



OFFICIAL NOTICE & AGENDA
REGULAR MEETING

MEETING: Historic Preservation Commission
DATE/TIME: Wednesday, February 25, 2026 at 4:00 PM
LOCATION: Wausau City Hall — Council Chambers
407 Grant Street, Wausau WI, 54403

MEMBERS:
Blake Opal-Wahoske Steve Miller
(C)
Christine Martens Brian Mason
(VC)
Michael Martens Patrick Bacher
Dave Oberbeck Brad Lenz
Kevin Crooks (Ex Officio)
Linda Tryczak Bill Herbert
(Ex Officio)

- 1 Consideration of the minutes of the preceding meeting(s).**
 - January 28, 2026 Regular Historic Preservation Commission Minutes**
- 2 Discussion and possible action.**
 - a. Discussion and possible action on Landmark Nomination form and instructions.
 - b. Discussion and possible action on Historic Preservation Policy Manual.
- 3 Discussion.**
- 4 Adjournment.**

Blake Opal-Wahoske, Chair

**NOTICE POSTED AT CITY HALL (407 GRANT STREET) AND
TRANSMITTED TO THE OFFICIALLY DESIGNATED NEWSPAPER**

DATE: February 19, 2026
TIME: 2:30PM
POSTED BY: Michelle Van Krey

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 in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6622 or ADAServices@wausauwi.gov 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.



City of Wausau
(715) 261-6500 | clerk@wausauwi.gov
wausauwi.gov





OFFICIAL MINUTES REGULAR MEETING

MEETING: Historic Preservation Commission
DATE/TIME: Wednesday, January 28, 2026 at 4:00 PM
LOCATION: Wausau City Hall — Maple Room
407 Grant Street, Wausau WI, 54403

MEMBERS:
Blake Opal- Steve Miller
Wahoske (C)
Christine Martens Brian Mason
(VC)
Michael Martens Patrick Bacher
Dave Oberbeck Brad Lenz
Kevin Crooks (Ex Officio)
Linda Tryczak Bill Herbert
(Ex Officio)

Members Present: Blake Opal-Wahoske, Christine Martens, Michael Martens, Brian Mason, Steve Miller, Dave Oberbeck

Members Not Present: Kevin Crooks, Linda Tryczak, William Hebert

Members Excused: Patrick Bacher

Present 6, Not Present 3, Excused 1

Noting the presence of a quorum, the Chairperson called the meeting to order at 04:01 PM.

1 Consideration of the minutes of the preceding meeting(s).

December 3, 2025 Regular and October 30, 2025, November 11, 2025 and December 16, 2025 Ad Hoc Historic Preservation Commission Minutes

Motion by Commission Member Miller, seconded by Commission Member Christine Martens, to Approve the minutes from October 30, November 11 and December 16, 2025. Motion Passed 6-0.

2 Discussion and possible action.

a. Discussion and possible action on Landmark Nomination form and instructions

Chair Opal-Wahoske reviewed the nomination form and guide. Commission members provided feedback and suggested a press release in May for National Historical Preservation Month. Staff will generate a form using the suggestions from the commission and bring it back in February for discussion and possible action by the commission.

3 Discussion.

a. Presentation on Chapter 2.82 of the Wausau Municipal Code

Chair Opal-Wahoske gave an overview of Chapter 2.82 of the Wausau Municipal Code which created and governs the Commission.

b. Discussion on Historic Preservation policy manual

Opal-Wahoske shared the policy manual draft and asked for feedback. Mason questioned if the policy manual is redundant with the other resources we have available, like the nomination

guidelines and municipal code. Michael Martens doesn't think that the ordinance policies need to be in a policy, but process policies could be spelled out. Mason thinks it could stand as a guiding document for the commission and help clarify the scope of the commission. Further discussion to happen at a future meeting.

4 Adjournment.

Motion by Commission Member Mason, seconded by Alderperson Martens, to Adjourn. Motion carried. Meeting adjourned at 05:06 PM.

The recording of this meeting may be viewed on
YouTube [@CityofWausauMeetings](#)



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Preparation Guide for LANDMARK Nominations Wausau Historic Preservation Commission

General:

Use this instruction page for nomination of an individual Landmark property in the City of Wausau.

The Historic Preservation Commission and Community Development staff will review submissions for completeness in accordance with Wausau Municipal Code Section 2.82.

For questions, please contact:

Community Development Department – City of Wausau
715-261-6760

(1) Identification of Historic Resource

Resource Type – Check the Landmark box only.

Common Name – Provide the commonly known name of the property.

