

## REPORT OF CITY PLAN COMMISSION

February 5, 2018 – 6:00 PM

Police Department – 933 Michigan Avenue, Stevens Point, WI 54481

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

ALSO PRESENT: Director Ostrowski, Associate Planner Kearns, Director Schrader, City Attorney Beveridge, Alderperson Jennings, Alderperson Shorr, Alderperson Nebel, Alderperson Johnson, Alderperson Dugan, Alderperson McComb, Alderperson Phillips, Alderperson Morrow, Brandi Makuski, Joe Bachman, Logan Wimpe, John Lemanski, Tommy Stueck, Tess Moreno, Patricia Sparhawk, Mary Ann Laszewski, Craig George, Jeff Rice, Dan Rice, Jean Rice, Lisa Worzalla, Kent Worzalla, Brandon Carlin, Marie Clair, Ben Guell, Ben Gutknech, Shawn Wolfe, Henry Danczyk, Kia Ward, Brian Wilh, Logan Brice, Ryan Bair, Julie Bair, Trevor Roark, Laura Kowalski, Robert Omernik, Sandra Plaza, Pam Skaleski, and Bill Fehrenbach.

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1. Roll call.

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

Mayor Wiza reminded the audience that meeting replays on TV and radio would now occur at 10:00 PM on Tuesdays, and that the 5:00 PM Tuesday and 7:30 AM Wednesday timeslots would remain unchanged.

Discussion and possible action on the following:

2. Report of the January 2, 2018 meeting

**Motion by Commissioner Cooper to approve the report of the January 2, 2018 Plan Commission meeting; seconded by Commissioner Curless.**

**Motion carried 6-0.**

3. Public Hearing and Action on a request from Jeff Rice with Origin Family Homebuilders for a preliminary subdivision plat review at 525 Fourth Avenue (Parcel ID 281240830402401).

Mayor Wiza stated that testimony would need to reflect only the preliminary subdivision plat review, and that they would not be discussing the pros and cons, or the design of the proposed development.

Director Ostrowski briefly explained that the two-step subdivision plat process was needed for any division of land into five or more lots, as well as having the preliminary and final plat approved by the Plan Commission and Common Council. He further explained that the current occupant of the building, Northwest Journey, had recently outgrown the site and they were looking to relocate to another location. Origin Family Homebuilders had then expressed interest in purchasing the property in order to develop 10 twin home buildings, with 20 lots. However, in order for the development to occur, the property would need to be rezoned to a Planned Development District. The PD zoning would provide the City flexibility to work with the developer in exchange for specific requirements within the district, which would help promote consistency with the surrounding higher density area. He also explained that the block had originally been platted for 16 lots which could have supported 16 buildings. Lastly, the traffic to the development would occur mainly via a re-established alleyway. Staff recommended approval of the preliminary plat with conditions set in the staff report.

Commissioner Brush arrived at 6:04 PM.

Mayor Wiza asked for clarification on the term originally platted, to which Director Ostrowski explained that when the neighborhood was first established, the block being discussed had originally been platted for 16 lots, or 16 homes, within the neighborhood.

Mayor Wiza clarified that the developer did not need permission to build on the property, and that they could sub-divide the lots into 4 lots through the Certified Survey Map process, adding that 4 lots would not be consistent with the neighborhood's density.

Commissioner Curless asked whether the developer could currently build duplexes on the property, to which Director Ostrowski explained that the current zoning would allow for the construction of the duplexes, but they would have to meet the larger lot size and setback requirements.

Mayor Wiza noted that the duplexes would stand out due to the current zoning standards when compared to the existing more dense lots.

Mayor Wiza declared the public hearing open.

Mayor Wiza stated that two comments had been submitted by residents, and that they would be read for the record before closing the public hearing.

Henry Danczyk (135 Forest St N) stated his opposition to the subdivision request, citing concerns that the proposed homes were not consistent with the surrounding neighborhood in appearance and price, to which Mayor Wiza stated that they were discussing the preliminary subdivision plat only, not the proposed buildings.

