



OFFICIAL NOTICE AND AGENDA

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

Notice is hereby given that the PLAN COMMISSION of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the: **PLAN COMMISSION OF THE CITY OF WAUSAU**
Date/Time: **Tuesday, August 24, 2021 at 4:00 pm.**
Location: **City Hall (407 Grant Street, Wausau WI 54403) - COMMON COUNCIL CHAMBERS**
Members: Katie Rosenberg (C), Eric Lindman, Pat Peckham, Tom Neal, Bruce Bohlken, Andrew Brueggeman, George Bornemann

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

1. **PUBLIC HEARING:** Discussion and possible action on approving a conditional use at 915 North 5th Street to allow for a long-term supportive home in a NMU, Neighborhood Mixed-Use Zoning District. (Bretl)
2. **PUBLIC HEARING:** Discussion and possible action on approving a conditional use at 913 North 3rd Street to allow for an off-site parking lot in a DPMU, Downtown Periphery Mixed-Use Zoning District. (Woodson YMCA Foundation Inc.)
3. Discussion and possible action on approving a conditional use at 8454 Highland Drive to allow for mobile diagnostic imaging as an accessory use, in a MI, Medium Industrial Zoning District. (Shared Medical Technology Inc.)
4. Next meeting date and future agenda items for consideration.
5. Adjournment

The meeting is being held in person and via teleconference (all public participants' phones will be muted during the meeting) **by calling 1-408-418-9388. The Access Code is 1461 52 1200. Password 6r5S8C64xu4**

Members of the public who do not wish to appear in person may view the meeting live over the internet at <https://tinyurl.com/wausaucitycouncil>, on the City of Wausau's YouTube Channel https://www.youtube.com/channel/UC-Nigpdco_i8sq5FbbJD_aw, live by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/wausaucitycouncil>. Any person wishing to offer public comment who does not appear in person to do so, may e-mail melissa.engen@ci.wausau.wi.us with "Plan Commission public comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and emailed to the Daily Herald newsroom on 8/18/2021 @ 3:00 p.m. Questions regarding this agenda may be directed to the Planning Department at (715) 261-6760.

In accordance with the requirements of Title II of the Americans with Disabilities Act (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 in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6590 or ADAServices@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.

Distribution List: City Website, Media, Committee Members, Council Members, Assessor, Attorney, City Clerk, Community Development, Finance, Metro Ride, Human Resources, Police Department, Hebert, Lenz, Stahl, Polley, County Planning, Shared Medical Technology Inc., Bretl, Woodson YMCA Foundation Inc.



Memorandum

From: Sam Wessel
To: Plan Commission
Date: August 24, 2021
Subject: 915 N 5th St, Conditional Use Application

Introduction

On behalf of The Hagar House, Jessica Bretl is seeking a conditional use permit at 915 North 5th Street to allow for a boarding house and parking with support from current property owners Kirk and Patti Howard. The boarding house arrangement allows the nonprofit to house up to 6 mothers and their children for around 6-18 months with free room and board. During their stay, Hagar House residents create a plan to secure stable long-term housing while receiving training and resources on life skills, finding healthcare, and finding employment. The facility would be staffed 24/7 and employee parking would be located half a block north at 1011 N 5th Street. Overall, little remodeling needs to occur at both the house and parking area for the facility to operate and a small sign, similar to the existing one, may be proposed if the conditional use is approved. Attached is a map depicting both property locations. Note: the application requests “institutional residential” but this is not a permitted principal, conditional, or accessory use in NMU, and City staff has identified “boarding houses” as a suitable category instead.

The proposed conditional use for a boarding house is only required for the 915 North 5th Street, which is zoned Neighborhood Mixed Use (NMU) and is 0.31 acres. The parking lot at 1011 N 5th Street (0.13 acres) already permitted under the MRL-12 Zoning District as an existing nonconforming use.

Section 23.02.51(3)(d) of the City’s zoning code permits “boarding houses” as a conditional use in the NMU Zoning District which is defined as “a residential land use where occupancy of a dwelling unit is shared by six or more unrelated adult individuals.” Requirements include:

- A bufferyard with a minimum opacity of 0.60 along all property borders abutting residentially zoned property
- A license and an annual on-site inspection
- Outdoor storage shall be restricted to rear yards
- Minimum of two parking spaces

Conditional Use Procedure

The City of Wausau zoning code that went into effect on January 1, 2020 requires two Plan Commission meetings to approve or deny a conditional use. The August 24, 2021 Plan Commission meeting serves as the first of two meetings, with the second meeting and decision expected at September 2021 Plan Commission meeting.

Substantial Evidence

“Substantial evidence” means facts and information, other than 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)). Statements of personal preferences or speculation not based on *substantial evidence* must be disregarded by the Plan Commission.

Recommended Findings

When deciding on a proposed conditional use permit the Plan Commission must consider whether the conditional use:

