



**CITY OF WAUPACA
CITY PLAN COMMISSION MEETING
WEDNESDAY, JANUARY 9, 2019 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. November 14, 2018 Meeting Minutes
3. ACTION ITEMS:
NONE
4. DISCUSSION ITEMS:
NONE
5. ZONING CODE REWRITE
 - a. Existing Issues/Challenges/Concerns Discussion
 - b. Development Scenario Discussion
6. REPORTS:
 - a. November 2018 Building Permits
 - b. November 2018 Code Enforcement Status Report
 - c. Development update
7. 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, NOVEMBER 14, 2018
5:18 P.M.**

1. ROLL CALL

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

Absent: Mayor Brian Smith, Pat Phair and John Kneer (all excused)

Others Present: Brennan Kane, Development Director

2. APPROVAL OF AGENDA

MOVED by Ald. Kjelland **SECONDED** by Ald. Olson, to **APPROVE** the Agenda as printed. 4 ayes, 0 nays, 3 absent. **MOTION CARRIED** on a voice vote.

3. APPROVAL OF CITY PLAN COMMISSION MINUTES

a. October 17, 2018 City Plan Commission Minutes

MOVED by Comm. Behrendt, **SECONDED** by Ald. Kjelland to **APPROVE** the October 17, 2018 Plan Commission Meeting Minutes and place them on file. 4 ayes, 0 nays, 3 absent. **MOTION CARRIED** on a voice vote.

4. DISCUSSION ITEMS: 2019 ZONING CODE REVISION

Development Director Brennan Kane explained that during his tenure with the city his department has been inundated with many challenges regarding the city's current zoning code. He informed the Plan Commission that during 2019 his department would be making zoning code revisions a top priority and provided a timeline.

5. OCTOBER 2018 BUILDING PERMITS, OCTOBER 2018 CODE ENFORCEMENT STATUS REPORT AND DEVELOPMENT UPDATE – informational

6. ADJOURNMENT

MOVED by Ald. Kjelland, **SECONDED** by Comm. Behrendt, to **ADJOURN** the November 14, 2018 Regular City Plan Commission Meeting. 4 ayes, 0 nays, 3 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 5:50 p.m.

Justin Berrens, Public Works Director
Acting Chairperson



December 28, 2018

**COMMUNITY AND
ECONOMIC
DEVELOPMENT**

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MEMO

TO: Chairperson Brian Smith, City Plan Commission Members
FROM: Brennan P. Kane, Director of Community and Economic Development
SUBJECT: Zoning Code Rewrite Homework Assignment

As discussed at the November 2018 City Plan Commission meeting, the CED Department will be undertaking the process of a complete rewrite and overhaul of the current city zoning code. The current zoning code is antiquated, non-compliant with newer state and federal legal rulings, and a challenge to navigate for staff, developers, and residents alike. It is the goal of staff to work directly with the Plan Commission over the next 12-14 months to completely overhaul the code and draft a more comprehensive, user friendly, and graphically depicted code that will shape development for years to come within the community. The process will include a minimum of four public "community chats" and monthly reviews at the Plan Commission.

For the January 09, 2019 Plan Commission meeting staff is requesting Plan Commission members complete some "homework" questions ahead of the meeting. Answering the questions ahead of the meeting will be beneficial during the meeting as we discuss the questions as a group exercise and engage in quality conversation. The questions and scenarios below will assist staff on many levels moving forward as we draft the ordinance for review.

Just a reminder, the kick-off meeting (Community Chat No. 1) will be held on January 16, 2019 from 6-8 pm at Farmers State Bank. Plan Commission members are invited to attend if desired but a recap of the public meeting and comparison of staff, plan commission, and resident answers to the questions will be presented at the February meeting.

Questions to Consider:

1. What frustrations do you have with the current zoning code?
2. What challenges and/or frustrations have you heard from your constituents or developers regarding the current zoning code?
3. What rules do you think limit development for residents? For developers?
4. How can the approval process be streamlined? Could review requirements be minimized if sticker design standards were in place?
5. What are your top 3 desires/outcomes you want to see with this process/code rewrite?

Homework Assignment:

Scenario:

You are a developer seeking to build a 10,000 square foot commercial building in a commercially zoned district. What are the development requirements for the property? Does the code address:

1. Design Standards
2. Heights
3. Setbacks
4. Parking Requirements
5. Landscape Requirements
6. Sign Requirements

Next, search for what you as a developer needs to submit as part of the approval process. What is the timeline? Are there additional requirements you need to complete? What meetings do you need to attend?

