

**CITY OF WAUPACA
CITY PLAN COMMISSION**

**RESCHEDULED MEETING
COUNCIL CHAMBERS, CITY HALL**

**TUESDAY APRIL 5, 2022
5:19 P.M.**

1. ROLL CALL

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

Absent: Pat Phair (excused)

Others Present: Jarod Rachu, Community and Economic Development Director, Aaron Jenson, City Administrator, Brian Ruechl, R. W. Baird

2. APPROVAL OF AGENDA

MOVED by Ald. Kjelland **SECONDED** by Ald. Olson to **APPROVE** the Agenda as presented. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

3. APPROVAL OF PLAN COMMISSION MARCH 2, 2022 MEETING MINUTES

MOVED by Comm. Wayne **SECONDED** by Comm. LeSage to **APPROVE** the Plan Commission March 2, 2022 Meeting Minutes. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

4. MATHEW KLATT CHANGE OF USE APPLICATION

Community and Economic Development Director Jarod Rachu explained that Mathew Klatt, KlattAero, LLC has applied for a change of use for 2601 Runway Drive, Hangar No. 2 at Waupaca Municipal Airport. Mr. Rachu is recommending approval of the change of use subject to the following conditions:

- 1) It shall be required that all building code requirements are met for use to operate.
- 2) All outdoor lighting shall be shielded and shall not extend outside of this property's lot lines or cause any disruption to public or vehicular safety.
- 3) Any amendments or additions to this site shall require a site plan permit.
- 4) Any changes in use shall require a change in Use Site Plan.
- 5) Any changes or additions in signage shall require additional approvals before signs are placed.

MOVED by Ald. Kjelland, **SECONDED** by Comm. Wayne to **APPROVE AND RECOMMEND TO COUNCIL** the Change of Use for Mathew Klatt, KlattAero, LLC, 2601 Runway Drive, Hangar No. 2, subject to the stated conditions. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

5. MATHEW KLATT SIGN APPLICATION

Community and Economic Development Director Jarod Rachu explained that Mathew Klatt, KlattAero, LLC has made application to install a new sign on his property located at 2601 Runway Drive, Hangar No. 2, Waupaca Municipal Airport. Mr. Rachu is recommending approval.

City Plan Commission
April 5, 2022

MOVED by Ald. Kjelland, **SECONDED** by Comm. Wayne to **APPROVE AND RECOMMEND TO COUNCIL** the installation of a new sign for Mathew Klatt, KlattAero, LLC, 2601 Runway Drive, Hangar 2, Waupaca Municipal Airport. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

6. ORDINANCE NO. 09-2022 / AMENDMENT TO CHAPTERS 17.101(5) AND 17.136(4) AND REPEAL OF CHAPTER 17.154 EGD EAST GATEWAY DESIGN DISTRICT

Jarod Rachu, Community and Economic Development Director described the proposed changes to Chapters 17.101(5) and 17.136(4) and said that it is of the best interest to the growth of the Waupaca Municipal Airport to repeal Chapter 17.154 EGD East Gateway Design District.

MOVED by Ald. Olson, **SECONDED** by Comm. LeSage to **APPROVE AND RECOMMEND TO COUNCIL** Ordinance No. 09-2022, Amendment to Chapters 17.101(5) and 17.136(4) and Repeal of Chapter 17.154 EGD East Gateway Design District. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

7. ORDINANCE NO. 10-2022 / AMENDMENT TO CHAPTER 17.319 LANDSCAPING

Jarod Rachu, Community and Economic Development Director said that Ordinance No. 10-2022, Amendment to Chapter 17.319 Landscaping cleans up the current ordinance and makes it easier and more conducive for public use.

MOVED by Ald. Kjelland, **SECONDED** by Comm. Wayne to **APPROVE AND RECOMMEND TO COUNCIL** Ordinance No. 10-2022 / Amendment to Chapter 17.319 Landscaping. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

8. RESOLUTION NO. 1506, A RESOLUTION APPROVING PROPOSED PROJECT PLAN TERRITORY AMENDMENT TWO FOR TAX INCREMENTAL DISTRICT NO. 8

Brian Ruechl, R. W. Baird said that there were errors on the Resolutions for TID's 11 and 12 that needed to be corrected. It was decided to review the Resolutions but not vote on them until they can reschedule a special City Plan meeting to vote on the correct information.

