

**CITY OF WAUPACA
CITY PLAN COMMISSION**

**SPECIAL MEETING
COUNCIL CHAMBERS, CITY HALL**

**MONDAY JULY 18, 2022
4:36 P.M.**

1. ROLL CALL

Present: Commissioners Mayor Brian Smith, Chairperson, Pat Phair, Ivan Wayne, Ald. Henry Veleker and Justin Berrens, Public Works Director

Absent: Ald. Eric Olson and Angela LeSage (both excused)

Others Present: Jarod Rachu, Community and Economic Development Director

2. APPROVAL OF AGENDA

MOVED by Comm. Wayne **SECONDED** by Comm. Phair to **APPROVE** the Agenda as presented. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

3. APPROVAL OF PLAN COMMISSION JUNE 1, 2022 PUBLIC HEARING AND MEETING MINUTES

MOVED by Comm. Phair **SECONDED** by Comm. Wayne to **APPROVE** the Plan Commission June 1, 2022 Public Hearing and Meeting Minutes. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

4. CONDITONAL USE PERMIT / WAUPACA HISTORICAL SOCIETY, 525 OAK STREET

Jarod Rachu, Community and Economic Development Director is recommending the approval of issuing a Conditional Use Permit to the Waupaca Historical Society for the Train Depot located at 525 Oak Street subject to the following conditions:

1. The Conditional Use shall be operated and maintained compliant with the requirements of the authorized Site Plan.
2. The applicant shall complete and receive approval of all other zoning permits and building permits.
3. Any substantive change in the use may require an amendment to the authorized Conditional Use Permit.
4. All site plan changes shall require a site plan permit and all site plan requirements shall be met and maintained.

MOVED by Ald. Veleker, **SECONDED** by Comm. Wayne to **APPROVE AND RECOMMEND TO COUNCIL** issuing a Conditional Use Permit to the Waupaca Historical Society Train Depot, 525 Oak Street subject to the above listed conditions. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

5. CONDITIONAL USE PERMT / SUNNY DAY CHILD CARE & PRESCHOOL, INC., 1932 GODFREY DR

Jarod Rachu, Community and Economic Development Director said he is recommending the issuance of a Conditional Use Permit to Sunny Day Child Care & Preschool, Inc. subject to the following conditions:

1. Any substantive change in the use of the parcel shall require an amendment to the authorized Conditional Use Permit.

2. The Conditional Use Permit shall be valid as long as the Conditional Use is maintained compliant with the zoning ordinance.
3. The parcel shall be maintained and free from accumulation of trash, debris and other rubbish.
4. At no time should this use, its elements, or its customers become a nuisance to public health or safety.
5. Any change or addition in the use of this parcel shall require a change of use site plan application.
6. Nonconforming uses can exist as is but cannot be expanded, rebuilt or re-exist in the case of any removal.

MOVED by Comm. Phair, **SECONDED** by Comm. Wayne to **APPROVE AND RECOMMEND TO COUNCIL** to issue a Conditional Use Permit for Sunny Day Child Care & Preschool, Inc., 1932 Godfrey Drive, subject to the conditions listed above. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

6. CONDITIONAL USE PERMIT / FABELEASE, LLC, 251 GRAND SEASONS DR

Jarod Rachu, Community and Economic Development Director said he is recommending the issuance of a Conditional Use Permit to Fabelease, LLC, 251 Grand Seasons Drive for a parking lot subject to the following conditions:

1. All potential violations and violations on 270 and 282 Grand Seasons Drive shall be evaluated and resolved (property utilized by the same business).
2. The Conditional Use shall be operated and maintained compliant with the requirements of the authorized Site Plan.
3. The applicant shall complete and receive approval of all other zoning permits and building permits for this Conditional Use Permit to remain valid.
4. Any substantive change in the use of the leased area may require an amendment to the authorized Conditional Use Permit.
5. All site plan changes shall require a site plan permit and all site plan requirements shall be met and maintained

MOVED by Comm. Phair, **SECONDED** by Ald. Veleker to **APPROVE AND RECOMMEND TO COUNCIL** to issue a Conditional Use Permit for Fabelease, LLC, 251 Grand Seasons Drive, subject to the conditions listed above. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

7. SITE PLAN REVIEW / FABELEASE, LLC, 251 GRAND SEASONS DR

MOVED by Ald. Veleker, **SECONDED** by Comm. Wayne to **TABLE** the Site Plan Review for Fabelease, LLC, 251 Grand Seasons Drive until the August 3, 2022 City Plan Commission meeting. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote

