

AGENDA  
CITY PLAN COMMISSION

December 5, 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 November 7, 2016 meeting.
3. Public Hearing – Review of a conditional use permit for the purposes of operating a car and truck wrecking facility at 801 Francis Street (Parcel ID 2308-05-1012-26)
4. Action on the above.
5. Request from FORE Development and Investment Group for a conceptual project review to construct a retail development at 5423 US Highway 10, Town of Hull (County Parcel ID's 020240835-03.03 and 020240835-03.04).
6. Request from the City of Stevens Point to amend the 1998 intergovernmental agreement for growth and development on Highway 10 and Brilowski Road, between the Town of Hull and City of Stevens Point, specifically to reduce certain building, parking lot, and drive aisle setbacks.
7. Request from Point of Beginning, Inc. to remove/modify the 80% natural lot coverage requirement within Parkdale Subdivision, specifically an unaddressed parcel north of US Highway 10 and East of Badger Avenue (Parcel ID 2408-36-1200-02) and 1201 Badger Avenue (Parcel ID 2408-36-1200-01).
8. Request from Point of Beginning, Inc. for a site plan review of an office development at an unaddressed parcel north of US Highway 10 and East of Badger Avenue (Parcel ID 2408-36-1200-02).
9. Establishing/Modifying an easement for rail improvements at 5700 E.M. Copps Drive (Parcel IDs 2308-01-2100-03 and 2308-01-2100-05).
10. Request from Service Cold Storage, LLC for a site plan review of an expansion to the existing cold storage warehouse facility located within the Planned Industrial Development Zoning District at 5700 E.M. Copps Drive (Parcel IDs 2308-01-2100-03 and 2308-01-2100-05).
11. Community Development Department Monthly Report for November 2016.
12. Adjourn.

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Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 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.

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PUBLISH: November 18, 2016 and November 25, 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 December 5, 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. Review of a conditional use permit to operate a car and truck wrecking facility at 801 Francis Street (Parcel ID 2308-05-1012-26). This property is zoned "M-2" Heavy Industrial District and described as LOT 1 CSM#8754-35-134 BNG PRT NWNE S5 T23 R8 670175, City of Stevens Point, Portage County, Wisconsin.

All interested parties are invited to attend.

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

John Moe, City Clerk

REPORT OF CITY PLAN COMMISSION

November 7, 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 Curless, and Commissioner Cooper.

ALSO PRESENT: Director Ostrowski , Associate Planner Kearns, City Attorney Beveridge, Police Chief Skibba, Alderperson Doxtator, Alderperson Shorr, Alderperson Ryan, Alderperson Oberstadt, Alderperson Johnson, Alderperson Dugan, Alderperson McComb, Alderperson Phillips, Alderperson Morrow, Nate Enwald, Brandi Makuski, Kurt Orlikowski, Les Dobbe, Hannah Povicki, Kathy Kaniecki, Vern Gagas, Tracy McCall, Jim Larbie, John Stalker, Greg Ignatowski, Debra Oksiuta, Terrence Martin, Sarah Brish, and Bill Schierl.

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INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Report of the October 3, 2016 Plan Commission meeting.
3. Public Hearing – Request from TOTC LLC for a conditional use permit to increase residential occupancy at 1700 Monroe Street (Parcel ID 2408-32-4035-10).
4. Action on the above.
5. Public Hearing – Request from Igna Real Estate & Investments LLC for a conditional use permit to construct an apartment building at 3600 Doolittle Drive (Parcel ID 2408-27-2300-32).
6. Action on the above.
7. Public Hearing – Request from Portage County for a conditional use permit and site plan review to install exterior mechanical equipment at the Aging and Disability Resource Center (Lincoln Center), 1519 Water Street (Parcel ID 2408-32-2021-15), which is a City owned property.
8. Action on the above.
9. Request from Service Cold Storage, LLC for a site plan review of an expansion to the existing cold storage warehouse facility located within the Planned Industrial Development Zoning District at 5700 E.M. Copps Drive (Parcel IDs 2308-01-2100-03 and 2308-01-2100-05).
10. Request from the City of Stevens Point to Amend Chapter 23: Zoning Ordinance of the City of Stevens Point Revised Municipal Code to define and permit short term rentals. *This item is for discussion purposes only; no formal action will be taken.*
11. Community Development Department Monthly Report for October 2016.
12. Adjourn.

1. Roll call.

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

**Excused: Hoppe**

Discussion and possible action on the following:

2. Report of the October 3, 2016 Plan Commission meeting.

**Motion by Commissioner Cooper to approve the report of the October 3, 2016 Plan Commission meeting; seconded by Alderperson Kneebone.**

**Motion carried 6-0**

3. Public Hearing – Request from TOTC LLC for a conditional use permit to increase residential occupancy at 1700 Monroe Street (Parcel ID 2408-32-4035-10).

Mayor Wiza reported that there had been an addendum to the administrative staff report.

Director Ostrowski summarized the request from TOTC LLC for a conditional use permit to increase residential occupancy at 1700 Monroe Street by first highlighting the property details concerning its current dwelling license, zoning, and occupancy limits. He explained that the applicant was looking to increase occupancy from their existing 24 occupant maximum to 36 occupants, but given the lack of bathrooms within the facility, the maximum occupancy based on bathroom count would be 14 on the first floor and 8 on the second floor. Were additional bathrooms to be added, the first floor could occupy 18, and the second floor could occupy 25. However, with the conversion of one of the rooms into a bathroom and the addition of others, Turn of Century Studios would be able to increase their maximum occupancy to 38 based on the improvements proposed on room size and bathroom count. Director Ostrowski went on to note that one of the standards of review was to not to create an over concentration of multi-family living units, not only in the area, but within the facility itself. He explained that with the increased density within the small facility, there could be potential for additional noise, activity, and traffic. He went on to summarize police related calls to the facility and reviewed the number of calls from 2014 to year-to-date 2016. After meeting with staff and the police department regarding the request, he recommended to deny the increase in occupancy within the facility, but making sure to note the possibility of revisiting it in the future if changes were made to improve the operations of the facility and to come back into compliance with current occupancy requirements.

Commissioner Curless asked if parking was required with its current zoning.

Director Ostrowski stated that parking was not required other than the six initial spots, and explained that if they did increase occupancy or change their conditional use, then Plan Commission could require additional parking.

Commissioner Curless asked for clarification on parking spaces across the street, to which Director Ostrowski confirmed that some spaces were rented for use.

Mayor Wiza declared the public hearing open.

Kurt Orlikowski (1700 Monroe St), owner of Turn of Century Studios, stated that there were discrepancies in the report, one of which was over occupancy as he was currently now at the 24-occupant limit. He noted that the issue had been brought to his attention and that he had taken steps to have it corrected. He also explained that the increase in police reports was due to the fact that he took on active management of the property, noting that calling the police department was a way of getting something on record and a commonly used tactic among landlords. He also stated that calls to police were for noise and arguments, but if a decrease was wanted, he could stop calling unless there was a danger to life, limb, or property. Mr. Orlikowski testified for the character of his tenants, and stated places like TOCS weren't common even though there was a need for residences that were cheap, safe, clean, and quiet. In addition, he explained that there were situations in which he had taken people in when normal landlords may have not after going through a background check. He wanted to make it clear that there were rules within the facility that had to be followed such as no drinking in common areas, no partying or loud music, and no tolerance for violence. Mr. Orlikowski stated that he was willing to put an economic investment into the property and noted that as upgrades were made and the facility continued to improve, they got better people living there. Lastly, he stated that he had been working with the police and other departments closely in order to assure that repeat complaints or issues don't happen.

Jon Stalker (2171 Post Rd, Plover WI), a previous tenant of TOCS and current employee at Saint Vincent's, testified on the behalf of Mr. Orlikowski. He stressed the need for places like TOCS and people like Mr. Orlikowski as he had been given the opportunity to get back on his feet and prove himself to the community after several hardships.

Tracy McCall (1700 Monroe St), current resident and employee at TOCS, also testified on behalf of Mr. Orlikowski and TOCS. She cleans and takes care of the property when Mr. Orlikowski isn't present and assists in enforcement of the property. She explained that the residence has a bad reputation, but that there were people living there that work very hard to keep their life on track and to make things better for themselves, of which she considers them family. Ms. McCall praised the building and the Orlikowskis, as well as reiterated the need for places like TOCS within Stevens Point.

Jim Larbie (2709 Church St) explained his situation and experience as a previous tenant of TOCS, in particular how grateful he was for having been given the opportunity to get back on his feet after coming off a wayward path. Mr. Larbie also stated there was a need for residences such as TOCS and expressed his support for allowing further improvements to the facility and increasing occupancy. Lastly, he stated that the building was far from a detriment to the community.

Aldersperson McComb (Ninth District) expressed her appreciation for Mr. Orlikowski's efforts in providing housing for people who may otherwise have trouble finding decent housing, noting the larger need for affordable housing around town. She went on to report the stances and experiences of two surrounding business owners who were not in favor of the expansion due to concerns about the tenants and calls to service.

Aldersperson Morrow (Eleventh District) explained that since Mr. Orlikowski had taken on a more active part in running the facility, he had seen improvements. He also stated that his office had worked with TOCS in the past and confirmed that a lot of the residents were trying to get back on

their feet and a place like this was needed and expanding might be a good idea as there were no other places like it.

Mayor Wiza asked if Alderperson Morrow could elaborate on his profession to put his testimony into context.

Alderperson Morrow (Eleventh District) stated that he ran the state's probation parole office where they worked with individuals coming out of institutions, as well as assisting them in finding places to live. He further stated that they were able to swiftly correct any issues with tenants they were working with.

Debra Oksiuta (8005 County Rd CC, Rosholt), a realtor in Stevens Point, testified on behalf of Mr. Orlikowski's character and noted there was a real need for places like TOCS, in addition to voicing support for the expansion.

Mayor Wiza declared the public hearing closed.

4. Action on the above.

Mayor Wiza requested Police Chief Skibba provide additional information regarding the police reports.

Police Chief Skibba confirmed that many of the calls were from the manager or someone onsite. These included disturbances, medical, overdose, and mental health calls, adding that they were generally experienced at a higher frequency from people that were trying to get back on their feet. Police Chief Skibba also explained that at a certain point of congestion within a small structure, calls for service would increase and set a bad precedent to the surrounding businesses if the police were in the area more often, but showed concern over calls for service going down simply to reduce the call amount. If approved, he asked that the expansion be done in a tiered way, and additional steps be taken such as annual inspections and bringing the current over occupancy into compliance.

Commissioner Brush asked if any of the complaints were from outside the building or from the neighborhood.

Police Chief Skibba stated that the complaints he was referring to were attached solely to that address, as well as explaining that while they may get calls to the park or the multitude of bars in the area, it didn't point directly at TOCS.

Mayor Wiza clarified that Commissioner Brush asked how many calls for service originated from the address as opposed to outside the address.

Police Chief Skibba explained that calls were coded with the location of where call originated from, so the calls they were looking at originated from the premises.

Commissioner Curless asked for clarification on the 58 calls made. There was discussion to clear up misunderstood questions until Police Chief Skibba clarified that while there were 58 calls coded to 1700 Monroe Street, they may not have been related to the residence. For example, a car crash in front of the residence could have been coded 1700 Monroe Street, but not have been directly linked to the facility or its residents.

Commissioner Curless asked the applicant for more clarification on the four calls related to fire, to which Mr. Orlikowski couldn't recall any damage to the building, but summarized an instance where a tenant filled the second floor with smoke due to burning papers indoors.

Mayor Wiza asked if he was an onsite manager, to which Mr. Orlikowski confirmed that there was not, but that he and his wife stopped by on a daily basis for spot checks. In addition, residents and employees regularly kept him informed, and he was currently in the process of recruiting one. He hoped the remodeling would attract a better manager.

Mayor Wiza asked what the average costs of the units were, to which Mr. Orlikowski stated that the smaller units were \$245 whereas there were studios that were \$400 a month. Utilities were included, as well as furnishings.

Commissioner Curless asked how many bedrooms would be shared if he had 36 people.

Kurt Orlikowski (1700 Monroe St) stated that he didn't actively track people that were there, and that the issue had been brought up by the Inspection and Development Department. At this time, he began working with them to get occupancy down to the 24-occupancy limit, in addition to working with them on this proposed project.

Mayor Wiza asked if people living there weren't paying rent if they weren't being tracked, to which Mr. Orlikowski explained that he wasn't keeping a tally of people saying he was over the 24-occupancy limit, and wasn't aware that it was an important number until it was brought to his attention. He noted that once it was brought to his attention, he took actions to remedy the situation, of which one of them was the expansion proposal.

Commissioner Haines asked for clarification on room totals.

Associate Planner Kearns referenced page 17 of the staff report and noted that the rooms on the first floor were large enough to accommodate two occupants.

Commissioner Haines clarified her question and asked how many total rooms there were currently, to which 28 rooms were confirmed.

Kurt Orlikowski (1700 Monroe St) noted that one of them would be the manager's room, and if he got a couple to watch the building, he would like some leeway due to them adding to the occupancy total.

Commissioner Haines asked how often they received requests for two people in the same room, to which Mr. Orlikowski explained that he had turned down four different requests in the last three months, but that it was not a common occurrence. He also touched upon the concern that close quarters could lead to additional arguments, and reassured staff that any arguments that could lead to danger of life, limb, or property would be redirected to the proper authorities.

Commissioner Curless asked how many one bedroom units there would be after the remodeling.

Kurt Orlikowski (1700 Monroe St) clarified that room sizes would remain the same and no new bedrooms would be added, and that the bathroom additions would be done to increase occupancy and morning efficiency.

Commissioner Brush summarized an experience where he had a delivery for Operation Bootstrap at the facility and that it took a while to get into the building as it was very secure. He also added that there was a large common room just inside the front door area where people socialized.

Commissioner Curless asked if there was a kitchen, to which Mayor Wiza asked if it was a community kitchen.

Director Ostrowski confirmed there was one on the first floor, to which Mr. Orlikowski expanded on the community kitchen and its use by the tenants.

Commissioner Brush asked how much of a decrease would be a breakpoint for calls for service to the police department.

Mayor Wiza stated that it would be more of a matter of what the calls were related to. While he commended the efforts in being proactive and trying to keep peace and order within the facility, he expressed concern over the type of calls coming in, and suggested that perhaps the tenants were in need of additional services if they were dealing with overdoses and the like. He noted that with having that many people in close proximity, they were bound to have some issues.

Commissioner Curless noted that the disturbance complaints were problematic, not the overall number of calls.

Mayor Wiza stated that it was up to the commission to decide whether the calls for service were acceptable or not, noting that drug dealing, overdoses, and acts of violence would be concerning.

Commissioner Brush stated that he was more concerned with calls that affected other people's lives and property, but some seemed to be directed towards the individual and didn't affect other people.

Mayor Wiza reiterated that the commission could determine what warranted a denial.

Commissioner Cooper stated that instead of setting a number to complaints, they should instead watch for trending, and suggested that six months was not long enough. Lastly, he noted that the trend had gone up.

Commissioner Haines stated that there may be a reason why it had gone up, to which Commissioner Cooper added that it may not have been for good reasons.

Mayor Wiza stated that six months was a suggestion, but could be amended to a year, to which Commissioner Haines stated six months was fine as the type of housing was needed within the community. She encouraged the owner to not stop calling for service due to the decision being made at Plan Commission.

Aldersperson Kneebone expressed concern over the lack of change to existing room sizes, noting the potential for conflict and unwanted behavior when people were confined to close quarters.

Mayor Wiza asked Director Ostrowski if the rooms listed within the plan met the minimum size requirements to hold two people.

Director Ostrowski confirmed that the minimum requirements for two occupants was 120 square feet and one bathroom for eight occupants. He indicated that they were looking to increase the

number of bathrooms. Another thing to consider, he said, would be to take additional actions rather than just the decrease the calls for service, such as having an onsite manager or providing additional services for individuals within the facility. He stated that if the status quo was kept and the only thing changing was the addition of bathrooms and occupants, most likely calls to service wouldn't improve and additional steps would have needed to be taken prior to increase in occupancy. He agreed with Police Chief Skibba's suggestion for a stepped approach to the expansion and perhaps setting a timeline for review for each step in increased occupancy.

Police Chief Skibba explained that they had a required abatement plan when dealing with a chronic nuisance ordinance. He proposed that within the next couple weeks, police staff could meet with Mr. Orlikowski and talk about his plans in more detail and discuss potential resources that they may be able to offer or point him towards. He said that it was clear there was a need for the establishment, and their goal was to make sure it was safe for current and future tenants. Lastly, he stated that they would take a proactive approach in helping to address concerns that staff may have from a law enforcement perspective

**Motion by Commissioner Brush to deny the request from TOTC LLC for a conditional use permit to increase residential occupancy at 1700 Monroe Street (Parcel ID 2408-32-4035-10) with the conditions that proactive steps are made to decrease the number of disturbances at the property as well as coming into compliance with current city ordinances, and with staff allowing the applicant to reapply in six months if improvements are made; seconded by Commissioner Haines.**

**Motion carried 5-1, with Commissioner Cooper voting in the negative.**

5. Public Hearing – Request from Igna Real Estate & Investments LLC for a conditional use permit to construct an apartment building at 3600 Doolittle Drive (Parcel ID 2408-27-2300-32).

Director Ostrowski summarized the request from Igna Real Estate & Investments LLC for a conditional use permit to construct an apartment building at 3600 Doolittle Drive, noting it was next to a number of apartment complexes on the east side of the city. The proposed construction would be a 2-story, 12-unit facility with 36 bedrooms. Due to it being zoned R4 multi-family, the request required a conditional use, and he mentioned that the current owner also owned the property to the east. He reviewed the building footprint, site plan, internal floorplan layouts, elevations, landscaping plan, and architectural details. He noted some concerns when dealing with the landscaping plan, stating it was not specific enough to know what trees were currently on the property and which would be removed or preserved and that this information was important in order to meet current ordinance requirements. Lastly, he stated that the lot size requirements and building setbacks had been met, it was in a proper zoning district, and met the City of Stevens Point Comprehensive Plan. He recommended approval with the conditions outlined in the staff report.

Commissioner Haines asked if there would be one person per bedroom, to which Director Ostrowski confirmed.

Mayor Wiza declared the public hearing open.

Debra Oksiuta (8005 County Rd CC, Rosholt), owner of 3609 Stanley Street and northeast of the proposed site, expressed her opposition to the new construction. She stated that she had initially opposed the construction of the complex east of the proposed development, at which time they were told there would be some sort of fencing or barrier between the properties which was never built. She also recounted an incident with a previous tenant where their family dog had been shot,

as well as a time where trees from the south lot had fallen into her property and caused damage. Due to these experiences, she felt it was very unlikely that the trees on the proposed property could be maintained around such a large building.

Greg Ignatowski (Vesper, WI), father of Tyler Ignatowski, stated that his son had purchased the properties two years ago. At the time, they were under the impression that the city had approved the development of two buildings. He expressed concern over the park and ride area on Wilshire Boulevard, noting the requirement to build a sidewalk and the issue that it didn't lead anywhere. He also noted that Kwik Trip plowed the roads, often plowing the snow onto his son's property. Lastly, he stated that there were inconsistencies with tree maintenance requirements, noting an occurrence where a dead tree had fallen on a property of theirs on Fifth Avenue, and the city had given them 10 days to remove it, whereas there were dead trees all over the proposed lot and he had not received any notices or complaints.

