



**CITY OF WAUPACA
CITY PLAN COMMISSION MEETING
WEDNESDAY, AUGUST 4, 2021 5:15 P.M.
COUNCIL CHAMBERS, CITY HALL**

CITY OF WAUPACA MISSION STATEMENT: *“The City of Waupaca’s mission is to provide services that ensure a safe, vibrant and connected community.”*

AGENDA:

1. Approve Agenda
2. Approval of Plan Commission Minutes
 - a. June 7, 2021 Public Hearing Minutes
 - b. June 7, 2021 Meeting Minutes
3. ACTION ITEMS:
 - a. Resolution No. 1492 petitioning the Secretary of Transportation for Airport Improvement Aid
 - b. Certified Survey Map | Daniel Schommer, 1035 and 1043 Royaltan Street
4. DISCUSSION ITEMS:
 - a. Discussion on commercial hanging signage
 - b. Discussion on residential signage
5. REPORTS:
 - a. Internal Site Plan Review Report
 - b. July 2021 Permits Report
 - c. Code Enforcement Status Reports
 - d. Development update
6. Adjournment

Mayor Brian Smith, Chairperson
City Plan Commission

PLEASE NOTIFY THE CLERK’S OFFICE IF YOU ARE UNABLE TO ATTEND. PLEASE ADVISE THE CITY CLERK’S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

**CITY OF WAUPACA
CITY PLAN COMMISSION**

**PUBLIC HEARING
COUNCIL CHAMBERS, CITY HALL**

**WEDNESDAY, JULY 7, 2021
5:21 P.M.**

Present: Commissioners Pat Phair, Ivan Wayne, Angela LeSage and Ald. Eric Olson

Absent: Mayor Brian Smith, Chairperson, Justin Berrens, Public Works Director and Ald. Alan Kjelland (all excused)

Others Present: City Administrator Aaron Jenson, Jeff Sanders, Zoning Administrator and Steve Hudziak

PUBLIC NOTICE

REZONING

CITY OF WAUPACA

Daniel J. and Mary K. Schommer, owners and Steve Hudziak, applicant have made application for a Zoning Change from "B5 Planned Commercial District and RC Resource Conservation District" to "B1 Neighborhood Business District" for a parcel of land located on Royalton Street (Parcel No. 34-29-31-1, 1043 Royalton Street) more fully described as follows, to wit:

Being all of Lot 1 Certified Survey Map No. 2202, AND a part of Outlots 136 & 137 of the President and Trustee Plat of the City of Waupaca, all located in the Northwest Quarter of the Southeast Quarter, the Northeast Quarter of the Southwest Quarter, the Southeast Quarter of the Northwest Quarter, and the Southwest Quarter of the Northeast Quarter of Section 29, Town 22 North, Range 12 East, City of Waupaca, Waupaca County, Wisconsin, being more fully described as follows:

Commencing at the intersection of the West line of Harriet Street and the North Right of Way of Royalton Street; thence North 88 degrees 13 minutes 24 seconds West, along the Northerly line of Royalton Street, 99.00 feet, to the Point of Beginning (POB); thence North 01 degrees 46 minutes 36 seconds East, 175.01 feet; thence South 76 degrees 26 minutes 29 seconds West, 240.21 feet; thence South 01 degrees 46 minutes 36 seconds West, 111.48 feet, to the Northerly Right of Way of Royalton Street; thence South 88 degrees 13 minutes 24 seconds East, along said Right of Way line, 231.65 feet, to the Point of Beginning.

Said land contains 33,183 square feet 0.76 acres.

YOU ARE HEREBY NOTIFIED the Public Hearing for the rezoning request is scheduled for Wednesday, July 7, 2021 at 5:15 p.m. in the Council Chambers of the City Hall, 111 S. Main Street, Waupaca. The hearing will be for the purpose of giving an opportunity for any person interested, their attorneys or agents, to be heard.

A map of the property may be obtained from the Community and Economic Development Department.

Sandy M. Stiebs
City Clerk

PUBLISH: June 17 and 24, 2021

Public Hearing
July 7, 2021

Jeff Sanders explained why this property was being rezoned from B5 Planned Commercial District and RC Resource Conservation District to B1 Neighborhood Business District as it is a rather large lot with two structures on it. The purchaser, Steve Hudziak is buying the property to the west, and in order to divide that lot it has to be rezoned to B1 because the side setback yards in a B5 district prohibit a division.