8. CONDITIONAL USE PERMIT AND SITE PLAN REVIEW / MOUNT TOM, LLC, OWNER, HARMONI TOWERS, LLC AND AT&T MOBILITY, APPLICANT, BAILEY STREET

Jarod Rachu, Community and Economic Development Director said that Harmoni Towers, LLC submitted an application for a new mobile tower to be constructed on Bailey Street. Mayor Smith said that discussions with

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the city attorney provided three options, to approve, to deny or to table to a future meeting, however a decision needs to be made within 90 days or by August 29, 2022. Mayor Smith is recommending tabling this Conditional Use Permit and Site Plan Review until the August 3, 2022 City Plan Commission meeting when City Attorney Steve Sorenson can be in attendance. Council would then review this at their August 16, 2022 meeting.

MOVED by Ald. Veleker, **SECONDED** by Comm. Phair to **TABLE** the Conditional Use Permit and Site Plan Review for Mount Tom, LLC, Owner, Harmoni Towers, LLC and AT&T Mobility, Applicant, Bailey Street until the August 3, 2022 City Plan Commission meeting. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

9. ZONING CHANGE | Godfrey Drive and South Industrial Drive Properties, 34-27-31-6, Fox Valley Technical College Foundation Inc., 1979 Godfrey Drive; 34-27-33-11, Carousel Gymnastics LLC, 1906 Godfrey Drive; 34-28-41-4, Mobility 4 Vets Wheelchair Shop Inc., 700 S Industrial Drive; 34-28-41-6, MCP Development, LLC, 701 S Industrial Drive; (Ordinance No. 14-2022)

Jarod Rachu, Community and Economic Development Director explained that the businesses listed above needed to be rezoned as part of the proposed River North Subdivision to comply with the city's Future Land Use Map. Mr. Rachu received written approval from all of the businesses prior to this zoning change.

MOVED by Comm. Phair, **SECONDED** by Comm. Wayne to **APPROVE AND RECOMMEND TO COUNCIL** Ordinance No. 14-2022, An Ordinance Amending 17.102 Zoning Districts Map as allowed for Under 17.700. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

10. RESOLUTION NO. 1519, A RESOLUTION TO DISCONTINUE RIGHT-OF-WAY LOCATED IN THE CITY OF WAUPACA

Jarod Rachu, Community and Economic Development Director explained that the Danes Hall is looking to expand their outdoor area and as such, the city has been in the process of vacating a portion of North Main Street to accommodate them.

MOVED by Comm. Phair, **SECONDED** by Ald. Veleker to **APPROVE AND RECOMMEND TO COUNCIL** Resolution No. 1519, A Resolution to Discontinue Right-of-Way Located in the City of Waupaca. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

11. RESOLUTION NO. 1521 RECOMMENDING AN AMENDMENT TO THE CITY OF WAUPACA YEAR 2030 COMPREHENSIVE PLAN FOR PARCEL NO. 34-28-24-2 (PARENT PARCEL NO. 34-28-21-13), LOT 1, CSM #8103, V35P3, NO ADDRESS ASSIGNED)

Jarod Rachu, Community and Economic Development Director said the Waupaca Foundry is requesting to construct an apartment building on the corner of Royalton Street and Tower Road to house their employees. As

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part of this, a Certified Survey Map has been approved and recorded with the next step of amending the city's Year 2030 Comprehensive Plan to conform to the correct zoning for the property of Neighborhood Mixed-Use.

MOVED by Comm. Phair, **SECONDED** by Comm. Wayne to **APPROVE AND RECOMMEND TO COUNCIL** Resolution No. 1521 Recommending an Amendment to the City of Waupaca Year 2030 Comprehensive Plan for Parcel No. 34-28-24-2 (Parent Parcel No. 34-28-21-13), Lot 1, CSM #8103, V35P3, No address assigned. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

12. DISCUSSION ITEMS: none

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

- Internal Site Plan Review Report – informational
- June 2022 Permit Report – informational
- Code Enforcement Status Reports – informational
- Development Updates – informational

14. ADJOURNMENT

MOVED by Ald. Veleker, **SECONDED** by Comm. Wayne, to **ADJOURN** the July 18, 2022 Special City Plan Commission Meeting. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 6:00 p.m.

Mayor Brian Smith
Chairperson

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