

REPORT OF CITY PLAN COMMISSION

May 6, 2019 – 6:00 PM

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

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

ALSO PRESENT: Director Ostrowski, Associate Planner Kearns, Director Lemke, Director Beduhn, City Attorney Beveridge, Secretary Mohr, Alderperson Jennings, Alderperson Shorr, Alderperson Zarazua, Alderperson Johnson, Alderperson Phillips, Alderperson Morrow, Brandi Makuski, David Ritland, Victoria Ritland, Brad Wolf, JoAnn Chase, Liz Holbrook, Christopher Piotrowski, Mai Xing, Pat Laabs, Jim Laabs, Troy Laabs, Jackson Case, Jeff Rice, Sean Murray, Edith Pankowski, Alyssa Fencil, Jim Lundberg, Vern Nystrom, Joel Breitzman, Jim Anderson, Jerry Peterson, P.J. Monday, James Noonan, and Bernice Sevenich.

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Discussion and possible action on the following:

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3. Request from the City of Stevens Point for easements to TDS Metrocom LLC, for the purpose of constructing underground cable and substation at the following properties:
 - a. 1748 Water Street (Parcel ID 281240832300257)
 - b. 3049 Church Street (Parcel ID 281230804200731)
 - c. 4201 Industrial Park Road (Parcel ID 281230803120005)
4. Request from the Redevelopment Authority of the City of Stevens Point for easements to Wisconsin Public Service, for the purpose of constructing utilities at the following properties:
 - a. 1017 Third Street (Parcel ID 281240832200301)
 - b. 0 Centerpoint Drive (Parcel ID 281240832200420)
 - c. 0 Third Street (Parcel ID 281240832200421)
 - d. 0 Third Street (Parcel ID 281240832200422)
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5. Request from the City of Stevens Point for easements to Wisconsin Public Service, for the purpose of constructing utilities at the following properties:
 - a. 0 Center Point Drive (Parcel ID 281240832200506)
 - b. 1111 Crosby Avenue (Parcel ID 281240832200911)
6. Public hearing and action on a request from Wolf Group, LLC, representing the property owner, for a conditional use permit to utilize the Traditional Neighborhood Development Overlay District standards for reduced setbacks to construct an addition at 2932 Alice Court (Parcel ID 281230804200740)
7. Public hearing and action on a request from Mark Lewandowski, representing Ascension Wisconsin Spirit Medical Transport, for a conditional use permit to construct a hangar at the airport, 4501 Highway 66 (Parcel ID 281240823230001)

8. Public hearing and action on a request from Christopher Piotrowski 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 800 Whiting Avenue (Parcel ID's 281230805101207 & 281230805101206)
 9. Public hearing and action on a request from Christopher Piotrowski to rezone 800 Whiting Avenue (Parcel ID's 281230805101207 & 281230805101206) from R-2 Single Family Residence District to R-4 Multiple Family I Residence District
 10. Public hearing and action on a request from Don Scaffidi for a conditional use permit to construct another building on the lot for vehicular automobile repair within the Wellhead Protection B District at 3733 Stanley Street (Parcel ID 281240827230033)
 11. Public hearing and action on a request from Stevens Point Housing, LLC at 111 Division Street North (Parcel IDs 281240829140017 & 281240829140018) for the following:
 - a. Amend the plans for the Planned Development Zoning District
 - b. Amend the conditional use permit for multiple buildings on a lot, reduced setbacks within the B-TID5 District and multiple-family dwelling units
 12. Public hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance, of the Revised Municipal Code, specifically Section 23.02(1)(e), regarding minimum lot size requirements
 13. Public hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance, of the Revised Municipal Code, specifically Section 23.01(14), regarding parking lot screening
 14. Public hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance, of the Revised Municipal Code, specifically Section 23.02(1)(e) to allow the use of Tourist Rooming Houses as a permitted or conditional use within the R-3 Single and Two-Family Residence Zoning District
 15. Community Development Department Monthly Report for April, 2019
 16. Community Development Department Annual Report for 2018
 17. Director's Update.
 18. Adjourn.
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1. Roll call.

Present: Wiza, Kneebone, Arntsen, Rice

Excused: Cooper, Haines, Hoppe

Discussion and possible action on the following:

2. Report of the April 1, 2019 meeting

Motion by Alderperson Kneebone to approve the report of the April 1, 2019 Plan Commission meeting; seconded by Commissioner Arntsen.

Motion carried 4-0.

3. Request from the City of Stevens Point for easements to TDS Metrocom LLC, for the purpose of constructing underground cable and substation at the following properties:

- a. 1748 Water Street (Parcel ID 281240832300257)
- b. 3049 Church Street (Parcel ID 281230804200731)
- c. 4201 Industrial Park Road (Parcel ID 281230803120005)

Director Ostrowski summarized the request to provide easements to TDS Metrocom LLC to install underground and aboveground utilities at three city-owned locations for the purpose of moving forward with the city-wide fiber rollout project. Finding that the request was in the best interest of the city, and there being no outstanding concerns, staff recommended approval of the request as stated.

