

REPORT OF CITY PLAN COMMISSION

Tuesday, July 5, 2016 – 6:00 PM

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

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

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

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1. Roll call.
 - Discussion and possible action on the following:
 2. Report of the June 6, 2016 Plan Commission meeting.
 3. **Public Hearing** – Request from BriMark Builders, representing Cobblestone Hotels for a conditional use permit to construct a hotel on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70).
 4. Action on the above.
 5. Establishing a utility easement on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70).
 6. Request from BriMark Builders, representing Cobblestone Hotels, for a sign variance to exceed the size, number and location requirements for wall signage on their proposed hotel on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70).
 7. **Public Hearing** – Request from the Aspirus - Wausau for a conditional use permit to construct a hospital addition onto their existing facility at 5409 Vern Homes Drive (Parcel ID 2308-02-4000-12).
 8. Action on the above.
 9. **Public Hearing** – Request from Evergreen Community Initiatives, representing the Church of the Intercession, for a conditional use permit for the purposes of operating a warming shelter (temporary housing) at 1417 Church Street (Parcel ID 2408-32-1007-05).
 10. Action on the above.
 11. Request from Washington Construction Inc. for a final plat review for a three lot subdivision, Washington Subdivision, at two unaddressed properties located at the southwest intersection of Regent Street and Saint Paul Street (Parcel ID's 2408-28-4002-11 and 2408- 28-4002-21).
 12. Community Development Department Monthly Report for June 2016. *Report will be provided after June 30, 2016.*
 13. Adjourn.
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1. Roll call.

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

Discussion and possible action on the following:

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

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

Commissioner Haines arrived at 6:01 PM

Motion carried 6-0

3. **Public Hearing** - Request from BriMark Builders, representing Cobblestone Hotels for a conditional use permit to construct a hotel on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70).

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

Mayor Wiza declared the public hearing open.

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

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

Mayor Wiza declared the public hearing closed.

4. Action on above.

Motion by Commissioner Brush to approve request from BriMark Builders, representing Cobblestone Hotels for a conditional use permit to construct a hotel on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70) with the following conditions:

1. **Curb, gutter, and sidewalk shall be constructed to meet design specifications determined by the Public Works Department to accommodate heavy equipment in front of the refuse storage.**
2. **Refuse storage be screened with masonry materials to be submitted and reviewed by the Community Development Department.**
3. **Landscaping shall be installed on the west side of the building matching the proposed landscaping on the east side of the building.**
4. **Work completed on adjacent municipal properties shall be completed by the applicant as per the attached plans.**
5. **Minor modifications to the plans shall be allowed to be approved by staff.**
6. **Changes required by the Historic Preservations / Design Review Commission shall not constitute a change or amendment to the conditional use permit.**

seconded by Commissioner Haines.

Motion carried 7-0

5. Establishing a utility easement on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70).

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

Motion by Commissioner Curless to approve the establishment of a utility easement on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70); seconded by Commissioner Hoppe

Motion carried 7-0

6. Request from BriMark Builders, representing Cobblestone Hotels, for a sign variance to exceed the size, number and location requirements for wall signage on their proposed hotel on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70).

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

Motion by Alderperson Kneebone to approve the request by BriMark Builders, representing Cobblestone Hotels, for a sign variance to exceed the size, number and location requirements for wall signage on their proposed hotel on the lot south of Centerpoint Drive, north of Main Street and between Strongs Avenue and Third Street (Parcel ID 2408-32-2029-70) with the following conditions:

1. The hotel business shall not display more than one primary sign per building facade.
2. If a secondary user is located within the building, they shall be allowed to construct one wall sign per entrance on the building within the signable area of the building as outlined in the sign ordinance (Chapter 25).
3. The signs shall conform to all other applicable requirements within the sign ordinance.
4. The design of the sign shall be reviewed and approved by the Historic Preservation / Design Review Commission. Please note, the HP/DRC may recommend changes to the design, placement, and/or size of the signs and those changes shall not have to be approved by the Plan Commission.
5. Applicable building permits shall be obtained.
6. Minor modifications to the plans shall be allowed to be approved by staff.

seconded by Commissioner Haines.

Motion carried 7-0

7. **Public Hearing** - Request from the Aspirus - Wausau for a conditional use permit to construct a hospital addition onto their existing facility at 5409 Vern Homes Drive (Parcel ID 2308-02-4000-12).

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

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

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

Mayor Wiza declared the public hearing open.

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

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

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

Mayor Wiza declared the public hearing closed.

