

REPORT OF CITY PLAN COMMISSION

August 1, 2016 – 6:00 PM

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

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

ALSO PRESENT: Director Ostrowski, Associate Planner Kearns, City Attorney Beveridge, Alderperson Morrow, Alderperson Oberstadt, Alderperson Phillips, Alderperson McComb, Alderperson Shorr, Nate Enwald, Don Keck, Pat Hilpert, Cathy Jones, Joan Kolodziej, Mary Ann Powell, Michael Mutz, Jeffrey Meyers, Sharon Inman, Jean Lacke, Gregg Warren, Mark Thomas, Mary Olsen, Cherrie Marti, Bryant Mosconi, Mike Chobanian, Chase Rettles, Catie Albrecht, Todd Paider, Ken Zynda, Annette Zynda, Tomoko Kuribayashi, Shari Carpenter, Sheldon Ferkey, Caitlin Carmody, and Frank Minervini.

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4. Action on the above.
5. **Public Hearing** – Request from Ministry Saint Michael’s Hospital for a conditional use permit amendment for the purpose of expanding the hospital at 900 Illinois Avenue (Parcel ID 2408-33-2003-16 & 2408-28-3010-26).
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7. **Public Hearing** – Request from Sheldon Ferkey for a conditional use permit amendment for the purposes of expanding a car wash at 3324 Church Street and 3340 Church Street (Parcel ID’s 2308-04-3012-03 & 2308-04-3012-04).
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10. Action on the above.
11. Request from the City of Stevens Point to vacate and discontinue a public street, a portion of Worth Court, specifically the western portion of cul-de-sac.

12. Request from Frank Minervini to vacate and discontinue a 20-foot alley south of Miller Court and north of Center Street between and parallel with Michigan Avenue and Welsby Avenue.
13. Proposed survey for settlement of property line dispute for the property located at 100 Bukolt Park Street (Parcel ID 2408-30-4008-06).
14. Request from the City of Stevens Point to apply for Wisconsin State Historical Society Certified Local Government Subgrant Funds to nominate historic districts to the National Register of Historic Places.
15. Community Development Department Monthly Report for July 2016. *Report will be provided after July 31, 2016.*
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17. Adjourn.

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1. Roll call.

Present: Wiza, Kneebone, Curless, Brush, Hoppe

Discussion and possible action on the following:

2. Report of the July 5, 2016 Plan Commission meeting.

Motion by Commissioner Hoppe to approve the report of the July 5, 2016 Plan Commission meeting; seconded by Commissioner Brush.

Motion carried 5-0

3. **Public Hearing** – Request from Stevens Point Area Public School District for a conditional use permit amendment for the purposes of constructing an entrance canopy on Washington School located at 3500 Prais Street (Parcel ID 2408-28-4018-02).

Director Ostrowski began by explaining that any additions to a school property in a residentially zoned property would require a conditional use permit. He briefly summarized the request from Stevens Point Area Public School District for a conditional use permit amendment to construct a small canopy over a service door on the east side of the Washington School building. Staff provided existing site photos of the service door and recommended approval with conditions outlined in the staff report.

Mayor Wiza declared public hearing open.

Cathy Jones (3311 Orchid Ln) expressed a concern on the aesthetics of the canopy and requested to see a rendering or drawing.

Don Keck (Stevens Point Area Public School District) clarified that the canopy would consist of two columns with a flat panel roof over the top. He explained that the canopy would serve to remedy

their snow/ice issues, as well as to prevent future injury due to wet and slippery conditions for their deliverers. The canopy would be of minimalist design with existing roof lines taken into consideration.

Mayor Wiza requested more information on color and material choices.

Don Keck (Stevens Point Area Public School District) confirmed that the canopy would match the existing material and color patterns of the building.

Mayor Wiza declared the public hearing closed.

4. Action on the above.

Motion by Alderperson Kneebone to accept the request from Stevens Point Area Public School District for a conditional use permit amendment for the purposes of constructing an entrance canopy on Washington School located at 3500 Prais Street (Parcel ID 2408-28-4018-02) with the following conditions:

1. **Applicable building codes shall be met.**
2. **A building permit shall be obtained.**
3. **No additional refuse containers or mechanical equipment shall be placed on the property or installed, unless all containers and equipment on the property is screened from view.**

seconded by Commissioner Curless.

Motion carried 5-0

5. **Public Hearing** – Request from Ministry Saint Michael’s Hospital for a conditional use permit amendment for the purpose of expanding the hospital at 900 Illinois Avenue (Parcel ID 2408-33-2003-16 & 2408-28-3010-26).

