

AGENDA
CITY PLAN COMMISSION

Tuesday, July 5, 2016 – 6:00 PM
Water Department – Conference Room
300 Bliss Avenue, 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 June 6, 2016 Plan Commission meeting.
3. **Public Hearing** – Request from BriMark Builders, representing Cobblestone Hotels for a conditional use permit to construct a hotel on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70).
4. Action on the above.
5. Establishing a utility easement on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70).
6. Request from BriMark Builders, representing Cobblestone Hotels, for a sign variance to exceed the size, number and location requirements for wall signage on their proposed hotel on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70).
7. **Public Hearing** – Request from the Aspirus - Wausau for a conditional use permit to construct a hospital addition onto their existing facility at 5409 Vern Homes Drive (Parcel ID 2308-02-4000-12).
8. Action on the above.
9. **Public Hearing** – Request from Evergreen Community Initiatives, representing the Church of the Intercession, for a conditional use permit for the purposes of operating a warming shelter (temporary housing) at 1417 Church Street (Parcel ID 2408-32-1007-05).
10. Action on the above.
11. Request from Washington Construction Inc. for a final plat review for a three lot subdivision, Washington Subdivision, at two unaddressed properties located at the southwest intersection of Regent Street and Saint Paul Street (Parcel ID's 2408-28-4002-11 and 2408-28-4002-21).

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. Community Development Department Monthly Report for June 2016. *Report will be provided after June 30, 2016.*

13. Adjourn.

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

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

REPORT OF CITY PLAN COMMISSION

Monday, June 6, 2016 – 6:00 PM

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

PRESENT: Mayor Wiza, Alderperson Kneebone, Commissioner Brush, and Commissioner Cooper.

EXCUSED: Commissioner Curless and Commissioner Haines

ALSO PRESENT: Director Ostrowski, Associate Planner Kearns, Attorney Beveridge, Alderperson McComb, Alderperson Johnson, Alderperson Shorr, Alderperson Ryan, Alderperson Dugan, Nate Enwald, Brandi Makuski, Don Keck MaryAnn Laszewski, Reid Rocheleau, Bill Kolinski, Marion Kolinski, Ross Rettler, David Rowe, Jack Pelton, Kathy Bean, Ed Russin, Fred Pionek, Brian Higgins, Troy Herman, Emily Klaas, Kelly Guay, Katie Klaas, Les Dobbe, Jason Bransteter, Jim Mathenia, Bill Whalen, Kathy Whalen, Kay Witt, and Fred Garski.

INDEX:

1. Roll call.
- Discussion and possible action on the following:
2. Report of the May 2, 2016 Plan Commission meeting.
3. **Public Hearing** – Request from Troy Herman, representing Fred’s Towing, for a conditional use permit amendment to operate a car wrecking facility and repair shop at 801 Francis Street (Parcel ID 2308-05-10-1226).
4. Action on the above.
5. **Public Hearing** – Request from the Stevens Point Area Public School District for a conditional use permit to construct a new entrance canopy on the east building facade at 2400 Main Street (Parcel ID 2408-33-2001-04).
6. Action on the above.
7. **Public Hearing** – Request from Rettler Corporation, representing the property owner, to rezone two unaddressed parcels, totaling approximately 2.2 acres located at the northwest intersection of Sunset Boulevard and Green Avenue (Parcel ID’s 2408-27-3004-15 and 2408-27-3004-17) from "R-LD" Low Density Residence District to "R-3" Single and Two-Family Residence District.
8. Action on the above.
9. **Public Hearing** – Request from Rettler Corporation, representing the property owner, for a preliminary subdivision plat review at two unaddressed properties located at the northwest intersection of Sunset Boulevard and Green Avenue (Parcel ID’s 2408-27-3004-15 and 2408-27-3004-17).
10. Action on the above.
11. **Public Hearing** – Request from Don & Kelly Guay for a conditional use permit renewal to operate a micro-winery at 1201 Water Street (Parcel ID 2408-32-2016-03).
12. Action on the above.
13. Request from Service Cold Storage, LLC for a site plan review of an expansion to the existing cold storage warehouse facility located within the Planned Industrial Development Zoning District at 5700 E.M. Copsps Drive (Parcel IDs 2308-01-2100-03 and 2308-01-2100-05).
14. **Public Hearing** – Amending Chapter 23 of the Revised Municipal Code, Zoning Ordinance, specifically Subsection 23.02(2)(a) to establish greenhouses and nurseries as a conditional use in the B-1 Neighborhood Business District and above districts.
15. Action on the above.

16. **Public Hearing** – Amending Chapter 23 of the Revised Municipal Code, Zoning Ordinance, specifically subsections 23.01(13)(a) and 23.01(13)(d) to include public and private streets.
 17. Action on the above.
 18. 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.
 19. Community Development Department Monthly Report for May 2016. *Report will be provided after May 31, 2016.*
 20. Adjourn.
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1. Roll call – 6:21 PM.

Present: Wiza, Kneebone, Brush, Cooper

Excused: Curless, Haines

Discussion and possible action on the following:

2. Report of the May 2, 2016 Plan Commission meeting.

Motion by Commissioner Cooper to approve the report of the May 2, 2016 Plan Commission meeting; seconded by Alderperson Kneebone.

Motion carried 4-0.

3. **Public Hearing** - Request from Troy Herman, representing Fred's Towing, for a conditional use permit amendment to operate a car wrecking facility and repair shop at 801 Francis Street (Parcel ID 2308-05-10-1226).

Director Ostrowski summarized that Fred's Towing is requesting a conditional use permit to operate an automotive repair business in conjunction with the existing wrecking/towing business on site. He went on to state that in addition to the repair facility, other uses exist onsite that including indoor/outdoor storage and a portable bathroom business. Furthermore, Director Ostrowski recommended that the request be postponed until a better description of uses that currently exist on the property is provided, along with a site and landscape plan for the property.

Mayor Wiza declared the public hearing open.

Troy Herman, the applicant, clarified that the brown building next to the property line will also be leased and used for storage and parking along the side the building. He furthermore identified the business hours will be 8 AM to 5 PM with no loud noises after 6 PM.

Fred Garski, 800 Francis Street, stated concerns regarding the water pressure that runs on the weekend. The portable bathroom business can be seen from his property and he suggested that a fence should be built to cover the sight.

Alderson McComb stated she received calls from multiple residences from the 2700 block of Water Street expressing that they did not receive the notice of the request due to their property being more than 200 feet away from the property line. She also requested a definition of a wrecking facility and stated the level of noise is a concern. Mayor Wiza clarified that the 200 feet is measured from the property line and not from the center of the property.

Reid Rocheleau, 408 Cedar Street, explained the long clean up history on Water Street and the progress with the truck route. He described the nearby express recycling business before identifying his concerns about the site turning into a vehicle crushing facility. He questioned how the level of noise would affect the surrounding residences.

Marion Kolinski, 2804 Water Street, asked whether it is allowed for people living outside of the city limits to have business in town, to which Mayor Wiza stated that you do not have to live in the city to operate a business in town. She is concerned about the noise and traffic level from different trucks that will be occurring on Water Street and the image it provides.

Fred Pionek, 3640 Sunset Drive North – SFN Enterprises, reminded the Commission that the truck traffic is not associated to the wrecking facility, but rather from the Brewery. Mr. Pionek explained that they started off as an automotive wrecking facility but did not move forward with that business, but instead is storage for wrecked vehicles before they move to a junkyard. Lastly, he mentioned they also have additional room for indoor/outdoor storage.

Alderson McComb referred to page 29 of the agenda packet under point 7, findings, regarding the zoning and asked what will happen when the business is not maintaining their responsibility to obtain their permit.

Mayor Wiza declared the public hearing closed.

4. Action on above.

Motion by Mayor Wiza to hold over (postpone) the Request from Troy Herman, representing Fred's Towing, for a conditional use permit amendment to operate a car wrecking facility and repair shop at 801 Francis Street (Parcel ID 2308-05-10-1226) until the following are submitted:

1. A site plan shall be submitted for review and approval by the Plan Commission showing parking, drive aisle and other pertinent zoning requirements.
2. A landscaping plan shall be submitted for review and approval by the Plan Commission.
3. A narrative describing all uses on the property and identifying the building or floor area used for each use shall accompany the site plan.

seconded by Alderson Kneebone.

Motion carried 4-0

5. **Public Hearing** - Request from the Stevens Point Area Public School District for a conditional use permit to construct a new entrance canopy on the east building facade at 2400 Main Street (Parcel ID 2408-33-2001-04).

Director Ostrowski summarized stating that the Stevens Point School District is requesting a conditional use permit to reconstruct an entrance canopy on the east entrance of the school. Furthermore, staff is recommending approval.

Mayor Wiza declared the public hearing open.

No discussion.

Mayor Wiza declared the public hearing closed.

6. Action on above.

Motion by Alderperson Kneebone to approve the request from the Stevens Point Area Public School District for a conditional use permit to construct a new entrance canopy on the east building facade at 2400 Main Street (Parcel ID 2408-33-2001-04) with the following condition:

1. The applicant shall obtain all the applicable building permits.

seconded by Commissioner Cooper

Motion carried 4-0.

7. **Public Hearing** - Request from Rettler Corporation, representing the property owner, to rezone two unaddressed parcels, totaling approximately 2.2 acres located at the northwest intersection of Sunset Boulevard and Green Avenue (Parcel ID's 2408-27-3004-15 and 2408-27-3004-17) from "R-LD" Low Density Residence District to "R-3" Single and Two-Family Residence District.

Director Ostrowski summarized that the applicant is requesting a rezoning of the property on Sunset Boulevard and Green Avenue from "R-LD" to "R-3" which would allow for the construction of zero-lot line and twin homes (duplexes). Director Ostrowski also clarified that if the rezoning is approved, the applicant is allowed to construct anything that the two-family zoning would allow and will not have to adhere to specific lot layouts. He went on to state that upon review of the comprehensive plan, it is identified that the area be residential, which this request is consistent with the future land use map .

Mayor Wiza declared the public hearing open.

Kay Witt, 425 Sunset Boulevard, sent an email stating that she and the neighbors are opposed to this request due to the fact that too many buildings are proposed for the property. Furthermore, the layout is poorly designed and she feels that those designs will lower their property values. Lastly, she noted in the email that they appreciate the woods the way it is and would like the property to remain a low density residence district.

Alderperson Dugan stated that the area is predominately surrounded by single-family homes and prefers the zoning to remain R-2 rather than a change to R-3 to keep the character of the location. She further described a market need for young single families in which this area would remain an ideal location for those families near Washington School. Lastly, she stated that by maintaining the zoning, families on Sunset Boulevard would be protected from additional traffic as they already have lost some wooded area and habitats for animals.

John White, 401 Green Avenue, supported the request for rezoning. He is pleased with the plans that the applicant has presented. Furthermore, he added that the wooded area attracts deer, with which many were killed in the past from traffic. Lastly, he stated his satisfaction with the quality of houses that the developer constructs and feels that this would only add to the property values.

Mayor Wiza declared the public hearing closed.

8. Action on above.

Motion by Mayor Wiza to approve the request from Rettler Corporation, representing the property owner, to rezone two unaddressed parcels, totaling approximately 2.2 acres located at the northwest intersection of Sunset Boulevard and Green Avenue (Parcel ID's 2408-27-3004-15 and 2408-27-3004-17) from "R-LD" Low Density Residence District to "R-3" Single and Two-Family Residence District; seconded by Commissioner Cooper

Motion carried 4-0

9. **Public Hearing** - Request from Rettler Corporation, representing the property owner, for a preliminary subdivision plat review at two unaddressed properties located at the northwest intersection of Sunset Boulevard and Green Avenue (Parcel ID's 2408-27-3004-15 and 2408-27-3004-17).

Director Ostrowski summarized the request stating the rezoning would allow for an eight lot subdivision to develop twin homes; six are zero-lot line lots and two will remain as single lots with a duplex on each of them. All lots meet the requirements for the R-3 zoning district. He continued describing the concerns that staff had previously about the amount of driveways along the circle of the cul-de-sac and the lack of snow storage. He stated that staff would recommend approval with the conditions outlined in the staff report.

Mayor Wiza declared the public hearing open.

William Whalen, 417 Sunset Boulevard, is concerned about the four new entries to Sunset Boulevard that will cram up the area and potentially cause accidents with many driveways.

John White, 401 Green Avenue, agreed with the plans for the project but felt that the sidewalks are inconsistent with the rest of the area. He clarified sidewalks don't exist until the 3600 block of Jordan Lane and suggested that a waiver is granted for the developer until sidewalks are pursued.

MaryAnn Laszewski, 1209 Wisconsin Street, stated there are single family homes on Wilshire and some twin homes on Sommers. She questioned the marketability of the twin homes.

Tori Jennings, 1632 Ellis Street, encouraged the commissioners to follow the recommendation of staff to include the sidewalks on this plan.

Aldersperson Dugan supported the development plan. However, the development on Odessa Court took a long while which is a concern of hers for this development. She is pleased with the buildings especially the style of the twin homes that resemble single family homes which would not be incompatible with the surroundings. Lastly, she questioned the activities on lot 8 and also the position of the driveway.

David Rowe, 825 Soo Marie Avenue, stated he is the developer for the site who also developed Odessa Court. He addressed a similar situation regarding driveways at the Odessa Court development and explained that the solution was to plant some landscaping to block the potential headlights coming in the living room windows of neighbors. He went on to state the landscaping however did not last, but the residents now feel the headlights are not a problem. Lastly, he described his discern with sidewalk requirements for the development as well as his opposition to curb and gutter requirements, except for rolled curb on the edge of the court.

Aldersperson Johnson stated the addition of sidewalk to the development is consistent with the bicycle/pedestrian plan and it is recommended for any new development.

Ross Rettler, 2149 Jefferson Street, addressed the driveways and suggested the possibility of using lot seven's driveway to take access from the throat of the cul-de-sac. He then added that the addition of sidewalks leads to a sudden termination which creates an attractive nuisance which should be avoided.

Mayor Wiza declared the public hearing closed.

10. Action on above.

Commissioner Brush is opposed to the four driveways along Sunset Boulevards and feels the property is too crowded and suggested that seven lots on the property would fit better than eight lots plan.

Commissioner Cooper is not in favor of neither the sidewalks nor the curb and gutter on Green Avenue, Sunset Boulevard, or on the cul-de-sac.

Mayor Wiza stated that patchy sidewalks exists in the City and identified the City's initiative for sidewalks on the entirety of Sixth Avenue. Lastly, he clarified the City's bicycle and pedestrian plan has been accepted and approved which calls for sidewalks.

Aldersperson Kneebone stressed that we have to stay with the plan to include the addition of the sidewalks to keep consistent with previous case.

Motion by Commissioner Cooper to approve the Request from Rettler Corporation, representing the property owner, for a preliminary subdivision plat review at two unaddressed properties located at the northwest intersection of Sunset Boulevard and Green Avenue (Parcel ID's 2408-27-3004-15 and 2408-27-3004-17) with the following conditions:

1. The following quarter section description; NW $\frac{1}{4}$ SW $\frac{1}{4}$ shall be displayed above (north) of the quarter section line.
2. A hydrant shall be installed along the north side of Sunset Boulevard between the proposed private drive serving lot eight and the cul-de-sac (Katanya Court), or as requested by the Fire Department.
3. A ten foot utility easement should be added around the entirety of the cul-de-sac, Katanya Court.
4. Swales meeting all City Department of Public Works and Utility Department specifications, as well as those outlined in Chapter 31, shall be installed to control stormwater.
5. A stormwater management plan shall be submitted and reviewed by the City Public Works and Utility departments.
6. Curb and gutter shall be installed around the entirety of Katanya Court, as well as the corners of Katanya Court and Sunset Boulevard, meeting applicable design requirements of the Public Works Department. Mountable/roll-able curb shall be permitted.
7. A landscape island within the middle of the cul-de-sac shall be prohibited, unless approved by the Public Works Department.
8. Lot 1 shall take access from Sunset Boulevard, unless otherwise approved by the Public Works Department.
9. The southernmost twin home / duplex on lot 7 shall take access from the throat or neck of Katanya Court and not the cul-de-sac circle or Sunset Boulevard, unless approved by the Public Works Department.
10. A maximum of four driveways shall be permitted to take access from the Katanya Court cul-de-sac circle unless approved by the Public Works Department.
11. Katanya Court shall be constructed of asphalt pavement and meet applicable design requirements of the Public Works Department. Other materials may be substituted by the Public Works Department.
12. Utilities shall be extended east on Sunset Boulevard and thence north in the center of Katanya Court to serve the lots and development.
13. A park fee shall be submitted to the City of Stevens Point in the amount indicated on the most recent fee schedule.
14. Additional minor grammatical errors on the plat, identified by staff, shall be corrected.
15. A developer's agreement shall be drafted outlining the conditions of approval and other applicable requirements.
16. Objections from reviewing agencies shall be satisfied before the plat is recorded.

17. The plat shall conform to the provisions of Chapter 20 of the Revised Municipal Code and Chapter 236 of the Wisconsin Statutes. All applicable permits from Portage County, the Wisconsin Department of Natural Resources, the City, and any other authorizing agencies shall be obtained.

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

seconded by Mayor Wiza

Ayes: Commissioner Cooper, Mayor Wiza

Nays: Commissioner Brush, Alderperson Kneebone

Motion failed.

11. **Public Hearing** - Request from Don & Kelly Guay for a conditional use permit renewal to operate a micro-winery at 1201 Water Street (Parcel ID 2408-32-2016-03).

Director Ostrowski summarized that this is a simple request that needs to be reviewed every two years. Staff recommends approval with the condition that staff review occur every two years and to allow the applicant to extend the premises to include outdoor seating.

Mayor Wiza declared the public hearing open.

No discussion.

Mayor Wiza declared the public hearing closed.

12. Action on above.

Motion by Commissioner Cooper to approve the request from Don & Kelly Guay for a conditional use permit renewal to operate a micro-winery at 1201 Water Street (Parcel ID 2408-32-2016-03) with the following condition:

1. The premise shall be allowed to be extended to outdoor seating areas on the north and west side of the building with the submission of a site plan to be reviewed and approved by the Community Development Department.

seconded by Commissioner Brush.

Motion carried 4-0

13. Request from Service Cold Storage, LLC for a site plan review of an expansion to the existing cold storage warehouse facility located within the Planned Industrial Development Zoning District at 5700 E.M. Cops Drive (Parcel IDs 2308-01-2100-03 and 2308-01-2100-05).

Director Ostrowski summarized the original approval of the site plan review and stated the applicant is looking to expand approximately 100,000 eastward onto the existing facility. Staff recommended approval with the original conditions to be extended to the expansion area.

Les Dobbe, Iola, WI – President of Service Cold Storage LLC, appreciated working with the city and mentioned he is willing to address any concerns that may arise.

Motion by Mayor Wiza to approve the request from Service Cold Storage, LLC for a site plan review of an expansion to the existing cold storage warehouse facility located within the Planned Industrial Development Zoning District at 5700 E.M. Copps Drive (Parcel IDs 2308-01-2100-03 and 2308-01-2100-05) with the following conditions:

1. A landscaping plan shall be submitted to be reviewed and approved by the community development department. The landscaping plan shall include and identify an extension of the existing landscaping in relation to the proposed addition. Furthermore, the landscaping plan should incorporate and continue previous requirements to the extent applicable with the project which include:
 - a. Landscaping and screening shall be installed to screen additional new parking within 6 months of the completion of any addition or expansion.
 - b. The southern trailer parking area shall be screened with a decorative fence of at least 6 feet tall or a berm (minimum of 6 feet) with landscaping.
 - c. Additional landscape screening, to be approved by staff, shall be installed along the southern and western property lines, as well as along the sides of the parking areas.
 - d. Street trees shall be installed along the street at a rate of 1 per every 75 lineal feet.
 - e. Landscaping shall be irrigated and maintained in perpetuity.
 - f. Stormwater detention areas shall be maintained.

seconded by Commissioner Brush

Motion carried 4-0

14. **Public Hearing** - Amending Chapter 23 of the Revised Municipal Code, Zoning Ordinance, specifically Subsection 23.02(2)(a) to establish greenhouses and nurseries as a conditional use in the B-1 Neighborhood Business District and above districts.

Director Ostrowski summarized the request to allow greenhouses and nurseries as a conditional use within the B-1 district. Staff recommended approval.

Mayor Wiza declared the public hearing open.

No discussion.

Mayor Wiza declared the public hearing closed.

15. Action on above.

Motion by Commissioner Brush to approve the amending Chapter 23 of the Revised Municipal Code, Zoning Ordinance, specifically Subsection 23.02(2)(a) to establish greenhouses and nurseries as a conditional use in the B-1 Neighborhood Business District and above districts.; seconded by Alderperson Kneebone

Motion carried 4-0

16. **Public Hearing** - Amending Chapter 23 of the Revised Municipal Code, Zoning Ordinance, specifically subsections 23.01(13)(a) and 23.01(13)(d) to include public and private streets.

Director Ostrowski clarified that there are inconsistencies within our zoning code and this amendment is to make the code uniform throughout.

Mayor Wiza declared the public hearing open.

No discussion.

Mayor Wiza declared the public hearing closed.

17. Action on above.

Motion by Commissioner Cooper to approve Amending Chapter 23 of the Revised Municipal Code, Zoning Ordinance, specifically subsections 23.01(13)(a) and 23.01(13)(d) to include public and private streets; seconded by Commissioner Brush

Motion carried 4-0

18. 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.

Director Ostrowski stated there has recently been additional for the proposed property maintenance code and therefore staff would like to give an additional month for comments and suggestions before moving forward. He specifically mentioned gravel driveways, dumpster/cart storage, and recreational vehicle storage should be addressed.

Alderperson Kneebone mentioned that there are issues with homes with single car garages that do not have enough room in the yard or behind setbacks. She agreed that garbage should not be seen from the curb and mentioned it would make sense to allow some people and certain areas to have special circumstances.