8. Action on above.

Motion by Commissioner Cooper to approve the request from Aspirus for a conditional use permit to construct a hospital addition onto their existing facility at 5409 Vern Homes Drive (Parcel ID 2308-02-4000-12) with the following conditions:

1. Changes to the proposed layout and/or design of the project required by Portage County, shall not require an amendment to the conditional use permit, if approved by Community Development Department staff.
2. All applicable Federal Aviation Administration regulations shall be met with the installation of the helicopter pad, as well as any other pertinent regulations from other jurisdictions.
3. The refuse enclosure shall be constructed of materials complementing the main materials on the principal building.
4. All mechanical equipment shall be screened with materials complementing the main materials on the principal building.

seconded by Commissioner Curless.

Motion carried 7-0

9. **Public Hearing** - Request from Evergreen Community Initiatives, representing the Church of the Intercession, for a conditional use permit for the purposes of operating a warming shelter (temporary housing) at 1417 Church Street (Parcel ID 2408-32-1007-05).

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

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

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

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

Mayor Wiza declared the public hearing open.

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

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

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

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

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

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

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

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

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

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

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

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

Mayor Wiza declared the public hearing closed.

10. Action on above.

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

Motion by Commissioner Brush to approve the request from Evergreen Community Initiatives, representing the Church of the Intercession, for a conditional use permit for the purposes of operating a warming shelter (temporary housing) at 1417 Church Street (Parcel ID 2408-32-1007-05) with the following conditions:

1. Occupancy shall be limited to the first floor. No residential type occupancy shall

be allowed in the basement, unless proper building and fire codes are met.

2. The use of the facility for temporary housing shall only occur during the following time periods:
 - a. Warming shelter opens November 1st or below 20 degrees F temperature.
 - b. Warming shelter closes March 31st or after temperatures are above 20 degrees F temperature
 - c. Warming shelter check-in hours shall be from 8:45 PM - 9:15 PM.
 - d. Warming shelter closes at 6:00 AM.
3. Guest rules shall be incorporated into the conditional use permit. The intake hours have been clarified to be 8:45 PM (stated in the application).
4. The primary entrance to the warming shelter shall be on Church Street.
5. At least one professionally trained staff member shall provide supervision of the facility at all times during operation.
6. An ADA accessible bathroom must be located on the main floor, where the temporary housing use is located before occupancy can take place.
7. The building must meet building and fire codes for the proposed use.
8. The conditional use permit shall expire within one year after final approval and may be granted an extension by the Plan Commission and Common Council.

seconded by Commissioner Hoppe.

Motion carried 7-0

11. Request from Washington Construction Inc. for a final plat review for a three lot subdivision, Washington Subdivision, at two unaddressed properties located at the southwest intersection of Regent Street and Saint Paul Street (Parcel ID's 2408-28-4002-11 and 2408- 28-4002-21).

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

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

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

Motion by Commissioner Haines to approve the request from Washington Construction Inc. for a final plat review for a three lot subdivision, Washington Subdivision, at two unaddressed

properties located at the southwest intersection of Regent Street and Saint Paul Street (Parcel ID's 2408-28-4002-11 and 2408- 28-4002-21) with the following conditions:

1. Swales meeting all City Department of Public Works and Utility Department specifications, as well as those outlined in Chapter 31, shall be installed to control stormwater.
2. Sidewalks shall be installed meeting all applicable design standards of the public works department on all lots and sides which abut public right-of-way.
3. A park fee shall be submitted to the City of Stevens Point in the amount as indicated in the most recent fee schedule.
4. Additional minor grammatical errors on the plat, identified by staff, shall be corrected.
5. A developer's agreement shall be drafted outlining the conditions of approval and other applicable requirements.
6. Objections from reviewing agencies shall be satisfied before the plat is recorded.
7. The plat shall conform to the provisions of Chapter 20 of the Revised Municipal Code and Chapter 236 of the Wisconsin Statutes. All applicable permits from Portage County, the Wisconsin Department of Natural Resources, the City, and any other authorizing agencies shall be obtained.
8. A final plat per Chapter 20, Subdivision Control Ordinance shall be submitted and reviewed by the Plan Commission and Common Council within six (6) months of the preliminary plat approval date, conforming to the provisions of Chapter 20 and Chapter 236 of the Wisconsin Statutes.

seconded by Alderperson Kneebone

Motion carried 6-0, with Commissioner Cooper abstaining.

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

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

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

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

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

Motion carried 7-0

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

Community Development Report - June 2016

Construction Report

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

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

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

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

Violation Report

Exterior Property Area Complaints

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

Exterior Structure Complaints

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

Interior Structure Complaints

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

Multiple Violations

- *Multiple Property Violations 4

Other Violations

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

Total Violations / Total Service Fees Billed 63/\$400.00