



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, April 26, 2023 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, Rohn Bishop, Mike Matoushek, Jill Vanderkin, Jason Whitford

Staff Present: Sue Leahy, Dan VandeZande, and Kathy Schlieve

Others Present: None

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Next meeting will be on May 24, 2023 at 4:30 pm

CONSIDERATION - ACTION

1. Recognition of Mayoral Appointments of Board Members
Chairman Bishop stated that Mike Matoushek has remained on as the Common Council representative and Elton TerBeest has accepted another term on the Board.
2. Nominations and Appointment of Secretary
Whitford nominated Jeff Daane as secretary. Jeff accepted nomination. Motion by Whitford, 2nd by Vanderkin to appoint Jeff Daane as Secretary. Motion carried, unanimously.
3. Establish Day and Month and Time of Board Meeting
Motion by Whitford, 2nd by Vanderkin to change the meeting date of the Plan Commission to the third Wednesday of each month. Time will remain the same and start at 4:30 pm. Motion carried, unanimously.
4. Approve minutes of the March 29, 2023 meeting.
Motion by Medema, 2nd by TerBeest to approve the minutes of the March 29, 2023 meeting. Motion carried, unanimously.
5. Public Hearing - Ordinance Amendment to add Barber and Beauty salons as Permitted uses in the B-1 Business/Professional Office District.
Motion by Matoushek, 2nd by Whitford to open the Public Hearing. Motion carried, unanimously.

Currently only Professional Offices including offices and clinics for doctors and dentists, and hospitals are allowed in the B-1 district. A beauty shop has recently moved into a building on Fern St. that is Zoned B-1, so it is proposed to add Barber and Beauty Salons as a permitted use in the B-1 Zoning District. Traffic would be pretty much the same as a doctor or dentist office. It is a similar type use as a doctor/dentist office.

The City currently does not have a registration process for businesses so staff did not know that this business moved here until after it was done. This has been very problematic in the past and the City is currently working on a process for this.

Motion by Matoushek, 2nd Medema by to close the Public Hearing. Motion carried, unanimously.

Motion by Matoushek, 2nd by Whitford to recommend to the Common Council the approval of the Ordinance amendment to add Barber and Beauty Salons as a permitted use in the B-1 Business/Professional Office District. Motion carried, unanimously.

6. Public Hearing - Ordinance Amendment to add Churches as Conditional Uses in all Business Zoning Districts.

Motion by Matoushek, 2nd Whitford by to open the Public Hearing. Motion carried, unanimously.

Currently churches are only allowed as Conditional Uses in Residentially Zoned Districts. They are not allowed in any Business Zoned Districts. Typically in Business Districts there would be ample parking for churches. They would only be allowed with a Conditional Use Permit so the Plan Commission could put restrictions on this for parking and other matters.

Motion by Whitford, 2nd by TerBeest by to close the Public Hearing. Motion carried, unanimously.

Motion by Matoushek, 2nd by Whitford to recommend to the Common Council the approval the Ordinance amendment to add Churches as a Conditional Use in all of the Business Zoned Districts. Motion carried, unanimously.

7. Discuss possible Ordinance change for Off Street Parking in Residential Zoned Districts. This was brought up by Mike Matoushek due to cars being parked in front lawns, mud issues. A proposed amendment was presented to the Commission. This would allow a 10' parking area in the front plane of the house. Much discussion was held as to the location of the off street parking, material of the off street parking area, can we limit the # of vehicles, could duplexes have two parking areas, should this require a building permit or a conditional use permit, trailers in the front yard and people selling items from them.

It was suggested to remove subsection (b) of the proposed ordinance and bring this back to the committee for more discussion along with an analysis of how other communities handle selling from front yards of residences.

8. Discuss possible changes to the Zoning Code pertaining to setbacks for driveways. Currently the City does not have a required side yard setback for driveways so they can go right up to the property line. New subdivision aren't typically an issue, but the older sections of the City there are a lot that go right up to the property line and some that share driveways. Sue suggested a 3' setback and Jeff suggested a 6" setback as long as drainage isn't an issue. We do not currently require building permits for driveways. Discussion on changing that process to ensure drainage is not a problem and consensus that this would be a good thing to do.

ADJOURNMENT

Motion by Medema, 2nd by Vanderkin. Meeting adjourned at 5:22 pm