

**CITY OF WAUPACA
CITY PLAN COMMISSION**

**REGULAR MEETING
COUNCIL CHAMBERS, CITY HALL**

**WEDNESDAY, DECEMBER 4, 2019
5:22 P.M.**

1. ROLL CALL

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, Jeff Sanders and Aaron Jenson, City Administrator

2. APPROVAL OF AGENDA

MOVED by Ald. Kjelland **SECONDED** by Comm. Phair to **APPROVE** the Agenda as amended with handouts and addendum. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

3. APPROVAL OF PLAN COMMISSION MINUTES: November 6, 2019

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

4. SPECIAL USE PERMIT / LAURIE JAKUSZ AND BRIANNA MARSHA, CAHOOTS ADULT DAY SERVICE, AGENT FOR WTKD PROPERTIES, LLC, 506 WISCONSIN STREET

City Administrator Aaron Jenson said that the property located at 506 Wisconsin Street is zoned R-3, which is perfect for issuing a Special Use Permit. Laurie Jakusz and Brianna Marsha are applying for a Special Use Permit to open CaHoots, which is an adult day service with 10 employees that can serve up to 25 adults with disabilities.

MOVED by Ald. Kjelland, **SECONDED** by Comm. Phair to **RECOMMEND TO COUNCIL** to issue a Special Use Permit to Laurie Jakusz and Brianna Marsha, CaHoots Adult Day Service, Agent for WTKD Properties, LLC, 506 Wisconsin Street. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

5. DISCUSSION ITEMS: BANK FIRST, 111 JEFFERSON STREET CONCEPTUAL SITE PLAN DISCUSSION

City Administrator Aaron Jenson explained that Bank First located at 111 Jefferson Street are planning renovation to the building to become a regional training center. Bank First is also requesting to vacate a street right-of-way that runs through the parking lot and re-dedicate a street off part of Cooper Street that is not currently a city street. Bank First will also be requesting a Certified Survey Map to define the lines of the property to the North that they had recently purchased and demolished the house located on it, adding that part of that property will become additional parking. Representatives from Bank First provided detailed information on the complete renovation of the building, parking lot and street vacation and dedication. There was discussion on the VFW's request to construct a memorial on a portion of the vacant property located to the

north of Bank First. Mr. Jenson said it was his understanding that a portion of that property would be turned over to the city to help the VFW with design and construction of the memorial, adding that there is an opportunity for the City to receive grants to help with the expenses.

6. COMPREHENSIVE PLAN AND ZONING CODE UPDATE

Andrew Dane, Interim Development Director reported on the timeline for completing the Comprehensive Plan and Zoning Code Update. Phase one of his work plan includes educating the public and looking at current trends and dynamics within the community. After the data is compiled, he will provide it to the City Plan Commission for their input on identifying the priorities and goals of each topic, the final phase will then be presented to the City Plan Commission for their consideration and approval. Mr. Dane's plan provides for progress reports to the commission each month and quarterly reports to update Council. Jeff Sanders provided his plan and timeline for the city's Zoning Code Update and said that the kickoff meeting will be held in conjunction with the Comprehensive Planning meeting to be held on Monday, January 6, 2019 at the Danes Hall. There was discussion on the city's existing zoning code and the inconsistencies with state zoning codes, specifically with double front lots within the city. Also discussed was the city's current ordinance regarding bees and chickens in the city and the possibility of allowing goats to graze on city property.

7. DISCUSSION ON CURLING CLUB ADDITION

City Administrator Aaron Jenson said the Waupaca Curling Club is looking at constructing a 300 square foot addition to their existing property. He said that the Waupaca Curling Club was built prior to the city's original zoning map, which was approved and implemented in 1966. In 1998, an addition was built on the facility, which did not require a special use permit because it was still a use that was permitted by right. In 2006, the city's Zoning Code changed giving the City Plan Commission the right to decide when a property would be required to have a special use permit issued. When staff discussed the Waupaca Curling Club's addition of a 300 square foot addition they considered parking area finding that 72 parking spaces is recommended but the Curling Club already has 73 parking spaces putting them in compliance. In summarizing, Mr. Jenson said that the Curling Club is grandfathered in as having a Special Use but it has never been recorded as such. This item will be brought forward for consideration at the next City Plan Commission meeting on January 8, 2020.

8. REPORTS: NOVEMBER 2019 BUILDING PERMITS, NOVEMBER 2019 CODE ENFORCEMENT STATUS REPORT AND DEVELOPMENT UPDATE

- a. **November 2019 Building Permits** – informational
- b. **November 2019 Code Enforcement Status Report** - informational
- c. **Development Update** – City Administrator Aaron Jenson reported that Council would be reviewing an Amended Development Agreement with Nino Pedrelli for the old St. Mary Magdalene Church. Dollar Tree will be expanding into the Southern Care building on Furman Drive. The Yoga Hive will be going into the old Domino's Pizza on W. Fulton Street and plan to open January 1, 2020. Final approvals have been issued for the Swiderski Apartment buildings on W. Fulton Street and the Waupaca Foundry expansion project completion date is set for February 2020.

9. ADJOURNMENT

City Plan Commission
December 4, 2019

MOVED by Ald. Kjelland, **SECONDED** by Comm. Behrendt, to **ADJOURN** the December 4, 2019 Regular City Plan Commission Meeting. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 7:11 p.m.

Mayor Brian Smith, Chairperson

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