

REPORT OF CITY PLAN COMMISSION

November 7, 2016 – 6:00 PM

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

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

ALSO PRESENT: Director Ostrowski , Associate Planner Kearns, City Attorney Beveridge, Police Chief Skibba, Alderperson Doxtator, Alderperson Shorr, Alderperson Ryan, Alderperson Oberstadt, Alderperson Johnson, Alderperson Dugan, Alderperson McComb, Alderperson Phillips, Alderperson Morrow, Nate Enwald, Brandi Makuski, Kurt Orlikowski, Les Dobbe, Hannah Povicki, Kathy Kaniecki, Vern Gagas, Tracy McCall, Jim Larbie, John Stalker, Greg Ignatowski, Debra Oksiuta, Terrence Martin, Sarah Brish, and Bill Schierl.

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1. Roll call.

Discussion and possible action on the following:

2. Report of the October 3, 2016 Plan Commission meeting.
3. Public Hearing – Request from TOTC LLC for a conditional use permit to increase residential occupancy at 1700 Monroe Street (Parcel ID 2408-32-4035-10).
4. Action on the above.
5. Public Hearing – Request from Igna Real Estate & Investments LLC for a conditional use permit to construct an apartment building at 3600 Doolittle Drive (Parcel ID 2408-27-2300-32).
6. Action on the above.
7. Public Hearing – Request from Portage County for a conditional use permit and site plan review to install exterior mechanical equipment at the Aging and Disability Resource Center (Lincoln Center), 1519 Water Street (Parcel ID 2408-32-2021-15), which is a City owned property.
8. Action on the above.
9. Request from Service Cold Storage, LLC for a site plan review of an expansion to the existing cold storage warehouse facility located within the Planned Industrial Development Zoning District at 5700 E.M. Copps Drive (Parcel IDs 2308-01-2100-03 and 2308-01-2100-05).
10. Request from the City of Stevens Point to Amend Chapter 23: Zoning Ordinance of the City of Stevens Point Revised Municipal Code to define and permit short term rentals. *This item is for discussion purposes only; no formal action will be taken.*
11. Community Development Department Monthly Report for October 2016.
12. Adjourn.

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1. Roll call.

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

Excused: Hoppe

Discussion and possible action on the following:

2. Report of the October 3, 2016 Plan Commission meeting.

Motion by Commissioner Cooper to approve the report of the October 3, 2016 Plan Commission meeting; seconded by Alderperson Kneebone.

Motion carried 6-0

3. Public Hearing – Request from TOTC LLC for a conditional use permit to increase residential occupancy at 1700 Monroe Street (Parcel ID 2408-32-4035-10).

Mayor Wiza reported that there had been an addendum to the administrative staff report.

Director Ostrowski summarized the request from TOTC LLC for a conditional use permit to increase residential occupancy at 1700 Monroe Street by first highlighting the property details concerning its current dwelling license, zoning, and occupancy limits. He explained that the applicant was looking to increase occupancy from their existing 24 occupant maximum to 36 occupants, but given the lack of bathrooms within the facility, the maximum occupancy based on bathroom count would be 14 on the first floor and 8 on the second floor. Were additional bathrooms to be added, the first floor could occupy 18, and the second floor could occupy 25. However, with the conversion of one of the rooms into a bathroom and the addition of others, Turn of Century Studios would be able to increase their maximum occupancy to 38 based on the improvements proposed on room size and bathroom count. Director Ostrowski went on to note that one of the standards of review was to not to create an over concentration of multi-family living units, not only in the area, but within the facility itself. He explained that with the increased density within the small facility, there could be potential for additional noise, activity, and traffic. He went on to summarize police related calls to the facility and reviewed the number of calls from 2014 to year-to-date 2016. After meeting with staff and the police department regarding the request, he recommended to deny the increase in occupancy within the facility, but making sure to note the possibility of revisiting it in the future if changes were made to improve the operations of the facility and to come back into compliance with current occupancy requirements.

Commissioner Curless asked if parking was required with its current zoning.

Director Ostrowski stated that parking was not required other than the six initial spots, and explained that if they did increase occupancy or change their conditional use, then Plan Commission could require additional parking.

Commissioner Curless asked for clarification on parking spaces across the street, to which Director Ostrowski confirmed that some spaces were rented for use.

Mayor Wiza declared the public hearing open.

