



MINUTES (APPROVED 5 - 29 - 19)
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, April 17, 2019 at 4:45 PM

CALL TO ORDER

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

ROLL CALL

Members Present: Fred Lueck, Mike Matoushek, Elton TerBeest, Jeff Daane and Derek Drews

Members Excused: Julie Nickel and Jerry Medema

Staff Present: Kathy Schlieve, Sara VanBuren, Susan Leahy, and BJ DeMaa

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

Acting Chairman Lueck asked if there were any persons wishing to address the Committee on any issue not included on today's agenda. Hearing nothing, Acting Chairman Lueck proceeded to address the items listed for Consideration and Action on the Committee's Agenda.

CONSIDERATION - ACTION

1. Discuss / Act On Minutes from the March 20, 2019 meeting.
Acting chairman called for a motion to approve the March 20, 2019 minutes. Motion by TerBeest, seconded by Matoushek to approve the minutes of the March 20, 2019 meeting with the following sentence to be included at the end of the Persons Wishing to Address the Committee. "Hearing nothing, Chairman Nickel proceeded to address the items listed for consideration and action on the Committee's agenda". Motion carried, unanimously.
2. Discuss / Act On Rezoning of Spirit Fields Subdivision
Public Hearing – City of Waupun to rezone property described as Lots 1-9 of the proposed Spirit Fields Plat and Outlot 1 of CSM 6733 in V45 P320 being part of the SW ¼, SW ¼, Section 4 from the PCD Zoning District to the R-4 Central Area Single Family Residential Zoning District.

Acting Chairman Lueck read the Call of the Hearing and its purpose. Susan Leahy, City Zoning Administrator noted that the new subdivision is proposed to be rezoned from the existing PCD Zoning District to an R-4 Central Area Single Family Residential Zoning District. She noted the PCD District presently does not allow for single family residences. The problem with the R-4 District is that the purpose of the R-4 district is intended to provide for single family dwellings in areas of older subdivisions with smaller lot sizes and provide protection from traffic hazards and protection from conversions of two-family and multi-family units. The situation here is that this is a new subdivision, not an older one and it abuts up against two family homes. Alternatives to the R-4 district may include developing a new small home/lot residential zoning district or amending the PCD district to allow single family and two family homes. It is Sue's opinion to lay the request over to evaluate other options for a zoning district. Three neighbors of the proposed subdivision appeared and expressed their opposition as it is going to result in more traffic and more on street parking problems especially if the parking lot for the restaurant patrons across the street is removed.

Scott Brittain, owner of the Brittain House restaurant across the street said he just heard about this proposed subdivision last Wednesday. He said he has 100's of thousands of dollars invested in his business and he can't afford to lose his off street parking area across the street. Daane said the City has put in a granulated asphalt for a base for this parking area which covers about half of three of the proposed lots in this proposed subdivision. Daane thought that maybe a parking area can be reconfigured on the western most lot.

Apparently the developer is not at the hearing tonight, therefore, it is unclear if he would want to lose any lot in the proposed subdivision at this time for parking. Since the proposed zoning district is at issue, it was suggested that the matter be laid over until that issue can be resolved.

Acting Chairman Lueck called for a motion to act on the petition to rezone Lots 1-9 of Spirit Fields and OL #1 of CSM to the R-4 Central Area Single Family Zoning District.

Motion by Matoushek, seconded by TerBeest to lay over a decision to further investigate the proper zoning district for this site which may include amending the PCD District to allow single family homes, create a new small lot residential zoning district or amend the purpose statement for the R-4 Zoning District. All neighbors will be re-notified of time and date of any further action on this request.

Vote: Drews, Daane, TerBeest, Matoushek, and Lueck – “AYE”. Motion carried, unanimously.

3. Discuss / Act On Certified Survey Map for Lots 21 and 22 of Fairway Estates.

An agent for Michael J Martens, owner of lots 21 and 22 of Fairway Estates has provided a Certified Survey Map combining Lots 21 and 22 of Fairway Estates into one lot in order to build a new home that will fit with the existing topography. The committee finds the owners surveyor has complied with Chapter 236 of the Wisconsin Statutes and the City of Waupun Subdivision Ordinance. Daane questioned the size of the proposed home and whether there would be any water issues. The agent indicated the home would be about 4,500 sq. ft. and 2' above the floodplain with a partial exposure. No further information was provided so Acting Chairman Lueck asked for a motion to act on this request for a CSM of Lots 21 and 22 of Fairway Estates.

Motion by Daane, seconded by Matoushek to provide a favorable recommendation to the City Council to approve a CSM for Lots 21 and 22 of Fairway Estates, SW ¼, NE ¼, Section 31 T14N R15E City of Waupun, Fond du Lac County, Wisconsin.

Vote: Drews, Daane, TerBeest, Matoushek, and Lueck – “AYE”
Motion carried, unanimously.

4. Discuss / Act On Site Plan for American Transmission Company at 320 N. Forest St (Parcel # WPN-14-15-99-OV-062-03)

Julie Hanson, SR/WA with American Transmission appeared to discuss her company's plans for a 16' x 36' control house at the Cities substation control center on Forest St. In addition all equipment and structures including the fence will be replaced. The fence will be 6' tall with 1' of barbed wire. Final plans will be finalized in the coming weeks. In addition, a DNR permit will be required as part of the structure will be within a wetland. The old shed in the SW corner will be coming down. The DNR permit authorizes 9 sq. ft. of permanent wetlands to be filled and 400 sq. ft. of temporary shrub care wetland conversion. Susan Leahy said a City building permit will also be required for the new structure. Control cables and erosion control issues were also discussed. Dane discussed retention ponds and an easement and he will be working with them and the DNR.

No further questions from the Committee or the public were forthcoming so Acting Chairman Lueck called for a motion to act on their site plan.

Motion by Drews, seconded by TerBeest to approve the site plan for American Transmission Co. for the Waupun Substation at 320 N Forest St. as submitted subject to any conditions of the DNR for work in the wetland and any proposed retention ponds.

Vote: Drews, Daane, TerBeest, Matoushek, and Lueck – “AYE”. Motion carried, unanimously.

5. Discuss / Act on Final Plat for Spirit Fields Subdivision (will be distributed at meeting).
A copy of the Final Plat was supposed to be distributed to the committee at the meeting for review. Without a copy of the plat for review, and the concerns of the neighbors regarding parking problems on the street and on the proposed platted lots, the committee decided to lay this matter over so that the City, the restaurant owner and the subdivider can work out options for all of those involved and before final approval can be given on this plat. Therefore Acting Chairman Lueck called for a motion to act on the request for Final Plat approval of Spirit Fields Subdivision.

Motion by Matoushek, seconded by TerBeest to layover any action on the final plat approval for Spirit Fields Subdivision until the Zoning District issue and parking related issues affecting the proposed plat are resolved by the City, the developer and the restaurant owner.

Vote: Drews, Daane, TerBeest, Matoushek, Lueck – “AYE”. Motion carried, unanimously 5/0

ADJOURNMENT

There were no further agenda items so Acting Chairman Lueck called for a motion to adjourn the meeting.

Motion by TerBeest, seconded by Matoushek to adjourn the meeting. Motion carried, meeting adjourned at 5:13 pm.

Fred Lueck,
Secretary