Staff is requesting the Plan Commission please reference the following zoning codes for the aforementioned development scenarios. Please research each code and answer the questions above. During your search, please note challenges or frustrations, likes or dislikes, or any features you believe would be beneficial to be included in the city's new zoning code.

City of Waupaca Code:

https://library.municode.com/wi/waupaca/codes/code_of_ordinances?nodeId=CH17ZOCOREREOR07-06

City of Cincinnati Form Based Code:

<https://www.cincinnati-oh.gov/planning/assets/File/CFBC%20Full%20Document%20Amended%202-10-14.pdf>

City of Chattanooga:

<http://www.chattanooga.gov/images/FBC%2012%20Month%20Edits.pdf>

If you have, any immediate questions please contact Olivia Stroinski ostroinski@cityofwaupaca.org while I am away on vacation. I look forward to starting the new year and this community-changing project for 2019.

Brennan P. Kane
Director, Community & Economic Development



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www.cityofwaupaca.org/development

Permits Issued

11/1/2018 To 11/30/2018

Permit # / Type	Date	Location	Description of Work	Fees	Cons. Value
18-234-A1 Accessory Structure	11/19/2018	1550 TOWNSEND RD	ACCESSORY STRUCTURE & FENCE FOR NSIGHT	\$75.00	\$40,400.00
18-215-B1 Building	11/16/2018	250 BAILEY ST	WIRELESS TELECOM EQUIPMENT CHANGE ON TOWER AND GROUND EQUIPMENT T-MOBILE, 1400 OPUS PLACE, DOWNERS GROVE, IL 60515 (TENANT)	\$200.00	\$25,000.00
18-217-B1 Building	11/01/2018	610 BERLIN ST	DRYROT 2'X6', USED TRUSS SCREWS, REPLACES 4/4, REPLACED ROOF W/ 2'X6' OVER PORCH, 8" DEPTH FTGS	\$50.00	\$1,000.00
18-219-B1 Building	11/07/2018	110 S MAIN ST	LITTLE FAT GRETCHENS, FREEZER ADDITION, INTERIOR STORAGE ALTERATION, EXTERIOR EGRESS STAIRS	\$160.00	\$20,000.00
18-218-B1 Building	11/02/2018	1300 ROYALTON ST	Interior alterations of 1400 square feet area	\$250.00	\$3,500.00
18-223-B1 Building	11/07/2018	506 WAUPACA ST	32' WIDE X 26'6" LONG NEW STEEL ROOF ON GARAGE (GOING OVER ONE EXISTING LAYER OF SHINGLES)	\$25.00	\$3,000.00
18-224-B1 Building	11/08/2018	600 INDUSTRIAL DR	NEW FLAT ROOFING/INSULATION EPDM ROOF FOR WAUPACA FOUNDRY BLDG	\$1,594.06	\$199,258.00
18-225-B1 Building	11/08/2018	607 W FULTON ST	REROOF; TEAR OFF, ICE & WATER SHIELD, ROOF/RIDGE VENT, 30 YR SHINGLE WARRANTY	\$25.00	\$6,000.00
18-228-B1 Building	11/12/2018	936 FURMAN DR	PREMIER COMMUNITY BANK ALTERATION	\$160.00	\$20,000.00
18-229-B1 Building	11/12/2018	2670 COUNTY ROAD A	COUNTY SAND BUILDING, 2560 SQ. FT. \$333,862.00 COUNTY SALT BUILDING, 7360 SQ. FT. \$420,800.00	\$1,642.00	\$754,662.00
18-230-B1 Building	11/14/2018	808 REDFIELD ST	Replace siding, 6 windows and 1 entrance door.	\$100.00	\$4,000.00



