AGENDA
CITY PLAN COMMISSION

December 2, 2013 – 6:00 PM
Lincoln Center – 1519 Water Street, Stevens Point, WI 54481

(A Quorum of the City Council May Attend This Meeting)

Discussion and possible action on the following:

1. Report of the November 4, 2013 Plan Commission meeting.
2. Amending Chapter 23 (Zoning Code) and Chapter 21 (Building and Premises Maintenance and Occupancy) of the Revised Municipal Code to adjust parking and loading standards (Sections 23.01(14) and 23.01(15)), along with related definitions (Section 23.04), and ordinances (Sections 21.03(13) and 21.08(1)(b)).
3. Amending Chapter 23 (Zoning Code) of the Revised Municipal Code to allow adjustments to be made to conditional use standards relating to landscaping (Section 23.01(16)(c)(14)) by the City Forester.
4. Portage County Bicycle and Pedestrian Plan update.
5. Request from Wisconsin Public Service to obtain a 12 foot utility easement on City property south of E. M. Copps Drive extended, within the East Park Commerce Center.
6. Request from Salah Qutaishat for a conditional use permit to allow four unrelated persons in a single dwelling at **2316 Main Street (Parcel ID 2408-33-2016-08)**.
7. Request from CCFS Group, LLC for a conditional use permit to construct an approximate 40-unit apartment building, using the "B-TID5" Tax Incremental District 5 standards, at **209 Division Street (Parcel ID 2408-29-4002-03)**.
8. Adjourn.

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.

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, TDD# 346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

PUBLISH: November 29, 2013 and December 6, 2013

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Common Council of the City of Stevens Point, Portage County, Wisconsin, will hold a Public Hearing on Monday, December 16, 2013 at 7:00 PM in the Council Chambers of the County-City Building, 1516 Church Street, Stevens Point, Wisconsin, to hear the following:

1. Amending Chapter 23 (Zoning Code) and Chapter 21 (Building and Premises Maintenance and Occupancy) of the Revised Municipal Code to adjust parking and loading standards (Sections 23.01(14) and 23.01(15)), along with related definitions (Section 23.04), and ordinances (Sections 21.03(13) and 21.08(1)(b)).
2. Amending Chapter 23 (Zoning Code) of the Revised Municipal Code to allow adjustments to be made to conditional use standards relating to landscaping (Section 23.01(16)(c)(14)) by the City Forester.
3. Request from Salah Qutaishat for a conditional use permit to allow four unrelated persons in a single dwelling at 2316 Main Street (Parcel ID 2408-33-2016-08). This property being zoned "R-4" Multiple Family 1 Residence District, and described as LOTS 10 & 11 BLK 12 BOYINGTON & ATWELL 3RD ADD S33 T24 R8 722147, City of Stevens Point, Portage County, Wisconsin.
4. Request from CCFS Group, LLC for a conditional use permit to construct an approximate 40-unit apartment building, using the “B-TID5” Tax Incremental District 5 standards, at 209 Division Street (Parcel ID 2408-29-4002-03). This property being zoned "B-4" Commercial District, and described as THE S 200' OF THE N 433.1' OF THE W 250' OF THE NE SE & ALSO INCL PT VACATED DIVISION ST DES 725572 S29 T24 R8 576945 680648, City of Stevens Point, Portage County, Wisconsin.

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.

All interested parties are invited to attend.

BY ORDER OF THE COMMON COUNCIL
OF THE CITY OF STEVENS POINT, WISCONSIN

John Moe, City Clerk

REPORT OF CITY PLAN COMMISSION

November 4, 2013 – 6:00 PM
Lincoln Center – 1519 Water Street

PRESENT: Mayor Andrew Halverson, Alderperson Jerry Moore, Commissioner Anna Haines, and Commissioner Garry Curless (Excused Commissioner Tony Patton and Commissioner Dave Cooper).

ALSO PRESENT: Community Development Director Michael Ostrowski, Economic Development Specialist Kyle Kearns, Comptroller Corey Ladick, Airport Manager Jason Draheim, Alderperson Doxtator, Alderperson Mary Stroik, Alderperson Randy Stroik, Alderperson Phillips, Nate Envald, Matt Rettler, Bob Fisch, Chris Jones, Dan Hoppe, Sarah Wallace, Reid Rocheleau, and Barb Jacob.

INDEX:

1. Report of the October 7, 2013 Plan Commission meeting.
2. Request from Matt Rettler for a conditional use permit amendment to construct an approximate 4,320 square foot airplane hangar at the **City of Stevens Point Municipal Airport, 4401-4501 Highway 66 (Parcel ID 2408-23-2300-01)**, along with waiving the parking requirements**.**
3. Review and recommendation on subleasing the property located at **1101 Centerpoint Drive (Parcel ID 2408-32-2029-61)** and the adjacent property (portions of Parcel IDs 2408-32-2029-65 and 2408-32-2029-66) from the Community Development Authority of the City of Stevens Point to Great Lakes Education Loan Services, Inc**.**
4. Amending Chapter 23 (Zoning Code) of the Revised Municipal Code to adjust parking standards (Section 23.01(14))**.**
5. Adjourn.

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1. Report of the October 7, 2013 Plan Commission meeting.

   Motion by Alderperson Moore to approve the report of the October 7, 2013 meeting; seconded by Commissioner Curless. Motion carried 4-0.

2. Request from Matt Rettler for a conditional use permit amendment to construct an approximate 4,320 square foot airplane hangar at the **City of Stevens Point Municipal Airport, 4401-4501 Highway 66 (Parcel ID 2408-23-2300-01)**, along with waiving the parking requirements**.**

   Director Ostrowski explained this is an accessory use to an already conditional use at the Stevens Point Municipal Airport, and any buildings constructed on municipal lands require Plan Commission review . Staff recommends approval with the conditions outlined in the staff report.

   Commissioner Haines asked if this is for planes only and no storage of fuel, to which Mayor Halverson stated in terms of fuel storage, the City maintains control of fuel, and does not allow for any other storage of fuel in hangers.

   Jason Draheim, Airport Manager, stated the FFA mandates that any hazmat or hazardous materials on airfield property be properly stored and marked outside of hangers. If there were hazardous materials stored inside, it would be a low volume of some fuel, from the aircraft.

Motion by Commissioner Curless to approve the conditional use to construct an approximate 4,320 square foot airplane hangar at the City of Stevens Point Municipal Airport, 4401-4501 Highway 66 (Parcel ID 2408-23-2300-01), along with waiving the parking requirements, with the following conditions:

- **All applicable building permits shall be obtained.**
- **Approvals and or permits from the FAA and any other agencies shall be obtained.**
- **Parking requirements shall be waived.**

Seconded by Commissioner Haines. Motion carried 4-0.

3. Review and recommendation on subleasing the property located at **1101 Centerpoint Drive (Parcel ID 2408-32-2029-61)** and the adjacent property (portions of Parcel IDs 2408-32-2029-65 and 2408-32-2029-66) from the Community Development Authority of the City of Stevens Point to Great Lakes Education Loan Services, Inc**.**

   Director Ostrowski explained the Community Development Authority is the lessee of the former Dunham's building at 1101 Centerpoint Drive and has the opportunity to sublease the building to Great Lakes Educational Loan Services. Furthermore, Director Ostrowski explained the principles of the agreement which are outlined within the staff report. Clarification was given in regards to the redevelopment surcharge for which Common Council approved and included the authorization of $500,000 to be granted to the CDA in turn would be given to Great Lakes to make tenant improvements to the building. Great Lakes Education Loan Services, Inc. would then payback the principal and interest payments on the borrowed $500,000 from years two through seven. Director Ostrowski continued identifying minor changes to the lease relating to; taxes being paid in the event the property ever becomes subject to them (sec. 1.9 & 1.17); a total of 71 public parking stalls to be maintained free for use of Great Lakes shall they ever become metered (sec. 5.3); notice requirements for entering the property (sec. 6.2); final lease payments (sec.4.1), and finally, the addition of exhibits. Mayor Halverson added that at a minimum the parking that is provided is proper as well as the lot due east which contains more than 71 parking spaces, to which Director Ostrowski clarified there are about 103 spaces to the north and east of the Dunham's.

   Commissioner Curless asked if we agree to this lease, the city can still sell the building as long as the buyer honors the lease, to which Director Ostrowski answered yes. Furthermore, Commissioner Curless clarified Great Lakes Education Loan Services, Inc. would be taking care of all expenses, to which Director Ostrowski answered yes.

   Barb Jacob, 1616 Depot Street, questions if the city would be paying for communications to which Director Ostrowski explained the CDA would only be paying for the fiber optic cable. Ms. Jacob feels this is a good deal and is in favor of the agreement.

   Motion by Alderperson Moore to approve the recommendation on subleasing the property located at 1101 Centerpoint Drive (Parcel ID 2408-32-2029-61) and the adjacent property (portions of Parcel IDs 2408-32-2029-65 and 2408-32-2029-66) from the Community Development Authority of the City of Stevens Point to Great Lakes Education Loan Services, Inc.; seconded by Commissioner Curless.

   Motion carried 4-0.

4. Amending Chapter 23 (Zoning Code) of the Revised Municipal Code to adjust parking standards (Section 23.01(14))**.**

Director Ostrowski explained the City Engineer was only able to review the amendment most recently, and therefore, a few changes have been made to the document (those changes are attached to these minutes). Furthermore, director Ostrowski identified major changes from the old parking standards, which include the following; parking ratio minimum requirements for residential changed from occupants to units; retail parking standards from 1 space per 200 square feet to 1 space per 300 square feet; industrial standards requiring 1 space / 500 square feet for office space, and 4,000 for interior storage/warehouse space. He continued stating a section allowing parking reductions was added, allowing the ability to reduce some parking based off of location to bus/transit locations, creation of a structured car sharing program, and the preservation of trees over 24 inches in diameter. Additionally, geometric standards were added, the addition of parking pods and landscaping requirements. Moreover, tree and shrubs specifications are somewhat similar. In addition, most of the setback requirements have stayed the same, except for B-2 and B-3 districts which changed from three feet to five feet due to the difficulty of trying to get landscaping to grow. Bicycle parking was added, requiring a certain number of bicycle spaces to be provided per vehicular spaces. Maximum requirements on general parking were added, offering the ability to exceed the maximum if an alternative parking plan or pervious pavement is provided. Lastly, Director Ostrowski described a section for constrained sites that gives the administrator the ability to approve modified parking and landscape standards if reconstruction cannot occur meeting the requirements due to unique factors.

Commissioner Curless asked if the City had a committee that came up with these, to which Director Ostrowski answered this was done by staff, as the zoning re-write process is taking longer than anticipated due to limited staff. Furthermore, certain sections of the code that need to be addressed are being reviewed individually by staff when time permits. Mr. Curless added that Madison has several stalls designated just for motorcycles.

Commissioner Haines asked about the alternative parking plan and the requirement stating plans must be submitted by a registered engineer with transportation expertise. Her concern is how expertise would be determined. Director Ostrowski answered that backgrounds and reputation can be reviewed, or the language can be omitted from the code. Furthermore, he stated the section is warranted because there are times were the current parking requirements do not meet the demand of the business. This section would allow the option for developers to receive a modification. Mayor Halverson added he is in favor of keeping the section within the code. Commissioner Haines asked that the “transportation expertise “be omitted from the code.

Alderperson Moore asked for clarification of what is GFA, to which Director Ostrowski explained it is an acronym for gross floor area. Alderperson Moore then asked if GFA could be written out throughout the code for the general public to interpret.

Mayor Halverson stated he understands what is meant by Administrator, but would like to see “City Engineer or Director of Public Works” added to many sections throughout the ordinance.

Commissioner Haines pointed out a correction to the numbering on page 16 and asked about the Driveways and Mixed Uses heading with nothing under it. Director Ostrowski explained the formatting will be fixed. Commissioner Haines added she likes the bicycle parking added to the code.

Alderperson Phillips asked if the constrained sites section would permit the schools to construct parking lots on the smaller residential lots that have been purchased around the schools. Director Ostrowski stated he

would look at the size of that lot in question, but this section is really meant for existing lots that need to be reconstructed and are unable to meet the parking and landscaping requirements.

Bob Fisch, 1033 Smith Street, stated the code was vague regarding the meaning of high quality bike parking. Additional language specific to the installation of bike racks and minimum spacing should be added, as well as distance from entrances should be shortened. He asked for preferred bike parking language to be used from the Association of Pedestrian and Bicycle Professionals that has published a set of parking guidelines. He also has a concern for snow removal and the diligence of removal in the bike parking areas.

Commissioners Haines and Curless stated they liked the suggestions given by Mr. Fisch, and would like to add those requests to any motion made. Director Ostrowski stated the bike parking guidelines from the bike parking guidelines document could be reference in the ordinance.

Mayor Halverson asked for the reasoning why a 200 foot distance from the bike parking to the entrance was chosen. Director Ostrowski stated 200 feet is typically the distance that can be covered in under a minute walk, but explained the distance can match that of the referenced guidelines at 120 feet.

Commissioner Haines asked if this was just for new mixed use building types, to which Director Ostrowski stated it is also for non-residential development. She then asked if this would apply to Great Lakes Education Loan Services, Inc., to which Director Ostrowski answered no, because they would not be doing any parking lot improvements. Mayor Halverson added they may install bike parking similar to their headquarters in Madison.

Alderperson Moore stated he would be more comfortable if the requested updates and revisions discussed by the Commission were made by staff upon which the ordinance would then be returned to the Commission for final review at an upcoming Plan Commission meeting.

Motion by Alderperson Moore to postpone action on amending the parking standards until the December Plan Commission meeting to allow staff to perform revisions and updates to the ordinance recommended by the Commission; seconded by Commissioner Curless. Motion carried 4-0.

5. Adjourn.

Meeting Adjourned 6:33 PM.

14) Parking Standards

a) Applicability

1) Unless specifically exempted in this Zoning Code, all existing and proposed development shall provide parking facilities and manage access in accordance with this Zoning Code.

2) With the exception of restriping a parking area or other vehicular use area which does not result in a reconfiguration of the parking spaces, any modification to existing parking facilities shall conform to the requirements of this Zoning Code.

3) Buildings and uses lawfully existing as of the effective date of this Zoning Code may be renovated or repaired without providing additional parking facilities, provided there is no increase in gross floor area or change in use of existing floor area that would increase parking demand.

4) Where a building or use existed as of the effective date of this Zoning Code, and the building or use is enlarged in gross floor area or impervious area by 10 percent or 2,000 square feet, whichever is less, parking as specified in this Zoning Code shall be required for the enlarged area. The addition of an accessory building or structure shall be considered an enlargement of the building or use.

5) A change in use of a building or use existing as of the effective date of this Zoning Code shall require additional parking facilities to comply with the requirements of this Zoning Code for the new use unless the new use has the same parking requirement or a lesser requirement than the previous one.

b) General Provisions

1) Parking Required

No use shall provide less than the minimum number of parking spaces required under this Zoning Code. At the discretion of the property owner or occupier, a fee may be charged for required parking.

2) Location of Parking Spaces

Unless otherwise approved in an alternative parking plan under 23.01(14)(h) Alternative Parking Plan, parking spaces shall be located as set forth below.

a) Residential Zoning Districts

i. Required parking spaces shall be located on the same lot and shall not be located within the required front setback, except single- and two-family driveways leading to an approved parking area.

b) Non-Residential Zoning Districts

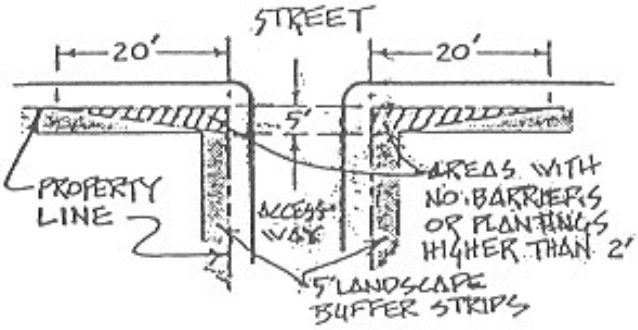
i. All required parking spaces shall be located on the same site or on off-site land within 660 feet of the building, structure or use served (measured from the nearest point of the parking area to the nearest point of the building, structure or use served by such parking lot).

ii. All off-street parking shall be arranged so that no vehicle is forced onto any public street to gain access from one parking aisle to another parking aisle.

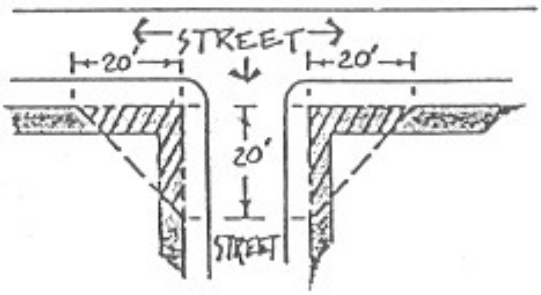
3) Clearview Requirements

a) When an accessway intersects a public right of way or when the subject property abuts the intersection of two or more public rights of way, all parking lots or vehicular use areas within the triangular area described below shall provide unobstructed cross-visibility, with no obstructions higher than two feet.

b) The areas of property on both sides of an accessway formed by the intersection of each side of the accessway and the public right of way line, consisting of 20 feet along the public right of way and five feet perpendicular to the line, and the third side being a line connecting the ends of the two other sides.



c) The area of property located at a corner formed by the intersection of two or more public rights of way with two sides of the triangular area being 20 feet in length along the abutting public right of way lines, measured from their point of intersection, and the third side being a line connecting the ends of the other two lines.



c) Parking Ratios

1) Calculation of Ratios

a) Mixed Uses

Developments containing more than one use shall provide parking spaces in an amount equal to the total of the requirements for all uses.

b) Fractional Measurements

Where fractional spaces result, the parking spaces required shall be the next highest whole number.

2) Minimum

The following minimum parking ratios apply to all zoning districts. Where in the opinion of a registered engineer in the State of Wisconsin, a listed ratio requires too much or too little parking, the applicant may provide an alternative parking plan with data submitted in support of higher or lower ratios.

3) Required Parking Ratios

Unless specifically reduced in 23.01(14)(d) Parking Reductions, the following parking ratios shall apply to all development.

	Specific Use	Minimum Parking
Residential		
Household Living	Detached living	2.0 per unit
	Accessory dwelling	1.0 per unit
	Attached living	1.0 per unit
	Multifamily living or upper-story living	1.25 per each studio unit 1.50 per each 1 bedroom unit 1.75 per each 2 bedroom unit 2.00 per each 3 bedroom unit and above
	Retirement community	1.0 per unit
	Senior housing	0.60 per attached unit 1.5 per detached unit
	All other uses	2.0 per unit
Group Living	Assisted living or congregate care facilities	0.3 per bedroom
	All other uses	1.0 per 300 SF of GFA
Social Service	All uses	1.0 per 300 SF of GFA
Public		
Parks & open space	All uses	As determined by Administrator
Place of worship	All uses	1.0 per 4 seats in main worship space, if benches, 20 inches shall equal 1 seat
Port & terminal	All uses	1.0 per 225 of GFA
Schools	Additions to existing schools 3-year high school 4-year high school Elementary or middle school	To be established by the Common Council 9.5 per classroom 7.5 per classroom 3.5 per classroom
Utilities	All uses	1.0 per 300 SF of GFA (office)
Commerce		
Day care	All uses	1.0 per 300 SF of GFA
Indoor recreation	Auditorium	1.0 per 4 seats or 1.0 per 75 SF of GFA (whichever is greater) + 1.0 per 100 SF of GFA of conference, banquet, restaurant
	Bowling alley	5.0 per alley + 1.0 per 100 SF of GFA of conference,

		banquet, restaurant
	Theaters	1.0 per 4 seats
	All other uses	1.0 per 200 SF of GFA
Medical	Hospital	0.50 per bed
	Medical, dental office or chiropractor	1.0 per 300 SF of GFA
	All other uses	1.0 per 300 SF of GFA
Office	With drive thru service	1.0 per 350 SF of GFA
	Without drive thru service	1.0 per 300 SF of GFA
Outdoor recreation	Campground, travel trailer park, RV park	1.0 per space
	Golf course or country club	3.0 per hole + 2.0 per court
	Horse stable, riding academy equestrian center	1.0 per each 5 stalls
	Stadium or arena	1.0 per 4 seats
	All other uses	1.0 per 5,000 SF (outdoor use area)
Overnight lodging	All uses	1.0 per guest room + 1.0 per 100 SF of conference, banquet, restaurant
Personal service	Barber and beauty shops	1.0 per 100 SF of GFA
	Funeral home or mortuary	1.0 per 4 seats or 1 space per 60 SF of GFA (whichever is greater)
	If less than 4,000 SF of GFA	1.0 per 500 SF of GFA
	All other uses	1.0 per 300 SF of GFA
Restaurant/Bar	All uses	1.0 per 100 SF of GFA
Retail sales	Gas and service stations	1.0 per 200 SF of GFA
	If less than 2,000 SF of GFA	1.0 per 500 SF of GFA
	All other uses	1.0 per 300 SF of GFA
Vehicle sales	All uses	1.0 per 500 indoor SF GFA + 1.0 per 10,000 SF outdoor lot area
Vehicle service	All uses	3.0 per bay or 1.0 per 250 SF GFA, as applicable whichever is greater
Water-oriented	All uses	1.0 per every 3 wet or dry slips
Industrial		
Heavy industrial	All uses	1.0 per 600 SF GFA (office) + 1.0 per 4,000 SF GFA
Light industrial	All uses	1.0 per 600 SF GFA (office) + 1.0 per 4,000 SF GFA
Research & development	All uses	1.0 per 300 SF GFA (office)
Self-service storage	All uses	1.0 per 250 SF GFA (non-storage) + 1.0 per every 50 storage units
Trucking terminal	All uses	1.0 per 700 SF of GFA

Warehouse & distribution	All uses	1 per 500 SF GFA (office) + 1 per 4,000 SF indoor storage area
Waste-related service	All uses	1.0 per 250 SF GFA (office) + 1.0 per 4,000 SF GFA
Wholesale trade	All uses	1.0 per 250 SF GFS (office) + 1.0 per 4,000 SF of indoor storage

4) Maximum

a) No use shall provide more than 150 percent of the required parking shown in the table above unless any parking above the 150 percent threshold is provided on pervious surface or as underground or structured parking.

b) Where a project is intended to be developed in phases, the Administrator may approve development of a parking area intended to serve current and future development.

5) Unlisted Uses

The parking space requirements for a use not specifically listed in the table shall be the same as for the listed use deemed most similar to the proposed use by the Administrator.

6) Administrative Modification

The Administrator may reduce the required number of spaces by up to five percent for reasons of topography, tree protection or other natural conditions specific to the site.

7) Credit for On-Street Spaces

On-street parking spaces located immediately abutting the subject parcel, lying entirely within the extension of the side lot lines into the roadway and not within any required clear sight distance, may be counted toward meeting these parking requirements.

d) Parking Reductions

Parking may be reduced according to the following standards.

1) Bus Transit Availability

Locations within a 660-foot walking distance of an improved bus stop may reduce the total number of required parking spaces by 15 percent. Walking distance is measured from the primary entrance of the use to the bus boarding location.

2) Provision of Structured Parking

Where parking is provided in a structure, the required total number of spaces may be reduced by 10 percent.

3) Access to Car-Sharing Program

A residential project or a mixed use project with a residential component providing an active car-share program may reduce the total number of required parking spaces. The reduction shall equal five spaces per car-share vehicle available on-site to residents of the project.

4) Tree Preservation

The Administrator may approve a reduction in the total number of required parking spaces by one space for every tree over 24 inches in diameter at breast height preserved within the parking area. The maximum reduction allowed for tree preservation is five percent of the total required parking spaces.

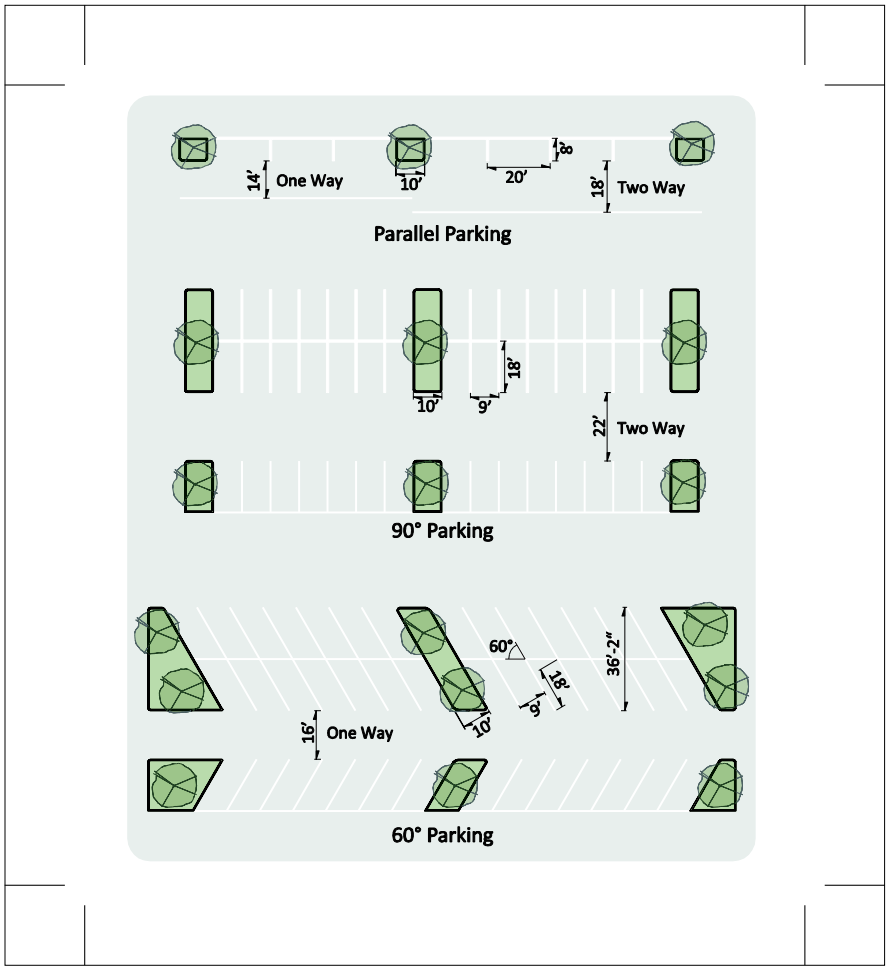
5) Designated Downtown

No parking is required in a designated downtown area. Where parking is provided, it must meet the dimensional standards of this Zoning Code.

e) Parking Area Design Standards

1) Parking Space Layout

a) Parking space layout shall meet the following dimensions.



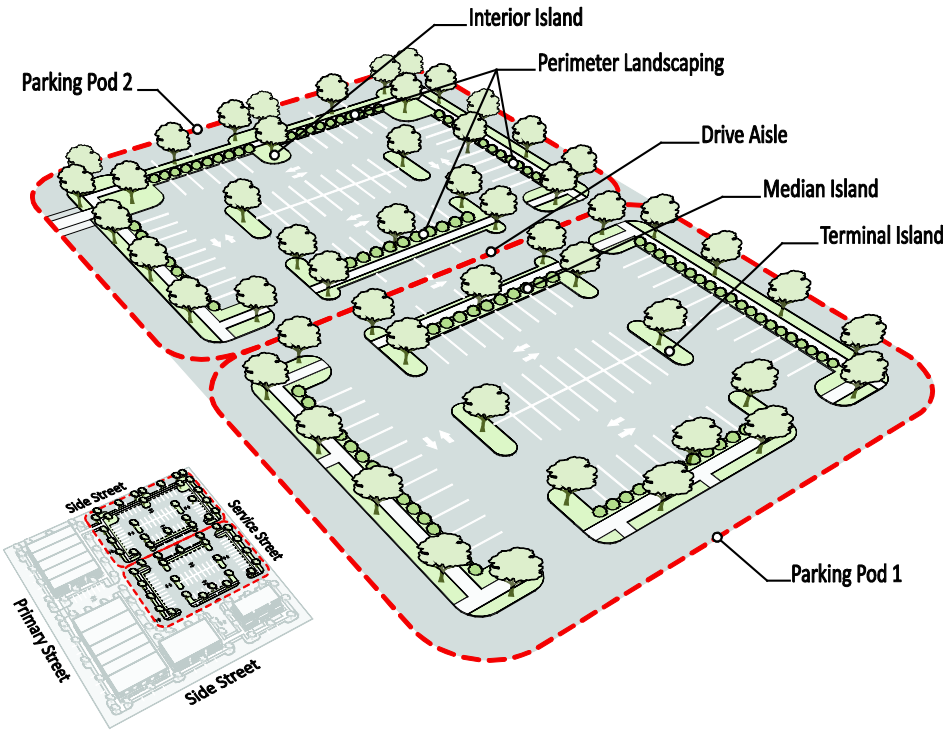
b) Parking spaces using geometric standards other than those specified above may be approved by the City Engineer, subject to a determination by the Administrator that the proposed facility will satisfy these parking requirements as well as would a facility using the dimensions specified above.

c) Compact spaces may be substituted for no more than 25 percent of the total number of off street parking spaces required. Where provided, compact spaces shall be a minimum of eight feet in width and 16 feet in length.

