



\*\*\* All present are expected to conduct themselves in accordance with our City's Core Values \*\*\*

## OFFICIAL NOTICE AND AGENDA

*of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.*

<b>Meeting:</b>	<b>PLAN COMMISSION OF THE CITY OF WAUSAU</b>
<b>Date/Time:</b>	<b>Thursday, May 1, 2025, at 4:15 PM</b>
<b>Location:</b>	<b>City Hall (407 Grant Street, Wausau, WI 54403), Council Chambers</b>
<b>Members:</b>	Mayor Doug Diny (C), Eric Lindman, Sarah Watson, Lou Larson, Bruce Bohlken, Andrew Brueggeman, George Bornemann

### AGENDA ITEMS FOR CONSIDERATION

*(All items listed may be acted upon)*

- 1) Discussion and possible action on approving a Conditional Use permit for 903 3rd St (First United Methodist Church) to allow for the use of their basement as an emergency night shelter. (Wausau PD)
- 2) Adjournment

#### **Mayor Doug Diny, Chairperson**

It is likely that members of, and a quorum of the Council and/or members of other committees of the Common Council of the City of Wausau will be in attendance at the above-mentioned meeting to gather information. **No action will be taken by any such groups.**

Members of the public may view the meeting live or after the fact on the City of Wausau's YouTube Channel: <https://tinyurl.com/WausauCityCouncil> or live on Cable TV, Channel 981. Any person who wishes to make a public comment but is unable to or does not wish to appear in person may direct their comment via email [samantha.kulig@wausauwi.gov](mailto:samantha.kulig@wausauwi.gov) or City Planner: [brad.lenz@wausauwi.gov](mailto:brad.lenz@wausauwi.gov) with "PC Public Comment" in the subject line by the start of the meeting. All public comments received, either by email or in person, will be limited to items on the agenda only. Messages related to agenda items received prior to the start of the meeting will be provided to the Committee Chair.

**This Notice was Posted at City Hall and Emailed to Local Media Outlets on 4/24/25 @ 3:00 PM**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations to participate in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6622 or email [ADAServices@wausauwi.gov](mailto:ADAServices@wausauwi.gov) to discuss your accessibility needs. We ask that your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours beforehand, the City of Wausau will make a good faith effort to accommodate your request.



# STAFF REPORT

**To:** Plan Commission  
**Prepared By:** William Hebert, Chief Inspector/Zoning Administrator  
**Date:** April 30, 2025

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## REQUESTED ACTION:

### Conditional Use Permit at 903 N 3<sup>rd</sup> St

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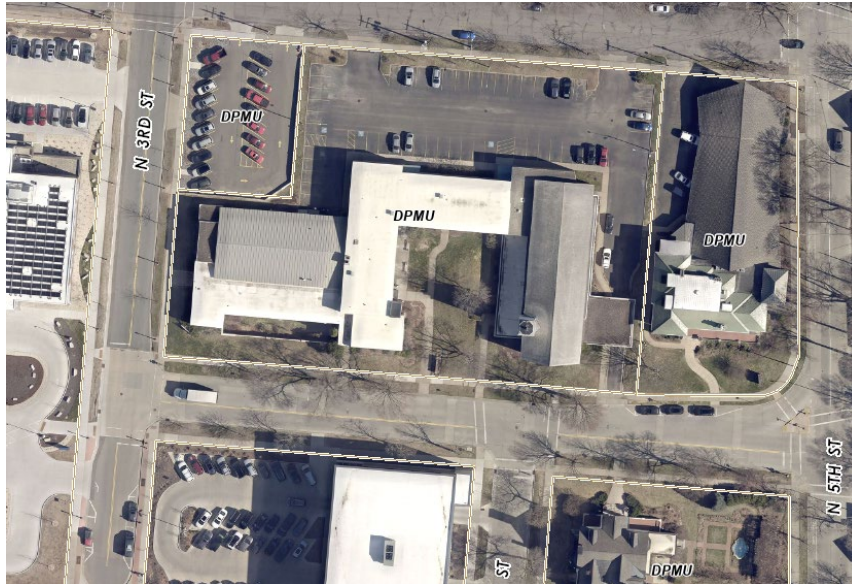
<b>LOCATION:</b>	903 N 3 <sup>rd</sup> St.
<b>APPLICANT:</b>	Police Chief Matt Barnes, Wausau Police Department
<b>EXISTING ZONING:</b>	<b>Downtown Periphery Mixed Use (DPMU)</b>
<b>EXISTING LAND USE:</b>	Church, day care and offices
<b>REQUESTED CONDITIONAL USE:</b>	Homeless Shelter
<b>COMPREHENSIVE PLAN:</b>	This area is mapped as City Center
<b>OTHER PLANS:</b>	n/a

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### **PURPOSE:**

The City of Wausau and Marathon County are partnering to provide an emergency homeless shelter. They intend to utilize approximately 10,000 square feet of the First United Methodist Church of Wausau in the basement level to operate a shelter for both men and women. There could be up to 50 individuals sleeping in the lower level. The shelter would open at 6 p.m. and close at 8:00 a.m. seven days a week.

