

AGENDA
CITY PLAN COMMISSION

Monday, December 7, 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 November 2, 2015 Plan Commission meeting.
3. **Public Hearing** – Request from Stratford Sign Company, representing Investors Community Bank, for a conditional use permit and sign variance to construct two off-premise and multiple on-premise freestanding signs to be located on the **northwest corner of County Road R and County Highway HH (Parcel ID's: 2308-02-4004-10, 2308-02-4004-11 & 2308-02-4004-12)**.
4. Action on the above.
5. Request from Mark & Roberta Erwin for the purpose of annexing their property located at **1230 Second Street (County Parcel ID: 020-24-0817-12.03)** from the Town of Hull to the City of Stevens Point.
6. **Public Hearing** – Establishing a permanent zoning classification of "B-1" Neighborhood Business District, "B-2" Central Business Transition District, or "B-4" Commercial District for **1230 Second Street (County Parcel ID: 020-24-0817-12.03) (Erwin annexation request)**.
7. Action on the above.
8. Request from the City of Stevens Point for the purpose of annexing municipally owned property located west of 5707 U.S. Highway 10 East, known as a **portion of Elizabeth Avenue**.
9. Request from Nancy Urbanek for the purpose of annexing property located at **5707 U.S. Highway 10 East (County Parcel ID 020-24-0836-08.02)** from the Town of Hull to the City of Stevens Point.
10. **Public Hearing** – Establishing a permanent zoning classification of "B-5" Highway Commercial District for **5707 U.S. Highway 10 East (County Parcel ID 020-24-0836-08.02) (Urbanek annexation request)**.
11. Action on the above.
12. **Public Hearing** – Request from Storage Unlimited LLC, for a conditional use permit for the purposes of operating an indoor storage facility at **3256 Church Street (Parcel ID 2308-04-2008-34)**.

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

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

13. Action on the above.
14. **Public Hearing** –Request from Evergreen Community Initiatives, representing the Franciscans Downtown, for a conditional use permit for the purposes of operating a warming shelter (temporary housing) at **1000 Main Street (Parcel ID 2408-32-2029-19)**.
15. Action on the above.
16. Adjourn.

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PUBLISH: November 20, 2015 and November 27, 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 December 7, 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. Amending the Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point to classify the following territory, 1230 Second Street (County Parcel ID: 020-24-0817-12.03), as "B-1" Neighborhood Business District, "B-2" Central Business Transition District, or "B-4" Commercial District:

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, including all of Lot 1 of Certified Survey Map #10525, Volume 47, Page 105 and part of North Second Street right-of-way, being more particularly described as follows:

Commencing at the South $\frac{1}{4}$ corner of Section 17, Township 24 North, Range 8 East; thence S 89°57'03"W along the South line of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of said Section 17, 938.05 feet to the East line of North Second Street and the point of beginning (POB) of the parcel to be described; thence S 89°57'03"W along said South line of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, 387.30 feet to the Southwest corner of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$; thence N 00°19'45"W along the West line of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, 547.89 feet to the East line of North Second Street; thence S 44°08'42"E along said East line of North Second Street, 113.19 feet; thence Southeasterly 477.90 feet along the arc of a curve along said East line of North Second Street, concave Southwesterly, having a radius of 1492.39 feet and whose long chord bears S 34°58'16 E, 475.86 feet; thence S 26°58'07"E along said East line of North Second Street, 85.70 feet to the point of beginning.

2. Amending the Zoning Ordinance of the Revised Municipal Code of the City of Stevens Point to classify the following territory, 5707 U.S. Highway 10 East (County Parcel ID: 020-24-0836-08.02), as "B-5" Highway Commercial:

All of Lot 1 of Certified Survey Map #10738, recorded in Volume 49 of Portage County Certified Survey Maps, on page 18, located in the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of Section 36, Township 24 North, Range 8 East, Town of Hull, Portage County, Wisconsin.

3. Request from Evergreen Community Initiatives, representing the Franciscans Downtown, for a conditional use permit for the purposes of operating a warming shelter (temporary housing) at 1000 Main Street (Parcel ID 2408-32-2029-19). This property being zoned "B-3" Central Business District and described as BEG SW/C L1B29VBRW ADD;E ON LN MAIN TO CTR LN W WALL OF 1008 MAIN;N CTRLN SD W WALL 113' TO E OF 3RD ST S TO POB;SUBJ TO&TOG W/ AGRMT-80/478 661826 758150, City of Stevens Point, Portage County, Wisconsin.
4. Request from Storage Unlimited LLC, for a conditional use permit for the purposes of operating an indoor storage facility at 3256 Church Street (Parcel ID 2308-04-2008-34). This property being zoned "B-4" Commercial District and described as LOT 1 CSM#10621- 48-51 BNG PRT SWNW S4

& SESE S5 ALL IN T23 R8; ING/ EGR ESMT ON SD CSM-804282 3.95A 498/282-87;CSM13/247 803168RES, City of Stevens Point, Portage County, Wisconsin.

5. Request from Stratford Sign Company, representing Investors Community Bank, for a conditional use permit to construct multiple tenant off-premise signs to be located on the northwest corner of County Road R and County Highway HH (Parcel ID's: 2308-02-4004-10, 2308-02-4004-11 & 2308-02-4004-12). This property being zoned "M-1" Light Industrial District and described as PRT L3 CSM#8822-36-52 LYG W CSM 48/87 BNG PRT SESE; SUBJ RC 695/5 & 695/7 & 673508; SUBJ TRL ESMT-757328 S2 T23 R8, City of Stevens Point, Portage County, Wisconsin and LOT 1 CSM#10657-48-87 BNG PRT SESE SUBJ RC 695/7 & 673508; SUBJTRL ESMT-757328 S2 T23 R8, City of Stevens Point, Portage County, Wisconsin.

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

All interested parties are invited to attend.

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

John Moe, City Clerk

REPORT OF CITY PLAN COMMISSION
November 2, 2015 – 6:00 PM
Lincoln Center – 1519 Water Street

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

ALSO PRESENT: Community Development Director Michael Ostrowski, Associate Planner Kyle Kearns, City Attorney Andrew Beveridge, Director Lemke, Comptroller/Treasurer Corey Ladick, Alderperson Doxtator, Alderperson Oberstadt, Alderperson McComb, Alderperson Phillips, Nate Enwald, Brandi Makuski, Cathy Dugan, Anton Anday, Konstantia Shevkopyas, Danil Bkazhnikov, Bob Fisch, Tori Jennings, Emily Braker, Mary Ann Laszewski, Reid Rocheleau, Anna Marie Slivicke, Jacob Cerminar, Chris Wiza, Angela Matel, and Justin Jacak.

INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Report of the October 5, 2015 Plan Commission meeting.
3. Request by the City of Stevens Point to amend the Official Street Map of the City of Stevens Point to widen Maria Drive by approximately 33 feet northward, between First Street and Second Street, a distance of approximately 247 feet.
4. Request from the City of Stevens Point for a conditional use permit to construct a parking lot at 172 West Clark Street (Parcel ID 2408-31-1014-02) and 1201 West Whitney Street (Parcel ID 2408-31-1014-01).
5. Request from the City of Stevens Point Department of Public Utilities to purchase property at 1917 Cypress Street (Parcel ID 2408-32-3004-09).
6. Presentation by the Bicycle and Pedestrian Advisory Committee.
7. Director's Update.
8. Adjourn.

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1. Roll call.

Present: Wiza, Kneebone, Haines, Hoppe, Curless, Cooper

Commissioner Brush arrived at 6:01PM

Discussion and possible action on the following:

2. Report of the October 5, 2015 Plan Commission meeting.

Motion by Commissioner Cooper to approve the minutes of the October 5, 2015 Plan Commission meeting; seconded by Commissioner Curless. Motion carried 7-0.

3. Request by the City of Stevens Point to amend the Official Street Map of the City of Stevens Point to widen Maria Drive by approximately 33 feet northward, between First Street and Second Street, a distance of approximately 247 feet.

Mayor Wiza declared the public hearing open.

Reid Rocheleau, 408 Cedar Street, asked if there would be sidewalk on both sides of the street, and when the street work would be started.

Mayor Wiza stated it is very likely for sidewalk, but we are still in the planning phase of the construction, and that once the funds are allocated the project will start, most likely in 2016.

Mayor Wiza declared the public hearing closed.

Motion by Commissioner Hoppe to approve the request by the City of Stevens Point to amend the Official Street Map of the City of Stevens Point to widen Maria Drive by approximately 33 feet northward, between First Street and Second Street, a distance of approximately 247 feet; seconded by Commissioner Brush. Motion carried 7-0.

4. Request from the City of Stevens Point for a conditional use permit to construct a parking lot at 172 West Clark Street (Parcel ID 2408-31-1014-02) and 1201 West Whitney Street (Parcel ID 2408-31-1014-01).

Mayor Wiza declared the public hearing open.

Cathy Dugan, 615 Sommer Street, is opposed to more parking lots in our parks and requested the commission to deny this request.

Trevor Roark, 601 Washington Avenue, stated that when the city provides free parking, it is an induced demand. He is against the parking lot and feels there are other options for safety like speed bumps, but also feels there should be more bike parking provided. He asked the commission to discuss this completely before making any decisions.

Barb Jacob, 1616 Depot Street, agreed that there is a need for more parking in the area, but does not feel this is the right location. She suggested shifting the parking lot closer to the park and away from West Clark Street.

Reid Rocheleau, 408 Cedar Street, agreed with Ms. Jacob about the parking lot being placed too close to the roadway as well as the loss of green space.

Mayor Wiza stated the KASH Playground is the only handicap accessible playground in the city and the additional parking lot would be able to re-designate the existing parking to more accessible spaces.

Aldersperson McComb, 9th District, stated initially she was against this proposal, but after having conversations with citizens has changed her mind. She feels the lot is needed and is in support of it.

Mary Ann Laszewski, 1209 Wisconsin Street, pointed out this is a residential neighborhood, and there was green space around the home that she would not want to lose.

Aldersperson Doxtator, 1st District, pointed out that when this was brought up about purchasing the property; it was discussed at that time the purpose for the purchase of land was specifically for parking. He is in support of the parking lot.

Mayor Wiza declared the public hearing closed.

Director Ostrowski explained that at the time of purchase of the property, there was a discussion about having this area become a parking lot. The demand is for more handicap accessible parking. This is the only large city park that does not have dedicated area for parking. The proposed lot would be small, and there would be a 35 foot setback from West Clark Street, which would also be screened with the required landscape screening.

Commissioner Haines stated she liked the parking plan, and would like to add conditions of exploring the costs of pervious pavement. Director Ostrowski stated this option can be researched.

Commissioner Curless asked if this would be maintained year round, to which Mayor Wiza stated yes.

Commissioner Brush asked about the number of spaces and the accommodation for accessibility so far from the park entrance. Mayor Wiza explained this lot would be for additional parking, which would open up the availability to increase the accessible parking stalls closer to the playground.

Commissioner Hoppe asked if the lot could be moved to the north, to which Director Ostrowski stated that would take out several more mature trees, which they want to keep.

Commissioner Haines asked if there was signage for the park to which Director Ostrowski stated there is one sign prior to the parking lot just off of West Clark Street.

Aldersperson Kneebone stated she would be in support of the lot if there were the pervious parking surface and additional bike parking added to the area. She also questioned the screening, to which Director Ostrowski stated there is a landscape plan that meets the parking lot screening requirements. Mayor Wiza added that increased bike parking would be a good idea in that area.

Motion by Commissioner Haines to approve the request from the City of Stevens Point for a conditional use permit to construct a parking lot at 172 West Clark Street (Parcel ID 2408-31-

1014-02) and 1201 West Whitney Street (Parcel ID 2408-31-1014-01) with the following conditions:

- Applicable zoning and / or building permits shall be obtained prior to work occurring.
- Staff shall have the authority to approve minor project changes.
- Additional bike parking shall be added in Mead Park in various locations.
- The feasibility of providing pervious surface for the parking lot shall be explored.

seconded by Alderperson Kneebone. Motion carried 7-0.

5. Request from the City of Stevens Point Department of Public Utilities to purchase property at 1917 Cypress Street (Parcel ID 2408-32-3004-09).

Director Lemke stated this lot will add available land to the site we plan on using for a new facility. It will make the area more useable, by increasing the land area and future layout of new facilities.

Commissioner Haines asked about the two parcels to the north. Director Lemke stated they are both single family residential homes and the purchase of the proposed land will clear up an access issue with one of the properties. Commissioner Haines then asked if the long term plan includes purchasing those properties. Director Lemke stated no, we will have enough room and would be using the site to replace the equipment building which is too small.

Motion by Commissioner Hoppe to approve the request from the City of Stevens Point Department of Public Utilities to purchase property at 1917 Cypress Street (Parcel ID 2408-32-3004-09); seconded by Commissioner Curless. Motion carried 7-0.

6. Presentation by the Bicycle and Pedestrian Advisory Committee.

Tori Jennings, 1632 Ellis Street, explained that the Bicycle and Pedestrian Advisory Committee is requesting an ordinance be considered for bikes left in racks for extended amounts of time. This ordinance would help the Police Department in the determination and removal of abandoned bikes throughout the city. An example of a similar ordinance from Madison has been provided for the commission to review. The suggested Stevens Point ordinance would allow police officers and community service officers to tag and pick up abandoned bikes.

Trevor Roark, 601 Washington Avenue, stated after the bikes are picked up they are typically turned over to Shifting Gears but he also suggested looking at the Wisconsin/Nicaragua partnership, or even to college students who are in need of bicycles.

Commissioner Hoppe asked if the bicycles are registered and if so is there an attempt to contact the owner of the bike for pick up. Mr. Roark stated yes there is an attempt to contact the owner.

Commissioner Haines asked about enforcement and who would determine if the bike was abandoned, to which Mr. Roark stated the Community Service Officers can tag the bike and if it is not removed within 72 hours the bike can be removed. Mayor Wiza stated the Community Services Officers as well as the new Code Enforcement Officer can tag and remove these bikes.

Commissioner Haines asked if fines would need to be included in the ordinance. City Attorney Beveridge stated he would not impose forfeiture, but a service fee similar to an impounding fee could be applied and placed in the ordinance. Director Ostrowski added it can be placed on a fee schedule which is cited in the ordinance, and then when the fees are updated, there is no need to amend the ordinance. City Attorney Beveridge also stated Madison has their ordinance citing both public and private property, where our ordinance would only address the public properties.

Aldersperson Kneebone asked if there would be an issue with property rights for removing the abandoned bike, to which Attorney Beveridge stated the law would meet the requirements of abandoned property, and we can also post a notice on the bike racks themselves noticing the removal of abandoned property.

Commissioner Curless asked how long the Police Department keeps the abandoned bikes, to which Mayor Wiza stated approximately 60 days, this allows for the owner to be located and the property to be returned. If they are not claimed they are donated to organizations such as Shifting Gears which refurbish them for sale.

Aldersperson Kneebone stated her approval of a service fee imposed and a fee schedule, but does not feel this would be a revenue generator for the city, but does feel this could be a start to a bike share program.

Mayor Wiza explained that the Bicycle and Pedestrian Committee was created to raise awareness. In addition, a flyer can be designed to identify requirements to register a bike, where to register, and who to call. This flyer would be made available to bike clubs, shops, and on our city website and radio station.

Reid Rocheleau, 408 Cedar Street, is happy to have the involvement of the committee and said citizens need to be educated on the regulations of bike use in the city, especially on sidewalks.

Cathy Dugan, 615 Sommers Street, feels that landlords should be included and required to provide bike parking similar to providing vehicle parking for their tenants.

Tori Jennings, 1632 Ellis Street, advised the public of the regular Bicycle and Pedestrian Committee meeting on the third Tuesday of every month in the City Conference room and invited the public to attend.

7. Director's Update.

Director Ostrowski asked the commission if they were available for a meeting Wednesday November 18th at 7:00pm to continue the Comprehensive Plan meetings. Several confirmed that this would work with their schedules.

8. Adjourn.

Meeting adjourned at 6:53 PM.

Administrative Staff Report



Investors Community Bank – Off-Premise Signs
 NW Corner of Cnty. Rd. R and Cnty. Hwy. HH
 December 7, 2015

Department of Community Development

<p>Applicant(s):</p> <ul style="list-style-type: none"> Investors Community Bank <p>Staff:</p> <ul style="list-style-type: none"> Michael Ostrowski, Director mostrowski@stevenspoint.com Kyle Kearns, Associate Planner kkearns@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 2308-02-4004-10, 2308-02-4004-11, & 2308-02-4004-12 <p>Zone(s):</p> <p>"M-1" Light Industrial District</p> <p>Master Plan:</p> <ul style="list-style-type: none"> Business Park District <p>Council District:</p> <ul style="list-style-type: none"> District 6 – Slowinski <p>Lot Information:</p> <p>3333 Main St. – Dudas Enterprises, LLC</p> <ul style="list-style-type: none"> Frontage (feet): Approx. 2,270 Depth (feet): Approx. 857 Square Footage: Approx. 413,877 Acreage: 9.50 <p>Current Use:</p> <ul style="list-style-type: none"> Commercial Use <p>Applicable Regulations:</p> <ul style="list-style-type: none"> Chap. 23 (23.02)(3), & Chap. 25 	<p>Request</p> <p>Request from Stratford Sign Company, representing Investors Community Bank, for a conditional use permit and sign variance to construct two off-premise and multiple on-premise freestanding signs to be located on the northwest corner of County Road R and County Highway HH (Parcel ID's: 2308-02-4004-10, 2308-02-4004-11 & 2308-02-4004-12).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> Property Data Exhibit Map Application Rendering <p>Findings of Fact</p> <ul style="list-style-type: none"> Off-premise advertising signs are a conditional use within the "M-1" Industrial District. Sign dimensions and locations will meet the appropriate sign requirements outlined in our sign code. <p>Staff Recommendation</p> <p>Given the uniqueness of the lots, private access drive serving the southern lots, being bounded by several streets, and a commercial unit style layout, staff would recommend approving the sign plan and multi-tenant freestanding off-premise signs as proposed with the conditions bellow:</p> <ul style="list-style-type: none"> Freestanding signs shall be set back a minimum of 5 feet from the property line. Minor changes to the plan may be approved by staff. All signs shall be similar in design and materials.
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Vicinity Map



Background

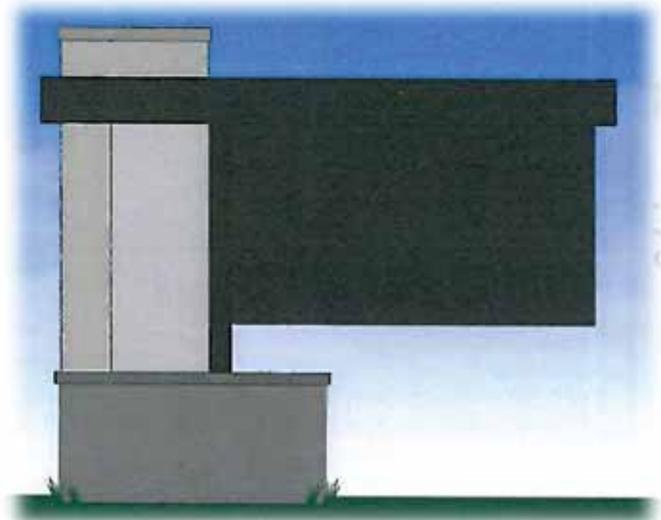
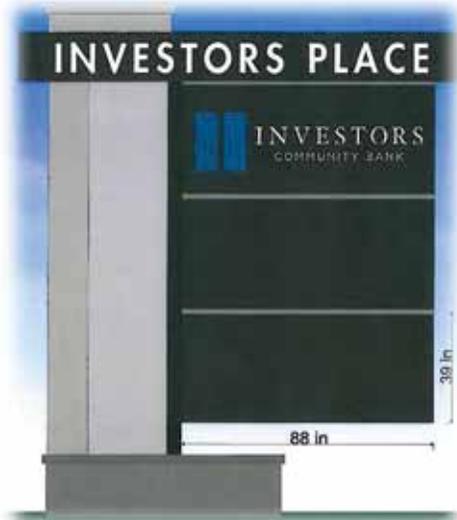
Stratford Sign, representing Investors Community Bank, is requesting two off-premise signs for the property at the northwest corner of County Road R and County Highway HH. See the above map and attached site plan for specific sign locations. All three properties identified above are owned by Investors Community Bank, however are slated for development. The master site plan identifies the potential for five buildings and four or five lots. Given the uniqueness of the lots and potential for multiple uses, a request has been made to have two freestanding multi-tenant signs. As the freestanding signs would be marketing the current sole tenant, Investors Community Bank, on adjacent properties, the signs are considered off-premise. In addition, the lots may eventually be under separate ownership. Our sign code only addresses shopping centers, and does not really address the identification of multiple tenant properties on separate lots. Sign details are provided below:

Multi-Tenant Freestanding Signs (2)

Height: 15 Feet
 Width: 13 Feet
 Signage Size: Approx. 93 sq. ft.
 Sign Size: Approx. 150 sq.f.t
 Illumination: Internally Lit (White LED)
 Graphics: 3 Tenant Spots
 Materials: Stone base, cast stone, brick veneer

Single-Tenant Freestanding Sign (1-4)

Height: 6 Feet
 Width: 7.33 Feet
 Signage Size: Approx. 15 sq. ft.
 Sign Size: Approx. 30 sq.f.t
 Illumination: Internally Lit (White LED)
 Graphics: 1 Tenant Spots
 Materials: Stone base, cast stone, brick veneer



Investors Community Bank Freestanding Sign

Height: 5 Feet
 Width: 14 Feet
 Signage Size: Approx. 42 sq. ft.
 Sign Size: Approx. 70 sq.f.t
 Illumination: Back-lit channel letters
 Graphics: "Investors Community Bank" + Logo
 Materials: Poured Concrete Retaining Wall, Natural Stone



Given the submittal request which includes a sign plan for the entire site, staff has reviewed it as such, including all freestanding signage proposed on the property.

Conditional Use 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 freestanding multi-tenant signs are proposed to be constructed on two street frontages. A third single-tenant sign is proposed along a third street frontage. Two proposed single-tenant freestanding signs are proposed on the interior of the site. Each multi-tenant sign will identify approximately three tenants on the property. The properties are bounded by several streets. No residential property lies within the immediate vicinity of the sign.

Findings: The multi-tenant signs will assist in identifying the location of proposed tenants on the property. Given the private access drive to lot three, an off-premise sign should assist patrons accessing the site to utilize the correct driveway. The multiple-tenant signs are proposed on separate streets and should not create a prolific

amount of signage. Interior single-tenant signs will be used more like informational signs to identify each tenant location due to the buildings distance from the private access drive. Only one lot is currently being developed. Furthermore, signs are located in an area that is not heavily populated with signage, therefore the proposed signs should not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

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

Analysis: The zoning of the property is "M-1" Light Industrial, and several uses are proposed on the site, warranting a multi-tenant sign. The district is established to provide for those manufacturing or other industrial uses having the least obnoxious nuisance affects and having a lower intensity of activity as compared with permitted uses of the "M-2" Heavy Industrial District. It is intended that the "M-1" district be located as a buffer between heavy manufacturing uses and commercial or high density residential uses or at other locations all consistent with the use planning principles, industrial location standards, and the City Comprehensive Plan and policies. While this district is primarily intended to accommodate light industrial, commercial uses are also permitted to assist in creating a buffer or transition, in this case with dense commercial to the south.

Findings: The signs should not be injurious to the uses already permitted in the vicinity or on the property. The multi-tenant signs should reduce signage for each individual tenant and minimize signage along already heavily signed corridors, such as Highway HH.

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 proposed multi-tenant signs are to be erected on Investors Community Bank property, a few hundred feet from their facility.

Findings: The proposed multi-tenant signs should assist in attracting development and act as an incentive for potential tenants. Furthermore, they should not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district as they are proposed on property under ownership of the applicant.

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 multi-tenant signs are nearly 150 square feet in area, with approximately 93 square feet of signage for three tenants. Furthermore, masonry has been incorporated into the signs, existing on the base and/or support structure which matches that found on Investors Community Bank's facility. In addition, the single-tenant freestanding signs incorporate similar masonry and design found in the multi-tenant signs.

Findings: This standard is met

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

N/A

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;

N/A

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.

N/A

- 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: Off-premise signage is regulated by the conditional use standards. While all lots are currently under the ownership of the applicant, the master plan for the entire site is for development of multiple buildings. Height, size, and other requirements are met. Sign setbacks have not been provided on the site plan.

Findings: The applicant has created a plan to best utilize the site and existing lots for multiple uses. In order to do so, a private access drive will serve southern tenants, for which one multi-tenant sign is proposed. This sign will be along John Joanis Drive. In addition, individual freestanding signs are proposed for each proposed lot in order to identify each facility, as buildings are proposed furthest from the ingress/egress on John Joanis Drive. A similar scenario is present for the lot on the north side of the site, however this second multi-tenant sign is all that is proposed for the two potential buildings.

Note that our sign ordinance allows for two freestanding signs per lot or when a combined corner lot has over 500 lineal feet of frontage, for which these properties have when combined.

Due to the private access drive, Lot 2 does not solely meet this requirement; however the additional proposed freestanding sign on Lot 2 is primarily utilized for informational purposes. Note also that in a shopping center, one freestanding multiple tenant sign may be erected on each street frontage, as long as a minimum separation distance of 200 feet is maintained between such signs. Multiple tenant signs shall not exceed 150 square feet in sign area. While this proposed site plan is not a shopping center, it is an area where multiple facilities and multiple users will exist, all requiring signage.

