



**CITY OF WAUPACA
CITY PLAN COMMISSION MEETING
WEDNESDAY, NOVEMBER 14, 2018 5:15 P.M.
COUNCIL CHAMBERS, CITY HALL**

CITY OF WAUPACA MISSION STATEMENT: *“The city of Waupaca’s mission is to lead creatively, plan wisely and spend prudently to provide the services that ensure a safe and vibrant community.”*

AGENDA:

1. Approve Agenda
2. Approval of Plan Commission Minutes
 - a. October 17, 2018 Meeting Minutes
3. ACTION ITEMS:
NONE
4. DISCUSSION ITEMS:
 - a. 2019 Zoning Code Revision (information to be distributed)
5. REPORTS:
 - a. October 2018 Building Permits
 - b. October 2018 Code Enforcement Status Report
 - c. Development update
6. Adjournment

Mayor Brian Smith, Chairperson
City Plan Commission

PLEASE NOTIFY THE CLERK’S OFFICE IF YOU ARE UNABLE TO ATTEND.

PLEASE ADVISE THE CITY CLERK’S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

**CITY OF WAUPACA
CITY PLAN COMMISSION**

**REGULAR MEETING
COUNCIL CHAMBERS, CITY HALL**

**WEDNESDAY, OCTOBER 17, 2018
5:16 P.M.**

1. ROLL CALL

Present: Mayor Brian Smith, Chairperson, Ald. Eric Olson, Ald. Alan Kjelland, Tracy Behrendt, and Justin Berrens, Public Works Director

Absent: Pat Phair and John Kneer (both excused)

Others Present: Brennan Kane, Development Director, Olivia Stroinski, Intern, Beth Andersen-Christensen, Fixed Base Operator, Jim Curns, Ald. Paul Hagen, Russ Butkiewicz and Kari Esbensen

2. APPROVAL OF AGENDA

MOVED by Ald. Kjelland **SECONDED** by Ald. Olson, to **APPROVE** the Agenda as printed. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

3. APPROVAL OF CITY PLAN COMMISSION MINUTES

a. September 12, 2018 City Plan Commission Minutes

MOVED by Comm. Behrendt, **SECONDED** by Ald. Olson to **APPROVE** the September 12, 2018 Plan Commission Meeting Minutes and place them on file. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

4. SITE PLAN REVIEW / GO RITEWAY, GODFREY DRIVE

MOVED by Ald. Kjelland, **SECONDED** by Ald. Olson to **APPROVE** the Site Plan for Go Riteway located on Godfrey Drive. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

5. APPROVAL OF SPECIAL USE PERMIT ANNUAL REVIEW / MARY ROBIN HESS, FOUNDATIONS FOR LIVING, 1421 CHURCHILL STREET

MOVED by Comm. Behrendt, **SECONDED** by Ald. Kjelland to **APPROVE** the Special Use Permit Annual Review for Mary Robin Hess, Foundations for Living, 1421 Churchill Street. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

6. RECOMMENDATION TO MOVE THE CITY PLAN COMMISSION MEETING TO THE 1ST WEDNESDAY OF THE MONTH COMMENCING IN 2019

MOVED by Ald. Olson, **SECONDED** by Comm. Behrendt to **RECOMMEND** to Council to move the City Plan Commission Meeting to the 1st Wednesday of the Month commencing in 2019. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

7. AMENDMENT TO EAST GATEWAY DESIGN STANDARDS – AIRPORT BOARD REQUEST – informational, no action.

8. ESBENSEN/BUTKIEWICZ REQUEST TO ADDRESS THE PLAN COMMISSION (15 MINUTE MAXIMUM) – informational, no action.

9. SEPTEMBER 2018 BUILDING PERMITS AND DEVELOPMENT UPDATE – informational.

The time into closed session is 6:34 p.m.

10. MOTION TO CONVENE INTO CLOSED SESSION IN ACCORDANCE WITH WISCONSIN STATE STATUTE 19.85(1)(E) AS IT CONCERNS THE DELIBERATING OR NEGOTIATING THE PURCHASING OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION

MOVED by Ald. Kjelland, **SECONDED** by Comm. Behrendt to **CONVENE** into Closed Session in Accordance with Wisconsin State Statute 19.85(1)(e) as it Concerns the Deliberating or Negotiating the Purchasing of Public Properties, the Investing of Public Funds or Conducting other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

The time back into open session is 6:55 p.m.

