

REPORT OF CITY PLAN COMMISSION

May 1, 2017 – 6:00 PM

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

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

ALSO PRESENT: Director Ostrowski, Associate Planner Kearns, City Attorney Beveridge, Police Chief Skibba, Alderperson Jennings, Alderperson Shorr, Alderperson Oberstadt, Alderperson Johnson, Alderperson Dugan, Alderperson McComb, Alderperson Phillips, Alderperson Morrow, Nate Enwald, Pamela Gartmann, Chris Thompson, Bailey Voigt, John Pawlak, Annie Youngwood, Bob Isisch, Maryssa Fenuick, Marcus Stanley, Tracy McCall, Kurt Orlikowski, Eric Sonnleitner, and Mark Schuller.

INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Report of the April 3, 2017 meeting.
 3. Request from Bailey Voigt, representing the property owner, for a sign variance to install wall signs above the signable area and beyond the total allowable signage at 1265 Main Street (Parcel ID: 2408-32-2027-18).
 4. **Public Hearing** and action on a request from John M. Pawlak for a Conditional Use Permit to operate a bicycle themed entertainment venue & beer bar tavern at 1319 Strongs Avenue (Parcel ID: 2408-32-2027-06).
 5. **Public Hearing** and action on a request from TOTC LLC for a conditional use permit to increase residential occupancy at 1700 Monroe Street (Parcel ID 2408-32-4035-10).
 6. Transfer of approximately 0.22 acres of land from the City of Stevens Point to TS James LLC north of Clem's Way and west of Worth Court (Parcel ID: 2308-02-1000-25).
 7. Vacation of a portion of public right-of-way on Woodward Drive.
 8. 2016 Annual Report.
 9. Community Development Department Monthly Report for April, 2017 (*to be provided after the end of the month*)
 10. Director's Update
 11. Adjourn
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1. Roll call.

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

Excused: Hoppe.

Discussion and possible action on the following:

2. Report of the April 3, 2017 meeting.

Motion by Commissioner Cooper to approve the report of the April 3, 2017 Plan Commission meeting; seconded by Commissioner Haines.

Motion carried 6-0.

3. Request from Bailey Voigt, representing the property owner, for a sign variance to install wall signs above the signable area and beyond the total allowable signage at 1265 Main Street (Parcel ID: 2408-32-2027-18).

Director Ostrowski explained that the variance would be for installing wall signs for the new third floor tenant, Delta Dental. The signs were proposed to be above the third floor at 1265 Main Street, also known as Executive Place, outside the signable area. According to the Uniform Sign Code requirements, wall signs could be placed above the first floor and below the second floor windows. The property itself is zoned B3 Central Business District, or the downtown district, and the sign code was typically created for Main Street type buildings. While the property is within a historic district, the building itself is a large multiple tenant building, the proposed signs would not cover up any architectural features, and the proposed lettering would match the existing signage as they are similar in size and design. Staff recommended approval and noted that the request would also go before the Historic Preservation/Design Review Commission.

Aldersperson Dugan (Eighth District) raised concern with the number of signs on the building, the use of LED lighting, and the color of the sign, especially with the building being in a historic district. She did note that Delta Dental had branding requirements that needed to be followed, but wanted those concerns to be kept in mind.

Aldersperson McComb (Ninth District) agreed with Aldersperson Dugan in regards to the use of the green signage option, noting that white would look better. Overall she saw no issues with the signage and was pleased with having Delta Dental downtown.

Mayor Wiza asked if the green was similar to the one used by Associated Bank, to which it was confirmed that they were indeed similar.

Director Ostrowski stated that the colors were more of a design element and that the decision would be more appropriate for the Historic Preservation/Design Review Commission to make, noting that the Plan Commission should consider the location and size of the overall sign.

Commissioner Brush asked if there was signage on the Main Street side, and whether there was any on the third level, to which Director Ostrowski confirmed that there was signage on Main Street, but not on the third floor.

Commissioner Curless stated that the sign was appropriate, and that he saw no issues with it.

Commissioner Brush stated his preference to have the sign on the right side rather than the left, to which Director Ostrowski noted that if there were additional tenants to come in, the sign may have to be moved depending on where they went.

