



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, August 31, 2022 at 4:30 PM

CALL TO ORDER

Chairman Bishop called the Plan Commission meeting to order at 4:30 pm.

ROLL CALL

Members Present: Elton TerBeest, Jerry Medema, Jeff Daane, Chairman Rohn Bishop, and Jon Dobbratz

Members Excused: Mike Matoushek, Jill Vanderkin

Staff Present: Steve Brooks – Utility General Manager, Kathy Schlieve – City Administrator, Sue Leahy – Building Inspector

Public Present: None

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

The next scheduled Plan Commission meeting is Wednesday, September 28, 2022.

CONSIDERATION - ACTION

1. Approve minutes of the August 24, 2022 meeting.
Motion by Dobbratz, 2nd by Medema to approve the August 24, 2022 meeting. Motion carried, unanimously.

2. Site Plan Review - 1804 Shaler Dr.
Kathy Schlieve discussed how the Council took action on Lot 6 on Shaler Dr. and sold the lot to All Phase. We did not receive the plans until late last week. In order for them to complete the project on time, they need to start excavation on September 1st or else they will get bumped to 2023. This will be an HVAC business with a large area that will possibly be rented to youth sports groups for indoor winter training

Jeff Daane discussed the stormwater plans. There will be regional stormwater pond to the north of the property. There is swale designed around this property so all of the water will drain off this site and go to the regional pond. The City will require a maintenance agreement for the swale and require that area never be filled in. We are waiting for final stormwater plan approval from MSA. The disruption area on the site is roughly 3 acres so that will require a NOI permit from the DNR. Jeff recommends that they can start footings and building as long as the disturbance area is under 1 acre and that no other site development can start until the final approval is received from MSA and they receive the NOI from the DNR.

Sue Leahy stated she did receive the State Approved Plans for the building.

Motion by Dobbratz, 2nd by TerBeest to approve the site plan for 1804 Shaler Dr. with the following conditions: (1) The stormwater long term maintenance is recorded with Dodge County (2) They can only start with the building portion of the project, keeping the disturbance under 1 acre until they receive the permit from the DNR.

Vote: TerBeest, Medema, Daane, Bishop, Dobbratz – “AYE”
Motion carried, unanimously.

3. Extraterritorial Certified Survey Map Review - N11534 CTH M

Sue discussed the Certified Survey Map. The City has extraterritorial review on CSM's within 1 ½ mile of the City Limits. This CSM meets the City's zoning requirements if this property is ever annexed to the City.

Motion by Daane, 2nd by Medema to recommend approval of the Certified Survey Map for N11534 CTH M to the Waupun Common Council.

Vote: TerBeest, Medema, Daane, Bishop, Dobbratz – "AYE"

Motion carried, unanimously.

ADJOURNMENT

Motion by Medema, 2nd by TerBeest to adjourn the meeting. Motion carried, unanimously, meeting adjourned at 4:38 p.m.

Minutes prepared by Trista Steinbach