



MINUTES
APPROVED 4/17/19
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, March 20, 2019 at 4:45 PM

CALL TO ORDER

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

ROLL CALL

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

Member Excused: Mike Matoushek

Staff Present: Kathy Schlieve and Sarah VanBuren

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

Mayor Nickel asked if there were any persons wishing to address the Plan Commission on any issue not included on today's agenda. Hearing nothing, Chairman Nickel proceeded to address the items listed for consideration and action on the Committee's agenda.

CONSIDERATION - ACTION

1. Approve minutes of the February 20, 2019 meeting.
Motion by Drews, seconded by TerBeest to approve the minutes of the February 20, 2019 meeting as presented. Motion carried, unanimously, minutes approved.
2. Conditional Use Permit - Central Wisconsin Christian Schools at 301 Fox Lake Rd. to allow an addition onto an existing school. Municipal Code Section 16.03(4)(d)(i) requires a Conditional Use Permit for public and parochial schools.

Chairman Nickel read the call of the hearing and its purpose. The City's Conditional Use Permit Application indicates that the property is zoned R-1 and a Conditional Use Permit is required for a school in the R-1 Zoning District. The City has determined that the proposed expansion requires a new Conditional Use Permit in this situation. Dean Schultz of Excel Engineering briefly discussed the proposed additions to the Middle and Elementary Schools on the premises. A 3,370 sq. ft. addition is proposed on the school's SW corner for two classrooms and a wellness center. A 4,040 sq. ft. addition is proposed for the NE corner of the building to include three classrooms. He showed pictures of what the building would look like after construction. The pictures were made by WDS and Excel. The traffic pattern on the site would remain unchanged.

There would also be work on the north entrance for security purposes. Daane questioned a utility easement on the plan. Mr. Schultz believed that easement was actually from a previous plan on the site. It appears all proposed construction will comply with the City's yard and setback requirements. No further facts or concerns were presented by the committee or the public so Chairman Nickel declared the hearing closed and called for a motion to act on this request.

Motion by TerBeest, seconded by Drews to approve a Conditional Use Permit for two additions to the Central Wisconsin Christian School at 301 Fox Lake Rd (STH 68) as we find the proposed Conditional Use will not be detrimental to the adjoining land uses as it is an appropriate use, the additions will not result in any traffic hazard, will not hinder future development in the area, will not create undesirable levels of noise or light and will not cause property values to measurably decline.

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

Lueck - Abstain
Motion carried 5-0-1

3. Discuss / Act on Site Plan for Central Wisconsin Christian Schools at 301 Fox Lake Rd.

Daane noted the stormwater and drainage plans are being reviewed by MSA and will be up to date. Lueck questioned their erosion control plans as they don't appear to be included with the submitted master plan. Daane noted they will be reviewed by his staff and MSA.

Motion by Lueck, seconded by Nickel to approve the site plan for Central Wisconsin Christian Schools as presented.

Vote: Drews, Daane, TerBeest, Medema, Lueck, Nickel - "AYE" Motion carried, unanimously.

4. Discuss / Act on site plan for Summit Credit Union on Shaler Dr.

Greg Polacheck, representing Summit Credit Union discussed their site plan submitted by "JSD" Professional Services Inc. The proposed building will be located between the Taco Bell restaurant and the AmericInn Motel on Shaler Dr. The site plan shows the building location on the lot in compliance with the Cities yard and setback requirements. He noted there is a need for the Credit Union as the prison system has now merged with Summit instead of Cuna Credit Union. Summit is open to the public and has an ATM machine and is a full service Financial branch. Peter Tan who was the principle designer of this building appeared with a slide presentation on the site plan, the building location, monument and pylon signs as well as a representative sample of the exterior siding, facade, and glass windows.

Daane noted a DNR permit may be needed for a retention pond as their lot is over 1 ACRE. Mr. Polacheck noted they are aware of this and are working with the DNR. A detailed grading plan, utility plan, and a landscaping plan with details and specifications was also reviewed. Four elevations of the building were submitted. A silver metallic ribbed metal panel and an endicott manganese ironspot brick were noted for their exterior siding. Internally illuminated signage was also indicated on the plan.

Chairman Nickel determined that there was no further information needed for review of this site plan so she called for a motion to act on this site plan.

Motion by TerBeest, seconded by Medema to approve the site plan for Summit Credit Union as presented on the condition that the stormwater issue be resolved prior to construction.

Vote: Drews, Daane, TerBeest, Medema, Lueck, Nickel - "AYE" Motion carried 6-0.

ADJOURNMENT

Motion by Lueck, seconded by Nickel to adjourn the meeting. Motion carried, meeting adjourned at 5:11 pm.

Fred Lueck,
Secretary