

REPORT OF CITY PLAN COMMISSION

September 5, 2017 – 6:00 PM

Lincoln Center, Multi-Purpose Room – 1519 Water Street, Stevens Point, WI 54481

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

ALSO PRESENT: Director Ostrowski, Associate Planner Kearns, City Attorney Beveridge, Police Chief Skibba, Alderperson Jennings, Alderperson Shorr, Alderperson Nebel, Alderperson Johnson, Alderperson Slowinski, Alderperson Dugan, Alderperson McComb, Alderperson Phillips, Alderperson Morrow, Jim Belke, Frank Nueberger, Janet Miller, and Pete Arntsen.

INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Report of the August 7, 2017 meeting.
 3. **Public Hearing and Action** on a request from Jared Redfield for a conditional use permit to convert 1033 Park Street (Parcel ID 281240832402113) into apartments.
 4. **Public Hearing and Action** on a request from the City of Stevens Point to Amend Chapter 30, Building Code, of the Revised Municipal Code, specifically Section 30.04(3), Fences, to permit deviations from the ordinance with recommendation by the Plan Commission and approval from the Common Council.
 5. Request by the City of Stevens Point Police Department to relocate operations from 1515 Strongs Avenue to 933 Michigan Avenue (Parcel ID 281240833200105), formerly Mid-State-Technical College.
 6. Request from the City of Stevens Point to vacate a portion of public right-of-way on Reserve Street, south of Madison Street.
 7. Request from the Redevelopment Authority of the City of Stevens Point to purchase 1105 Second Street (Parcel ID 281240832200409), formerly Jerry's Auto Service.
 8. City of Stevens Point Housing Study
 9. Draft Chapter of the Comprehensive Plan – Housing
 10. Community Development monthly report for August 2017
 11. Director's Update
 12. Adjourn
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1. Roll call.

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

Not Present: Curless

Discussion and possible action on the following:

2. Report of the August 7, 2017 meeting.

Motion by Commissioner Brush to approve the report of the August 7, 2017 Plan Commission meeting; seconded by Commissioner Cooper.

Motion carried 6-0.

3. **Public Hearing and Action** on a request from Jared Redfield for a conditional use permit to convert 1033 Park Street (Parcel ID 281240832402113) into apartments.

Director Ostrowski briefly summarized the request to convert 1033 Park Street, zoned B-2 Central Business Transition District, into a 4-unit apartment complex with approximately 4-6 bedrooms in total. He reminded the Commission that the request was before them as all multi-family was a conditional use in every zoning district, also noting that the property had previously acted as residential prior to being converted into offices. The existing and proposed floorplans for the first and second floor were presented, and he further explained that the Inspection Division would need to further review them due to the significant interior and minor exterior renovations needed to convert to multi-family. The internal review would make sure that all applicable building codes were met. He recommended approval with conditions stated in the staff report.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Frank Nueberger (2316 Elk St) stated that the owner, Mr. Redfield, did not effectively maintain the property grounds.

Motion by Commissioner Cooper to approve the request from Jared Redfield for a conditional use permit to convert 1033 Park Street (Parcel ID 281240832402113) into apartments with the following conditions:

1. **Applicable building codes shall be met and applicable permits obtained.**
2. **Landscaping shall be added to fully screen the parking lot. The applicant shall submit an updated site plan identifying required landscaping and stall requirements. The plans shall be reviewed and approved by community development department staff.**
3. **The maximum number of units shall be 4, with a maximum number of 6 bedrooms.**
4. **Snow shall be removed from the site, or stored in a location that it will not negatively impact parking, vehicular circulation, or adjacent properties.**
5. **Any outdoor refuse enclosure shall be fully screened with opaque fencing.**
6. **The applicant shall submit an updated site plan if second floor exterior ingress/egress (stairs) is installed, to be reviewed and approved by the Community Development Department.**
7. **The applicant shall pay the required park fee per unit to the City.**
8. **Minor modifications may be approved by staff.**

seconded by Commissioner Haines.

Motion carried 6-0.

4. **Public Hearing and Action** on a request from the City of Stevens Point to Amend Chapter 30, Building Code, of the Revised Municipal Code, specifically Section 30.04(3), Fences, to permit deviations from the ordinance with recommendation by the Plan Commission and approval from the Common Council.

