



## OFFICIAL NOTICE AND AGENDA

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

**Meeting:** PLAN COMMISSION  
**Members:** Tipple (C), Lindman, Rosenberg, Valitchka, Oberbeck, Bohlken, Gisselman  
**Location:** Common Council Chambers, 407 Grant Street.  
**Date/Time:** Tuesday, May 19, 2015 at 5:00 p.m.

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1. Approve the minutes of the April 29, 2015 meeting.
2. **PUBLIC HEARING:** Approve a conditional use at 630 Adams Street to allow for an educational institution located on less than a 40,000 square foot lot, in R3, Two Family Residence District. (Acton Academy Wausau, Inc.)
3. **PUBLIC HEARING:** Amend the UDD at 1801 and 1901 Westwood Center Boulevard to include a new General Development Plan with a single multi-story healthcare facility. (Freeman White Architecture)
4. Approve the Precise Implementation Plan at 1801 and 1901 Westwood Center Boulevard for a single multi-story healthcare facility.
5. **PUBLIC HEARING:** Amend various sections of the *Wausau Zoning Code* pertaining to:
  - a. Brewpubs and microbreweries;
  - b. Size of parking spaces;
  - c. Illuminated signs;
  - d. Shoreland-wetland zoning; and
  - e. Director's position title
6. Next meeting date and future agenda items for consideration.

Adjourn

### COMMITTEE CHAIRPERSON: MAYOR JAMES E. TIPPLE

Questions regarding this agenda may be directed to the City Planning Office @ (715) 261-6760.

This Notice was posted at City Hall and faxed to the *Wausau Daily Herald* newsroom on May 15, 2015 at 10:00 a.m.

**It is possible that members of, and possibly a quorum of members of, other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting to gather information. No action will be taken by any such group(s) at the above-mentioned meeting other than the committee specifically referred to in this notice.**

Distribution: *Wausau Daily Herald*, *City Pages*, Common Council, Department Heads, Plan Commission, Hebert, Lenz, DeSantis, Parks Dept., Werth, Schock, County Planning, Acton Academy Wausau, Inc., Freeman White Architecture

Please note that upon reasonable notice efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For information or to request this service, please contact the City Clerk, 407 Grant Street, Wausau WI 54403, phone 715-261-6620.

## PLAN COMMISSION

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**Time and Date:** The Plan Commission met on Wednesday, April 29, 2015, at 5:00 p.m. in the Common Council Chambers of Wausau City Hall.

**Members Present:** Mayor Tipple, Rosenberg, Bohlken, Gisselman, Lindman, Oberbeck

**Others Present:** Lenz, Hebert, DeSantis, Stephenson, Wagner, Xiong, Donovan, Bayba, Halverson, Olmsted, Ryan, Henning, Mudrovich

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and transmitted to the *Wausau Daily Herald* in the proper manner.

Mayor Tipple called the meeting to order at 5:00 p.m. noting that a quorum was present.

### **Approve the minutes of the Tuesday, March 17 meeting.**

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Gisselman motioned to approve the minutes of the March 17, 2015 meeting. Rosenberg seconded, and the motion carried unanimously 6-0.

### **PUBLIC HEARING: Amend Wausau Urban Sewer Service Area**

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Mayor Tipple closed the public hearing.

Lenz said that this would add two separate areas. The first addition would be for a potential development that was recently annexed into the city. This currently is not part of the sewer service area. The DNR does not permit utility extension if the area is not part of the Wausau Urban Sewer Service Area. The second area is the area near Kent Street that is considered for a proposed nature center. An area west of the proposed area was also added since it should have originally been included. Lenz said that when something is added to the area, something of equal or greater value needs to be taken out. Lenz stated that a second map in red shows the area to be removed from the Sewer Service Area. This area includes properties where most owners have private septic systems. These areas will be submitted to the MPO and DNR for approval, if approved here.

Rosenberg asked if the difference could be banked for a future time. Lenz said that the plans will be updated and the DNR may give credit in the future. Rosenberg said the original acreage and the acreage at the time of redoing the plan can be compared and said it is good to make sure that we don't take away too much, since we may need that in the future. Lenz said that he would clarify and work to get credit for the additional land.

Oberbeck motioned to amend Wausau Urban Sewer Service Area. Bohlken seconded and the motion carried unanimously 6-0. This item will go to Common Council on May 12, 2015.

### **PUBLIC HEARING: Amend Title 23.14.020 and 23.14.030 of the Wausau Municipal Code to include a new conditional use to allow educational institutions with a parcel size 25,000 – 40,000 square feet.**

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Ann Stephenson, 1903 Lily Lane, said that she is the founder of Acton Academy in Wausau and thanked staff and the commission for reviewing this request. Stephenson said that there are currently eight students in the private school and hope to cap out at 36 students. Stephenson said she would like to move downtown, but since it is treated like a school, more acreage would be needed. A nice spot was found at 630 Adams Street with enough space, but all of the church property is not contiguous and an empty wing is available in the building. It would be a huge win for all.

Mayor Tipple closed the public hearing.

Lenz said that the staff report shows the amendment that would be made. The item was brought to Plan Commission in February for introduction and the public hearing was authorized. This would add a

conditional use to the zoning code. The use would be allowed in residential zoning districts, but a conditional use would need to be approved for the lot size. The minimum of a 25,000 square foot parcel size was included so this would not be allowed on very small residential lots. Staff recommends approval. Mayor Tipple noted a typo on the staff report.

Gisselman motioned to amend Title 23.14.020 and 23.14.030 of the *Wausau Municipal Code* to include a new conditional use to allow educational institutions with a parcel size of 25,000 – 40,000 square feet. Oberbeck seconded and the motion carried unanimously 6-0. This item will go to Common Council on May 12, 2015.

**PUBLIC HEARING: Rezone 6815 Stewart Avenue from M1-P, Limited Industrial Park District to M1, Limited Industrial District. (Brian Luedtke Properties LLC)**

Mayor Tipple closed the public hearing.

Lenz said that the current zoning is M1-P and is possibly the only property in the city with this zoning designation. In the 1980's, district M1-P was established to restrict some uses. The district did not evolve as planned. Over time, the M1 and M2 districts have coexisted with the industrial park zoning. The parcel is flanked by M1 zoning on either side. The M1-P district never lived up to the intent and the petitioner is looking to change the zoning. The zoning and use will fit in with the neighborhood.

Bohlken motioned to rezone 6815 Stewart Avenue from M1-P, Limited Industrial Park District to M1, Limited Industrial District. Rosenberg seconded and the motion carried unanimously 6-0. This item will go to Common Council on May 12, 2015.

**PUBLIC HEARING: Approve a conditional use at 2221 Grand Avenue to allow for a community center for the elderly, in a B2, Community Service District. (Chong Tou's Elderly Center)**

Romey Wagner, 3500 Golf View Drive and alderperson for District #2, said that he has been working with the ladies and a business plan, and their families have successfully started a business. There is a need in the community for the business and the building. Wagner said he would like to show his and council and entrepreneurial support for the petitioners.

Mayor Tipple closed the public hearing.

Lenz said that the B2 district is the Community Service District and a conditional use would be needed for the community center. The community center is not specifically outlined in the ordinance, but uses closely related to a community center are listed for a conditional use. The location is a multi-tenant commercial building and seems to function fairly well. Staff recommends approval of the conditional use.

Mayor Tipple asked if a certification is needed from the state for the business. Kaila Xiong, 3515 4<sup>th</sup> Avenue, Stevens Point, answered that they are working with the state to get the license. The state needs to see that the use is allowed before the certification can be issued.

Rosenberg motioned to approve a conditional use at 2221 Grand Avenue to allow for a community center for the elderly, in a B2, Community Service District. Bohlken seconded and the motion carried unanimously 6-0. This item will go to Common Council on May 12, 2015.

**PUBLIC HEARING: Rezone 1550 Westwood Drive from R1, Single Family Residence District, to UDD, Unified Development District, and approve the General Development Plan to allow for a 132-unit multi-family residential development. (S.C. Swiderski)**

John Donovan, S. C. Swiderski, said they are working to establish the planning portion of the development. The development will be 132 units consisting of 8 and 4 families. Donovan said that this is a full-service company and they do not hire out any services. There are approximately 50 employees with 1,200 units in Central Wisconsin. In 2015, 200 units in 3 locations will be developed. This development will be consistent with their development plan. It is projected to start in 2016 and they are working with the city and asking for the consideration and approval of the development.

Judith Bayba, 3307 North 4<sup>th</sup> Avenue, said that she is opposed to the zoning change. It was only a few years ago, that a zoning change was completed that resulted in a change to 28<sup>th</sup> Avenue. This plan will also have consequences. The traffic volume will be greatly impacted. There are two blind intersections on curves on steep hills on Westwood Drive and it is very dangerous. Bayba asked if there is a need for the development. Bayba said there are many blighted and vacant properties in the downtown area that could be developed. The inner city areas will only further decline if the areas on the outskirts are developed.