Sandra Plaza (525 Washington Ave) stated her opposition to request, stating that while the block had originally been platted for 16 lots, the proposed three-story twin homes were inconsistent with the existing homes in the area. She asked that the design be closer to the existing structures in the neighborhood.

Mary Ann Laszewski (1209 Wisconsin St) expressed support for infill to combat urban sprawl, but stated her opposition to the subdivision citing a deviation in density and reduced setbacks proposed. She added that the homes would have limited privacy, yards, and areas to gather. She also expressed concern in whether the twin homes could be rented rather than remaining owner-occupied. In all, she stated that the layout was not family friendly.

Ryan Bair (501 Fourth Ave), while not completely opposed to the development, expressed concern for the alley and density of the lots. He explained that as a property located at one of the main access points for the alley. The amount of cars coming through would increase significantly and potentially hinder his children's safety. He asked whether the amount of lots or units could be reduced by half, and of the possibility of grants being made available for fencing.

Craig George (433 Fourth Ave) stated his opposition to the development, stating that the project was not appropriate for the area in design and cost per unit. He also cited concerns for the units turning into student housing, and stated that the 200 foot radius for meeting notifications needed to be expanded.

Alderson Jennings (District One) expressed her support for the infill project. She stated that Stevens Point was changing no matter what and rejecting good projects outright was economically bad for the city and housing values. There were many different innovative ways to make the project work together with the current neighborhood to make it more diverse and interesting, she stated.

Pam Skaleski (640 Fourth Ave) stated that she missed the initial neighborhood meeting due to being out of the notification radius, but she expressed concerns for the development. She stated that the lots were too small, Frederick Street was too narrow in regards in access, and the development would further congest the area. Lastly, she stated Fourth Avenue needed stop signs.

Jeff Rice (117 Edgewood Rd, Custer), with Origin Family Homebuilders, understood why there was pushback from the neighborhood, but explained that the housing study that was released in April stated the city needed more density and housing on the north end. Additionally, it was near larger employers, parks, and other amenities. The units would be intended for single family homes, not student housing, he further stated. In regards to design, they were not looking to build the units to match 100 year old homes, but rather compliment them with newer modern housing.

Shawn Wolfe (517 Washington Ave) stated his opposition to the development, citing concerns with the aesthetics, height, light pollution, and density of the proposed buildings, in addition to there being no guarantee that they would remain owner-occupied and safety concerns with the alley. He was concerned with losing the historic nature and openness of the area, especially with just having moved to the neighborhood a year ago. Additionally, he expressed frustration with the timeline and planning process, stating that it seemed like the voices of the neighborhood were not being heard.

Mayor Wiza stated for clarification that the property was privately owned. While it was classified as government due to the school use, it was not City-owned property.

Aldersperson Nebel (District Three) stated her support for the infill development, adding that a lack of housing was causing them to lose new residents to Plover. While each district faced its own separate issues, she asked that they invest into the city as they couldn't afford to keep fixing old infrastructure and expanding outwards.

Mayor Wiza read an opposing statement by Catherine Drefcinski, resident of 549 Washington Avenue.

Mayor Wiza read a supporting statement by Greg Wright, Executive Director of CREATE Portage County.

Aldersperson McComb (District Nine) stated her support for the development. She briefly explained that the City Council had been discussing infill development since 2015, and that the housing study showed a need for housing stock between \$150-300,000. While there were concerns about appearances regarding the development, she noted that different architectural styles could be combined to make a vibrant neighborhood.

Trevor Roark (601 Washington Ave), speaking on the behalf of his family, stated their support for the project. The project, he explained, was desperately needed and would help attract younger families to the area, as well as have the density of the subdivision would improve the walkability, bikeability, and social connections of the neighborhood. Lastly, he stated that the city could not afford to continue sprawling outward, and hoped that the mature trees would be preserved.

Mayor Wiza declared the public hearing closed.

Commissioner Curlless asked how wide the lots were for each unit, to which Director Ostrowski explained that one building would be 50 feet wide, with each lot being approximately 25 feet wide.

