



A G E N D A
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, March 29, 2023 at 4:30 PM

The Waupun Plan Commission will meet in-person, virtual, and teleconference on **Wednesday, March 29, 2023** at 4:30 pm in the Waupun City Hall Council Chambers. The meeting will be held in person, virtual and teleconference.

To Join Zoom Meeting:

<https://us02web.zoom.us/j/81152900995?pwd=bit3MWtVNFNEczRhc1U0aFBvK2dGUT09>

Meeting ID: 811 5290 0995

Passcode: 854038

By Phone: (312) 626 6799 US (Chicago)

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 February 22, 2023 meeting.
2. Site Plan Review - City of Waupun - 520 McKinley St.

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.



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, February 22, 2023 at 4:30 PM

CALL TO ORDER

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

ROLL CALL

Members Present: Elton TerBeest, Jerry, Jeff Daane, Rohn Bishop, Jason Whitford, and Jill Vanderkin (arrived at 4:34 pm)

Members Excused: Mike Matoushek

Staff Present: City Administrator Kathy Schlieve, Zoning Administrator Sue Leahy, City Attorney Dan VandeZande

Others Present: Scott Roffers and Jodi Mallas

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

The next Plan Commission meeting is scheduled for March 29, 2023

CONSIDERATION - ACTION

1. Approve Minutes of the December 21, 2022 meeting.
Motion by Whitford, 2nd by TerBeest to approve the minutes of the December 21, 2022 meeting. Motion carried, unanimously.

2. Public Hearing - Rezoning Petition of Scott Roffers to rezone 2, 4, 6, & 8 E. Franklin St. and 17 & 23 Jackson St. from the M-1 Closed Storage/Light Manufacturing District to the PCD - Planned Community Development District.

Motion by Whitford 2nd by Medema to open the Public Hearing. Motion carried, unanimously. Kathy explained that this building was San-knit long ago and zoned properly in the M-1 District. It then sat vacant for a long time. Scott Roffers and Jodi Mallas have invested a lot of money into the building and improved the area and we need to bring the property into compliance and allow for future development. Neighbors within 100' of the property were notified. Sue had 3 calls from neighbors, and she said once she explained the reasoning they were all good with it. The process of rezoning was explained. Sue stated that when the owner received building permits that the property needed to be rezoned to fit the current use of the property.

Motion by Medema 2nd by TerBeest to close the Public Hearing. Motion carried, unanimously.

