



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, April 28, 2021 at 4:45 PM
(Approved 6/16/21)

CALL TO ORDER

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

ROLL CALL

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

Member Excused: Elton TerBeest

Staff Present: Sarah VanBuren, Kathy Schlieve, Susan Leahy, 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 on Wednesday, May 19, 2021 at 4:45 pm.

CONSIDERATION - ACTION

1. Approve minutes of the March 17, 2021 meeting.

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

2. Public Hearing - Rezoning Petition of Pella Lutheran Church to rezone Lot 85 of Assessor's Plat No. 5. Parcel #292-1315-0514-103

Petition to rezone land owned by Pella Lutheran Church from the R-4 Central Area Single Family Residential Zoning District to the IN - Institutional Zoning District. Chairman Nickel read the call of the hearing and its purpose. George Baumann, agent for the church said they had purchased the lot north of the church about 20 years ago for a possible parking lot expansion. The home was removed and a garage is presently located on the property. Linda Meisner, State Department of Corrections said they want to purchase the lot for off street parking for prison employees.

City Zoning Administrator, Susan Leahy noted that the IN Zoning District will abut the IN zoning district across the street so it will not be considered spot zoning. Lueck noted that the minimum required lot size in the IN Zoning District is 5 acres with a minimum width of 100'. This lot is a small residential lot or would now be a substandard lot in the IN Zoning District. To establish a new land use on this substandard lot it probably should go to the Board of Appeals for a variance. The State is looking at approximately 30 parking stalls on this lot. Jeff Daane, City Engineer said that the street opening and approach may have to be relocated which is ashame as this is a brand new street.

No further facts were presented for or against this rezoning request so Chairman Nickel declared the hearing closed and asked for a motion to act on the rezoning request.

Motion by Matoushek, seconded by Vanderkin to send a favorable recommendation to the City Council on the rezoning petition of Pella Lutheran Church to rezone Parcel 292-1315-0514-103, Lot 85 Assessors Plat #5,

City of Waupun, Dodge County, Wisconsin from the R-4 Central Area Single Family Residential Zoning District to the IN - Institutional Zoning District for the purpose of creating an off street parking lot.

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

Motion carried, unanimously, 6/0

3. Public Hearing - Conditional Use Permit Application of Trent Ehlert at 417 E Main St. to operate a woodworking and finishing business.

Chairman Nickel read the call of the hearing and its purpose. Trent and Lindsey Ehlert appeared to discuss their proposed business at 417 E Main St (The old Rock Shop building). It would consist of a retail business on the 1st floor and a woodworking and finishing area and a dust collection system and ventilation unit as part of their heating, ventilation, and air conditioning system in the basement. A majority of the business will be retail and fit in with the existing B-2 Central Business Zoning District. They would be making major renovations to the building. Lueck questioned whether the Fire Department has reviewed this proposal as these types of workshops have highly combustible dust and therefore it is a common woodshop fire hazard. Kathy Schlieve indicated the fire department will be reviewing their site plan shortly to determine any potential hazards. Neighbor Cassandra Verhage of Verhage Photo said it would be nice to have a close neighbor. No further facts were presented for or against this proposed Conditional Use Permit so Chairman Nickel declared the hearing closed and called for a motion to act on the Conditional Use Permit Application.

Motion by Matoushek, seconded by Lueck to grant a Conditional Use Permit to Trent Ehlert to establish a retail business and woodworking shop at 417 E Main St. located in a B-2 Central Business District as we find the proposed use will not be detrimental to the adjacent business as it will be an appropriate use, will not create a traffic hazard, will not hinder future development in the area, will not create undesirable levels of noise or light in the immediate area and will not cause property values to measurable decline.

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

Motion carried, unanimously 6/0.

4. Site Plan Review - Maple Tree Townhomes

Kathy Schlieve said this proposal is another multi-family project located at the intersection of E. Jefferson St, Young St and a portion of Washington Ave. (the old Washington School Site). The proposal calls for five (5) buildings, and twenty-eight (28) units. It will also include two (2), twelve (12) unit garages. There will be two accesses onto Young St. Lueck questioned the term townhouse as the definition of a townhouse usually means zero lot line units where the owner owns the land below the unit. Kathy said these units will be like the ones over by the Brittain House restaurant on the southeast side of the City. Lueck said he has heard concerns from some of these renters that in order to use their patios, friends and guests have to walk thru their bedrooms to get to their patio. Sue Leahy, Zoning Administrator said this is a state requirement to have the two accesses, unfortunately these unit designs have to go thru their bedrooms to meet state code. Daane, City Engineer said he has reviewed the stormwater plans for the project and they look OK to him. Lueck said he realizes the City's zoning map was just amended to place these lands in a multi-family zoning district but questioned if the City's Comprehensive Plan Map has actually been amended and if a public hearing was ever held for the plan amendment? Kathy said she has spoken with City Attorney VandeZande and he feels the Public Hearing for the City's Zoning Map change could suffice for the Public Hearing on the Comprehensive Plan Map. The question then is have both maps, the City Zoning Map and the Comprehensive Zoning Map both been approved by the Council.

Chairman Nickel called for a motion to act on the Site Plan Review of Maple Tree Townhomes.

Motion by Medema, seconded by Matoushek to approve the site plan for Maple Tree Townhomes as presented.

Vote: Matoushek, Daane, Medema, Vanderkin, Lueck, and Nickel - "AYE"
Motion carried, unanimously.

5. Site Plan Review - 503 Industrial Dr.

Bryan Yohn said they are proposing a new set of storage units in addition to what they already have on site. They are looking at 10 more units for larger boats and campers. Daane said a condition of approval should include a review of stormwater plans by MSA and the City. Sue Leahy said the units will meet all yard and setback requirements of the City's Zoning Ordinance and lighting on the site will also be OK. Chairman Nickel called for a motion to act on this site plan review.

Motion by Matoushek, seconded by Vanderkin to approve the site plan for 503 Industrial Dr. for additional storage units on the condition that storm water plans are submitted and reviewed by MSA and the City Engineer.

Vote: Matoushek, Daane, Vanderkin, Medema, Lueck, and Nickel - "AYE"
Motion carried, unanimously 6/1

ADJOURNMENT

Chairman Nickel wanted to report to the committee that Fred Lueck would be retiring from the committee and this would be his last meeting. He began his service with the City in or around 1980 on the Board of Appeals. He has been a member of the City Plan Commission and/or the Board of Appeals for about 41 years. He said he enjoyed every minute of his service to the City and he worked with a lot of great staff, citizen committees and board members and he will miss that. The committee members all thanked him for his service to the City.

Motion by Lueck, seconded by Nickel to adjourn the meeting. Motion carried, meeting adjourned at 5:15 pm.

Fred Lueck
Secretary