

**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

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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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