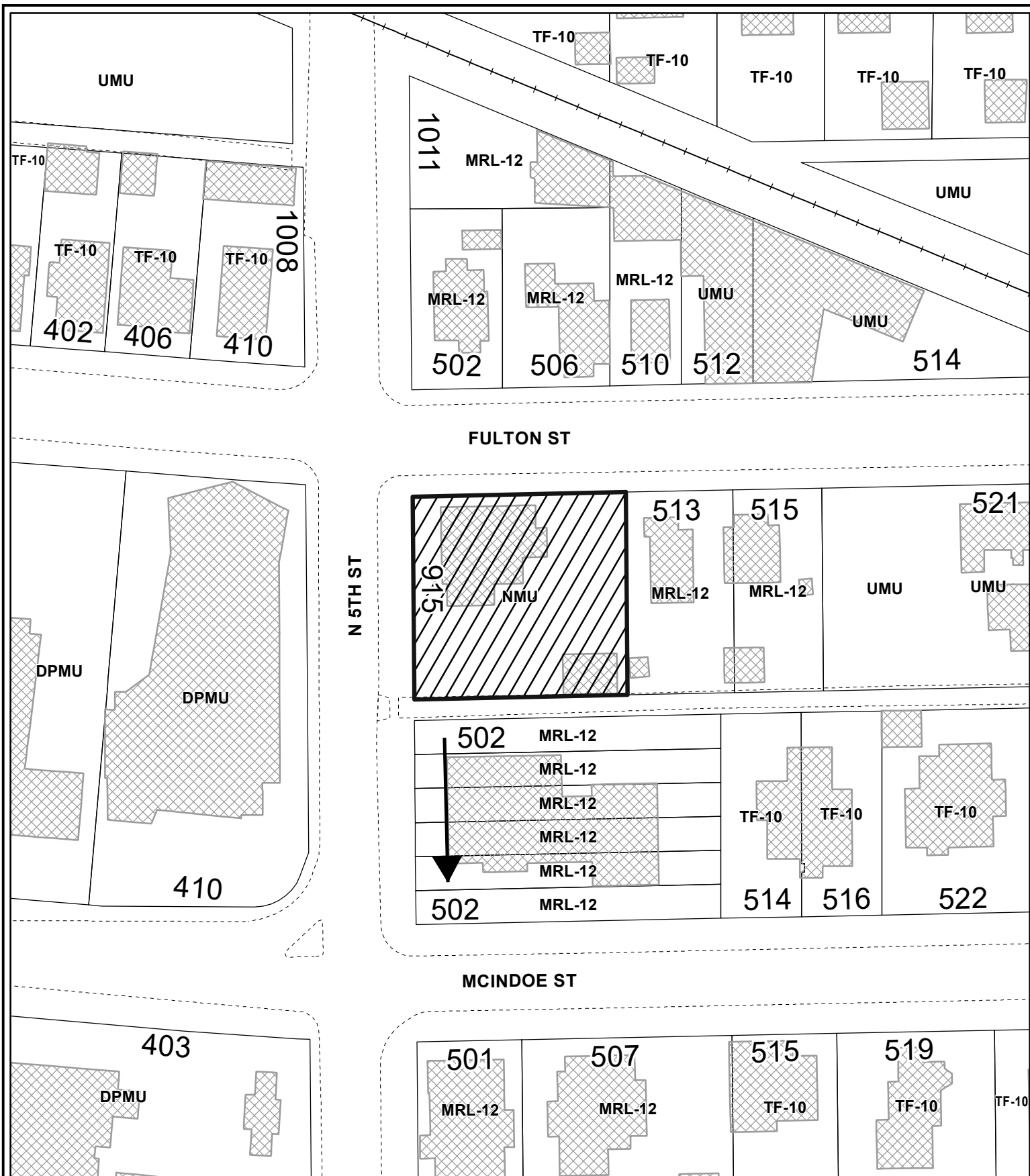
- Is in harmony with the Comprehensive Plan
- Would result in a substantial or undue adverse impact on nearby property, the character of the neighborhood, environmental factors, traffic factors, parking, public improvements, public property or rights-of-way, or other matters affecting the public health, safety, or general welfare.
- Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
- 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.
- 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.

The proposed conditional use serves a growing need for low-income housing in the City and structural changes will have minimal impact on the surrounding neighborhood compared to the existing building’s configuration. Additionally, parking exceeds the minimum requirements and allows employees and families to store vehicles without impacting on-street parking that surrounding homes with small garages may partially rely on (although there will be about 10 employees, no more than 3-4 are present per shift). There is also sufficient rear yard for storage, if needed, which is partially enclosed by an existing fence. If approved, the applicant will work with the zoning administrator to meet the 0.60 minimum opacity bufferyard requirement. Finally,

the annual license and inspection verifies that the number of families living there remains consistent with the approved conditional use permit and the zoning district's requirements.

Recommended Motion

Plan Commission will move to approve, approve with conditions, or deny the Conditional Use Permit request at 915 N 5th St at the September Plan Commission meeting.



