

AGENDA
CITY PLAN COMMISSION

Monday, March 7, 2016 – 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 February 1, 2016 Plan Commission meeting.
3. **Public Hearing** – Request from Al Tessmann, representing the property owner, for a conditional use permit for the purposes of constructing two, two-bedroom apartment units at 1035 Main Street (Parcel ID 2408-32-2026-52).
4. Action on the above.
5. Lease/license City land located directly south of 1035 Main Street (portion of Parcel ID 2408-32-2026-51) to James E & Patricia A Laabs to be used to construct a second entrance stairwell for second floor apartment uses at 1035 Main Street (Parcel ID 2408-32-2026-52).
6. **Public Hearing** – Request from the City of Stevens Point for a conditional use permit to construct a restroom facility at Piffner Pioneer Park, addressed as 1200 Crosby Avenue (Parcel ID 2408-32-2008-05).
7. Action on the above.
8. **Public Hearing** – Request from Bob Woehr, representing Central Wisconsin Habitat for Humanity, for a conditional use permit to utilize the Traditional Neighborhood Overlay District reduced rear yard and side yard setback standards for the purposes of constructing a home at 2108 East Avenue (Parcel ID 2408-32-4042-15).
9. Action on the above.
10. **Public Hearing** – Amending Chapter 9 of the Revised Municipal Code, Traffic and Vehicles, specifically Subsection 9.12(v), Bicycles & Motor Bicycles, of the Revised Municipal Code to tag, regulate, and remove abandoned bicycles.
11. Action on the above.

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.

12. **Public Hearing** – Amending the City of Stevens Point Historic Preservation / Design Review Commission – Design Guidelines, specifically Section 3.11 Paint Guidelines, Section 7.3 Definitions, and Section 7.4 Major and Minor Works, to regulate paint and landscaping.
13. Action on the above.
14. Request from Dale Rosicky, representing the property owner Frank Sciarrone, for the City to donate a portion of the property between Illinois Avenue and Michigan Avenue north of Prais Street (Parcel ID 2408-28-3014-25) to be joined with 816 Michigan Avenue (Parcel ID 2408-28-3014-16).
15. Request from Bill Pritchard for a conceptual project review to create a three-lot subdivision on the southwest corner of the intersection of Saint Paul Street and Regent Street (Parcel ID's 2408-28-4002-11 and 2408-28-4002-21).
16. Repeal and replace Chapter 21 (Building and Premises Maintenance and Occupancy) of the Revised Municipal Code of the City of Stevens Point, with the International Property Maintenance Code from the International Code Council, with local amendments. *The public hearing for this item is anticipated to be in April or May 2016.*
17. Approval of Certified Survey Map for Worth Court Extension to Clem's Way.
18. Acceptance of donated land from Portage County within the Portage County Business Park to extend Worth Court south to a point terminating at the intersection of Clem's Way.
19. Coye Drive Relocation Order to extend Coye Drive West of Hoover Road approximately 450 feet.
20. Coye Drive Right-of-Way Plat.
21. Request from the City of Stevens Point to apply for the Wisconsin Connect Communities designation.
22. Community Development Department Annual Report for 2015.
23. Community Development Department Monthly Report for January and February 2016.
24. Director's Update (informational purposes only).
 - a. Plan Commissioner Workshop
 - b. Downtown Rezoning
 - c. Comprehensive Plan Update
 - d. Joint Meeting with Town of Stockton
25. Adjourn.

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PUBLISH: February 19, 2016 and February 26, 2016

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 March 7, 2016 at 6:00 PM in the multi-purpose room of the Lincoln Center, 1519 Water Street, Stevens Point, Wisconsin, to hear the following:

1. Request from Bob Woehr, representing Central Wisconsin Habitat for Humanity, for a conditional use permit to utilize the Traditional Neighborhood Overlay District reduced rear yard and side yard setback standards for the purposes of constructing a home at 2108 East Avenue (Parcel ID 2408-32-4042-15). This property being zoned "R-3" Single and Two Family Residence District and described as S 50' LOTS 1 & 2 BLK 11 CROSBY & MCCULLOCH ADD BNG PRT NESE S32 T24 R8 202/87 550/405 743278-POA 743279 743280, City of Stevens Point, Portage County, Wisconsin.
2. Request from Al Tessmann, representing the property owner, for a conditional use permit for the purposes of constructing two, two-bedroom apartment units at 1035 Main Street (Parcel ID 2408-32-2026-52). This property being zoned "B-3" Central Business District and described as LOTS 1&2 CSM#5130- 18-155 & A,B & C BNG PRT LOTS 1&2 CSM#3584-12-242 BNG PRT NENW S32 T24 R8 TOGETHER WITH ESMT DES 577/455, City of Stevens Point, Portage County, Wisconsin.
3. Request from the City of Stevens Point for a conditional use permit to construct a restroom facility at Pfiffner Pioneer Park, addressed as 1200 Crosby Avenue (Parcel ID 2408-32-2008-05). This property being zoned "C" Conservancy District and described as NENE S31 &NWNW S32 T24 R8 LYG ELY WIS RIV;N OF MAIN ST WLY OF CROSBY AVE; EX PRT SOLD CTRL CO-185/136 (INC PT BLKS1&19 SE&O) RR ROW 179/ 546*273/ 409;452/ 554, City of Stevens Point, Portage County, Wisconsin.
4. Amending the City of Stevens Point Historic Preservation / Design Review Commission – Design Guidelines, specifically Section 3.11 Paint Guidelines, Section 7.3 Definitions, and Section 7.4 Major and Minor Works, to regulate paint and landscaping.
5. Amending Chapter 9 of the Revised Municipal Code, Traffic and Vehicles, specifically Subsection 9.12(v), Bicycles & Motor Bicycles, of the Revised Municipal Code to tag, regulate, and remove abandoned bicycles.

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
February 1, 2016 – 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 Beveridge, Alderperson Patton, Alderperson McComb, Alderperson Phillips, Alderperson Morrow, Brandi Makuski, Nate Enwald, Vincent Miresse, Cathy Dugan, Barb Jacob, Walter Clark, Joan Curless, and Conner Intress.

INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Report of the December 7, 2015 Plan Commission meeting.
3. Request from Rowe Builders Inc. for the purpose of annexing 2.203 acres, three parcels, of unaddressed property located on the northwest corner of the intersection of Green Avenue and Sunset Boulevard (**County Parcel ID: 020240827-10.28, 020240827-10.26, and 020240827-10.27**) from the Town of Hull to the City of Stevens Point.
4. Request from Storage Unlimited LLC for site and landscaping plan review at **3256 Church Street (Parcel ID 2308-04-2008-34)**.
5. Request from the City of Stevens Point for approval of the Hoover Avenue Relocation Order and purchase of property for the Hoover Avenue grade separation project.
6. Request for a Revocable License Agreement with Vincent and Gina Miresse at **1008 Sixth Avenue (Parcel ID: 2408-29-3003-23)** to lease city property.
7. Adjourn.

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1. Roll call.

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

Discussion and possible action on the following:

2. Report of the December 7, 2015 Plan Commission meeting.

Motion by Commissioner Cooper to approve the report of the December 7, 2015 Plan Commission meeting; seconded by Commissioner Curless.

Motion carried 7-0.

3. Request from Rowe Builders Inc. for the purpose of annexing 2.203 acres, three parcels, of unaddressed property located on the northwest corner of the intersection of Green Avenue and Sunset Boulevard (County Parcel ID: 020240827-10.28, 020240827-10.26, and 020240827-10.27) from the Town of Hull to the City of Stevens Point.

Director Ostrowski explained this property is on the corner of Sunset Boulevard and Green Avenue. It is considered one of the islands of the Town of Hull within the City of Stevens Point. This request is for an annexation by one-half approval, which is different than our usual unanimous direct annexations. This type of annexation means there are two separate owners of the properties to be annexed, Dave Rowe and Wells Fargo. A petition can be signed by the owners of one-half of the land in area within the territory, or the owners of one-half of the real property in assessed value within the territory. Staff finds that this annexation is within the public interest, and outlined within the City's Comprehensive Plan. Furthermore, the annexation would help in cleaning up both the city and town boundaries. At this time, Mr. Rowe is not requesting a rezoning, but will likely request a subdivision plat, rezoning, or a planned unit development in the future to construct zero lot line duplexes. Staff recommends approval of the annexation contingent on the states review.

Walter Clark, 425 Weir Boulevard, explained that he lives behind the property requesting to be annexed. At this time there has been a construction trailer owned by Dave Rowe parked on the property just feet from his rear property line. He has a concern that the unaesthetically pleasing trailer will remain.

Director Ostrowski responded that if the property is annexed, the city ordinances would have to be met in that the temporary structure would be allowed during development, but then would have to be moved or properly screened.

Commissioner Brush asked for clarifications as to the town and city boundaries in that area, which were pointed out by Director Ostrowski.

Cathy Dugan, 615 Sommers Street, is in favor of the annexation, but has concerns over the use of the property as zero lot line residences, and if they will be owner occupied or rented, as well as traffic patterns after development.

Motion by Commissioner Haines to approve the request from Rowe Builders Inc. for the purpose of annexing 2.203 acres, three parcels, of unaddressed property located on the northwest corner of the intersection of Green Avenue and Sunset Boulevard (County Parcel ID: 020240827-10.28, 020240827-10.26, and 020240827-10.27) from the Town of Hull to the City of Stevens Point; seconded by Commissioner Brush.

Motion carried 7-0

4. Request from Storage Unlimited LLC for site and landscaping plan review at **3256 Church Street (Parcel ID 2308-04-2008-34)**.

Director Ostrowski explained this property was before the commission previously for the conditional use permit for indoor storage, which was approved. One of the conditions was to come back for a site and landscape approval. Little has changed on the site plan, but the applicant has proposed to replace all dead landscaping on the landscaping plan and install new landscaping near the new bay window.

Furthermore, the updated rendering shows that a block of windows will be constructed at the front of the building with landscaping provided. Staff recommends approval with conditions outlined in the staff report.

Jamie White, 620 Seventh Street, stated that they have kept in mind the need for green space, and lighting when developing the landscape and site plans. She stated they have already had some interest in the retail space on the property.

Motion by Commissioner Curless to approve the request from Storage Unlimited LLC for site and landscaping plan review at 3256 Church Street (Parcel Id 2308-04-2008-34) with the following conditions:

- Landscaping shall meet all current zoning standards for the existing planting areas prior to occupancy by the storage use, or by June 30, 2016, whichever comes first.
- Exterior façade improvements as indicated on the attached plans shall be completed prior to occupancy by the storage use.
- Exterior signage shall:
 - a. Be in the form of channel letters where only the letters are illuminated or have a glow lighting, or
 - b. Be illuminated with gooseneck style lighting, or
 - c. If a wall cabinet is proposed, only the letters shall be illuminated, not the background of the sign. The background of the sign shall be darker than the lettering/text/images.
- Staff shall have the authority to make minor changes.

Seconded by Commissioner Hoppe.

Motion carried 6-0 (Cooper abstaining).

5. Request from the City of Stevens Point for approval of the Hoover Avenue Relocation Order and purchase of property for the Hoover Avenue grade separation project.

Director Ostrowski explained that the grade separation project is projected to start spring of 2017 for completion by the end of the year. In this request the Plan Commission approval is needed for acquisition of property to complete the project. On page 50 of the staff report there is a listing of properties by parcel ID starting from Joerns Drive to Kirschling Court.

Commissioner Curless asked if the Patch Street intersection will remain the same, to which Director Ostrowski stated yes there will be some acquisition of property in that area. He continued to state that there will be other intersection improvements such as along Coye Drive, but those are a different project occurring at the same time as this project.

Commissioner Brush asked what the final grade height difference will be, to which Director Ostrowski stated he does not have that statistic at this time, but would provide it to him at a later date.

Motion by Commissioner Brush to approve the request from the City of Stevens Point for approval of the Hoover Avenue Relocation Order and purchase of property for the Hoover Avenue grade separation project; seconded by Alderperson Kneebone.

Motion carried 7-0.

6. Request for a Revocable License Agreement with Vincent and Gina Miresse at **1008 Sixth Avenue (Parcel ID: 2408-29-3003-23)** to lease city property.

Mayor Wiza explained that this property is slated for the continuation of Third Street on the city's official street map. Previously it was used for a community garden, which is no longer in use. Furthermore, he stated the neighbor to the east had requested to purchase part of the property, which was approved. Now, this request is for the same neighbor, Mr. Miresse, to lease the rest of the property as a garden in exchange for maintaining it. City Attorney Beveridge has drafted a lease agreement which is revocable at any time with proper notice and has no monetary charge.

Director Ostrowski added the reason why it is before the Plan Commission is that any lease, sale, or acquisition of property by the city would require Plan Commission recommendation.

Commissioner Curless asked if there was a monetary lease on the property, would it be the entire property, and if asphalt exists on the property. Mayor Wiza answered that there is no monetary exchange, just the maintenance of the entire property, which only has a driveway apron.

Commissioner Curless asked if there were any other lease agreements like this, for land, to which Mayor Wiza stated yes with the community gardens. Director Ostrowski clarified that homeowners are required to maintain City sidewalks as they are in the right-of-way. With this scenario, this is city owned property, not specifically right-of-way; therefore, the adjacent owners are not required to maintain it.

Vinnie Miresse, 1008 Sixth Avenue, stated his intent to utilize all of the land in the parcel, not just the area identified in pink. If maintaining the entire property, he would like to utilize it for a garden type use. He further stated his plan to plant perennials on his property, but annuals on the city owned land. If possible a garden type fence would be installed around the gardens to protect from wildlife and to beautify the neighborhood and have some urban renewal to the area.

Commissioner Curless asked if the fence would be installed in all of the 66 feet of frontage, to which Mr. Miresse stated if he is allowed to utilize the area, yes.

Mayor Wiza stated that the fence is allowed as long as it complies with our fence ordinance. Director Ostrowski stated the lease does not include improvements to the property. City Attorney Beveridge stated the fencing would fall in with garden use, and that would be the Miresse's risk of improvements to the property.

Director Ostrowski pointed out to the City Attorney that the lease only included a small pink shaded area, to which it was determined that the definition of the property would need to be changed to lot one in the lease.

Motion by Mayor Wiza to approve the request for a Revocable License Agreement with Vincent and Gina Miresse at 1008 Sixth Avenue (Parcel ID: 2408-29-3003-23) to lease city property, with the

amendment to include all of lot one (the whole parcel) as the Property; seconded by Commissioner Cooper.

Motion carried 7-0.

7. Adjourn.

Meeting adjourned at 6:33 PM.

Administrative Staff Report

Conditional Use Permit
 Two Two-Bedroom Apartments
 1035-45 Main Street
 February 29, 2016



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

<p>Applicant(s):</p> <ul style="list-style-type: none"> Al Tessmann, representing the property owner <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"> 2408-32-2026-52 <p>Zone(s):</p> <ul style="list-style-type: none"> "B-3" Central Business 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: 79 feet Effective Depth: 162 feet Square Footage: 12,820 Acreage: 0.294 <p>Structure Information:</p> <ul style="list-style-type: none"> Year Built: addition 1900 (116 years) Number of Stories: 2 <p>Current Use:</p> <ul style="list-style-type: none"> Commercial <p>Applicable Regulations:</p> <ul style="list-style-type: none"> 23.01(16) and 23.02(2)(c) 	<p>Request</p> <p>Request from Al Tessmann, representing the property owner, for a conditional use permit for the purposes of constructing two, two-bedroom apartment units at 1035 Main Street (Parcel ID 2408-32-2026-52).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> Property Data Application Renderings <p>Findings of Fact:</p> <ul style="list-style-type: none"> The property is within the Downtown Design Review District & Mathias Mitchell Public Square District. The property is zoned "B-3" Central Business District. Multifamily housing is a conditional use within the B-3 Zoning District. The use is proposed to take place on the second floor, with two, two-bedroom apartment units. <p>Staff Recommendation</p> <p>Based on the findings below, staff would recommend approval of the Conditional Use Permit for 1035-45 Main Street with the following conditions:</p> <ol style="list-style-type: none"> A Work in the Right-of-Way Permit shall be obtained by the applicant from the Public Works Department. Any disrupted or disturbed features in the right-of-way due to the extension of utilities shall be restored back to its original state upon completion of the utility extension to standards acceptable to the Public Works Department. The applicant must secure a multi-family license prior to occupying the unit. Accurate floor plan of the second story shall be submitted by an architect or engineer to be reviewed by City staff prior to issuance of occupancy license and building permits. All building codes shall be met prior to issuance of occupancy license. Exterior improvements must be reviewed and approved by the Historic Preservation / Design Review Commission (windows, stairwell, etc.). The maximum number of units shall be two.
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Vicinity Map



Scope of Work

Al Tessmann, representing the property owner, is requesting a conditional use permit to construct two, two-bedroom apartments on the second floor of 1035 Main Street. Note that in order to provide for ingress/egress to the apartments, a rear exterior access stairwell is proposed to be constructed on City property. This will be discussed further in the next agenda item. The exterior changes also require Historic Preservation / Design Review Commission review due to the property's location in a historic district.

Note: Parking requirements no longer exists for residential properties within the "B-3" Central Business District. Tenants have the ability to secure municipal permits, if needed.

Section 23.01(14) (d) (5)

5) *Designated Downtown*

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



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 vacant second floor will be renovated into two apartment units, accommodating a total of four potential occupants in four bedrooms.

Findings: The increased occupancy should not be detrimental to, or endanger, the public health, safety, or general welfare as several neighboring properties utilize apartments on the second floor. Furthermore, the request mirrors the goals and objectives within the comprehensive plan to increase density within downtown.

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

Analysis: The apartment units will be located on the second floor, which is common throughout the downtown. They will be above commercial space used for a restaurant.

Findings: The units should be complementary to the proposed uses at the site, and within the immediate vicinity.

- 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 an established area of the City.

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

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

Analysis: Project plans include exterior renovation of the facade. The second floor front and rear windows are proposed to be replaced. Furthermore, a second entrance on the rear (south) façade of the building is proposed. This involves relocating the existing rear second floor door to the east window and replacing the door opening with a window. An exterior staircase needs to be installed to provide proper ingress/egress to the apartments. Note that this stairwell is proposed to be constructed on City property and is discussed in the next agenda item. Any exterior work must be approved by the Historic Preservation / Design Review Commission. This request will be before the Commission on March 2, 2016.

Findings: The architectural appeal should not be in variance with other structures throughout the neighborhood, as several other neighboring properties have access stairwells to second floor apartments. The proposed stairwell and windows should assist in improving the aesthetics of both façades. The stairwell is also only accessible via an alley-way. Any exterior improvements will require review by the Historic Preservation / Design Review Commission, which will occur on March 2, 2016.

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, however new utilities need to serve the apartment units. The electrical utilities will involve taking service from the nearby source and trenching or boring service underneath concrete. The concrete is owned by the City of Stevens Point and therefore would require a Work in the Right-of-Way Permit.

Findings: Staff would recommend that any disrupted or disturbed features in the right-of-way due to the extension of utilities be restored back to its original state upon completion of the utility extension to standards acceptable to the Public Works Department.

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 proposed use is a supporting use within this district.

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

Analysis: The lot and building exist. Any exterior improvements shall meet the zoning requirements for the district.

Findings: This standard is met.

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

Analysis: The proposal is to construct two, two-bedroom units on the second floor. The total number of bedrooms would then be four for the building.

Findings: The proposal should not result in an over-concentration of high density living facilities, as the property is within the dense downtown.

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

N/A

11) Access to the site shall be safe.

Analysis: The establishment does not have any off street parking.

Findings: There is no parking required for the property and/or uses.

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. Electrical utilities have to be extended to the site to serve the apartments.

Findings: The Director of Public Works is familiar with the project and has required the applicant to obtain a Work in the Right-of-Way Permit.

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 storage is currently stored behind the building in containers.

Findings: Given the limited access, space, and visibility to the rear facade, and storage of refuse containers in this vicinity, a full refuse enclosure may not be required.

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

Analysis: Lighting will likely change as the stairwell and associated exterior improvements warrant additional lights, however light spill-over should be minimal as the area is very confined. No illumination plan has been submitted.

Findings: This standard is met.

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

Analysis: The use will be a multi-family type use.

Findings: The use should not cause significant noise levels.

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

N/A

After review, staff would recommend approving the Conditional Use Permit to construct two, two-bedroom apartment units at 1035 Main Street, subject to the conditions outlined on page one of this staff report.

Photos



North Façade – Facing Main Street



South Façade – Proposed Stairwell Access



South Façade – Alley-Way Entrance



North Façade – Entrance Access



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)

2-11-16
\$250.
R# 1-65071

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	Al TESSMANN	Contact Name	
Address	195 Black Forest Dr	Address	
City, State, Zip	Plouven WI 54467	City, State, Zip	
Telephone	(715) 498-5470	Telephone	
Fax		Fax	
Email	tessmannconstruction@gmail.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (if Needed)	
Owner's Name	Jim Laabs	Owner's Name	
Address	1062 Second St N	Address	
City, State, Zip	Stevens Point WI 54481	City, State, Zip	
Telephone	(715) 684-9462	Telephone	
Fax		Fax	
Email	Jimlaabs1@gmail.com	Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Legal Description of Subject Property		
Designated Future Land Use Category		Current Use of Property
Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		