City Administrator Aaron Jenson asked for testimony in favor of the subject limiting comments to 3 minutes or less.

Hearing no testimony in favor of the subject, Mr. Jenson asked for testimony in opposition of the subject, hearing none he declared this Public Hearing closed at 5:27 p.m.

City Administrator Aaron Jenson

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**CITY OF WAUPACA
CITY PLAN COMMISSION**

**REGULAR MEETING
COUNCIL CHAMBERS, CITY HALL**

**WEDNESDAY JULY 7, 2021
5:27 P.M.**

1. ROLL CALL

Present: Commissioners Ald. Eric Olson, Angela LeSage, Pat Phair, Ivan Wayne and Ald. Alan Kjelland (arrived at 5:63pm)

Absent: Mayor Brian Smith and Justin Berrens, Public Works Director (both excused)

Others Present: Aaron Jenson, City Administrator, Jeff Sanders, Zoning Administrator and Steve Hudziak

2. APPROVAL OF AGENDA

MOVED by Comm. Phair **SECONDED** by Ald. Olson to **APPROVE** the Agenda as presented. 4 ayes, 0 nays, 3 absent. **MOTION CARRIED** on a voice vote.

**3. APPROVAL OF PLAN COMMISSION PUBLIC HEARING AND MINUTES FROM
MAY 19, 2021**

MOVED by Comm. Phair, **SECONDED** by Comm. LeSage to **APPROVE** the City Plan Commission Public Hearing and Minutes of the May 19, 2021 meeting. 4 ayes, 0 nays, 3 absent. **MOTION CARRIED** on a voice vote.

**4. RESOLUTION NO. 1490, RECOMMENDING AN AMENDMENT TO THE CITY OF
WAUPACA YEAR 2030 COMPREHENSIVE PLAN FOR 1025 ROYALTON
STREET, 1035/1043 ROYALTON STREET AND 1109 ROYALTON STREET**

City Administrator Aaron Jenson explained that these Royalton Street properties were inadvertently placed on the Comprehensive Plan as Low Density Residential and should have been categorized as Neighborhood Mixed Use. Resolution No. 1490 amends and corrects the Year 2030 Comprehensive Plan for these properties.

MOVED by Comm. Phair, **SECONDED** by Ald. Olson to **APPROVE** Resolution No. 1490, Recommending an Amendment to the City of Waupaca Year 2030 Comprehensive Plan for 1025 Royalton Street, 1035/1043 Royalton Street and 1109 Royalton Street. 4 ayes, 0 nays, 3 absent. **MOTION CARRIED** on a voice vote.

**5. REZONING / DANIEL J. AND MARY K. SCHOMMER, OWNERS AND STEVE
HUDZIAK, APPLICANT, 1043 ROYALTON STREET (ORDINANCE NO. 08-2021)**

Jeff Sanders, Zoning Administrator said that Steve Hudziak is purchasing the property located at 1043 Royalton Street currently zoned as B-5 and is asking the property to be rezoned to B-1 in order to divide the parcel and meet the minimum setback requirements.

City Plan Commission
July 7, 2021

MOVED by Ald. Olson, **SECONDED** by Comm. LeSage to **RECOMMEND TO COUNCIL** Rezoning 1043 Royalton Street to B-1 for Daniel J. and Mary K. Schommer, Owners and Steve Hudziak, Applicant, Ordinance No. 08-2021. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

6. ORDINANCE NO. 09-2021 / CHAPTER 17 PHASE 3 CHANGES

Jeff Sanders, Zoning Administrator said this is the third round of recommended amendments to Chapter 17, Zoning Regulations that are correcting a number of address errors and typos and to implement policy recommended by the Plan Commission with respect to ground signs in the B-1, B-2 and B-7 zoning districts.