Kurt Orlikowski (1700 Monroe St), owner of Turn of Century Studios, stated that there were discrepancies in the report, one of which was over occupancy as he was currently now at the 24-occupant limit. He noted that the issue had been brought to his attention and that he had taken steps to have it corrected. He also explained that the increase in police reports was due to the fact that he took on active management of the property, noting that calling the police department was a way of getting something on record and a commonly used tactic among landlords. He also stated that calls to police were for noise and arguments, but if a decrease was wanted, he could stop calling unless there was a danger to life, limb, or property. Mr. Orlikowski testified for the character of his tenants, and stated places like TOCS weren't common even though there was a need for residences that were cheap, safe, clean, and quiet. In addition, he explained that there were situations in which he had taken people in when normal landlords may have not after going through a background check. He wanted to make it clear that there were rules within the facility that had to be followed such as no drinking in common areas, no partying or loud music, and no tolerance for violence. Mr. Orlikowski stated that he was willing to put an economic investment into the property and noted that as upgrades were made and the facility continued to improve, they got better people living there. Lastly, he stated that he had been working with the police and other departments closely in order to assure that repeat complaints or issues don't happen.

Jon Stalker (2171 Post Rd, Plover WI), a previous tenant of TOCS and current employee at Saint Vincent's, testified on the behalf of Mr. Orlikowski. He stressed the need for places like TOCS and people like Mr. Orlikowski as he had been given the opportunity to get back on his feet and prove himself to the community after several hardships.

Tracy McCall (1700 Monroe St), current resident and employee at TOCS, also testified on behalf of Mr. Orlikowski and TOCS. She cleans and takes care of the property when Mr. Orlikowski isn't present and assists in enforcement of the property. She explained that the residence has a bad reputation, but that there were people living there that work very hard to keep their life on track and to make things better for themselves, of which she considers them family. Ms. McCall praised the building and the Orlikowskis, as well as reiterated the need for places like TOCS within Stevens Point.

Jim Larbie (2709 Church St) explained his situation and experience as a previous tenant of TOCS, in particular how grateful he was for having been given the opportunity to get back on his feet after coming off a wayward path. Mr. Larbie also stated there was a need for residences such as TOCS and expressed his support for allowing further improvements to the facility and increasing occupancy. Lastly, he stated that the building was far from a detriment to the community.

Aldersperson McComb (Ninth District) expressed her appreciation for Mr. Orlikowski's efforts in providing housing for people who may otherwise have trouble finding decent housing, noting the larger need for affordable housing around town. She went on to report the stances and experiences of two surrounding business owners who were not in favor of the expansion due to concerns about the tenants and calls to service.

Aldersperson Morrow (Eleventh District) explained that since Mr. Orlikowski had taken on a more active part in running the facility, he had seen improvements. He also stated that his office had worked with TOCS in the past and confirmed that a lot of the residents were trying to get back on

their feet and a place like this was needed and expanding might be a good idea as there were no other places like it.

Mayor Wiza asked if Alderperson Morrow could elaborate on his profession to put his testimony into context.

Alderperson Morrow (Eleventh District) stated that he ran the state's probation parole office where they worked with individuals coming out of institutions, as well as assisting them in finding places to live. He further stated that they were able to swiftly correct any issues with tenants they were working with.

Debra Oksiuta (8005 County Rd CC, Rosholt), a realtor in Stevens Point, testified on behalf of Mr. Orlikowski's character and noted there was a real need for places like TOCS, in addition to voicing support for the expansion.

Mayor Wiza declared the public hearing closed.

4. Action on the above.

Mayor Wiza requested Police Chief Skibba provide additional information regarding the police reports.

Police Chief Skibba confirmed that many of the calls were from the manager or someone onsite. These included disturbances, medical, overdose, and mental health calls, adding that they were generally experienced at a higher frequency from people that were trying to get back on their feet. Police Chief Skibba also explained that at a certain point of congestion within a small structure, calls for service would increase and set a bad precedent to the surrounding businesses if the police were in the area more often, but showed concern over calls for service going down simply to reduce the call amount. If approved, he asked that the expansion be done in a tiered way, and additional steps be taken such as annual inspections and bringing the current over occupancy into compliance.

Commissioner Brush asked if any of the complaints were from outside the building or from the neighborhood.

