APR 01 2021

COM DEV/INSP

Dear members of the Community Development Department:

We are responding to a letter that we received last week notifying us of the April 5, 2021 public hearing.

Your agenda indicates plans to consider a request for Lineage Logistics LLC to obtain a permit to allow for meat packing at their facility at 5700 EM Capps Drive. According to definition, meat packing can entail slaughter, butchering, and processing of meats resulting in waste products in addition to packaging and distribution. What exactly is being planned at this facility in addition to cold storage and shipping of meat products?

This may impact our environment and promote air pollutants. Waste products may contribute to the health of individuals employed at the facility as well as to the residents of our community. Examples of this already occurring at meat packing plants are located in Sioux Falls, South Dakota and Green Bay, WI with a higher incidence of Covid 19 in these areas over the past year.

There is also the noise factor to consider where the facility might generate more noise from activity within the building or from exhaust vents from the building. Increased trucking in the area would contribute to an increase in noise, air pollution and an increase in traffic.

In addition, Lineage Logistics LLC has not done anything regarding landscape, planting of trees or placement of a fence to the North of their current building. There is no "buffer" to reduce noise or make the building less obvious. It appears as a greyish, bleak-looking building. AIG, located west of County R, has done landscaping and planted trees to make the site more appealing to observers in the neighborhood and to travelers on County R.

As third generation landowners, previously engaged in the agriculture industry (dairy farming), we never envisioned this change in our countryside. A packing plant should be located further away from the city and business areas.

In conclusion, as adjacent landowners, we object to an approval to allow a permit for meat packing to occur at the 5700 EM Capps Drive location. We feel this would lower the value of our land, located just North of the railroad. If Lineage Logistics LLC absolutely desires to go forward with the meat packing operation, they should seriously consider the purchase of the land we own South of Old Hwy 18 up to the railroad. We have planned on putting this property up for sale for development.

Thank you for notifying us so that we could voice our opinions. We hope you will read and review this letter in its entirety at the April 5, 2021 zoom meeting as we are unable to attend.

Sincerely,



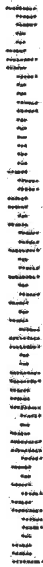
Michael J. Worzalla and Theresa M. Worzalla (concerned landowners)



Mr. & Mrs. Michael Worzalla
1249 Black Bear Trail
Stevens Point, WI 54482-8640

Adam Kuhn
Associate Planner / Zoning Administrator
Stevens Point City Hall
1515 Strong's Avenue
Stevens Point, WI 54481

54481-359499



GREEN BAY WI 543

30 MAR 2021 PM 1 L



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

The Common Council of the City of Stevens Point do ordain as follows:

SECTION I: That the Official Street Map and Extraterritorial Street Map of the City of Stevens Point be amended by adding the following described street:

E.M. Copps Drive

A 100 foot wide street from its intersection with Badger Avenue to a point 1,309 feet east more particularly described as follows and depicted on attached Exhibit 'A':

Said street being all of Lot 3 of Portage County Certified Survey Map Number 11262-52-92, and part of Lot 1 of Portage County Certified Survey Map Number 642-2-302, located in the Fractional Northwest Quarter of the Northeast Quarter of Section 1, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin described as follows:

Commencing at the north quarter corner of said Section 1; thence South 01 degree 03 minutes 04 seconds East along the west line of said Fractional Northwest Quarter of the Northeast Quarter of Section 1 a distance of 1,118.85 feet to the northwest corner of said Lot 3 of Portage County Certified Survey Map Number 11262-52-92 and the point of beginning; thence South 88 degrees 59 minutes 57 seconds East along the north line of said Lot 3 a distance of 654.90 feet to the northeast corner thereof; thence South 88 degrees 59 minutes 57 seconds East 654.49 feet to a point on the east line of said Fractional Northwest Quarter of the Northeast Quarter of Section 1; thence South 00 degrees 40 minutes 36 seconds East along said east line 100.04 feet; thence North 88 degrees 59 minutes 57 seconds West 654.14 feet to the southeast corner of said Lot 3 of Portage County Certified Survey Map Number 11262-52-92; thence North 88 degrees 59 minutes 57 seconds West along the south line of said Lot 3 a distance of 654.59 feet to the southwest corner thereof; thence North 01 degree 03 minutes 04 seconds West along the west line of said Lot 3 a distance of 100.06 feet to the point of beginning and there terminating.

SECTION II: The City Clerk shall file a copy of the ordinance with the Register of Deeds of Portage County, Wisconsin.

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

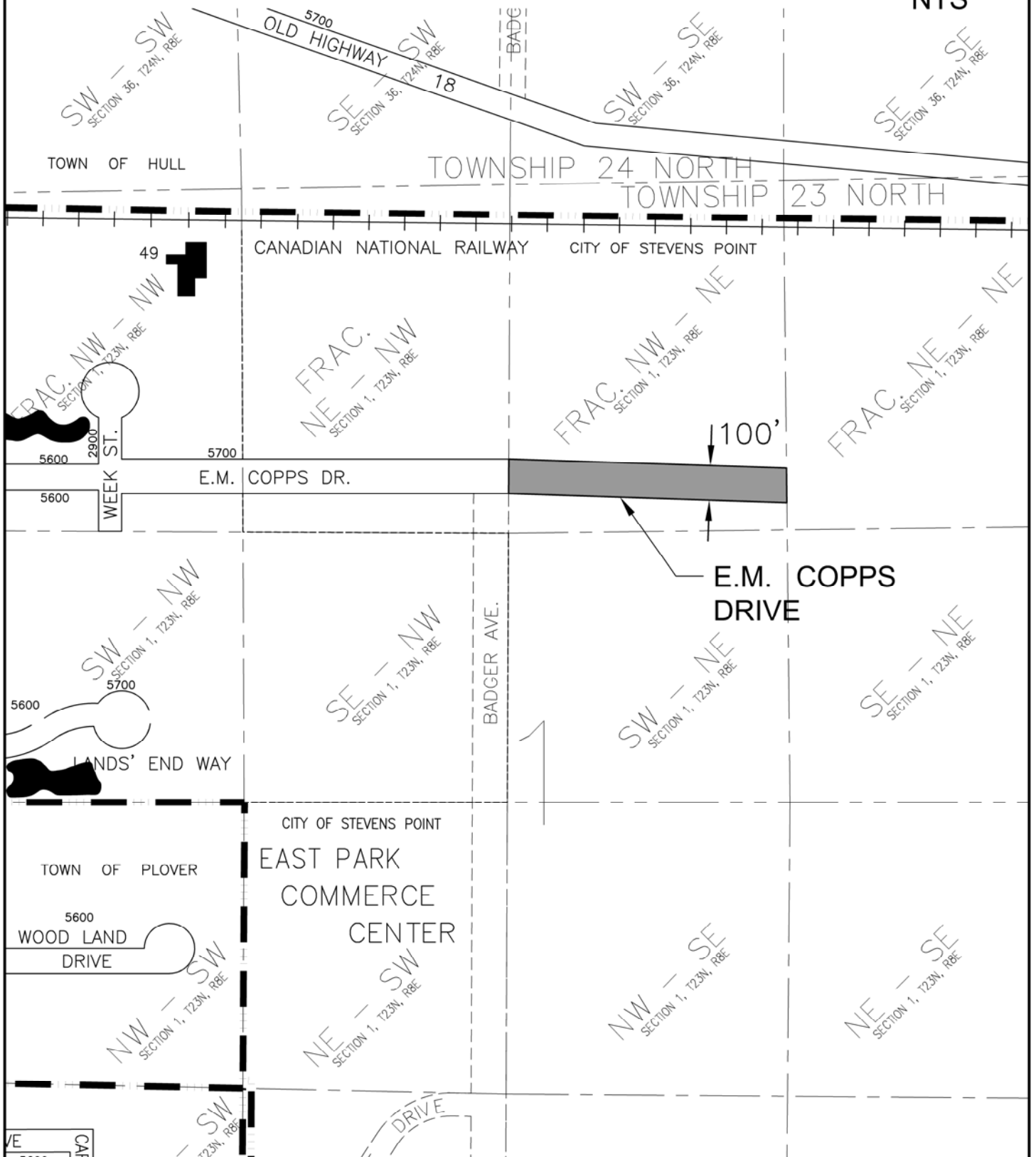
Dated: March 15, 2021
Approved: April 19, 2021
Published: April 23, 2021

RETURN TO: Stevens Point City Clerk
Drafted by P. Fuehrer, City Engineering

OFFICIAL STREET MAP AMENDMENT EXHIBIT 'A'



NTS



Administrative Staff Report

Dredge McDill Pond
4001 Patch Street
April 5, 2021

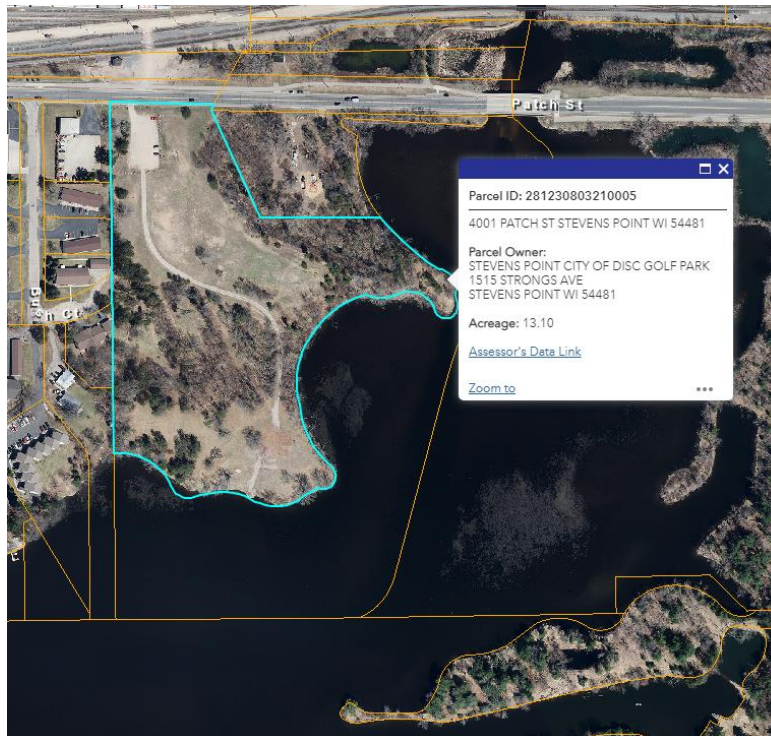


**Department of Community
Development**

Applicant(s): - Kyle Bretl, representing the McDill Inland Lake Protection and Rehabilitation District Staff: - Ryan Kernosky, Director rkernosky@stevenspoint.com - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281230803210005 Zone(s): - Split Zoned: "C" Conservancy District, "M-2" Heavy Industrial District Master Plan: - Institutional/Government Council District: - District 6 Ald. Slowinski Lot Information: - Frontage: 285 ft. 3 in. - Depth: 965 ft. - Lot Size: 570,636 sq. ft. (13.1 ac.) Current Use: - Disc Golf Park Applicable Regulations: 23.02 (1)(a)(3)(e)	Request - Public Hearing and action on a request from Kyle Bretl, representing the McDill Inland Lake Protection and Rehabilitation District, to dredge the northern portion of McDill Pond located at Parcel ID 281230803210005, consistent with Ch. 23.02(1)(a)(3)(e). Attachment(s) - Application - Plans Findings of Fact - The McDill Inland Lake Protection and Rehabilitation District is seeking to dredge the northern end of McDill Pond between the Plover River Channel and the silt trap located directly to the south of the Patch Street Bridge. - The Wisconsin Department of Natural Resources have reviewed the request and has authorized the applicant to dredge up to 90,000 cubic yards of sediment. - A soil stockpile area is proposed to be located within the subject property. The stockpile can hold up to 35,000 cubic yards of material at any one time. The quantity of dredge material accumulated will be based on the acquisition of grant funds. - All equipment needed will be stored on the subject property when dredging is occurring, enclosed behind fencing. - In-stream work is anticipated to occur between May 15, 2022 and September 30, 2020 to comply with rare species timing restrictions as outlined by the WDNR. - The subject property is split zoned, with the intended land disturbance being located on property zoned "C" Conservancy. - Dredging is a conditional use within the "C" Conservancy District. - The Plan Commission and Common Council may attach additional conditions to this request as necessary. Staff Recommendation Approve the conditional use permit to allow for dredging operations to occur at 4001 Patch Street, subject to the following conditions: - An erosion control permit prior to project initiation, subject to the review and approval of Utilities Department staff meeting applicable erosion control guidelines.
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2. A safety control plan (signage, barriers to the storage site, public information announcements, etc.) is submitted to the Stevens Point Parks, Recreation and Forestry Department prior to project initiation for review and approval.
3. The McDill Lake District performs complete restoration of the parcel upon completion of the project to its original condition.
4. Dredging operations shall not prevent, interfere or otherwise obstruct disc golf play or the Isaac Walton League Jamboree, unless otherwise approved by the Parks and Recreation Department.
5. A complete project schedule shall be provided to City staff prior to the start of any work.
6. All harvester equipment shall be removed from the subject property during winter months when harvesting operations are not active.
7. All equipment on the subject property shall be stored in a utility trailer or motorized vehicle when not in use.
8. All vehicles and trailers shall be stored where identified on the site plan when not in use.
9. A fencing plan shall be submitted to Community Development staff for review and approval, meeting applicable Zoning Code requirements.
10. A zoning permit shall be obtained prior to the start of any work occurring.
11. All dredged material must be removed from the subject property when dried (not to exceed three months) by the selected contractor.
12. Silt fencing shall be installed around the storage of dredged material.
13. Staff shall have the authority to approve minor changes to the site plan.

Vicinity Map



Background

The McDill Inland Lake Protection and Rehabilitation District is requesting a conditional use permit to dredge the northern portion of McDill Pond situated between the Plover River Channel and the Patch Street bridge. The purpose of dredging is to remove an accumulation of sediment within any one area. While a purpose of this area is to control sediment that has been transported into McDill Pond via the Plover River, above average annual precipitation have resulted in an increase of sediment accumulating within McDill Pond.

McDill Inland Lake Protection and Rehabilitation District has utilized the subject property for water access, equipment storage and for dewatering collected sediment. The last dredging request that went before the Plan Commission, whose operation was located slightly east of the subject property, was in May 2016.

To dredge a particular area, obtaining authorization from the Wisconsin Department of Natural Resources is required. The applicant has obtained approval to dredge approximately 90,000 cubic yards of sediment. While the exact amount of sediment accumulated will be dependent on funds obtained by the applicant, the below plan submittals highlight the dredging locations based on an estimated 44,000 cubic yards of sediment accumulated. As outlined earlier, the mobilization of equipment necessary for dredging to the subject property is expected to occur from March through May 2022. In-stream work is anticipated to occur between May 15th and September 30, 2022. Please note that any in-water work is required to cease at the end of September in order to comply with fish spawning and rare species restrictions as outlined by the Wisconsin Department of Natural Resources.

While in-stream work will occur throughout the summer of 2022, the actual dredging of sediment is anticipated to take roughly one week to complete. Once dredging equipment is stationed to the subject property, a pipe approximately ten inches in diameter will be attached to the dredge boat, connecting the boat to the sediment stockpile area. Sediment will then be removed from the pond by the dredge boat and pumped through the pipe to the soil stockpile area for dewatering. Note that the soil stockpile area is able to hold a maximum of 35,000 cubic yards of sediment at any one time. After the allowed sediment is removed from McDill Pond and dried, the selected contractor will work to remove equipment from the subject property and restore the area back to previous conditions as outlined in the attached conditions of approval. The following includes a summary of the anticipated timeline for when activities will occur:

- January – March, 2022:
 - The applicant selects the contractor. Additional plans on the dewatering area and a more detailed timeline will be developed.
- March – May, 2022:
 - The contractor begins work to acquire and move necessary equipment, dredging pipeline and a water treatment system to the subject property.
 - Proper erosion controls will be placed along the stockpile area.
 - Any earthwork necessary will be completed, with proper approvals, prior to May 20, 2022 to comply with rare species timing restrictions.
- May – September, 2022:
 - In-stream work occurs.
- July – November, 2022:
 - Equipment is demobilized and removed from the subject property.
 - The subject property is restored to previous conditions as outlined by City staff.

The dredging of any public or private areas are considered a conditional use within the “C” Conservancy District. While the subject property is split zoned “C” Conservancy and “M-2” Heavy Industrial, the area proposed to be used for

dredging activities falls within the “C” Conservancy District. The aforementioned request is described in the following section:

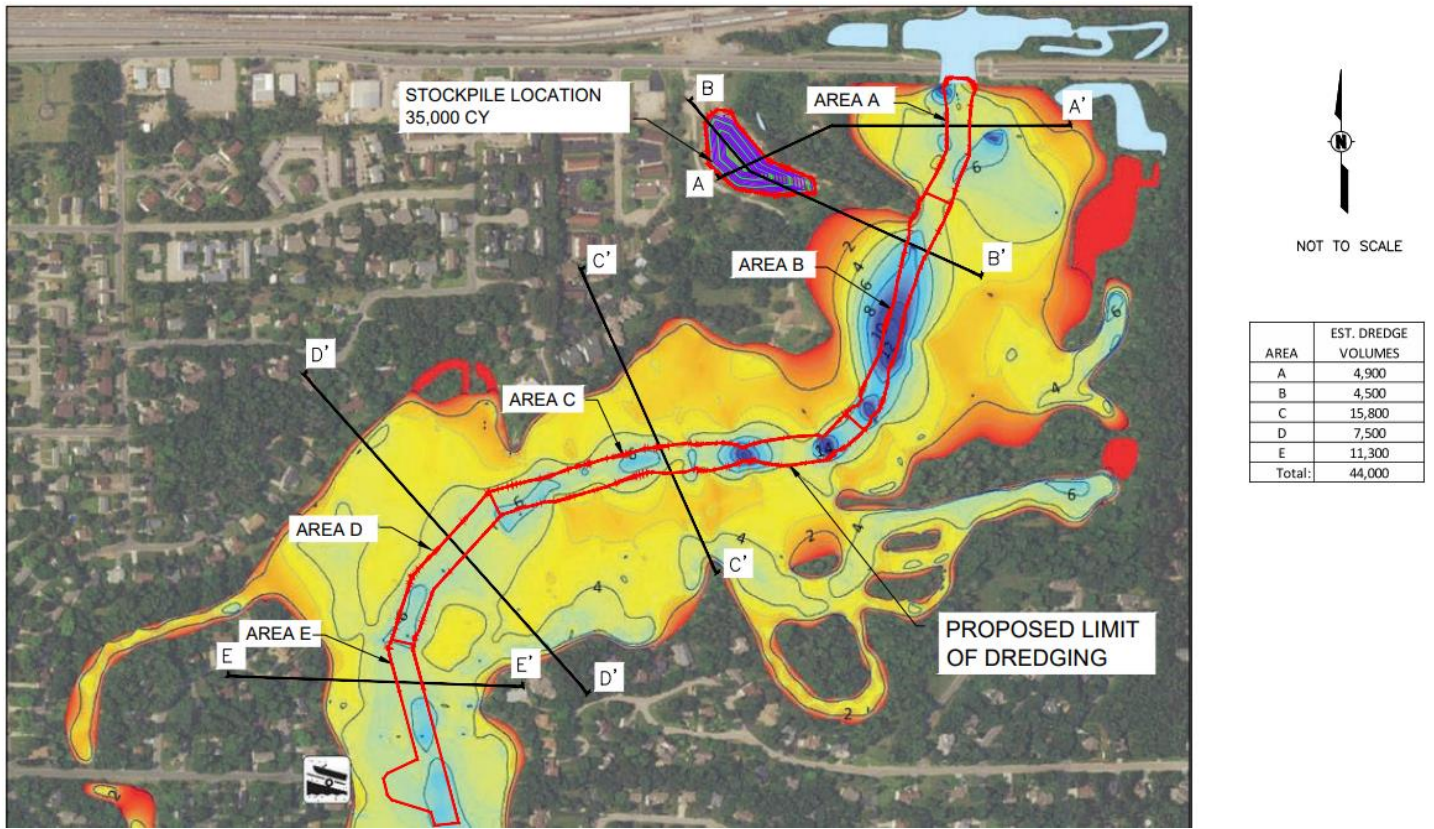
Ch. 23.02(1)(a)(3)

(3) Conditional Uses.

(e) Any public or private filling, grading, lagooning or dredging.

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





1. Permitted dredging location.

The permitted dredging location, as reviewed and approved by the Wisconsin Department of Natural Resources, is shown above in the areas identified in red. The permitted dredging location is approximately 18.5 acres in size and can have 90,000 cubic yards of sediment removed over the course of this project.

2. Soil stockpile area.

The proposed location for where collected sediment (approximately 1.6 acres) is to be stored and dried is located in yellow within the above site plan. Note that fencing is proposed to enclose the stockpile area, subject to the review and approval of Community Development staff.

3. Water treatment area.

After sediment is transferred from the dredge boat, collected material is to be moved to the soil stockpile area for dewatering. While the material is being dewatered, collected water is transferred to a water treatment area in order to be eventually discharged back into McDill Pond in a safe and environmentally-friendly way.

4. Site access.

Access to the subject property will be off of Patch Street—an existing entrance used for the disc golf course. Once within the subject property, access will be off of an existing hard surfaced driveway leading to the boat dock located in the rear of the property. In using the existing driveway, direct access to the soil stockpile area, water treatment area and equipment storage location can occur.

5. Equipment storage.

The proposed equipment storage area, located along the southern perimeter of the subject property, is intended to house earthmoving equipment, hydraulic dredging equipment, dredge pipeline and other types of equipment used for land restoration. All equipment located on the property will be surrounded by fencing, along with some equipment being stored in trailers and small storage buildings. The applicant shall work with Community Development staff in ensuring any temporary trailers or storage sheds meet applicable Zoning Code requirements.

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 disc golf park. The proposal includes temporarily using part of the property to dredge McDill Pond.

Findings: While the dredging of McDill Pond can result in a significant influx of noise to the subject property, staff believes that the proposed conditional use permit will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare. First, discussions between the McDill Inland Lake



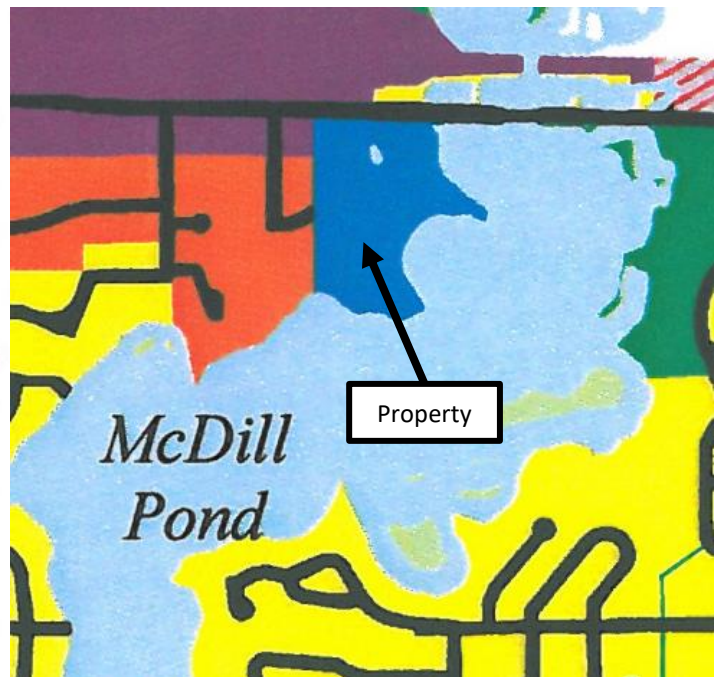
Protection and Rehabilitation District and the City's Parks and Recreation Department have been ongoing for months to ensure that disc golf operations do not cease during the time that dredging operations are occurring, and providing steps to rehabilitate the subject property once dredging operations are completed and equipment is removed. Fencing is proposed to enclose the equipment storage area, soil stockpile area and water treatment area. Doing so will not only improve the overall safety of the property but help shield the area from public view—especially with multi-family residential complexes located nearby. A significant level of regulatory review is required. Not only does the applicant need to obtain proper approvals from the Wisconsin Department of Natural Resources, but the City also requires other steps to occur to assist in the general welfare of the neighborhood. Due to a majority of the subject property being zoned in the "C" Conservancy District, additional protocols have and will continue to be taken by City staff to ensure that actions occurring on the property take existing environmental conditions into account. Therefore, staff believes that the applicant's proposal meets this standard of review.

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 multi-family residential and industrial uses exist around the subject property. As stated earlier, the current use of the subject property is a disc golf course.

Findings: The proposed use may have some temporary adverse impacts on the surrounding properties while dredging is occurring. For example, noise is likely to be emitted from equipment used to prepare the subject property for dredging operations itself, along with noise when sediment is being transferred from McDill Pond to the subject property. Please note that due to DNR regulations, the dredging of sediment is not to occur during nighttime hours and should limit any injurious uses to the property and region. Additionally, odors may be emitted from the soil stockpile area while the sediment is going through the dewatering process. Given that all dredged material needs to be removed from the site when dried (not to exceed three months), staff believes that the temporary nature of this proposal should assist in limiting any long-term negative impacts on the property.

Future Land Use



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 disc golf purposes for several years.

Findings: See standards one and two above. All adjoining parcels are zoned for multi-family or industrial uses. According to the City's Future Land Use Map, all adjoining parcels are designated for either multi-family residential or industrial uses. Given that the parcel is located in a defined area with generally large lot sizes, staff believes that adjoining uses will not be negatively impacted by the proposed temporary operations. While properties to the west contain residential uses, additional regulations and protocols are placed onto this request to ensure that sought-after improvements to surrounding properties are not impaired. 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: No structures are outright proposed with this request. Should temporary sheds be used as means of storing dredging equipment, City staff will ensure that any exterior architectural and function plan is not hindered.

Findings: This standard is met.

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

Analysis: Utility infrastructure exists along the Patch Street Right-of-Way. An existing driveway exists within the subject property, connecting Patch Street to the boat dock. It is the intention of the selected contractor to utilize the driveway for access to the equipment storage area, soil stockpile area and water treatment area. Given the length of the existing driveway, staff believes that it is appropriate to handle the temporary dredging activities on the property. Lastly, as a condition of approval, an erosion control permit is required to be obtained. Doing so will assist in ensuring appropriate stormwater controls are met during the duration of dredging activities.

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 Patch Street. As stated earlier, vehicular access within the subject property will be off of an existing driveway utilized for the disc golf course.

Findings: While a significant number of dredging equipment will need to be moved to and from the subject property, the length of time for which activity will occur on the property (March – November, 2022) will result in an overall low traffic volume projected. 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 for institutional use. Given that the purpose of this conditional use request is only temporary, along with disc golf operations continuing after dredging activities conclude, staff believes the use of the subject property 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., alongside environmentally-sensitive lands) and the current use of the property (i.e., disc golf course).

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 utilize the subject property to assist in the dredging of McDill Pond.

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 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 Patch Street.

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: The applicant and City staff have been in discussions for months on ensuring appropriate public protection occurs during the duration of dredging activities. As a condition of approval to this request, the applicant is required to submit a safety control plan to City staff that, in part, addresses public protection services accessing the site and ensuring appropriate barriers are in place to protect equipment and materials being stored on the site. Lastly, please note that given the type of activity planned on the subject property, 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: Dredging equipment is proposed to be located on the property and enclosed within fencing. The applicant shall submit final details on proposed fencing, subject to the review and approval of Community Development staff.

Findings: This standard is met.

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

Analysis: No additional lighting is proposed as part of dredging operations.

Findings: This standard is met.

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

Analysis: While noise is expected to be emitted when dredging operations are occurring, the length of time for which activity is to occur on the site (March – November, 2022) should result in additional noise being relatively infrequent. Given that dredging activities will only occur during daytime hours, along with proposed fencing assisting in a noise buffer, noise should be restricted within the confines of the property and McDill Pond.

Findings: This standard is met.

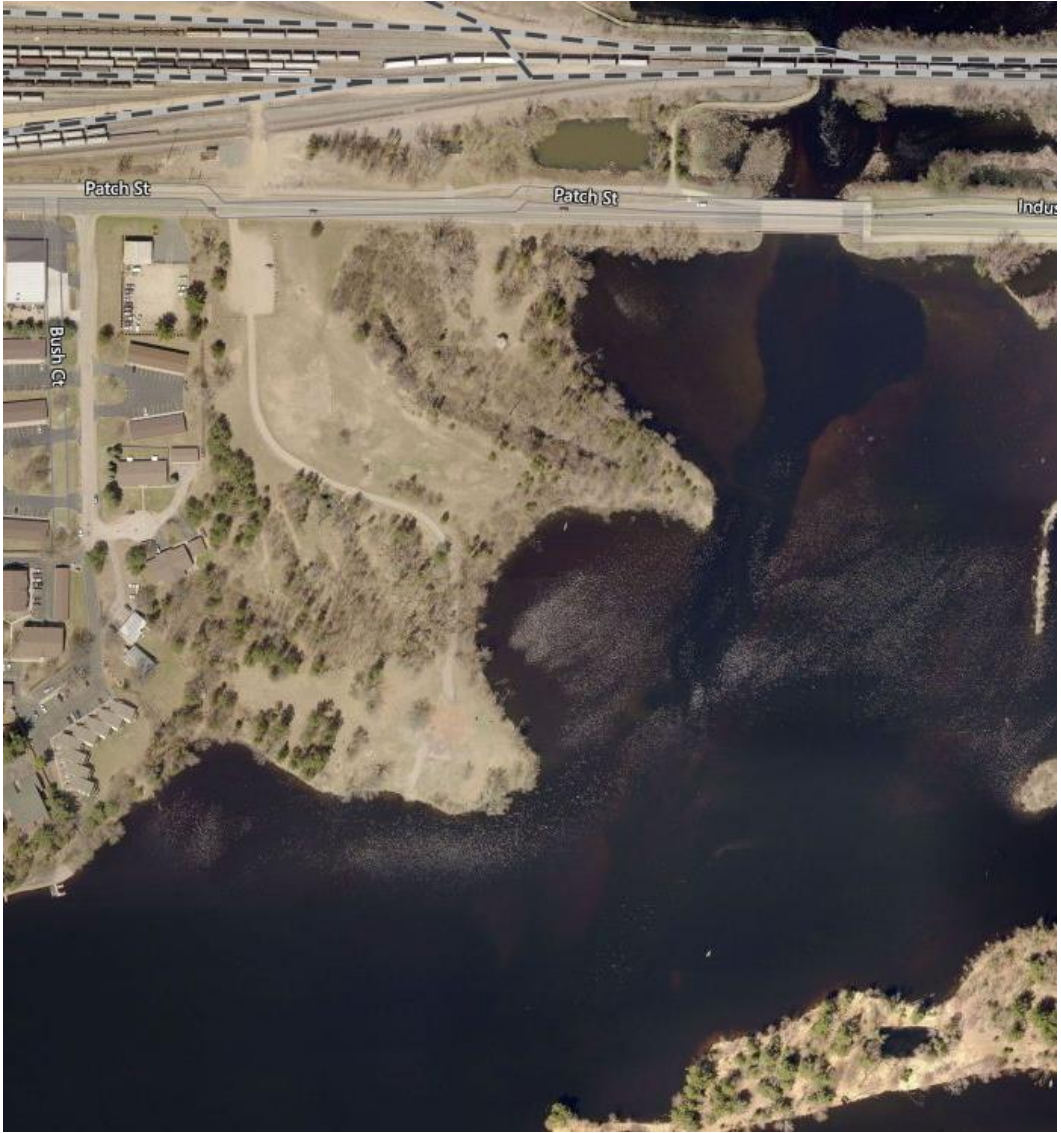
14. Principal – Applications for exclusive multi-family residential uses. Landscaping shall be provided or existing landscape elements shall be preserved to maintain a sense of residential character, define boundaries, and to enhance the sense of enclosure and privacy.

Analysis: 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







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	McDill Inland Lake Protection and Rehabilitation District	Contact Name	Kyle Bretl, GEI Consultants, Inc.
Address	3317 Della Street	Address	3159 Voyager Drive
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Green Bay, WI 54431
Telephone	715-347-8901	Telephone	608-844-4408
Fax		Fax	
Email	mcillpond@gmail.com	Email	kbretl@geiconsultants.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 Ave.	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-346-1569	Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
281-23-0803210005		
Legal Description of Subject Property		
4001 Patch Street, Stevens Point, WI. Located in part of Section 3, T23N, R8E. Please see attached 2020 Property Record.		
Designated Future Land Use Category		Current Use of Property
No proposed change in land use.		Disc Golf, Green Space, Weed Harvester Storage
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)		
Please see attached narrative.		

How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)

Please see attached narrative.

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

Please see attached narrative.

Current Zoning Surrounding Subject Property

North:	M2- Heavy Industrial	South:	C- Conservancy
East:	R2- Single Family Residential	West:	M2; R4- Mult. Fam I Res; Split Zoned- Mult Fam I Res & Conservancy

Current Land Use Surrounding Subject Property

North:	Patch Street & Rail Road Yard	South:	McDill Pond
East:	McDill Pond	West:	Single & Mult. 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
	3/19/2021		

Krista Olson, President, MILPRD

Memo

To: Adam Kuhn, Associate Planner and Zoning Administrator, City of Stevens Point

From: Kyle Bretl, Environmental Project Manager, GEI

c: Krista Olson, Board President, McDill Lake Protection and Rehabilitation District

Date: March 19, 2021

Re: City of Stevens Point Conditional Use Permit Application
McDill Dredging Project
Stevens Point, Portage County, WI
GEI Project No. 2005325

Introduction

McDill Inland Lake Protection and Rehabilitation District (MILPRD) retained GEI Consultants, Inc. (GEI) to obtain a City of Stevens Point (City) Conditional Use Permit (CUP) to cover proposed activities within City owned property (Parcel 281-23-0803210005) related to the McDill Dredging Project (Project). McDill Pond is an approximately 260-acre impoundment, located in the City of Stevens Point and Village of Whiting, Portage County, Wisconsin.

The MILPRD will be completing maintenance dredging of the upper end of McDill Lake (or McDill Pond) within the Plover River Channel and the Silt Trap (area immediately south of Patch Street Bridge). This portion of the lake has functioned to control the sediment transported into McDill Pond via the Plover River. In recent years, wetter than normal annual precipitation and large storm events have caused an influx of sediment into the lake.

Dredging is an expensive and space consuming activity. For a dredging project to be considered feasible, a large amount of space is required to mobilize and store equipment and to dewater and stockpile dredge material. The City owns Parcel 281-23-0803210005 (Parcel) which is located southwest of the Patch Street Bridge (Fig. 2). The Parcel was utilized in 2003 when the last large-scale dredging project took place by MILPRD for site access, storage of equipment, and for dewatering and storage of dredge material. MILPRD has received initial authorization from the City of Stevens Point for the MILPRD to utilize the Parcel for the Project contingent upon a list of terms (Appendix A).

MILPRD's has received authorization from WDNR to dredge up to 90,000 cubic yards within the area displayed on Figures 1-7. However, the total amount of material dredged will be dependent on the amount of grant funding received along with estimated contractor costs. Figures 8 and 9 are based off dredging 44,000 cubic yards of material and are subject to revision based on grant funding. The soil stockpile area can hold approximately 35,000 cubic yards of material at one time. The amount of material dredged will not exceed the capacity of the stockpile. As material is removed from the stockpile, dredging will continue. Material will be beneficially repurposed for local projects such as road construction or development. Material will be repurposed as dredging occurs. This will

free up space within the soil stockpile area and allow for more material to be stored during the dredging period.

Figures and Appendices

The following figures, tables, and appendices are included with this CUP Application:

Figures

- Figure 1 – Site Location and USGS Topographic Map
- Figure 2 – 2-Foot Contour Map
- Figure 3 – Wisconsin Wetland Inventory (WWI), Wetland Indicators, and 24K Hydrography Map
- Figure 4 – FEMA Flood Hazard Map
- Figure 5 – Zoning Map
- Figure 6 – Preliminary Stormwater Plan
- Figure 7 – Preliminary Landscaping Plan
- Figure 8 – Plan View Drawing
- Figure 9 – Cross Section Drawings

Appendices

- Appendix A – Staging Authorization for Parcel ID No. 281230803210005
- Appendix B – City Parcel Data
- Appendix C – Photographic Log
- Appendix D – Alderperson Notification

McDill Pond History

McDill Pond was created in 1853 when the original dam was first constructed for logging purposes. The Village of Whiting bought the land and the mills in 1954. At that time, the original dam was deteriorated, and the pond was drained in 1959 to begin construction of a new dam. During the drawdown, several areas were excavated to deepen the pond and the bottom was cleaned and dredged. By 1962, the new concrete dam was completed, and the pond refilled. During the drawdown, previously submerged tree stumps were collected and burned, and muck was removed from some channels. Several areas of the pond were deepened, including a trout pond that was excavated by a local sports club. A few property owners also created channels by drag-line and bulldozer. In some areas, the bottom material was used to create and expand some of the islands in the pond.

The dam remained until 1999, when the Wisconsin Department of Transportation and Portage County replaced a portion of the dam as part of the Highway HH reconstruction. The last large-scale operation on the pond occurred in 2003 when extensive dredging took place. In June 2011 the dam failed, causing a two (2) year drawdown while the Village of Whiting, City of Stevens Point, MILPRD, WDNR, and Portage County finalized a mutual repair agreement and completed repairs

financed through a WDNR grant. McDill Pond was refilled in May 2013 and restocking was completed over the next two (2) years. In 2016, mechanical dredging occurred immediately southwest of the Patch Street Bridge. In recent years, wetter than normal annual precipitation and large precipitation events have caused an influx of sediment into the lake. The MILPRD has taken over ownership of the dam, with shared expense maintenance of the dam between the District and City of Stevens Point.

Ownership Documentation

McDill Pond – In Water Work

The laws governing the formation and operation of lake districts can be found in Chapter 33 of the Wisconsin state statutes. Chapter 33 of the Wisconsin state statutes grants authority to lake districts to conduct a broad range of activities to manage and enhance the lake. The MILPRD was created in 1994 and operates under Chapter 33 of the Wisconsin state statutes. Thus, Chapter 33 grants authority to the MILPRD to conduct lake management activities, such as dredging.

City Parcel – Equipment Storage, Soil Stockpile, Water Treatment Area, and Site Access

The City of Stevens Point has provided authorization to MILPRD to use Parcel ID No. 281230803210005 for dredging operations (site access, equipment storage, dewatering area, soil stockpile). A copy of the authorization is included as Appendix A and a copy of the City parcel data is included as Appendix B.

Photographs

A photographic log of the dredging area and Parcel is included as Appendix C.

Current Site Conditions

Topography

McDill Pond is an impoundment of the Plover River with the shoreline at an elevation of approximately 1,070 feet above mean sea level (Figure 2 – 2-Foot Contour Map). Elevation within the Parcel rises abruptly from the pond to the shoreline. In the southern portion of the Parcel, topography is generally flat for approximately 500 feet north to a ridge where elevation again abruptly rises. The ridge extends east to west across the site. North of the ridge, topography is generally flat with a gentle slope from west to east. Along the northeast portion of the parcel, topography abruptly falls to what appears to be a historically excavated stormwater pond. A gravel parking lot is located in the northwest portion of the parcel. A gravel access road leads south from the parking lot to an old boat landing located within the southern portion of the Parcel.

Vegetation Cover Types

According to the *McDill Pond Lake Management Plan* dated 2016, the pond is considered a mesotrophic lake which is defined by moderate aquatic vegetation growth and occasional algal blooms. The report indicates that McDill Pond is known to have at least 65 species of aquatic or wetland vascular plants either in the pond or along the shoreline. In addition, the report indicates that

none of the dominant algae found in the pond are associated with toxins or health issues. The shoreline is a mix of developed residential and City Parks and shoreland zoning rules are in effect.

The vegetation cover type within the Parcel consists of manicured lawn and forested area with fairways and paths for a disc golf course and unimproved walking trails. Narrow strips of fallow field exist between the manicured lawn and forest.

Presence of Wetlands & Waterways

As indicated in previous sections, the McDill Pond is an impoundment of the Plover River. The WDNR Wisconsin Wetland Inventory (WWI) identifies wetland in the northern portion of the pond, just south of the Patch Street Bridge (Figure 3 – WWI, Wetland Indicators, 24K Hydrography Map). The WWI also shows ten areas within the lake or nearby shoreline where the wetland was too small to delineate.

Within the Parcel, two wetland too small to delineate symbols are located in the north to northeast. These are positioned over the aforementioned excavated stormwater pond. Two additional two small to delineate symbols are located east of the site and within McDill Pond. A E2/4H wetland (Emergent/Wet Meadow, Narrow-leaved Persistent/Nonpersistent, Standing Water/Palustrine) is mapped immediately northeast of the Parcel and within McDill Pond.

Current Land Use

The proposed dredging area is located in the McDill Pond waterway. The Parcel is currently developed with a City park that includes a disc golf course, undeveloped walking paths, and a shoreline staging area with a boat launch for weed harvesting equipment. The land adjoining McDill Pond is generally undeveloped or developed for residential use.

Zoning Classification

McDill Pond contains a variety of zoning classification (Figure 5 – Zoning Classification Map). Within the pond, conservancy and single family residential zoning is present and a portion of the pond is not zoned. The shoreline is a mix of single family and suburban single family residential zoning.

The Parcel is split zoned – heavy industrial and conservancy. Multiple family residential and single and two family residential is located west and east of the Parcel. Heavy industrial is located north of the parcel.

Prior Permits & Reviews

United States Army Corps of Engineers (USACE) No Permit Required Determination

The United States Army Corps of Engineers (USACE) issued a letter to MILPRD on August 21, 2020 (Regulatory File No. MVP-2020-00410-SJW), indicating that the proposed work is not located within an area regulated by the Corps of Engineers. Therefore, a permit from the USACE is not required.

WDNR Individual Permit for Waterway Dredging

The WDNR issued a dredging permit (Permit No. IP-WC-2020-50-02662) to Krista Olson, MILPRD on November 9, 2020 which authorizes removal of up to 90,000 cubic yards of material from the area shown on Figures 1-7.

NR 347 Sediment Sampling

Based on guidance provided in the WDNR email correspondence dated November 29, 2018, GEI completed sediment sampling at the McDill silt trap on June 26, 2019. The NR 347 Sediment Sampling and Analytical Results Report was submitted to the WDNR on September 5, 2019. The NR 347 Sediment Sampling and Analytical Results Report was approved by the WDNR and the dredged material is slated to be beneficially reused for local projects. The dredged sediment is intended to be beneficially used for local projects such as road construction or development.

Approach/Project Description

Once approval for grant funding has been determined, final engineering plans would be completed. GEI will complete final engineering plans and would then begin the contractor bidding and selection process. Once plans are updated, GEI will complete and submit the appropriate stormwater management and/or erosion control permit applications with the WDNR and the City.

The project would begin with contractor mobilization of earthmoving equipment, hydraulic dredging equipment, dredge pipeline, water treatment system, and any other equipment necessary for completing the work. The contractor will design and construct the water treatment system which is necessary to meet WDNR discharge requirements. Approximately four semi-loads of dredging equipment will be assembled and launched into the pond. Approximately 7,500 feet or three semi-loads of dredge pipeline will be transported to the site and fused together in approximately 100-to 500-foot sections.

After mobilization is complete, and during months which comply with WDNR permit conditions, the contractor will use a 10-inch hydraulic cutter head dredge to remove material from McDill Pond. The cutter head dredge will be moved into place using work boats. Spuds, or long stakes, will be used to keep the dredge in place, and the dredge will move side to side and forward to dredge. The dredged material will be pumped through an HDPE pipe to the dewatering area. Dredge material is separated from water by using a machinal separator. Water is then treated within the dewatering area and returned to McDill pond via a weir. Dredge materials will temporarily be stored in the soil stockpile area. Preliminary designs indicate that the 1.6-acre soil stockpile area can hold approximately 35,000 cubic yards of dredge material at one time, assuming a 30-foot height. Local contractors will take material off site for local projects during the dredging process. The amount of material dredged will not exceed the capacity of the stockpile. As material is removed from the stockpile, dredging will continue. Material will be beneficially repurposed for local projects such as road construction or development. Material will be repurposed as dredging occurs. This will free up space within the soil stockpile area and allow for more material to be stored during the dredging period.

Erosion control measures may include turbidity barriers, silt curtains, silt fences, sediment bale barriers, and seeding. The appropriate type, location, and amount of erosion control will be determined in the future when a contractor is selected for the project.

Timeline

January through March 2022: Dredge plans will be finalized by GEI. Competitive bids will be requested and the contractor will be selected. The contractor will design the dewatering area and determine the timeline for project completion. GEI will apply for any remaining permits (WDNR stormwater and/or local erosion and stormwater permits).

Late March through May 2022: Contractor mobilization of earthmoving equipment, hydraulic dredging equipment, dredge pipeline, water treatment system, and any other equipment necessary for completing the work. The contractor will complete any earthwork required to prepare the area for material storage and dewatering, such as construction of berms and excavation of the dewatering area. Appropriate erosion controls (silt fence, straw bales, etc.) will be placed in the stockpile area. Any upland work area within 200 feet of the pond will be fenced prior to May 20, 2020, as required by rare species timing restrictions.

Late May through September 2022: To comply with the fish spawning and rare species restrictions, the contractor will complete in-stream work between May 15th and September 30th. The dredge equipment will be mobilized to the pond and the 10-inch diameter HDPE pipe will be attached to the dredge. Sediment will be removed from the pond by the dredge and pumped through the pipe to the soil stockpile area. Work boats will be used to position the dredge which will be stationed using spuds. All in-water work will cease by September 30, 2020, as required for rare species timing restrictions.

July through November 2022: The contractor will demobilize earthmoving equipment, hydraulic dredging equipment, water treatment system, erosion controls, and any other equipment used during the project. If for some reason additional time is needed to complete the work, the contractor may store some of the equipment on site until the next construction season.

Reinforcement of Existing Character of Neighborhood

This project will reinforce the existing character of the neighborhood by conducting required maintenance dredging activities within McDill Pond which will provide enhanced recreational opportunities for residents. McDill Pond is located within a highly urbanized environment and has long provided nearby residents with a variety of recreational opportunities. Residents could utilize the dredged channel to safely access the northern portion of the lake for fishing opportunities within and adjacent to the channel or take a watercraft ride to enjoy the scenery of the lake. Additionally, shoreline fishing opportunities with access to the deeper water within the channel would be improved. Shoreline fishing opportunities exist within the Parcel.

Steps to Reduce Negative Impact on Adjacent Property

Steps that will be taken to reduce any negative impact on adjacent property include:

- Drafting and submitting a safety control plan to the City for review and approval. MILPRD and the City will discuss and agree upon controls (signage, fencing/barriers, public information announcements, etc.).
- Restoring the Parcel to original grade and reseeding the site. MILPRD will work with the City to agree upon a revegetation/restoration plan for the site.

- Operation of equipment only during approved timeframe. MILPRD would propose to the City that the dredging operation be allowed to operate during same daily timeframe allowed for road construction projects.

Conclusion

The above information provides the required documentation to process this CUP Application. Please contact us if more information is required or if you have any questions.

KTB:cah

K:\McDill Lake District\2001134_McDill Lake Dredging Permit Application\05_In_Progress\Technical\Permit Applications\2 WDNR IP Dredging App\WDNR IP Dredging Permit Application.docx

Figures

Figure 1 – Site Location and USGS Topographic Map

Figure 2 – 2-Foot Contour Map

Figure 3 – Wisconsin Wetland Inventory (WWI), Wetland Indicators, and 24K Hydrography Map

Figure 4 – FEMA Flood Hazard Zones Map

Figure 5 – Zoning Map

Figure 6 – Preliminary Stormwater Plan

Figure 7 – Preliminary Landscaping Plan

Figure 8 – Plan View Drawing

Figure 9 – Cross Section Drawings

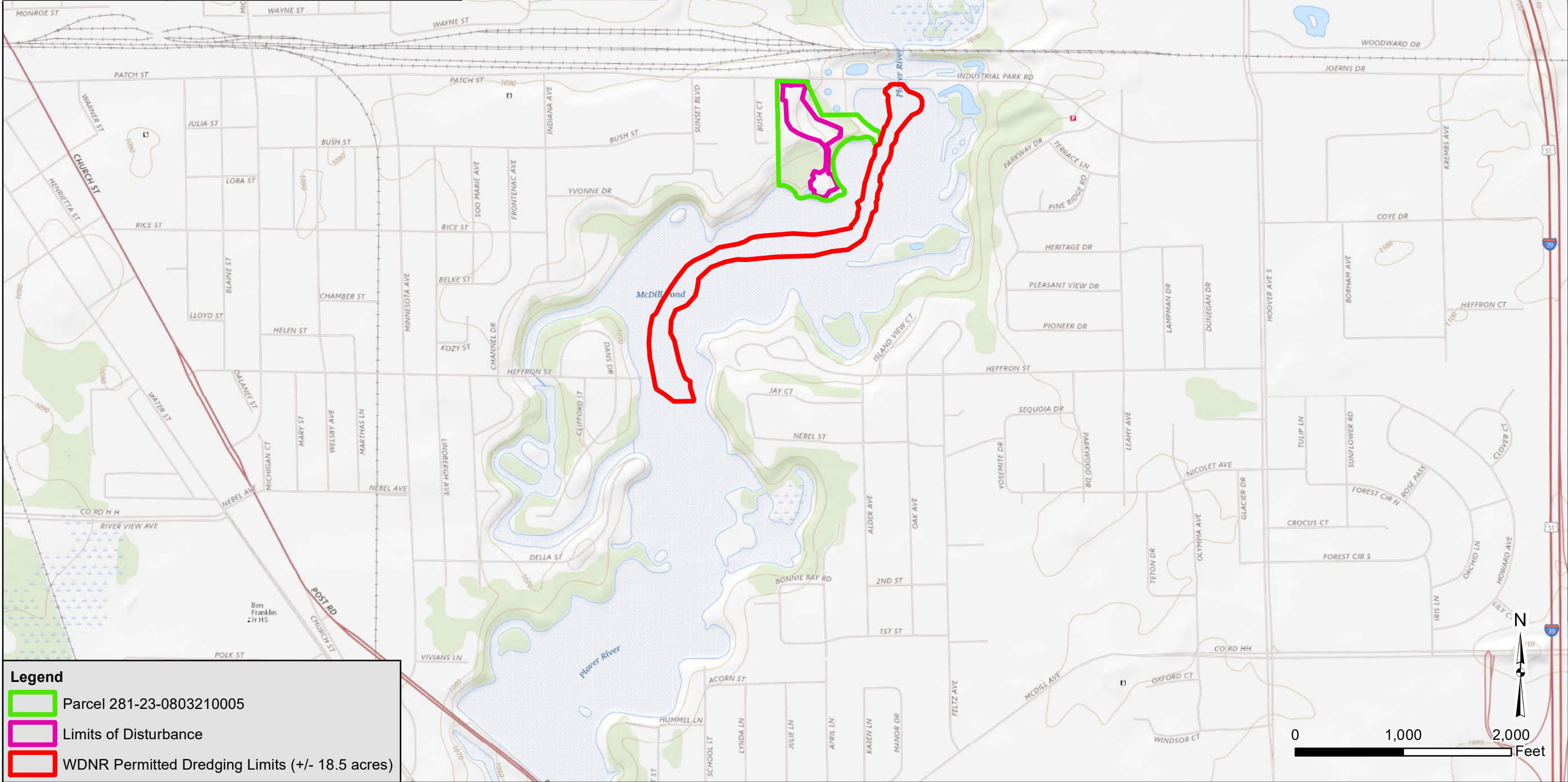
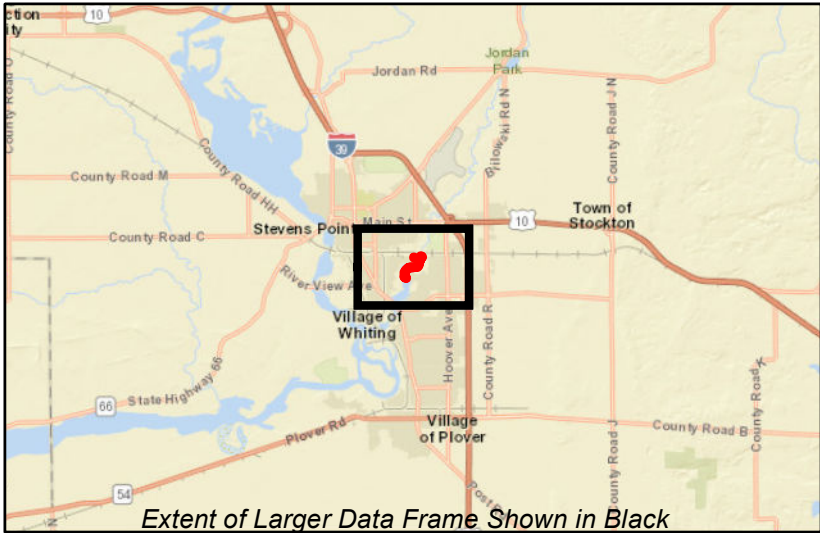


FIGURE 1
SITE LOCATION AND USGS TOPOGRAPHIC MAP
MCDILL INLAND LAKE PROTECTION AND REHABILITATION DISTRICT
MCDILL POND CHANNEL DREDGING PROJECT
CITY OF STEVENS POINT
PORTAGE COUNTY, WISCONSIN

Located in part of:
Section 3 & 4, T23N, R8E,
City of Stevens Point
Portage Co., WI

Drawn: KTB 3/18/2021
Approved: KTB 3/18/2021
Scale: As Shown
Project Number: 2005325
Figure Number: 1

Legend

2-Foot Contours

Parcel 281-23-0803210005

WDNR Permitted Dredging Limits (+/- 18.5 acres)

Soil Stockpile Area (+/- 1.6 acres)

Water Treatment Area (+/- 0.8 acres)

Access

Equipment Storage

Security Fence



GEI

Consultants

3159 Voyager Drive

Green Bay, WI 54311

www.geiconsultants.com

FIGURE 2

2-FOOT CONTOUR MAP

MCDILL INLAND LAKE PROTECTION AND REHABILITATION DISTRICT

MCDILL POND CHANNEL DREDGING PROJECT

CITY OF STEVENS POINT

PORTAGE COUNTY, WISCONSIN

Drawn: KTB 3/18/2021

Approved: KTB 3/18/2021

Scale: As Shown

Project Number: 2005325

Figure Number: 2

Page 81 of 249

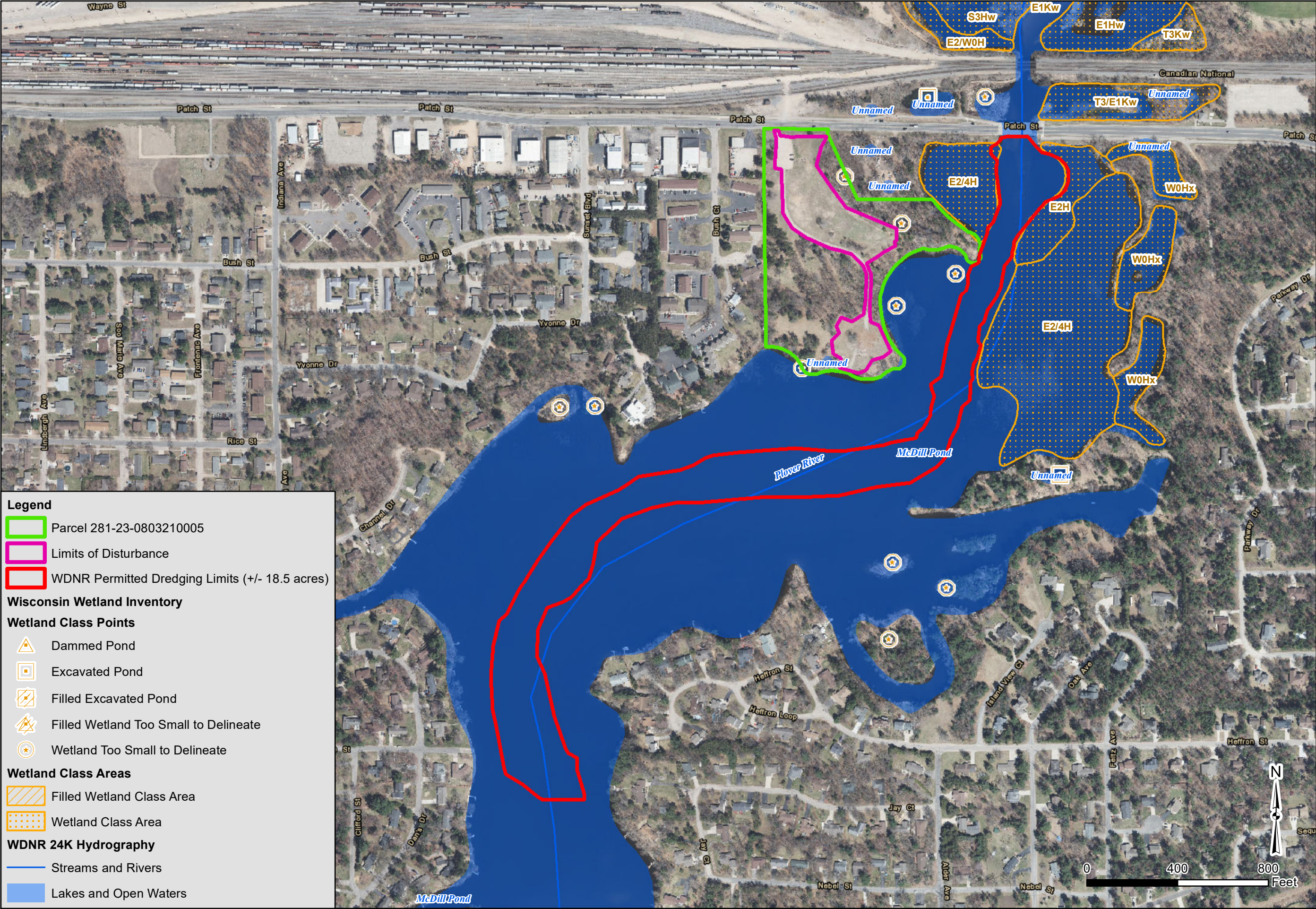


FIGURE 3
WISCONSIN WETLAND INVENTORY AND 24K HYDROGRAPHY MAP
MCDILL INLAND LAKE PROTECTION AND REHABILITATION DISTRICT
MCDILL POND CHANNEL DREDGING PROJECT
CITY OF STEVENS POINT
PORTAGE COUNTY, WISCONSIN