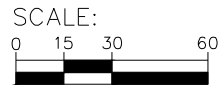
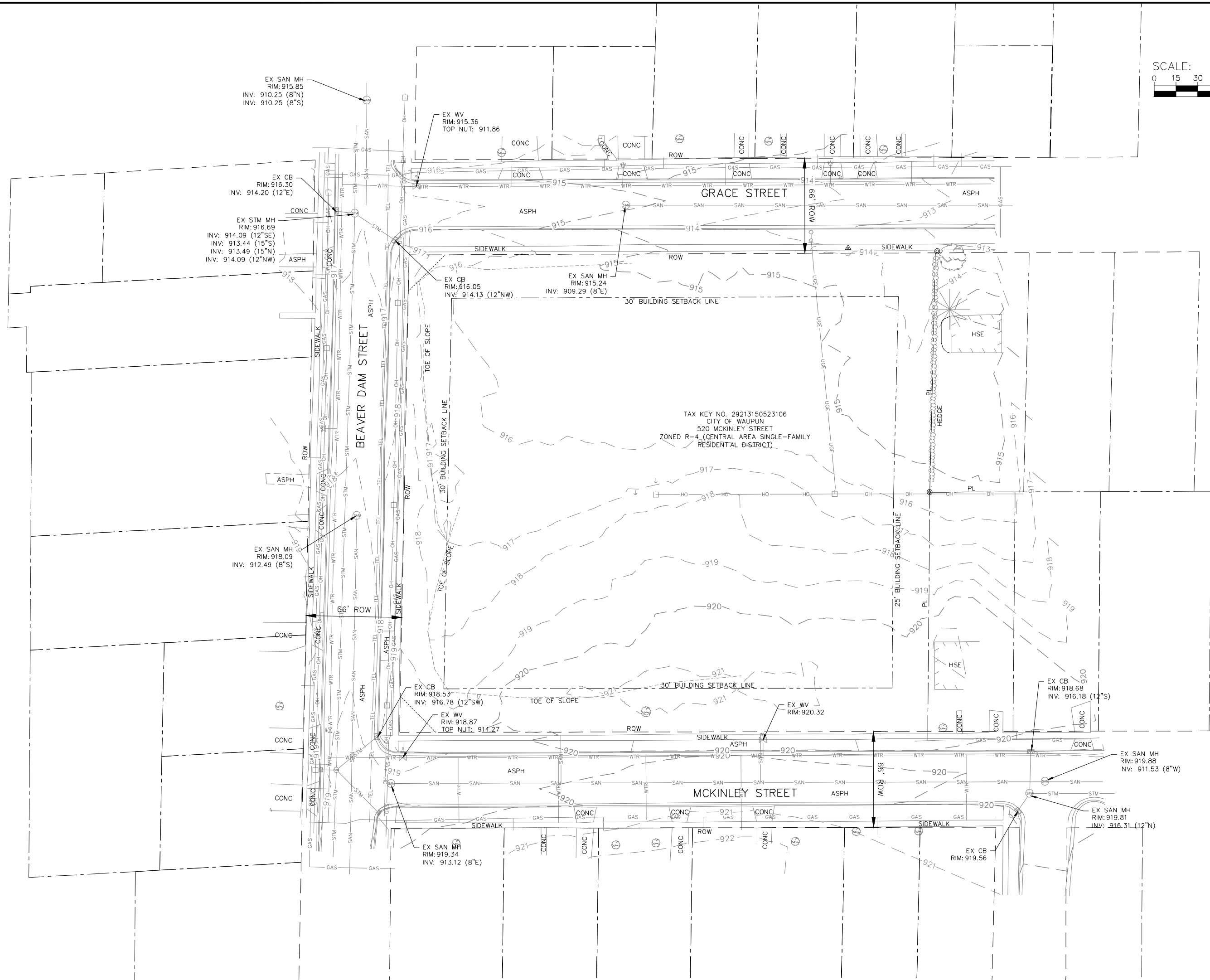
Motion by Whitford, 2nd by TerBeest to recommend approval of the Ordinance to rezone property at 2, 4, 6 & 8 E. Franklin and 17 & 23 Jackson St. from the M-1 Closed Storage/Light Manufacturing District to the PCD – Planned Community Development. Motion carried, unanimously.

ADJOURNMENT

Motion by Medema, 2nd by TerBeest to adjourn the meeting. Motion carried, meeting adjourned at 4:37 pm.

