

REPORT OF CITY PLAN COMMISSION  
March 7, 2016 – 6:00 PM  
Lincoln Center – 1519 Water Street

PRESENT: Mayor Wiza, Alderperson Mary Kneebone, Commissioner Anna Haines, Commissioner Bob Brush, Commissioner Garry Curless, and Commissioner Dave Cooper.

EXCUSED: Commissioner Hoppe

ALSO PRESENT: Community Development Director Michael Ostrowski, Associate Planner Kyle Kearns, City Attorney Beveridge, Public Works Director Scott Schatschneider, Park and Rec Director Tom Schrader, Alderperson Mrozek, Alderperson Ryan, Alderperson Oberstadt, Alderperson Johnson, Alderperson Patton, Alderperson McComb, Alderperson Phillips, Alderperson Morrow, Nate Enwald, Brandi Makuski, Al Tessmann, Reid Rocheleau, Cathy Dugan, and Trevor Roark.

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INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Report of the February 1, 2016 Plan Commission meeting.
3. **Public Hearing** – Request from Al Tessmann, representing the property owner, for a conditional use permit for the purposes of constructing two, two-bedroom apartment units at 1035 Main Street (Parcel ID 2408-32-2026-52).
4. Action on above.
5. Lease/license City land located directly south of 1035 Main Street (portion of Parcel ID 2408-32-2026-51) to James E & Patricia A Laabs to be used to construct a second entrance stairwell for second floor apartment uses at 1035 Main Street (Parcel ID 2408-32-2026-52).
6. **Public Hearing** – Request from the City of Stevens Point for a conditional use permit to construct a restroom facility at Pfiffner Pioneer Park, addressed as 1200 Crosby Avenue (Parcel ID 2408-32-2008-05).
7. Acton on the above.
8. **Public Hearing** – Request from Bob Woehr, representing Central Wisconsin Habitat for Humanity, for a conditional use permit to utilize the Traditional Neighborhood Overlay District reduced rear yard and side yard setback standards for the purposes of constructing a home at 2108 East Avenue (Parcel ID 2408-32-4042-15).
9. Action on the above.
10. **Public Hearing** – Amending Chapter 9 of the Revised Municipal Code, Traffic and Vehicles, specifically Subsection 9.12(v), Bicycles & Motor Bicycles, of the Revised Municipal Code to tag, regulate, and remove abandoned bicycles.

11. Action on the above.
  12. **Public Hearing** – Amending the City of Stevens Point Historic Preservation / Design Review Commission – Design Guidelines, specifically Section 3.11 Paint Guidelines, Section 7.3 Definitions, and Section 7.4 Major and Minor Works, to regulate paint and landscaping.
  13. Action on the above.
  14. Request from Dale Rosicky, representing the property owner Frank Sciarrone, for the City to donate a portion of the property between Illinois Avenue and Michigan Avenue north of Prais Street (Parcel ID 2408-28-3014-25) to be joined with 816 Michigan Avenue (Parcel ID 2408-28-3014-16).
  15. Request from Bill Pritchard for a conceptual project review to create a three-lot subdivision on the southwest corner of the intersection of Saint Paul Street and Regent Street (Parcel ID's 2408-28-4002-11 and 2408-28-4002-21).
  16. Repeal and replace Chapter 21 (Building and Premises Maintenance and Occupancy) of the Revised Municipal Code of the City of Stevens Point, with the International Property Maintenance Code from the International Code Council, with local amendments. *The public hearing for this item is anticipated to be in April or May 2016.*
  17. Approval of Certified Survey Map for Worth Court Extension to Clem's Way.
  18. Acceptance of donated land from Portage County within the Portage County Business Park to extend Worth Court south to a point terminating at the intersection of Clem's Way.
  19. Coye Drive Relocation Order to extend Coye Drive West of Hoover Road approximately 450 feet.
  20. Coye Drive Right-of-Way Plat.
  21. Request from the City of Stevens Point to apply for the Wisconsin Connect Communities designation.
  22. Community Development Department Annual Report for 2015.
  23. Community Development department Monthly Report for January and February 2016.
  24. Director's Update (informational purposes only).
    - a. Plan Commission Workshop
    - b. Downtown Rezoning
    - c. Comprehensive Plan Update
    - d. Joint Meeting with Town of Stockton
  25. Adjourn.
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1. Roll call.