2) Parking Pods

Parking areas shall be organized into parking pods that are separated by the following perimeter landscaping and island plantings. Where parking areas are screened by a building, they shall not

require screening on that side of the parking pod. Island landscaping may be waived in nonresidential zoned areas if the perimeter landscaping is double in width and density of the plantings. When the minimum setback is 30 feet or greater, the width shall not need to be doubled, but the density of the plantings shall still be double. Such modification must be approved by the Administrator.



a) Perimeter Landscaping

i. Perimeter landscaping shall be a minimum of five feet wide, landscaped with one canopy or evergreen tree for every 40 linear feet (spaced a maximum of 50 feet apart) and shrubs installed at a rate of one for every 15 square feet of landscaped area.

ii. A wall a minimum of 30 inches located in a three-foot planting strip may be substituted for the shrubs.

b) Interior Islands

i. An interior landscaped island shall be provided for every 20 spaces. Each island shall contain a minimum of 200 square feet with a minimum width of eight feet inside the curb and include a minimum of one canopy or evergreen tree.

ii. Interior islands shall be distributed throughout the parking area, with no parking space located more than 200 feet from a planting island.

iii. Interior islands may be consolidated or intervals may be expanded in order to preserve existing trees where approved by the Administrator.

c) Terminal Islands

All rows of spaces shall terminate in a curbed landscaped island. Each island shall conform to the specifications described for interior islands above.

d) Median Islands

i. A median island with a minimum width of eight feet inside the curb shall be sited between every eight single parking rows and along primary internal and external access drives.

ii. Each median island shall be planted at the rate of one canopy or evergreen tree for every 40 linear feet (spaced a maximum of 50 feet apart).

iii. Median intervals may be expanded in order to preserve existing trees, where approved by the Administrator.

iv. A median island may also serve as the location for a sidewalk connecting the use and the street. In such case, the sidewalk shall be a minimum of five feet wide, and the remaining planting area shall be no less than five feet wide.

e) Landscaping Specifications

i. General

a) Plant material shall be true to name, variety, and size and shall conform to all applicable provisions of the American Standards for Nursery Stock, latest edition.

b) Plant materials shall be cold hardy for the specific location where they are to be planted.

c) Trees and shrubs shall be salt-tolerant in areas immediately adjacent to parking lots.

d) Trees and shrubs shall be drought-tolerant and able to survive on natural rainfall once established with no loss of health.

ii. Canopy Trees

a) Canopy trees selected for planting shall meet the minimum requirements provided in the American Standard for Nursery Stock, latest edition as published by the American Nursery & Landscape Association.

b) All single trunk trees shall have a minimum 2½-inch caliper, and must measure a minimum of 10 feet tall at time of planting. All tree heights shall be measured from the top of the root ball to the tip of the highest branch.

c) Multi-trunk trees shall have main stems with a minimum 1½-inch caliper per trunk, a minimum of three main stems, and must measure a minimum of 10

feet tall at time of planting. All tree heights shall be measured from the top of the root ball to the tip of the highest branch.

iii. Evergreens

a) Evergreens selected for planting shall meet the minimum requirements provided in the American Standard for Nursery Stock, latest edition as published by the American Nursery & Landscape Association.

b) All evergreens must measure a minimum of three feet tall at time of planting. All tree heights shall be measured from the top of the root ball to the tip of the highest branch.

iv. Shrubs

a) Shrubs selected for planting shall meet the minimum requirements provided in the American Standard for Nursery Stock, latest edition as published by the American Nursery & Landscape Association.

b) All required shrubs shall be a minimum of 20 inches in height in a minimum three-gallon container.

c) Shrubs shall be of a species that under average conditions will reach a minimum height of 24 inches within 12 months.

d) When planted as a hedge, the maximum spacing for 20-inch high shrubs shall be 36 inches on center. Spacing for other size shrubs shall be determined by the Administrator.

v. Credit for Existing Plant Material

a) Required landscaped areas may incorporate existing natural vegetation to the maximum extent feasible. Prior to disturbance of a required planting area, approval shall be obtained from the Administrator. Where existing vegetation is inadequate to meet the required landscaping standards, additional plant material shall be required.

b) Existing native habitat or vegetation located within planting areas and meeting the requirements of this Zoning Code may be counted.

c) In the event that the existing vegetation has been credited and is subsequently removed or dies, it shall be replaced with the appropriate planting material.

d) Credit may also be permitted for existing plant material, fences and walls on abutting property, provided such items are in a permanently protected area, including, but not limited to:

1. A conservation easement or preserve area on adjacent property; or

2. An existing utility or drainage easement exceeding 100 feet in width.

vi. Irrigation

A water source shall be supplied within 100 feet of any planting requiring continuing watering. Where non-native or non-drought tolerant native vegetation is incorporated, an irrigation system shall be required.

f) Maximum Parking Area Pod Size

Parking areas shall be broken up by landscaped area, tree islands, and buildings into pods containing no more than 160 parking spaces.

g) Accessible Parking

Accessible parking shall be provided in compliance with the Americans with Disabilities Act Accessibility Guidelines.

h) Surfacing

i. Surfacing Required

Except as provided below, where parking facilities or any other vehicular use area are provided, they shall be surfaced with asphalt bituminous, concrete or dustless material approved by the Administrator, and shall be maintained in a smooth, well-graded condition.

ii. Pervious Parking Surfaces

a) All parking spaces may be surfaced with pervious parking surface that is engineered for parking or driveways.

b) Where an existing tree is adjacent to parking; paver bricks or other pervious surface shall be used within the dripline of the tree. No parking shall be located closer than five feet from the trunk of an existing tree.

c) Where provided, pervious parking surfaces shall be maintained in a sound, well-graded condition.

i) Setback

i. All off-street parking must observe the required parking setback for the appropriate zoning district identified below.

a) Street Right of Way Setback

District	Distance
“C" - Conservancy	30 feet
"R-LD" - Low Density	30 feet
"R-1" - Suburban Single Family Residential	25 feet
"R-2" - Single Family Residential	25 feet
"R-3" - Single and Two Family Residential	25 feet
"R-4" - Multiple Family I Residential	25 feet

"R-5" - Multiple Family II Residential	15 feet
"B-1" - Neighborhood Business	5 feet
"B-2" - Central Business Transition	5 feet
"B-3" - Central Business	5 feet
"B-4" - Commercial	5 feet
“B-5" - Highway Commercial	30 feet from Highway 10 5 feet from other streets
"M-1" - Light Industrial	5 feet
"M-2" - Heavy Industrial	5 feet
"U-1" - University	5 feet

b) Side and Rear Yard Setback

District	Distance
“C" - Conservancy	10 feet
"R-LD" - Low Density	10 feet
"R-1" - Suburban Single Family Residential	10 feet
"R-2" - Single Family Residential	10 feet
"R-3" - Single and Two Family Residential	10 feet
"R-4" - Multiple Family I Residential	10 feet
"R-5" - Multiple Family II Residential	10 feet
"B-1" - Neighborhood Business	5 feet
"B-2" - Central Business Transition	5 feet
"B-3" - Central Business	5 feet
"B-4" - Commercial	5 feet
“B-5" - Highway Commercial	5 feet
"M-1" - Light Industrial	5 feet
"M-2" - Heavy Industrial	5 feet
"U-1" - University	5 feet

ii. In the event any parking abuts a walkway, sidewalk or street, the parking shall be separated by curbing or other protective device with a minimum distance of five feet between the protective device and the edge of the walkway, sidewalk, or street.

iii. All parking shall be separated from buildings by a minimum distance of three feet.

j) Striping

All parking areas over 2,000 square feet or containing more than five individual off-street parking spaces, shall stripe their required parking spaces.

k) Curbs

Where parking facilities or any other vehicular use areas are provided, they shall have curbs or wheel stops to prevent vehicles from overhanging adjacent property or landscaped areas. Where vehicles will overhang over medians or islands, shrubs and trees shall be planted a

minimum of two feet from back of the curb or wheel stop. Where pervious parking surfaces or swales are provided, the Administrator may allow wheel stops in place of curbs.

l) Drainage

Where possible, a portion of the drainage from parking areas should be drained through swales that include deep rooted perennial ornamental grasses.

f) Bicycle Parking

In order to enhance multi-modal transportation opportunities, the following standards for bicycle parking shall be met.

1) New mixed use building types shall provide a minimum of four bicycle parking spaces (two high-quality inverted "U" racks). Nonresidential development providing more than 20 vehicle but less than 100 vehicle parking spaces shall be required to provide six bicycle parking spaces. An additional one bicycle parking space shall be provided for each additional 25 vehicle parking spaces, or fraction thereof. A maximum of 24 bicycle parking spaces shall be required under this paragraph.

2) Bicycle parking facilities shall be located within 200 feet of the main building entrance.

3) Bicycle parking facilities shall be high-quality, inverted "U" type construction. Alternative high-quality bicycle parking facilities may be approved by the Administrator if they can be shown to:

a) Provide adequate theft protection and security; or

b) Are located within a structure.

g) Constrained Sites

Alternative parking and landscaping standards may be approved by the Administrator only where the required parking and landscaping in this Zoning Code cannot be physically met on the site for one of the following reasons:

1) Redevelopment of an existing site requires parking or landscaping to be added, but a building, pavement or stormwater facility already exists; or

2) Redevelopment of an existing site would reduce the number of stalls below the required number for the use or reduce aisle widths below the recommended standard; or

3) The existing site has lost area from landscaping due to adjacent road widening or other right-of-way infrastructure improvements.

h) Alternative Parking Plan

1) Applicant-Submitted Parking Data

The Plan Commission, without Common Council approval, may modify the parking requirements of this Zoning Code when an applicant submits parking data, prepared and sealed by a registered engineer in the State of Wisconsin with transportation expertise, which illustrates that the standards of this Zoning Code do not accurately apply to a specific development. The data submitted for an alternative parking plan shall include, at a minimum, the size and type of the proposed development, the mix of uses, the anticipated rate of parking turnover and the anticipated peak parking and traffic loads of all uses.

2) Off-Site Parking

The Administrator may approve the location of required parking spaces on a separate lot from the lot on which the principal use is located if the off-site parking complies with the all of following standards.

a) Ineligible Activities

i. Off-site parking may not be used to satisfy the off-street parking requirements for convenience stores or other convenience-oriented uses.

ii. Required parking spaces reserved for persons with disabilities may not be located off-site.

b) Location

Off-site parking spaces shall be located within 660 feet from the primary entrance of the use served unless shuttle bus service is provided to the remote parking area.

c) Zoning Classification

Off-site parking areas shall be located within a district which would permit the use to which such parking is accessory.

d) Agreement

i. In the event that an off-site parking area is not under the same ownership as the principal use served, a legally binding written agreement between the record owners of the property establishing the duration and conditions associated with the off-site parking.

ii. An off-site parking agreement may be rescinded only if all required off-street parking spaces will be provided in accordance with this Zoning Code.

3) Shared Parking

The Administrator may allow shared parking facilities if the shared parking complies with all of the following standards:

a) Ineligible Activities

Required parking spaces reserved for persons with disabilities may not be located off-site.

b) Location

Shared parking spaces shall be located within 660 feet of the primary entrance of all uses served, unless shuttle bus service is provided to the parking area.

c) Zoning Classification

Off-site parking areas shall be located within a district which would permit the use to which such parking is accessory.

d) Shared Parking Study

Applicants shall submit a shared parking analysis to the Administrator that clearly demonstrates the feasibility of shared parking. The study shall address, at minimum, the size and type of the proposed development, the composition of tenants, the anticipated rate of parking turnover, and the anticipated peak parking for all uses that will be sharing the parking spaces.

e) Agreement

i. A shared parking plan will be enforced through written agreement among all owners of record. An attested copy of the agreement between the owners of record shall be submitted to the Administrator.

ii. A shared parking agreement may be rescinded only if all required off-street parking spaces will be provided in accordance with this Zoning Code.

4) Valet Parking

The Administrator may approve valet parking as a means of satisfying parking requirements if the valet parking meets all of the following standards:

a) Adequate assurance of the continued operation of the valet parking is provided, such as a contractual agreement for valet services or the tenant's affidavit agreeing to provide such services.

b) An equivalent number of valet spaces are available to replace the required parking spaces. Such valet spaces do not require individual striping, and may take into account the tandem or mass parking of vehicles.

c) Valet parking drop-off locations shall meet the requirements for stacking areas.

d) The design of the valet parking shall not cause customers who do not use the valet service to park off-premise or cause queuing in the right-of-way.

5) Recording of Approved Plans

An attested copy of an approved alternative parking plan and any associated agreements shall be recorded in the Portage County Register of Deeds Office. The applicant shall provide proof of recording prior to the final inspection.

6) Amendments

An alternative parking plan may be amended by following the same procedure required for the original approval.

i) Site Access

1) General Standards

a) All buildings shall be located on a site abutting a public or private street.

b) Unless otherwise approved by the City Engineer, all liner buildings must take vehicular access from within the site.

c) Unless otherwise approved by the Administrator, all nonresidential sites abutting an arterial street must provide a shared access easement with a minimum paving width of 22 feet when abutting another mixed use or nonresidential property.

d) No vehicle or obstacle may block driveways intended for use as a fire lane, or cross-access easement.

~~d)~~e) All driveways shall be surfaced with asphalt bituminous, concrete or dustless material approved by the Administrator, and shall be maintained in a smooth, well-graded condition.

2) Access to Arterial Streets

a) Direct driveway access from any lot to an existing or proposed arterial street shall be prohibited unless approved by the City Engineer.

b) When a non-residential site is abutting an existing or proposed arterial street, access to the arterial street may be limited by one of the following means:

i. Driveway access between the site and an arterial street may be located no closer than 300 feet to any other proposed or existing intersecting arterial;

ii. Sites may be subdivided so as to provide access onto a frontage road; or

iii. Approval of driveway access between a site and the arterial at an interval less than those specified may be granted only by review and recommendation of the City Engineer.

3) Driveways for Residential Uses

a) Alley Access Required

i. When an improved alley is provided, all vehicular access shall take place from the alley. Access may be taken from the side street on corner lots.

ii. All lots 40 feet or less in width are required to take vehicular access from a rear alley. In the event that a lot existing at the time of the effective date of this Zoning Code is less than 40 feet in width and does not abut an alley, then the lot may take vehicular access from the street.

b) Width of Driveways

i. Residential driveways on lots less than 35 feet in width may be no less than ~~eight~~ nine feet and no more than 12 feet in width in the required front setback.

ii. Residential driveways serving on lots greater than 35 feet in width may be no less than ~~eight~~ nine feet and no more than 20 feet in width in the required front setback.

~~ii.~~iii. Driveways shall be measured at the face of the walk, or right-of-way in rural sections.

c) Location of Driveways

i. Unless otherwise approved or required by the City Engineer, non-alley loaded residential driveways may be no closer than 30 feet from any other driveway and no closer than three feet to any side lot line.

ii. Unless otherwise approved or required by the City Engineer, non-alley loaded residential driveways may intersect a street no closer than 20 feet from the intersection of two street right-of-way lines and no closer than 50 feet from the intersection of an arterial street.

~~ii.~~iii. Unless otherwise approved or required by the City Engineer, driveways shall be at least five feet from hydrants and utility poles/structures.

4) Driveways for Mixed Use and Non-Residential Uses

5) Alley Access Required

When an improved alley is provided, all vehicular access shall take place from the alley. Access may be taken from the side street on corner lots.

6) Width of Driveways

Unless otherwise approved or required by the City Engineer, ~~T~~the width of a mixed use or commercial driveway ~~may~~ shall be no less than ~~eight~~ nine feet and no more than 35~~0~~ feet in width. If a driveway is wider than 35 feet, it shall be curbed at the right-of-way to the edge of pavement on both sides of the driveway.

7) Location of Driveways

a) A platted lot shall be permitted the number of driveways identified in the table below. The City Engineer may approve or require additional driveways. Such determination shall consider site design, pedestrian and vehicle circulation, adjacent uses, topography, speed of traffic on adjacent roads, and other such considerations.

Total Site Frontage	Number of Driveways (max)
200 feet of frontage or less	1
201 feet to 400 feet of frontage	2
401 feet to 600 feet of frontage	3
601+ feet of frontage	4

b) Mixed use or commercial driveways shall be separated by a distance not less than 150 feet measured centerline to centerline of the driveways. In the event that an infill lot is unable to meet this separation requirement due to the location of existing driveways on adjacent lots, the infill lot shall be permitted one driveway.

c) Unless otherwise approved or required by the City Engineer, the permitted driveway for a corner lot shall connect to the street with the lower roadway classification.

d) Unless otherwise approved or required by the City Engineer, non-alley loaded mixed use driveways may intersect a street no closer than 50 feet from the intersection of two street right-of-way lines and no closer than 100 feet from the intersection of an arterial street. If a greater distance is required by the Wisconsin Department of Transportation, as indicated in their most recent Facilities Development Manual, that distance shall be provided, unless otherwise approved by the City Engineer.

e) Mixed use or commercial driveway shall be contained entirely within the property frontage or as part of a joint access easement with an adjacent platted property.

j) Stacking

The following stacking standards shall apply unless otherwise expressly approved by the Administrator. The Administrator may require additional stacking spaces where trip generation rates suggest that additional spaces will be needed.

1) Minimum Number of Spaces

Off-street stacking spaces shall be provided as follows:

Facility	Spaces (min)	Measured From
Automated teller machine	3	Machine
Bank teller lane	4	Teller or window
Car lubrication stall	2	Entrance to stall
Car wash stall, automated	4	Entrance to wash bay
Car wash stall, hand-operated	3	Entrance to wash bay
Day care drop off	3	Passenger loading area
Parking area, controlled entrance	4	Key code box
Restaurant drive through	6	Order box
Restaurant drive through	2	Order box to pick-up window
Valet parking	3	Valet stand
School (public and private)	*	Determined by Administrator
Other	*	Determined by Administrator

2) Design and Layout

Required stacking spaces are subject to the following design and layout standards:

a) Dimensions

Stacking spaces shall be a minimum of nine feet by 20 feet in size.

b) Location

Stacking spaces shall not impede on- or off-site traffic movements or movements into or out of parking spaces.

c) Design

Stacking spaces shall be separated from other internal driveways by raised medians if deemed necessary by the Administrator for traffic movement and safety.

15) Off-Street Loading

a) Loading Facilities Required

1) Off-street loading facilities shall be required for uses that regularly handle large quantities of goods, as determined by the Administrator. Loading facilities shall be of sufficient quantity to adequately serve the proposed use.

2) Any vehicle sales or rental facility or similar use requiring delivery of vehicles by truck shall demonstrate adequate on-site area exists for the loading and unloading of such trucks.

3) Any convenience store or similar use requiring deliveries by truck shall demonstrate adequate on-site area exists for the loading and unloading of such trucks.

b) Design and Layout

1) With the exception of designated downtown areas, loading and unloading activities shall not be permitted in any public right-of-way.

2) With the exception of designated downtown areas, loading and unloading activities may not encroach on or interfere with the public use of streets, sidewalks, and lanes by vehicles or

pedestrians. Adequate space shall be made available for the unloading and loading of goods, materials, items, or stock for delivery and shipping.

3) Where off-street loading facilities are provided, they shall be not less than 15 feet in width by 640 feet in length, with not less than 15 feet of vertical clearance.

4) All loading areas shall be screened from view from public right-of-way and adjacent residential districts.

Definitions

Administrator - The person or office designated by the Common Council and charged with certain tasks including but not limited to interpreting the provisions of this Zoning Code, and other duties prescribed under this Zoning Code.

Arterial Street — As designated on the most recent Wisconsin Department of Transportation Functional Classification Map.~~Any street designated on the City's Comprehensive Plan as an arterial street or any street carrying more than 10,000 vehicles per day.~~

Caliper – The diameter of plant material, measured at six inches above grade.

Easement - A grant of one or more of the property rights by the owner to, or for the use by, the public, a corporation, or another person or entity.

Pervious Parking Surface - Parking surface which is engineered to allow the infiltration of water, air, and nutrients to root systems of adjacent plant material which lie directly under the ground. Loose gravel is not a pervious parking surface.

Memo

Michael Ostrowski, Director
Community Development
City of Stevens Point
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Stevens Point, WI 54481
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mostrowski@stevenspoint.com

City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 11/18/2013

Re: Ordinance Amendment – Parking and Loading Standards

At the previous Plan Commission meeting, staff presented draft modifications to parking and loading requirements. As instructed by the Plan Commission, staff has made changes to the document and it is presented for your review.

In addition to this amendment, staff is also recommending amending sections 21.03(13) and 21.08(1)(b) of the Revised Municipal Code (Building and Premises Maintenance and Occupancy chapter) to make parking requirements consistent with the Zoning Code.

Both ordinance amendments are attached.

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

[PARKING AND LOADING STANDARDS]

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

SECTION I: That Section 23.01(14) of the Revised Municipal Code of the City of Stevens Point shall be amended to read as follows:

14) Parking Standards

a) Applicability

1) Unless specifically exempted in this Zoning Code, all existing and proposed development shall provide parking facilities and manage access in accordance with this Zoning Code.

2) With the exception of restriping a parking area or other vehicular use area which does not result in a reconfiguration of the parking spaces, any modification to existing parking facilities shall conform to the requirements of this Zoning Code.

3) Buildings and uses lawfully existing as of the effective date of this Zoning Code may be renovated or repaired without providing additional parking facilities, provided there is no increase in gross floor area or change in use of existing floor area that would increase parking demand.

4) Where a building or use existed as of the effective date of this Zoning Code, and the building or use is enlarged in gross floor area or impervious area by 10 percent or 2,000 square feet, whichever is less, parking as specified in this Zoning Code shall be required for the enlarged area. The addition of an accessory building or structure shall be considered an enlargement of the building or use.

5) A change in use of a building or use existing as of the effective date of this Zoning Code shall require additional parking facilities to comply with the requirements of this Zoning Code for the new use unless the new use has the same parking requirement or a lesser requirement than the previous one.

b) General Provisions

1) Parking Required

No use shall provide less than the minimum number of parking spaces required under this Zoning Code. At the discretion of the property owner or occupier, a fee may be charged for required parking.

2) Location of Parking Spaces

Unless otherwise approved in an alternative parking plan under 23.01(14)(h) Alternative Parking Plan, parking spaces shall be located as set forth below.

a) Single- and Two-Family Building Types

i. Required parking spaces shall be located on the same lot and shall not be located within the required front setback, except single- and two-family driveways leading to an approved parking area.

b) Apartment, Mixed Use, and Non-Residential Building Types

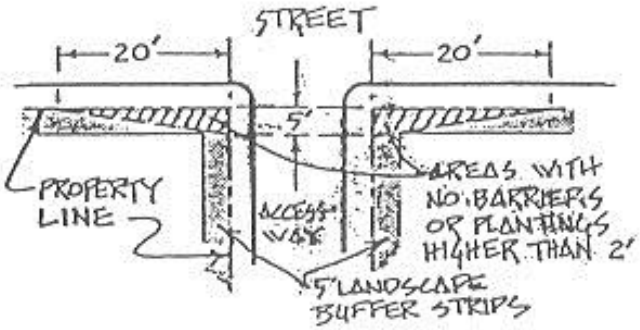
i. All required parking spaces shall be located on the same site or on off-site land within 1,320 feet of the building, structure or use served (measured from the nearest point of the parking area to the nearest point of the building, structure or use served by such parking lot).

ii. All off-street parking shall be arranged so that no vehicle is forced onto any public street to gain access from one parking aisle to another parking aisle.

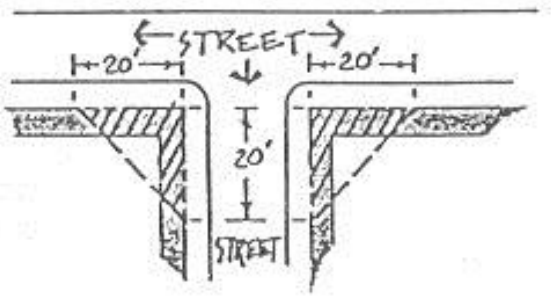
3) Clearview Requirements

a) When an accessway intersects a public right of way or when the subject property abuts the intersection of two or more public rights of way, all parking lots or vehicular use areas within the triangular area described below shall provide unobstructed cross-visibility, with no obstructions higher than two feet.

b) The areas of property on both sides of an accessway formed by the intersection of each side of the accessway and the public right of way line, consisting of 20 feet along the public right of way and five feet perpendicular to the line, and the third side being a line connecting the ends of the two other sides.



c) The area of property located at a corner formed by the intersection of two or more public rights of way with two sides of the triangular area being 20 feet in length along the abutting public right of way lines, measured from their point of intersection, and the third side being a line connecting the ends of the other two lines.



c) Parking Ratios

1) Calculation of Ratios

a) Mixed Uses

Developments containing more than one use shall provide parking spaces in an amount equal to the total of the requirements for all uses.

b) Fractional Measurements

Where fractional spaces result, the parking spaces required shall be the next highest whole number.

2) Minimum

The following minimum parking ratios apply to all zoning districts. Where in the opinion of a registered engineer in the State of Wisconsin, a listed ratio requires too much or too little parking, the applicant may provide an alternative parking plan with data submitted in support of higher or lower ratios.

3) Required Parking Ratios

Unless specifically reduced in 23.01(14)(d) Parking Reductions, the following parking ratios shall apply to all development.

