

AGENDA
CITY PLAN COMMISSION

May 5, 2014 – 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 April 7, 2014 Plan Commission meeting.
2. Request from Jim Jakusz for a final plat review for a seven lot subdivision, Hunter Oaks Second Addition, for the property located at **1901 Brilowski Road (Parcel ID 2408-36-3202-01)**.
3. Request from Point of Beginning, representing the property owner Todd Reilly, for a conditional use permit amendment for the purposes of splitting the property at **1717 Riverview Avenue (Parcel IDs: 2308-05-4400-13 through 2308-05-4400-22)**.
4. Request Sentry Insurance for a constrained site exemption for the reconstruction of their parking lot at **1421 Strongs Avenue (Parcel IDs 2408-32-2024-05 and 2408-32-2024-06)**.
5. Amending **Section 23.01(14)(g)** of the Revised Municipal Code of the City of Stevens Point, Constrained Sites, to allow alternative parking and landscape standards for additions to existing parking facilities that provide consistency with the existing conditions.
6. Request from the Stevens Point Municipal Airport, for a sign variance to allow a freestanding sign to exceed the area and height requirements at **4401-4501 Highway 66 (Parcel ID 2408-23-2300-01)**.
7. City of Stevens Point Comprehensive Plan update.
8. Request from the Redevelopment Authority of the City of Stevens Point to transfer an approximate 50-foot wide extension of **Third Street** to the City of Stevens Point (**part of Parcel IDs 2408-32-2029-65 and 2408-32-2029-66**).
9. Acceptance by the City of Stevens Point of the land described in the above agenda item.
10. Request from the Redevelopment Authority of the City of Stevens Point to transfer an approximate 60-foot wide extension of **Strongs Avenue** to the City of Stevens Point (**part of Parcel IDs 2408-32-2029-65 and 2408-32-2029-66**).
11. Acceptance by the City of Stevens Point of the land described in the above agenda item.

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.

12. Creation of an overlay district encompassing commercial properties within the vicinity of the intersection of Church Street, Division Street, Madison Street, and Park Street where reduced parking standards would apply. ***This item is for discussion purposes only.***
13. Request from AT&T for an easement to the east of Third Street extended for the purposes of extending utilities.
14. Request from Charter Communications for an easement to the west of Strongs Avenue extended for the purposes of extending utilities.
15. Request from Bernard Moadlo Farms to lease a portion of city-owned land in East Park Commerce Center for farming purposes **(part of Parcel IDs 2308-01-2100-02 and 2308-01-2100-04)**.
16. Amending Chapter 23, Zoning Code, of the Revised Municipal Code of the City of Stevens Point to:
 - a. Define vapor bars in **Section 23.04(2)**, and
 - b. Place vapor bars as a conditional use within **Section 23.02(2)(a)** (*B-1 Neighborhood Business District and above districts*)
17. 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.

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PUBLISH: May 2, 2014 and May 9, 2014

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, May 19, 2014 at 7:00 PM in the Council Chambers of the County-City Building, 1516 Church Street, Stevens Point, Wisconsin, to hear the following:

1. Request from Point of Beginning, representing the property owner Todd Reilly, for a conditional use permit amendment for the purposes of splitting the property at 1717 Riverview Avenue (Parcel IDs: 2308-05-4400-13 through 2308-05-4400-22). This property zoned "R-4" Multiple Family 1 Residence District, and described as, UNIT 1-10 RIVER VIEW CONDOMINIUMS & A 10% INTEREST IN COMMON ELEMENTS PER DECLARATION IN DOC #711003 BNG PRT SESE S5 T23 R8 558098-9 661134 699648 711002 1/52 ,City of Stevens Point, Portage County, Wisconsin.
2. Amending Section 23.01(14)(g) of the Revised Municipal Code of the City of Stevens Point, Constrained Sites, to allow alternative parking and landscape standards for additions to existing parking facilities that provide consistency with the existing conditions.

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

April 7, 2014 – 6:00 PM
Lincoln Center – 1519 Water Street

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

ALSO PRESENT: Community Development Director Michael Ostrowski, Economic Development Specialist Kyle Kearns, Alderperson Randy Stroik, Alderperson Mike Phillips, Alderperson Roger Trzebiatowski, Alderperson George Doxtator, Nate Enwald, Nicole Congdon, Brandi Makuski, Sherri Holland, MaryLouise Catura, Rick Bierman, Kevin Hoyt, Jeff Schuler, Sarah Wallace, Him Jasper, and Chuck Rasmussen.

 INDEX:

1. Report of the March 3, 2014 Plan Commission meeting.
2. Request from Point of Beginning, Inc, representing the Stevens Point Area School District, for site plan and architectural rendering review for the purposes of constructing an educational/community center, Life Skills Center, at the Stevens Point Area High School, **1201 Northpoint Drive (Parcel ID 2408-29-2100-21)**.
3. Request from Point of Beginning, representing Mark Wolf, for a conditional use permit for the purpose of constructing four, 8-unit apartment complexes at the **northwest corner of Badger Avenue and Songbird Lane (Parcel ID's 2408-36-2200-54, 2408-36-2200-55, 2408-36-2200-56, and 2408-36-2200-57)**.
4. Request from Richard Bierman, representing the property owner, for a conditional use permit and site plan review, for the purpose of constructing a service shop and repair facility addition within the wellhead protection district zone B and "B-5" Highway Commercial zoning district at **5441 Highway 10 East (Parcel ID 2408-35-1300-05)**.
5. Amending the Official Street Map of the City of Stevens Point by adding the following:
 - a. A 66-foot wide extension of **Jefferson Street**. Such area starts approximately at the intersection of Jefferson Street and Brilowski Road and extends east to Burbank Road extended.
 - b. A 66-foot wide extension of **Badger Avenue**. Such area starts approximately at the intersection of Badger Avenue and Jefferson Street extended and extends south to Old Highway 18.
 - c. A 110-foot wide extension of **Burbank Road**. Such area starts approximately at the intersection of U.S. Highway 10 East and extends south to Old Highway 18.
6. Request from Jim Jakusz for a preliminary subdivision plat review of a seven lot subdivision at **1901 Brilowski Road (Parcel ID 2408-36-3202-01)**.
7. Amending Chapter 23, Zoning Code, of the Revised Municipal Code of the City of Stevens Point to:
 - a. Define vapor bars in **Section 23.04(2)**,
 - b. Place vapor bars as a conditional use within **Section 23.02(2)(a)** (*B-1 Neighborhood Business District and above districts*), and
 - c. Place vapor bars as a permitted use within **Section 23.02(2)(c)** (*B-3 Central Business District and above districts*).
8. City of Stevens Point Comprehensive Plan Update process and outline.
9. Adjourn.

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1. Report of the March 3, 2014 Plan Commission meeting.

Motion by Alderperson Moore to approve the report of the March 3, 2014 meeting; seconded by Commissioner Cooper. Motion carried 7-0.

2. Request from Point of Beginning, Inc, representing the Stevens Point Area School District, for site plan and architectural rendering review for the purposes of constructing an educational/community center, Life Skills Center, at the Stevens Point Area High School, **1201 Northpoint Drive (Parcel ID 2408-29-2100-21)**.

Director Ostrowski explained that the commission and Common Council had approved the conditional use permit for the Life Skills Center at Stevens Point Area High School, with the condition that they bring back a new elevation plan and landscaping plan. The new elevation plan shows the using of several different materials such as textured stone, brick veneer, as well as additional windows. In addition, they have improved the look of the north façade of the building to make it look more like a main façade. However, the main entrance will remain on the south side. Furthermore, addition landscaping has been provided. Staff feels the new plans meet the conditions that were outlined in the conditional use permit and recommend approval.

Motion by Mayor Halverson to approve the site plan and elevation plans for the Life Skills Center; seconded by Commissioner Patton.

Commissioner Curless and Alderperson Moore expressed their liking to the new renderings and improved look of the façade.

Motion carried 7-0.

3. Request from Point of Beginning, representing Mark Wolf, for a conditional use permit for the purpose of constructing four, 8-unit apartment complexes at the **northwest corner of Badger Avenue and Songbird Lane (Parcel ID's 2408-36-2200-54, 2408-36-2200-55, 2408-36-2200-56, and 2408-36-2200-57)**.

Director Ostrowski explained he had provided an updated memo, site layout, and elevation plan via email, as well as hard copies today. The applicant made some modifications based on the initial staff comments.

This request is for four, 8-unit apartment buildings which would be two stories each and one 8-stall detached garage per building. This development is a somewhat of a continuation of the apartment complexes to the west. In reviewing the request, staff wanted to see the access to the apartments come in off of Badger Avenue allowing the buildings to be shifted to the east, which would allow a larger buffer between the two complexes. Staff also expressed a concern regarding the elevations and architectural design of the building, and wanted to see additional materials including masonry or hardy plank as opposed to E.I.F.S., and different roof gables to break up the units. From the development's location on the corner of Badger Avenue and Songbird Lane, it will be very visible and staff wanted to see some different designs and materials for the main buildings as well as the garages. In addition, an additional fire hydrant at the ingress/egress point off of Badger Avenue should be installed.

Mayor Halverson stated he has a concern relating to the aesthetics. This development will be very visible and they should be treated differently than the other complex in that area. He agreed with the mixing up of the exterior façade.

Commissioner Curless agreed with the staff recommendations. He said since where the apartment buildings will be placed they will get a lot of visibility and there is a need for more design into the exterior.

Mark Wolf explained that E.F.I. S. is a very versatile exterior product and you can paint it, change the finish, you can do bump outs, and make it look like brick or stone. We can do those things, but still want to use the

E.F.I.S. to do that. The hardy plank and masonry adds a large amount to the cost to the construction, but if they can still use the E.F.I.S., he is able to dress up the exterior appearance.

Mayor Halverson said he is glad Mr. Wolf is willing to work with the commission and along with the gabled roof line.

Commissioner Curless asked what the pitch of the roof was, to which Mr. Wolf answered a 4 x 12, but he would be able to put in smaller dormers above the windows and patio doors verses one big dormer and can provide plans at a later date that include these changes.

Commissioner Haines asked for clarification regarding the balconies, to which Mr. Wolf stated there is a second exit for fire code to have balconies on the second floor and patios on the first floor similar to the existing complex.

Commissioner Patton asked about the time of growth for the landscaping and screening and will you notice any changes to the E.F.I.S. if the landscaping is in place, to which Mayor Halverson stated there, will be substantial growth from what is proposed. Mr. Wolf added with growth, you won't see much of the building and there is extensive screening on the front and back sides.

Commissioner Haines asked what the zoning was to the south, to which Director Ostrowski stated B-5 Highway Commercial.

Mayor Halverson explained from his point of view, if the developer changed the roof line to the other pitch and ultimately integrated some bi-coloring of the textured E.F.I.S., the building would look very different from the current elevations.

Commissioner Curless asked about the northwest corner and prior approval of a credit union. Director Ostrowski clarified there is a credit union which will be across from The Store gas station across on Badger Avenue. He stated the construction should begin soon.

Motion by Commissioner Patton to approve the conditional use permit for the purpose of constructing four, 8-unit apartment complexes at the northwest corner of Badger Avenue and Songbird Lane with the following conditions:

- **New colored exterior building elevations for both the main buildings and the garages shall be submitted and approved by staff. Staff shall have the authority to make a determination and approve what type of E.F.I.S. is used with at least two different colors for the façade. Additional architectural features shall be added to the design, which includes changes in the roofline and potential dormers.**
- **A total of four accessible parking stalls should be incorporated into the plan, one for each of the buildings.**
- **Sidewalks shall be installed along Songbird Lane and Badger Avenue. The sidewalks shall be five feet in width. The internal sidewalks for the development shall connect to the sidewalks along Songbird Lane and Badger Avenue.**
- **The main access drive on Songbird Lane shall be relocated to Badger Avenue, and aligned as best possible with the driveway for the hockey and soccer complex.**

- A fire hydrant shall be installed along Badger Avenue near the intersection with the driveway. The location shall be approved by staff.
- The apartment buildings shall be shifted to the east to allow for greater buffer between this proposed development and the multi-family development to the west. The buffer shall incorporate additional large trees (2.5" caliper at the time of planting) planted at a rate of one per 25 lineal feet.
- The materials used for the refuse enclosure shall be constructed out of finished wood, masonry, or other decorative materials. Such plan shall be approved by staff. As an alternative, the refuse containers could be stored within a garage stall.
- A grouping of evergreen type trees shall completely screen the eastern façade of the garage on Badger Avenue.
- The maximum number of buildings shall be four, with 8-units in each building, with a maximum number of 64 bedrooms.
- Snow shall be removed from the site, or stored in a location that it will not negatively impact adjacent properties.
- A stormwater management plan shall be submitted to be reviewed and approved by the appropriate departments.
- A lighting plan shall be submitted to be reviewed and approved by community development department staff. All lighting fixtures shall be cut-off fixtures. Lighting shall not exceed 0.5 foot candles at the property line.
- Staff shall have the authority to approve minor changes to the plans.
- The applicant shall pay the required park fee per unit to the City.
- The owner shall secure a multi-family dwelling license for the units.

seconded by Commissioner Curless.

Commissioner Haines expressed her concern with the density of multi-family residential in such a small area. In addition, this may lead to additional traffic in this area. Director Ostrowski said that there are a few more areas for development, including around the pond and a few more lots on Highway 10. Mayor Halverson added the way in which this area of town is laid out actually zoned and planned is one of the better ways in how planning is coming to be. In terms of the density, we have planned for it and we have zoned it accordingly.

Motion carried 7-0.

4. Request from Richard Bierman, representing the property owner, for a conditional use permit and site plan review, for the purpose of constructing a service shop and repair facility addition within the wellhead protection district zone B and "B-5" Highway Commercial zoning district at **5441 Highway 10 East (Parcel ID 2408-35-1300-05)**.

Director Ostrowski stated this request is similar to the Honda request that we had previously in a wellhead protection district. However, this one also includes a site plan review because it is located within B-5 Highway Commercial District. The only concern in terms of the site plan for staff is to add some screening on the back side of the property where it abuts residential homes. Therefore, staff would recommend an opaque fence or

evergreen trees, but preferably evergreen trees. Other than that, staff would recommend approval with the conditions listed in the staff report.

Alderperson Moore asked for clarification in that the existing fence would have to be taken out, to which Director Ostrowski stated no, it can remain, just to add a visual barrier, to which Mayor Halverson agreed.

Richard Bierman asked for clarification regarding the evergreen trees and the 10 foot requirement, the pavement being five feet off of the property line and could it be closer to the property line if the neighbor agreed to an easement, and to clarify the two year expiration of the conditional use permit. Director Ostrowski explained the height requirement is based on mature height with at least 3 feet at planting, they would not be able to pave closer to the property line even with an easement, and the reason for the two year expiration for the conditional use permit is for a future review in making sure that all conditions are complied with.

Motion by Commissioner Patton to approve the conditional use permit and site plan review, for the purpose of constructing a service shop and repair facility addition within the wellhead protection district zone B and “B-5” Highway Commercial zoning district at 5441 Highway 10 East (Parcel ID 2408-32-1300-05) with the following conditions:

- **Additional screening in the form of a solid (opaque) ten foot tall fence shall be installed on the southern property line to screen the parking and service door area from neighboring residences. Said fence shall extend from the eastern property line west to the existing tree line in the southwest corner of the property (approximately 200 feet). If the existing trees were ever to be removed, the fence shall be extended to the western property line. In lieu of a fence, dense evergreen trees that have a mature height of at least ten feet may be installed along this area. Such plan must be approved by the Community Development Department. Such landscaping shall be maintained in perpetuity.**
- **Proposed pavement/asphalt along the eastern building and proposed addition shall meet the 5 foot setback requirement.**
- **All above ground chemical storage tanks shall be at minimum double walled, unless and equal or greater protection mechanism exists.**
- **No underground tanks shall be installed.**
- **Storage of all chemicals shall occur within a 100% containment area such as a concrete curb basin or tub to provide a second/third containment measure against leaks or spills.**
- **Cracks and joints that open on dispensing areas or catch basins, if any, shall be filled and fixed immediately to avoid the infiltration of hazardous chemicals.**
- **Catch basins shall be installed around every fill point to catch product that may drip from the loading hose during the product transfer process.**
- **A spill prevention, control, and countermeasure plan shall be in place prior to the operation of the facility.**

- **Monitoring wells shall be installed throughout the property at locations determined by the Director of Utilities. Testing shall be done annually, and the results shall be supplied to the Director of Utilities. City staff shall be given unrestricted access for compliance purposes.**
- **The City reserves the right to establish new conditions for the purpose of protecting the groundwater supply. Furthermore, the department of Community Development and Utility department shall be notified if changes occur to chemicals, quantities, storage, or service at the facility or on the property.**
- **All costs associated with the conditions within this resolution shall be at the expense of the operator and/or owner. All required reports relating to sampling, analysis, and/or testing shall be provided to the City upon completion of such sampling, analysis, and/or testing.**
- **If any equal or superior alternative exists over any of the conditions, as determined by the Director of Utilities and the Director of Community Development, City of Stevens Point personnel shall have the ability to modify such condition(s).**
- **The conditional use permit shall expire within two years after final occupancy date.**

seconded by Commissioner Cooper. Motion carried 7-0.

5. Amending the Official Street Map of the City of Stevens Point by adding the following:
 - a. A 66-foot wide extension of **Jefferson Street**. Such area starts approximately at the intersection of Jefferson Street and Brilowski Road and extends east to Burbank Road extended.
 - b. A 66-foot wide extension of **Badger Avenue**. Such area starts approximately at the intersection of Badger Avenue and Jefferson Street extended and extends south to Old Highway 18.
 - c. A 110-foot wide extension of **Burbank Road**. Such area starts approximately at the intersection of U.S. Highway 10 East and extends south to Old Highway 18.

Alderson Moore asked for clarification of why Burbank Road is so much wider than the other streets. Director Ostrowski explained that with the developing the East Park Commerce Center, Burbank Road would be a major north / south thoroughfare, and it will need to accommodate truck traffic. In addition, it is anticipated that there may be an overpass built over the rail, so we are planning for the proper width for that road. Commissioner Curless asked if this would occur with Burbank all the way down to Highway HH, to which Director Ostrowski answered yes, we may have to do a little adjustment at the intersection with HH, where there is a cemetery we would have to work around. Mayor Halverson added in his opinion Burbank would need to be widened from the railroad tracks to Highway HH. If Highway 10 is rerouted the Village of Plover and the city are very interested in insuring that Burbank Road as it extends south of County Highway HH and eventually intersects with Highway 10 that a diamond interchange be preserved at that location.

Alderson Moore confirmed this is just a change to the street map, and not that we are developing these roadways at this time. Director Ostrowski answered yes; this is a planning document that preserves our ability to plan this area so things are not placed in an area where a street is planned. Mayor Halverson added should things change where certain planning and development initiatives are taken by the townships as well, this will give us the ability to deny certain kinds of developments.

