

AGENDA
CITY PLAN COMMISSION

January 3, 2017 – 6:00 PM

Portage County Annex Building, Conference Rooms 1 and 2
1462 Strongs Avenue, Stevens Point, WI 54481

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

1. Roll call.

Discussion and possible action on the following:

2. Report of the December 5, 2016 meeting.
3. 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). *A public hearing for this item occurred on November 7, 2016.*
4. Lease/license Redevelopment Authority of the City of Stevens Point property directly east of 1205-09 Second Street, to James E & Patricia A Laabs to be used to construct an exterior stairwell for second floor apartment uses at 1205-09 Second Street (Parcel ID's 2408-32-2015-06 & 2408-32-2015-07).
5. Request from Wisconsin Public Service for utility easements to service Cobblestone Hotel, which is located at 1117 Centerpoint Drive. Such easements are along Strongs Avenue and municipal parking lots #15 and #16, which is property owned by the City of Stevens Point and the Redevelopment Authority of the City of Stevens Point.
6. 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). *A public hearing for this item occurred on December 5, 2016.*
7. Bicycle and Pedestrian Advisory Committee annual report.
8. Community Development Department monthly report for December 2016.
9. Director's Update
10. Adjourn

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

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

REPORT OF CITY PLAN COMMISSION

December 5, 2016 – 6:00 PM

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

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

ALSO PRESENT: Director Ostrowski, Associate Planner Kearns, City Attorney Beveridge, Alderperson Doxtator, Alderperson Shorr, Alderperson Oberstadt, Alderperson Johnson, Alderperson Dugan, Alderperson McComb, Alderperson Phillips, Nate Enwald, Jeff Humphrey, Fred Pionek, Brian Higgins, Emily Seidel, Samie Strasser, Reid Rocheleau, James Lundberg, Dan St Pierre, Polly Dalton, and Roger Hackler.

INDEX:

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.

1. Roll call.

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

Discussion and possible action on the following:

2. Report of the November 7, 2016 meeting.

Motion by Commissioner Cooper to approve the report of the November 7, 2016 Plan Commission meeting; seconded by Commissioner Brush.

Motion carried 7-0

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)

Director Ostrowski summarized the review of a conditional use permit for the purposes of operating a car and truck wrecking facility at 801 Francis Street, noting that the renewal for this particular request would be coming up in December. He explained that conditional use permits often came up for review due to the Plan Commission and Common Council putting a timeline on them to make sure the uses on site met the conditions placed upon them. Director Ostrowski went on to explain that there had been an additional request in June to expand the use at Fred’s Towing to allow an automobile repair shop, at which time staff had recommended to hold or deny the use until they had a better understanding of all uses occurring on site. He stated that there had been recent concerns of expanding uses such as a portable toilet and indoor storage business, and that they needed to make sure they met conditions and requirements for those uses on-site. Given that staff had not received any updated information for the uses occurring on-site, which has increased the intensity on the site, staff recommend to deny the renewal until the property was brought back into compliance, at which time they could then reapply for a conditional use as a wrecking and towing facility. He added that if the owners wanted to pursue a permitted use such as an automobile repair business on its own, they would need to meet other zoning regulations.

Commissioner Curless asked if wrecking meant they were crushing cars, to which Director Ostrowski stated that they did not crush cars, but stored them on-site behind a fenced area.

Commissioner Curless asked whether they had to have a DNR permit in order to demolish cars.

Director Ostrowski confirmed that they would have to have additional permits outside the city, but that the facility was more for towing and storing. He explained that if a particular use was not within the zoning code, they looked at the next closest use in order to define it, in which this case the closest use for this property was wrecking and towing.

Commissioner Haines asked if it would remain a wrecking and towing business, to which Director Ostrowski confirmed that it would.

Commissioner Hoppe asked whether the extended uses would remain.

Director Ostrowski explained that they were recommending the denial of the renewal of the conditional use permit for the wrecking and towing facility, adding that they would have to provide detailed descriptions of what other uses were in order to potentially operate them on-site. He noted that they were currently occurring in violation of the zoning code because they were not meeting pertinent zoning regulations, and that the uses would need to cease regardless of approval or denial of the request.

Mayor Wiza declared the public hearing open.

Troy Herman (4429 County Rd J), new owner of the Fred's Towing business, stated that he did not operate a wrecking facility, only a towing company. He briefly explained that they did not salvage vehicles, only store them if they couldn't immediately be taken to an automotive shop. In addition to storing vehicles, they were also a certified automotive repair shop through O'Reilly Auto Parts, and a federal transportation company that moved different types of freight. Mr. Herman also cited several businesses without permits that were running similar operations and asked why they were being looked at so closely. He stated that he was trying to adhere to the Stevens Point guidelines and get an amendment to run a repair shop.

Reid Rocheleau (408 Cedar W St, Whiting) expressed frustration with the continued operation of the repair shop even though it had been previously denied six months prior, also noting the complaint from neighboring properties that the portable toilets were being cleaned on-site. Mr. Rocheleau requested that the Plan Commission uphold their initial denial, issue consequences when properties do not follow their conditional use or are not maintained, and make efforts to get the south side cleaned up.

Fred Pionek (3640 Sunset Dr N), owner of the building and property, stated that he had not initially applied for salvage use, but that it was given to them nonetheless, noting that they never once did any wrecking under his ownership of Fred's Towing. He stated that the heavy industrial zoning should be sufficient for the use.

Mayor Wiza declared the public hearing closed.

4. Action on the above.

Commissioner Curless asked who owned the building.

Fred Pionek (3640 Sunset Dr N) explained that Fred's Towing was under new ownership as of June 3rd, but that he still maintained ownership of the building and property itself, including allowing the renters of the portable toilets.

Commissioner Curless asked if the portable toilets were cleaned on-site, to which Mr. Pionek confirmed that they were, but were done so in a contained area.

Commissioner Curless asked if the new shop, Tee-Roy's Repair LLC, also did towing and repair work, to which there was confirmation that they also did both.

Commissioner Haines asked for clarification on the business start date and issuance of the first permit.

Fred Pionek (3640 Sunset Dr N) explained that the first permit was issued about ten years prior.

Mayor Wiza stated that Director Ostrowski could answer any clarifying questions if they were not directly for the applicant or owner.

Fred Pionek (3640 Sunset Dr N) reiterated his point that they did not do any wrecking and that they were being singled out.

Commissioner Haines asked when the first conditional use was permitted.

Director Ostrowski referenced page 29 of the staff report in regards to the existing conditional use for the property, noting that it was first issued roughly ten years prior and kept at 3-4 year intervals for renewal. He explained that they became aware of the expanding uses, to which then there had been a request to amend the conditional use.

Commissioner Haines asked if they had opened the business as a towing facility and whether a conditional use was issued after the fact.

Director Ostrowski stated it was a conditional use at the time of the opening of the facility.

Associate Planner Kearns summarized information stated in the Plan Commission meeting minutes of August 2004 where they were officially granted the conditional use permit for auto towing, wrecking, and storage of cars, boats, and campers on-site. The last time it was renewed and reviewed by staff was 2012.

Mayor Wiza asked what functions were not allowed in the current zoning based the conditional use request.

Director Ostrowski stated that the wrecking facility was not allowed as a permitted use, only a conditional use. He reiterated that due to not identifying towing operations within the zoning code, they went to the next closest use which was wrecking and towing. He added that if there is no close use, then it is prohibited.

Mayor Wiza asked what use Kent's Service Center & Towing fell under as they also operated a towing and automotive repair shop, as well as potentially storing vehicles.

Director Ostrowski stated that Kent's was under repair and towing, and noted the need to look at the zoning code to make sure uses were clearly defined. He also mentioned that the conditional use had been renewed for Fred's as a towing and wrecking facility since its initial determined use in 2004.

Mayor Wiza inquired about the other similar companies mentioned, to which Director Ostrowski mentioned that Johnson Towing had a similar use and operation.

Commissioner Haines asked if the facility would have to shut down if they denied the request by December 31st.

Director Ostrowski stated that they were currently operating illegally under a conditional use permit that they had not received an amendment for, and that they would have to come back into compliance and receive that conditional use, in addition to meeting certain zoning requirements for the repair shop. He noted that staff had still not received the information that was asked for in June detailing the uses occurring on the site which was needed in order to make a better determination with what needed to be adhered to for zoning regulations.

Mayor Wiza referenced to page 19 of the staff report and summarized the three requested items from June, specifically a site plan, landscaping plan, and detailed narrative describing all uses on the property. He asked if any of the items had been submitted by the applicant, to which Director Ostrowski confirmed that no items had been submitted.

Commissioner Hoppe asked for clarification between the uses since it seemed that Fred's Towing was operating under a towing and repair use while having a wrecking and towing conditional use.

Mayor Wiza stated that it was possible that it could be classified under a different use, but that it was hard to determine because they did not know what uses were going on at the property.

Commissioner Brush asked if there was an impact with having two separate owners, one which owned the business, and the other that owned the property.

Mayor Wiza stated that there wasn't really an impact, to which Director Ostrowski added that a conditional use followed the property, not the owner.

Commissioner Curless stated that the wrecking portion of the use was misleading because they did not operate a salvage yard. He cited additional properties with similar uses that had storage where the sites may be in worse conditions, also noting the facilities minimal impact to residences due to its location. He suggested giving the applicant additional time to submit the requested information as he saw nothing wrong with the facility with the exception of the portable toilets.

Mayor Wiza stated that providing the applicant with another extension to allow them to submit the requested items before the next Plan Commission would be in their purview.

Commissioner Curless asked if they could recommend that the portable toilets not be cleaned on-site.

Director Ostrowski stated that portable toilets were a separate use, and that conditions needed to be related to the existing conditional use. He reiterated the importance of obtaining a detailed description for the uses on the site so they could outline what needed to be adhered to.

Commissioner Curless asked what they would do with the vehicles if they were not allowed to store as a towing facility.

Mayor Wiza stated that storing of vehicles for a short period of time was not contrary to the zoning, to which Director Ostrowski confirmed.

Mayor Wiza stated that long term storage might be contrary to the zoning, to which Commissioner Curless asked what was considered long term.

Mayor Wiza stated that there may be vehicles being stored over winter, to which Commissioner Curless stated that some vehicles could not be removed according to police action.

Mayor Wiza stated that they would not count it against the facility if they were required to keep the vehicles on-site by law. He explained that the confusion was that they did not know what was going on at the facility, and that some uses may already be permitted, but they had no way of knowing without the requested information.

Commissioner Curless asked if they could request that they put up a solid seven-foot fence around the property that would screen uses.

Mayor Wiza stated that they could require it, but putting a fence up wouldn't change anything.

Director Ostrowski recommended one of two motions; deny the request as indicated for reasons within the staff report, or postpone a motion to allow the applicant to submit a detailed description of what is occurring on the property. From there, he explained, they could then make an appropriate determination on what would be required rather than trying to put conditions on the site without knowing its uses.

Motion by Commissioner Curless to postpone the request for 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) and to allow the applicant to submit additional information prior to the next Plan Commission meeting with the following conditions;

- 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 Commissioner Haines.

Commissioner Brush stated the importance of a requiring a drainage plan for the site, as he had observed sizable puddles collecting along the long-term storage area after a heavy rainfall.

Commissioner Curless noted that the term wrecking within the use was causing confusion.

Motion by Commissioner Brush to amend the motion to include the requirement of a drainage plan. Motion failed for lack of a second.

Associate Planner Kearns asked for clarification in the event that the applicant submitted nothing within the timeline given, to which it was confirmed that the conditional use permit would be automatically denied.

Fred Pionek (3640 Sunset Dr N) clarified that the contents of the portable toilets were not dumped on site.

Mayor Wiza requested that all further information concerning uses be submitted in writing.

Reid Rocheleau (408 Cedar W St, Whiting) expressed his disappointment in not requiring a drainage plan, noting that if they were cleaning the portable toilets outside, that run-off would drain right into the ground. He was not in favor of giving the applicant an extension.

Motion carried 7-0

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).

Director Ostrowski stated that the property in question related to Lynn's Greenhouses on Highway 10 and an adjacent residential home on the southwest corner of the property. He explained that the lot was currently one of the last remaining properties along that corridor within the Town of Hull. The developer was looking to remove the greenhouses and home on the property and create a retail center on the site. The retail center would consist of two units with an out lot on the northeast corner of the site. Unit one would consist of 18,800 square feet, with unit two consisting of 13,500 square feet, and the outlot consisting of 6,000 square feet. He explained that in order for the development to occur, they would need annexation, rezoning, and a site plan review. The item was up for conceptual review only to get initial thoughts and concerns, noting that staff had already provided its initial concerns that were outlined within the staff report in regards to parking, sidewalks, setbacks, landscaping, and access-ways between neighboring lots. Moving forward with the development would help straighten out jagged boundaries he added.

Commissioner Hoppe asked if the retail space would be divided into units, to which Director Ostrowski clarified that it would be two separate units, referencing a similar design at the neighboring Hancock Fabric & Goodwill building.

Commissioner Hoppe asked for the status of Hancock Fabrics, to which it was confirmed that it was still closed.

Commissioner Brush asked if the two units would be adjoining, to which it was confirmed that they would be.

Commissioner Haines inquired about landscaping for the east, west, and south areas, to which Director Ostrowski stated that they would have to meet appropriate landscaping setback requirements.

Aldersperson Kneebone pointed out that there seemed to be a lot of parking spaces and concrete surfaces according to the site plan. She requested that parking be reduced and greenspace be expanded.

Director Ostrowski stated that the uses would determine the parking requirements and configuration.

Commissioner Hoppe asked if there would be a traffic study as part of the site plan, to which it was confirmed that there would not be a study.

Commissioner Brush asked for more information on the landscape islands.

Director Ostrowski explained that the landscape islands were required for every twenty stalls, and that they were typically 9 by 18 feet with a tree and appropriate shrubbery.

Aldersperson Phillips (Tenth District) asked if the city had any concerns regarding contamination within the property due to the use of fertilizers and toxins on the property for many years.

Director Ostrowski stated that the City didn't have chain of title to the property, noting that they were not a responsible party just because the property was located within the municipal boundary.

Commissioner Curless expressed favor with the proposed development.

Commissioner Hoppe expressed concern over new construction when there were already empty buildings.

Aldersperson Kneebone shared concern over the empty buildings. She also suggested that they consider putting up covered bike parking.

Commissioner Brush asked for more elaboration regarding potential contamination on the property.

Mayor Wiza summarized why there could be contamination and stated that they would not be responsible if it did exist, to which Director Ostrowski added that typically the causer or new owner of the property would be the responsible party.

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.

