

AGENDA  
CITY PLAN COMMISSION

August 1, 2016 – 6:00 PM  
Lincoln Center – 1519 Water Street, Stevens Point, WI 54481

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

1. Roll call.

Discussion and possible action on the following:

2. Report of the July 5, 2016 Plan Commission meeting.
3. **Public Hearing** – Request from Stevens Point Area Public School District for a conditional use permit amendment for the purposes of constructing an entrance canopy on Washington School located at 3500 Prais Street (Parcel ID 2408-28-4018-02).
4. Action on the above.
5. **Public Hearing** – Request from Ministry Saint Michael’s Hospital for a conditional use permit amendment for the purpose of expanding the hospital at 900 Illinois Avenue (Parcel ID 2408-33-2003-16 & 2408-28-3010-26).
6. Action on the above.
7. **Public Hearing** – Request from Sheldon Ferkey for a conditional use permit amendment for the purposes of expanding a car wash at 3324 Church Street and 3340 Church Street (Parcel ID’s 2308-04-3012-03 & 2308-04-3012-04).
8. Action on the above.
9. **Public Hearing** – Request from Jeffrey Meyers for a conditional use permit to construct an apartment complex at an unaddressed property east of Frederick Street between John’s Drive and North Point Drive (Parcel ID 2408-29-2200-61).
10. Action on the above.
11. Request from the City of Stevens Point to vacate and discontinue a public street, a portion of Worth Court, specifically the western portion of cul-de-sac.
12. Request from Frank Minervini to vacate and discontinue a 20-foot alley south of Miller Court and north of Center Street between and parallel with Michigan Avenue and Welsby Avenue.

---

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

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

---

13. Proposed survey for settlement of property line dispute for the property located at 100 Bukolt Park Street (Parcel ID 2408-30-4008-06).
14. Request from the City of Stevens Point to apply for Wisconsin State Historical Society Certified Local Government Subgrant Funds to nominate historic districts to the National Register of Historic Places.
15. Community Development Department Monthly Report for July 2016. *Report will be provided after July 31, 2016.*
16. Director's Update
17. Adjourn.

---

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

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.

---

PUBLISH: July 15, 2016 and July 22, 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 August 1, 2016 at 6:00 PM in the multi-purpose room of the Lincoln Center, 1519 Water Street, Stevens Point, Wisconsin, to hear the following:

1. Request from Stevens Point Area Public School District for a conditional use permit amendment for the purposes of constructing an entrance canopy on Washington School located at 3500 Prais Street (Parcel ID 2408-28-4018-02). This property is zoned "R-2" Single Family Residence District and described as PT SESE S28 T24 R8 COM NL PRAIS ST 650' E OF WL SD 40 FOR POB TH N ON EL ST PAUL 600' TH E600';TH E 479.93' TO WL WILSHIRE 600' TO NL PRAIS;W486.5'POB \* 810879RES, City of Stevens Point, Portage County, Wisconsin.
2. Request from Ministry Saint Michael's Hospital for a conditional use permit amendment for the purpose of expanding the hospital at 900 Illinois Avenue (Parcel ID 2408-33-2003-16). This property is zoned "R-5" Multiple Family II Residence District and described as PRT SWSW S28T24R8 LYG S CTR L PRAIS-VAC808875 E FREMONT; W ILLINOIS & PRT NWNW S33 COM NL SD SEC & EL FREMONT; S330'; E400';N330' W400' POB & ALL BLK 3 BOY/ ATW 5TH ADD 6.27A 691/348-53;104/1&179 149/152-3;228/280, City of Stevens Point, Portage County, Wisconsin.
3. Request from Sheldon Ferkey for a conditional use permit amendment for the purposes of expanding a car wash at 3324 Church Street and 3340 Church Street (Parcel ID's 2308-04-3012-03 & 2308-04-3012-04). These properties are zoned "B-4" Commercial District and described as LOT 2 CSM#101-1-101 BNG PRT SESW S4 T23 R8 .53A 802598;808876RES & LOT 1 CSM 11/240 BNG PRT SW SW S4 T23 R8 .49A 803094, City of Stevens Point, Portage County, Wisconsin.
4. Request from Jeffrey Meyers for a conditional use permit to construct an apartment complex at an unaddressed property east of Frederick Street between John's Drive and North Point Drive (Parcel ID 2408-29-2200-61). This property is zoned "R-4" Multiple Family I Residence District and described as LOT 1 CSM#7629-28- 109 & A EX LOT 1 CSM#8955- 37-35 BNG PRT NW NW 29 T24 R8 812987, 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

PUBLISH: July 22, 2016, July 29, 2016, and August 5, 2016

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Common Council of the City of Stevens Point, Portage County, Wisconsin, will hold a Public Hearing on Monday, August 15, 2016 at 7:00 p.m. in the Council Chambers of the County-City Building, 1516 Church Street, Stevens Point, Wisconsin, to hear the following:

- 1) That a portion of Worth Court, described below, is to be vacated and discontinued:

All of Portage County Certified Survey Map Number 8067-31-47 and part of Lot 2 of Portage County Certified Survey Map Number 7838-29-118 located in the Southeast Quarter of the Northeast Quarter of Section 2, Township 23, North, Range 8 East, City of Stevens Point, Portage County, Wisconsin, described more particularly as follows:

Commencing at the east quarter corner of said Section 2; thence North 01 degree 52 minutes 15 seconds West along the east line of said Northeast Quarter of Section 2 a distance of 1,071.33 feet; thence South 88 degrees 11 minutes 22 seconds West 622.36 feet to the **point of beginning**; thence continuing South 88 degrees 11 minutes 22 seconds West 14.09 feet; thence northwesterly 228.84 feet along the arc of a 80.00 foot radius curve, tangent with the last described course, center to the east, the chord bears North 09 degrees 51 minutes 48 seconds West 158.42 feet; thence northeasterly 64.52 feet along the arc of a 50.00 foot radius curve, tangent with the last described course, center to the west, the chord bears North 35 degrees 06 minutes 57 seconds East 60.14 feet; thence South 01 degree 51 minutes 10 seconds East 204.94 feet to the **point of beginning** there terminating.

- 2) That a 20-foot alley south of Miller Court and north of Center street, described below, is to be vacated and discontinued:

A 20-foot public alley being part of Block Ten of the Central Addition to the City of Stevens Point located in the Northeast Quarter (NE ¼) of the Southwest Quarter (SW ¼) of Section 33, Township 24 North, Range 8 East, City of Stevens Point, County of Portage, State of Wisconsin described as follows:

All that part of said 20-foot alley lying south of the right of way or cul-de-sac of Miller Court and the north right of way line of Center Street.

*Said alley runs between and parallel with Michigan Avenue and Welsby Avenue beginning at Center Street and ending at Jefferson Street.*

All interested parties are invited to attend.

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

John Moe, City Clerk

REPORT OF CITY PLAN COMMISSION

Tuesday, July 5, 2016 – 6:00 PM

Water Department, Conference Room – 300 Bliss Avenue, Stevens Point, WI 54481

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

ALSO PRESENT: Associate Planner Kearns, Director Ostrowski, Attorney Beveridge, Alderperson Morrow, Alderperson McComb, Alderperson Dugan, Alderperson Shorr, Alderperson Doxtator, William Schierl, Sarena Melotte, Carl Luebstorf, Linda Luebstorf, Daniel Goulet, Robert Patillo, Joel Besemer, Brian Wogernese, Seanna Kruetler, Jack Elsinger, Tiffany Krueger, Jerry Gargulak, Jim Lundberg, Reverend Jane Johnson, Volker Gaul, Vince Labarbera, Gary Wojciechowski, David Bosio, Tim Andrew, Larry Lee, Nate Enwald.

---

INDEX:

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).
  12. Community Development Department Monthly Report for June 2016. *Report will be provided after June 30, 2016.*
  13. Adjourn.
-

1. Roll call.

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

Discussion and possible action on the following:

2. Report of the June 6, 2016 Plan Commission meeting.

**Motion by Commissioner Cooper to approve the report of the June 6, 2016 Plan Commission meeting; seconded by Alderperson Kneebone.**

**Commissioner Haines arrived at 6:01 PM**

**Motion carried 6-0**

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).

Director Ostrowski summarized that BriMark Builders, representing Cobblestone Hotels, is requesting a conditional use permit for a 4 story, 61-room hotel. The hotel will be located between Great Lakes and Shopko. The property is currently owned by the Redevelopment Authority and the site would be transferred to Cobblestone Hotels. Director Ostrowski also noted that the property is in the Downtown Design Review District. As such, the Historic Preservation / Design Review Commission would also be reviewing the plans. It was asked that any recommendations that the Historic Preservation / Design Review Commission make be allowed to happen without changing the conditional use permit, and any minor modifications be approved by staff. Staff recommended approval with conditions outlined in the staff report.

**Mayor Wiza declared the public hearing open.**

Alderperson Doxtator (First District) expressed approval for the Cobblestone Hotel and stated concern about public parking across the street and if the people related to Cobblestone would be crossing the street all winter, as well as other people needing to use the public parking areas during elections.

Alderperson Dugan (Eighth District) stated she is pleased about the new development, but voiced concern about the height of the proposed hotel compared to the scale of the surrounding buildings. She also mentioned that the north side of the building was bare in design, and recommended architects revisit the design as the north side will be seen more.

**Mayor Wiza declared the public hearing closed.**

4. Action on above.

**Motion by Commissioner Brush to approve 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) with the following conditions:**

1. 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.
2. Refuse storage be screened with masonry materials to be submitted and reviewed by the Community Development Department.
3. Landscaping shall be installed on the west side of the building matching the proposed landscaping on the east side of the building.
4. Work completed on adjacent municipal properties shall be completed by the applicant as per the attached plans.
5. Minor modifications to the plans shall be allowed to be approved by staff.
6. Changes required by the Historic Preservations / Design Review Commission shall not constitute a change or amendment to the conditional use permit.

seconded by Commissioner Haines.

**Motion carried 7-0**

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).

Director Ostrowski explained that with the development of the Cobblestone Hotel, a utility easement is needed for a storm sewer that will remain on the property. The property is currently owned by the Redevelopment Authority and is proposed to be transferred to the city. A city storm sewer still exists on the site, and therefore, a utility easement will be needed. Staff recommended approval of the easement as proposed.

**Motion by Commissioner Curless to approve the establishment of 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); seconded by Commissioner Hoppe**

**Motion carried 7-0**

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).

Director Ostrowski summarized that the proposed building will be within the Downtown Design Review District and a lot of the sign regulations were tailored for Main Street buildings, which would not be fitting for a hotel. Staff recommended approval with conditions identified in the staff report.

**Motion by Alderperson Kneebone to approve the request by 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) with the following conditions:**

1. The hotel business shall not display more than one primary sign per building facade.
2. 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).
3. The signs shall conform to all other applicable requirements within the sign ordinance.
4. The design of the sign shall be reviewed and approved by the Historic Preservation / Design Review Commission. 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.
5. Applicable building permits shall be obtained.
6. Minor modifications to the plans shall be allowed to be approved by staff.

seconded by Commissioner Haines.

**Motion carried 7-0**

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).

Director Ostrowski explained the request from Aspirus for a conditional use permit to construct a 2-story, 40,000 square feet hospital addition to their existing 2-story, 34,000 square feet facility. The new addition would have an emergency room trauma area, therefore classifying it under the hospital building code, and thus triggering the conditional use permit. The building materials would match the existing building style, design, and materials to complement the existing building. A helicopter landing pad was also proposed as part of the addition. Director Ostrowski also said that the property is within the Portage County Business Park and would need to receive approval by Portage County. He asked that any changes made by Portage County not constitute a change in the conditional use permit and therefore not be required to come back for a conditional use permit amendment. Staff did not foresee any concerns with the hospital occupancy use as it will be located away from residential areas and therefore recommended approval with the conditions outlined in the staff report.

Commissioner Curless asked for clarification on hospital tax status (exempt or not).

Aldersperson Kneebone (Seventh District) expressed concern for the fence around the proposed helicopter pad.

Mayor Wiza declared the public hearing open.

Aldersperson Doxtator (First District) stated he is pleased with the addition of the emergency care facility and asked for clarification on the level of care the new facility would provide. Aldersperson Doxtator also shared the same concern for the fence surrounding the helicopter pad.

Gary Wojciechowski (4027 Henry St, Wausau – Director of Facilities, Aspirus) explained that the fence is an FAA requirement for the security of the helicopter and the public, as well as clarified that the level of care for the new addition would not be considered Level 1 or Level 2, but would have an

emergency care department and EMT transport that would be able to transfer patients to a local facility or another Aspirus facility.

**Mayor Wiza declared the public hearing closed.**

8. Action on above.

**Motion by Commissioner Cooper to approve the request from Aspirus 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) with the following conditions:**

1. 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.
2. 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.
3. The refuse enclosure shall be constructed of materials complementing the main materials on the principal building.
4. All mechanical equipment shall be screened with materials complementing the main materials on the principal building.

seconded by Commissioner Curless.

**Motion carried 7-0**

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).

Director Ostrowski summarized the request from Evergreen Community Initiatives, representing the Church of the Intercession at 1417 Church Street, for a conditional use permit for the purpose of operating a warming shelter within a portion of the first floor only. He went on to outline concerns pertaining to the property such as changing the main entrance to Church Street instead of Ellis Street.

Mayor Wiza called for the clarification of intake hours and confirmation by Evergreen Community Initiative was given for an 8:45 PM intake start time as stated in the application.

Director Ostrowski stated staff recommends approval with the conditions outlined in the staff report and reaffirmed that the building inspectors, fire department, and police department have gone through the building and addressed concerns prior to occupancy of the building.

Commissioner Haines said she appreciates the recommendation to place the main entrance on Church Street instead of Ellis Street, as well as the 1 year provision to revisit the request.

Mayor Wiza declared the public hearing open.

Reverend Jane Johnson (1316 Ellis St) gave testimony to the importance of providing sanctuary for those in need and supports the initiative of operating a warming shelter.

Aldersperson Dugan (Eighth District) is pleased with the staff recommendation of placing the entrance on Church Street away from residences, as well as agreeing to the 1 year provision for review.

Aldersperson Morrow (Eleventh District) voiced concerns about those coming in under the influence or those having a mental health breakdown and how that may compromise the safety of others within the shelter. He then asked for clarification on how those situations would be handled and went on to question how Evergreen would know if someone under any Department of Corrections Program were allowed in, and called for clarification on the 90 day allowance.

Tiffany Krueger (1311 West River Dr – Evergreen) explained the intake forms would assist them in knowing who they were working with, but stressed that it would not disqualify a person from intake. She went on to clarify that any one person could not reserve a spot in the warming shelter, and every day would work on a first come, first serve basis. All belongings would be checked into totes at intake and returned upon the exiting of the premises.

Commissioner Curless questioned how Evergreen would know if someone was a sex offender.

Mayor Wiza stated the city would not be involved in that area unless there was an issue, and that it would be sorted via intake.

Aldersperson Morrow (Eleventh District) helped to clarify the previous question on sex offenders, but stressed that the city did not have any ordinances in managing them.

Linda Luebstorf (1309 Ellis St) asked what would happen to individuals who were turned away.

Mayor Wiza stressed the importance of keeping to conditional use permit concerns only and recommended the assistance of Evergreen Community Initiatives with any further concerns not pertaining to conditional use.

Aldersperson Doxtator (First District) voiced concern about smokers being let in and out of the building.

Joel Besemer confirmed no persons would be allowed out and back in after intake.

Aldersperson Dugan (Eighth District) expressed concern on how well-trained the staff would have to be.

Mayor Wiza declared the public hearing closed.

10. Action on above.

Commissioner Hoppe and Mayor Wiza expressed their appreciation for everyone's cooperation and commitment to the warming shelter initiative. Mayor Wiza also took this moment to share the contact details for Evergreen (Joel Besemer and Tiffany Krueger).

**Motion by Commissioner Brush to approve the 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) with the following conditions:**

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:
  - 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. The intake hours have been clarified to be 8:45 PM (stated in the application).
4. The primary entrance to the warming shelter shall be on Church Street.
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.

seconded by Commissioner Hoppe.

**Motion carried 7-0**

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).

Director Ostrowski explained the property is zoned R-4 Multi-Family 1 and reminded everyone that the item was before the Plan Commission two months prior as a preliminary plat. At that time the Plan Commission recommended approval with the inclusion of sidewalks to be installed along the property lines. Within that time no major changes had taken place in terms of layout. He stressed that it was zoned R-4, Multi-Family and that the developer could do a single family home or duplex on the site. Staff recommends approval with conditions outlined in the staff report and plat.

**Commissioner Cooper abstained due to a business relationship with the applicant.**

Aldersperson Dugan (Eighth district) stated she is pleased with the development going forward with the inclusion of sidewalks, and commended the developer for solid construction.

**Motion by Commissioner Haines to approve the 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) with the following conditions:

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 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.

seconded by Alderperson Kneebone

**Motion carried 6-0, with Commissioner Cooper abstaining.**

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

Mayor Wiza and Director Ostrowski briefly summarized and discussed the Monthly Report for June 2016. Mayor Wiza commented on the positive report in regards to total valuation.

Alderperson Dugan (Eighth District) is concerned that home assessment is too low to which Mayor Wiza stated there was a revaluation process underway.

Director Ostrowski noted that the city approved going with Short Elliot Hendrickson (SEH) for the comprehensive plan update, so the comprehensive plan meetings should be starting again shortly.

**Motion by Mayor Wiza to accept and place on file the Community Development Department Monthly Report for June 2016; seconded by Commissioner Haines.**

**Motion carried 7-0**

13. Adjourn. **Adjourned at 6:49 PM.**

Attachment – Provided at the Plan Commission Meeting – Pertaining to Item 12

# Community Development Report - June 2016

Construction Report

Violation Report

Construction/ Additions	Owner/Location	Declared Valuation	Fees
<b>New</b>			
Residential	N/A		
Commercial	Service Cold Storage	\$4,496,143.00	\$38,719.72

Remodeling	# of Permits	Declared Valuation	Fees
Residential	76	\$559,758.90	\$4,897.24
Commercial	21	\$4,124,800.00	\$6,307.35

Monthly Permits	Monthly Valuation	Monthly Fees	YTD Valuation	YTD Fees
98	\$9,180,701.90	\$49,924.31	\$19,511,615.23	\$148,804.42

2015:	\$18,455,050.56	\$109,416.81
2014:	\$10,303,600.35	\$57,093.08
2013:	\$14,640,762.33	\$120,488.99

**Exterior Property Area Complaints**

* Multiple Exterior Property Violations	5
* Other Exterior Property Violations	2
Accumulation of Rubbish or Garbage	2
Grass or Weeds	26
Improper Parking of Vehicles	5
Improper Storage of Refuse or Refuse Carts	0
Refuse or Refuse Carts on Curb	0
Snow and Ice	0
Storage of Household Items Outside	2
Unlicensed or Inoperable Vehicles	1
Unsanitary Conditions	0

**Exterior Structure Complaints**

* Multiple Exterior Structure Violations	4
* Other Exterior Structure Violations	3
Broken or Missing Windows	0
Defective Protective Treatment	0
Missing or Defective Handrails/Guards	0

**Interior Structure Complaints**

* Multiple Interior Structure Violations	1
* Other Interior Structure Violations	0

**Multiple Violations**

* Multiple Property Violations	4
--------------------------------	---

**Other Violations**

* Other Property Violations	2
Expired Multiple-Family License	0
Improper Occupancy: Multi-Family Dwelling	0
Improper Occupancy: Residential Dwelling	0
Work Without Permit	5
Work Without Historic Preservation Review	0

<b>Total Violations / Total Service Fees Billed</b>	<b>63/\$400.00</b>
---	--------------------

# Administrative Staff Report

Conditional Use Permit Amendment  
 Washington School – Entrance Canopy  
 3500 Prais Street  
 July 20, 2016



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

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Stevens Point Area Public School District</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Michael Ostrowski, Director  <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li> <li>Kyle Kearns, Associate Planner  <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>2308-04-3012-03 &amp; 2308-04-3012-04</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"R-2" Single Family Residence District</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Institutional</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 8 – Dugan</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>N/A Exempt</li> </ul> <p><b>Current Use:</b> School (institutional)</p> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.01(16) and 23.02(1)(d)</li> </ul>	<p><b>Request</b></p> <p>Request from Stevens Point Area Public School District for a conditional use permit amendment for the purposes of constructing an entrance canopy on Washington School located at 3500 Prais Street (Parcel ID 2408-28-4018-02).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Application</li> <li>Site Plan</li> <li>Renderings</li> </ul> <p><b>Findings of Fact:</b></p> <ul style="list-style-type: none"> <li>The proposed request is to construct a canopy over the east entrance at Washington Elementary School.</li> <li>The property is zoned "R-2" Single Family Residence District.</li> <li>Any changes to schools require a conditional use permit amendment.</li> </ul> <p><b>Staff Recommendation</b></p> <p>Based on the findings below, staff would recommend approval of the Conditional Use Permit to construct a canopy onto the east entrance as proposed at Washington School with the following conditions:</p> <ol style="list-style-type: none"> <li>Applicable building codes shall be met.</li> <li>A building permit shall be obtained.</li> <li>No additional refuse containers or mechanical equipment shall be placed on the property or installed, unless all containers and equipment on the property is screened from view.</li> </ol>
--	--

### Vicinity Map

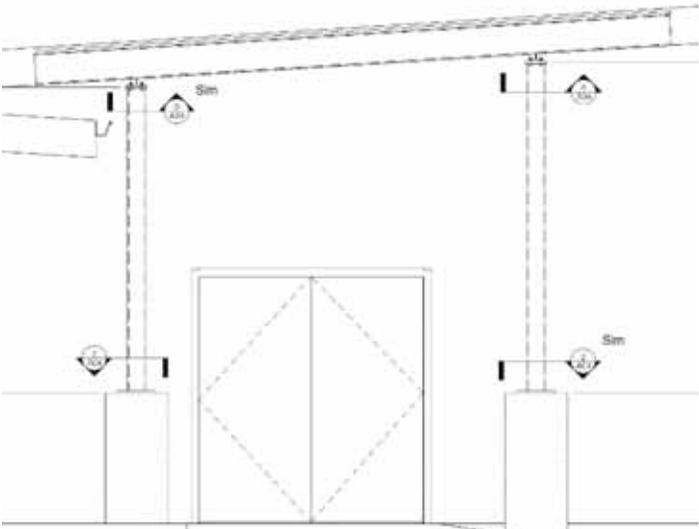


### Scope of Work

The Stevens Point Area School District is requesting a conditional use permit to construct an entrance canopy on the east entrance of the school (Washington Elementary School). Below are photos showing the existing entrance and the proposed reconstruction.



Existing Entrance



Proposed Entrance Canopy

### 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 property and building is currently utilized as an institutional use, elementary school. The existing entrance is used for the kitchen area and receiving and does not provide cover from the elements for school patrons and deliveries.

**Findings:** The establishment, maintenance, or operation of the use should not be negatively affected or endanger the public health, safety, morals, comfort, or general welfare. The canopy should improve the safety of users on site by covering them from the elements.

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

**Analysis:** Several other entrances exist for the facility, many of which are primary entrances. The entrance serves as a rear entrance for deliveries and kitchen use.

**Findings:** The request involves a change to the exterior building and not the use. This change should increase the building aesthetics and ensure the entrance is adequately covered.

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

**Analysis:** Our Comprehensive Plan calls for this property to remain institutional / government.

**Findings:** This standard is met as the proposed change is to the building and does not affect the use. Furthermore, it is within the current footprint of the building.

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

**Analysis:** A rendering has been submitted (see attached) showing design and materials.

**Findings:** The exterior improvements to the building match the existing design, building materials, and colors.

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

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

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

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

**Analysis:** No changes are proposed to the ingress/egress.

**Findings:** N/A

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

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

**Findings:** The property and use currently exist. The proposed canopy will not change the use.

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

**Analysis:** A rendering and site plan have been submitted.

**Findings:** Staff would recommend all applicable building permits be obtained.

- 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 canopy should improve access to the site for individuals using the service entrance.

**Findings:** This standard is met.

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

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

**Analysis:** The property has the needed utilities and access. Changes are not proposed.

**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 exists near this entrance.

**Findings:** While this equipment is not 100 percent screened, it is mainly tucked behind other elements of the building or property. Furthermore, all equipment is neatly stored. While the Plan Commission could recommend that this area be screened, the request for the canopy is a minor request. Staff would recommend that no additional containers or equipment be placed on the property unless all areas are screened.



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

**Analysis:** A significant change to lighting is not proposed.

**Findings:** This standard is met.

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

**Analysis:** No increase in noise is anticipated as the use currently exists.

**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

## Photos



Existing Entrance



Existing Entrance



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		<i>Associated w/ Parking Request</i>
Associated Applications if Any				Assigned Case Manager	<i>Kyle Kearns</i>			
Pre-Application Conference Date				Conditional Use Permit Request	Use <input checked="" type="checkbox"/>	Amend <input type="checkbox"/>		

#### APPLICANT/CONTACT INFORMATION

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

#### OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/> )		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Washington Elementary School	Owner's Name	
Address	3500 Prais Street	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-345-5426	Telephone	
Fax	715-345-7353	Fax	
Email		Email	

#### PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
3500 Prais Street, Stevens Point, WI 54481		
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 purpose of this project is to provide a canopy over Door 08 at Washington Elementary School. This is the entrance to the receiving and kitchen area of the school. West winds blow snow and rain over the roof of the school into the open doors of the District delivery vans and commercial semi trucks when they are dropping off or picking up deliveries. This creates an unsafe, very slippery condition inside those vehicles and on the concrete step adjacent to the building. Washington School's kitchen prepares food for multiple schools. Large pallets and containers of food are being delivered to the school and prepared food is being sent out to other schools every school day. By reducing the amount of snow and rain inside those vehicles it would provide a safer work place.</p>		

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

The proposed canopy design parallels the existing roof line.

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

The design is minimal in its impact. There are no side walls. Only two columns support the entire canopy.