Minutes prepared by Trista Steinbach

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NO.	DATE	DESCRIPTION

ARCHITECT/ENGINEER:
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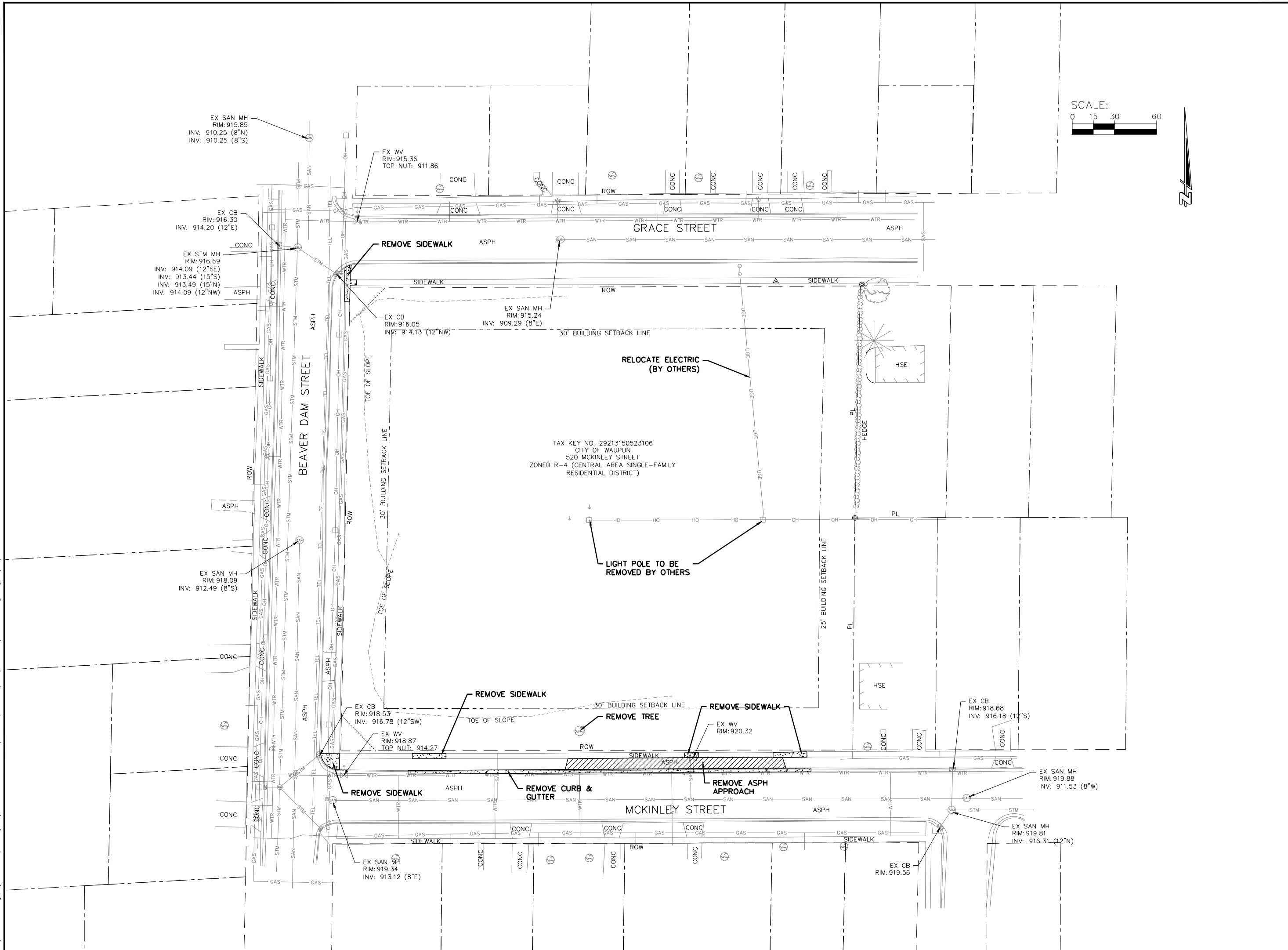
GENERAL CONTRACTOR:

**CITY OF WAUPUN
 SENIOR/COMMUNITY CENTER**
 520 MCKINLEY STREET WAUPUN, WISCONSIN 53963

JOB NO. 6218-010	CHECKED BY: MJS
DRAWN BY: BJG	ISSUE DATE 03.08.2023
SET TYPE PRELIMINARY DESIGN	
EXISTING CONDITIONS	

SHEET NO.
CS001

NOT FOR CONSTRUCTION - PRELIMINARY DESIGN



TAX KEY NO. 29213150523106
 CITY OF WAUPUN
 520 MCKINLEY STREET
 ZONED R-4 (CENTRAL AREA SINGLE-FAMILY
 RESIDENTIAL DISTRICT)

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 520 MCKINLEY STREET WAUPUN, WISCONSIN 53963

JOB NO. 6218-010	
DRAWN BY: BJG	CHECKED BY: MJS
ISSUE DATE 03.08.2023	
SET TYPE PRELIMINARY DESIGN	
REMOVALS PLAN	

SHEET NO.
CS002

SCALE:



- LEGEND**
- ① ASPHALT PAVEMENT
 - ② 7" CONCRETE DRIVEWAY APPROACH
 - ③ 4" CONCRETE PAVEMENT/SIDEWALK
 - ④ 4" CONCRETE SIDEWALK WITH THICKENED EDGE FOR CURB
 - ⑤ 24" MOUNTABLE CONCRETE CURB & GUTTER
 - ⑥ MONUMENT SIGN
 - ⑦ ADA PARKING, SEE DETAIL
 - ⑧ 4" PAVEMENT MARKING, YELLOW
 - ⑨ DIAGONAL PAVEMENT MARKING, YELLOW
 - ⑩ NEW 30" CONC CURB & GUTTER
 - ⑪ DUMPSTER ENCLOSURE
 - ⑫ 7" CONCRETE SIDEWALK
 - ⑬ CONCRETE FLUME