Director Ostrowski stated that since agenda items 6, 7, and 8 all went together, he would be discussing them all at once. He began by explaining that the City of Stevens Point had a 1998 intergovernmental agreement with the Town of Hull to identify the types of uses that were going to occur in the area, and what design requirements would have had to been met. He further explained that certain elements within the 1998 agreement reflected very closely with the city's B5 zoning classification in regards to use and setbacks. Since then the city has made minor modifications to the district over time so they were no longer consistent with one another. The main reason for the request was due in part by a development looking to take place within that project plan area, but that they had come across minor conflicts with the setback requirements. Director Ostrowski explained that the proposal called for the utilization of a 30-foot setback from Highway 10 whereas the intergovernmental agreement required a 40-foot setback from Highway 10. He asked that the city move forward with amending the highlighted sections within the staff report for the proposed setbacks. He noted that the Town of Hull would have to do the same. If they denied it, the city would have to abide by the appropriate setbacks established in the 1988 agreement which was set to expire in 2018. The main purpose for this request was to create conformity and avoid any confusion for projects.

Director Ostrowski summarized the request for lifting a restriction on a CSM at an unaddressed parcel north of US Highway 10 and East of Badger Avenue and 1201 Badger Avenue which is in a wellhead protection zone. He stated that a gas station has been approved in the past for part of the property as a conditional use that had a number of conditions. He explained that the city had performed an extraterritorial review in the Town of Hull during the early 2000s, in which they typically placed a restriction near a municipal wellhead area, specifically that a certain percentage of the lot should remain in its natural state. For this particular site, a restriction was placed on the CSM to keep 80% of the property in a natural state. When The Store gas station was placed, it took about 17% of the allowable percentage, leaving just 3% left for development. Due to this restriction, it leaves the rest of the area undevelopable. Lastly, he noted that lifting the restriction was at the sole discretion of the city for the protection of the municipal water supply, adding that they did not see a lot of fertilizers being used in that area that would have the potential to contaminate the ground water supply.

Director Ostrowski stated that Point of Beginning was looking to construct a new office building in the same area. The amendment to the agreement with the Town of Hull would initially allow a parking lot with appropriate setbacks to be placed, as well as allowing future expansion of the building, noting that the current 40-foot setback requirement would force the proposed building into the wetland area. He clearly stated that development would not occur in any of the mapped wetland areas, but rather on the identified upland area. There was also an additional area of 88,800 square feet for future development. However, he noted that the development could not occur due to the 80% restriction on the CSM, which is why it had been brought forth to be lifted. He further explained that the restriction could also be modified to indicate whether certain fertilizers could be used on the site and even if the restriction was lifted, the property was within a Wellhead Protection Zone B so there were already regulations in place to protect the municipal water supply. In addition, the proposed development would also need a site plan review since it was in the B5 district, as well as Point of Beginning being interested in purchasing the entire property to construct their office building and potentially having the rest of the 88,800 square feet north of the wetlands developed. He further explained that the private road north of the wetlands had been constructed for The Store gas station, but had been six feet too narrow to be a public road, so at this time it could only be used as a private street. Were the new development to occur, the private street could also be used as an access to connect back up to the main office building and parking area for employees or company vehicles, as well as a small parking lot with access off of Highway 10 which would require State authorization, and stated that the overall proposed layout fit well. In addition, they had indicated that they were wanting to keep most of the site as natural as possible instead of having manicured lawns. He detailed some of the renderings, and proposed materials of a masonry base and columns, glass, metal panels, making sure to note that metal panels were not allowed as a primary material with the intergovernmental agreement with the Town of Hull, so they would have to make minor modifications to the exterior materials facing Highway 10. They would also have a small storage shed on the property. Lastly, staff recommend approval to lift the restriction off of the CSM to allow the proposed development to occur, as well as approving the site plan and elevation review for Point of Beginning.

Commissioner Cooper asked if there had been any discussion with the Town of Hull regarding the requests, to which Director Ostrowski stated that they would be taking it to their Town Board the following month.

Commissioner Curless asked if the developer would maintain the private road from Badger Avenue.

Director Ostrowski confirmed that the developer would be maintaining the road which would be used as an access road for Point of Beginning, The Store gas station, and a potential development to the north. He noted that if a development was to come in for the area to the north, Plan Commission would have the ability to review that site plan based on the B5 zoning classification. He also explained that since the bypass was not moving forward, the State was going to look into protecting the Highway 10 corridor, adding that Windy Drive had been serving as a backage road for a number of businesses that didn't have direct access to Highway 10. While Windy Drive seemed to make for an appropriate extension to the east, he explained that they would have to go through wetlands in order expand the city eastward which he didn't see happening anytime soon.

Commissioner Hoppe asked if there would be enough of a setback for a turn lane into the proposed driveway for Point of Beginning off Highway 10, to which it was confirmed that there was already a turn lane closer to Badger Avenue and any extension would have to be up to the State, but that the setbacks would not be affected.

Commissioner Haines expressed concern over having a driveway come off Highway 10, noting potential safety issues, to which Mayor Wiza stated that perhaps it warranted lower speed limits.

Commissioner Haines asked if the development would prevent a frontage road for Highway 10.

Director Ostrowski stated that while it wouldn't prevent the State's ability to create a frontage road, they would have to take certain steps in order to gain the proper roadway width, noting again that pushing a road through the area would go through wetlands.

Mayor Wiza agreed and reiterated that running Windy Drive towards the east would encroach on wetlands.

Commissioner Haines stated that she did not see a need for it, to which Commissioner Hoppe added that it wouldn't be a heavily used parking area.

Commissioner Haines noted that there would still be a driveway off Highway 10, to which Commissioner Hoppe added that it wouldn't have the same type of traffic as the gas station.

Commissioner Curless asked if a frontage road could be put in once the building was there and still meet its setbacks.

Director Ostrowski explained that they would most likely do a backage road. Doing a frontage road would most likely not occur given what would have to happen in terms of taking everything out, noting additional concerns with the lack of depth from Highway 10 to a frontage road and getting appropriate stacking would also become difficult. That, he explained, is why Windy Drive worked a lot better, but again noted that it would go through wetlands if extended.

Commissioner Brush asked if it was possible take some highland and make it low if they were to have compensatory wetland.

Mayor Wiza stated that it was possible, but that it was not being discussed.

Commissioner Haines asked if there was a percentage proposed in terms of the CSM, to which Director Ostrowski stated that they were looking at 40% total.

Commissioner Hoppe asked if that percentage included the 17% from the gas station, and if it did, they would be looking at an additional 23%, to which Mayor Wiza confirmed that was roughly what was needed.

Commissioner Hoppe stated his preference in leaving as much natural vegetation as possible and reducing the CSM percentage only to the percent needed.

Mayor Wiza added that the advantage to the proposed development was that they were wanting to keep the rest of the area in a natural state, to which Commissioner Haines stated that wouldn't have to if they got rid of the CSM restriction.

Mayor Wiza stated that they would still have to go through review, with Director Ostrowski adding that there would already be additional protections with the Wellhead Protection Zone B and required design standards.

Mayor Wiza lastly added that the CSM would not supersede those rules and the Wellhead Protection Zone B.

Director Ostrowski explained that restriction was placed upon that CSM when the lots were in the Town of Hull. However, since it was annexed, it now had Wellhead Protection Zone B within the city which has certain requirements and regulations in place. Those regulations would always stay in place unless the protection zone was modified itself.

Commissioner Haines expressed concern over the language within the Groundwater Protection Overlay District B, specifically citing its leniency.

Mayor Wiza reminded the council that the agreement with the Town of Hull would expire at the end of 2018.

Aldersperson Kneebone stated that it would be ideal to see the Parkdale Park walking path on the site plan in order to determine how close it would be to the development as it was a heavily used park. She expressed feeling conflicted with the request due to wanting to keep the area natural, but also seeing the need for positive development. She also stated that she had not supported the gas station as a private citizen.

Reid Rocheleau (408 Cedar W St, Whiting) stated that if the council had concerns about the development, they could just reject it. He expressed his frustration with the request, stating that accepting the request to remove the 80% restriction would compromise the highway, wetlands, and council's credibility, as well as adding that there were other areas for development. Mr. Rocheleau asked who the developer was, to which Director Ostrowski stated that the developer would be the applicant, Point of Beginning.

Aldersperson Oberstadt (Fourth District) read a letter from one of her constituents which stated concerns over agenda items 7 and 8, specifically about potentially compromising the water quality, wildlife habitat, and land value. Lastly, the constituent cited further concern over fiscal responsibility with the city growing outward while trying to meet its infill goals.

Aldersperson Johnson (Fifth District) agreed with the points stated in the constituent's letter, reiterating potential negative environmental impact due to continued outward growth. While she stated her opposition to the request, she went over points that she would like considered were the request to go forward, specifically changing the location of the bio retention area to supplement the wetlands, and ensuring that there is a rigid landscaping plan to avoid planting invasive species that could pose a risk to the wetlands. She also stated that the driveway off of Highway 10 was ill advised.

Aldersperson Dugan (Eighth District) stated her opposition to the request. She went on to briefly summarize and explain the history of the agreement, and construction of the gas station. In addition, she stated that she was not convinced that there were enough protections in place for the municipal well system. Ms. Dugan also noted that Parkdale Park was not mentioned in any of the documents they had received and requested that additional natural trails be placed within the greenspace rather than developing it, as there were already empty lots not too far from the proposed location.

Director Ostrowski, in regards to the constituent's letter, clarified that they would not be removing wetlands with the proposed project and that they would be building on the upland area. In regards to cost, he explained any outward growth and extension of Windy Drive would be done and paid by the developers and the city would only provide standard police and fire service, but not maintain it.

Lastly, he added that any decision to relocate the development to another lot would have to be made by the developer or business owner.

Commissioner Haines wanted to clarify that agenda item 6 was requested to get setbacks to match existing ones.

Director Ostrowski and Mayor Wiza clarified that the proposed setbacks would be close to our existing, noting that the proposed setbacks were highlighted within the staff report, and that the request could be approved whether they moved forward with the development or not.

Motion by Commissioner Cooper 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 outlined within the staff report; seconded by Commissioner Brush.

Motion carried 7-0

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).

Commissioner Haines expressed her opposition to the request.

Mayor Wiza stated that he understood the opposition and stated that valid concerns had been brought forth. He also reminded the council that the wetlands would still be protected under the Wellhead Protection Zone B and the requirements and regulations associated with it would have to be met regardless of what was done. He noted that the proposed development avoided constructing in the wetlands.

Commissioner Curless asked for clarification on the developable two acres north of Windy Drive located outside of the wetlands, and asked whether the area east of the proposed development was still in the Town of Hull and also wetlands.

Director Ostrowski stated that the parcel in question right now was for the proposed development. He stated that the Parkdale Park was currently owned by the city, and while there were wetlands on the property, it did not solely consist of wetlands, and that the ability to move east would be limited.

Commissioner Curless asked if the development would be surrounded by wetlands, to which Mayor Wiza confirmed that it would be.

Aldersperson Kneebone noted several concerns, specifically that the private road would generate a lot of traffic from employees and service vehicles, resulting in salt run-off from the roads, potentially affecting the wetland vegetation. Aldersperson Kneebone pointed out that they were not just looking at the direct impact of the building, but also indirect causes. She suggested that perhaps the empty storefronts in the area could be incentivized.

Commissioner Cooper asked whether there was a certain percentage in mind that the city would like to see.

Director Ostrowski explained that he had been advised that other CSMs had restrictions placed on them during extraterritorial lot splits for the Town of Hull for the purpose of protecting the ground water supply. An exact percentage, he stated, was hard to determine, but any site plan approval would need review due to it being in the B5 district. He stated that council could place additional restrictions and base their determination on the use instead. In addition, he explained that there would not be a lot of desirability for certain uses such as retail due to its low visibility, and that it was best suited for residential or office uses like Point of Beginning. He agreed with not wanting to exceed the area that was wetlands, but noted that the applicant had worked on a development that would fit in the area without impacting the wetlands directly. He made sure to note that Alderperson Kneebone had made a good point in regards to indirect consequences resulting from general maintenance and added that certain restrictions could be placed on the development to help alleviate some of those impacts.

Commissioner Curless stated that the developable area to the north looked developable, but that it would most likely be a destination use such as a dental or doctor's office.

Commissioner Brush asked if there was a point at which the private drive would have to be a maintained by the city.

Director Ostrowski stated that he didn't see a lot of development occurring in that area, nor did he see the city running a street through any wetlands to get to those developments as it didn't make much sense financially or environmentally. With this particular development, he explained, the city would not have any financial costs in terms of extending a road or utilities other than providing standard police, fire, and ambulance service. In regards to subdivisions, they needed to see if there was a sufficient tax base to support those developments due to the high costs of maintaining those roads. With this development being somewhat infill within the boundaries of the city, there were not a lot of costs associated with it. He agreed that there were a number of things that came into play when discussing the proposed development, but that there were ways in which they could modify the CSM to provide additional protections for the groundwater supply. He reminded the council that the city had approved a gas station in a Wellhead Protection Zone next to wetlands because appropriate conditions had been placed on the development at the time to make it more palatable for approval. Lastly, he added that the proposed development would be a cleaner, office type use, and discussions on whether the city wanted to continue to develop in that area would have to be had.

Commissioner Brush asked for clarification among the three requests, and asked whether it had anything to do with site plan approval.

Mayor Wiza confirmed that they could make the change to the CSM and not approve the site plan for the proposed development. They could also place additional restrictions on the site plan such as prohibiting road salts and keeping the natural vegetation in order to further protect the wetlands.

Director Ostrowski asked that if restrictions were requested, that they be placed on the CSM rather than the site plan as the site plan mainly dealt with access for Highway 10 and its congestion. He also suggested that council postpone the request if they were not comfortable placing restrictions immediately.

Mayor Wiza stated that it was in the council's purview to postpone action on the request and direct staff to provide recommendations.

Commissioner Hoppe agreed that more needed to be planned out in terms of roads and conditions, but that they also wanted to get a more accurate percent.

Mayor Wiza stated that staff had access to knowledgeable resources that could be used in order to provide recommendations.

Commissioner Curless asked if the project was buildable if they didn't remove the 80% restriction from the CSM.

Mayor Wiza confirmed that they could not build since 17% of that allowable 20% had been used by that gas station, leaving roughly 3% for the project.

Commissioner Curless asked how much of a percent was needed.

Director Ostrowski estimated that they would need 40% total. That would include the two acres to the north, but made sure to note that it really depended on future development as they did not have a proposal for that area yet.

Aldersperson Kneebone reminded the council that they were looking at two potential developments between the wetlands, not just the office building as the applicant may want to develop both parts.

Mayor Wiza reiterated that they did not have a proposal for that second northern part yet, and it was still just potential development.

Commissioner Brush asked for clarification on the area that they were focusing on in terms of removing the 80% natural lot coverage for the whole Parkdale subdivision.

Mayor Wiza clarified the perimeter of the subdivision.

Commissioner Brush asked if it was possible to prohibit development north of Windy Drive, to which Mayor Wiza confirmed that they could place that restriction.