**Excused: Hoppe**

Discussion and possible action on the following:

2. Report of the February 1, 2016 Plan Commission Meeting.

**Motion by Commissioner Curless to approve the report of the February 1, 2016 Plan Commission Meeting; seconded by Commissioner Haines.**

**Motion carried 6-0.**

3. **Public Hearing** – Request from Al Tessmann, representing the property owner, for a conditional use permit for the purposes of constructing two, two-bedroom apartment units at 1035 Main Street (Parcel ID 2408-32-2026-52).

Director Ostrowski explained this request is for two residential units above the Green Tea restaurant. This property is in the Downtown Design Review district and the Mathias Mitchell Historic District. Exterior plans have already been reviewed and approved by the Historic Preservation/Design Review Commission. This property is zoned B-3 and does not require parking, which does not require parking to be provided for the use. The reason this request is before you is because all multiple family is a conditional within the City's zoning ordinance. The second ingress/egress for the apartments would be in the rear of the building, on city property, and the next agenda item is for a lease of city land for that exit.

Commissioner Haines asked whether the rooms in the units would have enough light. Director Ostrowski stated that they would need eight percent light, and the building inspectors would review that at the time the application is reviewed. The reason that they are relocating the door is to meet that percentage requirement. He continued stating that staff recommends approval with the conditions listed in the staff report.

Commissioner Brush asked if the rear access would be a fire escape, to which Director Ostrowski stated the design is a full staircase and it is a second ingress/egress, not just a fire escape.

Aldersperson Kneebone asked if the staircase would meet code since the area is so small, to which Director Ostrowski stated yes.

Mayor Wiza declared the Public Hearing open.

Reid Rocheleau, 408 Cedar Street, has concerns regarding the exhaust system and the proposed staircase.

Mayor Wiza declared the Public Hearing closed.

4. Action on the above.

Aldersperson Kneebone said she has concerns if the stairwell in the alley would be aesthetically pleasing, and should the doors be moved. Director Ostrowski stated the staircase would be hidden by the existing wall, and yes the doors will be removed because the staircase would extent out into that area.

Commissioner Brush displayed concern for the alley-way doors in the winter. Mayor Wiza explained that all of the structural stuff would have to meet all existing building codes, including fire safety. Director Ostrowski added that the steel doors would be removed.

**Motion by Commissioner Cooper to approve request from Al Tessmann, representing the property owner, for a conditional use permit for the purposes of construction two, two-bedroom apartment units at 1035 Main Street (Parcel ID 2408-32-2026-52) with the following conditions:**

- **A Work in the Right-of-Way Permit shall be obtained by the applicant from the Public Works Department.**
- **Any disrupted or disturbed features in the right-of-way due to the extension of utilities shall be restored back to its original state upon completion of the utility extension to standards acceptable to the Public Works Department.**
- **The applicant must secure a multi-family license prior to occupying the unit.**
- **Accurate floor plan of the second story shall be submitted by an architect or engineer to be reviewed by City staff prior to issuance of occupancy licensed and building permits.**
- **All building codes shall be met prior to issuance of occupancy license.**
- **Exterior improvements must be reviewed and approved by the Historic Preservation / Design Review Commission (windows, stairwell, etc.).**
- **The maximum number of units shall be two.**

**seconded by Commissioner Curless.**

**Motion carried 6-0.**

5. Lease/licensed city land located directly south of 1035 Main Street (portion of Parcel ID 2408-32-2026-51) to James E & Patricia A Laabs to be used to construct a second entrance stairwell for second floor apartment uses at 1035 Main Street (Parcel ID 2408-32-2026-52).

Director Ostrowski explained that this is a request to lease a portion of the property for the staircase for 1035 Main Street. The city could revoke this lease with a 60 day notice where the use would have to cease, or an alternative ingress/egress would have to be approved and installed.