Commissioner Haines asked if this is part of what we talked about last month regarding Jefferson Street. Director Ostrowski answered yes, we will be talking about Jefferson Street as well in the next agenda item and that is why this is being amended now.

Commissioner Patton asked about the renaming of Jefferson Street in that area since there is a Jefferson Street in the central city area already. Director Ostrowski explained it can be renamed; however, it might be a concern for residences currently in that area. Mayor Halverson added at some point if you wanted to rename it in an area where there currently are no properties, that can happen but for simplicity for protective services most of the time where roads can be extended and preserved it makes sense.

MaryLouise Catura, 5649 Jefferson Street, asked for clarification if there would be an opening on Brilowski Road to Jefferson Street, and how and when the streets would be extended and their width. Mayor Halverson explained yes Jefferson Street would be extended from Brilowski all the way to Burbank, and the street would be the same width as existing but the 66 feet include the right-of-way. The streets are not being developed right away, and that there is no set timeframe for development, but by placing them on the official street map it will assist in future planning, zoning, and development of the area.

Alderman Trzebiatowski does have concerns for the current drainage issues in the area, but fully supports the plan of the streets to be placed on the official street map extended.

Mayor Halverson pointed out the stormwater utility is very interested in working with area property owners and the Town of Hull to work out a solution.

Motion by Alderperson Moore to approve amending the Official Street Map of the City of Stevens Point by adding the following:

- a. **A 66-foot wide extension of Jefferson Street. Such area starts approximately at the intersection of Jefferson Street and Brilowski Road and extends east to Burbank Road extended.**
- b. **A 66-foot wide extension of Badger Avenue. Such area starts approximately at the intersection of Badger Avenue and Jefferson Street extended and extends south to Old Highway 18.**
- c. **A 110-foot wide extension of Burbank Road. Such area starts approximately at the intersection of U.S. Highway 10 East and extends south to Old Highway 18.**

seconded by Commissioner Cooper. Motion carried 7-0.

6. Request from Jim Jakusz for a preliminary subdivision plat review of a seven lot subdivision at **1901 Brilowski Road (Parcel ID 2408-36-3202-01).**

Director Ostrowski explained we have been looking at this property for the last couple of months in terms of annexation and rezoning. We had rezoned the property R-3 on the northern portion and R-2 on the southern portion, with the intent of subdividing it into lots to allow zero lot line duplexes along the north and two single family homes coming off of Schiller Drive. This would be considered a major subdivision because of the creation of more than four lots. In that process this preliminary subdivision plat is before the plan commission for review and approval. The northern 33 feet would be dedicated for public right-of-way. Staff recommends approval with the conditions listed in the staff report.

Commissioner Haines pointed out the lack of sidewalks. Director Ostrowski said that because Jefferson Street may act as a private drive for a while, they would not have sidewalks installed.

Mayor Halverson expressed his approval for the plat and how well it was laid out.

Motion by Commissioner Curless to approve the preliminary subdivision plat for seven lot subdivision at 1901 Brilowski Road (Parcel ID 2408-36-3202-01) with the following conditions:

- The city of Stevens point Treasurer should be changed to Corey Ladick.
- The corporate limits line needs to be heavier to distinguish between the City of Stevens Point and the Town of Hull.
- The ten foot strip within the subdivision located in the Town of Hull should be clearly identified and labeled as such.
- All external boundaries shall be monumented with the appropriate monumentation.
- Outlot 1 shall be split following the northern property line of Lot 2, shown below, creating a 3rd outlot.
- Thirty-three feet of the northern property area shall be dedicated as public right-of-way, and shall be identified on the plat.
- Access to lots 2, 3, 4 and possibly 5 shall occur via a private driveway, paid for by the owner, unless Jefferson Street is extended by the City at no cost to the owner. This access should be noted on the plat. In addition, the owner shall pay for the construction of the utilities down the private driveway, or Public Street, to serve the zero lot line homes.
- A statement regarding Outlot 1 and 2 should be added to the plat and indicated the following:
 - a. Outlot 1 shall be dedicated to the public for right-of-way purposes.
 - b. Outlot 2 shall be dedicated to the public for right-of-way purposes.
 - c. Outlots 1 and 2 shall be used as a private driveway to access Lots 2,3,4 and 5 and shall be maintained by said lot owners until at such point Outlot 1 and 2 are developed as a public street.
- Identify Jefferson Street on the plat (northeast).
- A utility easement should be added south of Outlot 2 and west of Schiller Drive.
- The “City of Stevens Point” identifier, southwest of Jefferson Street/Brilowski Road should be moved to the east to be closer to the corporate limits line.
- Another “City of Stevens Point” note should be added in Brilowski Road south of the proposed subdivision.
- A Park fee shall be submitted to the City of Stevens Point in the amount of \$250.00 per lot. Outlots shall not be considered.
- Minor grammatical errors on the plat, identified by staff, shall be corrected.
- Swales meeting all City Department of Public Works and Utility Department specifications, as well as those outlined in Chapter 31, shall be installed to control stormwater.

- **Objections from reviewing agencies shall be satisfied before the plat shall be recorded.**
- **The owner shall receive approval from the Town of Hull for the lands located within the Town of Hull.**
- **The plat shall conform to the provisions of Chapter 20 of the Revised Municipal Code and Chapter 236 of the Wisconsin Statutes. All applicable permits from Portage County, the Wisconsin Department of Natural Resources, the City, and any other authorizing agencies shall be obtained.**
- **A Final plat per Chapter 20, Subdivision Control Ordinance shall be submitted and reviewed by the Plan Commission and Common Council within six (6) months of the preliminary plat approval date, conforming to the provisions of Chapter 20 and Chapter 236 of the Wisconsin Statutes.**

seconded by Commissioner Haines. Motion carried 7-0.

7. Amending Chapter 23, Zoning Code, of the Revised Municipal Code of the City of Stevens Point to:
 - a. Define vapor bars in **Section 23.04(2)**,
 - b. Place vapor bars as a conditional use within **Section 23.02(2)(a)** (*B-1 Neighborhood Business District and above districts*), and
 - c. Place vapor bars as a permitted use within **Section 23.02(2)(c)** (*B-3 Central Business District and above districts*).

Director Ostrowski explained as long as the commission is ok with the definition, last month we discussed placing it as a conditional use in the B-1 and B-2 zoning districts, and allowing the use as a permitted use in the B-3 and up zoning districts.

Aldersperson Moore asked if they would have an age limit, such as no one under 18 years old admitted.

Director Ostrowski answered that would be how they would be regulated. Typically with nicotine products you would have to be 18 or older, unless they have a tavern use as well then it would be 21 or older.

Aldersperson Moore asked for clarifications regarding people on premise similar to a tavern. Mayor Halverson stated in terms of if we could say no one under the age of 18 could be in there.

Aldersperson Randy Stroik pointed out that the vapor bars and e-cigarettes are coming up quickly like they are trying to develop businesses before studies come out saying what could or couldn't be bad. His concern is if they allow the vapor lounges, are the operators going to check people at the door to make sure other substances including illegal substances are not brought in. He feels there is more regulation that needs to be addressed before just defining a vapor bar and allowing them as permitted uses.

Cathy Dugan, 615 Sommers Street, pointed out we already have vapor bars in town and feels we should hold back and see what state and federal regulations are passed and do some more research.

Aldersperson Trzebiatowski explained the Governor has already approved liquid THC for medical purposes and is concerned that there may be other substances that will be liquefied as well as the concerns for overdoses.

Commissioner Hoppe is concerned that customers will bring in other products or liquids into the vapor bars that are not legal or regulated in any way including potency levels as well as for chemicals that may be exhaled. He feels there is not enough information to make this decision.

Mayor Halverson explained the situation that we have is the Plan Commission is not the health department, or Public Protection Committee. We have a legal process and most of the concerns that were pointed out are illegal. The operation of a legal vapor bar is a situation where because of the very interest that is developing, it needs to be defined or regulated, in turn creating a process for us to be able to enforce exactly where we would want them to be. In terms of any added regulations, aside from the 18 year old age limit, on a process that is legal, there is very little ground for the Plan Commission or the Public Protection Committee to act. It is not the city's responsibility to regulate through zoning, whether or not it is right or wrong, that is for state agencies or the federal government to act on. The use is appropriately defined, and the conditional use process for B-1 and B-2 and the allowed use within B-3 or higher makes sense. If someone is going to liquefy an illegal substance, that is illegal and if they are going to use vapor underage, that is illegal as well. Those are issues for the individual who is engaging in the illegal act even more so than the establishment.

Commissioner Cooper asked how are the ones that are operating now doing so legally, to which Director Ostrowski answered the intent of the existing businesses is for the retail of the equipment and liquids. What we are looking at is the actual congregation of individuals for the use of vaping in a particular area. We do not regulate through zoning the selling, we regulate the use of the business because of the impact it may have on adjacent properties. Alderperson Moore asked how are we going to differentiate between the retail establishment and the vapor bars, to which Director Ostrowski responded that is why we have the current drafted definition. He then asked if there were any regulations coming from the state, to which Director Ostrowski stated at this point the only thing that he has seen is that vaping does not fall under the smoking ban.

Commissioner Curless stated he was still confused in that are we saying we are going to allow vapor bars and we are just deciding where we would allow them, to which Mayor Halverson responded we are deciding on both. We are deciding what the definition of a vapor bar would be and then the area where they would be a conditional use and the areas they would be an allowed use.

Commissioner Hoppe asked if we are worried about the congregation of youth in this area and in the downtown area, and will this draw 16 and 17 year olds, to which Mayor Halverson answered Public Protection will have the decision as to if anyone under the age of 18 isn't allowed in, if nicotine is sold and consumed openly in the bar.

Motion by Commissioner Curless to deny Amending Chapter 23 Zoning Code, of the Revised Municipal Code of the City of Stevens Point to:

- a. Define vapor bars in Section 23.04(2),**
- b. Place vapor bars as a conditional use within Section 23.02(2)(a) (B-1 Neighborhood Business District and above districts), and**
- c. Place vapor bars as a permitted use within Section 23.02(2)(c) (B-3 Central Business District and above districts)**

seconded by Commissioner Hoppe.

Commissioner Patton pointed out by denying, they are wide open for use. Mayor Halverson explained you have the sale of the materials and devices in several locations, what naturally happens is that the devices are

used. The question gets back to this definition regarding the principle or secondary use. It is that this definition will be addressing the specific use for that site only. Commissioner Patton pointed out that by denying this we really have nothing on paper. Mayor Halverson agreed it becomes a strange situation where it is not referenced anywhere. As this is currently laid out, you are defining the use and you are creating the conditional uses and permitted uses based on that definition. Commissioner Haines added that vaping is legal, so you can use them in a tavern or restaurant. Commissioner Curless asked how they are able to use nicotine if you cannot smoke in the restaurants. Mayor Halverson stated there is no smoke that is emitted, it is just a steam and there are no carcinogens that are emitted by this process.

Director Ostrowski recommended approving the definition as outlined and adding it to the zoning code, and if the use is not listed, it would then be prohibited, and at least we would have a definition to go by. Mayor Halverson suggested treating it as a tavern and treat it as a conditional use in B-1 or higher and every one would have to come back before the commission. Commissioner Haines stated she would personally like to see the definition and it as conditional use in all the districts outlined rather than any permitted uses.

Commissioner Hoppe withdrew his second. Motion has been withdrawn.

Motion by Commissioner Hoppe to approve amending of Chapter 23 Zoning Code, of the Revised Municipal Code of the City of Stevens Point to:

- a. **Define vapor bars in Section 23.04(2) as:**

VAPOR BAR – means any facility, building, structure, or establishment, whether fixed or mobile, whose business operation, whether as its principal use or as an accessory use, includes utilizing a heating element that vaporizes a liquid solution that releases nicotine or a flavored vapor, including but not limited to establishments known as vapor lounges or e-cigarette lounges.

seconded by Commissioner Patton.

Commissioner Patton asked if that would be in the best interest of the city, to which Director Ostrowski stated at least there is a definition in which we can go by and will be enforceable.

Commissioner Cooper stated this activity is going to go on whether it is regulated or not, so why not just have vapor bars be a conditional use, so it does come before us. Eventually, the state or other agency will tell us what will happen, so we might as well regulate it. Mayor Halverson agreed and feels it is the most appropriate way to proceed, and allows us the opportunity for us to review it for the impacts.

Motion failed 2-5, with Halverson , Moore, Haines, Curless, and Cooper voting in the negative.

Motion by Mayor Halverson to approve amending Chapter 23 Zoning Code, of the Revised Municipal Code of the City of Stevens Point to:

- a. **Define vapor bars in Section 23.04(2) as**

VAPOR BAR – means any facility, building, structure, or establishment, whether fixed or mobile, whose business operation, whether as its principal use or as an accessory use, includes utilizing a heating element that vaporizes a liquid solution that releases nicotine or a flavored vapor, including but not limited to establishments known as vapor lounges or e-cigarette lounges.

and

- b. Place vapor bars as a conditional use within Section 23.02(2)(a) B-1 Neighborhood Business District and all above districts).**

seconded by Commissioner Patton. Motion Carried 6-1, with Hoppe voting in the negative.

8. City of Stevens Point Comprehensive Plan Update process and outline.

Director Ostrowski stated we adopted a Comprehensive Plan in 2005-2006 and are required to update it every 10 years, which we are coming up on. We had done this in cooperation with Portage County Planning and Zoning. We have Jeff Schuler and Sarah Wallace here to discuss this process and answer any questions.

Jeff Schuler of Portage County Planning and Zoning talked about the schedule for updating the Comprehensive Plan and wanted the commission and council to be comfortable with what the plan does for the city. Basically, it will be the Plan Commission's document to recommend to the Common Council. There will be need to be conversations on what types of public participation the city wants, and it is a completely different situation than the original document creation. This time you already have the existing plan and you have to look at it and see what it tells us about our community. The city has had a lot of ideas that have come up based on ideas that were in the plan, and others that have come about ahead of the plan. There will also be the need to have conversations with the Town of Hull, Stockton, and Village of Plover as to the opportunities and how we want to work together and have consistency between the municipalities. Last time the document was drafted from scratch, this time we can now look at what is really important to the city and be able to focus on those things.

Aldersperson Moore pointed out the last time it took a long time because of starting from scratch, and now we can look at what worked. It really worked well opening up conversations with our neighbors and maybe we can take care of some of the boundary issues.

Commissioner Haines likes the conversations that can take place and that we can be more creative with the city's future vision.

Mayor Halverson added we intend to use as much of the current foundation as we can going forward.

9. Adjourn.

Meeting Adjourned 7:15 PM.

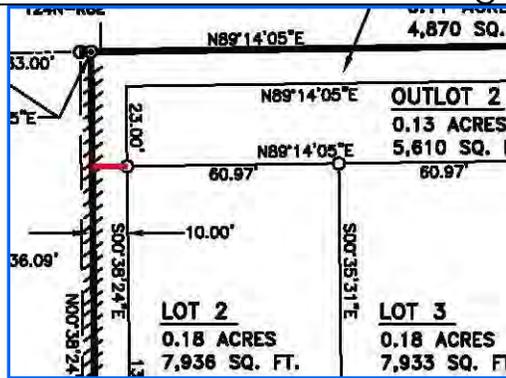
Administrative Staff Report



**Jakusz Subdivision
Final Plat Request
1901 Brilowski Road
May 5, 2014**

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

<p>Applicant(s):</p> <ul style="list-style-type: none"> • Jim Jakusz <p>Staff:</p> <ul style="list-style-type: none"> • Michael Ostrowski, Director mostrowski@stevenspoint.com • Kyle Kearns, Associate Planner kkearns@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none"> • 2408-36-3202-01 <p>Zone(s):</p> <ul style="list-style-type: none"> • "R-2" Single Family Residence District • "R-3" Single and Two Family Residence District <p>Master Plan:</p> <ul style="list-style-type: none"> • Residential <p>Council District:</p> <ul style="list-style-type: none"> • District 6 – Slowinski <p>Lot Information:</p> <ul style="list-style-type: none"> • Actual Frontage: 766 feet • Effective Frontage: 507 feet • Effective Depth: 257 feet • Square Footage: 97,660 • Acreage: 2.24 <p>Current Use:</p> <ul style="list-style-type: none"> • Single Family <p>Applicable Regulations:</p> <ul style="list-style-type: none"> • 20 and 23.02(1)(e) 	<p>Request</p> <p>Request from Jim Jakusz for a final plat review for a seven lot subdivision, Hunter Oaks Second Addition, for the property located at 1901 Brilowski Road (Parcel ID 2408-36-3202-01).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> • Parcel Data Sheet • Application • Final Plat <p>Findings of Fact</p> <ol style="list-style-type: none"> 1. A preliminary plat for this subdivision was approved last month with the following conditions: <ol style="list-style-type: none"> a) The City of Stevens Point Treasurer should be changed to Corey Ladick. b) The corporate limits line needs to be heavier to distinguish between the City of Stevens Point and the Town of Hull. (see example) <div style="text-align: center;"> </div> <ol style="list-style-type: none"> c) The ten foot strip within the subdivision located in the Town of Hull should be clearly identified and labeled as such. d) All external boundaries shall be monumented with appropriate monumentation. e) Outlot 1 shall be split following the northern property line of Lot 2, shown below, creating a 3rd outlot:
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- f) Thirty-three feet of the northern property area shall be dedicated as public right-of-way, and shall be identified on the plat.
- g) Access to lots 2,3,4, and possibly 5 shall occur via a private driveway, paid for by the owner, unless Jefferson Street is extended by the City at no cost to the owner. This access should be noted on the plat. In addition, the owner shall pay for the construction of the utilities down the private driveway, or public street, to serve the zero lot line homes.
- h) A statement regarding Outlot 1 and 2 should be added to the plat and indicate the following:
 - a. Outlot 1 shall be dedicated to the public for right-of-way purposes.
 - b. Outlot 2 shall be dedicated to the public for right-of-way purposes.
 - c. Outlots 1 and 2 shall be used as a private driveway to access Lots 2, 3, 4 and 5 and shall be maintained by said lot owners until at such point Outlot 1 and 2 are developed as a public street.
- i) Identify Jefferson Street on the plat (northeast).
- j) A utility easement should be added south of Outlot 2 and west of Schiller Drive.
- k) The "City of Stevens Point" identifier, southwest of Jefferson Street/Brilowski Road should be moved to the east to be closer to the corporate limits line.
- l) Another "City of Stevens Point" note should be added in Brilowski Road south of the proposed subdivision.
- m) A park fee shall be submitted to the City of Stevens Point in the amount of \$250.00 per lot. Outlots shall not be considered.
- n) Minor grammatical errors on the plat, identified by staff, shall be corrected.
- o) Swales meeting all City Department of Public Works and Utility Department specifications, as well as those outlined in Chapter 31, shall be installed to control stormwater.
- p) Objections from reviewing agencies, shall be satisfied before the plat shall be recorded.
- q) The owner shall receive approval from the Town of Hull for the lands located within the Town of Hull.
- r) The plat shall conform to the provisions of Chapter 20 of the Revised Municipal Code and Chapter 236 of the Wisconsin Statutes. All applicable permits from Portage County, the Wisconsin Department of Natural Resources, the City, and any

