



CITY OF WAUPUN PLAN COMMISSION MEETING

City Hall, Council Chambers

Wednesday, July 15, 2020 at 4:45 PM

(Approved 8/19/20)

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Plan Commission will meet virtually at 4:45 pm on July 15, 2020, via Zoom.

The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. To Join Zoom Meeting

<https://us02web.zoom.us/j/88036616190?pwd=cjRDYkp2cXJiajVqeXU5eWdncWJuQT09>

Meeting ID: 880 3661 6190

Password: 480505

2. Phone: 312 626 6799 US (Chicago)

CALL TO ORDER

The Waupun Plan Commission met virtually at 4:45 pm via Zoom.

ROLL CALL

Members Present: Julie Nickel, Fred Lueck, Mike Matoushek, Jerry Medema, Jeff Daane, and Jill Vanderkin

Member Excused: Elton TerBeest

Staff Present: Kathy Schlieve, Sarah VanBuren, Sue Leahy, and ex officio, Steve Brooks

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 August 19, 2020, at 4:45 pm

CONSIDERATION - ACTION

1. Approve minutes of the May 20, 2020 Plan Commission Meeting.
Motion by Lueck, seconded by Medema to approve the minutes of the May 20, 2020 Plan Commission meeting as presented. Motion carried, unanimously.

2. Discuss meeting format of future Board and Commission meetings due to ongoing COVID-19 Health Pandemic.

Chairman Nickel noted that on June 30, 2020, the Common Council passed resolution 06-09-20-04 suspending Waupun Common Council Rules during the pandemic and permits department heads and other municipal employees to conduct and attend board and committee meetings remotely until the Council affirms changes by resolution.

3. Public Hearing - Conditional Use Permit Application - 317 E Main St to install a projecting sign. Section 16.11(5)(e) states that "no sign shall project out from the structure to which it is attached, unless permitted as a conditional use."

Chairman Nickel read the call of the hearing and its purpose. It was noted that Section 16.11(5)(e) of the City's Zoning Ordinance states that no sign shall project out from the structure to which it is attached, unless permitted by a Conditional Use Permit.

Ms. Hoinacki appeared and discussed her plan for the sign. The sign would be 2 sided and be fabricated out of 1 1/2" thick sign foam and sandblasted to look like carved stone. The sign would be affixed to the front of her business and extend out 36" and be a 32" diameter circle in a wrought iron hanger. It will attach to a 52" back plate. The sign will note "K's Boutique".

Chairman Nickel asked for any comments from the Public, of which there were none. It was also noted that a couple of neighboring property owners not in attendance had questions on the sign but were not opposed to the sign. She then asked for comments or questions from the Committee. Lueck noted his previous concerns with projecting signs as being potential hazards to the public such as if not anchored to the building properly, they can blow off in the wind storms, and injure pedestrians and vehicles as well as accumulating ice and snow hanging over a sidewalk can also injure pedestrians. He feels that if the permit is granted, it can be conditioned to protect the public from these potential hazards. Kathy Schlieve noted that there used to be many projecting signs along Main Street years ago. Sue Leahy said the sign meets the size requirements of the code.

No further facts were presented for or against this request for a Conditional Use Permit so Chairman Nickel declared the hearing closed.

The committee finds that this proposed projecting sign at this location would be an appropriate use in the business district, will not create any traffic hazard or hinder future development in the area, will not create any undesirable level of light in the immediate area and would allow property values to increase.

Motion by Matoushek, seconded by Medema to grant a Conditional Use Permit subject to the following conditions:

1. All portions of the sign and its frame shall be at least 10' above the sidewalk.
2. If it is proposed to light the sign now or in the future, it shall be lighted in such a manner that will not interfere with vehicle traffic along the adjacent streets.
3. The City engineer shall approve of the mounting bracket to the building to make sure the sign is secure and able to withstand strong winds.
4. Within 24 hours after an ice and or snow storm the owner shall clean off any snow or ice from the sign to protect the public below from falling debris.

Vote: Vanderkin, Daane, Medema, Matoushek, Lueck, & Nickel - "AYE". Motion carried, unanimously.

4. Site Plan Review - 1705-1707 Shaler Dr - Parking Lot Expansion
Heritage Ridge Travel Plaza. A site plan provided by MSA noted a parking lot expansion along the eastern edge of this property. The expansion will be new gravel along the drainage and utility easement and east property line. The contractor will install and maintain erosion bales along this line. Jeff Daane said MSA does not feel there will be any increase in flooding as there are drainage ponds to the south.

Motion by Matoushek, seconded by Vanderkin to approve the site plan for a parking lot expansion at Heritage Ridge Travel Plaza.

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

5. Site Plan Review - 160 Gateway Dr - Parking Lot Expansion
The Waupun Chiropractic Center is proposing a 20' x 70' blacktop expansion to their parking lot. They will have to remove two (2) trees and remove the grass and existing topsoil for this expansion. Lueck noted that everyone is aware of the flooding that takes place along Gateway Dr. every year. The river is the main reason for the flooding, however the more building roofs, and blacktop parking areas also contribute to this flooding. He feels it would be better for the area to have a gravel parking lot expansion rather than blacktop, which would help absorb the water before it gets to the street or adjacent pond. Although there

was no supporting evidence at the meeting, Daane said MSA said the adjacent pond can handle the 20' x 70' blacktop expansion.

Chairman Nickel called for a motion to act on this site plan.

Motion by Medema, seconded by Matoushek to approve the site plan for the blacktop parking lot expansion for Waupun Chiropractic Center, 160 Gateway Dr.

Vote: Vanderkin, Daane, Medema, Matoushek, Nickel - "AYE"

Lueck - "NAY"

Motion carried 5/1

6. Extraterritorial Zoning Review - W10613 State Rd 49

CMS - Section 35, Town of Waupun, Fond du Lac County. Section 17.01(9)(a) of the City's Subdivision Ordinance indicated the City has jurisdiction of a land division within 1 1/2 mile of the City limits under the City's extraterritorial area. Lueck noted that Section 17.05(4) Certified Survey Map says that all lots created by a division of land less than a subdivision shall front on a public road for a minimum distance of 66' if unsewered. Lueck noted this proposed lot will only be 30' wide at the road. He also pointed out that an ingress/egress easement is also proposed for this lot. He said this usually ends up being a problem for the property owners in the future. There was no one at the meeting to discuss the easement or the lot width issues. Lueck made a motion to recommend the approval of the CSM on the condition the lot width at the road be increased to 66' wide. The motion died for lack of a second. Vanderkin questioned why there are minimum lot widths at the road. Lueck indicated most cities, towns, counties, etc have minimum area and width requirements in the zoning districts in order to have uniformity in lots, otherwise you can end up with all kinds of shapes and sizes which can hamper development such as a string and balloon lot. Also in this case, the home is a long way off the highway and some day in the future the rest of this area could be developed and the present driveway dedicated as a public road and public roads usually have a width of 66'.

Motion by Matoushek, seconded by Medema to ask for an opinion from the City Attorney as to whether the City can actually require the minimum 66' width at the highway since the town apparently has zoning jurisdiction here or does the City's Subdivision Ordinance requirement supersede the Town ordinance when considering the City's extraterritorial area and the city's future development consideration within this area.

Vote: Vanderkin, Daane, Medema, Matoushek, Lueck, and Nickel - "AYE". Motion carried, unanimously.

7. **ADJOURNMENT** Motion by Matoushek, seconded by Vanderkin to adjourn the meeting. Motion carried, unanimously. Meeting adjourned at 5:16 pm

Fred Lueck
Secretary