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

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

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

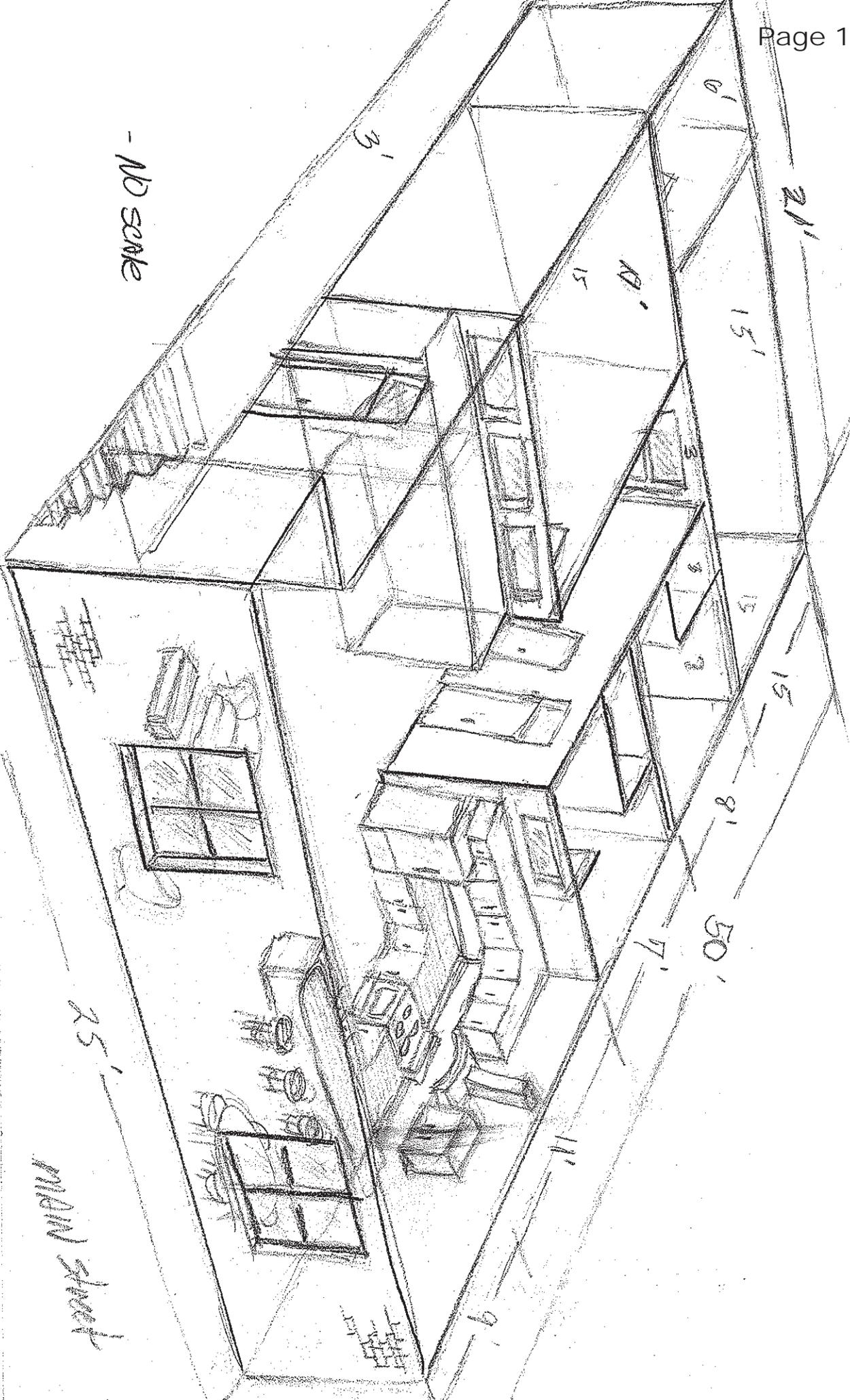
EXHIBITS

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
	2-9-16		2/9/16

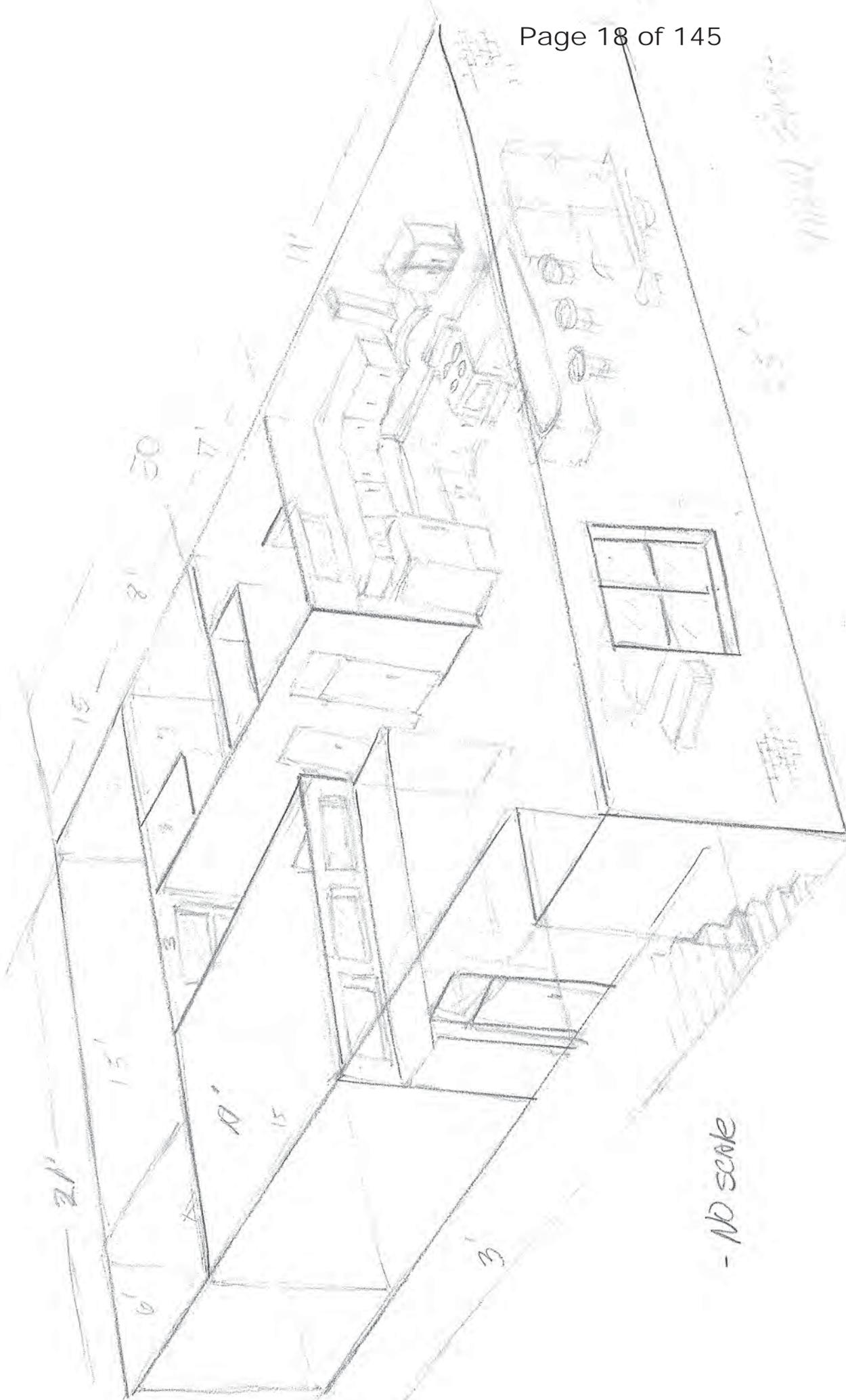


Green Top Apartment #1

1035 Main Street

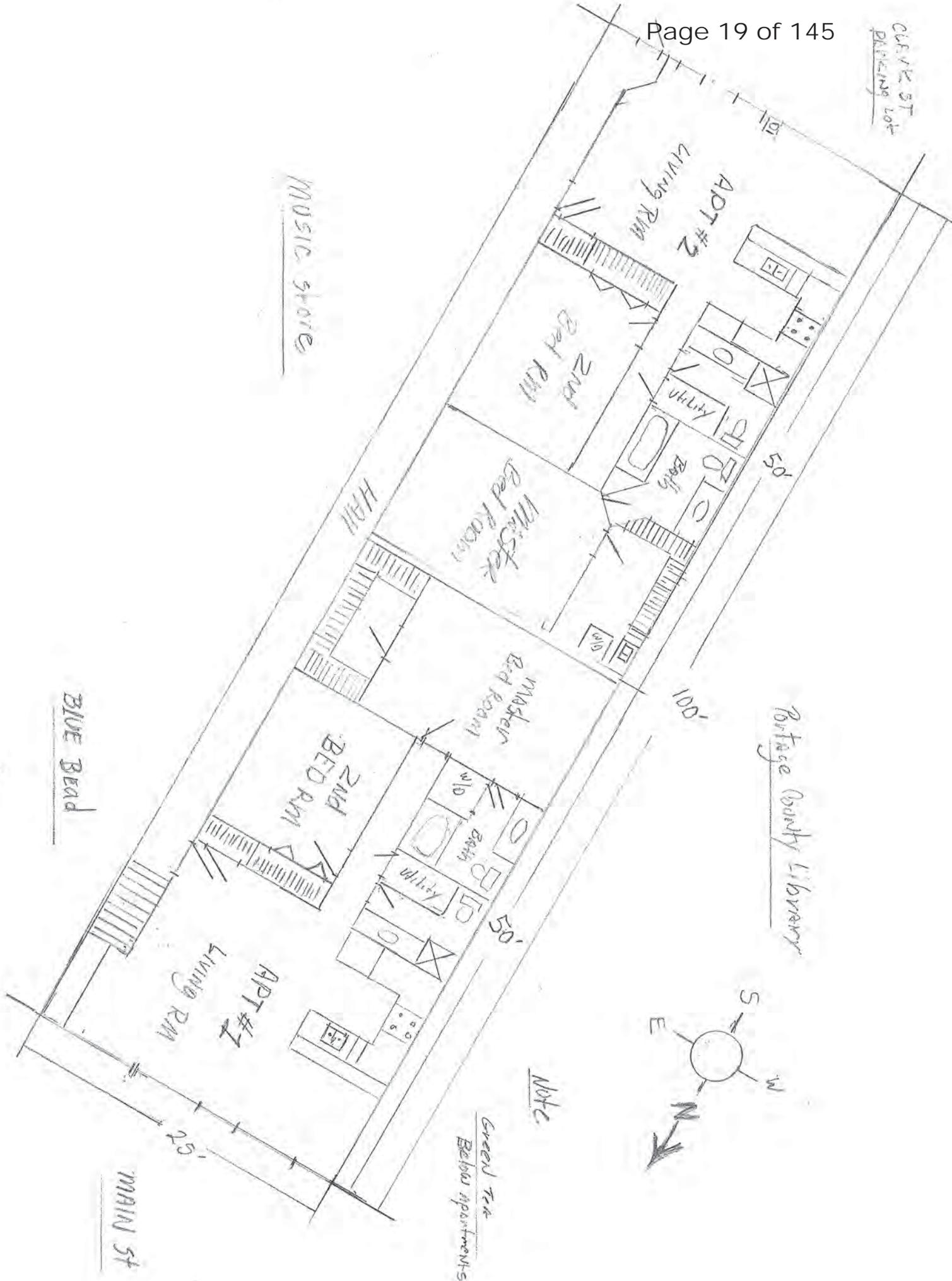
25' MAIN Street

Example II
2025 11/10/2025



- NO SCALE

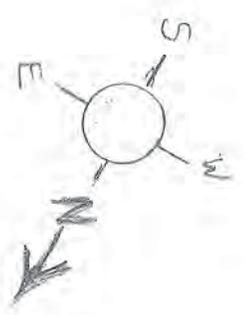
CLEVELAND ST
PARKING LOT

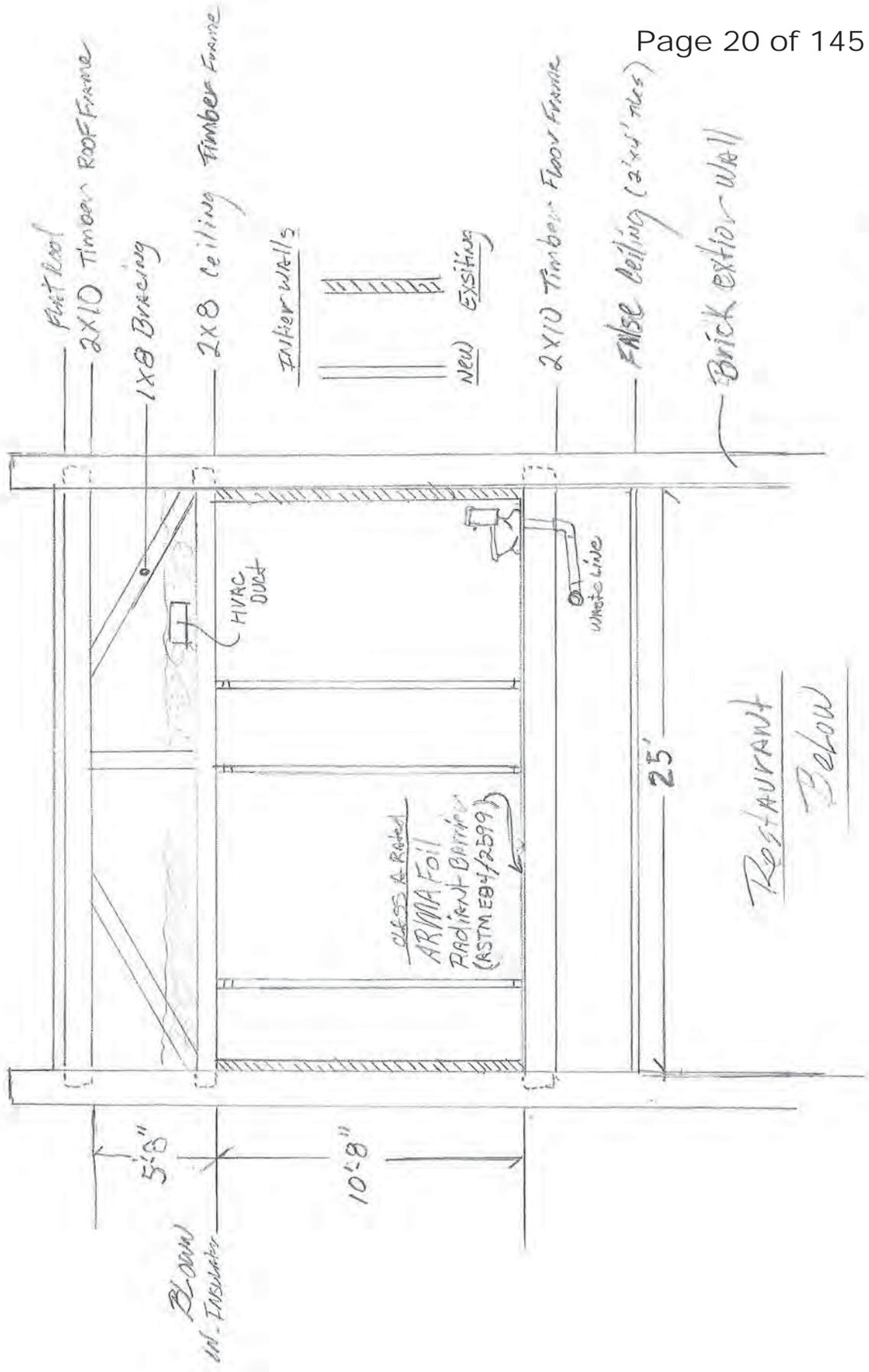


BLUE BEARD

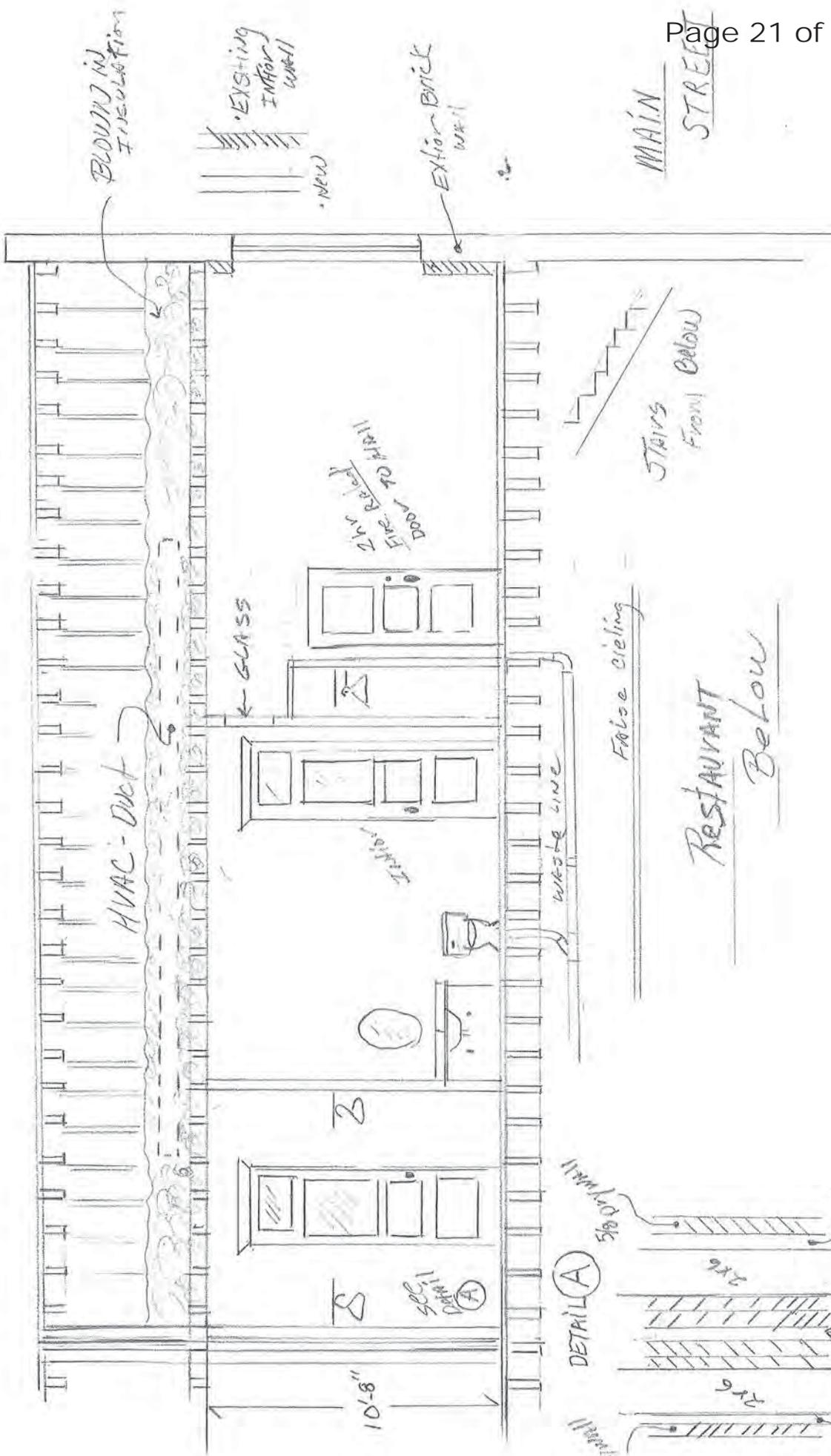
Barage County Library

NOTE
Green Tree
Below apartments



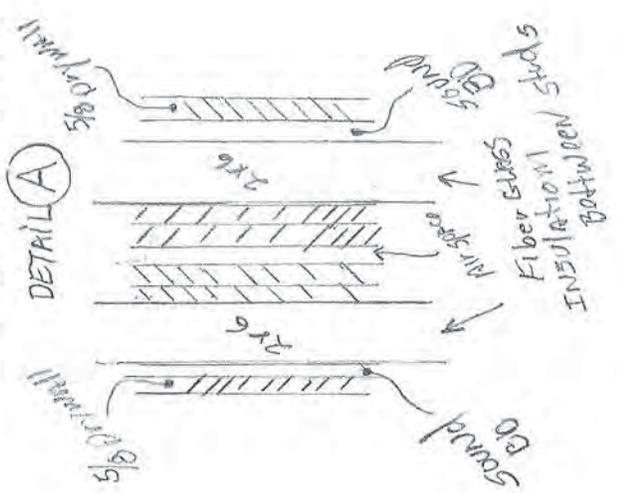


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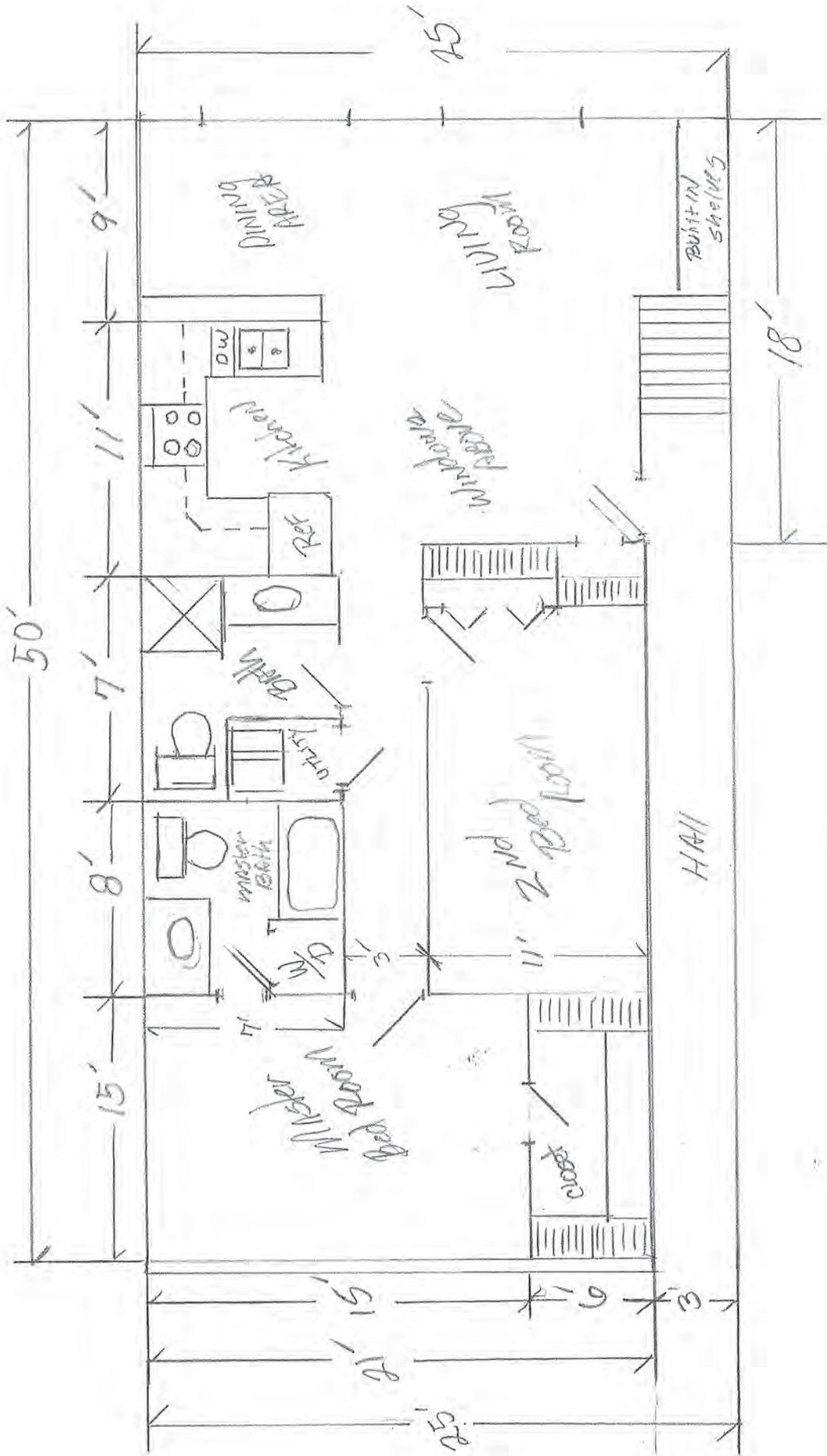


RESTAURANT
Below

- NO scale



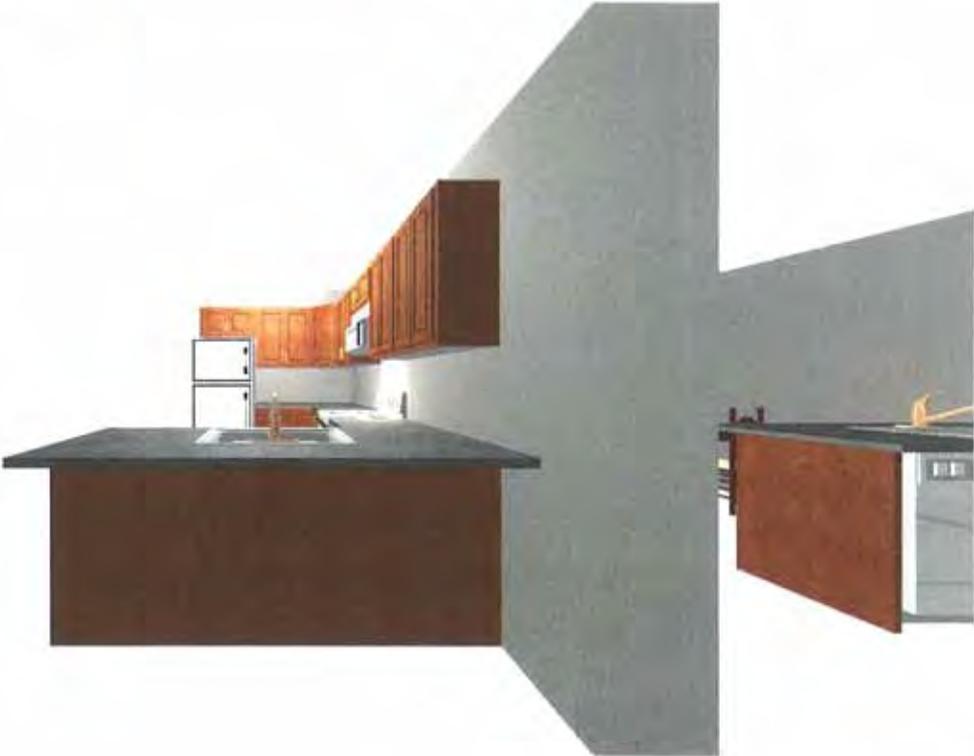
Apartment #7



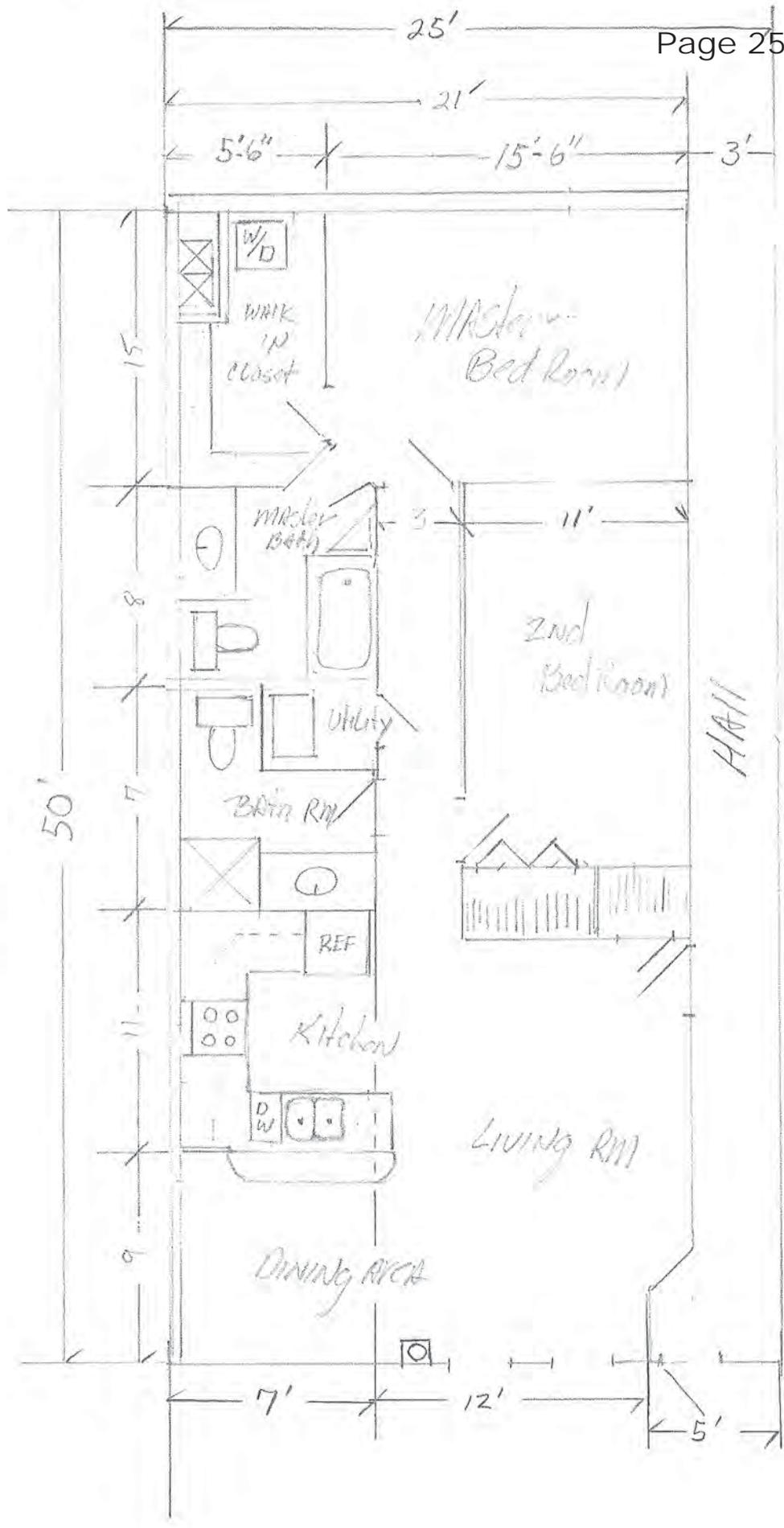
- NO SCALE

APARTMENT #1:





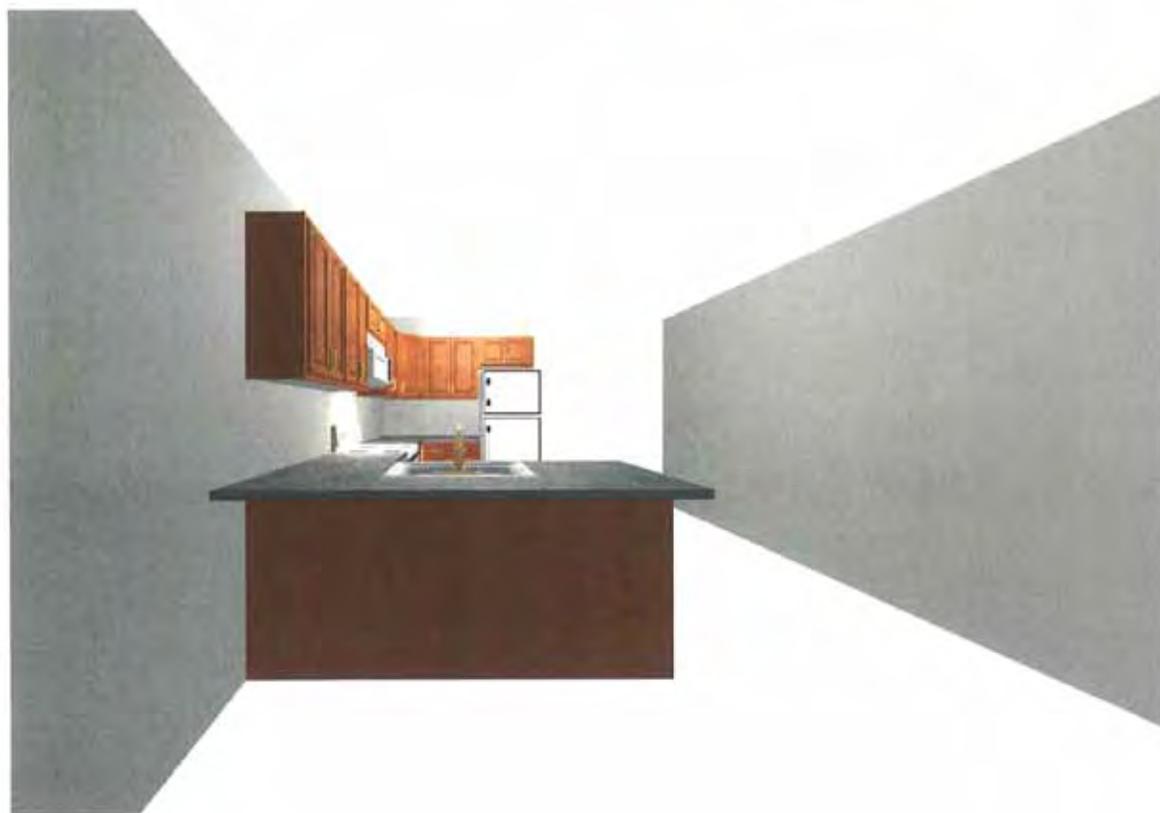
Apartment #2



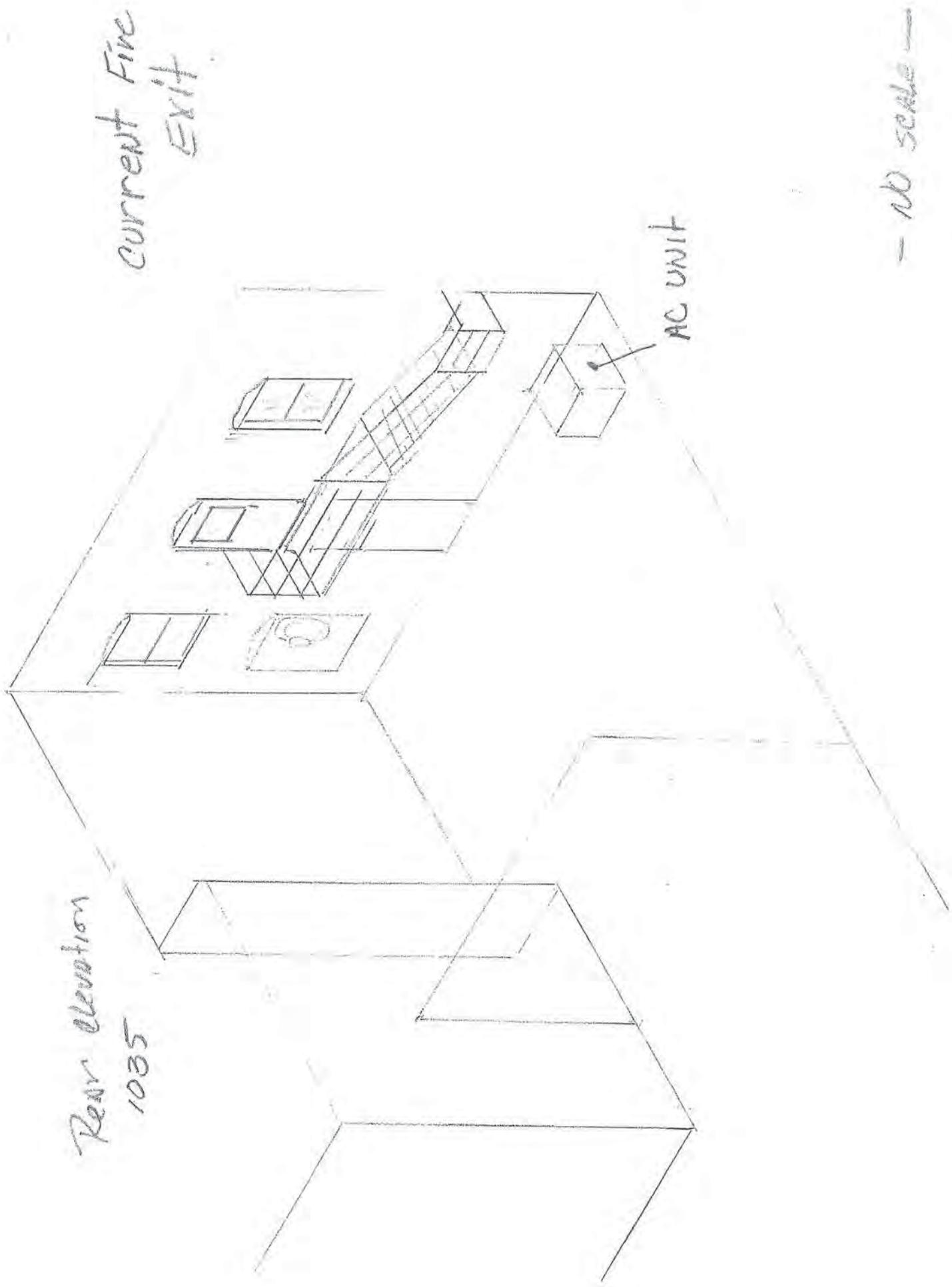
- NO scale

APARTMENT #2:





Top of Page



Rear elevation
1035

current Fire
Exit

AC UNIT

- NO SCALE -

PROPOSED
2nd Exit

INSTALL NEW
DOOR 3/0

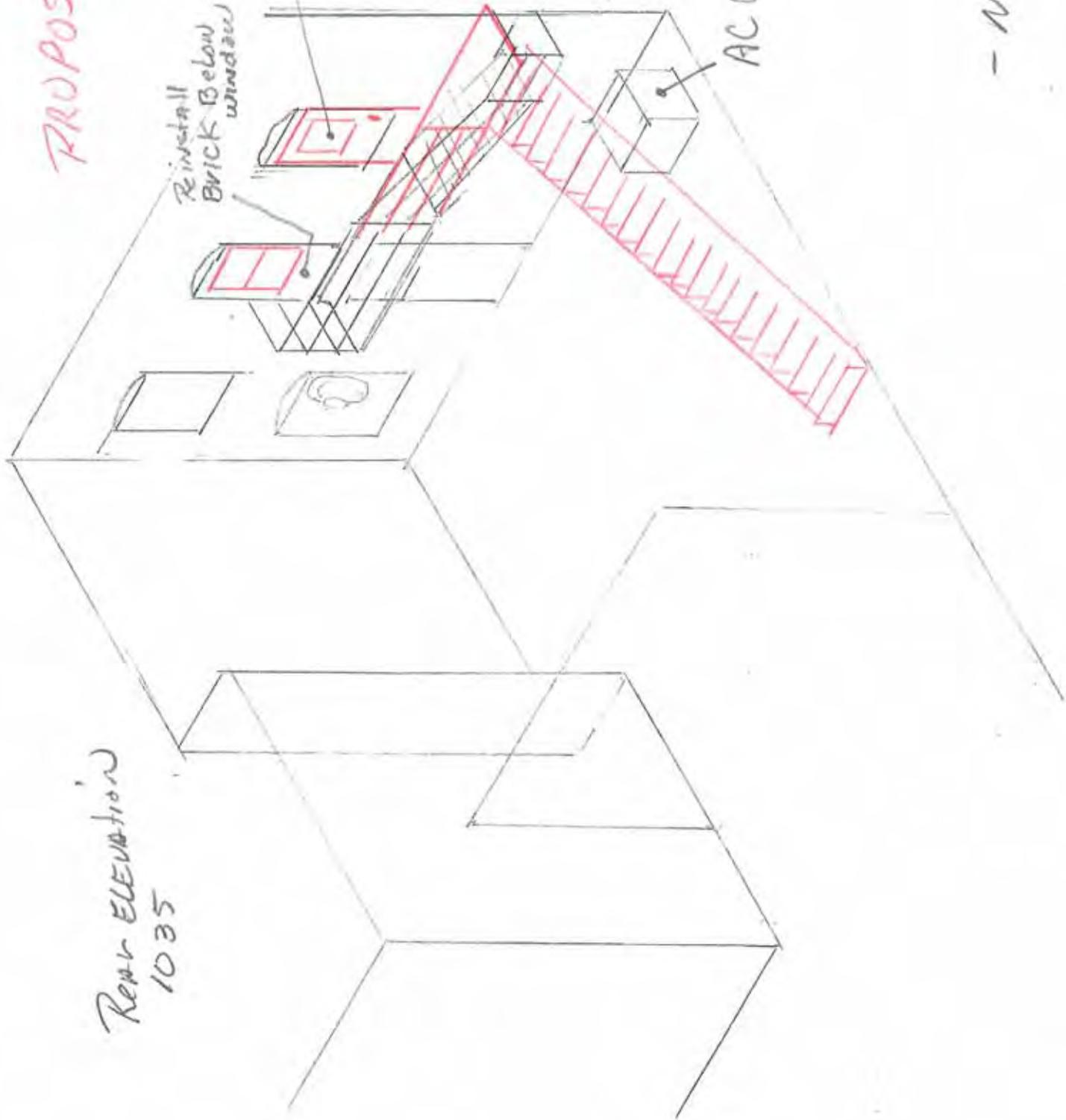
REINSTALL
BRICK BELOW
WINDOW

AC UNIT

- NO SCALE -

TOP OF PAGE

REAR ELEVATION
1035





Memo

Plan Staff

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

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

City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

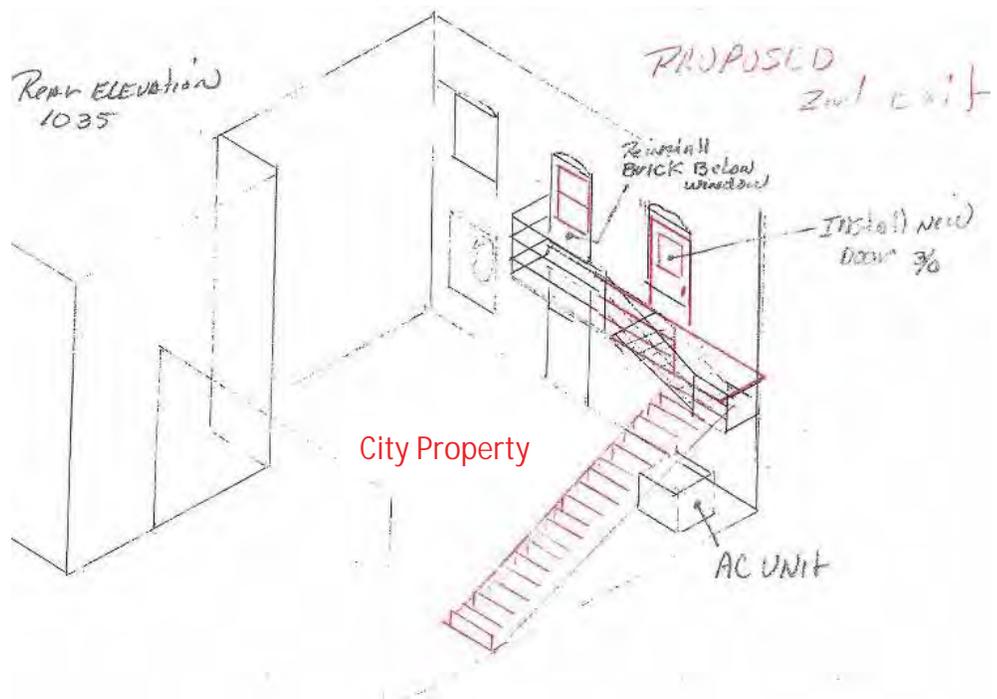
CC:

Date: 2/26/2016

Re: Lease/license City land located directly south of 1035 Main Street (portion of Parcel ID 2408-32-2026-51) to James E & Patricia A Laabs to be used to construct a second entrance stairwell for second floor apartment uses at 1035 Main Street (Parcel ID 2408-32-2026-52).

The owner of 1035 Main Street, James and Patricia Laabs, are requesting a conditional use permit to construct two second story apartment units. Should the conditional use permit be granted, separate access to the apartments is needed. Therefore, the property owner has requested to construct an exterior stairwell to access the second floor rear (south façade) exterior door. This stairwell would be constructed on City property, which exists directly to the rear of the building. Note the existing door is proposed to be relocated to the east (right in the photo below) of its current location which would position the stairwell adjacent to the neighboring building's west façade. Given the request to construct a stairwell on City property, a lease/license agreement was drafted and is before you for approval. Note the property owner has not provided specifics on the stairwell, however all pertinent building codes would need to be met.

The lease/license area is further identified on page two.

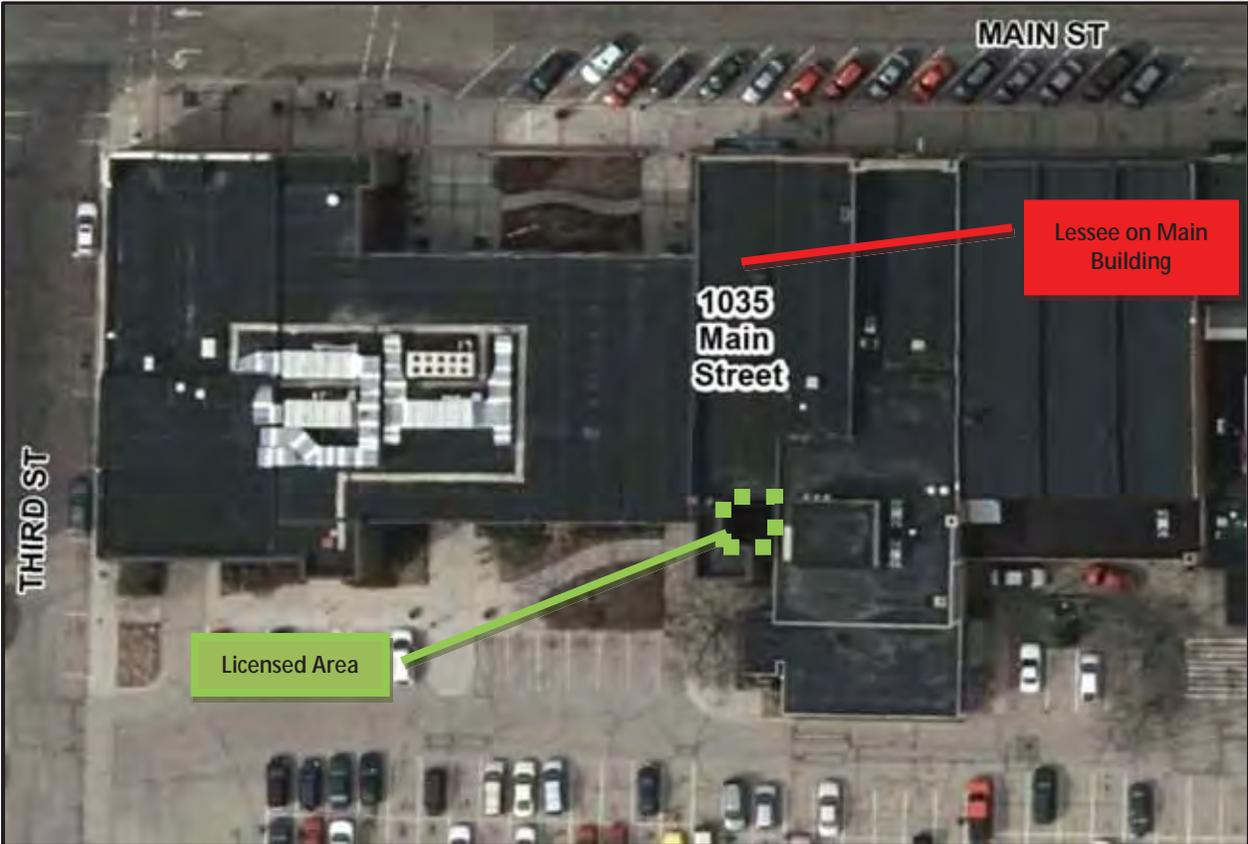




1035 Main St. – North Façade (facing Main St.)



1035 Main St. – South Façade (Licensed Area)



**OCCUPANCY LICENSE
AGREEMENT**

Document Number

Document Title

This Occupancy Agreement (“Agreement”) is made by and among James E & Patricia A Laabs (“Lessee”) and the City of Stevens Point (“City”), as of the ____ day of July, 2016 (“Effective Date”).

Recording Area

Name and Return Address:

John Moe, City Clerk
1515 Strongs Avenue
Stevens Point, WI 54481

PIN:

RECITALS

A. City owns certain property (“City Parcel”) immediately adjacent to the south wall / entrance of 1035 Main Street, Stevens Point, WI 54481 (“Lessee Property”). Such property is generally depicted on the attached Exhibit A.

B. Lessee desires to expand business operations at Lessee Property by creating an exterior stairwell to serve second floor apartment units. These improvements would be located on the City Parcel, thus necessitating this Agreement.

C. City is willing to join in this Agreement and grant certain occupancy limitations on City Parcel to Lessee, based on the terms and conditions of this Agreement.