Motion by Commissioner Hoppe to postpone action for the 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), and to direct staff to investigate and come up with recommendations for consideration at a future date; seconded by Commissioner Brush.

Motion carried 7-0

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).

Director Ostrowski stated that he would take any comments or challenges relating to the site plan in order to discuss them with the applicant, adding that he was still waiting on confirmation from the State on whether or not they would allow access off Highway 10.

Mayor Wiza informed the council that they could postpone action on the item, but if they could also provide feedback either then or over the next couple of days regarding their thoughts on the presentation.

Commissioner Haines asked if they were only making comments on the proposed development, not the potential development site to the north.

Mayor Wiza confirmed that they were looking for comments on the proposed development, but stated that the north area was still relevant and that they could take comments on it.

Motion by Alderperson Kneebone to postpone the 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); seconded by Commissioner Brush.

Motion carried 7-0

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).

Director Ostrowski stated that agenda items 9 and 10 went together, thus would be discussed at the same time. Recalling a previously approved site plan from Service Cold Storage to add an addition to the back of their building, he explained that they had run into an issue with the loading docks coming into a restricted 100-foot-wide area for rail improvements that was placed prior to the construction of Service Cold Storage. The restriction was part of a CSM for future rail improvements for the East Park Commerce Center in order to provide the appropriate siding tracks to service the entire park. That being the case, potential improvements to the building could jeopardize the installation of rail with the current proposed addition. The Director went on to summarize the siding track requirements outlined within the staff report and how they would be used to connect the East Park Commerce Center. He noted that the proposed expansion did not directly impact the main line siding as the track was already there, nor was it impacted by the identified parking area. That being the case, staff recommended to establish and modify an easement outlining the 100-foot setback area with Service Cold Storage which would have to be approved by Common Council. He noted that they had already modified their plans to have trucks come in at an angle to the loading docks, but that they were still within the 100-foot easement area. The future construction of a rail was still uncertain, and that they wouldn't know if it would be required, and if so, if areas of Service Cold Storage would have to be removed. In this instance, the city would maintain its 100-foot right-of-way while allowing improvements to be made by Service Cold Storage with the understanding that if they need to be removed, they are removed at the time in which they are given, and moved at Service Cold Storage's sole cost. He reported that Service Cold Storage did have a potential to run palettes through their main building, but the current setup and storage of goods prohibited them from currently doing that since storage may be kept for a year without moving it without incurring significant costs. One of the concerns staff mentioned in the staff report was if the city did need to have Service Cold Storage remove the loading dock area, it could potentially strain the relationship if moving became detrimental to the business. While there were current good relations between the city and current owner, he noted that relationships and ownership were subject to change. Lastly, he stated that staff had discussed these options with Service Cold Storage and that they had been willing to comply if the city needed them to move. He added that moving the siding track instead of the building, while an option, could prevent potential passenger rail in the future.

Mayor Wiza briefly summarized that they would be allowing the expansion on the building with the full understanding that they would be protecting their long-term interests as a community, such as the rail.

Commissioner Hoppe asked what would happen to the agreement if ownership were to change.

Director Ostrowski stated that the agreement would be attached to the property, with Mayor Wiza adding that he didn't see a large possibility of ownership change in the near future, and that it was possible that East Park Commerce Center wouldn't need rail.

Commissioner Curless didn't foresee an issue were the property to be sold, as the documents would be clear when purchasing.

Motion by Commissioner Curless to approve establishing/modifying an easement for rail improvements at 5700 E.M. Cops Drive (Parcel IDs 2308-01-2100-03 and 2308-01-2100-05); seconded by Commissioner Haines.

Motion carried 7-0

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. Cops Drive (Parcel IDs 2308-01-2100-03 and 2308-01-2100-05).

Director Ostrowski recommended approving the request with the original conditions that were placed upon the original submittal minus the changes to the easement area, noting that the only difference submitted was modifying the loading docks to come in at an angle as opposed to coming straight in.

Roger Hackler (1025 Park St) stated that in regards to urban development, they should be constructing parking garages and looking at different construction.

Motion by Commissioner Haines 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. Cops 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.
5. Allow staff to approve modifications to the plans.

seconded by Commissioner Brush.

Motion carried 7-0

11. Community Development Department Monthly Report for November 2016.

Director Ostrowski stated that it had been another fairly decent month with Cobblestone Hotel breaking ground and the construction of a new home. He compared year to date valuation of \$54 million with 2014, where it had a similar value with the construction of the \$32 million Skyward

facility. This year they had a lot more diversification in the number of projects, as opposed to one large project.

Mayor Wiza stated that he had looked into a question from the last meeting regarding how much of the year to date valuation was taxable, to which his findings had estimated \$30-\$40 million of the valuation was taxable.

Director Ostrowski noted that the Aspirus development made it difficult to estimate taxable revenue as hospitals were typically exempt, but clinic use was not.

Commissioner Haines requested that a line item for year-to-date permits be added to the report.

Commissioner Curless asked about the next Plan Commission meeting, to which it was confirmed that it would take place on Tuesday, January 3rd, 2017

Motion by Commissioner Cooper to accept and place on file the Community Development Department Monthly Report for November 2016; seconded by Commissioner Brush.

Motion carried 7-0

12. Adjourn.

Meeting adjourned at 8:04 PM

Attachment Pertaining to Item 11
Community Development Report - November 2016

Construction Report

New Construction/Additions	Owner/Location	Declared Valuation	
		Declared Valuation	Fees
Residential	300 Saint Paul St Washington Construction	\$300,000.00	\$1,000.00
Commercial	Cobblestone Hotel - 1117 Centerpoint Dr BrilMark Builders, LLC	\$3,175,000.00	\$5,317.43

Remodeling	# of Permits	Declared Valuation	Fees
Residential	48	\$155,906.00	\$2,157.05
Commercial	22	\$251,002.00	\$3,480.51

Monthly Permits	Monthly Valuation	Monthly Fees	YTD Valuation	YTD Fees
72	\$3,881,908.00	\$11,954.99	\$54,036,458.31	\$288,429.26

2015: \$29,389,813.84 \$180,216.35
 2014: \$54,391,935.55 \$161,512.00
 2013: \$32,142,388.94 \$246,161.30

Violation Report

Exterior Property Area Complaints

*Multiple Exterior Property Violations	1
*Other Exterior Property Violations	0
Accumulation of Rubbish or Garbage	2
Grass or Weeds	0
Improper Parking of Vehicles	10
Improper Storage of Refuse or Refuse Carts	2
Refuse or Refuse Carts on Curb	1
Snow and Ice	0
Storage of Household Items Outside	4
Unlicensed or Inoperable Vehicles	0
Unsanitary Conditions	0

Exterior Structure Complaints

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

Interior Structure Complaints

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

Multiple Violations

*Multiple Property Violations	7
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Other Violations

*Other Property Violations	1
Multiple Violations	0
Expired Multiple-Family License	0
Improper Occupancy: Multi-Family Dwelling	0
Improper Occupancy: Residential Dwelling	0
Noise	0
Unlicensed Well(s)	0
Work w/o Historic Preservation Review	0
Work Without Permit	8

Total Violations / Total Service Fees Billed	38 / \$1,150
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Memo

Plan Staff

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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

City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 12/16/2016

Re: 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). *A public hearing for this item occurred on November 7, 2016.*

The Plan Commission reviewed the request by the applicant to construct an apartment building at 3600 Doolittle Drive on November 7, 2016. Furthermore, they moved to postpone action on the item, citing the following:

1. Access shall be taken from Wilshire Drive (note the driveway should align with the Kwik Trip Driveway across the street).
2. Screening in the form of fencing and vegetation should be installed along the south side of the site and north east side of the site.
3. The landscaping plan shall be updated to identify existing trees and shrubs to remain which shall meet the landscaping requirements outlined in the Zoning Ordinance (Chapter 23).
4. A lighting intensity plan should be submitted.
5. Specifics on the construction of the refuse enclosure should be provided.

For your reference, the original staff report has been attached, along with the meeting minutes from the November 7, 2016 meeting. The applicant has submitted a new site plan and rendering addressing many of the items above, which have been reviewed below.

REVIEW

1. Access shall be taken from Wilshire Drive (note the driveway should align with the Kwik Trip Driveway across the street).

Analysis: Access is proposed from Wilshire Boulevard via a 24-foot-wide driveway.

Findings: The driveway aligns with the driveway across the street and is approximately 75 feet from the intersection of Doolittle Drive and Wilshire Boulevard. The driveway location should prevent increased traffic on Doolittle Drive. Furthermore, the relocation of the driveway allows for screening to be installed along the south side of the property. It is important to note that the refuse enclosure has been relocated as well, due to the location of the driveway. Staff would recommend relocating the refuse storage closer to the building where it will not be visible from the street, and be constructed with masonry materials matching the main building. The plan shall be approved by the Community Development Department staff.

2. Screening in the form of fencing and vegetation should be installed along the south side of the site and north east side of the site.

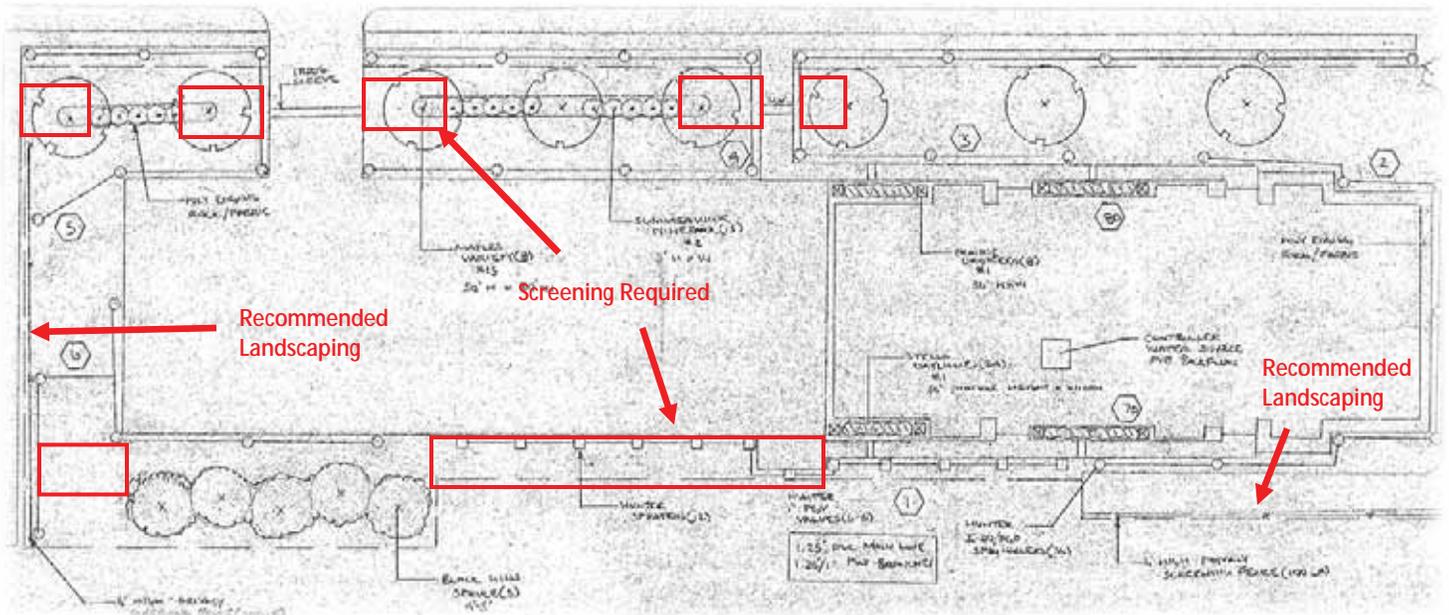
Analysis: A 6 foot high wood siding fence is proposed on the south side of the property to screen the site from Doolittle Drive. A second fence similar in design and construction is proposed on the north east side of the site to provide screening from the neighboring residential property. The updated landscaping plan does not identify any landscaping adjacent to the fences.

Findings: The fence should assist in providing screening and buffer the higher intensity use, especially between the neighboring residential properties. Staff would recommend that the fence along Doolittle drive be set back 10 feet from the property line, meeting Section 30.04(3). No landscaping exists adjacent to the fences and therefore, staff would recommend landscaping and trees be installed in addition to the proposed fence. Both the fence and landscaping will create a physical barrier that will also buffer sound and light between the adjacent properties which should preserve the residential character. Screening in the form a vegetation and trees shall meet the applicable standards in the zoning ordinance when installed adjacent to the proposed fences. Staff would also recommend that the fence be constructed of maintenance free materials.

3. The landscaping plan shall be updated to identify existing trees and shrubs to remain which shall meet the landscaping requirements outlined in the Zoning Ordinance (Chapter 23).

Analysis: A landscaping plan has been provided which coincides with the updated site plan. A majority of existing trees and landscaping is shown to be removed. Existing trees will only remain along Stanley Street.

Findings: As indicated above, staff would recommend landscaping adjacent to the proposed fences. In addition, screening is required on the entire east side of the parking area in the form of fencing or landscaping. Lastly, the landscaping should extend fully within the landscape area to create continuous screening. Given the above, staff would recommend an updated landscaping plan meeting the recommendations above and screening requirements per Chapter 23, Zoning Ordinance, be provided to be reviewed and approved by Community Development Department staff.



4. A lighting intensity plan should be submitted.

Analysis: Lighting details were provided for lights on the building. Downlight LED fixtures are proposed for the building. No parking lot lighting has been indicated on the site plan.

Findings: The proposed building lights should not be intrusive to neighboring properties.

5. Specifics on the construction of the refuse enclosure should be provided.

Analysis: The refuse enclosure is proposed to be constructed of wood siding to match the proposed fences.

Findings: Staff would recommend refuse storage be constructed of masonry materials complementing the main building. A design shall be submitted by the applicant for review and approval by Community Development Department staff.

Based on the review above and the original review within the staff report, staff would recommend approving the apartment complex at 3600 Doolittle Drive, subject to the following conditions.

1. Refuse storage shall be located nearer the building, and not visible from the street. The applicant shall submit an updated site plan with the new location, to be reviewed and approved by Community Development Department staff.
2. Refuse storage shall be constructed of masonry materials complementing the main building. A design shall be submitted by the applicant for review and approval by Community Development Department staff.
3. The driveway entrance and apron shall be curbed.

