

CITY OF WAUPUN
PLAN COMMISSION
MINUTES OF THE SEPTEMBER 19, 2018 MEETING
(Approved 11/14/18)

ROLL CALL

Members Present: Chairman Julie Nickel, Jeff Daane, Elton TerBeest, Jerry Medema, and Derek Drews

Members Excused: Fred Lueck and Mike Matoushek

Also Present: Rob Froh - Zoning Administrator, Kathy Schlieve - City Administrator, Dan VandeZande - City Attorney, and BJ DeMaa - Fire Chief

Guests: Dylan Weber, Dick Rens, Nate Olson, Dave Venhuizen, Lori Venhuizen, Jeff Butzke, Roger Schregardus

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--*State name, address, and subject of comments. (2 Minutes)*

Dylan Weber appeared to discuss signage for downtown. He would like to see projecting signs as a permitted use in the downtown district.

CONSIDERATION - ACTION

Approve Minutes of the August 15, 2018 meeting.

Motion by Daane, seconded by Terbeest to approve the minutes of the August 15, 2018 meeting. Motion carried, unanimously, minutes approved.

Public Hearing - Ordinance Amendment to change the required front yard setback in the R-1 and R-2 Zoning Districts from 30' to 25', per recommendation of the Zoning Board of Appeals.

Motion by TerBeest, seconded by Drews to recommend to the Council the ordinance amendment to change the required front yard setback in the R-1 and R-2 Zoning Districts from 30' to 25'. Motion carried, unanimously.

Public Hearing - Waupun Historical Society at 520 McKinley St. to lease a space for storage or a musical instrumental repair shop per Zoning Section 16.03(4)(d)(viii) of the Waupun Municipal Code.

Chairman Nickel read the call of the hearing and its purpose. No one from the Historical Society was in attendance at the meeting.

Kathy Schlieve noted that a letter was issued to the Waupun Historical Society on August 28, 2013, from Attorney VandeZande that stated the only permissible assembly use of this facility is for regularly scheduled or specially convened meetings of the VFW not exceeding a total of 50 persons. Schlieve explained at the May 15, 2013 Plan Commission meeting the Plan Commission approved the VFW conditional use on the condition that "no further use of the structure will be allowed by the City until all necessary site and interior floor plans and state approved plans are submitted and approved by the City and State." Schlieve also noted that in the August 28, 2013 letter from Attorney Vande Zande that it specifies that any other assembly use of this building, including but not limited to use of the facility as a museum open to members of the public, is prohibited until such time as the Historical Society brings the building into compliance with State approved plans for assembly usage. The City recommendation is to deny the Conditional Use Permit based on the Plan Commission ruling outlined in the August 28, 2013 letter from Attorney Vande Zande and failure of the building's owners to comply with commercial code.

Fire Chief, BJ DeMaa stated that he concurs that building use and compliance with the commercial code are concerns and that he supports the city's recommendation for no further conditional use until the building is brought into compliance.

Attorney VandeZande stated that the City modified the R-4 zoning district to allow museums as a permitted use, and accessory issues as conditional uses. The current occupancy permit for the building is for a school when it was Central Wisconsin Christian School. They need sprinkler issues taken care of before an occupancy permit can be issued for a museum. Currently, the VFW has a conditional use to hold meetings at this location.

No further facts were presented for or against this item, so Chairman Nickel declared the hearing closed and called for a motion.

Motion by Daane, seconded by Nickel to deny the Conditional Use Permit of the Waupun Historical Society at 520 McKinley St to lease a space for storage or a musical instrument repair shop.

Vote: Daane, Medema, Nickel, Drews - "AYE"

TerBeest - "NAY"

Motion carried, Conditional Use Permit request is denied, 4/1.

Discuss / Approve Site Plan for H & R Self Storage at 1206 Wilson Dr.

Roger from Morph Designs appeared to discuss the site Plan for H&R Self Storage at 1206 Wilson Dr. They will be putting up one building and will build a second unit after the first unit is completely rented out. They may build a third unit, but would need DNR approval. Jeff had a concern about the driveway inlet. Roger will be revising that and the stormwater management plan. Schlieve has reached a developer's agreement that outlines requirement to comply with the city's storm water management plan in subsequent phases of the project.

Motion by TerBeest, seconded by Drews to approve the Site Plan for H&R Self Storage at 1206 Wilson Dr. as presented. Motion carried, unanimously.

Extraterritorial Review - Certified Survey Map for Richard & Roberta Rens Trust at N11885 Rens Way.

Rob Froh stated the proposed lot is a 2.4 acre lot in the Town of Chester. The surrounding zoning is R-1 and R-3 and he sees no concern with the proposal.

Motion by Nickel, seconded by Daane to approve the letter of intent from Dodge County for the minor land division of Richard Rens at N11885 Rens Way. Motion carried, unanimously.

Public Hearing - Proposed Adoption of the City of Waupun Comprehensive Plan Update 2040.

Kathy Schlieve filled in for Kathy Thunes in presenting the Waupun Comprehensive Plan Update 2040. Kathy referred to the Comprehensive Plan map 8-3 (draft) for discussion.

There was no one in the audience for comments.

Motion by Drews, seconded by Daane to recommend to the Council the approval of the City of Waupun Comprehensive Plan Update 2040. Motion carried, unanimously.

Discuss / Approve Resolution adopting the City of Waupun Comprehensive Plan Update 2040.

Motion by Drews, seconded by Daane to approve the resolution. Motion carried, unanimously.

ADJOURNMENT

Motion by TerBeest, seconded by Daane to adjourn the meeting. Motion carried, unanimously.

Minutes prepared by
Julie Nickel, Mayor