

**CITY OF WAUPACA  
CITY PLAN COMMISSION**

**REGULAR MEETING  
COUNCIL CHAMBERS, CITY HALL**

**WEDNESDAY MAY 4, 2022  
5:27 P.M.**

**1. ROLL CALL**

---

**Present:** Commissioners Ald. Eric Olson, Pat Phair, Angela LeSage, Ivan Wayne, Ald. Henry Veleker and Justin Berrens, Public Works Director

**Absent:** Mayor Brian Smith (excused)

**Others Present:** Jarod Rachu, Community and Economic Development Director, Aaron Jenson, City Administrator and Tracy Behrendt, Waupaca Historical Society Director

**2. APPROVAL OF AGENDA**

---

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

**3. ANNUAL REVIEW OF THE CODE OF ETHICS**

---

The commissioners present reviewed the Code of Ethics and placed them on file.

**MOVED** by Comm. Berrens **SECONDED** by Comm. Phair to **APPROVE** the Annual Review of the Code of Ethics and Place it on file. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

**4. APPROVAL OF PLAN COMMISSION APRIL 5, 2022 PUBLIC HEARINGS AND MEETING MINUTES AND THE APRIL 19, 2022 SPECIAL MEETING MINUTES**

---

**MOVED** by Comm. Phair **SECONDED** by Comm. LeSage to **APPROVE** the Plan Commission April 5, 2022 Public Hearings and Meeting Minutes and the April 19, 2022 Special Meeting Minutes. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

**5. ZONING CHANGE / GODFREY DRIVE PROPERTIES (ORDINANCE NO. 11-2022)**

---

Jarod Rachu, Community and Economic Development Director recapped that the properties listed in this zoning change are all located in the River North area on Godfrey Drive in the city's Industrial Park. This rezone will bring these properties into conformance with their current uses.

**MOVED** by Ald. Olson, **SECONDED** by Comm. Wayne to **APPROVE AND RECOMMEND TO COUNCIL** the Zoning Change for Godfrey Drive Properties, Ordinance No. 11-2022). 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

**6. ZONING CHANGE / WAUPACA HISTORICAL SOCIETY, 525 OAK STREET (ORDINANCE NO. 12-2022)**

---

Jarod Rachu, Community and Economic Development Director recapped that the Waupaca Historical Society is requesting to change the zoning at the Train Depot located at 525 Oak Street to a commercial classification.

City Plan Commission  
May 4, 2022

**MOVED** by Comm. Phair, **SECONDED** by Ald. Olson to **APPROVE AND RECOMMEND TO COUNCIL** the Zoning Change for the Waupaca Historical Society, 525 Oak Street, Ordinance No. 12-2022. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

## **7. CONDITIONAL USE PERMIT / CLINTONVILLE LUMBER, INC., 1999 SPINDT DRIVE**

Jarod Rachu, Community and Economic Development Director said that Clintonville Lumber, Inc. is requesting a Conditional Use Permit to build a cold storage structure onto their property located at 1999 Spindt Drive.

**MOVED** by Ald. Olson, **SECONDED** by Comm. LeSage to **APPROVE AND RECOMMEND TO COUNCIL** a Conditional Use Permit for Clintonville Lumber, Inc., 1999 Spindt Drive. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

## **8. SITE PLAN REVIEW / CLINTONVILLE LUMBER, INC., 1999 SPINDT DRIVE**

Jarod Rachu, Community and Economic Development Director said that staff is recommending the Site Plan for Clintonville Lumber, Inc., 1999 Spindt Drive subject to the following conditions:

- 1) If the included parking becomes inadequate for the business's needs, additional parking may be required.
- 2) The size of each parking space shall be not less than nine feet by 18 feet, exclusive of the space required for ingress and egress.
- 3) Any amendments or additions to this site shall require a new site plan permit.
- 4) Any changes in use shall require a change in Use Site Plan.
- 5) Currently, access to the parcel is gained through a cross-access point located on a city-owned parcel. The applicant should ensure there is a proper cross-access easement agreement to continue this access point.
- 6) Exterior lighting shall be designed, located, or shielded so as to ensure no spillover onto an adjoining parcel.
- 7) Outdoor storage of materials shall be palletized or stored in containers if they are piles or stacked and such stacking shall not exceed 20 feet in height, or the building height; whichever is less. If materials are stored or piled behind an 8-foot fence, the requirements imposed by the first sentence do not apply. Storage outside of the fence is not allowed except for natural elements. Any materials placed outside of the fence shall be removed within 24 hours during the normal workweek and 72 hours if placement occurs during the weekend.
- 8) Paving and parking lot painting shall be completed within one year of approval.
- 9) Landscaping shall be completed within one year of approval

**MOVED** by Ald. Veleker, **SECONDED** by Comm. Wayne to **APPROVE** the Site Plan for Clintonville Lumber, Inc., 1999 Spindt Drive, subject to the listed conditions and contingent upon Council approval of the Conditional Use Permit. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

City Plan Commission  
May 4, 2022

**9. REPORTS: INTERNAL SITE PLAN REVIEW REPORT / APRIL 2022 PERMIT REPORT / CODE ENFORCEMENT STATUS REPORTS / DEVELOPMENT UPDATES**

---

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

**10. ADJOURNMENT**

---

**MOVED** by Ald. Olson, **SECONDED** by Comm. Phair, to **ADJOURN** the May 4, 2022 Regular City Plan Commission Meeting. 6 ayes, 0 nays, 1 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 6:00 p.m.

City Administrator Aaron Jenson  
Acting Chairperson

ss