



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, August 24, 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: Mike Matoushek, Jerry Medema, Elton TerBeest, Chairman Rohn Bishop, Jeff Daane, Jon Dobbratz, and Jill Vanderkin

Staff Present: Kathy Schlieve - Administrator, Dan VandeZande - City Attorney, Mike Beer – Fire Inspector, Susan Leahy – Zoning Administrator

Also Present: Phil Cosson

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

The next scheduled Plan Commission meeting will be on Wednesday, September 28, 2022 at 4:30 pm.

CONSIDERATION - ACTION

1. Approve minutes of August 18, 2022 meeting.
Motion by Matoushek 2nd by Medema to approve the minutes of the August 18, 2022 meeting.
2. Public Hearing regarding the proposed creation of Tax Incremental District No. 9, the proposed boundaries of the District, and the proposed Project Plan for the District.

Chairman Bishop read the call of the hearing and its purpose. Motion by TerBeest, 2nd by Dobbratz to open the Public Hearing

Kathy Schlieve discussed that Plan Commission will be presented with TIF District Project Plan and creation of TIF 9 boundaries. The land has been vacant for a number of years. The TIF will address public infrastructure and housing. There is a signed developer's agreement for Phase 1 of the Project Plan. This is a three (3)-phase project.

Phil Cosson from Ehlers appeared to discuss the plan and boundaries. He explained that to create a new TIF district the first item that needs to be done is the Plan Commission approves the resolution, then the Common Council approves it and then it goes to the Joint Review Board for final approval

He explained the three phases of the project plan, funding, timing of the plan, increment to the district, maps of the district, listing of all parcels contained in the TIF District, project list, tax payments to the Town of Chester, development assumptions, development agreements, and cash flow.

Dan VandeZande discussed the money involved with the plan and we need some buffer but also wanted to be conservative in case there are changes so we would still be in position that the cash flow would still work. Any expenditures that would come forward would go to the Council for approval.

There were no public appearances for the Public Hearing.

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

3. Consideration and possible action on a “Resolution Establishing the Boundaries of and Approving the Project Plan for Tax Incremental District No. 9.” The Resolution approves the project plan.

Motion by Dobbratz, 2nd by TerBeest to approve the resolution and project plan for Tax Incremental District No. 9 as presented.

Vote: Matoushek, Medema, TerBeest, Bishop, Daane, Dobbratz, Vanderkin – “AYE”

Motion carried, unanimously 7-0.

4. Public Hearing - Annexation Petition of Debra E. Levey, Susan M. Rogahn, Janice G. Bauman, Nancy B. Hodgson, f/k/a Nancy B. Maleck, Arthur O. Claggett and Dwight E. Claggett to annex real estate located in the Town of Chester to the City of Waupun

Property Address: State Road 26, Waupun, WI 53963

Tax Parcel Number: 010-1315-0922-000

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

Motion by Matoushek, 2nd by Vanderkin to open the Public Hearing

Kathy Schlieve explained the annexation pertains to project plan for TIF 9 and this was requested by Claggett family in advanced of plan, which allowed being included in the plan.

Dan VandeZande reported that the petition was reviewed by the Department of Administration and they believe this is in the public interest to move forward even though it may create a town island. He reviewed case law pertaining to town islands and is confident we are safe to do this. If this land is not annexed, we cannot include it in TIF 9.

There were no public appearances for the Public Hearing.

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

Motion by Medema, 2nd by Dobbratz to recommend to the Common Council the approval of the Annexation Ordinance. Motion carried, unanimously.

5. Extraterritorial Stormwater Site Plan Review - Thomas Moul - 715 S Madison St.

Jeff Daane discussed the plan. A new owner recently acquired the land. The owner has allowed the construction company that is working on S. Madison St. to use some of this land for storage of equipment and material. In return, the contractor said they would make some improvements to the land. This property is not in the City limits and is in the Town of Chester. They are proposing a gravel area and new driveway onto Libby St. There is currently a building on the site, which has a permit taken out for demolition.

Jeff Daane will put a draft agreement together with recommendations from the Plan Commission, and Dan VandeZande will work on language for enforcing the agreement.

Motion by Matoushek, 2nd by Dobbratz to approve the site plan on the condition that the property owner signs the agreement with the following conditions:

Conditions:

1. The house will be removed by March 1, 2023
2. Blacktop is required in the road right of way.

3. 12" culvert installed below the driveway.
 4. 75' grass area to the east of the newly installed gravel must be maintained for drainage.
 5. Removal of existing driveway on Libby St.
- Motion carried, unanimously.

6. Certified Survey Map Review of Kari Pattee for properties at 19 and 23 S. Madison St

Dan VandeZande explained the CSM. This has come before the Plan Commission before and it was recommended to hold off on the approval of it because the County had some concerns with it. They tried to go another route and just quick claim deed the land, but that did not work. Dan suggested getting approval of the Certified Survey Map and then some other actions will need to be done after this part is complete. Dan recommends approval of the CSM, but not recoding it until the quick claim deeds are done to fix the lot lines. This will solve 95% of the problems with this area.

Motion by Dobbratz, 2nd by Matoushek to recommend approval of the Certifies Survey Map of Kari Pattee for properties at 19 and 23 S. Madison St. Motion carried, unanimously

7. Site Plan Review - 5 Doty St

Sue Leahy discussed the plan as the owners were not in attendance. This will be a retail store with an asphalt tank located directly behind the building. There will be a fence around the entire property. They looked at a building downtown but that was not a good location for a storage tank outside. This property is zoned M-1 and meets the zoning requirements and does not require a Conditional Use Permit. Questions were asked as to hours of operation, who their customer base is, traffic concerns with a retail business, spill containment for the tank. Kathy stated that the Department of Corrections has a warehouse next to this property, but the rest of the area is predominantly residential and is concerned this could be disruptive to the neighborhood

Motion by Matoushek, 2nd by Dobbratz to table this item to a future meeting for more information from the owner. Motion carried, unanimously

ADJOURNMENT

Motion by Dobbratz, 2nd by Matoushek to adjourn the meeting. Motion carried, meeting adjourned at 5:12 pm

Minutes prepared by Trista Steinbach