

REPORT OF CITY PLAN COMMISSION

May 7, 2018 – 6:00 PM

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

PRESENT: Mayor Wiza, Alderperson Kneebone, Commissioner Arntsen, Commissioner Haines, and Commissioner Rice.

ALSO PRESENT: Director Ostrowski, Associate Planner Kearns, City Attorney Beveridge, Comptroller/Treasurer Ladick, Alderperson Jennings, Alderperson Shorr, Alderperson Nebel, Alderperson Johnson, Alderperson Dugan, Alderperson McComb, Alderperson Phillips, Alderperson Morrow, Joe Bachman, Mary Ann Laszewski, Joe Klopotic, David Russell, Chris Gethers, Amanda Custard, Fred Zurawski, Deb Zurawski, Andrew Halverson, Vern Nystrom, Mary Foitz, Virginia Groshek, Corrine Formella, Tom Altmann, Amy Fairchild, and Don Keck.

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1. Roll call.

Discussion and possible action on the following:

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3. Request from Point of Beginning, Inc. for a waiver from the placing of monuments for a reasonable time at 525 Fourth Avenue (Parcel ID: 281240830402401).
4. Public Hearing and Action on a request from Ellis Construction, representing PointMed Properties LLC, 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 Residential to Commercial / Office / Multi-Family at 1600 Fourth Avenue (Parcel ID 281240829401019).
5. Public Hearing and Action on a request from NJB Properties LLC for a conditional use permit to construct a hangar at the airport, 4501 Highway 66 (Parcel ID 281240823230001).
6. Public Hearing and Action on a request from Brewery Resolute LLC for a conditional use permit to operate a small-scale alcohol production facility (brewery) at 200 Division Street (Parcel ID 281240829400309).
7. Public Hearing and Action on a request from the Stevens Point Area Public School District to utilize the reduced setbacks for a School Use to construct a parking lot at 2201 Rice Street (Parcel ID 281230804201005).
8. Request from Keller Inc. for site plan review in the Planned Industrial Development district (East Park Commerce Center) to construct an industrial building at an unaddressed parcel (a portion of Parcel ID 281230801210004) on E.M. Copps Drive, east of Week Street.
9. Request from the University of Wisconsin Stevens Point for site plan review to construct above ground fuel oil storage tanks at 1848 Maria Drive (Parcel ID 281240829140001).
10. Request from Altmann Construction Company, Inc. for site plan review in the Planned Industrial Development district (East Park Commerce Center) to construct a gymnastics building at an unaddressed parcel (a portion of Parcel ID 281230801210004) on E.M. Copps Drive, east of Week Street.
11. The sale of approximately two acres of City-owned land within the East Park Commerce Center and right of first refusal on the remaining acreage at an unaddressed parcel (a portion of Parcel ID 281230801210004) on E.M. Copps Drive, east of Week Street.

12. Public Hearing and Action on a request from the City of Stevens Point to Amend Chapter 25, Uniform Sign Code, of the Revised Municipal Code, specifically Section 25.03 and 25.04, regarding the requirements for off-premise signs / billboards.
 13. Public Hearing and Action on a request from the City of Stevens Point to Amend Chapter 23, Zoning Code, of the Revised Municipal Code, specifically Section 23.02(2)(a), 23.02(3)(a), and 23.04, regarding the requirements for off-premise signs / billboards.
 14. Request from the Wisconsin Department of Transportation to Quit Claim property and approve a temporary utility easement for the purpose of reconstructing a portion of Business Highway 51, adjacent to 3501 Minnesota Avenue (Parcel ID 191-29-02201F).
 15. 2017 Annual Report
 16. Community Development Department Monthly Report for April 2018
 17. Director's Update
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1. Roll call.

Present: Wiza, Kneebone, Arntsen, Haines, Rice

Excused: Hoppe, Cooper

Discussion and possible action on the following:

2. Report of the April 2, 2018 meeting

Motion by Alderperson Kneebone to approve the report of the April 2, 2018 Plan Commission meeting; seconded by Commissioner Haines.

Motion carried 5-0.

3. Request from Point of Beginning, Inc. for a waiver from the placing of monuments for a reasonable time at 525 Fourth Avenue (Parcel ID: 281240830402401).

Commissioner Rice stated that he would be abstaining from item due to having a relationship with the applicant.