4. The fence along Doolittle drive be set back 10 feet from the property, conforming to Section 30.04(3).
5. Landscaping shall be installed adjacent to the proposed fences. Landscaping shall be installed on the east side of the property. Landscaping shall be extended into the full landscape areas to fully screen the parking lot on all sides.
6. All fences shall be constructed of maintenance free materials (e.g. vinyl).
7. The applicant shall submit an updated landscaping plan meeting the requirements above, and which shall meet screening requirements per Chapter 23, Zoning Ordinance.
8. Applicable building codes shall be met and applicable permits obtained.
9. The maximum number of units shall be 12 with a maximum number of 36 bedrooms.
10. A masonry or metal material shall be incorporated or wrapped around the pillars and railings of the overhangs/patios/porches. As an alternative, a complete composite decking material can be used for the entire structure. Such materials shall be approved by the Community Development Department.
11. Sidewalks shall be installed on the entirety of the property abutting the streets, meeting all applicable design requirements to be reviewed and approved by the director of public works. The sidewalks shall connect to the internal sidewalks as shown on the proposed plan.
12. A stormwater plan shall be submitted for review and approval by the Utility Department and/or the Public Works Department.
13. The applicant shall pay the required park fee per unit to the City.
14. Minor modifications may be approved by staff.



City of Stevens Point
Community Development Department

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

APPLICATION FOR A CONDITIONAL USE PERMIT

(Pre-Application Conference Required)

ADMINISTRATIVE SUMMARY (Staff Use Only)

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

APPLICANT/CONTACT INFORMATION

APPLICANT INFORMATION		CONTACT INFORMATION (Same as Applicant? <input type="checkbox"/>)	
Applicant Name	Igna Real Estate & Investments LLC	Contact Name	Nick Ignatowski
Address		Address	6661 Pleasant Dr
City, State, Zip	Stevens Point, WI 54481	City, State, Zip	Almond, WI 54909
Telephone	715-451-0131	Telephone	715-451-0131
Fax	n/a	Fax	n/a
Email	ignacorp@Gmail.com	Email	ignatowskinick@Gmail.com

OWNERSHIP INFORMATION

PROPERTY OWNER 1 INFORMATION (Same as Applicant? <input type="checkbox"/>)		PROPERTY OWNER 2 INFORMATION (If Needed)	
Owner's Name	Igna Real Estate & Investments LLC	Owner's Name	
Address	7027 Oak Road	Address	
City, State, Zip	Vesper, WI 54489	City, State, Zip	
Telephone	715-451-0131	Telephone	
Fax	n.a	Fax	
Email	ignacorp@gmail.com	Email	

PROJECT SUMMARY

Subject Property Location [Please Include Address and Assessor's Identification Number(s)]		
Parcel 1	Parcel 2	Parcel 3
Legal Description of Subject Property		
3600 Doo Little		
Designated Future Land Use Category		Current Use of Property
Multi Family		Vacant land
Explain the land use and the development proposed for the subject property. Include the time schedule (if any) for development. (Use additional pages if necessary)		
<p>To build a 12 unit multi family apartment compls. Each unit is to be a 3 bed/1.5 bath. Submit all necessary prints, forms, and documents before the most recent commission meeting. Be approved by the commission meeting. Complete common council meeting. Submit plans to the State of WI. submit bids to contractors, and have a designated contractor. Financing is already in place. Construction on project would start in March/April of 2017. The project would expected to be finished by beginning of August of 2017.</p>		

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

The character of the neighborhood would remain the same, and I feel this project will fit very well in this area of town. This entire area consists of Multi family complexes, this area is good for public transportation since the city bus route is next to this property.

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

We will follow all of the local laws, and regulations to make sure everything is done legally.

Current Zoning Surrounding Subject Property

North:		South:	
East:		West:	

Current Land Use Surrounding Subject Property

North:		South:	
East:		West:	

EXHIBITS

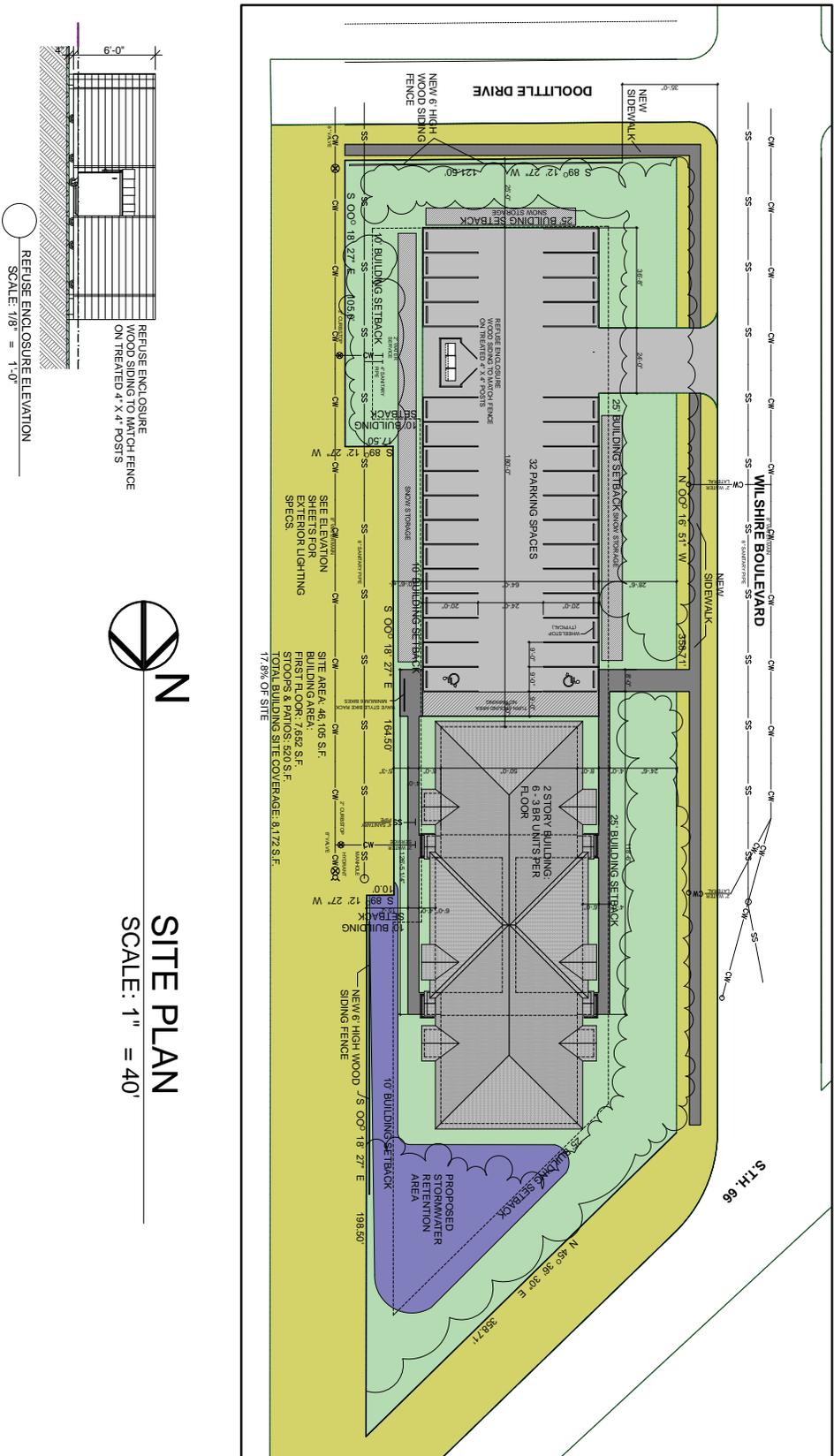
Owner Information Sheet	<input type="checkbox"/>	Additional Exhibits If Any:
Letter to District Alderperson	<input type="checkbox"/>	
Maps (vicinity, zoning, floodplains, wetlands others as requested by staff)	<input type="checkbox"/>	
Site Plan (designating primary, side, and service street frontages)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

CERTIFICATION AND SIGNATURE

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

Signature of Applicant	Date	Signature of Property Owner(s)	Date
	09/28/16		

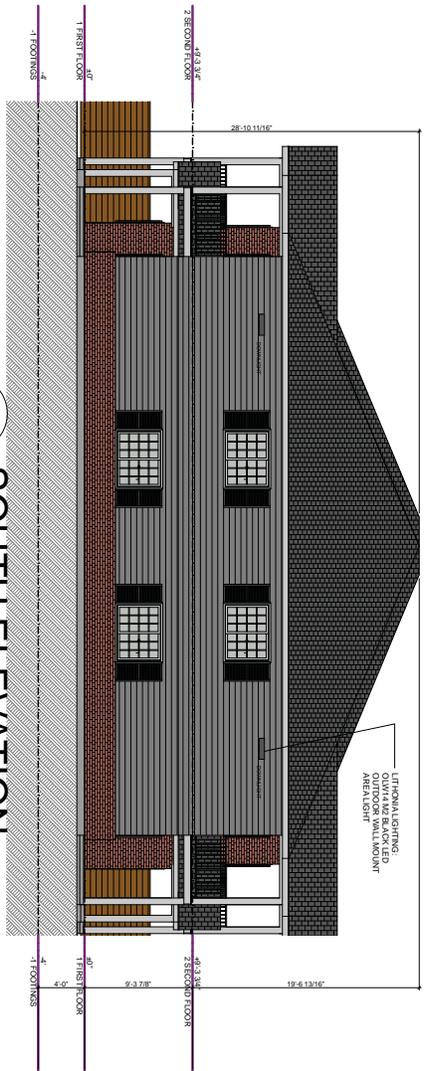
WILSHIRE APARTMENT BUILDING WILSHIRE & DOOLITTLE STEVENS POINT, WI 54881



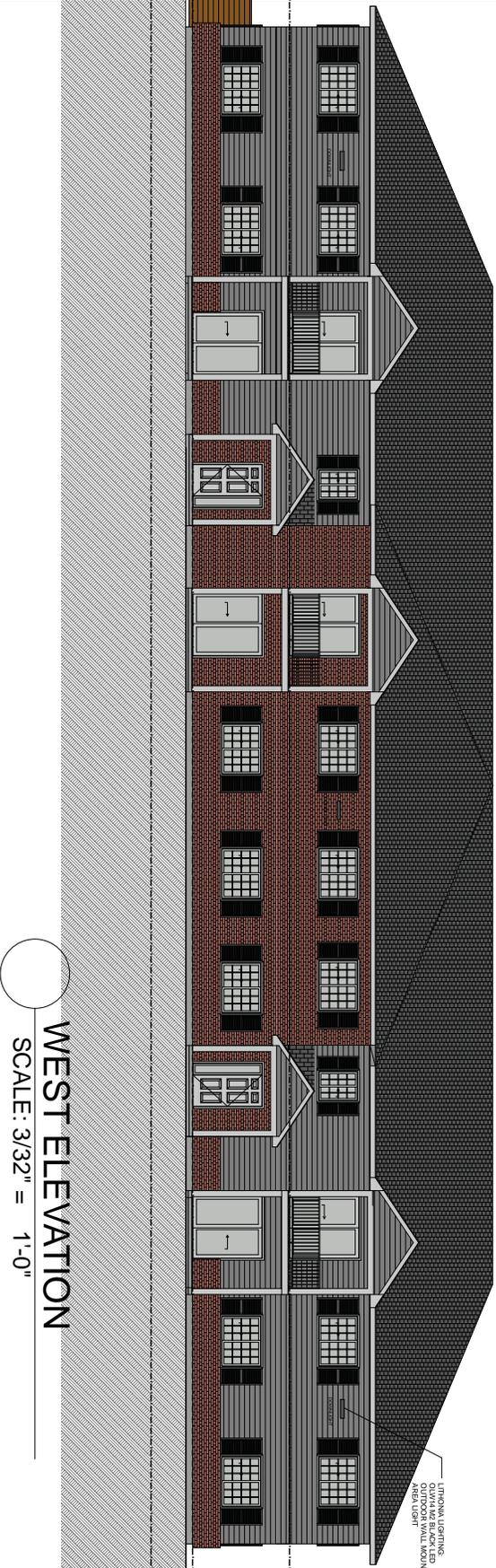
SITE PLAN
SCALE: 1" = 40'

REFUSE ENCLOSURE ELEVATION
SCALE: 1/8" = 1'-0'

TERRENCE W. MARTIN, ARCHITECT	2708 EAST PLANK ROAD APPLETON, WI 54915 920.284.7769 tww.architect@me.com		WILSHIRE APARTMENTS	IGNA REAL ESTATE INVESTMENTS WILSHIRE & DOOLITTLE STEVENS POINT WISCONSIN 54881	PROJECT NUMBER: 1502	PROJECT STATUS: CITY SUBMITTAL	DATE OF ISSUE: 12.8.16	SHEET TITLE SITE PLAN	A-1
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SOUTH ELEVATION
SCALE: 3/32" = 1'-0"



WEST ELEVATION
SCALE: 3/32" = 1'-0"



TERRENCE W. MARTIN, ARCHITECT
2708 EAST PLANK ROAD
APPLETON, WI 54915
920.284.7769
twm.architect@me.com

WILSHIRE APARTMENTS

IGNA REAL ESTATE INVESTMENTS
WILSHIRE & DOOLITTLE
STEVENS POINT WISCONSIN
54881

PROJECT NUMBER:
1502

PROJECT STATUS:
CITY SUBMITTAL

DATE OF ISSUE:
12.8.16

SHEET TITLE
ELEVATIONS

A-5

Administrative Staff Report

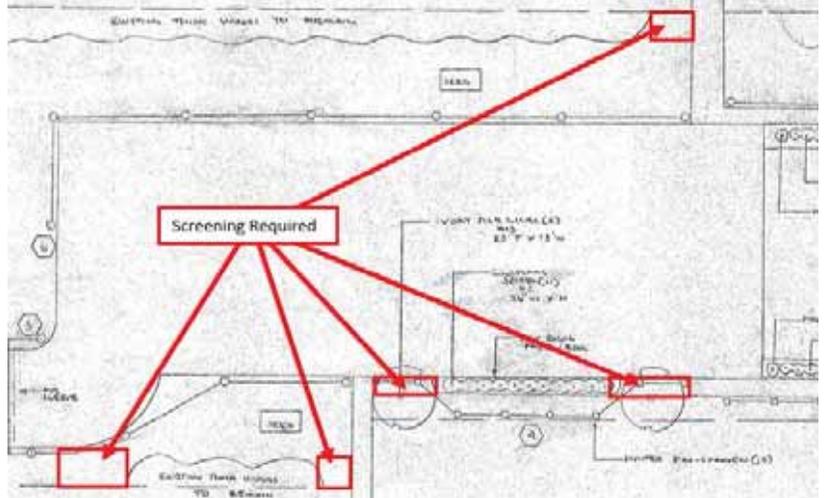
Conditional Use Permit
Construct Apartments
3600 Doolittle Drive
October 31, 2016



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

<p>Applicant(s):</p> <ul style="list-style-type: none"> • Igna Real Estate & Investments LLC <p>Staff:</p> <ul style="list-style-type: none"> • Michael Ostrowski, Director mostrowski@stevenspoint.com • Kyle Kearns, Associate Planner kkearns@stevenspoint.com <p>Parcel Number(s):</p> <ul style="list-style-type: none"> • 2408-27-2300-32 <p>Zone(s):</p> <ul style="list-style-type: none"> • "R-4" Multiple Family I Residence District <p>Master Plan:</p> <ul style="list-style-type: none"> • Multi-Family <p>Council District:</p> <ul style="list-style-type: none"> • District 8 – Dugan <p>Lot Information:</p> <ul style="list-style-type: none"> • Effective Frontage: 637 feet • Effective Depth: 121 feet • Square Footage: 46,937 • Acreage: 1.07 <p>Current Use:</p> <ul style="list-style-type: none"> • Vacant <p>Applicable Regulations:</p> <ul style="list-style-type: none"> • 23.01(16) and 23.02(1)(f) 	<p>Request</p> <p>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).</p> <p>Attachment(s)</p> <ol style="list-style-type: none"> 1. Application 2. Site Plan 3. Renderings <p>Findings of Fact:</p> <ol style="list-style-type: none"> 1. The proposed request is to construct a 12-unit, 36-bedroom, 2-story apartment complex. 2. The property is zoned "R-4" Multi-Family I Residence District. 3. Multi-family is a conditional use within the district. 4. The applicant also owns the adjacent multi-family developed property. <p>Staff Recommendation</p> <p>Based on the findings below, staff would recommend approval of the Conditional Use Permit to construct an apartment complex with the following conditions:</p> <ol style="list-style-type: none"> 1. Applicable building codes shall be met and applicable permits obtained. 2. The maximum number of units shall be 12 with a maximum number of 36 bedrooms. 3. The driveway entrance shall be curbed. 4. A masonry or metal component shall be incorporated or wrapped around the pillars and railings of for the overhangs/patios/porches. Such materials shall be approved by the Community Development Department. 5. A more detailed landscaping plan identifying existing landscaping shall be submitted and approved by the Community Development Department. If existing screening is ever removed or reduced, new screening in the form of landscaping or fencing shall be installed to entirely screen the parking area as required.
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6. Bicycle parking shall be installed at a rate meeting the applicable requirements outlined in the zoning ordinance.
7. Snow shall be removed from the site, or stored in a location that it will not negatively impact parking, vehicular circulation, or adjacent properties.
8. Similar screening as proposed shall be installed where indicated on the site plan below.



