



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**Waupun City Hall – 201 Main Street, Waupun, WI**  
**Wednesday, July 28, 2021 at 4:30 p.m.**  
**(Approved 8/25/21)**

**Plan Commission Members Present:**

Jeff Daane  
Jon Dobbratz  
Jerry Medema  
Julie Nickel  
Elton TerBeest  
Jill Vanderkin

**Plan Commission Members Absent:**

Mike Matouschek

**Staff Present:**

Steve Brooks ..... Waupun Utilities General Manager  
Susan Leahy ..... Building Inspector/Zoning Administrator  
Kathy Schlieve ..... Administrator  
Sarah Van Buren ..... Community & Economic Development Coordinator

**Other:**

Patrick Beilfuss ..... Cedar Corporation  
Mark Buteyn ..... CWC  
Jared Oosterhouse ..... CWC  
Tom Kulczewski ..... Real Sportcards  
Dean Schulz ..... Excel Engineering  
Gregg Zonnefeld ..... CWC

**CALL TO ORDER:**

Mayor Nickel called the meeting of the Plan Commission to order at 4:38 p.m.

**ROLL CALL:**

Roll call and quorum determined.

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION:**

None.

**FUTURE MEETINGS AND GATHERINGS INVOLVING THE PLAN COMMISSION**

The next Plan Commission meeting will be on Wednesday, August 25, 2021 at 4:30 p.m.

**CONSIDERATION-ACTION:**

**1. Approval of minutes of the June 16, 2021 meeting**

A motion to approve the June 16, 2021 minutes was made by Mr. TerBeest and seconded by Mr. Medema, passing unanimously.

**2. Public Hearing – Conditional Use Permit Application – ACS RBHS, LLC at 1025 Tanager St. for a split two-family dwelling per section 16.03(2)(d)(iii) of the Waupun Municipal Code**

Ms. Leahy provided members a summary of the Conditional Use Permit request.

A motion to approve the Conditional Use Permit, as presented, was made by Mr. Dobbratz and seconded by Mr. TerBeest, passing unanimously.

**3. Public Hearing – Conditional Use Permit Application – ACS RBHS, LLC at 1029 Tanager St. for a split two-family dwelling per section 16.03(2)(d)(iii) of the Waupun Municipal Code**

A motion to approve the Conditional Use Permit, as presented, was made by Mr. Dobbratz and seconded by Mr. TerBeest, passing unanimously.

**4. Public Hearing – Conditional Use Permit – Tom Kulczewski, Real Sportscards at 324 E. Main St. to install a projecting sign per section 16.11(2)(a) of the Waupun Municipal Code**

Mr. Kulczewski presented a summary of the request. Ms. Leahy stated the Conditional Use Permit request is being brought to this group per the City's ordinance regarding projecting signs. Ms. Leahy inquired as to where the sign would be placed on the building and Mr. Kulczewski stated it would be placed on the Main Street side of the building. The contractors currently working on the site will do installation of the sign.

A motion to approve the Conditional Use Permit, as presented, was made by Mayor Nickel and seconded by Mr. Medema, passing unanimously.

**5. Site Plan Review – Brittain House Parking Lot**

In the absence of the property owner, Mr. Daane presented the item. The site plan demonstrated the parking will fit, the water will drain to the west and, as affirmed by MSA, the pond will service the lot. The lot will be paved with a crushed blacktop base. Arborvitaes will be planted to be a barrier between the Brittain House and the neighboring multi-family housing complex.

A motion to approve the site plan was made by Mr. Dobbratz and seconded by Ms. Vanderkin, passing unanimously.

**6. Discuss Long Range Plan for Central WI Christian Development and Future Lincoln Street Expansion Requirements**

Representatives from CWC, and their engineering firm, presented the future expansion of the CWC campus and discussion ensued regarding the concept in regards to the future Lincoln Street expansion.

Mr. Daane raised concerns about the potential costs associated with the relocation of the storm sewer due to the placement of the athletic fields. Questions were asked about timing of the expansion. Mr. Buteyn responded that timing would be dependent on enrollment. With the current projector of growth, Mr. Buteyn anticipates the bus garage starting in the fall of 2021, with the remainder of the work starting in 2023.

The next step would be for City staff to work with CWC, and their contractors, on the issues surrounding the relocation of the storm sewer. As for the site plans for the bus garage, Mr. Schulz anticipates the work can be completed within the next 4-6 weeks.

**7. Residential Zoning District**

Administrator Schlieve introduced the topic and provided background, as outlined in the staff report, on the work this group has been charged with.

Patrick Beilfuss, from Cedar Corporation, reviewed the changes the Plan Commission agreed to surrounding dimensional requirements and the change of two-family dwellings to a permitted use. Administrator Schlieve commented on the fact that minimum lot width should be lower than what was agreed upon at the last meeting. Having smaller lots create more affordable housing options and lower construction costs for developers. Examples of successful developments with smaller lot sizes were presented. Members agreed to make a change to lower the minimum lot width in an R-1 district to 60 feet.

Mr. Beilfuss asked the group to also consider changes to R-3, R-4, and R-5 districts regarding split two-family dwelling units. Agreement was made that in an R-3 district, split two-family dwelling units should be a permitted use. Members of the Plan Commission agreed that the language surrounding split-two family dwelling units in R-4 and R-5 districts are the same and should be combined into one. It was also agreed upon that split two-family dwelling units in these districts should remain as a conditional use.

Discussion began on developing the language for an ordinance for accessory dwelling units. A review was conducted of two example ordinances from communities within the state. Agreement was made to have Mr. Beilfuss draft an ordinance that will:

Requirements	
Where ADUs are Allowed	Lots occupied by SF home
Number of ADUs Allowed	One
Restrictions on ADU Occupants	No
Owners Occupancy Requirements	Yes
Parking Requirements	One

ADU Options	Four (Converting existing area within principal building; Adding floor area to an existing building; Converting space above an existing attached garage; Constructing a new principal dwelling with one of the above options)
Regulations	Conditional Use Permit
Size Regulations	Yes
Character Requirements	Yes
Building Permit Approval	Yes

### **ADJOURNMENT**

The motion to adjourn was made by Mr. Medema and seconded by Mr. Dobbratz passing unanimously. The meeting adjourned at 6:24 p.m.