Historic Name – Provide historic name if known, otherwise mark “Unknown.”

Current Use – Describe the current use (structure, site, landscape feature, object).

Street Address – Provide full address.

Parcel Number(s) – Provide parcel number(s) for the property. Complete if able, otherwise this will be completed by staff or commission members.

Legal Description – Provide legal description of the property boundary. Maps are encouraged. Complete if able, otherwise this will be completed by staff or commission members.

Parcel Number and Legal Description can be found here:

<https://ascent.co.marathon.wi.us/AscentLandRecords/PropertyListing/RealEstateTaxParcel#/Search>

(2) Form Prepared By

Provide contact information of the preparer and include signature and date for accuracy.

(3) General Historical Data

Provide summary information related to:

- Original owner and use
- Architect/Builder/Designer (if known)
- Architectural style
- Date of construction and/or period of significance
- Whether structure is on original site
- Physical condition

(4) Describe Present and Original Character and Features

Provide a detailed description of:

- Exterior features
- Setting and lot context
- Materials and craftsmanship
- Changes over time

Photographs documenting current conditions must be included.

(5) Describe Significance and Conformance to Designation Criteria

Explain how the property meets one or more of the designation criteria under Wausau Municipal Code 2.82.

(6) Bibliographical References

List all research sources.

(7) Additional Information

Include:

- Current photographs
- Site map
- Any supporting images or documentation

Wausau Historic Preservation Commission
City of Wausau Development Department
715-261-6760

Preparation Guide for HISTORIC DISTRICT Nominations Wausau Historic Preservation Commission

General:

Use this instruction page for the nomination of a Historic District in the City of Wausau. See the Landmark instruction page for nomination of an individual Landmark.

The Historic Preservation Commission and Community Development staff will review the nomination for completeness and may request additional information or documentation as needed in accordance with Wausau Municipal Code Section 2.82 – Historic Preservation Commission.

For questions, please contact:

Community Development Department – City of Wausau
715-261-6760

(1) Identification of Historic Resource

Resource Type – Check the Historic District box only.

Common Name – Provide a clear name for the historic district. If this is an amendment to an existing district, use the established district name.

Historic Name – Not applicable for district nominations. Mark “Not Applicable.”

Current Use – Briefly describe the general character of the district (Residential, Commercial, Industrial, Mixed Use, etc.).

Street Address – Not applicable for district nominations. Mark “Not Applicable.”

Parcel Number(s) – Provide all parcel numbers included within the proposed district boundary.

A map is strongly encouraged. Parcel Number can be found here:

<https://ascent.co.marathon.wi.us/AscentLandRecords/PropertyListing/RealEstateTaxParcel#/Search>

Legal Description – Provide a written legal description of the district boundary. Maps may be included as supplemental documentation.

(2) Form Prepared By

Provide the name and contact information of the individual responsible for preparing the nomination.

The preparer must sign and date the form to indicate the information is true and accurate. Unsigned forms will be considered incomplete.

(3) General Historical Data

Architect/Builder/Designer, Architectural Styles, Dates of Construction, and Period of Significance should be summarized here as they relate to the district as a whole. Detailed explanation belongs in Section (5).

(4) Describe Present and Original Character and Features

Provide a detailed description of:

- The physical setting of the district
- Common architectural characteristics
- Streetscape and spatial relationships
- Notable features, materials, or patterns of development

(5) Describe Significance of the District and Conformance to Designation Criteria

Provide a detailed explanation of how the district meets one or more of the designation criteria established in Wausau Municipal Code 2.82 for historic designation.

A district may qualify if it:

- Is associated with important patterns of cultural, political, economic, or social history of the community
- Is associated with significant persons or events in local history
- Possesses important archaeological or anthropological value

- Embodies distinguishing characteristics of architectural types, periods, styles, methods of construction, or craftsmanship
- Represents the work of a master builders, designers, or architects
- Possesses integrity of location, design, materials, workmanship, and setting sufficient to convey its historic character

(6) Bibliographical References

List all sources used in preparing the nomination.

