



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, June 16, 2021 at 4:45 PM
(Approved 7/28/21)

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Plan Commission met virtually at 4:45 pm on Wednesday, June 16, 2021 via Zoom.

CALL TO ORDER

Chairman Nickel called the meeting to order at 4:45 pm

ROLL CALL

Members Present: Jon Dobbratz, Jerry Medema, Elton TerBeest, Jill Vanderkin, Jeff Daane, and Julie Nickel

Member Excused: Mike Matoushek

Staff In Attendance: Steve Brooks, Susan Leahy, and Sarah VanBuren

Also Present: Raven Whisper, Ashley Vandekolk, Krista Bishop, Rohn Bishop Sr., and Seth and Patrick from Cedar Corp.

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

There was not public participation

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

The next Plan Commission meeting will be on Wednesday, July 21, 2021 at 4:30 pm

CONSIDERATION - ACTION

1. Recognition of Mayor Appointment of Board Members

PLAN COMMISSION (3 Year Term)

The Plan Commission shall consist of the Mayor, who shall be its presiding officer, the Director of Public Works, CDA member, an Alderperson appointed by the Council annually and 3 citizen members.

Simultaneous membership on the Board of Zoning Appeals and Plan Commission is permissible.

MAYOR	Serve as Chairman		
ALDERMAN			Michael Matoushek
CDA Member		4/30/24	Jill Vanderkin
CITIZEN		4/30/23	Elton Terbeest
CITIZEN		4/30/24	Jerry Medema
CITIZEN		4/30/24	Jon Dobbratz
UTILITY GENERAL MANAGER	Ex Officio		
DIRECTOR OF PUBLIC WORKS			

2. Nominations and Appointment of Secretary.
Motion by Vanderkin, seconded by Medema to nominate Mike Matoushek as Secretary. No other nominations were put forward. Motion carried, unanimously.
3. Motion to Establish Day of Month and Time of Board Meeting.
Motion by Daane, seconded by Medema to move the monthly Plan Commission meetings to the last Wednesday of each month at 4:30 pm. Motion carried, unanimously.

4. Approve Minutes of the April 28, 2021 meeting.
Motion by Medema, seconded by TerBeest to approve the minutes of the April 28, 2021 meeting. Motion carried, unanimously.

5. Public Hearing - Conditional Use Permit application of Ahsley Vandekolk, The Parlor Hari Boutique at 8 W Main St. to install a projecting sign per Section 16.11(5)(e) of the Waupun Municipal Code.

Questions were asked about the 10 foot clearance from the ground to the sign and also how it would be fastened to the building.

Motion by Dobbratz, seconded by Medema to approve the Conditional Use Permit as presented.

Vote: Nickel, TerBeest, Medema, Dobbratz, Daane – “AYE”

Vanderkin – Abstain

Motion carried 5/0/1.

6. Public Hearing - Conditional Use Permit application of Raven Whisper at 329 S Watertown St. to operate a dog grooming business out of her home per Section 16.13(5) of the Waupun Municipal Code.

A lot of questions were brought up such as the size or the room, signage, parking, hours of operation, kennels, noise, plumbing, and Ordinance 16.13 was brought up.

Motion by Medema, seconded by TerBeest to approve the Conditional Use Permit application on the conditions that they get neighborhood approval and the home is inspected once per year.

Vote: Medema, Terbeest – “AYE”

Dobbratz, Daane, Nickel, Vanderkin – “NAY”

Motion failed 2/4. Conditional Use Permit denied.

This item will be sent to the Council for their approval even though it's a Conditional Use Permit.

7. Public Hearing - Conditional Use Permit application of Krista Bishop at 307 E Main St. to install a projecting sign from the front of the store over the sidewalk per Section 16.11(2)(a) of the Waupun Municipal Code.

Krista Bishop appeared and discussed her plans for the sign. Questions were raised about the height of the sign and how it would be attached to the building.

Motion by Dobbratz, seconded by TerBeest to approve the Conditional Use Permit for a projecting sign at 307 E. Main St. as presented.

Vote: Nickel, TerBeest, Medema, Dobbratz, Daane, Vanderkin – “AYE”

Motion carried, 6/0.

8. Housing Study and Residential Zoning Districts.
Seth and Patrick from Cedar Corp presented the housing study. They discussed ADU's and where Waupun sits with other cities. Discussion about how big of a lot would work, infrastructure, R2 permits. Commission members were asked to submit their ideas and thoughts to Sarah by July 9, 2021.

ADJOURNMENT

Motion by Medema, seconded by Dobbratz to adjourn the meeting. Motion carried, unanimously. Meeting adjourned.