



**MINUTES**  
**CITY OF WAUPUN SPECIAL PLAN COMMISSION**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, May 29, 2019 at 4:45 PM**

**CALL TO ORDER**

The Plan Commission met at 4:45 pm in the Council Chambers, City Hall, Waupun.

**ROLL CALL**

Members Present: Fred Lueck, Mike Matoushek, Elton TerBeest, Jerry Medema, and Jeff Daane

Members Excused: Julie Nickel and Derek Drews

Staff Present: Kathy Schlieve, Sara VanBuren, Susan Leahy, and BJ DeMaa

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION**

Acting Chairman Lueck asked if there were any persons wishing to address the Committee on any issue not included on today's agenda. Hearing nothing, Acting Chairman Lueck proceeded to address the items listed for consideration and action on the Committees Agenda.

**CONSIDERATION / ACTION**

1. Discuss / Approve minutes of the April 17, 2019 Plan Commission Meeting. Motion by TerBeest, seconded by Matoushek to approve the minutes of the April 17, 2019 meeting as presented. Motion carried, unanimously 5/0. Minutes approved.
2. Public Hearing – Rezoning Lots 5-9 of the proposed Spirit Fields Plat from the PCD Zoning District to the R-2 Two Family Residential District. The City of Waupun is considering a petition for rezoning property and an ordinance to amend Chapter 16 of the Municipal Code of the City of Waupun, entitled Zoning Code and Zoning Map.

Acting Chairman Lueck read the call of the hearing and its purpose. The City wishes to rezone property described as Lots 5-9 of the proposed Spirit Fields Plat from the PCD Zoning District to the R-2 Two Family Residential Zoning District.

Zoning Administrator Leahy and City Administrator Schlieve discussed the issues with this proposal. It has been determined that the original proposed R-4 Zoning District did not fit this proposal and an issue with off street parking on proposed lots 1-4 still needs to be resolved. The developer has agreed to develop the plat in two phases. Phase #1 would include lots 5-9 and be rezoned to the R-2 Zoning District. Lots 1-4 will be developed as Phase #2 when the parking issue and a suitable zoning district can be established to allow its development. Tim Hackbarth spoke for his father-in-law who lives on Mayfair St. They are OK with the rezoning and hope the off street parking issue can be resolved. They hope a new public hearing will be needed before lots 1-4 can be developed.

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

Motion by TerBeest, seconded by Matoushek to provide a favorable recommendation to the City Council on the City's request to rezone lots 5-9 of the proposed Spirit Fields Plat from the PCD Zoning District to the R-2 Two Family Residential Zoning District and to amend the City Zoning Map from the current PCD Zoning District to the R-2 Two Family Residential Zoning District.

Vote: Daane, TerBeest, Medema, Matoushek, and Lueck - "AYE". Motion carried, 5/0

3. Discuss / Possible Approval of the Final Plat of Spirit Fields

Spirit Fields Plat includes land in Lot 1 of Mayfair Estates, recorded in the Dodge County Register of Deeds Office and being pt. of the SW 1/4, SW 1/4, Sec 4, T13N, R15E, City of Waupun, Dodge County, Wisconsin. Lots 1-4 are presently in the PCD Zoning District and Lots 5-9 are in the process of being rezoned to the R-2 Two Family Residential Zoning District. City Administrator Kathy Schlieve briefly discussed the Final Plat of Spirit Fields. She is hoping the committee will recommend approval so that the developer can begin construction of homes and add to the Cities tax base.

Acting Chairman Lueck called for a motion to act on the approval request for Spirit Fields Plat.

Motion by Medema, seconded by Matoushek to provide a favorable recommendation to the City Council for the approval of Spirit Field Plat being lands on Lot 1 of Mayfair Estates recorded in the Dodge County Register of Deeds office and being part of the SW 1/4 SW 1/4 Sec 4, T13N, R15E, City of Waupun, Dodge County, Wisconsin as the committee finds the Plat to be in accordance with Chapter 236 of the State Statutes and the City of Waupun Subdivision Ordinance.

Vote: Daane, TerBeest, Medema, Matoushek, and Lueck - "AYE" Motion carried 5/0

4. Overview and Discussion of proposed Christian Home Redevelopment Project

Kathy Schlieve noted that the former Christian Home property is now vacant and the question is what to do with the property. To remove the structure would be very costly. The former owner, SSM Health has conditioned the Cities acquisition of the property which prohibits its future use for any medical services which limits the allowable uses for the property. Kathy introduced Rob, a contractor from Fond du Lac with his proposal for the site. He is suggesting dividing the building into three separate areas with three separate uses. Section 1 or the western portion of the site could be remodeled into Senior housing or work force efficiency apartments for younger adults or new prison guard personnel coming into the City for the first time and needing housing. Section 2 or the middle of the structure could be used for indoor heated storage units. This area also has a basement for the mechanical equipment. Section 3 or the eastern portion of the building contains a commercial kitchen and could be used by a caterer or some other similar use.

Kathy noted the property is in the R-3 Multiple Family Residential District and she felt these proposed uses might be allowed under the districts conditional use section. In addition, the property would be put back on the tax roll.

Fire Chief, BJ DeMaa noted the need for fire walls between units and he believes this structure has a sprinkler system.

Jeff Daane questioned the present on-site parking and the possible need for more on-site parking. He noted problems in the past with parking on the street in this area. He also had issues with the existing bathrooms.

BJ also noted this would result in an occupancy change. Sue Leahy, Zoning Administrator had questions about the present kitchen area. Rob indicated he could provide between 60-80 storage lockers in the storage section and have a camera security system.

Rob said he has a work force and could be ready to get started in a couple months. Kathy said she could schedule a public hearing for the 19th. TerBeest and Matoushek both indicated they liked the idea and the City should move forward with the next process.

ADJOURNMENT

There were no further items on the agenda for consideration or action so Acting Chairman Lueck called for a motion to adjourn the meeting.

Motion by Matoushek, seconded by Medema to adjourn the meeting. Motion carried, unanimously 5/0. Meeting Adjourned at 5:23 pm

Fred Lueck, Secretary