Mayor Wiza asked for comments from the audience.

Steve Ritland (1756 Water St), in attendance with his spouse, Victoria Ritland, urged the commission to deny the easement for the location at 1748 Water Street. They cited concerns with the substation being unsightly and unfit for the neighborhood, and concerns with electronic magnetic radiation.

Aldersperson Nebel (Third District) reiterated concerns by the Ritlands, and asked why the accessory building could not be built behind the existing fence to make it less visible and less intrusive for wildlife. She additionally noted that the fenced area was never secured, and suggested TDS have access if the shed could be built within the fenced area.

Commissioners had the following comments:

1. Inquiry as to whether the city was aware of surrounding neighbor concerns, and what had been done to address them.
2. Inquiry as to whether the shed could be placed behind the fence since both were city property.
3. Inquired on the concern for electronic magnetic radiation.
4. Inquiry as to whether there were additional plans for the Water Street parcel.
5. Inquiry as to whether the shed could be moved north towards the driveway of the Water Street parcel rather than closer to the residence.

Mayor Wiza stated that the request had met all city requirements, but they could look into adding additional screening and placements for the shed.

Director Lemke stated that the new shed would contain low voltage equipment, so there would be no concerns for electronic radiation.

Director Beduhn stated the following in regards to inquiries posed:

1. Alternatives for items stored within the fenced area were still being explored; however, current needs required full use of the space. While they didn't keep it locked, the intention would be to secure the area and continue to operate as needed.
2. Potential changes remained for the space, and they did not want to limit use or access ability.
3. Possible placement changes for the shed could be discussed with TDS.

Motion by Mayor Wiza to approve the request from the City of Stevens Point for easements to TDS Metrocom LLC, for the purpose of constructing underground cable and substation at the following properties:

- a. **1748 Water Street (Parcel ID 281240832300257)**
- b. **3049 Church Street (Parcel ID 281230804200731)**

- c. **4201 Industrial Park Road (Parcel ID 281230803120005)**

With the following conditions:

- 1. **Staff shall have the authority to approve minor changes to the easement document and boundary.**
- 2. **Equipment at 1748 Water Street should be installed as far north as reasonably, along with having addition screening around the facility where appropriate.**

seconded by Commissioner Rice

Motion carried 4-0.

- 4. Request from the Redevelopment Authority of the City of Stevens Point for easements to Wisconsin Public Service, for the purpose of constructing utilities at the following properties:
 - a. 1017 Third Street (Parcel ID 281240832200301)
 - b. 0 Centerpoint Drive (Parcel ID 281240832200420)
 - c. 0 Third Street (Parcel ID 281240832200421)
 - d. 0 Third Street (Parcel ID 281240832200422)
 - e. 0 Third Street (Parcel ID 281240832200423)

Director Ostrowski stated that agenda requests four and five were related to the Lullabye mixed-use development by Merge. They were looking to relocate and bury utilities. Since the area contained properties owned by the City and Redevelopment Authority, they need a recommendation by the Plan Commission prior to acting on the easement agreements. He reviewed the details for each easement.

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

Commissioner Arntsen asked if the overhead lines would be changed to underground, to which that was confirmed accurate. He also asked for clarification on the easement map, to which it was stated that details in red were existing lines, and details in blue were the proposed changes.

Commissioner Rice inquired on relocation costs, to which Director Ostrowski stated that the developer would incur the costs.

Motion by Alderperson Kneebone to approve the request from the Redevelopment Authority of the City of Stevens Point for easements to Wisconsin Public Service, for the purpose of constructing utilities at the following properties:

- a. **1017 Third Street (Parcel ID 281240832200301)**
- b. **0 Centerpoint Drive (Parcel ID 281240832200420)**
- c. **0 Third Street (Parcel ID 281240832200421)**
- d. **0 Third Street (Parcel ID 281240832200422)**
- e. **0 Third Street (Parcel ID 281240832200423)**

seconded by Commissioner Rice.

Motion carried 4-0.

- 5. Request from the City of Stevens Point for easements to Wisconsin Public Service, for the purpose of constructing utilities at the following properties:

- a. 0 Center Point Drive (Parcel ID 281240832200506)
- b. 1111 Crosby Avenue (Parcel ID 281240832200911)

Mayor Wiza reiterated that the current request for additional easements was related to the last item, and again the easements would cross City and Redevelopment Authority property.

Motion by Commissioner Arntsen to approve the request from the City of Stevens Point for easements to Wisconsin Public Service, for the purpose of constructing utilities at the following properties:

- a. 0 Center Point Drive (Parcel ID 281240832200506)
- b. 1111 Crosby Avenue (Parcel ID 281240832200911)

seconded by Alderperson Kneebone.

