

REPORT OF CITY PLAN COMMISSION  
January 5, 2015 – 6:00 PM  
Lincoln Center – 1519 Water Street

PRESENT: Mayor Gary Wescott, Alderperson Jerry Moore, Commissioner Tony Patton, Commissioner Anna Haines, Commissioner Daniel Hoppe, Commissioner Garry Curless, and Commissioner Dave Cooper.

ALSO PRESENT: Community Development Director Michael Ostrowski, Economic Development Specialist Kyle Kearns, City Attorney Andrew Beveridge, Comptroller Treasurer Corey Ladick, Alderperson Wiza, Alderperson M. Stroik, Alderperson Trzebiatowski, Alderperson R. Stroik, Alderperson Phillips, Nate Enwald, Nicole Congdon, Brandi Makuski, Barb Jacob, Carl Rasmussen, James, Moraviec, Brent Dusek, Hans Zietlow, Sari Lesk, George Acker, Carl Debolt, Santha Bickford, Bernie Patterson, Lloyd Graff, Reid Rocheleau, and Bob Woehr.

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2. Request from Kwik Trip, for a conditional use permit for the purposes of constructing and operating a carwash on a portion of **3256 Church Street (Parcel ID 2308-04-2008-34)**.
3. Request from Carl Debolt, for a sign variance to construct a freestanding cabinet and message center sign within the five foot setback and exceeding the size requirements at **1232 Park Street (Parcel ID 2408-32-4026-14)**.
4. Presentation and discussion on a conceptual project review for a new science facility on the University of Wisconsin Stevens Point campus in **Parking Lot X, bounded by Fourth Avenue, Fremont Street, and Stanley Street (Parcel ID 2408-28-3007-19)**. *This item is for discussion purposes only; no formal action will be taken.*
5. Amending **Section 23.01(16)(b)(3)** of the Revised Municipal Code of the City of Stevens Point to hold required public hearings at the Plan Commission level.
6. Director's Update (*This item is for informational purposes only; no formal action will be take.*).
7. Adjourn.

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1. Report of the December 1, 2014 Plan Commission meeting.

**Motion by Alderperson Moore to approve the report of the December 1, 2014 meeting; seconded by Commissioner Haines. Motion carried 7-0.**

2. Request from Kwik Trip, for a conditional use permit for the purposes of constructing and operating a carwash on a portion of **3256 Church Street (Parcel ID 2308-04-2008-34)**.

Director Ostrowski explained Kwik Trip is proposing a gas station and carwash on Church Street by the former Copps Grocery Store. The gas station is a permitted use for this zoning district, but the carwash is considered a conditional use, which triggers a review by the Commission. The project would involve splitting the existing parking lot, in turn leaving enough parking for a retail use at the former Copps building. The carwash is proposed as to be a single bay located on the west side of the gas station. Staff conditions for approval have been added which include: doubling the amount of landscaping and screening west of the carwash; adding time restrictions for carwash operation (6:00am – 9:00pm); and extending the median island at the intersection of Church Street to control the ingress/egress, if safety concerns arise.

Commissioner Hoppe asked for clarification of the access to Water Street, to which Director Ostrowski stated it will remain the same.

Commissioner Curless asked if other carwashes have a 9:00 PM close time and if the applicant has agreed to the condition, to which Director Ostrowski stated that not all carwashes have time restrictions. However, however the applicant is agreeable with this condition.

Hans Zietlow, representative from Kwik Trip, stated all the added conditions of approval are acceptable and he also identified their willingness to create an extra buffer for the nearby residential by constructing a 6 foot solid wood fence.

Commissioner Hoppe asked if they would build the gas station if the carwash was not approved, to which Mr. Zietlow responded probably not because the carwash is crucial to the overall development project. The carwash is needed for this business model at this location and pro forma.

Aldersperson Wiza asked if the construction and split of the lot would affect the parking for the former Cops building, were any citizen complaints received regarding Kwik Trips other carwash on Division Street, and were the residences in the nearby mobile home park notified. Director Ostrowski answered yes, notification was sent to all property owners within 200 feet of the conditional use permit location. Furthermore, he responded stating that the parking would be met for a retail use, but it could be questionable for restaurant uses. Lastly, he stated the Community Development Department has not received complaints pertaining to their other carwash. Aldersperson Wiza pointed out this is a great repurpose of this lot.