Motion by Commissioner Curless to approve the request from Bailey Voigt, representing the property owner, for a sign variance to install wall signs above the signable area and beyond the total allowable signage at 1265 Main Street (Parcel ID: 2408-32-2027-18); seconded by Commissioner Brush.

Motion carried 6-0.

4. **Public Hearing** and action on a request from John M. Pawlak for a Conditional Use Permit to operate a bicycle themed entertainment venue & beer bar tavern at 1319 Strongs Avenue (Parcel ID: 2408-32-2027-06).

Director Ostrowski stated that the proposed venue would be down the street from Executive Place on the corner of Main Street and Strongs Avenue next to Mr. Pawlak's bicycle shop. He briefly explained that while the venue was more of a unique use downtown, a tavern was the closest use within the current zoning ordinance, adding that taverns were a conditional use in all zoning districts. He further explained that the Mission Coffee House used to be in the same location and that they had served food and hosted live bands on the premises, and that the proposed use would be very similar. He displayed renderings of the internal layout, and also noted that they would be catering to a different group of users. Even so, they recommend placing several conditions to the conditional use that were typically placed on taverns and similar establishments. If approved, the conditional use would be reviewed by staff in April 2018, and then they would be able to approve two year successive renewals.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Motion by Commissioner Brush to approve the request from John M. Pawlak for a Conditional Use Permit to operate a bicycle themed entertainment venue & beer bar tavern at 1319 Strongs Avenue (Parcel ID: 2408-32-2027-06) with the following conditions:

1. The licensee shall maintain order and peace in the licensed premises.
2. Any licensed premise established, operated, or maintained in violation of any of the provisions or requirements of this conditional use permit shall be grounds for suspension or revocation of this conditional use permit and/or declared to be unlawful and a public nuisance, the City may, in addition to or in lieu of, any other remedies set forth in the Stevens Point Municipal Code Chapter 12 of the City's Revised Municipal Code, commence an action to enjoin, remove, or abate such nuisance in the manner provided by law and shall take such other steps and apply to such court or courts as may have jurisdiction to grant such relief as will abate or remove such public nuisances, and restrain and enjoin any person(s) from establishing, operating, or maintaining said conditional use contrary to the provisions of this conditional use permit.
3. The business must be operated in a manner that music heard from outside the building does not unreasonably disturb the peace and enjoyment of the surrounding properties.
4. The licensee shall require that all exterior doors be kept closed so that noise does not unreasonably disturb the peace and enjoyment of the surrounding properties.

5. **The licensee shall require that the area surrounding the premises be kept clean and orderly. All cups, bottles, cans, garbage, rubbish, cigarettes, etc. shall be properly disposed of at the end of each day, and not left on the property or public right-of-way.**
6. **All refuse containers shall be screened from view.**
7. **A sidewalk cafe license may be issued without amending this conditional use.**
8. **This conditional use permit shall expire April 30, 2018, upon which staff shall have the authority to review on a biannual basis and extend the permit for consecutive two year periods as long as all conditions are met.**

seconded by Commissioner Haines.

Motion carried 6-0.

5. **Public Hearing** and action on a request from TOTC LLC for a conditional use permit to increase residential occupancy at 1700 Monroe Street (Parcel ID 2408-32-4035-10).