Motion carried 4-0.

6. Public hearing and action on a request from Wolf Group, LLC, representing the property owner, for a conditional use permit to utilize the Traditional Neighborhood Development Overlay District standards for reduced setbacks to construct an addition at 2932 Alice Court (Parcel ID 281230804200740)

Director Ostrowski briefly explained that the property owner was looking for reduced setbacks in order to construct an addition to the residence. The property itself, he explained, was located in the Traditional Neighborhood Development Overlay District which allowed for a setback reduction of 4 feet from the side yard and 12 feet from the front yard. The property owner was requesting the 4 feet from the side, and 19 feet from the front yard. Due to the lot being irregularly shaped and surrounded by other nonconforming properties in the area, staff found that there would be no adverse effects for the surrounding neighborhood and recommended approval of the request with conditions outlined in the staff report.

Commissioner Arntsen inquired about the roof overhang for the proposed addition, and whether that would cause any issues snow or drainage issues for the adjacent property owner.

Mayor Wiza declared the public hearing open.

Brad Wolf (1317 Franklin St), representing the property owner, stated that they would not be building a hip roof, so there should be no issues with the overhang. Additionally, they had discussed the addition with the adjacent neighbor, who had no issues with the project.

Mayor Wiza declared the public hearing closed.

Motion by Commissioner Rice to approve the request from Wolf Group, LLC, representing the property owner, for a conditional use permit to utilize the Traditional Neighborhood Development Overlay District standards for reduced setbacks to construct an addition at 2932 Alice Court (Parcel ID 281230804200740) with the following:

1. The side yard setback for an attached structure on the east side of the home shall not be less than 4 feet.
2. The addition shall be designed and constructed of materials that complement the existing home. Staff shall approve the final design
3. Rain gutters shall be installed on the addition. Discharge from the gutters shall be diverted from neighboring properties.
4. All necessary building permits shall be obtained for the construction of structures on the property.
5. All other applicable ordinance requirements shall be met.

6. Minor modifications may be approved by staff.

seconded by Alderperson Kneebone

Motion carried 4-0.

7. Public hearing and action on a request from Mark Lewandowski, representing Ascension Wisconsin Spirit Medical Transport, for a conditional use permit to construct a hangar at the airport, 4501 Highway 66 (Parcel ID 281240823230001)

Director Ostrowski briefly explained Ascension Wisconsin Spirit was looking to construct a private 19,000 square foot airport hangar, including lodging, an office, and garage space. He reviewed the site specs, proposed hangar renderings, and site plan layout. Staff found the request to be consistent with the City's Comprehensive Plan. Lastly, the hangar would be located near existing hangars and therefore not cause a detriment to the area. Approval with conditions outlined in the staff report was recommended.

Commissioners had the following comments:

1. Inquiry as to whether there was existing helicopter use, to which it was confirmed that there was a current medical transport helicopter stationed at the airport.
2. Inquiry as to whether the living quarters on the property would cause any housing and occupancy issues, to which it was confirmed unlikely as the airport was already staffed 24/7. Director Lemke reiterated that they had been operating as such for several months without issue.
3. Suggested the possibility of outside buffering that could assist with screening and noise.

Mayor Wiza declared the public hearing open.

Jim Noonan (4809 Highway 66) stated that while the airplanes posed no concern, the Ascension helicopter was a nuisance, noting that their transport teams often trained for long periods of time and caused considerable noise.

Alyssa Fencil (223 Green Ave N) agreed with Mr. Noonan, reiterating that while the helicopter use was important, it acted as a large source of noise pollution, especially with the training use. She suggested the possibility of implementing quiet hours.

P.J. Monday (3400 Ministry Parkway, Weston), representing Ascension Wisconsin Spirit Medical Transport, stated that they were listening to residential area concerns, explaining that their initial location had been near residential areas but was later moved near existing hangars. The trainings would occur in front of the hangar, and they were hopeful that the hangar would act as a buffer to the noise.

Mayor Wiza declared the public hearing closed.

Director Lemke stated the following in regards to comments made:

1. The proposed location was probably the best suited considering the existing surrounding uses.
2. The medical transport helicopter was currently being housed within the community hangar, the new hangar would allow them to avoid traffic interference issues in case the helicopter needed to respond to an emergency.
3. Reiterated that they could not impede on the uses for the airport.

Mayor Wiza provided general comments regarding the benefits of housing the Spirit helicopter at the Stevens Point airport, in addition to general positive comments regarding the airport itself.

Motion by Mayor Wiza to approve the request from Mark Lewandowski, representing Ascension Wisconsin Spirit Medical Transport, for a conditional use permit to construct a hangar at the airport, 4501 Highway 66 (Parcel ID 281240823230001) with the following:

- 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 4-0.