**Motion by Commissioner Patton to approve the request from Kwik Trip, for a conditional use permit for the purposes of constructing and operating a carwash on a portion of 3256 Church Street (Parcel ID 2308-04-2008-34) with the following conditions;**

1. **An additional landscape island shall be placed along the western edge of the carwash, as well as along the southern property line. The landscape islands shall meet the planting requirements outlined in the zoning code. *Please note submitted plans show the additional landscape islands.***
2. **Should traffic flow become a concern at the main entrance (intersection of Church Street and Heffron Street), in the sole opinion of the City Engineer, the City reserves the right to require Kwik Trip, at their expense, extend the existing median past their first ingress/egress point, making it right out only.**
3. **The materials used to screen the dumpsters and mechanical equipment shall be of similar materials as the main building.**
4. **The carwash shall not be operational during the hours of 9:00PM to 6:00AM daily.**
5. **A landscaping plan shall be submitted to be reviewed by the Community Development Department.**
6. **A lighting/illumination plan shall be submitted to be reviewed by the Community Development Department.**
7. **A stormwater management plan shall be submitted to be reviewed by the Water Department.**
8. **A minimum six foot high opaque fence shall be installed on the western side of the carwash exit to block sound from the carwash. The fence shall be approved by the Community Development Department staff.**

**seconded by Commissioner Curless. Motion carried 5-1-1 with Commissioner Hoppe voting in the negative and Commissioner Cooper abstaining.**

3. Request from Carl Debolt, for a sign variance to construct a freestanding cabinet and message center sign within the five foot setback and exceeding the size requirements at **1232 Park Street (Parcel ID 2408-32-4026-14)**.

Director Ostrowski explained that this item is back before the Commission with updated information. The Public Works Director does not have any issues with the encroachment of the sign over the sidewalk; however as far as the requested sign size, staff still holds its position of recommending approval of 32 square foot sign and allowance of a 16 square foot reader board. The sign proposed is pie shaped and angled towards Church Street view with the third (west) side being enclosed and blank.

Commissioner Curless asked if the sign would stick over the sidewalk but not beyond the sidewalk, to which Director Ostrowski stated yes.

Commissioner Haines is in agreement with the staff recommendation and supports the staff's position.

Carl Debolt, applicant, showed the Commission several photos that identified sign sizes along the thoroughfare of the proposed sign meeting staff's recommendations. He continued stating that when he purchased the property and started his business plan the zoning was B-4 Commercial which allowed for a larger 100 square foot sign, however the property has since been rezoned to B-3 Central Business and only allows for a 32 square foot sign. He feels this area is unique enough that a larger sign could be allowed and that the landscaping requirements would be detrimental to his business.

Aldersperson R. Stroik stated his understanding of the zoning change, and feels that since the business plan was developed prior to the change a compromise for a larger sign should be allowed.

Bob Woehr, 727 Second Street, feels there has been a lot of variances granted lately and feels the sign ordinance should be revised to prevent so many variances in the future.

Commissioner Hoppe felt landscaping is needed in that area around the sign, but the full requirement of landscaping would be taking up too much of the area available to the business.

Commissioner Curless likes the look of smaller signs, but we did rezone the property and feels that a sign up to 64 square feet could be appropriate.

**Motion by Commissioner Curless to approve the sign variance to construct a freestanding sign at 1232 Park Street (Parcel ID 2408-32-4026-14) with the following conditions:**

1. **The sign shall not exceed 64 square feet in area.**
2. **The sign shall not overhang the sidewalk by more than 2'-6".**
3. **A landscape base shall be installed and landscaping shall be approved by the community development department staff.**
4. **The sign height shall not exceed 20 feet.**
5. **The sign pole shall not exceed 12 inches in diameter.**
6. **A minimum clearance of 10 feet shall exist between the bottom of the sign and the grade at the right-of-way line.**
7. **All electrical wiring shall be hidden from view.**
8. **Applicable building permits shall be obtained.**

9. If such sign ever has to be removed or relocated due to the widening or improvements of the roadway, or similar type activity, all costs to remove, relocated, and/or replace shall be borne by the owner of the property. Furthermore, vision triangle/obstruction, and location requirements shall be met.
10. The main sign shall be opaque, allowing no light exposure except from the logo and lettering.
11. No logo, lettering, or design shall be displayed on the third side of the sign which is depicted as blank/black on the rendering.
12. The sign shall be enclosed on all sides.

seconded by Commissioner Patton. Motion carried 6-1 with Commissioner Haines voting in the negative.

4. Presentation and discussion on a conceptual project review for a new science facility on the University of Wisconsin Stevens Point campus in **Parking Lot X, bounded by Fourth Avenue, Fremont Street, and Stanley Street (Parcel ID 2408-28-3007-19)**. *This item is for discussion purposes only; no formal action will be taken.*

Carl Rasmussen and Jim Moraviec from or representing the University of Wisconsin Stevens Point presented the concept plan for the Chemistry – Biology, Science Facility. The new building will include four floors of labs, two large lecture halls, several class rooms, and a conservatory. The design will incorporate elements of the Old Main building and the new portion of the University Center which would include materials such as multiple styles of brick, natural wood, etched glass, and cultured stone. The landscaping will attempt to preserve as many trees as possible on the west side of the structure as well as introduce more sustainable landscaping. There are proposed details such as a bird tower, discovery garden, outdoor class room, and possible sculpture area. The timeline for construction is to start by October 2015 and be ready for occupancy by spring of 2018. Parking stalls lost from the project's location on Parking Lot X have been taken into consideration by additional stalls in Lots T and R as well as the soon to be constructed Lot Y.