	Specific Use	Minimum Parking
Residential		
Household living	Detached living	2.0 per unit
	Accessory dwelling	1.0 per unit
	Attached living	1.0 per unit
	Multifamily living or upper-story living	1.25 per each studio unit 1.50 per each 1 bedroom unit

		1.75 per each 2 bedroom unit 2.00 per each 3 bedroom unit and above
	Retirement community	1.0 per unit
	Senior housing	0.60 per attached unit 1.5 per detached unit
	All other uses	2.0 per unit
Group living	Assisted living or congregate care facilities	0.3 per bedroom
	All other uses	1.0 per 300 square feet of gross floor area
Social service	All uses	1.0 per 300 square feet of gross floor area
Public		
Parks & open space	All uses	As determined by Administrator
Place of worship	All uses	1.0 per 4 seats in main worship space, if benches, 20 inches shall equal 1 seat
Port & terminal	All uses	1.0 per 225 square feet of gross floor area
Schools	Additions to existing schools 3-year high school 4-year high school Elementary or middle school	To be established by the Common Council 9.5 per classroom 7.5 per classroom 3.5 per classroom
Utilities	All uses	1.0 per 300 square feet of gross floor area (office)
Commerce		
Day care	All uses	1.0 per 300 square feet of gross floor area
Indoor recreation	Auditorium	1.0 per 4 seats or 1.0 per 75 square feet of gross floor area (whichever is greater) + 1.0 per 100 square feet of gross floor area of conference, banquet, restaurant
	Bowling alley	5.0 per alley + 1.0 per 100 square feet of gross floor area of conference, banquet, restaurant
	Theaters	1.0 per 4 seats
	All other uses	1.0 per 200 square feet of gross floor area
Medical	Hospital	0.50 per bed
	Medical, dental office or chiropractor	1.0 per 300 square feet of gross floor area
	All other uses	1.0 per 300 square feet of gross floor area
Office	With drive thru service	1.0 per 350 square feet of gross floor area
	Without drive thru service	1.0 per 300 square feet of gross floor area
Outdoor recreation	Campground, travel trailer park, RV park	1.0 per space

	Golf course or country club	3.0 per hole + 2.0 per court
	Horse stable, riding academy equestrian center	1.0 per each 5 stalls
	Stadium or arena	1.0 per 4 seats
	All other uses	1.0 per 5,000 square feet (outdoor use area)
Overnight lodging	All uses	1.0 per guest room + 1.0 per 100 square feet of conference, banquet, restaurant
Personal service	Barber and beauty shops	1.0 per 100 square feet of gross floor area
	Funeral home or mortuary	1.0 per 4 seats or 1 space per 60 square feet of gross floor area (whichever is greater)
	If less than 4,000 square feet of gross floor area	1.0 per 500 square feet of gross floor area
	All other uses	1.0 per 300 square feet of gross floor area
Restaurant/Bar	All uses	1.0 per 100 square feet of gross floor area
Retail sales	Gas and service stations	1.0 per 200 square feet of gross floor area
	If less than 2,000 square feet of gross floor area	1.0 per 500 square feet of gross floor area
	All other uses	1.0 per 300 square feet of gross floor area
Vehicle sales	All uses	1.0 per 500 indoor square feet of gross floor area + 1.0 per 10,000 square feet outdoor lot area
Vehicle service	All uses	3.0 per bay or 1.0 per 250 square feet of gross floor area, as applicable whichever is greater
Water-oriented	All uses	1.0 per every 3 wet or dry slips
Industrial		
Heavy industrial	All uses	1.0 per 600 square feet of gross floor area (office) + 1.0 per 4,000 square feet of gross floor area
Light industrial	All uses	1.0 per 600 square feet of gross floor area (office) + 1.0 per 4,000 square feet of gross floor area
Research & development	All uses	1.0 per 300 square feet of gross floor area (office)
Self-service storage	All uses	1.0 per 250 square feet of gross floor area (non-storage) + 1.0 per every 50 storage units
Trucking terminal	All uses	1.0 per 700 SF square feet of gross floor area
Warehouse & distribution	All uses	1 per 500 square feet of gross floor area (office) + 1 per 4,000 square feet indoor storage area
Waste-related service	All uses	1.0 per 250 square feet of gross floor area (office) + 1.0 per 4,000 square feet of gross floor area

Wholesale trade	All uses	1.0 per 250 square feet of gross floor area (office) + 1.0 per 4,000 square feet of indoor storage

4) Maximum

a) No use shall provide more than 150 percent of the required parking shown in the table above unless any parking above the 150 percent threshold is provided on pervious surface or as underground or structured parking.

b) Where a project is intended to be developed in phases, the Administrator may approve development of a parking area intended to serve current and future development.

5) Unlisted Uses

The parking space requirements for a use not specifically listed in the table shall be the same as for the listed use deemed most similar to the proposed use by the Administrator.

6) Administrative Modification

The Administrator may reduce the required number of spaces by up to five percent for reasons of topography, tree protection or other natural conditions specific to the site.

7) Credit for On-Street Spaces

On-street parking spaces located immediately abutting the subject parcel, lying entirely within the extension of the side lot lines into the roadway and not within any required clear sight distance, may be counted toward meeting these parking requirements.

d) Parking Reductions

Parking may be reduced according to the following standards.

1) Bus Transit Availability

Locations within a 1,320-foot walking distance of a bus stop may reduce the total number of required parking spaces by 15 percent. Walking distance is measured from the primary entrance of the use to the bus boarding location.

2) Provision of Structured Parking

Where parking is provided entirely in a structure on a lot, the required total number of spaces may be reduced by 10 percent.

3) Access to Car-Sharing Program

A residential project or a mixed use project with a residential component providing an active car-share program may reduce the total number of required parking spaces. The reduction shall equal five spaces per car-share vehicle available on-site to residents of the project.

4) Tree Preservation

The Administrator may approve a reduction in the total number of required parking spaces by one space for every tree over 24 inches in diameter at breast height preserved within the parking area. The maximum reduction allowed for tree preservation is five percent of the total required parking spaces.

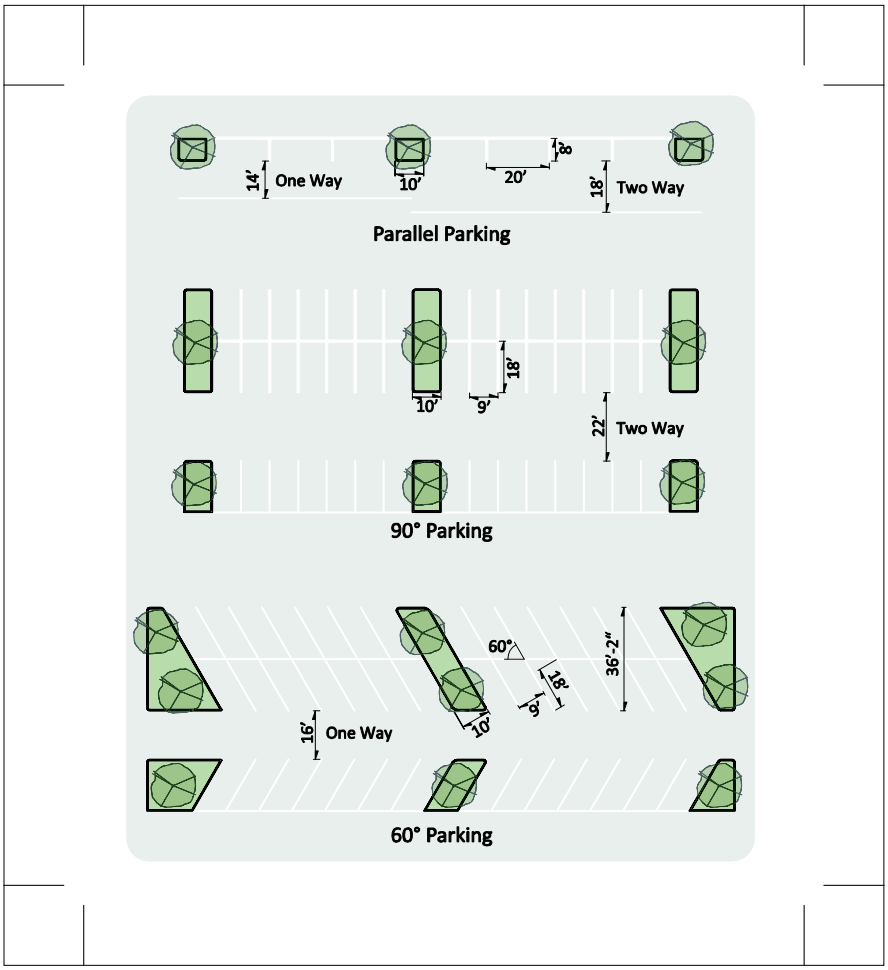
5) Designated Downtown

No parking is required in a designated downtown area. Where parking is provided, it must meet the dimensional standards of this Zoning Code.

e) Parking Area Design Standards

1) Parking Space Layout

a) Parking space layout shall meet the following dimensions.

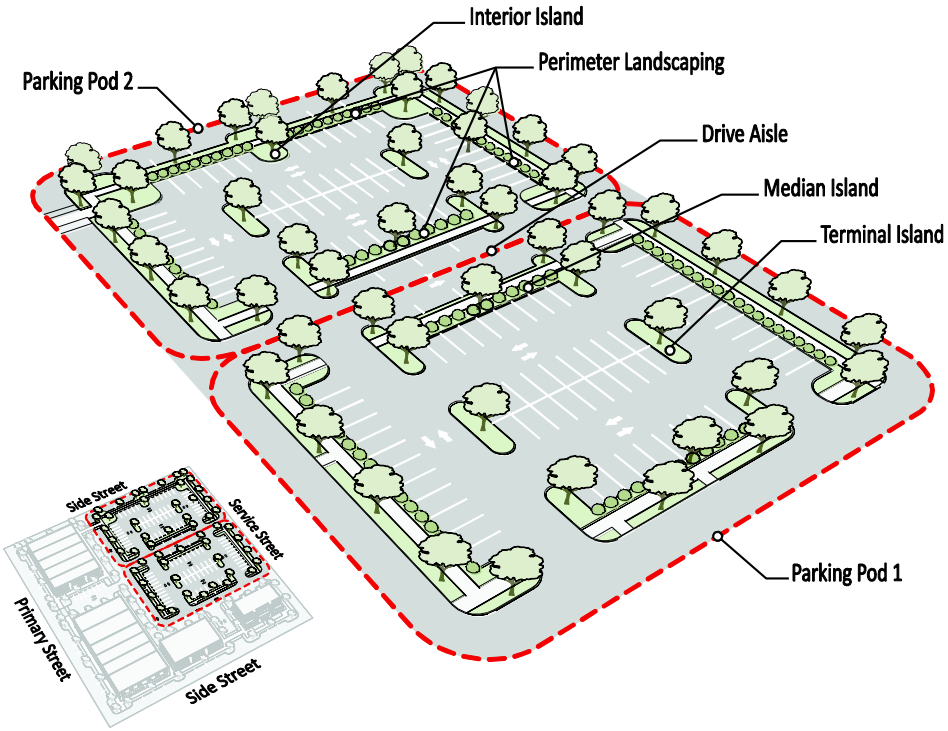


b) Parking spaces using geometric standards other than those specified above may be approved by the City Engineer, subject to a determination by the Administrator that the proposed facility will satisfy these parking requirements as well as would a facility using the dimensions specified above.

c) Compact spaces may be substituted for no more than 25 percent of the total number of off street parking spaces required. Where provided, compact spaces shall be a minimum of seven feet, six inches in width and 15 feet in length.

2) Parking Pods

Parking areas shall be organized into parking pods that are separated by the following perimeter landscaping and island plantings. Where parking areas are screened by a building, they shall not require screening on that side of the parking pod. Island landscaping may be waived if there are less than 50 spaces or if the perimeter landscaping is double in width. Such width shall not need to exceed 50 feet. Such modifications must be approved by the Administrator.



a) Perimeter Landscaping

i. Perimeter landscaping shall be a minimum of five feet wide, landscaped with one canopy or evergreen tree for every 50 linear feet (spaced a maximum of 75 feet apart) and shrubs installed at a rate of one for every 15 square feet of landscaped area.

ii. An opaque fence a minimum of 30 inches located in a three-foot planting strip may be substituted for the shrubs.

b) Interior Islands

i. An interior landscaped island shall be provided for every 25 spaces per parking row. Each island shall contain a minimum of 200 square feet with a minimum width of eight feet inside the curb and include a minimum of one canopy or evergreen tree.

ii. Interior islands shall be distributed throughout the parking area, with no parking space located more than 200 feet from a planting island.

iii. Interior islands may be consolidated or intervals may be expanded in order to preserve existing trees where approved by the Administrator.

c) Terminal Islands
All rows of spaces shall terminate in a curbed landscaped island. Each island shall conform to the specifications described for interior islands above.

d) Median Islands

i. A median island with a minimum width of eight feet inside the curb shall be sited between every eight single parking rows and along primary internal and external access drives.

ii. Each median island shall be planted at the rate of one canopy or evergreen tree for every 50 linear feet (spaced a maximum of 75 feet apart).

iii. Median intervals may be expanded in order to preserve existing trees, where approved by the Administrator.

iv. A median island may also serve as the location for a sidewalk connecting the use and the street. In such case, the sidewalk shall be a minimum of five feet wide, and the remaining planting area shall be no less than five feet wide.

e) Landscaping Specifications

i. General

a) Plant material shall be true to name, variety, and size and shall conform to all applicable provisions of the American Standards for Nursery Stock, latest edition.

b) Plant materials shall be cold hardy for the specific location where they are to be planted.

c) Trees and shrubs shall be salt-tolerant in areas immediately adjacent to parking lots.

d) Trees and shrubs shall be drought-tolerant and able to survive on natural rainfall once established with no loss of health.

ii. Canopy Trees

a) Canopy trees selected for planting shall meet the minimum requirements provided in the American Standard for Nursery Stock, latest edition as published by the American Nursery & Landscape Association.

b) All single trunk trees shall have a minimum 2½-inch caliper, and must measure a minimum of 10 feet tall at time of planting. All tree heights shall be measured from the top of the root ball to the tip of the highest branch.

c) Multi-trunk trees shall have main stems with a minimum 1½-inch caliper per trunk, a minimum of three main stems, and must measure a minimum of 10 feet tall at time of planting. All tree heights shall be measured from the top of the root ball to the tip of the highest branch.

iii. Evergreens

a) Evergreens selected for planting shall meet the minimum requirements provided in the American Standard for Nursery Stock, latest edition as published by the American Nursery & Landscape Association.

b) All evergreens must measure a minimum of three feet tall at time of planting. All tree heights shall be measured from the top of the root ball to the tip of the highest branch.

iv. Shrubs

a) Shrubs selected for planting shall meet the minimum requirements provided in the American Standard for Nursery Stock, latest edition as published by the American Nursery & Landscape Association.

b) All required shrubs shall be a minimum of 20 inches in height in a minimum three-gallon container.

c) Shrubs shall be of a species that under average conditions will reach a minimum height of 24 inches within 12 months.

d) When planted as a hedge, the maximum spacing for 20-inch high shrubs shall be 36 inches on center. Spacing for other size shrubs shall be determined by the Administrator.

e) Other plantings may be substituted for shrubs if they provide similar screening. Such substitutions must be approved by the Administrator.

v. Credit for Existing Plant Material

a) Required landscaped areas may incorporate existing natural vegetation to the maximum extent feasible. Prior to disturbance of a required planting area, approval shall be obtained from the Administrator. Where existing vegetation is inadequate to meet the required landscaping standards, additional plant material shall be required.

b) Existing native habitat or vegetation located within planting areas and meeting the requirements of this Zoning Code may be counted.

c) In the event that the existing vegetation has been credited and is subsequently removed or dies, it shall be replaced with the appropriate planting material.

d) Credit may also be permitted for existing plant material, fences and walls on abutting property, provided such items are in a permanently protected area, including, but not limited to:

1. A conservation easement or preserve area on adjacent property; or

2. An existing utility or drainage easement exceeding 100 feet in width.

vi. Irrigation

A water source shall be supplied within 100 feet of any planting requiring continuing watering. Where non-native or non-drought tolerant native vegetation is incorporated, an irrigation system shall be required.

f) Maximum Parking Area Pod Size

Parking areas shall be broken up by landscaped area, tree islands, and buildings into pods containing no more than 160 parking spaces.

g) Accessible Parking

Accessible parking shall be provided in compliance with the Americans with Disabilities Act Accessibility Guidelines.

h) Surfacing

i. Surfacing Required

Except as provided below, where parking facilities or any other vehicular use area are provided, they shall be surfaced with asphalt bituminous, concrete or dustless material approved by the Administrator, and shall be maintained in a smooth, well-graded condition.

ii. Pervious Parking Surfaces

a) All parking spaces may be surfaced with pervious parking surface that is engineered for parking or driveways.

b) Where an existing tree is adjacent to parking; paver bricks or other pervious surface shall be used within the dripline of the tree. No parking shall be located closer than five feet from the trunk of an existing tree.

c) Where provided, pervious parking surfaces shall be maintained in a sound, well-graded condition.

i) Setback

i. All off-street parking must observe the required parking setback for the appropriate zoning district identified below.

a) Street Right of Way Setback

District	Distance
“C" - Conservancy	30 feet
"R-LD" - Low Density	30 feet
"R-1" - Suburban Single Family Residential	25 feet
"R-2" - Single Family Residential	25 feet
"R-3" - Single and Two Family Residential	25 feet
"R-4" - Multiple Family I Residential	25 feet
"R-5" - Multiple Family II Residential	15 feet
"B-1" - Neighborhood Business	5 feet
"B-2" - Central Business Transition	5 feet
"B-3" - Central Business	5 feet
"B-4" - Commercial	5 feet
“B-5" - Highway Commercial	30 feet from Highway 10 5 feet from other streets
"M-1" - Light Industrial	5 feet

"M-2" - Heavy Industrial	5 feet
"U-1" - University	5 feet

b) Side and Rear Yard Setback

District	Distance
“C" - Conservancy	10 feet
"R-LD" - Low Density	10 feet
"R-1" - Suburban Single Family Residential	10 feet
"R-2" - Single Family Residential	10 feet
"R-3" - Single and Two Family Residential	10 feet
"R-4" - Multiple Family I Residential	10 feet
"R-5" - Multiple Family II Residential	10 feet
"B-1" - Neighborhood Business	5 feet
"B-2" - Central Business Transition	5 feet
"B-3" - Central Business	5 feet
"B-4" - Commercial	5 feet
“B-5" - Highway Commercial	5 feet
"M-1" - Light Industrial	5 feet
"M-2" - Heavy Industrial	5 feet
"U-1" - University	5 feet

ii. In the event any parking abuts a walkway, sidewalk or street, the parking shall be separated by curbing or other protective device.

iii. All parking shall be separated from buildings by a minimum distance of three feet.

j) Striping

All parking areas over 2,000 square feet or containing more than five individual off-street parking spaces, shall stripe their required parking spaces.

k) Curbs

Where parking facilities or any other vehicular use areas are provided, they shall have curbs or wheel stops to prevent vehicles from overhanging adjacent property or landscaped areas. Where vehicles will overhang over medians or islands, shrubs and trees shall be planted a minimum of two feet from back of the curb or wheel stop. Where pervious parking surfaces or swales are provided, the Administrator may allow wheel stops in place of curbs. The Administrator may waive the curb requirement if an adequate or superior measure is used to protect the landscaped areas.

l) Drainage

Where possible, a portion of the drainage from parking areas should be drained through swales that include deep rooted perennial ornamental grasses.

f) Bicycle Parking

In order to enhance multi-modal transportation opportunities, the following standards for bicycle parking shall be met.

1) Apartment, mixed use, and non-residential development providing more than 20 vehicle but less than 100 vehicle parking spaces shall be required to provide six bicycle parking spaces. An additional one bicycle parking space shall be provided for each additional 25 vehicle parking spaces, or fraction thereof. A minimum of four and a maximum of 24 bicycle parking spaces shall be required under this paragraph.

2) Bicycle parking facilities shall be located within 120 feet of the main building entrance, unless approved by the Administrator.

3) Bicycle parking facilities shall be of high-quality type construction that:

   a) Supports the bicycle upright by its frame in two places;

   b) Prevents the wheel of the bicycle from tipping over;

   c) Enables the frame and one or both wheels to be secured;

   d) Supports bicycles without a diamond-shaped frame with a horizontal top tube;

   e) Allows front-in parking: a U-lock should be able to lock the front wheel and the down tube of an upright bicycle; and

   f) Allows back-in parking: a U-lock should be able to lock the rear wheel and set tube of the bicycle.

4) Bicycle parking facilities should be designed to have the following minimum area and spacing requirements:

   a) The separation between the rack and any wall or barrier shall be 24 inches;

   b) The racks shall be placed 30 inches on center;

   c) The separation between aisles shall be 48 inches; and

   d) The depth of each row shall be 72 inches.

5) Alternative bicycle parking facility standards may be approved by the Administrator where they are functionally equivalent to the most recent version of the Bicycle Parking Guidelines from the Association of Pedestrian and Bicycle Professionals.

g) Constrained Sites

Alternative parking and landscaping standards may be approved by the Administrator only where the required parking and landscaping in this Zoning Code cannot be physically met on the site for one of the following reasons:

1) Redevelopment of an existing site requires parking or landscaping to be added, but a building, pavement or stormwater facility already exists; or

2) Redevelopment of an existing site would reduce the number of stalls below the required number for the use or reduce aisle widths below the recommended standard; or

3) The existing site has lost area from landscaping due to adjacent road widening or other right-of-way infrastructure improvements.

h) Alternative Parking Plan

1) Applicant-Submitted Parking Data

The Plan Commission, without Common Council approval, may modify the parking requirements of this Zoning Code when an applicant submits parking data, prepared and sealed by a registered engineer in the State of Wisconsin, which illustrates that the standards of this Zoning Code do not accurately apply to a specific development. The data submitted for an alternative parking plan shall include, at a minimum, the size and type of the proposed development, the mix of uses, the anticipated rate of parking turnover and the anticipated peak parking and traffic loads of all uses.

2) Off-Site Parking

The Administrator may approve the location of required parking spaces on a separate lot from the lot on which the principal use is located if the off-site parking complies with the all of following standards.

a) Ineligible Activities

i. Off-site parking may not be used to satisfy the off-street parking requirements for convenience stores or other convenience-oriented uses.

ii. Required parking spaces reserved for persons with disabilities may not be located off-site.

b) Location

Off-site parking spaces shall be located within 1,320 feet from the primary entrance of the use served unless shuttle bus service is provided to the remote parking area.

c) Zoning Classification

Off-site parking areas shall be located within a district which would permit the use to which such parking is accessory.

d) Agreement

i. In the event that an off-site parking area is not under the same ownership as the principal use served, a legally binding written agreement between

the record owners of the property establishing the duration and conditions associated with the off-site parking.

ii. An off-site parking agreement may be rescinded only if all required off-street parking spaces will be provided in accordance with this Zoning Code.

3) Shared Parking

The Administrator may allow shared parking facilities if the shared parking complies with all of the following standards:

a) Ineligible Activities

Required parking spaces reserved for persons with disabilities may not be located off-site.

b) Location

Shared parking spaces shall be located within 1,320 feet of the primary entrance of all uses served, unless shuttle bus service is provided to the parking area.

c) Zoning Classification

Off-site parking areas shall be located within a district which would permit the use to which such parking is accessory.

d) Shared Parking Study

Applicants shall submit a shared parking analysis to the Administrator that clearly demonstrates the feasibility of shared parking. The study shall address, at minimum, the size and type of the proposed development, the composition of tenants, the anticipated rate of parking turnover, and the anticipated peak parking for all uses that will be sharing the parking spaces.

e) Agreement

i. A shared parking plan will be enforced through written agreement among all owners of record. An attested copy of the agreement between the owners of record shall be submitted to the Administrator.

ii. A shared parking agreement may be rescinded only if all required off-street parking spaces will be provided in accordance with this Zoning Code.

4) Valet Parking

The Administrator may approve valet parking as a means of satisfying parking requirements if the valet parking meets all of the following standards:

a) Adequate assurance of the continued operation of the valet parking is provided, such as a contractual agreement for valet services or the tenant's affidavit agreeing to provide such services.

b) An equivalent number of valet spaces are available to replace the required parking spaces. Such valet spaces do not require individual striping, and may take into account the tandem or mass parking of vehicles.

c) Valet parking drop-off locations shall meet the requirements for stacking areas.

d) The design of the valet parking shall not cause customers who do not use the valet service to park off-premise or cause queuing in the right-of-way.

5) Recording of Approved Plans

An attested copy of an approved alternative parking plan and any associated agreements shall be recorded in the Portage County Register of Deeds Office. The applicant shall provide proof of recording prior to the final inspection.

6) Amendments

An alternative parking plan may be amended by following the same procedure required for the original approval.

i) Site Access

1) General Standards

a) All buildings shall be located on a site abutting a public or private street.

b) Unless otherwise approved by the City Engineer, all liner buildings must take vehicular access from within the site.

c) Unless otherwise approved by the Administrator, all apartment, mixed use, and non-residential sites abutting an arterial street must provide a shared access easement with a minimum paving width of 22 feet when abutting another apartment, mixed use, or non-residential property.

d) No vehicle or obstacle may block driveways intended for use as a fire lane, or cross-access easement.

e) All driveways shall be surfaced with asphalt bituminous, concrete or dustless material approved by the Administrator, and shall be maintained in a smooth, well-graded condition.

2) Access to Arterial Streets

a) Direct driveway access from any lot to an existing or proposed arterial street shall be prohibited unless approved by the City Engineer.

b) When an apartment, mixed use, or non-residential site is abutting an existing or proposed arterial street, access to the arterial street may be limited by one of the following means:

i. Driveway access between the site and an arterial street may be located no closer than 300 feet to any other proposed or existing intersecting arterial;

ii. Sites may be subdivided so as to provide access onto a frontage road; or

iii. Approval of driveway access between a site and the arterial at an interval less than those specified may be granted only by review and recommendation of the City Engineer.

3) Driveways for Residential Uses

a) Alley Access Required

i. When an improved alley is provided, all vehicular access shall take place from the alley. Access may be taken from the side street on corner lots.

ii. All lots 40 feet or less in width are required to take vehicular access from a rear alley. In the event that a lot existing at the time of the effective date of this Zoning Code is less than 40 feet in width and does not abut an alley, then the lot may take vehicular access from the street.

b) Width of Driveways

i. Driveways on lots less than 35 feet in width may be no less than nine feet and no more than 12 feet in width in the required front setback.

ii. Driveways serving on lots greater than 35 feet in width may be no less than nine feet and no more than 20 feet in width in the required front setback.

iii. Driveways shall be measured at the face of the walk, or right-of-way in rural sections.

c) Location of Driveways

i. Unless otherwise approved or required by the City Engineer, non-alley loaded residential driveways may be no closer than 30 feet from any other driveway and no closer than three feet to any side lot line.

ii. Unless otherwise approved or required by the City Engineer, non-alley loaded driveways may intersect a street no closer than 20 feet from the intersection of two street right-of-way lines and no closer than 50 feet from the intersection of an arterial street.

iii. Unless otherwise approved or required by the City Engineer, driveways shall be at least five feet from hydrants and utility poles/structures.

4) Driveways for Apartment, Mixed Use, and Non-Residential Uses

a) Alley Access Required

When an improved alley is provided, all vehicular access shall take place from the alley. Access may be taken from the side street on corner lots.

b) Width of Driveways

i. Unless otherwise approved or required by the City Engineer, the width of a driveway shall be no less than nine feet and no more than 35 feet in width. If a driveway is wider than 35 feet, it shall be curbed at the right-of-way to the edge of pavement on both sides of the driveway.

ii. Driveways shall be measured at the face of the walk, or right-of-way in rural sections.

c) Location of Driveways

i. A platted lot shall be permitted the number of driveways identified in the table below. The City Engineer may approve or require additional driveways. Such determination shall consider site design, pedestrian and vehicle circulation, adjacent uses, topography, speed of traffic on adjacent roads, and other such considerations.

Total Site Frontage	Number of Driveways (max)
200 feet of frontage or less	1
201 feet to 400 feet of frontage	2
401 feet to 600 feet of frontage	3
601+ feet of frontage	4

ii. Driveways shall be separated by a distance not less than 150 feet measured centerline to centerline of the driveways. In the event that an infill lot is unable to meet this separation requirement due to the location of existing driveways on adjacent lots, the infill lot shall be permitted one driveway.

iii. Unless otherwise approved or required by the City Engineer, the permitted driveway for a corner lot shall connect to the street with the lower roadway classification.

iv. Unless otherwise approved or required by the City Engineer, non-alley loaded driveways may intersect a street no closer than 50 feet from the intersection of two street right-of-way lines and no closer than 100 feet from the intersection of an arterial street. If a greater distance is required by the Wisconsin Department of Transportation, as indicated in their most recent Facilities Development Manual, that distance shall be provided, unless otherwise approved by the City Engineer.

v. Driveways shall be contained entirely within the property frontage or as part of a joint access easement with an adjacent platted property.

vi. Unless otherwise approved or required by the City Engineer, driveways shall be at least five feet from hydrants and utility poles/structures.

j) Stacking

The following stacking standards shall apply unless otherwise expressly approved by the Administrator. The Administrator may require additional stacking spaces where trip generation rates suggest that additional spaces will be needed.