MOVED by Ald. Olson, **SECONDED** by Comm. Phair to **RECOMMEND TO COUNCIL** Ordinance No. 09-2021 / Chapter 17 Phase 3 Changes. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

7. DISCUSSION ON ENFORCEMENT OF TEMPORARY SIGNAGE IN RESIDENTIAL DISTRICTS

City Administrator Aaron Jenson reminded the commission of their former discussion on temporary signs that are still up months after the election adding that they cannot discriminate against one sign versus another and would be required to include all signs in any enforcement to include Waupaca Comet signs, house for sale signs, etc. Jeff Sanders added that the current ordinance allows temporary signs in a residential district if they are associated with a specific event. It allows the signs to be placed on residential property prior to an event and requires them to be removed a short time after the event is over. Any sign regulation that requires the content of the sign to be interpreted whether a sign is in violation or not is in violation of the 1st Amendment. Mr. Sanders is recommending amending the Zoning Ordinance to limit one temporary ground sign per residential lot, subject to size without a time limit. Mr. Sanders said that the residents would be more acceptable of a city ordinance that allows one sign and the city would send a letter if more flags go up.

MOVED by Ald. Olson, **SECONDED** by Ald. Kjelland to direct staff to draft a Residential Sign Ordinance for R1, R2 and R3 Zoned Properties and bring it back to the City Plan Commission for their review. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

8. DISCUSSION ITEMS: DUAL ZONING DISCUSSION

Jeff Sanders said that every legal parcel in the city lies within a specific zoning district and that zoning district describes the uses, structures, and setbacks that are permissible within that district. Overlay districts overlay a zoning district and adds more restrictions or provides more flexibility. A dual zoning district does not pertain to overlay districts; they actually have two base zoning districts, which is problematic. Most communities require any property owner with dual zoning designation to rezone their property leaving one designation, which can be financially challenging to property owners. Mr. Sanders felt that the property owner should decide which zoning designation is best for their situation when rezoning and that the city should waive the application fee and pay the survey cost. Comm. Phair suggested creating a policy for all city dual zoning parcels.

9. REPORTS:

- a. Internal Site Plan Review Report – informational.
- b. May and June 2021 Permits Report – informational.
- c. Code Enforcement Status Reports – informational.
- d. Development Update – Mr. Jenson spoke about the Main Street Incentive Program, housing growth in East Gate Subdivision and the River North Subdivision. He commended Andrew Whitman and the Parks and Recreation Department for their efforts in fundraising for the Splash Pad at Swan Park. Mr. Sanders reported on the Internal Site Plan Review Report.

10. ADJOURNMENT

MOVED by Ald. Kjelland, **SECONDED** by Ald. Olson, to **ADJOURN** the July 7, 2021 Regular City Plan Commission Meeting. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 6:54 p.m.

Mayor Brian Smith, Chairperson

ss

RESOLUTION NO. 1492 (2021)

**RESOLUTION PETITIONING THE SECRETARY OF
TRANSPORTATION FOR AIRPORT IMPROVEMENT AID BY
COMMON COUNCIL OF THE CITY OF WAUPACA, WAUPACA
COUNTY, WISCONSIN**

WHEREAS, the City of Waupaca, Waupaca County, Wisconsin hereinafter referred to as the sponsor, being a municipal Body Corporate of the State of Wisconsin, is authorized by law Wis. Stat. §114.11 to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Waupaca Municipal Airport, Waupaca County, Wisconsin,

“PETITION FOR AIRPORT PROJECT”

WHEREAS, the foregoing proposal for airport improvements has been referred to the City Plan Commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this Resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for Federal and (or) State Aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a Local General Aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: Replace airfield lighting and NAVAIDs; land acquisition for airport development and approach protection; construct perimeter fence; reconstruct/rehabilitate Runway 13/31; Shift Runway 28 to decouple from Runway 13/31; construct hangar/storage area building; expand terminal building; extend Runway 10/28 and parallel taxiway; airfield pavement maintenance and repair; develop hangar/terminal area; reconstruct/rehabilitate Taxiway A; conduct airport master plan; conduct wildlife site visit; upgrade fuel system care reader; acquire mowing equipment; clear

and maintain runway approaches as stated in Wis. Admin. Code Trans §55; and any necessary related work.