Mayor Tipple closed the public hearing.

Lenz said that the handout is the overall plan for the area and apologized for not getting that in the packet. The general development plan approval is being requested and the approval for precise implementation plan will be requested in the future. The current item will be to rezone the property from a single family residence district to unified development district and approve the use, density and scale of the multi-family development on the property. This would be the first large development in the area and a number of things need to be considered. The future land use plan which goes over the goals, objectives, and policies has been reviewed. There is a mix of residential and commercial zoning on the map, as seen in the packet. Land annexed into the city is typically zoned residential, unless the owner requests a different zoning. There has not been a strong development pattern on the west side of Westwood Drive and there are some residential homes on Highway U and Westwood Drive. The contour of the property makes it difficult for larger scale development. This development could be seen as a step-down zoning as a barrier between the residential and commercial zoning. Details will be worked out in the precise plan.

Rosenberg motioned to rezone 1550 Westwood Drive from R1, Single Family Residence District, to UDD, Unified Development District, and approve the General Development Plan to allow for a 132-unit multi-family residential development. Bohlken seconded and the motion carried unanimously 6-0. This item will go to Common Council on May 12, 2015.

**PUBLIC HEARING: Rezone 404 South 3<sup>rd</sup> Avenue & 308 Stewart Avenue from B2, Community Service District, to UDD, Unified Development District, and approve the General Development Plan to allow for a convenience store and an 11-unit multi-family residential development. (Schierl Sales Corp.)**

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Andrew Halverson said that he is excited about this mixed use development. In order to have the mixed residential and commercial uses, it needs to be rezoned to UDD. The use is prohibited with the current B2 zoning. The buildings will be pushed to the perimeters and the parking will be located at the inner portion of the lot. Halverson said that they have met with the property owner directly to the west of the clinic, who indicated they wanted the parking as far away from their area as possible. This plan is very respectful of their wishes and the neighborhood while investing project costs of \$3.7 million. This proposal harnesses several of the priorities of the TIF #8 plan. Market rate for the residential units will be directed for working professionals. Halverson thanked the commission for the consideration.

Randy Olmsted, Labor Temple, said that he has a grave concern for this project and said he was not

contacted by the petitioner like he was in the past. Olsted said he was concerned about the Clark Street vacation and said he wasn't sure what has changed from the previous project. The Labor Temple offers parking for their banquets, downstairs bar, and 12 offices. Olmsted said he wasn't sure how the parking lot and vicinities will affect their business. The parking lot enters and exits off of Clark Street. These are major concerns and they haven't been contacted to see the new project plans. Olmsted said he is not against new projects going in the area, but feels they should have been contacted. The commission should not approve this unless the plans are put into place.

Mayor Tipple closed the public hearing.

Lenz offered Olmsted to view the plans and said that the street vacation is a separate process and will go to CISM the following week for approval of the public hearing in June. The petitioners will be going through multiple committees for the project as a whole. Mayor Tipple said that the petitioner can speak to the Labor Temple representative after the meeting to view plans and discuss the parking.

Halverson said that they are working through several items in the correct order and are intending on having a conversation with the Labor Temple. Alderman Mielke had the parking concerns during the Finance Committee meeting. Halverson said they are more than willing to purchase the Labor Temple's share of the public right-of-way and are willing to work with the Labor Temple and other property owners. The main reason that the vacation of Clark Street needs to happen is because the convenience store encroaches 10' into the public right-of-way. The residential component will require 6 - 7 additional parking spaces for the dwelling. Halverson said he is willing to discuss numbers and take the burden on for use of the spaces. Olmsted said that he didn't remember there being enough access for 2-way parking where Clark Street will be vacationed. Olmsted said there is a steep hill and has a concern for angle parking in the winter. The last time this was proposed, this was all worked out ahead of time and Olmsted said this should have been discussed previously.

Lenz said that staff and committees are working through the details. The main reason that it comes to Plan Commission is to focus on the zoning aspects, such as land uses and site design. A large residential project was proposed in the area a few years ago that was approved but not built. Both the general development plan and precise implementation plan are included on the agenda. Some items can be addresses on the precise implementation plan. Items can be addressed at the staff level when details are given. A more detailed sign package will be reviewed in the future. The details were not nitpicked but will be reviewed if the developer agreement gets worked out. This item is for the basic zoning perspective and staff feels it meets the requirements.

Mayor Tipple asked for Rosenberg's feedback. Rosenberg said that he didn't want to speak for the campus, but this is a substantial project and is big enough to create some synergy in this area which is notoriously difficult to develop.

Deb Ryan, 702 Elm Street, asked to speak to the item. Mayor Tipple stated that the public hearing had been closed. The commission agreed to allow Ryan to comment. Ryan said that other members had wanted to comment.

Paul Henning, 1906 Hamilton Street, asked why the general development plan and precise implementation plan are both being approved at the same time. It seems inappropriate. There is a potential that this will be a good development. The precise implementation plan should be precise and include colors and landscaping. Henning said that it is very disturbing that nobody gets to take a look at the precise implementation plan.

Ryan said that she has lived in the neighborhood and has developed an eye for issues in planning. Ryan compared the clinic option to the Kwik Trip on Bridge Street and it seems to blend in with the property

and there is a better way to develop. There are some vacant properties, but a number of students are living in bigger homes with parking and storage. Ryan said that the plan seems overly tight. This is unnecessary and public money should not be used. Ryan said that losing Clark Street for an exit will create a problem. It is hard to get back onto 3<sup>rd</sup> Avenue from the property. The design is hodgepodge and overly developed. The areas are hidden where strangers could be. There is already a surplus in housing. Ryan said a coffee shop would be nice for a meeting place. This plan is too big with too small of a space and doesn't meet the needs of the area.

Mayor Tipple reclosed the public hearing. Mayor Tipple said there is a vacant, blighted building and this is a good plan. This will start the process. The city is lucky to have someone change the plan and come back to start the process again.

Lenz said that he does not believe it was the intent to ram the plan through the committee and council. In the past, the general development plan and precise implementation plan were approved hand-in-hand. Other details are not always planned at the beginning. The storm water plan gets deferred to the engineering staff. This is allowable at the same time to benefit the petitioner. Henning said that they don't own the land. Mayor Tipple reminded the audience that the public hearing is closed. Lenz said that the petitioners may be open to coming back. The petitioners have been working with staff and this was to be accommodating and try to consolidate approvals. Oberbeck stated that a lot of details need to be worked out. Access points on Stewart Avenue needs to be looked at. Oberbeck suggested that the approval for the precise implementation plan gets tabled for a future meeting.

Rosenberg motioned to rezone 404 South 3<sup>rd</sup> Avenue & 308 Stewart Avenue from B2, Community Service District, to UDD, Unified Development District, and approve the General Development Plan to allow for a convenience store and an 11-unit multi-family residential development. Bohlken seconded and the motion carried unanimously 6-0. This item will go to Common Council on May 12, 2015.

**Approve the Precise Implementation Plan at 404 South 3<sup>rd</sup> Avenue & 308 Stewart Avenue to allow for a convenience store and an 11-unit multi-family residential development.**

Lenz said that as part of the UDD, it is a 2-step process. The second step would be to approve the precise implementation plan can be approved at this time or it could be tabled and brought back at a later date. Mayor Tipple added that a condition could also be that further plans be submitted to the Plan Commission.

Oberbeck motioned to table this item until the approvals from other committees are given. Gisselman seconded.

Rosenberg asked if it would be tabled for a specific agenda. Lenz said that during the next CISM meeting, CISM will formally authorize a public hearing. The public hearing would be held during the June meeting. The precise implementation plan needs to be approved before any permits are issued. Rosenberg said it doesn't seem to be a delay in the process by tabling the item until June. It is not the intention to vote the item down and it gives the opportunity for community discussion. It will result in a more open process.

Tom Mudrovich said he didn't object, but there is a very steep engineering cost. This is a difficult site. There is a steady grade of 7-8' of rock that needs to be fairly level. Retaining walls need to be designed and the engineering cost will be substantial of \$40,000. The engineering and planning staff will have the final plans at some time. It seems to be a pretty big gamble. Halverson added that he appreciates the flexibility and there are significant site and ground work with site constraints. There are numerous elements. Previously, there wasn't an element of negotiations and he wanted to avoid this time. Halverson said he'll be ready to submit the precise implementation plan after the process. There will be a

higher level of comfort in June. Halverson said he would rather wait until after the Economic Development and Finance Committees act on the requests. Lenz said that it could come back to the commission after the street vacation is finalized. Mayor Tipple asked if the street vacation comes to this commission. Lenz said that it would and the precise implementation plan could be discussed at that time. Oberbeck questioned how work can be done when they don't own it. The street is not vacated and not sure how it will work. Oberbeck questioned if the garbage location is shared and the access point details. There are a lot of questions before the level of detail can be approved. The commission discussed when the item should back to the commission.