Mayor Wiza mentioned the screening options of either the bin cannot be visible at all or if the bin is visible it has to be closed.

Commissioner Brush asked for the amount of carts that are allowed, to which Mayor Wiza answered four.

MaryAnn Laszewski, 1209 Wisconsin Street, suggested that residences should be allowed to store the cart in front of their home if they are in an enclosure on a case by case request with the possibly of instituting a \$25.00 permit. She is opposed to the blanket exception for all residences to be able to use front yard storage with screening to prevent variation of appearance at each property.

Aldersperson Dugan favored the screening only under special exceptions, otherwise she feels carts should be behind the house.

Mildred Neville, 1709 Jefferson Street, suggested an educational material be created in the form of "how to" videos to be posted on the city's website so residences can easily be made aware of the codes. She also voiced concerns of how the ordinances are written and would appreciate a modification of some verbiage.

Director Ostrowski brought up discussion of the codes related to the storage of recreational vehicles and gravel parking areas and presented examples.

Commissioner Brush asked for examples of other communities, to which Mayor Wiza commented that other communities do it a variety of ways.

Mayor Wiza encouraged everyone to drive around the neighborhood and come up with examples of what they feel is appropriate and what is not, including the reasons, so we can bring this back to the next meeting for further discussion.

19. Community Development Department Monthly Report for May 2016. *Report will be provided after May 31, 2016.*

Motion by Commissioner Cooper to place the Community Development Department Monthly Report for May 2016; seconded by Commissioner Brush.

Motion carried 4-0

20. Adjourn.

Adjourned at 8:31 PM.

Attachment – Provided at the Plan Commission Meeting – Pertaining to Items 7-10

To: Michael Ostrowski
Subject: RE: an environmental asset worth saving

From: Bill Witt [<mailto:sevenmoonhill@gmail.com>]
Sent: Wednesday, June 01, 2016 3:41 PM
To: Michael Ostrowski
Subject: an environmental asset worth saving

To Michael Ostrowski, Director of Community Development
From Kay Witt, 425 Sunset Blvd.

We were at the public hearing May 2 on the rezoning of the property at Sunset Blvd. and Green Ave. The hearing was postponed until June 6.

We, and our neighbors, are opposed to the rezoning of the property in question. Too many buildings are proposed for the space; the layout is badly designed; and we feel the 2-family residences and crowded plan lower our property values.

The woods has been an invaluable environmental resource for the neighborhood. We all love and appreciate it, and at least one neighbor had expressed an interest in purchasing it to preserve it (which is what Bernice Hoff, the former owner, did). We feel so lucky to see deer, pileated woodpeckers, and other wildlife just across the street. It is sad that yet another irreplaceable woods will be sacrificed for the profit of a developer.

We oppose the rezoning plan. We would like the property to remain Low Density Residence District, as it is surrounded by single-family homes.

Sincerely, Kay Witt

PUBLISH: June 17, 2016 and June 24, 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 Tuesday, July 5, 2016 at 6:00 PM in the Water Department Conference Room, 300 Bliss Avenue, Stevens Point, Wisconsin, to hear the following:

1. Request from the Aspirus - Wausau for a conditional use permit to construct a hospital addition onto their existing facility at 5409 Vern Homes Drive (Parcel ID 2308-02-4000-12). This property being zoned "M-1" Light Industrial District and described as LOT 1 CSM 36/90 BNG PRT SWSE;SUBJ TO RC 695/7 & 757204 S2 T23 R8 5.80A 682875, City of Stevens Point, Portage County, Wisconsin.
2. Request from BriMark Builders, representing Cobblestone Hotels for a conditional use permit to construct a hotel on a portion of the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70). This property is zoned "B-3" Central Business District and described as LOT 1 CSM#10818-49-98 BNG PRT NENW & PRT VALENTINE BROWNS ADD S32 T24 R8 .62 A 762709; 788730AGMT; 797911UTIL; 816783ORD; 790/144; 776836RC, City of Stevens Point, Portage County, Wisconsin.
3. Request from Evergreen Community Initiatives, representing the Church of the Intercession, for a conditional use permit for the purposes of operating a warming shelter (temporary housing) at 1417 Church Street (Parcel ID 2408-32-1007-05). This property being zoned "B-3" Central Business District and described as LOT 4 EXC N 52' & ALL LOTS 5 & 6 BLK 31 SE & O ADD PARISH HOUSE; N52' LOTS 4,5&6 BLK 31 S E & O ADD 150' X 128' .41A, City of Stevens Point, Portage County, Wisconsin.

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

All interested parties are invited to attend.

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

John Moe, City Clerk



Administrative Staff Report

Conditional Use Permit

Construct Hotel

South of Centerpoint Dr. between Third St. and

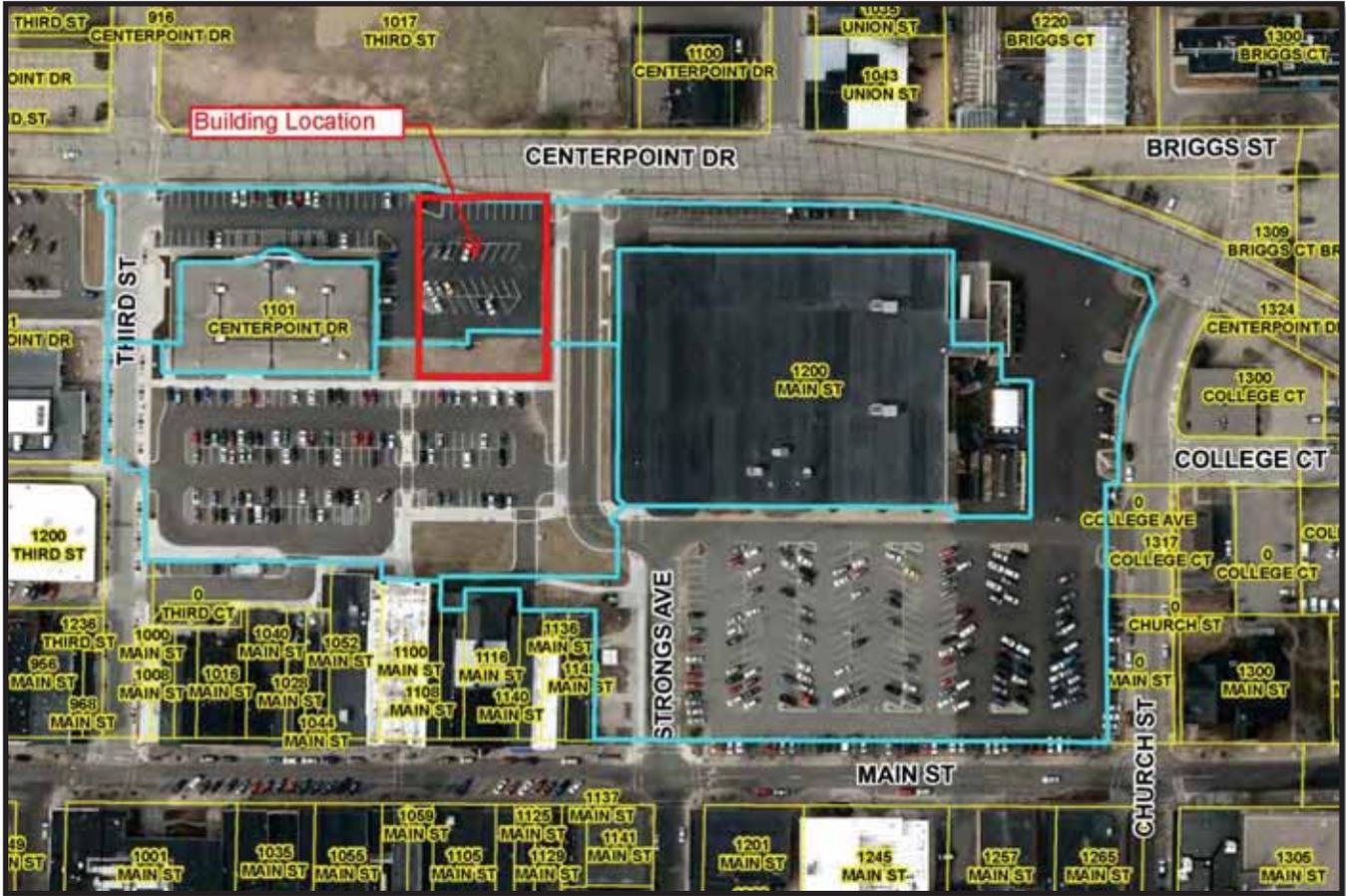
Strongs Ave.

June 15, 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"> BriMark Builders, representing Cobblestone Hotels <p>Staff:</p> <ul style="list-style-type: none"> Michael Ostrowski, Director mostrowski@stevenspoint.com Kyle Kearns, Associate Planner kkearns@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 2408-32-2029-70 <p>Zone(s):</p> <ul style="list-style-type: none"> "B-3" Central Business District <p>Master Plan:</p> <ul style="list-style-type: none"> Downtown District <p>Council District:</p> <ul style="list-style-type: none"> District 1 – Doxtator <p>Lot Information:</p> <ul style="list-style-type: none"> N/A exempt <p>Structure Information:</p> <ul style="list-style-type: none"> Number of Stories: 4 Hotel Rooms: 61 <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 BriMark Builders, representing Cobblestone Hotels for a conditional use permit to construct a hotel on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> Application Floor Plans Site Plans Renderings <p>Findings of Fact:</p> <ul style="list-style-type: none"> The proposed request is to construct a 4-story, 61 room hotel. The property is zoned "B-3" Central Business District. No parking ratio requirements exist within the B-3 zoning districts. Hotels are a conditional use within the zoning district. <p>Staff Recommendation</p> <p>Based on the findings below, staff would recommend approval of the Conditional Use Permit to construct a hotel as proposed within downtown with the following conditions:</p> <ol style="list-style-type: none"> Curb, gutter, and sidewalk shall be constructed to meet design specifications determined by the Public Works Department to accommodate heavy equipment in front of the refuse storage. Refuse storage be screened with masonry materials to be submitted and reviewed by the Community Development Department. Landscaping shall be installed on the west side of the building matching the proposed landscaping on the east side of the building. Work completed on adjacent municipal properties shall be completed by the applicant as per the attached plans.
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Vicinity Map

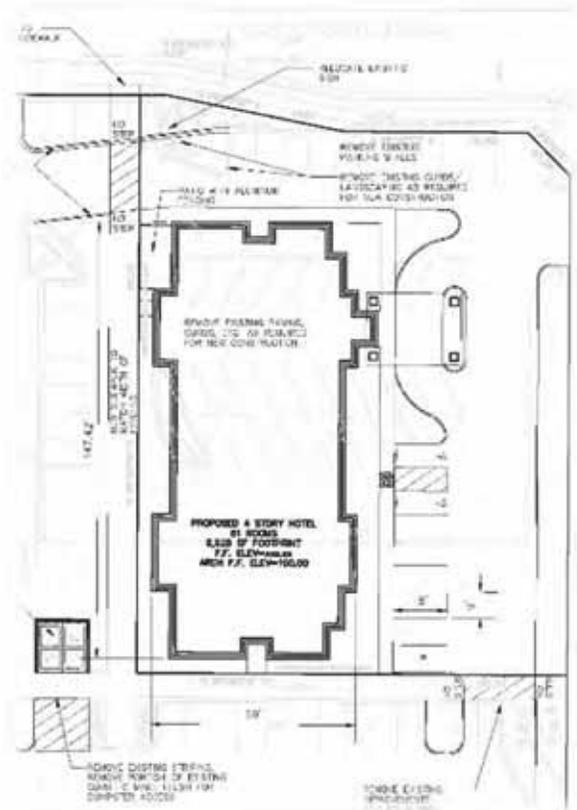


Scope of Work

BriMark Builders, representing Cobblestone Hotels, is requesting a conditional use permit to construct a hotel at the location identified above. The applicant was previously approved a six month option on the property, and is moving forward through the approval steps of the project. The project will create a 4 story, 61-room hotel, with a restaurant space. A full application package has been submitted and is attached, including building renderings, site plan, and landscaping plan. Note that hotels are a conditional use within the B-3 Central Business District. Also, the applicant is requesting a sign variance, discussed in another item. Furthermore, the project will need to obtain historic preservation/design review approval.

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 is proposed on a vacant parcel slated for redevelopment and is owned by the Redevelopment Authority of the City of Stevens Point. Commercial development, streets, and parking lots surround the property.

Findings: The use is fitting within the downtown and specifically the location proposed. The use will increase the density within the downtown and allow for overnight accommodations, and additional dining. When the CenterPoint MarketPlace was redeveloped, this site was identified as a redevelopment site, and therefore is consistent with the plan (see below). Furthermore, the development incorporates a pedestrian corridor connecting the downtown with properties to the north, also consistent with the plan. This project should improve the aesthetics and general welfare of the downtown. Lastly, this request mirrors the goals and objectives within the comprehensive plan to infill development and increase density within downtown.



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

Analysis: The downtown is a mix of uses.

Findings: The proposed hotel use should be complementary to the proposed uses within the immediate vicinity and should not be injurious to the uses. The hotel will provide hospitality services in the downtown where none currently exist. The use should assist in bringing additional traffic to the area, which in turn should improve the vitality of the downtown.

- 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 development will assist in infilling a vacant area of the downtown and ultimately increase structural density by eliminating a large expansive parking area.

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

Analysis: Project plans include exterior renderings (see attached). Exterior materials include brick and stone veneer, along with exterior finishing insulation system (EIFS). The masonry component of the exterior will cover approximately two thirds of the building. In addition, different window styles are presented throughout the façade, along with multiple bump-outs in the architecture. Any exterior work must be approved by the Historic Preservation / Design Review Commission.



Findings: The architectural appeal should not be in variance with other structures throughout the neighborhood, as several other neighboring properties have similar building components. Both nearby structures, Shopko and Great Lakes Loan Services, are primarily constructed of masonry. While EIFS is rare within the downtown, it does exist on some nearby buildings. In addition, the material is proposed on a new building, above the second floor elevation and only on a third of the façade. Furthermore, for a larger building in the downtown, several architectural features exist which will assist in distinguishing the building. The construction and building design should be compatible to the neighboring buildings and improve the overall neighborhood character. This request will be before the Historic Preservation / Design Review Commission on July 6, 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 may be needed to serve the hotel. City services exist within the nearby right-of-way, furthermore, electrical and fiber also exist nearby. Ingress/egress to the site via multiple driveways or connections from Strongs Avenue and via Third Street. Traffic will likely access the site from Centerpoint Drive onto Strongs Avenue before permanently parking in nearby parking lots.

Findings: Infrastructure and utilities exist on site or are nearby. Furthermore, access to the site and through the site is appropriate.

- 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. Several municipal lots exist near the site. The project incorporates a canopy drop-off area for hotel patrons.

Findings: The site will connect to neighboring parking lots to allow for shared parking within municipal lots. Furthermore, the canopy allows traffic to exit the drive aisle so as not to impede onsite traffic. Approximately eight stalls are being provided onsite, which include accessible stalls. Traffic should be able to move smoothly through the site.

- 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. The building provides for greater density with it being four stories, and its architectural design is appropriate for the area. Furthermore, the development incorporates a pedestrian corridor on all sides, as well as multiple vehicle access points.

- 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. The B-3 district is exempt from parking and many other zoning requirements such as setbacks and lot size. A landscaping plan has been submitted (see attached).

Findings: This standard is met. The development shall receive approval from the Historic Preservation/Design Review Commission and obtain necessary building permits. Staff would recommend landscaping be installed on the west side of the building matching the proposed landscaping on the east side. The landscaping will increase aesthetics and provide greenspace along the pedestrian walkway.

- 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 site has eight interior parking stalls. Additional parking for the use will occur in neighboring municipal lots. Note also a mid-block pedestrian corridor is maintained to connect the downtown to the north.

Findings: There is no parking required for the property and/or uses. See standard 6 regarding site access.

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

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

Analysis: The property currently exists and infrastructure exists to serve the site. All applicable departments have reviewed the project.

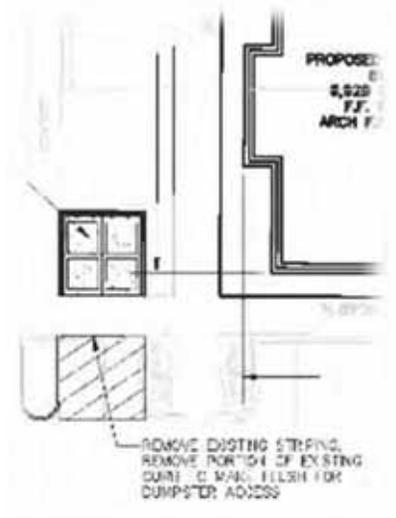
Findings: City staff from other departments have no concerns regarding the development.

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 proposed on the southwest side of the development, on an adjacent lot.

Findings: Staff would recommend the curb/gutter and sidewalk be constructed to meet design specifications determined by the Public Works Department to accommodate heavy equipment in front of the refuse containers. Staff would recommend the refuse storage be screened with masonry materials to be submitted and reviewed by the Community Development Department.



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

Analysis: A photometric plan has been submitted (see attached). Less than 1 foot candle is identified to spread off site surrounding the development. Minimal up-lighting is also proposed to illuminate the building and signage.

Findings: The intensity of light spreading to surrounding properties is minimal. Furthermore, the surrounding properties consist of other commercial establishments or municipal parking lots.

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

Analysis: The use is a hotel.

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 a hotel at the site identified, subject to the conditions outlined on page one of this staff report.

Photos



Development Site – Looking Northwest



Development Site – Looking Southwest (Strongs Ave. Driveway)



Development Site – Looking South



Development Site – Looking Northeast



City of Stevens Point
Community Development Department

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

APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

1.066411

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	-	Date Submitted	6/6/16	Fee Required	250.00	Fee Paid	250.00
Associated Applications if Any	-	Assigned Case Manager	Kyle Kearns				
Pre-Application Conference Date	-	Conditional Use Permit Request	Use <input checked="" type="checkbox"/> Amend <input type="checkbox"/>				

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)	
Applicant Name	BriMark Builders	Contact Name	Stuart Sell
Address	980 American Drive	Address	
City, State, Zip	Neenah, WI 54956	City, State, Zip	
Telephone	(920) 955-3999	Telephone	
Fax	(866) 403-7287	Fax	
Email	ssell@brimarkbuilders.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Redevelopment Authority of the City of Stevens Point	Owner's Name	
Address	1515 Strongs Avenue	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	(715) 346-1568	Telephone	
Fax	(715) 346-1498	Fax	
Email	mostrowski@stevenspoint.com	Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Parts of 2408-32-2029-65 and 2408-32-2029-66		
Legal Description of Subject Property		
Pending		
Designated Future Land Use Category		Current Use of Property
Hotel		Vacant
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 proposed development is a four story hotel with 61 guest rooms. The proposed timeframe for the development shows city approvals in summer, then complete construction documents and begin construction in late summer/early fall.		

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

Downtown architecture historically employs masonry products as it's primary cladding. The proposed building materials reflect that approach, while also using EIFS (synthetic stucco). The proposed building is taller than most in the downtown district (four stories), but is respectful to adjacent architecture in the district by making use of the traditional base/middle/top facade composition. Fenestration is accomplished by way of smallish punched openings, which is comparable to window patterns of historic buildings. The flat roof matches what was typically found on older buildings. As for massing, downtown buildings typically vary in width and height within a city block. This feature is mimicked on the proposed building by the use of taller and shorter parapet heights, and variations in the vertical wall plane.

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

The building will serve to provide the downtown area with a new building that is respectful to the existing fabric, while bringing jobs and needed hotel rooms to the downtown district. Negative impacts are few but attempts have been made to minimize them. Site lighting will employ full cut off fixtures so no light pollution to adjacent properties will be present. In addition, it is proposed that the dumpster enclosure will be shared with the neighbor to the west which allows for one less dumpster enclosure and will minimize garbage truck traffic.

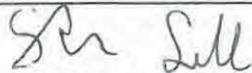
Current Zoning Surrounding Subject Property			
North:	B-2	South:	B-3
East:	B-3	West:	B-3
Current Land Use Surrounding Subject Property			
North:		South:	
East:		West:	

EXHIBITS

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

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	G-2-16		

Wednesday, May 18, 2016



City of Stevens Point
George Doxtator
1515 Strongs Avenue
Stevens Point, WI 54481

Dear Alderman Doxtator:

I'm writing to let you know about an exciting proposed building project in your district in Stevens Point. Excel Engineering is proud to be the architect/engineer for a new Cobblestone Hotel and Suites project at the southwest corner of Centerpoint Drive and Strongs Avenue. Cobblestone is one of the fastest growing upper-midscale hotel brands in the country and would serve the community of Stevens Point well. The proposed hotel would offer 61 rooms, along with such amenities as a pool and an on-site restaurant and bar.

Because of the proposed use of the parcel, a conditional use permit is required. We are anticipating being on the agenda for the July 5th Plan Commission hearing and this letter serves to meet the notification requirements.

Additionally, because of the location of the property, we are required to undergo review by the Historic Preservation/Design Review Commission. Again, this letter shall serve as the notification vehicle to make you aware of the project and our plan to be on the July 6th HPDRC Meeting. While Cobblestone has a typical prototype building that they use frequently, we have altered the design significantly for this particular site to be compatible, contextual, and respect the existing downtown fabric.

We hope that you and your constituents will support this exciting project. I think you'll find that Cobblestone will be a welcome neighbor to your district, while bringing lodging options to downtown Stevens Point for the business and leisure traveler.

If you have any questions whatsoever regarding the project, please don't hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Liebergen". The signature is fluid and cursive, with a large initial "J" and "L".

