

**CITY OF WAUPACA  
CITY PLAN COMMISSION**

**REGULAR MEETING  
COUNCIL CHAMBERS, CITY HALL**

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

**1. ROLL CALL**

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**Present:** Commissioners Ald. Eric Olson, Angela LeSage, Pat Phair, Ivan Wayne and Ald. Alan Kjelland (arrived at 5:53pm)

**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**

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**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**

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**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**

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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)**

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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.

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**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**

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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**

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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 1<sup>st</sup> 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**

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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:

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- 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

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**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

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