This building was previously used as an emergency shelter during the Covid-19 pandemic. Please see the application and cover letter for more details on the current proposal.



**CONDITIONAL USE PROCEDURE:**

The City of Wausau zoning code requires two Plan Commission meetings to approve or deny a conditional use.

1<sup>st</sup> meeting: Public Hearing, no action.

2<sup>nd</sup> meeting: Staff report available, Final action taken.

**PUBLIC HEARING**

During the Public Hearing: Statements of personal preferences or speculation not based on substantial evidence must be disregarded by the Plan Commission. 'Substantial evidence' means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion. (W.M.C. 23.10.32(6)(a)).



**REVIEW AND ACTION**

**STANDARDS**

<p>(8) <i>Findings.</i> In reviewing and taking final action on a proposed conditional use permit, the Plan Commission shall consider whether the proposed conditional use: (W.M.C. 23.10.32(8))</p>	
<p>(a) Is in harmony with the Comprehensive Plan.</p>	
<p>(b) Would result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare.</p>	
<p>(c) Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.</p>	

- |                                                                                                                                                                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| (d) The conditional use is located in an area that will be adequately served by, and will not impose an undue burden on, any of the improvements, facilities, utilities or services provided by public or private agencies serving the subject property. |  |
| (e) The potential public benefits outweigh any potential adverse impacts of the proposed conditional use, after taking into consideration the applicant's proposal and any requirements recommended by the applicant to ameliorate such impacts.         |  |

### **SUBSTANTIAL EVIDENCE FROM THE PUBLIC HEARING**

Brian Bailey, President and CEO of the Woodson YMCA, provided testimony. The YMCA is the Wausau area's largest daycare provider with over 200 kids. The Landing is also part of the YMCA and serves as Wausau's only senior center.

In 2021, this same location was used as a homeless shelter due to the Covid-19 pandemic. Issues from that time included theft, loitering, drug needles, and garbage throughout the YMCA campus. The YMCA members and board are concerned about the impacts but do want to be good neighbors.

### **STAFF RECOMMENDATION**

1. Approve with the following condition: Limit the conditional use for a homeless shelter to conclude on 12/31/25. If the facility is planned to continue the use, the operator must notify staff by 11/1/25 so there is adequate time to address permanent facility usage concerns.

If the shelter is still necessary at this location after 12/31/25, there will be building and fire code requirements for a permanent change of use to the building at 903 N 3<sup>rd</sup> St. Significant code issues exist that would be costly to the owner and tenant if this is approved as a long-term facility. Building and Fire Officials can allow a temporary use of a building in accordance with SPS 366.0101(3).

The City of Wausau Police Department could then provide a report on how the facility has operated over the 7 months and neighbors would be able to provide feedback on any thoughts or concerns they have encountered.

### **ACTION**

The Commission may

1. approve the use as originally proposed,
2. approve the proposed conditional use with modifications and/or conditions,
3. or deny approval of the proposed conditional use.



# Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

## Memorandum

From: Police Department  
To: City of Wausau  
Date: April 8<sup>th</sup>, 2025  
Re: Application for Conditional Use

The Wausau Police Department is requesting Conditional Use of the basement of the First United Methodist Church of Wausau located at 903 3<sup>rd</sup> N. 3<sup>rd</sup> Street. Our intention is to use this property from May 1<sup>st</sup> 2025 to December 1<sup>st</sup> 2025 to operate a night shelter for the unhoused population of Wausau.

Beginning May 1<sup>st</sup>, 2025 without this conditional use, there will not be any shelter facility in Wausau resulting in approximately 50 unhoused individual being left to sleep outside.

The basement of 903 N. 3<sup>rd</sup> St. consists of approximately 10,000 square feet. The space is currently vacant and empty. Bathroom, shower facilities, and laundry hookup currently exist on the property. No remodeling will be necessary to utilize the space as a shelter. Security cameras, internet connections, and a phone line will need to be installed.

The church has a substantial parking lot, although most of the individuals utilizing shelter services do not own or possess a vehicle.