Mayor Wiza briefly reminded the commission of the hospital’s request from several months prior.

Director Ostrowski summarized the previous approved request from Ministry Saint Michael’s Hospital to vacate the pedestrian mall north of the hospital in order to expand the hospital with their cancer center off the northeast end of the existing building. He explained that the property was zoned R-5 Multiple Family, therefore hospitals were conditional use within the R-5 zoning district and would require a conditional use permit amendment. He also noted that the hospital was currently working on an emergency department addition and the new construction would be northeast of this ER center. He went on to show existing site photos and a vicinity map, as well as mentioning that traffic flow would be slightly augmented.

Commissioner Hoppe requested clarification on the walking path.

Director Ostrowski confirmed that Ministry Saint Michael’s Hospital would keep a pedestrian walkway before detailing the proposed aesthetics, materials and landscaping of the new addition.

Commissioner Curless asked if the hospital on Highway 66 was a part of Saint Michael’s.

Director Ostrowski clarified that the hospital on Highway 66 was Marshfield Clinic.

Commissioner Curless asked for clarification on the cancer center also being built at Marshfield Clinic to which Director Ostrowski explained that the two were separate entities and projects.

Director Ostrowski noted that 47 parking stalls would be lost to the cancer center addition and went on to explain that the hospital would be required to have 381 stalls when taking the number of beds and square feet in clinic space into consideration. Due to the proximity of a bus stop, they would be able to reduce down to 324 stalls. He made a point to mention that they currently had 668 stalls at the hospital, therefore meeting parking requirements.

Commissioner Curless asked if employees would be parking within the same lot to which Director Ostrowski stated that employees parked on Clark Street since bus transportation was provided. He went on to summarize the proposed landscaping plan, and recommend approval with conditions laid out in the staff report.

Mayor Wiza declared the public hearing open.

Gregg Warren (2321 Jersey St) voiced concerns over the ongoing construction over the past three years. He stated that the area was continuously subjected to noise that began prior to the allowed times in the city ordinance, as well as an overflow of light pollution. He requested that the light spillage on Illinois Avenue be minimized.

Jean Lacke (933 Illinois Ave) reaffirmed some of the same concerns as Gregg Warren. She explained that parking had become an issue in the two hour parking areas. She has noticed people moving their vehicles to different spots every two hours to avoid a citation. Ms. Lacke was also concerned about ambient noise coming from the top of the building. She stated that the background noise had even stalled the selling of a home and requested that those concerns be considered prior to approving the request.

Tomoko Kuribayashi (2316 Prais St) explained that parking was allowed on only one side of Prais Street, and that she would prefer cars to not be parked on her side of the street at all times as it did not allow ice to fully melt on the sidewalk. She also questioned how long the construction would take as they have been dealing with traffic issues and near miss accidents for the past two to three years.

Alderman David Shorr (Second District) was impressed by the issues being brought forth and felt that the noise and light pollution should be remedied. While he was finding a lot of hospital employees parking on Peck Street, he was more concerned about the pedestrian walkway. Alderman Shorr wanted to be reassured that the pedestrian walkway would work well for the neighborhood as it was an important path used to get to the campus and other areas towards the west.

Alderman Cathy Dugan (Eighth District) was also impressed by the testimony being presented. She expressed concern about losing the pedestrian mall as it was being used by UWSP students, residents, and hospital employees. While she was not pleased with the rerouting of the walkway, although she was glad one was proposed, as well as suggesting that it may be improved with more landscaping. Alderman Dugan was pleased about the height of the proposed addition, its materials, and proposed landscaping. She felt that the hospital and commission staff had overall

kept the surrounding residents in mind when dealing with architectural appeal and in keeping a pedestrian walkway.

Joan Kolodziej (2325 Prais St) agreed with previous testimony. She has had continuous issues with noise and parking as well. She would request that the surrounding neighbors be taken into consideration.

Mary Ann Powell (2333 Prais St) disagreed with changing the pedestrian walkway as that is her route to church. She also expressed concern with trucks being on her street. She has had a hard time backing out of her driveway, especially in the winter. Lastly, she requested to know where people would be parking when the 47 parking spaces were removed.

Caitlin Carmody (833 Illinois Ave) expressed concern over issues that may arise when constructing a project. She was not pleased with the ongoing projects for the past three years, and called the hospital staff after a year of the bus being parked outside her home.

Mayor Wiza mentioned that the bus should have now been on the opposite side of the road.