AGREEMENT

NOW, THEREFORE, Lessee and City, in consideration of the covenants herein contained, the receipt and sufficiency of which is hereby mutually acknowledged by each party hereto, do hereby covenant and agree as follows:

1. City LICENSE.

a. City hereby grants to Lessee an exclusive license and right of use of portions of the City Parcel depicted on Exhibit A (the “Licensed Area”) to expand business operations. Such area is approximately 15 feet wide by 15 feet long. In the event and at such time as Lessee may desire to construct or place improvements upon City Parcel (the “Improvements”), then Lessee shall prepare or have prepared and file with the City a complete set of plans and/or product specifications of such Improvements. The plans and/or product specifications shall be submitted to the City for examination and shall be subject to the approval of the City of Stevens Point Building Inspector.

b. In addition to the rights of installation as herein granted, City further grants to Lessee a right to enter upon other portions of the City Parcel for the purpose of installing such Improvements and for maintaining, operating, replacing, and restoring such Improvements from time to time.

c. The license herein granted shall be at the sole and unfettered discretion of the City, and may be revoked or terminated with a sixty (60) day notice to the Lessee, unless Lessee is in default of this Agreement, then this Agreement may be terminated with a thirty (30) day notice if such default is not cured by Lessee. Lessee acknowledges that Improvements done on the City Parcel shall be at the sole expense of Lessee, and if this Agreement is terminated for any reason, Lessee shall not be compensated for the cost of such Improvements and/or any loss.

2. RENT. In exchange for Lessee maintaining the Licensed Area and the area surrounding the Licensed Area, City agrees to not charge any monetary value for the license.

3. MAINTENANCE. Lessee shall be responsible for maintaining the Licensed Area, including, without limitation, sidewalk (including snow removal), landscaping, and any other undertakings necessary to maintain the safety, appearance, and cleanliness of the Licensed Area, at Lessee sole expense. The City shall have sole and unfettered discretion to determine whether Lessee has met its obligations under this section. Should Lessee fail to adequately maintain the Licensed Area, City shall have the right to terminate this Agreement with a thirty (30) day notice, and charge such expenses to cure such defects to Lessee.

4. INSURANCE AND INDEMNITY. Lessee shall, at all times during this Agreement, at Lessee expense, insure the Licensed Area for general liability in an amount of coverage of not less than One Million Dollars (\$1,000,000) for injury of or death to any one person, and One Million Dollars (\$1,000,000) for injury or death in any one occurrence (to any number of persons), and property damage liability insurance with limits of liability coverage of not less than Five Hundred Thousand Dollars (\$500,000). The policies shall name Lessee and City as co-insureds. Lessee shall with respect to any insurance coverage required in this Agreement, furnish City with certificates of insurance showing compliance with this paragraph and stating that City will be notified in writing thirty (30) days prior to cancellation, change or non-renewal of insurance.

5. INDEMNIFICATION. Lessee agrees to indemnify and hold harmless the City from and against any and all claims, losses, actions, damages, liabilities and expenses in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at the Licensed Area. In case the City shall, without fault on its part, be made a party to any litigation commenced by or against Lessee, then Lessee shall protect and hold the City harmless and shall pay all costs, expenses, and reasonable attorneys' fees incurred or paid by the City in connection with such claim or litigation.

6. DEFAULT. In the event Lessee fails or refuses to keep and perform any of the terms, covenants, or conditions herein required of Lessee and such default is not cured within thirty (30) days after the City gives Lessee written notice of such default, then Lessee shall be deemed to be in "Default" under the terms of this Agreement. Provided, however, if the Default cannot reasonably be cured within thirty (30) days, then Lessee shall be deemed to have complied with such notice so long as it has commenced to comply with the notice within the period set forth in the notice and thereafter is proceeding to cure the Default with all possible diligence. Upon the occurrence of a Default, the City may declare this Agreement terminated

and institute action to expel Lessee from the premises. Furthermore, the City shall be permitted any other right or remedy allowed by law to the City.

7. ASSIGNMENT AND SUBLETTING. Lessee shall not assign or transfer this Agreement, and shall not sublease all or a portion of the Licensed Area without the City's prior written consent, which consent shall be at the sole and unfettered discretion of the City.

8. MISCELLANEOUS.

a. If any term or condition of this Agreement or part thereof is held invalid or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.

b. This Agreement may only be further modified or amended by written instrument, signed by all parties hereto.

c. This Agreement shall be construed under the laws of the State of Wisconsin.

9. NOTICE. Any notice, consent or other communication given pursuant to this Agreement shall be in writing and shall be given by personal delivery or mailed to the address designated below, or such other address as they may designate in writing, mailed by registered or certified mail, return receipt requested, with postage prepaid. Notices shall be deemed effective when personally delivered or when deposited in the United States mail in the manner described above.

If to the City: City of Stevens Point
Attn: City Clerk
1515 Strongs Avenue
Stevens Point, WI 54481

If to Lessee: James E and Patricia A Laabs
1062 Second Street North
Stevens Point, WI 54481

This Agreement is made as of the Effective Date.

LESSEE:
James E & Patricia A Laabs.

By: _____
_____, 1035 Main Street Property Owner

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) SS.
COUNTY OF PORTAGE)

Personally came before me this ____ day of July, 2016, the above-named _____, as the Owner of 1035 Main Street, to me known to be the person who executed the foregoing instrument in such capacity and acknowledged the same.

Notary Public, Wisconsin
My Commission expires _____.

[ADDITIONAL SIGNATURES/ACKNOWLEDGMENTS ON FOLLOWING PAGES]

City:
THE CITY OF STEVENS POINT

By: _____
Mike Wiza, Mayor

Attest: _____
John V. Moe, City Clerk

ACKNOWLEDGMENT

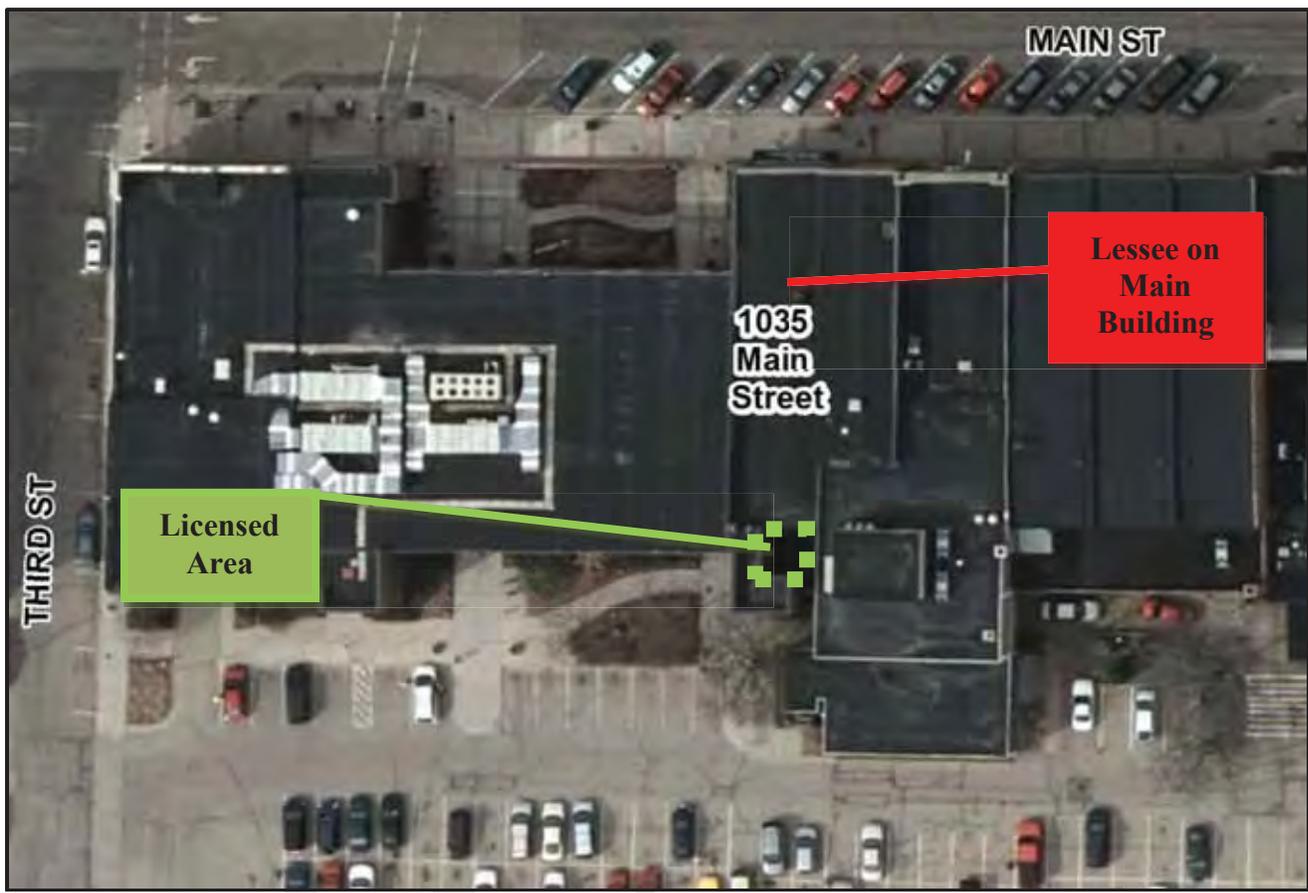
STATE OF WISCONSIN)
) SS.
COUNTY OF PORTAGE)

Personally came before me this ____ day of July, 2016, the above-named Mike Wiza and John V. Moe, as the Mayor and City Clerk of the City of Stevens Point, to me known to be the persons who executed the foregoing instrument in such capacities and acknowledged the same.

Becky Kalata
Notary Public, Wisconsin
My Commission expires December 1, 2017.

EXHIBIT A

DEPICTION OF LICENSED AREA AND MAINTENANCE AREA



TOP OF PAGE

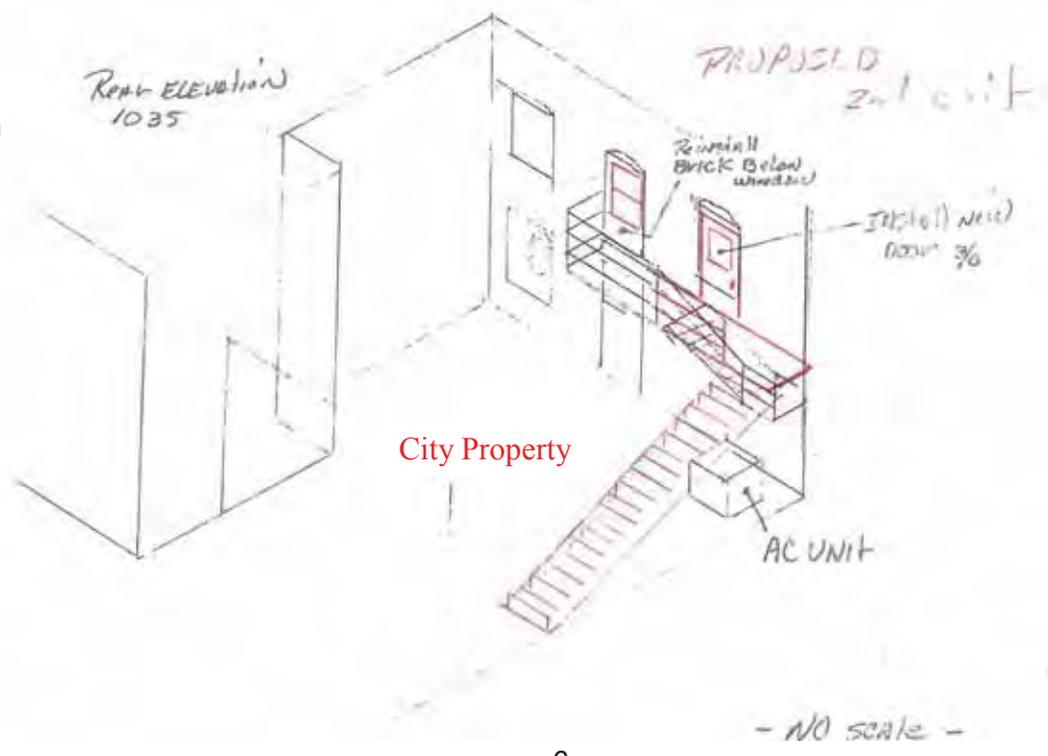


EXHIBIT A - CONTINUED

DEPICTION OF LICENSED AREA AND MAINTENANCE AREA

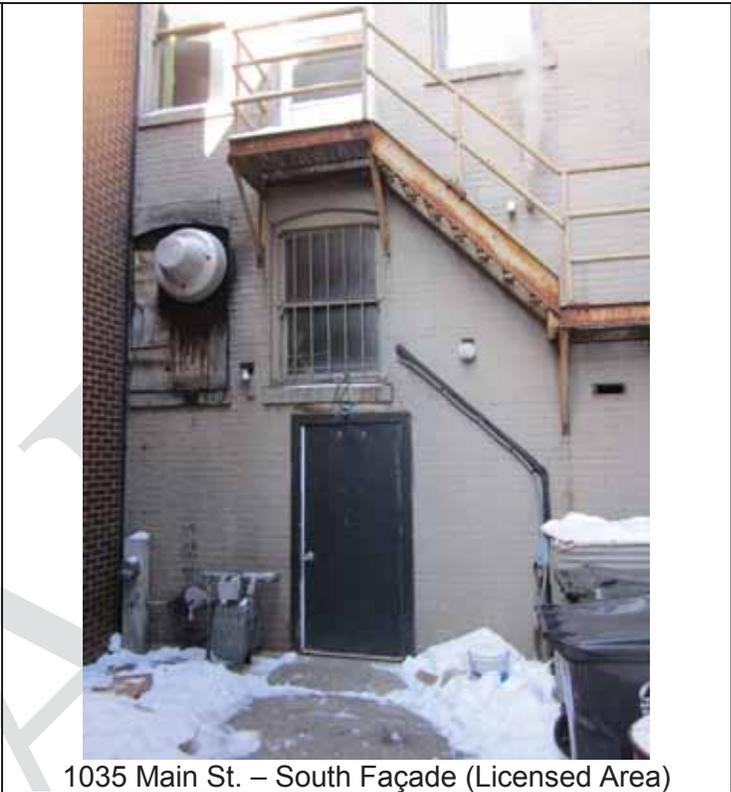


EXHIBIT B

DEPICTION OF INTENDED INSTALLATIONS IN LICENSED AREA

To be approved at a later date by the City Building Inspector.

DRAFT

Administrative Staff Report

Conditional Use Permit Construct Restroom Facility 1200 Crosby Avenue February 29, 2016



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

<p>Applicant(s):</p> <ul style="list-style-type: none"> City of Stevens Point, Parks and Recreation Department <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"> 2408-32-2008-05 <p>Zone(s):</p> <ul style="list-style-type: none"> "C" Conservancy District <p>Council District:</p> <ul style="list-style-type: none"> District 4 – Oberstadt <p>Lot Information:</p> <ul style="list-style-type: none"> Unknown – Exempt Parkland <p>Structure Information:</p> <ul style="list-style-type: none"> Year Built: Unknown Number of Stories: 1 <p>Current Use:</p> <ul style="list-style-type: none"> Parkland: Restrooms, Playground, Band Shell, Green Circle Trail <p>Applicable Regulations:</p> <ul style="list-style-type: none"> 23.01(16) and 23.02(1)(a) 	<p>Request</p> <p>Request from the City of Stevens Point for a conditional use permit to construct a restroom facility at Pfiffner Pioneer Park, addressed as 1200 Crosby Avenue (Parcel ID 2408-32-2008-05).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> Property Data Application Renderings <p>Findings of fact</p> <ul style="list-style-type: none"> The property is located within the Downtown Design Review District The property is zoned "C" Conservancy District The request is to construct an approximate 1500 square foot restroom and shelter facility. The placement of any structure in the "C" Conservancy District requires a conditional use permit <p>Staff Recommendation</p> <p>Based on the findings below, staff would recommend approval of the conditional use permit to construct restroom facilities at 1200 Crosby Avenue with the following conditions:</p> <ol style="list-style-type: none"> A site plan shall be provided, identifying setbacks and other pertinent zoning standards to be reviewed by the Community Development Department. Alternatives for a stone façade and metal roof shall be explored as possible alternatives to the chiseled masonry block and shingled roof. Building codes shall be met. All applicable building permits shall be obtained. Community Development Department staff shall have the authority to review and approve minor amendments to the project.
---	--

Vicinity Map



Scope of Work

The City's Parks and Recreation Department is proposing to demolish and reconstruct the Pfiffner Pioneer Park restroom facilities located at 1200 Crosby Avenue. The facilities have been utilized heavily for several years and are in need of repair. Additionally, they are under equipped to handle the increasing park users and scheduled events in the park. The existing construction is simple with masonry walls and shingled roofing. Men's and woman's facilities are in separate buildings, however a canopy structure connects the buildings and offers some shelter to park users. A conditional use permit is required for all new structures in the "C" Conservancy zoning district. Details for the proposed restroom facility are outlined below. Note the 2010-15 Comprehensive Outdoor Recreational Plan identifies the replacement of the restroom facilities within Pfiffner Pioneer Park.



New Construction Restroom Facility Details

1. Features: Men's and Woman's Restroom Facilities; Drinking Fountains; Janitor's Closet; Storage Closet; and Covered Seating Area
2. Woman Facility: 7 Stalls + 1 Handicap Stall; 4 Sinks; Changing Station
3. Men Facility: Four Urinals + 3 Stalls + 1 Handicap Stall; Four Sinks; Changing Station
4. Dimensions: Total = 30 feet X 50 feet (1500 square feet)
5. Covered Seating Area = 15 feet X 30 feet (450 square feet)
6. Construction Materials: Aluminum Front and Fascia, Aluminum Framing, Shingles, Exposed Wooden Rafters, Exposed Wooden Beam, Corrugated Aluminum Panels, Frosted Glass Windows, Masonry Block

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 existing restroom facilities, constructed in the late 1970's or early 1980's are proposed to be demolished, upon which new, larger restroom facilities are proposed to be reconstructed.

Findings: The use should not be detrimental to the public or general welfare of the surrounding area, as the use already exists. In fact, the improved, larger restroom facilities will add to the character of the park and should improve the health and welfare of the public especially during Pfiffner Pioneer Park events.

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

Analysis: The use currently exists in an established park and is proposed to exist in a new facility.

Findings: The restroom facilities are not injurious to the park use. They have been located in a location to best suit park users, which over time have grown, therefore triggering the need for a larger restroom facility.

- 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 which has been utilized for parkland for decades. Vacant contaminated land exists east of the site separating the park from the downtown.

Findings: Given the longevity of the park use on the property, it is unlikely a change in use will occur, however a change in use will likely occur on the nearby vacant contaminated site. The restroom facility should improve the park and shouldn't affect adjacent development opportunities.

- 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: Several materials are proposed on the structure as indicated above. Block masonry is proposed as the most dominant exterior façade material, rising to 8 feet on the building before another façade material begins. Corrugated metal paneling and aluminum fascia with different texture and colors are proposed above the masonry. Furthermore, aluminum framing will surround the proposed frosted glass. Finally, shingles and exposed treated wood will be incorporated into the roof. The restroom facility incorporates both enclosed areas and open or covered areas. The open/covered areas are opposite the enclosed restroom facilities to create a separation of uses and to limit interruption of the covered area. The entire facility is a single story, however with the roof lines will seem almost a story and a half.

Findings: Given the location of the structure within an open area park, with little neighboring buildings, staff feels the materials and design are appropriate within the district at this location. The building will add aesthetics to the park, and create a much more appealing environment for its users. Lastly, its design and materials, such as the aluminum and metal will match the design and materials on the neighboring band shell (see photos below). Staff would recommend that alternatives for a stone façade and metal roof be explored as possible alternatives to the chiseled masonry block and shingled roof.

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: Parking for the park occurs in nearby City lots or on adjacent Streets. No vehicle Ingress/egress for the site is proposed or required. The bicycle/pedestrian path to the north will remain.

Findings: This standard is met.

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

Analysis: The proposed use is within the Conservancy District. This district is established to provide protection to environmentally-sensitive lands such as floodplains, wetlands, shorelands, well fields, airport fringe lands and fringe lands remote from City services and access. The district is also intended to be applied as a means of regulating the timing and direction of land development in accordance with the City's Comprehensive Plan.

Findings: The use is consistent with the district as the restroom facility would be classified as a supporting use to the parkland.

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 use exist. The existing restroom facility is proposed to be demolished and a new facility constructed at the same location. The use will need to meet all building and fire code requirements for the type of occupancy.

Findings: A site plan has not been provided, identifying setbacks and other pertinent zoning standards, therefore staff would recommend one to be provided and reviewed by the Community Development Department for approval.

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

N/A

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

N/A

11) Access to the site shall be safe.

Analysis: Access to the site is off Crosby Avenue, or via the park and Green Circle Trail.

Findings: Traffic to the site will be pedestrian in nature from those utilizing the park band shell, playground or during events.

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: Refuse receptacles will exist within the facilities and underneath the canopy area.

Findings: Parks maintenance will empty and clean the refuse receptacles.

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

Analysis: No lighting plan has been submitted.

Findings: Lighting spill intrusion is anticipated to be minimal.

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

Analysis: The use is occurring in a very large park. Furthermore, park users are primarily during the day.

Findings: The use should not create excessive noise.

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

N/A

After review, staff would recommend approving the conditional use permit to construct restroom facilities within Pfiffner Pioneer Park with the conditions outlined on page one of the staff report. The proposed facility will improve the park's aesthetics and meet the needs of its users while also incorporate several architectural features, elements, and materials.

Photos



Existing Southeast Facade – Facing Crosby Avenue



Existing West Facade – Facing River



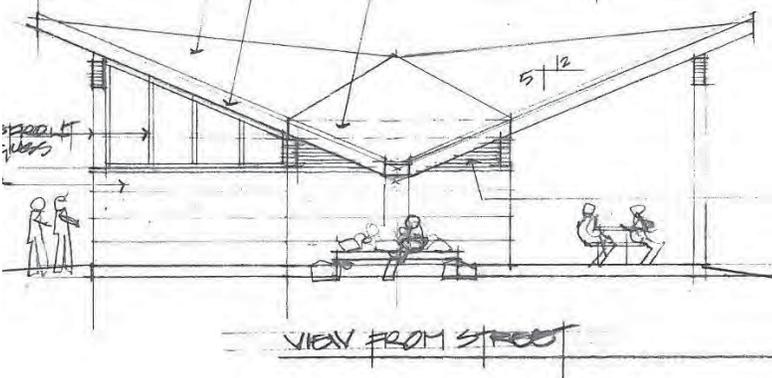
Existing North Facade



Existing Men's Entrance



Band Shell



Proposed Restroom Facility Rendering



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 checked="" type="checkbox"/>)	
Applicant Name	City of Stevens Point	Contact Name	
Address	1515 Strongs Ave.	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-346-1531	Telephone	
Fax		Fax	
Email	tschrader@stevenspoint.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
Legal Description of Subject Property		
Designated Future Land Use Category		Current Use of Property
Park		Park
Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
The current land use is a park. Replace the existing restroom with a new structure. Remove old structure and start new construction fall of 2016.		

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

Replace a outdated restroom structure.

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

No negative impact to adjacent property.

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

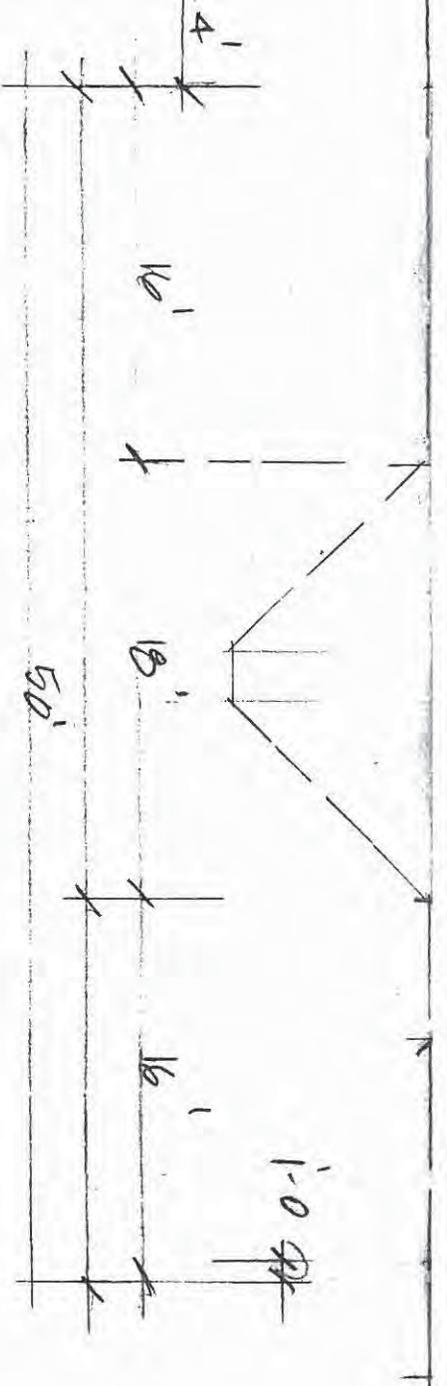
EXHIBITS

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

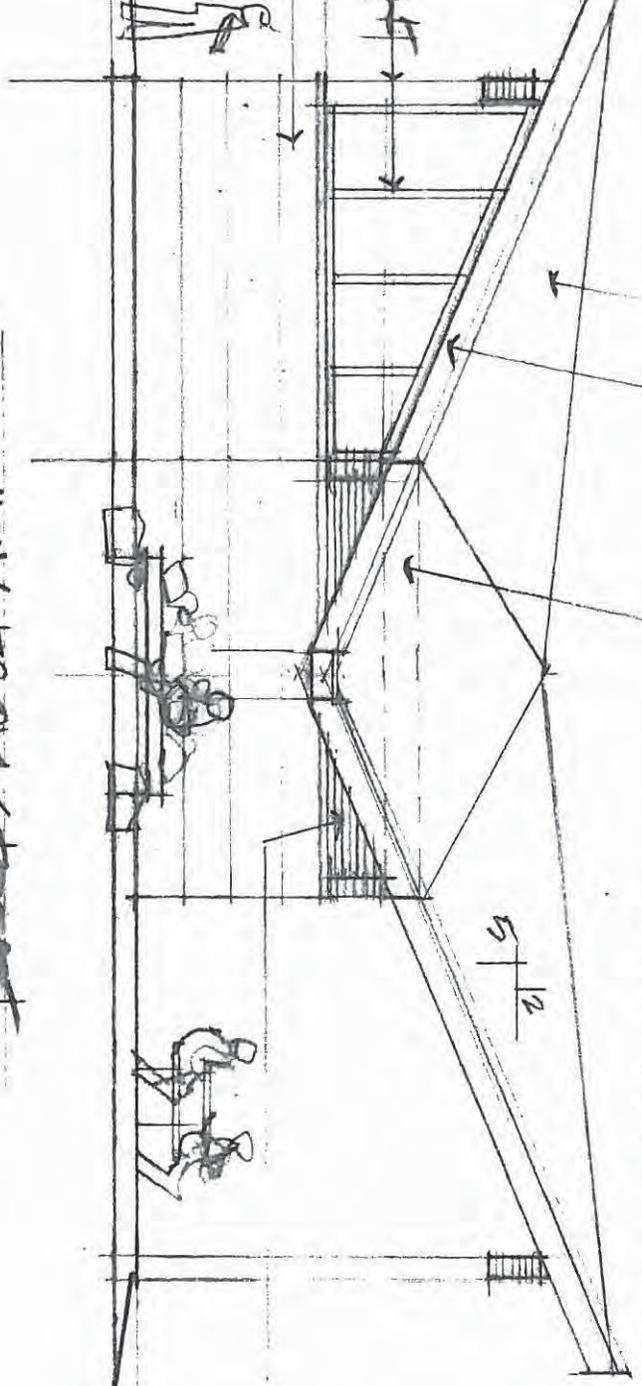
CERTIFICATION AND SIGNATURE

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
			

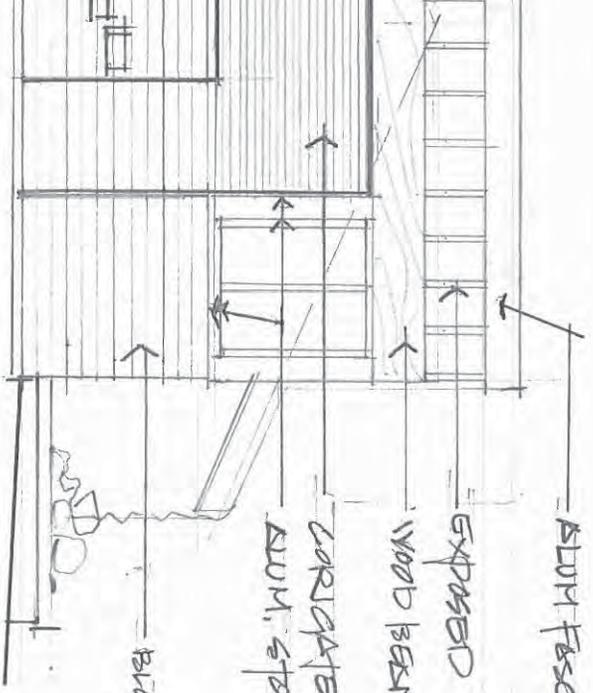


SHINGLED ROOF RIDGES
 2x12 ROOF FRAMING (EXPOSED)
 1/2" x 1/2" T&G. WOOD DECK EXPOSED



EXPOSED WOOD PANEL

VIEW FROM STREET



BLIND FASCIA

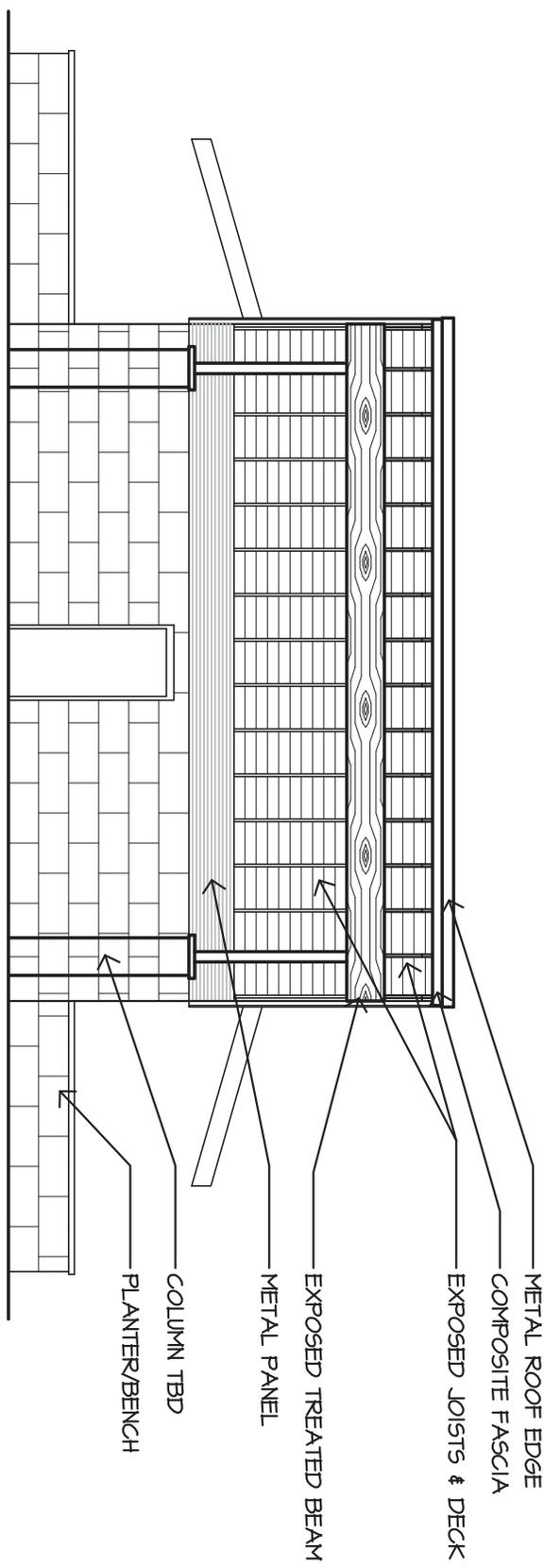
EXPOSED 2X12 RAFTER TAILS @ 2'-0" C.