Police Chief Skibba stated that the complaints he was referring to were attached solely to that address, as well as explaining that while they may get calls to the park or the multitude of bars in the area, it didn't point directly at TOCS.

Mayor Wiza clarified that Commissioner Brush asked how many calls for service originated from the address as opposed to outside the address.

Police Chief Skibba explained that calls were coded with the location of where call originated from, so the calls they were looking at originated from the premises.

Commissioner Curless asked for clarification on the 58 calls made. There was discussion to clear up misunderstood questions until Police Chief Skibba clarified that while there were 58 calls coded to 1700 Monroe Street, they may not have been related to the residence. For example, a car crash in front of the residence could have been coded 1700 Monroe Street, but not have been directly linked to the facility or its residents.

Commissioner Curless asked the applicant for more clarification on the four calls related to fire, to which Mr. Orlikowski couldn't recall any damage to the building, but summarized an instance where a tenant filled the second floor with smoke due to burning papers indoors.

Mayor Wiza asked if he was an onsite manager, to which Mr. Orlikowski confirmed that there was not, but that he and his wife stopped by on a daily basis for spot checks. In addition, residents and employees regularly kept him informed, and he was currently in the process of recruiting one. He hoped the remodeling would attract a better manager.

Mayor Wiza asked what the average costs of the units were, to which Mr. Orlikowski stated that the smaller units were \$245 whereas there were studios that were \$400 a month. Utilities were included, as well as furnishings.

Commissioner Curless asked how many bedrooms would be shared if he had 36 people.

Kurt Orlikowski (1700 Monroe St) stated that he didn't actively track people that were there, and that the issue had been brought up by the Inspection and Development Department. At this time, he began working with them to get occupancy down to the 24-occupancy limit, in addition to working with them on this proposed project.

Mayor Wiza asked if people living there weren't paying rent if they weren't being tracked, to which Mr. Orlikowski explained that he wasn't keeping a tally of people saying he was over the 24-occupancy limit, and wasn't aware that it was an important number until it was brought to his attention. He noted that once it was brought to his attention, he took actions to remedy the situation, of which one of them was the expansion proposal.

Commissioner Haines asked for clarification on room totals.

Associate Planner Kearns referenced page 17 of the staff report and noted that the rooms on the first floor were large enough to accommodate two occupants.

Commissioner Haines clarified her question and asked how many total rooms there were currently, to which 28 rooms were confirmed.

Kurt Orlikowski (1700 Monroe St) noted that one of them would be the manager's room, and if he got a couple to watch the building, he would like some leeway due to them adding to the occupancy total.

Commissioner Haines asked how often they received requests for two people in the same room, to which Mr. Orlikowski explained that he had turned down four different requests in the last three months, but that it was not a common occurrence. He also touched upon the concern that close quarters could lead to additional arguments, and reassured staff that any arguments that could lead to danger of life, limb, or property would be redirected to the proper authorities.

Commissioner Curless asked how many one bedroom units there would be after the remodeling.

Kurt Orlikowski (1700 Monroe St) clarified that room sizes would remain the same and no new bedrooms would be added, and that the bathroom additions would be done to increase occupancy and morning efficiency.

Commissioner Brush summarized an experience where he had a delivery for Operation Bootstrap at the facility and that it took a while to get into the building as it was very secure. He also added that there was a large common room just inside the front door area where people socialized.

Commissioner Curless asked if there was a kitchen, to which Mayor Wiza asked if it was a community kitchen.

Director Ostrowski confirmed there was one on the first floor, to which Mr. Orlikowski expanded on the community kitchen and its use by the tenants.

Commissioner Brush asked how much of a decrease would be a breakpoint for calls for service to the police department.

Mayor Wiza stated that it would be more of a matter of what the calls were related to. While he commended the efforts in being proactive and trying to keep peace and order within the facility, he expressed concern over the type of calls coming in, and suggested that perhaps the tenants were in need of additional services if they were dealing with overdoses and the like. He noted that with having that many people in close proximity, they were bound to have some issues.

Commissioner Curless noted that the disturbance complaints were problematic, not the overall number of calls.

Mayor Wiza stated that it was up to the commission to decide whether the calls for service were acceptable or not, noting that drug dealing, overdoses, and acts of violence would be concerning.

Commissioner Brush stated that he was more concerned with calls that affected other people's lives and property, but some seemed to be directed towards the individual and didn't affect other people.