8. Public hearing and action on a request from Christopher Piotrowski 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 800 Whiting Avenue (Parcel ID's 281230805101207 & 281230805101206)

Director Ostrowski explained that the applicant was looking to rezone the property from R-2 Single Family Residence District to R-4 Multi-Family Residence District, but first the Comprehensive Plan had to be amended as the future land use map identified the property to remain residential in nature. Given that the property was within a transitional zone and surrounded by a variety of uses, a more appropriate land use designation would be office/multi-family. Given this, staff recommended approval to amend the City's Comprehensive Plan and rezone the property to R-4 Multiple Family I Residence District. He noted that there were no current plans for the property as the owner intended to sell it.

Mayor Wiza declared the public hearing open.

Edith Pankowski (2331 Aspen Ln), adjacent property owner, cited concerns with agenda requests 8 and 9, stating opposition to potential commercial uses such as a gas station. She would be agreeable to an R-4 zoning. Lastly, she questioned why they weren't requesting additional materials for the requests such as a site plan and property survey, noting her own requirements when going through a similar request.

Christopher Piotrowski (800 Whiting Ave), applicant, provided a detail history of the property and his ownership, as well as previous attempts to sell or develop the area. His intention with the rezoning would be to increase the appeal of the land for development and subsequently sell it.

Bernice Sevenich (1017 Jasmine Ln) inquired on the parking requirement differences between an R-4 zoning and a commercial zoning.

Mayor Wiza declared the public hearing closed.

Director Ostrowski stated the following in regards to inquiries posed:

1. Stated that plans would be required when a project were to come forward for the site.
2. Clarified that they were not requesting the zoning to be commercial or to allow commercial uses, but rather the proposed zoning would be to allow multi-family residential.
3. Stated that the zoning classification determined parking requirements.

Alderperson Kneebone asked if agenda 8, changes to the future land use map, had to occur prior to agenda item 9, the rezoning, to which it was confirmed accurate.

Motion by Alderperson Kneebone to approve the request from Christopher Piotrowski 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 Multi-Family at 800 Whiting Avenue (Parcel ID's 281230805101207 & 281230805101206); seconded by Commissioner Rice.

Motion carried 4-0.

9. Public hearing and action on a request from Christopher Piotrowski to rezone 800 Whiting Avenue (Parcel ID's 281230805101207 & 281230805101206) from R-2 Single Family Residence District to R-4 Multiple Family I Residence District

Mayor Wiza reiterated that the current request was related to the previous agenda item, and would be for the rezoning now that the change to the Comprehensive Plan had been approved.

Mayor Wiza declared the public hearing open.

Mayor Wiza declared the public hearing closed.

Motion by Commissioner Rice to approve the request from Christopher Piotrowski to rezone 800 Whiting Avenue (Parcel ID's 281230805101207 & 281230805101206) from R-2 Single Family Residence District to R-4 Multiple Family I Residence District; seconded by Commissioner Arntsen.

Motion carried 4-0.

10. Public hearing and action on a request from Don Scaffidi for a conditional use permit to construct another building on the lot for vehicular automobile repair within the Wellhead Protection B District at 3733 Stanley Street (Parcel ID 281240827230033)

Director Ostrowski explained that Scaffidi was looking to build a secondary building to house an auto repair shop on their existing property, noting that the use would be permitted in the B-4 Commercial District. However, due to the property also falling within the Wellhead Protection "B Zone" District, it required a conditional use permit. Upon final review, staff found that the use would not be as intense as initially thought, adding that the paints proposed to be used would be water-based, and all other chemicals stored would be in small quantities. No rust-proofing or undercoating would be performed at the facility as well. Thus, staff reviewed changes to the conditions within the staff report and recommended approval.

Mayor Wiza declared the public hearing open.

Alyssa Fencil (223 Green Ave N) cited concerns with removing trees for the proposed building, noting potential decreases to her home value, increased issues with drainage on the site, and increased light pollution.

Joel Breitzman (3733 Stanley St) stated that Scaffidi had ever desire to leave as many trees on the site as possible between the facility and residential areas. Regarding drainage, the existing retention pond was noted to be ready to take on any additional water.

Bernice Sevenich (1017 Jasmine Ln) noted that the lights were always on for security purposes. She also asked if additional residents had been notified about the request.

Alyssa Fencil (223 Green Ave N) recognized the need for lightning due to security concerns, however she stated the need to protect her interests, and that of her property. She noted that even with the 200-foot radius, only a couple neighbors were notified.

Mayor Wiza declared the public hearing closed.

Mayor Wiza asked what the radius distance was for notification letters, to which Director Ostrowski explained that they notified property owners within 200 feet, double of the state requirement.

Mayor Wiza asked the applicant to address exhaust and odor concerns, and asked whether there was a willingness to add additional landscaping.

