

REPORT  
CITY PLAN COMMISSION

Monday, May 2, 2011 – 6:00 p.m.

**Portage County Library (Pinery Room) – 1001 Main Street, Stevens Point, WI 54481**

PRESENT: Mayor Halverson, Ald. Jerry Moore, Tony Patton, Anna Haines, Maurice Rice, and Jack Curtis

EXCUSED: Shari Laskowski

ALSO PRESENT: Community Dev. Dir. Michael Ostrowski, City Attorney Louie Molepske, Ald. Roger Trzebiatowski, Ald. Mary Stroik, Sarah Robinson, Ald. Jeremy Slowinski, Ald. Joanne Suomi, Ald. Brian Brooks, Ald. Marge Molski, Ald. Randy Stroik, John Kneer, Todd Grunwaldt, Mike Phillips, Mary Ann Laszewski, Jill Ropp, Nancy Schultz, Matthew Brown, Barb Jacob, Marc Buttera, Justin Sullivan, Bernie Coerper, and Cathy Dugan

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INDEX:

1. Approval of the reports of the March 3, 2011, March 7, 2011, March 16, 2011, and March 26, 2011 Plan Commission meetings.
  2. Discussion and possible action on renewing the following conditional use permits:
    - a. Amber Grill, **1001 Amber Avenue (Parcel ID 2408-36-2200-47)** to operate a tavern,
    - b. Arbuckle's Eatery, **1320 Strongs Avenue (Parcel IDs 2408-32-2026-45 and 2408-32-2026-34)** to operate a tavern with an extension to include the patio area,
    - c. Middletown Grille and Tavern, **2301 Church Street (Parcel ID 2408-32-4035-20)** to operate a tavern,
    - d. Pete's Sports Bar, **200 Division Street (Parcel ID 2408-29-4003-09)** to operate a tavern, and
    - e. Tech Lounge, **1036 Main Street (Parcel ID 2408-32-2029-22)** to operate an electronic amusement business.
  3. Discussion and possible action on a request from Rand Erbach for a conditional use permit, for the purposes of constructing two second floor apartment units at **823 Main Street (Parcel ID 2408-32-2017-01)**, and to have off-site parking located at 800 Clark Street.
  4. Discussion and possible action on the redevelopment plan for the CenterPoint MarketPlace area.
  5. Discussion and possible action on the acquisition of the following properties:
    - a. 1201 Third Court (CenterPoint Mall)
    - b. 1101 Centerpoint Drive (former Dunham's Sports)
  6. Discussion and possible action on the dedication of property as right-of-way for the following proposed streets:
    - a. Third Street – Extended from Main Street to Centerpoint Drive.
    - b. Strongs Avenue – Extended from Main Street to Centerpoint Drive.
    - c. East-West Street (possibly the extension of College Avenue) – Extended from Third Street to Strongs Avenue.
  7. Discussion and possible action on amending the City of Stevens Point Zoning Ordinance to change the minimum number of required parking spaces for several uses (Section 23.01(14)(d)).
  8. Discussion and possible action on amending the City of Stevens Point Zoning Ordinance to reduce the minimum setback requirement in the B-4 Commercial district when a lot is abutted by two or more public right-of-ways (Section 23.02(2)(d)).
  9. Adjourn.
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1. Approval of the reports of the March 3, 2011, March 7, 2011, March 16, 2011, and March 26, 2011 Plan Commission meetings.

**Motion by Patton to approve the reports as presented; seconded by Ald. Moore. Motion carried 6-0.**

2. Discussion and possible action on renewing the following conditional use permits:
  - a) Amber Grill, **1001 Amber Avenue (Parcel ID 2408-36-2200-47)** to operate a tavern,
  - b) Arbuckle's Eatery, **1320 Strongs Avenue (Parcel IDs 2408-32-2026-45 and 2408-32-2026-34)** to operate a tavern with an extension to include the patio area,
  - c) Middletown Grille and Tavern, **2301 Church Street (Parcel ID 2408-32-4035-20)** to operate a tavern,
  - d) Pete's Sports Bar, **200 Division Street (Parcel ID 2408-29-4003-09)** to operate a tavern, and
  - e) Tech Lounge, **1036 Main Street (Parcel ID 2408-32-2029-22)** to operate an electronic amusement business.