The proposal creates uniformity amongst signage, limits signage on the property, and creates reduced signage along public right-of-way.

Staff would recommend that signs be set back a minimum of 5 feet from the property line. In addition, staff would recommend Lot 2 be permitted to have a second freestanding sign for the purpose of identifying the future tenant which may be difficult when using only wall signage given the separation distance from the building and driveway. Furthermore, staff would recommend approving the proposed overall master sign plan.



- 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.

N/A

- 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.

Analysis: The proposed signs will utilize internally illuminated systems with white LED lighting, except for the proposed "Investors Community Bank" sign which will be back lit. Neighboring properties should not be affected by the lighting

Findings: This standard is met.

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

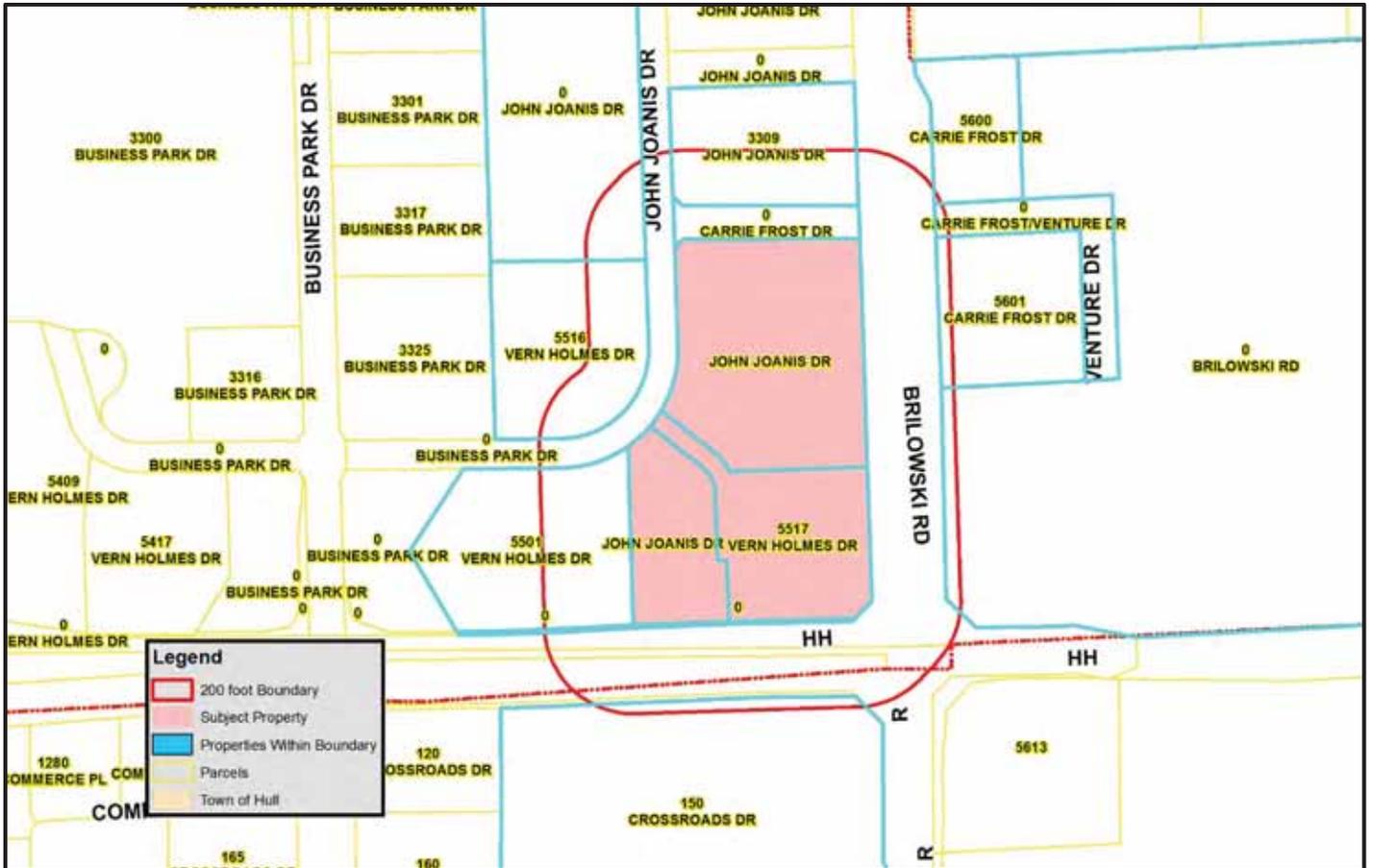
Analysis: The signs are not intended to create any noise.

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

Conditional Use Permit – Off-Premise Signs - northwest corner of County Road R and County Highway HH (Parcel ID's: 2308-02-4004-10, 2308-02-4004-11 & 2308-02-4004-12) – Exhibit Map (200 Feet Boundary)



Tax Key	Name	Mailing Address	City, State	Zip	Property Address
281230802400513	INNOVATION PROPERTIES LLC	907 3rd Ave	Hancock WI	54943	0 John Joanis Dr.
281230801300001	54481 DEVELOPMENT C/O BILL QUINLIVAN	N10 W29878 ST JAMES CT	WAUKESHA WI	53188	0 Brilowski Rd.
281230801300003	HAI-III LLC	1620 S Ashland Ave	Green Bay WI	54304	5600 Carrie Frost Dr.
281230802400405	ALLIANCE REAL ESTATE LLC	3116 ISLAND VIEW CT	STEVENS POINT WI	54481	3309 John Joanis Dr.
281230801300099	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Carrie Frost / Venture Dr.
281230802400499	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Carrie Frost Dr.
281230801300002	STEVENS POINT 560 5601 CARRIE FRST WI LLC	2201 Madison St	Stevens Point WI	54481	5601 Carrie Frost Dr.
281230802400503	WI INTERSCHOLASTI ATHLETIC ASSOC	P O Box 267	Stevens Point WI	54481	5516 Vern Holmes Dr.
281230802400409	PORTAGE COUNTY BUSINESS COUNCIL FND IN	5501 Vern Holmes Dr	Stevens Point WI	54482	5501 Vern Holmes Dr.
281230802400407	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 COUNTY ROAD HH
281230802400498	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 COUNTY ROAD HH
173230811-04.07	KOHL'S VALUE SERVICES INC	PO BOX 2148	MILWAUKEE WI	53201	150 Crossroads Dr.
281230802400411	INVESTORS COMMUNITY BANK	PO BOX 700	MANITOWOC WI	542210700	5517 Vern Holmes Dr.
281230802400410	INVESTORS COMMUNITY BANK	PO BOX 700	MANITOWOC WI	542210700	John Joanis Dr.
281230802400412	INVESTORS COMMUNITY BANK	PO BOX 700	MANITOWOC WI	542210700	John Joanis Dr.



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)

11-30-15
R# 1-64232
\$340

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	-	Date Submitted	11/7/15	Fee Required	\$ 340.00	Fee Paid	\$ 340.00
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	Stratford Sign Company, LLC	Contact Name	Dan Drexler
Address	P.O. Box 134; 110 Connor Ave.	Address	"
City, State, Zip	Stratford, WI 54484	City, State, Zip	"
Telephone	715-687-3250	Telephone	"
Fax	715-687-4657	Fax	"
Email	Dan@stratfordsign.com	Email	"

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Investors Community Bank	Owner's Name	Kathy Richardson
Address	5517 Vern Holmes Drive	Address	"
City, State, Zip	Stevens Point, WI 54482	City, State, Zip	"
Telephone	715-254-3415	Telephone	"
Fax	715-254-3490	Fax	"
Email	Krichardson@investorscommunitybank.com	Email	"

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
281230802400411	281230802400410	281230802400412
Legal Description of Subject Property		
Parcel # 281230802400410/281230802400411/281230802400412 First Name: Community Bank Last Name: Investors Address: P.O. Box 700 5517 Vern Holmes Drive Stevens Point WI		
Designated Future Land Use Category		Current Use of Property
Business - Commercial		Farming / fields
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)		
Land use for business: Investors Community Bank		

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

The proposed development will reinforce the existing or planned character of this neighborhood by bringing an elevated banking experience and customer service. The New building and property is very large and gives a high-end feel to the already well-developed area.

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

This property is being used for Investors Community Bank. There will be no issues with impacts on adjacent properties.

Current Zoning Surrounding Subject Property

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

North:	Business: WE Athletic Association	South:	McDill Street
East:	Farm land/fields	West:	Business: Portage County Bank

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>Holly A. Nitzsche</i>	11-20-15		





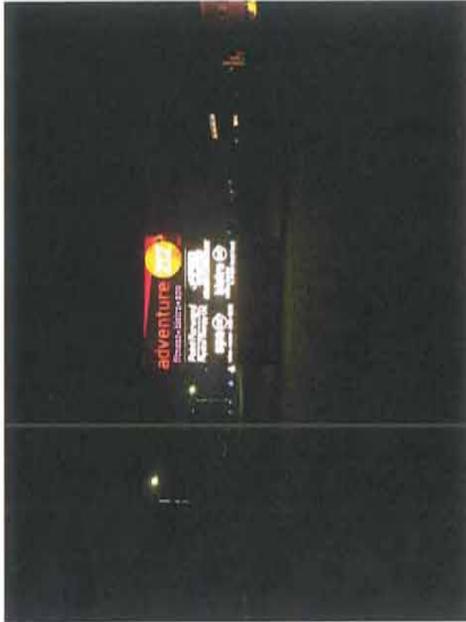
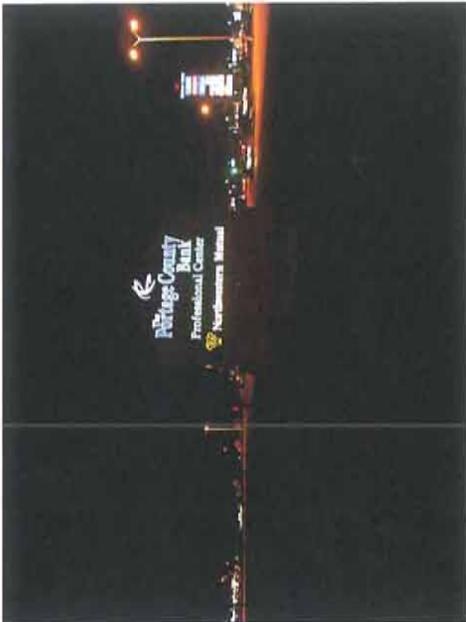
5" Veneer per Kertt
we build treated box
side over center pole

* Foundation Size
* Precast Cap.



Build Top Cap per Kertt

Build concrete Base

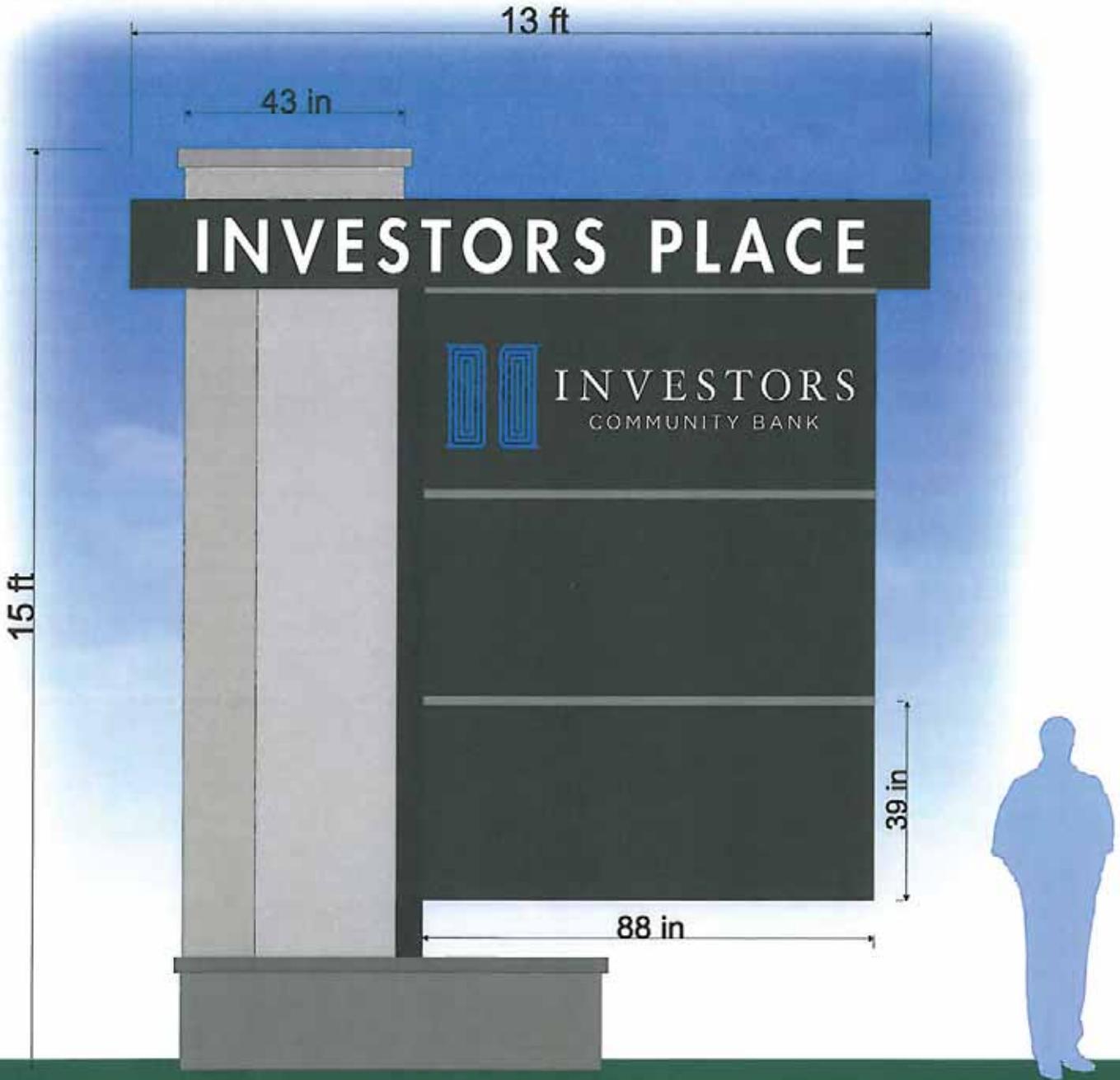


Ghidorzi - Investors Place

DESIGNER / SALES REP:	DATE: 00/00/00	PO#:	CONTACT:
MATERIAL:		PHONE:	

CAMPUS - SIGN

ACTUAL PAINT OR VINYL GRAPHIC COLORS MAY NOT MATCH COLORS ON PRINTED LAYOUT OR COMPUTER SCREEN.



110 CONNOR AVE
PO BOX 134
STRATFORD, WI 54484
CALL 715.687.3250
FREE 888.264.4459
FAX 715.687.4657

**FINAL
LAYOUT
APPROVAL**

These drawings will be released to production once signed. SSC is not responsible for errors. Please check for misspellings, correct phone numbers & addresses, details regarding renderings, shop drawings, quantities, color, etc. Colors shown are for representation only. PMS colors must be requested at time of order to ensure accuracy and may not be guaranteed. Additional fee will apply if PMS sample is required. Any detail or dimension change may delay completion and may incur additional fee. All artwork is property of SSC and cannot be reproduced without permission. Fee may apply if reproduced by others.

To proceed accordingly, please sign, date and return via email, mail or fax 715-687-4657

SIGNATURE:

DATE:

EXCLUSIVELY DESIGNED FOR:

Ghidorzi - Investors Place

DESIGNER / SALES REP: Zach Anderson

DATE: 10/08/15

MATERIAL:

CONTACT: Mike K. Theiss

COLORS: As Shown

PO#:

PART#:

REV: V1

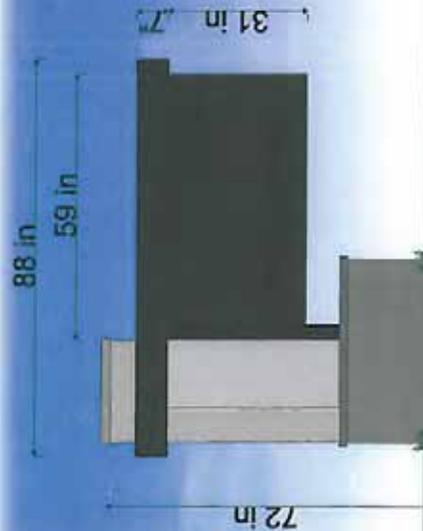
PHONE:

INVESTORS COMMUNITY BANK - 14" LETTERS

30 ft



LOT #2 - SIGN
LOT #3 - SIGN



ACTUAL PAINT OR VINYL GRAPHIC COLORS MAY NOT MATCH COLORS ON PRINTED LAYOUT OR COMPUTER SCREEN.



110 CONNOR AVE
PO BOX 134
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WWW.STRATFORDSIGN.COM

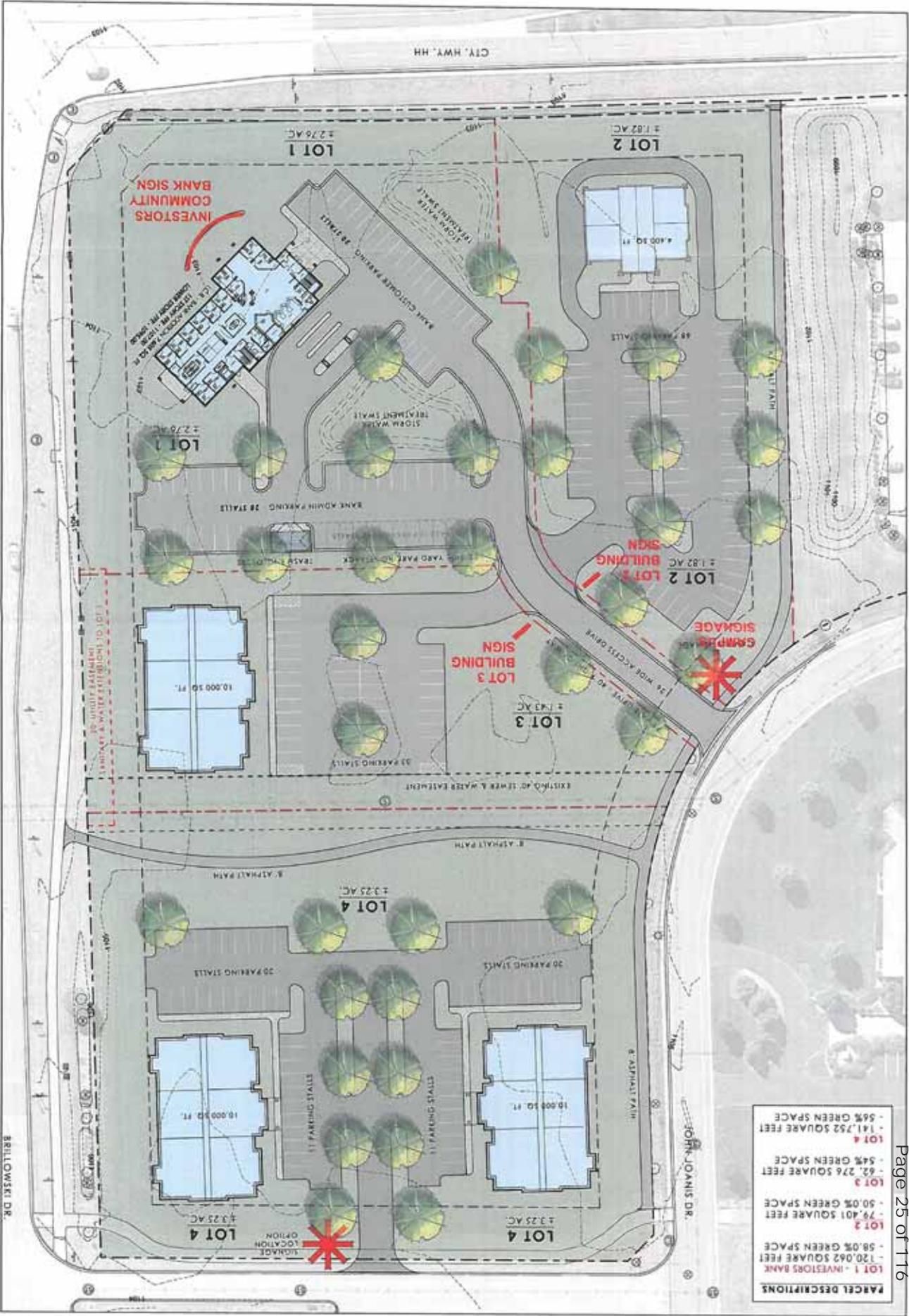
**FINAL
LAYOUT
APPROVAL**

SIGNATURE: _____

DATE: _____

These drawings will be released to production once signed. SSC is not responsible for errors. Please check for misspellings, correct phone numbers & addresses, details regarding renderings, shop drawings, quantities, color, etc. Colors shown are for representation only. PMS colors must be requested at time of order to ensure accuracy and may not be guaranteed. Additional fee will apply if PMS sample is required. Any detail or dimension change may delay completion and may incur additional fee. All artwork is property of SSC and cannot be reproduced without permission. Fee may apply if reproduced by others.

To proceed accordingly, please sign, date and return via email, mail or fax 715-687-4657



FACEL DESCRIPTIONS

LOT 1 - INVESTORS BANK	- 120,042 SQUARE FEET	- 58.0% GREEN SPACE
LOT 2	- 79,401 SQUARE FEET	- 50.0% GREEN SPACE
LOT 3	- 62,276 SQUARE FEET	- 54% GREEN SPACE
LOT 4	- 141,752 SQUARE FEET	- 55% GREEN SPACE



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

City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 12/1/2015

Re: Request from Mark & Roberta Erwin for the purpose of annexing their property located at **1230 Second Street (County Parcel ID: 020-24-0817-12.03)** from the Town of Hull to the City of Stevens Point.

Public Hearing – Establishing a permanent zoning classification of "B-1" Neighborhood Business District, "B-2" Central Business Transition District, or "B-4" Commercial District for **1230 Second Street (County Parcel ID: 020-24-0817-12.03)** (Erwin annexation request).

Mark and Roberta Erwin, property owners of 1230 Second Street, are requesting to annex their property into the City of Stevens Point from the Town of Hull, and establish a permanent "B-4" Commercial District zoning classification. The applicant is pursuing annexation to have all of their property within the City of Stevens Point. Utilities are not needed to serve the property. The property has been developed as mini-warehousing.

Note the City's Comprehensive Plan was amended a few months ago to include and identify the property for growth in the City's Extraterritorial Boundary.

In regards to annexation, there are basically six types:

- Annexation by Unanimous Approval
- Annexation by One-Half approval
- Annexation by Referendum
- Annexation by City or Village Initiated Referendum
- Annexation of Town Islands
- Annexation of Territory Owned by a City or Village

With this request, we are dealing with annexation by unanimous approval as the applicant is the sole owner of the property.

State Statute 66.0217(2) Direct annexation by unanimous approval. Except as provided in this subsection and sub. (14), and subject to ss. 66.0301 (6) (d) and 66.0307 (7), if a petition for

direct annexation signed by all of the electors residing in the territory and the owners of all of the real property in the territory is filed with the city or village clerk, and with the town clerk of the town or towns in which the territory is located, together with a scale map and a legal description of the property to be annexed, an annexation ordinance for the annexation of the territory may be enacted by a two-thirds vote of the elected members of the governing body of the city or village without compliance with the notice requirements of sub. (4). In an annexation under this subsection, subject to sub. (6), the person filing the petition with the city or village clerk and the town clerk shall, within 5 days of the filing, mail a copy of the scale map and a legal description of the territory to be annexed to the department and the governing body shall review the advice of the department, if any, before enacting the annexation ordinance. No territory may be annexed by a city or village under this subsection unless the territory to be annexed is contiguous to the annexing city or village.

The steps outlined above regarding the petition, along with the proper notice have been made by the applicant.