Terrence Martin (Appleton, WI) architect for the project, said that they would confirm to the required items listed by staff and that they would be addressed and followed up on the final plans. If they were to receive approval, plans would then be submitted for state approval, at which time they would then resubmit to the city.

Aldersperson Dugan (Eighth District) expressed concern about adding to the impacts of the high density living facilities in the area coupled with high intensity commercial use and heavily traveled arterial and collector street, referencing to conditional use standards of review one and nine. She stated that she had personally visited the site and observed the traffic and parking in the area, as well noting the amount of litter in the wooden area of the proposed development. She also testified on the behalf of two neighbors who were opposed to the construction.

Kathy Kaniecki (145 Wilshire Blvd) expressed strong opposition to the development noting privacy, safety, traffic, and litter concerns. She explained that as someone who worked a swing shift, it was hard enough as is to sleep in her home when there was noise during the day and partying at night, adding that she had purchased a security system due to theft and an incident where someone had physically been hiding on her roof. Ms. Kaniecki expressed that she felt like she was being pushed out of her own home.

Mayor Wiza asked Ms. Kaniecki to write down her thoughts and submit it them to him or staff in order to present it to council, and to distribute her concerns to the alderpersons.

Commissioner Brush and Aldersperson Kneebone inquired about the location of Ms. Kaniecki residence, to which it was clarified that her property was directly south of the potential development site.

Commissioner Curless asked how long she had lived at the residence and if the apartments were there prior to her moving in, to which Ms. Kaniecki stated 15 years and that the apartments had not been there.

Vern Gagag (8005 Hillcrest Rd, Custer), fiancé to Kathy Kaniecki, also expressed strong opposition to the development, noting potential safety concerns and nuisances to Ms. Kaniecki.

Mayor Wiza declared the public hearing closed.

6. Action on the above.

Mayor Wiza asked if there had been previous issues concerning the owner of the proposed development, to which Director Ostrowski confirmed that there had been other concerns with Mr. Ignatowski.

Commissioner Brush asked for clarification on the landscape recommendation, to which Director Ostrowski stated that the landscaping plan submitted was inadequate for the proposal, noting the lack of specific details, making it difficult to know if it met current ordinance requirements as outlined in the zoning code.

Commissioner Brush clarified his question by asking how the landscaping recommendation fit into the site plan.

Director Ostrowski referenced to page 43 of the administrative staff report, noting that additional items could be added, suggesting that there could be an internal connection between the new development and existing complex to the east so there would be only one access point off Doolittle Drive. He also briefly explained complications with the use of the property as R4, noting restrictions on uses while still trying to meet the comprehensive plan and in keeping with the surrounding area.

Commissioner Haines asked if lightning on the site could be steered away from other residences, and if the driveway for the development could be moved to Wilshire Boulevard. Lastly, she called for the enforcement of landscaping requirements as other properties didn't seem well screened or have much landscaping even if it had been made a requirement.

Mayor Wiza asked Director Ostrowski if he knew the landscaping requirements for the development at 3616 Doolittle Drive when it had been approved.

Director Ostrowski stated that he currently did not have that information, but that they could look back at the conditional use permit for that property. He explained that the project was originally constructed by someone else and not the current owner. He agreed that landscaping was very challenging, but also noted that there was time to pause and look at other options to first address concerns now that there was better representation of how the public felt.

Commissioner Brush expressed concern with the single-family home at 3609 Stanley Street, and asked whether they should require some sort of visibility fence where the trees and vegetation to be removed, to which Director Ostrowski stated that they could set that as a condition.

Aldersperson Kneebone agreed with the idea of moving the driveway to Wilshire Boulevard or going through the existing property, as well as adding screening on the south end of the proposed development site in order to protect the privacy of 145 Wilshire Boulevard.

Commissioner Cooper stated that while it is a good thought to require the access through the other property, it would be tying their hands in selling both properties together if there was no sort of easement.

Commissioner Curless asked if the driveway would fit on Wilshire and asked if the park and ride area had anything to do with the current project.

Mayor Wiza confirmed that the vehicles were in a public area. He stated that they could create an ordinance to prohibit parking there, but his expectation would be that it would continue to be public parking.

Terrence Martin (Appleton, WI) stated that the driveway had originally come off Wilshire Boulevard when originally submitted, and that it had worked better in terms of snow removal, access, and traffic flow.

Associate Planner Kearns explained that installing a sidewalk along Wilshire Boulevard would shrink the parking area. Given the width of the right-of-way, there may not be enough space when the sidewalk is installed to have street parking.

Commissioner Haines asked for clarification on park and ride, to which Mayor Wiza explained that people parked and carpooled from there.

Commissioner Curless asked if provisions could be made to handle park and ride, to which Mayor Wiza stated there were plans in the works to potentially put a park and ride location closer to the airport.

**Motion by Commissioner Haines to postpone action on the request from Igna Real Estate & Investments LLC for a conditional use permit to construct an apartment building at 3600 Doolittle Drive (Parcel ID 2408-27-2300-32) and to direct staff to work with the applicant in addressing concerns with parking, driveway access, screening and additional concerns brought up during testimony.**

**seconded by Commissioner Brush.**

**Motion carried 6-0**

7. Public Hearing – Request from Portage County for a conditional use permit and site plan review to install exterior mechanical equipment at the Aging and Disability Resource Center (Lincoln Center), 1519 Water Street (Parcel ID 2408-32-2021-15), which is a City owned property.

Director Ostrowski summarized the request from Portage County for a conditional use permit and site plan review to install an emergency generator along the side of the Aging and Disability Resource Center. He explained that it would be set on an existing concrete pad behind existing screening. He stated that the ADRC was a conditional use within the R4 district and owned by the city. He also noted that any changes to the exterior had to go through Plan Commission and Common Council for approval. He explained that staff did not see any concerns with it and recommend approval with the conditions outlined in the staff report. Lastly, he noted that the request had gone through and been approved by the Historic Preservation / Design Review Commission.

Commissioner Haines asked why a backup generator was necessary, to which Mayor Wiza explained that in an event of a power failure, there are some critical systems that could be kept running. He stated that the Facilities Director would be able to address any additional questions.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Todd Neuenfeldt (1462 Strongs Ave), Facilities Director for Portage County, explained that in an event of an extended power outage, the generator would provide power to necessarily systems such as the access system to the building, as well as to communications in the building. In the past they found it difficult to maintain services and keep computers running. Lastly, he noted that the

generator was being installed at the cost of the county, and there were no incurred costs for the generator for the city.

Commissioner Haines expressed concerns about the level of noise the generator would produce.

Todd Neuenfeldt (1462 Strongs Ave) compared the noise level to a diesel engine running. He mentioned that they would have to be run once a week for testing and insurance purposes.

Mayor Wiza added that it would be very clear when it happened, but wouldn't say it would create a disturbance.

8. Action on the above.

**Motion by Commissioner Cooper to approve the request from Portage County for a conditional use permit and site plan review to install exterior mechanical equipment at the Aging and Disability Resource Center (Lincoln Center), 1519 Water Street (Parcel ID 2408-32-2021-15), which is a City owned property, with the following conditions:**

1. **Applicable building permits shall be obtained.**
2. **If the existing screening is ever removed or reduced, new screening in the form of landscaping or fencing shall be installed in its place to entirely screen the unit during all times of the year.**

**seconded by Commissioner Curless.**

**Motion carried 6-0**

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

Director Ostrowski summarized the request from Service Cold Storage, LLC for the third phase of an expansion to the existing cold storage warehouse facility located within the Planned Industrial Development Zoning District. He explained that phase two had recently been approved, and this new phase would add 30,000 square feet of dry-storage on the northwest side of the building. In addition, there would be loading docks on the north side of the facility for access into the dry-storage. The CN main rail line would be to the north. He recommended approval with staff recommendations as the expansion fit into the industrial park and comprehensive plan.

Les Dobbe (5700 E.M. Copps Dr), President and CEO of Service Cold Storage, asked a clarifying question regarding the screening and vegetation between the west side of the parameter, to which Director Ostrowski confirmed that additional screening was needed for the railroad right away on the west side, but an area had to be left for snow plowing.

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

1. **The driveway leading to the new loading docks, along with the loading parking zones and any other staging areas to the north shall be hard surfaced with concrete or asphalt.**
2. **The applicant shall submit an updated site plan showing the hard surfaced area to be reviewed and approved by the Community Development Department.**
3. **The parking and loading area shall be screened from the west which should be identified on the site plan/landscape plan.**
4. **A landscaping plan shall be submitted to be reviewed and approved by the community development department.**

**seconded by Alderperson Kneebone.**

**Motion carried 6-0**

10. Request from the City of Stevens Point to Amend Chapter 23: Zoning Ordinance of the City of Stevens Point Revised Municipal Code to define and permit short term rentals. *This item is for discussion purposes only; no formal action will be taken.*

Director Ostrowski explained that there had been a request for a potential use for a property being rehabbed, noting that the closest type of use was for short term rentals. He explained that the current zoning code didn't define them, but that they were becoming increasingly popular all across the country and they were starting to see it locally. He noted the importance of determining how they would be handled and regulated, and stated that the current definition of a family within the zoning code was problematic with moving forward with them in certain zoning districts. He stated that the agenda item was for discussion for plan commission and the public to help in moving it forward.

Mayor Wiza reiterated the importance of figuring out how to handle them for the safety of the community and renters.

Commissioner Curless asked if there was a special tax for those properties, to which Director Ostrowski stated there was nothing currently, but some communities required room tax, and briefly explained that there could be unfair competition if people were able to lease out a facility or room and not have to pay that tax when other hotels or bed and breakfasts were paying it.

Sarah Brish (340 Division St N), Executive Director of the Stevens Point Area Convention & Visitors Bureau, gave a brief summary on the trends of short term rentals within central Wisconsin and across the globe, noting in particular that people who stayed at short term rentals tended to stay longer and spend more within a community. She expressed the importance of the city to consider support of an ordinance that would create the framework for the trending lodging option, as well as keeping them on a level playing field as other lodging establishments by requiring licensing, inspections, and room tax. Lastly, she stated that it was in the best interest of the Stevens Point Area Convention & Visitors Bureau to make sure that the safety, security, and health of visitors was never compromised.

Commissioner Brush asked for clarification on the existing listings within Stevens Point, to which it was clarified that there were currently 18 active listings with no licensing due to lack of requirements and regulations.

Mayor Wiza explained that someone could rent a room or rent a whole house, noting potential risks that came with inviting strangers into homes. Even so, he noted the need to be proactive and place regulations so people would have confidence in knowing the rentals were safe. He explained that Director Ostrowski had provided several examples of ordinances and that they were looking for feedback or concerns.

Commissioner Curless asked what they were considering for short term, to which Ms. Brish stated that the city could define it, but it was typically less than 30 days.

Aldersperson Morrow (Eleventh District) asked how rates and fees would be collected.

Mayor Wiza stated that the sites used were public, and that there could be periodic spot checks, to which Ms. Brish agreed and added that checking availability was fairly easy.

Aldersperson McComb (Ninth District), while familiar with them, expressed concern over how situations would be handled were there issues at the property.

Sarah Brish (340 Division St N) explained that would be handled similarly to owner occupied properties. In addition, she mentioned that Airbnb had very tight policies and guidelines for renters, and if not adhered to, would lead to being blacklisted and unable to rent from them in the future.

Mayor Wiza confirmed that from a city standpoint, they would be addressed like any other property, whether it meant needing enforcement or inspection. Ultimately, he added, the owner would be responsible for what happens on the property.

Commissioner Brush asked if they would require owners be residents of the community, or if they could live out of state.

Mayor Wiza stated that while some of the ordinances from other communities required the rentals be the owner's primary residence, he didn't know whether they should be that strict. Either way, it was something to think about.

Sarah Brish (340 Division St N) agreed that perhaps they didn't need to be that extreme, but having them nearby, easy to contact, or readily available should be important.

Mayor Wiza stated that a mileage restriction may be ok, but that he would refer to city Attorney for wording.

Director Ostrowski noted that for multi-family license rentals, the owner could live anywhere they wanted so long as a locally designated agent was available for contact.

Aldersperson Kneebone agreed with the need to act, and asked whether licensing would generate more people to come in to rent the facilities, to which Ms. Brish agreed that it would, adding that the majority of the listed properties online were rated four stars and up.

Aldersperson Kneebone stated that if we have ordinances in place, it would make it safe for people to come and visit, thus encouraging people to spend more.

Commissioner Curless expressed concern about allowing short term rentals in residential areas, noting there would not be much of a difference as people would then be living next to a rental property. He provided several examples.

Sarah Brish (340 Division St N) stated that the majority of online rentals were not occupied by the owner, and that it was a part of the global trend.

Aldersperson Dugan recounted an experience with short term rentals where family members had swapped homes with someone else and several complications had arisen due to lack of licensing, inspection, and owner vetting. She asked that regulations be put in place and owners be vetted, as well as agreeing with Commissioner Curless in restricting where they should allow these facilities.

Bill Schierl (109 County Road E S) and his wife are owners and developers of 1665 Main Street rehab project. They are turning it into an Airbnb type facility, and expressed their support for allowing these types of rentals within the city. Mr. Schierl explained that the home would be single family and the house rented as a whole. He understood Commissioner Curless' concerns in how they would be monitored, but hoped that people would see the benefits of them taking a blighted project or facility into a new direction and having it act as a gateway to the community. In addition, he hopes visitors would be able to live like a local and see what the Stevens Point community has to offer. Lastly, he explained that one of the biggest reasons people come to a community, is because people they know have visited and have had good experiences.

Aldersperson McComb (Ninth District) expressed support in permitting this type of lodging, noting her own positive experiences.

Mayor Wiza briefly explained that they should identify details for districts in which to allow them in, minimum and maximum stay periods, occupancy limits, inspection and licensing requirements, room tax and parking requirements. He did recommend staying away from requiring that rentals be the owner's primary residence.

Director Ostrowski stated that Madison allows unlimited number of stays in single and two-family districts if the owner stays on the premises. If they are not present, they limit stays to 30 days per calendar year. He said it was a way to allow them to occur in a residential area, but not potentially change the dynamics of the residential area.

Commissioner Brush expressed concern over the minimum amount of space allowed for a single person and felt rooms should be harmonious in size.

Director Ostrowski stated that the room size requirements would fall under the state building code, and that they were not allowed to be more restrictive as they had to follow minimum requirements.

Commissioner Curless asked if people could stay as long as they wanted, to which Director Ostrowski stated that stay limits could be set, and at some point they would become a tenant. He explained that in one of the ordinances, the community allowed for unlimited stays in a calendar year if the owner resided at the home. However, if they didn't reside there, stays per calendar year would be limited.

Commissioner Curless asked for further clarification of stay and occupancy limits based on single and two family residences.

Director Ostrowski stated that they were getting into definitions and language within the ordinances. He stated that one could not rent out 5 different bedrooms to 5 different people, but rather one group or family per night, and they would have to be further defined within the ordinance.

Mayor Wiza explained that they could be defined in different areas or zoning districts, and that he would only caution limiting the market to owner occupied only.

Commissioner Haines noted that the Village of Fontana talked a lot about what was discussed.

Mayor Wiza stated that if anyone had any ideas, concerns, or comments, to contact Director Ostrowski, their Alderpersons, or himself. He mentioned that a proposed draft ordinance would be prepped for consideration at the next meeting.

Alderperson Dugan expressed caution in moving forward as the community already had many rentals.

11. Community Development Department Monthly Report for October 2016.

Director Ostrowski reported that it had been another good month and summarized new construction, permits issued, and year to date valuation, noting that valuation was well above the norm.

Mayor Wiza commented on the year to date valuation of \$50 million, and noted the importance of raising the value of the city in order to be able to provide better and additional services.

Commissioner Curless requested to know what had been taxed and what had been exempt, to which Mayor Wiza stated that the information would be provided to him the following month.

12. Adjourn.

**Meeting adjourned at 8:16 PM**

# Administrative Staff Report

## Operating a Car and Truck Wrecking Facility

### Conditional Use

### 801 Francis Street

### November 28, 2016



Department of Community Development

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"> <li>Fred's Towing</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>2308-05-10-1226</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Effective Frontage: 207 feet</li> <li>Effective Depth: 379.8 feet</li> <li>Square Footage: 78,612.4</li> <li>Acreage: 1.805</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>"M-2" Heavy Industrial District</li> </ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"> <li>Industry</li> </ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"> <li>District 9: McComb</li> </ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"> <li>Industrial – Wrecking Facility</li> </ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"> <li>23.01(16) and 23.02(3)(b)</li> </ul>	<p><b>Request</b></p> <p>Review of a conditional use permit for the purposes of operating a car and truck wrecking facility at 801 Francis Street (Parcel ID 2308-05-1012-26).</p> <p><b>Attachment(s)</b></p> <ol style="list-style-type: none"> <li>Application</li> <li>Site Plans</li> </ol> <p><b>Findings of Fact</b></p> <ol style="list-style-type: none"> <li>The property is zoned "M-2" Heavy Industrial District.</li> <li>Wrecking Facilities are a conditional use within the district.</li> <li>The City's Comprehensive Plan calls for an industrial use on this property.</li> <li>A wrecking facility operates on the property as a conditional use, granted in 2004, and expiring on December 31, 2016.</li> <li>A request was made in June, 2016 to operate a repair facility at the existing wrecking facility which required a conditional use permit amendment that was postponed.</li> <li>Other uses exist on the site including indoor and outdoor storage and a portable bathroom business.</li> </ol> <p><b>Staff Recommendation</b></p> <p>Staff would recommend denial of the permit renewal based on the intensity of uses increasing, along with failure to meet applicable building and zoning codes on site. With the denial of the permit, the conditional use permit to operate a car/truck wrecking/towing facility would be prohibited on the property, effective immediately if accepted by the Common Council on December 19, 2016. Other uses such as storage and automobile repair would be permitted but would be subject to the applicable building and zoning requirements, some of which have been outlined in the standards of review.</p>
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## Vicinity Map



## Background

The conditional use permit is up for renewal, which is to operate a car and truck wrecking/towing business onsite. Note that a request to amend the conditional use permit was made in June, 2016 to operate an automotive repair business in conjunction with the existing wrecking/towing business onsite. The amendment was required due to the increased intensity on site from the proposed use and the repair business is accessory in nature to the primary use (wrecking/towing). The amendment request was postponed until the following have been met:

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

While conversations occurred between the applicant and staff via emails and in-person, no detailed description, site plan, or landscaping plan was submitted.

Again, note that the repair facilities use is not conditional on its own and would be permitted should the wrecking use cease. However, the proposed use would occur within the existing facility in conjunction to the wrecking use. The

automotive repair use may currently be operating within the facility and on the property without proper approval. Furthermore, indoor storage is also occurring on the property within another existing facility and it appears a portable toilet business is operating onsite as well and stores equipment and toilets on the property. Note that the original approval for a wrecking/towing use included outdoor storage uses, which are permitted in the M-2 district. The full existing conditional use permit is attached, but the following conditions of approval are below and have been reviewed.