Drawn: KTB 3/18/2021
Approved: KTB 3/18/2021
Scale: As Shown
Project Number: 2005325
Figure Number: 3

Legend

Parcel 281-23-0803210005

Limits of Disturbance

WDNR Permitted Dredging Limits (+/- 18.5 acres)

Flood Hazard Zones

1% Annual Chance Flood Hazard

Regulatory Floodway

Special Floodway

Area of Undetermined Flood Hazard

0.2% Annual Chance Flood Hazard

Future Conditions 1% Annual Chance Flood Hazard

Area with Reduced Risk Due to Levee

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3159 Voyager Drive
Green Bay, WI 54311
www.geiconsultants.com

FIGURE 4

FEMA FLOOD HAZARD ZONES

MCDILL INLAND LAKE PROTECTION AND REHABILITATION DISTRICT
MCDILL POND CHANNEL DREDGING PROJECT
CITY OF STEVENS POINT
PORTAGE COUNTY, WISCONSIN

Drawn: KTB 3/18/2021

Approved: KTB 3/18/2021

Scale: As Shown

Project Number: 2005325

Figure Number: 4

Page 83 of 249

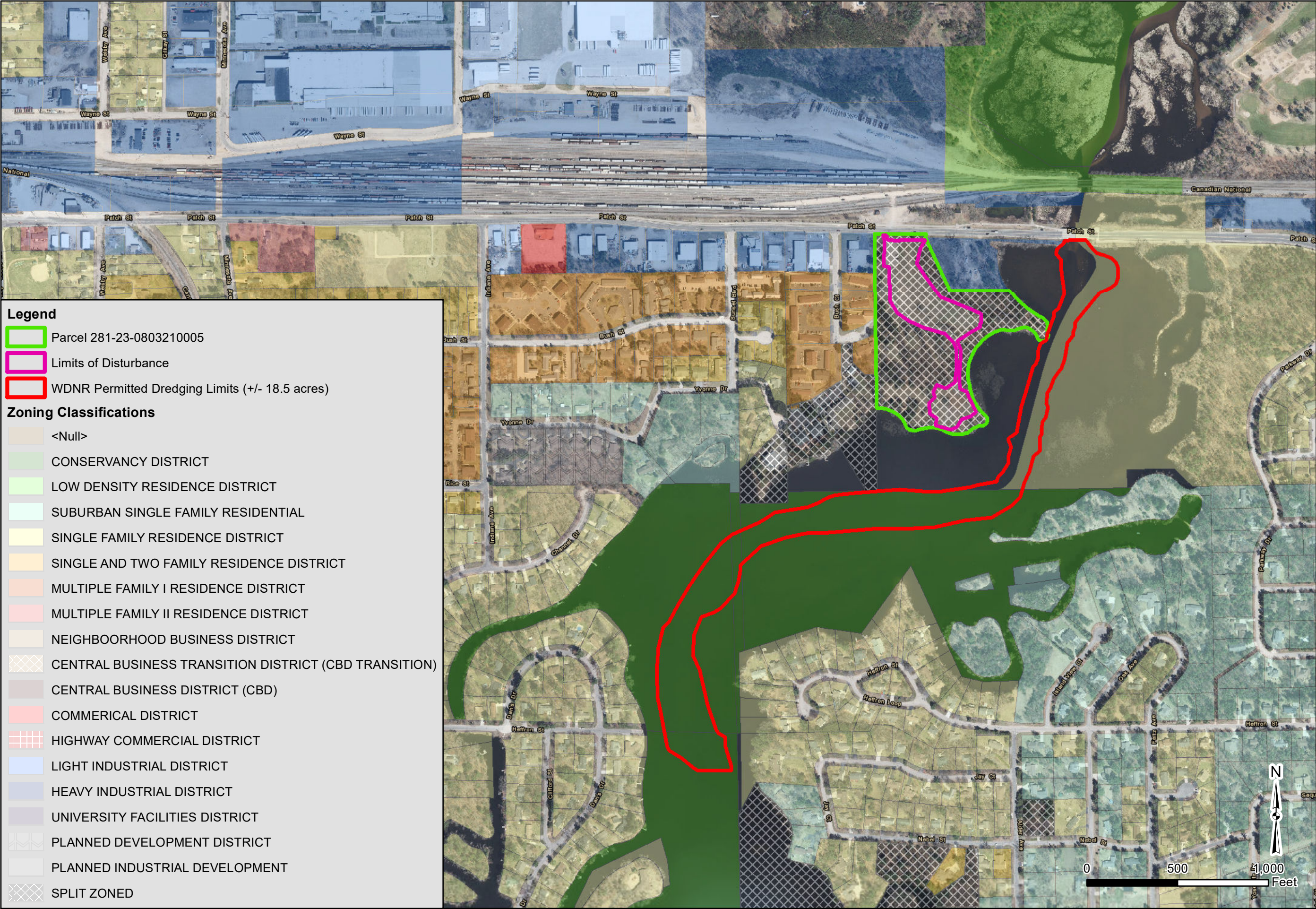


FIGURE 5
ZONING CLASSIFICATION MAP
MCDILL INLAND LAKE PROTECTION AND REHABILITATION DISTRICT
MCDILL POND CHANNEL DREDGING PROJECT
CITY OF STEVENS POINT
PORTAGE COUNTY, WISCONSIN

Drawn: JLJ 3/18/2021
Approved: KTB 3/18/2021
Scale: As Shown
Project Number: 2005325
Figure Number: 5



Legend

- Parcel 281-23-0803210005
- WDNR Permitted Dredging Limits (+/- 18.5 acres)
- Soil Stockpile Area (+/- 1.6 acres)
- Water Treatment Area (+/- 0.8 acres)
- Access
- Equipment Storage
- Security Fence
- Weir

FIGURE 6
PRELIMINARY STORMWATER PLAN
 MCDILL INLAND LAKE PROTECTION AND REHABILITATION DISTRICT
 MCDILL POND CHANNEL DREDGING PROJECT
 CITY OF STEVENS POINT
 PORTAGE COUNTY, WISCONSIN

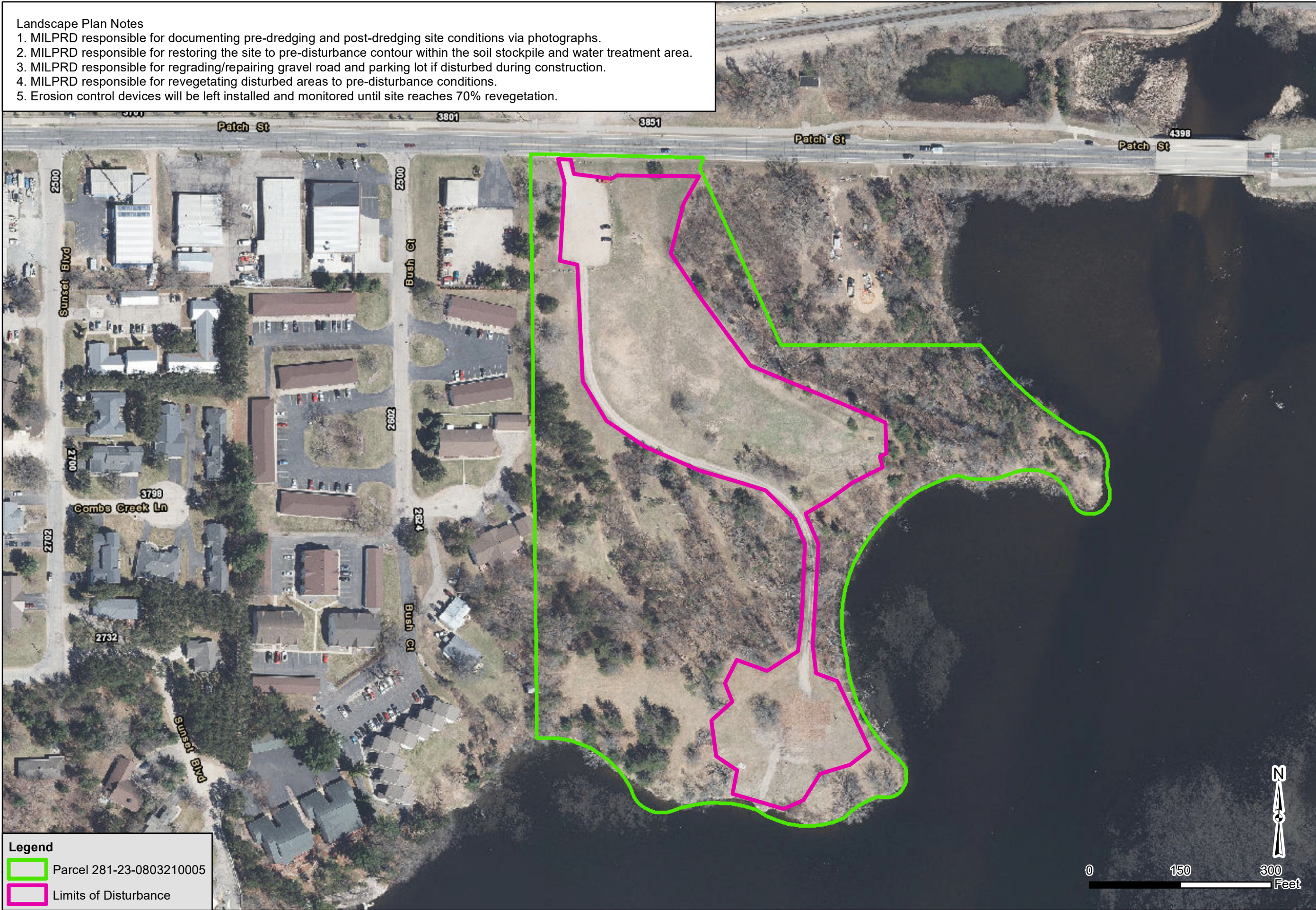
Drawn: KTB 3/18/2021
Approved: KTB 3/18/2021
Scale: As Shown
Project Number: 2005325
Figure Number: 6

- Landscape Plan Notes
- 1. MILPRD responsible for documenting pre-dredging and post-dredging site conditions via photographs.
 - 2. MILPRD responsible for restoring the site to pre-disturbance contour within the soil stockpile and water treatment area.
 - 3. MILPRD responsible for regrading/repairing gravel road and parking lot if disturbed during construction.
 - 4. MILPRD responsible for revegetating disturbed areas to pre-disturbance conditions.
 - 5. Erosion control devices will be left installed and monitored until site reaches 70% revegetation.



GEI Consultants

3159 Voyager Drive
Green Bay, WI 54311
www.geiconsultants.com

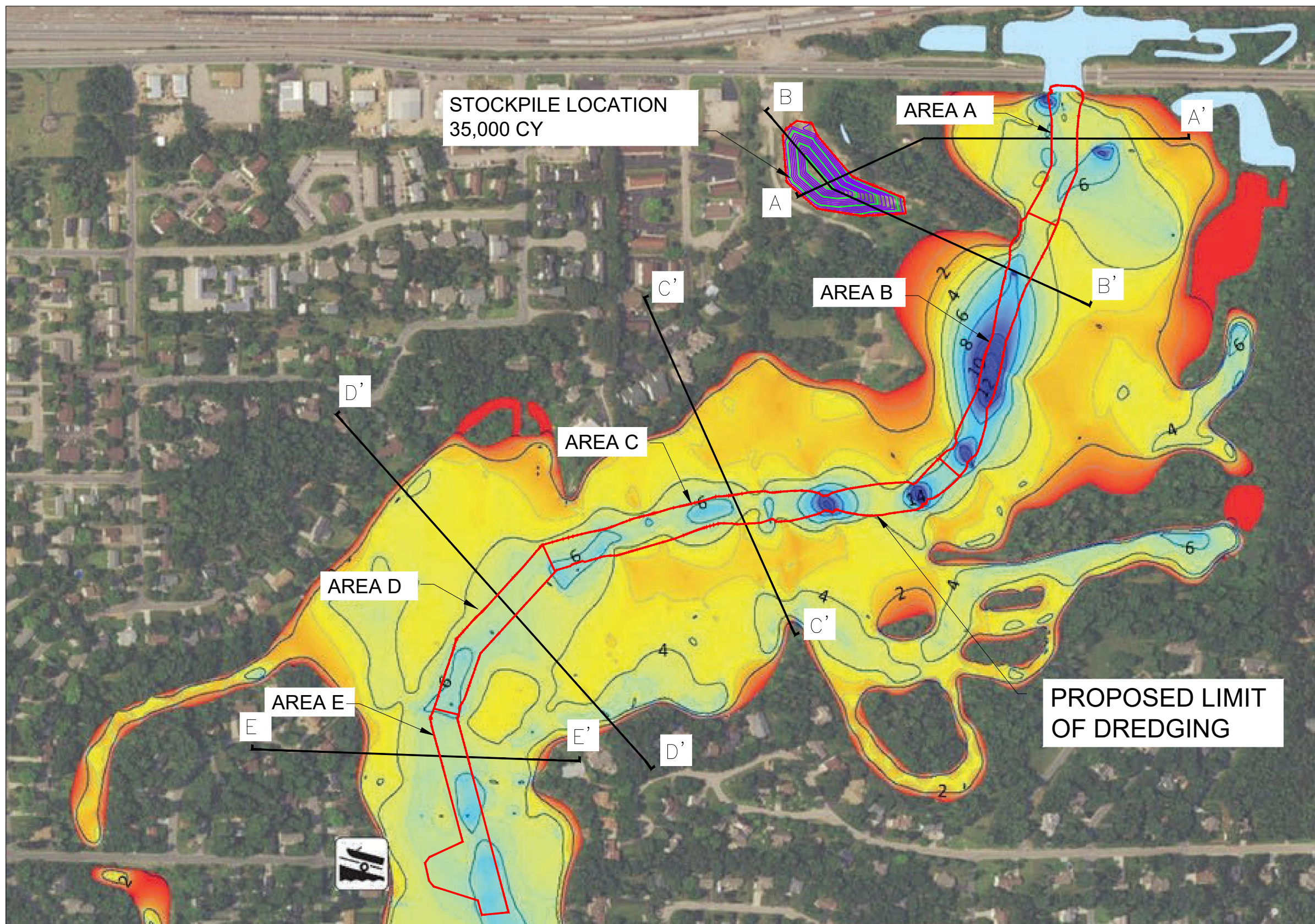


Legend

-  Parcel 281-23-0803210005
-  Limits of Disturbance

FIGURE 7
PRELIMINARY LANDSCAPE PLAN
MCDILL INLAND LAKE PROTECTION AND REHABILITATION DISTRICT
MCDILL POND CHANNEL DREDGING PROJECT
CITY OF STEVENS POINT
PORTAGE COUNTY, WISCONSIN

Drawn: KTB 3/18/2021
Approved: KTB 3/18/2021
Scale: As Shown
Project Number: 2005325
Figure Number: 7



NOT TO SCALE

AREA	EST. DREDGE VOLUMES
A	4,900
B	4,500
C	15,800
D	7,500
E	11,300
Total:	44,000

MCDILL LAKE

DREDGE PLAN

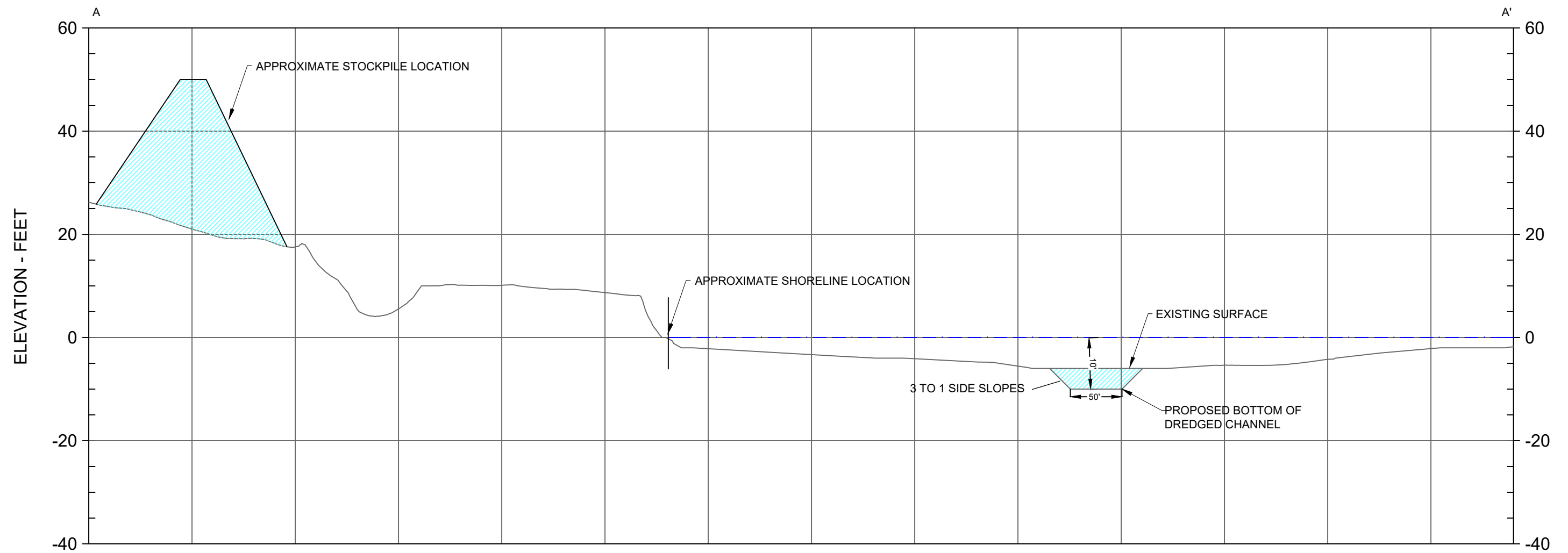


Project: 2005325

PLAN VIEW

JAN 2021

FIG-8



CROSS-SECTION A-A'
 SCALE: 1"=100' HORIZ. & 1"=20' VERT.
 5X VERTICAL EXAGGERATION

MCDILL LAKE

DREDGE PLAN

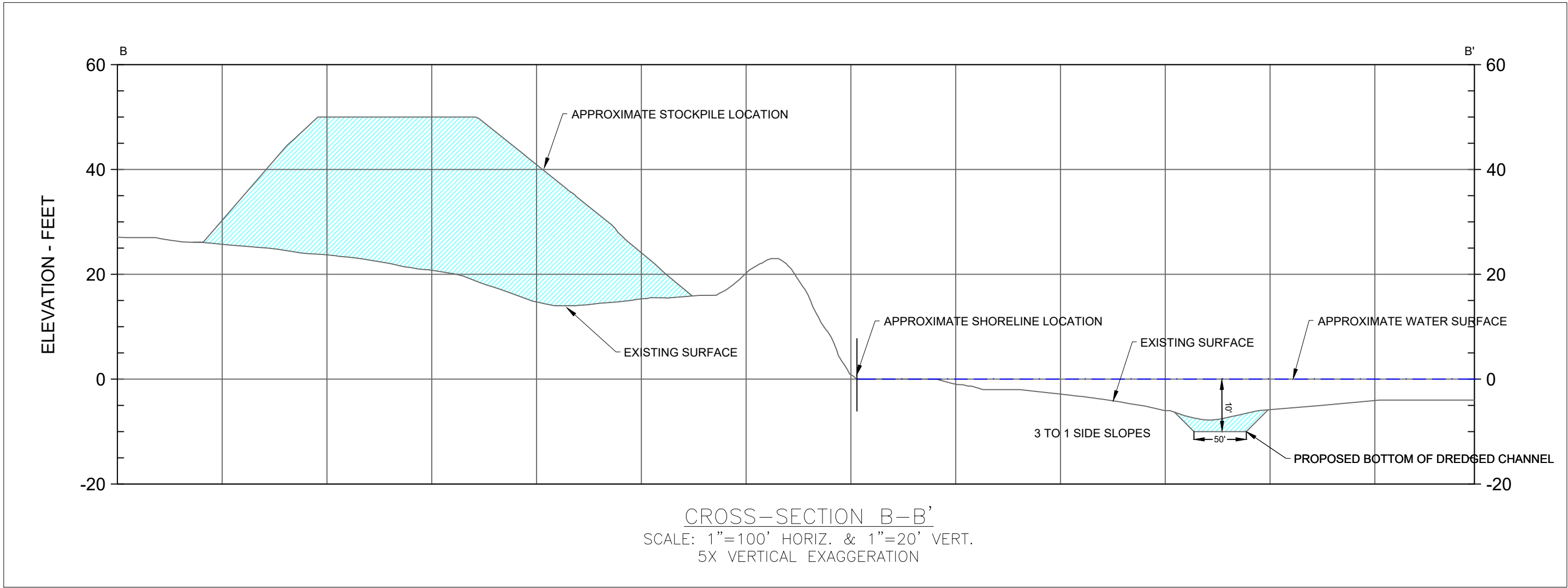


Project: 2005325

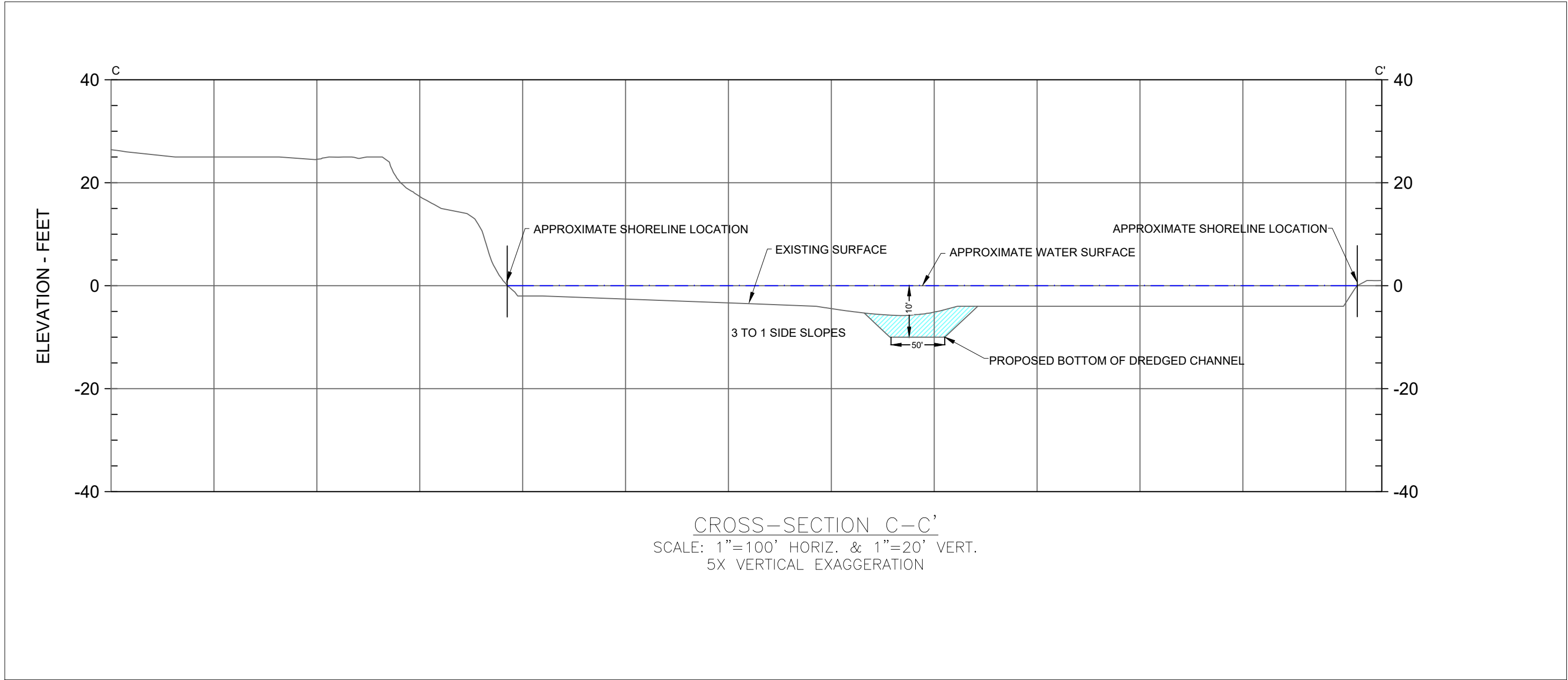
CROSS SECTION A-A'

JAN 2021

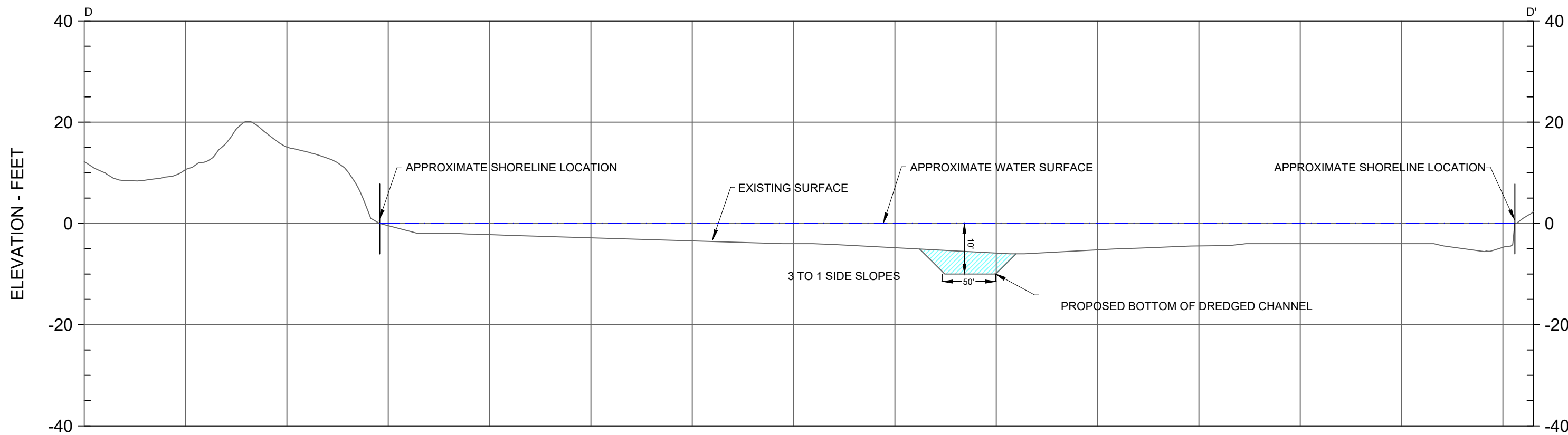
FIG-9



MCDILL LAKE	GEI  Consultants CROSS SECTION A-A'
DREDGE PLAN	
JAN 2021	
FIG-9	

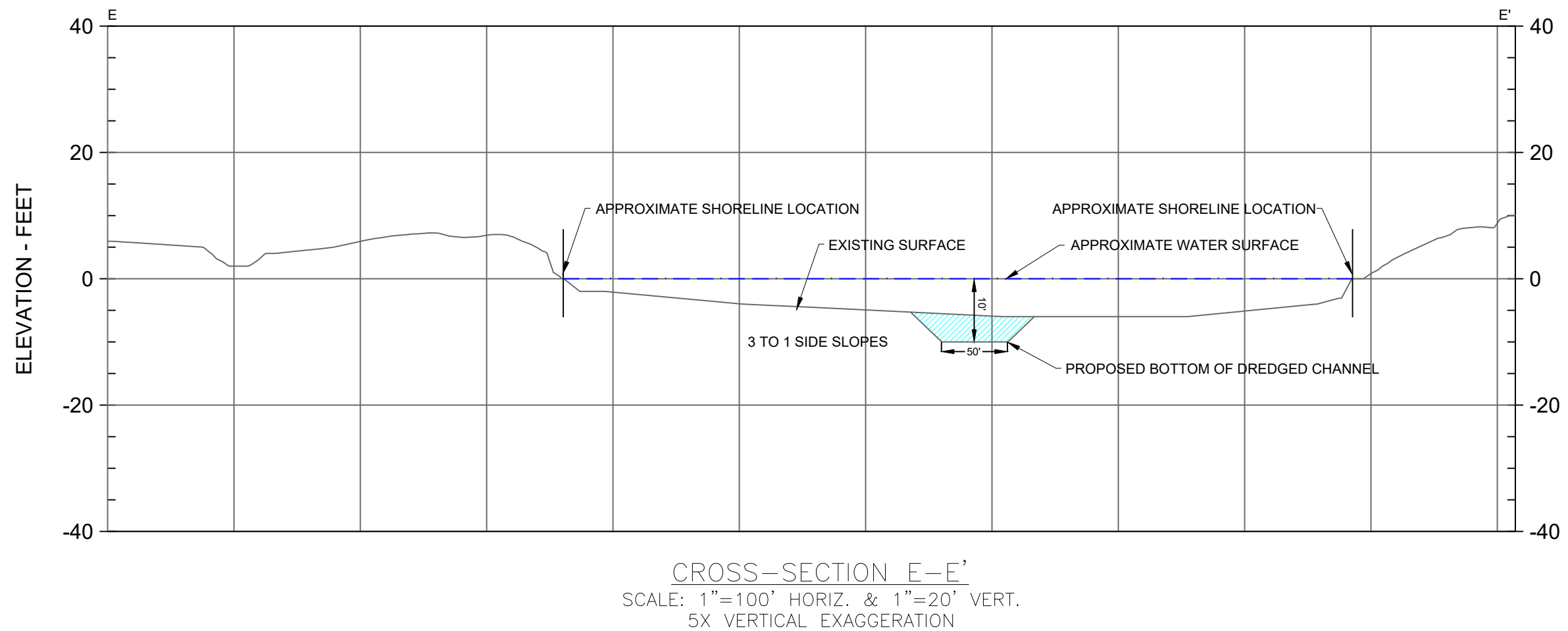


MCDILL LAKE		CROSS SECTION C-C'
DREDGE PLAN		
Project: 2005325	JAN 2021	FIG-9



CROSS-SECTION D-D'
 SCALE: 1"=100' HORIZ. & 1"=20' VERT.
 5X VERTICAL EXAGGERATION

MCDILL LAKE		CROSS SECTION D-D'
DREDGE PLAN		
Project: 2005325	JAN 2021	FIG-9



MCDILL LAKE

DREDGE PLAN



Project: 2005325

CROSS SECTION E-E'

JAN 2021

FIG-9

Appendix A

Staging Authorization for Parcel ID No. 281230803210005



January 14, 2021

McDill Lake District
Stevens Point, WI 54481

This letter is authorization from the City of Stevens Point for the McDill Lake District to utilize 4001 Patch Street, also known as the McDill Disc Golf Course, and the adjacent landing site for the McDill Pond dredging project. This authorization is contingent upon completion of the following terms:

1. An erosion control plan is submitted to the Stevens Point Utilities Department at least seventy-two (72) hours prior to project initiation for review and approval. No work may commence without written approval from the Utilities Department.
2. A safety control plan (signage, barriers to the storage site, public information announcements, etc.) is submitted to the Stevens Point Parks, Recreation and Forestry Department at least seventy-two (72) hours prior to project initiation for review and approval. No work may commence without written approval of the safety plan from the Parks, Recreation and Forestry Department.
3. The McDill Lake District performs complete restoration of the parcel upon completion of the project to its original condition.
4. Dredging operations shall not prevent, interfere or otherwise obstruct disc golf play or the Isaac Walton League Jamboree.
5. The project is completed no later than December 31, 2021.
6. A complete project schedule is provided to the City prior to the start of any work.

Any questions on this authorization can be send to Dan Kremer, Director of Parks, Recreation and Forestry at dkremer@stevenspoint.com or 715-346-1531.

Respectfully,

A handwritten signature in black ink, appearing to read 'Dan Kremer', is written over a horizontal line.

Dan Kremer

Appendix B

City Parcel Data

2020 Property Records for City of Stevens Point, Portage County

March 5, 2021

Tax key number: 281-23-0803210005

Property address: 4001 Patch St

Owner: City of Stevens Point
1515 Strongs Ave
Stevens Point, WI 54481

Zoning: C Conservancy, M2 Heavy Industrial, Split Zone

Traffic / water / sanitary: Medium / City water / Sewer

Legal description:

Summary of Assessment	
Land	\$0
Improvements	\$0
Total value	\$0

Land									
Qty	Land Use	Width	Depth	Square Feet	Acres	Water Frontage	Tax Class	Special Tax Program	Assess Value
1	Commercial			570,636	13.100	Pond (Prime)	Exempt local		\$0

Appendix C

Photographic Log

PHOTOGRAPHIC LOG

PHOTOGRAPH NO: 1	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: NE	SITE LOCATION: McDILL POND		
DESCRIPTION: McDill Pond, viewing towards Patch St. Bridge.			

PHOTOGRAPH NO: 2	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: SE	SITE LOCATION: McDILL POND		
DESCRIPTION: McDill Pond, viewing southeast from shoreline located southwest of Patch St. Bridge.			

PHOTOGRAPHIC LOG

PHOTOGRAPH NO: 3	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: NE	SITE LOCATION: McDILL POND		
DESCRIPTION: McDill Pond, viewing northeast from southeast corner of Parcel # 30 (Figure 7).			

PHOTOGRAPH NO: 4	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: E	SITE LOCATION: McDILL POND		
DESCRIPTION: McDill Pond, viewing east from southeast corner of Parcel # 30 (Figure 7).			

PHOTOGRAPHIC LOG

PHOTOGRAPH NO: 5	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: SE	SITE LOCATION: McDILL POND		
DESCRIPTION: McDill Pond, viewing southeast from southeast corner of Parcel # 30 (Figure 7).			

PHOTOGRAPH NO: 6	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: E	SITE LOCATION: McDILL POND		
DESCRIPTION: McDill Pond, viewing east from south to southwest portion of Parcel # 30 (Figure 7).			

PHOTOGRAPHIC LOG

PHOTOGRAPH NO: 7	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: SW	SITE LOCATION: McDILL POND		
DESCRIPTION: McDill Pond, viewing southwest from southeast corner of Parcel # 30 (Figure 7).			

PHOTOGRAPH NO: 8	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: E/SE	SITE LOCATION: McDILL POND		
DESCRIPTION: McDill Pond, viewing east to southeast from Patch St. Bridge.			

PHOTOGRAPHIC LOG

PHOTOGRAPH NO: 9	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: S	SITE LOCATION: McDILL POND		
DESCRIPTION: McDill Pond, viewing south from Patch St. Bridge.			

PHOTOGRAPH NO: 10	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: SW	SITE LOCATION: McDILL POND		
DESCRIPTION: McDill Pond, viewing southwest from Patch St. Bridge.			

PHOTOGRAPHIC LOG

PHOTOGRAPH NO: 11	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: SW	SITE LOCATION: McDILL POND		
DESCRIPTION: McDill Pond, viewing southwest from Patch St. Bridge.			

PHOTOGRAPH NO: 12	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: W	SITE LOCATION: SOIL STOCKPILE AREA		
DESCRIPTION: Parking lot area located immediately northwest of soil stockpile area.			

PHOTOGRAPHIC LOG

PHOTOGRAPH NO: 13	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: W	SITE LOCATION: SOIL STOCKPILE AREA		
DESCRIPTION: Soil Stockpile area, viewing west from northeast corner of stockpile area.			

PHOTOGRAPH NO: 14	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: S	SITE LOCATION: SOIL STOCKPILE AREA		
DESCRIPTION: Soil Stockpile area, viewing south from northeast corner of stockpile area.			

PHOTOGRAPHIC LOG

PHOTOGRAPH NO: 15	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: SE	SITE LOCATION: SOIL STOCKPILE AREA		
DESCRIPTION: Soil Stockpile area, viewing southeast from northeast corner of stockpile area.			

PHOTOGRAPH NO: 16	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: SE	SITE LOCATION: SOIL STOCKPILE AREA		
DESCRIPTION: Soil Stockpile area, viewing southeast from northeast corner of stockpile area.			

PHOTOGRAPHIC LOG

PHOTOGRAPH No: 17	DATE: 6/18/2020	GEI PROJECT No: 2005325	CLIENT: McDill Lake District
DIRECTION: N	SITE LOCATION: SOIL STOCKPILE AREA		
DESCRIPTION: Area located immediately northeast of soil stockpile area.			

PHOTOGRAPH No: 18	DATE: 6/18/2020	GEI PROJECT No: 2005325	CLIENT: McDill Lake District
DIRECTION: NW	SITE LOCATION: SOIL STOCKPILE AREA		
DESCRIPTION: Soil Stockpile area, viewing northwest from south central limits of stockpile area.			

PHOTOGRAPHIC LOG

PHOTOGRAPH NO: 19	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: NW	SITE LOCATION: SOIL STOCKPILE AREA		
DESCRIPTION: Soil Stockpile area, viewing northwest from south central limits of stockpile area.			

PHOTOGRAPH NO: 20	DATE: 6/18/2020	GEI PROJECT NO: 2005325	CLIENT: McDill Lake District
DIRECTION: E/SE	SITE LOCATION: SOIL STOCKPILE AREA		
DESCRIPTION: Soil Stockpile area, viewing east to southeast from south central limits of stockpile area.			

PHOTOGRAPHIC LOG

PHOTOGRAPH No: 21	DATE: 6/18/2020	GEI PROJECT No: 2005325	CLIENT: McDill Lake District
DIRECTION: E	SITE LOCATION: SOIL STOCKPILE AREA		
DESCRIPTION: Soil Stockpile area, viewing east from central portion of stockpile area.			

PHOTOGRAPH No: 22	DATE: 6/18/2020	GEI PROJECT No: 2005325	CLIENT: McDill Lake District
DIRECTION: W	SITE LOCATION: SOIL STOCKPILE AREA		
DESCRIPTION: Soil Stockpile area, viewing west from east central portion of stockpile area.			

PHOTOGRAPHIC LOG

PHOTOGRAPH No: 23	DATE: 6/18/2020	GEI PROJECT No: 2005325	CLIENT: McDill Lake District
DIRECTION: SE	SITE LOCATION: SOIL STOCKPILE AREA		
DESCRIPTION: Soil Stockpile area, viewing southeast from north central limits of stockpile area.			

Appendix D

Alderperson Notification

Consulting February 22, 2021
Engineers and Project 2005325
Scientists

Mr. Jeremy Slowinski – Alderperson for the Sixth District
Ms. Keely Fishler – Alderperson for the Tenth District
City of Stevens Point
1515 Strongs Avenue
Stevens Point, Wisconsin 54481

**Re: Conditional Use Permit
City of Stevens Point
McDill Inland Lake Protection and Rehabilitation District
Stevens Point, Wisconsin**

Dear Mr. Slowinski and Ms. Fishler,

On behalf of McDill Inland Lake Protection and Rehabilitation District (MILPRD), GEI Consultants, Inc. (GEI) is submitting this cover letter to introduce the McDill Pond Channel Dredging project. McDill Pond is an approximately 260-acre impoundment of the Plover River, located in the Village of Whiting, Portage County, Wisconsin, shown on the attached Figure 1. The Plover River Channel located within the north portion of the pond was established by a deep dredging in the early 2000s and has functioned to control the sediment transported into the full body of the pond. The original dredging established a pool area and channel that had a water depth of approximately 20 feet. The proposed dredging project will re-establish the Plover River Channel located within the north portion of the pond via hydraulic dredging which will provide users access for a variety of safe recreational boating opportunities within an urban setting. Once completed, the life of the channel dredging project is estimated to be 10-15 years.

We plan to submit a Conditional Use permit application to the City of Stevens Point (City) by March 8, 2021, to facilitate the dredging of the northern portion of the McDill Pond channel referred to as the “silt trap” and to utilize one parcel as a temporary sediment storage area during the project. The City has provided authorization to MILPRD to use Parcel ID No. 281230803210005 for staging of equipment and dredge material soil stockpile. MILPRD has received a waterway dredging permit from the Wisconsin Department of Natural Resources (WDNR) which authorizes removal of up to 90,000 cubic yards of dredge material and a determination of no permit required from the U.S. Army Corps of Engineers (USACE) for the project.

During the dredging, a barge would be utilized to hydraulically dredge sediment from the pond. The barge would contain the pump and associated dredging equipment. The barge would pump the dredged material to the 1.6-acre soil stockpile location shown on Figure 1. The soil stockpile area can hold approximately 35,000 cubic yards of material at one time. The dredged material would be deposited within the soil stockpile area. The soil stockpile area will have proper erosion control measures implemented such as silt fencing and straw bales to control sediment. Water will be allowed to infiltrate into the ground within the soil stockpile area.

MLPRD's current plan is to dredge approximately 44,000 cubic yards of sediment from an approximately 9.6-acre area within McDill Pond. However, the total amount of dredge material to be removed will be dependent upon funding and other factors such as contractor cost estimates. The plan view and cross-sections of the dredging project area are depicted on the attached Figure 10. Dredged material will be beneficially repurposed for local projects such as road construction or development. Dredged material will be repurposed as dredging occurs throughout 2022.

Dredging is planned to commence in May 2022 and continue through September 2022. All in-water work will cease by September 30, 2022, to comply with the fish spawning and rare species restrictions. The contractor will demobilize earthmoving equipment, hydraulic dredging equipment, water treatment system, erosion controls, and any other equipment used during the project by the end of November 2022.

We would appreciate the opportunity to discuss this project with you, if requested. Please contact us with any questions or for additional information regarding this project and our submittal of a conditional use permit to the City. We will plan to copy you on the correspondence related to our conditional use permit submittal to the City by March 8, 2021.

If you have any questions, please contact Mr. David Burger at 920-455-8200 or via email at dburger@geiconsultants.com.

Sincerely,

GEI CONSULTANTS, INC.



David A. Burger
Project Construction Manager



Kyle T. Bretl
Environmental Project Manager

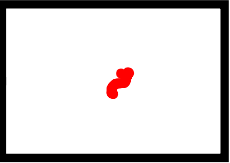
Attachments:

- Figure 1 – Site Location and USGS Topographic Map
- Figure 10 – Plan View and Cross Sections

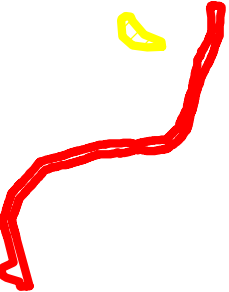
c: Ms. Krista Olson, McDill Lake District

DAB:cah

K:\McDill Lake District\2005325_McDill Lake Dredging\05_In_Progress\Cond. Use Permit - City of SP\2005325_CUP-McDill-CoverLetter_Final.docx



Extent of Larger Data Frame Shown in Black



Legend

 Dredge Area (+/- 9.6 acres)

 Soil Stockpile Area (+/- 1.6 acres)

02,0004,000

Feet

N

3159 Voyager Drive
Green Bay, WI 54311
www.geiconsultants.com

FIGURE 1

SITE LOCATION AND USGS TOPOGRAPHIC MAP

MCDILL INLAND LAKE PROTECTION AND REHABILITATION DISTRICT
MCDILL POND CHANNEL DREDGING PROJECT
CITY OF STEVENS POINT
PORTAGE COUNTY, WISCONSIN

Located in part of:
Section 3 & 4, T23N, R8E,
City of Stevens Point
Portage Co., WI

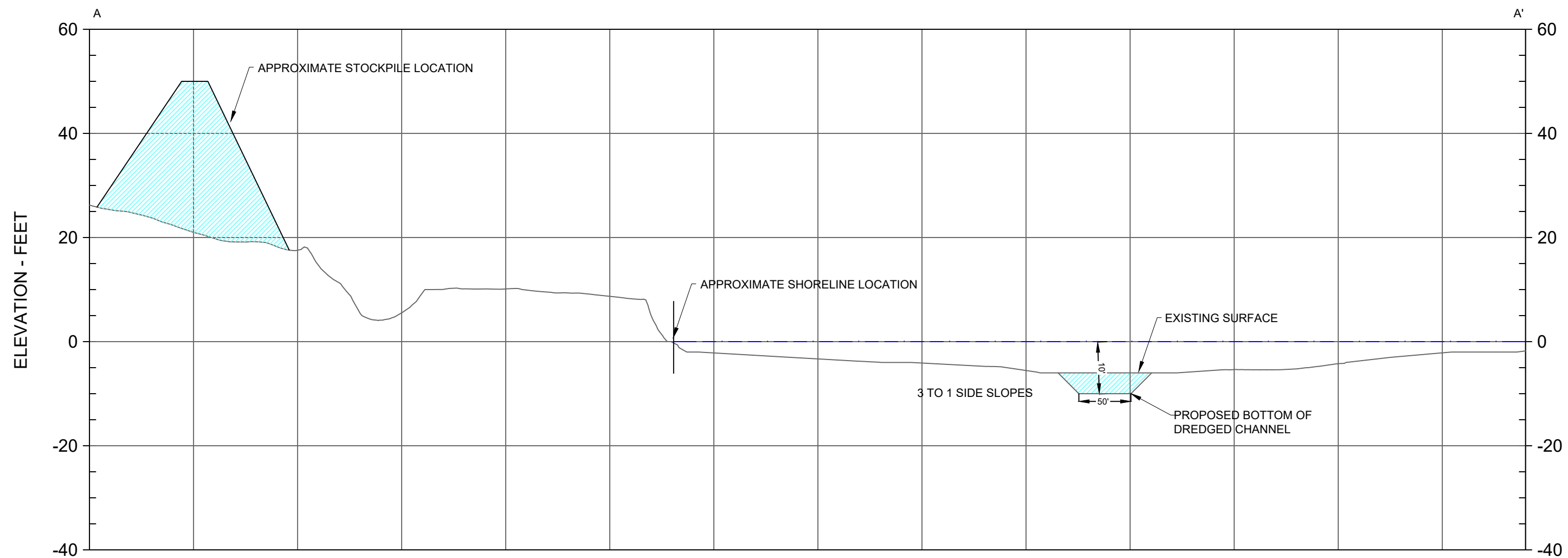
Drawn: KTB 1/31/2021

Approved: KTB 1/31/2021

Scale: As Shown

Project Number: 2005325

Figure Number: 1



CROSS-SECTION A-A'
 SCALE: 1"=100' HORIZ. & 1"=20' VERT.
 5X VERTICAL EXAGGERATION

MCDILL LAKE

DREDGE PLAN

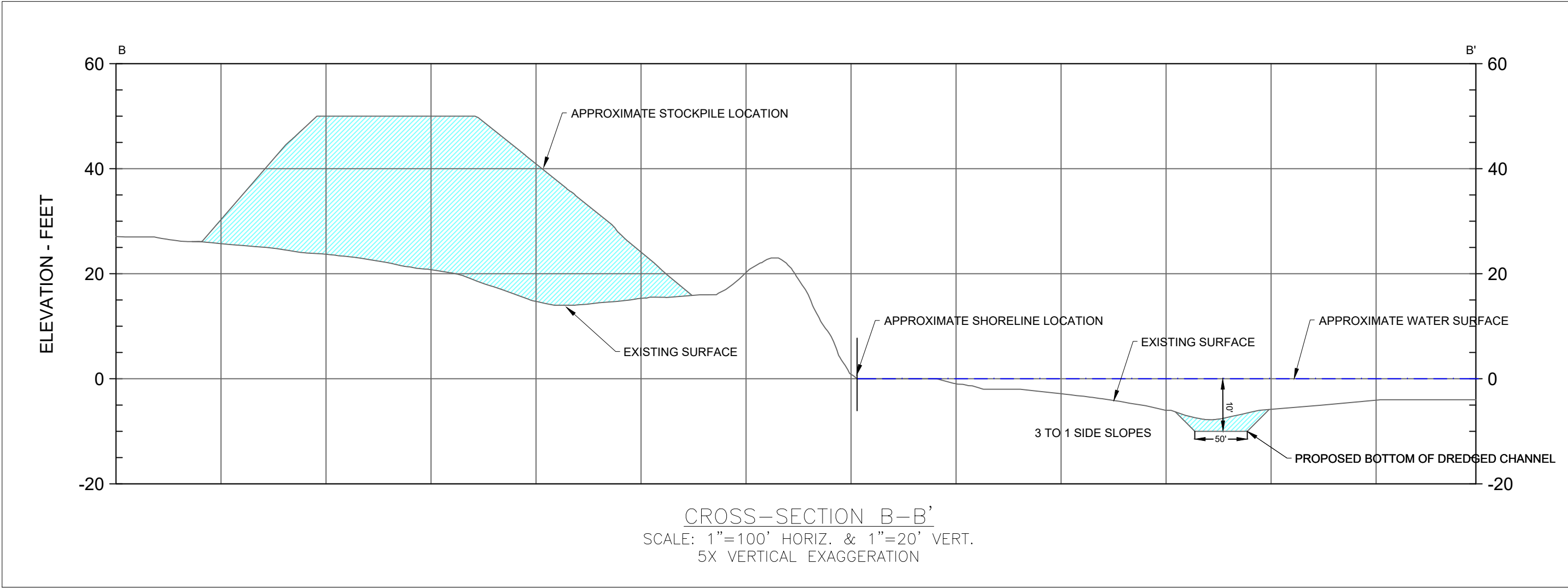


Project: 2005325

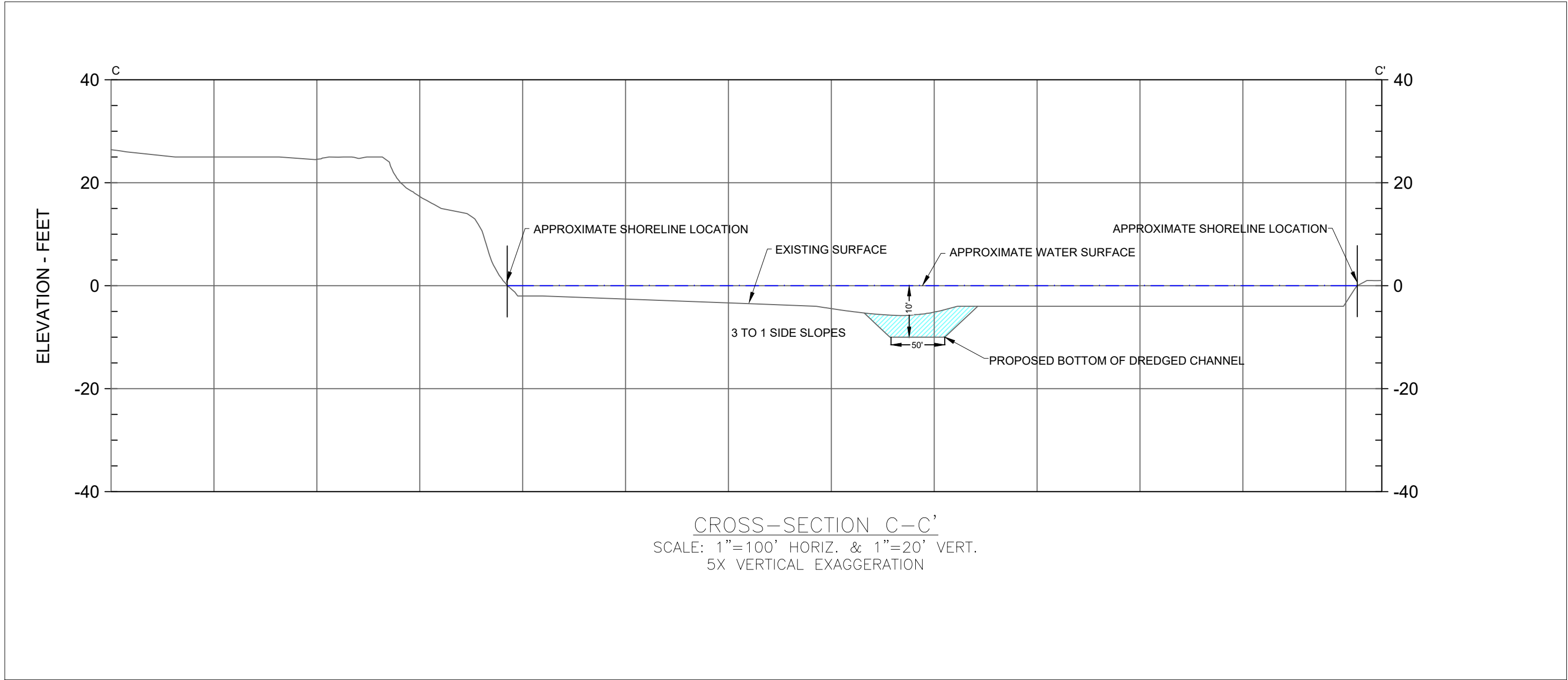
CROSS SECTION A-A'

JAN 2021

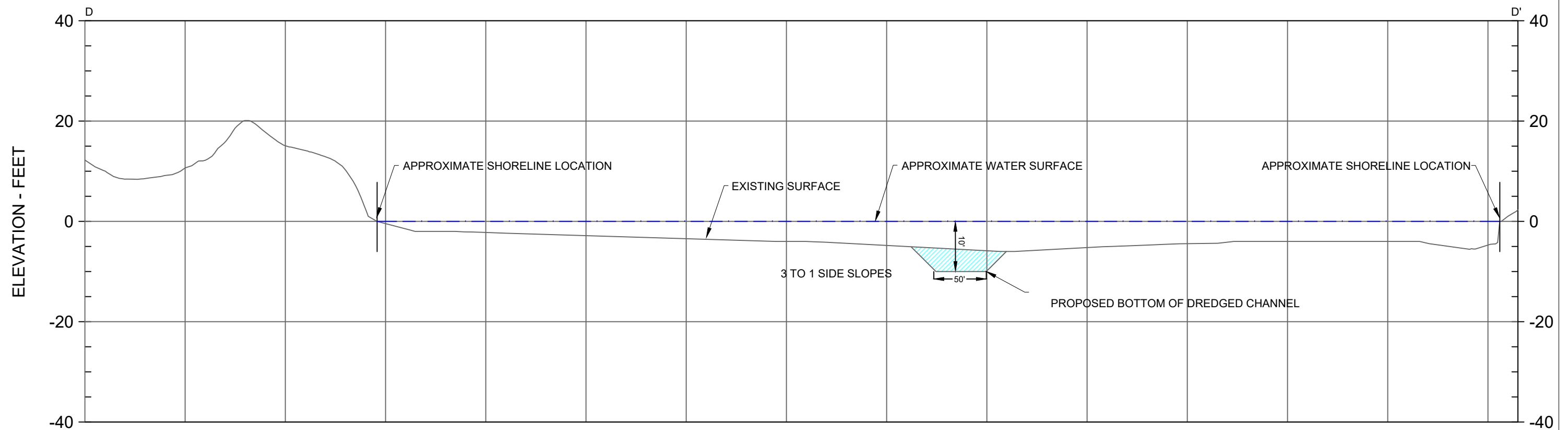
FIG-10



MCDILL LAKE		CROSS SECTION A-A'
DREDGE PLAN		
Project: 2005325	JAN 2021	FIG-10

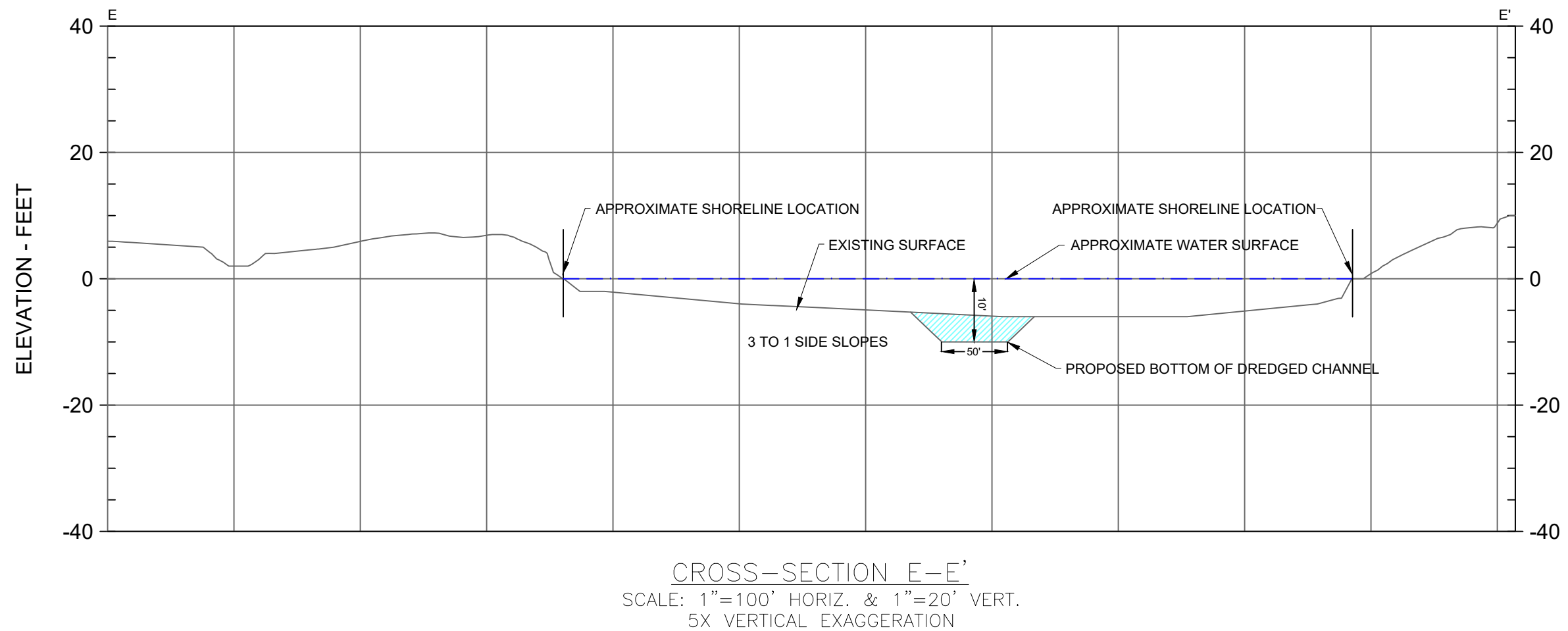


MCDILL LAKE		CROSS SECTION C-C'
DREDGE PLAN		
Project: 2005325	JAN 2021	FIG-10



CROSS-SECTION D-D'
 SCALE: 1"=100' HORIZ. & 1"=20' VERT.
 5X VERTICAL EXAGGERATION

MCDILL LAKE		CROSS SECTION D-D'
DREDGE PLAN		
Project: 2005325	JAN 2021	FIG-10



MCDILL LAKE

DREDGE PLAN



Project: 2005325

CROSS SECTION E-E'