Commissioner Curlless asked how many lots could be created under the current zoning requirements, to which it was estimated a total of 7-8 lots in all.

Commissioner Haines noted that the current zoning code was in the process of being rewritten, and it potentially be allowed in the future zoning.

Director Ostrowski added that it being rezoned to a Planned Development District gave back some control to the City regarding the project. With how things stood, the lots were already zoned appropriately to build duplexes, and the developer could go in and build so long as they met the current zoning requirements he explained.

Commissioner Hoppe, in regards to some of the concerns, recounted living in a similar high density neighborhood. He explained that there was a need for the different type of housing by young professionals, and the nearby amenities and employers were a draw. He supported the project.

Commissioner Curless asked if the design met the current zoning requirements, to which Director Ostrowski noted that they would be requesting a deviation for the height, but overall it met requirements.

Mayor Wiza reiterated that they were discussing the preliminary subdivision plat only.

Aldersperson Kneebone referenced a recent student study on the tax base that showed that the city couldn't afford to sprawl, and infill was ideal. While they could argue about design at a later date, putting housing on that parcel was a positive thing, she noted.

Mayor Wiza, speaking as a resident, explained that he lived where he did because of the higher density neighborhood. The close proximity allowed him to interact and get to know his neighbors, as well as allowing him to be walking distance from different amenities.

Commissioner Curless asked if the units could be rented out, to which Mayor Wiza confirmed that they could legally be rented out as a single family home, but stated that the intention was for them to be purchased and owner-occupied.

Commissioner Hoppe added that the price of the home would not be economical.

Mayor Wiza reiterated that they were not discussing that topic during the current request, but confirmed that there would be no guarantee of them being owner-occupied.

Commissioner Haines echoed other supporting comments regarding infill development. She explained that change was often incremental, but for the surrounding neighbors the proposed development would feel like a very big change. While she understood the anxiety, she noted that the city didn't have many opportunities for infill, and that as a planned development, they would have a lot of say over the design of the buildings.

**Motion by Commissioner Haines to approve the preliminary subdivision plat request from Jeff Rice with Origin Family Homebuilders for 525 Fourth Avenue (Parcel ID 281240830402401) with the following conditions:**

- 1. The alleyway for the new lots shall be a minimum of 20 feet wide. Such width will decrease to 14 feet on the west and 17 feet on the east.**
- 2. Sidewalks shall be installed on all non-alley street frontages, meeting the applicable requirements of the Public Works Department.**
- 3. A rezoning of the property to PD, Planned Development District, or other applicable district must occur prior to the final subdivision plat approval.**

**seconded by Commissioner Hoppe.**

**Motion carried 7-0.**

4. Public Hearing and Action on a request from Northwest Counseling and Guidance Clinic for a conditional use permit to operate a school type use at 933 Michigan Avenue (Parcel ID 281240833200105).

Director Ostrowski reiterated that Northwest Journey, the occupant had outgrown 525 Fourth Avenue, was looking to relocate to another location. The current request would be to relocate their educational and guidance counseling service to the northeast wing of 933 Michigan Avenue, of which was currently being

utilized for institutional and government purposes. A school type use would be the closet zoning classification for Northwest Journey, he noted, and schools would be a conditional use under the R-5 zoning district. This relocation would also require the approval of a lease to be approved by the Plan Commission and Common Council. He further explained that the proposed use would be less intense than the previous institutional use within the facility. Additionally, they would keep normal daytime business hours, and aside from a possible change to exiting, there would be no proposed changes to the exterior of the existing facility. The use was not seen as being injurious to the neighborhood, and staff recommended approval of the request.

Mayor Wiza declared the public hearing open.

Aldersperson Nebel (District Three) expressed concern with lack of parking, noting that parking had been difficult to find during early afternoon hours. She asked about the leasing of current spaces to the local hospital.

Mayor Wiza confirmed the leasing of spaces to the hospital for overflow parking during their renovations. He explained that changes to the lease would need to be made by the Common Council, but that the current agreement would expire in October 2018.