The motion carried unanimously 6-0. This item will come back immediately after the necessary approvals.

**Discuss and possible action on City of Wausau Design Standards.**

Lenz said that GRAEF was the consulting firm that was hired to put together the City of Wausau Design Standards. The Economic Development Committee was the driving force and the purpose is to increase the quality of development and to make the overall process better. This will give clear expectations and a smoother process. The Economic Development Committee reviewed the standards and recommended adoption. These will be used with leverage for development in TIF projects to judge developments based on urban design perspectives. It will be more informative and conversational, at this point. Plan Commission could look at the design standards for rezonings.

Mayor Tipple asked if this would be the next or the last committee. Lenz said that Economic Development Committee has accepted the standards and Plan Commission would be the final committee.

Oberbeck said that it is a step in the right direction and would be a higher standard. This would add value so others would follow. It is an increase for the environment and others to have increased value. It is a nice beginning to the process.

Gisselman motioned recommend adopting the City of Wausau Design Standards. Bohlken seconded, and the motion carried unanimously 6-0.

**Next meeting date and future agenda items for consideration .**

The next meeting date will be May 19, 2015 at 5:00 p.m. No future agenda items were requested.

**Adjourn.**

Lindman moved to adjourn, seconded by Oberbeck. Motion carried unanimously 6-0 and the meeting adjourned at 6:25 pm.

**The Plan Commission is next scheduled to meet at 5:00 pm on May 19, 2015.**



## **STAFF REPORT**

**TO:** City of Wausau Plan Commission  
**FROM:** Brad Lenz, City Planner  
**DATE:** May 14, 2015

### **GENERAL INFORMATION**

**APPLICANT:** Anne Stephenson, Acton Academy

**LOCATION:** 630 Adams Street

**EXISTING ZONING:** R3, Two Family Residence District

**REQUESTED ZONING:** Conditional Use

**PURPOSE:** To allow an educational institution on a parcel less than 40,000 square feet. In residential districts, educational institutions are permitted uses, and may be allowed by conditional use on lots between 25,000 and 40,000 square feet.

**EXISTING LAND USE:** Religious institution

**SIZE OF PARCEL:** 0.66 acres (approximately 29,000 square feet)

**SURROUNDING LAND USE AND ZONING:**

North: Single family homes, parking lot, and non-profit building;  
R3, Two Family Residence District

South: Single and multi-family homes; R2, Single Family  
Residence District

East: Multi-unit residential development; UDD, Unified  
Development District

West: Single family home; R3 District

(See attached *Zoning* Map)

## ANALYSIS AND RECOMMENDATION

From Wausau Municipal Code 23.72.060, no conditional use shall be recommended by the city plan commission unless the commission finds:

*(a) That the establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;*

*(b) That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;*

*(c) That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;*

*(d) That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided;*

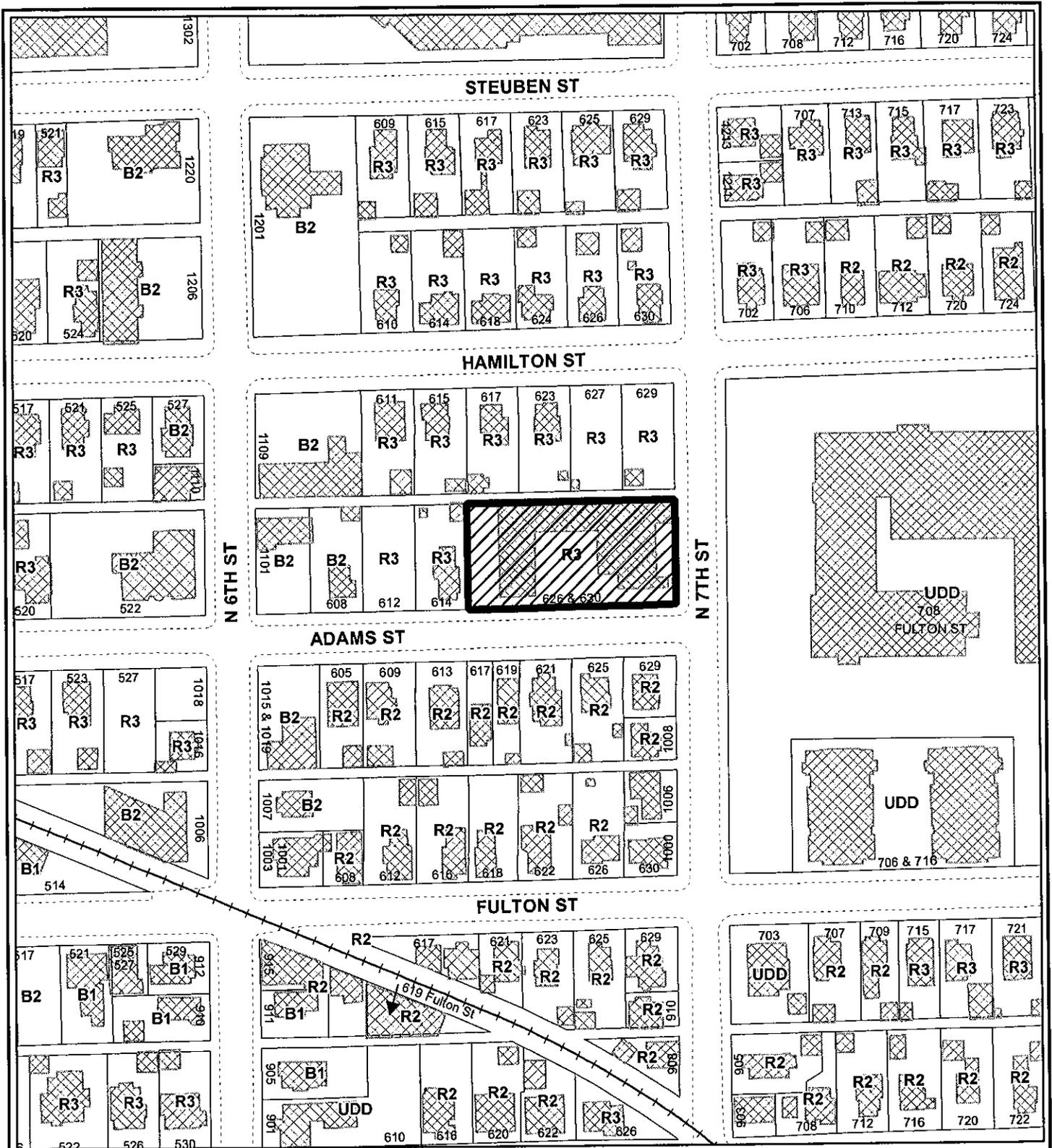
*(e) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets; and*

*(f) That the conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as the regulations may, in each instance, be modified by the common council pursuant to the recommendations of the city plan commission.*

The proposed conditional use is the first petition under the recently amended ordinance to allow educational institutions on lots less than 40,000 square feet. The conditional use process allows the plan commission and council to consider the acceptability of the proposal based on the criteria above.

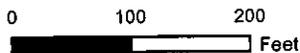
Since the proposed use would occupy a renovated portion of an existing structure, many of the standards above are not applicable, particularly since the proposed use as a school, or academy, is similar in nature to the preschool that was originally housed in the building. The proposed one-room classroom is small, with a total enrollment of 36 students. Office space will also be housed in the existing building near the classroom. The weekday, daytime hours of the proposed use complement other uses of the building (e.g., church services), such that parking or other issues related to overcrowding on the site are not expected.

Staff recommends approval of the conditional use as presented.



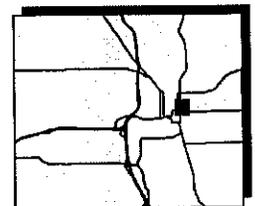
Map Date: May 11, 2015

City of Wausau  
Marathon County Wisconsin



-  Building
-  Area of Interest

Map Location



# CITY OF WAUSAU

## 2014 APPLICATION FOR A CONDITIONAL USE

For background on the conditional use process and other important information, please read the "Information and Instructions for City of Wausau Conditional Use Process" carefully before completing this application.

Please provide all of the information requested below, including a site plan and information about existing and proposed buildings. If you have questions during the course of preparing the application, contact either the Director of Inspections at 715-261-6783 or the City Planner at 715-261-6753. (PLEASE PRINT OR TYPE)

1. Address of the property where the conditional use is requested:

630 Adams Street, Wausau, WI 54403

2. Provide a legal description of subject property in the space below or attach a copy of the legal description to this application. (For example, the legal description might be the lot, block, and name of a subdivision, or a Certified Survey volume and page number, or some other type of legal description. The City Assessor, at 715-261-6600, may be able to provide this information):

A WARRENS THIRD ADD LOTS 5 6 7 & 8 BLK 13

3. Name(s) of Applicant Business: Acton Academy Wausau, Inc.

Name of Contact Person (PLEASE PRINT): Anne Stephenson

Address for Any Correspondence: 1500 Merrill Avenue, Wausau, WI 54401

Daytime Phone No. of Contact Person: (715) 203-3130

Evening Phone No. of Contact Person: (715) 203-3130

What is your interest in the subject property? (For example, owner, prospective owner, renter, attorney for owner, etc.)

