

REPORT OF CITY PLAN COMMISSION

Monday, April 2, 2012 – 6:00 PM

Lincoln Center

PRESENT: Alderperson Jerry Moore, Commissioner Tony Patton, Commissioner Anna Haines, and Commissioner Shari Laskowski.

ALSO PRESENT: Community Development Director Michael Ostrowski, Economic Development Specialist Kyle Kearns, Department of Public Works Director Joel Lemke, Brandi Makuski, Cathy Dugan, Barb Jacob, Garry Curless, Ward Wolff, John Baehr, Matthew Brown, and Robert Welling.

INDEX:

1. Report of the March 5, 2012 Plan Commission meeting.
 2. Request from Robert Welling for a conditional use permit for the purpose of converting second floor storage space into two, two-bedroom apartments at **1201-1225 Main Street (Parcel ID 2408-32-2027-06)**, with off-site parking.
 3. Request from Genuine Parts Company for a conditional use permit for the purposes of constructing an approximate 25,000 square feet addition, which will contain chemical storage, to the existing distribution center within the Wellhead Protection Overlay District at **5101 Coye Drive (Parcel ID 2308-02-2000-08)**.
 4. Other business.
 5. Adjourn.
-

1. Report of the March 5, 2012 Plan Commission meeting.

Motion by Commissioner Patton to approve the report of the March 5, 2012 meeting as presented; seconded by Commissioner Laskowski. Motion carried 4-0.

2. Request from Robert Welling for a conditional use permit for the purpose of converting second floor storage space into two, two-bedroom apartments at **1201-1225 Main Street (Parcel ID 2408-32-2027-06)**, with off-site parking.

Director Ostrowski stated Mr. Welling is requesting a conditional use permit for the purposes of converting second floor space, primarily used for storage, into two, two-bedroom apartment units. The addition of 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. Welling is proposing to lease four parking spaces from the City, located north of the intersection of Crosby Street and Centerpoint Drive. The conversion will require interior renovation of walls, floors, and doors. New exterior windows are proposed for both units, which must get Historic Preservation / Design Review Commission approval prior to installation. Staff recommends approval with the following conditions:

- Applicant must secure the appropriate number of parking spaces through a city permit.
- Shall parking ever become unavailable, the conditional use must cease within 60 days, or another parking location must be approved.

- Applicant must secure a multi-family license prior to occupying the unit.
- 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.
- Exterior improvements must be reviewed and approved by the Historic Preservation / Design Review Commission (windows, trim, etc).
- Dumpsters and/or refuse containers shall be screened from view.

Commissioner Laskowski asked what would be the likelihood of the tenants parking in the Crosby lot and what will happen if they park on the street or park at Shopko in terms of enforceability.

Director Ostrowski stated that there is no overnight parking on the street, and they could park in the Shopko lot during the day. The biggest issue with the downtown district is that residential uses are the only uses that require parking. For a landlord to rent an apartment, they are required to provide some sort of parking near the site. Ultimately, not having parking immediately next to the unit will be an obstacle to renting the units. However, a lot of the people living in the downtown area will likely take the bus or use public transportation.

Economic Development Specialist Kyle Kearns stated that the City currently leases 10 spaces in the Crosby lot with the lessees asked to park in the north side of the lot.

Commissioner Patton asked what the cost for the permit would be. Director Ostrowski believed it was \$10.00 per month.

Commissioner Haines asked about the photo showing the brick building with bricked-up windows and wondered if the windows would remain covered. Director Ostrowski clarified that Mr. Welling is going to open most of the windows on the exterior of the building and renovate the northwest whole corner, eventually replacing new storefront windows. Furthermore, Mr. Welling will redo all of the window openings and tuckpoint the building, subject to Historic Preservation/Design Review Commission's approval on Wednesday.

Motion by Commissioner Patton to approve the off-site parking request and the conditional use request with the following conditions:

- **Applicant must secure the appropriate number of parking spaces through a city permit.**
- **Shall parking ever become unavailable, the conditional use must cease within 60 days, or another parking location must be approved.**
- **Applicant must secure a multi-family license prior to occupying the unit.**
- **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.**
- **Exterior improvements must be reviewed and approved by the Historic Preservation / Design Review Commission (windows, trim, etc).**
- **Dumpsters and/or refuse containers shall be screened from view.**

seconded by Commissioner Haines.

Cathy Dugan, 615 Somers Street said this sounds like a wonderful project and that the building was in need of some help.

Motion carried 4-0.

3. Request from Genuine Parts Company for a conditional use permit for the purposes of constructing an approximate 25,000 square foot addition, which will contain chemical storage, to the existing distribution center within the Wellhead Protection Overlay District at **5101 Coye Drive (Parcel ID 2308-02-2000-08)**.

