

PLAN COMMISSION

Time and Date: The Plan Commission met on Tuesday, February 20, 2018, at 5:00 p.m. in the Council Chambers of Wausau City Hall.

Members Present: Mayor Robert Mielke, Ron Zahrt, Patrick Peckham, Eric Lindman, Gary Gisselman, Andrew Brueggeman

Others Present: Brad Lenz, William Hebert, Brad Sippel, Melissa Engen, Mark Thompson, Jeff Todd

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

Approve the minutes of the January 16, 2018 meeting.

Gisselman motioned to approve the minutes of the January 16, 2018 meeting. Zahrt seconded, and the motion carried unanimously 6-0.

PUBLIC HEARING: Discussion and possible action on approving a conditional use at 311 Financial Way to allow for new building signage, in a UDD, Unified Development District.

Mayor Mielke closed the public hearing.

Sippel said that this request is to add signage. The UDD would need to be amended to allow for the additional signage. There aren't specific criteria for signage for this district. The property is surrounded by a mix of IB and UDD and the IB zoning district criteria is used for review in the UDD. The signage proposal meets the size/area criteria. The signage will be about 121 square feet. There is an existing sign on the building. The top of the proposed sign is 55' above the height of the first floor and 63' above the curb at the midpoint. Signage in the IB districts are allowed for a maximum height of 30' and up to 50' is allowed with a conditional use, above the curb level. There is steep terrain in this area. Staff recommends approval with a height of 50' from the first floor elevation.

Peckham said that 55' was requested. Sippel said that staff is recommending the 50' as the maximum height. A rendering was passed out to the commission members to view that shows the height at 63'.

Peckham motioned to approve a conditional use at 311 Financial Way to allow for new building signage, in a UDD, Unified Development District, with the condition that the maximum height be at 50' from the first floor elevation. Gisselman seconded the motion. The motion passed 3-2. Zahrt and Brueggeman voted against the item. This item is scheduled to go to Common Council on March 13, 2018.

PUBLIC HEARING: Discussion and possible action on approving a conditional use at 406 Grant Street to allow for a health and medical institution, in a R4, General Residence District.

Mark Thompson, 404 Franklin Street, said that he supports the church's outreach to the community and mission. There is a concern of the plan of dates and hours, and it seems that it is open-ended; there should be a cap. Thompson said that the staff report suggested leaving it to two days per month and four hours per day. There are growing pains with a start-up and they need flexibility, so that may be a little too overbearing, but some caps are necessary. The four exams rooms should not create much activity, but there needs to be an upper limit. Mayor Mielke said that an email from Mark Thompson was passed out to the commission members before the meeting.

Sippel said that the business plan, floor plan and letters of support are included in the packet. The conditional use would allow the accessory use. The area surrounding the property is a mix of UDD, residential, business and civic uses. The six criteria are outlined in the staff report. The expansion of the use would need to be approved. As proposed, the hours would be open ended. The commission has a few options to consider. It could be approved as proposed or conditions could be put on the use.

Peckham said that this is a wonderful plan and he applauds the leaders for proposing it. Peckham said that the number of days and hours of operations could be loosened to not hamper the organization.

Jeff Todd, 1003 Oriole Lane, said that he is a ruling elder for the church, and said that in the initial plan, Wednesdays were to be used for the clinic, but they do not expect every Wednesday until bugs can be worked out. Todd said that sufficient providers and demand is needed. At the most, they were thinking of doing two days per week. There are 90 free clinics in the state and only a few operate every day of the week.

Gisselman asked the commission if it could be approved for every Wednesday 2-6 p.m. for the hours and if it could be expanded in the future. Brueggeman said that traffic during those times are pretty heavy and asked if it could be changed to not to exceed two days per week. Todd said that would be preferable, since it is dependent on the schedules of the providers.

Mayor Mielke closed the public hearing.

Peckham motioned to approve a conditional use at 406 Grant Street to allow for a health and medical institution, in a R4, General Residence District with the condition that it is open no more than two days per week and clinic closes by 6:00 p.m.

Brueggeman asked if the hours should be amended. Zahrt said that it all depends on the volunteers and is at the mercy of their schedules. Thompson said that he has no problem with the proposed timeframes, he just had wanted a cap just in case there were issues. Thompson added that he supports the use. Todd said that he can make it work, but said that the providers may not be able to get out by 6:00 p.m. Peckham said that the 6:00 p.m. would be for the patient hours.

Todd asked if another application fee would be required if the hours are changed. Lenz said that amendments to a conditional use generally do not require more public hearing fees, but it is up to the Plan Commission or the chair. Mayor Mielke said that would not be necessary. Todd provided staff with an additional letter of support.

Brueggeman seconded, and the motion carried unanimously 6-0. This item will go to Common Council on March 13, 2018.