**Current Zoning Surrounding Subject Property**

North:		South:	
East:		West:	

**Current Land Use Surrounding Subject Property**

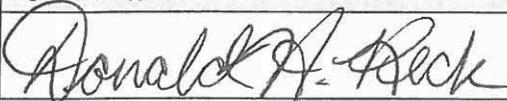
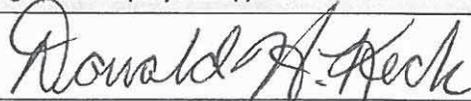
North:		South:	
East:		West:	

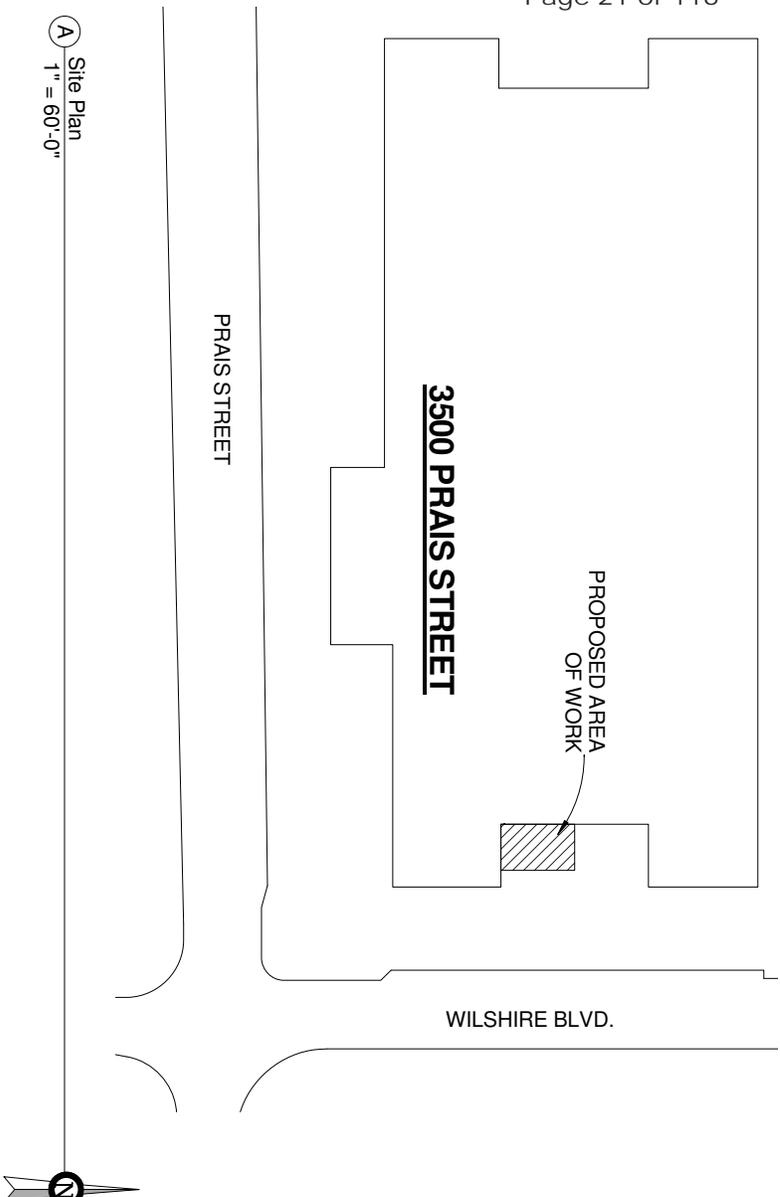
**EXHIBITS**

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

**CERTIFICATION AND SIGNATURE**

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	6-24-16		6-24-16



A Site Plan  
1" = 60'-0"

**General Notes And Project Description**

A Project Description for:  
Project Owner  
Project Address  
City, State Zip

The intent of this project is to create an addition of \_\_\_\_\_ sf. This facility will be an \_\_\_\_\_.

The new portion will be a one story building of construction type II-B  
The existing building is a one story building of construction type II-B  
The total building will be 106,200 sf. with an unlimited area as per 507.3 Group F.  
F-1 Occupancy - Steel Fabrication  
Fully sprinklered as per NFPA 13

All soils are sandy and sandy gravel with an assumed soil bearing capacity of 2,500 psf.  
All interior concrete is to be 3,500 psi at 28 days.  
All exterior concrete to be 4,000 psi air entrained  
Reinforcing steel to be 60 ksi deformed bars lapped 18 inches minimum and tied.  
All reinforcing to be mechanically held in place during the placement of the concrete.  
Anchor bolts are to be A307 bolts embedded a minimum of 12 inches.  
All exterior solid door to have a maximum U-factor of 0.60  
All exit doors to have a low-profile threshold and ADA compliant single action hardware.

**Document Contents**

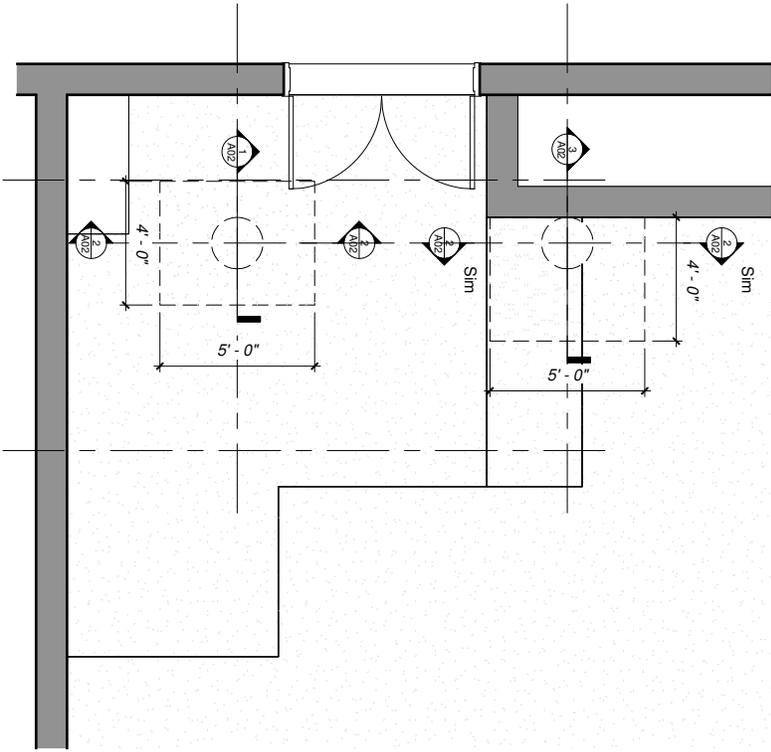
Sheet	Description
A01	Site Plan, General Notes and Document Contents
A02	Footings
A03	Floor Plan
A04	Elevation
A05	Framing Plan
A06	Details

**Washington School Canopy**  
3500 Prais Street  
Stevens Point, WI 54481

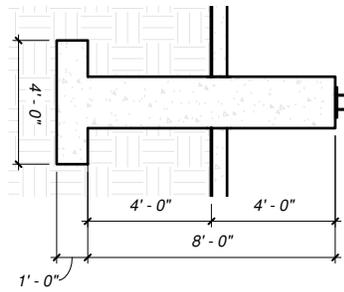
**GUZMAN CASE CORPORATION**  
3525 Patch St. Stevens Point, WI 54481  
(715) 344-6777

Project #: 1548  
Date: 08/18/2015  
Page: **A01**

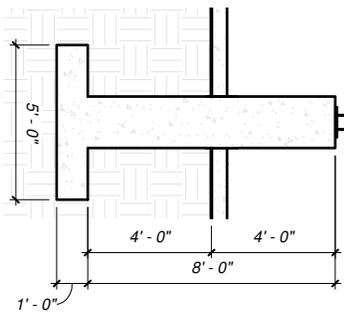
(A) Foundation Plan  
1/4" = 1'-0"



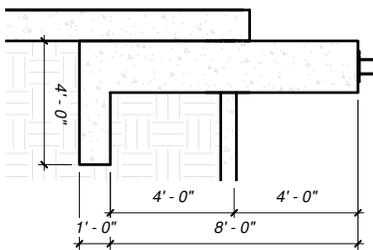
(1) Detail 0  
1/4" = 1'-0"



(2) Detail 1  
1/4" = 1'-0"



(3) Detail 2  
1/4" = 1'-0"



# Washington School Canopy

3500 Prais Street  
Stevens Point, WI 54481

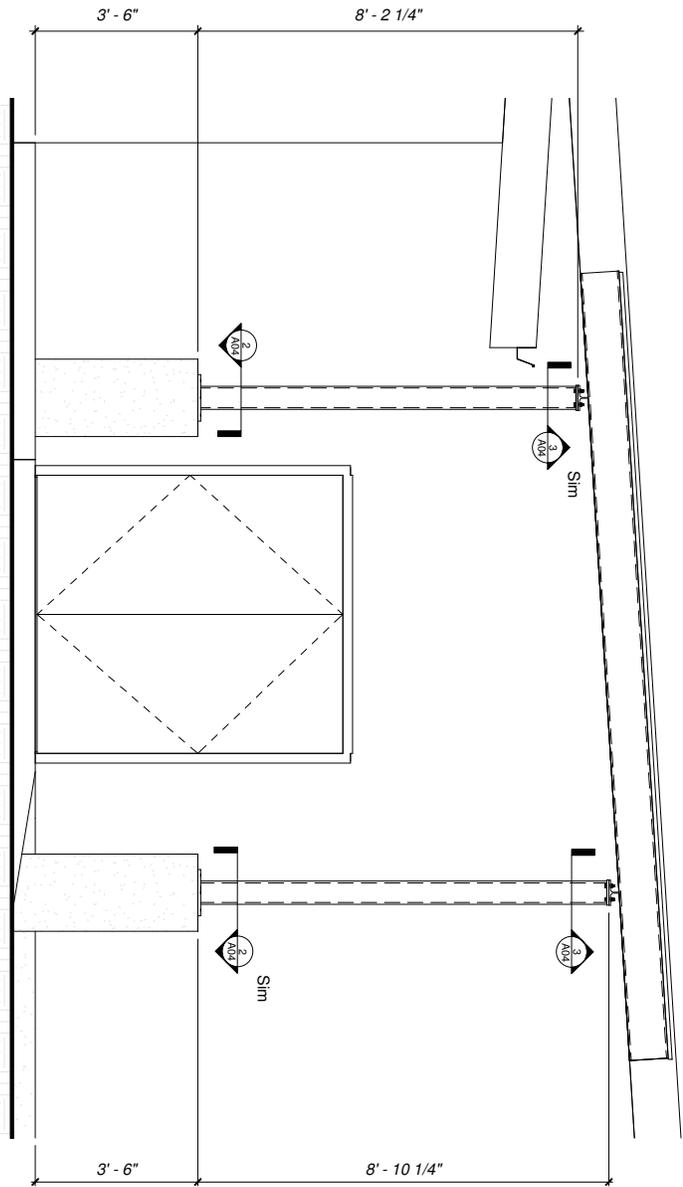


GUZMAN CASE CORPORATION  
3525 Patch St. Stevens Point, WI 54481  
(715) 344-6777

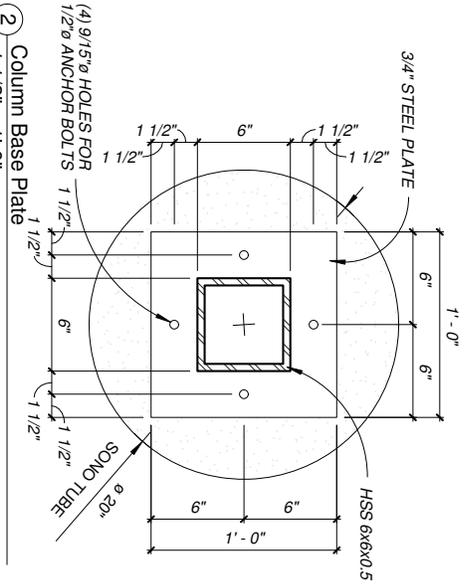
Project #: 1548
Date: 08/18/2015
Page: <b>A02</b>



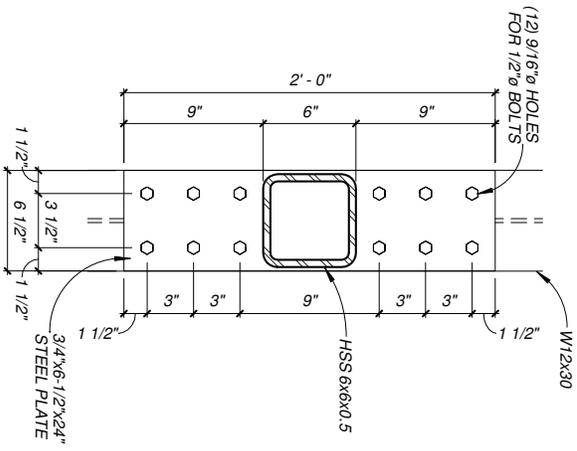
1 East Elevation  
3/8" = 1'-0"



2 Column Base Plate  
1 1/2" = 1'-0"



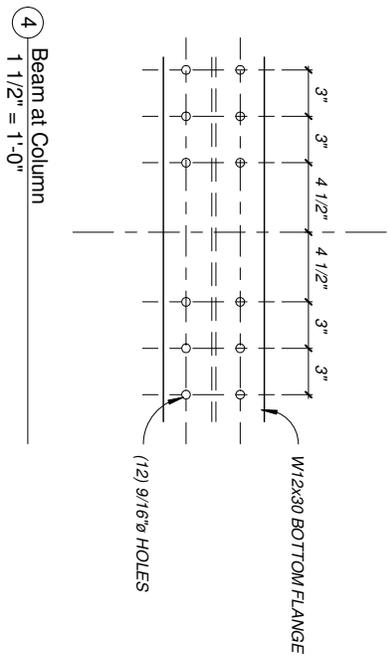
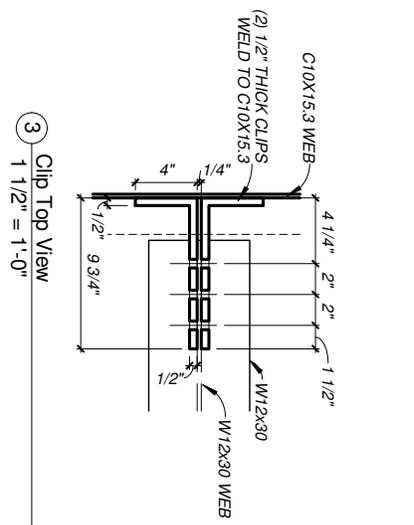
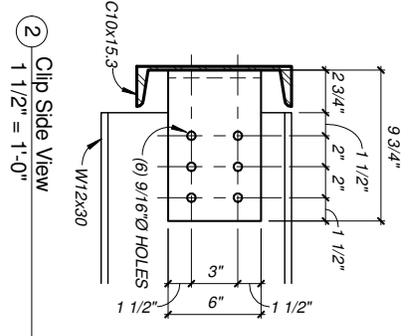
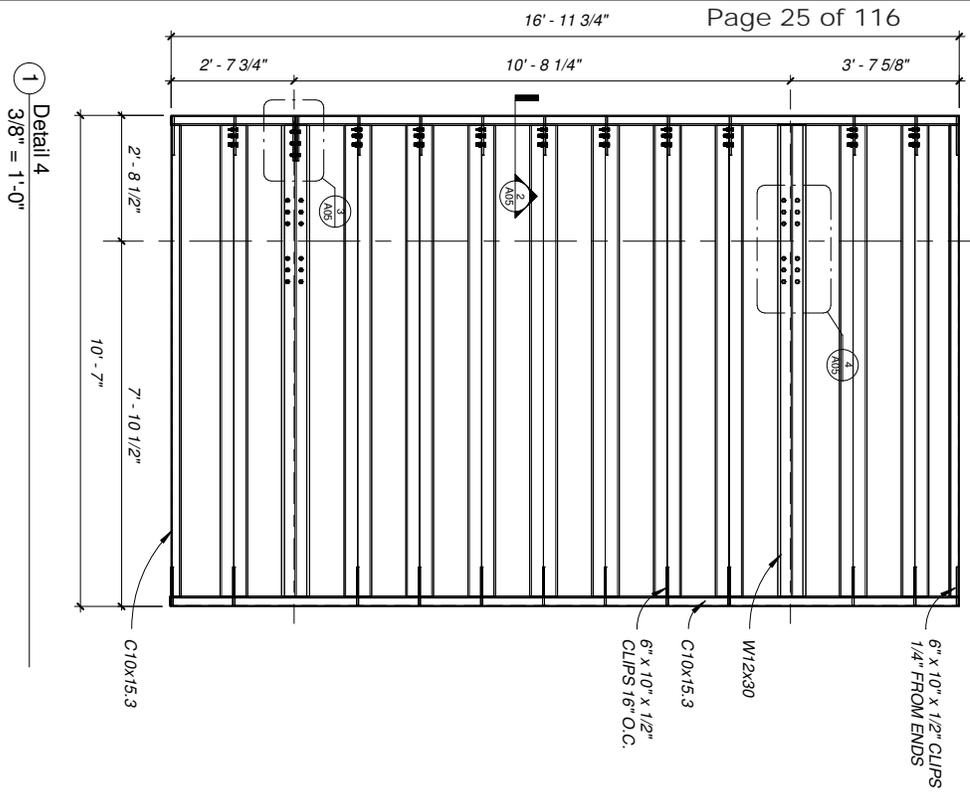
3 Column Top Plate  
1 1/2" = 1'-0"



**Washington School  
Canopy**  
3500 Prais Street  
Stevens Point, WI 54481



**PRELIMINARY**  
Project #: 1548  
Date: 08/18/2015  
Page: **A04**



# School Canopy

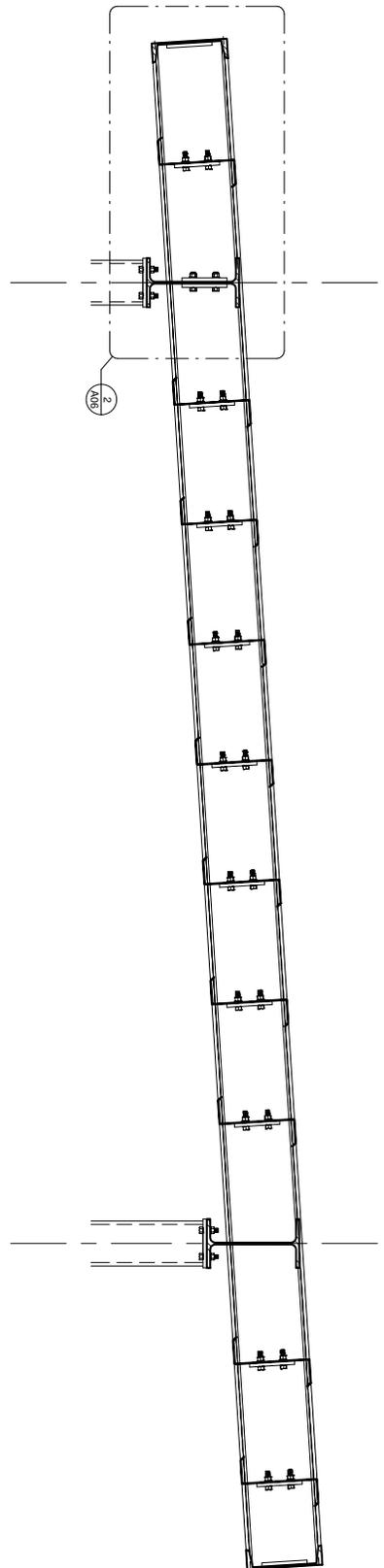
Stevens Point, WI



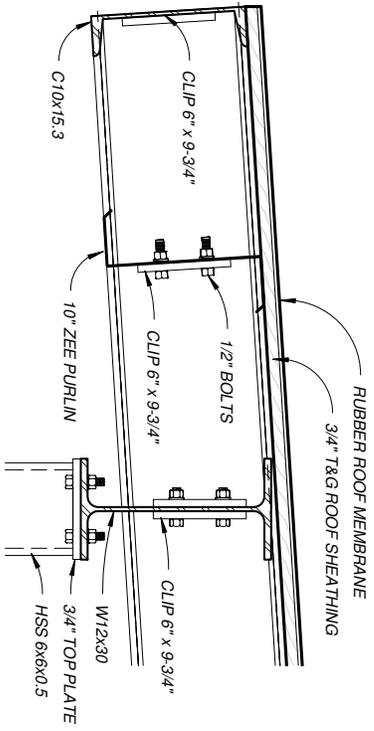
GUZMAN CASE CORPORATION  
3525 Patch St. Stevens Point, WI 54481  
(715) 344-6777

**PRELIMINARY**

Project #: 1548  
Date: 08/18/2015  
Page: A05



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



2  
Beam on Column  
1 1/2" = 1'-0"

# Administrative Staff Report

Conditional Use Permit  
Expanding Hospital  
900 Illinois Avenue  
July 21, 2016



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

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Ministry Saint Michael's Hospital</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Michael Ostrowski, Director <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li> <li>Kyle Kearns, Associate Planner <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>2408-33-2003-16</li> <li>2408-28-3010-26</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"R-5" Multiple Family II Residence District</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 3 – Ryan</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>N/A - Exempt</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Hospital / Clinic - Institutional</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.01(16) and 23.02(1)(g)</li> </ul>	<p><b>Request</b></p> <p>Request from Ministry Saint Michael's Hospital for a conditional use permit amendment for the purpose of expanding the hospital at 900 Illinois Avenue (Parcel ID 2408-33-2003-16 &amp; 2408-28-3010-26).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Application</li> <li>Floor Plans</li> <li>Site Plans</li> <li>Renderings</li> </ul> <p><b>Findings of Fact:</b></p> <ul style="list-style-type: none"> <li>The proposed request is to construct a single story, approximately 6,600 square foot addition on the northeast side of the existing hospital for use as a cancer center.</li> <li>The property is zoned "R-5" Multiple Family II Residence District</li> <li>Hospitals are a conditional use within the district and therefore any expansion requires an amendment to the conditional use permit.</li> <li>The pedestrian mall which was located on the north side of the hospital was vacated last year.</li> <li>The conditional use permit amendment occurred in 2013 with the expansion of the emergency center on the southeast side of the hospital.</li> </ul> <p><b>Staff Recommendation</b></p> <p>Based on the findings below, staff would recommend approval of the conditional use permit to expand the hospital with the following conditions:</p> <ol style="list-style-type: none"> <li>All applicable building permits shall be obtained.</li> <li>Properties shall be combined via a certified survey map or other appropriate means before a building permit can be issued.</li> <li>All mechanical equipment shall be screened with materials complementing the main materials on the principal building.</li> <li>Signage shall be installed as proposed.</li> <li>Landscaping plant species and details shall be provided to be reviewed and approved by the Community Development Department.</li> </ol>
---	---

# Vicinity Map



## Scope of Work

Ministry Saint Michael's Hospital is requesting a conditional use permit to expand the hospital with a single story, 6,600 square foot medical oncology addition. The addition is proposed on the northeast side of the hospital. Furthermore, the addition will cause the loss of approximately 47 on-site parking stalls. Note a pedestrian mall existed directly north of the hospital building, but was vacated last year. Pedestrian access is still proposed for east and west access to the site which will be discussed further in the standards of review.



## Standards of Review

### Conditional Use Request

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

**Analysis:** The proposed expansion will allow for the hospital to better serve cancer patients. It is proposed on the northeast side of the site where parking currently exists. A pedestrian mall was previously situated on the north side of the hospital building before being vacated. Approximately 47 parking stalls will be lost with the expansion.

**Findings:** Overall, the proposed expansion should increase the health, safety, morals, comfort, and general welfare within the vicinity. Ingress and egress into the building will remain the same. While pedestrian access from the east may be slightly longer with the expansion, the plans incorporate a walkway and green space north and east of the addition. This, along with the exterior finish of masonry, stone, and glass will significantly increase the aesthetic of the area. A loss of parking will occur on site and will be discussed further in standards below. Note also, the building is proposed at one story which blends itself better with the neighboring residential homes to the north and east. Staff would however recommend the lots be combined via a certified survey map to prevent the addition from being constructed partially on each lot.

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

**Analysis:** The property borders public rights-of-way on all sides, and is zoned "R-5" Multiple Family 2 Residence District. As stated above, two properties exist with which the addition is proposed on both (see attached plans). The hospital and clinic uses are well established on-site, as they have expanded and remodeled several times.

**Findings:** The expanded hospital use (cancer center) should not be injurious to the uses already permitted within the area. The hospital employs hundreds of people and has hundreds accessing the site daily which requires hundreds of parking stalls. The proposed addition would permanently remove approximately 47 parking stalls. Parking onsite to meet the hospital demands has been difficult and therefore, employees can park at nearby off-site facilities. City ordinance requires the following regarding parking:

Hospital: 0.50 stalls per bed

Medical, dental office or chiropractor (clinic): 1 stall per 300 square feet of gross floor area.

Upon review, the hospital has 94 beds and approximately 100,000 square feet of clinic space which results in a total of 381 parking stalls. When taking into consideration the 15% reduction given the close proximity of a bus stop, 324 stalls are required. The parking analysis submitted for the site has identified 668 on site stalls, including the parking ramp stalls. Furthermore, during peak time, 133 stalls are available (20%). However, only 46 stalls are available at peak time for visitors and within the northern lot near the proposed addition. Given the loss of 47 stalls in the northern lot near the addition, which barely exceeds the number of available stalls in that same lot during peak time, more visitor parking may need to be allocated in other locations where available at peak time, such as the parking ramp.



## PARKING ANALYSIS - COUNTS

TOTAL PARKING - (EXISTING)			# OF AVAILABLE STALLS AT PEAK TIME	(% OF AVAILABLE STALLS)
LOT 1	NORTH LOT - VISITOR	243 STALLS	36 STALLS	12%
LOT 2	NORTH LOT - ASSOCIATE	127 STALLS	10 STALLS	8%
	NORTH LOT - TOTAL	370 STALLS		
LOT 3	LOWER RAMP - VISITOR	0 STALLS	0 STALLS	0%
LOT 4	LOWER RAMP - ASSOCIATE	120 STALLS	17 STALLS	14%
LOT 5	UPPER RAMP - ASSOCIATE	156 STALLS	69 STALLS	44%
LOT 6	FREMONT ST. - DOCTORS	22 STALLS	1 STALL	5%
LOT 7	2501 MAIN - ASSOCIATE	226 STALLS	104 STALLS	46%
LOT 8	CROSS ST. - ASSOCIATE	92 STALLS	27 STALLS	29%
LOT 9	MID-STATE LOT - ASSOCIATE	50 STALLS	0 STALLS	0%
	<b>TOTAL PARKING (PRE DEV.)</b>	<b>1,036 STALLS</b>	<b>264 STALLS</b>	
	<b>CANCER CENTER DEVELOPMENT</b>			
	IMPACTED PARKING STALLS	-47 STALLS		
	<b>TOTAL PARKING (POST DEV.)</b>	<b>989 STALLS</b>		

- 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:** Institutional and residential uses surround the property, of which are fully developed. The request involves expanding an existing conditional use.