Caitlin Carmody (833 Illinois Ave) confirmed that the bus was now on the opposite side of the road. She further clarified that the initial construction made it so the bus could not sit on the opposite side, resulting in it being parked outside her home.

Mayor Wiza stated that he had received several calls regarding the bus and had worked with the hospital to have it removed.

Caitlin Carmody (833 Illinois Ave) was pleased parking had been blocked off on Illinois Avenue. While she had no further issues with parking, she noted that the construction was still impeding traffic flow on Illinois Avenue. She expressed concern over the construction timeline. She also made a point to ask how vehicles would be getting to the staging area of the construction site as Illinois Avenue was already congested. Ms. Carmody requested verification on the height of the building, noting concern of a potential second story in a few years, as well as requesting further clarification on proposed signage. She went on to express concern for not only early working hours, but late stop times, both in construction and landscape maintenance. She would like noise to stop at 8:00 PM.

Shari Carpenter (2308 Praise St) mentioned that she was not opposed to the construction but shared similar concerns with her neighbors, especially on noise and safety. She was not pleased with the smokers on the street corner instead of hospital property where they had been given an area to smoke. She also voiced a concern on privacy, hoping that patient windows would not provide a view into resident homes. Ms. Carpenter requested the possibility of changing Prais Street and other neighboring streets to be limited to 20 minute parking zones as employees were shifting their cars every couple of hours on the streets. She requested more information on a construction timeline and neighborhood contact person before asking that trees used for landscaping along the sidewalk not drop fruit due to them becoming hazards in the winter. Lastly, she questioned why the soon to be vacated Marshfield oncology area could not be used to house the new Saint Michael's Hospital cancer center.

Mayor Wiza declared the public hearing closed.

6. Action on the above.

Mayor Wiza stated that they would try to address the issues presented.

Director Ostrowski noted that the current lighting for the pedestrian walkway had a number of lights that would most likely be removed through construction. He referenced page 43 of the agenda packet for an illumination plan that identified the light spillage around the property. He stated that if there were further concerns, lights could be toned down or eliminated. He also clarified that signage would be contained to the internal part of the campus and would consist of only two signs: an informational sign on the north side, and one on the west side going into the cancer center. The portion facing the residents to the east would not have signage. In regards to patient visibility, windows would be looking to the north viewing area, not residential homes. He referenced the garden screen on page 38 of the agenda packet that would be used to block patient view from the parking lot. Director Ostrowski went on to note that there were no specific hours within city ordinance that stated when they could not operate and that the hours were at the discretion of the police department. Lastly, he explained that adding a condition with a start and stop time for construction would be appropriate for the conditional use permit.

Director Ostrowski went on to mention that landscaping details for the trees, the green pathway along the pedestrian walkway, and the parking lot islands had been outlined in the landscaping plan. He also noted that the police department may have to take a closer look at enforcing parking times. In this case he confirmed the option to add a condition to limit construction and staff vehicles to certain streets. He reaffirmed that they had provided a staging area and recommended Stanley Street for the ingress/egress of construction vehicles.

Mayor Wiza stated that the city council could also look into changing the city's parking city ordinance at the city level instead of plan commission.

Commissioner Curless mentioned that there was already an existing parking situation without the construction.

Mayor Wiza made reference to an earlier testimony on construction vehicles being parked around homes.

Commissioner Curless asked if the UWSP science building project was contributing to the noise issue.

Mayor Wiza said that it might be contributing to the noise issue.

Director Ostrowski clarified that screening of the mechanical equipment would be required, hopefully reducing ambient noise. He also mentioned that any plans to build a second story would be addressed at the time of a request.

Mayor Wiza referenced staff recommendations for mechanical screening and landscaping requirements.

Commissioner Hoppe asked if the sidewalk would be a standard width or wider.

Director Ostrowski confirmed that the sidewalk would be a standard width of 5 feet.

Commissioner Curless mentioned that there may be a standard hours of operation ordinance when pertaining to extreme temperatures.

Mayor Wiza confirmed that there was no ordinance.

Commissioner Brush questioned whether the bright LED blue lights had already been approved to which Director Ostrowski stated that he would have to look at previous plans that had been submitted under a previous conditional use permit with the ER and hallway additions.

Commissioner Hoppe questioned if they already had a timeline for construction.

Mayor Wiza said he hoped the timeline would be clarified, but that they had yet to address multiple issues. Lastly, he asked the hospital representative if they could come forward to address the remaining questions.