WOOD BEAM

CORRUGATED ALUM. METAL
ALUM. SPURFROULT SHIP TRIM

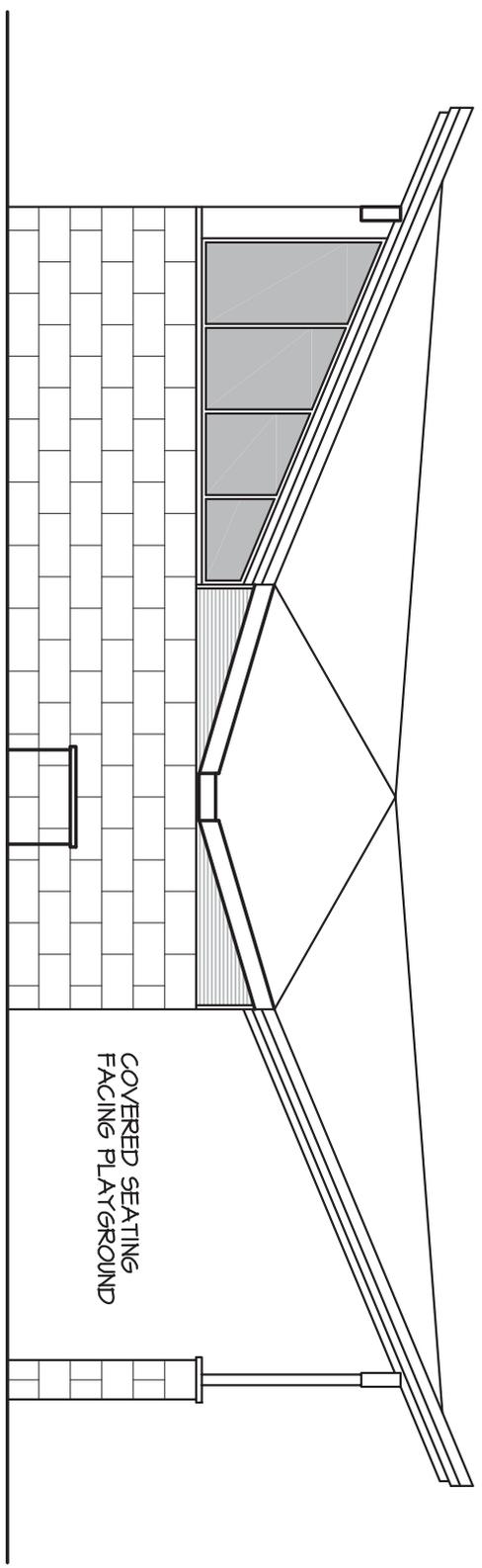
BRICK OPT'S

VIEW



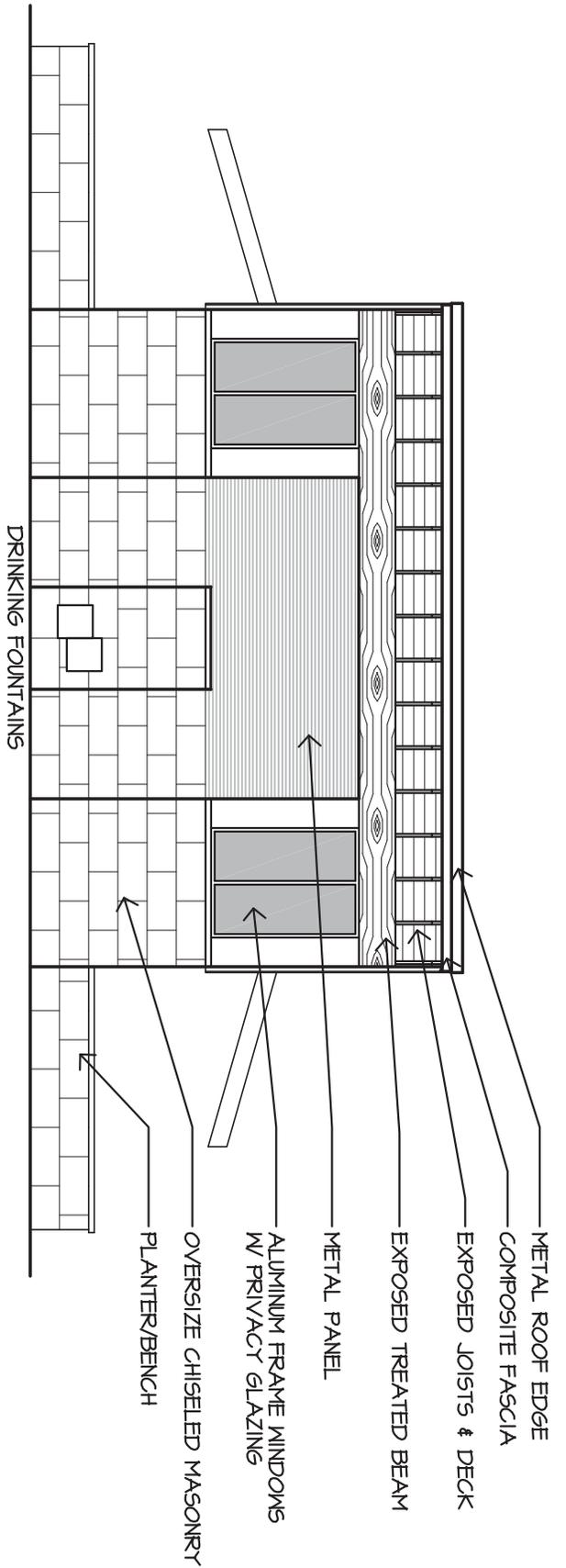
NORTHWEST ELEVATION

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



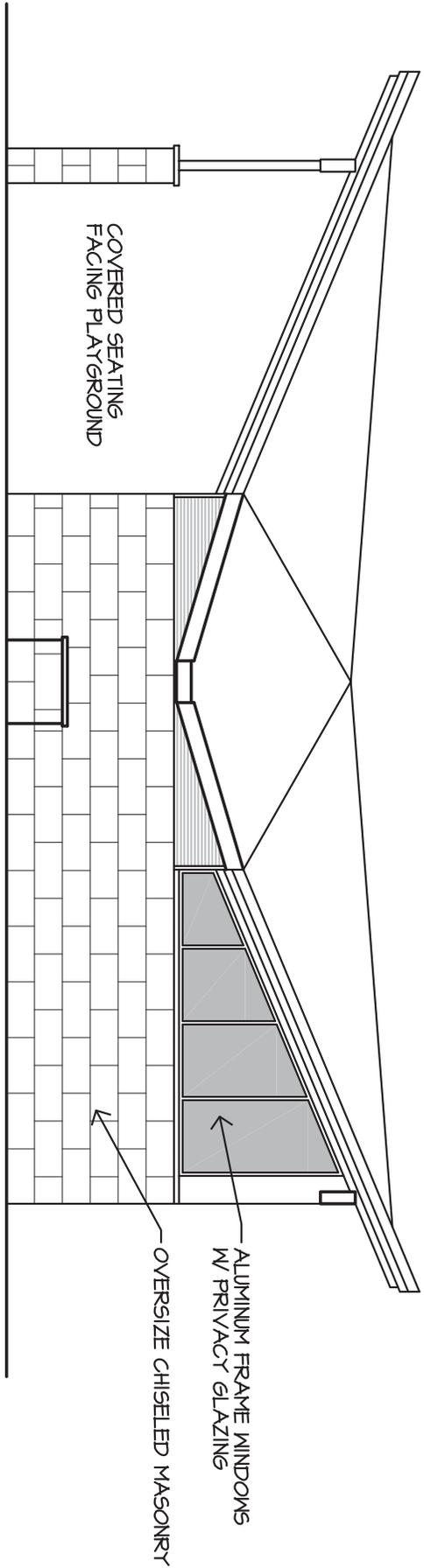
NORTHEAST ELEVATION

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



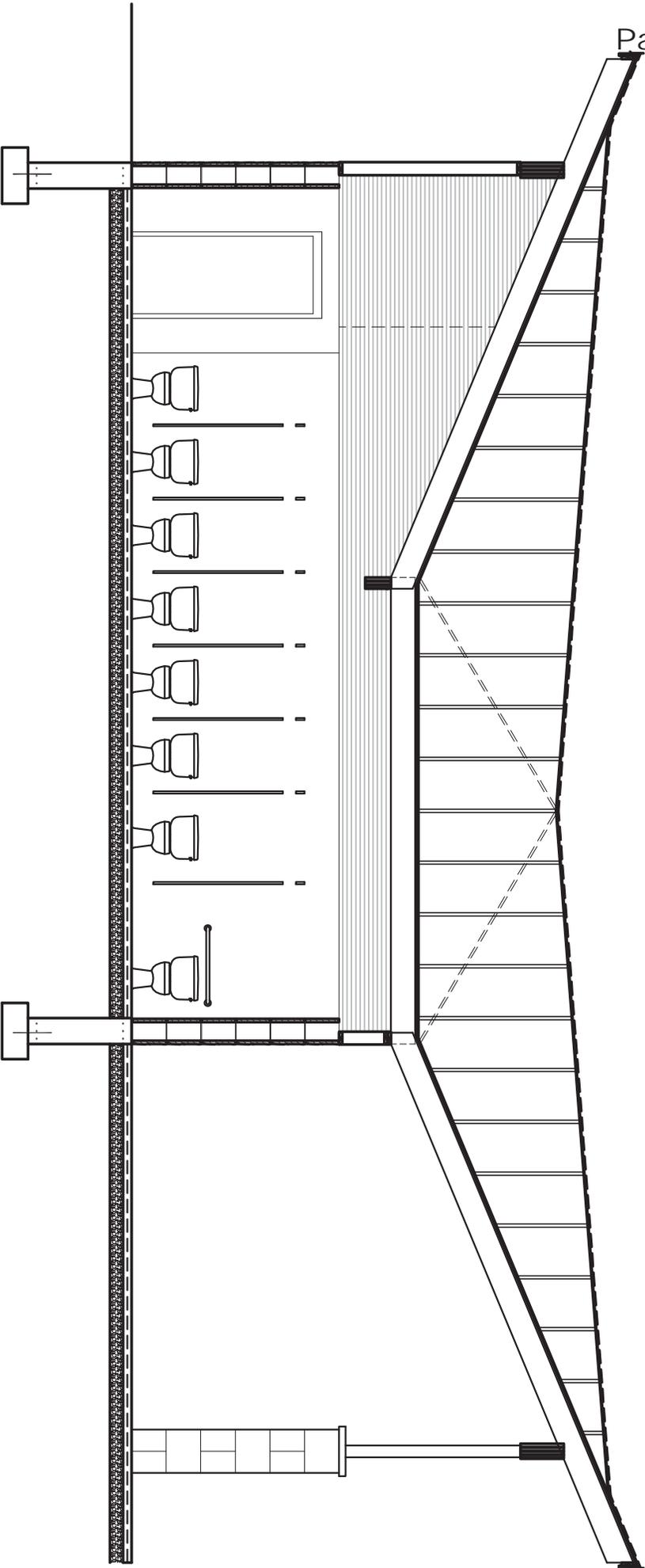
SOUTHEAST ELEVATION

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



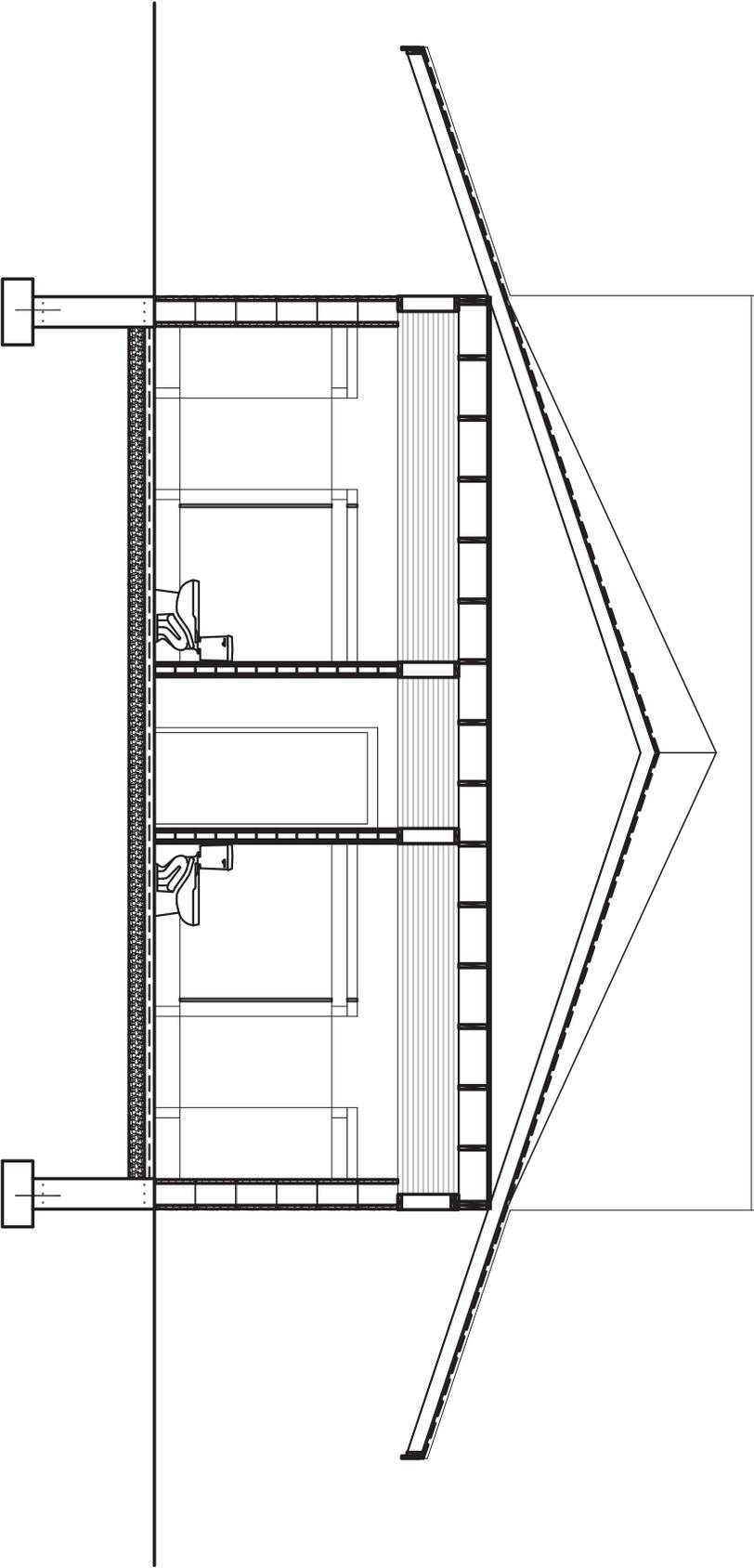
SOUTHWEST ELEVATION

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



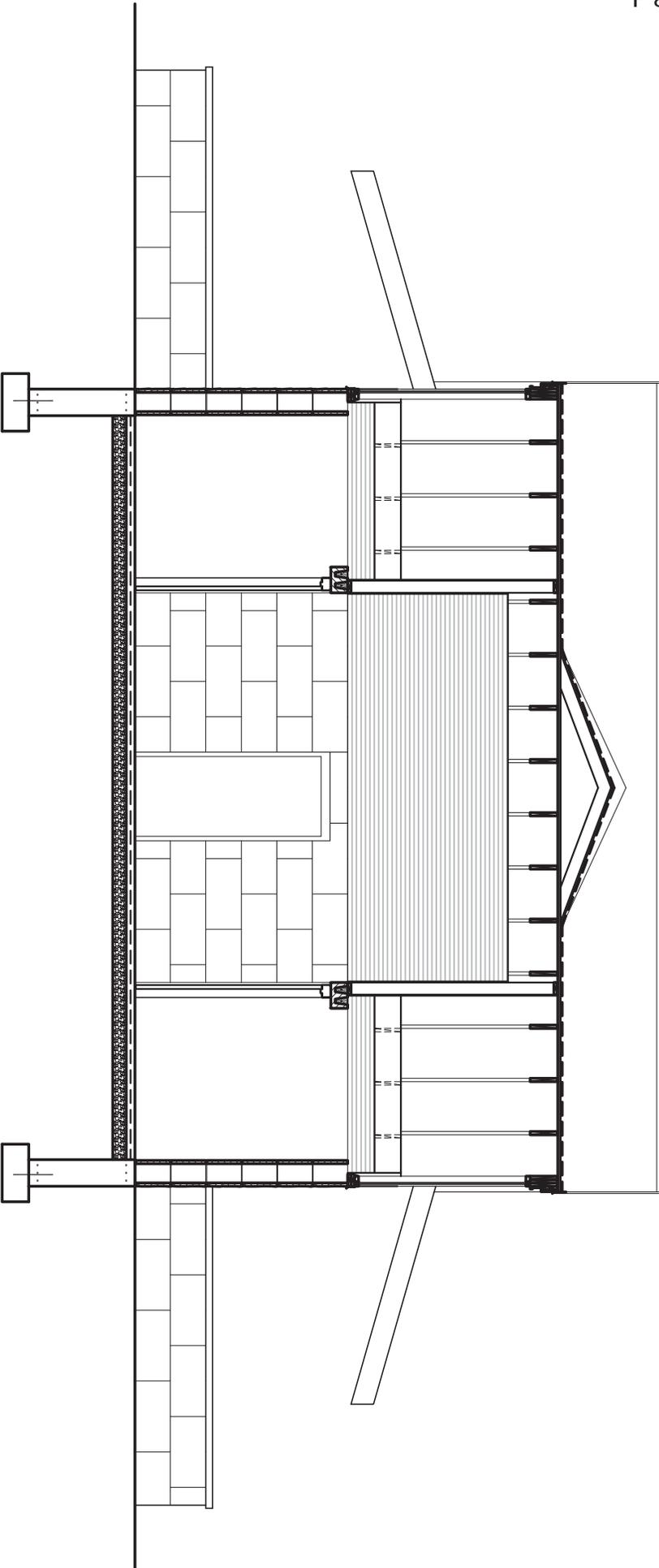
SECTION 1

NOT TO SCALE



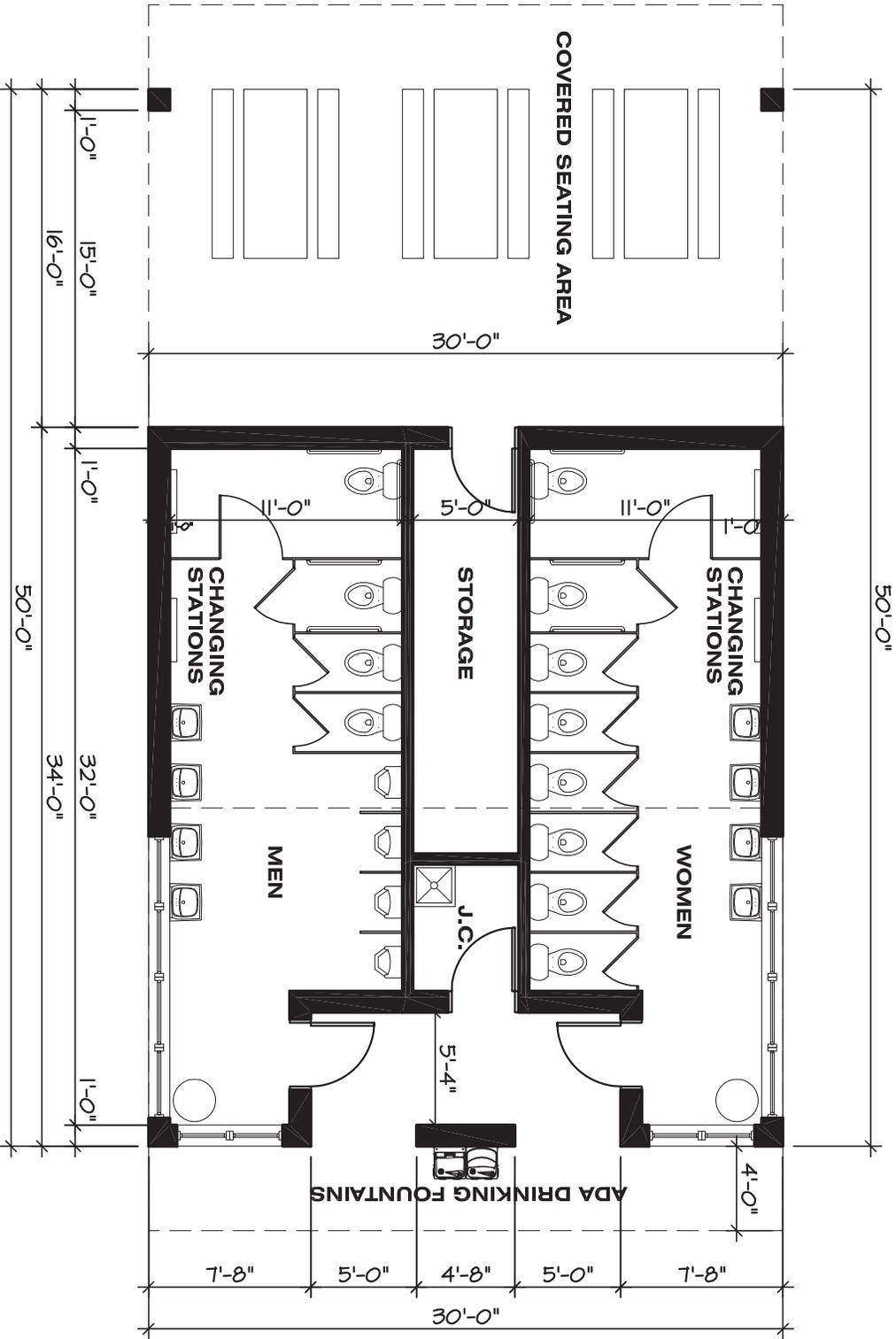
SECTION 2

NOT TO SCALE



SECTION 3

NOT TO SCALE



PRELIMINARY FLOOR PLAN

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



Administrative Staff Report

Traditional Neighborhood District

Conditional Use Permit – Construct Home

2108 East Avenue
February 29, 2016



Department of Community Development

<p>Applicant(s):</p> <ul style="list-style-type: none"> Bob Woehr, representing Central Wisconsin Habitat for Humanity <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"> 2408-32-4042-15 <p>Zone(s):</p> <ul style="list-style-type: none"> R-3 Single & Two-Family Residence District <p>Master Plan:</p> <ul style="list-style-type: none"> Residential <p>Council District:</p> <ul style="list-style-type: none"> District 5 – Johnson <p>Lot Information:</p> <ul style="list-style-type: none"> Actual Frontage: 50 feet Effective Frontage: 50 feet Effective Depth: 100 feet Square Footage: 5,000 Acreage: 0.115 <p>Current Use:</p> <ul style="list-style-type: none"> Vacant <p>Applicable Regulations:</p> <ul style="list-style-type: none"> 23.01(16) and 23.02(1)(e) 	<p>Request</p> <p>Request from Bob Woehr, representing Central Wisconsin Habitat for Humanity, for a conditional use permit to utilize the Traditional Neighborhood Overlay District reduced rear yard and side yard setback standards for the purposes of constructing a home at 2108 East Avenue (Parcel ID 2408-32-4042-15).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> Exhibit Map Application Site Plan <p>Findings of Fact</p> <ul style="list-style-type: none"> The property is zoned R-3 Single and Two-Family Residence District. The property is within the Traditional Neighborhood Development (TND) Overlay District. The request is to construct home using a reduced side yard and rear yard setback. <p>Staff Recommendation</p> <p>Approve, subject to the following conditions:</p> <ol style="list-style-type: none"> All costs for the extension of utilities shall be borne by the applicant or eventual property owner. The driveway shall be constructed with asphalt, concrete or dustless material, as required in the zoning ordinance. The interior side yards setback shall not be less than 4 feet and the rear yard setback not less than 15 feet. Gutters shall be installed on the home and downspouts directed in a way that does not drain onto adjacent properties. All necessary building permits shall be obtained for the proposed work. All other applicable ordinance requirements shall be met. Community Development staff shall have the authority to make minor modifications to the plans.
--	--

Vicinity Map



Background

The applicant is requesting to use the Traditional Neighborhood District (TND) interior side-yard and rear yard setbacks to construct a new home with attached garage at 2108 East Avenue. The lot is narrow at only fifty feet wide and therefore, the home reflects a narrow design. In order to meet the 25 foot front/street yard setback the proposed home requires a reduced rear yard setback. In addition, reduced side yard setbacks are requested which will allow for flexibility in placing the home on the lot, given the neighboring home encroaches on the lot line. A 15 foot rear yard and 4 foot side yard setbacks are requested. Both setbacks are the minimum requirement within the Traditional Neighborhood District. See the attached site plan and building plans for further details regarding the home and setbacks. The photo is of the exact home proposed for 2108 East Avenue on a similar sized lot located at 616 Wadleigh Street.



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 proposed use is in an area already utilized for single-family residences. The use is proposed on a vacant lot surrounded by existing homes. Furthermore, the request involves constructing a home on a small lot with reduced setbacks. The house is addressed off of East Avenue.

Findings: The change should not be detrimental to the health, safety, or general welfare of the public, as the use fits within the established residential neighborhood. Furthermore, the side yard setbacks should assist in creating separation from neighboring homes, as the proposed home would have flexibility when placing it on the lot.

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

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

Findings: The proposed use should not be in conflict with the surrounding neighborhood.

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

Analysis: The respective area is in an established and developed area of the City. Very few area remains undeveloped.

Findings: The proposed home with reduced setbacks should not impede the orderly development and improvement of the surrounding properties.

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

Analysis: The immediate area has a mix of residential homes with a variety of construction types. Neighboring homes along the same street have similar setbacks with attached or detached garages, or both, which provides limited yard and driveway space. Many homes are non-conforming as required lot sizes are not met. However, as they are existing and within the Traditional Neighborhood Overlay District, expansion and development is permitted with proper review and approvals. The applicant's lot is 5,000 square feet.



Proposed Home Design - 616 Wadleigh Street

Findings: The proposed home should not be in variance with the architectural appeal or function of the neighborhood. Given small lot sized in the area, homes were situated elongated on the lot, similar to the proposed home.

- 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, however utilities do not exist on East Avenue to serve the property.

Findings: Utilities would need to be extended south from McCulloch Street or north from Dixon Street. Two options exist for extension, placement within the right-of-way or on a property easement. Staff would recommend all costs to be borne by the applicant or eventual property owner.

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

Analysis: Ingress/egress is proposed from East Avenue. Several other nearby homes have access from East Avenue. The applicant has provided a site plan identifying the proposed driveway.

Findings: The proposed driveway meets the requirements outlined in the zoning ordinance. Staff would recommend the driveway be constructed with asphalt, concrete, or dustless material, as required in the zoning ordinance.

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

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

Findings: The use is consistent with the district.

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

Analysis: The lot is 5,000 square feet, which does not meet the lot requirements in the "R-3" zoning district. However, a provision in the ordinance allows for lots of record that do not meet the lot size or width requirements to be used for one-family dwellings or another non-dwelling use permitted in the district. Setbacks for the rear and interior side yards are not met or requested to be reduced to allow for increased flexibility of home placement on the site.

Findings: A single family use is permitted within the zoning district and therefore the request to construct a home is allowed. Given the small lot size, and neighboring home encroachment, the proposed setbacks are appropriate. The home is of simple construction and only features 1,200 square feet of livable space and a single car garage.

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

N/A

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

N/A

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

Analysis: The home faces east, along East Avenue. Access is proposed from East Avenue.

Findings: See the analysis and findings in standard 6.

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

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

Analysis: The property currently exists, however utilities do not exist serving the site.

Findings: See the analysis and findings in standard 5.

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

N/A

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

N/A

Upon review of the standards and findings above, staff would recommend approving the reduced setbacks for constructing a home at 2108 East Avenue, using the minimum rear (15 feet) and interior side yard (4 feet) setback standards. The home fits within the established neighborhood and would fill a vacant lot. Reduced interior yard setbacks will specifically allow the proposed house to be positioned on the lot with adequate separation from a neighboring home which encroaches the lot line.



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)

2-16-16
R#1-65105 \$250.00

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted	2/15/16	Fee Required	\$250.-	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	Central WI Habitat for Humanity	Contact Name	Bob Wehr
Address	1224 Strongs Ave	Address	727 Second St.
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Stevens Point, WI 54481
Telephone	(715) 344-2726	Telephone	(715) 344-3454
Fax		Fax	
Email	www.centralwisconsinhabitat.org	Email	bob@an8hilde@core.com

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	Louis & Carol Molepske
Address		Address	2125 Clark Street
City, State, Zip		City, State, Zip	Stevens Point, WI 54481
Telephone		Telephone	
Fax		Fax	
Email		Email	

Current Owners

PROJECT SUMMARY

Subject Property Location [Please include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
240832404215		
Legal Description of Subject Property		
2108 East Ave, Stevens Point, WI South 50' of lots 142, Block 11, Crosby + McCulloch Addition		
Designated Future Land Use Category		Current Use of Property
Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
<p>Single Family home. Construction to begin as early as possible after spring thaw. This conditional use application is to allow use of Traditional Neighborhood Overlay district standards for reduced setbacks (side + rear yards). <u>Note:</u> Parcel is currently vacant lot. Current owners have agreed to sell to CWH4H.</p>		

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

The project will continue Habitat's effort to "in-fill" vacant lots with decent, safe, affordable housing for families that are currently living in sub-standard abodes.

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

No negative impact is anticipated. South wall (facing our proposed new home construction) of adjacent home has no windows facing our project, and trees border our South property line. Due to the close proximity of an existing home to the Northern property line, exact placement of our proposed home won't be determined until after discussion with the future home owners and consultation with the SPFD. Minimum sideyard setback under the Traditional Neighborhood standard is 4 feet and rear yard is 15 feet.

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
 Robert F. Waehr	2/15/16		

From: "Bob Woehr" <bobandhilde@core.com>
Subject: Conditional Use Permit for 2108 East Ave
Date: Tue, February 16, 2016 12:27 pm
To: aldermeleesajohnson@gmail.com
Cc: KKearns@stevenspoint.com

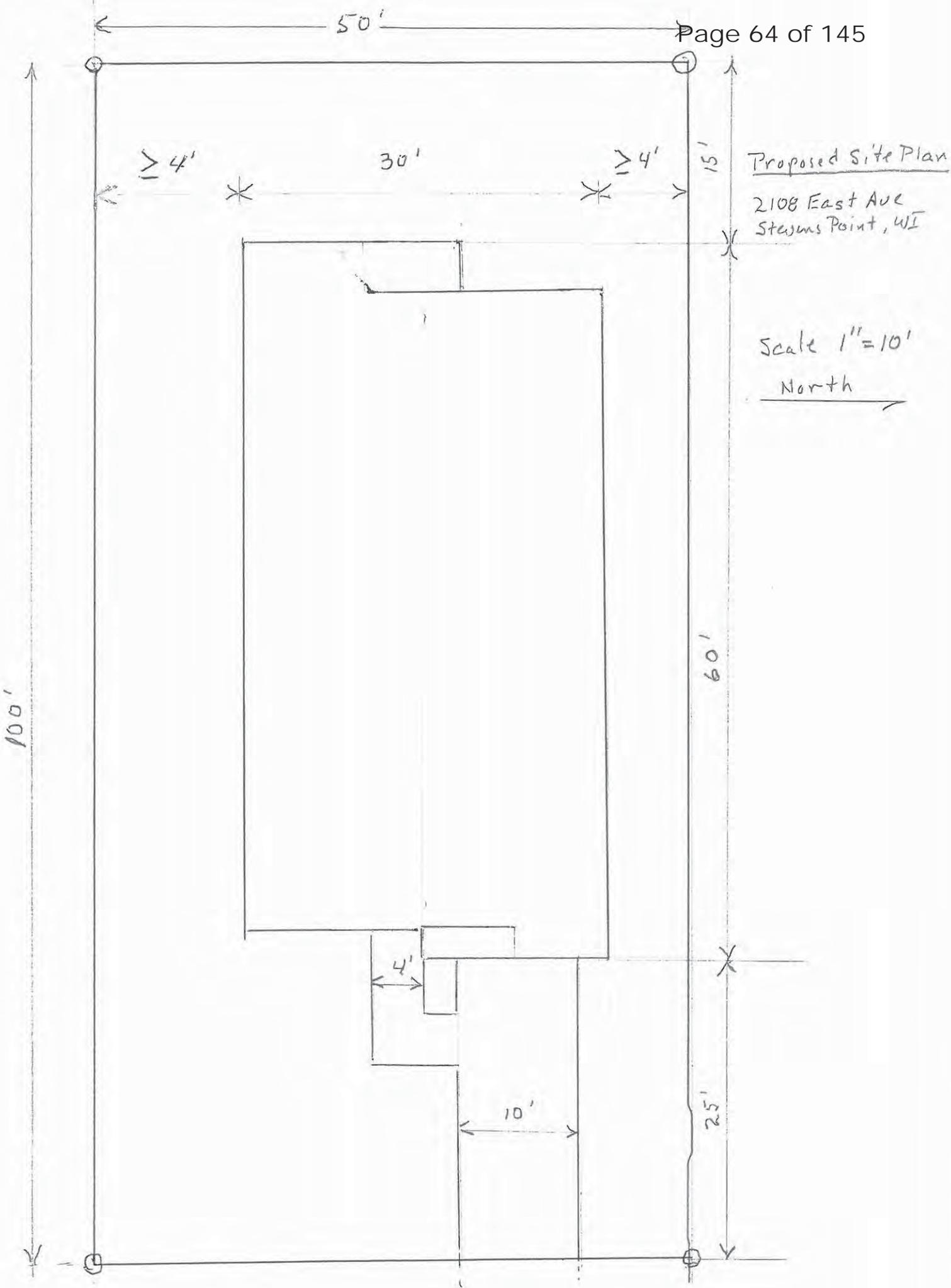
Aldersperson Johnson,

Central Wisconsin Habitat for Humanity has applied for a conditional use permit to construct a 3 bedroom home at 2108 East Avenue using the city's "Traditional Neighborhood Overlay" provisions of the zoning code. If approved, it would allow us to in-fill a small vacant lot using reduced setbacks (side & rear) for a family who are currently renting sub-standard housing.

The application should come before the Plan Commission & Common Council next month and I ask for your support.

If you have any questions regarding this matter, please don't hesitate to contact me or the city's Community Development Department.