1) Minimum Number of Spaces

Off-street stacking spaces shall be provided as follows:

Facility	Spaces (min)	Measured From
Automated teller machine	3	Machine
Bank teller lane	4	Teller or window
Car lubrication stall	2	Entrance to stall
Car wash stall, automated	4	Entrance to wash bay
Car wash stall, hand-operated	3	Entrance to wash bay
Day care drop off	3	Passenger loading area
Parking area, controlled entrance	4	Key code box
Restaurant drive through	6	Order box
Restaurant drive through	2	Order box to pick-up window
Valet parking	3	Valet stand
School (public and private)	*	Determined by Administrator
Other	*	Determined by Administrator

2) Design and Layout

Required stacking spaces are subject to the following design and layout standards:

a) Dimensions

Stacking spaces shall be a minimum of nine feet by 20 feet in size.

b) Location

Stacking spaces shall not impede on- or off-site traffic movements or movements into or out of parking spaces.

c) Design

Stacking spaces shall be separated from other internal driveways by raised medians if deemed necessary by the Administrator for traffic movement and safety.

SECTION II: That Section 23.01(15) of the Revised Municipal Code of the City of Stevens Point shall be amended to read as follows:

15) Off-Street Loading

a) Loading Facilities Required

1) Off-street loading facilities shall be required for uses that regularly handle large quantities of goods, as determined by the Administrator. Loading facilities shall be of sufficient quantity to adequately serve the proposed use.

2) Any vehicle sales or rental facility or similar use requiring delivery of vehicles by truck shall demonstrate adequate on-site area exists for the loading and unloading of such trucks.

3) Any convenience store or similar use requiring deliveries by truck shall demonstrate adequate on-site area exists for the loading and unloading of such trucks.

b) Design and Layout

1) With the exception of designated downtown areas, loading and unloading activities shall not be permitted in any public right-of-way.

2) With the exception of designated downtown areas, loading and unloading activities may not encroach on or interfere with the public use of streets, sidewalks, and lanes by vehicles or pedestrians. Adequate space shall be made available for the unloading and loading of goods, materials, items, or stock for delivery and shipping.

3) Where off-street loading facilities are provided, they shall be not less than 15 feet in width by 60 feet in length, with not less than 15 feet of vertical clearance.

4) All loading areas shall be screened from view from public right-of-way and adjacent residential districts.

SECTION III: That Section 23.04(2) of the Revised Municipal Code of the City of Stevens Point shall add the following terms and definitions:

Administrator - The person or office designated by the Common Council and charged with certain tasks including but not limited to interpreting the provisions of this Zoning Code, and other duties prescribed under this Zoning Code.

Arterial Street – As designated on the most recent Wisconsin Department of Transportation Functional Classification Map.

Caliper – The diameter of plant material, measured at six inches above grade.

City Engineer – A registered engineer in the State of Wisconsin designated by the Common Council, and or his/her designee.

Easement - A grant of one or more of the property rights by the owner to, or for the use by, the public, a corporation, or another person or entity.

Pervious Parking Surface - Parking surface which is engineered to allow the infiltration of water, air, and nutrients to root systems of adjacent plant material which lie directly under the ground. Loose gravel is not a pervious parking surface.

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

Approved: _____

Andrew J. Halverson, Mayor

Attest: _____

John Moe, City Clerk

Dated: December 16, 2013
Adopted: December 16, 2013
Published: December 20, 2013

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

[BUILDING AND PREMISES MAINTENANCE AND OCCUPANCY]

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

SECTION I: That Section 21.03(13) of the Revised Municipal Code of the City of Stevens Point shall be amended to read as follows:

(13) Parking shall be provided as indicated in the Zoning Code.

SECTION II: That Section 21.08(1)(b) of the Revised Municipal Code of the City of Stevens Point shall be amended to read as follows:

(b) Parking shall be provided as indicated in the Zoning Code.

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

Approved: _____
Andrew J. Halverson, Mayor

Attest: _____
John Moe, City Clerk

Dated: December 16, 2013
Adopted: December 16, 2013
Published: December 20, 2013

Memo

Michael Ostrowski, Director
Community Development
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
Ph: (715) 346-1567 • Fax: (715) 346-1498
mostrowski@stevenspoint.com

City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 11/19/2013

Re: Ordinance Amendment – Conditional Use Landscaping Standards

In reviewing our Zoning Code, specifically relating to the conditional use landscape standards (Section 23.01(16)(c)(14), it has become very apparent that some of the standards do not fit every site, especially infill or redevelopment sites. Mainly, requiring one tree per unit on multi-family developments. Requiring this, along with the parking lot screening standards can become counterproductive and may actually lead to decreased landscaping effectiveness. For example, if too many trees are planted on a lot, it may restrict their growth, and those trees may never reach maturity, or worse end up dying. With this being the case, I would recommend allowing adjustments to be made based on the review and recommendation of the City Forester. Please see the enclosed memo from the City Forester, along with the proposed language for the ordinance change.

City of Stevens Point Forestry Department

To: Plan Commission

From: Todd Ernster & Tom Schrader

CC:

Date: 11/19/2013

Re: Ordinance Amendment – Conditional Use Landscaping Standards

In reviewing the landscape requirements for the proposed Division Street Apartment Complex, we feel the requirements on an infill site such as this one could be counter-productive in the long term. We don't believe the soil volumes would be adequate for planting the 50s tree as per current ordinance. After reviewing their proposed landscape plan, we feel it accomplishes the required screening along with healthy plant growth given proper care.

We would recommend you consider a review of the landscape requirements in the future. Having language regarding soil volume requirements may be one option. By having developers provide adequate soil volume, will help ensure that required plants not only survive, but thrive and become an asset, and not a liability. Requiring a bunch of plants, and not providing them adequate space to grow will restrict growth, and predispose plants to decline.

I've attached language from the City of Glen Ellyn, IL Arboricultural Specification Manual that relates to this matter. Compared to other municipalities, this set of guidelines is at the lower end of soil volume requirements.

TREES

Size of planting site recommendations vary.

A.) – PLANTING REQUIREMENTS - (See Attachment)

1.) Smalll growing trees should occupy at least 200 cubic feet. The smallest surface dimension must be at least four feet.

2.) Medium growing trees should occupy at least 400 cubic feet. The smallest surface dimension mus be at least five feet.

3.) Large growing trees should occupy at least 600 cubic feet. The smallest surface dimension must be at least seven feet.

B.)- Calculate Soil Volume Chart - (See Attachment)

Most trees will need at least 400 cubic feet of soil

C.)- Provide adequate soil volume to support trees at maturity. A general guideline is to provide at least two cubic feet of usable soil for every one square foot of mature canopy (the area within the projected mature dripline of the tree). Soil volumes of planting areas should be designed to be interconnected so trees can share rooting space.

D.) – SOIL VOLUME AND PLANTING BED DIMENSIONS FOR SINGLE TREES OF VARIOUS MATURE CROWN DIAMETERS - (See Attachment)

NOTES:
Median strip with parking on either it is recommended to have median at least eight feet wide.
Parking stalls abutting tree planting sites it is recommended for trees to be at least 3.5 feet behind curb to help avoid cars hitting and hardscape damage.
Consider tree canopy for tree full sized at 15 years.
Consider use of structural soils for increased tree health, size and reduced hardscape damage.
Consider use of porous pavement for increased tree health , size and drainage issues.

SHRUBS

Standard shrub occupies at least 18 cubic feet of space.

NOTES:
For shrub planting sites it is recommended for planting width to be at least four feet wide.
Car overhang is about two feet at front of car, and as much as 3.5 feet for some vehicles backed in.

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

[ZONING CODE – CONDITIONAL USE LANDSCAPE STANDARDS]

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

SECTION I: That Section 23.01(16)(c)(14)(d) of the Revised Municipal Code of the City of Stevens Point shall be amended to read as follows:

(d) Adjustments to the above requirements may be made to recognize existing landscape elements preserved on site, or in the opinion of the City Forester would create more effective landscaping on the site in regards to proper spacing, maturity, or species design.

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

Approved: _____
Andrew J. Halverson, Mayor

Attest: _____
John Moe, City Clerk

Dated: December 16, 2013
Adopted: December 16, 2013
Published: December 20, 2013

PORTAGE COUNTY 1842 THE HEART OF WISCONSIN

PLANNING AND ZONING DEPARTMENT

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

To: City of Stevens Point Plan Commission Members

From: Sarah Wallace, Associate Planner

Date: November 19, 2013

R.e.: Update on the Portage County Bicycle/Pedestrian Planning Project

The State of Wisconsin awarded Portage County a grant to create a long-range County-wide Bicycle and Pedestrian Plan in the fall of 2010. The State's Department of Transportation provides these funds to communities specifically to help them organize and plan for ways for citizens to walk and bike for both transportation and recreation. This grant funding allowed Portage County to hire a consultant firm to take on the large task of completing a planning document like this for the entire County. Since that time we have been working on many aspects of the development of that plan with our consultants and Committees, and wanted to provide you with an update of where we are and what is coming in the next few months. To see all information related to this project please refer to http://portagecobikepedplan.wordpress.com/

For Portage County, our planning is focused on two separate, but connected areas: the central Urban Area (Stevens Point, Villages of Plover, Whiting, Park Ridge), and the Towns and Villages that surround it. Two separate 15 member Steering Committees were assembled to oversee the drafting of the Plan, one for the Urban Area, one for the Rural Area. These Committees were made up of residents that volunteered, County Supervisors who were appointed from key County Board Committees, and local municipal officials. The Rural Steering Committee is Chaired by Mike Juris, Village of Amherst Board President; the Urban Steering Committee is Chaired by Professor Anna Haines, UWSP Center for Land Use Education.

During the past year, a good amount of progress has been made on the project, and I wanted to provide an update, and talk a bit about where it is going next.

Our Urban and Rural Committees met jointly for the first time in January of this year with County Planning Staff and our consultants, Toole Design Group. This meeting established the overview of the plan approach and outlined the upcoming year of meetings and public information opportunities. Since that first meeting, our Committees have met on six different occasions to discuss:

- Comments from our all-day Public Workshop, interactive online map, and survey;
- Safe Routes to School information for all schools within the County, public and private, K-12;
- Bicycle and pedestrian issues, barriers, connections and destinations;

- Study area selection and methodology;
- Review of bicycle and pedestrian demand to create "heat" maps that use existing conditions with additional factors to provide a visual representation of areas that have the highest potential for need;
- Creation of the Vision, Mission, and Goals Objectives and Policies for the Plan;
- Identification of draft routes and networks throughout the County; and
- Draft recommendations (what type of facilities would be beneficial) and network maps (where these facilities might provide the most benefit).

Each of the Committees addresses issues specific to their "portion" of the County; they also deal collectively with areas of overlap. The results will be a County-wide Plan that will be adopted by the Portage County Board, after a Public Hearing at the County Planning and Zoning Committee.

The seventh meeting of these Steering Committees is scheduled for Tuesday, December 3, 2013 at the Lincoln Center, 1519 Water Street, adjacent to the Portage County Law Enforcement Center in Stevens Point. The Rural and Urban Committees will be meeting jointly, starting at 4:00 pm. A Public Open House will be held following the meeting, beginning at 6:30 pm and going until 8:30 pm.

At the December 3rd meeting, the Committees will be discussing the initial preliminary draft of the overall Bicycle/Pedestrian Plan document, which has been compiled based on the discussions noted above. The information packet for the meeting will be available soon at the official project website: http://portagecobikepedplan.wordpress.com/ .

At the Public Open House, representatives from the Toole Design Group (project consultants), along with members of Portage County staff and Bike/Pedestrian Steering Committee members will be available to explain how the Plan came together, and answer any questions from residents. Please take this opportunity to make your voice heard! Beyond the Open House, we will be looking to receive comments from the public through the middle of January.

Planning Staff have also attended the Portage County Towns Association Meeting on November 18th (Town of Eau Pleine), will also be attending Village of Plover Plan Commission on November 20th, Village of Amherst Board on November 26 at 7:00, **Stevens Point Plan Commission on December 2nd at 6:00,** to provide additional information on the project. Additional meetings will be scheduled to receive feedback on the complete draft after the December 3rd Open House.

We invite you to attend the upcoming meetings as it fits into your schedule. If you are unable to attend, please contact our office and I would be more than happy to go through the information or take your comments to any of our meetings.

Portage County Bicycle & Pedestrian Plan

Open House

Bicycle & Pedestrian Improvements

Portage County will host an Open House to unveil the Draft Portage County Bicycle & Pedestrian Plan. The Plan has been under development for the past year and includes recommendations for improving bicycling and walking conditions in all areas of the County through the provision of new facilities, programs, and policies that promote bicycling and walking.

Tuesday, December 3
6:30pm - 8:30pm
Lincoln Center
1519 Water Street, Stevens Point

Open house participants will be able to review Draft Plan recommendations, offer comments on the recommendations, and speak to staff about the plan development and implementation.

Participants may drop in to the Open House at any time - there will not be a formal presentation. County and consultant staff will be available throughout the Open House to discuss displays and plan details with participants.

Plan Updates

Stay up to date with the status of the plan, review plan documents, and offer comments and suggestions at the official blog of the Portage County Bike-Ped Plan:
http://portagecobikepedplan.wordpress.com

1842

Toole Design Group

Memo

Michael Ostrowski, Director
Community Development
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
Ph: (715) 346-1567 • Fax: (715) 346-1498
mostrowski@stevenspoint.com

City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

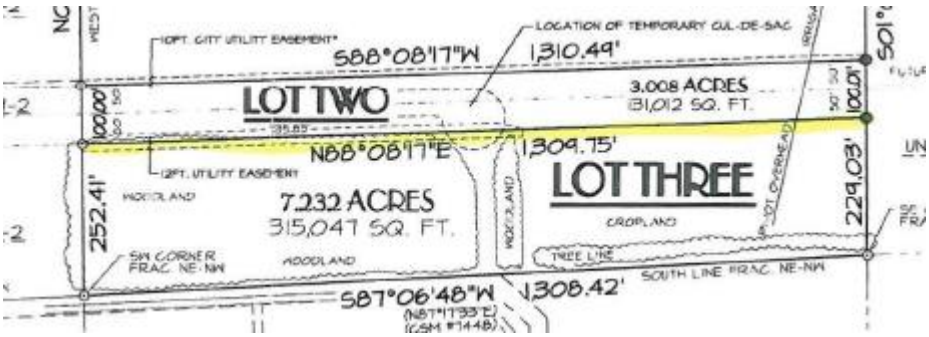
CC:

Date: 11/25/2013

Re: Wisconsin Public Service Utility Easement

With the extension of E.M. Copps Drive, and the development of East Park Commerce Center, utilities will need to be installed. Wisconsin Public Service plans to extend utilities on the south side of E.M. Copps Drive. Since the City of Stevens Point is the land owner of Lot Three on the enclosed certified survey map, the plan commission will need to provide a recommendation.

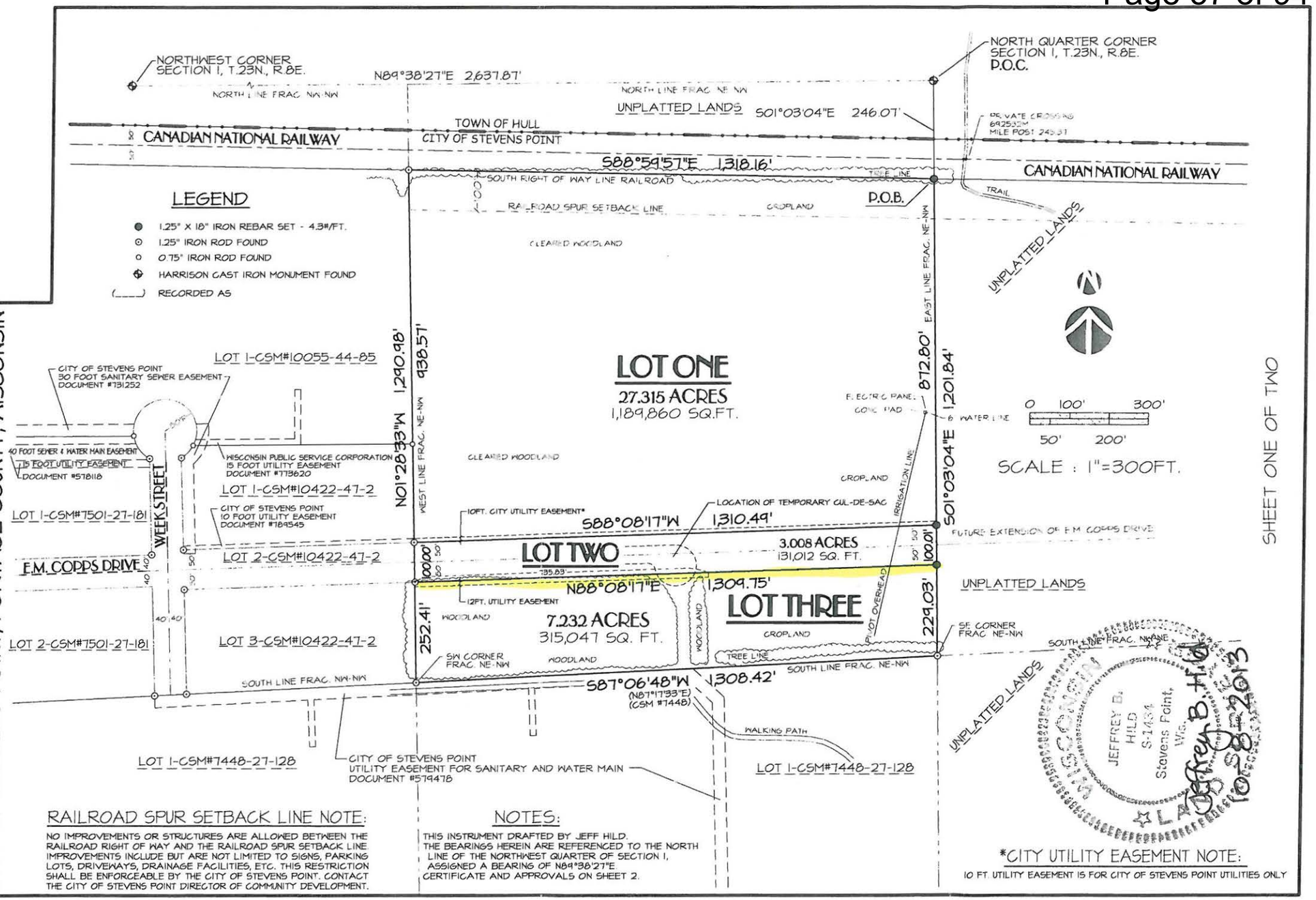
The easement is proposed to be 12 feet wide and stretch approximately 1,309.75 feet east to west along the southern portion of E.M. Copps Drive. The easement helps ensure that WPS will not have utility lines disrupted in the event that work is performed within the right of way. Furthermore, costs will be reduced for relocating or repairing damaged lines. The construction of necessary utilities serving East Park Commerce Center will assist in bolstering the development of the park. Therefore, staff would recommend approving the utility easement.



PORTAGE COUNTY CERTIFIED SURVEY MAP NO.

CERTIFIED SURVEY MAP

LOCATED IN THE FRACTIONAL NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 1, TOWNSHIP 23 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN



SHEET ONE OF TWO

RAILROAD SPUR SETBACK LINE NOTE:

NO IMPROVEMENTS OR STRUCTURES ARE ALLOWED BETWEEN THE RAILROAD RIGHT OF WAY AND THE RAILROAD SPUR SETBACK LINE. IMPROVEMENTS INCLUDE BUT ARE NOT LIMITED TO SIGNS, PARKING LOTS, DRIVEWAYS, DRAINAGE FACILITIES, ETC. THIS RESTRICTION SHALL BE ENFORCEABLE BY THE CITY OF STEVENS POINT. CONTACT THE CITY OF STEVENS POINT DIRECTOR OF COMMUNITY DEVELOPMENT.

NOTES:

THIS INSTRUMENT DRAFTED BY JEFF HILD.
THE BEARINGS HEREIN ARE REFERENCED TO THE NORTH LINE OF THE NORTHWEST QUARTER OF SECTION 1, ASSIGNED A BEARING OF N89°38'27"E
CERTIFICATE AND APPROVALS ON SHEET 2.

*CITY UTILITY EASEMENT NOTE:

10 FT. UTILITY EASEMENT IS FOR CITY OF STEVENS POINT UTILITIES ONLY

Administrative Staff Report

Conditional Use Permit
Multiple Dwelling
2316 Main Street
December 2, 2012

Department of Community Development

Applicant(s):

- Salah Qutaishat

Staff:

- Michael Ostrowski, Director mostrowski@stevenspoint.com
- Kyle Kearns, Associate Planner kkearns@stevenspoint.com

Parcel Number(s):

- 2408-33-2016-08

Lot Information:

- Effective Frontage: 100 feet
- Effective Depth: 132 feet
- Square Footage: 13,200
- Acreage: 0.303

Zone(s):

- "R-4" Multiple Family 1 Residence District

Master Plan:

- Residential

Council District:

- District 3: O'Meara

Current Use:

- Residential

Applicable Regulations:

- 23.01(16), and 23.02(1)(f)

Request

Request from Salah Qutaishat for a conditional use permit to allow four unrelated persons in a single dwelling at **2316 Main Street (Parcel ID 2408-33-2016-08)**.

Attachment(s)

- Parcel ID Sheet
- Exhibit Map
- Application

Findings of Fact

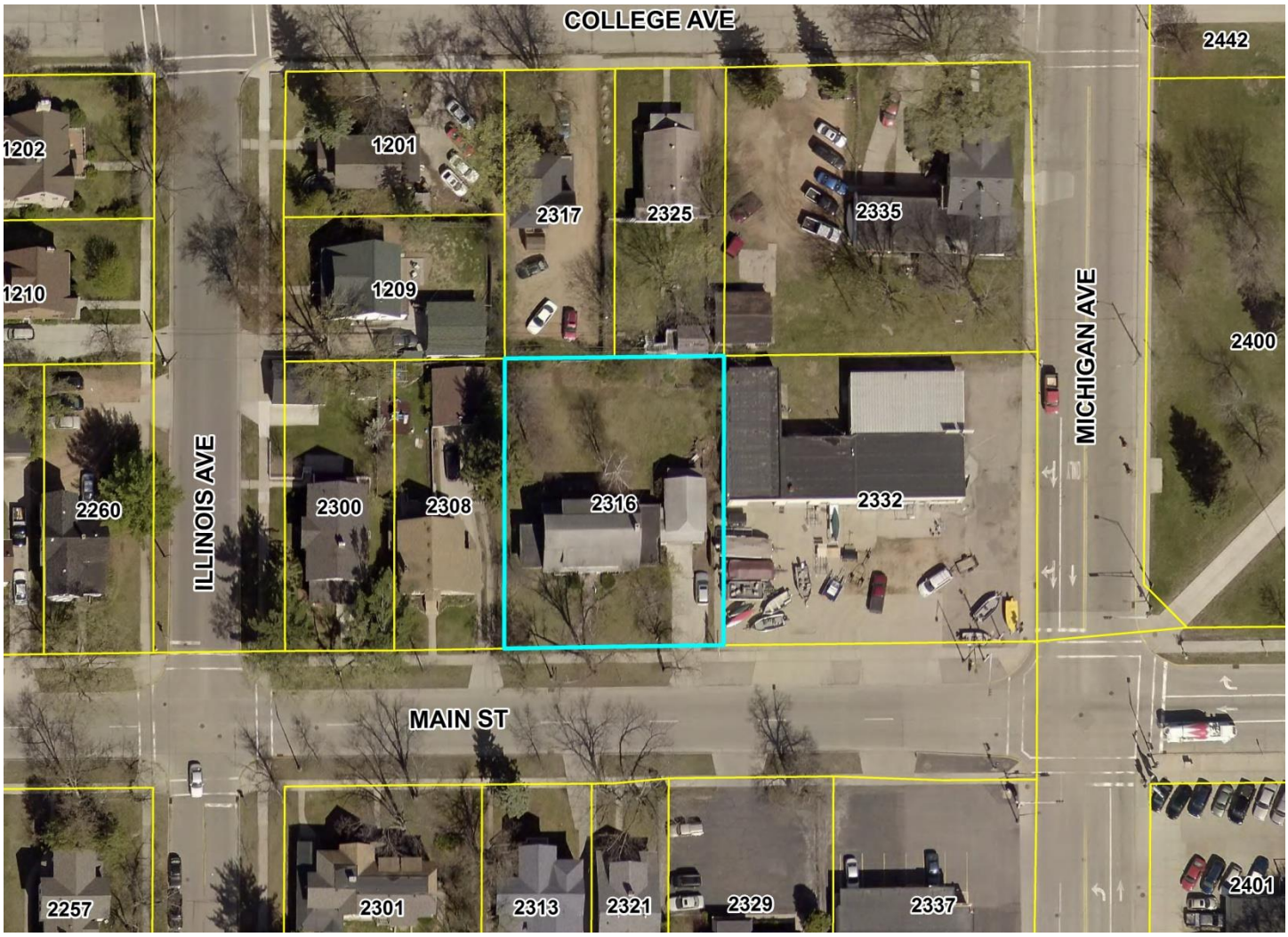
- The property is zoned "R-4" Multiple Family 1 Residence District.
- Currently, four (4) unrelated persons are living at the property in a single unit (house).
- A conditional use permit is required for three (3) or more unrelated persons living on a property.
- Parking to accommodate additional tenants currently occurs within the garage or driveway.
- The City's Comprehensive Plan calls for a residential (single- and two-family) use on the property.

Staff Recommendation

Upon review, the one standard that is not met in its entirety is standard number 7. The future land use map calls for this area to remain residential, and the change to a multi-family use would be somewhat contrary to the future land use map. However, as mentioned in the analysis, the use would likely not change the residential character of the structure. In addition, it is still considered a single-unit, not three or more units. If the applicant so chose, they could convert the house to a duplex and that would not require a conditional use permit to have four unrelated persons in two units. A conversion to a duplex would be more detrimental to the structure than allowing four unrelated persons in the home. Staff would recommend approval with the following conditions:

1. A maximum of four unrelated persons shall reside at the property.
2. The owner shall secure a multiple-family dwelling license, for 2013 and any future years.

Vicinity Map



Background

The property owner, Mr. Qutaishat, is requesting a conditional use permit to allow four unrelated persons to live within the home at 2316 Main Street. It is important to note that currently the home is being occupied by four unrelated persons. City ordinance allows a maximum of two unrelated persons, or a family plus one unrelated person to occupy a single unit, in this case a home. Three or more unrelated persons can occupy a unit or multiple units on a property if a conditional use permit is granted by the Common Council. Staff has reviewed the request based on the conditional use standards below.

Standards of Review

Conditional Use Request

1. **That 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 property borders a commercial use and is on a very busy thoroughfare, Main Street. The property is zoned "R-4" Multiple Family 1 Residence District. Multi-family uses are typically used as a buffer between more intense commercial uses and a less intense single family use.

   Findings: A multi-family use should not be detrimental to the surrounding properties, as it exists within a transitional zone between commercial, institutional, and residential uses. Additional unrelated persons on the property will most likely increase vehicle use on the property, however a single family use could create a similar vehicle use pattern.

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

   Analysis: Surrounding properties are zoned "B-4" Commercial, "B-1" Neighborhood Business, and "R-4" Multiple Family 1 Residence district. Additionally, several neighboring properties are utilized as multiple family dwellings.

   Findings: As several neighboring properties are multiple family dwellings, or more intense uses, the proposed uses should not be injurious to those already permitted or within the neighborhood.

3. **That 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 surrounding area is fully developed with commercial, residential, or institutional uses.

   Findings: Establishment of a multi-family use on the property should not impede the improvement of surrounding properties.