Director Ostrowski reported that all businesses are meeting the conditions placed upon them. The Police Department has indicated that the only violation received was one noise complaint in June 2010, and an underage drinking violation at Pete's Sports Bar that came up this past weekend. Staff would recommend approval of the renewals with an expiration date of June 30, 2013.

**Motion by Patton to renew the conditional use permits; seconded by Haines. Motion carried 5-0, with Ald. Moore abstaining.**

3. Discussion and possible action on a request from Rand Erbach for a conditional use permit, for the purposes of constructing two second floor apartment units at **823 Main Street (Parcel ID 2408-32-2017-01)**, and to have off-site parking located at 800 Clark Street.

Director Ostrowski reported, that Mr. Erbach is requesting a conditional use permit for the purposes of converting vacant second floor space into two, five-bedroom apartment units. Mr. Erbach is also converting the first floor space into an antique mall and consignment shop. The addition of the two apartment units will require parking spaces at a rate of 1.5 spaces per 1-bedroom unit; 2 spaces per 2-bedrooms units; multiple dwellings shall have 1 space for each person 18 years of age or older. Mr. Erbach also owns the adjacent lot (800 Clark Street) that has a parking capacity of 48. Tenants for the apartment units and patrons to the businesses will be able to park in this lot. Mr. Erbach will also be renovating the rear portion of the building to add a canopy. The exterior renovations will be reviewed by the Historic Preservation / Design Review Commission (HPDRC) on Wednesday.

Mary Ann Laszewski - 1209 Wisconsin Street: Is happy to hear about the antique mall and consignment shop on the first floor of the property, but she was surprised in the request for the two, five-bedroom apartments on the second floor. She had indicated that the Plan Commission back in 2009 had voted down a request for four, three- to five-bedroom apartments in the same space. That plan never advanced to the Common Council at that time. Her concern is for the vacancies that are already occurring in other student rentals, including the large apartment complex on the corner of Maria and Isadore. Ms. Laszewski is concerned about the parking overflow and that visitors may not be aware of the designated lots and will park in the downtown square area.

She indicated that there have been significant monies invested in this area with the square and other buildings, and this would reduce our standards for that area. There was also the concern for the use and renovations to this historic building.

Cathy Dugan - 615 Sommers Street: Also has the same concerns as Ms. Laszewski , including the unrelated persons living in the apartments, the dorm like setting, students being attracted to the bar scene downtown, and the exterior of the building that she would like to see brought back to its original historic build. Ms. Dugan thinks that the owners in the downtown historical area should be held at a higher standard and there is a need to enhance the architectural details of the building by removing the paint, and painting the historic details at the top of the building to have them stand out. Ms. Dugan also has a concern for the large parking lot on the south side of the building, which is the first view of our city as you come over the bridge. She believes that there could be some landscaping done to that area to give it a better appeal or view.

Barb Jacob - 1616 Depot Street: Noticed on the application that one apartment will be for the owner and his wife, and the other one will be rented out. Ms. Jacob also had a concern for the landscaping, but that was clarified since this is not an exclusive multiple family use.

Director Ostrowski clarified that Mr. Erbach intends to live in one of the apartments. He also indicated that Mr. Erbach will be opening up some of the windows on the back side of the building and this plan will be reviewed at the HPDRC meeting on Wednesday.

Mayor Halverson confirmed that Ms. Laszewski was right in that the apartment plan that was previously denied, as it made the entire building apartments, not just the second floor. Mayor Halverson indicated that he does like the concept of having housing units on the second floor and business spaces on the first floor in the downtown area. Mayor Halverson indicated that to his knowledge, this is only the second property owner that is living in the building that houses their business in the downtown. Given the amount of investment in this building, and the nature of the development, Mayor Halverson stated he is in support of this development.

