

**CITY OF WAUPACA  
CITY PLAN COMMISSION**

**REGULAR MEETING  
COUNCIL CHAMBERS, CITY HALL**

**WEDNESDAY, NOVEMBER 6, 2019  
5:19 P.M.**

**1. ROLL CALL**

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

**Absent:** Comm. John Kneer (excused)

**Others Present:** Andrew Dane, Interim Development Director, Aaron Jenson, City Administrator and Angie Landsverk, Waupaca County Post

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF PLAN COMMISSION MINUTES: October 2, 2019**

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**MOVED** by Comm. Phair, **SECONDED** by Comm. Behrendt to **APPROVE** the October 2, 2019 City Plan Commission Meeting Minutes and places them on file. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

**4. PRELIMINARY DEVELOPMENT PLAN REVIEW – PLANNED UNIT DEVELOPMENT, WEST FULTON STREET/ STONE RIDGE ROAD**

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Andrew Dane, Interim Development Director explained that SCS Timber Ridge Apt, LLC desires to construct two-16 unit multi-family buildings and three-8 unit multi-family buildings on two parcels currently zoned as commercial lands per the Final Development Plan for this Planned Unit Development District. In order to make this change the City is working with the developer to rezone the commercial lands to Residential R-3 use. The rezoning also requires an amendment to the Preferred Land Use Map as shown in the City's Year 2030 Comprehensive Plan. Jackie McElroy, Business Development Manager, S.C. Swiderski said they currently have 23 multi-family development locations throughout the state and are looking to expand at their Waupaca property site. She described their business practice, processes with each multi-family property that they own, and described in detail the units they plan on constructing. Ms. McElroy added that construction would be starting in fall 2020 and all units will be completed within approximately 15 months.

**MOVED** by Comm. Phair, **SECONDED** by Comm. Behrendt to **RECOMMEND TO COUNCIL** to Rezone the SCS Timber Ridge Apt, LLC Planned Unit Development to Residential R-3 Multi Family Use the property is located on W. Fulton Street and Stone Ridge Road. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

## **5. CERTIFIED SURVEY MAP / WAUPACA SCHOOL DISTRICT, 905 10<sup>TH</sup> STREET**

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City Administrator Aaron Jenson explained that the Waupaca School District has prepared a Certified Survey Map dividing their property located at 905 10<sup>th</sup> Street into four lots. Proposed Lot 1 includes an 8,400 square foot building, proposed Lot 2 contains no existing improvements, proposed Lot 3 contains two existing improvements on the property, one approximate 1,500 square foot building and one approximate 3,111 square foot building and proposed Lot 4 includes a 5,760 square foot building. A utility easement across Lots 2 and 3 needs to be created to accommodate Lot 4 and is required by the City and shall be executed and recorded prior to the approval and recording of the Certified Survey Map.

**MOVED** by Ald. Kjelland, **SECONDED** by Ald. Olson to **RECOMMEND TO COUNCIL** Approval of the Certified Survey Map for the Waupaca School District property located at 905 10<sup>th</sup> Street. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

## **6. SPECIAL USE PERMIT / WAUPACA SCHOOL DISTRICT, HOME AND AWAY MINISTRIES, INC. AGENT, PART OF 905 10<sup>TH</sup> STREET**

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Aaron Jenson, City Administrator said that Home and Away Ministries plans to use the Waupaca School District bus garage for repairs and maintenance of their trucks, semi-tractors and trailers, there will be no loading or un-loading. A Special Use Permit is required for this type of use on that property.

**MOVED** by Ald. Olson **SECONDED** by Ald. Kjelland to **RECOMMEND TO COUNCIL** to issue a Special Use Permit for the Waupaca School District, Home and Away Ministries, Inc., Agent, on a part of 905 10<sup>th</sup> Street. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

## **7. FENCE ORDINANCE**

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Aaron Jenson, City Administrator explained that he has been working with City Attorney Tom Hart to clean up the city's current fence ordinance with definitions that will alleviate the city's issues and in turn they want to make sure they do not create new issues in doing so. They concluded that the city is not in a rush to change the fence ordinance and felt it was best to let Mr. Sanders tackle this issue while he is cleaning up the City's Chapter 17, Zoning Code Ordinances. Informational.

## **8. DISCUSSION ITEMS: COMPREHENSIVE PLAN AND ZONING CODE UPDATE**

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Interim Development Director Andrew Dane reported he is working on the city's Comprehensive Plan and will be having a public "kickoff" meeting in the near future. Mr. Dane will present background information, existing conditions and trends report to highlight some of the planned use, economic development and transportation trends, and next year he will bring forward a chapter each month to work on at the City Plan Commission meeting. Informational.

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

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- a. **October 2019 Building Permits** – informational
- b. **October 2019 Code Enforcement Status Report** - informational
- c. **Development Update** – Presto is planning to expand at their location to include another rail spur.

**10. ADJOURNMENT**

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

The meeting adjourned at 6:00 p.m.

Mayor Brian Smith, Chairperson

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