Cherrie Marti (St. Michael's Hospital), Vice President of Operations, explained that there were three phases to the construction project. She stated that they were currently in phase two, and hoped to close it by December before starting on the more internal phase three works. She tentatively hoped to wrap up in a little less than a year, noting that there were still several steps to accomplish before receiving approval for the new addition. She reassured residents that parking should shift and be alleviated once the new entrance and corridor open. Ms. Marti also mentioned that their parking committee had already anticipated issues and were working to remedy them.

Mayor Wiza asked for an anticipated start and completion date for the new construction.

Cherrie Marti (St. Michael's Hospital) said they hoped to begin late October or November, and complete it by next September.

Mayor Wiza requested to know how vehicles would get in and out of the staging area to which Cherrie Marti explained that plans had not been worked out due to contractors not yet being finalized, but that she would take concerns into advisement in using Stanley, but noting that they may still need to use the side entrance on Illinois Avenue.

Mayor Wiza asked for a neighborhood contact regarding any concerns to which Cherrie Marti stated that she was still the contact person. She also stated that their contact phone number and email were on their website, but would verify them as it may not have been monitored during a gap due to position changes.

Cherrie Marti (St. Michael's Hospital) verified that the building was not being designed to go to a second floor.

Mayor Wiza asked if hardship would take place were conditions placed to allow work between the hours of 7:00 AM and 8:00 PM to which Cherrie Marti stated that they would be willing to work with construction to meet adjustments.

Commissioner Brush appreciated the willingness of the applicant to address the issues, but asked if they could also address the smoking going on across the street from homes instead of a designated smoking area.

Mayor Wiza stressed that the issue was not up for consideration with the decision, but would permit the applicant to answer as it had been an ongoing issue.

Cherrie Marti (St. Michael's Hospital) explained that it was a challenging issue as they were a smoke free campus, but would take steps to address the issue again with their employees and construction crew.

Mayor Wiza explained that the issue pertaining to ambient noise could be addressed by Cherrie Marti outside of the meeting.

Commissioner Brush asked if construction employees could park where employees park instead of on city streets to which Cherri Marti responded that the city had allowed them to use the old Midstate parking lot. She also noted parking stickers had been issued and were required to use the parking lot.

Mayor Wiza suggested that construction vehicles be prohibited from parking on Prais Street, Illinois Avenue, and Jersey Street, as well as a work start time of 7:00 AM and stop time of 8:00 PM as additional conditions.

Director Ostrowski asked to allow staff to make minor changes as an additional condition.

Motion by Commissioner Curless to approve the request from Ministry Saint Michael's Hospital for a conditional use permit amendment for the purpose of expanding the hospital at 900 Illinois Avenue (Parcel ID 2408-33-2003-16 & 2408-28-3010-26) with the following conditions:

- 1. All applicable building permits shall be obtained.**
- 2. Properties shall be combined via a certified survey map or other appropriate means before a building permit can be issued.**
- 3. All mechanical equipment shall be screened with materials complementing the main materials on the principal building.**
- 4. Signage shall be installed as proposed.**
- 5. Landscaping plant species and details shall be provided to be reviewed and approved by the Community Development Department.**
- 6. Construction hours for the hospital expansion shall be between 7:00 AM – 8:00 PM, construction shall not occur outside of these hours.**
- 7. Construction vehicles, including construction worker vehicles, shall be prohibited from parking on Prais Street, Illinois Avenue, and Jersey Street.**
- 8. Staff shall have the authority to approve minor amendments to the project and plans.**

seconded by Commissioner Brush.

Motion carried 5-0

- 7. Public Hearing** – Request from Sheldon Ferkey for a conditional use permit amendment for the purposes of expanding a car wash at 3324 Church Street and 3340 Church Street (Parcel ID's 2308-04-3012-03 & 2308-04-3012-04).

Director Ostrowski summarized the previous approved request from Sheldon Ferkey where he had added vacuum areas to the north side of the site. At the time of the request, a potential addition of an automatic carwash bay to the north side of the building had been mentioned. He continued that all carwashes were conditional use within the district before showing existing site photos.

Director Ostrowski stated that the new expansion request would not have any impact on traffic flow. Having conferred with Mr. Ferkey, he confirmed that the carwash would be self-contained and that he would be using similar construction materials to mimic the existing building. He had asked to have a pedestrian striped area added and to have the hours of operation changed where the carwash doors to be closed at all times, but saw no other issues with recommending approval of the carwash.

Commissioner Hoppe asked if the drying process would be contained.

Director Ostrowski and Mayor Wiza confirmed that the drying would also be contained.