Commissioner Haines referenced the rear of the building that shows lots of blank space, and she suggested adding windows and landscaping to soften the appearance. She was also wondering what would be the usage of the roof top space with the fencing. Commissioner Haines stated that she would like to see more landscaping for the area and referenced the small rock fountain at the corner of Clark Street and Church Street, and how that was a nice way to soften the asphalt area.

Mayor Halverson stated that he is encouraged with the play on the columns and the wrought iron fencing, and that we could add a condition to require corner landscaping, or a corner stone piece to give the design a more pleasing view.

Director Ostrowski stated that the wrought iron fencing or panels on the second floor were used to screen the mechanical equipment.

Commissioner Rice agrees that there needs to be landscaping to soften the look of the area, especially when coming from the west side over the bridge.

**Motion by Rice to approve the conditional use request for two, five-bedroom apartments with off-site parking, subject to the following conditions:**

- 1) Shall parking ever become unavailable, the conditional must cease within 60 days, or another parking location must be approved.
- 2) Applicant must secure a multi-family license prior to occupying the unit.
- 3) The interior work for the apartment shall be completed within one (1) year after final approval, and may be granted a six month extension with approval by staff.
- 4) Exterior improvements must be reviewed by the Historic Preservation / Design Review Commission.
- 5) The dumpster must be screened.
- 6) Landscaping shall be installed along Clark Street and Water Street, or at the corner per staff approval.

**seconded by Patton. Motion carried 6-0.**

4. Discussion and possible action on the redevelopment plan for the CenterPoint MarketPlace area.

The proposed redevelopment plan for the CenterPoint MarketPlace area (Attachment A) has been developed over the past several public input meetings and is before the Commission for review and approval.

A presentation of two conceptual renderings (Attachments B and C) for the CenterPoint MarketPlace redevelopment were presented by Todd Grunwaldt of Grunwaldt & Associates, in conjunction with the redevelopment plan provided by John Kneer of the Rettler Corporation. The basis for the plan was from the input received at the public input sessions held earlier this year. These conceptual renderings are to be used to help people visualize what the redevelopment plan could look like with the proposed layout.

Mayor Halverson stated that his reaction to the drawings of Concept 1 was that it was much more compatible with the rest of the downtown design. He also stated that each store bay shown is dependent on the occupant. These drawings are very helpful to visualize the overall plan for the area. The drawings show that the building will not be the same, but compatible to the MSTC building.

Cathy Dugan - 615 Sommers Street: Did not like the large entrance area on Concept 1, but likes the simpler version of the entrance areas. She was also very glad that the food court area was kept and included in the design with its glass ceiling.

Ald. Trzebiatowski expressed concern for the plumbing and utilities that will be removed when parts of the building are removed. Mr. Grunwaldt stated that there may be a need to dig trenches inside the building to connect plumbing and other utilities, but that would be for consideration at the time of development and with the development investors. Mr. Kneer explained that with the south street access following very similar to the old College Avenue area that utilities are already routed. In addition, they are very deep, which make them very usable for the redevelopment. There will be some cutting and patching but that is to be able to place things where they are needed.

Mayor Halverson did reiterate that there are a lot of questions for the final use and design of the area, but that will be up to the developers to assist with. It is important for the Plan Commission to

know and accept the designs that will set the direction of the revitalization process. An overall design or vision is what is needed to get a developer and investors for a project.

Mike Phillips - 3225 Mary Street: Is concerned with lack of loading and unloading areas in the design. It appears that the area is all front doors. Mayor Halverson stated that this would come when we have a more definite development.

Mary Ann Laszewski - 1209 Wisconsin Street: Was concerned that the awnings were small; she expected larger and more colorful awnings at the openings.

Cathy Dugan - 615 Sommers Street: Did want to remind everyone of the sustainability issues brought up by the League of Women Voters and asked for more green space. Mr. Grunwaldt responded that the current heating and cooling systems are shot and there is an issue with the insulation on the roof. The plan would likely be to replace the old inefficient systems and add more R-value to the roof.