Mr. Jenson said that TID 8 is a distressed TID and spreads into the city's Industrial Park. Since TID 8 is a distressed TID and its expenditure period has passed, the city would like to amend the boundaries, incorporate some of the property located in TID 8 into the River North Subdivision, and include into TID 11. Mr. Jenson added that paying off TID 8 would not affect the proforma or life expectancy.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Olson to **TABLE** Resolution No. 1506, A Resolution Approving Proposed Project Plan Territory Amendment Two for Tax Incremental District No. 8. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

9. RESOLUTION NO. 1507, A RESOLUTION FORMALLY ADOPTING PROPOSED PROJECT PLAN AND BOUNDARIES FOR TAX INCREMENTAL DISTRICT NO. 11

City Administrator Aaron Jenson described the proposed Project Plan and Boundaries for Tax Incremental District No. 11. He said that proposed TID 11 is a Mixed-Use District with a maximum TID life of 20 years and expenditure period completed after 15 years. The expected TID increment is planned for \$15 million and the anticipated tax value is \$88,700,110. This parcel has been recently re-zoned to mixed-use for multiple housing. Mr. Jenson added this TID and Project Plan meets all of the requirements according to Wisconsin Department of Revenue State Statutes and it does meet the 12% rule that the city is bound by. Mr. Jenson described the boundaries and described the properties that are not included within TID 11.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Olson to **TABLE** Resolution No. 1507, A Resolution formally Adopting Proposed Project Plan and Boundaries for Tax Incremental District No. 11. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

10. RESOLUTION NO. 1508, A RESOLUTION FORMALLY ADOPTING PROPOSED PROJECT PLAN AND BOUNDARIES FOR TAX INCREMENTAL DISTRICT NO. 12

City Administrator Aaron Jenson described the proposed Project Plan and Boundaries for Tax Incremental District No. 12 saying it includes properties located on Churchill Street such as the Waupaca Food Pantry and Hinder Brewing, then across the street down to Nelson’s Shell Station. He said that proposed TID 12 would be statutorily identical to TID 11 and would generate approximately \$14,000 per year in tax revenue for the city.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Olson to **TABLE** Resolution No. 1508, A Resolution formally Adopting Proposed Project Plan and Boundaries for Tax Incremental District No. 12. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

11. DISCUSSION ITEMS:

a. DISCUSSION ON SIGNAGE

There was discussion on portable signs that currently allows one without a permit but in the permit section, it says to permit portable signs. Also, do not forget about Chapter 8 Constructions and Encroachments, as the city

City Plan Commission
April 5, 2022

would not be able to permit portable signs that violate Chapter 8. This is the initial discussion; Mr. Rachu will bring a draft ordinance for adoption at a future meeting.

b. DISCUSSION ON LOT STANDARDS

It was brought up that people do not like being told their lot is sub-standard. Mr. Rachu is proposing changes to reduce standard with the idea to make things more affordable and flexible. Adapting minimum lot standards as there are many current lots that do not meet current standards and should set us up for future trends of smaller dwellings. Mr. Rachu will bring something forward to the Plan Commission at a future meeting.

10. REPORTS: INTERNAL SITE PLAN REVIEW REPORT / MARCH 2022 PERMIT REPORT / CODE ENFORCEMENT STATUS REPORTS / DEVELOPMENT UPDATES

- Internal Site Plan Review Report – informational
- March 2022 Permit Report – informational
- Code Enforcement Status Reports – informational
- Development Update – informational

11. ADJOURNMENT

MOVED by Ald. Kjelland, **SECONDED** by Ald. Olson, to **ADJOURN** the April 5, 2022 Regular City Plan Commission Meeting. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 6:45 p.m.

Mayor Brian Smith

ss