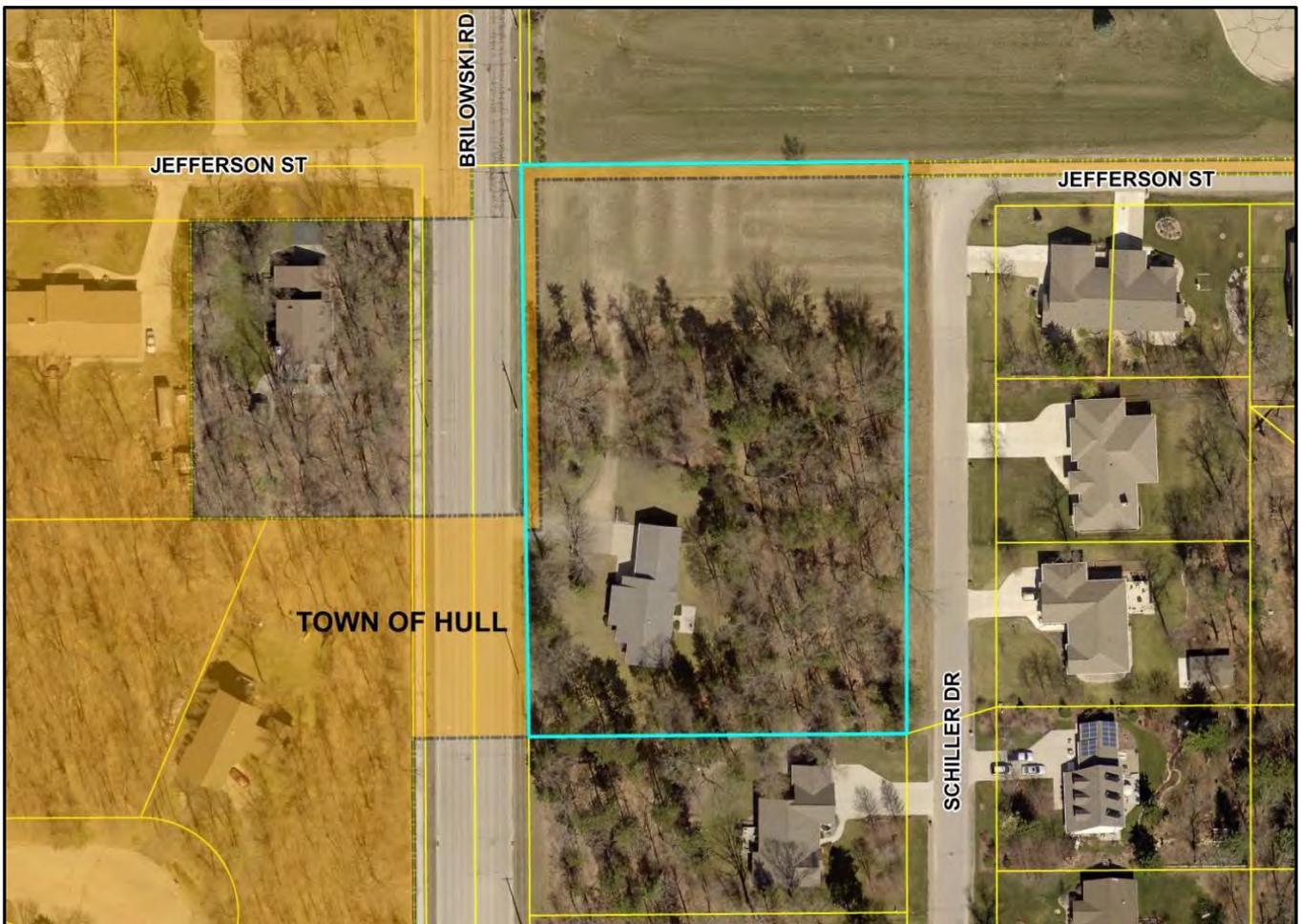
other authorizing agencies shall be obtained.

- s) A final plat per Chapter 20, Subdivision Control Ordinance shall be submitted and reviewed by the Plan Commission and Common Council within six (6) months of the preliminary plat approval date, conforming to the provisions of Chapter 20 and Chapter 236 of the Wisconsin Statutes.

Staff Recommendation

Staff has reviewed the final plat and has determined that all of the conditions placed on the preliminary plat have been met. Staff would recommend approval of the final plat.

Vicinity Map



Background

The remainder of this report is from the preliminary plat request:

Jim Jakusz, property owner, is proposing a small residential subdivision consisting of seven primary lots. Lot details are below. The property is "split zoned," within both the R-2 and R-3 zoning districts and is proposed to develop with single family homes and zero lot line duplexes. One home currently exists on the property and will remain on a separate lot within the subdivision.

Major subdivision plats shall be reviewed by the Plan Commission, and approved by the Common Council. Major subdivisions are defined as:

(12) "Subdivision" is a division of a lot, parcel or tract of land by the owner thereof or the owner's agent for the purpose of sale or of building development, where:

236.02(12)(a) The act of division creates 5 or more parcels or building sites of 1 1/2 acres each or less in area; or

236.02(12)(b) Five or more parcels or building sites of 1 1/2 acres each or less in area are created by successive divisions within a period of 5 years.

Proposed Lot Details:

<i>Single Family Lots (2)</i>	<i>Zero Lot Line Duplexes (4)</i>	<i>Existing Home Lot (1)</i>
Square footage: 13,750 sq. ft.	Square footage: 7,930 sq. ft.	Square footage: 27,366 sq. ft.
Acreage: 0.32 acres	Acreage: 0.18 acres	Acreage: 0.63 acres
Frontage: 110 feet	Frontage: 61 feet	Frontage: 220 feet
Depth: 125 feet	Depth: 130 feet	Depth: 127 feet

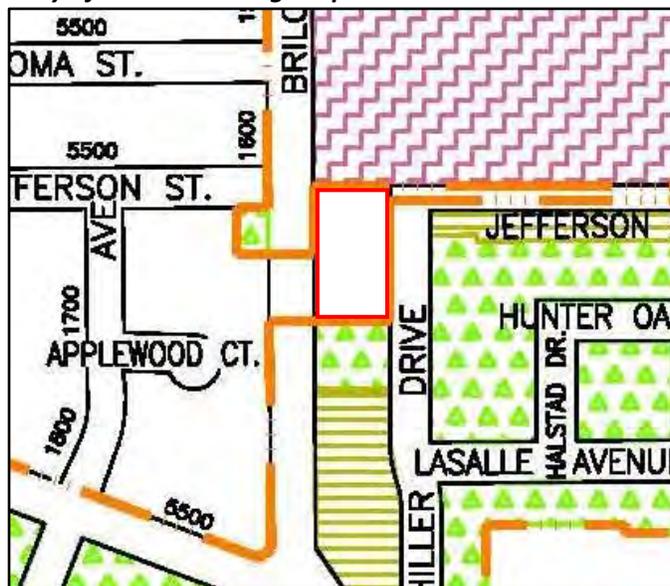
Standards of Review

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

Analysis: The property in question was recently rezoned shortly after annexation. City zoning classifications and uses of adjacent properties are as follows:

Direction	Zoning	Use
North	"B-5" Highway Commercial District	Retail
South	"R-1" Suburban Single Family District	Single Family Homes
East	"R-3" Single & Two Family Residence District "R-2" Single Family Residence District	Zero Lot Line Duplexes Single Family Homes
West	"R-1" Suburban Single Family District County Zoning "R-2" Single Family Residence	Single Family Home Single Family Homes

City of Stevens Zoning Map



CONSERVANCY	SINGLE FAMILY	MULTI-FAMILY II	CENTRAL BUSINESS	LIGHT INDUSTRIAL
LOW DENSITY	TWO FAMILY	NEIGHBORHOOD BUSINESS	COMMERCIAL	HEAVY INDUSTRIAL
SUBURBAN	MULTI-FAMILY I	CENTRAL BUSINESS TRANSITION	HIGHWAY COMMERCIAL	UNIVERSITY

Findings: A total of four two-family residential zero lot line lots are proposed on the north side of the plat. This is consistent with what exists along Jefferson Street to the east. Two single family lots are proposed on the south east side of the plat. These lots will be adjacent to existing single family homes to the south and east. The existing home at 1901 Brillowsky Road will remain on a slightly larger lot.

The proposed subdivision meets the minimum performance standards (lot size, setback, etc.) in both districts for the proposed uses.

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

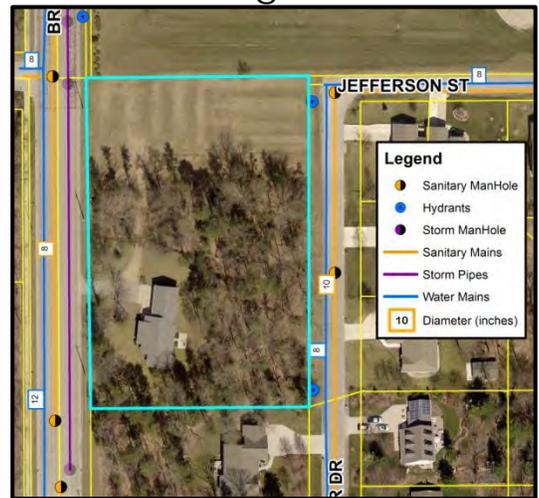
Analysis: The neighboring subdivision, Hunter Oaks, contains several single family homes, along with zero lot line two-family duplexes on the north.

Findings: The development pattern is similar in nature to the uses to the east within Hunter Oaks. The use of duplexes along Jefferson Street provides for a transition to the more intense commercial uses to the north. Traffic generation, noise, and visual features will likely be similar in nature to the development to the east, Hunter Oaks.

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

Analysis: Utilities exist to serve the area, specifically along Schiller Drive.

Findings: The subdivision does not adversely affect the City’s ability to provide future improvements to the area. This standard is met. Sidewalks do not currently exist along Schiller Drive or Jefferson Street. Additionally, swales are common within the area and should be used as the main means to handle stormwater requirements. The owner shall be required to install utilities, at his or her expense, for the zero lot line homes.



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

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

Analysis: The subdivision is infill development, as existing development surrounds the property. The development creates seven lots on a large, displaced parcel within a developed area. The City's Comprehensive Plan identifies the future use of the area as residential development.

Findings: This standard is met.

2005 Stevens Point Comprehensive Plan – Extraterritorial Land Use Map



Based on the findings above, staff would recommend approving the preliminary subdivision plat with the conditions also found above.

Parcel Number: 281 - 24 - 0836320201

<u>Owners Name & Address</u>	<u>Legal Description</u>
Last: NORTHERN	PRT LOT 1 CSM#
First: CONSTRUCTION INC	6191-23-14 & PRT NWSW
Address: 6056 SHARONWOOD LN	DES-793566
STEVENS POINT WI	S36 T24 R08
54482-0000	2.12A 777809;778205AOC;
Property Address:	793566ANNX
1901 BRILOWSKI RD	
STEVENS POINT WI 54482-0000	
School District: 5607	
Vctnl District: 0014	
	TIF District: 00
	Total Acres: 2.12

This Split Parcel is a New Parcel for Next Year F10=Display Image



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 SUBDIVISION APPROVAL
(Pre-Application Conference Required)

Pat-56419
\$5041414

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted	4-10-14	Fee Required	\$50.00	Fee Paid	\$50.00
Associated Applications (if any)		Assigned Case Manager	<i>[Signature]</i>				
Pre-Application Conference Date		Major Subdivision	<input checked="" type="checkbox"/>	Minor Subdivision	<input type="checkbox"/>		

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)	
Applicant Name	James J. Jakusz	Contact Name	
Address	6056 Sharonwood Ln	Address	
City, State, Zip	STEVENS Point, WI, 54482	City, State, Zip	
Telephone	715-345-0452 (715) 252-6501	Telephone	
Fax		Fax	
Email	E.J.Jakusz@wildblue.net	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subdivision Name	Hunter Oaks Subdivision second addition		Former Subdivision Name (if any)	
Area of Subject Property (Acres/Sq Ft)		Proposed Number of Lots		
Project Address:				
Parcel 1 - Assessor's Parcel ID Number	Parcel 2 - Assessor's Parcel ID Number (if needed)	Parcel 3 - Assessor's Parcel ID Number (if needed)		
Current Use of Subject Property				
Proposed Use of Subject Property				
Designated Future Land Use Category	Current Zone District(s)			
Is there an associated request for a Zoning Map Amendment? If yes provide the application Number?				
Number of Residential Units Proposed	Proposed Gross Residential Density	Commercial Space Proposed Sq. Ft.		
Common Open Space Proposed Sq. Ft.	Primary Open Space Designations (Cluster)	Secondary Open Space Designation (Cluster)		

Source of Utilities:		Streets Created or Extended as part of Subdivision? If Yes What Types?	
Water		Sewer	
Number of Each Type of Building and Individual Units		Proposed Density (Units/Acre)	
Single-Family House			
Attached House (duplex)			
Row House (Number of Units)			
Apartment (Number of Units)			
Commercial Building			
Mixed Use Building (number of residential units)			
Industrial Building			
Civic Building / Institutional			
Open Lot			

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

Current Zoning Surrounding Subject Property

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

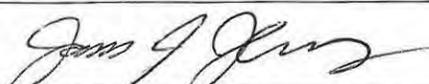
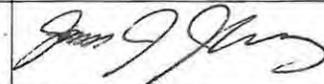
North:		South:	
East:		West:	

EXHIBITS (MAJOR SUBDIVISION)

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

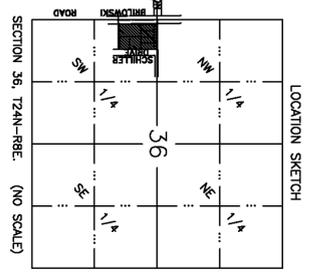
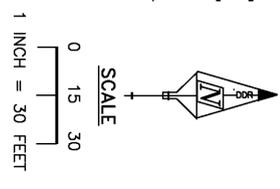
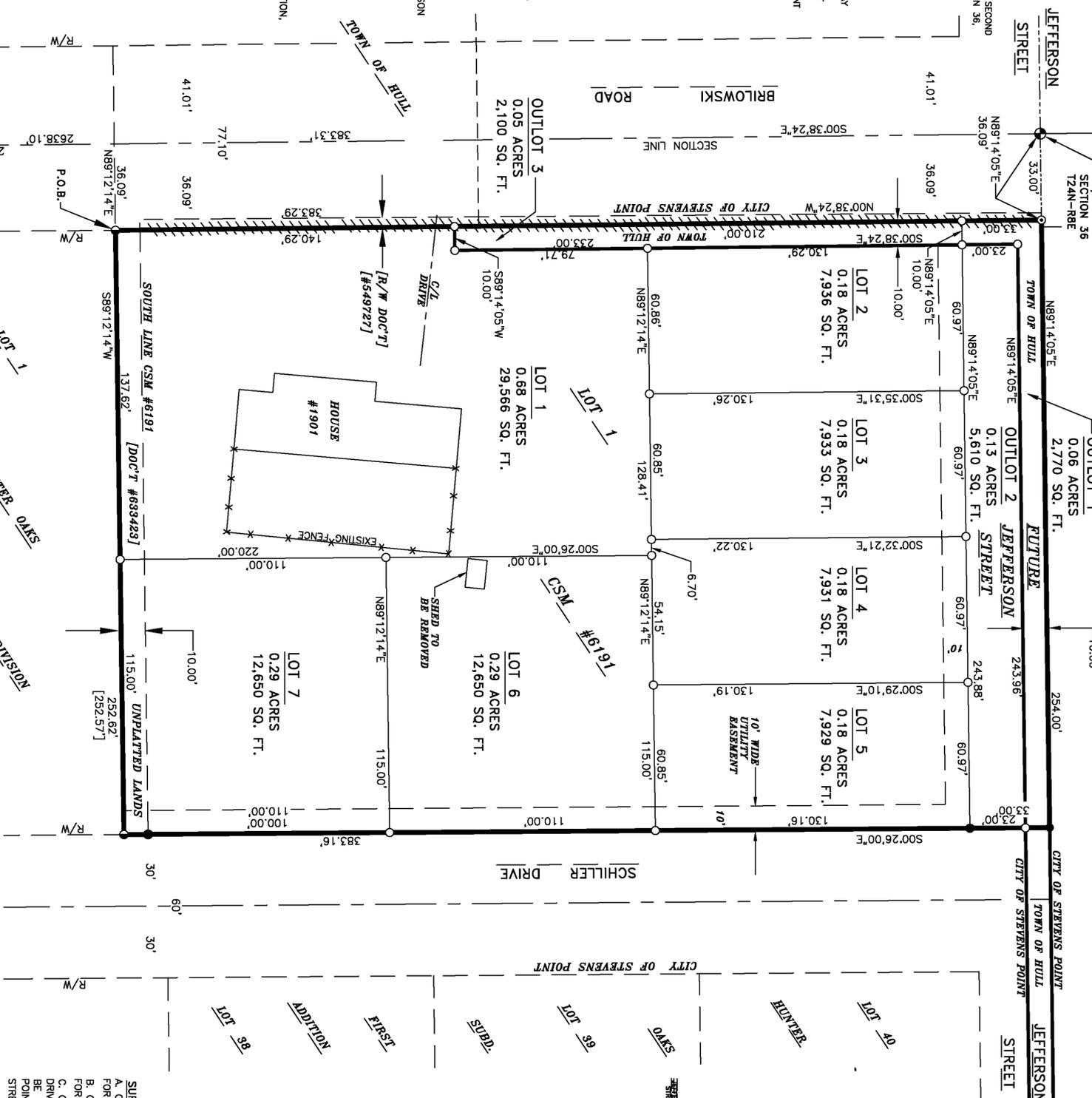
CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	4/14/14		4/14/14

HUNTER OAKS SUBDIVISION SECOND ADDITION

LOCATED IN PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 36, INCLUDING PART OF CERTIFIED SURVEY MAP #6191, VOLUME 23, PAGES 14 AND 14A, ALL IN TOWN 24 NORTH, RANGE 8 EAST, TOWN OF HULL AND CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN.



TOTAL AREA
2.23 ACRES
97,075 SQ. FT.