**Findings:** This standard is met.

- 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 that of existing architecture and materials on the existing facility. Exterior finishes will primarily be masonry and stone with a small amount of metal paneling, and glass for windows. Window finishes will match those found on the most recent hospital addition. At its tallest point, the hospital is 6 stories tall. The proposed addition will connect to a portion of the hospital already at 1-story.

**Findings:** The exterior architectural appeal and plan for the proposed expansion should not be at variance with structures already constructed in the neighborhood. Furthermore, the 1-story scale of the proposed addition respects the small residential neighborhood along Illinois Avenue.

- 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 the area to serve the property. 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:** Vehicular ingress/egress to the site will not change, however on-site circulation is proposed to change. Furthermore, pedestrian access to the site will change slightly due to the addition. The cancer center (addition) primary entrance faces west and therefore, plans include the extension of the existing drop-off area for patrons

using the hospital and cancer center. The site plan is such that the existing route is utilized for patient drop-off in front of the cancer center, upon which vehicular traffic can continue north to park or navigate to the main aisle and exit.

**Findings:** While the cancer center addition will remove a portion of the pedestrian path and pavement area, it also offers outdoor greenspace and improved landscaping. On-site circulation changes slightly with the expansion of the drop-off area, but should not create conflict amongst users. Signage may also be necessary for vehicle traffic to effectively traverse 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 would be within the following districts:

"R-5" Multiple Family 2 Residence District: This district is established to provide for 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 lower 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 proposed use is appropriate for the intent of the R-5 district, as hospitals are an institutional use which provides a mix to the district. Furthermore, the request involves expanding an existing conditional use.

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

**Analysis:** The proposed expansion will not meet the required street yard setback of 25 feet within the R-5 district; however the Common Council can reduce setbacks for hospitals. The setback is 24.9 feet along Illinois Avenue. The following should be taken into consideration; functional design of the proposed building setback of neighboring properties, impact on neighborhood open space, future road requirements, alternative structural designs, building facade, public input, as well as other factors when determining setbacks. All other zoning requirements are met including parking, and landscaping, however species have not been identified on the landscape plan. Staff would recommend landscaping plant species and planting details be provided.

*See the attached site plan outlining setbacks.*

**Findings:** The hospital is very limited in its ability to expand. Unfortunately, there's only one option for expansion meeting zoning requirements, and that is to add additional floors. The proposed expansion maintains aesthetically appealing architecture and building materials while creating a transitional zone between the large hospital and smaller single family homes. Furthermore, the reduced setback, while not directly aligning with the existing hospital, does align with other portions along Illinois Avenue, creating a more distinct feature. Lastly, the small reduction in the setback allows for the expansion of the drive-thru / drop-off area, maximization of the facility, and reduces the amount of parking loss.

- 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 shall remain. See standard 6 above. Snow is removed from the site. A preliminary stormwater management plan has been submitted.

**Findings:** This standard is met.

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

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

**Analysis:** Adequate utilities exist at the site. Some storm sewer needs to be removed and installed to accommodate the addition.

**Findings:** This standard is met.

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

**Analysis:** Significant changes to lighting are not proposed. A light plan has been submitted which identifies 1-2 foot candles near Illinois Avenue.

**Findings:** Lighting is appropriate and should disperse on site or within the right-of-way along Illinois Avenue, given the intensity identified on the plan, and not on adjacent property.

- 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 for Ministry Saint Michael's Hospital to amend their conditional use permit to construct an addition as proposed, with the conditions listed on page 1.

Photos



Hospital – Looking South



Hospital – Looking South



Hospital – Cancer Center Location



Hospital – Cancer Center Location



Hospital – Looking West (Pedestrian Mall)



Hospital – Looking East (Pedestrian Mall)



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	250 <sup>00</sup>	Fee Paid	250 <sup>00</sup>
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	Scott Lindvall	Contact Name	
Address	333 East Erie Street	Address	
City, State, Zip	Milwaukee, WI 53202	City, State, Zip	
Telephone	414-278-8200	Telephone	
Fax		Fax	
Email	mchobanian@hga.com	Email	

**OWNERSHIP INFORMATION**

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/> )		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Ministry Saint Michael's Hospital	Owner's Name	
Address	900 Illinois Avenue	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone	715-343-3247	Telephone	
Fax		Fax	
Email	cherrie.marti@ministryhealth.org	Email	

**PROJECT SUMMARY**

<b>Subject Property Location [Please Include Address and Assessor's Identification Number(s)]</b>		
<b>Parcel 1</b>	<b>Parcel 2</b>	<b>Parcel 3</b>
281240828301025	281240833200315	
<b>Legal Description of Subject Property</b>		
Parcel 1, 281-24-0828301026 - Part of the Southwest 1/4 of the Southwest 1/4 of Section 23, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin: being bounded by Fremont Street on the West; Centerline of Prais Street on the South; Illinois Street on the East; Stanley Street on the North.		
Parcel 2, 281-24-0833200316 - Part of the Southwest 1/4 of the Southwest 1/4 of Section 23, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin: Bounded by the centerline of Prais Street to the North; Fremont Street on the West; Illinois Street on the East; And part of the Northwest 1/4 of the Northwest 1/4 of Section 33, Township 24 North, Range 8 East, City of Stevens Point, Wisconsin: Commencing on the North line of Northwest 1/4 of the Northwest 1/4 and the East line of Fremont Street; South 330'; East 400'; North 330'; West 400' to Point of Beginning; Also all of Block 3 of the Boyington and Atwell's 5th Addition to the City of Stevens Point		
<b>Designated Future Land Use Category</b>	<b>Current Use of Property</b>	
Hospital/Expansion		
<b>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)</b>		
Expansion of hospital service to north of the campus.		

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

The proposed hospital expansion will provide for expanded comprehensive health care services for the community.

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

A comprehensive parking analysis is currently being prepared for the hospital which identifies the expansion of the proposed facilities. No negative impacts are anticipated.

**Current Zoning Surrounding Subject Property**

North:	Residential/Institutional	South:	Medical
East:	Residential	West:	Institutional

**Current Land Use Surrounding Subject Property**

North:	Residential UWSP	South:	Medical
East:	Residential	West:	UWSP/Saint Stans

**EXHIBITS**

Owner Information Sheet	<input type="checkbox"/>	<b>Additional Exhibits If Any:</b>
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
	6.30.16	Cherise Paveles - Marti	6/26/16



**MINISTRY**  
Saint Michael's Hospital

June 29, 2016

Mr. Garrett Ryan  
Aldersperson, Third District  
City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, Wisconsin 54481

RE: Conditional Use Permit Amendment for St. Michael's Hospital Cancer Center

Dear Garrett:

Saint Michael's Hospital would like to inform you of our application to amend the Conditional Use Permit. We intend to submit a plan and application package to the Community Development Department by July 5, 2016. This filing deadline would allow placement on the August 1, 2016 City Planning Commission agenda.

The request will be for a new 6,600 square foot Medical Oncology addition adjacent to our existing Radiation Oncology program. The new addition will allow Saint Michael's Hospital the ability to continue a full spectrum of cancer services to the community with an enhanced environment.

Enclosed is an artist's rendering of the expansion to provide a better sense of the project. Please let me know if you would like to discuss the design/expansion plans prior to the Planning Commission meeting.

Sincerely,

Cherrie Marti  
Vice President, Operations

Enclosure: Conceptual Rendering

cc: Todd Paider, Ascension Health



① EXTERIOR PERSPECTIVE FROM HOSPITAL MAIN ENTRY DRIVE

**HR**  
 1115 E. 17th Street  
 Winston-Salem, NC 27106-1102  
 Telephone: 412.272.2200

**ASCENSION**  
 Member Health Care

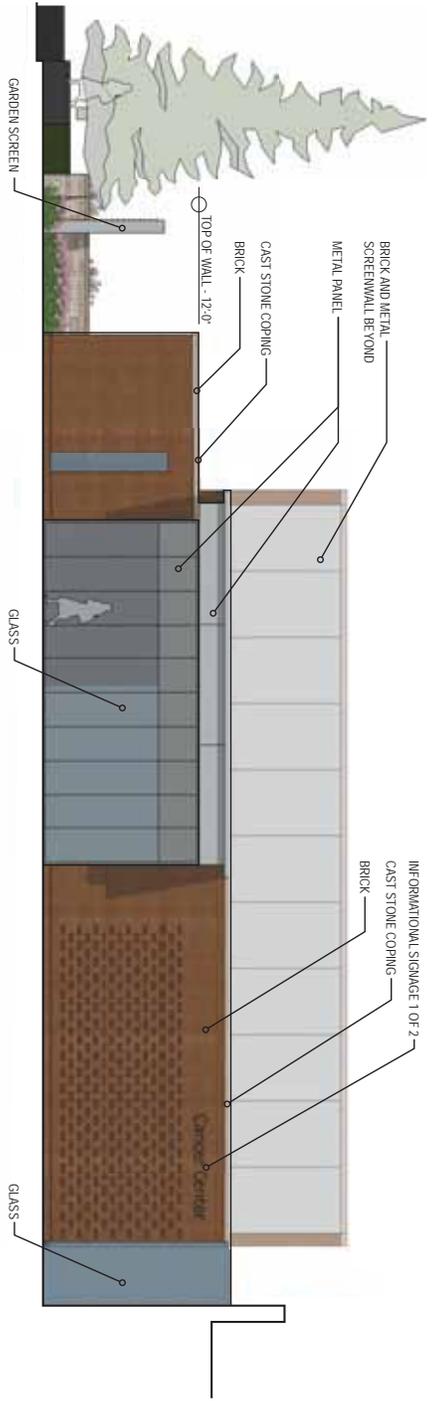
**Ministry St. Michael's Hospital**  
 Cancer Center Expansion

900 Illinois Avenue  
 Stevens Park,  
 WI 53481

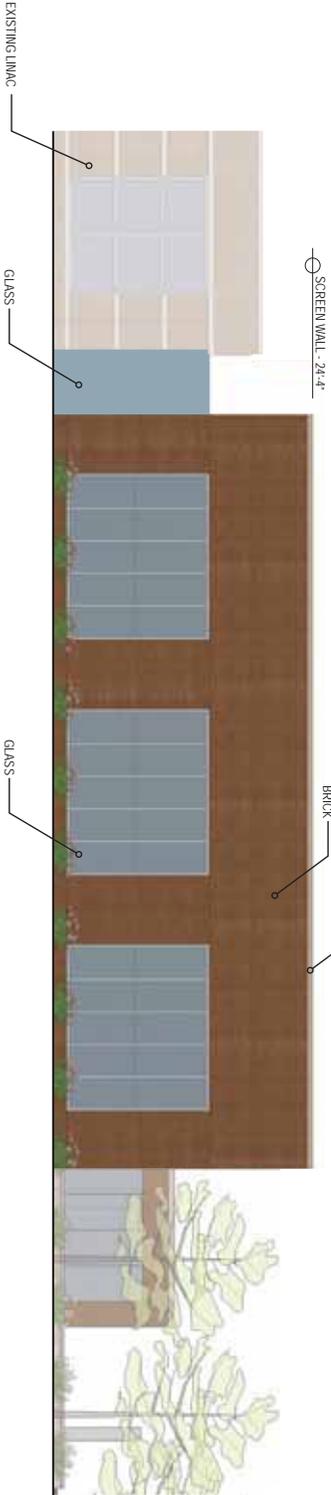
NSA NO: 1095402300  
 PROJECT: MINISTRY ST. MICHAEL'S  
 PROJECT NO: WMAPR-14023-HGA

**EXTERIOR PERSPECTIVE**

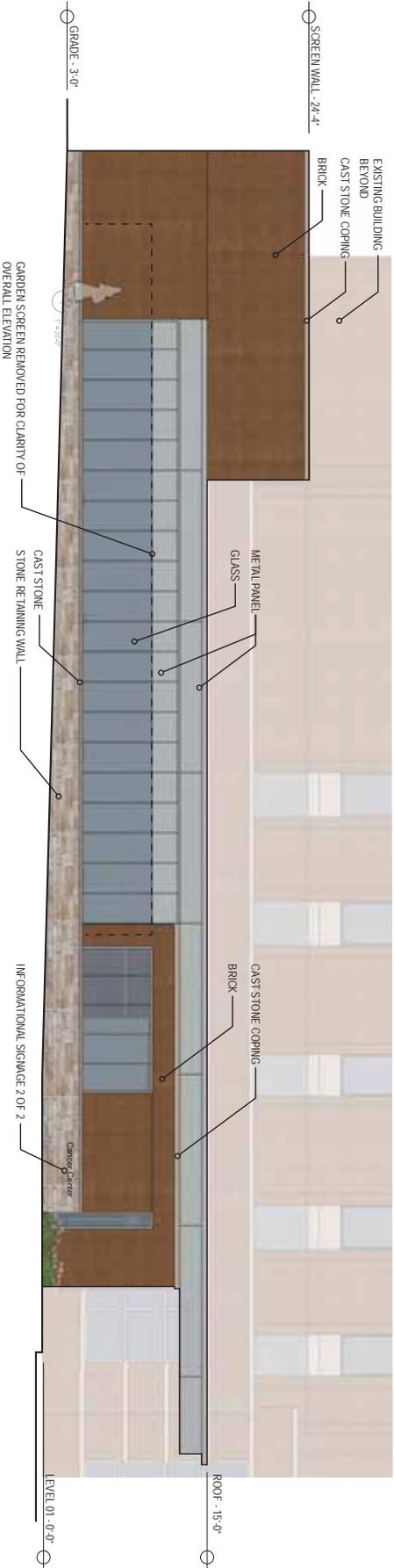
DATE: JULY 5, 2016  
 CIP PLAN COMMISSION #  
 APPLICATION  
**A400**



3 WEST ELEVATION  
1/4" = 1'-0"



2 EAST ELEVATION  
1/4" = 1'-0"



1 NORTH ELEVATION  
1/4" = 1'-0"



MINISTRY ST.  
MICHAEL'S  
HOSPITAL  
CANCER CENTER  
EXPANSION  
900 Illinois Avenue  
Stevens Point,  
WI 54481

PROJ. NO.: 1096-02/240  
DATE: JULY 5, 2016  
CLIENT: MINNESOTA  
CANCER CENTER  
PROJ. NO.: WMAPS-140234-HEA  
APP. ELEVATION

DATE: JULY 5, 2016  
CLIENT: MINNESOTA  
CANCER CENTER  
PROJ. NO.: WMAPS-140234-HEA  
APP. ELEVATION  
**A410**

**PARKING ANALYSIS - COUNTS**

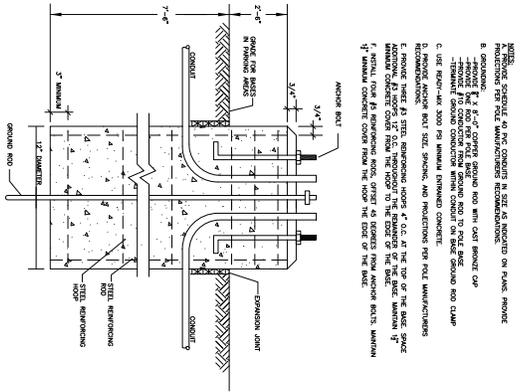
TOTAL PARKING - (EXISTING)		# OF AVAILABLE STALLS AT PEAK TIME	(% OF AVAILABLE STALLS)	
LOT 1	NORTH LOT - VISITOR	243 STALLS	36 STALLS	12%
LOT 2	NORTH LOT - ASSOCIATE	127 STALLS	10 STALLS	8%
	NORTH LOT - TOTAL	370 STALLS		
LOT 3	LOWER RAMP - VISITOR	0 STALLS	0 STALLS	0%
LOT 4	LOWER RAMP - ASSOCIATE	120 STALLS	17 STALLS	14%
LOT 5	UPPER RAMP - ASSOCIATE	184 STALLS	49 STALLS	44%
LOT 6	FREMONT ST. - DOCTORS	22 STALLS	1 STALL	5%
LOT 7	2501 MAIN - ASSOCIATE	226 STALLS	104 STALLS	46%
LOT 8	CROSS ST. - ASSOCIATE	92 STALLS	27 STALLS	29%
LOT 9	MID-STATE LOT - ASSOCIATE	50 STALLS	0 STALLS	0%
TOTAL PARKING (PRE DEV.)		1,034 STALLS	264 STALLS	
CANCER CENTER DEVELOPMENT IMPACTED PARKING STALLS		-47 STALLS		
TOTAL PARKING (POST DEV.)		989 STALLS		



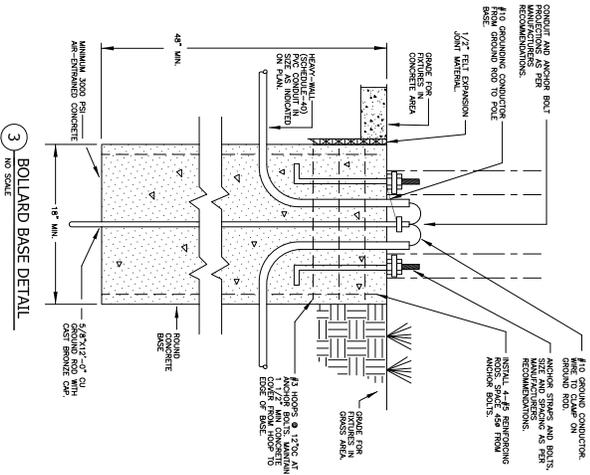




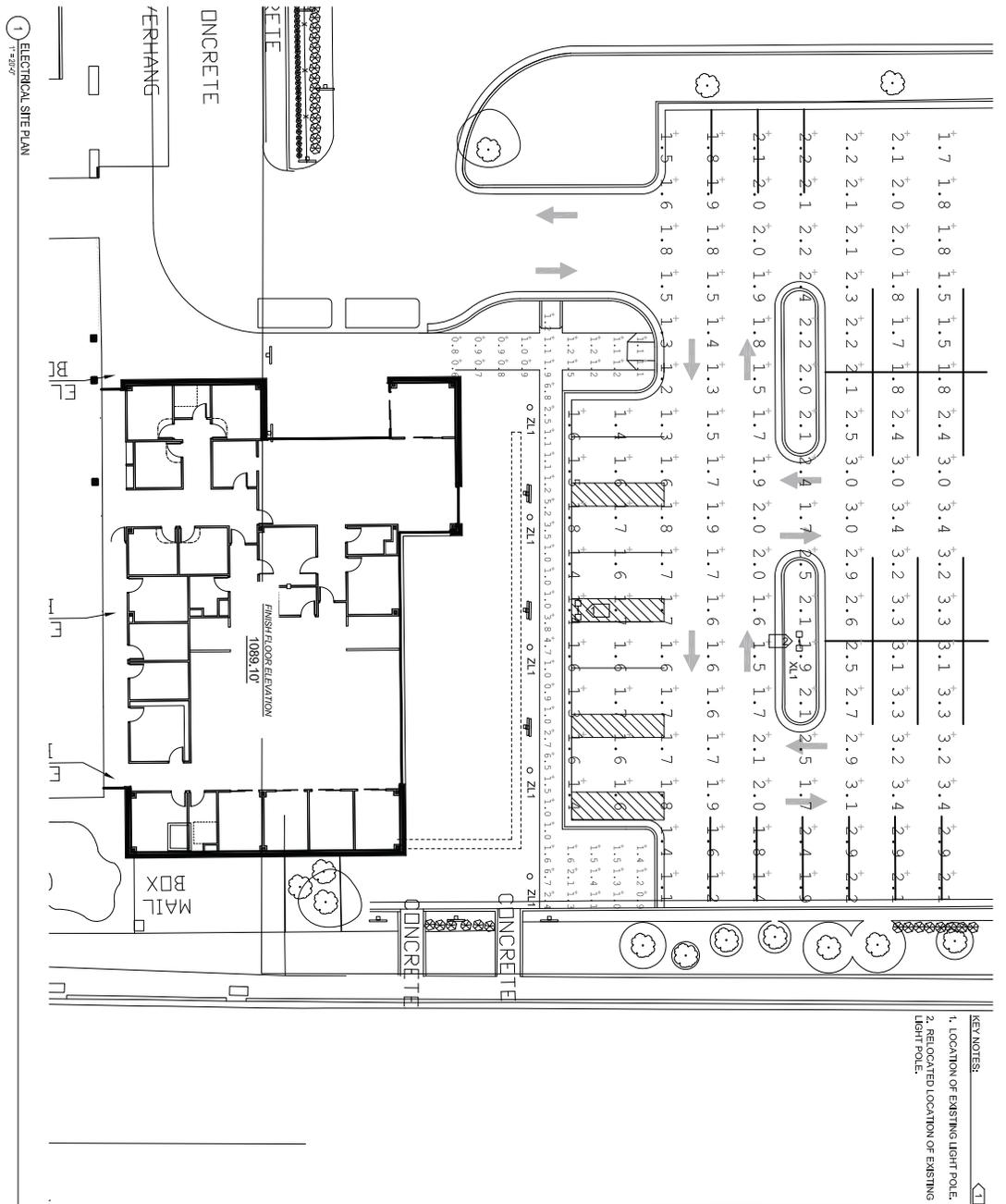




1. ROUND CONCRETE POLE BASE DETAIL - PARKING AREAS



2. BOLLARD BASE DETAIL



3. ELECTRICAL SITE PLAN

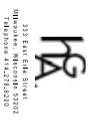
Calculation Summary

Label	Avg	Max	Min	Avg/Min	Max/Min
Parking	2.05	3.4	1.1	1.86	3.09
Walk Way	1.78	6.8	0.6	2.97	11.33

TYPE	DESCRIPTION	MOUNTING	LENS/REFLECTOR	VOLTAGE	LAMP/LUMENS	LUMINAIRE SCHEDULE				ALTERNATE MANUFACTURERS	NOTES	REVISION HISTORY	
						BALAST/POWER SUPPLY	WATTS	MANUFACTURER	CATALOG NUMBER				
X11	POLE SITE	EXISTING POLE		480 V			178 VA	STERNER	KRC-H721-60L-4K-070-SW-5-28				
Z11	BOLLARD	GROUND	MODIFIED ALUMINUM	240 V	LED	LED 3000K	6 VA	BEGA	LED-0490/830				

NOTES:  
1. COLOR TO MATCH EXISTING LIGHT FIXTURES.

KEYNOTES:  
1. LOCATION OF EXISTING LIGHT POLE.  
2. RELOCATED LOCATION OF EXISTING LIGHT POLE.



233 East Elm Street  
Milwaukee, WI 53212  
Tel: 414.224.2200



MINISTRY ST.  
MICHAEL'S  
HOSPITAL  
CANCER CENTER  
EXPANSION  
900 Illinois Avenue  
Shevlin Point,  
WI 54481

HEA NO: 1086-005-00  
ASCENSION  
PROJECT NO: W04P-140254-00A  
ELECTRICAL  
SITE PLAN  
DATE: JUL 17, 2018  
CITY OF SHEVLIN POINT  
REVIEW

E030



Copyright © 2018, Ascension and Ascension Construction, Inc.



# Administrative Staff Report

Conditional Use Permit Amendment  
Car Wash Addition  
3324 and 3340 Church Street  
July 20, 2016



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

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Sheldon Ferkey</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Michael Ostrowski, Director <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li> <li>Kyle Kearns, Associate Planner <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>2308-04-3012-03 &amp; 2308-04-3012-04</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"B-4" Commercial District</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Commercial</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 10 – Phillips</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>2308-04-3012-03 Effective Frontage: 100 feet Effective Depth: 232 feet Square Footage: 23,200 Acreage: 0.533</li> <li>2308-04-3012-04 Effective Frontage: 98 feet Effective Depth: 219 feet Square Footage: 21,403 Acreage: 0.491</li> </ul> <p><b>Current Use:</b> Car Wash</p> <ul style="list-style-type: none"> <li>Commercial</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.01(16) and 23.02(2)(d)</li> </ul>	<p><b>Request</b></p> <p>Request from Sheldon Ferkey for a conditional use permit amendment for the purposes of expanding a car wash at 3324 Church Street and 3340 Church Street (Parcel ID's 2308-04-3012-03 &amp; 2308-04-3012-04).</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"> <li>Application</li> <li>Site Plans</li> <li>Original Conditional Use Permit</li> </ul> <p><b>Findings of Fact:</b></p> <ul style="list-style-type: none"> <li>The proposed request is to construct a single bay automated car wash on the existing facility.</li> <li>The property is zoned "B-4" Commercial District.</li> <li>A conditional use permit was granted on July 20, 2015 to expand the car wash parking area.</li> <li>Car washes are a conditional use within the district.</li> </ul> <p><b>Staff Recommendation</b></p> <p>Based on the findings below, staff would recommend approval of the Conditional Use Permit to construct an addition onto the existing car wash facility as proposed with the following conditions:</p> <ol style="list-style-type: none"> <li>A pedestrian walkway shall be striped on site leading to the facilities main entrance, as well as appropriate signage installed identifying the pedestrian crossing.</li> <li>Appropriate signage shall be installed indicating on-site traffic exiting the touch-free car wash to yield or utilize the northern exits.</li> <li>Applicable building codes shall be met.</li> <li>A building permit shall be obtained.</li> <li>Southwest driveway shall be "exit only" and be signed and marked appropriately with the installation of curb or raised median.</li> <li>If storage of refuse is proposed outside, all pertinent requirements including screening shall be met. Screening shall be of comparable materials of the primary building. The applicant shall submit an updated site plan and rendering identifying the refuse storage location and screening requirements to be reviewed and approved by Community Development Department staff.</li> </ol>
---	--

7. Landscape areas further than 100 feet from a water source will be required to be sprinklered.
8. If the existing building is removed on the site to the north, perimeter landscape screening, meeting ordinance requirements, shall be installed within one year.
9. The carwash shall not be operational during the hours of 9:00PM and 6:00AM daily.

## Vicinity Map



## Scope of Work

Sheldon Ferkey is requesting to add an addition onto the existing car wash facility. The 820 square foot addition is proposed on the north side of the building and will be a single bay, automated, touch-free car wash. Furthermore, the applicant has indicated this option will allow for enhanced customer choices when choosing a car wash, as the existing facility is a full service car wash. Lastly, the applicant has proposed to construct the car wash addition to match and blend into the appearance of the existing facility. Note that a conditional use permit was issued in July of 2015 allowing for the use to expand onto the adjacent site (3324 Church Street), see the attached permit.

## 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 addition is proposed on developed lots within a commercial corridor. Parking and drive aisles for the use have been previously installed.