9. Sidewalks shall be installed on the entirety of the property abutting the streets, meeting all applicable design requirements to be reviewed and approved by the director of public works. The sidewalks shall connect to the internal sidewalks as shown on the proposed plan.
10. The refuse enclosure shall be constructed of the materials that complement the main materials used on the main building, including the masonry brick as a main component of the design. The applicant shall submit details regarding the refuse storage to be reviewed and approved by the Community Development Department.
11. A lighting plan showing light intensity shall be submitted to be reviewed and approved by the Community Development Department.
12. A stormwater plan shall be submitted for review and approval by the Utility Department and/or the Public Works Department.
13. The applicant shall pay the required park fee per unit to the City.
14. Minor modifications may be approved by staff.

Vicinity Map



Background

Igna Real Estate & Investments LLC is proposing to construct a 12-unit, 36-bedroom, 2-story apartment building on Doolittle Drive. Each unit will offer 3-bedrooms and 1.5 baths. Six units will exist on the first floor, with six on the second floor. Furthermore, units will include furnished kitchens, full bathrooms, and private balconies / patios. Parking for the units will be open-air in a 29 stall parking lot. The main façade will consist of vinyl siding and brick and will have architectural characteristics such as porches, dormers, window shutters, and trim and fascia. Further building details are below.

12-Unit Apartment Complex Details

- Two-Story
- 36 Bedrooms (3 bedroom/unit)
- 6 Units per floor
- Parking: 29 Stalls (2 Handicap)
- Shared/Common Entrance
- Patios / Decks
- Building Footprint: 8,172 square feet
- Total Square Feet: Approx. 16,000

- Finishing Materials: Masonry brick, vinyl siding, & shingled roof

Standards of Review

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

Analysis: The current parcel is vacant. Multi-family apartments, commercial uses, and single-family residences exist within the direct vicinity of the property. Specifically, apartments exist to the east, commercial to the west and single family residence to the south and north.

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

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

Analysis: This area has a mix of uses as described above. Multiple family primarily exists directly adjacent to the site to the east. Single family residences exist to the south along Wilshire Boulevard and some single family also exist on Stanley Street. Directly west exists a gas station and convenience store, and other commercial uses along Stanley Street.

Findings: A multi-family apartment complex should not be injurious to the uses already existing and permitted in this area. Given the exposure of the site and its frontage on three streets, the property is really only conducive to multi-family or commercial uses. Furthermore, given the unique shape of the lot, commercial uses may somewhat be impeded by access which has been required from Doolittle Drive. Furthermore, the building is fronted north, along Stanley Street which allows the parking area and proposed screening to create a buffer from the southern residential.

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

Analysis: The building will be located on one parcel just over one acre in size that is primarily surrounded by development. A few vacant lots exist within the vicinity of the site to the east and southeast.

Findings: Vacant property to the east and southeast is likely to develop as multi-family or duplexes given the layout and surrounding development. The proposed project may promote additional development in the future along Doolittle Drive and Stanley Street. Note again that the developed property to the east, apartments, are owned by the applicant.

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

Analysis: The proposed building incorporates some architectural building elements such as dormers above entrances, patios, and porches, along with brick and vinyl. Multiple windows and doors along the façade exist as well with shutter and grid inserts (see attached renderings). Construction materials will include concrete, wood,

vinyl siding, metal fascia, and brick. Again, porches will have functional overhangs, under which will exist a concrete walk and landscaping. Four common entrances will exist into the facility, also under dormers.

Findings: There are a variety of architectural styles within this area, most multi-family however incorporate a two-story building design. The existing multi-family developments to the east are of a plain design that somewhat resembles the proposed building. While the applicant is proposing a similar style as the neighboring buildings, the finishing materials differ slightly. Brick is proposed to wrap around the entire building below the first floor windows, but also along the entire façade between the primary entrances on the east and west elevations. Other elements such as dormers, porches, and window shutters add character to the building. The proposed building size, finishing materials, and other building features should not be at variance with the surrounding buildings. Given that the treated wood can degrade fairly quickly compared to the rest of the building and presents an unfinished look, staff would recommend a masonry or metal component shall be incorporated or wrapped around the pillars and railings of for the overhangs/patios/porches. Such materials shall be approved by the Community Development Department.



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

Analysis: Utilities exist surrounding the developments. A driveway is proposed off of Doolittle Drive on the south side of the property to serve the development. The driveway is positioned approximately 75 feet from the intersection of Doolittle Drive and Wilshire Boulevard. The driveway provides immediate access to open-air parking. Drainage is proposed in a stormwater detention area on the northeast side of the property.

Findings: Staff would recommend a stormwater plan shall be submitted for review and approval by the Utility Department and/or the Public Works Department.

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

Analysis: Ingress/Egress will occur on Doolittle Drive via one driveway. The driveway is situated as far east as possible to allow for adequate spacing for the nearby intersection. No driveway exists across from the proposed site.

Findings: The driveway is an adequate distance from the adjacent intersection and should not cause congestion in this area. Staff would recommend that the driveway entrance be curbed to ensure its longevity and to prevent it widening into the landscaped area.

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

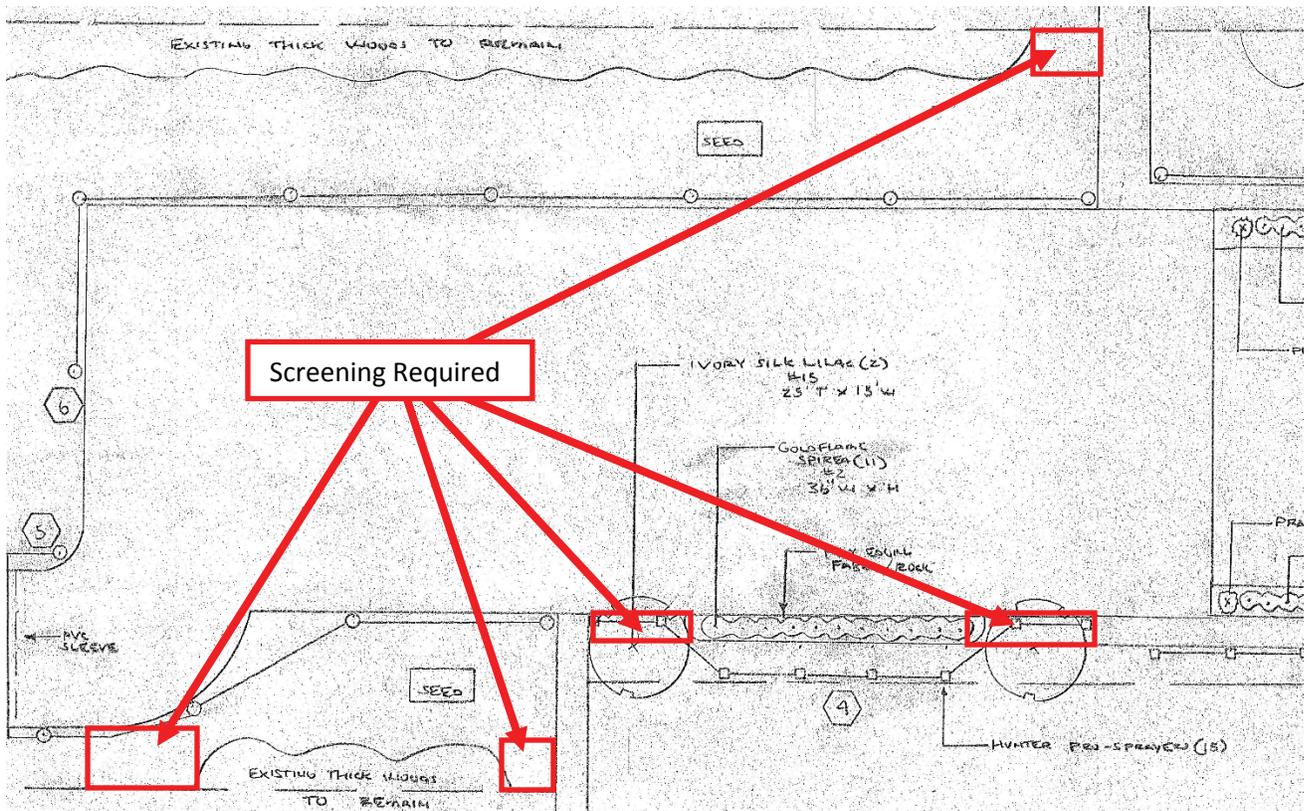
Analysis: The proposed use would be within the "R-4" Multiple Family I Residence District. This district is established to provide a medium density, mixed residential district intended to provide a transition between lower density detached housing areas and more intense non-residential land usage consistent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

Findings: The proposed use is appropriate for the intent of the "R-4" district, as multi-family residential exists to the east and southeast, and commercial uses exists to the east and north along Stanley Street. This standard is met.

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

Analysis: Building setbacks, minimum lot size and a majority of other zoning code regulations are met. Landscaping and parking lot screening requirements may not be met, as existing woods and shrubs are proposed to screen much of the parking lot.

Findings: The property owner is requesting to utilize existing trees and shrubs on site to screen the parking area. A landscaping plan has been submitted showing new landscaping around the parking lot and building. Staff would recommend similar screening as proposed below be installed where indicated on the site plan.



Furthermore, staff would recommend that a more detailed landscaping plan be submitted outlining the existing landscaping to make sure it meets ordinance requirements. If it does, in the future if 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 parking area as required. Lastly, staff recommends bicycle parking be installed at a rate meeting the applicable requirements outlined in the zoning ordinance.

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

Analysis: This request is for 12, three-bedroom units in one apartment complex, totaling 36 beds. Several adjacent multi-family use properties exist near the property in question. Commercial uses also exist within the neighborhood, as do single family uses.

Findings: Although several multi-family use properties exist within the vicinity, only one is of great intensity, located east on Doolittle Drive and Green Avenue. The majority are similar to the proposed building, offering 6-12 units and open-air parking. While the majority of Doolittle Drive is multi-family developments, several of them are accessed from private drives, and therefore are situated north, closer to Stanley Street. Based on the findings above, and the property characteristics, staff does not feel that this proposal will create an over-concentration of high density living facilities within the immediate area. Again, the property's surrounding uses, primarily less intense multi-family, still will most likely deter development of single-family homes on the property. Additionally, the size and shape of the parcel does not favor single-family or commercial development.

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

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

Analysis: Parking is proposed on the south side of the property. The property has several frontages, along Doolittle Drive, Wilshire Boulevard and Stanley Street, which make all sides a street yard. The building exists closer to Stanley Street, leaving the parking nearest Doolittle Drive and creating a gap or buffer between residences to the south. Existing landscaping is proposed to screen the parking stalls from Doolittle Drive.

Findings: The views from the streets will vary given the street viewed from. The building is positioned appropriately onsite, closer to the main thoroughfare Stanley Street, and therefore parking is appropriate as well.

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

Analysis: The plan identifies existing vegetation to remain to screen the parking lot on several sides. New landscaping is proposed primarily on the east side of the property.

Findings: See findings in standard eight (8) above regarding landscaping and screening.

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

Analysis: The building's main façade faces east and west.

Findings: The parcel configurations make it nearly impossible to face main façades towards Stanley Street, as meeting setbacks and providing maximum building coverage ratios would likely increase floor

height and add significant costs. Furthermore, the current positioning of the building matches others within the vicinity, both multi-family and commercial uses.

- d. In cases where the main facade of the building cannot face the street, the portion of the building facing the street shall be developed in such a manner that the street-façade is developed using architectural elements like roof lines, windows, and architectural detailing to make the street facade look harmonious in scale, massing, proportion, and building form with other residential structures. (Blank walls facing the street and windows of less than 36 inches vertical are not normally acceptable.)

Analysis: See the above standard and standard four (4).

Findings: This standard is met.

- e. A minimum of 25% of the façade shall be covered with masonry or decorative block. Exterior insulation and finish systems (EIFS) may be considered to satisfy this requirement if part of an overall architectural design scheme.

Analysis: Brick is proposed to wrap around the entire building below the first floor windows, but also along the entire façade between the primary entrances on the east and west elevations.

Findings: This standard is met.

11) Access to the site shall be safe.

Analysis: The development takes access from Doolittle Drive via a single driveway. The driveway is located as far east as possible to ensure adequate spacing is provided from the intersection of Doolittle Drive and Wilshire Boulevard.

Findings: The proposed driveway should not impede the nearby intersection or negatively impact adjacent driveways. The City engineer has reviewed the site plan and approved the driveway locations.

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

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

Analysis: Utilities exist surrounding the development to adequately serve the site, including fire hydrants to serve the fire department. Sidewalks are proposed as part of the development and sidewalk currently exists on the north side along Stanley Street.

Findings: This standard is met. While sidewalks are proposed as part of the development staff would still recommend the following condition: Sidewalks shall be installed on the entirety of the property abutting the streets where they do not already exist, meeting all applicable design requirements to be reviewed and approved by the director of public works. The sidewalks shall connect to the internal sidewalks as shown on the proposed plan.