Jeff Liebergen, Architect
Excel Engineering
Jeff.l@excelengineer.com
920.322.1694

City Assn
CSM # 10818-49-98

817841

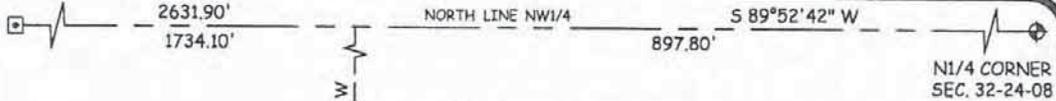
CYNTHIA A. WISINSKI
REGISTER OF DEEDS
PORTAGE COUNTY
STEVENS POINT, WI
RECORDED ON
06/01/2016 9:34 AM

REC FEE: 30.00
PAGES: 3
FEE EXEMPT:

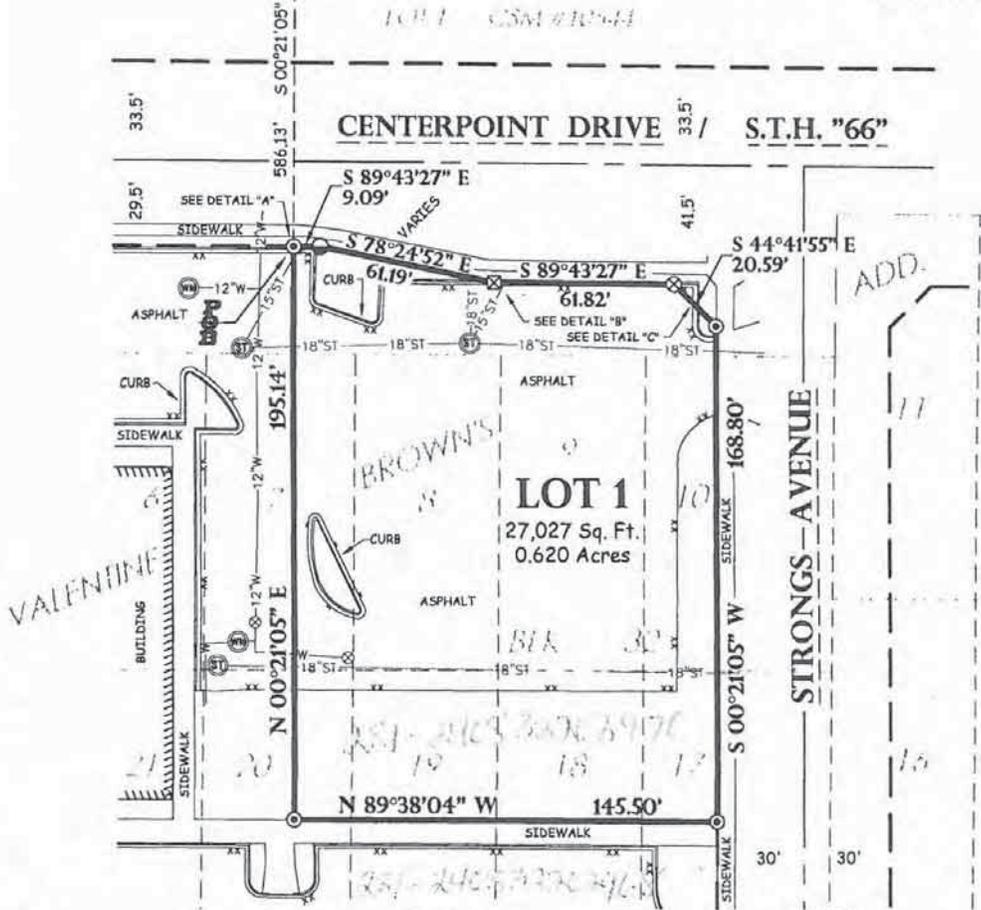
PORTAGE COUNTY CERTIFIED SURVEY MAP

OF PART OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 32, TOWNSHIP 24 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN, INCLUDING LOTS 8 AND 9 AND PART OF LOTS 7, 10, 17, 18, 19 AND 20 OF BLOCK 32 AND PART OF VACATED LEVEE STREET OF VALENTINE BROWN'S ADDITION.

NW CORNER
SEC. 32-24-08



N1/4 CORNER
SEC. 32-24-08

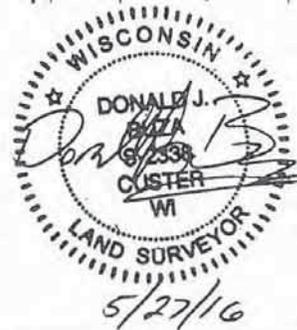
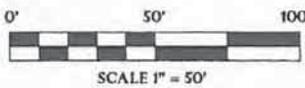


LEGEND

- STORM SEWER
- WATERMAIN
- EDGE OF BITUMINOUS
-
-
- CHISELED "X" SET
- HARRISON MONUMENT FOUND
- STONE MONUMENT FOUND
- CHISELED "X" FOUND
- () RECORDED AS

BASE FOR BEARING

THE WISCONSIN COUNTY COORDINATE SYSTEM, PORTAGE COUNTY ZONE. THE NORTH LINE OF THE NW1/4 OF SECTION 32, TOWNSHIP 24 NORTH, RANGE 8 EAST, BEARS S 89°52'42" W.



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

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

FIELD BOOK 60 PAGE 72-75
JOB # 16.443

SHEET 1 OF 3 SHEETS

Parcel Number: 281 - 24 - 0832202970

Owners Name & Address
Last: COMMUNITY DEV
First: AUTHORITY OF STEVENS PT
Address: 1515 STRONGS AVE
STEVENS POINT WI
54481-0000
Property Address:

Legal Description
LOT 1 CSM#10818-49
-98 BNG PRT NENW & PRT
VALENTINE BROWNS ADD
S32 T24 R8
.62A 762709;788730AGMT;
797911UTIL;816783ORD;
790/144;776836RC

School District: 5607 STEVENS POINT AREA
Vctnl District: 0014 MID-STATE

TIF District: 06
Total Acres: .62

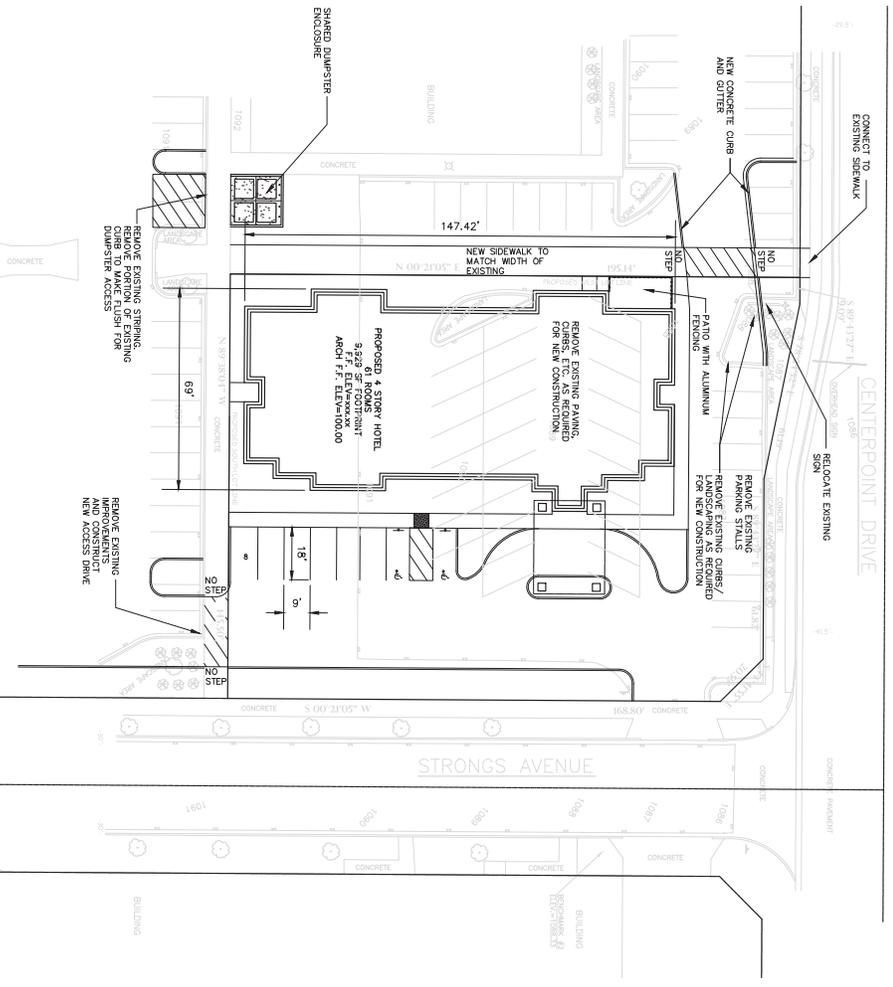
This Split Parcel is a New Parcel for Next Year

F10=Display Image

SITE INFORMATION:	
PROPERTY AREA:	AREA = 27,027 S.F. (0.62 ACRES)
EXISTING ZONING:	B-3
PROPOSED ZONING:	B-3
PROPOSED USE:	HOTEL
SETBACKS:	FRONT = 0' REAR = 0'
PROPOSED BUILDING HEIGHT:	51'-0", FOUR STORIES
PARKING PROVIDED:	8 SPACES (2 H.C. ACCESSIBLE), OTHERS PROVIDED OFFSITE
BUILDING COVERAGE:	37% INCLUDING CANOPY

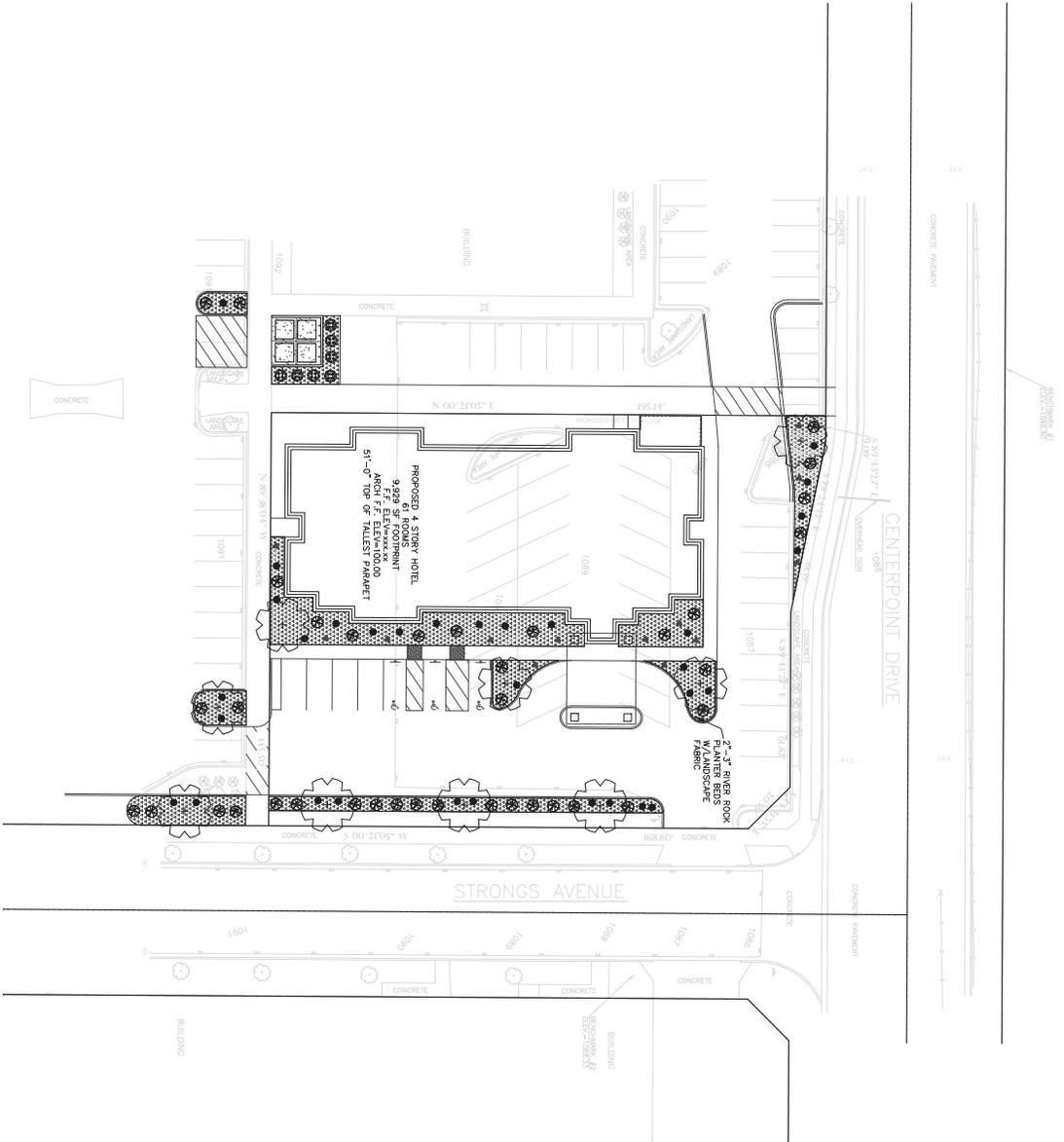


VICINITY MAP



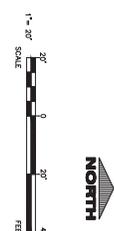
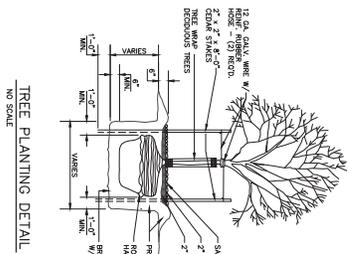
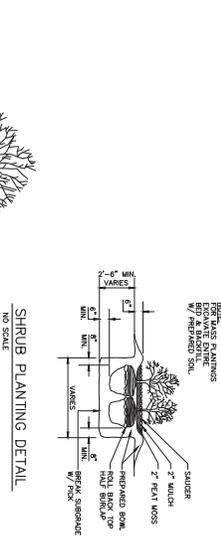
CONCEPT PLAN
SCALE: 1"=20'-0"

 ARCHITECTS • ENGINEERS • PLANNERS 100 CALDWELL DRIVE PHOENIX, ARIZONA 85004 WWW.EXCELTEAMWORK.COM	 FOUNDATION PROJECT NUMBER: 1601590	PROPOSED HOTEL FOR: COBBLESTONE HOTEL & SUITES CENTERPOINT DR & STRONGS AVE • STEVENS POINT, WI		PROFESSIONAL SEAL JANUARY 22, 2016 MAY 19, 2016 MAY 19, 2016 JUNE 6, 2016
		NOT FOR CONSTRUCTION		

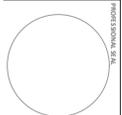


LANDSCAPING NOTES					
SYMBOL	COMMON NAME	BOTANICAL NAME	PLANTED SIZE	MATURE SIZE	QUANTITY
①	Audubon Rose	ROSEMOSS SHRUB	2'-2" (10" TALL MIN)	4'-2" (4')	3
②	Anthony Water Stone	ERODIOLA SHRUBS	1.5 GAL (10" TALL MIN)	2'-4"	32
③	Arundo donax	CLADOPHEA SHRUBS	3 GAL (10" TALL MIN)	3'-5"	37
④	Vernix Abrotanica	Thijs bodendaem	3 GAL (10" TALL MIN)	4'-6"	7
⑤	Dryas	ESPERANZA	1 GAL (10")	12"-24"	13

LANDSCAPING CALCULATIONS	
ZONE	PLANTS PROVIDED
PARKING	ONE SHRUB PER 15 SF OF LANDSCAPED AREA 150 SF x 1.5 = 22 SHRUBS 150 SF x 1.5 = 22 SHRUBS 150 SF / 50 = 3.0 CANOPY TREES 150 SF / 50 = 3.0 CANOPY TREES



PROPOSED HOTEL FOR:
COBBLESTONE HOTEL & SUITES
 CENTERPOINT DR & STRONGS AVE • STEVENS POINT, WI



JUNE 6, 2016

NOT FOR CONSTRUCTION

LANDSCAPE PLAN

SHEET NUMBER

C1.5

© 2016 EXCEL LANDSCAPE ARCHITECTURE, INC.

PROJECT NUMBER 1601590

RADIUS WALL SCONCE



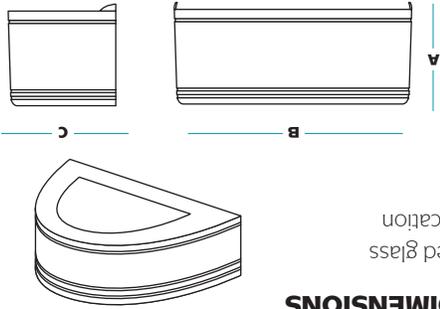
The RWSC Series radius wall sconce offers maximum versatility with multiple light sources and finishes. The available combination of uplight/downlight washes the building facade while the radial soft form housing will complement similar architectural design elements.

Fixture Specifications

FEATURES

- Durable cast aluminum housing
- Available in various lighting distributions for maximum versatility
- Integrated design eliminates high angle brightness
- Luminaire finished in weatherproof powder-coat paint
- Completely sealed, flat tempered glass lenses suitable for use in wet location
- Ships complete with lamp
- Downlight only, full cut-off
- Dark Sky compliant

DIMENSIONS



A	7.25"
B	18.0"
C	9.0"

ORDERING INFORMATION

SAMPLE CATALOG NUMBER

RWSC Series
XXXXXX Wattage/Source
XX Distribution
XX Finish
XXX Voltage

SERIES	Radius Wall Sconce
70PMH	70 watt pulse start metal halide
100PMH	100 watt pulse start metal halide
150PMH	150 watt pulse start metal halide
70HPS	70 watt high pressure sodium
100HPS	100 watt high pressure sodium
150HPS	150 watt high pressure sodium
260F	26 watt quad tube fluorescent
32TRF	32 watt triple tube fluorescent
42TRF	42 watt triple tube fluorescent
2260F	2x26 watt quad tube fluorescent
232TRF	2x32 watt triple tube fluorescent
242TRF	2x42 watt triple tube fluorescent
30LED	19 watt LED ³
50LED	44 watt LED

DISTRIBUTION	Up/Downlight
WD	Downlight only (wide distribution) - standard
FT	Downlight only (forward throw)
FINISH	Dark Bronze
DB	Black
BK	White
WH	Platinum Silver
PS	

1 Consult factory for other lamp wattage and sources.
 2 Other finishes available. Consult factory.
 3 Available with WD distribution only.
 4 Not for use with LED source.

VOLTAGE	120
277	277 volt
MT	Multi-Tap
OPTIONS	Quartz re-strike with lamp
F	Single fusing
FF	Double fusing
EM12	1 MR11/MR16 two pin socket for 12v power (by others) 35w max. 35w MR11 lamp included.
ZEM12	2 MR11/MR16 two pin sockets for 12v power (by others) 35w max. 35w MR11 lamp included.
ACCESSORIES	Remote emergency ballast (fluorescent only)
EM	

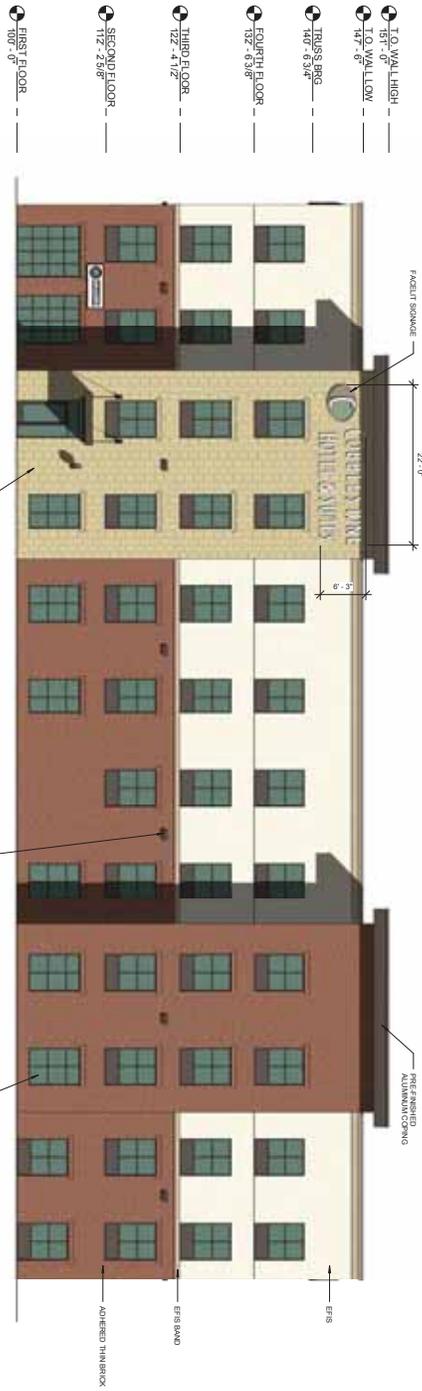


A HUBBELL LIGHTING, INC. COMPANY

For more information on our designed Lighting Products

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



NORTHWEST PERSPECTIVE

- TO WALL HIGH 151'-0"
- TO SMALL LOW 147'-0"
- TRUSS BRG 140'-8 3/4"
- FOURTH FLOOR 132'-8 3/8"
- THIRD FLOOR 122'-4 1/2"
- SECOND FLOOR 112'-2 5/8"
- FIRST FLOOR 100'-0"

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BrMark Builders, LLC
 1000 W. WISCONSIN ST. SUITE 200
 MADISON, WI 53703-2448
 608.261.8888
 WWW.BRMARKBUILDERS.COM

PROPOSED HOTEL FOR:
COBBLESTONE HOTEL & SUITES
 CENTERPOINT DR. & STRONGS AVE. • STEVENS POINT, WI

PROFIT NUMBER 1601580

PRODUCTION DATE

REVISIONARY DATES

MAY 20 2016
MAY 23 2016
JUNE 6 2016

NOT FOR CONSTRUCTION

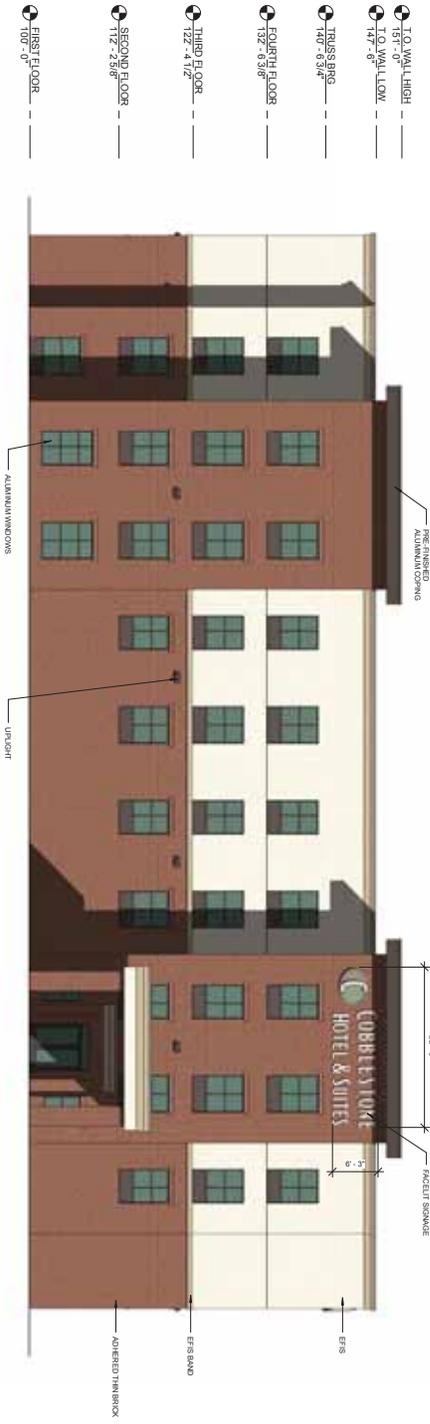
SHEET INFORMATION

COLOR ELEVATIONS

SHEET NUMBER

A2.00C

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



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



SOUTHEAST PERSPECTIVE

EXCEL
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 1000 W. WISCONSIN ST. STE. 200
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COLLABORATION
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BritMark Builders, LLC
 1000 W. WISCONSIN ST. STE. 200
 MADISON, WI 53703-2448
 WWW.BRITMARKBUILDERS.COM

PROPOSED HOTEL FOR:
COBBLESTONE HOTEL & SUITES
 CENTERPOINT DR. & STRONGS AVE. • STEVENS POINT, WI

PRODUCTION DATE: 1601590

PERMITTING DATES:
 MAY 20, 2016
 MAY 23, 2016
 JUNE 6, 2016

NOT FOR CONSTRUCTION

SHEET INFORMATION:
 COLORED ELEVATIONS
A2.1C
 SHEET NUMBER
 DATE: 3/22/16



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

Date: 6/28/2016

Re: Establishing a utility easement on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70).