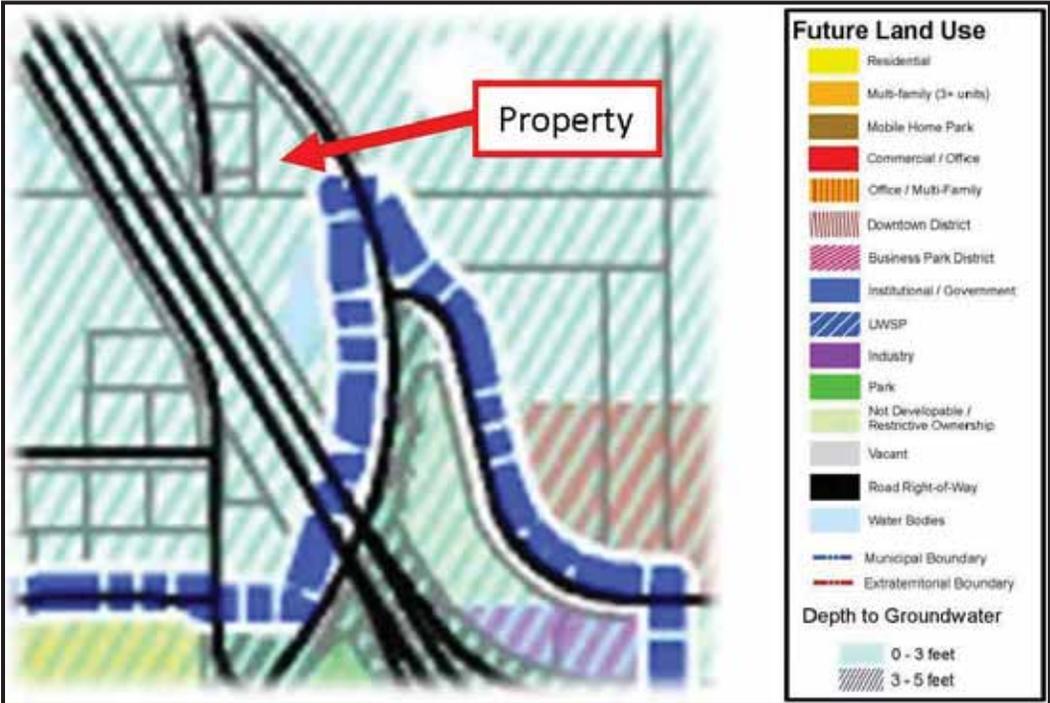
Map of Proposed Annexed Territory



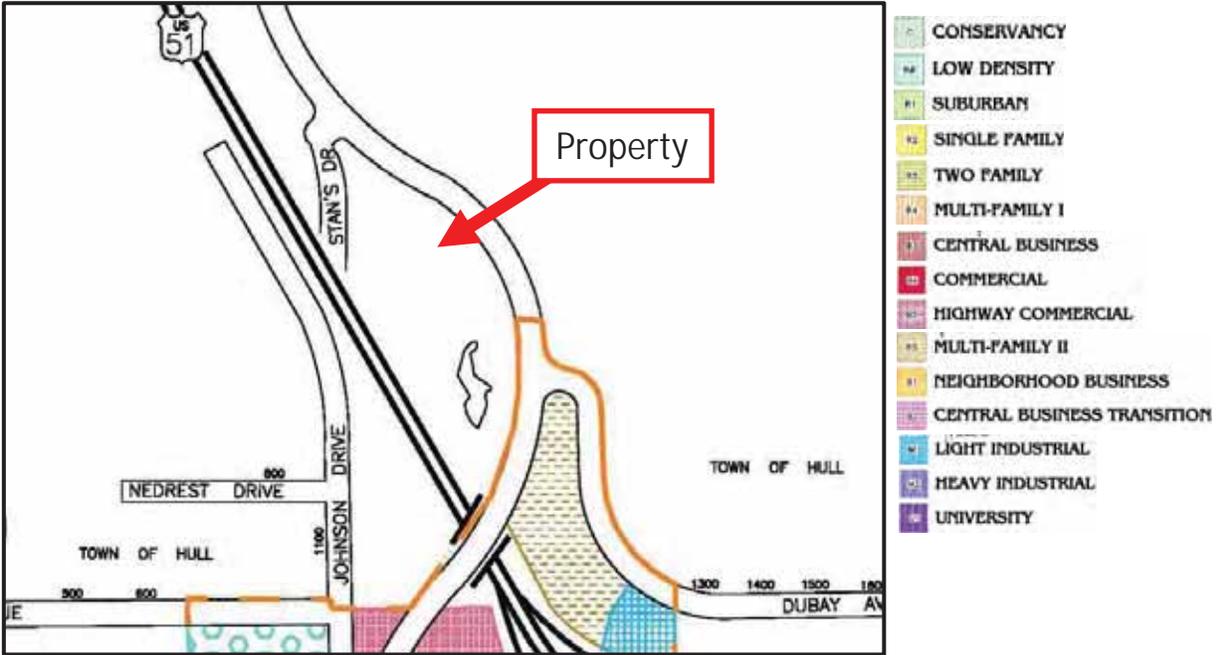
Wis. Stats. require the Plan Commission to make a recommendation to the governing body on annexation requests. In addition, our zoning ordinance requires the following for the zoning of property:

All territory annexed to the City of Stevens Point shall automatically become a part of the "RLD" Low Density Residence District until definite boundaries and zoning districts are recommended by the City Plan Commission and adopted by the Common Council; provided, however, that the Common Council shall adopt definite boundaries and district regulations within 90 days from the date of the annexation. The Plan Commission may recommend definite zoning districts and boundaries to the City Council prior to or at the time the Council acts on a proposed annexation, and may adopt definite boundaries at the time of annexation provided the public notice procedure is followed.

Stevens Point Comprehensive Plan – Extraterritorial Land Use Map



Stevens Point Zoning Map



The property in question is directly adjacent to the City. Furthermore, the Wisconsin Department of Administration found the annexation to be in the public interest (see attached letter). The future land use map does not identify the property as it is outside of the city limits; however, the extraterritorial land use map within the comprehensive plan was recently amended to classify the property in question with a commercial/office future land use designation (see attached ordinance amendment). Therefore, the annexation request is consistent with the City's Comprehensive Plan.

The applicants are requesting a B-4 Commercial Zoning Designation immediately upon annexation. Note that the property is automatically zoned RLD Residential Low Density when annexed into the City. The neighboring City zoning to the south is R-5 Multi-Family II Residence District. The use of the southern property is mixed with contractor storage and single family. When reviewing the County zoning for neighboring properties it is evident that C3 Commercial is the prevalent zoning along the interstate and within the vicinity.



Staff has reviewed the zoning request and while B-4 is an option, it does have the potential to create a more intense use on the site than mini storage. Another option that was considered was to rezone the property to "B-1" Neighborhood Business District, where the expansion of existing mini warehouses is a conditional use; however, the location does not really meet the intent of the district, which is:

Stevens Point Zoning – B-1 Intent - This district is established to provide only those establishments which supply convenience goods, and professional or personal services. These districts are intended to generally serve an area less than City-wide and to be allowed only at major traffic intersections and the total extent of such district to be limited to within an immediate zone of such intersections consistent with the City's Comprehensive Plan.

The intent of the "B-4" Commercial District is:

Stevens Point Zoning – B-4 Intent - This district is established to provide for retail, commercial, office, service and apartment uses in areas of good accessibility along arterial streets consistent with the City's Comprehensive Plan. This district is primarily intended to accommodate general commercial uses requiring on-site parking and arterial access.

The intent of the C3 Commercial District in the Portage County Zoning Ordinance is:

Portage County Zoning – C-3 Intent - It is the intent of this District to provide appropriate areas for medium-scale commercial uses, which serve a community wide area. This District is not intended to be applied in immediate proximity to existing or planned concentrations of single family residential development, where land use conflicts are likely to occur. This District is not

intended to be applied where access would be provided via roadways designated as "local" roads on the Portage County Functional Classification Rural System Map.



- Urban Interstate
- Urban Principal Arterial
- Urban Minor Arterial
- Urban Collector
- Urban/Rural Local
- Rural Minor Arterial
- Rural Major Collector
- Rural Minor Collector

2002 - Annual Average Daily Traffic

1999 - Annual Average Daily Traffic

In reviewing the intent of each of the district, B-4 does seem to be the most appropriate. The property is located on a minor arterial street and is near the interstate. Typically commercial and manufacturing uses exist along the interstate due to the noise and increased visibility which are not needed or beneficial to residential uses. Furthermore, if the City continues to expand northward along the interstate the most fitting use is Commercial, which is found along the interstate and major corridors throughout the City. The rezoning to B-4 Commercial District would be consistent with those corridors and allow similar uses found within them. Staff would not consider this spot zoning as it mirrors the zoning found within the Town of Hull and thus would make it compatible with surrounding uses.

It is important to note that the mini-warehousing use would be a conditional use within the B-4 Commercial District, meaning any expansion or change in use would require a conditional use permit/amendment.

Staff would recommend approval of this request to annex and rezone 1230 Second Street to B-4 Commercial.



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 ANNEXATION
(Pre-Application Conference Required)

*R# 1-63648
10-28-15
\$260.00*

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	-	Date Submitted	2/10/28/15	Fee Required	\$260.00	Fee Paid	\$260.00
Associated Applications if Any	- Rezoning App			Assigned Case Manager	Kyle Kearns		
Pre-Application Conference Date	-	Annexation Request Type	Unanimous <input checked="" type="checkbox"/> One-Half Approval <input type="checkbox"/> By Referendum <input type="checkbox"/>				

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)	
Applicant Name	Mark and Roberta Erwin	Contact Name	
Address	533 2nd Street N	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-344-8675	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	

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 annexation property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
<p>After purchasing the property and beginning development, we were not aware until recently that the land was adjacent to city property and would be a candidate for possible annexation. All of our other properties for our business are in the city of Stevens Point and it would make the best sense for us to have everything within the city. It would simplify our business to have one set of guidelines to follow for all of our properties. The first building is currently being finished and a second is on the attached plan to be constructed in the near future (within 2 years). Both buildings are mini-storage and will fit in well with neighboring properties as well as the uses adjacent to I-39.</p>		

Is the proposed annexation consistent with the Comprehensive Plan? Please reference the Comprehensive Plan's Future Land Use Map and the Extraterritorial Land Use Map. (Use additional pages if necessary)

The current plan and maps call for commercial growth in area adjacent to the property. The planned use and current development of this property is consistent with neighboring properties as well as future growth to the north of the city.

Is a permanent zoning classification being requested for the annexation territory? If yes, please state the proposed zoning classification and provide reasoning. (Use additional pages if necessary)

We are requesting B-4 Commercial zoning as it falls within what the city has planned for that area as well as the uses of the properties adjacent to our parcel. The current building falls well within the requirements for that zoning and the next phase will as well. The parcel being so close to I-39 also seems that the B-4 zoning would fit into that area and make sense for our property.

Current Zoning Surrounding Subject Property (City or County zoning)

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

North:		South:	
East:		West:	

EXHIBITS

Owner Information Sheet	<input type="checkbox"/>	Additional Exhibits If Any:
Letter to District Alderperson	<input type="checkbox"/>	
Site Map or Certified Survey Map (outlining annexation property and surrounding jurisdictions)	<input type="checkbox"/>	
Signed Petition (signed by electors and property owners within the annexation area)	<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>Roberta A. Erni</i>	<i>10-28-15</i>	<i>Roberta A. Erni</i>	<i>10-28-15</i>
<i>Muh R. Erni</i>	<i>10-28-15</i>	<i>Muh R. Erni</i>	<i>10-28-15</i>

Petition of Electors and Property Owners
for Direct Annexation

We the undersigned, constituting all of the resident electors and the owners of all of the land in area in the following territory of the Town of Hull Portage County, Wisconsin, adjoining the City of Stevens Point, petition the Honorable Mayor and Common Council of said City to annex the territory described below as shown on the scale map to the City of Stevens Point, Portage County, Wisconsin.

We, the undersigned, elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexations, incorporation or consolidation proceeding, if any.

The current population of the area to be annexed is 0

Signature of Petitioner	Date of Signing	Address
<i>Jack R. E...</i>	7-2-2015	533 2nd St. N Stevens Point
<i>Roberta A. E...</i>	7-2-2015	" " " "

Legal Description of Land Petitioned for Annexation

From: noreply@civicplus.com
To: erwinfamily sp@charter net
Date: 07/02/2015 12:08:18 EDT
Subject: Online Form Submittal: Contact Alderperson - District 11

Contact Alderperson - District 11

First and Last Name: Mark and Roberta Erwin
Street Address: 533 2nd Street N
City: Stevens Point (change City, State, and/or Zip as needed)
State: WI
Zip: 54481
Phone Number: 715-344-6675
Email Address: erwinsrentals@charter.net

Please enter your questions or comments below:

Alderperson Morrow, Just to follow up from our phone message - we own property on North Second Drive and will be applying to have it annexed into the City of Stevens Point. After purchasing the property and beginning development, we were not aware until recently that the land was adjacent to city property and would be a candidate for possible annexation. All of our other properties for our business are in the city of Stevens Point and it would make the best sense for us to have everything within the city as we would have the same set of guidelines for all of our properties. The first building is currently being finished and a second is planned to be constructed in the near future (within 2 years). Both buildings are mini-storage and will fit in well with neighboring properties as well as the uses adjacent to I-39. We would be happy to answer any questions you might have regarding the property, please contact us any time. Regards, Mark and Bobbie Erwin

**AN ORDINANCE ANNEXING TERRITORY TO THE
CITY OF STEVENS POINT**

(Property at 533 Second Street North)

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

SECTION 1: Territory Annexed. Pursuant to Wis. Stat.

§66.0217(2) the following described territory shall be detached from the Town of Hull, Portage County, Wisconsin and is annexed to the City of Stevens Point, Portage County, Wisconsin:

The land description is attached hereto as Exhibit 'A' and a scale Annexation Map is attached hereto as Exhibit 'B' and shall become a part of this ordinance.

SECTION II: Effect of Annexation. From and after the date of this ordinance, the territory described in Section I shall be a part of the City of Stevens Point for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Stevens Point and school district.

SECTION III: Zoning Classification. All such land being annexed to the City of Stevens Point shall be temporarily designated "RLD" Residential Low Density District for zoning purposes. Permanent zoning shall be approved by the Common Council of the City of Stevens Point.

SECTION IV: State Legislative, County Supervisory, and City Aldermanic District Designation. The territory described in Section 1 lying in the **Town of Hull** shall remain a part of the 24th State Senate District, remain a part of the 70th State Assembly District, shall be designated and become a part of the 5th County Board Supervisory District, become a part of the 11th Aldermanic District, and become the 42th Ward of the City of Stevens Point subject to the ordinances, rules and regulations of the City, County, and State governing districts.

SECTION V: Population. The population of the annexed territory is zero (0).

SECTION VI: Severability. If any provision of this ordinance is invalid or unconstitutional or if the application of this ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect any provisions or application of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION VII: Tax Payment. Pursuant to Wis. Stat. §66.0217 (14) the City of Stevens Point shall pay annually to the Town of Hull for a period of five years, an amount equal to the amount of property taxes that the Town levied for municipal purposes on the annexed territory, as shown by the tax roll under Wis. Stat. §70.65, in the year in which the annexation is final.

SECTION VIII: Review. The State of Wisconsin, Department of Administration, has reviewed the annexation and issued its determination.

SECTION IX: Effective Date. This ordinance shall take effect upon passage and publication as provided by law.

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
John Moe, City Clerk

Dated: December 1, 2015

Adopted: December 21, 2015

Published: December 25, 2015

This instrument drafted by:
Pat Fuehrer
Engineering Division
City of Stevens Point



Point of Beginning

Re: Annexation Boundary

Legal Description

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, including all of Lot 1 of Certified Survey Map #10525, Volume 47, Page 105 and part of North Second Street right-of-way, being more particularly described as follows:

Commencing at the South $\frac{1}{4}$ corner of Section 17, Township 24 North, Range 8 East; 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, 938.05 feet to the East line of North Second Street and the point of beginning (POB) of the parcel to be described; thence S $89^{\circ}57'03''$ W along said South line of the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, 387.30 feet to the Southwest corner of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$; thence N $00^{\circ}19'45''$ W along the West line of said Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, 547.89 feet to the East line of North Second Street; thence S $44^{\circ}08'42''$ E along said East line of North Second Street, 113.19 feet; thence Southeasterly 477.90 feet along the arc of a curve along said East line of North Second Street, concave Southwesterly, having a radius of 1492.39 feet and whose long chord bears S $34^{\circ}58'16''$ E, 475.86 feet; thence S $26^{\circ}58'07''$ E along said East line of North Second Street, 85.70 feet to the point of beginning.

Above described annexation boundary contains 120,727 sq. ft. or 2.772 acres.

Dated this 21st day of July, 2015.

Donald J. Buza, PLS



ANNEXATION EXHIBIT

PART OF THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 17, TOWNSHIP 24 NORTH, RANGE 8 EAST, TOWN OF HULL, PORTAGE COUNTY, WISCONSIN, INCLUDING ALL OF LOT 1 OF CERTIFIED SURVEY MAP #10525, VOLUME 47, PAGE 105 AND PART OF NORTH SECOND STREET RIGHT-OF-WAY.

SURVEYOR'S NOTE

1) THIS SURVEY IS STRICTLY INTENDED FOR THE PURPOSE OF DESCRIBING AN ANNEXATION BOUNDARY AND IS NOT INTENDED TO COMBINE NOR DIVIDE ANY EXISTING PARCELS AND MAY NOT BE USED FOR SUCH PURPOSES. (SEE ATTACHED LEGAL DESCRIPTION).

LEGEND

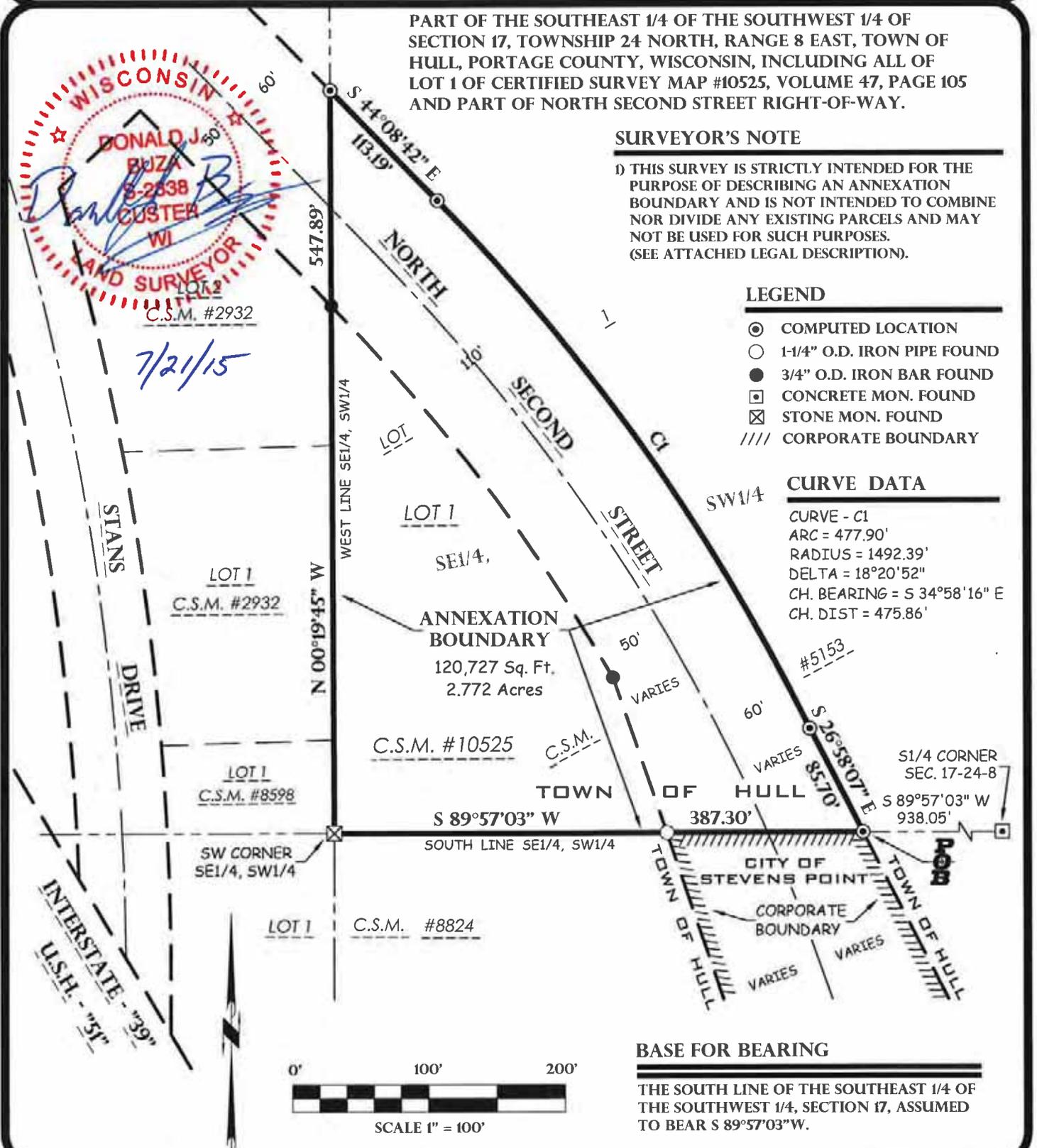
- ⊙ COMPUTED LOCATION
- 1-1/4" O.D. IRON PIPE FOUND
- 3/4" O.D. IRON BAR FOUND
- CONCRETE MON. FOUND
- ⊠ STONE MON. FOUND
- //// CORPORATE BOUNDARY

CURVE DATA

CURVE - C1
 ARC = 477.90'
 RADIUS = 1492.39'
 DELTA = 18°20'52"
 CH. BEARING = S 34°58'16" E
 CH. DIST = 475.86'



7/21/15



BASE FOR BEARING

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



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

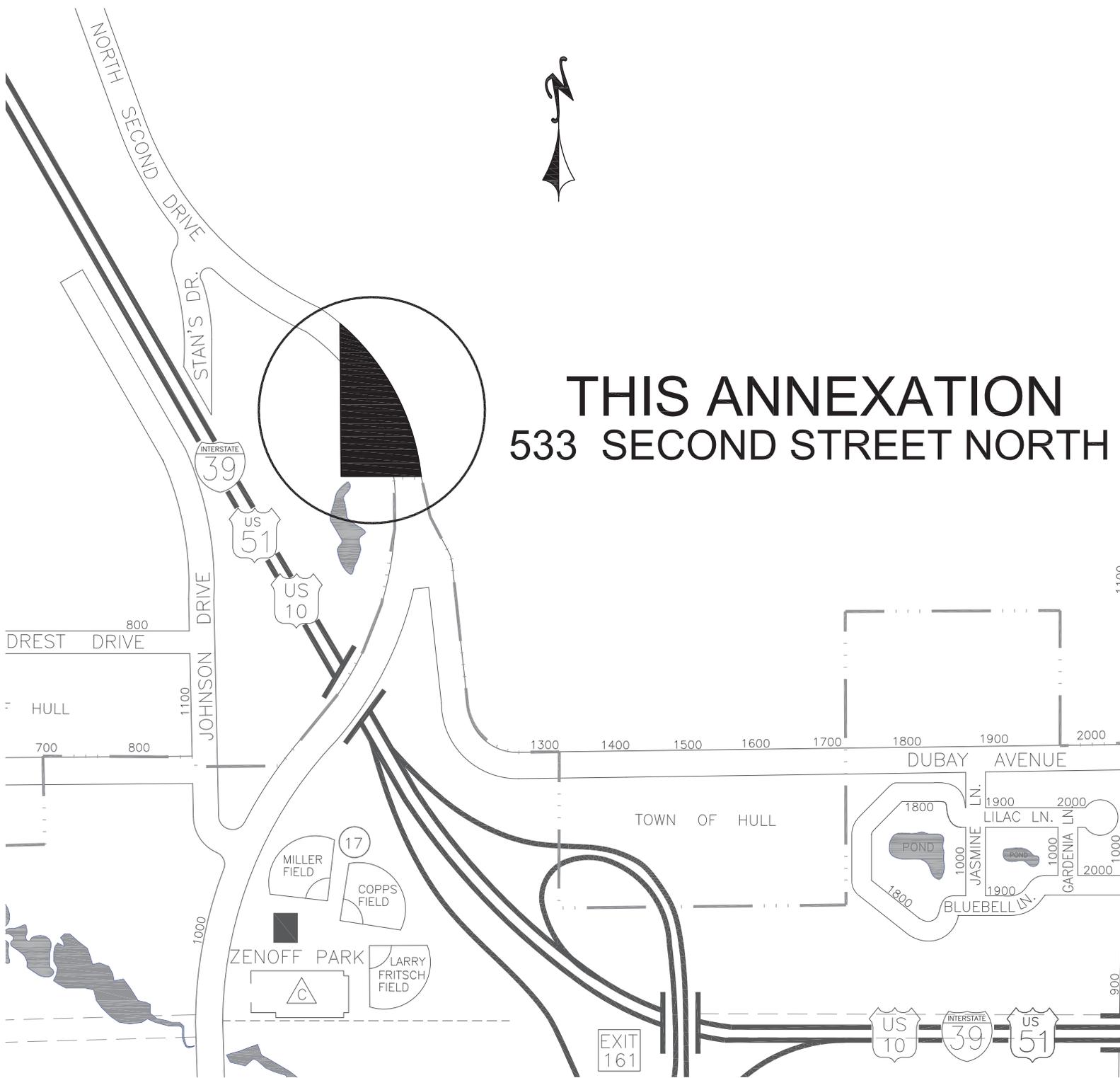
THIS INSTRUMENT WAS DRAFTED BY DONALD BUZA
 AND DRAWN BY DONALD BUZA

FIELD BOOK -- PAGE --
 JOB # 15.754

SHEET 1 OF 2 SHEETS



THIS ANNEXATION 533 SECOND STREET NORTH



1100

900



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR
SCOTT A. NEITZEL
SECRETARY
Municipal Boundary Review
PO Box 1645, Madison WI 53701
Voice (608) 264-6102 Fax (608) 264-6104
Email: wimunicipalboundaryreview@wi.gov
Web: <http://doa.wi.gov/municipalboundaryreview/>