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

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

Analysis: The refuse enclosure is located on southwest side of the property near the driveway. While a refuse enclosure is shown on the site plan, specific details regarding its construction and size are unknown.

Findings: Staff would recommend that the enclosure complement the materials used on the main building, including mainly utilizing a masonry component of the design. Furthermore, the applicant shall submit details regarding the refuse storage to be reviewed and approved by the Community Development Department.

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

Analysis: A lighting plan has not been provided.

Findings: Staff would recommend the submittal of a lighting plan including light intensity, to be reviewed and approved by the Community Development Department.

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

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

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

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

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

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

Findings: See the findings standards above.

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

Analysis: The site is currently fully wooded.

Findings: Nearly a quarter of the trees are proposed to remain on site to act as screening for the parking lot and building.

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

Analysis: Vegetative landscaping is existing and proposed to screen the parking lot. A landscaping plan has been provided.

Findings: See findings on standard eight (8) above.

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

Analysis: The property is currently wooded and the development will maintain several trees.

Findings: This standard is met.

Based on the findings above, staff would recommend approving the conditional use permit to construct the apartment complex as proposed with the conditions of approval outlined on page one of the staff report. The development is appropriate for the neighborhood and parcel with which it is located.

MEETING MINUTES FROM NOVEMBER, 2016 PLAN COMMISSION MEETING

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.

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.

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 Gagas (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



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: 12/22/2016

Re: Lease/license Redevelopment Authority of the City of Stevens Point property directly east of 1205-09 Second Street, to James E & Patricia A Laabs to be used to construct an exterior stairwell for second floor apartment uses at 1205-09 Second Street (Parcel ID's 2408-32-2015-06 & 2408-32-2015-07).

The applicant, Guzman Case Corporation, is representing the property owner of 1205-09 Second Street and requesting to construct an exterior stairwell that will partially be on the Redevelopment Authority property.

The property received a conditional use permit last year to construct second floor apartments at 1205 Second Street. Furthermore, a façade improvement grant was also obtained from the City to perform exterior rehabilitation activities. Part of the project includes installing a new exterior stairwell on the back of the building. Currently, the existing stairwell does not meet building code requirements. A new stairwell is required to have a landing which would involve turning the stairwell and pushing it further out from the building. The property line for the rear (east) side of the building at this location is only five and a half feet from the building. With the stairwell design proposed, the first flight of stairs will encroach over the property line and onto Redevelopment Authority property by six or seven feet. Note that existing parking stalls should not be impeded by the stairwell installation.

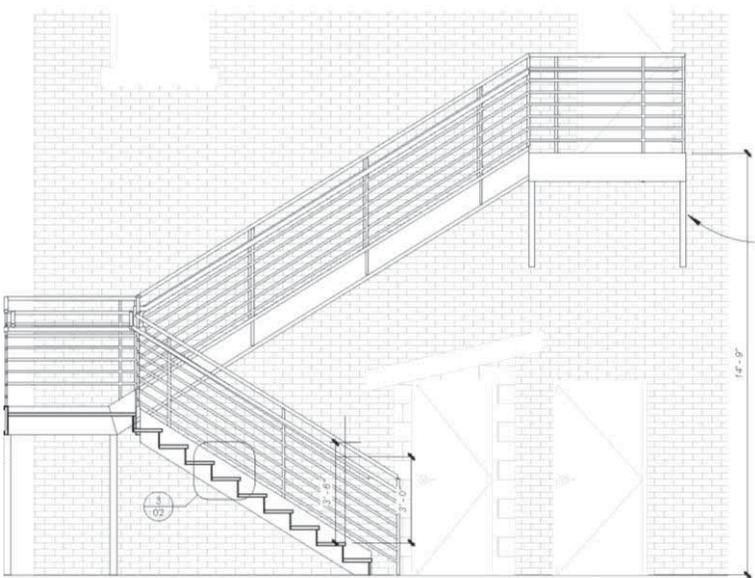
While staff understands the need for the stairwell, the first recommendation would be for the stairwell to wrap around the building to the west. This will keep the stairwell completely on the owner's property. The concern with the proposed plan is that the stairwell comes right up to the parking spaces, not allowing any room for pedestrians to maneuver between them. The applicant has indicated that the building code requires a 10-foot separation from the stairwell to the adjacent building, unless a variance is granted from the State. If for some reason the State does not allow for a variance, then the proposed stairwell would be considered.



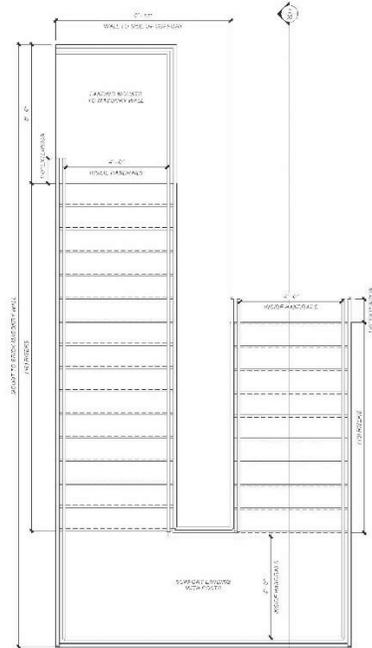
Existing Stairwell



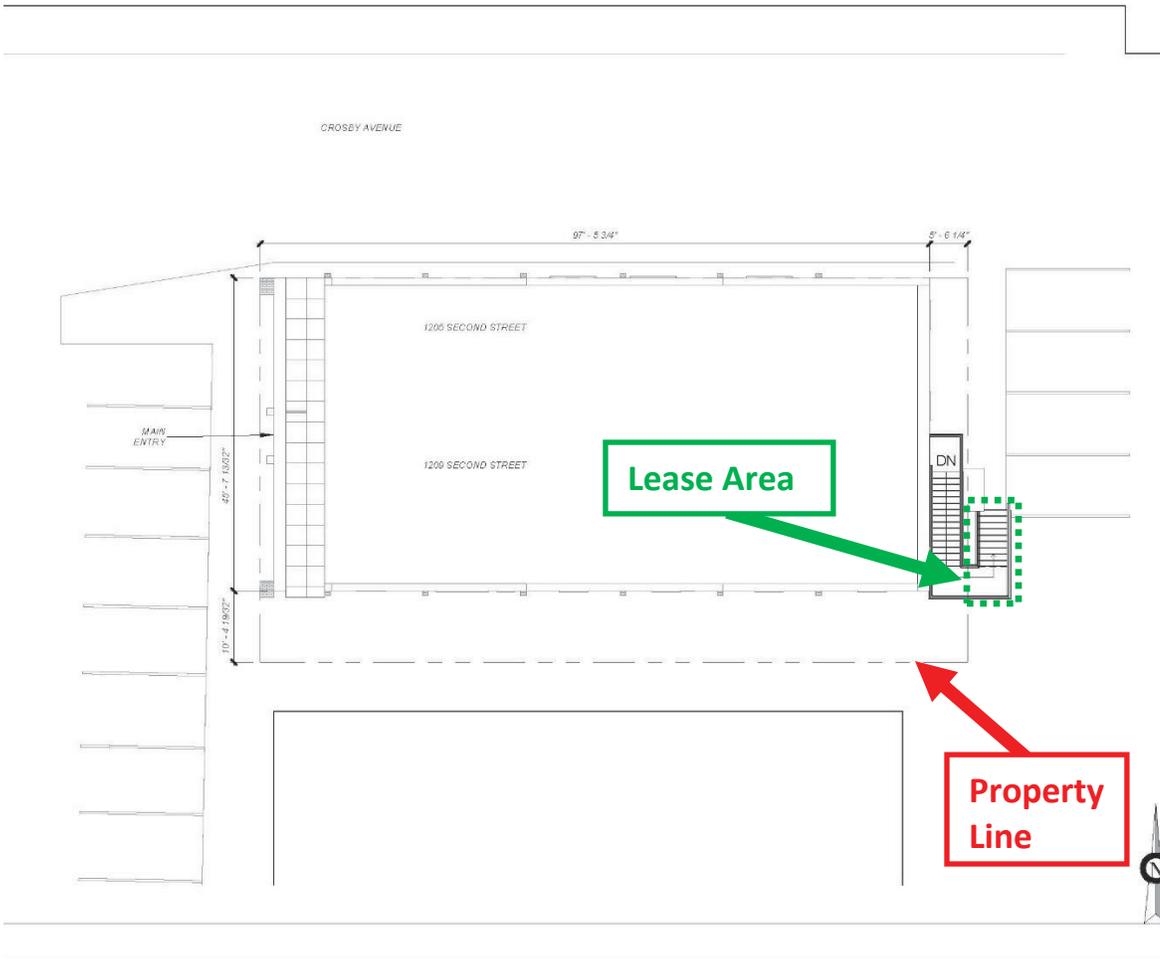
Existing Stairwell



Proposed Stairwell



Proposed Stairwell (Top View)



GUZMAN CASE CORPORATION
3525 Patch St.
Stevens Point, WI 54481
(715) 344-8777

Building Remodel For
Laabs Apartments

1205 Second Street
Stevens Point, WI 54481

Project #: 1628

Date: 12/20/16

Unnamed

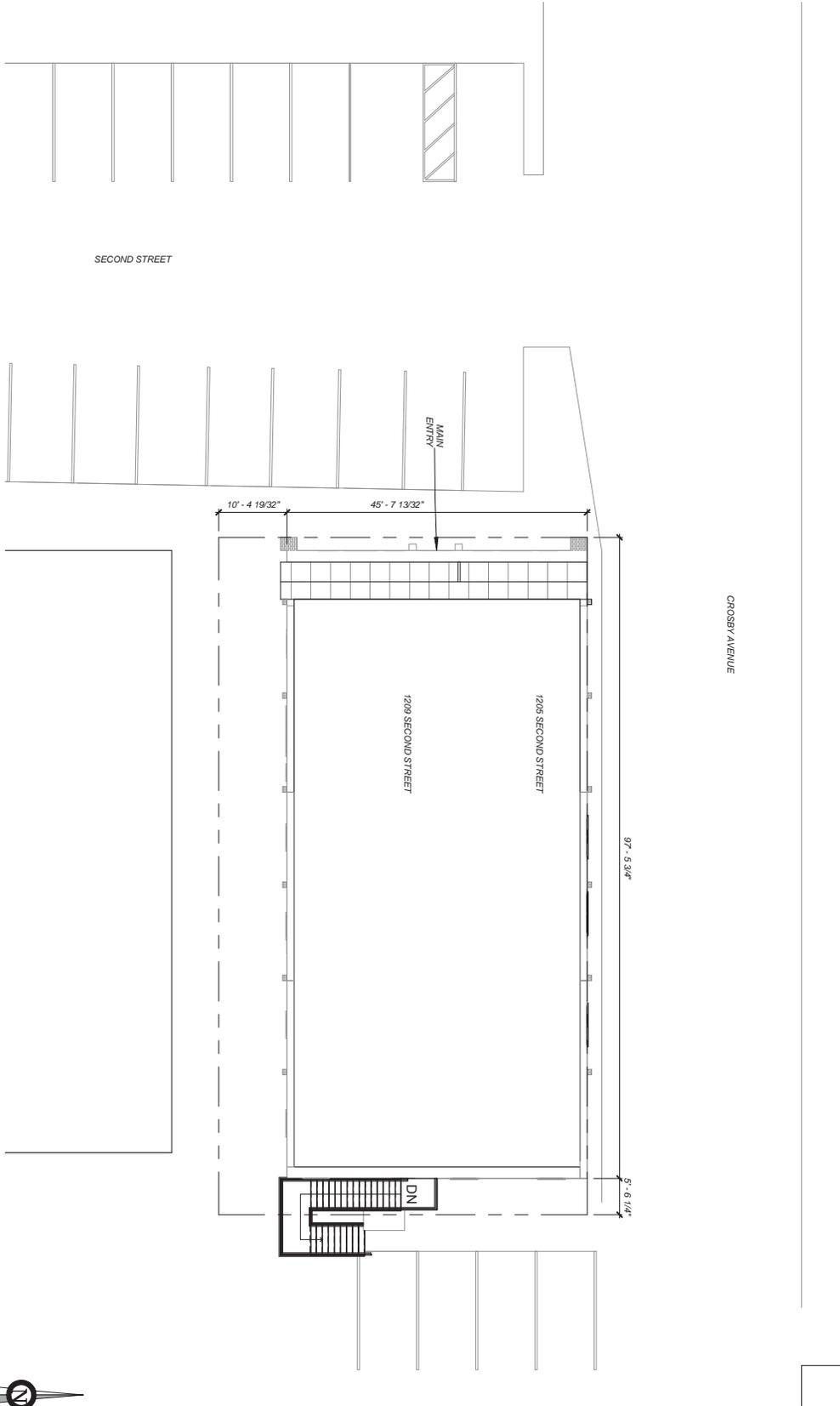
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03

1 Site Plan Copy 1
1/16" = 1'-0"



Building Remodel For
Laabs Apartments

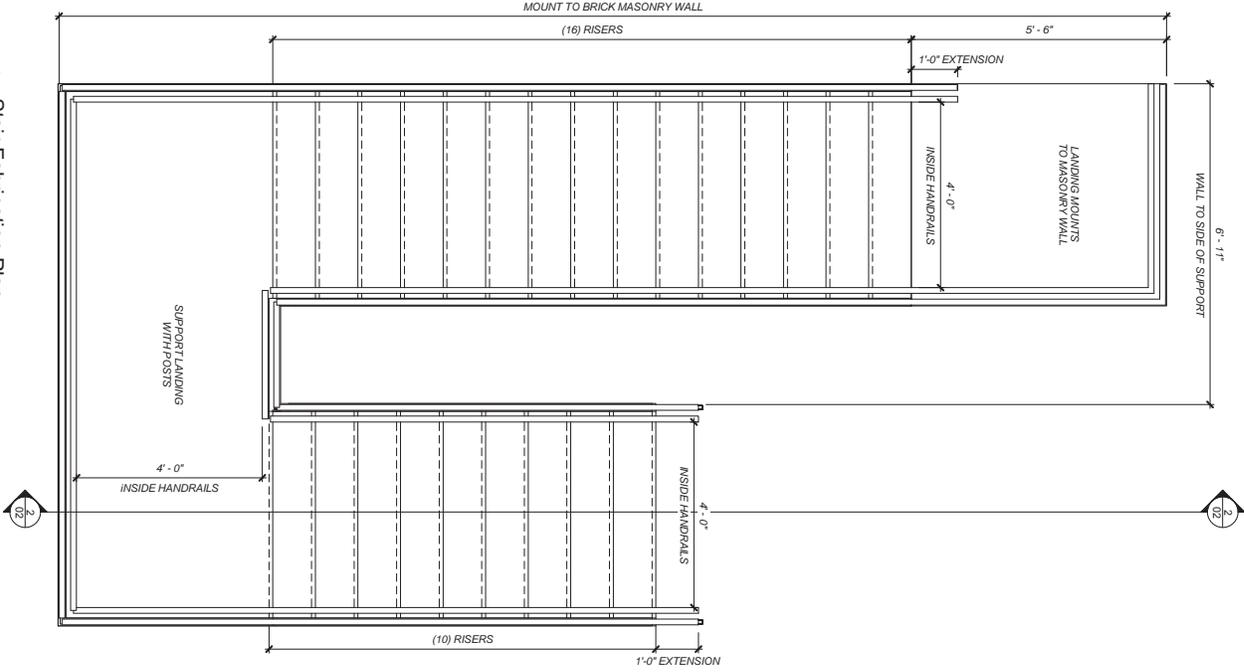
1205 Second Street
 Stevens Point, WI 54481