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

   N/A

5. **That adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided;**

   Analysis: Existing utilities serve the site. One ingress/egress point exists off of Main Street to access the site.

   Findings: This standard is met.

6. **That adequate measures have been, or will be, taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;**

   Analysis: One ingress/egress point exists off of Main Street to access the site. No additional driveways are proposed.

   Findings: A garage exists on the property to house vehicles, as well as a double wide driveway, allowing for ingress and egress to be used without confrontation. Parking shall meet the ordinance requirements within Chapter 23.

7. **That 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 future land use map, found within the Comprehensive Plan identifies the area as developing as residential (single- and two-family).

   Findings: The future land use map is intended to guide certain types of development or uses within certain areas of the City. As this property is directly adjacent to commercial uses to the south and east there really is no buffer between the residential areas, as there typically would be. However, even with no buffer present, the Comprehensive Plan does call for this area to remain residential. Converting it to a multi-family use will be contrary to the future land use map, and thus, this standard would not be fully met. With that said, the change

to multi-family is minimal, as it would involve allowing two additional persons within the structure, for a total of four. There would be no change to the structure itself, thus keeping the residential character.

8. **That the use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Plan Commission.**

   Analysis: The property is 13,200 square feet, meeting the 10,000 square foot minimum lot size requirement within the "R-4" district. Parking required on the site is 2 stalls per each 3 bedroom unit and above.

   Findings: This standard is met. There is room for four parking spaces on the site if tenants each have a vehicle.

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

   Analysis: The property falls within a transitional zone consisting of commercial, residential and institutional uses.

   Findings: Residential uses varying within the area from single family to multi-family, with the majority within a single dwelling unit (house). Therefore, an overconcentration of high density living facilities will likely not result from the proposed request.

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

    N/A - The four bedroom home is existing.

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

    N/A - The four bedroom home is existing, along with the ingress/egress and parking area.

12. **Principal: There shall be adequate utilities to serve the site.**

    Analysis: The property is fully developed; utilities exist to serve the site.

    Findings: This standard is met.

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

    Analysis: No mechanical equipment or refuse storage other than those found at single family residences exists on the property. Lighting and noise are not anticipated to increase, as the use currently exists.

    Findings: This standard is met.

14. **Principal. Applications for exclusive multifamily 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.**

    N/A - The four bedroom home is existing.

Name and Address	Parcel #	Alt Parcel #	Land Use
Salah S Qutaishat & Adam S Qutaishat 7407 Granite Way #1406 Mount Pleasant, WI 53406	240833201608	240833201608	Residential
	Property Address		**Neighborhood**
	2316 Main St		500 University Neighborhood
	Subdivision		**Zoning**
Display Note	Boyington & Atwells Third Add		R4-MULTI-FAMILY I

OWNERSHIP HISTORY

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
Salah S Qutaishat &	8/29/2008	$155,000	Warranty Deed	722147		Land & Build.
W William & Kathleen M Zimdars	7/23/1996	$92,944	Warranty Deed	678	190	Land & Build.
W William & K Zimdars	1/1/1972	$28,000	Warranty Deed	311	430	Land & Build.

SITE DATA

Actual Frontage	100.0
Effective Frontage	100.0
Effective Depth	132.0
Square Footage	13,200.0
Acreage	0.303

PERMITS

Date	Number	Amount	Purpose	Note
2/16/1998	28199	$8,500	048 Int Renov/Remod	
9/14/1994	24516	$2,000	093 Sewer and/or Wat	sewer & water

2013 ASSESSED VALUE

Class	Land	Improvements	Total
(1) - A-Residential	$15,400	$103,600	$119,000
Total	$15,400	$103,600	$119,000

LEGAL DESCRIPTION

LOTS 10 & 11 BLK 12 BOY & ATWELL 3RD ADD 722147

DWELLING DATA (1 of 1)

Style	051 Colonial - Pre WWII			Basement	Full	Exposed	No
Ext. Wall	Wood / Masonite			Heating	Basic		
Story Height	2	Age	63	Fuel Type	Gas		
Year Built	1921	Eff. Year	1950	System Type	Warm Air		
Class	(1) - A-Residential			Total Rooms	8	Bedrooms	4
Int. Cond. Relative to Ext.	Interior Same As Exterior			Family Rooms	0		
Physical Condition	Average			Full Baths	1	Half Baths	1
Kitchen Rating	Good			Bath Rating	Average		

FEATURES

Description	Units
Fireplace	1
Openings	1
Additional Plumbing Fixtures	2

ATTACHMENTS

Description	Area
Screen Porch (Frame)	160
Open Frame Porch	32

Information considered accurate but not guaranteed.

Name and Address	Parcel #	Alt Parcel #	Land Use
Salah S Qutaishat & Adam S Qutaishat 7407 Granite Way #1406 Mount Pleasant, WI 53406	240833201608	240833201608	Residential
	Property Address		Neighborhood
	2316 Main St		500 University Neighborhood
	Subdivision		Zoning
Display Note	Boyington & Atwells Third Add		R4-MULTI-FAMILY I

LIVING AREA

Description	Gross Area	Calculated Area
Basement	1,370.0	
Finished Basement Living Area	0.0	0.0
First Story	1,370.0	1,370.0
Second Story	992.0	992.0
Additional Story	0.0	0.0
Attic / Finished	0.0	0.0
Half Story / Finished	0.0	0.0
Attic / Unfinished	0.0	
Half Story / Unfinished	0.0	
Room / Unfinished	0.0	
Total Living Area		2,362.0

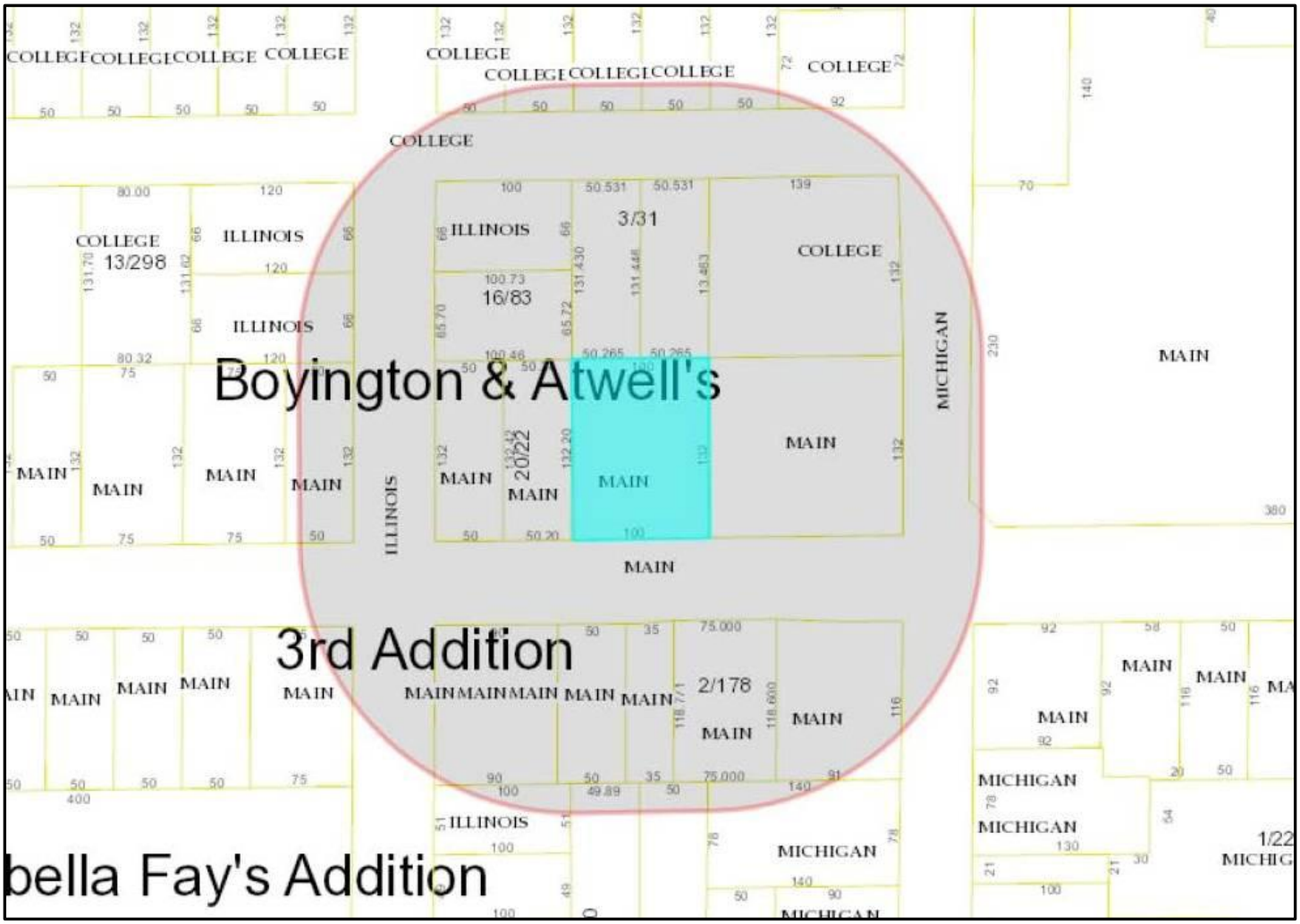
DETACHED IMPROVEMENTS

Description	Year Built	Square Feet	Grade	Condition
Garage - Detached Frame/ Block	1930	422.0	C	Average

PROPERTY IMAGE

PROPERTY SKETCH

Conditional Use Permit – Multi-Family Use – 2316 Main Street Exhibit Map (200 Feet Boundary)



Tax Key	Name	Mailing Address	City, State	Zip	Property Address
281240833201512	DIANA BLACK	2330 College Ave	Stevens Point, WI	54481	2330 College Ave
281240833201511	RICHARD R & CYNTHIA A TIELENS	1321 Robin Lane	Stevens Point, WI	54481	2322 College Ave
281240833201510	MARY K KOSLOSKI & GARY L OLDS	2314 College Ave	Stevens Point, WI	54481	2314 College Ave
281240833201509	KAO YANG & VICTORIA VANG	2445 Brenner Ave	Maplewood, MN	55109	2306 College Ave
281240833201508	KEVIN C & A SPAAY	2322 County Hwy E	Junction City, WI	54443	2300 College Ave
281240833200104	STEVENS POINTAREA SCHOOL DISTRICT *767817	1900 Polk St	Stevens Point, WI	54481	2400 Main St
281240833201513	DAVID R BISHOFF	2338 College Ave	Stevens Point, WI	54481	2338 College Ave
281240833201601	DANIEL J SCHOMMER	N4729 Elm Valley Rd	Waupaca, WI	54981	2335 College Ave
281240833201602	JOSEPH D PFISTER	2325 College Ave	Stevens Point, WI	54481	2325 College Ave
281240833201603	F & F PROPERTIES LLP	PO Box 258	Lodi, WI	53555	2317 College Ave
281240833201604	MARK S & SUSAN A BECKER	4724 Marsh Dr	Plover, WI	54467	1201 Illinois Ave
281240833201201	KARL E RYAVEC & LI CHAOYING	1202 Illinois Ave	Stevens Point, WI	54481	1202 Illinois Ave
281240833201605	MICHAEL W DOPP	1209 Illinois Ave	Stevens Point, WI	54481	1209 Illinois Ave
281240833201209	RYAN J & COLLEEN M NAIDL	1210 Illinois Ave	Stevens Point, WI	54481	1210 Illinois Ave
281240833201609	RICHARD J PIOTROWSKI	2332 Main St	Stevens Point, WI	54481	2332 Main St

281240833201608	SALAH S QUTAISHAT	7407 GRANITE WAY #1406	MOUNT PLEASANT, WI	53406	2316 Main St
281240833201607	LEAHY MAUREEN	3641 PAUS STREET	MADISON, WI	53714	2308 Main St
281240833201606	PRAMELA THIAGASEN	2300 MAIN ST	STEVENS POINT, WI	54481	2300 Main St
281240833201208	MARK S & SUSAN BECKER	4724 Marsh Dr	Plover, WI	54467	2260 Main St
281240833201702	WILLIAM & SUSAN BOYLAN JTREVTRUST	2329 Main St	Stevens Point, WI	54481	2329 Main St
281240833201701	STAR INVESTMENTS LLC	8908 Domini Rd	Mt Horeb, WI	53572	2337 Main St
281240833201703	JAMES L WROBLEWSKI	207 Brilowski Rd North	Stevens Point, WI	54482	2321 Main St
281240833201704	ZAGER PROPERTIES LLC	3100 MICHIGAN AV	Stevens Point, WI	54481	2313 Main St
281240833201705	MARK S & SUSAN A BECKER	4724 Marsh Dr	Plover, WI	54467	2301 Main St
281240833201101	2257 MAIN STREET LLC	PO Box 296	Amherst, WI	54406	2257 Main St
281240833201715	WILLIAM R & JUDITH M PICKFORD	1316 Michigan Ave	Stevens Point, WI	54481	1316 Michigan Ave
281240833201711	RACHEL J APPICELLI	2324 Clark St	Stevens Point, WI	54481	2324 Clark St
281240833201710	JASON W H & KAREN J OLSON	2316 Clark St	Stevens Point, WI	54481	2316 Clark St
281240833201706	DAVID & HOLLY A JOHNSON	59 North Hill Dr	Floyds Knobs, IN	47119	1325 Illinois Ave

City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
(715) 346-1567
(715) 346-1498
communitydevelopment@stevenspoint.com
http://stevenspoint.com

APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	—	Date Submitted	11-18-13	Fee Required	250.00	Fee Paid	250.00
Associated Applications if Any	—			Assigned Case Manager	Kyle Kearns		
Pre-Application Conference Date	—			Conditional Use Permit Request	Use ☒		

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	Salah Qutaishat	Contact Name	
Address	221 Michigan Ct	Address	
City, State, Zip	Racine, WI 53402	City, State, Zip	
Telephone	414-248-5178	Telephone	
Fax		Fax	
Email	salahq@yahoo.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
240833201608		

Legal Description of Subject Property

Single Family Home

Designated Future Land Use Category	Current Use of Property
Multiple Family Dewling	

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)

I am requesting permission to allow up to 4 unrelated persons to live in this property.

APPLICANT & OWNER INFORMATION SHEET

Any applicant for a conditional use permit must provide the applicant's name, address, and respective ownership interest, if any, on the application. In addition, the applicant must provide, in the space provided on this form, a list of all the owners of the property and the holders of any deeds of trust, identifying which owners and holders of deeds of trust are represented by the applicant.

Application Number	Applicant's Name
	Salah Qutaishat

Property Address(es)

2316 Main Street, Stevens Point, WI 54481

Applicant's Address

221 Michigan Ct, Racine WI 53402

NOTE: If the applicant is not the property owner, this form must be accompanied by a Power of Attorney statement from the property owner.

Indicate as accurately as possible the form of interest in the property, and the amount held by the individual or entity listed as "applicant" above.

Fee Title Owner (Has Deed of Ownership)	All	☐
	A Portion	☐
Contract Owner	All	☐
	A Portion	☐
Holder of a Security Interest	All	☐
	A Portion	☐

List the names and addresses of all owners and holders of Deeds of Trust for the property, if any, and indicate which owners or holders of deeds of trust are represented by the applicant in the space below (please add additional pages, if needed).

Signature of Applicant	Date Signed
	11/9/2013

Administrative Staff Report

Conditional Use Permit
Multi-Family Apartment / B-TID5 Standards
209 Division Street
December 2, 2012

Department of Community Development

Applicant(s):

- CCFS Group, LLC

Staff:

- Michael Ostrowski, Director mostrowski@stevenspoint.com
- Kyle Kearns, Associate Planner kkearns@stevenspoint.com

Parcel Number(s):

- 2408-29-4002-03

Lot Information:

- Effective Frontage: 200 feet
- Effective Depth: 242.4 feet
- Square Footage: 48,486
- Acreage: 1.113

Zone(s):

- "B-4" Commercial District

Master Plan:

- Commercial / Office / Multi-family

Council District:

- District 1: Doxtator

Current Use:

- Commercial – Hotel/Motel

Applicable Regulations:

- 23.01(14), 23.01(16), 23.02(2)(d), and 23.02(2)(f)

Request

Request from CCFS Group, LLC for a conditional use permit to construct an approximate 40-unit apartment building, using the "B-TID5" Tax Incremental District 5 standards, at **209 Division Street (Parcel ID 2408-29-4002-03)**.

Attachment(s)

- Parcel ID Sheet
- Exhibit Map
- Application
- Site and Landscape Plans
- Floor and Room Plans
- Elevations / Renderings

Findings of Fact

- The property is zoned B-4 Commercial district and is currently utilized as a hotel/motel.
- The proposed development involves redeveloping the site to create a 5-story, 40-unit, 182 bedroom apartment complex.
- Multiple dwellings (three units or more) are a conditional use within the B-4 Commercial District.
- The City's Comprehensive Plan calls for commercial, office, or multi-family on the site.

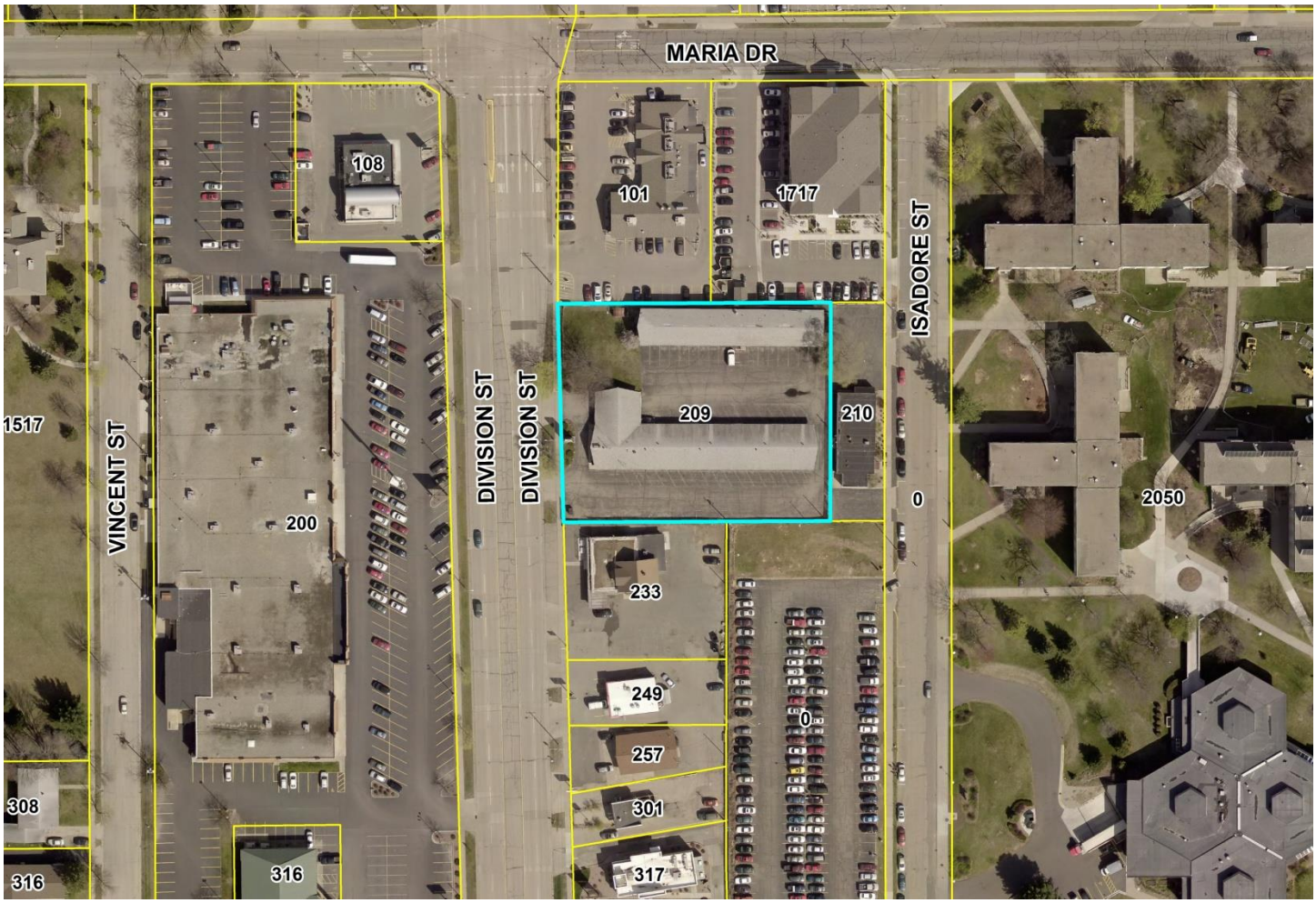
Staff Recommendation

Approve the conditional use permit, subject to the following condition(s):

1. All applicable building permits shall be obtained.
2. A recreational impact fee (currently calculated at $100.00 per unit) must be paid prior to the issuance of a building permit.
3. The applicant must secure an annual multiple-family dwelling license.
4. Fire connections shall be installed within each stairwell.
5. A stormwater plan shall be submitted and reviewed by the Utilities Department and Public Works Department.
6. A photometric plan shall be submitted by the developer to be reviewed and approved by the Community Development Department.
7. Snow shall be removed from the site or stored in a location that does not impact drainage facilities, cause vision obstructions, or reduce parking spaces.
8. The other two elevations (south and east) shall be of similar design materials, and color to those of the north and west.
9. Minor changes to the plans, which still meet all applicable ordinance

	requirements, shall be allowed to be approved by staff. 10. Changes to interior layouts, number of units, and number of bedrooms, which still meet all applicable ordinance requirements, shall be allowed to be approved by staff.

Vicinity Map



Background

CCFS Group is proposing to construct a 40 unit apartment complex at 209 Division Street. The property is currently for sale and being used as a hotel/motel. Furthermore, the property falls within the "B-4" Commercial zoning district, requiring a conditional use permit for the construction of three or more dwelling units. A total of 182 bedrooms would exist within the proposed 40 unit apartment complex. Units within the proposed apartment complex vary per floor between three to five bedrooms and offer multiple bathrooms, fully furnished kitchens, living rooms, and in several instances balconies. Nearly half of the first floor will offer fully covered and enclosed parking (17 stalls), along with moped (two stalls) and bike parking stalls (11 stalls). A common study area, as well as, a bike repair room will also be available for use by tenants on the first floor. Access to the additional four floors (five total) will be via a central elevator and two stairwells, one accessible within the enclosed parking garage. Full project details for the apartment complex can be found below.

Conditional Use Permit Standards of Review

1. **That 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 development would involve demolishing the existing motel structures, built in 1961, to create the apartment complex. Furthermore, the proposed development increases the density on the property and along Division Street. The developer anticipates the primary tenants of the structure to be students of the University of Wisconsin Stevens Point.

   Findings: The proposed development should not be detrimental to, or endanger the public health, safety, moral, comfort or general welfare. The project would eliminate one of the existing driveways on the site, thus eliminating a conflict point onto Division Street. In addition, given the proximity to the campus, students will now be able to easily walk to classes without needing to cross Division Street, or to drive a vehicle. Furthermore, the building design, along with significant landscaping will increase the area's aesthetics. In addition, this type of development in this area promotes walkability as students will be able to easily walk to adjacent businesses for goods and services, thus increasing the viability of those businesses. Overall, this development should have a positive impact on the area and may actually help jumpstart additional redevelopment within the area.

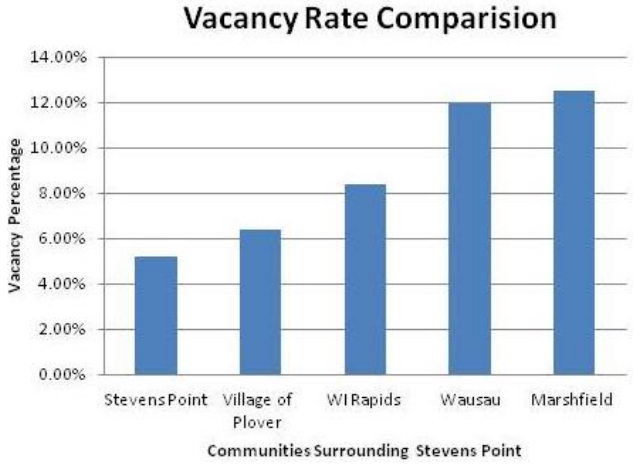
2. **That the use will not be injurious to the use and for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood;**

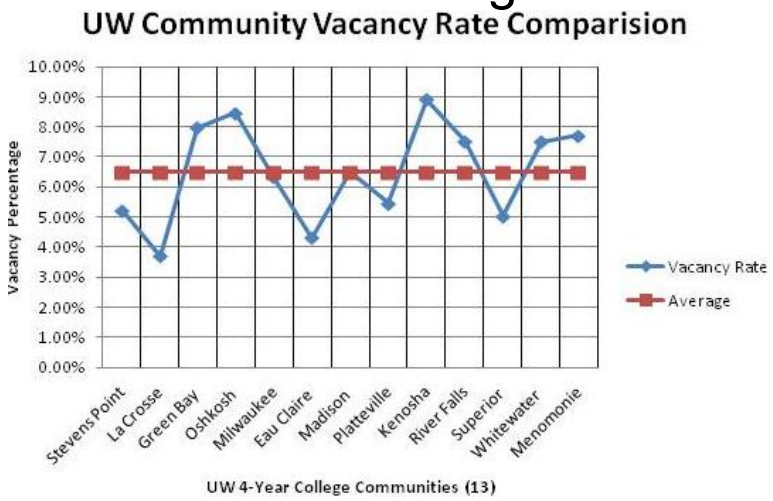
   Analysis: The creation of mixed-use development is key to the overall success of an area, as often time's commercial and residential development rely on each other. Although the proposed development consists only of residential apartments, its proximity to the nearby commercial businesses will assist in increasing the longevity and success of those businesses. As development trends change, especially within the commercial retail sectors, it is important to have diversity within an area to avoid any collapse in the market or trend.

   Findings: It is anticipated that this development will have a positive impact on property values of surrounding properties, while also potentially sparking new development. Surrounding businesses should be positively impacted by the increased density of residential, which in turn will increase foot traffic. Furthermore, the increased diversity created along Division Street with this development will assist in ensuring the Division Street corridor's longevity and success.

3. **That 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 site has been indentified within the comprehensive plan to develop as commercial, office, or multi-family residential. Neighboring properties are fully developed, with those directly north redeveloped within the last decade. A multi-family apartment complex and retail center exist to the north. University parking and a tavern exist to the south, with a small retail/office complex existing to the east. Several neighborhood organizations and groups have identified a desire to convert multi-family student rental homes in neighborhoods near the university, many of which are historic, back to single family neighborhoods. Much of the neighborhood character has been lost overtime with the conversion of these homes into multi-family rentals and the increased noise, lights, and traffic that follows. Furthermore, the university has identified a deficiency of on-campus and off-campus student housing. Even with the recent construction of a residential living hall, housing is still a dilemma, forcing common floor kitchens on-campus to be converted into dwelling units. Vacancy rates within the City are quite low compared to several nearby municipalities and university communities, which identifies a demand and further suggests the need for additional multi-family housing.





Source: U.S. Census Bureau, 2010 Census.

Findings: Division Street is prime area for certain development with its proximity near the university, interstate, high school, and single-family residential. This being the case, redevelopment has occurred along the corridor recently, with the construction of commercial buildings. This trend will most likely continue as some properties along Division are vacant and have aged overtime. To ensure areas throughout the City do not fall into distress, redevelopment must occur to meet the needs of the changing economy for both business and residential. It is anticipated that this development will spark interest from other developers and property owners within the vicinity to reinvest into their property.

The proposed development will offer students with additional housing opportunities, and may play a significant role in reducing the conversion of single-family, owner-occupied homes into student rentals. As enrollment continues to increase at UWSP, additional housing is needed. If additional multi-family structures or other options are not provided for the increase in students, conversion of owner-occupied homes to student rentals may be the only option to meet the demand.