RECEIVED

NOV 23 2015

CITY CLERKS
OFFICE

November 19, 2015

PETITION FILE NO. 13898

JOHN MOE, CLERK
CITY OF STEVENS POINT
1515 STRONGS AVE
STEVENS POINT, WI 54481-3543

JANET R WOLLE, CLERK
TOWN OF HULL
4550 WOJCIK MEMORIAL DR
STEVENS POINT, WI 54481-8738

Subject: MARK & ROBERTA ERWIN ANNEXATION

The proposed annexation submitted to our office on November 02, 2015, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city and any other contiguous village or city...." so as unincorporated land transitions to city or village status, the resulting boundaries are rational and easy for jurisdictions and residents to follow. The subject petition is for territory that is reasonably shaped and contiguous to the **CITY OF STEVENS POINT**.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please also include the MBR number with your ordinance as this assists with record keeping. Your MBR number is: 13898**

Mail these documents to:

Wisconsin Department of Administration
Municipal Boundary Review
PO Box 1645
Madison WI 53701-1645

Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review

cc: petitioner

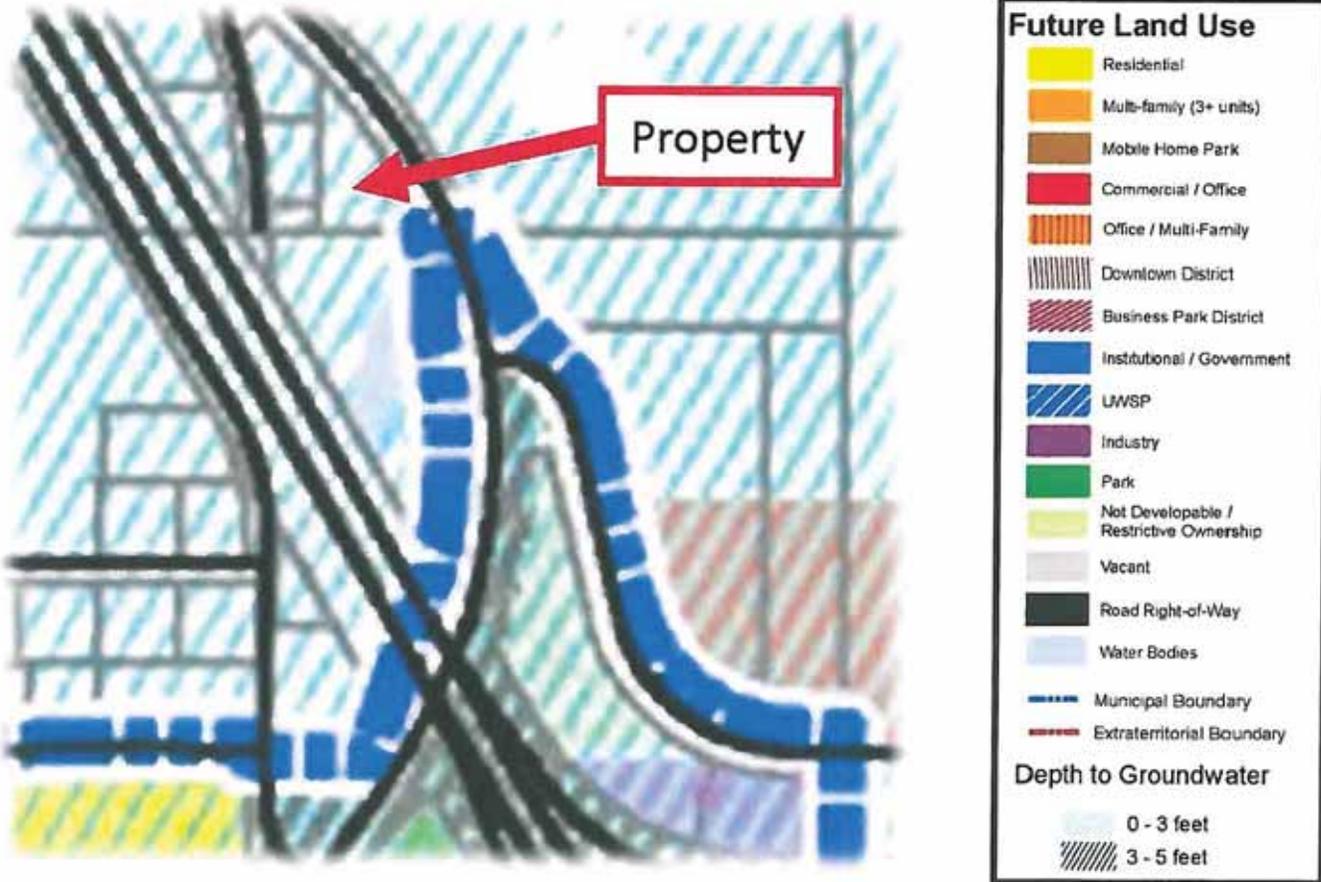
**ORDINANCE AMENDING THE COMPREHENSIVE PLAN
OF THE CITY OF STEVENS POINT, WISCONSIN**

[COMPREHENSIVE PLAN – EXTRATERRITORIAL LAND USE MAP]

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

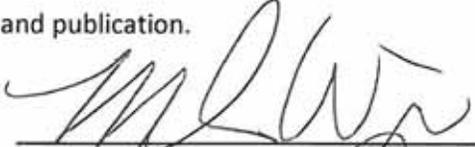
SECTION I: That the Comprehensive Plan of the City of Stevens Point, pursuant to Section 66.1001(4)(c) of the Wisconsin Statutes, which is on file in the City Clerk’s Office, is hereby amended as follows:

The Map 8.7A, Extraterritorial Land Use Map, of the City of Stevens Point’s Comprehensive Plan is amended for the purposes of classifying a future land use designation, Commercial / Office for 1230 Second Street (County Parcel ID 020-24-0817-12.03).





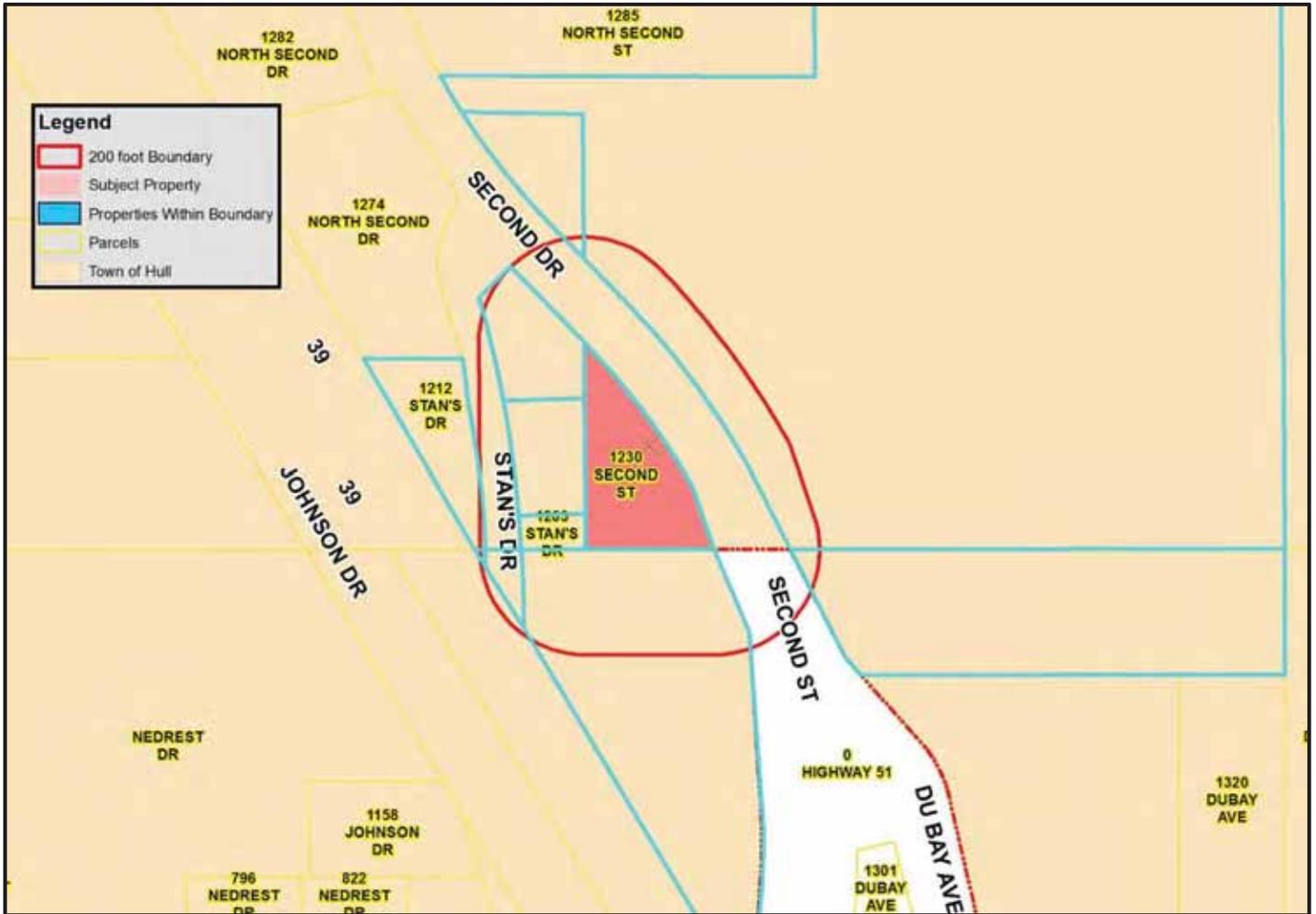
SECTION II: That this ordinance shall take effect upon passage and publication.

Approved: 
 Mike Wiza, Mayor

Attest: 
 John Moe, City Clerk

Dated: October 19, 2015
 Adopted: October 19, 2015
 Published: October 23, 2015

1230 Second Street (County Parcel ID: 020-24-0817-12.03) Exhibit Map (200 Feet Boundary) – Annexation & Zoning Designation Request



Tax Key	Name	Mailing Address	City, State	Zip	Property Address
020240817-12.04	STUCZYNSKI JT REVOC TRST	1280 NORTH RESERVE DR	STEVENS POINT WI	54482	
020240817-11.11	CONRAD M GRACZYK	1285 NORTH SECOND DR	STEVENS POINT WI	54482	
020240817-11.15B	STEVENS POINT PROPERTY MANAGEMENT LLC	1203 STAN'S DR	STEVENS POINT WI	54482	
020240817-11.06A	MICHAEL S & LINDA L MIJAL	230 ANN DR	STEVENS POINT WI	54482	1212 Stan's Dr.
020240817-11.15A	STEVENS POINT PROPERTY MANAGEMENT LLC	1203 STAN'S DR	STEVENS POINT WI	54482	
020240817-11.12	STEVENS POINT PROPERTY MANAGEMENT LLC	1203 STAN'S DR	STEVENS POINT WI	54482	1203 Stan's Dr.
020240820-05.02	MICHAEL P KUBLEY	5754 ALGOMA ST	STEVENS POINT WI	54482	
020240820-05.05	STEVENS POINT PROPERTY MANAGEMENT LLC	1203 STAN'S DR	STEVENS POINT WI	54482	
020240817-12.03	MARK R & ROBERTA A ERWIN	533 SECOND ST N	STEVENS POINT WI	54481	1230 Second St.



City of Stevens Point
Community Development Department

1515 Strongs Avenue, Stevens Point, WI 54481
(715) 346-1587
(715) 346-1498
communitydevelopment@stevenspoint.com
<http://stevenspoint.com>

APPLICATION FOR A ZONING MAP AMENDMENT - REZONING

(Pre-Application Conference Required)

R# 1-63648
10-28-15
\$2600

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	-	Date Submitted	10/28/15	Fee Required	260.00	Fee Paid	\$ 260.00
Associated Applications if Any	- Annexation App.			Assigned Case Manager	Kyle Keams		
Pre-Application Conference Date							

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name	Mark and Roberta Erwin	Contact Name	
Address	533 2nd Street 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 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
Legal Description of Subject Property		
Area of Subject Property (Acres/Sq Ft)		Area of Requested Rezoning (Acres/Sq Ft)
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
Current Zone District		Proposed Zone District
Town of Hull		City of Stevens Point

Reason for the zone change request			
<p>We are requesting that the comprehensive plan (8.7 A) be amended as an area for commercial growth for our parcel of land described above. After purchasing the property and beginning development, we were not aware until recently that the land was adjacent to city property and would be a candidate for possible annexation. All of our other properties for our business are in the city of Stevens Point and it would make the best sense for us to have everything within the city.</p>			
Land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)			
<p>The first building is currently being finished and a second is on the attached plan to be constructed in the near future (within 2 years). Both buildings are mini-storage and will fit in well with neighboring properties as well as the uses adjacent to I-39.</p>			
Current Zoning Surrounding Subject Property			
North:		South:	
East:		West:	
Current Land Use Surrounding Subject Property			
North:		South:	
East:		West:	
Is the proposed zoning map amendment consistent with the Comprehensive Plan? If so how?			
<p>The current plan calls for commercial growth in area adjacent to the property. The planned use and current development of this property is consistent with neighboring properties as well as future growth.</p>			

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"/>	

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>Robuda A. Eni</i>	10-28-15	<i>Robuda A. Eni</i>	10-28-15

From: noreply@civicplus.com
To: erwinfamily.sp@charter.net
Date: 07/02/2015 12:08:18 EDT
Subject: Online Form Submittal: Contact Alderperson - District 11

Contact Alderperson - District 11

First and Last Name: Mark and Roberta Erwin
Street Address: 533 2nd Street N
City: Stevens Point (change City, State, and/or Zip as needed)
State: WI
Zip: 54481
Phone Number: 715-344-6675
Email Address: erwinsrentals@charter.net

Please enter your questions or comments below:

Alderperson Morrow, Just to follow up from our phone message - we own property on North Second Drive and will be applying to have it annexed into the City of Stevens Point. After purchasing the property and beginning development, we were not aware until recently that the land was adjacent to city property and would be a candidate for possible annexation. All of our other properties for our business are in the city of Stevens Point and it would make the best sense for us to have everything within the city as we would have the same set of guidelines for all of our properties. The first building is currently being finished and a second is planned to be constructed in the near future (within 2 years). Both buildings are mini-storage and will fit in well with neighboring properties as well as the uses adjacent to I-39. We would be happy to answer any questions you might have regarding the property, please contact us any time. Regards, Mark and Bobbie Erwin

(8) Off-Street Parking. See Paragraph 7.1.6.1(E).

(9) Any use permitted in this section will require a stormwater control plan to be approved by the Land Conservation Division (per the Wisconsin Construction Site Best Management Practice Handbook) before a Zoning Permit is issued.

7.1.4.2 COMMERCIAL DISTRICT (C3)

(A) INTENT. It is the intent of this District to provide appropriate areas for medium-scale commercial uses, which serve a community wide area. This District is not intended to be applied in immediate proximity to existing or planned concentrations of single family residential development, where land use conflicts are likely to occur. This District is not intended to be applied where access would be provided via roadways designated as "local" roads on the Portage County Functional Classification Rural System Map.

(B) USE. In the Commercial District, no building or premises shall be used and no building shall hereafter be erected, moved or structurally altered, unless otherwise provided in this Ordinance, except for one or more of the following uses:

- (1) All uses listed in this District shall have a maximum floor area of 15,000 square feet.
- (2) Residences of owners or operators when attached to one of the permitted uses listed below.
- (3) Any use permitted in the Marina District.
- (4) Art shop, antique shop.
- (5) Bakery employing not over five persons on the premises.
- (6) Bank, savings and loan or other financial institutions.
- (7) Barber shop, beauty parlor.
- (8) Book and stationery store, newsstand, card/novelty shop.
- (9) Bowling alleys.
- (10) Bus depot.
- (11) Business and professional offices.
- (12) Clothing store, department store, shoe store, shoe repair shop.
- (13) Clubs and lodges.
- (14) Drug stores, soda fountains, soft drink stands.
- (15) Florist shop, greenhouse.

- (16) Food products, retail fruit and vegetable store, grocery store, meat and fish market, supermarket.
- (17) Funeral homes.
- (18) Furniture store, appliances, office equipment, upholstering.
- (19) Hardware, household appliances, plumbing, heating and electrical supplies, sporting goods.
- (20) Hotel, motel.
- (21) Jewelry store.
- (22) Laundry, cleaning and dyeing establishment.
- (23) Music, radio and television store, record shop.
- (24) Paint store, interior decorator.
- (25) Parking lot.
- (26) Photographer, photography supply shop.
- (27) Printing and duplicating.
- (28) Private vocational schools, conducted for profit.
- (29) Public utility office or substation, telephone exchanges.
- (30) Radio and television broadcasting studio, tower, mast or aerial, microwave radio relay structures.
- (31) Restaurant, cafe, tavern.
- (32) Signs, billboards, sign painting shops.
- (33) Theater, except drive-in theaters.
- (34) Other retail uses similar in character to those listed in this section.
- (35) Manufacturing or storage in connection with any of the above uses, when clearly incidental to the conduct of a retail business on the premises.
- (36) Mini-warehousing.
- (37) Sports complexes.
- (38) Sexually Oriented Businesses as defined in Chapter 2.4 of the Portage County Code of Ordinances.

(39) Wind Electrical Generation Tower (WEGT), private. Any WEGT used, intended to be used or designed to provide electricity to a structure at the site of generation. Any WEGT shall be setback from the nearest parcel line a distance no less than its total height, unless appropriate easements are secured from properties within the fall zone. The height of a WEGT is measured from the ground to the tip of the blade with the blade is at its highest point. A WEGT shall be constructed in a self support fashion (lattice/mono pole). A detailed site analysis must be completed by a wind site assessor prior to the issuance of a Zoning Permit. The Town Board of the Town in which the WEGT is located shall be given the opportunity to review the site analysis prior to the issuance of a Zoning Permit. Site analysis shall include, but not limited to, setbacks, location to residences, location to public and private airport/landing strips, other WEGTs, and Town recommendations.

(40) Ponds and/or excavations incidental to the District's use, not exceeding 10,000 sq. ft. total area (e.g. one 10,000 sq. ft. pond and/or excavation, or two 5,000 sq. ft. ponds and/or excavations, etc.). Excavated materials must remain on the property unless a plan for their removal is approved by the Planning and Zoning Staff.

(41) Sales of agricultural products, equipment, and/or associated merchandise.

(C) SPECIAL EXCEPTION USES. The following uses are permitted upon proper application as provided in this Ordinance particularly items (a) and (b) of Subparagraph 7.1.6.2(A)(2) only after such use shall have been approved in writing by the Board of Adjustment, after public hearing. Such approval shall be consistent with the general purpose and intent of this Ordinance and shall be based upon such evidence as may be presented at such public hearing, tending to show the desirability of specific uses from the standpoint of the public interest because of such factors as (without limitation because of enumeration) smoke, dust, noxious gases and odors, noise, glare, vibration, operation of heavy machinery, heavy vehicular traffic, increased traffic on streets and other safety and health factors; such uses shall be required to conform with the plan approved by the Board of Adjustment and shall meet the specific conditions attached below and such other conditions as the Board of Adjustment deems necessary in furthering the purpose of this Ordinance.

- (1) Permitted uses greater than 15,000 square feet.
- (2) Animal hospital, pet shop, veterinary.
- (3) Dance halls, skating rinks.
- (4) Feed and seed stores.
- (5) Go-kart and other similar race tracks.
- (6) Lumber yards.
- (7) Bed and breakfast establishments as per 7.1.2.1(C)(2).
- (8) Gas stations, garages and vehicular towing services.
- (9) Car washes, whether independently operated or part of a convenience store.

(10) Wind Electrical Generation Tower (WEGT), Commercial. Any WEGT to be primarily used to produce electricity that will ultimately be sold and/or used not at the site of generation.

(11) Ponds and/or excavations incidental to uses in this District exceeding 10,000 sq. ft. of total area. Excavated materials must remain on the property unless a plan for their removal is approved by the Planning and Zoning Staff.

(D) HEIGHT, YARDS, AREA AND OTHER REQUIREMENTS.

(1) Height. Except as otherwise provided in this Ordinance, no building shall exceed a height of 45 feet. See Paragraph 7.1.6.1(C).

(2) Floor Area. Buildings used in whole or part for dwelling purposes, as opposed to accommodations for transients, shall have a floor area as required by the regulations of Subsection 7.1.2.2(D)(2).

(3) Lot Area. Buildings used for residential purposes shall comply with the lot area regulations of Subsection 7.1.2.1(D)(3), otherwise there shall be no minimum lot area for this District.

(4) Lot Width. Buildings used for residential purposes shall comply with 7.1.2.1(D)(4), otherwise there shall be no minimum lot area for this District.

(5) Side Yards. There shall be a six foot minimum setback from each side yard. No such side yard shall be less than six feet wide, except that any side yard abutting a side lot line of a lot in a residence district, and not separated wherefrom by a street or alley, shall be setback not less than ten feet.

(6) Rear Yard. There shall be a 12 foot minimum setback from the rear yard.

(7) Setback Lines. See Subsection 7.1.6.6 and 7.1.6.1(D)(6).

(8) Off-Street Parking. See Paragraph 7.1.6.1(E).

(9) Any use permitted in this section will require a stormwater control plan for the site, approved by the Portage County Land Conservation Division (per the Wisconsin Construction Site Best Management Practice Handbook), on file with the Planning and Zoning Department as part of the Zoning Permit application and review process.

7.1.4.3 HIGHWAY COMMERCIAL DISTRICT (C4)

(A) INTENT. It is the intent of this District to provide appropriate areas for large scale commercial uses, which serve a county-wide or larger regional area. Such uses shall be those generating large traffic volumes and/or requiring visibility and convenient access to major highways. This District is not intended to be applied where access would be provided via roadways designated as minor collectors or local roads on the Portage County Functional Classification Rural System Map. Furthermore, this District is not intended to be applied in close proximity to existing or planned concentrations of single family residential development, where land use conflicts are likely to occur.

(B) USES. The following uses are permitted:

(1) Automobile, truck, agricultural implement and equipment, motorcycle, snowmobile and other vehicle showrooms, sales, and repairs.

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



Memo

City of Stevens Point – Department of Community Development

To: Plan Commission
From: Plan Staff
CC:
Date: 12/7/2015
Re: Request from the City of Stevens Point for the purpose of annexing municipally owned property located west of 5707 U.S. Highway 10 East, known as a **portion of Elizabeth Avenue**.

The City of Stevens Point is requesting to annex City owned property into the City of Stevens Point from the Town of Hull. This property has been utilized as Elizabeth Avenue and has been maintained as such. With the recent annexation request (next agenda item), Elizabeth Avenue would be a town island which are not permitted under state statute. Therefore, the annexation request has been made to annex the property which will create contiguous City boundaries.

Note, the City's Comprehensive Plan identifies the area for growth as commercial development making the annexation request consistent with the Comprehensive Plan.

In regards to annexation, there are basically six types:

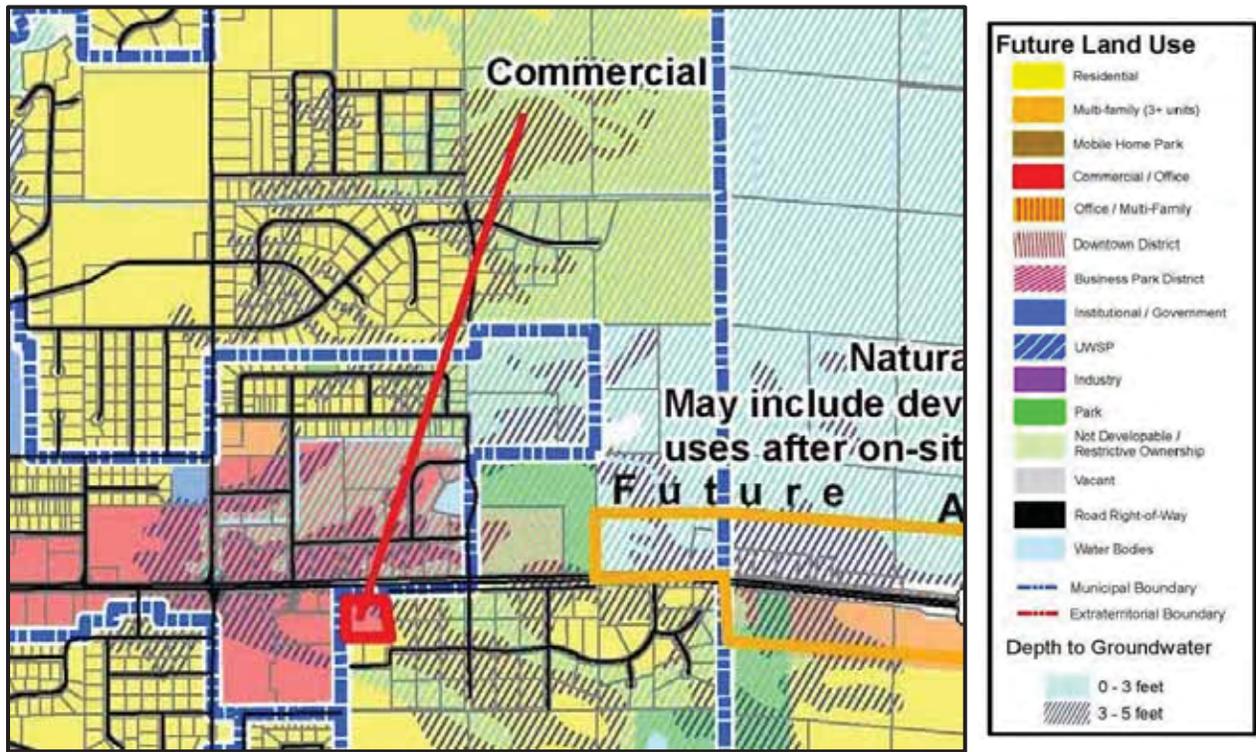
- Annexation by Unanimous Approval
- Annexation by One-Half approval
- Annexation by Referendum
- Annexation by City or Village Initiated Referendum
- Annexation of Town Islands
- Annexation of Territory Owned by a City or Village

With this request, we are dealing with Annexation of Territory Owned by a City or Village as the property is under City ownership.