Mayor Wiza reiterated that the commission could determine what warranted a denial.

Commissioner Cooper stated that instead of setting a number to complaints, they should instead watch for trending, and suggested that six months was not long enough. Lastly, he noted that the trend had gone up.

Commissioner Haines stated that there may be a reason why it had gone up, to which Commissioner Cooper added that it may not have been for good reasons.

Mayor Wiza stated that six months was a suggestion, but could be amended to a year, to which Commissioner Haines stated six months was fine as the type of housing was needed within the community. She encouraged the owner to not stop calling for service due to the decision being made at Plan Commission.

Aldersperson Kneebone expressed concern over the lack of change to existing room sizes, noting the potential for conflict and unwanted behavior when people were confined to close quarters.

Mayor Wiza asked Director Ostrowski if the rooms listed within the plan met the minimum size requirements to hold two people.

Director Ostrowski confirmed that the minimum requirements for two occupants was 120 square feet and one bathroom for eight occupants. He indicated that they were looking to increase the

number of bathrooms. Another thing to consider, he said, would be to take additional actions rather than just the decrease the calls for service, such as having an onsite manager or providing additional services for individuals within the facility. He stated that if the status quo was kept and the only thing changing was the addition of bathrooms and occupants, most likely calls to service wouldn't improve and additional steps would have needed to be taken prior to increase in occupancy. He agreed with Police Chief Skibba's suggestion for a stepped approach to the expansion and perhaps setting a timeline for review for each step in increased occupancy.

Police Chief Skibba explained that they had a required abatement plan when dealing with a chronic nuisance ordinance. He proposed that within the next couple weeks, police staff could meet with Mr. Orlikowski and talk about his plans in more detail and discuss potential resources that they may be able to offer or point him towards. He said that it was clear there was a need for the establishment, and their goal was to make sure it was safe for current and future tenants. Lastly, he stated that they would take a proactive approach in helping to address concerns that staff may have from a law enforcement perspective

Motion by Commissioner Brush to deny the request from TOTC LLC for a conditional use permit to increase residential occupancy at 1700 Monroe Street (Parcel ID 2408-32-4035-10) with the conditions that proactive steps are made to decrease the number of disturbances at the property as well as coming into compliance with current city ordinances, and with staff allowing the applicant to reapply in six months if improvements are made; seconded by Commissioner Haines.

Motion carried 5-1, with Commissioner Cooper voting in the negative.

5. Public Hearing – Request from Igna Real Estate & Investments LLC for a conditional use permit to construct an apartment building at 3600 Doolittle Drive (Parcel ID 2408-27-2300-32).

Director Ostrowski summarized the request from Igna Real Estate & Investments LLC for a conditional use permit to construct an apartment building at 3600 Doolittle Drive, noting it was next to a number of apartment complexes on the east side of the city. The proposed construction would be a 2-story, 12-unit facility with 36 bedrooms. Due to it being zoned R4 multi-family, the request required a conditional use, and he mentioned that the current owner also owned the property to the east. He reviewed the building footprint, site plan, internal floorplan layouts, elevations, landscaping plan, and architectural details. He noted some concerns when dealing with the landscaping plan, stating it was not specific enough to know what trees were currently on the property and which would be removed or preserved and that this information was important in order to meet current ordinance requirements. Lastly, he stated that the lot size requirements and building setbacks had been met, it was in a proper zoning district, and met the City of Stevens Point Comprehensive Plan. He recommended approval with the conditions outlined in the staff report.

Commissioner Haines asked if there would be one person per bedroom, to which Director Ostrowski confirmed.

Mayor Wiza declared the public hearing open.

Debra Oksiuta (8005 County Rd CC, Rosholt), owner of 3609 Stanley Street and northeast of the proposed site, expressed her opposition to the new construction. She stated that she had initially opposed the construction of the complex east of the proposed development, at which time they were told there would be some sort of fencing or barrier between the properties which was never built. She also recounted an incident with a previous tenant where their family dog had been shot,

as well as a time where trees from the south lot had fallen into her property and caused damage. Due to these experiences, she felt it was very unlikely that the trees on the proposed property could be maintained around such a large building.