Discussion and possible action on the detachment of a parcel of land with PIN 291-2906-361-0965 off of South 80th Avenue from the City of Wausau to the Town of Stettin.

Lindman said that the city realigned 80th Avenue, just south of Stewart Avenue and staff has been working with the property owner to realign the property. The right-of-way was abandoned and the property went to the owner. There are two parcels, one small parcel in the City of Wausau and one larger parcel in the Town of Stettin. They are requesting detachment so the property owner can make their property all one lot. Staff recommends approval.

Gisselman motioned to approve the detachment of a parcel of land with PIN 291-2906-361-0965 off of South 80th Avenue from the City of Wausau to the Town of Stettin. Brueggeman seconded, and the motion carried unanimously 6-0. This item will go to Common Council on February 27, 2018.

Discussion and possible action on the Transportation Project Plan for the Townline Road Project.

Lindman said that the City has prepared a Transportation Project Plat and Relocation Order for the Townline Road project. This is a DOT project and the design plans are 60% complete. The transportation project plat needs to go to Plan Commission because it is a plat and sets the boundaries. Becher Hoppe has been hired to assist with property purchases that are necessary.

Gisselman motioned to approve the Transportation Project Plan for the Townline Road Project. Zahrt seconded, and the motion carried unanimously 6-0. This item will go to Common Council on February 27, 2018.

Discussion and possible action on the Right-of-Way Plat for Phase II of the Thomas Street Construction Project.

Lindman said that this is not a DOT project so it is called a right-of-way plat. This item went to the CISM committee. 60% of the design is complete. This item needs to go to Plan Commission because it is a plat and will set boundaries.

Peckham said that the map notations along the street indicate TLE and asked if this meant temporary limited easement. Lindman confirmed this. Peckham said that there are buildings that would have to be removed and asked if those are certain or if they are to be negotiated. Lindman said that they are pretty certain; most of the boundaries are tight to the buildings.

Peckham said that the right-hand column of the Schedule of Lands & Interests Required chart shows TLE square feet and asked if it is the required easement size or the total lot size. Lindman confirmed it is the easement size.

Peckham motioned to approve the Right-of-Way Plat for Phase II of the Thomas Street Construction Project. Zahrt seconded, and the motion carried 3-2. This item will go to Common Council on February 27, 2018.

Discuss RFP for consulting services for updating the city of Wausau's Zoning Ordinance – Title 23 of the Wausau Municipal Code.

Lenz said that this was introduced last month. The RFP is out and a consultant would help update the zoning code. The update is a lengthy process. It will take over one year. The Comprehensive Plan was passed by the City Council a few months ago and the zoning code must match the Comprehensive Plan. This was budgeted for and has been approved. Any feedback by Plan Commission is welcome and hopefully a consultant will be selected by March. The Plan Commission will be the main body to review the zoning code updates and will help drive the process.

Peckham said that the first page talks about form based concepts and asked Lenz to explain that. Peckham said that there may also be a date slippage since it was already supposed to be requested. Lenz said that the RFP was posted on February 9th. This was put on the agenda to review content and find out how much involvement the commission would like to have in selecting the consultant. Lenz said the form based concepts refer to a type of zoning regulations that many municipalities are going toward. It uses graphics and talks about the form of a building more so than the uses. Different uses will still be regulated, but the main focus is the form of the buildings; it may allow for more mixes of uses as long as they follow a similar form. It is a different name for a slightly different approach to a zoning code, but they are very similar. Peckham asked if it will be easier to understand. Lenz said that it should be easier for the general public to understand and also easier to administer. Parts of the Comprehensive Plan set up a form based code, particularly the transect map. Lenz offered to bring examples to the next meeting.

Gisselman said that he would like to know what it is going to look like. It is an important document as the city moves forward. Gisselman asked if it will allow for overlay districts or historic overlay districts and if it will call for design standards. Lenz said that the process will be driven by the commission and public input, so those ideas can be part of the code. He said the current design guidelines will be incorporated into the zoning code.

Next meeting date and future agenda items for consideration.

The next meeting is scheduled for Tuesday, March 20, 2018.

Brueggeman said the Economic Development staff were to look at the WOW building and asked if it will come back to this commission. Mayor Mielke said that the project will eventually return. There is no timetable at this time, but hopefully before the snow melts. The Arts Commission may have some influence on it. Gisselman said that the plan that was passed originally stands. Mayor Mielke said that the plan will come back to this commission.

Adjournment

Brueggeman motioned to adjourn, seconded by Peckham. The motion carried unanimously 6-0 and the

meeting adjourned at 5:35 p.m.

The Plan Commission is next scheduled to meet at 5:00 p.m. on March 20, 2018.