Director Ostrowski briefly stated that Wisconsin State Statute required certain monuments to be placed upon reporting of the subdivision plat. The applicants would be looking to temporary delay the placement of monuments for about a year due to the existing building still standing. Staff has no concerns and recommended approval.

Motion by Commissioner Arntsen to approve the request Point of Beginning, Inc. for a waiver from the placing of monuments for a reasonable time at 525 Fourth Avenue (Parcel ID: 281240830402401); seconded by Commissioner Haines.

Motion carried 4-0, with Commissioner Rice abstaining.

4. Public Hearing and Action on a request from Ellis Construction, representing PointMed Properties LLC, 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 Residential to Commercial / Office / Multi-Family at 1600 Fourth Avenue (Parcel ID 281240829401019).

Director Ostrowski briefly explained that staff was working with a developer and property owners to look at a larger project to the north of 1600 Fourth Avenue. While the parcel would be included in one of the future

stages of the development, its future land use designation as residential would not allow for future commercial or office type use on that property. Given the surrounding land use with commercial to the east and residential to the west of the property, a more appropriate land use designation would be office/multi-family type use. This would provide a transitional buffer between residential and commercial uses along Division Street. He noted that the change should be looked at as to how they want the corridor to be developed as a whole in the future, and not a single designation change. Staff identified the request to be appropriate, and recommended approval seeing as the future vision for the corridor would remain a mixed use.

Mayor Wiza summarized the public hearing process for Commissioner Arntsen and Commissioner Rice.

Commissioner Haines asked for clarification of the future creation of a southern exit point within the staff report, to which Director Ostrowski stated there was potential for an access point out onto Fourth Avenue as a private drive from the north.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Commissioner Arntsen stated that 1524 Fourth Avenue would eventually be surrounded by commercial uses. He asked if the residents had been notified of the request.

Director Ostrowski explained the process of informing applicants and surrounding neighbors, stating that adjacent residents within 200 feet of the proposed property were notified. Additionally, a proper publication would be published, adding that some requests were more intense and required additional time for the public to be notified.

Commissioner Haines, while understanding the request, noted that she was not comfortable with potentially having to raze a single family home for a road, especially when there was already a shortage of homes within the City.

Director Ostrowski stated that the current zoning would remain in play until the property was officially rezoned. As they worked with the potential development to the north, it would provide additional opportunity to the overall development package. He noted that Vincent Street would have likely connected to Fourth Avenue in the first place as it would have provided a good buffer between the more intense commercial use and lower residential use.

Commissioner Haines, while supporting the request, hoped that the bank on the corner of Fourth Avenue and Division Street would negotiate with the developer in putting a curved road east of 1600 Fourth Avenue rather than through it.

Commissioner Arntsen asked whether the future road would be a private drive or City road, to which Director Ostrowski stated it could be either, but that request would come back before the Plan Commission for review.

Aldersperson Kneebone understood the logical need to square off the parcels, but expressed concern for potentially losing a single family home. She noted that it would almost make sense to square off the parcel area through 609 Prentice Street. However, while the properties remained occupied, that was unlikely.

Virginia Groshek (1524 Fourth Ave) asked for clarification on Aldersperson Kneebone's comment regarding squaring off properties, to which Aldersperson Kneebone stated that ultimately, it would make logical sense to square off the properties east of 1600 Fourth Ave towards Prentice Street, but only if the property owners wanted to sell. Ms. Groshek also clarified an earlier comment regarding the building north of 1524 Fourth Avenue being an apartment building, stating that it was a detached garage, but that there were however, two apartment buildings to the south.

Mayor Wiza reiterated that they were not discussing any future possibilities about the block.

Alderperson Dugan (District Eight) noted that possibility of using landscaping as a buffer between mixed uses, rather than additional commercial properties themselves.

Andrew Halverson (501 Wilshire Blvd), with Ellis Construction, clarified that the applicants wanted to maintain a good relationship with the surrounding neighbors, and that landscaping would be quite extensive around the future development. They hoped to not only buffer the commercial property from the residential homes, but improve the aesthetics of the area. He stated that they would work collaboratively with neighbors, the Plan Commission, and Common Council on the future use of the property, and made himself available for questioning.