**Findings:** The use is fitting on site as a car wash currently exists. In addition, pay stations exists to direct patrons to use either car wash facility.

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

**Analysis:** The addition is proposed on the north side of the development, where vacuums and parking also exist. Furthermore, the main entrance to the facility exists on the north side. While addition will not impede on-site traffic or vehicular movements, it may impede the pedestrian access to the facility. Parking also occurs on the north side of the development.

**Findings:** The applicant has indicated that vehicles can be controlled at the pay station until either car wash facility becomes available. Staff would still recommend a pedestrian walkway be striped on site leading to the facilities main entrance, as well as appropriate signage.



- 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;**

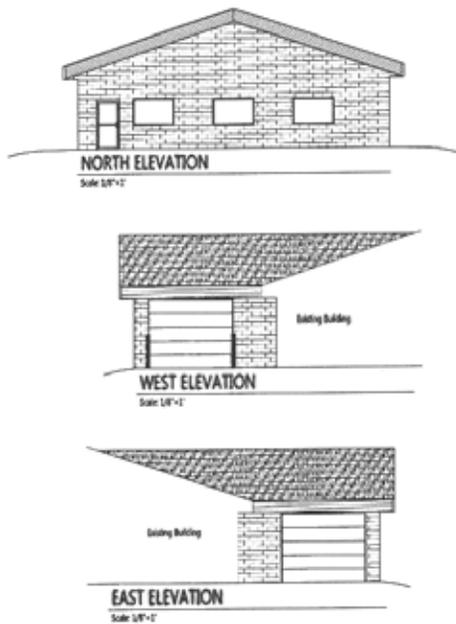
**Analysis:** The respective area is an established area of the City.

**Findings:** The proposed addition will assist in improving the site and neighborhood, while not impeding 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 applicant has indicated the addition will be constructed to match the existing building. The renderings indicate split-faced block walls will be the primary exterior façade with a shingled roof. Two vehicle bay doors are proposed on each side of the car wash, along with an emergency exit for patrons. Other exterior building features exist as well, such as windows and eaves with soffit and fascia.

**Findings:** The architectural appeal should not be in variance with other structures throughout the neighborhood and should match the design and materials of the existing building.



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

**Analysis:** The previous conditional use permit addressed access and circulation on site. The proposed addition will change on-site circulation slightly by making the inside car wash drive aisle and pay-station solely utilized for the automated touch-free car wash.

**Findings:** Infrastructure and utilities exists on site or are nearby. Furthermore, access to the site and through the site is being provided.

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:** Access to the site remains the same, from Water Street and Church Street. Furthermore, changes to parking are not proposed. See the standard above regarding changes to the drive aisles for the car wash.

**Findings:** The request should not change access to the site or negatively affect traffic circulation on site. Vehicles using the car wash facilities with continue to exit the facility on the east side of the site. To ensure vehicles exiting the proposed automated touch-free car wash do not impede the exit for the full service lanes staff would recommend appropriate signage be installed for traffic to yield or utilize the northern exits.

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

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

**Findings:** 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:** Parking and setback requirements are met, along with other zoning requirements.

**Findings:** This standard is met. Staff would recommend all pertinent building codes and permanent be met and obtained.

- 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:** No changes to site access are proposed. See standards 5 and 6 above.

**Findings:** This standard is met.

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

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

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

**Findings:** This standard is met.

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

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

**Analysis:** A refuse enclosure is not shown on the plans and one exists on the west side of the building.



**Findings:** If storage or refuse is proposed outside, all pertinent requirements including screening shall be met. Screening shall be of comparable materials of the primary building and approved by staff. The applicant shall submit an updated site plan and rendering identifying the refuse storage location and screening requirements to be reviewed and approved by Community Development Department staff.

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

**Analysis:** Lighting is assumed to be minimal as street lighting exists on Church Street and Water Street, and the businesses normal operating hours are during the daytime.

**Findings:** This standard is met.

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

**Analysis:** Vacuums are exist on the site and were previously approved. The proposed automated touch-free car wash occurs within a fully enclosed bay.

**Findings:** To limit the noise increase, staff would recommend that the carwash shall not be operational during the hours of 9:00 PM to 6:00 AM daily.

**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 approval of the conditional use permit for the purposes of constructing an addition onto the existing car wash facility subject to the conditions outlined on page 1 which include previous conditions from the conditional use permit issued in July, 2015.

Photos



View From Water Street – West Facade



View From Church Street – North Facade



Addition Location – North Facade



Two Lane Pay Stations - Controlled



Primary Entrance – North Facade



Vacuums & Parking – North Facade



City of Stevens Point  
Community Development Department

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

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

7-5-16  
\$250  
R# 1-66916

**ADMINISTRATIVE SUMMARY (Staff Use Only)**

Application #	-	Date Submitted	7/9/16	Fee Required	250.00	Fee Paid	250.00
Associated Applications if Any	- CUP Amendment			Assigned Case Manager	Kyle Keams		
Pre-Application Conference Date	-	Conditional Use Permit Request	Use <input checked="" type="checkbox"/>	Amend	<input checked="" type="checkbox"/>		

**APPLICANT/CONTACT INFORMATION**

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> )	
Applicant Name	Rapids Inc d/b/a Waterworks	Contact Name	Sheldon S. Ferkey
Address	3340 Church St Carwash	Address	2975 Swiggum LN
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Wisconsin Rapids, WI 54495
Telephone	715-341-3920	Telephone	715-213-7008
Fax	715-341-4128	Fax	
Email		Email	rapidsinc@hotmail.com

**OWNERSHIP INFORMATION**

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> )		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name		Owner's Name	
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
3340 Church St, Stevens Point	3324 Church St, Stevens Point	
Legal Description of Subject Property		
2308.04.3012.04	2308.04.3012.03	
Designated Future Land Use Category		Current Use of Property
Automated Carwash addition		parking
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)		
Installation of new automated, touch-free carwash that allows for enhanced customer wash choice.		

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

*This development will offer enhanced customer wash choices and will enhance property aesthetics.*

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

*Every effort will be made to blend the appearance of the addition with the existing facility and its surroundings.*

Current Zoning Surrounding Subject Property

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

North:		South:	
East:		West:	

**EXHIBITS**

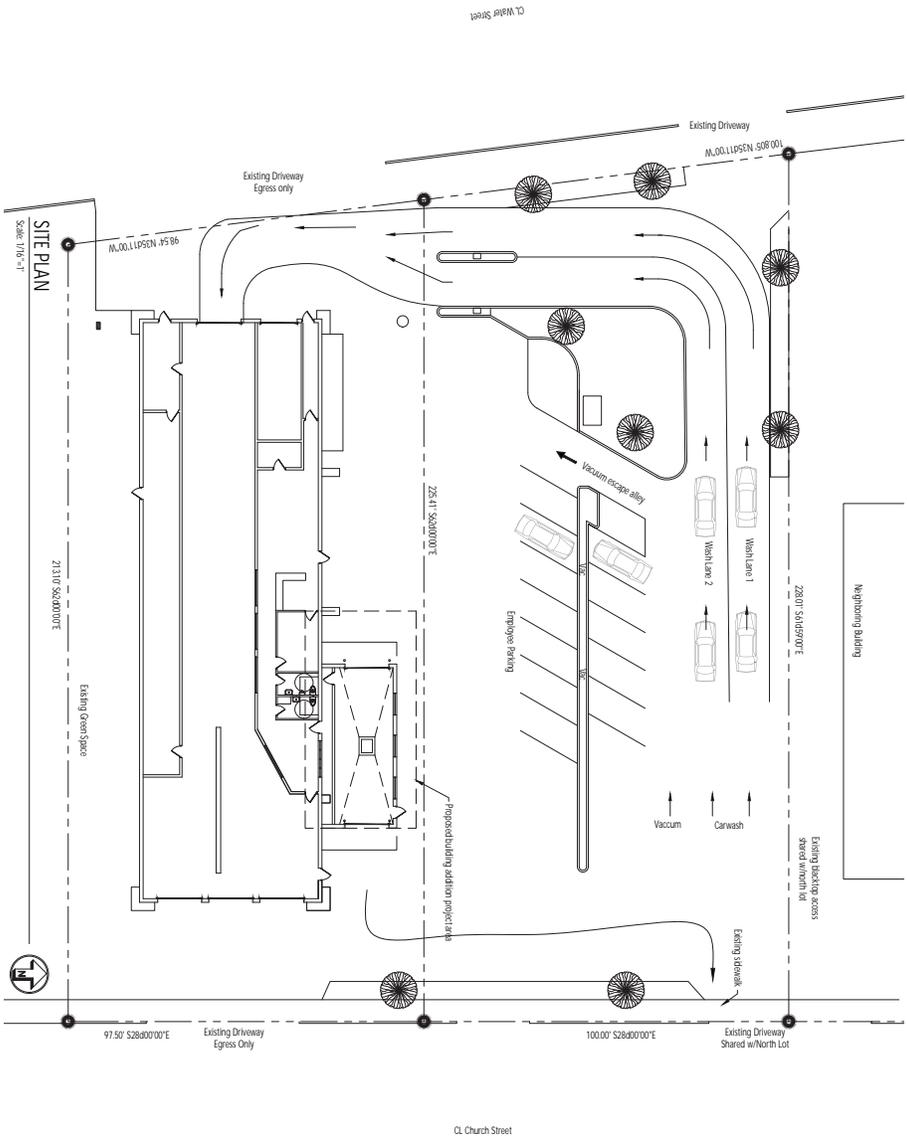
Owner Information Sheet	<input type="checkbox"/>	Additional Exhibits If Any:
Letter to District Alderperson	<input type="checkbox"/>	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	<input type="checkbox"/>	
Site Plan (designating primary, side, and service street frontages)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

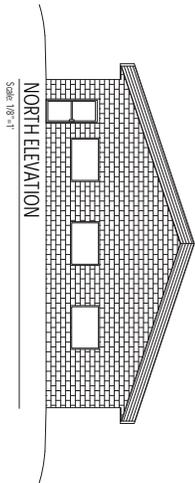
By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete 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
<i>Sheldon S Ferly</i>	7-1-2016	<i>Sheldon S Ferly</i>	7-1-2016

# Proposed Project For: Water Works Carwash Stevens Point, WI



Property Square Footages:  
Total Lot Size - 44,547 sq. ft.  
Existing Building - 8,000 sq. ft.  
Proposed Addition - 820 sq. ft.



**Preliminary  
Plan  
Not For  
Construction**

<p>Proposed Project: Water Works Carwash 3340 Church St. Stevens Point, WI 54481</p>	<p>Marawood Construction Services, Inc. (MCS) has produced these plans for the limited purpose of serving the Customer listed below while MCS has a business relationship with that Customer. If Customer hires MCS to provide construction, construction management, design-build, or some combination of the foregoing services to Customer, MCS grants to Customer a limited license to use the plans for the services that MCS actually provides. Neither Customer's payment of any sum to MCS, nor MCS' provision of services to Customer transfers any copyright or other ownership interest in the plans to Customer or anyone other than MCS. Customer may not reproduce or use the plans for any purpose other than the purpose for which they have been explicitly licensed, including but not limited to obtaining competitive bids or actual construction of the facilities presented. Individuals and entities that violate a copyright are subject to significant penalties. These penalties include: (1) the designer's actual damages; (2) the designer's lost profits; (3) any profits made by other parties; (4) statutory damages, which may be as high as \$100,000; and (5) the designer's legal fees incurred in protecting the copyright and prosecuting the infringement, which often exceed the damages described in (1)-(3) above. If a copyright is violated, all parties, regardless of notice or knowledge, may be responsible for the violation. This includes other designers, owners, builders, contractors, sub-contractors, and copy shops. MCS will pursue copyright violators aggressively and seek all of the damages to which it is entitled.</p>	<p><b>MARAWOOD CONSTRUCTION SERVICES, INC.</b> DESIGNER • BUILDER • CONTRACTOR</p>	<p>2025 West Veterans Parkway Marshfield, WI 54449 Phone (715) 387-1256 Fax (715) 389-2158 www.marawood.com</p>
<p>Date: 6/19/2016 CAD File: See Plot Job No.: P16087 SHEET</p>	<p>Drawn By: J.A.K.</p>	<p>1 OF 2</p>	<p>Revisions: 1/ 6/16/2016 2/ 3/</p>



808876

CYNTHIA A. WISINSKI  
REGISTER OF DEEDS  
PORTAGE COUNTY  
STEVENS POINT, WI  
RECORDED ON  
07/24/2015 11:43 AMREC FEE: 30.00  
PAGES: 2  
FEE EXEMPT:

## RESOLUTION

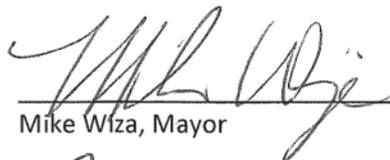
**[3324 CHURCH STREET (WATERWORKS CARWASH)]**

**BE IT RESOLVED** by the Common Council of the City of Stevens Point, Portage County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, the property located at **3324 Church Street (Parcel IDs 2308-04-3012-03)**, zoned "B-4" Commercial District, and described as LOT 2 CSM#101-1-101 BNG PRT SESW S4 T23 R8 802598, City of Stevens Point, Portage County, Wisconsin, is hereby granted a Conditional Use Permit for the purposes of operating a carwash and related activities as per the attached plans. The Conditional Use Permit is subject to the following conditions:

1. Southwest driveway shall be "exit only" and be signed and marked appropriately with the installation of curb or raised median.
2. If storage of refuse is proposed outside, all pertinent requirements including screening shall be met. Screening shall be of comparable materials of the primary building and approved by staff.
3. A formal landscaping plan shall be submitted identifying required screening. The landscape plan shall identify species, sizing, and quantity of landscape elements. Landscape areas further than 100 feet away from a water source will be required to be sprinklered.
4. If the existing building is removed on the site to the north, perimeter landscape screening, meeting ordinance requirements, shall be installed within one year.

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

Approved:

  
Mike Wiza, Mayor

Attest:

  
John Moe, City Clerk

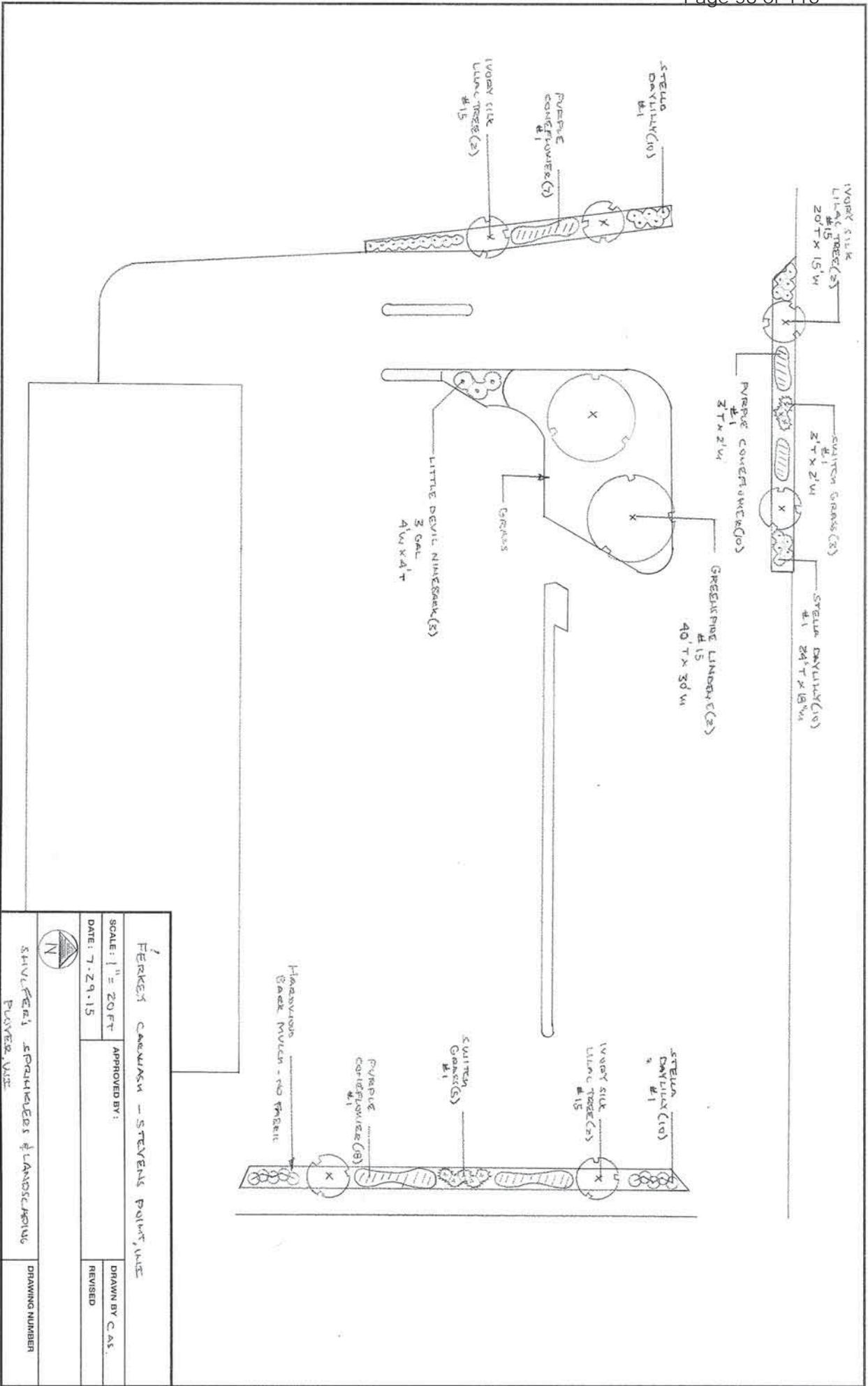
Dated: July 20, 2015

Adopted: July 20, 2015

Drafted by: Michael Ostrowski

Return to: City Clerk





<p>FERKES CAULANUM - STEVENS POINT, WIS</p>	
<p>SCALE: 1" = 20 FT</p>	<p>APPROVED BY:</p>
<p>DATE: 7-29-15</p>	<p>DRAWN BY: C.A.S.</p>
<p>SHILFER'S SPARKLEDES &amp; LANDSCAPING PUYER, WIS</p>	<p>REVISED</p>
<p>DRAWING NUMBER</p>	<p></p>

# Administrative Staff Report

## Conditional Use Permit Construct Apartments Frederick Street July 27, 2016



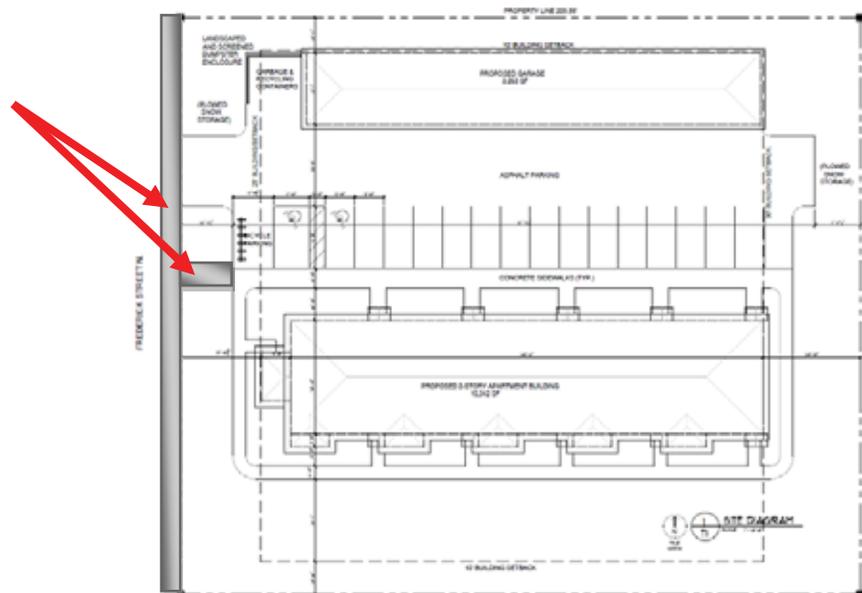
Department of Community Development  
1515 Strong's Avenue, Stevens Point, WI 54481  
Ph: (715) 346-1568 - Fax: (715) 346-1498

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Jeffrey Meyers</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Michael Ostrowski, Director <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li> <li>Kyle Kearns, Associate Planner <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>2408-29-2200-61</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"R-4" Multiple Family I Residence District</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Multi-Family</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 4 – Oberstadt</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Effective Frontage: 178 feet</li> <li>Effective Depth: 209 feet</li> <li>Square Footage: 37,308</li> <li>Acreage: 0.856</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Vacant</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.01(16) and 23.02(1)(f)</li> </ul>	<p><b>Request</b></p> <p>Request from Jeffrey Meyers for a conditional use permit to construct an apartment complex at an unaddressed property east of Frederick Street between John's Drive and North Point Drive (Parcel ID 2408-29-2200-61).</p> <p><b>Attachment(s)</b></p> <ol style="list-style-type: none"> <li>Application</li> <li>Site Plan</li> <li>Renderings</li> </ol> <p><b>Findings of Fact:</b></p> <ol style="list-style-type: none"> <li>The proposed request is to construct a 10-unit, 20-bedroom, 2-story apartment complex with an 11-stall detached garage.</li> <li>The property is zoned "R-4" Single Family Residence District.</li> <li>Multi-family is a conditional use within the district.</li> <li>nonfiction</li> </ol> <p><b>Staff Recommendation</b></p> <p>Based on the findings below, staff would recommend approval of the Conditional Use Permit to construct an apartment complex on Frederick Street with the following conditions:</p> <ol style="list-style-type: none"> <li>Applicable building codes shall be met and applicable permits obtained.</li> <li>Finishing materials found on the main building shall be incorporated into the detached garages on all facades. A revised plan shall be submitted and approved by Community Development Department staff.</li> <li>Two additional windows shall be added to the western façade as indicated to the right.</li> <li>The east elevation of the main building shall mimic the western façade in terms of façade materials and windows.</li> <li>A minimum of 25% of the façade shall be covered with masonry or</li> </ol>
---	---



decorative brick. EIFS may be considered to satisfy this requirement.

6. The eastern most parking stall shall be marked for "No Parking" and utilized as a turnaround stall in the event the open-air parking is full.
7. The driveway entrance shall be curbed.
8. Landscaping shall be added to fully screen the east side of the parking lot. The applicant shall submit an updated site plan identifying required landscaping, including adding some additional landscaping along the north, south and east side of the main building and to the north and east on the detached garage. If existing trees can be maintained on the north and east side of the garage, the requirement for additional landscaping can be removed. The plans shall be reviewed and approved by Community Development Department staff.
9. Sidewalks shall be installed on the entirety of the property abutting the street, meeting all applicable design requirements to be reviewed and approved by the director of public works. The sidewalks shall connect to the internal sidewalks.



10. The maximum number of units shall be 10, with a maximum number of 20 bedrooms.
11. Snow shall be removed from the site, or stored in a location that it will not negatively impact parking, vehicular circulation, or adjacent properties.
12. A lighting plan showing light intensity shall be submitted to be reviewed and approved by the Community Development Department.
13. The applicant shall pay the required park fee per unit to the City.
14. Minor modifications may be approved by staff.

# Vicinity Map



## Background

Jeffrey Meyers is proposing to construct a 10-unit, 20-bedroom, 2-story apartment building on Frederick Street. Each unit will offer 2-bedrooms and a single stall garage. Five units are proposed on the first floor with five also on the second floor. Furthermore, units will include furnished kitchens, full bathrooms, private entrances and walkout porches/patios. The main façade will consist of several unique architectural characteristics, along with masonry building materials. Further building details are below.

### 10-Unit Apartment Complex Details

- Two-Story
- 20 Bedrooms (2 bedroom/unit)
- 5 Units per floor
- 10 Single Stall Garages + 1 Double
- Parking: 17 Stalls (2 Handicap)
- Private Entrances
- Patios / Decks
- Total Square Feet: 10,230
- Finishing Materials: Masonry-stone veneer, cedar shake vinyl siding, vinyl siding, & shingled roof

## 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 current parcel is vacant. Multi-family apartments, townhouses and duplexes exist within the direct vicinity of the property. Specifically, apartments exist to the north and south, with duplexes to the east and west.

**Findings:** The establishment of this use should not be detrimental to the public, as the use will be located adjacent to multiple family uses. Furthermore, the proposed use and building mimic existing apartments within the neighborhood. A multiple family development seems to be the most appropriate use because of the surrounding uses.

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

**Analysis:** This area has a mix of multi-family and two-family uses. Multiple family primarily exists directly adjacent to the site on the north and south, whereas, duplexes exist to the east and west.

**Findings:** A multi-family apartment complex should not be injurious to the uses already existing and permitted in this area.

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

**Analysis:** The building will be located on one parcel nearly one acre in size that is primarily surrounded by development. A few vacant lots exist within the vicinity of the site.

**Findings:** Vacant property to the east and west is likely to develop as duplexes given the lot size, layout and surrounding development. The proposed project may promote additional development in the future near Frederick and West Streets. Note also that the developed property to the south, apartments, are owned by the applicant.

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

**Analysis:** The proposed building incorporates some architectural building elements such as dormers above entrances, patios, and porches, along with multiple façade materials and siding patterns. Multiple windows and doors along the façade exist as well (see attached renderings). Construction materials will include wood, stone veneer, vinyl cedar siding, vinyl siding, metal fascia, and concrete. Again, front entryways will have functional overhangs, under which will exist a concrete walk and landscaping.

**Findings:** There are a variety of architectural styles within this area, most however incorporate a two-story building design. The existing multi-family developments to the south are of a plain design that somewhat resembles the proposed building. While the applicant is proposing a similar style as the neighboring building, the finishing materials differ slightly. Several finishing and siding materials are proposed which assist in breaking up the long 150 foot façade. The property is larger than those within neighborhood and therefore the proposed

development is reflective of the property size. The proposed building size, finishing materials, including varying siding, and other building features should not be at variance with the surrounding buildings and should stand out. While the main building has several features and finishing materials, the detached garage seems lacking in the same materials and design. Therefore, staff would recommend that the same design and finishing materials found on the main building be incorporated into all façades of the detached garage. Furthermore, the east elevation of the main building should also incorporate all finishing materials.

