

SITE DESIGN AND BUILDING CONSTRUCTION CRITERIA FOR WAUSAU WEST BUSINESS AND INDUSTRIAL PARK

I. SUBMISSION OF PLANS

No building or improvement shall be erected, placed, or altered on any lot within Wausau West Business and Industrial Park until the plans for such building or improvement, including the site plan, landscape plan, exterior materials, and building plans and specifications, have been approved by the City of Wausau Economic Development Committee. The committee will review and approve, approve conditionally, or reject such plans with respect to conformity with these site design and building construction criteria. The overall objective of these criteria is to assure high quality building construction and site features in the Industrial Park.

Failure of the Economic Development Committee to act upon such building or improvement plans within 60 days after submission to the Wausau Community Development Department shall be deemed to constitute approval of such plans.

II. ARCHITECTURAL CONTROL AND APPEARANCE

The front of all buildings, which is the side facing the street on which the building is deemed to front as determined by the Economic Development Committee, **shall be faced with concrete or brick masonry, stone, or other material** approved by the Economic Development Committee, and said **facing shall extend across the full front of the building and also extend a distance of not less than 20 feet on each side** of the building adjacent to the front of the building. The extension of the concrete or brick facing along a side wall may be waived by the committee if the building is likely to be expanded from this wall in the near future. That portion of any building facing a street other than the street the building fronts on shall be finished in an attractive manner in keeping with the accepted standards used for the type of building but need not be finished in a like manner to the front. It is the intent of this provision that all structures in the Industrial Park are designed and constructed in such a manner as to provide an aesthetically pleasing and harmonious development.

All faces of all buildings must be kept in good repair and appearance at all times. All buildings must be constructed in conformance with all federal, state, and local building codes and other laws.

III. LANDSCAPING AND OPEN SPACE REQUIREMENTS

A. General Yard and Foundation Landscape and Irrigation Requirements

1. All areas on any privately owned parcel not used for structures, parking, sidewalks, access roads, or loading areas shall be graded with adequate drainage provided and shall be seeded or sodded on black dirt and maintained in grass and landscaped areas with trees and shrubs. The overall amount of landscaping required for each site will be based on the landscape plans approved by the City. However, in no case shall approval of a plan be granted which does not contain at least the minimum standards as specified in these

criteria. In all cases, the City will be expecting the landscape treatment of each site to exceed these minimum standards.

2. A minimum of one tree shall be planted for every 40 lineal feet of street frontage for each privately owned parcel. Such trees shall have a minimum caliper of 2.5 inches at the time of planting and shall be planted outside of the parking lot landscape area.

3. A minimum of one foundation plant for every 36 inches of building facade facing the street(s) shall be placed in landscaped areas around the foundation of the building. These plants shall be a minimum of 24 inches tall at the time of planting. This requirement may be waived by the committee along any wall where an expansion of the building is likely to occur in the near future.

B. Parking Lot and Entrance Landscaping Requirements

1. To provide a visual buffer adjacent to parking lots, a minimum of a five foot wide landscaped screen shall be provided adjacent to all parking lots. Such screen may be constructed with the use of hedges, fences, berms, dividers, shrubbery, trees or any combination thereof. All landscaping utilized for visual relief shall be a minimum height of 24 inches tall at the time of planting.

2. In high visibility areas, where deemed appropriate by the Department, interior landscaping of parking lots shall be provided to break up the visual expanse of paving.

3. Landscaping at major entrances in other appropriate areas shall be provided to delineate internal traffic patterns and to assist with vehicular and pedestrian traffic movement and to improve the overall aesthetics of all development sites but is not intended to interfere with snow removal and storage.

C. Approval of Landscape Plans and Installation Timetable

1. Detailed plans for the landscaping and aesthetic improvement of all sites within the Industrial Park shall be submitted for review and approval by staff of the Community Development Department who is granted sufficient flexibility to work with the parcel owner to develop a landscape plan that most appropriately meets the conditions of the site development; however, the minimum landscaping requirements shall be met.

2. All required site landscaping shall be installed within 18 months of the City of Wausau issuing the first building permit for the development of the site. Staff of the Community Development Department may extend the landscaping completion deadline if the parcel owner can show that there are extenuating circumstances which would warrant additional time for completion.