Director Ostrowski summarized the request from TOTC LLC for a conditional use permit to increase residential occupancy at 1700 Monroe Street, reminding the commission that the applicant had been before them in 2016 where the request had originally been denied, but where they had also given the applicant a chance to reapply after six months. During those months, the applicant would have had to address several of the concerns initially brought forward. Turn of the Century was located on the south side of town and within the B3 Zoning District. Their zoning meant that parking was not required to be provided. The property had been a hotel until it was converted to an apartment complex. The current building was licensed for 24 occupants, and the applicant was looking to increase occupancy to 32. Occupancy could be based off a number of factors, he explained, such as the size of the site, the size of the rooms, or how many bathrooms there were. If occupancy was based on room size, they could have 18 occupants on the first floor, rather than the allowed 14 due to the lack of bathrooms. On the second floor they could have 25 occupants based on room size, but due to the lack of bathrooms, again they were restricted to only 8 occupants. With the proposed addition of bathrooms and other improvements, they would be allowed to increase their occupancy. The maximum number allowed based on room size would be 43 occupants. If they were to make the improvements and add the additional bathrooms, they could have up to 38 occupants, yet they were only requesting 32. In addition to making interior improvements, they had to address previous concerns. In doing so, they had worked with the Police Department in installing a KNOX-BOX for access and appointing an on-site manager. The number of police calls in the past six months had also decreased and there had been no major incidents. Director Ostrowski noted that the increase in occupancy would most likely generate more traffic on the site, some of which could be negative to the surrounding area. However, the applicant had made appropriate improvements to the site to help deter any negative activity surrounding the site. In terms of conditions, the Fire Department and Inspection Department had gone through the building and provided several recommendations for improving the site. While the separate departments could not require those conditions through the current building codes, the recommendations from those departments could be incorporated through the conditional use permit process if the Plan Commission chose to do so. He noted that some of the recommendations could be fairly expensive, but that there were some safety initiatives that they could consider. Staff recommended approval to increase the occupancy with conditions outlined in the staff report.

Commissioner Curless asked to confirm a recent fire at the facility, to which Director Ostrowski stated that he was only aware of one relating to a garbage can.

Commissioner Brush asked if there was a way to have fire protection subsidized in some way due to its historic value, to which Mayor Wiza stated that it was unlikely and that they would have to be on the National Register of Historic Places.

Director Ostrowski expanded on the National Register of Historic Places, noting that it was a lengthy process to get on the register, and all improvements would have to be approved through the state's historical office. Even then, they most likely would not get anything for fire protection.

Mayor Wiza declared the public hearing open.

Kurt Orlikowski (1511 Hoover Ave, Plover), owner of Turn of the Century, made himself available for questions. He expressed concern over one of the Fire Department's recommendations, noting that it would take more time and money, to which Mayor Wiza asked how long he would need to make those improvements.

Kurt Orlikowski (1511 Hoover Ave, Plover) stated that he would need years. He understood the concern for smoke detectors, noting that they did not allow any open flames or smoking on the property. As mentioned earlier, there had been a tenant involved with the garbage can fire, but they had been issued a five day notice immediately. The last fire occurred in 2012 where someone's blanket had fallen on top of a hot plate, which is what prompted the change in policy regarding open flames, and then a fire in 2003 on the far side of the second floor which ended up being caused by smoke. He explained that there was an alarm system in place and if the first floor alarm was pulled, the one on the second would sound. He further explained that the building was 100 years old, and that the usage had changed. He didn't see it as an issue, but the interconnected fire alarm system was something that could be incorporated into future plans as they slowly upgraded the facility. He wanted to prioritize the bathrooms first. Lastly, noted that placing smoke detectors in the bathroom would cause concern since they would be set up by steam.

Commissioner Curless asked if they had an on-site manager, and if it was one of the tenants, to which Mr. Orlikowski stated that Tracy McCall, previous tenant, was now compensated as the on-site manager.

Commissioner Curless asked if their tenants stayed there for long periods of times as many seemed down on their luck.

Kurt Orlikowski (1511 Hoover Ave, Plover) stated that he had several tenants that had stayed at ToC for multiple years. The goal of the type of housing, he explained, was to give those who were down on their luck, at risk, or those who didn't want to pay high rent, a warm and quiet place to stay where they could move up over time. He recalled a recent experience where he had to turn away a young woman in need because they didn't have enough room to take her in until someone moved out. In terms of having issues, he stated, all landlords had issues.

Alderperson Kneebone expressed concern that the first floor exits were not handicapped accessible, noting that it was something she would like to see done fairly soon. She also understood the hesitation in rewiring for the smoke detectors because it could be expensive.

Kurt Orlikowski (1511 Hoover Ave, Plover) stated that they were adding handicapped accessibility to the second floor as per the guidelines by the state even though there was no elevator.

Aldersperson Kneebone stated that she was looking at the list of requirements by the Fire and Inspection departments and it stated that the first floor exists were not handicapped accessible, adding that it wouldn't be too expensive as part of it was just widening a doorframe.