1. The site be screened from Francis Street with a minimum 6ft high opaque fence if the storage area is used for storing wrecked or towed vehicles.  
**Review:** Screening exists along Francis Street in the form of privacy slats which allow for 50% transparency. However, no wrecked or towed vehicles are stored in the area adjacent to Francis Street.
2. Wrecked vehicles be stored not less than 40 ft. from the right of way.  
**Review:** No wrecked or towed vehicles are stored in the area adjacent to Francis Street.
3. The site be used for storage and not for uses that generate loud noises, especially after 6 P.M.  
**Review:** The original conditional use permit requested outdoor storage on the property. Since the granting of the permit, indoor storage has occurred onsite, along with a portable toilet business, and a repair facility.
4. No stacking of vehicles allowed over 6 ft. in height  
**Review:** No stacked vehicle were visible on the property.
5. This conditional use permit shall expire December 31, 2016

While zoning regulates uses on property, it also regulates parking requirements, landscaping, and other building and property design characteristics. Conditional use permit standards of review are below and may be impacted given the use onsite.

## Standards of Review

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

**Analysis:** The property is currently permitted for a wrecking / towing facility. Note that the following uses exist on the site; Wrecking/Towing, Automotive Repair, Portable Toilet Business, Indoor Storage, Outdoor Storage. Residential homes exist directly north and southeast of the property. Other manufacturing uses exist to the west, south, and east.



**Findings:** The property is located in an area where manufacturing and residential meet and both border the property. The uses may not be more intense than the wrecking/towing use, but may garner more traffic and activity to the site. The automotive repair, and storage uses likely attract business from outside the wrecking business and therefore increase traffic on-site. Access to the site can occur from Water Street or Francis Street. Given the amount of uses on the property, staff feels the uses could be detrimental to the surrounding property owners. The properties setback on Water Street may alleviate incompatibilities with residential homes to the

southeast, however residential exists directly north on Francis Street. The meeting minutes from June, 2016 regarding the automotive repair use prove neighbors are concerned with the use operating on the property (see attached minutes).

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

**Analysis:** See above comments regarding uses.

**Findings:** The proposed automotive repair use seems compatible to the existing wrecking/towing use. However, as mentioned above, several other uses exist on site including indoor storage and a portable toilet business. These uses increase the intensity of the property and its effect on the surrounding properties.

**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 industry, however, property to the north and southeast is identified to remain as residential. The area is fully developed.

**Findings:** The site and neighboring industrial properties are unique in that large land area exists with smaller developed facilities. While development could occur, it is unlikely given the location and proximity to residential. Therefore, the uses should not impede the normal and orderly development of surrounding property, but may deter residential inhabitants within the vicinity.

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

**Analysis:** No changes are proposed to the exterior of the wrecking facility. Note, a second building exists on the property used for indoor storage which was not included in the original conditional use permit.



**Findings:** Intensity has increased on the property with the use of a second building for indoor storage. Furthermore, a portable toilet business is operating on the property. Outdoor storage was approved with the approval of the 2004 conditional use permit. The second building where indoor storage is occurring may not meet pertinent building codes.

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

**Analysis:** The respective area is an established area of the City. Access can occur via Water Street (shared drive) or Francis Street.

**Findings:** Utilities currently exist in this area to serve the uses. The added uses would have triggered zoning and building codes to be met, such as parking requirements, and building access requirements.

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

**Analysis:** Ingress/egress currently exists from a driveway off Francis Street to access the wrecking/towing use and outdoor storage. However, a second ingress/egress exists at the end of Francis Street to also access the indoor storage building. Lastly, access can occur via a driveway on Water Street from a neighboring property.

**Findings:** While adequate access to the site may exist, parking for the site and uses is not easily identifiable given the gravel lot and driveways. As stated above, the added uses would trigger zoning and building code requirements to be met.

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

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

**Findings:** The uses exist, along with the zoning classification. Manufacturing typically should not be located near residential, however the zoning exists. Over time, uses have located at the site, which has increased the intensity of the property. With storage uses, the potential for truck traffic, increased noise, and decreased aesthetics, are created. Added to that is a portable toilet business which can create other negative impacts to the surrounding neighborhood. Yet, the heavy industrial zoning permits such uses. Based on the intent of the district, along with zoning ordinances, several uses may not have been allowed if parking and other requirements were not met, including building code requirements. But, when reviewing the district and comprehensive plan, the uses should not be contrary to the land use plan for the area.

**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:** As stated above, parking and landscaping for uses have not been determined. The zoning ordinance requires parking stall counts based on uses and area. Furthermore, parking is required to be hard surfaced and screened appropriately. No site plan or landscaping plan has been submitted or exists on record in the Community Development office.

**Findings:** Staff recommended a site plan be submitted for review by the Plan Commission to determine onsite parking and storage. Furthermore, a description of uses and area for each use and units counts was recommended to accompany the site plan. Lastly, staff recommended a landscaping plan be submitted for the site for review and approval by the Plan Commission. Note that the wrecking use and outdoor storage use may be grandfathered into the zoning ordinance as it was approved previously, however other uses are must adhere to the pertinent requirements if they exist onsite. Given the above recommendations that were previously approved by the Plan Commission, and the applicant's failure to act, staff would recommend revoking the conditional use permit to operate a car/truck wrecking/towing facility.

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

N/A

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

N/A

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

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

**Analysis:** The use fronts on Francis Street.

**Findings:** This standard is met.

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



**Analysis:** One ingress/egress point exists on this site via Francis Street. A second ingress/egress exists via a neighboring property off of Water Street. A driveway exists at the end of Francis Street to serve the indoor storage use.

**Findings:** Driveways for the added uses are existing but may not meet the necessary requirements.

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

**Analysis:** The driveway on Francis Street is nearly 75 feet from Prairie Street. The dead-end on Francis Street serves as a driveway to the indoor storage use.

**Findings:** This standard is met.

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

**Analysis:** Ingress/egress already exists for the site.

**Findings:** This standard is met.

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

**Analysis:** A single ingress/egress exists to serve the wrecking, repair and outdoor storage uses. The dead-end on Francis Street serves as a driveway to the indoor storage use.

**Findings:** This standard is met.

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

**Analysis:** The main ingress/egress to the site is off of Francis Street. No site plan exists showing internal traffic flow or parking and drive aisles.

**Findings:** A site plan would assist in determining the traffic flow and parking.

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

**Analysis:** The intersections are not screened from view.

**Findings:** Vision obstructions should not be a concern.

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

**Analysis:** No drainage plan exists on file.

**Findings:** Staff is unaware of drainage concerns for the property.

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

**Analysis:** No site plan has been submitted identifying parking or drive aisles.

**Findings:** A site plan would assist in determining the traffic flow and parking.

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

**Analysis:** A lighting plan has not been submitted.

**Findings:** Lighting intrusion is anticipated to be minimal, given the proposed use within existing facilities.

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

**Analysis:** The driveways currently exist.

**Findings:** The driveways from the dead-end of Francis Street may be on the adjacent property (railroad right-of-way).

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

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

**Analysis:** The property has the needed utilities and access.

**Findings:** This standard is met.

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

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

**Analysis:** Refuse containers exist on site and are not screened.

**Findings:** Refuse containers should be identified a site plan and screened or moved to an area on site where screening exists.

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

**Analysis:** A lighting plan has not been submitted.

**Findings:** Lighting intrusion is anticipated to be minimal given the use of the building.

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

**Analysis:** Noise is has likely increase due to the added uses onsite.

**Findings:** The proposed repair facility is buffered by a storage yard and a transparent fence which should assist in reducing noise to the neighboring residential properties.

**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

Given the above findings of review for a conditional use permit renewal, staff would recommend denial of the permit renewal based on the intensity of uses increasing, along with failure to meet applicable building and zoning codes. With the denial of the permit, the conditional use permit to operate a car/truck wrecking/towing facility would be prohibited on the property, effective immediately if accepted by the Common Council on December 19, 2016. Other uses such as storage and automobile repair would be permitted but would be subject to the applicable building and zoning requirements, some of which have been outlined in the standards of review above.

## Photos

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**Wrecking / Towing Facility**



**Southside Outdoor Storage Area**



**Northside Outdoor Storage Area**



**Northside Outdoor Storage Area**



**Indoor Storage Building**



CYNTHIA A WISINSKI  
PORTAGE COUNTY REGISTER OF DEEDS  
RECEIVED FOR RECORD  
Dec. 19, 2012 AT 09:00AM

CYNTHIA A WISINSKI, REGISTER OF DEEDS  
Fee Amount: \$30.00  
Total Pages 1

**RESOLUTION**

**[801 FRANCIS STREET]**

**FRED'S TOWING**

**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 at **801 Francis Street (Parcel ID 2308-05-1012-26)**, LOT 1 CSM#8754-35-134 BNG PRT NWNE S5 T23 R8 670175, City of Stevens Point, Portage County, Wisconsin, is hereby granted a Conditional Use Permit for the purposes of operating a car and truck wrecking facility, as a Conditional Use with the following conditions:

1. The site be screened from Francis Street with a minimum 6ft high opaque fence if the storage area is used for storing wrecked or towed vehicles.
2. Wrecked vehicles be stored not less than 40 ft from the right of way.
3. The site be used for storage and not for uses that generate loud noises, especially after 6 P.M.
4. No stacking of vehicles allowed over 6 ft in height
5. This conditional use permit shall expire December 31, 2016

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

Approved:

Andrew J. Halverson, Mayor

Attest:

John Moe, City Clerk

Dated: December 17, 2012  
Adopted: December 17, 2012

Drafted by: Michael Ostrowski  
Return to: City Clerk

**REPORT OF CITY PLAN COMMISSION**

**Monday, June 6, 2016 – 6:00 PM**

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

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

EXCUSED: Commissioner Curless and Commissioner Haines

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

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INDEX:

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

16. **Public Hearing** – Amending Chapter 23 of the Revised Municipal Code, Zoning Ordinance, specifically subsections 23.01(13)(a) and 23.01(13)(d) to include public and private streets.
  17. Action on the above.
  18. Repeal and replace Chapter 21 (Building and Premises Maintenance and Occupancy) of the Revised Municipal Code of the City of Stevens Point, with the International Property Maintenance Code from the International Code Council, with local amendments.
  19. Community Development Department Monthly Report for May 2016. *Report will be provided after May 31, 2016.*
  20. Adjourn.
- 

1. Roll call – 6:21 PM.

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

**Excused: Curless, Haines**

Discussion and possible action on the following:

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

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

**Motion carried 4-0.**

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

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

Mayor Wiza declared the public hearing open.

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

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

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

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

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

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

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

Mayor Wiza declared the public hearing closed.

**4. Action on above.**

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

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

**seconded by Alderson Kneebone.**

**Motion carried 4-0**



# Memo

**Plan Staff**

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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

## City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 11/28/2016

Re: Request from FORE Development and Investment Group for a conceptual project review (CPR) to construct a retail development at 5423 US Highway 10, Town of Hull (County Parcel ID's 020240835-03.03 and 020240835-03.04).

FORE Development and Investment Group is proposing to construct a retail development at 5423 US Highway 10, currently Lynn's Greenhouse. For the development to occur, annexation, rezoning, and site plan review are required. Given the process and procedures required, the developer has requested a conceptual project review to allow for preliminary review by the Plan Commission, public, and staff. Plan staff have performed a preliminary review of the concept plan and provided comments below and on the attachments.

Below is a summary of the development.

### Parcel 1:

- Two Buildings
  - a. Retail Building 1 = 17,875 s.f.
  - b. Retail Building 2 = 13,500 s.f.
- Parking Stalls = 187
- Loading docks
- Shared access with western property
- Single ingress/egress on Hwy 10
- Stormwater = Bio-filtration Areas

### Parcel 2 (outlot):

- Retail Building 1 = 6,050 s.f.
- Parking Stalls = 13
- Shared parking with parcel 1

## Location Map



The attachment clarifies all of the staff concerns regarding the development. In summary and aside from further specifics regarding the site requirements, the property has nearly twice the required parking. The site could be maximized by reducing parking and creating larger buildings or another outlet. Furthermore, parking is based on uses and uses could change that could require higher parking ratios. However, the shared access would potentially allow for shared parking. Furthermore, given the residential properties to the south, screening should exist to protect the residential character of the southern neighborhood.

Overall, the development is appropriate for the Highway 10 corridor as the majority of the corridor has developed as commercial retail, office, and restaurant. Furthermore, the development assists in improving the City's boundary along the corridor. Staff would recommend pursuing the annexation, rezoning, and site plan review for the proposed development.

Note again that the request is for a conceptual project review regarding the proposed development. All aspects of the development can be discussed, including input from the public, however no formal action will be taken.





**Parking:**  
 Bldg 1 = 17,875 s.f. / 300 s.f. (per stall) = 60  
 Bldg 2 = 13,500 s.f. / 300 s.f. (per stall) = 45  
 Bldg 3 = 6,050 s.f. / 300 s.f. (per stall) = 21  
 Total = 126  
 Bus Stop Location Reduction = 15%  
 Grand Total = 126 \* .85 = 108 parking stalls

\*\*\*Reduced parking may allow for larger building, or additional outlet, maximizing the site, unless use changes. Retail is 1 per 300 SF of GFA, but restaurant is 1 per 100 SF of GFA.

Bicycle parking is required at the following rate - 1) Apartment, mixed use, and non-residential development providing more than 20 vehicle but less than 100 vehicle parking spaces shall be required to provide six bicycle parking spaces. An additional one bicycle parking space shall be provided for each additional 25 vehicle parking spaces, or a fraction thereof. A minimum of four and a maximum of 24 bicycle parking spaces shall be required under this paragraph.

Is there a way we can make another connection between the two parking lots?



# Memo

## Plan Staff

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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

### City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 11/28/2016

Re: Request from the City of Stevens Point to amend the 1998 intergovernmental agreement for growth and development on Highway 10 and Brilowski Road, between the Town of Hull and City of Stevens Point, specifically to reduce certain building, parking lot, and drive aisle setbacks.

The 1998 Intergovernmental Agreement for growth and development on Highway 10 and Brilowski Road between the City of Stevens Point and Town of Hull was created to accomplish the following goals:

1. Orderly, planned growth for the Town of Hull and City of Stevens Point
2. The provision of cost-effective municipal services to support development
3. Implementation of development standards and land use plans which will protect and enhance property values of adjacent properties.

The planning area for the agreement is identified on the side, as is the recently annexed area where the subsequent agenda items include development.



Part of the agreement outlines the setbacks required along right-of-ways and Highway 10 (see below).

**SETBACKS** - The following setbacks shall be required:

SETBACKS			
	Street/Front	Side*	Rear*
Building	40' from ROW	20' from residential 10' from commercial	20'
Parking lot, drive isle, loading area	40' from Hwy. 10 ROW 20' from other ROW	20' from residential 10' from commercial	20' from residential** 10' from commercial

\*Side and rear setbacks are from property line.

\*\*Rear setback shall be increased 5' for each story above 2 stories.

In comparison the B-5 Highway Commercial setbacks have been identified below as well, with which the majority of property along Highway 10 is zoned.

**STANDARDS**

minimum lot size	35,000 sq. ft.
minimum lot width	125 ft.
building street yard setback	40 ft. setback from Hwy. 10 E. 25 ft. setback from all other streets
parking lot street yard setback	30 ft. setback from Hwy. 10 E. 5 ft. setback from all other streets (Subject to review by Plan Commission and Common Council)
building side yard setback	10 ft.
parking side yard setback	5 ft.
building rear yard setback	20 ft.
parking rear yard setback	5 ft.

Differences exist between the building setbacks from right-of-way as well as parking lot setbacks. In order to create conformity and avoid any confusion for projects staff would recommend the agreement be amended to include the following setbacks.

**Setbacks Proposed**

	Street/Front	Side*	Rear
Building	40' from Hwy 10 ROW 25' from other ROW	20' from residential 10' from commercial	20'
Parking lot, drive aisle, loading area	30' from Hwy 10 ROW 5' from other ROW	20' from residential 5' from commercial	20' from residential** 5' from commercial

\*Side and rear setbacks are from property line.

\*\* Rear setback shall be increased 5' for each story above 2 stories.

The changes to the building and parking lot setback should still preserve the frontage and area along the Highway 10 corridor while also meeting the objectives outlined above and in the intergovernmental agreement.

In order to become effective, the Town of Hull must also approve the changes as well.

Please note, the agreement was for a period of 20 years, and will expire in 2018.

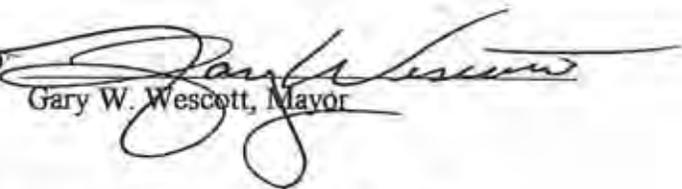
## RESOLUTION

WHEREAS, the City of Stevens Point and the Town of Hull have engaged in cooperative planning on land adjacent to Highway 10 East and Brilowski Road; and

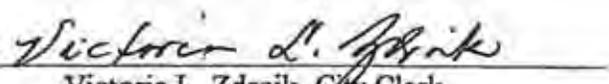
WHEREAS, this cooperative planning has resulted in the attached plan which identifies recommended land use and specific development standards for the area;

NOW, THEREFORE, BE IT RESOLVED that the City of Stevens Point does hereby adopt the attached Land Use Plan and Development Standards and that these be made a part of the Master Plan (Development Guide) to the city.

APPROVED

  
Gary W. Wescott, Mayor

ATTEST:

  
Victoria L. Zdroik, City Clerk

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DATED: November 16, 1998

ADOPTED: November 16, 1998

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF STEVENS POINT  
AND THE TOWN OF HULL**

This agreement is entered into by the City of Stevens Point ('City') and the Town of Hull ('Town'). The purpose of the agreement is to set forth the terms and conditions to accomplish the following goals:

- ◆ Orderly, planned growth for the Town of Hull and City of Stevens Point
- ◆ The provision of cost-effective municipal services to support development
- ◆ Implementation of development standards and land use plans which will protect and enhance property values of adjacent properties

This agreement is entered into pursuant to 66.30 of the Wisconsin Statutes.

**Article 1 Planning Area**

The City and the Town agree that the area displayed in attachment 1 (Master Site-Plan for Shave/Olson Properties (map on page 4 of 7), herein referred to as 'Planning Area,' and described in attachment 2 (Legal Description), shall be the only area included in this agreement.

**Article 2 Commercial and Residential Development only in City Limits**

The parties agree commercial and/or residential development in the Planning Area shall only be allowed after the land has been annexed to the City. The Planning Area shall only be developed for residential or commercial purposes using municipal sewer and municipal water services from the City. The Town agrees to support annexation petitions submitted to the City for land in the Planning Area. The Town further agrees to support expansion of the City sewer service area to the Planning Area, in a manner consistent with State Statutes and the policies in the adopted Stevens Point Urban Area Sewer Service Plan.

**Article 3 Adoption of Master Site-Plan**

The City agrees to adopt the Master-Site Plan contained in attachment 1 and to apply those development standards to the lands shown in the Planning Area. City zoning regulations in the Planning Area shall be made in accordance with Attachment 1. The City further agrees to consider annexation of the lands within the Planning Area subject to consideration of adequacy of public facilities, phasing, and reasonable boundaries.

**Article 4 Consistency Requirement With Approved Master Site-Plan**

This intergovernmental agreement includes the adoption of a Master Site -Plan for the Planning Area that identifies the agreed upon land use, zoning, and development standards for those properties (attachment 1). Any development proposals submitted for consideration to Portage County, the Town of Hull, or the City of Stevens Point shall be consistent with this intergovernmental agreement with the Master Site-Plan. Any development proposals that are not consistent with these standards shall be denied by the governing body having jurisdiction over the proposal, by means of adopted zoning and subdivision review authority.