With the development of the hotel (previous item) a utility easement is needed for a storm sewer that will remain on the property. The property is currently owned by the Redevelopment Authority of the City of Stevens Point and is proposed to be transferred to the developer. However, a city storm sewer still exists on the site, and therefore, a utility easement will be needed. See the map below and attachments which show and describe the storm sewer and requested easement.

Staff would recommend approving the easement as proposed on the attachments.



**PUBLIC UTILITY
EASEMENT**

Document Number

Document Title

Community Development Authority of the City of Stevens Point, n/k/a the Redevelopment Authority of the City of Stevens Point, a separate body politic and corporate, duly organized and existing under and by virtue of the laws of the State of Wisconsin, of Portage County, Wisconsin, grantor herein, grants, sets over and gives unto the City of Stevens Point, Wisconsin, a municipal corporation, grantee herein, a permanent easement, over and across the following described real estate for the purpose of operating, improving, repairing, cleaning, and maintaining a public utility and all appurtenances. Said easement shall cover the following described property:

That part of Lot 1 of Portage County Certified Survey Map Number 10818-49-98, Lots 7, 8, 9, and 10 of Block 32 of Valentine Brown's Addition to the City of Stevens Point, located in the Northeast Quarter of the Northwest Quarter of Section 32, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin described as follows:

Easement No. 1
A 17 foot wide public utility easement the centerline described as follows:

Commencing at the north quarter corner of said Section 32; thence South 89 degrees 52 minutes 42 seconds West along the north line of said Northeast Quarter of the Northwest Quarter 897.80 feet; thence South 00 degrees 21 minutes 05 seconds West 586.13 to the northwest corner of said Lot 1 and the south right-of-way line of CenterPoint Drive; thence continuing South 00 degrees 21 minutes 05 seconds West along the west line of said Lot 1 a distance of 34.44 feet to the **point of beginning** of the centerline to be described; thence North 88 degrees 54 minutes 24 seconds East along said centerline 60.96 feet to a point on said centerline, said point hereinafter referred to as "**Point A**"; thence South 88 degrees 10 minutes 42 seconds East along said centerline 84.59 feet to the east line of said Lot 1 and the west right-of-way line of Strongs Avenue and there terminating. (See attached Exhibit 'A')

The side lines of said Easement No. 1 shall be lengthened or shortened to form vertices or to terminate at the west boundary line of said Lot 1 and the west right-of-way line of said Strongs Avenue. (See attached Exhibit 'A')

Easement No. 2
A 17 foot wide public utility easement the centerline described as follows:

Beginning at said "**Point A**"; thence North 03 degrees 24 minutes 58 seconds East along said centerline 22.41 feet to the north line of said Lot 1 and the south right-of-way line of said CenterPoint Drive and there terminating. (See attached Exhibit 'A')

The side lines of said Easement No. 2 shall be lengthened or shortened to form vertices with Easement No. 1 and to terminate at the south right-of-way line of said CenterPoint Drive. (See attached Exhibit 'A')

The grant of this easement herein contained shall also include the right of reasonable access to said lands for the purpose of exercising the rights granted herein, grantor agrees not to construct or place any improvement over the easement area which interferes with the grantees use of the same.

This instrument and the covenants and agreements contained herein are binding upon the grantor, their personal and legal representatives, successors, heirs, and assigns, and inures to the benefit of the grantee. This easement shall run with the land.

Return to:
City of Stevens Point
City Clerk
1515 Strongs Avenue
Stevens Point WI 54481

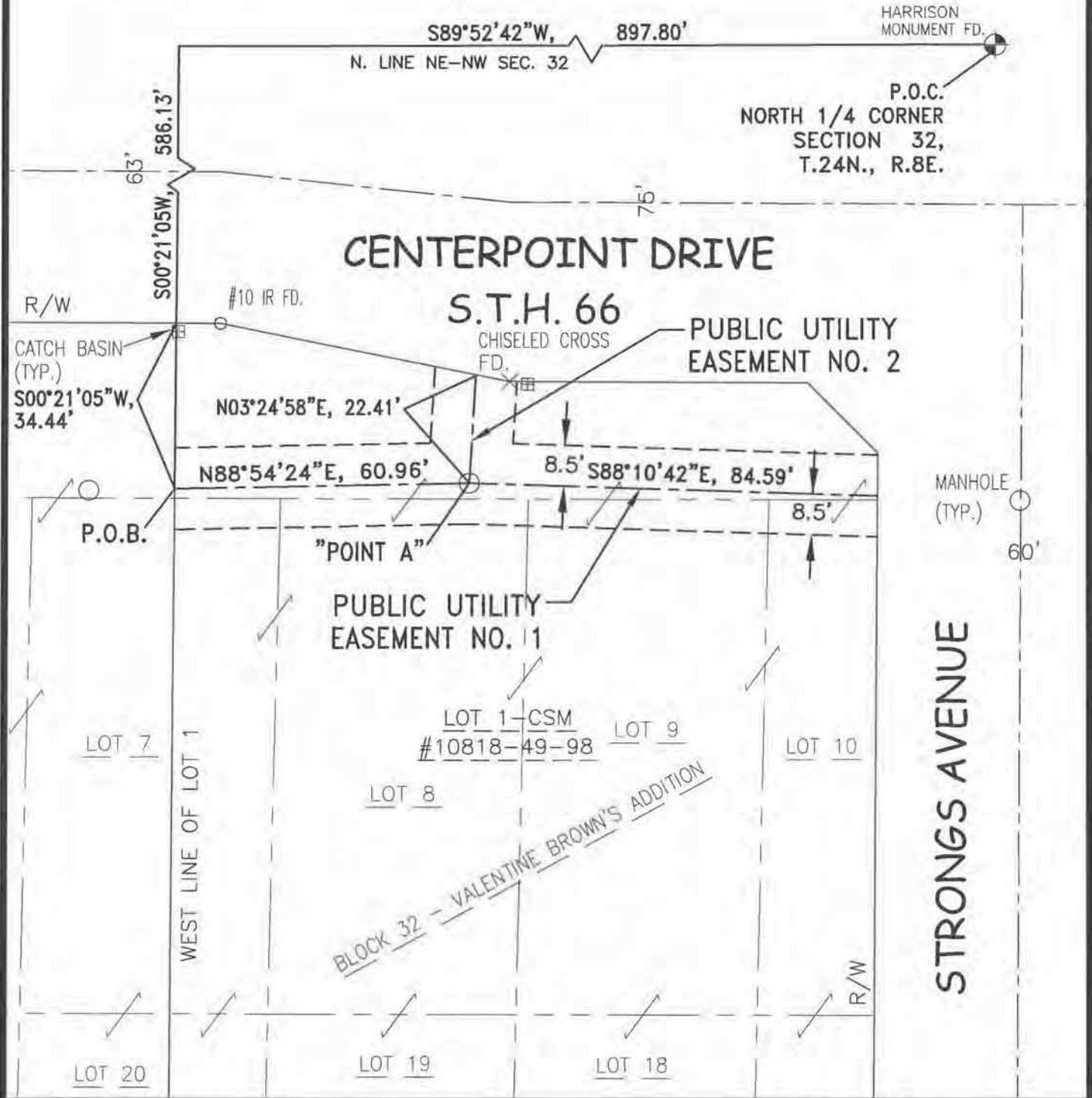
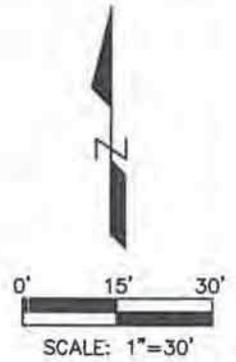
PARCEL ID NUMBERS:
281-2408-32-2029-70

EXHIBIT 'A'

Preliminary Only

BASIS FOR BEARING

THE BEARINGS HEREIN ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM—PORTAGE COUNTY—NAD 1983. THE NORTH LINE OF THE NORTHWEST QUARTER OF SECTION 32 BEARS S89°52'42"W.



Administrative Staff Report

Sign Variance – Cobblestone Hotel
 South of Centerpoint Dr. between Third St. and
 Strongs Ave.
 June 16, 2016



Department of Community Development

<p>Applicant(s):</p> <ul style="list-style-type: none"> BriMark Builders, representing Cobblestone Hotels <p>Staff:</p> <ul style="list-style-type: none"> Michael Ostrowski, Director mostrowski@stevenspoint.com Kyle Kearns, Associate Planner kkearns@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 2408-32-2029-70 <p>Zone(s):</p> <ul style="list-style-type: none"> "B-3" Central Business District <p>Master Plan:</p> <ul style="list-style-type: none"> Downtown District <p>Council District:</p> <ul style="list-style-type: none"> District 1 - Doxtator <p>Lot Information:</p> <ul style="list-style-type: none"> N/A Exempt <p>Structure Information:</p> <ul style="list-style-type: none"> Number of Stories: 4 Hotel Rooms: 61 <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 BriMark Builders, representing Cobblestone Hotels, for a sign variance to exceed the size, number and location requirements for wall signage on their proposed hotel on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> Application Sign Renderings <p>Findings of Fact</p> <ul style="list-style-type: none"> The proposed request is to construct a 4-story, 61 room hotel. The property is zoned "B-3" Central Business District. The proposed signs are not within the signable area. <p>Staff Recommendation</p> <p>Approve the sign variance subject to the following conditions:</p> <ol style="list-style-type: none"> The hotel business shall not display more than one primary sign per building façade. If a secondary user is located within the building, they shall be allowed to construct one wall sign per entrance on the building within the signable area of the building as outlined in the sign ordinance (Chapter 25). The signs shall conform to all other applicable requirements within the sign ordinance. The design of the sign shall be reviewed and approved by the Historic Preservation / Design Review Commission. <i>Please note, the HP/DRC may recommend changes to the design, placement, and/or size of the signs and those changes shall not have to be approved by the Plan Commission.</i> Applicable building permits shall be obtained. Minor modifications may be approved by staff.
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Vicinity Map



Background

BriMark Builders, representing Cobblestone Hotels is requesting a sign variance to install wall signs on a proposed hotel within the B-3 Central Business Zoning District. The wall signs are proposed above the signable area identified within the district, and furthermore, exceed the size and number of signs. Below are specific sign details and pertinent language within the sign code. Note also that signage should be reviewed and approved by the Historic Preservation / Design Review Commission.

Chapter 25, Uniform Sign Ordinance states the following relating to wall signs within the "B-3" Central Business District:

Section 25.04 (8)

C. SIGN AND GRAPHIC REQUIREMENTS

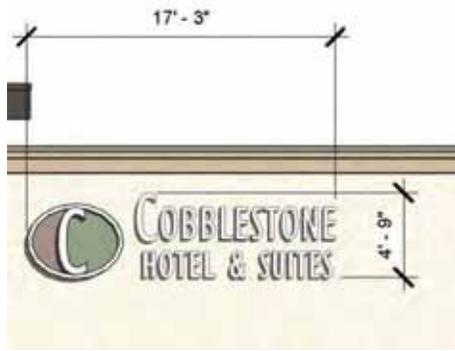
One externally mounted primary sign per ground floor tenant or storefront entrance shall be allowed. All other signs shall be considered secondary signs. All primary and/or secondary signs shall be located within the signable area as described in Appendix A. Advertisement of brand names (superfluous information) shall be limited to 25 percent of the total allowed area of the sign and must be incorporated into the overall sign design. Window and awning signs for second story tenants shall be considered separately.

D. REQUIREMENTS FOR WALL SIGNS

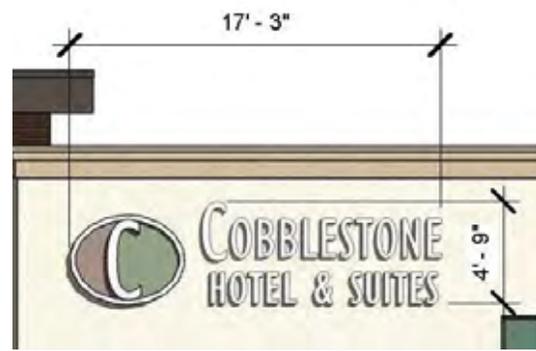
Wall signs shall meet the following requirements:

1. Wall signs shall be located in the "signable" wall area of a facade. The "signable" area is defined as the continuous portion of a building facade, unbroken by doors or windows, below the sill line of the second story and above the storefront transoms (see Appendix A).
2. Signable areas shall not exceed 10 percent of the total facade area (height by width).
3. Graphics within the signable area shall be limited to 40 percent of the total signable area, where that facade faces commercial land uses and 30 percent of the total signable area where the facade faces residential land uses.
4. The signable area may be divided to accommodate additional businesses in buildings that contain two or more businesses. All signage should be coordinated in terms of color and materials.
5. Identification signs (business directories) for upper story tenants shall not exceed 8 square feet in total area. Exceptions may be made based on overall design concept.
6. Signs and graphics shall not physically harm the architectural character of the building they are attached to.

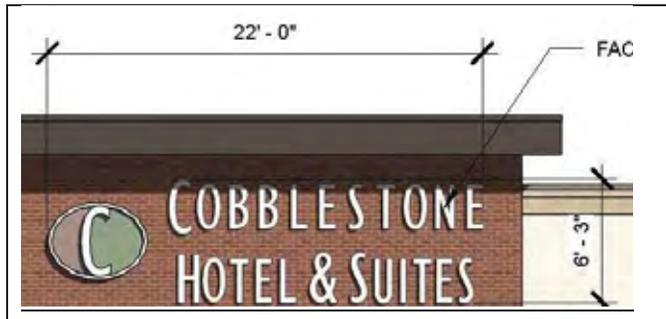
Sign Details



Wall Sign – North Elevation
 Cobblestone Hotel & Suites
 Size: 17' 3" x 4' 9" (82 sq.ft.)
 Design: Individual Letters & Logo



Wall Sign – South Elevation
 Cobblestone Hotel & Suites
 Size: 17' 3" x 4' 9" (82 sq.ft.)
 Design: Individual Letters & Logo



Wall Sign – East Elevation
 Cobblestone Hotel & Suites
 Size: 22' x 6' 3" (137.5 sq.ft.)
 Design: Facelit Individual Letters & Logo



Wall Sign – West Elevation
 Cobblestone Hotel & Suites
 Size: 22' x 6' 3" (137.5 sq.ft.)
 Design: Facelit Individual Letters & Logo
 Wissota Chophouse
 Size: Unknown
 Design: Cabinet/Panel

Standards of Review

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

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

Analysis: The ordinance indicates above that signs must be placed within the signable area (see picture). Furthermore, it identifies a primary sign per entrance may be allowed, and all other signs are secondary signs that shall be limited to 50% of the total allowed sign area. Lastly, graphics shall be limited to 40 percent of the total signable area, where that façade faces commercial land uses. In this request, the applicant is requesting signage on each façade, and it is above the fourth story. While an entrance exists on each façade, they are not necessarily directly below the proposed signage.



Findings: The B-3 Central Business District sign ordinance was written to target building and signage primary on Main and Clark Street, which have a single façade, limited visibility, small lots, and mixed uses. The ordinance does not accommodate for large standalone buildings such as a hotel. If the ordinance is followed, in this instance, the signable area would be a very small area between the first and second floor, which would restrict advertisement significantly especially as the building has several entrances and facades facing public right-of-ways. The sign size is appropriate for the building and the number of signs does not create an over prolific amount of signage, as the façade is large. In addition, the proposed signage fits within the overall building design and color scheme.

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

Analysis: Surrounding properties consist of large remnants of the mall that are one story in height. Furthermore, two story traditional style mixed use buildings exist to the south along Main Street. The nearest multi-story building is the Executive Place and Associated Bank. Associated bank utilizes a freestanding sign and wall signage meeting the ordinance, as does the Executive Place, which both however front on Main Street where the sign ordinance requirements are more applicable.

Findings: The granting of the requested variance should not be detrimental to the surrounding properties, as this building is different than those situated on Main or Clark streets, where you have side-by-side buildings with single facades. Furthermore, the large neighboring building of Shopko, while at only one story, has a very large first story and displays signage near the top of the building.

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

Analysis: The property is small compared to the size of development, however doesn't require parking given the zoning district. Furthermore, the dense development is encouraged within the City Comprehensive Plan, and it utilizes the surrounding municipal parking. Furthermore, the use is a destination that relies heavily on the ability to market and advertise the property. Lastly, the ordinance would limit the signage location, size, and number, as it is to primarily regulate properties along Main and Clark Street.

Findings: The situation is unique as the sign ordinance does not address this type of building within the B-3 Central Business District. Other districts within the City allow for signage within the areas proposed and at the requested size. Furthermore, the ordinance was created to prevent an over prolific amount of signage and create consistent signage throughout the downtown area. The proposed signage maintains the historic character of the area; however the sign ordinance is not conducive to the characteristics of the building and proposed hotel use at this location.

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

Analysis: The sign ordinance within the B-3 Central Business District does not address the proposed building and signage. See the above standards regarding the intent of the B-3 district and the below purpose of the entire sign code.

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

Findings: The proposed signs attract economic development within the downtown as hundreds of patrons may stay at the hotel during the week and patronize downtown business. Furthermore, the signs match the building design and aesthetics, enhancing the environment of the downtown. In addition the high placement of the signs assists in directing patrons to the site and minimizes confusion. Lastly, the hotel can be viewed from all four sides and therefore signage may be necessary to again alert patrons of the location of the site. Based on the findings above and discussed in previous analysis, the granting of the variance should not be contrary to the general objectives of the sign ordinance.

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

When taking into consideration the above findings regarding the sign variance, staff would recommend approving the sign variance to construct the signs as proposed and subject to the conditions outlined on page one of the staff report.

**APPLICATION FOR A SIGN VARIANCE**

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

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

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)	
Applicant Name	BriMark Builders	Contact Name	Stuart Sell
Address	980 American Drive	Address	
City, State, Zip	Neenah, WI 54956	City, State, Zip	
Telephone	(920) 955-3999	Telephone	
Fax	(866) 403-7287	Fax	
Email	ssell@brimarkbuilders.com	Email	

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Redevelopment Authority of the City of Stevens Point	Owner's Name	
Address	1515 Strongs Avenue	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	(715) 346-1568	Telephone	
Fax	(715) 346-1498	Fax	
Email	mostrowski@stevenspoint.com	Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Parts of 2408-32-2029-65 and 2408-32-2029-66		
Legal Description of Subject Property		
Pending		
Current Use of Property		Current Zoning of Property
Vacant		B-3
Will adhering to the Sign Ordinance create a demonstrated practical difficulty or unnecessary hardship to the property? Please provide a detailed description of your request and reasoning with your answer. (Use additional pages if necessary)		
Yes. The sign ordinance only permits signs in the B-3 Central Business District above the first floor transoms and below the sill line of the second floor. This passage primarily relates to downtown 'Main Street' type buildings of two to three stories. The proposed hotel is on the fringe of the district, is four stories in height, and needs signage at top of the building for visibility.		

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

No. The proposed signs are simple facelit signage with no adverse effects to neighbors.

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

The uniqueness lies in the fact that the proposed building is four stories and the signage ordinance doesn't necessarily address this type of structure.