Joel Breitzman (3733 Stanley St) stated that their current facilities were not adequate for water based-paint, but the new building would allow them to consolidate and reduce their operations and move away from solvent-based paints, which would significantly reduce odor issues. He noted their willingness to add additional screening and reiterated their desire to keep as many trees on the property as possible.

Commissioner Rice asked whether the retention pond needed to be recalculated to meet the new impervious surface needs, to which director Ostrowski confirmed that they would have to as part of the project.

Director Ostrowski acknowledged the concerns brought forward, however he reiterated that the facility was a permitted use within the zoning district, and they were looking at wellhead protection issues and a secondary building.

Motion by Mayor Wiza to approve the request from Don Scaffidi for a conditional use permit to construct another building on the lot for vehicular automobile repair within the Wellhead Protection B District at 3733 Stanley Street (Parcel ID 281240827230033) with the following:

- 1. A landscaping plan meeting all applicable zoning code requirements shall be submitted and reviewed/approved by the Community Development Department.**
- 2. A stormwater management plan shall be submitted and reviewed/approved by the Department of Public Utilities.**
- 3. Catch basins shall be installed around every fill point to catch product that may drip during the transfer process.**
- 4. No underground tanks shall be installed.**
- 5. Storage of all chemicals on site shall occur within a 100% containment area such as a concrete curb basin or tub to provide a second/third containment measure against leaks or spills.**
- 6. Cracks and joints that open on dispensing areas or catch basins, if any, shall be filled and fixed immediately to avoid the infiltration of hazardous chemicals.**
- 7. A prevention, control, and countermeasure plan shall be in place prior to the operation of the facility and shall be submitted to the Department of Public Utilities for filing and enforcement.**
- 8. In the event that a significant change occurs to chemicals, quantities, storage or service at the facility or on the property, the Department of Community Development and Utility Department shall be notified, which may trigger review of the conditional use permit by the City and the establishment of new conditions for the purpose of protecting groundwater supply.**
- 9. All costs associated with the conditions within this resolution shall be at the expense of the operator and/or owner. All required reports relating to sampling, analysis, and/or testing shall be provided to the City upon completion of such sampling, analysis, and/or testing.**
- 10. If any equal or superior alternative exists over any of the conditions, as determined by the Director of Public Utilities and the Director of Community Development, City of Stevens Point personnel shall have the ability to modify such condition(s).**
- 11. The conditional use permit shall be reviewed within two years after final occupancy date to ensure conditions are being met.**

seconded by Commissioner Rice.

Motion carried 4-0.

11. Public hearing and action on a request from Stevens Point Housing, LLC at 111 Division Street North (Parcel IDs 281240829140017 & 281240829140018) for the following:
 - a. Amend the plans for the Planned Development Zoning District
 - b. Amend the conditional use permit for multiple buildings on a lot, reduced setbacks within the B-TID5 District and multiple-family dwelling units

Director Ostrowski explained that the proposed development for the former K-Mart site, which had been previously approved, had gone through significant changes, thus the Plan Commission needed to reconsider the project. An amendment to both the Planned Development Zoning District and conditional use permit would be required to move forward. The new plans would include one building, down from two, and consist of 113 units and approximately 17,000 square feet of commercial space. The existing K-Mart building would be demolished to make room for the complex, which would include multiple amenities and a 24-hour maintenance and security team. The new renderings, site plans, and elevations were reviewed, along with details for each phase of the development, and overall differences and comparisons between the first and second proposal. It was reiterated that the Planned Development zoning would allow for additional flexibility in site design which would further assist in maximizing the mixed-use development. After reviewing their findings, staff recommended to approve the amendments as stated within the staff report.

Mayor Wiza declared the public hearing open.

Jim Laabs (1026 Second St N), adjacent property owner, suggested and detailed shared parking possibilities with the new development, urging a partnership and welcoming the developer as a neighbor.

Aldersperson Nebel (District Three) cited concerns with the amount of parking versus living units, stating it was not enough, especially for the area.

Bernice Sevenich (1017 Jasmine Ln) mirrored concerns for the limited parking stalls and inquired on whether delivery trucks would be allowed in the area, noting that they could block in smaller vehicles.

Aldersperson Shorr (District Two) stated that the target demographic and proximity to the university cut into the need for more parking, noting that the developer would have based the calculation off existing data.

Aldersperson Johnson (District Five) understood the concerns for parking needs; however she stated that there were other parking locations that could be utilized by students.

Aldersperson Jennings (District One) stated that they had a culture of over parking and stressed the need to change. She added the need to create parking programs to combat the reduction in parking, such as bus transport or ride share programs.

Aldersperson Morrow (District Eleven) was happy for the development. In regards to parking concerns, he noted that parking was an issue in any college town, but there were other lots available for use, adding that the proximity would promote walking. He reiterated the need to create solutions for the parking reduction.