- LEGEND**
- 1"x18" IRON PIPE SET (1.68 LB/FT)
 - 1 1/4" IRON ROD FOUND
 - 3/4" IRON ROD FOUND
 - 1" IRON PIPE FOUND
 - [] PREVIOUSLY RECORDED
 - ⊕ HARRISON MONUMENT
 - //// NO ACCESS PER GSM #6191
- SURVEYOR'S NOTE**
- A. OUTLOT 1 SHALL BE DEDICATED TO THE PUBLIC FOR RIGHT-OF-WAY PURPOSES.
 - B. OUTLOT 2 SHALL BE DEDICATED TO THE PUBLIC FOR RIGHT-OF-WAY PURPOSES.
 - C. OUTLOTS 1 AND 2 SHALL BE USED AS A PRIVATE DRIVEWAY TO ACCESS LOTS 2, 3, 4 AND 5 AND SHALL BE MAINTAINED BY SAID LOT OWNERS UNTIL AT SUCH POINT OUTLOT 1 AND 2 ARE DEVELOPED AS A PUBLIC STREET.

SURVEYOR'S CERTIFICATE

I, DALE D. ROSICKY, REGISTERED LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED, DIVIDED, AND MAPPED THIS PLAT OF HUNTER OAKS SUBDIVISION SECOND ADDITION LOCATED IN PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 36, INCLUDING PART OF CERTIFIED SURVEY MAP #6191, VOLUME 23, PAGES 14 AND 14A, AND LANDS DESCRIBED IN DOCUMENT #633423, ALL IN TOWN 24 NORTH, RANGE 8 EAST, TOWN OF HULL AND CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST 1/4 CORNER OF SAID SECTION 36, THENCE S00°38'24"E, COMING TO THE WEST LINE OF SAID SECTION 36, 383.31 FEET; THENCE N89°12'14"E, 36.09 FEET TO THE EAST RIGHT-OF-WAY OF BRILOWSKI ROAD AND THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE N00°38'24"W, ALONG SAID RIGHT-OF-WAY, 383.29 FEET TO THE NORTH LINE OF SAID NORTHWEST 1/4 OF THE SOUTHWEST 1/4; THENCE N89°14'05"E, ALONG SAID NORTH LINE, 254.00 FEET TO THE WEST RIGHT-OF-WAY OF SCHILLER DRIVE; THENCE S00°26'00"E, ALONG SAID WEST RIGHT-OF-WAY, 383.16 FEET TO THE NORTHEAST CORNER OF LOT 1 OF HUNTER OAKS SUBDIVISION; THENCE S89°12'14"W, ALONG THE NORTH LINE OF SAID LOT 1, 252.82 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION CONTAINING 2.23 ACRES, [97,075 SQUARE FEET], THAT I HAVE MADE SUCH SURVEY, AND MAP AT THE DIRECTION OF JIM JAKUSZ, OF NORTHERN CONSTRUCTION, INC., OWNER OF SAID LAND, THAT SAID MAP IS A TRUE AND CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISION THEREOF; THAT I HAVE COMPLETED FULLY WITH ALL THE PROVISIONS OF CHAPTER 236 OF THE WISCONSIN STATUTES IN SURVEYING AND MAPPING THE SAME.

DATED THIS 18th DAY OF APRIL, 2014. DALE D. ROSICKY, R.L.S. #2237

OWNER'S CERTIFICATE OF DEDICATION

AS OWNER I DO HEREBY CERTIFY THAT I CAUSED THE LANDS DESCRIBED ON THIS PLAT TO BE SURVEYED, DIVIDED, DEDICATED, AND MAPPED AS REPRESENTED ON THIS PLAT. I ALSO CERTIFY THAT THIS PLAT IS REQUIRED BY S. 236.12 OR 236.10 OF THE WISCONSIN STATUTES TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: TOWN OF HULL DEPARTMENT OF ADMINISTRATION CITY OF STEVENS POINT

JIM JAKUSZ, NORTHERN CONSTRUCTION, INC.
STATE OF WISCONSIN) SS.
COUNTY OF PORTAGE)

PERSONALLY CAME BEFORE ME THIS _____ DAY OF _____, 2014, THE ABOVE NAMED NORTHERN CONSTRUCTION, INC. TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME. MY COMMISSION EXPIRES _____

DATE _____ NOTARY PUBLIC _____

COMMON COUNCIL RESOLUTION

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF STEVENS POINT, WISCONSIN, THAT THE PLAT ENTITLED HUNTER OAKS SUBDIVISION SECOND ADDITION, BE AND THE SAME IS HEREBY APPROVED.

I, ANDREW J. HALVERSON, MAYOR, DO HEREBY CERTIFY THAT THE ABOVE RESOLUTION WAS PASSED BY THE COMMON COUNCIL AT ITS REGULAR MEETING HELD ON _____ DAY OF _____, 2014.

DATE _____ ANDREW J. HALVERSON, MAYOR

I, JOHN MOE, CITY CLERK, DO HEREBY CERTIFY THAT THE ABOVE RESOLUTION WAS PASSED BY THE COMMON COUNCIL AT ITS REGULAR MEETING HELD ON _____ DAY OF _____, 2014.

DATE _____ JOHN MOE, CITY CLERK

COUNTY TREASURER CERTIFICATE

I, STEPHANIE STOKES, COUNTY TREASURER, DO HEREBY CERTIFY THAT THE RECORDS IN MY OFFICE SHOW NO UNREDEEMED TAX SALES AND UNPAID TAXES OR SPECIAL ASSESSMENTS AS OF THIS DAY OF _____, 2014 AFFECTING ANY OF THE LANDS IN THE PLAT OF HUNTER OAKS SUBDIVISION SECOND ADDITION.

DATE _____ STEPHANIE STOKES, COUNTY TREASURER

TOWN OF HULL APPROVAL

THIS PLAT HAS BEEN REVIEWED AND IS HEREBY APPROVED BY THE TOWN OF HULL TOWN BOARD.

APPROVED THIS _____ DAY OF _____, 2014

TOWN CHAIRMAN _____ TOWN CLERK _____

BASIS FOR BEARING
BEARINGS REFERENCED TO CERTIFIED SURVEY MAP #6191, VOLUME 23, PAGES 14 & 14A, DOCUMENT #508695.

CITY TREASURER CERTIFICATE

I, COREY LADICK, CITY TREASURER, DO HEREBY CERTIFY THAT THE RECORDS IN MY OFFICE SHOW NO UNREDEEMED TAX SALES AND UNPAID TAXES OR SPECIAL ASSESSMENTS AS OF THIS _____ DAY OF _____, 2014, AFFECTING ANY OF THE LANDS IN THE PLAT OF HUNTER OAKS SUBDIVISION SECOND ADDITION.

DATE _____ COREY LADICK, CITY TREASURER

Revisions:
Job No: 24-08-36-15
Scale: 1"=30'
Date: 4-21-14
Drawn: DDR
Designed: DDR
Checked: DDR

THIS INSTRUMENT DRAFTED BY:
DALE ROSICKY LAND SURVEYING, LLC.
2925 POST ROAD, STEVENS POINT, WISCONSIN

HUNTER OAKS SUBDIVISION
SECOND ADDITION



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

Memo

To: Plan Commission
From: Plan Staff
CC:
Date: 4/21/2014
Subject: Request from Point of Beginning, representing the property owner Todd Reilly, for a conditional use permit amendment for the purposes of splitting the property at 1717 Riverview Avenue (Parcel IDs: 2308-05-4400-13 through 2308-05-4400-22).

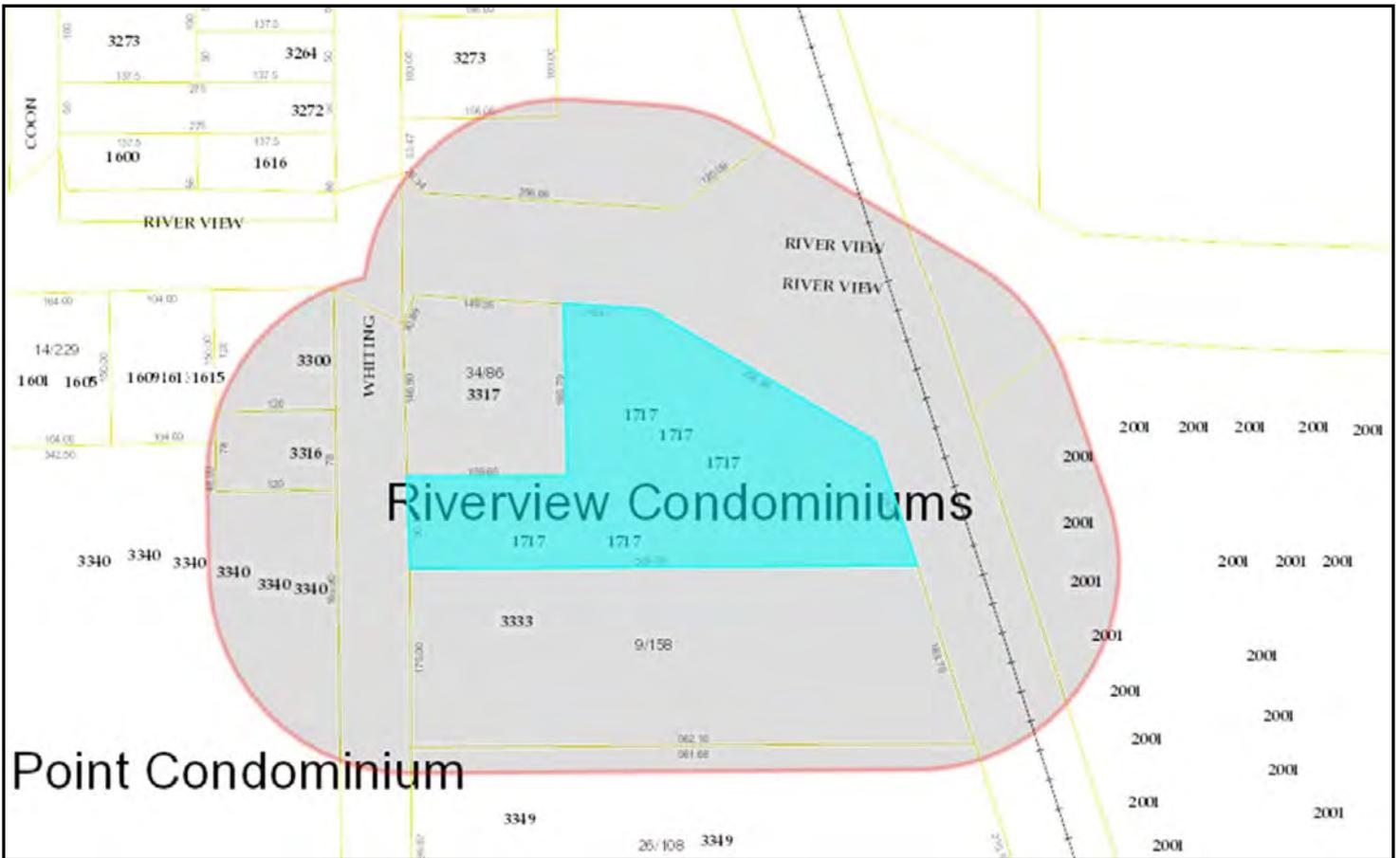
Todd Reilly is the current owner of this property. He received a conditional use permit approval in 2007 for the construction of five buildings with ten dwelling units. Since then, only three of the buildings have been constructed (units 1-4 on the original plan were not constructed). He would now like to split approximately 14,375 square feet off of the development for the use of another development, likely a single family home or a duplex. This lot would then have frontage off of Whiting Avenue.

Staff does not see any concerns with reducing the number of units, and would recommend approval of the amendment to the conditional use permit.

The original resolution and proposed CSM to split the lot are attached.



Conditional Use Permit Amendment – Splitting of Lot – 1717 Riverview Avenue – Exhibit Map (200 Feet Boundary)



Tax Key	Name	Mailing Address	City, State	Zip	Property Address
281230805410022	CHRISTINE F HARRIS	2817 Jefferson St	Stevens Point, WI	54481	0 Whiting Ave
281230805410023	CHRISTINE F HARRIS	2817 Jefferson St	Stevens Point, WI	54481	3273 Whiting Ave
281230804301000	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point, WI	54481	0 Riverview Ave
281230805430001	JOHN J & ANNE M FEMAL	3300 Whiting Ave	Stevens Point, WI	54481	3300 Whiting Ave
281230805430006	R&D ENTERPRISES LLC	1540 Brookhaven Way	Plover, WI	54467	1609 Riverview Ave
281230805440010	JAYME WOLDEN	3317 Whiting Ave	Stevens Point, WI	54481	3317 Whiting Ave
281230805440013	RIVERSIDE ASSOC OF CENTRAL WI LLC	5725 Windy Dr Ste E	Stevens Point, WI	54482	1717 Riverview Ave
281230805440009	HERITAGE INVESTMENT COMPANY	PO Box 5097	Wausau, WI	54402	2001 Riverview Ave
281230805430003	MICHAEL SYOUNG	3316 Whiting Ave	Stevens Point, WI	54481	3316 Whiting Ave
281230805400154	EMIL BOOHER	8716 Fountain Grove Rd	Amherst, WI	54406	0 Whiting Ave
281230805440005	ERIC L NIFFENEGGER	3333 Whiting Ave	Stevens Point, WI	54481	3333 Whiting Ave
281230805440007	CARE PROPERTIES LLC	PO Box 3006	Oshkosh, WI	54903	3349 Whiting Ave
281230805300099	PORTAGE COUNTY	1516 Church St	Stevens Point, WI	54481	0 Riverview Ave

Name and Address		Parcel #	Alt Parcel #	Land Use
Riverside Assoc of Central WI LLC 5725 Windy Dr Ste E Stevens Point, WI 54482		230805440013	230805440013	Condominium
		Property Address		Neighborhood
		1717 River View Ave Bldg A #1		River View Condominiums
		Subdivision		Zoning
Display Note	New Parcel for 2008	River View Condominiums		R4-MULTI-FAMILY I

OWNERSHIP HISTORY

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type

SITE DATA**PERMITS**

Actual Frontage	0.0	Date	Number	Amount	Purpose	Note
Effective Frontage	0.0					
Effective Depth	0.0					
Square Footage	0.0					
Acreage	0.000					

2013 ASSESSED VALUE

Class	Land	Improvements	Total
(1) - A-Residential	\$3,000	\$0	\$3,000
Total	\$3,000	\$0	\$3,000

LEGAL DESCRIPTION

UNIT 1 RIVER VIEW CONDOMINIUMS & A 10% INTEREST IN COMMON ELEMENTS PER DECLARATION IN DOC #711003 BNG PRT SESE S5 T23 R8 558098-9 661134 699648 711002 1/52

DWELLING DATA (0 of 0)

Style		Basement		Exposed	
Ext. Wall		Heating			
Story Height		Age		Fuel Type	
Year Built	0	Eff. Year	0	System Type	
Class		Total Rooms		Bedrooms	
Int. Cond. Relative to Ext.		Family Rooms			
Physical Condition		Full Baths		Half Baths	
Kitchen Rating		Bath Rating			

FEATURES**ATTACHMENTS**

Description	Units	Description	Area

Name and Address		Parcel #	Alt Parcel #	Land Use
Riverside Assoc of Central WI LLC 5725 Windy Dr Ste E Stevens Point, WI 54482		230805440013	230805440013	Condominium
		Property Address		Neighborhood
		1717 River View Ave Bldg A #1		River View Condominiums
		Subdivision		Zoning
Display Note	New Parcel for 2008	River View Condominiums		R4-MULTI-FAMILY I

LIVING AREA

Description	Gross Area	Calculated Area
Basement		
Finished Basement Living Area		
First Story		
Second Story		
Additional Story		
Attic / Finished		
Half Story / Finished		
Attic / Unfinished		
Half Story / Unfinished		
Room / Unfinished		
Total Living Area		

DETACHED IMPROVEMENTS

Description	Year Built	Square Feet	Grade	Condition

PROPERTY IMAGE

PROPERTY SKETCH





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)

R#1-56421
\$250
4-14-14

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	Date Submitted	Fee Required	* 250.00	Fee Paid	\$ 250.00
Associated Applications if Any	Assigned Case Manager	Mina Ostrowski			
Pre-Application Conference Date	Conditional Use Permit Request	Use	<input type="checkbox"/>	Amend	<input checked="" type="checkbox"/>

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name	TODD REILLY	Contact Name	
Address	3940 BLUFF ROAD	Address	
City, State, Zip	STEVENS POINT, WI 54482	City, State, Zip	
Telephone	715-592-4010	Telephone	
Fax		Fax	
Email	treilly@coldwellhomes.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	RIVERSIDE ASS. OF CENTRAL WI	Owner's Name	
Address	C/O TODD REILLY	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
PN: 281-23-0805440015	RIVERVIEW AVENUE	
Legal Description of Subject Property		
RIVERVIEW CONDOMINIUMS		
Designated Future Land Use Category		Current Use of Property
		CONDOMINIUMS
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)		
N/A		

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

WILL NOT CHANGE.

APPLYING TO AMEND THE ATTACHED RESOLUTION TO READ
 "THREE - 2 FAMILY UNITS" (NOT FIVE)
 "6 LIVING UNITS" (NOT 10)

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

N/A

Current Zoning Surrounding Subject Property

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

North:		South:	
East:		West:	

EXHIBITS

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

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	4/3/14	Same	

Don Buza

From: Don Buza
Sent: Friday, April 04, 2014 11:12 AM
To: 'phillips.mc.48@gmail.com'
Cc: 'Kyle Kearns'
Subject: Riverview Condominiums
Attachments: Resolution.pdf; preliminary amended condo plat.pdf; preliminary CSM.pdf

Mr. Phillips

This is to inform you that Todd Reilly is applying to the City to have the Resolution (attached) regarding Riverview Condominiums amended to say "**Three**", 2-family units" (not "five"), and to say "**6**" living units" (not "10").

Also attached is a preliminary "Certified Survey Map" which is intended to split off a portion of the condominium property.

Lot 1 may increase in size a little, so this is not set in stone yet.

Also attached is a preliminary amended condominium plat showing the three 2-family units.

The main objective of this is to amend the Resolution.

Please contact me or Kyle Kearns with the City if you have any questions.