Director Ostrowski briefly added that Northwest Journey would have their main entrance of the northeast wing, or backside of the property, so they would not access through the main corridor. The anticipated move in date would be slated for summer if all went well.

Trevor Roark (601 Washington Ave) inquired about bike parking on the property as he did not notice any bike racks, to which Mayor Wiza confirmed that a bike rack did not currently exist after the recent Police Department move, but it was in the works.

Mayor Wiza declared the public hearing closed.

**Motion by Commissioner Cooper to approve the request from Northwest Counseling and Guidance Clinic for a conditional use permit to operate a school type use at 933 Michigan Avenue (Parcel ID 281240833200105); seconded by Commissioner Curless.**

**Motion carried 7-0.**

5. Request from the City of Stevens Point for review and approval of a lease agreement between Northwest Counseling and Guidance Clinic and the City for space at 933 Michigan Avenue (281240833200105).

Director Ostrowski, in relation to the last request, further explained that next steps would be to have the Plan Commission and Common Council approve the lease terms for Northwest Journey since the property was owned by the City. He briefly summarized the terms for approximately 5,000 square feet of leasable space and noted that the costs could fluctuate based on the amount of needed space. Overall, staff felt the use was appropriate for the location and recommended approval of the lease agreement.

Commissioner Curless asked how the current lease terms compared to that of the DNR lease, to which Director Ostrowski noted that while a lease with the DNR hadn't been finalized, the rate had been slightly higher.

**Motion by Commissioner Brush to approve the request from the City of Stevens Point for review and approval of a lease agreement between Northwest Counseling and Guidance Clinic and the City for space at 933 Michigan Avenue (281240833200105) with the following conditions:**

- 1. Staff shall have the ability to make minor amendments to the lease, including adding more space or adjusting the costs of the improvements, if needed.**

**seconded by Commissioner Hoppe.**

**Motion carried 7-0.**

6. Public Hearing and Action on a request from Darren Miller for a conditional use permit to utilize the Traditional Neighborhood Overlay District reduced setback standards to construct an addition onto the primary structure at 1910 Monroe Street (Parcel ID 281240832403615).

Director Ostrowski explained the request to utilize the Traditional Neighborhood Overlay District reduced setback standards at 1910 Monroe Street in order to build an addition on the west side that would match the existing plane of the home at 20 feet. The property was within the Traditional Neighborhood Development (TND) Overlay District, and the lot and home were consistent with other nonconforming properties within the neighborhood, he noted. The proposed addition would not reduce the character of the property or neighborhood, nor was it injurious to the surrounding area. Staff recommended approval with conditions set in the staff report.

Mayor Wiza declared the public hearing open.

Aldersperson Johnson (District Five) stated the property was in her district, and noted that the addition looked suitable to the home, as well as receiving no objections to the request.

Mayor Wiza declared the public hearing closed.

**Motion by Commissioner Curless to approve the request from Darren Miller for a conditional use permit to utilize the Traditional Neighborhood Overlay District reduced setback standards to construct an addition onto the primary structure at 1910 Monroe Street (Parcel ID 281240832403615) with the following conditions:**

- 1. The addition in the street yard setback shall match the existing plane of the home, which is approximately 20 feet.**
- 2. The addition shall compliment the architectural appeal of the existing home. Such plans shall be reviewed and approved by the Community Development department. Additional architectural features, such as windows shall be added to the west facade.**
- 3. All necessary building permits shall be obtained for the proposed work, including the submission of updated building plans.**
- 4. All other applicable ordinance requirements shall be met.**
- 5. Staff shall have the right to make minor modifications to the plans.**

**seconded by Commissioner Haines.**

**Motion carried 7-0.**

7. Public Hearing and Action on a request from Brandon Carlin, representing the property owner, for a conditional use permit to reduce the setback on one street frontage of accessory structures at 104 Second Street North (Parcel ID 281240829230053).