Aldersperson Nebel (District Three) clarified that she was not against the development, but that it still needed to address existing challenges.

Mayor Wiza declared the public hearing closed.

Director Ostrowski noted for the record that parking standards had been met, and that parking issues were hardly seen at apartment complexes due to on-site management presence.

Motion by Commissioner Arntsen to approve the amendment to the plans for the Planned Development District Zoning Designation at 111 Division Street along with the proposed site plan, renderings and requested deviation below:

- 1. Continuous screening shall be waived for the northern parking lot area adjacent to the future development site(s), as this area is slated for a future development site, and any landscaping may be destroyed or parking screened by a future building.**
- 2. Allow staff the flexibility to make modifications to the plans to address parking needs with the adjacent neighbor on the corner of Maria and Division.**

and to approve the conditional use permit request for 111 Division Street North to for multiple buildings on a lot, reduced setbacks within the B-TID5 District and multiple-family dwelling units, subject to the following conditions:

- 1. Fire hydrants shall be installed internal to the within 150 feet of a connection to the buildings.**
- 2. The applicant shall execute an access agreement in the event that the outlots develop under separate ownership.**
- 3. The lots within the development shall be surveyed if ownership changes for portions of the property.**
- 4. Refuse storage shall be constructed of masonry materials complementing the main building. A design shall be submitted by the applicant for review and approval by Community Development Department staff.**
- 5. Landscaping shall be permitted to exist within the right-of-way, however the owner shall hold the City harmless in the event changes are made to the right-of-way that would require a change or removal of landscaping.**
- 6. Curb or wheel stops shall exist where parking abuts landscaping or grass.**
- 7. The driveway entrances and aprons shall be curbed.**
- 8. Applicable building codes shall be met and applicable permits obtained.**
- 9. Sidewalks shall be installed on the entirety of the property abutting the streets, meeting all applicable design requirements to be reviewed and approved by the Director of Public Works.**
- 10. A stormwater plan shall be submitted for review and approval by the Public Utilities Department and/or the Public Works Department.**
- 11. The applicant shall pay the required park fee per unit to the City.**
- 12. Minor modifications may be approved by staff.**

seconded by Alderperson Kneebone

Motion carried 4-0.

- 12. Public hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance, of the Revised Municipal Code, specifically Section 23.02(1)(e), regarding minimum lot size requirements**

Director Ostrowski explained that they were looking to amend the minimum lot size requirements for R-3 Single and Two-family districts, specifically 5,000 square feet for single-family, down from 8,000 square feet, and 10,000 square feet for two-family, down from 15,000 square feet. He further explained that the current requirements were fairly inconsistent with what they were seeing for existing lots in the inner core of the city, and the changes would not only get them more in line with the district, but also provide more opportunity for infill development. While they were in the middle of rewriting the zoning code, fast tracking the change would allow for the current building season to utilize the change which would assist with infill efforts in developing underutilized lots. Lastly, he noted that the change would apply to existing lots, and new lots. Approval of the amendment as stated in the staff report was recommended.

Mayor Wiza declared the public hearing open.

Aldersperson Johnson (District Five) commended the proposed change, adding that it would open up more opportunity for housing changes. However, she cited concerns with the urban core becoming gentrified with development and stressed the need for affordable housing.

Aldersperson Nebel (District Three) stated concern with the changes to duplex requirements, stating that it could increase parking and occupancy issues, as well as not leaving enough areas for greenspace. She was agreeable to changes for single-family.

Aldersperson Jennings (District One) asked what limits there would be to prevent conversion from single-family into two-family.

Mayor Wiza declared the public hearing closed.

Director Ostrowski reiterated the need for consistency under the zoning code for existing lots, adding that under the current code, existing lots could already utilize the 10,000 square foot requirement for duplexes.

Mayor Wiza added that converting single-family homes into a duplex would be more of an investment.

Aldersperson Kneebone commented that allowing more housing would contribute to the tax base in a denser developed area.

Motion by Aldersperson Kneebone to approve the request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance, of the Revised Municipal Code, specifically Section 23.02(1)(e), regarding minimum lot size requirements with the following:

R-3 District		
	Current	Proposed
Minimum lot size for single-family	8,000 square feet	5,000 square feet
Minimum lot width for single-family	60 feet, 80 feet for corner	45 feet
Minimum lot size for two-family	15,000 square feet	10,000 square feet
Minimum lot width for two-family	100 feet	45 feet

seconded by Commissioner Arntsen

Motion carried 4-0.

- Public hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance, of the Revised Municipal Code, specifically Section 23.01(14), regarding parking lot screening

Director Ostrowski briefly explained that while there was existing ability for the Zoning Administrator to waive certain screening requirements, they had come across a situation where additional ability would be beneficial. Specifically in a situation where there were two adjacent lots with a buffer of more than 100 feet between the two lots. While there was good cause to require screening between another close lot or larger development, it was unnecessary when there was already a significant buffer. Therefore, staff recommended approval of the change as stated within the staff report.