11. MOTION TO RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION

City Plan Commission
October 17, 2018

MOVED by Ald. Kjelland, **SECONDED** by Ald. Olson to **RECONVENE** back into open session. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

MOVED by Ald. Kjelland, **SECONDED** by Comm. Behrendt to **APPROVE** a Resolution as presented by Brennan Kane, Development Director. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

12. ADJOURNMENT

MOVED by Ald. Kjelland, **SECONDED** by Comm. Behrendt, to **ADJOURN** the October 17, 2018 Regular City Plan Commission Meeting. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 6:56 p.m.

Mayor Brian Smith, Chairperson

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City of Waupaca

111 South Main Street

Waupaca, WI 54981

Phone: (715) 258-4404

Fax: (715) 258-4426

www.cityofwaupaca.org/development

Permits Issued

10/1/2018 To 10/31/2018

Permit # / Type	Date	Location	Description of Work	Fees	Cons. Value
18-160-B1 Building	10/01/2018	508 S STATE ST	REROOF; TEAR OFF, NO SHEATHING REPLACE SIZE 2659, ICE/WATER SHIELD, 4 ROOF VENTS, NO RIDGE VENT, 30 YR SHINGLE WARRANTY	\$25.00	\$7,000.00
18-174-B1 Building	10/01/2018	320 S MAIN ST	Replace 60 windows and 22 doors all within the existing openings.	\$240.00	\$30,000.00
18-178-B1 Building	10/01/2018	904 8TH ST	ADDING PORCH TO FRONT FOR EXIT ONLY (4' WIDE X 5'11" LONG)	\$50.00	\$300.00
18-180-B1 Building	10/03/2018	104 S MAIN ST	REROOF STATE FARM BUILDING (TEAR OFF) THEN (ONE LAYER OF EPDM)	\$116.00	\$14,500.00
18-181-B1 Building	10/03/2018	1040 COVERED BRIDGE RD	REROOF APARTMENT BUILDING & GARAGE (TEAR OFF, REPLACE SHEATHING ((IF ROTTED)), REPLACE ICE/WATER SHIELD, RIDGE VENT, 30 YR WARRANTY)	\$264.00	\$33,000.00
18-189-B1 Building	10/08/2018	318 OAK ST	REROOF ON 3 FAMILY BUILDING; TEAR OFF, SHEATHING REPLACE, ICE & WATER SHIELD, ROOF AND RIDGE VENT(S), 30YR SHINGLE WARRANTY	\$100.00	\$2,300.00
18-191-B1 Building	10/10/2018	405 N WASHINGTON ST	Roofing tear off, ice & water shield, ridge vent, 50 year shingle warranty.	\$25.00	\$6,900.00
18-192-B1 Building	10/10/2018	1955 BRUNNER DR	FLAT ROOFING ALTERATIONS - INSULATION, EPDM ADHERED	\$1,610.00	\$201,251.00
18-194-B1 Building	10/22/2018	119 N MORTON ST	Replace 5 windows (1 awning, 4-2lite sliders) in their existing openings-same sizes-same styles	\$50.00	\$3,599.00
18-198-B1 Building	10/17/2018	111 JEFFERSON ST	Reroof and roof drain replacement.	\$535.15	\$66,894.00



