



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, March 23, 2022 at 4:30 PM

The Waupun Plan Commission met at 4:30 pm on Wednesday, March 23, 2022.

CALL TO ORDER

Chairman Nickel called the meeting to order at 4:30 pm.

ROLL CALL

Members Present: Jeff Daane, Julie Nickel, Jon Dobbratz, Jill Vanderkin, Mike Matoushek, Elton TerBeest, Jerry Medema

Staff Present: Sue Leahy - Zoning Administrator, Kathy Schlieve – Administrator, Mike Beer – Code Enforcement Officer

Others Present: Todd & Shay Cupery, Tim Vanderkin, Craig Bronkhorst, Lauren Tillema, Bill Hoch, Mario Valentini, Eric Valiulis

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

Wednesday, April 27, 2022.

CONSIDERATION - ACTION

1. Approve minutes of the February 23, 2022 Plan Commission meeting.
Motion by Dobbratz, 2nd by Matoushek to approve the minutes of the February 23, 2022 meeting. Motion carried, unanimously.
2. Public Hearing - Conditional Use Permit application of Stone & Suede LLC at 417 E Main St. to install a projecting sign on the front of the building per Section 16.11(2)(a) and 16.11(5)(e) of the Waupun Municipal Code.

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

Lauren Tillema was here for any questions regarding the sign. The sign will project from the building. A question was asked if it will swing or be solid because the pictures of the sign look like it will swing. Lauren said the sign will be solid.

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

Motion by Vanderkin, 2nd by Dobbratz to approve the Conditional Use Permit of Stone & Suede LLC at 417 E. Main St. to install a projecting sign as long as it does not swing.

Vote: TerBeest, Medema, Daane, Nickel, Dobbratz, Vanderkin, Matoushek – “AYE”
Motion carried, 7-0.

3. Public Hearing – Conditional Use Permit application of Todd Cupery at 1 W. Main St. to provide residential living quarters on the first floor per Section 16.04(2)(d)(x) of the Waupun Municipal Code.

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

Todd Cupery appeared and discussed his plans. They are proposing to add living quarters to the building. This is a single story building, so they cannot provide 2nd floor living quarters. There will be a 2 hour fire rated wall separating the different uses. The Fire Department is asking for smoke detection systems in the sleeping quarters as well as the show room, a fire extinguisher in close proximity to the living quarters, and a CO2 detector.

Fire Dept. asking for some smoke detection in sleeping quarters as well as showroom. They are separate areas, living quarters and showroom would need to be interconnected. CO detector. Fire extinguisher in near proximity to living quarters needed. Is there going to be 2 hr fire rated wall – yes there will be. It was installed already. Smoke detectors interconnected. Usually apartments upstairs. Connectors can be stand alones

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

Motion by Jerry, 2nd by Matoushek to approve the Conditional Use Permit application of Todd Cupery to provide residential living quarters on the first floor per Section 16.04(2)(d)(x) with the following conditions

1. Smoke detectors be installed in each area of the building.
2. Fire Extinguisher installed in close proximity to the living area.
3. CO2 Detector installation.

Vote: TerBeest, Medema, Daane, Nickel, Dobbratz, Vanderkin, Matoushek – “AYE”
Motion carried 7/0.

4. Public Hearing – Conditional Use Permit application of the City of Waupun to build a new Senior Center at 520 McKinley St. per section 16.03(4)(d)(ii) of the Waupun Municipal Code.

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

The City received a grant to build a new Senior Center at 520 McKinley St. Per current zoning, we need a conditional use permit for a recreational facility. There are currently no site plan or building plans for the project. The proposed building will be 15,000 sq. ft. 2 story building.

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

Motion by Vanderkin, 2nd by Nickel to approve the Conditional Use Permit of the City of Waupun to building a new Senior Center at 520 McKinley St. with no conditions.

Vote: TerBeest, Nickel, Dobbratz, Vanerkin, Matoushek – “AYE”
Medema, Daane – Abstain
Motion carried, 5/0/2

5. Site Plan Review – new building at 103 Gateway Dr.

Mario Valentini and Eric Valiulis appeared to discuss the site plan for a new Dunkin Donuts at 103 Gateway Dr. Dunkin Donuts currently has a location in immediate area as part of a gas station. This property became available and they would like to create a freestanding building. Indoor dining, drive-thru would create better opportunity. Site plan works very well and can hold a good stack without creating any traffic issues. Parking is adequate. Assistant Fire Chief appeared and would like to see a minimum of 14' for the drive-thru lanes in case of a dumpster fire behind the building. The current entrance and exit to the drive-thru are not 14'.

No other comments or questions were asked so Chairman Nickel called for a motion on the Site Plan.

Motion by Dobbratz, 2nd by Medema to approve the site plan for a new building for Dunkin Donuts at 103 Gateway Dr. on condition that the drive-thru lane will be a minimum of 14' wide from beginning to end.

Vote: TerBeest, Medema, Daane, Nickel, Dobbratz, Vanderkin, Matoushek – "AYE"

Motion carried, unanimously.

6. Site Plan Review – addition to 401 Industrial Dr.

Tenneco – Bill Hoch of Blowfish Architects appeared to discuss the plans. This is for a 30 x 60 addition on South East corner of the building for a new piece of equipment. Jeff Daane spoke with MSA regarding their plans and since they are not adding any impervious area, therefor they do not need any stormwater plans other than erosion control. The addition meets all zoning requirements for setbacks.

There were no concerns from the Board so Chairman Nickel called for a motion.

Motion by Matoushek, 2nd by Medema to approve the site plan for an addition to 401 Industrial Dr. as presented.

Vote: TerBeest, Medema, Daane, Nickel, Dobbratz, Vanderkin, Matoushek – "AYE"

Motion carried, 7/0.

ADJOURNMENT

Motion by Dobbratz, 2nd by Vanderkin to adjourn meeting. Motion carried, unanimously, meeting adjourned at 4:56 pm.

Minutes prepared by Trista Steinbach, Administrative Assistant.