

**CITY OF WAUPACA
CITY PLAN COMMISSION**

**REGULAR MEETING
COUNCIL CHAMBERS, CITY HALL**

**WEDNESDAY NOVEMBER 3, 2021
5:18 P.M.**

1. ROLL CALL

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

Absent: none

Others Present: City Administrator Aaron Jenson and Jarod Rachu, Community & Economic Development Director

2. APPROVAL OF AGENDA

MOVED by Ald. Kjelland **SECONDED** by Comm. Phair to **APPROVE** the Agenda as presented 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

3. APPROVAL OF PLAN COMMISSION MINUTES; SEPTEMBER 22, 2021 SPECIAL MEETING AND OCTOBER 6, 2021 PUBLIC HEARING AND MEETING MINUTES

MOVED by Ald. Olson, **SECONDED** by Comm. Wayne to **APPROVE** the City Plan Minutes from September 22, 2021 Special Meeting and October 6, 2021 Public Hearing and Meeting Minutes. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

4. SITE PLAN REVIEW / FOUNDATIONS FOR LIVING, INC., 1421 CHURCHILL STREET

Jarod Rachu, Community & Economic Development Director said that the Foundations for Living, Inc. property located at 1421 Churchill Street is zoned B-3 General Commercial District with a Homeless Shelter Overlay District designation and RC Resource Conservation District adding that this is a non-conforming lot with a non-conforming structure. He concluded that the conditional site plan approval for Foundations for Living is recommended by staff, subject to the following conditions:

1. If negative effects to public or vehicular safety occur due to insufficient site parking, additional site parking may be required.
2. Two trees shall be planted in the front yard of the property within one year of approval.
3. The paving and striping of all parking areas shall be completed within one year of approval.
4. Any new structures erected on the property shall require a site plan permit. This includes any fencing used to screen refuse areas.
5. The refuse area shall be screened within one year of approval.
6. All lighting shall be downward facing and should not negatively affect surrounding parcels or traffic.
7. This development shall comply with the requirements outlined in Chapter 17.159 – HS HOMELESS SHELTER OVERLAY DISTRICT at all times. Any additional elements being added to this development to comply with this district’s standards shall be in place within one year of approval.

8. If site conditions change or there are negative effects on public and vehicular safety due to insufficient on-site parking, additional site parking may be required.
9. A minimum of one supervisory level staff member must be present on the site during hours of operation.
10. The shelter shall have set hours of operation and the hours shall be posted in a publicly visible and accessible location.
11. Homeless shelters, Mass shelters, and Family shelters shall comply with all applicable state and federal statutory requirements.
12. Homeless shelters, Mass shelters, and Family shelters shall comply with the Uniform Building Code and Fire Codes, including maximum occupancy restrictions.
13. Smoke detectors approved by the City of Waupaca Fire Department shall be provided in all sleeping and food preparation areas.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Olson to **APPROVE** the Site Plan for Foundations for Living, Inc., 1421 Churchill Street based on the 13 Conditions as recommended by Staff. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

5. CONDITIONAL USE PERMIT / MICHAEL T. WEDELSTADT AND KELSEY ANN HAYES, COMMERCIAL DRIVE

Jarod Rachu, Community & Economic Development Director said that Michael Wedelstadt and Kelsey Ann Hayes are looking to construct self-service storage units and mini-warehouses on property located on Commercial Drive that is zoned I-1 Light Industrial District and a Conditional Use Permit is required for this type of project. Mr. Rachu added that staff is recommending approval of issuing a Conditional Use Permit to Michael T. Wedelstadt and Kelsey Ann Hayes, subject to the following conditions:

1. The Conditional Use shall be operated and maintained compliant with the requirements of the authorized Site Plan.
2. No use other than the applicable Conditional Use listed in Chapter 17.104(3) of the zoning ordinance and identified in Section IV of this Report permissible under the terms of this Conditional Use Permit other than uses ancillary and customarily incidental to said use.
3. Any substantive change in the use shall require an amendment to the authorized Conditional Use Permit.
4. The Conditional Use Permit shall be valid as long as the Conditional Use is maintained compliant with the zoning ordinance.
5. The parcel shall be maintained and free from accumulation of trash, debris and other rubbish.
6. At no time should this use, its elements or its customers become a nuisance to public health or safety.
7. At no time should this use, its elements, or its customers negatively interfere with the safety of the airport or its associated elements.