Motion by Commissioner Haines to approve the request from Ellis Construction, representing PointMed Properties LLC, 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 Residential to Commercial / Office / Multi-Family at 1600 Fourth Avenue (Parcel ID 281240829401019); seconded by Commissioner Arntsen.

Motion carried 5-0

5. Public Hearing and Action on a request from NJB Properties LLC for a conditional use permit to construct a hangar at the airport, 4501 Highway 66 (Parcel ID 281240823230001).

Director Ostrowski stated that municipal service and operational facilities were a Conditional Use within the R-2 District, thus needed to come before the commission and Common Council. He briefly explained that the use of the property would not change, and the proposed request was to construct an approximately 4,896 square foot private hangar. While the proposed design and materials did not match the surrounding neighborhood, a great amount of space and buffer already existed which minimized any adverse effects, in addition to the site housing several existing hangars. Staff saw no concerns with the request and recommended approval.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Motion by Commissioner Haines to approve the request from NJB Properties LLC for a conditional use permit to construct a hangar at the airport, 4501 Highway 66 (Parcel ID 281240823230001) with the following conditions:

1. All applicable building permits shall be obtained.
2. Approvals and or permits from the FAA and any other agencies shall be obtained.
3. Minor changes may be approved by staff.

seconded by Alderperson Kneebone.

Motion carried 5-0.

6. Public Hearing and Action on a request from Brewery Resolute LLC for a conditional use permit to operate a small-scale alcohol production facility (brewery) at 200 Division Street (Parcel ID 281240829400309).

Director Ostrowski briefly explained the request to operate a micro-brewery within an existing facility along Division Street that would act as both a tavern and brewery. Out of the total 12,000 square feet of proposed brewery use, 4,000 square feet would be used for alcohol production and distribution. After review, staff felt that the site met applicable zoning requirements, including parking, and given the location being a busy commercial corridor, felt there would be no detriment or endangerment to the public. Additionally, existing

utilities would be able to meet the needs of the proposed use. Staff recommended approval with conditions set in the staff report.

Commissioner Haines asked if any food would be served at the location, to which Director Ostrowski briefly explained that some food would be served, but it would not currently act as a full restaurant.

Mayor Wiza declared the public hearing open.

Aldersperson Jennings (District One) stated her excitement for the project, noting that incremental change, such as the brewery, would assist in revitalizing the area. She noted that the owners of starting the business were local, and hoped that the commission would support the request.

Aldersperson Phillips asked if there would be any future issues with parking.

Mayor Wiza declared the public hearing closed.

Director Ostrowski stated that even with the change of use, the applicant would still meet parking requirements.

Motion by Aldersperson Kneebone to approve the request from Brewery Resolute LLC for a conditional use permit to operate a small-scale alcohol production facility (brewery) at 200 Division Street (Parcel ID 281240829400309) with the following conditions:

- 1. All improvements shall obtain pertinent building permits prior to construction.**
- 2. Patio area events or activities shall end by 11:00 PM.**
- 3. Minor changes may be approved by staff.**

seconded by Commissioner Rice.

Motion carried 5-0.

7. Public Hearing and Action on a request from the Stevens Point Area Public School District to utilize the reduced setbacks for a School Use to construct a parking lot at 2201 Rice Street (Parcel ID 281230804201005).

Mayor Wiza briefly explained that some of the items already discussed would need Common Council action prior to the regularly scheduled Common Council meeting, thus the Plan Commission would be recessed at 6:30PM in order to call the Special Common Council meeting to order. Once the Common Council items were reviewed, and the meeting adjourned, the Plan Commission meeting would be reconvened in order to finish out the agenda.

Mayor Wiza recessed the Plan Commission at 6:27 PM.

Mayor Wiza reconvened the Plan Commission meeting at 6:43 PM.

Director Ostrowski briefly explained the request to construct a new parking lot on a vacant parcel in order to mitigate existing parking issue. He furthermore summarized the request for reduced parking lot setbacks of 10 feet for the school use. The parking lot itself would consist of 18 parking stalls, be screened, and have access from Rice Street. A concern, he noted, could be with the adjacent residence to the east. Given the proximity with the proposed parking lot, staff recommended a solid opaque fence to be installed between the properties to minimize disturbances caused by traffic movement, lighting, and noise. After review, staff found that the parking lot would create a safer place for vehicles to park as it would alleviate traffic on surrounding residential streets and associated pedestrian use. Staff recommended approval with conditions outlined in the staff report.

