

REPORT OF CITY PLAN COMMISSION

March 5, 2018 – 6:00 PM

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

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

ALSO PRESENT: Director Ostrowski, Associate Planner Kearns, City Attorney Beveridge, Alderperson Jennings, Alderperson Shorr, Alderperson Oberstadt, Alderperson Johnson, Alderperson McComb, Alderperson Phillips, Alderperson Morrow, Brandi Makuski, Gene Kemmeter, Joe Bachman, Mark Erwin, Bobbie Erwin, Abby Erwin, Ryan Bair, Bonnie Maher, Bill Maher, John Munson, Barb Munson, Jan Way, Todd Huspeni, Chris Huspeni, Jason Davis, Matt Davis, Brandon Kawleski, Kurt Ross, Kay Ross, Brian Oberstadt, Jamie Kiener, John Lawrynk, John Schultz, JD Schultz, Nikki Sommers, Gary Hubert, Ryan McAnulty, John Kayser, Brad Franz, Peter Danielsen, and Deborah Hoover.

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1. Roll call.

Discussion and possible action on the following:

2. Report of the February 5, 2018 meeting
3. Public hearing and action on a request from Jeff Rice with Origin Family Homebuilders to amend the City of Stevens Point Comprehensive Plan future land use map (Map 8.3) for the purposes of amending the future land use designation from institutional/government to residential at 525 Fourth Avenue (Parcel ID 281240830402401).
4. Public hearing and action on a request from Jeff Rice with Origin Family Homebuilders to rezone 525 Fourth Avenue (Parcel ID 281240830402401) from "R-3" Single and Two-Family Residence District to "PD" Planned Development District and site plan review.
5. Request from Jeff Rice with Origin Family Homebuilders for a final subdivision plat review at 525 Fourth Avenue (Parcel ID 281240830402401).
6. Request from Cave Enterprises, representing Burger King, for a site plan review request to construct a restaurant with drive-thru at 5431 Highway 10 East (Parcel ID 281240835130007).
7. Public hearing and action on a request from Mark & Roberta Erwin for a conditional use permit to construct mini-warehousing at 1230 Second Street North (Parcel ID 281240817340001).
8. Public hearing and action on a request from Kurt Ross to utilize the Traditional Neighborhood Development Overlay District reduced setback standards to construct a covered porch on the front of the home and detached accessory structure at 1026 Portage Street (Parcel ID 281240829304210).
9. Public hearing and action on a request from American Legion Baseball Post # 6 for a conditional use permit to construct a concrete slab for the relocation of batting cages and a concession stand shelter at the Bukolt Park baseball field, addressed 100 Bukolt Avenue (Parcel ID 281240830400807).
10. Amending Section 23.02(1)(g)(3) of the Revised Municipal Code of the City of Stevens Point, R-5 Multiple Family II Residence District, to allow the selling of retail goods by a non-profit (501(c)(3)) organization as a conditional use.

11. Public hearing and action on a request from Justiceworks, Ltd. / Shifting Gears LLC for a conditional use permit to sell retail goods at 1578 Strongs Avenue (Parcel ID 281240832202210).
 12. Request from the City of Stevens Point to purchase 1401 East Avenue (Parcel ID 281240832103401), formerly Emerson School, from the Stevens Point Area School District.
 13. The sale of approximately three to four acres of City-owned land within the East Park Commerce Center at an unaddressed parcel (Parcel ID 281230801210004) on E.M. Copps Drive, east of Week Street.
 14. Parklet programs and guidelines.
 15. Development department monthly report for January and February, 2018.
 16. Director's Update
 17. Adjourn
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1. Roll call.

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

Mayor Wiza announced that the meeting agenda had been amended to reflect the pulling of Items 3, 4, and 5, and the addition of Item 13. Item 13 was subsequently pulled as well.

Discussion and possible action on the following:

2. Report of the February 5, 2018 meeting

Motion by Commissioner Cooper to approve the report of the February 5, 2018 Plan Commission meeting; seconded by Commissioner Curless.