Director Ostrowski briefly explained that a property bounded by three or more public right-of-ways could have their street setbacks reduced down to 10 feet on one of the frontages through the conditional use process. Several accessory structures currently existed at 104 Second Street North along Maria Drive that did not meet street yard setback requirements, with the accessory structures being continuously sold and turned over. He further explained that accessory structures within the front of the property could create a negative aesthetic within the neighborhood if they were closer to the street, and with that being the case, staff recommended that there be a landscape buffer area between the structures and the sidewalk along with the setback being reduced to 10 feet along Maria Drive. Also, the creating the landscape area between the structures and sidewalk area would eliminate the area being used for other storage or parking, which would not be allowed, and most importantly reduce the chance of incidents with pedestrians on the sidewalk, as well as reducing the freeze-thaw cycle of snow on the sidewalks. Staff recommended approval of the request with conditions outlined in the staff report.

Mayor Wiza clarified that the staff recommendation as to grant the request for the reduced setbacks, but require that the 10 feet be landscaped rather than asphalt.

Mayor Wiza declared the public hearing opened.

Aldersperson Nebel (District Three) expressed her support for the request and recommended conditions, adding that it would improve not only the aesthetics of the site, but also increase the safety for those using the sidewalks.

Kent Worzalla (104 Second St), owner of Kent's Service Center & Towing Inc, briefly discussed the history and process during the Maria Drive redevelopment project and how it affected his property and way he operated his business. Mr. Worzalla also expressed concern for the conditional use permit process, and how the ordinance limited the operation of his business. He requested that his accessory buildings be allowed to remain in their existing location and listed reasoning for his request, such as limiting the area that would need to be utilized to turn trucks into his shop bays.

Mayor Wiza clarified that while the city was granting their request, the Plan Commission could not reduce the setback requirement to less than 10 feet, to which Mr. Worzalla stated that he was facing issues and would have to possibly close his location.

Brandon Carlin (1004 First St), representing Kent Worzalla, explained that the request for reduced setbacks was an alternative measure that they had taken, but they objected to the setback requirement. He stated that according to the standards of review, the site caused no physical detriment or visual issues with the area, in addition to its setbacks being consistent with the neighborhood. He further stated that there was already a large portion of grass in front of the property, and requiring more would disrupt the commercial capability of the site.

Kent Worzalla (104 Second St) also stated that snow from his property was plowed and removed from the property at his expense. He stated a proposal for fixing the sidewalk in front of his site, stating that it was not safe, if the city allowed him to continue operating as is.

John Quirk (325 Front St), as a local resident, stated that it seemed unfair to push Mr. Worzalla 10 feet further into the property when properties across the street had cars parked up to the sidewalk.

Aldersperson Phillips (District Ten) asked for clarification if the Common Council could reduce the requirement to less than 10 feet if the Plan Commission could not.

Mayor Wiza declared the public hearing closed.

Mayor Wiza briefly explained that only the Zoning Board of Appeals could reduce the setbacks to less than 10 feet, and the only option available to the Plan Commission was to reduce it down to no less than 10 feet.

Commissioner Haines asked what would occur if they did not move forward with approval, to which it was explained that the applicant would need to adhere to the 25 foot setback requirement, but still have the option to go to the Zoning Board of Appeals.

Commissioner Curless stated for clarification that if the applicant lost the appeal, they would need to adhere to 25 feet, to which Mayor Wiza confirmed correct and stated that was the reason why they should grant the request.

Commissioner Hoppe asked whether they could rezone the property to a district that would allow a zero lot line, to which Director Ostrowski noted that the downtown zoning district would allow for a zero lot line, but it would be inconsistent zoning.

Mayor Wiza asked whether the buildings across the street were closer than 10 feet, to which Director Ostrowski confirmed that they were. The Director further explained that another avenue could be to offset the parking lot by 5 feet if the buildings would have to be removed, but any further request would need to go before the Board of Zoning Appeals.

Commissioner Hoppe asked if it was a possibility for the applicant to move the accessory buildings to the west side of the property if First Street was abandoned, to which Mr. Worzalla asked what the setback would be if he had two street frontages as opposed to three seeing as he qualified for a reduced setback for having three frontages in the first place.