**Article 5 Notification**

The City agrees to notify the Town of all annexations and zone changes which affect the Planning Area. The Town agrees to notify the City of any changes to County Zoning or any other changes which affect the Planning Area.

**Article 6 Amendments**

This agreement may be amended by mutual consent of all parties hereto. The City agrees to notify the Town of any proposed changes to the Master Cite-Plan contained in attachment 1, or any changes which affect the Planning Area. The Town agrees to notify the City of any changes which affect the Planning Area.

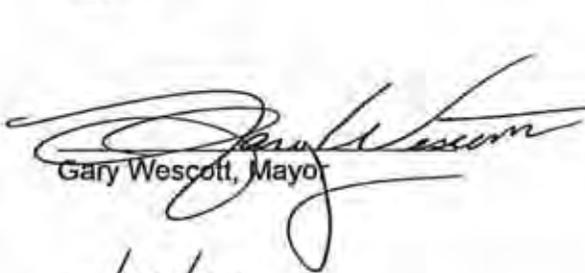
**Article 7 Duration**

This agreement shall remain in force for a period of twenty (20) years from the time of adoption. Extension of this agreement shall be made only with the mutual consent of both the Town and the City.

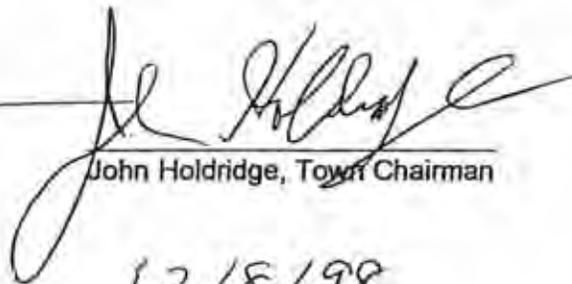
**Article 8 Severability**

Should any section or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, then this entire agreement shall be found to be invalid and the parties shall use their best efforts to renegotiate a new agreement.

Signed



Gary Wescott, Mayor



John Holdridge, Town Chairman

11/17/98  
Date

12/8/98  
Date

## **MASTER SITE-PLAN SHAVE/OLSON PROPERTIES**

### **Reviewed/Approved by:**

<i>Site Development Committee for Shave/Olson Properties:</i>	<i>3-04-98</i>
<i>Town of Hull Board of Supervisors:</i>	<i>3-25-98</i>
<i>City of Stevens Point Plan Commission:</i>	<i>4-06-98</i>
<i>City of Stevens Point Common Council:</i>	<i>4-20-98</i>

## **NEIGHBORHOOD DEVELOPMENT STANDARDS**

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### **GENERAL PROVISIONS**

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**APPLICABLE ORDINANCES** - Upon annexation to the City of Stevens Point, development shall be subject to all applicable City Ordinances, except where different standards or requirements are specified herein.

**PARKING LOTS** - All areas used for parking and loading shall be hard surfaced with bituminous asphalt, concrete, or similar approved hard-surface materials. Crushed granite or crushed asphalt shall not be acceptable.

**SIGNAGE** - All signage shall comply with the requirements of the City of Stevens Point Sign Ordinance.

**BRILOWSKI ROAD** - No residential parcel shall have direct vehicular access to Brilowski Road.

**EASTWOOD DRIVE** - Eastwood Drive shall not be extended beyond its present southern terminus and shall be considered a permanent cul-de-sac.

**OFFICIAL (STREET) MAP** - The following area shall be added to the official (street) maps of the City of Stevens Point and the Town of Hull: 60 feet east of the centerline of Brilowski Road, extending from the north right-of-way of Highway 10 approximately 2,310 feet north to the south line of Eastwood Subdivision. A note shall also be added to the City's Official Map indicating that Eastwood Drive shall not be extended beyond its present southern terminus.

**WETLANDS** - Wetlands that are present on the property, as shown on the DNR's Wetland Inventory Maps (1992), shall be identified as natural areas to be preserved. Exact wetland boundaries shall be subject to change based on DNR or Army Corps of Engineers field investigations.

**VARIANCES** - Variances from the landscape and setback requirements may be approved by the City Common Council, with mutual agreement of the Hull Town Board, if it can be shown that the required landscaping or setback cannot be provided due to the unique nature of the site. Self imposed hardship shall not be a cause for granting a variance.

**COMMERCIAL/OFFICE/MULTIFAMILY RESIDENTIAL DEVELOPMENT**

Permitted and conditional commercial/office/multi-family residential uses shall be controlled by the City of Stevens Point B-5 Highway Commercial Zoning District, except as follows:

**LANDSCAPING** - Each B-5 parcel shall, at a minimum, provide the following required landscaping:

**Continuous screening** shall be located (1) where a B-5 parcel abuts an existing or planned residential use/zone and (2) where a B-5 parking lot, drive isle, or loading area abuts a public street right-of-way. *Continuous screening is defined as (1) landscape materials planted in at least 2 rows, with plant spacings as shown on the attached "approved plantings list" or (2) planting beds of varying widths, which provide the same number and density of plants shown on the "approved plantings list."* Other plants not included on the list may be used, if they are determined to be hardy. All bushes shall be at least 18 inches tall at the time of planting. At least 1 tree shall be planted every 40 feet.

**Intermittent screening** shall be located along the side and rear yards of all B-5 parcels, except where continuous screening is herein required. *Intermittent screening is defined as at least 1 tree planted every 50 feet.*

Where landscaping is required within a **clear vision triangle**, as defined in the City of Stevens Point Zoning Ordinance, such area shall be landscaped with plantings or visual barriers that will be less than 2 feet tall at maturity.

**SETBACKS** - The following setbacks shall be required:

SETBACKS			
	Street/Front	Side*	Rear*
Building	40' from ROW	20' from residential 10' from commercial	20'
Parking lot, drive isle, loading area	40' from Hwy. 10 ROW 20' from other ROW	20' from residential 10' from commercial	20' from residential** 10' from commercial

\*Side and rear setbacks are from property line.

\*\*Rear setback shall be increased 5' for each story above 2 stories.

**HEIGHT LIMITATION** - No structure shall exceed 4 stories in height, measured from the finished grade to the top of the highest floor. Utility penthouses, towers, or antennas may exceed this height limitation.

**LOADING DOCKS** - Shall not be located on the building facade facing the street right-of-way. Exceptions may be made if the loading dock is recessed at least 40' from the principal facade of the building.

**GARBAGE STORAGE** - Shall be located to the side or rear of the building (not on side of building facing right-of-way) and shall be screened by a permanent barrier of landscaping, walls, or berms at least 6 feet in height. Garbage storage in the rear yard shall be prohibited where abutting an existing or planned residential use/zone, when other alternatives exist.

**OUTDOOR STORAGE** - All outdoor storage of materials shall be screened by a permanent barrier at least 4 feet high or to the height of the material stored, whichever is greater. Outdoor areas which are used to display goods directly to customers for shopping, e.g., display and sales of spring landscape materials, are exempt from the screening requirement.

**SIDEWALKS** - All public streets in any B-5 zone shall include sidewalks of at least 5 feet in width, on both sides of the street.

**LIGHTING** - All lighting shall use cut-off fixtures. Light bulbs or lighting lenses shall not be directly visible from adjacent properties. Lighting shall not exceed 0.5 foot candles at the property line.

**BUILDING MATERIALS** - Any building exterior which faces a public street right-of-way must be constructed of brick, precast masonry material, stucco-like material, fluted or split-face block, wood siding, or the equivalent. The facade facing the right-of-way shall not be composed of metal siding or common face concrete block, except as an integral part of a design that is approved by the City Common Council.

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**TWO-FAMILY/DUPLEX RESIDENTIAL DEVELOPMENT**

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Permitted and conditional two-family residential development shall be controlled by the City of Stevens Point R-3 One and Two Family Residential Zoning District, except as follows:

**SETBACKS** - The following setbacks shall be required:

SETBACKS			
	Street/Front	Side*	Rear*
Building	25' from ROW	25' total 1 side not less than 12'	30'

\*Side and rear setbacks are from property line.

**MINIMUM LOT SIZE** - 15,000 Sq. Ft.

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**SUBURBAN SINGLE-FAMILY RESIDENTIAL DEVELOPMENT**

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Permitted and conditional single-family residential development shall be controlled by the City of Stevens Point R-1 Suburban Single-Family Residential Zoning District. No changes or additions to the requirements of the R-1 District are included herein.

**REQUIRED ATTACHMENTS:** (1) Site-Plan Map and (2) Approved Plantings List.

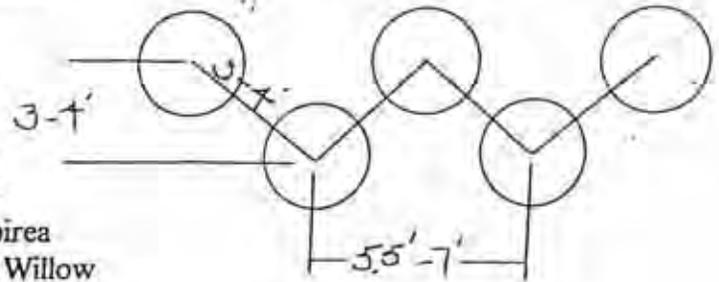
# SITE-PLAN MAP SHAVE/OLSON PROPERTIES



## DECIDUOUS SHRUBS

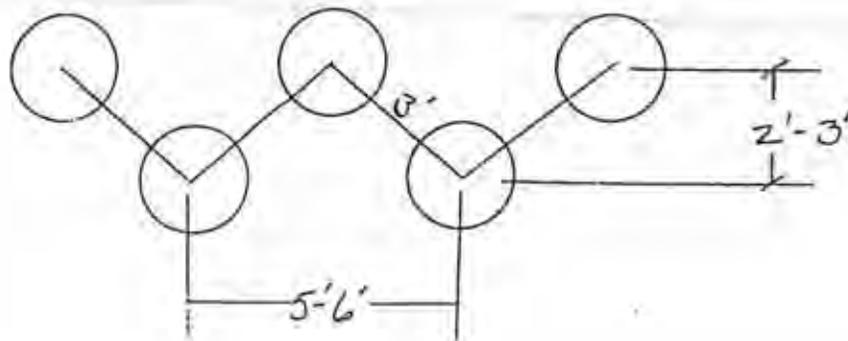
**Medium Shrubs 5 - 8 feet tall; plant 3 - 4 apart**

- |                              |                     |
|------------------------------|---------------------|
| American Filbert or Hazelnut | Bayberry            |
| Chokecherry                  | Dogwood             |
| Sand Cherry                  | Cotoneaster         |
| Euonymous, winged            | Forsythia           |
| Lilac                        | Mockorange          |
| Father Hugo Rose             | Rugosa Rose         |
| Prairie Rose                 | Vanhoutte Spirea    |
| Viburnum                     | Dwarf Arctic Willow |
| Weigela                      | Winterberry         |



**Low Shrubs 2 - 5 feet tall; plant 3 feet apart**

- |                            |                               |
|----------------------------|-------------------------------|
| Azalea                     | Bush Cinquefoil               |
| Indiandcurrant Coralberry  | Alpine Currant                |
| Korean Barberry            | Japanese Barberry             |
| Redleaf Japanese Barberry  | Dwarf Bushhoneysuckle         |
| Chokeberry                 | Floweringalmond               |
| Clavey's Dwarf Honeysuckle | Miniglobe Honeysuckle         |
| Smooth Hydrangea           | Annabelle Hydrangea           |
| Snowhill Hydrangea         | Golden Mockorange             |
| Dwarf Common Ninebark      | PJM Hybrid Rhododendron       |
| Virginia Rose              | Running Serviceberry          |
| Kalm's St. Johnswort       | Snowberry                     |
| Bumalda Spirea             | Grefsheim Spirea              |
| Japanese White Spirea      | Japanese Spirea Daphne Spiera |
| Snowmound Spirea           | Fragrant Sumac                |
| Gro-low Fragrant Sumac     | Silver Creeping Willow        |
| Compact European           | Dwarf European                |
| Cranberrybush              | Cranberrybush                 |
| Virburnum                  | Viburnum                      |



## EVERGREEN TREES

<u>Botanical Name</u>	<u>Common Name</u>	<u>Height In Feet</u>	<u>Spread In Feet</u>	<u>Salt Spray</u>
(Large - 40-100 Ft.)				
Abies concolor-*B	White Fir	50	20-30	S
Larix decidua	Larch			T
Picea glauca-DB	White Spruce	50	25	S
Picea glauca densata-DB	Blackhills White Spruce	40	25	
Picea pungena-DB	Colorado Spruce	40	20-25	T
Picea pungena glauca-D	Colorado Blue Spruce	40	20-25	T
Pinus nigra-DB	Austrian Pine	60	40-50	T
Pinus strobus-*NDB	Eastern White Pine	75	40-50	S
Pinus sylvestria-B	Scotch Pine	60	40-50	S
Pinus resinosa-DB	Red (Norway) Pine	60-70	40-50	S

(Medium 15-40 ft.)

Juniperus chiuensis-B	Pyramid Chinese Juniper	20	6-8	T
Juniperus virginiana-NDB	Redcedar	40	10-15	T
Taxus cuspidata capitata	Japanese Yew	15-20	6-8	S
Thuja occidentalia-EB	Eastern Arborvitae	40	8-10	S

T-Tolerant, M-Moderate tolerance, S-Sensitive

## EVERGREEN SHRUBS

(Large - 5-10 Ft.)

		Plant 4-5 feet apart		
Juniperous chinensis	Pfitzer Juniper	4-6	10-15	T
Juniperous pfitzeriana				
Juniperous sabina var.	Vonehron Savin Juniper	6-8	6-8	
Juniperous squamata meyeri	Meyer Singleseed Juniper	6	4-5	
Pinus Mugo Mughus-D	Mugho Pine	8-15	8-10	T
Taxus cupsidata var.	Spreading Japanese Yew.	10	10-15	S
Taxus media hicksi	Hicks Anglojap Yew	6-8	4-5	S
Thuja occidentalis robusta	Ware Arborvitae	6-8		S

(Small - Under 5 ft.)

		Plant 3-4 feet apart		
Juniperous horizontalis	Prostrate Juniper	1/8-2/3	4-6	M
Juniperous chinensis	Compact Pfitzer Juniper	3-4	5-6	T
Juniperous pfitzeriana compacta-B				
Juniperous chinensis sargentii	Sargent Juniper	2	5-6	T
Juniperous communis depressa	Oldfield Juniper	4	4-6	

Juniperous ( <i>glauca</i> hetzi)	Hetz Juniper (Blue Pfitzer)	4-5	6-8	
Juniperus Horizontalis plumosa-B	Andorra Creeping Junior	1-1/2	4-5	
Juniperus horizontalis douglasi-B	Waukegan Creeping Juniper	½	4-5	
Juniperus procumbena	Japgarden Juniper	1-2	5	
Juniperus sabina-B	Savin Juniper	4	4	
Juniperus virginiana kosteri-B	Koster Redcedar	3	6	
Taxus cuspidata nana	Dwarf Japanese Yew	3-4	4-5	
Taxus media browni	Browns Anglojap Yew	4-5	4-5	S
Taxus canadensis	Canada Yew	3	4-5	S
Taxus cuspidata var.	Cushion Yew	4-5	8	S
Thuja occidentalis globosa-B	Globe Arborvitae	5	5	S

T-Tolerant, M-Moderate tolerance, S-Sensitive

**EDGE STUDY DESCRIPTION**

That part of the Southwest Quarter of the Southwest Quarter, the Southeast Quarter of the Southwest Quarter, the Southwest Quarter of the Southeast Quarter, and the Southeast Quarter of the Southeast Quarter of Section 25, that part of the Northwest Quarter of the Northwest Quarter, the Northeast Quarter of the Northwest Quarter and the Northwest Quarter of the Northeast Quarter of Section 36, all in Township 24 North, Range 8 East, Town of Hull, Portage County, Wisconsin described as follows:

Commencing at the southwest corner of said Section 25; thence east along the south line of said Section 25 a distance of 33 feet to the east right of way line of Brilowski Road and the **point of beginning**; thence north along said right of way line to the southwest corner of Eastwood Subdivision; thence South 90 degrees 00 minutes 00 seconds East along the south line of said subdivision 1,278.11 feet; thence North 00 degrees 06 minutes 35 seconds West, 278.48 feet; thence North 89 degrees 30 minutes 04 seconds East, 1,315.09 feet to the northwest corner of said Southwest Quarter of the Southeast Quarter; thence east along the north line of said Southwest Quarter of the Southeast Quarter and the north line of the Southeast Quarter of the Southeast Quarter to the east line of the west one-half of said Southeast Quarter of the Southeast Quarter; thence south along said east line to the south line of the north 10 acres of the west one-half of said Southeast Quarter of the Southeast Quarter; thence west along said south line to the east line of said Southwest Quarter of the Southeast Quarter of said Section 25; thence south along said east line and the east line of the Northwest Quarter of the Northeast Quarter of said Section 36 to the north right of way line of U.S. Highway 10; thence west along said right of way line to the east right of way line of Amber Avenue; thence north along said right of way line to the north line of Lot One of Portage County Certified Survey Map #4128 as recorded in Volume 14 of 'Certified Surveys', pages 183 and 183A; thence west along said north line to the east right of way line of Brilowski Road; thence north along said right of way line to the point of beginning and there terminating.



# Memo

## Plan Staff

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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

### City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 11/28/2016

Re: Request from Point of Beginning, Inc. for removal of the 80% natural lot coverage requirement within Parkdale Subdivision, specifically an unaddressed parcel north of US Highway 10 and East of Badger Avenue (Parcel ID 2408-36-1200-02) and 1201 Badger Avenue (Parcel ID 2408-36-1200-01).

Point of Beginning, Inc. is requesting a waiver from the 80% natural lot coverage requirement within Parkdale Subdivision. The property is an unaddressed parcel north of US Highway 10 and directly east of Badger Avenue and the recently constructed gas station and convenience store.