MOVED by Comm. Wayne, **SECONDED** by Comm. LeSage to **RECOMMEND TO COUNCIL** to issue a Conditional Use Permit to Michael T. Wedelstadt and Kelsey Ann Hayes for property located on Commercial Drive to Construct Personal Storage Units. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

6. SITE PLAN REVIEW / MICHAEL T. WEDELSTADT AND KELSEY ANN HAYES, COMMERCIAL DRIVE

Jarod Rachu, Community & Economic Development Director is requesting that the Site Plan be approved for Michael T. Wedelstadt and Kelsey Ann Hayes, Commercial Drive property, subject to the following conditions:

1. Any changes to the proposed site plan after approval will require additional materials and approval.
2. Any additions to the proposed site plan will require a new site plan review and approval.
3. Approval of Site Plan is contingent on the approval of the Conditional Use Permit to allow self-service storage units and mini-warehouse as a permitted use on this parcel.
4. Paving of all required areas shall be completed within one year of occupancy. The asphalt driveway shall be a minimum of 4 inches thick.
5. Landscaping all proposed areas with the approved vegetation shall be required within one year of occupancy.
6. All building permit approvals and permits must be obtained before construction commences.
7. All Red Oaks should be changed to White Oaks (to prevent Oak Wilt). All honeysuckle bushes should be changed to a noninvasive/native bush.
8. All vegetation should remain in a living state. If vegetation is no longer in a living state, it shall be replaced with the same vegetation or vegetation of similar qualities.

There was discussion on the Eastgate standards that require masonry to be installed 3 feet high and it was decided to waive that requirement for this project.

MOVED by Ald. Olson, **SECONDED** by Ald. Kjelland to **APPROVE** the Site Plan with the conditions as stated by staff and to add a condition to waive masonry requirement of Eastgate standards and instead allow a two toned steel, 3' high, facing the street side only; and to change trees over 35' to a different species as to not hinder airport regulations for Michael T. Wedelstadt and Kelsey Ann Hayes, property located on Commercial Drive. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

7. ORDINANCE NO. 18-2021 / CHAPTER 17.104(3) PERMITTED USES AND CONDITIONAL USES AMENDMENT

Jarod Rachu, Community & Economic Development Director explained that there were oversights in the zoning code that did not allow Professional Studios (artists, photographers and the like) as a Permitted Use in the B-1, B-2, B-3, B-4, B-5, B-6 and B-7 Districts. Manufacturing operations as a Permitted Use was also omitted and is added in the I-2 Districts.

MOVED by Comm. Phair, **SECONDED** by Ald. Kjelland to **RECOMMEND TO COUNCIL** Ordinance No. 18-2021 / Chapter 17.104(3) Permitted Uses and Conditional Uses Amendment as recommended by staff. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

8. FEE SCHEDULE CHANGE FOR CHANGE OF USE

City Plan Commission
November 3, 2021

Jarod Rachu, Community & Economic Development Director said that staff is working to revise the Change in Use Site Plan Permit Application to add ease to the process, while still having the applicant provide all necessary information to Staff for their review. With this simplified application, Staff also feels that lowering the price point is necessary and that a \$25 fee would be sufficient to cover the costs of materials needed and review time of these applications.

MOVED by Comm. Berrens, **SECONDED** by Comm. LeSage to **RECOMMEND TO COUNCIL** the Fee Schedule Change for Change of Use as recommended by Staff. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

9. DISCUSSION ON PARKING REQUIREMENTS

A discussion was held to clarify the need to use a traffic study, the information to be provided by developer, and other information as needed for Plan Commission to determine adequate parking will be provided during developments within the city. Mr. Rachu said the next step would be to have a public hearing and bring an Ordinance to council for approval.

10. REPORTS: INTERNAL SITE PLAN REVIEW REPORT; OCTOBER 2021 PERMIT REPORTS; CODE ENFORCEMENT STATUS REPORTS AND DEVELOPMENT UPDATE

Jarod Rachu, Community & Economic Development Director provided the internal site plan review reports, the permit reports and the code enforcement status reports for the month of October 2021 for his department. City Administrator Aaron Jenson reported that Ruby's Pantry has scheduled a final walk through and Starbucks are looking to open the week of November 8, 2021. Mr. Jenson added that the City Plan Commission would be holding a Sign Workshop at their December 1, 2021 meeting.

11. ADJOURNMENT

MOVED by Comm. Phair, **SECONDED** by Ald. Kjelland, to **ADJOURN** the November 3, 2021 Regular City Plan Commission Meeting. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 6:48 p.m.

Mayor Brian Smith, Chairperson

ss