Director Ostrowski stated that if First Street was removed, the setback from Maria Drive would be 25 feet with only two frontages and he would also lose the ability to reduce it down to 10 feet. He further explained that the only ability the applicant had was to reduce the setback to 10 feet as the street could not be vacated that evening, and that Mr. Worzalla would need to pursue a separate request. He added that the additional request would need to take additional things into consideration during its review such as the possibility of land locking parcels that took access off First Street.

Mayor Wiza reiterated that the commission could not act on any other request, and he recommended that they move forward with staff recommendations.

**Motion by Mayor Wiza approve the request from Brandon Carlin, representing the property owner, for a conditional use permit to reduce the setback on one street frontage of accessory structures at 104 Second Street North (Parcel ID 281240829230053) with the following conditions:**

- 1. Setbacks along First Street and North Second Street shall be maintained.**
- 2. No structures, vehicles, or other items shall be located in any vision triangle above the allowable height limitations.**

3. All necessary building permits shall be obtained for the proposed work.
4. All structures shall be properly anchored to the ground.
5. A minimum of a 10 foot wide landscaping buffer shall be placed between the sidewalk and the start of the accessory structures. Such landscape area shall meet the planting requirements for parking lot screening within the City's Zoning Code.
6. All other applicable ordinance requirements shall be met.
7. Staff shall have the right to make minor modifications to the plan.

seconded by Commissioner Brush.

**Motion carried 7-0.**

8. Bicycle and Pedestrian Advisory Committee 2017 Annual Report, and presentation of 2018 goals and objective.

Bill Fehrenbach (1408 Wisconsin St), Vice-chair of BPAC, reviewed their 2017 year-end summary and accomplishments. Among them was the review of the Comprehensive Plan transportation chapter, the completion of the fall bike/ped counts for the city, the hosting of the annual BPAC open house, the assistance with implementation of the TAP Grant project, and developed a bike parking ordinance draft. Additionally, they reviewed, supported, or assisted with additional programs with the CN railroad, Portage County Library, the Stevens Point School District, UW-Stevens Point, and other bicycle and pedestrian efforts.

Trevor Roark (601 Washington Ave), Chair of BPAC, reviewed their goals for the 2018 year. Each goal fell under the 5 E's: Educational, Evaluation/Policy, Encouragement, Engineering, and Enforcement. Overarching topics for the 3<sup>rd</sup> Annual BPAC Open House were highlighted, as well as the upcoming bike share program with partnership with the local university, and funding status of their third trishaw for the Supported Cycling Without Age program.

Mayor Wiza requested further information for the Supported Cycling Without Age program.

Aldersperson Jennings (District One) expanded on the program, explaining that it was originally introduced in Copenhagen, Denmark in 2012. The program was geared towards helping seniors, older adults, or those with disabilities get fresh air and make social connections. Three volunteer run trishaws would be available in the city, she stated, and donations could be made online to the Community Foundation of Central Wisconsin under Cycling Without Age Stevens Point.

Aldersperson Kneebone (District Seven) asked where someone could go if they were interested in volunteering as a driver or pilot for the trishaw.

Aldersperson Jennings (District One) stated that requests could be made to her directly at 715-344-7377 or to cwa.stevenspoint@gmail.com.

9. Comprehensive Outdoor Park Plan 2018-2022

Parks Director Tom Schrader reviewed the process that his department underwent in creating the 2018-2022 Comprehensive Outdoor Park Plan with SEH over the past year. He noted that the Parks Commission

had approved the plan during their January 3, 2018 meeting, and he recommended that the Plan Commission approve it as well.

Mayor Wiza stated that the Park Plan was available online to view at the City's website.

Commissioner Haines asked how the park plan would be used by the Parks Department.

Director Schrader explained that the park plan would assist them in making decisions for park improvements and maintenance, as well as setting capital improvements.

Aldersperson Kneebone, in regards to page 41 of the park study, asked how pickle ball was doing among the community, to which Director Schrader stated that it had been well received by residents.

Mayor Wiza briefly stated that Stevens Point was the third most popular area in the entire state of Wisconsin for Pokémon GO, and that a lot of the locations were within local parks. He noted that it might be an opportunity for the Parks Commission to address items that go along with that.

