

AGENDA  
CITY PLAN COMMISSION

Tuesday, September 8, 2015 – 6:00 PM

Lincoln Center – 1519 Water Street, Stevens Point, WI 54481

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

1. Roll call.

Discussion and possible action on the following:

2. Report of the August 3, 2015 Plan Commission meeting.
3. Request from Sandra Filtz for shared parking at 5208 Heffron Court (Parcel ID 2308-02-2000-27).
4. **Public Hearing** – Request from Gary Hintz, representing Bucks and Bulls Archery, for a conditional use permit to operate an indoor archery range at 3296 Church Street (Parcel ID 2308-04-3008-16).
5. Action on the above.
6. **Public Hearing** – Request from Chad and Melissa Spreda for a conditional use permit to utilize the Traditional Neighborhood Overlay District setback standards to construct a new attached garage at 648 Walker Street (Parcel ID 2408-29-3006-01).
7. Action on the above.
8. **Public Hearing** – Request from Ryan J. Baeten, representing Natural Resource Technology Inc., on behalf of Wisconsin Public Service, for a conditional use permit to perform environmental cleanup activities including dredging in the Wisconsin River and at Pfiiffner Pioneer Park, 1200 Crosby Avenue (Parcel ID 2408-32-2008-05).
9. Action on the above.
10. Request from Kraemer Construction for a conceptual project review of a multiple use development at 532 Division Street (Parcel ID's 2408-29-4010-24 and 2408-29-4010-25) and 508-20 Vincent Street (Parcel ID 2408-29-4013-39).
11. **Public Hearing** – Request from Peter Schau, representing Central States Tower III, LLC., for a conditional use permit to construct a wireless communication tower at 5225 Joerns Drive (Parcel ID 2308-02-2000-22).
12. Action on the above.

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Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strong's Avenue, Stevens Point, WI 54481, or by calling 715-346-1567, during normal business hours.

Any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715)346-1569 or by mail at 1515 Strong's Avenue, Stevens Point, WI 54481.

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13. **Public Hearing** - Request from Jay Johnson, representing Washington School, for a conditional use permit to construct parking within and outside the right-of-way on Prais Street, south of Washington School, 3500 Prais Street (Parcel ID 2408-28-4018-02) and partially on 3241 Prais Street (Parcel ID 2408-33-1001-16).
14. Action on the above.
15. **Public Hearing** – Request from Don Keck, representing the Stevens Point School District, for a conditional use permit amendment to install exterior heating, ventilation, and air conditioning equipment at 1201 Northpoint Drive (Parcel ID 2408-29-2100-21).
16. Action on the above.
17. **Public Hearing** – Request from Mark and Roberta Erwin to amend the City of Stevens Point Comprehensive Plan Extraterritorial Land Use Map (Map 8.7A) for the purposes of classifying a future land use designation, Commercial / Office, for 1230 Second Street (County Parcel ID 020-24-0817-12.03).
18. Action on the above.
19. **Public Hearing** – Request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point to add Skyward Drive; a variable width private street from its intersection with E.M. Copps drive to approximately 500 feet north thereof (see attached exhibits).
20. Action on the above.
21. Adopt the Portage County Bicycle and Pedestrian Plan.
22. Request from the City of Stevens Point to exercise its repurchase option due to failure to build by the property owner at 4908 Whitetail Drive (Parcel ID 2408-15-4004-27).
23. Director’s Update.
24. Adjourn.

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PUBLISH: August 21, 2015 and August 28, 2015

#### NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Plan Commission of the City of Stevens Point, Portage County, Wisconsin, will hold a Public Hearing on Tuesday, September 8, 2015 at 6:00 PM in the multi-purpose room of the Lincoln Center, 1519 Water Street, Stevens Point, Wisconsin, to hear the following:

1. Request from Gary Hintz, representing Bucks and Bulls Archery, for a conditional use permit to operate an indoor archery range at 3296 Church Street (Parcel ID 2308-04-3008-16). This property is zoned "B-4" Commercial District, and described as LOT 3 CSM#8295-32-125&A BNG PRT NW SW S4 T23 R8 516/299-300 642584 (786476-LSE) 791920-1, City of Stevens Point, Portage County, Wisconsin.
2. Request from Chad and Melissa Spreda for a conditional use permit to utilize the Traditional Neighborhood Overlay District setback standards to construct a new attached garage at 648 Walker Street (Parcel ID 2408-29-3006-01). This property is zoned "R-3" Single and Two-Family Residence District, and described as E 65' LOTS 74, 75 & 76 BLK11 J A WALKER ADD BNG PRT NW SW S29 T24 R8 715411, City of Stevens Point, Portage County, Wisconsin.
3. Request from Ryan J. Baeten, representing Natural Resource Technology Inc., on behalf of Wisconsin Public Service, for a conditional use permit to perform environmental cleanup activities including dredging in the Wisconsin River and at Pfiffner Pioneer Park, 1200 Crosby Avenue (Parcel ID 2408-32-2008-05). This property is zoned "C" Conservancy, and described as THAT PRT OF NENE S31 T24 R8 & NWNW S32 T24 R8 LYG ELY WIS RIVER, N OF MAIN ST WLY OF CROSBY AV, EXC PRSOLD CENTRAL CO 185/136 (INCL PRT BLKS 1 & 19 S E & O) RR ROW 179/546 - 273/409 452/554, City of Stevens Point, Portage County, Wisconsin.
4. Request from Peter Schau, representing Central States Tower III, LLC., for a conditional use permit to construct a wireless communication tower at 5225 Joerns Drive (Parcel ID 2308-02-2000-22). This property is zoned "M-2" Heavy Industrial District, and described as LOT 1 CSM#5265-19-75 BNG PRT NE NW S2 T23 R8 596428, City of Stevens Point, Portage County, Wisconsin.
5. Request from Jay Johnson, representing Washington School, for a conditional use permit to construct parking within and outside the right-of-way on Prais Street, south of Washington School, 3500 Prais Street (Parcel ID 2408-28-4018-02) and partially on 3241 Prais Street (Parcel ID 2408-33-1001-16). This property is zoned "R-2" Single Family Residence District, and described as PRT OF NENE & NWNW S33 & PRT SESE S28 LYG N OF MAIN ST, S OF PRAIS ST, W OF WILSHIRE, & E OF FRONTENAC S33 & S28 T24 R8 43.87A M/L 123/181; 330/690-94; 336/177; 336/179; 123/267 671/185; CSM 5/57; 790059 790388-AOC, City of Stevens Point, Portage County, Wisconsin.
6. Request from Don Keck, representing the Stevens Point School District, for a conditional use permit amendment to install exterior heating, ventilation, and air conditioning equipment at

1201 Northpoint Drive (Parcel ID 2408-29-2100-21). This property is zoned "R-2" Single Family Residence District, and described as PRT NENW S29T24R8 COM SE COR 2ND ST.N&N POINT S171F E264F S669F W94F S126F W170F TO EL 2ND S64F E370F S61F E1121F MOL TO SEC/L N TO N POINT W ALG N POINT TO POB (SPASH) 452/428-89, City of Stevens Point, Portage County, Wisconsin.

7. Request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point to add Skyward Drive; a variable width private street from its intersection with E.M. Copps drive to approximately 500 feet north thereof.

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

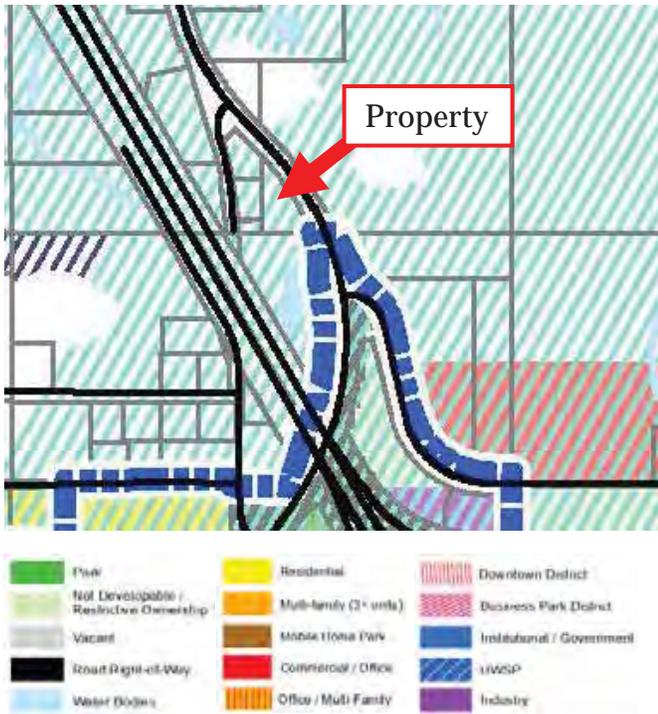
PUBLISH: August 7, 2015

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Plan Commission of the City of Stevens Point, Portage County, Wisconsin, will hold a Public Hearing on Tuesday, September 8, 2015 at 6:00 PM in the multi-purpose room of the Lincoln Center, 1519 Water Street, Stevens Point, Wisconsin, to hear the following:

1. Request from Mark and Roberta Erwin to amend the City of Stevens Point Comprehensive Plan Extraterritorial Land Use Map (Map 8.7A) for the purposes of classifying a future land use designation, Commercial / Office, for 1230 Second Street (County Parcel ID 020-24-0817-12.03) Portage County zoned "C-3" Commercial District, and described as of Part of Lot 1, CSM #5153, SE1/4 SW1/4 Section 17, T24, R8E, Town of Hull, Portage County, Wisconsin.

Map 8.7: Extraterritorial Land Use Map



Property Map



To obtain additional information regarding the above request(s), or to view a copy of the Comprehensive Plan, please contact the City of Stevens Point Director of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling 715-346-1567, during normal business hours (7:30 AM – 4:00 PM Monday – Friday).

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  
August 3, 2015 – 6:00 PM  
Lincoln Center – 1519 Water Street

PRESENT: Mayor Wiza, Alderperson Kneebone, Commissioner Bob Brush, Commissioner Daniel Hoppe, Commissioner Garry Curless, and Commissioner Dave Cooper.

EXCUSED: Commissioner Anna Haines

ALSO PRESENT: Community Development Director Michael Ostrowski, Economic Development Specialist Kyle Kearns, City Attorney Andrew Beveridge, Comptroller/Treasurer Corey Ladick, Alderperson Doxtator, Alderperson Mrozek, Alderperson McComb, Alderperson Phillips, Alderperson Morrow, Nate Enwald, Brandi Makuski, Barb Jacob, Dan Bowers, Jeff Schuler, Andrew Green, Jackson Case, Thomas Roltgen, Gil Kvatek, Lynette Kvatek, Nancy Saunders, Dawn Hoppa, Gary Hoppa, Barb Berndt, Linda Regalia, Brent Regalia, Bruce Kuhr, Elizabeth Anderson, Kenneth Anderson, Bob Fisch, Neil Prendergast, Jenny Kawski, Fred Hopfensperger, Char Hopfensperger, Sari Lesk, Bill Pritchard, Richard Judy, Molly Dulak, John Pearson, and Wei Huang.

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INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Report of the July 6, 2015 Plan Commission meeting.
  3. **Public Hearing** - Request from Andrew Green, representing DBGreen LLC., for a conditional use permit to construct and permit a multiple family use on the second floor at 1055 Main Street (Parcel ID 2408-32-2026-11).
  4. Action on the above.
  5. **Public Hearing** - Request from William Pritchard to rezone approximately 20 acres between West River Drive and West Zinda Drive (Parcel ID's 2408-31-4012-11 through 2408-31-4012-26, 2408-31-4012-32, and 2408-31-4012-41) from "R-2" Single Family Residence District to "R-3" Single and Two-Family Residence District.
  6. Action on the above.
  7. Request from the City of Stevens Point to construct a shelter and restroom facility in Mead Park (Parcel ID 2408-31-1014-01).
  8. Presentation of the Portage County Bicycle and Pedestrian Plan. *No action is required; action to adopt the plan will occur at a future Plan Commission meeting.*
  9. Adjourn.
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1. Roll Call.

**Present: Wiza, Kneebone, Brush, Hoppe, Curless, Cooper**

Discussion and possible action on the following:

2. Report of the July 6, 2015 Plan Commission meeting.

**Motion by Commissioner Cooper to approve the report of the July 6, 2015 Plan Commission meeting; seconded by Commissioner Curless. Motion carried 6-0.**

3. **Public Hearing** - Request from Andrew Green, representing DBGreen LLC., for a conditional use permit to construct and permit a multiple family use on the second floor at 1055 Main Street (Parcel ID 2408-32-2026-11).

Director Ostrowski explained the request is for a multi-family use for the second floor at 1055 Main Street, the former Jim Laabs music store. The property is zoned B-3 Central Business District and a multiple family use is a conditional use in all zoning districts. The applicant's proposal is to renovate the entire second floor into three residential units, a one bedroom, a two bedroom, and a three bedroom. In addition, the proposal shows office space on the second floor facing Main Street, and the first floor to be renovated for commercial. Staff recommends approval with the following conditions:

- A maximum of three multiple family units shall exist.
- Fencing or parapet wall shall surround the rooftop patio at an appropriate height to prevent a falling hazard.
- Any outdoor refuse storage or mechanical equipment shall be fully enclosed with an enclosure to be approved by staff.
- The applicant must secure a multi-family license prior to occupying the units.
- All building codes shall be met prior to issuance of occupancy license.
- Any exterior improvements must be reviewed and approved by the Historic Preservation / Design Review Commission (windows, doors, patio area, lighting, etc.).

Mayor Wiza declared the public hearing open. No one came forward to speak. Mayor Wiza declared the public hearing closed.

4. Action on the above.

Commissioner Curless asked if there was parking provided, to which Director Ostrowski stated parking is not required to be provided in the downtown area. Commissioner Curless stated his support for the project.

**Motion by Commissioner Curless to approve the request from Andrew Green, representing DBGreen LLC., for a conditional use permit to construct and permit a multiple family use on the second floor at 1055 Main Street (Parcel ID 2408-32-2026-11) with the following conditions:**

- A maximum of three multiple family units shall exist.
- Fencing or parapet wall shall surround the rooftop patio at an appropriate height to prevent a falling hazard.
- Any outdoor refuse storage or mechanical equipment shall be fully enclosed with an enclosure to be approved by staff.
- The applicant must secure a multi-family license prior to occupying the units.

- All building codes shall be met prior to issuance of occupancy license.
- Any exterior improvements must be reviewed and approved by the Historic Preservation / Design Review Commission (windows, doors, patio area, lighting, etc.).

seconded by Commissioner Hoppe. Motion carried 6-0

5. **Public Hearing** - Request from William Pritchard to rezone approximately 20 acres between West River Drive and West Zinda Drive (Parcel ID's 2408-31-4012-11 through 2408-31-4012-26, 2408-31-4012-32, and 2408-31-4012-41) from "R-2" Single Family Residence District to "R-3" Single and Two-Family Residence District.

Director Ostrowski explained that the request is to rezone approximately 20 acres of land between West River Drive and West Zinda Drive, a portion of which was platted in 1998. Currently, Mr. Pritchard can already construct homes in this area, but he is asking for a change in zoning from R-2 Single Family to R-3 Single and Two Family to give him the flexibility to also construct twin homes in this area. Wetlands are identified on some of the land, but if the property is re-platted, there will be a requirement to update the wetland delineation. Currently zoning around the property is light industrial to the north and single family to the east, west, and south. Staff has reviewed the request and have determined that it meets the standards of review, and therefore, would recommend approval.

Commissioner Curless asked that regardless of rezoning, would the developer have to maintain the effluent easement. Furthermore, he questioned a rectangular parcel on the map and property for the Green Circle Trail. Director Ostrowski answered that the easement would need to be maintained, the bike trail lands are already dedicated, and the rectangular parcel is currently a private driveway.

Aldersperson Kneebone asked, since the land is already platted as single family, if they were allowed to rezone the property, would it have to be re-platted, to which Director Ostrowski stated it depends on the lot size as some of the lots are small and would only be able to be developed as single family.

Mayor Wiza declared the public hearing open.

Gil Kvatek, 216 West Pleasant Street, is against the rezoning. He stated that the map looks big, but the area really is not. He feels that the side-by-side duplexes are not built to the same standard as a single family home, and are not well maintained, and that two family housing would change the dynamic of the entire neighborhood.

Tom Roltgen, 208 West Pleasant Street, is against the rezoning due to it causing a drop in property values, homes becoming vacant, and the safety of the pedestrian traffic in the area.

Elizabeth Anderson, 1817 West Zinda Drive, stated she is also concerned for a decrease in property values, the wetlands, duplex maintenance, and the Green Circle Trail. She is against the rezoning.

Nancy Saunders, 1901 West River Drive, is against the rezoning and is concerned for the wildlife in the area.

Kenneth Anderson, 1817 West Zinda Drive, supports single family zoning only to keep the neighborhood feel, and does have a concern of the water runoff and how the rest of the land will be developed.

Fred Hopfensperger, 1924 West River Drive, loves his neighborhood, but is concerned that with having \$400,000 homes in the area, adding duplexes will decrease the value of the homes.

Wei Huang, 1801 West Zinda Drive, he pointed out that Aster Court is not a dedicated road, but it is a driveway over private property.

Cathy Dugan, 615 Sommers Street, feels the quality of life in the neighborhood, the green space, wetlands, and wildlife will be degraded with the rezoning. She pointed out other concerns including increases in volume of traffic, and water runoff/retention. She is against the rezoning.

John Pearson, 400 West Mapleridge Drive, is concerned with the water runoff, traffic control, and that if rental properties were allowed, the integrity of the neighborhood would suffer.

Alderson McComb stated this area is in her district, and that the increase in traffic near the railroad track is a cause for concern. She said it should be kept as single family.

Herb Wiebel, 1941 West River Drive, said with this scale of development the water flow will be an issue, and utilities will be expensive to install due to rock in the area.

Mayor Wiza declared the public hearing closed.

6. Action on the above.

Director Ostrowski clarified that water drainage must remain on the property no matter what the zoning.

Commissioner Curless asked if the un-platted lands are wetlands, to which Director Ostrowski stated there is a significant amount of wetlands on the property, but if re-platted they would have to be delineated and identified. Commissioner Curless then went on to point out that the parcels along the railroad would be hard to sell as single family, and maybe the re-plat could address that difficulty.

Commissioner Hoppe asked to have the property re-platted in order to have a better grasp on the request, to which Director Ostrowski stated the concern with platting before the zoning is that the zoning would set the lot sizes and the R-3 would change some of the lot sizes, but not all of them.

Mayor Wiza explained that if the plat is rezoned, and then re-platted, the amended plat is required to come before the Plan Commission. Director Ostrowski clarified that the developer can plat up to four lots by certified survey map, but anything over that in a five year period is required to come before the commission and submitted to the state.

Commissioner Brush asked what the maximum amount of buildable lots is right now with the current zoning, and what the maximum number of buildable lots is if it is rezoned. Director Ostrowski stated it would depend on how it is platted, the road, and shrinking some lot sizes.

Mayor Wiza pointed out that even if left single family he could make it denser with sixty feet being the minimum lot width. All of these lots as platted are significantly larger than what the minimum would be for single family.

Commissioner Curless asked if it is left the way it is, where do additional platted lots have access from right-of-way. Director Ostrowski stated access would have to come off of the lot off of West Zinda Drive, which is owned by Mr. Pritchard.

Commissioner Brush stated with the many different configurations for this area, it is hard for him to imagine the advantages of rezoning to single and two family. He explained that the neighborhood has an established value, and does not think that we should try to violate that with the rezoning.

Commissioner Cooper asked to have the developer, Mr. Pritchard, explain the difference between a twin home and a duplex.

Bill Pritchard, 5456 Cardinal Drive, pointed out that there is land currently dedicated to the Green Circle Trail, the water runoff and rock have never been an issue, and the wetlands are actually intermittent streams. He also stated that a lot of the lots are narrow and would not allow for twin homes, but he does want the flexibility to construct them if the lots are big enough. Mr. Pritchard explained that twin homes

share a common wall, but are two legally separate parcels, where duplexes are one parcel with two living units. It is not his intent to distract from the neighborhood or to have rental properties.

Commissioner Curless asked how many of the lots could be twin homes as of now if the zoning was changed. Director Ostrowski answered stating that only about two or three lots.

Mr. Pritchard continued stating he does not want to build a subdivision of twin homes, but with the cost of installing utilities, he just wants the flexibility to reduce his risk.

Commissioner Curless clarified that there are only three lots set up to be twin homes currently, to which Director Ostrowski stated yes, and if more than five lots were created within five years, then the subdivision would have to be re-platted.

Aldersperson Kneebone asked Mr. Pritchard what the ultimate density would be of the subdivision, to which he answered, that would depend on the economy over the next five years.

Commissioner Brush asked what the buildable area is, and if all of the subdivision is to use the single entrance, it would not be big enough. Director Ostrowski stated the buildable area would be determined by the road, and the wetland delineation. Mr. Pritchard added when the private entrance was installed, it was built to city specifications for a future road way. He stated the Army Corp of Engineers would delineate the wetlands, but in his mind approximately 6-8 more lots are buildable.

Tom Roltgen, 208 West Pleasant St, pointed out that due to supply and demand, the property values will go down. He also pointed out that back in 1998 when the subdivision was originally platted, before the Highway HH Bridge, he asked for this to be tabled.

Kenneth Anderson, 1817 West Zinda Drive, is concerned allowing the rezoning to two-family residential and stated in the future that opens the properties up to duplexes.

**Motion by Commissioner Cooper to approve the request from William Pritchard to rezone approximately 20 acres between West River Drive and West Zinda Drive (Parcel ID's 2408-31-4012-11 through 2408-31-4012-26, 2408-31-4012-32, and 2408-31-4012-41) from "R-2" Single Family Residence District to "R-3" Single and Two-Family Residence District; seconded by Mayor Wiza.**

Aldersperson Kneebone pointed out that just because we can do something doesn't mean we should. She is not satisfied that the wetlands will not be affected by any number of lots, and is not comfortable in approving this until she knows where the wetlands are. Mayor Wiza asked if it would be different if the single family homes were constructed there, to which Aldersperson Kneebone stated she would still be concerned about runoff and were the lots are going to be.

Mayor Wiza clarified what we are considering tonight is the rezoning since at this time they can build single family homes there now.

**Roll call: Yeas- Wiza, Hoppe, Cooper**

**Nays- Kneebone, Brush, Curless**

**Motion tied 3-3.**

7. Request from the City of Stevens Point to construct a shelter and restroom facility in Mead Park (Parcel ID 2408-31-1014-01).

Mayor Wiza explained this project is a partnership between the Stevens Point School District and the City to remove the existing shelter, have a new slab poured and then have SPASH students construct the new shelter.

**Motion by Commissioner Cooper to approve the request from the City of Stevens Point to construct a shelter and restroom facility in Mead Park (Parcel ID 2408-31-1014-01) with the staff conditions; seconded by Commissioner Curless.**

Cathy Dugan, 615 Sommers Street, felt this was a good plan, but also was unsure of the size as the park seems to be over developed already.

Mayor Wiza stated that the shelter would be the same or smaller in size than the old shelter. Director Ostrowski added the new structure would be 30 feet by 60 feet.

**Motion carried 6-0.**

8. Presentation of the Portage County Bicycle and Pedestrian Plan. *No action is required; action to adopt the plan will occur at a future Plan Commission meeting.*

Jeff Schuler, Portage County Planning and Zoning, spoke regarding the Portage County Bicycle and Pedestrian Plan that has been developed. He stated this plan is for the commission to start a conversation as to what they want and don't want in current and future development as well as how to integrate the Bike and Pedestrian Plan into the Comprehensive Plan.

Commissioner Brush stated as he observes the community development, this will be a possible advisor to our future planning and work in the bike/pedestrian plans into areas of the city.

Mayor Wiza pointed out this is a good framework to start with from a planning point of view.

Commissioner Curless asked if we could show where the city boundaries will be in the next 10 years, to which Mayor Wiza stated we cannot specifically, but there are current boundaries and planed potential expansions. Director Ostrowski stated in 2006 there was an extra territorial boundary set up with likely uses. We have a planning document that gives us a 20 year horizon for future growth, mainly to the east.

Aldersperson Kneebone commented on climate change for green energy and reduced carbon foot prints. We have to keep in mind this bike/pedestrian access and traffic for our future.

Jeff Schuler added you don't need to be comprehensive plan experts, but work with the concept of planning and taking an educated guess of what is needed now and what will be needed in the future, whether that be for infill or boundary expansion.

Commissioner Curless asked if we have worked with the Town of Hull and Stockton, to which Mayor Wiza stated yes the conversations are already being had.

9. Adjourn.

Meeting adjourned at 7:37 PM.

# Administrative Staff Report

Shared Parking Request  
5208 Heffron Court  
September 8, 2015



Department of Community Development

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Sandra Filtz</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Michael Ostrowski, Director <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li> <li>Kyle Kearns, Associate Planner <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>2308-02-2000-27</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Effective Frontage: 240 feet</li> <li>Effective Depth: 285 feet</li> <li>Square Footage: 68,400</li> <li>Acreage: 1.570</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"M-2" Heavy Industrial District</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Business Park District</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 6: Slowinski</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Commercial/Industrial</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.01(16), and 23.02(3)(b)</li> </ul>	<p><b>Request</b></p> <p>Request from Sandra Filtz for shared parking at 5208 Heffron Court (Parcel ID 2308-02-2000-27).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Parcel ID Sheet</li> <li>Application</li> <li>Site Plan</li> <li>Draft Shared Parking Document</li> </ul> <p><b>Findings of Fact</b></p> <ol style="list-style-type: none"> <li>Two buildings exist on the property which utilize a single driveway, and drive aisle to serve parking areas.</li> <li>Multiple uses exist on the property.</li> <li>The applicant is proposing to legally split the property and utilize a shared driveway and drive aisle.</li> <li>Plan Commission and Common Council shall have the authority to approve shared parking facilities.</li> <li>The property is zoned "M-2" Heavy Industrial District</li> <li>The City's Comprehensive Plan calls for a business park district use on this property.</li> </ol> <p><b>Staff Recommendation</b></p> <p>Approve the request for shared parking, including access at 5208 Heffron Court subject to the following conditions:</p> <ol style="list-style-type: none"> <li>Handicap stalls shall be designated to serve each building and marked and signed appropriately.</li> </ol>
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# Vicinity Map



## Background

The applicant is working to split the property as the sole tenant of the western building is inquiring to purchase the building and lot. Staff have reviewed the proposed lot split which meets zoning ordinance requirements, such as minimum lot size and setbacks. A shared parking facility would be required as a single ingress/egress serves the property, and the proposed lot line will exist within the driveway and drive aisle. Below is a summary of uses and parking on the property, see also the attached site plan.

### Building 1 (Parcel 1) – West Building

Build Size: 12,000 square feet  
 Use: Industrial  
 Parking Requirement: 1 Stall /4,000 SF GFA  
 Existing Stalls: 26 (18 with garage access)

### Building 2 (Parcel 2) – East Building

Building Size: 12,000 square feet  
 Use: Commercial – Gymnastics  
 Parking Requirement: 1.5 Stalls/1000 SF GFA  
 Existing Stalls: 26 (18 with garage access)

Note that the existing driveway is approximately 30 feet wide, and approximately 80 feet exists between each building. Therefore, parking occurs within the interior of the site, adjacent to each building. This leaves nearly 40 feet for a shared drive aisle.

The Plan Commission and Common Council may allow shared parking facilities if the shared parking complies with all of the following standards.

## Standards of Review

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### 1) Ineligible Activities

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

**Analysis:** No handicap stalls have been identified on the site plan or parking plan.

**Findings:** Staff would recommend handicap stalls be designated to serve each building and marked and signed appropriately.

### 2) Location

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

**Analysis:** The parking stalls are located onsite and are directly adjacent to each building.

**Findings:** This standard is met.

### 3) Zoning Classification

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

**Analysis:** The requested shared parking and access are on proposed adjacent properties. The property is zoned M-2 Heavy Industrial District.

**Findings:** Parking requirements for stalls are met; however parking lot setbacks and screening are not met, as the proposed lot split will occur in the middle of the lot and driveway. Granting of a shared parking will allow for a lot split and waived requirements. Furthermore, the zoning ordinance identifies driveways to be contained entirely within the property frontage or as part of a joint access easement with an adjacent platted property (see the attached draft agreement).

### 4) Shared Parking Study

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

**Analysis:** The property and uses exist. The request involves splitting an existing lot of record into two lots. Furthermore, it includes utilizing a single driveway for ingress and egress, along with a drive aisle to access parking on each lot. Required parking can be met on each lot; however a user may utilize parking on the adjacent lot during peak hours. See details for each proposed property above.

**Findings:** The proposed parking for each property should be able to accommodate the uses on each property. Furthermore, parking occurs on the interior of the site, is adjacent to the buildings, and meets adequate spacing requirements.

### 5) Agreement

- I. A shared parking plan will be enforced through written agreement among all owners of record. An attested copy of the agreement between the owners of record shall be submitted to the Administrator.
- II. A shared parking agreement may be rescinded only if all required off-street parking spaces will be provided in accordance with this Zoning Code.

**Analysis:** All required off-street parking spaces based on use can be met on each proposed lot, however, a draft parking and access agreement has been submitted (see attached).

**Findings:** This standard is met.

## Photos

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Name and Address		Parcel #	Alt Parcel #	Land Use
Trinity Commercial Property LLC PO Box 883 Stevens Point, WI 54481		230802200027	230802200027	Warehouse, Storage
		Property Address		Neighborhood
		5208 Heffron Ct		Indust Pk & Mich Ave (Comm)
		Subdivision		Zoning
Display Note		Certified Survey Map		M2-HEAVY INDUSTRIAL

**OWNERSHIP HISTORY**

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
Trinity Commercial Property LLC Sandra A Filtz	11/9/2012	\$443,000	Warranty Deed	778007		Land & Build.
	8/20/2012	\$0	Quit Claim Deed	774832		Land & Build.

**SITE DATA**

**PERMITS**

Actual Frontage	240.0	Date	Number	Amount	Purpose	Note
Effective Frontage	240.0	6/27/2013	13-0294	\$3,600	020 Electrical	service upgrade 200 a replace hwh Archery shooting facili upgrade
Effective Depth	285.0	3/12/2008	35365	\$1,927	066 Plumbing	
Square Footage	68,400.0	2/20/2003	31350	\$7,500	042 Interior Renov/Re	
		12/10/2002	31250	\$5,500	020 Electrical	
Acreage	1.570	3/16/1998	27453	\$3,500	042 Interior Renov/Re	
		3/4/1997	26501	\$15,000	042 Interior Renov/Re	

**2015 ASSESSED VALUE**

Class	Land	Improvements	Total
(2) - B-Commercial	\$39,300	\$345,700	\$385,000
<b>Total</b>	<b>\$39,300</b>	<b>\$345,700</b>	<b>\$385,000</b>

**LEGAL DESCRIPTION**

LOT 2 CSM#5982-22-55 BNG PRT SE NW S2 T23 R8 652/550 774832 778007

**PROPERTY IMAGE**

**PROPERTY SKETCH**



Name and Address		Parcel #	Alt Parcel #	Land Use
Trinity Commercial Property LLC PO Box 883 Stevens Point, WI 54481		230802200027	230802200027	Warehouse, Storage
		Property Address		Neighborhood
		5208 Heffron Ct		Indust Pk & Mich Ave (Comm)
		Subdivision		Zoning
Display Note	Certified Survey Map		M2-HEAVY INDUSTRIAL	

**BUILDING SUPERSTRUCTURE DATA**

Bldg	Sec	Occupancy	Year	Area	Framing	Hgt
1	1	Warehse, Storage (S low)	1995	12,000	Metal - Low	16
2	1	Warehse, Storage (S low)	1996	9,960	Metal - Low	16
2	2	Store, Retail (S low)	1996	2,040	Metal - Low	16

<b>Total Area</b>	<b>24,000</b>
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**BASEMENT DATA**

**COMPONENTS**

Bldg	Sec	Adjustment Description	Area	Bldg	Sec	Component Description	Area
				1	1	Loading Dock(s)	384
				2	1	Loading Dock(s)	384

**DETACHED IMPROVEMENTS**

Structure	Year Built	Square Feet	Grade	Condition

**SITE IMPROVEMENTS**

**STRUCTURE DATA**

Site Improvement	Units	Age	20
		Year Built	1995
		Eff. Year	1995
		One Bedroom	
		Two Bedroom	
		Three Bedroom	
		Total Units	
		Stories	1.00
		Business Name	2 Buildings



City of Stevens Point  
Community Development Department

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

**APPLICATION FOR A SITE PLAN REVIEW**

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

R#1-62527  
\$150  
8-10-15

**ADMINISTRATIVE SUMMARY (Staff Use Only)**

Application #	-	Date Submitted	8/10/15	Fee Required	150.00	Fee Paid	150.00
Associated Applications (if any)	-	Assigned Case Manager	Kyle Kamm				
Pre-Application Conference Date	-	Minor Site Plan	<input checked="" type="checkbox"/>	Major Site Plan	<input type="checkbox"/>		

**APPLICANT/CONTACT INFORMATION**

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> )	
Applicant Name	Sandra Filtz	Contact Name	
Address	P.O. Box 883	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-341-8813	Telephone	
Fax		Fax	
Email	SFiltz4@gmail.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)]		
Parcel 1	Parcel 2	Parcel 3
5208 Heffron Court, ST. PT		
Legal Description of Subject Property		
Lot 2 CSM # 5982-22-55 Bng PRT SE NW S2 T23 R8 652/550 774832 778007		
Area of Subject Property (Acres/Sq Ft)		
1.57 Acres	68,400	Sq Ft
Current Zoning District(s)		
M-2 Heavy Industrial		

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

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

Existing Tenant (of 2 years) Russell Gymnastics, would like to purchase one of the two 12,000 Sq Ft Buildings on the subject parcel. This purchase will involve splitting the existing parcel in half (equally) but will also create a shared driveway and some shared parking lot responsibilities. I am requesting approval of the City's Planning Commission, of this property split and submitted documentation for the shared driveway and parking lot agreement.

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

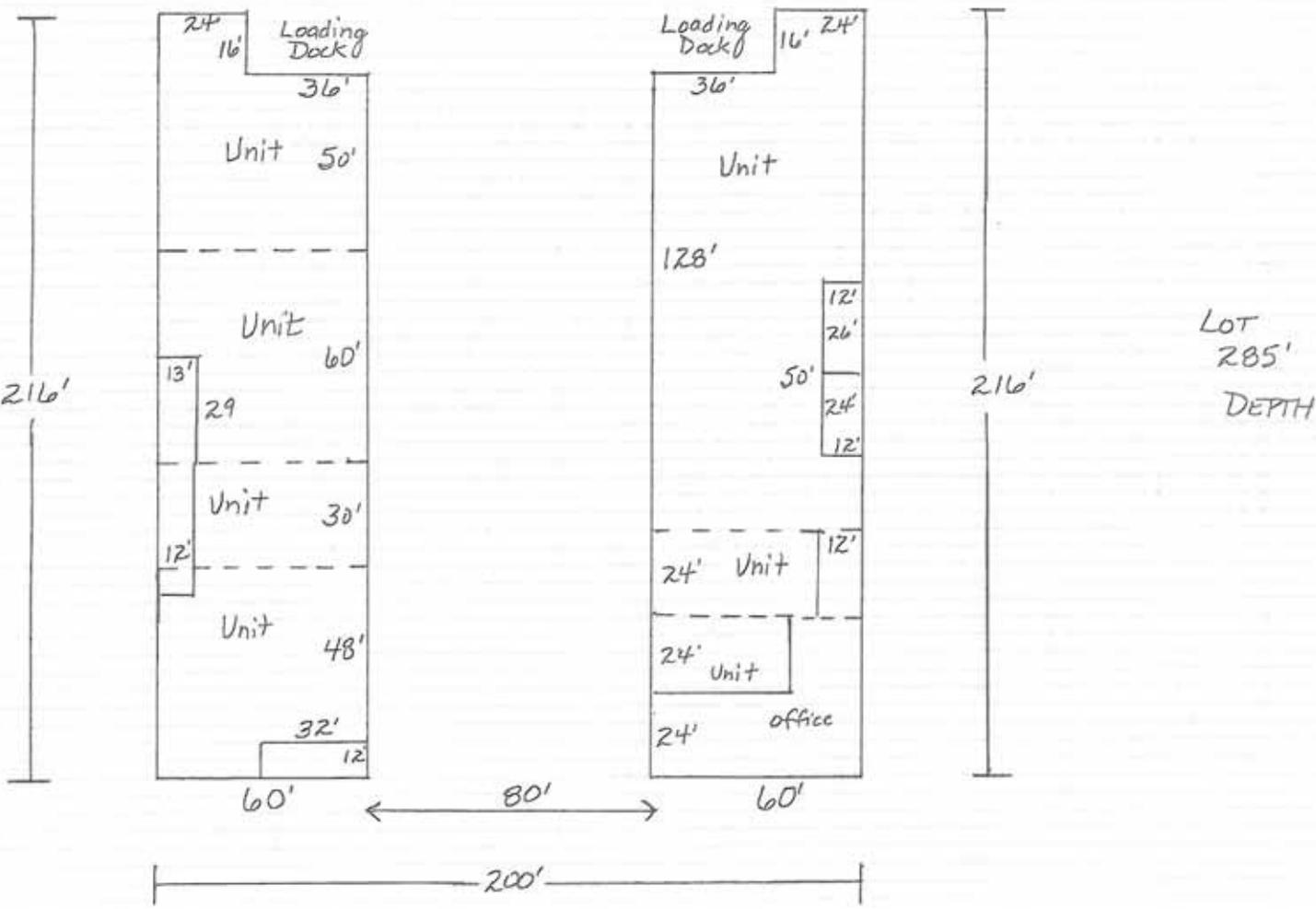
**EXHIBITS**

Owner Information Sheet	<input checked="" type="checkbox"/>	Additional Exhibits If Any (List):
Letter to District Alderperson	<input checked="" type="checkbox"/>	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	<input checked="" type="checkbox"/>	
Site Plan (designating primary, side, and service street frontages)	<input checked="" 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 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
Sandra A Filtz	8/10/15	Sandra A Filtz	8/10/15



HEFFRON COURT

LOT 240' FRONTAGE

1" = 50'



## Shared Parking Agreement and Driveway Easement

WHEREAS, Trinity Commercial Property, LLC (Sandra A. Filtz-Sole Member), hereafter, "Grantor" is the owner of the following parcels located in the City of Stevens Point, County of Portage, Wisconsin:

5208 Heffron Court Parcel 1

5208 Heffron Court Parcel 2

WHEREAS, there exists on said Parcel 1 and Parcel 2 that certain parking lot and driveway as described and shown on the surveys attached here to as Exhibit A and B respectively, and

WHEREAS, Grantor desires to impress upon the said properties certain covenants, rights-of-way and restrictions regarding the use, access and maintenance which shall be of use to the benefit of and be binding upon the successors and assigns of Grantor.