Director Ostrowski stated that as they went through the Zoning Code rewrite, items such as fences and accessory buildings would be transitioned from the Building Code into the more appropriate Zoning Code, and further explained that the request had initially stemmed from a potential downtown area project where AT&T would be looking to add security fencing around their parking lot. Due to how the fence ordinance was written, the fence heights proposed for the project would be prohibited. Furthermore, there were instances downtown where buildings went up to the street and blocked the vision triangles. If looking at the fencing ordinance compared to the setback requirements for principal structures, it made sense in certain instances to allow the Plan Commission to deviate from the current requirements in certain locations and circumstances. The amendment to the ordinance would allow exceptions from the section stated, as well as the addition of conditions through a site plan review by the Plan Commission and Common Council. He stated that the amendment would allow for more flexibility for odd shaped lots.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Motion by Commissioner Haines to approve the request from the City of Stevens Point to amend Chapter 30, Building Code, of the Revised Municipal Code, specifically Section 30.04(3), Fences, to permit deviations from the ordinance with recommendation by the Plan Commission and approval from the Common Council; seconded by Commissioner Brush.

Motion carried 6-0.

5. Request by the City of Stevens Point Police Department to relocate operations from 1515 Strongs Avenue to 933 Michigan Avenue (Parcel ID 281240833200105), formerly Mid-State-Technical College.

Mayor Wiza noted that Alderperson Shorr, while unable to attend the meeting, had been in contact with his constituents, and continued to have an open invitation for comments or concerns regarding the current agenda item. He further explained that the funding for relocation had already been approved, but a state statute required a review by the Plan Commission and subsequent adoption by the Common Council.

Director Ostrowski explained that even though the request was a permitted use within the zoning district, the location or building design of any public building required a recommendation by the Plan Commission to the Common Council before they could act on a final approval. The building at 933 Michigan Avenue, or the old Mid-State Technical College, was roughly 36,000 square feet in size, and north of the Boys and Girls Club and Parks and Recreation Department. The intent would be to relocate the City's Police Department services from 1515 Strongs Avenue where they currently leased space from the County. He briefly explained that a space design study performed in 2013 had identified that the Police Department had been severely lacking in space and showed that they would need more than double of their existing space. Whether the Municipal Court would also be located there was yet to be determined. He explained that there would likely be no major exterior changes to the building upon initial move-in, but future modifications could be determined as the department assessed their needs such as the construction of a parking garage. The primary ingress and egress, parking, and public access were also briefly discussed, as well as the potential to lease 8,000 square

feet of the northeast corner of the building, adding that the use would need to be compatible with the park and Police Department. Staff recommended approval of the relocation of the Police Department to 933 Michigan Avenue, noting that it made sense due to its centralized location for City response, that the site was already owned by the City, and that there was adequate space for the Police Department, in addition to there being room for expansion.

Commissioner Hoppe asked if there were any plans for parking on the southeast portion as that area was typically used for events, to which Director Ostrowski stated that most of the parking would remain public surrounding the park area, adding that most of the events occurred in the evening when there would be less staff parked vehicles.

Mayor Wiza noted that the northern parking area was currently leased.

Commissioner Brush asked if there was a secondary ingress and egress.

Director Ostrowski confirmed that there was an additional entrance and exit towards the south in front of the Parks and Recreation building off Sims Avenue. Given the complexity of the site with the junior high, the Parks Department, and the Boys and Girls Club, there was potential for high foot traffic amongst these facilities, they would be keeping the primary entrance off Michigan Avenue. He noted that this use would be far less intense than the former technical college.

Commissioner Haines asked how the site and ingress/egress would be affected if police had to rush out of the site, similar to the Fire Department when responding to an emergency.

Mayor Wiza stated that while the possibility was there, it was not a frequent occurrence since police responding to calls were typically already out and about in the City. He asked the Police Chief to expand the concern.

Police Chief Skibba explained that while there were times when pedestrian traffic was high, sirens were used to notify the public, but mainly they were looking to notify the homes across the street to the west that they were exiting. He also noted that they drove through the area often and were very cognizant of the environment. Education about the primary and secondary exists would be important as pedestrian traffic to the south was much higher. As they moved into the future and considered a possible garage facility, they would then again look into access.

