



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**City Hall, Council Chambers**  
**Wednesday, March 18, 2020 at 4:45 PM**  
(Approved 5/20/20)

**CALL TO ORDER**

The Waupun Plan Commission met at 4:45 pm in the Council Chambers, City Hall, Waupun.

**ROLL CALL**

Members Present: Julie Nickel, Fred Lueck, Mike Matoushek, Elton TerBeest, Jerry Medema, and Jeff Daane.

Member Excused: Derek Drews

Staff Present: BJ DeMaa

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--**

Chairman Nickel asked if there were any persons wishing to address the committee on any items not included on today's agenda. Hearing nothing, Chairman Nickel proceeded to address the items listed for consideration and action on today's committee agenda.

**FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION**

Chairman Nickel indicated the next meeting of the Plan Commission may be April 15, 2020 at 4:45 pm.

**CONSIDERATION - ACTION**

1. Approve minutes of the February 19, 2020 meeting  
Motion by Daane, seconded by TerBeest to approve the minutes of the February 19, 2020 meeting as presented. Motion carried, unanimously.
2. Site Plan Review - Pine Valley Apartments - Mayfair St.  
A zoning staff review was provided by the City Zoning Administrator. The review noted the owner of the proposed Waupun Pine Valley Apartments LLC is Steve Foote of Beaver Dam. The address is shown as 677, 721, 753, and 785 Mayfair St. on parcel #292-1315-0433-053 just east of the intersection of Mayfair St. and STH 26 (Watertown St.)

The project area is included in a Planned Community Development, which is zoned R-3 multi-family residential. The proposal for the site is to construct three - 4 unit apartment buildings and one - 6 unit apartment. The zoning administrator after reviewing all applicable zoning requirements for this proposal, such as Section 16.03(3) & 16.07 indicate that the proposed Waupun Pine Valley Apartment Development meets all zoning requirements and recommends the site plan be approved as submitted, however she noted that no landscaping plan has been submitted for the development. A photometric plan was not submitted as no lighting is intended to be installed along the private drive as there will be standard residential exterior light fixtures on each building. Storm water plans still need to be reviewed by the City Engineer as well as Utilities. No signs are noted at this time.

The apartments will rent for \$1,100 a month and \$1,150 for a corner apartment. In floor heating will be the source of heat and each unit will have two box openings for air conditioners. Fire Chief BJ DeMaa noted there will be a fire hydrant on the NE corner of the lot along Mayfair St. and one private hydrant on the SW corner of Unit #2. He also requests that there be one fire alarm panel on each building. There needs to be some discussion with MSA regarding the private hydrant near Unit #2.

Lueck feels the PCD section of the Zoning Ordinance isn't being interpreted correctly, as in such a case as this one, there should have been at least one or possibly more than one public hearing for a development like this in order to let neighbors know what is being developed in their neighborhood. Some people along Taft

Ln. may not have bought or built their new homes along this street if they knew there was going to be 18 new apartment units in their backyard, which could possibly lower their assessment when they want to sell in the future rather than increasing their property value.

No further points of discussion were brought up, so Chairman Nickel called for a motion to act on this site plan.

Motion by Nickel, seconded by Medema to approve the site plan for the Waupun Pine Valley Apartments at 677, 721, 753, and 785 Mayfair St. subject to the following conditions:

1. A landscaping plan shall be submitted prior to development,
2. Stormwater and utility plans shall be reviewed and approved by the City Engineer,
3. A dumpster enclosure shall be provided at the west end of the development, and
4. A fire alarm panel shall be provided for each unit and approved by the City Fire Chief.

Vote: Daane, TerBeest, Medema, Matoushek, Lueck, and Nickel - "AYE". Motion carried, unanimously 6/0.

#### **ADJOURNMENT**

Motion by Medema, seconded by Matoushek to adjourn the meeting. Motion carried, meeting adjourned at 5:00 pm.

Fred Lueck  
Secretary