

**CITY OF WAUPACA  
CITY PLAN COMMISSION**

**RESCHEDULED MEETING  
COUNCIL CHAMBERS, CITY HALL**

**WEDNESDAY, JANUARY 8, 2020  
5:15 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 and Pat Phair

**Absent:** Comm. John Kneer and Comm. Tracy Behrendt (both excused)

**Others Present:** Andrew Dane, Interim Development Director and Aaron Jenson, City Administrator

**2. APPROVAL OF AGENDA**

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**MOVED** by Comm. Phair **SECONDED** by Ald. Olson to **APPROVE** the Agenda as presented. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

**3. APPROVAL OF PLAN COMMISSION PUBLIC HEARING AND MEETING  
MINUTES: December 4, 2019**

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**MOVED** by Ald. Kjelland, **SECONDED** by Comm. Phair to **APPROVE** the December 4, 2019 City Plan Commission Public Hearing and Meeting Minutes and places them on file. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

**4. RESOLUTION NO. 1446 RECOMMENDING AN AMENDMENT TO THE CITY OF  
WAUPACA YEAR 2030- COMPREHENSIVE PLAN FOR PART OF THE SW ¼ OF  
THE NE ¼ OF SECTION 29, T22N, R12E, (509 HARDING STREET)**

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Public Works Director Justin Berrens explained that Resolution No. 1446 recommends from the Plan Commission to the Common Council to amend the city's current Year 2030 Comprehensive Plan for the former Haberkorn Field site, which is where the Salt Shed and future Public Works Building will be constructed. The current use at 509 Harding Street is listed on the Year 2030 Comprehensive Plan as Parks and Recreation, which will not fit with the planned use for the construction of a Public Works building and Salt Shed. The next step would be for Council to hold a Public Hearing to rezone the property to Public Institution (PUI).

**MOVED** by Ald. Olson, **SECONDED** by Ald. Kjelland to **APPROVE** Resolution No. 1446 Recommending an Amendment to the City of Waupaca Year 2030 – Comprehensive Plan for part of the SW ¼ of the NE ¼ of Section 29, T22N, R12E, 509 Harding Street (Haberkorn Field). 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

**5. SITE PLAN REVIEW / BANK FIRST NATIONAL, 111 JEFFERSON STREET**

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City Administrator Aaron Jenson said that Bank First National provided a site plan for the commission's review and desires to make renovations to the interior of their facility and redesign their parking lot to meet their needs, adding that no additions would be made to the facilities on the property. The site plan does not need Council

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approval, but Council will need to have a public hearing to vacate that portion of Jefferson Street for the parking lot. There was discussion on the possibility of a VFW Memorial being placed on a portion of that property.

**MOVED** by Comm. Phair, **SECONDED** by Ald. Olson to **APPROVE** the Site Plan Review for Bank First National, 111 Jefferson Street. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

## **6. COMPREHENSIVE PLAN AND ZONING CODE UPDATE**

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Andrew Dane, Interim Development Director reported on the results and comments of the Comprehensive Plan and Zoning Code workshop held on January 6, 2020 at the Danes Hall, adding that there were approximately 30 people in attendance. Mr. Dane along with Aaron Jenson and Walter Jankowski are working on a Strategic Plan and he is preparing a Comprehensive Plan Online Survey looking for more public input, which will be in place and ready for use on Thursday January 9, 2020. There will also be a paper survey available to residents. Mr. Dane commented that Jeff Sanders also provided an update and information on the city's zoning code, which he is currently working on amending. Mr. Jenson added there are Focus Group meetings planned for January 23, 2020. (Informational.)

## **7. REPORTS: DECEMBER 2019 BUILDING PERMITS, DECEMBER 2019 CODE ENFORCEMENT STATUS REPORT AND DEVELOPMENT UPDATE**

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- a. **December 2019 Building Permits** – informational
- b. **December 2019 Code Enforcement Status Report** - informational
- c. **Development Update** – City Administrator Aaron Jenson reported that Yoga Hive Studio will have a grand opening on January 22, 2020, Pizza Hut has permanently closed as of January 7, 2020 and an antique shop will be opening on Jefferson Street.

## **8. ADJOURNMENT**

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**MOVED** by Ald. Kjelland, **SECONDED** by Ald. Olson, to **ADJOURN** the January 8, 2020 Regular City Plan Commission Meeting. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 6:18 p.m.

Mayor Brian Smith, Chairperson

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