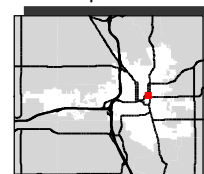
Map Date: August 10, 2021

City of Wausau
Marathon County Wisconsin

0 50 100
Feet

Area of Interest
 Building

Map Location





WISCONSIN

Land Information Mapping System

TAYLOR

LINCOLN

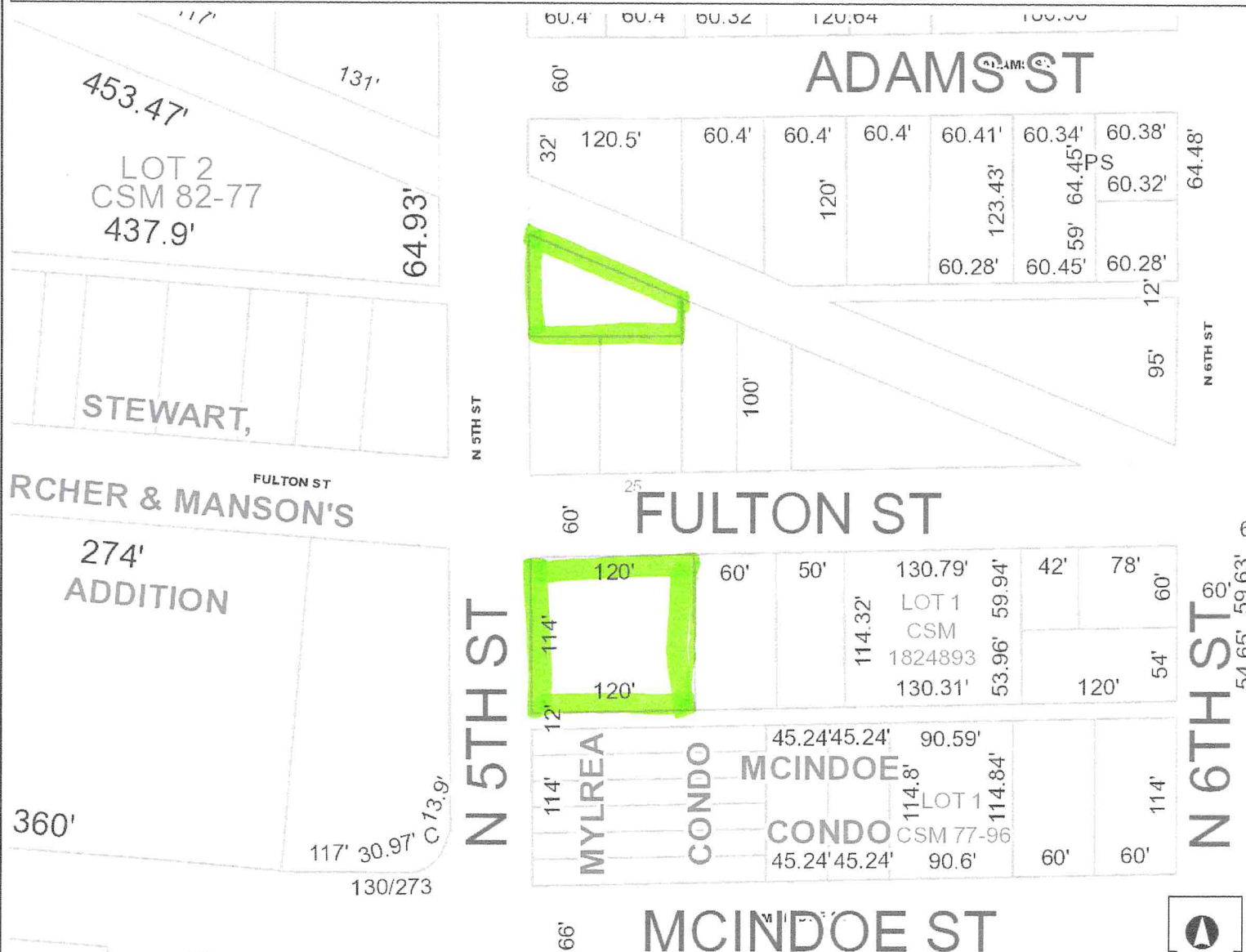


WOOD

PORTAGE

Legend

- Road Names
- Parcels
- Parcel Lot Lines
- Land Hooks
- Section Lines/Numbers
- Right Of Ways
- Named Places
- Municipalities



