



**A G E N D A**  
**CITY OF WAUPUN PLAN COMMISSION**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, December 18, 2019 at 4:45 PM**

**CALL TO ORDER**

**ROLL CALL**

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

***No Public Participation after this point.***

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

**CONSIDERATION - ACTION**

- [1.](#) Approve minutes of the November 20, 2019 meeting.
- [2.](#) Public Hearing - Conditional Use Permit Application of Donald Cook (Up in Arms Gunsmithing & Sales) at 716 Country View Dr. to have a home occupation of gun repair business per Section 16.13 of the Waupun Municipal Code.

**ADJOURNMENT**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*



**DRAFT MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, November 20, 2019 at 4:45 PM**

**CALL TO ORDER**

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

**ROLL CALL**

Members Present: Julie Nickel, Fred Lueck, Mike Matoushek, Elton TerBeest, and Jerry Medema

Members Excused: Derek Drews and Jeff Daane

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

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

Chairman Nickel asked if there were any persons wishing to address the committee on any items not included on today's agenda. Hearing nothing, Chairman Nickel proceeded to address the items listed for consideration and action on today's committee agenda.

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

Chairman Nickel indicated the next meeting of the Plan Commission may be December 18, 2019 at 4:45. Lueck will be excused.

**CONSIDERATION - ACTION**

1. Approve minutes of the October 16, 2019 Meeting. Motion by Medema, seconded by Matoushek to approve the minutes of the October 16, 2019 meeting as presented. Motion carried, unanimously.
2. Public Hearing - Rezoning Petition of Alex and Ann Zabel to rezone Lots 20 through 34 and Lot 50 of Park Estates Subdivision from the R-1 Single Family Residential District to the R-2 Two Family Residential District.

Chairman Nickel read the call of the hearing and its purpose. She noted that Lot 50 had been omitted from the original petition and is now to be included in the request. Kathy Schlieve introduced the developer for the Zabels who gave a brief presentation on the Zabels proposal in this rezoning request. They are proposing to rezone 15 platted lots which are presently zoned R-1 Single Family Residential to the R-2 Two Family Residential District which includes Lots 20 through 34. They now wish to strike lot 50 from the rezoning petition. They hope to construct ten duplexes and five single family zero lot line duplexes. The duplexes would contain approximately 1300 sq. ft. They proposed a homeowners association for the duplex structures.

More than a dozen neighbors appeared to ask questions and voice their concerns about the number of duplexes and zero lot line single family residences proposed for their neighborhood. The plans for the duplexes show the garages on the outer side of each structure thereby resulting in two driveways on each lot. Neighbors were concerned about all the new driveways being proposed on each street. Water and drainage problems were the main concerns of most of the neighbors as they all have water problems on their lots and in their basements. One neighbor said he has three sump pumps running on his lot. Other neighbors were concerned with a proposed retention pond across from her lot which will lower her property value and be dangerous for her kids and others in the area. Chairman Nickel said the City is responsible for retention ponds. Most lots are approximately 100' x 140' or around 14,000 sq. ft. The new homes and lots would sell for about \$250,000. Down spout drainage is also a large problem in this area. It was questioned if sidewalks will be required. Chairman Nickel noted that many of the engineering questions brought up tonight could not be answered, as the City Engineer, who is a member of this committee, was not here today. These questions and problems will be worked out by the City Engineer prior to any construction if the Council approves this

rezoning request. The Plan Commission must first make a recommendation to the Council, the Council makes the final decision on rezoning petitions. In the meantime if anyone has any questions they can contact the City Engineer or their Alderman or attend the next Council meeting in December. It is hereby noted that a sign in sheet of all those who attended this public hearing will be forwarded to the City Administrator.

Other questioned why we need so many duplexes in the City. Kathy and Chairman Nickel said the City is working on a housing plan for the City and it has been found that there will be a need for more housing for the elderly or retirees, and young married couples looking for a starter home or a retirement residence. Chairman Nickel hearing no further questions declared the hearing closed and called for a motion to act on the rezoning request.