JAN 2021

FIG-10

Administrative Staff Report

Preliminary Extraterritorial Subdivision Plat Review

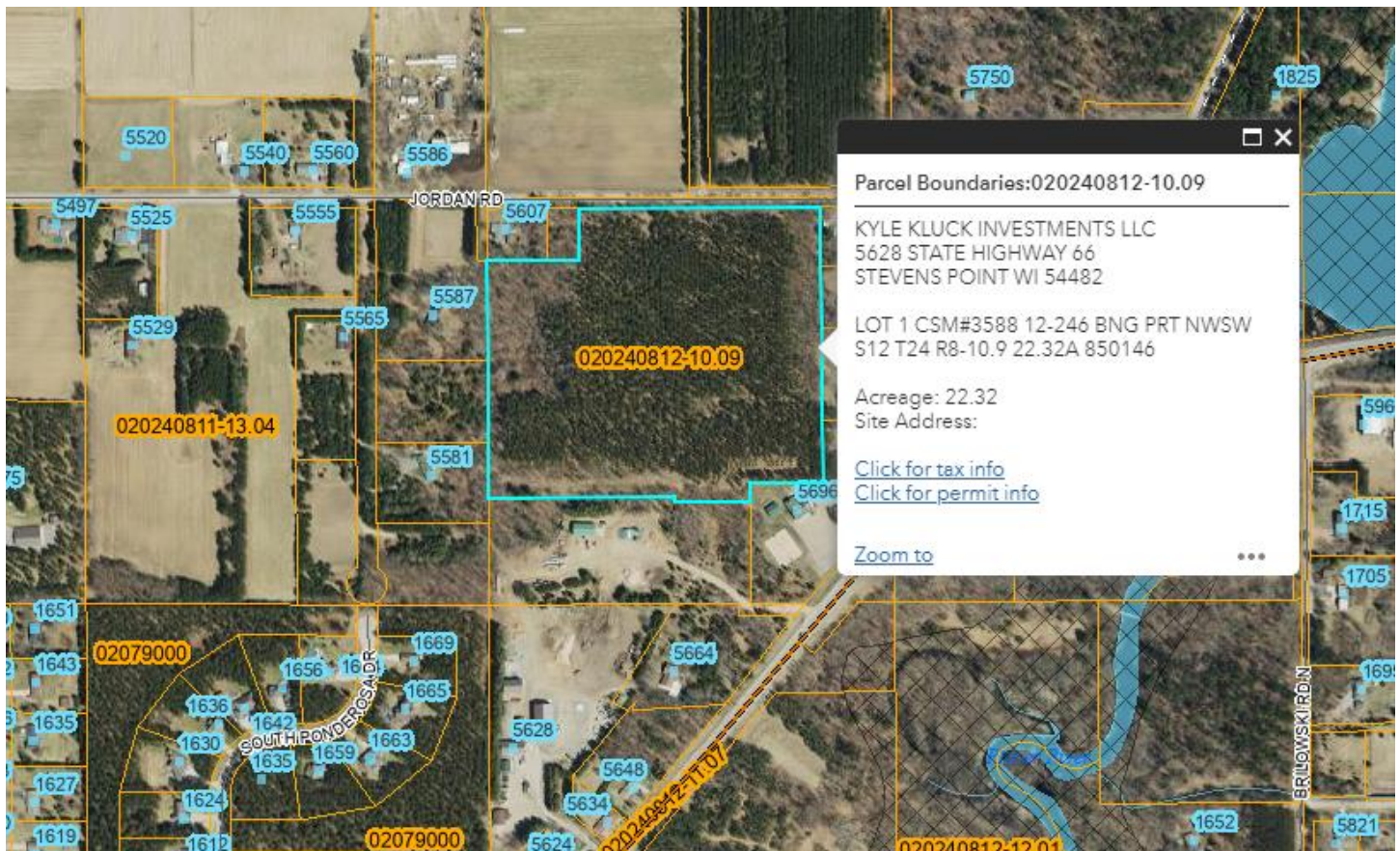
Two Sisters Subdivision
April 5, 2021



Department of Community
Development

Applicant(s): - Ross Rettler, representing Kyle Kluck Staff: - Ryan Kernosky, Director rkernosky@stevenspoint.com - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 020240812-10.09 Zone(s): - County Zoning: Single-Family Residential Master Plan: - Undefined Council District: - N/A Lot Information: 10 lots ranging from 1.00 – 1.12 acres Current Use: - Undeveloped Applicable Regulations: - Ch. 20.03	Request - Public Hearing and action on a request from Ross Rettler, representing Kyle Kluck, for a preliminary extraterritorial subdivision plat review for a new subdivision (Two Sisters) located at an unaddressed parcel (Parcel ID 020240812-10.09) in the Town of Hull. Attachment(s) - Application - Plat Findings of Fact - A total of ten lots are proposed to be created off of a parcel 22.32 acres in size. - Each lot ranges from one acre to 1.12 acres in size. The remaining land will remain as either common area, providing a buffer between neighboring uses, stormwater management purposes, and private well protection. - A conceptual subdivision plat review on March 2, 2020. - The proposed subdivision is located within Groundwater Protection District C. There is less of a concern about a negative impact on the groundwater recharge area as previous subdivisions in this area have previously had. - The subject property is located within the Town of Hull, and is included in the the City's extraterritorial review boundary. - Any division of land creating four or more lots requires a preliminary and final subdivision plat review. Staff Recommendation Approve the preliminary subdivision plat as presented for a new subdivision located on an unaddressed parcel in the Town of Hull.
---	---

Vicinity Map



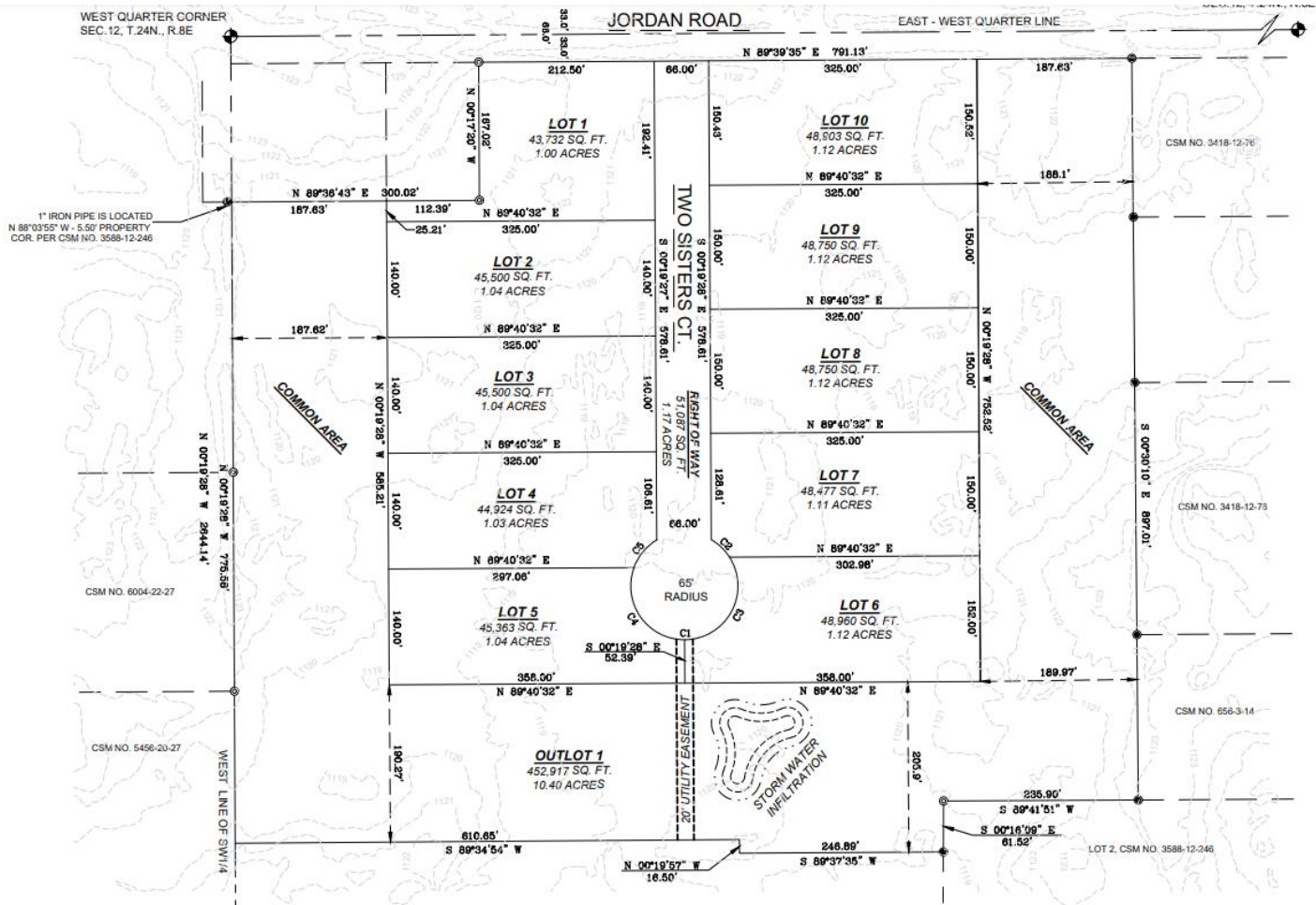
Background

The applicant is requesting a preliminary extraterritorial subdivision plat review for a ten-lot subdivision situated northeast of the City of Stevens Point and within the City's Extraterritorial Boundary. A conceptual review of this development was presented at the March 02, 2020 Plan Commission. Discussions from the March 2020 Plan Commission meeting further stated that as the proposed subdivision is located farther away from the City and surrounding by other uses, it likely prohibits the City's ability to expand its municipal boundary to service this area. In addition, several large lot subdivisions currently exist between the City's municipal boundary and the proposed subdivision, making it not cost effective should the City seek to provide utility connections.

Two key changes exist from the subdivision plat reviewed last March and what is enclosed within this agenda packet. First, 66' of dedicated right-of-way land situated directly south of the cul-de-sac was converted into a 20' utility easement. The remaining acreage was transferred back to the adjacent outlots. Second, a common area approximately 5.32 acres in size was originally proposed to be located directly east of the land devoted to dedicated right-of-way space. In turn, the same common space was amended to include a stormwater infiltration basin—addressing some of the stormwater concerns presented during both conceptual plan reviews.

As required by the City's Subdivision Ordinance, a proposed subdivision plat shall be reviewed and approved by the appropriate township and Portage County prior to the City reviewing the request. The Town of Hull Plan Commission approved the proposed subdivision plat on September 15, 2020, with the Town of Hull Board approving the plat on October 12, 2020. Due to the subject property being located within Portage County's Wellhead Protection C Zone, both the Town Plan Commission and Board approved a special exception to allow for the creation of lots less than two acres

in size. The Portage County Board of Adjustment approved a variance request on November 16, 2020 to allow for the creation of lots less than two acres in size. Most recently, the Portage County Planning and Zoning Committee approved the proposed subdivision plat on February 23, 2021. Further information on the actions taken during each of the aforementioned meetings can be found enclosed within this agenda packet.



With the Town of Hull and Portage County reviewing and approving the proposed preliminary subdivision plat, the City's Plan Commission and Common Council is required to review both the preliminary and final subdivision plat. The following describes the aforementioned requirement.

Ch. 20.03 REQUIRED PLAT AND CERTIFIED SURVEY MAP APPROVAL.

Any division of land within the City or its extraterritorial jurisdiction as described in 20.02 herein shall be surveyed and a plat or certified survey map thereof submitted for approval, conditional approval, or rejection by the City Council. This requirement shall also apply for any division of land within the City's extraterritorial jurisdiction.

The subdivision request has been reviewed and is described below.

Standards of Review

A preliminary plat or final plat of any major or minor subdivision in the City of Stevens Point or in the extraterritorial area shall not be approved unless the Plan Commission and the Common Council determine that adequate public facilities and public services are available to support and service the area of the proposed subdivision, unless the City finds the major

or minor plat are in an area not likely to be included in the City's future growth zone. In considering the questions of adequacy of public facilities and public services as set forth above, the Plan Commission and Common Council shall consider but not be limited to:

1. The nature, extent and size of the proposed subdivision and its impact in terms of the estimated increase in population expected to result.

Analysis: The subject property is approximately 22.32 acres in size. Ten lots are proposed to be created at a size ranging from one acre to 1.12 acres. The remaining acreage is intended to be utilized as common space or to house a stormwater infiltration pond. Lots are proposed to be served by private septic systems and served by a cul-de-sac road proposed to be located off Jordan Road.

Findings: The proposal is for a medium density subdivision located northeast of the City's municipal limits. These 1-1.12 acre lots on over 22 acres of land is arguably not the most efficient use of land. This sprawling development would present further expansion away from the City and would prove costly in the future should municipal services be needed. It should be noted that given the distance the subject property is away from the City, along with a high degree of residential uses nearby, it is less likely that future utility connections would occur.

While the proposed subdivision is unlikely to result in a significant increase in population. There is concern that having a cul-de-sac situated at the end of the proposed road is neither preferred for utility extensions or future right of way for road extensions. It should be noted that the latest amendment to the subdivision plat – proposing a 20' utility easement – is likely to ease concerns in providing utility connections to the area, but does not negate the concern over future roadway planning. An additional condition may include adding a note of "future road right of way" adjacent to the proposed easement. Lastly, due to existing residential uses to the west and east and its proximity to Highway 66, it would likely be more difficult to further subdivide the area around the subject property when utility connections are more cost effective.

2. The present or projected state of development likely to result when said subdivision is developed with projected densities as anticipated by adopted area Comprehensive Plans and currently approved subdivisions in the immediate vicinity of the proposed subdivision.

Analysis: The proposed subdivision provides low-density northeast of the City's municipal boundary.

Findings: As stated earlier, the proposed subdivision extends residential growth further away from the City – it would make it not cost effective to provide municipal services in the future. With that said, the subdivision plat does provide low-density especially given its location within the Wellhead Protection C Zone. Therefore, given the stormwater considerations required for this area, sufficient lot density exists.

3. The avoidance of expenditures of public funds necessitated by the proposed subdivision which are not in adopted capital or operating budgets. For subdivisions in the City of Stevens Point, the applicant shall furnish data requested by the Director of Public Works, Water Utility Manager, Traffic Engineer and Director of Planning and Development who will coordinate statements of adequacy for transportation, storm sewer, sanitary sewer, water service, fire and police protection, parks, open space, and recreation and school facilities for the Plan Commission and the Common Council.

Analysis: The subject property is located outside of the City and is located within its extraterritorial boundary.

Findings: While no City funds are being spent due to the property's location outside of City limits, this location would have significant future costs should these created lots require municipal services in the future.

Land Divisions or Subdivisions in Extraterritorial Plat Approval Jurisdiction. In addition to all other provisions contained in this Ordinance, the Plan Commission may recommend or approve the subdividing of lands in the extraterritorial plat approval jurisdiction based on the applicable criteria and policies contained in this ordinance and the Comprehensive Plan. The Plan Commission shall not consider any subdivision or land division which did not have prior approval by the approving authorities for both the Town(s) and Portage County. The Plan Commission may require any conditions in the approval of a subdivision or land division, including the use of any restrictive covenant.

Criteria for Nonagricultural Subdivision or Land Division. In the case of nonagricultural lands, the Plan Commission may recommend approval of a subdivision to the Common Council or may grant approval of a land division provided that the Plan Commission shall determine that the proposed subdivision or land division complies with all of the following criteria:

- 1. The proposed subdivision or land division shall be compatible with adjacent land uses and shall maintain the general land use pattern of the area in question.**

Analysis: The subject property is located within the Town of Hull, although located within the City's extraterritorial review boundary. The proposed subdivision is located near an existing subdivision to the west that consists of large lot, single-family development. A future planned street located north of South Ponderosa Drive, situated west of the subject property, indicates that future subdivision development could occur in the future. Properties of larger lot sizes are located to the north and south of the subject property, serving primarily industrial and agricultural uses. Jordan Pond and Highway 66 are located to the east.

Findings: The area around the subject property consists of primarily residential, recreational, and commercial uses to the north and east, with residential uses to the east and west. Neighboring residential uses are for single-family use situated on lots 1-1.5 acres in size. Staff believes that the proposed single-family use of the subdivision is compatible to the surrounding area.

- 2. The proposed subdivision or land division shall result in a development pattern which is compatible with surrounding developments and land uses. Measures of compatibility shall consider at least but not limited to lot sizes, traffic generation, access, noise and visual features.**

Analysis: See standard one above.

Findings: This standard is met.

- 3. The proposed subdivision or land division and the resulting development shall not demonstrably adversely affect the City's ability to provide future public utilities, install future public improvements or accomplish future annexations. The Plan Commission may consider annexation agreements with the property owner in order to comply with this requirement. The Plan Commission may also consider whether the City and Town(s) have reached an agreement on necessary public improvements and public services facilities required to serve the development.**

Analysis: The subject property is located approximately 1.02 miles away from the closest property located in City limits. The City does not have a boundary agreement with the Town of Hull for this area and cannot immediately annex it as the property is not contiguous with the City.

Findings: Providing future utility connections to the proposed subdivision and surrounding area would be challenging due to the larger lot sizes present and a difficulty of right-of-way connections between adjacent subdivision developments. A utility easement located to the south of the cul-de-sac is a sufficient foundation for improving the City's ability to serve the subdivision with utilities in the future.

4. The proposed subdivision or land division shall comply with one of the following:

- a. The proposed subdivision or land division shall represent infilling of vacant land. Infilling is defined as a subdivision or land division which will accommodate the development of vacant land located such that surrounding existing land uses render the land impractical for any but similar uses.**
- b. The proposed subdivision or land division shall provide permanent open space lands for use by the general public in conformance with the adopted Parks and Open Space Plan for Portage County, Wisconsin, the City of Stevens Point adopted Parks and Open Space Plan or the City's other adopted Comprehensive Plan elements. The permanent open space lands shall be accessible and open for use by the general public.**

Analysis: While the proposed subdivision is will result in a sprawl-type development, staff believes that the common space lots provided along the perimeter of the lots provide ample open space to be utilized by residents of these created lots. Additionally, the proposed subdivision is located adjacent to Portage County's Jordan Park, which offers sufficient recreational opportunities for residents.

Findings: This standard is met.

While the size of each lot proposed is larger than typical City lots, the size of the parcels is partially due to its location within the Wellhead Protection C Zone.



APPLICATION FOR SUBDIVISION APPROVAL

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required	300 ⁰⁰	Fee Paid	1-85011
Associated Applications (if any)				Assigned Case Manager			
Pre-Application Conference Date				Major Subdivision	☐	Minor Subdivision	☐

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☒)	
Applicant Name	Kyle Kluck	Contact Name	Kyle Kluck
Address	5628 State Highway 66	Address	5628 State Highway 66
City, State, Zip	Stevens Point, WI, 54481	City, State, Zip	Stevens Point, WI, 54481
Telephone	715-340-0763	Telephone	715-340-0763
Fax		Fax	
Email	kylekluckexcavating@gmail.com	Email	kylekluckexcavating@gmail.com

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☒)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	Kyle Kluck	Owner's Name	
Address	5628 State Highway 66	Address	
City, State, Zip	Stevens Point, WI, 54481	City, State, Zip	
Telephone	715-340-0763	Telephone	
Fax		Fax	
Email	kylekluckexcavating@gmail.com	Email	

PROJECT SUMMARY

Subdivision Name	Two Sisters Subdivision		Former Subdivision Name (if any)	NA
Area of Subject Property (Acres/Sq Ft)	22.33 Acres / 972,863 Sq. Ft.		Proposed Number of Lots	10
Project Address:	5573-5653 Jordan Rd. Stevens Point, WI 54482 (Town of Hull)			
Parcel 1 – Assessor's Parcel ID Number		Parcel 2 – Assessor's Parcel ID Number (if needed)		Parcel 3 – Assessor's Parcel ID Number (if needed)
020-24-0812-10.09				
Current Use of Subject Property			Vacant	
Proposed Use of Subject Property			Residential	
Designated Future Land Use Category			Current Zone District(s)	
Rural Residential			R2 - Residential	
Is there an associated request for a Zoning Map Amendment? If yes provide the application Number?				
NA				
Number of Residential Units Proposed		Proposed Gross Residential Density		Commercial Space Proposed Sq. Ft.
10		0.45 Units / Acre		NA
Common Open Space Proposed Sq. Ft.		Primary Open Space Designations (Cluster)		Secondary Open Space Designation (Cluster)
10.40 Acres		NA		NA

Source of Utilities:				Streets Created or Extended as part of Subdivision? If Yes What Types?	
Water	Well	Sewer	Septic	Two Sisters Ct. (cul-de-sac)	
Number of Each Type of Building and Individual Units				Proposed Density (Units/Acre)	
Single-Family House		10		1unit / 2.23 Acres (0.45 Units / Acre)	
Attached House (duplex)		NA		NA	
Row House (Number of Units)		NA		NA	
Apartment (Number of Units)		NA		NA	
Commercial Building		NA		NA	
Mixed Use Building (number of residential units)		NA		NA	
Industrial Building		NA		NA	
Civic Building / Institutional		NA		NA	
Open Lot		NA		NA	
Describe land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)					
The proposed development includes the subdivision of a 22.33 acre parcel into 10, 1 acre lots with 10 acres of common space surrounding and buffering the development. Word to develop the ROW as part of the subdivision is scheduled to begin in the summer of 2021.					
Current Zoning Surrounding Subject Property					
North:	A4 - Agricultural			South:	C4 - Commercial
East:	R2 - Residential			West:	
Current Land Use Surrounding Subject Property					
North:	Agricultural			South:	Commercial
East:				West:	Residential

EXHIBITS (MAJOR SUBDIVISION)

Owner Information Sheet	☐	Additional Exhibits If Any (List): Preliminary Plat Provided
Letter to District Alderperson	☐	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	☒	
Site Plan (designating primary, side, and service street frontages)	☐	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	☐	
Open Space Plan if Cluster Subdivision	☐	
Street Plan with Cross-sections	☐	
Utility Plan	☐	
Landscape Plan (including any equivalent alternative landscaping requests)	☐	
Stormwater Plan	☐	

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
	3-16-21		3-16-21

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration



PRELIMINARY PLAT OF TWO SISTERS SUBDIVISION

A SUBDIVISION PLAT OF TWO SISTERS SUBDIVISION, BEING LOT 1, CERTIFIED SURVEY MAP #3588, VOLUME 12, PAGE 246, BEING PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, SECTION 12, TOWNSHIP 24 NORTH, RANGE 8 EAST, TOWN OF HULL, PORTAGE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

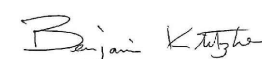
I, BENJAMIN KLITZKE, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY THAT BY THE DIRECTION OF KYLE KLUCK INVESTMENTS LLC, I HAVE SURVEYED, DIVIDED AND MAPPED THE FOLLOWING DESCRIBED PARCEL OF LAND.

A PARCEL OF LAND CONTAINING 972,863 SQUARE FEET (22.33 ACRES) LOT 1, CERTIFIED SURVEY MAP #3588, VOLUME 12, PAGE 246, BEING PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, SECTION 12, TOWNSHIP 24 NORTH, RANGE 8 EAST, TOWN OF HULL, PORTAGE COUNTY, WISCONSIN.

THAT I HAVE COMPLIED FULLY WITH THE CURRENT PROVISIONS OF CHAPTER 236 AND CHAPTER A-67 OF THE REVISED WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF PORTAGE COUNTY IN SURVEYING, DIVIDING, AND MAPPING.

THAT SUCH PLAT CORRECTLY REPRESENTS ALL EXTERIOR BOUNDARIES AND THE SUBDIVISION OF THE LAND SURVEYED.

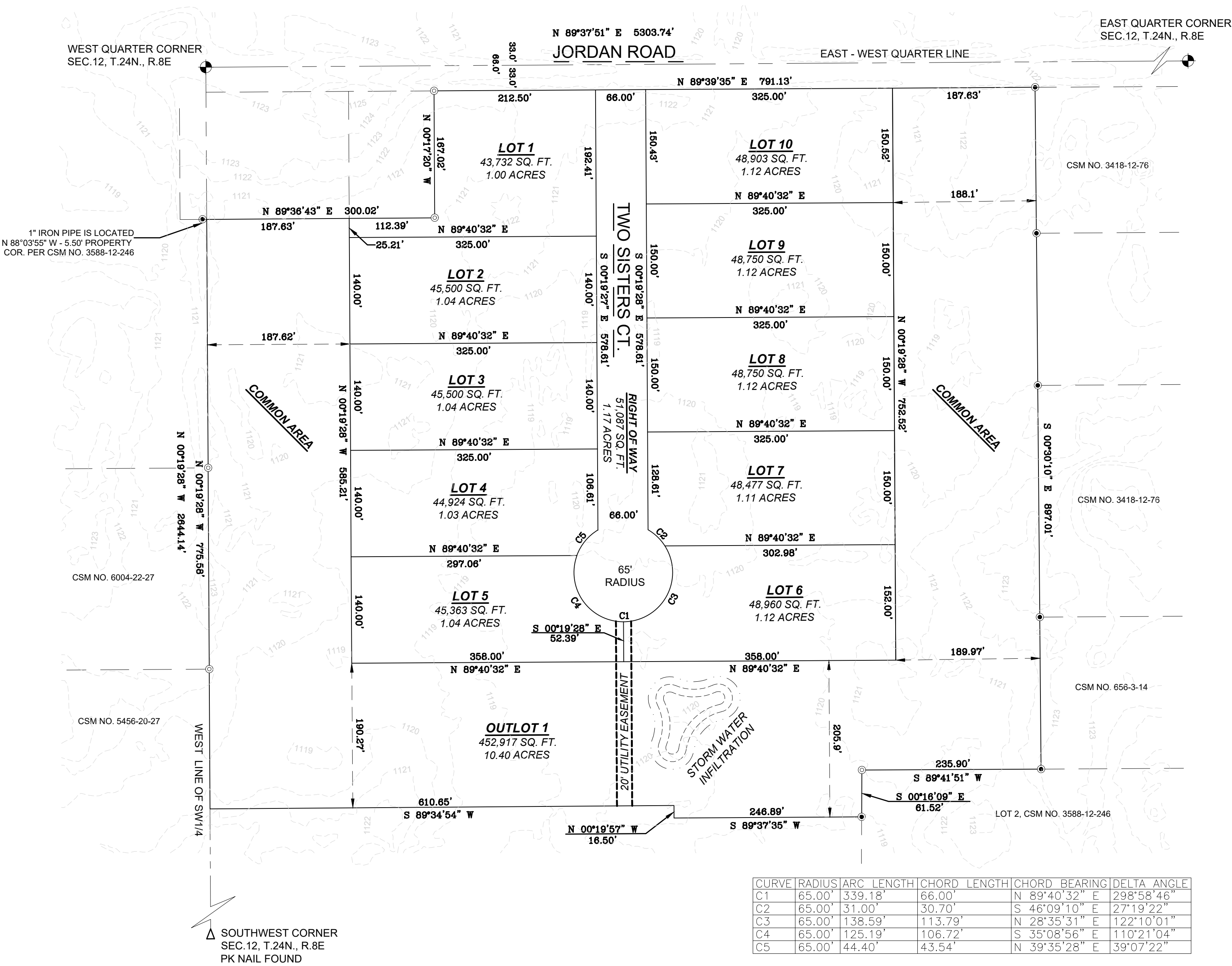
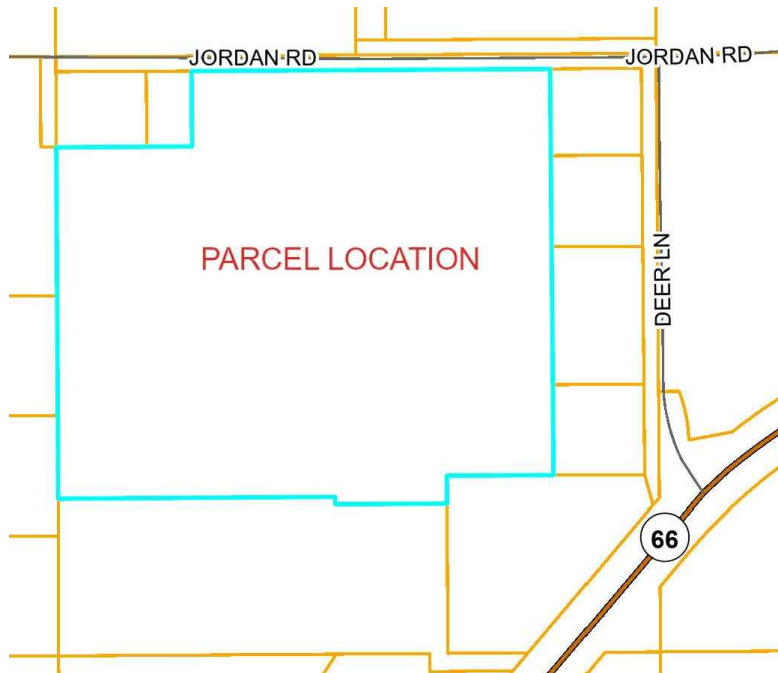
CERTIFIED THIS 25TH DAY OF JANUARY, 2021.

SIGNED: 
BENJAMIN KLITZKE PLS 2746

UTILITY EASEMENTS

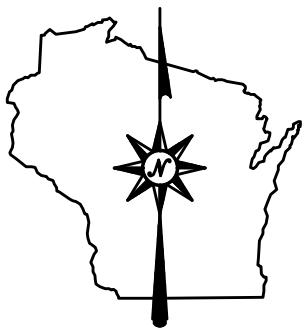
NO POLES OR BURIED CABLES ARE TO BE PLACED SUCH THAT THE INSTALLATION WOULD DISTURB ANY SURVEY STAKE OR OBSTRUCT VISION ALONG ANY LOT LINE OR STREET LINE. THE DISTURBANCE OF A SURVEY STAKE BY ANYONE IS A VIOLATION OF s. 236.32 OF THE REVISED WISCONSIN STATUTES. UTILITY EASEMENTS ARE HEREIN SET FORTH ARE FOR THE USE OF PUBLIC BODIES AND PRIVATE PUBLIC UTILITIES HAVING THE RIGHT TO SERVE THE AREAS. THE UTILITY EASEMENT INCLUDES THE RIGHT OF THE UTILITY TO TRIM OR REMOVE ANY OR ALL TREES WITHIN THE EASEMENT WHICH WOULD INTERFERE WITH THE CONSTRUCTION OR MAINTENANCE OF THE UTILITY.

VICINITY MAP



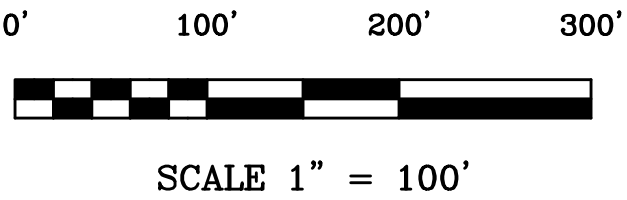
LEGEND

-  HARRISON CAST IRON MONUMENT FOUND
-  3/4" REBAR FOUND
-  1 1/4" REBAR FOUND
-  1" IRON PIPE FOUND
-  RECORDED AS



BASE FOR BEARING

BASE FOR BEARING IS THE WEST LINE OF THE SOUTHWEST QUARTER OF SECTION 12, T.24N, R.8E. HAVING A BEARING OF N 00°19'28" W USING THE PORTAGE COUNTY COORDINATE SYSTEM. NAD83 (2011)



DEVELOPER

KYLE KLUCK INVESTMENTS, LLC
5628 STATE HIGHWAY 66
STEVENS POINT, WI 54482

SURVEYOR

BENJAMIN KLITZKE, PLS #2746
RETTLER CORPORATION
3317 BUSINESS PARK DRIVE
STEVENS POINT, WI 54482
PHONE (715)341-2633
FAX (715)341-0431

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3317 Business Park Drive, Stevens Point, WI 54482
Telephone: 715-341-2633 Fax: 715-341-0431
email: info@rettler.com, website: www.rettler.com

PRELIMINARY PLAT REVIEW

**PROJECT: CITY OF STEVENS POINT – PLANNING & ZONING
KYLE KLUCK – TWO SISTERS SUBDIVISION**

FROM: Rettler Corporation, Ross Rettler
TO: Community Development Director, Ryan Kernosky
DATE: March 16, 2021
RE: Two Sisters Subdivision – Preliminary Plat Narrative

Mr. Kernosky;

On behalf of Kyle Kluck, we are submitting a preliminary plat and storm water management narrative identifying a subdivision of land within the Town of Hull in Portage County. As part of this submittal Rettler Corporation would like to identify the county ordinance and compliance summary within the plat and narratives as submitted. Below is a summary of the content shown as part of the submittal items as requested.

7.4.7.2 PRELIMINARY PLAT

The subdivider shall submit sufficient copies of the preliminary plat to the Planning and Zoning Department so that copies can be submitted by the Planning and Zoning Department to the agencies having authority to approve and object to plats under the provisions of Sections 236.10 and 236.12, Wisconsin Statutes. The preliminary plat, based upon exterior boundary survey by a registered land surveyor, shall be in sufficient detail to determine if all requirements have been met, shall be shown on a map at a scale of one (1) inch equals one hundred (100) feet, and shall include:

(Preliminary Plat Submitted by Rettler Corporation developed by Ben Klitzke, RLS is to scale as requested).

(A) All information required on the sketch plat as per Section 7.4.7.1;

(B) A location sketch showing the location of the site with respect to surrounding roads and landmarks (not required for minor subdivisions), and any quarter-quarter section line, section line, township line, or range line within or abutting the proposed site;

(The vicinity map, surrounding roads, quarter, section and township lines have been identified on the preliminary plat).

(C) Lot layout including widths or depths, the location and size of any principal or accessory structures together with their setbacks from any abutting road right-of-way and abutting lot lines;

(Layout of ten (10), 1 acre lots are shown and dimensioned as part of the preliminary plat).

(D) Existing and proposed roads, utilities (the subdivider is encouraged to consult with appropriate utility companies prior to locating new utility easements), easements, parks, public access, community facilities and dedications or reservations of land;

(Jordan Rd. has been shown as the primary point of access on the north end of the subdivision. A 66' right-of-way for Two Sisters Ct. provides access south into the subdivision

off of Jordan Rd. A 20' utility, storm water, and ingress/egress easement has been shown running south from the end of the cul-de-sac to the south of the property for future utility additions. A 10.4-acre common space / out-lot is shown on the exterior, surrounding the residential lots as part of the subdivision. A community trail will be installed within the common space. Each resident will take access to the trail from the rear of their lot. Additional access to the community space and trail system will be provided through the 20' easement shown on the south end of the cul-de-sac.)

(E) Land characteristics including soil conditions, seasonally wet areas, rock outcrops and areas with slopes over twelve percent (12%), delineation of the 100-year flood boundary and floodway boundary, waterways, ditches, and shorelines; at their discretion, the Planning and Zoning Department may also require appropriate topographic data to be shown;

(No flood hazards, or delineated water ways or wetlands existing on site. Site Topographic information is shown on the preliminary plat with 1' LIDAR data provided by Portage County).

(F) Proposed filling, grading, lagooning, dredging, or surface drainage;

(Not Applicable)

(G) Delineation of any areas of restricted access along public roads which are within or abutting the proposed development, including access restrictions imposed by the Wisconsin Department of Transportation or by this ordinance. This shall include the location of existing access points along both sides of the road(s), together with the required access separations as specified in Section 7.4.6.1(E)(1) of this ordinance;

(Not Applicable)

(H) Proposed subdivision name and proposed road names;

(The subdivision name "Two Sisters Subdivision" and the cul-de-sac road name "Two Sisters Court" is identified on the Preliminary Plat).

(I) Any proposed restrictive covenants for the land involved shall be stated;

(Provided as part of a separate document by Kyle Kluck).

(J) Results of any required groundwater monitoring or testing as per Section 7.4.6.2 of this ordinance;

(Not Applicable)

(K) The approximate area, in square feet, of each lot and outlot, exclusive of road right-of-way. As pertains to county plats and minor subdivisions, the approximate area, in square feet, shall also be shown which is exclusive of road right-of-way. The exact area, in square feet, shall be shown on the final document;

(Areas in square feet are shown for each lot and out-lot as part of the Preliminary Plat).

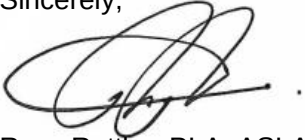
(L) The approximate area, in square feet, of any portion of a lot or out lot which is located within the boundaries of an incorporated municipality (city or village) and the approximate remaining area which is located outside the municipal boundaries. The exact area, in square feet, shall be shown on the final document.

(Areas in square feet are shown for each lot and out-lot as part of the Preliminary Plat).

The Planning and Zoning Committee shall approve, approve conditionally, or reject the preliminary plat within ninety (90) days, as provided by Section 236.11, Wisconsin Statutes. Failure of the Planning and Zoning Committee to act within ninety (90) days shall constitute approval, unless this time period is extended by mutual agreement with the subdivider.

Chris, thank you for your assistance as part of developing this preliminary plat document. Please contact us if you have questions concerning what has been submitted as part of the preliminary plat review process.

Sincerely,

A handwritten signature in black ink, appearing to read "Ross Rettler", with a stylized flourish at the end.

Ross Rettler, PLA, ASLA
Partner

PRELIMINARY PLAT REVIEW

**PROJECT: CITY OF STEVENS POINT – PLANNING & ZONING
KYLE KLUCK – TWO SISTERS SUBDIVISION**

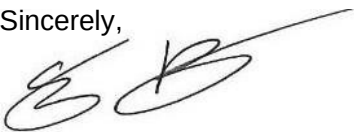
FROM: Rettler Corporation, Ross Rettler
TO: Community Development Director, Ryan Kernosky
DATE: March 16, 2021
RE: Two Sisters Subdivision – Preliminary Plat Narrative

Mr. Kernosky;

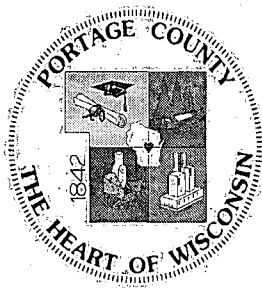
Kyle Kluck has hired Rettler Corporation to develop a preliminary plat for the proposed Two Sisters subdivision in the Town of Hull. As part of producing the preliminary plat the site has been evaluated for anticipated stormwater runoff behavior following development of the residential subdivision. The stormwater evaluation included reviewing regional topography available on the Portage County Land Information GIS website, soils information provided on the USDA Web Soil Survey and wetland and surface water information provided on the WDNR Surface Water Data Viewer.

Per the USDA Web Soil Survey the native soils consist of excessively drained loamy sands with high infiltration rates compatible with managing stormwater runoff using grassed swales and dry retention basins. The regional site topography is relatively flat across the proposed development. The proposed central road and cul-de-sac will be constructed with a slight pitch to the south. The proposed central road will be served by grassed swales on each side with a slight pitch to the south. A stormwater retention area south of the cul-de-sac in the proposed common area will receive stormwater runoff generated by larger infrequent precipitation events from the grassed swales through channelized overland flow or storm sewer. The grassed swales and retention area will be sized to retain stormwater runoff generated from the roadway during the 24-hour 25-year storm event at a minimum. The grassed swales and stormwater retention area will also be designed to meet all applicable Portage County and WI DNR stormwater standards.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chase Rettler', is written over a light blue horizontal line.

Chase Rettler, P.E.
Civil Engineer, Partner



PLANNING AND ZONING DEPARTMENT

1462 STRONGS AVENUE, STEVENS POINT, WI 54481 • PHONE: 715-346-1334 • FAX: 715-346-1677

REPORT TO PLANNING AND ZONING COMMITTEE

DATE: February 15, 2021
TO: Planning and Zoning Committee
FROM: Chris Mrdutt, Zoning Coordinator *CM*
SUBJECT: Modification of the Portage County Subdivision Ordinance and Preliminary Major Plat Review, Proposed Two Sisters Subdivision - Kyle Kluck

Petitioner: Kyle Kluck **Request Number:** MOD-2021-001 & PLAT-2021-001

Date of Request: January 16, 2020 **Date of Public Hearing:** February 23, 2021

Property PIN Number(s): 020-24-0812-10.09 **Acres:** 22.32

Property Address: South off Jordan Road, 700 feet West of Jordan and Deer Ln Intersection **Town of:** Hull

Legal Description: The NW¼ of the SW ¼ of Section 12, Township 24 North, Range 8 East

Existing Zoning: R2 Single Family Residence Zoning District

Description of Request: Modification of the Portage County Subdivision Ordinance in order to locate an access point on to Jordan Road, a Rural Major Collector, less than 300 feet to another access point, and to create a new residential lot (proposed lot 1) where a portion of the lot does not meet the 100-foot lot-width requirement in the R2 Single Family Residence Zoning District.

Preliminary Plat Review of the Two Sisters Subdivision per Section 7.4.7.2 of the Portage County Subdivision Ordinance.

Intent of Request

Kyle Kluck is proposing to subdivide the above described property as a Major Subdivision called Two Sisters Subdivision. Two Sisters Subdivision is designed around a centrally located cul-de-sac that has five, approximately, 1 acre lots located on both sides of the proposed road for a total of 10 proposed lots. Surrounding the lots is a common area (outlot 1).

A major subdivision is defined by the Portage County Subdivision Ordinance as a division of a lot, parcel, or tract of land by the subdivider, where the act of division or successive division creates five (5) or more lots or outlots of one and one-half (1½) acres each or less in area within a period of five (5) years or less. This property is zoned R2 Single Family Residence Zoning District which requires lots be at least 20,000 square feet. This property is also located in the Wellhead Zone C which requires lots to be at least 2 acres in size. Because these lots are proposed to be under 2 acres, a Variance from the Board of Adjustment was required to create these lots in the Wellhead C Zone.

Findings

1. The Town of Hull Plan Commission approved this proposed subdivision on September 15, 2020. The Town of Hull Board approved this proposed subdivision on October 12, 2020. Both the Plan Commission and Board acted on both the conceptual Subdivision Plan and the Special Exception request to create lots under 2 acres in the Wellhead C Zone. The Town Board did not attach any suggested conditions to their approval.
2. The Portage County Board of Adjustment approved the Variance request to approve 10 lots under 2 acres in the Wellhead C Zone on November 16, 2020. BOA attached the following conditions,
 1. Obtain a Portage County Zoning Permit.
 2. A stormwater plan must be approved by the Portage County Land and Water Conservation Division for the complete proposed subdivision.
 3. Deed restriction must be placed on the common open space (outlot) to ensure no structure is built on this outlot and that it remains in a natural wooded state.
 4. Septic Systems shall be installed in the rear yards of the proposed 10 lots.

This subdivision could have been split into ten 2-acre parcels and the BOA Variance would not be required. However, this proposal keeps the density of the development the same on the property and the common area negates any negative impact of the smaller lots. The smaller ~1 acre lots make future municipal hook up more cost effective. The City of Stevens Point Public Works Department concurs with the previous statement.

3. The proposed entrance into the cul-de-sac is 212.5 feet east of a vacant lot. This vacant lot is a lot of record and a driveway is afforded for future development. Jordan Road is a Rural Major Collector with a 35-mph posted speed limit. The Portage County Subdivision Ordinance requires a 300-foot separation distance between access points. 7.1.6.1(5) of the Portage County Subdivision States, "Modifications. The Planning and Zoning Committee may permit modifications from the provisions of this section where no viable alternatives exist and where the application of these standards would create a hardship, but in no case shall a modification be permitted to Section 7.4.6.1(E)(1) which is less than the following minimum standards: Principal Arterial 850 feet, Minor Arterial 500 feet, Collectors 275 feet, EXCEPT on those road segments with a posted speed limit of 35 mph or less, modifications shall not be less than the following: Principal Arterial 500 feet, Minor Arterial 300 feet, Collectors 150 feet; this exception shall not apply where reduced or advisory speeds are associated with warning signs related to road hazards such as curves or other special conditions. The Planning and Zoning Committee shall be the only body having authority to reject a modification request." This Ordinance text allows the Planning and Zoning Committee the discretion to make the access separation requirement less than 300 feet. Considering the posted 35 mph speed limit on Jordan Road, a 150-foot access separation meets the Ordinance Language to allow the vacant lot the ability to put in a future driveway.
4. Lot one in the Two Sisters Subdivision has a rear portion of the lot (112.39 feet x 25.21 feet) that does not meet the 100-foot minimum lot width requirements in the R2 Single Family Residence Zoning District. A Modification of the Portage County Subdivision Ordinance is required to allow the owners of Lot 1 the ability to access the Common Area.

5. Portage County Subdivision Ordinance Section 7.4.7.2 (A)-(L) describes the detailed information that needs to be provided to the Committee and staff so a proper review and recommendation can be made. Rettler Corporation has been retained by Kyle Kluck to create a Preliminary Plat and to provide the detailed information the Ordinance requires.

See attached Preliminary Plat of Two Sisters Subdivision and Preliminary Plat Review Memo provided by Rettler Corporation

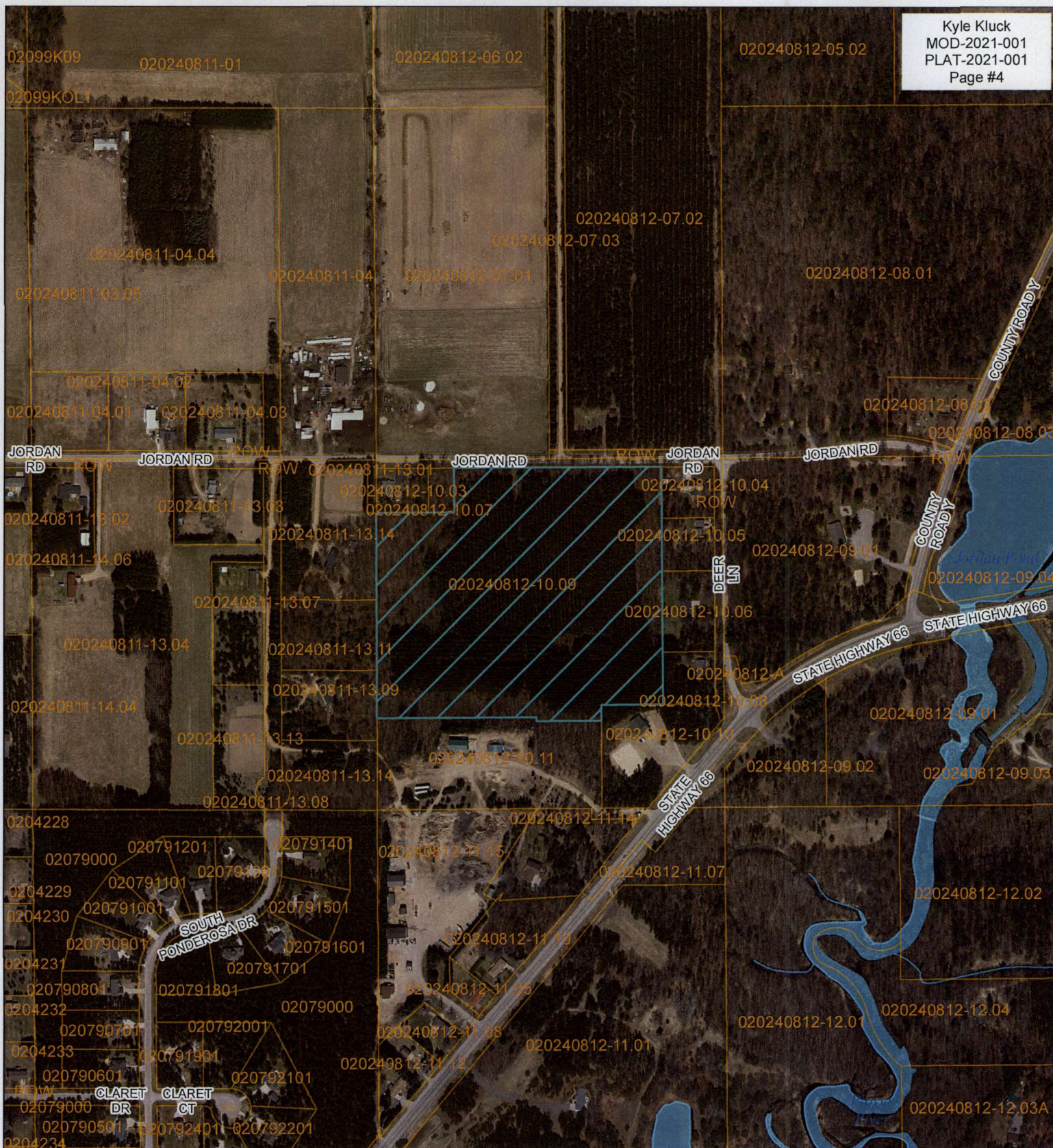
6. Kyle Kluck has submitted covenant language that adequately addresses the BOA conditions. *See Attached Covenant Language.*
7. Kyle Kluck has agreed to the Town of Hull's Development Standards for Roads within Subdivisions and Non-Major Thoroughfares. *See Attached Documents.*
8. Kyle Kluck and Rettler Corporation are working with Portage County Land and Water Conservation Staff on a stormwater plan that will treat the road and an assumed impervious surface square footage for each lot. Preliminary analysis indicates that there is adequate room on the outlot to manage stormwater needs. A complete stormwater plan will be reviewed approved prior to final plat approval.
9. A soil test has been done on all proposed lots and shows that each lot will be able to have a conventional septic system located in the rear yard.
10. The City of Stevens Point Community Development Authority approved the conceptual layout of the Two Sisters Subdivision and will be presenting the Subdivision to their Committees for approval soon.

Planning Department Conclusions and Recommendations

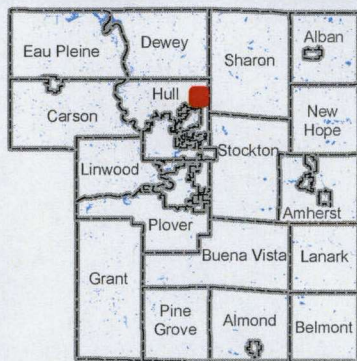
(Subject to results of public hearing)

The Town of Hull has designated this area for single family residential use. A well-planned subdivision meets the intended purpose the Town and County have for this property. Based on the information that has been submitted by Kyle Kluck and Rettler Corporation, Portage County Planning and Zoning Department Staff believe this Major Subdivision satisfies the language found in Sec. 7.4.7.2 of the Portage County Subdivision Ordinance. This Major Subdivision along with the covenant language meets the conditions set forth by the Board of Adjustment. Approving the two modifications allows review and approval of the preliminary plat of the Two Sisters Major Subdivision. The reduced driveway separation of 150 feet meets the modification criteria due to the posted 35 mph speed limit and the strait flatness of Jordan Road. The Modification to allow a portion of Lot 1 to be under 100 feet wide allows the owners of the Lot the ability to access the Common Area. That allowance is a key feature in the development of this Major Subdivision consistent with open space design principles.

- Portage County Planning and Zoning Department recommends approval of the Modification to the Portage County Subdivision Ordinance to allow the driveway separation to the Two Sisters Subdivision be reduced from 300 feet to 150 feet.
- Portage County Planning and Zoning Department recommends approval of the Modification to the Portage County Subdivision Ordinance to allow 112.39 feet by 25.21 feet portion of lot one less than the required 100 feet lot width minimum.
- Portage County Planning and Zoning Department recommends approval of the Two Sisters Major Subdivision Preliminary Major Plat.



Site Overview



1 in = 500 feet



Subject Parcels

PETITIONER: Kyle Kluck

REQUEST NUMBER: MOD-2021-001 &
PLAT-2021-001

LOCATION: West of Jordan Rd and Deer Ln
Stevens Point WI 54481, Town of Hull

DATE OF PUBLIC HEARING: 2/23/2021

DESCRIPTION OF REQUEST:
Modification of the Portage County Subdivision Ordinance
and Preliminary Major Plat Review, Two Sisters Subdivision

SECTION: 12, T24N R8E

There are no objections to this plat with respect to
Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2),
Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____



Department of Administration

PRELIMINARY PLAT OF TWO SISTERS SUBDIVISION

A SUBDIVISION PLAT OF TWO SISTERS SUBDIVISION, BEING LOT 1, CERTIFIED SURVEY MAP #3588, VOLUME 12, PAGE 246, BEING PART OF THE NORTHWEST
QUARTER OF THE SOUTHWEST QUARTER, SECTION 12, TOWNSHIP 24 NORTH, RANGE 8 EAST, TOWN OF HULL, PORTAGE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, BENJAMIN KLITZKE, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY
THAT BY THE DIRECTION OF KYLE KLICK INVESTMENTS LLC, I HAVE
SURVEYED, DIVIDED AND MAPPED THE FOLLOWING DESCRIBED PARCEL OF
LAND.

A PARCEL OF LAND CONTAINING 972,863 SQUARE FEET (22.33 ACRES)
LOT 1, CERTIFIED SURVEY MAP #3588, VOLUME 12, PAGE 246, BEING PART
OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, SECTION
12, TOWNSHIP 24 NORTH, RANGE 8 EAST, TOWN OF HULL, PORTAGE
COUNTY, WISCONSIN.

THAT I HAVE COMPLIED FULLY WITH THE CURRENT PROVISIONS OF
CHAPTER 236 AND CHAPTER A-67 OF THE REVISED WISCONSIN STATUTES
AND THE SUBDIVISION ORDINANCE OF PORTAGE COUNTY IN SURVEYING,
DIVIDING, AND MAPPING.

THAT SUCH PLAT CORRECTLY REPRESENTS ALL EXTERIOR BOUNDARIES
AND THE SUBDIVISION OF THE LAND SURVEYED.

CERTIFIED THIS 25TH DAY OF JANUARY, 2021.

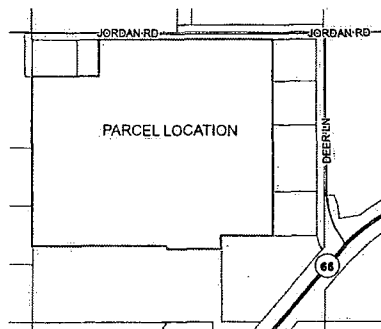
SIGNED: Benjamin Klitzke
BENJAMIN KLITZKE PLS 2746

UTILITY EASEMENTS

NO POLES OR BURIED CABLES ARE TO BE PLACED SUCH THAT THE
INSTALLATION WOULD DISTURB ANY SURVEY STAKE OR OBSTRUCT VISION
ALONG ANY LOT LINE OR STREET LINE. THE DISTURBANCE OF A SURVEY STAKE
BY ANYONE IS A VIOLATION OF s. 238.32 OF THE REVISED WISCONSIN
STATUTES. UTILITY EASEMENTS ARE HEREIN SET FORTH FOR THE USE OF
PUBLIC BODIES AND PRIVATE PUBLIC UTILITIES HAVING THE RIGHT TO SERVE
THE AREAS.

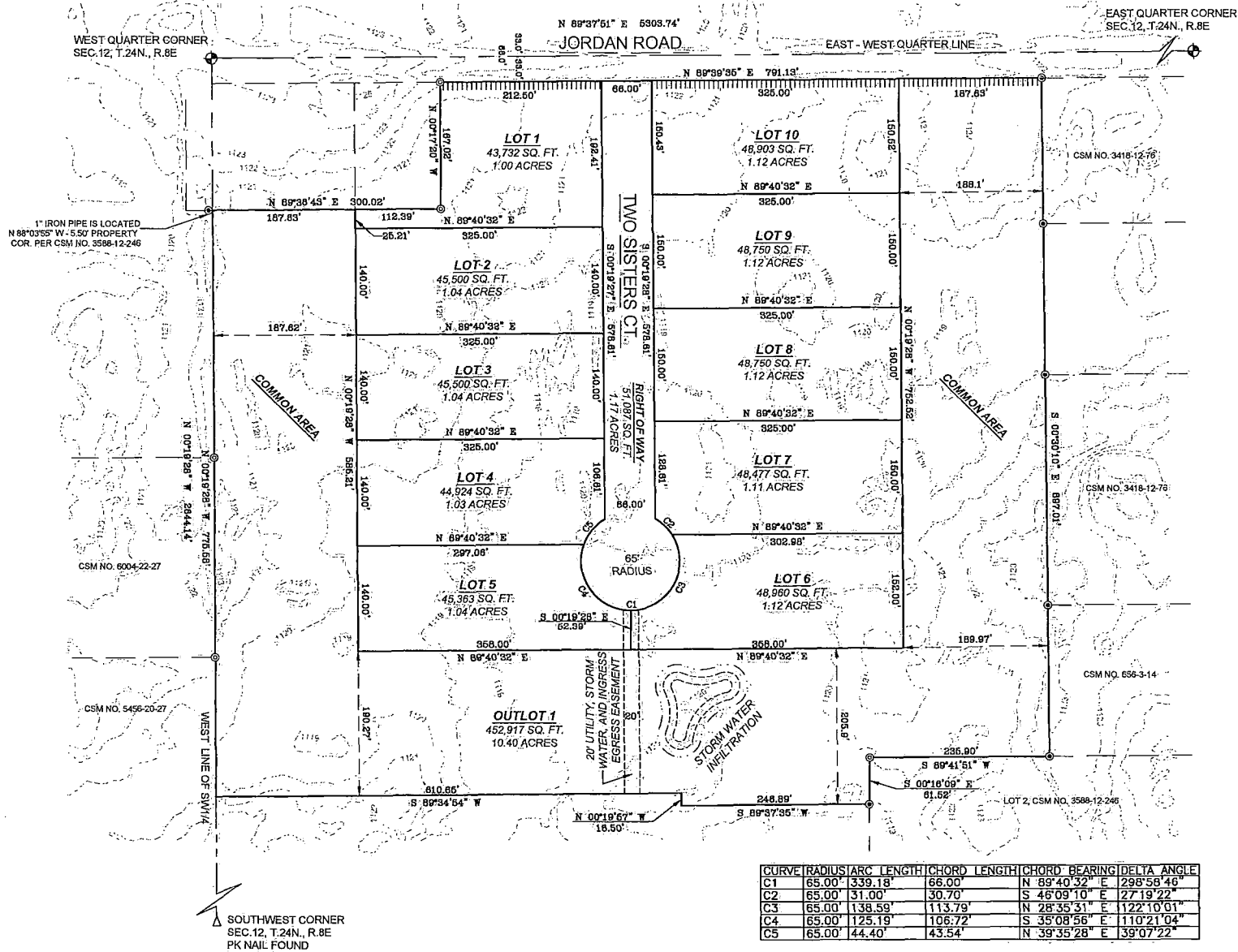
THE UTILITY EASEMENT INCLUDES THE RIGHT OF THE UTILITY TO TRIM OR
REMOVE ANY OR ALL TREES WITHIN THE EASEMENT WHICH WOULD INTERFERE
WITH THE CONSTRUCTION OR MAINTENANCE OF THE UTILITY.