Commissioner Curless asked about the liability to the city regarding this stairwell on city property, to which Director Ostrowski stated that the lessee is required to have insurance and to indemnify the city.

Commissioner Brush asked if the stairwell or egress could be connected to the library, to which Mayor Wiza stated it is possible but unlikely.

**Motion by Commissioner Brush to approve the lease/licensed city land located directly south of 1035 Main Street (portion of Parcel ID 2408-32-2026-51) to James E & Patricia A Laabs to be used to construct a second entrance stairwell for second floor apartment uses at 1035 Main Street (Parcel ID 2408-32-2026-52); seconded by Alderperson Kneebone.**

**Motion carried 6-0.**

6. **Public Hearing** – request from the City of Stevens Point for a conditional use permit to construct a restroom facility at Pfiffner Pioneer Park, addressed as 1200 Crosby Avenue (Parcel ID 2408-32-2008-05).

Mayor Wiza explained that the Parks Department has identified the bathrooms at Pfiffner Park need to be updated. The design was approved at the last Parks Commission meeting. The city is now requesting a conditional use permit to construct the bathrooms.

Commissioner Haines asked what the difference is in the square footage of the new ones compared to the existing ones.

Director Schrader stated both are similar in square footage and the foot print will be basically the same as the old one. He explained the design of the structure was developed to attempt to mirror the band shell. The construction components are either a shingled roof, or metal roof which would drain into a rain garden, frosted glass windows, large chip stone blocks, and a pine tongue and groove ceiling.

Mayor Wiza declared the Public Hearing open.

No one came forward to speak.

Mayor Wiza declared the Public Hearing closed.

7. Action on the above.

**Motion by Commissioner Curless to approve the request from the City of Stevens Point for a conditional use permit to construct a restroom facility at Pfiffner Pioneer Park, addressed at 1200 Crosby Avenue (Parcel ID 2408-32-2008-05) with the following conditions:**

- **A site plan shall be provided, identifying setbacks and other pertinent zoning standards to be reviewed by the Community Development Department.**
- **Alternatives for a stone façade and metal roof shall be explored as possible alternatives to the chiseled masonry block and shingled roof.**
- **Building codes shall be met.**
- **All applicable building permits shall be obtained.**
- **Community Development Department staff shall have the authority to review and approve minor amendments to the project.**

**seconded by Commissioner Curless.**

**Motion carried 6-0.**

8. **Public Hearing** – Request from Bob Woehr, representing Central Wisconsin Habitat for Humanity, for a conditional use permit to utilize the Traditional Neighborhood Overlay District reduced rear yard and side yard setback standards for the purposes of construction a home at 2108 East Avenue (Parcel ID 2408-32-4042-15).

Director Ostrowski explained that this agenda item was pulled by the applicant, Habitat for Humanity.

9. Action on the above.

Item was pulled by the applicant.

10. **Public Hearing** – Amending chapter 9 of the Revised Municipal Code, Traffic and Vehicles, specifically Subsection 9.12(v), Bicycles & Motor Bicycles, of the Revised Municipal Code to tag, regulate, and remove abandoned bicycles.

Mayor Wiza explained this came about as part of the Bicycle and Pedestrian Advisory Committee. During winter there are a lot of bicycles parked in city bicycle racks, which may be abandoned. The committee came up with a tagging system where we will observe the bike, tag it as abandoned, and if there is no response the bicycles would be removed.

Commissioner Brush asked which department would enforce this ordinance, to which Mayor Wiza stated the Police Department, specifically the community service officers.

Mayor Wiza declared the Public Hearing open.

No one came forward to speak.

Mayor Wiza declared the Public Hearing closed.

11. Action on the above.

**Motion by Alderperson Kneebone to approve the amending of Chapter 9 of the Revised Municipal Code, Traffic and Vehicles, specifically Subsection 9.12(v), Bicycles & Motor Bicycles, of the Revised Municipal code to tag, regulate, and remove abandoned bicycles; seconded by Commissioner Haines.**

**Motion carried 6-0.**

12. **Public Hearing** – Amending the City of Stevens Point Historic Preservation / Design Review Commission – Design Guidelines, specifically Section 3.11 Paint Guidelines, Section 7.3 Definitions, and Section 7.4 Major and Minor Works, to regulate paint and landscaping.