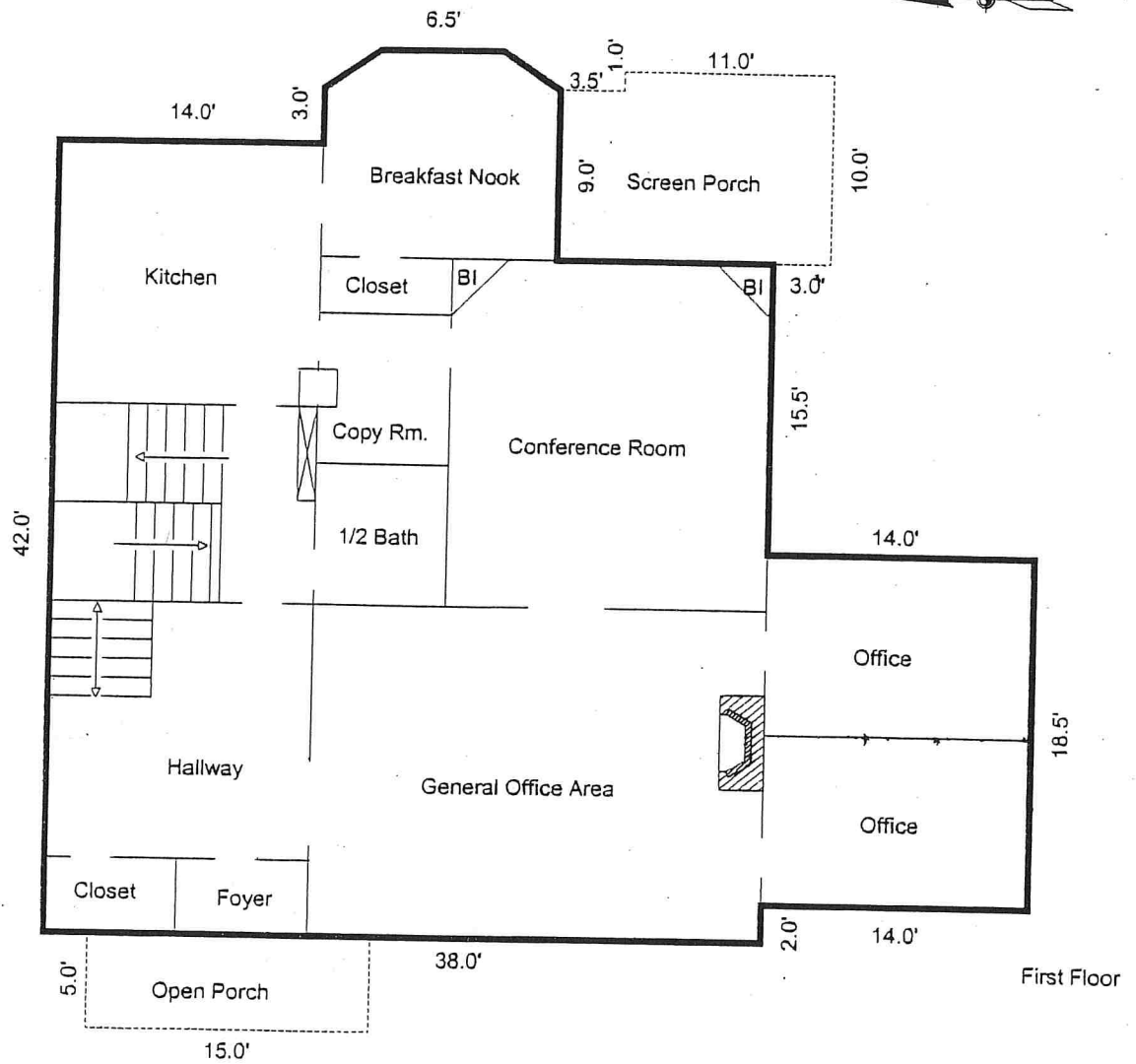
54.41 0 54.41 Feet

NAD_1983_HARN_WISCRS_Marathon_County_Feet

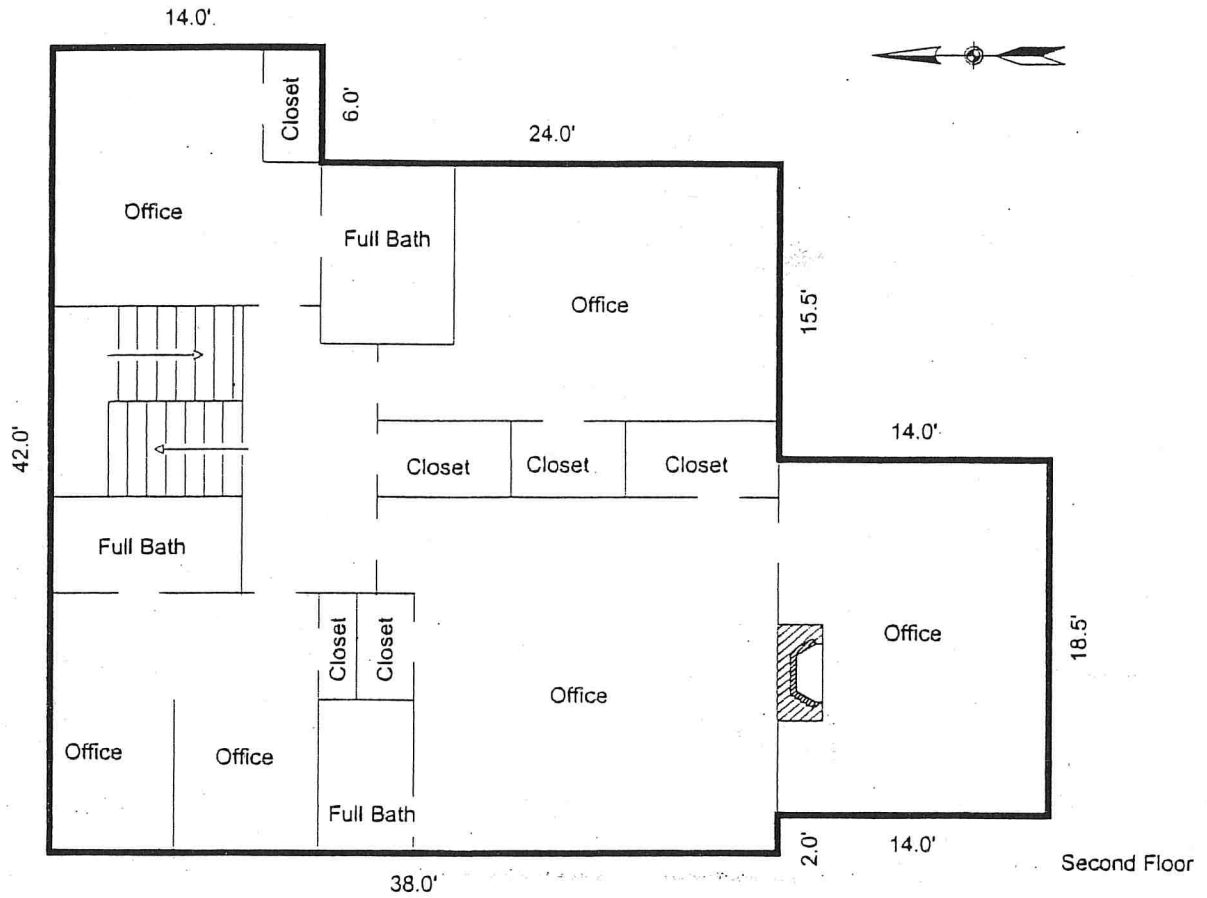
DISCLAIMER: The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