Commissioner Rice asked how staff were looking to move their vehicles off the road and into the 18 stall parking lot, to which Building and Grounds Manager for the school district, Don Keck, stated that 50 staff members would be looking to move off the street.

Commissioner Arntsen asked if there would be any limitations to evening parking, or if it would remain open, to which Director Ostrowski stated that any limitations would be set by the school district.

Mayor Wiza declared the public hearing open.

Aldersperson Jennings (District One) stated her opposition to the construction of the parking lot, stating that additional parking would induce the need for more parking, which ultimately would not address the problem, adding that there would be increased issues like additional runoff from more hard surface area.

Aldersperson Johnson (District Five) noted positive feedback and support for the parking area from her constituents who hoped it would assist in alleviating congestion, and picking up their children.

Joe Klopotic (2209 Rice St), the adjacent property owner to the east of the vacant parcel, noted concerns with the request and asked that the item be postponed for 30 days, stating that the school district did not contact him of the request until 2 weeks prior and that there were existing land use issues along his garage between his property and the school district's property relating to snow and flooding. He lastly stated that he was willing to work with the school district in possibly giving up some of his property for additional parking spaces.

Aldersperson Phillips (District Ten) noted the importance of maintaining green spaces, adding that they could be setting a precedent of building parking lots on corners due to allowing reduced setbacks on corner lots.

Aldersperson Johnson (District Five) asked whether storm water management would become a requirement seeing as it could help address some of the concerns noted by the adjacent property owner.

Joe Klopotic (2209 Rice St) clarified that the snow build up occurred on his lawn, not the asphalt, so any water runoff would remain in his yard.

Mayor Wiza declared the public hearing closed.

Mayor Wiza asked if the school district or adjacent property owner had received correspondence from either party, to which both confirmed that they had not.

Mayor Wiza stated that while they would continue on with the agenda item, there was time before the Common Council meeting for both parties to touch base about any outstanding concerns or offers.

Aldersperson Kneebone noted that snow requirements were not as well addressed as storm water.

Commissioner Haines stated that landscaping should be required in addition to the fencing, snow should not be going into the neighbor's property, and that the 18 stalls were overall not a fix for the parking issue.

Director Ostrowski noted that if landscaping was going to be required in addition the fencing, the snow area would most likely need to be removed offsite.

Commissioner Rice stated that the request seemed like a half solution considering the amount of staff needing parking far outweighed the available spaces. He noted another nearby City owned property that could be used for parking.

Mayor Wiza stated that the City has brought up the prospect of that property to the school district, but noted that the former drycleaner's property was not an ideal location and posed potential issues.

Commissioner Rice stated his preference to seeing alternatives from the school district or City.

Mayor Wiza agreed that while not a complete solution, the request did help to alleviate some issues.

Commissioner Arntsen expressed concern over potential storm water issues. He also noted that preferences over screening requirements should be checked with the residential property owner, adding that a fence could potentially assist with keeping snow off his property.

Motion by Mayor Wiza to approve the request from the Stevens Point Area Public School District to utilize the reduced setbacks for a School Use to construct a parking lot at 2201 Rice Street (Parcel ID 281230804201005) with the following conditions:

- 1. Applicable building codes shall be met.**
- 2. A building permit shall be obtained.**
- 3. A minimum 6 foot high opaque fence shall be installed on the east side of the property to provide complete screening of the parking lot to the neighboring residence. The fence shall not impede vision of vehicles accessing the right-of-way.**
- 4. A lighting plan shall be submitted for review and approval by the community development department.**
- 5. Minor changes may be approved by staff.**

seconded by Commissioner Arntsen

Motion carried 4-1, with Commissioner Haines voting in the negative.

8. Request from Keller Inc. for site plan review in the Planned Industrial Development district (East Park Commerce Center) to construct an industrial building at an unaddressed parcel (a portion of Parcel ID 281230801210004) on E.M. Copps Drive, east of Week Street.