Renter.

4. Property Owner Name(s) if Different from Applicant: Immanuel Lutheran Church

Address: 630 Adams Street, Wausau 54403

Owner's Daytime Phone Number: \_\_\_\_\_ Church Office: (715) 803-8122

Owner's Evening Phone Number: \_\_\_\_\_

5. What is the area, in square feet, of the property on which the establishment of the conditional use is requested? The building occupies 30,620 sq ft.
6. What is the present zoning of the subject property? 1) R3
7. What is (are) the present use(s) of the subject property? Church storage/empty space
8. Proposed use(s) of property: Approx. 1,100 square feet for Acton Academy Wausau, Inc.

Primary Use (reason for conditional use request): Year round location for small (36 student) non-profit academy for first through fifth grades

Secondary use (if any) of property in addition to the conditional use: \_\_\_\_\_

Other use(s): \_\_\_\_\_

9. Describe in detail the nature of your proposed conditional use request. Include information regarding construction of new buildings, remodeling of existing buildings, location and amount of parking, number of employees, hours of operation, proposed type, size, location, and style of any new sign(s), and other pertinent information. (This information may be provided on a separate sheet or sheets)

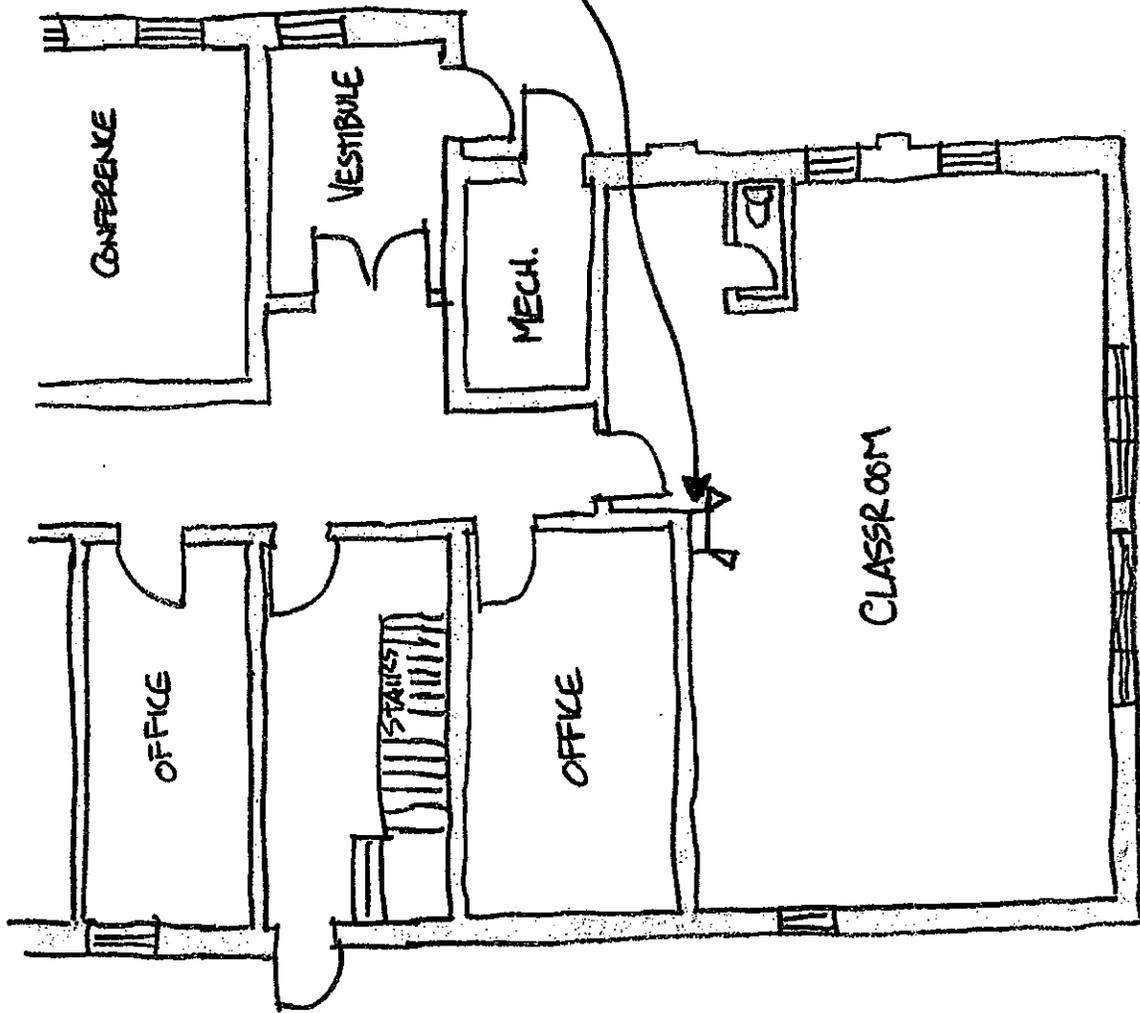
Generally, a site plan and more detailed information about any buildings will need to be submitted in order to more accurately explain your proposal. This is described in greater detail in the attached section, "Site Plan and Building Information".

**This application, the site plan and all other information provided by the applicant, including testimony made at the public hearing, become part of the public record of your conditional use request. Any material variations from this application could be cause for the Plan Commission to void this application and require the applicant to reapply for the conditional use. Therefore, do not make written or verbal statements regarding the proposed use(s) that are not entirely accurate. (Include additional page(s) if necessary)**

The mission of Acton Academy Wausau is to inspire our students using the proven methods of Acton Academy Austin ([www.actonacademy.org](http://www.actonacademy.org)). We seek to use the main floor space previously used for a preschool as our one-room classroom and the two adjacent offices for administrative office. Rick Schroeder from Becher Hoppe assessed the property and concluded installation of an emergency egress light would make the space code compliant (see attached report).

The property has street-level entry close to the classroom in addition to an ADA-compliant entry and elevator. There are 60 parking spaces outside with additional spaces down the block. There are two full-time and four part-time employees. Our school year runs from September first through mid-July.

**NOTE: If you are submitting an application for a community living arrangement (group home, community based residential facility, etc.) please request a copy of the City's *Policy Regarding Location and Distribution of Community Living Arrangements* (April, 1996). This policy is available from the Inspections Department and identifies additional information that MUST be submitted with your conditional use application for this type of use.**



INSTALL NEW EMERGENCY LIGHT FIXTURE  
 AT 10' AFF. LITHONIA LIGHTING ELM 2 LED.  
 CONNECT FIXTURE TO LOCAL LIGHTING CIRCUIT.

ACTION  
ACADEMY  
 AT

IMMANUEL  
LUTHERAN  
CHURCH

↑ NORTH

o CLASSROOM OCCUPANCY CHANGE.



330 Fourth Street, PO Box 8000, Wausau, WI 54402-8000  
Tel: 715.845.8000 | Fax: 715.845.8008 | becherhoppe.com

March 4, 2015

Bill Hebert  
Building Inspector  
407 Grant Street  
Wausau, WI 54403

Subject: 2015.020 - Acton Academy Wausau - Code Review

Dear Mr. Hebert:

I have reviewed the code requirements for converting a portion of the existing Immanuel Lutheran Church facility located at 630 Adams Street for use by Acton Academy Wausau. A one story portion of the building (see attached sketch) with no basement below is to be converted from the existing Church facility occupancy classification of A-3 to an occupancy type E education.

As discussed, fire sprinklers and a fire alarm would not be required to be installed. It appears that the only requirement to facilitate the partial change of occupancy would be to provide emergency egress lighting inside the classroom space. This can be accomplished by installing an emergency light fixture as indicated on the attached sketch. A cut sheet of the fixture is also attached. If you have any questions or would like to further discuss the project, please give me a call

Sincerely,

Rick Schroeder, AIA  
Architectural Services Manager

enclosures

cc: Anne Stephenson



Project: **Acton Academy at Immanuel Lutheran Church Wausau -- Code Review**  
Project #: 2015.020  
Date: 03/03/2015  
Code Authority: State of Wisconsin (2009 IBC w/ Wisconsin Amendments & 2009 IEBC)

### IEBC Breakdown

#### Chapter 4 -- Classification of Work

- o 406 Change of Occupancy
  - o From Group A-3 (Religious Education) to Group E (Education)
    - Remainder of building will remain Group A-3 (Places of Religious Worship)

#### Chapter 9 -- Change of Occupancy

- o 912.1.1.2 Change of Occupancy Classification with Separation
  - o The portion changing must be separated by the remainder of the building with a fire barrier complying with Table 508.4 of the IBC. Only the separated portion is to comply with all requirements of Chapter 8 and 9 of the IEBC.
    - At this point, if you separate the occupancies per Table 508.4, you can follow the IBC for the changed portion and it will be code compliant. See below for requirements per the IBC to make the E Occupancy code compliant.