FLOOR PLAN OF BUILDING - FIRST FLOOR

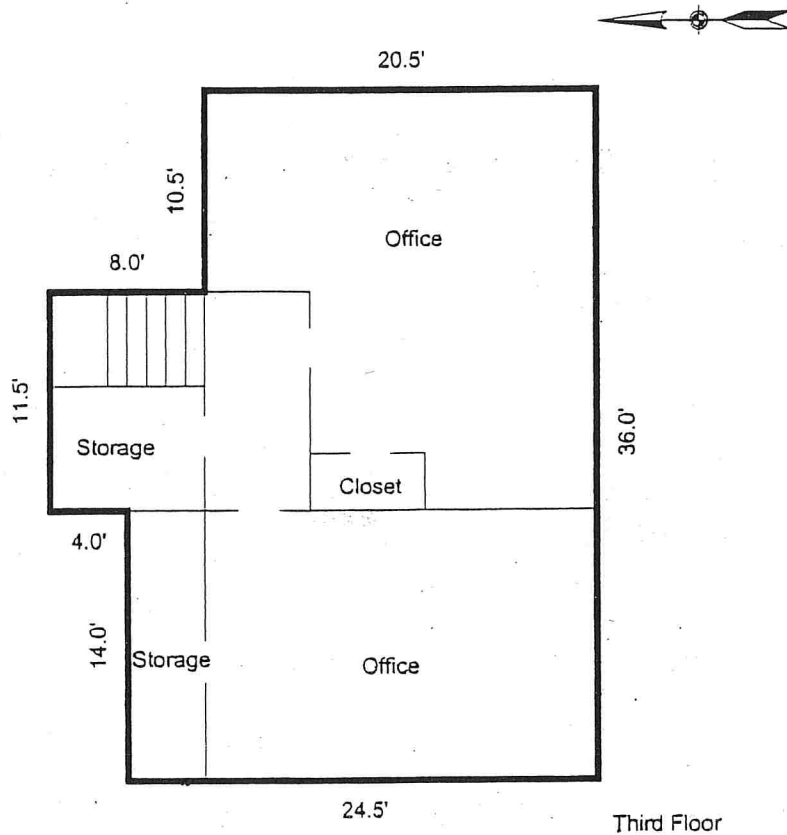


FLOOR PLAN OF BUILDING - SECOND FLOOR



6

FLOOR PLAN OF BUILDING - THIRD FLOOR





Memorandum

From: Sam Wessel
To: Plan Commission
Date: August 24, 2021
Subject: 913 N 3rd St, Conditional Use Application

Introduction

On behalf of the YMCA, Brian Krueger is seeking a conditional use permit at 913 North 3rd Street to allow for off-site parking with 17 spaces, a vegetated swale, and landscaped islands. The site is 0.24 acres and zoned Downtown Periphery Mixed Use (DPMU).

Section 23.02.55 (3)(k) of the City's zoning code permits "off-site parking lots" as a conditional use in the DPMU Zoning District which is defined as "any areas used for the temporary surface parking of vehicles which are fully registered, licensed, and operable." Requirements for conditional use approval involve meeting the same design and landscaping requirements all parking lots in the City must follow as required in Section 23.06.06. There are no additional requirements for parking lots that are approved as a conditional use beyond the standards applied to all parking lots citywide.

Conditional Use Procedure

The City of Wausau zoning code that went into effect on January 1, 2020 requires two Plan Commission meetings to approve or deny a conditional use. The August 24, 2021 Plan Commission meeting serves as the first of two meetings, with the second meeting and decision expected at September 2021 Plan Commission meeting.

Substantial Evidence

"Substantial evidence" means facts and information, other than 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)). Statements of personal preferences or speculation not based on *substantial evidence* must be disregarded by the Plan Commission.

Recommended Findings

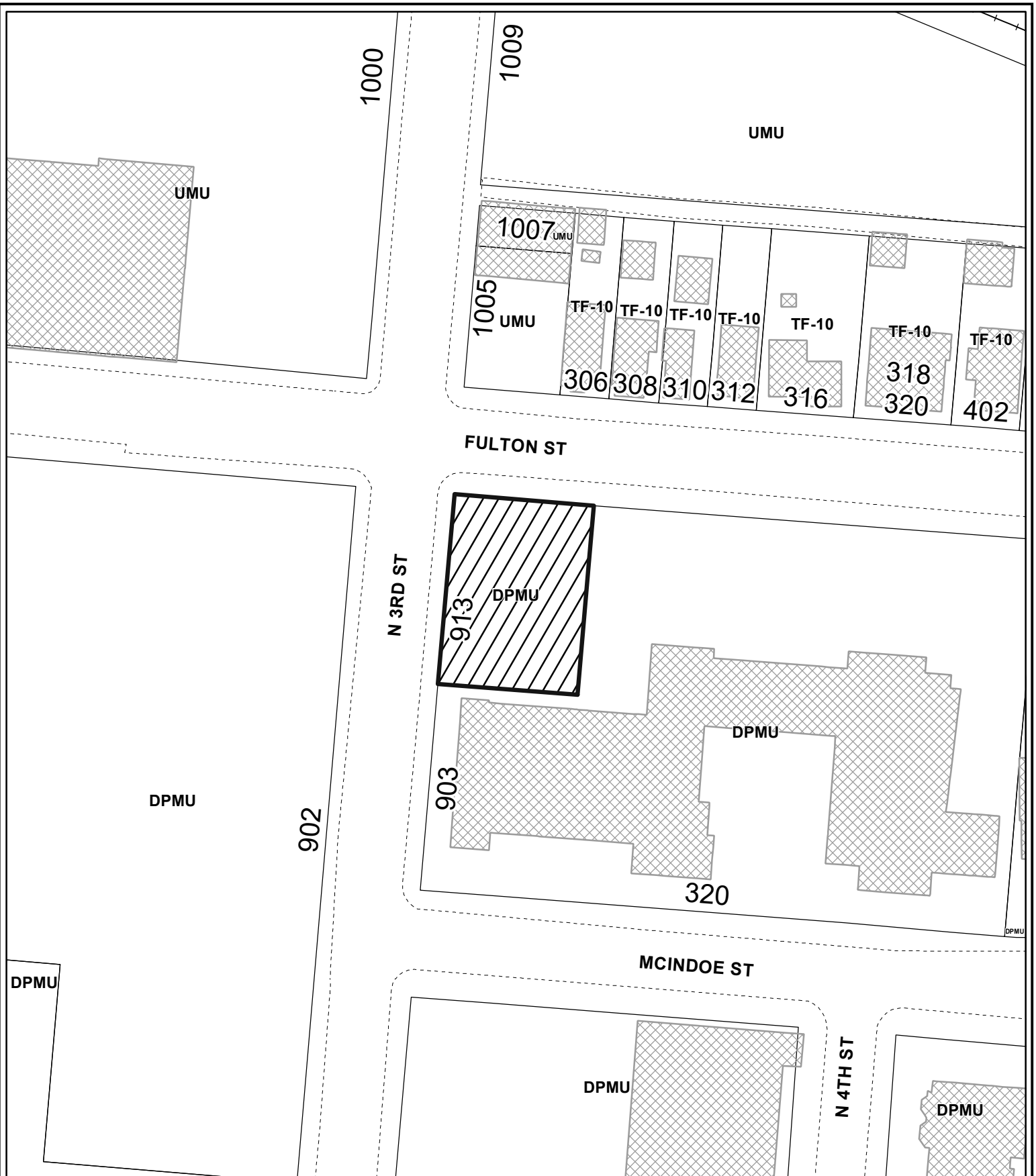
When deciding on a proposed conditional use permit the Plan Commission must consider whether the conditional use:

- Is in harmony with the Comprehensive Plan
- 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.
- Maintains the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property.
- 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.
- 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.