Aldersperson Kneebone (Seventh District) asked if water would end up on the walkway into the building on the entrance side of the carwash or the exit of the carwash, thus creating a hazard for the pedestrian striping.

Director Ostrowski and Mayor Wiza confirmed that there should be no issues with water coming out of the carwash and creating a hazard for the pedestrian striping.

Commissioner Curless asked if cars would be driving out onto Church Street and if water would end up on the Church Street.

Mayor Wiza confirmed drivers would come out onto Church Street, but there would be no water issues, citing a previous carwash at the same location.

Commissioner Brush asked if there would be any additional curb costs.

Director Ostrowski and Mayor Wiza answered no.

Sheldon Ferkey (2975 Swiggum Ln, Wisconsin Rapids) expressed his appreciation regarding the consideration for his request. He noted the proposed carwash would be similar to one that had been in place in Wisconsin Rapids for several years. He also confirmed that the carwash would be completely contained; the gated pay station would open the doors and direct the driver into the carwash only if it was vacant, doors would close behind the car and complete the wash, wax, and drying process without the car ever moving, and once complete, would open the door and allow the car to leave. He pointed out that the next car would not be allowed into the carwash bay until the last vehicle vacated. He also mentioned that the carwash could be a great asset to the community as it had the ability to wash cars with emergency lights or fixtures without harming the vehicle. Lastly, he stated that there would be no water issues since the floors were sloped inward, directing water into a center pit.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

8. Action on the above.

Motion by Commissioner Brush to approve the request from Sheldon Ferkey for a conditional use permit amendment for the purposes of expanding a car wash at 3324 Church Street and 3340 Church Street (Parcel ID's 2308-04-3012-03 & 2308-04-3012-04) with the following conditions:

1. A pedestrian walkway shall be striped on site leading to the facilities main entrance, as well as appropriate signage installed identifying the pedestrian crossing.
2. Appropriate signage shall be installed indicating on-site traffic exiting the touch-free car wash to yield or utilize the northern exits.
3. Applicable building codes shall be met.
4. A building permit shall be obtained.
5. Southwest driveway shall be "exit only" and be signed and marked appropriately with the installation of curb or raised median.
6. If storage of refuse is proposed outside, all pertinent requirements including screening shall be met. Screening shall be of comparable materials of the primary building. The applicant shall submit an updated site plan and rendering identifying the refuse storage location and screening requirements to be reviewed and approved by Community Development Department staff.
7. Landscape areas further than 100 feet away from a water source will be required to be sprinklered.
8. If the existing building is removed on the site to the north, perimeter landscape screening, meeting ordinance requirements, shall be installed within one year.
9. The carwash shall not be operational during the hours of 9:00PM and 6:00AM, unless the doors remain closed throughout the entire carwash and drying process.

seconded by Alderperson Kneebone.

Motion carried 5-0

9. **Public Hearing** – Request from Jeffrey Meyers for a conditional use permit to construct an apartment complex at an unaddressed property east of Frederick Street between John's Drive and North Point Drive (Parcel ID 2408-29-2200-61).

Director Ostrowski summarized the request from Jeffrey Meyers for a conditional use permit to construct a 10 unit, 20 bedroom, two-story apartment complex with associated detached parking on site at an unaddressed property east of Frederick Street between John's Drive and North Point Drive. He reported that there would be 5 units per floor, and private entrances for each unit with patios and decks, totaling a little over 10,000 square feet, as well as having a variety of exterior finishing materials. He proceeded to show existing site photos, currently a wooded site. He explained that the surrounding area included a lot of other multiple family properties. He clarified that while the main façade typically faced the street, this particular structure would be built perpendicular to the street. He further clarified that as long as there were enough architectural elements on the side facing the street to make it appear like a main façade, it could be done. He went on to summarize proposed elevations and proposed building materials. Lastly, Director Ostrowski summarized proposed landscaping plans that had been submitted and additional

requirements that had been requested, and he recommend approval with conditions laid out in the staff report.

Commissioner Brush voiced concerns over the north façade of the garage that would face an existing residential complex and questioned the amount of land between the garage and property line.

Mayor Wiza stated that it would be facing the parking lot.

Director Ostrowski noted that it would be about 11 feet of land between the garage and property line, referencing page 73 in the agenda packet.

Commissioner Brush asked if residents would see it.

Mayor Wiza said that a couple residents may see it when referencing the property to the north, but also mentioning that they were already looking at a parking lot.