### IBC Breakdown

\* Only the separated portion (Group E Occupancy) must comply with the IBC as follows.

#### Chapter 1 -- Administration

#### Chapter 2 - Definitions

#### Chapter 3 - Use and Occupancy Classification

- o 302 Classification
  - o Portion of Occupancy Change: Group E (Education)
  - o Remainder of Building: Group A-3 (Religious Education)

#### Chapter 5 - General Building Heights & Areas

- o Area of change of occupancy: ~567 s.f.
- o 508.4 Required Separation of Occupancies
  - o Separation required between A and E occupancies = No separation requirement.  
*This means that per the code, you can take advantage of "separated occupancies" without installation of a fire barrier wall.*

## Chapter 9 - Fire Protection Systems

- 903 Automatic Sprinkler Systems
  - 903.2.3 Group E.
    - (a) Except as provided in par. (b), an automatic sprinkler system shall be provided for Group E occupancies as follows:
      - 1. Throughout all Group E fire areas greater than 20,000 square feet in area.
      - 2. Throughout every story of educational buildings that is located below a story which includes the lowest level of exit discharge.
    - (b) An automatic sprinkler system is not required in any fire area, or in any story that is located below a story which includes the lowest level of exit discharge, where every classroom throughout the building has at least one exterior exit door at ground level.

\* An automatic sprinkler system is not required in the area where the change of occupancy occurs.

- 907 Fire Alarm and Detection Systems
  - 907.2.3 Group E.
    - A manual fire alarm system that activates the occupant notification system in accordance with section 907.5 shall be installed in group E occupancies. When sprinkler systems or smoke detectors are installed, such systems or detectors shall be connected to the fire alarm system.
      - Exception #1: A manual fire alarm system is not required in Group E occupancies with an occupant load of less than 50.

\* A manual fire alarm system is not required in the area where the change of occupancy occurs.

## Chapter 10

- Table 1004.1.1 Max Floor Area Allowance per Occupant
  - Educational Classroom Areas = 20 gross s.f./occupant = ~28 occupants.
- Section 1006 Means of Egress Illumination
  - Room to have egress lighting brought up to current standards.
- Section 1008 Doors
  - Door to the room can swing inward because less than 50 people occupy the space.
- Section 1011 Exit Signs
  - Room does not require an exit sign due to only requiring one exit/exit access from the space.
- Section 1014 Exit Access
  - 1014.2 Egress through intervening spaces.
    - 1014.2.1 Multiple Tenants.
      - Exception: The means of egress from a small tenant occupying less than 10 percent of the area of the larger tenant with similar occupancy groups are allowed to pass through the larger tenant.
  - 1014.3 Common Path of Egress Travel
    - Shall not exceed 75 feet. This space meets this requirement.
- Section 1015 Exit and Exit Access Doorways
  - 1015.1: Group E occupancy is only required to have 1 exit from the space since the occupant load is 49 or less.



**STAFF REPORT**

TO: City of Wausau Plan Commission  
FROM: Brad Lenz, City Planner  
DATE: May 14, 2015

**GENERAL INFORMATION**

**APPLICANTS:** Robert Pratt, FreemanWhite Architects  
**LOCATION:** 1801 and 1901 Westwood Center Blvd.  
**EXISTING ZONING:** UDD, Unified Development District  
**REQUESTED ZONING:** Amend general development plan and approve precise implementation plan  
**PURPOSE:** To allow for a medical office building in an existing Unified Development District.  
**EXISTING LAND USE:** Medical office building and vacant land  
**SIZE OF PARCELS:** 4.9 acres combined  
**SURROUNDING ZONING AND LAND USE:**  
North: Office, general; UDD  
South: Office, general; IB, Interchange Business District  
East: Interstate 39 right-of-way  
West: Office, medical; UDD

(See attached Zoning Map)

**ANALYSIS**

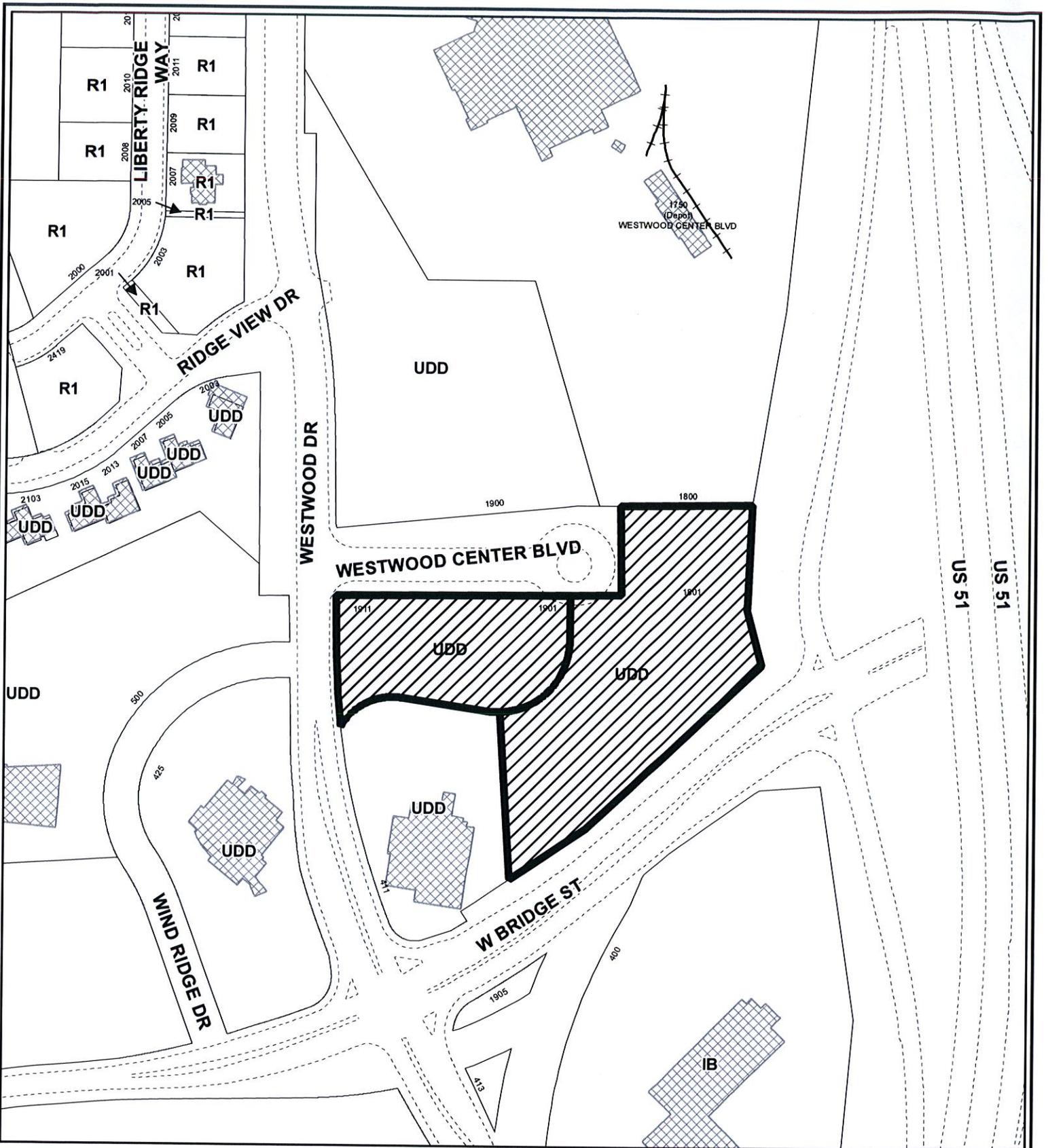
From Wausau Municipal Code 23.65.040, the approval of a unified development proposal shall be based upon determination as to compliance with the following criteria:

- a) *That the proposed development is consistent with the spirit and intent of these regulations, has been prepared with competent professional advice and guidance and produces significant benefits in terms of improved environmental design to justify the application of the unified development concept;*
- b) *That the site development plan reflects sensitive consideration of the physical nature of the site with particular concern for conservation of natural features, preservation of open space and careful shaping of terrain to minimize scarring, and insures proper drainage and preservation of natural terrain wherever appropriate;*
- c) *That the general character and intensity of use of the development produces an attractive environment appropriate to the uses proposed, and is compatible with existing development in the surrounding area and with general community development plans and policies;*
- d) *That the development can be provided with appropriate municipal services and would not conflict with or cause overload on such facilities as schools, highways, police, fire or utility services;*
- e) *That proposed design standards provide adequately for practical functioning and maintenance, based on actual functional need, in terms of circulation, parking, emergency services, delivery services and snowplowing;*
- f) *That adequate provision has been made to insure proper maintenance and preservation of any common areas provided for the recreation and esthetic enhancement of the development.*

The subject petition is to amend the general development plan to reduce the number of buildings on the site from two separate buildings to a single building. The total square footage of the proposed building (approximately 47,000 square feet) would be greater than the square footage originally proposed for the two separate buildings. The location and the footprint of the proposed building are both similar to one of the buildings previously shown on the general development plan.

