

**CITY OF WAUPACA
CITY PLAN COMMISSION**

**SPECIAL MEETING
COUNCIL CHAMBERS, CITY HALL AND
VIA VIDEO / TELECONFERENCING**

MONDAY JUNE 1, 2020

6:07 P.M.

1. ROLL CALL

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

Absent: Comm. John Kneer (unexcused)

Others Present: Aaron Jenson, City Administrator, Jeff Sanders, Zoning Administrator, Beth Christiansen, Airport Manager and Andrew Dane

2. APPROVAL OF AGENDA

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

3. FIRST DRAFT ZONING CODE RE-WRITE WORKING SESSION

City Administrator Aaron Jenson said that Jeff Sanders, Zoning Administrator will go through the entire City's Municipal Code Chapter 17, Zoning Code and compare the old Code with the draft of the suggested new Code. Mr. Sanders said that the main guidance he used to prepare this document were from the results of the audit he completed in May 2019, which he used for the framework. Mr. Sanders said that approximately six years ago the city stopped issuing Conditional Use Permits and only issued Special Use Permits. He recommended that the city transition back to issuing Conditional Use Permits saying they are uses that the city would place conditions upon and they are far more consistent with the way the Wisconsin Statutes are written. He suggested that the city re-write the Zoning Code into a Land Use Matrix that would separate the use by the category use not by the Zoning District. He felt it would be much more conducive and easier for the property owner or contractor when determining the use for a particular property, especially when searching on the chapter on the city's webpage. Mr. Sanders described in detail the current process as written in the existing Chapter 17 and added it was unnecessarily burdensome. He suggested that the term "bulk requirements" be replaced with "dimensional standards" throughout Chapter 17 making it more user friendly for the property owner or contractor.

There was discussion on rewriting the B7 Riverfront Zoning District and Mr. Sanders asked the Plan Commission to help him rewrite the Ordinance. Mayor Smith added that Cooper Street is an untapped resource that the city is not taking advantage of. There was additional discussion regarding the fact that a number of properties located on Cooper Street are in a Flood Plain area and insuring the properties is extremely expensive. Mr. Sanders said that it is in the city's best interest to allow retail commercial properties in the front of the buildings along Main Street and then allow residential living on the other levels along Cooper Street, either third floor or basement level for the property owner to live. He added that people that live downtown tend to spend their money downtown as well.

The next discussion was regarding the FSC Fulton Street Corridor Overlay District. The intent "This district is intended to accommodate established uses along West Fulton Street while providing for its gradual transformation to a mixed-use commercial corridor offering a varied array of retail, service, office, residential,

City Plan Commission
June 1, 2020

technology, distribution, and light manufacturing uses integrated via site plan review.” Mr. Sanders provided the concept of FSC services as a “welcome matt” for downtown Waupaca, overlays the B-4 Strip Commercial District, compatible residential and non-residential uses may be mixed horizontally or integrated vertically and streetscaping.

The conversation then shifted to Accessory Dwelling Units (ADU) and the dimensional and design standards of the units including dwellings built above a garage or built separately on the property. ADU are accessory structures or sections of primary structures that provide livable space. The ADU’s must comply with regular building codes. Further discussion from commission members were in support of further exploration and possible adoption into the zoning code.

Mr. Sanders felt that the city’s sign ordinance needs to explain exactly what a wall is before the percentage of a wall and the maximum height of the wall can be determined. He said that the city’s sign ordinance is very confusing and complicated and made several suggestions to clean up the ordinance and that any and all existing signs would be grandfathered in.

Mr. Sanders said that the City’s Chapter 17 Traffic, Parking and Access will need several updates including ADA compliance, which is not currently included.

Mr. Sanders explained that the city should be issuing Site Plan Permits for residential properties that would address Accessory Structure permit, canopy/awning permit, deck/porch permits, fence permits and pool permits. Site permits include dimensional standards and applicable design requirements and would simplify the permit process for residential improvements. There was discussion the permit process and how a Site Plan Review would be handled if implemented. Commission members expressed support of this change.

Mr. Sanders will provide a clean draft of the Ordinance for Chapter 17, Zoning Code for the commission to review and he plans on having the Ordinance ready for review in July with a public hearing and adoption in August, 2020.

MOVED by Comm. Phair **SECONDED** by Ald. Olson to **CONTINUE** updates to Municipal Code Chapter 17 Zoning Ordinance and Permitting Process and provide a Final Draft at a later date. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

4. ADJOURNMENT

MOVED by Ald. Kjelland, **SECONDED** by Comm. Phair, to **ADJOURN** the June 1, 2020 Special City Plan Commission Meeting. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 8:45 p.m.

Mayor Brian Smith, Chairperson

ss