

REPORT OF CITY PLAN COMMISSION

January 3, 2017 – 6:00 PM
Portage County Annex Building, Conference Rooms 1 and 2
1462 Strongs Avenue, Stevens Point, WI 54481

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

ALSO PRESENT: Director Ostrowski, Associate Planner Kearns, City Attorney Beveridge, Alderperson Shorr, Alderperson Ryan, Alderperson Dugan, Alderperson Phillips, Alderperson Morrow, Nate Enwald, Kathy Kaniecki, Vern Gagas, Tori Jennings, Debra Claeys, Jarod Richter, Greg Ignatowski, Troy Herman, Fred Pionek, Brian Higgins, Bill Fehrenbach, Jackson Case, Jim Laabs, Michael O Meara, Dale Sankey, Cindy Nebel, and Armin Nebel.

INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Report of the December 5, 2016 meeting.
3. 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). *A public hearing for this item occurred on November 7, 2016.*
4. Lease/license Redevelopment Authority of the City of Stevens Point property directly east of 1205-09 Second Street, to James E & Patricia A Laabs to be used to construct an exterior stairwell for second floor apartment uses at 1205-09 Second Street (Parcel ID's 2408-32-2015-06 & 2408-32-2015-07).
5. Request from Wisconsin Public Service for utility easements to service Cobblestone Hotel, which is located at 1117 Centerpoint Drive. Such easements are along Strongs Avenue and municipal parking lots #15 and #16, which is property owned by the City of Stevens Point and the Redevelopment Authority of the City of Stevens Point.
6. Review of a conditional use permit for the purposes of operating a car and truck wrecking facility at 801 Francis Street (Parcel ID 2308-05-1012-26). *A public hearing for this item occurred on December 5, 2016.*
7. Bicycle and Pedestrian Advisory Committee annual report.
8. Community Development Department Monthly Report for December 2016.
9. Director's Update
10. Adjourn.

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1. Roll call.

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

Excused: Brush

Discussion and possible action on the following:

2. Report of the December 5, 2016 meeting.

Motion by Commissioner Cooper to approve the report of the December 5, 2016 Plan Commission meeting; seconded by Commissioner Curless.

Motion carried 6-0

3. 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). *A public hearing for this item occurred on November 7, 2016.*

Mayor Wiza reported that the public hearing for the third agenda item had occurred on November 7, 2016.

Director Ostrowski reminded the commission that the agenda item had been before them on November 7, 2016, and that there had been several concerns regarding the site plan that needed to be addressed prior to moving forward. To provide some background, Director Ostrowski reviewed details of the development, briefly summarizing that the project would be a 12-unit, 36 bedroom, 2-story apartment complex located on the northeast corner of Doolittle Drive and Wilshire Boulevard with the property being zoned R-4 Multiple Family. He noted that the applicant also owned the adjacent property to the east before summarizing the five main concerns from the previous meeting: that access be taken from Wilshire Boulevard, that screening shall be installed both on the south and northeast sides of the property, a better landscaping plan, submittal of a lightning intensity plan, and lastly the specifics regarding the refuse enclosure. Seeing as a new site plan had been provided to address those concerns, it had been brought forward for review. Within the new site plan, the access from Doolittle Drive had been repositioned onto Wilshire Boulevard, the refuse enclosure would also have to be moved closer to the building to reduce its visibility from the street, the updated landscaping plan that was provided still needed more details in regards to species, and the recommended screening had been added. Director Ostrowski also stated that the exterior renderings had stayed very much the same and that the building had several architectural elements, making it a good fit for the area. He noted that the property was between a commercial and apartment use, and while limited, was more conducive to either a multiple family complex or office use, but was not zoned appropriately for office. Overall the building setbacks, minimum lot size, and all other zoning regulations had been met. He made sure to note that a neighboring property owner had expressed concern about potentially adding a fence on their property across from Doolittle Drive. Rather than adding a fence on the property of an individual, he recommended that it was best to have the screening around the proposed property in order to avoid future issues with new home owners were the south property to be sold. He recommend approval of the conditional use with the conditions laid out within the staff report.

Mayor Wiza opened the floor for questions or comments from the commissioners and audience.

Cindy Nebel (1100 Phillips St) President of the Old Main Neighborhood Association (OMNA), expressed concern over having another apartment building built after multiple negative testimonies from surrounding residents were heard at the last meeting.