5. Amending **Section 23.01(16)(b)(3)** of the Revised Municipal Code of the City of Stevens Point to hold required public hearings at the Plan Commission level.

Director Ostrowski explained this item had been before the Commission back in December of 2011, however, it was ultimately decided not to proceed with the change. However, given some of the recent comments about not being noticed soon enough, as well as the potential for information to come up at the council meeting and not the commission meeting, staff would recommend holding the public hearings at the plan commission meeting. This will give the public more advanced notice and potentially eliminate having to send items back to the plan commission for consideration because additional testimony came up at the council meeting that was not available at the plan commission meeting.

Mayor Wescott pointed out that several communities are now doing this and asked for the City Attorney's input on this amendment.

Attorney Beveridge stated the legal impact is an advantage for the Plan Commission and there has been legal precedent where the Plan Commission's recommendation can carry more weight in court due to having the hearings at the Plan Commission.

Commissioner Patton asked how that would be implemented, to which Mayor Wescott explained the current public hearing system allows for three minute discussions on non agenda items and five minutes for public hearing items. In general, most points are addressed in five minutes or less.

Commissioner Haines asked for clarification on the process, to which Mayor Wescott stated the public hearing notices would be posted appropriately to be held at the plan commission, giving the commission the ability to

render a more informed decision based on the input received. This would get the information out to the public sooner as well as allow the plan commission to hear all testimonies to make a more informed decision.

Aldersperson Wiza agreed this would get the information out sooner and encouraged the Commission to approve this amendment.

Barb Jacob, 1616 Depot Street, also agrees and feels this is a great way to have more information out there for the public and for informed recommendations.

Reid Rocheleau, 408 Cedar Street, disagrees with the amendment and feels the process works just fine, as the elected officials should be able to hear what the public has to say.

Bob Woehr, 727 Second Street, stated his concern is for the persons who do not read or get the Portage County Gazette, and the size of the print in notices. He continued stating the public will not know the rational of the proposals until the packet comes out the week before the plan commission meeting.

Aldersperson Trzebiatowski feels this amendment will increase the amount of information to the Plan Commission, Common Council, and the public. Furthermore, he feels the communication is paramount and supports the amendment.

Director Ostrowski pointed out that adjacent property owners within 200 feet of the property are notified for agenda items that would have a public hearing. Furthermore, everything is posted on the city website, Facebook, and Twitter. Mayor Wescott added that it is extremely easy to set up notifications for meetings, agendas, and other information from the city website.

Commissioner Patton pointed out the issue of miss-informed alderspersons, stating there were times when apparently they were not completely informed, and asked for specific examples and reasoning. Director Ostrowski stated that you would need to ask those alderspersons of what they were missing. He stated that his office provides a significant amount of information within the packet.

Director Ostrowski said that having the public hearings at the plan commission meeting would also allow for fact checking between the plan commission and council meetings. Currently, if a comment is made at the council meeting, you don't have that ability because you are being asked to vote on the item that night.

Mayor Wescott stated the goal is to get the information out to the public much earlier.

Aldersperson Moore feels we should be consistent getting information out to the public faster and give them time to check facts.

**Motion by Aldersperson Moore to approve amending Section 23.01(16)(b)(3) of the Revised Municipal Code of the City of Stevens Point to hold required public hearings at the Plan Commission level, seconded by Commissioner Cooper.**

Commissioner Patton was concerned that there would not be public input at the council level which could change and alderspersons vote, and did not want to take that testimony away from the public. Mayor Wescott pointed out the information would be made public much earlier, and there would still be the ability for public input at the council meetings, just not the official hearings.

Commissioner Hoppe was concerned that the minutes of the Plan Commission would not be available soon enough for the public, but Mayor Wescott pointed out the video would be available on the website almost immediately after meetings, as well as on the public access channel.

Attorney Beveridge emphasized that this change would not limit public comment at Common Council meetings.

**Motion carried 7-0.**

6. Director's Update (*This item is for informational purposes only; no formal action will be taken.*)

Director Ostrowski reminded the commission that the District 10 Comprehensive Plan meeting will be January 8<sup>th</sup> at Ben Franklin Junior High School at 6:30 PM. One meeting for district 11 will remain and be conducted near the end of January.

7. Adjourn.

**Meeting Adjourned at 7:46 PM.**