66.0223 Annexation of territory owned by a city or village.

(1) In addition to other methods provided by law and subject to sub. (2) and ss. [66.0301 \(6\) \(d\)](#) and [66.0307 \(7\)](#), territory owned by and lying near but not necessarily contiguous to a village or city may be annexed to a village or city by ordinance enacted by the board of trustees of the village or the common council of the city, provided that in the case of noncontiguous territory the use of the territory by the city or village is not contrary to any town or county zoning regulation.

Stevens Point Comprehensive Plan – Extraterritorial Land Use Map



Staff would recommend approval of this request to annex Elizabeth Avenue.

**AN ORDINANCE ANNEXING TERRITORY TO THE
CITY OF STEVENS POINT**

(Elizabeth Avenue - South of US Highway 10 East)

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

SECTION 1: Territory Annexed. Pursuant to Wis. Stat.

§66.0223 the following described territory shall be detached from the Town of Hull, Portage County, Wisconsin and is annexed to the City of Stevens Point, Portage County, Wisconsin:

The land description is attached hereto as Exhibit 'A' and a scale Annexation Map is attached hereto as Exhibit 'B' and shall become a part of this ordinance.

SECTION II: Effect of Annexation. From and after the date of this ordinance, the territory described in Section I shall be a part of the City of Stevens Point for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Stevens Point and school district.

SECTION III: Zoning Classification. All such land being annexed to the City of Stevens Point shall be temporarily designated "RLD" Residential Low Density District for zoning purposes. Permanent zoning shall be approved by the Common Council of the City of Stevens Point.

SECTION IV: State Legislative, County Supervisory, and City Aldermanic District Designation. The territory described in Section 1 lying in the **Town of Hull** shall remain a part of the 24th State Senate District, remain a part of the 70th State Assembly District, shall be designated and become a part of the 10th County Board Supervisory District, become a part of the 7th Aldermanic District, and become the 41st Ward of the City of Stevens Point subject to the ordinances, rules and regulations of the City, County, and State governing districts.

SECTION V: Population. The population of the annexed territory is zero (0).

SECTION VI: Severability. If any provision of this ordinance is invalid or unconstitutional or if the application of this ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect any provisions or application of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION VII: Tax Payment. Pursuant to Wis. Stat. §66.0217 (14) the City of Stevens Point shall pay annually to the Town of Hull for a period of five years, an amount equal to the amount of property taxes that the Town levied for municipal purposes on the annexed territory, as shown by the tax roll under Wis. Stat. §70.65, in the year in which the annexation is final.

SECTION VIII: Effective Date. This ordinance shall take effect upon passage and publication as provided by law.

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
John Moe, City Clerk

Dated: December 1, 2015

Adopted: December 21, 2015

Published: December 25, 2015

This instrument drafted by:
Pat Fuehrer
Engineering Division
City of Stevens Point

EXHIBIT 'A'

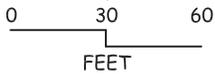
ANNEXATION DESCRIPTION
ELIZABETH AVENUE

That part of the Southeast Quarter of the Northwest Quarter of Section 36, Township 24 North, Range 8 East, Town of Hull, Portage County, Wisconsin, described more particularly as follows:

Commencing at the west quarter corner of said Section 36; thence North 89 degrees 34 minutes 48 seconds East 1,317.39 feet along the south line of the Southwest Quarter of the Northwest Quarter of said Section 36 to the southwest corner of said Southeast Quarter of the Northwest Quarter; thence North 00 degrees 14 minutes 47 seconds West along the west line of said Southeast Quarter of the Northwest Quarter 1,005.80 feet to the point of beginning; thence continuing North 00 degrees 14 minutes 47 seconds West along said west line 257.32 feet to the south right of way line of U.S. Highway 10; thence North 89 degrees 02 minutes 05 seconds East along said south right of way line 120.68 feet; thence South 27 degrees 49 minutes 10 seconds West 37.64 feet; thence South 13 degrees 00 minutes 53 seconds West 100.15 feet; thence South 00 degrees 14 minutes 47 seconds East 127.14 feet; thence South 89 degrees 02 minutes 05 seconds West 80.00 feet to the point of beginning and there terminating.

Said annexation contains approximately 22,750 square feet (0.52 acres).

EXHIBIT 'B' ANNEXATION MAP



U.S. HIGHWAY 10

R/W
VARIES

R/W
VARIES

N. LINE SE-NW SEC. 36

R/W
VARIES

VARIES

N89°02'05"E 120.68'

CITY OF STEVENS POINT

TOWN OF HULL

WATER MAIN AND
SEWER EASEMENT
DOC. #811932

40'

S27°49'10"W 37.64'

RELOCATION ORDER
DOC. #680565

ELIZABETH AVENUE

22,750 SQ. FT.
0.52 ACRES

N00°14'47"W 257.32'

S13°00'53"W 100.15'

S00°14'47"E 127.14'

SW-NW

LOT 1-CSM #6500-24-23

SE-NW

UNPLATTED LANDS

PRIVATE ACCESS EASEMENT
CSM #6500-24-23

35.00'

W. LINE SE-NW SEC. 36

P.O.B.

S89°02'05"W 80.00'

LOT 4-CSM #5174-18-199

CITY OF STEVENS POINT

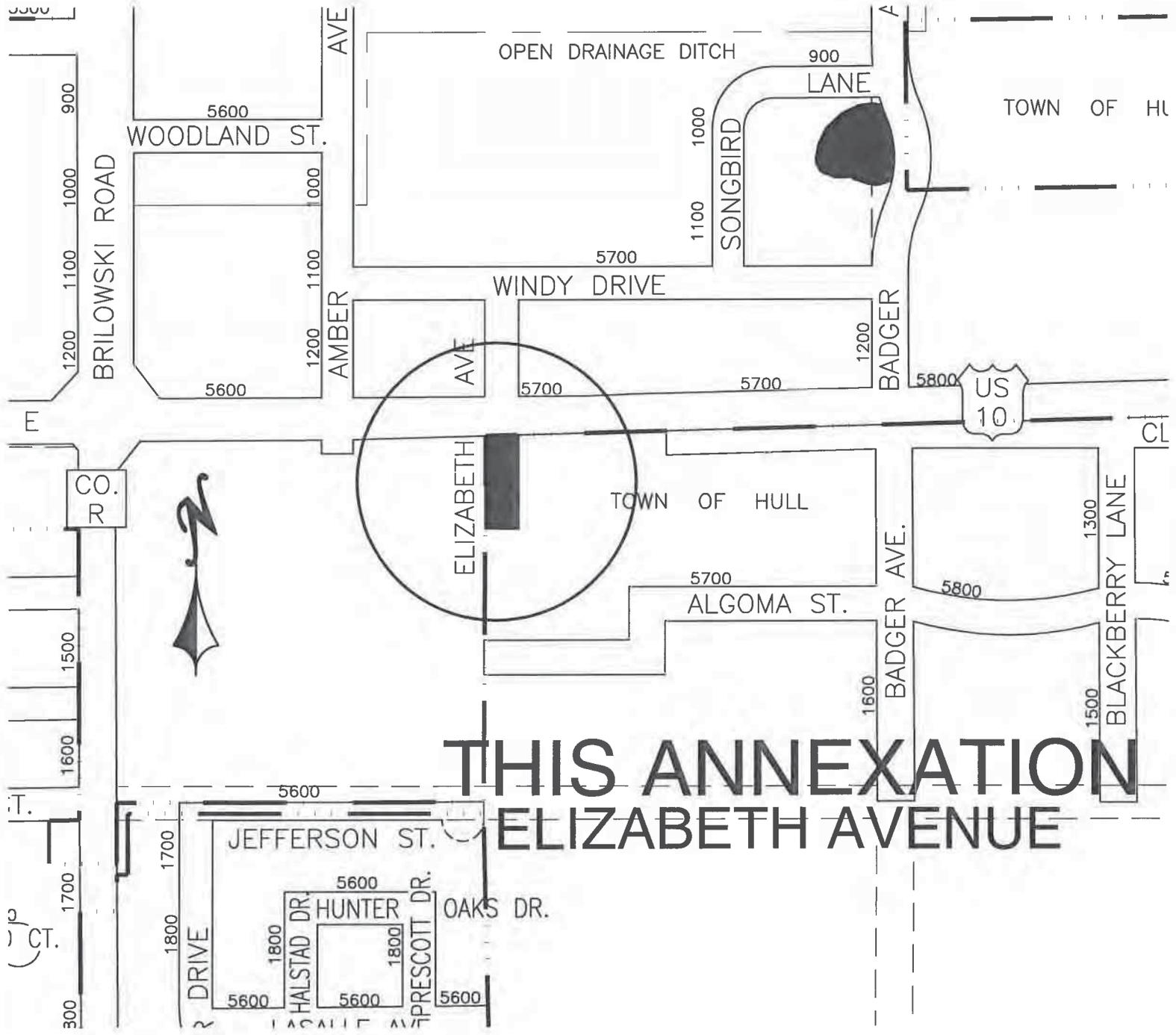
TOWN OF HULL

P.O.C.
WEST 1/4 CORNER
SECTION 36,
T.24N., R.8E.

PK NAL. FD. N89°34'48"E,
S. LINE SW-NW SEC. 36

1,317.39'

N00°14'47"W,
1,005.80'





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

City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 12/1/2015

Re: Request from Nancy L Urbanek for the purpose of annexing property located at **5707 U.S. Highway 10 East (County Parcel ID 020-24-0836-08.02)** from the Town of Hull to the City of Stevens Point.

Public Hearing – Establishing a permanent zoning classification of "B-5" Highway Commercial District for **5707 U.S. Highway 10 East (County Parcel ID 020-24-0836-08.02)** (Urbanek annexation request).

Nancy Urbanek, property owner of 5707 U.S. Highway 10 East, is requesting to annex her property into the City of Stevens Point from the Town of Hull, and establish a permanent "B-5" Commercial District zoning classification. The applicant is pursuing annexation for eventual sale and potential development on the site needing City utilities. The property was previously utilized as a residential use, however has ceased for several years. Future development would be commercial in nature, as utilities are currently at the site.

In regards to annexation, there are basically six types:

- Annexation by Unanimous Approval
- Annexation by One-Half approval
- Annexation by Referendum
- Annexation by City or Village Initiated Referendum
- Annexation of Town Islands
- Annexation of Territory Owned by a City or Village

With this request, we are dealing with annexation by unanimous approval as the applicant is the sole owner of the property.

State Statute 66.0217(2) Direct annexation by unanimous approval. Except as provided in this subsection and sub. (14), and subject to ss. 66.0301 (6) (d) and 66.0307 (7), if a petition for direct annexation signed by all of the electors residing in the territory and the owners of all of the real property in the territory is filed with the city or village clerk, and with the town clerk of the town or towns in which the territory is located, together with a scale map and a legal description of the property to be annexed, an annexation ordinance for the annexation of the territory may

be enacted by a two-thirds vote of the elected members of the governing body of the city or village without compliance with the notice requirements of sub. (4). In an annexation under this subsection, subject to sub. (6), the person filing the petition with the city or village clerk and the town clerk shall, within 5 days of the filing, mail a copy of the scale map and a legal description of the territory to be annexed to the department and the governing body shall review the advice of the department, if any, before enacting the annexation ordinance. No territory may be annexed by a city or village under this subsection unless the territory to be annexed is contiguous to the annexing city or village.

The steps outlined above regarding the petition, along with the proper notice have been made by the applicant.

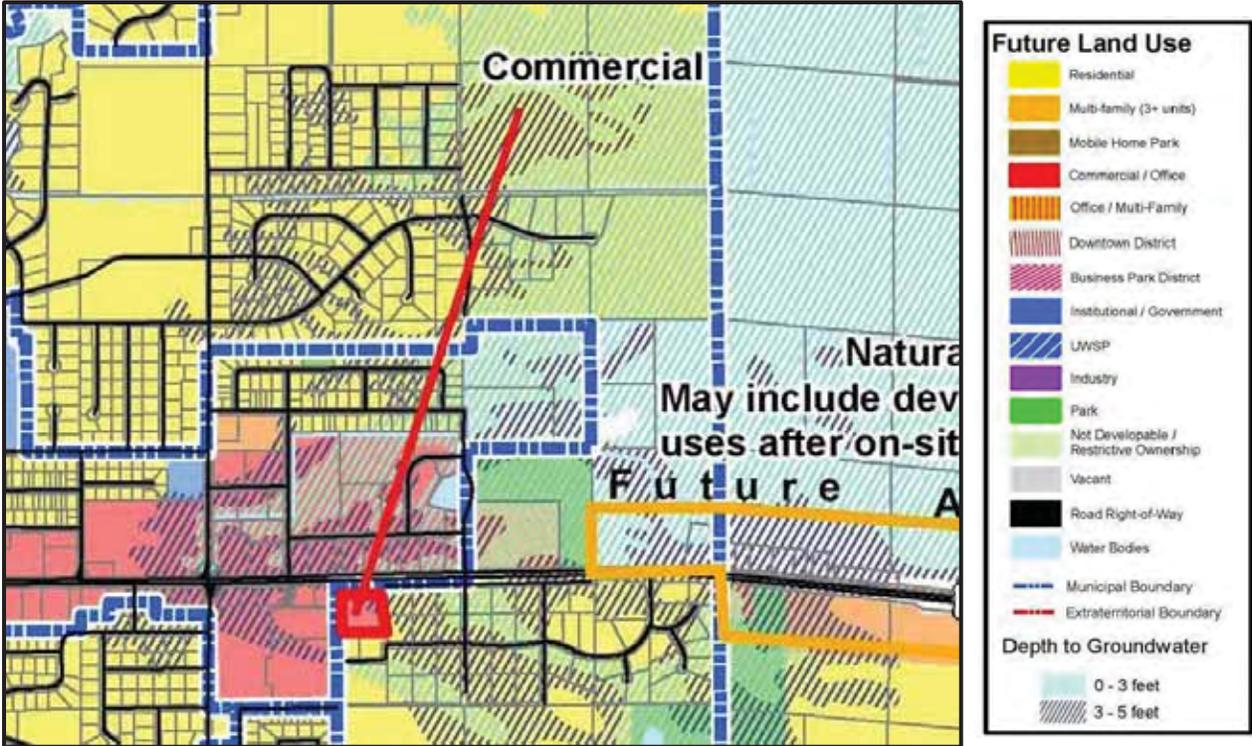
Map of Proposed Annexed Territory



Wis. Stats. require the Plan Commission to make a recommendation to the governing body on annexation requests. In addition, our zoning ordinance requires the following for the zoning of property:

All territory annexed to the City of Stevens Point shall automatically become a part of the "RLD" Low Density Residence District until definite boundaries and zoning districts are recommended by the City Plan Commission and adopted by the Common Council; provided, however, that the Common Council shall adopt definite boundaries and district regulations within 90 days from the date of the annexation. The Plan Commission may recommend definite zoning districts and boundaries to the City Council prior to or at the time the Council acts on a proposed annexation, and may adopt definite boundaries at the time of annexation provided the public notice procedure is followed.

Stevens Point Comprehensive Plan – Extraterritorial Land Use Map



Stevens Point Zoning Map



The property in question is directly adjacent to the City. The future land use map does not identify the property as it is outside of the city limits; however, the extraterritorial land use map within the comprehensive plan clearly identifies the area to develop as commercial. Therefore, the annexation request is consistent with the City's Comprehensive Plan.

The applicant is requesting a B-5 Highway Commercial Zoning designation immediately upon annexation. Note that the property is automatically zoned RLD Residential Low Density when annexed into the City. The neighboring City zoning to the north and west is B-5 Highway Commercial District. The use of the surrounding properties within the City are for general commercial uses such as retail and office. County zoning for neighboring properties is R2 Single Family Residence District to the south and east.



Town of Hull Zoning Map

After review, staff would recommend a zoning designation of B-5 Highway Commercial District. The B-5 Highway Commercial District was specifically created for the Highway 10 corridor and reflects standards to coincide with highway development patterns. All property directly adjacent to Highway 10 and east of Interstate 39 carry the B-5 zoning designation. While the property will abut residential zoning and uses east within the Town of Hull, the residential lots are large at over 1.5 acres with mature trees. In addition all development within the B-5 zoning district must receive site plan approval through the Plan Commission, whom can ensure adequate measures are taken to maintain a buffer between the commercial and residential land uses.

Staff would recommend approval of this request to annex and rezone 5707 U.S. Highway 10 East to B-5 Highway Commercial.



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 ANNEXATION

(Pre-Application Conference Required)

R# L-6 3876
\$150
11-9-15

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	-	Date Submitted	11/9/15	Fee Required	\$300.00	Fee Paid	\$300.00
Associated Applications If Any	Recurring	Assigned Case Manager	Kyle Kearns	Annexation Request Type	Unanimous <input checked="" type="checkbox"/>	One-Half Approval <input type="checkbox"/>	By Referendum <input type="checkbox"/>
Pre-Application Conference Date	-						

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name	Nancy L Urbanek	Contact Name	
Address	N 7354 Hiderway Lane	Address	
City, State, Zip	Crivitz WI 54114	City, State, Zip	
Telephone	715-572-4203	Telephone	
Fax		Fax	
Email		Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (if Needed)	
Owner's Name	Nancy L Urbanek	Owner's Name	
Address	5707 Hwy 10 East	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715 572 4203	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
020-24-0836-08.02	5707 U.S. Hwy 10 E., STEVENS POINT, WI 54482	

Legal Description of Subject Property
 LOT 1 OF CERTIFIED SURVEY MAP # 10738, VOL. 49, PG. 18,
 LOCATED IN THE SE, NW OF SECTION 36, T 24 N, R 8 E, TOWN OF HULL,
 PORTAGE COUNTY, WISCONSIN.

Designated Future Land Use Category	Current Use of Property
B-5 HIGHWAY COMMERCIAL	

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

COMMERCIAL DEVELOPMENT - OFFICE & RETAIL (PRELIMINARY)

Is the proposed annexation consistent with the Comprehensive Plan? Please reference the Comprehensive Plan's Future Land Use Map and the Extraterritorial Land Use Map. (Use additional pages if necessary)

Is a permanent zoning classification being requested for the annexation territory? If yes, please state the proposed zoning classification and provide reasoning. (Use additional pages if necessary)

YES COMMERCIAL DEVELOPMENT LIKELY IN THE FUTURE. PLANS PROXIMARLY AT THIS POINT. OFFICE & RETAIL

Current Zoning Surrounding Subject Property (City or County zoning)

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

North:		South:	
East:		West:	

EXHIBITS

Owner Information Sheet	<input type="checkbox"/>	Additional Exhibits If Any:
Letter to District Alderperson	<input type="checkbox"/>	
Site Map or Certified Survey Map (outlining annexation property and surrounding jurisdictions)	<input type="checkbox"/>	
Signed Petition (signed by electors and property owners within the annexation area)	<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>Nancy H. Urbanek</i>		<i>Nancy H. Urbanek</i>	

**AN ORDINANCE ANNEXING TERRITORY TO THE
CITY OF STEVENS POINT**

(Property at 5707 US Highway 10 East)

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

SECTION 1: Territory Annexed. Pursuant to Wis. Stat.

§66.0217(2) the following described territory shall be detached from the Town of Hull, Portage County, Wisconsin and is annexed to the City of Stevens Point, Portage County, Wisconsin:

The land description is attached hereto as Exhibit 'A' and a scale Annexation Map is attached hereto as Exhibit 'B' and shall become a part of this ordinance.

SECTION II: Effect of Annexation. From and after the date of this ordinance, the territory described in Section I shall be a part of the City of Stevens Point for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of Stevens Point and school district.

SECTION III: Zoning Classification. All such land being annexed to the City of Stevens Point shall be temporarily designated "RLD" Residential Low Density District for zoning purposes. Permanent zoning shall be approved by the Common Council of the City of Stevens Point.

SECTION IV: State Legislative, County Supervisory, and City Aldermanic District Designation. The territory described in Section 1 lying in the **Town of Hull** shall remain a part of the 24th State Senate District, remain a part of the 70th State Assembly District, shall be designated and become a part of the 10th County Board Supervisory District, become a part of the 7th Aldermanic District, and shall become part of the 41st Ward of the City of Stevens Point subject to the ordinances, rules and regulations of the City, County, and State governing districts.

SECTION V: Population. The population of the annexed territory is zero (0).

SECTION VI: Severability. If any provision of this ordinance is invalid or unconstitutional or if the application of this ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality

shall not affect any provisions or application of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION VII: Tax Payment. Pursuant to Wis. Stat. §66.0217 (14) the City of Stevens Point shall pay annually to the Town of Hull for a period of five years, an amount equal to the amount of property taxes that the Town levied for municipal purposes on the annexed territory, as shown by the tax roll under Wis. Stat. §70.65, in the year in which the annexation is final.

SECTION VIII: Review. The State of Wisconsin, Department of Administration, has reviewed the annexation and issued its determination.

SECTION IX: Effective Date. This ordinance shall take effect upon passage and publication as provided by law.

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
John Moe, City Clerk

Dated: December 1, 2015

Adopted: December 21, 2015

Published: December 25, 2015

This instrument drafted by:
Pat Fuehrer
Engineering Division
City of Stevens Point



Point of Beginning

Re: Annexation Boundary
For: Nancy Urbanek

Legal Description

All of Lot 1 of Certified Survey Map #10738, recorded in Volume 49 of Portage County Certified Survey Maps, on Page 18, located in the Southeast ¼ of the Northwest ¼ of Section 36, Township 24 North, Range 8 East, Town of Hull, Portage County, Wisconsin.

Above described annexation boundary contains 238,224 sq. ft. or 5.469 acres.

Dated this 4th day of November, 2015.

A handwritten signature in blue ink that reads "Donald J. Buza".