Kurt Orlikowski (1511 Hoover Ave, Plover) explained that they put in a new door a few years ago with that in mind when fixing the cement entryway. He reiterated that they were modernizing the building slowly, but if he was forced to do everything at once, he would not be able to.

Mayor Wiza commented that there were smoke detectors available that did not go off with steam, and if there were any questions, they could ask the Fire Chief for more information.

Aldersperson Morrow (Eleventh), and field supervisor for the local state Probation and Parole Office in Stevens Point, commended Turn of the Century for being a big asset in the community, citing that they had worked with them in housing those who may have otherwise been turned away for previous behavior or who were down on their luck. He explained that the prices were low, the rooms were clean, and that they had made recent efforts to address previous concerns in terms of having an on-site manager and turning away potential negative tenants. He also noted its historical value within the community. He urged approval of the request.

Aldersperson McComb (Ninth District) stated that she had recently visited the site and that Turn of the Century was in her district, and while very old, was spotless. The on-site manager was tough, she added, before explaining that she had visited surrounding neighbors and found none of them to have any concerns. She was pleased that they were not seeking maximum occupancy, and agreed that the City needed the type of housing. She expressed her support for the conditional use permit.

Mayor Wiza declared the public hearing closed.

Mayor Wiza asked Police Chief Skibba to give provide an update regarding previous concerns.

Police Chief Skibba reported that there had been previous concerns with the number of calls for service occurring in and around the area. In working with the owner and Community Sergeant Tony Zblewski, they had come up with several ideas to address those concerns. One of which was the installation of a KNOX-BOX, a rapid entry system that tended to be placed in public environments such as larger apartments, and schools for emergencies so they could have access without having to damage the doors. The boxes were installed at the owner's expensive, and providing that type of access went a long way in taking a proactive approach to address concerns. As Director Ostrowski mentioned earlier, calls for service were effectively nonexistent and the Police Department saw no concerns with allowing the applicant 32 occupants.

Director Ostrowski reminded the commissioners that neither the Fire Department nor the Inspection Department's recommendations were included within staff recommendations. They were placed before them to be added as conditions if they chose to do so. The main concerning safety recommendations had been provided by the Fire Department, whereas the recommendations provided by the Inspection Department were more maintenance issues, with Mayor Wiza adding that timelines could be placed when the conditions had to be met such as two to three years, noting that the building was old and probably in need of frequent repairs. He reiterated the importance of smoke detectors.

Commissioner Curless stated that he was pleased with their original decision as it sounded like the owner had taken steps to bring the facility back up to date. He expressed support for the type of housing within the City.

General discussion regarding Fire and Inspection Department recommendations, as well as compliance timelines associated with those recommendations.

Kurt Orlikowski (1511 Hoover Ave, Plover) stated that he hadn't made any money on the building in a long time, citing several largescale updates over the last several years, as well as repairs and updates still needed. He expressed concern with being required to meet all the Fire Department conditions within two years due to financial constraints, especially after the bathroom additions.

Commissioner Curless stated that he didn't see how the three Fire Department conditions could be too expensive, to which Mr. Orlikowski explained how they would not only have to add the new alarm system, but rewire the whole building and upgrade the electrical amps to support that system.

Commissioner Curless asked if they had smoke detectors in every room, to which Mr. Orlikowski stated they were in every room, on every floor, and checked twice a year and as needed.

Aldersperson Kneebone asked how someone would get to the second floor from the first floor, asking if they could place smoke detectors in each stairwell.

Kurt Orlikowski (1511 Hoover Ave, Plover) confirmed that there were stairwells on both ends of the building and that the smoke detectors already existed within the stairwells.

Aldersperson Kneebone expressed agreement with Commissioner Curless in requiring the exit and emergency lighting, citing that they would be critical if there was to be smoke.

Kurt Orlikowski (1511 Hoover Ave, Plover) stated that the infrastructure for the lightning was already there and that perhaps they just needed new bulbs. He reviewed the additional conditions and explained possible timelines in which they could be accomplished on his end. In terms of one of the conditions, he asked for clarification on bilco walls.