Motion carried 7-0.

3. Public hearing and action on a request from Jeff Rice with Origin Family Homebuilders to amend the City of Stevens Point Comprehensive Plan future land use map (Map 8.3) for the purposes of amending the future land use designation from institutional/government to residential at 525 Fourth Avenue (Parcel ID 281240830402401).

This agenda item was pulled by the applicant.

4. Public hearing and action on a request from Jeff Rice with Origin Family Homebuilders to rezone 525 Fourth Avenue (Parcel ID 281240830402401) from "R-3" Single and Two-Family Residence District to "PD" Planned Development District and site plan review.

This agenda item was pulled by the applicant.

5. Request from Jeff Rice with Origin Family Homebuilders for a final subdivision plat review at 525 Fourth Avenue (Parcel ID 281240830402401).

This agenda item was pulled by the applicant.

6. Request from Cave Enterprises, representing Burger King, for a site plan review request to construct a restaurant with drive-thru at 5431 Highway 10 East (Parcel ID 281240835130007).

Director Ostrowski reviewed the proposed request to build a new stand-alone restaurant building west of the recently built multi-tenant retail center, both of which sat on former Lynn's Greenhouse site. He noted that a site plan review was required for any development on a property within the B-5 Highway Commercial district to review traffic flow, and potential congestion or access issues. Staff found that the proposed site plan would adequately allow vehicles to enter the site through the shared access easement with the neighboring retail development, and met applicable parking and building dimensional standards. Staff saw no concerns with the development and recommended approval with conditions within the staff report.

Motion by Alderperson Kneebone to approve the from Cave Enterprises, representing Burger King, for a site plan review request to construct a restaurant with drive-thru at 5431 Highway 10 East (Parcel ID 281240835130007) with the following conditions:

1. Six bicycle stalls shall be added meeting the zoning ordinance requirements.

seconded by Commissioner Brush.

Motion carried 7-0.

7. Public hearing and action on a request from Mark & Roberta Erwin for a conditional use permit to construct mini-warehousing at 1230 Second Street North (Parcel ID 281240817340001).

Director Ostrowski explained that the site on the very north end of the City had been annexed from the Town of Hull in 2015. The property was zoned B-4 Commercial and currently housed an existing mini-warehousing building. The applicant was now looking to move onto phase two and three of the development and add two more mini-warehousing buildings: the first totaling 18 units at 1,800 square feet, and the second totaling 9 units at 2,250 square feet. Staff saw no concerns and found the use appropriate for the site and surrounding area. Additionally, the buildings would be constructed to closely match the existing building.

Commissioner Hoppe recalled the originally project discussion and noted that there had been drainage concerns, to which Director Ostrowski stated that the site would still need to meet all storm water requirements.

Mayor Wiza asked whether there were existing issues, to which Director Ostrowski stated he was not aware of any.

Commissioner Curless asked if limiting the amount of blacktop would assist with drainage, to which Director Ostrowski noted it was a possibility. He also added that storm water requirements would be reviewed through the permitting process, but felt that the ponds may be sufficient.

Mayor Wiza declared the public hearing open.

Alderperson Morrow (District Eleven) stated that the property was in his district, and that he had heard no concerns for the development, nor any concerns regarding existing drainage issues. He asked that shrubbery be considered for the ponds rather than fencing due to surrounding wildlife use.

Mayor Wiza declared the public hearing closed.

Commissioner Hoppe asked for clarification if the conditions set by staff would allow for shrubbery, to which it was confirmed that the applicant could choose to screen with either fencing or landscaping.