The three-story building would house general medical office space. This use is consistent with existing and planned uses in the immediate area. Parking would be accommodated in the large surface parking lots adjacent to and near the building. The 234 total spaces shown on the site plan are in line with the city's general commercial zoning requirement, which is one space for each 200 square feet of gross floor area in excess of 2,000 square feet. This equates to 225 parking spaces for a building of 47,000 square feet.

The petitioners are seeking precise implementation plan approval in addition to an amendment of the general development plan. Site plans are included in the packet along with building elevations. Staff recommends approval of the plans, subject to a detailed staff review of the stormwater, landscaping, and lighting plans. Staff also recommends that a full sign package for the property be reviewed at the staff level based on the city's regular commercial zoning districts.

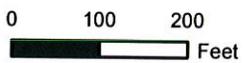


US 51  
US 51



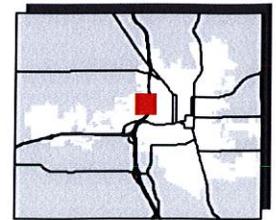
Map Date: May 11, 2015

City of Wausau  
Marathon County Wisconsin



-  Building
-  Area of Interest

Map Location





Proposed General Plan

**SITE LAYOUT GENERAL NOTES**

1. CONTRACTOR SHALL CONTACT DIGGERS HOTLINE 5 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING PRIVATE UTILITIES PRIOR TO THE START OF DEMOLITION/CONSTRUCTION.
3. ALL PROPOSED DIMENSIONS ARE REFERENCED TO CONSTRUCTION, PERPENDICULAR TO THE PROPOSED FEATURES SHOWN.
4. SEED, FERTILIZE, AND CRIMP MULCH ALL GENERAL LANDSCAPE AREAS DISTURBED DURING CONSTRUCTION IN ACCORDANCE WITH THE PROJECT MANUAL SPECIFICATIONS EXCEPT THOSE AREAS INDICATING SO2.

**SITE LAYOUT GENERAL NOTES**

- ◆ X" TYPE E-1, HOT MIX ASPHALT  
- X" DENSE GRADED BASE COURSE
- ◆ X" REINFORCED CONCRETE PAVEMENT  
- X" DENSE GRADED BASE COURSE
- ◆ X" REINFORCED CONCRETE DRAINAGE FLUME  
- INFILTRATION BASINS 2 & 3
- ◆ X" REINFORCED CONCRETE DRIVE APRON  
- X" DENSE GRADED BASE COURSE
- ◆ 24" CURB & GUTTER - TYPE X - CATCH
- ◆ 24" CURB & GUTTER - TYPE X - REJECT
- ◆ 24" ROLLED CURB & GUTTER
- ◆ PRECAST CONCRETE PARKING CURB STOP
- ◆ CURB TERMINUS
- ◆ PARKING LOT STRIPING
- ◆ HANDED-CAP ACCESSIBLE PARKING STALL W/ SIGNAGE
- ◆ FLAG POLE WITH CONCRETE FOOTING & LIGHTING  
- SEE ELECTRICAL PLANS FOR LIGHTING DETAILS
- ◆ ELECTRICAL SERVICE & TRANSFORMER - BY ELEC. CONTRACTOR  
CONCRETE TRANSFORMER PAD BY ELEC. CONTRACTOR - SEE ELECTRICAL PLANS FOR DETAILS
- ◆ SITE LIGHTING FIXTURES & BASES - BY ELEC. CONTRACTOR  
- SEE ELECTRICAL PLANS FOR DETAILS
- ◆ SITE ENTRY FEATURE / SIGNAGE - BY OTHERS  
- SEE ARCHITECTURAL PLANS FOR DETAILS
- ◆ SITE DUMPSTER PAD & WASTE STORAGE ENCLOSURE  
- SEE ARCHITECTURAL PLANS FOR DETAILS
- ◆ BUILDING DOWN SPOUT & SCUPPER - BY OTHERS  
- SEE ARCHITECTURAL / PLUMBING PLANS FOR DETAILS
- ◆ ARMOR TILE, MODEL ADA-C-2424, COLONIAL RED - DETECTABLE WARNING TILES  
- 2" W x 4" XL, CAST IN PLACE TILES  
- INSTALL PER MANUFACTURER'S SPECIFICATIONS & RECOMMENDATIONS
- ◆ PAINTED, STEEL SAFETY BOLLARD  
- IRONSMITH PHOENICIAN, MODEL 9028-6  
- FILL W/ CONCRETE PER MANUFACTURER'S SPECIFICATIONS & RECOMMENDATIONS  
- PAINT TO MATCH CURTAINWALL - SEE ARCHITECTURAL PLANS FOR DETAILS
- ◆ DUMPSTER ENCLOSURE & 7" UN-REINFORCED CONCRETE SLAB  
- 6" TALL, CERTAINTED BUFFTECH CHESTERFIELD ENCLOSURE  
- CERTAINGRAN FINISH, NATURAL CLAY COLOR  
- ENCLOSURE TO INCLUDE (2), MATCHING, 5' SWINGING DOORS
- ◆ FORMS & SURFACES, CAPITOL BIKE RACK  
- ALUMINUM TEXTURE POWDERCOAT FINISH  
- QUANTITY

**SITE LAYOUT GENERAL NOTES**

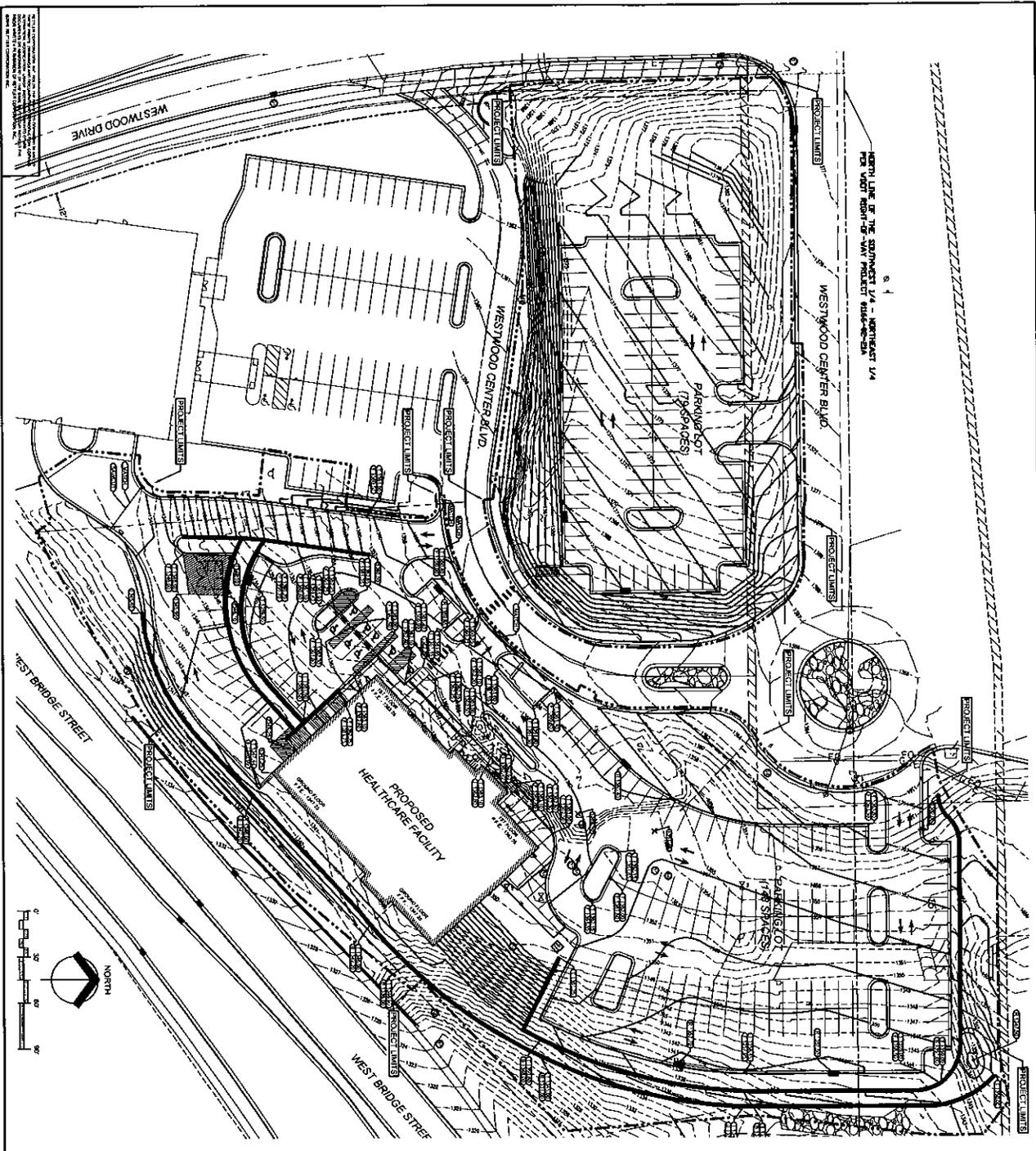
- X" HOT MIX ASPHALT PAVEMENT  
- X" DENSE GRADED BASE COURSE
- X" REINFORCED CONCRETE PAVEMENT  
- X" DENSE GRADED BASE COURSE
- X" REINFORCED CONCRETE DRIVE APRON  
- X" DENSE GRADED BASE COURSE
- 6'-8" RIVER JAM ROCK
- 6' HIGH CHAIN LINK, CONSTRUCTION FENCING  
(SHALL REMAIN IN PLACE UNTIL PROJECT COMPLETION)