D. Landscape Maintenance Requirements

1. The trees, shrubs, fences, walls, and other landscaping materials depicted on plans approved by the City shall be considered as elements of the project in the same manner as parking, building materials and other details are elements of the plan. Each parcel owner shall be responsible for the continued maintenance of all landscaping and landscaping materials on his property. Plant materials which exhibit evidence of insect pests, disease,

and/or damage shall be removed within 60 days following notification by the City and shall be replaced within the next appropriate planting season or within one year, whichever comes first.

V. REVIEW AND APPROVAL OF PLANS

A. Approval Required

No building or improvement (parking lot, access drives, landscaping, lighting, etc.) shall be erected, constructed, or placed on any parcel in the Industrial Park, nor shall any building or improvement be altered or modified, until the plans for such building or improvement or alteration or modification, including the site plan, landscape plan, and building plans and specifications, have been reviewed and approved by the Economic Development Committee.

B. Plans

Plans drawn to appropriate scale shall be submitted to the City for review. Three (3) sets of all site plans and all building plans shall be submitted.

The City shall review plans and specifications for any improvements proposed for construction in the Industrial Park. The standards which the City shall apply in reviewing said plans and specifications are as follows:

1. Site plans shall show:
 - a. Location of structure(s) on owner's lot (dimensional).
 - b. Dimensions on all front, side, and rear yards, access drives, etc.
 - c. A schedule showing:
 - (1) Lot area.
 - (2) Total area expressed in square feet of each building and of each floor of each building.
 - (3) Number of parking spaces.
 - (4) Number of employees.
 - (5) Total square feet of impervious surface, including buildings, parking lots, loading areas, sidewalks, etc.
 - d. Parking and access drive locations, stall dimensions, curbs, tire stops, loading docks, snow storage areas, etc.
 - e. Size, location and access to and screening of trash receptacles and utility areas.
 - f. Other paved areas and walls
 - g. Outdoor lighting, including location, direction of beams, and foot candle calculations.
 - h. A landscaping and screening plan showing the locations, common and botanical names, planting size, root condition, and quantity of all plant material. The plan shall also show all ground cover and mulch areas and landscape construction materials.
 - i. Locations and dimensions of all easements.
 - j. Surface detail of all outside areas, such as paving.
 - k. Designation of proposed future expansion areas.
 - l. Drawings showing the proposed design and proposed locations of all signs.

2. Building floor plans, colored building elevations indicating materials used, and other information.

- a. Floor plans of typical floors.
- b. Entrances, exits loading docks, building service areas, etc.
- c. Architectural treatment of all building exteriors (including roof equipment), materials, colors, etc.
- d. Samples of exterior construction materials.

3. Grading Plan

- a. Existing and proposed grades and contours.
- b. Surface water drainage and detention facilities.
- c. Finished grades at building.
- d. Catch basins and storm sewer locations.
- e. Connections to existing utilities.
- f. Construction site erosion control plan.

4. Color Rendering - A colored rendering of all projects proposed for construction in the Industrial Park shall be submitted, showing both front and side elevations of the building, as well as any parking areas, paving materials, and landscaping areas.

C. Approval

After making such review, the City shall approve, approve subject to conditions or modifications, or disapprove the plans and specifications in writing within sixty (60) days of submission. A denial shall specify the reason or reasons why the request was denied. The City's decision shall be final with respect to approval or disapproval of the plans and specifications. The parcel owner seeking approval of their plans may resubmit revised plans to the City to address issues which the City identified during its review of the plans. The City's approval of the plans does not exempt the development from review or approval by any other governmental body or agency empowered to do so under the codes, statutes, rules or regulations that may be in effect by these other jurisdictions.

Drafted by: Joe Pribanich

Adopted by Economic Development Committee: 8/15/2000

DEVELOPER CHECKLIST FOR
LAND SALES AND BUILDING CONSTRUCTION AND EXPANSION

IN
WAUSAU WEST BUSINESS AND INDUSTRIAL PARK

For over three decades, the cornerstone of the City of Wausau economic development effort has been expansion of Wausau West Business and Industrial Park. During this 30-year development period, the City has continued to acquire raw land, install utilities, construct streets, and sell the serviced sites to private firms that meet the City's sales and economic development criteria. This activity continues today as the City expands the Industrial Park in several areas.