The proposed conditional use enhances an existing parking lot by improving it with landscaping and stormwater management will providing additional parking for the YMCA located one block to the south.

Recommended Motion

Plan Commission will move to approve, approve with conditions, or deny the Conditional Use Permit request at 913 N 3rd St at the September Plan Commission meeting.



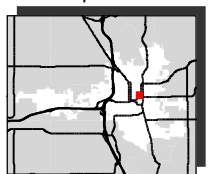
Map Date: August 10, 2021

0 75 150
Feet

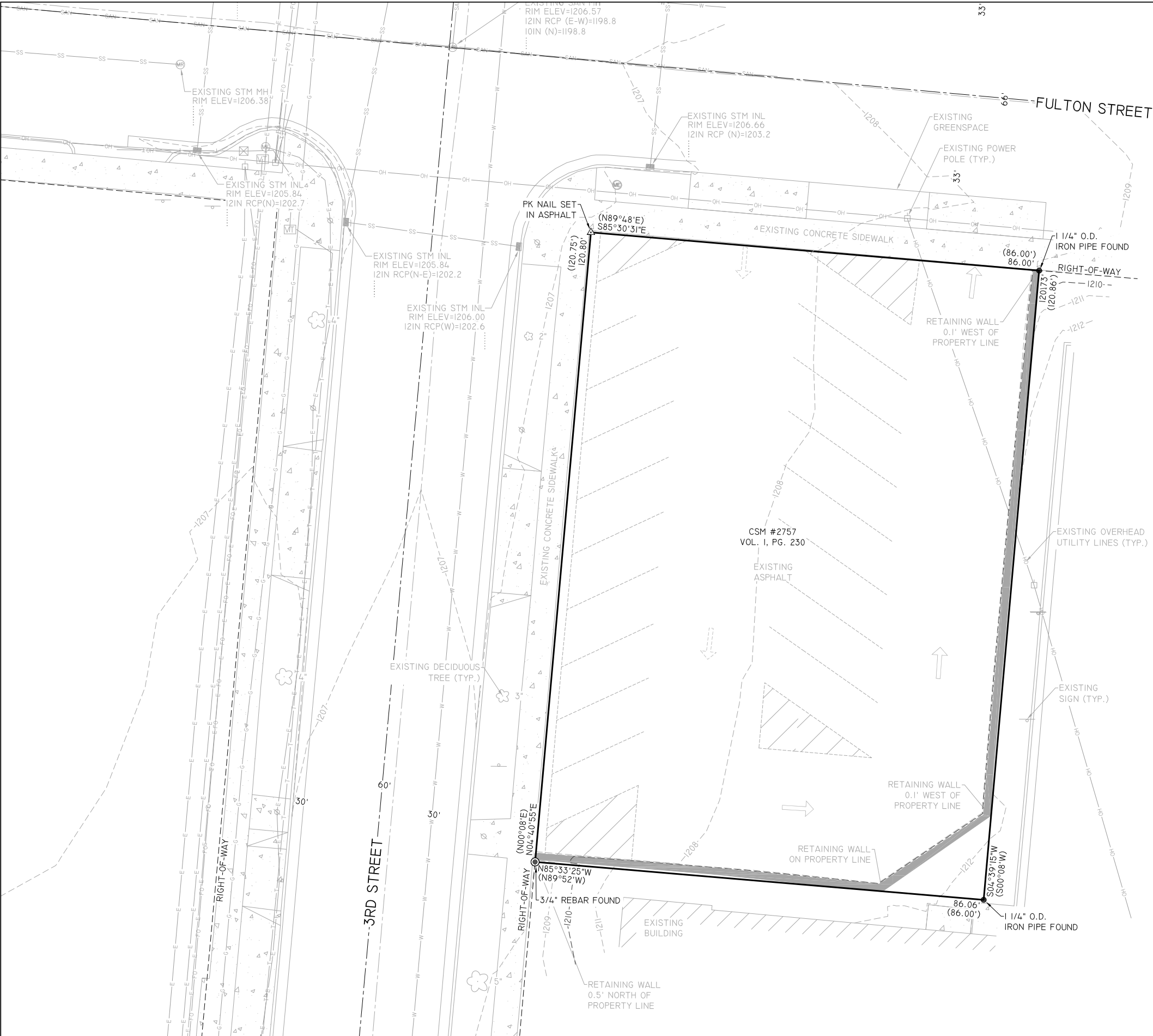
City of Wausau
Marathon County Wisconsin

Area of Interest
 Building

Map Location



DRAWING FILE: P:\8100-8199\8176M - DOWNTOWN PARKING LOT\DWG\PLANS\8176M-C010-EXISTING.DWG LAYOUT: C010
PLOTTED: JUL 16, 2021 - 10:11AM PLOTTED BY: CORYS