Commissioner Brush stated that it was a metal frame for a pullup door, to which Mayor Wiza confirmed the definition, and Associate Planner Kearns added that it provided exterior access to a basement.

Commissioner Curless asked that the timeline be reduced to one year if they were striking the third recommendation from the Fire Department.

Commissioner Cooper asked whether the Fire Department recommended the same things for every building, to which Executive Director Ostrowski confirmed that they did.

Commissioner Cooper stated that if that was the case, all recommendations should be left in.

Mayor Wiza stated that what could be done was very different then what could fiscally be done, adding that they would also most likely recommend installing a sprinkler system.

Director Ostrowski stated that the Fire Department's main concern was that if a fire alarm went off on the first floor, it would not be heard on the second floor. If one alarm went off, the others would not go off because they were not interconnected.

Motion by Commissioner Curless to approve 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 following conditions:

- 1. The maximum number of occupants within the unit shall be 32.**

2. **The property must have an onsite manager at all times.**
3. **A site plan and refuse storage details shall be submitted to the Community Development Department to be reviewed and approved by staff. Staff shall have the authority to approve other solutions to refuse storage, such as shared storage.**
4. **Applicable building codes shall be met and applicable permits obtained.**
5. **The conditional use permit shall expire on May 31, 2018, upon which it shall be reviewed by staff and extended for successive two year periods.**
6. **Hallways and exits to have compliant emergency lighting for use after sunset within one year.**
7. **All exit signs to be brought to current standards within one year.**

seconded by Commissioner Brush

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

6. **Transfer of approximately 0.22 acres of land from the City of Stevens Point to TS James LLC north of Clem's Way and west of Worth Court (Parcel ID: 2308-02-1000-25).**

Director Ostrowski explained that the property in question was within the Portage County Business Park, recalling that the City had extended Worth Court to the south to connect with Clem's Way for Skyward's Development. As part of that, the county had given the City the land for the right-of-way, but in the process, had made an odd shaped remnant parcel. Since the City really had no use for it, he had contacted the owner of the property and came to an agreement that the owner would like to use the portion of the property for their storm water and retention area for an addition on to the existing building. Staff recommended transferring the portion of the parcel to the adjacent property owner, adding that it was a fitting use and that the City could not really do anything with it.

Motion by Commissioner Cooper to approve the of approximately 0.22 acres of land from the City of Stevens Point to TS James LLC north of Clem's Way and west of Worth Court (Parcel ID: 2308-02-1000-25); seconded by Commissioner Haines.

Motion carried 6-0.

7. **Vacation of a portion of public right-of-way on Woodward Drive.**

Director Ostrowski explained that there were a few different ways that a right-of-way could be vacated. One of which could be petitioned by property owners which was a lengthy and challenging process, while the other consisted of the City proceeding with the vacation. In order to do so, they would have to introduce a preliminary resolution at the council meeting and then they wouldn't be able to act on that resolution for 40 days. While it was almost a three-month process, it gave the surrounding owners notice. In terms of the request, Woodward Drive was originally dedicated to the City, prior to which it used to be a private street. When they dedicated it, they put a jog in it to compensate for the bend in the road, and causing an odd shaped parcel. The jog in the parcel would be an impediment for a future development, so the City would be looking to dedicate a portion of the parcel in order to straighten out the curve for the site of the proposed development and allow for the owner to build a rectangular building. Staff recommended approval as presented.

Commissioner Curless asked whether it was Mr. Bushman's property, and whether he wouldn't be able to place his building on the property if the jog remained.

Director Ostrowski confirmed that the property belonged to Mr. Bushman, and that if the jog remained, he would have to design the building differently, noting that they need a 40-foot setback from the street yard property lines.

Commissioner Curless asked how far the building would have to be from the north side, to which Director Ostrowski confirmed 20 feet because it was a private property.

Commissioner Curless asked what the vertical length of the property was, to which it could not be confirmed.

Commissioner Curless asked how big the proposed building would be, to which Director Ostrowski stated approximately 100,000 square feet and explained that they would lose 15 feet from the southern end of the building times the width for that square footage if they wanted to utilize the whole lot.