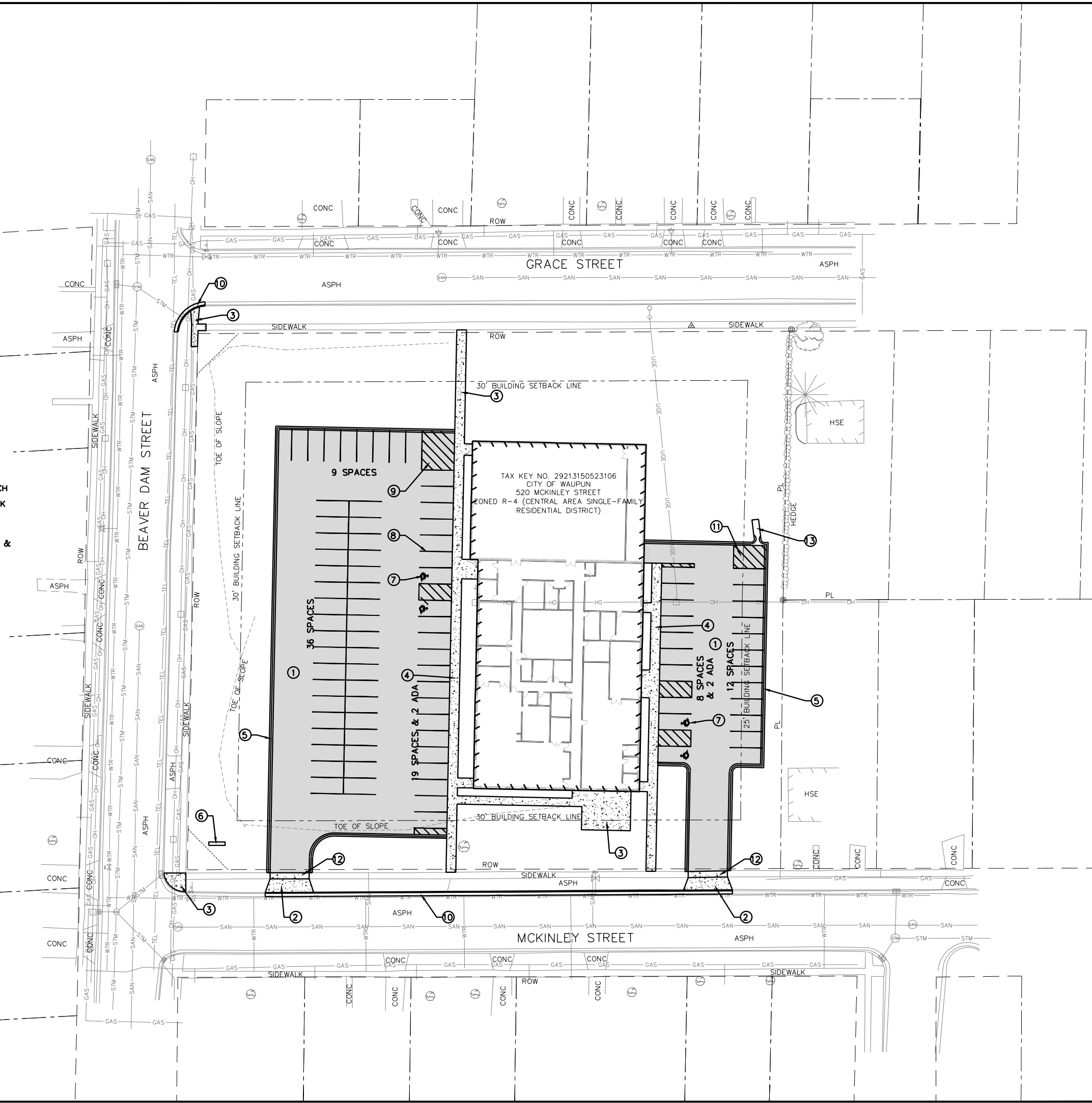
PARKING SPACE CALC

SUPERMARKET (FOOD PANTRY)
1 PER 200 SF
2950 SF/200 = 15 SPACES

BUSINESS
1 PER 300 SF
4851 SF/300 = 16 SPACES

AUDITORIUM A2/A3 (SEATS)
1 PER 5 SEATS
A2 - 171 SEATS
A3 - 88.5 SEATS
TOTAL 259.5/5 = 52 SEATS