**PRELIMINARY DRAFT  
NOT FOR CONSTRUCTION**

**NOT FOR  
CONSTRUCTION**

Project Name CDS - IN PROGRESS	
Date 5/16/12	Drawn By R.R.
Project Number 11757-00	Checked By R.Z.
Sheet Title <b>SITE LAYOUT PLAN</b>	
Sheet Number <b>C-3</b>	Rev. No.





**PRELIMINARY DRAFT  
NOT FOR CONSTRUCTION**

MEDICAL OFFICE BUILDING  
1901 WESTWOOD CENTER BLVD  
WAUSAU, WISCONSIN

**SITE GRADING PLAN**

**SITE GRADING LEGEND**

- PROPOSED CONTOURS — 100 —
- EXISTING CONTOURS — 105 —
- PROPOSED SPOT ELEVATION (100.00)
- PROPOSED NEW ELEVATION (105.00)
- PROPOSED TOP OF CURB/ELEV. (110.00)
- PROPOSED BOTTOM OF WALL ELEV. (115.00)
- PROPOSED FLOWLINE ELEV. (120.00)

**GRADING - GENERAL NOTES**

1. GENERAL NOTES TO THE GRADING PLAN ARE TO BE READ IN CONJUNCTION WITH THE GRADING PLAN AND THE SPECIFICATIONS TO THE STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION, LATEST EDITION, AND THE SPECIFICATIONS TO THE STANDARD SPECIFICATIONS FOR HIGHWAY BRIDGE CONSTRUCTION, LATEST EDITION.
2. THE GRADING PLAN IS BASED ON THE SURVEY DATA AND THE PROPOSED GRADING PLAN. THE GRADING PLAN IS SUBJECT TO CHANGE WITHOUT NOTICE.
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NO.	DATE	REVISION
1	10/15/10	ISSUED FOR PERMIT
2	10/20/10	REVISED TO REFLECT COMMENTS
3	11/05/10	REVISED TO REFLECT COMMENTS
4	11/15/10	REVISED TO REFLECT COMMENTS
5	12/01/10	REVISED TO REFLECT COMMENTS
6	12/15/10	REVISED TO REFLECT COMMENTS
7	01/05/11	REVISED TO REFLECT COMMENTS
8	01/15/11	REVISED TO REFLECT COMMENTS
9	02/01/11	REVISED TO REFLECT COMMENTS
10	02/15/11	REVISED TO REFLECT COMMENTS
11	03/01/11	REVISED TO REFLECT COMMENTS
12	03/15/11	REVISED TO REFLECT COMMENTS
13	04/01/11	REVISED TO REFLECT COMMENTS
14	04/15/11	REVISED TO REFLECT COMMENTS
15	05/01/11	REVISED TO REFLECT COMMENTS
16	05/15/11	REVISED TO REFLECT COMMENTS
17	06/01/11	REVISED TO REFLECT COMMENTS
18	06/15/11	REVISED TO REFLECT COMMENTS
19	07/01/11	REVISED TO REFLECT COMMENTS
20	07/15/11	REVISED TO REFLECT COMMENTS

**RETTLER**  
corporation

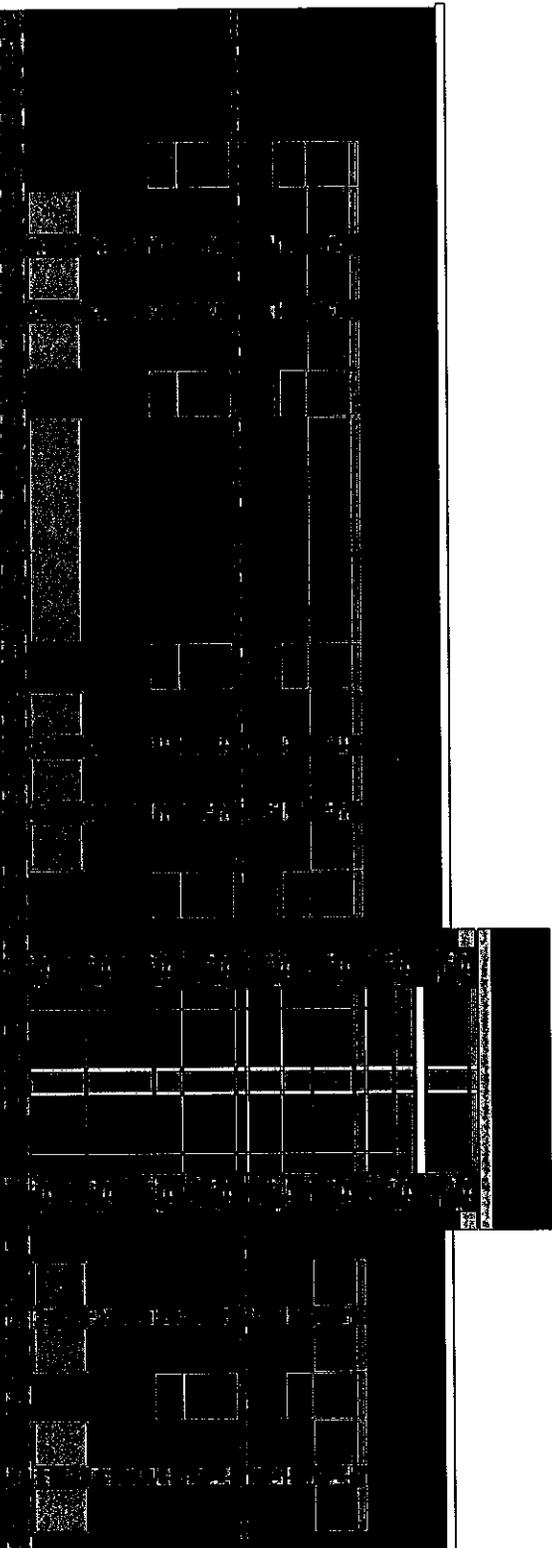
3377 Wisconsin Ave., Suite 200, Wausau, WI 54980  
Phone: 715.833.1111 Fax: 715.833.1112  
www.rettrler.com



