



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 11, 2022 at 4:00 PM

CALL TO ORDER

Chairman Bishop called the Plan Commission meeting to order at 4:01 pm.

ROLL CALL

Members Present: Jerry Medema, Jeff, Daane, Chairman Rohn Bishop, Mike Matoushek, and Jon Dobbratz (arrived at 4:03 pm)

Members Excused: Jill Vanderkin, Elton TerBeest

Staff Present: Steve Brooks – Utility Manager, Kathy Schlieve – City Administrator, Susan Leahy – Building Inspector, BJ Demaa – Fire Chief, Mike Beer – Assistant to Fire Chief

Public Present: Frank – Sweet Fire Tobacco, John – United Cooperative, and Bailey – Zimmerman Design Group

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION—

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Next scheduled Plan Commission meeting is Wednesday, November 30, 2022.

CONSIDERATION - ACTION

1. Approve minutes of the September 28, 2022 meeting.
Motion by Medema, 2nd by Matoushek to approve the minutes of the September 28, 2022 meeting. Motion carried, unanimously.

2. Extraterritorial Review - Certified Survey Map - VanBever Land Division on N. Madison St.
This item was on the last Plan Commission Agenda as the committee asked for legal advice on this matter.

Dan VandeZande appeared and stated that the Plan Commission has extraterritorial review of all land divisions within 1 ½ mile of the City Limits. The Plan Commission can't legally stop the development just because they don't like the plan, but if it does not conform to the City's Master Plan then it can be denied.

Kathy presented the Master Plan for this area.

Motion by Bishop, 2nd by Dobbratz to recommend that the Common Council deny the Certified Survey Map due to it not conforming with the City of Waupun Master Plan.

Vote: Medema, Bishop, Dobbratz – "AYE"
Daane, Matoushek – "NAY"
Motion carried, 3/2

3. Conditional Use Permit Application of Sweet Fire Tobacco 63, 606 W. Main St. to operate a tobacco retail store per Section 16.04(2)(d)(ix) of the Waupun Municipal Code.

Frank from Sweet Fire Tobacco appeared via zoom. They currently have 80 stores in 3 states. They are trying to get into 8 states. They have a contract with Family Video to occupy some of their vacant buildings. Specialize in cigars, import tobacco, cigarettes, little section. 70% is cigars and imports. They try to employ 6 people per store. There are currently 5 projects under construction. There will be some minor remodeling done to the building and they will occupy about 1200 sq. ft. of the store. Family Video will then

try to lease out the other part of the building to another company. No one under 18 is allowed in the store. They are inspected 4 times per year. There is no smoking in the facility, and they will not be selling marijuana. The hours of operation will be Monday – Saturday 9:00 am – 8:00 pm, and Sunday 10:00 am – 7:00 pm.

Motion by Matoushek, 2nd by Dobbratz to approve the Conditional Use Permit application of Sweet Fire Tobacco 63, at 606 W. Main St. as presented.

Vote: Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”
Motion carried 5/0.

4. Site Plan Review - United Cooperative - 1215 Moorman Dr
John from United was here to discuss the site plan. This is the next phase of getting the project built. Stormwater review has not been completed yet. We have a study of that area, however with the size of this site, a retention pond will be required. Any approval would have to be contingent on Storm water review.

BJ DeMaa stated the fire hydrant locations are good, but asked what the “proposed future building” on the plan was. That is the soy processing facility that is in Phase 3 of the project. BJ would like to see a hydrant on that side of the project then. MSA designed the plan with the expansion in mind. Sue stated that the future building would have to come back for site plan review. Water and sewer plans are good. Street elevations will match grade where the trucks come and go. When they tie into the storm sewer on Moorman Dr. make sure that place top is put back in. They are working with the railroad to make sure they meet their design standards for the spur.

Motion by Medema, 2nd by Matoushek to approve the site plan for United Cooperative at 1215 Moorman Dr. on the condition that the stormwater plans are approved.

Vote: Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”
Motion carried 5/0.

5. Site Plan Review - SSM Health - Eye Clinic Parking Lot
Bailey from Zimmerman Design Group appeared to discuss their plan. The proposed site is an empty lot north of the hospital and west of the dialysis center. This is a parking lot expansion and it was figured into the last expansion for the project. The only comment from MSA for stormwater review was to make sure the downspouts have a break in them so it doesn't back into the building. They are designed that way.

Motion by Matoushek, 2nd by Medema to approve the site plan as presented.

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

ADJOURNMENT

Motion by Matoushek, 2nd by Dobbratz to adjourn the meeting. Motion carried, meeting adjourned at 4:49 pm.

Minutes prepared by Trista Steinbach