VICINITY MAP



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LEGEND

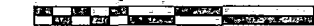
- ⊕ HARRISON CAST IRON MONUMENT FOUND
- ⊙ 3/4" REBAR FOUND
- 1 1/4" REBAR FOUND
- 1" IRON PIPE FOUND
- () RECORDED AS
- |||| DENOTES NO ACCESS



BASE FOR BEARING

BASE FOR BEARING IS THE WEST LINE OF THE
SOUTHWEST QUARTER OF SECTION 12, T.24N., R.8E,
HAVING A BEARING OF N 00°19'28" W USING THE PORTAGE
COUNTY COORDINATE SYSTEM: NAD83 (2011)

0' 100' 200' 300'



SCALE 1" = 100'

DEVELOPER

KYLE KLICK INVESTMENTS, LLC
5628 STATE HIGHWAY 66
STEVENS POINT, WI 54482

SURVEYOR

BENJAMIN KLITZKE, PLS #2746
RETTLER CORPORATION
3317 BUSINESS PARK DRIVE
STEVENS POINT, WI 54482
PHONE (715) 341-2633
FAX (715) 341-0431

SHEET 1 OF 1 SHEETS

PRELIMINARY PLAT REVIEW

**PROJECT: PORTAGE COUNTY PLANNING & ZONING
KYLE KLUCK – TWO SISTERS SUBDIVISION**

FROM: Rettler Corporation, Ross Rettler
TO: Portage County Zoning Coordinator, Chris Mrdutt
DATE: February 1, 2021
RE: Two Sisters Subdivision – Preliminary Plat Narrative

Mr. Mrdutt;

On behalf of Kyle Kluck, we are submitting a preliminary plat and storm water management narrative identifying a subdivision of land within the Town of Hull in Portage County. As part of this submittal Rettler Corporation would like to identify the ordinance and compliance summary within the plat and narratives as submitted. Below is a summary of the content shown as part of the submittal items as requested.

7.4.7.2 PRELIMINARY PLAT

The subdivider shall submit sufficient copies of the preliminary plat to the Planning and Zoning Department so that copies can be submitted by the Planning and Zoning Department to the agencies having authority to approve and object to plats under the provisions of Sections 236.10 and 236.12, Wisconsin Statutes. The preliminary plat, based upon exterior boundary survey by a registered land surveyor, shall be in sufficient detail to determine if all requirements have been met, shall be shown on a map at a scale of one (1) inch equals one hundred (100) feet, and shall include:

(Preliminary Plat Submitted by Rettler Corporation developed by Ben Klitzke, RLS is to scale as requested).

(A) All information required on the sketch plat as per Section 7.4.7.1;

(B) A location sketch showing the location of the site with respect to surrounding roads and landmarks (not required for minor subdivisions), and any quarter-quarter section line, section line, township line, or range line within or abutting the proposed site;

(The vicinity map, surrounding roads, quarter, section and township lines have been identified on the preliminary plat).

(C) Lot layout including widths or depths, the location and size of any principal or accessory structures together with their setbacks from any abutting road right-of-way and abutting lot lines;

(Layout of ten (10), 1 acre lots are shown and dimensioned as part of the preliminary plat).

(D) Existing and proposed roads, utilities (the subdivider is encouraged to consult with appropriate utility companies prior to locating new utility easements), easements, parks, public access, community facilities and dedications or reservations of land;

(Jordan Rd. has been shown as the primary point of access on the north end of the subdivision. A 66' right-of-way for Two Sisters Ct. provides access south into the subdivision

off of Jordan Rd. A 20' utility, storm water, and ingress/egress easement has been shown running south from the end of the cul-de-sac to the south of the property for future utility additions. A 10.4-acre common space / out-lot is shown on the exterior, surrounding the residential lots as part of the subdivision. A community trail will be installed within the common space. Each resident will take access to the trail from the rear of their lot. Additional access to the community space and trail system will be provided through the 20' easement shown on the south end of the cul-de-sac.)

(E) Land characteristics including soil conditions, seasonally wet areas, rock outcrops and areas with slopes over twelve percent (12%), delineation of the 100-year flood boundary and floodway boundary, waterways, ditches, and shorelines; at their discretion, the Planning and Zoning Department may also require appropriate topographic data to be shown;

(No flood hazards, or delineated water ways or wetlands existing on site. Site Topographic information is shown on the preliminary plat with 1' LIDAR data provided by Portage County).

(F) Proposed filling, grading, lagooning, dredging, or surface drainage;

(Not Applicable)

(G) Delineation of any areas of restricted access along public roads which are within or abutting the proposed development, including access restrictions imposed by the Wisconsin Department of Transportation or by this ordinance. This shall include the location of existing access points along both sides of the road(s), together with the required access separations as specified in Section 7.4.6.1(E)(1) of this ordinance;

(Not Applicable)

(H) Proposed subdivision name and proposed road names;

(The subdivision name "Two Sisters Subdivision" and the cul-de-sac road name "Two Sisters Court" is identified on the Preliminary Plat).

(I) Any proposed restrictive covenants for the land involved shall be stated;

(Provided as part of a separate document by Kyle Kluck).

(J) Results of any required groundwater monitoring or testing as per Section 7.4.6.2 of this ordinance;

(Not Applicable)

(K) The approximate area, in square feet, of each lot and outlot, exclusive of road right-of-way. As pertains to county plats and minor subdivisions, the approximate area, in square feet, shall also be shown which is exclusive of road right-of-way. The exact area, in square feet, shall be shown on the final document;

(Areas in square feet are shown for each lot and out-lot as part of the Preliminary Plat).

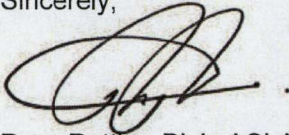
(L) The approximate area, in square feet, of any portion of a lot or out lot which is located within the boundaries of an incorporated municipality (city or village) and the approximate remaining area which is located outside the municipal boundaries. The exact area, in square feet, shall be shown on the final document.

(Areas in square feet are shown for each lot and out-lot as part of the Preliminary Plat).

The Planning and Zoning Committee shall approve, approve conditionally, or reject the preliminary plat within ninety (90) days, as provided by Section 236.11, Wisconsin Statutes. Failure of the Planning and Zoning Committee to act within ninety (90) days shall constitute approval, unless this time period is extended by mutual agreement with the subdivider.

Chris, thank you for your assistance as part of developing this preliminary plat document. Please contact us if you have questions concerning what has been submitted as part of the preliminary plat review process.

Sincerely,

A handwritten signature in black ink, appearing to read "Ross Rettler", with a stylized flourish at the end.

Ross Rettler, PLA, ASLA
Partner

Two Sisters Subdivision

ARTICLE I Preliminary Statements

Section 1.1 General. The restrictive covenants herein are established by Owner as a general plan for the improvements and development of the Property. Owner hereby declares that all of the lots in the Property are subject to the following restrictions, covenants, conditions, and reservations and that all of such lots are and shall be held, sold, occupied, conveyed and transferred subject to the restrictions, covenants, conditions, and reservations set forth herein. Each and every one of these restrictions, covenants, conditions, and reservations is for the benefit of each owner of any part of the Property and shall inure to and benefit every lot of the Two Sisters Subdivision and shall bind the respective successors in interest of the present Owner. These restrictions, covenants, conditions, and reservations imposed upon the lots of the subdivision, all of which are to be construed as restrictive covenants running with the title to the lots and with each and every parcel of the Property.

Section 1.2 Zoning. Owner currently is the owner in fee of the Property. As of the date of the recording of this Declaration the Property is zoned R2 Single Family Residence District and the lots may only be used for single family residential use.

Section 1.3 Utility Easements. One or more utility easements have been granted by the Owner to the Town of Hull ("Municipality") over portions of the Property ("Utility Easements"). The Owner reserves the right to grant additional Utility Easements to develop the Property. The Utility Easements are for the benefit of and are binding on successors in interest to the title ownership on any lot of the Property. The Utility Easements include the right of the Municipality (or its agents or assigns) to remove from the easement area any structure, trees, shrubbery, or other object or obstruction which in the municipality's opinion interferes with the utility facilities or the removal of which may be reasonably necessary for the construction or maintenance of the utility facilities. Lot owners are specifically prohibited from constructing any permanent structures over or within the easement areas. Lot owners may install landscaping or black-topping or similar improvements on the easement area. Provided, the lot owner shall be responsible for service restoration costs for landscaping and black topping which are required to be removed by the Municipality for the purpose of maintaining the utilities. The 20 ft easement at the south end of Two Sister Ct shall be used for utilities and ingress egress access.

Section 1.4 Storm Water Maintenance. As part of the development of the property, Portage County Planning and Zoning Department requires a Stormwater Management Plan be approved. This Stormwater Management Plan is designed to convey stormwater from the lots and public roadways to stormwater basin(s) located in the Common Area. All ditches, swales, and/or stormwater basin(s) identified in the Two Sisters Subdivision Stormwater Management Plan must remain in vegetation and cannot be filled and/or modified, unless said modification is approved by the Portage County Planning and

Zoning Department.

Section 1.5 US Postal Service/Mail Box Easements. US Postal Service shall have access to deliver mail. Location to be determined by developer.

ARTICLE II

Architectural Control and Protective Covenants and Restrictions

Section 2.1 Single-Family Residential Use. All of the lots of the Property are for single-family residential purposes only. No structure shall be erected, altered, placed or permitted to remain on any of these residential lots other than a single-family dwelling which has been constructed in accordance with the restrictions set forth herein.

Section 2.2 Restricted Uses. The use of said Property, or any part thereof, for business purposes is prohibited except for a home office that is located within the residential dwelling. No retail, wholesale or other commercial use shall at any time be constructed or operated on any lot. No building or structure intended or adapted for business purposes, and no apartment house, lodging house, rooming house, hospital, sanitarium, group living dwelling or professional office shall be erected, placed, permitted or maintained on any lot of the Property, or any part of any such lot. No second-hand or used building or structure shall be at any time moved or permitted on any lot of the Property. All improvements to any lot on the Property shall be limited to new construction consistent with a first-class private dwelling house and other structures permitted herein.

Section 2.3 Storage of Personal Property. No abandoned, junked or scrapped motor vehicles, equipment or machinery, including but not limited to automobiles, trucks, trailers, campers, buses, old machinery, appliances, mobile homes or other places of habitation which are on wheels or is of a portable nature, whether or not on wheels, may be placed on any lot in the Property, except to the extent that such item is fully enclosed in a permitted garage or structure. Truck trailer tractors and trailers, commonly referred to as "semis" or any similar truck rig shall not be maintained or parked at any time on any lot of the Property. Utility sheds must be built to the rear of all homes and must be harmonious with the house.

Section 2.4 Construction of Improvements. The construction of any residence or other permitted improvement shall be completed within one (1) year after commencement of such construction or improvement. Kyle Kluck Trucking and excavating Inc. shall do all, lot clearing, septic system & excavation work. Each residence dwelling shall be constructed with an attached or detached garage. Any unattached structure, (including an unattached garage) must comply with the zoning code for accessory buildings as adopted by the Municipality. A maximum of two (2) detached structures may be built per residential dwelling on any lot. Each detached structure shall match the façade, style and roofing material of the residential dwelling. Each residential dwelling shall have an approved private onsite waste treatment system (POWTS). All POWTS are to be installed by Kyle Kluck Trucking and excavating Inc. All POWTS must be located in the rear yard behind the residence. Each residential dwelling shall meet the following minimum square footage requirements as determined by exterior building measurements exclusive of porches,

breezeways, basements and garages:

Design of Residence	Minimum Square Footage
Two Story	2,200 square feet
Single Story	1,600 square feet

Section 2.5 Service and Energy Structures. No radio, television or other electronic receiving or sending device or structure may exceed a height of sixty (30) feet and no such structure shall be placed in the front yard of any residential dwelling or front half of any vacant lot. Windmills, watermills, and other structures for the generation of energy and power shall not be permitted on any lot of the Property. Satellite receiving or sending dishes shall be permitted only if they are two (2) feet or less in diameter and are placed to the rear of any dwelling home. Solar panels shall be permitted only if they are placed to the rear of any residential dwelling or placed in the rear yard. All service wiring and piping, including but not limited to electrical, gas, oil, water, sewer, telephone, cable TV, etc., connected to any permitted structure on a lot shall be underground from the source in the public street or any permitted utility easement.

Section 2.6 Fences. Ornamental fences, which is a fence that is 50% or less opaque, are permitted upon issuance of a building permit to the lot owner. The ornamental fence shall be adjacent to the lot line and shall not exceed the height of four feet when located in the front yard. An ornamental fence specifically excludes chain link or wire fences. In addition to the restrictions herein, fences must comply with all zoning requirements.

Section 2.7 Restricted Activities. No noxious, dangerous, offensive or nuisance activity shall be carried on upon any lot in the Property; nor shall anything be done on any such lot in the Property which may be, or which may become an annoyance or nuisance to any owner of a lot in the Property. No animals, livestock, pets or poultry of any kind shall be raised, bred or kept on any lot of the Property, except that household pets for non-commercial purposes may be kept provided that they are housed in the residence or a doghouse and fenced pen. Any doghouse and fenced pen must be constructed to the rear of any residential dwelling. The doghouse and pen shall be built of materials of the same style, quality, appearance and type of construction as the residential dwelling, and must be maintained and kept in a clean, sanitary manner, so as not to be offensive to any owners of lots in the Property. All fencing for pens permitted herein must be of vinyl-clad metal or plastic covered metal.

Section 2.8 Construction Debris. All excess earth, stumps, slashings and construction debris must be removed from a lot within six (6) months from the beginning of construction of a permitted dwelling or structure on said lot. Under no circumstances shall any such debris be placed or dumped on any other lot in the Property.

Section 2.9 Trash and Refuse. No lot in the Property shall be used or maintained as a dumping ground for rubbish, trash, refuse, garbage or other waste. All rubbish, trash, refuse, garbage and other waste shall be kept in sanitary containers, stored in garage facilities servicing a lot and promptly and regularly disposed of by personal, municipal or private disposal service to such areas without the Property as may be approved by governmental law or regulation.

Section 2.10 Signs. No advertising of any nature or sign of any description shall be erected on or maintained upon any lot of the Property, except that a sign not exceeding one (1) square

foot in area may be erected at a point plainly visible from the public street adjoining any said lot for purposes of displaying the street address and name of owner or occupant of the residential dwelling. Notwithstanding the foregoing to the contrary, for temporary periods of time, not more than two (2) signs each four (4) square feet in area or less, may be erected on a lot in the Property for purposes of advertising the residence or lot for sale. Also, the Owner may install signs on the Property at the Owner's sole discretion for the purpose of identifying and promoting the subdivision.

Section 2.11 Prefabricated Structures. Mobile homes, trailers, prefabricated homes, factory-built homes, double-wides, manufactured housing, etc. shall not be permitted on any lot in the Property.

Section 2.12 Storage of Vehicles. Any permitted motor vehicles, trailers, boats, all-terrain vehicles, jet skis or other recreational vehicles, when not in use shall be stored in a permitted garage structure on a lot. To the extent that a garage structure is of insufficient size to store any such permitted vehicle, said vehicle shall be removed from the lot and stored outside the Property.

Section 2.13 Firewood. Any wood to be used as fuel for fireplaces or stoves on any lot of the Property shall be stored and/or piled in a permitted garage or neatly stacked (not to exceed one cord, 4' x 4' x 8') in the rear yard, but no closer than ten (10) feet to the rear perimeter lot line and forty (40) feet of any side perimeter lot line.

Section 2.14 Landscaping. All landscaping and driveways must be completed within one (1) year from the commencement of construction on any lot in the Property. All driveways and walkways shall be constructed with concrete, blacktop, terra-loc, brick, cobblestone or other comparable material. All driveways shall connect from the primary garage structure to the adjacent public street. Landscaping cannot impede designed stormwater flows in the Subdivision. Lawn irrigation must be installed within 1 year after home completion.

Section 2.15 Maintenance of Improvements. All permitted structures, permitted improvements and landscaping shall be maintained in good condition, repair and appearance at all times.

Section 2.16 Yard Light. A yard light is required on each lot. The yard light should be no higher than seven (7) feet or less than five (5) feet from the ground. The light should be located not less than forty (40) feet from the center line of the road and within fifteen (15) feet of the driveway. The wattage for such yard light shall not exceed 200 amps.

Section 2.17 Architectural Approvals. No building or structure shall be constructed, erected, materially altered or placed on any lot until the plans, specifications and site development plan are approved in writing by the undersigned Owner, or such representative as it may designate from time to time. If the Owner or their designated representative fails to approve or disapprove of any plans or specifications within ten (10) days after said plans and specifications have been submitted to the Owner or their designated representative, such approval shall not be required, providing that all dwellings, structures and improvements are constructed in compliance with the provisions of these restrictions and covenants. A complete written copy of all plans and specifications shall be provided to the Owner or their designated representative. Any amendment and variation to such plans or specification shall comply with

the provisions of this paragraph.

Section 2.18 Lot Splits. No lot in the Property may be divided into two or more building sites unless the property is rezoned to a Zoning District that would allow smaller lot sizes.

Section 2.19 Notice Regarding Adjoining Land Use. Notice is hereby given to all owners of lots within the Property that the Property adjoins and is in the vicinity of lands which are used for agricultural purposes, which may involve crop and animal production activities, the use of machinery and equipment, and the use of agricultural fertilizers and pesticides. Agricultural activities may involve the creation of dust and noise, and the presence of strong odors. The Property is located in an agricultural area and residents must expect that conditions which occur in agricultural areas may occur in or near the Property. Wisconsin has adopted a "Right to Farm" law which provides legal protection for agricultural activities against legal actions claiming nuisance. All lot buyers, by purchasing a lot, acknowledge this notice and consent to such activities.

Section 2.20. Use of common areas. Common areas that are owned in part by each lot owner shall have the right to use the area at their discretion but shall not at any time store any personal property on or build any improvement on any common area. No owner has the right to grant access to any common area to any individual or entity for any reason. No motorized vehicles shall be used on any common area including but not limited to automobiles, motorbikes, ATV's, and snowmobiles. The common area must remain in a wooded vegetated state. Acceptable forestry management practices can be utilized to harvest trees and promote regrowth of woody vegetation.

ARTICLE III Enforcement

Section 3.1 Violations of Covenants. These covenants and restrictions may be enforced by the Owner or by any person claiming by, through, or under the Owner, or by any lot owner of the Property (the "Enforcing Owners"). Such persons may seek enforcement of these restrictions and covenants through judicial proceedings, in law or in equity, including but not limited to injunctive relief to compel compliance with the terms hereof or to prevent violations hereof. In addition to the foregoing, the Owner shall have the right, whenever there shall have been built on any lot any structure which is in violation of these restrictions, to enter upon said lot where the violation occurs and summarily abate or remove the same at the expense of the lot owner. Any such entry or abatement or removal shall not be deemed a trespass.

Section 3.2 Expenses. If an Enforcing Owner hires legal counsel to enforce any of the foregoing covenants, restrictions, conditions or reservations, all costs incurred in the enforcement, including reasonable attorneys' fees, shall be paid by the owner of the lot or lots determined by a court of competent jurisdiction to have violated the provisions hereof (the "Offending Lot Owner") and such Enforcing Owners shall have a lien upon the lot or lots of the Offending Lot Owner to secure payment of all such legal expenses.

ARTICLE IV General

Section 4.1 Waiver. No delay or omission on the part of the Owner, or any owner or owners of other lots in the Property in exercising any rights, power, or remedy herein provided, in the event of any breach of the restrictions, covenants, conditions or reservations herein contained, shall be construed as a waiver thereof or acquiescence therein; and no right of action shall accrue nor shall any action be brought or maintained by anyone whatsoever against the Owner or any owner or owners because of their failure to bring any action on account of any breach of these covenants, restrictions, conditions or reservations, or for imposing restrictions herein which may be enforceable by any such owner or owners.

Section 4.2 Severability. If any one or more of the foregoing covenants, restrictions, conditions or reservations is declared for any reason, by a court of competent jurisdiction, to be null and void, the judgment or decree shall not in any manner whatsoever affect, modify, change, abrogate or nullify any of the covenants, restrictions, conditions and reservations not declared to be void or unenforceable, but all of the remaining covenants, restrictions, conditions and reservations not expressly held to be void or unenforceable shall continue unimpaired and in full force and effect.

Section 4.3 Non-liability of Owner. Owner shall not in any way or manner be held liable or responsible for any violation of these restrictive covenants by any other person.

Section 4.4 Term and Extensions. These Restrictive Covenants shall continue for a term of thirty (30) years from the date these Restrictive Covenants are recorded, after which time these Restrictive Covenants shall automatically be extended for successive periods of ten (10) years, unless sooner terminated by a recorded instrument which has been executed by two-thirds (2/3rds) of the lot owners of Jordan Subdivision and their mortgagees, or solely by the Owner during the period often (10) years following the date hereof.

Items to think about and possibly add to covenants or to a Home Owner's Association.

1. How is ownership of common areas set up? Address in Home Owners Association
2. Use of Common areas. Section 2.20
3. Mailbox location and easement. Section 1.5.
4. Sprinkler systems mandatory? Section 2.14 is where it could be added.
5. Look at article 3 to see if this is what you were thinking of for enforcement of violations or if you will put something in the homeowner's association rules instead or in addition to this article.
6. Do you want to limit additional buildings being built if someone purchases multiple lots? So they can't buy multiple lots and build one house and then 2 more detached buildings on each extra lot they purchased. 2.4
7. Do you care about 2.16? Some subdivisions are adding this yard light requirement.
8. Perhaps you have different ideas for section 1.4?
9. Is there anything you want to address as far as the well and septic? Perhaps that you will be the installer of the septic? Or anything dealing with the type of septic system or size? (**Septic Systems must be installed in the rear yard behind the house.**)
10. Section 4.4. Do you have a different thought for length of these covenants?
11. Majority vote can make amendment to covenant. This will likely go in the homeowner's association rules?

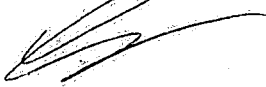
**KYLE KLUCK
INVESTMENTS**

5628 State Hwy 66
Stevens Point, WI 54481
(715)340-0763

2/4/2021

We will construct TWO SISTERS CT according to Town Of Hull standards in Section 1

Kyle Kluck

A handwritten signature in black ink, appearing to read 'Kyle Kluck', with a long horizontal stroke extending to the right.

ORDINANCE 2011-0228 Amending
2007-0305
ROAD STANDARDS

THE TOWN BOARD OF THE TOWN OF HULL, PORTAGE COUNTY, DOES ORDAIN AS FOLLOWS:

SECTION 1 DEVELOPMENT STANDARDS FOR ROADS WITHIN SUBDIVISIONS AND NON-MAJOR THOROUGHFARES.

The Town of Hull Board herein establishes development standards for new and reconstructed roads within subdivisions and non-major thoroughfares.

1. All road development and improvements for roads within subdivisions and non-major thoroughfares shall be at the developer's expense. Any damage done to existing roadway shall be repaired at the developer's expense and approved by the Town of Hull.
2. All developers shall have a qualified engineer design road height and stake out the road. Detailed drawings shall be provided to Town of Hull for approval prior to road construction.
3. All roads shall have a sixty-six (66) foot right-of-way (ROW). Actual traveled roadway shall be twenty-two (22) feet wide with three (3) foot shoulders on each side.
4. All traveled roadways shall be graded to the full width including side slopes and ditches.
5. The traveled roadway of twenty-two (22) feet in width shall be surfaced with three (3) inches of hot mix asphalt (blacktop) with a three (3) foot graveled shoulder on each side.
6. The twenty eight (28) foot roadway (**collector**) shall be under laid with eight (8) inches of compacted gravel in accordance with state approved standards. **Arterial** roads shall be under laid with six (6) inch compacted gravel in accordance with state approved standards. No debris shall be buried in the road right-of-way.
7. Town inspections shall occur prior to construction at the following regular intervals. Twenty-four hour notification to Town of Hull official required before each application below:
 - Random inspections at town's discretion.
 - Inspection and approval of sub-base before base course is laid.
 - Roadway needs to be stripped down to natural sub grade and filled to proper heights with approved sub-base, good fill, no clay or foreign material.
 - Inspection and approval of road base prior to blacktopping.
 - Final inspection and approval of finished roadway (base course, shouldering, blacktopping etc) prior to Town of Hull acceptance of road.
8. All required or necessary street signs, posts and labor shall be supplied by the Town at the expense of the developer.
9. All cul-de-sacs permanent or temporary shall have as a minimum one hundred-thirty (130) foot road right-of-way and a 86 foot paved cul-de-sac with three (3) foot shoulders and have the same road structure as the main roads. No more than four (4) lots with one (1) driveway per lot shall be permitted on each cul-de-sac. Forty-four (44) feet from edge of cul-de-sac out shall be free of trees, rocks, flower gardens, fences, sprinkle system, railroad ties and other obstructions (i.e. vehicles, trailers).
10. All driveway entries shall be reviewed by the town of Hull for the possible installation of culverts. Installation of culverts is at the expense of the developer and shall be at the size, location and specification as determined by the Town of Hull.
11. No street may interrupt or divert any natural drainage way. Properly sized culverts as determined by the Town of Hull and developers engineer may be required. A drainage easement shall be shown on any such Certifies Survey Map (CSM) or Plat submitted.

12. The road right of way (33 feet from the center line of the road) shall be free of trees, rocks, flower gardens, fences, sprinkler systems, railroad ties, and other obstructions.
13. Existing ditches shall not be filled without Town of Hull approval. Ditches created shall be seeded with the standard WIS DOT seed mixture (seed mixture NO. 20 for ditches is as follows: 6 – Kentucky Bluegrass, 24 – Hard Fescue, 40 – Tall Fescue, 30 – Perennial Rye Grass), shall have a minimum of 4" of black dirt and the bottom of ditches shall be at least 14" below the surface edge of the blacktop. The location and specification of new ditches shall receive prior approval from the Town of Hull. Ditch work shall be at the developers' expense.
14. Mailboxes shall be breakaway boxes located at least 4 feet from the paved blacktop. All mailboxes must meet US Postal Service requirements.
15. Intersection of a new road with an existing road shall have a 30' radius.
16. The developer shall file with the town board a surety bond, cashier's check, certified check or letter of credit upon a solvent bank located in Portage County prior to construction of the improvements above. The sum of the bond or check shall be at least equal to the cost of construction of the above improvements, as estimated by the town.
17. All road development and improvements shall be completed within one (1) year from the date approved by the Town of Hull Board.
18. Any changes or deviations from these standards require the Town of Hull approval prior to construction.

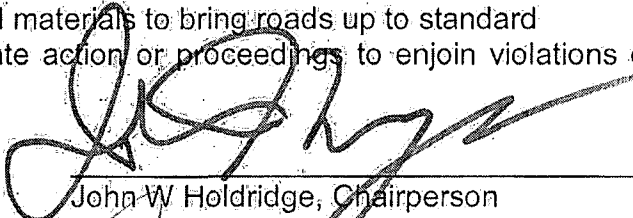
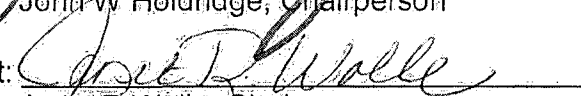
SECTION II REMEDIES

1. Penalty. Any person who fails to comply with the provisions of this ordinance shall upon conviction thereof, forfeit no less than \$100.00 nor more than \$1,000.00 and the costs of prosecution for each violation, and default of payment of such forfeiture and costs shall be imprisoned in the county jail until payment thereof for a period not to exceed six (6) months. Each day a violation exists or continues shall constitute a separate offense.
2. Developers who damage or do not follow standards in developing town roads shall repair damage or pay the cost including time and materials to bring roads up to standard
3. The Town of Hull may institute appropriate action or proceedings to enjoin violations of this ordinance.

Adopted: 3/01/2004
Published: 3/10/2004

Amended: 3/5/2007
Published: 3/7/2007

Amended: 2/28/2011
Published: 5/27/2011


John W. Holdridge, Chairperson
Attest: 
Janet R. Wolle, Clerk



AGENDA

CITY PLAN COMMISSION

Members:

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

Date and Time: March 2, 2020
6:00 PM

Location: Police Department – Room 122
933 Michigan Avenue
Stevens Point, WI 54481

1. Roll call

Discussion and possible action on the following:

2. Report of the February 3, 2020 meeting pages 3-6
3. Public hearing and action on a request from the Stevens Point Area Public School District for a conditional use permit to construct a vestibule entrance on the northeast side of PJ Jacobs Junior High School at 2400 Main Street (Parcel ID 281240833200106) pages 7-17
4. Public hearing and action on a request from Lucas Buick for a conditional use permit to operate a Tourist Rooming House where the owner does not reside on the premise at 717 Ridge Road (Parcel ID 281240827301906) pages 18-45
5. Conceptual review of a 10-lot subdivision in the Town of Hull, south of Jordan Road and west of Deer Lane (County Parcel ID 020240812-10.09), which falls within the City's extraterritorial boundary. pages 46-58
6. Discussion on minimum dwelling size and building widths, as required within the City's residential Zoning Districts pages 59-71
7. February, 2020 Monthly Report
8. Staff Update
9. Adjourn

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.

Administrative Staff Report

Kyle Kluck
Conceptual Project Review
Extraterritorial Plat
February 24, 2020



Department of Community Development
 1515 Strong's Avenue, Stevens Point, WI 54481
 Ph: (715) 346-1568 - Fax: (715) 346-1498

Applicant(s): - Kyle Kluck Staff: - Ryan Kernosky mostrowski@stevenspoint.com - Kyle Kearns, Associate Planner kkearns@stevenspoint.com Parcel Number(s): - County Parcel(s) (see plat) Zone(s): - County Zoning Master Plan: - Residential Council District: - N/A Lot Information: 10 Lots Current Use: - Vacant Applicable Regulations: - Chapter 20	Request Conceptual review of a 10-lot subdivision in the Town of Hull, south of Jordan Road and west of Deer Lane (County Parcel ID 020240812-10.09), which falls within the City's extraterritorial boundary. Attachment(s) - Plat Findings of Fact - The property is within the Town of Hull and the City's extraterritorial review boundary. - Any division of land in the City's extraterritorial jurisdiction shall be approved by the City Council. - A total of 10 lots are proposed on about 22.23 acres. 10 Acres will remain as common area, buffering the neighboring uses. - Lots range between 1-1.12 acres. Staff Recommendation No action is requested or necessary. Comments and general feedback provided to the applicant will assist in guiding the next step.
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The Portage County Planning Department, which serves as the over-arching division for planning across the county plays a critical role in joint planning between municipalities and has offered a preliminary review of the proposed subdivision. A memo from the Portage County Planning and Zoning Department (County Memo), dated January 15, 2020 has been attached, which summarizes the request further.

Review

As action will not occur, specific review standards for an extraterritorial plat have not be reviewed. Rather, the previous reasons for denial of a similar plat two years ago are cited and analyzed further, given the similar context of the proposed plat. A full review would occur after the conceptual project review and if the applicant submits a request.

The previous 25-lot subdivision (located north of Ray's Road between Torun Road and Burgundy Lane) was denied for the reasons below. Further analysis is provided to compare the reasons for denial to the new subdivision request for 10 lots.

1. The low density, large lots create an effective barrier, to which the City would be effectively landlocked in this area, as the cost to extend and provide services to this area and beyond would be prohibitive.

Analysis: The new subdivision creates smaller lots of 1-1.12 acres in size. Furthermore, the proposed subdivision is located farther from the City limits, over 1 mile. Furthermore, the proposed 10-lot subdivision is adjacent to Jordan Park and Jordan Pond, which likely will remain in the County Park system for some time.

Findings: With regards to the size of the lots and distance to the City limits, utility services likely won't extend a mile beyond the City limits for decades. Furthermore, in order to get to the property, utilities would need to extend down State Highway 66, along which many existing large lot subdivisions exist. Therefore, the cost to extend services in the future to this area may already be cost prohibitive and therefore never pursued.

2. The proposed layout Inhibits the ability to effectively further subdivide this area into smaller lots when utilities would be made available.

Analysis: The nearby Jordan Park and Jordan Pond somewhat inhibits future growth beyond the proposed 10-lot subdivision.

Findings: See the findings above regarding the extension of utilities. City growth beyond Jordan Park likely won't happen for decades, if ever.

3. The proposed layout impedes the ability to connect future subdivisions to the north with this subdivision.

Analysis: The surrounding area is a mix of woodlands, farmland, and parkland.

Findings: No future subdivision will exist to the north or east due to the proximity of Jordan Pond and Jordan Park.

4. The lack of access points in the proposed subdivision, as well as the constraints that would be placed on areas further to the north, creates challenges for emergency response, the efficient delivery of municipal services, such as snow plowing and other maintenance, and transportation access.

Analysis: See the analysis and findings above. The proposed 10-lot subdivision is accessed via a cul-de-sac from Jordan Road.

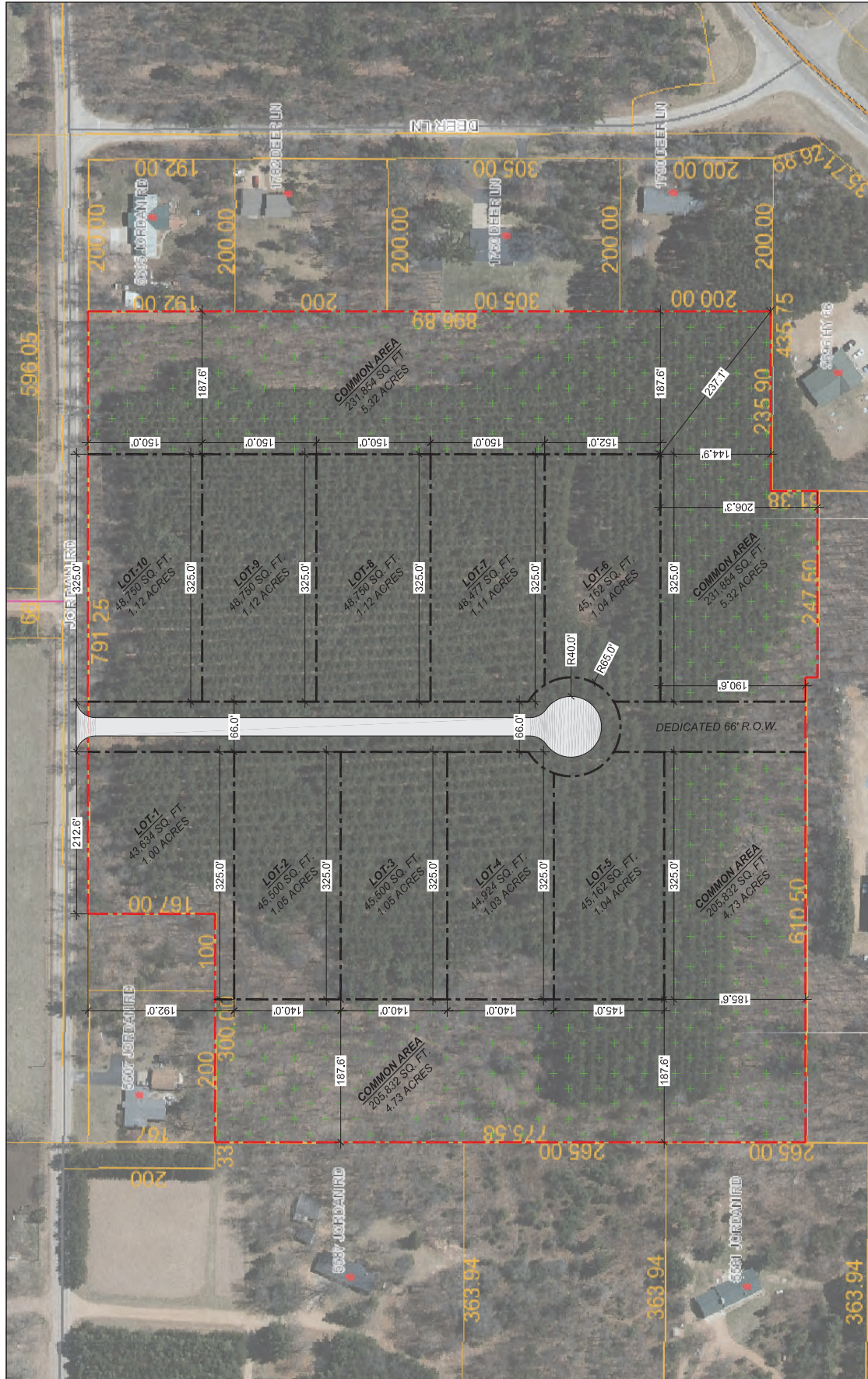
Findings: County facilities exist to the south of development which limits access to the site. Challenges with regards to the cul-de-sac may not exist if the subdivision is beyond the Cities realistic growth area.

5. The installation of 25 additional private septic systems creates additional groundwater contamination issues and impacts the quality of the municipal recharge area, not to mention the adjacent private wells that are down-gradient to this development (see attached County Study).

Analysis: The new request is only for 10 lots which would be on private septic systems.

Findings: The Utility director has reviewed the preliminary subdivision and does not have the same concerns, primarily because the distance from City wells and groundwater flow.

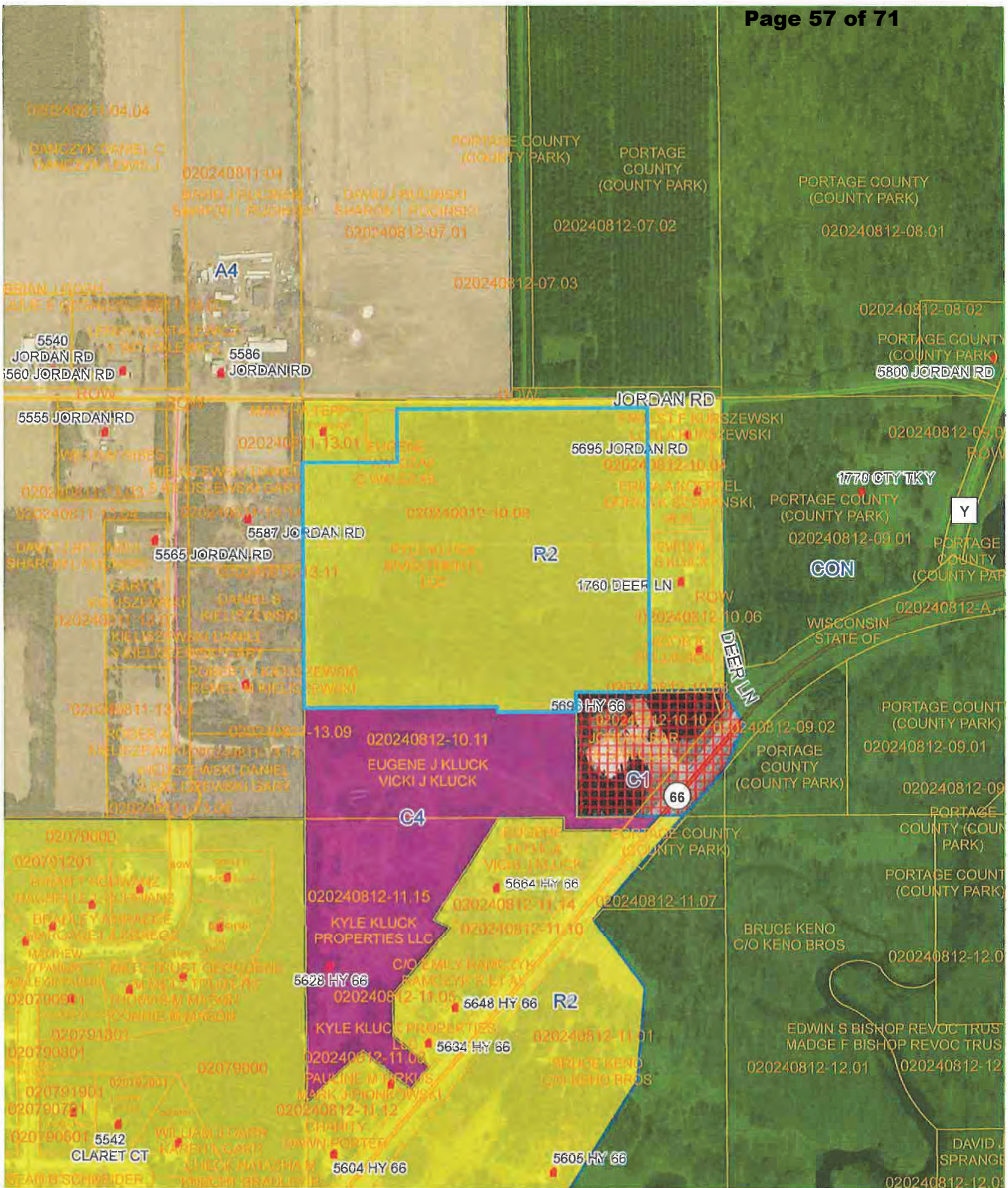
In conclusion, the proposed 10-lot subdivision differs greatly from the previous 25-lot subdivision denied two years ago. The new subdivision is farther from the City and is surrounded by other uses that somewhat prohibit the City's ability to expand to serve the area. In addition, several large lot subdivisions exist between the City boundary and proposed subdivision, which also limit the City's ability to provide utilities, as it would be cost prohibitive. While the proposal may not necessarily utilize the property in the best way, it promotes residential growth, and City staff would generally support the plat.



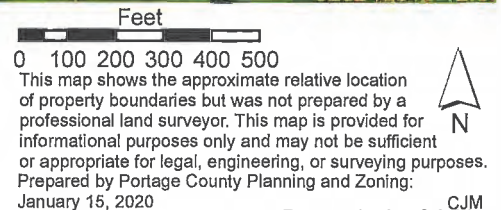
JORDAN SUBDIVISION LAYOUT - OPTION 1 - 10 LOTS
OVERALL PARCEL ACREAGE - 22.32 ACRES
EXTERIOR COMMON SPACE - 10.05 ACRES - 1 ACRE / LOT

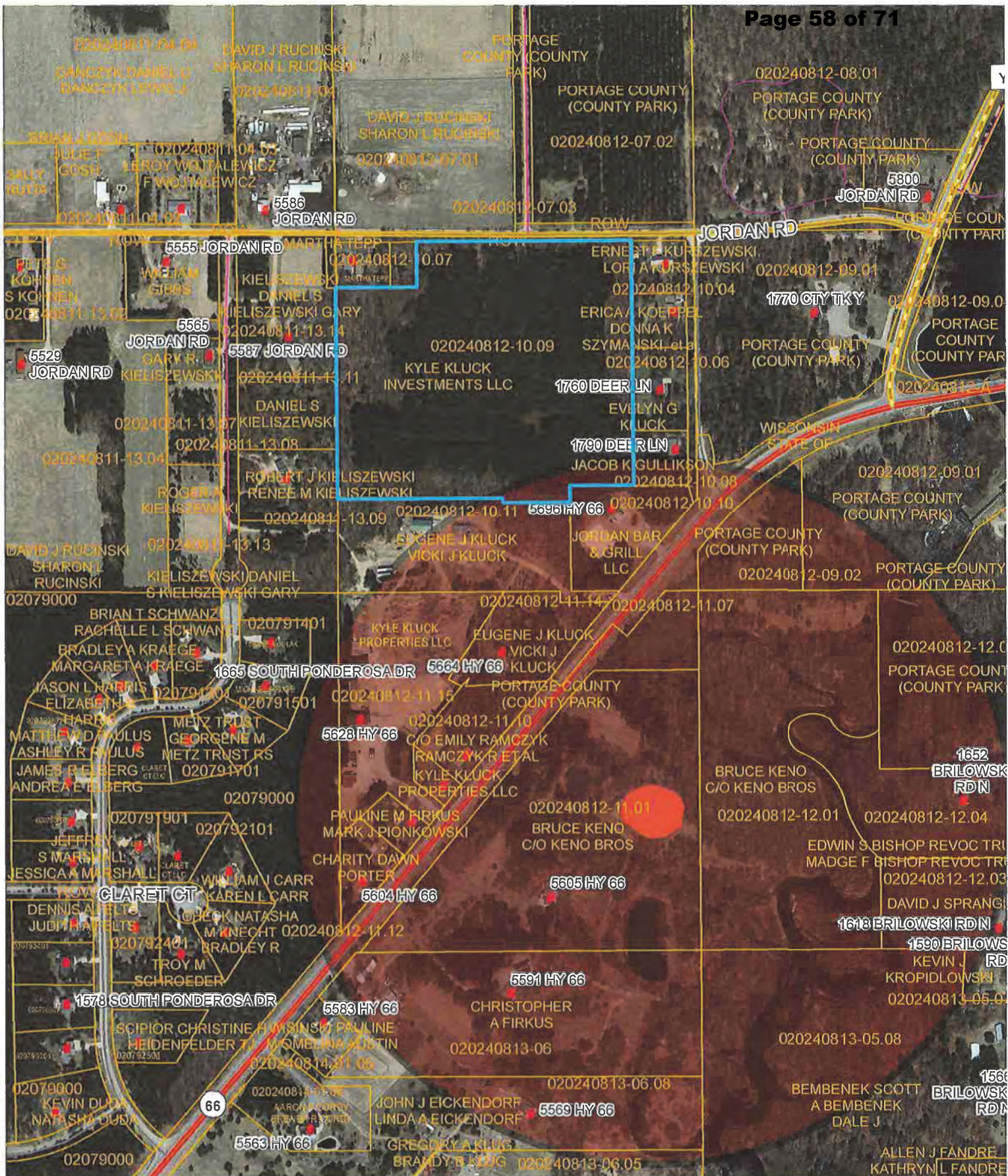
REITLER CORPORATION INC. HOLDS THE RIGHTS TO COPYRIGHT, MAND TO THESE PRINTS, DRAWINGS AND DOCUMENTS. NO REPRODUCTION, COPIING, ALTERATION, MODIFICATION, USAGE, INCORPORATION INTO OTHER DOCUMENTS OR ASSIGNMENT OF THE SAME MAY OCCUR WITHOUT THE PRIOR WRITTEN PERMISSION OF REITLER CORPORATION INC.

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**Kyle Kluck Investments LLC
Proposed Jordan Subdivision
020-24-0812-10.09
Map 1B - Zoning Districts**





- Legend**
- Subject Property
 - Parcel Boundaries
 - 1200' Landfill buffer-Well Restriction Area
 - Landfills_DNR

Kyle Kluck Investments LLC
 Proposed Jordan Subdivision
 020-24-0812-10.09
 Map 1C- Well Restriction Area
 Landfill Buffer

Feet
 0 200 400 600 800 1,000
 This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes. Prepared by Portage County Planning and Zoning: January 15, 2020

Administrative Staff Report

Municipal Airport Project
4401 State Highway 66
April 5, 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): 281240823230001 281240823230002 Zone(s): - Split Zoned: "C" Conservancy District, "R-2" Single Family Residential Master Plan: - Institutional Council District: - District 8 Ald. Leek Lot Information: - Frontage: 11,130 ft. - Depth: 4,100 ft. - Lot Size: 29,488,517 sq. ft. (676.963 ac.) Current Use: - Airport Applicable Regulations: 23.01(14)(g) 23.02(1)(a)(3)(j)	Request - Public Hearing and action on a request from the City of Stevens Point for a conditional use permit to construct access roads and associated parking spaces at the Stevens Point Municipal Airport (Parcel ID 281240823230001 & 281240823230002), consistent with Ch. 23.02(1)(a)(3)(j). - Request from the City of Stevens Point for a fencing waiver to construct fencing along the perimeter of the Stevens Point Municipal Airport, consistent with Ch. 23.01(14)(g). Attachment(s) - Application - Plans Findings of Fact - The Municipal Airport and the Wisconsin Bureau of Aeronautics have been discussing plans for roughly ten years to install fencing along the perimeter of the airport property. - A primary goal of perimeter fencing is to inhibit deer and other wildlife from entering the airfield. Note that fencing is not proposed to be located on airport property that is not contiguous with the airfield (e.g., land to the west of Interstate 39). - In order to effectively install perimeter fencing, several community assets would be impacted. Such assets include the following: the Green Circle Trail, the Izaak Walton driveway, cross-country ski trails and walking/hiking trails. - Due to these challenges, the City sought to a.) request for the release of impacted land from land covenants and b.) transfer the classification of impacted land from "Federally Obligated" land to "Water Department" land. Both requests were granted. - With both requests granted, the City is seeking to relocate portions of the Green Circle Trail and Izaak Walton League driveway, declassified to "Water Department" land, to coincide with the fencing project. - A parking lot is proposed to be installed near the proposed intersection of the Green Circle Trail and Izaak Walton League driveway.
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7. The construction of the parking lot and the relocation of portions of the Green Circle Trail and Izaak Walton League driveway is a conditional use within the "C" Conservancy District.
8. The proposed fencing waiver exceeds the maximum height allowed per the Zoning Code and contains hazardous material (i.e., barbed wire) that is otherwise a prohibited material.
9. A fencing waiver can be obtained that deviates from City fencing requirements.
10. The Plan Commission and Common Council may attach conditions on both requests.

Staff Recommendation

Approve the conditional use permit to construct access roads and associated parking spaces at the Stevens Point Municipal Airport (Parcel ID 281240823230001 & 281240823230002), subject to the following conditions:

1. An erosion control permit shall be obtained, subject to the review and approval of the Utilities Department meeting applicable erosion control guidelines.
2. A sign permit shall be obtained for proposed signage near the parking lot, subject to the review and approval of Community Development staff meeting applicable Sign Code requirements.
3. The applicant shall obtain proper approvals for the relocation of the Green Circle Trail and the Izaak Walton League driveway.
4. A 20' setback shall exist between the parking lot and Highway 66.
5. A turnaround area shall be provided on the southwestern side of the proposed parking lot to provide an adequate turnaround radius, subject to the review and approval of Community Development staff.
6. Building and zoning permits shall be obtained prior to the start of construction.
7. Staff shall have the ability to approve minor changes to the site plan.

Approve the request for a fencing waiver to construct fencing along the perimeter of the Stevens Point Municipal Airport, subject to the following conditions:

1. Proposed fencing shall meet applicable clearview requirements.
2. A permit shall be obtained prior to the installation of fencing.
3. Staff shall have the ability to approve minor changes to the site plan.

Vicinity Map



Area of proposed Green Circle Trail and Izaak Walton League driveway relocation

Background

The Stevens Point Municipal Airport and the Wisconsin Bureau of Aeronautics have been in discussions on a proposed fencing project that would introduce fencing along the perimeter of the airport property. A primary reason for why fencing was sought after was to restrict deer and other wildlife from entering the airfield. In 2018, the United States Department of Agriculture, Animal and Plant Health Inspection Service conducted a Wildlife Hazard Review at the airport. The Wildlife Hazard Review consisted of observing instances where wildlife gained access onto airfield grounds during set times. During two nighttime surveys, a significant number of deer were observed in and around the airfield—some, in fact, being observed within feet from the runways. With the wildlife assessment showing a high degree of wildlife gaining access to airport grounds, installing perimeter fencing attempts to correct this situation. As shown within the attached plans, perimeter chain link fencing ranges from 10-12 feet in height. Two additional feet of fencing is buried underground. A barbed wire extension is proposed to be placed on all fencing segments.

During the design process for the fencing project, impacts to several community assets intersecting airport grounds would be impacted by the construction of fencing. These community assets include the following: the Green Circle Trail, the Izaak Walton driveway, cross-county ski trails and some walking and biking trails. With the construction of perimeter fencing, portions of the Green Circle Trail and Izaak Walton driveway, for example, would not become passable. As a result, two actions were taken by City staff. First, a request was submitted to the Wisconsin Bureau of Aeronautics to release portions of airport property from land covenants. This request was submitted in 2012. Second, by releasing adjoining airport lands from land covenants, it allowed the use of the land to change. Instead of using this area solely for developing and operating production wells for the City's Water Department, much of the land could also be used public space. By allowing for open space, it presents added flexibility in relocating the Green Circle Trail and Izaak Walton

League driveway to accommodate the proposed fencing project. Permission was granted by the Wisconsin Bureau of Aeronautics and Federal Aviation Administration between 2013 and 2018 for the concurrent use of the land, with a concurrent use agreement signed thereafter.

Following the adoption of a concurrent use agreement, letters were sent to adjacent property owners in January of 2020 describing the proposed fencing project. Comments obtained from adjoining property owners were factored into the overall fencing design. Should the proposed fencing waiver and conditional use request be approved, the project would be constructed in phases beginning in Fall 2021 and concluding in Fall 2022 to meet mitigation measures required by the Wisconsin Department of Natural Resources. The relocation of the Izaak Walton League driveway, Green Circle Trail and construction of a parking lot is planned to be completed first prior to fencing being installed along the airport grounds. Given that trees are planned to be cleared to make way for the installation of fencing, portions of the airfield may require closure during tree harvesting operations.

The construction of a parking lot is a conditional use within the “C” Conservancy District. Please note that as part of this conditional use request, the applicant is seeking a modified parking lot setback. While parking lots require a minimum 30’ setback in the front yard, the proposal requests a 20’ setback as outlined within Ch. 23.01(15). The aforementioned request is described in the following section:

Ch. 23.02(1)(a)(3)(j)

(3) Conditional Uses.

(j) Parking lots accessory to a permitted use.

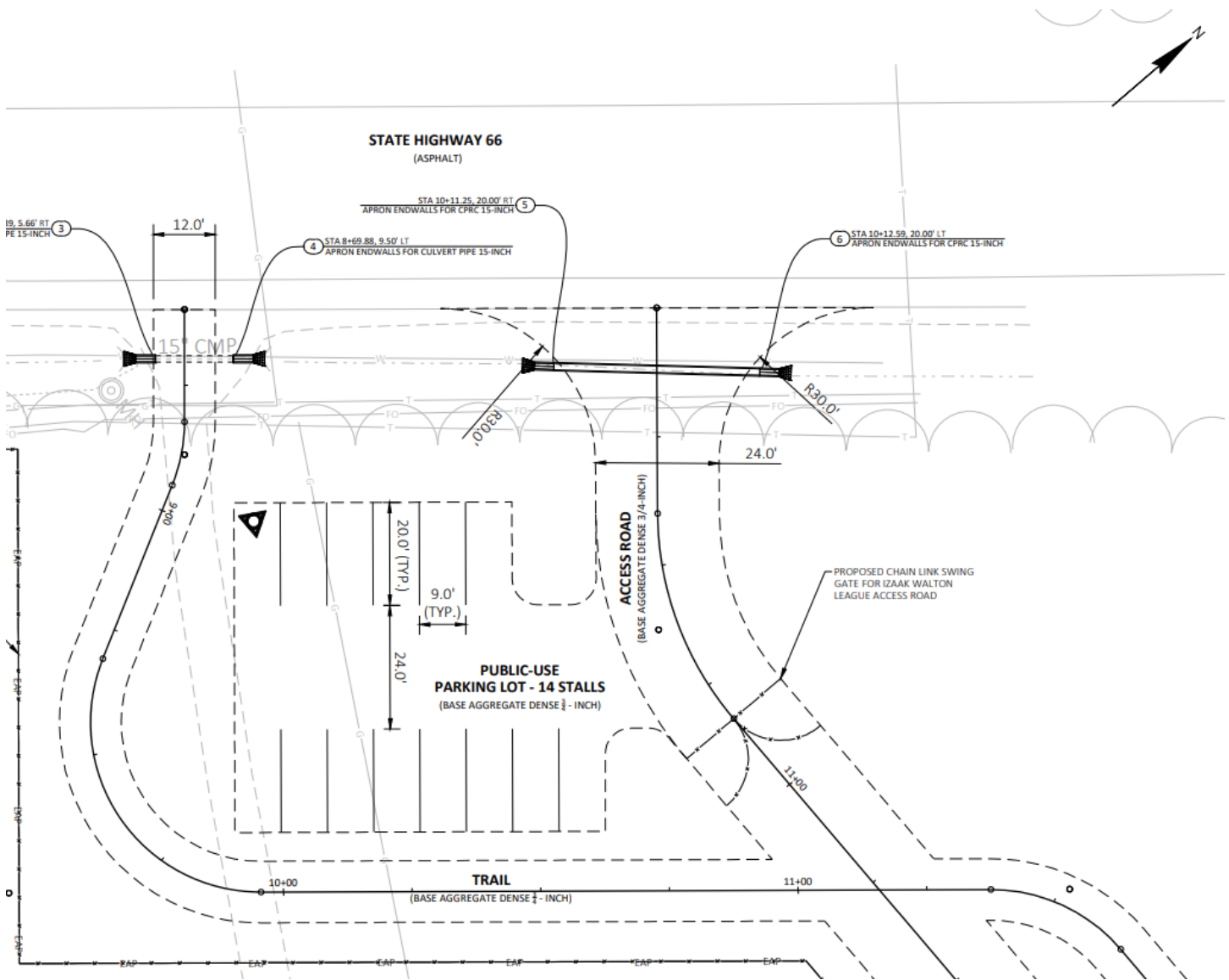
The construction of fencing exceeding the maximum height allowed, along with the allowance of barbed wire on top of the fencing, requires a fencing waiver to be approved via a site plan review. The aforementioned request is described below:

Ch. 23.01(14)(g)

(14) Fencing Standards

(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.

Further development details for the conditional use permit are summarized throughout this report.



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.