Motion by Commissioner Hoppe approve the request from Mark & Roberta Erwin for a conditional use permit to construct mini-warehousing at 1230 Second Street North (Parcel ID 281240817340001) with the following conditions:

- 1. The development shall meet applicable Utility and Stormwater requirements, as well as any other jurisdictional requirements (i.e. WDNR). The utility department shall review and approve plans.**
- 2. Fencing and/or landscaping shall exist along the north and east sides of the property to screen the building and beautify the property. Such fencing and/or landscaping shall be approved by Community Development Department staff.**
- 3. The development shall meet all applicable zoning standards including those related to parking, such as hard surfacing, parking ratios, and screening.**
- 4. All exterior mechanical equipment including refuse storage be continuously screened with fencing and/or landscaping.**
- 5. Applicable permits shall be obtained for the development.**

seconded by Commissioner Haines.

Motion carried 7-0.

8. Public hearing and action on a request from Kurt Ross to utilize the Traditional Neighborhood Development Overlay District reduced setback standards to construct a covered porch on the front of the home and detached accessory structure at 1026 Portage Street (Parcel ID 281240829304210).

Director Ostrowski briefly explained that the applicant was looking to utilize the Traditional Neighborhood Development Overlay District that would allow for reduced setbacks in order for them to construct a detached accessory structure north of the home, as well as a covered front porch. Staff found the home to be consistent with other nonconforming properties in the neighborhood, and did not see the proposed garage or front porch being detrimental or injurious to surrounding properties. Approval of the request with staff conditions was recommended.

Commissioner Haines noted that the majority of the lot was covered as is, and asked whether they had lot coverage restrictions.

Director Ostrowski stated that they did not, but they were currently looking into it during the zoning code rewrite.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Motion by Commissioner Brush approve the request from Kurt Ross to utilize the Traditional Neighborhood Development Overlay District reduced setback standards to construct a covered porch on

the front of the home and detached accessory structure at 1026 Portage Street (Parcel ID 281240829304210) with the following conditions:

- 1. The accessory structure shall have a minimum rear yard setback of 3 feet, and side yard setback of 4 feet.**
- 2. The covered porch shall have a minimum front (street) yard setback of 12 feet and side yard setback of 4 feet.**
- 3. The garage and porch shall compliment the architectural appeal of the existing home. Such plans shall be reviewed and approved by the Community Development department.**
- 4. Rain gutters shall be installed on the detached garage. Discharge from the gutters shall not occur on neighboring properties.**
- 5. All necessary building permits shall be obtained for the proposed work, including the submission of updated building plans.**
- 6. All other applicable ordinance requirements shall be met.**
- 7. Staff shall have the right to make minor modifications to the plans.**

seconded by Alderperson Kneebone.

Motion carried 7-0.

9. Public hearing and action on a request from American Legion Baseball Post # 6 for a conditional use permit to construct a concrete slab for the relocation of batting cages and a concession stand shelter at the Bukolt Park baseball field, addressed 100 Bukolt Avenue (Parcel ID 281240830400807).

Director Ostrowski stated that any improvements within the conservancy district required a Conditional Use Permit and approval from the Plan Commission and Common Council. The property was currently being utilized as a park, and the request was to construct a concrete slab for batting cages and a concession stand shelter. Staff saw no concerns with the request and recommended approval with conditions in the staff report.

Commissioner Curless asked if the City owned the property, and if the applicant was paying for the improvements, to which Mayor Wiza confirmed that it was City owned property and that American Legion Baseball would be paying for the project.

Commissioner Haines asked where the rainwater would end up going, to which Director Ostrowski explained that the slab would be mostly surrounded by permeable surface.

Commissioner Hoppe asked what the existing building would be used for if the proposed one was to be used for concessions.

Mayor Wiza declared the public hearing open.

Peter Danielsen (1421 Bayshore Dr, Junction City), part of the Board of Directors for American Legion Baseball Post #6, noted that additional board members and representation for the general contractor were

in attendance. He briefly explained that the batting cages would be moved slightly, and that the new shelter would be used strictly for cooking, and the existing building would be used for the selling of those concessions.

Deborah Hoover (246 Fourth Ave) expressed concern over lighting and parking issues. Additionally, she requested more information for the proposed battling cage location, citing that baseballs often landed in her backyard.