(7) Additional Information

Include:

- Map of proposed district boundary
- Representative photographs of properties within the district
- Any supplemental maps, images, or illustrations

Wausau Historic Preservation Commission
City of Wausau Community Development Department
715-261-6760



Wausau Historic Preservation Commission Historic Resource Nomination Form

1. Identification of Historic Resource

Resource Type (check one):

Landmark Historic District

Common Name: _____

Historic Name (if known): _____

Current Use: _____

Location of Historic Resource

Street Address: _____

Parcel Number(s): _____

(complete if known, otherwise this will be completed by staff or commission members)

Legal Description (attach continuation sheets if necessary):

(complete if known, otherwise this will be completed by staff or commission members)

2. Form Prepared By

Name and Title: _____

Organization Represented (if applicable): _____

Relationship to Property (check one):

Owner Owner Representative

Community Member Preservation Commission

Address: _____

Telephone Number: _____

Email Address: _____

3. General Historical Data

(fill out to the best of your ability)

Original Owner: _____

Original Use: _____

Architect/Builder/Designer: _____

Architectural Style: _____

Date of Construction / Period of Significance: _____

Moved or Original Site: _____

Physical Condition (excellent, good, fair, poor, deteriorated, ruins):

4. Describe Present and Original Exterior Character and Features

(Use continuation sheets if necessary)

5. Describe Significance of Property and Conformance to Designation Criteria

(Per City of Wausau Historic Preservation Ordinance) (select all that apply)

- Associated with broad patterns of cultural, political, economic, or social history.
- Associated with important persons or events in local, state, or national history.
- Distinguishing characteristics of an architectural type, period, or method of construction.
- Representative of the work of a master builder, designer, or architect.
- Archaeological or anthropological significance. (didn't see in our ordinance)

Provide detailed explanation:

6. Bibliographical References

Additional Information (if available)

- Site Map Attached
- Photographs Attached
- Supplemental Materials Attached

As the preparer of this document, I affirm that this nomination is complete and accurate to the best of my knowledge.

Signature: _____

Printed Name: _____

Date Submitted: _____



DATE: February 25, 2026
TO: Historic Preservation Commission
SUBJECT: Discussion and possible action on Historic Preservation Policy Manual.

PURPOSE

This memorandum proposes the development of a Commission Policy and Process Manual that clarifies how the Commission implements its ordinance, rather than restating the ordinance itself. The intent is to improve procedural clarity, consistency, and transparency.

The manual would clarify the review process for applicants and the public, improve consistency in Commission decision-making, document internal practices for continuity, reduce avoidable delays, and strengthen the defensibility of Commission decisions.

The ordinance establishes authority. The manual would clarify how that authority is exercised in practice.

BACKGROUND

Why a Process-Focused Manual Is Needed

While the ordinance defines standards and criteria, it does not always clearly explain what constitutes a complete application, how meetings are structured, how findings should be articulated, when staff review is appropriate, or what documentation is required for common requests.

A process-oriented manual would reduce uncertainty for applicants, provide consistent expectations across projects, support new commissioners, improve transparency, and create institutional stability.

Guiding Principles

1. Avoid duplication of ordinance language unless necessary for clarity.
2. Focus on implementation rather than legal restatement.
3. Emphasize clarity and transparency.
4. Promote predictability for applicants.
5. Support consistent documentation and findings.
6. Reinforce procedural fairness.

Proposed Structure of the Manual

- I. Purpose and Scope

- Relationship to ordinance
 - Statement of intent
- II. Role of the Commission
- Quasi-judicial function
 - Advisory vs. final authority
 - Scope of review
- III. Roles and Responsibilities
- Commissioners
 - Chair
 - Staff
 - Applicants
- IV. Application and Review Process
- Pre-application consultation
 - Completeness standards
 - Public notice
 - Meeting sequence
 - Decision and findings
- V. Meeting Procedures and Deliberation
- Order of presentations
 - Question protocols
 - Deliberation standards
 - Motion templates
- VI. Delegated Authority and Staff Review
- Purpose of delegation
 - Typical minor work categories
 - Elevation to Commission
 - Transparency reporting
- VII. Recurring Review Topics
- Window replacement documentation
 - Demolition and historic value
 - Emergency repairs
 - Amendments to approvals
- VIII. Ethical and Procedural Safeguards
- Conflict of interest
 - Open meetings compliance
 - Appearance of fairness
- IX. Communication Standards
- Public engagement
 - Commissioner communication boundaries

X. Record Keeping and Transparency

- Agendas and minutes
- Written findings
- Archiving procedures

XI. Review and Amendment Process

- Biennial review
- Amendment procedure

Benefits to the Commission

Adopting a process-focused manual would reduce applicant confusion, improve meeting efficiency, strengthen defensibility of decisions, enhance transparency, support onboarding of new commissioners, and provide long-term institutional stability.

RECOMMENDATION

Provide feedback on the proposed framework and authorize staff to begin drafting a full process-focused Policy and Procedures Manual consistent with this concept.