Maintaining and growing the student population at UWSP is key to their success. Furthermore, the student population within our community plays an important role in the economy by injecting $78.4 million in annual spending (source: Portage County Business Council). Therefore, as UWSP grows, so too does the community's economy, which again relays the importance the proposed development can have on the surrounding area.

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

Analysis: Several four-story and one five-story residential living halls exist to the east on the UWSP Campus, as well as, classroom buildings. Recently a three-story apartment complex was constructed directly adjacent to the property in question along Maria Drive and Isadore Street. The majority of commercial development along Division Street is single story shop fronts, however three-story hotels exist north of Maria Drive. Regarding architectural design, several different designs exist within the area as buildings were built in different decades for a variety of uses (i.e. stand alone retail, office, service, or strip center).

Findings: As noted earlier, development trends have shifted to include dense mixed-use building in redevelopment areas. Additionally, the proposed development closely resembles residential and institutional buildings to the east and is proposed in a transitional zone along Division Street, so as not to be singled out. It should be added that a five-story residential living hall was constructed on the UWSP Campus. Several architectural details and materials are provided on the proposed building, which include brick veneer, cast stone veneer, fiber-cement panels, aluminum parapet wall, metal canopy and trim, and balconies. A great deal of texture and character are proposed on the building's exterior.

5. **That adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided;**

   Analysis: The property currently exists with utilities serving the site. Two driveways currently exist, with one proposed to be removed. Stormwater detention and drainage are proposed to be constructed on site to adequately handle run-off and snow melt.

   Findings: Utility upgrades may occur to sanitary and sewer laterals, along with the installation of hydrants, to adequately serve the proposed development. A single ingress/egress will increase the safety along Division Street and on the property. Calculations regarding stormwater have not been provided, therefore, staff would recommend a stormwater plan be submitted and reviewed by the Water Department and Public Works Department.

6. **That adequate measures have been, or will be, taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;**

   Analysis: A single ingress/egress point is proposed off Division Street at a width of 24 feet. Upon entering the site, vehicles can proceed east to open-aired parking through a 24 foot wide drive aisle, or turn south to enter the enclosed parking garage. Proceeding east eventually forces vehicles into a one-way turn north into a 16 foot wide drive aisle which offers angled parking before eventually connecting to the main 24 foot drive aisle. The two-way entrance drive to the parking garage is 24 feet wide and offers nearly 30 feet of depth, allowing at least one vehicle to be present while waiting for the access door to open.

   Findings: City engineers and the fire department have reviewed the site plan and concluded that adequate access to the site and throughout the site has been provided. On site traffic patterns allow for vehicles to enter the site from Division Street without backing up vehicles or causing safety hazards within the right-of-way. Additionally, the reduction of a driveway increases the safety along Division Street near the property.

7. **That 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 future land use map within the City's Comprehensive Plan identifies the property to develop as commercial, office, or multiple family residential. The following is an excerpt from section 8.5 within the City's Comprehensive Plan regarding future land use:

   "The key to realizing an effective approach to land use management for the City of Stevens Point will be the promotion of proper timing and location for land development. Efficiently designed and well maintained areas will generate a similar type of development, while areas of uncontrolled growth could lead to increased utility extension costs, land use conflicts, and gradual deterioration. Future development and redevelopment should therefore be encouraged in an orderly pattern adjacent to and compatible with existing development, rather than creating scattered areas of development too small and too costly to provide public utilities and services."

   Additionally, Section 8.5 within the Comprehensive Plan identifies an addition of 39 acres of multi-family residential development to occur by 2025 to meet the need of the estimated increase in population.

   Findings: The proposed development is not contrary to the objectives of any duly adopted City land use plan. The proposed development meets the objectives above, as it includes the redevelopment of an existing property, is adjacent to compatible uses, and within a developed area of the City. Furthermore, it assists in achieving the goal of providing additional multi-family acreage to meet future demands. It is also important to note that the acreage utilized is small and does not involve using a greenfield site elsewhere in the City, or require the costly extension of utilities.

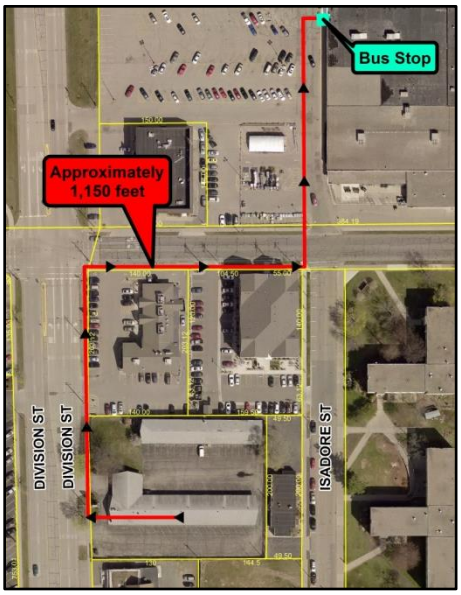
8. **That the use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Plan Commission.**

   Analysis: Below are the zoning, landscaping and B-TID 5 district requirements applicable to the request.

Zoning: B-4 Commercial District

The minimum lot size required is as follows:

- 2,650 SF per unit on the first floor, plus 50 SF per bedroom.
- 870 SF per unit on the second floor, plus 50 SF per bedroom.
- 770 SF per unit on floor above the second floor, plus 50 SF per bedroom.



When taking into account the five floors, 40 units, and 182 bedrooms, a 48,320 square foot lot is required, which is under the total lot size of 48,486 square feet. Building setbacks can be reduced per the B-TID 5 District requirements below. Parking is well within the setback by nearly three-fold, which will allow for stormwater detention and additional landscaping features. Parking requirements were taken from the proposed parking amendment which stipulates two stalls shall be provided per each three-bedroom unit and above. As there are 40 units of three bedrooms or greater, the total parking required on site is 80 stalls. However parking can be reduced by 15% if the primary entrance of the use is within 1,320 feet (1/4 mile) of a bus stop. In this case, a bus stop does exist within 1,320 feet. Furthermore, given the proximity to the campus, vehicle usage to and from the campus will likely be limited.

B-TID5 District

The property falls within the Business Tax Increment Finance District 5 (B-TID5) which allows the Common Council to consider alternative setbacks up to what is provided below. The applicant has requested to use the following setbacks in order to maximize the use on the property.

B-4 District Setbacks (min.)	B -TID5 Alternative Setbacks (min.)	Applicant Request
— Street: 25'	— Street: 10'	— Street: 12'
— Side: 0', 5' if provided	— Side: 0'	— Side: 8'
— Rear: 10' + 3'/story	— Rear: 0'	— Rear: 9'

Landscaping: Requirements were taken from the proposed parking amendment.

Perimeter landscaping is provided per the proposed parking requirements which include continuous parking lot screening within a five foot minimum strip, and trees at intervals of 50 feet surrounding the parking lot. There is approximately 450 linear feet surround the parking area, which would require a total of nine trees spaced 50 feet apart. Over 20 trees surround the parking area, many of which are spaced less than 50 feet apart. Planting height and size requirements for shrubs and trees are also met. Interior islands have been waived because the perimeter landscaping width has been doubled.

Findings: All applicable regulations are met. In regards to parking, requirements were selected from the proposed parking amendment. It is important to note that as the property will primarily house university students, parking passes for on-campus lots can be purchased if necessary. Traffic on-site is anticipated to be minimal because students can regularly walk to campus for class and related activities. Setbacks requested are above the minimum requirement within the B-TID5. Additionally, as reduced setbacks are allowed to encourage increased density and development on the lot, staff would recommend approving the B-TID5 minimum setback requirements and those setbacks requested. Lastly, landscape screening is proposed around the parking area that meets or exceeds the requirements.

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 services systems of the community.**

Analysis: No multi-family living facilities exist along Division Street within the vicinity of the proposed development. A recently constructed three-story multi-family apartment complex does exist directly adjacent to the site (northeast). Furthermore, four-story UWSP residential living facilities exist east of the property.

Findings: UWSP draws the need for multi-family housing in close proximity to the campus, which is why several multi-family facilities exist on and around campus. To this point, multi-family student housing has primarily occurred south and east of campus in homes, or on vacant sites. The opportunity now exists to create an apartment complex along Division Street that will have a dramatically positive impact on the corridor and businesses nearby. It can be said that a high density of multi-family development will occur with the construction of the development, however it should not have a substantial or undue adverse effect on the neighborhood, school system, and the social and protective services systems of the community. In fact, one could argue that it would have a positive effect on some of these services. As analyzed and described in several above standards, the university, surrounding business owners, and area as a whole will benefit greatly from the development.

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

    a. **Parking should not be located in the front yard.**

       Analysis: The building sits on the entire southern portion of the property, therefore, parking is located in the side yard to the north.

    b. **Parking should be visually screened from street view and from neighboring properties.**

       Analysis: Shrubs and trees are proposed to fully screen and buffer the parking lot from neighboring properties. A total of 17 parking stalls will be provided within an enclosed garage on the first floor of the building.

    c. **Buildings should face their main facade toward the street.**

       Analysis: The building has been positioned on the southern portion of the lot. The nearby right-of-way (Division Street) is adjacent to the building's western wall. The main building entrance, along with the stairwell entrances and garage entrance are positioned on the northern building façade. The building and entrances have been positioned as such due to the rectangular shape of the lot, as well as, the building floor plan which incorporates a single hallway between units.

    d. **In cases where the main facade of the building cannot face the street, the portion of the building facing the street shall be developed in such a manner that the street-facade is developed using architectural elements like roof lines, windows, and architectural detailing to make the street facade look harmonious in scale, massing, proportion, and building form with other residential structures. (Blank walls facing the street and windows of less than 36 inches vertical are not normally acceptable.)**

       Analysis: The western building façade facing Division Street will span 64 feet. Several architectural elements will be provided including several windows on each story. Furthermore, brick veneer and stone veneer are proposed to exist. Pre-cast concrete bands, cornice, window heads, and sills are proposed to assist in providing character and definition to the building. Lastly, balconies are proposed on the building corners of each floor, to be fitted with an aluminum railing system. Earth-tone colors have been chosen for a majority of the proposed exterior façade materials.

    e. **Building facades facing the street shall include detailing using different ridge lines, gables, roof construction, and other architectural techniques to make the façade compatible with the neighboring structures, if any, and to make the project have intrinsic architectural interest and value. Plain facades are not normally acceptable.**

       Analysis: See comments above regarding architectural elements. Furthermore, several surrounding properties, both commercial and residential, have incorporated stone and brick within their façades.

Lastly the mass appearance of the building will be somewhat reduced from the building position on the lot and the immense amount of landscaping proposed.

f. **A minimum of 25% of the façade shall be covered with masonry or decorative block. Exterior insulation and finish systems (EIFS) may be considered to satisfy this requirement if part of an overall architectural design scheme.**

Analysis: Over 25% of the building façade will contain brick veneer, stone, or pre-cast concrete material.

Findings: Parking is fully screened with landscaping, and the addition of on-site stormwater creates a buffer between adjacent uses, while also creating an aesthetically pleasing environment. Building mechanical equipment is proposed primarily on the roof, with refuse storage existing at the rear of the site, fully screened with fencing and landscaping. Lastly, as identified above, several colors, materials and architectural design elements will be incorporated creating a distinctive and detailed building façade.

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

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

Analysis: The building is situated on the south side of the lot, with the western façade facing the right-of-way (Division Street).

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

Analysis: A single ingress/egress is proposed at a width of 24 feet, allowing for two-way access. Once vehicles enter the site they can proceed east to open-air parking or turn right to enter the enclosed parking. See comments relating to drive aisles, ingress/egress, and accessibility on the site in conditional use standard six.

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

Analysis: The proposed development consists of removing one of two driveways. The remaining driveway will be situated almost within the center of the western property boundary. The nearest neighboring driveway lies nearly 150 feet away.

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

Analysis: No driveways exist across Division Street within the limits of the property that would potentially cause conflict. Additionally, a separation of nearly 150 feet exists between the closest neighboring driveway.

e. **Only one driveway shall be allowed per site unless recommended by the Public Works Director. Two family units may be allowed more than one driveway if those driveways are separated by not less than 10 feet. Maximum driveway openings shall be 20 feet (each).**

Analysis: One driveway is proposed to exist on the site at a width of 24 feet.

f. **The organization of traffic flow on-site and between the site and the street shall be organized in a clear hierarchy of flow patterns. Internal and external areas where traffic flow changes directions or creates intersections shall be organized at clear intersections and those intersections are spaced far enough apart so as to not cause confusion or problems and to provide for adequate spacing for waiting vehicles.**

Analysis: Once vehicles enter the site, two options exist, option one is to continue east to park within open air stalls, or option two is to turn right to enter the parking garage. Enough space (30 feet) exists for vehicles to wait when entering the parking garage, avoiding the impedance of traffic flow or access to the site. If option one is chosen, the vehicle can only proceed one way which leads them to a drive aisle for angle open-air parking stalls before eventually returning them to the main ingress/egress point where they have the option to leave the site entirely or choose option one or two again. From this point,

the vehicle does not impede entering or exiting traffic within the main drive aisle. All applicable city departments have reviewed the parking lot design.

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

Analysis: The vision triangle has been provided on the site plan. No plantings or equipment are proposed to exist within the vision triangle.

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

Analysis: A stormwater plan will need to be provided and approved prior to a building permit being issued.

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

Analysis: A total of 73 parking stalls are provided. All stalls provided on the site, compact and regular, meet the applicable requirements within the proposed ordinance.

j. **Parking areas shall be safe. They shall be adequately lit, sized to meet minimum standards, graded so as to not be too steep, and paved with concrete, brick, or bituminous surfacing. The light source shall not be visible from adjacent properties. Lighting shall be developed in such a way to minimize light straying onto adjacent properties.**

Analysis: A photometric plan has not been submitted.

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

Analysis: See previous comments in conditional use standard 11 b, c, d, and e.

Findings: Adequate spacing is achieved for two way traffic within the parking lot, access to the site is safe, and all pertinent parking requirements are met. Staff would recommend a photometric plan be submitted by the developer to be reviewed by the Community Development Department; ensuring light does not intrude onto neighboring properties. Additionally, staff would recommend that trees near the vision triangle be pruned when they approach maturity to ensure they do not create an obstruction in the vision triangle.

12. **Principal: 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, potable 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: Utilities currently exist to serve the site. A stormwater plan has not yet been submitted. Access to the site by emergency vehicles is adequate. The fire chief requests that fire connections exist within stairwells of the apartment complex. Also, if the fence located on the southern property line is under the ownership of the developer, it is recommended to be removed to allow for increase access to the building in an emergency.

Findings: Utility upgrades may occur to sanitary and sewer laterals, along with the installation of hydrants, to adequately serve the proposed development. Calculations regarding stormwater have not been provided, therefore, staff would recommend a stormwater plan be submitted and reviewed by the Water Department. Also, based on the fire chief's comments above, staff would recommend that fire connections be installed within each stairwell, along with the southern fence to be removed if under the ownership of the developer.

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

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

Analysis: Refuse containers are proposed to be fully enclosed with fencing at the eastern end of the property, furthest away from the right-of-way. Additionally, landscaping will surround over 50% of the refuse storage. Large mechanical equipment will be located on the roof.

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

Analysis: A photometric plan has not been provided.

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

Analysis: Noise may increase as traffic and density on the site increases

. However, nearly double the amount of landscaping is proposed which will aid in reducing sources of noise. Furthermore, all surrounding properties are commercial in character except for the multi-family apartment complex to the northeast.

d. **New multifamily sites which abut single or single-and-two family zoned lands shall increase that sideyard and/or rearyard setback requirement(s) that abuts the single or single-and-two-family zoned area by 50% but need not exceed the maximum rear-yard setback requirements of the district.**

Analysis: The property does not border any single-family or two-family residential properties.

Findings: Based on the analysis above, staff would recommend that a photometric plan be submitted by the developer to be reviewed by the Community Development Department; ensuring light does not intrude onto neighboring properties.

14. **Principal. Applications for exclusive multifamily 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.**

a. **All site plans shall at a minimum meet the guidelines contained in the parking setback landscaping standards.**

Analysis: The parking lot setback will be greater than the minimum five foot requirement on all sides. The east and west parking lot setback will be nearly 15 feet, with the northern parking lot setback greater than 15 feet. The southern parking lot boundary borders the building.

b. **In addition, at least one tree per dwelling unit shall be planted outside the parking screening area (minimum size of the tree at planting shall be 1.5 inch caliper)**

Analysis: Forty units exist within the apartment complex, therefore requiring forty additional trees. A total of 49 trees (six species) are proposed on the site which meet the requirement above, as well as, the parking lot screening requirement.

c. **In addition, at least one plant for each 30 inches of building facing the street shall be planted. The size of the plants shall be a minimum of 18 inches at the time of planting. The planting may be relocated to other portions of the site.**

Analysis: The western façade facing the street is proposed to be 64 feet wide, therefore requiring 26 plants. Over 30 plants (10 species), including trees are proposed on the western building façade, all of which are greater than 18 inches at the time of planting.

d. **Adjustments to the above requirements may be made to recognize existing landscape elements preserved on the site.**

Analysis: A few mature trees currently exist on the site, one of which may be preserved along the western property boundary.

Findings: This standard is met, as parking lot setbacks are greater than the minimum requirement and tree and plant specifications meet or exceed the requirements.

B-TID5 Standards of Review

1. **Buildings are aligned and close to the street. Buildings form the space of the street.**

   Analysis: The proposed building has a street setback of 12 feet. The building will occupy approximately 64 feet of the western property boundary which has 200 feet of frontage.

   Findings: When taking into consideration the building, sidewalk, and ingress/egress, nearly half of the frontage is built. The remainder will be dense landscaping.

2. **Buildings oversee the street with active fronts as opposed to blank fronts. The first floor and upper floors should include windows as well as entrances. Wider entrances, door framing, canopies, and other techniques should be used to identify the entrance.**

   Analysis: Balconies exist on the western (street facing) façade, totaling eight. Additionally, the western façade incorporates windows on all floors with commercial style windows on the first floor and residential windows on the second. Lastly, several architectural features and detailing exists, such as brick veneer, stone veneer, colored fiber cement panels, colored concrete bands, trim, and sill. Features presented above exist on all building facades.

   Findings: This standard is met.

3. **Property lines are physically defined by buildings or street walls.**

   Analysis: The southern property line, along with portions of the east and west are defined by the building's walls. Stormwater detention and parking will define the northern property boundary.

   Findings: Nearly half of the property boundary is physically defined by the building with the remainder having dense landscaping which will create a wall effect.

4. **Building facades facility the street shall exhibit a high level of architectural design. In no case shall the front façade of the building consist of a blank wall or a series of garage doors. Windows should play a prominent role in the façade design. All building materials to be used shall express their specific properties. For example, heavier more permanent materials (masonry) support lighter materials (wood).**

   Analysis: Refer to standard two above, along with conditional use standards four and 10. In summary, several architectural building elements are provided, using multiple materials. Windows and openings will be numerous throughout all facades and floors.

   Findings: All four sides exhibit significant architectural appeal. The western façade that faces Division Street includes windows, balconies, and a complementary mix of building materials. This standard is met.

5. **Two or more story buildings are preferred over one story buildings.**

   Analysis: The building is proposed to be 5 stories tall.

   Findings: This standard is met.

6. **Vehicle storage, garbage and mechanical equipment are kept away from the street.**

   Analysis: Refuse storage will exist on the east property line, furthest from the street, and will be fully screened. Mechanical equipment is anticipated to be on the roof or within the building. A portion of parking will be covered on the first floor, with the remainder existing on the north half of the property, separated from the street by drainage detention basins and landscaping.

   Findings: This standard is met.

7. **Parking (not including on-street parking) should be away from the streets and screened from public view.**

   Analysis: See review standard six above. Over 15 feet of landscaped area will separate the parking from the right-of-way. Landscaping surrounding the parking area (perimeter landscaping) is proposed to be double in density.

   Findings: This standard is met.

8. **The building design is coordinated with the street space. The city may require improvement of the streetscape adjacent to the property including installation of trees, paving, sidewalk, lighting, street furniture, etc. Street trees are limited to a list approved by the City Forester.**

   Analysis: Landscaping will exist along the western building façade facing the right-of-way as well as the southern façade. Additionally, the parking area will be fully screened. The City forester has reviewed the proposed plantings and requirements.

   Findings: This standard is met.

9. **Safety: Building should be close to the street but should acknowledge their neighboring building setbacks. Safety of entrances as well as vision around corners should be addressed in the review process.**

   Analysis: The building is proposed to have a street setback of 12 feet. Vision triangles are clear of plantings or mechanical units. Ingress/egress for the site has been constructed as such to allow traffic flow to continuously move throughout the site.

   Findings: This standard is met.

Name and Address	Parcel #	Alt Parcel #	Land Use
Patel Family Trust dated 10/20/05 Vinubhai & Chandrika Patel Trustees 209 Division St Stevens Point, WI 54481	240829400203	240829400203	Motel
	Property Address		**Neighborhood**
	209 Division St		Division Str North (Comm)
	Subdivision		**Zoning**
Display Note: Revised Parcel for 2009	Metes And Bounds		B4-COMMERCIAL

OWNERSHIP HISTORY

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
Patel Family Trust dated 10/20/05	10/21/2005	$522,300	Quit Claim Deed	680648		Land & Build.
Vinubhai & Chandrika Patel	8/1/2000	$525,000	Warranty Deed	57	6945	Land & Build.
Marlene E Ebert	11/9/1999	$965,000	Satisfaction Of Land Cont	56	7543	Land & Build.

SITE DATA

Actual Frontage	200.0
Effective Frontage	200.0
Effective Depth	242.4
Square Footage	48,486.0
Acreage	1.113

PERMITS

Date	Number	Amount	Purpose	Note
10/6/2009	36615	$13,400	032 Furnace (HVAC)	boiler & hwh
11/14/2008	35988	$6,600	032 Furnace (HVAC)	replace boiler

2013 ASSESSED VALUE

Class	Land	Improvements	Total
(2) - B-Commercial	$261,300	$256,800	$518,100
Total	$261,300	$256,800	$518,100

LEGAL DESCRIPTION

THE S 200' OF THE N 433.1' OF THE W 250' OF THE NE SE & ALSO INCL PT VACATED DIVISION ST DES 725572 S29 T24 R8 576945 680648

PROPERTY IMAGE

PROPERTY SKETCH

Name and Address	Parcel #	Alt Parcel #	Land Use
Patel Family Trust dated 10/20/05 Vinubhai & Chandrika Patel Trustees 209 Division St Stevens Point, WI 54481	240829400203	240829400203	Motel
	Property Address		Neighborhood
	209 Division St		Division Str North (Comm)
	Subdivision		Zoning
Display Note: Revised Parcel for 2009	Metes And Bounds		B4-COMMERCIAL

BUILDING SUPERSTRUCTURE DATA

Bldg	Sec	Occupancy	Year	Area	Framing	Hgt
1	1	Motel (C avg)	1961	6,534	Masonry - Avg	8
2	1	Motel (C avg)	1965	4,224	Masonry - Avg	8
2	2	Motel (C avg)	1976	3,648	Masonry - Avg	8
Total Area				14,406		

BASEMENT DATA

Bldg	Sec	Adjustment Description	Area
1	1	Motel Unfinished Bsmnt	792
2	1	Motel Finished Bsmnt	2,112
2	2	Motel Finished Bsmnt	288
2	2	Motel Unfinished Bsmnt	1,536

COMPONENTS

Bldg	Sec	Component Description	Area
1	1	Enclosed Stairway	68
1	1	Canopy(s) - Auto	1,260
2	1	Masonry Patio(s)	820
2	1	Wood Deck(s) 2nd Floor	820

DETACHED IMPROVEMENTS

Structure	Year Built	Square Feet	Grade	Condition

SITE IMPROVEMENTS

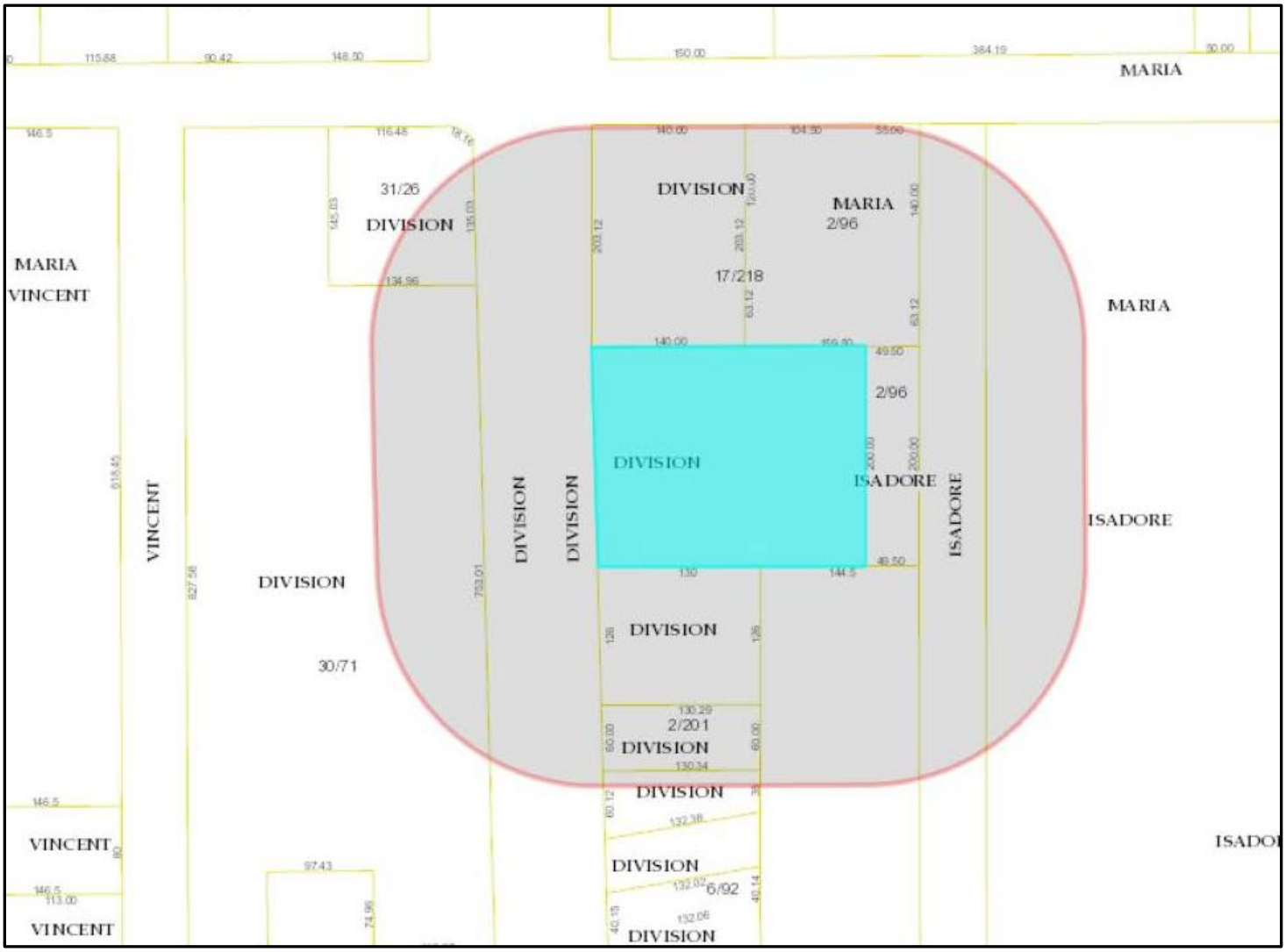
Site Improvement	Units

STRUCTURE DATA

Age	43
Year Built	1961
Eff. Year	1970
One Bedroom	44
Two Bedroom	
Three Bedroom	
Total Units	44
Stories	2.00
Business Name	Point Motel

Information considered accurate but not guaranteed.