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

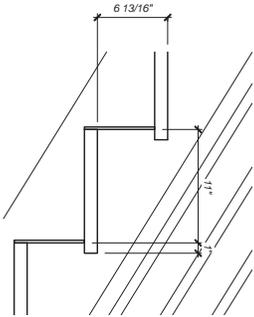


Project #:	1628
Date:	12/20/16
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1 Stair Fabrication Plan
3/8" = 1'-0"

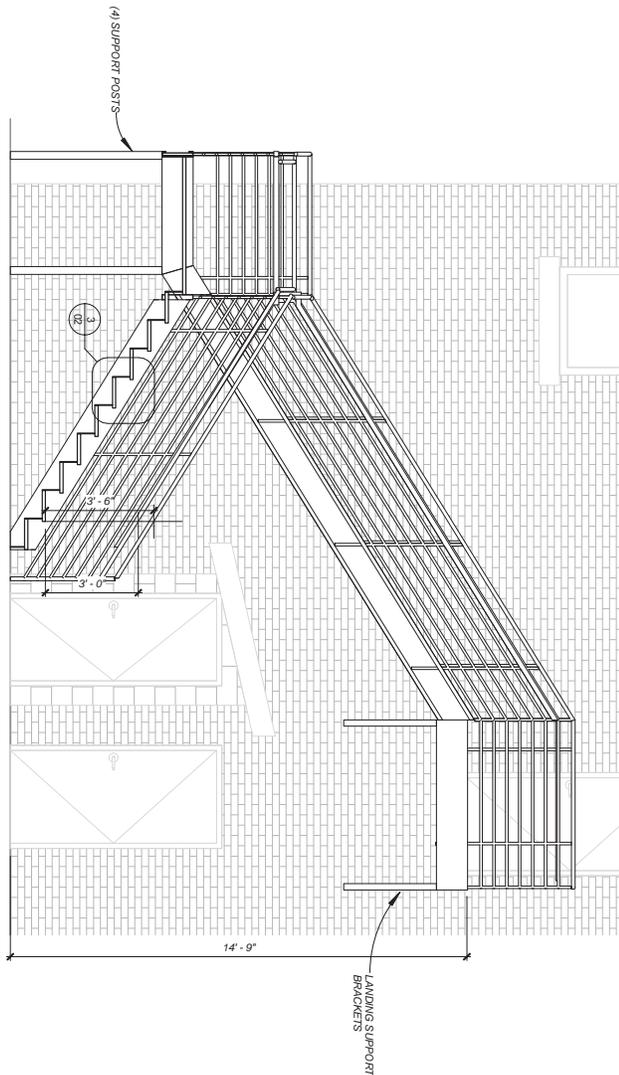


3 Tread/Riser Detail
1" = 1'-0"



- HANDRAILS AT 36" ABOVE NOSING
- GUARDRAILS AT 42" ABOVE NOSING
- CLOSED RISERS
- POSTS FOR MID-LANDING
- UPPER LANDING TO BE ANCHORED TO WALL (PROVIDE SUPPORT BRACKETS)

2 Stair Section
1/4" = 1'-0"



Building Remodel For
Laabs Apartments

1205 Second Street
Stevens Point, WI 54481

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

Project #: 1628
Date: 12/05/2016
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Plan Staff

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

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



Memo

City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 12/28/2016

Re: Request from Wisconsin Public Service for utility easements to service Cobblestone Hotel, which is located at 1117 Centerpoint Drive. Such easements are along Strongs Avenue and municipal parking lots #15 and #16, which is property owned by the City of Stevens Point and the Redevelopment Authority of the City of Stevens Point.

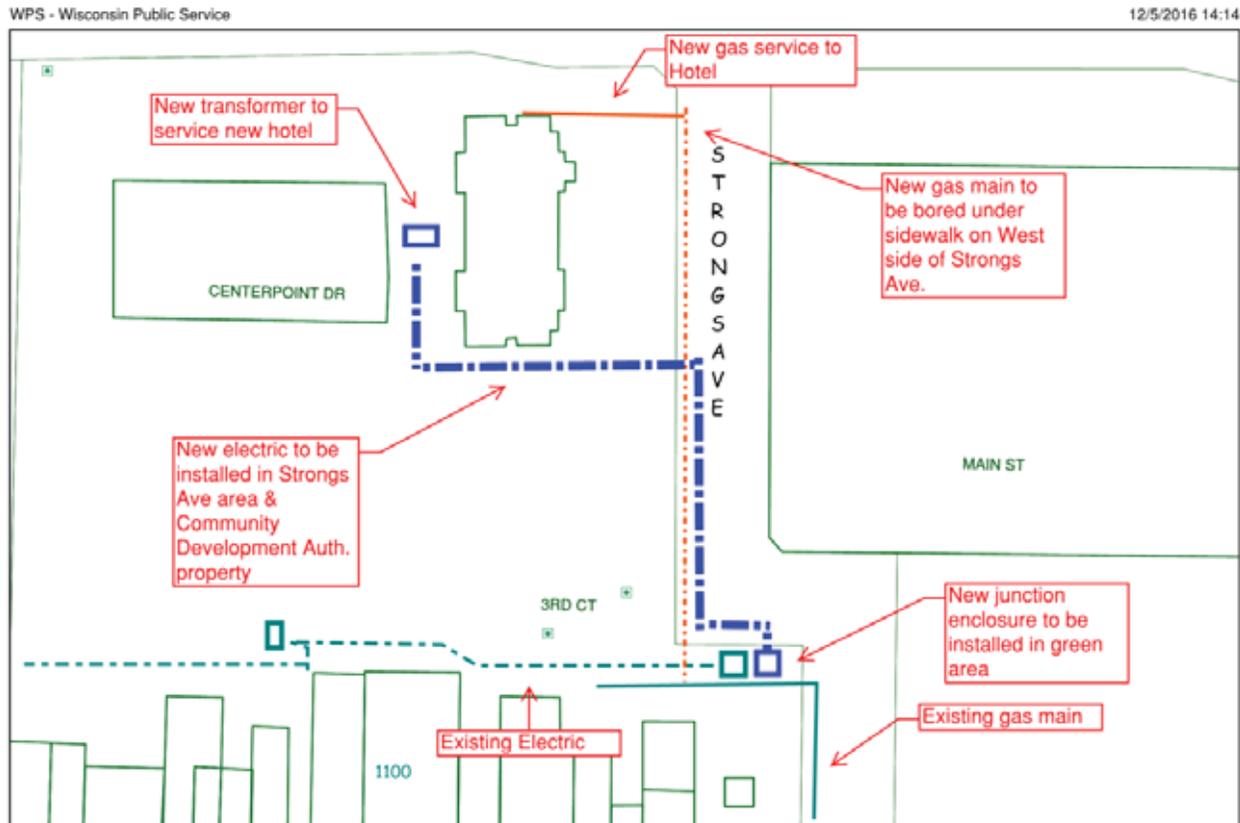
Wisconsin Public Service is requesting utility easements (electric and gas) on both City and Redevelopment Authority owned properties to service the Cobblestone Hotel development at 1117 Centerpoint Drive. Below is an image identifying property ownership and the location of the current transformer that WPS would need to connect to.



The proposed easement is to run north of the existing transformer location then a little west, then north to the hotel site, then west to the pedestrian walkway, then north to locate the electrical transformer between the Great Lakes building and the Cobblestone Hotel building.

Currently, Charter Communications has a fiber line running south of the hotel building where this easement would be located.

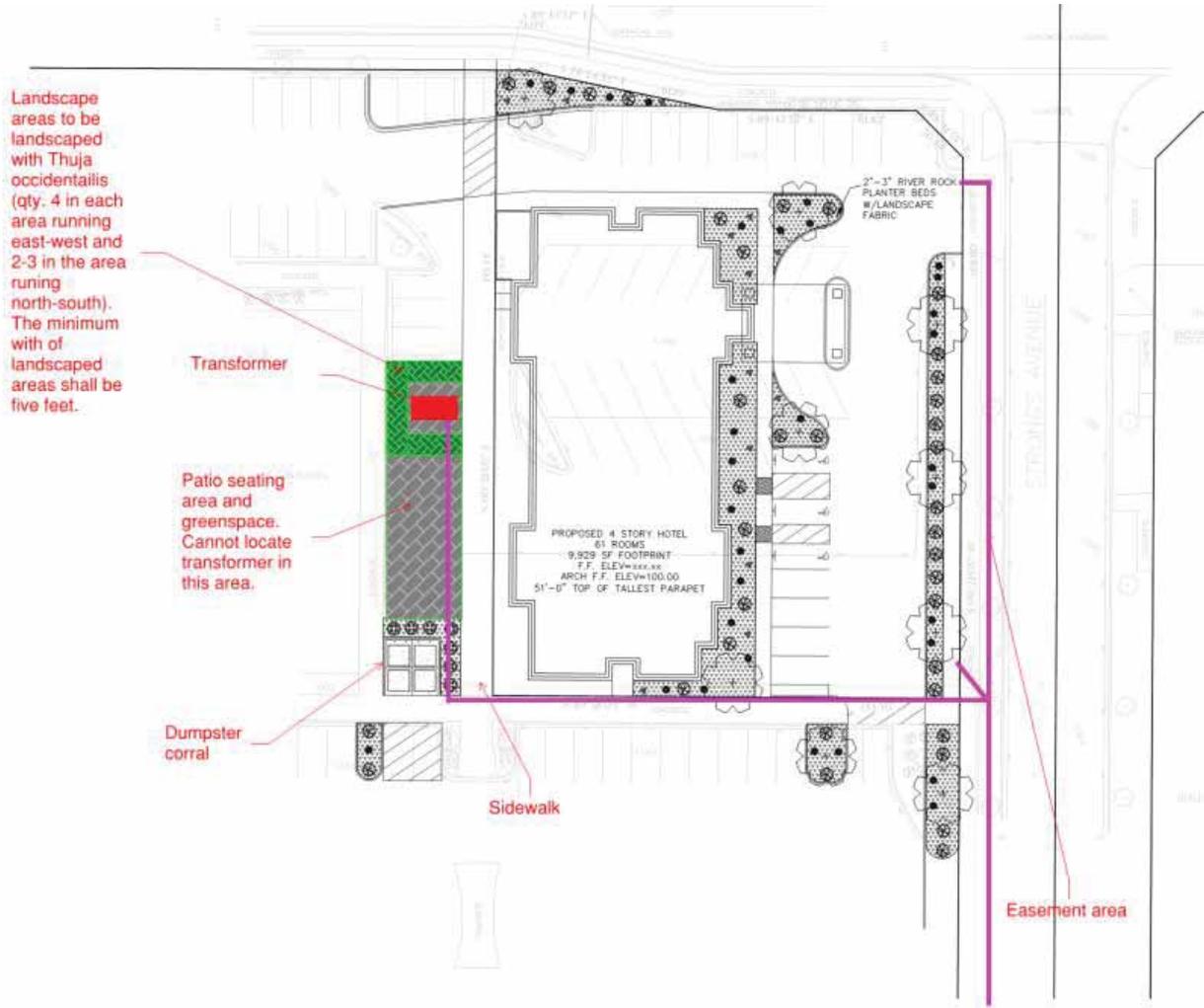
Staff would recommend that the transformer/junction box shall be screened from view by the same landscaping used to screen the dumpster corral, Thuja occidentalis.



The original proposal by Wisconsin Public Service was run the electric up the sidewalk area in the middle of the parking lot, while running the gas up the Strongs Avenue location. This would create two easements, thus having a greater likelihood of causing concern in the future if things were to change in the parking lot area. Therefore, staff has worked with the applicant to pursue installing utilities along Strongs Avenue. Note that Strongs Avenue is not dedicated right-of-way, and therefore, an easement must exist for the proposed utilities. The likelihood of Strongs Avenue remaining a street and not being developed is higher than the parking lot area.

All costs for boring the utilities will be borne by the applicant, however, the City may assist in drafting the easement document. Note the document will be provided before the Redevelopment Authority and the Common Council. As the property is owned by the Redevelopment Authority and the City, a recommendation is needed by the Plan Commission.

Staff would recommend approval of the easement, with the condition to allow staff to make modifications, if needed.



Plan Staff

Community Development

City of Stevens Point

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Stevens Point, WI 54481

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Memo

City of Stevens Point – Department of Community Development

To: Plan Commission

From: Plan Staff

CC:

Date: 12/28/2016

Re: 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). *A public hearing for this item occurred on December 5, 2016.*

The Plan Commission postponed this request last month with the intent of taking action on it during the January meeting. The applicant was to submit the requested documents for review and consideration. The applicant has submitted documents relating to the request, but staff is requesting additional time to review them and work with the applicant regarding this request. The reason being is that if the applicant is no longer performing wrecking or salvage operations, they would no longer need a conditional use permit and the addition of the automotive repair shop would be handled administratively as a permitted use. Again, staff would recommend allowing another month to work through the particulars of this request.



Memo

Plan Staff

Community Development

City of Stevens Point

1515 Strongs Avenue

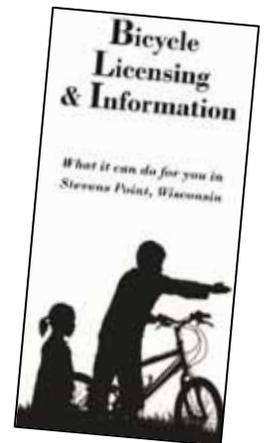
Stevens Point, WI 54481

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

City of Stevens Point – Department of Community Development

To: Plan Commission
 From: Plan Staff
 CC:
 Date: 12/28/2016
 Re: Bicycle and Pedestrian Advisory Committee annual report.

The Stevens Point Bicycle and Pedestrian Advisory Committee was created in August 2015, and therefore has been active for a little over a year. This memo summarizes the Committee’s focus, accomplishments and projects since the Committee’s inception. Note that the Committee is advisory to the Plan Commission and serves to advise on any bicycle and pedestrian projects, infrastructure, planning etc. For example, much of their focus is on providing direction on the adopted Portage County County-Wide Bicycle and Pedestrian Plan (PCCBPP). Below is a timeline outlining the Committee’s initiatives. Note that many of the items below required a great deal of invested time and energy by the volunteer Committee members and other community partners.