3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the federal Airport and Airway Improvements Act, and is authorized by law to designate the Secretary as its agent for other purposes. **“DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR’S AGENT”**

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease or eminent domain under Wis. Stat §32.02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat §114.33(8)(a) of the Wis. Stats., that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

“AIRPORT OWNER ASSURANCES”

AND, BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND, BE IT FURTHER RESOLVED THAT THE Mayor and Alderperson be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

RESOLUTION INTRODUCED BY

Alderperson Paul T. Hagen, Airport
Board Chairperson

Mayor Brian Smith

CERTIFICATION

I, Sandy M. Stiebs, Clerk of Waupaca, Wisconsin, do hereby certify that the foregoing is a correct copy of the Resolution introduced at a Common Council meeting of the City of Waupaca on August 17, 2021 adopted by a majority vote, and recorded in the minutes of said meeting.

Sandy M. Stiebs, City Clerk

**AGENCY AGREEMENT AND
FEDERAL BLOCK GRANT OWNER ASSURANCES**

**Department of Transportation
Bureau of Aeronautics
Madison, Wisconsin**

WHEREAS, the City of Waupaca, Waupaca County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Waupaca Municipal Airport project to:

Replace airfield lighting and NAVAIDs; land acquisition for airport development and approach protection; construct perimeter fence; reconstruct/rehabilitate Runway 13/31; Shift Runway 28 to decouple from Runway 13/31; construct hangar/storage area building; expand terminal building; extend Runway 10/28 and parallel taxiway; airfield pavement maintenance and repair; develop hangar/terminal area; reconstruct/rehabilitate Taxiway A; conduct airport master plan; conduct wildlife site visit; upgrade fuel system care reader; acquire mowing equipment; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55; and any necessary related work

WHEREAS, the sponsor adopted a resolution on August 17, 2021, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT-----

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

SECRETARY OF TRANSPORTATION

David M. Greene, Director (Date)
Bureau of Aeronautics

FEDERAL BLOCK GRANT OWNER ASSURANCES-----

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: The City of Waupaca, Waupaca County, Wisconsin

Sandy M. Stiebs, City Clerk

Brian Smith, Mayor

August 17, 2021

August 17, 2021

I. ISSUE

Establish zoning standards for Hanging Signs.

II. RECOMMENDED AMENDMENTS

A. Chapter 17.510(2) B-1 District.

(a) Type of signs allowed. In addition to signs not requiring a permit, the following sign types are allowed for nonresidential uses in the B-1 District:

Sign Type	Maximum Number	Maximum Face Area	Maximum Height	Minimum Street Yard Setback	Minimum Side Yard Setback
Awning/ Canopy	One per street facing, first floor window	50 sq. ft.	[1]	[2]	n/a
Ground	One [3]	50 sq. ft. [4]	20 ft.	Equal to height [5]	Three ft.
Hanging	No more than six signs per wall surface, with a minimum separation of 10 ft. from other such signs. [12]	Four sq. ft.	[1]	[11]	n/a
Ingress/ Egress	Two [6]	Eight sq. ft.	Five ft.	0 ft.	Three ft.
Portable	One, in street yard only	24 sq. ft.	Four ft.	Off-street	n/a
Projecting	One	35 sq. ft.	[7]	[7]	[7]
Wall, non-residential	Three [9]	[10] [11]	n/a	n/a	n/a

[1] Awnings/canopies **and hanging signs** must maintain a minimum clearance between the bottom of the canopy and the finished grade of nine feet.
 [2] Awnings/canopies shall project a minimum of 3.5 feet to provide pedestrians protection from the elements. Awning/canopies may extend to a point not more than two feet in from the face of the curb, or seven feet from the building, whichever is less.
 [3] Total number of ground signs shall be limited to one per property for each abutting and accessible street frontage unless otherwise approved in a planned unit development.
 [4] For single-side of sign or panel.
 [5] Ground mounted signs with a total height less than 6 feet may be located with a zero-foot setback from the right-of-way line.
 [6] Ingress/egress signs shall be associated with, and located no farther than 10 ft. from, an access to a City street.