WEST ELEVATION



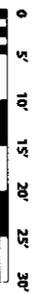
EAST ELEVATION



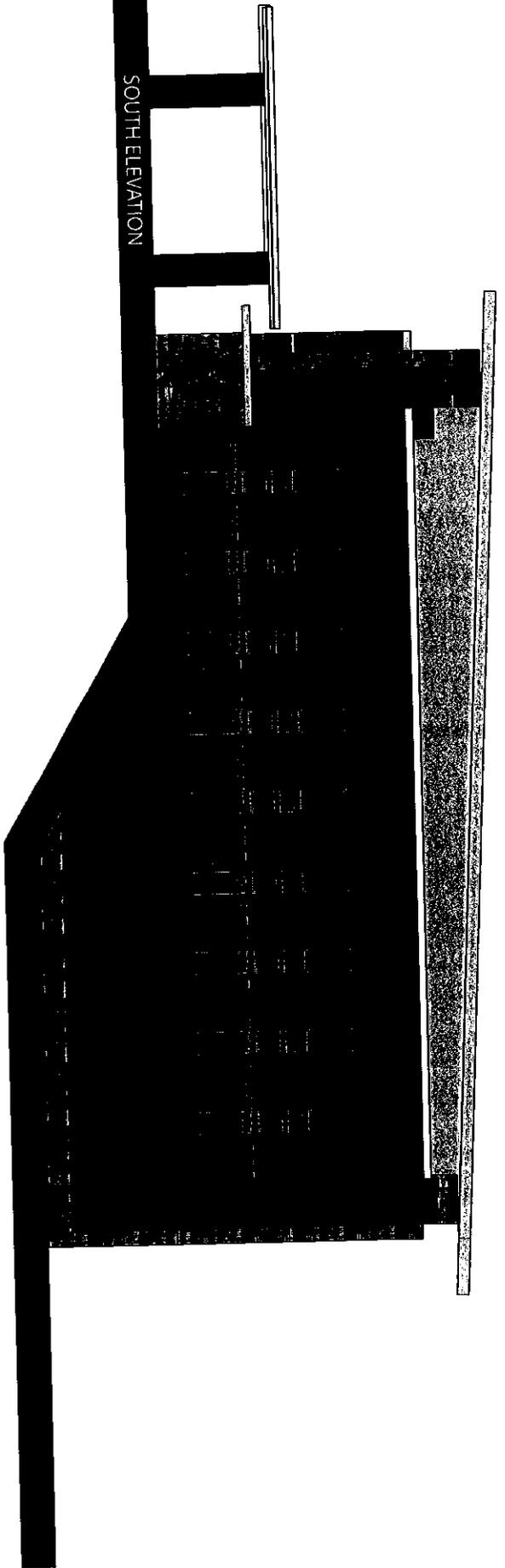
# MEDICAL OFFICE BUILDING

1901 Westwood Center Blvd

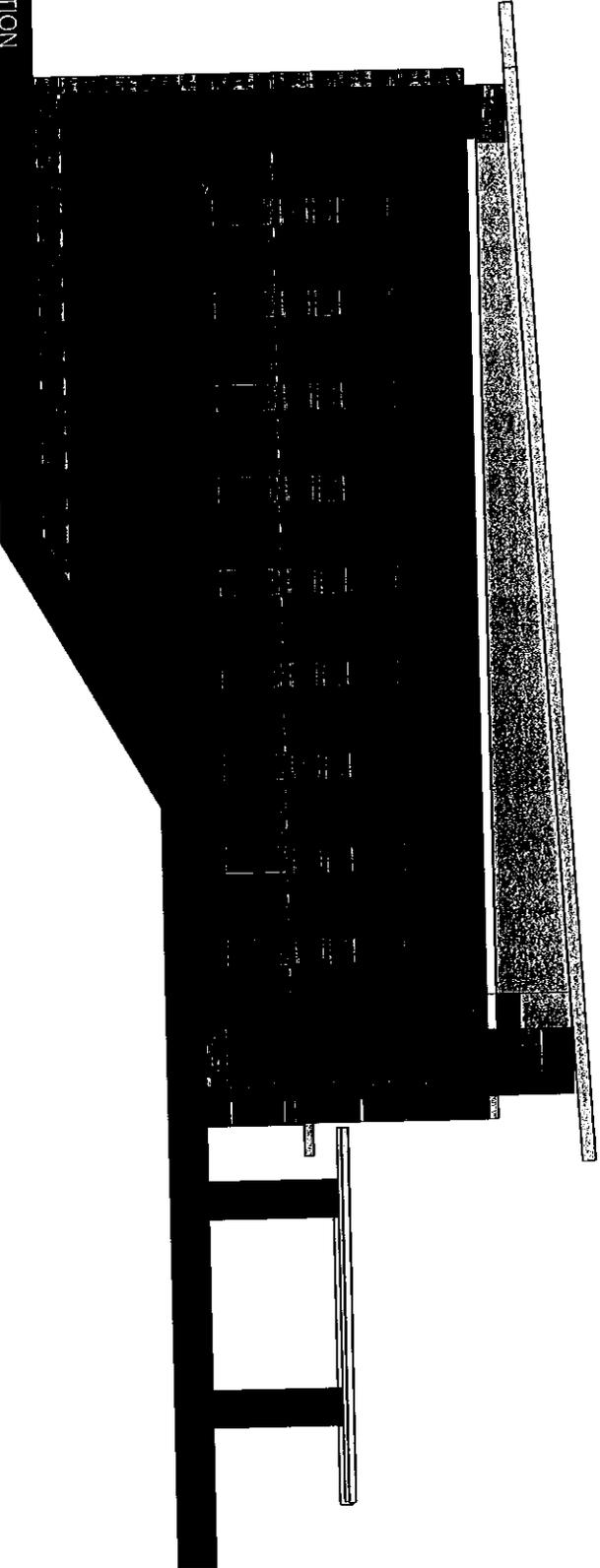
WAUSAU, WISCONSIN



SOUTH ELEVATION



NORTH ELEVATION



# MEDICAL OFFICE BUILDING

1901 Westwood Center Blvd

WAUSAU, WISCONSIN



Time and Date: The Plan Commission met on Tuesday, March 17, 2015, at 5:00 p.m. in the Common Council Chambers of Wausau City Hall.

Members Present: Mayor Tipple, Rosenberg, Bohlken, Gisselman

Others Present: Lenz, Hebert, Skrzypchak

In compliance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and transmitted to the *Wausau Daily Herald* in the proper manner.

Mayor Tipple called the meeting to order at 5:00 p.m. noting that a quorum was present. Mayor Tipple welcomed students to the meeting to learn more about municipal procedures.

**Discuss various zoning text amendments and authorize public hearing.**

Lenz said that a list has been compiled of items that need to be clarified and updated in the ordinance. This action would be to setup a public hearing.

Hebert said that the staff report outlines the changes and that this is generally some housecleaning changes. The brew pubs ordinance could be changed to 10,000 barrels, which would be in line with the state regulation. Home satellites do not require a permit and have not been regulated. This should be removed from the ordinance. These are clarifications of what staff has been seeing. #6 on the list pertains to signage issues that staff have been seeing. The last item would be to update some title changed.

Rosenberg motioned to authorize a public hearing for zoning amendments. Gisselman seconded and the motion carried unanimously 4-0.



## Memorandum

**From:** Bill Hebert, Chief Inspector/Zoning Administrator  
**To:** Plan Commission  
**Date:** 05/14/2015  
**Re:** Recommended Updates of Zoning Code

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Purpose: To obtain your approval for holding a public hearing on text amendments to WMC Title 23, Zoning Code.

Facts OR Considerations:

1. Background: WMC 23.80.020(i) states that the director of inspections and electrical systems shall initiate, direct, and review, from time to time, a study of the provisions of this title and make reports of its recommendations to the city plan commission. Staff has made smaller recommendations often throughout the year. We have proposed a more thorough review this year that entails mostly housekeeping items.
2. Rationale: Over the last several years organizational restructuring has changed some of the responsibilities and job titles. We are correcting some of those changes. We have proposed various changes to definitions so we can better align with state statutes, removing some language that is in conflict with state and/or federal law, and modifying some language to better reflect today's standard in design.

Recommendation: Your approval is requested for the following changes:

1. 23.02.057 Brew pub. "Brew pub" means an establishment which brews beer and sells it for consumption on premises, and which can sell wholesale and/or retail up to ~~500~~ 10,000 barrels of beer per year. (Ord. 61-5330 '1(part), 2007, File No. 07-0404.)
2. 23.02.326.5 Microbrewery. "Microbrewery" means an establishment which brews beer and sells less than 8,000 barrels (250,000 gallons) of beer per year to the public through wholesalers or retailers or directly to the consumer through carry-outs and/or on-site sales. (Ord. 61-5330 '1(part), 2007, File No. 07-0404.) Possibly eliminate this definition and use throughout the zoning code.

3. ~~23.12.055 Home satellite communication dishes and outdoor radio and television antennas and towers.~~ Remove section entirely. We have never required a permit.
4. 23.12.110 Size of parking spaces. Each required off-street parking space shall be at least **eight nine** feet ~~six inches~~ in width and at least ~~nineteen~~ **eighteen** feet in length, exclusive of access drives or aisles, ramps, columns, or office or work areas. Such space....
5. 23.26.120 Size of parking spaces. A required off-street parking space shall be at least **eight nine** feet ~~six inches~~ in width and at least ~~nineteen~~ **eighteen** feet in length, exclusive of access drives or aisles, ramps, columns, or office or work areas. A space shall....
6. 23.30.070 (a) (1) Area. The gross area in square feet of all signs on a zoning lot shall not exceed five times the lineal feet of frontage of the zoning lot. However, the gross area of all **flashing illuminated** signs shall not exceed two times the lineal feet of frontage of the zoning lot.
7. 23.38.100 Size of parking spaces. A required off-street parking space shall be at least **eight nine** feet ~~six inches~~ in width and at least ~~nineteen~~ **eighteen** feet in length, exclusive of access drives or aisles, ramps, columns, or office or work areas. A space shall....
8. 23.58.010 Statutory authorization – Verify Statutes
9. Replace “director of electrical systems” with “zoning administrator” (several occurrences within zoning code) 23.08.030, 23.58.060(a), 23.58.060(b)(2), 23.58.060(c)(1), 23.58.060(c)(2), 23.58.060(c)(3), 23.58.060(d)(1), 23.58.060(e), 23.58.060(g)(2), 23.58.080, 23.76.010, 23.76.020, 23.76.030, 23.80.010, 23.80.020, 23.86.010, 23.88.010, 23.88.020, 23.88.030

Impact:

1. These changes will better align the zoning code with state statutes, design standards for parking, and update responsibilities with current job titles.