



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, September 28, 2022 at 4:30 PM

CALL TO ORDER

Chairman Bishop called the Plan Commission meeting to order at 4:30 pm

ROLL CALL

Members Present: Jerry Medema, Jeff Daane, Rohn Bishop, Jon Dobbratz, Mike Matoushek, Elton TerBeest

Members Excused: Jill Vanderkin

Staff Present: Steve Brooks - Utility Manager, Kathy Schlieve - City Administrator, Susan Leahy - Building Inspector

Public Present: Erin Fitch, Steve Westhuis, Harvey & Christine Pluim, Lindsay & Chris Farley (Zoom)

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Next scheduled Plan Commission meeting is Wednesday, October 26, 2022

CONSIDERATION - ACTION

1. Approve minutes of the August 31, 2022 meeting
Motion by Dobbratz 2nd by Medema to approve the minutes of the August 31, 2022 meeting. Motion carried, unanimously.
2. Public Hearing - Conditional Use Permit Application of Erin Fitch, 5 Lori Ct. to operate a Jet Plasma Pen skin treatment business as a home occupation per Section 16.13 of the Waupun Municipal Code.

Chairman Bishop read the call of the hearing and it's purpose.

Motion by Matoushek 2nd by TerBeest to open the public hearing. Motion carried, unanimously.

Erin Fitch was in attendance and presented her business plan. The business is in essence just a pen. There will be one customer at a time and the customers will park in their driveway. The business has it's own dedicated space in the home. Hearing nothing further, Chairman Bishop called for a motion to close the public hearing.

Motion by Matoushek 2nd by Medema to close the public hearing, motion carried, unanimously.

Commission members asked about appointment times and business hours. The appointments will be 15-30 minute each and she is teacher so the appointments will be after school hours.

Motion by Dobbratz, 2nd by Medema to approve the Conditional Use as presented.

Roll Call: TerBeest, Medema, Daane, Bishop, Dobbratz, Matoushek – "AYE"

Motion carried, 6-0

3. Public Hearing - 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.

Chairman Bishop read the call of the hearing and it's purpose.

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

Steve Westhuis - owns property across street. He asked if this business is privately owned or a national company. Will the store take up the large space in the building or the small part. No one was in attendance to answer these questions. From the documentation that was submitted, this would be in the large part of the building and will be retail space only. Chairman Bishop stated he received one e-mail from a neighboring property against the Conditional Use. Hearing nothing further, Chairman Bishop called for a motion to close the public hearing.

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

Commission members had questions about traffic volume and hours of operation.

Motion by Medema, 2nd by Matoushek to table this until the Conditional Use Permit application of Sweet Fire Tobacco 63, until the October meeting to get further information.

Roll Call: TerBeest, Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”

Motion carried, unanimously.

4. Public Hearing - Franco Soma at 420 E Jefferson St. to operate an adult family home to offer 24/7 mental health crisis stabilization services and housing per Municipal Code Section 16.03(4)(d)(ix) of the Waupun Municipal Code.

Chairman Bishop read the call of the hearing and its purpose.

Motion by TerBeest 2nd by Dobbratz to open the public hearing. Motion carried, unanimously.

Christine Pluim - 422 E Jefferson St. spoke in opposition of the Conditional Use permit as there are a lot of children in the area and concerns if this operation would be staffed 24 hours a day. She also asked if this would affect the home values in this area. She stated that a couple put in an offer on this house and had a home inspection done on September 12. The property is currently listed as Sale Pending, so she was confused when she got the notice about this going into the home as she thought the house was selling to a couple. Lindsay Farley is concerned because they have 3 children. She works at the hospital and they have services like this available in Ripon and Fond du Lac Hospitals and if someone is brought to Waupun, they can be transferred to either of those facilities. Lindsay also stated that her oldest child is old enough to stay home in the summer and take care of their siblings and it's concerning to them not knowing the safety features of the home. She stated that people that go to these facilities are in a crisis situation and that is when they are in need of help first. Chris Farley stated that he is concerned about the general safety of his kids and the neighborhood and also feels there are other resources available in the area.

Hearing nothing further, Chairman Bishop called for a motion to close the public hearing.

Motion by Matoushek, 2nd by TerBeest to close the public hearing. Motion carried, unanimously.

Chairman Bishop stated he was hoping someone from this company would have been here to address concerns. He also stated that he realized there is a great need to these types of facilities but doesn't feel this is the correct location. Dobbratz asked if these facilities had to follow State or Commercial Codes. Sue stated they are regulated by the State. Daane asked how long residents would be there and noted that the property is close to a bar as well. All members stated that they realize there is a need for mental health help, but think it should be at a hospital or in more of a commercial district.

Motion by TerBeest 2nd by Matoushek to deny the Conditional Use Permit application.

Roll Call: TerBeest, Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”

Motion carried, unanimously.

5. Site Plan Review - 280 Gateway Dr

Roger Schregardus and Dennis Navis appeared to discuss site plan. An existing building will be relocated to this site to use as a wash bay for trucks. The building will be heated with in floor heat. It will sit on the gravel area on the east edge of the property. Not in the wetlands. There will be no bathroom in the building.

Daane said the plans were reviewed for stormwater management and they have been approved. Currently trucks are washed outside and this will help with that material going into the sanitary sewer rather than the storm sewer. There is no more impervious surface being added to the property

Motion by TerBeest , 2nd by Matoushek to approve the Site Plan for 280 Gateway Dr. as presented.

Roll Call: TerBeest, Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”

Motion carried, unanimously.

6. Site Plan Review - 1212 Storbeck Dr

Steve DeYoung appeared to discuss their plans. They are using this portion of vacant property for storage already, but this will extend their yard and make it look better. Daane stated they meet the stormwater requirements. They have a 75' grass buffer that the gravel can drain to filter water out.

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

Roll Call: TerBeest, Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”

Motion carried, unanimously.

7. Extraterritorial Review - Certified Survey Map - VanBever Land Division on N. Madison St.

Sue - this is on N. Madison St - CTH M. This in the township. The parcel is currently in the Town of Waupun but the City is required to review for extraterritorial review. It meets all of our codes. Questions were raised about the mound /sewer system. How far back does the property go? Kathy stated that its currently one large parcel that includes the woods and they are proposing to section that off to exclude the woods. Annexation questions were also raised. It was stated that the City would need advice from the City Attorney before taking action on the CSM.

Motion by Matoushek, 2nd by Medema to table the VanBever Certified Survey Map on N. Madison St. to get further information from City Attorney.

Roll Call: TerBeest, Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”

Motion carried, unanimously.

ADJOURNMENT

Motion by Dobbratz 2nd by Matoushek to adjourn the meeting. Motion carried, unanimously, meeting adjourned at 5:13 pm

Minutes prepared by Trista Steinbach