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18-202-B1 Building	10/17/2018	822 BERLIN ST	REROOF HOME	\$25.00	\$5,500.00
18-203-B1 Building	10/18/2018	610 BERLIN ST	Re-roof home (complete tear-off)	\$25.00	\$2,500.00
18-211-B1 Building	10/24/2018	830 7TH ST	REROOF; TEAR OFF, NEW SHEATHING, ICE/WATER SHIELD, ROOF/RIDGE VENT, 30 YR SHINGLE WARRANTY	\$25.00	\$3,500.00
18-182-1 Deck	10/03/2018	1615 WEBSTER WAY		\$50.00	\$1,600.00
18-187-1 Deck	10/08/2018	414 S MAIN ST		\$50.00	\$500.00
18-176-E1 Electrical	10/09/2018	2670 COUNTY ROAD A	Electrical for new Waupaca County Highway maintenance, repair and office building (90,988 sq ft bldg. only)	\$4,584.40	\$0.00
18-185-E1 Electrical	10/08/2018	410 HIGH ST	DISCONNECT & RECONNECT (B/C OF SIDING PROJECT ON HOUSE)	\$50.00	\$0.00
18-201-E1 Electrical	10/17/2018	1325 ROYALTON ST	Service upgrade from 60 to 100 amp, overhead to underground	\$50.00	\$1,200.00
18-214-E1 Electrical	10/29/2018	2670 COUNTY ROAD A	Electrical for Fuel Dispensers	\$380.00	\$8,500.00
18-184-1 Fence	10/04/2018	2270 LENSIRE LN		\$25.00	\$4,890.00
18-188-1 Fence	10/08/2018	603 DEMAREST AVE		\$25.00	\$2,200.00
18-206-1 Fence	10/19/2018	534 CLARKE ST		\$25.00	\$3,374.00



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18-141-M5 Mechanical	10/15/2018	2215 COMMERCIAL DR APT 1 - 12	HVAC FOR NEW MULTIFAMILY 2 STORY APTS 1-12; 19,584 SQ. FT.	\$1,014.20	\$31,000.00
18-142-M5 Mechanical	10/15/2018	2225 COMMERCIAL DR APT 1 - 12	HVAC FOR NEW MULTIFAMILY 2 STORY APTS 1-12; 19,584 SQ. FT.	\$1,014.20	\$31,000.00
18-143-M5 Mechanical	10/15/2018	2245 COMMERCIAL DR APT 1 - 12	HVAC FOR NEW MULTIFAMILY 2 STORY APTS 1-12; 19,584 SQ. FT.	\$1,014.20	\$31,000.00
18-144-M5 Mechanical	10/15/2018	2255 COMMERCIAL DR APT 1 - 12	HVAC FOR NEW MULTIFAMILY 2 STORY APTS 1-12; 19,584 SQ. FT.	\$1,014.20	\$31,000.00
18-183-M1 Mechanical	10/03/2018	625 WOODLAND CIR	1 FURNACE, 70,000 BTUs, RHEEM R98VB070M317USA	\$50.00	\$4,615.00
18-196-M1 Mechanical	10/16/2018	2181 S APPLE TREE LN	FURNACE (TRANE XL 80; 80,000 BTUs) UNIT HEATER (LENNOX LD22-1255; 125,000 BTUs) 1685 SQ. FT.	\$119.25	\$10,168.00
18-197-M1 Mechanical	10/26/2018	714 CHURCHILL ST	HVAC for New Dollar General Building	\$410.00	\$32,980.00
18-207-M1 Mechanical	10/22/2018	523 ROYALTON ST	(1) FURNACE; 75,000 BTUs; RHEEM R802PA075417M	\$50.00	\$2,950.00
18-208-M1 Mechanical	10/22/2018	215 N MAIN ST	(2) FURNACES; 60,000 BTUs; TRANE TUC1B060	\$94.80	\$9,480.00
18-209-M1 Mechanical	10/22/2018	805 CHURCHILL ST	(1) FURNACE; 100,000 BTUs; TRANE TUC1C100	\$50.00	\$2,930.00
18-210-M2 Mechanical	10/22/2018	127 MAPLE ST	(1) FURNACE; 60,000 BTUs; TRANE TUC1B060	\$50.00	\$3,270.00