Conditional Use Permit – Multi-Family Use – 209 Division Street Exhibit Map (200 Feet Boundary)



Tax Key	Name	Mailing Address	City, State	Zip Code	Parcel Address
281240829400102	STATE COLLEGES BOARD OF REGENTS	P O Box 8010	Madison, WI	53708	2050 Fourth Ave
281240829490224	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point, WI	54481	0 Isadore St
281240829400233	CAMPUS CORNER LLC	1877 Neotomas Pl	Santa Rosa, CA	95405	101 Division St
281240829400310	WAUSAU PRIME COMMERCIAL LLC	PO Box 116	Rothschild, WI	54474	108 Division St
281240829400309	NORTHPOINT CENTER LLC	PO Box 508	Hartland, WI	53029	200 Division St
281240829400235	GERRARD CORP	420 5th Ave Ste A	LaCrosse, WI	54601	1717 Maria Dr
281240829400223	KAREN K JOHNSON	1511 Torun Rd	Stevens Point, WI	54482	210 Isadore St
281240829400203	VINUBHAI & CHANDRIKA PATEL FAM TRUST	209 Division St	Stevens Point, WI	54481	209 Division St
281240829400222	STATE COLLEGE BOARD OF REGENTS	P O Box 8010	Madison, WI	53708	0 Isadore St
281240829400204	KREEESH LLC	2350 Magnolia Dr	Plover, WI	54467	233 Division St
281240829400205	MSG HOLDINGS LLC	W5186 PLEASANT HILL RD	Jefferson, WI	53549	249 Division St
281240829400206	NAH PROPERTIES LL	473 Shady Oak Ln	Stevens Point, WI	54481	257 Division St

City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
(715) 346-1567
(715) 346-1498
communitydevelopment@stevenspoint.com
http://stevenspoint.com

APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	—	Date Submitted	—	Fee Required	260.00	Fee Paid	260.00
Associated Applications if Any	—			Assigned Case Manager	Kyle Kearns		
Pre-Application Conference Date	—			Conditional Use Permit Request	Use ☒		

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? ☐)	
Applicant Name	CCFS Group LLC	Contact Name	Michael Krolczyk
Address	889 E. Johnson Street	Address	
City, State, Zip	Fond du Lac, WI 54936	City, State, Zip	
Telephone	(920) 924-2900	Telephone	
Fax	(920) 924-2910	Fax	
Email	mkrolczyk@cdsmith.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? ☐)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Patel Family Trust dated 10/20/05 (Vinubhai and Chandrika Patel)	Owner's Name	
Address	209 Division Street	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	(813) 435-0031	Telephone	
Fax	(813) 634-4900	Fax	
Email	jahnvi.pa@gmail.com	Email	

PROJECT SUMMARY

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

Parcel 1	Parcel 2	Parcel 3
209 Division Street (ID 2408-29-4002-03)		

Legal Description of Subject Property

S 200' OF N 433.1' OF W 250' OF NE SE & ALSOINCL PT VAC DIVISION ST DES 725572 S29 T24 R8 576945 680648

Designated Future Land Use Category	Current Use of Property
Apartment Building	Motel

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)

This project is a 40 unit apartment development named Conservation Place.

Projected Schedule:
- Land closing - first quarter 2014
- Design, Engineering, and Construction
- Projected completion date of July 2015

How will the proposed development reinforce the existing or planned character of the neighborhood? (Use additional pages if necessary)
The development vision uniquely reinforces the character of the neighborhood, promotes a collaborative process, quality design, sensitivity to landscape needs, traffic considerations and has a recognized leadership team member in architecture, engineering, construction, development, and financial stability. This team is experienced in the development and management of urban and city environments.

Outline steps that will be taken to reduce any negative impacts on adjacent property. (Use additional pages if necessary)
This project is being developed with a great concern for its architectural qualities, traffic flow, and landscaping considerations. The materials are selected to represent an achievable signature development opportunity for the Stevens Point community and neighbors. This project will act as an economic catalyst while CD Smith and the other team members help to assure a quality finished development.

Current Zoning Surrounding Subject Property			
North:	B4	South:	B4
East:	B4 in University	West:	B4
Current Land Use Surrounding Subject Property			
North:	Commercial	South:	Commercial
East:	Commercial and University	West:	Commercial

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 (If not the Applicant)	Date
[signature]	11/26/13		

CCFS Group LLC

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

The development vision uniquely reinforces the character of the neighborhood, promotes a collaborative process, quality design, sensitivity to landscape needs, traffic considerations and has a recognized leadership team member in architecture, engineering, construction, development, and financial stability. This team is experienced in the development and management of urban and city environments.

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Current Zoning Surrounding Subject Property

North:	B4	South:	B4
East:	B4 in University	West:	B4

Current Land Use Surrounding Subject Property

North:	Commercial	South:	Commercial
East:	Commercial and University	West:	Commercial

EXHIBITS

Owner Information Sheet	☐	Additional Exhibits If Any:
Letter to District Administration	☐	
Map (Vicinity, Zoning, Neighbors, Contours, etc. as requested by staff)	☐	
Site Plan (Showing primary, side, and service street frontage)	☐	
Building Elevations	☐	
Parking Plan (Including number of spaces, dimensions, and design and landscaping)	☐	
Street Sign with Cross Section	☐	
Utility Plan	☐	
Landscape Plan (Including any required alternative landscaping requests)	☐	
Stormwater Plan	☐	
Outdoor Lighting Plan (Location of fixtures, illumination levels)	☐	

CERTIFICATION AND SIGNATURE

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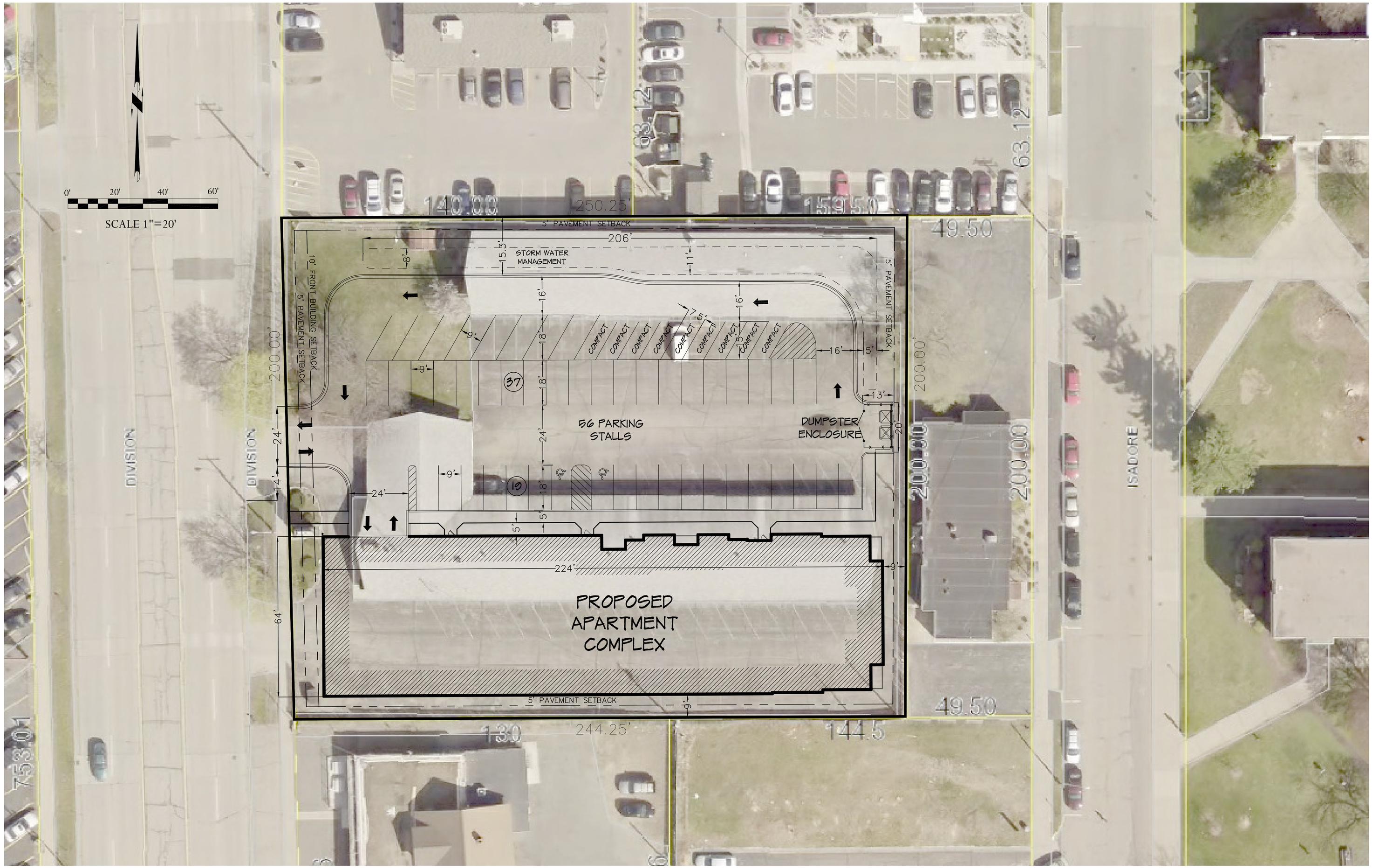
Signature of Applicant	Date	Signature of Property Owner (If not the Applicant)	Date
		* [signature]	11.22.2013 *

Sign here



NOTES:

* BASIC LOT STANDARDS INCLUDING SETBACKS, GREEN SPACE REQUIREMENTS, AND PARKING STALL REQUIREMENTS ARE TAKEN FROM THE CITY OF STEVENS POINT ZONING CODE.
* PLEASE NOTE THAT THIS PLAN IS STRICTLY CONCEPTUAL IN NATURE. THE PLAN HAS NOT BEEN FORMALLY APPROVED BY THE CITY OF STEVENS POINT AND OTHER GOVERNING BODIES HAVING JURISDICTION OVER THIS PROPERTY. ANY LOT DIVISIONS, CURB CUTS, STORM WATER MANAGEMENT FACILITIES, AND SITE PLANS SHOWING BUILDING SETBACKS AND PARKING WILL REQUIRE FORMAL APPROVAL.
* THIS SITE MAP IS NOT A SURVEY AND IS NOT BASED ON ANY TOPOGRAPHIC INFORMATION.
* THE INFORMATION PROVIDED ON THIS SITE MAP ARE FOR INFORMATIONAL PURPOSES ONLY AND ITS ACCURACY SHOULD BE VERIFIED PRIOR TO USE. NOT FOR CONSTRUCTION PURPOSES.

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REVISIONS

CHECKED:	SCOTT GROHOLSKI
DRAWN:	MELISSA KLUCK
DATE	11-19-13
PROJECT NO.	13.097T

CONSERVATION PLACE

209 DIVISION STREET
STEVENS POINT, WISCONSIN

GENERAL CONTRACTOR:

PROJECT MANAGER:
CCFS Group, LLC
Developers, Leasing Agent
Madison, WI

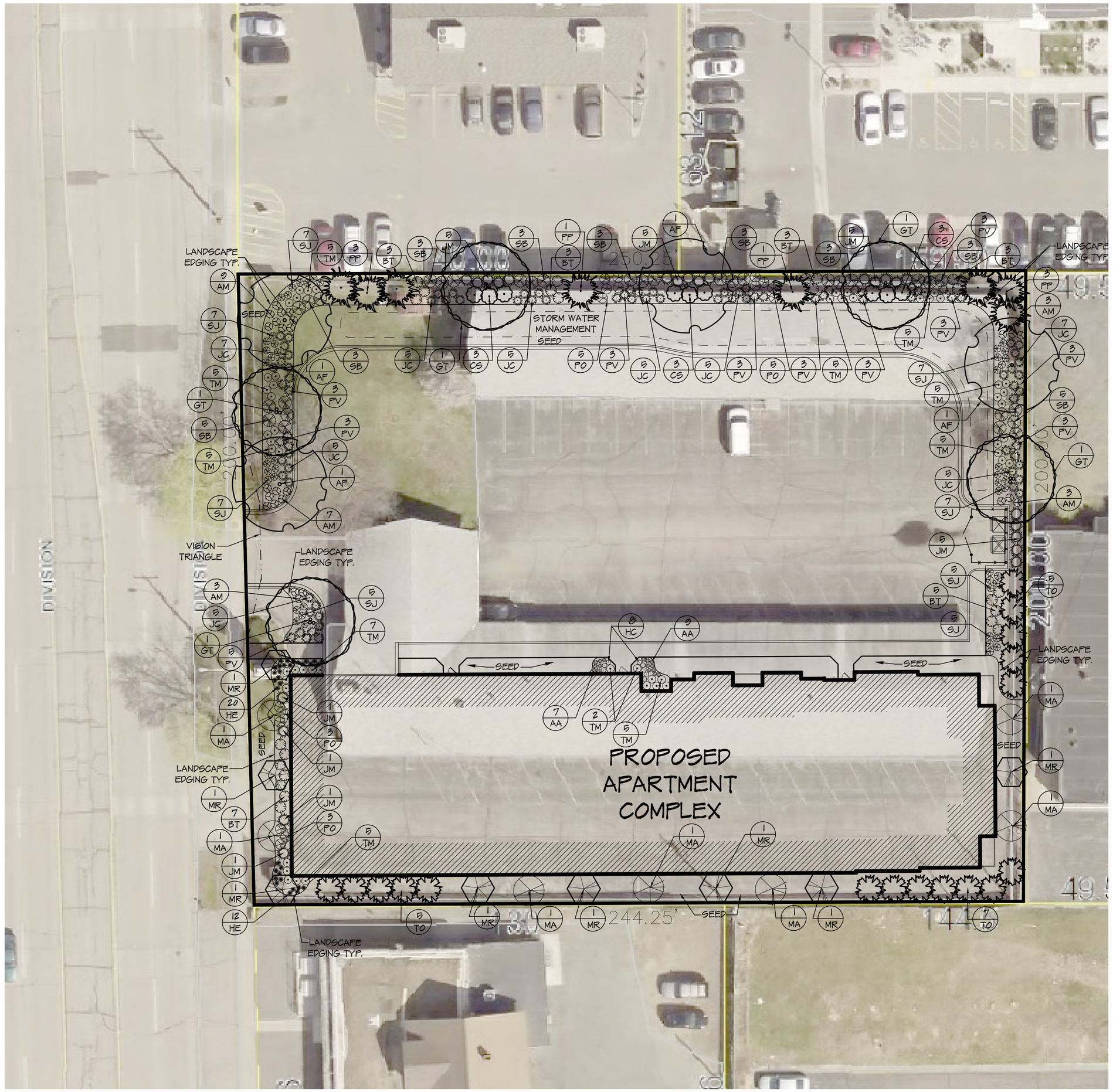
CIVIL ENGINEER:
Land Surveying
Engineering
Landscape Architecture
5709 Windy Drive, Suite D
Stevens Point, WI 54482
715.344.9999(Ph) 715.344.9922(Fx)

Point of Beginning

C101

0' 20' 40' 60'

SCALE 1"=20'



CONCEPTUAL LANDSCAPE PLAN

GENERAL NOTES:

1. CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
2. 6" OF TOPSOIL SHALL BE PROVIDED IN ALL GENERAL LANDSCAPE AREAS. LANDSCAPE CONTRACTOR SHALL VERIFY THAT SPECIFIED PLANTING SOIL DEPTH IS PRESENT PRIOR TO PLANTING.
3. SEED/FERTILIZE/CRIMP HAY MULCH ALL GENERAL LANDSCAPE AREAS DISTURBED DURING CONSTRUCTION.
4. ALL PLANT MATERIALS LISTED SHALL MEET THE STANDARDS OF THE AMERICAN NURSERY & LANDSCAPE ASSOCIATION FOR THE SIZES GIVEN.
5. ALL TREES SHALL BE STAKED WITH A MINIMUM OF THREE STAKES.
6. EDG-KING LANDSCAPE EDGING OR EQUAL SHALL BE PLACED AROUND ALL LANDSCAPE BEDS.
7. 3" DEPTH SHREDDED HARDWOOD BARK MULCH SHALL BE PLACED IN ALL SHRUB PLANTING BEDS. COLOR TO BE SELECTED BY OWNER.
8. FILTER FABRIC SHALL BE PLACED BENEATH ALL BARK MULCH.
9. COORDINATE ALL LANDSCAPE WORK WITH GAS, ELECTRIC, (INCLUDING MAIN SERVICE, SITE LIGHTING, CONDUITS AND SIGNAGE) CABLE AND TELEPHONE CONSTRUCTION AND RESPECTIVE TRADES FOR THE INSTALLATION OF SAID UTILITIES.

PLANTING SCHEDULE:

TREES SYMBOLS	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
AF	ACER X FREEMANNI 'SIENNA'	SIENNA GLEN MAPLE	2 1/2" CAL.	60'TX40'W	4
GT	GLEDITSIA TRIACANTHOS VAR. INERMIS 'IMPCOLE'	IMPERIAL HONEYLOCUST	2 1/2" CAL.	35'TX35'W	5
MA	MALUS 'ADIRONDACK'	ADIRONDACK CRABAPPLE	1 1/2" CAL.	18'TX10'W	7
MR	MALUS 'RED BARRON'	RED BARRON CRABAPPLE	1 1/2" CAL.	18'TX8'W	8
PP	PICEA PUNGENS 'HOOPSII'	HOOPSII SPRUCE	5'-6'T	60'TX20'W	8
TO	THUJA OCCIDENTALIS 'NIGRA'	DARK GREEN ARBORVITAE	4'T	20'TX8'W	17

SHRUBS SYMBOLS	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
AM	ARONIA MELANOCARPA 'AUTUMN MAGIC'	AUTUMN MAGIC CHOKEBERRY	24"	4'TX4'W	25
BT	BERBERIS THUNBERGII 'BAILONE'	RUBY CAROUSEL BARBERRY	24"	3'TX3'W	24
CS	CORNUS SERICEA 'BAILEYI'	RED-TWIGGED DOGWOOD	36"	8'TX8'W	9
JC	JUNIPERUS CHINENSIS 'PFITZERIANA'	PFITZER JUNIPER	24"	4'TX6'W	49
JM	JUNIPERUS CHINENSIS 'MOUNTBATTEN'	MOUNTBATTEN JUNIPER	36"	13'TX6'W	24
PO	PHYSOCARPUS OPULIFOLIOUS 'DART'S GOLD'	DART'S GOLD NINEBARK	36"	4'TX4'W	16
SB	SYRINGA X 'BAILBELLE'	TINKERBELLE LILAC	36"	5'TX5'W	31
SJ	SPIRAEA JAPONICA 'ANTHONY WATERER'	ANTHONY WATERER SPIREA	20"	4'TX4'W	50
TM	TAXUS X MEDIA 'TAUNTONII'	TAUNTON YEW	24"	4'TX5'W	54

ORNAMENTAL GRASS SYMBOLS	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
PV	PANICUM VIRGATUM 'SHENANDOAH'	SHENANDOAH SWITCH GRASS	24"	3'-4'T	35

PERENNIALS SYMBOLS	BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	SIZE AT MATURITY	QUANTITY
AA	ASTIBLE X ARENDSII 'COLOR FLASH'	COLOR FLASH ASTILBE	3" POT	10"TX12"W	16
HC	HOSTA 'CLIMAX'	CLIMAX HOSTA	3" POT	2'TX3'W	10
HE	HEMEROCALLIS 'HAPPY RETURNS'	HAPPY RETURNS DAYLILY	3" POT	18"TX2'W	32

LANDSCAPE REQUIREMENTS:

REQUIREMENT: ADD TREES AT MINIMUM RATE 1 TREE PER DWELLING UNIT
40 UNITS * 1 TREE = 40 REQUIRED

PROPOSED: 41 TREES

REQUIREMENT: ADD TREES AT MINIMUM RATE 1 TREE PER 40 LINEAL FEET PARKING AREA.
418 L.F. OF PARKING/50 = 9 REQUIRED

PROPOSED: 9 TREES

REQUIREMENT: ADD SHRUBS AT MINIMUM RATE 1 SHRUB FOR EVERY 30 INCHES OF BUILDING FACADE.
65 L.F. BUILDING FACADE/30" = 26 SHRUBS REQUIRED

PROPOSED: 27 SHRUBS

PERIMETER LANDSCAPING REQUIREMENT (DOUBLED): 10' PARKING LOT PERIMETER LANDSCAPE BED. 1 SHRUB FOR EVERY 15 SQUARE FEET OF LANDSCAPED AREA = 2,125 S.F./15 = 142 * 2 = 283 SHRUBS REQUIRED

PROPOSED: 286 SHRUBS

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REVISIONS

CHECKED: SCOTT GROHOLSKI
DRAWN: MELISSA KLUCK
DATE 11-19-13
PROJECT NO. 13.097T

CONSERVATION PLACE

209 DIVISION STREET
STEVENS POINT, WISCONSIN

GENERAL CONTRACTOR:

PROJECT MANAGER:
CCFS Group, LLC
Developers, Leasing Agent
Madison, WI

CIVIL ENGINEER:
Land Surveying
Engineering
Landscape Architecture
5709 Windy Drive, Suite D
Stevens Point, WI 54482
715.344.9999(Ph) 715.344.9922(Fx)

Point of Beginning

C102

2 Proposed West Elevation
SCALE: 1/8" = 1'-0"

1 Proposed North Elevation
SCALE: 1/8" = 1'-0"

Engberg Anderson
MILWAUKEE • MADISON • TUCSON

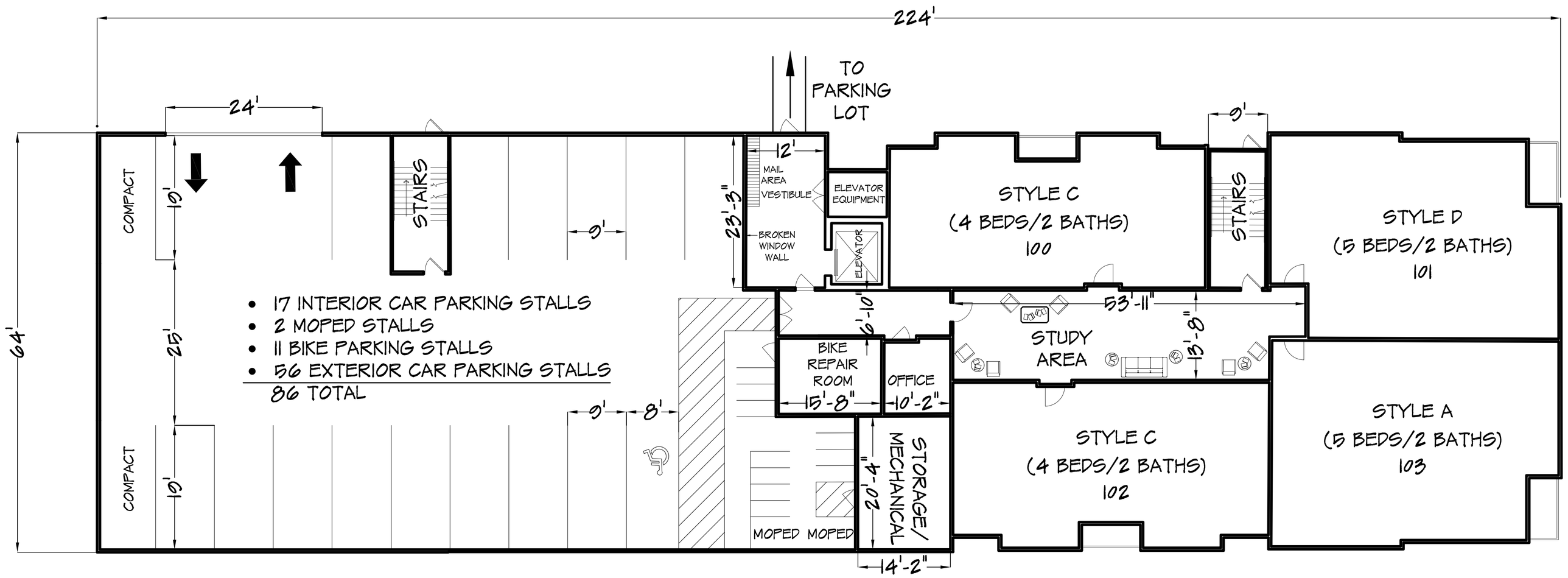
Conservation Place

Schematic Elevations

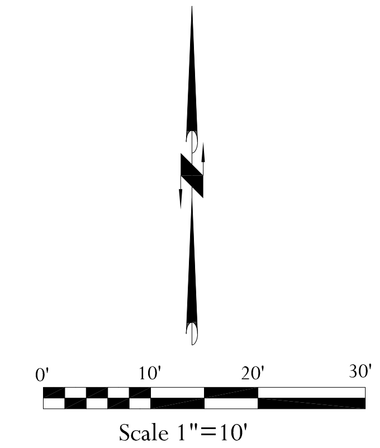
Scale: 1/8" = 1'-0"

November 22nd, 2013

Engberg Anderson Project No. 00000.00



FIRST FLOOR CONCEPTUAL LAYOUT-
18 UNITS



KEY:

- Total Number of Units Per Floor (2nd-5th)= 41 Units
- Total Number of Bedrooms = 182 Bedrooms
- Total Car Parking Stalls = 73 Stalls
- Total Bike Stalls = 11 Stalls
- Total Moped Stalls = 2 Stalls
- Square Footage per Floor (2 thru 5) = 13,346 s.f.
  - First Floor
    - 7,630 s.f. Unfinished (Garage, Hallway, Storage & Vestibule Area)
    - 5,928 s.f. Finished

  First Floor = 13,558 s.f. total
- Total Building Square Footage = 66,942 s.f.

OTHER APPLICABLE CODES:

- Building Code: The Wisconsin Commercial Building Code, 60 thru 65 IBC 2006
- Accessibility Code: ICC/ANS A117.7 2003
- Plumbing Code: Comm 81 thru 87 IPC 2000
- Electrical Code: Comm 5, 16, and 73 NEC 2000
- Fire Protection Code: Comm 14 IFC 2000
- Life Safety Code: NAPA 101 2000
- Mechanical Code: Comm 50-64 IMC 2006
- Elevator Code: Comm 18, ASMEA 17.1 2006
- Energy Code: Comm 63, IECC 2006
- Allowable Area per 1205-705-1 is:
  - Proposed Area per floor is 13,345 s.f.

ZONING CODES (B-4 Commercial District):

- Lot Area and Density: 2,650 s.f. Lot area per ground floor unit plus additional 50 s.f. per bedroom. 870 s.f. Lot area per above ground floor unit plus an additional 50 s.f. per bedroom. 770 s.f. Lot area per unit above second floor having a balcony plus an additional 50 s.f. per bedroom. Dwellings shall have a minimum lot area of 8,000 s.f.
- Lot Width : 60 ft., 80ft. for corner lots
- Height of Structure: 35 ft., 125 ft. if fire prevention system is approved by Fire Department
- Side Yard Setback: 0' Building Setback, 5' Pavement Setback
- Rear Yard: 0' Building Setback, 5' Pavement Setback
- Street: 25' Street Setback, 10' Setback w/Conditional Use Permit
- Parking Code: 1.5 spaces per 1-bedroom unit; 2 spaces per 2-bedrooms units; multiple dwellings shall have 1 space for each person 18 years of age or older
- Landscaping:
  - *Continuous Screening. Any off-street parking spaces or parking lot abutting the public street right-of-way or property zoned R-1, R-2, R-3, and R-4 or used for residential purposes shall provide continuous screening.
  - *For parking areas being screened from a public right-of-way, residentially property or parking areas within a residentially developed area: 1 tree per 50 lineal feet - for parking areas being screened from commercial or industrial zoned district: 1 tree per 75 lineal feet.