Mayor Wiza asked for clarification if Ms. Nebel was speaking on the behalf of the Old Main Neighborhood Association.

Cindy Nebel (1100 Phillips St) confirmed that she was speaking on the behalf of the OMNA board members. She stated that there were several problems in her neighborhood in regards to the applicant's single family homes that had been purchased and turned into student rentals over the past five years, adding that two properties were under the chronic nuisance ordinance. A chronic problem, she stated, was over occupancy, noting that one of the single family homes had five bedrooms and five students. Even so, it was difficult to prove over occupancy. She also stated that there had been numerous calls to the property regarding maintenance, snow removal, garbage, and household items being left outside. Ms. Nebel stated that overall compliance and maintenance record were not good, and that the applicant's properties had had a detrimental impact on her neighborhood. She also stated that the properties should be checked periodically, and as a landlord, they should be well aware of the ordinances. Lastly, she noted that the properties were not licensed and thus did not have to pay a yearly licensing fee, as well as having lower taxes due to the properties not being considered rentals.

Aldersperson Ryan (Third District) reaffirmed Ms. Nebel's testimony, stating that a majority of the calls he had received as an alderperson were in regards to the applicant's properties, both within the third district and outside of it, and that they were mostly quality of life related. Overall, he expressed frustration that the applicant's development was being considered when there were properties with chronic nuisance violations, showing that the business did not have the best interest of the neighborhood in mind. He stated that while the development plan itself looked fine, the business clearly showed a lack of quality and respect. He also stated that the property owner seemed to be buying more property regardless of the amount of complaints and high costs of the rentals. Aldersperson Ryan also noted that the abatement plan for the chronic nuisance violations were not adopted due to a lack of neighborhood involvement and community outreach. He asked that the commission heavily consider the applicant's past and ask why it would change in the future, in addition to bringing down property value of the surrounding homes as a result of the long list of ordinance violations from a vast majority of his properties.

Aldersperson Dugan (Eighth District) explained that the property being considered was within District Eight, and that the previous discussions had been accurate in regards to the applicant's violation history. She stated that she had gone through a violation report from 2012 to 2016 for properties owned by Mr. Tyler Ignatowski and associated businesses which had been provided to her by the Community Development Director. The report had covered 120 violations at 22 different properties owned by the applicant and his business, with violations covering over occupancy, loud noise, snow and ice, household items outside, improper parking, grass and weeds, and overall deterioration of buildings. She hoped that if the Plan Commission could not address these issues, than perhaps the meeting could serve as a forum for the applicant in letting him know that perhaps they should get out of the single family rental business. She did note that the apartment complex at 3616 Doolittle, which is also owned by the applicant, seemed to be maintained. The problem, she stated, was how

they were to enforce occupancy violations if they were hard to prove, and she also hoped that the commission would consider these difficulties when moving forward.

Armin Nebel (1100 Phillips St) stated that the properties in his neighborhood were watched and that there were constant strange occurrences, adding that they had called the inspectors on multiple occasions. He also summarized a situation where the applicant had remodeled a property on College Avenue without the proper permits, noting that as an owner of multiple properties, they should have been well aware of the building requirements and ordinances. He also detailed two separate accounts where Craigslist ads had been posted for 1740 Briggs Street and 1748 Briggs Street which detailed occupancy for more than the allotted persons for the property. Mr. Nebel went on to describe additional properties that may be suspect to over occupancy, and asked whether anything had been done to check the creditability of the applicant in other states and businesses owned by him, noting potential issues with the Better Business Bureau. While he agreed that the property looked wonderful, he hoped the city would look at his business more closely prior to making any decisions.

Vern Gagas (8005 Hillcrest Rd, Custer), fiancé to Kathleen Kaniecki, owner of 145 Wilshire Boulevard, stated that they had had a single request to build a fence on Ms. Kaniecki's personal property in order to deter trespassers, garbage or debris, and noise coming from the apartments. While they were opposed to the whole development, they felt their only request to the applicant was beneficial to Ms. Kaniecki.

Greg Ignatowski (7027 Oak Road, Vesper, WI) felt that a lot of the concerns brought forward were not related to the proposed development, stating that a lot of the garbage in the area was a Kwik Trip problem as the other properties mentioned were closer to the campus. He stated that he was not aware of anything being over rented and that they followed whatever the code said.