THEREFORE, the undersigned, Trinity Commercial Property, LLC (Sandra A. Filtz-Sole Member) does hereby impress upon the above described properties the following covenants, rights-of-way and restrictions, which shall hereafter be covenants which run with the land and shall be of use to the benefit of and be binding upon the grantees, successors and assigns of each of said separate parcels:

1. The parking lot and driveway shown on exhibits 1 and 2 shall be a perpetual easement in favor of the successors in title of Grantor for parking of vehicular traffic and for ingress and egress to and from the said properties. Accordingly, Parcel 1 shall be burdened by said easement in favor of the Grantor's successors in title to Parcel 2 and likewise Parcel 2 shall be burdened by said easement in favor of the Grantor's successors in title to Parcel 1.
2. The successors in title to each Parcel shall not obstruct or restrict the use of any portion of the said parking lot and driveway and no buildings or improvements may be erected upon said easement.
3. MAINTENANCE: The easement shall be maintained in a serviceable, neat and acceptable manner and in a manner so that the overall appearance of said parking lot and driveway shall be uniform. Each of Grantor's successors in title to Parcel 1 and in title to Parcel 2 shall be individually responsible with the repair and maintenance thereof and shall cooperate with each other in the performance of routine and necessary repairs, overlay, sealing and snow removal of the said parking lot and driveway.
4. USE OF SAID PARCELS: Successors shall adhere to all published City land uses and zoning ordinances. Successors in title using said Parcel 1 or said Parcel 2 as a recreational practice facility shall hold no public events on said Parcel 1 or said Parcel 2.
5. SIGNAGE: Grantor's successors of Parcel 2 shall maintain existing sign, allowing four (4) lower sections of existing sign to be used by Grantor's successors of Parcel 1. Each successor in title shall be responsible for their own graphics panel if advertisement is desired.
6. COOPERATION: Grantor's successors in title agree to cooperate to the best of their abilities to mutually use the shared driveway without disrupting the other party.
7. INSURANCE: Grantor's successors in title agree, at their own expense, to maintain liability insurance for the facilities as is standard for their own business usage.
8. INDEMNIFICATION: Grantor's successors in title agree to release the other from any claim of any nature whatsoever that may arise from each individual successor's liability. Parcel 1 successors shall hold Parcel 2 successors harmless for any debt or liability created from Parcel 1 successors business and Parcel 2 successors shall hold Parcel 1 successors harmless for any debt or liability created by Parcel 2 successors business.
9. TERMINATION: This agreement can be terminated by any Individual successor in title who obtains sole ownership of both Parcel 1 and Parcel 2 in conjunction with proper notification and approval from the Economic Development Department of the City of Stevens Point, County of Portage, Wisconsin.

BINDING EFFECT

IN WITNESS WHEREOF, this Agreement has been executed on this the \_\_\_\_\_ day of \_\_\_\_\_, 2015  
BY: Trinity Commercial Properties, LLC

Sandra A. Filtz - Sole Member

\_\_\_\_\_  
Sandra A. Filtz

AUTHENTICATION  
Signature \_\_\_\_\_  
authenticated this \_\_\_\_\_  
day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Title: Member State Bar of  
Wisconsin  
(If not, \_\_\_\_\_  
Authorized by 706.06,  
Wis. Stats.)

ACKNOWLEDGMENT  
State of Wisconsin  
County: \_\_\_\_\_  
Personally came before  
me this \_\_\_\_\_ day of \_\_\_\_\_  
2015, the above named

\_\_\_\_\_  
\_\_\_\_\_

To me known to be the person  
Who executed the foregoing  
Instrument and acknowledge the  
Same.  
(use black ink for signatures)

\_\_\_\_\_  
\* \_\_\_\_\_

Notary Public  
County, \_\_\_\_\_  
My Commission is permanent,  
(If not state expiration date)  
Expires: \_\_\_\_\_

# Administrative Staff Report

Hintz Conditional Use  
Operate Indoor Archery  
3296 Church Street  
September 8, 2015



Department of Community Development

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Gary Hintz</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Michael Ostrowski, Director <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li> <li>Kyle Kearns, Associate Planner <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>2308-04-3008-16</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"B-4" Commercial District</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Commercial/office/multi-family</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 10 – Phillips</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Actual Frontage: 450 feet</li> <li>Effective Frontage: 450 feet</li> <li>Effective Depth: 150 feet</li> <li>Square Footage: 54,592</li> <li>Acreage: 1.253</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Commercial - Retail</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.01(16), 23.02(1)(e), and 23.02(2)(d)</li> </ul>	<p><b>Request</b></p> <p>Request from Gary Hintz, representing Bucks and Bulls Archery, for a conditional use permit to operate an indoor archery range at 3296 Church Street (Parcel ID 2308-04-3008-16).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Property Data</li> <li>Exhibit Map</li> <li>Application</li> <li>Renderings/ Photos</li> </ul> <p><b>Findings of Fact</b></p> <ul style="list-style-type: none"> <li>The property is zoned "B-4" Commercial District.</li> <li>Indoor archery is a conditional use within the B-4 Zoning District.</li> <li>The proposed indoor archery range consists of 5 shooting lanes.</li> <li>Repair, maintenance, sale, training, and target practice associated with archery is proposed.</li> </ul> <p><b>Staff Recommendation</b></p> <p>Approve, subject to the following condition(s):</p> <ul style="list-style-type: none"> <li>All building codes shall be met.</li> <li>Outdoor shooting shall be prohibited.</li> <li>The handling of bows shall adhere to all local, state, and federal regulations.</li> <li>A half wall or barrier shall be constructed to fully separate the shooting lanes near the front of the store, preventing patrons entering the facility from impeding the shooting lanes when in operation. An updated site plan shall be submitted and reviewed by the Community Development Department.</li> <li>All exterior doors shall be kept closed so as to fully confine the archery range.</li> <li>All refuse containers shall be screened from view.</li> <li>All shooting within the proposed ranges shall be monitored and supervised at all times by an instructor or staff member.</li> </ul>
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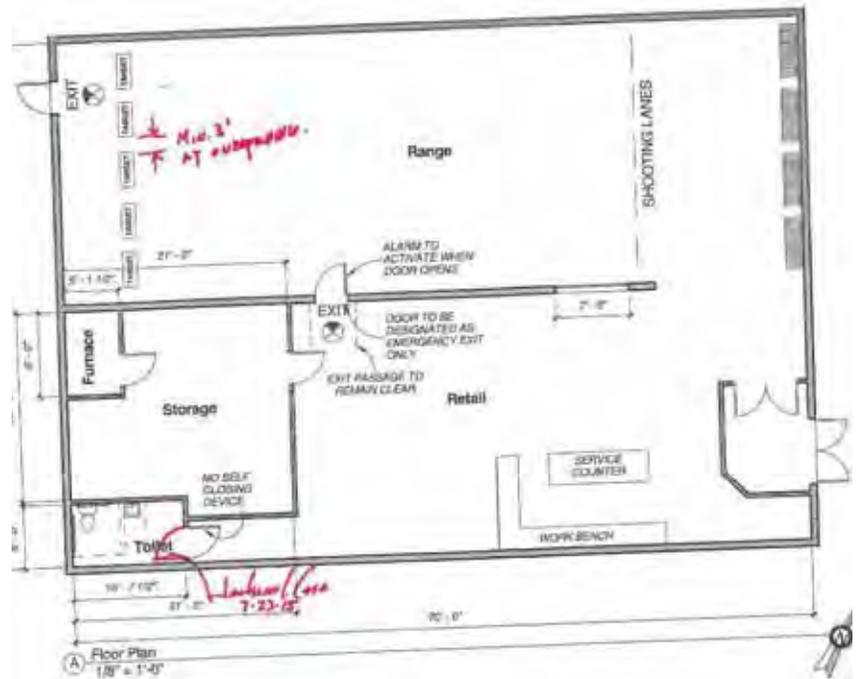


## Standards of Review

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

**Analysis:** The use is proposed to exist inside the facility, within supervised shooting lanes. Furthermore, the use is in an established commercial area and will occupy a vacant suite.

**Findings:** The proposed use is not in conflict with the surrounding area. The use will cause additional traffic on site however; the existing infrastructure can accommodate the increase. Staff would recommend a half wall or barrier preventing patrons entering the facility from impeding the shooting lanes when in operation.



- 2) The use will not be injurious to the use and for the purpose already permitted;

**Analysis:** The use is commercial in nature and is within an established commercial corridor.

**Findings:** The proposed use is not in conflict with the surrounding area.

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

**Analysis:** The respective area is in an established and developed area of the City. The property is located near the archery facility's former location.

**Findings:** The proposed use is not in conflict with the surrounding uses or area.

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

**Analysis:** The use will occupy an existing building. No exterior renovations are proposed.

**Findings:** The current building matches the surrounding area in terms of architectural appeal and general function. No exterior changes are planned.

- 5) Adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided;

**Analysis:** The respective area is an established area of the City.

**Findings:** Utilities currently exist in this area.

- 6) Adequate measures have been, or will be, taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;

**Analysis:** The establishment has an adequate amount of parking as the use will exist in a strip shopping center.

**Findings:** All parking will occur in the parking lot in front of the establishment that abuts Church Street.

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

**Analysis:** The proposed use is within the General Commercial District. The intent of this district is to provide for retail, commercial, office, service, and apartment uses in areas of food accessibility along arterial streets consistent with the City's Comprehensive Plan. This district is primarily intended to accommodate general commercial uses requiring on-site parking and arterial access.

**Findings:** The use is consistent with the district.

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

**Analysis:** The lot and building exist within this district, and no amendments or changes are being proposed.

**Findings:** The proposed use conforms to the general intent and regulations of the B-4 district.

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

N/A

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

N/A

- 11) Access to the site shall be safe.

**Analysis:** Access to the site is off Church Street via a controlled intersection.

**Findings:** Traffic to the site will occur mainly off of Church Street. The site can also be accessed through the Nebel Street and Water Street, as it is situated on a corner between two controlled intersections.

- 12) There shall be adequate utilities to serve the site.

- a. The Public Works Director, Police Chief, and Fire Chief shall determine whether there is adequate sanitary sewer, potable water, storm drainage, street capacity, emergency access, public protection services, and other utilities to serve the proposed development. They shall review the plan to ensure safety and access for safety vehicles.

**Analysis:** The property currently exists with utilities serving the site.

**Findings:** This standard is met.

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

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

**Analysis:** No change will occur regarding mechanical equipment.

**Findings:** All items shall be screened from view, including refuse containers.

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

**Analysis:** No change in lighting is proposed.

**Findings:** Lighting is provided by building and street light poles.

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

**Analysis:** The business will be operating within the confines of the building.

**Findings:** The use will not create excessive noise.

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

N/A

After review, staff would recommend approving the request to operate and indoor archery range as indicated above within the location described, subject to the conditions on page one of the staff report.

## Photos

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East Façade – Building Entrance



East Façade

Name and Address		Parcel #	Alt Parcel #	Land Use
OpiPoz LLC 1402 Lakehurst Rd Mosinee, WI 54455		230804300816	230804300816	Shopping Center, Neighborhood
		Property Address		Neighborhood
		3296 Church St		Division St/Church St (Comm)
		Subdivision		Zoning
Display Note		Certified Survey Map		B4-COMMERCIAL

**OWNERSHIP HISTORY**

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
OpiPoz LLC William Opiola &	12/4/2013	\$1,645,400	Quit Claim Deed/Addl Par	791921		Land & Build.
	12/3/2013	\$1,645,400	Trustees Deed w/addl pro	791920		Land & Build.

**SITE DATA**

**PERMITS**

Actual Frontage	0.0	Date	Number	Amount	Purpose	Note
Effective Frontage	0.0	11/13/2012	12-738	\$14,800	032 Furnace (HVAC)	& coolig; Subway build
Effective Depth	0.0	11/13/2012	12-738	\$48,000	042 Interior Renov/Re	Subway build-out
Square Footage	54,592.0	11/13/2012	12-738	\$21,800	020 Electrical	Subway build-out
		11/13/2012	12-738	\$10,400	066 Plumbing	Sub way build-out
Acreage	1.253	10/17/2012	12-0674	\$7,000	099 Sign	Subway bldg/road sign
		12/12/2011	11-870	\$4,000	020 Electrical	separate electrical

**2014 ASSESSED VALUE**

Class	Land	Improvements	Total
(2) - B-Commercial	\$205,300	\$524,800	\$730,100
<b>Total</b>	<b>\$205,300</b>	<b>\$524,800</b>	<b>\$730,100</b>

**LEGAL DESCRIPTION**

LOT 3 CSM#8295-32-125&A BNG PRT NW SW S4 T23 R8 516/299-300 642584 (786476-LSE) 791920-1

**PROPERTY IMAGE**

**PROPERTY SKETCH**



Name and Address		Parcel #	Alt Parcel #	Land Use
OpiPoz LLC 1402 Lakehurst Rd Mosinee, WI 54455		230804300816	230804300816	Shopping Center, Neighborhood
		Property Address		Neighborhood
		3296 Church St		Division St/Church St (Comm)
		Subdivision		Zoning
Display Note		Certified Survey Map		B4-COMMERCIAL

**BUILDING SUPERSTRUCTURE DATA**

Bldg	Sec	Occupancy	Year	Area	Framing	Hgt
1	1	Shopping Ctr, NBHD (S avg)	1991	12,000	Metal - Avg	15
1	2	Restaurant, Fast Food (C avg)	1991	2,000	Masonry - Avg	15

<b>Total Area</b>		14,000
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**BASEMENT DATA**

**COMPONENTS**

Bldg	Sec	Adjustment Description	Area	Bldg	Sec	Component Description	Area

**DETACHED IMPROVEMENTS**

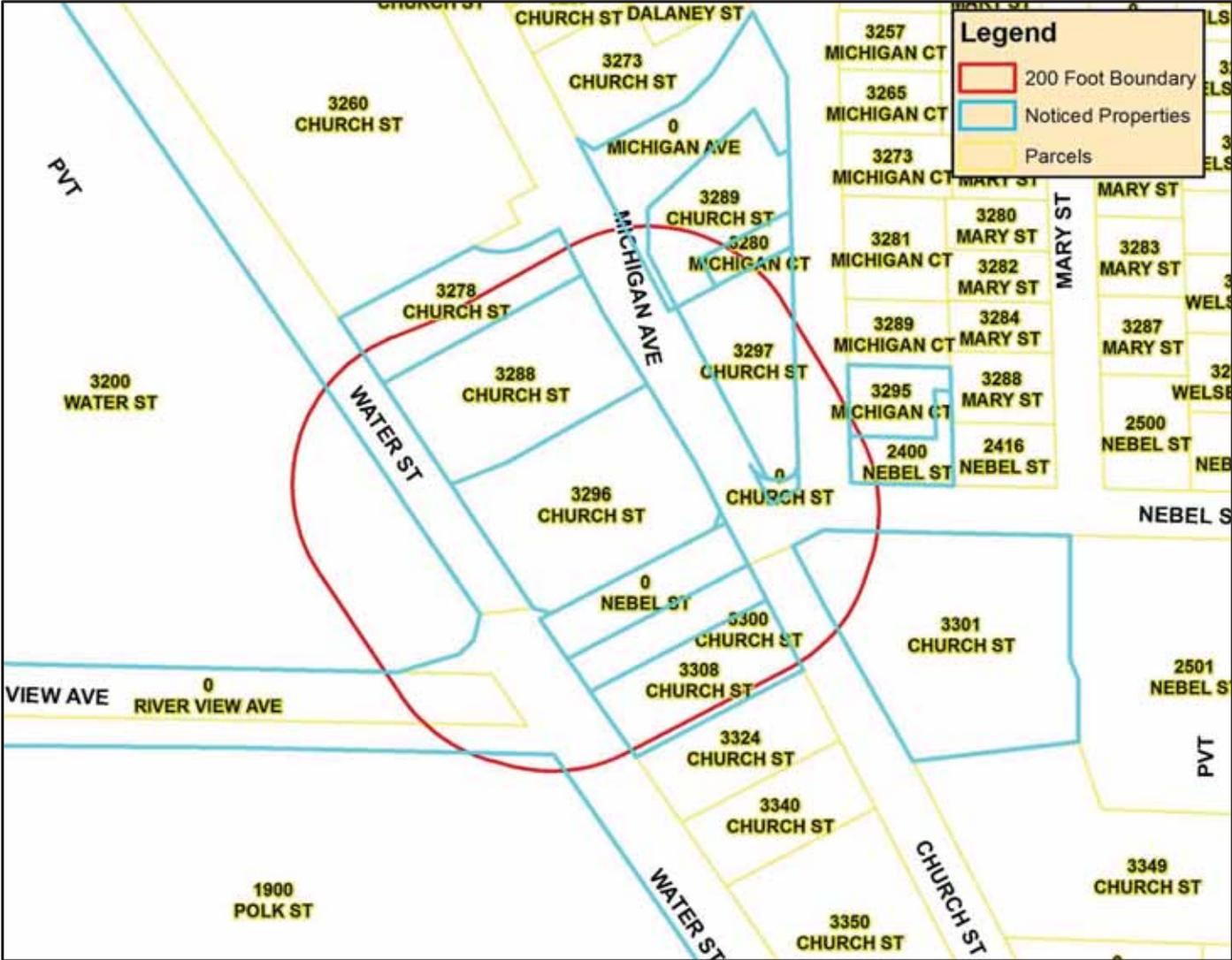
Structure	Year Built	Square Feet	Grade	Condition

**SITE IMPROVEMENTS**

**STRUCTURE DATA**

Site Improvement	Units	Age	24
		Year Built	1991
		Eff. Year	1991
		One Bedroom	
		Two Bedroom	
		Three Bedroom	
		Total Units	
		Stories	1.00
		Business Name	Strip Mall

Conditional Use Permit Request – Operate Indoor Archery Range – 3296 Church Street – (Parcel ID 2308-04-3008-16) – Exhibit Map (200 Feet Boundary)



Tax Key	Name	Mailing Address	City, State	Zip	Property Address
281230805410007	HERITAGE INV CO	2026 COUNTY ROAD HH	PLOVER WI	54467	3200 Water St.
281230804300734	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Michigan Ave.
281230804300735	LARRY A & EVELYN G KLUCK	1760 Deer Ln	Stevens Point WI	54482	3289 Church St.
281230804300736	STEVENS POINT 3297 CHURCH WI LLC	2201 Madison St	Stevens Point WI	54481	3280 Michigan Ave.
281230804300807	JSS - STEVENS POINT LLC	R13846 Johnson Rd	Ringle WI	54471	3278 Church St.
281230804300729	STEVENS POINT 3297 CHURCH WI LLC	2201 Madison St	Stevens Point WI	54481	3297 Church St.
281230804300815	LEO JR BRANTON TRUST	PO BOX 989	SARATOGA CA	95071	3288 Church St.
281230804300514	MATTHEW L RUSCH	3295 Michigan Ct	Stevens Point WI	54481	3295 Michigan Ct.
281230804300816	OPIPOZ LLC	1402 LAKEHURST RD	MOSINEE WI	54455	3296 Church St.
281230804300515	ROGER E DASLER	2400 NEBEL ST	STEVENS POINT WI	54481	2400 Nebel St.
281230804390713	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Church St.
281230804300810	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Nebel St.

281230804301417	WALTRUST PROP C/O WALGREEN TAX DEPT	PO BOX 1159	Deerfield IL	60015	3301 Church St.
281230804301201	PORTAGE COUNTY	1515 Church St	Stevens Point WI	54481	3300 Church St.
281230804301202	ROBERT L & SHARON A LABLANC REVLIVTRS	2411 GOLDEN RD	PLOVER WI	54467	3308 Church St.
281230804301002	STEVENS POINT AREA PUBLIC SCHOOL DIST	1900 Polk St	Stevens Point WI	54481	1900 Polk St.

Loc. # 1.06 2346



City of Stevens Point  
Community Development Department

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

**APPLICATION FOR A CONDITIONAL USE PERMIT**

(Pre-Application Conference Required)

**ADMINISTRATIVE SUMMARY (Staff Use Only)**

Application #	-	Date Submitted	7/23/15	Fee Required	\$ 250.00	Fee Paid	\$ 250.00
Associated Applications If Any	-	Assigned Case Manager	Kyle Keams				
Pre-Application Conference Date	-	Conditional Use Permit Request	Use	<input checked="" type="checkbox"/>	Amend	<input type="checkbox"/>	

**APPLICANT/CONTACT INFORMATION**

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> )	
Applicant Name	Bucks and Bulls Archery	Contact Name	Gary Hintz
Address	3296 DE Church St	Address	609 Walter St
City, State, Zip	Stevens Point WI 54481	City, State, Zip	Stevens Point WI 54481
Telephone	715-341-2825	Telephone	715-570-3311
Fax		Fax	
Email	gary@bucksandbulls.net	Email	gary@bucksandbulls.net

**OWNERSHIP INFORMATION**

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/> )		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	William K Opiola	Owner's Name	
Address	1402 Lakehurst Road	Address	
City, State, Zip	Mosinee WI 54455	City, State, Zip	
Telephone	715-630-0824	Telephone	
Fax		Fax	
Email	billopiola@yahoo.com	Email	

**PROJECT SUMMARY**

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Legal Description of Subject Property		
Designated Future Land Use Category		Current Use of Property
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)		
Indoor Archery Range Archery Retail Archery lessons Archery leagues		Time Schedule Sept. 2015

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

another business in strip mall to help traffic in area for Retailers.

All neighbors are Retailers/Subway

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

wont be any negative impacts  
Plenty of parking

Current Zoning Surrounding Subject Property			
North:		South:	
East:		West:	
Current Land Use Surrounding Subject Property			
North:	Subway	South:	empty Building
East:	church ST	West:	Water ST

**EXHIBITS**

Owner Information Sheet	<input type="checkbox"/>	Additional Exhibits If Any:
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 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**

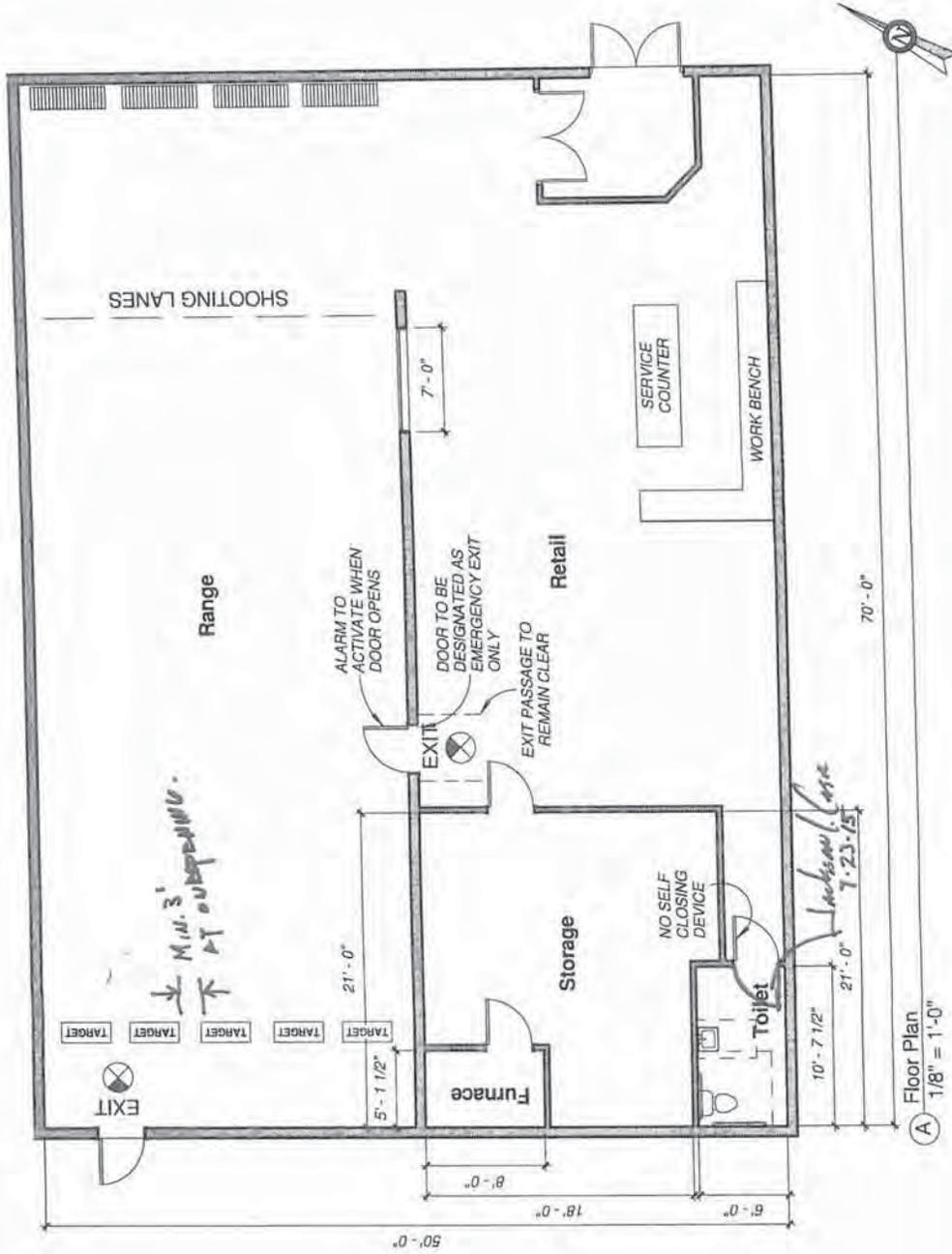
By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete 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
Mary Hmitz	7-22-15	Wileen K. O'Connell	7-22-15



# Bucks and Bulls Archery

*Handwritten:* Jackson Case  
7-22-2015



*Handwritten:* Min. 3' AT OUTLET

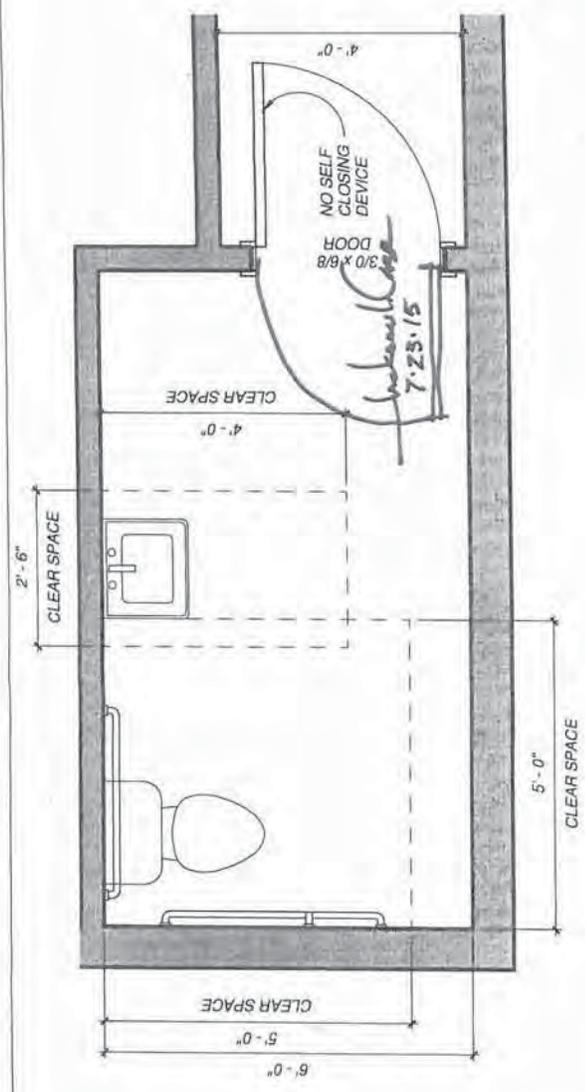
*Handwritten:* Jackson Case  
7-23-15

# Bucks and Bulls Archery

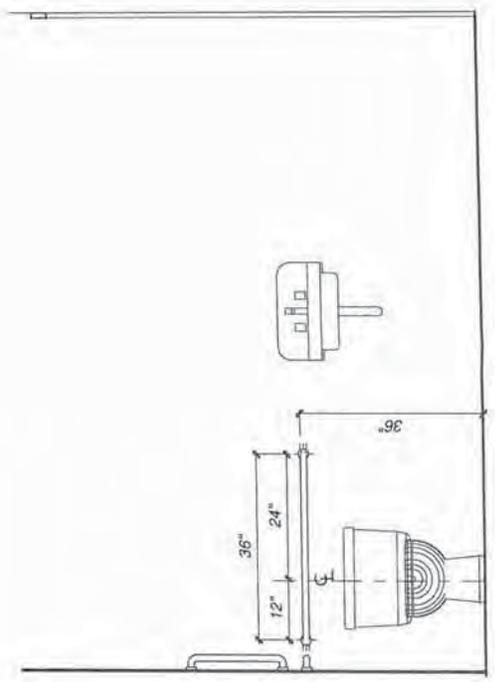
Project #: 1556

Date: 07/22/2015

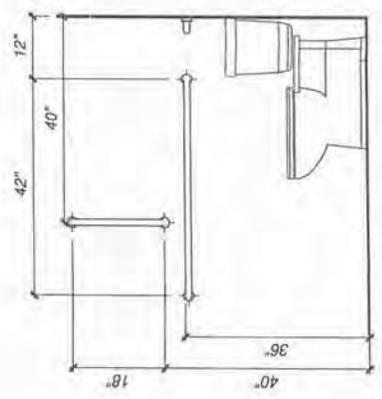
Page: 2 of 1



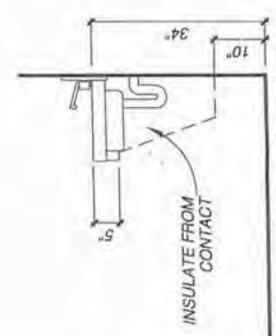
1 Bathroom Plan  
1/2" = 1'-0"



3 Bathroom Detail 2  
1/2" = 1'-0"



2 Bathroom Detail 1  
1/2" = 1'-0"



4 Bathroom Detail 3  
1/2" = 1'-0"



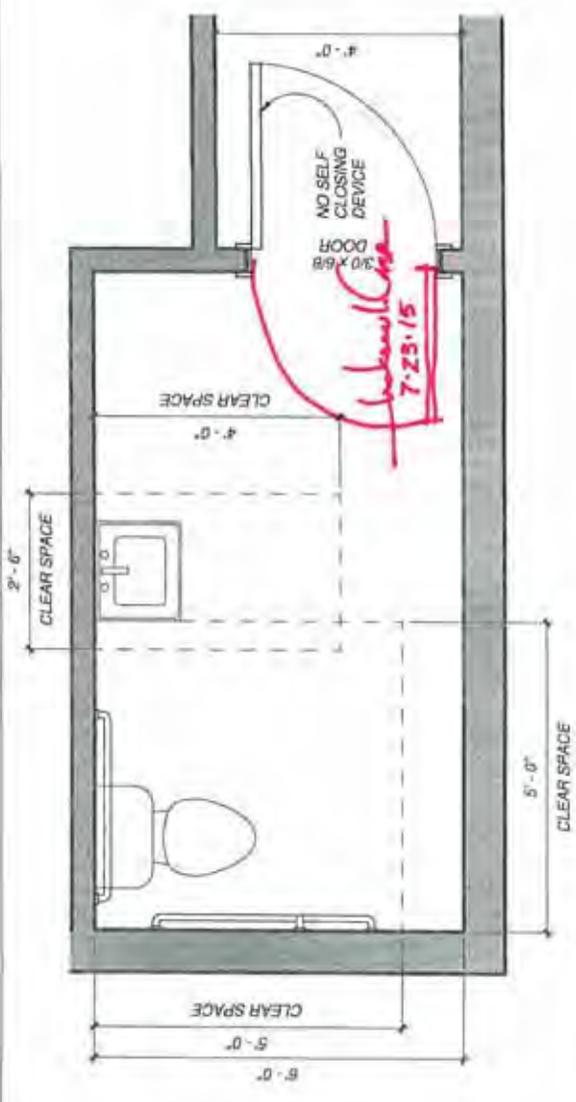


# Bucks and Bulls Archery

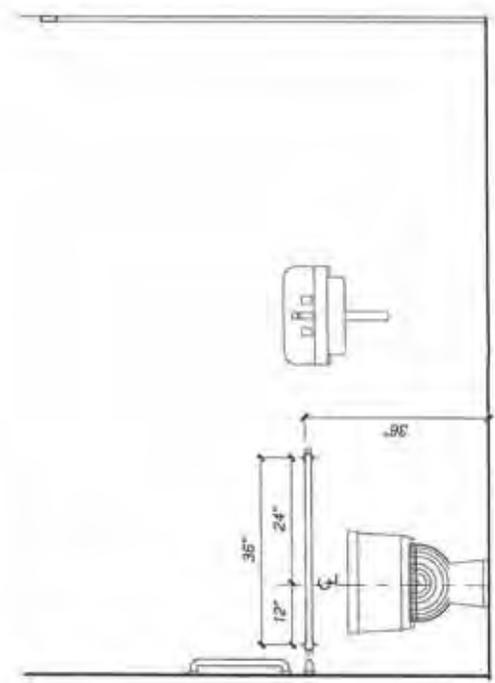
Project #: 1556

Date: 07/22/2015

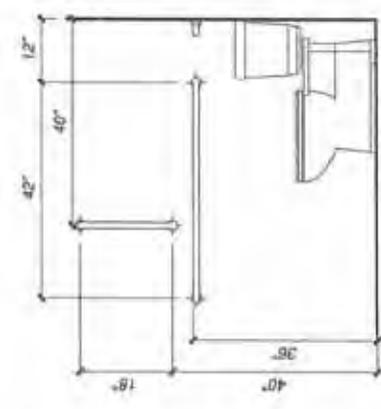
Page: 2



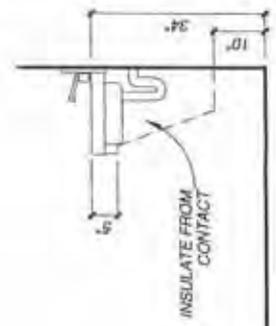
1 Bathroom Plan  
 1/2" = 1'-0"



3 Bathroom Detail 2  
 1/2" = 1'-0"



2 Bathroom Detail 1  
 1/2" = 1'-0"



4 Bathroom Detail 3  
 1/2" = 1'-0"

# Administrative Staff Report

## Traditional Neighborhood District Conditional Use – Construct Garage

648 Walker Street

September 8, 2015



Department of Community Development

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Chad and Melissa Spreda</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Michael Ostrowski, Director <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li> <li>Kyle Kearns, Associate Planner <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>2408-29-3006-01</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"R-3" Single and Two-Family Residence District</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Residential</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 4 – Oberstadt</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Actual Frontage: 65 feet</li> <li>Effective Frontage: 65 feet</li> <li>Effective Depth: 150 feet</li> <li>Square Footage: 9,750</li> <li>Acreage: 0.224</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Residential</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.01(16), 23.02(1)(e), and 23.02(1)(h)</li> </ul>	<p><b>Request</b></p> <p>Request from Chad and Melissa Spreda for a conditional use permit to utilize the Traditional Neighborhood Overlay District setback standards to construct a new attached garage at 648 Walker Street (Parcel ID 2408-29-3006-01).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Property Data</li> <li>Exhibit Map</li> <li>Application</li> <li>Renderings/ Photos</li> </ul> <p><b>Findings of Fact</b></p> <ul style="list-style-type: none"> <li>The property is zoned R-3 Single and Two-Family Residence District.</li> <li>The property is within the Traditional Neighborhood Development (TND) Overlay District.</li> <li>The request is to construct home using a reduced side yard setback of 7 feet from the western property line. The minimum interior side yard setback in the TND Overlay District is 4 feet.</li> </ul> <p><b>Staff Recommendation</b></p> <p>Approve, subject to the following condition(s):</p> <ul style="list-style-type: none"> <li>Ingress/egress from West Street shall be vacated.</li> <li>Driveways shall be no less than nine feet in width and no more than 20 feet in width in the required front yard setback.</li> <li>Driveways shall be no closer than 30 feet from any other driveway and no closer than three feet to any side lot line.</li> <li>Driveways shall be at least five feet from hydrants and utility poles.</li> <li>All necessary building permits shall be obtained for the proposed work.</li> <li>All other applicable ordinance requirements shall be met.</li> <li>Staff shall have the right to make minor modifications to the plans.</li> </ul>
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### Vicinity Map



### Background

The applicant is requesting to use the Traditional Neighborhood District (TND) interior side-yard setbacks to construct a new attached garage. All garage setbacks can be met within the R-3 Single and Two-Family Residence District, except for the western interior side-yard setback. Therefore, the applicant is requesting a reduced setback of 7 feet from the 7 ½ foot underlying zoning district requirement. The Traditional Neighborhood Overlay District allows for a minimum interior side-yard setback of 4 feet. Additionally, the existing attached garage is proposed to be demolished. New garage details are provided below.

**Existing Garage:**

Size: 12.5' X 24 = 300 Square Feet  
 Stalls: 1  
 Interior Side Yard Setback: 7 Feet  
 Ingress/Egress: West Street

**Proposed Garage:**

Size: 30' X 26' = 780 Square Feet  
 Stalls: 3  
 Interior Side Yard Setback: 7 Feet  
 Ingress/Egress: Maria Drive

## Standards of Review

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

**Analysis:** The proposed use is in an area already utilized for single-family residences. The use is proposed on a developed lot surrounded by existing homes and a school. Furthermore, the request involves demolishing the existing attached garage and constructing a larger attached garage repositioned north with access from Maria Drive. The house is addressed off of Walker Street.

**Findings:** The change should not be detrimental to the health, safety, or general welfare of the public, as the use fits within the established residential neighborhood. Furthermore, the interior yard setback will be the same as the existing attached garage.

- 2) **The use will not be injurious to the use and for the purpose already permitted;**

**Analysis:** The use is residential in nature and is within an established neighborhood.

**Findings:** The current use is not in conflict with the surrounding neighborhood.

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

**Analysis:** The respective area is in an established and developed area of the City. The property is located near Madison Elementary School.

**Findings:** The proposed on-site change should not impede the orderly development and improvement of the surrounding properties.

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

**Analysis:** The immediate area has a mix of residential homes with a variety of construction types. Neighboring homes along the same street have similar setbacks with attached or detached garages, or both, which provides limited yard and driveway space. Many homes are non-conforming as required lot sizes are not met. However, as they are existing and within the Traditional Neighborhood Overlay District, expansion and development is permitted with proper review and approvals. The applicant's lot is the largest on the lot at 9,750 square feet.

**Findings:** The proposed change should not be in variance with the architectural appeal or function of the neighborhood. Other large garages are found on neighboring properties.

- 5) **Adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided;**

**Analysis:** The respective area is an established area of the City.

**Findings:** Utilities currently exist in this area.

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

**Analysis:** Ingress/egress currently is taken from West Street to serve the existing garage and property. The applicant has proposed access from Maria Drive to serve the proposed garage. No homes within the block have

access from Maria Drive; however others do within the neighborhood. Madison School exists directly north of Maria Drive.

**Findings:** The applicant has provided a site plan identifying the existing and proposed driveways which has been reviewed and approved by the Public Works Department. After review, staff would recommend vacation of the existing driveway along West Street. Staff would also recommend the following driveway requirements, indicated within Chapter 23 of the Revised Municipal Code:

1. Driveways shall be no less than nine feet in width and no more than 20 feet in width in the required front yard setback.
2. Driveways shall be no closer than 30 feet from any other driveway and no closer than three feet to any side lot line.
3. Driveways shall be at least five feet from hydrants and utility poles.

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

**Analysis:** The proposed use is within the Single and Two-Family Residence District. The intent of this district is to provide for both single family and two family residences intended particularly to act as a transition district between lower intensity uses such as permitted in "C", "R-1", and "R-2" district and higher density districts, consistent with the City's Comprehensive Plan. This district is intended to be provided for all lands where sewer and water is or will be required.

**Findings:** The use is consistent with the district.

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

**Analysis:** The lot is 9,750 square feet, meeting the required minimum lot size of 8,000 square feet in the "R-3" zoning district. Setbacks are met except for the interior side yard setback for which a reduced setback is requested.

**Findings:** A single family use is permitted within the zoning district and therefore the request to construct a garage is allowed.

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

N/A

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

N/A

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

**Analysis:** The home faces south, along Walker Street, whereas the garage is proposed to face north along Maria Drive. Access to the garage is proposed via a new driveway along Maria Drive.

**Findings:** See the analysis and findings in standard 6.

12) There shall be adequate utilities to serve the site.

- a. The Public Works Director, Police Chief, and Fire Chief shall determine whether there is adequate sanitary sewer, potable water, storm drainage, street capacity, emergency access, public protection services, and other utilities to serve the proposed development. They shall review the plan to ensure safety and access for safety vehicles.

**Analysis:** The property currently exists.

**Findings:** This standard is met.

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

N/A

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

N/A

After review, staff would recommend approving the request to construct an attached garage using the TND interior side-yard setback of 7 feet at 648 Walker Street.