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

No. As mentioned, the signage ordinance seems to primarily be written to address downtown 'Main Street' type buildings of two to three stories. Granting the variance wouldn't be contrary to the objectives of the ordinance; in fact, it may set a positive precedent for structures such as this that aren't currently addressed in the ordinance.

Current Zoning Surrounding Subject Property			
North:	B-2	South:	B-3
East:	B-3	West:	B-3
Current Land Use Surrounding Subject Property			
North:		South:	
East:		West:	

EXHIBITS

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

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	6-14-16		

Administrative Staff Report

Conditional Use Permit Construct Hospital / Clinic Addition 5409 Vern Holmes Drive June 10, 2016



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

<p>Applicant(s):</p> <ul style="list-style-type: none"> Aspirus Wausau <p>Staff:</p> <ul style="list-style-type: none"> Michael Ostrowski, Director mostrowski@stevenspoint.com Kyle Kearns, Associate Planner kkearns@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none"> 2308-02-4000-12 <p>Zone(s):</p> <ul style="list-style-type: none"> "M-1" Light Industrial District <p>Council District:</p> <ul style="list-style-type: none"> District 6 – Slowinski <p>Lot Information:</p> <ul style="list-style-type: none"> Actual Frontage: 650 feet Effective Depth: 388.7 feet Square Footage: 252,678 Acreage: 5.801 <p>Structure Information:</p> <ul style="list-style-type: none"> Year Built: 2005 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(3)(a) 	<p>Request</p> <p>Request from the Aspirus - Wausau for a conditional use permit to construct a hospital addition onto their existing facility at 5409 Vern Homes Drive (Parcel ID 2308-02-4000-12).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> Application Floor Plans Site Plans Renderings <p>Findings of Fact:</p> <ul style="list-style-type: none"> The proposed request is to construct a 2-story, approximately 40,000 square feet addition onto the existing clinic. The property is zoned "M-1" Light Industrial District. The facility will operate under the hospital occupancy code and will incorporate an emergency department. Hospitals are a conditional use within the M-1 District. <p>Staff Recommendation</p> <p>Based on the findings below, staff would recommend approval of the conditional use permit to construct a hospital addition with the following conditions:</p> <ol style="list-style-type: none"> Changes to the proposed layout and/or design of the project required by Portage County, shall not require an amendment to the conditional use permit, if approved by Community Development Department staff. All applicable Federal Aviation Administration regulations shall be met with the installation of the helicopter pad, as well as any other pertinent regulations from other jurisdictions. The refuse enclosure shall be constructed of materials complementing the main materials on the principal building. All mechanical equipment shall be screened with materials complementing the main materials on the principal building.
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Vicinity Map



Scope of Work

Aspirus of Wausau is requesting a conditional use permit to construct a hospital addition onto their existing facility identified above. While the addition is not a full operational hospital, it will have an emergency care unit and therefore is classified under the hospital building code, thereby triggering the conditional use permit. A helicopter landing pad is also proposed as a component of the emergency care unit. The addition is approximately 40,000 square feet at two stories and will match the existing building style, design, and materials. The reconfiguration of parking and stormwater retention will also occur. The applicant has indicated construction is anticipated for fall of this year. Below are standards of review for the permit and project.

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 building is approximately 34,000 square feet at two stories. The addition is slightly over double the size of the existing facility at 40,000 square feet. The property is within the Portage County Business Park and is surrounded by other commercial businesses and public right-of-ways. A helicopter pad is proposed as part of the addition.

Findings: The use is fitting within the established business park and should not be detrimental or endanger the public health, safety, morals, comfort of general welfare. Staff would recommend all applicable Federal Aviation Administration regulations are met with the installation of the helicopter pad.

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

Analysis: The current facility is utilized as medical clinic. The proposed use will incorporate an emergency care unit in addition to clinical offices and health specialties.

Findings: The addition will be complementary to the existing use at the site. The use should not be injurious to the use and for the purpose already permitted.

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: The proposed addition will match the architecture and design of the existing building, as well as, the building materials. Glazing will exist on much of the second floor façade, under which masonry and other façade materials exist. Note, the primary entrance to the facility will change, and will occur within the addition.



Furthermore, since the property is located within the Portage County Business Park, the development will need to meet the park covenants, or receive an exception from Portage County.

Findings: The architectural appeal should not be in variance with other structures throughout within the area, as several design elements exist as seen in the renderings.

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, and adequate utilities exist to service the additional development.

Findings: This standard is met.

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

Analysis: While a portion of the addition is under a hospital occupancy, a majority of the property is uses as a clinic. Clinic uses require one parking space for each 300 square feet of floor area. The parking stall requirements are as follows:

PARKING REQUIREMENTS:	
MEDICAL USAGE: 1 STALL/300 SF	
TOTAL BUILDING - 75,465 S.F.	251.3 STALLS
PARKING REQUIRED	252 STALLS
PARKING PROVIDED	248 STALLS
* PARKING REDUCTION ALLOWANCE - BUS STOP IN PORTAGE BUSINESS PARK IS WITHIN THE 1320 FOOT MAXIMUM. ALLOWANCE FOR A 15% REDUCTION IS ALLOWED.	
*DISTANCE TO BUS STOP IS 840 FEET	
PARKING REDUCTION	252x15% = 38 STALL REDUCTION
PARKING REQUIRED AFTER REDUCTION	214 STALLS
H.C. STALLS REQUIRED	7 STALLS
H.C. STALLS PROVIDED	11 STALLS

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 Light Manufacturing District. This district is established to provide for those manufacturing or other industrial uses having the least obnoxious nuisance affects and having a lower intensity of activity as compared with permitted uses of the "M-2" Heavy Industrial District. It is intended that the "M-1" district be located as a buffer between heavy manufacturing uses and commercial or high density residential uses or at other locations all consistent with the use planning principles, industrial location standards, and the City Comprehensive Plan and policies.

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 proposed development meets current zoning code requirements.

Findings: This standard is met.

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

N/A

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

N/A

11) Access to the site shall be safe.

Analysis: Access to the site will occur via Vern Holmes Drive. There will be two access points on Vern Holmes, one for customers and one for staff.

Findings: The access points to the site are appropriate for the development and the parking lot is designed to have efficient traffic flow.

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

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

Analysis: The property currently exists and adequate utilities service the site.

Findings: Stormwater requirements will need to be 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 storage is proposed to be stored within a screened enclosure.

Findings: The enclosure should be constructed of materials complementing the main materials on the principal building. All other mechanical equipment shall be screened.

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

Analysis: A lighting plan is included in the plan set and shows minimal light spill over at the property lines.

Findings: This standard is met.

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

Analysis: The addition of an emergency center with helicopter pad could lead to additional noise at the site. However, given the location near the interstate and near other commercial businesses, the noise levels should not have a significant impact on neighboring properties.

Findings: This standard is met.

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

N/A

After review, staff would recommend approving the conditional use permit with the conditions listed above.

Photos



South Façade – From HH



South Facade



South Façade



East and North Facade



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	Aspirus-Wausau	Contact Name	Gary Wojciechowski
Address	333 Pine Ridge Blvd	Address	
City, State, Zip	Wausau, WI 54401	City, State, Zip	
Telephone	715-847-2121	Telephone	
Fax		Fax	
Email	Gary.Wojciechowski@aspirus.org	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
281-23-0802400012		
Legal Description of Subject Property		
5409 Vern Holmes Dr. #100, Stevens Point, WI 54482 Being all of Lot 1 of CSM# 8860 located in the southeast 1/4 of Section 2, Township 23 North, Range 8 East, City of Stevens Point. Portage County, Wisconsin.		
Designated Future Land Use Category		Current Use of Property
Medical Clinic/Hospital		Medical Clinic
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 proposed project is being submitted for Site Plan Review and for Conditional Use Review. The project is a 2-story addition to the existing 2-story medical clinic building. The building is expanding as well as the parking lot and adding a helipad. the building addition will be built to hospital standards (I-2) for the proposed emergency care use. The proposed project will also consist of building a bio-retention basin and wet detention pond for stormwater treatment. Construction to begin August-September 2016		

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

The medical usage will stay the same and the building architecture will match details of the existing building. The building will complete the original plans that were submitted 11 years ago and complete what was started back in 2005.

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

The Portage County business park requirements for landscaping, greenspace and light pollution are all being adhered to and that maintains a beautiful site for both Aspirus and the surrounding properties.

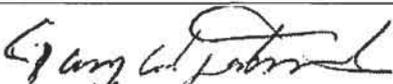
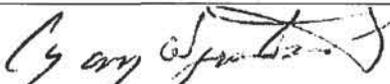
Current Zoning Surrounding Subject Property			
North:	Light Industrial	South:	Light Industrial
East:	Light Industrial	West:	Light Industrial
Current Land Use Surrounding Subject Property			
North:	Travel Guard (AIG)	South:	McDill Drive
East:	Portage County Bank	West:	Hwy 39/51

EXHIBITS

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

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	6-26-16		6-26-16



June 2, 2016

Alderman Jeremy Slowinski
4501 Pleasant View Drive
Stevens Point, WI 54481

Dear Mr. Slowinski:

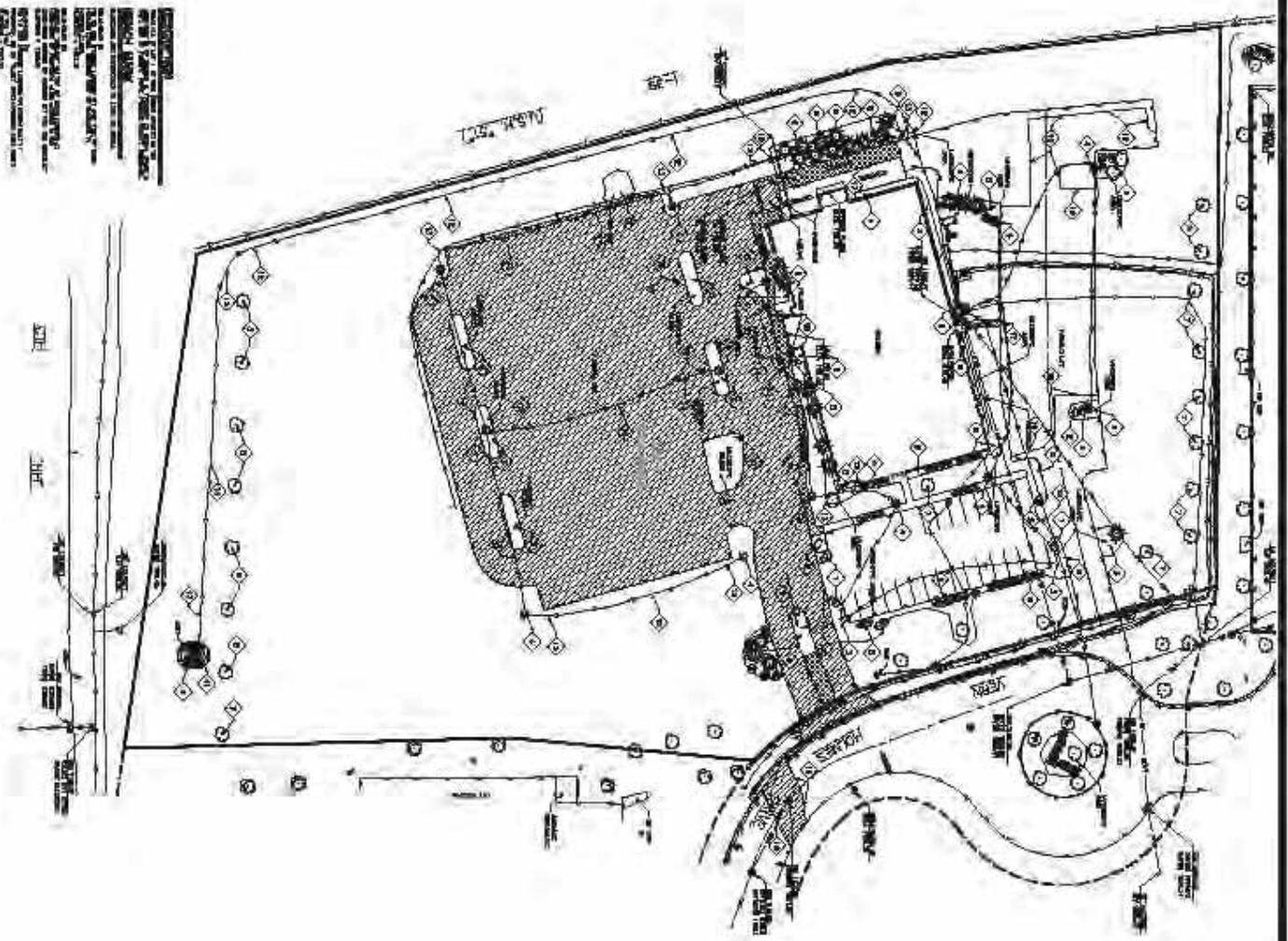
I am Gary Wojciechowski, Director of Facilities Planning and Construction Management, for Aspirus. As you know, we have a medical clinic in your district located in the Portage County Business Park that was built approximately 11 years ago. I am writing to inform you that Aspirus is designing an expansion to our clinic, and will be submitting a packet to the City of Stevens Point Plan Commission and Portage County for their respective reviews.

We will be submitting for both a Site Plan Review and a Conditional Use Permit to the City by the June 6th deadline, and the eventual Plan Commission review meeting on July 5th. The existing building is a 34,717 square foot, 2-story medical clinic and ambulatory surgery center. To help us meet the rising need for primary care, specialty care, lab, imaging, walk-in care and emergency care, we plan to construct a two-story, 40,000 square foot addition. The addition will be built to hospital standards due to the nature of the emergency care service. The hospital construction standards are required per state code, and thus require the City of Stevens Point Conditional Use approval. The project of course requires Site Plan review as well. Our project will maximize the existing site for building, parking, and green space requirements. In addition, the building architecture will be consistent with the existing facility and meet Portage County requirements.

I look forward to speaking with you. If you have any questions feel free to call me at 715-847-0084 or e-mail me at Gary.Wojciechowski@aspirus.org.

Sincerely,

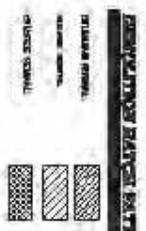
Gary Wojciechowski
Director, Facilities Planning and Construction Management
Aspirus, Inc.



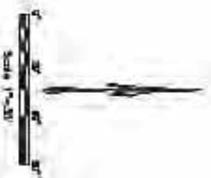
GENERAL NOTES:
 1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE IBC AND ALL APPLICABLE LOCAL ORDINANCES.
 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
 3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
 4. ALL UTILITIES SHALL BE LOCATED AND DEPTH MARKED PRIOR TO CONSTRUCTION.
 5. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.
 6. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE AUTHORITY HAVING JURISDICTION.
 7. THE CONTRACTOR SHALL MAINTAIN A SAFE WORKING ENVIRONMENT AT ALL TIMES.
 8. ALL CONSTRUCTION SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
 9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ALL EXISTING UTILITIES AND STRUCTURES.
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- 1. EXISTING UTILITIES: WATER, SEWER, GAS, TELEPHONE, CABLE, FIBER OPTIC, ETC.
- 2. EXISTING STRUCTURES: CONCRETE, BRICK, BLOCK, METAL, WOOD, ETC.
- 3. EXISTING LANDSCAPE: TREES, SHRUBS, GRASS, PAVEMENT, ETC.
- 4. EXISTING UTILITIES: WATER, SEWER, GAS, TELEPHONE, CABLE, FIBER OPTIC, ETC.
- 5. EXISTING STRUCTURES: CONCRETE, BRICK, BLOCK, METAL, WOOD, ETC.
- 6. EXISTING LANDSCAPE: TREES, SHRUBS, GRASS, PAVEMENT, ETC.
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- 12. EXISTING LANDSCAPE: TREES, SHRUBS, GRASS, PAVEMENT, ETC.



- C101: DEMOLITION PLAN
- C102: LAYOUT PLAN
- C103: FINISH PLAN
- C104: EROSION CONTROL PLAN
- C105: UTILITIES PLAN
- C106: LANDSCAPE PLAN
- C107: DETAILS
- C108: DETAILS



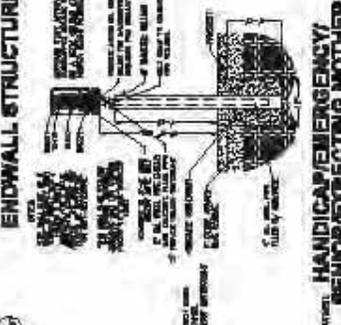
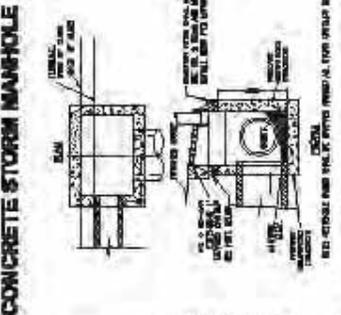
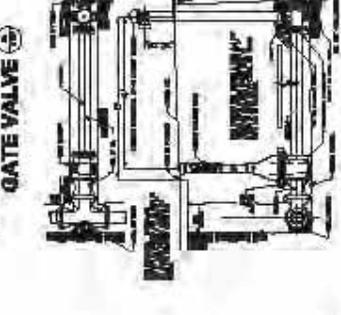
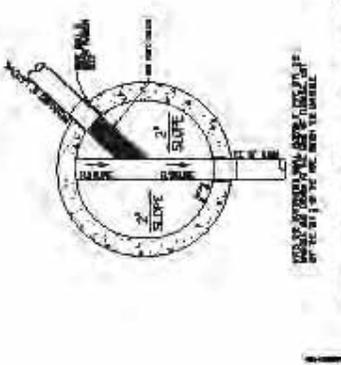
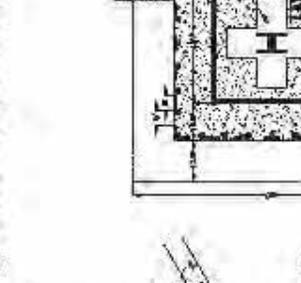
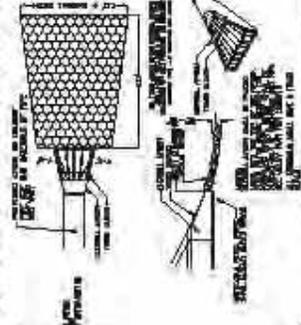
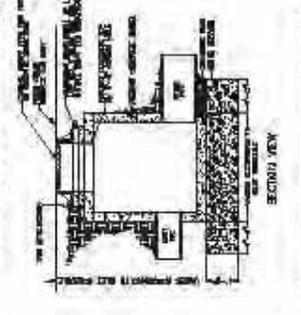
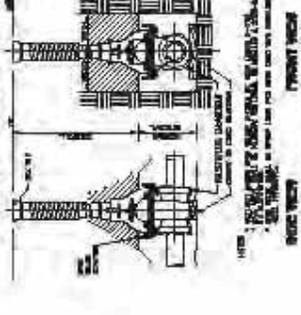
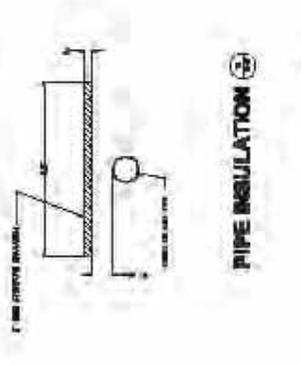
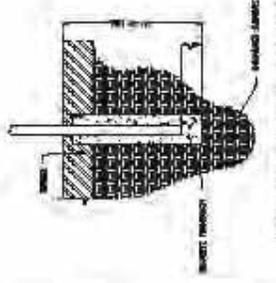
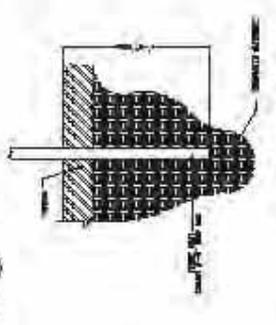
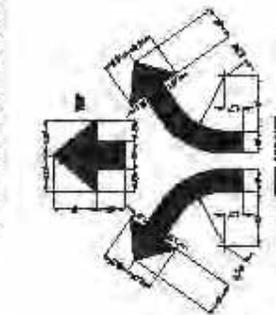
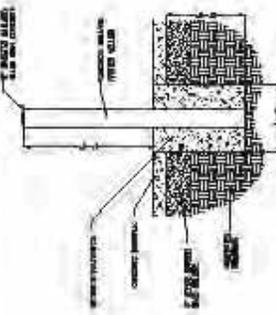
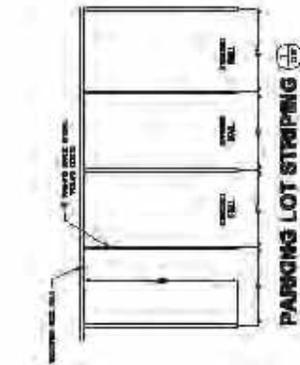
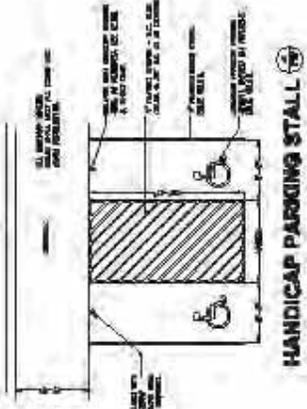
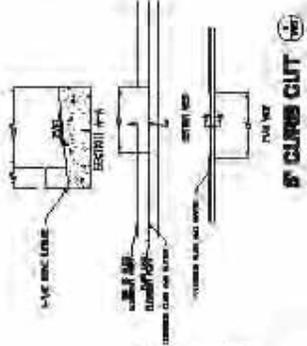
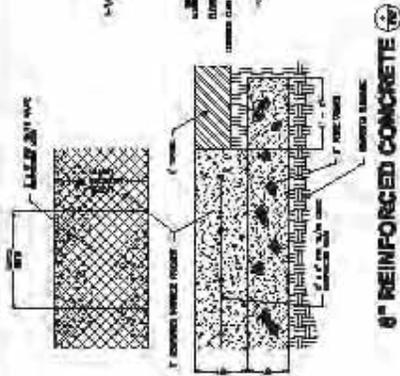
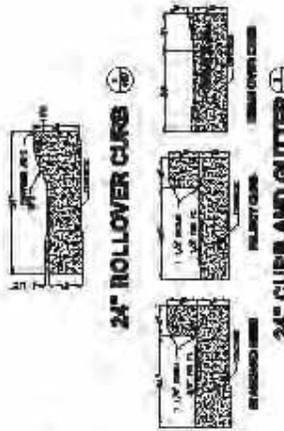
C101



