



3201 Stanley Street, Stevens Point, WI 54481, 715-345-5000, www.elliswi.com

Meeting with City Officials

Holy Spirit Catholic Parish – Addition and Remodeling

Church – Lower Level

September 19, 2018

Attendees

Fr. Steve Brice, Holy Spirit
Lee Olsen, Holy Spirit
Wendy Mitch, Holy Spirit
Rick Zahn, Holy Spirit
John Krupka, Holy Spirit
Kyle Kearns, City of Stevens Point
Michael Ostrowski, City of Stevens Point
Ximena Christianson, City of Stevens Point
Jim Anderson, Project Manager, Ellis Construction
Steve D. Chizzo, Architect, Ellis Construction

Previous Meeting:

Design Meeting #1 – 9-12-18

Minutes were NOT reviewed or acted on.

General:

1. This meeting was called to inform the City of the upcoming project and get feedback on potential problems or issues with the site planning, parking, setbacks, zoning, building permit, etc.

Site and Parking:

1. This property is zoned R-2.
2. 25' building and parking setback required. 10' building setback possible if approved by Plan Commission and Common Council.
3. Parking setback reduction is possible if alternate plans are developed and approved by Plan Commission and Common Council – with guidance from City Staff.
4. Any new parking would need to meet all of the current zoning code.
5. Remodeling of the old parking would require it to meet all of the zoning code. If not possible, then as much as possible without affecting quantity of stalls.
6. On-street parking on the “near side” of the street adjacent to the property can be counted as part of this parking lot. These stalls would not contribute to the ratio of parking for handicapped accessible stalls.
7. If the street parking and site parking exceeds the code minimum quantity, then a reduction of site parking is required in order to comply as much as possible with current zoning code. (reduce stall size to achieve green space, or eliminate stalls to have landscaped islands, etc.)
8. If the existing parking is just re-striped or patched, then zoning compliance is not required.

9. The new building addition may require additional parking – Kyle can work through the requirements based on the plan to come up with a required quantity.
10. The fence can be at the property line, but there needs to be some parking setback, even if not the full dimension required.
11. The City would prefer that any agreements with neighbors for the use of their parking lots is in writing.

Stormwater:

1. Currently, the parking lot is drained to a catch basin connected to the City storm sewer. The existing parking lot can likely stay connected to the storm sewer, but the new parking would have to meet the new zoning code for detention, green space, etc.
2. The existing church drains onto grade.
3. It is likely that the new building and parking will require on-site stormwater detention for a portion of the site. Moving the new Multi-Purpose Hall away from the existing church will allow a green space for stormwater if necessary.
4. Rob Molski at the City should be consulted to review the requirements for the storm water.

Miscellaneous Notes:

1. Any non-conforming building items will likely not need to be remedied for this project. The City will check that all permits, variances, etc. are on-file.
2. The new building should be fully compliant for bathrooms, parking, etc. independently from the existing building.
3. The existing basement can be used for “Sunday School”, but not for daily school or daycare functions due to lack of proper windows, exits, etc.
4. The City can incorporate “Constrained Site Allowances” to help create a site plan that functions as needed for the Church but meets as much of the zoning requirements for the City. This would start at the City staff level for review and help with the plan, and then on to the Plan Commission for approval and finally Common Council.
5. Kyle provided the Parking Standards from the zoning code, the Plan Commission Application Packet and the zoning code section for R-2 use.

Action Items

- Ellis
 - o Refine site plan to show green spaces, plan options, etc.
 - o Get better measurements for the existing parking stalls, locations of fencing, location of building on the site, etc.
- Holy Spirit
 - o Try to get agreements together for the use of neighboring parking lots for church use.

Attachments

- *none*

Next meeting: Wednesday, September 26th at 3:00pm.

If any of the preceding minutes are not per your understanding, or if there are items missing which you would like added, please notify sender of such updates within (2) business days of receipt of these minutes. Minutes will be amended and redistributed as necessary.

----- END OF MEETING MINUTES -----

Zoning:

- R2 Res. NDW
- Proposed addition permitted
- 25' street/front setback but could be reduced to 10' would need plan commission & common council approval
- Fences/walkways can go to ? line. Paving?

Parking:

- Under NDW – 130 NDW need 164
- Pursue additional parking options plan
 - o On street
 - o Shared – hospital, need written agreement

Storm Sewer:

- Check with Rob Molsky

Existing Upgrades:

- No need to upgrade for addition