## Photos

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Looking North (South Façade)



Looking West (East Façade)



Looking Southwest



Looking South (North Façade)

Name and Address		Parcel #	Alt Parcel #	Land Use		
Chad M Spreda 648 Walker St Stevens Point, WI 54481		240829300601	240829300601	Residential		
		Property Address		Neighborhood		
		648 Walker St		262 Bukolt Prk Grant Patch Vtr		
		Subdivision		Zoning		
Display Note	J A Walker Addn		R3-TWO FAMILY			
OWNERSHIP HISTORY						
Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
Chad M Spreda	3/19/2008	\$85,000	Warranty Deed	715411		Land & Build.
Kathleen Spreda & B Warner	3/19/2008	\$0	Term. Dec. Prop. Int.	715410		Land & Build.
Kathleen Spreda & B Warner	3/19/2008	\$0	Term. Dec. Prop. Int.	715409		Land & Build.
SITE DATA		PERMITS				
Actual Frontage	65.0	Date	Number	Amount	Purpose	Note
Effective Frontage	65.0	4/21/2008	35409	\$1,000	020 Electrical	upgrade
Effective Depth	150.0	9/25/2001	30264	\$2,500	032 Furnace (HVAC)	
Square Footage	9,750.0					
Acreage	0.224					
2015 ASSESSED VALUE						
Class		Land	Improvements	Total		
(1) - A-Residential		\$10,600	\$74,700	\$85,300		
Total		\$10,600	\$74,700	\$85,300		
LEGAL DESCRIPTION						
E 65' LOTS 74, 75 & 76 BLK11 J A WALKER ADD BNG PRT NW SW S29 T24 R8 715411						
DWELLING DATA (1 of 1)						
Style	04 Cape Cod		Basement	Full	Exposed	No
Ext. Wall	Alum / Vinyl / Steel		Heating	Air Conditioning		
Story Height	1	Age	64	Fuel Type	Gas	
Year Built	1951	Eff. Year	1951	System Type	Warm Air	
Class	(1) - A-Residential		Total Rooms	6	Bedrooms	4
Int. Cond. Relative to Ext.	Interior Same As Exterior		Family Rooms	0		
Physical Condition	Average		Full Baths	2	Half Baths	0
Kitchen Rating	Average		Bath Rating	Average		
FEATURES			ATTACHMENTS			
Description	Units	Description	Area			
Additional Plumbing Fixtures	1	Open Frame Porch	12			
		Enclosed Frame Porch	77			
		Frame Garage	300			

Name and Address	Parcel #	Alt Parcel #	Land Use
Chad M Spreda 648 Walker St Stevens Point, WI 54481	240829300601	240829300601	Residential
	Property Address		Neighborhood
	648 Walker St		262 Bukolt Prk Grant Patch Vtr
	Subdivision		Zoning
Display Note	J A Walker Addn		R3-TWO FAMILY

**LIVING AREA**

Description	Gross Area	Calculated Area
Basement	816.0	
Finished Basement Living Area	0.0	0.0
First Story	893.0	893.0
Second Story	0.0	0.0
Additional Story	0.0	0.0
Attic / Finished	816.0	408.0
Half Story / Finished	0.0	0.0
Attic / Unfinished	0.0	
Half Story / Unfinished	0.0	
Room / Unfinished	0.0	
Total Living Area		1,301.0

**DETACHED IMPROVEMENTS**

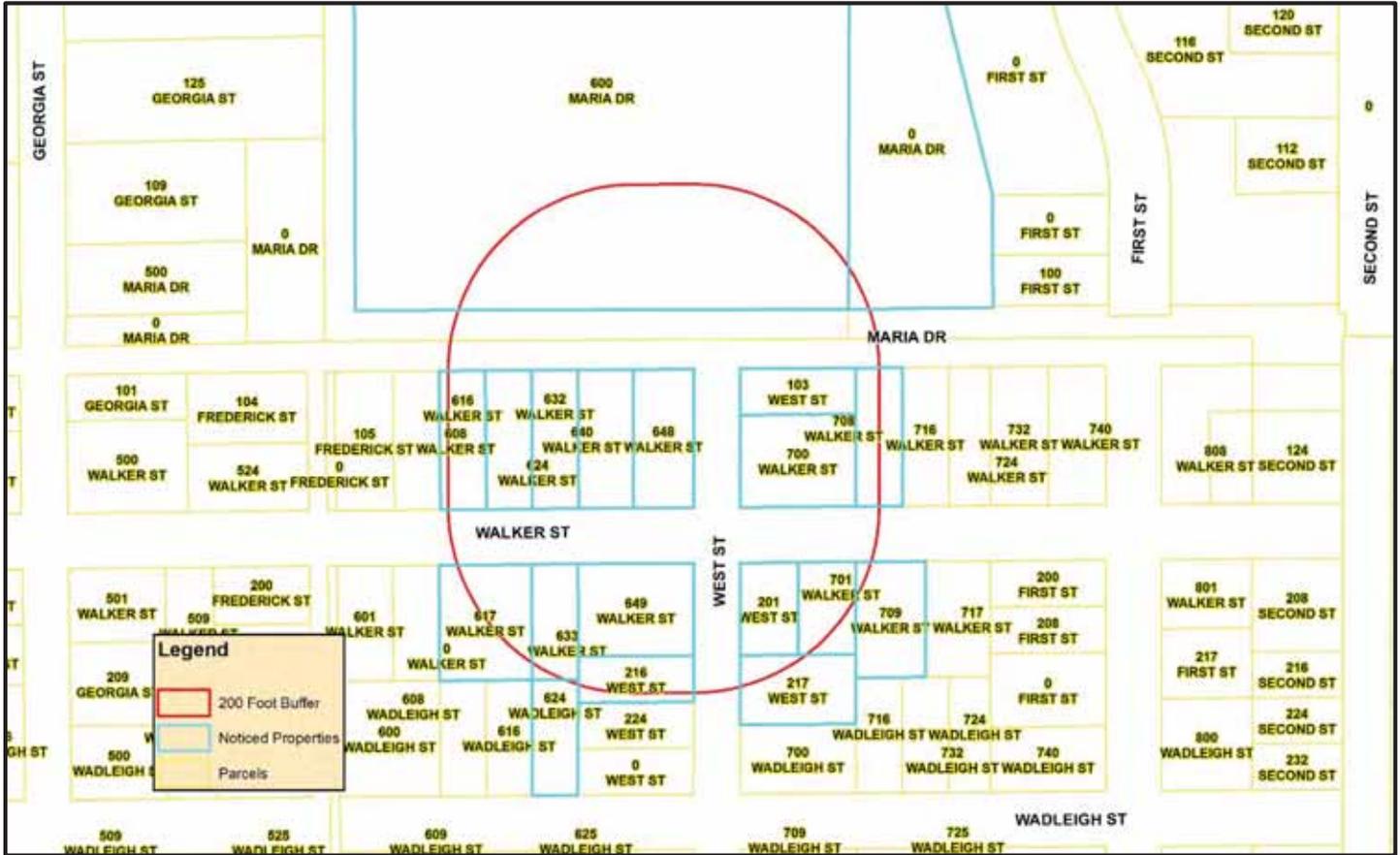
Description	Year Built	Square Feet	Grade	Condition

**PROPERTY IMAGE**

**PROPERTY SKETCH**



Conditional Use Permit Request – Construct Wireless Communication Tower - 5225 Joerns Drive – (Parcel ID 2308-02-2000-22) – Exhibit Map (200 Feet Boundary)



Tax Key	Name	Mailing Address	City, State	Zip	Property Address
281240829230042	STEVENS POINT AREA PUBLIC SCHOOL DIST	1900 Polk St	Stevens Point WI	54481	600 Maria Dr.
281240829230043	STEVENS POINT AREA PUBLIC SCHOOL DIST	1900 Polk St	Stevens Point WI	54481	0 Maria Dr.
281240829300504	ALLAN M & AUDREY A JOHANSSON	708 Walker St	Stevens Point WI	54481	708 Walker St.
281240829300505	DANIEL A & CATHLEEN J MOREY	103 West St	Stevens Point WI	54481	103 West St.
281240829300601	CHAD M SPREDA	648 Walker St	Stevens Point WI	54481	648 Walker St.
281240829300602	CLIFFORD & HELEN GOLLON TRUST	1200 Post Rd	Plover WI	54467	640 Walker St.
281240829300603	JERRY M WOLSKI & JODY WOLSKI REID	1550 FRANKLIN ST	BALDWIN WI	54402 9403	632 Walker St.
281240829300604	HERMAN & M LASSA	624 Walker St	Stevens Point WI	54481	624 Walker St.
281240829300605	AMANDA L GLODOWSKI	616 Walker St	Stevens Point WI	54481	616 Walker St.
281240829300506	KYLE T SCHMIT	700 Walker St	Stevens Point WI	54481	700 Walker St.
281240829302203	Mark D Guyette & Vicki S Stone-Guyette	3154 OAK HILL RD	Junction City WI	54443	709 Walker St.
281240829302219	KEZESKE HOUSING LLC	5474 Oakwood Ave	Stevens Point WI	54482	701 Walker St.
281240829302218	KEZESKE HOUSING LLC	5474 Oakwood Ave	Stevens Point WI	54482	201 West St.
281240829300701	Mathew E & Joanna C Laszinski	649 Walker St	Stevens Point WI	54481	649 Walker St.
281240829300702	C & H GOLLON LLC	1200 Post Rd	Plover WI	54467	633 Walker St.
281240829300703	JANE KWINEGARDNER	140 LOUISIANA AVE	LEXINGTON KY	40502	617 Walker St.
281240829302206	KLAID PROPERTIES LLC	3270 County Road X N	Stevens Point WI	54482	217 West St.

281240829300712	MICHAEL J MUTZ	216B West St	Stevens Point WI	54481	216 West St.
281240829300710	HOWARD A & BECKY J PIOTROWSKI	3523 GOLDEN HARVEST DR	NEENAH WI	54956	624 Wadleigh St.



City of Stevens Point  
Community Development Department

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

**APPLICATION FOR A CONDITIONAL USE PERMIT**  
(Pre-Application Conference Required)

R#1-62526  
\$250  
8-10-15

**ADMINISTRATIVE SUMMARY (Staff Use Only)**

Application #	-	Date Submitted	8/10/15	Fee Required	250.00	Fee Paid	250.00
Associated Applications if Any	-	Assigned Case Manager	Kyle Kroms				
Pre-Application Conference Date	-	Conditional Use Permit Request	Use	<input checked="" type="checkbox"/>	Amend	<input type="checkbox"/>	

**APPLICANT/CONTACT INFORMATION**

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> )	
Applicant Name	Melissa Spreda	Contact Name	
Address	648 Walker St	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-347-3121	Telephone	
Fax		Fax	
Email	melmacc55555@gmail.com	Email	

**OWNERSHIP INFORMATION**

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/> )		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Chad Spreda	Owner's Name	Melissa Spreda
Address	648 Walker St	Address	648 Walker St
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Stevens Point, WI 54481
Telephone	715-321-2335	Telephone	715-347-3121
Fax		Fax	
Email	cspredda79@gmail.com	Email	melmacc55555@gmail.com

**PROJECT SUMMARY**

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
240829300601		
Legal Description of Subject Property		
E 65' LOTS 74, 75 & 76 BLK11 J A WALKER ADD BNG PRT NW SW S29 T24 R8 715411		
Designated Future Land Use Category		Current Use of Property
Residential		Residential
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)		
Tear down existing one stall garage that faces West St. and build a three stall garage facing Maria Dr. Existing garage is approximately 5' from the neighbor's (640 Walker St.) lot line. New garage would also be built approximately 5' from the lot line.		

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

The proposed development will be in keeping with the existing character of the house and neighborhood. The old garage and driveway are in disrepair so the new one will be an improvement to the neighborhood.

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

Shrubs between the properties that are somewhat overgrown will be removed during construction. Construction noise and debris to be minimized where possible.

**Current Zoning Surrounding Subject Property**

North:	Residential	South:	Residential
East:	Residential	West:	Residential

**Current Land Use Surrounding Subject Property**

North:	Residential	South:	Residential
East:	Residential	West:	Residential

**EXHIBITS**

	<input type="checkbox"/>	Additional Exhibits If Any:
Owner Information Sheet	<input type="checkbox"/>	
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 checked="" 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
	8/10/15		8/10/15



# Administrative Staff Report

## Conditional Use Permit Request

### WI River & Pfiffner Pioneer Park Dredge

#### 1200 Crosby Avenue (Pfiffner Pioneer Park)

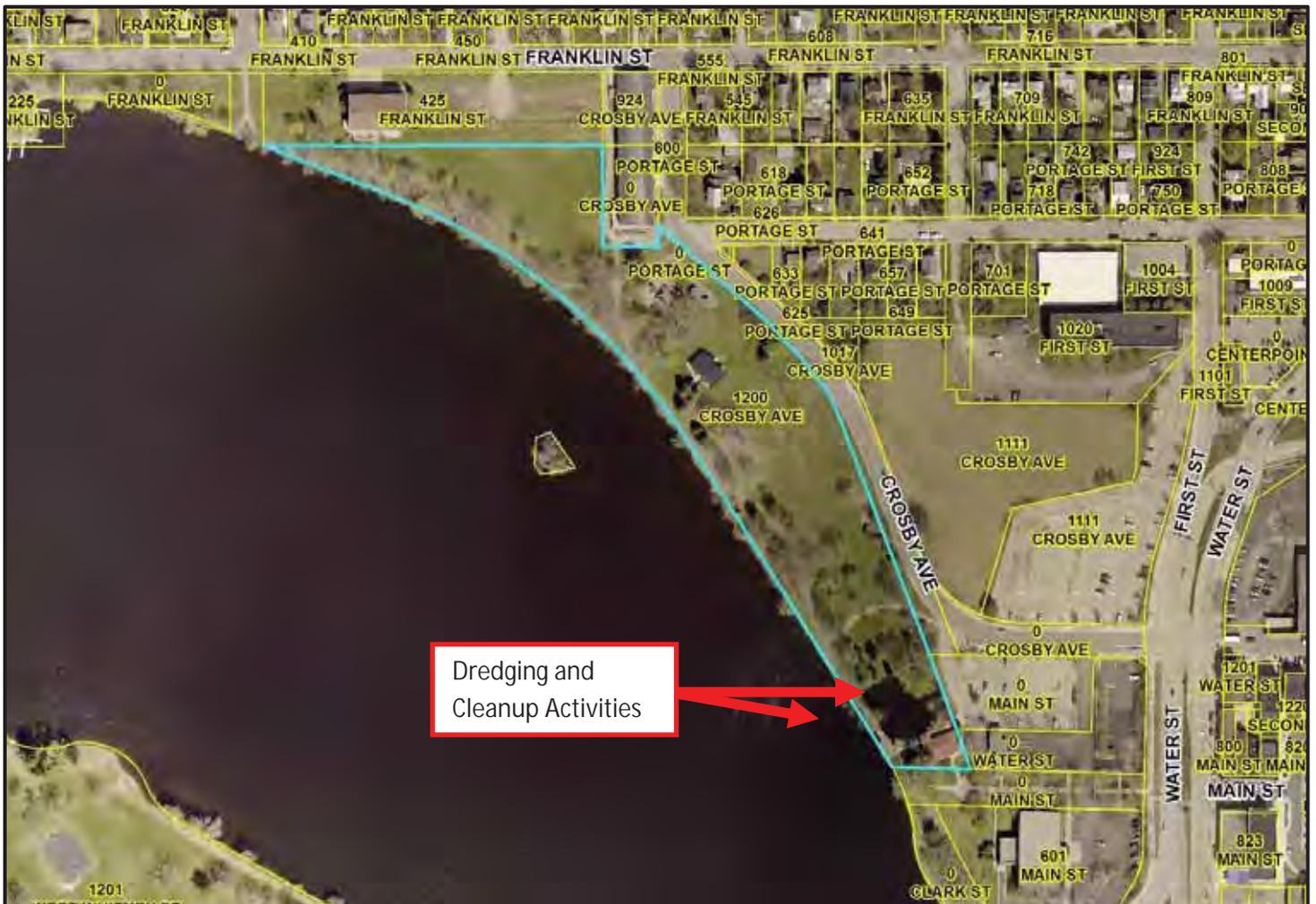
#### September 8, 2015



Department of Community Development

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Ryan J. Baeten, Representing Natural Resource Tech. Inc.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Michael Ostrowski, Director <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li> <li>Kyle Kearns, Associate Planner <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>2408-32-2008-05</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"C" Conservancy</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Commercial / Office / Multi-Family</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 4 – Oberstadt</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Effective Frontage: Approx. 1,925'</li> <li>Effective Depth: Approx. 250'</li> <li>Square Footage: Approx. 425,000</li> <li>Acreage: Approx. 9.8</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Park</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.01(14), 23.01(16), and 23.02(1)(a)</li> </ul>	<p><b>Request</b></p> <p>Request from Ryan J. Baeten, representing Natural Resource Technology Inc., on behalf of Wisconsin Public Service, for a conditional use permit to perform environmental cleanup activities including dredging in the Wisconsin River and at Pfiffner Pioneer Park, 1200 Crosby Avenue (Parcel ID 2408-32-2008-05).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Parcel ID Sheet</li> <li>Exhibit Map</li> <li>Application</li> <li>Site Plans</li> </ul> <p><b>Findings of Fact</b></p> <ol style="list-style-type: none"> <li>Current property is zoned "C" Conservancy District.</li> <li>The property is utilized as a park with several amenities including, playgrounds, band shell, Green Circle Trail, Pfiffner Park Building, etc.</li> <li>Disruption of natural conditions, dredging, grading, and lagooning are a conditional use within the "C" Conservancy District.</li> <li>The request is to perform necessary environmental cleanup of sediment within the Wisconsin River and Pfiffner Pioneer Park pond.</li> </ol> <p><b>Staff Recommendation</b></p> <p>Staff would recommend approval of the conditional use to perform environmental cleanup, including dredging within the Wisconsin River and Pfiffner Pioneer Park pond with the following conditions:</p> <ol style="list-style-type: none"> <li>A City zoning permit shall be obtained prior to work occurring.</li> </ol>
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## Vicinity Map



## Background

Natural Resource Technology, Inc. is working with Wisconsin Public Service (WPS) to complete environmental cleanup activities from the former Stevens Point manufactured gas plant (MGP), located at 1111 Crosby Avenue. The remedial cleanup activities for the MGP site will be conducted under the U.S. Environmental Protection Agency Superfund Alternative Site Program. Remediation activities are proposed within Pfiffner Pioneer Park and within the Wisconsin River (see map above). Remediation activities have been summarized below:

### Pfiffner Pioneer Park Pond

**Remedial Area:** 0.6 Acres

**Dredging:** Approx. 650 Cubic Yards

**Placement:** Activated Carbon Sand

### Wisconsin River

**Remedial Area:** 0.4 Acres

**Dredging:** Approx. 700 Cubic Yards

Note that the project is anticipated to start in October 2015 and last until December. Furthermore, stormwater best management practices, air quality monitoring, dust controls, and work hour restrictions will be in place. The project may also involve temporarily closing Crosby Avenue, as a staging area for the project will occur nearby on the WPS MGP site (1111 Crosby Avenue).

## Standards of Review

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### Conditional Use Request

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

**Analysis:** Remediation activities are proposed to remove contamination from a former manufactured gas plant. During operation several decades ago property became contaminated and has migrated to the Pfiffner Pioneer Park pond and Wisconsin River. A portion of Pfiffner Pioneer Park will be closed during the remedial activities, along with likely a portion of Crosby Avenue.

**Findings:** The remediation activities have been scheduled for several months and were postponed at the request of the City so as to not affect summer events and activities at Pfiffner Pioneer Park. Once cleanup is performed the area will be much improved to patrons of the Park and especially flora and fauna. Little risk existed previously as the contaminants existed within the sediment within the pond and river bottom. The removal and significant reduction of contaminants should also improve the natural area and create a much more aesthetic environment, as sediment and debris was building up at both project locations.

- 2) **The use will not be injurious to the use and for the purpose already permitted;**

**Analysis:** The area will be temporarily disrupted for approximately 8-10 weeks.

**Findings:** The use should not be injurious to the area or surrounding properties, especially as it is temporary. The park is accessible via other means and from other streets. Furthermore, the neighboring commercial property will not be affected. Proper methods will be used to ensure public safety, including the installation of fencing, establishment of detour routes for the Green Circle Trail, and others. Furthermore, City staff and the applicant have worked to identify the best project work parameters to lessen the impact on upcoming events and community activities.

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

**Analysis:** The area is fully developed and project activities are proposed in/near City parkland.

**Findings:** The proposed remediation activities should not impede the development or improvement of surrounding properties. Activities will improve the area through removing contamination.

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

**Analysis:** No structure is proposed.

**Findings:** N/A

- 5) **Adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided;**

**Analysis:** The project will not utilize utilities. Dredging will assist in removing debris and contaminated sediment. A portion of Crosby Avenue and Pfiffner Pioneer Park will be closed during the project. Staging for the project will occur on the former WPS MGP site.

**Findings:** Pfiffner Pioneer Park and many recreational facilities within the park will remain open during the project period. Detours for Crosby Avenue and the Green Circle Trail will be posted.

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

**Analysis:** The project area will be closed off to the public. A portion of Pfiffner Pioneer Park and Crosby Avenue will be closed.

**Findings:** Proper signage, fencing, and other measures will be in place to direct traffic, pedestrians, and park users around the project area.

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

**Analysis:** The proposed use is temporary and will improve the landscape through the remediation of contamination. The Conservancy district is established to provide protection to environmentally-sensitive lands such as flood plains, wetlands, shorelands, well fields, airport fringe lands and fringe lands remote from City services and access. The district is also intended to be applied as a means of regulating the timing and direction of land development in accordance with the City's Comprehensive Plan.

**Findings:** The proposed use is temporary in order to remediate contamination. The parkland will be preserved and improved.

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

**Analysis:** No permanent development is taking place. The request is in conformance to the City Shoreland/Wetland Ordinance.

**Findings:** A City zoning permit shall be obtained prior to work occurring.

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

N/A

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

N/A

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

N/A

12) There shall be adequate utilities to serve the site.

- a. The Public Works Director, Police Chief, and Fire Chief shall determine whether there is adequate sanitary sewer, potable water, storm drainage, street capacity, emergency access, public protection services, and other utilities to serve the proposed development. They shall review the plan to ensure safety and access for safety vehicles.

**Analysis:** Utilities exist along Water Street and Church Street. No stormwater plan is required.

**Findings:** This standard is met.

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

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

N/A

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

N/A

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

**Analysis:** Noise will occur during normal daytime business hours.

**Findings:** Noise will last only until the project is complete, within 8-10 weeks.

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

N/A

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

N/A

Upon review of the request to perform remedial activities as described above, staff would recommend approval.

Photos



Pond



Pond



River



River



Pond

Name and Address	Parcel #	Alt Parcel #
City of Stevens Point (Exempt) 1515 Strongs Ave Stevens Point, WI 54481	240832200805	240832200805
	Property Address	
	1200 Crosby Ave	
Display Note		

**OWNERSHIP HISTORY**

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type

**PERMITS**

Date	Number	Amount	Purpose	Note
4/4/2006	33847	\$8,000	024 Exterior Renovations	Siding-Pfiffner Park Bandshell Sewer And Water to new additio Pfifner Park Bandshell
5/2/2002	30693	\$1,500	093 Sewer and/or Water	
4/29/2002	30694	\$103,485	003 Addition	

**2015 ASSESSED VALUE**

Class	Land	Improvements	Total
X4-Local Exempt	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

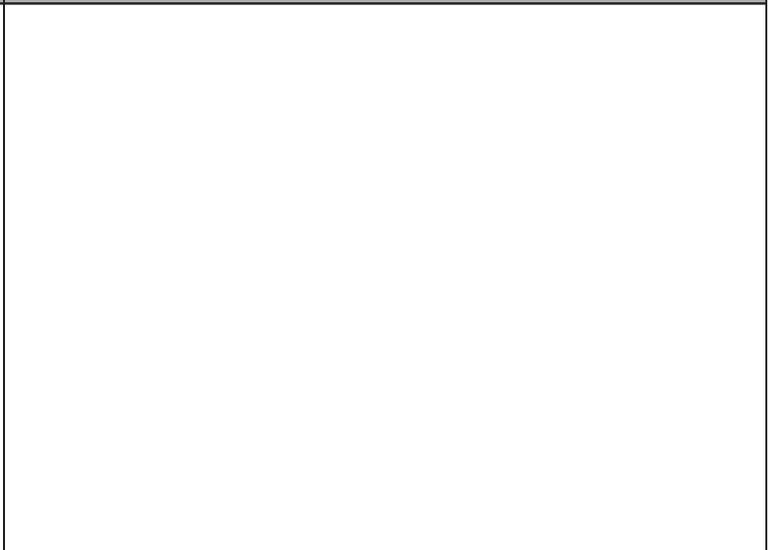
**LEGAL DESCRIPTION**

THAT PRT OF NENE S31 T24 R8 & NWNW S32 T24 R8 LYG ELY WIS RIVER, N OF MAIN ST WLY OF CROSBY AV, EXC PR SOLD CENTRAL CO 185/136 (INCL PRT BLKS 1 & 19 S E & O) RR ROW 179/546 - 273/409 452/554

**PROPERTY IMAGE**



**PROPERTY SKETCH**





Environmental Consultants

234 W. Florida Street, Fifth Floor  
 Milwaukee, Wisconsin 53204  
 (P) 414.837.3607  
 (F) 414.837.3608

Kyle Kerns  
 City of Stevens Point - Economic Development Specialist / Associate Planner  
 1515 Strongs Ave.  
 Stevens Point, WI, 54481

August 6, 2015  
 (1177)

RE: Conditional Use Permit Equivalency Application  
 Former Stevens Point Manufactured Gas Plant, Stevens Point, Wisconsin  
 Wisconsin Public Service Corporation

**CERCLA Docket No. V-W-13-C-012**  
**Site Spill ID – B5CJ**  
**CERCLIS ID – WIN000509983**

Dear Mr. Kerns,

Natural Resource Technology, Inc. (NRT) is submitting the enclosed Conditional Use Permit Equivalency Application for the Wisconsin Public Service Corporation (WPS) Former Stevens Point Manufactured Gas Plant (MGP) remedial project located at 1111 Crosby Avenue, Stevens Point, Wisconsin.

The remedial activities associated with the Former Stevens Point MGP site will be conducted under the United States Environmental Protection Agency (USEPA) Superfund Alternative Site Program. The remedial action will be in and adjacent to the Stevens Point Pfiffner Pioneer Park. Within the park, next to the Riverfront Arts Center, approximately 650 cubic yards of sediment will be pre-dredged from the pond, followed by placement of a sand/activated carbon cap. Sediment dredging will be conducted in the Wisconsin River, west of the pond. The pond cap area is approximately 0.6 acres and river dredge area is approximately 0.4 acres. The river dredge volume is estimated to be 700 cubic yards. Additional site-specific information is available on the following USEPA webpage: <http://www.epa.gov/region05/cleanup/stevenspoint/>.

CERCLA (Superfund) projects are exempted from State and local permitting requirements and application fees. Therefore, the permit equivalency application will be submitted to meet substantive permit requirements as required by the USEPA Administrative Settlement Agreement and Order on Consent (AOC) with WPS.

The following summarizes the proposed project schedule:

Milestone	Date
Plan Commission Meeting	Tuesday, September 8, 2015
Common Council Meeting	Monday, September 21, 2015
Start Remedial Action	October 2015
Substantially Complete Remedial Action	December 2015

Please contact Mr. Brian Bartoszek of WPS at 920-433-2643 if you have any questions regarding this permit equivalency application.

Kyle Kerns  
August 6, 2015  
Page 2



Sincerely,

NATURAL RESOURCE TECHNOLOGY, INC.

A handwritten signature in black ink that reads "Ryan J. Baeten".

Ryan J. Baeten, PE  
Environmental Engineer

Enc:

Conditional Use Permit Application  
Notice of Conditional Use Permit Equivalency Application to Alderwoman Heidi Oberstadt  
Drawing Sheets (3 full-size drawing sets, and 10 sets of 11"x17" drawings)

cc: Ms. Margaret Gielniewski, USEPA (electronic copy)  
Mr. Tom Hvizdak, WDNR (electronic copy)  
Mr. Naren Prasad, WPS (electronic copy)  
Mr. Brian Bartoszek, WPS (electronic copy)

[File:\Transmittal for Conditional Use Permit.docx]





City of Stevens Point  
Community Development Department

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

## APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

### ADMINISTRATIVE SUMMARY (Staff Use Only)

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

### APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> )	
Applicant Name	Wisconsin Public Service Corporation	Contact Name	Brian F. Bartoszek, P.E.
Address	700 N Adams Street	Address	700 N Adams Street
City, State, Zip	Green Bay, WI 54307-9001	City, State, Zip	Green Bay, WI 54307-9001
Telephone	(920) 433-2643	Telephone	(920) 433-2643
Fax		Fax	
Email	bfbartoszek@integrysgroup.com	Email	bfbartoszek@integrysgroup.com

### OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> )		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Wisconsin Public Service Corporation	Owner's Name	City of Stevens Point
Address	700 N Adams Street	Address	1515 Strongs Ave.
City, State, Zip	Green Bay, WI 54307-9001	City, State, Zip	Stevens Point, WI, 54481
Telephone	(920) 433-2643	Telephone	(715) 346-1569
Fax		Fax	
Email	bfbartoszek@integrysgroup.com	Email	

### PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
281240832200805		
Legal Description of Subject Property		
THAT PRT OF NENE S31 T24 R8 & NWNW S32 T24 R8 LYG ELY WIS RIVER, N OF MAIN ST WLY OF CROSBY AV, EXC PRT SOLD CENTRAL CO 185/136 (INCL PRT BLKS 1 & 19 S E & O) RR ROW 179/546 - 273/409 452/554		
Designated Future Land Use Category		Current Use of Property
City Park		City Park
Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
Pond and Wisconsin River sediment remediation under USEPA Superfund Alternative Program, as described in the cover letter accompanying this application.		

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

Development is not proposed and landuse will remain the same.

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

Stormwater best management practices (BMPs).  
 Air quality monitoring.  
 Dust controls.  
 Work hour restrictions.

Current Zoning Surrounding Subject Property

North:	C-conservancy	South:	B3-Central Business
East:	B3-Central Business	West:	Wisconsin River

Current Land Use Surrounding Subject Property

North:	City Park	South:	Government
East:	Commercial	West:	Wisconsin River

EXHIBITS

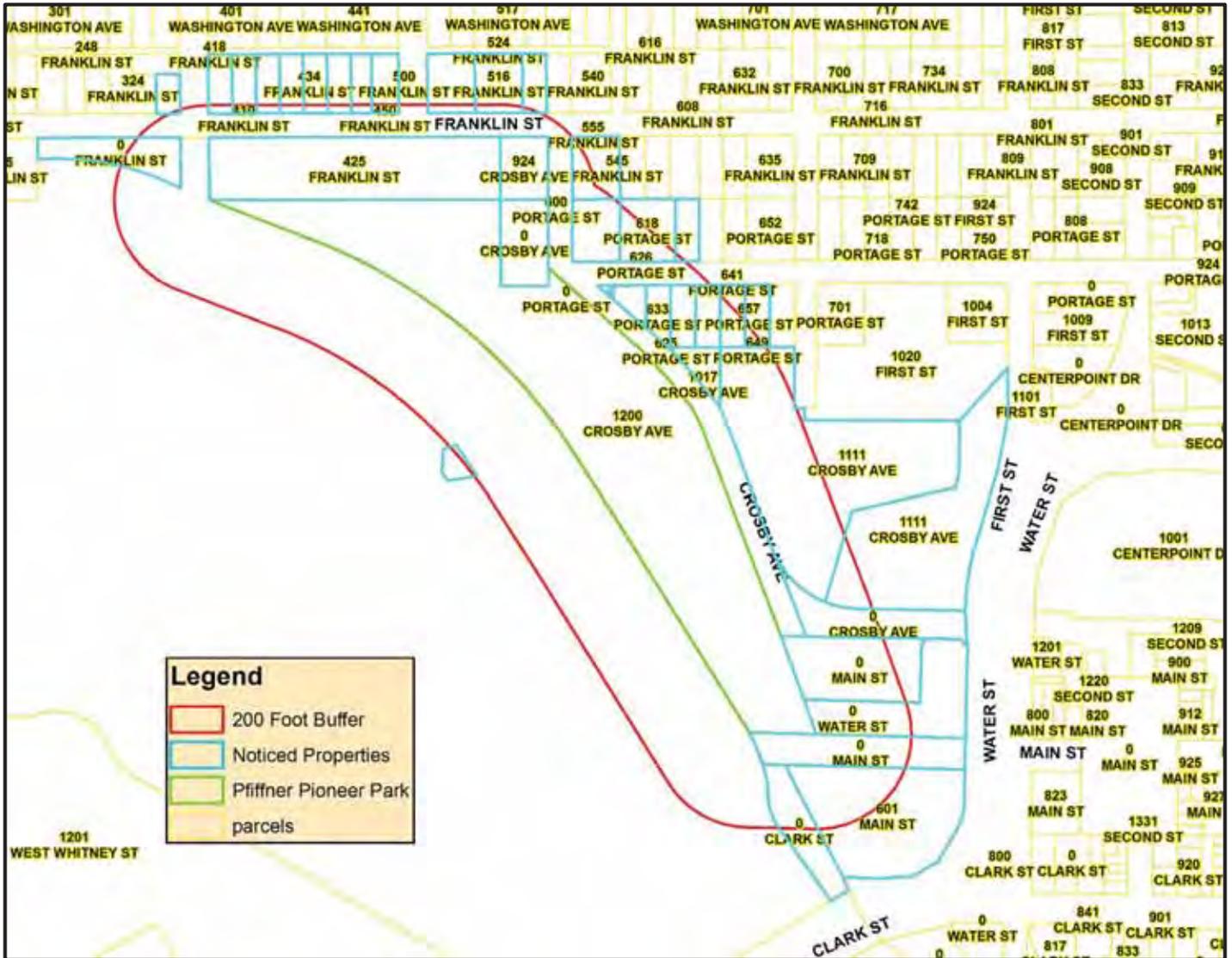
	<input type="checkbox"/>	Additional Exhibits If Any:
Owner Information Sheet	<input checked="" type="checkbox"/>	
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Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	<input checked="" type="checkbox"/>	
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Building 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 checked="" 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.

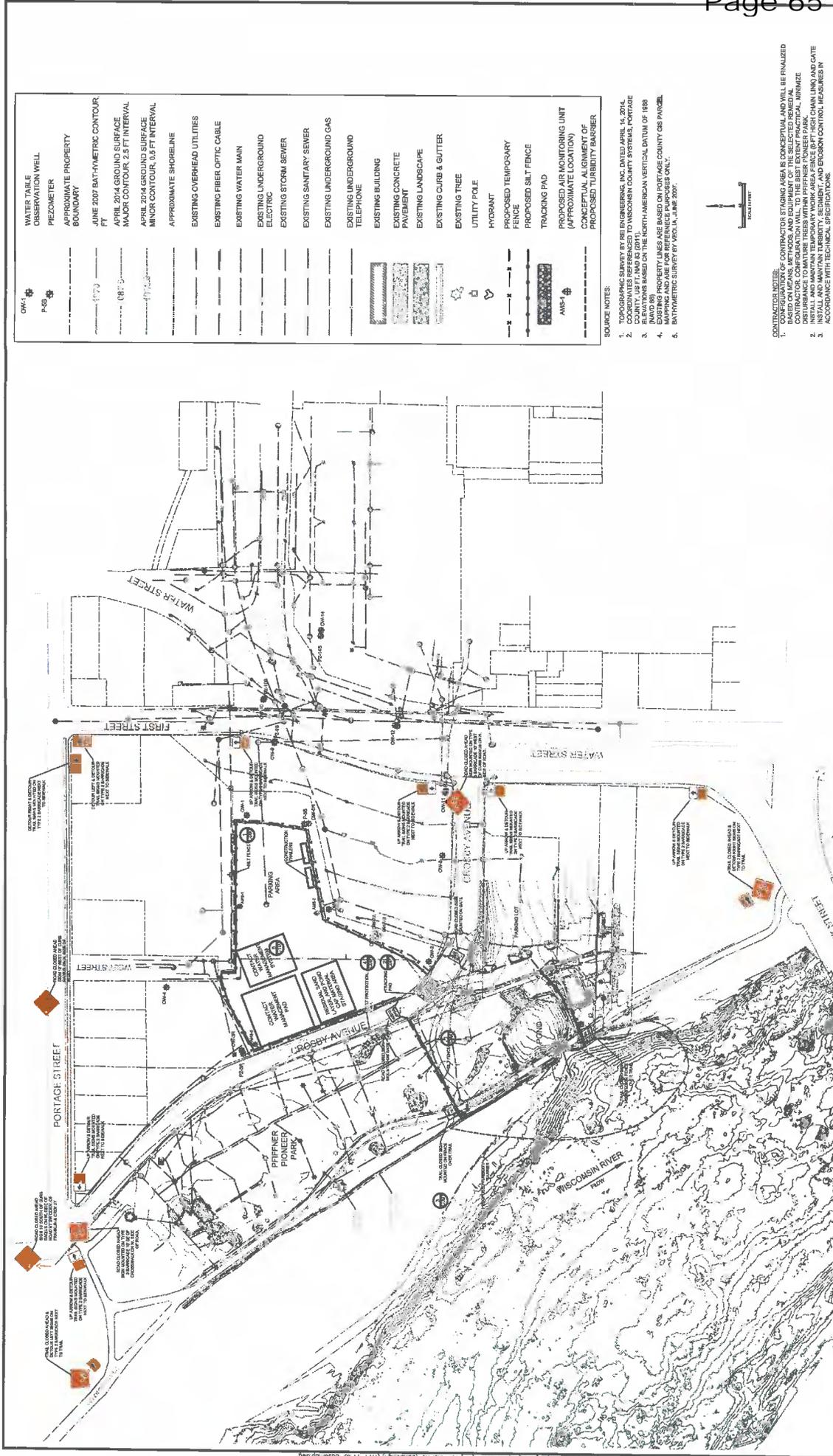
Signature of Applicant	Date	Signature of Property Owner(s)	Date
<i>Mark Hamed</i> FOR ISLAN ISMELUSZIK (WPS)	Aug 3, 2015	<i>Mark Hamed</i> FOR ISLAN ISMELUSZIK (WPS)	Aug 3, 2015

Conditional Use Permit Request – Environmental Cleanup: Dredging – Piffner Pioneer Park, 1200 Crosby Avenue – (Parcel ID 2408-32-2008-05) – Exhibit Map (200 Feet Boundary)



Tax Key	Name	Mailing Address	City, State	Zip	Property Address
281240830402311	JEREMIAH D CONLEY	524 Franklin St	Stevens Point WI	54481	524 Franklin St.
281240830402310	ANN M ZURAWSKI & MICHAEL L DEREZINSKI	507 Sixth Ave	Stevens Point WI	54481	516 Franklin St.
281240830402309	JOSEPH R GLODOWSKI	500 Franklin St	Stevens Point WI	54481	500 Franklin St.
281240830402114	HENRIETTA GARSKI	450 Franklin St	Stevens Point WI	54481	450 Franklin St.
281240830402113	CHERYL M KUBISIAK	442 Franklin St	Stevens Point WI	54481	442 Franklin St.
281240830402112	CAROL J CORBY	434 Franklin Street	Stevens Point WI	54481	434 Franklin St.
281240830402111	KYLE D NORWOOD	426 Franklin St	Stevens Point WI	54481	426 Franklin St.
281240830402110	COMMUNITY DEV AUTHORITY OF STEVENS PT	1300 Briggs Ct	Stevens Point WI	54481	422 Franklin St.
281240830402109	BRUCE A & JUDITH G PICKETT	418 Franklin St	Stevens Point WI	54481	418 Franklin St.
281240830402108	GERALD ZIOLKOWSKI & PATRICIA HO	4120 Bolen St	Fort Worth TX	76244	410 Franklin St.
281240830402107	BRUCE L OLSON	1911 APPLE COURT	PLOVER WI	54467	400 Franklin St.
281240830401327	JIM PETERSEN & BRIAN FOSTER	332 A Franklin Street	Stevens Point WI	54481	332 Franklin St.