Director Ostrowski noted that approval of the sale for the property within the East Park Commerce Center had occurred at a prior meeting, with the applicant now looking for a site plan review for a 10,000 square foot industrial type building to house Premium Plant Services, a hydroblasting service for plant process operators and managers across the upper Midwest. He explained that the building would be located on the southern portion of the lot, with screened parking towards the front, adding that both a landscaping plan and architectural renderings would need to be submitted for approval as part of the review process to make sure there was consistency among buildings in the industrial park. The lot, he explained, would become a corner property with the construction of another road east of the property running south sometime in the future. The applicants were also looking to move fairly quickly, with construction start slated for June and projected completion in the Fall of the current year. Overall, staff found the proposed use fitting for the industrial park and recommend approval with conditions outlined in the staff report. They would be discussing the development of the parcel to the west in the following agenda item.

Commissioner Haines commented that the agenda item memo within the staff report looked different, noting her preference for the 2 column administrative staff report. Additionally, she asked whether the business would be using a lot of City water for their water blasting.

Director Ostrowski noted that while he did not have an exact figure, a majority of the blasting would occur offsite.

Aldersperson Phillips asked whether the onsite hydroblasting would occur outside of the building, noting the large amount of paved areas around the building.

Director Ostrowski stated that he did not have that information, but if they were planning on doing hydroblasting outside, it would have to be screened.

Motion by Commissioner Haines to approve the request from Keller Inc. for site plan review in the Planned Industrial Development district (East Park Commerce Center) to construct an industrial building at an unaddressed parcel (a portion of Parcel ID 281230801210004) on E.M. Copps Drive, east of Week Street with the following conditions:

- 1. A landscape plan shall be submitted for review and approval by the Community Development Department.**
- 2. Landscaping shall be irrigated and maintained in perpetuity.**
- 3. Bicycle parking shall be provided meeting the requirement within Chapter 23, Zoning Code.**
- 4. A stormwater plan shall be submitted for review and approval by the Utility Department.**
- 5. Architectural components shall be incorporated into the design, as well as, materials such as masonry, to be reviewed and approved by the Community Development Department.**
- 6. All outdoor storage shall be completely screened with opaque fencing and landscaping reviewed and approved by the Community Development Department.**
- 7. Staff shall have the authority to approve minor changes to the plan.**

seconded by Commissioner Arntsen.

Motion carried 5-0.

9. Request from the University of Wisconsin Stevens Point for site plan review to construct above ground fuel oil storage tanks at 1848 Maria Drive (Parcel ID 281240829140001).

Director Ostrowski briefly explained that the University was requesting to install a fuel oil tank south of an existing power plant along Maria Drive. The fuel oil would be used as a backup source in the event that natural gas became unavailable such as in an emergency scenario. He added that there was an existing screened tank on site, and that the proposed tank would be similarly secured with fencing. Lastly, for the new commissioners, he briefly explained that within a U-1 Zoning (University), any items such as buildings, major structures, or athletic fields would need to come before the Plan Commission and Common Council for review and approval. They would then use the University's Master Plan to make those decisions. While the master plan did not identify the requested improvement, staff found the request appropriate given the uniqueness of the plant and noted that the tank should not negatively affect surrounding properties given its location internally on campus. All permitting required through the state would also need to be approved.

Aldersperson Morrow (District Eleven) clarified that the request was part of a larger initiative for the college to switch away from coal. The tank would also be used in emergency scenarios and would hold 72 hours' worth of fuel. He noted that the plant had existed for quite some time, and urged the commission to approve the request.

Commissioner Arntsen asked whether additional protection was warranted, assuming that the tank was installed to code, to which Director Ostrowski confirmed that the double walled tank would be fairly well protected and installed properly.

Motion by Aldersperson Kneebone to approve the request the University of Wisconsin Stevens Point for site plan review to construct above ground fuel oil storage tanks at 1848 Maria Drive (Parcel ID 281240829140001) with the following conditions:

- 1. Screening in the form of landscaping shall be installed to completely screen the fuel oil tank, in addition to the fencing proposed.**
- 2. Staff may approve minor changes.**

seconded by Commissioner Rice.

Motion carried 5-0.

10. Request from Altmann Construction Company, Inc. for site plan review in the Planned Industrial Development district (East Park Commerce Center) to construct a gymnastics building at an unaddressed parcel (a portion of Parcel ID 281230801210004) on E.M. Cops Drive, east of Week Street.