Mayor Wiza declared the public hearing closed.

Mayor Wiza asked Mr. Peter Danielsen to come forward to address noted concerns.

Peter Danielsen (1421 Bayshore Dr, Junction City) stated that while they were moving the batting cage further south, they were also going to be replacing the existing protective net with a newer, stronger net to prevent baseballs from going through.

Commissioner Hoppe asked whether the first base side cage would be kept, to which Mr. Danielsen stated that it would be removed.

Motion by Commissioner Cooper approve the request from American Legion Baseball Post # 6 for a conditional use permit to construct a concrete slab for the relocation of batting cages and a concession stand shelter at the Bukolt Park baseball field, addressed 100 Bukolt Avenue (Parcel ID 281240830400807) with the following conditions:

- 1. Staff would recommend if refuse storage (large container) is pursued, it shall be continuously screened with fencing and/or landscaping.**
- 2. Applicable permits shall be obtained for the development.**
- 3. Minor modifications to the plan may be approved by staff.**

seconded by Commissioner Curless

Motion carried 7-0.

10. Amending Section 23.02(1)(g)(3) of the Revised Municipal Code of the City of Stevens Point, R-5 Multiple Family II Residence District, to allow the selling of retail goods by a non-profit (501(c)(3)) organization as a conditional use.

Director Ostrowski briefly explained that the amendment would allow nonprofit organizations that qualify for the income tax exemption under section 501(c)(3) of the IRS Code to sell gift-type items from an institutional facility or non-profit office space within the R-5 Zoning District. Staff felt that the amendment was appropriate, so long as it remained a conditional use, as it was specific enough that other entities falling under a similar scenario would be very low. Additionally, a conditional use permit would act as an additional check where other items would need to be regulated. The change would coincide with Item 11.

Mayor Wiza briefly explained that Justiceworks had recently moved into the area. In order for them to operate, they were looking for the change to the ordinance. The amendment would also make the ordinance more generic in nature, rather than pertaining only to the Holly Shop at the Lincoln Center.

Commissioner Curless asked if they could move forward to the next agenda item and allow Justiceworks to operate without making the amendment, to which Mayor Wiza stated they could not as the ordinance would not allow them to operate with the way it was originally written, and their intent was to expand the ordinance to allow 501(c)(3) organizations to run in a similar nature as the Holly Shop.

Commissioner Curless asked for confirmation that it would have to be a 501(c)(3) organization to operate as such, to which Mayor Wiza confirmed that they not only had to be a 501(c)(3) organization, but they would also have to obtain a Conditional Use Permit.

Commissioner Brush asked whether any 501(c)(3) organization could operate in a similar fashion if Justiceworks changed owners or moved locations, to which Mayor Wiza confirmed that was correct, so long as they met all requirements, both in organization type and Conditional Use Permit requirements.

Mayor Wiza asked for comments from the audience.

John Munson (1101 Brawley St), a neighbor directly across from the current Justiceworks location, explained that while there were no concerns with the ordinance amendment, the Conditional Use, or the group itself, there was a large parking concern along both sides of the street. He hoped that the additional retail use would not increase the parking issues, especially in the winter months.

Mayor Wiza stated that the parking concern would be brought up to the Director.

Bonnie Maher (1100 Brawley St), owner of the bed and breakfast, Dreams of Yesteryear, and direct neighbor to Justiceworks, also cited concerns with parking, brush and snow control on the property, and damage to the retaining wall between them due to cars, as well as excessive noise caused by garbage pickup.

Mayor Wiza noted that the concerns seemed to be existing, and would be looked into by the Inspection Department.

Bonnie Maher (1100 Brawley St) asked whether the repaired bicycles would be stored or displayed outside, and if the repairs would occur on the site.

Jan Way (1203 Wilshire Dr), member on the Board of Directors for Justiceworks, stated that winter activity on site was very limited, so the probability of their organization being related to the parking issues seemed unlikely. She also noted that they had previously cleaned the site completely of all brush and hauled it away. Lastly, she stated that the concerns brought forward didn't seem like conditions for operating in a community service situation.