### LOCATION MAP



A certified survey map (CSM) from 2004 has a condition indicating the following regarding the property (see also the attached CSM):

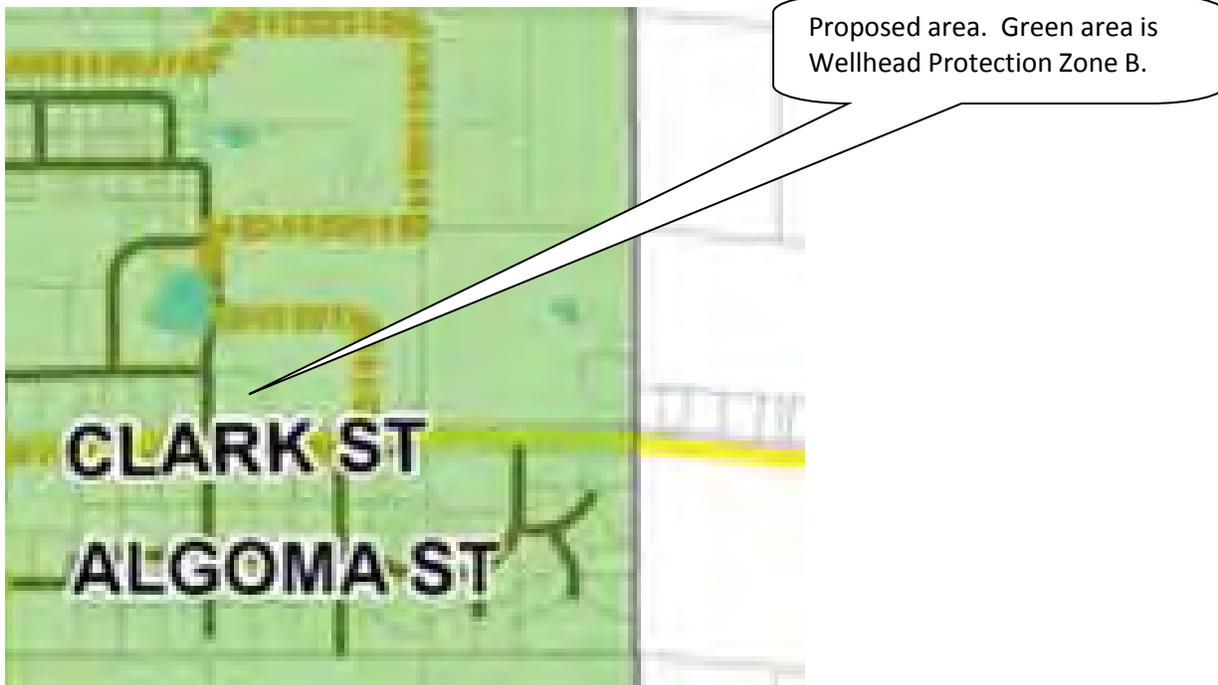
*CERTIFIED SURVEY MAP LOT RESTRICTION*

*As a condition of the approval of the division of land into these lots, the lots shall be maintained by the owners or occupants, so as to provide 80% of the area in a natural, undisturbed and undeveloped state with no fertilizers, chemical or pesticides being applied to such 80% natural area.*

*This condition shall run with the land and shall insure to the benefit of the City of Stevens Point or the County of Portage, which shall have the right to enforce this restrictive covenant against any reason, person or persons violating or attempting to violate this covenant either by restraining such violation or by recovering damages.*

*Such restriction shall continue until such time as the City of Stevens Point in its absolute discretion determines that such restriction is no longer necessary for the protection of its municipal well system.*

A development is proposed on the proposed property and will be reviewed in a subsequent agenda item, which has triggered this request. Upon review, it was determined that this restriction was placed on the subdivision of these lands as part of the extraterritorial review process when the property was located in the Town of Hull. The restriction is at the sole discretion of the City of Stevens Point. After conversations with former staff, the restriction was primarily used to prevent an over usage of fertilizers or chemicals to manicured lawns or other landscaped areas, as the area is located within the City's Wellhead Protection Overlay District Zone B.



The Wellhead Protection Overlay District Zone B limits certain uses within the district and other restrictions such as lot lawn and natural lot coverage ratios (see attached). Also, the requirements for the district have certain design standards that would limit the amount of fertilizers or chemicals applied to these areas.

In addition, the area has a significant amount of wetlands that will naturally prohibit development, and keep a significant amount of this area in a natural state.



*Red area is mapped wetlands, but as you will see in the subsequent agenda item, there are additional wetlands on the site.*

Given the above findings, staff would recommend approving the request to remove the 80% natural lot coverage condition on the CSM for the area in question. If approved, a new CSM would be recorded without the condition, and the Wellhead Protection Overlay District Zone B would govern such developments.



Point of Beginning

Page 53 of 89  
509 Windy Drive  
Suite D  
Stevens Point, WI 54482  
715.344.9999  
**pobinc.com**

November 17, 2016

City of Stevens Point  
Community Development Department  
Attn: Mr. Michael Ostrowski  
1515 Strongs Avenue  
Stevens Point, WI 54481

RE: Certified Survey Map Condition Waiver

Mr. Ostrowski,

Point of Beginning, Inc. would like to formally request that Condition #2 that was placed on Lot 2 of the attached Certified Survey Map be waived by the City of Stevens Point.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Groholski', is written over a horizontal line.

Scott Groholski  
President  
Point of Beginning, Inc.

**START** here.



CSM #10311-46-41

776930  

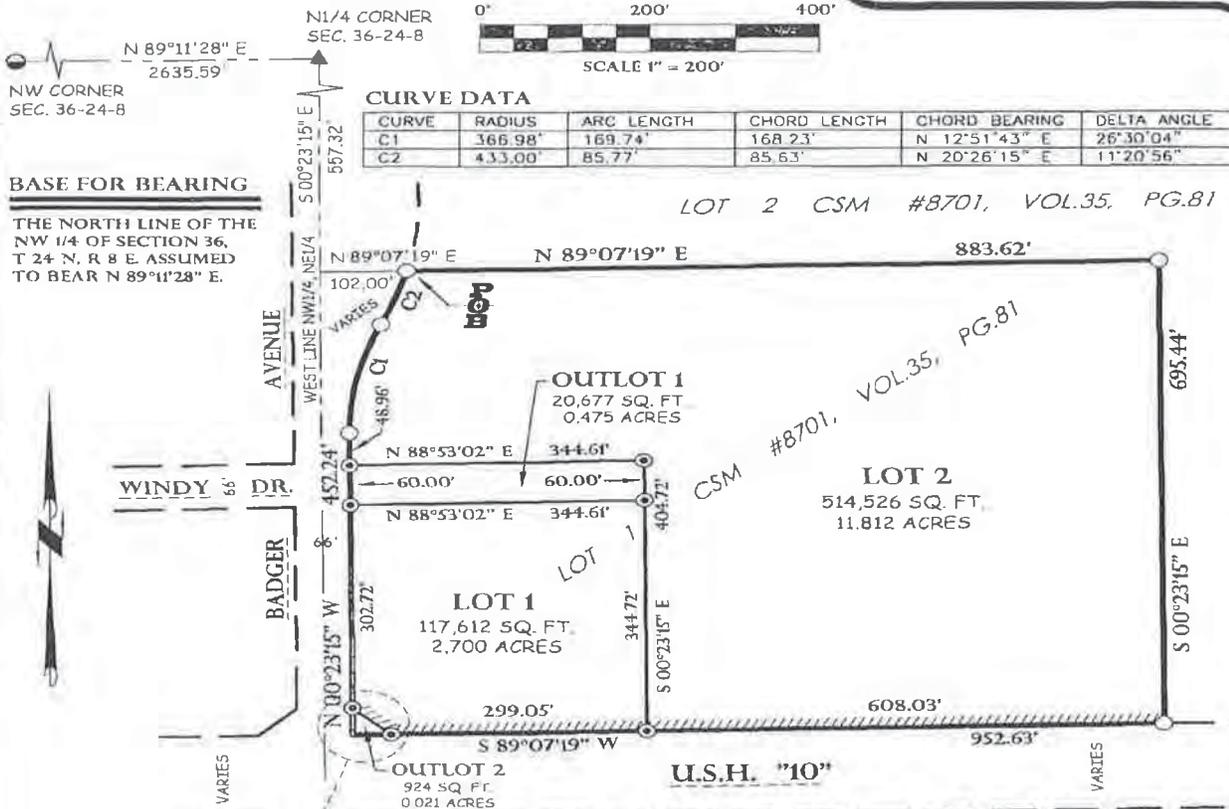

CYNTHIA A WISINSKI  
 PORTAGE COUNTY REGISTER OF DEEDS  
 RECEIVED FOR RECORD  
 Oct. 12, 2012 AT 01:30PM

*Cynthia A. Wisinski*

CYNTHIA A WISINSKI, REGISTER OF DEEDS  
 Fee Amount: \$30.00  
 Total Pages 3

**PORTAGE COUNTY CERTIFIED SURVEY MAP**

OF ALL OF LOT 1 OF CERTIFIED SURVEY MAP #8701, BEING PART OF LOT 1 OF CERTIFIED SURVEY MAP #7102; ALL LOCATED IN THE NORTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 36, TOWNSHIP 24 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN.



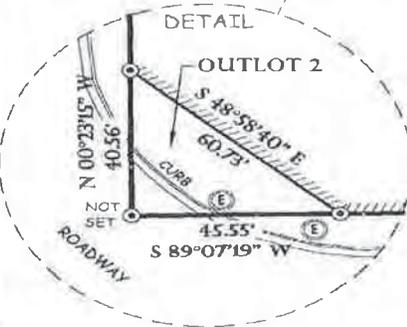
**BASE FOR BEARING**  
 THE NORTH LINE OF THE NW 1/4 OF SECTION 36, T 24 N, R 8 E. ASSUMED TO BEAR N 89°11'28" E.

**OUTLOT NOTES**

OUTLOT 1 CREATED FOR THE PURPOSE OF ACCESS TO LOTS 1 AND 2 OF THIS SURVEY.  
 OUTLOT 2 CREATED FOR THE PURPOSE OF CONEYANCE TO THE CITY OF STEVENS POINT FOR STREET PURPOSES.

**LEGEND**

- 3/4" O.D. X 18" IRON BAR SET WEIGHING 1.50 LBS/LIN. FT.
- 1" I.D. IRON PIPE FOUND
- 1 1/4" O.D. IRON BAR FOUND
- ▲ MAG NAIL FOUND
- Ⓧ ELECTRIC MAHOLE
- //// NO ACCESS



Land Surveying  
 Engineering  
 Donald J. Buza, RLS #2338  
 5709 Windy Drive, Suite D  
 Stevens Point, WI 54402  
 715.344.9999(PH) 715.344.9922(FX)

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

FIELD BOOK 18 PAGE 45-48  
 JOB # 12.536

SHEET 1 OF 3 SHEETS

DOC# 776930

## PORTAGE COUNTY CERTIFIED SURVEY MAP

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

That I have surveyed, divided and mapped all of Lot 1 of Certified Survey Map #8701, being part of Lot 1 of Certified Survey Map #7102 and located in the Northwest ¼ of the Northeast ¼ of Section 36, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin, described as follows:

Commencing at the Northwest ¼ corner of Section 36, Township 24 North, Range 8 East; thence N 89°11'28"E along the North line of the Northwest ¼ of said Section 36, 2635.59 feet to the North ¼ corner of said Section 36; thence S 00°23'15"E along the West line of the Northwest ¼ of the Northeast ¼ of said Section 36, 557.32 feet; thence N 89°07'19"E, 102.00 feet to the point of beginning (POB) of the parcel to be described; thence N 89°07'19"E, 883.62 feet; thence S 00°23'15"E, 695.44 feet to the North line of U.S.H. "10"; thence S 89°07'19"W along the said North line of U.S.H. "10", 952.63 feet to the East line of Badger Avenue; thence N 00°23'15"W along the said East line of Badger Avenue, 452.24 feet; thence Northeasterly 169.74 feet along the arc of a curve along the said East line of Badger Avenue, concave Southeasterly, having a radius of 366.98 feet and whose long chord bears N 12°51'43"E, 168.23 feet; thence Northeasterly 85.77 feet along the arc of a curve along the said East line of Badger Avenue, concave Northwesterly, having a radius of 433.00 feet and whose long chord bears N 20°26'15"E, 85.63 feet to the point of beginning.

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

That I have made such survey, land division and plat by the direction of Parkdale Development, LLC.

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

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Subdivision Ordinances of Portage County and the Town of Hull in surveying, dividing and mapping the same.

Dated this 12<sup>th</sup> day of October, 2012.



### CITY OF STEVENS POINT APPROVAL

I hereby certify this map and accompanying information is ~~(approved)~~ (conditionally approved) pursuant to the Building and Safety Ordinances of Stevens Point on the basis of the following (facts) (conditions):

Conditions: (1) Plan Commission & Common Council accept the Land dedication of OUTLOT 2  
(2) 80% of the AREA OF Lot 1 of CGM. #8701 Rec. in Vol. 35 Page 81 be MAINTAINED IN A NATURAL, UNDISTURBED, AND UNDEVELOPED STATE with No fertilizers, chemicals or pesticides being APPLIED.  
 Community Development Office (3) OUTLOT 1 will remain AS A PRIVATE DRIVE.

*Brendy Curless*  
 Zoning Admin 10/12/2012

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

Prepared for:  
 Parkdale Development, LLC  
 4701 Industrial Park Road  
 Stevens Point, WI 54481

Job # 12.536



DOC# 666241

PORTAGE COUNTY CERTIFIED SURVEY MAP

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

That I have surveyed, divided and mapped part of Lot 1 of Certified Survey Map #7102 located in the Northwest 1/4 of the Northeast 1/4 of Section 36, Township 24 North, Range 8 East, Town of Hull, Portage County, Wisconsin, described as follows;

Commencing at the North 1/4 corner of said Section 36, Township 24 North, Range 8 East; thence N 89°54'49"E along the North line of the Northwest 1/4 of the Northeast 1/4 of said Section 36, 33.00 feet to the point of beginning of the parcel to be described; thence continuing N 89°54'49"E along the said North line of the Northwest 1/4 of the Northeast 1/4, 1287.12 feet to the Northeast corner of the said Northwest 1/4 of the Northeast 1/4; thence S 00°18'52"E along the East line of the said Northwest 1/4 of the Northeast 1/4, 1234.56 feet to the North line of U.S.H. "10"; thence S 89°02'40"W along the said North line of U.S.H. "10", 40.72 feet; thence N 50°59'46"W along the said North line of U.S.H. "10", 23.50 feet; thence S 89°07'41"W along the said North line of U.S.H. "10", 40.00 feet; thence S 49°19'21"E along the said North line of U.S.H. "10", 23.43 feet; thence S 89°07'19"W along the said North line of U.S.H. "10", 1168.81 feet to the East line of Badger Avenue; thence N 00°23'15"W along the said East line of Badger Avenue, 452.24 feet; thence Northeasterly 169.74 feet along the said East line of Badger Avenue along the arc of a curve, concave Southeasterly, having a radius of 366.98 feet and whose long chord bears N 12°51'43"E, 168.23 feet; thence Northerly 400.53 feet along the said East line of Badger Avenue along the arc of a curve, concave Southwesterly, having a radius of 433.00 feet and whose long chord bears N 00°23'15"W, 386.40 feet; thence Northwesterly 169.74 feet along the said East line of Badger Avenue along the arc of a curve, concave Northeasterly, having a radius of 367.00 feet and whose long chord bears N 13°38'14"W, 168.23 feet; thence N 00°23'41"W along the said East line of Badger Avenue, 86.16 feet to the point of beginning.

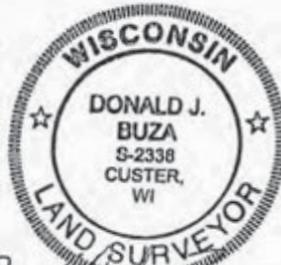
Subject to (if any) covenants, conditions, restrictions, right-of-ways and easements of record.

That I have made such survey, land division and plat by the direction of Parkdale Development, LLC.

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

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

Dated this 6<sup>th</sup> day of December, 2004.



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

I hereby certify this map and accompanying information is (approved) (conditionally approved) pursuant to the Building and Safety Ordinances of Stevens Point on the basis of the following (facts) (conditions):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Community Development Office

Prepared by:  
Point Of Beginning  
1101 Brilowski Road, Suite D  
Stevens Point, WI 54481

Prepared for:  
Parkdale Development, LLC  
4701 Industrial Park Road  
Stevens Point, WI 54481

PORTAGE COUNTY CERTIFIED SURVEY MAP

**CERTIFIED SURVEY MAP LOT RESTRICTION**

As a condition of the approval of the division of land into these lots, the lots shall be maintained by the owners or occupants, so as to provide 80% of the area in a natural, undisturbed and undeveloped state with no fertilizers, chemicals or pesticides being applied to such 80% natural area.

This condition shall run with the land and shall insure to the benefit of the City of Stevens Point or the County of Portage, which shall have the right to enforce this restrictive covenant against any person or persons violating or attempting to violate this covenant either by restraining such violation or by recovering damages.

Such restriction shall continue until such time as the City of Stevens Point in its absolute discretion determines that such restriction is no longer necessary for the protection of its municipal water well system.

*William Bayba*

Parkdale Development, LLC - William Bayba

STATE OF WISCONSIN)  
COUNTY OF PORTAGE)

Personally came before me this 3 day of December, 2004, the above named William Bayba to me known to be the person who executed the foregoing instrument and hereby acknowledge the same.

*Marjorie J. Rutta*, Notary Public, Portage County, Wisconsin.

My commission expires 12-5-04.

**SUBMISSION / ACCEPTANCE CERTIFICATE**  
**TOWN OF HULL, TOWN BOARD**

The foregoing certified survey map has been submitted to the Hull Town Board for review and approval as to conformity with Town ordinances, Town roads, Town easements and other Town property, as the case may be, which may be affected by such survey, and is hereby accepted as in conformity with such Town ordinances, Town roads, Town easements and other Town property, as the case may be.

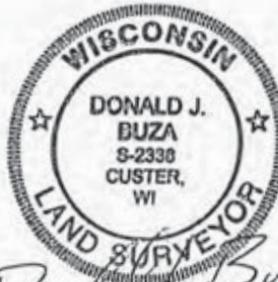
Dated this 6th day of December, 2004.

HULL TOWN BOARD

By: *John W. Holdridge*  
John W. Holdridge, Chairperson

ATTEST:

By: *Janet R. Wolle*  
Janet R. Wolle, Clerk



*Donald J. Buza*

December 6<sup>th</sup>, 2004

Job # 04.873

- 19) Salt storage
- 20) Electroplating facilities
- 21) Exterminating businesses
- 22) Paint and coating manufacturing
- 23) Hazardous and/or toxic materials storage
- 24) Hazardous and/or toxic waste facilities
- 25) Radioactive waste facilities
- 26) Recycling facilities
- 27) Cemeteries

## 2.5 Existing Uses

Where any of the uses listed above exist within Groundwater Protection Overlay District A on the effective date of this ordinance, owners of these facilities will be allowed to upgrade the facilities to facilitate or enhance groundwater protection. Plans for the proposed upgrade must be approved by the Plan Commission and Common Council, and appropriate permit issued by the City Inspection Department, prior to any work being initiated. Expansion of the prohibited use will not be allowed.