Thank you

Donald J. Buza, RLS



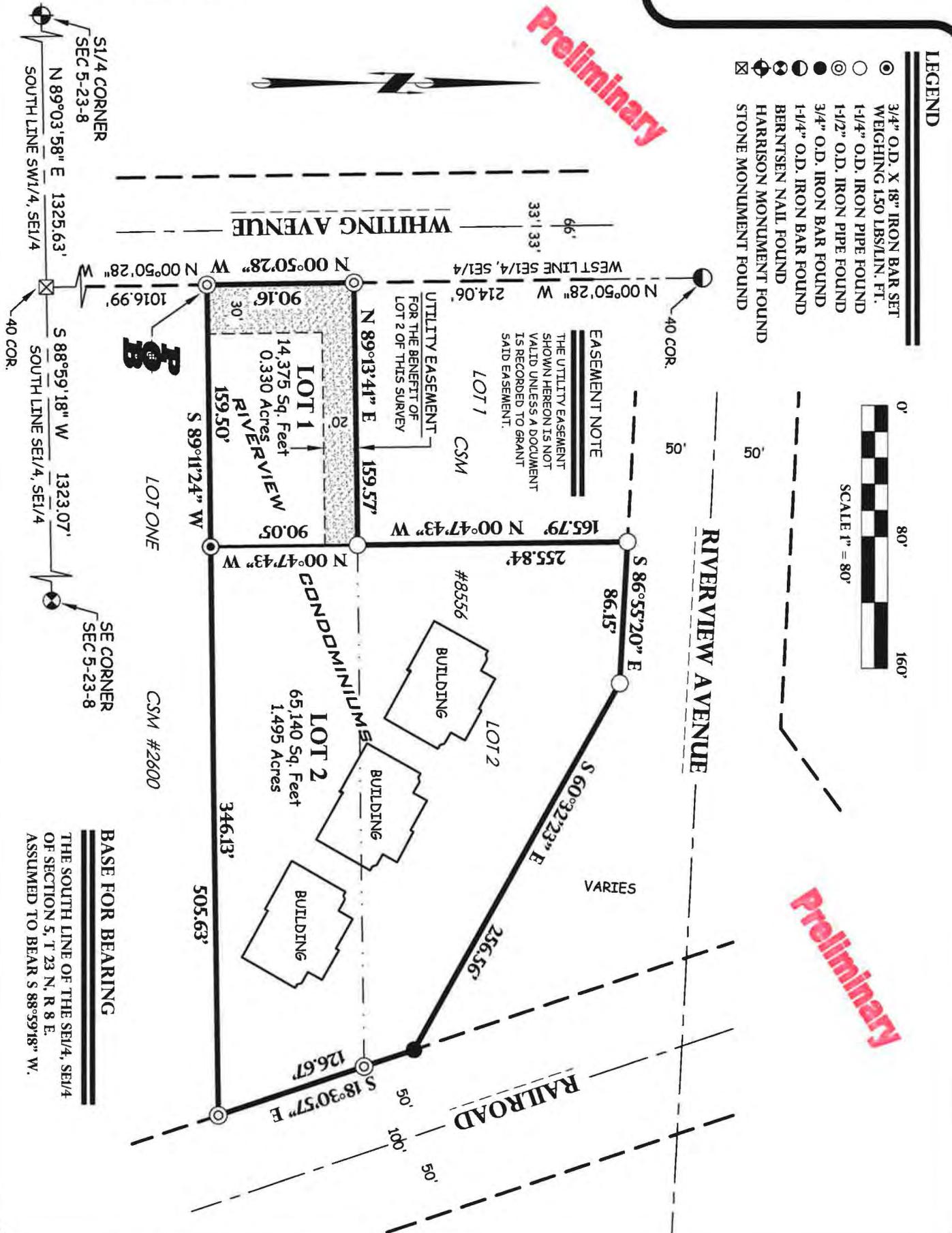
Point of Beginning
5709 Windy Drive, Suite D
Stevens Point, WI 54482
Office: 715.344.9999
Fax: 715.344.9922
Cell: 715.340.7971
Email: donb@pobinc.com
Website: www.pobinc.com

Statement of Confidentiality:

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient of this email, please notify the sender immediately by the email or phone number listed above and delete this message.

PORTAGE COUNTY CERTIFIED SURVEY MAP

OF PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 5, INCLUDING RIVERVIEW CONDOMINIUMS AND LOT 2 OF CERTIFIED SURVEY MAP #8556; ALL IN TOWNSHIP 23 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN



Land Surveying
 Civil Engineering
 Landscape Architecture
Donald J. Buza, RLS #2338
 5709 Windy Drive, Suite D
 Stevens Point, WI 54482
 715.344.9999(Ph) 715.344.9922(Fx)

THIS INSTRUMENT WAS DRAFTED BY DONALD BUZA AND DRAWN BY TRAVIS PLANTICO

FIELD BOOK 49 PAGE 78
 JOB # 13.566

SHEET 1 OF 2 SHEETS

RECEIVED

MAR 22 2007

CITY CLERKS
OFFICE

CYNTHIA A WISINSKI
PORTAGE COUNTY REGISTER OF DEEDS
RECEIVED FOR RECORD
MAR. 08, 2007 AT 08:10AM

Cynthia A Wisinski

CYNTHIA A WISINSKI, REGISTER OF DEEDS
Fee Amount: \$23.00

RESOLUTION

RESOLVED by the Common Council of the City of Stevens Point, Portage County, Wisconsin, that the property located at 1701 River View Avenue, described as Lot 2 of CSM 8556-34-86 & A, and P't SE SE S5 T23 R8: Beg EL Whiting Ave 1016F N of SL Sd 40, Th E 506F to G B & W ROW, Th NWly Alg ROW 90F MOL, Th W 470F MOL to EL Whiting Ave Th S 90F to POB., is hereby granted a Conditional Use for the Purpose of Constructing five, 2-family units with the following conditions/restrictions:

(THREE)

1) the project is constructed according to the attached plan including elevations and screening .

2) the occupancy shall be limited to one family per unit or no more than two unrelated persons per unit

3) the conditional use shall entitle the owner to construct the 10 living units as shown until December 31, 2008, with no further permits issued after that date unless the project receives approval from the Common Council.

(6)

4) a fire hydrant be installed as shown on the attached map and the owner agree to reimburse the city for fire hydrant maintenance.

APPROVED: *Gary W. Wescott*
Gary W. Wescott, Mayor

ATTEST: *John Moe*
John Moe, City Clerk

Date: February 19, 2007
Adopted: February 19, 2007

Drafted by John Gardner
Return to City Clerk

This document is replacing document 700387 which contained a typographical error

SURVEYOR'S CERTIFICATE

I, DONALD J. BUZA, REGISTERED LAND SURVEYOR, HEREBY CERTIFY THAT I HAVE SURVEYED THE CONDOMINIUM PLAT CONSISTING OF TWO (2) SHEETS AND IS A TRUE AND CORRECT REPRESENTATION OF "FIRST AMENDED PLAT OF RIVERVIEW CONDOMINIUMS". THAT THE IDENTIFICATION OF EACH UNIT, THE LOCATION OF THE COMMON ELEMENTS, THE FLOOR AREA AND THE DIAGRAMMATIC FLOOR PLANS OF EACH UNIT AND ITS APPROXIMATE DIMENSIONS ARE SHOWN ON SHEET 2 OF THIS CONDOMINIUM PLAT. THE UNDERSIGNED SURVEYOR MAKES NO CERTIFICATION AS TO THE ACCURACY OF THE FLOOR PLANS OF THE CONDOMINIUM BUILDINGS AND UNITS CONTAINED IN THE PLAT AND APPROXIMATE DIMENSIONS AND FLOOR AREAS THEREOF.

DATED THIS _____ DAY OF _____, 2014.

DONALD J. BUZA (RLS #2338)
REGISTERED LAND SURVEYOR

FIRST AMENDED PLAT OF RIVERVIEW CONDOMINIUMS

OF LOT 2 OF CERTIFIED SURVEY MAP # _____, LOCATED IN PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 5, INCLUDING LOT 2 OF CERTIFIED SURVEY MAP #8556; ALL IN TOWNSHIP 23 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN.

PRELIMINARY

LEGEND

THESE STANDARD SYMBOLS WILL BE FOUND IN THE DRAWING.

- 3/4" O.D. IRON BAR FOUND
- 1" I.D. IRON PIPE FOUND
- ⊕ HARRISON MONUMENT FOUND
- ⊖ 1/4" O.D. IRON BAR FOUND
- ⊙ SURVEY NAIL FOUND
- ⊗ 1/4" I.D. IRON PIPE FOUND
- ⊘ STONE MONUMENT FOUND
- ⊙ LCE = LIMITED COMMON ELEMENT

SURVEYOR'S NOTE

ALL AREAS WITHIN THE CONDOMINIUM PLAT THAT ARE NOT DESCRIBED AND SHOWN AS UNITS OR LCE ARE COMMON ELEMENTS.



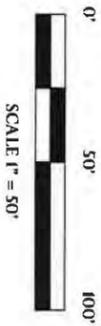
LEGAL DESCRIPTION

LOT 2 OF CERTIFIED SURVEY MAP # _____, LOCATED IN PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 5, INCLUDING LOT 2 OF CERTIFIED SURVEY MAP #8556; ALL IN TOWNSHIP 23 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN, CONTAINING 65,140 SQUARE FEET (1.495 ACRES) AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

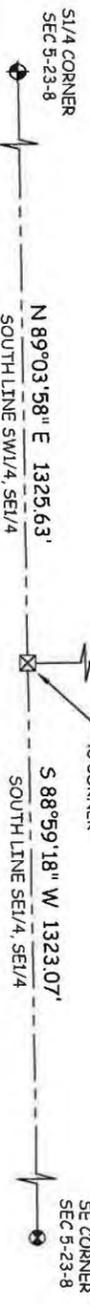
COMMENCING AT THE SOUTHEAST CORNER OF SECTION 5, TOWNSHIP 23 NORTH, RANGE 8 EAST; THENCE S 88°59'18" W ALONG THE SOUTH LINE OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 5, 1323.07 FEET TO THE SOUTHWEST CORNER OF THE SAID SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 5; THENCE N 00°50'28" W ALONG THE WEST LINE OF THE SAID SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 5, 1321.21 FEET TO THE POINT OF BEGINNING; THENCE S 86°55'20" E, 86.15 FEET TO THE POINT OF BEGINNING; THENCE S 60°32'23" E, 256.56 FEET TO THE POINT OF BEGINNING; THENCE S 18°30'57" E, 126.67 FEET TO THE POINT OF BEGINNING; THENCE S 89°11'24" W, 346.13 FEET TO THE POINT OF BEGINNING.

BASE FOR BEARING

THE SOUTH LINE OF THE SE 1/4 OF THE SE 1/4 OF SECTION 5, T 23 N, R 8 E, ASSUMED TO BEAR S 88°59'18" W.



REVISIONS



JOB NO. 13566



Civil Engineering
Land Surveying
Landscape Architecture
Donald J. Buza, RLS #2338
5709 Windy Drive, Suite D
Stevens Point, WI 54482
715.344.9999 (PH) 715.344.9922 (FX)

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



Memo

To: Plan Commission
 From: Plan Staff
 CC:
 Date: 4/21/2014
 Subject: Request from Sentry Insurance for a constrained site exemption for the reconstruction of their parking lot at 1421 Strongs Avenue (Parcel IDs 2408-32-2024-05 and 2408-32-2024-06).

Sentry Insurance is planning to reconstruct their parking lot located at 1421 Strongs Avenue. Under our current ordinance, they would be required to have a five foot setback around the perimeter of the lot and then internal landscaping. However, applicants may request an exception if it is considered a constrained site:

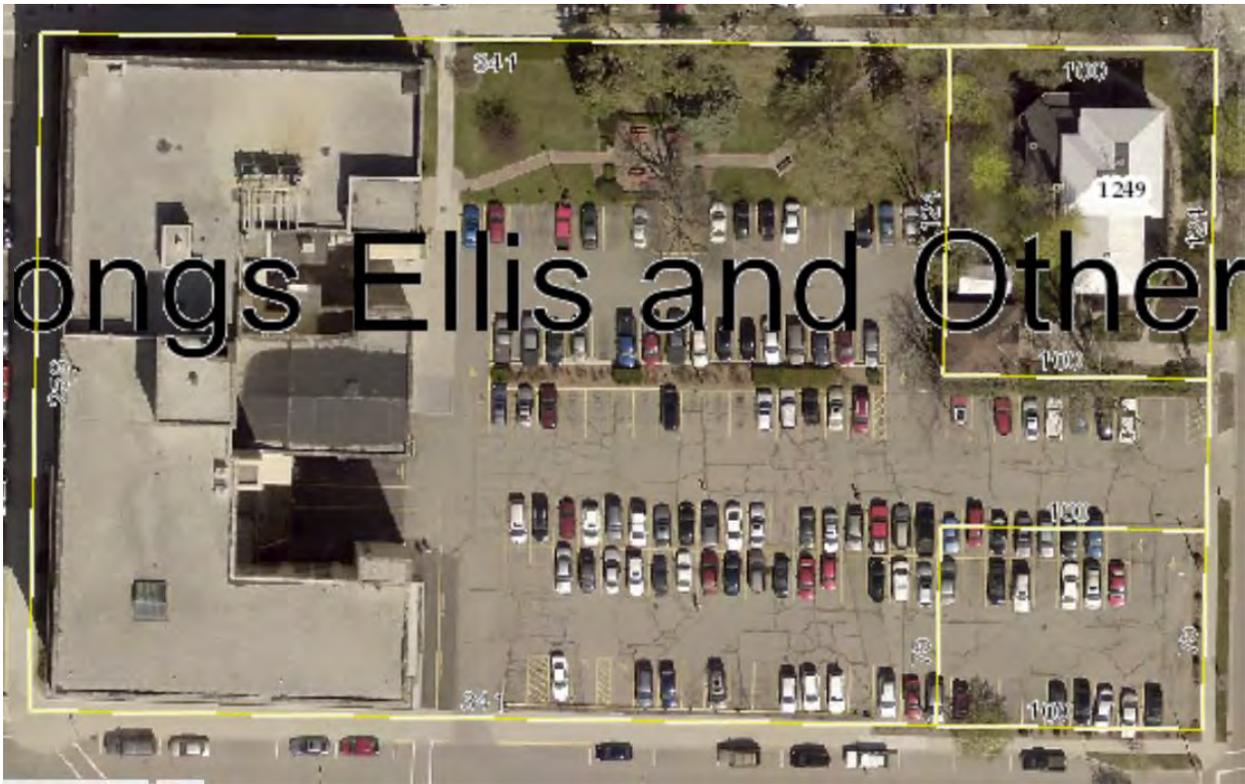
g) Constrained Sites

Alternative parking and landscaping standards may be approved by the Plan Commission and Common Council 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.

Sentry would fall under the second option. Currently, their downtown office is 124,737 square feet, which would require them to have 416 parking stalls (1 stall for each 300 square feet of gross floor area). Their current number of parking stalls within the downtown area is approximately 300. Therefore, any reduction in the amount of stalls would qualify them for this exemption.

Specifically, Sentry is requesting to remove the internal landscaping requirements. They will expand the perimeter landscaping to the required five foot, and may even make it slightly larger. If approved, they will submit a landscaping plan for review and approval by staff. Their existing parking lot does not have the five foot setback around the entire perimeter, as a portion of the south side of the parking area abuts the sidewalk. They plan to reduce the width of the sidewalk to make it consistent with what the rest of the sidewalk (approximately five feet). Therefore, they will be increasing the green area at the site from what is currently there.



Added
greenspace

Given that Sentry is under the required number of spaces for an office use, staff would recommend approval of this request.



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 SITE PLAN REVIEW

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

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required	\$150.00	Fee Paid	
Associated Applications (if any)				Assigned Case Manager	Mattie Johnson		
Pre-Application Conference Date				Minor Site Plan	<input type="checkbox"/>	Major Site Plan	<input type="checkbox"/>

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)	
Applicant Name	Sentry Insurance	Contact Name	Gil Polun
Address	1800 North Point Dr	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-346-7758 (Gil Polun)	Telephone	
Fax	715-346-6465	Fax	
Email	Gil.Polun@sentry.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]			1421 Strongs Ave
Parcel 1	Parcel 2	Parcel 3	
281240832202406	281240832202405		
Legal Description of Subject Property			
S 75F of Lots 15 & 16 Blk 28 > 281240832202405 SE 1/4 Add 475/1672-74			
Lots 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 & N 57F of Lots 15 & 16 Blk 28 SE 1/4 Add 143/524 > 281240832202406			
Area of Subject Property (Acres/Sq Ft)			
2.592 acres - Both parcels			
Current Zoning District(s)			
B-3 Central Business			

Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
-------------------------------------	-------------------------	--------------------------

Parking Lot (Building remains as is) same

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

Sentry Insurance is planning to repave the parking lot at parcels 281-2408-32-2024-05 and 281-2408-32-2024-06 during the summer of 2014. We currently have 326 parking spots. The office square footage of 124,107 dictates 413 of which we are already short. Also, our business is expanding and we have plans to increase the staff at the Strongs Avenue location by approximately 15 associates. Redesigning the parking lot to include all of the required green space would put an even bigger hindrance on our already limited parking availability. We are seeking approval for an alternative plan that maximizes the number of parking spots while improving the aesthetic value of the property.