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

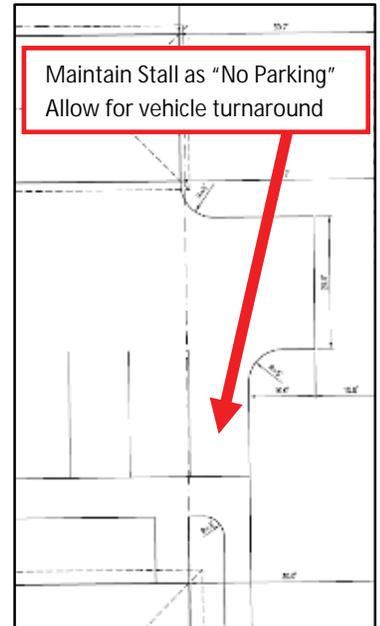
**Analysis:** Utilities exist on Frederick Street. A driveway is proposed off Frederick Street on the north side of the property to serve the development. The driveway provides immediate access to open-air parking or the proposed garages.

**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:** Ingress/Egress will occur on Frederick Street, via one driveway. The driveway is situated mid-block and on the north side of the property. No driveway exist across from the proposed site.

**Findings:** The driveway is an adequate distance from the adjacent intersections and should not cause congestion in this area. Staff would recommend however that the eastern most parking stall be marked for "No Parking" and utilized as a turnaround stall in the event the open-air parking is full. This will prevent vehicles on site from having to reverse out of the site potentially create a safety concern in the right-of-way. Staff would also recommend that the driveway entrance be curbed.



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

**Analysis:** The proposed use would be within the "R-4" Multiple Family I Residence District. This district is established to provide a medium density, mixed residential district intended to provide a transition between lower density detached housing areas and more intense non-residential land usage consistent with the City's Comprehensive Plan. The City's Comprehensive Plan identifies the area to develop as single family residential.

**Findings:** The proposed use is appropriate for the intent of the "R-4" district, as multi-family residential exists to the south and north, and two-family residential exists to the east and west. This standard is met.

**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:** Landscaping and parking lot screening requirements are not met. Lot size, parking, setbacks and other pertinent zoning requirements are met.

**Findings:** Perimeter trees are missing from the site and should be identified on the north and east side of the site. Furthermore, landscaping shall screen the east side of the parking area. Staff would recommend an

updated site plan be submitted, identifying the above requirements and outlining landscape species, to be reviewed by community development department staff.

- 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:** This request is for 10, two-bedroom units in one apartment complex, totaling 20 beds. Five adjacent multi-family use properties exist near the property in question. Two-family residential exists in the form of duplexes to the east and west.

**Findings:** Although several multi-family use properties exist within the vicinity, only one is of great intensity, located to the south on John's Drive. The majority are similar to the proposed building, offering detached garages or open-air parking and private entrances. Additionally, the property directly south has a very similar layout. While the majority of Frederick Street is multi-family developments, several of them are accessed from a private drive, and therefore are situated with the rear towards the street. Based on the findings above, and the property characteristics, staff does not feel that this proposal will create an over-concentration of high density living facilities within the immediate area. Again the property's surrounding uses, primarily less intense multi-family, still will most likely deter development of single-family homes on the property. Additionally, the size and shape of the parcel does not favor single-family development.

- 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.**

- a. **Parking should not be located in the front yard.**

**Analysis:** Parking is proposed on the north side of the site near the driveway, perpendicular with the road. Tenants will primarily park in the detached garages which exist north of the open-air parking stalls. Landscaping is proposed to adequately screen the parking stalls.

**Findings:** The applicant has indicated that positioning parking in the rear of the site would require the shifting of the building vertically (north and south) which limits the ability to provide a driveway. The view from the street is not entirely parking, but rather of both the buildings, and greenspace.

- b. **Parking should be visually screened from street view and from neighboring properties.**

**Analysis:** The plan provides for landscape screening along the parking lot, but not from neighboring lots.

**Findings:** Staff would recommend additional landscaping be added to the east side of the parking lot to provide full screening.

- c. **Building should face their main facade toward the street.**

**Analysis:** The building's main façade faces south, toward the existing multi-family development. The smallest façade faces the street, west, in addition to the west façade of the detached garage.

**Findings:** As stated previously, facing the primary building façade toward the street inhibits access to the site while meeting setbacks, without changing building design. The façades facing the street have several design elements and finishing materials to ensure improved aesthetics. In addition, windows



**Analysis:** The development takes access from Frederick Street via a single driveway. The driveway is located mid-block, over a hundred feet from intersections, and does not impede other driveways within the vicinity. Traffic on Frederick Street is minimal as only three properties have vehicular access. Snow storage is proposed on the east side of the parking area.

**Findings:** The separation from the streets intersections is sufficient enough. Staff would recommend that snow storage not impede parking or vehicular circulation on site.

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

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

**Analysis:** Utilities exist along Frederick Street to adequately serve the site, including fire hydrants to serve the fire department. Sidewalks are not proposed as part of the development.

**Findings:** Upon review of the adopted bicycle and pedestrian plan, sidewalks are not identified on Frederick Street in front of the proposed development. However, Chapter 30 – Building Code (30.02(j)(1)) identifies the following regarding sidewalks:

1. *No main building shall be erected without, prior to occupancy, having sidewalk installed along that part of any public street that fronts the lot boundaries required for the development. Such sidewalk installation requirement may be waived by the Building Inspector where there is no City plan for sidewalk installation.*

While sidewalks can be waived where no plan calls for them, Common Council has required sidewalks for recent developments, thereby setting a precedent for all new developments, especially ones near existing sidewalks. Therefore, staff would recommend the installation of sidewalks on the entirety of the property abutting the street. The sidewalks should connect to the internal sidewalks of the development. Sidewalk design shall be reviewed and approved by the director of Public Works.

**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:** The refuse enclosure is located on west side of the property adjacent to the detached garage and is proposed be fully screened with an 8 foot high wooden enclosure and some landscaping. The applicant has indicated that relocating the refuse storage on the east side of the site impedes snow storage and drainage, while also introduces the drive aisle to regular use of heavy truck which can decrease the longevity of the drive aisle.

**Findings:** Staff would recommend that the enclosure be of the same materials used on the main building, including the masonry and cedar shakes. As an alternative, the refuse containers could be located within a garage stall, which would eliminate the enclosure.

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

**Analysis:** The majority of lighting is building sconce lighting. Three light poles are proposed on the site, one of which exists close to the easterly property.

**Findings:** Staff would recommend the lighting plan be updated to include light intensity, to be reviewed and approved by Community Development Department staff.

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

**Analysis:** The request is for a multi-family residential use.

**Findings:** It is not anticipated that significant noise will be created with this request.

- 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.**

- a. **All site plans shall at a minimum meet the guidelines contained in the parking setback landscaping standards.**

**Analysis:** Site plan review has occurred in previous standards of review.

**Findings:** See the findings standards above.

- b. **In addition, at least one tree per dwelling unit shall be planted outside the parking screening area (minimum size of the tree at planting shall be 1.5 inch caliper)**

**Analysis:** The site is currently fully wooded.

**Findings:** Given the 10 unit apartment complex, 3 additional trees should be kept or planted on-site to meet this requirement. Staff would recommend these be added to the landscaping plan.

- c. **In addition, at least one plant for each 30 inches of building facing the street shall be planted. The size of the plants shall be a minimum of 18 inches at the time of planting. The planting may be relocated to other portions of the site.**

**Analysis:** Landscaping is proposed to screen the parking lot and on the west side of the apartment building and detached garage. No landscaping has been provided along the north, south, and east side of the buildings.

**Findings:** Given the standard above 37 plants shall be planted on site. While this number has been achieved, staff would recommend adding some vegetative landscaping along the north, south and east side of the main building and to the north and east on the detached garage. If existing trees can be maintained on the north and east side of the garage, the requirement for additional landscaping can be removed.

- d. **Adjustments to the above requirements may be made to recognize existing landscape elements preserved on the site.**

**Analysis:** The property is currently wooded.

**Findings:** Staff would recommend several trees be maintained on the site to act as a buffer between neighboring properties and improve on-site aesthetics.

## Photos

---



Development Site – Looking Northeast



Development Site & Neighboring Development



Neighboring Development (South)



Development Site – Looking Southeast



## APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

R# 1-67037  
\$250  
7-13-16

### ADMINISTRATIVE SUMMARY (Staff Use Only)

Application #		Date Submitted		Fee Required	250.00	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	PineWood Apartments LLC	Contact Name	Michael Mutz
Address	P.O. Box 746	Address	214 Willow St.
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Stevens Point, WI 54481
Telephone	(715) 340-8982	Telephone	(715) 340-8982
Fax	r	Fax	
Email	michael@mutz.us	Email	michael@mutz.us

### 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
240829220061		
Legal Description of Subject Property		
Lot 1 CSM # 7629-28-109EA Excluding Lot 1 CSM # 8955-37-35 BNG PRT NW NW 529 T24 R9 (688873) 689521 812987		
Designated Future Land Use Category		Current Use of Property
		Vacant Land - Commercial
Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
See Attached		

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

*See Attached*

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

*See Attached*

Current Zoning Surrounding Subject Property

North:	<i>Multi family</i>	South:	<i>Multi family</i>
East:	<i>Multi family</i>	West:	<i>Multi family</i>

Current Land Use Surrounding Subject Property

North:	<i>Assisted Living Center</i>	South:	<i>Multi family</i>
East:	<i>Vacant Lot</i>	West:	<i>Multi family</i>

EXHIBITS

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

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date

## **Pinewood Apartments LLC**

Addendum for Application for a Conditional Use Permit (City of Stevens Point, WI)

***Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development.***

The lot is currently a wooded vacant lot. The proposed development includes a 10 unit multifamily dwelling with 10 garage units. The garage building will also include a property maintenance unit for storage of items for maintaining the property. The units will consist of 2 bedrooms, a full bathroom, a half bath, kitchen and living room. Each unit will have a patio/balcony and in unit washer/dryer. The building will have 5 lower units and 5 upper units.

***How will the proposed development reinforce the existing or planned character of the neighborhood?***

The proposed development conforms to the current neighborhood. Most of the buildings in the neighborhood are multifamily residential dwellings. There is also an assisted living center directly to the north of the proposed development. The development's design is consistent with the neighboring buildings and will improve the effective age of the neighborhood. The development will be marketed to young professionals living in the area that have a desire for a newer dwelling but with close proximity to major business near downtown Stevens Point and to Sentry Insurance.

***Outline steps that will be taken to reduce any negative impacts on adjacent property.***

The proposed development should have no impact on adjacent properties because the adjacent properties are all multifamily buildings and of similar design to the proposed. The proposed should improve the quality of the neighborhood as the rents are going to be higher than the neighboring buildings and will be of quality construction.

During the construction process, the development will be using a well established builder that has extensive experience with commercial construction. The contractor will follow normal work schedules of Monday – Friday, with an occasional Saturday based on timelines. The schedule will minimize noise during construction for any resident in the area.

July 13, 2016

Pinewood Apartments LLC  
Mr. Michael Mutz  
P.O. Box 746  
Stevens Point, WI 54481

Mrs. Heidi Oberstadt  
City of Stevens Point Alderperson  
District 4  
1515 Strongs Ave.  
Stevens Point, WI 54481

COPY

Delivered via email:

Re: Multifamily Development on Frederick St. North

Dear Mrs. Oberstadt;

I am writing this letter to you as the Alderperson for District #4 of the city of Stevens Point to inform you that I am in the process of submitting an Application for Conditional Use Permit for the construction of a 10 unit apartment building to be located on Frederick St. North.

I currently own an 8 unit apartment building located at 417 Frederick St. North and the vacant lot directly to the north of this property. It is my desire to construct a 10 unit apartment building with a 10 unit garage building on this vacant lot. I have been in contact with Kyle Kerns of the City of Stevens Point to ensure that our development meets all of the code requirements for this lot and neighborhood location.

We are seeking your support for this development. The new development is consistent with the neighborhood use as multifamily dwellings. The building will be of similar design characteristics of the neighboring buildings and should enhance the aesthetics of the neighborhood as it will be new construction. The project will have rents in the target range of \$750-\$800 per unit per month which should bring young professionals to the neighborhood. We want to emphasize the project is not targeting student housing, although it may appeal to students attending the university or Mid-State campus in downtown Stevens Point.

We are also looking to enhance the tax base of the city. Currently, the vacant lot has an assessed value of \$40,000 with a 2015 tax base of just \$1,001.96. The cost to construct will be approximately \$800,000 which should result in a tax assessed value close to that amount. We estimate taxes after construction will be approximately \$10,000 annually, increasing the city's tax base by \$9,000.

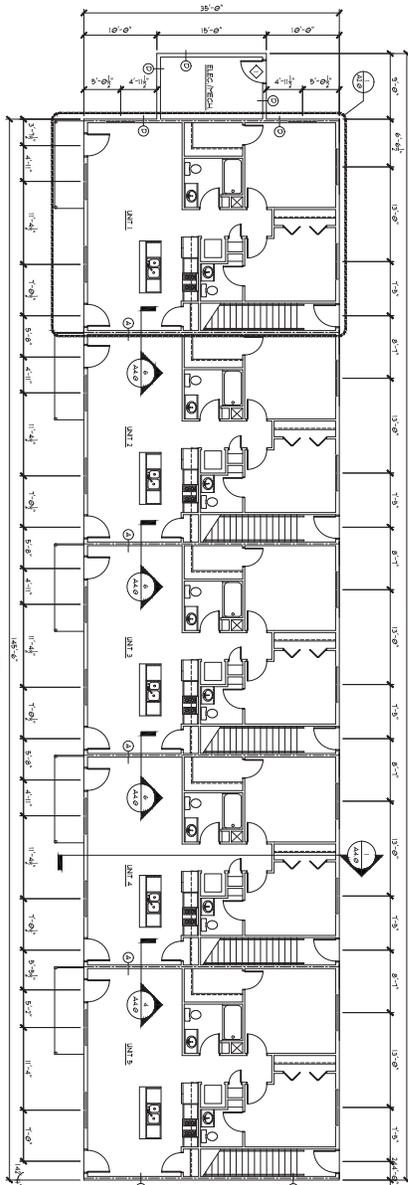
Should you have any questions regarding this development, please feel free to contact myself or my business partner Jeff Meyers (715) 409-6444 with any questions.

Sincerely,

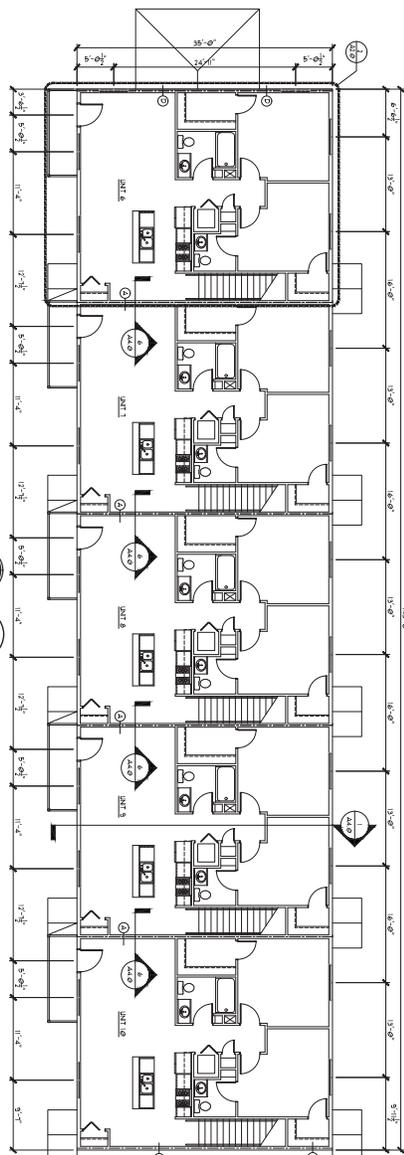


Pinewood Apartments, LLC  
Mr. Michael Mutz

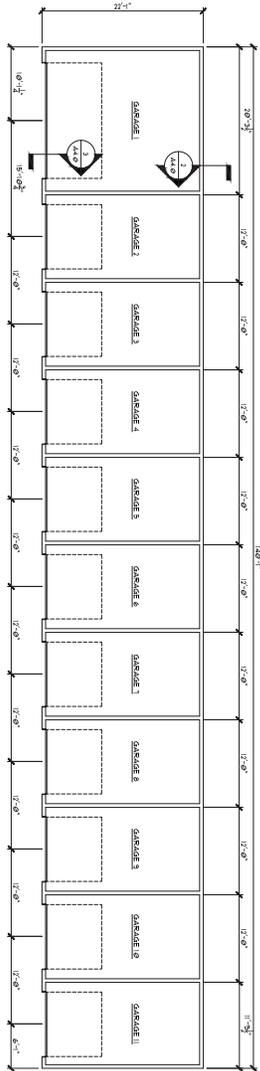




1 FIRST FLOOR PLAN  
SCALE: 1/8" = 1'-0"



2 SECOND FLOOR PLAN  
SCALE: 1/8" = 1'-0"



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

- WALL TYPES**
- ① 1/2" GATED FIBER PARTITION WITH 5/8" CORE OF SOLID 2x4'S IN LADDERED 2x10 CEILING WITH 5/8" INSULATION FLOORING OR ROCK WOOL (SEE 215 SH)
  - ② 1/2" GATED FIBER PARTITION, EACH SIDE OF 5/8" CORE OF SOLID 2x4'S IN LADDERED 2x10 CEILING WITH 5/8" INSULATION FLOORING OR ROCK WOOL (SEE 215 SH)
  - ③ NON-WATED INTERIOR PARTITION - 5/8" X 1/2" GATED CEILING INSULATION TO SUBFLOOR OF RAISED CEILING
  - ④ NON-WATED EXTERIOR WALL - 4" SOLID U.S. AIR MOORE AND 1/2" SOLID CORE FLOOR AT OUTSIDE OF WALLS & 1/2" SOLID CORE INTERIOR OF FLOOR JOIST
- WINDOW TYPES**
- ① 1/2" X 6" INTERIOR INSULATED WINDOW WITH 5/8" INSULATION
  - ② 1/2" X 6" INTERIOR INSULATED WINDOW WITH 5/8" INSULATION
  - ③ 1/2" X 6" INTERIOR INSULATED WINDOW WITH 5/8" INSULATION
  - ④ 1/2" X 6" INTERIOR INSULATED WINDOW WITH 5/8" INSULATION
  - ⑤ 1/2" X 6" INTERIOR INSULATED WINDOW WITH 5/8" INSULATION
  - ⑥ 1/2" X 6" INTERIOR INSULATED WINDOW WITH 5/8" INSULATION
  - ⑦ 1/2" X 6" INTERIOR INSULATED WINDOW WITH 5/8" INSULATION
  - ⑧ 1/2" X 6" INTERIOR INSULATED WINDOW WITH 5/8" INSULATION
  - ⑨ 1/2" X 6" INTERIOR INSULATED WINDOW WITH 5/8" INSULATION
  - ⑩ 1/2" X 6" INTERIOR INSULATED WINDOW WITH 5/8" INSULATION
  - ⑪ 1/2" X 6" INTERIOR INSULATED WINDOW WITH 5/8" INSULATION
- DOOR TYPES**
- ① 1/2" X 6" INTERIOR INSULATED
  - ② 1/2" X 6" INTERIOR INSULATED
  - ③ 1/2" X 6" INTERIOR INSULATED
  - ④ 1/2" X 6" INTERIOR INSULATED
  - ⑤ 1/2" X 6" INTERIOR INSULATED
  - ⑥ 1/2" X 6" INTERIOR INSULATED
  - ⑦ 1/2" X 6" INTERIOR INSULATED
  - ⑧ 1/2" X 6" INTERIOR INSULATED
  - ⑨ 1/2" X 6" INTERIOR INSULATED
  - ⑩ 1/2" X 6" INTERIOR INSULATED
  - ⑪ 1/2" X 6" INTERIOR INSULATED





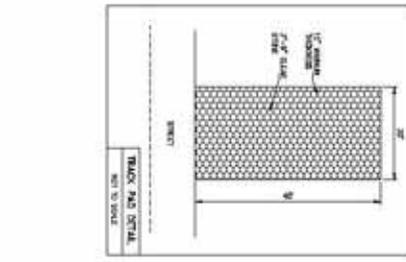
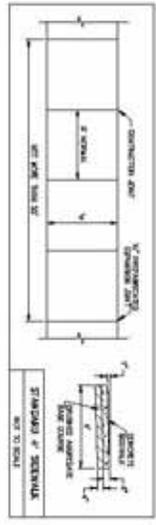
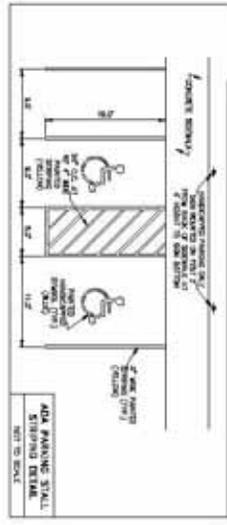
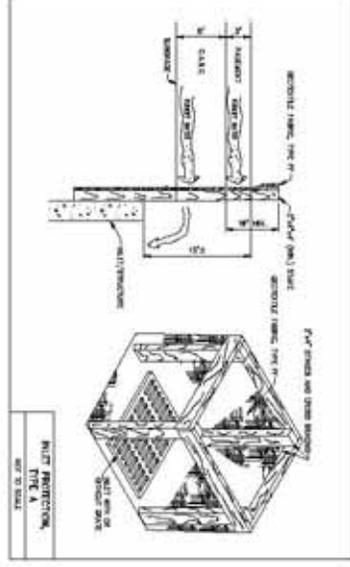
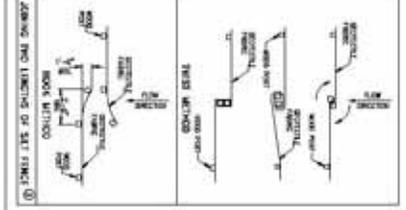
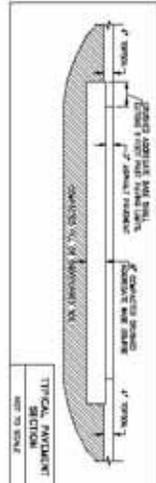
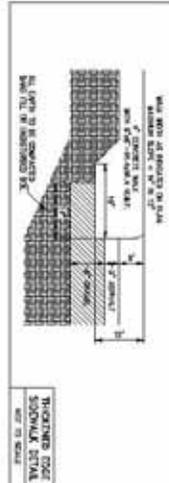
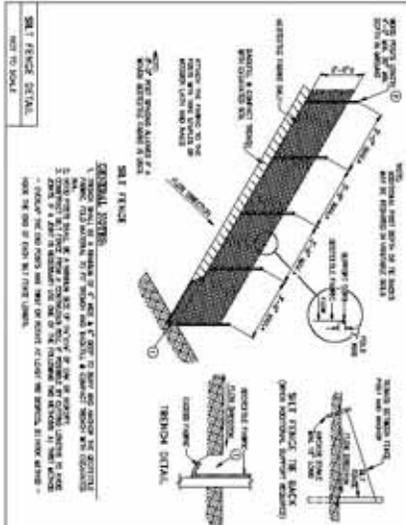
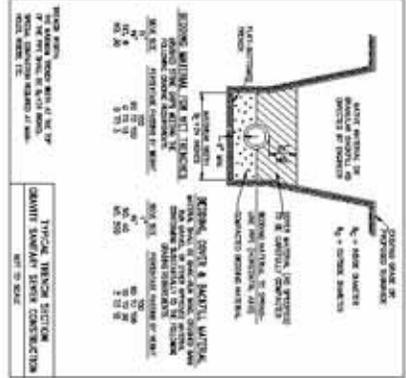
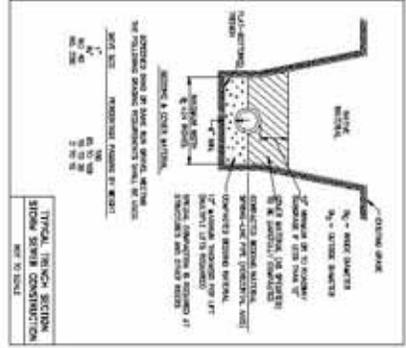
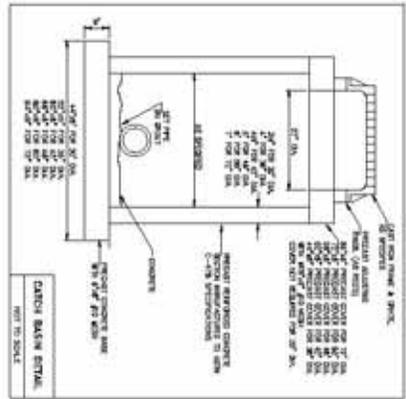
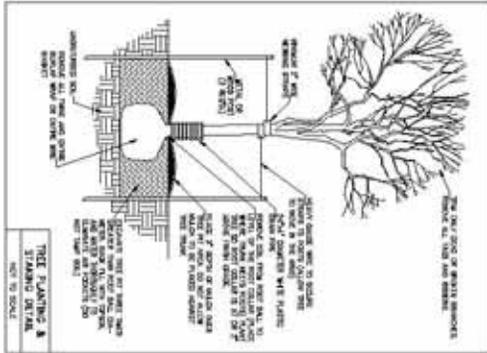
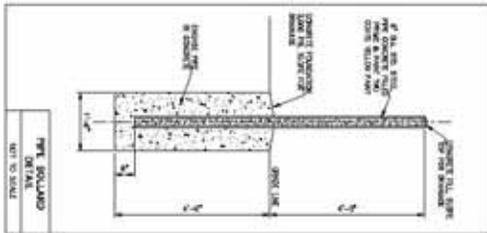