Mayor Wiza declared the public hearing open.

Aldersperson Nebel (District Three) suggested increasing the distance to 200 feet, as 100 feet still seemed too close to not require screening. She stated concerns with snow storage and drainage.

Bernice Sevenich (1017 Jasmine Ln) asked several clarifying questions regarding the Pacelli example used, such as if they were looking to expand their parking area, and where the screening would be required to be placed.

Aldersperson Jennings (District One) stated that no one had come forward with concerns within her district, noting that requiring screening around areas like Pacelli would result in a blockier landscape.

Aldersperson Morrow (District Eleven) explained that the example in question, the Pacelli parking lot, was often used for games and homecomings, noting that any added screening would be contested. He was pleased that they were looking to resurface their parking lot as it was in need of it.

Aldersperson Nebel (District Three) noted that while they were discussing the Pacelli example, the change would be city-wide, not just specific to Pacelli.

Mayor Wiza declared the public hearing closed.

Mayor Wiza clarified that each request would be treated on a case-by-case basis, and that having the ability to waive the requirement would not automatically grant the waiver.

Director Ostrowski stated the following in regards to inquiries posed:

1. Confirmed that the change would be city-wide, not just for Pacelli.
2. The ability to waive the requirement would not be just for any lot, it would need to have a buffer of 100 feet or more, and could occur regardless of less than 50 spaces.
3. Snow storage issues could increase with added fencing.

Mayor Wiza reiterated that the ordinance change would be city-wide, but would only apply where 100 feet or more would be available, and even then be treated on a case-by-case basis.

Aldersperson Kneebone stated that they hired city staff because they had the education, experience, and judgment to make decisions regarding the change. If city staff looked at a property and felt a waiver would be appropriate, than she was fine with moving forward.

Commissioner Arntsen asked who would be waiving the requirement, and if the setback would apply to only opposing or perpendicular property lines.

Director Ostrowski stated that the Zoning Administrator would have the ability to waive the requirement under the ordinance, and the setback would apply to the opposing property line.

Motion by Aldersperson Kneebone to approve the request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance, of the Revised Municipal Code, specifically Section 23.01(14), regarding parking lot screening with the following:

2) Parking Pods

- ***Parking areas shall be organized into parking pods that are separated by the following perimeter landscaping and island plantings.***
- ***Where parking areas are screened by a building, they shall not require screening on that side of the parking pod. Island landscaping may be waived if there are less than 50 spaces or if the perimeter landscaping is double in width. Such width shall not need to exceed 50 feet.***
- ***Where parking areas have 100 feet of separation between adjacent properties or right-of-way, perimeter landscape screening may be waived.***
- ***Such modifications must be approved by the Administrator.***

seconded by Commissioner Rice

Motion carried 4-0.

14. Public hearing and action on a request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance, of the Revised Municipal Code, specifically Section 23.02(1)(e) to allow the use of Tourist Rooming Houses as a permitted or conditional use within the R-3 Single and Two-Family Residence Zoning District

Director Ostrowski stated that the item had been before them the previous month, at which time they were given direction to move forward with drafting an amendment to allow Tourist rooming Houses. The amendment was before them as written within the staff report.

Mayor Wiza declared the public hearing open.

Aldersperson Shorr (District Two) asked how the amendment stood in relation to the R-2 zoning district.

Director Ostrowski stated that it would be allowed within the R-3 district if it was owner-occupied, otherwise it would require a conditional use permit. It would currently not be allowed in R-2.

Aldersperson Shorr (District Two) stated that his district was largely an R-2 district, and urged it to allow it in R-2 if it was owner-occupied.

Aldersperson Nebel (District Two) agreed that tourist rooming houses should be allowed in the R-2 district, but suggested that they also consider additional restrictions, such as how many they could allow in a single area.

Mayor Wiza declared the public hearing closed.

Director Ostrowski stated that allowing R-2 would require an additional publishing due to the lower zoning classification. If they wished to proceed, staff could proceed with publishing it and bringing it forward for the following month.

Commissioner Rice asked when they had allowed it within the R-4 zoning district, to which Associate Planner Kearns stated 2017.

Commissioner Rice stated that there would be interest from R-2 residents, however he also added that there could also be additional pushback from neighbors due to the single-family nature of R-2 districts. He asked how they could communicate the changes to the public.

Mayor Wiza stated that they published the notices and hearings, both in the paper and city website.

Associate Planner Kearns stated that the intent would be to have a dedicated area on the city website with all the requirements and information, essentially a one-stop-shop.

