



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

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

CALL TO ORDER

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

ROLL CALL

Members Present: Elton TerBeest, Jerry Medema, Jeff Daane, Julie Nickel, and Jon Dobbratz

Members Excused: Mike Matoushek and Jill Vanderkin

Staff Present: Susan Leahy - Zoning Administrator

Others Present: Devin Winter - Excel Engineering, Roxanne Johnson – WCI, and Bill Wheeler

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 was a request to move the March meeting up by 2-3 weeks. The next meeting will be on Wednesday, March 23, 2022 at 4:30 pm.

CONSIDERATION - ACTION

1. Approve minutes of the January 10, 2022 Plan Commission meeting.
Motion by Dobbratz, 2nd by Medema to approve the minutes of the January 10, 2022 meeting. Motion carried, unanimously.
2. Public Hearing - Conditional Use Permit application of Central Wisconsin Christian School for a proposed addition to the middle school. Per Municipal Code Section 16.03(1)(d)(i) of the Waupun Municipal Code.

Mayor Julie opened the public hearing. The Central Wisconsin Christian School property at 301 Fox Lake Rd. is zoned in the R-1 Single Family Residential District. Schools are listed as a conditional use in that district. They are proposing a 4,000+ sq. ft. addition. There were no questions asked in the public hearing, so Chairman Nickel closed the public hearing and asked for a motion.

Motion by Daane, 2nd by Medema to approve the Conditional Use Permit of Central Wisconsin Christian School for an addition onto the existing school building.

Vote: TerBeest, Medema, Daane, Nickel, Dobbratz – “AYE”
Motion carried, unanimously.

3. Site Plan Review for Central Wisconsin Christian Schools at 301 Fox Lake Rd.
Devin with Excel Engineering appeared and discussed site plan for Central Wisconsin Christian School at 301 Fox Lake Rd. for a 4000+ sq. ft. addition. They will be closing the access to the property from Visser Ave. MSA has not completed the final review of the stormwater plans yet. There was a concern from 910 Visser Ave. about stormwater during rain events. Jeff stated that the inlet near the school had inlet protection in yet restricting some flow, this has been removed. Landscaping plans have been approved. No further questions or comments were asked so Chairman Nickel called for a motion.

Motion Nickel, 2nd Dobbratz to approve the Site Plan for Central Wisconsin Christian School at 301 Fox Lake on the condition that the City receives the final approval on the stormwater plans from MSA.

Vote: TerBeest, Medema, Daane, Nickel, Dobbratz – “AYE”

Motion carried, unanimously.

4. Site Plan Review - Waupun Correctional Institution - Off Street Parking
Roxanne presented for WCI. They acquired the property from Pella Church that is located across the street from the prison on S. Madison St. They are taking down the garage, widening the approach. There are 20 proposed parking stalls. The project will be completed in September of 2022. This was submitted to MSA for stormwater review. With size of the site being small and if they would install any stormwater facilities it would drastically decrease the number of parking stalls that could be installed, MSA suggested we forgo the requirement. Storm water will be running to inlets to the north and tying into inlet on Madison St. The driveway approach was just installed during road construction project. They want to move the driveway approach and instead of moving it, they will go to the board of public works to receive approval to make driveway approach larger. Landscaping was discussed. They had initially proposed native grasses, however have since changed the plan to lawn grass now. The City would prefer regular lawn and not native grasses as we could receive complaints about that in the natural habitat because it grows longer than the 6” stated in our Noxious Weed Ordinance.

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

Motion by Dobbratz, 2nd by Nickel to approve the site plan for the parking lot for Waupun Correctional Institution as presented.

Vote: TerBeest, Medema, Daane, Nickel, Dobbratz – “AYE”

Motion carried, unanimously. .

5. Certified Survey Map Review - 523 & 521 Bronson St
CSM Review - Bill Wheeler from 523 Bronson St. appeared and discussed the Certified Survey Map. They are proposing to sell the south 100 feet of the west 23.5 feet of their property to the landowner to the west at 521 Bronson St. to square up the lots. There were no concerns from the Board so Chairman Nickel called for a motion.

Motion by Medema, 2nd by TerBeest to recommend approval by the Common Council of the Certified Survey Map of 523 and 521 Bronson St.

Vote: TerBeest, Medema, Daane, Nickel, Dobbratz – “AYE”

Motion carried, unanimously.

ADJOURNMENT

Motion by Daane, 2nd by Nickel to adjourn meeting. Meeting adjourned at 4:49 pm.