281240829301407	KEVIN J & ALINE CKOSLOSKI	545 Franklin St	Stevens Point WI	54481	545 Franklin St.
281240830402201	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	924 Crosby Ave.
281240830402202	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	425 Franklin St.
281240829301411	MOUA YANG & LEE XIONG	2375 Frosty Pine Ct	Stevens Point WI	54482	626 Portage St.
281240829301415	E A PROPERTIES LLC	3630 LEONARD POINT RD	OSHKOSH WI	54904	618 Portage St.
281240829301408	DANIEL R THIES	600 Portage St	Stevens Point WI	54481	600 Portage St.
281240830402204	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Crosby Ave.
281240832200702	DOUGLAS A & SUSAN L BARSNESS REVOCTRS	2121 Elm Street	Plover WI	54467	649 Portage St.
281240832200703	RICK TIELENS	1321 Robin Lane	Stevens Point WI	54481	641 Portage St.
281240832200704	NATHAN D SANDWICK	633 Portage Street	Stevens Point WI	54481	633 Portage St.
281240832200705	JAY L & TRACY L DORRLER	3506 County Road O	Junction City WI	54443	625 Portage St.
281240832200706	ROBERT C SKIERKA	2325 CHURCH STREET	STEVENS POINT WI	54481	617 Portage St.
281240832200707	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Portage St.
281240832200708	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Portage St.
281240832200709	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Portage St.
281240832200910	WI PUBLIC SERVICE	PO Box 19001	Green Bay WI	54307	1111 Crosby Ave.
281240832200712	CITY OF STEVENS POINT	1515 Church Street	Stevens Point WI	54481	1017 Crosby Ave.
281240832201111	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Main St.
281240832201110	BANK ONE WI C/O ICG-ORE	PO Box 8265	Wichita Falls TX	76307 8265	0 Water St.
281240832201220	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Main St.
281240832201208	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Clark St.
281240832201218		PO Box 8265	Wichita Falls TX	76307 8265	601 Main St.
281240830401201		1515 Strongs Ave	Stevens Point WI	54481	0 Franklin St.
281240832200911	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	1111 Crosby Ave.
281240832201112	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	Crosby Ave.0



- OW-1
- P-05
- APPROXIMATE PROPERTY BOUNDARY
- JUNE 2007 BATHYMETRIC CONTOUR
- APRIL 2014 GROUND SURFACE
- APRIL 2014 GROUND SURFACE MINOR CONTOUR, 0.5 FT INTERVAL
- APPROXIMATE SHORELINE
- EXISTING OVERHEAD UTILITIES
- EXISTING FIBER OPTIC CABLE
- EXISTING WATER MAIN
- EXISTING UNDERGROUND ELECTRIC
- EXISTING STORM SEWER
- EXISTING SANITARY SEWER
- EXISTING UNDERGROUND GAS
- EXISTING UNDERGROUND TELEPHONE
- EXISTING BUILDING
- EXISTING CONCRETE PAVEMENT
- EXISTING LANDSCAPE
- EXISTING CURB & GUTTER
- EXISTING TREE
- UTILITY POLE
- HYDRANT
- PROPOSED TEMPORARY FENCE
- PROPOSED SILT FENCE
- TRACKING PAD
- PROPOSED AIR MONITORING UNIT (APPROXIMATE LOCATION)
- CONCEPTUAL ALIGNMENT OF PROPOSED TURBIDITY BARRIER

**SOURCE NOTES:**

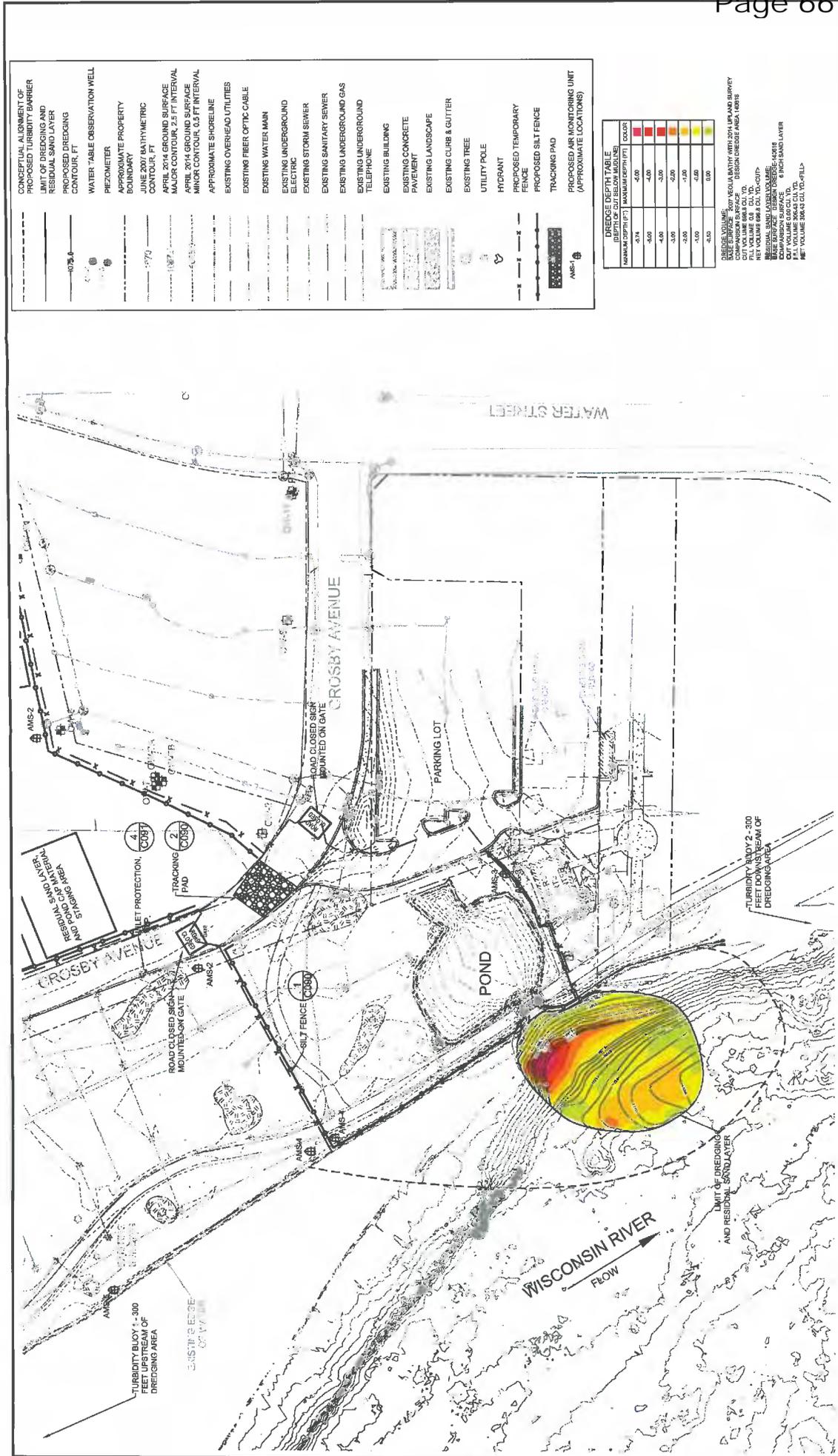
1. TOPOGRAPHIC SURVEY BY GRS ENGINEERS, INC. DATED APRIL 14, 2014. COORDINATES REFERENCED TO WISCONSIN COUNTY SYSTEMS, PORTAGE COUNTY, US FT. NAD 83 (DPT1).
2. BATHYMETRIC SURVEY BY GRS ENGINEERS, INC. DATED APRIL 14, 2014. COORDINATES REFERENCED TO WISCONSIN COUNTY SYSTEMS, PORTAGE COUNTY, US FT. NAD 83 (DPT1).
3. EXISTING PROPERTY LINES ARE BASED ON THE NORTH-AMERICAN VERTICAL DATUM OF 1889 (NAVD 89).
4. EXISTING PROPERTY LINES ARE BASED ON PORTAGE COUNTY GIS PARCEL DATA AS OF 06/11/2007.
5. BATHYMETRIC SURVEY BY WEDLIKA, JUNE 2007.

**CONTRACTOR NOTES:**

1. CONFIGURATION OF CONTRACTOR STAGING AREA IS CONCEPTUAL AND WILL BE FINALIZED BASED ON MEANS, METHODS, AND EQUIPMENT OF THE SELECTED REMEDIAL ACTION CONTRACTOR. CONTRACTOR SHALL MAINTAIN EXISTING UNDERGROUND UTILITIES AND LANDSCAPE TO MAINTAIN TREE HEALTH WITHIN PRFFER PIONEER PARK.
2. INSTALL AND MAINTAIN TEMPORARY WORK AREA FENCE (EFT HIGH CHAIN LINK) AND GATE ACCORDANCE WITH TECHNICAL SPECIFICATIONS.
3. ACCORDANCE WITH TECHNICAL SPECIFICATIONS.

<b>SITE PREPARATION PLAN</b>	
REMEDIAL ACTION CONSTRUCTION	
FORMER STEVENS POINT MANUFACTURED GAS PLANT SITE	
WISCONSIN PUBLIC SERVICE CORPORATION	
STEVENS POINT, WISCONSIN	
PROJECT NO.	117725031
DRAWN BY	DWG 102514
CHECKED BY	03/27/14
APPROVED BY:	03/27/14
DRAWING NO.	D117725031
DATE	03/27/14
REFERENCE:	

<b>NATURAL RESOURCE TECHNOLOGY</b>		
NO. 1	DATE	APPROVED BY:
NO. 2	DATE	APPROVED BY:
NO. 3	DATE	APPROVED BY:
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NO. 99	DATE	APPROVED BY:
NO. 100	DATE	APPROVED BY:



- CONCEPTUAL ALIGNMENT OF PROPOSED TURBIDITY BARRIER
- LIMIT OF DREDGING AND RESIDUAL SAND LAYER
- APPROXIMATE DREDGING CONTOUR, FT
- WATER TABLE OBSERVATION WELL
- PIEZOMETER
- APPROXIMATE PROPERTY BOUNDARY
- JUNE 2007 BATHYMETRIC CONTOUR, FT
- APRIL 2014 GROUND SURFACE MAJOR CONTOUR, 2.5 FT INTERVAL
- APRIL 2014 GROUND SURFACE MINOR CONTOUR, 0.5 FT INTERVAL
- APPROXIMATE SHORELINE
- EXISTING OVERHEAD UTILITIES
- EXISTING FIBER OPTIC CABLE
- EXISTING WATER MAIN
- EXISTING UNDERGROUND ELECTRIC
- EXISTING STORM SEWER
- EXISTING SANITARY SEWER
- EXISTING UNDERGROUND GAS
- EXISTING UNDERGROUND TELEPHONE
- EXISTING BUILDING
- EXISTING CONCRETE PAVEMENT
- EXISTING LANDSCAPE
- EXISTING CLHB & GUTTER
- EXISTING TREE
- UTILITY POLE
- HYDRANT
- PROPOSED TEMPORARY FENCE
- PROPOSED SILT FENCE
- TRACKING PAD
- PROPOSED AIR MONITORING UNIT (APPROXIMATE LOCATIONS)

DEPTH (FEET)	DEPTH OF CUT BELOW MAJORLINE	COLOR
-2.74	-2.74	Red
-3.00	-3.00	Orange
-3.25	-3.25	Yellow
-3.50	-3.50	Light Green
-3.75	-3.75	Green
-4.00	-4.00	Dark Green
-4.25	-4.25	Blue-Green
-4.50	-4.50	Blue

**PROJECT NO.:** 11771916  
**DRAWN BY:** DMH 10/28/14  
**CHECKED BY:** RUB 07/15/15  
**APPROVED BY:** RUB 07/15/15

**RIVER SEDIMENT REMOVAL PLAN**  
**REMEDIAL ACTION CONSTRUCTION**  
**FORMER STEVENS POINT MANUFACTURED GAS PLANT SITE**  
**WISCONSIN PUBLIC SERVICE CORPORATION**  
**STEVENS POINT, WISCONSIN**

**SHEET NO.:** C040



NO.	REVISION	DATE	APPROVED BY
1	INCREASED ACCESS ALONG POND	07/03/15	RUB
2	REVISED FOR BID	07/13/15	RUB

**CONSTRUCTION NOTES:**

1. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.
2. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.
3. DESIGN SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.
4. DESIGN SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.
5. DESIGN SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.

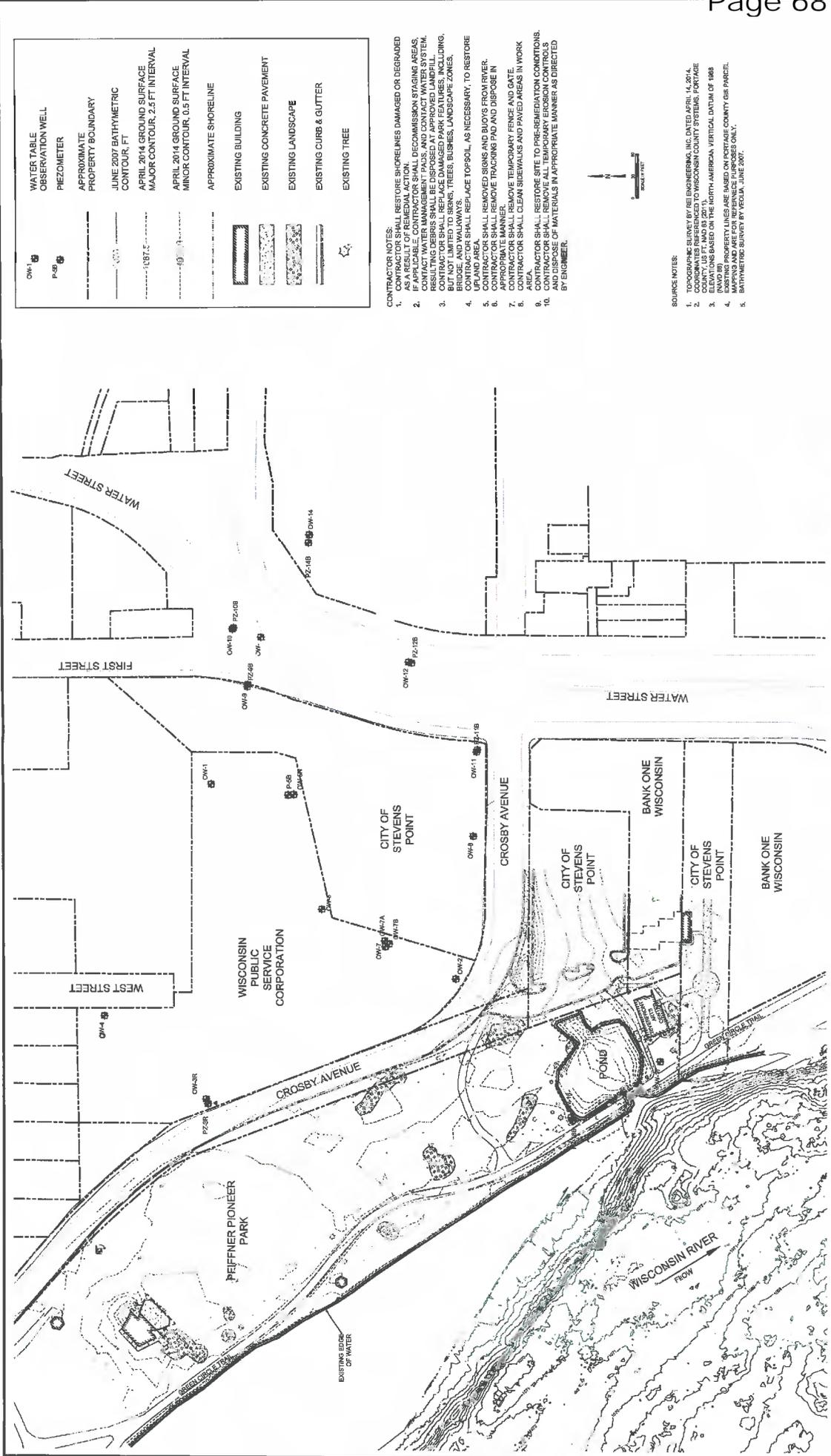
**DESIGN NOTES:**

1. DESIGN SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.
2. DESIGN SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.
3. DESIGN SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.
4. DESIGN SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.
5. DESIGN SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.

**CONSTRUCTION NOTES:**

1. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.
2. CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.
3. DESIGN SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.
4. DESIGN SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.
5. DESIGN SHALL BE IN ACCORDANCE WITH THE WISCONSIN PUBLIC LAND SURVEY.





OW-1	WATER TABLE OBSERVATION WELL
P-3B	PIEZOMETER
- - - - -	APPROXIMATE PROPERTY BOUNDARY
- - - - -	JUNE 2007 BATHYMETRIC CONTOUR, FT
- - - - -	APRIL 2014 GROUND SURFACE MAJOR CONTOUR, 2.5 FT INTERVAL
- - - - -	APRIL 2014 GROUND SURFACE MINOR CONTOUR, 0.5 FT INTERVAL
- - - - -	APPROXIMATE SHORELINE
[Pattern]	EXISTING BUILDING
[Pattern]	EXISTING CONCRETE PAVEMENT
[Pattern]	EXISTING LANDSCAPE
[Pattern]	EXISTING CURB & GUTTER
[Symbol]	EXISTING TREE

**CONTRACTOR NOTES:**

- CONTRACTOR SHALL RESTORE SHORELINES DAMAGED OR DEGRADED AS A RESULT OF REMEDIAL ACTION.
- IF APPLICABLE, CONTRACTOR SHALL DECOMMISSION STAGING AREAS, STAGING YARDS, AND STAGING LOTS AND RESTORE TO ORIGINAL CONDITION. RESULTING DEBRIS SHALL BE DISPOSED AT APPROVED LANDFILL, BUT NOT LIMITED TO SIGNS, TREES, BUSHES, LANDSCAPE ZONES, ETC.
- CONTRACTOR SHALL REPLACE TOPSOIL, AS NECESSARY, TO RESTORE UPLAND AREA.
- CONTRACTOR SHALL REMOVE SIGNS AND BUOYS FROM RIVER.
- CONTRACTOR SHALL REMOVE TRACING PAD AND DISPOSE IN APPROPRIATE MANNER.
- CONTRACTOR SHALL CLEAN SIDEWALKS AND PAVED AREAS IN WORK AREA.
- CONTRACTOR SHALL RESTORE SITE TO PRE-REMEDIATION CONDITIONS.
- CONTRACTOR SHALL REMOVE ALL TEMPORARY EROSION CONTROLS AND DISPOSE OF MATERIALS IN APPROPRIATE MANNER AS DIRECTED BY ENGINEER.



**SOURCE NOTES:**

- TOPOGRAPHIC SURVEY BY REI ENGINEERING, INC. DATED APRIL 14, 2014.
- CONTOUR DATA PROVIDED TO WISCONSIN COUNTY SYSTEMS, PORTAGE COUNTY, WI, 11/10/2011.
- ELEVATIONS BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988.
- EXISTING PROPERTY LINES ARE BASED ON PORTAGE COUNTY GIS PARCEL MAPPING AND ARE FOR REFERENCE PURPOSES ONLY.
- BATHYMETRIC SURVEY BY VECOL, JUNE 2007.

PROJECT NO.	1177198
DRAWN BY:	DMD 10/29/14
CHECKED BY:	RJB 07/31/15
APPROVED BY:	RJB 07/31/15
DRAWING NO.	011772030-00
SHEET NO.	C080
REFERENCE:	

**NATURAL RESOURCE TECHNOLOGY**

1	ISSUED FOR BID	RJB	07/31/15
2	DATE	APPROBY:	
3	REVISION:		
4			
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6			

1	ISSUED FOR BID	RJB	07/31/15
2	DATE	APPROBY:	
3	REVISION:		
4			
5			
6			



# Memo

**Plan Staff**

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: 9/2/2015  
 Subject: Request from Kraemer Construction for a conceptual project review of a multiple use development at 532 Division Street (Parcel ID's 2408-29-4010-24 and 2408-29-4010-25) and 508-20 Vincent Street (Parcel ID 2408-29-4013-39).

Kraemer Development is requesting a conceptual project review (CPR) for development on the former Cooper Motors site (532 Division Street) and an adjacent site. Multiple buildings are proposed which include a variety of uses. See the attached narrative for additional details.

A CPR is an initial review of a proposed project. The plans that are submitted for the CPR are fairly general, outlining the proposed project. The goal of a CPR is to get input from the public, the Plan Commission, and the Common Council on a development before it proceeds to the next step, in this case, a conditional use permit, site plan review, street vacation, and rezoning to a Planned Unit Development District may all be necessary approvals. As mentioned above, plans are general in nature and will be more detailed once comments are received regarding the proposed development. No official action will be taken at this meeting for this item, as it is for discussion purposes only.

Below is a summary of the conceptual project:

**Kraemer Development Conceptual Project – 532 Division Street and 508-20 Vincent Street**

- Uses: Residential, Retail, Restaurant
- Vacation of Vincent Street
- Project Area: Approx. 4.2 Acres
- Total Project Gross Square Footage 83,200 GSF
- Total Parking 219 Stalls

**Housing Building**

4 Floors  
 40 units  
 55,000 GSF (13,740 GSF/FLR)  
 3,000 GSF Amenity Space

**Office Building**

2 Floors  
 20,200 GSF (10,100 GSF/FLR)

**Restaurant Building**

Single Story  
 2,000 GSF  
 Drive Thru

**Commercial Building**

Single Story – Two Units  
 6,000 GSF



August 19, 2015

Mr. Michael Ostrowski  
 Director of Community Development  
 City of Stevens Point  
 Stevens Point City Hall  
 1515 Strongs Avenue  
 Stevens Point, WI 54481

**Re: Concept Review of a redevelopment of 532 Division and 508-520 Vincent Street**

Dear Michael,

I appreciate the opportunity to present the concept plan for the redevelopment of the Division and Vincent street properties referenced above. These two properties are vastly underutilized and present an intriguing opportunity to reposition the properties for a higher and better use in the future.

**Development Concept Matrix**

Uses	Height	Square Feet	Parking
Commercial	1 story	8,000	
Student Apartments	4 story	55,000	
Office	2 story	20,200	
<b>Total</b>		<b>83,200</b>	
Parking Provided / Req.			219 / 212

The commercial space could be a mix of service oriented retail and restaurant space to serve the student population and the surrounding neighborhoods. As shown on the plan this is broken down into two buildings. The building on the south end of the site opens up to a shared outdoor plaza which will tie the commercial space and apartment together and offer outdoor amenity space for both uses. The commercial building on the north side of the site could be a free standing restaurant which incorporates

a drive thru. This building could be slightly larger depending on the end use. The positioning of this building provides a transition between the properties to the north on Division and the rest of the development to the south. Some parking has been allocated in front of the building and the drive through would wrap around the backside of the building. This area of the plan blends well with the current development patterns and the higher density aspect of the commercial and student focus on the south.

The office site is currently planned as two levels however if demand warrants could be expanded to accommodate a larger professional use.

The apartment component would be geared towards university students. The building is currently planned as a 4 story 40 unit property. The property will incorporate amenity space for the residents which would front on Division Street to create an active "storefront" appearance for the development.

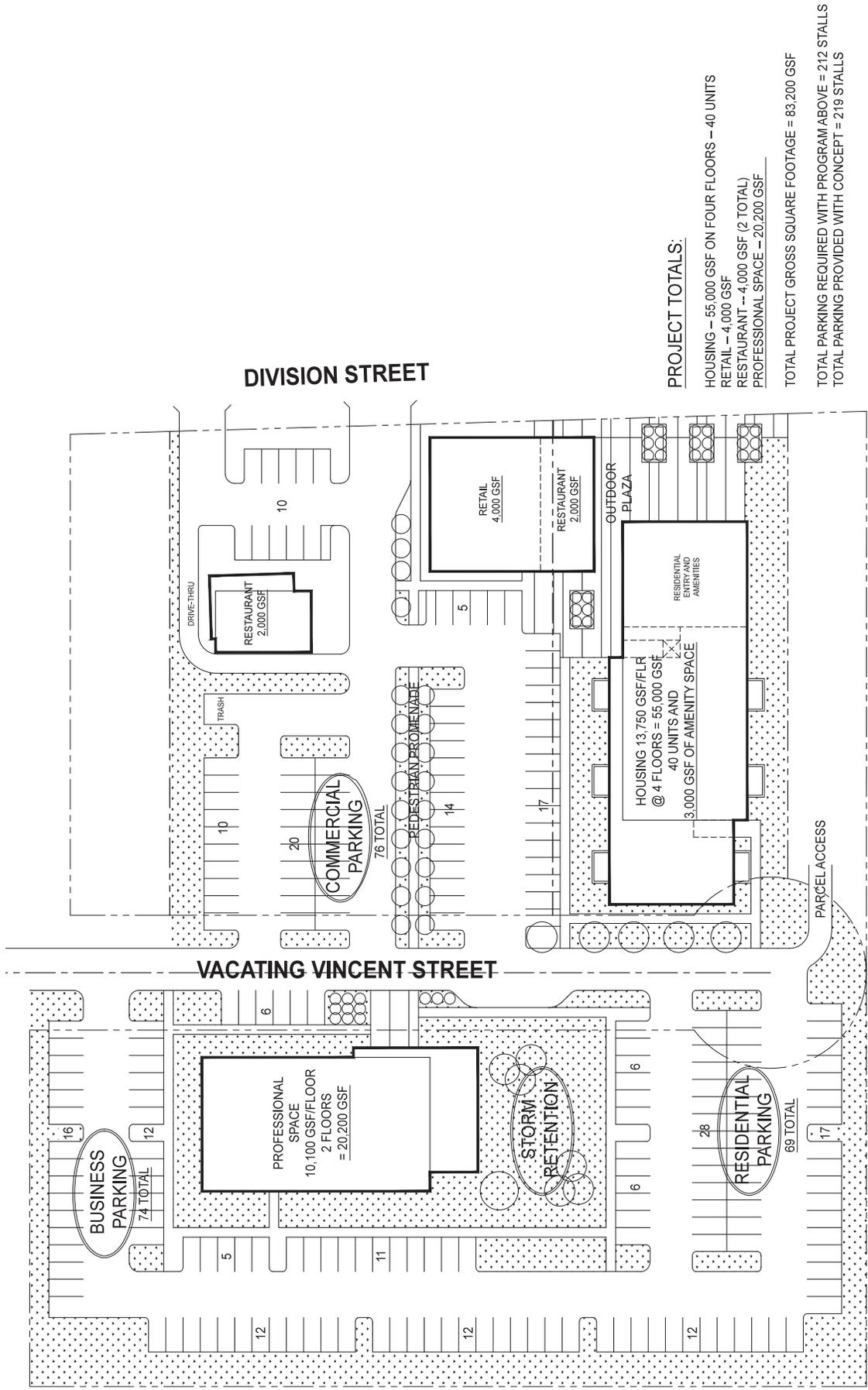
As part of the redevelopment it is anticipated Vincent Street would be vacated. The vacation would allow the properties to be developed with more continuity and allow for additional parking, building area and greenspace. Access would remain to the property to the south and we anticipate certain utility connections being made in this area.

I look forward to discussing this concept plan with you and the plan commission members in September.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Kraemer', with a long horizontal flourish extending to the right.

Jeff Kraemer



**PROJECT TOTALS:**

HOUSING – 55,000 GSF ON FOUR FLOORS – 40 UNITS  
 RETAIL – 4,000 GSF  
 RESTAURANT -- 4,000 GSF (2 TOTAL)  
 PROFESSIONAL SPACE – 20,200 GSF

TOTAL PROJECT GROSS SQUARE FOOTAGE = 83,200 GSF

TOTAL PARKING REQUIRED WITH PROGRAM ABOVE = 212 STALLS

TOTAL PARKING PROVIDED WITH CONCEPT = 219 STALLS

# Administrative Staff Report

Conditional Use  
Construct Mobile Tower  
5225 Joerns Drive  
September 8, 2015



Department of Community Development

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Peter Schau, representing Central States Tower III, LLC.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Michael Ostrowski, Director <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li> <li>Kyle Kearns, Associate Planner <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>2408-32-2008-05</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"M-2" Heavy Industrial District</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Business Park District</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 6 – Slowinski</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Actual Frontage: 1,250 feet</li> <li>Effective Frontage: 1,250 feet</li> <li>Effective Depth: 150 feet</li> <li>Square Footage: 312,760</li> <li>Acreage: 7.180</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Industrial</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.01(16), 23.02(3)(b)</li> </ul>	<p><b>Request</b></p> <p>Request from Peter Schau, representing Central States Tower III, LLC., for a conditional use permit to construct a wireless communication tower at 5225 Joerns Drive (Parcel ID 2308-02-2000-22).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Property Data</li> <li>Exhibit Map</li> <li>Application</li> <li>Plans &amp; Documents</li> </ul> <p><b>Findings of Fact</b></p> <ul style="list-style-type: none"> <li>The property is zoned M-2 Heavy Industrial District.</li> <li>Municipalities shall have review authority for the siting and construction of a new mobile service support structure.</li> <li>The request is to construct a new mobile tower with associated antenna equipment and a prefabricated equipment shelter.</li> <li>The proposed tower is 105 foot tall monopole type structure.</li> <li>It is proposed in an 85' by 85' leased area on the southwest corner of the site, taking access off of Krembs Avenue.</li> </ul> <p><b>Staff Recommendation</b></p> <p>Approve, subject to the following condition(s):</p> <ul style="list-style-type: none"> <li>Applicable City permits shall be obtained (building, right-of-way, etc.).</li> <li>Any other pertinent requirements from the Federal Aviation Administration (FAA) shall be met.</li> </ul>
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# Vicinity Map



## Background

The applicant is requesting to construct a 105 foot monopole cellular/mobile tower, along with associated antenna, equipment and a prefabricated shelter. The tower is proposed within an 85 foot by 85 foot leased area in the southwest corner of the property identified above. Access to the tower is proposed off of Krembs Avenue. Furthermore, the tower and equipment will be surrounded by a 6 foot high chain-link fence partially screened with arborvitae trees. Verizon Wireless is currently the sole tenant for the wireless tower, however the tower is capable of accommodating others. Details have been summarized below:

### Tower & Equipment Details:

- Tower Height: 105' Monopole (110' w/lighting rod)
- Tower Lease Area: 85' by 85'
- Shelter Size: 11'-6" by 21'-9 1/2" = Approx. 250 s.f.
- Screening: Retaining wall, 6' high chain-link fence, and arborvitae trees

Note that the recent Biennial Budget Act modified regulatory powers of local governments in regard to cell phone towers. Thus, we have amended the City ordinance to reflect the modification which allows for political subdivision review for siting and construction of new mobile services support structures and facilities.

## Standards of Review

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

**Analysis:** The proposed use is in an industrial area. Cell towers exist in similar areas throughout the City. The property is large at over seven acres. Fencing and screening are proposed around the tower and equipment shelter. Several existing mature trees exist on the site.

**Findings:** The use should not be detrimental to the health, safety, or general welfare of the public, as the use fits within the established industrial area. Furthermore, necessary precautions are proposed to ensure safety and improved aesthetics.

- 2) **The use will not be injurious to the use and for the purpose already permitted;**

**Analysis:** Similar towers exist within the vicinity on existing industrial lots.

**Findings:** The current use is not in conflict with the surrounding neighborhood.

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

**Analysis:** The respective area is in an established and developed area of the City. Industrial lots are large and in many instances underutilized. In this instance, the tower is proposed on the southwest corner of the lot which falls on the edge of the existing stormwater pond serving the site.

**Findings:** The proposed use should not impede the orderly development and improvement of the surrounding properties.

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

N/A – The Commission cannot disapprove an application based solely on aesthetic concerns or size.

- 5) **Adequate utilities, access roads, drainage and/or necessary facilities have been, or are being, provided;**

**Analysis:** The respective area is an established area of the City. Access is proposed via a 12 foot wide asphalt road west of the tower and terminating with Krembs Drive. Other utility easements exist to serve the site and use. The City Water Department has reviewed and issued a stormwater permit.

**Findings:** This standard is met.

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

**Analysis:** See above standard regarding ingress egress.

**Findings:** This standard is met.

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

**Analysis:** The proposed use is within the "M-2" Heavy Industrial District which is established to provide for those manufacturing or other industrial uses having more obnoxious or nuisance effects than the "M-1" Light Industrial District and having a greater intensity of manufacturing, processing, employment, traffic, and other related activities. It is intended that the "M-2" district generally be located distant from non-manufacturing uses: that it be buffered by the "M-1" district or by major highways, rivers, open space, or high intensity commercial uses, and that all "M-2" districts be located consistent with the City's Comprehensive Plan.

**Findings:** The use is consistent with the district.

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

**Analysis:** The lot is over seven acres, meeting the required minimum lot size in the "M-2" zoning district. Furthermore, all applicable zoning requirements are met.

**Findings:** This standard is met.

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

N/A

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

N/A

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

**Analysis:** See standard five and six above.

**Findings:** This standard is met.

- 12) **There shall be adequate utilities to serve the site.**

- a. **The Public Works Director, Police Chief, and Fire Chief shall determine whether there is adequate sanitary sewer, potable water, storm drainage, street capacity, emergency access, public protection services, and other utilities to serve the proposed development. They shall review the plan to ensure safety and access for safety vehicles.**

**Analysis:** The property currently exists and has adequate utilities.

**Findings:** This standard is met.

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

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

**Analysis:** A chain-link fence is proposed to surround the tower and equipment. Vegetative landscaping will surround half of the tower and equipment, on the west and south side. Several mature trees exist on the site within the vicinity that are proposed to remain.

**Findings:** This standard is met.

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

**Analysis:** The building will likely have a dim signal light which shouldn't greatly affect light intensity on the site. Furthermore, the monopole is required to have a signal light.

**Findings:** This standard is met.

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

**Analysis:** No sources of noise are anticipated during the regular operation of the building and tower, unless power is lost, in which the generator will start.

**Findings:** This standard is met.

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

N/A

Note the antenna is being constructed to accommodate several other wireless antennas and can accommodate additional ground equipment in the future.

Additional review standards within State Statutes 66.0404(2)(b) are found below.

*6. If an application is to construct a new mobile service support structure, an explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting that collocation within the applicant's search ring would not result in the same mobile service functionality, coverage, and capacity: is technically infeasible; or is economically burdensome to the mobile service provider.*

The applicant has submitted a thorough response and required documentation to address the above standard. In summary, nearby locations to co-locate an antenna could not accommodate equipment or were outside of the search ring and not optimal from an engineering perspective. See the attached engineering statement.

Lastly, the applicant has submitted an engineering letter confirming the tower is designed to collapse within the subject property in the event of a structural failure, as well as a No Hazard determination letter from the Federal Aviation Administration.

After review, staff would recommend approving the request for a conditional use permit to construct a tower and associated equipment described at 5225 Joerns Drive.

Photos

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Looking Northeast



Looking Southeast

---



Looking East



Looking Southeast

Name and Address		Parcel #	Alt Parcel #	Land Use
B&B Capital Investments LLC 5225 Joerns Dr Stevens Point, WI 54481		230802200022	230802200022	Warehouse, Storage/Store/Office
		Property Address		Neighborhood
		5225 Joerns Dr		Indust Pk & Mich Ave (Comm)
		Subdivision		Zoning
Display Note		Certified Survey Map		M2-HEAVY INDUSTRIAL

**OWNERSHIP HISTORY**

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
B&B Capital Investments LLC	10/22/2001	\$1,230,400	Warranty Deed	596428		Land & Build.

**SITE DATA**

**PERMITS**

Actual Frontage	Effective Frontage	Effective Depth	Square Footage	Acreage	Date	Number	Amount	Purpose	Note
0.0	0.0	0.0	312,760.8	7.180	10/28/2011	11-782	\$15,000	099 Sign	EBI/OS2U/ROE replacement hwh
					6/26/2007	34872	\$0	066 Plumbing	
					6/24/2005	33316	\$40,000	042 Interior Renov/Re	
					1/7/2000	28901	\$80,000	042 Interior Renov/Re	Emmons Business Int
					5/9/1995	24989	\$491,000	003 Addition	
					3/28/1994	24090	\$11,000	099 Sign	

**2015 ASSESSED VALUE**

Class	Land	Improvements	Total
(2) - B-Commercial	\$130,900	\$1,596,900	\$1,727,800
<b>Total</b>	<b>\$130,900</b>	<b>\$1,596,900</b>	<b>\$1,727,800</b>

**LEGAL DESCRIPTION**

LOT 1 CSM#5265-19-75 BNG PRT NE NW S2 T23 R8 596428

**PROPERTY IMAGE**

**PROPERTY SKETCH**



Name and Address		Parcel #	Alt Parcel #	Land Use
B&B Capital Investments LLC 5225 Joerns Dr Stevens Point, WI 54481		230802200022	230802200022	Warehouse, Storage/Store/Office
		Property Address		Neighborhood
		5225 Joerns Dr		Indust Pk & Mich Ave (Comm)
		Subdivision		Zoning
Display Note		Certified Survey Map		M2-HEAVY INDUSTRIAL

**BUILDING SUPERSTRUCTURE DATA**

Bldg	Sec	Occupancy	Year	Area	Framing	Hgt

Total Area		0
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**BASEMENT DATA**

**COMPONENTS**

Bldg	Sec	Adjustment Description	Area	Bldg	Sec	Component Description	Area

**DETACHED IMPROVEMENTS**

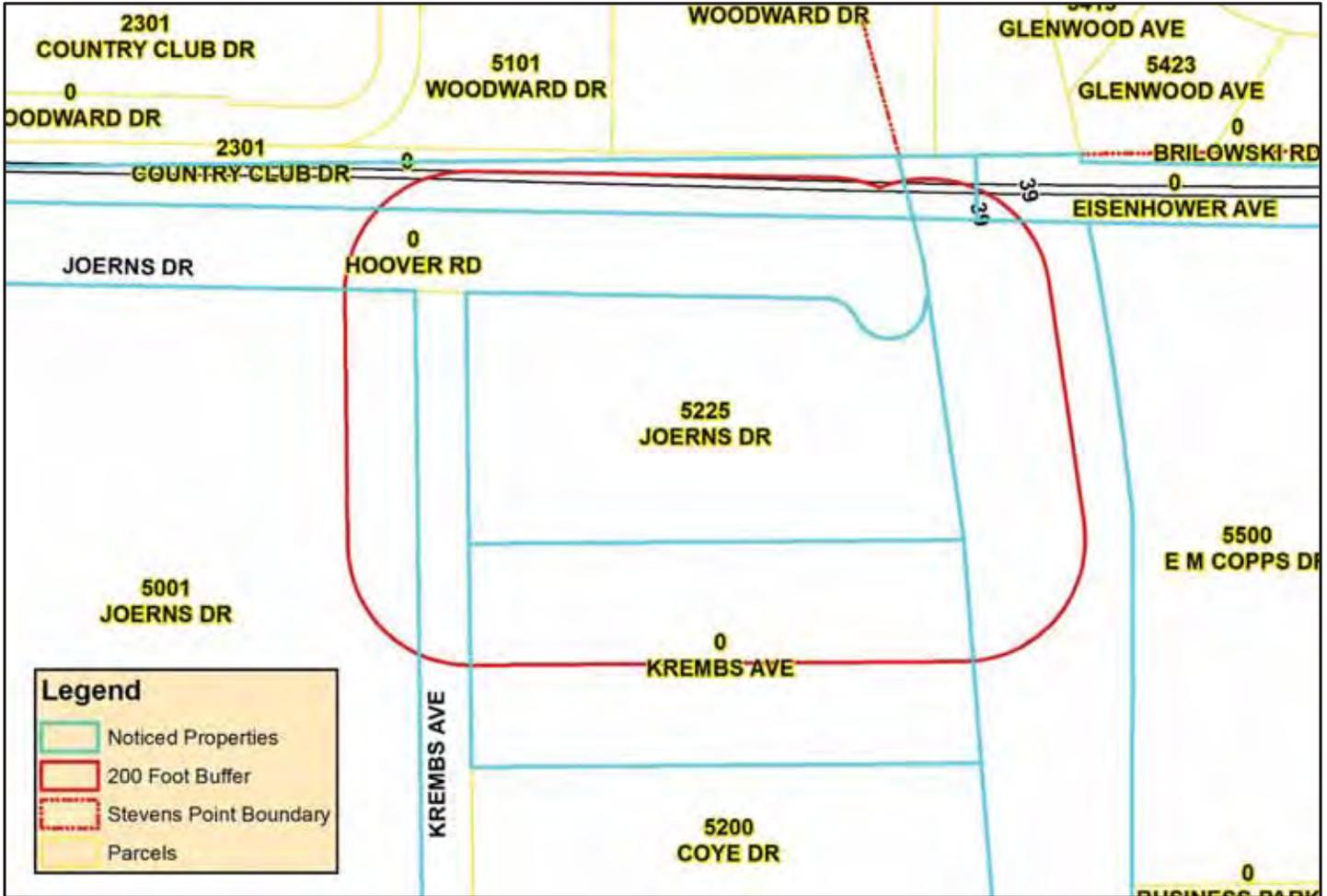
Structure	Year Built	Square Feet	Grade	Condition

**SITE IMPROVEMENTS**

**STRUCTURE DATA**

Site Improvement	Units	Age	
		Year Built	
		Eff. Year	
		One Bedroom	
		Two Bedroom	
		Three Bedroom	
		Total Units	
		Stories	
		Business Name	

Conditional Use Permit Request – Construct Wireless Communication Tower - 5225 Joerns Drive – (Parcel ID 2308-02-2000-22) – Exhibit Map (200 Feet Boundary)



Tax Key	Name	Mailing Address	City, State	Zip	Property Address
281230802100002	WISCONSIN CENTRAL PROP TAX 8TH FLOOR	POBOX 8100 DOWNTOWN STN	MONTREAL QC H3C 3N4 CA		0 Eisenhower Ave.
281230802200003	WISCONSIN CENTRAL PROP TAX 8TH FLOOR	POBOX 8100 DOWNTOWN STN	MONTREAL QC H3C 3N4 CA		0 Soon Line ROW
281230802200002	5001 JOERNS DRLLC OVERLAND JOERNS LLC	2430 WHITEHALL PARK DR	CHARLOTTE NC	28273	5001 Joerns Dr.
281230802200022	B&B CAPITAL INVESTMENTS LLC	5225 Joerns Dr	Stevens Point WI	54481	5225 Joerns Dr.
281230802200018	DONALDSON COMPANY	P O Box 1299	Minneapolis MN	55440	0 Krembs Ave.



