



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall - 201 E. Main Street, Waupun WI
Wednesday, April 27, 2022 at 4:30 PM

The Waupun Plan Commission met at 4:30 pm on Wednesday, April 27, 2022

CALL TO ORDER

Chairman Bishop called the meeting to order at 4:30 pm

ROLL CALL

Members Present: Elton TerBeest, Jerry Medema, Jeff Daane, Rohn Bishop, Jon Dobbratz, Mike Matoushek

Members Absent: Jill Vanderkin

Staff Present: Kathy Schlieve, Sue Leahy

Others Present: Dean Schulz, Excel Engineering

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

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

There may be a need for a special Plan Commission meeting in a week or two. No date was announced yet.

CONSIDERATION -ACTION

1. Approve Minutes of the March 23, 2022 meeting.
Motion by Medema, 2nd by Matoushek to approve the minutes of the March 23, 2022 meeting. Motion carried, unanimously.

2. Spring Homes LLC at 9, 11, and 13 Fond du Lac St. to reconfigure 2 lower commercial units to residential/commercial by utilizing a portion of the rear of the building for an apartment while still maintaining a commercial storefront per Section 16.04(2)(d)(x) of the Waupun Municipal Code.

Chairman Bishop called for a motion to open the public hearing. Motion by Dobbratz, 2nd by Matoushek to open the public hearing. Motion carried, unanimously.

Scott couldn't make it to the meeting. Sue discussed the plans. The drawing that he sent was very rough. Retail will stay in front, residential in back. There are dedicated parking stalls for the parking. Drawings to scale will need to be submitted to Sue. It won't be owner occupied. The municipal code allows first floor apartments as a conditional use. There are three buildings and the Conditional Use is for 2 of them. Once the plans are submitted, then the Fire Department will have to review the plans. Kathy stated that we do not want to lose retail space downtown.

Chairman Bishop called for a motion to close the public hearing. Motion by Matoushek, 2nd by TerBeest to close the public hearing. Motion carried, unanimously.

Motion by Daane, 2nd by Matoushek to approve the Conditional Use on the contingency that owner provides code compliant plans to Sue.

Vote: TerBeest, Medema, Daane, Bishop, Dobbratz, Matoushek- "AYE"

Motion carried, unanimously.

3. Public Hearing - Conditional Use Permit application of Central Wisconsin Christian School at 301 Fox Lake Rd. for an addition onto the elementary school, addition to the high school, and master planning for the west athletic complex per Section 16.03(1)(d)(i) of the Waupun Municipal Code.

Chairman Bishop called for a motion to open the public hearing. Motion by Medema, 2nd by Dobbratz to open the public hearing. Motion carried, unanimously.

Dean with Excel Engineering appeared. The process started with the last addition in 2018. The newest plan is an addition to middle school, grade school, and high school. This addition will allow the school to have 2 classes per grade level. Master planning will allow them to have 3 classes in the future to allow for 700 students on site eventually. The plan also includes future expansion of soccer field, with track and field around it and baseball and softball diamonds. This use requires a conditional use permit as schools are permitted in the R-1 Zoning district as a conditional use.

There were no other questions asked in the public hearing, so Chairman Bishop called for a motion to close the public hearing. Motion by Matoushek, 2nd by TerBeest to close the public hearing. Motion carried, unanimously.

Motion by Matoushek, 2nd by Dobbratz to approve Conditional Use Permit.

Vote: TerBeest, Medema, Daane, Bishop, Dobbratz, Matoushek- "AYE"

Motion carried, unanimously.

4. Site Plan Review - Central Wisconsin Christian School - 301 Fox Lake Rd.

Dean with Excel Engineering appeared. The proposal is for an addition to middle school, grade school, and high school. This addition will allow the school to have 2 classes per grade level. Master planning will allow them to have 3 classes in the future to allow for 700 students on site eventually. It also includes the expansion of soccer field, with track and field around it and baseball and softball diamonds. Currently the only thing that is part of this project are the stormwater pond and moving the practice field. 31,000 sq. ft. addition to school. MSA is in final stages of stormwater review. There is an easement for the stormwater pipe that is existing and they are reviewing the description of it. Where the pipe is was not in the existing 40' easement, it is shifted 15' to the north because of the location of the baseball field. Exterior of building will be similar type masonry and will be entirely masonry with no metal. Athletic field with entrance plaza with concession stand but that will be part of a future project. At this point, no additional bedrooms will be added. Lighting was brought up. Baseball field will be lit, softball will not, practice soccer field will not be lit. Main soccer field will be lit as it is now. On the south entrance to the school there will be another drive lane to drop off students. Currently there is a 6' walk to drop off, intention is to drive west along front and have 140' of drop off space.

Motion by TerBeest, 2nd by Matoushek to approve the site plan as presented.

Vote: TerBeest, Medema, Daane, Bishop, Dobbratz, Matoushek- "AYE"

Motion carried, unanimously

ADJOURNMENT

Motion by Dobbratz, 2nd Medema to adjourn meeting. Motion carried, meeting adjourned at 4:51 pm.

Minutes prepared by Trista Steinbach, Administrative Assistant.