

**CITY OF WAUPACA
CITY PLAN COMMISSION**

**SPECIAL MEETING
COUNCIL CHAMBERS, CITY HALL**

**WEDNESDAY MAY 19, 2021
5:21 P.M.**

1. ROLL CALL

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

Absent: Comm. Pat Phair (excused) and one vacant position

Others Present: Aaron Jenson, City Administrator, Jeff Sanders, Zoning Administrator, Don Fisher and Lyn Sahr and Paul Kinsley, Home & Away Ministries, Inc.

2. APPROVAL OF AGENDA

MOVED by Comm. LeSage **SECONDED** by Ald. Olson to **APPROVE** the Agenda as presented. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

3. APPROVAL OF PLAN COMMISSION MINUTES MAY 5, 2021

MOVED by Ald. Olson **SECONDED** by Comm. LeSage to **APPROVE** the Plan Commission Minutes from May 5, 2021 meeting. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

4. CONDITIONAL USE PERMIT / HOME & AWAY MINISTRIES, INC., 705 W. FULTON STREET

Zoning Administrator Jeff Sanders said that Home & Away Ministries, Inc. have applied for a Conditional Use Permit for their property located at 705 W. Fulton Street to utilize the property as a food distribution center. Mr. Sanders recommended approval subject to the following conditions:

- a. The Conditional Use shall be operated and maintained compliant with the requirements of the authorized Site Plan.
- b. All site improvements agreed-upon under the terms of the authorized Site Plan shall be maintained compliant with said Site Plan throughout the duration of the proposed use(s).
- c. No use other than the applicable Conditional Uses listed in Chapter 17.104(3) of the zoning ordinance and identified in Section IV of this Report are permissible under the terms of this Conditional Use Permit other than uses ancillary and customarily incidental to said use.
- d. 24-hour deliveries and operation of tractor trailers would be permissible subject to a prohibition against loud and disturbing noise **between** the hours of 10:00 pm to 7:00 am **and** operation of refrigerated tractor-trailers permissible **only** on Friday 4:00 pm to Saturday 7:00 am.
- e. All product and material storage shall occur within the proposed Principal Structure. Exterior storage is specifically prohibited, including within trucks, tractor-trailers, and other such vehicles.
- f. Vehicular ingress / egress shall be limited to West Fulton Street. No other access is permissible under the terms of this Conditional Use Permit.
- g. The property shall be maintained free from accumulation of trash and debris.

- h. Any substantive change in the use shall require an amendment to the authorized Conditional Use Permit.
- i. Any addition to the proposed Principal Structure or the addition of any Accessory Structure(s) may require an amendment to the authorized Conditional Use Permit when determined necessary by the Zoning Administrator or Community Economic Development Director.
- j. **Alter** conditional use to review by Plan Commission at 6 months at which time the conditional use permit can be altered or approved and sent to common Council for final approval.
- k. **Add** limiting a total number of tractor-trailer and hauling type vehicles used for distribution to a maximum of 15 per day and revise conditional use.

MOVED by Comm. Berrens, **SECONDED** by Ald. Kjelland to **APPROVE** the Conditional Use Permit for Home & Away Ministries, Inc., 705 W. Fulton Street subject to the above named conditions as amended. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

5. DISCUSSION ON ENFORCEMENT OF TEMPORARY SIGNAGE IN RESIDENTIAL DISTRICTS

City Administrator Aaron Jenson explained that there are political signs from the November 2020 Presidential Election still up in resident's yards in the city adding that there are State Statutes that address this and the city also has a temporary sign ordinance in place. Mr. Jenson asked Jeff Sanders to explain the steps of how to handle this issue. Mr. Sanders said that these political signs now fall into a category called Temporary Signs that are regulated under the zoning ordinance. He suggested that the city create a flyer/postcard letting the public know that these are the types of signs that fall under the grace period of which the landowners are required to remove them or transition to a permitted sign under the city's ordinance. Once the grace period is over the city would then take action to enforce the code. The State Statutes say that you can put a political or campaign sign up 15 days before the election but that it must be removed 5 days after the election. After a lengthy discussion, it was decided that the City Attorney should be asked to provide an opinion on this prior to sending a flyer/postcard.

MOVED by Ald. Kjelland, **SECONDED** by Comm. LeSage to **TABLE** this item until a future meeting. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

6. DISCUSSION ON 17.318(4)(a)4, BUILDING DESIGN STANDARDS, ATTACHED GARAGES

Aaron Jenson explained that through a zoning request process Jeff Sanders was not able to sign off on the zoning of new construction because the garage facing the street accounted for more than 50% of the front. This scenario was not included in the City's Zoning Ordinance rewrite that was adopted last November. Mr. Sanders said the main mass of this building was not the family dwelling but it was the garage and the garage doors that represented more than 50% of the façade. This was in violation of the city's existing zoning ordinance. Mayor Smith provided the location of the subject premises as being in Foxfire Subdivision. Mr. Jenson asked for a

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percentage to change this ordinance, as it currently is at 50%. After considerable discussion, the commission decided to increase the garage requirement to 70% versus 50%.

7. ADJOURNMENT

MOVED by Ald. Olson, **SECONDED** by Ald. Kjelland, to **ADJOURN** the May 19, 2021 Special City Plan Commission Meeting. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 7:17 p.m.

Mayor Brian Smith, Chairperson

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