Director Ostrowski stated that the recommendation to preserve as many mature trees as possible would not only assist to shade that area, but also provide a screen.

Commissioner Brush recommended additional landscape on the north side of the parking garage where it might be seen by neighboring property's eastern end.

Commissioner Curless mentioned that the mechanical room may be better on the opposite side.

Commissioner Hoppe agreed with Commissioner Curless.

Associate Planner Kearns stated that they had originally proposed the mechanical room on the east side, but that they had a difficult time meeting both setback and other requirements so it was moved.

Mayor Wiza mentioned that fake windows might be a compromise.

Commissioner Hoppe asked if there were other architectural element for design options.

Director Ostrowski affirmed that windows would be best to break up the façade.

Commissioner Curless mentioned the possibility of building a full two stories of the mechanical room, tying the roof in and creating storage above that area, leaving room to have windows on the top and bottom.

Aldersperson Kneebone (Seventh District) asked if there were any accommodations for secure bike storage.

Associate Planner Kearns confirmed that there was bike rack to accommodate 6 bikes by the western most handicapped stall.

Commissioner Hoppe asked whether each unit would be guaranteed a garage stall.

Mayor Wiza confirmed that each unit should have a garage stall.

Commissioner Curless asked for clarification on the amount of garage stalls.

Director Ostrowski confirmed there would be 10 single garage stalls and one double stall.

Commissioner Curless suggested having the applicant place an extra garage stall in order to store all tenant bikes.

Mayor Wiza voiced his concern about tenants all accessing the same stall for bicycles and felt they would not be secured.

Commissioner Curless stressed his opinion in having all bikes stored within a stall, stating it would look nicer.

Mayor Wiza reminded the commission that the applicant would be speaking soon.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

10. Action on the above.

Jeffrey Meyers (4784 Pierce Ave, Plover), assisting the current owner, Mr. Michael Mutz, had a couple items to address regarding recommendations laid out by Director Ostrowski. He stated that they set out to fit the architectural structure among the surrounding area while keeping in mind costs associated with building an apartment complex. This brought him to a variety of shakes, siding, and masonry components. When working with his builder, it was suggested that placing masonry over siding would add between \$20,000 – 30,000 of additional costs. He mentioned when initially working with the city on developments and design, they had set out to have a masonry component on roughly 25% of the building, but decided to leave it off the sides that were not visible to the general public, as well as leaving it off the garage. He hoped using cedar shakes to break up the garage façades would be sufficient, as well as proposing the masonry component as is, without additional masonry. Mr. Meyers understood the need for architectural interest and proposed a compromise of a 30% masonry component on the street facing façade instead of installing a fake window that may cause issues at a later date. He stated that he would prefer to use siding to add an architectural element instead of placing a window where he felt it would not be practical or appropriate, and reminded staff that they wanted to keep costs in mind. Furthermore, he questioned the need for curbing the entrance driveway as they had originally designed the property to not have curbs on the driveway coming in. He stated that they were not required to curb their 25 foot wide entrance since it was not over the 35 feet required by city ordinance. He requested that the driveway to be curbed condition be removed as it would add an additional cost of \$4,000-5,000, especially when they have adequate drainage. He also stressed that while they would try to keep as many trees on the lot as possible, they would have to also take appropriate provisions to have adequate drainage on the property. In addition to the curbed entrance, he asked that the sidewalk condition also be removed stating that there were no existing sidewalks on Frederick street, nor was it a high enough traffic area to warrant sidewalks. Mr. Meyers stated that if the city made provisions to require the whole neighborhood to have sidewalks, they would happily comply at that time. Lastly, he referenced the additional \$6,000-7,000 cost to add sidewalks. He also clarified that the current position of the mechanical room was the most cost effective and provided ease in servicing mechanical issues without disrupting tenants. He added that the mechanical room broke up the façade facing the street. He went on to confirm that there would be 11 garage stalls in total, 1 for each unit, and a double stall to act as inventory storage. He also stated that the garage was large enough for a standard sized car with additional space for storage, and that tenants would be able to

store bikes in the garage if need be. Lastly, he explained that the bike racks were more to support temporary visitors or guests.

Commissioner Curless requested the size of the garage stalls.

Jeffrey Meyers (4784 Pierce Ave, Plover) wasn't able to give an exact size, but explained one would be able to fit a SUV within the stall.

Mayor Wiza confirmed that the size of a garage stall would approximately be 22 x 11 feet.

Aldersperson Kneebone (Seventh District) asked whether they would be willing to use bike hitches or speak with someone from the Bicycle and Pedestrian Advisory Committee to discuss a rack options would not damage bikes to which Jeffrey Meyers had no opposition.