PROJECT
 1234 Main Street
 Anytown, CA 90210
 (555) 123-4567
 www.project.com

ARCHITECT
 5678 Market Street
 San Francisco, CA 94102
 (415) 555-1234
 www.architect.com

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 STATE OF CALIFORNIA
 No. 12345
 EXPIRES 12/31/2024



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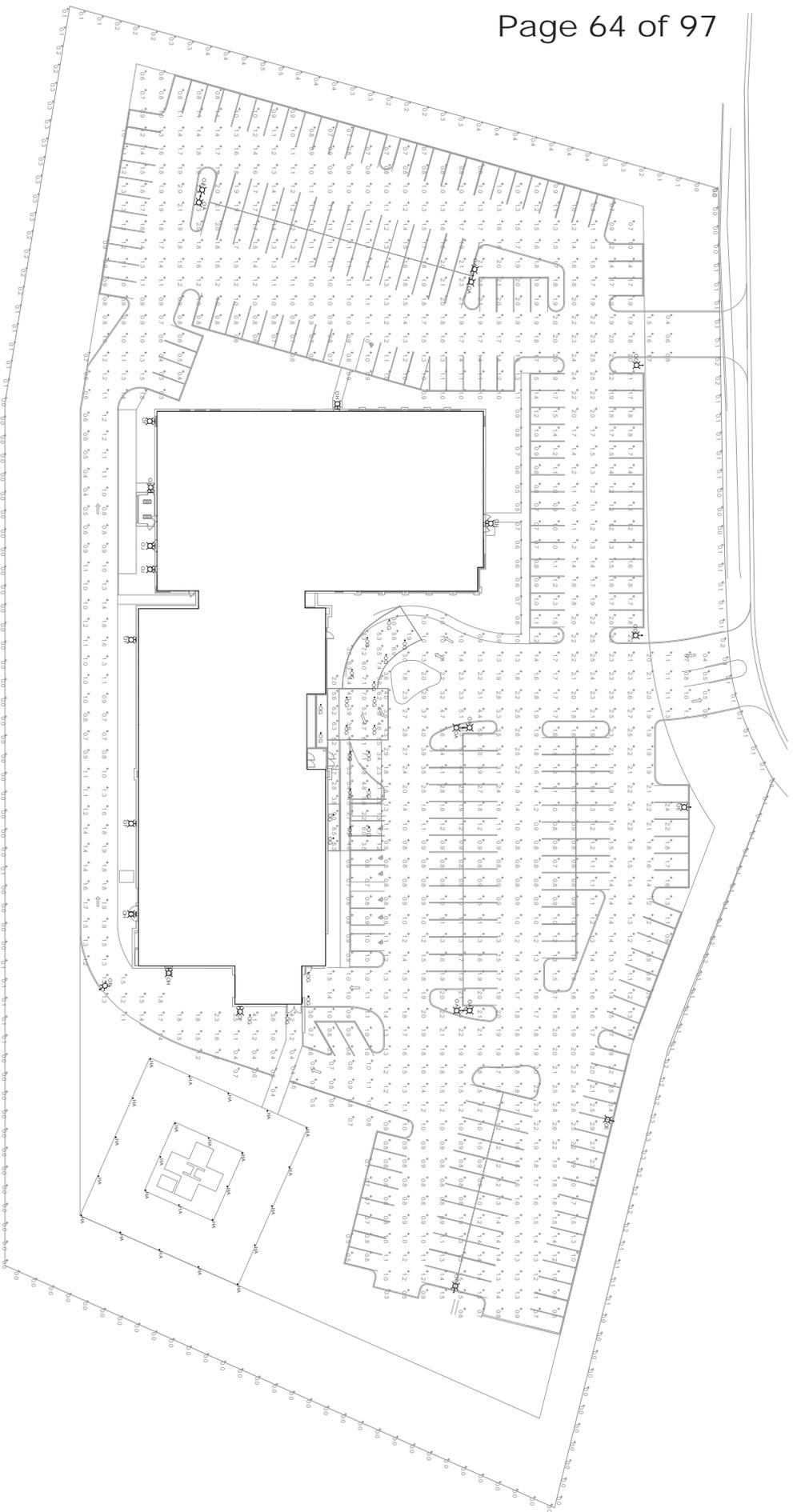
10000 10th Avenue, S.E.
 Bellevue, WA 98004
 (206) 835-4000
 www.groth.com

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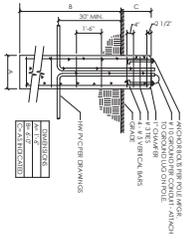
Faculty of Engineering
 The University of British Columbia
 2215 East Mall
 Vancouver, BC V6T 1Z2
 Canada
 Tel: (604) 822-2222
 Fax: (604) 822-2222

PROBLEMS DOCUMENTS

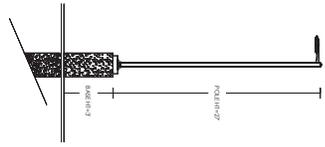
1. PROBLEMS
 2. DOCUMENTS
 3. PROBLEMS
 4. DOCUMENTS



1 ELECTRICAL SITE PLAN - NEW WORK



2 POLE BASE DETAIL
NO SCALE

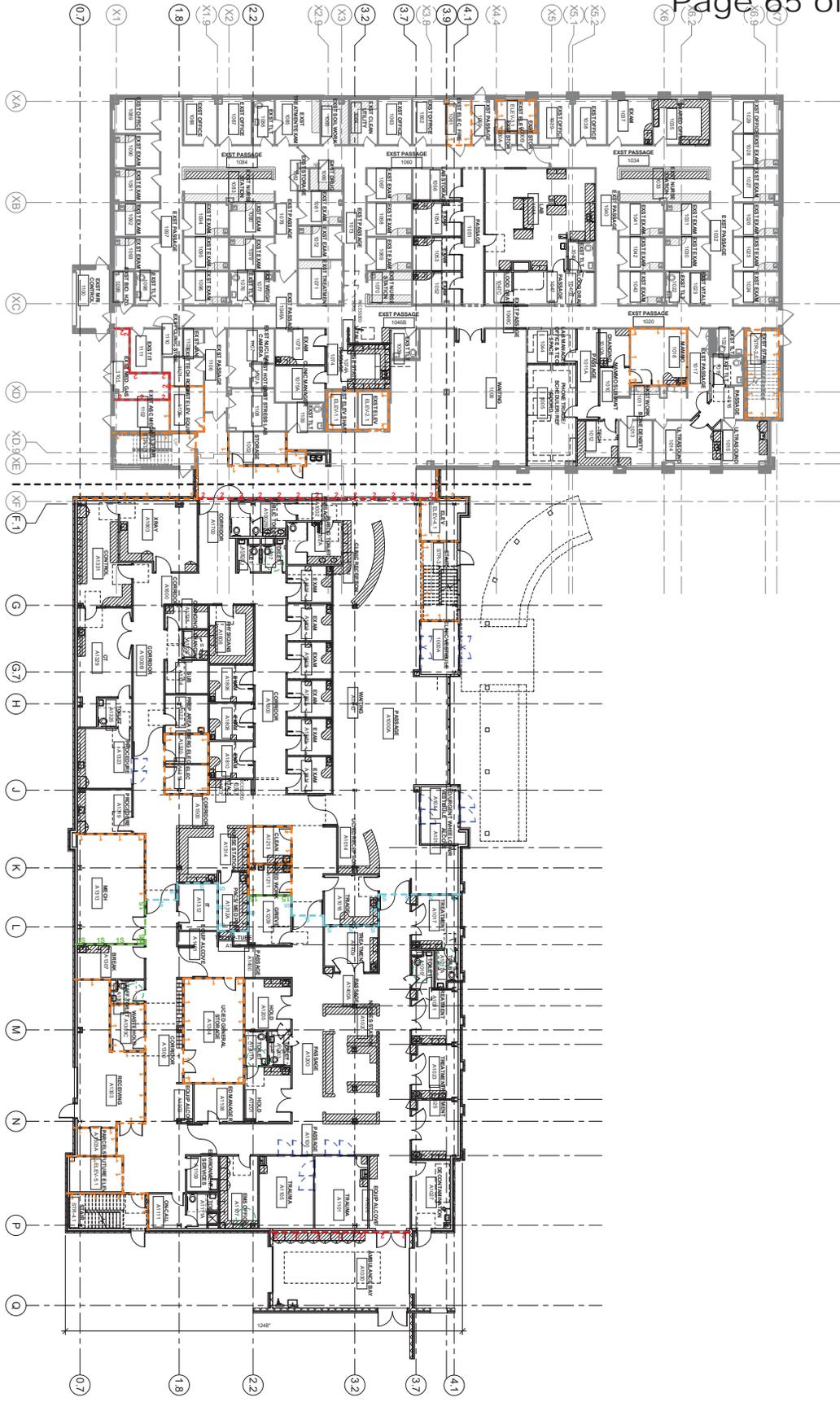


3 POLE HEIGHT DETAIL - TYPE OA, OB, OC, OD & OE
NO SCALE

TYPE	DESCRIPTION	AMOUNT	DISCREPANCY	TIME	NO.	DATE	BY	REVISION	DATE	BY	REVISION	DATE	BY	REVISION
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2	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
3	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
4	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
5	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
6	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
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71	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
72	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
73	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
74	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
75	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
76	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
77	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
78	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
79	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
80	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
81	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
82	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
83	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
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85	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
86	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
87	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
88	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
89	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
90	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
91	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
92	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
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95	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
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97	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
98	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
99	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							
100	POLE HEIGHT DETAIL	1		1	1	1/1/20	SM							

PHOTOMETRIC STATISTICS	MIN	Avg	MAXIMUM
ILLUMINANCE	0.2	1.1	3.3
FOOT CANDLE	0.2	1.1	3.3
UNIFORMITY	0.2	1.1	3.3
GLARE	0.2	1.1	3.3
CONTRAST	0.2	1.1	3.3
SHADOWS	0.2	1.1	3.3
VELOCITY	0.2	1.1	3.3
TEMPERATURE	0.2	1.1	3.3
WIND SPEED	0.2	1.1	3.3
WIND DIRECTION	0.2	1.1	3.3
PRECIPITATION	0.2	1.1	3.3
RELATIVE HUMIDITY	0.2	1.1	3.3
BAROMETRIC PRESSURE	0.2	1.1	3.3
WIND CHILL	0.2	1.1	3.3
HEAT INDEX	0.2	1.1	3.3
WIND COLD CHILL INDEX	0.2	1.1	3.3
WIND HEAT INDEX	0.2	1.1	3.3
WIND COMFORT INDEX	0.2	1.1	3.3
WIND STRESS INDEX	0.2	1.1	3.3
WIND PROTECTION INDEX	0.2	1.1	3.3
WIND EXPOSURE INDEX	0.2	1.1	3.3
WIND DIRECTION INDEX	0.2	1.1	3.3
WIND VELOCITY INDEX	0.2	1.1	3.3
WIND TEMPERATURE INDEX	0.2	1.1	3.3
WIND WIND CHILL INDEX	0.2	1.1	3.3

1 LEVEL 1 OVERALL



150 WEST CALLEMAN RD.
 COLUMBUS, MISSOURI 65202
 PH: (314) 377-8600
 FX: (314) 377-8800

PROJECT

ASPIRUS
 STERENS POINT
 CLINIC
 EXPANSION
 #400
 5409 WainHomes Dr
 Stevns Point, WI 53482

ISSUE

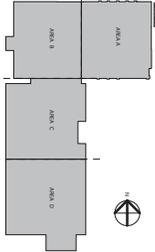
NO. DATE DESCRIPTION

PROJECT INFO

DATE: 05/10/16
 DRAWING NO.: 10102

SHEET TITLE

LEVEL 1 OVERALL PLAN



A101

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1 SOUTH ELEVATION (180)

1/8" = 1'-0"

EXTERIOR ELEVATION - SOUTH



2 EAST ELEVATION (180)

1/8" = 1'-0"

EXTERIOR ELEVATION - EAST



3 WEST ELEVATION (184A)

1/8" = 1'-0"

EXTERIOR ELEVATION - WEST



1818 W. COLLEGE RD.
 CHICAGO, IL 60607-3913
 PH: (312) 377-8600
 FX: (312) 377-8600

PROJECT

ASPIRUS

**STEVENS POINT
 CLINIC
 EXPANSION**

5409 Wm Holmes Dr
 #100
 Stevens Point, WI 54482

1818JF

1818 JEFFERSON

PROGRESS DOCUMENTS

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PROJECT INFO

DATE: 08/13/18
 DRAWN BY: JF
 CHECKED BY: JF
 1818JF

SHEET TITLE

EXTERIOR ELEVATIONS

A201

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1
ENLARGED EXTERIOR ELEVATIONS - FRONT
 1/8" = 1'-0"



2
CANOPY DETAIL VIEW
 1/8" = 1'-0"



1700 WEST COLUMBIA RD.
 COLUMBIA, MO 65201-3912
 PH: (620) 377-8600
 FX: (620) 377-8600

PROJECT

ASPIRUS
 STERENS POINT
 CLINIC
 EXPANSION
 5409 West Holmes Dr
 #100
 Sowers Point, WI 53442

ISSUE

NO. DATE DESCRIPTION

PROGRESS DOCUMENTS
 PROJECT #10
 08/11/16
 08/11/16
 08/11/16
 08/11/16

SHEET TITLE

EXTERIOR ELEVATIONS

A202



WARREN, CALUMBA, WI
 2160 W. WISCONSIN AVENUE
 MILWAUKEE, WISCONSIN 53227
 PH: (262) 377-8000
 FX: (262) 377-8003



1
 1/8" = 1'-0"
 EXTERIOR RENDERING

PROJECT

ASPIRUS

**STEVENS POINT
 CLINIC
 EXPANSION**
 5409 West Holmes Dr
 #100
 Stevens Point, WI 54482

1804E

NO. 1804E - 02/20/2016

**PROGRESS
 DOCUMENTS**

This document is a preliminary rendering of the proposed project. It is not intended to be used for construction or other purposes. It is provided for informational purposes only.

PROJECT INFO

DATE: 02/20/2016
 DRAWING NO.: 1804E
 PROJECT NO.: 1804E

SHEET TITLE

EXTERIOR RENDERING

Administrative Staff Report

Conditional Use Permit

Operate Warming Shelter (temporary housing)

1417 Church Street
June 26, 2016



Department of Community Development

<p>Applicant(s):</p> <ul style="list-style-type: none"> • Evergreen Community Initiatives, representing the Church of the Intercession <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"> • 2408-32-1007-05 <p>Zone(s):</p> <ul style="list-style-type: none"> • “R-5” Multiple-Family II Residence District <p>Master Plan:</p> <ul style="list-style-type: none"> • Downtown District <p>Council District:</p> <ul style="list-style-type: none"> • District 1 – Doxtator <p>Lot Information:</p> <ul style="list-style-type: none"> • N/A Exempt <p>Current Use:</p> <ul style="list-style-type: none"> • Institutional (Church) <p>Applicable Regulations:</p> <ul style="list-style-type: none"> • 23.01(16) and 23.02(1)(g) 	<p>Request</p> <p>Request from Evergreen Community Initiatives, representing the Church of the Intercession, for a conditional use permit for the purposes of operating a warming shelter (temporary housing) at 1417 Church Street (Parcel ID 2408-32-1007-05).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> • Property Data • Exhibit Map • Application • Site Plan <p>Findings of Fact</p> <ul style="list-style-type: none"> • The property is zoned “R-5” Multiple-Family II Residence District • Temporary housing is a conditional use within the R-5 Zoning District. • The use is proposed to take place on the first floor within the Church of the Intercession. <p>Staff Recommendation</p> <p>Approve, subject to the following conditions:</p> <ol style="list-style-type: none"> 1. Occupancy shall be limited to the first floor. No residential type occupancy shall be allowed in the basement, unless proper building and fire codes are met. 2. The use of the facility for temporary housing shall only occur during the following time periods: <ol style="list-style-type: none"> a. Warming shelter opens November 1st or below 20 degrees F temperature. b. Warming shelter closes March 31st or after temperatures are above 20 degrees F temperature c. Warming shelter check-in hours shall be from 8:45 PM - 9:15 PM. d. Warming shelter closes at 6:00 AM. 3. Guest rules shall be incorporated into the conditional use permit. <u>The intake hours shall be clarified of either being 8:30 PM (stated in the guest rules) or 8:45 PM (stated in the application).</u> 4. The primary entrance to the warming shelter shall be on Church Street.
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5. At least one professionally trained staff member shall provide supervision of the facility at all times during operation.
6. An ADA accessible bathroom must be located on the main floor, where the temporary housing use is located before occupancy can take place.
7. The building must meet building and fire codes for the proposed use.
8. The conditional use permit shall expire within one year after final approval and may be granted an extension by the Plan Commission and Common Council.

Vicinity Map



Background

In December 2015, Evergreen Community Initiatives requested a conditional use permit to operate a warming shelter which constitutes temporary housing for homeless in a facility in downtown along Main Street. Due to building code requirements and construction costs, the applicant withdrew the request at the location on Main Street. Since then, they have searched for an alternative location and have identified the Church of Intercession as that place.

Approximately six lounge chairs would be provided on the first floor for patrons to use. It is important to note that volunteers will staff the warming shelter during times of operation.

Summary of Use and Policy Rules:

- Seasonal Operation: Opens November 1st or below 20 degrees F temperature
Closes March 31st or after temperatures are above 20 degrees F temperature
- Open Hours (Check-in): 8:45 PM - 9:15 PM
- Police escorts accepted after check-in
- Guest entrance on Ellis Street
- Six recliners with the ability for a maximum of 12 individuals
- Stays up to 90 days allowed
- Drugs and alcohol are prohibited and those patrons under the influence shall not be admitted.
- Personal items are checked upon entrance
- Pillows and blankets are provided
- 3 strike system for offenders

Note that with the previous request in December 2015, the following documentation was submitted with the application in support of the request, which included:

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

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

Lastly, the applicant has stated both Church's, the Church of Intercession and Saint Stephen's, are in support of the warming center, and have no concerns. *Please note, no formal documentation has been provided.*

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 an institutional church use on the site. The use is proposed to occur in the primary building on the northeast section within the Saint Nicholas Room (see site plan). The use could accommodate between six to twelve individuals. Patrons of the facility will use a side door on Ellis Street and not the primary entrance to the facility.

Findings: A mix of land uses surround the property including other institutional uses, commercial business, and residential uses. Residential uses exists directly across the street from the facility and facility entrance. The nearby residential properties are not classified as multi-family as they do not have a multi-family dwelling license, and therefore likely operate as two-family or single family residences. The warming shelter is more transitional in nature, and thus may create incompatibilities with the single and two family uses across the street on Ellis Street, especially if a number of people start congregating outside the facility before being allowed to enter. This type of activity is typically seen more in a commercial area. With this being the case, staff would recommend that the entrance to the facility occur on the Church Street side

Given this concern, staff would also recommend that conditional use be renewed on an annual basis by the Plan Commission to determine the extent of any adverse impacts that would be detrimental to, or endanger the

public health, safety, morals, comfort, or general welfare. Note the applicants may expand the use to the basement in the future.

In addition to the residential uses nearby, a school use does exist at Saint Stephens Church, which could create concerns. However, given the hours of operation of the warming shelter there should be limited to no interaction with that use.

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

Analysis: The warming shelter, temporary housing, use is proposed on the first floor on the northeast side of the facility. The use can accommodate one to twelve patrons which utilize recliners within the facility for overnight stays.

Findings: As identified in standard one above, the proposed use is somewhat in conflict with the surrounding residential uses. While the facility seems appropriate to accommodate the use, injurious effects may result for the surrounding neighbors based off the intensity of the use. As mentioned above, an entrance on Church Street may help alleviate traffic on Ellis Street, thus reducing this concern. Note also that residential units do not typically exist on the first floor, unless a majority or all of the building is housing. While some may not consider this housing, the following is the definition of temporary housing in the City's Zoning Ordinance:

***TEMPORARY HOUSING** - housing which is intended to house individuals or families in a single facility who have no other housing available. Housing is intended to be provided for a period of six months or less. Temporary housing shall be managed by an agency who shall provide supervision during all hours of operation. Temporary housing residents shall not include individuals participating in a work release, institutional or any Department of Corrections program.*

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

While there have been previous denials of first floor housing in the downtown area, those properties typically existed on Main or Clark streets, or streets closer to the "The Square." If this use is temporary for the first year, this issue is mitigated if the applicant pursues housing within the basement of the 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.

Findings: See standards one and two above.

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

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

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

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

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

Findings: Utilities currently exist in this area.

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

Analysis: The building exists and is grandfathered into the parking and screening requirements. On-street parking exists, along with neighboring parking.

Findings: It is not anticipated that this use will garner a significant traffic increase, as a majority of occupants will be walking to the facility.

- 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 Multiple Family II Residence District. This district is established to provide a mixed-use district of high density living that permits hi-rise housing and also allows a variety of non-residential office-type or professional service uses. It is intended that this district will generally be acceptable as a buffer use between low density residential uses and commercial industrial uses, and in areas capable of handling higher traffic volumes and areas subject to higher land values than in lower density residential zones with such districts located consistent with the City's Comprehensive Plan.

Findings: The use is consistent with the district as the temporary housing is classified as multi-family residential use, which fits the zoning.