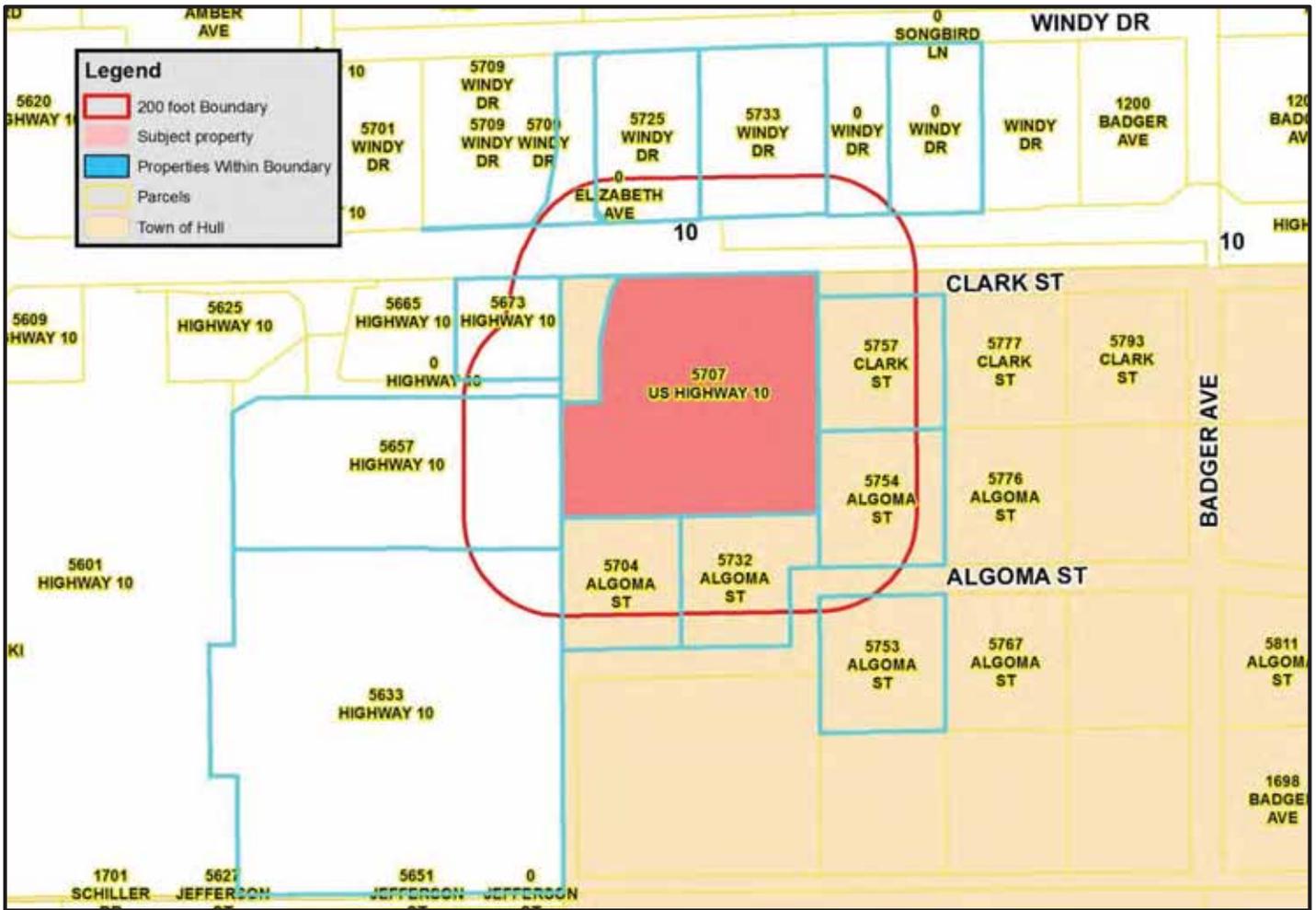
Donald J. Buza, PLS





**THIS ANNEXATION
5707 US HIGHWAY 10 EAST**

5707 U.S. Highway 10 East (County Parcel ID: 020-24-0836-08.02) Exhibit Map (200 Feet Boundary) – Annexation & Zoning Designation Request



Tax Key	Name	Mailing Address	City, State	Zip	Property Address
281240836220014	PARKDALE DEVELOPMENT LLC	3021 Patton Drive	Plover WI	54467	0 Windy Dr.
281240836220028	PARKDALE DEVELOPMENT LLC	3021 Patton Dr	Plover WI	54467	0 Windy Dr.
281240836220027	CROCUS ESTATES LLC	3021 Patton Dr	Plover WI	54467	5733 Windy Dr.
281240836220037	HILIFE INVESTMENTS LLP	5756 Kingfisher Dr	Stevens Point WI	54482	5725 Windy Dr.
281240836220038	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Elizabeth Ave.
020240836-08.02	NANCY L URBANEK	N7354 HIDEAWAY LANE	CRIVITZ WI	54114	5707 US Hwy 10 E
281240836230011	FIRSTAR BANK WI ATTN: RE TAX DEPT	2800 E Lake St	Minneapolis MN	55406	5673 US Hwy 10 E
020950303	ANTHONY P MERTES	5757 CLARK ST	Stevens Point, WI	54482	5757 Clark St.
281240836230006	RBR JOINT VENTURE C/O ROUNDYS MS-3300	875 E WISCONSIN AVE	MILWAUKEE WI	53202	5657 US Hwy 10 E
020960306	KUBLEY	5754 ALGOMA ST	Stevens Point, WI	54482	5754 Algoma St.
020960305	MERYL LEE NELSON	5732 ALGOMA ST	Stevens Point, WI	54482	5732 Algoma St.
020960304	SCOTT J & JENNIFER J PEPLINSKI	5704 ALGOMA ST	Stevens Point, WI	54482	5704 Algoma St.
281240836230007	RBR JOINT VENTURE C/O DOYLE ROGERS CO	P O Drawer A	Batesville AR	72503	5633 US Hwy 10 E
020960401	ROBERT B JR & JOAN ENRIGHT	5753 ALGOMA ST	Stevens Point, WI	54482	5753 Algoma St.
281240836220037	HILIFE INVESTMENTS LLP	5756 Kingfisher Dr	Stevens Point WI	54482	5725 Windy Dr.

City of Stevens Point
Community Development Department

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



APPLICATION FOR A ZONING MAP AMENDMENT - REZONING

(Pre-Application Conference Required)

R# 1-63876
\$150
11-9-15

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	-	Date Submitted	11/9/15	Fee Required	\$0.00	Fee Paid	\$300.00
Associated Applications if Any	Annexation			Assigned Case Manager	Kyle Keenan		
Pre-Application Conference Date	-						

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name	Bob Meinholz	Contact Name	
Address	5725 Windy Dr	Address	SAME
City, State, Zip	Stevens Point, WI 54482	City, State, Zip	
Telephone	715-252-6580	Telephone	
Fax	715-295-5006	Fax	
Email	BMeinholz@coloradohomes.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	NANCY KRBAUTK	Owner's Name	
Address	N 7354 HODDUMY LN	Address	
City, State, Zip	CRIVITZ, WI 54114	City, State, Zip	
Telephone	715-572-4203	Telephone	
Fax	715-854-2964	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		
Area of Subject Property (Acres/Sq Ft)		Area of Requested Rezoning (Acres/Sq Ft)
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
Current Zone District		Proposed Zone District
		B-5 HIGHWAY COMMERCIAL

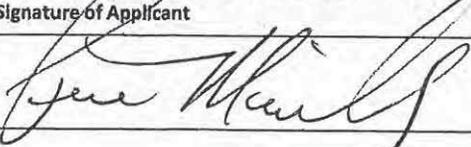
Reason for the zone change request			
<p>COMMERCIAL PROPERTY LIKELY TO BE DEVELOPED IN FUTURE</p>			
Land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)			
<p>COMMERCIAL IN NATURE OFFICE & RETAIL</p>			
Current Zoning Surrounding Subject Property			
North:		South:	
East:		West:	
Current Land Use Surrounding Subject Property			
North:		South:	
East:		West:	
Is the proposed zoning map amendment consistent with the Comprehensive Plan? If so how?			
<p>YBS</p>			

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"/>	

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
	<p>11/6/15</p>		

Administrative Staff Report

Indoor Storage Facility

Conditional Use

3256 Church Street

December 7, 2015



Department of Community Development

<p>Applicant(s):</p> <ul style="list-style-type: none"> Storage Unlimited LLC <p>Staff:</p> <ul style="list-style-type: none"> Michael Ostrowski, Director mostrowski@stevenspoint.com Kyle Kearns, Associate Planner kkearns@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 2308-04-2008-34 <p>Lot Information:</p> <ul style="list-style-type: none"> Effective Frontage: 792 feet Effective Depth: 400 feet Square Footage: 172,062 Acreage: 3.95 <p>Zone(s):</p> <ul style="list-style-type: none"> "B-4" Commercial District <p>Master Plan:</p> <ul style="list-style-type: none"> Commercial <p>Council District:</p> <ul style="list-style-type: none"> District 10: Phillips <p>Current Use:</p> <ul style="list-style-type: none"> Vacant Commercial <p>Applicable Regulations:</p> <ul style="list-style-type: none"> 23.01(16) and 23.02(2)(d) 	<p>Request</p> <p>Request from Storage Unlimited LLC, for a conditional use permit for the purposes of operating an indoor storage facility at 3256 Church Street (Parcel ID 2308-04-2008-34).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> Parcel ID Sheet Exhibit Map Application Site Plans <p>Findings of Fact</p> <ul style="list-style-type: none"> The property is zoned "B-4" Commercial District. Storage uses are a conditional use in the "B-4" Commercial District. The City's Comprehensive Plan calls for a commercial use on this property. The request is to convert approximately 70% of the building into indoor storage with the remaining 30% occupied by commercial or office uses, not storage. <p>Staff Recommendation</p> <p>Approve, subject to the following conditions:</p> <ol style="list-style-type: none"> The applicant shall provide an updated site plan and landscaping plan meeting all applicable requirements to be reviewed and approved by the Plan Commission prior to any construction taking place for the storage units. At least thirty percent of the building's south side shall be dedicated to commercial and/or office type uses, excluding storage. Deviations from the internal layout of the commercial/office area shall be considered an amendment to the conditional use permit and subject to review and approval by the Plan Commission and Common Council. Failure to maintain this area as commercial/office shall be a violation of the conditional use permit, and subject to revocation. Exterior improvements shall take place to the facility as identified on the submitted rendering as part of the storage unit project, and shall be completed within one year of approval of the conditional use permit. Failure to construct the exterior improvements as identified in this time period shall be a violation of the conditional use permit, and subject to revocation. A site and landscaping plan shall be submitted for review and approval
---	---

space would exist on the south side of the building near the existing parking lot. In addition, the proposal identifies an outlet along Church Street available for development. Storage uses within the B-4 District requires a conditional use permit. Below are details regarding the property:

Lot/Building Details

Building Square feet: 49,919
 Lot Square Feet: 172,062
 Acres: 3.95

Parking: Approx. 81
 Storage Space: 35,059 s.f.
 Retail Space: 14,860 s.f.

The large, nearly 50,000 square foot building is proposed to house approximately 200 individual storage units. Each unit will be available to rent, upon which the renter will be given access to the building via a security code. Security cameras will monitor the entire facility. The photo's below are of an existing indoor storage facility in Plover.



The applicant has indicated that the commercial space will be built as a shell, allowing for a single tenant or multiple tenants whom would perform tenant improvements to the interior and exterior. Therefore, conditional use permit standards of review have been analyzed further below based on the new proposal.

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: Nearly 200 indoor storage units are proposed. Renters will utilize the main entrance facing south and potentially the northern loading dock to move in or out. Persons cannot access the building unless they are a storage unit renter. The area slated for commercial exists on the southeast side of the building. In addition, the east part of the lot adjacent to Church Street, approximately 30,000 square feet, is proposed to be a future development site.

Findings: Initially, as units become rented, traffic to the site and within the building would be increased. Once the storage facility is nearly full or full with renters, use of the site is anticipated to diminish as goods stored at these types of facilities are often accessed only a few times a year, depending on the user. Full security cameras and locks, should deter any unlawful entry. When commercial space is leased, it should create improved traffic to the site, improving aesthetics of the area and create a more welcoming environment. Overall, the operation

of the use should not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

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

Analysis: The property was formerly utilized as a grocery store. The use ceased in 2012 when the grocery store relocated and consolidated with another in the area. No use has occurred on the site since. However, Kwik Trip has recently purchased a portion of the lot and constructed a gas station and car wash. The surrounding area is commercial in nature with surrounding uses primarily retail, service, and office. To the west and north exist residential with a mobile home park, some single-family residences, and multi-family apartments further west.

Findings: Storage, indoor or outdoor, is a conditional use within this zoning district as it may not always generally be compatible with the land use intent of the district or area where it is proposed. In regards to this specific property, because of its large size, extending from block to block, it could serve as a transitional area from the commercial along Church Street to the residential area across Water Street. The proposed storage use will likely have limited intensity, in that it will not have a high amount of customers visiting the site on a daily basis, however, the commercial component could draw a retail or office tenant(s) where high customer traffic is generally seen. While Water Street may remain unimproved with the proposed use, Church Street would see improvements with the creation of a development site where parking now exists, and increased commercial space likely accommodating 1-3 tenants. The vast unnecessary parking would hopefully be utilized by the commercial tenant, improving the aesthetics of the corridor. The parking area north of the building would remain undeveloped and likely be utilized by large storage users. In conclusion, the proposed use should not be injurious to the use and should assist in improving the Church Street Corridor, if the commercial/office space is made part of the project. Staff would recommend an updated site plan and landscaping plan be submitted meeting all applicable requirements.

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: Our Comprehensive Plan calls for this area to be commercial in nature. Furthermore, Church Street was identified in the Comprehensive Plan as one of the main areas for commercial development due to the north/south arterial street. Furthermore, the properties adjacent to the Church Street corridor were identified as key areas for economic development and redevelopment.



Findings: While storage is not the most optimal use along this corridor, as it does not typically create the economic activity seen with other commercial or office users, the addition of thirty percent of the building being dedicated to other commercial uses will help alleviate some of the concerns relating to negatively impacting the orderly development and improvement of the surrounding properties. Furthermore, the proposed outlot adjacent to Church Street may attract new development to the area. Development of the outlot is significant, as it would remove unutilized asphalt parking and help drive additional economic activity in the area. Furthermore, commercial uses in a portion of the building will create the appearance of a fully utilized commercial property. Note that approximately 15 stalls are required for the storage use, leaving approximately 65 stalls for commercial uses, excluding parking stalls in the outlot and north side of the building.

- 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 applicant has indicated that the exterior of the building would remain as-is while the commercial portion of the property is marketed to a tenant. Tenant improvements to the commercial space would likely occur after a lease is executed. The applicant has provided a rendering of improvements to accommodate a retail space.

Findings: The exterior improvements to the building will be essential to improving the exterior architectural appeal of the building. One of the concerns with the previous request was that the storage use may create the illusion of a vacant facility. This however, can be mitigated with improved architectural design. The applicant has indicated that they would like to wait until they get a retail tenant to make the exterior improvements. However, making the exterior improvements immediately will improve the look of the building and area, and should help with the leaseability of the building. This will help reduce the concerns of a vacant looking building.

Staff would recommend some of the exterior improvements should occur as part of the storage unit construction. These improvements could be the addition of doors, windows, elements to break up the large façade, etc. Staff would recommend that a rendering plan be submitted for review and approval by the Plan Commission and Common Council, if the applicant is not comfortable proceeding with the improvements identified on the originally submitted rendering.

Furthermore, a site and landscaping plan shall be submitted and approved by the Plan Commission and Common Council.

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: There will be three ingress/egress points on the property. The northern ingress/egress is along Water Street and primarily serves the northern loading area and parking lot. The southeastern ingress/egress is at a lighted intersection from Church Street via shared driveway. Lastly, the southwestern ingress/egress is from Water Street.

Findings: Traffic to the site is expected to be minimal. Existing ingress/egress to the site should accommodate the proposed storage facility use and commercial uses.

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 would be within the "B-4" Commercial District. This district is established to provide for retail, commercial, office, service and apartment uses in areas of good accessibility along arterial streets consistent with the City's Comprehensive Plan. This district is primarily intended to accommodate general commercial uses requiring on-site parking and arterial access.

Findings: Storage is typically permitted within light industrial or manufacturing zoning districts, due to the potential for truck traffic, increased noise, aesthetics, building composition, and goods stored. The proposed request involves indoor storage in separate units primarily for residential natured goods. Storage is permitted under a conditional use permit within the B-4 district, however all use and performance standards shall be met. This proposal included dividing the lot and the building to allow for commercial uses. While staff feels that having the entire facility dedicated to storage would be contrary to the conditional use standards, adding a mix of commercial and/or office space in the building helps mitigate some of these concerns. Staff would recommend that at least thirty percent of the building remain for commercial or office uses, excluding storage uses of any kind.

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: A site and landscaping plan has not been submitted. Furthermore, the site plan does not identify aisle widths, parking stall dimensions, setbacks, etc. parking stall numbers and all other pertinent zoning requirements are met for the proposed uses.

Findings: If approved, staff would recommend that a site and landscaping be submitted for review by the Plan Commission.

- 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.

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

Analysis: The use fronts on Church Street and Water Street.

Findings: This standard is met.

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

Analysis: Three ingress/egress points exist on this site, three on Water Street and one on Church Street.

Findings: This standard is met.

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

Analysis: The ingress/egress to the south is shared.

Findings: This standard is met.

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

Analysis: All ingress/egress point already exists for the site.

Findings: This standard is met.

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

Analysis: Four ingress/egress points exist to this site, three on Water Street, and one off of the private drive. While additional ingress/egress points exist, they serve multiple sites.

Findings: This standard is met.

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

Analysis: The main ingress/egress to the site is off of a private drive that is at a signalized intersection on Church Street. Three other access points exist off of Water Street.

Findings: Traffic flow to the site is not concerning, however if the use is approved, drop-off and loading zones should exist in areas other than on-site drive aisles and be clearly marked with appropriate signage. If approved, these areas should be identified on a site plan approved by the Plan Commission.

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

Analysis: The intersections are not screened from view.

Findings: Vision obstructions should not be a concern.

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

Analysis: No drainage plan has been submitted.

Findings: Staff would recommend a drainage plan to be submitted and reviewed by the Utility Department.

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

Analysis: The lot provides for adequate traffic aisles.

Findings: This standard is met.

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

Analysis: A lighting plan has not been submitted.

Findings: If any lighting is added to the site, an illumination plan shall be submitted for review and approval by staff.

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

Analysis: The driveways should not cause a negative impact to the adjacent properties as they exist and/or are shared.

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 has the needed utilities and access.

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: Refuse containers have not been identified on the site plan.

Findings: Staff would anticipate the need for indoor and/or outdoor trash receptacles to accommodate user traffic on site. Any additional mechanical equipment, and any refuse or recycling receptacles shall be screened from view with masonry materials matching or complementing those on the main building. A plan shall be submitted for review and approval by staff.

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

Analysis: A lighting plan has not been submitted.

Findings: If additional lighting is added, an illumination plan shall be submitted and reviewed and approved by staff.

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

Analysis: A residential mobile home park exists west of the site. Single family homes exist to the north.

Findings: The proposed use is anticipated to create only a small amount of noise from traffic to and from the site, as well as, loading and unloading of storage goods. All storage is initially proposed indoors. The commercial portion of the building is located towards Church Street where access to the site will likely primarily occur.

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

Photos

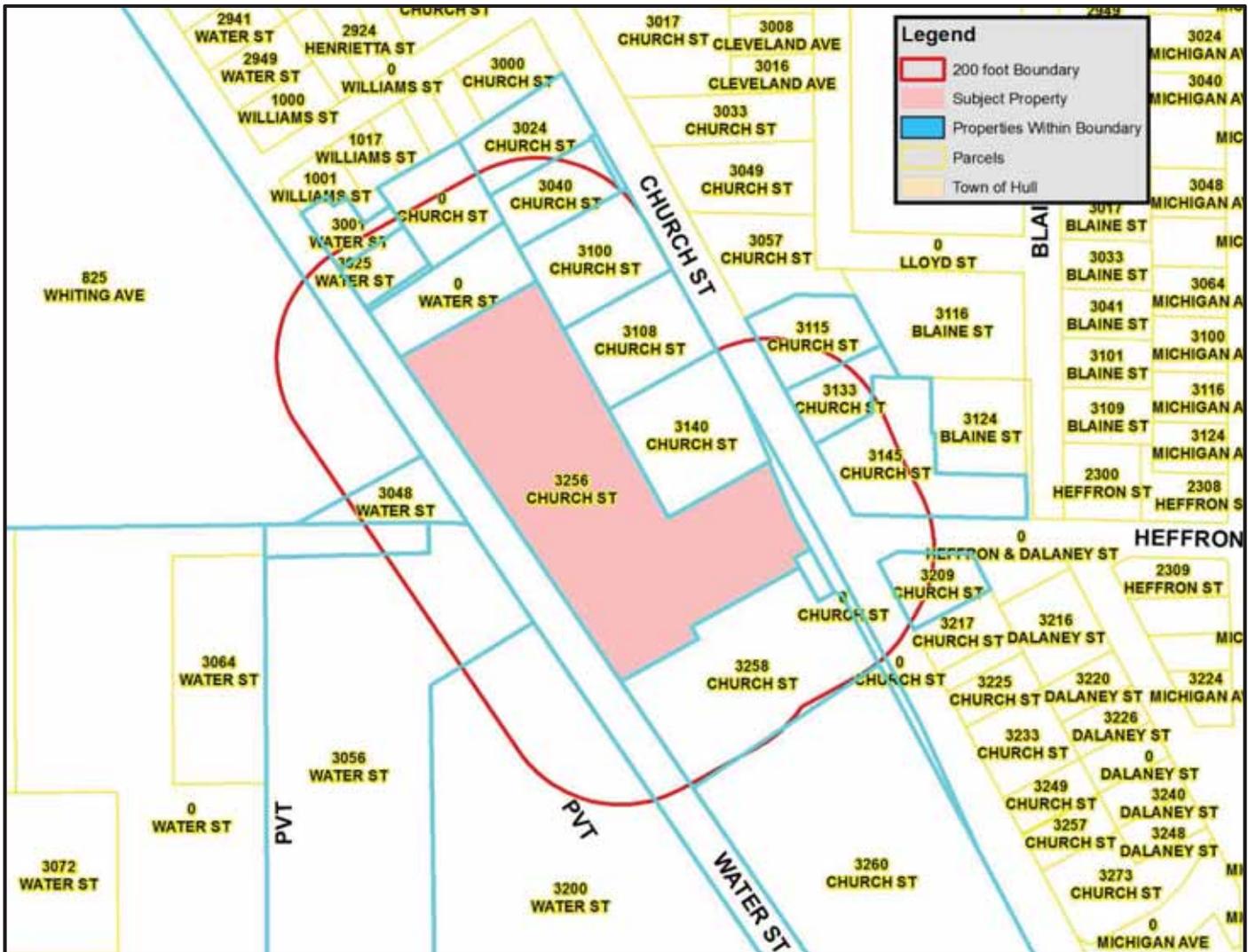


Looking East



Looking North

Conditional Use Permit – Operate Indoor Storage Facility – 3256 Church Street (Parcel ID: 2308-04-2008-34) Exhibit Map (200 Feet Boundary)



Tax Key	Name	Mailing Address	City, State	Zip	Property Address
281230804200822	M & E RENTALS LLC	8716 Fountain Grove Rd	Amherst WI	54406	3024 Church St.
281230804200899	CITY OF STEVENS POINT	1515 Strongs Avenue	Stevens Point WI	54481	0 Michigan Ave.
281230804200836	QUIK INVESTMENTS C/O D OLSON & L STICHMAN	3040 CHURCH ST	STEVENS POINT WI	54481	3040 Church St.
281230804200821	M & E RENTALS LLC	8716 Fountain Grove Rd	Amherst WI	54406	0 Church St.
281230804200839	DELORES M BURANT	2901CARLISLE BVD NE G69	ALBUQUERQUE NM	87110	3001 Water St.
281230804200835	R & R DEVELOPERS LLC	6640 HIGHWAY 13 SOUTH	WISCONSIN RAPIDS WI	54494	0 Water St.
281230804200837	JUAN JIMENEZ & GUADALUPE GARCIA	C/O 801 DONOHO AVE	BEECHER IL	60401	3025 Water St.
281230804200842	OREILLY AUTOMTVE C/O THOMSON REUTERS PT	PO Box 06116	Chicago IL	60606	3100 Church St.
281230804200832	JAMES T FORD III & KIM M FORD	3108 Church St	Stevens Point WI	54481	3108 Church St.
281230804300817	KWIK TRIP INC	1626 OAK ST	LACROSSE WI	54603	3258 Church St.
281230804200746	J & J OSTROWSKI ENTERPRISES	3115 Church St	Stevens Point WI	54481	3115 Church St.

	LLC				
281230804200745	TESCH CRAIG R & SUSAN J	1100 FRONTENAC AVE	Stevens Point WI	54481	3133 Church St.
281230804200825	JVL PROPRTIE LLC C/O JACK L LEICHTFUSS	928 Bayview Dr	Mosinee WI	54455	3140 Church St.
281230804200733	MOLITOR PROPERTIES LLC	517 Poplar Ln	Hatley WI	54440	3145 Church St.
281230804300814	CITY OF STEVENS POINT	1515 Strongs Ave	Stevens Point WI	54481	0 Church St.
281230805101102	ANITA WHITE & IAN J EPROCTOR	3072 Water Street	Stevens Point WI	54481	3048 Water St.
281230804300702	JAMES E & KATHERINE G COOPER	P O Box 165	Stevens Point WI	54481	3209 Church St.
281230805410007	HERITAGE INV CO	2026 COUNTY ROAD HH	PLOVER WI	54467	3200 Water St.
281230804300806	SAYACO PARTNERSHIP	822 STANFORD AVE	LOS ANGELES CA	90021	3260 Church St.
281230805101103	PORTAGE COUNTY	1516 Church St	Stevens Point WI	54481	825 Whiting Ave.
281230805410001	HERITAGE INV CO	2026 COUNTY ROAD HH	PLOVER WI	54467	3056 Water St.
281230804200843	CHURCH STREET PARTNERS	3315 N BALLARD RD STE A	APPLETON WI	54911	3256 Church St.

RECEIVED

NOV 19 2015

COM DEV/INSP

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)

1-641148
\$280
11-19-15

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted	11/9/15	Fee Required	\$280	Fee Paid	\$280.00
Associated Applications if Any	-	Assigned Case Manager		Kyle Kams			
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	Storage Unlimited LLC	Contact Name	David Ramsden or Jaime White
Address	6640 State HWY 13 S	Address	
City, State, Zip	Wisconsin Rapids, WI 54494	City, State, Zip	
Telephone	715-325-7867	Telephone	
Fax	715-325-6672	Fax	
Email	jaime@stocor.com	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	

PROJECT SUMMARY

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

Parcel 1	Parcel 2	Parcel 3
2308-04-2008-43		

Legal Description of Subject Property

LOT 1 CSM#10621-48-51 BNG PRT SWNW S4 & SESE S5 ALL IN T23 R8; ING/EGR ESMT ON SD CSM-804282-3.95A 498/282-87; CSM13/247 803168RES

Designated Future Land Use Category	Current Use of Property
Mixed use - Mercantile & Storage Facility	Vacant - Grocery (Former Copps Building)

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)

Existing building along Water St. will have at least 70% converted to indoor mini-storage units with the balance of the interior available for mercantile tenants. Outlot along Church Street will remain available for future development.

Timeline: Interior clean up will begin immediately while finalizing the state approved plans needed for interior mini-storage S-1 units. The mini-storage unit build out will take place over time with units being built as needed within 24 months. Proposed improvements to the exterior may be changed and build-outs will occur in mercantile section based on tenant requirements.

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

The building sits along Water Street and the Outlot sits in the redevelopment corridor of Church St. See details attached.

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

The adjacent property of Kwik Trip has a shared easement and traffic flows easily between the properties with plenty of space in the current parking lot. Lighting is necessary between all neighboring properties to keep a safe feel.

As the number of tenants increase it will strengthen the area. Minimal negative impact.