Commissioner Hoppe asked for clarification on the material proposed for the mechanical room, as well asking if they would be open to adding additional landscape around the mechanical room.

Jeffrey Meyers (4784 Pierce Ave, Plover) expressed no issues with including additional landscape around the mechanical room.

Commissioner Hoppe said that the landscaping could be act as comprise to the windows, stating that it could assist in breaking up the façade.

Mayor Wiza suggested allowing staff to work directly with the applicant to reach an agreement.

Commissioner Curless felt the project would fit in well within the neighborhood.

Motion by Commissioner Curless to approve the request from Jeffrey Meyers for a conditional use permit to construct an apartment complex at an unaddressed property east of Frederick Street between John's Drive and North Point Drive (Parcel ID 2408-29-2200-61) with the following conditions:

- 1. Applicable building codes shall be met and applicable permits obtained.**
- 2. Finishing materials found on the main building shall be incorporated into the detached garages on all facades. A revised plan shall be submitted and approved by Community Development Department staff.**
- 3. Two additional windows shall be added to the western façade as indicated to the right.**
- 4. The east elevation of the main building shall mimic the western façade in terms of façade materials and windows.**
- 5. A minimum of 25% of the façade shall be covered with masonry or decorative brick. EIFS may be considered to satisfy this requirement.**
- 6. The eastern most parking stall shall be marked for "No Parking" and utilized as a turnaround stall in the event the open-air parking is full.**
- 7. The driveway entrance shall be curbed.**

8. Landscaping shall be added to fully screen the east side of the parking lot. The applicant shall submit an updated site plan identifying required landscaping, including adding some additional landscaping along the north, south and east side of the main building and to the north and east on the detached garage. If existing trees can be maintained on the north and east side of the garage, the requirement for additional landscaping can be removed. The plans shall be reviewed and approved by Community Development Department staff.
9. Sidewalks shall be installed on the entirety of the property abutting the street, meeting all applicable design requirements to be reviewed and approved by the director of public works. The sidewalks shall connect to the internal sidewalks.
10. The maximum number of units shall be 10, with a maximum number of 20 bedrooms.
11. Snow shall be removed from the site, or stored in a location that it will not negatively impact parking, vehicular circulation, or adjacent properties.
12. A lighting plan showing light intensity shall be submitted to be reviewed and approved by the Community Development Department.
13. The applicant shall pay the required park fee per unit to the City.
14. Minor modifications may be approved by staff.

seconded by Commissioner Brush; Nay by Commissioner Hoppe.

Motion carried 4-1

11. Request from the City of Stevens Point to vacate and discontinue a public street, a portion of Worth Court, specifically the western portion of cul-de-sac.

Director Ostrowski reminded staff that the public street had been in front of them as an extension during the Skyward project. The street had assisted individuals working at Skyward or those going through the business park to get to a lighted intersection at Clem's Way. He explained the need to vacate that portion of the cul-de-sac as it was no longer needed and stated that they had already adopted the preliminary resolution that was put forth in front of council. He mentioned that there would be a public hearing at council. He recommended approval to vacate a portion of the public street.

Motion by Mayor Wiza to approve the request from the City of Stevens Point to vacate and discontinue a public street, a portion of Worth Court, specifically the western portion of cul-de-sac; seconded by Commissioner Brush.

Motion carried 5-0

12. Request from Frank Minervini to vacate and discontinue a 20-foot alley south of Miller Court and north of Center Street between and parallel with Michigan Avenue and Welsby Avenue.

Director Ostrowski summarized the request from Frank Minervini to vacate and discontinue a 20-foot alley south of Miller Court and north of Center Street between the parallel with Michigan Avenue and Welsby Avenue. Due to it being an unimproved alley, the vacation process was a bit

easier in that the request could have been initiated by the city where there public interest to do so, or initiated by the applicant or abutting property owners of the right-of-way area. He explained that in this instance, they had already petitioned the city and received greater than 50% of the land owners abutting the unimproved alley. Director Ostrowski did not see any issues with Miller Court ever expanding and lastly recommend approval to vacate the alley which would be split among the abutting property owners.

Commissioner Curless asked whether all property owners would receive part of the land and if there would be costs associated with the transfer.

Director Ostrowski confirmed that once the street was vacated the city would lose all interest in the property and explained.

Mayor Wiza reminded the commission that while the alley was being turned over at no consideration, there would be future consideration when property taxes were paid.

