



Plan Commission Minutes
March 1, 2021 at 7:00 p.m.
City Hall Council Chambers &
Virtual Online – WebEx Meeting

Members Present: Ms. Christopherson, Proznik, Obaid and Dr. Wolfgram
Messrs. Larsen, Brenholt, Granlund, Seymour and Gragert

Staff Present: Ms. Ness and Messrs. Noel, Graybehl, Petrie and Wittwer

1. Call to Order
2. Roll Call – Chairperson Mr. Larsen chaired the meeting. Mr. Larsen, Mr. Seymour and Ms. Christopherson were present in the Council Chambers. Ms. Obaid, Dr. Wolfgram, Ms. Proznik, Mr. Granlund, Mr. Brenholt and Mr. Gragert were present virtually online.
3. Ms. Christopherson moved to approve the February 15th minutes. Mr. Seymour seconded and the motion carried.
4. Open public comment period for items that do not appear on this agenda noted as public hearings or public discussion. None.
5. Public Zoning (PZ-2102) – Library Expansion
Mr. Petrie presented a request for a site plan for recommendation for the public zoning located at the Library at 400 Eau Claire Street. The property is approximately 1.34 acres in size and the existing Library will be remodeled and expanded. Eau Claire Street will be reconstructed into a Library plaza and the US Bank will remain for access into the drive thru bank. The lower-level construction parking, new book drop-off circulation and improved lower level courtyard, as well as the upper-level north small plaza and courtyard. The Waterways and Parks Commission recommended approval of the site plan. This would be on the Council agenda for the March 8th meeting.

Chris Silewski, with Ayres Associates noted some changes within the site plan that have been made prior to the Plan Commission meeting. He noted in particular the fire access into the US Bank property, minor improvements to the front building and seating area, a few tables have been removed from the site plan, and bicycle parking has been relocated with the project.

Angi Goodwin with Ayres Associates noted the changes to the lower-level for the new book drop-off circulation and also noted changes to the plaza area.

Kate Michaud with MSR Design spoke about the future drop-off and pick-up for the site along with the architecture of the building.

Mr. Seymour moved to recommend approval of the proposed site plan with staff recommendation. Ms. Christopherson seconded and the motion carried.

6. Public Zoning (PZ-2103) – UWEC Hibbard Parking Lot
Mr. Granlund left his seat on the commission.

Ms. Ness presented a request for a site plan for recommendation to the existing UWEC Hibbard Parking lot located on the northwest corner of State Street and Garfield Avenue. The existing property is approximately 2.3 acres in size and the project includes improvements, resurfacing, right-in and right-out onto State Street along with a new UWEC monument sign. She noted the traffic and impact data from State Street and the future usage of the site.

Currently, the parking lot is 271 stalls, the proposed parking would be relocated to Garfield Avenue as shown on the proposed site plan. The recommendation would be maintaining access on State Street with a right-in and right-out. She spoke about the 2021 Capital Improvement

Project was approved by Council along Garfield Avenue with six-foot bike lanes and the removal of parking on the north side of the street. This would be on the Council agenda for the March 8th meeting.

Angi Goodwin, with Ayres Associates noted that safety was considered about the pedestrians along State Street and bicyclists along Garfield Avenue. She noted adding landscaping and fencing along State Street to keep the pedestrians on the sidewalk. UWEC prefers having the driveway onto Garfield Avenue but understands that the neighborhood is against the proposal. She noted the proposed monument sign is preliminary and at this time does not have enough information about the sign.

Jacob Wrasse with UWEC noted this project has been delayed by the review and is a facility development with the State Administration.

Laura and Daniel Buchholz, 1604 State Street, spoke in opposition to the driveway onto Garfield Avenue for the University. The driveway should be remaining onto State Street. In addition, spoke in opposition to the monument sign and would be okay with a non-lit sign.

Mr. Gragert moved to recommend approval of the site plan with access maintained on State Street and unrestricted and monument sign be tabled until further information is provided. Mr. Brenholt seconded and the motion carried (8-0).

7. Conditional Use Permit (CZ-2101) – Home Occupation – Firearms

Mr. Granlund returned to his seat.

Mr. Petrie presented a request for consideration of a conditional use permit for a home occupation for a firearm sales and repair business located at 826 Market Street. The property is within the Historic Randall Park Neighborhood. The firearm repair and refinishing will occur within a basement bedroom of the single-family home. Firearms are stored within a locked safe when not being worked on. He noted the commission received one opposition letter from a neighbor.

Applicant, Eric Wanke, 826 Market Street, noted that all sales will occur online only and firearms would not be stored at the home.

Mr. Seymour moved to postpone this agenda item until April 19th for the Neighborhood Association meeting with the steering committee and the applicant. Ms. Christopherson seconded and the motion carried.

8. Conditional Use Permit (CZ-2104) – Rooftop Bar

Mr. Petrie presented a request for consideration of a conditional use permit for a rooftop bar located at 204 E. Grand Avenue. The proposed land use would be a restaurant with a bar and the conditional use permit is required because more than 50% will be drink sales rather than food sales. The narrative notes that the restaurant will be moderately priced with a 150-seat restaurant. The hours would be 3 p.m. until closed but with a noise ordinance because of the residential units within the other floors.

Jim Bunkelman with Royal Construction Inc., noted that the views will be a one-of-kind experience and locations within downtown. He noted the model is successful within our communities regarding the operation and the uniqueness.

Mr. Seymour moved to approval of the conditional use permit with staff recommendation. Ms. Proznik seconded and the motion carried.

9. Site Plan (SP-2031) – Cambridge Senior Living

Mr. Petrie presented a site plan for a 62 Community Based Residential Facility (CBRF) assisted living facility located at 3172 Old Town Hall Road. This property was annexed into the city in 2017 and the rezoning approved in September of 2020. The proposed site plan is consistent with the approved general development plan. The floor plan shows 32 units on the first floor and 30 units on the second floor. The building elevation shows the proposed façade of the structure and the driveway is existing with the reconstruction of Old Town Hall Road.

Dan Knowlton with Everyday Surveying and Engineering was in attendance of the meeting.

Mr. Seymour moved to approve the site plan with the staff conditions. Ms. Christopherson seconded.

Mr. Gragert moved to add a condition for a bicycle rack for one “U-shaped” to be added to the site. Mr. Seymour seconded and the motion carried.

The original motion was moved and the motion carried.

10. Certified Survey Map (CSM-3-2021) – Three-lot CSM

Mr. Petrie presented a certified survey map for a three-lot CSM located on Airport Road. The proposed lots are within an R-1A zoning district and meet the standards within the district. The minimum lot size for R-1A is 25,000 square foot, which the three proposed lots are over the minimum. The proposed CSM shows a new shared access onto Airport Road and a utility easement that will be created by a separate document. The existing single-family home will remain on Lot 3 as shown.

Applicant and property owner, Jerry Gunn spoke in support of the request of the CSM.

Mr. Seymour moved to approve the CSM with staff recommendations. Ms. Christopherson seconded and the motion carried.

11. Land Use Calculator

Mr. Noel presented a land use calculator in order to meet the City’s 2050 goals of carbon neutrality and 100% renewable energy, significant changes to the built environment will be needed. He noted the need for a calculator was approved by City Council in the 2020-2021 Sustainability Advisory Committee’s work plan. This will be a future discussion item to give the Commission more time to consider how to implement the land use calculator.

12. Future Agenda Items and Announcements. Mr. Petrie noted that the Planning Department hired a new associate planner, Taylor Graybehl.

Mr. Larsen adjourned the meeting at 9:49 p.m.



James Seymour, Secretary