Current Zoning Surrounding Subject Property

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

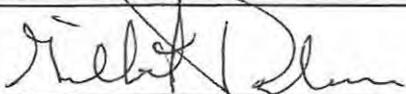
North:		South:	
East:		West:	

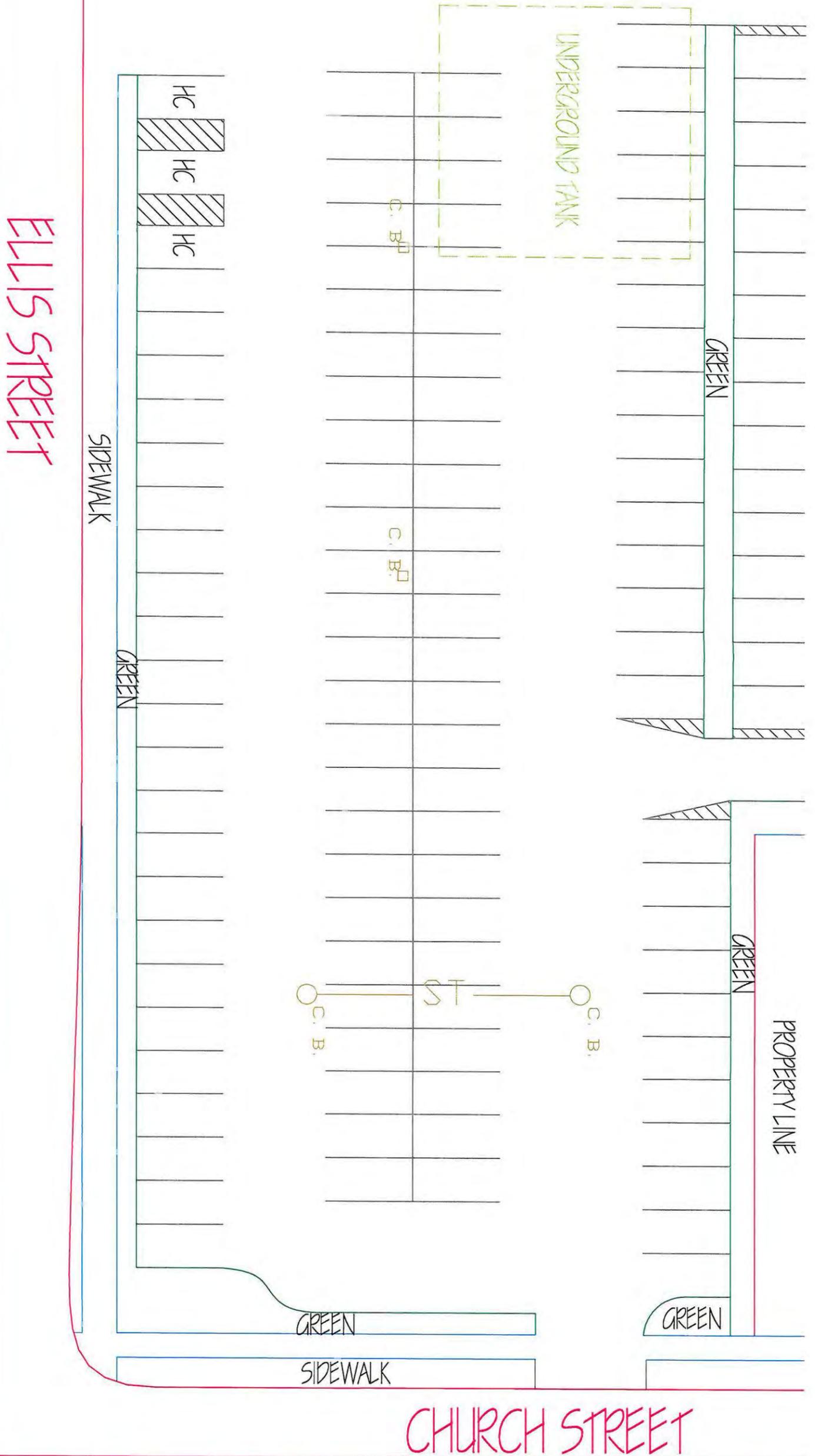
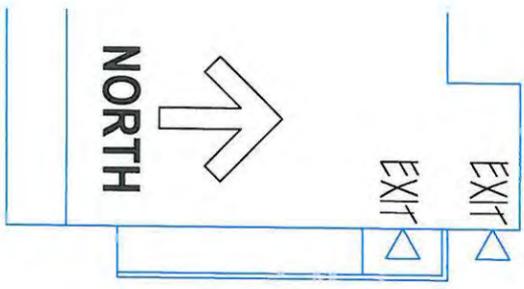
EXHIBITS

Owner Information Sheet	<input type="checkbox"/>	Additional Exhibits If Any (List): will provide landscape plan with approval of parking lot plan
Letter to District Alderperson	<input type="checkbox"/>	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	<input type="checkbox"/>	
Site Plan (designating primary, side, and service street frontages)	<input type="checkbox"/>	
Building Elevations	<input type="checkbox"/>	
Parking Plan (Location, number of spaces, reductions, and design and landscaping)	<input checked="" type="checkbox"/>	
Street Plan with Cross-sections	<input type="checkbox"/>	
Utility Plan	<input type="checkbox"/>	
Landscape Plan (including any equivalent alternative landscaping requests)	<input type="checkbox"/>	
Stormwater Plan	<input type="checkbox"/>	
Outdoor Lighting Plan (location of fixtures, illumination levels)	<input type="checkbox"/>	

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to acknowledge that I understand and have complied with all of the submittal requirements and procedures further understand that an incomplete application submittal may cause my application to be deferred to the

Signature of Applicant	Date	Signature of Property Owner
	4-25-14	





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

To: Plan Commission
From: Plan Staff
CC:
Date: 4/22/2014
Subject: Amending Section 23.01(14)(g) of the Revised Municipal Code of the City of Stevens Point, Constrained Sites, to allow alternative parking and landscape standards for additions to existing parking facilities that provide consistency with the existing conditions.

There are situations that occur where additions on to existing parking facilities, if made to meet all current ordinance standards, would be impractical based on the existing conditions at the site. Therefore, I am suggesting an addition to the Constrained Sites section of our Zoning Code. I would suggest adding Section 23.01(14)(g)(4), which would read as follows:

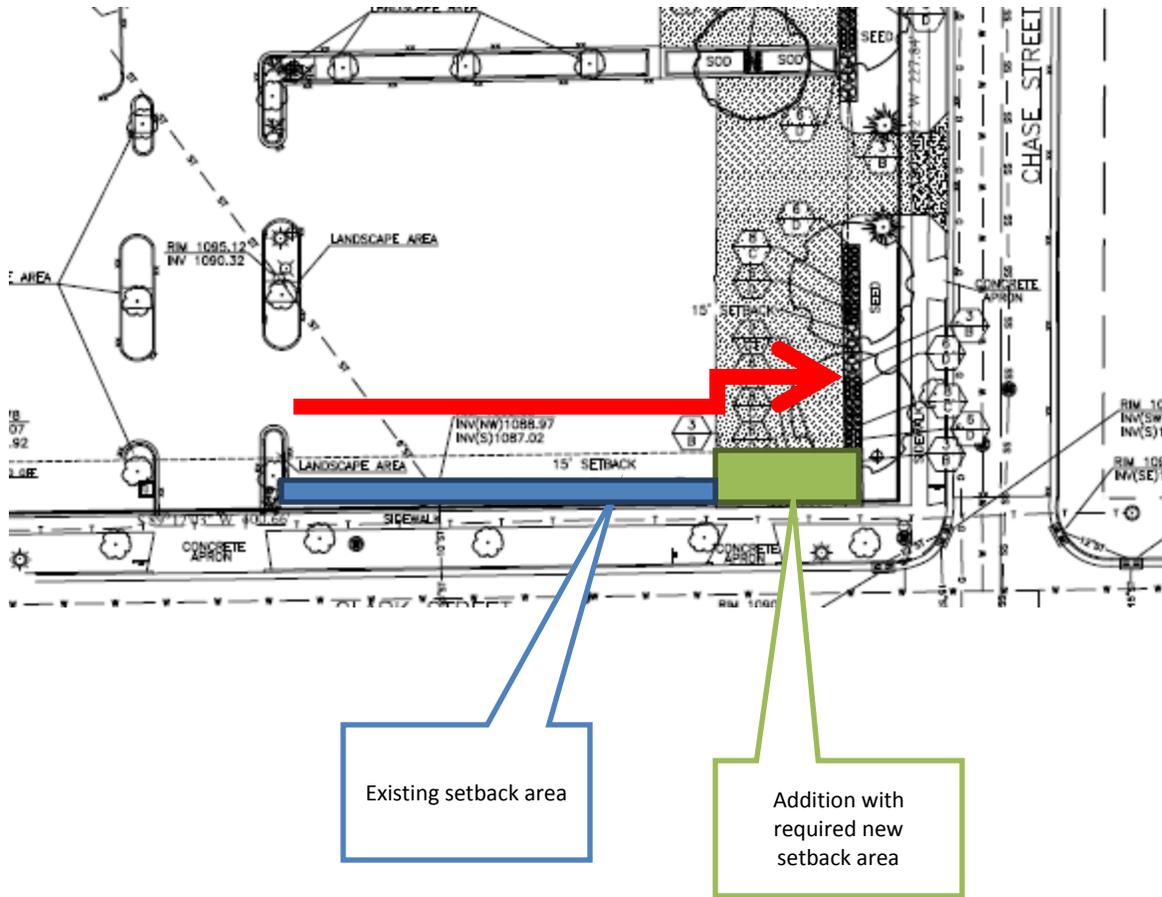
g) Constrained Sites

Alternative parking and landscaping standards may be approved by the Plan Commission and Common Council 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.

4) A parking facility addition would be inconsistent with the layout or setback of the existing parking facility to the extent where it would significantly change the configuration of the existing facility to meet current standards. Such addition shall not exceed more than 50 percent of the existing parking facility area.

An example of this can be seen on the following page where the current setback of the lot is about seven feet. The new addition would be required to have a fifteen foot setback, and thus require a significant modification of the configuration of the existing lot to meet these requirements.



Existing setback area

Addition with required new setback area

Administrative Staff Report

Stevens Point Municipal Airport

Sign Variance Request

4401-4501 Highway 66

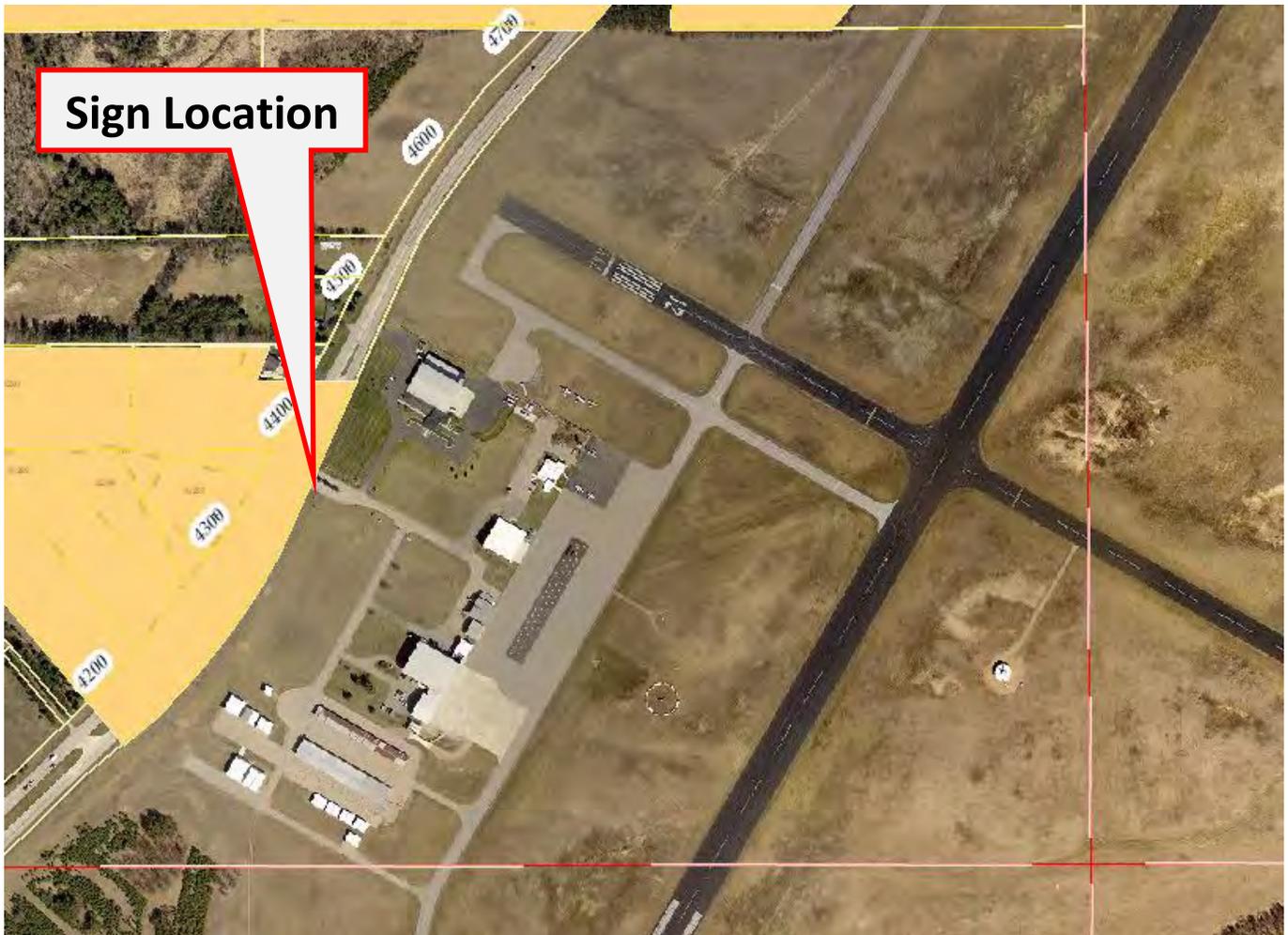
May 5, 2014



Department of Community Development

<p>Applicant(s):</p> <ul style="list-style-type: none"> Stevens Point Municipal Airport <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 2408-23-2300-01 <p>Zone(s):</p> <p>"R-2" Single Family Residence District</p> <p>Master Plan:</p> <ul style="list-style-type: none"> Institutional / Government <p>Council District:</p> <ul style="list-style-type: none"> District 8 – Patton <p>Lot Information:</p> <ul style="list-style-type: none"> Frontage (feet): 1313 Depth (feet): 790 Square Footage: 1,037,270 Acreage: 23.81 <p>Current Use:</p> <ul style="list-style-type: none"> Municipal Airport <p>Applicable Regulations:</p> <ul style="list-style-type: none"> 25.04(7) and 25.14 	<p>Request</p> <p>Request from the Stevens Point Municipal Airport, for a sign variance to allow a freestanding sign to exceed the area and height requirements at 4501 Highway 66 (Parcel ID 2408-14-4300-01).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> Property Data Application Sign Renderings <p>Findings of Fact</p> <ul style="list-style-type: none"> Freestanding signs within the "R-2" District shall be limited to five feet in height, and two square feet in area. The proposed freestanding sign is 18 feet tall and approximately 200 square feet in area, including the Mattson Field identification. It is located near the entrance. No residential uses exist on the property. <p>Staff Recommendation</p> <p>In reviewing the request, staff has found hardships and unique property characteristics that would warrant the proposed variance. Staff would recommend approving the sign variance as submitted.</p>
---	--

Vicinity Map



Background

The Stevens Point Municipal Airport is requesting a sign variance to install a freestanding sign exceeding the five foot height and two square foot size requirement for freestanding signs within the "R-2" Single Family Residence District. This sign is proposed to replace the current identification sign. Details for the proposed sign is below:

Proposed Freestanding Sign (Cabinet):

Faces: Two
 Display: Stevens Point Municipal Airport
 STE
 Mattson Field
 Height: 18' to top
 Size: 9' X 16' = 144 sq. ft.

It is important to note that no residential uses exist on the property, only aviation type uses, therefore, staff has reviewed this request while taking into consideration non-residential sign standards.

Standards of Review

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

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

Analysis: The current use on the property is commercial (aviation use). Furthermore, the use existed prior to the sign code. According to the sign code (chapter 25) a freestanding sign at a height of five feet and size of two square feet is permitted. The property is nearly 24 acres.

Findings: A sign meeting the requirements of five feet in height and two square feet in area would cause difficulty for identifying the airport. As noted above, the use is more commercial in nature, rather than residential.

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

Analysis: The property spans over a mile and totals nearly 24 acres.

Findings: The property's existing property characteristics warrant a larger freestanding sign. Furthermore, the distance to surrounding residential uses is vast with vegetative buffer between in most instances. The proposed sign should not be materially detrimental to the property owners in the vicinity.

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

Analysis: As stated above, the property is very large and is used as a municipal airport. The property is the largest parcel within the City and is the only municipal airport within City limits.

Findings: The property's uniqueness and use are not observed elsewhere within the City.

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

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

Findings: The zoning classification for the property was given due to the directly adjacent residential properties. A more intense zoning classification would allow for several incompatible uses if the airport use were ever to

cease. However, the sign standards for the "R-2" district do not match that of the property's use which would prevent it from any efficient signage unless approved through the sign variance process. This sign variance is very unique given the signs purpose and location. Therefore, staff feels that the granting of the variance would not be contrary to the general objectives if of this ordinance.

In granting a variance, the plan commission may attach additional requirements necessary to carry out the spirit and purpose of this ordinance in the public interest.

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[Tax Data](#)

[Return to Results Page](#)

2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997
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PARCEL / OWNER DATA

PROPERTY IMAGE

NAME AND ADDRESS	
City Of Stevens Point (Exempt) 1515 Strongs Ave Stevens Point, WI 54481	
PARCEL #	240814430001
PROPERTY ADDRESS	5311 Highway 66 / Ski Lodge
SUBDIVISION	Metes And Bounds
LAND USE	Government
NEIGHBORHOOD	Exempt Or Part Exempt Parcel
ZONING	R2-SINGLE

SITE DATA

PERMIT HISTORY

ACTUAL FRONTAGE	DATE	NUMBER	AMOUNT	PURPOSE	NOTE
FRONTAGE					
DEPTH					
SQUARE FOOTAGE					
ACREAGE					

ASSESSED VALUE 2013

CLASS	LAND	IMPROVEMENTS	TOTAL	RATIO	EST. FAIR MARKET VALUE
X4-Local Exempt	\$0	\$0	\$0	96.43 %	\$0
TOTAL	\$0	\$0	\$0		\$0

LEGAL DESCRIPTION

PRT SW SE EXC THE E 565F & PRT OF THE SE SW LYG SE OF HWY 66 S14 T24 R8 - ANNEXED 520/567 60.18 AC -

Disclaimer: Information shown here is considered accurate but not guaranteed.
* Additional data may be available by contacting the assessors office.

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Please contact [Webmaster](#) if you have any comments or questions about our site.



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 SIGN VARIANCE

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

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

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name	Stevens Point Municipal Airport-Jason Draheim	Contact Name	
Address	4501 Hwy 66 Suite 1	Address	
City, State, Zip	Stevens Point, WI 54482	City, State, Zip	
Telephone	715.345.8993	Telephone	
Fax		Fax	
Email	jdraheim@stevenspoint.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (if Needed)	
Owner's Name	City Of Stevens Point	Owner's Name	
Address	1515 Strongs Ave	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715.346.1567	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
2408-23-2300-01		
Legal Description of Subject Property		
PRT SW SE EXC THE E 565' & PRT OF THE SE SW LYG SE HWY 66. S14, T24, R8.		
Current Use of Property		Current Zoning of Property
Airport Operations		R2
Will adhering to the Sign Ordinance create a demonstrated practical difficulty or unnecessary hardship to the property? Please provide a detailed description of your request and reasoning with your answer. (Use additional pages if necessary)		

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

No. The proposed sign is a direct replacement of like size.

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

N/A

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

No. The airport property is currently zoned R2. This is a flaw in our current zoning code requiring developmental changes and maintenance on Federally obligated/airport operational property to be cleared through residential zoning standards.

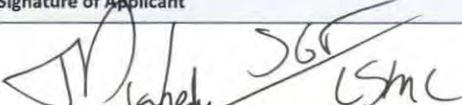
Current Zoning Surrounding Subject Property			
North:	R2	South:	R2
East:	R2, C	West:	R2, B4
Current Land Use Surrounding Subject Property			
North:	ROW, Residential	South:	Airport Operations
East:	ROW, Airport Operations	West:	ROW, Residential, Commercial

EXHIBITS

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

CERTIFICATION AND SIGNATURE

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	4-22-14		

Stevens Point Municipal Airport
4501 Hwy 66 Suite 3
Stevens Point, WI 54482



Jason D. Draheim
Airport Manager
Terminal: 715.345.8989
Mobile: 715.572.1437
Fax: 715.345.8991

April 22, 2014

TO: Plan Commission
FROM: Jason Draheim, Airport Manager
DATE: 04/18/14

RE: Stevens Point Municipal Airport Main Entry Sign.