Greg Ignatowski (Vesper, WI), father of Tyler Ignatowski, stated that his son had purchased the properties two years ago. At the time, they were under the impression that the city had approved the development of two buildings. He expressed concern over the park and ride area on Wilshire Boulevard, noting the requirement to build a sidewalk and the issue that it didn't lead anywhere. He also noted that Kwik Trip plowed the roads, often plowing the snow onto his son's property. Lastly, he stated that there were inconsistencies with tree maintenance requirements, noting an occurrence where a dead tree had fallen on a property of theirs on Fifth Avenue, and the city had given them 10 days to remove it, whereas there were dead trees all over the proposed lot and he had not received any notices or complaints.

Terrence Martin (Appleton, WI) architect for the project, said that they would confirm to the required items listed by staff and that they would be addressed and followed up on the final plans. If they were to receive approval, plans would then be submitted for state approval, at which time they would then resubmit to the city.

Aldersperson Dugan (Eighth District) expressed concern about adding to the impacts of the high density living facilities in the area coupled with high intensity commercial use and heavily traveled arterial and collector street, referencing to conditional use standards of review one and nine. She stated that she had personally visited the site and observed the traffic and parking in the area, as well noting the amount of litter in the wooden area of the proposed development. She also testified on the behalf of two neighbors who were opposed to the construction.

Kathy Kaniecki (145 Wilshire Blvd) expressed strong opposition to the development noting privacy, safety, traffic, and litter concerns. She explained that as someone who worked a swing shift, it was hard enough as is to sleep in her home when there was noise during the day and partying at night, adding that she had purchased a security system due to theft and an incident where someone had physically been hiding on her roof. Ms. Kaniecki expressed that she felt like she was being pushed out of her own home.

Mayor Wiza asked Ms. Kaniecki to write down her thoughts and submit it them to him or staff in order to present it to council, and to distribute her concerns to the alderpersons.

Commissioner Brush and Aldersperson Kneebone inquired about the location of Ms. Kaniecki residence, to which it was clarified that her property was directly south of the potential development site.

Commissioner Curless asked how long she had lived at the residence and if the apartments were there prior to her moving in, to which Ms. Kaniecki stated 15 years and that the apartments had not been there.

Vern Gagag (8005 Hillcrest Rd, Custer), fiancé to Kathy Kaniecki, also expressed strong opposition to the development, noting potential safety concerns and nuisances to Ms. Kaniecki.

Mayor Wiza declared the public hearing closed.

6. Action on the above.

Mayor Wiza asked if there had been previous issues concerning the owner of the proposed development, to which Director Ostrowski confirmed that there had been other concerns with Mr. Ignatowski.

Commissioner Brush asked for clarification on the landscape recommendation, to which Director Ostrowski stated that the landscaping plan submitted was inadequate for the proposal, noting the lack of specific details, making it difficult to know if it met current ordinance requirements as outlined in the zoning code.

Commissioner Brush clarified his question by asking how the landscaping recommendation fit into the site plan.

Director Ostrowski referenced to page 43 of the administrative staff report, noting that additional items could be added, suggesting that there could be an internal connection between the new development and existing complex to the east so there would be only one access point off Doolittle Drive. He also briefly explained complications with the use of the property as R4, noting restrictions on uses while still trying to meet the comprehensive plan and in keeping with the surrounding area.

Commissioner Haines asked if lightning on the site could be steered away from other residences, and if the driveway for the development could be moved to Wilshire Boulevard. Lastly, she called for the enforcement of landscaping requirements as other properties didn't seem well screened or have much landscaping even if it had been made a requirement.

Mayor Wiza asked Director Ostrowski if he knew the landscaping requirements for the development at 3616 Doolittle Drive when it had been approved.

Director Ostrowski stated that he currently did not have that information, but that they could look back at the conditional use permit for that property. He explained that the project was originally constructed by someone else and not the current owner. He agreed that landscaping was very challenging, but also noted that there was time to pause and look at other options to first address concerns now that there was better representation of how the public felt.

Commissioner Brush expressed concern with the single-family home at 3609 Stanley Street, and asked whether they should require some sort of visibility fence where the trees and vegetation to be removed, to which Director Ostrowski stated that they could set that as a condition.

Aldersperson Kneebone agreed with the idea of moving the driveway to Wilshire Boulevard or going through the existing property, as well as adding screening on the south end of the proposed development site in order to protect the privacy of 145 Wilshire Boulevard.

Commissioner Cooper stated that while it is a good thought to require the access through the other property, it would be tying their hands in selling both properties together if there was no sort of easement.