Mayor Wiza stated that overall, the City was not going to ever utilize that portion, and that they would prefer someone to pay taxes on it rather than maintain it.

Director Ostrowski reiterated that it would be more beneficial to the City and property owner because it would place that portion of the parking lot onto his property rather than on the City's right-of-way.

Motion by Alderperson Kneebone to approve the vacation of a portion of public right-of-way on Woodward Drive seconded by Commissioner Curless.

Motion carried 6-0.

8. 2016 Annual Report.

Director Ostrowski explained that every year they summarized the preceding year and reviewed the five different divisions within the department: Economic Development, Planning and Zoning, Historic Preservation, Permits and Inspections, and Property Maintenance. Overall the City saw nearly 54 million in construction values, a significant increase from 2015, but comparable to 2014. The City also had several groundbreaking and construction projects such as Service Cold Storage, Marshfield Clinic, Aspirus Clinic, and Cobblestone Hotel. Skyward also completed their world headquarters in the Portage County Business Park. One of the things they did internally, he explained, was to review, select, and develop a new departmental software system which had recently gone live at the end of March. He explained that they had also been working on the Comprehensive Plan with Short Elliott Hendrickson Inc. (SEH) with implementation anticipated in early 2018. Lastly, the department had created a full-time Neighborhood Improvement Coordinator position to fill a previous part-time position.

Director Ostrowski began his review of significant Economic Development projects that were completed or began within the City during 2016. These projects included, but were not limited to, the completion of construction of Skyward World Headquarters, an addition to Service Cold Storage, an addition to Marshfield Clinic, and the addition to Aspirus Clinic. In addition to these expansions, additions, and new construction, staff focused on assisting several businesses in finding suitable locations or relocating, as well as working with the Portage County Business Council in developing a business retention and expansion (BR&E) survey program. Staff also worked extensively with the Wisconsin Economic Development Corporation to respond to inquiries by expanding or relocating businesses. Brief listings were provided for new, expanded, departed, or closed businesses, noting that the lists may not have been all inclusive. In regards to Planning and Zoning,

there had been a number of requests which were comparable to 2014 in terms of construction. Conditional use requests were about average for the year, but there had been a number of rezoned properties downtown in which they had been rezoned from manufacturing to a more appropriate use for the Downtown Business District. He noted that it had been a very smooth process where they had worked with the property owners and not had a single person stand up in opposition at the meeting. He briefly stated that downtown development would be a large focus for 2017, citing significant interest for the Lullabye property. He further explained that they were starting to see creative solutions in doing a lot of infill projects by developers. In addition, the Comprehensive Plan was expected to be done by the end of 2017 along with the Zoning Code rewrite. The CityView software, as previously mentioned, was a new software program and a great tool for staff that would make processes more automated and help department efficiencies.

Commissioner Brush asked whether the software was for internal use only.

Director Ostrowski explained that it would be used in a public perspective once it was fully live, whether it was submitting neighborhood complaints online or having building contractors apply for permits or request inspections.

Mayor Wiza added that they were slowly implementing the different modules as it was extensive software.

Director Ostrowski explained that they wanted to work out the bugs before launch as they didn't want people to have a bad initial experience and then not come back to it.