Background

Currently, the Stevens Point Municipal Airport has a dated entry sign that is very inconspicuous and inadequately reflects the quality of our facility.

Analysis

On December 16, 2013, the Common Council voted unanimously to name the Airport (Stevens Point Municipal – Mattson Field). Our current sign fails to represent this change. Furthermore, the City of Stevens Point biennial Airshow/Fly-In is being held June 1st, 2014 with a special dedication ceremony scheduled for that morning. Not only would the proposed sign represent our facility's efficacy and potentiality, it would be advantageous to the impact of the dedication ceremony.

The proposed sign would be placed in the current sign location.

Proposed sign dimensions – 16'(W) x 18'(H) overall.

I have included a proof regarding this proposal for your review.

Recommendation

It is my recommendation that the approval of the proposed sign be expedited to facilitate its unveiling during our Airshow.

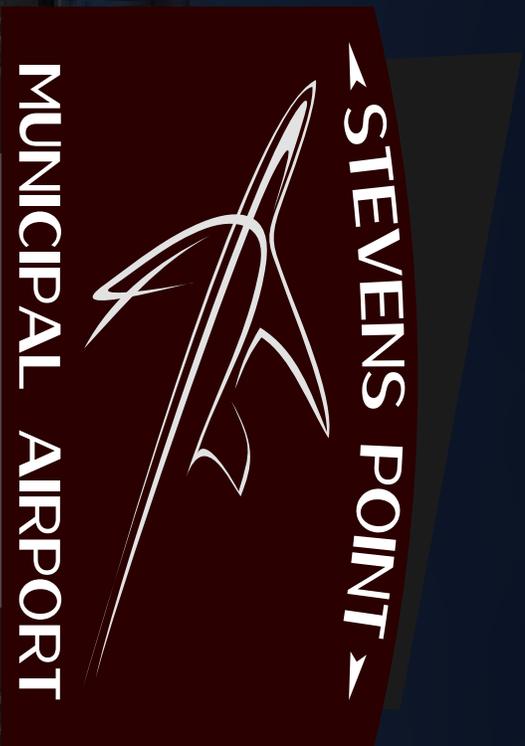
Jason Draheim
Airport Manager
Stevens Point Municipal Airport

overall cabinet size - 16'H x 16'W
installed height 18'min/20'max



approx 16'W x 18'H overall size





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



Memo

To: Plan Commission
 From: Michael Ostrowski
 CC:
 Date: 4/23/2014
 Subject: Comprehensive Plan Update

Last month we briefly discussed the update process for our comprehensive plan. At that meeting you were asked to think about what you would like to get out of this process and what you would like to see addressed within the document. My goal is to make this document much more usable and really outline the goals and objectives that we would like to accomplish as a community. From that, we can then really focus on the implementation element so that we can help ensure that goals, objectives, and policies are addressed. I would really like to see a more detailed implementation plan with a timeline and priorities as part of this update.

Since the original plan was adopted, there have been several other plans that have completed. These include A Path to Sustainable Point, the Portage County Bicycle and Pedestrian Plan, the Local Indicators for Excellence (LIFE) Report, the downtown plan, etc. Elements of these plans and reports should be incorporated throughout the comprehensive plan. In addition, it might be beneficial to start to identify and look at the individual neighborhoods throughout the city to identify the different issues/concerns/opportunities that they each have. Neighborhood planning has the potential to increase public participation, as changes at the neighborhood level typically occur at a swifter pace and are more visible to the residents of the neighborhood, as opposed to large community changes. In addition, there are several sections/elements that will need a more detailed analysis. There will likely be many more new ideas, and possibly additional elements that could be included within the updated document.

This process will require additional meetings outside of the standard plan commission meetings. Initially, I was thinking that the second Wednesday of the month may be an option. If this time does not work, we can look at other options. We may not meet every month, as staff may require additional time for data gathering, depending on the subject matter. Furthermore, staff will be convening small stakeholder groups to get feedback on subjects/elements and to provide input along the way. The following is a brief outline of the timeline:

- May 2014 Meeting – Discussion on the issues, changes, concerns etc. that the Plan Commission (and Common Council) have.
- June 2014 Meeting – Discussion on the public participation plan and see if at the May meeting the Plan Commission has any ideas that could be incorporated. In addition, we should also start to review some of the Issues/Concerns/Goals, Objectives, Policies, and Strategies.
- It is anticipated that the amendment will be complete around the Fall of 2015.

More information about the comprehensive planning process, or to view our current comprehensive plan can be found at the following link: <http://stevenspoint.com/compplan>.

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

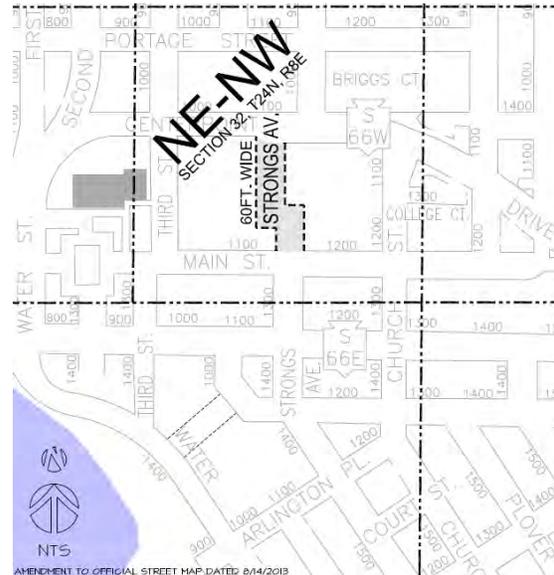
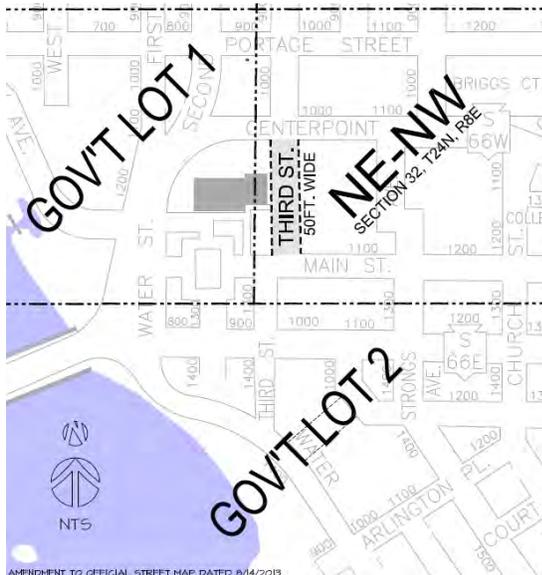


Memo

- To: Plan Commission
 From: Plan Staff
 CC:
 Date: 4/21/2014
 Subject:
- Request from the Redevelopment Authority of the City of Stevens Point to transfer an approximate 50-foot wide extension of **Third Street** to the City of Stevens Point (**Parcel IDs part of 2408-32-2029-65 and 2408-32-2029-66**).
 - Acceptance by the City of Stevens Point of the land described in the above agenda item.
 - Request from the Redevelopment Authority of the City of Stevens Point to transfer an approximate 60-foot wide extension of **Strongs Avenue** to the City of Stevens Point (**Parcel IDs part of 2408-32-2029-65 and 2408-32-2029-66**).
 - Acceptance by the City of Stevens Point of the land described in the above agenda item.

Currently, the property that is known as the recent extension of Third Street and the future extension of Strongs Avenue is owned by the Redevelopment Authority (RA) of the City of Stevens Point. The property is owned by the RA because it was condemned by the CDA when the mall was built and when it was redeveloped. With these areas being public right-of-ways, they should be owned by the City, just like any other street. The plan commission will need to provide a recommendation on the four agenda items listed above.

Both areas have been mapped on the Official Street Map.



The exact legal descriptions for the areas are attached. Staff would recommend approval of all agenda items relating to this request.

EXHIBIT 'A'

Third Street Land Transfer Legal Description
Part of P.I.N. 281-2408-32-2029-65 and
P.I.N. 281-2408-32-2029-66

That part of vacated Third Street document number 378930 of Valentine Brown's Addition to the City of Stevens Point, located in the Northeast Quarter of the Northwest Quarter of Section 32, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin described as follows:

Commencing at the north quarter corner of said Section 32; thence South 89 degrees 52 minutes 42 seconds West along the north line of said Northeast Quarter of the Northwest Quarter 1,165.33 feet; thence South 00 degrees 07 minutes 18 seconds East 584.24 feet to the southeast corner of said vacated Third Street and CenterPoint Drive, and the **point of beginning**; Thence South 01 degree 16 minutes 05 seconds West along the east right-of-way line of said vacated Third Street 379.57 feet; thence North 89 degrees 39 minutes 59 seconds West 7.79 feet; thence North 00 degrees 21 minutes 08 seconds East 92.50 feet; thence North 89 degrees 42 minutes 06 seconds West 21.01 feet; thence North 00 degrees 13 minutes 59 seconds East 8.05 feet; thence North 89 degrees 39 minutes 45 seconds West 19.58 feet to the west right-of-way line of said vacated Third Street, and the southeast corner of Lot One of Portage County Certified Survey Map No. 10287-46-17; thence North 01 degree 16 minutes 05 seconds East along said west right-of-way line of vacated Third Street and the east line of said Lot One a distance of 260.28 feet; thence North 88 degrees 07 minutes 00 seconds West along the north line of said Lot One a distance of 12.00 feet; thence North 01 degree 16 minutes 05 seconds East along said east line of Lot One a distance of 19.00 feet to the south right-of-way line of said CenterPoint Drive; thence South 88 degrees 07 minutes 00 seconds East along said south right-of-way line 12.00 feet to the southwest corner of said vacated Third Street and CenterPoint Drive; thence South 89 degrees 21 minute 54 seconds East 50.00 feet the southeast corner thereof, and **the point of beginning** and there terminating.

EXHIBIT 'A'

Strongs Avenue Land Transfer Legal Description
Part of P.I.N. 281-2408-32-2029-65 and
P.I.N. 281-2408-32-2029-66

That part of Lots 10, 11, 12, 13, 14, and 15 of Block 29, and part of Lots 10, 11, 16, and 17 of Block 32, and part of vacated College Avenue document number 380289 of Valentine Brown's Addition to the City of Stevens Point, located in the Northeast Quarter of the Northwest Quarter of Section 32, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin described as follows:

Commencing at the north quarter corner of said Section 32; thence South 89 degrees 52 minutes 42 seconds West along the north line of said Northeast Quarter of the Northwest Quarter 682.24 feet; thence South 00 degrees 07 minutes 18 seconds East 599.18 feet to the south right of way line of CenterPoint Drive and the **point of beginning**; thence South 45 degrees 18 minutes 49 seconds West 21.23 feet to the northerly extension of the west property line of lands recorded with the Portage County Register of Deeds as Document Number 690352 also being the outside exterior surface of the building wall (herein referred to as the building wall); thence South 00 degrees 21 minutes 05 seconds West along said building wall 287.97 feet; thence South 46 degrees 52 minutes 05 seconds East along said building wall 9.68 feet; thence South 89 degrees 37 minutes 33 seconds East along said building wall 79.59 feet; thence South 00 degrees 26 minutes 06 seconds West 242.35 feet to the north right of way line of Main Street; thence North 89 degrees 47 minutes 18 seconds West along said north right of way line 60.00 feet; thence North 00 degrees 26 minutes 06 seconds East 182.52 feet to a line 60.00 feet south of and parallel with said building wall; thence North 89 degrees 37 minutes 33 seconds West along said parallel line 86.61 feet to the southerly extension of a line 60.00 feet west of and parallel with said building wall; thence North 00 degrees 21 minutes 05 seconds East along said parallel line 354.41 feet; thence North 44 degrees 41 minutes 55 seconds West 21.25 feet to the south right of way line of said CenterPoint Drive; thence South 89 degrees 43 minutes 27 seconds East along said south right of way line 90.04 feet to **the point of beginning** and there terminating.



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

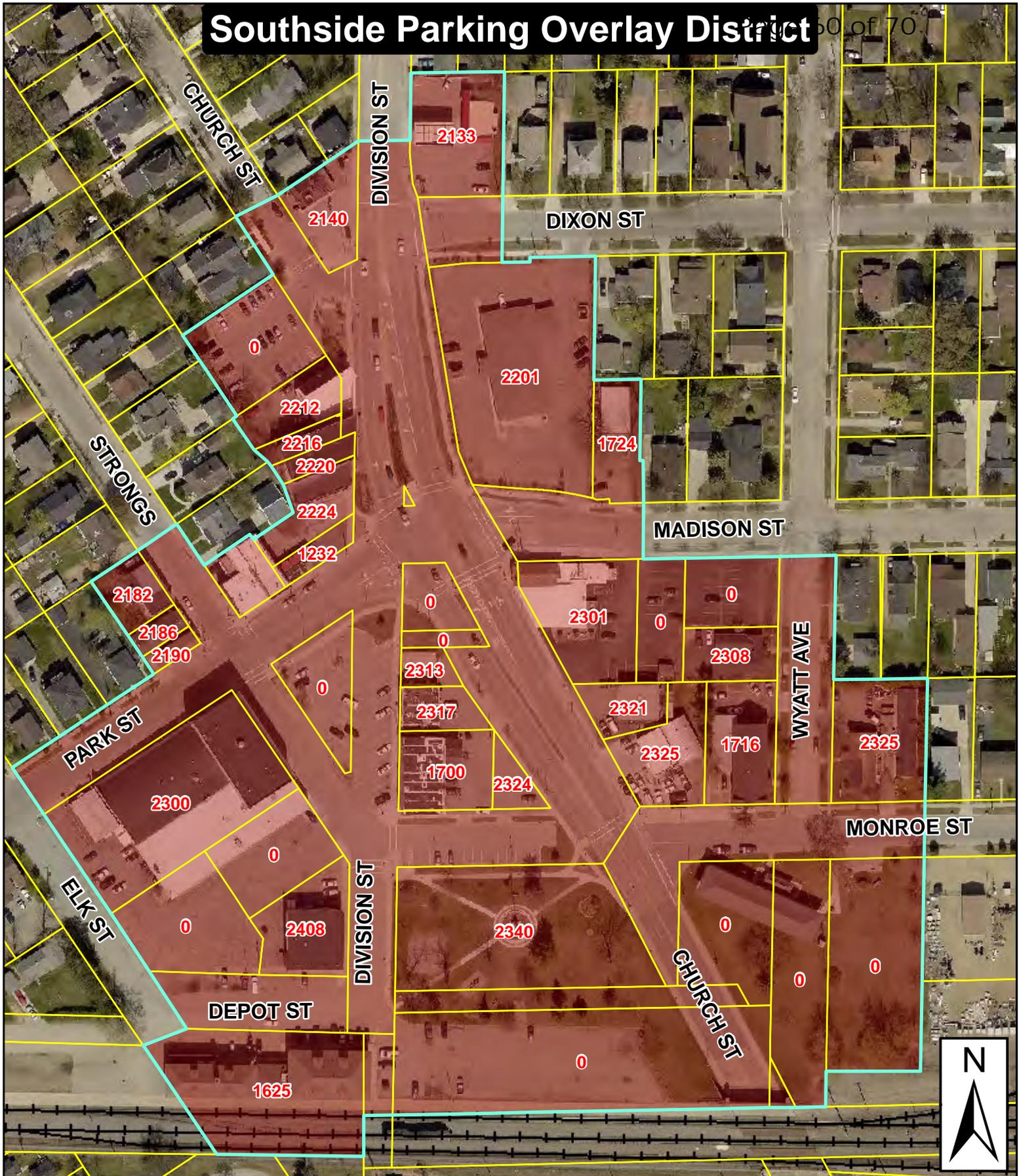
To: Plan Commission
From: Plan Staff
CC:
Date: 4/22/2014
Subject: Creation of an overlay district encompassing commercial properties within the vicinity of the intersection of Church Street, Division Street, Madison Street, and Park Street where reduced parking standards would apply. This item is for discussion purposes only.

Staff has been approached by a business owner on the south side of the city requesting to remove an existing building and then build a new and expanded building. However, he is unable to do so because he does not have enough parking spaces on site.

One option that staff has been considering for this area is to eliminate the parking stall requirements onsite, similar to the downtown district. This area of the City is somewhat similar to the downtown district, with buildings pulled up to the street and several public parking areas. The area that we are exploring is within the vicinity of the intersection of Church Street, Division Street, Madison Street, and Park Street. A draft map of the boundary has been attached.

Another option would be to rezone this area to B3 Central Business District. This item is for discussion purposes only. If this is an option that the City is willing to explore, notice would be given, and input would be solicited from affected property owners.

Southside Parking Overlay District



0 50 100 Feet

City of Stevens Point
Community Development Department

- +— Railroad
- ▭ Parcel Lines
- ▭ Overlay District

This map was compiled by the City of Stevens Point's Community Development Department for reference purposes only. The accuracy of this map is not guaranteed and the City makes no express or implied warranties of any type regarding this map. Furthermore, the City is not liable for any direct or indirect damages suffered related to the use of this map.