Director Ostrowski explained that back in 2014 the commission and council had adopted the Design Guidelines, which at that time did not regulate paint. In the past the HP/DRC has regulated paint colors in the historic districts and they feels it is still important to do so as well as certain landscaping elements, specifically character defining landscaping that may be important to the district. Non-character defining landscape can be approved by staff. The commission would like to regulate paint colors, through the adoption of certain color pallets which would be appropriate for the districts. Should an applicant request a paint pallet color, it can be approved internally. The amendments being proposed include the regulation of paint colors, adopting the certain color pallets; and also the adding of character defining landscaping as being major work, so that would have to come before the HP/DRC for a review.

Commissioner Brush asked who defines the character of the landscape, to which Director Ostrowski stated it is determined by staff and the definition exists in the guidelines, we are just proposing to include the landscape portion to this definition. Commissioner Brush added he would prefer to have a Landscape Architect or the City Forester to give approval, to which Director Ostrowski confirmed that is already in the guidelines.

Commissioner Haines asked why the ordinance is so specific, to which Director Ostrowski explained these pallets have been reviewed by the National Park service.

Mayor Wiza declared the Public Hearing open.

Reid Rocheleau, 408 Cedar Street, stated he would like to see design standards extended to other neighborhoods as well.

Mayor Wiza declared the Public Hearing closed.

13. Action on the above.

**Motion by Commissioner Brush to approve amending the City of Stevens Point Historic Preservation / Design Review Commission – Design Guidelines, specifically Section 3.11 Paint Guidelines, Section 7.3 Definitions, and Section 7.4 Major and Minor Works, to regulate paint and landscaping; seconded by Alderperson Kneebone.**

**Motion carried 6-0.**

14. Request from Dale Rosicky, representing the property owner Frank Sciarrone, for the City to donate a portion of the property between Illinois Avenue and Michigan Avenue north of Prais Street (Parcel ID 2408-28-3014-25) to be joined with 816 Michigan Avenue (Parcel ID 2408-28-3014-16).

Director Ostrowski explained this was before the Plan Commission in February of 2014, regarding an area which is city owned property. This property is not dedicated as right-of-way for an alley or street, but was likely intended for that purpose at some point. This property is landlocked and there is no intent to have

an alley go through there in the foreseeable future. In 2014 letters were sent to the property owners to the east of the parcel offering the land. The City looked at dividing the land with the city surveyor, however the cost and time was not manageable. It was determined that if a landowner wishes to hire a surveyor and absorb all the other costs, the commission would consider donating the land. The property owner Dr. Sciarrone to the south has done that and his surveyor has put together a CSM to acquire the southern portion of the parcel.

Commissioner Curless asked if the city has to maintain the strip now, or do the surrounding property owners, to which Director Ostrowski answered the property is landlocked and the surrounding property owners have been maintaining it.

**Motion by Commissioner Haines to approve the request from Dale Rosicky, representing the property owner Frank Sciarrone, for the City to donate a portion of the property between Illinois Avenue and Michigan Avenue, north of Prais Street (Parcel ID 2408-28-3014-25) to be joined with 816 Michigan Avenue (parcel ID 2408-28-3014-16); seconded by Commissioner Curless.**

**Motion carried 6-0.**

15. Request from Bill Pritchard for a conceptual project review to create a three-lot subdivision on the southwest corner of the intersection of Saint Paul Street and Regent Street (Parcel ID's 2408-28-4002-11 and 2408-28-4002-21).

Director Ostrowski explained this agenda item is just for review and to obtain information as to what the commission would like to see, and no action will be taken on this item. Currently, a property owner is only allowed to split property into four lots within five years by certified survey map. Mr. Pritchard has already split two lots along Sommers Street creating four lots, and he would like to split the adjacent lots along Saint Paul Street into three single family lots which would require a subdivision plat. The applicant is requesting this review specifically to see if the commission would require sidewalks to be installed along Saint Paul Street should a subdivision plat be submitted. Director Ostrowski continued stating that on a previous subdivision plat, Washington Terrace, we required sidewalks, however it encompassed the entire city block and connected to existing sidewalks. The three lot subdivision proposed is not defined in the comprehensive plan, or the Portage County Bike and Pedestrian Plan to have sidewalks. If sidewalks were required to be installed, it would be along the three lots, and there is a significant distance until there are connecting sidewalks.