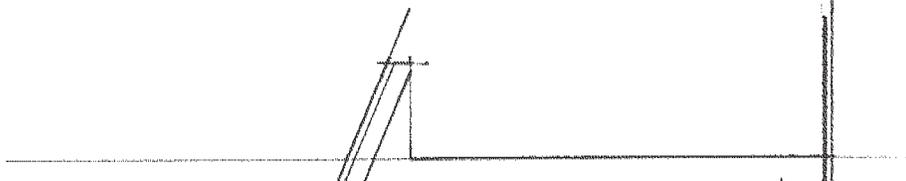
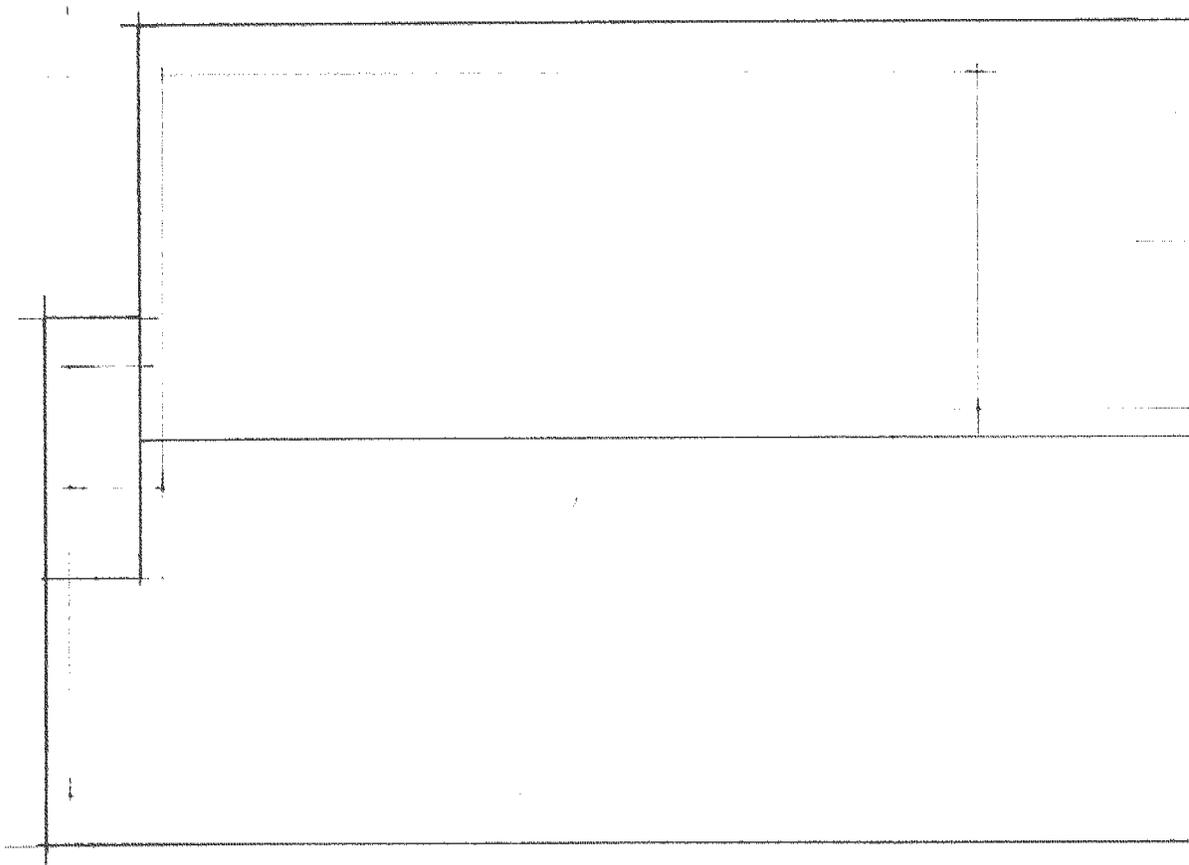
Bob Woehr
727 Second Street, Stevens Point, WI 54481
Tel: (715)341-3454 Cell: (715)340-6486





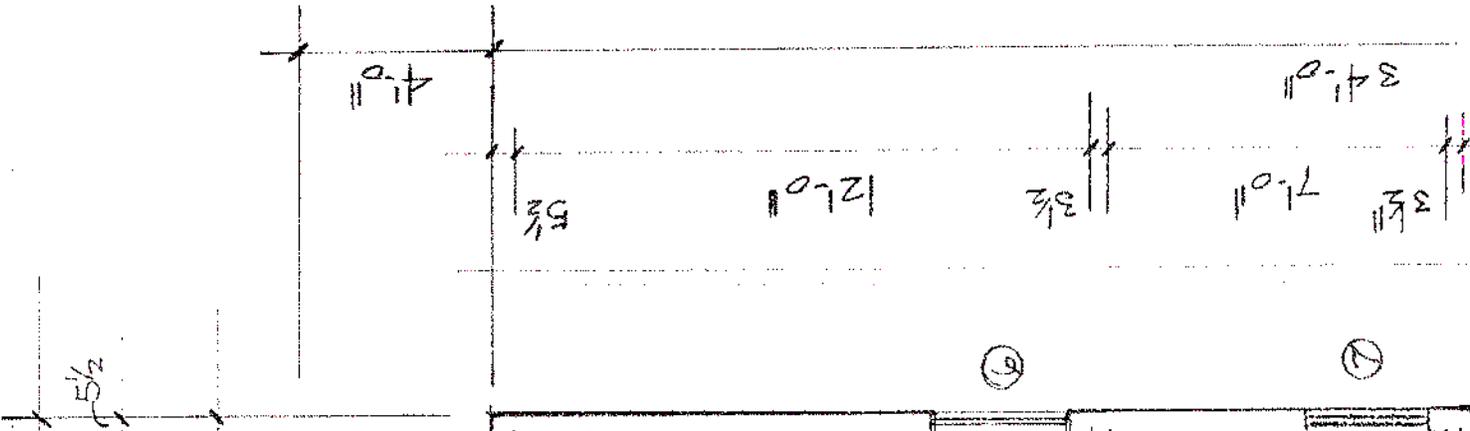
North →

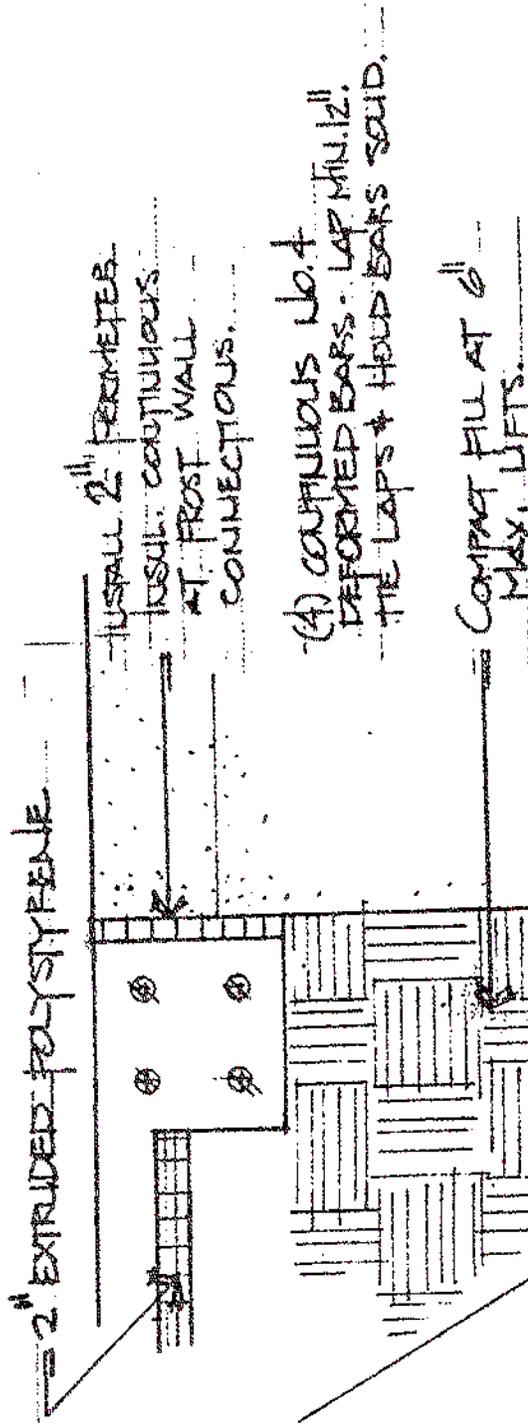
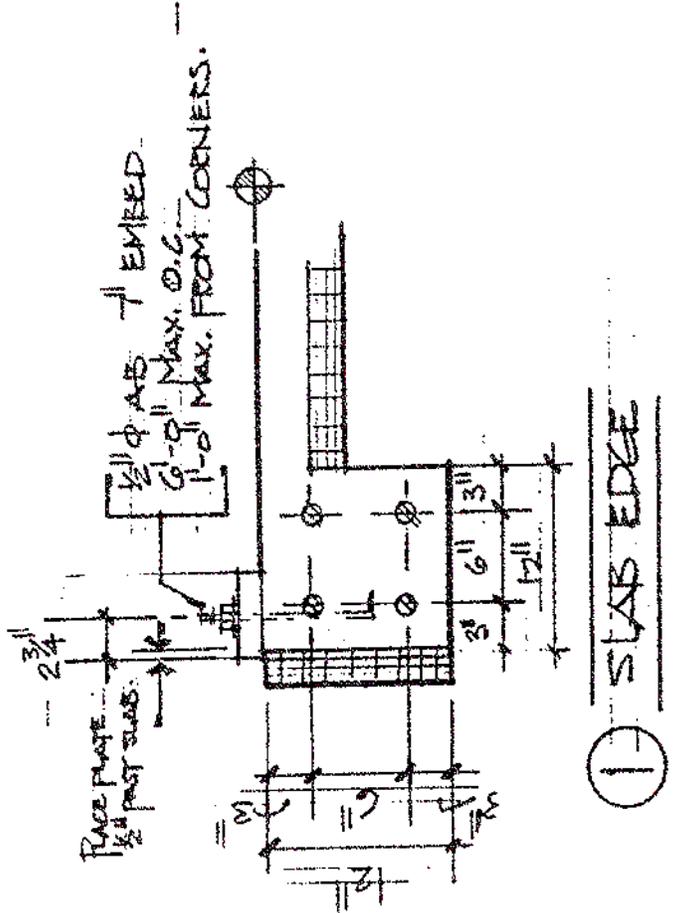
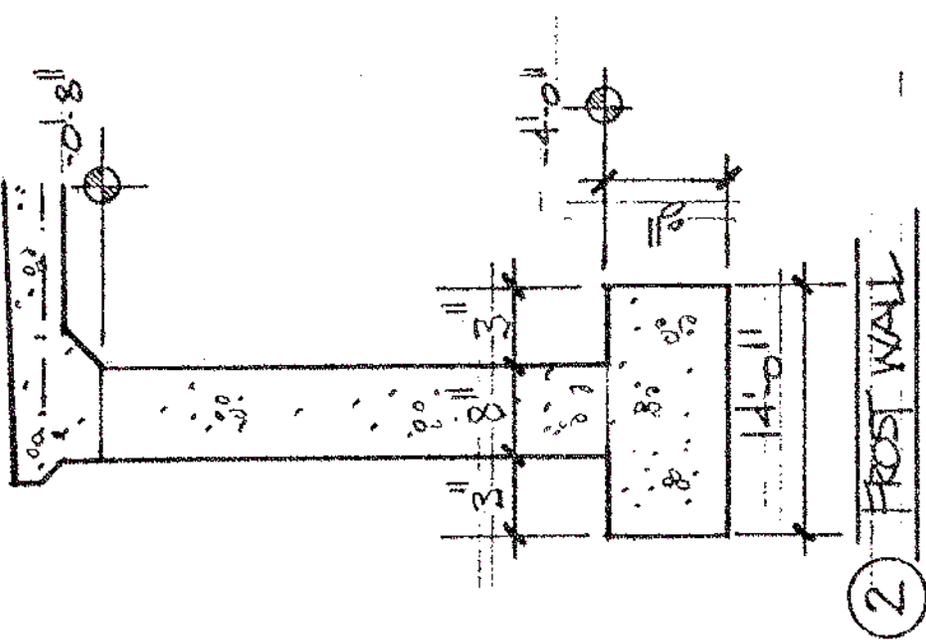
2108 East Ave.
Stevens Point, WI



WINDOWS

No.	WIDTH	HEIGHT	ROUGH OPENINGS (IN)
1	84	48	
2	36	48	
3	36	48	
4	36	48	
5	60	48	
6	36	48	

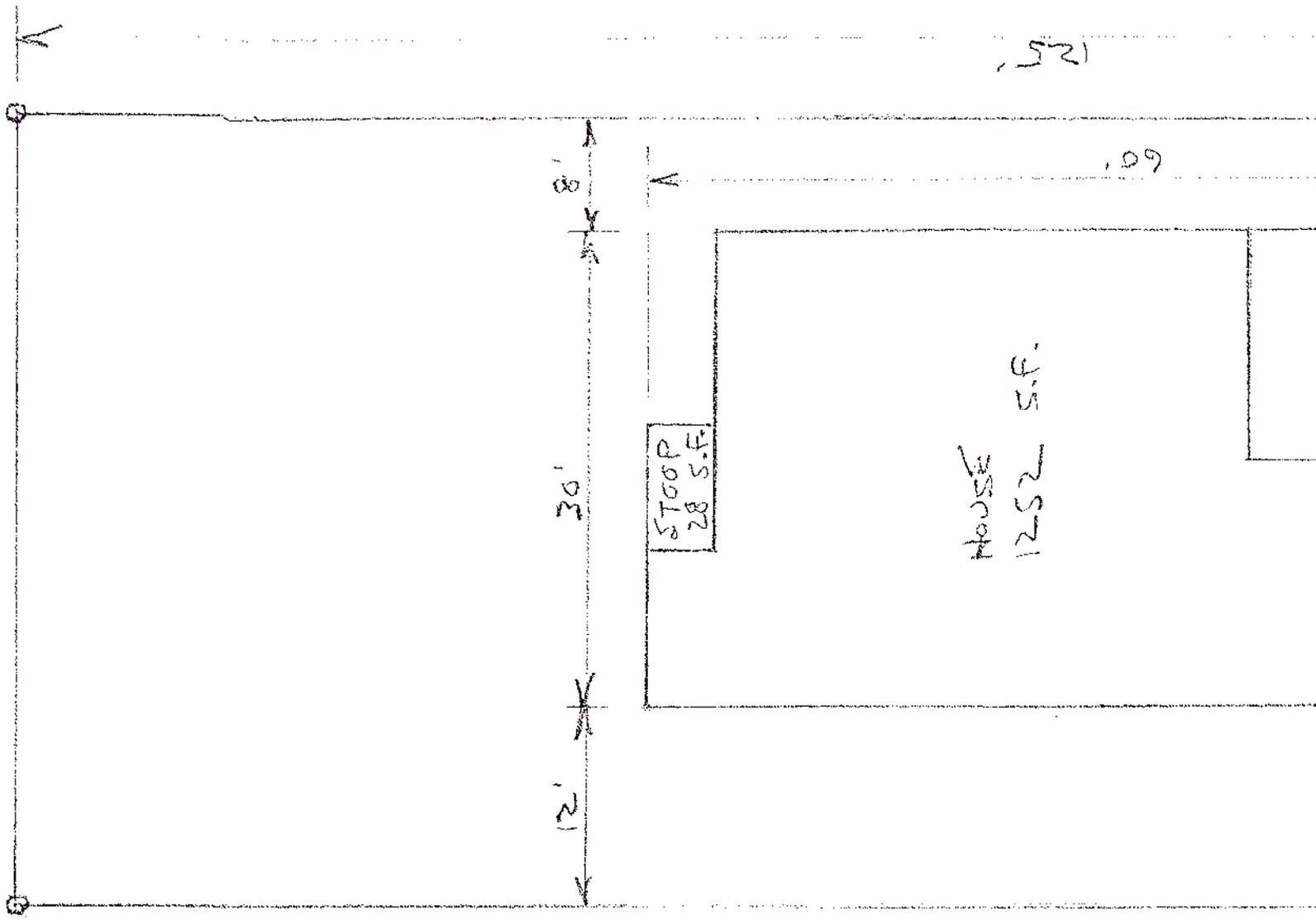




INSTALL 2" FERMETER
USUALLY CONTINUOUS
AT FROST WALL
CONNECTIONS.

(4) CONTINUOUS NO. 4
DEFORMED BARS - LAP MIN. 12"
THE LAPS & HOLD BARS SOLD.

COMPACT FILL AT 6"
MAX. LIFTS.



ES
FIELD
ES



Memo

Plan Staff

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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

City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 2/26/2016

Re: Amending Chapter 9 of the Revised Municipal Code, Traffic and Vehicles, specifically Subsection 9.12(v), Bicycles & Motor Bicycles, of the Revised Municipal Code to tag, regulate, and remove abandoned bicycles.

This item was before the Plan Commission in November, 2015, upon which members from the Bicycle and Pedestrian Advisory Committee provided an example Bicycle Tag and Removal ordinance. Several recommendations were made by the Plan Commission, Police Department, and City Attorney which were incorporated into the attached draft ordinance. Note that the minutes from the November 2, 2015 Plan Commission meeting are available for reference on the City's website. Staff would recommend approving the ordinance as it will assist in improving the aesthetics downtown and provide bicycle parking to regular bicycle users. In addition to the ordinance, staff would recommend notices be placed on the bicycle racks informing users of the Abandon Bicycle ordinance.



Bicycle on Main Street – Photo Courtesy of Tori Jennings

**ORDINANCE CREATING SUBSECTION 9.12(v)
OF THE REVISED MUNICIPAL CODE OF THE CITY OF STEVENS POINT, WISCONSIN**

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

SECTION I: That Subsection 9.12(v) of the Revised Municipal Code of the City of Stevens Point shall be created as follows:

9.12(v) Abandoned Bicycles.

- (1) Violation. No person may leave unattended any bicycle on any public street, highway, building, place or park upon any public property, for such time and under such circumstances as to cause the bicycle to reasonably appear abandoned.
- (2) Notice of Abatement. Any bicycle in violation of sub. (1) may have a notice affixed to it which informs the owner of the bicycle, that the bicycle appears to be abandoned. Only police officers or Community Service Officers have authority to affix such notices upon bicycles. The notice shall indicate:
 - a. The date and time the notice was affixed;
 - b. A phone number for the owner to call to inform the agency which affixed the notice, that the bicycle is not abandoned;
 - c. The date and time after which the bicycle may be removed under sub. (3).
A bicycle shall be deemed as "not abandoned" if the owner of the bicycle, within 72 hours of the affixing of a Notice of Abandonment, notifies the agency affixing that notice, that the bicycle is not abandoned.
- (3) Removal. If a bicycle remains in violation of sub. (1) more than 72 hours after the Notice of Abandonment has been affixed in compliance with sub. (2), that bicycle may be removed by any Police Officer or Community Service Officer and immediately thereafter delivered to the police property room. However, before any designated person removes a bicycle they shall first determine whether their agency has designated the bicycle as "not abandoned." A bicycle designated "not abandoned" may not be removed. A bicycle removed under this section shall remain in the custody of the police department until it is retrieved by the owner or otherwise disposed of according to law.
- (4) Impoundment Fee. A removed bicycle in the custody of the police department shall be permitted to be retrieved by the owner only if the impoundment fee is paid, as set by the Abandoned Bicycle Fee Schedule Policy.

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

Approved: _____
Mike Wiza, Mayor

Attest: _____
John Moe, City Clerk

Dated: March 21, 2015
Adopted: March 21, 2015
Published: March 25, 2015

Plan Staff

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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



Memo

City of Stevens Point – Department of Community Development

To: Plan Commission
 From: Plan Staff
 CC:
 Date: 2/26/2016
 Re: Amending the City of Stevens Point Historic Preservation / Design Review Commission – Design Guidelines, specifically Section 3.11 Paint Guidelines, Section 7.3 Definitions, and Section 7.4 Major and Minor Works, to regulate paint and landscaping.

The City's Historic Preservation / Design Review Commission Design Guidelines were adopted in early 2014 and did not include the regulation of paint colors. However, the Historic Preservation / Design Review Commission have recommended regulating paint colors within historic districts and the Design Review District. This regulation includes adopting three color palettes identified below. Applicants who chose colors within the adopted paint palettes can be approved internally by staff. Proposed paint colors that are not within the adopted paint palettes would receive review and/or approval from Historic Preservation / Design Review Commission. Example of the paint palettes are attached. Furthermore, should this amendment be approved, staff would proceed to purchase hardcopy approved paint palettes for use by the public and Historic Preservation / Design Review Commission, kept in the Community Development Department.

Secondly, with the adoption of the Design Guidelines in 2014, the removal of large trees within historic districts or the Design review District required only staff approval. While staff feels this is appropriate for a single tree or trees that are not character defining on a property, requests with several character defining trees should be reviewed by the Commission. Therefore, staff and the Historic Preservation / Design Review Commission have recommended that the removal of landscaping and trees that are identified as character-defining shall be reviewed by the Commission. Below are the recommended changes to the Design Guidelines regarding paint regulation and landscaping.

Section 3.11 Stevens Point Design Guidelines

Painting of materials, such as metal and brick are discussed throughout the design guidelines. Please refer to the appropriate sections for specifics relating to the painting of different materials. The HP/DRC does ~~not~~ review paint color. Therefore, a property owner within a historic district does ~~not~~ need to obtain ~~design review~~ approval for color, ~~but~~ and may also have to receive approval for the painting of certain materials in ~~those~~ cases where outlined previously. The HP/DRC or their designated agent should be contacted whenever painting is proposed to ensure necessary approvals.

if any, are followed. The guidelines for paint presented in this document are included only as a guide to the proper methods to apply and maintain paint on a historic structure.

Paint serves two primary purposes on a historic structure: to provide character and detail to the building, and to preserve and protect wood and some metal surfaces. Masonry surfaces were historically left unpainted while some metal surfaces such as copper or bronze were left uncoated as well.

~~Paint color and its application are non-permanent changes to a structure that often reflect personal taste. It also~~ Paint provides a level of visual detail on a structure much to the same degree as an architectural component like a cornice or porch. The body of a building is typically painted a lighter color than the trim and other detailing, thus accentuating the architectural detail of the structure.

The Historic Preservation / Design Review Commission, as well as the City's Common Council have adopted the following paint pallets to be used for properties within historic and design review districts and individual designated historic properties. They are available within the City's Community Development Department.

1. Sherwin-Williams: America's Heritage—Historical Exterior Colors
2. Benjamin Moore: Color Collections: Historical Colors
3. Valspar Paint: National Trust Historic Colors - Exterior

The Historic Preservation Design Review Commission chairperson and designated agent can approve adopted paint pallet colors. Note that approved paint color does not have to be specifically bought from the above paint manufacturer. The applicant shall be permitted to color match paint from the approved color palettes utilizing a different paint manufacturer.

Paint Guidelines

1. Avoid bright colors such as day-glow, neon, and metallic colors in historic districts.
2. No more than three of the approved colors for the body, trim, and accent color are recommended. Both the trim and accent color should complement the body color.
3. *Using high-quality paint, apply a sound paint film to surfaces that were historically painted.*
4. *Follow preparation and application guidelines in previous sections on wood, metal, and masonry materials.*
5. *Select paint schemes that are most appropriate to the architectural style and period of the historic structure.*
6. *Painting architectural features such as trim, brackets, corner boards and moldings a different color than the body of the structure will accentuate these architectural details.*
7. *When applying paint to a historic building, care should be given not to conceal any architectural details or texture of the underlying material.*

8. "Liquid vinyl" treatments are not recommended on historic structures.
9. Masonry surfaces were historically unpainted and should not be painted. Paint previously painted masonry material in colors that reflect the original underlying material.

Sec. 7.3 Definitions.

Character Defining: The Elements, details, and craftsmanship of a historic structure or property that give it its historic significance or sense of place and/or are exemplary of architectural style and period of structure.

Sec. 7.4 Major and Minor Works

7.4.1 Major Works (HP/DRC Approval)

- a. New Construction or additions to primary building
- b. Exterior alterations to principal elevations of buildings
- c. Demolition of any structure
- d. Relocation of any structure
- e. Removal of accessory structures
- f. Construction of new accessory structures
- g. Construction or removal of chimneys when made of brick
- h. Alteration, addition, or removal of existing decks
- i. Construction of new decks
- j. Construction of new driveways
- k. New or expanded parking areas
- l. Construction, addition, or removal of porches or steps
- m. Changes to historic roof features
- n. Construction, addition or removal of swimming pools
- o. Installation of new windows and doors
- p. Alteration of exterior surfaces
- q. Substantial changes to a design review certificate
- r. Renewal of an expired design review certificate on projects of substantial proportion
- s. Removal of character defining landscaping and trees
- r.t. Painting using colors not adopted by the Historic Preservation Design Review Commission

7.4.2 Minor Works (Staff Approval)

- a. Addition, or repair of existing accessory structures
- b. Replacement of synthetic siding
- c. Addition, or repair of existing awnings & shutters
- d. Installation of new awnings and shutters when appropriate
- e. Repair or replace existing siding, windows, doors, (no change)
- f. Construction of appropriate fences, walls, or hedges
- g. Repair or replacement of exposed foundations (no change)
- h. Installation or replacement of gutters
- i. Emergency removal of dead, diseased, or dangerous trees
- j. Removal of deteriorated accessory buildings (non-contributing)
- k. Repair of existing masonry
- l. Installation or removal of HVAC or mech. equipment (rear yard)

- m. *Repair or replacement of existing porches (no change)*
- n. *Installation of appropriate signs*
- o. *Installation of satellite dishes & TV antennas (rear yard)*
- p. *Repair of existing stairs and steps*
- q. *Repair, replacement, or construction of walkways*
- r. *Installation of storm windows and doors*
- s. *Replacement of existing roof coverings (no change)*
- ~~t.~~ *Removal of live trees greater than 6" in diameter* *Removal of non-character defining landscaping and trees*
- ~~t.u.~~ *Painting using colors adopted by the Historic Preservation Design Review Commission*

7.4.3 Maintenance (No Approval)

- ~~a.~~ *Painting*
- ~~b.a.~~ *Repair or replacement of existing driveways & walks (no change)*
- ~~c.b.~~ *Repair or replacement of existing fences or walls (no change)*
- ~~d.c.~~ *Repair or replacement of existing gutters or downspouts (no change)*
- ~~e.d.~~ *Minor plantings or clearing of overgrown bushes & shrubs*
- ~~f.e.~~ *Repair or replacement of exterior lighting fixtures (no change)*
- ~~g.f.~~ *Repairs, including repointing, to existing masonry*
- ~~h.g.~~ *Repair or replacement of existing parking lots (no change)*
- ~~i.h.~~ *Repair of existing roof coverings (no change)*
- ~~j.i.~~ *Repair or replacement of existing signs (no change)*
- ~~k.j.~~ *Repair to existing swimming pools*
- ~~l.k.~~ *Construction of wooden trellises in rear yard*
- ~~m.l.~~ *Repair or replacement of existing sidewalks*
- ~~n.m.~~ *Window air conditioners at rear elevations*



Memo

Plan Staff

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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

City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 2/29/2016

Re: Request from Dale Rosicky, representing the property owner Frank Sciarrone, for the City to donate a portion of the property between Illinois Avenue and Michigan Avenue north of Prais Street (Parcel ID 2408-28-3014-25) to be joined with 816 Michigan Avenue (Parcel ID 2408-28-3014-16).

The Plan Commission recommended staff to pursue donating land identified below to surrounding property owners in February, 2014, given its status as a landlocked, unusable City parcel. It was determined to first approach property owners on the east side of the parcel, many of whom maintained the parcel. Therefore, a letter was sent in 2014 to seven property owners. Only one property owners showed interest in accepting the land, 816 Michigan Avenue. The property owner has taken necessary steps to create a preliminary certified survey map (CSM), see attached, and is willing to bear all other costs regarding the donation and acceptance of land.

Staff would recommend approving the request from the land owner for the City to donate land identified below and on the attached CSM, given Plan Commission's previous recommendation. Furthermore, the property is at the southernmost end of the City parcel and would not create a City-owned lot split.

City Parcel - Landlocked and Unusable



**DALE ROSICKY LAND SURVEYING, LLC.
2925 POST ROAD
STEVENS POINT, WI 54481**

February 1, 2016

Frank Sciarrone
2517 Prais Street
Stevens Point, WI 54481

Frank,

Enclosed are the Preliminary Certified Survey Map and an Application for a Site Plan Review as required by the City. Please sign the second page of the application and take it to the City Assessor's office at the Court House. We need the form to be there for the March 2nd meeting. If you have any questions regarding the survey map or review sheet, please call my office.

Thank you,



Dale D. Rosicky
Dale Rosicky Land Surveying, LLC.
2925 Post Road
Stevens Point, WI 54481
Phone: 715-342-9649
Fax: 715-342-1335



City of Stevens Point
Community Development Department

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

APPLICATION FOR A SITE PLAN REVIEW

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

*R# 1-65072
\$150
2-11-16
150.00*

ADMINISTRATIVE SUMMARY (Staff Use Only)

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

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name	Dale Rosicky	Contact Name	
Address	2925 Post Road	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-342-9649	Telephone	
Fax	715-342-1335	Fax	
Email	rosickylandsurvey@gmail.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	Frank Sciarrone	Owner's Name	
Address	2517 Praisstreet	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-344-7020	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)		
Current Zoning District(s)		

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

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

Acquiring 19.00 feet of vacated alley.

Current Zoning Surrounding Subject Property

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

North:		South:	
East:		West:	

EXHIBITS

Owner Information Sheet	<input type="checkbox"/>	Additional Exhibits if Any (List):
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>Dale D. Rosichy</i>	<i>2/1/16</i>	<i>Giovanni Scarsone</i>	<i>2-11-2016</i>

STANLEY

LOT 1

PLAT OF

RLS #22

JUNE 30, 19

CSM #8875

PRELIMINARY

W1/4 CORNER SECTION 28 T24N-R8E



SCALE

0 25 50

1 INCH = 50 FEET

SURVEYOR'S NOTE

OUTLOT 1 OF THIS CSM IS CREATED FOR CONVEYANCE PURPOSES AND TO BE ATTACHED TO PARCEL #240828301416.

LEGEND

- 1"x18" IRON PIPE SET (1.68 LB/FT)
- 1" IRON PIPE FOUND
- [] PREVIOUSLY RECORDED
- ⊙ GOVERNMENT CORNER OF RECORD

BASE FOR BEARINGS

BEARINGS REFERENCED TO CERTIFIED SURVEY MAP #8875, VOLUME 36, PAGE 105, DOCUMENT #675895.

TOTAL AREA
0.38 ACRES
16,447 SQ. FT.

TRZBIATOWSKI

ADDITION TO

THE CITY OF

STEVENS POINT

C/L

MICHIGAN AVENUE

S89°08'34"W 193.16'

N89°08'34"E 1097.87'

P.O.B.

PARCEL #240828301416

CAR 267/594

BOYINGTON & ATWELL'S 5TH

LOT 1 #240828301416
0.34 ACRES
14,829 SQ. FT.

HOUSE #816

OUTLOT 1
0.04 ACRES
1,618 SQ. FT.

SHED

N89°05'04"E 193.40'

ADDITION

N89°02'51"E 193.55'

SW CORNER SECTION 28 T24N-R8E

PRAIS STREET

THIS INSTRUMENT DRAFTED BY: DALE D. ROSICKY
DALE ROSICKY LAND SURVEYING, LLC.

2925 POST ROAD
STEVENS POINT, WI 54481
715-342-9649

VOL. PAGE

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 28, THENCE
N00°10'11"W, 308.90 FEET, THENCE N89°08'34"E, 1,097.87 FEET TO THE POINT OF
BEGINNING OF THIS DESCRIPTION;
THENCE S00°05'16"E, 85.20 FEET;
THENCE N89°05'04"E, 193.40 FEET;
THENCE N00°15'03"W, 85.00 FEET;
THENCE S89°08'34"W, 193.16 FEET TO THE POINT OF BEGINNING OF THIS
DESCRIPTION CONTAINING 0.38 ACRES, [16,447 SQUARE FEET], AND SUBJECT TO
RESTRICTIONS, RESERVATIONS, RIGHTS-OF-WAY AND EASEMENTS OF RECORD.

THAT I HAVE MADE SUCH SURVEY AND MAP AT THE DIRECTION OF FRANCESCO SCIARRONE,
THAT SAID MAP IS A TRUE AND CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES
OF THE LAND SURVEYED, AND THAT I HAVE COMPLIED WITH ALL THE PROVISIONS OF CHAPTER
236.34 OF THE WISCONSIN STATUTES IN SURVEYING AND MAPPING THE SAME.

JANUARY 11, 2016

PRELIMINARY

DALE D. ROSICKY
PROFESSIONAL LAND SURVEYOR #2237

24082863 DES

Plan Staff

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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



Memo

City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 2/29/2016

Re: Request from Bill Pritchard for a conceptual project review to create a three-lot subdivision on the southwest corner of the intersection of Saint Paul Street and Regent Street (Parcel ID's 2408-28-4002-11 and 2408-28-4002-21).

Bill Pritchard is proposing to subdivide two existing lots on Saint Paul Street into three single family lots, upon which he would construct three single family homes. A subdivision plat is required because he subdivided two adjacent lots into four lots. The creation of five or more lots within five years requires a subdivision plat. Mr. Pritchard would like to get a sense of some of the concerns, if any, regarding this proposal and is thus bringing this item forward as a conceptual project review prior to officially bringing the it forward as a subdivision plat.

Proposed Subdivision Location – Two Lots Subdivided into Three Single Family Lots



Upon review of the proposed subdivision, see attached conceptual plan, applicable zoning requirements such as lot size, width, and setbacks are met. Note that our building code states the following regarding sidewalks:

Chapter 30.02(2)(j):

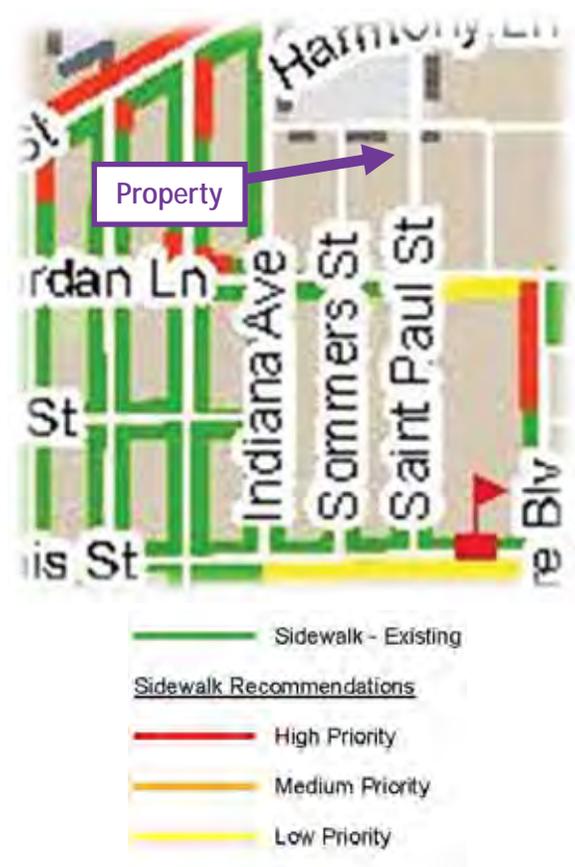
1. *No main building shall be erected without, prior to occupancy, having a sidewalk installed along that part of any public street that fronts the lot boundaries required for development. Such sidewalk installation requirement may be waived by the Building Inspector where there is not City plan for sidewalk installation.*

The recently adopted Portage County Bicycle and Pedestrian Plan does not recommend sidewalks on Saint Paul Street in front of the proposed lots. Furthermore, nothing is specifically recommended in our existing Comprehensive Plan. Lastly, given the surrounding uses and developments, required sidewalks along the proposed lots would lead to nowhere. It is unlikely for sidewalks to be installed in the near future along Regent Street given the higher intense uses and municipal boundary. Furthermore, any sidewalks to the south would have to extend nearly 300 feet on one developed residential property before reaching Jordan Lane which is also unlikely.

Stormwater drainage does not exist within the right-of-way in front of the properties along both Saint Paul and Regent Street. The Public Works Department and Utility Department may require a specific stormwater management feature on the properties and/or a Stormwater management plan.

Lastly, staff would recommend the eventual Park Fee be applied for each lot (\$250.00 / lot).

Portage County Bicycle and Pedestrian Plan Map 11

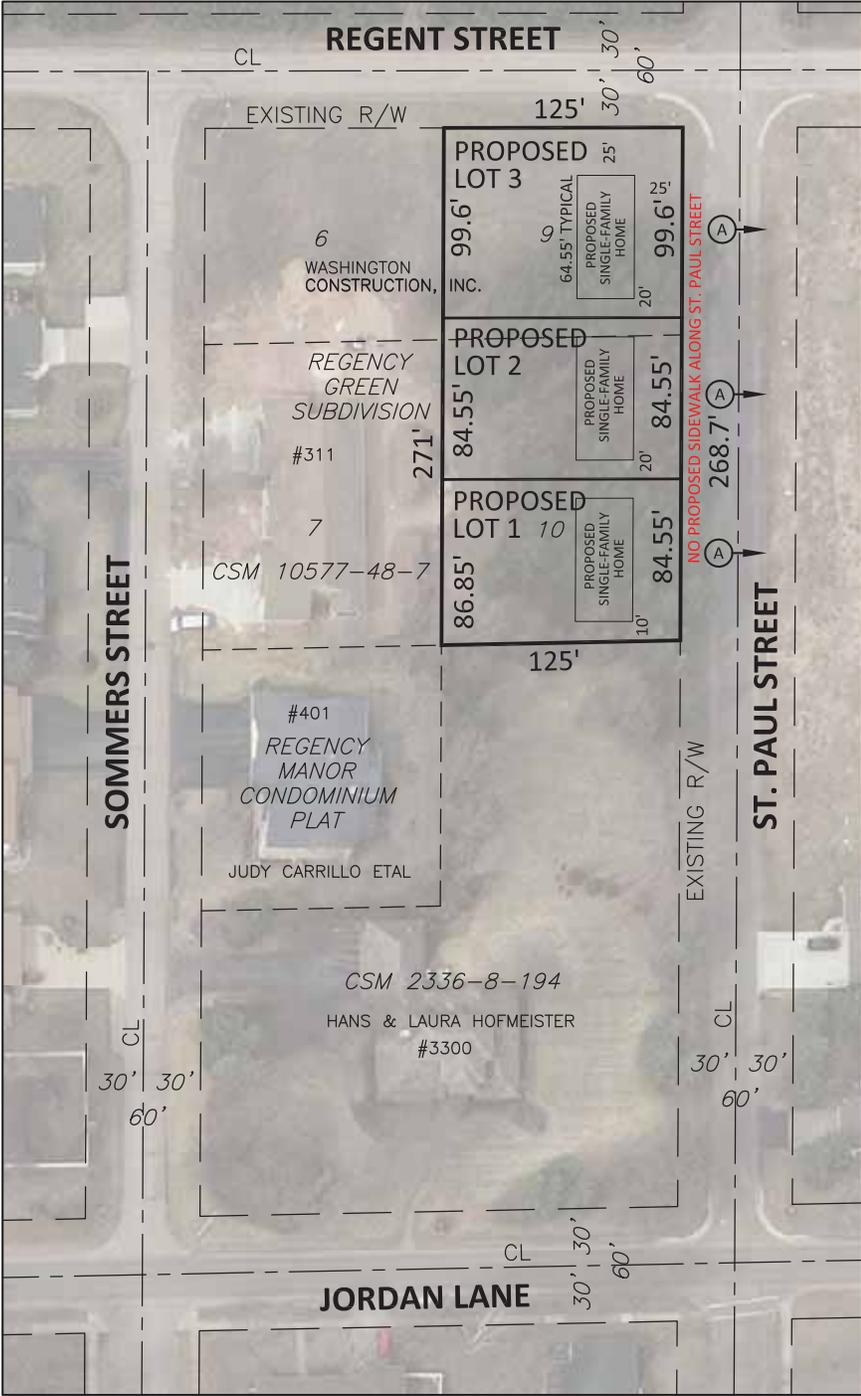


CONCEPTUAL PLAN BILL PRITCHARD SUBDIVISION

BEING A RE-DIVISION OF LOTS 9 AND 10 OF REGENCY GREEN SUBDIVISION, LOCATED
IN THE NE1/4-SE1/4 OF SECTION 28, TOWNSHIP 24 NORTH, RANGE 8 EAST, CITY OF
STEVENS POINT, PORTAGE COUNTY, WISCONSIN

R-4 MULTIPLE FAMILY ZONING

(A) ACCESS TO
ST. PAUL ST.
TYPICAL



SCALE: 1"=100'



Memo

Michael Ostrowski, Director

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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

mostrowski@stevenspoint.com

To: Plan Commission
From: Michael Ostrowski
CC: Common Council
Date: 2/20/2016
Subject: Property Maintenance Code

Copyright Notice: "2015 International Property Maintenance Code, International Code Council, Inc., Washington, D.C. Reproduced with permission. All rights reserved. www.iccsafe.org."

