



**CITY OF WAUPACA
CITY PLAN COMMISSION MEETING
WEDNESDAY, NOVEMBER 6, 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. October 2, 2019 Meeting Minutes
3. ACTION ITEMS:
 - a. Preliminary Development Plan review – Planned Unit Development, West Fulton Street/Stone Ridge Road
 - b. Certified Survey Map | Waupaca School District, 905 10th Street
 - c. Special Use Permit | Waupaca School District, Home and Away Ministries, Inc. Agent, part of 905 10th Street
 - d. Fence ordinance (to be distributed)
4. DISCUSSION ITEMS:
 - a. Comprehensive Plan and Zoning Code Update
5. REPORTS:
 - a. October 2019 Building Permits
 - b. October 2019 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 2, 2019
5:15 P.M.**

1. ROLL CALL

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

Absent: Comm. Pat Phair (excused)

Others Present: Andrew Dane, Interim Development Director, Aaron Jenson, City Administrator, Carl Hayak, Finance Director, Waupaca School District and Angie Landsverk, Waupaca County Post

2. APPROVAL OF AGENDA

MOVED by Comm. Kneer **SECONDED** by Ald. Kjelland to **APPROVE** the Agenda as presented. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

3. APPROVAL OF PLAN COMMISSION MINUTES

MOVED by Comm. Behrendt, **SECONDED** by Ald. Olson to **APPROVE** the September 4, 2019 Public Hearing and City Plan Commission Meeting Minutes. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

4. RESOLUTION NO. 1437 RECOMMENDING AN AMENDMENT TO THE CITY OF WAUPACA YEAR 2030 COMPREHENSIVE PLAN FOR LOTS 1, 2, 3 AND OL 1 CSM 6928

Andrew Dane, Interim Development Director explained that S. C. Swiderski, LLC is interested in building multi-family development as Phase 2 of their apartment buildings located off of W. Fulton Street and on Stone Ridge Road. The development will require that the property be rezoned. Mayor Smith explained that the commission is required to amend by Resolution, the City's Year 2030 Comprehensive Plan so that this will be an allowable change to this property.

MOVED by Ald. Kjelland, **SECONDED** by Comm. Behrendt to **RECOMMEND TO COUNCIL** Resolution No. 1437, Amending the City of Waupaca Year 2030 Comprehensive Plan. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

5. TEXT AMENDMENT TO SIGNAGE CODE (ADDITION OF PUL PUBLIC FACILITY AND UTILITY LANDS DISTRICT)

Justin Berrens, Public Works Director said he has identified that the city's newest zoning district of Public Utility (PUL) was missing signage requirements conformance. The omission was discovered with the newly constructed Waupaca County Highway Department building on CTH A, which is the first facility in this PUL

City Plan Commission
October 2, 2019

zoning district. Moving forward, the city will require other public buildings to be rezoned correctly to comply with PUL zoning.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Olson to **RECOMMEND TO COUNCIL** Ordinance No. 08-19, the Addition of PUL Public Facility and Utility Lands District Text Amendment to Signage Code. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

6. FENCE ORDINANCE

City Administrator Aaron Jenson said this item was placed on the agenda in hopes of having a fence ordinance available for discussion and consideration, however City Attorney Tom Hart did not have an ordinance prepared in time for the meeting. Mr. Jenson asked that this item be tabled and brought forth at the November Plan Commission meeting.

MOVED by Comm. Kneer **SECONDED** by Comm. Behrendt to **TABLE** the Fence Ordinance for further discussion and consideration at the November 6, 2019 Plan Commission meeting. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

7. WAUPACA SCHOOL DISTRICT, 901 10TH STREET CONCEPTUAL PROPERTY DIVISION DISCUSSION

City Administrator Aaron Jenson reported that the Waupaca School District would like to divide the old bus garage property located on 10th Street and Columbia Street into four lots. The Waupaca School District would retain two of the lots and sell the remaining two lots using the proceeds to build another structure. Informational only at this time, the project will be brought forward to the commission in November for consideration.

8. COMPREHENSIVE PLAN AND ZONING CODE UPDATE

Interim Development Director Andrew Dane reported that he has put together a timeline to integrate the Comprehensive Plan and the Zoning Code updates saying that staff will lead the Comprehensive Plan update and Consultant Jeff Sanders will lead the Zoning Code update. Mr. Dane will provide a detailed timeline at the November Plan Commission meeting. He is anticipating approximately 6-8 months for the Zoning Code to be completed and approximately 13-14 months for the Comprehensive Plan update.