Mayor Wiza announced that comments being made should pertain to the ordinance amendment only, as the following public hearing for agenda item 11 would pertain to the Conditional Use Permit for Justiceworks.

Jaime Kiener (1578 Strongs Ave), Director of Justiceworks, made himself available for questioning.

Jim Buck (1578 Strongs Ave), President of the Central Wisconsin Center for Nonprofits and owner of the property, was surprised to hear concerns about trash and the manner in which it was cleaned off the site. He stated that the property, in regards to maintenance, was far better off, and that he would be glad to speak to surrounding neighbors about their concerns.

Barb Munson (1101 Brawley St) confirmed the major cleanup effort of the site, but also confirmed that they had pushed additional refuse onto the boulevard during another incident, adding that the Maher's had cleaned it up and hauled it off the site.

Mayor Wiza stated that if there were any additional concerns about trash dumping, to contact the Police Department or Inspection Department.

Motion by Alderperson Kneebone approve amending Section 23.02(1)(g)(3) of the Revised Municipal Code of the City of Stevens Point, R-5 Multiple Family II Residence District, to allow the selling of retail goods by a non-profit (501(c)(3)) organization as a conditional use; seconded by Commissioner Haines.

Motion carried 7-0.

11. Public hearing and action on a request from Justiceworks, Ltd. / Shifting Gears LLC for a conditional use permit to sell retail goods at 1578 Strongs Avenue (Parcel ID 281240832202210).

Director Ostrowski stated that most of the summary had occurred under Item 10, but noted that an additional condition had been added to the recommendation after staff packets had been distributed. The condition would prohibit the commercial sale of other goods relating to bicycling, as well as prohibit the commercial service to repair bicycles. The intent of the condition, he noted, would be to prevent the location from being a commercial bike shop.

Mayor Wiza declared the public hearing open.

Jaime Kiener (1578 Strongs Ave), Director of Justiceworks, briefly explained that the location would allow them a place where individuals could perform community service in a number of ways, with the bicycles serving as the base for it. They operated off volunteers and currently accepted donations from the community and Stevens Point Police Department. He remained available for questioning.

Alderperson Morrow (District Eleven) stated that the bike shop posed no competition to any other bike shops, and that the organization was providing a valuable service to residents, especially for those who were in need of a transportation type service. He urged the commission to approve the request, adding that Justiceworks was a great asset for the community.

Mayor Wiza declared the public hearing closed.

Commissioner Curlless noted that the parking issues cited could be a result of the meetings taking place at the location, to which Mayor Wiza stated that they could not address parking issues, and that the Police Department would look into it.

Commissioner Curlless asked how many meetings were being held at the site.

Jaime Kiener (1578 Strongs Ave) stated that recovery meetings were held there, but they were mostly in the evening and that parking was always available.

Motion by Commissioner Haines approve the request from Justiceworks, Ltd. / Shifting Gears LLC for a conditional use permit to sell retail goods at 1578 Strongs Avenue (Parcel ID 281240832202210) with the following conditions:

1. **Retail sales shall be clearly accessory to the main uses of the building. Retail sales hours shall be limited to Monday-Friday between 9AM – 3 PM and Saturday between 9AM – 2PM. Additional hours may occur on a case-by-case basis as approved by staff.**
2. **All bicycle repair, maintenance, storage, and/or sales shall be performed inside the facility.**
3. **No storage or display of equipment, tools, or product shall occur outside the building.**
4. **A solid/opaque fence 6 feet in height, subject to visibility requirements, shall be constructed along the west and north property lines. The fence shall meet all code requirements.**
5. **Parking stalls shall meet the code requirements and shall be striped.**
6. **If installed, refuse storage shall exist on the northwest corner of the property and be fully enclosed using solid opaque fencing.**
7. **Access on Strongs Avenue shall be utilized only as ingress to the property and have proper posted signage.**
8. **The commercial sale of other goods relating to bicycling shall be prohibited, along with commercial service to repair bicycles shall be prohibited.**

seconded by Commissioner Brush.

