



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
201 E Main St
Wednesday, March 17, 2021 at 4:45 PM
(Approved 4/28/21)

CALL TO ORDER

The Waupun Plan Commission met virtually at 4:45 pm via Zoom.

ROLL CALL

Member Present: Julie Nickel, Fred Lueck, Jerry Medema, Jill Vanderkin, Jeff Daane, and Mike Matoushek

Member Excused: Elton TerBeest

Staff Present: Sarah VanBuren and Steve Brooks

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 will be Wednesday, April 21, 2021 at 4:45 pm.

CONSIDERATION - ACTION

1. Approve minutes of the February 17, 2021 Plan Commission meeting.

Chairman Nickel asked for a motion to act on the Plan Commission minutes of February 17, 2021. Motion by Daane, seconded by Matoushek to approve the minutes of February 17, 2021 as presented. Motion carried, unanimously.

2. CSM Review – Lot 28 of Park Estates (1032 and 1034 Tanager St).

This CSM proposes to divide Lot 28 of Park Estates into two lots dividing a two family home presently located on this lot in accordance with Section 16.03 (2)(d) of the City Zoning Ordinance. The home will be divided and have an attached zero lot line. The CSM shows each proposed lot will contain more than the required 4,000 sq. ft. of area. The restrictive covenants still have not been submitted. Neither the contractor nor the surveyor attended this meeting to add any additional information.

Daane said that according to the survey, the two units comply with the required setbacks from Tanager St. and County Park Rd (CTH MMM) as well as the required sideyard setbacks. Lueck questioned whether the restrictive covenants were submitted regarding property maintenance. He questions what does property maintenance really mean (i.e. shoveling sidewalk, raking leaves, what if an ice dam causes a water problem in the other unit, what if a water or sewer pipe breaks and floods the other unit, leaking roofs, repair of any shared driveway, and many more issues and problems that can arise in these types of homes). Should the ordinance be amended to include a set of minimum maintenance standards before the issuance of the Conditional Use Permit with the City Zoning Administrator/Building Inspector authorized to allow the contractor/owner to add additional covenants to meet their particular type of structure or lot size. Chairman Nickel indicated she would discuss this issue with the City Attorney. The committee has no further questions so Chairman Nickel called for a motion to act on this CSM.

Motion by Medema, seconded by Matoushek to send a favorable recommendation to the City Council for the proposed CSM for Lot 28, Park Estates, being part of the NE ¼-SW ¼ of Sec. 31, T14N R15E, City of Waupun, Fond du Lac County, WI

Vote: Matoushek, Daane, Vanderkin, Medema, Lueck & Nickel – “AYE”
Motion carried, unanimously. 6/0.

3. CSM Review – Lot 27 Park Estates (1033 and 1035 Tanager St)

This CSM proposes to divide Lot 27 of Park Estates into two lots by dividing a two family home, presently located

on this lot in accordance with Section 16.03(2)(d) of the City Zoning Ordinance. This home will be divided and have an attached zero lot line. The CSM shows each proposed lot will contain more than 4,000 sq. ft. as required by the ordinance. The restrictive covenants required by the ordinance apparently have not been submitted. Neither the contractor nor the surveyor were in attendance to provide any new information. Daane again noted the two units comply with all required setbacks. The committee had no further questions, so Chairman Nickel called for a motion to act on this request for approval.

Motion by Matoushek, seconded by Vanderkin to provide a favorable recommendation to the City Council for the proposed CSM for Lot 27, Park Estates, and being Part of the NE ¼, SW ¼, Section 31, T14N R15E, City of Waupun, Fond du Lac County, Wisconsin.

Vote: Matoushek, Daane, Vanderkin, Medema, Lueck, and Nickel – “AYE”

Motion carried, unanimously.

4. CSM – Lot 1 CSM #6201 – Reinhard St. – Vliet St.

A one lot CSM has been submitted by Grothman and Associates for Michael and Debra Leu of Waupun. The proposed lot is located at the northern terminus of N. State St. and Reinhard St. on its west boundary, the Rock River on its NW boundary, and Vliet St. on its SE boundary. The proposed owner has been maintaining this property as they live in this area, according to Steve Brooks, City Utility Manager. Lueck questioned how the property is zoned and what is its intended use? Steve believes they intend to build a shed on this lot. Lueck questioned if this would be allowed as most zoning ordinances don't allow accessory buildings on a lot until their principle structure (home) is present on the same lot. Steve thought they have a home on some adjacent land but not on this lot. Lueck also questioned, is the shed for personal storage or for a business? Nickel thought the property is zoned R-2. Lueck noted the survey shows a meander line near the Rock River and questioned if any of the lot was in a Floodplain and if so, that should be noted on the survey. Nickel believes there is no flood plain here as she thinks the property is about 20' above the river. Matoushek questioned if there is a home on this new lot or is their home on an adjacent abutting lot? That situation is unclear. No further questions were asked by the committee, so Chairman Nickel called for a motion to act on this request.

Motion by Matoushek, seconded by Medema to forward a favorable recommendation to the City Council on a proposed CSM for Michael and Debra Leu and being Lot 1 of CSM #6201 and Part of Outlot 83 of North Ward Outlots all located in the SE ¼ of the SW 1/4. Section 32, T14N R15E, City of Waupun, Fond du Lac County, Wisconsin.

Vote: Matoushek, Daane, Vanderkin, Medema, Lueck & Nickel – “AYE”

Motion carried, unanimously 6/0.

5. Extraterritorial Zoning Review – CSM – W. Center Rd., Town of Waupun/

Fond du Lac County Land Information Department has submitted a request for approval of a CSM under the City of Waupun's Extraterritorial land division ordinance jurisdiction within 1 ½ miles from the City limits of Waupun. The present land owner is Patrick Schomisch and the buyer is James Steinmetz of Brookfield, WI. The proposed parcel is located in the SW ¼, SE ¼ of Section 21, T14N R15E, Town of Waupun, Fond du Lac County, WI. The present land use is forested and the intended use is residential. Lueck noted that without an aerial photo or other map of this area, it is difficult to determine where this proposed lot is located and whether it's actually within 1 ½ miles of the City. It looks as if 33' of road is being dedicated so the question is, is this an extension of a dead end road? Daane called Sue Leahy, City Zoning Administrator, and asked her questions regarding this proposed land division. She said this is not a dead end road. Lueck questioned if the City has any plans for roads and or subdivisions in this area that could be affected by this land division. Nickel indicated she is not aware of any City plans for this area at this time.

Motion by Matoushek, seconded by Vanderkin to inform Fond du Lac County and the Town of Waupun that the City has no objection to the proposed lot in the SW ¼, SE ¼, Section 21 T14N R15E, Town of Waupun, Fond du Lac County, Wisconsin.

Vote: Matoushek, Daane, Vanderkin, Medema, Lueck, and Nickel – “AYE”

Motion carried unanimously 6/0

ADJOURNMENT

Motion by Medema, seconded by Matoushek to adjourn the meeting. Motion carried, meeting adjourned at 5:08 pm.

Fred Lueck
Secretary