- [7] Projecting signs may extend to a point not more than two feet in from the face of the curb, or nine feet from the building, whichever is less. The lowest point of any sign projecting over a public way, space, walk, or road shall be a minimum of 12 feet above grade.
- [8] The maximum number of wall signs per unit on a multi-tenant structure is one.
- [9] Wall signs shall not exceed one square foot of face area per lineal foot of street frontage. The maximum area of wall signage allowed is 500 square feet.
- [10] Wall signs shall not extend outward more than 14 inches from the surface of the wall.
- [11] **Hanging signs may extend to a point not more than two feet in from the face of the curb.**
- [12] **Hanging signs shall be placed perpendicular to the building facade and not flush with the building facade.**

B. Chapter 17.510(3) B-2 District.

(a) Type of signs allowed. In addition to signs not requiring a permit, the following sign types are allowed for nonresidential uses in the B-2 District:

Sign Type	Maximum Number	Maximum Face Area	Maximum Height	Minimum Street Yard Setback	Minimum Side Yard Setback
Awning/ Canopy	One per street facing, first floor window	50 sq. ft.	[1]	[2]	n/a
Ground	One [3]	50 ft. [4]	20 ft.	Equal to height [5]	Three ft.
Hanging	No more than six signs per wall surface, with a minimum separation of 10 ft. from other such signs. [14]	Four sq. ft.	[1]	[13]	n/a
Ingress/ Egress	Two [6]	Eight sq. ft.	Five ft.	0 ft.	Three ft.
Portable	One, in street yard only	24 sq. ft.	Four ft.	Off-street	n/a
Projecting	One	55 sq. ft.	[7]	[7]	[7]
Wall, non-residential	Three [8]	[9] [10] [11]	n/a	n/a	n/a
Window/ Door	One	25% of window or door area [12]	n/a	n/a	n/a

- [1] Awnings/canopies **and hanging signs** must maintain a minimum clearance between the bottom of the canopy and the finished grade of nine feet.
- [2] Awnings/canopies shall project a minimum of 3.5 feet to provide pedestrians protection from the elements. Awning/canopies may extend to a point not more than two feet in from the face of the curb, or seven feet from the building, whichever is less.

- [3] Total number of ground signs shall be limited to one per property for each abutting and accessible street frontage unless otherwise approved in a planned unit development.
- [4] For single-side of sign or panel.
- [5] Ground signs with a total height less than 6 feet may be located with a zero-foot setback from the right-of-way line.
- [6] Ingress/egress signs shall be associated with, and located no farther than 10 ft. from, an access to a City street.
- [7] Projecting signs may extend to a point not more than two feet in from the face of the curb, or nine feet from the building, whichever is less. The lowest point of any sign projecting over a public way, space, walk, or road shall be a minimum of 12 feet above grade.
- [8] The maximum number of wall signs per unit on a multi-tenant structure is one.
- [9] Wall signs fastened to or painted on the street-facing facade associated with the primary mailing address of a structure shall not exceed 150 square feet in size.
- [10] Wall signs fastened to or painted on any façade other than the street-facing facade associated with the primary mailing address of a structure shall have no maximum size.
- [11] Wall signs shall not extend outward more than 14 inches from the surface of the wall.
- [12] Window/door graphics shall not become unsightly or illegible. Chipped or peeling areas shall be removed, repaired, or replaced.
- [13] **Hanging signs may extend to a point not more than two feet in from the face of the curb.**
- [14] **Hanging signs shall be placed perpendicular to the building facade and not flush with the building facade.**

C. Chapter 17.510(6) B-7 District.

(b) Type of signs allowed. In addition to signs not requiring a permit, the following sign types are allowed for nonresidential uses in the B-7 District:

Sign Type	Maximum Number	Maximum Face Area	Maximum Height	Minimum Street Yard Setback	Minimum Side Yard Setback
Awning/Canopy	One per street facing, first floor window	50 sq. ft.	[1]	[2]	n/a
Ground	One [3]	50 sq. ft. [4]	Six ft.	Equal to height [5]	Three ft.
Hanging	No more than six signs per wall surface, with a minimum separation of 10 ft. from other such signs. [14]	Four sq. ft.	[1]	[13]	n/a
Ingress/Egress	Two [6]	Eight sq. ft.	Five ft.	0 ft.	Three ft.
Portable	One, in street yard only	24 sq. ft.	Four ft.	Off-street	n/a
Projecting	One	24 sq. ft.	[7]	[7]	[7]
Wall, non-residential	Three [8]	[9] [10] [11]	n/a	n/a	n/a