City of Stevens Point  
Community Development Department

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

## APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

R# 162481  
\$320  
8-6-15

### ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	-	Date Submitted	7/31	Fee Required	320.00	Fee Paid	320.00
Associated Applications if Any	-	Assigned Case Manager	Kyle Kearns				
Pre-Application Conference Date	-	Conditional Use Permit Request	Use	<input checked="" type="checkbox"/>	Amend	<input type="checkbox"/>	

### APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> )	
Applicant Name	Central States Tower III, LLC	Contact Name	Peter Schau, agent for applicant(s)
Address	323 South Hale Street, Suite 100	Address	c/o: Ton 80 Realty Services, Inc. P.O. Box 578790
City, State, Zip	Wheaton, IL 60187	City, State, Zip	Chicago, IL 60657
Telephone	c/o: Brian Meier-(630) 221-8500	Telephone	(773) 919-5112
Fax	(630) 221-8516	Fax	(866) 684-3535
Email	brianm@centralstatestower.com	Email	pschau@ton80realtyservices.com

### OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/> )		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	B&B Capital Investments, LLC	Owner's Name	
Address	5225 Joerns Drive	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	c/o: Jeff Budelier-(715) 254-1114	Telephone	
Fax	(715) 254-1101	Fax	
Email	jeffb@roefurniture.com	Email	

### PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
281-23-0802200022		
Legal Description of Subject Property		
Lot 1 of Portage County Certified Survey Map No. 5265-19-75, as recorded in Volume 19 of Surveys, Page 75, being a part of the NE1/4 of the NW1/4, Section 2, Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.		
Designated Future Land Use Category		Current Use of Property
Manufacturing		Manufacturing
Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
See Attached Project Narrative Letter.		

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

See Attached Project Narrative Letter.

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

See Attached Project Narrative Letter.

Current Zoning Surrounding Subject Property			
North:	M-2, Heavy Industrial	South:	M-2, Heavy Industrial
East:	M-2, Heavy Industrial	West:	M-2, Heavy Industrial
Current Land Use Surrounding Subject Property			
North:	Railroad Tracks, then Manufacturing	South:	Manufacturing
East:	Manufacturing	West:	I-39/SR 51, then Manufacturing

**EXHIBITS**

Owner Information Sheet	<input type="checkbox"/>	Additional Exhibits If Any:
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 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
<i>Rob S., on behalf of Central States Tower III, LLC</i>	7/27/15	<i>A. J. ...</i>	7/23/15



**Via: USPS Priority Mail**

Kyle Kearns  
 Economic Development Specialist / Associate Planner  
 City of Stevens Point  
 Stevens Point City Hall  
 1515 Strongs Ave  
 Stevens Point, WI 54481

July 31, 2015

**Re: Special Use Permit Application Submittal/ Central States Tower III, LLC-New Mobile Service Support Structure and Mobile Service Facility/B&B Capital Investments, LLC Property located at 5225 Joerns Drive, Stevens Point, WI 54481. Parcel ID #281-23-0802200022.**

Dear Mr. Kearns,

On behalf of our client(s) Central States Tower III, LLC (“CST”) and Verizon Wireless, enclosed please find the required project information along with a completed City of Stevens Point Conditional Use Permit application form. This application and its corresponding submittal information have been prepared in accordance with the State of Wisconsin Mobile tower siting regulations found at Wis. Stat. Sect. 66.0404. The application procedures for a new mobile service support structure (tower) and mobile service facility (communications equipment) are found at Wis. Stat. Sect. 66.0404(2)(b) and list six (6) requirements for a completed application.

Below is a narrative on these six (6) requirements, including the specific project information. I have also enclosed a copy of the State of Wisconsin regulations for your reference as you review this submittal.

**1. The name and business address of, and the contact individual of, the applicant.**

Applicant (s):

Central States Tower III, LLC  
 Attn: Brian Meier  
 323 South Hale Street, Suite 100  
 Wheaton, IL 60187

Verizon Wireless  
 1515 Woodfield Road  
 Schaumburg, IL 60173

Contact Individual:

Peter Schau  
 Ton 80 Realty Services, Inc.  
 P.O. Box 578790  
 Chicago, IL 60657

**2. The location of the proposed support structure.**

5225 Joerns Drive, Stevens Point, WI 54481  
 Parcel ID # 281-23-0802200022



The location of the proposed 105' monopole tower structure (110' overall with lightning rod) is in the southwest corner of the above referenced 7.18 acre parcel within a 85' x 85' lease area as depicted in the enclosed survey and construction drawings.

### **3. The location of the proposed mobile service facility.**

5225 Joerns Drive, Stevens Point, WI 54481  
Parcel ID # 281-23-0802200022

CST proposes to construct a 105' monopole type tower structure (110' overall with lightning rod) for the immediate use by Verizon Wireless in the southwest corner of the 7.18 acre property at 5225 Joerns Drive, Stevens Point, WI 54481. This new tower structure will be located within an 85' x 85' ground lease area as depicted in the enclosed survey and construction drawings. Verizon Wireless will locate its antennas and equipment upon the tower at the 100' centerline, route its coax/cabling down the inside of the tower, and install a prefabricated equipment shelter with an interior generator at grade near the base of the tower structure all within the CST ground lease area. Also, the monopole tower and compound is designed to accommodate at least two (2) additional similar wireless telecommunications equipment installations besides the one contemplated by Verizon Wireless.

### **4. If the application is to substantially modify an existing support structure...**

The application is for a new 105' monopole tower (110' overall with lightning rod), therefore the submittal requirements of this section are not applicable.

### **5. If the application is to construct a new mobile service support structure, a construction plan which describes the proposed mobile services support structure and the equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and related equipment to be placed on or around the new mobile service support structure.**

See the enclosed construction drawings depicting the proposed CST and Verizon Wireless installations containing the above described information.

### **6. If the application is to construct a new mobile service support structure, an explanation as to why the application chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has the responsibility over the placement of the mobile service support structure attesting that collocation within the applicant's search ring would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the mobile service provider.**

The Verizon Wireless search ring is depicted in the enclosed Delorme Map labeled "*Verizon Wireless Search Area: WI7 Pt Glenwood Ave Site*", where there are no existing structures of any kind within the defined search area available for collocation by Verizon Wireless.

The closest existing structure to the proposed site location currently being utilized for a similar use by three (3) other wireless providers is a Crown Castle ("CCI") monopole tower structure located approximately .4 miles south at 5217 Heffron Court. This site was investigated along with the subject property, but it was determined that (a) it is located too far south of the search area to meet Verizon



Wireless' network engineering requirements, and (b) there was not a viable location within the existing CCI compound available for the installation of the Verizon Wireless ground equipment. The next closest structures to the proposed site location are a collection of existing tower structures located along US Hwy 10, both east and west of the I-39/US 51 interchange. These four structures consist of two (2) stealth flagpole type towers, and two (2) monopole type towers, and all are located a mile or so from the proposed site location. Again, these site locations were reviewed along with the subject property, but determined that they are located too far north of the search area to meet Verizon Wireless' network engineering requirements whether or not there is any room available upon the tower structures, or enough ground area to host the Verizon Wireless' equipment. From our initial cursory field visits, only one (1) of the four (4) structures seemed to have the available room needed for the Verizon Wireless equipment ("USC Badger HVAC Tower"), but again, it's the location north of US Hwy 10 would not satisfy Verizon Wireless' network engineering needs for this site. The proposed location at 5223 Joerns Drive was identified as the best available candidate due to its geographic location relative to Verizon Wireless' network design needs, as well as the current use of the subject property and the surrounding area (industrial park).

Enclosed in the application materials is a sworn statement from the Verizon Wireless Radio Frequency Engineer assigned to the site attesting to the fact that collocation is not a feasible option for this site as there are no existing structures of any kind which exist within the Verizon Wireless Search Area that could be utilized for a collocation.

### **ADDITIONAL DISCUSSION**

This is a joint application for a proposed new mobile service support structure (tower) which will be owned by Central States Tower III, LLC ("CST"), a national owner and operator of wireless communications infrastructure; and a mobile service facility (antenna and equipment) installation upon this new support structure by its proposed tenant, Verizon Wireless. It is not uncommon for wireless telecommunications service providers to engage the services of a tower company to construct, own, and operate the infrastructure upon which they desire locate their equipment. In this case, Verizon Wireless needs the site to meet its service needs for the defined search area, and has engaged CST to participate as the tower developer/owner for the project.

As described above, the proposed project is for the construction, installation, and operation of an unmanned wireless communications tower facility upon the 7.18 acre property located at 5225 Joerns Drive, Stevens Point, WI 54481. This facility will consist of Verizon Wireless antennas and equipment to be mounted at the 100' centerline of a newly constructed CST owned 105' monopole tower (110' with lightning rod), associated coaxial/hybrid cable runs down the inside of the tower, and an 11'6" x 21' 9 1/2" prefabricated equipment shelter and interior backup power generator which will be housed upon a concrete pad/foundation near the base of the tower, all within an irregularly shaped fenced CST compound area as shown in the enclosed plans. Also, a 20' wide access and utility easement will be utilized to serve the site, entering the property from the public way via an existing access point from Krembs Avenue to the west, along with a second 10' wide utility easement also connecting the site to the same western property line and public right of ways.

This Conditional Use Permit will result in a great benefit for the community, in that it will allow for the continued provision of the highest quality, and most technologically advanced wireless communication



services to the nearby resident and visitor populations of the City of Stevens Point. Besides the services which will be provided by Verizon Wireless, the tower facility has been designed so it will be available for at least two (2) other comparable antenna and equipment installations, and shall conform to all applicable ANSI/TIA 222-G, FCC, and FAA regulations and standards governing such facilities. Multiple company collocations on its infrastructure is the core of CST's business, and CST actively markets its portfolio of tower sites for collocation to all communication users nationwide and will do so for this site as well.

The proposed facility will not require any public participation, or result in any public cost for public facilities and services which would be detrimental to the economic welfare of the community. In fact, the wireless communication services offered by Verizon Wireless are desired by both businesses and individuals, and will be an economic asset to the community. The enhanced E-911 services provided by facilities such as these will also assist in the protection of the public health, safety, and welfare of the community.

The equipment will operate continuously at this unmanned facility and will require no additional parking or facilities for employees. Verizon Wireless' cell site technicians will visit the site periodically, typically a couple hours once per month, for the testing and monitoring of the maintenance and security of its equipment. CST personnel will also visit the site periodically to monitor the maintenance and security of the facility. The facility will not generate any substantial traffic, and besides the new tower structure, the remainder of the equipment has a minimal visual impact and generates very little noise.

This site is located upon a property in the M-2 Heavy Industrial Zoning District within an established industrial park bounding US 51 & I-39 at the end of Joerns Drive, and has been positioned upon the underlying 7.18 acre parcel to best conform with the current and potential future use(s) of the property. The location of the proposed tower upon the property is setback from the nearest property line by approximately 49', a distance that is less than the height of the proposed tower structure. However, enclosed please find a stamped engineering letter from Sabre Industries Towers and Poles, CST's tower manufacturer, ensuring that the tower will be designed to collapse within the subject property in the event of structural failure. A landscaping buffer will also be installed around the west and south sides of the compound to assist in minimizing any potential impacts to the adjoining properties and nearby view sheds.

Besides the six (6) application requirements defined by Wis. Stat. Sect. 66.0404(2)(b), I have also enclosed a copy of the FAA Determination of No Hazard to Air Navigation for the proposed tower at this location and a check made payable to the City of Stevens Point in the amount of \$250.00 for the applicable application fee. A copy of this application and the enclosed materials has simultaneously been sent to the Honorable Jeremy Slowinski, Alderperson, 6<sup>th</sup> Ward so that he is aware of this submittal.

Finally, I believe the above information satisfies the applicable application requirements as defined by the City of Stevens Point Zoning Ordinance and as preempted by Wis. Stat. Sect. 66.0404; and is ready to be scheduled for consideration by the City of Stevens Point Planning Commission. I look forward to the public hearing for this request, and will be present at the meeting to address any remaining questions that the commission or members of the public may have regarding the application and proposed use of the site.



Should you have any additional information needs or questions regarding the application, the enclosed materials, or the proposed use of the site, please contact me directly at (773) 919-5112, or by e-mail at [pschau@ton80realtyservices.com](mailto:pschau@ton80realtyservices.com).

Sincerely,

Peter Schau  
Ton 80 Realty Services, Inc.,  
on behalf of Central States Tower III, LLC  
and Verizon Wireless

*Enclosures as described*



Mr. Jeff Budelier  
Member  
B&B Capital Investments, LLC  
5225 Joerns Drive  
Stevens Point, WI 54481

July 23, 2015

**Re: Central States Tower III, LLC-New Mobile Service Support Structure and Verizon Wireless Mobile Service Facility/B&B Capital Investments, LLC Property located at 5225 Joerns Drive, Stevens Point, WI 54481.**

**Parcel ID #281-23-0802200022.**

Dear Jeff,

Please acknowledge this letter below as evidence of your consent for Ton 80 Realty Services, Inc. to file any and all necessary zoning, building, erosion control, and any other governmental use or permit applications required with the applicable jurisdictions and agencies for the installation and operation of a Mobile Service Support Structure and Mobile Service Facility (Wireless Communications Tower Facility and Equipment) upon the above referenced property by Central States Tower III, LLC ("CST") as your tenant, and Verizon Wireless as CST's prospective subtenant, on your behalf as the fee owner of the property.

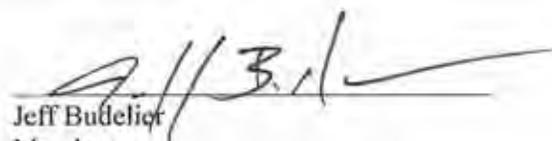
Thank you for all of your time and assistance in the matter.

Best regards,

*Peter Schau*

Peter Schau  
On behalf of Central States Tower III, LLC  
and Verizon Wireless

Acknowledged this 23 day of  
July, 2015

  
Jeff Budelier  
Member  
B&B Capital Investments, LLC

**SWORN STATEMENT OF TIMOTHY BAKER IN SUPPORT OF NEW TOWER CONSTRUCTION  
PURSUANT TO WIS. STAT. §66.0404**

WAUKESHA COUNTY     )  
  ) ss.  
STATE OF WISCONSIN    )

**TIMOTHY BAKER**, being first duly sworn on oath, deposes and says that:

1. I am an adult resident of the State of Wisconsin and serve as RF Engineer at Verizon Wireless.

2. My job duties include responsibility over the placement of the mobile service support structure being proposed by Central States Tower III, LLC and Verizon Wireless Personal Communications LP (“Verizon Wireless”) at the property commonly known as 5225 Joerns Drive, Stevens Point, WI 54481, Parcel ID #: 281-23-0802200022 (the “Verizon Wireless Proposal”).

3. This sworn statement is made pursuant to Wis. Stat. §66.0404(2)(b)6.

4. The Verizon Wireless Proposal is being submitted because collocation within Verizon Wireless’ search ring for the area covered by the Verizon Wireless Proposal is infeasible, as no existing structures of any kind currently exist which could be utilized for such collocation.

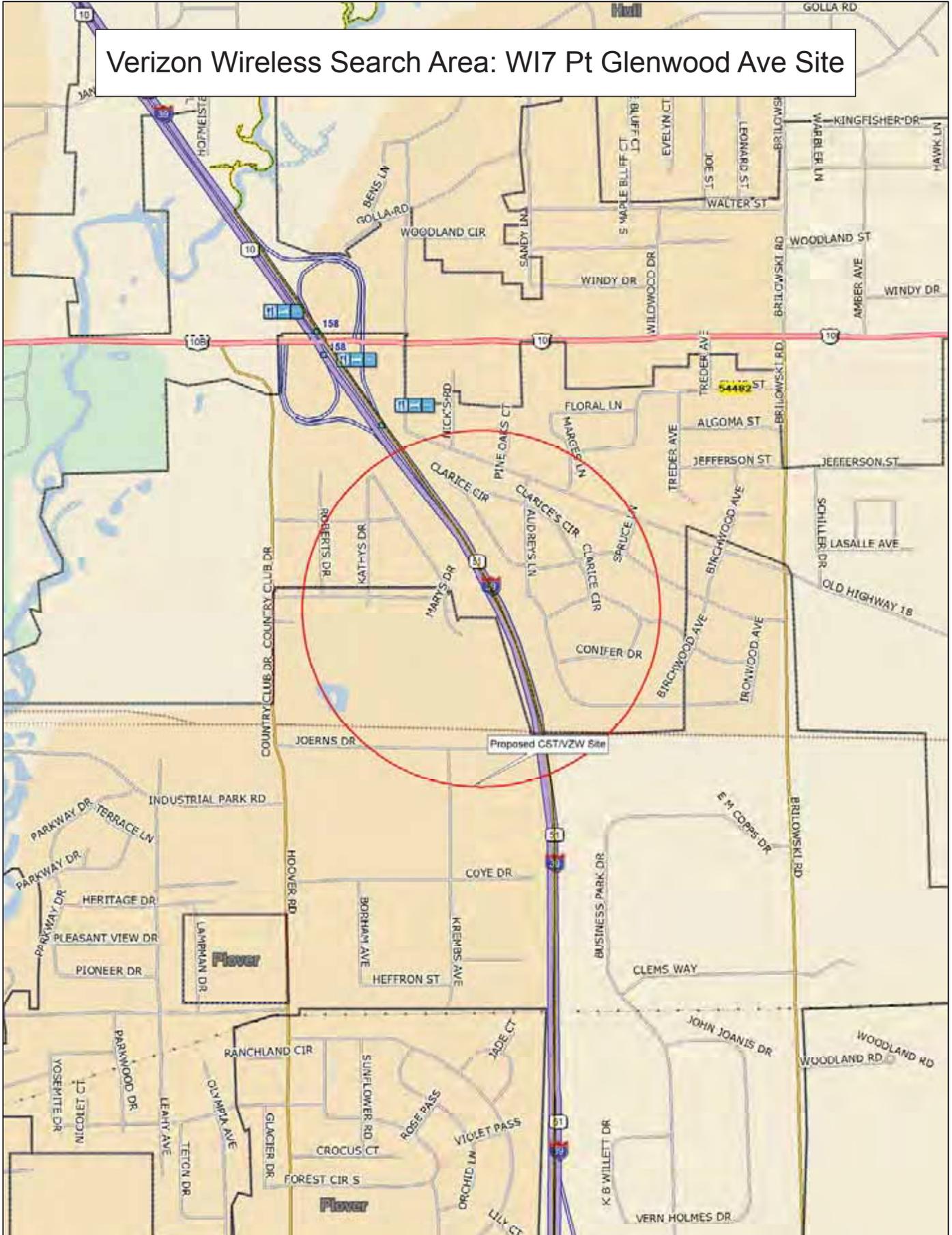
Timothy Baker  
Timothy Baker

Subscribed and sworn to before me  
this day of July 8<sup>th</sup>, 2015

Sabrina M. Mitchell  
Notary Public, State of Wisconsin  
My commission: July 12, 2019



Verizon Wireless Search Area: WI7 Pt Glenwood Ave Site



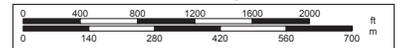
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www.delorme.com



Scale 1 : 16,000



1" = 1,333.3 ft      Data Zoom 13-6

July 23, 2015

Mr. Yuri Dobrowolsky  
 Director of Construction  
 Central States Tower  
 323 South Hale Street, Suite 100  
 Wheaton, IL 60187

RE: Proposed 105 ft Sabre Monopole for Glenwood, WI

Dear Mr. Dobrowolsky,

Upon receipt of order, we propose to design and supply the above referenced Sabre monopole for a Basic Wind Speed of 90 mph with no ice and 40 mph with 1/2" ice, Structure Class II, Exposure Category C, and Topographic Category 1, in accordance with the Telecommunications Industry Association Standard ANSI/TIA-222-G, "Structural Standard for Antenna Supporting Structures and Antennas".

When designed according to this standard, the wind pressures and steel strength capacities include several safety factors, resulting in an overall minimum safety factor of 25%. Therefore, it is highly unlikely that the monopole will fail structurally in a wind event where the design wind speed is exceeded within the range of the built-in safety factors.

Should the wind speed increase beyond the capacity of the built-in safety factors, to the point of failure of one or more structural elements, the most likely location of the failure would be within one of the monopole shaft sections. This would result in a buckling failure mode, where the steel shaft would bend beyond its elastic limit (beyond the point where the shaft would return to its original shape upon removal of the wind load).

Therefore, the overall effect of an extreme wind event would be localized buckling of the monopole shaft. Assuming that the wind pressure profile is similar to that used to design the monopole, the shaft will buckle at the location of the highest combined stress ratio in the upper portion of the monopole. This would result in the portion of the monopole above "folding over" onto the portion below, essentially collapsing upon itself. **Please note that this letter only applies to a monopole designed and manufactured by Sabre Towers & Poles.** In the unlikely event of total separation, this would result in collapse of the section above, within a radius equal to 30% of the monopole height.

Sincerely,

Robert E. Beacom, P.E.  
 Design Engineer II



7/23/15



Mail Processing Center  
 Federal Aviation Administration  
 Southwest Regional Office  
 Obstruction Evaluation Group  
 2601 Meacham Boulevard  
 Fort Worth, TX 76193

Issued Date: 07/06/2015

Brian Meier  
 Central States Tower III  
 323 S. Hale Street  
 Suite 100  
 Wheaton, IL 60187

**\*\* DETERMINATION OF NO HAZARD TO AIR NAVIGATION \*\***

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Monopole WI-00-5158 Point Glenwood  
 Location: Stevens Point, WI  
 Latitude: 44-30-39.29N NAD 83  
 Longitude: 89-31-18.64W  
 Heights: 1095 feet site elevation (SE)  
 110 feet above ground level (AGL)  
 1205 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

- At least 10 days prior to start of construction (7460-2, Part 1)
- Within 5 days after the construction reaches its greatest height (7460-2, Part 2)

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed and maintained in accordance with FAA Advisory circular 70/7460-1 K Change 2.

This determination expires on 01/06/2017 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- (b) extended, revised, or terminated by the issuing office.
- (c) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.

This determination is based, in part, on the foregoing description which includes specific coordinates , heights, frequency(ies) and power . Any changes in coordinates , heights, and frequencies or use of greater power will void this determination. Any future construction or alteration , including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

Any failure or malfunction that lasts more than thirty (30) minutes and affects a top light or flashing obstruction light, regardless of its position, should be reported immediately to (877) 487-6867 so a Notice to Airmen (NOTAM) can be issued. As soon as the normal operation is restored, notify the same number.

A copy of this determination will be forwarded to the Federal Communications Commission (FCC) because the structure is subject to their licensing authority.

If we can be of further assistance, please contact our office at (817) 321-7760. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2015-AGL-7438-OE.

**Signature Control No: 252213460-256902220**

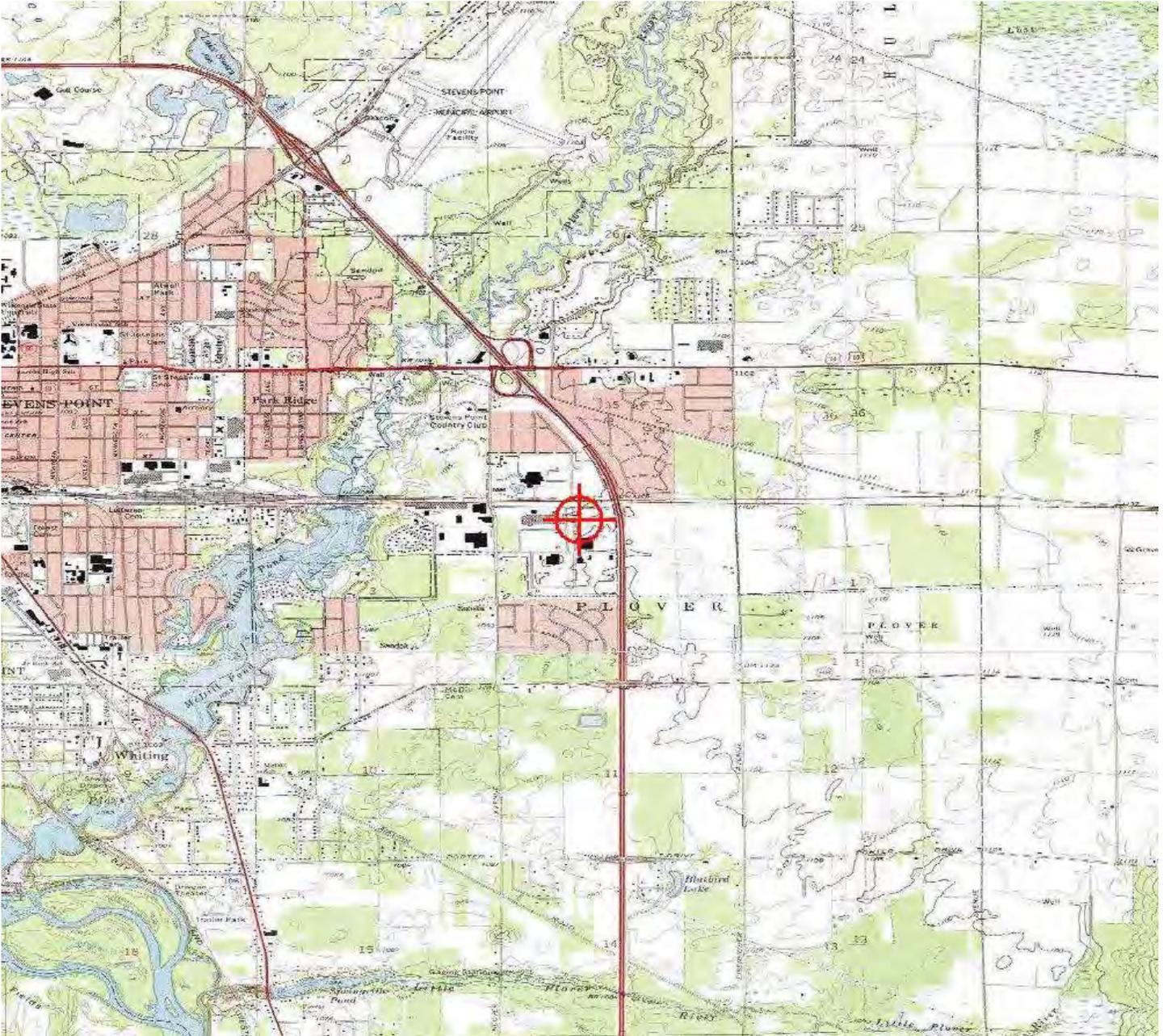
( DNE )

Joan Tengowski  
Technician

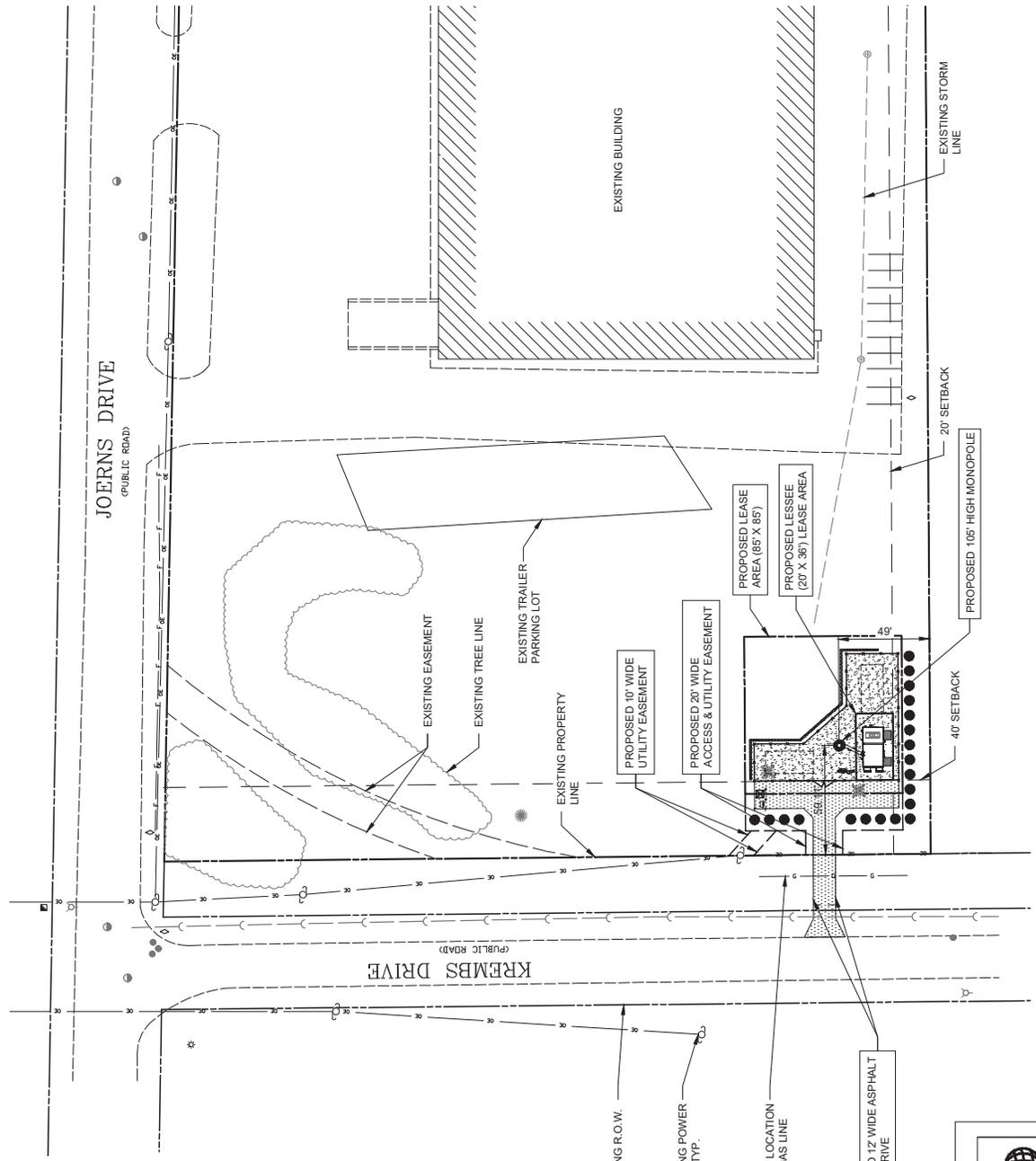
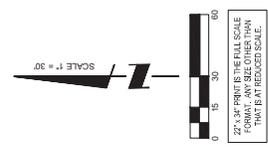
Attachment(s)  
Frequency Data  
Map(s)

cc: FCC

LOW FREQUENCY	HIGH FREQUENCY	FREQUENCY UNIT	ERP	ERP UNIT
698	806	MHz	1000	W
806	824	MHz	500	W
824	849	MHz	500	W
851	866	MHz	500	W
869	894	MHz	500	W
896	901	MHz	500	W
901	902	MHz	7	W
930	931	MHz	3500	W
931	932	MHz	3500	W
932	932.5	MHz	17	dBW
935	940	MHz	1000	W
940	941	MHz	3500	W
1850	1910	MHz	1640	W
1930	1990	MHz	1640	W
2305	2310	MHz	2000	W
2345	2360	MHz	2000	W



NO.	DATE	BY	DESCRIPTION
1.	03/06/15	TJS	ISSUED FOR REVIEW
2.	04/16/15	PP	REVISED ACCESS ROAD
3.	05/28/15	PP	REVISED LEASE AREA
4.	06/08/15	MAP	REVISED SHELTER TYPE
5.	06/26/15	BTE	REVISE WITH NEW ECR
6.	07/28/15	KSB	REVISED EROSION PREVENTION SPECIFICATIONS



**LEGEND**

- = 1" X 18" IRON PIPE SET
- = 2" IRON PIPE FOUND
- = 6" NAIL SET
- ⊕ = EXISTING POWER POLE
- ⊕ = TELEPHONE PEDESTAL
- ⊕ = LIGHT POLE
- ⊕ = FIRE HYDRANT
- ⊕ = STORM INLET
- ⊕ = WATER MANHOLE
- ⊕ = MANHOLE
- ⊕ = SIGN
- ⊕ = GAS POST
- ⊕ = OVERHEAD ELECTRIC
- ⊕ = BURIED FIBER OPTIC
- ⊕ = SANITARY SEWER
- ⊕ = GAS LINE
- ⊕ = PROPERTY LINE
- ⊕ = EXISTING ARBORVITAE TREE

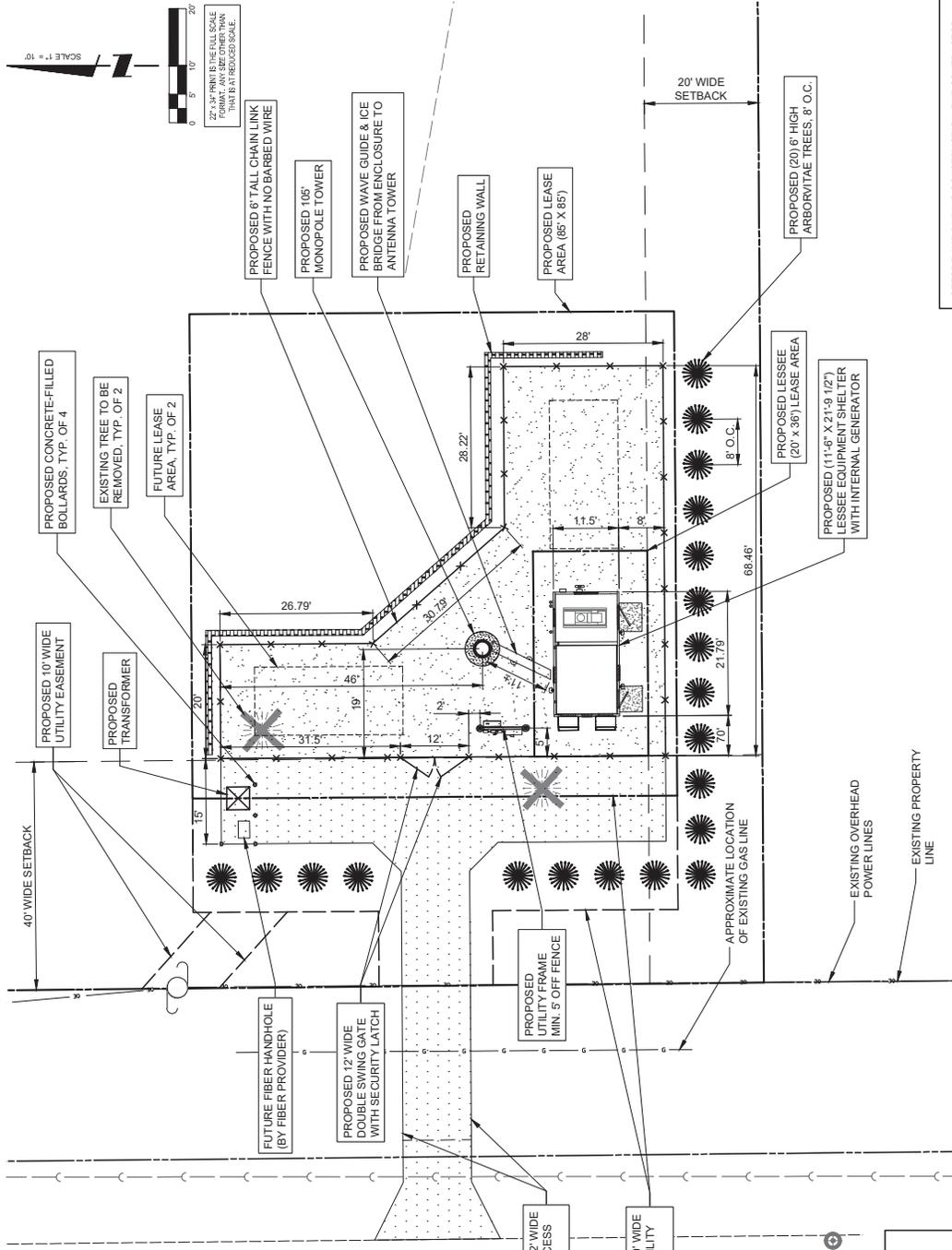


OTHER UTILITIES NOT SHOWN IN DIGESTS, RECORDS AND LOCAL UTILITY DISTRICTS AND COMPANIES SHALL ALSO BE NOTED

**SURVEY PERFORMED BY:**  
**MERIDIAN SURVEYING, LLC**  
NS774 Frelone 1  
Menasha, WI 54952  
Office: 920-983-0881  
Fax: 920-273-6037



NO.	DATE	BY	DESCRIPTION
1	03/06/15	JTS	ISSUED FOR REVIEW
2	05/26/15	PP	REVISED LEASE AREA
3	06/08/15	MAP	REVISED SHELTER TYPE
4	06/26/15	BTE	REVISE WITH NEM ECR
5	07/28/15	KSB	REVISED EROSION PREVENTION SPECIFICATIONS



BEFORE AND DURING CONSTRUCTION, THE CONTRACTOR SHALL PROVIDE ADEQUATE EROSION CONTROL AS NECESSARY IN THE FORM OF SILT FENCES FOR THE SITE AND SLOPES SUSCEPTIBLE TO EROSION. EROSION CONTROL MEASURES SHALL BE PERIODICALLY INSPECTED TO ENSURE PROPER FUNCTION. EROSION CONTROL SHALL BE REMOVED UPON COMPLETION OF WORK.