9. REPORTS: SEPTEMBER 2019 BUILDING PERMITS, CODE ENFORCEMENT STATUS REPORT AND DEVELOPMENT UPDATE

- a. **September 2019 Building Permits** – informational
- b. **Code Enforcement Status Report** - informational

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- c. Development Update** – Mr. Dane reported the Church of Christ project is breaking ground and Dunkin’ Donuts is doing site preparation work.

10. ADJOURNMENT

MOVED by Ald. Kjelland, **SECONDED** by Comm. Kneer, to **ADJOURN** the October 2, 2019 Regular City Plan Commission Meeting. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 5:48 p.m.

Mayor Brian Smith, Chairperson

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City of Waupaca

111 South Main Street

Waupaca, WI 54981

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www.cityofwaupaca.org/development

Permits Issued

9/25/2019 To 10/30/2019

Permit # / Type	Date	Location	Description of Work	Fees	Cons. Value
19-153-B1 Building	09/26/2019	707 ROYALTON ST	REBUILD FRONT PORCH; FRONT WINDOW & ROOF REPAIRS-- FROM STORM DAMAGE	\$445.00	\$37,000.00
19-217-B1 Building	09/26/2019	1401 WARE ST	3,800 SQ. FT. TWO-STORY ADDITION FOR OFFICE SPACE, BREAK ROOM & LOCKER ROOM 30,000 SQ. FT. WAREHOUSE ADDITION & MISC INTERIOR REMODEL	\$4,506.00	\$2,927,000.00
19-220-B1 Building	10/09/2019	215 S MAIN ST	REPLACE WINDOWS & DOORS; REPLACE EXISTING BOILER & WINDOW A/C UNITS W/ NATURAL GAS FORCED AIR FURNACE & A/C; ENLARGE EXISTING SMALL BATHROOM TO ADA COMPLIANT; REMOVE SEVERAL INTERNAL (NON-STRUCTURAL) WALLS	\$950.00	\$30,000.00
19-221-B2 Building	09/26/2019	313 S MAIN ST	REMODEL OF EXISTING INTERIOR BUILDING	\$1,250.00	\$50,000.00
19-223-B1 Building	09/25/2019	2670 COUNTY ROAD A	NEW WAUPACA COUNTY BLDG FUELING CANOPY	\$406.00	\$20,000.00
19-224-B1 Building	09/27/2019	1226 BERLIN ST	REMOVE & REPLACE DOOR MAG LOCKS W/ 15 SECOND DELAY EGRESS LOCKS	\$250.00	\$10,700.00
19-225-B1 Building	09/27/2019	699 HIGH ST	128 SQ. FT. BATHROOM ADDITION, MASTER BEDROOM/CLOSET ALTERATIONS	\$406.56	\$15,656.00
19-227-B1 Building	09/30/2019	550 RIVER ST	20'X20' ADDITION	\$155.00	\$20,000.00
19-228-B1 Building	09/30/2019	13 SHADOW WOODS LN	NEW ROOF, DRYWALL, INSULATION	\$335.00	\$26,000.00



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19-229-B1 Building	09/30/2019	41 SHADOW WOODS LN	NEW ROOF, DRYWALL, INSULATION	\$165.00	\$9,000.00
19-230-B1 Building	09/30/2019	16 SHADOW WOODS LN	NEW ROOF, DRYWALL, INSULATION	\$565.00	\$49,000.00
19-231-B1 Building	09/30/2019	15 SHADOW WOODS LN	NEW ROOF, DRYWALL, INSULATION	\$125.00	\$5,000.00
19-232-B1 Building	09/30/2019	14 SHADOW WOODS LN	NEW ROOF, DRYWALL, INSULATION	\$125.00	\$5,000.00
19-240-B1 Building	10/07/2019	336 W FULTON ST	REROOF; TEAR OFF, SHEATHING REPLACEMENT IF NEEDED, ICE & WATER SHIELD, ROOF VENT(S), 30 YR SHINGLE WARRANTY	\$50.00	\$10,000.00
19-243-B1 Building	10/07/2019	2181 S APPLE TREE LN	RESIDE, NOT TEARING OFF EXISITING SIDING; 30'X24' BLDG, NEW VINYL SIDING, SOFFIT, & FASCIA	\$50.00	\$3,000.00
19-245-B1 Building	10/09/2019	2280 MAYEK DR	REROOF, RESIDE, REFRAME ROOF SYSTEM OVER GARAGE & DECK REPAIR FROM STORM DAMAGE	\$535.00	\$47,500.00
19-248-B1 Building	10/14/2019	410 GRANITE ST	REROOF; TEAR OFF, 18 SQ., ICE & WATER SHIELD, RIDGE VENT, 30 YR WARRANTY RESIDE; NO TEAR OFF; TYVEK HOUSE WRAP YES, VINYL PAINT TRIM	\$50.00	\$6,000.00
19-249-B1 Building	10/14/2019	1421 CHURCHILL ST	INTERIOR ANSI CODE ALTERATIONS	\$470.00	\$8,000.00