Mayor Wiza asked whether Mr. Ignatowski wanted to clarify the Craigslist ads that were mentioned.

Greg Ignatowski (7027 Oak Road, Vesper, WI) stated that he was not aware of the Craigslist ads that were mentioned, and that he had no involvement in their postings.

Mayor Wiza asked if they typically posted ads on Craigslist for finding renters, to which Mr. Ignatowski stated that he was not aware of that process for finding renters.

Mayor Wiza asked what his affiliation with the properties were, to which Mr. Ignatowski stated that he helped his son with maintenance.

Commissioner Curless expressed concern with the amount of complaints.

Greg Ignatowski (7027 Oak Road, Vesper, WI) agreed that while it seemed to be a vast amount of complaints, he wasn't sure if there were really that many as they received a letter every time there was a violation.

Mayor Wiza asked whether the notification letters went to Mr. Ignatowski or his son, Tyler Ignatowski, to which Mr. Ignatowski confirmed that the notification letters were sent to his own residence.

Mayor Wiza asked if Director Ostrowski could expand on the 120 violations over the 22 properties.

Director Ostrowski stated that while he didn't have an exact count, there were several violations on the properties that were owned by the applicant or an organization that the applicant was affiliated with. Complaints received included snow not being shoveled, exterior violations, and over occupancy. Some complaints were valid, and others were more difficult to determine.

Commissioner Haines asked how they compared to other property management companies, to which Director Ostrowski explained that it varied based on the area of the city they were in. As an example, a lot of complaints were received for the college core area in which the owner happened to have several properties in.

Mayor Wiza requested that Alderperson Dugan come forward to further discuss the violations, where she got the information from, and the time period it covered.

Alderperson Dugan (Eighth District) stated the violations spanned over four years from 2012 through 2016. She explained that the Community Development Director had sent her the information at her request, and that there had been 120 violations over 22 different properties which spanned across several different areas within the city.

Commissioner Curless asked whether there were any complaints about tenants not paying, noting it had been a point of discussion with the Turn of the Century as they also had had many complaints.

Alderperson Dugan (Eighth District) clarified that there were not any violations about tenants not paying, but that the inspectors had dealt with the properties a lot.

Commissioner Hoppe inquired on the process for handling noise complaints.

Director Ostrowski stated that noise complaints were handled by the police department. If a complaint came in, the police department would be contacted, they would go to the property to see if there was a disturbance, and if one was present, a service fee would be charged and a letter issued to the property owner.

Commissioner Cooper asked what the area for review was for the project.

Director Ostrowski pointed to the fourteen standards of review for conditional use permits within the staff report and cited the first standard which stated that "the establishment, maintenance, or operation of the use will not be detrimental, to, or endanger the public health, safety, morals, comfort, or general welfare." This standard, he explained, may come into play regarding the applicant. Historically they had seen less issues with apartment complexes, and more so with single family rentals.

Commissioner Cooper asked whether the age of the property had to do with that issue because single family rentals tended to be older.

Director Ostrowski confirmed the statement and explained that because the homes were typically older, they often had degrading siding or shingles. Over occupancy was also more common with single family homes, but they had to have real evidence of more than two people living there, and multiple vehicles in the driveway itself wasn't a violation.

Commissioner Hoppe asked how the owner's adjacent property of similar size compared in terms of violations, to which Director Ostrowski explained that the complex on 3616 Doolittle Drive had a

noise complaint in February of 2013 and one in May 2013, both prior to Mr. Ignatowski's ownership of the property in 2014.

Greg Ignatowski (7027 Oak Road, Vesper, WI) stated that 122 complaints was a lot, and suggested that perhaps not all of them occurred under Tyler Ignatowski's ownership. He recounted a situation in which his son had purchased a property on Main Street that had three complaints in the first month because they had inherited the renters.

Mayor Wiza asked what specific property on Main Street.

Greg Ignatowski (7027 Oak Road, Vesper, WI) couldn't recall the exact address, but stated that they had purchased it from the owner of Check's Muffler Center. He reiterated that perhaps some of those complaints had occurred prior to the date of purchase.

Commissioner Hoppe asked how many properties Tyler Ignatowski had acquired from 2012 to 2016, to which Mr. Ignatowski stated 34 properties, noting that he perhaps owned one property on Strongs Avenue prior to those years where they had inherited tenants.