CONTRACTOR TO PROVIDE APPROXIMATE 100'x100' STAGING AREA AND TEMPORARY ROAD. CONTRACTOR SHALL COORDINATE WITH ANTENNA CONTRACTOR. A STAGING AREA SHALL BE PROVIDED AS ACCESS TO THE ANTENNA TOWER AND MONOPOLE TOWER. STAGING SHALL BE RESTORED TO EXISTING CONDITIONS AS NECESSARY UPON COMPLETION OF THE PROJECT.

CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING PAVEMENT. CONTRACTOR SHALL PHOTOGRAPH AND VIDEO TAPE EXISTING PAVEMENT PRIOR TO CONSTRUCTION. ANY DAMAGE CAUSED DURING CONSTRUCTION SHALL BE REPLACED TO EXISTING OR BETTER CONDITION AT NO ADDITIONAL COST.

THE CONTRACTOR WILL UPON BECOMING AWARE OF SUBSURFACE OR LATENT PHYSICAL CONDITIONS DIFFERING FROM THOSE DISCLOSED BY THE ORIGINAL SOIL INVESTIGATION WORK, PROMPTLY NOTIFY THE OWNER VERBALLY AND IN WRITING. AS TO THE NATURE OF THE DIFFERING CONDITIONS, NO CLAIM BY THE CONTRACTOR FOR ANY CONDITIONS DIFFERING FROM THOSE ANTICIPATED IN THE PLANS AND SPECIFICATIONS SHALL BE MADE. THE CONTRACTOR HAS SO NOTIFIED THE OWNER, VERBALLY AND IN WRITING, AS REQUIRED ABOVE, OF SUCH DIFFERING SUBSURFACE CONDITIONS.

OTHER UTILITIES NOT INCLUDED IN RECORDS: PHONE AND LOCAL UTILITY DISTRICTS AND COMPANIES SHALL ALSO BE NOTIFIED.

3 Mark Days Before You Dig  
Toll Free 1-800-245-8171  
or 1-800-245-2389

REMBERS DRIVE (PUBLIC ROAD)

PROPOSED 12' WIDE ASPHALT ACCESS

PROPOSED 20' WIDE ACCESS & UTILITY EASEMENT

PROPOSED 12' WIDE DOUBLE SWING GATE WITH SECURITY LATCH (BY FIBER PROVIDER)

PROPOSED 10' WIDE UTILITY EASEMENT

PROPOSED TRANSFORMER

PROPOSED CONCRETE-FILLED BOLLARDS, TYP. OF 4

EXISTING TREE TO BE REMOVED, TYP. OF 2

FUTURE LEASE AREA, TYP. OF 2

PROPOSED 6" TALL CHAIN LINK FENCE WITH NO BARBED WIRE

PROPOSED 105' MONOPOLE TOWER

PROPOSED WAVE GUIDE & ICE BRIDGE FROM ENCLOSURE TO ANTENNA TOWER

PROPOSED RETAINING WALL

PROPOSED LEASE AREA (65' X 85')

PROPOSED (20' X 6") HIGH ARBORVITAE TREES, 8' O.C.

PROPOSED LESSEE (20' X 38') LEASE AREA

PROPOSED (11'6" X 21'9 1/2") LESSEE EQUIPMENT SHELTER WITH INTERNAL GENERATOR

APPROXIMATE LOCATION OF EXISTING GAS LINE

EXISTING OVERHEAD POWER LINES

EXISTING PROPERTY LINE

SURVEY PERFORMED BY:

**MERIDIAN SURVEYING, LLC**

N8774 Firelane 1  
Menasha, WI 54952

Office: 920-983-0881  
Fax: 920-273-6037

PAVEMENT MATERIAL

ACCESS ROAD (HATCHED)

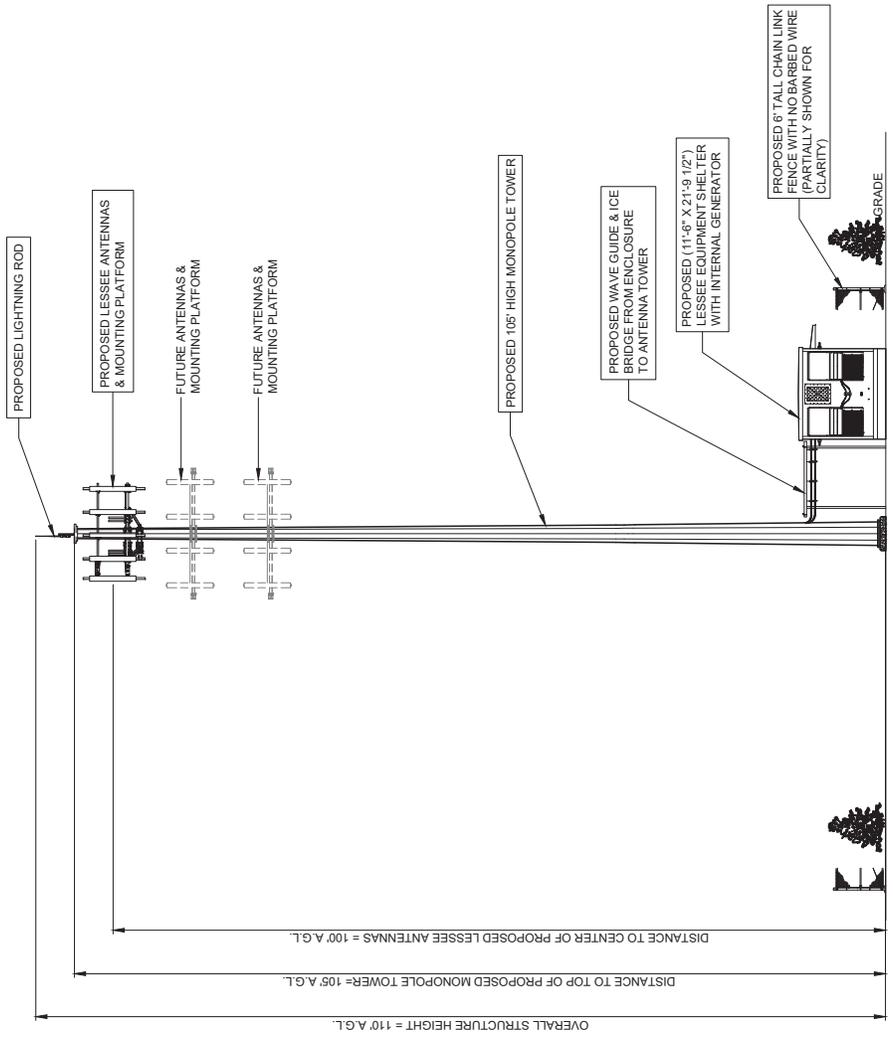
2314 S.Y.  
8" COMPACTED AGGREGATE BASE COURSE, CA-6  
MIRAFI 500X SUBGRADE GEOTEXTILE FABRIC OR APPROVED EQUAL

LEASE SITE

2704 S.Y.  
8" COMPACTED AGGREGATE BASE COURSE, WITH 3/4" CRUSHED AGGREGATE, NO FINES, OR APPROVED EQUAL, MIRAFI 500X SUBGRADE GEOTEXTILE FABRIC OR APPROVED EQUAL

THE CONTRACTOR SHALL INCLUDE AS PART OF THE BID, THE COST OF REMOVAL OF ANY SURFACE VEGETATION AND ORGANIC SOILS OR OTHER DELETERIOUS MATERIALS AND THE REPLACEMENT WITH ENGINEERED BACKFILL FOR THE AGGREGATE ACCESS DRIVE AND LEASE SITE, IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT.

SCALE: 1/8" = 1'-0"  
 2X & 3X PRINTS: THE FULL SCALE  
 DIMENSIONS SHALL BE SHOWN  
 UNLESS OTHERWISE NOTED  
 THIS IS AT REDUCED SCALE.



CENTRAL STATES TOWER III, LLC

TERRA

608 BUSSIE HIGHWAY  
 PARK RIDGE, IL 60067  
 PH: 847-693-6400  
 FAX: 847-698-6101

NO.	DATE	BY	DESCRIPTION
5	07/28/15	KSB	REVISED EROSION PREVENTION SPECIFICATIONS
4	06/26/15	BTE	REVISE WITH NEW ECR
3	06/08/15	MAP	REVISED SHELTER TYPE
2	05/28/15	PP	REVISED LEASE AREA
1	04/16/15	TJS	REVISED ACCESS ROAD
-	03/06/15	TJS	ISSUED FOR REVIEW

WI-00-5158  
 POINT  
 GLENWOOD AVE  
 5225 JOERNS DR  
 STEVENS POINT, WI 54481

DRAWN BY: [redacted]  
 CHECKED BY: [redacted]  
 DATE: 02/27/15  
 PROJECT #: 99  
 SHEET TITLE: SITE ELEVATION  
 SHEET NUMBER: 99

9411  
 ANT 16

SHEET NUMBER

1 WEST SITE ELEVATION  
 SCALE: 1/8" = 1'-0"

# Administrative Staff Report

Conditional Use  
 Construct Parking  
 3241 Prais Street  
 September 8, 2015



Department of Community Development

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Jay Johnson, representing Washington School</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Michael Ostrowski, Director  <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li> <li>Kyle Kearns, Associate Planner  <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>2408-33-1001-16</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"R-2" Single Family Residence District</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Institutional/Government</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 8 – Patton</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Actual Frontage: 5,400 feet</li> <li>Effective Frontage: 5,400 feet</li> <li>Effective Depth: 1,430 feet</li> <li>Square Footage: 1,925,890</li> <li>Acreage: 44.21</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Institutional</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.01(16), 23.02(1)(d)</li> </ul>	<p><b>Request</b></p> <p>Request from Jay Johnson, representing Washington School, for a conditional use permit to construct parking within and outside the right-of-way on Prais Street, south of Washington School, 3500 Prais Street (Parcel ID 2408-28-4018-02) and partially on 3241 Prais Street (Parcel ID 2408-33-1001-16).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Exhibit Map</li> <li>Application</li> <li>Plans &amp; Documents</li> </ul> <p><b>Findings of Fact</b></p> <ol style="list-style-type: none"> <li>The property is zoned "R-2" Single Family Residence District.</li> <li>Accessory uses to elementary schools require a conditional use permit.</li> <li>The request is to construct parking stalls partially within the right-of-way and on the nearby cemetery property.</li> <li>63 angled parking stalls are proposed.</li> <li>Prais Street is heavy used near Washington School during operational hours.</li> </ol> <p><b>Staff Recommendation</b></p> <p>Approve, subject to the following condition(s):</p> <ol style="list-style-type: none"> <li>Reverse angled parking shall be installed. The degree of angle shall be approved by the City Engineer.</li> <li>Sidewalks and curb shall be installed south of the parking area during the time of construction.</li> <li>Pedestrian crosswalks shall be painted/installed across Prais Street, where applicable, to connect with the walkways/sidewalks by Washington School.</li> <li>Signage shall be posted at each end of the parking area identifying the type of parking and proper use.</li> <li>The speed limit shall be reduced to 15 miles per hour on Prais Street between Saint Paul Street and Wilshire Boulevard. Signage shall be placed near the intersections referenced.</li> <li>A final site and landscape plan shall be submitted to City staff for</li> </ol>
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review and approval.

7. Applicable City permits shall be obtained (building, right-of-way, etc.).
8. An intergovernmental agreement shall be entered into between the City and School District for the use and maintenance of the area.

## Vicinity Map



## Background

The applicant is requesting to construct 63 angled parking stalls south of Washington School along Prais Street. In order to construct parking, the stalls would exist partially on the adjacent property (cemetery) and within the right-of-way.

Prais Street is very congested during operational hours at Washington School. Furthermore, as the need for parking has increased, vehicle parking has entered in surrounding neighborhoods, degrading the character of the neighborhood.

City staff have worked with the applicant, and school to determine measures to increase safety on Prais Street, create needed parking, and reduce parking within residential neighborhoods. Two options have been presented:

1. 75 degree angled parking (with or without sidewalks)
2. 75 degree reverse angled parking (with or without sidewalks)

Retention ponds are proposed on either side of the parking with a swale running the length of the parking to direct water into retention basins.

Note that a conditional use permit is required as the parking is accessory to the Washington School institutional use and is proposed within the right-of-way.

## Standards of Review

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

**Analysis:** The proposed use is in an established neighborhood and is an accessory use to an existing institutional use. Prais Street becomes very congested during Washington School operational hours, as school staff parallel park along the south side of the road. The road right-of-way cannot currently and safely accommodate the existing parking demand for the school. Parking for the school has occurred in adjacent neighborhoods.

**Findings:** The use should not be detrimental to the health, safety, or general welfare of the public, and should in fact improve the safety and welfare of the neighborhood. Staff would recommend curb and sidewalks to be installed south of the parking to ensure adequate pedestrian accommodations. Additionally, the sidewalks will provide for a safe area for unloading when reverse angled stalls are utilized.

- 2) **The use will not be injurious to the use and for the purpose already permitted;**

**Analysis:** In order to construct the parking, a portion of the parking must occur on the nearby cemetery property and within a portion of the right-of-way.

**Findings:** Prais Street is considered a collector street, as it connects to arterial roads and residential streets. Furthermore, it is considered to have moderate to high travel especially when Washington School is in operation. The establishment of the reversed angle parking area should help calm traffic and provide for a more organized parking area.

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

**Analysis:** The respective area is in an established and developed area of the City. No vacant land exists within the area.

**Findings:** The proposed use should not impede the orderly development and improvement of the surrounding properties. The vacant portion of the cemetery property will likely remain cemetery to accommodate future expansion if necessary.

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

N/A – No new structure is proposed.

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

**Analysis:** The respective area is an established area of the City. Access to the parking is proposed directly from Prais Street. Two parking options are proposed which are: (1) 75 degree angle parking and (2) 75 degree reverse angle parking.

**Findings:** The proposed parking is similar to that found on Main Street in downtown Stevens Point, however Prais Street accommodates two-way traffic. Given the amount of stalls proposed, reverse angled parking may prove to be a safer design as vehicles have improved visibility when exiting the stalls. Furthermore, vehicles traveling west on Prais Street could not access the reverse angled parking, as exiting would involve reversing into cross-traffic. This access would be no different than parallel parking currently along the south side of Prais Street. Staff would recommend that a lower degree angle be use. Such angle shall be approved by staff upon final review of a site plan.

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

**Analysis:** Traffic is congested during operation hours of Washington school, especially during school start and release.

**Findings:** In addition to the standard above, staff would recommend reducing the speed limit permanently to 15 miles per hour on Prais Street between Saint Paul Street and Wilshire Boulevard. Signage shall be placed near the intersections referenced.

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

**Analysis:** The proposed use is within the "R-2" single family residence district which is established to provide the population density and used primarily for single family living, which is expected to accommodate the numerous residential developments already at the density of this district, and this district would accommodate other housing not on City sewer. This district is to be located consistent with the City's Comprehensive Plan.

**Findings:** The use is consistent with the district as institutional uses are found within this district and are crucial to the neighborhood and community. As stated previously, the proposed parking should reduce parked vehicles in the surrounding neighborhoods.

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

**Analysis:** This request is partially on-, and partially off-street.

**Findings:** Staff would recommend that a final site and landscape plan be submitted for review and approval. Staff would recommend that a landscaping area similar to many of the University parking lots be implemented. See image to the right for example.



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

N/A

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

N/A

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

**Analysis:** See standard five and six above.

**Findings:** This standard is met.

- 12) **There shall be adequate utilities to serve the site.**

N/A –Utilities are not needed. Stormwater and sidewalks shall be reviewed by applicable City Departments.

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

N/A – Parking within adjacent neighborhoods should be reduced with the parking lot construction.

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

N/A

After review, staff would recommend approving the request for a conditional use permit to construct parking at the location indented above, subject to the conditions on page one of the staff report. The parking should decrease hazards on Prais Street and preserve the surrounding neighborhood character by reducing parked vehicles in those neighborhoods.

Photos



Looking West

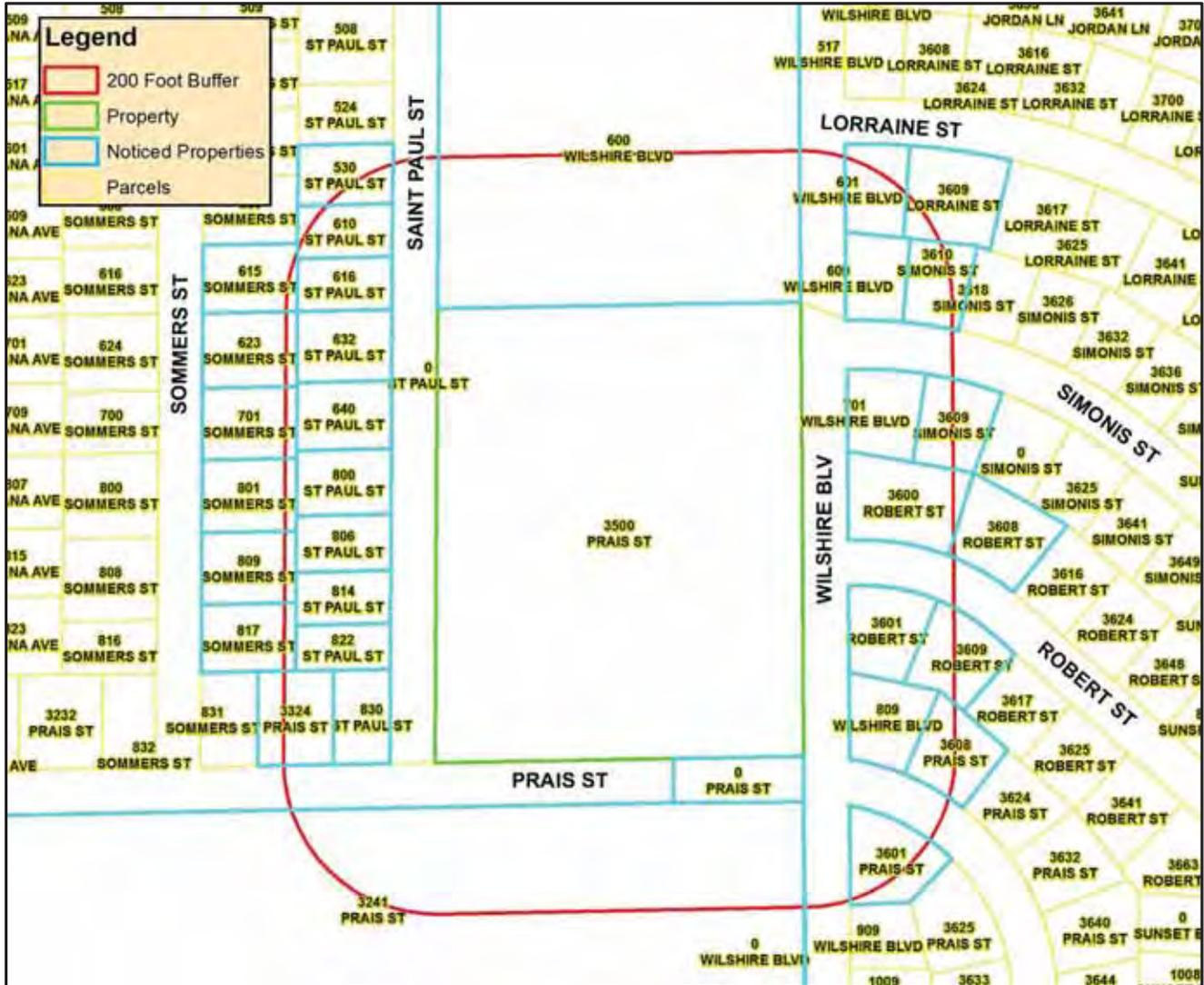


Looking Southwest



Proposed Parking Area – Looking East

Conditional Use Permit Request – Construct Street Parking – Prais Street, South of 3500 Prais Street – (Parcel ID 2408-28-4018-02) – Exhibit Map (200 Feet Boundary)



Tax Key	Name	Mailing Address	City, State	Zip	Property Address
281240828401801	ST PAUL'S UNITED METHODIST CHURCH	600 Wilshire Blvd	Stevens Point WI	54481	600 Wilshire Blvd.
281240828401716	THOMAS R & EKATERINA V LEEK	530 St Paul St	Stevens Point WI	54481	530 St. Paul St.
281240827300708	MATTHEW T & AMBER M RAMLET	601 Wilshire Blvd	Stevens Point WI	54481	601 Wilshire Blvd.
281240827300717	PERRY A & JEAN M COOK	3609 Lorraine St	Stevens Point WI	54481	3609 Lorraine St.
281240828401715	WAITE B BRADLEY B C/O WARREN & MARY WAITE	610 St Paul St	Stevens Point WI	54481	610 St. Paul St.
281240827300709	TAMI JO ERICKSON	609 Wilshire Blvd	Stevens Point WI	54481	609 Wilshire Blvd.
281240827300710	DAVID E & SUSAN L MORY TRSTAGMT	3610 Simonis St	Stevens Point WI	54481	3610 Simonis St.
281240828401707	CATHERINE A DUGAN	615 Sommers St	Stevens Point WI	54481	615 Sommers St.
281240828401714	MARC R & DARCY L OHNSON	616 St Paul St	Stevens Point WI	54481	616 St. Paul St.
281240828401802	STEVENS POINT AREA SCHOOL DISTRICT	1900 Polk St	Stevens Point WI	54481	3500 Prais St.
281240828401713	NATHAN R & WENDY S WETZEL	632 St Paul St	Stevens Point WI	54481	632 St. Paul St.
281240828401732	NOLAN D&MERONEK A C/O THERESA A NOLAN	623 Sommers St	Stevens Point WI	54481	623 Sommers St.
281240827300807	JAMES F & MARY M WILLNER	701 Wilshire Blvd	Stevens Point WI	54481	701 Wilshire Blvd.

281240827300806	JOHN M & KATHLEEN A WEISBROD	3609 Simonis St	Stevens Point WI	54481	3609 Simonis St.
281240828401730	FRED T & M JAWORSKI	640 St Paul St	Stevens Point WI	54481	640 St. Paul St.
281240828401738	MUNSON CHRISTINE R GREENDEER JON F	701 Sommers St	Stevens Point WI	54481	701 Sommers St.
281240828401729	MARJORIE MOLSKI	800 St Paul St	Stevens Point WI	54481	800 St. Paul St.
281240827300808	JACK K & JUDITH REED	3600 Robert St	Stevens Point WI	54481	3600 Robert St.
281240828401737	WILLIAM & KATHLEEN BRESEMAN	801 Sommers St	Stevens Point WI	54481	801 Sommers St.
281240827300810	JAMES E TRAVIS	3608 Robert St	Stevens Point WI	54481	3608 Robert St.
281240828401728	CHARLENE B LAURENT	806 St Paul St	Stevens Point WI	54481	806 St. Paul St.
281240828401736	JASON R ANDERSON & ELIZABETH SCHULTZ	809 Sommers St	Stevens Point WI	54481	809 Sommers St.
281240828401727	JOHN C & C ROSELIUS	814 St Paul St	Stevens Point WI	54481	814 St. Paul St.
281240827300906	JOHN J POWELL	3601 Robert St	Stevens Point WI	54481	3601 Robert St.
281240827300905	ROLAND & J YOUNG LIV TRUST	3609 Robert St	Stevens Point WI	54481	3609 Robert St.
281240828401733	CONNIE J CHECK	817 Sommers St	Stevens Point WI	54481	817 Sommers St.
281240828401712	JENNIFER L & WESLEY WINECKI	822 St Paul St	Stevens Point WI	54481	822 St. Paul St.
281240828401711	PATRICK J & C TAYLOR	830 St Paul St	Stevens Point WI	54481	830 St. Paul St.
281240828401710	TIMOTHY M & SARAH MUTSCHLECNER	3324 Prais St	Stevens Point WI	54481	3324 Prais St.
281240827300907	GERALDINE A JONES	809 Wilshire Blvd	Stevens Point WI	54481	809 Wilshire Blvd.
281240827300908	PATRICIA C HILPERT	3608 Prais St	Stevens Point WI	54481	3608 Prais St.
281240828490002	CITY OF STEVENS POINT	1515 Strong's Ave	Stevens Point WI	54481	0 Prais St.
281240833100116	STEVENS PT AREA CATHOLIC CEMETERY ASSN	3241 PRAIS ST	STEVENS POINT WI	54481	3241 Prais St.
281240827301007	MARK BOCCIO	3601 Prais St	Stevens Point WI	54481	3601 Prais St.
281240827390700	CITY OF STEVENS POINT	1515 Strong's Ave	Stevens Point WI	54481	0 Wilshire Blvd.



City of Stevens Point  
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481  
(715) 348-1567  
(715) 348-1498  
communitydevelopment@stevenspoint.com  
<http://stevenspoint.com>

**APPLICATION FOR A CONDITIONAL USE PERMIT**

(Pre-Application Conference Required)

R# 1-62492  
\$250  
8-6-15

**ADMINISTRATIVE SUMMARY (Staff Use Only)**

Application #	-	Date Submitted	8/6/15	Fee Required	\$ 250.00	Fee Paid	250.00
Associated Applications if Any	-	Assigned Case Manager	Kyle Keams				
Pre-Application Conference Date	-	Conditional Use Permit Request	Use <input checked="" type="checkbox"/>	Amend <input type="checkbox"/>			

**APPLICANT/CONTACT INFORMATION**

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> )	
Applicant Name	Stevens Point Area Public School District	Contact Name	TOM OWENS
Address	1900 Polk Street	Address	SAME AS APPLICANT INFO.
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715.345.5432	Telephone	
Fax		Fax	
Email	towens@pointschools.net	Email	

**OWNERSHIP INFORMATION**

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/> )		PROPERTY OWNER 2 INFORMATION (if Needed)	
Owner's Name	Stevens Point SD - Washington Elementary	Owner's Name	
Address	3500 Prais Street	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

**PROJECT SUMMARY**

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

Parcel 1	Parcel 2	Parcel 3

Legal Description of Subject Property

PT SESE S28 T24 R8 COM NL PRAIS ST 650' E OF WL SD 40 FOR POB TH N ON EL ST PAUL E600' TH E600'; THE E479.93' TO WL WILSHIRE 600' TO NL PRAIS; W486.5' POB\*  
Parcel ID 281-24-0828401802  
6.61 Acres

Designated Future Land Use Category	Current Use of Property

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

This is an elementary school with only on-street parking currently available. The development proposed is angle parking along the south side of Prais Street directly across from the front entrance of the school. It would span 778' and include within that two 50' storm water retention ponds on both ends. A total of 63 parking spaces would be provided.  
CONSTRUCTION IS PROPOSED IN THE SUMMER OF 2016.

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

Parking in these spaces would be used by building staff who currently park in along neighborhood streets. This development would significantly improve the character of the neighborhood by unclogging many of the streets, bring relief to homeowners in the area.

The proposed development also assists the city to some degree with water issues along Wilshire Blvd near the intersection with Prais St. The storm water retention pond could hold water currently pooling near the SW corner of that intersection.

**THIS PROJECT WOULD NOT SET A PRECEDENT FOR THE PRIVATE SECTOR BECAUSE IT COULD BE SET UP AS A UNIQUE INTERGOVERNMENTAL AGREEMENT UNDER STATE STATUTE 66.03. THIS COOPERATIVE EFFORT WILL IMPROVE THE PARKING SITUATION IN THIS NEIGHBORHOOD.**

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

- THIS PROPOSAL ACTUALLY REDUCES THE NEGATIVE IMPACT OF THE EXISTING PARKING SITUATION. PRESENTLY STAFF OF WASHINGTON SCHOOL PARK ON THE STREET IN ALL OF THE RESIDENTIAL AREAS ADJACENT TO THE SCHOOL. THE NEW PARKING PROPOSAL SHOWS ENOUGH SPACES TO ACCOMMODATE THE ENTIRE SCHOOL STAFF THAT ONLY ABUTS THE CEMETARY TO THE NORTH.
- ALL STORM WATER WILL BE RETAINED ON SITE, INCLUDING THE WATER THAT PRESENTLY ACCUMULATES DURING RAINSTORMS @ THE SE CORNER OF THE INTERSECTION OF WILSHIRE BLVD & PRAIS STREET ALONG WILSHIRE BLVD.

Current Zoning Surrounding Subject Property			
North:	R2 SINGLE FAMILY	South:	R2 SINGLE FAMILY
East:	R2 SINGLE FAMILY	West:	
Current Land Use Surrounding Subject Property			
North:	SCHOOL	South:	CEMETARY
East:	SINGLE FAMILY	West:	SINGLE FAMILY

EXHIBITS

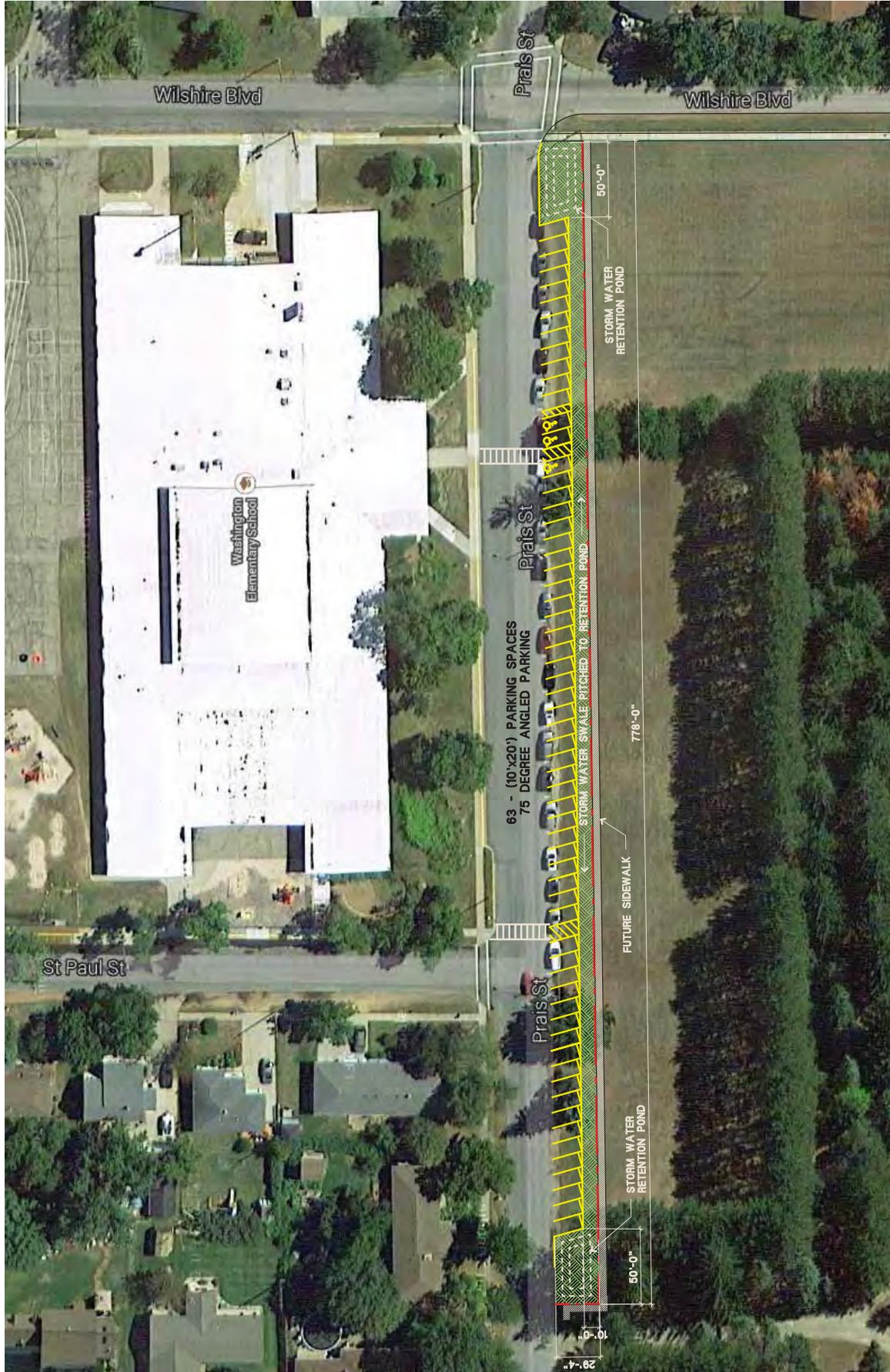
Owner Information Sheet	<input type="checkbox"/>	Additional Exhibits If Any:
Letter to District Alderperson	<input type="checkbox"/>	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	<input type="checkbox"/>	
Site Plan (designating primary, side, and service street frontages)	<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 - CONCEPT ONLY INCLUDED W/ PARK'S LAYOUT	<input checked="" 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
	8/5/15		8/5/15

**Jay D. Johnson**, ARCHITECT 08-05-15  
 ELLIS CONSTRUCTION CO.  
 COMMENTS IN BLUE INK.



1 PROPOSED NEW PARKING LOT - OPTION 1  
SCALE: 1"=30'-0"

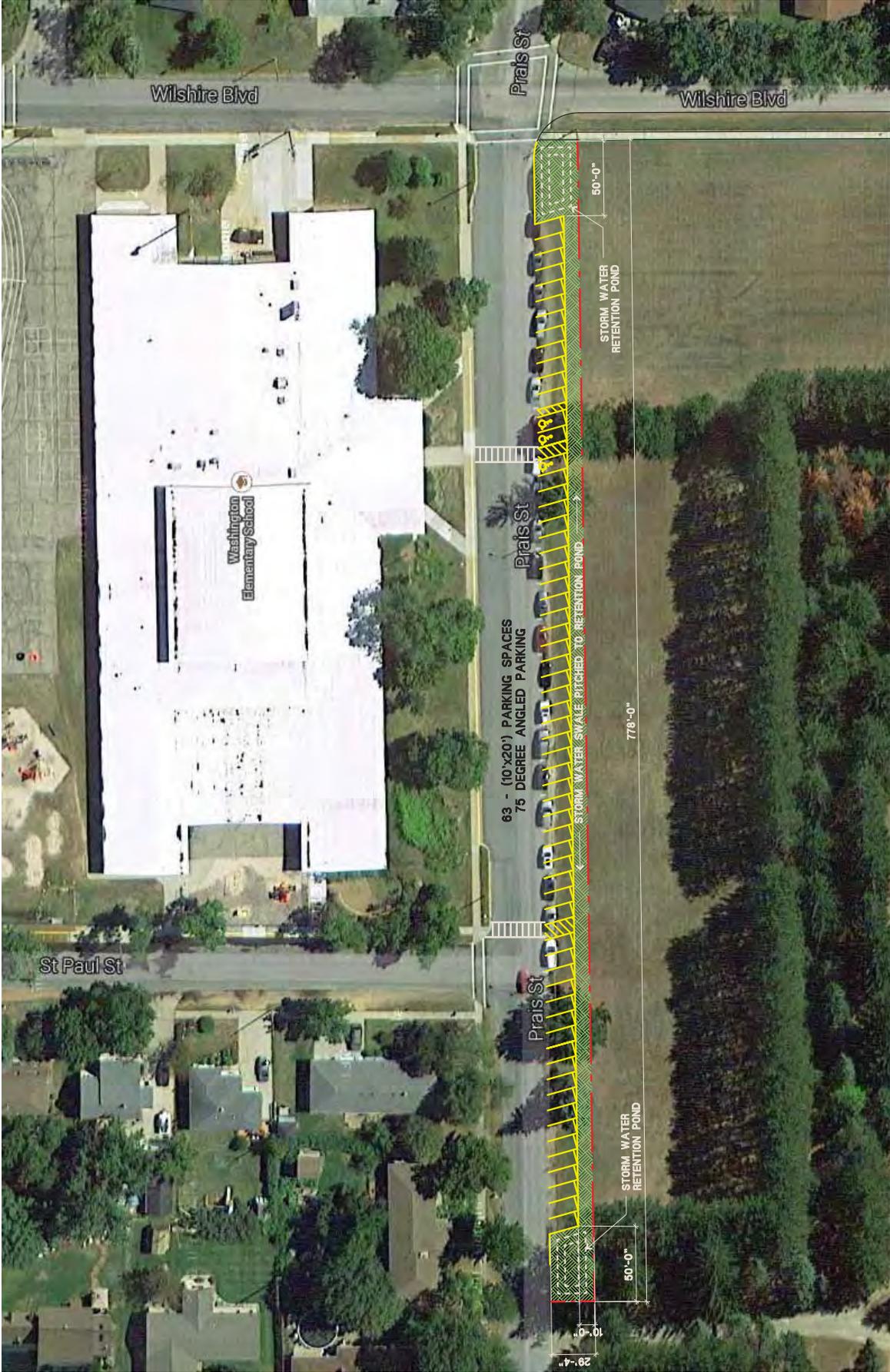


PROPOSED NEW PARKING LOT  
WASHINGTON ELEMENTARY SCHOOL  
3500 PRAIS STREET  
STEVENS POINT, WI 54481

ALL STONE CONSTRUCTION CO.  
BUILDING FOR THE FUTURE  
712 266 STEVENS POINT, WI 54481-0066  
(715) 946-5000, FAX:(715) 946-5007, WWW.STONECONSTRUCTION.COM

REVISIONS

C17  
9/16/2017



1 PROPOSED NEW PARKING LOT - OPTION 71  
 SCALE: 1"=30'-0"

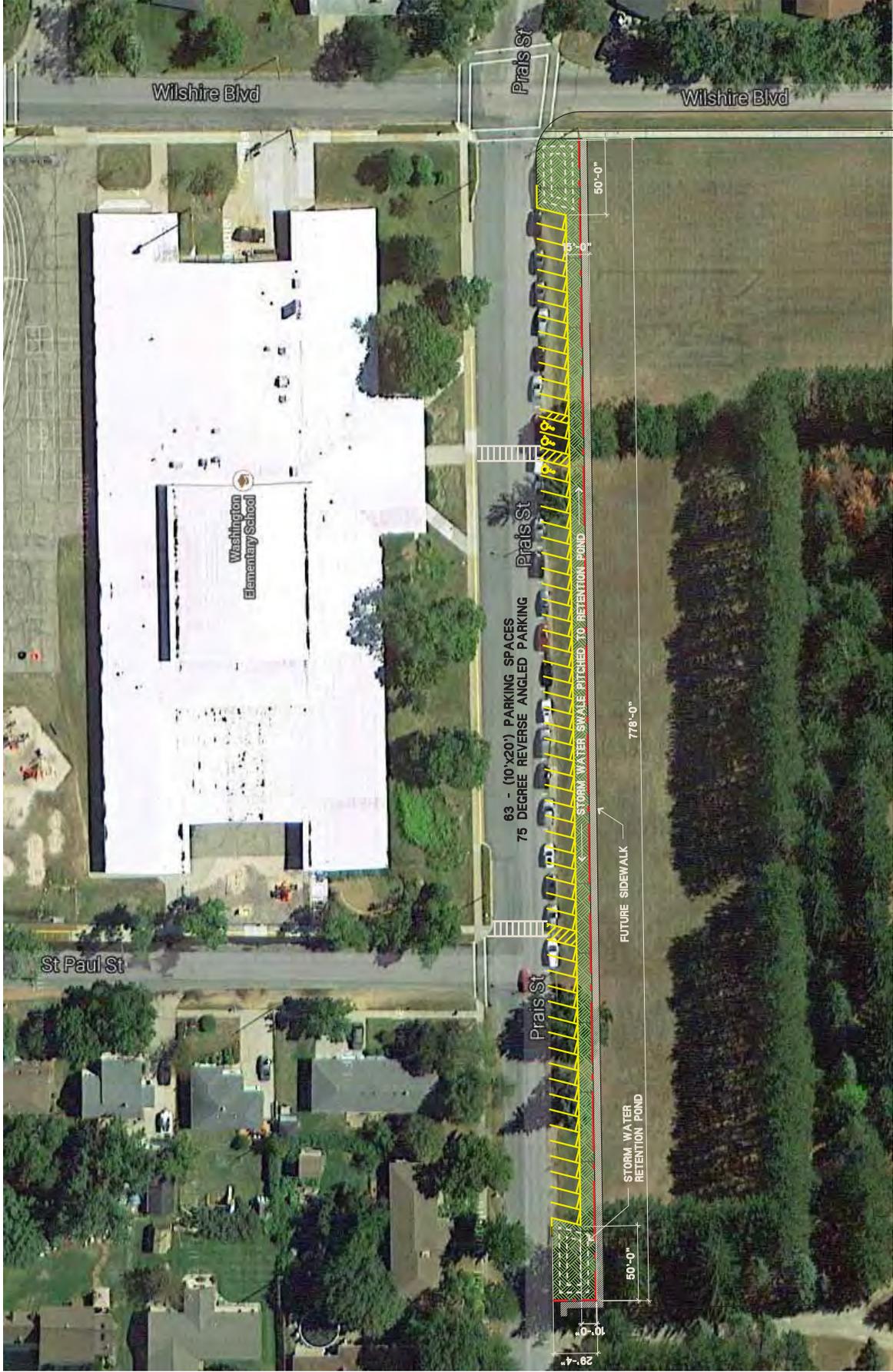
THIS DRAWING IS THE PROPERTY OF KELLS STONE CONSTRUCTION CO., INC. FOR THE SERVICE PROVIDED BY KELLS STONE. NO USE, REPRODUCTION, OR DISSEMINATION OF ANY PART OF THIS DRAWING IS NOT ALLOWED WITHOUT THE PERMISSION OF KELLS STONE CONSTRUCTION CO., INC.