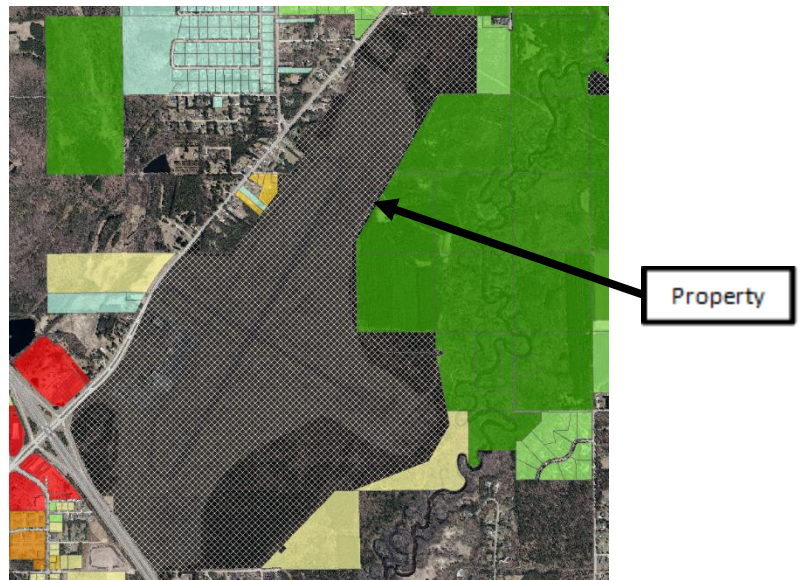
Analysis: The area encompassing the proposed parking lot and trail relocation are currently being used as open space and part of the Green Circle Trail. The proposal includes rerouting the Green Circle Trail and Izaak Walton League driveway, while adding a parking lot for public use.

Findings: With a trail system and small parking lot being considered a low intensity 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. Part of the property contains environmentally-sensitive areas, additional protocols have been

taken by the Utilities Department to ensure that improvements made to the property take existing environmental conditions into account. Staff believes that the applicant's proposal meets the aforementioned standard.

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

Analysis: The subject property is surrounded by the airport and other conservation areas, with low density residential lots situated across of Highway 66.



Findings:

Given that the use of the area is not changing – namely the location of trail and driveway infrastructure – the intensity of use anticipated should not change even with the addition of a parking lot.

9. 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 airport purposes.

Findings: See standards one and two above. All adjoining parcels east of Highway 66 are zoned “C” Conservancy, with low density residential development situated on the other side of Highway 66. Similarly, all adjoining parcels are designed for either conservancy or residential use within the City’s Future Land Use Map. Given that the subject property is in a defined conservancy area, staff believes that the proposed conditional use permit would not impede the development of adjoining properties due to the proposal accommodating recreational uses.

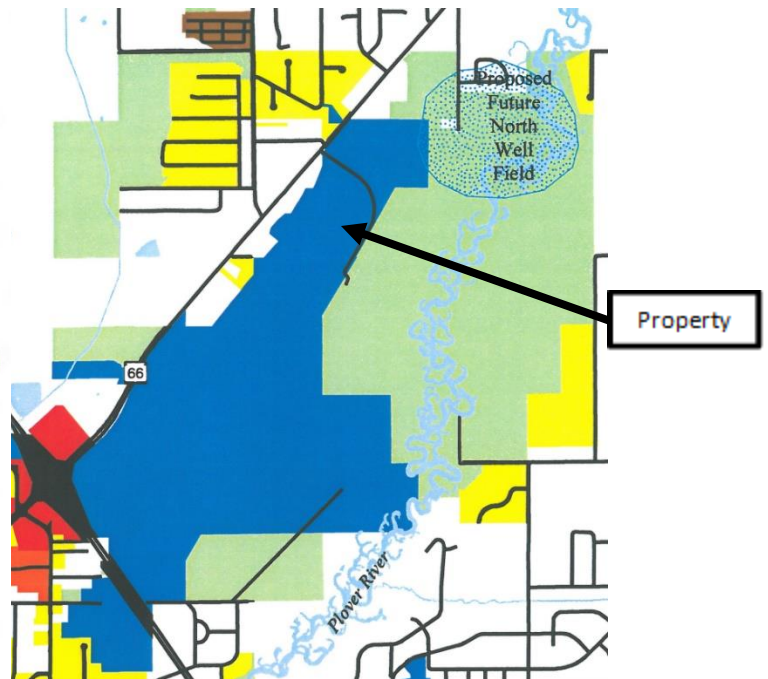
10. The exterior architectural appeal and function plan of any proposed structure will not be in variance with either the exterior architectural appeal and function plan, and scale of the structures already constructed or in the course of construction in the immediate neighborhood or in the character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

Analysis: N/A

Findings: N/A

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

Analysis: Given that the construction of additional structures are not proposed, additional utility infrastructure and drainage systems are not needed to fulfill this request. Please note that this is common for most park and recreation uses. As the trail and access road re-route is designed to preserve environmentally-sensitive



areas, improvements that require an expansive array of utility infrastructure to support it is few and far between. Access to the proposed parking lot is off of Highway 66. Vehicular traffic to the parking lot is anticipated to be minimal given only 14 parking stalls are provided. A chain link swing gate is proposed to be located over the Izaak Walton League access road. Given that access will be open only when the Izaak Walton League conducts events, vehicular traffic should be minimal.

Findings: This standard is met.

12. 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 Highway 66. Access to the parking lot will only occur via the Izaak Walton League access road.

Findings: As mentioned earlier, traffic volume is expected to be low in the subject area due to the size of the parking lot (14 stalls) and the access road being primarily closed off to the public. Therefore, staff does believe that access in and out of the site is appropriate.

13. 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 surroundings.

Analysis: The City's 2005 Comprehensive Plan Future Land Use Map has identified this property for institutional use. As stated earlier, the subject 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" District as it is considered a park and recreation use that is partly intended to protect environmentally-sensitive areas of the subject property. Second, given that the proposal meets the intended use of the City's Zoning Map and Future Land Use Map due to, in part, its compatibility with

airport and utility use, staff believes that the proposal continues to provide a recreational area for neighboring residential uses to the north.

- 14. 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 construct a parking lot whose purpose is accessory to the re-routing of the trail and access road.

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.

- 15. The proposal will not result in an over-concentration of high density living facilities in one area so as to result in a substantial or undue adverse effect on the neighborhood, on the school system, and the social and protective systems of the community.**

Analysis: N/A

Findings: N/A

- 16. 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

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

Analysis: Vehicular access if off of Highway 66.

Findings: This standard is met.

- 18. 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: No additional utility infrastructure is needed to support the proposed development.

Findings: This standard is met.

- 19. 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: No lighting is proposed within and around the parking lot. Given the use occurring on the property, it is unsurprising that lighting is not offered.

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 proposal should not create excessive noise.

20. Principal – Applications for exclusive multi-family residential uses. Landscaping shall be provided or existing landscape elements shall be preserved to maintain a sense of residential character, define boundaries, and to enhance the sense of enclosure and privacy.

Analysis: N/A

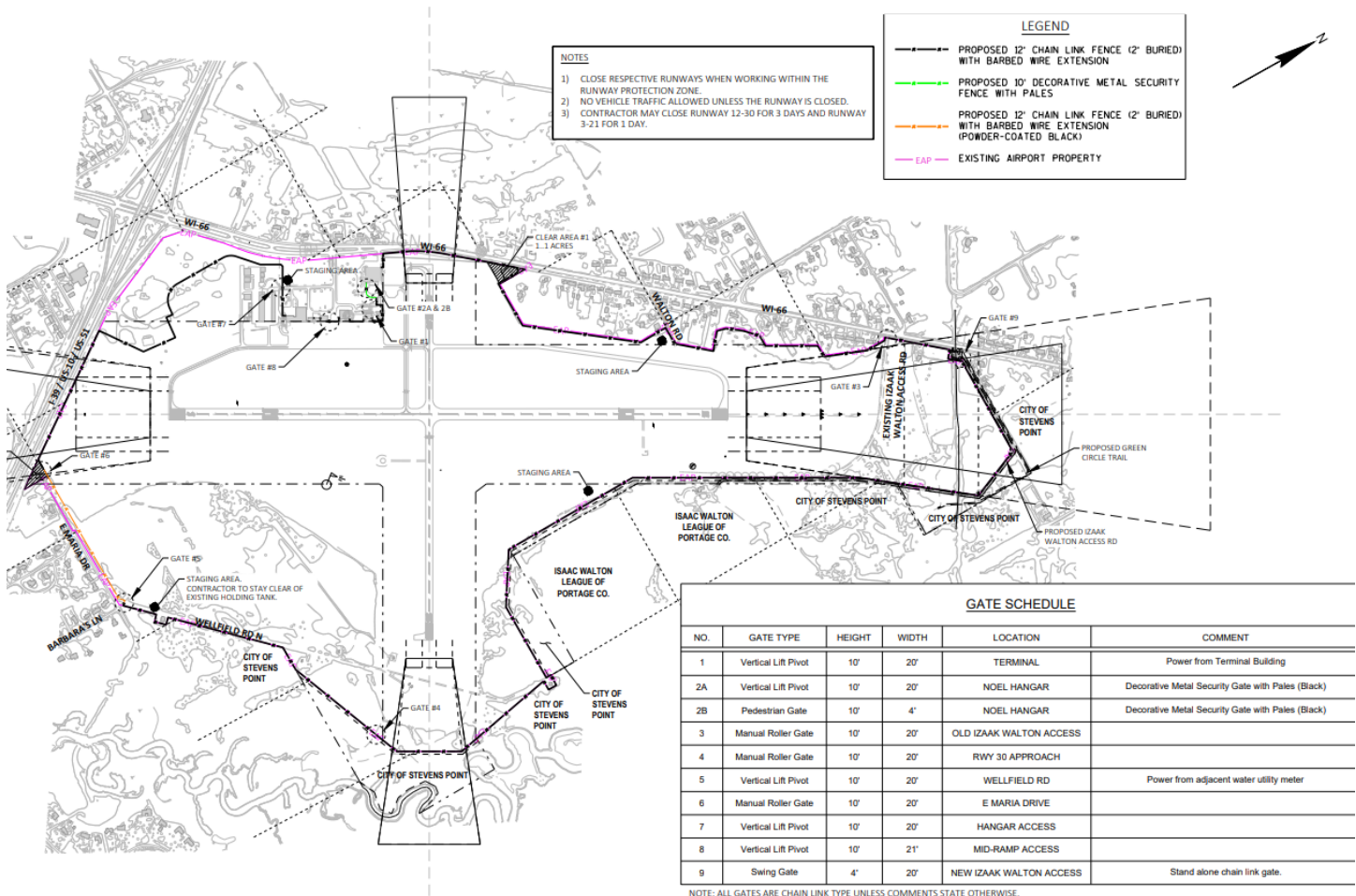
Findings: N/A

Based on the findings above, staff would recommend approval of the conditional use permit with the conditions outlined on page 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.

Standards of Review – Fencing Waiver

Analysis: The fencing guidelines were amended several years ago to include the following language which will be the basis of the fencing review. The applicant is seeking a fencing waiver to allow for fencing to exceed 10 feet in height (maximum 12' in height proposed) and to allow for a barbed wire and curved pale extensions.

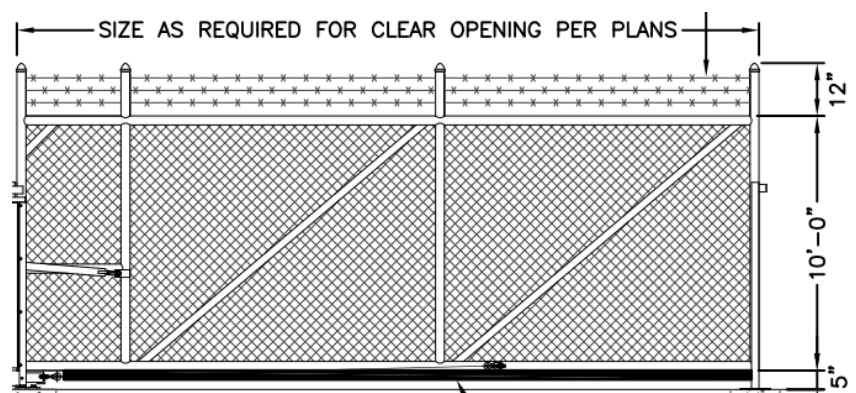
(g) Exceptions from this section shall be permitted upon approval of a site plan review by the Plan Commission and the Common Council. Review shall include site characteristics including ingress/egress, parking lot design and configuration, building location, property use, and other factors that the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



Findings: The proposed fencing shall be installed so that entering and exiting the airport property is not hindered. Besides perimeter fencing, roller gates are planned to be installed within selected airport entrances and exits. While these gates are more often closed for access, additional parameters have been taken to ensure access is appropriate. For example, fencing installed is required to meet clearview requirements as outlined within Ch. 23.01(13) of the Revised Municipal Code of the City of Stevens Point. By meeting clearview requirements, it ensures that visibility is not impaired when motorists are exiting airport grounds. Additionally, trees are proposed to be cleared along the perimeter of the airport property from the property line measuring 50' inside the fencing.

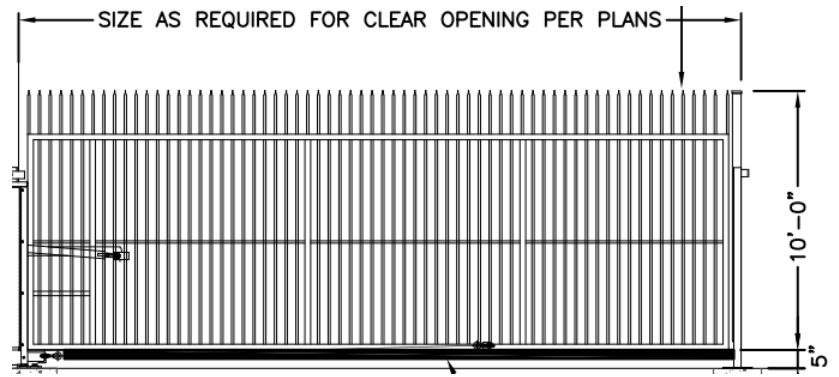
The applicant is seeking two deviations from the code for fencing 1.) to exceed maximum height requirements to allow a fence between 10' and 12' in height and 2.) to allow barbed wire extensions. As stated earlier, the reason for requesting perimeter fencing is to better restrict deer and other forms of wildlife from gaining access within the property and towards the airfields. Installing fencing that is high enough and containing hazardous materials will better protect the safety of airline users and airport personnel.

The regulatory review as part of this fencing project is important to acknowledge as part of this fencing waiver. All fencing proposed were reviewed alongside the City's Height Limitation Zoning Ordinance to ensure that



desired fencing heights do not exceed height restrictions by area. City staff have been in discussion with the Wisconsin Bureau of Aeronautics for several years in determining the appropriate location to place fencing and sufficient heights to deter deer and other wildlife from entering the property.

Based on the findings above, staff would recommend approving the waiver allowing a deviation from the City's fencing guidelines as outlined within the attached site plans. Conditions subject to this request are found on page two of this staff report.



Photos







APPLICATION FOR A SITE PLAN REVIEW

(Pre-Application Conference is Required for Major and Minor Site Plan Reviews)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications (if any)				Assigned Case Manager			
Pre-Application Conference Date				Minor Site Plan	☐	Major Site Plan	☐

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	City of Stevens Point, Jason Draheim, Airport Manager	Contact Name	Stephanie Potter
Address	4501 Highway 66	Address	1 Systems Drive
City, State, Zip	Stevens Point, WI 54482	City, State, Zip	Appleton, WI 54914
Telephone	715-345-8989	Telephone	920-830-6128
Fax		Fax	920-830-6100
Email	JDraheim@stevenspoint.com	Email	stephanie.potter@westwoodps.com

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☒)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	City of Stevens Point
Address		Address	1515 Strongs Avenue
City, State, Zip		City, State, Zip	Stevens Point, WI 54482
Telephone		Telephone	715-345-8993
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
281240823230001	281240823230002	
Legal Description of Subject Property		
281240823230001 - L1 CSM#10340-46-70 BNG PRT SECTS 14,22,23,26 & 27 T24 R8 LYG IN CITY LMTS 676.96A M/L 172/149-172/153 213/217;223/404-6;223/409& 10;286/580&81;MOREDOCS-NOTE 805711RES;173/70 2/3 839957RES		
281240823230002 - L2 CSM#10340-46-70 BNG PRT SESW &SWSE S14;NWNE SWNW&E1/2NW; W1/2SW;SESW S23 SUBJ AVIG ESMT-331/175-6 26.86A M/L 172/149&50&52; 330/444;332/453;335/648* 337/157;520/567ANNX		
Area of Subject Property (Acres/Sq Ft)		
281240823230001 - 676.96 Ac / 281240823230002 - 26.86 Ac		
Current Zoning District(s)		
Split Zoned - Single Family Residential, Conservancy		

Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
Conservancy	01-Airport/Public Use / 02- Public Use	01-Airport/Public Use / 02-Public Use
Describe land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
See additional Sheet		
Current Zoning Surrounding Subject Property		
North:	Residential, Conservancy	South: Residential
East:	Residential, Conservancy	West: Residential, Commerical,
Current Land Use Surrounding Subject Property		
North:	Residential, Conservancy	South: ROW, Residential
East:	Residential, Conservancy	West: Residential, Commerical,

EXHIBITS

Owner Information Sheet	☒	Additional Exhibits If Any (List):
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
	3-8-21		3-8-21



December 10, 2020

TO: Water and Sewerage Commission
Mayor Wiza
City of Stevens Point officials
Town of Hull officials
East Maria Drive Residents

As most of you are certainly aware, the Stevens Point Municipal Airport has been working with the State Bureau of Aeronautics for several years now on the design of a fence that will be constructed on the perimeter of the Airport land that is contiguous with the airfield. Lands not contiguous (like those on the west side of I-39) are not a part of this fencing project. Within this letter I hope to provide some details of the project and acknowledge some concerns of area residents. Finally, I will share what I believe to be the appropriate course of action with all of the information in-hand.

First, some history:

Many years ago (10 or more), a fence project surfaced as a likely future project for our airport, as it has for many airports in the same timeframe. When we started to discuss the possibilities of the construction of this fence, we were met with the fact that there would be several highly valued community assets that would be severely impacted by the construction of a fence on the boundary of the Airport property line. Most notable of the impacts was the Green Circle Trail, the Izaak Walton driveway, some cross-country ski trails, some informal walking/hiking trails, and impact we would have on the ability to connect from the area of E. Maria Drive to the general area of the old warming house on Hwy 66. This area could become impassable because the airport lands went all the way to the Plover River – possibly limiting access in some very highly used areas. Because of this we petitioned the state for a request for the release of land from land covenants in that area. That request was made in February of 2012.

Much of the land that is adjacent to the Airport property in this area was acquired for the purpose of developing and operating production wells for the Stevens Point Water Department many decades ago. At present, both the "Water Department" and the Airport operate as one Department, the Department of Public Utilities and Transportation. Because of this, we saw the opportunity to have the aforementioned land release resolve several issues at once. First, it would allow for the use of much of the land by the public as it had been for many years. Second, it would give us more flexibility in the relocation of the Izaak Walton League's driveway and part of the Green Circle Trail, which are/were both on airport property.

A third, and important, element is that the ultimate land release swapped land between airport “Federally Obligated” land and what we consider “Water Department” land, thereby solving some issues that existed with runway protection zones for the airport not actually falling within airport property boundaries. Doing this had ultimate build-out implications for the cross-wind runway that we can discuss. In the end, it really was a win-win proposal that allowed almost all of the recreational as well as departmental uses of the land to go on without impact.

In addition to the request for land release mentioned above, we needed to gain permission for utility activities to take place on what would then be Airport property. That request was made and on August 28, 2013 the report of “Request for Concurrent use of Land from Land Covenants” was delivered indicating that upon state and federal approval, the concurrent use would be an approved use.

On August 8, 2016 the State of Wisconsin sent the “State Release of Land” document that was executed by the City and returned.

On March 22, 2018 the FAA sent the “Federal Release of Land” document. This document indicated the conditions that needed to be met for the release to be completed.

All conditions to the above releases were met and the property that was in question officially transferred between different City entities (transfers between water dept. and airport).

With the property transfers complete and the concurrent use agreement in place, the design of the fence has been completed which leaves us, for the most part, at our current point in time. Additional parts of the design process are an environmental document, communication with surrounding properties (approx. 45 in this case), etc. In January of 2020, a letter was sent to adjacent property owners describing the upcoming project and giving contact information for comments and concerns. The comments that were delivered to the City and/or the design consultant OMNI were noted in the design documents. The most recent version of those comments consisted of one comment from a resident on E. Maria Drive. To date our communication consists of the following:

March/April – A few conversations with Kurt Mansavage (E. Maria resident)

June, 2020 – Kurt Mansavage logged comments on the OMNI website. City staff had a conversation with him about his concerns about the appearance of a fence.

August 17, 2020 – This date represents the end of the official comment period as was published in the official paper of the City.

September 16, 2020 – Mayor’s office was sent a letter from the town of hull asking for input on fence placement, stating similar concerns to Mr. Mansavage.

November 16, 2020 – Email correspondence with Dave Wilz (Town supervisor) indicating we are having conversations about the project and resident concerns. A couple of phone conversations happened around this time as well.

November 5, 2020 – An onsite meeting with E. Maria residents Amanda and Joe Zagrzebski.

November 24, 2020 – A letter from Kurt Mansavage and Todd Huspeni with a petition was sent to Mayor Wiza. The petition asks for the fence to be moved “back a few hundred feet” where it is adjacent to E. Maria Dr.

There are surely a few items that may not be summarized above, but the list fairly represents the timeline of conversations. This letter is intended to not only respond to the Town of Hull and concerned residents, but also to inform the Airport Commission as well as other City officials of the details to date.

The Airport response to the concerns above and our recommendation:

It is our true hope that our own concern about the ability of area residents to continue to use most of the land in the area of the airport like they have in the past is made clear by the fact that we went through a several year process to protect that use. We represented the community need for access to the Green Circle Trail and other unofficial recreational opportunities in the area. We made sure that relocation costs associated with disturbing certain portions of the trail as well as the Izaak Walton driveway were included in the project cost and not made a burden to those two entities. Land swaps were made between different city entities to ensure that both Airport and Utility operations were handled appropriately while preserving recreational opportunities.

With the change in land obligation that happened in the past several years, the land that is adjacent to E. Maria Drive is now federally obligated airport land. As such, the uses need to be brought into a compliant state with or without a fence. Recreational uses do need to cease on that portion of the property. A fence certainly will accomplish that, but it will also accomplish the goal of keeping deer and other animals away from the airfield.

An airport fence is, understandably, not a preferred aesthetic to the current view with no fence. While the Airport staff understands this, we cannot suggest that it be moved on to Airport property by a couple of hundred feet per the petition. It is the general stance of the Bureau of Aeronautics to place property fences as close to a property line as possible. That said, there are areas where the fence is immediately adjacent to residential properties, much closer than the other side of the street.

With recognition of the fact that we have preserved recreational opportunities as much as possible and with great respect for the fact that the construction of the fence does present a visible barrier to many property owners, we respectfully ask the commission to consider the following recommendation for the Airport fence construction and placement:

Placement of the fence, in order to limit the visibility in a way that does not simultaneously place large amounts of Airport land outside of the Airport fence, is recommended to be 15' from the property line of the Airport. This will show an equitable accommodation to not only those residents who see it across the street from their properties on E. Maria Drive, but will also serve as a buffer to those other residential properties that have an adjacent property line to the Airport. Airport property between the property line and the fence is still not able to be used for non-airport uses, but the extra distance should allow more space for vegetative screening to be established if/where desired.

The Airport Commission may also want to consider authorizing staff to work with the Town of Hull to use some tree planting and other natural screening measures along E. Maria Drive to further reduce the impact of the fence and its visibility.

Thank you for your time and consideration,

Joel Lemke

A handwritten signature in dark ink, appearing to read "Joel Lemke". The signature is fluid and cursive, with the first name "Joel" being more prominent than the last name "Lemke".

Director of Public Utilities and Transportation

STEVENS POINT MUNICIPAL AIRPORT
STEVENS POINT, WISCONSIN



PERIMETER FENCE / ACCESS ROAD / GREEN CIRCLE TRAIL
AIP 3-55-0080-06 / STE 1001



TRUE NORTH
MAG. DECLINATION
2° 49' W 2019

INDEX OF SHEETS

TITLE SHEET
CONSTRUCTION LAYOUT SHEET
MISCELLANEOUS QUANTITIES
PROPOSED TYPICAL SECTIONS
GRADING AND EROSION CONTROL
FENCE DETAILS
FENCE PLAN
INTERSECTION DETAIL
ELECTRICAL PLANS

Preliminary
03/08/2021 12:46:02 PM

ORIGINAL PLANS PREPARED BY
Westwood

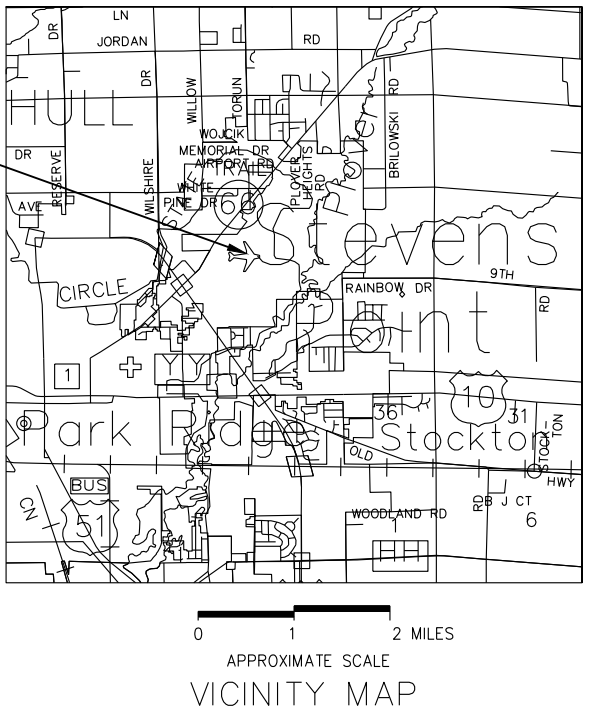
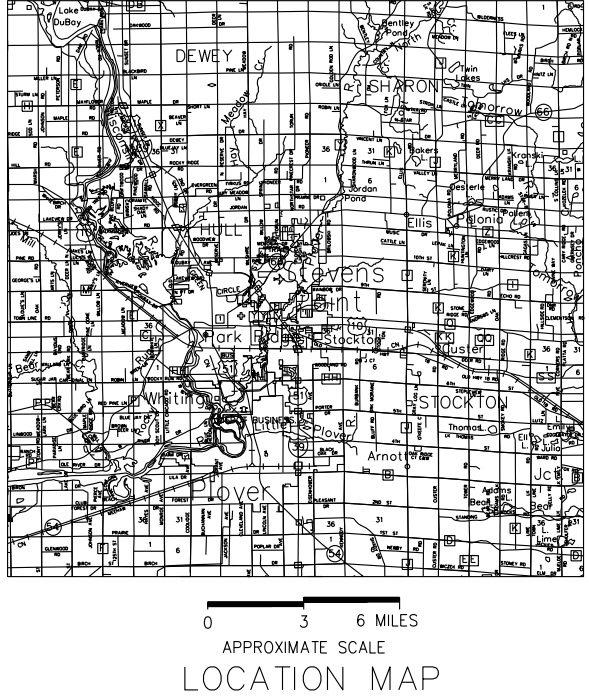
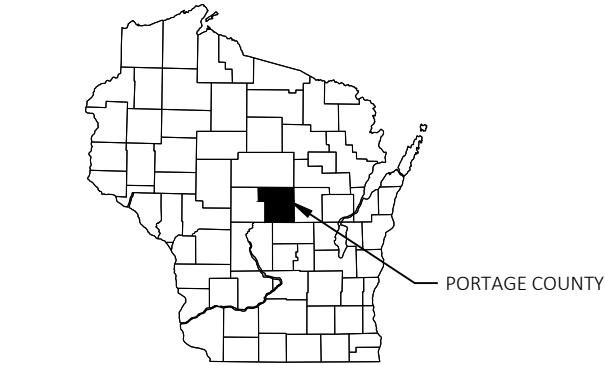
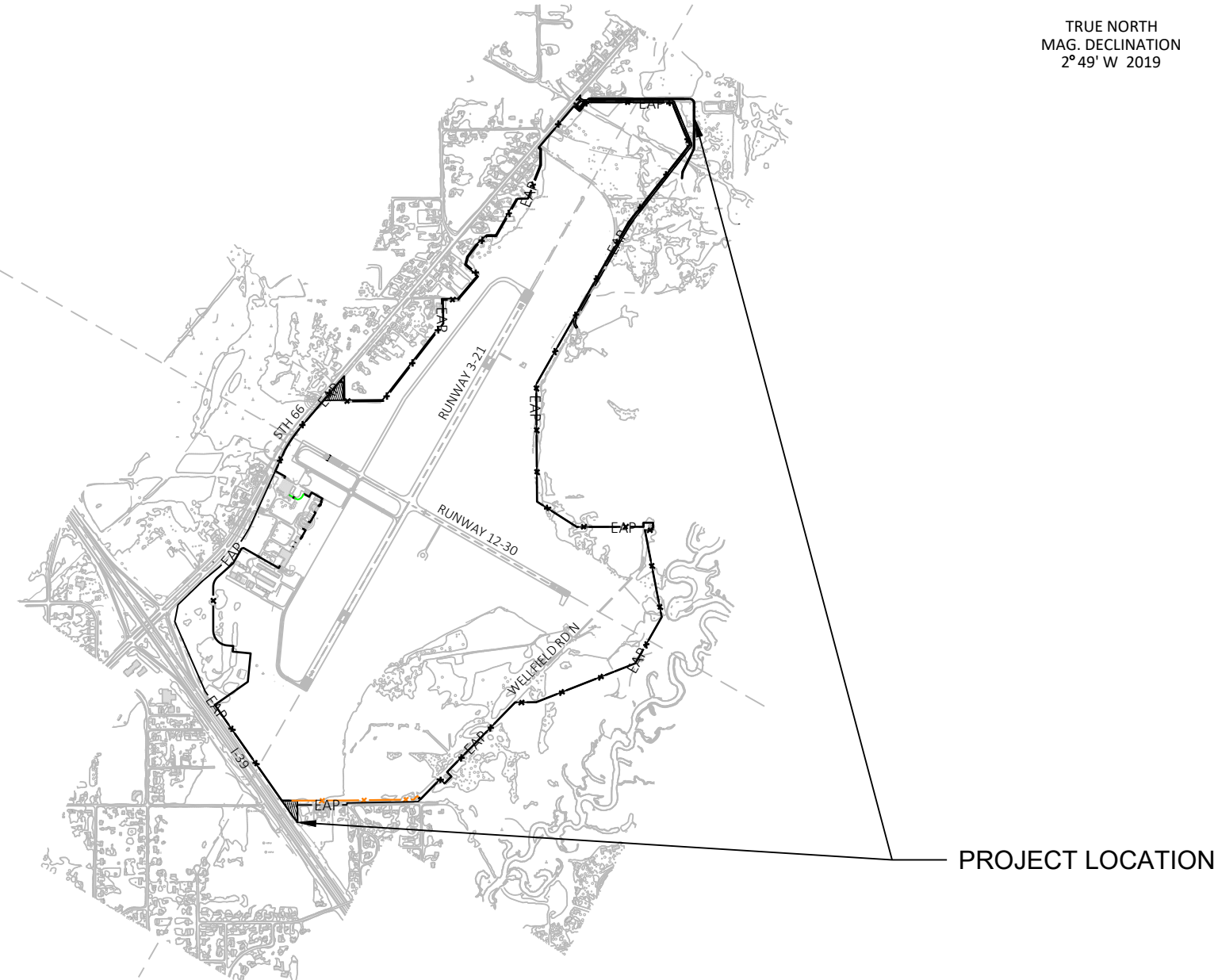
CONSTRUCTION DATA

PRIME CONTRACTOR

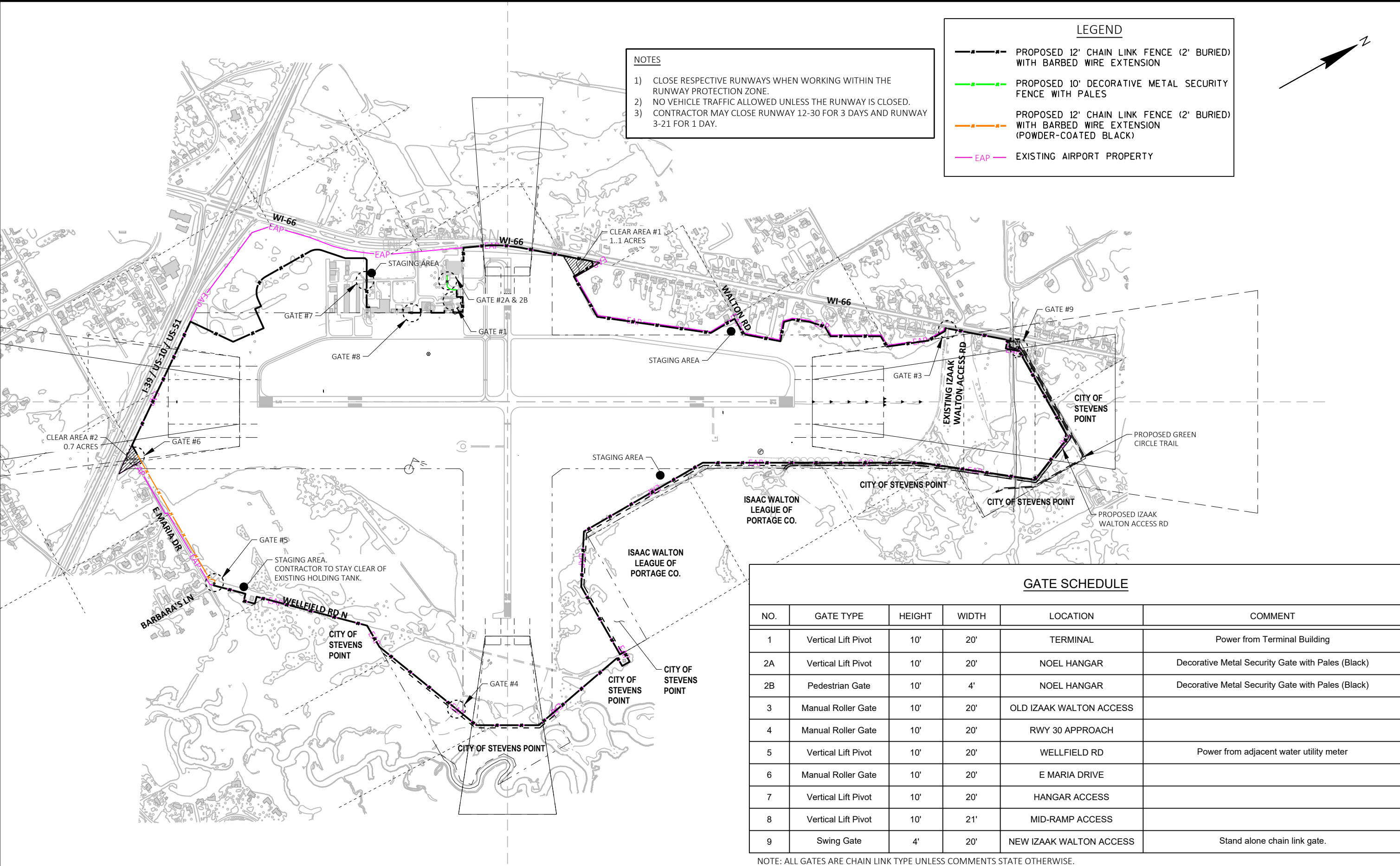
MAJOR SUBCONTRACTORS AND/OR SUPPLIERS

WORK: COMMENCED _____ COMPLETED _____

PROJECT ENGINEER



WISCONSIN DEPARTMENT OF TRANSPORTATION BUREAU OF AERONAUTICS		SUBMITTED BY WESTWOOD INFRASTRUCTURE, INC. APPLETON, WI.	
DESIGN PHASE	RECORD DRAWING	RECOMMENDED FOR APPROVAL	"AS CONSTRUCTED" APPROVAL
APPROVED: _____ AIRPORT DEVELOPMENT ENGINEER	ACCEPTED: _____ AIRPORT DEVELOPMENT ENGINEER	AARON L. STEWART P.E.	AARON L. STEWART P.E.
DATE: _____	DATE: _____	DATE _____	DATE _____
APPROVED: _____ P.E. CHIEF AIRPORT DEVELOPMENT ENGINEER			
DATE: _____			



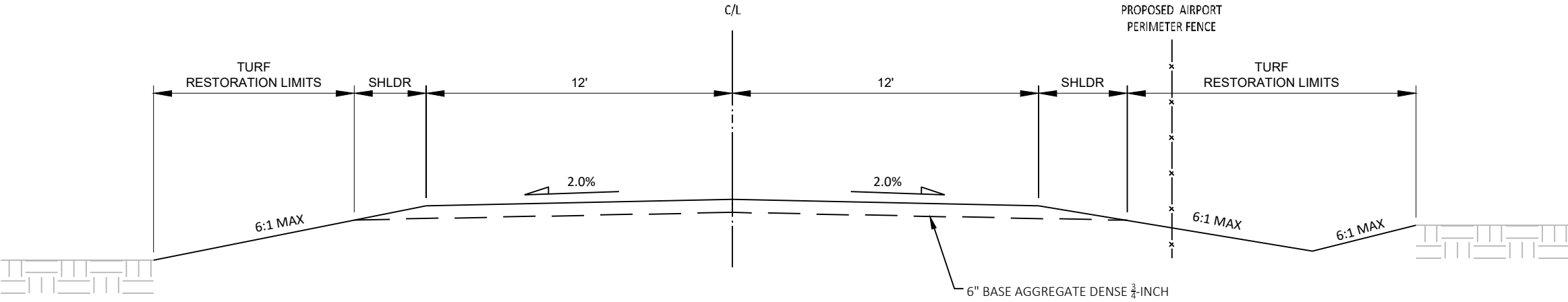
- NOTES
- 1) CLOSE RESPECTIVE RUNWAYS WHEN WORKING WITHIN THE RUNWAY PROTECTION ZONE.
 - 2) NO VEHICLE TRAFFIC ALLOWED UNLESS THE RUNWAY IS CLOSED.
 - 3) CONTRACTOR MAY CLOSE RUNWAY 12-30 FOR 3 DAYS AND RUNWAY 3-21 FOR 1 DAY.

LEGEND

- PROPOSED 12' CHAIN LINK FENCE (2' BURIED) WITH BARBED WIRE EXTENSION
- PROPOSED 10' DECORATIVE METAL SECURITY FENCE WITH PALES
- PROPOSED 12' CHAIN LINK FENCE (2' BURIED) WITH BARBED WIRE EXTENSION (POWDER-COATED BLACK)
- EAP EXISTING AIRPORT PROPERTY

GATE SCHEDULE					
NO.	GATE TYPE	HEIGHT	WIDTH	LOCATION	COMMENT
1	Vertical Lift Pivot	10'	20'	TERMINAL	Power from Terminal Building
2A	Vertical Lift Pivot	10'	20'	NOEL HANGAR	Decorative Metal Security Gate with Pales (Black)
2B	Pedestrian Gate	10'	4'	NOEL HANGAR	Decorative Metal Security Gate with Pales (Black)
3	Manual Roller Gate	10'	20'	OLD IZAAK WALTON ACCESS	
4	Manual Roller Gate	10'	20'	RWY 30 APPROACH	
5	Vertical Lift Pivot	10'	20'	WELLFIELD RD	Power from adjacent water utility meter
6	Manual Roller Gate	10'	20'	E MARIA DRIVE	
7	Vertical Lift Pivot	10'	20'	HANGAR ACCESS	
8	Vertical Lift Pivot	10'	21'	MID-RAMP ACCESS	
9	Swing Gate	4'	20'	NEW IZAAK WALTON ACCESS	Stand alone chain link gate.

NOTE: ALL GATES ARE CHAIN LINK TYPE UNLESS COMMENTS STATE OTHERWISE.

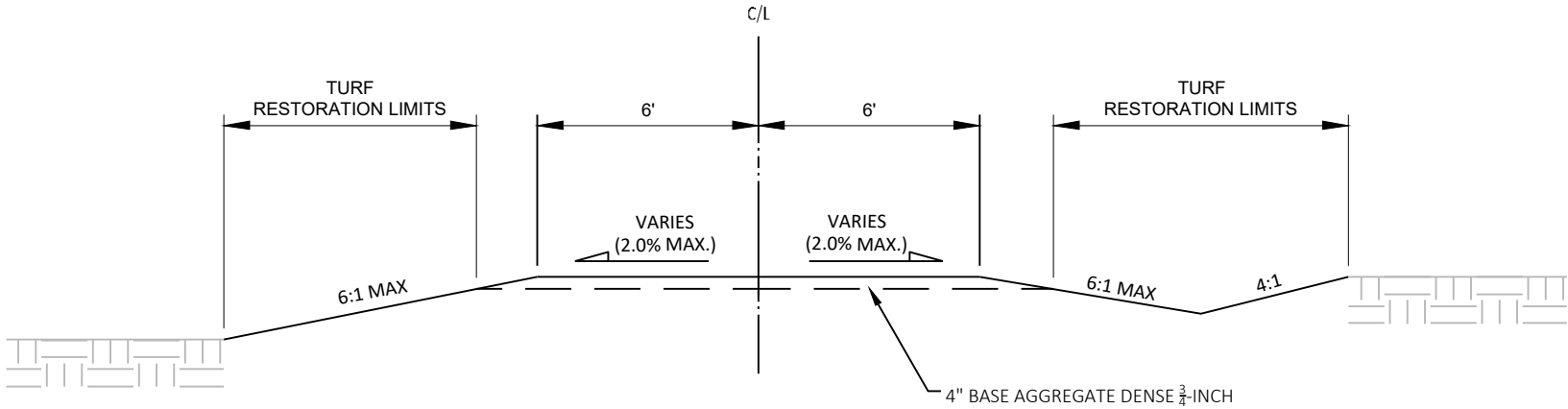


PROPOSED TYPICAL SECTION FOR ACCESS ROAD

STA 10+00 TO STA 48+00

TURF RESTORATION NOTES:

- 1. ALL TURF AREAS TO BE RESTORED, SEEDED, FERTILIZED, AND EROSION CONTROL INSTALLED AS SOON AS POSSIBLE.
- 2. ALL TURF AREAS TO BE RESTORED WITH SEEDING TEMPORARY, SEEDING MIXTURE NO. 20, FERTILIZER TYPE B, AND MULCHING LIQUID-APPLIED. SIDE SLOPES OF INFILTRATION BASINS SHALL BE RESTORED IN ACCORDANCE WITH THE SPECIFICATIONS.
- 3. THE APPLICATION RATE FOR THE ITEMS SEEDING MIXTURE NO. 20 AND SEEDING TEMPORARY IS 3 POUNDS PER 1,000 SF
- 4. THE APPLICATION RATE FOR FERTILIZER IS 7 POUNDS PER 1,000 SF

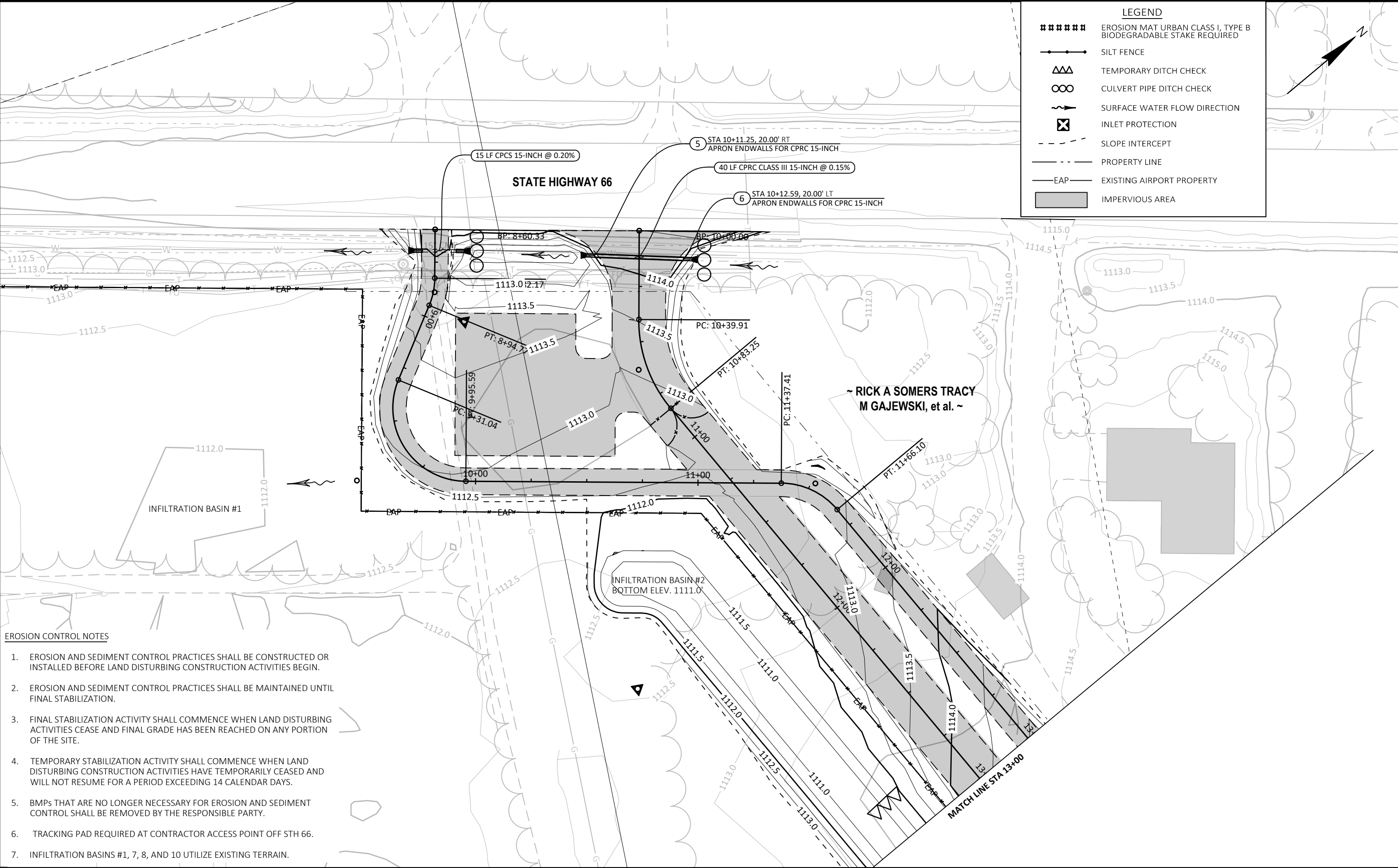


PROPOSED TYPICAL SECTION FOR GREEN CIRCLE TRAIL

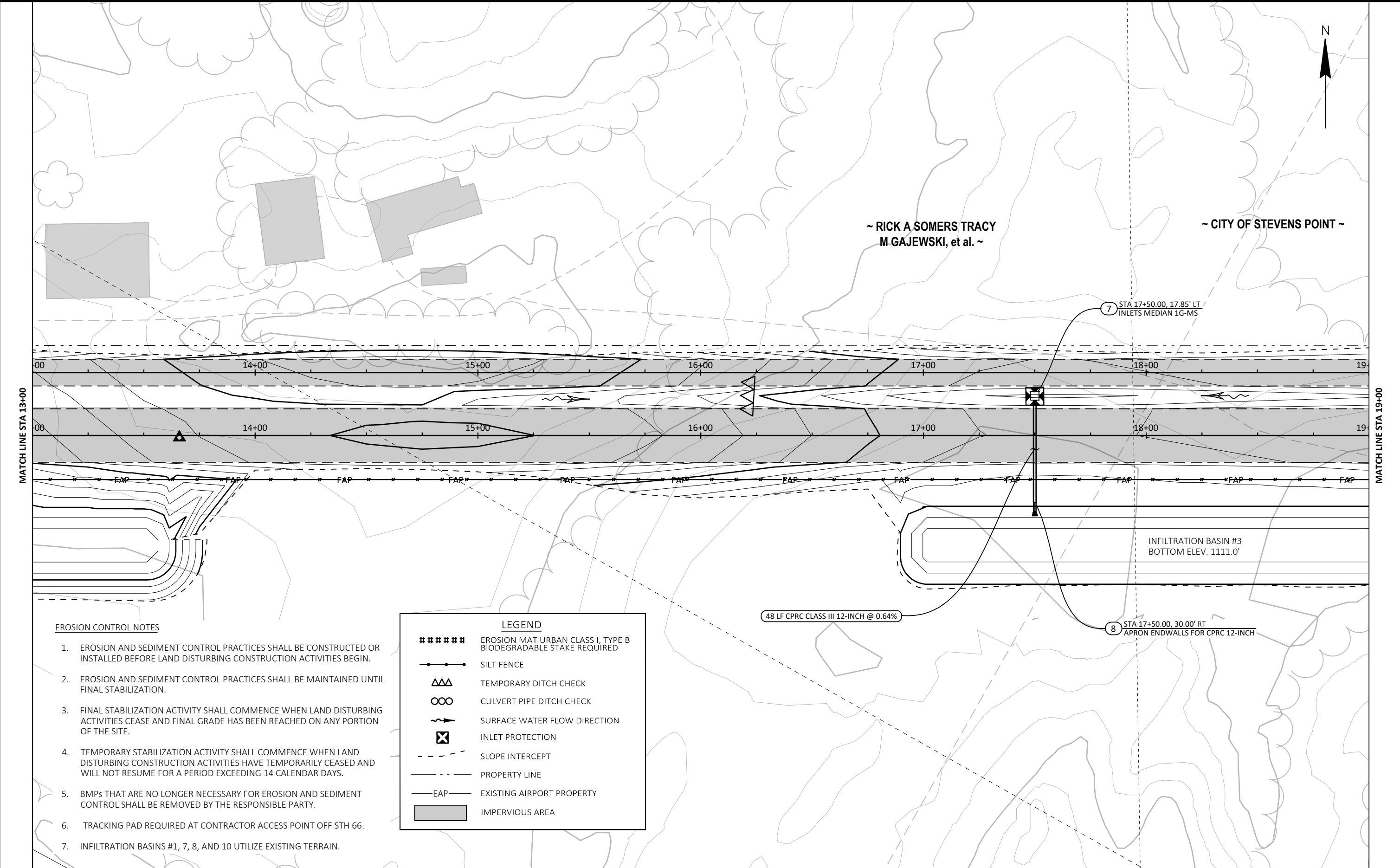
STA 8+60.33 TO STA 35+91.74

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 7. INFILTRATION BASINS #1, 7, 8, AND 10 UTILIZE EXISTING TERRAIN.