Motion by Matoushek, seconded by Nickel to provide a favorable recommendation to the City Council on the rezoning request of Alex and Ann Zabel to rezone Lots 20-34 of the Park Estates Plat being part of the NE 1/4, SW 1/4, and the SE 1/4, SW 1/4 and the NW 1/4, SE 1/4 and the SW 1/4, SE 1/4, Section 31 T14N R15E, City of Waupun, Fond du Lac County, Wisconsin from the R-1 Single Family Residential Zoning District to the R-2 Two-Family Residential Zoning District for the construction of duplexes and zero lot line single family residences.

Vote: Medema, TerBeest, Matoushek, Lueck, Nickel - "AYE"  
Motion carried, unanimously.

3. CSM - Lot 1 of Mayfair Estates. A CSM has been submitted to the City in order to create an approximate 0.292 acre lot, known as Lot 1 at the intersection of Watertown St (Business STH 26) and Mayfair St. The lot would have an average depth of 161' and an average width of 80.6'. The intended use of this lot would be an accessory or off premises parking lot for the Brittain House restaurant/bar across the street. Lueck questioned if the subdivision ordinance requires a corner lot to be 10' wider so a vision corner for safety can be established at this intersection and so that a safe driveway access can be constructed at this intersection. A site plan for the new parking lot has yet to be designed showing the number, size, and location of the parking spaces as well as the location and size of a safe driveway access. The City of Waupun is the owner of the property and it would be sold to Scott and Michele Brittain, owners of the restaurant across the street.

Chairman Nickel asked for a motion to act on this CSM. Motion by TerBeest, seconded by Matoushek to provide a favorable recommendation to the City Council on the proposed CSM for the City of Waupun, said property located in part of the SW 1/4, SW 1/4, Section 4, T13N R15E, City of Waupun, Dodge County, Wisconsin on the condition a vision triangle is shown on the new lot at the intersection of Watertown St. and Mayfair St. and a site plan is provided showing the proposed number, size and location of the parking spaces on the lot and the location of a safe driveway access.

Vote: Medema, TerBeest, Matoushek, Lueck, and Nickel - "AYE"  
Motion carried, unanimously.

## **ADJOURNMENT**

Motion by Medema, seconded by Matoushek to adjourn the meeting. Motion carried, meeting adjourned at 5:43 pm.

Fred Lueck  
Secretary



CITY OF WAUPUN BUILDING INSPECTOR  
Waupun City Hall – 201 E. Main Street, Waupun WI  
P: 920-324-7917 \* F: 920-324-7939  
[www.cityofwaupun.org](http://www.cityofwaupun.org)

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#### NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that at a meeting of the Plan Commission of the City of Waupun, to be held in the Council chambers in the City Hall of the City of Waupun on Wednesday the 18th day of December, 2019 at 4:45 O'clock in the P.M., there will be considered the application for a Conditional Use Permit of:

1. Donald Cook (Up in Arms Gunsmithing & Sales) at 716 Country View Dr to have a home occupation of gun repair business per section 16.13 of the Waupun Municipal Code.

PLEASE TAKE FURTHER NOTICE that all persons desiring to be heard on the proposed Conditional Use in support thereof or in opposition thereto, must appear at the said meeting of the Plan Commission of the City of Waupun.

Dated this December 4, 2019

Susan Leahy  
Zoning Administrator  
City of Waupun

(PUBLISH December 11, 2019)

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Fee: \$150.00

Paid:

pd/cash

Date:

11-25-19



**CITY OF WAUPUN**  
201 E. Main Street  
WAUPUN, WISCONSIN 53963

## Conditional Use Permit Application

From: Up In Arms Gunsmithing & Sales (Donald Cook)

(business name or individual)

Property Description and address:

Single Family Home 716 Country View Drive Waupun, WI 53963

Conditional Use Requested:

PLEASE ALLOW ME TO CONTINUE TO HAVE MY HOME BUSINESS OF GUN REPAIR. I HAVE BEEN OPERATING THIS FROM MY HOME IN THE TOWN OF CHESTER SINCE 2012.

WE RECENTLY MOVED INTO THE CITY OF WAUPUN AND WOULD LIKE TO CONTINUE THIS SERVICE.

Zoning Ordinance Section Involved:

16.13 Home Occupations

NOTE: NOT A PERMITTED USE OR A PROHIBITED USE.

Date Presented to Plan Commission:

CONDITIONAL USE:

☐ Granted

☐ Denied

Comments:

Signature of Applicant (s)