



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, February 19, 2020 at 4:45 PM
(Approved 3/18/20)

CALL TO ORDER

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

ROLL CALL

Members Present: Julie Nickel, Fred Lueck, Mike Matoushek, Elton TerBeest, Jerry Medema, and Jeff Daane.

Member Excused: Derek Drews

Staff Present: Susan Leahy, Sarah VanBuren, and Kathy Schlieve

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--

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

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Chairman Nickel indicated the next meeting of the Plan Commission may be March 18, 2020, at 4:45 pm.

CONSIDERATION - ACTION

1. Approve minutes of the January 15, 2020 meeting.
Motion by Medema, seconded by Matoushek to approve the minutes of the January 15, 2020 meeting as presented. Motion carried, unanimously.
2. Site Plan Review - 412 Shaler Dr - Dentistry of Wisconsin.
Grant Duchac, engineer with Excel Engineering appeared and discussed the site plan for Dentistry of Wisconsin to be located at the intersection of Shaler Dr. and E. Lincoln St. The lot is approximately 1.5 acres in size. The proposed single story building would contain approximately 4,800 sq. ft. and meet all yard and setback requirements of the City's Zoning Ordinance. A sign is proposed at the intersection of Shaler Dr. and E. Lincoln St. The site would contain 41 parking stalls. The location of a future addition is also shown on the rear of the main structure. City Engineer Daane indicated that he has been working with MSA on a storm water agreement and a stormwater conveyance system as well as erosion control plans. A lighting layout has also been provided.

Robert Metzger, father of the owner and Martin Sell, architect also appeared to answer any questions. Lueck noted that they have made about two additions to their office in Beaver Dam and wondered if this building would be larger than that one. Mr. Metzger thought it might be slightly larger than their Beaver Dam office. It would be large enough for a two-person practice. He also noted that if everything falls in place, they hope to start construction around May 6th.

Hearing no further questions, Chairman Nickel called for a motion to act on the site plan.

Motion by Matoushek, seconded by TerBeest to approve the site plan for the construction of a new office building for Dentistry of Wisconsin at 412 Shaler Dr. in accordance with the plans submitted with their application and any approvals required by the City Engineer.

Vote: Daane, Medema, TerBeest, Matoushek, Lueck, and Nickel - "AYE"

Motion carried, unanimously 6/0

3. Housing Study and Needs Analysis

Sarah VanBuren, Community & Economic Development Coordinator and Kathy Schlieve, City Administrator appeared to give a brief overview of the City's Housing study and needs analysis recently approved by the City Council on February 11, 2020. This study is intended to help elected officials and others to understand the City's housing needs and how to address these issues.

Some of the issues noted were affordable housing, community demographics, existing housing characteristics, economic factors, housing affordability gap, stake holder interviews, land use planning, municipal codes, housing needs and recommended actions. If a household spends more than 30% of their income on housing and related costs then the household is considered overburdened. The cost of construction is up 187%. TIF districts can make housing more affordable in their opinion.

In 2021 one of the City's TIF districts is going to close and the units in this district will lose their tax incentives which may result in the unit rents to skyrocket. They feel there is a lack of short-term housing in the City. What are the solutions? Possibly allow accessory dwelling units on lots, reduce lot widths, eliminate R-1 zoning district, revise the zoning ordinance and create a developers guide are some possibilities among others for the study.

ADJOURNMENT

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

Fred Lueck
Secretary