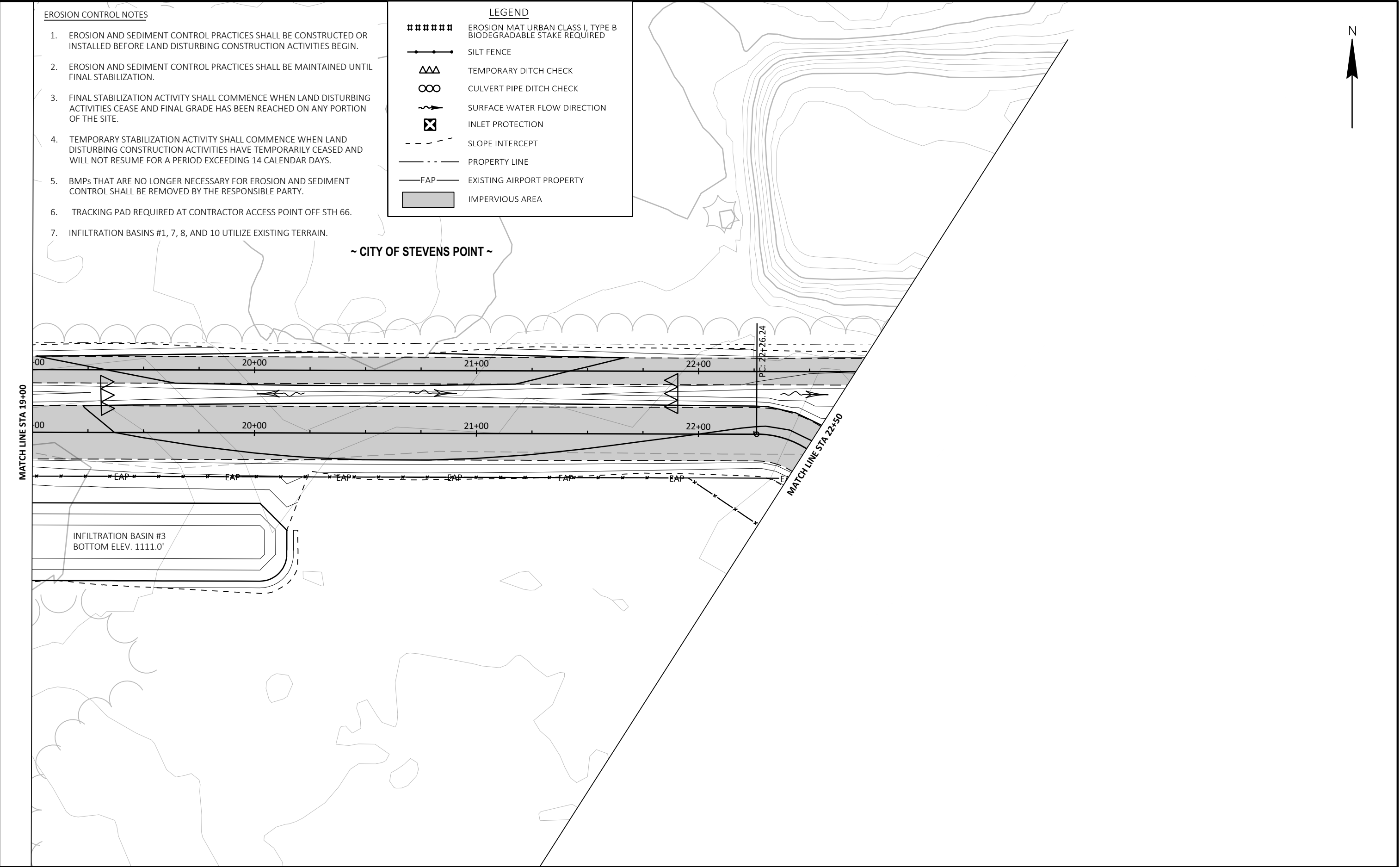


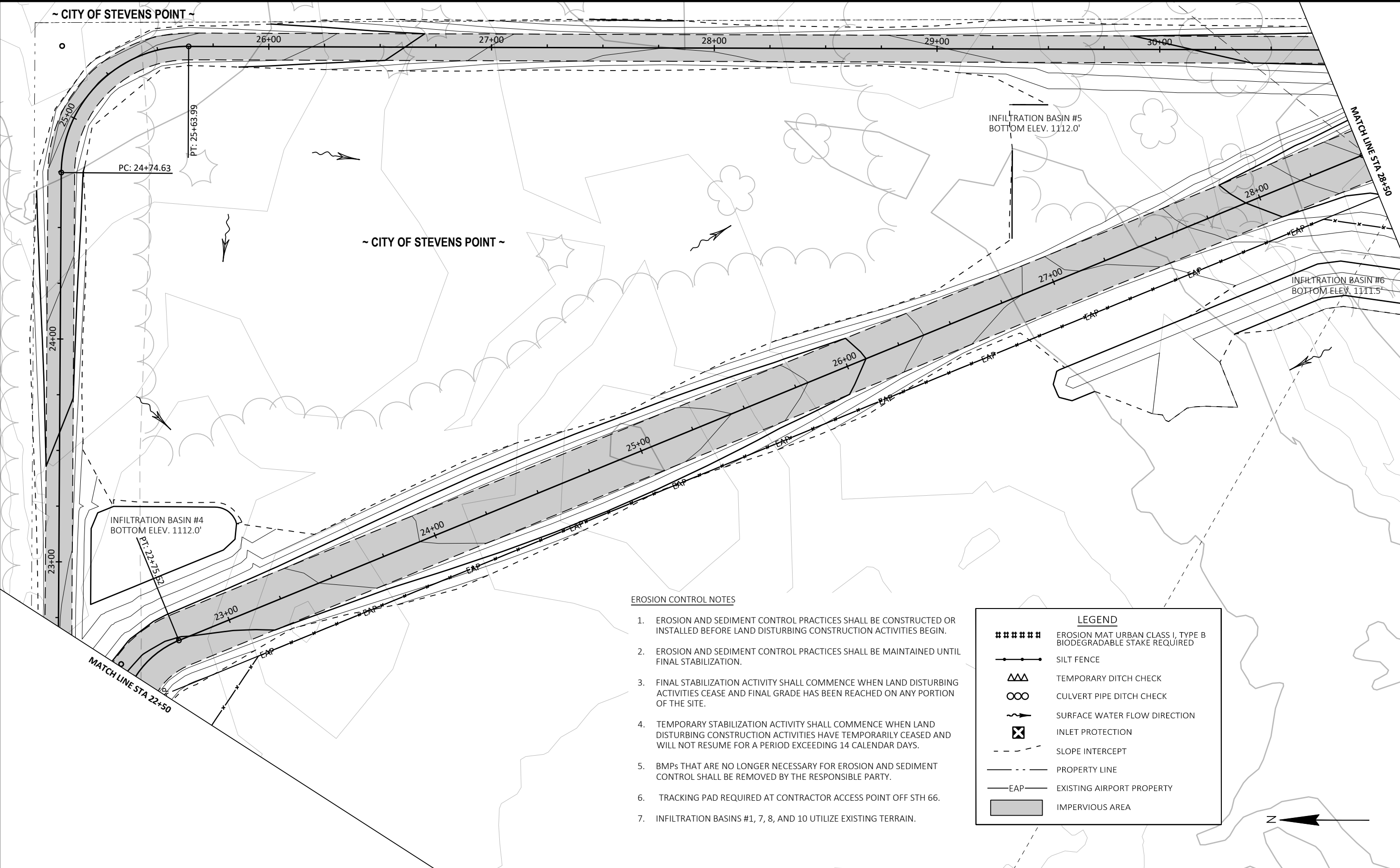
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LEGEND

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- △△△ TEMPORARY DITCH CHECK
- ∞ CULVERT PIPE DITCH CHECK
- SURFACE WATER FLOW DIRECTION
- ⊠ INLET PROTECTION
- - - SLOPE INTERCEPT
- - - - - PROPERTY LINE
- EAP— EXISTING AIRPORT PROPERTY
- IMPERVIOUS AREA



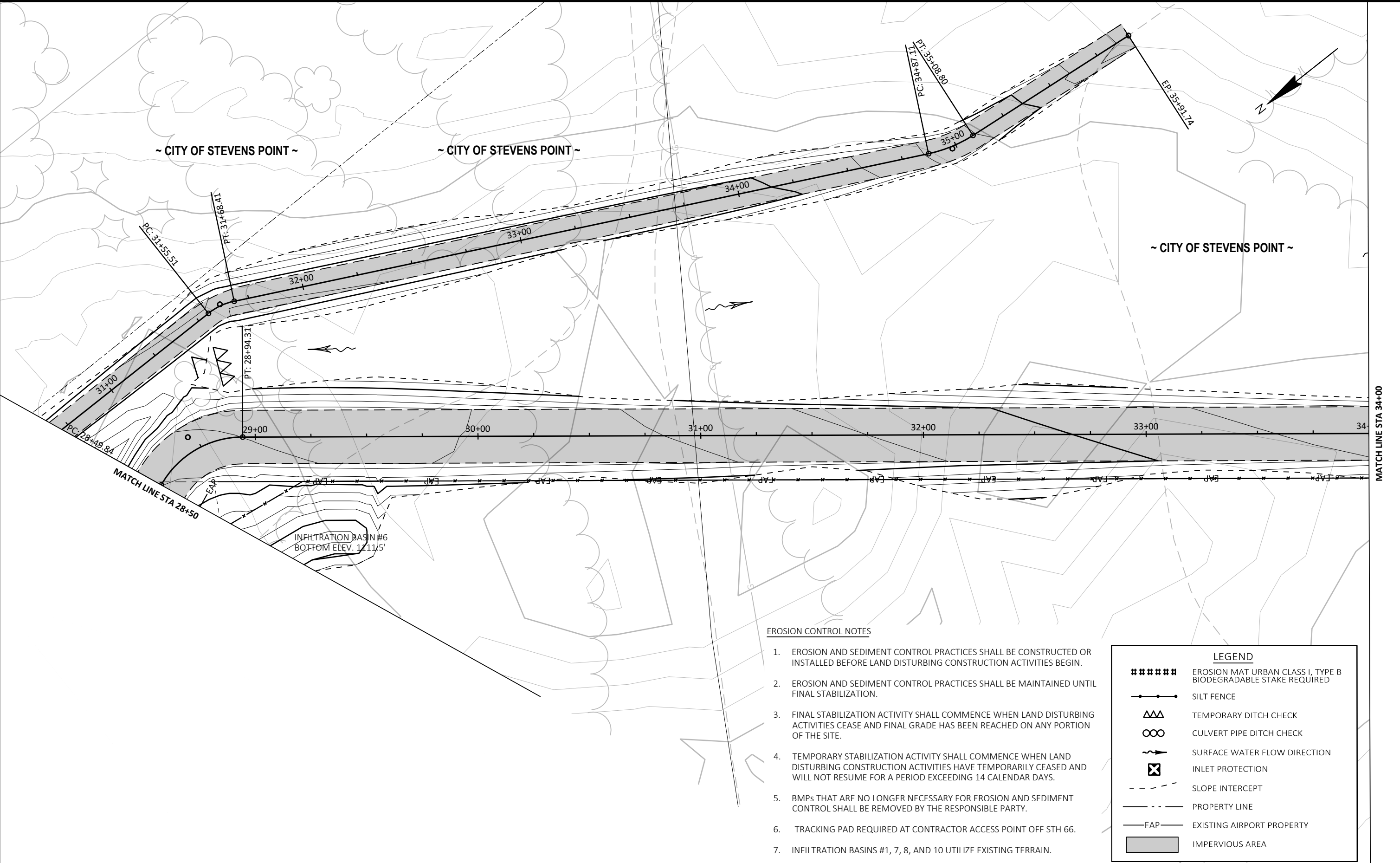


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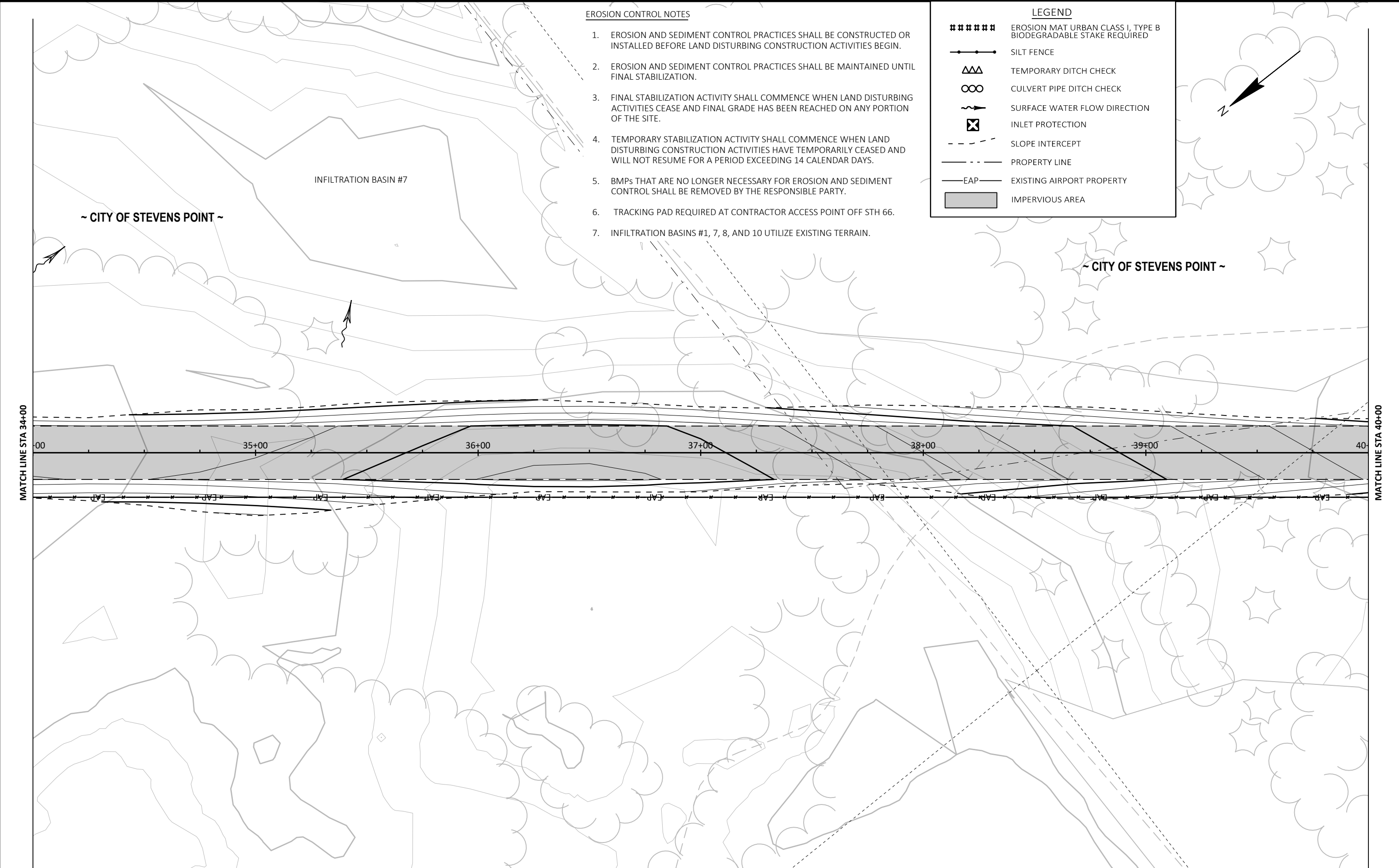


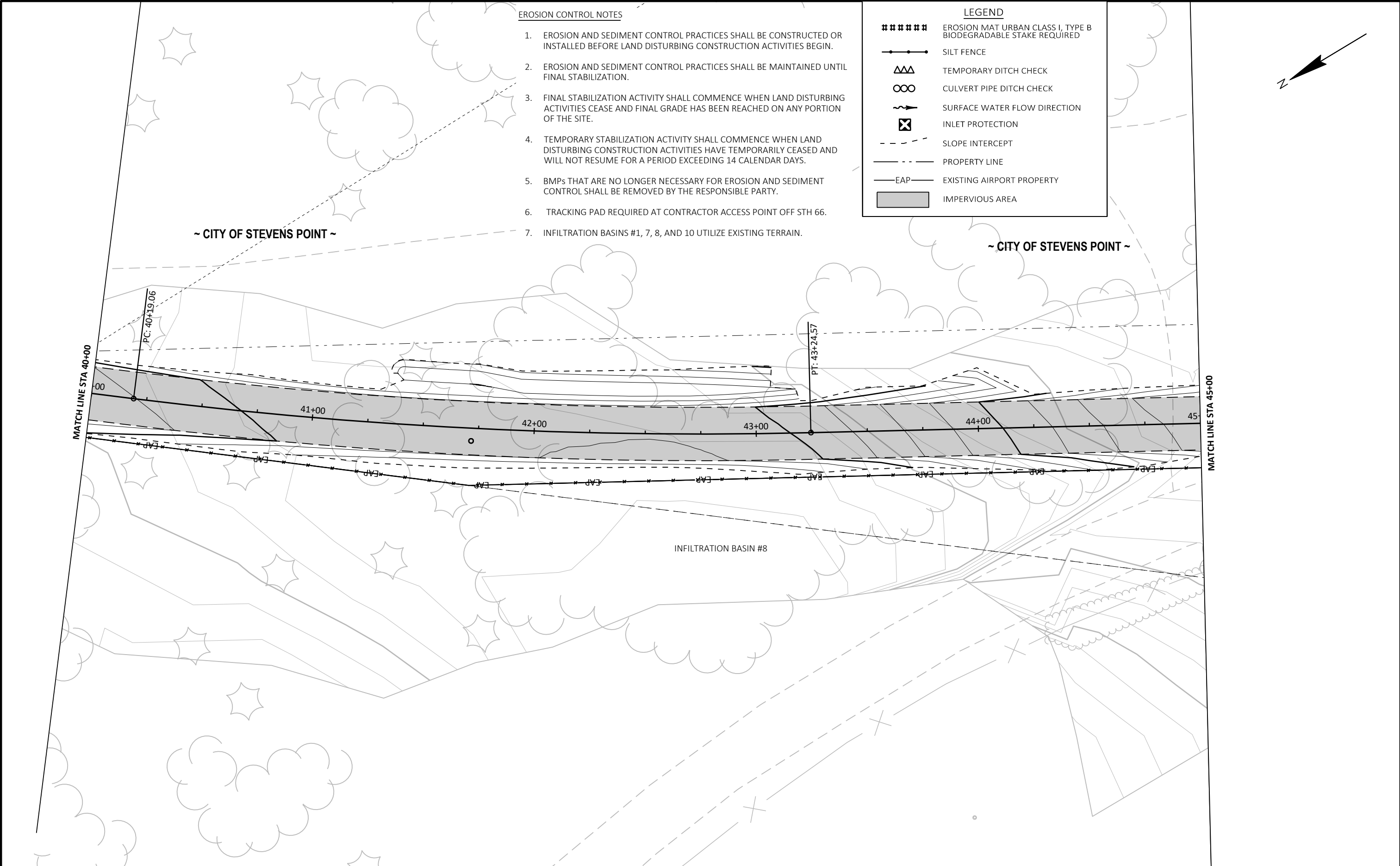
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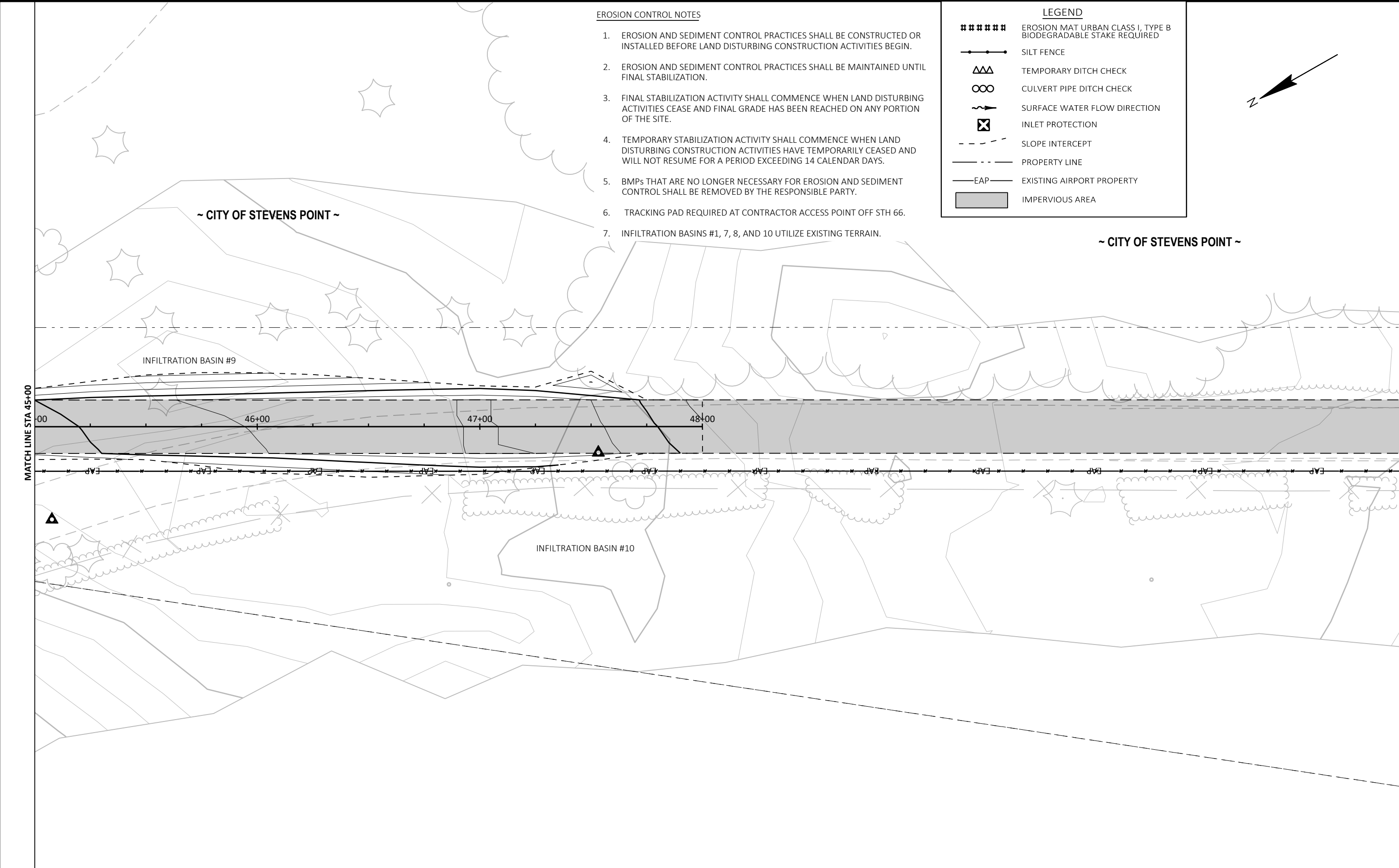
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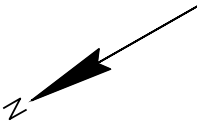


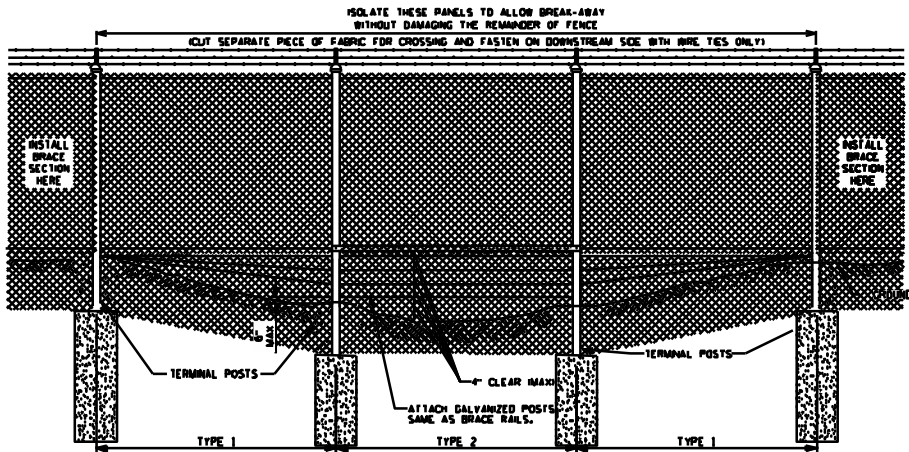
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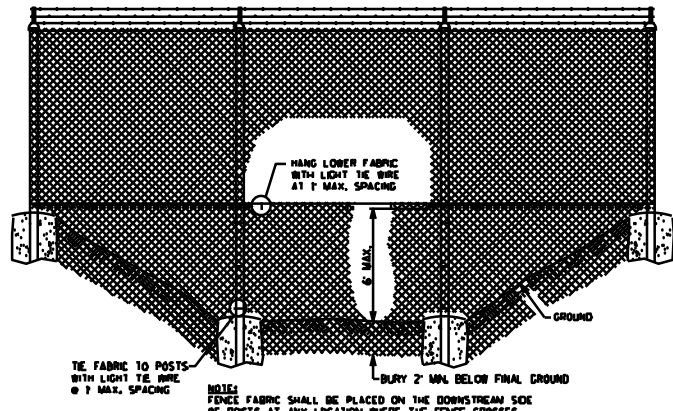
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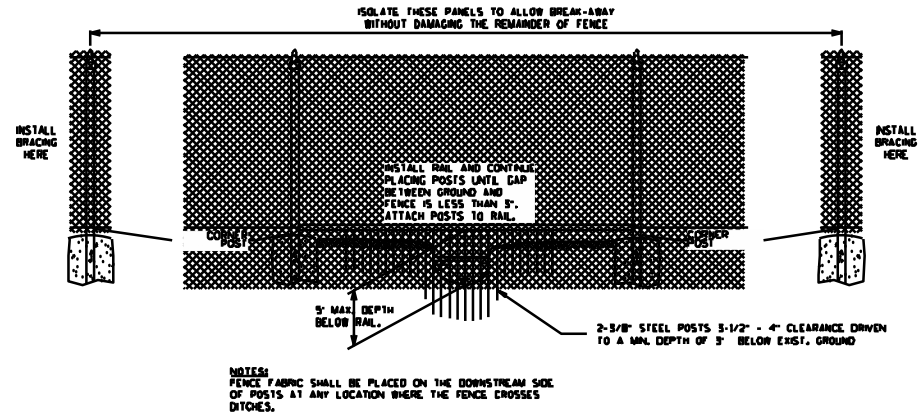




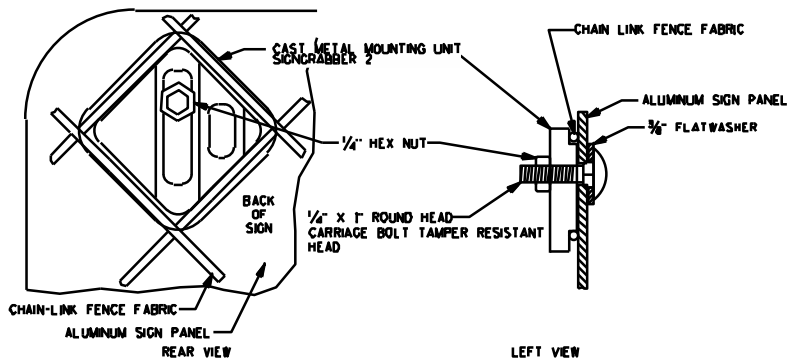
CHANNEL GUARD DETAIL
(FOR DRAINAGE WAYS WITH DEFINED CHANNELS)
NOTE: TYPE 1 CHANNEL GUARDS WILL REQUIRE 3 OR LESS GALVANIZED POSTS.
TYPE 2 CHANNEL GUARDS WILL REQUIRE 4 OR MORE GALVANIZED POSTS.



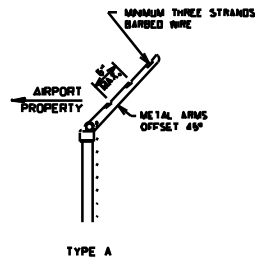
FENCE DETAIL FOR SWALE CROSSINGS
(FOR DRAINAGE WAYS WITH UNDEFINED CHANNELS)



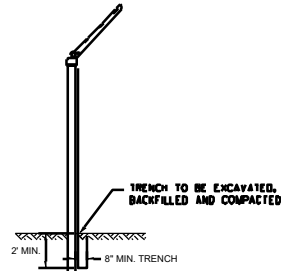
CHANNEL GUARD FOR STREAM/DITCH CROSSINGS
(FOR DRAINAGE WAYS WITH DEFINED CHANNELS)



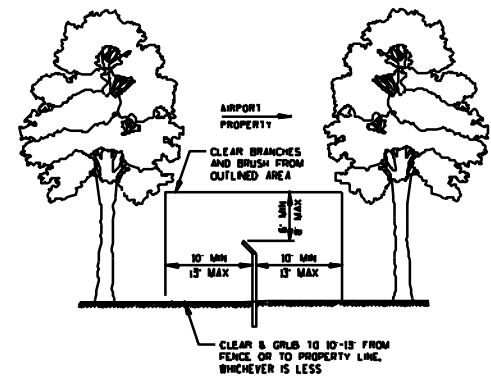
SIGN GRABBER 2 MODEL DETAIL
NOTES:
1) ALL HARDWARE SHALL BE ZINC PLATED OR GALVANIZED. THE SIGN PANEL SHALL MEET WISDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, SECTION 637.
2) THIS DETAIL SHALL BE USED FOR RELOCATED SIGNS. STEEL BAR DIMENSIONS SHOULD BE ADJUSTED TO FIT EXISTING SIGNS.



BARBED WIRE EXTENSION ARMS
FOR TYPE 1, 3 OR 5 FENCE WHEN SPECIFIED ON THE CONTRACT PLANS



BURY DETAIL



CLEAR AND GRUB DETAIL
NO GRUBBING IN WETLANDS

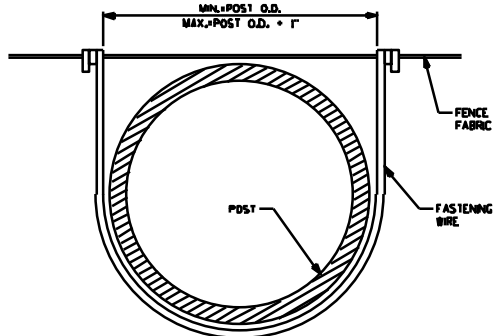
GENERAL NOTES:

- 1) ALL FENCING SHALL MEET FEDERAL SPECIFICATION F-162 AND RR-F-001B.
- 2) CHAIN-LINK FABRIC SHALL BE INSTALLED WITH A MAXIMUM SPACING BETWEEN THE FABRIC AND FINAL GRADE OF 2\"/>

NOTES: CLASS E FENCE

1) FABRIC FASTENERS:
MINIMUM 3/8\"/>

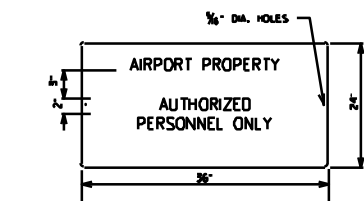
2) FENCE HEIGHT:
THE FABRIC HEIGHT IS THE NOMINAL FENCE HEIGHT.



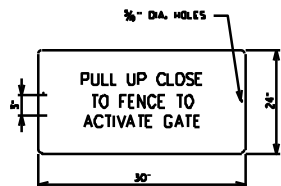
FABRIC FASTENING DETAIL

NOTES:

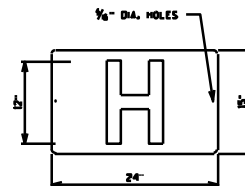
- 1) WIDTH OF LETTERING SHALL BE PROPORTIONAL TO HEIGHT.
- 2) THE CONTRACTOR SHALL ATTACH THE SIGNS SECURELY TO THE FENCE TO PREVENT REMOVAL OR DAMAGE. TIE WIRES OR HOOD RING TIES ARE NOT ACCEPTABLE. REFER TO THE SIGN ATTACHMENT DETAIL ON THIS SHEET.
- 3) GATE ID SIGNS SHALL BE ATTACHED TO THE LEFT BRACE SECTION (OUTSIDE FACING FENCE) AND CENTERED 5 FT. ABOVE THE GROUND AND 5 FT FROM GATE POST. NO TRESPASSING SIGNS SHALL BE CENTERED 5 FT. ABOVE THE GROUND AND SPACED PER PLANS.



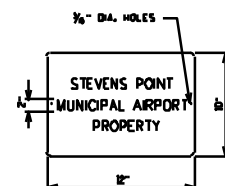
RESTRICTED AREA SIGN, ALL GATES



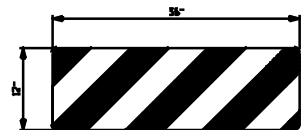
POWER GATE SIGN DETAIL



GATE ID SIGN DETAIL



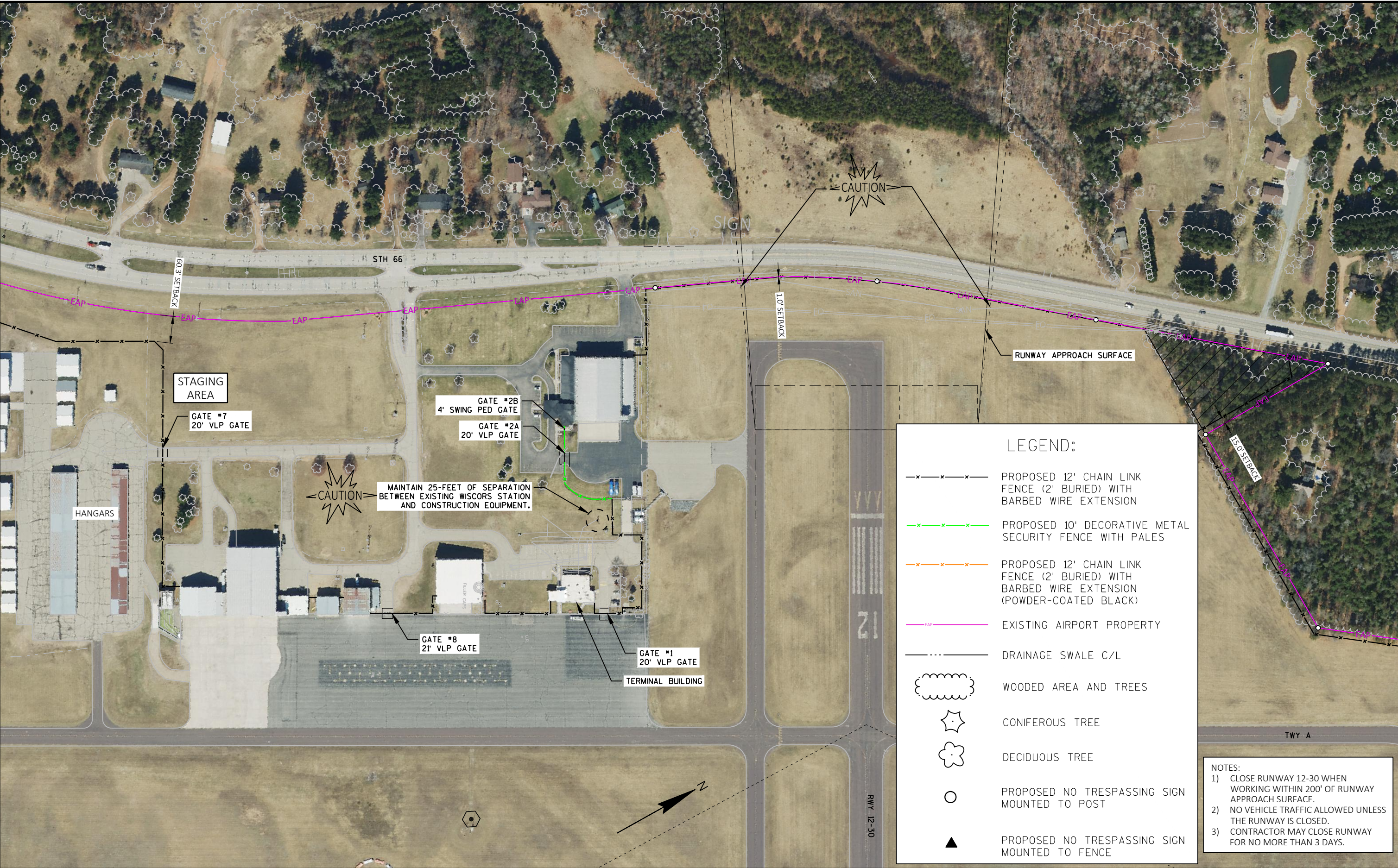
AIRPORT BOUNDARY SIGN DETAIL
MOUNT TO 6\"/>

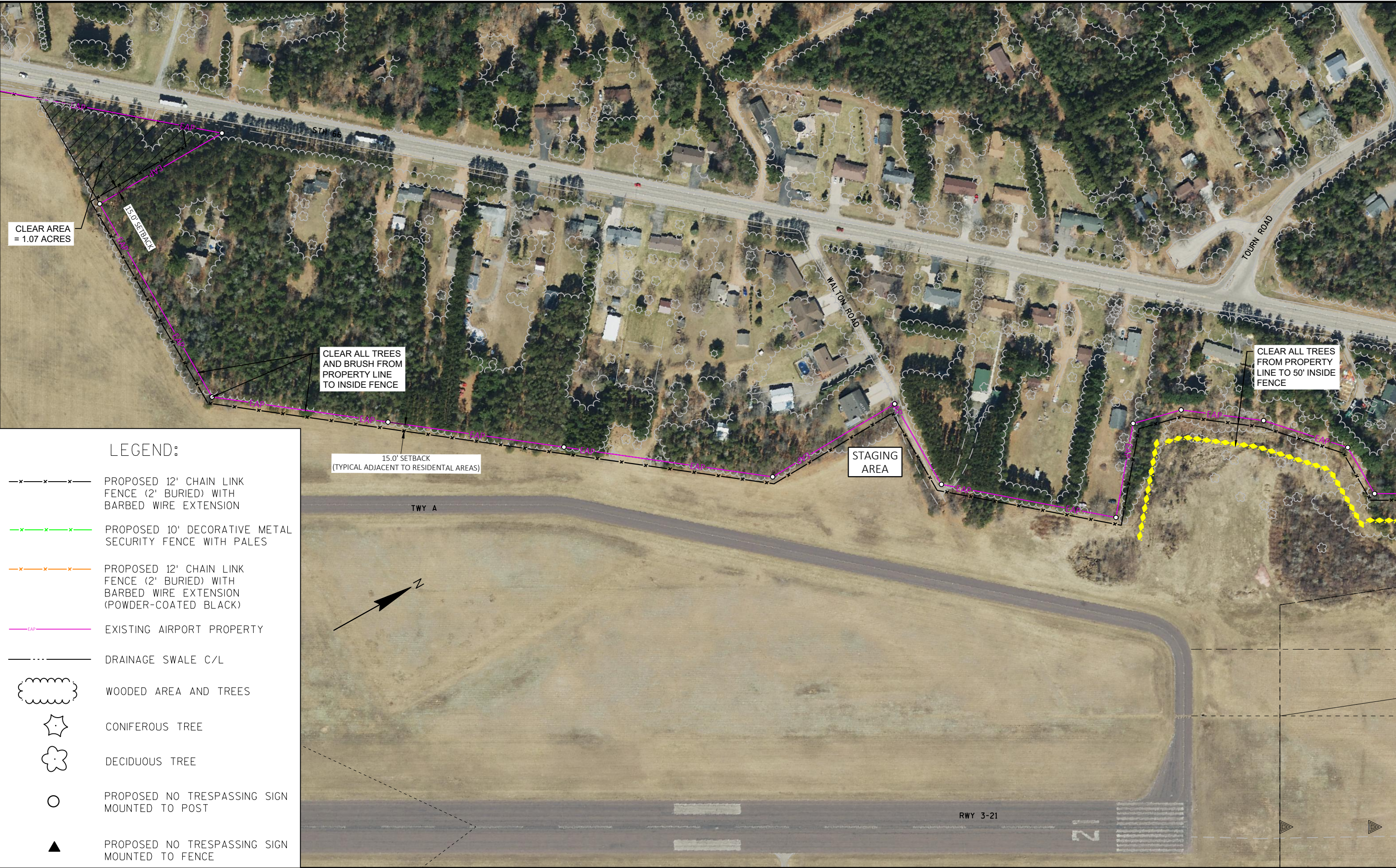


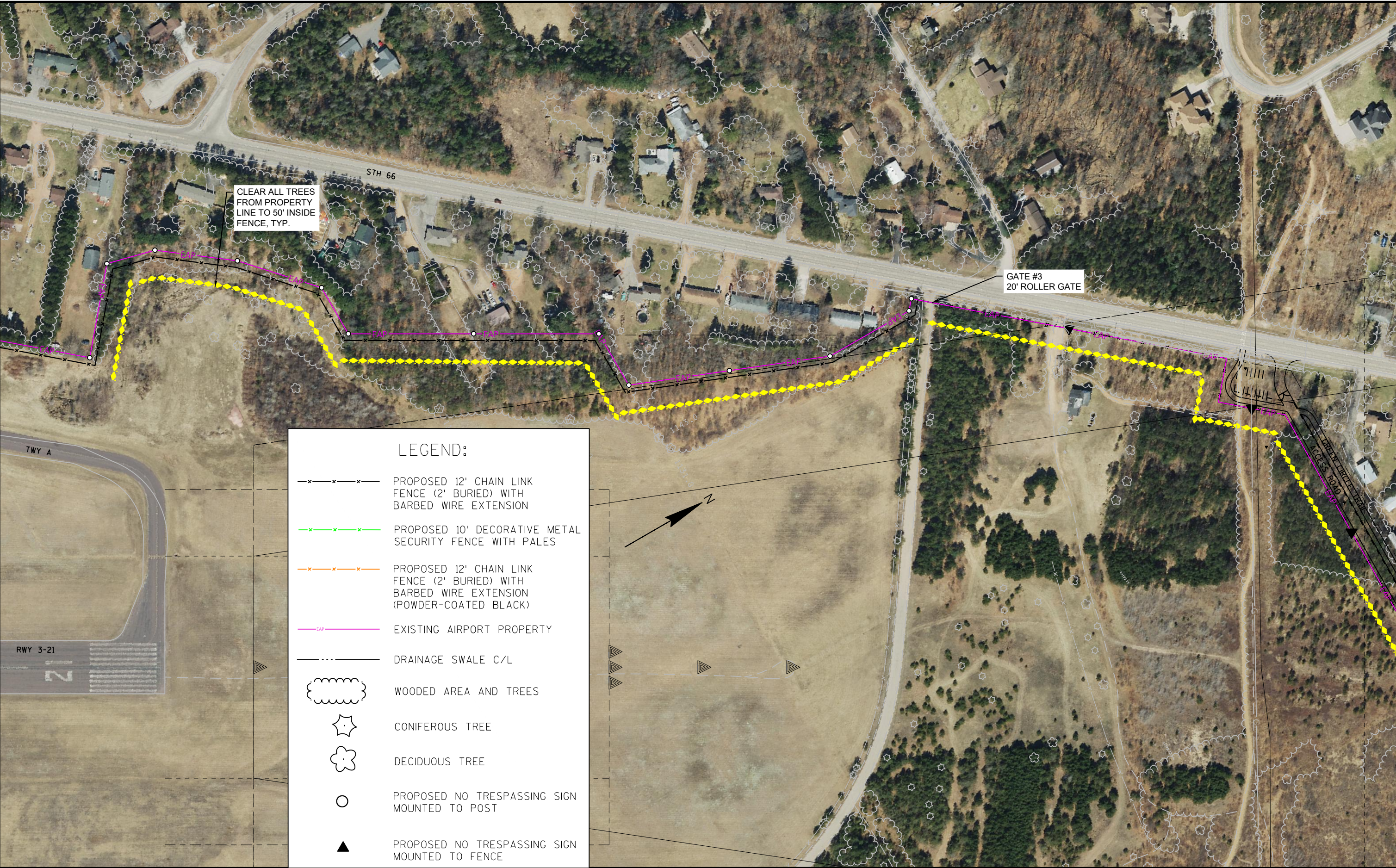
8 MARKERS REQUIRED FOR TYPE 3 OBJECT MARKER SIGN DETAIL

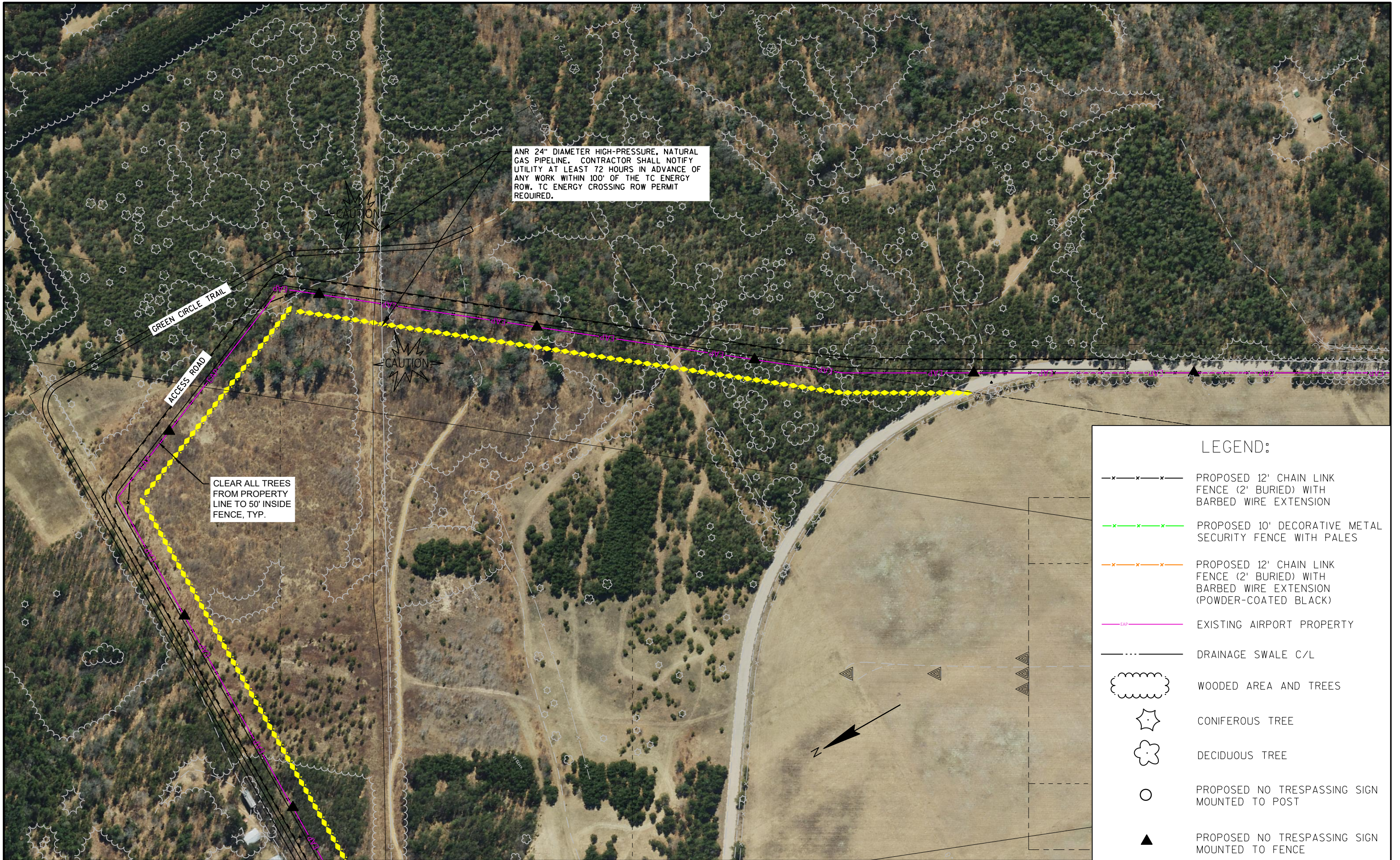
NOTES:

- 1) 0M-3M (RIGHT OF CENTERLINE) SIGN SHOWN. MIRROR STRIPES FOR 0M-3L (LEFT OF CENTERLINE) SIGN.
- 2) MOUNT SIGN ON FENCE PER DETAIL SHOWN ON THIS SHEET AND ON PLAN SHEETS.
- 3) SIGN COLOR IS REFLECTIVE YELLOW WITH BLACK STRIPES.
- 4) REFER TO MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (1988 EDITION) FOR SPECIFICATIONS.
- 5) MOUNT THE SIGN AS CLOSE AS POSSIBLE TO THE FABRIC TOP. MOUNT SIGNS FACING BOTH DIRECTIONS ON ROADWAYS GATES.



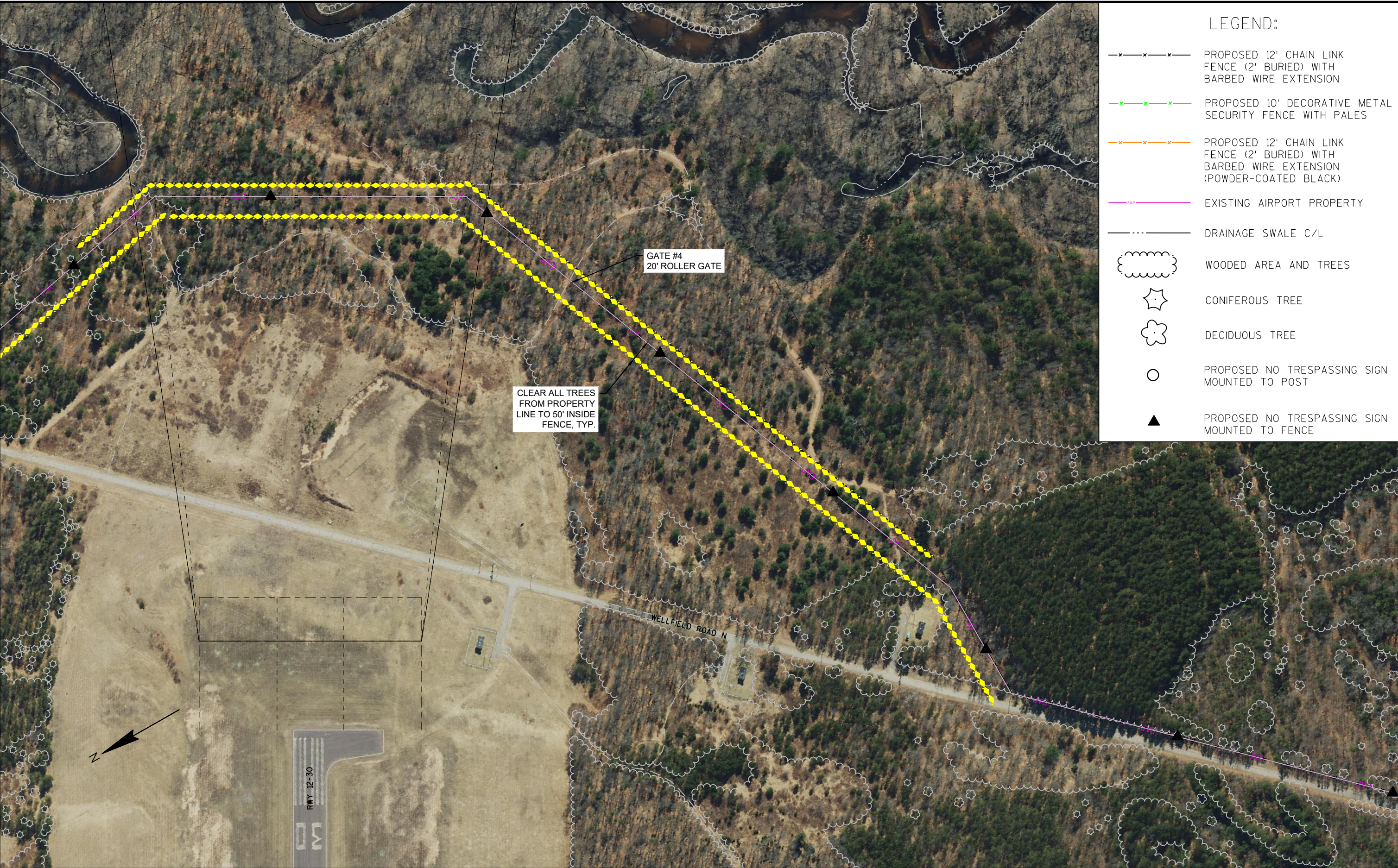




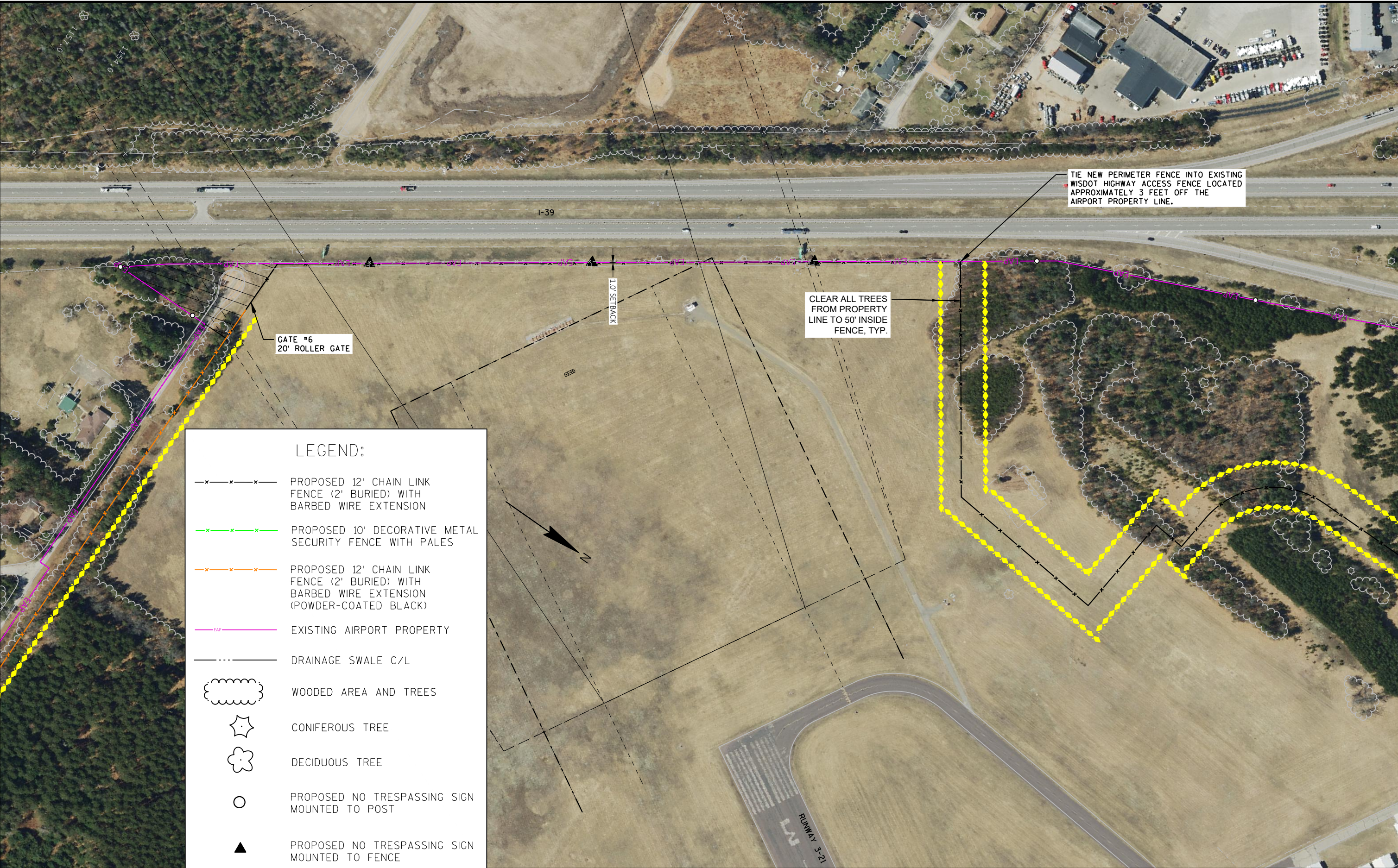






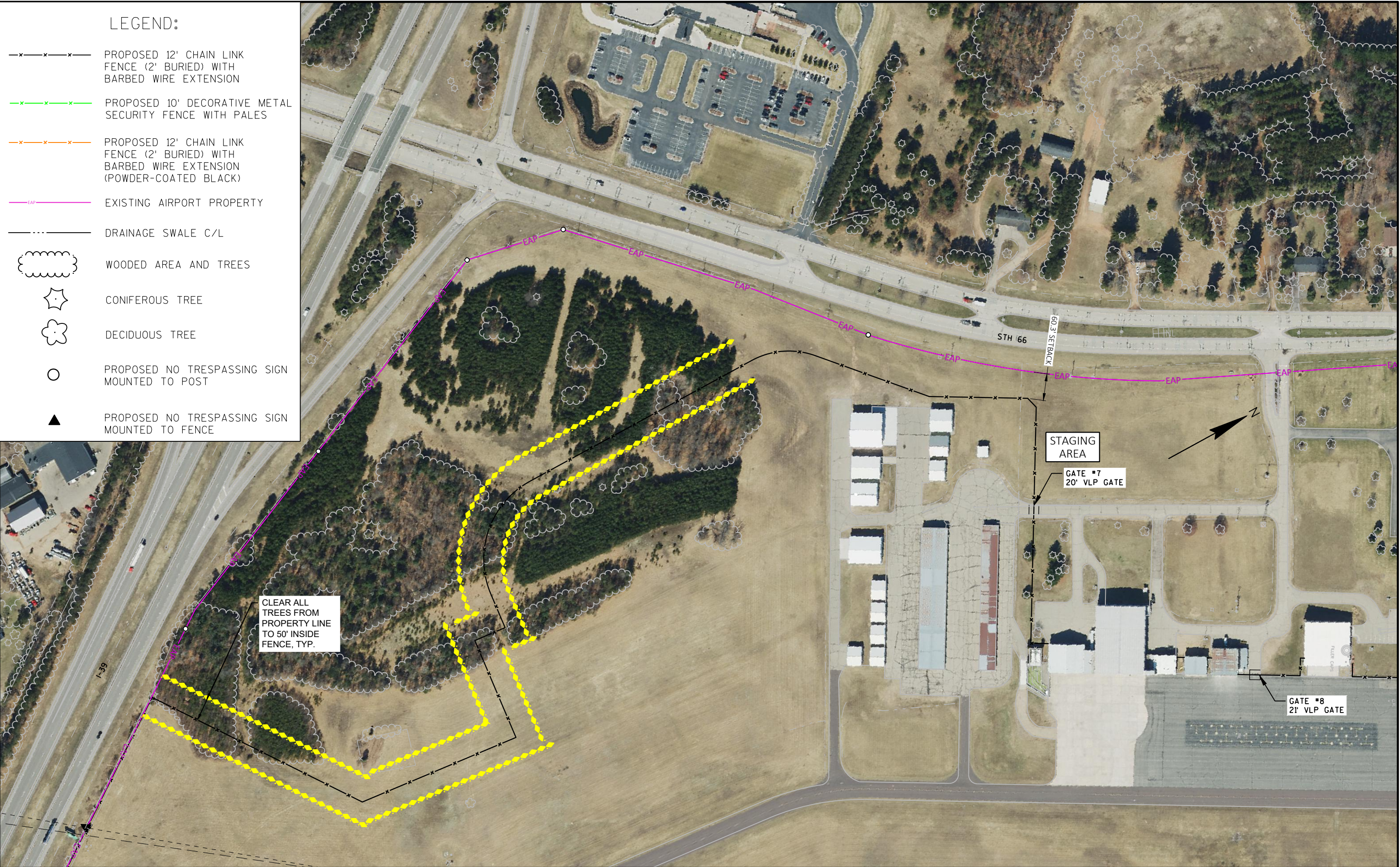


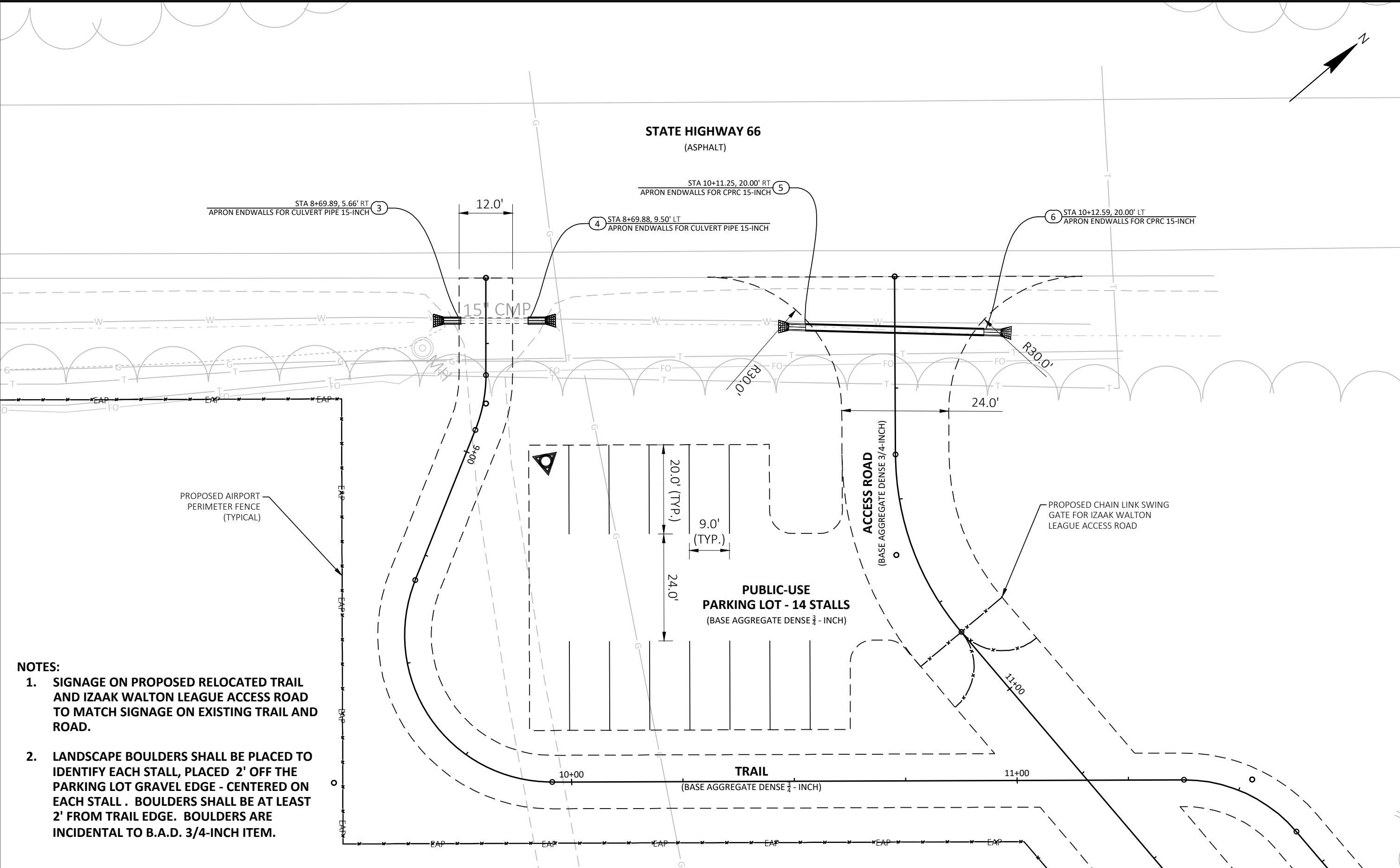


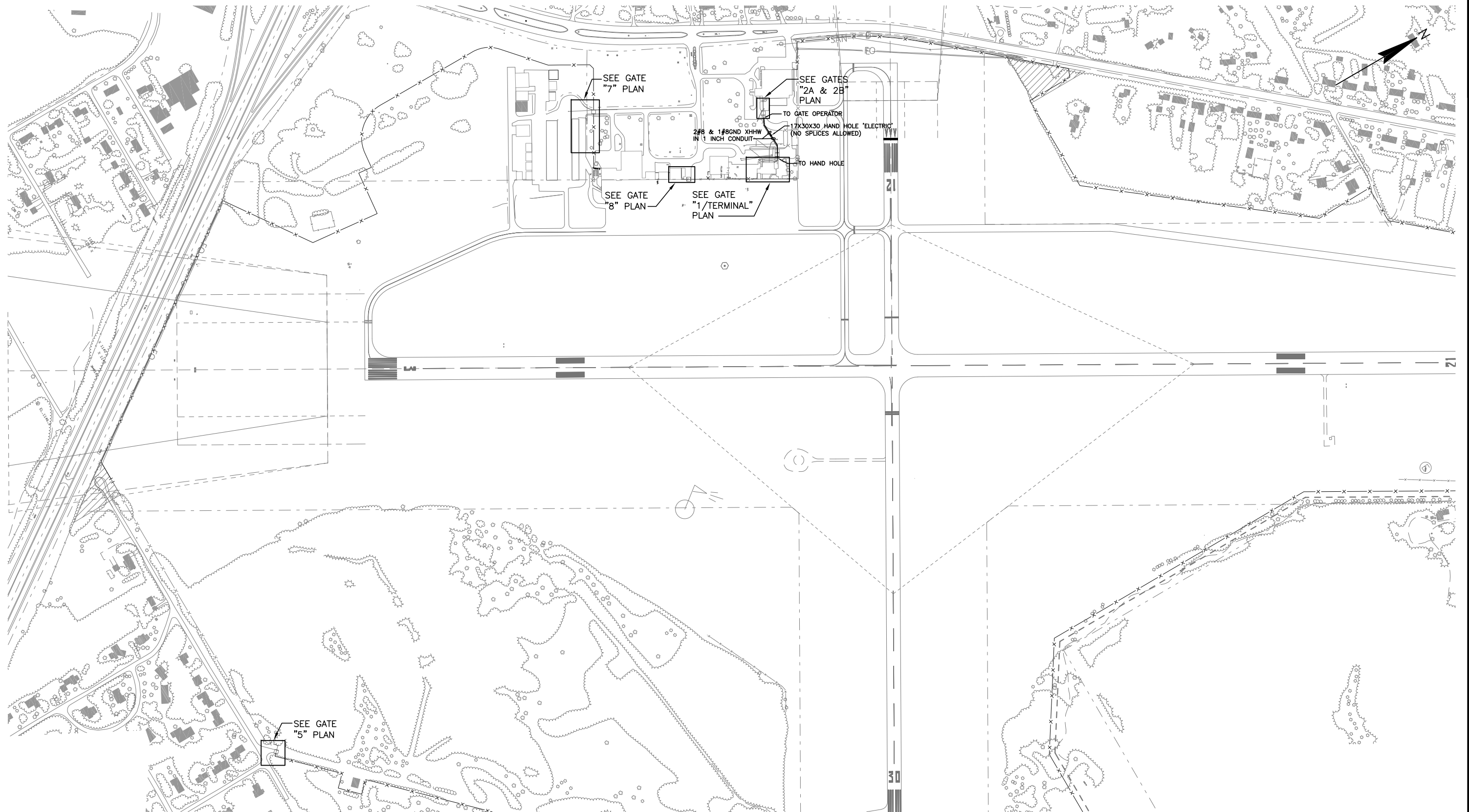


LEGEND:

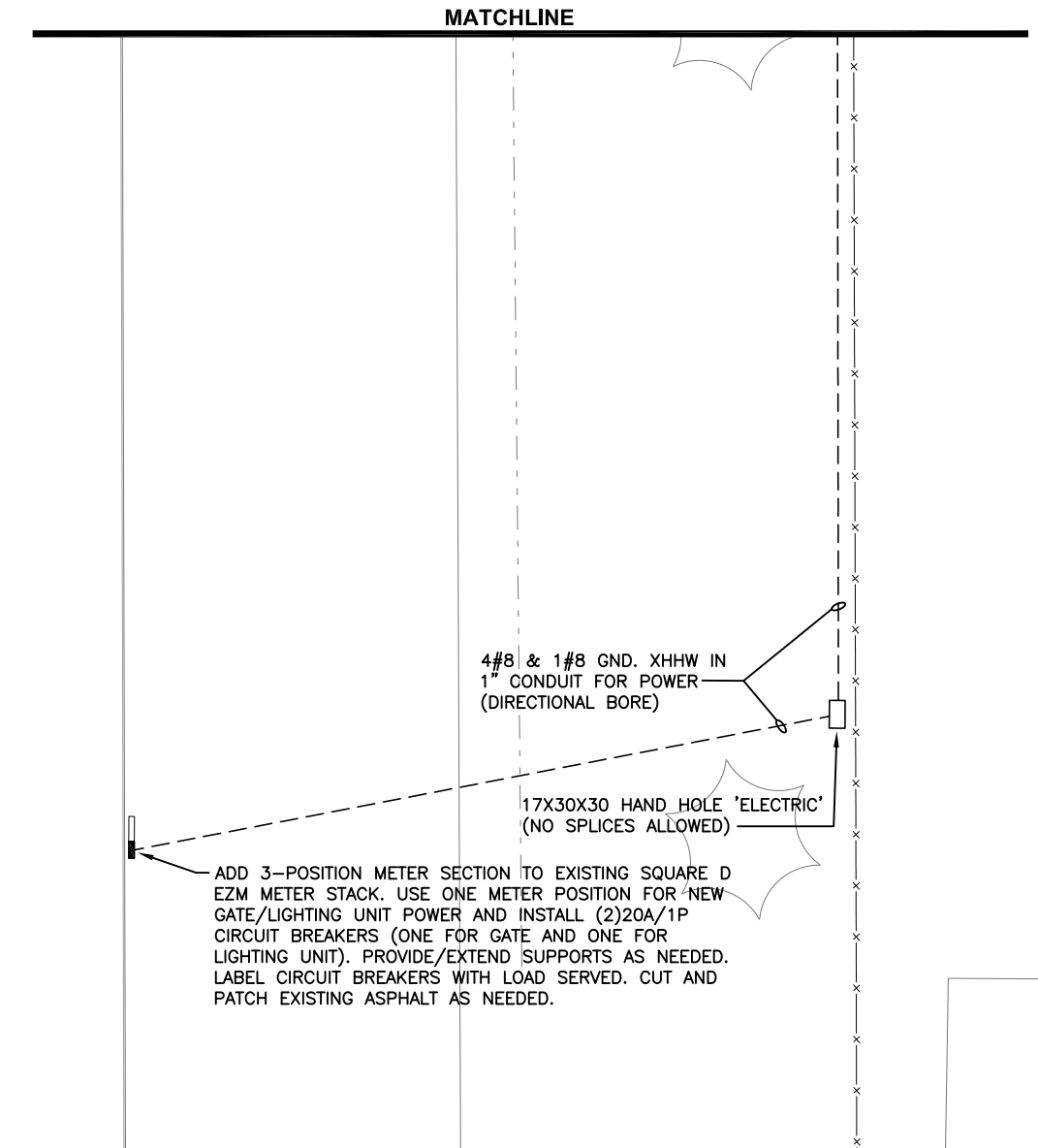
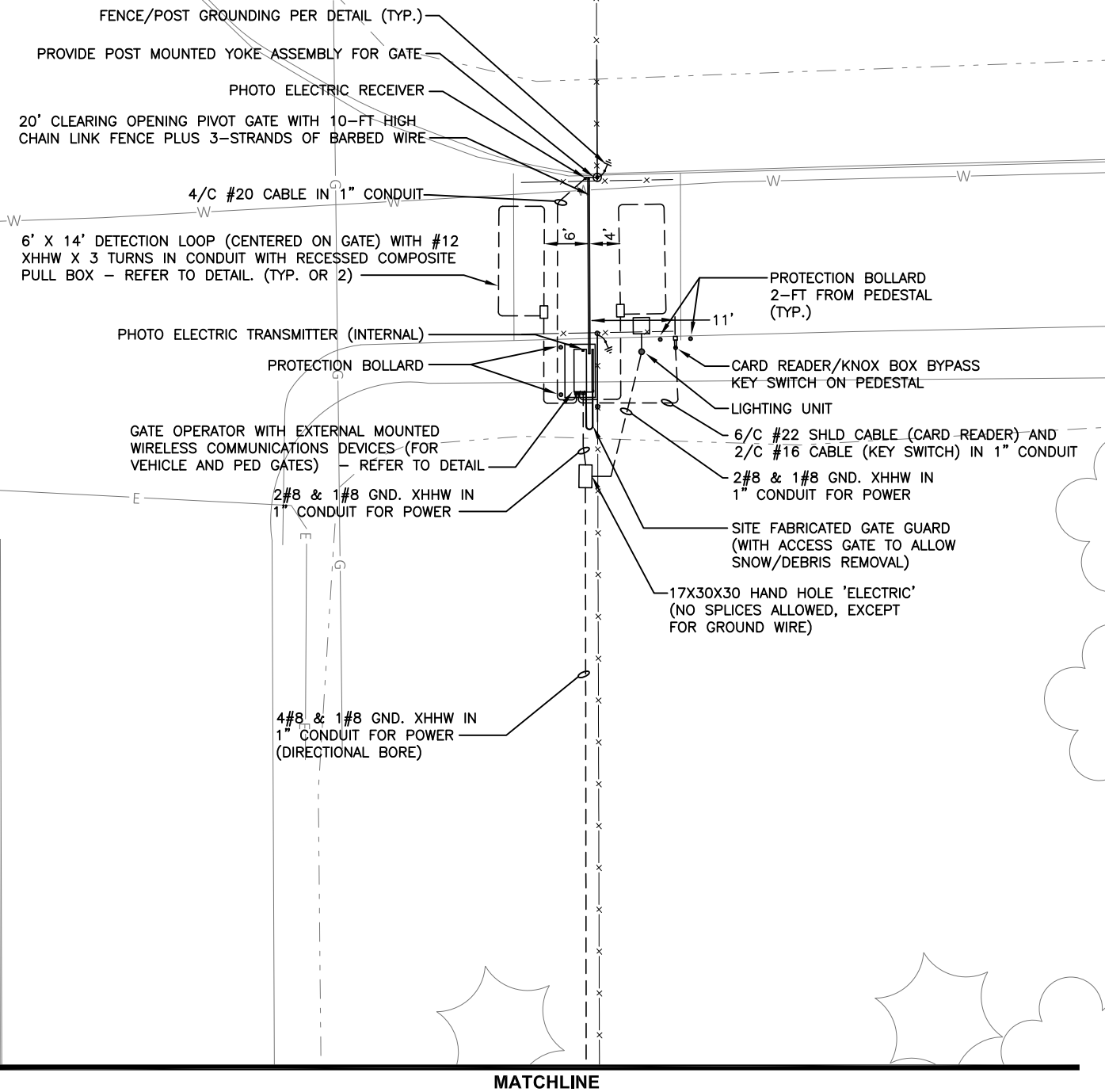
- PROPOSED 12' CHAIN LINK FENCE (2' BURIED) WITH BARBED WIRE EXTENSION
- PROPOSED 10' DECORATIVE METAL SECURITY FENCE WITH PALES
- PROPOSED 12' CHAIN LINK FENCE (2' BURIED) WITH BARBED WIRE EXTENSION (POWDER-COATED BLACK)
- EXISTING AIRPORT PROPERTY
- DRAINAGE SWALE C/L
- WOODED AREA AND TREES
- CONIFEROUS TREE
- DECIDUOUS TREE
- PROPOSED NO TRESPASSING SIGN MOUNTED TO POST
- PROPOSED NO TRESPASSING SIGN MOUNTED TO FENCE

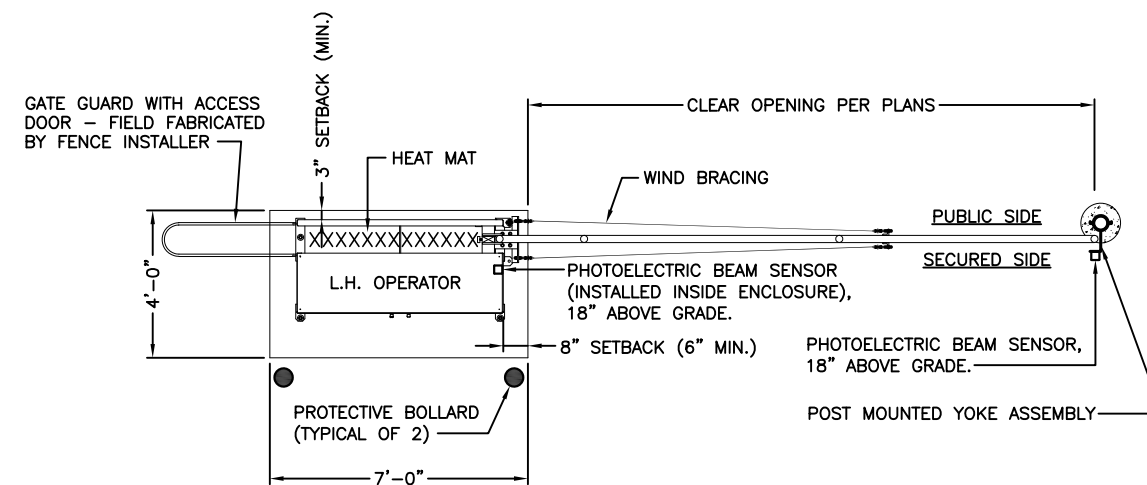




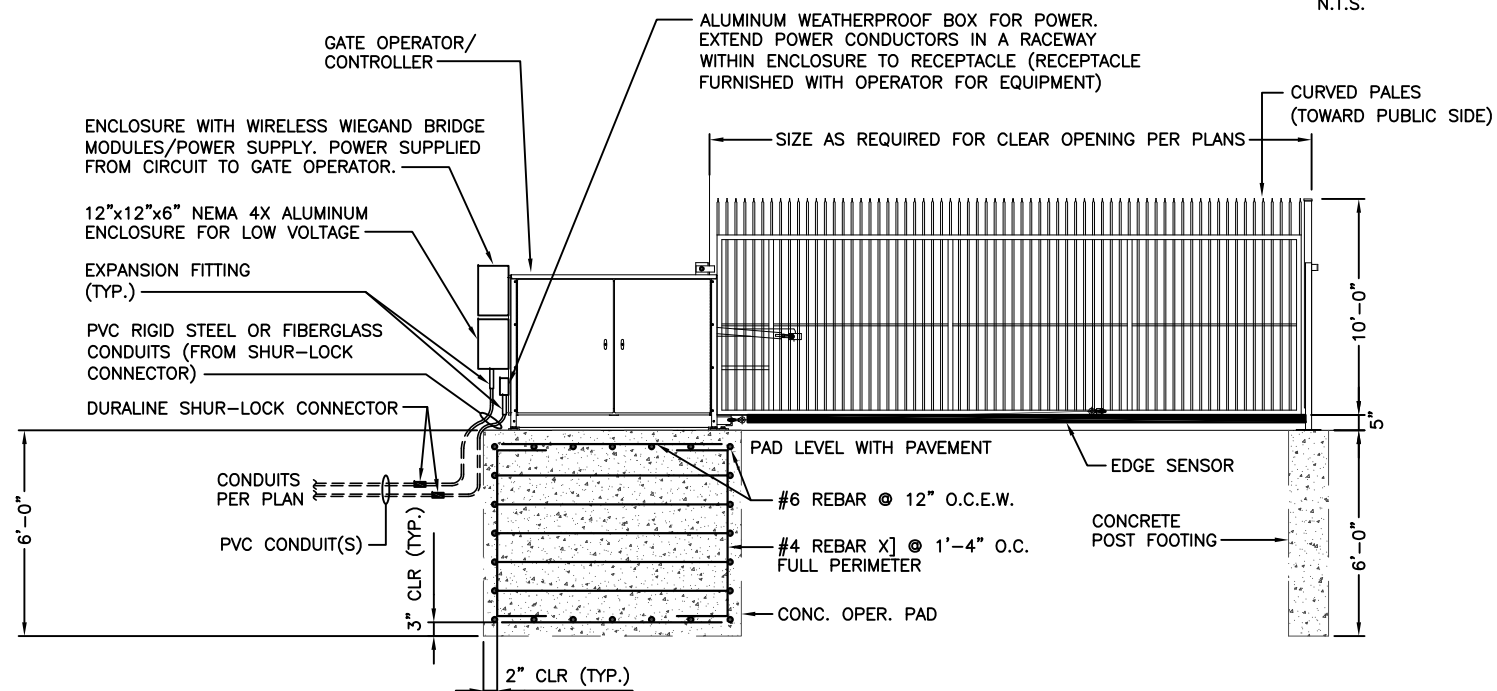








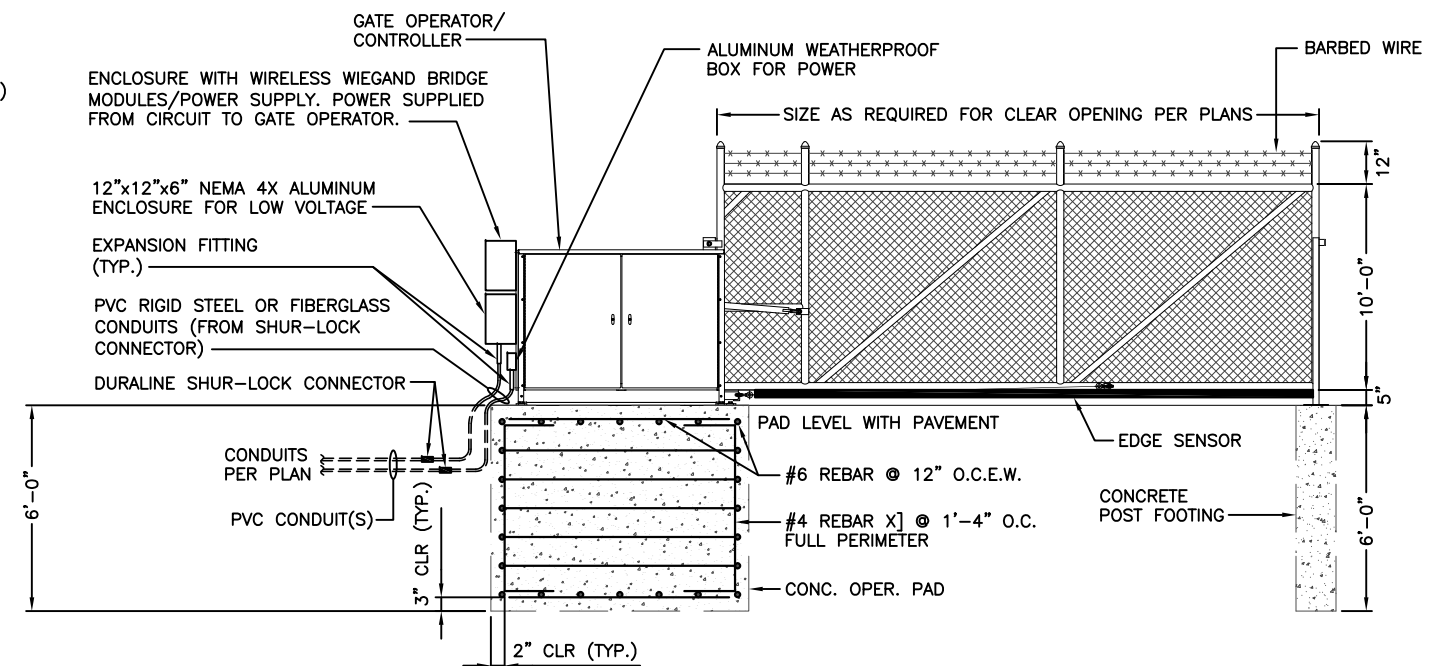
VERTICAL PIVOT LIFT GATE DETAIL - PLAN VIEW
N.T.S.



NOTES:

1. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH SPECIFICATIONS BY FACTORY AUTHORIZED INSTALLERS.
2. DO NOT SCALE DRAWINGS.
3. GATE IS DRAWN FROM THE SECURED SIDE LOOKING OUT.
4. SHOWN WITH STYLE 'D' YOKE.
5. EXACT DIMENSIONS OF EXISTING CONDITIONS SHALL BE VERIFIED AND ADJUSTMENTS INCLUDED AS NEEDED.

VERTICAL PIVOT LIFT GATE DETAIL - PICKET/PALES FENCE
N.T.S.



NOTES:

1. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH SPECIFICATIONS BY FACTORY AUTHORIZED INSTALLERS.
2. DO NOT SCALE DRAWINGS.
3. GATE IS DRAWN FROM THE SECURED SIDE LOOKING OUT.
4. SHOWN WITH STYLE 'A' YOKE.
5. EXACT DIMENSIONS OF EXISTING CONDITIONS SHALL BE VERIFIED AND ADJUSTMENTS INCLUDED AS NEEDED.
6. LOCATION OF OPERATOR PER PLANS.

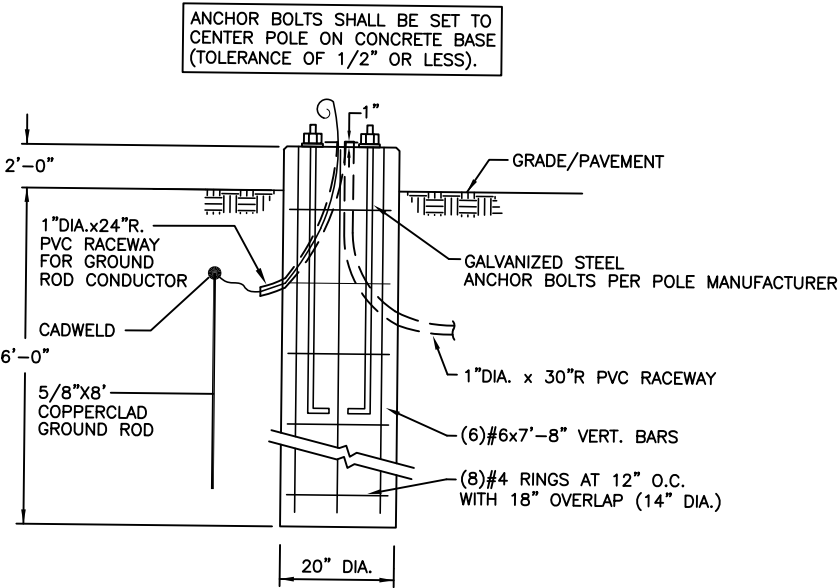
VERTICAL PIVOT LIFT GATE DETAIL - CHAIN LINK FENCE
N.T.S.



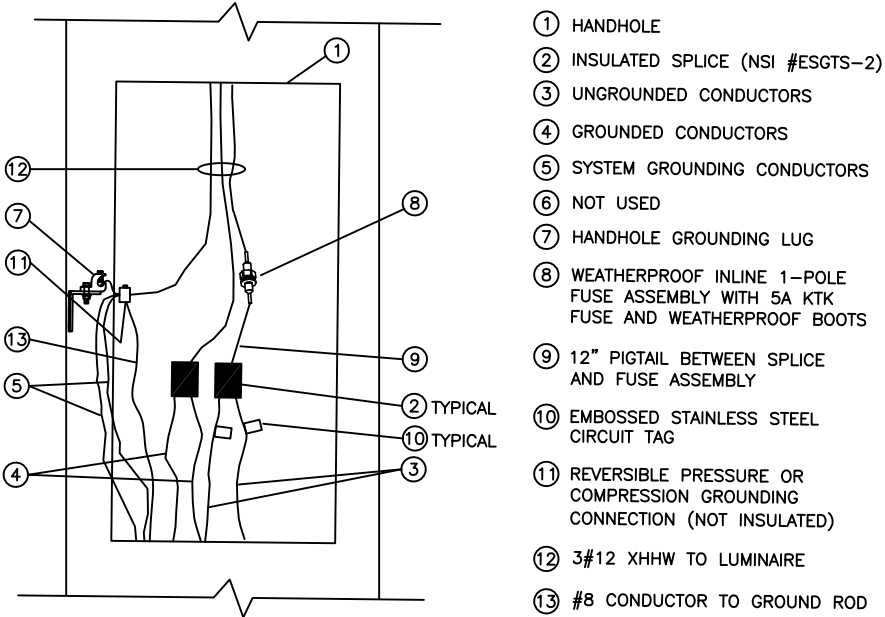
SHEET 7 OF 11

LIGHTING UNIT SCHEDULE					
DESCRIPTION	VOLT	LIGHTING FIXTURE		MTG.	SEE NOTE
		MFR.	CAT. NO.		
SINGLE LIGHTING UNIT WITH SENSOR -- 25FT POLE 8,901LM, 70W, 4000K, L85=100,000HRS	120- 277	LITHONIA	DSX1LED-P2-40K-T3M-MVOLT-PIRH-DDBXD SSA-25-5G-DM19AS-VD-FBC-ADB	POLE	CONC. BASE 1,2

LIGHTING FIXTURE SCHEDULE NOTES:
1. OR APPROVED EQUAL EQUIPMENT.
2. VERIFY COLOR WITH OWNER.



LIGHTING UNIT CONCRETE BASE
NO SCALE



LIGHTING UNIT POLE WIRING DETAIL
NO SCALE



Stevens Point Municipal Airport - Perimeter Fence / Access Road / Trail Project

Photos of existing site within proposed project limits:



View from I-39 NB looking north towards airport.



View from STH 66 looking northeast towards airport (Runway 12 approach end).



View from STH 66 at north end of airport looking northeast towards existing Izaak Walton League access road (proposed location for Gate #3).



View from STH 66 looking northeast at existing Green Circle Trail crossing (proposed location for new Izaak Walton League access road and trailhead parking lot – north of trail).



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	City of Stevens Point, Jason Draheim, Airport Manager	Contact Name	Stephanie Potter
Address	4501 Highway 66	Address	1 Systems Drive
City, State, Zip	Stevens Point, WI 54482	City, State, Zip	Appleton, WI 54914
Telephone	715-345-8989	Telephone	920-830-6128
Fax		Fax	
Email	JDraheim@stevenspoint.com	Email	stephanie.potter@westwoodps.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☒)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	City of Stevens Point
Address		Address	1515 Strongs Avenue
City, State, Zip		City, State, Zip	Stevens Point, WI 54482
Telephone		Telephone	715-345-8993
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
281240823230002		
Legal Description of Subject Property		
281240823230002 - CSM#10340-46-70 BNG PRT SESW &SWSE S14;NWNE SWNW&E1/2NW;W1/2SW;SESW S23 SUBJ AVIG ESMT-331/175-6 26.86A M/L 172/149&50&52; 330/444;332/453;335/648* 337/157;520/567ANNX		
Designated Future Land Use Category		Current Use of Property
Conservancy - Recreational Use (Access Road and Trail)		Public Use (Conservancy)
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)		
See additional sheet.		

How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)

The proposed development reinforces the character of the neighborhood by maintaining recreational opportunities for the neighborhood keeping the Green Circle Trail a connected access way from Highway 66 to the Plover River for the public to enjoy.

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

In areas where the trail abuts off City property, tree trimming will be performed in lieu of tree clearing to the maximum extent possible to preserve the natural look of the recreational trail while ensuring proper clearance requirements for trail users. The addition of impervious area requires that stormwater be directed to infiltration basins, which are located on airport property to reduce stormwater impacts to neighboring residents.

Current Zoning Surrounding Subject Property

North:	Residential, Conservancy	South:	Residential, Conservancy
East:	Residential, Conservancy	West:	Residential, Conservancy

Current Land Use Surrounding Subject Property

North:	Residential, Conservancy	South:	Airport
East:	Residential, Conservancy	West:	ROW, Airport, Conservancy

EXHIBITS

Owner Information Sheet	☒	Additional Exhibits If Any: See exhibits provided with Site Plan application submittal. Note: Existing signage on trail and access road is planned to be relocated to new alignment of trail and access road as deemed appropriate.
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
	3-18-21		3-18-21

Stevens Point Municipal Airport
Pre-Application Conference Request

The Stevens Point Municipal Airport / Mattson Field (Airport) is located in Portage County, Wisconsin and is owned and operated by the City of Stevens Point (Sponsor). The Airport primarily services the residents and businesses of Stevens Point and the surrounding communities. The Airport's current facilities have over 20 buildings and approximately 53 acres of paved surfaces.

The Airport is situated in an area with natural wildlife habitat, scattered agricultural lands, and residential development. A common wildlife hazard at airports across Wisconsin is the presence and abundance of white-tailed deer. The Airport is proposing the construction of a perimeter fence around the boundary of the Airport that would assist with wildlife control and increase security. With the addition of the perimeter fence, two existing incompatible uses will be relocated from the airport to City owned property - a segment of the Green Circle Trail and an access drive to the Izaak Walton League property.

Both uses have existed for a long time on the airport and at one time were thought to be compatible uses. These types of uses are no longer viewed as compatible and the City of Stevens Point wishes to remove the incompatible uses from airport property during the proposed perimeter fence project. In addition, the Izaak Walton League access road currently impacts the Runway 21 Runway Protection Zone (RPZ). As part of this project, those portions of the access road which impact the 21 RPZ would be relocated off airport property and beyond the extents of the RPZ. The proposed perimeter fence would provide a physical barrier between the airport and users of the access road and recreational trail.

The proposed project would be constructed in phases between fall of 2021 and the fall of 2022 to meet recommended mitigation measures required by the WDNR. Preliminary design plans call for the relocation of the Izaak Walton League access drive and the segment of the Green Circle Trail prior to completing the perimeter fence near those areas. Constructing the relocations prior to completing the perimeter fence construction would allow for continued access to the Izaak Walton League property and the continued use of the trail segment. Portions of the airfield may require closure during tree harvesting operations.

March 31, 2021

Adam Kuhn, Associate Planner/Zoning Administrator
Stevens Point Plan Commission Members
Community Development Department
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594

Dear Adam and Plan Commission Members,

This letter is in response to the request for written testimony regarding the proposed variances related to the municipal airport perimeter fencing project. Before we offer our thoughts, we believe it is important to share that for months we have been working with Joel Lemke, the Airport Commission, the Town of Hull, and a broad network of Stevens Point and Town of Hull residents regarding this project. We are thankful to collaborate with them and appreciate the patience and various perspectives each entity has exhibited during this process. We hope to expand this collaboration to include the city and Planning Commission as we strive to work respectfully and with a commitment to doing what is best for the community we share.

History:

Since the announcement of the fencing project, our community of neighbors have been engaged with the airport manager and Airport Commission in good faith. We authored a petition that was signed by over 120 people that requested due consideration of fence placement, height, and type (copy of petition along with our letter to the Airport Commission is included as Appendix 1). We continued good faith exchanges in this process with the understanding that *fence placement* was the only variable we were entitled to negotiate.

As a result of our petition, on December 14, 2020, the Airport Commission declined our request to push the fence section that runs along East Maria Drive back a couple hundred feet, but agreed to increase the setback along East Maria Drive. They also requested that the planners investigate the use of black fencing (alternate fencing) as a more aesthetically pleasing and camouflaged alternative. Subsequent conversations with Joel Lemke have occurred since that meeting and Joel has recently assured us that older growth trees along the East Maria Drive perimeter would not have to be cut by this project if the fence setback is increased, or maintenance road requirements diminished, or both.

Opposition:

We remain deeply appreciative of the efforts of Joel Lemke and the Airport Commission to accommodate our concerns over views of the fence and the destruction of trees – some very old – in order to fence the airport perimeter. However, as affected residents who have now been solicited for public comment, we stand in opposition to any variances that involve the fencing to be granted that stray from city code. We do so because we continue to be uncertain about the necessity of the fence in

general, but have been trying to be good neighbors and work towards a mutual solution. We stated to the Airport Commission, and do so again here, barbed wire conveys only one thing - a prison atmosphere. City codes are put into place to protect a greater good for the community. If the fence proposal needs a variance for the airport to achieve its goal, then perhaps that is a sign that it is not the correct solution.

Stevens Point prides itself on being family-friendly town with public wooded lands. This project already takes a beautiful green space and fences it off from recreational use by the city residents. Please consider sparing the many citizens and residents who walk along the roads and the Green Circle Trail the visual offense of looking at a prison-like fence. We assert that zoning laws were established primarily to protect and promote the common good. While variances may be granted, we emphasize the excellent reasons why the Stevens Point code does not currently permit 10' fences with barbed wire in residential zoned areas - it does nothing but convey a prison atmosphere within a residential neighborhood.

In closing, we reiterate our appreciation for the careful listening and considerations accorded to date, and we emphasize here that we continue to work together as neighbors and a community toward a greater good. Our concern from the very beginning has focused on the location, fence type, height, aesthetics, and because of these we oppose the requested variances.

We appreciate your time, effort and consideration in this matter.

Sincerely,

Kurt and Maria Mansavage

Russ and Jill Klesmith

Todd and Nancy Huspeni

Administrative Staff Report

Amend Planned Development Plan

Fourth Avenue & Washington Avenue

April 5, 2021



Department of Community
Development

Applicant(s): - D-J Rice Development, LLC Staff: - Ryan Kernosky, Director rkernosky@stevenspoint.com - Adam Kuhn, Associate Planner akuhn@stevenspoint.com Parcel Number(s): 281240830402416 281240830402417 281240830402422 281240830402423 281240830402424 281240830402425 281240830402426 281240830402427 281240830402428 281240830402429 Zone(s): "PD" Planned Development District Master Plan: - Residential Council District: - District 4 Ald. Zarazua Lot Information: - Frontage: 25 ft. - Depth: 122 ft. - Lot Size: 3,136 sq. ft. (0.072 ac.)	Request - Request from D-J Rice Development, LLC to amend the plans for the Planned Development Zoning District, specifically to allow possible combination of lots 7 & 8, 13 & 14, 15 & 16, 17 & 18, and 19 & 20 to allow for single-family or zero-lot line use, located on Washington Avenue and Fourth Avenue (Parcel ID's 281240830402416, 281240830402417, 281240830402422, 281240830402423, 281240830402424, 281240830402425, 281240830402426, 281240830402427, 281240830402428, 281240830402429). Attachment(s) - Application - Plans Findings of Fact - In March of 2018, the Common Council approved the following requests as part of a plan to create ten twin home buildings and 20 zero-lot line lots: - Amend the Future Land Use Map from Institutional/Government to Residential. - Rezone the property from "R-3" Single- and Two-Family Residential to "PD" Planned Development District. - Approval a final subdivision plat review. - During July of 2019, the Plan Commission voted to amend plans for the subdivision plat by converting two of the twin homes into single-family homes. This change occurred within lots 9-12. - This request aims to allow for the possible conversion of five of the zero-lot single-family to allow for single-family use. Lots impacted by this request are the following: 7-8 and 13-20. - The existing development agreement will need to be amended should this request be approved. - Amending plans for this development requires a site plan review that is reviewed and approved by the Plan Commission. - The Plan Commission may attach conditions as necessary to the site plan review. - Costs of construction materials have increased significantly since the COVID-19 pandemic and subsequent lumber tariffs imposed on Canadian lumber.
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Current Use: • Vacant Applicable Regulations: • 23.02 (4)(b)(2)(10)	Staff Recommendation Approve the plans for the Planned Development Zoning District, specifically to combine lots 7 & 8, 13 & 14, 15 & 16, 17 & 18, 19 & 20 to allow for either zero-lot line single-family or single-family use, with the following conditions: 1. The applicant shall combine lots 7 & 8, 13 & 14, 15 & 16, 17 & 18, and 19 & 20 by producing a certified survey map that is reviewed and approved by Community Development Department staff. 2. The development agreement shall be amended to reflect the request, obtaining approvals from the Finance Committee and Common Council.
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Vicinity Map



Background

In March 2018, the Plan Commission and Common Council voted to approve a Future Land Use Map amendment, rezoning and subdivision plat to allow for the construction of ten twin homes that would create 20 zero-lot line lots. Following the 2018 approvals, the Plan Commission voted to approve an amendment to the approved conceptual plan to allow for the conversion of two twin homes (lots 9-12) into single family use.

The applicant is seeking, as part of this request, to amend an approved conceptual plan for the grant plat for the townhome development along Fourth Avenue and Washington Avenue. Similar to the 2019 amendment, the request aims to allow for the conversion of five of the twin homes (lots 7-8 and 13-20) for single family use. Note that should the Plan Commission approve of this amendment, an amendment to the development agreement will need to occur to reflect these changes. The following outlines the deviations in Zoning Code standards for the impacted lots:

- Lots 7-8:
 - Lot size: 6,146 sq ft
 - Lot width: 50.18 ft
 - Height: not to exceed 39 ft
 - Front yard setback: minimum of 12 ft, maximum of 65.42 ft
 - Side yard setback: 5 ft each side
 - Rear yard setback: minimum of 20 ft
- Lots 13-14, 15-16, 17-18, 19-20:
 - Lot size: 6,112 sq ft
 - Lot width: 61.26 ft
 - Height: not to exceed 39 ft
 - Front yard setback: minimum of 12 ft, maximum of 65.42 ft
 - Side yard setback: 5 ft each side
 - Rear yard setback: minimum of 20 ft

The following depicts the lots impacted as part of this request:



Amending the adopted conceptual plan to allow for single-family uses requires approval from the Plan Commission and Common Council. The aforementioned request is described in the following section:

(10) Modification of Adopted Concept Plan

The Administrator is authorized to approve minor modifications to an approved concept plan. All modifications not listed as minor below shall be considered by the Common Council consistent with the original approval of the PD. The following modifications shall be considered minor:

- a) Up to a 10 percent increase or any decrease in gross floor area of a single building.*
- b) Up to a 10 percent reduction or any increase in the approved setbacks from exterior property lines.*
- c) Relocation of parking areas, internal streets or structures where such relocation occurs more than 100 feet from exterior property lines.*

Standards of Review – Conceptual Plan Review

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

Analysis: The City of Stevens Point Comprehensive Plan Future Land Use Map identifies this area for residential use.

Findings: The amendment proposed is consistent with the future land use designation of the impacted lots.

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

Analysis: Setback, lot area and lot width requirements are deviations granted to this development as part of the 2018 approval process and are carried over to this request.

Findings: Zoning standards within the R-3 zoning district do not match the development pattern that has occurred within the neighborhood. For example, if new homes were built on a R-3 zoned lot meeting the current zoning code requirements, lot size would increase to a minimum of 8,000 square feet, as would the setbacks required (e.g., 25 feet from the street). The result would create an inconsistent development pattern, as the majority of homes in the neighborhood exist on 6,000 square foot lots and are in many instances 5-15 feet from the front property line and 3-5 feet from the side. This means the existing homes are considered nonconforming structures. Additionally, the original plat for the neighborhood created 16 lots, to accommodate 16 homes. The deviations will allow for the development to maximize the density on the site as it was originally intended.

- 2. The proposed planned development will reinforce the existing or planned character of the area.**

Analysis: See findings above regarding the form and character of the neighborhood. As stated earlier, a significant number of properties nearing the subject properties are nonconforming for either lot size, width or setbacks. Like the original plans for these lots, the developer had indicated that front yard setbacks may differ as each building may be staggered to create a distinction among the building's facades.

Findings: As a majority of residences are nonconforming around the subject properties, development meeting the zoning standards of neighboring properties zoned “R-3” Single- and Two-Family Residential could present a greater contrast in form and character as larger lot sizes and setbacks would be required. By allowing single-family use within the subject properties, it would better promote high quality development while maintaining allowed deviations from the Zoning Code.

3. The site is appropriate for the uses and site design allowed in the proposed planned development plan.

Analysis: Single-family residential uses are an allowed use within the subject properties. The subject properties are located along Fourth Avenue and Washington, with rear access by lieu of an alleyway. Existing utility infrastructure exists to support single-family use.

Findings: This standard is met.

4. The planned development demonstrates a higher quality of site design than what is possible under other available zoning district.

Analysis: Chapter Two, Objective A2 of the City’s Comprehensive Plan states that the City should “plan for and advocate the development and/or redevelopment of close-in parcels of land having some or all existing City services as a means of bringing available City lands on the market for residential expansion.” By allowing for single-family development, the proposed deviation would still allow for development to maximize density within the area as originally intended while also reinvigorating the neighborhood. Additionally, having access to utility connections allows the proposed development to meeting housing-related goals within the City’s Comprehensive Plan.

Findings: This standard is met.

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

Analysis: Utilities exist to support single family use as proposed. As discussed earlier, an alley being located in the rear of the subject properties allow for better traffic circulation in the area given increased density.

Findings: This standard is met.

6. The planned development will not substantially or permanently injure the appropriate use of adjacent properties.

Analysis: Lots surrounding the subject property are zoned for either single- or two-family use. Given that the proposed amendment to the conceptual plan seeks to allow single-family uses within the intended lots, its use would be consistent with the surrounding neighborhood. While lot density is greater among lots that fall within the adopted grant plat than neighboring properties, a sufficient transportation network exists that will make it unlikely for traffic to increase as a result of the request. Lastly, given that several properties nearby are already nonconforming in terms of lot size, width or setbacks provided, allowing for single-family use will arguably make its development pattern consistent with the overall neighborhood.

Findings: The proposed plan amendment should not injure the use or uses of adjacent properties. Given that the subject properties are zoned “PD” Planned Development, additional safeguards are in place to ensure it does not result in a detriment to neighboring properties.

Based on the facts presented about, City staff believes that the proposed plan amendment is consistent with the standards of the “PD” Planned Development District.

Photos





APPLICATION FOR A SITE PLAN REVIEW

(Pre-Application Conference is Required for Major and Minor Site Plan Reviews)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		Fee Paid	
Associated Applications (if any)				Assigned Case Manager			
Pre-Application Conference Date				Minor Site Plan	☐	Major Site Plan	☐

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☒)	
Applicant Name		Contact Name	
Address	117 Edgewood Rd. N	Address	
City, State, Zip	Custer, WI 54423	City, State, Zip	
Telephone	651-728-3118	Telephone	
Fax		Fax	
Email	jeff@originhomebuilders.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? ☒)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Legal Description of Subject Property		
Lots, 7,8,13,14,15,16,17,18,19,20 of Grant Plat.		
ID numbers 281240830402416, 281240830402417, 281240830402422, 281240830402423, 281240830402424, 281240830402425, 281240830402426, 281240830402427, 281240830402428		
Area of Subject Property (Acres/Sq Ft)		
0.7 Acres		
Current Zoning District(s)		

Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
	PD - residential	
Describe land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
We are requesting that DJ Rice Development be granted the right to combine lots 7&8, 13 &14, 15&16, and 17&18 of Grant Plat, and to potentially use those combined lots for single-family dwellings. We are requesting that being granted this right would not exclude DJ Rice Development from keeping the aforementioned lots separate and continuing construction of zero-lot-line twin homes.		
Current Zoning Surrounding Subject Property		
North:		South:
East:		West:
Current Land Use Surrounding Subject Property		
North:		South:
East:		West:

EXHIBITS

Owner Information Sheet	☐	Additional Exhibits If Any (List): Altered agreement between City and DJ Rice Development (page 3) illustrating the lots that would be affected by the requested change.
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
	3/10/2021		

From: [Origin Family Homebuilders](#)
To: [Mykeerah Zarazua](#)
Cc: [Adam Kuhn](#)
Subject: Amendment to agreement with the City
Date: Thursday, March 11, 2021 11:17:16 AM
Attachments: [DJ Rice Site Plan Review Application 03102021.pdf](#)
[Altered City Agreement - JR 03102021.pdf](#)

Hi Alder Zarazua,

I'm writing to make you aware that my company, DJ Rice Development, dba Origin Family Homebuilders, is requesting an amendment to our agreement with the City of Stevens Point regarding the Grant Plat (ie "Forth Townhomes" lots) on 4th and Washington Avenues.

Our requested amendment to the agreement with the City is for the City to allow DJ Rice Development the right to build single family homes on the remainder of lots we had previously dedicated for twin homes. We also are requesting that the agreement not limit us to single family residences, but to grant us the leeway to do either on the remaining lots.

This request is coming in large part because of the extreme volatility in the building materials market. We recently received a bid from one of our vendors that had increased by \$40,0000.00 to provide materials to build the exact same building as 525 & 527 4th Avenue, which was just started last September, which - combined with increases from our other vendors - would force us to increase the sale price of our twin homes to more than \$290,000.00 per unit. We feel that the market likely won't support sales of twin homes at \$290,000 at this time, but we may be able to find buyers for single-family homes on those lots. It would be our preference to continue to build twin-homes, as we're very pleased with the way the development is turning out, but we also need to be practical about the most responsible way to move forward for the health of our business, and to do our best to meet our obligations to the City.

Please let me know if I can provide any further information about this request. Please note the application for a site plan review and a copy of the agreement with the city, with my amendments, are attached.

Thank you,



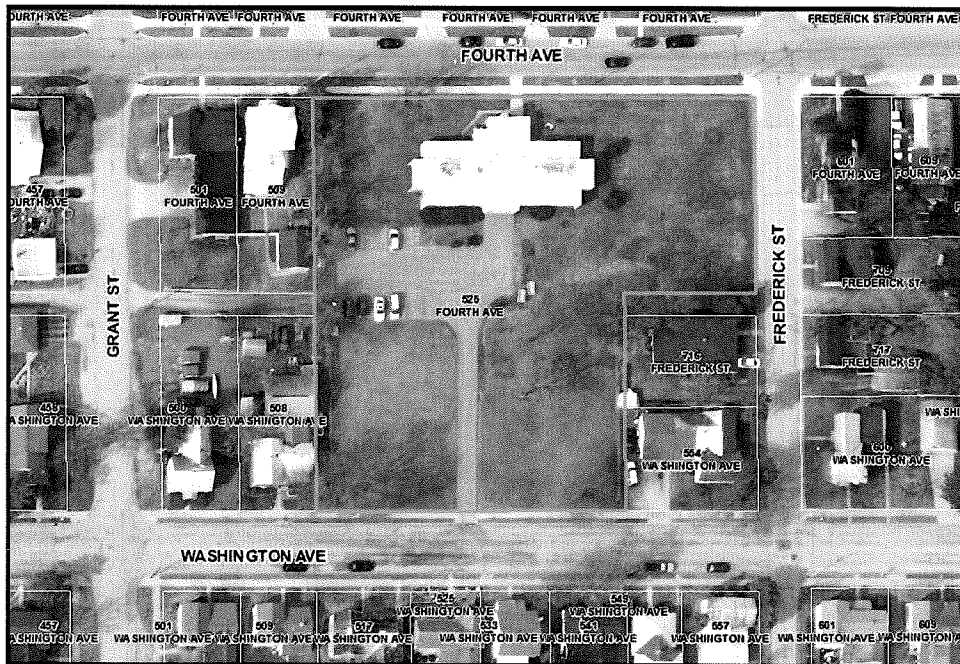
**ORDINANCE AMENDING THE REVISED
MUNICIPAL CODE OF THE CITY OF
STEVENS POINT, WISCONSIN**

**[REZONING – 525 Fourth Avenue (PARCEL ID: 281240830402401) FROM R-3 SINGLE AND
TWO-FAMILY RESIDENCE DISTRICT TO PD PLANNED DEVELOPMENT DISTRICT]**

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

SECTION I: That Chapter 23: Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point, and the official Zoning Map, shall be amended to reclassify 525 Fourth Avenue (Parcel ID: 281240830402401), described as LOTS 3, 4, 5, 6, 35, 36, 37, 38, 39 & 40 BLK 6 E B GRANTS ADD 1.46A 615398-9 City of Stevens Point, Portage County, Wisconsin, from “R-3” Single and Two-Family Residence District to “PD” Planned Development District.

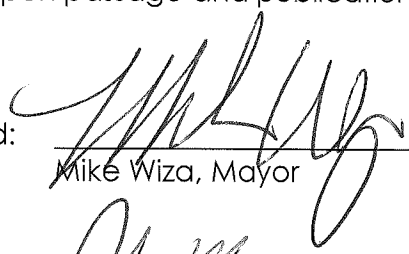
Location Map



13-20 must maintain the same amount of stories as other structures built on lots 13-20.

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

Approved: _____


Mike Wiza, Mayor

Attest: _____

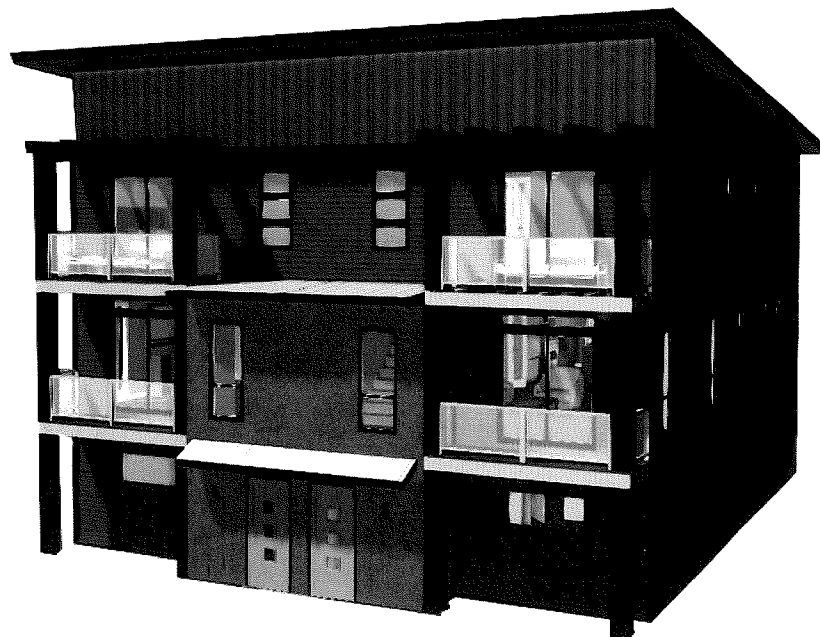

John Moe, City Clerk

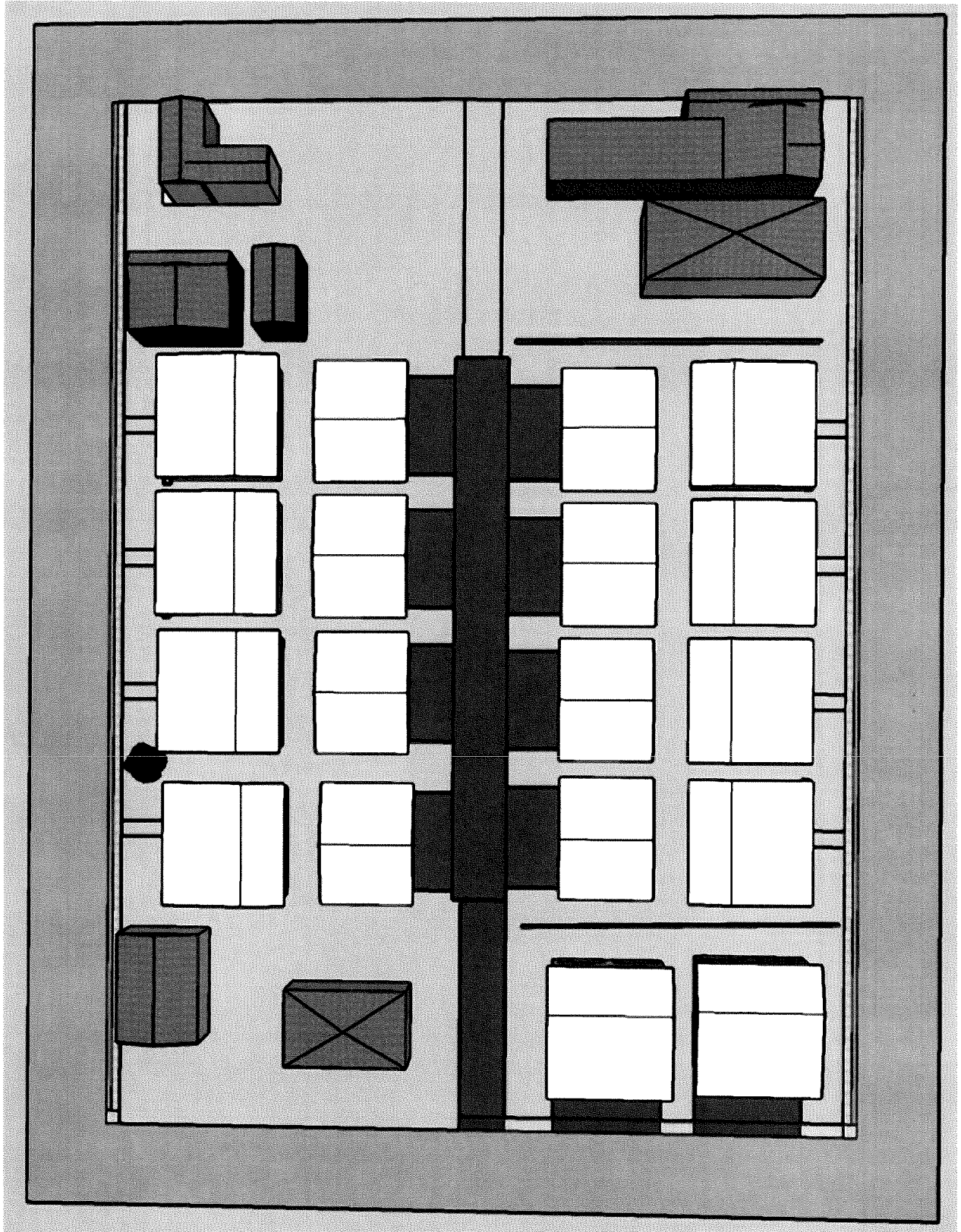
Dated: April 5, 2018
Adopted: April 16, 2018
Adopted: April 20, 2018

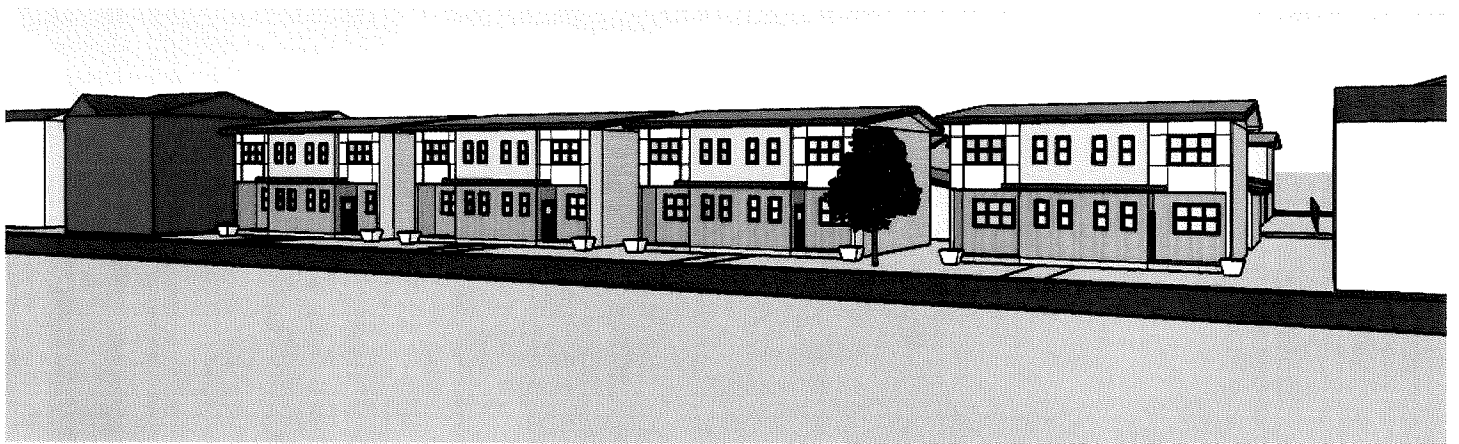
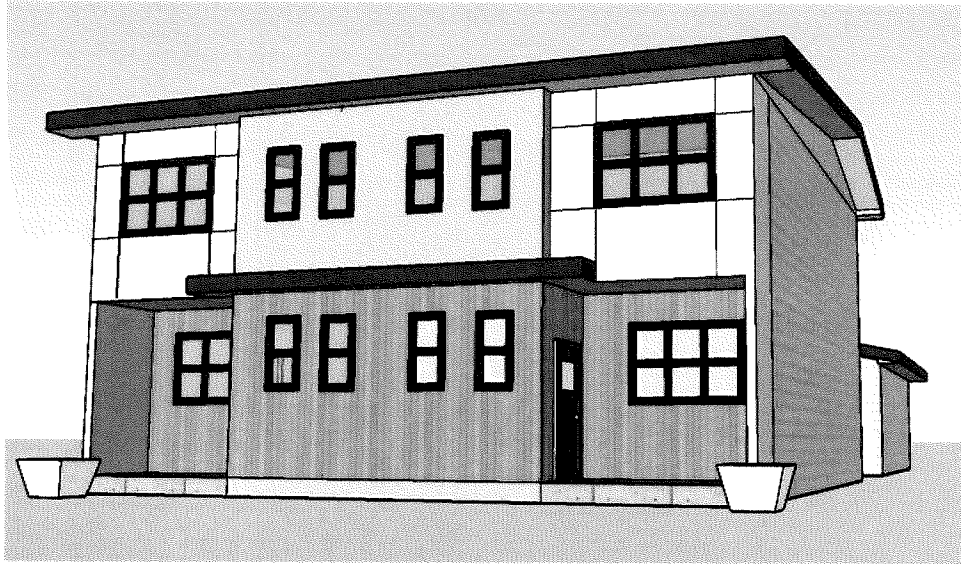


Note:
The highlighted lots are those being requested to allow the option for single-family dwellings.