Enclosed in your packet is a copy of the International Code Council's 2015 International Property Maintenance Code (IPMC). Please note this code is being reproduced with the written consent of the International Code Council (ICC). No further reproductions or modifications can take place. This code is being supplied to you in hard copy format only, to comply with the copyright provision. This code will not be available online as part of the Plan Commission packet. Two copies of this code exist at Stevens Point City Hall (one at the Clerk's Office and one at the Community Development Department), as well as an electronic version of the 2012 version can be viewed on the ICC's website: <http://publicecodes.cyberregs.com/icod/ipmc/>.

This code would essentially replace Chapter 21 (Building and Premises Maintenance and Occupancy) of the Revised Municipal Code of the City of Stevens Point. In summary, the International Property Maintenance Code would govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment, and exterior property within the City of Stevens Point. The current code, Chapter 21, has not been updated for some time and it is important to make sure our ordinances are as clear as possible. Furthermore, there are a number of areas where the current code is silent. This can present difficulties in enforcing and working with property owners to correct such violations.

With the IPMC, local municipalities can adopt the code and make local amendments to it, as not all standards within the IPMC would apply to each jurisdiction. In addition, we can also include additional standards and clarifications.

My intent at the March meeting is to get you familiar with the code and the proposed local amendments and to identify any further changes. From there we would look at having a public hearing on the ordinance amendment in April or May, depending on the comfort level of the Commission moving forward.

Upon the conclusion of this process, I will need all of the hard copies returned to me.

If you should have any questions or concerns regarding this item, please do not hesitate to contact me to discuss.

Thank you.

Below are the proposed draft local amendments:

101.1 Title.

Replace with: These regulations shall be known as the *Property Maintenance Code of the City of Stevens Point*, hereinafter referred to as "this code."

102.3 Application of other codes.

Replace with: Repairs, additions or alterations to a structure, or changes of *occupancy*, shall be done in accordance with the procedures and provisions of the *Building Code, Electrical Code, and Plumbing Code*. Nothing in this code shall be construed to cancel, modify or set aside any provision of the *Zoning Code*.

102.7 Referenced codes and standards.

Repeal

SECTION 103 DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION

Replace with: DEPARTMENT OF COMMUNITY DEVELOPMENT

103.1 General.

Replace with: The department of community development shall serve as the department overseeing this code and the building inspector and/or the code enforcement officer shall be known as the *code official*.

103.2 Appointment.

Replace with: The *code official* shall be the building inspector and/or the code enforcement officer.

103.3 Deputies.

Replace with: In accordance with the prescribed procedures of this jurisdiction, the *code official* shall have the authority to appoint a deputy(s). Such employees shall have powers as delegated by the *code official*.

103.4 Liability.

Replace with: The *code official*, member of the property maintenance appeals board or employee charged with the enforcement of this code, while acting for the jurisdiction, in good faith and without malice in the discharge of the duties required by this code or other pertinent law or ordinance, shall not thereby be rendered civilly or criminally liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act or by reason of an act or omission in the discharge of official duties.

103.5 Fees.

Replace with: The fees for activities and services performed by the department in carrying out its responsibilities under this code shall be as indicated in the most recently adopted fee schedule for the department of community development.

106.3 Prosecution of violation.

Replace with: Failure to comply with a notice of violation or order served in accordance with Section 107 may result in criminal or civil penalty.

106.4 Violation penalties.

Replace with: Any person who shall violate a provision of this code, or fail to comply therewith, or with any of the requirements thereof, shall be prosecuted within the limits provided by state or local laws, including a fine of one-hundred dollars (\$100.00) and not more than five-hundred dollars (\$500.00). Each day that a violation continues after due notice has been served shall be deemed a separate offense. Nothing in this section shall limit the remedies available to the *City* in seeking to enforce the provisions of this code.

106.5 Abatement of violation.

Replace with: The imposition of the penalties herein prescribed shall not preclude the legal officer of the jurisdiction from instituting appropriate action to restrain, correct or abate a violation, or to prevent illegal *occupancy* of a building, structure or *premises*, or to stop an illegal act, conduct, business or utilization of the building, structure or *premises*. Should the *owner* fail to abate the violation within the timeframe provided, the *code official* shall order crews to abate such violation, and the actual costs of the same, including administrative, labor, overhead, bookkeeping, mileage, and incidentals, shall be charged to the *owner*. Failure of the *owner* to pay the related charges within thirty (30) days will result in the charges being entered on the tax roll as a special charge against said *premises* pursuant to the provisions of Section 66.0627 of the Wisconsin Statutes for collection and settlement under Chapter 74 of the Wisconsin Statutes.

107.2 Form.

Replace with: Such notice prescribed in Section 107.1 may be in accordance with all of the following:

1. Be in writing.
2. Include a description of the real estate sufficient for identification.
3. Include a statement of the violation or violations and why the notice is being issued.
4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the *dwelling unit* or structure into compliance with the provisions of this code.

107.3 Method of service.

Replace with: Such notice shall be deemed to be properly served if a copy thereof is:

1. Delivered personally;
2. Posted in a conspicuous place in or about the structure affected by such notice.
3. Sent by certified or first-class mail addressed to the last known address; or
4. If the notice is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice.

Add: 107.7 Service charge. A service charge in the amount indicated in the most recently adopted fee schedule for the department of community development, may be levied against the *owner* for the inspection and preparation of any notice and order for correcting violations. In the event corrective action is not taken within the required time for compliance, or if the same or similar violation is committed on the property within a one (1) year calendar period, any subsequent notice or order may have a service fee levied against the *owner* in the amount indicated in the most recently adopted fee schedule for the community development department. Service charges that are not paid within thirty (30) days shall be entered on the tax roll as a special charge against said *premises* pursuant to the provisions of Section 66.0627 of the Wisconsin Statutes for collection and settlement under Chapter 74 of the Wisconsin Statutes. Service charges are independent of other penalties, and the payment of such service charges shall not relieve any person from complying with the requirements of this code or any other code adopted by the jurisdiction, or from any additional penalties proscribed herein.

108.1 General.

Replace with: When a structure or equipment is found by the *code official* to be unsafe, or when a structure is found unfit for human *occupancy*, or is found unlawful, such structure may be *condemned* pursuant to the provisions of this code.

108.2.1 Authority to disconnect service utilities.

Replace with: The *code official* shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code or any code adopted by the jurisdiction in case of emergency where necessary to eliminate an immediate hazard to life or property or where such utility connection has been made without approval. The *code official* shall notify the serving utility and, whenever possible, the *owner* or owner's authorized agent and *occupant* of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnection the *owner*, owner's authorized agent or *occupant* of the building structure or service system shall be notified in writing as soon as practical thereafter.

109.5 Costs of emergency repairs.

Replace with: Costs incurred in the performance of emergency work shall be paid by the jurisdiction. The legal counsel of the jurisdiction may institute appropriate action against the *owner* of the *premises* or owner's authorized agent where the unsafe structure is or was located for the recovery of such costs.

110.1 General.

Replace with: The *code official* shall order the *owner* or owner's authorized agent of any *premises* upon which is located any structure, which in the *code official's* or owner's authorized agent judgment after review is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe, insanitary or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair the structure, to demolish and remove such structure; or if such structure is capable of being made safe by repairs, to repair and make safe and sanitary, or to board up and hold for future repair or to demolish and remove at the *owner's* option; or where there has been a cessation of normal construction of any structure for a period of more than two (2) years, the *code official* shall order the *owner* or owner's authorized agent to demolish and remove such structure, or board up until future repair. Boarding the building up for future repair shall not extend beyond six (6) months, unless *approved* by the building official.

110.2 Notices and orders.

Replace with: 110.2 Adoption of codes and regulations. Section 66.0413 (Razing buildings) of the Wisconsin State Statutes, and any amendments thereto, is hereby adopted and made part of this code. The razing of buildings shall be done in accordance with Section 66.0413 (Razing buildings) of the Wisconsin State Statutes.

110.3 Failure to comply.

Repeal

110.4 Salvage materials.

Repeal

111.1 Application for appeal.

Replace with: Any person directly affected by a decision of the *code official* or a notice or order issued under this code shall have the right to appeal to the property maintenance appeals board, provided that a written application for appeal is filed within twenty (20) days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means. The applicant must pay an appeal fee in the amount as indicated in the most recently adopted fee schedule for the department of community development. Shall such notice or order issued under this code be overturned by the board, the applicant shall be subject to a refund of the appeal fee.

111.2 Membership of board.

Replace with: The board shall consist of not less than three (3) members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the jurisdiction. The *code official* shall be an ex-officio member but shall have no vote on any matter before the board. The board shall be appointed by the mayor, and shall serve three (3) year staggered and overlapping terms.

111.2.1 Alternate members.

Replace with: The mayor shall appoint not less than two (2) alternate members who shall be called by the board chairperson to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for board membership.

111.2.2 Chairman.

Replace with: 111.2.2 Chairperson. The board shall annually select one (1) of its members to serve as chairperson.

111.2.4 Secretary.

Replace with: The *code official* shall serve as secretary to the board. The secretary shall file a detailed record of all proceedings in the department of community development.

111.3 Notice of meeting.

Replace with: The board shall meet upon notice from the chairperson, within twenty (20) days of the filing of an appeal, or at stated periodic meetings.

111.7 Court review.

Replace with: Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law.

112.4 Failure to comply.

Insert: one-hundred dollars (\$100.00) and five-hundred dollars (\$500.00)

Add:

SECTION 113 ORDER TO VACATE

113.1 Authority. Where a notice of violation and order to comply has been issued as herein provided and upon re-inspection at the end of the time specified for compliance it is found that the violation or violations have not been corrected, or at any time when required in accordance with the emergency procedure, the *code official* may order the entire building or structure, or the parts thereof affected by the continued violations, to be vacated in accordance with the following procedures:

113.1.1 Timeframe to vacate. The vacation shall be within a reasonable time as determined by the *code official*, but shall not to exceed sixty (60) days;

113.1.2 Securing. Vacated buildings shall have all outer doors, windows, or other openings securely boarded to prevent entry as outlined in section 108.2.

113.1.3 Posting. The building shall be posted with a placard under the provisions as outlined in section 108.4.

113.2 Habitation. Such buildings shall not be used for human habitation until all violations have been corrected and a written determination obtained from the *code official* that the building or structure complies with the provisions of this code.

201.3 Terms defined in other codes.

Replace with: Where terms are not defined in this code and are defined in the Building Code, Electrical Code, Fire Code, Plumbing Code, or the Zoning Code of the City of Stevens Point, or Chapters SPS 301-388 Wisconsin Administrative Code, such terms shall have the meanings ascribed to them as stated in those codes.

SECTION 202 GENERAL DEFINITIONS

Replace: APPROVED. Authorized by a relevant code and/or acceptable to the *code official*.

Add: APPROVED SURFACE. Permitted parking and/or storage spaces for all motorized or non-motorized vehicles, machinery, and equipment shall be made permanently available for such purposes and be surfaced with asphalt, bituminous, concrete or dustless material approved by the *code official*, and shall be maintained in a smooth, well-graded condition.

Add: ATTRACTIVE NUISANCE. All premises within the jurisdiction which cause the circumstance and/or condition that would reasonably attract any person and such circumstance and/or condition which may constitute a danger to the person(s). Attractive nuisances include, but are not limited to, unused or abandoned refrigerators, freezers or other such large appliances or equipment or any parts thereof; any structurally unsound or unsafe fence or building edifice; any unsecured or abandoned excavation pit, well, cistern, storage tank or shaft; any collection of scrap lumber, trash, vegetation or other similar items; or unattended machinery or equipment, unsecured, abandoned or vacant buildings, open and unattended vehicles or vehicle trunks, or other similar unguarded conditions or situations that would injure or cause injury to any person(s).

Add: BUILDING CODE. The adopted building code for the City of Stevens Point.

Add: CAR COVER. A cover that is specifically manufactured and commercially retailed for the purpose of covering a vehicle. This cover can be a cover designed for the specific vehicle or type of vehicle or may be designed for a generic vehicle. The cover must be completely opaque, conceal the vehicle entirely and be securely fastened at all times. Generic tarps are not a permitted car cover.

Add: CITY. The City of Stevens Point.

Add: DEBRIS. Remains of anything broken-down or destroyed; ruins; rubble including but not

limited to scrap metals, building materials, plastic matter, vehicle matter, or any other similar matter or materials.

Add: DIRT AND FILTH. Dirt and filth means and includes, but is not limited to, floor, sidewalk, street and other surface sweepings; discards from vacuum cleaners; soot; ashes; matter removed from gutters and downspouts; accumulations of dust, residue from fire other than soot and ashes; hair from humans and animals; and all other discarded, unused and seemingly worthless goods and commodities not otherwise described in this chapter.

Add: DRIVEWAY. The driveway is the permitted surfaced roadway leading from the public right-of-way to a legal parking space.

Add: ELECTRICAL CODE. The adopted electrical code for the City of Stevens Point.

Replace: GARBAGE. Waste and residue from the preparation, cooking and dispensing of food, and from the handling, storage and sale of food and food products including, but not limited to, discarded food wrappings and containers, paper, plastic and metal products used or intended for use in connection with the storage, sale, preparation or “clean-up” relating to food items; egg shells; used coffee grounds; used tea bags; meat trimmings; entrails of animals, poultry or fish; offal; medical wastes including bandages, syringes, medicines, plaster or other casts; and decomposed putrid material; whether such items are alone or in combination with other materials.

Repeal: Inoperable Motor Vehicle.

Add: INOPERABLE VEHICLE. A vehicle, either motorized or non-motorized, and/or its parts which cannot be driven or operated upon the public streets for reasons including but not limited to being unlicensed, unroadworthy, wrecked, abandoned, or in a state of disrepair; except, vehicles specifically designed for off-road use and that are unlicenseable such as ATV's, snowmobiles, and dirt bike motorcycles, will not have their license status used to determine operability.

Add: JUNK. Scrapped, broken, or neglected items and materials. Junk includes items such as plastic, cloth, glass, rags, paper or metals that can be converted into usable articles or stock, or articles that have outlived their usefulness in their original form. Examples of “junk” include, but are not limited to, empty bottles and jars; empty metal, plastic or paper products; discarded engine or motor parts; automobile and truck parts of all descriptions; used tires, wheels and inner tubes; discarded batteries; cardboard; discarded and/or pre-used building materials; discarded and/or pre-used electrical and plumbing materials; broken pieces of concrete; discarded, broken, or neglected electrical, gas or hand-operated appliances; previously used packing materials; discarded, broken, or neglected household goods and furnishing; or any household item located outdoors that is designed for indoor use; as well as parts and pieces of any of the foregoing.

Add: LITTER. Tangible personal property which has been unlawfully scattered and/or abandoned in a public place or on private property, typically outdoors, as a form of solid waste – material which, if thrown or deposited, creates a danger to public health, safety and welfare. Litter is further defined as either hazardous, reusable-recyclable, non-hazardous, or non-usable

material. Litter includes, but is not limited to, polystyrene foam, plastics, cigarette butts, candy and gum wrappers, paper towels, newspapers, food wastes, chip bags, aluminum and steel beer/soda cans, leather, rubber, clothing, textiles, wood, glass, metal, abandoned tires, vehicle parts, or other such debris that has fallen onto a public right-of-way as a result of negligent litter; litter from trash-hauling vehicles, unsecured loads, or construction sites.

Add: NOXIOUS WEEDS. Shall have the meaning as defined in Section 66.0407 of the Wisconsin State Statutes.

Add: PLANTING, PARKING STRIP. The area of the right-of-way between the constructed curb or edge of the roadway and the adjoining property line, exclusive of any improved sidewalk or any established pedestrian path.

Add: PLUMBING CODE. The adopted plumbing code for the City of Stevens Point.

Add: PUBLIC NUISANCE. A nuisance consists of doing an unlawful act, or omitting to perform a duty, or permitting an action or condition to occur or exist which intrudes, annoys, injures or endangers the comfort, repose, health or safety of others, is unreasonably offensive to the senses, or which interferes with or disrupts a neighbor's or citizen's ability to freely use or enjoy their properties or public property adjacent to where the nuisance occurs. Such nuisances include, but are not limited to, the following:

1. Unsecured *attractive nuisances*;
2. Conditions or acts which annoy, injure, or endanger the comfort, repose, health, or safety of others;
3. Conditions or acts which are offensive to the senses;
4. Conditions or acts which interfere with, obstruct, or tend to obstruct or render dangerous for passage any stream, public park, parkway, square, sidewalk, street, or highway and other rights-of-way in the city;
5. Illicit discharges into the municipal storm drainage system;
6. Unauthorized interference with, damage to, or polluting of designated habitat areas, publicly thereto;
7. Conditions or acts which obstruct the free use of property so as to essentially interfere with the comfortable enjoyment of life and property;
8. Conditions or acts which lead to blight and contribute to the deterioration of the neighborhood or adjoining property;
9. The improper parking or storage of vehicles on any residential lots which impedes the use of yard areas for light, air circulation, recreation, and landscaping; and
10. A violation of any city ordinance.

Add: PREMISES. Any building, lot, parcel, alley, real estate or land or portion of land whether improved or unimproved, including adjacent sidewalks, boulevards, parking strips and street.

Add: PUBLIC RIGHT-OF-WAY OR RIGHT-OF-WAY. "Right-of-way" means all real property owned or held by the city in fee, or by way of easement, or dedicated to the public and located within the city, and used or intended for use as a street, alley, sidewalk, public way or easement for public or private utilities, whether developed or undeveloped.

Add: PUBLICLY VISIBLE OR PUBLIC VIEW. Anything that can be seen by a person with normal vision from any sidewalk, street, alley or other public place, or from any building situated on an adjoining property.

Add: SCREENING/SCREENED. A permitted continuous solid fence, landscape planting of sufficient density that is not affected by seasonal change, a continuous wall, chain-link fence combined with commercially designed and manufactured fence slats rated at ninety percent (90%) plus sight obscuring or chain-link fence combined with commercially designed and manufactured privacy/windscreen material rated at ninety percent plus sight obscuring or combination thereof that is at least six (6) feet in height that would effectively screen a property from *public view* in which it encloses. Any dead or dying portion of the hedge shall be replaced. Fencing and screening materials must be maintained in good repair or replaced if worn or damaged. All gates leading into the enclosed area must also effectively screen the property and be kept closed. Where inoperable vehicle(s) within a screened area are visible from a neighboring structure, a car cover as defined herein, or a permitted temporary structure, must be used to further screen the vehicle. A covering/barrier such as a tarp or similar material is not permitted screening.

Add: TRASH AND WASTE. Trash and waste means, but is not limited to ashes; leaves; branches and trimmings from trees, shrubs and hedges; discarded Christmas trees; excrement and undigested residue of food eliminated by humans, animals, fish and birds; lawn, yard, garden, shrub and tree trimmings; garbage, junk and filth; discarded clothing of all descriptions; decayed or decaying materials of all kinds and descriptions; and insect-infested materials of all kinds and descriptions; whether such items are alone or in combination with other materials.

Replace: ULTIMATE DEFORMATION. The deformation at which failure occurs and which shall be deemed to occur if the sustainable load reduces to eighty percent (80%) or less of the maximum strength.

Add: UNROADWORTHY. Any vehicle shall be deemed unroadworthy if such vehicle does not have all operational and safety-related components maintained in a manner that makes it legal and safe to operate on the public streets.

Add: VEHICLE. A vehicle includes every device capable of being moved upon a public highway and in, upon, or by which any persons or property is or may be transported or drawn upon a public highway, including but not limited to, automobiles, motorcycles, trucks, buses, motorized recreational vehicles, campers, travel trailers, boat trailers, utility trailers, or other similar devices capable of moving or being moved on public right-of-way, and shall also include parts of vehicles.

Add: WATERCRAFT. A watercraft means any boat, vessel, or other craft used for navigation on or through water. (Does not include kayaks or canoes).

Replace: WEEDS. All grasses, annual plants and vegetation, other than trees or shrubs; however, this term shall not include cultivated flowers and gardens. Natural plantings of native wild plants and accepted cultivars of wild plants are a recognized type of landscaping.

These areas must be tended, cultivated in a manner consistent with natural plantings, and confined to a definite area.

Replace: YARD. Any open space on a lot or lots.

Add: ZONING CODE. The adopted zoning code for the City of Stevens Point.

302.1 Sanitation.

Replace with: *Exterior property* and *premises* shall be maintained in a clean, safe and sanitary condition. The *occupant* shall keep that part of the *exterior property* that such *occupant* occupies or controls in a clean and sanitary condition free of *junk, garbage, trash, rubbish, dirt and filth* or *waste*.

302.3 Sidewalks and driveways.

Replace with: Sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions, or any vegetative growth.

Add:

302.3.1 Gravel driveways and parking areas. Gravel driveways and parking areas are required to be maintained with a minimum of three inches (3") of three-quarter inch (3/4") road gravel. Failure to maintain the proper state of repair will require gravel driveways and parking areas to either be removed, or to be reconstructed with an *approved surface* in an *approved* location.

Add:

302.3.2 Snow and ice removal. The *owner, occupant* or person in charge of any building or property fronting upon or adjoining any street, and the owner or person in charge of an unoccupied dwelling or lot fronting as aforesaid, shall clean the entire width of the sidewalk in front of or adjoining such building, or unoccupied lot or dwelling, which on corner lots shall include the sidewalk or ramps extending to the street, of snow and ice from such sidewalk and cause same to be kept clear of snow and ice, provided that when ice has formed on any sidewalk that it cannot be removed, the persons herein referred to shall keep the same sprinkled with salt or sand. In the event of a snow storm, accumulated snow shall be removed from the abutting sidewalk by the owner or occupant of any premises within twenty-four (24) hours after the snow ceases to fall, except on those streets or portions thereof where no boulevard is located, in which case snow shall be removed within forty-eight (48) hours. Due to the dangerous situation caused by snow and ice on sidewalks and ramps, no further notice beyond this code shall be required to be provided by the *City* for the abatement of such violation.

Should the *owner, occupant* or person in charge of any building or property fail to remove the snow and/or ice within the timeframe indicated above, the *code official* shall order crews to do this work, and the actual costs of the same, including administrative, labor, overhead, bookkeeping, mileage, and incidentals, shall be charged to the *owner*. Failure of the *owner* to pay the related charges within thirty (30) days will result in the charges being entered on the tax

roll as a special charge against said premises pursuant to the provisions of Section 66.0627 of the Wisconsin Statutes for collection and settlement under Chapter 74 of the Wisconsin Statutes.

No *owner, occupant*, or person shall place any snow or ice on or into any sidewalk, street, or alley without permission from the Director of Public Works.

302.4 Weeds.

Replace with: *Premises and exterior property* shall be maintained free from grasses, *weeds* or plant growth in excess of seven inches (7"). *Noxious weeds* shall be prohibited.

Add:

302.4.1 Adoption of codes and regulations. Section 66.0407 (Noxious weeds) and Section 66.0517 (Weed commissioner) of the Wisconsin State Statutes, and any amendments thereto, are hereby adopted and made part of this code.

Add:

302.4.2 Duty to destroy. Every *owner* shall destroy all *noxious weeds* on all lands within the *City*, including any terraces and/or ditches abutting said property.

Add:

302.4.3 Entry. The *code official* may enter upon any lands within the *City* upon which any of the *weeds* or *noxious weeds* growing, and cut or otherwise destroy them, without being liable to an action for trespass or any other action for damages resulting from such entry and destruction, if reasonable care is exercised in the performance of the duty hereby imposed. The *code official* may also authorize the mowing of any untended lawns.

302.7 Accessory structures.

Replace with: Accessory structures, including, but not limited to *detached* garages, fences and walls, shall be maintained structurally sound and in good repair. No structure shall be in a sagging, leaning, fallen, decayed or other dilapidated or unsafe condition.

302.8 Motor vehicles.

Replace with: 302.8 Motor vehicles/vehicles/watercraft. Except as provided for in other regulations, no inoperative or unlicensed motor vehicle, vehicle, watercraft or parts thereof shall be parked, kept or stored on any premises, and no vehicle or watercraft shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an *approved* spray booth. Such vehicles shall be declared to be *public nuisances* which shall be abated and removed as specified in this code; provided that this section shall not apply to the following:

1. A vehicle or part thereof that is stored or parked in a lawful manner on private property in connection with the business of a licensed auto wrecker or licensed vehicle dealer;
2. Any historic automobile, special interest vehicle or inoperable vehicle that is in the process of being restored; provided that all such vehicles and parts thereof which are not licensed or not operable shall be stored or parked within a building in a lawful manner where they are not publicly visible; or
3. A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and *approved* for such purposes. This work shall be performed in compliance with Section 302.12 and in accordance with the *Zoning Code*.

302.9 Defacement of property

Repeal

Add:

302.9 Vehicles and/or machinery parts. Except where permitted and licensed as a wrecking yard, all premises within the city shall be maintained free of the existence and maintenance of a storage area, junkyard or dumping ground for the wrecking or dismantling of automobiles, trucks, trailers, house trailers, boats, tractors or other vehicles or machinery of any kind, or for the storing or leaving of worn out, wrecked, inoperative or abandoned automobiles, trucks, trailers, house trailers, boats, tractors or other vehicles or machinery of any kind or of any major parts thereof.

Add:

302.10 Vehicle parking/storage. Limitations on the parking of vehicles, boats, trailers, commercial and heavy commercial equipment.

302.10.1 Vehicles. Motor vehicles, or other vehicles not covered in this section, shall be parked or stored on an *approved* parking surface, shall not be parked in the required property setbacks and shall be in conformance with Chapter 23.01(14) of the Revised Municipal Code.

302.10.2 Recreational vehicles, boats, trailers. Recreational vehicles, boats, and trailers shall be parked or stored on an *approved* parking surface, shall not be parked or stored in required property setbacks and shall be in conformance with Chapter 23.01(14) of the Revised Municipal Code.

302.10.3 Machinery and equipment. Machinery and equipment shall be parked, kept or stored on an *approved* parking surface, shall not be parked or stored in required property setbacks and shall be in conformance with Chapter 23.01(14) of the Revised Municipal Code.

302.10.4 Truck tractors, semi-trailers and commercial equipment. Truck tractors, as defined in Section 340 (Vehicles) of the Wisconsin State Statutes, or similar commercial equipment, shall not be parked or stored in residentially zoned areas, on residential property in other zones, or on sites that have not been permitted, improved and *approved* for such use. This requirement shall not apply to the parking or storage of agricultural machinery on residential premises to be used for agricultural use allowed by the *Zoning Code* or when equipment is used in conjunction with a permitted or allowed project. These vehicles shall be parked or stored on an *approved surface* outside of required property setbacks.

Add:

302.11 Vehicle and equipment repair on residential premises. Servicing, repairing, assembling, modifying, restoring, or otherwise working on any vehicle on any residential premises shall be subject to the following:

302.11.1 Occupant or occupant's family. Work shall be limited to the repair and maintenance of vehicles, equipment, or other conveyance currently registered to the *occupant* or a member of the *occupant's* family.

302.11.2 Approved areas. Work is limited to the *approved* parking surface or garage or approved accessory structure; at no time can repairs be made on the lawn, sidewalk, planting strip or the street.

302.11.3 Minor repairs. Only minor repairs such as an oil change, tire repair, small parts change, or minor routine maintenance may be performed outside of a garage or *approved* accessory structure and only then on an *approved* parking surface. The associated vehicle(s) in which such minor repairs exceed seven (7) days shall be moved inside of a building that meets applicable code and zoning requirements or be properly *screened* from *public view* and parked on an *approved surface* outside of property setbacks.

302.11.4 Nuisance. Work which creates a nuisance shall not be permitted.

Add:

302.12 Dangerous trees. All premises within the city shall be maintained free of any dead, diseased, infested or dying tree that constitutes a danger to street trees, streets, alleys or sidewalks.

Add: 302.13 Obscured public facilities. All premises within the city shall be maintained free of any object blocking, vine or climbing plants growing into, onto or over any street, tree growing within a *public right-of-way* or any public hydrant, utility meter, pole, street light, utility device, street sign or public facility or device; or the existence of any uncontrolled, uncultivated or untended shrub, vine or plant growing on, around or nearby any hydrant, standpipe, sprinkler system connection or any other appliance or facility provided for fire protection purposes in such a way as to obscure the view thereof or impair the access thereto.

302.13.1 Overhanging trees and shrubs. Every property owner having any tree or shrub overhanging any street, alley or *right-of-way* within the city shall prune the branches so that such branches shall not interfere with the unobstructed use of the street, alley, sidewalk or *right-of-way* or obstruct the view of any street intersection. Trees and shrubs overhanging the street and alley shall be pruned to allow a minimum fourteen foot (14') clearance above the entire surface of the street or alley. Trees and shrubs overhanging the sidewalk and/or *right-of-way* shall be pruned to allow a minimum eight foot (8') clearance above the entire sidewalk surface and/or *right-of-way* to the adjoining property line. No person shall, without a written permit of the City Forester cut, prune, rake, climb, injure or remove any living tree in any *public right-of-way*, park, planting/parking strip or other public place in the city.

Add:

302.14 Privies, vaults, cesspools, etc. All premises within the city shall be maintained free of any privies, vaults, cesspools, sumps, pits, trenches or like places which create a dangerous condition or are not securely protected from flies and rats, or which are foul or malodorous.

Add:

302.15 Outdoor wood storage. Outdoor wood and firewood shall be neatly stacked not to exceed four feet (4') in height, shall be adequately supported so as not to pose a hazard to person or property, and shall not be placed in any setback or other restricted area on the property in which it is being stored.

Add:

302.16 Accumulation of dangerous materials. All premises within the city shall be maintained free of the existence of any accumulation of materials, substances or objects in a location when the same endangers property, health, safety or constitutes a fire hazard.

Add:

302.17 Open storage of materials and furnishings. No person shall openly store or keep, for a period of more than twenty-four (24) hours, any equipment, materials or furnishings; or any item that creates an unsightly condition or one that promotes urban blight or *public nuisance*. This may include, but is not limited to, indoor furniture, household appliances, auto parts, shopping carts or building materials.

Exception: Building materials neatly stacked and stored for no less than sixty (60) days for a construction project permitted with the city. The material must be weather protected, shall not be placed within property setbacks or placed in such a manner that would create a danger to property, health and/or safety.

Add:

302.18 Alley/Public right-of-way maintenance. The *owner* or *occupant*, or any person having the care or charge of any property that has alley access or an alley *right-of-way* easement, shall be responsible for maintaining that portion of the alley that fronts said property up to and including one-half (1/2) of the apparent alley centerline, and shall keep said alley or alley easement maintained in a clean, safe and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health, safety or welfare. *Public right-of-way* maintenance shall also include utility easements or *parking and/or planting strips*. Such blighting problems shall include, but are not limited to: overgrown trees, shrubs, vegetation, *weeds* and/or *grasses*; *garbage*; *junk*; *rubbish*; *dirt and filth*; *litter*; *trash*; and *waste*. This definition shall also include, but not be limited to, such items as couches, loveseats, chairs, mattresses, and other similar household furniture or appliances. Such items, if placed in any city alleyway or alley easement, shall be considered a *public nuisance* and abated within the time established by the *City* in accordance with Section 106.

Add:

302.19 Defacement of property. No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti.

It shall be the responsibility of the owner to restore said surface to an approved state of maintenance and repair.

Add:

302.20 Attractive nuisance. All premises within the city shall be maintained free of any accessible *attractive nuisance*.

Add:

302.21 Unsafe conditions. No *owner*, *occupant*, or operator of a building, building unit, or premise, shall suffer, permit, or allow any condition which may be dangerous to children because of their inability to appreciate peril and may reasonably be expected to attract them to the premises.

303.2 Enclosures.

Replace with: Private swimming pools, hot tubs and spas, containing water more than twenty-four inches (24") in depth shall be completely surrounded by a fence or barrier not less than forty-eight inches (48") in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is not less than fifty-four inches (54") above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of six inches (6") from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

Exception: Pools, spas or hot tubs with a safety cover that complies with ASTM F1346 shall be exempt from the provisions of this section.

304.1.1 Unsafe conditions.

Replace with: The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *Building Code: keep all original subsections in 2015 International Property Maintenance Code*

304.2 Protective treatment.

Replace with: Exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. Tarp or similar materials used for weather protection shall not exceed thirty (30) days. Metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

304.3 Address identification.

Replace with: Buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position to be visible from the street or road fronting the property, and at the rear of the property if there is an improved alley. Additionally, structures not fronting a public street or an alley shall also have approved numbers placed at the front and back of the building so as to be plainly visible from points as determined by the *code official*. Address identification characters shall contrast with their background. Address numbers shall be Arabic numerals or alphabetical letters. Numbers shall not be spelled out. Each character shall be a minimum of four inches (4") in height with a minimum stroke width of one-half inch (0.5"). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained and not be sight obscured.

304.7 Roofs and drainage.

Replace with: The roof and flashing shall be sound, tight and not have defects that admit rain. Tarp or similar materials used for weather protection shall not exceed thirty (30) days. Roof drainage shall be adequate to prevent dampness or *deterioration* in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a *public nuisance*.

Add:

304.13.3 Storm or thermal windows. During the period from November 1 to March 31, every window and other outside opening required for ventilation shall be equipped with a storm window or be a thermal window.

304.14 Insect screens.

Replace with: During the period from April 1 to October 31, every door, window and other outside opening required for *ventilation* of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with *approved* tightly fitting screens of minimum sixteen (16) mesh per inch, and every screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other *approved* means, such as air curtains or insect repellent fans, are employed.

304.15 Doors.

Replace with: Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition and weather tight. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

305.1.1 Unsafe conditions.

Replace with: The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *Building Code: keep all original subsections in 2015 International Property Maintenance Code*

306.1.1 Unsafe conditions.

Replace with: Where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be determined as unsafe and shall be repaired or replaced to comply with the *Building Code: keep all original subsections in 2015 International Property Maintenance Code*

307.1 General.

Replace with: Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface that is more than twenty-four inches (24") above the floor or grade below shall have *guards*. Handrails shall be not less than thirty inches (30") in height or more than thirty-eight inches (38") in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. *Guards* shall be not less than thirty-six inches (36") in height above the floor of the landing, balcony, porch, deck, or

ramp or other walking surface.