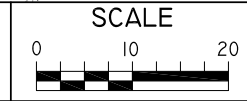
- SURVEY NOTES:**
1. FIELDWORK PERFORMED BY REI ON 6-10-2021.
 2. TITLE WORK FOR THE PROJECT SITE WAS NOT PROVIDED TO REI FOR REVIEW. THEREFORE REI WAS UNABLE TO VERIFY THE EXISTENCE OF EASEMENTS OR OTHER ENCUMBRANCES OUTSIDE OF WHAT WAS FOUND DURING TOPOGRAPHIC SURVEY MAPPING.
 3. PUBLIC UTILITIES - THE SOURCE INFORMATION FROM PLANS AND MARKINGS PROVIDED BY OTHERS WAS COMBINED WITH OBSERVED SURFACE EVIDENCE OF UTILITIES TO DEVELOP THE APPROXIMATED LOCATION OF THE UNDERGROUND UTILITIES. HOWEVER, LACKING EXCAVATION, THE EXACT LOCATION OF ALL UNDERGROUND FEATURES CANNOT BE ACCURATELY, COMPLETELY OR RELIABLY DEPICTED. IN ADDITION, IN SOME JURISDICTIONS, 811 UTILITY LOCATE REQUESTS FROM SURVEYORS MAY BE IGNORED OR PARTIALLY RESPONDED TO. WHERE ADDITIONAL OR MORE DETAILED INFORMATION IS REQUIRED, THE CLIENT IS ADVISED THAT EXCAVATION AND/OR A PRIVATE UTILITY LOCATE REQUEST MAY BE NECESSARY THE DIGGER'S TICKET FOR THIS SURVEY WAS #20212403495.
 4. PRIVATE UTILITIES WERE NOT MARKED OR MAPPED AS A PART OF THIS SURVEY.
 5. ELEVATIONS AS SHOWN ON THE MAP ARE BASED ON THE NAVD 88 DATUM AND ESTABLISHED BY THE WISCORS NETWORK.

REI Engineering, INC.
4080 N. 20TH AVENUE
WAUSAU, WISCONSIN 54401
PHONE: 715.675.9784 FAX: 715.675.4060
EMAIL: MAIL@REIENGINEERING.COM



REI

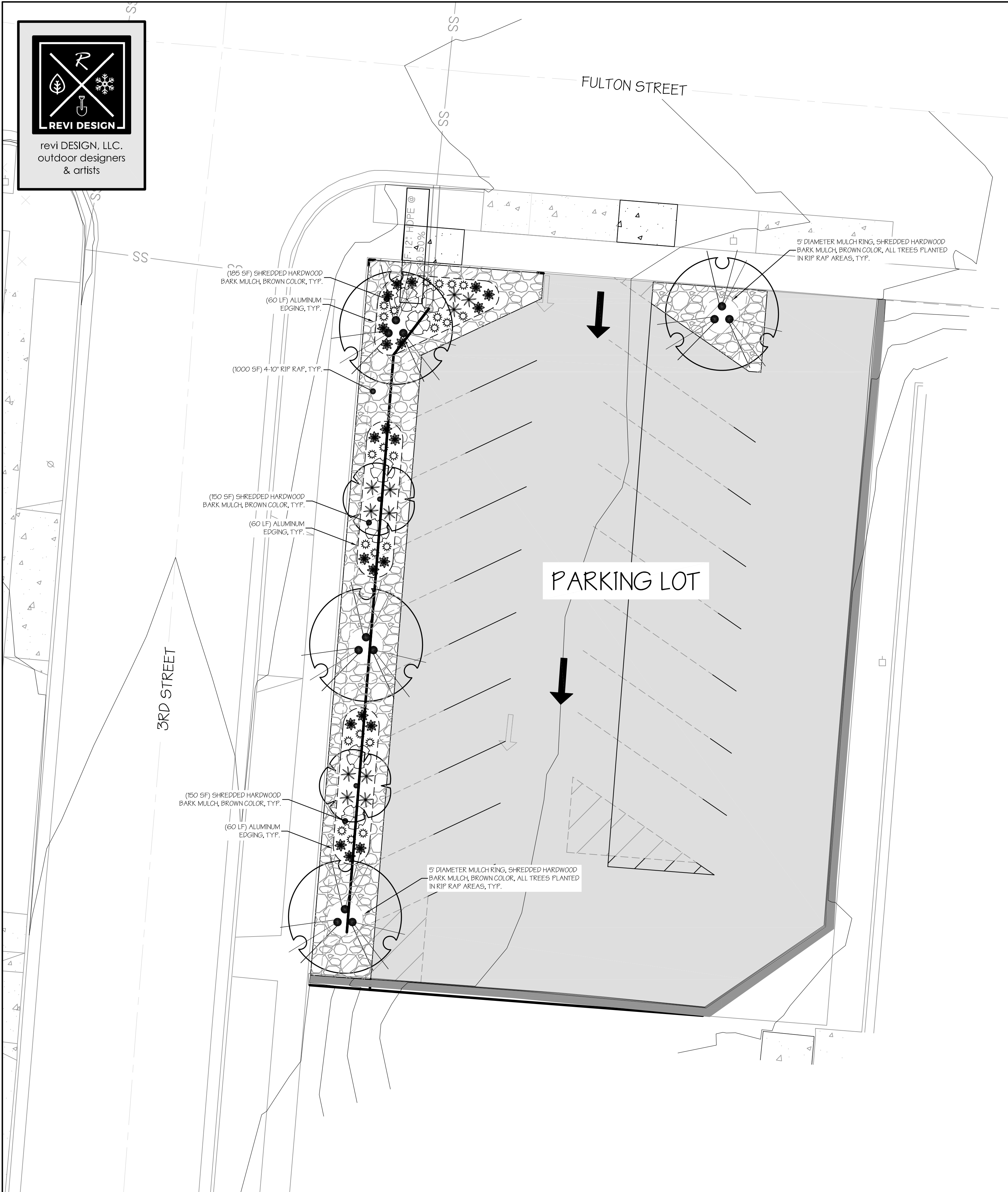
**CIVIL & ENVIRONMENTAL
ENGINEERING, SURVEYING**



DATE	REVISION	BY	CHKD	SURVEYED BY: JLR,BDE	DESIGNED BY: CSS	SURVEY DATE: 07/07/2021
				SURVEY CHKD BY: JWP	CIVIL CHKD BY:	CIVIL DATE: 07/12/2021
				SURVEY APVD BY: JWP	CIVIL APVD BY:	DRAWN BY: LAZ