Director Ostrowski noted that while there was no public hearing, residents within 200 feet of the site had been notified of the request.

Motion by Alderperson Kneebone approve the request by the City of Stevens Point Police Department to relocate operations from 1515 Strongs Avenue to 933 Michigan Avenue (Parcel ID 281240833200105), formerly Mid-State-Technical College; seconded by Commissioner Haines.

Motion carried 6-0.

6. Request from the City of Stevens Point to vacate a portion of public right-of-way on Reserve Street, south of Madison Street.

Director Ostrowski explained noted that they had previously discussed the agenda item when they did an introductory resolution, adding that they had to wait 40 days before council could act on it. They would attempt to get an easement document by the owner of as there were some utilities that extended through the portion looking to be vacated, as well as extending through the property in which they own. He further

explained that because the land originally came from the east, it would be vacated back to the east. Typically, he added, if they couldn't determine where the land had come from, it would have been split down the middle. Lastly, he added that the two properties would not lose all access from Madison Street.

Mayor Wiza asked for comments from the audience, to which there were none.

Motion by Commissioner Hoppe approve the request from the City of Stevens Point to vacate a portion of public right-of-way on Reserve Street, south of Madison Street; seconded by Commissioner Cooper.

Motion carried 6-0.

7. Request from the Redevelopment Authority of the City of Stevens Point to purchase 1105 Second Street (Parcel ID 281240832200409), formerly Jerry's Auto Service.

Director Ostrowski briefly explained that the Redevelopment Authority was looking to acquire Jerome Rashka's property, formally known as Jerry's Auto Service, which had recently burned down and subsequently razed. From a redevelopment perspective, he explained, it made sense to move forward in acquiring the property as a good portion of the block was already owned by either the City or Redevelopment Authority. He noted that any request to purchase a property required a recommendation by the Plan commission, adding that they already had an option to purchase signed by both parties. The total price would be \$22,400 to the Raschka's, with the closing costs and taxes taken on by the Redevelopment Authority and City through likely TIF 6 funds. Reports and results of the environmental testing performed were provided within the staff report, adding that there would be some contamination still on site from the removal of underground storage tanks. That area would likely be disturbed and then be disposed of properly.

Commissioner Haines asked what the zoning of the property was, to which Director Ostrowski stated Central Business Transitional.

Commissioner Haines asked how much land there was in this entire area, to which Director Ostrowski estimated about an acre.

Commissioner Haines asked what the liability would be regarding polluted soils if the Redevelopment Authority owned it.

Director Ostrowski explained that it depended on where the pollutants came from, and whether or not there was a viable responsible party left. He noted that when they had acquired the mall project there had been contamination, and with no viable or responsible party, it had fallen back onto the City. Since they were buying the property as is, it would likely fall on the City and Redevelopment Authority to clean up the site.

Director Ostrowski and Commissioner Haines briefly discussed remaining and surrounding contamination around the former WPS site along Crosby and Jerry's Auto Service, as well as the flow of pollutants towards the east and southeast.

Pete Arntsen (1016 Bukolt Ave) stated his support for the City acquiring the property and for infill development. He asked that the City due its due diligence prior to purchasing to see if there were any grants available for the cleanup of residual contamination.

Motion by Commissioner Cooper to approve the request from the Redevelopment Authority of the City of Stevens Point to purchase 1105 Second Street (Parcel ID 281240832200409), formerly Jerry's Auto Service; seconded by Commissioner Brush.

Motion carried 6-0.

8. City of Stevens Point Housing Study

Director Ostrowski stated that Agenda Item 8 and Agenda Item 9 would be taken together, to which there was no objection. He further explained that through the process they had an opportunity to work with a number of agencies, such as the Portage County Business Council which was very helpful throughout the process. In addition they had wanted to wait to review the Comprehensive Plan until the Housing Study was complete before proceeding through the Housing chapter. He noted that there would be some grammatical errors, but they were looking more for feedback on the content.

Director Ostrowski summarized the Housing chapter beginning on page 79 and invited comment from the Commission and audience throughout his summary.