Motion carried 7-0.

12. Request from the City of Stevens Point to purchase 1401 East Avenue (Parcel ID 281240832103401), formerly Emerson School, from the Stevens Point Area School District.

Director Ostrowski stated that any sale or purchase of property by the City had to go through Plan Commission for recommendation. The requested purchase had been in discussion for quite some time, and the City's intent would be to obtain ownership and potentially provide reinvestment or improvements to the property. Further financial terms would be discussed at the Finance Committee meeting.

Mayor Wiza further explained that they would be looking for a recommendation to the City Council in acquiring the site from the school district.

Commissioner Haines asked what staff meant within their review in regards to providing reinvestment into the property, to which Director Ostrowski explained that the use would remain similar to its current one, and that reinvestment could include improvements to the current park equipment.

Mayor Wiza added that there was a local group interested in raising funds for improvements.

Commissioner Haines asked if the Park Plan could need to be amended, to which Alderperson McComb noted from the audience that it had already been included in the Park Plan.

Commissioner Curless asked how much they would be paying for the lot, to which Mayor Wiza stated that the details would be discussed at the Finance meeting.

Mayor Wiza asked for comments from the audience.

Aldersperson Johnson (District Five), one of the founding members of the Friends of Emerson Park group, explained that the group was made out of residents from District 5 and District 3 whose purpose was to encourage the school district and Common Council to move forward with the current deal in order to have an urban park. District 3 and the northern portion of District 5, she further explained, were the only in the City without a neighborhood park. She was pleased with the request and looked forward to having an urban park with amenities for the surrounding children and their families.

Mayor Wiza stated that he was pleased with the tentative agreement between the school district and City, noting that they had been in negotiations for a very long time.

Motion by Commissioner Hoppe to approve the request from the City of Stevens Point to purchase 1401 East Avenue (Parcel ID 281240832103401), formerly Emerson School, from the Stevens Point Area School District; seconded by Commissioner Curless.

Motion carried 7-0.

13. The sale of approximately three to four acres of City-owned land within the East Park Commerce Center at an unaddressed parcel (Parcel ID 281230801210004) on E.M.Copps Drive, east of Week Street.

This agenda item was pulled by the applicant.

14. Parklet programs and guidelines.

Mayor Wiza read a prepared statement by resident, BPAC member, and Main Street Parks Coordinator Trevor Roark in which he stated his support for the Parklet program.

Mayor Wiza stated that there had already been three successful parklet programs that had been improved and implemented on a temporary basis, with no complaints that they were aware of.

Commissioner Brush asked for confirmation on whether the programs would be operate on a year to year basis, or if they would be permanent.

Director Ostrowski stated that the intent of the parklets would be that they would be up on a year to year basis, and come down in October at the request of the Public Works Director due to potential early snowfalls in preparation for the winter months.

Mayor Wiza explained that parklets would effectively take up a parking stall while turning it into something that could encompass a wide arrange of things and uses, such as sitting or lounging areas, green spaces, or areas for games.

Director Ostrowski further added that the areas they were looking into for implementing parklets was the Central Business District, or downtown area, and the south side business district around Carl D's. They could look into expanding into additional areas over time.

Mayor Wiza asked for comments from the audience.

Aldersperson McComb (District Nine) stated that the program was a great idea. On behalf of an interested business owner, she asked whether a business could utilize parklets for both their side parking lot and store front parking areas.

Mayor Wiza stated that the owner could do almost anything if it was private property so long as they met current guidelines.

Director Ostrowski asked for a general direction in which the commission wanted to move in. If the commission wished to proceed, he would finalize the guidelines and bring them back at the next meeting.

Commissioner Curless asked if the owners would be responsible for the improvements, to which Director Ostrowski confirmed that the intent would be for an organization or owner to sponsor a parklet, in both installation and removal.