Mayor Wiza stated that there were more than the average issues with properties owned by applicant.

Commissioner Curless asked whether it was a problem with the owner or the zoning because it was zoned for multi-family use. He asked what else could be placed on the property.

Mayor Wiza stated that the concerns were more on the maintenance and operation of the facilities. While he met most of the standards of review, there may be concerns raised due to past practices, maintenance, and operational issues that could potentially endanger the community and that was up to the commission to decide.

Commissioner Curless asked if it was an issue with Director Ostrowski's department or a zoning issue.

Director Ostrowski stated that it was more of a complex issue. He explained that a lot of the homes that had been converted from typical single family home to rentals were large in nature, in which they had multiple bedrooms but only allowed two, leaving three additional bedrooms.

Commissioner Haines referenced student licensing.

Director Ostrowski confirmed that they could get a student license, but they would have to meet all other zoning regulations which a lot of them did not. For instance, most properties were not over the 15,000 square foot lot size that would allow them to obtain a license, thus limiting them to two unrelated. He also noted that there was a supply issue with student housing, and since the community did not build new housing for students, what they typically saw was the conversion of single family homes into rentals in the middle of single family neighborhood. He further explained that they have had a number of issues with the applicant in terms of violations, perhaps more so than average, but historically they had not seen issues with larger apartment complexes. A comparable property, he stated, was the 3616 Doolittle Drive complex that was adjacent to the proposed development which had not been under his ownership for very long. Director Ostrowski further explained that a problem with the property was that it was zoned R-4 multi-family, thus limiting the use that could go there. He also explained that the possibility of getting a single family or duplex developed there was unlikely given the surrounding uses, and that this property would

most likely develop as a multi-family. Since multi-family is a conditional use, it requires Plan Commission approval which is not common for a community. He explained that typically if there was a multiple family zoning district, they would be allowed to develop with the regulations placed upon them. That being the case, he did not see the property developing into anything other than multi-family. He stated that he could send the information sent to Alderperson Dugan for review if they wanted to postpone action, or provide that information to the Common Council meeting in January.

Commissioner Haines stated that the application and multi-family apartment building looked good, and while the property owner raised questions, she wasn't sure it where that fell with the development.

Director Ostrowski pointed out that a conditional use followed the property. That being the case, a new owner could build the development then sell it to an owner who has previous issues, and they would not have any review over that because the conditional use would have been granted to the prior owner and followed the property.

Commissioner Haines confirmed for clarity that the conditional use would transfer to the next owner.

Director Ostrowski confirmed the statement and added that it would transfer regardless of who it was. He also stated that it would be in their purview to place a timeline for when the conditional use permit would be up for review, such as two years.

Commissioner Haines asked how that would affect an apartment building and whether they could pull the conditional use permit and empty the building were they to continue to accrue multiple violations.

Mayor Wiza confirmed that could happen, but noted that perhaps the consequence could inspire the property owner to cooperate.

Commissioner Hoppe wanted to confirm that the recommendation to install screening on the proposed development was within the set conditions, to which Director Ostrowski confirmed that they had recommendation six feet tall, maintenance free fencing with landscaping along both the south and northeast side.

Director Ostrowski stated that while he understood the concerns the individual to the south had in regards to noise, garbage, and trespassing, he wasn't sure if legally they could require the applicant to install a fence on someone else's property. He reaffirmed the issues that could arise if the existing owner sold the home after having a fence installed on her property.

Commissioner Curless reconfirmed for clarity that the applicant could sell the property for nothing, have the apartment built, and then have it sold back the original owner.

Mayor Wiza stated that could happen if they had been granted a conditional use, in which case it would carry over with the property.

Commissioner Curless motioned to postpone action for six months while they waited to see how many violations the owner would receive.

Mayor Wiza asked if he would be including all properties owned by the applicant, to which Commissioner Curless confirmed that it would include his overall properties.

Commissioner Haines stated her preference of granting the conditional use and having it reviewed in two years.

Commissioner Curless abandoned his original motion, with Mayor Wiza clarifying that there were no motions on the floor.

Aldersperson Kneebone expressed concern with having the apartment built and then having their conditional use pulled due to violations which would then leave an empty building to deteriorate on the property, and potentially leading to homesteading or squatting issues. She stated her preference in monitoring violations short term prior to moving forward with the development. Lastly, she noted, it would burden any future property owner with having to comply every two years for an issue that they may not have created.