Exception: *Guards* shall not be required where exempted by the adopted building code.

SECTION 308 RUBBISH AND GARBAGE

Replace with: SECTION 308 RUBBISH, GARBAGE AND RECYCLABLE MATERIALS

308.1 Accumulation of rubbish and garbage.

Replace with: 308.1 Accumulation of rubbish, garbage and recyclable materials. *Exterior property* and *premises*, and the interior of every structure, shall be free from any accumulation of *rubbish, junk, trash, dirt and filth, waste, garbage*, recyclable materials, or miscellaneous materials that appear unsightly.

308.2 Disposal of rubbish.

Replace with: Every *occupant* of a structure shall dispose of all *rubbish, junk, trash, dirt and filth, waste, garbage* or recyclable materials in a clean and sanitary manner by placing such *rubbish, junk, trash, filth, waste, garbage* or recyclable materials in *approved* containers, or by taking it to an *approved* disposal facility.

308.2.1 Rubbish/garbage storage facilities. The *owner* of every occupied premises shall maintain *approved* covered containers for *rubbish, junk, trash, dirt and filth, waste, garbage* or recyclable materials, and the owner of the premises shall be responsible for the removal of *rubbish, junk, trash, dirt and filth, waste, garbage* or recyclable materials from the premises.

308.2.2 Dangerous and/or discarded appliances. Refrigerators, household appliances, and similar equipment shall not be discarded, abandoned or stored on any *premises* within the city.

308.3.2 Containers.

Replace with: The *operator* of every establishment producing garbage shall provide, and at all times cause to be utilized, *approved* leakproof containers provided with closefitting covers for the storage of such materials until removed from the *premises* for disposal. Containers shall not be stored within the street yard setback area, except on collection days, or if they are properly *screened* from public view. Containers shall be readily accessible for removing and emptying the same shall be placed no sooner than 6:00PM the day before collection to 11:59PM the day of collection.

Add:

308.4 Disposal of recyclable materials. Every *occupant* of a structure shall dispose of recyclable materials in a clean and sanitary manner by placing such materials in *approved* material containers.

308.4.1 Containers. The *operator* of every establishment producing recyclable materials shall provide, and at all times cause to be utilized, *approved* leakproof containers provided with closefitting covers for the storage of such materials until removed from the *premises* for disposal. Containers shall not be stored within the street yard setback area, except on collection days, or if they are properly *screened* from public view. Containers shall be readily accessible for removing and emptying the same shall be placed no sooner than 6:00PM the day before collection to 11:59PM the day of collection.

Add:

308.5 Rubbish and garbage exceptions. The following shall not be a violation of this section.

1. Compost piles less than four feet (4') in height and six feet (6') in diameter at ground level, and twenty feet (20') or more from any adjacent dwelling, and six feet (6') or more from adjoining properties.
2. Storm debris within thirty (30) days following a storm event.
3. Construction residue and debris during and for fourteen (14) days following completion of work.
4. Fallen leaves, tree needles, tree fruit and similar vegetation, during the months of October through April, inclusive.

401.3 Alternative devices.

Replace with: In lieu of the means for natural light and *ventilation* herein prescribed, artificial light or mechanical *ventilation* complying with the *Building Code* shall be permitted.

402.1 Habitable spaces.

Replace with: Every *habitable space* shall have not less than one window of *approved* size facing directly to the outdoors or to a court. The minimum total glazed area for every *habitable space* shall be eight percent (8%) of the floor area of such room. Wherever walls or other portions of a structure face a window of any room and such obstructions are located less than three feet (3') from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors nor to a court and shall not be included as contributing to the required minimum total window area for the room.

Exceptions:

1. Where natural light for rooms or spaces without exterior glazing areas is provided through an adjoining room, the unobstructed opening to the adjoining room shall be not less than eight percent (8%) of the floor area of the interior room or space, but a minimum of twenty-five (25) square feet. The exterior glazing area shall be based on the total floor area being served.

2. Habitable rooms, other than bedrooms, located in basements or ground floors do not require natural light.

403.1 Habitable spaces.

Replace with: Every *habitable space* shall have not less than one openable window. The total openable area of the window in every room shall be equal to not less than three and one-half percent (3 ½%) of the floor area of such room.

Exception: Where rooms and spaces without openings to the outdoors are ventilated through an adjoining room, the unobstructed opening to the adjoining room shall be not less than eight percent (8%) of the floor area of the interior room or space. The *ventilation* openings to the outdoors shall be based on a total floor area being ventilated.

404.3 Minimum ceiling heights.

Replace with: *Habitable spaces*, hallways, corridors, laundry areas, *bathrooms*, *toilet rooms* and habitable *basement* areas shall have a minimum clear ceiling height of seven feet(7') .

All habitable rooms, kitchens, hallways, bathrooms and corridors shall have a ceiling height of at least seven feet (7'). Habitable rooms may have ceiling heights of less than seven feet (7') provided at least fifty percent (50%) of the room's floor area has a ceiling height of at least seven feet (7'). Beams and girders or other projections shall not project more than eight inches (8") below the required ceiling height.

Exceptions:

1. In one- and two-family dwellings, beams or girders projecting a maximum of eight inches (8") below the required ceiling height.
2. *Basement* rooms in one- and two-family dwellings occupied exclusively for laundry, study or recreation purposes, having a minimum ceiling height of six feet-eight inches (6'-8") with a minimum clear height of six feet-four inches (6'-4") under beams, girders, ducts and similar obstructions.
3. Rooms occupied exclusively for sleeping, study or similar purposes and having a sloped ceiling over all or part of the room, with a minimum clear ceiling height of seven feet (7') over not less than one third (1/3) of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a minimum clear ceiling height of five feet (5') shall be included.

404.4.Room area.

Replace with: 404.4.1 Bedroom area. Every bedroom shall contain not less than seventy (70) square feet and every bedroom occupied by more than one (1) person shall contain not less than fifty (50) square feet of floor area for each occupant thereof.

404.5 Overcrowding.

Replace with: For each occupant in a dwelling unit, at least one-hundred twenty five (125) square feet of floor area shall be provided.

404.5.1 Sleeping area.

Repeal

404.5.2 Combined areas.

Repeal

502.2 Rooming houses.

Replace with: Not less than one water closet, lavatory and bathtub or shower shall be supplied for each eight (8) *occupants*.

502.5 Public toilet facilities.

Replace with: Public toilet facilities shall be maintained in a safe, sanitary and working condition in accordance with the *Plumbing Code*. Except for periodic maintenance or cleaning, public access and use shall be provided to the toilet facilities at all times during *occupancy* of the *premises*.

505.1 General.

Replace with: Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an *approved* private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the *Plumbing Code*.

602.2 Residential occupancies.

Replace with: Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 70°F in all habitable rooms, *bathrooms* and *toilet rooms*.

602.3 Heat supply.

Replace with: Every *owner* and *operator* of any building who rents, leases or lets one (1) or more *dwelling units* or *sleeping units* on terms, either expressed or implied, to furnish heat to the *occupants* thereof shall supply heat during the period from November 1 to March 31 to maintain a minimum temperature of seventy degrees Fahrenheit (70°F) in all habitable rooms, *bathrooms* and *toilet rooms*.

602.4 Occupiable work spaces.

Replace with: Indoor occupiable work spaces shall be supplied with heat to maintain a minimum temperature of sixty-eight degrees Fahrenheit (68°F) during the period the spaces are occupied.

Exceptions:

1. Processing, storage and operation areas that require cooling or special temperature conditions.
2. Areas in which persons are primarily engaged in vigorous physical activities.

604.3.1.1 Electrical equipment.

Replace with: Electrical distribution equipment, motor circuits, power equipment, transformers, wire, cable, flexible cords, wiring devices, ground fault circuit interrupters, surge protectors, molded case circuit breakers, low-voltage fuses, luminaires, ballasts, motors and electronic control, signaling and communication equipment that have been exposed to water and damaged shall be replaced in accordance with the provisions of the *Building Code* and *Electrical Code*.

Exception: The following equipment shall be allowed to be repaired where an inspection report from the equipment manufacturer or *approved* manufacturer's representative indicates that the equipment has not sustained damage that requires replacement: *keep all original subsections in 2015 International Property Maintenance Code*

604.3.2.1 Electrical equipment.

Replace with: Electrical switches, receptacles and fixtures, including furnace, water heating, security system and power distribution circuits, that have been exposed to fire, shall be replaced in accordance with the provisions of the *Building Code*.

Exception: Electrical switches, receptacles and fixtures that shall be allowed to be repaired where an inspection report from the equipment manufacturer or *approved* manufacturer's representative indicates that the equipment has not sustained damage that requires replacement.

702.1 General.

Replace with: A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the *public way*. Means of egress shall comply with the *Fire Code*.

702.2 Aisles.

Replace with: The required width of aisles in accordance with the *Fire Code* shall be unobstructed.

702.3 Locked doors.

Replace with: Means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the *Building Code*.

704.1 General.

Replace with: Systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the *Fire Code*.

704.2.4 Smoke detection system.

Replace with: Smoke detectors listed in accordance with UL 268 and provided as part of the building's fire alarm system shall be an acceptable alternative to single- and multiple-station smoke alarms and shall comply with the following:

1. The fire alarm system shall comply with all applicable requirements of the *Fire Code*.
2. Activation of a smoke detector in a dwelling or sleeping unit shall initiate alarm notification in the *dwelling* or *sleeping unit* in accordance with the *Fire Code*.
3. Activation of a smoke detector in a *dwelling* or *sleeping unit* shall not activate alarm notification appliances outside of the *dwelling* or *sleeping unit*, provided that a supervisory signal is generated and monitored in accordance with the *Fire Code*.



Memo

Plan Staff

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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

City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 2/29/2016

- Re:
- 17. Approval of Certified Survey Map for Worth Court Extension to Clem’s Way.
 - 18. Acceptance of donated land from Portage County within the Portage County Business Park to extend Worth Court south to a point terminating at the intersection of Clem’s Way.
 - 19. Coye Drive Relocation Order to extend Coye Drive West of Hoover Road approximately 450 feet.
 - 20. Coye Drive Right-of-Way Plat

17. Approval of Certified Survey Map for Worth Court Extension to Clem’s Way.

With the construction of Skyward’s corporate headquarters on E.M. Coppins Drive, a traffic impact analysis (TIA) was done at the intersection of E.M. Coppins Drive and County Road R due to the increased amount of expected traffic. The TIA revealed that the intersection referenced above cannot support signals given the grade over the railroad overpass. Therefore, City staff has pursued extending Worth Court south to intersect with Clem’s Way where signals exist at the intersection of County Road R. See the attached certified survey map (CSM) regarding the extension of Worth Court. The extension would provide an alternative route for the expected increase in traffic at a signaled intersection, improving safety and access to the Portage County Business Park, while also allowing for additional lots in the Park. Staff would recommend approving the CSM.



- 18. Acceptance of donated land from Portage County within the Portage County Business Park to extend Worth Court south to a point terminating at the intersection of Clem’s Way.

With regard to the item described above, extending Worth Court, the City has inquired with Portage County about donating the County owned land to the City for use as right-of-way. The County has agreed to donate land for the extension of Worth Court, which is further identified on the attached certified survey map. Staff recommends accepting the land donation.

- 19. Coye Drive Relocation Order to extend Coye Drive West of Hoover Road approximately 450 feet.

The Hoover Avenue grade separation project has triggered necessary improvements to other entrances into the Stevens Point Industrial Park. Specifically, Coye Drive needs to be expanded with the vacation of Joerns Drive to handle the additional traffic. The expansion includes extending Coye Drive west of Hoover Road approximately 450 feet before terminating at a cul-de-sac. Approval is necessary to relocate and extend Coye Drive.



- 20. Coye Drive Right-of-Way Plat

Approval of the Right-of-Way Plat is required prior to construction and extension of Coye Drive, see the attached plat.

PORTAGE COUNTY CERTIFIED SURVEY MAP NO.

SURVEYOR'S CERTIFICATE

I Patrick J. Fuehrer, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided, and mapped the land described and represented by this Certified Survey Map located in the Southeast Quarter of the Northeast Quarter of Section 2, Township 23, North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.

Commencing at the east quarter corner of said Section 2; thence North 01 degree 52 minutes 15 seconds West along the east line of said Northeast Quarter of Section 2 a distance of 378.72 feet to the easterly extension of the north right-of-way line of Clems Way; thence South 89 degrees 37 minutes 14 seconds West along said easterly extension and said north right-of-way line 643.07 feet to the **point of beginning**; thence continuing along said north right-of-way line South 89 degrees 37 minutes 14 seconds West 66.02 feet to the southeast corner of Lot 1 of Portage County Certified Survey Map Number (PCCSMN) 8780-36-10; thence North 01 degree 52 minutes 46 seconds West along the east line of said Lot 1 a distance of 499.18 feet to the northeast corner thereof; thence North 89 degrees 40 minutes 19 seconds East 86.55 feet to the southeast corner of Lot 1 of PCCSMN 10688-48-118; thence North 01 degree 51 minutes 10 seconds West along the east line of said Lot 1 a distance of 177.97 feet; thence North 88 degrees 11 minutes 22 seconds East 66.00 feet to the east right-of-way line of Worth Court and the southeast corner of Lot 2 of PCCSMN 7838-29-118; thence South 01 degree 51 minutes 10 second East 177.92 feet; thence southwesterly 150.70 feet along the arc of a 213.00 foot radius curve, tangent with the last described course, center to the west, the chord bears South 18 degrees 24 minutes 57 seconds West 147.58 feet; thence southeasterly 104.07 feet along the arc of a 147.00 foot radius curve, tangent with the last described course, center to the east, the chord bears South 18 degrees 24 minutes 09 seconds West 101.91 feet; thence South 01 degree 52 minutes 46 seconds East 264.53 to the **point of beginning** and there terminating.

That I have made such survey, and map at the direction of Portage County. That such map is a correct representation of all the exterior boundaries of the land surveyed. That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes, and the local ordinances of the City of Stevens Point, in surveying and mapping the same.

Dated: _____, 2016

Patrick J. Fuehrer, PLS No. 2973

CITY OF STEVENS POINT ACCEPTANCE CERTIFICATE

RELOCATION ORDER

LPA1708 08/2011 (Replaces LPA3006)

Project	Road name Coye Drive and Hoover Road Intersection Improvements	Highway Coye Drive / Hoover Road	County Portage
Right of way plat date	Plat sheet number(s) 4.01 through 4.02	Previously approved Relocation Order date	

Description of termini of project:

Beginning at a point on the reference line which is 1350.80 feet north and 556.53 feet west of the east quarter corner of Section 3, T23N, R8E and ending at a point 1334.01 feet north and 233.22 feet east of the east quarter corner of Section 3, T23N, R8E.

Beginning Coordinates: Y = 197481.722, X = 176972.843, Sta. 14+60.00

Ending Coordinates: Y = 197464.937, X = 177762.588, Sta. 22+50.00

Portage County Coordinate System - NAD 83 (2011)

This relocation order is part of the NW 1/4 of the NW 1/4 and the SW 1/4 of the NW 1/4 of Section 2 and the NE 1/4 of the NE 1/4 and the SE 1/4 of the NE 1/4 of Section 3, all in Township 23 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.

To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the highway designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Sections 62.22 Wisconsin Statutes, the City of Stevens Point orders that:

1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: City of Stevens Point
3. This order supersedes and amends any previous order issued by the: City of Stevens Point

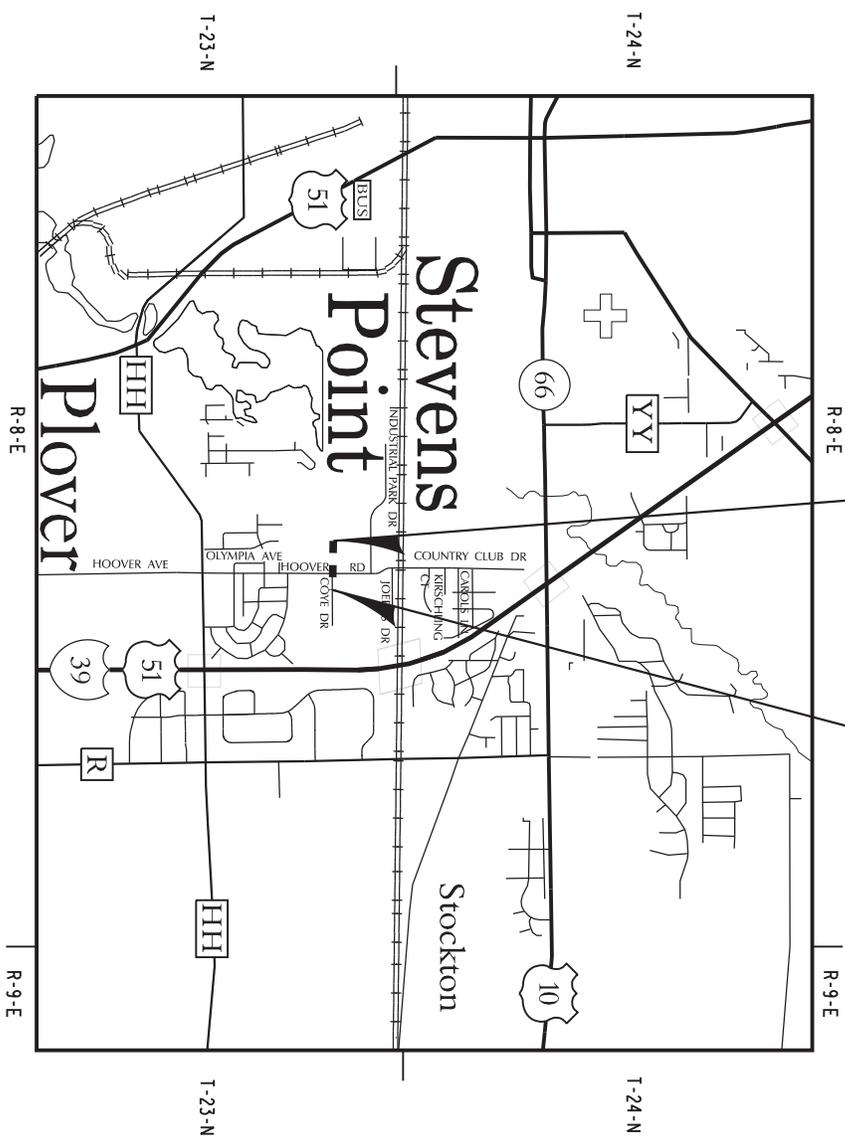
Approved: _____
Mike Wiza, Mayor Date

Attest: _____
John Moe, City Clerk Date

R/W PROJECT NUMBER	SHEET NUMBER	TOTAL SHEETS
FEDERAL PROJECT NUMBER	4.01	2
PLAT OF RIGHT-OF-WAY REQUIRED FOR COYE DRIVE AND HOOVER ROAD INTERSECTION IMPROVEMENTS CITY OF STEVENS POINT LOCAL STREET PORTAGE COUNTY CONSTRUCTION PROJECT NUMBER		

BEGIN RELOCATION ORDER
 STA. 14+60.00
 1350.80' NORTH AND 555.53' WEST
 OF THE EAST QUARTER CORNER OF
 SECTION 3, T23N, R8E.

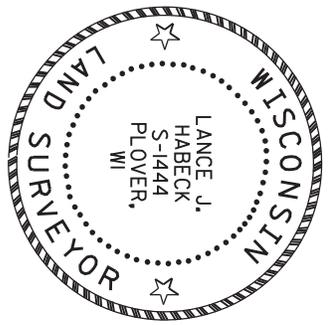
END RELOCATION ORDER
 STA. 22+50.00
 1334.01' NORTH AND 233.22' EAST
 OF THE EAST QUARTER CORNER
 OF SECTION 3, T23N, R8E.



LAYOUT
 SCALE 0 1/2 MI.
 TOTAL NET LENGTH OF CENTERLINE = 0.150 MI.

PROJECT LOCATION

ORIGINAL PLAT PREPARED BY
AECOM

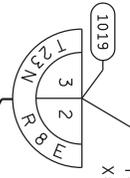


FDN...
 TYPE
 M.H. (TYPE)
 G.P.
 GAS (TYPE)
 I.P.
 SIGN

TILE	0.179
ACRES	0.080
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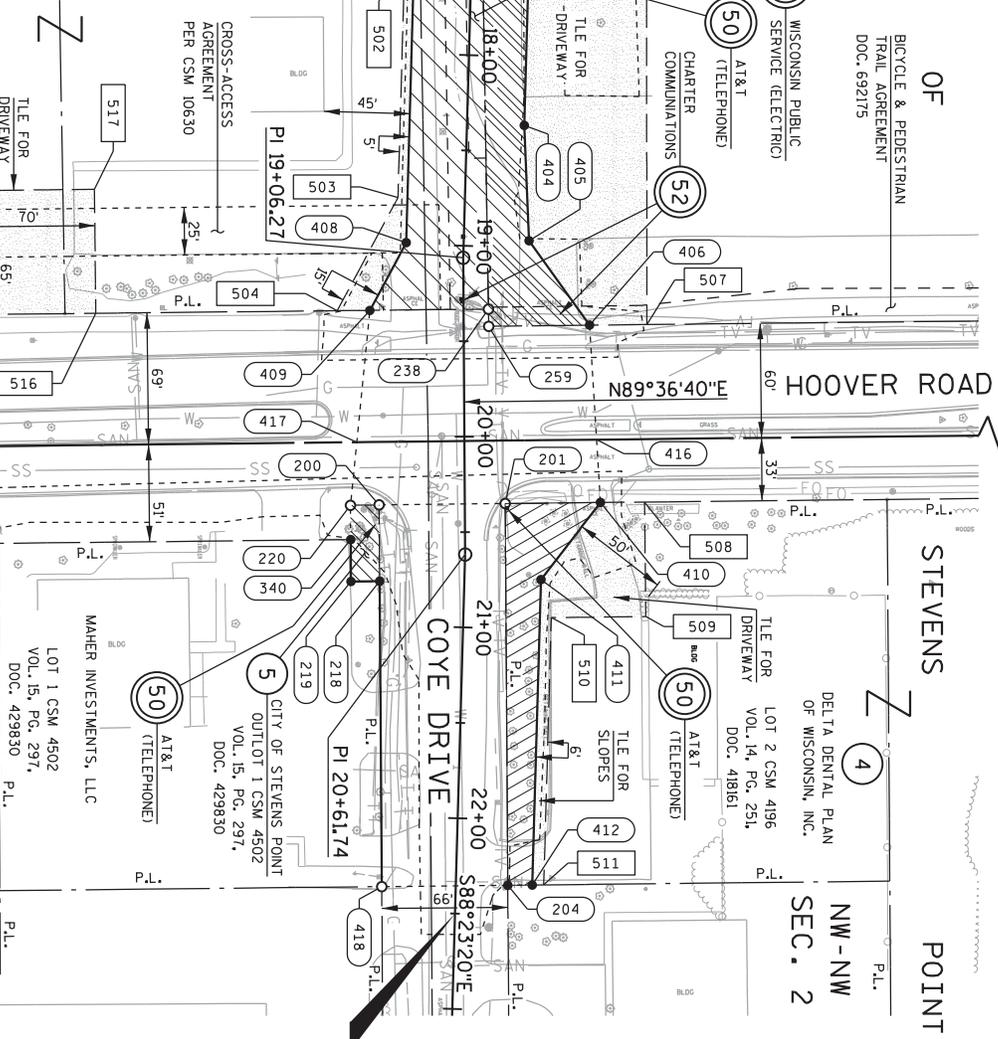
NOTE: EXISTING RIGHT OF WAY FOR HOOVER ROAD ESTABLISHED BY CSM 3332, CSM 4196, CSM 4502, CSM 10630, DEED, VOL. 679, PG. 202, DOC. 514125 AND GOVERNMENT LAND LINES. EXISTING RIGHT OF WAY FOR COYE DRIVE ESTABLISHED BY CSM 4196 AND CSM 4502.

FOUND
HARRISON MON.
Y=198980.836
X=177498.722



UTILITY INTERESTS REQUIRED		
UTILITY NUMBER	OWNER(S)	INTEREST REQUIRED
50	AT&T (TELEPHONE)	RELEASE OF RIGHTS
51	WISCONSIN PUBLIC SERVICE CORP. (ELECTRIC)	RELEASE OF RIGHTS
52	CHARTER COMMUNICATIONS	RELEASE OF RIGHTS

EASEMENT TABLE		
OWNER	CITY OF STEVENS POINT TRAIL AGREEMENT	PARCEL 1
OWNER	HERRSCHNER'S, INC. 9' EASEMENT AGREEMENT	3
OWNER	WISCONSIN PUBLIC SERVICE 20' UTILITY EASEMENT	1, 2 & 3
OWNER	CHARTER COMMUNICATIONS	1 & 3
OWNER	AT&T (TELEPHONE)	3, 4 & 5



END RELOCATION ORDER
STA. 22+50.00
Y=197464.937
X=17762.588

POINT	Y	X
204	197497.540	177747.740
218	197426.543	177748.449
219	197425.443	177588.453
219	197410.444	177588.615
242	197464.715	176986.845
340	197410.293	177566.615
401	197511.303	176988.155
402	197372.724	176988.110
403	197375.412	177148.088
404	197501.137	177349.598
405	197503.648	177410.062
406	197525.416	177454.263
407	197446.808	177147.105
408	197439.386	177410.996
409	197420.361	177446.500
410	197541.047	177547.208
411	197509.875	177587.573
412	197505.374	177747.602

POINT	STATION	OFFSET
200	20+35.49	44.88'
201	20+35.22	21.12'
204	22+34.38	27.11'
211	22+36.95	38.78'
218	20+77.04	59.36'
219	20+77.63	59.36'
220	20+35.55	13.06'
238	19+33.26	13.06'
242	14+74.47	16.61'
259	19+42.26	12.15'
340	20+53.55	59.88'
401	14+74.47	30.00'
402	14+78.33	108.53'
403	16+38.16	101.34'
404	18+36.06	30.00'
405	18+96.43	34.21'
406	19+42.05	66.00'
407	16+35.18	30.00'
408	18+99.17	30.00'
409	19+33.50	49.00'
410	20+35.03	71.00'
411	20+73.79	40.00'
412	22+33.88	40.00'

POINT	STATION	OFFSET
500	16+35.80	45.00'
501	17+57.00	45.00'
502	18+75.64	35.00'
503	19+33.57	66.12'
504	16+95.00	30.00'
505	16+95.00	90.00'
506	19+41.93	96.00'
508	20+34.93	94.11'
509	20+91.62	95.45'
510	20+93.54	46.00'
511	22+33.65	46.00'
512	14+64.47	17.06'
513	14+64.47	45.00'
514	16+30.47	45.00'
515	16+30.47	30.00'
516	19+34.07	192.50'
517	18+75.82	193.94'
518	18+78.54	263.89'
519	19+34.35	262.50'

FROM - TO	BEARING	DISTANCE
1018 - 417	N00°36'58"W	1282.61'
417 - 409	N84°18'01"W	69.42'
409 - 408	N61°48'52"W	40.28'
408 - 407	N88°23'20"W	263.99'
407 - 403	S00°47'18"E	71.40'
402 - 402	S89°02'15"W	160.00'
402 - 242	N00°47'18"W	92.00'
401 - 404	N01°36'40"E	46.61'
404 - 405	S88°23'20"E	361.59'
404 - 405	N87°37'19"E	60.52'
405 - 406	N54°17'40"E	54.43'
406 - 259	S00°36'58"E	52.85'
259 - 238	S89°04'25"W	9.00'
238 - 409	N00°36'58"E	62.07'
417 - 220	S84°18'01"E	33.20'
220 - 200	N00°36'58"W	15.00'
200 - 201	N00°36'58"W	66.00'

FROM - TO	BEARING	DISTANCE
242 - 512	S89°02'15"W	10.01'
512 - 513	N01°36'40"E	62.06'
513 - 514	S88°23'20"E	166.00'
514 - 515	S01°36'40"W	15.00'
515 - 401	N88°23'20"W	156.00'
401 - 242	S01°36'40"W	46.61'
406 - 405	S54°17'40"W	54.43'
405 - 404	S87°37'19"W	60.52'
404 - 505	N88°23'20"W	141.06'
505 - 506	N01°36'40"E	60.00'
506 - 507	N89°55'16"E	243.66'
507 - 406	S00°36'58"E	30.00'
409 - 504	S00°36'58"E	17.12'
504 - 503	N61°48'52"W	67.34'
503 - 502	N88°23'20"W	118.64'
502 - 501	S01°36'40"W	10.00'
501 - 500	N88°23'20"W	121.20'
500 - 407	N00°47'18"W	15.01'
407 - 408	S88°23'20"E	263.99'
408 - 409	S61°48'52"E	40.28'

Plan Staff

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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



Memo

City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 2/26/2016

Re: 20. Request from the City of Stevens Point to apply for the Wisconsin Connect Communities designation.

The City of Stevens Point Previously was a Main Street Community, however lost that status when the Main Street Program Director position was terminated in 2011 to hire additional staff within the Community Development Department. Several changes have been made to the Main Street Program which could potentially allow the City to be eligible again. However, after conversations with the program administrator, the City has been recommended to apply first for the status of a Connect Community. The Connect Community Program is led by the Wisconsin Economic Development Corporation and provides access to resources and networking opportunities. See the attached fact sheet for more information and benefits of the program.

Designation as a Connect Community and member of the program requires the submittal of an application and fee of \$200.00. The City should likely be a strong candidate for the program, as eligibility requirements for the program are minimal. After acceptance into the program annual reporting requirements must be completed. Staff is willing to invest time to complete any and all requirements for the program, take advantage of program benefits, and attend program training opportunities. Note that other communities who have been selected in the program eventually have been selected for the Main Street Program which offers further assistance to the community and downtowns specifically. Staff anticipates the City receiving acceptance into the Connect Community Program in 2016 if pursued and the eventual pursuit of the Main Street Program. Staff is seeking approval the Plan Commission and Common Council to apply for the Connect Communities Program.



Connect Communities

Connect Communities

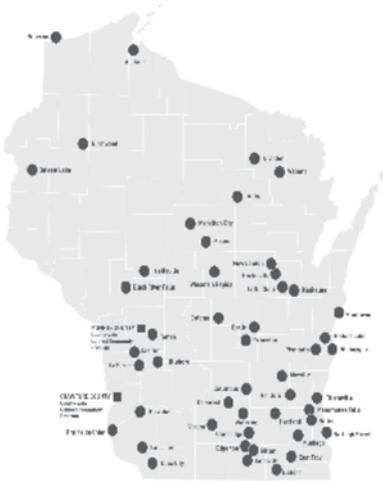
Where the Path to Revitalization Begins

Downtowns and historic commercial districts play an important role in their communities and in Wisconsin's overall economy, functioning not only as prominent employment and business centers, but oftentimes as the historic foundation of the municipalities they serve. Successful commercial districts don't just happen. They need to be planned and nurtured. Their prosperity requires interest and action from many stakeholders who share a vision for the community.

Connect Communities helps local leaders leverage the unique assets of their downtowns and commercial districts, providing access to resources and networking opportunities to local leaders interested in starting a district revitalization effort.

How It Works

Connect Communities program participants will have immediate access to experienced staff within the Wisconsin Economic Development Corporation (WEDC) and to the leaders within the Connect Communities Network. Program services include:



Click map to enlarge.

- A ListServ/network group to get new ideas from staff and other participating Connect Communities
- Participation in Main Street Executive Director Workshops with a focus on downtown revitalization topics
- An on-site visit from one of WEDC's community development staff to assist in identifying needs and offering assistance
- Training for your downtown director or board president
- Roundtable discussion groups on pertinent topics held twice per year
- Access to WEDC's online downtown development library
- Access to resources and training materials that have been developed for Wisconsin Main Street communities
- Invitation to the annual Main Street Awards Program, plus eligibility to nominate a project for a Connect Communities award
- Webinars/regional training

Share

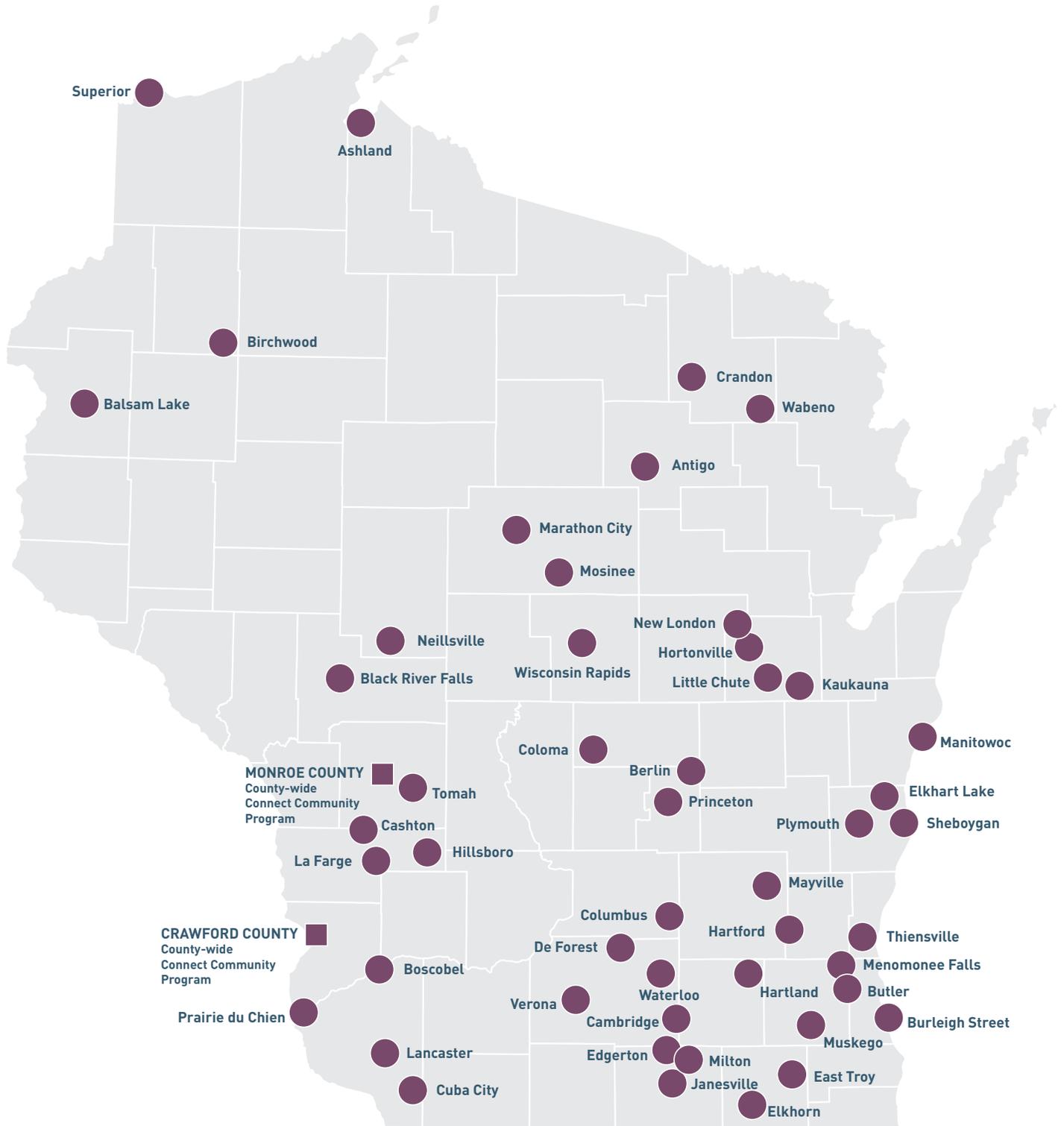
Program Requirements

A participating community must have an organization or group that focuses on downtown/historic commercial district issues, have access to a computer with required software, can commit to a majority of training opportunities, and fulfill annual reporting requirements. Communities will be required to sign a participation agreement with WEDC and pay an annual fee of \$200.