Memo

Michael Ostrowski, Director

Community Development

City of Stevens Point

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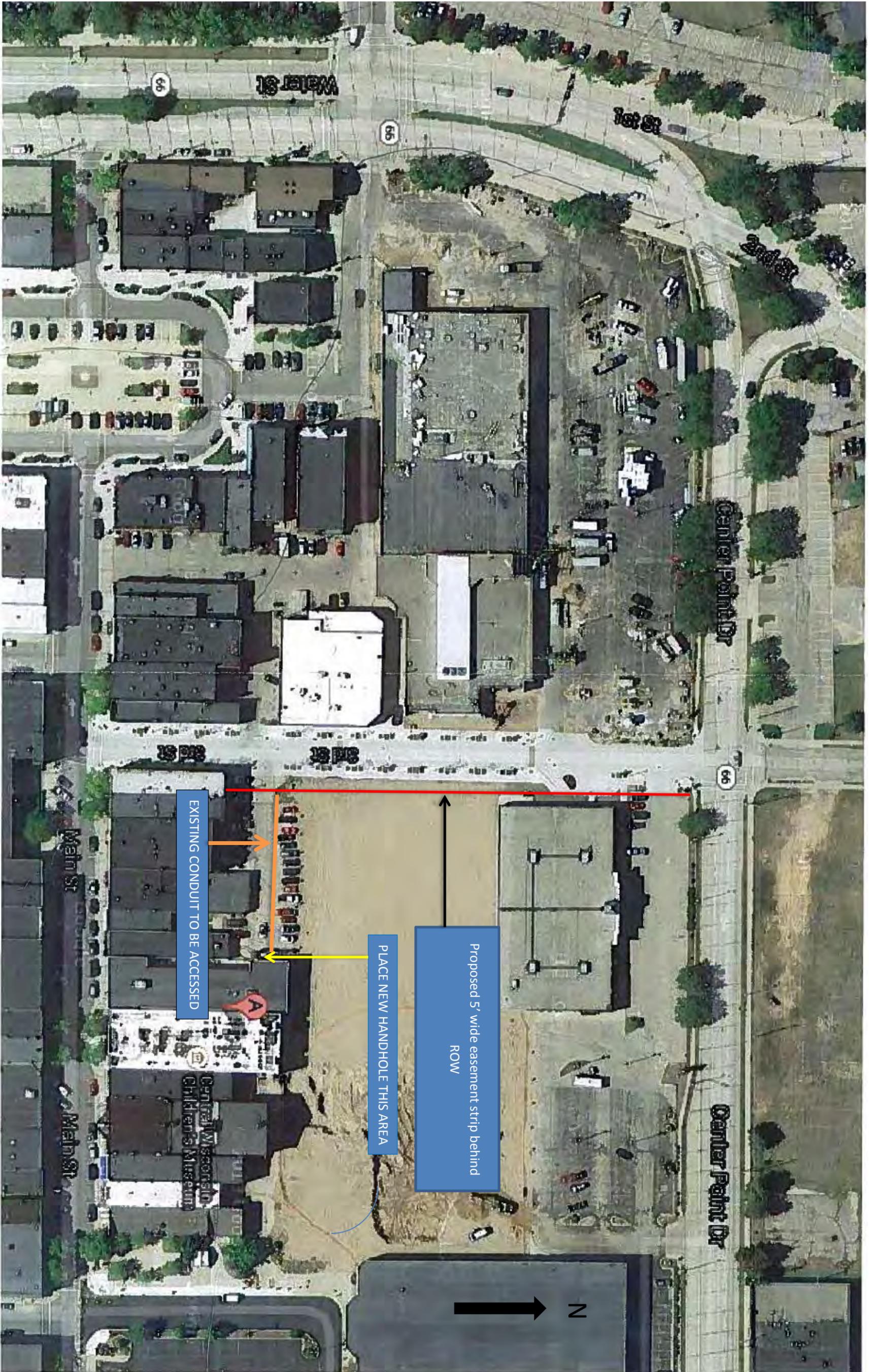
mostrowski@stevenspoint.com

To: Plan Commission
From: Plan Staff
CC:
Date: 4/22/2014
Subject: Request from AT&T for an easement to the east of Third Street extended for the purposes of extending utilities.

AT&T is looking to get a five foot utility easement east of Third Street. This easement would be along the Great Lakes building and the new parking lot. The easement would be to run fiber from the corner of Third Street and Centerpoint Drive, south to the buildings along Main Street. The property is owned by the Redevelopment Authority; however, a portion of it may be under City ownership. Therefore, both governing bodies need to approve the request. Attached is a map with the approximate location and a draft agreement proposed by AT&T.

I do have a concern with the agreement, as it restricts the ability to place any improvements on it. The agreement would require the owner not to construct improvements in the easement area or change the finish grade of the easement area without the consent of AT&T. This restriction may limit what can be done in this area, while not providing any reasonable compensation to the owner. Furthermore, the owner will have a parking lot constructed in this easement area. I would not want to have to get approval from AT&T anytime the owner needs to change something. If the owner allows this easement it should eliminate this clause or modify it to allow them to place improvements over it. In addition, I would also recommend that the easement not be exclusively used by AT&T.

If approved, an exact legal description and location will be established.



AT&T - WISCONSIN GENERAL EASEMENT

DOCUMENT NUMBER

UT #9401267 Ease #72018 R/W #2014-78

For a valuable consideration of one dollar (\$1.00), receipt of which is hereby acknowledged, the undersigned (Grantor) hereby grant and convey to Wisconsin Bell, Inc. d/b/a AT&T - Wisconsin, a Wisconsin Corporation, and its affiliates and licensees, successors and assigns (collectively "Grantees") an easement in, under, over, upon and across the Easement Area (described below), for the purposes of and in order to construct, reconstruct, modify, supplement, maintain, operate and/or remove facilities for the transmission of signals used in the provision of communication, video and/or information services and/or any other services or uses for which such facilities may be used including, but not limited to cables, wires, pedestals or other above-ground cable or wire enclosures, marker posts and signs, support pads and other related or useful equipment, fixtures, appurtenances and facilities, together with the right to have commercial electrical service extended across the Property (described below) and Easement Area to provide service to such facilities and the right of ingress and egress across the Property and the Easement Area for the purpose of access to and use of the easement granted herein.

RETURN ADDRESS:
 Matthew D. Grimm
 AT&T - Wisconsin
 2005 Pewaukee Rd.
 Waukesha, WI 53188

PARCEL NUMBER:

The Property is legally described as:

The Easement Area is legally described as: The Westerly 5 feet of the above described parcel lying easterly of and abutting the Easterly line of 3rd Street. See Exhibit "A"; incorporated into and made a part hereof, by reference.

Address: 3rd Street, Stevens Point, WI

The Grantor represents and warrants to the Grantee that Grantor is the true and lawful owner of the Property and has full right and power to grant and convey the rights conveyed herein.

Grantee hereby agrees to restore all property disturbed by its activities in use of the easement to the condition existing prior to the disturbance.

Grantee shall have the right to remove or trim such trees and brush in the Easement Area as is necessary to exercise the rights conveyed herein.

The Grantor shall not construct improvements in the Easement Area or change the finish grade of the Easement Area without the consent of the Grantee.

This Easement is binding upon and shall inure to the benefit of the heirs, successors, assigns, and licensees of the parties hereto.

SIGNED THIS _____ DAY OF _____, 20____.

GRANTOR:

(Signature)

(Signature)

(Printed Name and Title)

(Printed Name and Title)

ACKNOWLEDGMENT

State of Wisconsin)
)
County of)

I, _____, being a notary public in and for the state and county aforesaid, do hereby certify that

_____ personally known to me to be the same persons whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed and delivered the said instrument as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and notarial seal this ____ day of _____, 20____.

Notary Public

My Commission expires: _____

This document was drafted by Gerald A. Friederichs, Wis. Bar Member No. 1014144, AT&T Services, Inc. Room 03A400 N17W24300 Riverwood Dr. Waukesha, WI. 53188.

Insertions by: Linda Kurtz, MI-TECH SERVICES, INC.

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

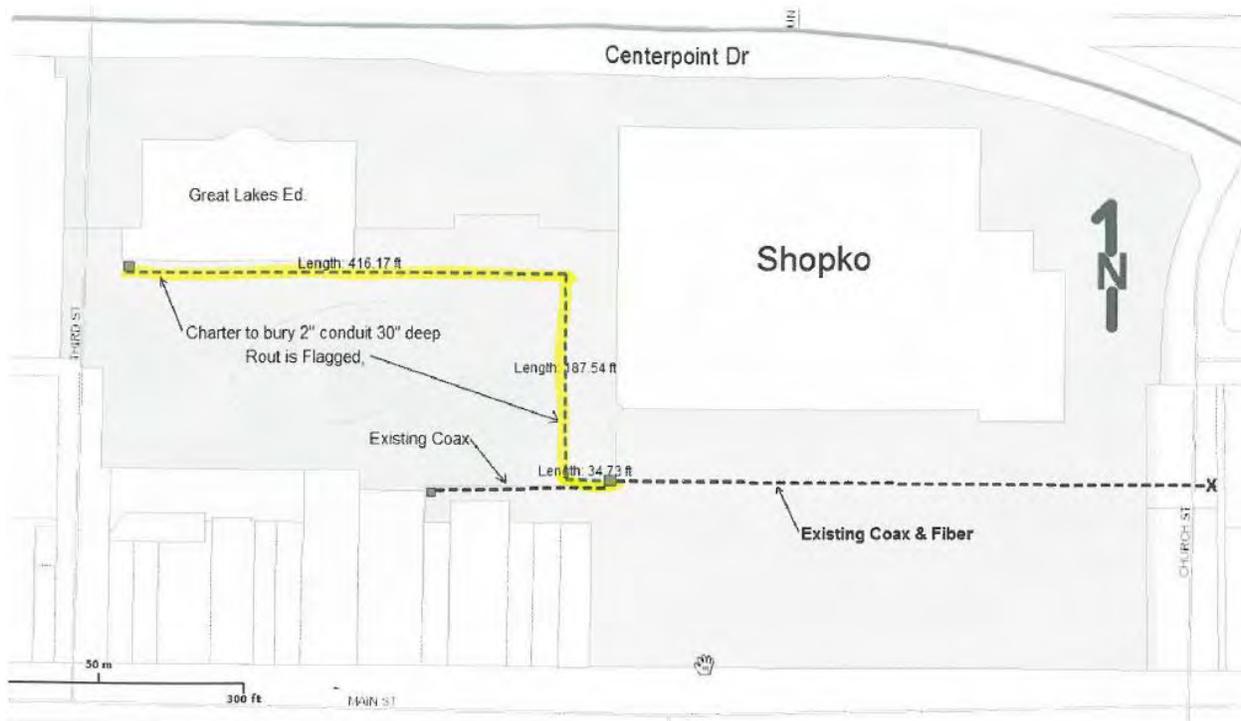


Memo

To: Plan Commission
 From: Plan Staff
 CC:
 Date: 4/22/2014
 Subject: Request from Charter Communications for an easement to the west of Strongs Avenue extended for the purposes of extending utilities.

Charter Communications is looking to get a utility easement west of Strongs Avenue extended. The easement would be to run fiber from the southeast corner of Municipal Parking Lot #16 to the Great Lakes building at 1101 Centerpoint Drive. The property is owned by the Redevelopment Authority; however, a portion of it may be under City ownership. Therefore, both governing bodies need to approve the request. Attached is a map with the approximate location of the easement. An easement agreement, similar to that with AT&T will need to be drafted with Charter Communications.

Given that the easement will be to supply fiber to a building in which the Redevelopment Authority owns, staff would recommend approval.



Michael Ostrowski, Director

Community Development

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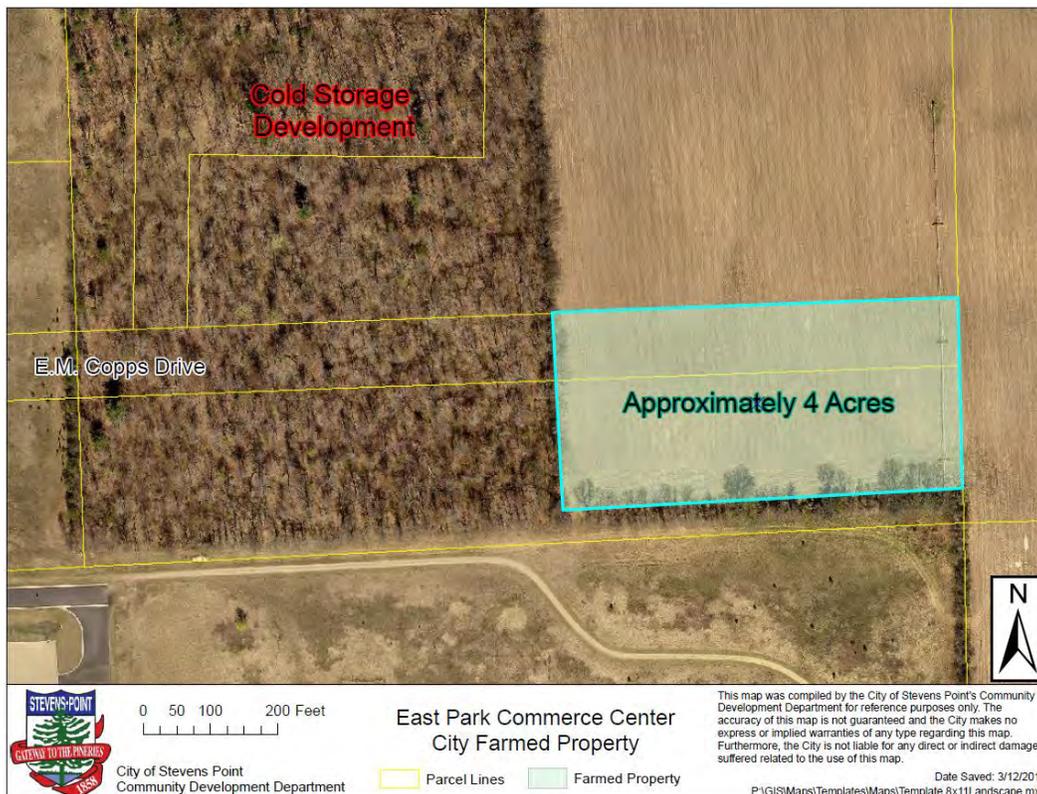


Memo

To: Plan Commission
 From: Plan Staff
 CC:
 Date: 4/22/2014
 Subject: Request from Bernard Mocadlo Farms to lease a portion of city-owned land in East Park Commerce Center for farming purposes (part of Parcel IDs 2308-01-2100-02 and 2308-01-2100-04).

Bernie Mocadlo is looking to lease a portion of city-owned land in East Park Commerce Center for farming purposes. This land is a remainder piece of property that was purchased by the city for the Service Cold Storage development. The size of the property is approximately four acres. Mr. Mocadlo has indicated that he would like to rent back the property to plant a vegetable crop on it this summer. The planting would occur in early June and be harvested sometime in September. Mr. Mocadlo has indicated that he would be willing to pay approximately \$100 per acre.

Staff would recommend approval of the request with the condition that he accepts all liability relating to the property during this time, and that the City has the right to sell the land if it is immediately needed for a development project. However, it is highly unlikely that a project would get through the public approval process before the crop is harvested.



Bernard Moadlo Farms
5823 old Hwy 18
Stevens Point WI

April 24, 2014

City of Stevens Point

Dear Sir

In the fall of 2013 my family sold some Land to the City for Developing a Business Park. The Service Cold Storage was built.

I would like to request to rent back the unused portion of open farmland for the purpose to raise a vegetable crop this summer. Service Cold Storage already has rented back to me their unused portion of farmland.

I would pledge to use Good Agricultural practices, as my farm already participates in the USDA Good Agricultural Practices (GAP) program. This also would eliminate any unsightly weed and grass problems, and save the city money on maintaining the property.

I would pay a cash rent payment to the city. Amount to be yet Determined

Sincerely

Bernad Moadlo



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

To: Plan Commission
From: Plan Staff
CC:
Date: 4/25/2014
Subject: Vapor Bars – Zoning Code Amendment

Last month the Plan Commission recommended approving a definition of vapor bars within the Zoning Code (Chapter 23), while also recommending their use be conditional within the "B-1" commercial districts and above. At the Common Council meeting, the proposed vapor bar amendment was held over for further discussion. Staff has modified the definition to provide additional clarity as to what would be considered a vapor bar, and not just a retail sales area.

The ordinance amendment would read as follows:

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

SECTION I: That Section 23.04(2) of the Revised Municipal Code of the City of Stevens Point shall be amended to add the following definition:

VAPOR BAR – means any facility, building, structure, or establishment, whether fixed or mobile, whose business operation, whether as its principal use or as an accessory use, includes utilizing a heating element that vaporizes a liquid solution that releases nicotine or a flavored vapor, including but not limited to, establishments known as vapor lounges or e-cigarette lounges. Any facility, building, structure, or establishment where the area that is used in any way for accommodating patrons who use on the premises, e-cigarettes or apparatuses utilizing a heating element to vaporize liquid which is then inhaled, where such area exceeds 25 percent (25%) of the net floor area of the entire establishment shall constitute a vapor bar.

SECTION II: That the Revised Municipal Code of the City of Stevens Point shall be amended to add Section 23.02(2)(a)(3)(n) Vapor bars.

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



FDA proposes regulations for e-cigarettes

By Tim Devaney - 04/24/14 09:49 AM EDT



The Food and Drug Administration (FDA) announced Thursday that it plans to regulate the booming business of electronic cigarettes by requiring new health warnings and banning sales to children.

The FDA already regulates most tobacco products, but is extending its authority to e-cigarettes and hookah tobacco for the first time after coming under pressure from members of Congress.

"With FDA having no authority to regulate these products, it is a little bit of the wild, wild west," FDA Commissioner Margaret A. Hamburg said in a press call.

E-cigarettes have come under fire from health advocates, state legislatures and Democrats who warn the product could carry health risks. Lawmakers also say the industry is targeting children, as the devices can now be purchased by people of any age in many states.

Senate Health Committee Chairman Tom Harkin (D-Iowa) and other members have Congress have been calling for the FDA to regulate the devices, which contain nicotine.

"It's past time for the FDA to take action on e-cigarettes and to treat these products as what they are — addictive tobacco products," Harkin said in a statement to The Hill. "I welcome FDA action and look forward to closely examining this proposal once it comes out."

The FDA is trying to determine whether e-cigarettes are more likely to ween smokers off traditional cigarettes, or simply convince them not to quit, because they think these products are safer.

"If somebody is a pack-a-day smoker, and that hypothetical smoker substituted cigarettes for e-cigarettes, we would concede that person is likely to be reducing their risk," Zeller said.

But regulators are wary that e-cigarettes could also attract new smokers who see them as a safer alternative to traditional cigarettes. The FDA's rule would not allow e-cigarette manufacturers to claim their products are safer than traditional cigarettes unless there is scientific evidence to prove it.

"If a kid starts with e-cigarettes, nicotine being addictive, it creates a heightened vulnerability that they will go on to use other tobacco products as well," Hamburg said.

The FDA's proposed rule would ban sales of electronic cigarettes to people under the age of 18.

The e-cigarette industry's trade group says it supports the FDA's goal of keeping these products out of the hands of minors.

"We are completely aligned with FDA and other groups who believe that electronic cigarettes and vaporizing products should not be accessible to children or teens, and we welcome a ban on access to anyone under 18," the Smoke Free Alternatives Trade Association said in a press release.

The rules would also require health warnings on the products and prohibit manufacturers from distributing free samples or selling them in vending machines that are located in buildings where children have access.

Under the rules, e-cigarette manufacturers would be required to register with the FDA. They would only be allowed to market e-cigarettes after going through an extensive FDA review process, so the agency can examine the ingredients of their products.

E-cigarette manufacturers would have two years to submit applications for review to the FDA. In the meantime, they could continue selling their products until the FDA issues a decision. But new e-cigarettes would not be allowed to come to market until they receive FDA approval.

But the FDA's rule would not ban companies from selling flavored e-cigarettes, something Harkin would like to see before the agency moves forward

with the rule.

"I urge the agency to keep their foot on the gas and take strong action towards ensuring that they are kept out of the hands of young people — in particular, by including in the finalized rule a prohibition against candy flavors used to entice kids to become addicted to their products," Harkin said.

The public has 75 days to comment on the proposed rule.

— *This story was updated at 4:25 p.m.*

TAGS: Electronic cigarette, Food and Drug Administration

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