BPAC YEAR-END SUMMARY 2015-2016

1. **January 29, 2016** – TAP Grant submitted (grant research and writing began the first week of December 2015).
2. **March 03, 2016** – Held first BPAC Workshop and Bike Show. The event was held to gather public input on prioritizing the PCCBPP based on the 5 E's: Engineering; Education; Evaluation; Encouragement; and Enforcement.
3. **April 27, 2016** – Hosted Steve Clark, League of American Bicyclist - Bicycle Friendly Community Specialist, to review and assist the City in improving status in the Bicycle Friendly Program, as well as conduct a ride throughout the community.
4. **May 2016** – Began Discussions with Stevens Point Municipal Airport on a bike share program.
5. **May 19, 2016** – Create a Bicycle Licensing & Information brochure with the assistance of UWSP Student Government and city staff.
6. **June 2016** – City implemented the Stevens Point Bicycle Tag and Removal Ordinance and Enforcement Policy.
7. **June 17, 2016** – Trevor Roark attended the Midwest Active Transportation Conference in Lacrosse.



8. **July 12, 2016** – Elizabeth (Ellie) Corbin, UWSP GIS, began constructing the Stevens Point Bicycle Routes map (completed December 2016).
9. **July 21, 2016** – Hosted Wisconsin Bike Federation Director, Dave Cieslewicz, and Share & Be Aware Ambassador, Michelle Bauchaus, for a community information session about how to make bicycling safer, more convenient, and accessible. The event was followed by a community bicycle ride on the Green Circle Trail.
10. **August 2016** – Walk Your Wheels stencils were completed and sidewalk graphics painted. UWSP Art & Design student, Laura Seager, created the artwork. The Association of Downtown Businesses paid for the stencils and paint (\$194.61), and BPAC volunteers installed the graphics.
11. **August 15, 2016** – Submitted League of American Bicyclists BFC application. (Received notice of Bronze Award in November 2016, lasting until 2020.)
12. **September 3, 2016** – Assisted Wisconsin Bike Fed Share & Be Aware event at the Stevens Point Farmers' Market.
13. **September 6, 2016** – Received WisDOT Transportation Alternatives Program Grant. TAP funding will be used to expand our transportation infrastructure. The project total is \$487,677. Eighty percent of project cost will be paid by TAP and the remaining 20% by the City.
14. **September 7, 2016** – Hosted bike licensing and bike safety information booth at the UWSP.
15. **September 14, 2016** – Successfully completed the first Stevens Point only Bike/Pedestrian count.
16. **Ongoing** – Reviewed developments, residential and commercial, street projects, and other planning documents and recommended bicycle and/or pedestrian accommodations, changes, or policy.



The Bicycle and Pedestrian Advisory Committee will begin outlining initiatives with goals and objectives for the 2017 year. In conjunction, they will be holding an upcoming event in March, 2017 to continue to gain feedback from the public.

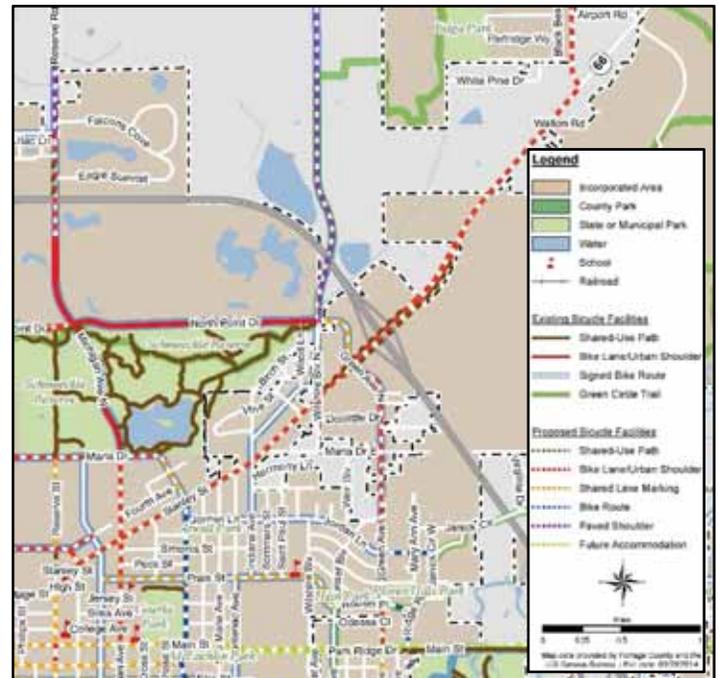
The Bicycle and Pedestrian Advisory Committee also has acted on the following at their recent meeting:

1. Recommendation to move the Bicycle and Pedestrian Advisory Committee meeting times to the second Wednesday of every month at 9:00 AM, beginning in February, in the City Hall Conference Room.
2. Recommendation for the police department to provide licenses to private bicycle businesses in the community and create an agreement outlining the process for adherence to licensing protocol and money exchange.
3. Recommendation to approve the Stanley Street infrastructure improvements per the adopted Portage County County-Wide Bicycle and Pedestrian Plan as indicated below.

B.4.1 | City of Stevens Point Bikeways

Table 33: Stevens Point Bicycle Lanes/Urban Shoulders

Street	From	To	Miles	Comment
Erlowski Rd	Water St	County Road HH	2.04	
Erlowski Rd	Carrie Frost Dr	County Road HH	0.18	
Church St	Madison St	Post Rd	1.73	Add 6' bike lanes with reconstruction
Country Club Rd	Main St	Town of Hull	0.11	Restripe to include bike lanes
Country Club Dr	Carol's Ln	Joerns Dr	0.39	Restripe to include bike lanes
County Road HH	Village of Plover	Venture Dr	0.82	
County Road HH	Village of Plover	Burbank Rd	1.03	
Division St	Fourth Ave	Madison St	0.97	Add minimum 6' bike lane
Fourth Ave	Union St	Illinois Ave	0.76	Remove parking on one side of street
Fremont St	Fourth Ave	Stanley St	0.06	
Green Ave	Stanley St	Main St	1.34	Restripe from 3/12/12/3 to 5/20/20/5
Hoover Rd	Joerns Dr	County Road HH	1.02	
Maria Dr	Second St	Minnesota Ave	1.28	Remove parking on the north side of street
Michigan Ave	Maria Dr	Stanley St	0.33	Remove parking on east side of street
Michigan Ave	Stanley St	Main St	0.43	Stripe as 10' travel lanes with 3' x 2' shoulder
Michigan Ave	Main St	Ellis St	0.14	Configure as three lane with bike lanes
Michigan Ave	Ellis St	Dixon St	0.40	Stripe as 10' travel lanes with 3' x 2' shoulder
Nebel St	Water St	Church St	0.06	
Nebel St	Church St	Minnesota Ave	0.27	
Northpoint Dr	Second St N	Prentice St N	0.38	
Northpoint Dr	Prentice St N	Michigan Ave N	0.49	
North Reserve St	Du Bay Ave	Merge	0.40	
Post Rd	Village of Whiting	Church St	0.19	Add minimum 6' bike lane
Second St	Portage St	Maria Dr	0.52	
Second St	Centerpoint Dr	Second St	0.07	
Second St N	Northpoint Dr	Maria Dr	0.50	Bike lane, buffered bike lane or shared bike/parking lane
Stanley St	Fremont St	Michigan Ave	0.39	
Stanley St	Northpoint Dr	Town of Hull	0.46	
Stanley St	Michigan Ave	Town of Hull	1.48	Convert to three lane east of Green Ave
State Highway 66	I-92	Touron Rd	1.02	Bike lanes or maintain wide paved shoulders
Toron Rd	Green Circle Trail	State Highway 66	0.54	
Water St	Centerpoint Dr	Clark St	0.19	Remove one travel lane in each direction
Water St	Clark St	Third St	0.13	Bike lane, buffered bike lane or shared bike/parking lane
Water St	River View Ave	Polk St	0.32	Restripe to 5/15/20/10/20/15/5
West Clark St	West Jackson St	Water St	0.58	Mark as urban shoulder: 3' from West Jackson Street to Wisconsin River Bridge and 5' on bridge structure
West Clark St	County Road C	W Jackson St	0.26	Stripe 6' bike lanes



As indicated in the summary report, the City of Stevens Point received Bronze Status from the Bicycle Friendly Community Program through the League of American Bicyclists. The status is good until 2020, upon which the City can apply again for a higher status to silver or gold. A report card was provided and is attached which outlines the overall City score and areas for improvement. The Bicycle and Pedestrian Advisory Committee is leading the effort to achieve a higher status and will likely incorporate goals and objectives in the coming year to improve on areas needing improvement.



Lastly, a summary of the bicycle and pedestrian counts throughout the City has been provided below.

Stevens Point Bike-Ped Count Summary September 2016

The Stevens Point Bicycle-Pedestrian Advisory Committee conducted a Bicycle-Pedestrian count on two dates in September: Wednesday, September 14, and Saturday, September 17. The dates, times, and methodology followed the guidelines of the National Pedestrian and Bicycle Documentation Project.

Approximately 30 volunteers, many of them UWSP students, participated in the count. A training session was offered (in the Community Enhancement Room at MSTC) the week of the count to standardize count procedures.

Given that there was only one weekday and one weekend count, it must be understood that there are many factors not controlled in this count. This is by no means a comprehensive statistical study; rather, it is more of a couple of “snapshots” of bicycle and pedestrian activity on two days in September.

Where possible, comparisons are made to previous weekday counts taken by Portage County in recent years. Again, be aware that there are many variables not controlled, primary among them would be the weather.

However, one still might notice an increase in bicycle and pedestrian activity in many locations in the city on the Wednesday count over the most recent count. It might also be noteworthy that the exceptions to this trend are two locations on Division Street, where bicycle counts were down on this date.

Overall, in the two-hour count window on the Wednesday afternoon, 543 bicyclists were observed at the 13 locations and 1122 pedestrians were observed. On the Saturday morning, the totals were 419 bicyclists and a whopping 3649 pedestrians. The Saturday pedestrian counts in particular were *very* high due to several popular events in the downtown area that day.

Please see the attached count data summary.

Summary submitted by Bill Fehrenbach, Stevens Point Bicycle-Pedestrian Advisory Committee Member



STEVENS POINT, WI

TOTAL POPULATION
27040

TOTAL AREA (sq. miles)
18.4

POPULATION DENSITY
1469.6

OF LOCAL BICYCLE FRIENDLY BUSINESSES 0

OF LOCAL BICYCLE FRIENDLY UNIVERSITIES 0

10 BUILDING BLOCKS OF A BICYCLE FRIENDLY COMMUNITY

	Average Silver	Stevens Point
Arterial Streets with Bike Lanes	45%	19%
Total Bicycle Network Mileage to Total Road Network Mileage	30%	43%
Public Education Outreach	GOOD	VERY GOOD
Share of Transportation Budget Spent on Bicycling	43%	UNKNOWN
Bike Month and Bike to Work Events	GOOD	AVERAGE
Active Bicycle Advocacy Group	ACTIVE	YES
Active Bicycle Advisory Committee	ACTIVE	MONTHLY OR MORE FREQUENTLY
Bicycle-Friendly Laws & Ordinances	SOME	NEEDS IMPROVEMENT
Bike Plan is Current and is Being Implemented	YES	YES
Bike Program Staff to Population	1 PER 70K	1 PER 54080 K

CATEGORY SCORES

ENGINEERING <i>Bicycle network and connectivity</i>	4 / 10
EDUCATION <i>Motorist awareness and bicycling skills</i>	4 / 10
ENCOURAGEMENT <i>Mainstreaming bicycling culture</i>	4 / 10
ENFORCEMENT <i>Promoting safety and protecting bicyclists' rights</i>	2 / 10
EVALUATION & PLANNING <i>Setting targets and having a plan</i>	4 / 10

KEY OUTCOMES

	Average Silver	Stevens Point
RIDERSHIP <i>Percentage of daily bicyclists</i>	3.5%	3.7%
SAFETY MEASURES CRASHES <i>Crashes per 10k daily bicyclists</i>	180	228
SAFETY MEASURES FATALITIES <i>Fatalities per 10k daily bicyclists</i>	1.4	0



KEY STEPS TO SILVER

- » Develop a design manual that meets current NACTO standards or adopt the NACTO Urban Bikeway Design Guide. This will make it easier for city staff to propose and implement bicycle facility designs that have been shown to improve conditions for people who bike in other cities throughout the United States.
- » The current on-street bicycle network includes many paved shoulders and shared lane markings. Consider road diets, lane diets, and other ways to upgrade those bicycle facilities to ones more suitable to use by people of all ages and abilities.
- » Specify mode share and safety goals. Make sure that you have data collection processes in place to evaluate the performance, including safety performance, of corridors and networks for all

modes of transportation.

- » It is great to hear that your Bicycle and Pedestrian Advisory Committee is collaborating with University of Wisconsin-Stevens Point GIS/Geography faculty and students on a new bicycle route map of Stevens Point based on comfort level (perceived safety). This will provide a strong basis for improvements in the bicycle network with context-appropriate facilities that provide a connected network for people of all ages and abilities.
- » Increase the amount of staff time spent on improving conditions for people who bike and walk.

Stevens Point Bicycle-Pedestrian Count All-Direction Totals September 2016

Wednesday, September 14

3:30 - 5:30 pm

Sunny, 68°

Location	Bicyclists	Pedestrians	Other	Total	Comment
1. I-39 Underpass	18	37	0	55	Most peds from Skyward on break.
2. Patch and Green Circle Trail	41	14	1	56	
3. West River Drive and HH	9	31	0	40	
4. Crosby and Water	31	94	3	128	One CC team.
5. Main and Division	48	59	5	112	Many more peds 3:15-3:30 (school)
6. Main and Michigan	27	44	1	72	
7. Franklin and Division	100	220	7	327	
8. Jefferson and Michigan	37	32	1	70	
9. Fourth and Division	84	191	3	278	
10. Northpoint and Reserve	51	97	0	148	One CC team.
11. West River and Clark	16	7	0	23	
12. Main and Strongs	58	282	6	346	One CC team.
13. Whiting and Water	23	14	2	39	
Total	543	1122	29	1694	

Saturday, September 17

10:00 am - noon

Partly Cloudy, 63°

Bicyclists	Pedestrians	Other	Total	Comment
8	0	0	8	
72	21	0	93	
12	2	2	16	
41	1456	7	1504	Market and Art in the Park
37	81	1	119	
9	10	0	19	
48	58	1	107	
5	11	0	16	
38	682	6	726	MS Walk, out and back
32	21	1	54	
13	30	1	44	
82	1259	1	1342	Fall Festival, Main closed to cars
22	18	0	40	
419	3649	20	4088	