DATE	11/15/2017
BY	J. W. B.
CHECKED BY	J. W. B.
SCALE	1"=30'-0"
PROJECT NO.	17-275
SECTION	11.1

C1.7.1

PROPOSED NEW PARKING LOT  
 WASHINGTON ELEMENTARY SCHOOL  
 3500 PRAIS STREET  
 STEVENS POINT, WI 54481  
 K.S. BONE CONSTRUCTION CO.  
 BUILDING FOR THE FUTURE!  
 200 W. WASHINGTON STREET, STE. 200  
 STEVENS POINT, WI 54481  
 (715) 346-5000, FAX (715) 346-5007, WWW.KSBONE.COM

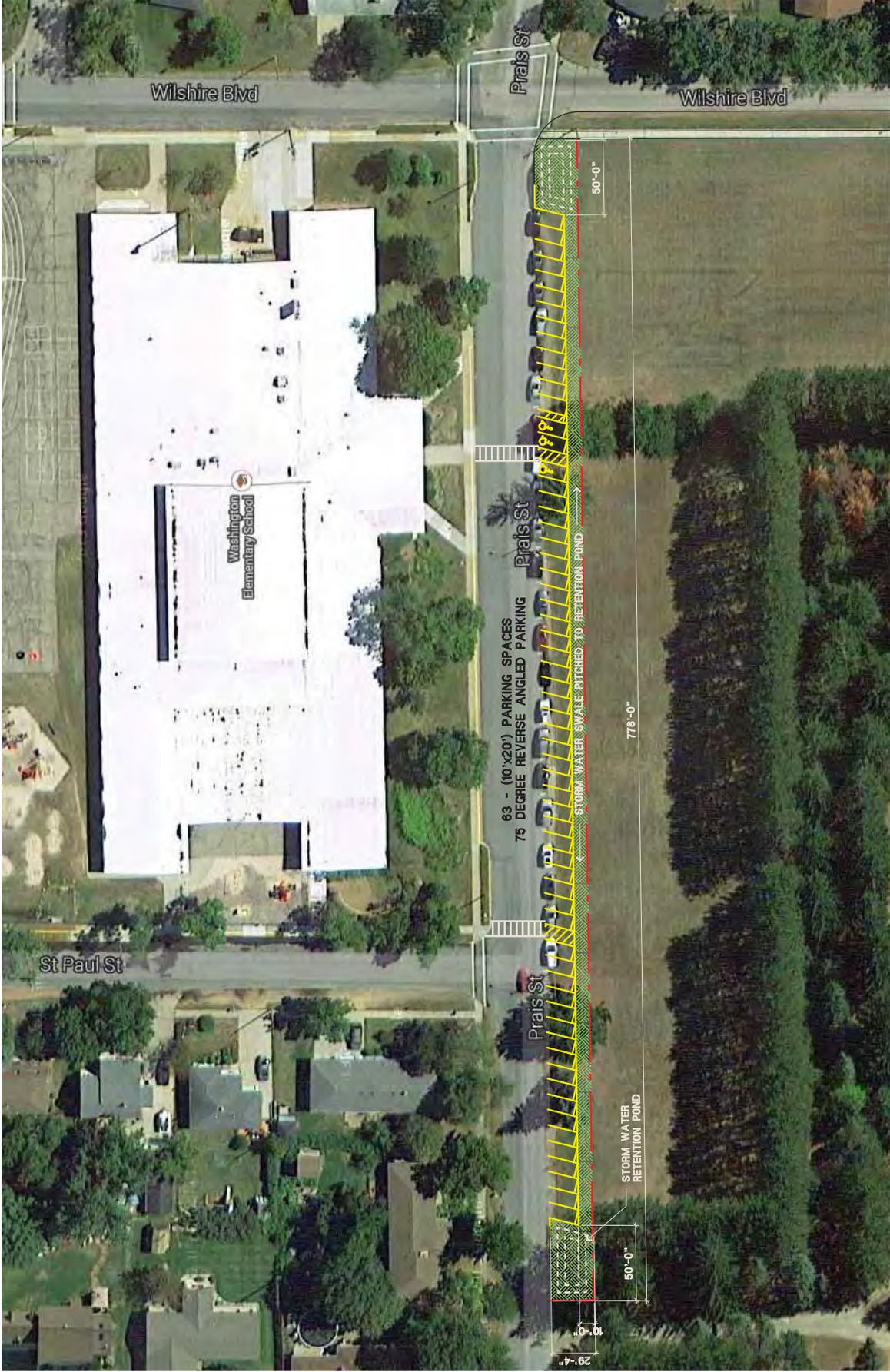
REVISIONS



1 PROPOSED NEW PARKING LOT - OPTION 8  
SCALE: 1"=30'-0"



REVISIONS



1 PROPOSED NEW PARKING LOT - OPTION 8.1  
 SCALE: 1"=30'-0"



C1.8.1

THIS DRAWING IS THE PROPERTY OF ELLIS STONE CONSTRUCTION CO., INC. FOR THE SERVICES PROVIDED BY ELLIS STONE. WE WARRANT FOR THE EXACT USE OF THIS DRAWING ON THE PROJECT. ANY USE, REPRODUCTION, OR REPRODUCTION OF ANY PART OF THIS DRAWING IS NOT ALLOWED WITHOUT THE PERMISSION OF ELLIS STONE CONSTRUCTION CO., INC.

# Administrative Staff Report

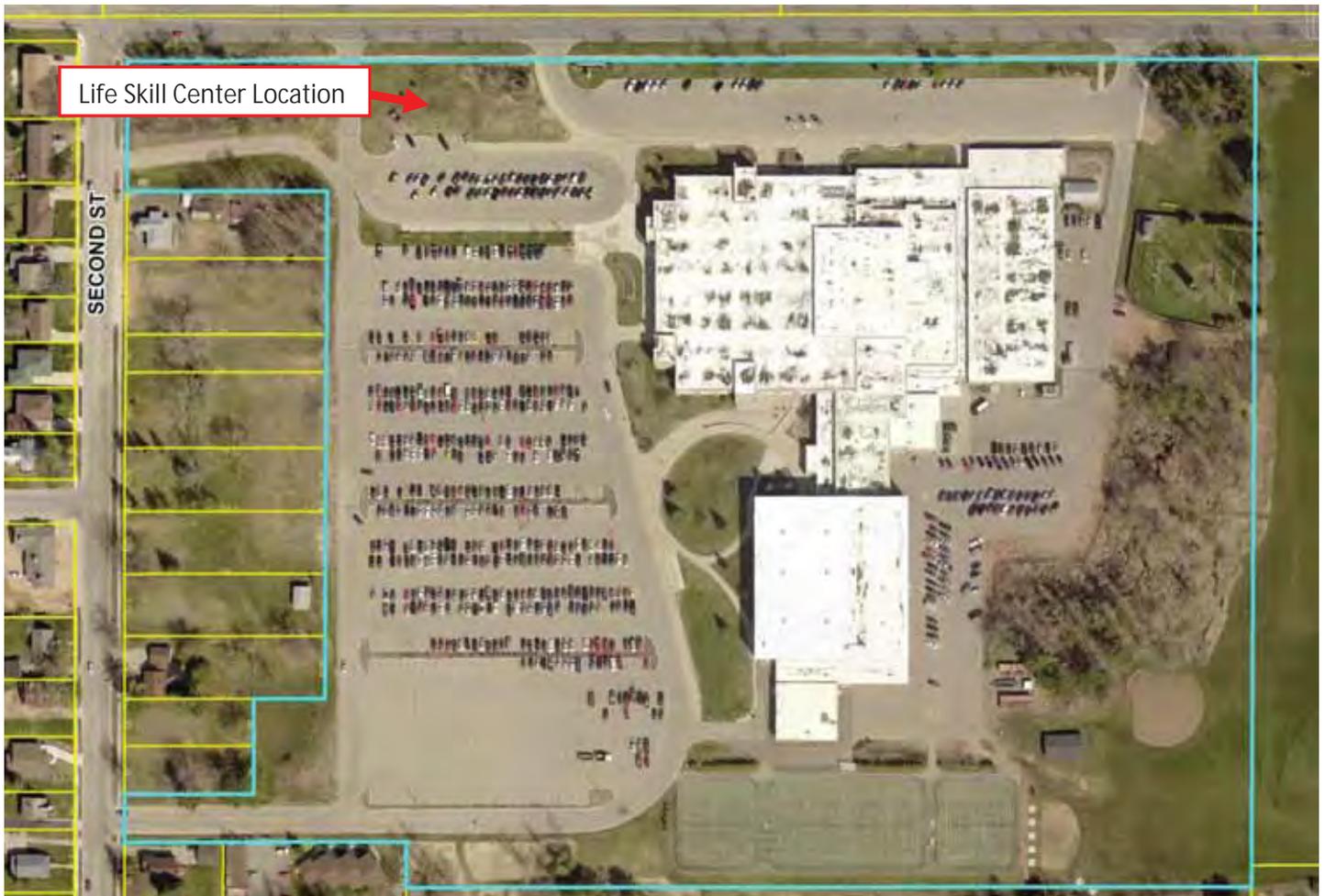
Stevens Point Area High School  
 Amend Conditional Use Permit  
 Life Skill Center  
 1201 Northpoint Drive  
 September 8, 2015



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

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>• Don Keck, Representing the Stevens Point School District</li> <li>• Stevens Point Area School District</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>• Michael Ostrowski, Director <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li> <li>• Kyle Kearns, Associate Planner <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>• 2408-29-2100-21</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>• R-2 Single Family Residence District</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>• Institutional / Government</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>• District 11 – Moore</li> </ul> <p><b>Lot Information:</b>                  2408-29-2100-08</p> <ul style="list-style-type: none"> <li>• Actual Frontage: 1,720 feet</li> <li>• Effective Depth: 1,091 feet</li> <li>• Square Footage: 1,398,699</li> <li>• Acreage: 32.1</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>• Institutional / Government (High School)</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>• 23.01(16), and 23.02(1)(b)</li> </ul>	<p><b>Request</b></p> <p>Request from Don Keck, representing the Stevens Point School District, for a conditional use permit amendment to install exterior heating, ventilation, and air conditioning equipment at 1201 Northpoint Drive (Parcel ID 2408-29-2100-21).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>• Parcel Data Sheet</li> <li>• Site Plan</li> <li>• Landscaping Plan</li> <li>• Elevations</li> <li>• Renderings</li> </ul> <p><b>Findings of Fact</b></p> <ul style="list-style-type: none"> <li>• Air handling units were installed around the exterior of the facility.</li> <li>• The air handling units were not screened or identified on the original site plan and renderings of the facility.</li> <li>• A conditional use permit amendment is requested to amend the 2014 conditional use permit to include the air handling units.</li> <li>• Adequate measures should be taken to screen exterior mechanical equipment and refuse equipment.</li> </ul> <p><b>Staff Recommendation</b></p> <p>Approve the conditional use permit amendment to install exterior heating, ventilation, and air conditioning equipment as proposed at 1201 Northpoint Drive, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. The small mechanical equipment on the west side of the building shall be screened with either fencing/wall to match the building, or evergreen bushes at a minimum height at planting of the height of the mechanical units.</li> <li>2. Relocate the make-up air handling unit to west side of the building and screen it on the south and east side with the same exterior materials on the main building. The materials shall match in color and in type. The service door to the unit shall face south or west, and shall match in color with the other service doors.</li> <li>3. All mechanical or venting equipment on the roof shall be screened or painted to match the color of the roof.</li> <li>4. All new plans shall be approved by City staff prior to construction.</li> </ol>
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## Vicinity Map

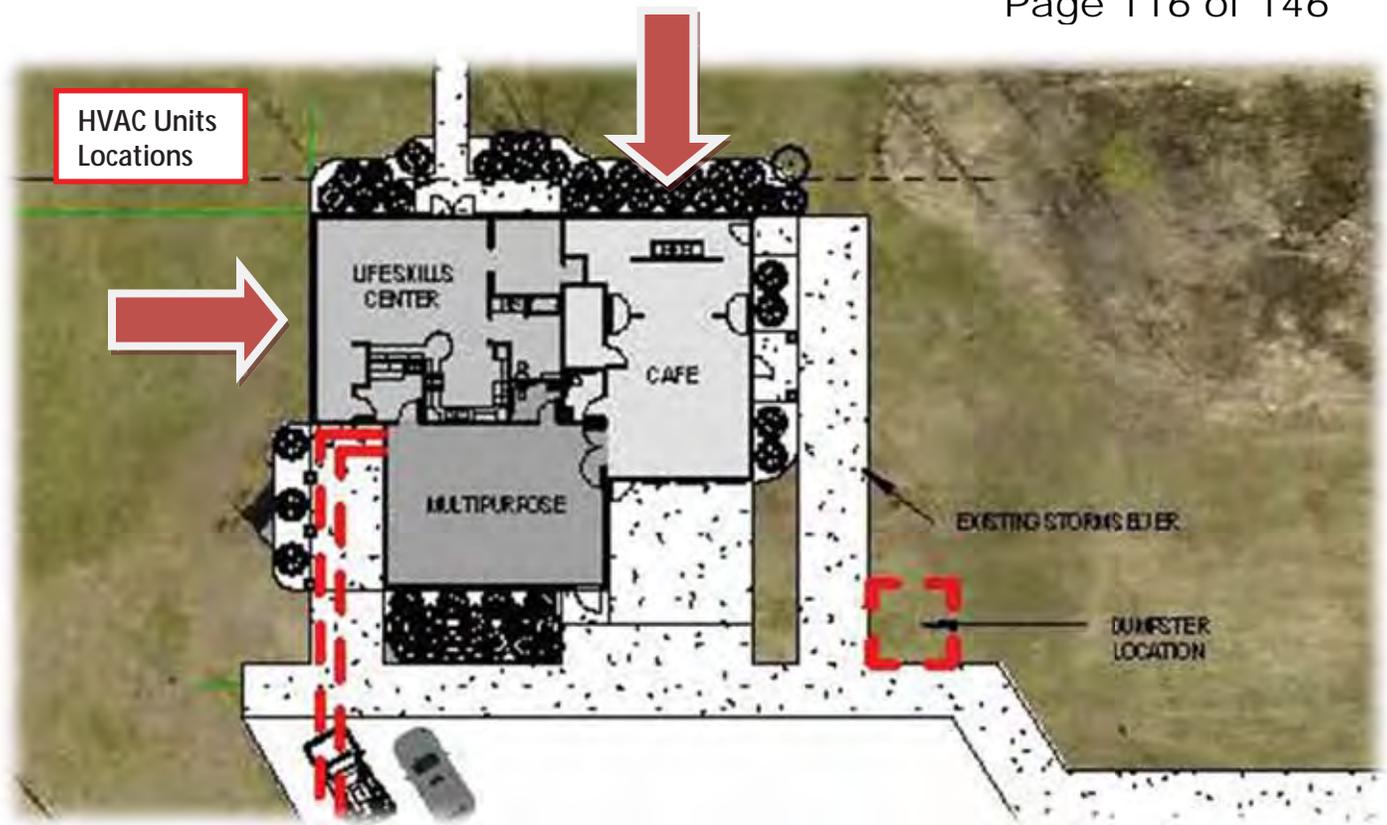


## Background

The Stevens Point Area School District received a conditional use permit in early 2014 to construct an educational / community center termed the Life Skills Center. It has been constructed and is located on Northpoint Drive west of the high school. Construction occurred to accommodate an opening date for the 2015-16 academic year. The facility will primarily be utilized by students and staff of the nearby high school where life skills courses will be taught. A few outreach programs, "Threads of Kindness" and "Blue Light Café" will be operated out of the facility as well.

During an inspection, exterior air handling units were identified which serve the building, however were not included on the original and approved site plan and building renderings. No heating, ventilation, and air conditioning (HVAC) permit was filed with the inspection department for the constructed HVAC units. The units are located on the north and west facades, and are not screened. Their approximate locations are identified on the site plan below.





Conditional use standards applicable to the placement of mechanical equipment are found and analyzed below.

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

**Analysis:** Several additional architectural features were added to the facility, along with a mixture of complimenting materials, at the request of the Commission. This final review and approval for the improved façade occurred in April 2015. During this review, the HVAC units were not identified, and since, have significantly impacted the façade appearance. The building includes stone and brick veneer, cement board siding and trim, as well as cement board shakes and trim. Furthermore, this design and materials assist in distinguishing the building as more of a commercial building, but not completely eliminating a residential character, which was identified as being important to the school district. Furthermore, all architectural elements and building materials complement each other in terms of color.

**Findings:** The HVAC units, primarily the large northern unit detracts from this functional appeal. Additionally the position of the large air handling unit on the north side of the building makes it quite visible along Northpoint Drive.

13. Principal: The privacy of the neighboring development and the proposed development shall be maintained as much as practical. Guidelines:
  - a) Mechanical equipment including refuse storage shall be screened from neighboring properties.

**Analysis:** The HVAC units are placed on the north and west side of the building. Two air conditioning units exist on the west building façade, and a large “make-up” air unit. A refuse enclosure constructed of cement board, painted to match the building façade, exists southeast of the facility.

**Findings:** All mechanical ground units should be screened appropriately.

It should also be noted that an original condition of approval, referenced above and found below, was added to ensure an aesthetically pleasing structure mimicking the surrounding commercial and residential area would be constructed.

- **The applicant shall re-submit renderings that include additional architectural elements and materials that better compliment the site and surrounding facility. These plans shall be reviewed by the Plan Commission and approved by the Common Council.**

The applicant has stated the only logical position for the large “make-up” air unit is on the northeast side of the building, given the proximity of the inside commercial kitchen.

Staff would recommend that the small mechanical equipment on the west side of the building shall be screened with either fencing/wall to match the building, or evergreen shrubs at a minimum height at planting of the height of the mechanical units.



In regards to the unit on the north side of the building, staff would recommend that it is relocated to the west side of the building and have a wall with the same building materials on the north and east side of the unit.



Relocate the make-up air handling unit to west side of the building between entrance and service door. Service door to the unit should face south.



If the unit cannot be moved to the west side of the building, staff would recommend that the unit should be screened with the same materials and look of the main building, up to the cement board siding. Furthermore, additional landscaping in the form of evergreen shrubs should be placed around the screening wall. The shrubs shall have a height of no less than five feet at the time of planting and should form a wall around the unit enclosure. The screening wall should then have a service door that faces either east or west and should match in color with the other service doors.

In addition to the mechanical equipment on the ground, air vents on the roof were installed and not indicated on the original plans. Staff would recommend that these units either be screened or painted to match the color of the roof.



Photos



North Elevation



HVAC Unit (North façade)



West Elevation



Air Conditioning Units (West façade)



South Elevation



Refuse Enclosure (South façade)

Name and Address	Parcel #	Alt Parcel #
Stevens Point Area Public School District 1900 Polk St Stevens Point, WI 54481	240829210021	240829210021
	Property Address	
	1201 North Point Dr	
Display Note		

**OWNERSHIP HISTORY**

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type

**PERMITS**

Date	Number	Amount	Purpose	Note
5/29/2012	12-0334	\$7,200	110 Storage Bldg/Shed/Gazebo	26 x 32 shed
5/24/2010	37037	\$140,846	020 Electrical	new fire alarm
5/18/2010	37064	\$327,744	003 Addition	elevator addition
10/2/2009	36603	\$0	020 Electrical	
10/2/2009	36603	\$2,500	110 Storage Bldg/Shed/Gazebo	24' x 48' shed
9/21/2009	36594	\$492,805	003 Addition	Fitness Center

**2014 ASSESSED VALUE**

Class	Land	Improvements	Total
X4-Local Exempt	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

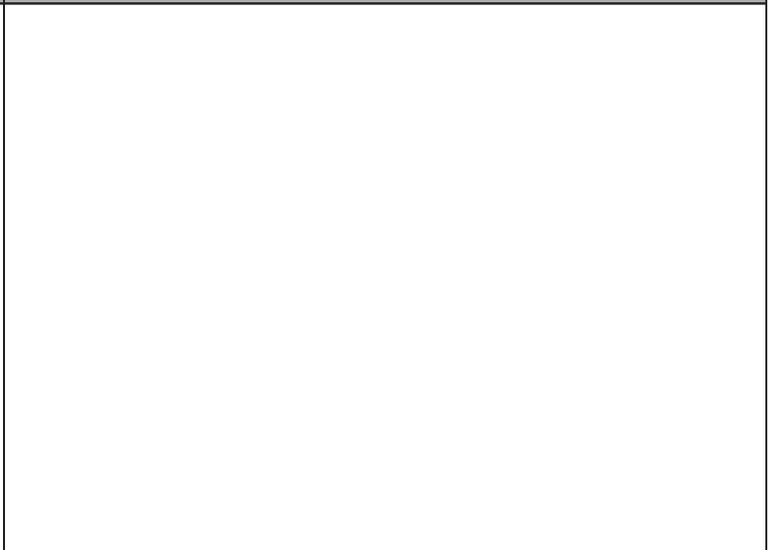
**LEGAL DESCRIPTION**

PRT NENW S29T24R8 COM SE COR 2ND ST.N&N POINT S171F E264F S669F W94F S126F W170F TO EL 2ND S64F E370F S61F E1121F MOL TO SEC/L N TO N POINT W ALG N POINT TO POB (SPASH) 452/428-89

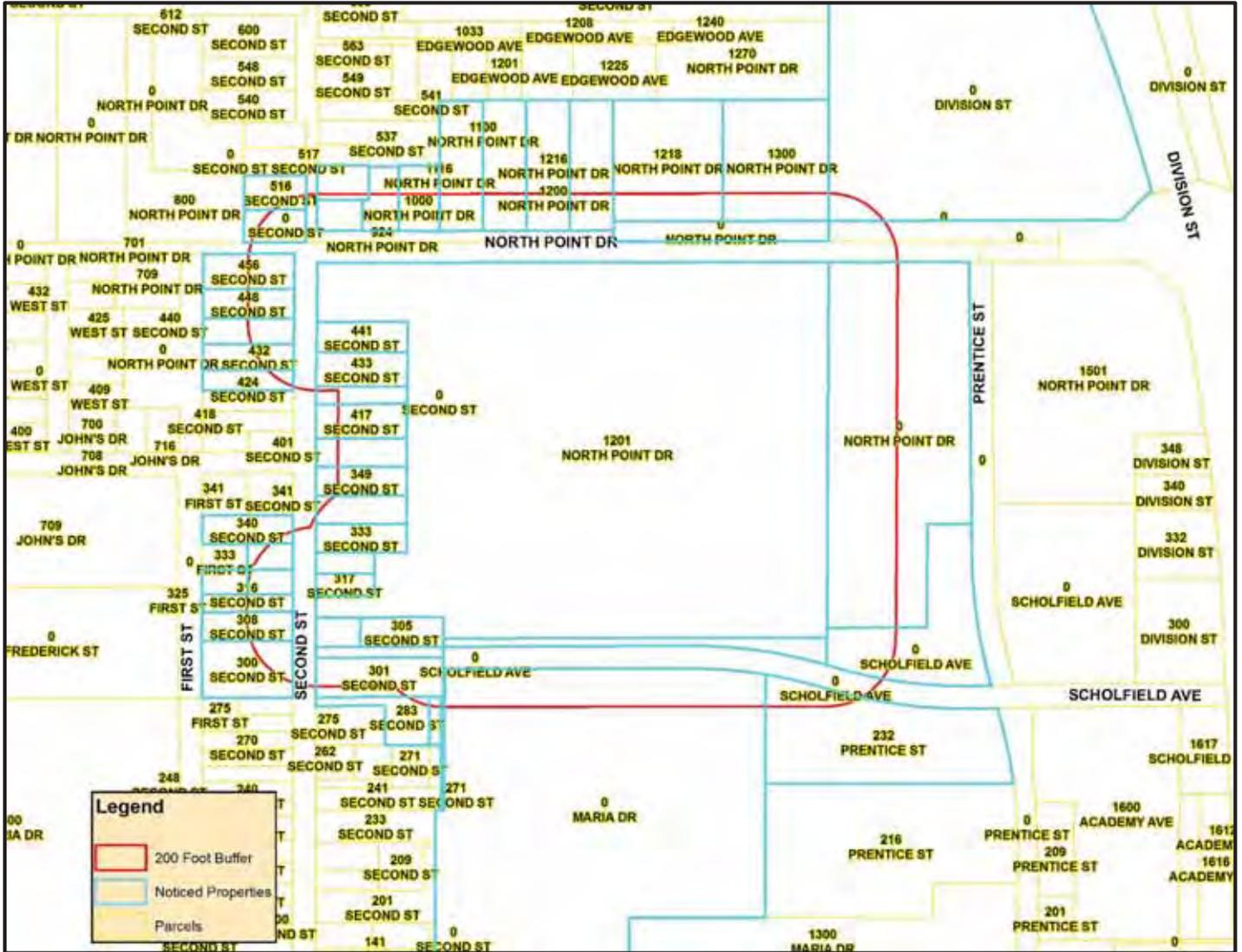
**PROPERTY IMAGE**



**PROPERTY SKETCH**



Conditional Use Permit Amendment Request – SPASH Life Skills Center – 1201 Northpoint Drive – (Parcel ID 2408-29-2100-21) – Exhibit Map (200 Feet Boundary)



Tax Key	Name	Property Address	City, State	Zip	Property Address
281240820430003	SENTRY INSURANCE	1800 North Point Dr	Stevens Point WI	54481	0 Division St.
281240820340020	EVERGREEN APARTMENTS LLC	5470 S Tuckaway Ln	Greenfield WI	53221	1300 Northpoint Dr.
281240820340019	EVERGREEN APARTMENTS LLC	5470 S Tuckaway Ln	Greenfield WI	53221	1218 Northpoint Dr.
281240820340051	NORTHERN VIEW PROPERTIES LLC	1478 Somerset Dr	Stevens Point WI	54482	1216 Northpoint Dr.
281240820340050	TIMOTHY R & ALLISON E NASS	915 Adams St	Wausau WI	54403	1200 Northpoint Dr.
281240820340049	MARK & CHRISTINA ESKRITT	1494 Windy Knoll Dr	Hubertus WI	53033	1116 Northpoint Dr.
281240820340048	NORTHERN VIEW PROPERTIES LLC	1478 Somerset Dr	Stevens Point WI	54482	1100 Northpoint Dr.
281240820340014	BEN & ALICE OBREMSKI	517 Second St N	Stevens Point WI	54481	517 Second St. N.
281240820340044	MARY KAY FIRKUS	1000 Northpoint Dr	Stevens Point WI	54481	1000 Northpoint Dr.
281240820340042	ANTHONY ROMANO & KELLY KIELBLOCK	924 North Point Dr	Stevens Point WI	54481	924 Northpoint Dr.
281240820330005	BRYAN & CARMEN TAYLOR	516 Second St N	Stevens Point WI	54481	516 Second St. N.
281240820340043	DAVID GRECO & ARTHUR GRECO	5459 Oakwood Ln	Stevens Point WI	54482	0 Second St. N.
281240820330004	ROBERT E & CAROLINE D BERNAS	800 North Point Dr	Stevens Point WI	54481	824 Northpoint Dr.

281240820390008	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Northpoint Dr.
281240829220001	TROY ZAGRZEBSKI	456 Second St N	Stevens Point WI	54481	456 Second St. N.
281240829120008	STEVENS POINT AREA SCHOOL DISTRICT	1900 Polk St	Stevens Point WI	54481	0 Northpoint Dr.
281240829210021	STEVENS POINT AREA SCHOOL DISTRICT	1900 Polk St	Stevens Point WI	54481	1201 Northpoint Dr.
281240829220018	GEORGE J JR & JILL M LA MAIDE	448 Second St N	Stevens Point WI	54481	448 Second St. N.
281240829220017	EDWIN KENOWSKI & JUDITH GRYWACZ	440 Second St N	Stevens Point WI	54481	440 Second St. N.
281240829210002	DEBRA R ZINDA	3416 Soo Marie Ave	Stevens Point WI	54481	441 Second St. N.
281240829220016	GEORGE G & T GLODOWSKI	432 Second St N	Stevens Point WI	54481	432 Second St. N.
281240829210003	STEVENS POINT AREA PUBLIC SCHOOL DIST	1900 POLK ST	Stevens Point WI	54481	433 Second St. N.
281240829220015	JOSEPH T SEUBERT	424 Second St N	Stevens Point WI	54481	424 Second St. N.
281240829210004	STEVENS POINT AREA PUBLIC SCHOOL DIST	1900 Polk St	Stevens Point WI	54481	0 Second St. N.
281240829210005	STEVENS POINT AREA PUBLIC SCHOOL	1900 Polk Street	Stevens Point WI	54481	417 Second St. N.
281240829210006	STEVENS POINT AREA PUBLIC SCHOOL	1900 Polk Street	Stevens Point WI	54481	401 Second St. N.
281240829210007	STEVENS POINT AREA PUBLIC SCHOOL DIST	1900 Polk St	Stevens Point WI	54481	349 Second St. N.
281240829210008	STEVENS POINT AREA SCHOOL DISTRICT	1900 Polk St	Stevens Point WI	54481	341 Second St. N.
281240829220010	KELLY D CALLAWAY	340 Second St N	Stevens Point WI	54481	340 Second St. N.
281240829210009	STEVENS POINT AREA PUBLIC SCHOOL	1900 Polk Street	Stevens Point WI	54481	333 Second St. N.
281240829120009	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Scholfield Ave.
281240829220057	DANNY MANOCK	2009 College Ave	Stevens Point WI	54481	332 Second St. N.
281240829210010	STEVENS POINT AREA SCHOOL DISTRICT	1900 Polk St	Stevens Point WI	54481	325 Second St. N.
281240829220058	ARMANDO V RIVERA & AMANDA VALLEJO	324 Second St North	Stevens Point WI	54481	324 Second St. N.
281240829220059	KRISTIE L ANDERSON	325 First St N	Stevens Point WI	54481	325 First St. N.
281240829210011	STEVENS POINT AREA PUBLIC SCHHOL DIST	1900 Polk St	Stevens Point WI	54481	317 Second St. N.
281240829220008	BRANDON S & APRIL M BROWN	316 SECOND ST N	STEVENS POINT WI	54481	316 Second St. N.
281240829220007	JACQUELINE E WYPYCH	308 Second St N	Stevens Point WI	54481	308 Second St. N.
281240829210026	BUBLA PROPERTIES LLC	311 NORTH ST	NEKOOSA WI	54457	305 Second St. N.
281240829210025	JAMES A & CAROLYN M GREENLEE	309 Second St N	Stevens Point WI	54481	309 Second St. N.
281240829220006	DOUGLAS A & SUSAN M HINTZ	300 Second St N	Stevens Point WI	54481	300 Second St. N.
281240829210024	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Scholfield Ave.
281240829210014	DONALD J FIX	301 Second St N	Stevens Point WI	54481	301 Second St. N.
281240829240033	SISTERS OF ST JOSEPH OF 3RD ORDER	1300 Maria Dr	Stevens Point WI	54481	0 Maria Dr.
281240829240037	STEVENS POINT 232 PRENTICE APARTMENTS LLC	19105 W Capitol Dr #200	Brookfield WI	53045	232 Prentice St.
281240829290000	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Third St.
281240829240002	BRILL INVESTMENTS LLP	PO Box 36	Hales Corners WI	53130	283 Second St. N.
281240829139001	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Scholfield Ave.



City of Stevens Point  
Community Development Department

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

### APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

8/14/15

#### ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required	\$250.-	Fee Paid	\$250.-	
Associated Applications if Any				Assigned Case Manager				
Pre-Application Conference Date				Conditional Use Permit Request	Use	<input type="checkbox"/>	Amend	<input type="checkbox"/>

#### APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> )	
Applicant Name	Stevens Point Area Public School District	Contact Name	Donald H. Keck
Address	1900 Polk Street	Address	3400 Water Street
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Stevens Point, WI 54481
Telephone	715-345-5456	Telephone	715-345-5518
Fax	715-345-7302	Fax	715-345-7317
Email	imilbeck@pointschools.net	Email	dkeck@pointschools.net

#### OWNERSHIP INFORMATION

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

#### PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
1101 North Point Drive		
Legal Description of Subject Property		
Designated Future Land Use Category		Current Use of Property
		Life Skills Center
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)		

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

The Life Skills Center incorporates a kitchen which will be used to teach essential marketable skills in a commercial kitchen setting. The cooking equipment requires a 7' X 4' exhaust hood. When the exhaust is running additional ventilation air must be brought into the building to "make-up" for the air that is being exhausted. This make-up air is brought into the building by a piece of air handling equipment called a make-up air unit. The only logical place to install this unit is the east end of the north side of the building which faces North Point Drive.

The original proposal for the Conditional Use Permit did not show the two (2) air conditioning condensing units that were installed outside the west end of the building.

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

A wall and gate combination will be constructed that will screen the make-up air unit from view. The ductwork that will run vertically up the outside wall above the fence will be painted to match the exterior of the building siding. Two (2) options are being proposed. Option #1 includes a fence that is made from masonry that will have stone and brick face to match the exterior of the building. Option #2 includes a fence that is constructed of cement board siding identical to the fence that was installed around the trash dumpsters. This fencing is identical to the trim and cement board siding of the Life Skills Center. A gate will be installed that will be on the west side of the fence perpendicular to the exterior wall of the Life Skills Center. The Stevens Point Area Public School District is recommending Option #2 due the lower cost impact to the district.

Shrubs will be installed that will obscure the air conditioning condensing units. This is shown in the rendering of Option #2.

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

EXHIBITS		Additional Exhibits If Any:
Owner Information Sheet	<input type="checkbox"/>	
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 type="checkbox"/>	
Street Plan with Cross-sections	<input type="checkbox"/>	
Utility Plan	<input type="checkbox"/>	
Landscape Plan (Including any equivalent alternative landscaping requests)	<input checked="" 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
	8-10-15		8-10-15



SPASH - LIFE SKILLS CENTER – NORTHEAST VIEW – HVAC ENCLOSURE  
OPTION 1 – Match Building Siding

August 10, 2015



SPASH - LIFE SKILLS CENTER – NORTHWEST VIEW – HVAC ENCLOSURE  
OPTION 2 – Cement Board Siding

August 10, 2015



783024

CYNTHIA A. STEINKE  
PORTAGE COUNTY  
STEVENS POINT, WI  
RECORDED ON  
01/27/2014 2:50 PM  
TAXES: 00.00  
SEE BACKSHEET

**RESOLUTION**

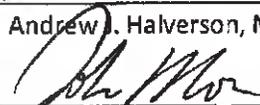
**[1201 NORTH POINT DRIVE-- STEVENS POINT AREA  
SCHOOL DISTRICT – LIFE SKILLS CENTER]**

**BE IT RESOLVED** by the Common Council of the City of Stevens Point, Portage County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, the property located at **1201 North Point Drive (Parcel ID 2408-29-2100-21)**, this property being zoned "R-2" Single Family Residential District, and described as PRT NENW S29T24R8 COM SE COR 2ND ST.N&N POINT S171F E264F S669F W94F S126F W170F TO EL 2ND S64F E370F S61F E1121F MOL TO SEC/L N TO N POINT W ALG N POINT TO POB (SPASH) 452/428-89, City of Stevens Point, Portage County, Wisconsin, hereby be granted a Conditional Use Permit for the purpose of constructing an educational/community center, Life Skills Center, as shown on the attached plans. The Conditional Use Permit is subject to the following conditions:

- All building codes shall be met and building permits obtained.
- Accessible parking stalls shall be installed within the parking area directly south of the facility.
- A lighting plan shall be submitted, to be reviewed and approved by the Community Development Department.
- The applicant shall re-submit renderings that include additional architectural elements and materials that better compliment the site and surrounding facility. These plans shall be reviewed by the Plan Commission and approved by the Common Council.
- The building's north façade shall incorporate additional architectural design elements.
- Refuse containers are to be provided for this facility, the screening materials shall be those that complement the main materials of the exterior façade of the facility.
- An updated landscaping plan shall be submitted, providing additional screening in the form of trees and shrubbery. Such plan shall be reviewed by the Plan Commission and approved by the Common Council.
- Minor modifications to the design and site plan can be approved by staff.

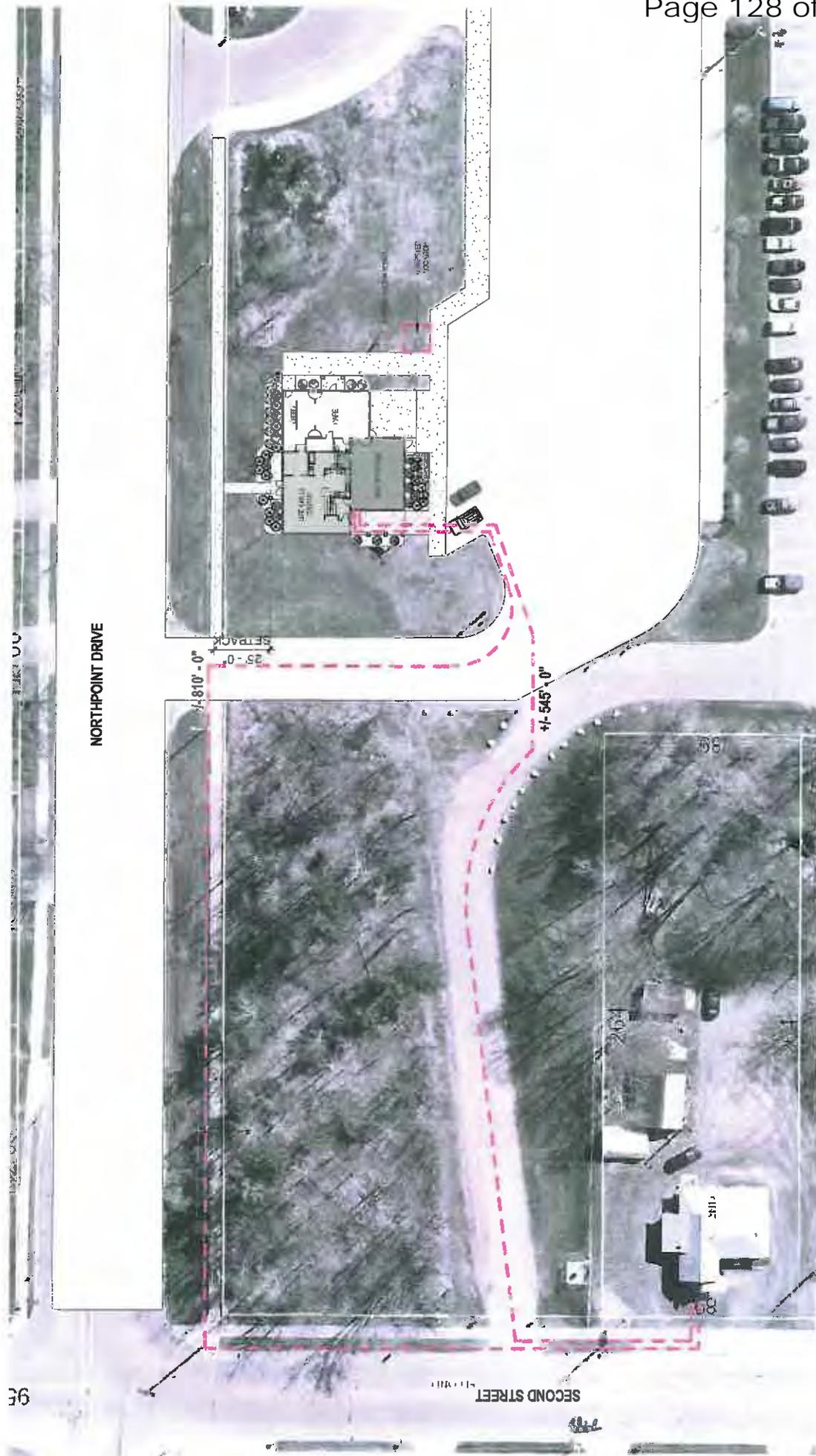
Such approval constitutes a Conditional Use under the City's ordinances.