Commissioner Haines asked where the current sidewalks start, to which Director Ostrowski stated on Jordan Lane.

Commissioner Brush asked if a traffic study had been conducted, to which Director Ostrowski answered there have not been any traffic studies along this area that he is aware of. Director Ostrowski continued identifying that there are sidewalks installed along the other side of Saint Paul Street as part of the Washington Terrace Subdivision. With this area, there is still a large gap southwards towards Jordan Lane.

He continued stating that this may be before you next month as a subdivision plat where the commission could require the developer to install sidewalks. Commissioner Brush asked about the right-of-way width, if room exists for sidewalks, and what is the nearest school, to which Director Ostrowski answered room exists for the sidewalks and the nearest school would be Washington Elementary, south of the development.

Commissioner Curless stated that he would not want sidewalks in that development unless it would go all the way along the block.

Commissioner Brush asked about the Bicycle Pedestrian Advisory Committee and if they would prefer a lane striped for bike/pedestrian traffic. Mayor Wiza explained that the BPAC is just advisory to the Plan Commission and that the adopted County Bike and Pedestrian plan does not call for sidewalks in the area.

Bill Pritchard, 5456 Cardinal Drive, stated he is the developer and is looking for the feedback regarding sidewalks on these lots, and stated if not required this project would be before the commission next month.

Mayor Wiza stated the Plan Commission has the authority to require sidewalks in a development, but because it is not in the county plan, we would not change that decision.

Aldersperson Patton stated he is happy that the commission would not require sidewalks along Jordan and feels it would hurt the atmosphere of the neighborhood.

Trevor Roark, 601 Washington Avenue, stated that in reviewing the County Bike and Pedestrian Plan, they would not call out sidewalks along every parcel, lot, or development throughout the entire city. Mr. Roark feels that sidewalks would be good for the proposed subdivision.

Cathy Dugan, 615 Sommers Street, agrees with Mr. Roark, that more sidewalks are needed in this area.

Aldersperson Kneebone stated she is for a sidewalk to be installed if a logical connection to other sidewalks exists, but if there is not then it is ok to go without them.

Mayor Wiza asked if there were sidewalks installed along the east side of Saint Paul Street, to which Director Ostrowski answered they have been required with the Washington Terrace Subdivision in this area, but were not called out in the Portage County Bike and Pedestrian Plan. He continued stating that if the lots were split by a certified survey map, sidewalks would not be required, but if the lots are split by a plat, we could require them.

Commissioner Brush asked if we required sidewalks in the future, on the west side of Saint Paul Street, who would bear the expense, to which Director Ostrowski stated now the developer, later would be the individual property owner or the city.

Commissioner Haines stated that she agreed with Alderperson Kneebone about having a logical connection of sidewalks, but if not then they are not needed.

16. Repeal and replace Chapter 21 (Building and Premises Maintenance and Occupancy) of the Revised Municipal code of the City of Stevens Point, with the International Property Maintenance Code from the International Code Council, with local amendments. *The public hearing for this item is anticipated to be April or May 2016.*

Director Ostrowski explained that in the Plan Commission packet, there is a draft of the local amendments and a separate document copy of the International Property and Maintenance Code. Because of copyright issues, we are not allowed to be posted on the website, however copies are available for viewing in our office and the City Clerk's office. For building codes, we often adopt by reference a state or international building code, which is what is proposed for the Property Maintenance Code. The International Property and Maintenance Code is updated every three years, and would essentially replace chapter 21 to regulate exterior and certain interior components of property. This item is for introducing the code to the Plan Commission and Common Council for review, along with the local amendments to the code. At adoption we are allowed to provide amendments to the code made available to the public for a cost of approximately \$1500, which is much easier to interpret. Our current code has been in place for a while and the proposed code will assist in clarifying the code and ensuring consistencies. We are giving you time to look through the document, and amendments, and to receive your recommend changes. Director Ostrowski then explained comments should be provided to him for review prior to this being brought back to the commission for a public hearing and final action.