Commissioner Curless asked if the driveway would fit on Wilshire and asked if the park and ride area had anything to do with the current project.

Mayor Wiza confirmed that the vehicles were in a public area. He stated that they could create an ordinance to prohibit parking there, but his expectation would be that it would continue to be public parking.

Terrence Martin (Appleton, WI) stated that the driveway had originally come off Wilshire Boulevard when originally submitted, and that it had worked better in terms of snow removal, access, and traffic flow.

Associate Planner Kearns explained that installing a sidewalk along Wilshire Boulevard would shrink the parking area. Given the width of the right-of-way, there may not be enough space when the sidewalk is installed to have street parking.

Commissioner Haines asked for clarification on park and ride, to which Mayor Wiza explained that people parked and carpooled from there.

Commissioner Curless asked if provisions could be made to handle park and ride, to which Mayor Wiza stated there were plans in the works to potentially put a park and ride location closer to the airport.

Motion by Commissioner Haines to postpone action on the request from Igna Real Estate & Investments LLC for a conditional use permit to construct an apartment building at 3600 Doolittle Drive (Parcel ID 2408-27-2300-32) and to direct staff to work with the applicant in addressing concerns with parking, driveway access, screening and additional concerns brought up during testimony.

seconded by Commissioner Brush.

Motion carried 6-0

7. Public Hearing – Request from Portage County for a conditional use permit and site plan review to install exterior mechanical equipment at the Aging and Disability Resource Center (Lincoln Center), 1519 Water Street (Parcel ID 2408-32-2021-15), which is a City owned property.

Director Ostrowski summarized the request from Portage County for a conditional use permit and site plan review to install an emergency generator along the side of the Aging and Disability Resource Center. He explained that it would be set on an existing concrete pad behind existing screening. He stated that the ADRC was a conditional use within the R4 district and owned by the city. He also noted that any changes to the exterior had to go through Plan Commission and Common Council for approval. He explained that staff did not see any concerns with it and recommend approval with the conditions outlined in the staff report. Lastly, he noted that the request had gone through and been approved by the Historic Preservation / Design Review Commission.

Commissioner Haines asked why a backup generator was necessary, to which Mayor Wiza explained that in an event of a power failure, there are some critical systems that could be kept running. He stated that the Facilities Director would be able to address any additional questions.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Todd Neuenfeldt (1462 Strongs Ave), Facilities Director for Portage County, explained that in an event of an extended power outage, the generator would provide power to necessarily systems such as the access system to the building, as well as to communications in the building. In the past they found it difficult to maintain services and keep computers running. Lastly, he noted that the

generator was being installed at the cost of the county, and there were no incurred costs for the generator for the city.

Commissioner Haines expressed concerns about the level of noise the generator would produce.

Todd Neuenfeldt (1462 Strongs Ave) compared the noise level to a diesel engine running. He mentioned that they would have to be run once a week for testing and insurance purposes.

Mayor Wiza added that it would be very clear when it happened, but wouldn't say it would create a disturbance.

8. Action on the above.

Motion by Commissioner Cooper to approve the request from Portage County for a conditional use permit and site plan review to install exterior mechanical equipment at the Aging and Disability Resource Center (Lincoln Center), 1519 Water Street (Parcel ID 2408-32-2021-15), which is a City owned property, with the following conditions:

1. **Applicable building permits shall be obtained.**
2. **If the existing screening is ever removed or reduced, new screening in the form of landscaping or fencing shall be installed in its place to entirely screen the unit during all times of the year.**

seconded by Commissioner Curless.

Motion carried 6-0

9. Request from Service Cold Storage, LLC for a site plan review of an expansion to the existing cold storage warehouse facility located within the Planned Industrial Development Zoning District at 5700 E.M. Copps Drive (Parcel IDs 2308-01-2100-03 and 2308-01-2100-05).

Director Ostrowski summarized the request from Service Cold Storage, LLC for the third phase of an expansion to the existing cold storage warehouse facility located within the Planned Industrial Development Zoning District. He explained that phase two had recently been approved, and this new phase would add 30,000 square feet of dry-storage on the northwest side of the building. In addition, there would be loading docks on the north side of the facility for access into the dry-storage. The CN main rail line would be to the north. He recommended approval with staff recommendations as the expansion fit into the industrial park and comprehensive plan.