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

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

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

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

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

SPS 366.0101(3)

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

SPS 366.0101(3)(a)

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

SPS 366.0101(3)(b)

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

SPS 366.0101(3)(c)

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

SPS 366.0101(3)(d)

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

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

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

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

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

Analysis: The proposal is to operate a warming shelter (temporary housing) with six to twelve recliners for patrons. The property is not currently licensed as a multi-family residence.

Findings: This proposal should not result in an over-concentration of high density living facilities, as the property is within the dense downtown. Again however, see standard one and two regarding the location and surrounding uses. Also, the use is temporary during the winter months and may not always accommodate the maximum amount of twelve people.

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

N/A

- 11) Access to the site shall be safe.

Analysis: Access to the site is off Church Street and Ellis Street.

Findings: Traffic to the site will occur mainly off of Church Street, as identified in standard one and two above.

- 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 storage occurs on site.

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

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

Analysis: No change in lighting is proposed.

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

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

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

Findings: The use should not create excessive noise. However, if a large number of people gather outside the facility, noise levels or disturbances could increase. Given that the facility doors will be locked after 9:15 PM, this should help reduce large concentrations of people outside the facility during the later evening hours.

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

N/A

Photos



West Entrance (Church Street) – Warming Center

West Entrance (Church Street) – Church



South Entrance (Ellis Street)



City of Stevens Point
Community Development Department

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

APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

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

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name	Evergreen Community Initiatives	Contact Name	Joel Besemer
Address	1948 Church St	Address	3249 Channel Dr
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Stevens Point, WI 54481
Telephone	715-496-0164	Telephone	715-496-0164
Fax		Fax	
Email	info@wisconsineci.org	Email	evergreeneci.joel@gmail.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Church of the Intercession	Owner's Name	
Address	1417 Church St	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-344-3879	Telephone	
Fax		Fax	
Email		Email	

PROJECT SUMMARY

Subject Property Location [Please include Address and Assessor's Identification Number(s)]								
Parcel 1	Parcel 2	Parcel 3						
Legal Description of Subject Property								
Designated Future Land Use Category		Current Use of Property						
Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)								
<p>The operations of the Warming Center are included in detail with this application. However, the timeline and daily schedule will be listed here for convenience.</p> <p>Opens Nov 1st -or- Below 20° → March 31st -or- Still Below 20°</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Check In</td> <td>Lock Down</td> <td>Close</td> </tr> <tr> <td>8:45 PM</td> <td>9:15 PM</td> <td>6:00 AM</td> </tr> </table>			Check In	Lock Down	Close	8:45 PM	9:15 PM	6:00 AM
Check In	Lock Down	Close						
8:45 PM	9:15 PM	6:00 AM						

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

The purpose of this project is to offer Stevens Point as a whole, increased homelessness assistance in the winter month. The immediate neighborhood involves Law Enforcement and government buildings. ~~The~~ St. Stephen's administrative staff is in support of this effort.

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

As we are utilizing the space over night, and not available during school hours we will have little to no negative impact on the area.

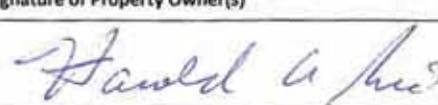
Current Zoning Surrounding Subject Property			
North:		South:	
East:		West:	
Current Land Use Surrounding Subject Property			
North:		South:	
East:		West:	

EXHIBITS

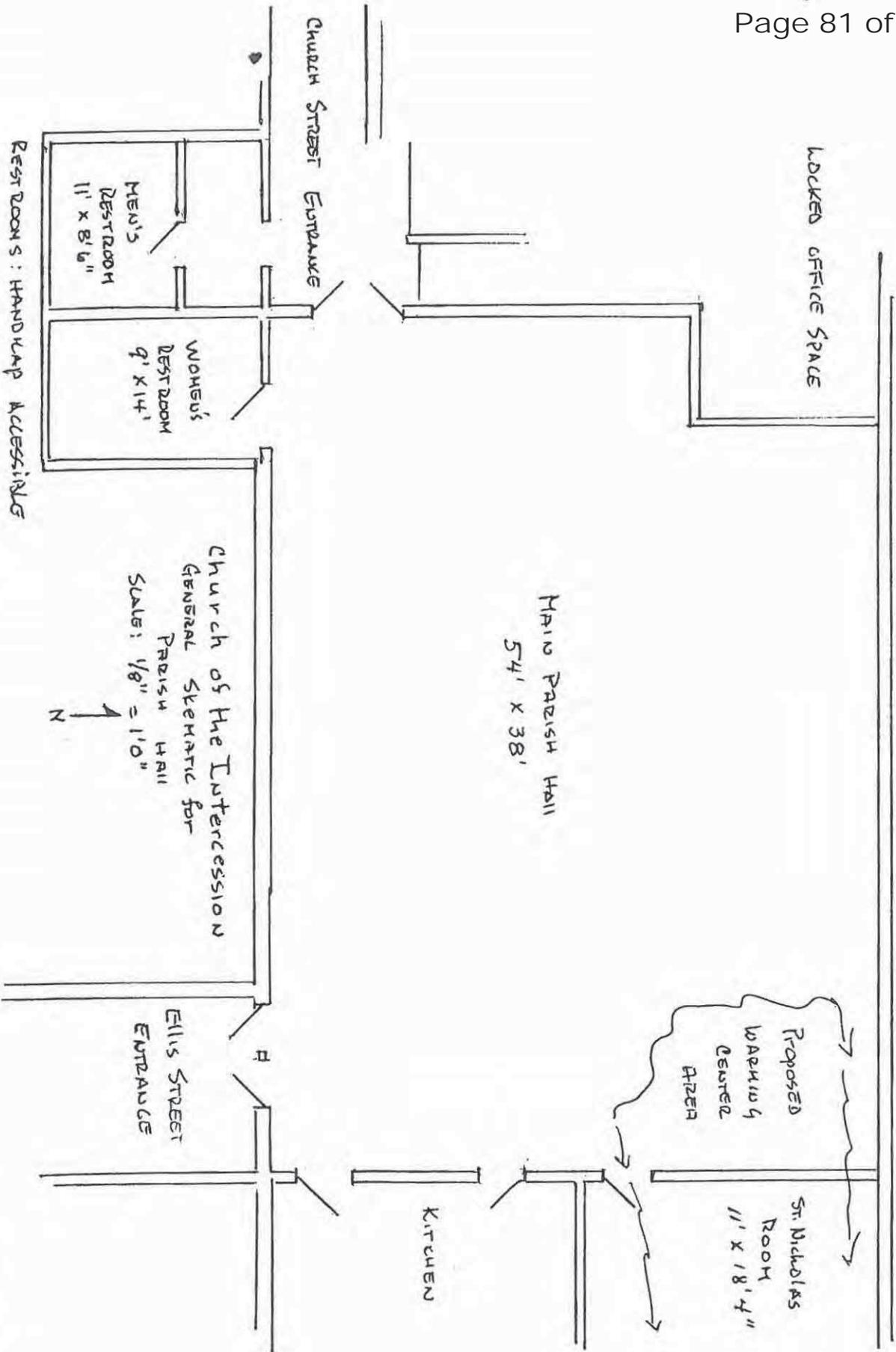
Owner Information Sheet	<input type="checkbox"/>	Additional Exhibits if Any:
Letter to District Alderperson	<input type="checkbox"/>	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	<input type="checkbox"/>	
Site Plan (designating primary, side, and service street frontages)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

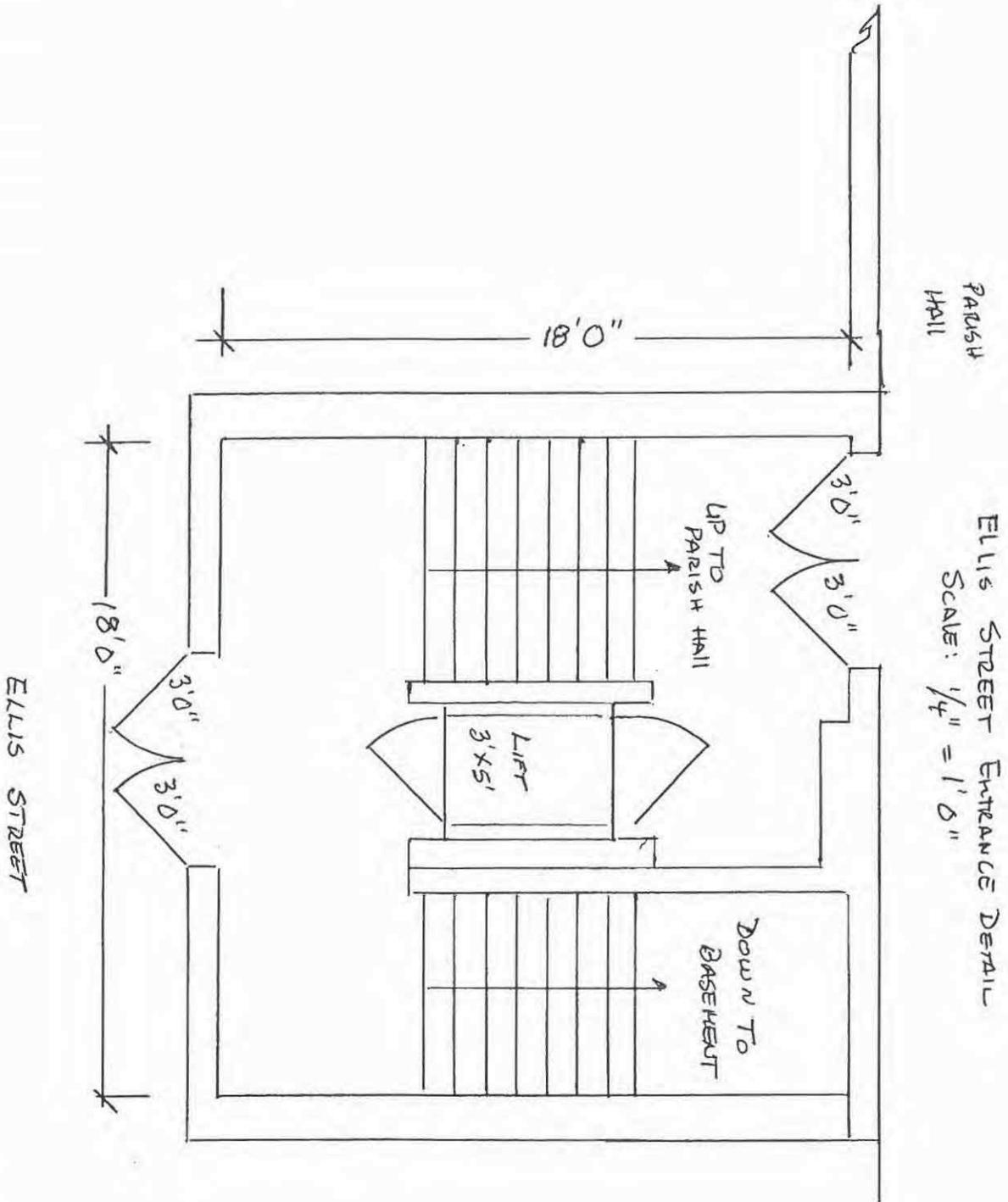
By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete 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
	6-1-16		6/2/16

ECI & INTERCESSION WARHUNG CENTER PROJECT



WARHUNG CENTER 1 of 5

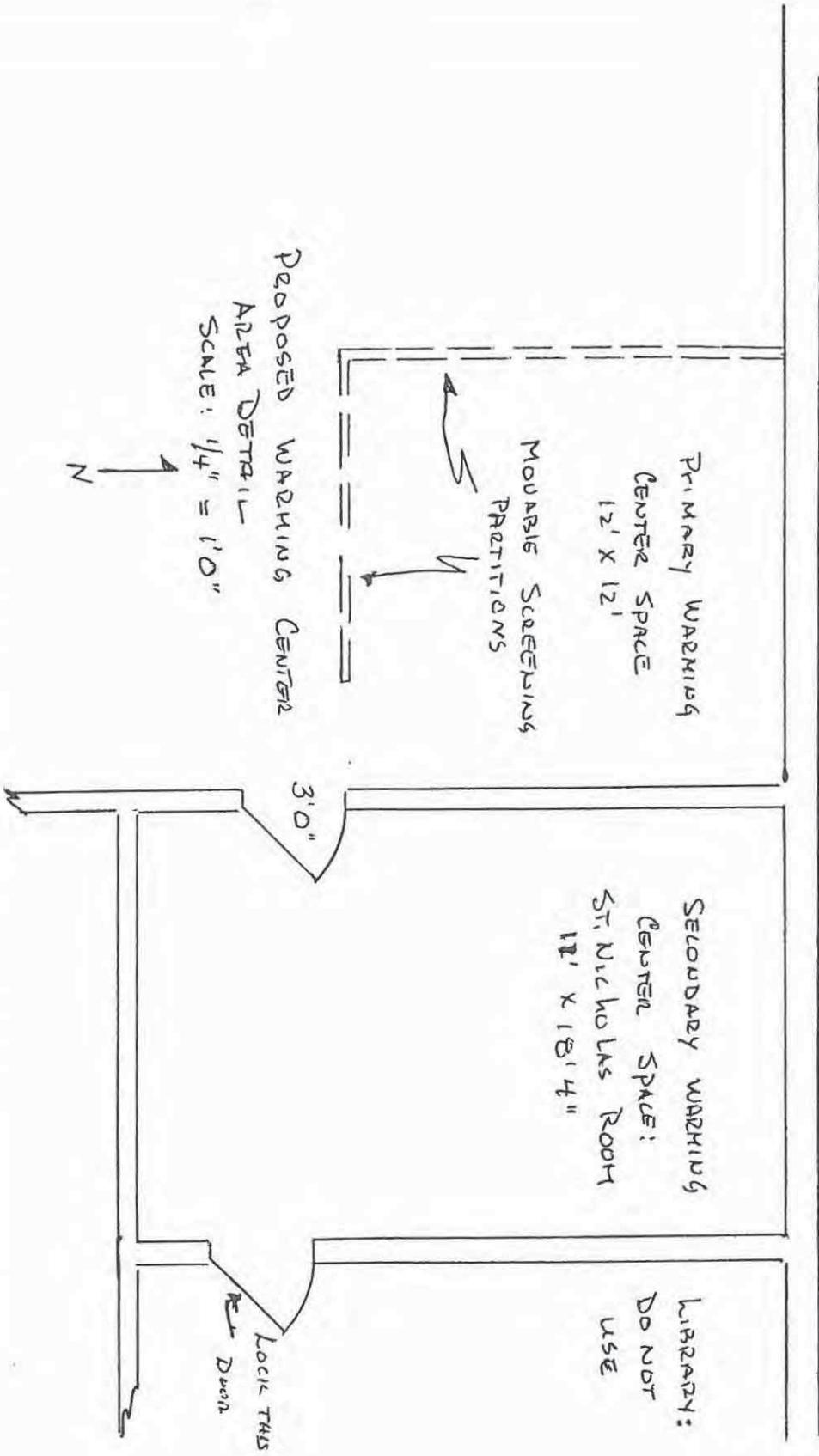


PARISH HALL

ELLIS STREET ENTRANCE DETAIL
SCALE: 1/4" = 1' 8"

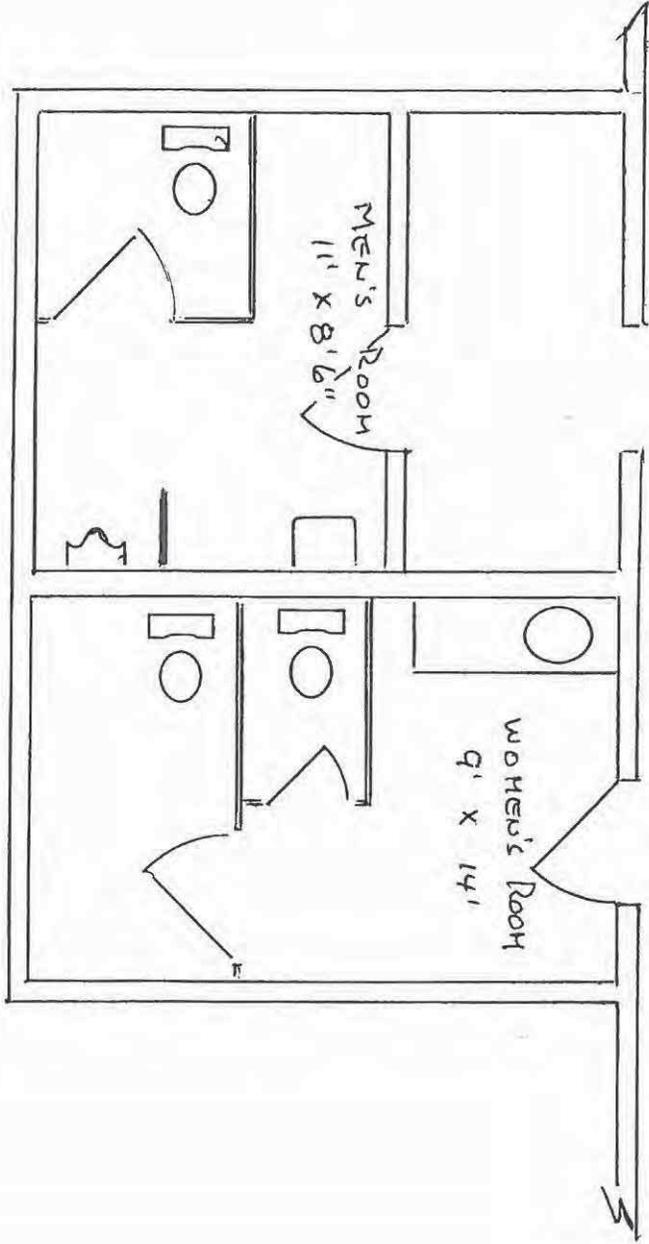
ELLIS STREET

WARHUIS CENTER 2 of 5
5/24/16



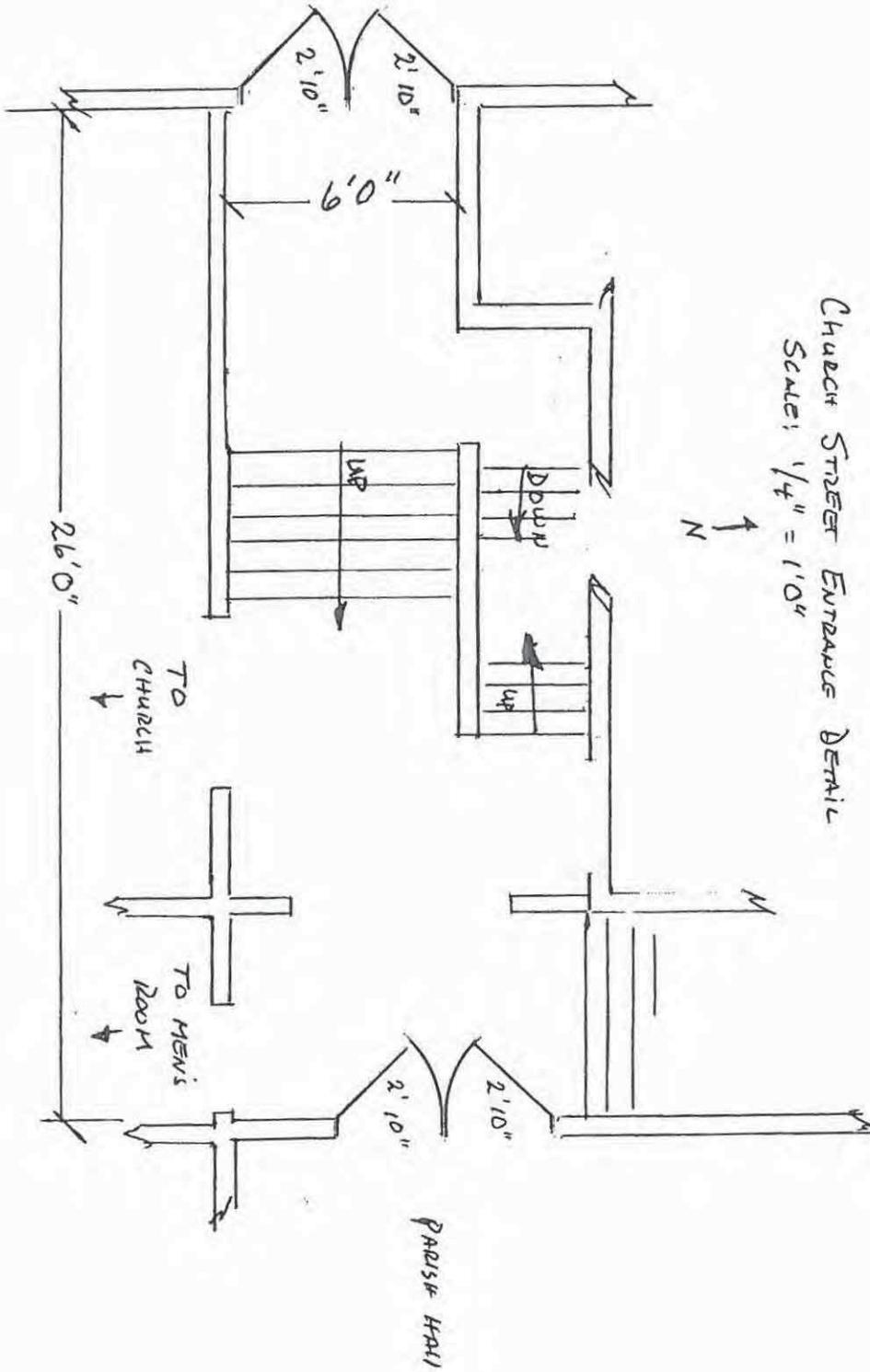
WARDING CENTER 3 of 5
5/25/16

HANDICAP REST ROOM DETAIL
SCALE: 1/4" = 1'-0"



WARDING COURT 485
5/24/16

CHURCH STREET



WORKING CENTER 5 OF 5
 8/5/2011



Guest Rules

Definition:

Guest: Any person staying with us at the center is a guest.

