



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, March 20, 2024 at 4:30 PM

CALL TO ORDER

Chairman Bishop called the meeting to order at 4:32 pm.

ROLL CALL

Members Present: Jerry Medema, Elton TerBeest
Members Present (via zoom): Mike Matoushek, Jason Whitford
By Phone: Rohn Bishop
Members Excused: Jeff Daane, Jill Vanderkin
Staff Present: Sue Leahy, Kathy Schlieve, Dan VandeZande.
Others Present:

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--State name, address, and subject of comments. (2 Minutes)

None

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Next meeting will be Wednesday, April 17, 2024.

CONSIDERATION - ACTION

1. Approve minutes of the February 21, 2024 meeting.
Motion by Whitford 2nd by Matoushek to approve the minutes of the February 21, 2024 meeting. Motion carried, unanimously.
2. Public Hearing - Conditional Use Permit Application of Christina Kartechner at 18 S Madison St. to install a projecting sign above the front entrance per Municipal Code Section 16.11(2)(a) and 16.11(5)(e).
Motion by Whitford , 2nd by Medema to open the public hearing. Motion carried, unanimously.
Kristina is here requesting the sign. Kathy stated that this would be very similar to previous requests. Design is consistent with other signs in the downtown area.
Motion by Whitford , 2nd by Matoushek to close the public hearing. Motion carried, unanimously.
Motion by Whitford, 2nd by TerBeest to approve the Conditional Use Permit Application of Christina Kartechner at 18 S. Madison St. to install a projecting sign above the front entrance of the building as presented. Motion carried, unanimously.
3. Public Hearing - Conditional Use Permit Application of 18 Wheeler Truck Wash LLC at 1815 Shaler Dr (Parcel # 292-1315-0933-005) to construct a 2-bay automated truck wash per Municipal Code Section 16.04(4)(d)(i) and (ii).
Motion by Whitford , 2nd by TerBeest to open the public hearing. Motion carried, unanimously.
Kathy - City has had land reserved in this area. We reached an agreement to install a truck wash on the site. The patrons served by truck wash, would be same patrons that the truck serve. Condition Truck staging not occur on street, that it be contained to the lot. Plan was done in 2004 and started in 2017. No water or sewer issues. Dan we included a provision in the developer agreement about not having a hot wash on the property. Washing cattle trailers. Should be a condition of approval of Conditional Use. Brian Retzlaf is here.

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

Motion by Matoushek , 2nd by TerBeest to approve the Conditional Use Permit applicaiton of 18 Wheeler Truck Wash LLC at 1815 Shaler Dr. to construct a 2-bay automated truck wash with the following conditions. No hot wash, and no staging of trucks on street. Motion carried, unanimously.

4. Public Hearing - Ordinance amendment to rezone Lots 1, 2, 3, 4, 5, 7, and 8 of Heritage Ridge Subdivision, and Outlot 1 of Heritage Ridge Subdivision presently zoned in the B-3 Shopping Center Business District to the PCD - Planned Community Development District.

Motion by Whitford , 2nd by Medema to open the public hearing. Motion carried, unanimously.

Kathy - brief explanation. Current zoning is B-3 Shopping. PCD - give a little more flexibility. 2004 - prior to economic downturn. Things have continued to change economically. Looking to create a little more flexibility. Multi-family on north side of property. Extending Shaler Dr. Trying to address constraints that keep coming at us. Need to think differently. Cal with Travel Plaza is here. They run 60-70 trucks a day through the truck stop. Customer counts 6000 per week. Fairly busy corner. Is for bringing business into that particular area of town. He supports the development - main concern was speed limit on STH 26. We continually ask DOT to lower it, but we keep asking- they said that it doesn't warrant it yet.

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

Motion by Whitford , 2nd by Matoushek to recommend approval of the ordinance to rezone Lots 1, 2, 3, 4, 5, 7 and 8 of Heritage Ridge Subdivision, and Outlot 1 of Heritage Ridge Subdivision presently zoned in the B-3 Shopping Center Business District to the PCD - Planned Community Development District. Motion carried, unanimously.

5. Public Hearing - Ordinance Amendment to include projecting signs as a permitted use.

Motion by Matoushek by Medema to open the public hearing. Motion carried, unanimously.

Kathy - BID board has requested this. It is their 2024 work plan to amend the plan. Move eliminate the conditional use. Will be a separate meeting the CDA has to do to comply with Chapter 25. This is consistent. One of the items is 1 projecting sign per parcel. We do have some buildings that have multiple businesses per parcel. Sue would like to see this state one sign per business. One per address. The recommendation from staff is to change the language from one per parcel to one per business address. They could apply for a variance, but would need a hardship.

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

Motion by Whitford , 2nd by Medema to recommend approval of the Ordinance amendment to include projecting signs as a permitted use to Chapter 16.11 of the Municipal Code. Motion carried, unanimously.

6. Discuss Zoning for parcels that will be annexed to the City of Waupun. Parcel #'s 010-1315-0543-015 and 010-1315-0543-014.

Kathy is looking for recommendation. There are two parcels that the City acquired that are immediately across from the Utilities. As we go thourgh the annexation, what zoning should be applied to this. Our intent was to possibly extend public safety facilities. Kathy presented maps of current zoning and future land use maps. One idea is PCD because it gives us flexibility. Municipal Buildings. Sue likes the PCD because it has 6 different districts that fall underneath. Dan addressed Spot Zoning - the PCD gives us a lot more flexibility. It's not necessarily illegal, but that the Plan Commission and Council look at ideas to make sure plan is good. Frequently there are existing properties that don't mix with future development. If we look at future land use, doing something with PCD. M-1 Manufacturing is in PCD, so a light manufacturing building could go there. Not a heavy manufacturing. Whitford agrees, Matoushek agrees. Don't think it would be a good area for residential.

Motion by TerBeest to zone this PCD when annexed. 2nd by Whitford. Approved, unanimously.

Motion to Adjourn. Motion by TerBeest, 2nd Medema. Motion carried. Meeting adjourned at 5:08 pm

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.