Commissioner Curless asked who would be performing the survey and if the area would be split into 4 parcels.

Director Ostrowski confirmed that the property would be split down the middle.

Commissioner Curless asked who would pay for the survey.

Director Ostrowski explained that they would provide the petition for vacating the alley, but the owners would then have to do their own survey.

Motion by Alderperson Kneebone to approve the request from Frank Minervini to vacate and discontinue a 20-foot alley south of Miller Court and north of Center Street between and parallel with Michigan Avenue and Welsby Avenue; seconded by Commissioner Curless.

Motion carried 5-0

13. Proposed survey for settlement of property line dispute for the property located at 100 Bukolt Park Street (Parcel ID 2408-30-4008-06).

City Attorney Beveridge explained that the dispute had gone back to last summer and it related to the property of the house that is located at 100 Bukolt Park. He reported that the owner had a survey performed after purchasing the property and subsequently discovered that the boat house was partially on city property, and that the property line was so close to the structure that it made it a non-confirming structure. The owner had approached the city for proposed arrangements and ultimately hired his own attorneys. He stated that the owner had communicated with the city regarding an adverse possession claim. After reviewing it, City Attorney Beveridge determined that it had merit. He explained that they had come to an arrangement whereby they would settle the dispute in exchange for \$20,000 from the property owner to the city, as well as coming to an agreement upon the property line according to the documents received.

Mayor Wiza summarized the settlement and recommended approval.

Director Ostrowski briefly stated that this dispute was in front of the commission due to the exchange of property ownership, and change of parcel and park boundaries.

Commissioner Curless asked for clarification on the amount of land being settled upon.

Mayor Wiza and Director Ostrowski confirmed that the land settled upon would be roughly 4,660 square feet.

Motion by Mayor Wiza to approve the settlement for the property line dispute for the property located at 100 Bukolt Park Street (Parcel ID 2408-30-4008-06); seconded by Commissioner Brush.

Motion carried 5-0

14. Request from the City of Stevens Point to apply for Wisconsin State Historical Society Certified Local Government Subgrant Funds to nominate historic districts to the National Register of Historic Places.

Director Ostrowski explained that an intensive historical survey had been done in 2011 to determine which properties were eligible, or potentially eligible, for listing in the state or national register. He noted that there were currently two historic districts in the city, Clark Historic District and Mathias Mitchell, as well as the Design Review District that encompassed the downtown area. He explained that the intention of placing the properties on the state and national register would allow the owners to apply for tax credits. He went on to summarize the five areas identified for the additional districts that would encompass 190 different properties. He also noted that getting listed on the national register would take time and research, in addition to cost. Director Ostrowski mentioned that the State's Historical Society provided grants to help offset costs, with a maximum award of \$25,000. He said that in working with one of the contractors from the historical survey, he had indicated that in order to follow through with the appropriate paperwork and submittals for listing on the state and national register, it would cost approximately \$28,000. While the official quote may change, currently the city would have to front \$3,000. Lastly, he stated that it was well worth the process to allow property owners to be listed on the state and national registry to give them the ability to apply for tax credits. He recommended approval of the request.

Motion by Commissioner Hoppe to approve the request from the City of Stevens Point to apply for Wisconsin State Historical Society Certified Local Government Subgrant Funds to nominate historic districts to the National Register of Historic Places; seconded by Commissioner Brush.

Motion carried 5-0

15. Community Development Department Monthly Report for July 2016. *Report will be provided after July 31, 2016.*

Director Ostrowski commented positively on the Monthly Report for July 2016, stating that it continued to be a strong year for commercial construction. He also reported that by the end of July, the city had already eclipsed the entire 2015 values, going over 30 million as opposed to 29 million for all of 2015.

Mayor Wiza summarized year-to-date values for the past three years.

Commissioner Curless asked whether the 30 million included properties that were nontaxable.

Director Ostrowski confirmed that the amount included all construction value within the city.

Commissioner Curless questioned whether they would collect taxes on the UWSP science building.

Director Ostrowski clarified that the city had no involvement with state buildings on the permitting side. He also explained that clinics were typically taxable, whereas hospitals were not.

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

Motion carried 5-0

16. Director's Update

Director Ostrowski mentioned that he had met with the SEH, who was the contractor /consultant being worked with for the comprehensive plan. He had a brief introductory meeting and will most likely be scheduling a comp plan meeting towards the end of August or beginning of September to kick off the next phase in the process of comp plan updates.

17. Adjourn.

Meeting adjourned at 7:55 PM.