Window/Door	One	25% of window or door area [12]	n/a	n/a	n/a
<p>[1] Awnings/canopies and hanging signs must maintain a minimum clearance between the bottom of the canopy and the finished grade of nine feet.</p> <p>[2] Awnings/canopies shall project a minimum of 3.5 feet to provide pedestrians protection from the elements. Awning/canopies may extend to a point not more than two feet in from the face of the curb, or seven feet from the building, whichever is less.</p> <p>[3] Total number of ground signs shall be limited to one per property for each abutting and accessible street frontage unless otherwise approved in a planned unit development.</p> <p>[4] For single-side of sign or panel.</p> <p>[5] Ground signs with a total height less than 6 feet may be located with a zero-foot setback from the right-of-way line.</p> <p>[6] Ingress/egress signs shall be associated with, and located no farther than 10 ft. from, an access to a City street.</p> <p>[7] Projecting signs may extend to a point not more than two feet in from the face of the curb, or nine feet from the building, whichever is less. The lowest point of any sign projecting over a public way, space, walk, or road shall be a minimum of 12 feet above grade.</p> <p>[8] The maximum number of wall signs per unit on a multi-tenant structure is one.</p> <p>[9] Wall signs fastened to or painted on the street-facing facade associated with the primary mailing address of a structure shall not exceed 150 square feet in size.</p> <p>[10] Wall signs fastened to or painted on any façade other than the street-facing facade associated with the primary mailing address of a structure shall have no maximum size.</p> <p>[11] Wall signs shall not extend outward more than 14 inches from the surface of the wall.</p> <p>[12] Window/door graphics shall not become unsightly or illegible. Chipped or peeling areas shall be removed, repaired, or replaced.</p> <p>[13] Hanging signs may extend to a point not more than two feet in from the face of the curb.</p> <p>[14] Hanging signs shall be placed perpendicular to the building facade and not flush with the building facade.</p>					

D. Add the following definition to Chapter 17.902 of the zoning ordinance:

Hanging Sign. A sign that is suspended from the underside of a surface and is supported by such surface.

I. ISSUE

Upon the direction of the Plan Commission, certain site plans which would otherwise come before the Plan Commission are delegated to staff for review and approval.

II. MARCH 2021

- A. March 19. Waupaca Convention & Visitors Bureau, 205 W. Fulton Street – Information Kiosk.
- B. March 25. Cubic Design Inc. (Mitek), 1977 Royalton Street – Detached accessory structure (650 sq. ft. pallet shed).
- C. March 25. UHF LLC and Niebler Properties, 414 W. Union Street – Replacement of existing wall on multi-family parcel.
- D. March 31. Sulten Belly, 220 S. Main Street – Attached accessory structure (patio for outdoor dining).

III. APRIL 2021

- A. April 8. Waupaca Country Club, 1330 Ware Street – Attached deck.
- B. April 20. 510 River Street LLC, 510 River Street – Installation of fence around existing outdoor patio.

IV. MAY 2021

None

V. JUNE 2021

- A. June 14. In The Beginning Midwives, 215 Jefferson Street – Change in use (retail to professional office).
- B. Pending. Midwest Compressor LLC, 2245 S. Apple Tree Lane – Deck on existing nonconforming use (single-family dwelling).

VI. JULY 2021

- A. July 21. Wisconsin Public Service, 233 Industrial Drive – Replacement of 734 sq. ft. control house.
- B. July 22. Kwik Trip, 106 CTH QQ – Addition of 354 sq. ft. outdoor freezer to Principal Structure.
- C. July 22. Kwik Trip, 226 W. Fulton Street – Addition of 354 sq. ft. outdoor freezer to Principal Structure.
- D. Pending. Midwest Compressor LLC, 2245 S. Apple Tree Lane – Deck on existing nonconforming use (single-family dwelling).
- E. Pending. OSIFV Real Estate LLC, 102 Grand Seasons Drive – Approximately 500 sq. ft. addition to Principal Structure.