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19-250-B1 Building	10/14/2019	611 SHEARER ST	RESIDE; NO TEAR OFF; VINYL SIDING W/ 1/2" R-BOARD, ALUM SOFFIT & FASCIA, TRIM WINDOWS/DOORS (2) LIVING ROOM DBL-HUNG WINDOWS, (6) DINING ROOM DBL-HUNG WINDOWS, (1) BEDROOM DBL-HUNG WINDOW, (1) BATH DBL-HUNG WINDOW, (4) BASEMENT FIXED WINDOWS, (3) ENTRANCE DOORS, (ALL FIT EXISTING OPENINGS)	\$425.00	\$35,000.00
19-256-B1 Building	10/17/2019	1226 BERLIN ST	4 POST SHELTER FOR RESIDENTS (REPLACEMENT)	\$250.00	\$2,500.00
19-258-B1 Building	10/16/2019	1615 WEBSTER WAY	REROOF; TEAR OFF, (NO SHEATHING REPLACE), ICE & WATER SHIELD, RIDGE VENT, 50 YR SHINGLED ROOFING SYSTEM	\$50.00	\$10,886.50
19-261-B1 Building	10/17/2019	1030 W FULTON ST	NEW COMMERCIAL BLDG; 1,635 SQ. FT. (DUNKIN' DONUTS) BLDG SHELL, ROOFING, EXTERIOR SIDING	\$1,060.00	\$24,000.00
19-264-B1 Building	10/21/2019	320 NORTH ST	REROOF 12'X16' UTILITY SHED (TEAR OFF & SHEATHING REPLACEMENT) WINDOWS (2) LIVING ROOM SLIDER/DBL-HUNG, (1) DINING ROOM SLIDER, (4) BEDROOM SLIDERS, (1) BASEMENT SLIDER (ALL FIT EXISTING OPENINGS)	\$50.00	\$3,500.00
19-273-1 Deck	10/28/2019	320 NORTH ST		\$110.00	\$1,200.00
19-220-E2 Electrical	10/09/2019	215 S MAIN ST	ELECTRICAL FOR ALTERATION	\$225.00	\$15,000.00
19-225-E2 Electrical	09/27/2019	699 HIGH ST	ELECTRICAL FOR 128 SQ. FT. BATHROOM ADDITION, MASTER BEDROOM/CLOSET ALTERATIONS	\$110.00	\$1,600.00



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19-226-E1 Electrical	09/27/2019	1020 W FULTON ST SUITE A	NEW VERIZON SPACE; ADDING RECEPTACLES (10) & DATA WIRING	\$295.00	\$3,000.00
19-227-E2 Electrical	09/30/2019	550 RIVER ST	ELECTRICAL FOR 20'X20' ADDITION	\$110.00	\$5,000.00
19-233-E1 Electrical	09/30/2019	1970 SPINDT DR	FREESTANDING SERVICE 100 U/G- HOOK UP LIFT STATION (FOR PERFORMANCE INDUSTRIAL SERVICES, EASEMENT FOR LIFT STATION)	\$250.00	\$800.00
19-246-E1 Electrical	10/11/2019	1545 ROYALTON ST	GENERATOR INSTALLATION	\$110.00	\$4,417.91
19-249-E2 Electrical	10/14/2019	1421 CHURCHILL ST	ELECTRICAL FOR INTERIOR ALTERATIONS	\$42.00	\$2,800.00
19-257-E1 Electrical	10/16/2019	1030 W FULTON ST	TEMPORARY SERVICE	\$250.00	\$300.00
19-261-E2 Electrical	10/17/2019	1030 W FULTON ST	NEW SERVICE ELECTRICAL DISCONNECT (NO DISTRIBUTION)	\$75.00	\$5,000.00
19-270-E1 Electrical	10/28/2019	120 W BADGER ST	REMOVE SOLAR METER	\$250.00	\$500.00
19-241-1 Fence	10/07/2019	1226 E CLARKE ST		\$40.00	\$1,500.00
19-242-1 Fence	10/07/2019	1005 10TH ST		\$40.00	\$1,500.00
19-244-1 Fence	10/09/2019	813 PARK AVE		\$40.00	\$4,100.00