SCALE - SEE NOTES, UNLESS NOTED OTHERWISE



**PINWOOD APARTMENTS, LLC**  
**PINWOOD APARTMENTS**  
**FREDERICK STREET NORTH**  
**TYPICAL SECTIONS & DETAILS**

CLIENT: PINWOOD APARTMENTS, LLC  
 PROJECT NO: 19-048  
 DRAWING NO: 19-048-3-3  
 SHEET NO: 3 OF 3  
 DATE: 11/19/19

DESIGNED BY: J. L. VENTURA  
 CHECKED BY: J. L. VENTURA  
 DRAWN BY: J. L. VENTURA  
 DATE: 11/19/19

CONSTRUCTION: PINWOOD APARTMENTS, LLC  
 CONTRACT NO: 19-048-3-3  
 SHEET NO: 3 OF 3

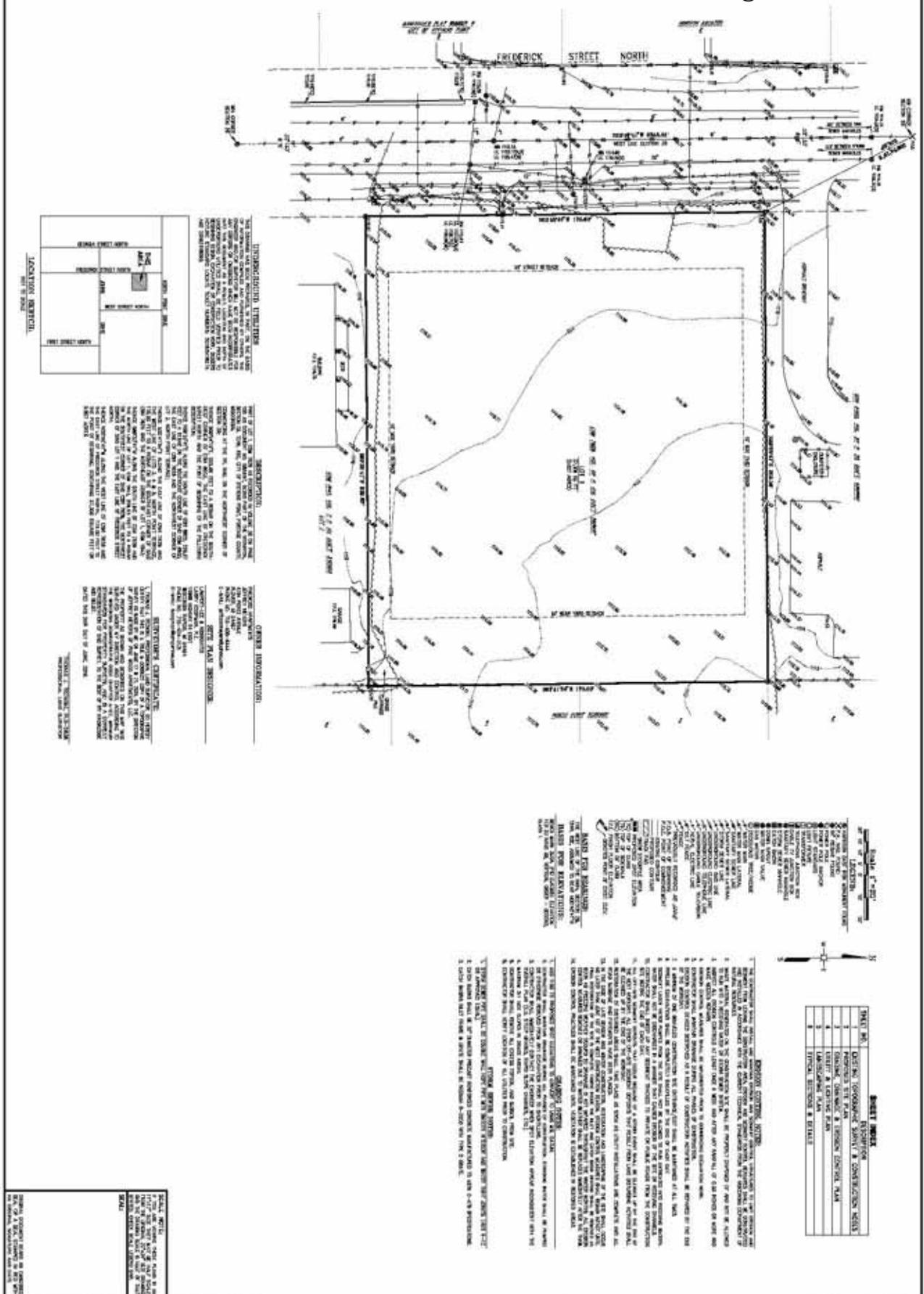
**EXP GROUP, INC.**  
**LAMPERT-LEE & ASSOCIATES**  
 ENGINEERS • SURVEYORS • PLANNERS

10000 State Hwy. 54 East • Woodstock, VA 24189-8776  
 715-424-3131 • FAX 715-423-8774

APP'D BY: J. L. VENTURA  
 DATE: 11/19/19

NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		

DATE: 05-11-2016 10:00:00 AM PLOT: 0000-C-1-020



**LOCATION MAP**

1000' NORTH	1000' EAST
1000' WEST	1000' SOUTH

**DESCRIPTION**

THIS SURVEY WAS CONDUCTED FOR THE PURPOSE OF PROVIDING A BASIS FOR THE DESIGN AND CONSTRUCTION OF THE PROPOSED APARTMENTS. THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE SURVEYING ACT AND THE RULES AND REGULATIONS OF THE BOARD OF SURVEYING AND MAPPING. THE SURVEY WAS CONDUCTED ON THE DATE INDICATED ABOVE AND THE RESULTS ARE SHOWN ON THIS DRAWING. THE SURVEY WAS CONDUCTED BY THE SURVEYOR AND THE RESULTS ARE SHOWN ON THIS DRAWING. THE SURVEY WAS CONDUCTED BY THE SURVEYOR AND THE RESULTS ARE SHOWN ON THIS DRAWING.

**GENERAL INFORMATION**

**CLIENT:** PINWOOD APARTMENTS, LLC  
**PROJECT:** PINWOOD APARTMENTS, LLC  
**DATE:** MAY 11, 2016  
**SCALE:** 1" = 20'  
**PROJECT NO.:** 16-0000-C-1-020

**LEGEND**

- SPOT HEIGHT
- CONTOUR
- UTILITY LINE
- PROPERTY LINE
- EASEMENT
- PROPOSED BUILDING FOOTPRINT
- PROPOSED DRIVEWAY
- PROPOSED WALKWAY
- PROPOSED LANDSCAPE
- PROPOSED FENCE
- PROPOSED SIGN
- PROPOSED LIGHT FIXTURE
- PROPOSED UTILITY POLE
- PROPOSED UTILITY BOX
- PROPOSED UTILITY VALVE
- PROPOSED UTILITY MANHOLE
- PROPOSED UTILITY TRENCH
- PROPOSED UTILITY DUCT
- PROPOSED UTILITY CONDUIT
- PROPOSED UTILITY CABLE
- PROPOSED UTILITY PIPE
- PROPOSED UTILITY DRAIN
- PROPOSED UTILITY VENT
- PROPOSED UTILITY RISER
- PROPOSED UTILITY DOWNSPOUT
- PROPOSED UTILITY GROUND
- PROPOSED UTILITY AIR
- PROPOSED UTILITY WATER
- PROPOSED UTILITY GAS
- PROPOSED UTILITY SEWER
- PROPOSED UTILITY TELEPHONE
- PROPOSED UTILITY CABLE TV
- PROPOSED UTILITY FIBER OPTIC
- PROPOSED UTILITY POWER
- PROPOSED UTILITY GROUNDING
- PROPOSED UTILITY BONDING
- PROPOSED UTILITY PROTECTIVE
- PROPOSED UTILITY IDENTIFICATION
- PROPOSED UTILITY MARKING
- PROPOSED UTILITY LABELING
- PROPOSED UTILITY RECORDING
- PROPOSED UTILITY ARCHIVING
- PROPOSED UTILITY PRESERVATION
- PROPOSED UTILITY RESTORATION
- PROPOSED UTILITY REPAIR
- PROPOSED UTILITY REPLACEMENT
- PROPOSED UTILITY REMOVAL
- PROPOSED UTILITY DESTRUCTION
- PROPOSED UTILITY DEMOLITION
- PROPOSED UTILITY DISPOSAL
- PROPOSED UTILITY RECYCLING
- PROPOSED UTILITY REUSE
- PROPOSED UTILITY REPAIR
- PROPOSED UTILITY REPLACEMENT
- PROPOSED UTILITY REMOVAL
- PROPOSED UTILITY DEMOLITION
- PROPOSED UTILITY DISPOSAL
- PROPOSED UTILITY RECYCLING
- PROPOSED UTILITY REUSE

**TABLE OF SPOT HEIGHTS**

POINT NO.	ELEVATION (FOOT)
1	100.00
2	100.00
3	100.00
4	100.00
5	100.00
6	100.00
7	100.00
8	100.00
9	100.00
10	100.00
11	100.00
12	100.00
13	100.00
14	100.00
15	100.00
16	100.00
17	100.00
18	100.00
19	100.00
20	100.00
21	100.00
22	100.00
23	100.00
24	100.00
25	100.00
26	100.00
27	100.00
28	100.00
29	100.00
30	100.00
31	100.00
32	100.00
33	100.00
34	100.00
35	100.00
36	100.00
37	100.00
38	100.00
39	100.00
40	100.00
41	100.00
42	100.00
43	100.00
44	100.00
45	100.00
46	100.00
47	100.00
48	100.00
49	100.00
50	100.00
51	100.00
52	100.00
53	100.00
54	100.00
55	100.00
56	100.00
57	100.00
58	100.00
59	100.00
60	100.00
61	100.00
62	100.00
63	100.00
64	100.00
65	100.00
66	100.00
67	100.00
68	100.00
69	100.00
70	100.00
71	100.00
72	100.00
73	100.00
74	100.00
75	100.00
76	100.00
77	100.00
78	100.00
79	100.00
80	100.00
81	100.00
82	100.00
83	100.00
84	100.00
85	100.00
86	100.00
87	100.00
88	100.00
89	100.00
90	100.00
91	100.00
92	100.00
93	100.00
94	100.00
95	100.00
96	100.00
97	100.00
98	100.00
99	100.00
100	100.00

<p><b>PINWOOD APARTMENTS, LLC</b></p> <p><b>PINWOOD APARTMENTS</b>  <b>FREDERICK STREET NORTH</b></p> <p><b>EXISTING TOPOGRAPHIC SURVEY &amp; CONSTRUCTION NOTES</b></p> <p>FILED BY: [NAME], 606 PLYMOUTH AVENUE, SUITE 100, FREDERICK, MD 21701          PART OF THE RECORD, SECTION 26, T24N, R20E, CITY OF STOWERS MOUNTAIN, POSTAGE COUNTY, MISSOURI</p>	<p><b>ESP GROUP, INC.</b>  <b>LAMPERT-LEE &amp; ASSOCIATES</b>          ENGINEERS • SURVEYORS • PLANNERS</p> <p>3008 State Hwy 54 East • Wheelock, MO 64884-8716          715-624-3131 • FAX 715-623-8774</p> <p>© 2016 BY ESP GROUP, INC. ALL RIGHTS RESERVED. REPRODUCED BY WRITER PERMISSION ONLY.</p>	<p><b>CLIENT:</b> PINWOOD APARTMENTS, LLC  <b>PROJECT:</b> PINWOOD APARTMENTS, LLC  <b>DATE:</b> MAY 11, 2016  <b>SCALE:</b> 1" = 20'  <b>PROJECT NO.:</b> 16-0000-C-1-020</p>	<p><b>TABLE OF SPOT HEIGHTS</b></p> <table border="1"> <thead> <tr> <th>POINT NO.</th> <th>ELEVATION (FOOT)</th> </tr> </thead> <tbody> <tr><td>1</td><td>100.00</td></tr> <tr><td>2</td><td>100.00</td></tr> <tr><td>3</td><td>100.00</td></tr> <tr><td>4</td><td>100.00</td></tr> <tr><td>5</td><td>100.00</td></tr> <tr><td>6</td><td>100.00</td></tr> <tr><td>7</td><td>100.00</td></tr> <tr><td>8</td><td>100.00</td></tr> <tr><td>9</td><td>100.00</td></tr> <tr><td>10</td><td>100.00</td></tr> <tr><td>11</td><td>100.00</td></tr> <tr><td>12</td><td>100.00</td></tr> <tr><td>13</td><td>100.00</td></tr> <tr><td>14</td><td>100.00</td></tr> <tr><td>15</td><td>100.00</td></tr> <tr><td>16</td><td>100.00</td></tr> <tr><td>17</td><td>100.00</td></tr> <tr><td>18</td><td>100.00</td></tr> <tr><td>19</td><td>100.00</td></tr> <tr><td>20</td><td>100.00</td></tr> <tr><td>21</td><td>100.00</td></tr> <tr><td>22</td><td>100.00</td></tr> <tr><td>23</td><td>100.00</td></tr> <tr><td>24</td><td>100.00</td></tr> <tr><td>25</td><td>100.00</td></tr> <tr><td>26</td><td>100.00</td></tr> <tr><td>27</td><td>100.00</td></tr> <tr><td>28</td><td>100.00</td></tr> <tr><td>29</td><td>100.00</td></tr> <tr><td>30</td><td>100.00</td></tr> <tr><td>31</td><td>100.00</td></tr> <tr><td>32</td><td>100.00</td></tr> <tr><td>33</td><td>100.00</td></tr> <tr><td>34</td><td>100.00</td></tr> <tr><td>35</td><td>100.00</td></tr> <tr><td>36</td><td>100.00</td></tr> <tr><td>37</td><td>100.00</td></tr> <tr><td>38</td><td>100.00</td></tr> <tr><td>39</td><td>100.00</td></tr> <tr><td>40</td><td>100.00</td></tr> <tr><td>41</td><td>100.00</td></tr> <tr><td>42</td><td>100.00</td></tr> <tr><td>43</td><td>100.00</td></tr> <tr><td>44</td><td>100.00</td></tr> <tr><td>45</td><td>100.00</td></tr> <tr><td>46</td><td>100.00</td></tr> <tr><td>47</td><td>100.00</td></tr> <tr><td>48</td><td>100.00</td></tr> <tr><td>49</td><td>100.00</td></tr> <tr><td>50</td><td>100.00</td></tr> <tr><td>51</td><td>100.00</td></tr> <tr><td>52</td><td>100.00</td></tr> <tr><td>53</td><td>100.00</td></tr> <tr><td>54</td><td>100.00</td></tr> <tr><td>55</td><td>100.00</td></tr> <tr><td>56</td><td>100.00</td></tr> <tr><td>57</td><td>100.00</td></tr> <tr><td>58</td><td>100.00</td></tr> <tr><td>59</td><td>100.00</td></tr> <tr><td>60</td><td>100.00</td></tr> <tr><td>61</td><td>100.00</td></tr> <tr><td>62</td><td>100.00</td></tr> <tr><td>63</td><td>100.00</td></tr> <tr><td>64</td><td>100.00</td></tr> <tr><td>65</td><td>100.00</td></tr> <tr><td>66</td><td>100.00</td></tr> <tr><td>67</td><td>100.00</td></tr> <tr><td>68</td><td>100.00</td></tr> <tr><td>69</td><td>100.00</td></tr> <tr><td>70</td><td>100.00</td></tr> <tr><td>71</td><td>100.00</td></tr> <tr><td>72</td><td>100.00</td></tr> <tr><td>73</td><td>100.00</td></tr> <tr><td>74</td><td>100.00</td></tr> <tr><td>75</td><td>100.00</td></tr> <tr><td>76</td><td>100.00</td></tr> <tr><td>77</td><td>100.00</td></tr> <tr><td>78</td><td>100.00</td></tr> <tr><td>79</td><td>100.00</td></tr> <tr><td>80</td><td>100.00</td></tr> <tr><td>81</td><td>100.00</td></tr> <tr><td>82</td><td>100.00</td></tr> <tr><td>83</td><td>100.00</td></tr> <tr><td>84</td><td>100.00</td></tr> <tr><td>85</td><td>100.00</td></tr> <tr><td>86</td><td>100.00</td></tr> <tr><td>87</td><td>100.00</td></tr> <tr><td>88</td><td>100.00</td></tr> <tr><td>89</td><td>100.00</td></tr> <tr><td>90</td><td>100.00</td></tr> <tr><td>91</td><td>100.00</td></tr> <tr><td>92</td><td>100.00</td></tr> <tr><td>93</td><td>100.00</td></tr> <tr><td>94</td><td>100.00</td></tr> <tr><td>95</td><td>100.00</td></tr> <tr><td>96</td><td>100.00</td></tr> <tr><td>97</td><td>100.00</td></tr> <tr><td>98</td><td>100.00</td></tr> <tr><td>99</td><td>100.00</td></tr> <tr><td>100</td><td>100.00</td></tr> </tbody> </table>	POINT NO.	ELEVATION (FOOT)	1	100.00	2	100.00	3	100.00	4	100.00	5	100.00	6	100.00	7	100.00	8	100.00	9	100.00	10	100.00	11	100.00	12	100.00	13	100.00	14	100.00	15	100.00	16	100.00	17	100.00	18	100.00	19	100.00	20	100.00	21	100.00	22	100.00	23	100.00	24	100.00	25	100.00	26	100.00	27	100.00	28	100.00	29	100.00	30	100.00	31	100.00	32	100.00	33	100.00	34	100.00	35	100.00	36	100.00	37	100.00	38	100.00	39	100.00	40	100.00	41	100.00	42	100.00	43	100.00	44	100.00	45	100.00	46	100.00	47	100.00	48	100.00	49	100.00	50	100.00	51	100.00	52	100.00	53	100.00	54	100.00	55	100.00	56	100.00	57	100.00	58	100.00	59	100.00	60	100.00	61	100.00	62	100.00	63	100.00	64	100.00	65	100.00	66	100.00	67	100.00	68	100.00	69	100.00	70	100.00	71	100.00	72	100.00	73	100.00	74	100.00	75	100.00	76	100.00	77	100.00	78	100.00	79	100.00	80	100.00	81	100.00	82	100.00	83	100.00	84	100.00	85	100.00	86	100.00	87	100.00	88	100.00	89	100.00	90	100.00	91	100.00	92	100.00	93	100.00	94	100.00	95	100.00	96	100.00	97	100.00	98	100.00	99	100.00	100	100.00	<p><b>REVISIONS</b></p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td></td> <td></td> </tr> <tr> <td>9</td> <td></td> <td></td> </tr> <tr> <td>10</td> <td></td> <td></td> </tr> </tbody> </table>	NO.	DATE	DESCRIPTION	1			2			3			4			5			6			7			8			9			10		
				POINT NO.	ELEVATION (FOOT)																																																																																																																																																																																																																																										
1	100.00																																																																																																																																																																																																																																														
2	100.00																																																																																																																																																																																																																																														
3	100.00																																																																																																																																																																																																																																														
4	100.00																																																																																																																																																																																																																																														
5	100.00																																																																																																																																																																																																																																														
6	100.00																																																																																																																																																																																																																																														
7	100.00																																																																																																																																																																																																																																														
8	100.00																																																																																																																																																																																																																																														
9	100.00																																																																																																																																																																																																																																														
10	100.00																																																																																																																																																																																																																																														
11	100.00																																																																																																																																																																																																																																														
12	100.00																																																																																																																																																																																																																																														
13	100.00																																																																																																																																																																																																																																														
14	100.00																																																																																																																																																																																																																																														
15	100.00																																																																																																																																																																																																																																														
16	100.00																																																																																																																																																																																																																																														
17	100.00																																																																																																																																																																																																																																														
18	100.00																																																																																																																																																																																																																																														
19	100.00																																																																																																																																																																																																																																														
20	100.00																																																																																																																																																																																																																																														
21	100.00																																																																																																																																																																																																																																														
22	100.00																																																																																																																																																																																																																																														
23	100.00																																																																																																																																																																																																																																														
24	100.00																																																																																																																																																																																																																																														
25	100.00																																																																																																																																																																																																																																														
26	100.00																																																																																																																																																																																																																																														
27	100.00																																																																																																																																																																																																																																														
28	100.00																																																																																																																																																																																																																																														
29	100.00																																																																																																																																																																																																																																														
30	100.00																																																																																																																																																																																																																																														
31	100.00																																																																																																																																																																																																																																														
32	100.00																																																																																																																																																																																																																																														
33	100.00																																																																																																																																																																																																																																														
34	100.00																																																																																																																																																																																																																																														
35	100.00																																																																																																																																																																																																																																														
36	100.00																																																																																																																																																																																																																																														
37	100.00																																																																																																																																																																																																																																														
38	100.00																																																																																																																																																																																																																																														
39	100.00																																																																																																																																																																																																																																														
40	100.00																																																																																																																																																																																																																																														
41	100.00																																																																																																																																																																																																																																														
42	100.00																																																																																																																																																																																																																																														
43	100.00																																																																																																																																																																																																																																														
44	100.00																																																																																																																																																																																																																																														
45	100.00																																																																																																																																																																																																																																														
46	100.00																																																																																																																																																																																																																																														
47	100.00																																																																																																																																																																																																																																														
48	100.00																																																																																																																																																																																																																																														
49	100.00																																																																																																																																																																																																																																														
50	100.00																																																																																																																																																																																																																																														
51	100.00																																																																																																																																																																																																																																														
52	100.00																																																																																																																																																																																																																																														
53	100.00																																																																																																																																																																																																																																														
54	100.00																																																																																																																																																																																																																																														
55	100.00																																																																																																																																																																																																																																														
56	100.00																																																																																																																																																																																																																																														
57	100.00																																																																																																																																																																																																																																														
58	100.00																																																																																																																																																																																																																																														
59	100.00																																																																																																																																																																																																																																														
60	100.00																																																																																																																																																																																																																																														
61	100.00																																																																																																																																																																																																																																														
62	100.00																																																																																																																																																																																																																																														
63	100.00																																																																																																																																																																																																																																														
64	100.00																																																																																																																																																																																																																																														
65	100.00																																																																																																																																																																																																																																														
66	100.00																																																																																																																																																																																																																																														
67	100.00																																																																																																																																																																																																																																														
68	100.00																																																																																																																																																																																																																																														
69	100.00																																																																																																																																																																																																																																														
70	100.00																																																																																																																																																																																																																																														
71	100.00																																																																																																																																																																																																																																														
72	100.00																																																																																																																																																																																																																																														
73	100.00																																																																																																																																																																																																																																														
74	100.00																																																																																																																																																																																																																																														
75	100.00																																																																																																																																																																																																																																														
76	100.00																																																																																																																																																																																																																																														
77	100.00																																																																																																																																																																																																																																														
78	100.00																																																																																																																																																																																																																																														
79	100.00																																																																																																																																																																																																																																														
80	100.00																																																																																																																																																																																																																																														
81	100.00																																																																																																																																																																																																																																														
82	100.00																																																																																																																																																																																																																																														
83	100.00																																																																																																																																																																																																																																														
84	100.00																																																																																																																																																																																																																																														
85	100.00																																																																																																																																																																																																																																														
86	100.00																																																																																																																																																																																																																																														
87	100.00																																																																																																																																																																																																																																														
88	100.00																																																																																																																																																																																																																																														
89	100.00																																																																																																																																																																																																																																														
90	100.00																																																																																																																																																																																																																																														
91	100.00																																																																																																																																																																																																																																														
92	100.00																																																																																																																																																																																																																																														
93	100.00																																																																																																																																																																																																																																														
94	100.00																																																																																																																																																																																																																																														
95	100.00																																																																																																																																																																																																																																														
96	100.00																																																																																																																																																																																																																																														
97	100.00																																																																																																																																																																																																																																														
98	100.00																																																																																																																																																																																																																																														
99	100.00																																																																																																																																																																																																																																														
100	100.00																																																																																																																																																																																																																																														
NO.	DATE	DESCRIPTION																																																																																																																																																																																																																																													
1																																																																																																																																																																																																																																															
2																																																																																																																																																																																																																																															
3																																																																																																																																																																																																																																															
4																																																																																																																																																																																																																																															
5																																																																																																																																																																																																																																															
6																																																																																																																																																																																																																																															
7																																																																																																																																																																																																																																															
8																																																																																																																																																																																																																																															
9																																																																																																																																																																																																																																															
10																																																																																																																																																																																																																																															
<p><b>APPROVED FOR CONSTRUCTION:</b></p> <p>_____          PINWOOD APARTMENTS, LLC</p> <p><b>APPROVED FOR RECORD:</b></p> <p>_____          LAMPERT-LEE &amp; ASSOCIATES</p>	<p><b>DATE:</b> MAY 11, 2016  <b>SCALE:</b> 1" = 20'  <b>PROJECT NO.:</b> 16-0000-C-1-020</p>																																																																																																																																																																																																																																														







# 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: 7/27/2016

Re: Request from the City of Stevens Point to vacate and discontinue a public street, a portion of Worth Court, specifically the western portion of cul-de-sac.

With the construction of Skyward's corporate headquarters on E.M. Copps Drive, a traffic impact analysis (TIA) was done due to the increased amount of expected traffic. The TIA revealed that the intersection referenced above cannot support signals given the grade over the railroad overpass. Therefore, City staff has pursued extending Worth Court south to intersect with Clem's Way where signals exist at the intersection of County Road R. The extension and Certified Survey Map for the new right-of-way have been approved by Common Council. In addition, the City's Official Street map was amended to include the extension. With the extension, a portion of the right-of-way has to be vacated. The vacated portion is identified on the amendment and will be deeded to the neighboring property owner. The vacation requires a class three notice (see attached) and the public hearing at the Common Council meeting. Plan Commission as a review body shall make a recommendation to the Common Council regarding the vacation. Note also that an introductory resolution was provided previously regarding the item per state statutes. Please reference the attached maps and documents.

Staff would recommend approving the Worth Court cul-de-sac vacation as identified on the attachments.

**RESOLUTION VACATING A PUBLIC STREET**

**BE IT RESOLVED** by the Common Council of the City of Stevens Point that pursuant to Section 66.1003(4) (a) of the Wisconsin Statutes, the following described public street or a portion thereof is hereby introduced declaring that it is in the public interest that the public way be vacated and discontinued.

**WORTH COURT  
WEST PORTION OF CUL-DE-SAC**

The legal description is attached hereto as Exhibit 'A' and a scale map is attached hereto as Exhibit 'B' and shall become part of this resolution.

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1003 (4) (a) of Wis. Stats. no discontinuance may result in a landlocked parcel of property and,

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1003 (4) (b) of Wis. Stats. a hearing on the passage of a resolution under Section 66.1003 (4) (a) of Wis. Stats. shall be set by the Common Council on a date which shall not be less than 40-days after the date this resolution is introduced. Notice of the hearing shall be given as provided in s. 66.1003 (4) (b) and,

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1003 (8) (b) of Wis. Stats. this resolution shall be published as a Class 3 notice under ch. 985 of Wisconsin Statutes and,

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1003 (9) of Wis. Stats. in proceedings under this section, s. 840.11 shall be considered as part of the proceedings, a Lis Pendens, as provided in s. 840.10, containing the person's name and a brief statement of the object thereof and a map and description of the land to be affected shall be filed with the Portage County Register of Deeds and,

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1003 (8) (a) of Wis. Stats. upon introduction of this resolution, the City Clerk shall deliver a copy of the resolution to the Secretary of Transportation when the public way is within one-quarter mile of a state trunk highway or connecting highway and,

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1005 (1) of Wis. Stats. title of said vacated portion shall belong to the owner or owners of the adjoining lands and,

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1005 (2) (a) of Wis. Stats. all easements and rights incidental to the easements that belong to any county, school district, town, village, city, utility, or person that relate to any underground or overground structures, improvements, or services and all right of entrance, maintenance, construction, and repair of the structures, improvements, or services shall continue and,

**BE IT FURTHER RESOLVED** that the City Clerk shall file a copy of the resolution with the Portage County Register of Deeds and,

**BE IT FURTHER RESOLVED** that the Official Street Map shall be amended to delete the above vacated street or a portion thereof.

