



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 Main Street, Waupun, WI
Wednesday, September 29, 2021 at 4:30 p.m.

Plan Commission Members Present:

Jeff Daane
Jon Dobbratz
Jerry Medema
Julie Nickel
Elton TerBeest

Plan Commission Members Absent:

Jill Vanderkin, excused
Mike Matouschek, excused

Staff Present:

Susan Leahy Building Inspector/Zoning Administrator
Kathy Schlieve Administrator

Other:

Carla Clover
Patrick Beilfuss, Senior Planner, Cedar Corporation

CALL TO ORDER:

Mayor Nickel called the meeting of the Plan Commission to order at 4:30 p.m.

ROLL CALL:

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION:

None present.

FUTURE MEETINGS AND GATHERINGS INVOLVING THE PLAN COMMISSION

CONSIDERATION-ACTION:

1. Approval of minutes of the August 25, 2021 meeting

A motion to approve the August 25, 2021 minutes was made by Dobbratz and seconded by TerBeest, passing unanimously.

2. Public Hearing – Rezoning Petition of Charles Clover to rezone 129 N. Madison St. from the B-6 Neighborhood Commercial District to the R-4 Central Area Single Family Residential District

Public Hearing commenced to hear the petition to rezone property located at 129 N Madison St from B-6 Neighborhood Commercial District to R-4 Central Area Single Family Residential District by Charles and Carla Clover. Carla Clover is present to explain that they purchased the property from Dr. Champion and wish to convert to residential property compatible with surrounding land use. No questions from the Board. Noone is present from the public to make comment during comment period.

A motion to close the public hearing was made by Dobbratz and seconded by Nickel, passing unanimously.

A motion to approve the Rezoning Petition of Charles Clover to rezone 129 N. Madison St. from B-6 Neighborhood Commercial District to the R-4 Central Area Single Family Residential District, as presented, was made by Dobbratz and seconded by TerBeest. Roll call: Dobbratz – Aye; Medema – Aye; Nickel – Aye; TerBeest – Aye; Daane – Aye. Motion passes 5-0.

3. Public Hearing – Ordinance to amend Chapter 16 of the Waupun Municipal Code

Public hearing commenced to consider amendments to residential zoning codes. Patrick Beilfuss, Senior Planner from Cedar Corporation, explains proposed changes which are being recommended in accordance with the city's comprehensive plan and housing study to address affordability needs within the community. Changes include a reduction in minimum lot size, zero lot line conditional use requirements, consolidation of R4 and R5 districts and renumbering of remaining districts, and the addition of accessory dwelling unit ordinance. No one is present to make public comment regarding the proposed changes.

Daane motion to close the public hearing; seconded by TerBeest, carried unanimously.

A motion to approve the Ordinance to amend Chapter 16 of the Waupun Municipal Code, as presented, was made by Dobbratz and seconded by Nickel. Discussion was had about the need to amend land use maps which must be updated to reflect proposed changes in the zoning district numbering. This is required before the ordinance can advance to council for approval. Roll Call: Medema – Aye; Nickel – Aye; TerBeest – Aye; Daane – Aye; Dobbratz – Aye. Carried 5-0.

4. CSM Review – 310 E. Main St.

A motion to approve the CSM for 310 E. Main St. was made by Ter Beest and seconded by Dobbratz. Roll Call: Nickel – Aye; TerBeest – Aye; Daane – Aye; Dobbratz – Aye; Medema- Aye. Carried 5-0.

5. CSM Review – Lot 25 Park Estates (1025/1027 Tanager St) and Lot 26 Park Estates (1029/1031 Tanager St.)

A motion to approve the CSM for Lot 25 Park Estates (1025/1027 Tanager St) and Lot 26 Park Estates (1029/1031 Tanager St.) was made by Ter Beest and seconded by Nickel. Roll Call: TerBeest – Aye; Daane- Aye; Dobbratz – Aye; Medema – Aye; Nickel – Aye. Carried 5-0.

6. CSM Review – Lot 29 Park Estates (1028/1030 Tanager St.)

Lot 29 Park Estates (1028/1030 Tanager St) was made by Dobbratz and seconded by Ter Beest. Roll Call: Daane – Aye; Dobbratz – Aye; Medema – Aye; Nickel – Aye; TerBeest – Aye. Carried 5-0.

ADJOURNMENT

The motion to adjourn was made by Dobbratz and seconded by Medema, passing unanimously. The meeting adjourned at 4:48 p.m.