

**CITY OF WAUPACA  
CITY PLAN COMMISSION**

**REGULAR MEETING  
COUNCIL CHAMBERS, CITY HALL**

**WEDNESDAY DECEMBER 7, 2022  
5:18 P.M.**

**1. ROLL CALL**

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**Present:** Mayor Brian Smith, Commissioners Ald. Eric Olson, Ald. Henry Veleker, Acting Chairperson, Angela LeSage and Justin Berrens, Public Works Director

**Absent:** Commissioners Pat Phair and Ivan Wayne (both excused)

**Others Present:** Aaron Jenson, City Administrator

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF PLAN COMMISSION NOVEMBER 2, 2022 PUBLIC HEARING AND MEETING MINUTES**

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**MOVED** by Comm. LeSage **SECONDED** by Ald. Olson to **APPROVE** the Plan Commission November 2, 2022 Public Hearing and Meeting Minutes. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

**4. CONDITIONAL USE PERMIT / TIMES SQUARE JOINT VENTURE, LLP, OWNER, AMERCO REAL ESTATE COMPANY (AREC), APPLICANT, 830 W. FULTON STREET**

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City Administrator Aaron Jenson explained that the proposed land use is for indoor storage/wholesaling, self-service storage units, and mini warehouses, sales, service, and repair: 'Category M' light-duty vehicles (passenger vehicles), and sales, service, and repair: 'Category N' heavy-duty vehicles (trucks, buses, coaches, tractor trailer units, and the like). Mr. Jenson is asking for approval of the Conditional Use Permit subject to the following conditions:

1. The Conditional Use shall be operated and maintained compliant with the requirements of the authorized Site Plan, approved Certified Survey Map, and approved Condominium Plat. Elements and conditions of the site plan, certified survey map, and condominium plat shall be met and maintained at all times.
2. The applicant shall complete and receive approval of all other zoning permits and building permits for this Conditional Use Permit to remain valid.
3. Site plan changes may require a new site plan permit and/or an amendment to the conditional use permit.
4. Approval of this Conditional Use Permit request shall be contingent on the previously approved Certified Survey Map and Condominium Plat being recorded at the Waupaca County Register of Deeds.

**MOVED** by Ald. Olson, **SECONDED** by Comm. LeSage to **APPROVE AND RECOMMEND TO COUNCIL** the Conditional Use Permit for Times Square Joint Venture, LLP, Owner, Amerco Real Estate Company, (AREC), Applicant, 830 W. Fulton Street, subject to the stated conditions. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

**5. SITE PLAN REVIEW / TIMES SQUARE JOINT VENTURE, LLP, OWNER,  
AMERCO REAL ESTATE COMPANY (AREC), APPLICANT, 830 W. FULTON  
STREET**

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City Administrator Aaron Jenson said that staff is recommending approval of the site plan for Times Square Joint Venture, LLP, Owner, Amerco Real Estate Company (AREC), Applicant, 830 W. Fulton Street subject to the following conditions:

- 1) All proposed landscaping shall be established within one year of approval.
- 2) Any outdoor storage on the property shall be required to meet all requirements of the code.
- 3) Any amendments or additions to this site may require a new site plan permit.
- 4) Exterior lighting shall be designed, located, or shielded so as to ensure no spillover onto an adjoining parcel. Lighting for this use shall offer sufficient coverage across the new parking lot space so that the safety of the use is maintained.
- 5) All areas that are disturbed shall be required to be restored with vegetation within one year of work completion.
- 6) Approval of this Site Plan Permit request shall be contingent on the previously approved Certified Survey Map and Condominium Plat being recorded at the Waupaca County Register of Deeds and the Conditional Use(s) permit request being approved by the City Council.
- 7) 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.
- 8) Mechanical equipment, such as heating, air-conditioning, and ventilating equipment, at grade level and on rooftops shall be screened from public view or located in a manner that is unobtrusive.
- 9) Appropriate buffers shall be provided between dissimilar uses in accordance with this chapter.
- 10) Appropriate erosion control measures and stormwater management practices shall be utilized in all new development.
- 11) Refuse and recycling areas shall be screened by completely enclosing such areas with a fence, wall, or vegetation.
- 12) Applicant shall work with the City and submit a complete landscaping plan that is compliant with all City of Waupaca landscaping requirements.
- 13) Applicant shall work with the City and submit a complete detail of the new stormwater feature and system on the property that accomplishes the goals of the Department of Public Works for stormwater management.
- 14) It shall be required that an updated site plan for Unit 2 is submitted and approved with the discussed changes to accommodate the use on Unit 1.

**MOVED** by Comm. LeSage, **SECONDED** by Ald. Olson to **APPROVE** the Site Plan for Times Square Joint Venture, LLP, Owner, Amerco Real Estate Company (AREC), Applicant, 830 W. Fulton Street. 5 ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

## **6. ORDINANCE NO. 24-2022 | AMENDMENT TO CHAPTER 17.104 PERMITTED USES AND CONDITIONAL USES**

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City Administrator Aaron Jenson said that Mr. Rachu has reviewed the city's Chapter 17.104 Permitted Uses and Conditional Uses and has updated it to simplify conditional uses versus permitted uses and make it more manageable for staff and easier for residents to understand.

**MOVED** by Ald. Olson, **SECONDED** by Comm. Berrens to **APPROVE AND RECOMMEND TO COUNCIL** Ordinance No. 24-2022 | Amendment to Chapter 17.104 Permitted Uses and Conditional Uses. **5** ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote

## **7. REPORTS; SAMPLE REPORTS**

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Mr. Jenson reported that the city's new software has developed new breakthroughs with colors and graphs. Questions came up with the cost or charge for some of the properties. Since Mr. Rachu was not in attendance notes were taken to share upon his return.

## **8. DEVELOPMENT UPDATE**

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Mr. Jenson updated the commission on the development agreement with HGD and the Eastgate | Industrial Park Development and he anticipates a development agreement coming forth for the old St. Mary's site.

## **9. ADJOURNMENT**

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**MOVED** by Ald. Olson, **SECONDED** by Comm. LeSage, to **ADJOURN** the December 7, 2022 Regular City Plan Commission Meeting. **5** ayes, 0 nays, 2 absent. **MOTION CARRIED** on a voice vote.

The meeting adjourned at 5:55 p.m.

Commissioner Henry Veleker, Acting Chairperson

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