Les Dobbe (5700 E.M. Copps Dr), President and CEO of Service Cold Storage, asked a clarifying question regarding the screening and vegetation between the west side of the parameter, to which Director Ostrowski confirmed that additional screening was needed for the railroad right away on the west side, but an area had to be left for snow plowing.

Motion by Commissioner Curless to approve the request from Service Cold Storage, LLC for a site plan review of an expansion to the existing cold storage warehouse facility located within the Planned Industrial Development Zoning District at 5700 E.M. Copps Drive (Parcel IDs 2308-01-2100-03 and 2308-01-2100-05) with the following conditions:

1. **The driveway leading to the new loading docks, along with the loading parking zones and any other staging areas to the north shall be hard surfaced with concrete or asphalt.**
2. **The applicant shall submit an updated site plan showing the hard surfaced area to be reviewed and approved by the Community Development Department.**
3. **The parking and loading area shall be screened from the west which should be identified on the site plan/landscape plan.**
4. **A landscaping plan shall be submitted to be reviewed and approved by the community development department.**

seconded by Alderperson Kneebone.

Motion carried 6-0

10. Request from the City of Stevens Point to Amend Chapter 23: Zoning Ordinance of the City of Stevens Point Revised Municipal Code to define and permit short term rentals. *This item is for discussion purposes only; no formal action will be taken.*

Director Ostrowski explained that there had been a request for a potential use for a property being rehabbed, noting that the closest type of use was for short term rentals. He explained that the current zoning code didn't define them, but that they were becoming increasingly popular all across the country and they were starting to see it locally. He noted the importance of determining how they would be handled and regulated, and stated that the current definition of a family within the zoning code was problematic with moving forward with them in certain zoning districts. He stated that the agenda item was for discussion for plan commission and the public to help in moving it forward.

Mayor Wiza reiterated the importance of figuring out how to handle them for the safety of the community and renters.

Commissioner Curless asked if there was a special tax for those properties, to which Director Ostrowski stated there was nothing currently, but some communities required room tax, and briefly explained that there could be unfair competition if people were able to lease out a facility or room and not have to pay that tax when other hotels or bed and breakfasts were paying it.

Sarah Brish (340 Division St N), Executive Director of the Stevens Point Area Convention & Visitors Bureau, gave a brief summary on the trends of short term rentals within central Wisconsin and across the globe, noting in particular that people who stayed at short term rentals tended to stay longer and spend more within a community. She expressed the importance of the city to consider support of an ordinance that would create the framework for the trending lodging option, as well as keeping them on a level playing field as other lodging establishments by requiring licensing, inspections, and room tax. Lastly, she stated that it was in the best interest of the Stevens Point Area Convention & Visitors Bureau to make sure that the safety, security, and health of visitors was never compromised.

Commissioner Brush asked for clarification on the existing listings within Stevens Point, to which it was clarified that there were currently 18 active listings with no licensing due to lack of requirements and regulations.

Mayor Wiza explained that someone could rent a room or rent a whole house, noting potential risks that came with inviting strangers into homes. Even so, he noted the need to be proactive and place regulations so people would have confidence in knowing the rentals were safe. He explained that Director Ostrowski had provided several examples of ordinances and that they were looking for feedback or concerns.

Commissioner Curless asked what they were considering for short term, to which Ms. Brish stated that the city could define it, but it was typically less than 30 days.

Aldersperson Morrow (Eleventh District) asked how rates and fees would be collected.

Mayor Wiza stated that the sites used were public, and that there could be periodic spot checks, to which Ms. Brish agreed and added that checking availability was fairly easy.

Aldersperson McComb (Ninth District), while familiar with them, expressed concern over how situations would be handled were there issues at the property.

Sarah Brish (340 Division St N) explained that would be handled similarly to owner occupied properties. In addition, she mentioned that Airbnb had very tight policies and guidelines for renters, and if not adhered to, would lead to being blacklisted and unable to rent from them in the future.

Mayor Wiza confirmed that from a city standpoint, they would be addressed like any other property, whether it meant needing enforcement or inspection. Ultimately, he added, the owner would be responsible for what happens on the property.

Commissioner Brush asked if they would require owners be residents of the community, or if they could live out of state.

Mayor Wiza stated that while some of the ordinances from other communities required the rentals be the owner's primary residence, he didn't know whether they should be that strict. Either way, it was something to think about.