Commissioners had several comments as described below:

1. Obtaining data from the census block level rather than the census tract level for renter occupied housing costs.
2. Generation Z should be recognized under Demographic Preferences.
3. There not being a need to be so specific on unit type mentioned under Housing Study findings as the Housing Study found there to be a lack of supply among all unit types.
4. Reference and link to the Housing Study in the introduction of the Comprehensive Plan.
5. Bring over Housing Study maps from pages 72 and 73 to replace streets list under Local Needs in the Comprehensive Plan.
6. Incorporate town homes and zero lot lines formats under Objectives.
7. Include a list of encouraged housing and ownership types under Goals, Objectives and Policies.

Commissioner Brush noted the mention of a stagnant or tight market, to which he asked whether it was concluded if Stevens Point was either of them, to which Director Ostrowski stated that the Housing Study recommendations that were provided pointed to a tightening market and the need for additional housing of various types to meet demand of the growing community.

Aldersperson Jennings (First District) asked what mechanism was used to determine how many rentals there were, to which the United States Census Bureau was referenced.

Aldersperson Dugan (Eighth District) urged for the renovation of older homes, not just the redevelopment of newer properties, noting that while Stevens Point had a lot of character with their historic homes, those historic properties had not been well maintained.

Mayor Wiza noted that the City was looking at allocating additional resources to help fund programs for the redevelopment of existing properties.

Aldersperson Kneebone (Seventh District) asked how individuals in retirement, who are on a fixed income, affected housing costs and household projections, to which Director Ostrowski noted that the next section within the study discussed the different demographic groups and their housing preferences and how they impacted the market.

Aldersperson Nebel (Third District) expressed her concern for single family homes, noting that while adorable homes in good locations may become available, the neighborhoods themselves were not desirable due to them being overrun with rentals. The likelihood of first time buyers purchasing a single family home to renovate was much lower than it used to be.

Aldersperson Dugan (Eighth District) expressed her concern for the lower wage employment with the City and referenced United Way's ALICE (Asset Limited, Income Constrained, Employed) Report. She also noted that rentals were becoming more frequent in her single family neighborhood due to profit potential, and added that she was trying to start a Neighborhood Association in her area.

Aldersperson Jennings (First District) suggested language updates under 3.3 Housing Study Findings to not necessarily reflect the stock, but rather the use of single family homes as being the issue for lack of single family housing.

Mayor Wiza stressed the need of being cognizant of the fact that eliminating rental or student housing would not solve all housing issues and that there needed to be a balance since everyone needed adequate housing. If all rentals were turned into single family homes, there would still be students that needed to rent, only they would now be displaced. He also added that all renters were not students.

Aldersperson McComb (Ninth District) asked that rehabbing or restoring existing older homes be added on page 86 under Housing Study findings due to its importance.

Director Ostrowski noted that the Comprehensive Plan and Housing Study should be taken together rather than standalone documents, noting that there seemed to be some points that were taken out of context.

Aldersperson Dugan (Eighth District), regarding the section for student population and rentals, noted that while students had a desire for higher quality housing, rent was far too high compared to the quality they were getting, to which Commissioner Hoppe stated that the issue seemed to go in hand with the lack of supply.

Director Ostrowski noted a finding within the Housing Study that placed the number of multi-family housing units constructed within the last decade within the City at approximately zero, with Plover constructing several multi-family complexes. He noted that bringing in higher quality rental stock into the City had the potential of bringing up quality standards among all rentals, as well as opening up existing rentals to be sold and converted back to single family.

Jim Belke (1013 Second St) asked whether there could be something done in conjunction with building permit requirements that would allow inspections.

Director Ostrowski stated that the City followed state requirements, the Uniform Dwelling Code, and International Building Code. The larger issue seemed to be property maintenance in regards to meeting certain standards. While the City used to have a rental inspection program for three or more units, they

were now looking at modifying it and turning it into a voluntary inspection program which would be discussed in the future relatively soon regarding life and safety standards that they would need to meet.

Aldersperson Nebel (Third District) reiterated that property maintenance needed to be addressed. She briefly explained what the voluntary inspection program may entail.

Aldersperson Jennings (First District) reiterated that the language on page 88 as it related to a lack of supply of single family housing needed to be corrected or changed, as the lack was in student housing which resulted in students renting single family homes.