Commissioner Haines asked how this differs from the Uniform Dwelling Code, to which Director Ostrowski stated that the Uniform Dwelling Code is the code that regulates the actual construction of buildings. This regulates the maintenance or the building and property.

Reid Rocheleau, 408 Cedar Street, stated his concerns with the new code which appears to be removing an unregistered vehicle out of the ordinance as a violation.

City Attorney Beveridge clarified by reading directly from the new proposed ordinance that the language regarding unregistered vehicles pertains only to unlicensed off-road vehicles such as snowmobiles, ATV's and dirt bikes.

17. Approval of Certified Survey Map for Worth Court Extension to Clem's Way.

Director Ostrowski provided details regarding the Skyward Development Agreement which stated the city would agree to install signals at the intersection of E. M. Copsps Drive and County Road R. However, after doing a traffic study it was found that that area should not have signals because of traffic hazards. Therefore, as an alternative Worth Court is proposed to be extended to Clems Way, which leads to a signalized intersection by Land's End. Director Ostrowski continued stating Portage County currently owns the area needed for the extension, and they have agreed to donate the land to the city for roadway

purposes. The Plan Commission and Common Council must approve the certified survey map for the right-of-way and accept the land donation.

Commissioner Cooper asked wouldn't we want to wait to see the impact of Skyward first, to which Mayor Wiza answered no. Mayor Wiza explained we have an agreement with Skyward to put the signalized intersection in by the end of July. In working with Skyward they agreed to allow us to do this as an alternative. We are still contractually obligated to put in that signalized intersection regardless of impacts to traffic. Skyward is set to open this month at the new facility, and this would help traffic flow for them and the entire park.

**Motion by Mayor Wiza to approve the Certified Survey Map for Worth Court Extension to Clem's Way; seconded by Alderperson Kneebone.**

**Motion carried 6-0.**

18. Acceptance of donated land from Portage county within the Portage County Business Park to extend Worth Court south to a point terminating at the intersection of Clem's Way.

**Motion by Mayor Wiza to approve the acceptance of donated land from Portage County within the Portage County Business Park to extend Worth Court south to a point terminating at the intersection of Clem's Way; seconded by Commissioner Brush.**

**Motion carried 6-0.**

19. Coye Drive Relocation Order to extend Coye Drive West of Hoover Road approximately 450 feet.

Mayor Wiza explained this is part of the Coye and Hoover intersection improvements in anticipation of the grade separation project.

**Motion by Commissioner Haines to approve the Coye Drive Relocation Order to extend Coye Drive West of Hoover Road approximately 450 feet; seconded by Commissioner Cooper.**

**Motion carried 6-0.**

20. Coye Drive Right-of-way Plat.

**Motion by Commissioner Cooper to approve the Coye Drive Right-of-Way Plat; seconded by Commissioner Curless.**

**Motion carried 6-0.**

21. Request from the City of Stevens Point to apply for the Wisconsin Connect Communities designation.

Director Ostrowski explained that the Wisconsin Connect Communities Designation is similar to the Main Street designation that the city once held up until 2011. As part of the Main Street program the city needed to have an executive director position, which was eliminated. The Wisconsin Economic Development Cooperation (WEDC) has created a similar designation which is much more affordable to a number of communities with a \$200 application fee and an annual \$200 renewal. The program provides the City with a larger network group, training for staff, and onsite visits from WEDC staff to look at other funding sources that may be available through grants. Lastly, Director Ostrowski explained this request is to notify the Commission and also get approval, as applications are due in April.

**Motion by Commissioner Haines to approve the request from the City of Stevens Point to apply for the Wisconsin Connect Communities designation; seconded by Commissioner Brush.**

Aldersperson McComb stated there is currently an Association of Downtown Businesses and felt it would be positive to present this to them.

**Motion carried 6-0.**

22. Community Development Department Annual Report for 2015.

Director Ostrowski presented the 2015 Community Development Department Annual Report.