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Permit # / Type	Date	Location	Description of Work	Fees	Cons. Value
18-162-P2 Plumbing	10/29/2018	108 N MAIN ST	(1) BATH TUB, (1) SERVICE SINK	\$75.00	\$500.00
18-179-P1 Plumbing	10/01/2018	2670 COUNTY ROAD A	EXTERIOR SANITARY BUILDING SEWER AND EXTERIOR WATER SERVICE ONLY.	\$100.00	\$303,000.00
18-186-P1 Plumbing	10/04/2018	1332 CHURCHILL ST	INSTALLATION OF NEW GREASE TRAP FOR RESTAURANT	\$75.00	\$1,500.00
18-199-P1 Plumbing	10/17/2018	722 7TH ST	SEWER LATERAL REPLACEMENT	\$50.00	\$1,500.00
18-213-P1 Plumbing	10/29/2018	2670 COUNTY ROAD A	Interior plumbing for new Waupaca County Highway maintenance, repair and office building (90,988 sq ft bldg. only)	\$4,584.40	\$0.00
18-177-1 Raze and Move	10/01/2018	213 S OBORN ST		\$75.00	\$0.00
18-220-1 Shed	10/31/2018	1214 E CLARKE ST		\$50.00	\$0.00
18-193-SN1 Sign	10/12/2018	714 CHURCHILL ST	Dollar General channel letter wall signs (2); 27.72 sq. ft. each	\$300.00	\$2,032.00
18-195-SN1 Sign	10/15/2018	308 W FULTON ST	FACE CHANGE ONLY ON EXISTING SIGN, SEE ATTACHED PICTURES (51"X80")	\$100.00	\$2,100.00
18-200-SN1 Sign	10/17/2018	804 CHURCHILL ST	2.7' x 18.5' wall sign ZBOA Case #171 approved 8-20-18 to construct only one wall sign with a maximum 50 square foot allowance for the entire property.	\$150.00	\$13,000.00
18-204-SN1 Sign	10/19/2018	714 CHURCHILL ST	Monument sign - 4 ft x 8 ft sign cabinet on brick base with maximum height of 6 feet.	\$150.00	\$1,897.00



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Permit # / Type	Date	Location	Description of Work	Fees	Cons. Value
18-205-SN1	10/19/2018	850 BOWLING LN	5FT X 10FT WALL SIGN	\$150.00	\$500.00
Sign					
18-175-2	10/01/2018	1025 CHARLES WRIGHT DR		\$1,897.60	\$300,000.00
Uniform Construction					
Permit Count:	46		Totals:	\$20,967.40	\$1,215,930.00



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Code Enforcement Status Report

Status: Completed

<u>Case Number</u>	<u>Case Date</u>	<u>Parcel Number</u>	<u>Site Address</u>	<u>Case Type</u>	<u>Violation Date</u>	<u>Corrected Date</u>
18-569	10/02/2018	34 34 70 41	2270 LENSIRE LN	Zoning	10/02/2018	10/04/2018
18-570	10/03/2018	34 30 71 3	404 HIGH ST	Zoning	10/03/2018	10/22/2018
18-572	10/03/2018	34 34 70 18	2260 MAYEK DR	Zoning	10/03/2018	10/23/2018
18-573	10/04/2018	34 30 70 29	412 S DIVISION ST	Nuisance	10/04/2018	10/22/2018
18-575	10/04/2018	34 20 70 30	722 BARTLETT ST	Nuisance	10/04/2018	10/22/2018
18-576	10/04/2018	34 19 78 30	506 CENTER ST	Nuisance	10/04/2018	10/22/2018
18-577	10/04/2018	34 32 22 8	1318 BERLIN ST	Zoning	10/04/2018	10/22/2018
18-578	10/16/2018	34 30 70165	605 RABER ST	Nuisance	10/15/2018	10/31/2018
18-580	10/25/2018	34 19 44 23	222 N MAIN ST	Nuisance	10/25/2018	11/08/2018
18-581	10/25/2018	34 29 22 23	503 E FULTON ST	Nuisance	10/25/2018	11/08/2018



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Code Enforcement Status Report

Status: Open

<u>Case Number</u>	<u>Case Date</u>	<u>Parcel Number</u>	<u>Site Address</u>	<u>Case Type</u>	<u>Violation Date</u>	<u>Corrected Date</u>
18-574	10/04/2018	34 30 70 75	500 S DIVISION ST	Nuisance	10/04/2018	
18-579	10/25/2018	34 30 12114	208 S FRANKLIN ST	Building	10/25/2018	
18-582	10/31/2018	34 19 81131	326 NORTH ST	Nuisance	10/31/2018	