BUILDING CLASSIFICATIONS:

- Occupancy Classifications, Parking Level, S 2
- Residential Level: R-2
- Construction Type:
  - Parking Level, Type I-A
  - Residential Levels, Type III-A
- Allowable Floor Area
- Frontage Increase
- Sprinkler Increase
- Total Floor Area/Total Allowable Building Area
- Maximum Allowable Height in Feet and in Stories
- First Floor Parking and Living Area: 13,345 s.f.
- Second Floor: 13,345 s.f.
- Third Floor: 13,345 s.f.
- Fourth Floor: 13,345 s.f.
- Fifth Floor: 13,345 s.f.
- Grade Plan Determination + City Datum = 100-0 Architectural
- Fire Extinguishing Systems:
  - Sprinklers: Buildings will be fully sprinklered in accordance with NFPA 13, Comm 14 and per IBC 903, Floor area increase per IBC 506.3
  - Potable Fire Extinguisher's, Maximum travel distance 75 feet, Maximum floor area for extinguisher's, 11,000 s.f.
  - Rated: Single extinguisher rated 2-A
- Fire Resistive Requirements: Per structural engineer and IBC Table 601 and 602
- Occupant Load Calculations: Per Architect of record and Structural Engineer of record
- Means of Egress: See Occupancy Load Chart by Architect.

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REVISIONS

CHECKED: SCOTT GROHOLSKI
DRAWN: MELISSA KLUCK
DATE 11-19-13
PROJECT NO. 13.097T

CONSERVATION PLACE

209 DIVISION STREET
STEVENS POINT, WISCONSIN

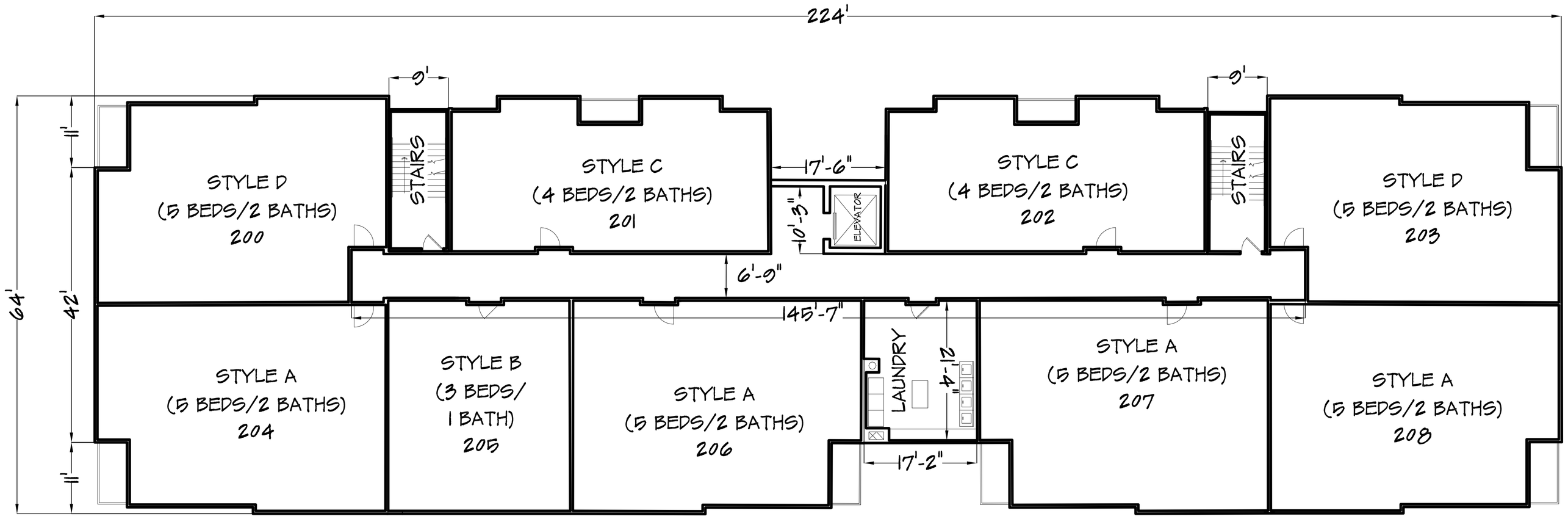
GENERAL CONTRACTOR:

PROJECT MANAGER:
CCFS Group, LLC
Developers, Leasing Agent
Madison, WI

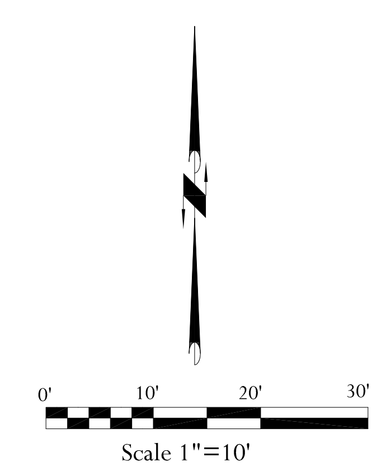
CIVIL ENGINEER:
Land Surveying
Engineering
Landscape Architecture
5709 Windy Drive, Suite D
Stevens Point, WI 54482
715.344.9999(Ph) 715.344.9922(Fx)

Point of Beginning

A100



SECOND FLOOR CONCEPTUAL LAYOUT-
41 UNITS



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REVISIONS

CHECKED: SCOTT GROHOLSKI
DRAWN: MELISSA KLUCK
DATE 11-19-13
PROJECT NO. 13.097T

CONSERVATION PLACE

209 DIVISION STREET
STEVENS POINT, WISCONSIN

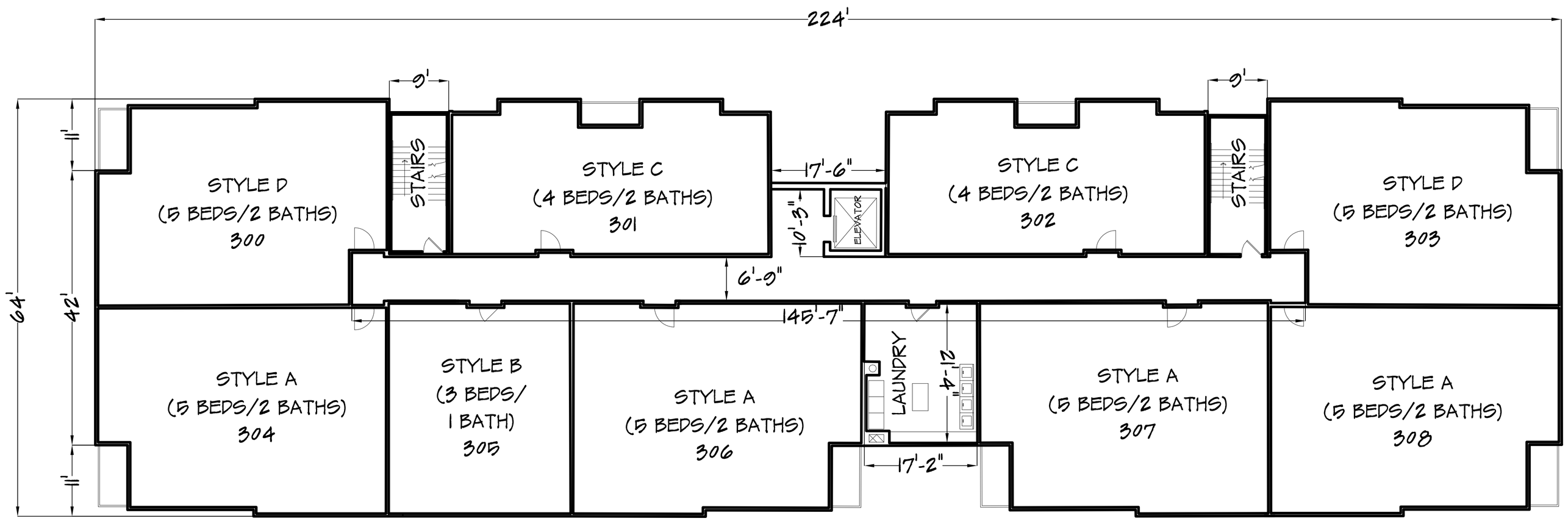
GENERAL CONTRACTOR:

PROJECT MANAGER:
CCFS Group, LLC
Developers, Leasing Agent
Madison, WI

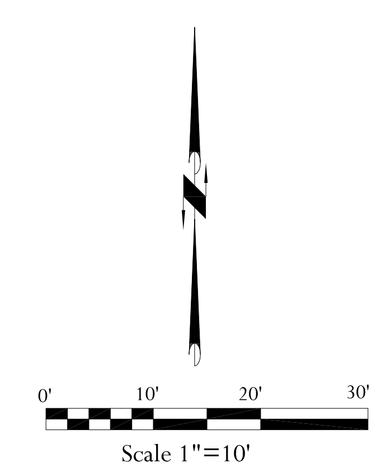
CIVIL ENGINEER:
Land Surveying
Engineering
Landscape Architecture
5709 Windy Drive, Suite D
Stevens Point, WI 54482
715.344.9999(Ph) 715.344.9922(Fx)

Point of Beginning

A200



THIRD FLOOR CONCEPTUAL LAYOUT-
41 UNITS



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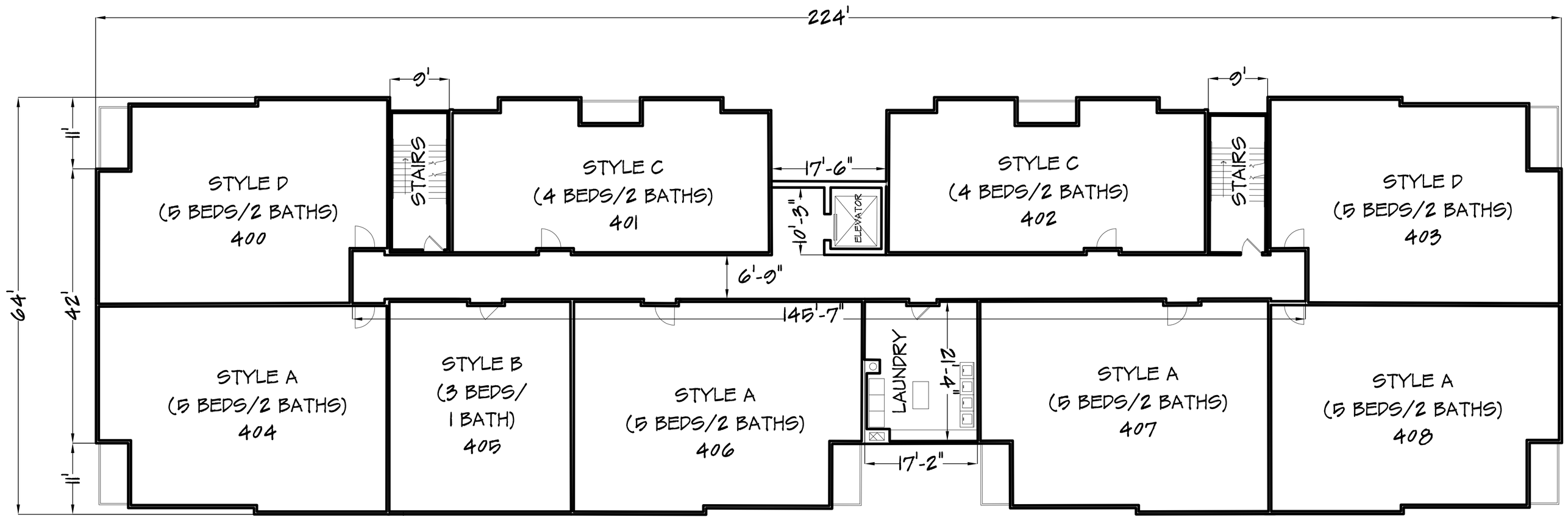
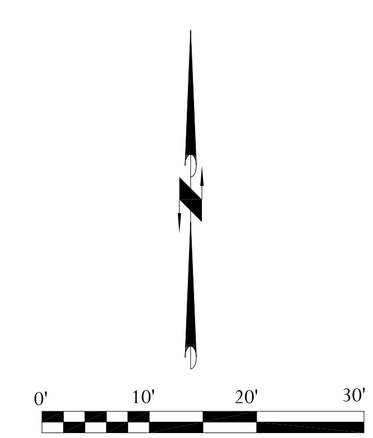
A300



FOURTH FLOOR CONCEPTUAL LAYOUT-
41 UNITS



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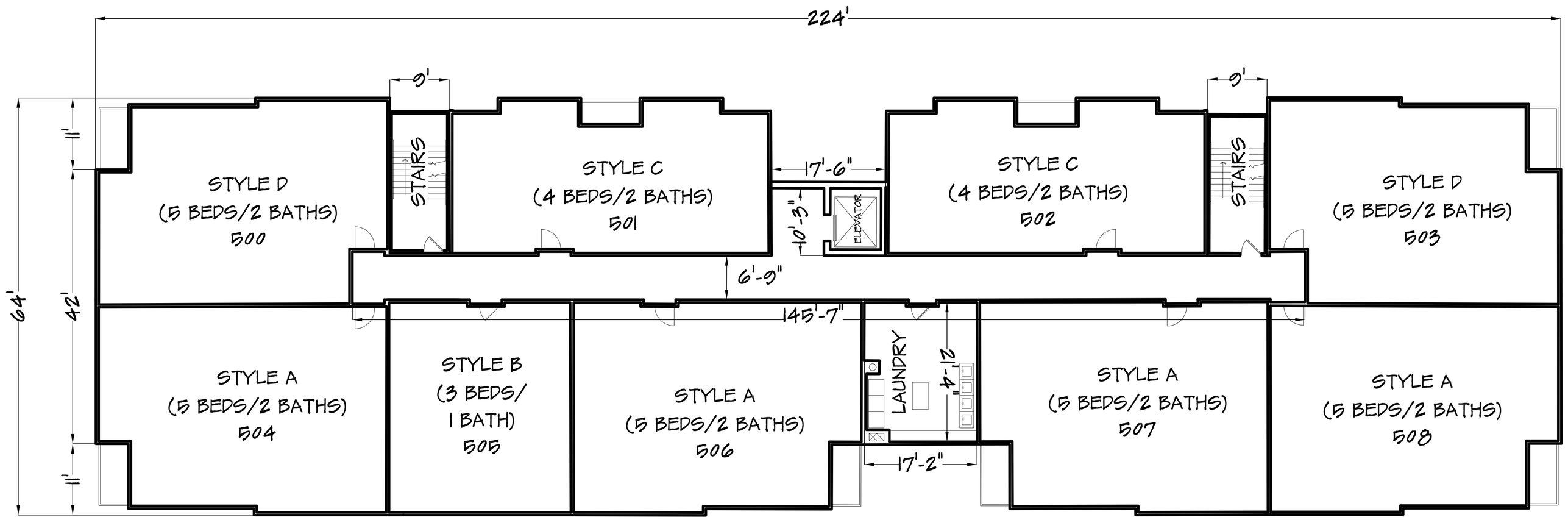
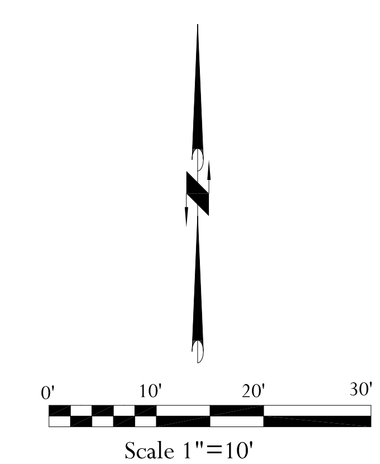
Point of Beginning

A400



FIFTH FLOOR CONCEPTUAL LAYOUT-
41 UNITS



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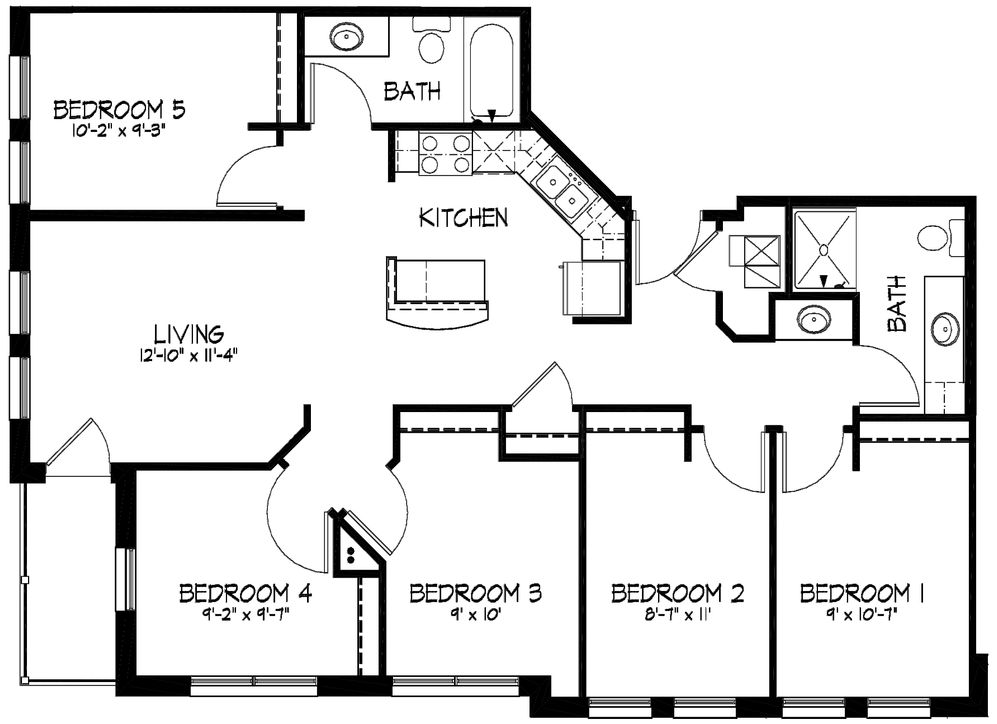
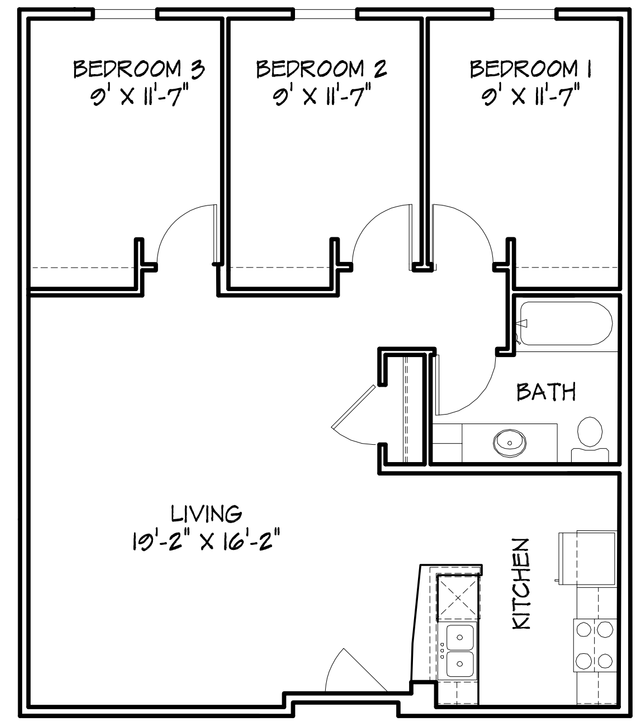
A500



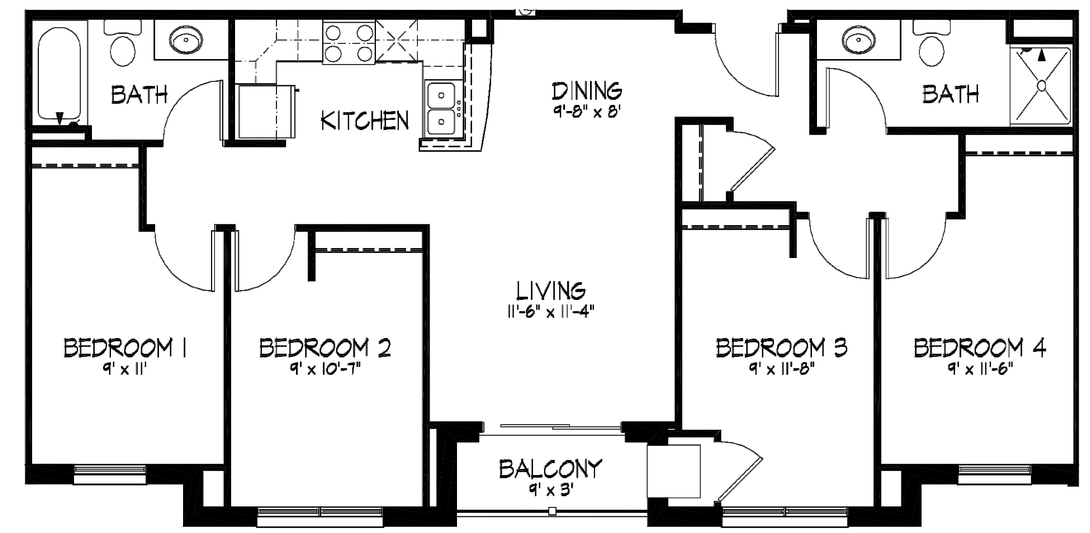
STYLE A

5 Bedrooms/ 2 Baths
Approximately 1,227 s.f.



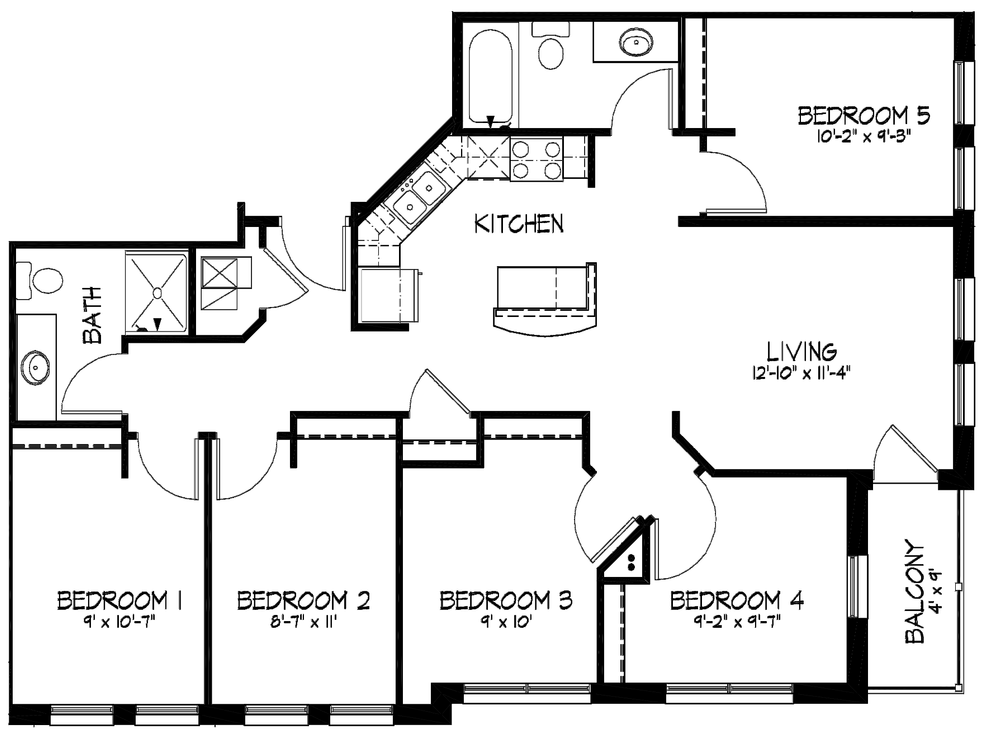
STYLE B

3 Bedrooms/ 1 Bath
Approximately 883 s.f.



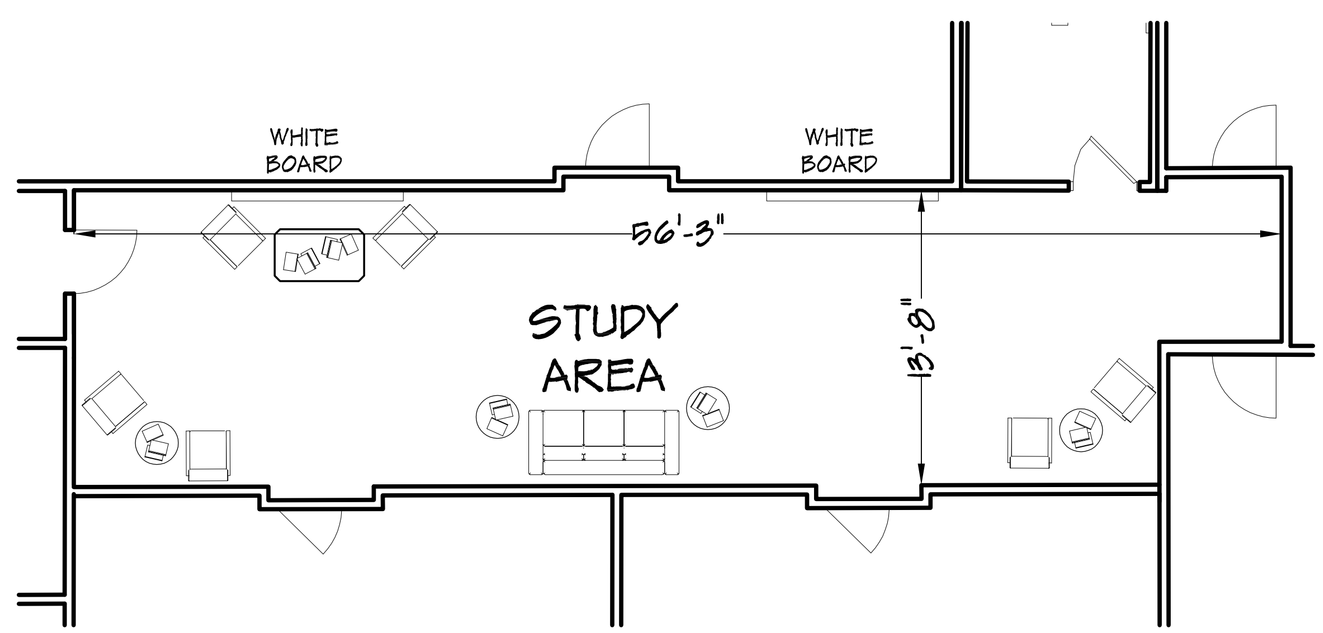
STYLE C

4 Bedrooms/ 2 Baths
Approximately 1,125 s.f.

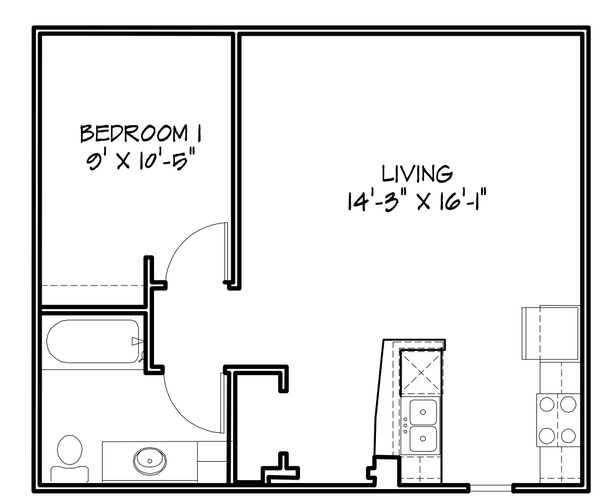


STYLE D

5 Bedrooms/ 2 Baths
Approximately 1,206 s.f.

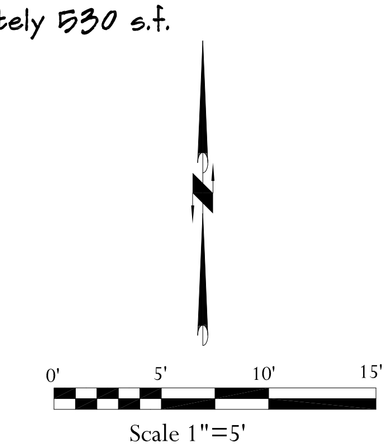


STUDY AREA E



STYLE F

1 Bedroom/1 Bath
Approximately 530 s.f.



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