City of Waupaca

111 South Main Street

Waupaca, WI 54981

Phone: (715) 258-4404

Fax: (715) 258-4426

www.cityofwaupaca.org/development

Permits Issued

7/1/2021 To 7/27/2021

Permit # / Type	Date	Location	Description of Work	Fees	Cons. Value
21-216-B1 Building	07/08/2021	221 GRANITE ST	RESIDE; NO TEAR OFF, YES 1/4" R-BOARD, VINYL, YES ALUM SOFFIT & FASCIA, YES TRIM WINDOWS/DOORS	\$50.00	\$15,000.00
21-229-B1 Building	07/01/2021	519 BAILEY ST	RESIDE; YES TEAR OFF, YES TYVEK, YES 1/4" R-BOARD, VINYL, YES TRIM WINDOWS/DOORS (11) WINDOW REPLACEMENTS; (3) LIVING, (2) KITCHEN, (3) BEDROOM, (2) BATH, ALL SINGLE HUNG * ALL FIT EXISTING OPENINGS OR SMALLER (2) ENTRANCE DOOR REPLACEMENTS, AND (1) PATIO DOOR REPLACEMENT TO 36" DOOR	\$177.00	\$9,200.00
21-231-B1 Building	07/01/2021	219 JEFFERSON ST	REROOF	\$920.50	\$44,700.00
21-233-B1 Building	07/01/2021	1403 CHURCHILL ST	REROOF EXISTING SHED; YES TEAR OFF, YES SHEATHING REPLACE 8X16, NO ICE & WATER SHIELD, NO ROOF VENTS, NO RIDGE VENT, 25 YR SHINGLE WARRANTY RESIDE EXISTING SHED; YES TEAR OFF, NO TYVEK, YES 1/2" R-BOARD, VINYL, NO ALUM SOFFIT & FASCIA, YES TRIM WINDOWS/DOORS REPLACE ENTRANCE DOOR	\$250.00	\$2,500.00
21-236-B1 Building	07/07/2021	210 S MAIN ST	(11) WINDOWS (1) DOOR *ALL FIT EXISTING OPENINGS	\$250.00	\$15,075.00
21-237-B1 Building	07/07/2021	506 N FRANKLIN ST	RENEWAL OF PERMIT 18-086 (ADD MASTER BATH TO 2ND FLOOR, REPLACE WINDOWS SAME SIZE, WALL INSULATION, NEW DRYWALL, NEW KITCHEN CABINETS)	\$25.00	\$5,000.00



City of Waupaca

111 South Main Street

Waupaca, WI 54981

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Permits Issued

7/1/2021 To 7/27/2021

Permit # / Type	Date	Location	Description of Work	Fees	Cons. Value
21-243-B1 Building	07/12/2021	1402 ROYALTON ST	WAUPACA COUNTY 911 DISPATCH RELOCATION	\$2,587.27	\$149,151.00
21-246-B1 Building	07/15/2021	1615 WEBSTER WAY	RESIDE; YES TEAR OFF, YES TYVEK, VINYL, NO ALUM SOFFIT FASCIA, YES TRIM WINDOWS/DOORS (2) DOORS; ENTRANCE & PATIO *BOTH FIT EXISTING OPENINGS	\$165.00	\$10,000.00
21-237-E2 Electrical	07/07/2021	506 N FRANKLIN ST	ELECTRICAL FOR INTERIOR ALTERATIONS, REWIRE HOUSE	\$25.00	\$5,000.00
21-243-E2 Electrical	07/12/2021	1402 ROYALTON ST	ELECTRICAL FOR WAUPACA COUNTY 911 DISPATCH RELOCATION	\$777.63	\$51,842.00
21-248-E1 Electrical	07/16/2021	415 SCHOOL ST	200AMP TEMPORARY SERVICE FOR SPECIAL EVENTS AUGUST 2021 THROUGH SEPTEMBER 2021	\$0.00	\$200.00
21-237-P3 Plumbing	07/07/2021	506 N FRANKLIN ST	PLUMBING FOR INTERIOR ALTERATIONS, ADD MASTER BATH TO 2ND FLOOR	\$25.00	\$2,500.00
21-243-P4 Plumbing	07/12/2021	1402 ROYALTON ST	PLUMBING FOR WAUPACA COUNTY 911 DISPATCH RELOCATION	\$241.44	\$16,096.00
21-243-P5 Plumbing	07/12/2021	1402 ROYALTON ST	FIRE PROTECTION FOR WAUPACA COUNTY 911 DISPATCH RELOCATION	\$460.20	\$30,680.00
21-215-A1 Accessory Structure	07/01/2021	711 ROYALTON ST	12'X12' PERGOLA PLACED ON EXISTING DECK	\$160.00	\$2,000.00
21-239-M1 Mechanical	07/13/2021	1420 BERLIN ST	(1) AIR CONDITIONER; 36,000 BTUs, TRANE XR13 4TTR3036	\$200.00	\$4,280.00
21-240-M1 Mechanical	07/13/2021	2080 SPINDT DR	(1) AIR CONDITIONER; 24,000 BTUs, RUNTRU A4AC3024	\$200.00	\$4,930.00