Aldersperson Kneebone also noted that Geocaching, an outdoor recreational activity in which participants used a GPS receiver or mobile device to hide and seek containers, had also become very popular.

**Motion by Commissioner Brush to approve the Comprehensive Outdoor Park Plan 2018-2022; seconded by Aldersperson Kneebone.**

**Motion carried 7-0.**

10. Certified Survey Map approval for property within and near East Park Commerce Center, north of County Highway HH and east of Venture Drive (Parcel IDs 281230801340001 & 030230801-12.01).

Director Ostrowski explained that the city had approved a certified survey map for a portion of the property during last month's meeting, but had since had slight adjustments to it. After further discussions, additional right-of-way was needed moving towards the east as the road angled slightly north. Therefore, the CSM was redrawn to incorporate the additional right-of-way to make the southern boundary parallel to the right-of-way to the south. Staff recommend approval of the CSM.

**Motion by Commissioner Haines to approve the Certified Survey Map for the property within and near East Park Commerce Center, north of County Highway HH and east of Venture Drive (Parcel IDs 281230801340001 & 030230801-12.01) with the following conditions:**

1. Staff shall have the right to make minor modifications to the certified survey map.

**seconded by Commissioner Cooper.**

**Motion carried 7-0.**

11. Community Development department monthly report for December 2017 and January 2018

Director Ostrowski briefly stated that January 2018 was not ready, but December 2017 was before them, and an annual report would be presented within the next few months. The city finished just under \$119 million in value and approximately \$392,000 in permit fees. Overall there were 131 violations for December, a majority of them related to snow and ice. Tagged violations also had an end compliance rate of approximately 86%, showing that the program was working well.

Mayor Wiza commended staff, City personnel, and the people doing the developing for the end of year values, fees, and overall permits pulled. He stated that it showed a growth in the community at four times the average amount of \$25-\$30 million dollars, adding that it was an important factor in keeping services or replacing services that had been lost.

12. Director's Update.

Director Ostrowski stated that the next scheduled Comprehensive Plan and Zoning Code update meeting would occur on Monday, February 26, 2018 at 7:00 PM.

Mayor Wiza stated that he would not be present.

13. Adjourn.

**Meeting adjourned at 8:40 PM**

Attachments Pertaining to Item 3: Preliminary subdivision plat review at 525 Fourth Avenue

To the Community Development Dept:  
I reside at 549 Washington Ave. I would like to express my opinion about the proposed 525 4th / Grant School Project. I do not want houses built there. It would change my neighborhood for the worse. It would be noisier & the beautiful trees would be gone. It would be loud for the long duration of building it & I wonder if our taxes would go up because of it. I just wanted my opinion to count!

Sincerely  
Catherine Drefernski

RECEIVED

FEB 02 2013

COM DEV/INSP

## Attachments Pertaining to Item 3: Preliminary subdivision plat review at 525 Fourth Avenue

**Michael Ostrowski**

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**From:** Greg Wright <GregW@createportagecounty.org>  
**Sent:** Monday, February 5, 2018 5:01 PM  
**To:** Michael Ostrowski  
**Subject:** Plan Commission

Hi Michael,

CREATE has an event tonight, so I am unable to attend the Plan Commission meeting, so I am hoping it is appropriate to submit my support for the Origin Builders twin home project via email. In our work to foster a more creative and collaborative community and to address livability challenges that will improve our workforce attraction and retention, conversations keep coming back to housing. Whether we bring up the topic or not, people our listeners and partners keep identifying the lack of alternative housing options in and near the downtown as a challenge to supporting the arts and culture growing in the historic district. From professionals new to the community and looking for housing that allows them to transition to the community, to more urban types that want the benefits of denser living, to early retirees looking to downsize and gain walkable access to food and culture, we hear from many demographics eager to see new housing options in the downtown. I applaud Origin for taking this first step, and I am hopeful it sparks other investment to support a thriving downtown community.

Greg Wright  
CREATE Portage County