EXISTING SITE CONDITIONS
YMCA SATELLITE PARKING
913 N 3RD ST
WAUSAU, WISCONSIN

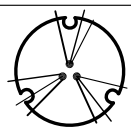
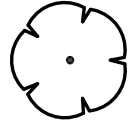
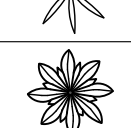
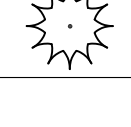
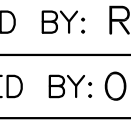
REI
REI No. 8176M
SHEET C010



GENERAL NOTES:

- CONTACT DIGGER'S HOTLINE 5 WORKING DAYS PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
- CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FOR PLANTING IN ALL R.O.W. AND WITHIN 300 FT OF OHWM.
- LANDSCAPE CONTRACTOR SHALL VERIFY ALL UTILITIES WHICH MAY EFFECT WORK.
- LANDSCAPE CONTRACTOR SHALL COORDINATE WORK WITH OTHERS AT SITE AND COMPLETE WORK PER OWNERS CONSTRUCTION SCHEDULE.
- ALL PLANT MATERIALS SHALL BE GUARANTEED ONE (1) FULL YEAR UPON TOTAL COMPLETION AND ACCEPTANCE BY OWNER, WITH ONE TIME REPLACEMENT AT APPROPRIATE TIME OR UPON REQUEST OF OWNER.
- REPLACEMENT TOPSOIL SHALL BE CLEAN, FREE OF STONES, WEEDS AND OTHER UNDESIRABLE DEBRIS.
- PLANTING SOIL MIX (INCIDENTAL COST ITEM)
 1. MIX 1 LB. 5-20-20 COMMERCIAL FERTILIZER PER CU. YD. TOPSOIL.
 2. THOROUGHLY MIX 1-PART SAND AND 1-PART PEAT MOSS WITH 5-PARTS FERTILIZER AND TOPSOIL.
- USE PLANTING SOIL AT ALL LOCATIONS PER DETAILS THIS SHEET.
- LANDSCAPE CONTRACTOR SHALL VERIFY TOPSOIL DEPTH AND NOTIFY OWNER OF ANY DEFICIENCY.
- WHERE EXISTING CONCRETE/ASPHALT AREAS ARE TO BE REPLACED WITH LANDSCAPING, PROVISIONS SHOULD BE TAKEN TO COORDINATE EXCAVATION OF SUBSOIL TO A DEPTH OF 18" MIN WITH GRADING CONTRACTOR. REPLACE WITH COMPACTED TOPSOIL. ALL AREAS TO BE LANDSCAPED AND SODDED SHALL BE GRADED SMOOTH AND EVEN.
- LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR SEEDING OR SODDING ALL AREAS WHICH ARE DISTURBED BY CONSTRUCTION INCLUDING ALL R.O.W. AND ADJACENT PROPERTIES.
- LANDSCAPE CONTRACTOR TO INSTALL 'CURV-RITE' 1/2" X 4" ALUMINUM EDGING - BRONZE COLOR AROUND ALL PLANTING BEDS AS SHOWN ON THIS PLAN, UNLESS OTHERWISE SPECIFIED.
- LANDSCAPE CONTRACTOR SHALL CLEAN ALL PAVEMENT AREAS AFTER ALL LANDSCAPE INSTALLATION IS COMPLETE AND ACCEPTED BY OWNER. DAILY AS DEEMED NECESSARY BY THE CITY.
- GENERAL CONTRACTOR TO SWEEP PAVEMENT AREAS PRIOR TO TURN OVER TO OWNER.

PLANT SCHEDULE

DECIDUOUS TREES	COMMON NAME	BOTANICAL NAME	SIZE	CONTAINER	PTS/PLANT	QTY
	River Birch	Betula nigra	8'-12' Ht. (Multi-stem)	B&B	30	4
ORNAMENTAL TREES	COMMON NAME	BOTANICAL NAME	SIZE	CONTAINER	PTS/PLANT	QTY
	Ivory Silk Japanese Tree Lilac	Syringa reticulata 'Ivory Silk'	1.5" Cal.	B&B	10	2
DECIDUOUS SHRUBS	COMMON NAME	BOTANICAL NAME	SIZE	CONTAINER	PTS/PLANT	QTY
	Tiny Wine Ninebark	Physocarpus opulifolius 'SMPOTW' TM	3 gal.	Cont.	3	7
PERENNIALS	COMMON NAME	BOTANICAL NAME	SIZE	CONTAINER	PTS/PLANT	QTY
	Karl Foerster Feather Reed Grass	Calamagrostis x acutiflora 'Karl Foerster'	1 gal.	Cont.	1	11
	Coneflower	Echinacea purpurea	1 gal.	Cont.	1	21
	Kobold Spike Gayfeather	Liatris spicata 'Kobold'	1 gal.	Cont.	1	23



Memorandum

From: Sam Wessel
To: Plan Commission
Date: August 24, 2021
Subject: 8454 Highland Drive, Conditional Use Application

Introduction

Last month, Plan Commission held a meeting and inadvertently voted to approve a Conditional Use Permit at 8454 Highland Drive at its first public meeting. The City's new zoning ordinance (2020) requires Plan Commission to hold two meetings with a motion and vote held at the second meeting, rather than sending conditional use permits to City Council. The request was for a "temporary relocatable building" in the Medium Industrial (MI) zoning district at 8454 Highland Drive to allow the operation of a mobile diagnostic imaging trailer as an accessory use. This agenda item is to reaffirm the decision to approve the Conditional Use Permit at the last meeting.

Recommended Findings

An extensive list of findings can be found in the [July 20, 2021 packet](#). No comments or evidence have been presented to staff or Plan Commission since the July meeting date.

Recommended Motion

Staff has received no concerns about the request. The recommendation is to move to approve the Conditional Use Permit request for a temporary relocatable building at 8454 Highland Drive as a formality.