Mayor Wiza stated that the conditional use could be amended via petition, to which Commissioner Hoppe added that it would keep them honest and up to date.

Motion by Commissioner Cooper to approve 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) with following conditions, and being subject to review every two years:

1. Refuse storage shall be located nearer the building, and not visible from the street. The applicant shall submit an updated site plan with the new location, to be reviewed and approved by Community Development Department staff.
2. Refuse storage shall be constructed of masonry materials complementing the main building. A design shall be submitted by the applicant for review and approval by Community Development Department staff.
3. The driveway entrance and apron shall be curbed.
4. The fence along Doolittle drive be set back 10 feet from the property, conforming to Section 30.04(3).
5. Landscaping shall be installed adjacent to the proposed fences. Landscaping shall be installed on the east side of the property. Landscaping shall be extended into the full landscape areas to fully screen the parking lot on all sides.
6. All fences shall be constructed of maintenance free materials (e.g. vinyl).
7. The applicant shall submit an updated landscaping plan meeting the requirements above, and which shall meet screening requirements per Chapter 23, Zoning Ordinance.
8. Applicable building codes shall be met and applicable permits obtained.
9. The maximum number of units shall be 12 with a maximum number of 36 bedrooms.
10. A masonry or metal material shall be incorporated or wrapped around the pillars and railings of the overhangs/patios/porches. As an alternative, a

complete composite decking material can be used for the entire structure. Such materials shall be approved by the Community Development Department.

- 11. Sidewalks shall be installed on the entirety of the property abutting the streets, meeting all applicable design requirements to be reviewed and approved by the director of public works. The sidewalks shall connect to the internal sidewalks as shown on the proposed plan.**
- 12. A stormwater plan shall be submitted for review and approval by the Utility Department and/or the Public Works Department.**
- 13. The applicant shall pay the required park fee per unit to the City.**
- 14. Minor modifications may be approved by staff.**
- 15. The Conditional Use Permit shall expire within two years after final approval.**

seconded by Commissioner Hoppe.

Motion carried 5-1, with Alderperson Kneebone voting in the negative.

4. Lease/license Redevelopment Authority of the City of Stevens Point property directly east of 1205-09 Second Street, to James E & Patricia A Laabs to be used to construct an exterior stairwell for second floor apartment uses at 1205-09 Second Street (Parcel ID's 2408-32-2015-06 & 2408-32-2015-07).

Director Ostrowski reminded the commission that there was a conditional use on the property for the renovation of upper story apartments. He explained that there was an existing exterior stairwell that needed to be removed and reconstructed to meet current code requirements. However, due to the angle of the stairs, a landing would need to be constructed and then a switchback of the stairs would have to happen, resulting in the staircase coming out between the bollard and access point in the back with the switchback occurring on Redevelopment Authority property. That being the case, the applicant had requested a six foot easement onto Redevelopment Authority property. The one concern he had with the request was that the staircase would be abutting the parking stalls, leaving no space between them, encroaching on the parking stalls, and causing difficulty for people to go around or between them if need be. While going around the back of a car was an option, it could cause potential concern if there was a fire and people needed to cut through. As an alternative the applicant could come down with a staircase and wrap it around towards the alley area to keep it completely contained on their property. The concern with this alternative is that state code required a 10 foot separation between the staircase and the adjoining property owner which they would not have. Were the applicant to pursue this option, they would have to petition the state for a variance. Director Ostrowski stated that in terms of a fire, it would be best to have individuals empty into the back area rather than in between an alley. However, from a property and ownership perspective, it would be best to keep the staircase contained on the property of the applicant. He recommended that the applicant pursue a variance by the state and if denied, the Redevelopment Authority would consider the option of allowing the six foot easement on their property.

Alderperson Kneebone asked if it would be primarily an exit stairwell or fire exit, and if they could utilize a pull down ladder with a landing and drop down, adding that if the state did not allow the variance for the side, they could construct it without interfering with the parking.

Director Ostrowski stated that it was only a fire escape and the landing only may be an option, and noted that this was only a recommendation to the Redevelopment Authority.