TOTAL SPACES REQUIRED = 83
TOTAL SPACES PROVIDED = 84
& 4 ADA SPACES



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JOB NO.
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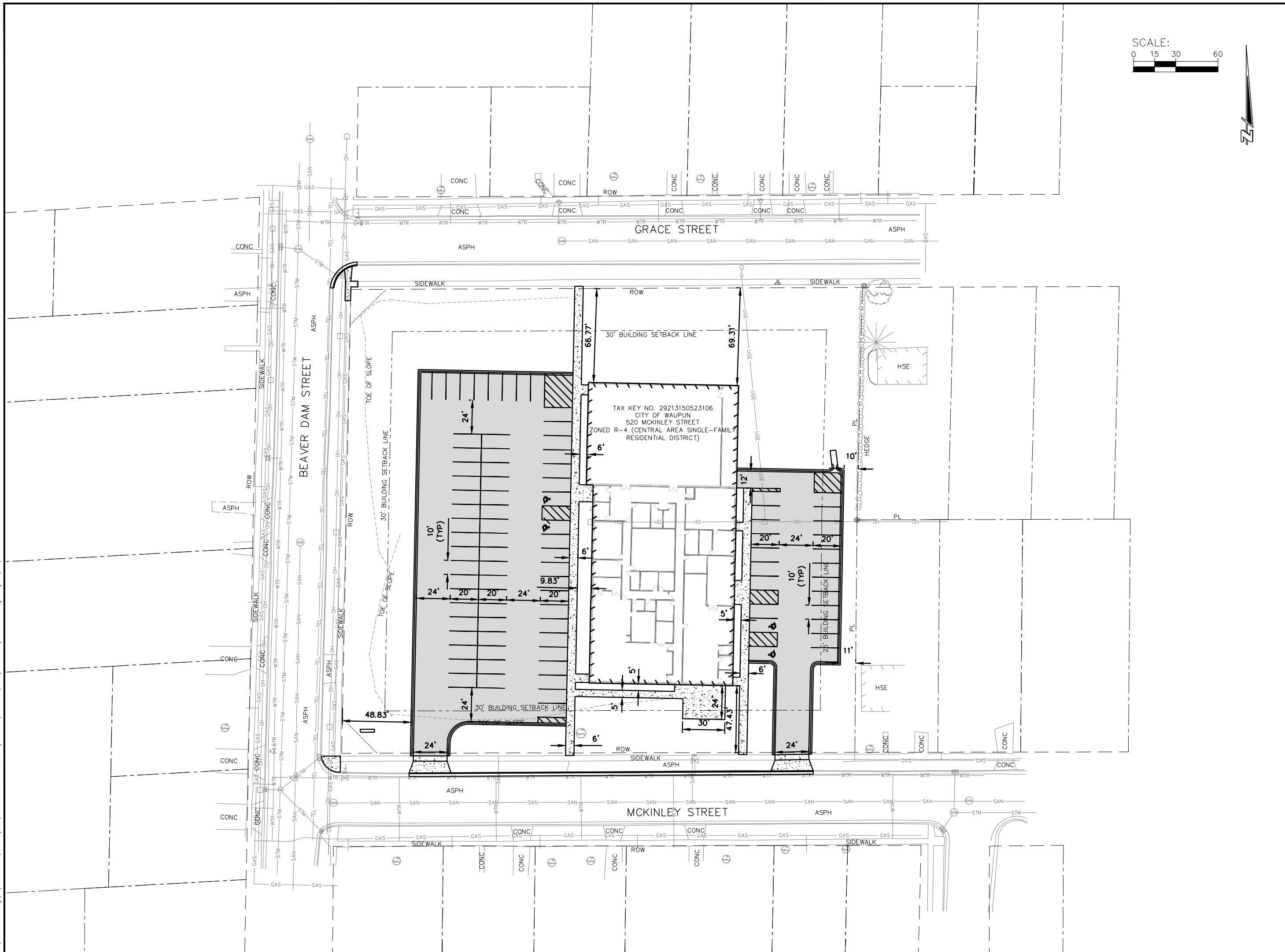
ISSUE DATE
03.08.2023