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Permit # / Type	Date	Location	Description of Work	Fees	Cons. Value
19-107-M3 Mechanical	09/27/2019	724 S INDUSTRIAL DR	HVAC FOR WOOD RENOVATORS	\$992.31	\$66,154.00
19-220-M4 Mechanical	10/09/2019	215 S MAIN ST	HVAC FOR ALTERATION	\$225.00	\$15,000.00
19-225-M4 Mechanical	09/27/2019	699 HIGH ST	HVAC FOR 128 SQ. FT. BATHROOM ADDITION, MASTER BEDROOM/CLOSET ALTERATIONS	\$110.00	\$1,200.00
19-235-M1 Mechanical	10/02/2019	926 WHITE OAK DR	(1) FURNACE; 100,000 BTUs, YORK TM9Y100620MP11 (1) AIR CONDITIONER; YORK 13	\$75.00	\$5,300.00
19-251-M1 Mechanical	10/16/2019	210 S FRANKLIN ST	(1) FURNACE; 60,000 BTUs, EVCON RFG19060 (1) AIR CONDITIONER, 18,000 BTUs, EVCON RAC13L18	\$150.00	\$4,500.00
19-259-M1 Mechanical	10/16/2019	622 NORTH ST	(1) AIR CONDITIONER; 24,000 BTUs, TRANE 4TTR3024	\$75.00	\$3,570.00
19-261-M4 Mechanical	10/17/2019	1030 W FULTON ST	ROOF TOP UNIT FOR NEW DUNKIN' DONUTS BLDG	\$120.00	\$8,000.00
19-263-M1 Mechanical	10/21/2019	640 W FULTON ST	(1) ROOF TOP UNIT AIR CONDITIONER; 8.5 TON, CARRIER 48TCED09A2A5A6U0G0 TITLE 24 ECONOMIZER/POWER EXHAUST TENANT: HARDEES	\$415.00	\$11,000.00
19-268-M1 Mechanical	10/23/2019	555 TIMBER DR	(1) FURNACE; 80,000 BTUs, COLEMAN (1) AIR CONDITIONER; 3T 17S, COLEMAN	\$75.00	\$4,171.36
19-271-M1 Mechanical	10/28/2019	1955 BRUNNER DR	(4) MAKE UP AIR; 6375 MBTU, R366-HOXEVRHW- ABSOLUTAIRE (1) ROOF TOP UNIT; 3-TON, 36,000 BTU, 2QG04E2A1771A111AZ- YORK (2) ROOF TOP UNITS; 5-TON, 60,000 BTU, LCH060H4EM- LENNOX	\$6,150.32	\$393,355.00



