

**CITY OF WAUPACA
CITY PLAN COMMISSION**

**REGULAR MEETING
VIA VIDEO / TELECONFERENCING**

**WEDNESDAY FEBRUARY 3, 2021
5:15 P.M.**

1. ROLL CALL

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

MOVED by Comm. Behrendt **SECONDED** by Ald. Kjelland 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 JANUARY 6, 2021 MEETING

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

4. RESOLUTION NO. 1477 RECOMMENDING AN AMENDMENT TO THE CITY OF WAUPACA YEAR 2030 COMPREHENSIVE PLAN

Senior Economic Development Specialist Andrew Dane reviewed the Comprehensive Plan process to date. Comm. Phair made a statement that these plans should be continued to be reviewed and not put on a shelf to collect dust. Mr. Dane responded that it should be the City's intent to review and revise (if needed) every 5 years. Mr. Phair then stated it would be great to have a copy for each plan commission member to have a hard copy for reference during meetings, City Administrator Aaron Jenson replied that the City would create copies for committee members. Zoning Administrator Jeff Sanders commented that the recent Fulton Street Overlay District was created based on the data of this draft Comprehensive Plan. From here, Mr. Dane will put together a presentation for the public hearing to be held in March.

MOVED by Comm. Phair, **SECONDED** by Ald. Kjelland to **APPROVE** Resolution No. 1477, Recommendation of the Plan Commission to Amend and Adopt the City of Waupaca Year 2030 Comprehensive Plan. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

5. CURRENT ZONING CODE / PHASE 2 DRAFT PRESENTATION AND REVIEW

Zoning Administrator Jeff Sanders reviewed the updates to the Chapter 17 Zoning Code Rewrite. He noted some major changes such as including more Conditional Uses in various zoning. He also noted that driveway,

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sidewalks, and landscaping would be a part of residential site plan reviews. Mr. Sanders also discussed signing an amendment and that the Plan Commission has the ability to determine some uses are appropriate to districts even when they are not explicitly noted. Such that if a district allows a donut shop but the zoning allows a bagel shop, the plan commission can determine if the donut shop would be allowed. There was much discussion on signs, especially temporary signs, the group somewhat agreed to further the discussion in the future. There was much more discussion on permanent signs and legal non-conforming issues.

Commissioners Angela LeSage and Tracy Behrendt left the meeting at 6:45 p.m.

Clerk's Note: The recording of the meeting stopped at 6:58 p.m.

- 6. REPORTS:** a. **January 2021 Building Permits** - informational
b. **Code Enforcement Status Report** - informational
c. **Development Update** - informational
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7. ADJOURNMENT

MOVED by Comm. Phair, **SECONDED** by Ald. Olson, to **ADJOURN** the February 3, 2021 Regular City Plan Commission Meeting. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 7:13 p.m.

Mayor Brian Smith, Chairperson

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