The shelter will be operated from 6:00 PM to 8:00 AM, seven days per week. City of Wausau staff will be on site during all hours of operation. On any given evening/night at least three employees will work with the assistance of community volunteers.

Male and female guests will be separated and sleep in separate rooms with a combined capacity of 50 beds.

Respectfully,

  
Chief Matthew Barnes

Wausau Police Department

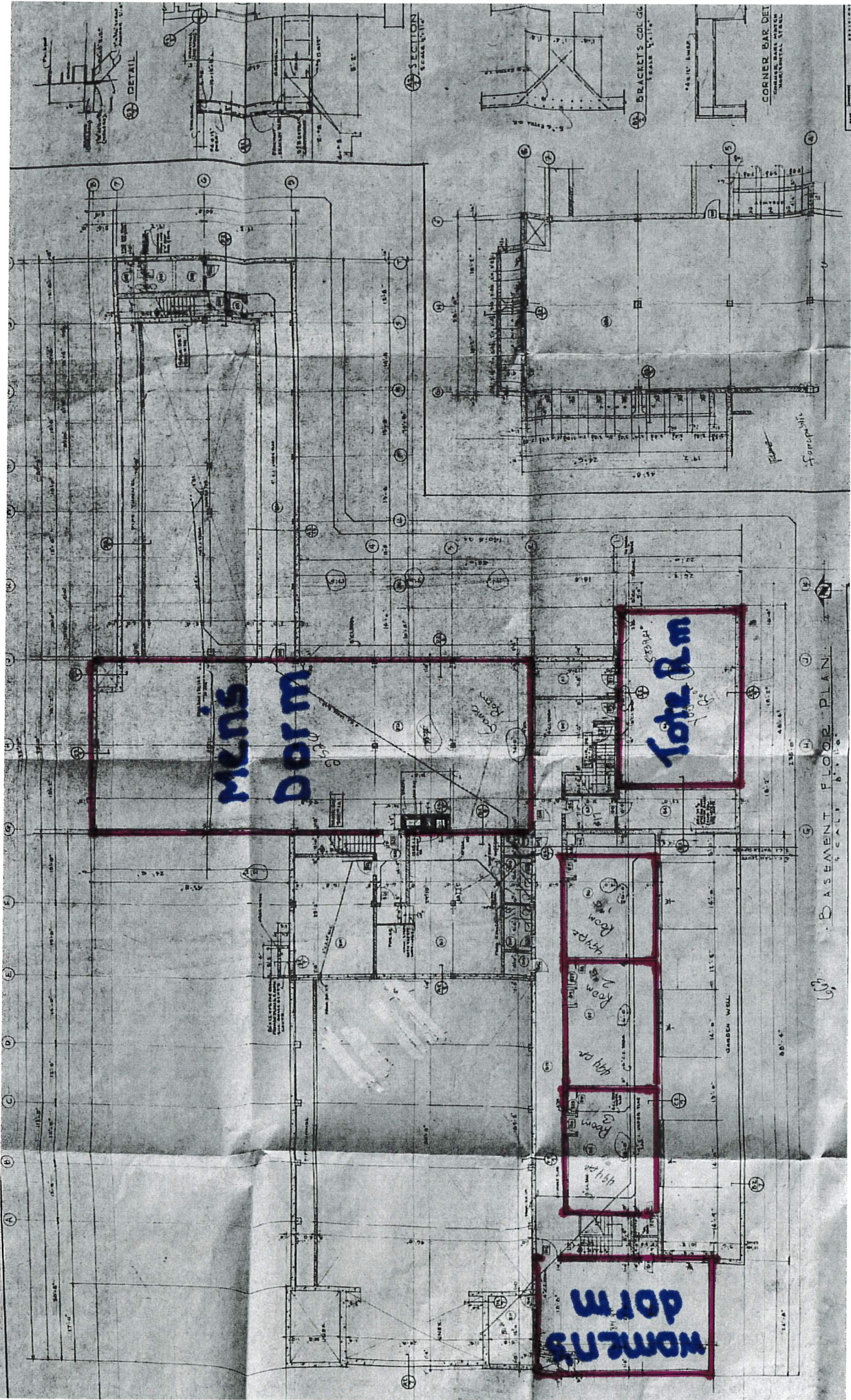
Matthew Barnes  
Chief

Todd Baeten  
Deputy Chief

Benjamin Graham  
Detective Captain

Melinda Pauls  
Patrol Captain

Nathan Cihlar  
Administrative Captain



First United Methodist Church - Lower Level