APPROVED:   
Mike Wiza, Mayor

APPROVED:   
John Moe, City Clerk

Dated: 5/16/16  
Passed: 5/16/16

## EXHIBIT 'A'

### WORTH COURT VACATION WEST PORTION OF CUL-DE-SAC

All of Portage County Certified Survey Map Number 8067-31-47 and part of Lot 2 of Portage County Certified Survey Map Number 7838-29-118 located in the Southeast Quarter of the Northeast Quarter of Section 2, Township 23, North, Range 8 East, City of Stevens Point, Portage County, Wisconsin, described more particularly as follows:

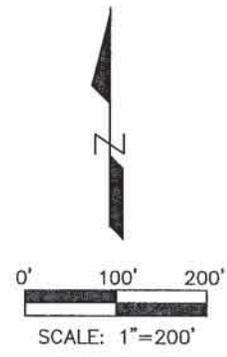
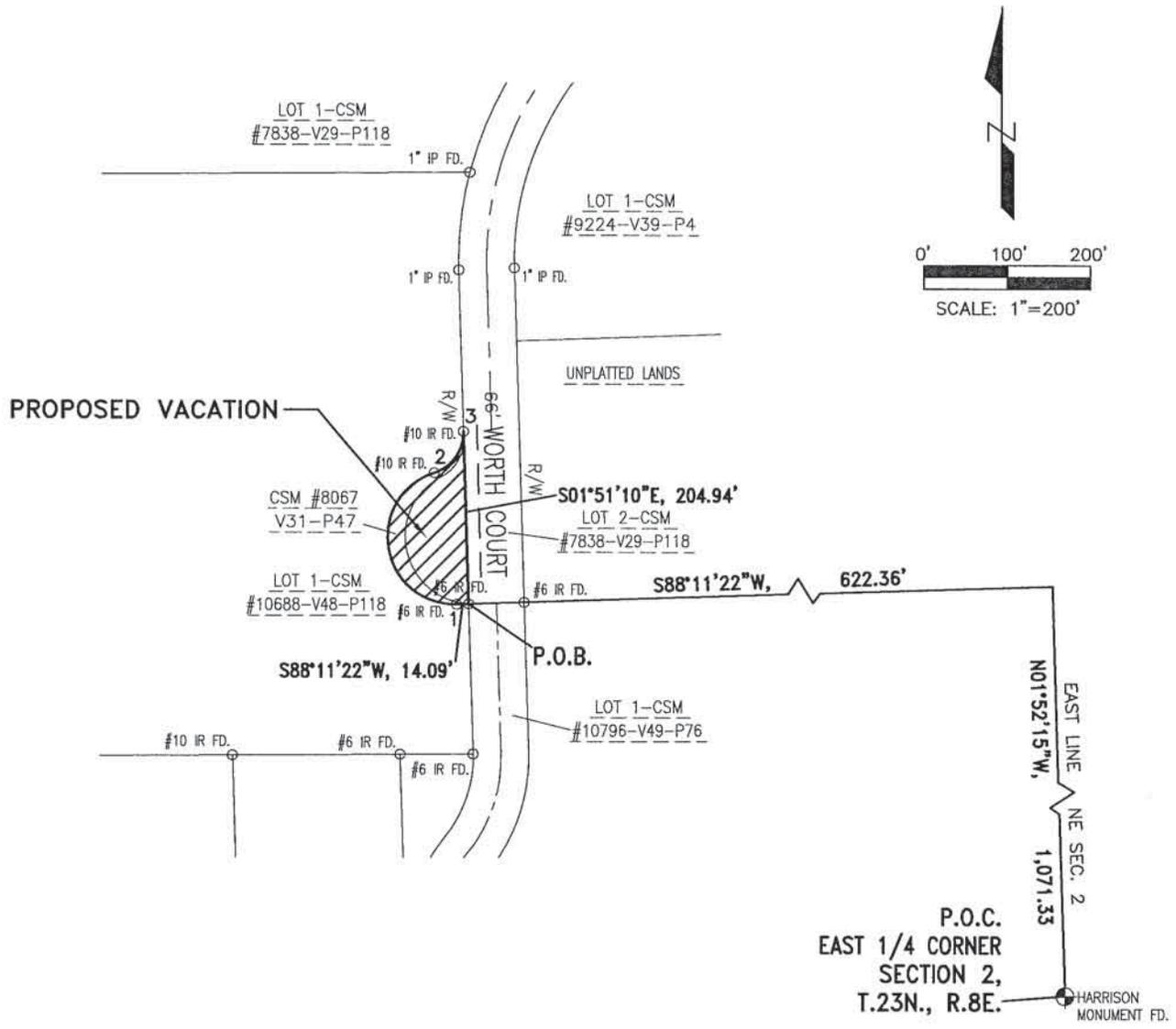
Commencing at the east quarter corner of said Section 2; thence North 01 degree 52 minutes 15 seconds West along the east line of said Northeast Quarter of Section 2 a distance of 1,071.33 feet; thence South 88 degrees 11 minutes 22 seconds West 622.36 feet to the **point of beginning**; thence continuing South 88 degrees 11 minutes 22 seconds West 14.09 feet; thence northwesterly 228.84 feet along the arc of a 80.00 foot radius curve, tangent with the last described course, center to the east, the chord bears North 09 degrees 51 minutes 48 seconds West 158.42 feet; thence northeasterly 64.52 feet along the arc of a 50.00 foot radius curve, tangent with the last described course, center to the west, the chord bears North 35 degrees 06 minutes 57 seconds East 60.14 feet; thence South 01 degree 51 minutes 10 seconds East 204.94 feet to the **point of beginning** there terminating.

# EXHIBIT 'B'

## WORTH COURT VACATION WEST PORTION OF CUL-DE-SAC

### CURVE DATA

CURVE NO.	RADIUS	CHORD BEARING	CHORD LENGTH	ARC LENGTH	CENTRAL ANGLE	TANGENT BEARING
1-2	80.00'	N09°51'48"W	158.42'	228.84'	163°53'40"	S88°11'22"W N72°05'02"E
2-3	50.00'	N35°06'57"E	60.14'	64.52'	73°56'11"	N72°05'02"E S01°51'10"E



**RESOLUTION VACATING A PUBLIC STREET**

**WHEREAS**, this resolution was introduced before the Common Council of the City of Stevens Point on May 16, 2016, pursuant to Section 66.1003(4) of the Wis. Stats. and,

**WHEREAS**, the Notice provisions of Section 66.1003 (8) have been complied with and,

**WHEREAS**, a Lis Pendens was filed pursuant to Section 840.11 of the Wis. Stats. in the Office of the Register of Deeds for Portage County and,

**WHEREAS**, a copy of the resolution was delivered to the Secretary of Transportation and,

**WHEREAS**, a public hearing was held on August 15, 2016 at which time all persons of interest were heard and,

**WHEREAS**, the Common Council finds that it is in the public interest to vacate such street or portion thereof and,

**NOW THEREFORE, BE IT RESOLVED** by the Common Council of the City of Stevens Point that the following street or a portion thereof hereinafter described in and marked Exhibit 'A' and a scale map marked Exhibit 'B' is attached hereto and made a part of this document is hereby vacated and discontinued:

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1005 (1) of Wis. Stats., title of said vacated port shall belong to the owner or owners of the adjoining lands and,

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1005 (2) (a) of Wis. Stats., all easements and rights incidental to the easements that belong to any county, school district, town, village, city, utility, or person that relate to any underground or overground structures, improvements, or services and all right of entrance, maintenance, construction, and repair of the structures, improvements, or services shall continue and,

**BE IT FURTHER RESOLVED** that the City Clerk shall file a copy of the resolution with the Portage County Register of Deeds and,

**BE IT FURTHER RESOLVED** that the Official Street Map shall be amended to delete the above vacated street or a portion thereof.

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

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

Dated: August 15, 2016  
Adopted: August 15, 2016

Drafted by:  
Pat Fuehrer  
Engineering Division  
City of Stevens Point

Return to:  
City Clerk

## EXHIBIT 'A'

### WORTH COURT VACATION WEST PORTION OF CUL-DE-SAC

All of Portage County Certified Survey Map Number 8067-31-47 and part of Lot 2 of Portage County Certified Survey Map Number 7838-29-118 located in the Southeast Quarter of the Northeast Quarter of Section 2, Township 23, North, Range 8 East, City of Stevens Point, Portage County, Wisconsin, described more particularly as follows:

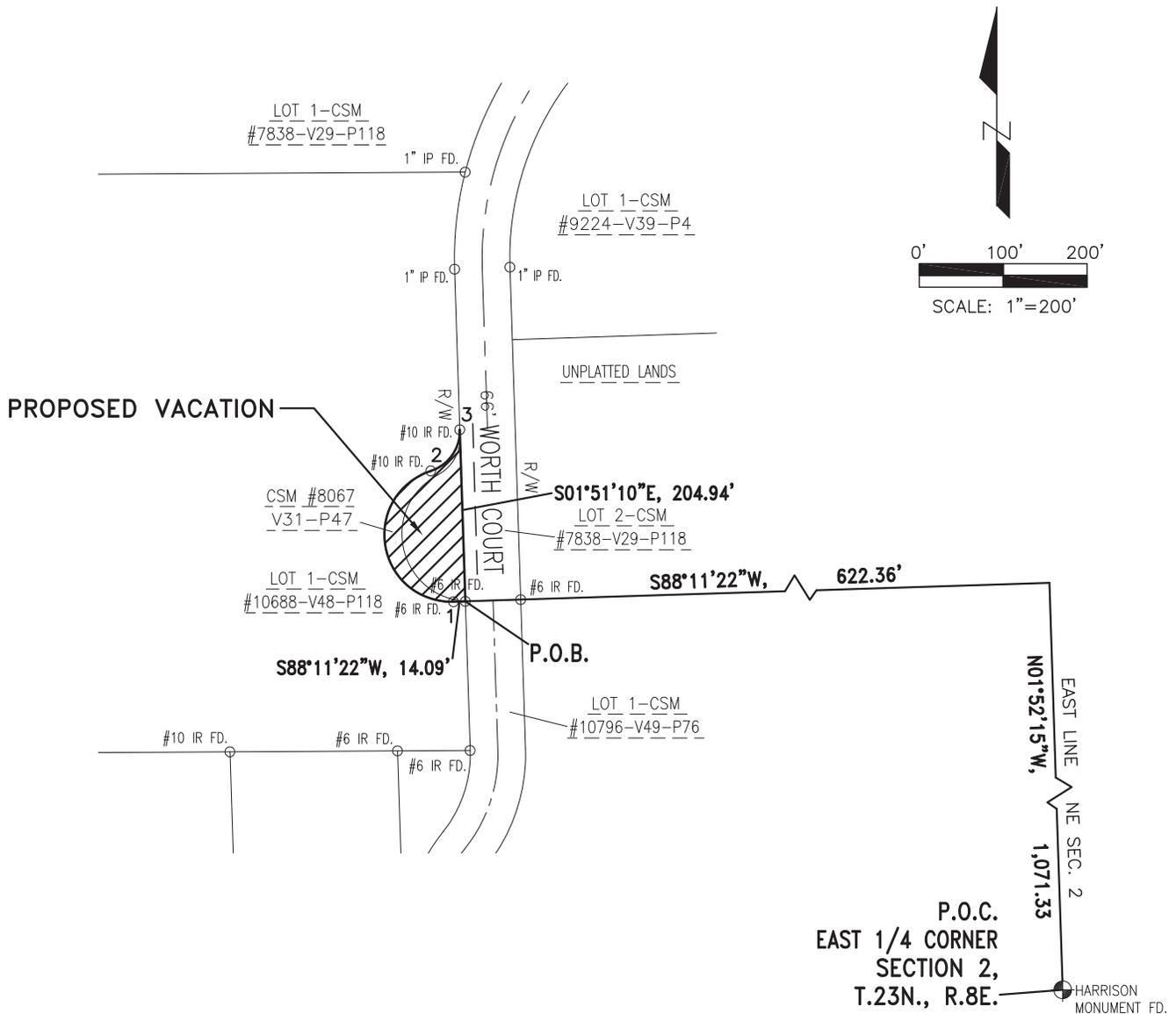
Commencing at the east quarter corner of said Section 2; thence North 01 degree 52 minutes 15 seconds West along the east line of said Northeast Quarter of Section 2 a distance of 1,071.33 feet; thence South 88 degrees 11 minutes 22 seconds West 622.36 feet to the **point of beginning**; thence continuing South 88 degrees 11 minutes 22 seconds West 14.09 feet; thence northwesterly 228.84 feet along the arc of a 80.00 foot radius curve, tangent with the last described course, center to the east, the chord bears North 09 degrees 51 minutes 48 seconds West 158.42 feet; thence northeasterly 64.52 feet along the arc of a 50.00 foot radius curve, tangent with the last described course, center to the west, the chord bears North 35 degrees 06 minutes 57 seconds East 60.14 feet; thence South 01 degree 51 minutes 10 seconds East 204.94 feet to the **point of beginning** there terminating.

# EXHIBIT 'B'

## WORTH COURT VACATION WEST PORTION OF CUL-DE-SAC

### CURVE DATA

CURVE NO.	RADIUS	CHORD BEARING	CHORD LENGTH	ARC LENGTH	CENTRAL ANGLE	TANGENT BEARING
1-2	80.00'	N09°51'48"W	158.42'	228.84'	163°53'40"	S88°11'22"W N72°05'02"E
2-3	50.00'	N35°06'57"E	60.14'	64.52'	73°56'11"	N72°05'02"E S01°51'10"E



Plan Staff

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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



# Memo

## City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

Date: 7/27/2016

Re: Request from Frank Minervini to vacate and discontinue a 20-foot alley south of Miller Court and north of Center Street between and parallel with Michigan Avenue and Welsby Avenue.

The applicant and adjacent property owner, Frank Minervini, is requesting to vacate and discontinue a 20-foot alley south of Miller Court (see map below). Furthermore, the applicant owns property west of the alley and maintains the alley as it directly accesses his property. He has petitioned the surrounding property owners and received several signatures required for the vacation.

Upon review, staff has identified that an extension of Miller Court would be very unlikely as it would not provide significant benefits to the area, other than an alternative access point. If an extension of Miller Court would happen, it would require the taking of portions of several properties and potentially the demolition of structures. Therefore, staff would recommend approving the alley vacation south of Miller Court cul-de-sac as identified on the attachments. The vacation would then result in the deeding of property to the adjacent land owners. If vacated, staff would also recommend the official street map be amended to reflect the change.



View From Miller Court – Looking South



View From Center Street – Looking North





City of Stevens Point  
Community Development Department

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

*Street Vacation*  
**APPLICATION FOR A SITE PLAN REVIEW**

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

*R# 1-66931  
7-6-16 250*

**ADMINISTRATIVE SUMMARY (Staff Use Only)**

Application #	Date Submitted	Fee Required	Fee Paid
Associated Applications (if any)	Assigned Case Manager	250 <sup>00</sup>	
Pre-Application Conference Date	Minor Site Plan <input type="checkbox"/>	Major Site Plan <input type="checkbox"/>	

**APPLICANT/CONTACT INFORMATION**

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/> )	
Applicant Name		Contact Name	
Address		Address	
City, State, Zip		City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

**OWNERSHIP INFORMATION**

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input type="checkbox"/> )		PROPERTY OWNER OF RECORD 2 INFORMATION (If Needed)	
Owner's Name	Frank Minervini	Owner's Name	
Address	2424 Center St	Address	
City, State, Zip	Stevens Point, 54481	City, State, Zip	
Telephone	608-215-7663	Telephone	
Fax		Fax	
Email	Minervini5269@yahoo.com	Email	

**PROJECT SUMMARY**

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Legal Description of Subject Property		
<i>See attached</i>		
Area of Subject Property (Acres/Sq Ft)		
Current Zoning District(s)		

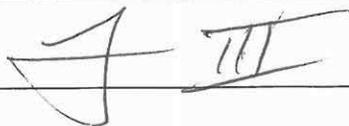
Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
Describe land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
<p>Vacation of property (alley way) next to 2424 Center Street. Please see attached paperwork,</p>		
Current Zoning Surrounding Subject Property		
North:		South:
East:		West:
Current Land Use Surrounding Subject Property		
North:		South:
East:		West:

**EXHIBITS**

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

**CERTIFICATION AND SIGNATURE**

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	7/6/16		7/6/16

**PETITION FOR VACATING A PUBLIC ALLEY**

To: Mayor and Common Council of the City of Stevens Point, Wisconsin.

We, Nancy L. Hudy as owner of Lot 1 of Certified Survey Map No. 5810-21-126 also known as 2500 Center Street; Frank Minervini III as owner of the East 60 feet of Lot 7 and the East 60 feet of the South One-half of Lot 8 in Block 10 of Central Addition to the City of Stevens Point and that part of Center Street now vacated also known as 2424 Center Street; Ryan R. and Melanie J. Gilles as owners of Lot 10 in Block 2 of Miller's Subdivision also known as 1841 Miller Court; and the Stevens Point Housing Authority as owner of Lot 9 in Block 1 of Miller's Subdivision also known as 1916 Miller Court in the Northeast Quarter (NE ¼) of the Southwest Quarter (SW ¼) of Section 33, Township 24 North, Range 8 East in the City of Stevens Point, Portage County, Wisconsin comprise all of the owners abutting a 20-foot public alley, do hereby petition the Common Council of the City of Stevens Point to discontinue and vacate all that part of said 20-foot public alley lying South of the right of way or cul-de-sac of Miller Court and the north right of way line of Center Street as shown on the attached Exhibit A. This petition is made pursuant to Section 66.1003 (3) of Wis. Stats.

We, as owners represent 100% of the frontage of the lots and lands abutting upon the public way sought to be discontinued.

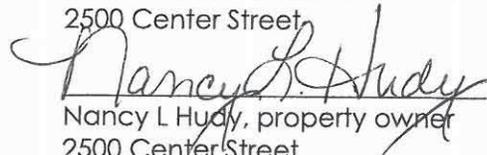
We further understand that all costs of the vacation shall be borne by the undersigned property owners of the land affected.

We further understand that pursuant to Section 840.11 of Wis. Stats. as applicants to the Common Council for vacating a public way, we shall at or prior to the time of filing the petition with the City Clerk, present for recording in the Office of the Portage County Register of Deeds a Lis Pendens as provided in S. 840.10 containing the person's name and a brief statement of the object thereof, together with a map and description of the land to be affected thereby.

Dated May, 2016

**Parcel ID# 281-2408-33-3003-23**

2500 Center Street



Nancy L Hudy, property owner  
2500 Center Street  
Stevens Point, WI 54481

**Parcel ID# 281-2408-33-3003-22**

2424 Center Street



Frank Minervini III, property owner  
2424 Center Street  
Stevens Point, WI 54481

**Parcel ID# 281-2408-33-3003-39**

1841 Miller Court

---

Ryan R. Gilles, property owner  
1841 Miller Court  
Stevens Point, WI 54481

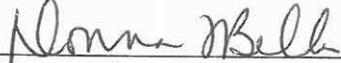
---

Melanie J. Gilles, property owner  
1841 Miller Court  
Stevens Point, WI 54481

**Parcel ID# 281-2408-33-3003-40**

Stevens Point Housing Authority  
1916 Miller Court

---

  
Donna Bella  
Executive Director of the Stevens Point  
Housing Authority, property owner  
1300 Briggs Court  
Stevens Point, WI 54481

**RESOLUTION VACATING A PUBLIC ALLEY**

**BE IT RESOLVED** by the Common Council of the City of Stevens Point that pursuant to Section 66.1003 (3) of the Wisconsin Statutes, the following alley or portion thereof hereinafter described and a map marked Exhibit 'A' is attached hereto and made a part of this document is hereby vacated and discontinued:

**PUBLIC ALLEY**

A 20-foot public alley being part of Block Ten of the Central Addition to the City of Stevens Point located in the Northeast Quarter (NE ¼) of the Southwest Quarter (SW ¼) of Section 33, Township 24 North, Range 8 East, City of Stevens Point, County of Portage, State of Wisconsin described as follows:

All that part of said 20-foot alley lying south of the right of way or cul-de-sac of Miller Court and the north right of way line of Center Street.

*Said alley runs between and parallel with Michigan Avenue and Welsby Avenue beginning at Center Street and ending at Jefferson Street.*

The public alley being discontinued fronts upon the following properties:

<u>Property Address:</u>	<u>Parcel Identification No.</u>
2500 Center Street	2408-33-3003-23
2424 Center Street	2408-33-3003-22
1841 Miller Court	2408-33-3003-39
1916 Miller Court	2408-33-3003-40

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1003 (3) of Wis. Stats. a written petition of the owners of more than 50% of the frontage of the lots and lands abutting upon the portion of the public alley is sought to be discontinued and,

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1003 (8) (a) of Wis. Stats. the City Clerk upon receiving a petition under section 66.1003 (3) of Wis. Stats. shall deliver a copy of the petition to the Secretary of Transportation when the public way is within one-quarter mile of a state trunk highway or connecting highway and,

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1003 (8) (b) of Wis. Stats. this resolution shall be published as a Class 3 notice under ch. 985 of Wisconsin Statutes and,

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1003 (9) of Wis. Stats. in proceedings under this section, s. 840.11 shall be considered as part of the proceedings, a Lis Pendens, as provided in s. 840.10, containing the person's name and a brief statement of the object thereof and a map and description of the land to be affected shall be filed with the Portage County Register of Deeds and,

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1005 (1) of Wis. Stats. title of said vacated portion shall revert to the current title holder of the lands from which the land was originally taken and that it has been determined that the properties adjacent to the alley shall revert to the center line of said alley and that those properties adjacent to the alley proposed to be vacated and discontinued shall bear the costs of any legal fees or land survey that may arise out of this vacation and discontinuance and,

**BE IT FURTHER RESOLVED** that pursuant to Section 66.1005 (2) (a) of Wis. Stats. all easements and rights incidental to the easements that belong to any county, school district, town, village, city, utility, or person that relate to any underground or overground structures, improvements, or services and all right of entrance, maintenance, construction, and repair of the structures, improvements, or services shall continue and,

**BE IT FURTHER RESOLVED** that the City Clerk shall file a copy of the resolution with the Portage County Register of Deeds and,

**BE IT FURTHER RESOLVED** that the Official Street Map shall be amended to delete the above vacated and discontinued street.

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

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

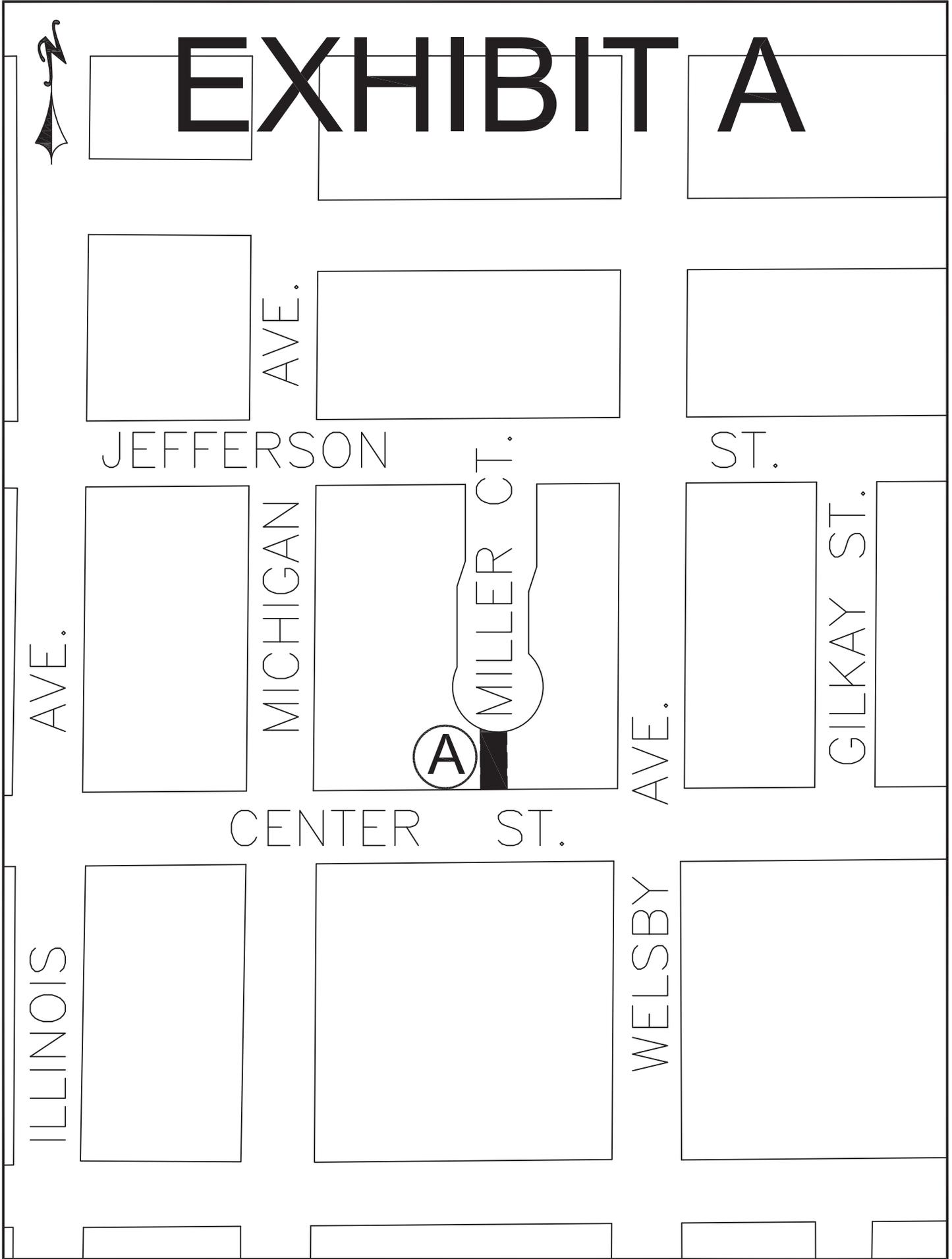
Dated:  
Passed:

Drafted by:  
Pat Fuehrer  
Engineering Division  
City of Stevens Point

Return to:  
City Clerk



# EXHIBIT A



ILLINOIS AVE.