Mayor Wiza briefly explained that in the past, Mr. Roark had gone to several business asking if they would be interested in creating or sponsoring a parklet. They would not be required to participate in the program if they were not interested.

Commissioner Curless asked if every business could have one if they wanted to.

Director Ostrowski explained that there would be set limitations on placement and amount. There would be a cap of 12 parklets in the downtown, and 6 in the south side square area near Carl D's. In addition to these limitations, there would be associated monthly fees, as well as fees to offset administrative and registration costs. Reviews would occur early in the year, he added. If successful, they could look at modifying the program further, but the first year would be more experimental.

Commissioner Hoppe asked if it could cause possible concerns or pushback by owners that didn't want a parklet in front of their business, and felt that their neighbor who had one would be taking away from their business due to reduced parking.

Mayor Wiza stated that while possible, there were 1,400 City-owned available parking spaces in the downtown area that could be utilized.

Director Ostrowski noted that the hope would be to pull more people downtown and increase interest in local businesses.

Commissioner Cooper asked what the hours of operation would be. When there were bars or restaurants with patios, he added, they usually restricted their hours of operation or required they put up a fence or barrier, to which Mayor Wiza stated that each parklet would be reviewed on a case by case basis.

Director Ostrowski agreed that an extension of premise would need to be reviewed on a case by case basis. While the hours of operation were not addressed within the guidelines, they could take a look into them.

Commissioner Cooper stated that if properties with patios or outdoor spaces were restricted on their properties, they should be restricted in the public right-of-way as well.

City Attorney Beveridge, in regards to the parklets, stated that the existing ordinances were probably sufficient enough to address most concerns. He provided examples such as loitering during late hours or causing excessive noise.

Commissioner Cooper asked for clarification on an owner needing to obtain a separate liquor license, to which Mayor Wiza confirmed that an owner would need to obtain a separate license for the parklet even if they had one for their main establishment due to it being an extension of premise.

Mayor Wiza asked that any additional comments or concerns be forwarded to the Community Development Department.

There was a general consensus in moving forward with implementing the Parklet Program.

15. Community Development department monthly report for January and February, 2018.

Director Ostrowski summarized the monthly reports, noting that permits were comparable to 2017, with total values and fees being slightly higher. Most of the violations over the past two months were due to snow and ice related concerns.

Mayor Wiza was pleased with the growth they were seeing.

16. Director's Update.

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

17. Adjourn.

Meeting adjourned at 7:05 PM

Attachments Pertaining to Item 14: Parklet program and guidelines

Michael Ostrowski

From: Trevor Roark <mainstreetparks@gmail.com>
Sent: Saturday, March 3, 2018 2:54 PM
To: Michael Ostrowski; Kyle Kearns
Subject: statement for parklet program

Hi Michael or Kyle,
I thought it would be best if someone read my statement since I'll be at the PLOT: parklet program event while this topic is discussed at the Plan Commission. :) Please read the following:

"Trevor Roark
601 Washington

Sorry I couldn't make it tonight. Coincidentally, I'm at the kickoff parklet program event being hosted by CREATE Portage County right now. We'll be collaborating with businesses, sharing ideas and needs, and developing some preliminary design ideas with interested businesses. We have 9 downtown businesses interested in this program already and I will use the draft guidelines in this agenda packet to field some of the questions that come up about this new program. It will be a good starting point even if changes are made to these guidelines.

I want to mostly say thank you to the City for supporting the previous Main Street Parks events and for assisting in the development of this parklet program. It's very exciting to see the City collaborate with residents & businesses on this innovative project that will benefit our local economy, enhance our downtown public spaces, increase street safety, and improve the overall "destination" for out-of-town visitors.

Thank you again and as you may have guessed, I greatly support the implementation of this program!

Sincerely,
Trevor Roark"

Thanks Michael & Kyle!

Trevor Roark
Main Street Parks Coordinator
mainstreetparks@gmail.com
715-570-1961