

**CITY OF WAUPACA
CITY PLAN COMMISSION**

**REGULAR MEETING
VIA VIDEO / TELECONFERENCING**

**WEDNESDAY MARCH 3, 2021
5:20 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, Jeff Sanders, Zoning Administrator, Lin Sahr, Roxanne Ennen, Adam Stein, Mark Holborrow, Mark Seidl and Paul Kinsley

2. APPROVAL OF AGENDA

MOVED by Comm. Phair **SECONDED** by Ald. Olson 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 FEBRUARY 3, 2021 MEETING

MOVED by Comm. Behrendt, **SECONDED** by Ald. Kjelland to **APPROVE** the City Plan Commission Minutes of the February 3, 2021 meeting. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

4. CONDITIONAL USE PERMIT / ACAPAUW, LLC, 1080 W. FULTON STREET

Jeff Sanders, Zoning Administrator said that the proposed use is consistent with the uses allowed under the city's zoning ordinance and recommended that the City Plan Commission approve of this Conditional Use Permit to Acapauw, LLC for the property located at 1080 W. Fulton Street.

MOVED by Ald. Kjelland, **SECONDED** by Comm. Phair to **RECOMMEND TO COUNCIL** the Conditional Use Permit for Acapauw, LLC, 1080 W. Fulton Street. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

5. SITE PLAN REVIEW / ACAPAUW, LLC, 1080 W. FULTON STREET

Zoning Administrator Jeff Sanders reviewed the presented site plan by Acapauw, LLC for property located at 1080 W. Fulton Street and said that the applicant had met all conditions and requirements to comply with the Fulton Street Overlay District and recommended approval of the site plan. Mr. Holborrow added that construction would begin in May 2021.

MOVED by Ald. Olson, **SECONDED** by Ald. Kjelland to **APPROVE** the Site Plan Review for Acapauw, LLC, 1080 W. Fulton Street (Starbucks). 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

6. SITE PLAN REVIEW / HOME & AWAY MINISTRIES, INC., 705 W. FULTON STREET

Zoning Administrator Jeff Sanders explained that this is an existing structure with the intended purpose and use of cold storage and storage of food. This structure complies with the current zoning code and he is recommending that the Plan Commission approve of the Site Plan presented by Home & Away Ministries, Inc. located at 705 W. Fulton Street (Ruby’s Pantry). Mr. Paul Kinsley said the start date for reconstruction would be shortly after April 20, 2021.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Olson to **APPROVE** the Site Plan Review for Home & Away Ministries, Inc., 705 W. Fulton Street (Ruby’s Pantry). 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

7. CHANGE OF USE SITE PLAN REVIEW SUBMITTAL AND APPROVAL

City Administrator Aaron Jenson said that with the adoption of the new Zoning Code they have a site plan submittal and approval process with the change of occupancy and use in businesses. Sometimes there might not be development or re-development on that property, he wanted to discuss those submittals that have never come to plan commission in the past if they would be allowed to do those internally, and then they would eventually be sent to Plan Commission for their approval.

MOVED by Ald. Kjelland, **SECONDED** by Comm. Phair to **ALLOW** Staff to Handle Plan Review Submittals for Change of Use for Existing Structures. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

8. 104 / 110 E. BADGER STREET (34-30-11-32) SIGN PERMIT

Tabled.

9. ORDINANCE NO. 04-2021, AN ORDINANCE AMENDING CHAPTER 17

City Administrator Aaron Jenson explained that this Ordinance is part of the Phase 2 change that cleans up the original zoning code that was adopted in November.

MOVED by Comm. Phair, **SECONDED** by Ald. Olson to **RECOMMEND TO COUNCIL** Ordinance No. 04-2021, An Ordinance Amending Chapter 17. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

10. DISCUSSION ITEM: APRIL PLAN COMMISSION MEETING

After discussion, it was determined that due to the circumstances presented; the April Plan Commission meeting would be moved to March 31, 2021 at 5:15 p.m.

11. DISCUSSION ITEM: LIGHT ORDINANCE DISCUSSION

After a lengthy discussion, staff will continue to look into options of ordinances, policies or other options and bring this back to another meeting.

Ald. Eric Olson and Jeff Sanders left the meeting at 7:06 p.m.

12. REPORTS: FEBRUARY 2021 BUILDING PERMITS; CODE ENFORCEMENT STATUS REPORT AND DEVELOPMENT UPDATE

City Administrator Aaron Jenson provided information on a large number of building permits filed in February and reported on the City's recent Development Agreement with Green Tree Construction.

13. ADJOURNMENT

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

The meeting adjourned at 7:10 p.m.

Mayor Brian Smith, Chairperson

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