Director Ostrowski noted potential concerns from neighbors, but explained that due to the lesser density and greater lot sizes, there was less of a chance that neighbors would be impacted. Staff could proceed with noticing a lower classification to allow going higher if needed for the next meeting.

Motion by Commissioner Rice to approve the request from the City of Stevens Point to amend Chapter 23, Zoning Ordinance, of the Revised Municipal Code, specifically Section 23.02(1)(e) to allow the use of Tourist Rooming Houses as a permitted or conditional use within the R-3 Single and Two-Family Residence Zoning District with the following:

Tourist Rooming Houses are a permitted use for owner-occupied dwelling units in the R-3 Single and Two Family Zoning District and above districts, but are a conditional use for solely rental units with no owner living onsite.

seconded by Alderperson Kneebone

Motion carried 4-0.

15. Community Development Department Monthly Report for April, 2019

Director Ostrowski stated that they had another good month, with 2019 shaping up to be a very strong year. He recalled ending 2018 with approximately a \$48 million value, and added that they were already over \$41 million for year-to-date value in 2019. Provident Nutraceutical had contributed to a large portion of that overall value, with the expectation of adding several more millions in the following month with the pulling of the Marten Machining permits.

Motion by Alderperson Kneebone to approve the Community Development Department Monthly Report for April, 2019 and place it on file; seconded by Commissioner Arntsen.

Motion carried 4-0.

16. Community Development Department Annual Report for 2018

Director Ostrowski noted that the Annual Report for 2018 has been provided within the agenda packet, and he could review it page by page if needed.

Mayor Wiza asked if there were any questions regarding the report, otherwise they could forward any questions or concerns to the Director, which could then be addressed the following month under its own agenda item.

There were no further questions.

17. Director's update.

Director Ostrowski provided updates on the following:

1. Comprehensive Plan: Staff was finalizing the final document.

18. Adjourn.

Meeting adjourned at 8:10 PM.

Attachment pertaining to Agenda Item 15: Monthly Report

Community Development Report - April 2019

Construction Report

New Construction	# of Permits	Location	Declared Valuation	Fees
Single Family	1	640 West River Drive	\$219,975.00	\$1,163.00
	1	3801 Della Street	\$380,000.00	\$1,351.00
	1	5225/5227 Carol's Lane (Zero LotLine)	\$250,000.00	\$1,852.00
	1	3024 Moses Crossing	\$265,000.00	\$1,650.00
Two Family	-	-	-	-
Multi-Family	-	-	-	-
Commercial/Industrial	-	-	-	-
Additions or Alterations	# of Permits	Location	Declared Valuation	Fees
Residential	105		\$578,433.00	\$7,517.81
Commercial	38		\$35,562,266.44	\$120,025.51
Monthly Permits	Monthly Valuation	Monthly Fees	YTD Permits	YTD Valuation
147	\$37,255,674.44	\$133,559.32	348	\$41,608,553.78
				YTD Fees
				\$171,620.56

* PROVIDENT NUTRACEUTICAL: New 90,000 sq.ft. building addition = \$22,009,000 Value
Interior remodel of existing facility = \$8,554,000 Value

Year	Permits	Valuation	Fees
2018	342	\$21,016,418.92	\$160,962.22
2017	253	\$7,511,676.73	\$76,092.53
2016	205	\$5,321,213.33	\$51,197.82

Violation Report

Exterior Structure Complaints		
Multiple Exterior Property Violations	0	
Exterior Property Violations	5	
Accumulation of Rubbish or Garbage	4	
Grass or Weeds	0	
Improper Parking of Vehicles	24	
Improper Storage of Refuse or Refuse Cans	21	
Refuse or Refuse Cans on Curb	1	
Snow and Ice	35	
Storage of Household Items Outside	0	
Unlicensed or Inoperable Vehicles	1	
Unsanitary Conditions	0	
Exterior Building or Structure Violations	13	
Defective Sidewalks, Driveways	0	
Defective Protective Treatment	0	
Defective Exterior Walls, Roofs, Windows, Doors	0	
Interior Structure Complaints		
Multiple Interior Structure Violations	0	
Interior Structure Violations	0	
General Case	15	
Other Violations		
Rodent or Pest Violations	0	
Fire Prevention Violations	0	
No Heat Violation	0	
Electrical Violations	1	
Nuisance Violations	0	
Mechanical Violations	0	
Signage Violations	0	
Plumbing Violations	0	
Improper Occupancy: Multi-Family Dwelling	0	
Improper Occupancy: Residential Dwelling	0	
Visibility Obstruction Violations	0	
Unlawful Animal	0	
Land Use Violations	0	
Loss of Pre-existing Use Status	0	
Work w/o Historic Preservation Review	0	
Work without Permit	3	
Total Violations / Total Service Fees Billed	123	\$5,050
17/123 Tagged or Verbal, 13/17 Complied = 76% Compliance		