Director Ostrowski noted that they would be reviewing Goals and Objectives in detail at a later date.

Aldersperson Dugan (Eighth District) suggested that the City add more defining features in order to define a sense of place, such as gardens or different paths for walking and bicycling.

Mayor Wiza noted that the Water Department provided incentives for storm water diversion for things such as rain gardens or rain barrels.

Commissioner Haines asked whether there was a chapter that discussed neighborhoods, to which Director Ostrowski stated that it would be mixed among different sections such as Housing, Transportation, and Land Use.

9. Draft Chapter of the Comprehensive Plan – Housing

This item was discussed under Agenda Item 8.

10. Community Development monthly report for August 2017.

Director Ostrowski explained that they were a little below 2016 year-to-date values, but well over in terms of permits issued which indicated an increase in smaller remodel projects across the City. Under the Code Enforcement section, there was now a row for Tagged violations. The new tagging system, he explained, offered an immediate notification of a violation and gave the resident 24 hours to correct the violation. If compliance was not met, an official notice would proceed and the violation would go through the normal processing steps which could take several days to see a violation corrected. Frequently Violated Ordinances brochures were also being handed out as an attempt to educate new tenants, residents, and students about local ordinances.

Commissioner Haines asked how the Neighborhood Improvement Coordinator found violations, to which Mayor Wiza explained that they operated through complaints that come into the office and through driving around the city. He added that the tag system provided a friendlier and more rapid approach to dealing with violations.

Aldersperson Dugan (Eighth District) stated that the Neighborhood Improvement Coordinator was doing well, adding that there were also many engaged citizens assisting in finding violations and notifying him. Lastly, she added that she was also handing out Frequently Violated Ordinances brochures in her area with her contact information and the circled violation if there was one present. She recommended that other alders also engage in this method.

Motion by Aldersperson Kneebone to approve the monthly report for August 2017 and place it on file; seconded by Commissioner Haines.

Motion carried 6-0.

11. Director's Update.

Director Ostrowski had no further updates.

12. Adjourn.

Meeting adjourned at 7:36 PM

Community Development Report - August 2017

Construction Report

Construction/Additions	Owner/Location	Declared Valuation	Fees
New	Residential	416 Deanna's Way Rowe Builders, Inc.	\$240,000.00
	Residential	2100 Falcons Cove Blenker Construction	\$356,400.00
	Commercial	N/A	N/A
Remodeling		# of Permits	Declared Valuation
Residential	99	\$473,479.40	\$6,960.92
Commercial	36	\$380,441.18	\$4,299.89
Monthly Permits	Monthly Valuation	Monthly Fees	YTD Permits
137	\$1,450,320.58	\$13,260.81	725
			YTD Valuation
			2016 617 \$35,093,448.33
			2015 465 \$25,507,087.06
			2014 439 \$14,469,924.46
			YTD Fees
			\$242,986.97

Violation Report

Exterior Property Area Complaints		
*Multiple Exterior Property Violations	0	
*Other Exterior Property Violations	1	
Accumulation of Rubbish or Garbage	0	
Grass or Weeds	29	
Improper Parking of Vehicles	2	
Improper Storage of Refuse or Refuse Carts	2	
Refuse or Refuse Carts on Curb	0	
Snow and Ice	0	
Storage of Household Items Outside	32	
Unlicensed or Inoperable Vehicles	0	
Unsanitary Conditions	0	
Exterior Structure Complaints		
*Exterior Building or Structure Violations	0	
Defective Sidewalks, Driveways	1	
Defective Protective Treatment	0	
Defective Exterior Walls, Roofs, Windows, Doors	0	
Interior Structure Complaints		
*Multiple Interior Structure Violations	0	
*Other Interior Structure Violations	0	
Multiple Violations		
*General Case	22	
Other Violations		
*Other Property Violations	0	
Signage Violations	0	
Expired Multiple-Family License	0	
Improper Occupancy: Multi-Family Dwelling	0	
Improper Occupancy: Residential Dwelling	2	
Visibility Obstruction Violations	1	
Land Use Violations	3	
Work w/o Historic Preservation Review	0	
Work Without Permit	1	
Total Violations / Total Service Fees Billed	96	\$925
28/96 Tagged, 20/28 Complied = 71.43% Tag Compliance		