Director Ostrowski briefly explained the request to construct a 12,000 square foot industrial type building for Russell Gymnastics on a heavily wooded 2 acre portion of the property previously identified in the last request. Due to the proposed placement of the building and parking lot on the eastern portion of the parcel, it would provide the applicant with the ability to expand in the future on the west and southern portions of the lot. Access would be taken off E.M. Cops drive, with the parking lot being approximately centered, or to the west of the proposed building. Additionally, staff would be looking to receive a site plan, landscaping plan, and stormwater plan for review and subsequent approval. Overall, staff found the request and use to be fitting within the East Park Commerce Center and recommended approval with conditions outlined in the staff report. Construction was projected to begin and finish in 2018.

Commissioner Arntsen asked whether the facility would be used for tournaments, or solely for practice.

David Russell (3911 Townline Rd, Amherst), co-owner of Russell Gymnastics, stated that the facility would be used for practice only.

Motion by Alderperson Kneebone to approve the request from Altmann Construction Company, Inc. for site plan review in the Planned Industrial Development district (East Park Commerce Center) to construct a gymnastics building at an unaddressed parcel (a portion of Parcel ID 281230801210004) on E.M. Cops Drive, east of Week Street with the following conditions:

1. **A new site plan shall be submitted for review and approval showing all required dimensions, to be reviewed and approved by the Community Development Department.**
2. **A landscape plan shall be submitted for review and approval by the Community Development Department.**
3. **Landscaping shall be irrigated and maintained in perpetuity.**
4. **Bicycle parking shall be provided meeting the requirement within Chapter 23, Zoning Code.**
5. **A stormwater plan shall be submitted for review and approval by the Utility Department.**
6. **Architectural components shall be incorporated, at a minimum in the north and west façades, such as masonry materials, to be reviewed and approved by the Community Development Department. This condition may also be satisfied by appropriate landscape screening of these facades.**
7. **All outdoor storage, including refuse storage, shall be completely screened with opaque fencing and landscaping reviewed and approved by the Community Development Department.**
8. **Staff may approve minor changes.**

seconded by Commissioner Haines.

Motion carried 5-0.

11. The sale of approximately two acres of City-owned land within the East Park Commerce Center and right of first refusal on the remaining acreage at an unaddressed parcel (a portion of Parcel ID 281230801210004) on E.M. Copps Drive, east of Week Street.

Director Ostrowski stated that due to the City owning the land, the Plan Commission would need to provide a recommendation to sell or dispose of the asset. Staff recommended the sale within the East Park Commerce Center and right of the first refusal on the remaining acreage at the unaddressed parcel.

Motion by Commissioner Arntsen to approve the sale of approximately two acres of City-owned land within the East Park Commerce Center and right of first refusal on the remaining acreage at an unaddressed parcel (a portion of Parcel ID 281230801210004) on E.M. Copps Drive, east of Week Street; seconded by Commissioner Haines.

Motion carried 5-0.

12. Public Hearing and Action on a request from the City of Stevens Point to Amend Chapter 25, Uniform Sign Code, of the Revised Municipal Code, specifically Section 25.03 and 25.04, regarding the requirements for off-premise signs / billboards.

Director Ostrowski stated that there was conflicting language within the sign code with off-premise signage, which the intent of was to advertise a business on a thoroughfare that may be unable to do so adequately given its location to that thoroughfare. For example, the Copps sign on Main Street is an off-premise sign. Given that the Copps building was set back far from the main thoroughfare, an off-premise sign was warranted, and thus placed along Main Street which then reduced confusion in how to get to the place of business. In addition to clarifying and cleaning up the language, he added, the City was also requesting to apply some standards as opposed to having standard conditional use standards in what they wanted to see with off-premise signage. Staff recommended approval of the amendment as outlined in the staff report in order to create conformity and restrictions regarding size and location.

Commissioner Rice asked what legal authority the business would have to place a sign that is not on their own property, to which Director Ostrowski stated that it would fall on the property owner where the sign was being placed. For example, Copps had asked the NAPA Auto Store for approval prior to placement.

Commissioner Arntsen asked if there were any current regulations for billboards.

Director Ostrowski explained that they were allowed as a conditional use and that the only standards would be the ones placed through the conditional use. However, the amendment would allow for additional standards to be placed that would regulate size and location. They would not regulate content.