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19-272-M1 Mechanical	10/28/2019	600 INDUSTRIAL DR	(1) ROOF TOP UNIT; 320 MBH, 48TCFD28A2A6-6UOGO, CARRIER	\$582.49	\$22,166.00
19-220-P3 Plumbing	10/09/2019	215 S MAIN ST	PLUMBING FOR ALTERATION	\$225.00	\$15,000.00
19-222-P1 Plumbing	09/26/2019	2181 S APPLE TREE LN	REPAIR ON SEWER LINE (LATERAL REPAIR)	\$50.00	\$0.00
19-225-P3 Plumbing	09/27/2019	699 HIGH ST	PLUMBING FOR 128 SQ. FT. BATHROOM ADDITION, MASTER BEDROOM/CLOSET ALTERATIONS	\$110.44	\$3,544.00
19-227-P3 Plumbing	09/30/2019	550 RIVER ST	PLUMBING FOR 20'X20' ADDITION	\$110.00	\$5,000.00
19-237-P1 Plumbing	10/07/2019	16 SHADOW WOODS LN	ROUGHING IN PLUMBING FIXTURES DUE TO FIRE DAMAGE (2 KITCHEN SINKS, 2 LAVATORIES, 2 BATHTUBS)	\$120.00	\$4,500.00
19-238-P1 Plumbing	10/10/2019	1235 S WESTERN AVE	BATHTUB & SURROUND BEING REPLACED BY WALK IN SHOWER & SURROUND	\$178.43	\$10,343.00
19-239-P1 Plumbing	10/11/2019	309 HIGH ST	SHOWER TO SHOWER REPLACEMENT	\$295.00	\$7,250.00
19-249-P3 Plumbing	10/14/2019	1421 CHURCHILL ST	PLUMBING FOR INTERIOR ALTERATIONS	\$90.00	\$6,000.00
19-250-P2 Plumbing	10/14/2019	611 SHEARER ST	(1) SHOWER	\$115.00	\$4,000.00
19-261-P3 Plumbing	10/17/2019	1030 W FULTON ST	UNDERGROUND PLUMBING FOR NEW DUNKIN' DONUTS BLDG	\$45.00	\$3,000.00
19-266-P1 Plumbing	10/23/2019	209 E LAKE ST	BASEMENT BATHROOM	\$110.00	\$3,000.00



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Permit # / Type	Date	Location	Description of Work	Fees	Cons. Value	
19-218-1 Raze and Move	09/26/2019	1625 WARE ST		\$75.00	\$0.00	
19-234-SN1 Sign	10/01/2019	1020 W FULTON ST SUITE A	MOVE VERIZON SIGN FROM STE B TO STE A TEMPORARILY UNTIL NEW SIGN PERMIT APPLIED FOR 15"X94.5" 6"X120"	\$100.00	\$500.00	
19-236-SN1 Sign	10/02/2019	1020 W FULTON ST SUITE B	INSTALL LIT CHANNEL LETTER WALL SIGN 2'4"X9'3" LENS REPLACEMENT ON GROUND SIGN (TENANT- CRICKET)	\$250.00	\$0.00	
19-252-SN1 Sign	10/15/2019	724 S INDUSTRIAL DR	3' TALL X6' WIDE PANEL 5'X8' METAL GROUND SIGN	\$150.00	\$300.00	
19-253-SN1 Sign	10/15/2019	102 GRAND SEASONS DR SUITE 1	"HEARING LIFE" 20"X10' WALL SIGN (RELOCATING FROM STE 2 TO STE 1)	\$100.00	\$695.00	
19-254-SN1 Sign	10/15/2019	102 GRAND SEASONS DR SUITE 2	"COMMUNITY CARE" WALL SIGN, 24"OA X 7'6" OA	\$100.00	\$450.00	
19-255-SN1 Sign	10/15/2019	102 GRAND SEASONS DR SUITE 3	44 1/2" X 96" ADVANCED PHYSICAL THERAPY WALL SIGN	\$150.00	\$790.00	
19-262-SN1 Sign	10/18/2019	630 W FULTON ST	4'x8' GROUND SIGN- ERIE INSURANCE (6' TALL)	\$150.00	\$6,500.00	
Permit Count:	67			Totals:	\$26,114.55	\$4,006,748.77



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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>
19-732	10/03/2019	34 28 41 4	700 S INDUSTRIAL DR	Nuisance	06/05/2019	
19-735	10/15/2019	34 30 12117	218 S FRANKLIN ST	Zoning	10/15/2019	
19-737	10/21/2019	34 29 75141	719 BERLIN ST	Zoning	10/21/2019	
19-738	10/22/2019	34 20 70 30	722 BARTLETT ST	Zoning	09/16/2019	
19-739	10/24/2019	34 29 43 7	1003 CHURCHILL ST	Nuisance	10/23/2019	
19-740	10/28/2019	34 30 70 32	214 DEER ST	Nuisance	10/28/2019	
19-741	10/29/2019	34 30 72 62	710 S WASHINGTON ST	Nuisance	10/28/2019	
19-742	10/29/2019	34 30 11 9	200 N MAIN ST	Zoning	10/28/2019	



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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>
19-733	10/03/2019	34 19 81111	414 NORTH ST	Nuisance	10/03/2019	10/17/2019
19-734	10/03/2019	34 19 70 23	117 CRESTVIEW LN	Nuisance	10/03/2019	10/17/2019
19-736	10/16/2019	34 19 80 21	420 N HARRISON ST	Zoning	10/16/2019	10/22/2019