Staff: Volunteer personnel who staff the center and help care for our guests.

We reserve the right to refuse service to anyone.

General Conduct

- Guests will be respectful to staff and all other guests.
- Foul language will not be permitted from guests or staff.
- Guests may not place or receive personal phone calls on Warming Center/Staff telephones.
- No guest is allowed to open any exterior door for any reason except to exit in an emergency.
- The entrance area will be kept clean of cigarette butts and garbage.
- Guests who cannot sleep need to remain in their chairs for the night.

Discipline, Safety and Security of guests and staff

- All guests are to enter through the back door between the hours of 8:30 and 9:15 p.m. ; **to enter after that time** guests will need a police escort as we will not open the door after 9:15 without police presence, even with a referral.
- 3 strike system: 1st strike can be administered when a guest will not abide by Center Rules, disrespects other guests, or when leaving prior to check out time at 6 a.m.; this strike sends the guest out for the remainder of the night and the following night. A 2nd strike administered sends the guest out for the remainder of the night given and the following three nights. If a 3rd strike is issued; the guest is out of our Center for the remainder of the season. The Warming Center Coordinator can ban a guest for the

season or longer for violent or criminal behavior, even on the 1st strike. There are no exceptions to these rules, and we reserve the right to add to these rules.

- Fighting, swearing, threatening or harassing other guests or staff is not permitted. Unruly guests will be expelled from the center immediately.
- Guests threatening bodily harm to staff or other guests will be banned from the property.
- All incidents of threats, violence, or harassment will be reported to and reviewed by Tiffani, the Coordinator.
- Weapons of any sort, as interpreted by staff, are not allowed.
- Staff will contact police, emergency medical services, and/or Tiffani, the Center Coordinator, as needed, to handle violent, harassing, or threatening incidents that staff believes cannot be resolved and/or de-escalated by the staff on duty.
- Guests must be 18 years of age or older.

Drugs, Alcohol and Medications

- Guests with prescription medication must turn this over to the intake worker in its original container.
- NO over-the-counter items will be given out: Tylenol, ibuprofen, cough syrup, tums, Roloids, cough drops, etc.- we will not provide any of these items.
- Absolutely NO drinking alcohol or drug use on the Warming Center property.

Check in, check out and length of stay

- All guests must agree to the following limits to Warming Center Admission.

“I understand that I can stay here for up to 90 days. After 90 days, I can stay here only if there is an open recliner. I agree to wait until the end of intake at 9 p.m., or until everyone is checked in, before I can be assigned a recliner.”

Signature: _____

- Guests will enter through the front door on Ellis St one at a time going directly to the intake table and then checking their personal items into a secured tote room; items will not be given back until check out at 6am.
- All personal items must fit into 1 tote and labeled with the guest's name and all items must exit with the guest upon departure (we will not store any personal items for anyone).
- Staff will give morning wake-up calls with prior approval to enable guests to get to work. Wake up calls are requested at check- in.
- Guests will sanitize their sleeping chairs and totes when checking out. Pillow, pillowcase, and blanket are to be placed in designated area.
- No guest vehicles or bicycles will be allowed left on the property except during the guest's overnight stay.
- You must respect neighboring properties and it is IMPORTANT to be timely when arriving (no loitering)

Questions and Concerns

Please contact Tiffani at 715-252-7860 or email at Smileforchristssake@yahoo.com.

The safety of our staff and our guests come first! If you don't like something or are experiencing something with which you are uncomfortable, please speak up. No foul language or anger issues; we need to de-escalate when needed.



Guest Rules

Definition:

Guest: Any person staying with us at the center is a guest.

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Administrative Staff Report



Washington Construction Inc.
 Final Plat Request – Washington Subdivision
 Regent Street and Saint Paul Street
 June 26, 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"> • Rettler Corporation, 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"> • 2408-28-4002-11 • 2408-28-4002-21 <p>Zone(s):</p> <ul style="list-style-type: none"> • “R-4” Multiple-Family 1 Residence District <p>Master Plan:</p> <ul style="list-style-type: none"> • Residential <p>Council District:</p> <ul style="list-style-type: none"> • District 8: Dugan <p>Lot Information:</p> <ul style="list-style-type: none"> • Square Footage: approx. 33,790 • Acreage: 0.77 Acres <p>Current Use:</p> <ul style="list-style-type: none"> • Vacant <p>Applicable Regulations:</p> <ul style="list-style-type: none"> • 20 and 23.02(1)(f) 	<p>Request</p> <p>Request from Washington Construction Inc. for a final plat review for a three lot subdivision, Washington Subdivision, at two unaddressed properties located at the southwest intersection of Regent Street and Saint Paul Street (Parcel ID’s 2408-28-4002-11 and 2408-28-4002-21).</p> <p>Attachment(s)</p> <ul style="list-style-type: none"> • Application • Preliminary Plat <p>Findings of Fact</p> <ol style="list-style-type: none"> 1. The property is zoned “R-4” Multi-Family 1 Residence District. 2. The division of land into five or more lots shall be considered a major subdivision and requires Plan Commission review and Common Council approval. 3. Three lots are proposed within the subdivision. 4. The owner previously divided two lots west of the proposed subdivision via CSM into zero-lot lines. 5. Lots range in size from 10,000 square feet to 12,000 square feet. 6. Depths for each lot are approximately 125 feet, with varying widths. 7. All lots meet the requirements of the requested rezoning “R-4” District. <p>Staff Recommendation</p> <p>Based upon the findings below, regarding the proposed use, surrounding neighborhood, and plat, staff recommends approving the final subdivision plat of Washington Subdivision with the following conditions:</p> <ol style="list-style-type: none"> 1. Swales meeting all City Department of Public Works and Utility Department specifications, as well as those outlined in Chapter 31, shall be installed to control stormwater. 2. Sidewalks shall be installed meeting all applicable design standards of the public works department on all lots and sides which abut public right-of-way. 3. A park fee shall be submitted to the City of Stevens Point in the amount as indicated in the most recent fee schedule. 4. Additional minor grammatical errors on the plat, identified by staff, shall be corrected. 5. A developer’s agreement shall be drafted outlining the conditions of
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approval and other applicable requirements.

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

Vicinity Map



Background

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

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. The Plan Commission reviewed a conceptual plan of the subdivision in March upon which a majority spoke against requiring sidewalks along Saint Paul Street or Regent Street. Shortly after the March Plan Commission meeting, the conceptual subdivision was also reviewed by the City’s Bicycle and Pedestrian Advisory Committee which motioned to recommend the installation of sidewalks along all street frontages within the subdivision.

Lot details vary amongst lots (see attached plat). The property is zoned “R-4” multiple-family 1 residence district which permits single family. The applicant recently developed lots west of the subdivision into two duplexes, four zero-lot line duplexes.

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

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

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

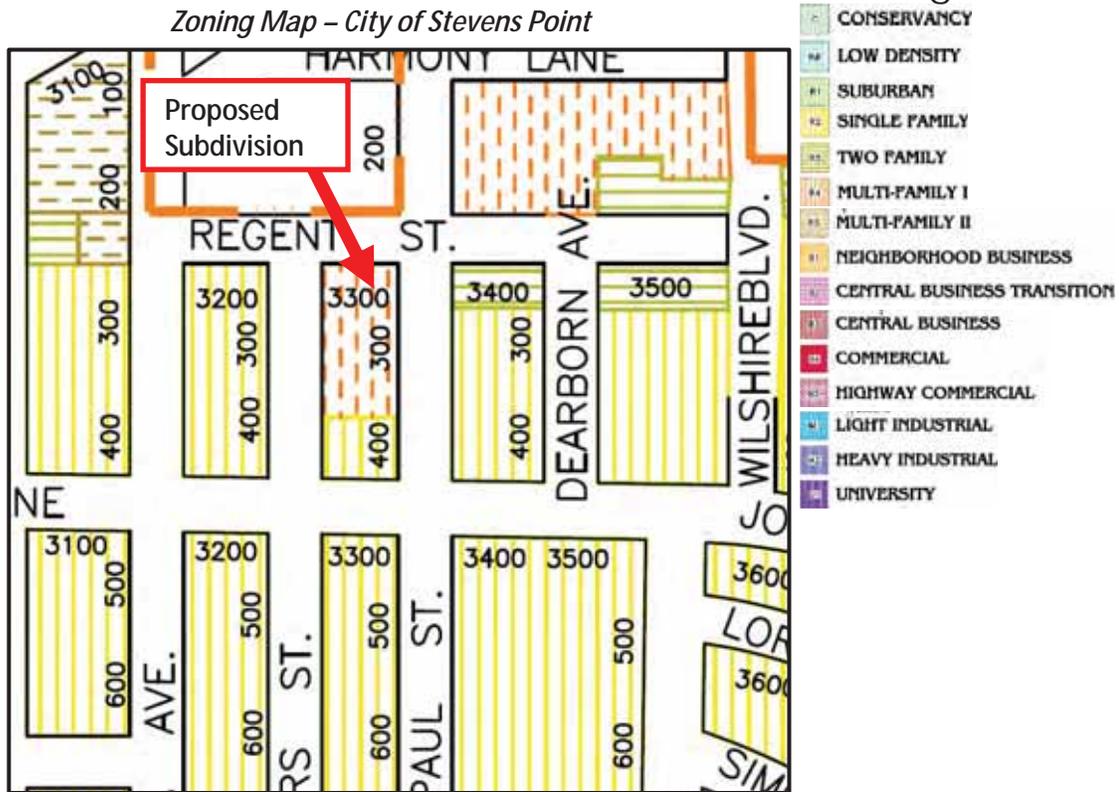
236.02(12)(b) Five or more parcels or building sites of 1 1/2 acres each or less in area are created by successive divisions within a period of 5 years.

Standards of Review

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

Analysis: The property is zoned “R-4” Multiple-Family Residence District, which permits single family residences. Lots within the vicinity of the development vary greatly in size. Furthermore, uses within the vicinity differ as well. The following are the current City zoning classifications and uses of adjacent properties:

Direction	Zoning	Use
North	County Zoning = “C-3” Commercial District	Commercial (office/storage), multi-family apartments
South	"R-2" Single Family Residence District	Single Family homes, institutional use
East	"R-2" Single Family Residence District "R-3" Single and Two Family Residence District "R-4" Multiple-Family 1 Residence District	Single Family homes, vacant lots, Institutional use,
West	"R-2" Single Family Residence District	Zero-Lot Line Duplexes , Single Family Homes



Findings: The area primarily consists of residential single family uses, and the proposed single family residential use is conducive to existing uses. The area is unique in that the town of Hull is directly north, where intense commercial uses exist. Furthermore, a nearby single family development exists eastward with several vacant lots slated for development.

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

Analysis: Lot sizes within the subdivision vary between 10,000 and 12,000 square feet. Access to the three lots will likely occur on Saint Paul Street.

Findings: As stated above, the lot sizes match those within the neighborhood and should not negatively affect adjacent land use and development. Single family homes should visually complement the neighborhood. Other pertinent zoning requirements are met.

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

Analysis: The subdivision is infill development where utilities currently exist to serve the proposed lots. Furthermore, access to the lots will be taken via driveways along Saint Paul Street. The City's adopted Bicycle and Pedestrian Plan does not specifically recommend sidewalks along Saint Paul Street or Regent Street.

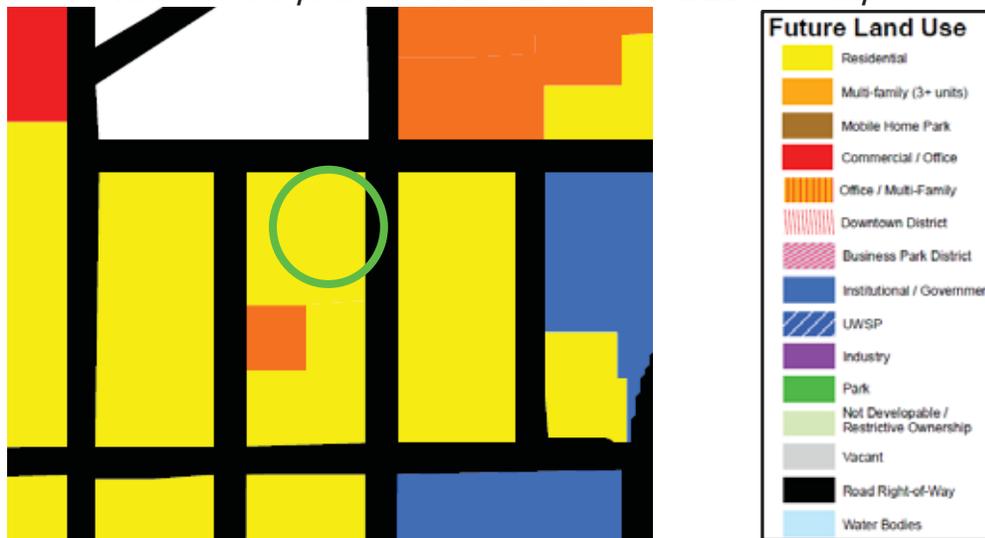
Findings: The subdivision does not adversely affect the City’s ability to provide future improvements to the area. Staff would recommend swales be installed along the frontage of each lot to adequately handle Stormwater. The recently adopted Portage County Bicycle and Pedestrian Plan does not recommend sidewalks on Saint Paul Street in front of the proposed lots. 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.

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

Analysis: The subdivision is infill development, as existing development surrounds the property. The development creates three lots within a dense residential area. The City's Comprehensive Plan identifies the future use of the area as residential development.

Findings: This standard is met.

2005 Stevens Point Comprehensive Plan – Extraterritorial Land Use Map



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



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

APPLICATION FOR SUBDIVISION APPROVAL
(Pre-Application Conference Required)

R# 1-66614
\$50 6-16-16

ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #	-	Date Submitted	6/16/16	Fee Required	\$50.00	Fee Paid	\$50.00
Associated Applications (if any)	-	Assigned Case Manager	Kyle Keenins				
Pre-Application Conference Date	-	Major Subdivision	<input checked="" type="checkbox"/>	Minor Subdivision	<input type="checkbox"/>		

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/>)	
Applicant Name	Washington Const. Inc	Contact Name	
Address	5456 Cardinal Dr.	Address	
City, State, Zip	Stevens Point, WI 54482	City, State, Zip	
Telephone	715 576 7211	Telephone	
Fax	-	Fax	
Email	pritchard@Charter.net	Email	

OWNERSHIP INFORMATION

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

PROJECT SUMMARY

Subdivision Name		Former Subdivision Name (if any)	
Area of Subject Property (Acres/Sq Ft)		Proposed Number of Lots	
Project Address:			
Parcel 1 - Assessor's Parcel ID Number	Parcel 2 - Assessor's Parcel ID Number (if needed)	Parcel 3 - Assessor's Parcel ID Number (if needed)	
Current Use of Subject Property	vacant		
Proposed Use of Subject Property	3 single family detached		
Designated Future Land Use Category	Current Zone District(s)		
residential	R4		
Is there an associated request for a Zoning Map Amendment? If yes provide the application Number?			
Number of Residential Units Proposed	Proposed Gross Residential Density	Commercial Space Proposed Sq. Ft.	
3			
Common Open Space Proposed Sq. Ft.	Primary Open Space Designations (Cluster)	Secondary Open Space Designation (Cluster)	

Source of Utilities:		Streets Created or Extended as part of Subdivision? If Yes What Types?	
Water	existing	Sewer	existing
Number of Each Type of Building and Individual Units		Proposed Density (Units/Acre)	
Single-Family House	3		
Attached House (duplex)			
Row House (Number of Units)			
Apartment (Number of Units)			
Commercial Building			
Mixed Use Building (number of residential units)			
Industrial Building			
Civic Building / Institutional			
Open Lot			

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

3 detached single family residential

Current Zoning Surrounding Subject Property

North:	Town of Hull	South:	R2
East:	R2 R2	West:	R4

Current Land Use Surrounding Subject Property

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

EXHIBITS (MAJOR SUBDIVISION)

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

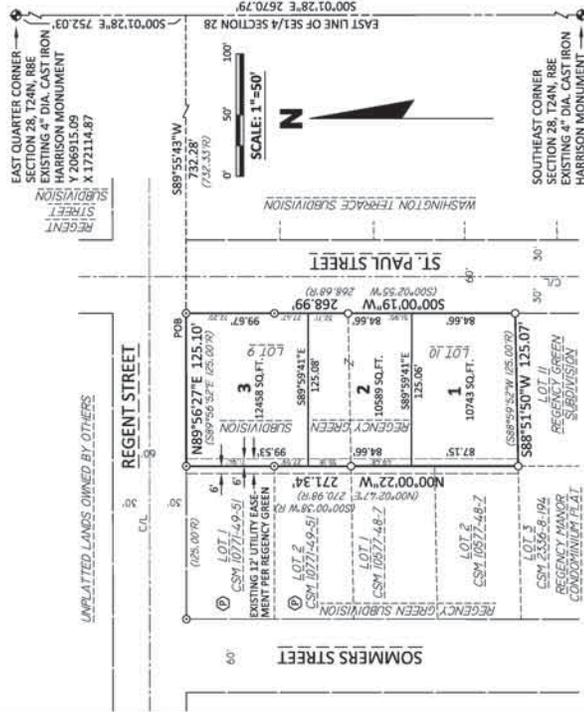
CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
<i>W. M. Pritchard</i>	3/24/16	<i>W. M. Pritchard</i>	3/24/16
<i>W. M. Pritchard</i>	6-16-16	<i>W. M. Pritchard</i>	6-16-16

WASHINGTON 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



SURVEYOR'S CERTIFICATE

I, David L. Roberts, Professional Land Surveyor, hereby certify:

That in full compliance with the provisions of Chapter 236, Wisconsin Statutes and the Subdivision Regulations of the City of Stevens Point, and under the direction of Washington Construction, Inc., owner, I have surveyed, divided and mapped WASHINGTON SUBDIVISION, and that such plat correctly represents all exterior boundaries and the subdivision of the land surveyed, and is a re-division of lots 9 and 10 of Regency Green Subdivision, and which includes part of the "reserved expansion area" of Regency Manor Condominium Plat and amendments, located in part of the Northeast 1/4 of the Southeast 1/4 of Section 28, Township 24 North, Range 8 East, City of Stevens Point, Portage County, described as follows:

Lots 9 and 10 of Regency Green Subdivision, more particularly described as: Commencing at the east quarter corner of said Section 28, thence S00°01'28"E along the east line of said Section 28, 752.03 feet; thence S89°55'43"W 732.28 feet to the northeast corner of Regency Green Subdivision and the point of beginning; thence S00°00'19"W along the west line of St. Paul Street 268.99 feet to the southeast corner of said Lot 10; thence S88°51'50"W 125.07 feet to the southwest corner of said Lot 10; thence N00°00'22"W along the south line of Regent Street 125.10 feet to the point of beginning. Said parcel contains 33,790 square feet or 0.776 acre, more or less.



Dated this 11TH day of MAY, 2016.

David L. Roberts
Professional Land Surveyor S-1725

CORPORATE OWNER'S CERTIFICATE

Washington Construction, Inc., a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said corporation caused the land described on this plat to be surveyed, divided, and mapped as represented on this plat.

Washington Construction, Inc., does further certify that this plat is required by s. 236.10 or s. 236.12 to be submitted to the following for approval or objection:

City of Stevens Point
Department of Administration, Plat Review

In witness whereof, the said Washington Construction, Inc. has caused these presents to be signed by William Pritchard, its president, and countersigned by William Pritchard, its secretary at Stevens Point, Wisconsin, and its corporate seal to be hereunto affixed on this _____ day of _____, 2016.

In the presence of:

Washington Construction, Inc.
Countersigned: Secretary
President

STATE OF WISCONSIN
PORTAGE COUNTY) SS

Personally came before me this _____ day of _____, 2016, William Pritchard, president and secretary of the above-named corporation, to me known to be the person who executed the foregoing instrument, and to me known to be such president and secretary of said corporation, and acknowledged that he executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

Notary Public, _____ Wisconsin
My commission _____

CONSENT OF CORPORATE MORTGAGEE

Farmers and Merchants Bank, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above-described land, does hereby consent to the foregoing instrument being recorded in the Public Records of this plat, and does hereby consent to the above certificate of Washington Construction, Inc.

In witness whereof, the said Farmers and Merchants Bank has caused these presents to be signed by James Judd, its president, and countersigned by Jessica Adamski, its secretary, at Rudolph, Wisconsin, and its corporate seal to be hereunto affixed this _____ day of _____, 2016.

In the presence of:

Farmers and Merchants Bank
President _____ Secretary _____ Date _____

STATE OF WISCONSIN
WOOD COUNTY) SS

Personally came before me this _____ day of _____, 2016, James Judd, president, and Jessica Adamski, secretary of the above-named corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such president and secretary of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

Notary Public, _____ Wisconsin
My commission _____

CERTIFICATE OF CITY TREASURER

STATE OF WISCONSIN
PORTAGE COUNTY) SS

I, Cory Laddick, being the duly elected, qualified and acting city treasurer of the City of Stevens Point, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of _____ on any of the land included in the plat of WASHINGTON SUBDIVISION.

Date _____ City Treasurer

COUNTY TREASURER'S CERTIFICATE

STATE OF WISCONSIN
PORTAGE COUNTY) SS

I, Stephanie Stokes, being the duly elected, qualified and acting treasurer of the County of Portage, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of _____ affecting the lands included in the plat of WASHINGTON SUBDIVISION.

Date _____ County Treasurer

COMMON COUNCIL APPROVAL CERTIFICATE

Be it resolved that the plat of WASHINGTON SUBDIVISION in the City of Stevens Point is hereby approved by the Stevens Point Common Council.

Mayor, City of Stevens Point
I hereby certify that the foregoing is a copy of a resolution adopted by the Common Council of the City of Stevens Point, WI.

Clerk, City of Stevens Point _____ Date _____

This instrument drafted by David L. Roberts