Sarah Brish (340 Division St N) agreed that perhaps they didn't need to be that extreme, but having them nearby, easy to contact, or readily available should be important.

Mayor Wiza stated that a mileage restriction may be ok, but that he would refer to city Attorney for wording.

Director Ostrowski noted that for multi-family license rentals, the owner could live anywhere they wanted so long as a locally designated agent was available for contact.

Aldersperson Kneebone agreed with the need to act, and asked whether licensing would generate more people to come in to rent the facilities, to which Ms. Brish agreed that it would, adding that the majority of the listed properties online were rated four stars and up.

Aldersperson Kneebone stated that if we have ordinances in place, it would make it safe for people to come and visit, thus encouraging people to spend more.

Commissioner Curless expressed concern about allowing short term rentals in residential areas, noting there would not be much of a difference as people would then be living next to a rental property. He provided several examples.

Sarah Brish (340 Division St N) stated that the majority of online rentals were not occupied by the owner, and that it was a part of the global trend.

Aldersperson Dugan recounted an experience with short term rentals where family members had swapped homes with someone else and several complications had arisen due to lack of licensing, inspection, and owner vetting. She asked that regulations be put in place and owners be vetted, as well as agreeing with Commissioner Curless in restricting where they should allow these facilities.

Bill Schierl (109 County Road E S) and his wife are owners and developers of 1665 Main Street rehab project. They are turning it into an Airbnb type facility, and expressed their support for allowing these types of rentals within the city. Mr. Schierl explained that the home would be single family and the house rented as a whole. He understood Commissioner Curless' concerns in how they would be monitored, but hoped that people would see the benefits of them taking a blighted project or facility into a new direction and having it act as a gateway to the community. In addition, he hopes visitors would be able to live like a local and see what the Stevens Point community has to offer. Lastly, he explained that one of the biggest reasons people come to a community, is because people they know have visited and have had good experiences.

Aldersperson McComb (Ninth District) expressed support in permitting this type of lodging, noting her own positive experiences.

Mayor Wiza briefly explained that they should identify details for districts in which to allow them in, minimum and maximum stay periods, occupancy limits, inspection and licensing requirements, room tax and parking requirements. He did recommend staying away from requiring that rentals be the owner's primary residence.

Director Ostrowski stated that Madison allows unlimited number of stays in single and two-family districts if the owner stays on the premises. If they are not present, they limit stays to 30 days per calendar year. He said it was a way to allow them to occur in a residential area, but not potentially change the dynamics of the residential area.

Commissioner Brush expressed concern over the minimum amount of space allowed for a single person and felt rooms should be harmonious in size.

Director Ostrowski stated that the room size requirements would fall under the state building code, and that they were not allowed to be more restrictive as they had to follow minimum requirements.

Commissioner Curless asked if people could stay as long as they wanted, to which Director Ostrowski stated that stay limits could be set, and at some point they would become a tenant. He explained that in one of the ordinances, the community allowed for unlimited stays in a calendar year if the owner resided at the home. However, if they didn't reside there, stays per calendar year would be limited.

Commissioner Curless asked for further clarification of stay and occupancy limits based on single and two family residences.

Director Ostrowski stated that they were getting into definitions and language within the ordinances. He stated that one could not rent out 5 different bedrooms to 5 different people, but rather one group or family per night, and they would have to be further defined within the ordinance.

Mayor Wiza explained that they could be defined in different areas or zoning districts, and that he would only caution limiting the market to owner occupied only.

Commissioner Haines noted that the Village of Fontana talked a lot about what was discussed.

Mayor Wiza stated that if anyone had any ideas, concerns, or comments, to contact Director Ostrowski, their Alderpersons, or himself. He mentioned that a proposed draft ordinance would be prepped for consideration at the next meeting.

Alderperson Dugan expressed caution in moving forward as the community already had many rentals.

11. Community Development Department Monthly Report for October 2016.

Director Ostrowski reported that it had been another good month and summarized new construction, permits issued, and year to date valuation, noting that valuation was well above the norm.

Mayor Wiza commented on the year to date valuation of \$50 million, and noted the importance of raising the value of the city in order to be able to provide better and additional services.

Commissioner Curless requested to know what had been taxed and what had been exempt, to which Mayor Wiza stated that the information would be provided to him the following month.

12. Adjourn.

Meeting adjourned at 8:16 PM