The vacant lot to the north zoned Multi-family has been purchased by our sister company R&R Developers LLC with the intent to develop a multi-family unit in the future and share the use of the North Parking area.

Current Zoning Surrounding Subject Property

North:	R-4 Multi family	South:	B-4
East:	B-4	West:	R4/R5/B1

Current Land Use Surrounding Subject Property

North:	Vacant Land	South:	Kwik Trip
East:	Hardee's Restaurant	West:	Water Street

EXHIBITS

Owner Information Sheet	<input type="checkbox"/>	Additional Exhibits If Any: Storage Unlimited informational sheets
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>Jaime White</i>	<i>11/9/15</i>	<i>David Ramad</i>	<i>11/9/15</i>

Storage Unlimited, LLC

David Ramsden, Owner

6640 State Hwy 13 South
Wisconsin Rapids, WI 54494
715-325-7867

11/9/15

Mike,

Storage Unlimited, LLC originally requested a conditional use permit for 100% of the former Copps building located at 3256 Church Street, Stevens Point WI in January of 2015. The city of Stevens Point denied our original request and has since indicated that we should consider a mixed use for the existing building.

After much deliberation and consideration; we are willing to try it. The plan we are proposing allows us to convert over 70% of the building to indoor mini-storage units while allowing for potential mercantile tenant(s) to lease the remainder of the building. The exterior of the building would remain as-is while we market the property. This will allow the new tenant some flexibility in the build-out.

To our knowledge, there has not been any other offer made on the property. The 50,000+ sq foot, former Copps grocery store is currently sitting vacant. Storage Unlimited, LLC has an accepted offer on the property, contingent on receiving a conditional use permit to convert a minimum of 70% of the building to S-1 (storage). This proposal will allow a vacant building to receive new life while allowing plenty of parking for future development in the out-lot.

Please consider this as an opportunity for the local area. Many documents and pictures are enclosed for your review.

Sincerely,



Jaime White, Manager
Storage Unlimited LLC

Storage Unlimited, LLC

6640 State Hwy 13 South
Wisconsin Rapids, WI 54494
715-325-7867



With the rising demand for storage in urban areas and the scarcity of open land in cities for commercial development, building conversion has been an increasingly popular option for expansion in the self-storage and mini storage industry.

Converting an empty building for storage use can offer many benefits, the foremost of which is placing a facility in an area already densely populated by residents and businesses, offering them a convenient storage location that is closer than the edge of town or suburbs. We are also doing the neighborhood a favor by taking a dilapidated building and giving it new purpose; no one likes rundown, empty retail space in his or her community.



Standing North facing South

Storage Unlimited, LLC

6640 State Hwy 13 South
Wisconsin Rapids, WI 54494
715-325-7867

Indoor storage facilities benefit the storage needs of the community.

Self-storage has matured as a viable real estate form and is now prevalent throughout the United States and several foreign countries. While still viewed by many in the real estate industry as an "ugly duckling", self-storage has proven its value as a basic real estate product with many unique, high performance characteristics. Self-storage has survived good and bad economic conditions.

Water Street Views



The rear of most commercial buildings run along Water Street.



Storage Unlimited, LLC

6640 State Hwy 13 South
Wisconsin Rapids, WI 54494
715-325-7867



The local neighborhood housing (ie: apartments, or older housing which may not have adequate storage space) and businesses have a high demand for storage space. Storage properties will typically serve tenants scattered up to a 5-7 mile radius.



The existing building is primarily along Water Street allowing for a nice buffer between the activities of Church Street and the more residential corridor along Water Street.

Storage Unlimited, LLC
6640 State Hwy 13 South
Wisconsin Rapids, WI 54494
715-325-7867

Church Street Views



The Outlot along Church Street has great future potential. The storage use will not need it for parking.



Storage Unlimited, LLC

6640 State Hwy 13 South
Wisconsin Rapids, WI 54494
715-325-7867

Providing a convenient location for moving and extra storage needs.



- Wide range of standard sizes - 5' x 5' to 15' x 23' with the average unit size being about 100 square feet (10x10).



- Units divided by corrugated steel panels

- Surveillance cameras and monitoring stations.
 - Well lighted.
 - Paved or concrete driveways.
 - Retail merchandise available.
- Ancillary income sources may include (private mailboxes, EBay, overnight shipping, business centers, packing and moving supplies, locks,



containers, etc.)

The intended purpose of the new facility is to provide secure and convenient storage to those in the community.



Storage Unlimited, LLC

6640 State Hwy 13 South
Wisconsin Rapids, WI 54494
715-325-7867

The parking lot at the new facility will be a shared easement (as shown in the layout below) with Kwik Trip. Moving customers are often using rental trucks and stop for fuel.



Storage Unlimited, LLC

6640 State Hwy 13 South
Wisconsin Rapids, WI 54494
715-325-7867



Wisconsin Rapids HWY 13 office location

Based on what Storage Unlimited has been able to do thus far with the serving storage customers for over 25 years, the goal for the Stevens Point facility is that each individual in the community has the opportunity to store their most valuable items in a safe and secure manner.

Mixing retail and storage has been done before. *Reserving 1/3 of the building for mercantile use may be excessive, but we are willing to give it a try.*



Wisconsin Rapids HWY 73 location

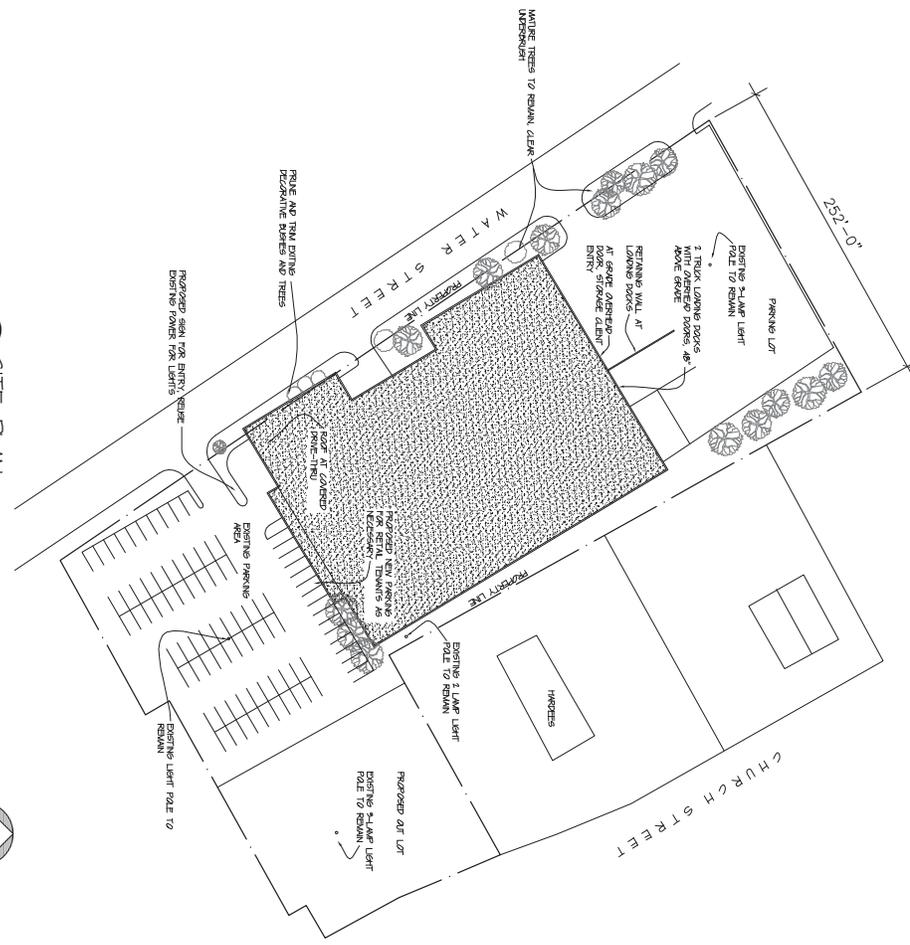
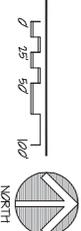
Building Rehab Alterations for
Storage Unlimited
 3256 Church Street, Stevens Point, WI 54481

Code Data

Governing Code	Wisconsin Enforced, 2009 International Building Code
Occupancy Classification	- 303.1
Self-Storage	- Storage S1
Retail Space	- Mercantile M
Fire Separations	NON SEPARATED USFS 302.3.2
Allowable Height & Area - TABLE 503	
Z 2 STORES, 3250 SF FLOOR AREA	
Permitted Increase per 503.2 = 60% for 2 story building.	
Unlimited Area - TABLE 507.3	
1 Story S1 and M occupancy one unlimited when sprinkled.	
Actual Building Area	
14,860 SF Retail	
36,860 SF Self-Storage	
51,720 SF Gross Extending	
Type of Construction - TABLE 601	
TYPE III B.	
Fire Protection 903.2.1.3	
THIS BUILDING IS PROTECTED BY FIRE SPRINKLER	
Occupant Capacity 1004.1.1	
Self-Storage, S1 300sf per Occ. = 36,860 / 500 = 74	
Mercantile, M 60sf per Occ. = 14,860 / 60 = 247	
Total = 321	
Required Exit Width - Table 1005.1	
FIRST FLR = .20" PER OCC. 214" PROVIDED = .67"	
Exit Access Travel Distance 1016.1	
Self-Storage, S1 Occupancy, fully sprinkled - 250 FT.	
Sanitary Facilities, Table 2902.1	
321 OCCUPANTS = 160 EACH SEX	
REQUIRED	
MEN URN LAV	WOMEN LAV
1/100 50% 1/100	1/100 1/100
2 1 2	2 2
EXISTING	
MEN URN LAV	WOMEN LAV
2 2 3 4	3 3 1
DRINKING FOUNTAIN	DRINKING FOUNTAIN
1/100 50% 1/100	1/100 1/100
2 2 3 4	3 3 1
DRINKING FOUNTAIN	DRINKING FOUNTAIN
1/100 50% 1/100	1/100 1/100
2 2 3 4	3 3 1

Design Loads
 SOIL BEARING CAPACITY, 2,500 PSF PRESUMED
 ROOF LIVE LOAD = 40 PSF GROUND SNOW LOAD
 ROOF DEAD LOAD = 15 PSF
 LATERAL LOAD (WIND) = 20 PSF
 UPLIFT AT CANOPY = 30 PSF
 FLOOR LIVE LOAD, ASSEMBLY = 100 PSF
 FLOOR LIVE LOAD, PASSAGE/EXIT = 100 PSF

1 SITE PLAN
 SCALE : 1" = 50'-0"



DRAWING INDEX

COVER SHEET	T100 TITLE SHEET and SITE PLAN
ARCHITECTURAL	A100 EXISTING PLAN & DEMOLITION PLAN A101 FIRST FLOOR PLAN A102 RETAIL AREA PLAN A201 BUILDING SOUTH ELEVATION
STRUCTURAL	S100 PLAN
HVAC	H101 BY HVAC CONTRACTOR
ELECTRICAL	E101 FIRST FLR POWER & LIGHTING PLAN

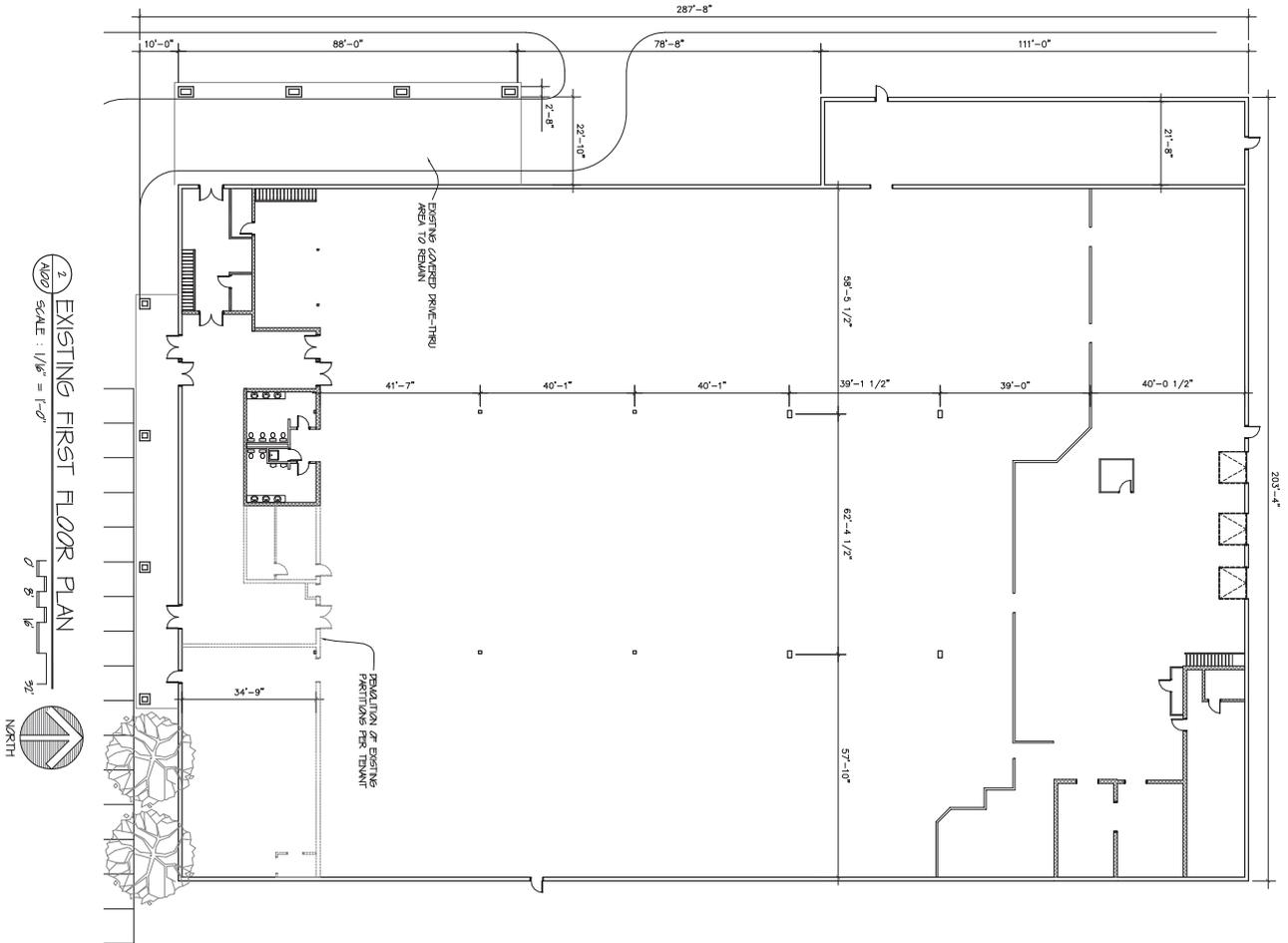
Existing Home Area	1309 s1
First Floor Addition Area	607 s1
Total Home Area	1916 s1

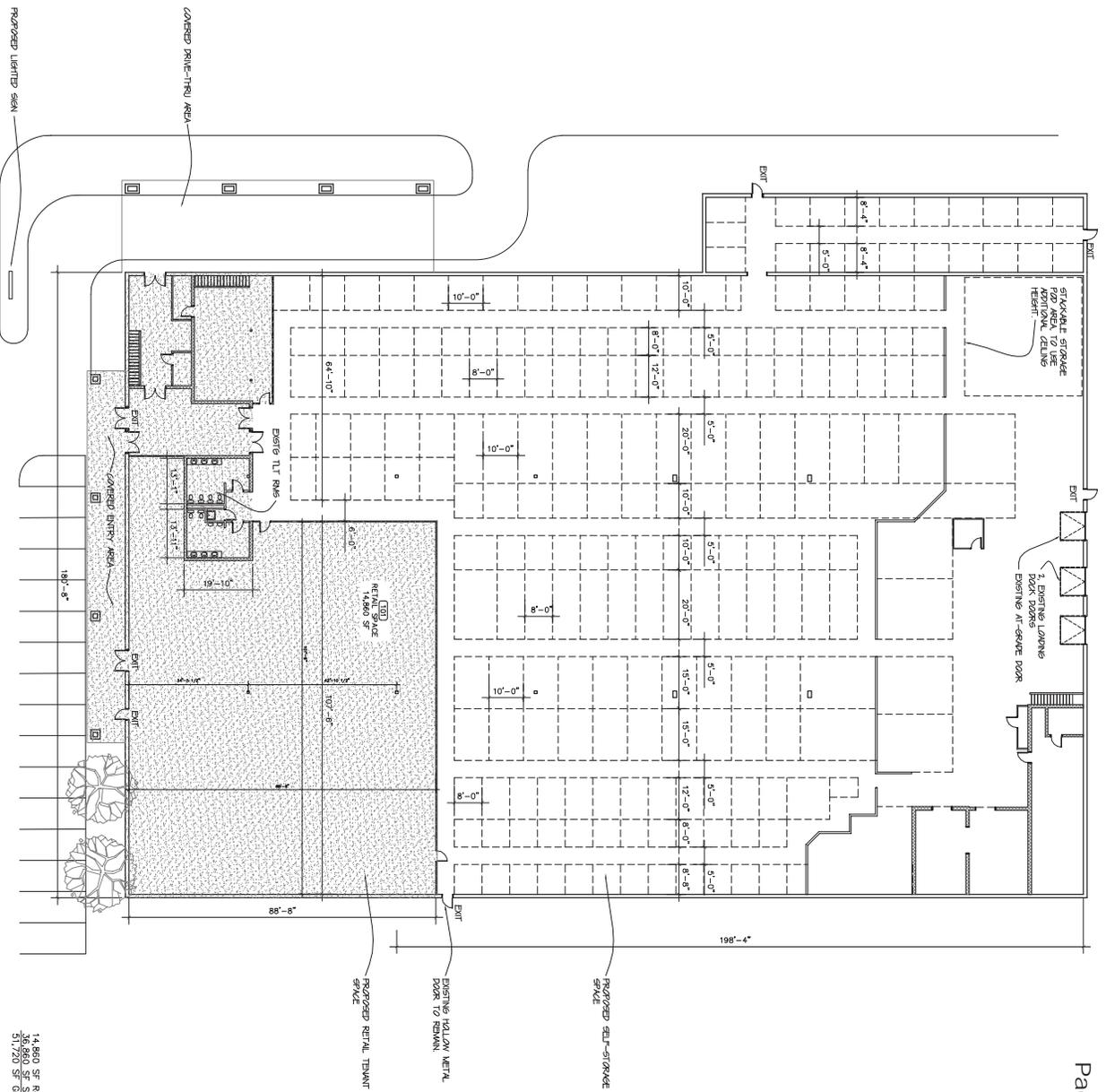
Area calculations do not include basement

**TITLE SHEET
 SITE PLAN &
 CODE INFORMATION**

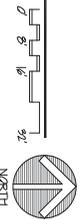
**PROPOSED ALTERATIONS
 FOR
 STORAGE UNLIMITED**
 3256 CHURCH STREET
 STEVENS POINT, WI 54481

T100



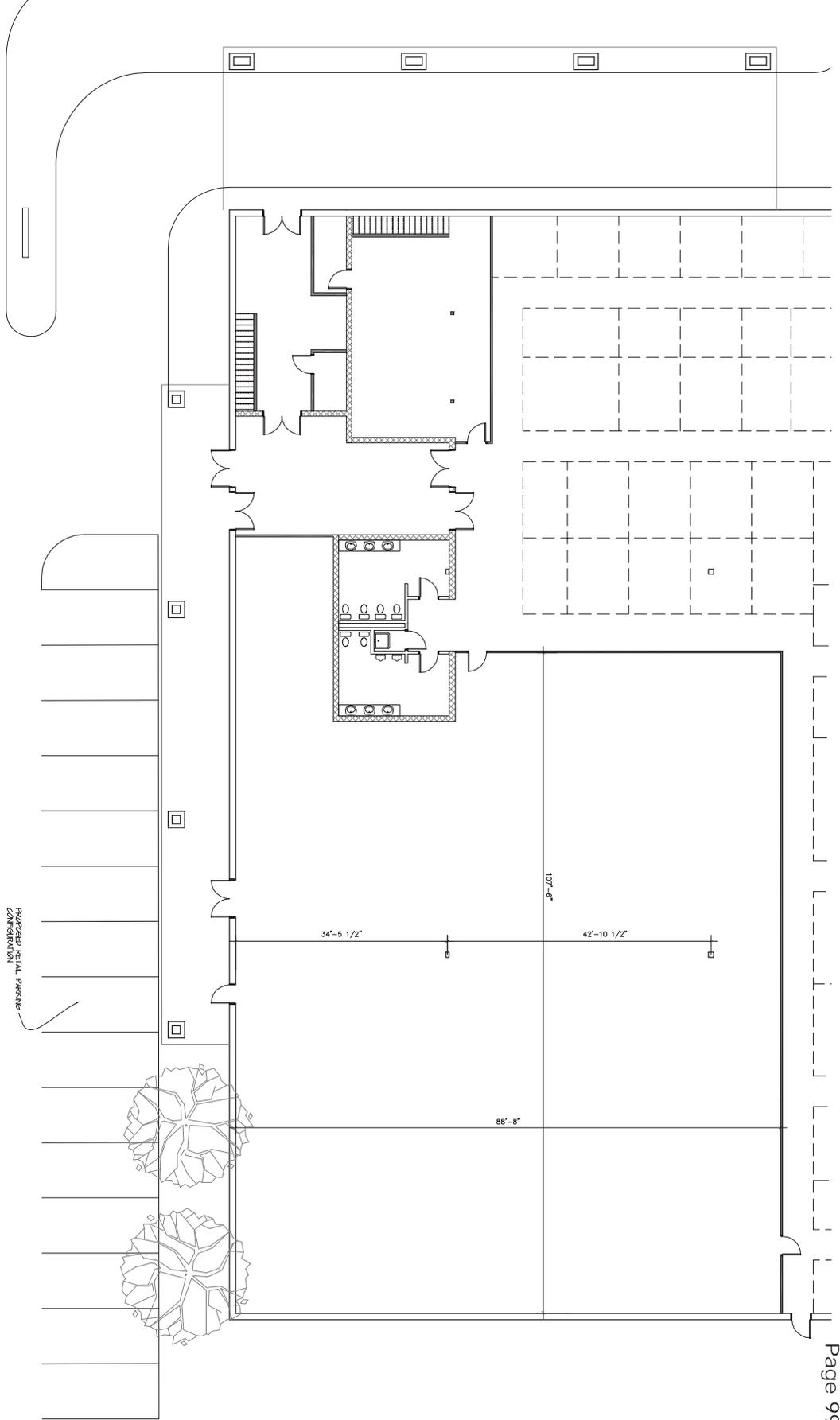


1 PROPOSED FIRST FLOOR PLAN
 AND SCALE: 1/8" = 1'-0"

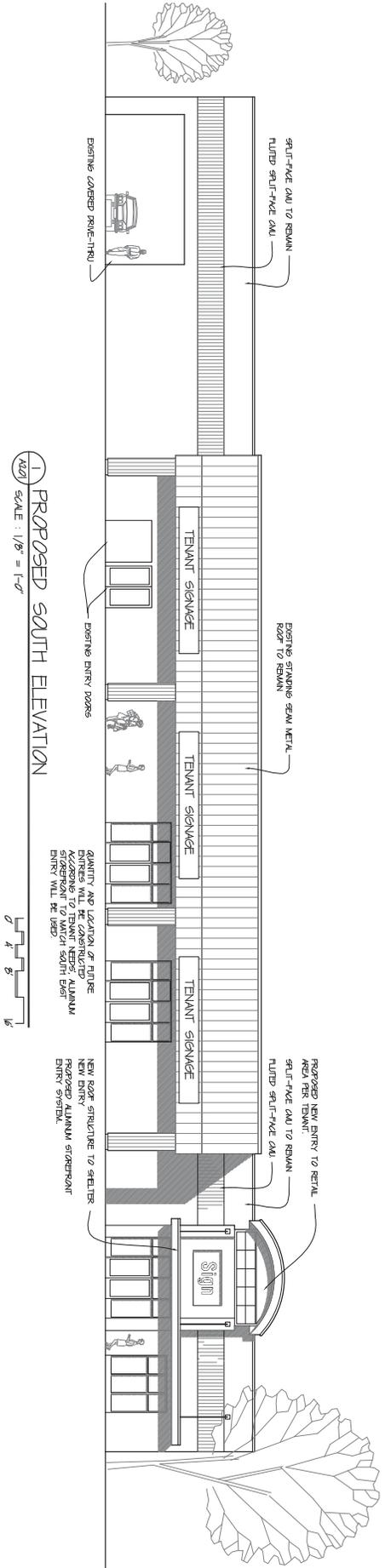


14,860 SF Retail
 36,860 SF Self-Storage
 51,720 SF Gross Existing

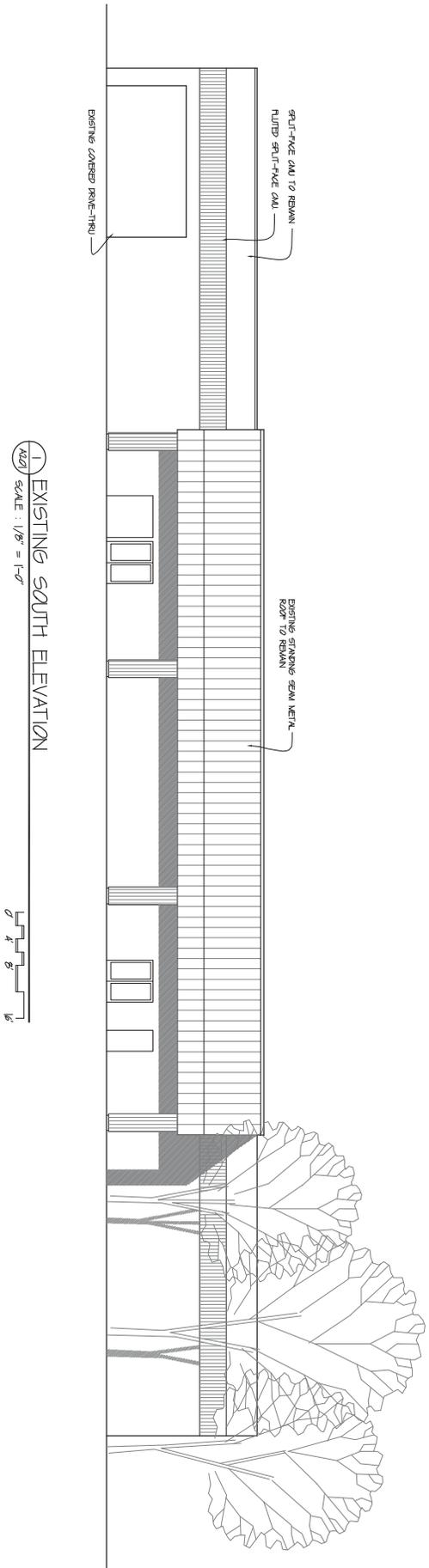
PROPOSED RETAIL AREA PLAN
 SCALE: 1/8" = 1'-0"
 NORTH



