

**CITY OF WAUPACA  
CITY PLAN COMMISSION**

**REGULAR MEETING  
VIA VIDEO / TELECONFERENCING**

**WEDNESDAY JANUARY 6, 2021  
5:15 P.M.**

**1. ROLL CALL**

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

**Absent:** none

**Others Present:** Aaron Jenson, City Administrator, Andrew Dane, Senior Economic Development Specialist and Jeff Sanders, Zoning Administrator

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF PLAN COMMISSION MINUTES FROM OCTOBER 7, 2020 AND OCTOBER 26, 2020**

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**MOVED** by Ald. Olson, **SECONDED** by Comm. Phair to **APPROVE** the City Plan Commission Minutes of the October 7, 2020 and October 26, 2020 meetings with correction as noted in the adjournment time. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

**4. ORDINANCE NO. 01-2021, AN ORDINANCE AMENDING ORDINANCE NO. 09-2020**

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City Administrator Aaron Jenson explained that when Ordinance No. 09-2020, Zoning Code was adopted the map was not included to clearly describe the boundaries of the overlay district. Jeff Sanders, Zoning Administrator said it was an oversight on his part that the map was not included within Ordinance No. 09-2020. Ordinance No. 01-2021, an Ordinance amending Ordinance No. 09-2020 cleans up and clearly shows the boundaries of the overlay district, as was the original intent. Mr. Sanders added there would be additional amendments to the zoning code that will be brought forth to the Plan Commission.

**MOVED** by Comm. Phair, **SECONDED** by Ald. Kjelland to **RECOMMEND TO COUNCIL** Ordinance No. 01-2021, an Ordinance Amending Ordinance No. 09-2020 for their consideration. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

**5. COMPREHENSIVE PLAN UPDATE / REVIEW FINAL PLAN**

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Andrew Dane provided in detail an update and timeline on the City of Waupaca Comprehensive Plan Goals, Strategies and Actions, saying that the intent is to have this Plan completed in March for council approval. The Comprehensive Plan can be viewed at [www.cityofwaupaca.org](http://www.cityofwaupaca.org)

- 6. REPORTS:** a. **OCTOBER, NOVEMBER AND DECEMBER 2020 BUILDING PERMITS** - informational  
b. **OCTOBER, NOVEMBER AND DECEMBER 2020 CODE ENFORCEMENT STATUS REPORT** - informational  
c. **DEVELOPMENT UPDATE**
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City Administrator Aaron Jenson reported that Noah Lencki has 30 of the 50 videos completed for marketing Waupaca and will begin to inject these into our marketing campaign through social media. The city's grant writer is applying for a CDBG Grant through the Department of Administration in which the city would collaborate with CAP Services for rental assistance. This grant is for \$1.3 million and would serve the entire CAP Services area. Mr. Jenson recapped that in 2018, the city added 4 new single-family homes, in 2019, the city added 5 new single-family homes and in 2020, the city added 21 new single-family homes and he is hoping that the upward trend continues in 2021. The City extended an agreement through December 2021 with Nino Pedrelli for the former St. Mary Magdalene Church. Ruby's Pantry is still interested in the old Churny Cheese building. Pizza Hut has sold and will be bringing forward a plan.

## **7. ADJOURNMENT**

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**MOVED** by Comm. Phair, **SECONDED** by Ald. Olson, to **ADJOURN** the January 6, 2021 Regular City Plan Commission Meeting. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 6:46 p.m.

Mayor Brian Smith, Chairperson

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