Application and Selection Process

Up to 20 communities are selected to participate in the Connect Communities program each year, with a renewal contract every year. Applicants are scored based on the following criteria: strength of committee/organization, need for assistance, clearly defined downtown/urban commercial district, local resources available and potential.

For more information about the Connect Communities program, contact a WEDC [Community Account Manager](#).



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CRAWFORD COUNTY

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**Community Development
Department
Annual Report
2015**

Submitted by: Michael Ostrowski, Director

Community Development Department Annual Report | 2015

The Community Development Department promotes a safe, diverse, dynamic, and vibrant community, and enhances the living, working, and recreation choices for community residents and visitors. The Community Development Department is broken in five different divisions:

1. Economic Development
2. Planning and Zoning
3. Historic Preservation
4. Permits and Inspections
5. Property Maintenance

Several major projects and activities occurred in 2015, including, but not limited to:

- The groundbreaking and construction of Investors Community Bank at 5517 Vern Holms Drive, valued at nearly \$3.6 million;
- The groundbreaking and construction of Ki-Mobility at 5201 Woodward Drive, valued at nearly \$4.7 million;
- Nearly \$30 million in construction value;
- Infill development on Church Street with the construction of Kwik Trip, located at 3258 Church Street, and the approval to utilize the former Copps Grocery store by Storage Unlimited LLC and other commercial users;
- Continued development of Skyward's world headquarters in the Portage County Business Park;
- The completion of the new Boys and Girls Club at 941 Michigan Avenue;
- Hiring of a new building inspector, plumbing inspector, and an ordinance control officer;
- Review, selection, and software system development of departmental software (CityView-Harris) for planning, permits, inspections, code enforcement, and rental housing – implementation anticipated in late 2016;
- Continued development of the City's Comprehensive Plan update process, including conclusion of initial feedback from citizens and stakeholders, development of vision and mission, and gathering of information; and
- Creation of the Bicycle and Pedestrian Advisory Committee, advisory to the Plan Commission on bicycle and pedestrian matters.

This report will outline the major projects and activities that occurred in 2015 with respect to each division.

Economic Development

There were several significant projects that were completed or began within the department during 2015. Summaries of those projects have been provided below.

1. Skyward World Headquarters

Construction continued on a 4-story, 180,000 square foot corporate headquarters for Skyward, Inc. on a 40+ acre parcel along Interstate Highway 39 in the Portage County Business Park. The facility is anticipated to be completed in early 2016. The development marked one of the last large properties available within the Portage County Business Park.



Skyward Corporate Headquarters

2. Ki-Mobility

Ki-Mobility started construction on a new 75,000 square foot office and warehouse facility valued at over \$4.6 million. Ki-Mobility manufactures specialized light weight, durable wheelchairs. The facility, visible from Interstate Highway 39, was constructed on a vacant property along Woodward Drive where existing parking and drainage from Spectra Print was shared.



Ki-Mobility – Office and Manufacturing Facility

3. Investors Community Bank – 5517 Vern Homes Drive

Investors Community Bank relocated to 5517 Vern Homes Drive where they constructed a new \$3.6 million facility. In addition to their investment on the corner of Brilowski Road and Hwy HH in the Portage County Business Park, Investors Community Bank purchased surrounding parcels that are marketed for development.



Investors Community Bank

4. Kwik Trip – 3258 Church Street

Kwik Trip constructed its fourth gas station and convenience store within the City in 2015. The construction occurred on a portion of the former Copps Grocery store property on Church Street. In addition, another user was approved to utilize the former Copps facility for storage and commercial uses. These developments should assist in revitalizing the southside business corridor.



Kwik Trip

5. Boys and Girls Club – 941 Michigan Avenue

The Boys and Girls Club of Portage County moved its Stevens Point main facility to 941 Michigan Avenue. The move allows for the club to be near adjacent Goerke Park and the Parks and Recreation gymnasium. Furthermore, the facility offers needed space for the club to fully carry out their mission.



Boys and Girls Club

6. Grant(s):

Wisconsin Department of transportation – Transportation Alternatives Program (TAP) Grant:

A bicycle and pedestrian committee was established in 2015 (Bicycle and Pedestrian Advisory Committee) which provides recommendations to the city's Plan Commission. They quickly recommended approval of the County Bicycle and Pedestrian Plan and began recommending policy and infrastructure changes to improve all things related to bicycling and walking in the community. Furthermore, after adoption of the plan, several members of the committee along with city staff applied for a grant to implement goals within the plan. The TAP grant was officially submitted in January of 2016 and included a request for \$487,676.63 to fund the creation of 13 miles of bicycle lanes, shared paths, and appropriate signage. A city match of \$97,535.33 is required for the project, which if awarded would begin in 2017 and end in 2019. The grant award notice is anticipated in summer of 2016.

7. Business Retention, Expansion, and Attraction:

While staff continued to assist several businesses in finding suitable locations to locate or relocate, see list below, staff also worked with the Portage County Business Council to start to develop a business retention and expansion (BR&E) survey program. The program will likely be unveiled in 2016 and continue throughout the year to better understand the County's business environment and assist businesses. In addition, City staff will assist with the program by leading BR&E meetings with local businesses. Again, the table below represents several businesses that have located, relocated, or expanded within the city during 2015. A listing of business closures or relocations out of the city has also been provided. These lists may not be all inclusive. Lastly, staff has continued to promote and redevelop infill sites throughout the City, many of which have pending projects.

Table 1: New or Expanded Businesses

Diversi-Tea LLC	920 Clark Street
El Jefe Corporation	924 Clark Street
Humble Warrior Hot Yoga	1313 Second Street
Circle the Date	1101 Brilowski Rd. - Unit D
Elevate Life Chiropractic	5370 Hwy 19 E – Unit B
KPR Brokers LLC	3233 Church Street
The Beat (Getaway Enterprises LLC)	2317 Division Street
Carl D's Soft Serve LLC	1232 Park Street
Foreverly Beautiful Salon	2186 Strongs Avenue
Sunset Point Winery	1201 Water Street
SEEK Careers / Staffing	5474 Highway 10 E – Unit 4
Cricket Wireless	800 Clark Street
Farmers Insurance	3503 Church Street
Wells Fargo Advisors	1265 Main Street – Unit 106
Kwik Trip Inc.	3258 Church Street
Thrivent Financial Regional Financial Office	3233B Business Park Drive – Unit 101
Massage Therapy Associates & Compass Chiropractic	1225 Main Street

Table 2: Departed / Closed Businesses

Cedar Haus	348 Second Street North
Ruths Rentals	301-03 Minnesota Avenue
Blue Top Shell	3449/3457 Church Street
The Blue Top	3421 Church Street
That Computer Guy	3525A Patch Street
Head - Hunters	3610 Stanley Street
Tradition Cleaners	1008 Union Street
Grunwaldt & Halverson	3264 Church Street
7one5 Vapor Company	1307 Strongs Avenue
Archie's Pub and Grill	2317 Division Street
Heritage Pub	929 Main Street
Ron's Refrigeration	5208B Heffron Court

8. **Geographical Information Systems (GIS):** GIS is an integral part of the department as it is used to create maps for developers and businesses, as well as identify utilities, roads, property lines, etc. Furthermore, several layers are available within the program, such as floodplain, wetlands, historic districts, which assists greatly in disseminating information visually to the public. The process to maintain the department's zoning layer was created in 2015 and will be adjusted and unveiled in 2016. It is anticipated that additional use and functionality will occur in 2016, given the ability to incorporate GIS into the new Community Development software program, CityView.

PLANNING AND ZONING

Planning requests have been outlined in the below table:

Table 3: Planning Request Summary

Request	2013	2014	2015
Annexations	1	2	3
Conditional Use Permits / Amendments	20	26	29
Land / Street Vacation & Extension	3	4	2
Ordinance Amendments	6	15	5
Rezoning	4	9	4
Sign Variances / Requests	3	5	4
Site Plan / Landscaping / Parking Review	10	11	3
Subdivision / Land Division	1	1	2
Variances /Administrative Appeals	1	0	0
Conceptual Project Review	1	0	2
TOTAL	50	73	54

Several other plan commission items and requests were received which are not identified above, including the approval of developer and lease agreements, land purchases, transfer and land sales, along with other miscellaneous approvals. Conditional use permit requests still remain the most frequent requests, as they incorporate many review activities, such as use of the Traditional Overlay District standards. A slight reduction has occurred in ordinance amendments and site plan reviews. In 2015, several comprehensive plan amendments occurred, as well as, parking and landscaping site exemptions, which are fairly new within the zoning ordinance. Overall, the department did not see major shifts or trends in planning related requests during 2015.

- 1. Comprehensive Plan Update:** The City embarked on the process to perform the 10 year statutory update to the Comprehensive Plan by gathering public input and feedback in 2014 and 2015. Obtaining feedback and input led to the creation of guiding principles for the plan, and a vision and mission statement. Furthermore, the statistics gathered were tabulated and will assist in the creation of goals, objectives, and policies throughout the plan. Anticipated adoption of the updated plan is 2017. Additional information pertaining to the Comprehensive Plan update is available at the following website: StevensPoint.com/compplan.
- 2. Downtown Redevelopment:** Planning staff focused greatly on infill and redevelopment opportunities within the downtown which should lead to beneficial projects in the near future. Significant remediation efforts on the former Lullabye property (1017 Third Street) occurred in 2015, making it more attractive for development. In cooperation with the Rotary Club, a Sister City cultural park was approved for construction. Assistance was given to expanding businesses, entrepreneurs, small business owners, and developers, to entice redevelopment and investment in and around downtown. In addition to planning for infrastructure improvements, including parks, and parking lots, staff worked to preserve many downtown features and structures which will be discussed in the historic preservation section. This growth in downtown also stems from the efforts of the property owners, Association of Downtown Businesses, Portage County Arts

Alliance, and other community organizations that see great value in creating a vibrant downtown.

- 3. CityView Software Program Implementation:** The Community Development Department started the implementation of a new permitting, inspection, planning, rental housing, and code enforcement software system in 2015. Department staff began creating workflows and workbooks to document all processes within the department and amongst staff. This lengthy, but crucial review of operations will assist CityView in tailoring the software to the department's needs. Implementation of the software will likely occur during late 2016. Once implemented, the software will assist in improving department efficiency, document management, and public access.

Historic Preservation

1. **Façade Grant:** A total of thirteen applicants have received funds from the Façade Improvement Grant Program, one issued in 2015 and several projects finished. Enough funds remain to do one more full grant award, with which an application has been received to be reviewed in March, 2016. At this time, no additional funds have been earmarked for the program. Below is the sole grant for 2015, which exceed the maximum loan amount of \$30,000 due to the project complexity and improvements.

Project Funds	\$300,000.00
Allocated /Awarded Funds	\$266,996.61
Recording Fees	\$510.00
Available Funds	\$32,493.39

Table 4: Façade Improvement Grant Program Summary

Applicant	Business / Use	Business	Funds Approved
DBGreen LLC	Apartments, Retail & Office	1055 Main Street	\$90,000.00
Total			\$90,000.00

As mentioned above, the large grant was a result of improvements to a very large building, where multiple uses are anticipated to exist. 1055 Main Street will house multiple retail uses on the first floor, office space on the second floor, and three multiple bedroom apartments on the second floor. This building is one of the few remaining vacant buildings along Main Street.



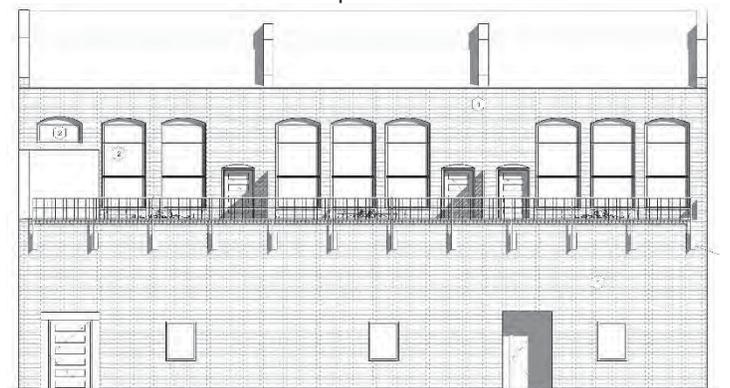
1055 Main Street - Existing



Proposed



1055 Main Street - Existing



Proposed

Guu Inc. – 1140 Main Street (finished in 2015)



Before



After

Paradise Solutions Inc. (PSOL) – 1043 Union Street (finished in 2015)



Before



After

2. **Downtown Improvements:** Artistic benches were added to the downtown in the newly constructed public parking lot in 2014 and a greenspace was added in the lot in 2015. Several partners including the City, nearby downtown businesses, community residents, and employee volunteers assisted in creating the small pocket park below. A gazebo, walkway, benches, and several native plants exist within the greenspace area.



Parking Lot 16 Greenspace - July 2015

3. **Downtown Mural:** In 2013, staff approved a mural to be created on a decrepit building wall just off of Main Street. Artists were to submit drawings of murals upon which staff and the historic preservation chair had the authority to approve. The first submittal was in 2015 and was of two foxes. According to the artist, Alex Landerman, and the Portage County Arts Alliance, the mural represents small business and the small community (fox) that faces adversity from larger business and communities (lion). Furthermore, the saying on the mural, "What the lion cannot manage the fox can," is an old German adage that suggests the smart and cunningness of the fox versus the strength and brawn of the lion.



Before



After

PERMITS & INSPECTIONS

Below is a table that outlines building permits issued in 2014 and 2015, along with a detailed table of new commercial construction. Photos of new commercial construction have also been provided.

Table 5: Residential and Commercial Permits

Permits	2014			2015		
	Issued	Total Value	Total Fees	Issued	Total Value	Total Fees
Commercial New or Addition	10	\$41,661,571	\$55,256	11	\$11,824,809	\$32,896
Commercial Remodel	201	\$5,692,845	\$59,465	196	\$9,472,236	\$99,697
New Single-Family Residential	17	\$3,276,790	\$17,000	17	\$4,423,500	\$17,000
New Two-Family Residential	7	\$1,613,000	\$10,500	3	\$876,500	\$4,500
Residential Remodel	459	\$2,365,387	\$24,347	556	\$3,264,011	\$31,839
TOTAL	695	\$54,709,593	\$166,568	783	\$29,861,056	\$185,932
% Inc. / Dec.				12.66%	-45.42%	11.63%

Year 2014 proved to be the best year on record for construction value in the last two decades. In 2014, construction value totaled just over \$54 million, which would be the second best year on record, largely due to a \$32 million project, Skyward. In 2015, there was nearly \$30 million worth of construction value, still representing a strong year. When comparing the number of permits issued for 2014 to 2015, 2015 had nearly a 13% increase, mainly stemming from residential remodel projects. While total construction value of permits fell in 2015, permit fees rose by nearly \$20,000. This rise is primarily attributed to commercial remodels. The higher commercial and residential remodel values suggest an improvement or trend in reinvestment in existing properties.

PROPERTY MAINTENACE

Near the end of 2015, the City of Stevens Point hired a half-time Code Enforcement Officer. 1,390 orders were issued with a corresponding \$55,216 in charges.

Table 7: 2015 Inspection Orders, Violations, and Complaints

	2014	2015	# Change	% Change		2014	2015	\$ Change	% Change
Exterior Property Area Complaints									
*Multiple Exterior Property Violations	51	94	43	84.31%		\$2,746	\$5,190	\$2,443	88.96%
*Other Exterior Property Violations	22	32	10	45.45%		\$675	\$228	(\$447)	-66.22%
Accumulation of Rubbish or Garbage	54	60	6	11.11%		\$2,469	\$5,082	\$2,612	105.78%
Grass or Weeds	98	236	138	140.82%		\$4,069	\$7,452	\$3,383	83.15%
Improper Parking of Vehicles	56	292	236	421.43%		\$1,300	\$4,393	\$3,093	237.88%
Improper Storage of Refuse or Refuse Carts	7	10	3	42.86%		\$159	\$150	(\$9)	-5.66%
Refuse or Refuse Carts on Curb	106	107	1	0.94%		\$4,898	\$5,202	\$304	6.21%
Snow and Ice	144	149	5	3.47%		\$7,911	\$9,706	\$1,795	22.70%
Storage of Household Items Outside	25	90	65	260.00%		\$1,323	\$2,292	\$969	73.24%
Unlicensed or Inoperable Vehicles	5	33	28	560.00%		\$25	\$725	\$700	2800.00%
Unsanitary Conditions	0	1	1	0.00%		\$0	\$0	\$0	0.00%
Exterior Structure Complaints									
*Multiple Exterior Structure Violations	5	40	35	700.00%		\$25	\$1,950	\$1,925	7700.00%
*Other Exterior Structure Violations	18	32	14	77.78%		\$350	\$1,025	\$675	192.86%
Broken or Missing Windows	1	1	0	0.00%		\$0	\$0	\$0	0.00%
Defective Protective Treatment	12	52	40	333.33%		\$50	\$558	\$508	1016.00%
Missing or Defective Handrails/Guards	1	1	0	0.00%		\$0	\$0	\$0	0.00%
Interior Structure Complaints									
*Multiple Interior Structure Violations	4	6	2	50.00%		\$50	\$100	\$50	100.00%
*Other Interior Structure Violations	5	4	(1)	-20.00%		\$0	\$25	\$25	100.00%
Multiple Violations									
Multiple Property Violations	17	55	38	223.53%		\$600	\$9,339	\$8,739	1456.50%
Other Violations									
*Other Property Violations	26	26	0	0.00%		\$125	\$975	\$850	680.00%
Expired Multiple-Family License	6	1	(5)	-83.33%		\$850	\$225	(\$625)	-73.53%
Improper Occupancy: Multi-Family Dwelling	2	2	0	0.00%		\$0	\$100	\$100	100.00%
Improper Occupancy: Residential Dwelling	17	9	(8)	-47.06%		\$225	\$125	(\$100)	-44.44%
Noise	71	1	(70)	-98.59%		\$1,350	\$0	(\$1,350)	-100.00%
Work without Permit	36	56	20	55.56%		\$250	\$375	\$125	50.00%
Unlicensed Well (s)	0	0	0	0.00%		\$0	\$0	\$0	0.00%
Work without Historic Preservation Review	2	0	(2)	-100.00%		\$0	\$0	\$0	0.00%
TOTALS	791	1390	599	75.73%		\$26,450	\$55,216	\$28,766	97.41%

As indicated in the table above, the number of violations increased by over 75% from 2014 to 2015, largely due to the increased enforcement from the hiring of the part-time code enforcement officer. Specifically, grass and weeds, vehicle parking, outside storage, unlicensed or inoperable vehicles, and exterior violations all had significant increases. Fees collected rose over \$25,000 dollars with the greatest increase occurring for grass and weed orders. Little decrease occurred in any category; however one that stands out is noise orders. The orders for noise dropped to nearly zero as noise orders are now handled through the Police Department. Therefore, noise will be removed in future reports. Numbers are expected to rise significantly in 2016 given the ordinance control officer will have been employed for the full year.

If you should have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Michael Ostrowski". The signature is written in a cursive, flowing style.

Michael Ostrowski

Director of Community Development / Redevelopment Authority

City of Stevens Point

Community Development Report - January 2016

Construction Report

Violation Report

New Construction	Owner/Location	Declared Valuation	Fees
Residential			
Commercial			

Remodeling/ Additions	# of Permits	Declared Valuation	Fees
Residential	24	\$121,050.55	\$1,650.67
Commercial	13	\$769,926.00	\$7,975.00

Monthly Permits	Monthly Valuation	Monthly Fees	YTD Valuation	YTD Fees
37	\$890,976.55	\$9,625.67	\$890,976.55	\$9,625.67

2015:	\$1,228,382.50	\$8,431.03
2014:	\$443,048.00	\$2,108.00
2013:	\$850,335.00	\$8,193.48

Exterior Property Area Complaints

* Multiple Exterior Property Violations	12
* Other Exterior Property Violations	0
Accumulation of Rubbish or Garbage	5
Grass or Weeds	0
Improper Parking of Vehicles	12
Improper Storage of Refuse or Refuse Carts	5
Refuse or Refuse Carts on Curb	6
Snow and Ice	43
Storage of Household Items Outside	12
Unlicensed or Inoperable Vehicles	34
Unsanitary Conditions	0

Exterior Structure Complaints

* Multiple Exterior Structure Violations	0
* Other Exterior Structure Violations	1
Broken or Missing Windows	0
Defective Protective Treatment	6
Missing or Defective Handrails/Guards	0

Interior Structure Complaints

* Multiple Interior Structure Violations	0
* Other Interior Structure Violations	0

Multiple Violations

* Multiple Property Violations	1
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Other Violations

* Other Property Violations	1
Expired Multiple-Family License	0
Improper Occupancy: Multi-Family Dwelling	0
Improper Occupancy: Residential Dwelling	1
Work Without Permit	6
Work Without Historic Preservation Review	0

Total Violations / Total Service Fees Billed	145/\$9,318.35
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Community Development Report - February 2016

Construction Report

New Construction	Owner/Location	Declared Valuation	Fees
Residential	Todd & Kimberly Bialas 2400 Osprey Retreat	\$391,750.00	\$1,000.00

Remodeling/ Additions	# of Permits	Declared Valuation	Fees
Residential	24	\$157,508.00	\$1,730.00
Commercial	14	\$115,200.00	\$1,455.35

Monthly Permits	Monthly Valuation	Monthly Fees	YTD Valuation	YTD Fees
39	\$664,458.00	\$4,185.35	\$1,555,434.55	\$13,811.02

2015:	\$1,852,709.50	\$12,962.49
2014:	\$568,091.63	\$3,955.41
2013:	\$2,274,591.00	\$16,601.14

Violation Report

Exterior Property Area Complaints

* Multiple Exterior Property Violations	19
* Other Exterior Property Violations	2
Accumulation of Rubbish or Garbage	12
Grass or Weeds	0
Improper Parking of Vehicles	22
Improper Storage of Refuse or Refuse Carts	5
Refuse or Refuse Carts on Curb	0
Snow and Ice	37
Storage of Household Items Outside	9
Unlicensed or Inoperable Vehicles	27
Unsanitary Conditions	1

Exterior Structure Complaints

* Multiple Exterior Structure Violations	3
* Other Exterior Structure Violations	1
Broken or Missing Windows	1
Defective Protective Treatment	0
Missing or Defective Handrails/Guards	0

Interior Structure Complaints

* Multiple Interior Structure Violations	0
* Other Interior Structure Violations	0

Multiple Violations

* Multiple Property Violations	6
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Other Violations

* Other Property Violations	5
Expired Multiple-Family License	2
Improper Occupancy: Multi-Family Dwelling	2
Improper Occupancy: Residential Dwelling	1
Work Without Permit	3
Work Without Historic Preservation Review	1

Total Violations / Total Service Fees Billed	159/\$3,450.00
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Memo

Plan Staff

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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

City of Stevens Point – Department of Community Development

To: Plan Commission
From: Plan Staff
CC:
Date: 2/29/2016
Re: Director's Update (informational purposes only).

Director's Update (informational purposes only).

a. Plan Commissioner Workshop

The University of Wisconsin Stevens Point Extension Department will be holding a Workshop for Local Land Use Officials on March 15, 2016. *"This workshop is designed for new and continuing plan commission members, local government officials, and other interested persons. The workshop will focus on plan commission responsibilities related to planning, zoning, and land division review. Impartial decision-makers, legally defensible decisions, and opportunities to plan with neighboring communities will also be discussed."* Source: Website, UW Stevens Point Center for Land Use Education, Plan Commission, Accessed February 29, 2016. UW-Extension also put out a Plan Commission Handbook which can be accessed here: <https://www.uwsp.edu/cnr-ap/clue/Pages/publications-resources/PlanCommissions.aspx>. Plan Commissioners or elected officials can also request a hardcopy in the office of Community Development.

Workshop for Local Land Use Officials

Tuesday March 15, 2016 – 6:30-8:30 PM

Portage County Courthouse Annex

Conference Rooms 1 & 2

1462 Strongs Avenue, Stevens Point, WI 54481

b. Downtown Rezoning

The City is looking to rezone properties on the fringe of the downtown. This examination of rezoning has stemmed from previous high intensity uses and zoning that existed within downtown, however are non-existent today. Specifically, several manufacturing uses historically existed within and on the fringe of downtown, and thus were zoned industrial/manufacturing (M-1 and M-2) accordingly. Now that the majority of uses have ceased and/or been transformed, a more appropriate zoning classification should be designated to ensure neighboring uses are compatible and not injurious to each other.

Therefore the City is holding an open house to answer any questions and to gather feedback.

Meeting information is as follows:

Downtown Rezoning Meeting:

Wednesday, March 16, 2015 – 7:00PM - 9:00PM

***Mid-State Technical College* (Community Engagement Room-RM 635)**

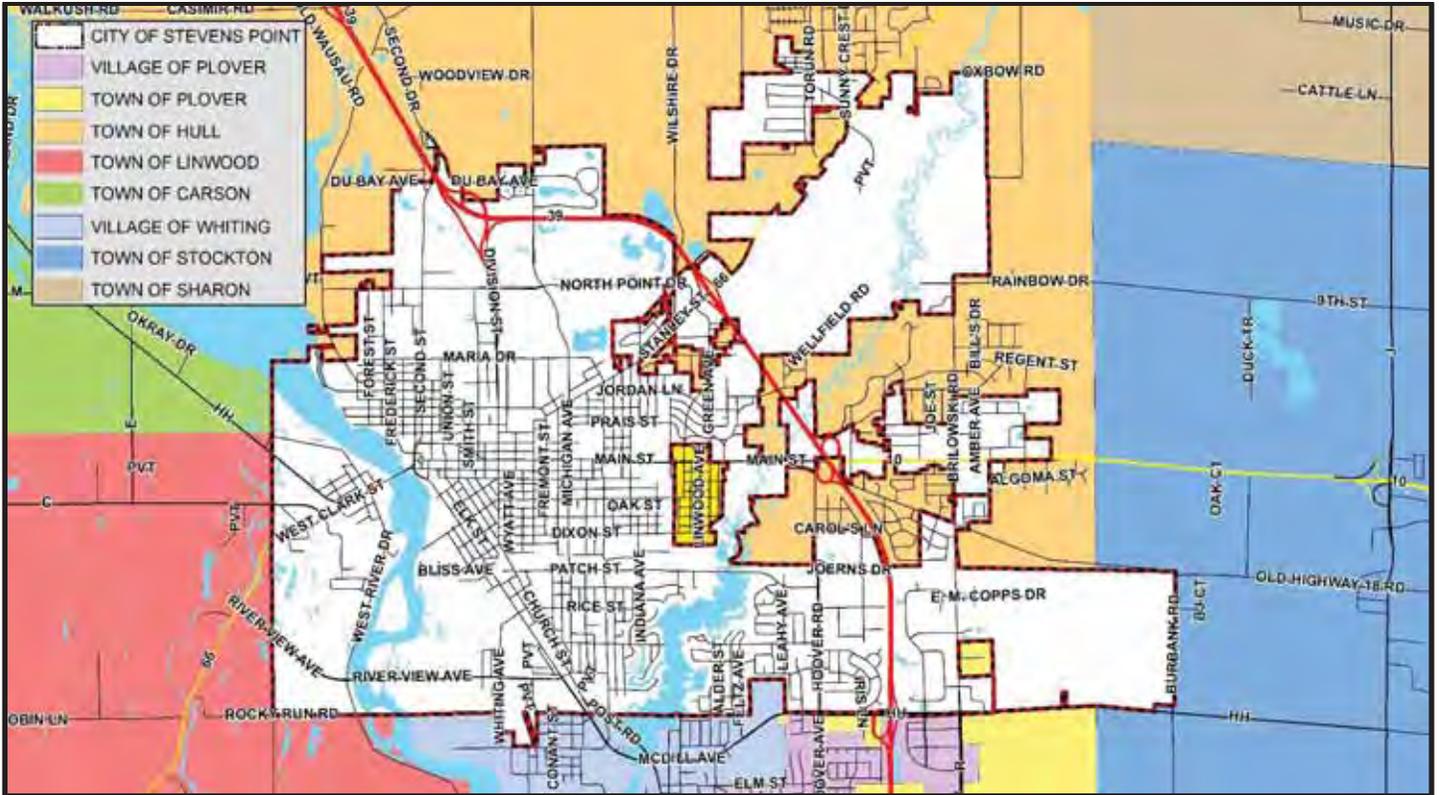
1001 Centerpoint Drive, Sevans Point, WI 54481

c. Comprehensive Plan Update

City staff have created a request for proposals to send to professional experienced planning firms to submit proposals for gathering data and drafting the City's Comprehensive Plan Update. A qualified firm will likely be chosen in April. City staff will still be handling most, if not all of the public meetings, however, the consultant will be gathering secondary data and performing some of the initial drafting.

d. Joint Meeting with Town of Stockton

The Town of Stockton has extended an invitation to jointly discuss elements of each municipalities Comprehensive Plan Update. Therefore, staff has arranged this discussion to occur at April's regularly scheduled Plan Commission Meeting, Monday, April 4th, 2016. Note the Town of Stockton borders the City to the east. A portion of land within East Park Commerce Center was annexed from the Town to the City (see map). Further information regarding this discussion will be provided before the meeting.





February 19, 2016

[Name]
[Address]
[City, State, Zip]

Re: Property Rezoning Examination

Dear Property Owner,

The City of Stevens Point is investigating the rezoning of several properties on the fringe of downtown. Please see the attached map identifying the potential properties.

This examination of rezoning has stemmed from previous high intensity uses and zoning that existed within downtown, however are non-existent today. Specifically, several manufacturing uses historically existed within and on the fringe of downtown, and thus were zoned industrial/manufacturing (M-1 and M-2) accordingly. Now that the majority of uses have ceased and/or been transformed, a more appropriate zoning classification should be designated to ensure neighboring uses are compatible and not injurious to each other. A specific district was created within the City's zoning ordinance for such purpose, Central Business Transition District (B-2). The B-2 District acts as a transition district from higher intense uses to lower intense uses. A change in zoning from the manufacturing districts to B-2 will allow for denser development, requiring a smaller minimum lot size, and smaller setbacks which fits well within the downtown. For example in the M-1 District a minimum lot size of 8,000 square feet and a street setback of 30 feet is required, whereas the B-2 District requires 5,000 square feet and a street setback of 5 feet.

Before proceeding with any rezoning of properties, the City is encouraging your feedback. To find out more about the potential rezoning and how it may impact you, the City will be holding an open house to answer any questions and to gather feedback. Meeting information is as follows:

What: Downtown Fringe Rezoning Examination Open House

Where: Mid-State Technical College (Community Engagement Room-RM 635) – 1001 Centerpoint Drive, Stevens Point, WI 54481

When: Wednesday, March 16, 2016 at 7:00 PM

Again, for your reference, a map and chart have been enclosed with this letter identifying the potential properties and existing zoning classifications. Note that existing zoning and proposed zoning varies amongst properties, with which are identified in the list below.

Please inform us if you require any special accommodations to attend this open house. If you are unable to attend the open house, please contact the Community Development Department for more information.

Community Development Department: 1515 Strongs Avenue, Stevens Point, WI 54481
Office Hours: Mon – Fri 7:30 AM – 4 PM
Phone: 715-346-1567

Please be aware that this is an informational meeting, and no formal action will be taken. This meeting is to obtain input from property owners prior to taking any action on this matter. We look forward to your participation and feedback.

Sincerely,

Michael Ostrowski
 Director of Community Development
 City of Stevens Point

Zoning Examination Property List

Parcel Number	Name	Property Address	Existing Zoning	Proposed Zoning
281240832200201	LAYNE E COZZOLINO	1000 Union St.	M1	B2
281240832200605	JOEL A TOWEY	701 Portage St.	M1	B2
281240832200401	COMMUNITY DEV AUTHORITY OF STEVENS PT	1000 Third St.	M1	B2
281240832200111	1001 UNION LLC	1001 Union St.	M1	B2
281240832200402	CITY OF STEVENS POINT	941 Portage St.	M1	B2
281240832200501	KIM L KRAYECKI	0 Portage St.	M1	B2
281240832200418	BELKE LUMBER & MFG CO INC	1013 Second St.	M1	B2
281240832200405	SAVED FROM SCRAP LLC	1009 Second St.	M1	B2
281240832200404	KIM L KRAYECKI	1001 Second St.	M1	B2
281240832200502	GUYMAR PROPERTIES LLC	801 Portage St.	M1	B2
281240832200112	SUSAN CARROLL REVTRUST	1009 Union St.	R4	
281240832200206	RON HANSON LLC	1008 Union St.	M1	B2
281240832200505	YME CAFE LLC	1009 First St.	B4	B2
281240832200113	DANIEL KIEFFER	1017 Union St.	M1	B2
281240832200414	ERIC BELKE C/O JAMES J BELKE	1016 Third St.	M1	B2
281240832200506	CITY OF STEVENS POINT	0 Centerpoint Dr.	M1	B2
281240832200910	WI PUBLIC SERVICE	1111 Crosby Ave.	B4	B3
281240832200712	CITY OF STEVENS POINT	1017 Crosby Ave.	B4	B3
281240832200408	CITY OF STEVENS POINT	916 Centerpoint Dr.	M1	B2
281240832200137	ELODIN HOLDINGS LLC	1220 Briggs Ct.	M1	B2
281240832200409	JEROME S & P RASCHKA	1105 Second St.	M1	B2
281240832200507	JEFFREY J & CHRISTY THOMPSON	1101 First St.	B3	B2
281240832200413	CITY OF STEVENS POINT	0 Third St.	M1	B2
281240832200115	PATRICIA HERMAN	1035 Union St.	M1	B2
281240832200116	13 INVESTMENTS LLC	1043 Union St.	M1	B2
281240832200417	COMMUNITY DEV AUTHORITY OF STEVENS PT	0 Centerpoint Dr.	M1	B2
281240832200419	CITY OF STEVENS POINT	0 Second St.	M1	B2
281240832201111	CITY OF STEVENS POINT	0 Main St.	B4	B3
No Parcel Number	Belke Railroad Spur	0		B2
281240831101317	CONSOLIDATED WATER POWER CO	0 W Clark St.	M1	C
281240831101305	JANE M GOUDREAU	157 W Clark St.	M1	B2
281240831101326	ROBERT D MOODIE	133 & 165 W Clark St.	M1	B2
281240832201112	CITY OF STEVENS POINT	0 Crosby Ave.	B4	B3
281240832200136	COMMUNITY DEV AUTHORITY OF STEVENS PT	1300 Briggs Ct.	R5	B2

Aerial Photograph (Zoning Examination – Red Outline)



Stevens Point Zoning Map (Zoning Examination - Green Outline)