Commissioner Haines asked if Shopko will keep the west entrance to the building, can there be a better linkage to the pedestrian crossing by MSTC on the west side, and could there be more green space and landscaping. Mayor Halverson answered that Shopko will most likely keep the west entrance for their building. Mr. Kneer explained that there is potential for landscaping but that was left out at this time since other buildings and businesses were looking to expand in some of the open areas.

Director Ostrowski said that the design aesthetics are dependent on the developer and the approval of the Historic Preservation / Design Review Commission.

Ald. Trzebiatowski likes the overall concept but understood that College Avenue was extended for the purpose of bus traffic. He would like the design to incorporate bus parking onsite.

**Motion by Patton to approve the redevelopment plan for the CenterPoint MarketPlace area; seconded by Rice. Motion carried 6-0.**

5. Discussion and possible action on the acquisition of the following properties:
  - a) 1201 Third Court (CenterPoint Mall)
  - b) 1101 Centerpoint Drive (former Dunham's Sports)

City Attorney Molepske advised that Wisconsin Statutes require that the Plan Commission make a recommendation on the acquisition of property. The intent is to acquire the sites of 1201 Third Court (CenterPoint Mall) and 1101 Centerpoint Drive (former Dunham's Sports). In addition, if streets are planned for the area, the Plan Commission will also need to make a recommendation.

**Motion by Ald. Moore to acquire 1201 Third Court (CenterPoint Mall) and 1101 Centerpoint Drive (former Dunham's Sports); seconded by Rice. Motion carried 6-0.**

6. Discussion and possible action on the dedication of property as right-of-way for the following proposed streets:

- a) Third Street – Extended from Main Street to Centerpoint Drive.
- b) Strongs Avenue – Extended from Main Street to Centerpoint Drive.
- c) East-West Street (possibly the extension of College Avenue) – Extended from Third Street to Strongs Avenue.

**Motion by Ald. Moore on the dedication of property as right-of-way for the following proposed streets:**

- 1) Third Street – Extended from Main Street to Centerpoint Drive.**
- 2) Strongs Avenue – Extended from Main Street to Centerpoint Drive.**
- 3) East-West Street (possibly the extension of College Avenue) – Extended from Third Street to Strongs Avenue.**

**seconded by Patton. Motion carried 6-0.**

- 7. Discussion and possible action on amending the City of Stevens Point Zoning Ordinance to change the minimum number of required parking spaces for several uses (Section 23.01(14)(d)).

Director Ostrowski reported that staff has reviewed the City’s Zoning Ordinance as it relates to the minimum number of parking spaces required for specific uses. After review of our code in comparison with national averages, and actual usage, it is apparent that our ordinance does not address several uses, and that some of the existing uses require an abundant amount of parking, compared to what is actually being used. The reduction in the number of spaces required for some uses promotes the objectives in the City’s Comprehensive Plan and our commitment of being an Eco-Municipality.

Commissioner Haines was wondering if we could also set a maximum number of spaces, and add requirements for bicycle parking.

Commissioner Rice also asked if there was any inclusion for motor cycle spaces.

Director Ostrowski stated that the ordinance is based on the building square footage and requires a certain number of vehicular spaces per the square foot requirement. It does not currently address bicycle or motor cycle parking.

Mayor Halverson included that we could incorporate language for high-efficient modes of transportation such as scooters and bicycles.

**Motion by Ald. Moore to amend the City of Stevens Point Zoning Ordinance to change Section 23.01(14)(d) to read as follows:**

- d) Spaces Required by Use.**

**(Note: All floor areas = gross floor area)**

- 1) Industrial**

- a. Industrial, wholesale and warehouse - 1 space per 1,000 sq. ft. gross floor areas**

used for warehousing and distribution; plus 2 spaces per 1,000 sq. ft. gross area used for manufacturing; plus 2.5 spaces per 1,000 sq. ft. of office floor area. The minimum number of required parking spaces may be adjusted by the Common Council on a case-by-case basis. The petitioner for such adjustment shall show to the satisfaction of the Council that adequate parking will be provided for customers, clients, visitors, and employees. The petitioner shall submit written documentation that the operation will require less parking than the ordinance requires. The site plan shall be designed to provide sufficient open space on the subject site to accommodate the full parking requirements otherwise required by this ordinance. Such open space shall be in addition to required yards, setbacks, driveways, and other required open space. When the use of the building, structure, or land is changed to a use that requires more parking than that approved by the Council, or when the intensity of the use of a building, structure, or land is changed by an addition of employees, additional parking shall be constructed for the new use, occupant or additional employees in the amount necessary to conform to this ordinance.