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Permits Issued

11/1/2018 To 11/30/2018

Permit # / Type	Date	Location	Description of Work	Fees	Cons. Value
18-231-B1 Building	11/14/2018	526 S WASHINGTON ST	WINDOWS: (2) LIVING ROOM SLIDER, (1) KITCHEN SLIDER, (1) BATH SLIDER, (1) BASEMENT SLIDER 3-LITE; ALL FIT EXISTING OPENINGS	\$50.00	\$4,237.00
18-232-B1 Building	11/14/2018	420 S HARRISON ST	PARTIAL REROOF, TEAR OFF, 11 SQUARES, ICE & WATER SHIELD, RIDGE VENT, 35 YEAR WARRANTY	\$25.00	\$2,400.00
18-235-B1 Building	11/28/2018	1864 GODFREY DR	GO RITEWAY BUS TERMINAL BUILDING; 6,000 SQ. FT.	\$1,165.00	\$743,944.00
18-237-B1 Building	11/28/2018	329 W UNION ST	REROOF; 3- 4X8 SHEETS IN BACK, ROW 8" IN FRONT, REPLACED BACK SOFFIT AT GARAGE OVERHANG, ICE/WATER SHIELD, SHEATHING REPLACED, TEAR OFF YES	\$25.00	\$3,500.00
18-239-B1 Building	11/29/2018	1025 CHARLES WRIGHT DR	12'X14' ADDITION TO BE CONSTRUCTED ATTACHED TO PRESENT STRUCTURE	\$100.00	\$19,550.00
18-222-1 Deck	11/12/2018	219 HIGH ST		\$50.00	\$0.00
18-218-E2 Electrical	11/02/2018	1300 ROYALTON ST	Electrical for interior alterations of 1400 square feet area	\$75.00	\$1,000.00
18-228-E2 Electrical	11/12/2018	936 FURMAN DR	ELECTRICAL- PREMIER COMMUNITY BANK ALTERATION	\$75.00	\$2,000.00
18-234-E2 Electrical	11/19/2018	1550 TOWNSEND RD	ELECTRICAL FOR NSIGHT ACCESSORY STRUCTURE	\$75.00	\$0.00
18-235-E2 Electrical	11/28/2018	1864 GODFREY DR	ELECTRICAL FOR NEW GO RITEWAY BUILDING	\$335.00	\$87,514.00
18-239-E2 Electrical	11/29/2018	1025 CHARLES WRIGHT DR	ELECTRICAL FOR ADDITION	\$41.72	\$150.00



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Permits Issued

11/1/2018 To 11/30/2018

Permit # / Type	Date	Location	Description of Work	Fees	Cons. Value	
18-221-M1 Mechanical	11/05/2018	819 SCHOOL ST	Furnace replacement (66,000 BTU Concord 95G2UH070BE12-53	\$50.00	\$2,925.00	
18-239-M3 Mechanical	11/29/2018	1025 CHARLES WRIGHT DR	HVAC FOR ADDITION	\$41.72	\$300.00	
18-218-P3 Plumbing	11/02/2018	1300 ROYALTON ST	Plumbing for interior alterations of 1400 square foot area	\$75.00	\$3,000.00	
Permit Count:	26			Totals:	\$6,464.50	\$1,947,340.00



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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>
18-583	11/05/2018	34 19 82213	220 E UNION ST	Nuisance	11/01/2018	12/03/2018
18-585	11/13/2018	34 30 70 25	407 JEFFERSON ST	Nuisance	11/13/2018	11/27/2018
18-586	11/13/2018	34 30 70 29	412 S DIVISION ST	Nuisance	11/13/2018	12/04/2018
18-588	11/13/2018	34 19 41 29	216 OMAN ST	Nuisance	11/13/2018	11/29/2018
18-590	11/13/2018	34 20 70 3	717 WARE ST	Nuisance	11/13/2018	11/29/2018
18-594	11/20/2018	34 19 81 30	328 CENTER ST	Nuisance	11/20/2018	12/04/2018



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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>
18-584	11/07/2018	34 30 22 13	705 W FULTON ST	Nuisance	11/07/2018	
18-587	11/13/2018	34 20 70 33	306 OAK ST	Nuisance	11/13/2018	
18-589	11/13/2018	34 29 77 37	942 CHURCHILL ST	Nuisance	11/13/2018	
18-591	11/14/2018	34 19 82230	303 WAUPACA ST	Zoning	11/13/2018	
18-592	11/20/2018	34 19 81 77	413 NORTH ST	Nuisance	11/20/2018	
18-593	11/20/2018	34 30 21 1	615 HILLCREST DR	Nuisance	11/20/2018	
18-595	11/27/2018	34 19 82235	312 MILL ST	Nuisance	11/27/2018	