Jackson Case (3525 Patch St), president and architect of Guzman Case Corporation, and speaking on Jim Laabs behalf, quickly noted that the state of Wisconsin did not allow drop down fire escapes, and as an egress stair, had to meet all applicable stair configuration codes down to the ground. While the alternative option of turning the stair west to go around the building was the simplest and least expensive option, it was not possible without the property owner to the south granting an easement due to the ten foot requirement in which case they had not been able to work anything out, and as such, making Plan Commission their last resort. He summarized the project briefly, stating that the historic building would have retail on the first floor and residential on the second floor. He made sure to note that part of what they were doing was not just installing apartments in the interior, but also doing a complete historic renovation on the exterior. It is within this process that the state had dictated that the stairwell must come down, and a code compliant one go up, leaving the switchback on Redevelopment Authority property as the only option. Mr. Case added that the property owner was trying to establish a way of investing heavily into the downtown area and any assistance through the Redevelopment Authority would be appreciated as they had exhausted all other possibilities.

Mayor Wiza asked for elaboration on the waiver, to which Director Ostrowski clarified that it was in regards to building in between the alley and getting the owner to the south to grant an easement.

Jackson Case (3525 Patch St) confirmed that if they could get the owners of the property to the south to grant them an easement of their property, then it would be possible to build into the alley, but reminded the commission that they had attempted that route with little success.

Mayor Wiza called for a pause as he explained that state law required them to start their special Common Council meeting at 7:00 PM, and that he would be recessing the Plan Commission meeting to call Common Council to order, at which time he would then recess Common Council and reconvene the Plan Commission Meeting.

Mayor Wiza recessed the Plan Commission meeting at 7:00 PM.

Mayor Wiza called the Common Council meeting to order at 7:00 PM.

Mayor Wiza recessed the Common Council meeting at 7:00 PM.

Mayor Wiza reconvened the Plan Commission meeting 7:00 PM.

Jackson Case (3525 Patch St) reiterated that the owner was trying to invest into the mixed-use property. He noted that they did not have permits to be doing work on the building as they were waiting on the stairwell decision to move forward with the permitting process, noting that they were not doing work, but that the owner had begun the process of historic renovation on the exterior. Lastly, he summarized the options left in moving forward.

Commissioner Hoppe asked whether it would be used for daily use, to which Mr. Case confirmed that it would only be used as a fire escape.

Jim Laabs (1026 Second St N) stated that he was the owner pursuing the project, and that the stairway would be used for fire escape purposes, not for the tenants to come and go. He expressed some frustration in the process as he had previously owned the Redevelopment Authority property prior to the mall being built. He went on to explain the lean-to for the basement and the multiple exits and entrances into the building, noting that it wouldn't be terribly inconvenient if the stairway wrapped around onto Redevelopment Authority property. He stated his appreciation for any consideration in moving forward.

Aldersperson Dugan (Eighth District) showed appreciation and excitement for this particular project, noting that the building had needed work done for quite some time, and that she expected wonderful things from the projects being worked on by the contractor and owner.

Aldersperson Phillips (Tenth District) asked why an interior fire protected stairwell couldn't be installed as it was a fairly large building.

Jackson Case (3525 Patch St) explained that the building had originally been built in such a way that it did not have the space for an internal stairwell. While not impossible, it would take up an awful lot of the square footage inside and eliminate at least two apartments and part of the retail area on the first floor.

Commissioner Haines asked Director Ostrowski what his recommendation was.

Director Ostrowski stated that the recommendation was to exhaust all opportunities, and if those options did not exist, the Redevelopment Authority would consider the option of putting it on their property. Overall, he felt it was a great project and wanted to see it move forward.

Mayor Wiza agreed that the options had been attempted and had not been met with success.

Motion by Mayor Wiza to recommend leasing/licensing Redevelopment Authority of the City of Stevens Point property directly east of 1205-09 Second Street, to James E & Patricia A Laabs to be used to construct an exterior stairwell for second floor apartment uses at 1205-09 Second Street (Parcel ID's 2408-32-2015-06 & 2408-32-2015-07); seconded by Commissioner Haines.

Motion carried 6-0

5. Request from Wisconsin Public Service for utility easements to service Cobblestone Hotel, which is located at 1117 Centerpoint Drive. Such easements are along Strongs Avenue and municipal parking lots #15 and #16, which is property owned by the City of Stevens Point and the Redevelopment Authority of the City of Stevens Point.