## 3.0 Groundwater Protection Overlay District B – Five Year Time of Travel

### 3.1 Intent

A secondary portion of the Stevens Point and Whiting recharge areas to be protected is land which lies within the five year groundwater travel zone upgradient from the Stevens Point and Whiting well fields. The five year time of travel (TOT) for the Stevens Point well fields shown on the attached map and described as:

That part of Section 1, Township 23 North, Range 8 East, that part of Sections 2, 3, 10, 11, 12, 13, 14, 15, 22, 23, 24, 25, 26, 27, 34, 35, and 36, Township 24 North, Range 8 East, Town of Hull, that part of Section 34, Township 24 North, Range 8 East, Village of Park Ridge, that part of Section 2, Township 23 North, Range 8 East, Town of Plover, that part of Sections 7 and 18, Township 24 North, Range 9 East, Town of Sharon, that part of Sections 13, 14, 15, 22, 23, 24, 25, 26, 27, 34, 35, and 36, Township 24 North, Range 8 East and that part of Section 2, Township 23 North, Range 8 East, City of Stevens Point, that part of Sections 19 and 30, Township 24 North, Range 9 East, Town of Stockton, Portage County, Wisconsin, described as follows:

Beginning at the southwest corner of said Section 34, Township 24 North, Range 8 East; thence north along the west line of said Sections 34, 27, 22, 15, and 10 to the east-west quarter line of said Section 10; thence east along said quarter line to the west line of the East One-half of the Northwest Quarter of said Section 10; thence north along said west line and the west line of the East One-half of the Southwest Quarter of Section 3, Township 24 North, Range 8

East to the north line of the South One-half of the Southwest Quarter of said Section 3; thence east along said north line and the north line of the South One-half of the Southeast Quarter of said Section 3 and the north line of the South One-half of the Southwest Quarter and the Southeast Quarter of Section 2 to the west line of Section 1, Township 24 North, Range 8 East; thence south along said west line to its southwest corner; thence east along the south line of said Section 1 to its southeast corner which is on the Range line between Range 8 East and Range 9 East; thence south along said Range line to the east-west quarter line of Section 7, Township 24 North, Range 9 East; thence east along said quarter line to the northeast corner of Government Lot 18 in said Section 7; thence south along the east line of said Government Lot 18 and the east line of Government Lot 19 in said Section to the north line of Section 18, Township 24 North, Range 9 East; thence east along said north line to the northeast corner of Government Lot 5 in said Section 18; thence south along the east line of said Government Lot 5 and the east line of Government Lots 8, 17, and 20 of said Section 18 and the east line of Government Lots 5, 8, 17, and 20 of Section 19, Township 24 North, Range 9 East and the east line of Government Lot 5 of Section 30, Township 24 North, Range 9 East, to the southeast corner of said Government Lot 5 of said Section 30; thence west along the south line of said Government Lot 5 and the south line of Government Lot 6 of said Section 30 to the Range line between Range 8 East and Range 9 East; thence south along said Range line to the southeast corner of Section 36, Township 24 North, Range 8 East; thence south along the east line of Section 1, Township 23 North, Range 8 East to the north line of the South One-half of the Northeast Quarter of said Section 1; thence west along said north line and the north line of the South One-half of the Northwest Quarter of said Section 1 and the north line of the South One-half of the Northeast Quarter and the Northwest Quarter of Section 2, Township 23 North, Range 8 East to the west line of said Section 2; thence north along said west line to the south line of Section 35, Township 24 North, Range 8 East; thence west along said south line and the south line of Section 34 to the point of beginning and there terminating.

The five year time of travel (TOT) for the Whiting well fields shown on the attached map and described as: beginning at the intersection of Porter Rd. and Hoover Rd., then north along Hoover Rd. to the intersection with the Wisconsin Central Railroad Limited, then east along the Wisconsin Railroad tracks to the intersection with Eisenhower Rd., then south along Eisenhower Rd. to its intersection with Porter Rd., then west along Porter Rd., to the intersection with Hoover Rd. and there terminating. Land use restrictions within Groundwater Protection Overlay District B are less restrictive than in Overlay District A because of longer flow times and a greater potential for remediation, dilution and attenuation. Uses not listed as permitted or conditional uses are to be considered prohibited uses.

### 3.2 Permitted Uses

The following uses are permitted within Groundwater Protection Overlay District B.

- 1) All uses listed as permitted uses in Groundwater Protection Overlay District A
- 2) Sewered residential uses
- 3) Above ground petroleum product storage tanks up to 660 gallons
- 4) Basement heating fuel storage tanks
- 5) Commercial and/or industrial uses served by municipal sanitary sewer, except: underground storage tanks of any size, unsewered commercial and/or industrial development, septage and/or sludge spreading, animal waste facilities, Animal confinement facilities (except veterinary hospitals and clinics), gas stations and oil change businesses, bus or truck terminals, landfills, wastewater treatment facilities, spray wastewater facilities, auto salvage yards, bulk fertilizer and/or pesticide facilities, asphalt products manufacturing, dry cleaning facilities, electroplating facilities, exterminating shops, paint and coating manufacturing, hazardous and/or toxic materials storage, hazardous and/or toxic waste facilities, radioactive waste facilities, garage and vehicular towing, or public and municipal maintenance garage.
- 6) Unsewered (single family) residential uses

### 3.3 Design Standards

The following standards and requirements shall apply to all uses permitted within Wellhead Protection Overlay District Zone B.

- 1) Minimum lot size for unsewered residential uses shall be two acres, except for; a) existing lots of record on the effective date of this Ordinance and b) developments which will be served by municipal sewer within five years of the approval of the development. In order to provide for efficiently serving these developments with municipal sewer, lots smaller than two acres can be approved, provided that sufficient land area will be maintained in an undeveloped state such that no more than one residence is allowed for each two acres of the overall development.
- 2) All commercial and industrial uses are allowed a maximum of 50% of the lot area to be maintained in manicured lawn or grass. However, the area of the lot in manicured lawn or grass shall not exceed the area of impervious surfaces on the lot.
- 3) Sewered residential uses are allowed to have a maximum area of manicured lawn or grass as shown below:

<u>Lot Area</u>	<u>Lawn Area (square feet)</u>
16,000 sq ft	6,000
½ Acre	8,000
¾ acre	11,000
1 acre	14,000
1 ½ acres	20,000
2 acres	26,000

- 4) Maximum lawn areas for lot sizes not listed shall be based on the average percentage of lawn area allowed on the two nearest lot sizes listed.
- 5) Unsewered residential uses are allowed to have a maximum area of manicured lawn or grass as shown below:

<u>Lot Area</u>	<u>Lawn Area (square feet)</u>
2 acres	8,000
3 acres	21,000
4 acres	31,000
5 acres	44,000

- 6) Maximum lawn areas for lot sizes not listed shall be based on a weighted average of the percentage of lawn area allowed on the two nearest lot sizes listed.
- 7) Natural vegetative covers, not requiring the use of pesticides or fertilizers after initial establishment are encouraged as an alternative to manicured lawn or grass.
- 8) All petroleum storage tanks shall provide leak proof containment not less than 125% of the tank volume, except basement heating fuel storage tanks.
- 9) All storm drainage shall be retained on site or discharged to a municipally operated storm drain. If retained on site, storm water shall be discharged to settling ponds where it will percolate through at least six inches of topsoil. Use of drywells or other subsurface drains for stormwater drainage is prohibited.
- 10) Pesticide and fertilizer storage is permitted at the location of retail sales of these products, provided that the products are delivered in retail quantity containers and no repackaging and/or mixing is done on site.

11) Pesticide and fertilizer storage is permitted at the location of agricultural use of these products.

#### 3.4 Conditional Uses

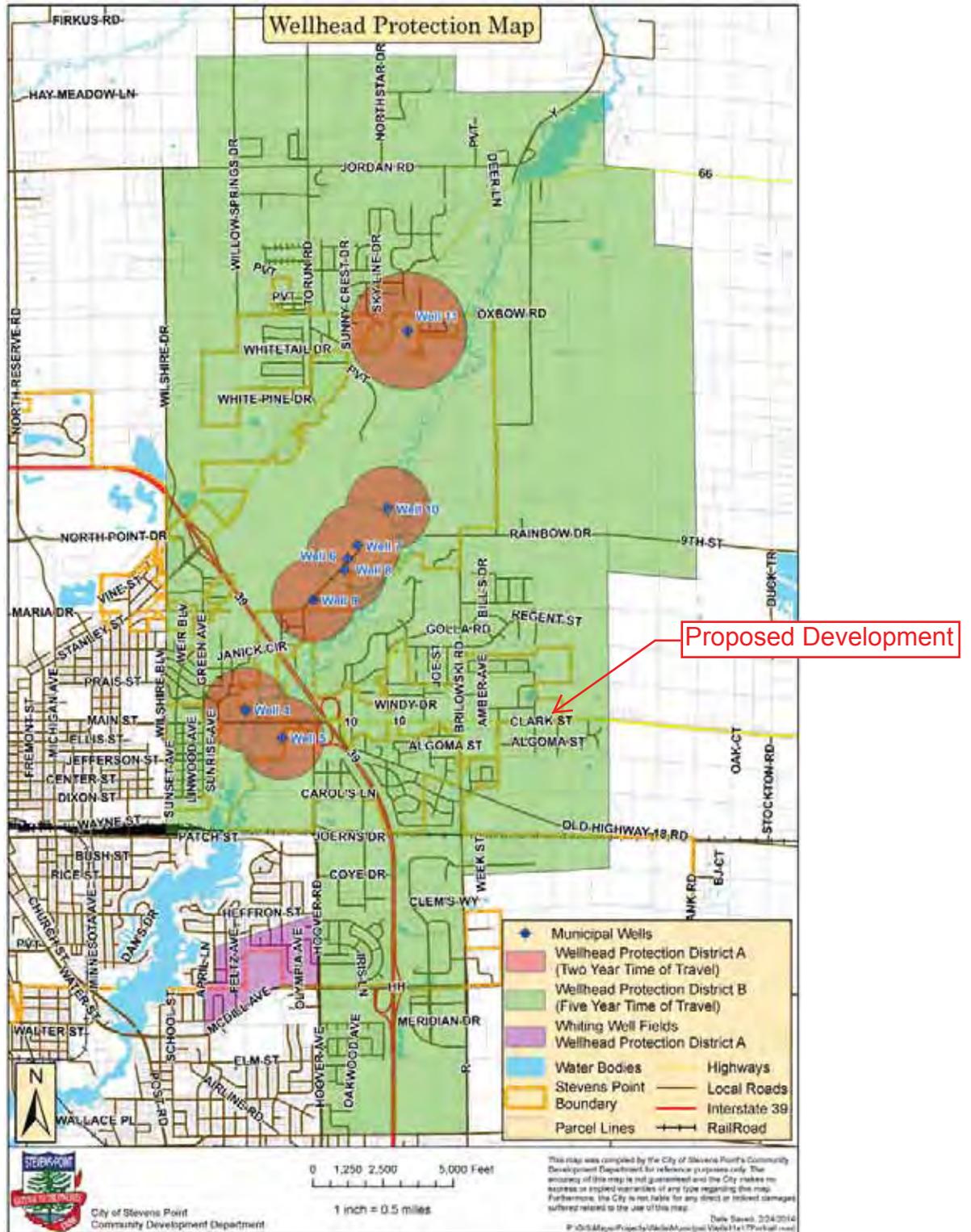
The following uses may be permitted on a case-by-case basis, providing adequate groundwater protection and monitoring measures, as determined by the Stevens Point Plan Commission and Common Council, are instituted.

- 1) All other uses, which are not permitted uses listed above, but are uses allowed within the underlying zoning district.

#### 3.5 Existing Uses

Where any prohibited use existed within Groundwater Protection Overlay District B on the effective date of this ordinance, owners of these facilities will be allowed to upgrade the facilities to facilitate or enhance groundwater protection. Plans for the proposed upgrade must be approved by the Plan Commission and Common Council, and appropriate permit issued by the City Inspection Department, prior to any work being initiated. Expansion of the prohibited use will not be allowed

3.0 Map



# Administrative Staff Report

## Site Plan Review

Point of Beginning, Inc.

Unaddressed parcel north of Hwy 10 & East of  
Badger Ave.

November 29, 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>Point of Beginning, Inc.</li> </ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Michael Ostrowski, Director <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li> <li>Kyle Kearns, Associate Planner <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li> </ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"> <li>2408-36-1200-02</li> </ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"> <li>B-5 Highway Commercial</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 7 – Kneebone</li> </ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"> <li>Effective Frontage: 962 feet</li> <li>Effective Depth: 698 feet</li> <li>Square Footage: 544,232</li> <li>Acreage: 12.5</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(2)(e)</li> </ul>	<p><b>Request</b></p> <p>Request from Point of Beginning, Inc. for a site plan review of an office development at an unaddressed parcel north of US Highway 10 and east of Badger Avenue (Parcel ID 2408-36-1200-02).</p> <p><b>Attachment(s)</b></p> <ol style="list-style-type: none"> <li>Application</li> <li>Site Plan</li> <li>Landscaping Plan</li> <li>Rendering</li> </ol> <p><b>Findings of Fact:</b></p> <ol style="list-style-type: none"> <li>The proposed request is to construct an approximate 7,500 square foot office building along Highway 10.</li> <li>The property is zoned "B-5" Highway Commercial District which requires site plan review.</li> </ol> <p><b>Staff Recommendation</b></p> <p>Based on the findings below, staff would recommend approving the site plan to construct an office building as proposed at the location identified, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>Refuse storage shall be screened with a permanent wall matching the metal and stone construction of the primary building as required in the intergovernmental agreement, to be reviewed and approved by Community Development Department staff.</li> <li>New elevations shall be submitted for review and approval by Community Development Department staff that incorporate alternative materials for the southern façade. Metal panels shall be allowed as accents, but they should not be the dominate material.</li> </ol>
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## Vicinity Map



## Background

Point of Beginning, Inc. is proposing to construct an approximate 7,500 square foot office building on an unaddressed parcel north of Highway 10 and East of Badger Avenue. The building is proposed to front on Highway 10 and have two points of access via Highway 10 and Badger Avenue.



The previous agenda item regarding the removal of a natural state lot coverage requirement pertained to this request. The property is unique in that a majority of the site is wetlands (see site plan), leaving approximately a third of the site developable. The developable areas are to the north and the south side of the site.

Development details are below:

**Point of Beginning Office Building:**

Size: Approx. 7,500 sq. ft. (two story)

Dimensions: 50 feet by 107 feet

Parking: 46 + 2 handicap stalls

Materials: Metal Panel and Stone Veneer, Shingled Roof

Accessory Building: 1,140 square feet (24'x47.5')

Site Access: Driveways at Highway 10 & Badger Ave.

City ordinance requires the following regarding development along Highway 10 East and within the B-5 Highway Commercial District:

*Chapter 23.02(2)*

*e) "B-5" Highway Commercial*

*5) Site Plan Review. In addition to the standards contained in this and other City ordinances, no building or zoning permit shall be issued for a new use or renovation of any part of an existing use in this Highway Commercial District until the Common Council has approved the site plan for the proposed use. This requirement is adopted to protect the health, safety, and welfare of the citizens of the City and the property owners, to protect the safety of the users of the adjacent highway and the users of the commercial sites of this district, to protect pedestrians, and to protect property values. Site plan review shall include but not be limited to review of compliance with highway access safety considerations, reduction of access points along the highway, alignment of access points directly or almost directly across from each other consistent with the adopted Highway Access Plan, the sharing of drive access points between adjacent properties, provisions for access easements necessary to implement the access plan, parking lot layout, joint parking provisions, building setback and entrance/service drive positioning, internal traffic circulation, and compliance with all standards contained in City ordinances.*

*The site plan shall first be reviewed by the Plan Commission. The Common Council may affirm, affirm with modification, or reject the recommendation of the Plan Commission. If the Plan Commission fails to act upon the request of any applicant within 45 days of the submission of the application, the request may be taken directly to the Common Council without benefit of recommendation by the Plan Commission. The Plan Commission may modify the provision contained in this ordinance if, in their opinion, the policies contained in this ordinance are met.*

Lastly, note that the 1998 Intergovernmental Agreement for growth and development on Highway 10 between the Town of Hull and City of Stevens Point requires certain standards for development within this area that have also been outlined below.

## Standards of Review

---

### 1) Highway Access

**Analysis:** Access is proposed via a private access from Badger Avenue. A second ingress/egress is proposed along Highway 10, closer to the proposed development.

**Findings:** The southern access from Highway 10 will likely be for customers and will be limited for ingress/egress given its location. The majority of employees and patrons will likely access the site from the Badger Avenue driveway, which also accesses the larger parking lot. Furthermore, the State will have access control regarding the ingress/egress point on Highway 10.

### 2) Parking Lot Layout and Traffic Circulation

**Analysis:** Two parking lots are proposed with separate ingress and egress. Hashed turn around areas have been added to allow for appropriate vehicular movements. A sidewalk also exists along Highway 10 frontage. Refuse storage is proposed in the northern parking lot within the northeast corner and is proposed to be surrounded with privacy slat chain link fencing.

**Findings:** The parking and traffic circulation requirements are met and do not negatively impact the site. This standard is met. Note however that should the intergovernmental agreed not be amended, a parking lot setback of 40' shall be required. Also staff would recommend that the refuse storage be screened with a permanent wall matching the metal and stone construction of the primary building as required in the intergovernmental agreements:

*GARBAGE STORAGE – Shall be located to the side or rear of the building (not on side of building facing right-of-way) and shall be screened by a permanent barrier of landscaping, walls, or berms at least 6 feet in height. Garbage storage in the rear yard shall be prohibited where abutting an existing or planned residential use/zone, when other alternatives exists.*

### 3) Compliance with City Ordinance

**Analysis:** Landscaping, parking and other pertinent zoning requirements are met on the site.

**Findings:** This standard is met.

### 4. Compliance with the 1998 Intergovernmental Agreement

**Analysis:** The intergovernmental agreement requires the following for building materials within the area:

*BUILDING MATERIAL – Any building exterior which faces a public street right-of-way must be constructed of brick, precast masonry material, stucco-like material, fluted or split face block, wood siding, or the equivalent. The façade facing the right-of-way shall not be composed of metal siding or common façade concrete block, except as an integral part of a design that is approved by the City Common Council.*

**Findings:** After review, the majority of the front (southern) façade is constructed of metal panels, however a large glass feature and windows, along with stone veneer are also part of the façade. While the metal panels add another façade material, they dominate the façade, and therefore, staff would recommend new elevations be submitted for review and approval by Community Development Department staff that incorporate additional masonry along the façade. For example, the first floor southern made could be stone veneer which would make the stone the dominate façade material for the southern façade.

In conclusion, staff would recommend approving the site plan to construct an office building as proposed at the location identified subject to the following conditions:

3. Refuse storage shall be screened with a permanent wall matching the metal and stone construction of the primary building as required in the intergovernmental agreement, to be reviewed and approved by Community Development Department staff.
4. New elevations shall be submitted for review and approval by Community Development Department staff that incorporate additional masonry along the façade. For example, the first floor southern facade could be stone veneer which would make the stone the dominate façade material for the southern façade.



City of Stevens Point  
Community Development Department

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

### APPLICATION FOR A SITE PLAN REVIEW

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

#### ADMINISTRATIVE SUMMARY (Staff Use Only)

1-68677

Application #	-	Date Submitted	11/7/16	Fee Required	1500	Fee Paid	1500
Associated Applications (if any)	-	Assigned Case Manager	Kylie Koons				
Pre-Application Conference Date	-	Minor Site Plan	<input type="checkbox"/>		Major Site Plan	/ Anylo <input checked="" type="checkbox"/>	

#### APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input checked="" type="checkbox"/> )	
Applicant Name	Point of Beginning, Inc.	Contact Name	Scott Groholski
Address	5709 Windy Drive Suite D	Address	
City, State, Zip	Stevens Point, WI 54482	City, State, Zip	
Telephone	715-344-9999	Telephone	
Fax	715-344-9922	Fax	
Email	scott@pobinc.com	Email	

#### OWNERSHIP INFORMATION

PROPERTY OWNER OF RECORD 1 INFORMATION (Same as Applicant? <input type="checkbox"/> )		PROPERTY OWNER OF RECORD 2 INFORMATION (if Needed)	
Owner's Name	Parkdale Development LLC	Owner's Name	
Address	440 Sixth Avenue	Address	
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	
Telephone		Telephone	
Fax		Fax	
Email		Email	

#### PROJECT SUMMARY

Subject Property Location [Please include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Address: Highway 10 E. Tax Key#281-24-0836120002		
Legal Description of Subject Property		
All of Lot 1 of CSM#8701, being part of Lot 1 of CSM#7102, all located in the NW1/4 of the NE1/4 of Section 36, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.		
Area of Subject Property (Acres/Sq Ft)		
11.86 Acres/516793 sq. ft.		
Current Zoning District(s)		
B5 Highway Commercial		

Designated Future Land Use Category	Current Use of Property	Proposed Use of Property
Commercial	Vacant Lot	Engineering & Surveying Office Building

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

Point of Beginning, Inc. is an engineering/surveying/materials testing firm that is proposing to construct a new office building and laboratory. This facility will include associated parking areas, dumpster enclosure and sidewalks. Water and sewer services will be installed and connect the proposed buildings to public utilities. The site will be graded for storm water management best management practices.