Mayor Wiza asked Attorney Beveridge if they would be able to hold a single public hearing for Agenda Items 12 and 13, to which Attorney Beveridge confirmed that they could so long as it was made clear that testimony could be made relating to both items under the single public hearing.

Mayor Wiza declared the public hearing open, adding that testimony would be heard for Item 12 and 13.

Aldersperson McComb (District Nine) noted that there were no standards for illumination, overall lights, or lit signage, and asked whether they wanted to specify any limits.

Mayor Wiza declared the public hearing closed.

Director Ostrowski, in regards to Aldersperson McComb's comment, stated that the commission could decide to apply any additional limitations. He noted the need to look at the sign code more broadly to target all signage, rather than just off-premise signage.

Commissioner Haines asked and suggested whether the Zoning rewrite would include a new sign code, to which Director Ostrowski stated that it would be appropriate to modify their sign code.

Commissioner Arntsen asked whether the business that owned the off-premise sign could advertise only their business, or if they could sell ad space.

Director Ostrowski stated that while they could not regulate content, there were limitations to distance of how far an off-premise sign could be from the business.

Aldersperson Kneebone asked whether overly large or illuminated signage could be addressed through the amendments, to which Director Ostrowski stated that existing signage would be allowed to remain as a nonconforming status.

Mayor Wiza asked for comments from the audience.

Aldersperson Jennings (District One) asked whether there could be a clause placed so when a business changed hands, they would be made to meet the new requirements to address grandfathered signage.

Attorney Beveridge explained that typically if there was a discontinuance of a nonconforming use for more than a year, than yes, they could be made to meet the new requirements. However, if a business was just trading hands, they would consider it a change, not discontinuance. Therefore, the case for having them meet new code requirements would be very weak.

Motion by Aldersperson Kneebone to approve the request from the City of Stevens Point to Amend Chapter 25, Uniform Sign Code, of the Revised Municipal Code, specifically Section 25.03 and 25.04, regarding the requirements for off-premise signs / billboards as follows:

Chapter 25.03 – Definitions, Uniform Sign code (Chapter 25)

BILLBOARD: (see OFF-PREMISE SIGN)

OFF PREMISE SIGN: A sign structure advertising an establishment, merchandise, service or entertainment which is not sold, produced, manufactured or furnished at the property on which the said sign is located. The sign shall not exceed the lesser of 100 square feet in size, or the maximum amount of available allowable signage for the property in which the sign is installed. The sign shall be within ¼ mile (1,320 feet) of the establishment, merchandise, service, or entertainment for which they are advertising.

seconded by Commissioner Haines.

Motion carried 5-0.

13. Public Hearing and Action on a request from the City of Stevens Point to Amend Chapter 23, Zoning Code, of the Revised Municipal Code, specifically Section 23.02(2)(a), 23.02(3)(a), and 23.04, regarding the requirements for off-premise signs / billboards.

Discussion and the Public Hearing for this item occurred under Agenda Item 12.

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

Motion by Commissioner Arntsen to approve the request from the City of Stevens Point to Amend Chapter 23, Zoning Code, of the Revised Municipal Code, specifically Section 23.02(2)(a), 23.02(3)(a), and 23.04, regarding the requirements for off-premise signs / billboards as follows:

23.04 – Definitions, Zoning Code (Chapter 23)

Off-Premise Sign - A sign structure advertising an establishment, merchandise, service or entertainment which is not sold, produced, manufactured or furnished at the property on which the said sign is located. The sign shall not exceed the lesser of 100 square feet in size, or the maximum amount of available allowable signage for the property in which the sign is installed. The sign shall be within ¼ mile (1,320 feet) of the establishment, merchandise, service, or entertainment for which they are advertising.

seconded by Commissioner Haines.

Motion carried 5-0.

14. Request from the Wisconsin Department of Transportation to Quit Claim property and approve a temporary utility easement for the purpose of reconstructing a portion of Business Highway 51, adjacent to 3501 Minnesota Avenue (Parcel ID 191-29-02201F).

Director Ostrowski stated that the City had an easement in the right-of-way adjacent to 3501 Minnesota Avenue and north of McDill Pond. According to Director Lemke, the City no longer had need for those utilities, thus the Wisconsin Department of Transportation had requested that the City quit claim all rights to those utilities and easements within the right-of-way. Due to the City losing control or disposing of land, the Plan Commission needed to provide a recommendation to the Common Council. Seeing that the City no longer need those utilities, staff saw no concern and recommended approval of the request.