Director Ostrowski stated NAPA Auto Parts is requesting a conditional use permit for the purposes of constructing a 3-story, 25,110 square foot addition onto the south side of their existing facility. The first story will contain a fully enclosed containment facility for hazardous and flammable liquids. Furthermore, the second floor will primarily house aerosol products and the third floor mezzanine will be used for bulk storage. The first floor is designed to provide 100% containment of chemical spills, in other words, a complete lock down of the facility, keeping the spill within the building. Currently, the materials within the existing building do not have adequate containment for spills. The proposed addition incorporates an improved containment facility providing drastic improvements from the existing 35 year old building. Quantities of hazardous chemicals are not proposed to change with the completion of the addition, but may fluctuate dependent upon other factors within the business climate. A larger distribution facility will allow for NAPA to increase efficiency, productivity, and safety. Staff would recommend approval with the following conditions:

- Hazardous substances currently on site shall be properly handled, following all necessary precautions to avoid spills, when relocation occurs.
- No new hazardous chemical types may be stored on the property without the review and approval by the Portage County Emergency Management and the Stevens Point Water Department. Any new extremely hazardous substances (EHS) or chemicals that need to be reported to the state (quantity of 10,000 lbs or more), shall require an amendment to the Conditional Use Permit.
- Owner shall provide the Stevens Point Water Department with Material Safety Data Sheets for any new or different chemicals stored or used on site. The City reserves the right to impose additional restrictions or to deny permission to new or different chemical use.
- Owner shall agree to give access to city staff or representatives for the purpose of inspecting the premises to determine compliance with the conditional use permit.
- No drains shall be located within rooms containing chemicals, or where chemicals are transported within the building.
- The unloading and loading of any chemicals shall be done within the confines of the building as to prevent spills outside the building.
- Owner shall file the appropriate plans with the State and County as it relates to the updated location of chemical storage area of the facility.
- Curbing or other means of prevention shall be installed around the containment room at a height to adequately prevent spills from exiting the containment room.
- Containment room shall provide 100-percent containment.
- A private fire hydrant shall be installed per fire department specifications if water pressure is not adequate to handle facility use, sprinkler system, and firefighting.
- The hydraulics of a sprinkler system shall be reviewed and approved by a licensed engineer.
- Snow will need to be removed from the site or stored in a location where it does not negatively impact the adjacent properties.
- A site drainage plan will need to be reviewed and approved by the Department of Public Works.

- Failure to comply with any condition shall be reason to void the conditional use permit and chemical storage shall cease.

Commissioner Haines asked if this was under a conditional use prior to being brought before Plan Commission. Director Ostrowski stated that it was not under a conditional use before, as this business existed prior to our wellhead protection ordinance. Our code allows for uses to remain, and it allows for the strengthening of containment. Any additions would require a conditional use permit.

Commissioner Haines clarified that the business is in the Stevens Point Industrial Park and that it is in Zone B of the Wellhead Protection Map for Stevens Point.

Commissioner Haines clarified that currently there is chemical storage in the building and that this addition would bring increased containment without additional chemicals. Director Ostrowski stated NAPA has provided a list of chemicals that are in the facility. The Water Department and the Fire Department have reviewed the list. Furthermore, up-to-date plans are on file with Portage County Emergency Management and extremely hazardous substance lists reported to the state are current. Staff would recommend approval with the condition that any additional chemicals will be reviewed by the Water Department and Portage County Emergency Management. The quantities could have a fluxuation depending on inventory, but the facility would have to provide adequate containment.

Motion by Commissioner Patton to approve the request from NAPA with the following conditions:

- **Hazardous substances currently on site shall be properly handled, following all necessary precautions to avoid spills, when relocation occurs.**
- **No new hazardous chemical types, or additional quantities of current chemicals, may be stored on the property without the review and approval by the Portage County Emergency Management and the Stevens Point Water Department. Any new extremely hazardous substances (EHS) or chemicals that need to be reported to the state (quantity of 10,000 lbs or more), shall require an amendment to the Conditional Use Permit.**
- **Owner shall provide the Stevens Point Water Department with Material Safety Data Sheets for any new or different chemicals stored or used on site. The City reserves the right to impose additional restrictions or to deny permission to new or different chemical use.**
- **Owner shall agree to give access to city staff or representatives for the purpose of inspecting the premises to determine compliance with the conditional use permit.**
- **No drains shall be located within rooms containing chemicals, or where chemicals are transported within the building.**
- **The unloading and loading of any chemicals shall be done within the confines of the building as to prevent spills outside the building.**
- **Owner shall file the appropriate plans with the State and County as it relates to the updated location of chemical storage area of the facility.**
- **Curbing or other means of prevention shall be installed around the containment room at a height to adequately prevent spills from exiting the containment room.**
- **Containment room shall provide 100-percent containment.**
- **A private fire hydrant shall be installed per fire department specifications if water pressure is not adequate to handle facility use, sprinkler system, and firefighting.**

- **The hydraulics of a sprinkler system shall be reviewed and approved by a licensed engineer.**
- **Snow will need to be removed from the site or stored in a location where it does not negatively impact the adjacent properties.**
- **A site drainage plan will need to be reviewed and approved by the Department of Public Works.**
- **Failure to comply with any condition shall be reason to void the conditional use permit and chemical storage shall cease.**

seconded by Commissioner Laskowski.

Cathy Dugan, 615 Sommers Street, wanted to be clear that the addition would hold only current chemicals and no new ones, and possibly more of them.

Alderperson Moore stated that is correct.

Director Ostrowski stated that there could be a fluxuation in the amounts, and different chemicals could be stored there if approval is granted from the Water Department and Portage County Emergency Management. Any chemicals that would need to be reported to the State would be done so as well.

Motion carried 4-0.

4. Other Business.

Director Ostrowski stated that we would start back up with the Zoning Code Rewrite in May and will be sending out a calendar for commission availability.

5. Adjourn.

Meeting adjourned at 6:09 PM.