Approved:   
Andrew J. Halverson, Mayor

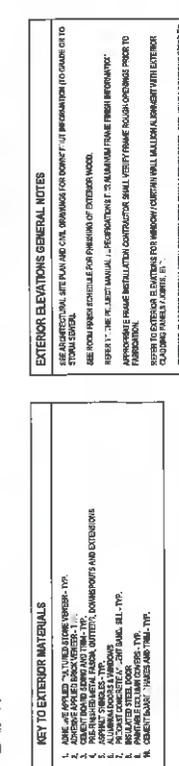
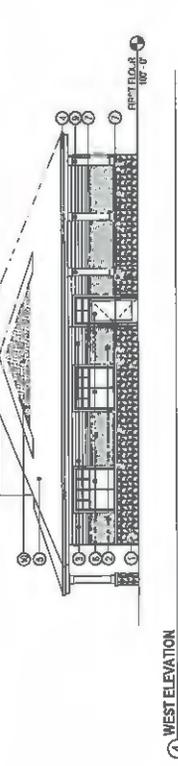
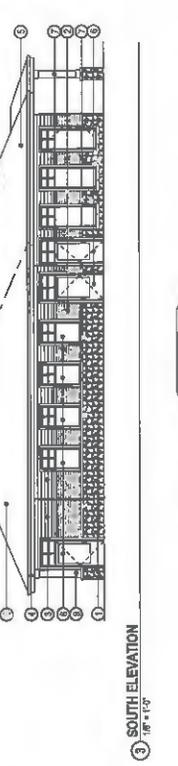
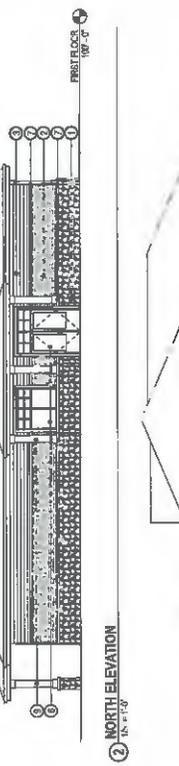
Attest:   
John Moe, City Clerk

Dated: January 20, 2014  
Adopted: January 20, 2014

Drafted by: Michael Ostrowski  
Return to: City Clerk







**KEY TO EXTERIOR MATERIALS**

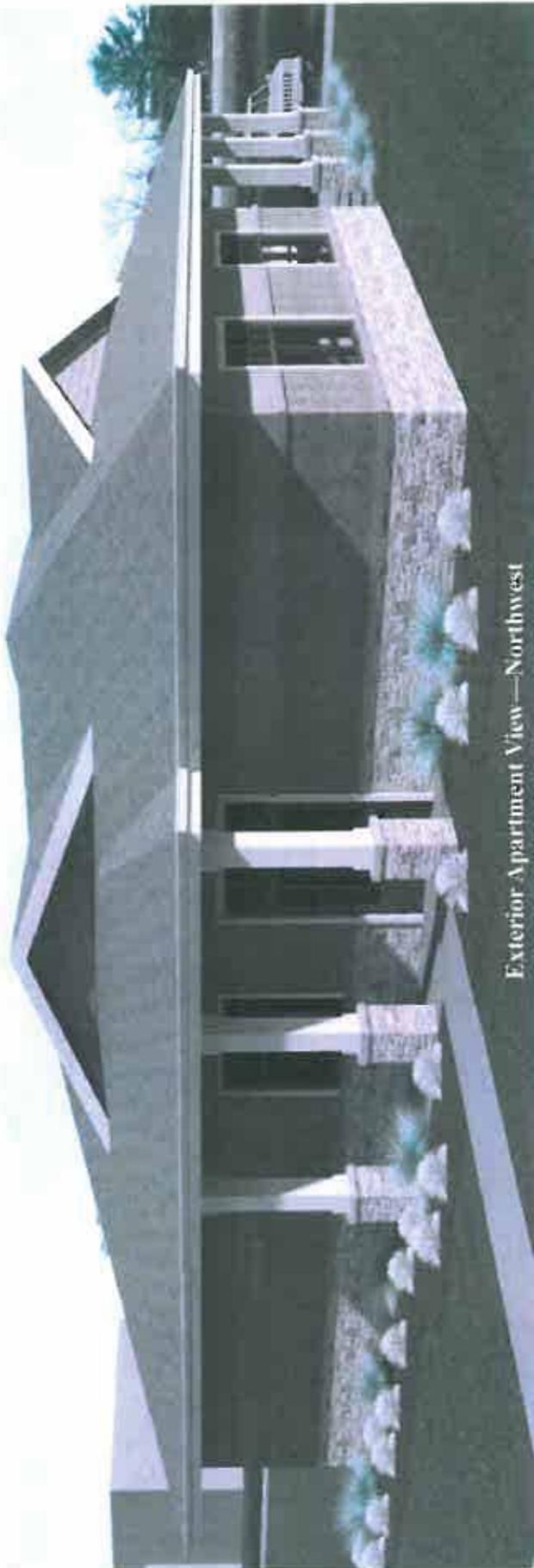
1. PAINT APPLIED TO WOOD SURFACES - TYP.
2. GRANITE TILE - TYP.
3. GRANITE TILE - TYP.
4. GRANITE TILE - TYP.
5. GRANITE TILE - TYP.
6. GRANITE TILE - TYP.
7. GRANITE TILE - TYP.
8. GRANITE TILE - TYP.
9. GRANITE TILE - TYP.
10. GRANITE TILE - TYP.

**EXTERIOR ELEVATIONS GENERAL NOTES**

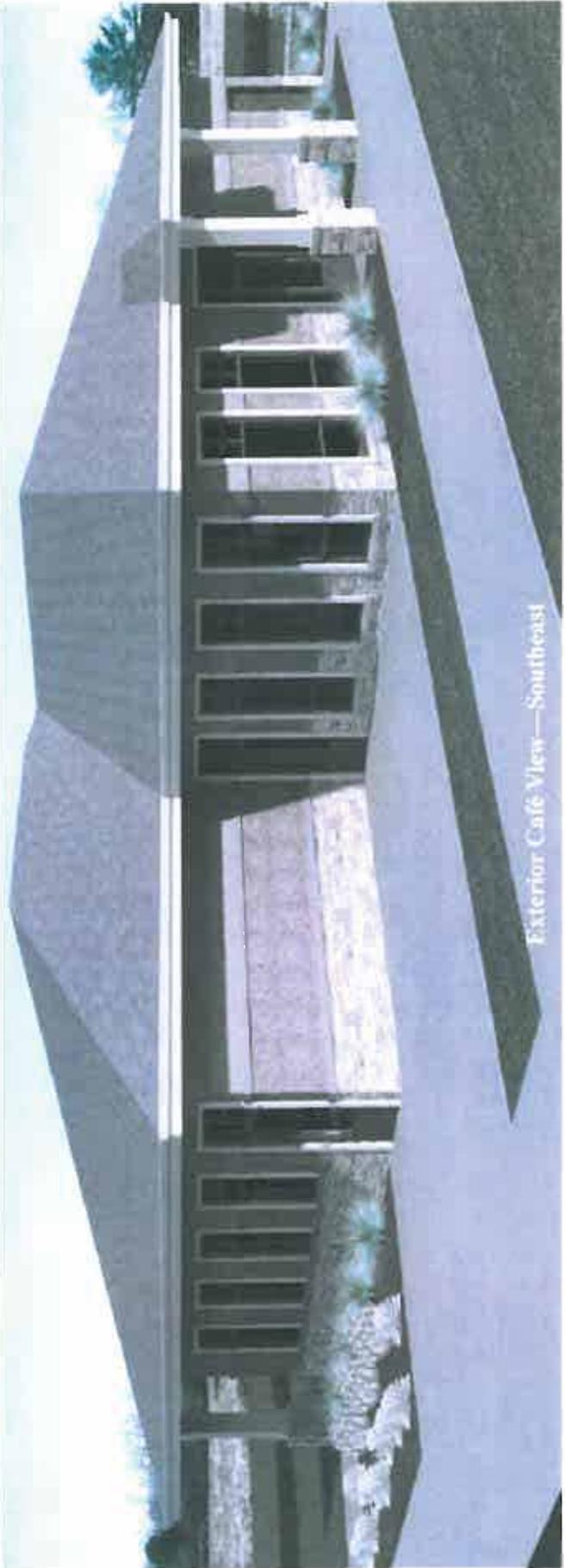
1. VERIFY ALL MATERIALS AND FINISHES WITH THE ARCHITECT PRIOR TO CONSTRUCTION.
2. VERIFY ALL MATERIALS AND FINISHES WITH THE ARCHITECT PRIOR TO CONSTRUCTION.
3. VERIFY ALL MATERIALS AND FINISHES WITH THE ARCHITECT PRIOR TO CONSTRUCTION.
4. VERIFY ALL MATERIALS AND FINISHES WITH THE ARCHITECT PRIOR TO CONSTRUCTION.
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8. VERIFY ALL MATERIALS AND FINISHES WITH THE ARCHITECT PRIOR TO CONSTRUCTION.
9. VERIFY ALL MATERIALS AND FINISHES WITH THE ARCHITECT PRIOR TO CONSTRUCTION.
10. VERIFY ALL MATERIALS AND FINISHES WITH THE ARCHITECT PRIOR TO CONSTRUCTION.

**NOT FOR CONSTRUCTION**

DATE: 10/15/15  
 PROJECT NO. 15-10-10  
 DRAWING NO. 15-10-10-01  
 SHEET NO. 130 OF 146  
 A4.0



Exterior Apartment View—Northwest



Exterior Café View—Southeast



# Memo

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

## City of Stevens Point – Department of Community Development

To: Plan Commission  
From: Michael Ostrowski and Kyle Kearns  
CC:  
Date: 9/8/2015  
Re: Request from Mark and Roberta Erwin to amend the City of Stevens Point Comprehensive Plan Extraterritorial Land Use Map (Map 8.7A) for the purposes of classifying a future land use designation, Commercial / Office, for 1230 Second Street (County Parcel ID 020-24-0817-12.03).

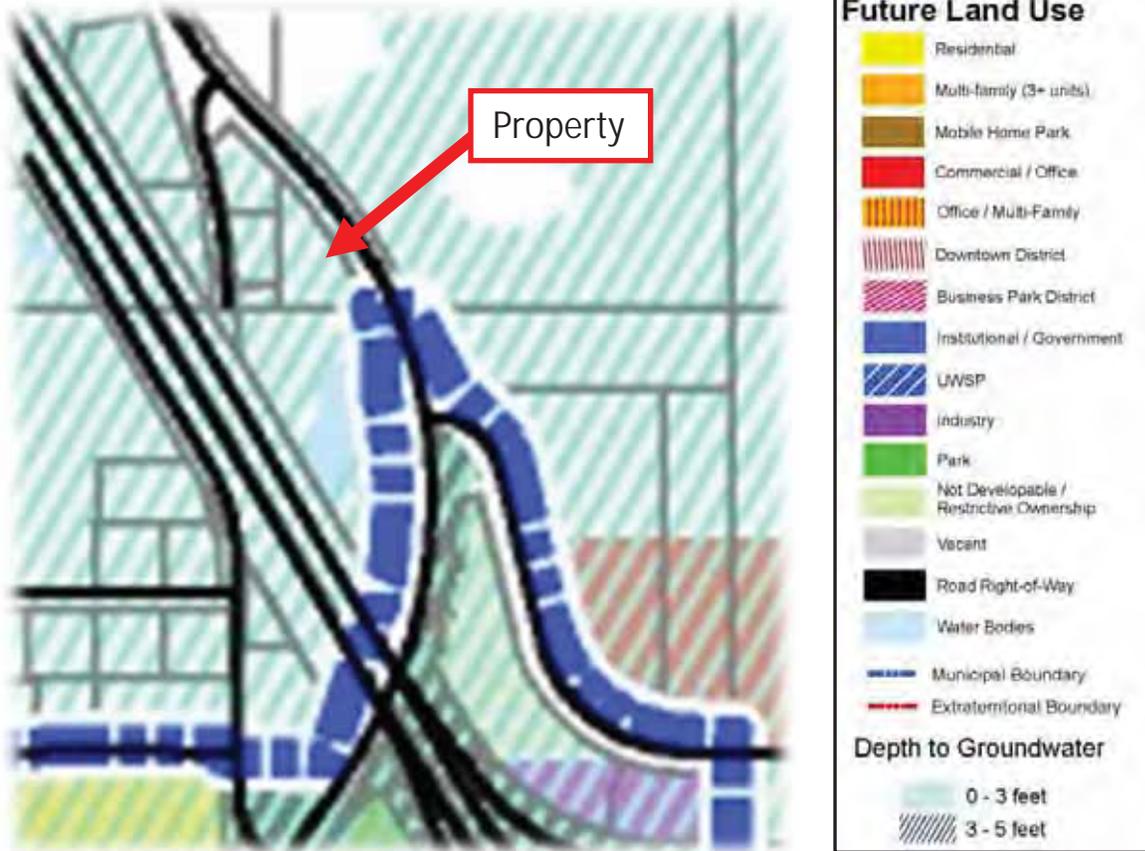
Mark and Roberta Erwin have requested to amend the City's Comprehensive Plan Extraterritorial Land Use Map (Map 8.7a). One parcel is specifically recommended to be included and identified within the extraterritorial growth area. Furthermore, the request is to identify the property's future land use as commercial/office. The map below identifies the property and the future land use categories for growth identified within the vicinity. Lastly, the applicant is requesting the amendment to eventually request annexation of the property. Storage units were recently constructed on the property.

### Vicinity Map



Staff has reviewed the request based on two criteria: (1) consistency with the comprehensive plan, and (2) whether the amendment is in the public interest. Below is an analysis of each criteria along with findings of fact relating to the property.

### Comprehensive Plan – Map 8.7A



#### Findings of Fact:

- Existing Use: Mini-Warehouse / Storage
- Surrounding Zoning and Uses:

Direction	Zoning	Use	Future Land Use Designation
North	County Zoning: "C-3" Commercial District	Mini-Warehouse / Storage	None
South	"R-5" Multiple Family 2 District & "B-4" Commercial District	Residential Homes, Business & Recreation	Commercial
East	County Zoning: "C-3" Commercial District & "A-4" General Agriculture	Vacant Forest Land	Residential, Park, and Institutional / Government
West	County Zoning: "C-3" Commercial District & "R-2" Single Family Residence District	Vacant Land and Residential Homes	None

- No utilities exist or are planned to serve the property.
- Property access is from North Second Street.
- The property is near Interstate 39.

- The request includes amending the extraterritorial future land use map within the comprehensive plan to include and identify a use for the property, identified above, specifically a future land use designation of commercial/office/multi-family.

#### 1. Is the proposed amendment in the public interest?

**Analysis:** The parcel was vacant until recently, upon which the applicant has constructed mini-warehouse storage units. Development on the site is not fully complete, as drainage basins are in the process of being constructed. The property is directly adjacent to other commercial development within the Town of Hull. Furthermore, it is in close proximity to Interstate 39, and borders the City boundary to the south. The applicant has stated interest in eventually annexing to have all applicant owned property within the City. Lastly, the property falls within the City's extraterritorial growth boundary, but has not been identified in the extraterritorial land use area.

**Findings:** Upon review of the Comprehensive Plan and Map 8.7a, the subject property and area around the property were likely not identified as a future growth area due to the limited likelihood of extending utilities. In order to do so, utilities need to cross the interstate or come from several thousand feet from the east. Additionally, several wetlands exist within the area which would significantly inhibit development on some of the vacant land. While some land is suitable for development, the limitations above likely prevented certain areas north of the City boundary to be identified as future growth. Given the close proximity to the interstate and adjacency to the Wisconsin River, as well as several developable acres, some areas to the north were included as future growth. With that being said, the Comprehensive Plan update effort is currently underway which will include performing further analysis of the overall area. Future land use designations and boundaries will likely expand during the update to adapt to changing development trends, land use patterns, natural features, etc. With a mixture of surrounding land somewhat developed and the City boundary directly adjacent to the subject property, the request seems appropriate.

#### 2. Is the proposed amendment consistent with the remainder of the plan?

**Analysis:** The property in question has no future land use designation, see narrative above. There are several goals, objectives, and policies within the comprehensive plan that relate to this type of situation, including: protecting of natural areas, minimizing conflicts between adjacent land uses, and enhancing corridors.

**Findings:** The odd part about this request is that typically an amendment to the future land use map and annexation occur prior to a property being developed, which is not the case with this situation.

In regards to this request, the area along the interstate is not exactly the most suitable location for a residential type development due to the traffic and noise concerns. Therefore, a limited commercial operation may be more suited for this area, along with some other pockets along the interstate. However, these areas may not be suited for development that requires utilities as the cost to extend utilities to this location would be extremely expensive. While City staff does not see this area as a high growth area, there are areas that may be suitable for development.

Staff would recommend approval of the request. However, the Plan Commission should take a close look at this area during the next update to the comprehensive plan. Furthermore, caution should be used when permanently rezoning this area to limit the intensity of commercial development in this area. Staff would also recommend looking at boundary agreements with some of the adjacent towns to address these types of situations.

Portage County Tax Application



# ASSESSMENT

[Tax Home](#)

[New Search](#)

[Search Results](#)

[Tax Info](#)

<b>Parcel Number:</b>	020-24-0817-12.03	<b>Address:</b>	533 SECOND ST N
<b>Municipality:</b>	TOWN OF HULL		STEVENS POINT WI , 544810000
<b>Current Owner:</b>	ERWIN, MARK R & ROBERTA A		
<b>Note Field:</b>			

<b>Property Address:</b>	1230 SECOND ST	<b>Legal Descriptions</b>
	STEVENS POINT, WI 54482	LOT 1 CSM#10525
		47-105 BNG PRT SESW
		S17 T24 R8 -12.03
		1.29A 797093 CSM 18/178;

	Acres	Land	Improvements	School District:	STEVENS POINT AREA
<b>RESIDENTIAL</b>	1.30	21,800		Vetnl District:	MID-STATE
				<b>Total Acres:</b>	1.30
				<b>Total Land:</b>	21,800
				<b>Total Improve:</b>	
				<b>Exempt Info</b>	



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 AN ORDINANCE / CODE AMENDMENT**

R# 1-62078  
\$300 7/2/15

**ADMINISTRATIVE SUMMARY (Staff Use Only)**

Application #	-	Date Submitted	7/2/15	Fee Required	\$300.00	Fee Paid	\$300.00
Associated Applications if Any	-	Assigned Case Manager	Kyla Keorns				
Pre-Application Conference Date	7/2/15	Ordinance Chapter / Section	map 8.7 A Extra Territorial				

**APPLICANT/CONTACT INFORMATION**

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant?) <input checked="" type="checkbox"/>	
Applicant Name	Mark & Roberta Erwin	Contact Name	
Address	533 2nd St. N	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-344-6675	Telephone	
Fax		Fax	
Email	erwinsrentals@charter.net	Email	

**OWNERSHIP INFORMATION**

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

**ORDINANCE AMENDMENT SUMMARY**

Describe the requested ordinance amendment change	
We are requesting that the Map 8.7 A Extraterritorial Land Use map be amended to show growth on North Second Street directly adjacent to the city.	
Describe the reason for the requested change in the ordinance	
After purchasing the property and beginning construction, we were not aware until recently that the land was adjacent to city property and would be a candidate for possible annexation. All of the property we own except this is in the city and we would like to keep it all together.	
How is the proposed ordinance amendment consistent with the comprehensive plan?	Does the proposed ordinance amendment represent a new policy or revision of existing policy?
The current plan and maps call for commercial growth in area adjacent to the property.	Revision of Map 8.7 A Extraterritorial Land Use Map

**CERTIFICATION AND SIGNATURE**

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
Robert A. Eric Mark R. Eric	7/2/15 7-2-15	Robert A. Eric Mark R. Eric	7/2/15 7-2-15

8 0 3 5 3 7 0  
Tx:4028221

796963

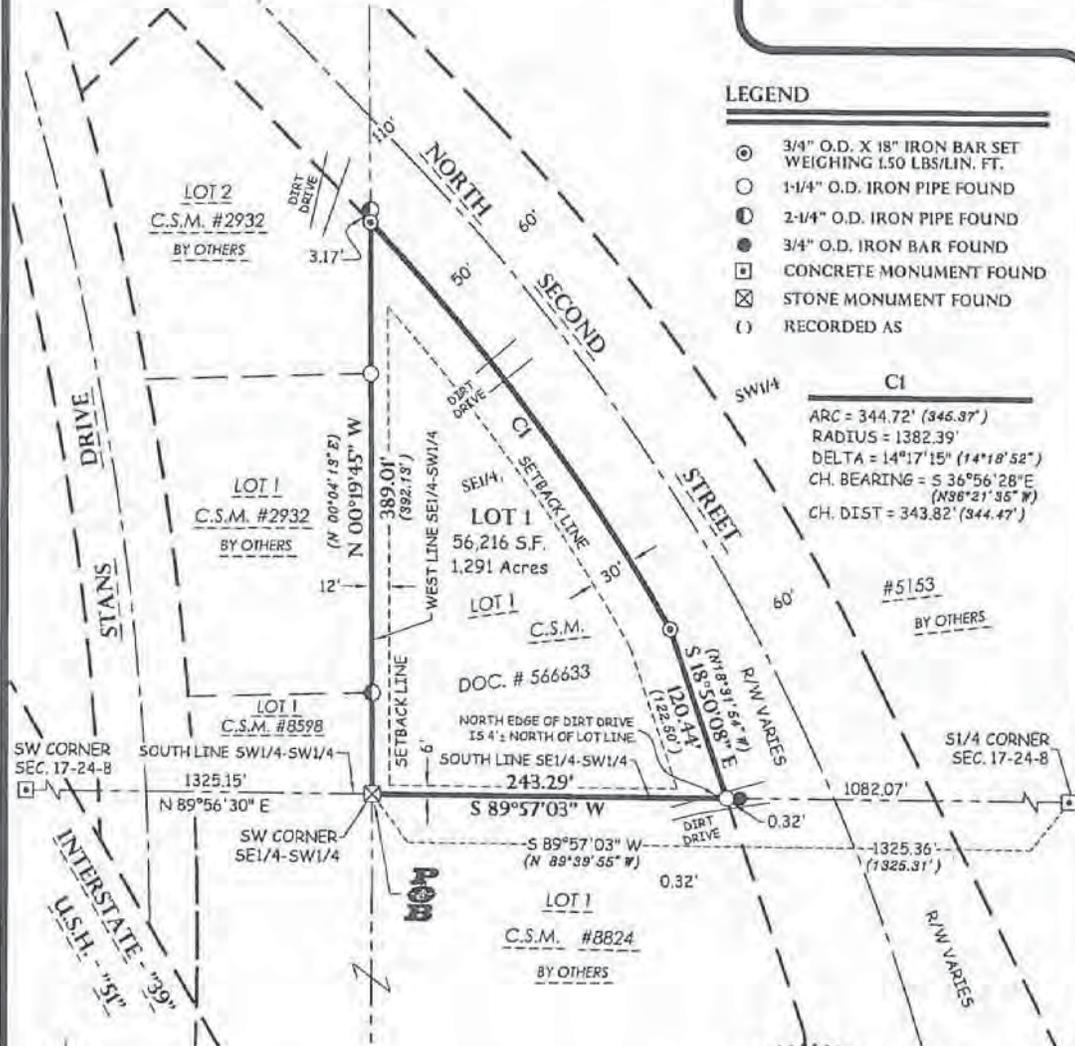
CYNTHIA A. WISINSKI  
PORTAGE COUNTY  
STEVENS POINT, WI  
RECORDED ON  
06/26/2014 1:52 PM

REC FEE: 30.00  
PAGES: 2  
FEE EXEMPT:

Csm 10525-47-105

# PORTAGE COUNTY CERTIFIED SURVEY MAP

OF PART OF LOT 1, CERTIFIED SURVEY MAP NO. 5153, LOCATED IN THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 17, TOWNSHIP 24 NORTH, RANGE 8 EAST, TOWN OF HULL, PORTAGE COUNTY, WISCONSIN.

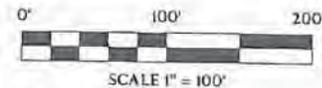


## LEGEND

- ⊙ 3/4" O.D. X 18" IRON BAR SET WEIGHING 1.50 LBS/LIN. FT.
- 1-1/4" O.D. IRON PIPE FOUND
- ⦿ 2-1/4" O.D. IRON PIPE FOUND
- 3/4" O.D. IRON BAR FOUND
- CONCRETE MONUMENT FOUND
- ⊠ STONE MONUMENT FOUND
- ( ) RECORDED AS

## C1

ARC = 344.72' (346.37')  
 RADIUS = 1382.39'  
 DELTA = 14°17'15" (14°18'52")  
 CH. BEARING = S 36°56'28" E  
 (N 58°21'35" W)  
 CH. DIST = 343.82' (344.47')



## BASE FOR BEARING

THE SOUTH LINE OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4, SECTION 17, WHICH IS ASSUMED TO BEAR S 89°57'03" W.



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 JORDAN BROST

FIELD BOOK	29	PAGE	18
JOB #	14.732	SHEET	1 OF 2 SHEETS

### PORTAGE COUNTY CERTIFIED SURVEY MAP

I, Donald J. Buza, Registered Land Surveyor, hereby certify:

That I have surveyed, divided and mapped that part of Lot 1, Certified Survey Map No. 5153, located in part of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of Section 17, Township 24 North, Range 8 East, Town of Hull, Portage County, Wisconsin, described as follows:

Commencing at the Southwest corner of Section 17, Township 24 North, Range 8 East; thence N  $89^{\circ}56'30''$ E along the South line of the Southwest  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of said Section 17, 1325.15 feet to the Southwest corner of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of said Section 17 and the point of beginning (POB) of the parcel to be described; thence N  $00^{\circ}19'45''$ W along the West line of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of said Section 17, 389.01 feet to the South line of North Second Street; thence Southeasterly 344.72 feet along the arc of a curve along said South line of North Second Street, concave Southwesterly, having a radius of 1382.39 feet and whose long chord bears S  $36^{\circ}56'28''$ E, 343.82 feet; thence S  $18^{\circ}50'08''$ E along the Southerly and Westerly line of North Second Street, 120.44 feet to the South line of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of said Section 17; thence S  $89^{\circ}57'03''$ W along the South line of the Southeast  $\frac{1}{4}$  of the Southwest  $\frac{1}{4}$  of said Section 17, 243.29 feet to the point of beginning.

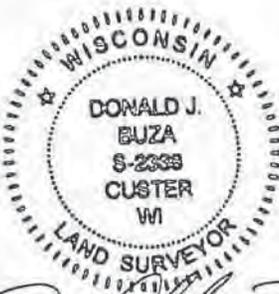
Subject to (if any) covenants, conditions, restrictions, right-of-ways and easements of record.

That I have made such survey, land division and plat by the direction of Bruce Nummelin,

That such plat is a correct representation of all exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes in surveying, dividing and mapping the same.

Dated this 16<sup>th</sup> day of June, 2014.



Donald J. Buza  
R.L.S. No. S-2338

Prepared by:  
Point of Beginning, Inc.  
5709 Windy Drive, Suite D  
Stevens Point, WI 54482

Prepared for:  
Bruce Nummelin  
3217 Whiting Avenue  
Stevens Point, WI 54481

Job # 14.732

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

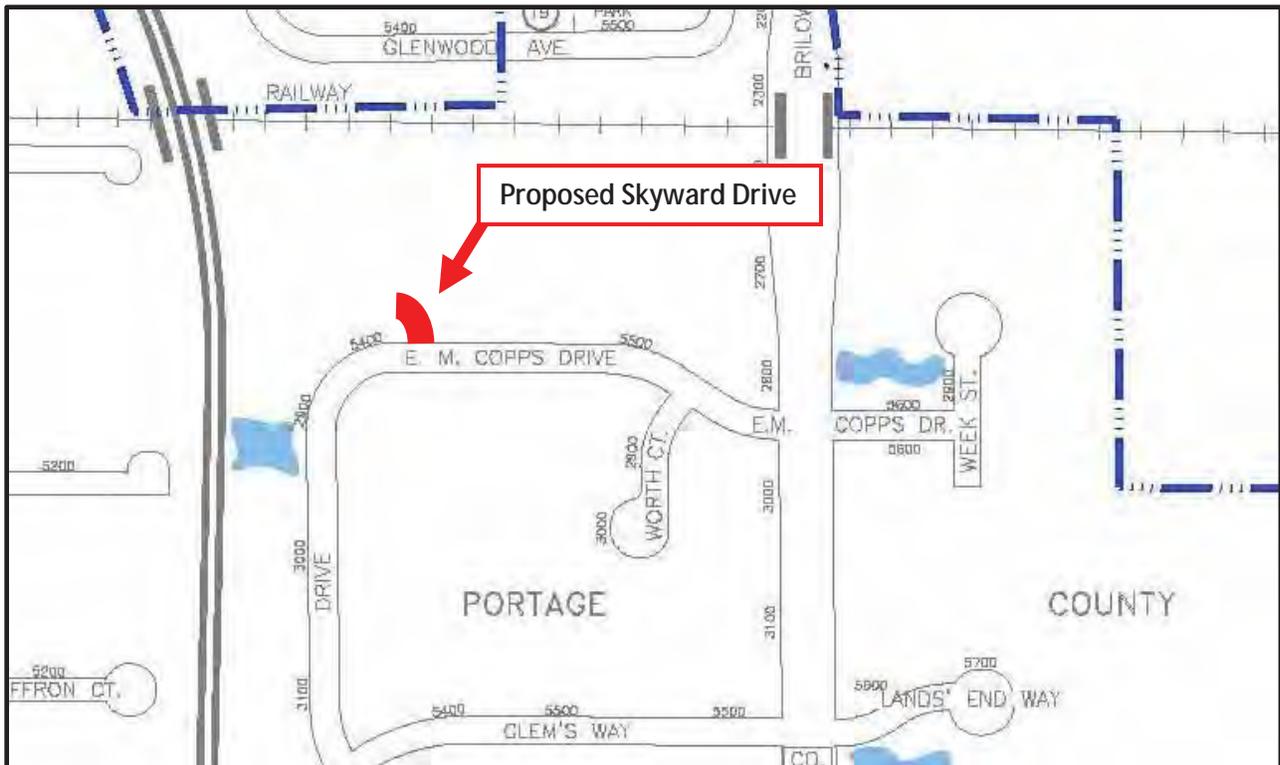


# Memo

To: Plan Commission  
From: Plan Staff  
CC:  
Date: 9/1/2015  
Subject: Request from the City of Stevens Point to amend the Official Street Map of the City of Stevens Point to add Skyward Drive; a variable width private street from its intersection with E.M. Copsps drive to approximately 500 feet north thereof (see attached exhibits).

As part of the development agreement with Skyward, it was indicated that a street called Skyward Drive would be established to serve the development. Therefore, the City will need to amend its official street map to identify Skyward Drive. Please note, because it is not built to City specifications, it will be a private drive and not a public street. However, it should be noted on the city's official street map.

## Official Street Map



Staff would recommend approving the addition of Skyward Drive to the official street map allowing access to the property and an address.

**EXHIBIT A**

**SURVEYOR'S CERTIFICATE**

I, AARON PARKS, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY THAT BY THE DIRECTION OF SKYWARD INC., I HAVE SURVEYED, DIVIDED, AND MAPPED THE FOLLOWING DESCRIBED PARCEL OF LAND.

A PARCEL OF LAND CONTAINING 34,256 SQUARE FEET (0.786 ACRES) LOCATED IN THE FRACTIONAL NW 1/4 OF THE NE 1/4, AND THE FRACTIONAL NE 1/4 OF THE NE 1/4 OF SECTION 2, TOWNSHIP 23 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN.

THE EXTERIOR BOUNDARY OF SAID PARCEL OF LAND IS DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SECTION 2;

THENCE S 01°50'21" E, 880.38' ALONG THE EAST LINE OF THE NORTHEAST 1/4 OF SAID SECTION 2;

THENCE S 89°41'46" W, 1353.36' TO A POINT ON THE NORTH LINE OF E. M. COPPS DRIVE, ALSO BEING THE SOUTH LINE OF LOT 1 CSM #1442-47-22, BEING THE POINT OF BEGINNING OF THIS DESCRIPTION;

THENCE N 00°18'14" W, 54.16';

THENCE NORTHWESTERLY 69.79' ALONG THE ARC OF A 133.30' RADIUS CURVE CENTER WHICH LIES SOUTHWESTERLY, THE CHORD WHICH BEARS N 15°18'13" W A DISTANCE OF 69.00';

THENCE N 30°18'12" W, 114.14';

THENCE NORTHWESTERLY, 148.70' ALONG THE ARC OF A 142.00' RADIUS CURVE CENTER WHICH LIES SOUTHWESTERLY, THE CHORD WHICH BEARS N 60°18'14" W A DISTANCE OF 142.00';

THENCE S 89°41'46" W, 105.88';

THENCE S 00°18'14" E, 72.50';

THENCE N 89°41'46" E, 105.88';

THENCE SOUTHEASTERLY, 72.78' ALONG THE ARC OF A 69.50' RADIUS CURVE CENTER WHICH LIES SOUTHWESTERLY, THE CHORD WHICH BEARS S 60°18'14" E A DISTANCE OF 69.50';

THENCE S 30°18'14" E, 38.78';

THENCE SOUTHEASTERLY, 58.84' ALONG THE ARC OF A 147.50' RADIUS CURVE CENTER WHICH LIES SOUTHWESTERLY, THE CHORD WHICH BEARS S 19°18'13" E A DISTANCE OF 58.29';

THENCE S 00°18'14" E, 96.60' TO THE NORTH LINE OF SAID CSM, ALSO THE NORTH RIGHT OF WAY OF SAID E. M. COPPS DRIVE;

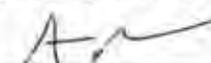
THENCE N 89°41'46" E ALONG SAID NORTH RIGHT OF WAY, 100.00', BEING THE POINT OF BEGINNING, THERE TERMINATING;

THAT I HAVE COMPLIED FULLY WITH THE CURRENT PROVISIONS OF CHAPTER 236.34, AND CHAPTER A-E7 OF THE REVISED WISCONSIN STATUTES AND THE SUBDIVISION ORDINANCE OF PORTAGE COUNTY IN SURVEYING, DIVIDING, AND MAPPING SAME.

THAT THIS MAP IS A CORRECT REPRESENTATION OF THE EXTERIOR BOUNDARY OF THE LANDS SURVEYED AND MAPPED TO THE BEST OF MY KNOWLEDGE AND BELIEF.

THIS SURVEY IS SUBJECT TO ROADWAYS, EASEMENTS, AND RESERVATIONS, OF RECORD.

CERTIFIED THIS 19TH DAY OF JUNE, 2015.

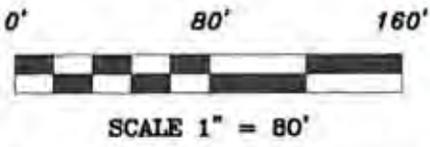
SIGNED:   
AARON PARKS PLS 2861



# EXHIBIT B



CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	133.30'	69.79'	69.00'	N 15°18'13" W	29°59'59"
C2	142.00'	148.70'	142.00'	N 60°18'14" W	60°00'00"
C3	69.50'	72.78'	69.50'	S 60°18'14" E	60°00'00"
C4	147.50'	56.64'	56.29'	S 19°18'13" E	22°00'01"



## LEGAL DESCRIPTION

OF SKYWARD DRIVE, A PRIVATE ROAD FOR SKYWARD INC., BEING PART OF CSM #1442-47-22, LOCATED IN THE NORTH HALF OF THE NORTHEAST 1/4, OF SECTION 2, TOWNSHIP 23 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN.

## BASE FOR BEARING

IS THE EAST LINE OF THE NORTHEAST 1/4 OF SECTION 2, RECORDED TO BEAR S 01°50'21" E (REF CSM #1442-47-22)

N 01°50'21" W 2001.51'  
EAST LINE OF THE NE 1/4

E 1/4  
SEC. 2



3317 Business Park Drive, Stevens Point, WI 54482  
Telephone: 715-341-2833, Fax: 715-341-0431  
email: info@rettler.com, wiscontk.www.rettler.com

SKYWARD INCORPORATED  
SKYWARD DRIVE  
CITY OF STEVENS POINT  
PORTAGE COUNTY, WI

Project No.: 14,002  
Date: 6-18-15  
Scale: 1"=80'

EXHIBIT-B

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

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

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

**Skyward Drive**

A variable width private street from its intersection with E.M. Cops Drive to approximately 500 feet north thereof hereinafter described in and marked Exhibit "A" and a scale map marked Exhibit "B" is attached hereto and made a part of this document.

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

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

APPROVED: \_\_\_\_\_  
Mike Wiza, Mayor

ATTEST: \_\_\_\_\_  
John Moe, City Clerk

Dated:  
Passed:  
Published:

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



# 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: 9/1/2015  
Subject: Adopt the Portage County Bicycle and Pedestrian Plan.

Last month commissioners were provided with the Portage County Bicycle and Pedestrian Plan and also a presentation given by County officials regarding the plan. This plan has been adopted by the County in April, 2014 and is recommended to be adopted by the City to serve as a complete update to the 1997 metropolitan area Bicycle and Pedestrian Plan. The plan should be utilized as an implementation tool relating to bicycle and pedestrian goals, objectives, policies, and activities.

The entire Plan is available online at [www.portagecobikepedplan.wordpress.com](http://www.portagecobikepedplan.wordpress.com).

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



Page 146 of 146  
**Corey D. Ladick**  
**Comptroller-Treasurer**

Phone: 715-346-1574  
Fax: 715-346-1683

August 31, 2015

To: Plan Commission, City of Stevens Point

Re: Repurchase of Lot in Whitetail Subdivision

### **Background**

The City of Stevens Point built Whitetail subdivision with the goal of increasing property tax base in the City. With that goal in mind, it was created with the requirement that anyone purchasing a lot break ground within 1 year and complete construction within 2 years. The City reserves the right to repurchase a lot if this does not happen, for the original purchase price minus related expenses.

We have identified a lot, located at 4908 Whitetail Dr., formerly lot 38 of Phase 1 of Whitetail subdivision, and now lot 1 of CSM #9615-41-95, that was sold in 2008 and still has not been built on. In 2010, a letter has sent to the owner notifying him that the two year deadline was approaching. We have contacted the owner, and he has indicated that he has no plans to build on this lot in the near future.

### **Recommendation**

I recommend exercising our right to repurchase the lot, with funds to come from the Whitetail Subdivision fund. With only 1 remaining lot for sale in Whitetail, I anticipate no problem reselling it to someone who does want to build. Per the covenants, the price will be the original purchase price of \$28,690 minus expenses incurred through both the sale and repurchase, as well as prorated property taxes.