

**CITY OF WAUPACA  
CITY PLAN COMMISSION**

**REGULAR MEETING  
COUNCIL CHAMBERS, CITY HALL**

**WEDNESDAY JANUARY 5, 2022  
5:25 P.M.**

**1. ROLL CALL**

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**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**

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

**3. APPROVAL OF PLAN COMMISSION DECEMBER 1, 2021 PUBLIC HEARING AND MEETING MINUTES**

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**MOVED** by Ald. Olson **SECONDED** by Ald. Kjelland to **APPROVE** the Plan Commission December 1, 2021 Public Hearing and Meeting Minutes. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

**4. CONDITIONAL USE PERMIT 822 BARTLETT STREET, CAROL A. HUTCHINSON KILLY**

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Community and Economic Development Director Jarod Rachu explained that Carol A. Killy Hutchinson is requesting to build an outdoor storage building at her property located at 822 Bartlett Street. Mr. Rachu said that staff approves of issuing a conditional use permit subject to the following conditions:

1. This Conditional Use's approval is contingent on a completed and approved site plan.
2. The Conditional Use shall be operated and maintained compliant with the requirements of the authorized Site Plan including, but not limited to, lot buffers, landscaping, paving, screening and lighting.
3. No use other than the applicable Conditional Use listed in Chapter 17.104(3) of the zoning ordinance and identified in this report permissible under the terms of this Conditional Use Permit other than uses ancillary and customarily incidental to said use.
4. Any substantive change in the use or conditional use shall require an amendment to the authorized Conditional Use Permit.
5. The Conditional Use Permit shall be valid as long as the Conditional Use is maintained compliant with the zoning ordinance.
6. The parcel shall be maintained and free from accumulation of trash, debris and other rubbish.
7. At no time should this use, its elements or its customers become a nuisance to public health or safety.

8. At no time should this use, its elements, or its customers negatively interfere with the safety of the airport or its associated elements.
9. Any new property owners should be made aware of these conditions.
10. Refer trucks are considered outdoor storage and shall meet all requirements thereof.

**MOVED** by Comm. Phair, **SECONDED** by Comm. Wayne to **APPROVE AND RECOMMEND TO COUNCIL** the Conditional Use Permit for Carol A. Hutchinson Killy, 822 Bartlett Street subject to the conditions listed. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

## **5. CONDITIONAL USE PERMIT 230 GRAND SEASONS DRIVE, KRISSEL'S AUTOMOTIVE**

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Jarod Rachu, Community and Economic Development Director said that Krisel's Automotive is requesting to provide sales, service and repair on Category M Passenger Vehicles on property located at 230 Grand Seasons Drive. Mr. Rachu said that staff is recommending approval subject to the following conditions:

1. 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 this report are 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. The applicant shall complete and receive approval of all other zoning permits and building permits for this Conditional Use Permit to remain valid.

**MOVED** by Comm. LeSage, **SECONDED** by Ald. Olson to **APPROVE AND RECOMMEND TO COUNCIL** the Conditional Use Permit for Krisel's Automotive at 230 Grand Seasons Drive, subject to the conditions listed. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

## **6. CONDITIONAL USE PERMIT, PETERSEN BROTHERS PROPERTIES LLC, 1407 ROYALTON STREET**

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Jarod Rachu, Community and Economic Development Director said that Petersen Brothers Properties, LLC located at 1407 Royalton Street are requesting a Conditional Use Permit for sales, service and repair on Category M Passenger Vehicles and are constructing an additional storage shed. Mr. Rachu said staff is recommending approval 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 this report are 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. The applicant shall complete and receive all other zoning permits and building permits before the commencement of any structure.

**MOVED** by Ald. Kjelland, **SECONDED** by Comm. Wayne to **APPROVE AND RECOMMEND TO COUNCIL** the Conditional Use Permit for Petersen Brothers Properties LLC, 1407 Royalton Street, subject to the conditions listed. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

## **7. ZONING CHANGE AGAPE HELP CENTER LLC, 1401 CHURCHILL STREET (ORDINANCE NO. 01-2022)**

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Jarod Rachu, Community and Economic Development Director said that Agape Help Center, 1401 Churchill Street is requesting a zoning change for this property to utilize the land uses as facilities for victims of domestic abuse and community living arrangement (more than 16 residents). Mr. Rachu added that staff is recommending approval of the zoning change to R3, Multiple-Family Residence District subject to the following conditions:

1. The Property owner shall be required to obtain all other necessary zoning and building permits as required.
2. A Conditional Use shall be required for the currently proposed uses.

**MOVED** by Ald. Kjelland, **SECONDED** by Ald. Olson to **APPROVE AND RECOMMEND TO COUNCIL** the Zoning Change for Agape Help Center LLC, 1401 Churchill Street (Ordinance No. 01-2022), subject to the conditions listed. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

## **8. ORDINANCE NO. 02-2022, AN ORDINANCE AMENDING CHAPTER 17, CITY OF WAUPACA ZONING ORDINANCE – PERMITTED USES AND CONDITIONAL USES**

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Jarod Rachu, Community and Economic Development Director explained that this ordinance cleans up the previous Chapter 17 Zoning Ordinance that was enacted and clarified that it specifically addresses Section 17.104(3), Permitted Uses and Conditional Uses, (3) Permitted Uses and Conditional Uses by Base District.

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**MOVED** by Ald. Olson, **SECONDED** by Comm. Wayne to **APPROVE AND RECOMMEND TO COUNCIL** Ordinance No. 02-2022, An Ordinance Amending Chapter 17, City of Waupaca Zoning Ordinance – Permitted Uses and Conditional Uses. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

## **9. DISCUSSION ITEMS:**

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### **a. DISCUSSION ON SIGNAGE**

Jarod Rachu, Community Economic Development Director reminded the commission that at the last meeting Attorney Steve Sorenson gave a presentation on signage and asked for any comments or thoughts. Mayor Smith added that an ordinance would be forthcoming for discussion and consideration, which should make it easier to understand.

### **b. DISCUSSION ON SITE PLAN CODE**

Mr. Rachu is considering additional changes and is open to suggestions regarding the city's Site Plan review. He would like to correct this where it would reduce unnecessary review times for Plan Commission and make the process more streamlined for development.

### **c. DISCUSSION ON SNOW REMOVAL**

Mr. Rachu reviewed the city's snow removal policy, enforcement process and fees.

### **d. DISCUSSION ON ALTERNATIVE ENERGY SYSTEMS**

Mr. Rachu reviewed proposed changes to the conditional and permissible uses of alternative energy in the city.

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

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- Internal Site Plan Review Report – informational
- Permit Reports – There were 56 total permits issued for a total of \$28,765 of revenue to the city and a construction value of \$1,755,935.18
- Code Enforcement Status Reports – informational
- Development Update – Mr. Rachu provided development updates on various projects within the city.

## **11. ADJOURNMENT**

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**MOVED** by Ald. Kjelland, **SECONDED** by Ald. Olson, to **ADJOURN** the January 5, 2022 Regular City Plan Commission Meeting. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 6:31 p.m.

Mayor Brian Smith, Chairperson

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