

**CITY OF WAUPACA
CITY PLAN COMMISSION**

**REGULAR MEETING
COUNCIL CHAMBERS, CITY HALL**

**WEDNESDAY NOVEMBER 2, 2022
5:23 P.M.**

1. ROLL CALL

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

Absent: none

Others Present: Jarod Rachu, Community & Economic Development Director and Aaron Jenson, City Administrator

2. APPROVAL OF AGENDA

MOVED by Comm. Phair **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 OCTOBER 5, 2022 PUBLIC HEARING AND MEETING MINUTES

MOVED by Ald. Olson **SECONDED** by Comm. Phair to **APPROVE** the Plan Commission September 7, 2022 Public Hearing and Meeting Minutes. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

4. CONDITIONAL USE PERMIT / FOUNDATIONS FOR LIVING, INC., 1310 ROYALTON STREET

Jarod Rachu, Community and Economic Development Director explained Foundations For Living, Inc., are applying for a Conditional Use Permit for a boarding house / lodging house at 1310 Royalton Street for the upper section of the house and the lower section will be used for a resource center and administrative office. Issuance of the Conditional Use Permit is subject to the following conditions:

1. The Conditional Use shall be operated and maintained compliant with the requirements of the authorized Site Plan.
2. Applicants/property owners shall ensure that all state and federal requirements are met and maintained, if applicable.
3. The applicant shall complete and receive approval of all other zoning permits and building permits.
4. Any substantive change in the use may require an amendment to the authorized Conditional Use Permit.
5. A site plan change may require a site plan permit. 6. All building code requirements shall be met and maintained at all times.

MOVED by Ald. Olson, **SECONDED** by Comm. Phair to **APPROVE AND RECOMMEND TO COUNCIL** the Conditional Use Permit for Foundations for Living, Inc., 1310 Royalton Street, subject to the stated conditions. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

5. CONDITIONAL USE PERMIT / A&N WAUPACA LLC, 701 S. INDUSTRIAL DRIVE

Community and Economic Development Director Jarod Rachu said that A&N Waupaca, LLC are applying for a Conditional Use Permit to open a rental center at 701 S. Industrial Drive. Mr. Rachu 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. The applicant shall complete and receive approval of all other zoning permits and building permits for this Conditional Use Permit to remain valid.
3. Any substantive change in the use of the leased area 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.
5. If the status of any of the currently nonconforming land uses were to change in the B4 zoning district, the owner shall be required to bring the property into compliance as best as possible within the limits of the code.

MOVED by Comm. LeSage, **SECONDED** by Comm. Wayne to **APPROVE AND RECOMMEND TO COUNCIL** the Conditional Use Permit for A&N Waupaca, LLC, 701 S. Industrial Drive, subject to the conditions as stated above. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote.

**6. ORDINANCE NO. 22-2022 / AMENDMENT TO CHAPTER 14.06(2)
CONSTRUCTION OF BUILDINGS, WISCONSIN UNIFORM DWELLING CODE
ADOPTED AND CHAPTER 14.12 APPLICATION OF STATE CODES**

Community and Economic Development Director Jarod Rachu said that this is a requirement of the state so that the city can perform their own planning review and receive the revenue from the review. He is recommending approval of Ordinance No. 22-2022.

MOVED by Ald. Olson, **SECONDED** by Comm. Phair to **APPROVE AND RECOMMEND TO COUNCIL** Ordinance No. 22-2022 / Amendment to Chapter 14.06(2) Construction of Buildings, Wisconsin Uniform Dwelling Code Adopted and Chapter 14.12 Application of State Codes. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote

**7. ORDINANCE NO. 23-2022 / AMENDMENT TO CHAPTER 17.205 ACCESSORY
STRUCTURES AND USES**

Jarod Rachu, Community and Economic Development Director described the proposed amendment to Chapter 17.205 Accessory Structures and Uses by saying that accessory structures are currently prohibited in the street yard or primary street yard. This ordinance will allow accessory structures in secondary street yards.

MOVED by Comm. Wayne, **SECONDED** by Comm. LeSage to **APPROVE AND RECOMMEND TO COUNCIL** Ordinance No. 23-2022 / Amendment to Chapter 17.205 Accessory Structures and Uses. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote

8. DISCUSSION ITEMS:

a. PERMITTED USE, CONDITIONAL USE AND PROHIBITED USE DISCUSSION

Jarod Rachu, Community and Economic Development Director said that he has brought this discussion forward to the commission at prior meetings and wanted one final discussion prior to putting this in ordinance form adding that it cleans up outdated terms and he has condensed the listings. He will bring this back to the commission at the December meeting in ordinance form for consideration.

MOVED by Comm. Phair, **SECONDED** by Comm. Wayne to **APPROVE** listed changes and staff to bring back to the commission in an Ordinance form at their December meeting. 7 ayes, 0 nays, 0 absent. **MOTION CARRIED** on a voice vote

b. MONTHLY PERMIT REPORTS AND CODE ENFORCEMENT STATUS REPORTS – Mr. Rachu informed the commission that staff is switching to a new computer system and said as it currently stands he is limited to creating reports to include in the packet and inquired what the commission specifically would like to see in reporting. After discussion, it was decided to include a summarization only; the commission felt that not that much detail was needed or required.

9. REPORTS: INTERNAL SITE PLAN REVIEW REPORT AND DEVELOPMENT UPDATES

-**Internal Site Plan Review Report** – informational.

-**Development Updates** – informational.

10. ADJOURNMENT

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

The meeting adjourned at 6:05 p.m.

Commissioner Henry Veleker

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