- b. Mini-Warehouse – 1 space per 5,000 sq. ft.
- c. Trucking terminals, municipal garage and shop facilities - 1 space per 700 sq. ft.

**1) Institutional**

- a. Churches, synagogues - 1 space per 4.5 seats; if benches, 20 inches shall equal 1 seat.
- b. Libraries, museums, post offices, senior center, youth centers - 1 space per 400 sq. ft.
- c. Schools
  - i. Additions to existing schools: To be established by the Common Council.
  - ii. New schools shall comply with the following parking standards:
    - 1. 9.5 parking spaces per classroom for a 3-year high school
    - 2. 7.5 parking spaces per classroom for a 4-year high school, and
    - 3. 3.5 parking spaces per classroom for elementary and jr. high school.
  - iii. Technical and vocational - 1 space per 175 sq. ft.

**2) Lodging**

- a. Hotels and motels - 1 space per room plus 1 space per 75 sq. ft. for meeting/exhibition room plus 1 space per 100 sq. ft. for bar/restaurant.

**3) Medical**

- a. Medical or dental clinics (under 10,000 sq. ft.) 1 space per 200 sq. ft.
- b. Medical or dental clinics (10,000 sq. ft. and above) 1 space per 300 sq. ft.
- c. Hospitals - 1 space per licensed patient bed.
- d. Nursing homes - 1 space per 1.5 beds.

**4) Office**

- a. Office buildings (professional, business and governmental administrative) - 1 space per 300 sq. ft.

**5) Port and Terminal**

- a. Bus depot and airport terminal - 1 space per 225 sq. ft.

**6) Recreational**

- a. Auditorium; convention centers - 1 space per 4.5 fixed seats and/or 1 space per 75 sq. ft.; In addition 1 space per 100 sq. ft. for each meeting/exhibition room, restaurant and bar provided.
- b. Bowling alleys - 5 spaces per alley plus spaces required for a bar/restaurant.
- c. Fair and circus grounds - to be determined by the Plan Commission as part of Conditional Use Permit with final approval by the Common Council.
- d. Golf courses - 4 spaces per golf hole plus space required for a bar/restaurant.
- e. Health and fitness club – 1 space per 200 sq. ft.
- f. Recreation centers (ice and roller skating rinks, bowling alleys, private clubs, lodges, pool halls, YMCA) - 1 space per 150 sq. ft. floor area plus spaces required for a bar/restaurant.
- g. Stadiums, sports arenas, coliseum - 1 space per every 5 fixed seats.
- h. Theaters with fixed seats - 1 space for each 4.5 seats.

**7) Residential**

- a. Assisted living or congregate care facilities – 0.40 spaces per dwelling unit.
- b. Continuing care retirement community – 1 space per dwelling unit.
- c. Dwellings

- i. **Single and Two Family - 2 spaces per dwelling.**
    - ii. **Multiple - 1.5 spaces per 1-bedroom unit; 2 spaces per 2-bedrooms units; multiple dwellings shall have 1 space for each person 18 years of age or older.**
  - d. **Group quarters; group homes or half-way houses - 1 space per employee plus 1 space per 2.5 beds or as approved by the Plan Commission.**
  - e. **Senior adult housing (attached) – 0.60 spaces per dwelling unit.**
  - f. **Senior adult housing (detached) – 1.5 spaces per dwelling unit.**
- 8) Retail**
- a. **Household Equipment Sales (furniture, appliances, garden, greenhouses, plumbing, lighting, auto supplies) - 1 space per 450 sq. ft.**
  - b. **Motor vehicle, marine, implement, and trailer sales and repair - 1 space per 450 sq. ft. such spaces to be available for customers and employee parking only. Other Retail - 1 space per 200 sq. ft. for the first 25,000 sq. ft. and at the rate of 1 space per 250 sq. ft. above 25,000 sq. ft.**