In an effort to summarize the general procedures that businesses should follow to acquire and to construct or expand buildings in Wausau West Business and Industrial Park, this development checklist has been prepared. More detailed information on the City's land sales criteria and procedures can be found in a City document entitled, "General Policies Governing Land Use and City Land Sales in Wausau West Business and Industrial Park".

The following sequence of events should generally be followed in the listed order to complete a land purchase and to develop a site in the Wausau West Business and Industrial Park. Some of the following steps can be accomplished out of the order identified below; however, most of these steps should be completed sequentially. This list is intended to be general in nature; City of Wausau staff, including the Director of Community Development and Director of Inspections and Electrical Systems, should be contacted with any questions regarding the development sequence or deviating from that which is presented below. Please note that the term "firm", as used below, refers to any commercial activity, manufacturer or other type of operation interested in locating or expanding within Wausau West Business and Industrial Park. For a building expansion, many of the following steps can be omitted. For most properties in the Industrial Park, the Economic Development Committee does need to review and approve any building expansion plans before a building permit will be issued.

Developer Checklist

- _____ 1. The firm meets with the Director of Community Development to discuss various issues related to acquisition of a site in the Industrial Park, including:

Size of site needed;
Proposed location;
Type of business proposed for the site;
Number of initial employees;
Long-term growth potential of the business in terms of employees and building facilities;
Size of building to be constructed;
Type of manufacturing or processing operations;
Any Wisconsin Department of Natural Resources permits that are needed;
The type of building to be constructed and its proposed design, construction materials and estimated value; and
Any unique needs of the firm.

At this meeting, the City's "General Policies Governing Land Use and City Land Sales in Wausau West Business and Industrial Park", potential deed restrictions, zoning issues and site design criteria should be discussed. The proposed use of the property must be classified as "permitted" or "conditional" under the City's zoning ordinance.

- _____ 2. Information regarding the firm and its request to purchase land or expand its building is provided to members of the Economic Development Committee by the Community Development Department prior to the initial meeting where the firm's proposal is to be discussed.
- _____ 3. Representatives of the firm initially meet with the Economic Development Committee to discuss the proposed development plans. (Generally, the committee will not take action on a proposal until the second meeting, however, for simple projects or if time is critical to the firm's development plans, a single meeting can be held to complete the committee's review. The request for a single meeting should be made at the meeting with the Director of Community Development.)
- _____ 4. After the committee has had an opportunity to more thoroughly review the firm's plans and visit the Industrial Park site, representatives of the firm again meet with the committee to receive the committee's approval, conditional approval, or denial of the requested sale.
- _____ 5. If the land sale is recommended for approval, the City Engineering Department prepares a Certified Survey Map and legal description of the site that is proposed to be sold to the firm.
- _____ 6. If the proposed operation is a conditional use in the proposed zoning district, the firm submits a completed application for a conditional use, the publication fee and development/use plans to the Director of Inspections and Electrical Systems. A public hearing is then held before the Plan Commission. This process can take up to eight weeks but can be expedited by beginning this process either at or shortly after the initial meeting with the Director of the Community Development Department.
- _____ 7. Any ownership or sales agreements that need to be executed are prepared, reviewed and approved by the Economic Development Committee and the Common Council.
- _____ 8. The Common Council approves the sale of the property and any conditional use request and required sales agreement.
- _____ 9. A closing, supervised by the City Attorney, is held where the property is formally transferred from the City to the firm.
- _____ 10. In most cases, State approved building plans are then submitted to the City Inspections and Electrical Department for review.

- _____ 11. A City building permit is issued.
- _____ 12. Site work can begin, which involves grading and clearing the property.
- _____ 13. Building footings can be poured and construction of the building can begin.

Prepared by: Joe Pribanich
Date: August 10, 1998
Revised: June 21, 1999
October 3, 2001

IndPkChecklist
JMP:ca