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

Motion by Commissioner Haines to approve the request from the Wisconsin Department of Transportation to Quit Claim property and approve a temporary utility easement for the purpose of reconstructing a portion of Business Highway 51, adjacent to 3501 Minnesota Avenue (Parcel ID 191-29-02201F); seconded by Commissioner Arntsen.

Motion carried 5-0.

15. 2017 Annual Report

Director Ostrowski briefly summarized the 2017 Annual Report, stating that there had been several significant projects that were completed or had begun in 2017. He noted that the report outlined major projects and activities that occurred in 2017 in respect to each individual division within the Community Development Department including: Economic Development, Historic Preservation, Neighborhood Improvement, Permits and Inspections, Planning and Zoning, and Property Assessment. He welcomed comments and questions throughout his summary.

Several major projects and activities occurred in 2017, including, but not limited to:

- 1,053 permits were issued with a total construction value of \$119 million and corresponding permit fee revenue of nearly \$359,000.
- Several large construction projects, including the start of Sentry's commercial claims building, one of the largest projects in the City's history.
- Amendment of Tax Incremental District #9.
- Completion of the city-wide revaluation.
- The hiring of a full-time Neighborhood Improvement Coordinator, along with the modification of several processes to make the department and city more efficient and effective.
- Continued development of the City's Comprehensive Plan update.
- Starting the rewrite of the City's Zoning Code into a new Land Development Code.
- The retirement of long-time Building Inspector, Jim Zepp.
- This report will outline the major projects and activities that occurred in 2017 with respect to each individual division.

Mayor Wiza commended the Community Development Department and City staff for their efforts in 2017.

16. Community Development Department Monthly Report for April 2018

Director Ostrowski briefly reviewed the monthly report for April 2018, stating that they were continuing to see several good commercial projects come through, in addition to several new residential properties being

built for a monthly valuation of approximately 6 million and 109 total issued permits. Year to date total permits issued was at 342, up from 253 this time last year. Year to date valuation was also already over 21 million, up from 7.5 million in 2017. Snow and ice violations counts remained high due to the large snow storm in April. Director Ostrowski noted that while they may not eclipse year to date 2017 values, they were off to a great start. He commended staff for their efforts in 2017, and hoped that development would continue through the remainder of 2018 and leading into 2019.

Commissioner Arntsen asked for more information on how increased values affected the City's tax status.

Mayor Wiza briefly explained that higher values allowed the City to spend more as a whole, which allowed for them to reinstate services, programs, and personnel. He asked that the City Comptroller / Treasurer speak on the matter.

Comptroller / Treasurer Ladick further explained that their tax levy limits for operations were increased by net value of new construction. He reiterated that this only applied for new construction such as new buildings, additions, or remodels. In the event of a revaluation, or general price depreciation, those values would not count into the adjustment formula. If the City was to have no new construction, but property prices continued to go up, the state would still not allow for an increase, adding that it was important to have good new construction numbers every year.

Mayor Wiza reiterated that further growth allowed the City to do more such as reinstate services or add back staff that may have been cut in the past.

Commissioner Arntsen asked if the County received a cut of the growth, to which Mayor Wiza confirmed that they did, in addition to the local school district, Mid-State, and others.

Comptroller/Treasurer Ladick lastly noted that the County used a similar formula as the City's, only theirs was all encompassing of the whole county, and if the City had a good year, the County would also have positive numbers.

17. Director's update

Director Ostrowski stated that the City had received a Brownfield Assessment Grant of \$300,000 on the assessment of properties throughout the City in order to determine the level of contamination of properties, and additional processes. Additionally, Stevens Point would be the host City for the State Brownfield Conference the upcoming Thursday.

Commissioner Arntsen asked for confirmation that the grant funds could be used for private properties as well as commercial, to which Director Ostrowski confirmed that it was correct.

Director Ostrowski lastly stated that he would be sending out polling information to find a good date for their end of the month Comprehensive Plan & Zoning Code Rewrite meeting seeing as the normal time would fall on Memorial Day.

18. Adjourn.

Meeting adjourned at 8:07 PM