**9) Service**

- a. **Bank – 1 space per 250 sq. ft.**
- b. **Barber and beauty shops - 1 space per 100 sq. ft.**
- c. **Funeral homes and mortuaries - 1 space per 4 seats or 1 space per 60 sq. ft. (whichever is greater).**
- d. **Gas and service stations – 1 space per 200 sq. ft. of store area.**
- e. **Home occupations (permitted) - 2 spaces minimum in addition to those used by the family, with such additional spaces to be available for customers at all times.**
- f. **Laundromats - 1 space per 2.5 machines.**
- g. **Repair Services (which are mostly businesses) - 1 space per 300 sq. ft.**
- h. **Restaurants, taverns, night clubs, dance halls, and golf clubhouses - 1 space per 100 sq. ft.**

**seconded by Rice. Motion carried 6-0.**

- 8. Discussion and possible action on amending the City of Stevens Point Zoning Ordinance to reduce the minimum setback requirement in the B-4 Commercial district when a lot is abutted by two or more public right-of-ways (Section 23.02(2)(d)).

Director Ostrowski reported that Save-A-Lot has requested that the City reduce its zoning setback to allow for better use of their property. They are locating in the Southside Plaza, where the former Southside Shopko store resided. The concern is that they would like to install a covered loading dock on the rear side of the building. However, the current setback is about 25 feet, and an extension of a covered loading dock would not be permitted within the 25 foot setback requirement. The building also has another loading dock near the former Sears store that is almost right up to the property line.

Our current Zoning Ordinance requires a 25 foot setback for all street yards. Therefore, properties that have two or more streets are required to have a 25 foot setback for each street. The Council has amended setback requirements before, such as:

*B-4 Commercial Street Setback - Conditional Use - "25 ft. In cases where a property is bounded by 3 or more public rights-of-way and one of the public rights-of-way is a federal interstate highway, the Common Council may reduce the street setback from the required 25 ft., but may not reduce the setback to less than 10 ft." In cases where a property is bounded by 3 or more public rights-of-way, the Common Council may reduce the street setback of one of the frontages but may not reduce the setback to less than 15 ft."*

*M-1 Light Industrial Street Setback "30 ft. In cases where a property is bounded by 3 or more public rights-of-way, the Common Council may reduce the street setback of newly-constructed buildings from the required 30 ft. on two of the street frontages, but may not reduce the setback to less than 20 feet."*

Barb Jacob - 1616 Depot Street: Asked if the trucks would then need to park in the street anymore. Director Ostrowski advised that the truck would be facing south and back up to the north into the loading area.