Director Ostrowski explained that Wisconsin Public Service needed to get both gas and electric to Cobblestone Hotel. The original plan was to come across Centerpoint Drive and make a quick connection, but there was an 84 inch storm sewer in the middle of Centerpoint Drive that prevented them moving forward, so they requested a 12 foot utility easement that would come up from the south sidewalk area near the dumpster corral outside of Shopko. Due to this being on city owned property where Strongs Avenue exists, and the rest being Redevelopment Authority property, it came before the commission for recommendations to both bodies. Staff recommended approval with conditions laid out within the staff report.

Motion by Commissioner Curless approve the request from Wisconsin Public Service for utility easements to service Cobblestone Hotel, which is located at 1117 Centerpoint Drive. Such

easements are along Strongs Avenue and municipal parking lots #15 and #16, which is property owned by the City of Stevens Point and the Redevelopment Authority of the City of Stevens Point; seconded by Commissioner Cooper.

1. The transformer/junction box shall be screened from view by the same landscaping used to screen the dumpster corral, *Thuja occidentalis*.
2. Staff shall be permitted to approve minor modifications to the plan and request.

Motion carried 6-0

6. Review of a conditional use permit for the purposes of operating a car and truck wrecking facility at 801 Francis Street (Parcel ID 2308-05-1012-26). *A public hearing for this item occurred on December 5, 2016.*

Mayor Wiza reported that the public hearing for the sixth agenda item had occurred on December 5, 2016, and that action had been postponed to get additional information. He also added that they needed a bit more time, and Director Ostrowski was asking for an additional postponement until the February meeting.

Director Ostrowski confirmed the statement and added that if salvage or wrecking was no longer occurring on the property, the commission would not need to act.

Mayor Wiza stated that there was a conditional use for a wrecking facility, but that there may no longer be vehicle salvage taking place, and they were waiting for additional information to confirm that.

Brian Higgins (606 Brilowski Rd, Town of Hull, WI), owner of Fred's Towing, asked that they be classified as a transportation company per the Department of Transportation. He also stated that they felt no need to initially submit paperwork for the conditional use permit as they were not a wrecking facility. He further explained that they had turned in the paperwork that had been requested of them, as well as invited and welcomed the inspectors to look over the property, noting that they had nothing to hide. He also expressed frustration with the length of the process and the additional postponement, reiterating that they had no wrecking occurring at the facility, and wished only to move forward as a towing and automotive shop so they could then begin working with the city to address additional zoning regulations for the property.

Mayor Wiza asked whether the requested information been received in regards to uses at the facility.

Director Ostrowski confirmed that they had received information from the applicant, but that there were still items that needed to be cleared up in regards to the construction and conversion to storage units as they had not been reviewed or had permits pulled. He reiterated that if they determined that no salvage or wrecking was occurring, the item would not come back before the commission, and they would then move forward with the automobile repair classification.

Mayor Wiza reaffirmed to the commission that if no conditional use was needed, the commission would not consider the item again, with Director Ostrowski recommending an extension of at least a month so they could operate under a valid conditional use.

Aldersperson Kneebone asked whether the applicant would have to wait a whole month if the uses were determined earlier, to which Director Ostrowski confirmed that they would not have to wait the whole month.

Motion by Mayor Wiza to postpone the review of a conditional use permit for the purposes of operating a car and truck wrecking facility at 801 Francis Street (Parcel ID 2308-05-1012-26); seconded by Commissioner Haines.

Motion carried 6-0

7. Bicycle and Pedestrian Advisory Committee annual report.

Associate Planner Kearns thanked the members of the Bicycle and Pedestrian Advisory Committee (BPAC) for all of their efforts. He reported that over the 15 months as a standing committee, BPAC already had several accomplishments. Notably, they had submitted and been rewarded the TAP grant, which had awarded the city with nearly half a million dollars to install approximately 13 miles of bike lane shoulders throughout the city, adding that the design for it would begin in 2017 and that an RFQ would go out in the spring for a selection of a project consultant. Another notable accomplishment, he reported, was the submittal of the League of American Bicyclists BFC application. He noted that while they had applied for a higher ranking within the Bicycle Friendly Community Program, the city had again ranked at bronze from 2016 through 2020, adding that a future goal and objective for the committee would be to find ways in obtaining a silver recognition with the program. Mr. Kearns further reported that the committee had met several of its outreach goals in regards to organizing a prioritization workshop in March 2016, having members of the Bike Federation of Wisconsin at the Farmer's Market, and recently completed bicycle counts for many locations throughout the city. He further explained that there were a lot of ongoing tasks such as reviewing residential and commercial developments, street projects, and other planning documents. He made sure to note that they had recently recommended moving their meetings from the second Tuesday at 9:00 AM to the second Wednesday at 9:00 AM, as well as recommending the additional issuance of bicycle licenses to create documentation of bikes within the community. Lastly, he stated that BPAC had also recommended to the Plan Commission to approve the Stanley Street infrastructure improvements that were identified in the adopted Portage County Bicycle and Pedestrian Plan.