Director Ostrowski went on to summarize the process of becoming a Connect Community and the resources that were available, as well as Wisconsin DOT approving the City's TAP grant which had awarded the City with \$390,141. The design component of the project, he stated, would begin in the fall of 2017 with construction anticipated for 2019. In addition, the GIS mapping program had been worked on extensively by Associate Planner Kearns in converting the CAD zoning maps to GIS maps which was greatly beneficial because it was parcel specific. The mapping tools were much more user friendly, easy to use, able to run different types of analysis, and it was easier to make changes as they move forward. In regards to Historic Preservation, a total of fourteen applicants had received funds from the Façade Improvement Grant Program, one of which had been approved in 2016. Unfortunately, not enough funds remained to do additional grants. Currently, no additional funds had been earmarked for the program, but if Common Council was to approve additional funds, the program could restart. They presented a table that summarized the grant funds and highlighted several projects within the downtown area. The Historic Preservation/Design Review Commission had also confirmed paint color pallets so that projects relating to the paint colors could be approved at staff level. They had also applied for the Wisconsin Certified Local Government Grant in order to adopt additional historic districts, but had unfortunately been denied, adding that they would be reapplying in the future due to the benefits it could provide property owners within historic districts. In regards to Design Review, the City's Historic Preservation/Design Review Commission had reviewed several projects for compatibility with the Historic Design Guidelines. Most notably, the Commission reviewed and approved designs for the Cobblestone Hotel, an addition onto 1009 Clark Street, and a new bathroom structure in Pfiffner Pioneer Park, as well as the removal of the AT&T tower. When dealing with Permits and Inspections in 2016, he reported, there had been a significant increase of 20% more permits, an increase of 82% more in terms of construction value, and an increase of 57% in total permit fees. These figures were fairly comparable to the construction value in 2014, however, the number of permits for 2016 was significantly higher due to small to midrange projects as opposed to one large project carrying the year. Overall there had been significant growth over the last several years. In dealing with Property Maintenance, the new Neighborhood Improvement Coordinator position had recently been listed

and filled as a full time position. He explained that there had originally been a part-time coordinator who had quit fairly early in the year, so the numbers for the year would be a lot lower than they had been in 2015. Since they did not have a dedicated person focusing on enforcement, the task fell onto the building inspectors. Given how busy the year had been, it had been challenging to do both. In terms of overall numbers they had seen a significant decrease closer to 50%. The numbers were anticipate to increase for the 2017 year. Lastly, he briefly explained the recent implementation of a simple tag system where they could see compliance within a 24 hour window with a rate of nearly 50% compliance. The new tag system was having a good impact and saved the department a lot of time.

Commissioner Curless stated that the new Neighborhood Improvement Coordinator seemed to have a positive attitude in working with the property owners.

Mayor Wiza added that the City's our goal was for awareness and compliance, not to make money. He thanked and commended the Community Development Department for their efforts.

Aldersperson McComb (Ninth District) asked what the next steps were for Northpoint Drive now that they were a Connect Community.

Director Ostrowski explained that the program would not only allow staff to attend a number of workshops and receive training, but also work with the state in preparing visuals for the corridor which could help to show what that division could look like and help them market the coordinator appropriately to developers. While it was not as robust as the Main Street Program, Connect Communities was similar and there was a lot of potential for large projects in the future.

Tori Jennings (First District) stated that the façade grant was extremely important in motivating good development and asked how they could get those funds replenished in order to keep the program going.

Director Ostrowski briefly explained that the program was initially started back in 2010 when there had been a low interest loan fund program. At that time, people were more concerned with staying in business due to the economy rather than sprucing up their façade. The \$300,000 loan amount was a leftover fund balance from a particular year so they had taken it and turned it into a 50% match grant program. Even though it took a while to get off the ground, they did get some very good building projects such as the remodel of El Jefe and Diversi-Tea, noting that the building had been slated for demolition prior to the Historic Preservation/Design Review Commission denying the request. The owner who had purchased it stated that they wouldn't have remodeled it had the façade grant not been available. Overall, it had made a huge impact in the community in keeping a historic building and having it renovated. In terms of more funding sources, there were some options available. They could see about taking it out of TIF 6, but all projects would have to remain within TIF 6 rather than opening it up to the whole city. Another option would be look for the funds for the 2018 Budget. Lastly, he stated that there was additional interest in accessing those funds.

Aldersperson Kneebone agreed with Aldersperson Jennings in keeping the program going in order to benefit the City.

Mayor Wiza explained that it was up to the Alderspersons to work with the budget and allocate funds, as well as what to prioritize.

Motion by Commissioner Cooper to accept the 2016 Annual Report and place it on file; seconded by Commissioner Haines

Motion carried 6-0.

9. Community Development Department Monthly Report for April, 2017 (*to be provided after the end of the month*).

Director Ostrowski asked that the Monthly Report for April, 2017 would be postponed until next month's meeting.

10. Director's Update

Director Ostrowski reported that the next Comprehensive Plan and Zoning Code meeting on the fourth Monday of the month, May 22, 2017, at 7:00PM.

11. Adjourn.

Meeting adjourned at 7:20 PM