PROPOSED RETAIL PARKING CONTRIBUTION



1 PROPOSED SOUTH ELEVATION
 A201 SCALE : 1/8" = 1'-0"



1 EXISTING SOUTH ELEVATION
 A201 SCALE : 1/8" = 1'-0"

EXTERIOR BUILDING ELEVATIONS

PROPOSED ALTERATIONS
 FOR
 STORAGE UNLIMITED
 3256 CHURCH STREET
 STEVENS POINT, WI 54481

A201

DATE:
 PROJECT NO:
 15 016

REVISIONS

Administrative Staff Report

Conditional Use Permit

Operate Warming Shelter (temporary housing)

1000 Main Street

December 7, 2015



Department of Community Development

<p>Applicant(s):</p> <ul style="list-style-type: none"> Evergreen Community Initiatives, representing the Franciscans Downtown <p>Staff:</p> <ul style="list-style-type: none"> Michael Ostrowski, Director mostrowski@stevenspoint.com Kyle Kearns, Associate Planner kkearns@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 2408-32-2029-19 <p>Zone(s):</p> <ul style="list-style-type: none"> "B-3" Central Business District <p>Master Plan:</p> <ul style="list-style-type: none"> Downtown District <p>Council District:</p> <ul style="list-style-type: none"> District 1 – Doxtator <p>Lot Information:</p> <ul style="list-style-type: none"> Actual Frontage: 23 feet Effective Frontage: 23 feet Effective Depth: 113 feet Square Footage: 2,599 Acreage: 0.060 <p>Current Use:</p> <ul style="list-style-type: none"> Commercial - Retail <p>Applicable Regulations:</p> <ul style="list-style-type: none"> 23.01(16) and 23.02(2)(c) 	<p>Request</p> <p>Request from Evergreen Community Initiatives, representing the Franciscans Downtown, for a conditional use permit for the purposes of operating a warming shelter (temporary housing) at 1000 Main Street (Parcel ID 2408-32-2029-19).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> Property Data Exhibit Map Application Site Plan <p>Findings of Fact</p> <ul style="list-style-type: none"> The property is zoned "B-3" Central Business District. Temporary housing is a conditional use within the B-3 Zoning District. The use is proposed to take place on the first floor. <p>Staff Recommendation</p> <p>Approve, subject to the following conditions:</p> <ol style="list-style-type: none"> The conditional use permit shall expire on March 31, 2016, and may be granted an extension of up to 30 days dependent on weather conditions and if the use is still meeting the required standards and conditions. Occupancy shall be limited to the first floor. No residential type occupancy shall be allowed in the basement, unless proper building and fire codes are met. At least one professionally trained staff member shall provide supervision of the facility at all times during operation. An ADA accessible bathroom must be located on the main floor, where the temporary housing use is located before occupancy can take place. Building must meet property building and fire codes.
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Vicinity Map



Background

Evergreen Community Initiatives in cooperation with the Franciscans Downtown is requesting a conditional use permit to operate a warming shelter at 1000 Main Street. The property is currently used by the Franciscans Downtown as a place for spiritual guidance, refuge, and retail. Furthermore, the request entails providing temporary housing for homeless within the community. Approximately six lounge chairs would be provided on the first floor for patrons to use. It is important to note that volunteers will staff the warming shelter during times of operation.

Summary of Use and Policy Rules:

- Open Hours (Check-in): 7 PM - 8:30 PM
- Police escorts excepted after check-in
- Six recliners
- Stays up to 90 days allowed
- Drugs and alcohol are prohibited and those patrons under the influence shall not be admitted.
- 3 strike system for offenders

Note that additional documentation was submitted with the application in support of the request, which included:

- a. Thirty (30) Letters of Support
- b. Twenty One (21) downtown business support signatures
- c. Over 400 community signatures (Approximately 412)
- d. Over 1,000 online names and supporting comments (Approximately 1,059)

The supporting documentation is available for viewing in the Office of Community Development or can be provided electronically upon request.

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 building currently exists, with a commercial use on the first floor. The use is proposed to occur in the rear (north) side of the building. The use could accommodate six individuals.

Findings: The proposed use could somewhat be in conflict with the surrounding area as the use is located on the first floor of the building, in an area typically utilized for commerce. In the past, requests have been denied to allow residential or housing on the first floor in the downtown area. However, given that the use of the warming shelter is temporary some of these concerns are mitigated. It has been identified that volunteers will help run the facility. If only volunteers are running the facility, and no professionally trained staff are supervising them, disturbances could arise inside or outside of the facility. However, this concern is somewhat mitigated if individuals who are under the influence are not admitted, as per guest rules. Furthermore, many of these establishments have been successful, but much is dependent on the ability to effectively run the facility with trained professional staff.

The one concern that is not addressed with this is having a residential type use on the first floor along a major thoroughfare in the downtown, which is typically reserved for commerce activities. Residential uses typically occur on the second floor.

Given these concerns identified above, and given that this use is temporary or seasonal in nature, staff would recommend a temporary trial period to determine the extent of any adverse impacts that would be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

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

Analysis: The warming shelter, temporary housing, use is proposed on the first floor, which is not seen elsewhere within the downtown.

Findings: As identified in standard 1 above, the proposed use is somewhat in conflict with the surrounding area, mainly first floor residential type uses. Recently, a property owner on the square was denied housing on the first floor. Housing units do not typically exist on the first floor, unless a majority or all of the building is housing. While some may not consider this housing, the following is the definition of temporary housing in the City's Zoning Ordinance:

TEMPORARY HOUSING - housing which is intended to house individuals or families in a single facility who have no other housing available. Housing is intended to be provided for a period of six months or less. Temporary housing shall be managed by an agency who shall provide supervision during all hours

of operation. Temporary housing residents shall not include individuals participating in a work release, institutional or any Department of Corrections program.

This is the closest identified use within the City's Zoning Ordinance for the use requested.

While the proposed use is temporary for the winter months, if it is reoccurring year after year, granting of housing on the first floor may be contradictory to the previous denials and may set a precedent for future requests regarding residential within traditionally first floor commercial storefronts. However, if this use is temporary for the first year, this issue is mitigated.

- 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.

Findings: See standards one and two above.

- 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: No parking is required within the "B-3" Central Business District

Findings: N/A

- 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 Central Business District. The intent of this district is to provide a single contiguous district encompassing the central business district or downtown area which will encourage primarily retail uses and a variety of supporting uses. This district is intended to help implement the community's specialized development goals and planning principles, for the CBD, particularly the development and maintenance of the downtown area as a specialized pedestrian-oriented shopping and community center.

Findings: The use is consistent with the district as residential would be classified as a supporting use.

- 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. Any exterior improvements shall meet the zoning requirements for the district. Plan Commission shall set the lot area and density requirements for all non-exclusive multi-family developments.

The use would also need to meet all building and fire code requirements for the type of occupancy.

Findings: There is concern with regards to a change in the type of occupancy relating to the building code, not the zoning code. This building has historically been used as a retail store, and as such, fell within existing building and fire code regulations for the building. The use of residential or assembly under the building code requires different standards, and requires the building to be brought to current existing building code requirements (International Existing Building Code (IEBC)). With regards to this type of use, it would be considered residential, and require certain alterations to the building, such as the need to have a restroom on the main floor meeting ADA requirements.

However, per Wisconsin Administrative Code, Section SPS 366.0101(3)

SPS 366.0101(3)

(3) TEMPORARY USE. A municipal fire or building code official may allow an existing building or a portion of an existing building to be used temporarily in a manner that differs from the approved use for the building or space subject to all of the following provisions:

SPS 366.0101(3)(a)

(a) The official shall determine the time frame within which the temporary use is permitted, based on the extent hazards are created by the temporary use. This time frame may not exceed 180 days, except the official may grant extensions for demonstrated cause.

SPS 366.0101(3)(b)

(b) Except as provided in par. (c), buildings or spaces considered for temporary use shall conform to the requirements of this code as necessary to ensure the public safety, health and general welfare.

SPS 366.0101(3)(c)

(c) The official may require additional safety requirements for a temporary use as a trade-off for any safety provisions that may be lacking.

SPS 366.0101(3)(d)

(d) The official may terminate the approval for a temporary use at any time and order immediate discontinuance of the use or complete evacuation of the building or space.

However, if the building is intended to be used as temporary housing (residential) on an annual or permanent basis, a Wisconsin registered architect or engineer will need to draw up plans for the mixed occupancy classification. If the use will be temporary, the building will still need to have an ADA accessible bathroom located on the main floor, where the temporary housing use is located before that occupancy can take place.

Please note, the use cannot be located in the basement as first planned because the use would not meet proper existing and restroom facilities. In addition, plans would need to be drawn up by a Wisconsin registered architect or engineer for these changes.

Therefore, if the proper building code requirements are not met, it again indicates that this location may be best used as a temporary location and that a more permanent location is found that meets building code and fire code requirements.

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

Analysis: The proposal is to operate a warming shelter (temporary housing) with six recliners for patrons. The property is licensed for three units and maximum of five occupants.

Findings: This proposal should not result in an over-concentration of high density living facilities, as the property is within the dense downtown. Again however see standard one and two regarding first floor residential.

- 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 Main Street or Third Street.

Findings: Traffic to the site will occur mainly off of Main Street through the buildings main entrance.

- 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: Shared refuse storage is behind the building (north side).

Findings: If refuse storage is increased, the owner shall screen the 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.**

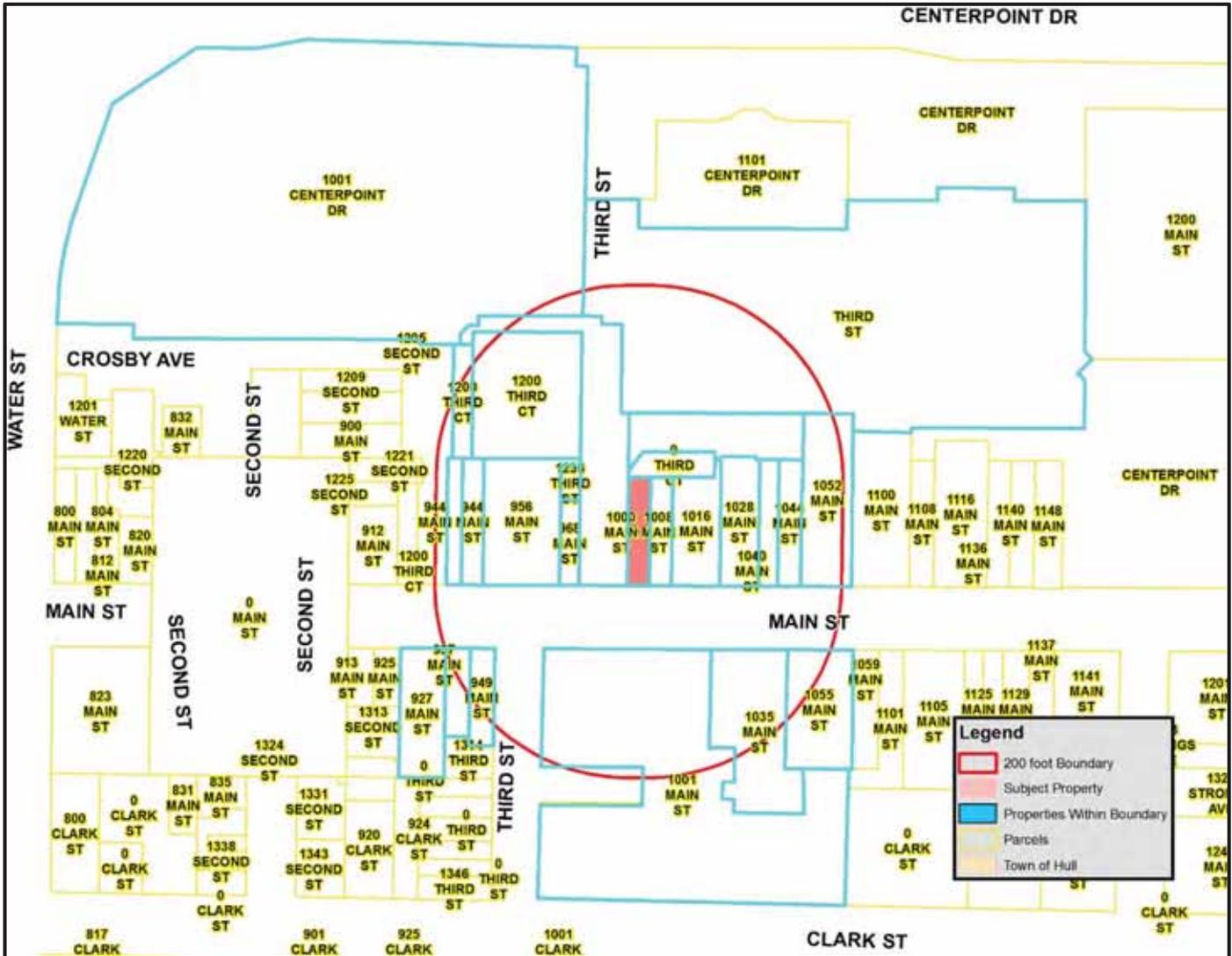
Analysis: The use will be operating within the confines of the building.

Findings: The use should not create excessive noise. However, if a large number of people gather outside the facility, noise levels or disturbances could increase. Given that the facility doors will be locked after 8:30 PM, this should help reduce large concentrations of people outside the facility during the later evening hours.

- 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

Conditional Use Permit – Operate a Warming Shelter (Temporary Housing) – 1000 Main Street (Parcel ID 2408-32-2029-19) – Exhibit Map (200 Feet Boundary)



Tax Key	Name	Mailing Address	City, State	Zip	Property Address
281240832202964	MID-STATE TECH COLLEGE DISTRICT	1001 CENTERPOINT DR	STEVENS POINT WI	54481	1001 Centerpoint Dr.
281240832201522	GANNETT MIDWEST PUBLISHING INC	7950 Jones Branch Drive	McLean VA	22107	1200 Third Ct.
281240832201524	GANNETT MIDWEST PUBLISHING INC	7950 Jones Branch Drive	McLean VA	22107	1200 Third Ct.
281240832202963	SCHERTZ PROPERTIES LLC	1117 COUNTY ROAD DB	MOSINEE WI	544558719	0 Third Ct.
281240832202938	1052 MAIN STREET PROPERTIES LLC	1052 MAIN STREET #102B	STEVENS POINT WI	54481	1052 Main St.
281240832202922	MARTY RENTALS LLC	4570 RIVER DR	PLOVER WI	54467	1028 Main St.
281240832201515	ROBERT L & CARRIE L BUTT	1434 PLOVER HEIGHTS RD	STEVENS POINT WI	54482	944 Main St.
281240832201516	ROBERT L & CARRIE L BUTT	1434 PLOVER HEIGHTS RD	STEVENS POINT WI	54482	944 Main St.
281240832201528	SCHERTZ PROPERTIES LLC	1117 COUNTY ROAD DB	MOSINEE WI	544558719	956 Main St.

281240832202921	SCHERTZ FAHRNER LLC	1117 COUNTY ROAD DB	MOSINEE WI	544558719	1016 Main St.
281240832202923	WILFRED & JULIA FANG	1040 Main St	Stevens Point WI	54481	1040 Main St.
281240832202924	LEON AYERS	1044 Main St	Stevens Point WI	54481	1044 Main St.
281240832201527	SCIARRONE FG & MILANO ROSEMARY TRUST	2517 PRAIS ST	STEVENS POINT WI	54481	1236 Third St.
281240832202919	SCHERTZ FAHRNER LLC	1117 COUNTY ROAD DB	MOSINEE WI	544558719	1000 Main St.
281240832202920	SCHERTZ FAHRNER LLC	1117 COUNTY ROAD DB	MOSINEE WI	544558719	1008 Main St.
281240832201526	SCIARRONE F & G MILANO R C SURV TRST	2517 Prais St	Stevens Point WI	54481	968 Main St.
281240832201803	KURSZEWski ENTERPRISES LLC	2410 Chestnut St	Wisconsin Rapids WI	54494	927 Main St.
281240832201802	M&C OF STEVENS POINT LLC	1601 College Ave	Stevens Point WI	54481	937 Main St.
281240832201801	M&C OF STEVENS POINT LLC	1601 College Ave	Stevens Point WI	54481	949 Main St.
281240832202651	CITY OF STEVENS POINT	1515 Strongs Avenue	Stevens Point WI	54481	1001 Main St.
281240832202652	JAMES E & PATRICIA A LAABS	1026 Second St N	Stevens Point WI	54481	1035 Main St.
281240832202611	DBGREEN LLC	605 N MAPLE BLUFF CT	STEVENS POINT WI	54482	1055 Main St.
281240832202966	COMMUNITY DEV AUTHORITY OF STEVENS PT	1515 STRONGS AVE	STEVENS POINT WI	54481	Third St.



City of Stevens Point
Community Development Department

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

APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required		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	Evergreen Community Initiatives	Contact Name	Joel Besemer
Address	1948 Church St	Address	3249 Channel Dr
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Stevens Point, WI 54481
Telephone	715-496-0164	Telephone	715-496-0164
Fax		Fax	
Email	info@wisconsineci.org	Email	evergreenci.joel@gmail.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (if Needed)	
Owner's Name	Fransiscan's Down Town	Owner's Name	
Address	1000 Main St	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		
Designated Future Land Use Category		Current Use of Property
<p>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)</p> <p>We believe we fully cover everything the building will be used for in our Guest Rules form we submitted at our orientation. In this form we define who will use the shelter, when it is available, access, rules while staying and so on. If there is any question you fell this form does not cover, please ask and we will provide you whatever you need.</p>		

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

We believe that regardless of the situation no one should have to endure the element's of the Wisconsin winter. We believe that every community must do its part during the winter months to offer increased assistance. We have modeled our program after the success of a similar program in Wausau. We hope to show the community it is on us to help alleviate the issue, not governments.

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

We believe we are only extending the hours of what the Franciscans are doing with volunteers. Although we do not believe the center will add any new effects to the area, you can see from the handout you have received, we have taken every reasonable step to not have a negative impact.

Current Zoning Surrounding Subject Property

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

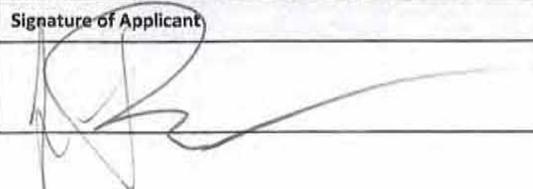
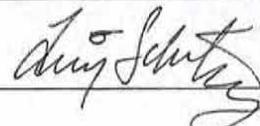
North:		South:	
East:		West:	

EXHIBITS

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

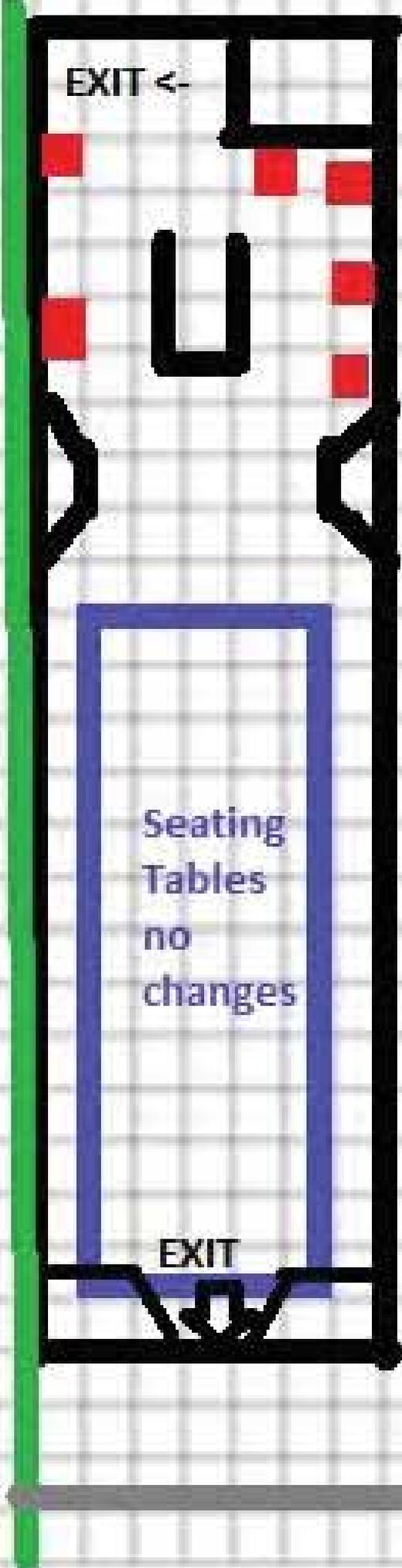
CERTIFICATION AND SIGNATURE

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
	11-2-2015		11-2-2015

1 Square = 3ft

The green line represents Third St and the grey line Main street. The red squares represent the recliner placements.



GUEST RULES

Definition:

Guest: Any person staying with us at the center is a guest
Staff: Paid and volunteer personnel who staff the center and help care for our guests

General Conduct

- **We reserve the right to refuse service to anyone!**
- We expect guests to show RESPECT for our staff and other guests
- NO foul language will be permitted by our guests or staff
- Guests may not place or receive personal phone calls on Warming Center telephones
- No guest is allowed to open any exterior door for any reason except to exit in an emergency
- The patio area will be kept clean of cigarette butts and garbage (if not kept clean; guests will lose the smoking privilege)
- Guests who cannot sleep may sit in the reception area with noise kept to a whisper
- Television and guest phones are shut off at 10:30 pm in the Center

Discipline, safety and security of guests and staff

- All guests are to enter through the patio door into the kitchen between the hours of 7 pm and 8:30 pm. If you come later than 8:30; you will need a police escort as we will not open the door after 8:30 without police presence, even with a referral
- 3 Strike System: 1st strike can be administered when guest will not abide by Center rules, disrespects staff or other guests, and when leaving prior to check out time at 6 am; this strike sends you out the remainder of the night it is given and the following night. A 2nd strike administered sends you out the remainder of the night given and the following three nights. If a 3rd

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Discipline, safety and security of guests and staff

The Stevens Point Warming Shelter is open between the hours of 7 pm and 8:30 pm.

If you come later than 8:30; you will need a police escort as we will not open the door after 8:30 without police presence.

strike is issued; you are out of our Center for the remainder of the season. The Warming Center Coordinator can ban a guest for the season or longer for violent or criminal behavior, even on the 1st strike. There are no exceptions to these rules and we reserve the right to add to these rules.

- Fighting, swearing, threatening or harassing other guests or staff is not permitted. Unruly guests will be expelled from the center immediately.
- Guests threatening bodily harm to staff or other guests will be banned from the property.
- All incidents of threats, violence, or harassment will be reported to and reviewed by Barbara, the Coordinator.
- Weapons of any sort, as interpreted by staff, are not allowed.
- Staff will contact police, emergency medical services, and/or Barbara, the Center Coordinator, as needed to handle violent, harassing, or threatening incidents that staff believes cannot be resolved and/or de-escalated by the staff on duty.

Drugs, alcohol, and medications

- Guests will not be admitted if incapacitated by alcohol or drugs. Staff assessment of incapacitation is final. (please fill out an incident report)
- Guests with prescription medication must turn this over to the intake worker in its original container. No mixed pills will be distributed.
- NO over the counter items will be given out: Tylenol, ibuprofen, cough syrup, tums, rolaids, cough drops – we will not provide any of these items
- Absolutely NO drinking alcohol on Catholic charities property

Check in, check out, length of stay

- All guests must agree to the following limits to Warming Center Admission, "I understand that I can stay here for up to 90 days. After 90 days, I can stay here only if there is an open recliner, I agree to wait until the end of intake at 830 pm or until everyone is checked in, before I can be assigned a recliner."

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