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7/1/2021 To 7/27/2021

Permit # / Type	Date	Location	Description of Work	Fees	Cons. Value
21-241-M1 Mechanical	07/13/2021	714 9TH ST	(1) AIR CONDITIONER; 18,000 BTUs, MITSUBISHI MSZ-GL18	\$75.00	\$4,080.00
21-243-M3 Mechanical	07/12/2021	1402 ROYALTON ST	HVAC FOR WAUPACA COUNTY 911 DISPATCH RELOCATION	\$1,216.37	\$81,091.00
21-251-M1 Mechanical	07/22/2021	715 SHEARER ST	(1) FURNACE; 60,000 BTUs, CARRIER 59 SC5B060	\$75.00	\$4,250.00
21-249-SN1 Sign	07/22/2021	101 N WESTERN AVE	(1) WALL SIGN; "SHOPKO OPTICAL", 3' 10 3/8" X 22' 4 3/8"	\$150.00	\$3,500.00
21-189-1 Fence	07/12/2021	119 W BADGER ST		\$50.00	\$0.00
21-205-2 Fence	07/12/2021	2330 MAYEK DR		\$50.00	\$0.00
21-232-1 Fence	07/01/2021	824 8TH ST		\$50.00	\$0.00
21-238-1 Fence	07/12/2021	311 S WESTERN AVE		\$50.00	\$0.00
21-244-1 Fence	07/14/2021	432 S HARRISON ST		\$50.00	\$0.00
21-252-1 Fence	07/22/2021	620 TIMBER DR		\$100.00	\$4,200.00
21-256-1 Fence	07/22/2021	630 TIMBER DR		\$100.00	\$4,000.00
21-205-1 Deck	07/12/2021	2330 MAYEK DR		\$164.00	\$8,900.00



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Permits Issued

7/1/2021 To 7/27/2021

Permit # / Type	Date	Location	Description of Work	Fees	Cons. Value	
Permit Count:	29			Totals:	\$8,644.41	\$478,175.00



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Code Enforcement Status Report

Status: Completed

<u>Case Number</u>	<u>Case Date</u>	<u>Parcel Number</u>	<u>Site Address</u>	<u>Case Type</u>	<u>Violation Date</u>	<u>Corrected Date</u>
21-175	07/01/2021	34 19 72 20	630 TIMBER DR	Zoning	07/31/2019	07/22/2021



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Code Enforcement Status Report

Status: Open

<u>Case Number</u>	<u>Case Date</u>	<u>Parcel Number</u>	<u>Site Address</u>	<u>Case Type</u>	<u>Violation Date</u>	<u>Corrected Date</u>
21-174	07/01/2021	34 19 82156	120 W BADGER ST	Zoning	06/30/2021	
21-176	07/20/2021	34 26 71 1	1444 FOXFIRE CT	Nuisance	07/19/2021	
21-177	07/23/2021	34 20 70 33	306 OAK ST	Nuisance	07/22/2021	
21-178	07/23/2021	34 20 70 11	813 WARE ST	Nuisance	07/22/2021	
21-179	07/23/2021	34 19 78 19	326 N MORTON ST	Nuisance	07/22/2021	
21-180	07/23/2021	34 19 86 6	901 BIG PINE CT	Nuisance	07/20/2021	
21-181	07/23/2021	34 34 70 21	2290 MAYEK DR	Zoning	07/15/2021	
21-182	07/23/2021	34 32 12 12	1439 CHURCHILL ST	Zoning	07/21/2021	