**Motion by Commissioner Cooper to accept the Community Development Annual Report for 2015; seconded by Commissioner Brush.**

**Motion carried 6-0.**

23. Community Development Department Monthly Report for January and February 2016.

Director Ostrowski explained there is an amendment to the January report in that the total fees actually would be \$8,550.00 due to some of the abatement fees which were included in the previous total.

**Motion by Aldersperson Kneebone to accept the Community Development Department Monthly Report for January and February 2016 with the amendment of the January report; seconded by Commissioner Curless.**

**Motion carried 6-0.**

24. Director's Update (informational purposes only).
  - a. Plan commissioner Workshop

Director Ostrowski stated the Plan Commission Workshop will be Tuesday, March 15, 2016 and if there are still commissioners wishing to attend, please let him know.

b. Downtown Rezoning

Staff has started to look at a number of properties within the downtown that really don't fit the existing conditions regarding zoning. We have a number of properties that are zoned manufacturing that could allow very intense uses that may not be appropriate next to current uses that are located in the Central Business District. The properties have been identified and letters were sent out to the property owners inviting them to attend an upcoming meeting Wednesday, March 16, 2016 from 7:00pm-9:00pm in the Mid-State Technical College Community Engagement Room. The meeting will allow feedback and input to be gathered and staff to answer questions and provide further information.

c. Comprehensive Plan Update

Director Ostrowski reminded the Commission of the pursuit to hire a consultant to do some of the background work and drafting of the actual text for the Comprehensive Plan update. Currently the request will be sent before the Finance Committee for funding this month. Then, the next step is to release the request for proposals and select a consultant.

d. Joint Meeting with Town of Stockton

Director Ostrowski indicated the Town of Stockton's interest to conduct a joint plan commission meeting for each municipality's Comprehensive Plan update. He further described that in the past, each body has met to discuss boundaries, territorial, and growth issues. Stockton borders the city on the east, near East Park Commerce Center. Director Ostrowski would recommend meeting before the next regularly scheduled Plan Commission on April 4, 2016 for about an hour at the Portage County Annex building.

25. Adjourn.

**Adjourned at 7:30 PM.**



# Community Development Report - January 2016

## Construction Report

New Construction	Owner/Location	Declared Valuation	Fees
Residential			
Commercial			

Remodeling/ Additions	# of Permits	Declared Valuation	Fees
Residential	24	\$121,050.55	\$1,650.67
Commercial	13	\$769,926.00	\$7,975.00

Monthly Permits	Monthly Valuation	Monthly Fees	YTD Valuation	YTD Fees
30	\$890,976.55	\$9,625.67	\$890,976.55	\$9,625.67
			2015: \$1,228,382.50	\$8,431.03
			2014: \$443,048.00	\$2,108.00
			2013: \$850,335.00	\$8,193.48

## Violation Report

Exterior Property Area Complaints	
*Multiple Exterior Property Violations	12
*Other Exterior Property Violations	0
Accumulation of Rubbish or Garbage	5
Grass or Weeds	0
Improper Parking of Vehicles	12
Improper Storage of Refuse or Refuse Carts	5
Refuse or Refuse Carts on Curb	6
Snow and Ice	43
Storage of Household Items Outside	12
Unlicensed or Inoperable Vehicles	34
Unsanitary Conditions	0
<b>Exterior Structure Complaints</b>	
*Multiple Exterior Structure Violations	0
*Other Exterior Structure Violations	1
Broken or Missing Windows	0
Defective Protective Treatment	6
Missing or Defective Handrails/Guards	0
<b>Interior Structure Complaints</b>	
*Multiple Interior Structure Violations	0
*Other Interior Structure Violations	0
<b>Multiple Violations</b>	
*Multiple Property Violations	1
<b>Other Violations</b>	
*Other Property Violations	1
Expired Multiple-Family License	0
Improper Occupancy: Multi-Family Dwelling	0
Improper Occupancy: Residential Dwelling	1
Work Without Permit	6
Work Without Historic Preservation Review	0
<b>Total Violations / Total Service Fees Billed</b>	<b>145/\$8,550.00</b>