Mayor Wiza expressed the importance of having citizen advisory committees, commending them on their efforts, achievements, and success of BPAC in such a short period of time, to which Commissioner Haines agreed that it was impressive.

Tori Jennings (1632 Ellis Street), PBAC member, stated that while PFS Bronze designation was good news, the city could do a lot more. Low cost items like installing more APBP approved bike parking facilities were not happening. She also reminded the commission that during discussions for the KASH Park parking lot, a condition to add bike parking had been added, but nothing had been done. Ms. Jennings also explained that the League of American Bicyclists created a clear path for better transportation, and that the city needed to follow through with those recommendations, noting that the Portage County Wide Bicycle and Pedestrian Plan had been thoroughly researched and vetted. She asked that the commission make a recommendation to the Common Council to complete the safety improvements for the Stanley Street corridor as the low cost change could have significant mobility benefits for the city. She also requested that the commission help in moving items forward as BPAC looked to them for assistance.

Michael O Meara (1809 Clark St) who had recently been appointed to BPAC, stated that he was impressed with the level of work, effort, and seriousness that the committee took on issues, and that the city should be proud of the work they have done.

8. Community Development Department monthly report for December 2016.

Director Ostrowski stated that while they were looking at the year-end, an annual report would follow within the next few months. He went on to report that they had ended the year with a little over 54 million which was comparable to 2014 when Skyward had been a project. The year to date permits were at 939, which was quite a few more than what they had seen in recent years. He also added that they had not been dependent on one large development, and that the year-end was composed of smaller to midscale developments that had occurred within the city. Overall it has been a very good year in terms of development. Lastly, he stated that they were in the process of reviewing applications for a new Neighborhood Improvement Coordinator position which they hoped to have on board sometime in February.

Commissioner Curless stated that it would be a tough act to follow, to which Mayor Wiza agreed that it had been an impressive year with the hope of it continuing.

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

Motion carried 6-0

9. Director's Update

Director Ostrowski updated the commission of the status of the Comprehensive Plan update, stating that there were additional chapters that had been provided in regards to Transportation, and Cultural and Natural Resources, noting that those chapters would be coming before them shortly.

He also explained that as new developments were on the horizon, it was extremely important to note that the current zoning code which had been adopted in 1979 was inconsistent, text-heavy, outdated, and difficult to work with as it provided little guidance. He did mention that they had been approved for hiring a consultant to do a complete rewrite of the zoning code, but wanted to reserve the timing to after the completion of the Comprehensive Plan. However, with recent and upcoming developments, they had come across issues with several things such as definitions and conditional uses. As an example, they required a lighting plan, but they did not have any specific lightning standards which made it difficult for staff to review and require them. An option, he explained, would be to adopt a template for the base code and then introduce a portion that would be unique to the community. An example of this would be the 21st Century Land Development Code which was a complete and detailed code which had been put together by the American Planning Association and two land use attorneys. That code could serve as a backbone for any zoning code they would have to write in-house. He further explained that any consultant coming in would most likely have a template that they themselves would use as a backbone prior to introducing a community specific portion. Over the next few months, he asked that the commission consider whether they should start the zoning code rewrite prior to the completion of the Comprehensive Plan, and whether they should use the 21st Century Land Development Code to get the framework in place and then add a unique portion for the community. He noted that they had originally been recommended to rewrite their zoning code back in the Compressive Plan of 2005/2006. Lastly, he

stated that a preview of the 21st Century Land Development code was available online and stated where to find it.

Mayor Wiza asked that the preview link be sent to all Commissioners and Alderpersons.

Commissioner Haines inquired on the timeline for the Comprehensive Plan, to which Director Ostrowski stated that it would be complete towards the end of 2017, so they were looking at 2018 for the zoning code option.

10. Adjourn.

Meeting adjourned at 7:31 PM