

**CITY OF WAUPACA
CITY PLAN COMMISSION**

**REGULAR MEETING
VIA VIDEO / TELECONFERENCING**

**WEDNESDAY, MAY 6, 2020
5:23 P.M.**

1. ROLL CALL

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

Absent: none

Others Present: Aaron Jenson, City Administrator and Jeff Sanders, Zoning Administrator

2. APPROVAL OF AGENDA

MOVED by Ald. Kjelland **SECONDED** by Comm. Phair to **APPROVE** the Agenda as presented. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

3. APPROVAL OF PLAN COMMISSION MEETING MINUTES: April 1, 2020

MOVED by Ald. Olson, **SECONDED** by Comm. Phair to **APPROVE** the April 1, 2020 City Plan Commission meeting minutes and places them on file. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

4. SPECIAL USE PERMIT / FIRST BAPTIST CHURCH WAUPACA, 1500 ROMAN ROAD

Jeff Sanders, Zoning Administrator reported that First Baptist Church Waupaca applied for a Special Use Permit to build an addition onto their existing structure. Mr. Sanders recommends approval without additional conditions.

MOVED by Ald. Kjelland, **SECONDED** by Comm. Behrendt to **RECOMMEND TO COUNCIL** to Approve of the Special Use Permit for First Baptist Church Waupaca, 1500 Roman Road without additional conditions. 7 ayes, 0 nays, 0 absent **MOTION CARRIED** on a voice vote.

5. SITE PLAN REVIEW / FIRST BAPTIST CHURCH WAUPACA, 1500 ROMAN ROAD

Justin Berrens, Public Works Director said that this is a very well laid out plan and reviewed Strand Associates recommendations with the Commission and suggested that First Baptist Church implement them into their design standards. Site Plan review does not need Council approval and is finalized with the City Plan Commission

MOVED by Ald. Olson, **SECONDED** by Ald. Kjelland to **APPROVE** the Site Plan for First Baptist Church Waupaca, 1500 Roman Road. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

6. PERMANENT ZONING PLACEMENT / SCOTT FABEL, GRAND SEASONS DRIVE (ORDINANCE NO. 05-2020)

Jeff Sanders, Zoning Administrator said that rezoning this property to B-4 Zoning District makes it compatible with the city's Comprehensive Plan under state law and recommended approving Ordinance No. 05-2020.

MOVED by Comm. Phair, **SECONDED** by Comm. Behrendt to **RECOMMEND TO COUNCIL** Ordinance No. 05-2020 to Council for Permanent Zoning for Scott Fabel, Grand Seasons Drive. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

7. SPECIAL USE PERMIT / SCOTT FABEL, GRAND SEASONS DRIVE

Jeff Sanders, Zoning Administrator recommended issuing a Special Use Permit to Scott Fabel, Fabelease located on Grand Seasons Drive.

MOVED by Comm. Phair, **SECONDED** by Ald. Olson to **RECOMMEND TO COUNCIL** the Special Use Permit for Scott Fabel, Grand Seasons Drive. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

8. SITE PLAN REVIEW / SCOTT FABEL, GRAND SEASONS DRIVE

Jeff Sanders, Zoning Administrator said that the proposed site plan by Scott Fabel, Fabelease located on Grand Seasons Drive is generally compliant with the zoning ordinance and recommended approval of the site plan. Public Works Director Justin Berrens reviewed Strand Associates recommendations and suggested the Plan Commission approve the site plan for Scott Fabel, Fabelease, Grand Seasons Drive, contingent on them connecting to city water and sewer. Site Plans do not need Council approval.

MOVED by Comm. Phair, **SECONDED** by Ald. Olson to **APPROVE** the Site Plan for Scott Fabel, Grand Seasons Drive with contingencies as noted. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

9. RESOLUTION NO. 1449, A RESOLUTION TO DISCONTINUE RIGHT-OF-WAY LOCATED IN THE CITY OF WAUPACA

Public Works Director Justin Berrens said the intention of Resolution No. 1449 is to vacate the alley behind Bank First which runs from Union Street on the South, bordered by Jefferson Street on the West and South Division Street on the East. Once Resolution No. 1449 is approved at the June 2, 2020 Council Meeting it will be recorded with the Waupaca County Register of Deeds and the alley right-of-way will be officially vacated and discontinued and attached to Bank First property.

MOVED by Ald. Kjelland, **SECONDED** by Comm. Behrendt to **RECOMMEND TO COUNCIL** for approval at their June 2, 2020 meeting Resolution No. 1449, A Resolution to Discontinue Right-of-Way

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Located in the City of Waupaca for Bank First, Jefferson Street. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

10. DISCUSSION ITEM: COMPREHENSIVE PLAN AND ZONING CODE UPDATE

City Administrator Aaron Jenson reported that Andrew Dane is working on a market study to go along with his housing and big box retail on W. Fulton Street and will provide the Commission with an update at the next City Plan Commission meeting in June. Jeff Sanders, Zoning Administrator said that the re-write of the city's zoning ordinance is about 80-85% completed and he felt he was still on track at this point.

11. REPORTS: APRIL 2020 BUILDING PERMITS, APRIL 2020 CODE ENFORCEMENT STATUS REPORT AND DEVELOPMENT UPDATE

- a. **April 2020 Building Permits** – informational
- b. **April 2020 Code Enforcement Status Report** - informational
- c. **Development Update** – informational

12. ADJOURNMENT

MOVED by Ald. Kjelland, **SECONDED** by Ald. Olson, to **ADJOURN** the May 6, 2020 Regular City Plan Commission Meeting. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 6:08 p.m.

Mayor Brian Smith, Chairperson

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