**Current Zoning Surrounding Subject Property**

North:	A4 General Agriculture (Town of Hull)	South:	R2 Single Family Residential (Town of Hull)
East:	A4 General Agriculture (Town of Hull)	West:	B-5 Highway Commercial

**Current Land Use Surrounding Subject Property**

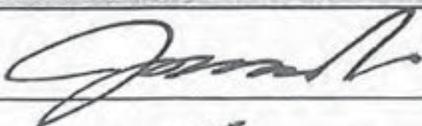
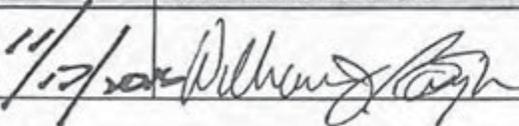
North:	Vacant, Wooded Lot	South:	Residential
East:	General Agriculture	West:	Gas Station/Restaurant

**EXHIBITS**

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

**CERTIFICATION AND SIGNATURE**

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	11/17/16		11-17-16

**Point of Beginning Office Building  
Description of Construction Materials and Methods**

Point of Beginning, Inc. intends to build an approximately 7,500 sf two story slab on frost wall building on the property indicated on the attached Civil plans. The project will also include a detached 1,500 sf +/- testing laboratory and garage.

The main building will be traditional wood frame construction with 2x6 at 16" o.c. exterior bearing walls. Roof and second floor structures are assumed to be wood trusses. Exterior wall construction will also include 1" (R=5) of rigid insulation and a minimum of 6" (R=19) foil faced batt insulation or equal. All exterior walls will have 5/8" gypsum board applied to their inside faces. Main floor walls are expected to be 12'-0" high with second floor walls assumed to be 9' in height. A portion of the 2<sup>nd</sup> floor is currently planned to have a vaulted ceiling.

Exterior wall cladding materials will include prefinished metal panels and natural stone veneer. Manufacturers expected to be specified include Firestone (UnaClad) for metal panels and Buechel Stone for natural Chilton Rustic stone veneer. Sill and cap materials are expected to be cast stone from Heritage Stone or equal. Windows, doors and curtain wall materials will be specified as Kawneer aluminum frame or equal. All exterior windows and curtain wall will be thermally broken systems with tinted glazing.

Roofing materials are expected to include a minimum of a 30 year Certaineed Landmark Architectural shingle or equal. The Owner has also discussed the possibility of a standing seam metal roof as an alternate. Attic insulation is assumed to be a combination of batts and blown fiberglass for a minimum R value of 49. Soffits, fascias and flashings are generally specified as a commercial grade aluminum (Firestone/UnaClad) or equal. The building is also expected to have continuous seamless gutters and appropriate downspouts.

Interior finishes are assumed to be commercial grade carpeting and carpet base, ceramic tile in rest rooms and vestibules, with acoustical ceilings (USG or equal) in certain areas that are not exposed. Hollow metal door frames and solid core flush wood doors, in a species to be determined, are assumed to be specified. Normally on a project similar to this a maple door would be selected. Manufacturers include Algoma, Oshkosh, etc. Door hardware is specified as commercial grade, Schlage D Series, or equal. It is also assumed that most interior casework (cabinets, desks, etc.) will be custom designed and built to commercial standards. Restroom partitions are generally specified as a high pressure architectural laminate.

The main stair is expected to be a steel frame open type staircase with cable or steel guardrails. The rear one hour rated stair will most likely be constructed of wood.



# DESIGN UNLIMITED

ARCHITECTS

Open style workstations shown on the plan are expected to be “built in” with partial height wood stud walls.

The HVAC system is assumed to include commercial grade gas furnaces. At this time, we assume 5-6 total furnaces and matching condensing units will be required. Lennox can be assumed as a starting point for manufacturer quality.

Plumbing fixtures are normally specified as a mixture of Kohler and American Standard with some equal fixtures allowed upon review.

For a project of this size we would currently assume a 400A to 600A electrical service and associated gear will be required. Lighting is assumed to be a combination of suspended linear style LED fixtures, recessed can style LED fixtures and additional surface mounted utilitarian and decorative style fixtures as required. Exit and emergency egress lighting will be provided throughout. The building will be fully wired with CAT 6 cabling for networking purposes and will most likely also include multiple wireless access points. A typical workstation or office generally will include a minimum of (6) total receptacles. Convenience receptacles will be provided throughout as necessary and more detailed power and networking requirements are expected to be necessary in the Surveying Storage Area.

The detached Lab/Garage is expected to be constructed of similar exterior and interior materials. Exceptions may include limited to no flooring materials. Exterior wood stud walls will most likely be 10'-0" high.









# Memo

**Plan Staff**

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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

## City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 11/28/2016

Re: Establishing/Modifying an easement for rail improvements at 5700 E.M. Copps Drive (Parcel IDs 2308-01-2100-03 and 2308-01-2100-05).

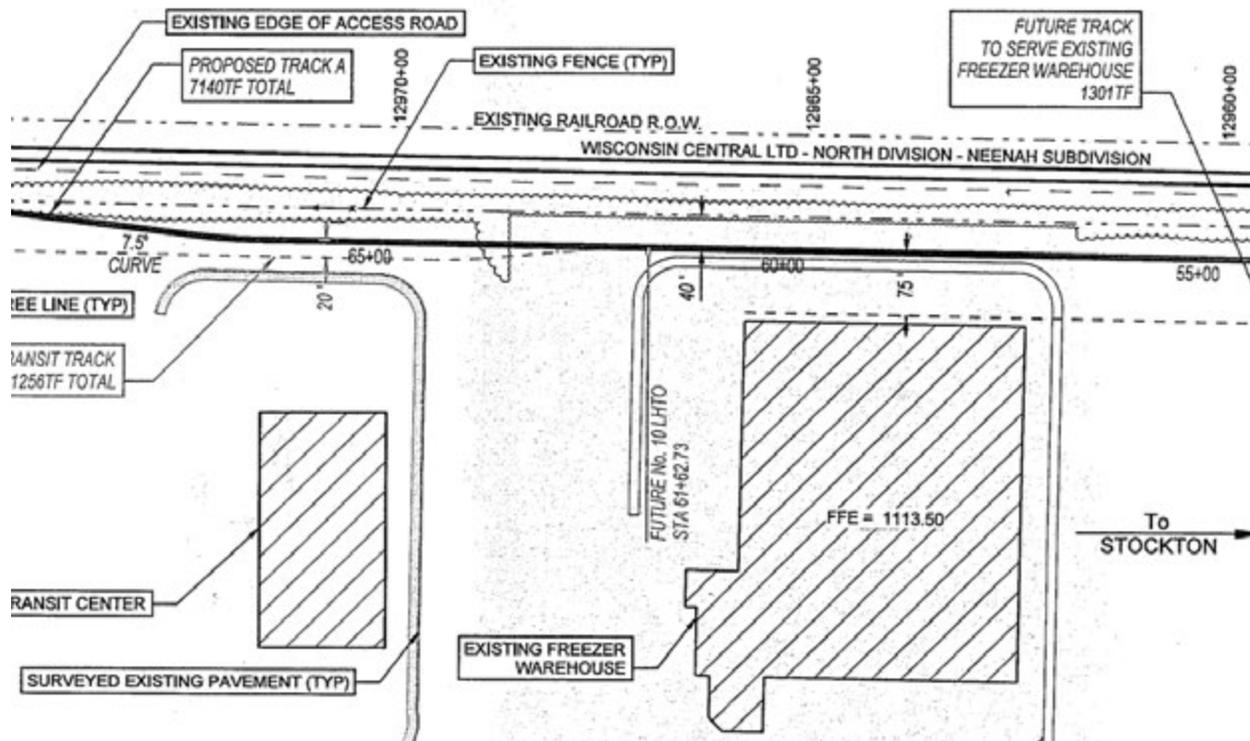
Last month the Plan Commission approved plans for an expansion of Service Cold Storage. Upon further review of the layout, it was determined that the drive aisle and/or parking/loading areas would be located in a 100-foot-wide area that has been reserved for rail improvements to service East Park Commerce Center (see attached proposed plans and Certified Survey Map). In order to preserve the necessary width for rail to serve the entire East Park Commerce Center, the City does need to preserve this area.

After additional conversations with representatives from Service Cold Storage, they were able to modify the plans by angling the dock doors to reduce the amount of improvements within this area, see below.



*see full set of attached plans for larger site plan*

Furthermore, according to the preliminary rail design, the area where the rail would actually be installed would be north of the access road, and would therefore not be influenced by the drive aisle and/or parking/loading areas for the addition onto Service Cold Storage, see below.



*see full set of attached plans for larger site plan*

With this being the case, Service Cold Storage is requesting the City to allow the expansion with the related improvements within the 100-foot-wide reserved rail improvement area.

Staff does have a concern with trucks blocking the rail, once installed, as it is intended to serve the entire park. However, the layout that Service Cold Storage is proposing does eliminate the need to construct any improvements where the actual rail track will be installed. Therefore, this would alleviate this concern. The other concern that staff has is that even if the trucks are not blocking this area, there may need to be an appropriate setback from the actual rail tracks themselves from any site improvements. This area would be needed for installation, maintenance, snow storage, etc. Therefore, Service Cold Storage has indicated that:

*"Should the rail be installed, and if it were an issue, we've come up with an internal load plan which would allow us to use our existing southward facing doors. It would require some repositioning of racking and portable thermal areas inside the facility but we could make it work."*

With this being the case, it would require the removal of any improvements that are within the rail improvement easement area should they come in conflict with any rail design or related improvements. Currently, there are no users in the park that are in need of rail improvements, and there may be the potential that rail is never installed if no users require it. However, the rail service is a large selling point for any future park tenants, or current tenants on the east side of County Road R (Transit Center and Service Cold Storage), and staff would not jeopardize the potential of installing rail to service the entire park to install a loading dock area for this expansion. However, if Service Cold Storage is willing to remove any improvements that are allowed within the easement area, at their sole cost, should they impact any future rail design or installation, staff would support the proposed plan. As a caution, please keep in mind that things have the potential to change in the future, such as different administrations and/or different owners of Service Cold Storage, and it is much more difficult to require the removal of these improvements at that time, especially if the business is very successful and the removal of the improvements would be detrimental to the business.

If Service Cold Storage is willing to agree to these parameters, then staff would draft an official easement to allow the related improvements, such as the drive aisle and/or parking/loading areas, to be installed in the easement area. This easement would then go in front of the Common Council for approval in December.

Please note, the plans that have been submitted by Service Cold Storage may change during the drafting of the easement. Staff would ask for flexibility to work with them without having to bring them back to the Plan Commission, unless a change occurs that would be significant.

Therefore, the Plan Commission would be acting on establishing an easement for rail related improvements and allow Service Cold Storage to construct certain improvements, drive aisle and/or parking/loading areas, within this easement area, with the understanding that the City in its sole discretion can require the removal of these improvements at the sole cost of Service Cold Storage. The Plan Commission would also be reapproving the plan review for the Service Cold Storage project in the subsequent agenda item.



PORTAGE COUNTY CERTIFIED SURVEY MAP NO.

# CERTIFIED SURVEY MAP

LOCATED IN THE FRACTIONAL NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 1, TOWNSHIP 23 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN

## SURVEYOR'S CERTIFICATE

I, JEFFREY B. HILD, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY:

THAT I HAVE SURVEYED AND MAPPED THE LAND DESCRIBED AND REPRESENTED BY THIS CERTIFIED SURVEY MAP, LOCATED IN THE FRACTIONAL NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 1, TOWNSHIP 23 NORTH, RANGE 8 EAST, CITY OF STEVENS POINT, PORTAGE COUNTY, WISCONSIN.

THAT I HAVE MADE SUCH LAND SURVEY AND MAP BY THE DIRECTION OF THE CITY OF STEVENS POINT, THAT THE EXTERIOR BOUNDARIES OF SAID LAND SURVEYED AND MAPPED ARE DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 1; THENCE 501°03'04"E 246.07 FEET TO THE SOUTH RIGHT OF WAY LINE OF THE CANADIAN NATIONAL RAILWAY AND THE POINT OF BEGINNING; THENCE CONTINUING 501°03'04"E 1,201.84 FEET; THENCE 58°1'06'48"W 1,308.42 FEET; THENCE N01°28'33"W 1,290.88 FEET TO SAID SOUTH RIGHT OF WAY LINE OF CANADIAN NATIONAL RAILWAY; THENCE 588°54'57"E 1,318.16 FEET TO THE POINT OF BEGINNING AND THERE TERMINATING.

THAT THIS CERTIFIED SURVEY MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND DIVIDED, THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34, WISCONSIN STATUTES, AND THE LOCAL ORDINANCES OF THE CITY OF STEVENS POINT, IN SURVEYING, MAPPING AND DIVIDING SAME.

SIGNED:  
DATED:



JEFFREY B. HILD, PLS 1434  
CITY SURVEYOR  
1515 STRONGS AVENUE  
STEVENS POINT, WI 54481  
(715) 346-1561

## CITY OF STEVENS POINT ACCEPTANCE CERTIFICATE

I HEREBY CERTIFY THIS MAP AND ACCOMPANYING INFORMATION IS (APPROVED) (CONDITIONALLY APPROVED) PURSUANT TO THE BUILDING AND SAFETY ORDINANCES OF THE CITY OF STEVENS POINT ON THE BASIS OF THE FOLLOWING (FACTS) (CONDITIONS):

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

BY: *Michael Ostronski*  
MICHAEL OSTRONSKI  
DIRECTOR OF COMMUNITY DEVELOPMENT

EXISTING ROADWAY BRIDGE OVERPASS  
M.P. 245.87 CROSSING NO. 692533U

FUTURE No. 10 RHTO  
STA 74+10.32  
PROPOSED HB DERAIL  
STA 73+68.70

FUTURE DERAIL  
STA 72+27.91

EXISTING ROAD R.O.W.  
EXISTING MANHOLE  
EXISTING HAND RAIL

FUTURE No. 10 RHTO  
STA 74+10.32  
PROPOSED DERAIL 73+68.70

FUTURE DERAIL 72+27.91

PROPOSED TOP OF RAIL ELEV. (TYP)  
EXISTING GRADE (TYP)  
EXISTING GRADE  
0.33%

36"  
PVI 64+79.64  
EL 1111.02  
PVI 64+29.64  
EL 1111.19  
PVC 63+79.64  
EL 1111.29  
Cast  
L=100'  
V/L = -0.71%

FUTURE No. 10 LHTO  
STA 61+62.73

PROPOSED TOP OF RAIL  
EXISTING FREEZER WAREHOUSE  
PLATFORM ELEV. = 39", FFE = 1113.50

1115  
1125  
1135  
1145  
1155

WEEK STREET

SURVEYED EXISTING PAVEMENT (TYP)

EXISTING TRANSIT CENTER

FUTURE TRANSIT TRACK  
1261TF TOTAL

EXISTING TREE LINE (TYP)

7.5' CURVE

70+00

20'

65+00

12975+00

12970+00

12965+00

12960+00

PROPOSED TRACK A  
7140TF TOTAL

EXISTING FENCE (TYP)

EXISTING RAILROAD R.O.W.

WISCONSIN CENTRAL LTD. - NORTH DIVISION - NEENAH SUBDIVISION

FUTURE TRACK  
TO SERVE EXISTING  
FREEZER WAREHOUSE  
1301TF

EXISTING FREEZER  
WAREHOUSE

FUTURE No. 10 LHTO  
STA 61+62.73

40'

60+00

75'

55+00

FFE = 1113.50

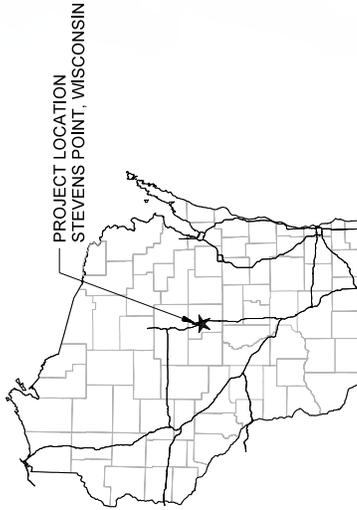
EXISTING PAVEMENT  
(BY OTHERS)

To  
STOCKTON

SEE SHEET R-03

# PRELIMINARY DRAWINGS

## THE CITY OF STEVENS POINT PROPOSED INDUSTRY BUSINESS PARK LEAD STEVENS POINT, WISCONSIN JULY 31, 2014



SCOPE OF WORK

WORK BY CN FORCES:  
FURNISH AND INSTALL:  
(1) No. 10 (136#) LH ML HTTO W/ELECTRIC LOCK  
(1) No. 10 (136#) RH ML HTTO W/ELECTRIC LOCK  
(2) DSP DERAILS, AND 237TF OF TRACK

WORK BY CONTRACTOR:  
FURNISH AND INSTALL:  
7140 TF 115# TRACK

SHEET INDEX

Sheet Title:	Drawing Number:		Sheet Number:
GENERAL Title Sheet	G01		01
TRACK			
Project Overview Sheet	R01		01
Plan & Profile STA -6+00 to 24+00	R02		02
Plan & Profile STA 24+00 to 54+00	R03		03
Plan & Profile STA 54+00 to 80+00	R04		04

STANDARD REFERENCE DRAWINGS

THE REFERENCE DRAWINGS LISTED ON THIS PLAN SHALL BE CONSIDERED A PART THEREOF. CN ENGINEERING SPECIFICATIONS FOR INDUSTRIAL TRACKS DATED 12, SEPTEMBER 2011 & CN ENGINEERING TRACK STANDARDS DATED JUNE, 2011.

FLOOD ZONE INFORMATION

THIS IS TO CERTIFY THAT THIS PROPERTY IS NOT WITHIN THE LIMITS OF A DESIGNATED FLOOD HAZARD. BASED UPON OUR INTERPRETATION OF THE PROPERTY LINES IN RELATION TO THE LOCATION OF THE FLOOD HAZARD BOUNDARY LIMITS SHOWN ON FEMA MAP NUMBER 55097C02200 DATED JULY 19, 2009 AND FEMA MAP NUMBER 55097C02500 DATED JULY 19, 2009. NO FLOOD STUDY WAS PERFORMED FOR THIS PROJECT.