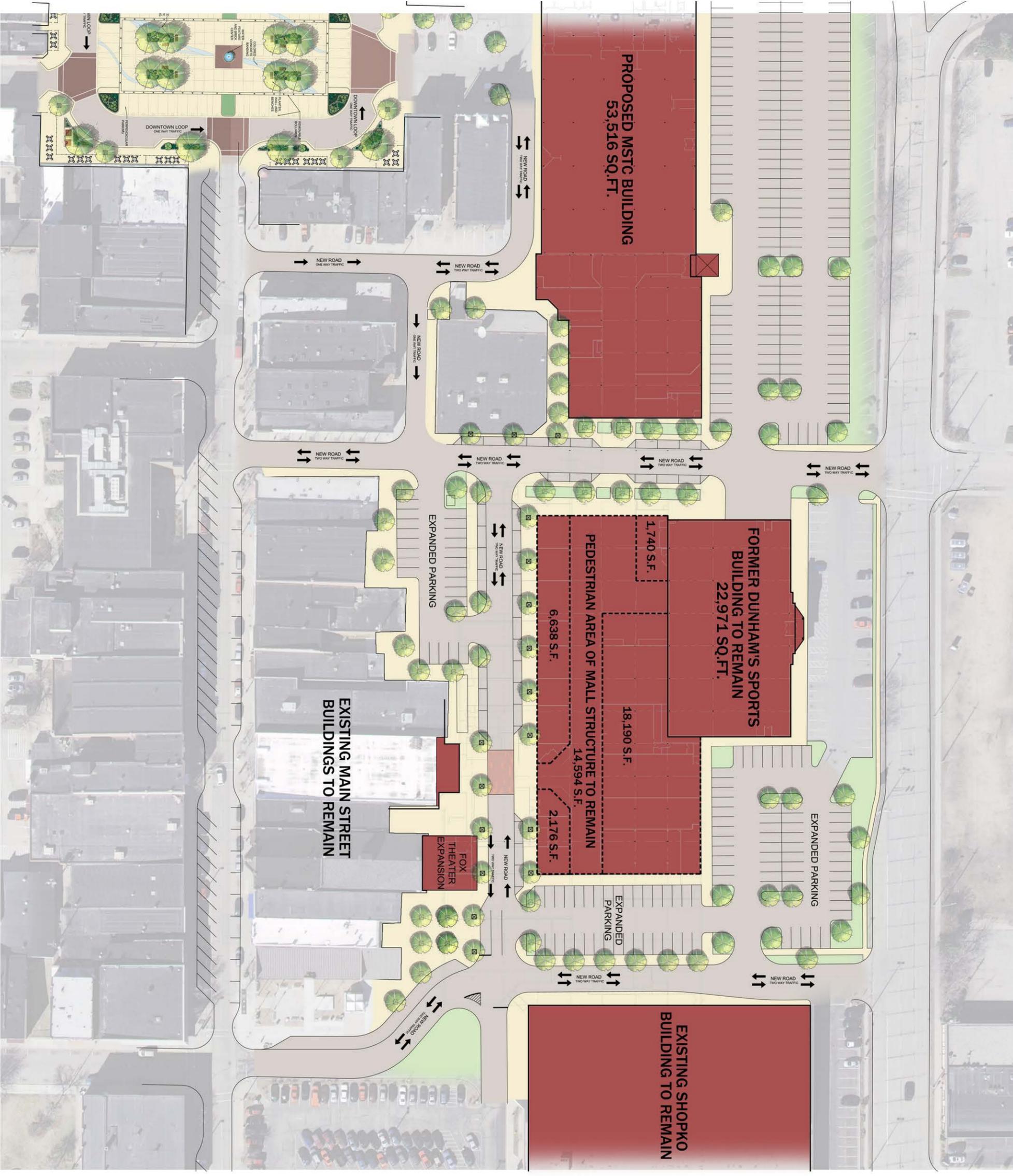
Commissioner Rice stated that the backs of some the buildings are currently not that appealing and is leery of changing that with the multiple family residences across Water Street. However, this can now be addressed through the conditional use process.

**Motion by Rice to recommend the B-4 Commercial District (Section 23.02(2)(d)) be amended to allow a reduced setback as a conditional use and to read as follows: B-4 Commercial Street Setback - "25 ft. In cases where a property is bounded by 3 or more public rights-of-way, the Common Council may reduce the street setback of one of the frontages but may not reduce the setback to less than 10 ft. In cases where an interior lot is abutted by two public right-of-ways, and is opposite of a property zoned Multiple Family District (R-4 or R-5), Business District (B-1, B-2, B-3, B-4, or B-5), or Industrial District (M-1 or M-2) the Common Council may reduce the street setback of one of the frontages opposite of those zoning districts, but may not reduce the setback to less than 10 ft."**

**seconded by Haines. Motion carried 6-0.**

9. Adjourn 7:34 pm.

# Attachment A – Downtown Redevelopment Master Plan



# Attachment B – Conceptual Rendering 1



# Attachment B – Conceptual Rendering 1



# Attachment C – Conceptual Rendering 2



# Attachment C – Conceptual Rendering 2