JR- 3/10/2021





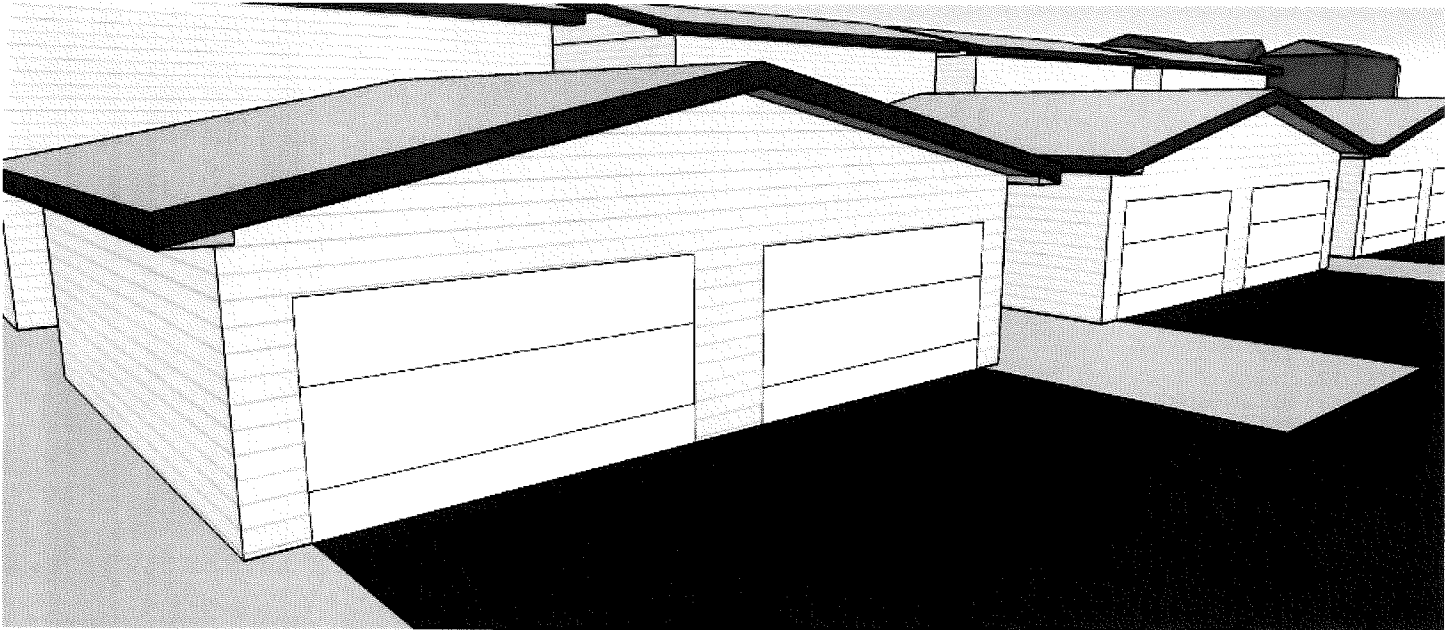


DEVIATIONS – 525 Fourth Avenue (Parcel ID: 281240830402401)

Deviations Requested

A. Setbacks

The deviations to the setbacks, as outlined below, allow for the building of 10 zero-lot-line twin-homes of a minimum of 1550 of finished square feet to be built on the plat provided by Point of Beginning. In addition to requesting these deviations to the setbacks, we request that the front/rear setbacks on lots 1,2,3,4,5,6,7,8,13,14,15,16,17,18,19 and 20 be allowed to vary front-to-rear from each other not more than 10', allowing for slight variations in square footage to the plan at the buyers' request, and to help prevent the visual monotony that may come from having four similarly appointed buildings built directly adjacent to each other. The minimum front yard setbacks requested on lots 1-8 and 13 –



20, though not nearly approached by the three story plan that is intended for this lot, will allow for Origin to make a determination to move from a 3-story house plan to a 2-story house plan with a garage behind without having to further alter the deviation requests. For these reasons, we request the following deviations to setbacks:

- I. Lots 1,3, 5 & 7
 - a. Side yard setback (west) – 5'
 - b. Side yard setback (east) – 0' (zero lot-line)
 - c. Rear yard setback (south) – minimum of 20'
 - d. Front yard setback (north) – maximum of 65.42'; minimum of 12'
- II. Lot 2, 4, 6 & 8
 - a. Side yard setback (west) – 0' (zero lot-line)
 - b. Side yard setback (east) – 5'
 - c. Rear yard setback (south) – minimum of 20'
 - d. Front yard setback (north) – maximum of 65.42'; minimum of 12'
- III. Lots 13, 15, 17 & 19
 - a. Side yard setback (west) – 5'
 - b. Side yard setback (east) – 0' (zero lot-line)

- c. Rear yard setback (north) – minimum of 20'
- d. Front yard setback (south) – maximum of 64.9'; minimum of 12'

IV. Lots 14,16,18 & 20

- a. Side yard setback (west) – 0' (zero lot-line)
- b. Side yard setback (east) – 5'
- c. Rear yard setback (north) – minimum of 20'
- d. Front yard setback (south) – maximum of 65.42'; minimum of 12'

V. Lot 9

- a. Side yard setback (north) – minimum of 10'
- b. Side yard setback (south) – 0' (zero lot line)
- c. Rear yard setback (west) – minimum of 10'
- d. Front yard setback (east) – minimum of 20'

VI. Lot 10

- a. Side yard setback (north) – 0' (zero lot line)
- b. Side yard setback (south) – minimum of 5'
- c. Rear yard setback (west) – minimum of 10'
- d. Front yard setback (east) – minimum of 20'

VII. Lot 11

- a. Side yard setback (north) – minimum of 5'
- b. Side yard setback (south) – 0' (zero lot line)
- c. Rear yard setback (West) – minimum of 10'
- d. Front yard setback (east) – minimum of 20'

VIII. Lot 12

- a. Side yard setback (north) – 0' (zero lot line)
- b. Side yard setback (south) – minimum of 11'
- c. Rear yard setback (west) – minimum of 10'
- d. Front yard setback (east) – minimum of 20'

B. Height

The deviation of height restrictions, as outlined below, allows the building of ten zero-lot-line duplexes three stories tall, which provides space to create two-stall drive-under garages under each housing unit. By providing the garage space under the main living floors of each unit, we preserve as much green space as possible on the lot, which provides space for recreation and to absorb runoff water. If the garages were placed to the front or rear of the housing units, green space would effectively be eliminated on this lot, potentially exacerbating runoff water issues. The additional height requested, above the height of the current plans would allow for the installation of peripheral devices to the roof tops, such as solar panels. For these reasons, we request the following deviations to height restrictions:

- I. All lots
 - a. 3 stories
 - b. Not more than 39'
 - c. Note: Current plans are for the buildings to be built slab-on-grade, with the total height of the building at 35'7" above the slab.

C. Lot size and width - *Please see plat for exact sizes and layout of individual lots

The requested deviations to lot size requirements will allow for 10 zero-lot-line twin homes to be built on the lot, as described on the plat. Reductions to the minimum lot sizes and widths will allow for the construction of buildings in greater density than the current zoning code allows, but at a density consistent with other residential buildings in the area. Please note that each building will straddle two lots. For this reason, we are requesting the following deviations to lot sizes and widths:

- I. Lots 1 - 8
 - a. Size – Approximately 3073 sq.ft
 - b. Width – 25.09 ft
- II. Lots 9, 10, 11 & 12
 - a. Size – Approximately 2600 sq.ft.
 - b. Width – 30.63 ft
- III. Lots 13 - 20
 - a. Size – Approximately 3056 sq.ft.
 - b. Width – 25.06 ft.



AGENDA
CITY PLAN COMMISSION

Members:

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

Date and Time: July 1, 2019
6:00 PM

Location: Police Department – Room 122
933 Michigan Avenue
Stevens Point, WI 54481

1. Roll call

Discussion and possible action on the following:

2. Report of the June 3, 2019 meeting
3. Election of Vice Chairperson
4. Request from D-J Rice Development, LLC to amend the plans for the Planned Development Zoning District, specifically related to lots 9, 10, 11, and 12, located on Frederick Street between Washington Avenue and Fourth Avenue (Parcel ID's 281240830402418, 281240830402419, 281240830402420, and 281240830402421)
5. Public hearing and action on a request from Gimme Shelter Construction for a conditional use permit to construct a home addition utilizing the Traditional Neighborhood Development District reduced setbacks at 401 Third Street (Parcel ID 281240829303703)
6. Acceptance of property from RBR Joint Venture at 5633 Highway 10 East (281240836230007), adjacent to Jefferson Street
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, specifically Section 23.02 to clarify solar uses and to add solar definitions in Section 23.04
8. Community Development Department Monthly Report for June, 2019
9. Director's update
10. Adjourn

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.



Memo

Plan Staff

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

Ph: (715) 346-1567 • Fax: (715) 346-1498

To: Plan Commission
From: Plan Staff
Date: 6/22/2019
Subject: Request from D-J Rice Development, LLC to amend the plans for the Planned Development Zoning District, specifically related to lots 9, 10, 11, and 12, located on Frederick Street between Washington Avenue and Fourth Avenue (Parcel ID's 281240830402418, 281240830402419, 281240830402420, and 281240830402421)

The developer is looking to modify the plans for the Planned Development project. Previously, the developer was granted approval for 10 twin homes (20 total units) at the property listed above. The developer is seeking permission to turn two of the twin homes into single family homes. This change would occur on lots 9-12. The reason for the change is that they have received interest for a single family home from a buyer. The general design of the home would be consistent with the design of the other twin homes.

Staff does not have concerns with this change, as it would further diversify the housing mix, and would therefore recommend approval.



Recently constructed twin home

Area of proposed change



Administrative Staff Report

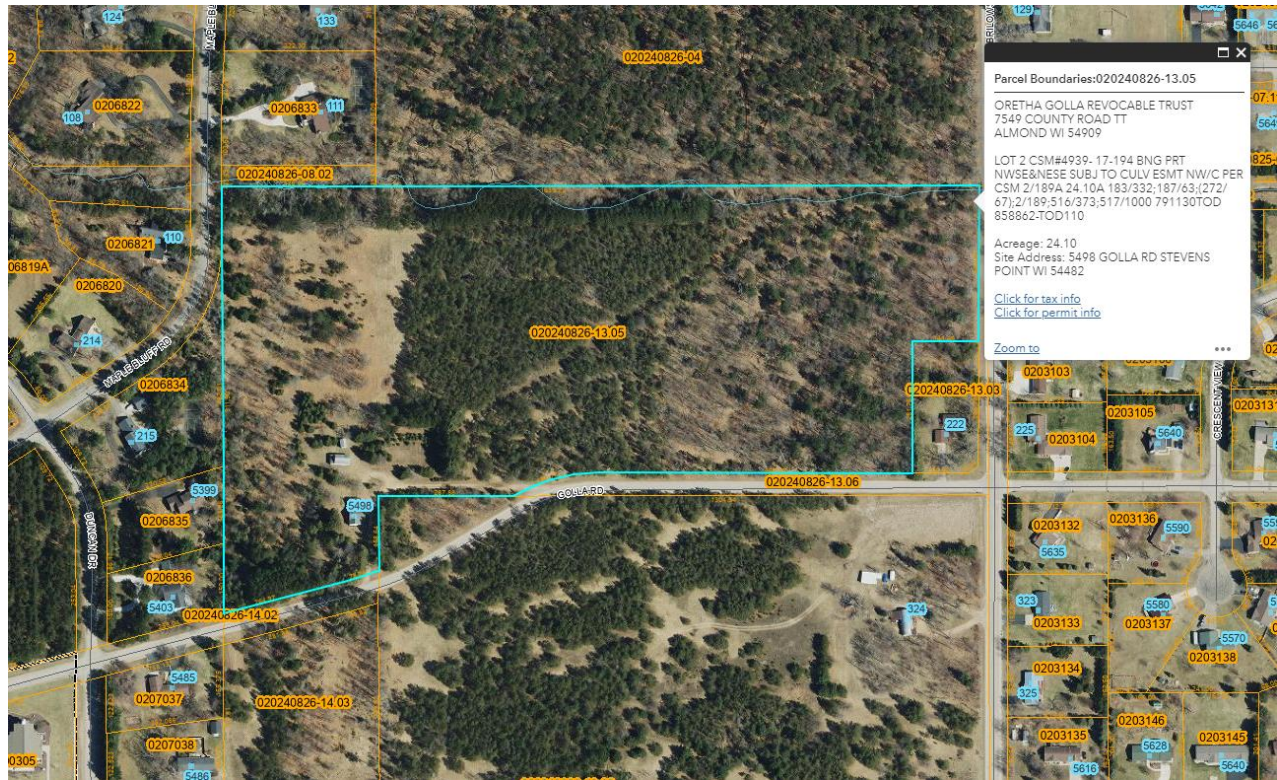
Conceptual Subdivision Plat Golla Rd & Brilowski Rd April 5, 2021



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) Zone(s): • County Zoning, proposed City 'R-1' Suburban Single-Family Residential Master Plan: • Residential Council District: • N/A Lot Information: • 39 Lots Current Use: • Vacant Applicable Regulations: • Chapter 20	Request Conceptual review of a 39-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) • Concept layout • Staff report on infrastructure costs Staff Recommendation No action is requested or necessary. Comments and general feedback provided to the applicant will assist in guiding the next step.
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Vicinity Map



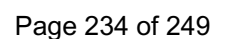
Background

The applicant is requesting a conceptual project review for a 39-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.

33 of the proposed parcels will have access off of a proposed ‘Forest Creek Road’ or Golla Road with lot sizes between .47 acres (20,438 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:

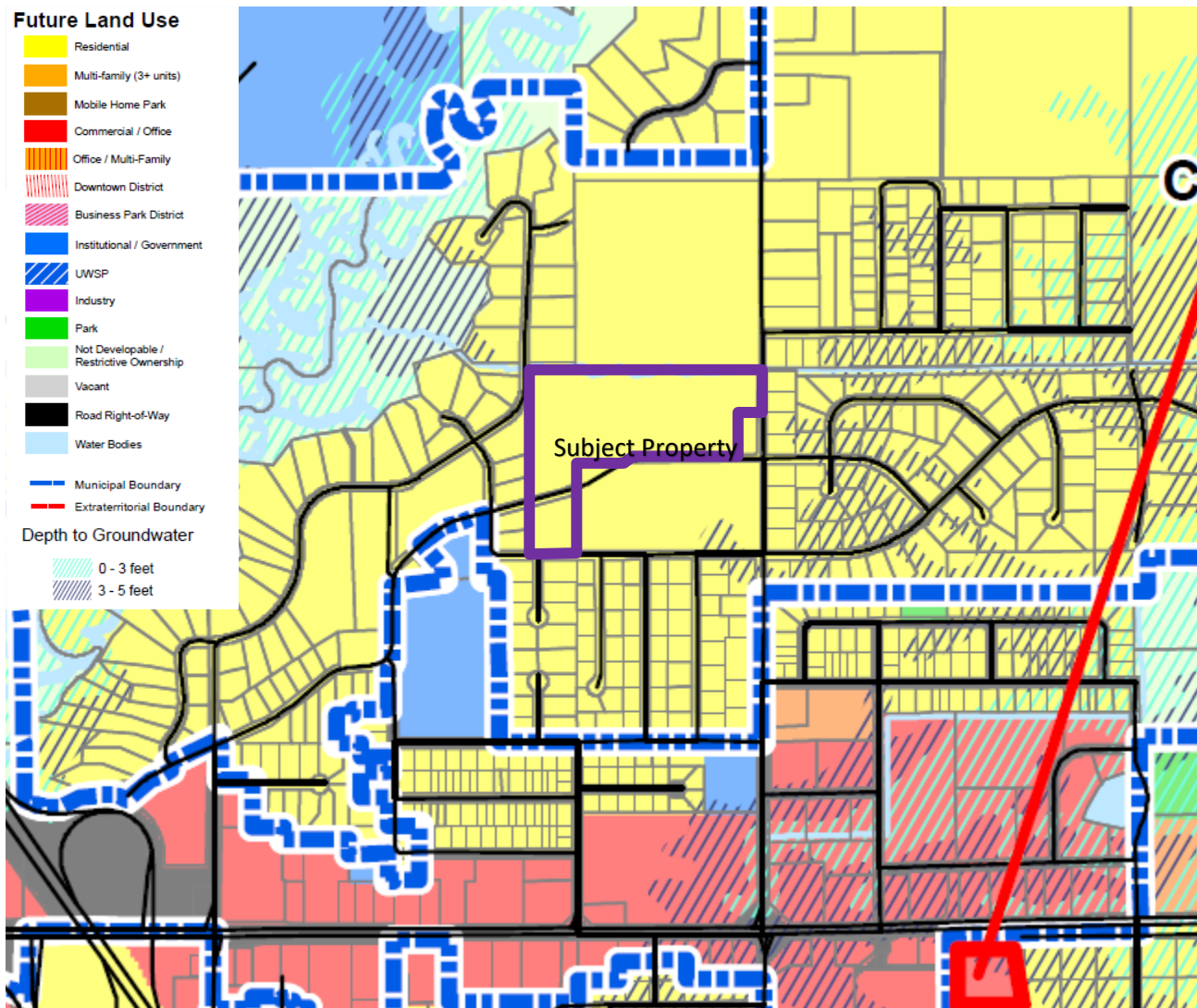
USE	LOT AREA AND DENSITY	LOT WIDTH	HEIGHT OF STRUCTURE	SIDE YARD	STREET SETBACK	REAR YARD	PARKING	AREA OF STRUCTURE	MIN. BLDG. WIDTH
Permitted Uses	Minimum 16,500 s.f.	Minimum 105' (lots of irregular shape due to street layout shall be a minimum of 100' at front bldg. Line)	35 ft.	Total of 25', one side 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.			

39-lot option

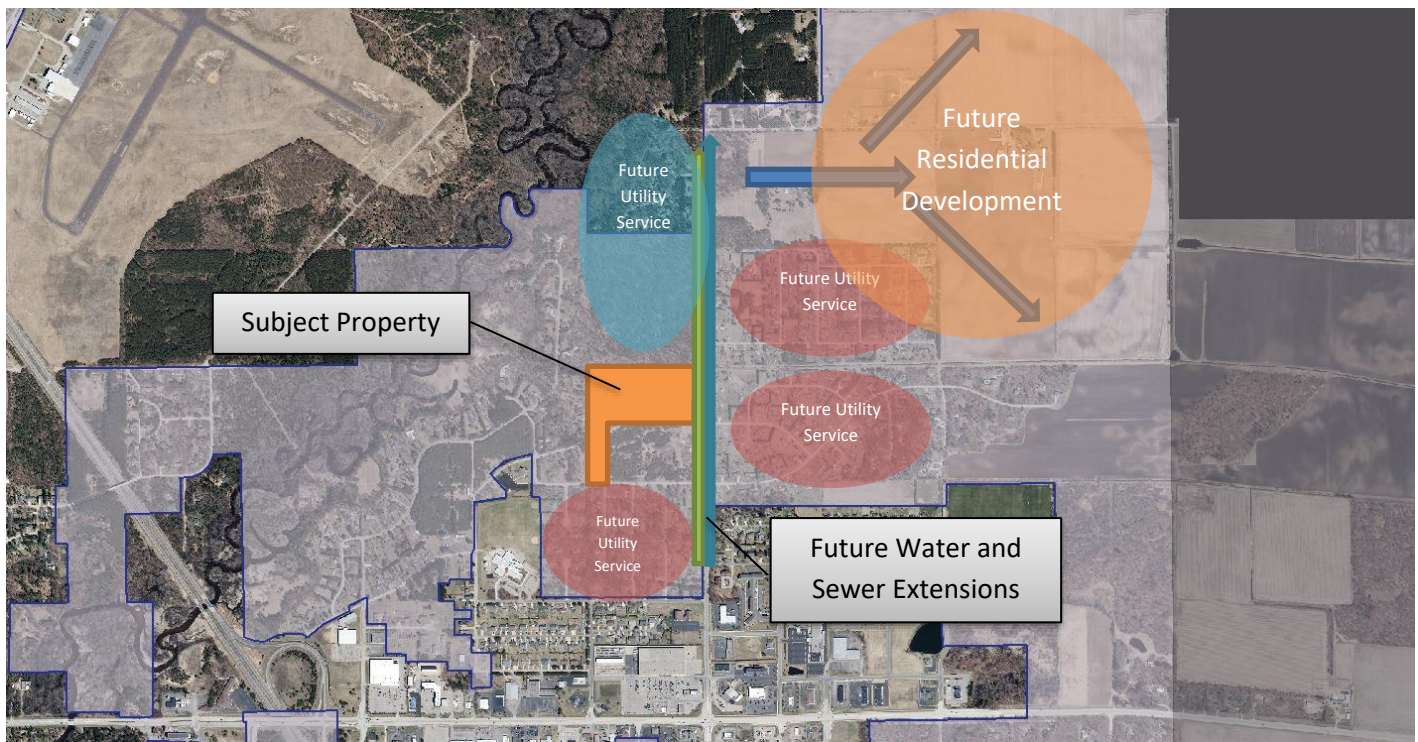


Future Land Use Consideration

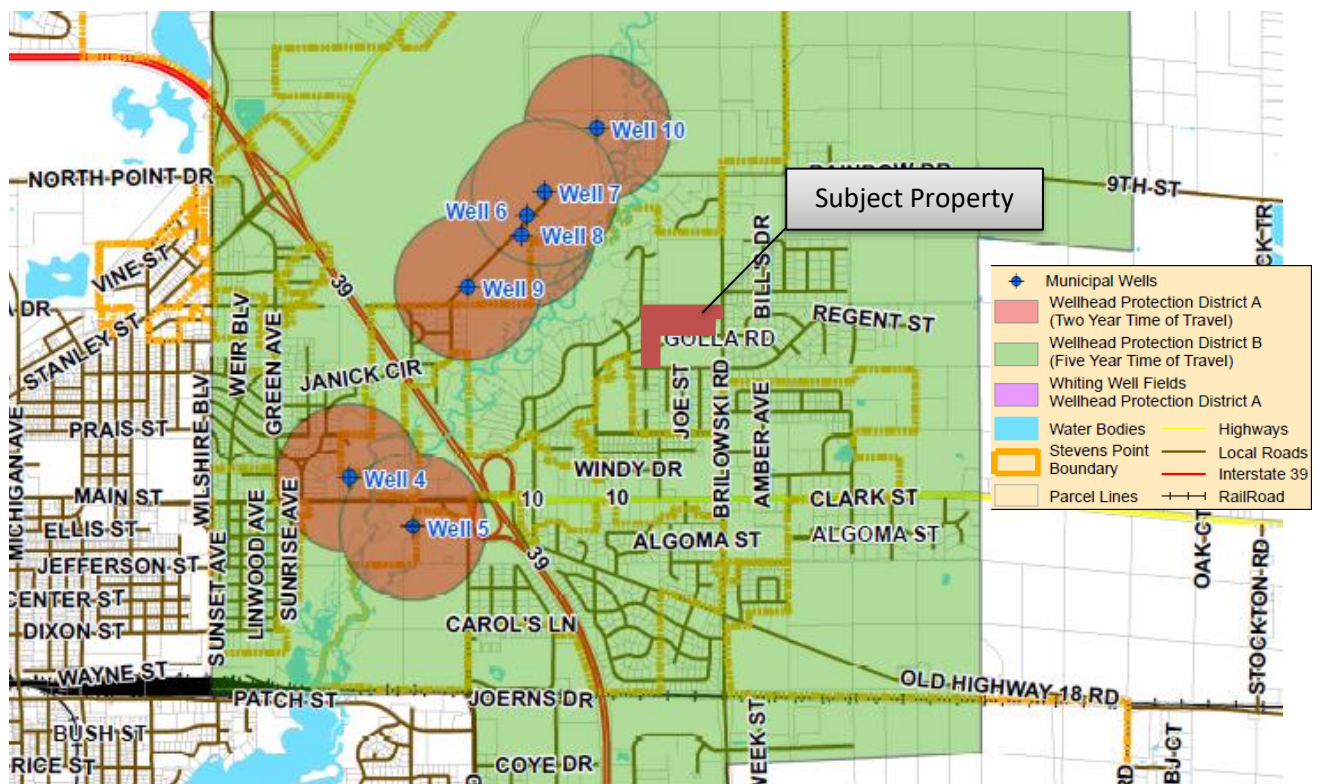
The City's 2005 Comprehensive Plan Extraterritorial Land Use identifies the subject property as "Residential" within Map 8.7B. The proposed use is consistent with the City's Extraterritorial Land Use Map.



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:



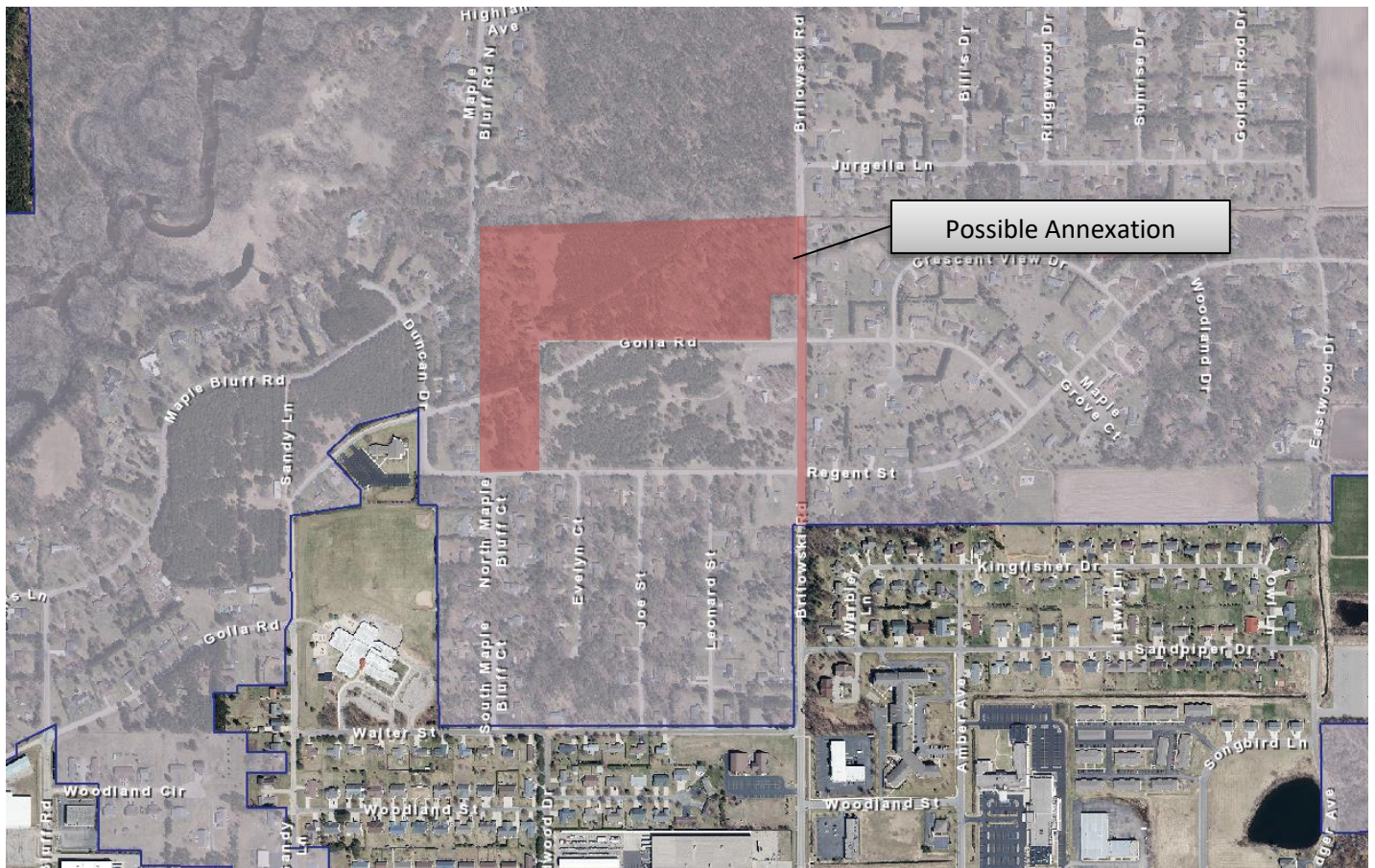
Wellhead Protections Districts



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:





MEMORANDUM

To: City Plan Commission

From: Ryan Kernosky, Director of Community Development 

Date: April 5, 2021

RE: **Updated Conceptual Review for Golla Road Subdivision**

As the Commission may recall, a proposed 31-lot subdivision off of Brilowski Road and Golla Road was brought for conceptual review during the March 2021 meeting. Several comments were made, boiled down included the following:

- 1) Density of lots was a concern. Preferred to see higher density single-family or two-family as opposed to one acre lots.
- 2) Concerns about the road and utility infrastructure and whether or not the property taxes from the development would cover future road and utility infrastructure costs. Does the development pay for itself?

Based on these comments, the Developer increased the lot density from 31 lots (1.3 units/acre) to 39 lots (1.61 units/acre). Additionally, Community Development, Public Works, and Utility staff reviewed the proposed subdivision and the future utility costs to ensure that the development would provide enough tax base to cover future infrastructure expenses. An analysis is included in this memorandum.

Financial Analysis

Community Development, Public Works, and Public Utility staff worked together to create the following 100-year financial analysis is based upon a 39-lot subdivision as proposed. In conversation with the City Assessor, we provided a range of possible property assessments based on comparable city properties in the area to fully review the financial impacts. Please note that the assessment level for the subdivision does not change over the 100-year projection provided in this document. This was done to provide a very conservative property tax income with a very aggressive road replacement and maintenance budget to ensure that the 'worst case scenario' was addressed in this analysis. You will see that those properties nearest to Lost Creek are expected to have a higher assessment as opposed to those between Forest Creek Road and Golla Road. The first table in the possible tax assessments:

www.stevenspoint.com

Table 1: Tax Assessments and City Tax Income based on comparable properties

				2020	0.02643	0.01016
Lot #	Land Assessment	Improvement Assessment	Total Assessment		Total Tax	City Tax
1	\$ 42,000.00	\$ 330,000.00	\$ 372,000.00		\$ 9,831.96	\$ 3,779.52
2	\$ 42,000.00	\$ 330,000.00	\$ 372,000.00		\$ 9,831.96	\$ 3,779.52
3	\$ 42,000.00	\$ 330,000.00	\$ 372,000.00		\$ 9,831.96	\$ 3,779.52
4	\$ 42,000.00	\$ 330,000.00	\$ 372,000.00		\$ 9,831.96	\$ 3,779.52
5	\$ 42,000.00	\$ 330,000.00	\$ 372,000.00		\$ 9,831.96	\$ 3,779.52
6	\$ 42,000.00	\$ 330,000.00	\$ 372,000.00		\$ 9,831.96	\$ 3,779.52
7	\$ 42,000.00	\$ 330,000.00	\$ 372,000.00		\$ 9,831.96	\$ 3,779.52
8	\$ 42,000.00	\$ 330,000.00	\$ 372,000.00		\$ 9,831.96	\$ 3,779.52
9	\$ 50,500.00	\$ 330,000.00	\$ 380,500.00		\$ 10,056.62	\$ 3,865.88
10	\$ 48,000.00	\$ 330,000.00	\$ 378,000.00		\$ 9,990.54	\$ 3,840.48
11	\$ 42,000.00	\$ 280,000.00	\$ 322,000.00		\$ 8,510.46	\$ 3,271.52
12	\$ 42,000.00	\$ 261,000.00	\$ 303,000.00		\$ 8,008.29	\$ 3,078.48
13	\$ 42,000.00	\$ 261,000.00	\$ 303,000.00		\$ 8,008.29	\$ 3,078.48
14	\$ 42,000.00	\$ 261,000.00	\$ 303,000.00		\$ 8,008.29	\$ 3,078.48
15	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
16	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
17	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
18	\$ 39,000.00	\$ 261,000.00	\$ 300,000.00		\$ 7,929.00	\$ 3,048.00
19	\$ 42,000.00	\$ 261,000.00	\$ 303,000.00		\$ 8,008.29	\$ 3,078.48
20	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
21	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
22	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
23	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
24	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
25	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
26	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
27	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
28	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
29	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
30	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
31	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
32	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
33	\$ 37,000.00	\$ 261,000.00	\$ 298,000.00		\$ 7,876.14	\$ 3,027.68
34	\$ 36,000.00	\$ 261,000.00	\$ 297,000.00		\$ 7,849.71	\$ 3,017.52
35	\$ 36,000.00	\$ 261,000.00	\$ 297,000.00		\$ 7,849.71	\$ 3,017.52
36	\$ 36,000.00	\$ 261,000.00	\$ 297,000.00		\$ 7,849.71	\$ 3,017.52
37	\$ 36,000.00	\$ 261,000.00	\$ 297,000.00		\$ 7,849.71	\$ 3,017.52
38	\$ 36,000.00	\$ 261,000.00	\$ 297,000.00		\$ 7,849.71	\$ 3,017.52
39	\$ 36,000.00	\$ 261,000.00	\$ 297,000.00		\$ 7,849.71	\$ 3,017.52
Total	\$ 1,528,500.00	\$ 10,888,000.00	\$ 12,416,500.00		\$ 328,168.10	\$ 126,151.64

The above table would provide the built-out property tax revenue of all 39 lots. It is extremely unlikely that the entire subdivision would be constructed in one year, so based on that, City staff identified a four-home-a-year construction timeline, beginning in 2022 (assessment year 2023) and completing in 2031 (assessment year 2032).

This analysis also included a conservative 1% increase in the City property tax levy each year, while including a 2% increase in the cost of road maintenance, road resurfacing, and a complete road reconstruction. Please note that sewer and water maintenance and replacement is not included in this calculation. Sewer and water maintenance and replacement is funded out of the enterprise fund for that department, and not the general fund.

This analysis includes a planned resurfacing of the roadways in 2068 (45 years), and a complete reconstruction of the roads in 2113 (90 years). The analysis also includes a yearly cost to maintain the roadway (patching, snow plowing, etc) at \$6.00 LF a year, increasing 2% each year.

Road Resurfacing

It is expected that the roads would be resurfaced in 2068 at a cost of \$721,604.84, or 3,700 LF of roadway at \$195.03 a LF. The total property tax revenue from the 39 lots in 2068 is projected to be \$6,908,160.38.

Road Reconstruction

It is expected that the roads would be completely reconstructed in 2113 at a cost of \$3,738,230.74, or 3,700 LF of roadway at \$1,010.33 a LF. The total property tax revenue from the 39 lots in 2113 is projected to be \$18,390,888.82.

Road Maintenance

It is expected that over the 100-year projection provided in this analysis, the City will have spent \$7,092,388.34. In the year 2123, or 100 years after the first home being constructed in this subdivision, the total property tax revenue is projected to be \$21,719,227.42.

Overall Conclusion

The 100-year projection provides the City a total property tax revenue of \$21,719,227.42.

The 100-year road infrastructure costs are projected to be:

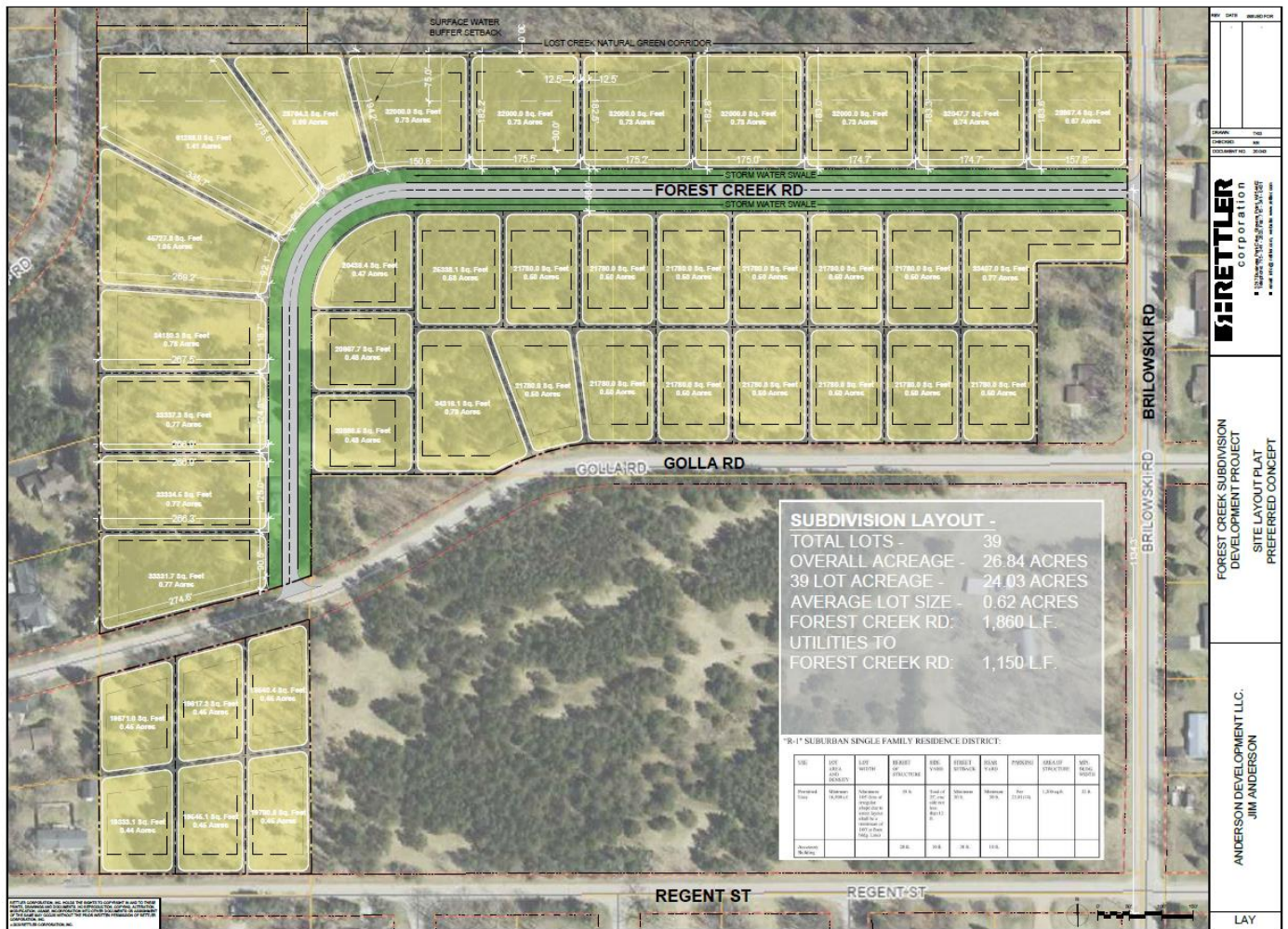
Resurfacing:	\$721,604.84
Reconstruction:	\$3,738,230.74
Maintenance:	<u>\$7,092,388.34</u>
Total:	\$11,552,223.92

Total Tax Revenue:	\$21,719,227.42
Total Road Exp:	<u>\$11,552,223.92</u>
Net (+/-)	+ \$10,167,003.50

This analysis does not take into consideration anything other than road infrastructure. As discussed earlier, utility infrastructure is paid for out of the enterprise fund, and therefore should not be considered in this analysis. Administrative costs, like staff inspections, are typically handled through building permit revenue and were not included in this analysis. Finally, park, public safety, and other department expenditures were not taken into consideration when looking at the overall expenditures of this development.

The table on the next page provides an overview of the 100-year projection. Please let me know if there are any additional questions or concerns.

Construction Year	# Homes	New City Assessment	Running City Assessment	City Property Tax Revenue	City Tax Levy @ 1% City Tax Increase	Road Resurfacing	Road Resurfacing/ LF (2% increase)	Road Reconstruction	Road Maintenance/L F	Road Maintenance/L F (2% increase)	Lineal Feet (Street)
2023	4	\$ 1,488,000.00	\$ 1,488,000.00	\$ 15,415.68	0.01036		\$ 80.00	\$ 170.00	\$ 22,200.00	\$ 6.00	3700
2024	4	\$ 1,192,000.00	\$ 2,680,000.00	\$ 28,042.45	0.01046		\$ 81.60	\$ 173.40	\$ 22,644.00	\$ 6.12	3700
2025	4	\$ 1,340,000.00	\$ 4,020,000.00	\$ 42,484.31	0.01057		\$ 83.23	\$ 176.87	\$ 23,096.88	\$ 6.24	3700
2026	4	\$ 1,342,000.00	\$ 5,362,000.00	\$ 57,233.55	0.01067		\$ 84.90	\$ 180.41	\$ 23,558.82	\$ 6.37	3700
2027	4	\$ 1,354,500.00	\$ 6,716,500.00	\$ 72,408.29	0.01078		\$ 86.59	\$ 184.01	\$ 24,029.99	\$ 6.49	3700
2028	4	\$ 1,226,000.00	\$ 7,942,500.00	\$ 86,481.63	0.01089		\$ 88.33	\$ 187.69	\$ 24,510.59	\$ 6.62	3700
2029	4	\$ 1,194,000.00	\$ 9,136,500.00	\$ 100,477.28	0.01100		\$ 90.09	\$ 191.45	\$ 25,000.81	\$ 6.76	3700
2030	4	\$ 1,194,000.00	\$ 10,330,500.00	\$ 114,744.19	0.01111		\$ 91.89	\$ 195.28	\$ 25,500.82	\$ 6.89	3700
2031	4	\$ 1,192,000.00	\$ 11,522,500.00	\$ 129,263.96	0.01122		\$ 93.73	\$ 199.18	\$ 26,010.84	\$ 7.03	3700
2032	3	\$ 894,000.00	\$ 12,416,500.00	\$ 140,686.14	0.01133		\$ 95.61	\$ 203.17	\$ 26,531.06	\$ 7.17	3700
2033			\$ 12,416,500.00	\$ 142,093.00	0.01144		\$ 97.52	\$ 207.23	\$ 27,061.68	\$ 7.31	3700
2034			\$ 12,416,500.00	\$ 143,513.93	0.01156		\$ 99.47	\$ 211.37	\$ 27,602.91	\$ 7.46	3700
2035			\$ 12,416,500.00	\$ 144,949.07	0.01167		\$ 101.46	\$ 215.60	\$ 28,154.97	\$ 7.61	3700
2036			\$ 12,416,500.00	\$ 146,398.56	0.01179		\$ 103.49	\$ 219.91	\$ 28,718.07	\$ 7.76	3700
2037			\$ 12,416,500.00	\$ 147,862.55	0.01191		\$ 105.56	\$ 224.31	\$ 29,292.43	\$ 7.92	3700
2038			\$ 12,416,500.00	\$ 149,341.17	0.01203		\$ 107.67	\$ 228.80	\$ 29,878.28	\$ 8.08	3700
2039			\$ 12,416,500.00	\$ 150,834.58	0.01215		\$ 109.82	\$ 233.37	\$ 30,475.84	\$ 8.24	3700
2040			\$ 12,416,500.00	\$ 152,342.93	0.01227		\$ 112.02	\$ 238.04	\$ 31,085.36	\$ 8.40	3700
2041			\$ 12,416,500.00	\$ 153,866.36	0.01239		\$ 114.26	\$ 242.80	\$ 31,707.07	\$ 8.57	3700
2042			\$ 12,416,500.00	\$ 155,405.02	0.01252		\$ 116.54	\$ 247.66	\$ 32,341.21	\$ 8.74	3700
2043			\$ 12,416,500.00	\$ 156,959.07	0.01264		\$ 118.88	\$ 252.61	\$ 32,988.03	\$ 8.92	3700
2044			\$ 12,416,500.00	\$ 158,528.66	0.01277		\$ 121.25	\$ 257.66	\$ 33,647.79	\$ 9.09	3700
2045			\$ 12,416,500.00	\$ 160,113.95	0.01290		\$ 123.68	\$ 262.82	\$ 34,320.75	\$ 9.28	3700
2046			\$ 12,416,500.00	\$ 161,715.09	0.01302		\$ 126.15	\$ 268.07	\$ 35,007.16	\$ 9.46	3700
2047			\$ 12,416,500.00	\$ 163,332.24	0.01315		\$ 128.67	\$ 273.43	\$ 35,707.31	\$ 9.65	3700
2048			\$ 12,416,500.00	\$ 164,965.56	0.01329		\$ 131.25	\$ 278.90	\$ 36,421.45	\$ 9.84	3700
2049			\$ 12,416,500.00	\$ 166,615.22	0.01342		\$ 133.87	\$ 284.48	\$ 37,149.88	\$ 10.04	3700
2050			\$ 12,416,500.00	\$ 168,281.37	0.01355		\$ 136.55	\$ 290.17	\$ 37,892.88	\$ 10.24	3700
2051			\$ 12,416,500.00	\$ 169,964.18	0.01369		\$ 139.28	\$ 295.97	\$ 38,650.74	\$ 10.45	3700
2052			\$ 12,416,500.00	\$ 171,663.83	0.01383		\$ 142.07	\$ 301.89	\$ 39,423.75	\$ 10.66	3700
2053			\$ 12,416,500.00	\$ 173,380.46	0.01396		\$ 144.91	\$ 307.93	\$ 40,212.23	\$ 10.87	3700
2054			\$ 12,416,500.00	\$ 175,114.27	0.01410		\$ 147.81	\$ 314.09	\$ 41,016.47	\$ 11.09	3700
2055			\$ 12,416,500.00	\$ 176,865.41	0.01424		\$ 150.76	\$ 320.37	\$ 41,836.80	\$ 11.31	3700
2056			\$ 12,416,500.00	\$ 178,634.07	0.01439		\$ 153.78	\$ 326.78	\$ 42,673.54	\$ 11.53	3700
2057			\$ 12,416,500.00	\$ 180,420.41	0.01453		\$ 156.85	\$ 333.31	\$ 43,527.01	\$ 11.76	3700
2058			\$ 12,416,500.00	\$ 182,224.61	0.01468		\$ 159.99	\$ 339.98	\$ 44,397.55	\$ 12.00	3700
2059			\$ 12,416,500.00	\$ 184,046.86	0.01482		\$ 163.19	\$ 346.78	\$ 45,285.50	\$ 12.24	3700
2060			\$ 12,416,500.00	\$ 185,887.33	0.01497		\$ 166.45	\$ 353.72	\$ 46,191.21	\$ 12.48	3700
2061			\$ 12,416,500.00	\$ 187,746.20	0.01512		\$ 169.78	\$ 360.79	\$ 47,115.03	\$ 12.73	3700
2062			\$ 12,416,500.00	\$ 189,623.66	0.01527		\$ 173.18	\$ 368.01	\$ 48,057.33	\$ 12.99	3700
2063			\$ 12,416,500.00	\$ 191,519.90	0.01542		\$ 176.64	\$ 375.37	\$ 49,018.48	\$ 13.25	3700
2064			\$ 12,416,500.00	\$ 193,435.10	0.01558		\$ 180.18	\$ 382.87	\$ 49,998.85	\$ 13.51	3700
2065			\$ 12,416,500.00	\$ 195,369.45	0.01573		\$ 183.78	\$ 390.53	\$ 50,998.83	\$ 13.78	3700
2066			\$ 12,416,500.00	\$ 197,323.14	0.01589		\$ 187.46	\$ 398.34	\$ 52,018.80	\$ 14.06	3700
2067			\$ 12,416,500.00	\$ 199,296.37	0.01605		\$ 191.20	\$ 406.31	\$ 53,059.18	\$ 14.34	3700
2068			\$ 12,416,500.00	\$ 201,289.34	0.01621	\$ 721,604.84	\$ 195.03	\$ 414.44	\$ 54,120.36	\$ 14.63	3700
2069			\$ 12,416,500.00	\$ 203,302.23	0.01637		\$ 198.93	\$ 422.72	\$ 55,202.77	\$ 14.92	3700
2070			\$ 12,416,500.00	\$ 205,335.25	0.01654		\$ 202.91	\$ 431.18	\$ 56,306.83	\$ 15.22	3700
2071			\$ 12,416,500.00	\$ 207,388.60	0.01670		\$ 206.97	\$ 439.80	\$ 57,432.96	\$ 15.52	3700
2072			\$ 12,416,500.00	\$ 209,462.49	0.01687		\$ 211.10	\$ 448.60	\$ 58,581.62	\$ 15.83	3700
2073			\$ 12,416,500.00	\$ 211,557.12	0.01704		\$ 215.33	\$ 457.57	\$ 59,753.25	\$ 16.15	3700
2074			\$ 12,416,500.00	\$ 213,672.69	0.01721		\$ 219.63	\$ 466.72	\$ 60,948.32	\$ 16.47	3700
2075			\$ 12,416,500.00	\$ 215,809.41	0.01738		\$ 224.03	\$ 476.06	\$ 62,167.29	\$ 16.80	3700
2076			\$ 12,416,500.00	\$ 217,967.51	0.01755		\$ 228.51	\$ 485.58	\$ 63,410.63	\$ 17.14	3700
2077			\$ 12,416,500.00	\$ 220,147.18	0.01773		\$ 233.08	\$ 495.29	\$ 64,678.84	\$ 17.48	3700
2078			\$ 12,416,500.00	\$ 222,348.65	0.01791		\$ 237.74	\$ 505.19	\$ 65,972.42	\$ 17.83	3700
2079			\$ 12,416,500.00	\$ 224,572.14	0.01809		\$ 242.49	\$ 515.30	\$ 67,291.87	\$ 18.19	3700
2080			\$ 12,416,500.00	\$ 226,817.86	0.01827		\$ 247.34	\$ 525.60	\$ 68,637.71	\$ 18.55	3700
2081			\$ 12,416,500.00	\$ 229,086.04	0.01845		\$ 252.29	\$ 536.12	\$ 70,010.46	\$ 18.92	3700
2082			\$ 12,416,500.00	\$ 231,376.90	0.01863		\$ 257.34	\$ 546.84	\$ 71,410.67	\$ 19.30	3700
2083			\$ 12,416,500.00	\$ 233,690.67	0.01882		\$ 262.48	\$ 557.78	\$ 72,838.88	\$ 19.69	3700
2084			\$ 12,416,500.00	\$ 236,027.58	0.01901		\$ 267.73	\$ 568.93	\$ 74,295.66	\$ 20.08	3700
2085			\$ 12,416,500.00	\$ 238,387.85	0.01920		\$ 273.09	\$ 580.31	\$ 75,781.57	\$ 20.48	3700
2086			\$ 12,416,500.00	\$ 240,771.73	0.01939		\$ 278.55	\$ 591.92	\$ 77,297.21	\$ 20.89	3700
2087			\$ 12,416,500.00	\$ 243,179.45	0.01959		\$ 284.12	\$ 603.75	\$ 78,843.15	\$ 21.31	3700
2088			\$ 12,416,500.00	\$ 245,611.24	0.01978		\$ 289.80	\$ 615.83	\$ 80,420.01	\$ 21.74	3700
2089			\$ 12,416,500.00	\$ 248,067.36	0.01998		\$ 295.60	\$ 628.15	\$ 82,028.41	\$ 22.17	3700
2090			\$ 12,416,500.00	\$ 250,548.03	0.02018		\$ 301.51	\$ 640.71	\$ 83,668.98	\$ 22.61	3700
2091			\$ 12,416,500.00	\$ 253,053.51	0.02038		\$ 307.54	\$ 653.52	\$ 85,342.36	\$ 23.07	3700
2092			\$ 12,416,500.00	\$ 255,584.05	0.02058		\$ 313.69	\$ 666.59	\$ 87,049.21	\$ 23.53	3700
2093			\$ 12,416,500.00	\$ 258,139.89	0.02079		\$ 319.96	\$ 679.92	\$ 88,790.19	\$ 24.00	3700
2094			\$ 12,416,500.00	\$ 260,721.28	0.02100		\$ 326.36	\$ 693.52	\$ 90,566.00	\$ 24.48	3700
2095			\$ 12,416,500.00	\$ 263,328.50	0.02121		\$ 332.89	\$ 707.39	\$ 92,377.32	\$ 24.97	3700
2096			\$ 12,416,500.00	\$ 265,961.78	0.02142		\$ 339.55	\$ 721.54	\$ 94,224.86	\$ 25.47	3700
2097			\$ 12,416,500.00	\$ 268,621.40	0.02163		\$ 346.34	\$ 735.97	\$ 96,109.36	\$ 25.98	3700
2098			\$ 12,416,500.00	\$ 271,307.61	0.02185		\$ 353.27	\$ 750.69	\$ 98,031.55	\$ 26.50	3700
2099			\$ 12,416,500.00	\$ 274,020.69	0.02207		\$ 360.33	\$ 765.71	\$ 99,992.18	\$ 27.02	3700
2100			\$ 12,416,500.00	\$ 276,760.90	0.02229		\$ 367.54	\$ 781.02	\$ 101,992.02	\$ 27.57	3700
2101			\$ 12,416,500.00	\$ 279,528.51	0.02251		\$ 374.89	\$ 796.64	\$ 104,031.86	\$ 28.12	3700
2102			\$ 12,416,500.00	\$ 282,323.79	0.02274		\$ 382.39	\$ 812.57	\$ 106,112.50	\$ 28.68	3700
2103			\$ 12,416,500.00	\$ 285,147.03	0.02297		\$ 390.04	\$ 828.82	\$ 108,234.75	\$ 29.25	3700
2104			\$ 12,416,500.00	\$ 287,998.50	0.02319		\$ 397.84	\$ 845.40	\$ 110,399.44	\$ 29.84	3700
2105			\$ 12,416,500.00	\$ 290,878.48	0.02343		\$ 405.79	\$ 862.31	\$ 112,607.43	\$ 30.43	3700
2106			\$ 12,416,500.00	\$ 293,787.27	0.02366		\$ 413.91	\$ 879.56	\$ 114,859.58	\$ 31.04	3700
2107			\$ 12,416,500.00	\$ 296,725.14	0.02390		\$ 422.19	\$ 897.15	\$ 117,156.77	\$ 31.66	3700
2108			\$ 12,416,500.00	\$ 299,692.39	0.02414		\$ 430.63	\$ 915.09	\$ 119,499.91	\$ 32.30	3700
2109			\$ 12,416,500.00	\$ 302,689.32	0.02438		\$ 439.24	\$ 933.39	\$ 121,889.91	\$ 32.94	3700
2110			\$ 12,416,500.00	\$ 305,716.21	0.02462		\$ 448.03	\$ 952.06	\$ 124,327.71	\$ 33.60	3700
2111			\$ 12,416,500.00	\$ 308,773.37	0.02487		\$ 456.99	\$ 971.10	\$ 126,814.26	\$ 34.27	3700
2112			\$ 12,416,500.00	\$ 311,861.11	0.02512		\$ 466.13	\$ 990.52	\$ 129,350.54	\$ 34.96	3700
2113			\$ 12,416,500.00	\$ 314,979.72	0.02537	\$ 3,738,230.74	\$ 475.45	\$ 1,010.33	\$ 131,937.56	\$ 35.66	3700
2114			\$ 12,416,500.00	\$ 318,129.51	0.02562		\$				





MEMORANDUM

To: Plan Commission

From: Adam Kuhn, Associate Planner / Zoning Administrator

CC: Ryan Kernosky, Director of Community Development

Date: April 5, 2021

RE: Accessory Dwelling & Commercial Units

Commissioners –

Over the last year, Community Development staff have been pursuing the incorporation of accessory dwelling and commercial units within the City's Zoning Code. An accessory dwelling unit (ADU) is defined as a small, detached secondary place of residence on the same lot as the principal residential dwelling that are independently habitable and provide the basic requirements of shelter, heating, cooking and sanitation. Similarly, an accessory commercial unit (ACU) is defined as a small detached commercial unit that are accessory to the principal residential use on the site.

ADU's are becoming more popular and municipalities have been starting to directly address them within their municipal codes. The City's Zoning Code does not currently address ADU's or ACU's, but does address second principal structures. The allowance of a second principal structure can be approved through the Plan Commission and Common Council via a conditional use permit.

There are several reasons why municipalities have begun allowing ADU's. For example, ADU's can assist in protecting neighborhood aesthetics, improve housing affordability, promote housing density, diversify housing stock and raise the value of properties. While previous housing studies produced for the City does not address ADU's by name, it does address the importance of increasing density among future housing-related goals.

www.stevenspoint.com

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On February 3, 2020, City staff first discussed the concept of ADU's to the City's Plan Commission. The purpose of the discussion was more informational in nature, discussing the benefits and potential concerns to address while producing an ADU ordinance.

After careful analysis of recommendations made during the 2020 meeting, Community Development staff have produced a draft ADU and ACU ordinance to be discussed during the April 5th Plan Commission meeting. Please note that this is solely a conceptual discussion of the ADU and ACU draft ordinance—no action will be taken. The draft ordinance enclosed has been initially reviewed by the City Attorney's Office, with a more in-depth review expected to occur in the coming days.

Please review the draft ADU and ACU ordinance in preparation for the April 5th Plan Commission meeting. If you have any question, please do not hesitate to contact City staff.

Best,

Adam Kuhn

Associate Planner / Zoning Administrator
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
o: (715) 342-4158
akuhn@stevenspoint.com

Ch. 23.01(13)(k)

k) Accessory Commercial Units and Accessory Dwelling Units.

1) Definitions

- i. Accessory Commercial Units (ACU) is a small detached commercial unit that are accessory to the principal residential use on the site. Uses of ACUs are subject to Home Occupation Regulations as defined in this Chapter.
- ii. Accessory Dwelling Units (ADU) are defined as a small, detached secondary place of residence on the same lot as the principal residential dwelling. ADUs are independently habitable and provide the basic requirements of shelter, heating, cooking and sanitation.

2) Where permitted. ACUs and ADUs shall be a permitted use in the R-LD, R-1, R-2, R-3, R-4 and R-5 zoning districts.

3) Setbacks. ACUs and ADUs shall meet the minimum setback requirements for accessory structures of the zoning district or overlay zoning district for which it is located.

4) Lot size. ACUs and ADUs shall be allowed only on a lot after meeting the minimum lot area requirements for single family use within the zoning district for which the property is located. No construction of an ADU shall result in a lot coverage ratio exceeding 75%.

5) Square Footage Limitations.

- i. Minimum size. ADUs shall meet the minimum size requirements as outlined in Ch. 21.08 of the Revised Municipal Code of the City of Stevens Point.
- ii. Maximum size. ADUs shall not exceed the maximum size allowed for detached accessory structures as outlined in Chapter 30 of the Revised Municipal Code of the City of Stevens Point.
- iii. Calculation of ACU and ADU square footage. ACU and ADU square footage calculations are exempt the square footage calculations outlined in Chapter 30 for detached accessory structures.

6) Height limitations. ACUs and ADUs shall not exceed 20 feet in height, not including the height of roof gables, or the height of the principal building, whichever is less.

- 7) Owner occupied. The owner of the property in which the ACU is created must continue to occupy the principal residential use on the site as their primary residence. The owner of the property in which the ADU is created must continue to occupy at least one of the dwelling units on the property as their primary residence. A restrictive agreement between the property owner and the City shall be recorded prior to occupancy being granted.
- 8) Utility connections. All utility connections for ACUs and ADUs shall have separate connections from the principal structure located on the same lot.
- 9) Number of occupants allowed. The number of occupants allowed in an ACU shall not exceed the maximum defined within the Home Occupancy regulations of this chapter. The number of occupants allowed in an ADU shall not exceed the maximum number of unrelated persons allowed on the property per the definition of a family.
- 10) Number of ACUs and ADUs allowed. One ACU or ADU is permitted per lot.
- 11) Tourist Rooming House: An ADU may be utilized as a tourist rooming house, meeting applicable requirements as outlined within Chapter 23.
- 12) Review and approval. Approval by the Community Development Department is required for all ACUs and ADUs. Applications shall include a site plan, floor plan, building elevations and other information necessary to determine compliance with these requirements.



MEMORANDUM

To: Plan Commission

From: Ryan Kernosky, Director of Community Development

Date: April 5, 2021

RE: **Director's Report**

Development Updates:

Northside Yard (1017 Third St): Framing is under construction for building two (SE corner of the building).

Berkshire Senior Housing (1443 Water Street): A Final Inspection was performed; developer is working through a 'Punchlist' of items still remaining. A ribbon cutting is scheduled for

Sentry Insurance Boutique Hotel: A Final Inspection is near, many of the finishes are still being finalized.

Delta Dental Corporate Headquarters: The building is framed out. HVAC and electrical work is currently under construction.

Lineage Logistics: Waiting final inspection of the office, temporary occupancy was issued for the warehouse portion of the building.

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 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: Foundation is nearing completion, steel framing is beginning as well.

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.

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: Beginning April 5, 2021 Community Development will be open five days a week, 7:30-4:00 pm.