REV.	DATE	DRN.	JIC	CN COMMENTS	REVISIONS DESCRIPTION	APPR.
1	11/7/14	JIC				
2	5/1/15	JIC				

APPROVED FOR CONST. BY	REV.#	DATE	LOCATION	STEVENS POINT, WI	TITLE
					TITLE SHEET

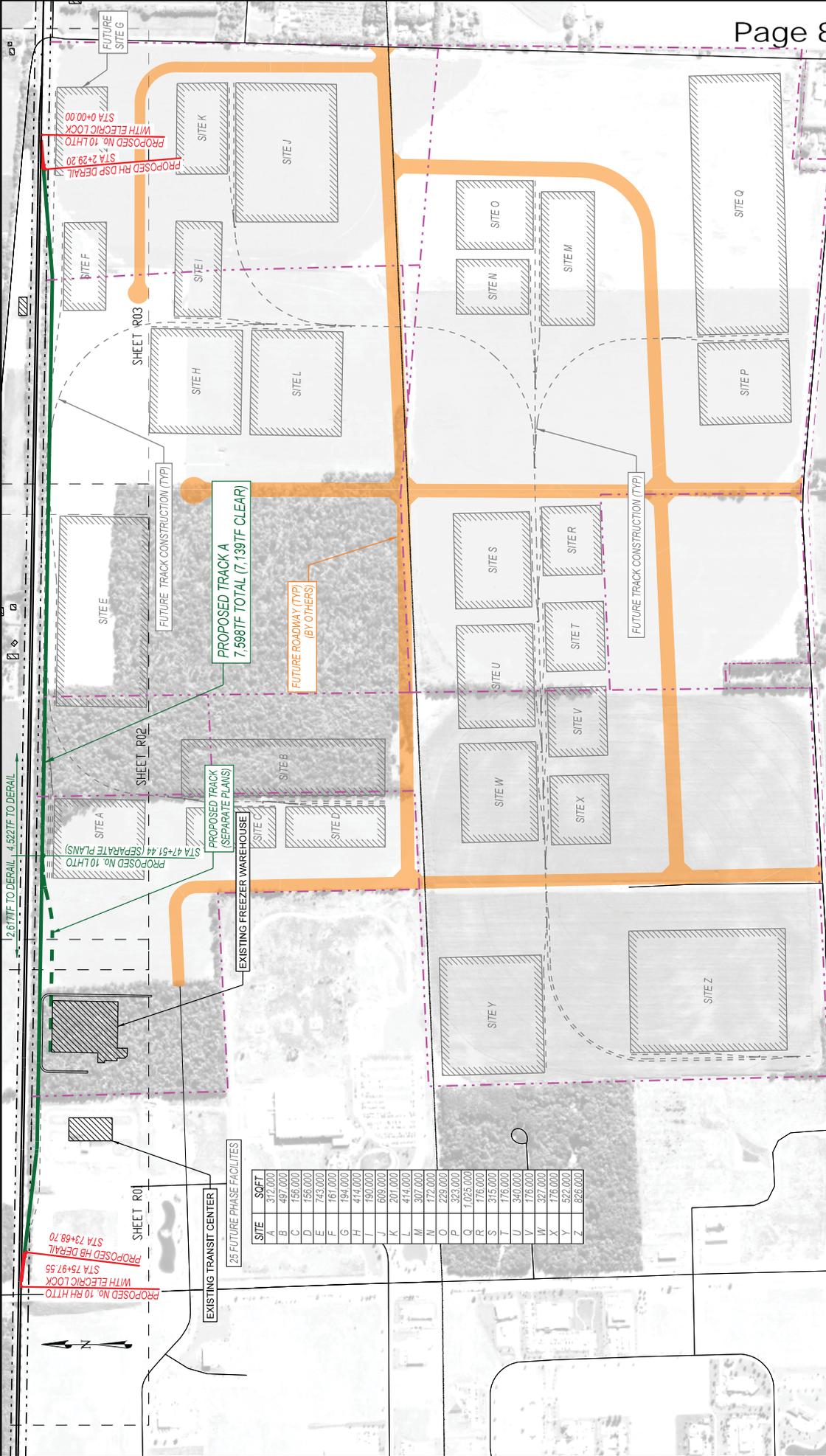
  

DRN.	AAS	DATE	CHRD	JIC	SCALE	AS NOTED	AS NOTED	DRAWING NO.	REV.
		07/31/2014							
		07/31/2014							

PROJ.#	PROJ TITLE	SHEET
1451P	PROPOSED INDUSTRY BUSINESS PARK LEAD	89





PROPOSED No. 10 RH HTTO  
STA 75+97.55  
WITH ELECTRIC LOCK  
STA 73+68.70  
PROPOSED HB DERAIL

PROPOSED No. 10 LHTO  
STA 2+29.20  
WITH ELECTRIC LOCK  
STA 0+00.00  
PROPOSED RH DSP DERAIL

PROPOSED No. 10 RH HTTO  
STA 75+97.55  
WITH ELECTRIC LOCK  
STA 73+68.70  
PROPOSED HB DERAIL

PROPOSED TRACK A  
7,598FT TOTAL (7,139FT CLEAR)

FUTURE ROADWAY (TYP)  
(BY OTHERS)

PROPOSED TRACK  
(SEPARATE PLANS)  
EXISTING FREEZER WAREHOUSE

EXISTING TRANSIT CENTER  
25 FUTURE PHASE FACILITIES

SITE	SQFT
A	372,000
B	497,000
C	156,000
D	156,000
E	743,000
F	161,000
G	194,000
H	414,000
I	190,000
J	609,000
K	201,000
L	414,000
M	307,000
N	172,000
O	228,000
P	935,000
Q	1,095,000
R	176,000
S	315,000
T	176,000
U	340,000
V	176,000
W	327,000
X	176,000
Y	522,000
Z	826,000

REVISIONS	BY	DATE
1	JIC	5/1/15
APPROVALS		
SHEET	NO. OF SHEETS	DATE
1	1	08/15/2014

WISCONSIN REGION  
SOUTHERN REGION

TRACKAGE TO SERVE: THE CITY OF STEVENS POINT  
CONCEPTUAL GRADING EXHIBIT

OFFICE OF DESIGN & CONSTRUCTION  
DRAWN BY: AAS  
CHECKED BY: JIC  
SCALE: AS NOTED  
DATE: 08/15/2014

SCALE IN FEET

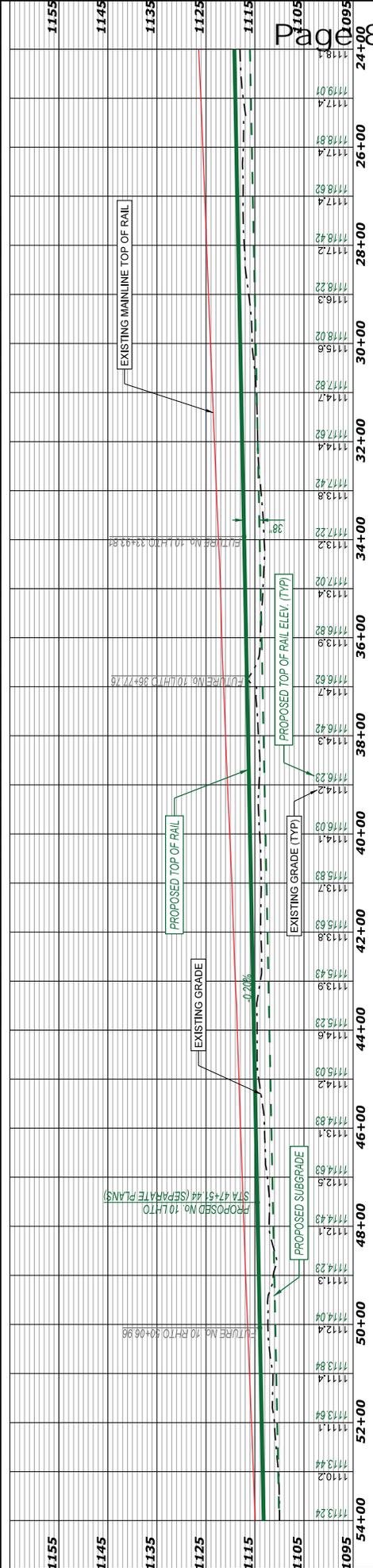
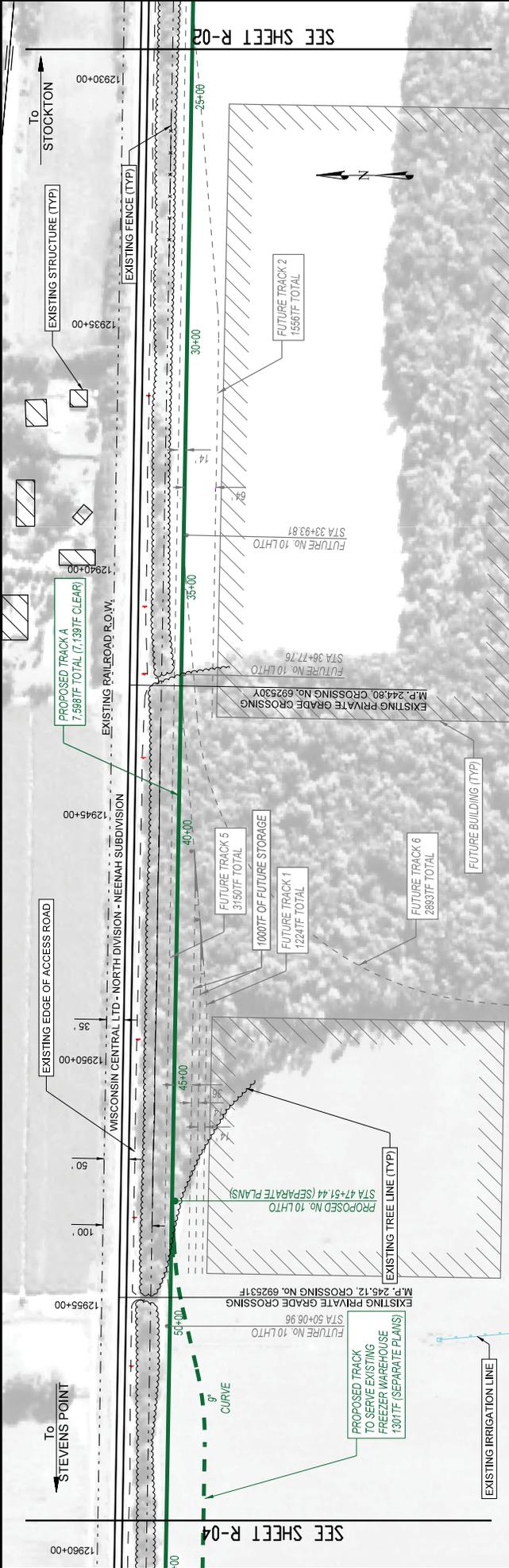
LEGEND:

- EXISTING MAIN TRACK
- EXISTING SIDING SPUR TRACK
- PROPOSED MAIN TRACK
- PROPOSED INDUSTRIAL OWNED TRACK
- REMOVED TRACK
- SHIFTED TRACK
- FUTURE TRACK
- UTILITY
- FIBER OPTIC
- FENCE
- OVERHEAD POWERLINE
- GASLINE

**VIA RAIL**  
LOGISTICS, LLC

S50 W34326 Ridgeway Drive  
Dousman, Wisconsin 53118  
Phone: 925.402.5334  
Fax: 925.402.5334





Page 85 of 89

<b>REVISIONS</b>	<b>DATE</b>	<b>BY</b>	<b>APPROVALS</b>
<b>TRACKAGE TO SERVE: THE CITY OF STEVENS POINT</b>			
<b>OFFICE OF DESIGN &amp; CONSTRUCTION</b> DRAWN BY: AAS    SCALE: AS NOTED    DWG. NO.: EDCP CHECKED BY: JIC    DATE: 07/20/14		<b>WISCONSIN CENTRAL LTD.</b> NEEHAH DIVISION STEVENS POINT, WISCONSIN	

<p><b>LEGEND:</b></p> <ul style="list-style-type: none"> <li>— EXISTING MAIN TRACK</li> <li>— EXISTING SIDING SPUR TRACK</li> <li>— EXISTING INDUSTRY OWNED TRACK</li> <li>— PROPOSED INDUSTRY OWNED TRACK</li> <li>— REMOVED TRACK</li> <li>— SHIFTED TRACK</li> <li>— FUTURE TRACK</li> <li>— FUTURE TRACK WITH FIBER OPTIC</li> <li>— FENCE</li> <li>— OVER-HEAD POWERLINE</li> <li>— GASLINE</li> </ul>	<p style="text-align: center;">           SCALE IN FEET       </p>
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<p><b>IA RAIL LOGISTICS, LLC</b>          550 W3426 Ridgeway Drive          Dousman, Wisconsin 53118          Phone: 925.402.6262          Fax: 925.402.5334</p>	<p style="text-align: center;"> <b>SEE SHEET R-04</b>          12960+00       </p>
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**SHEET INDEX**

- C1.0 SITE PLAN
- A1.0 FLOOR PLAN
- T1.0 TRUCK TRAIL
- T2.0 SPECIFICATIONS

**PROJECT INFORMATION**

APPLICABLE BUILDING CODE  
 2003 INTERNATIONAL BUILDING CODE (WITH WISCONSIN AMENDMENTS)  
 ASHRAE STANDARD 90.1-2007

**BUILDING CONTENT**

FLOOR AREA	EXISTING	NEW	SUB-TOTAL
SECOND FLOOR	0.00 SQ. FT.	50,000.00 SQ. FT.	50,000.00 SQ. FT.
FIRST FLOOR	10,000.00 SQ. FT.	50,000.00 SQ. FT.	60,000.00 SQ. FT.
MEZZANINE	0.00 SQ. FT.	0.00 SQ. FT.	0.00 SQ. FT.
BUILDING AREA SUB-TOTAL	10,000.00 SQ. FT.	100,000.00 SQ. FT.	110,000.00 SQ. FT.
PERIMETER	400.00 SQ. FT.	0.00 SQ. FT.	400.00 SQ. FT.
TOTAL AREA TOTALS	10,400.00 SQ. FT.	100,000.00 SQ. FT.	110,400.00 SQ. FT.

HIGH PILE STORAGE  
 NOT REPRESENTED  
 NOT REPRESENTED  
 NOT REPRESENTED

**CONSTRUCTION CLASSIFICATION**

TYPE OF CONSTRUCTION  
 PERMANENT  
 TEMPORARY  
 PERMANENT

ALLOWABLE AREA  
 100,000.00 SQ. FT.  
 100,000.00 SQ. FT.  
 100,000.00 SQ. FT.  
 100,000.00 SQ. FT.

BUILDING SITE  
 100,000.00 SQ. FT.  
 100,000.00 SQ. FT.  
 100,000.00 SQ. FT.  
 100,000.00 SQ. FT.

ZONING INFORMATION  
 X-100  
 X-100  
 X-100  
 X-100



**CONCEPTUAL SITE PLAN**  
 THE LOT DIMENSIONS AND BEARING SHOWN ON THIS PLAN ARE INDICATED FOR INFORMATION ONLY. THE ACTUAL DIMENSIONS AND BEARING SHALL BE DETERMINED BY A SURVEYOR. THE INFORMATION SHOWN HEREON IS NOT TO BE USED FOR ANY OTHER PURPOSE.

PROPOSED FOR:

# SERVICE COLD STORAGE

STEVENS POINT, WISCONSIN

DATE: **C1.0**



WISCONSIN

## SERVICE COLD STORAGE

PROPOSED FOR: STEVENS POINT, WISCONSIN

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Page 7 of 89  
 PROJECT NUMBER: 11-1111  
 DATE: 11-11-11  
 DRAWING NO.: 11-1111  
 SHEET NO.: 11-1111  
 CONTRACT NO.: 11-1111



WISCONSIN

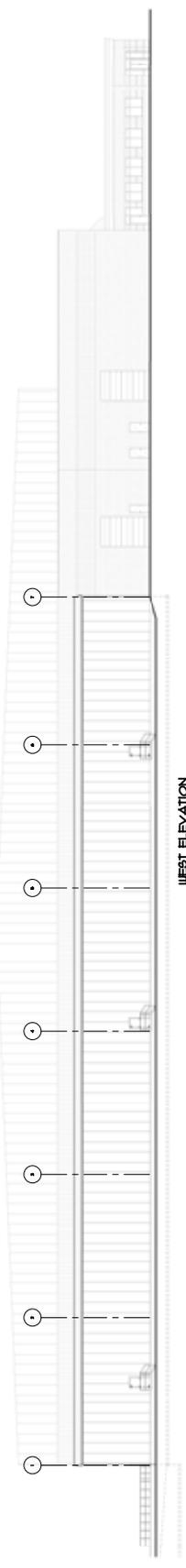
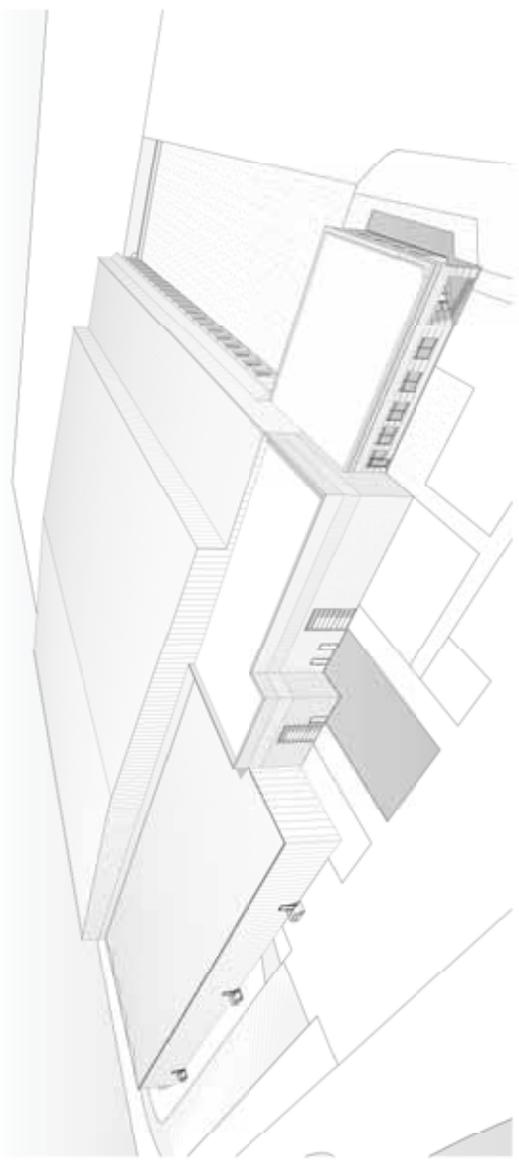
**SERVICE COLD STORAGE**

PROPOSED FOR: STEVENS POINT,

PROPOSED FOR: STEVENS POINT,

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PROJECT NO.	...
DATE	...
PROJECT NAME	...
OWNER	...
DESIGNER	...
CONTRACT NO.	...
DATE	...
SCALE	...
PROJECT NO.	...
DATE	...
PROJECT NAME	...
OWNER	...
DESIGNER	...
CONTRACT NO.	...
DATE	...
SCALE	...
PROJECT NO.	...
DATE	...
PROJECT NAME	...
OWNER	...
DESIGNER	...
CONTRACT NO.	...
DATE	...
SCALE	...





WISCONSIN  
**SERVICE COLD STORAGE**  
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REVISIONS: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 PROJECT MANAGER: \_\_\_\_\_  
 DESIGNER: \_\_\_\_\_  
 CONTRACT NO.: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 SHEET: **A1.0**

**FLOOR PLAN**

**LEGEND**

- WALL TYPE
- DOOR
- WINDOW
- MECHANICAL ROOM
- STAIR
- ELEVATOR
- MECHANICAL ROOM
- STAIR
- ELEVATOR
- MECHANICAL ROOM
- STAIR
- ELEVATOR