WELSBY AVE.

JEFFERSON ST.

CENTER ST.

MICHIGAN

MILLER CT.

A

ST.

GILKAY ST.



# 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: 7/27/2016

Re: Proposed survey for settlement of property line dispute for the property located at 100 Bukolt Park Street (Parcel ID 2408-30-4008-06).

The property located at 100 Bukolt Park Street was recently purchase. After purchasing, the property owner had a land survey was completed and it identified some inconsistencies of where the actual property line was thought to be. Therefore, the City has been working with the current owner to settle these inconsistencies and determine the appropriate boundaries. With this being the case, the attached settlement needs to be approved by the City. It is in front of the Plan Commission as it does involve changing the boundaries of the property and park. Per State Statues, the Plan Commission must provide a recommendation to the Common Council, as indicated below:

**62.23 (5) MATTERS REFERRED TO CITY PLAN COMMISSION.** *The council, or other public body or officer of the city having final authority thereon, shall refer to the city plan commission, for its consideration and report before final action is taken by the council, public body or officer, the following matters: The location and architectural design of any public building; the location of any statue or other memorial; the location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public way, park, playground, airport, area for parking vehicles, or other memorial or public grounds; the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the city or within the territory over which the city is given platting jurisdiction by ch. 236; the location, character and extent or acquisition, leasing or sale of lands for public or semipublic housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any ordinance adopted pursuant to this section. Unless such report is made within 30 days, or such longer period as may be stipulated by the common council, the council or other public body or officer, may take final action without it.*

As indicated above, the settlement and survey are attached. Staff would recommend approval of this item. The property width would then go from about 50 feet to 66.51 feet.



## SETTLEMENT AGREEMENT

This Settlement Agreement is made between the Lynch Family Revocable Living Trust Dated June 8, 2007, by Douglas James Lynch and Cheryl Lynch, its co-trustees (herein "Lynch") and the City of Stevens Point, a municipal body corporate and politic (herein "City").

### RECITALS

**WHEREAS**, Lynch owns real estate within the City of Stevens Point having a street address of 100 Bukolt Park Street, Stevens Point, Wisconsin 54481 by virtue of a Warranty Deed dated October 6, 2014, which Warranty Deed was recorded in the office of the Register of Deeds, Portage County, Wisconsin, as document number 800212 (herein "Lynch Parcel");

**WHEREAS**, Dale Rosicky of Dale Rosicky Land Surveying, LLC, prepared a Plat of Survey dated April 14, 2016, which describes the Lynch Parcel and Outlot 1, which is located to the south of the Lynch Parcel, and which is depicted in such Plat of Survey; a copy of such Plat of Survey is attached hereto and incorporated by reference as Exhibit A;

**WHEREAS**, a dispute has arisen between Lynch and the City with regard to Outlot 1;

**WHEREAS**, previously Lynch caused a Notice of Circumstances of Claim to be served on the City pursuant to Wis. Stat. § 893.80 in which Lynch, for the reasons explained in such Notice of Circumstances of Claim, claim that title to and the right to possess Outlot 1 should be established in Lynch free and clear of any claim by the City;

**WHEREAS**, the City has never possessed any part of Outlot 1 and, therefore, does not need it;

**WHEREAS**, Lynch and the City have engaged in negotiations to avoid the cost of litigation regarding the matter of the title to and the right to possess Outlot 1 and have reached an understanding with regard to the resolution of such matter;

**WHEREAS**, Lynch is agreeable to donating the sum of \$20,000 to the City to avoid the expense of litigation and to resolve the matter of the title to and the right to possess Outlot 1;

**WHEREAS**, the City is agreeable to accepting a donation of \$20,000 from Lynch to avoid the expense of litigation and resolve the matter of the title to and the right to possess Outlot 1;

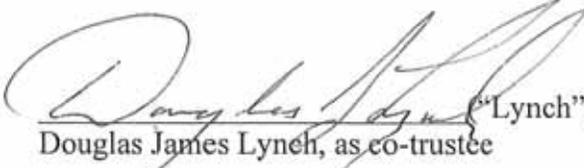
**WHEREAS**, in recognition of the donation of \$20,000 to the City by Lynch and the avoidance of the cost of litigation, the City is agreeable to conveying title to and the right to possess Outlot 1 to Lynch;

**NOW THEREFORE, IT IS HEREBY AGREED** by Lynch and the City as follows:

1. Upon the granting of approval of this Settlement Agreement by the City so as to make this Settlement Agreement binding, and the adoption of a Resolution by the City authorizing its officers to execute a Deed of conveyance of any interest the City may have in Outlot 1 to Lynch, Lynch shall donate the sum of \$20,000 to the City and the City shall simultaneously furnish Lynch a Quit Claim Deed for Outlot 1 as depicted on the accompanying Plat of Survey.

2. The City agrees to make no claim to and asserts it has no title to or the right to possess any portion of the Lynch Parcel, which is Lot 1 as depicted on the attached Plat of Survey.

Date: 7-21-16

 ("Lynch")  
Douglas James Lynch, as co-trustee

Date: 7-21-16

 ("Lynch")  
Cheryl M. Lynch, as co-trustee

**CITY OF STEVENS POINT**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Michael Wiza, its Mayor





# 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: Historic Preservation / Design Review Commission  
From: Plan Staff  
CC:  
Date: 7/27/2016  
Re: Request from the City of Stevens Point to apply Wisconsin State Historical Society Certified Local Government Subgrant Funds to nominate historic districts to the National Register of Historic Places.

In 2011, the City of Stevens Point conducted an intensive architectural/historical survey of all properties located within the city. The purpose of the survey project was two-fold: (1) to identify all resources within the study area that are potentially eligible for listing in the National Register of Historic Places (NRHP), and (2) to provide the city and others with a comprehensive database that covers all the historic resources within the study area.

Several individual resources were recommended for nomination to the NRHP, along with five historic districts (see below), which encompass 190 properties. A map of the proposed districts is attached.

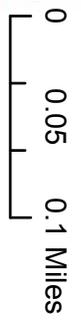
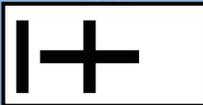
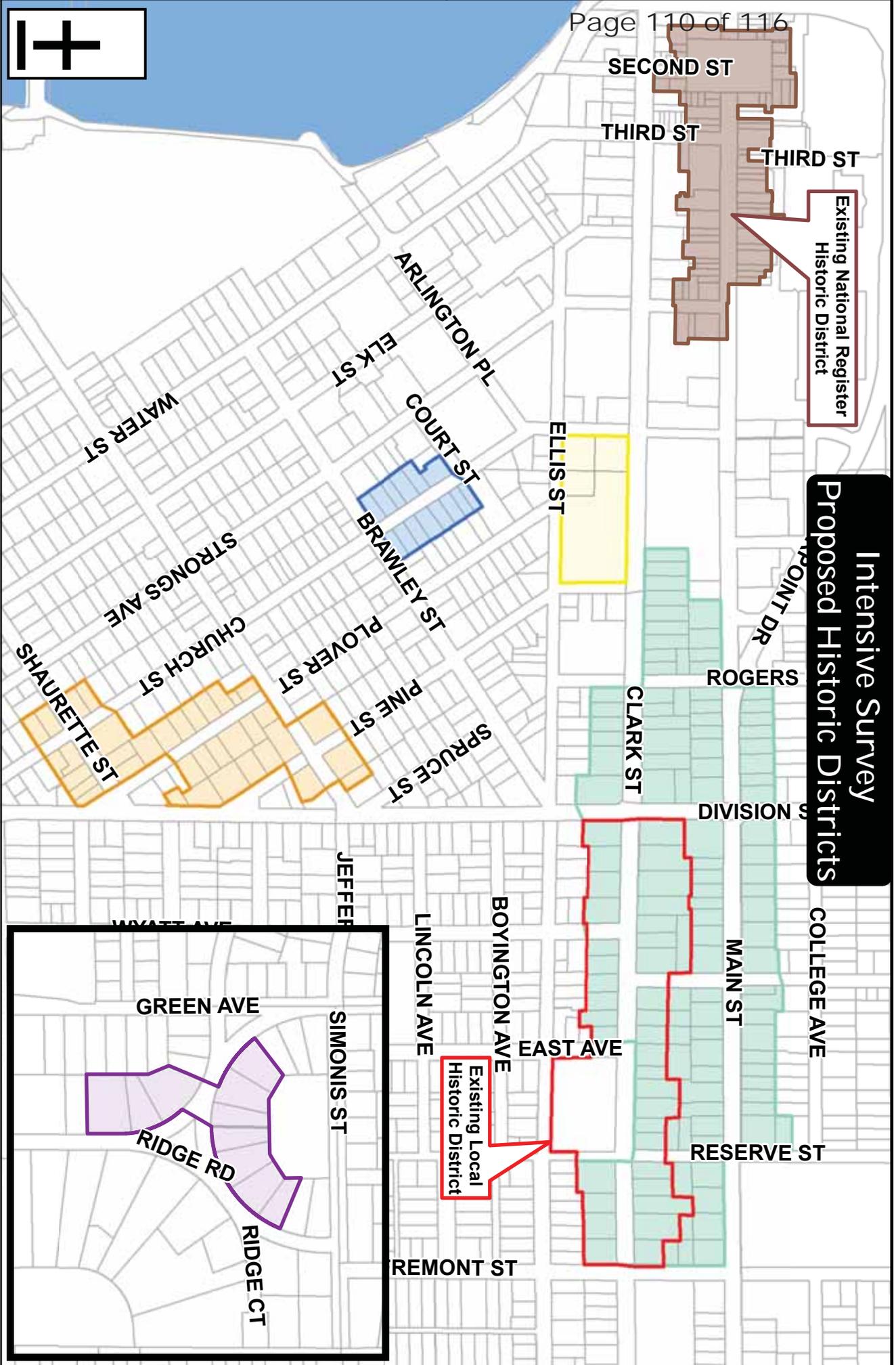
1. Church of Intercession – St. Stephen R. C. Church Historic District
2. Church Street Residential Historic District
3. Clark Street – Main Street Historic District
4. Pine Street – Plover Street Historic District
5. Sunset Fork Residential Historic District

The Community Development Office has elected to move forward with the nomination of historic districts given the positive feedback and community input received at a public meeting held on May 31, 2016. A representative from the Wisconsin State Historical Society along with City staff presented the nomination process, and program benefits to those in attendance. Nomination to the state and national registers are done simultaneously and can take up to two years. The first step in the process is to fill out a questionnaire, followed by the nomination form. The questionnaire is reviewed by state historic preservation staff upon which a recommendation is provided regarding the district or property requested for nomination.

Through the Certified Local Government (CLG) Sub-grant Application Evaluation Criteria, which is administered by the Wisconsin Historical Society, the City of Stevens Point can apply for assistance in

preparing nominations to the NRHP. See the attached CLG program summary and initiative outline. The maximum grant award is \$25,000 with no required match for which letters of intent to apply must be submitted in the summer of 2016 and the final application in November 2016. Note a preliminary bid for preparing the historic district nomination applications has been received and totals \$28,000, meaning in order to apply for all district nominations the City needs to commit about \$3,000 worth of funds. The Plan Commission should act on the pursuit of nominating five districts to the national register and apply for assistance through the CLG program. Following this, the request will go before the Finance Committee and Common Council for approval. Should you have more questions about the process don't hesitate to contact staff or visit the website: <http://stevenspoint.com/historic>.

# Intensive Survey Proposed Historic Districts



City of Stevens Point  
Community Development  
Department

- Mathias Mitchell Public Square District (Existing National Register District)
- Church of Intercession - St. Stephen R. C. Church Proposed District
- Church Street Proposed District
- Clark - Main Streets Proposed District
- Pine - Plover Streets Proposed District
- Sunset Fork Proposed District
- Existing Clark Street District (Local)
- Parcel Lines

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

Proposed Historic District Property Address List

Church St. District	1417 Main St.	1648 Main St.	1817 Main St.	2032 Main St.	1916 Plover St.	1124 Ridge Road
1525 Church St.	1424 Clark St.	1649 Clark St.	1824 Main St.	2101 Clark St.	1929 Plover St.	1140 Ridge Road
1532 Church St.	1500 Clark St.	1649 Main St.	1900 Clark St.	2101 Main St.	1918 Division St.	
1533 Church St.	1501 Main St.	1650 Clark St.	1900 Main St.	2108 Clark St.	1924 Plover St.	
1541 Church St.	1508 Clark St.	1656 Main St.	1901 Clark St.	2116 Clark St.	1937 Plover St.	
1548 Church St.	1516 Clark St.	1665 Main St.	1901 Main St.	2117 Clark St.	1932 Plover St.	
1549 Church St.	1517 Main St.	1700 Clark St.	1908 Clark St.	2117 Main St.	1945 Plover St.	
1556 Church St.	1524 Clark St.	1700 Main St.	1908 Main St.	2124 Clark St.	1940 Plover St.	
1557 Church St.	1525 Main St.	1701 Clark St.	1909 Clark St.	2125 Clark St.	1934 Division St.	
1564 Church St.	1532 Clark St.	1701 Main St.	1909 Main St.	2132 Clark St.	1948 Plover St.	
1567 Church St.	1540 Clark St.	1708 Clark St.	1916 Clark St.	2133 Clark St.	1956 Plover St.	
1572 Church St.	1600 Clark St.	1708 Main St.	1916 Main St.	2133 Main St.	1332 Shaurette St.	
1577 Church St.	1600 Main St.	1709 Clark St.	1917 Clark St.	2141 Main St.	1324 Shaurette St.	
1582 Church St.	1601 Clark St.	1709 Main St.	1917 Main St.	Intercession - St. Stephen R.C. District	1975 Church St.	
1587 Church St.	1601 Main St.	1716 Clark St.	1924 Clark St.	0 Clark St.	1333 Shaurette St.	
Clark-Main St. District	1608 Main St.	1716 Main St.	1924 Main St.	1401 Clark St.	1972 Church St.	
0 Main St.	1609 Clark St.	1717 Clark St.	1925 Main St.	1417 Church St.	1325 Shaurette St.	
1208 Reserve St.	1612 Clark St.	1717 Main St.	1932 Main St.	1316 Ellis St.	1317 Shaurette St.	
1308 Fremont St.	1616 Main St.	1724 Clark St.	1933 Main St.	Pine - Plover St. District	1980 Church St.	
1308 Reserve St.	1617 Clark St.	1724 Main St.	2000 Clark St.	1516 Wisconsin St.	2101 Church St.	
1309 Reserve St.	1617 Main St.	1725 Clark St.	2000 Main St.	1767 Pine St.	2109 Church St.	
1310 Rogers St.	1620 Clark St.	1725 Main St.	2001 Main St.	1418 Wisconsin St.	2100 Church St.	
1311 Roger St.	1624 Main St.	1733 Main St.	2008 Clark St.	1901 Pine St.	2108 Church St.	
1316 Division St.	1625 Clark St.	1740 Clark St.	2008 Main St.	1417 Wisconsin St.	Sunset Fork District	
1316 Fremont St.	1625 Main St.	1740 Main St.	2009 Main St.	1908 Pine St.	1024 Ridge Road	
1316 Reserve St.	1628 Clark St.	1741 Main St.	2016 Clark St.	1401 Wisconsin St.	1040 Ridge Road	
1320 Phillips St.	1632 Main St.	1800 Clark St.	2016 Main St.	1909 Plover St.	4016 Sunset Fork	
1321 Phillips St.	1633 Main St.	1800 Main St.	2017 Main St.	1916 Pine St.	1032 Ridge Road	
1325 Reserve St.	1636 Clark St.	1801 Clark St.	2020 Clark St.	1325 Wisconsin St.	4032 Sunset Fork	
1402 East Ave.	1640 Main St.	1808 Clark St.	2024 Clark St.	1921 Plover St.	4100 Sunset Fork	
1408 Clark St.	1641 Clark St.	1809 Clark St.	2024 Main St.	1924 Pine St.	4048 Sunset Fork	
1416 Clark St.	1641 Main St.	1809 Main St.	2025 Main St.	1908 Plover St.	4041 Sunset Fork	



## National Register Historic District Nomination Outline

### INITIATIVE

The City of Stevens Point has three distinct historic districts.

1. Mathias Mitchell Public Square Historic District – National / State & Local Register
2. Clark Street Residential Historic District – Local Register
3. Downtown Historic / Design Review District – Local Register

Only the Mathias Mitchell Public Square District is on the state and national registers. This designation allows property owners within the historic district to obtain tax credits from the state and federal government for building renovation and restoration activities. Unfortunately, property owners in other districts are not eligible to receive tax credits, unless individually placed on the register.

In 2011, a contractor conducted a historical intensive survey of the community's historical integrity and character, which included several recommendations for historic preservation. A significant first step recommendation was to nominate additional districts to the national register, to assist with preserving historic neighborhood character, culture, and architecture. The following districts were proposed:

1. Clark Street – Main Street Residential Historic District (expands current local residential district)
2. Pine Street – Plover Street Residential Historic District (new district)
3. Church Street Residential Historic District (new district)
4. Sunset Fork Residential Historic District (new district)
5. Church of Intercession – Saint Stephens R.C. Church Historic District (new district)

Creating historic districts and achieving national register status is performed through individual state historic preservation offices (SHPO). The Wisconsin Historical Society (WHS) acts as the SHPO for the state and offers grants through the Certified Local Government (CLG) program to assist with costs for district nomination applications. The City of Stevens Point became a CLG in July on 1985 and is eligible to receive funding. District nomination applications can be quite lengthy, requiring great detail and thorough research. Grants through CLG can assist in reimbursing 100% of the costs for a qualified consultant to apply for district nominations.

### NATIONAL REGISTERED DISTRICTS

The National Register is the official Federal list of districts, sites, buildings, structures, and objects significant in American History, architecture, archeology, engineering, and culture. National Register properties have significance to the history of their community, state, or nation (National Register of Historic Places Program: Frequently Asked Questions).

Benefits of Historic Preservation & District Nomination (Wisconsin Historic Preservation Commission Workshop)

- Assists in preserving culture and character for future generations
- Honorific Recognition
- Eligibility to apply for Federal renovation/rehabilitation tax credits – 20%
- Eligibility to apply for Wisconsin State renovation/rehabilitation tax credits – 20%
- Promotes Revitalization
- Encourages Tourism
- Stabilizes Neighborhoods
- Increases Property Values

**DISTRICT NOMINATION STEPS (not all inclusive)**

1. **Meeting with WI - SHPO:** The WHS is available to educate staff and commissioners about the CLG grant program, along with the district nomination process.
2. **WI-SHPO District Review:** Staff from the WI-SHPO will tour the proposed historic district(s), meet with staff, and review existing district materials to determine eligibility. Feedback regarding the district boundaries and properties will then be provided by the WI-SHPO.
3. **Historic District Workshop:** A workshop to educate stakeholders, property owners, commissioners, and the general public will be led by WI-SHPO staff and city staff. Nationally registered districts will be discussed thoroughly, along with the nomination process and proposal along with anticipated outcomes from the designation.
4. **Letter of Intent – Apply for CLG Funds:** A letter of intent to apply for CLG funds is due September, 2016. Furthermore the letter must specify the request, including proposed district nominations, as well as contractors pursued and capable of completing the national register district applications.
5. **Submission of CLG Application:** A complete CLG application must be submitted by November, 2016. At least two estimates from professional preferred consultants for project work must be included within the application.
6. **Consultant:** A preferred WI-SHPO consultant will likely be chosen shortly after the award of CLG funds in February or March, 2017. Once chosen, the district nomination application process will begin, led primarily by the consultant.
7. **Proposed District Nomination Determination:** Review of the proposed district nominations will occur by the National Parks Services' Historic Preservation Division. Final determination of the proposed historic districts is anticipated for 2018.

**ADMINISTRATIVE ROLE**

City staff will initially work closely with the WI-SHPO and eventually the chosen consultant. Furthermore, the historic district designation process will be led by city staff through organizing meetings with the consultant or stakeholders, scheduling workshops, recording all comments, and acting as the liaison to parties involved. Staff may also assist with the creation of maps or educational materials. Lastly, staff will maintain and present all materials to the Historic Preservation / Design Review Commission and the general public.

Historic Preservation / Design Review Commission (HP/DRC): The HP/DRC will have a very active role in the overall process; invited to attend every meeting and event relating to the district nomination, while also making key decisions such as consultant selection. Staff will present frequent progress reports for

review during regular or special meetings. The HP/DRC will eventually make final recommendations on the entire nomination project to the common council.

Plan Commission, Finance Committee, and Common Council: Alderpersons and commission and committee members will be invited and encouraged to attend all workshops and commission meetings. Furthermore, all bodies will also be provided with project updates. The common council will make the final decision regarding the pursuit of additional historic districts and any financial appropriation associated.

## COMMUNITY ENGAGEMENT

One or more community workshops will accompany the steps above. The community will be engaged through these workshops, especially those property owners whose properties are proposed within the districts. Educational materials, presentations, meeting minutes, maps, etc. will be available to the general public via a dedicated city project website. Furthermore, outside assistance from the WI-SPHO will be attained to present facts with regard to nationally registered historic districts. Much information can already be obtained and will remain available on the WHS website. All workshops and meetings will be notified on the city's website and/or using other sources.

## Works Cited

Thomason & Associates Preservation Architects. (2006). *Wisconsin Historical Society*. Retrieved March 11, 2014, from Wisconsin Historic Preservation Workshop part 1:

<https://www.wisconsinhistory.org/hp/clgs/workshop/documents/hpcw1.pdf>

*National Register of Historic Places Program: Frequently Asked Questions*. (n.d.). Retrieved March 11, 2014, from National Register of Historic Places Program: Frequently Asked Questions:

<http://www.nps.gov/nr/faq.htm>

**GENERAL INFORMATION**

## How to Apply for Historic Preservation Fund Subgrants for Certified Local Governments

[PRINT](#) [EMAIL A FRIEND](#) [FACEBOOK](#) [TWITTER](#) [MORE...](#)

Historic Preservation Fund (HPF) subgrants are administered by the Wisconsin State Historic Preservation Officer (SHPO). At the federal level, the program is managed by the National Park Service (NPS), U.S. Department of the Interior. The HPF is derived from federal offshore oil leases, not from tax revenues. The Catalog of Federal Assistance number is 15.904. The information below explains eligibility for subgrants, how to apply, all the forms and guidelines needed, and the application review process.

### Who May Apply?

Only Wisconsin Certified Local Governments (CLG) may apply. For a list of CLGs please see our [map](#) (PDF, 217 KB) or the [National Park Service CLG search page](#).

### What Type of Activities can be Funded with CLG Subgrant Funds?

All proposed projects must assist Wisconsin historic resources in one of the following ways:

- Architectural, archaeological and historical survey projects to identify and evaluate historic properties. For intensive survey projects, the applicant must have survey boundaries approved by SHPO staff by June 15, 2015.
- Preparation of nominations to the National Register of Historic Places. For proposed National Register Historic District nominations, the applicant must have had a public meeting by June 15, 2015 to introduce the project to the neighborhood.
- Educational activities, such as workshops, slide or video programs, and the preparation of booklets, brochures or other publications that further the goals of historic preservation.
- Development of municipal preservation plans.
- Administration of municipal historic preservation programs.

Currently there are no subgrants for rehabilitating historic buildings. Wisconsin does offer the following income tax credits:

- [Income-Producing Historic Building Tax Credit Information](#)
- [For Historic Home Tax Credit Information](#)
- [For Archaeological Sites, see the Archaeological Sites Property Tax Exemption Program](#)

### How Does a CLG Apply for Funding?

A CLG may apply to the Wisconsin SHPO for HPF subgrants during the annual application period. The funds are competitively awarded through this formal application process. Local governments may be certified and participate in review of National Register nominations and other CLG activities even if they do not choose to apply for CLG subgrant funds.

### Application Evaluation Criteria

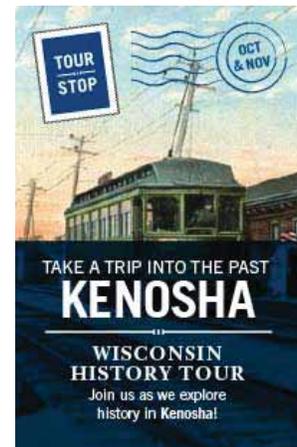
The application evaluation criteria are essential for planning a project and completing a letter of intent and application. Staff are available to review project ideas and draft applications if assistance is requested prior to November 1, 2015.

[Certified Local Government Subgrant Criteria](#)

### Application Guidelines

These guidelines outline how to plan and apply for an HPF Subgrant. All applications must be post marked or received at the SHPO office by November 13, 2015.

[Application Guidelines](#) (PDF, 140 KB)



## Letter of Intent

All applicants must submit a letter of intent to the SHPO that must be postmarked or received by September 11, 2015. The letter can be a single page that describes the proposed project and the approximate amount of funds that will be requested in the application. The letter does not formally obligate an organization to apply but are used by SHPO staff to anticipate funding requirements and to assist applicants in preparing their applications. Only CLG applications preceded by a letter of intent will be considered for funding. The SHPO will respond to letters of intent within three weeks.

## Application Forms

If you would like to receive a paper copy, see below for contact information. Please include a brief description of your project with your application form.

[Certified Local Government \(CLG\) Application](#) (PDF, 120 KB)

## Application Review and Approval Process

Applications are reviewed by SHPO staff and approved by the Wisconsin Historic Preservation Review Board. Results will be made known to all the applicants in March 2016.

## Subgrants Manual

Once a CLG is awarded a subgrant, the Subgrant Manual summarizes the federal regulations and Wisconsin requirements for project management that must be followed by the CLG. Failure to meet all of the requirements and procedures in the manual may result in cancellation of a subgrant and return of any affected reimbursement. CLGs can use the sample documents provided below as guidance to draft a Request for Proposal and a Contract to hire consultants to implement the subgrant project.

- [Subgrant Manual](#) (PDF, 646 KB)
- [Reimbursement Request Form](#) (PDF, 25 KB)
- [Sample Request for Proposals](#) (PDF, 11 KB)
- [Sample Contract](#) (Word 2003, 57 KB)

## Learn More

[Certified Local Government Subgrant Application Evaluation Criteria for FY 2016](#)

[How does my Community Become a Certified Local Government?](#)

[Certified Local Government Historic Preservation Program in Wisconsin](#)

## Have Questions

Contact Joe DeRose by phone at 608-264-6512 or by email below:

[joe.derose@wisconsinhistory.org](mailto:joe.derose@wisconsinhistory.org)