SET TYPE
PRELIMINARY DESIGN

SITE PLAN

SHEET NO.
CS100

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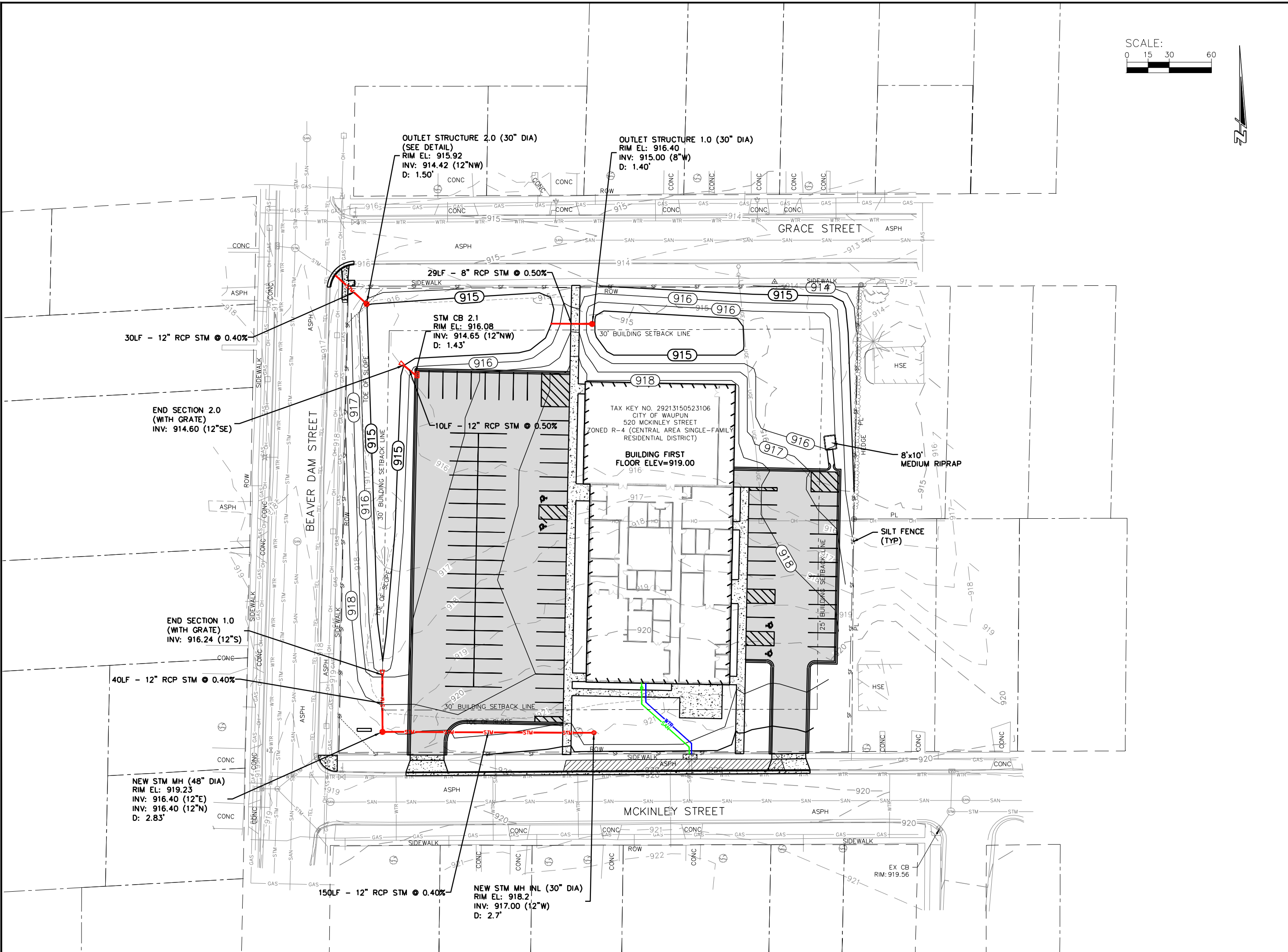


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NO.	DATE	DESCRIPTION

ARCHITECT/ENGINEER: Cedar CORPORATION 800-472-7372 www.cedarcorp.com	engineers · planners · environmental specialists land surveyors · landscape architects · interior designers
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CITY OF WAUPUN SENIOR/COMMUNITY CENTER 520 MCKINLEY STREET WAUPUN, WISCONSIN 53963	
JOB NO. 6218-010	
DRAWN BY: BJK	CHECKED BY: MJS
ISSUE DATE 03.08.2023	
SET TYPE PRELIMINARY DESIGN	
GEOMETRY PLAN	
SHEET NO. CS101	

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GENERAL CONTRACTOR:

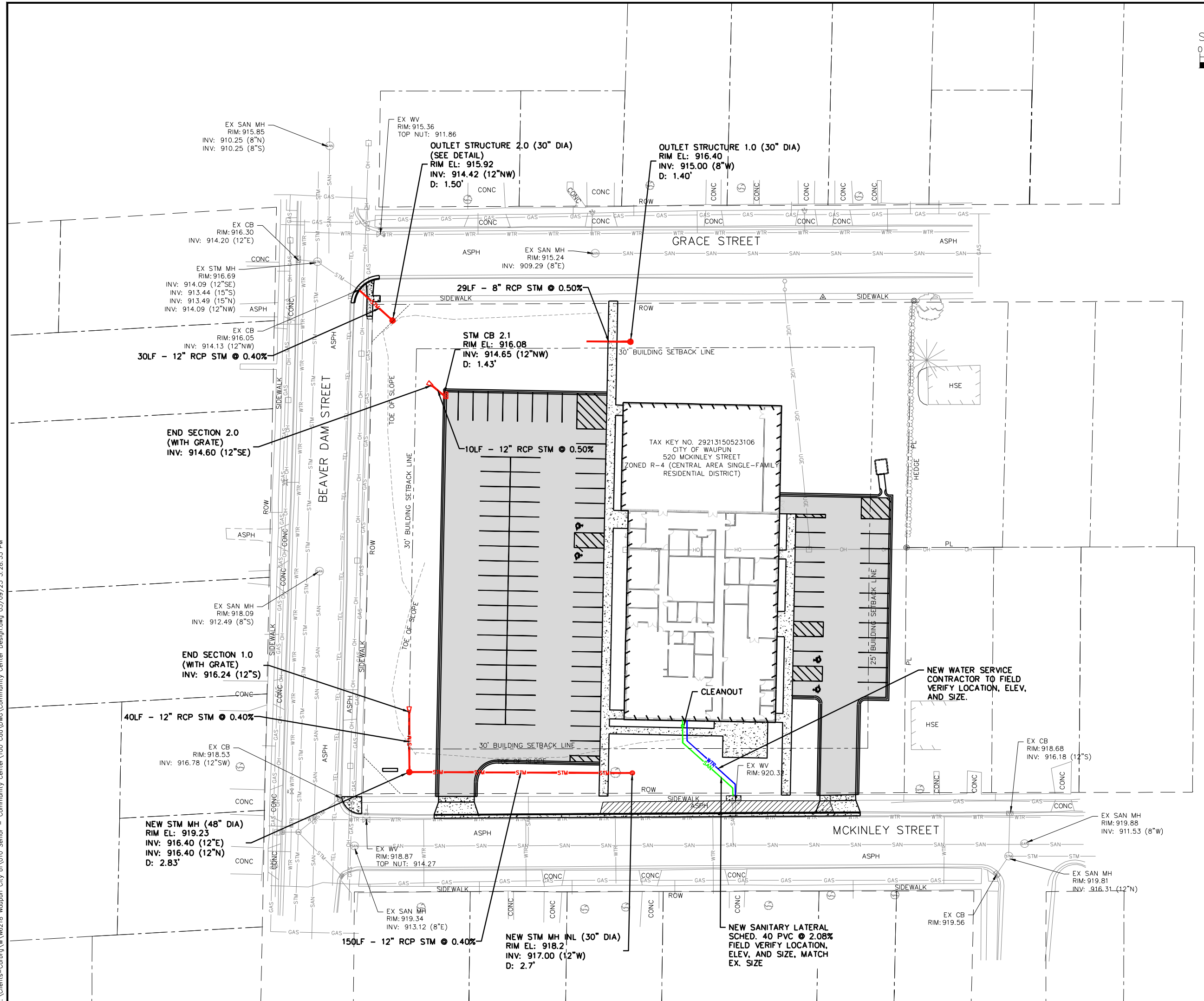
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SENIOR/COMMUNITY CENTER**
520 MCKINLEY STREET WAUPUN, WISCONSIN 53963

JOB NO.
6218-010

DRAWN BY: BJG	CHECKED BY: MJS
ISSUE DATE 03.08.2023	
SET TYPE PRELIMINARY DESIGN	
GRADING AND EROSION CONTROL PLAN	

SHEET NO.
CS102

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**CITY OF WAUPUN
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520 MCKINLEY STREET WAUPUN, WISCONSIN 53963

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JOB NO. 6218-010	CHECKED BY: MJS
DRAWN BY: BJG	ISSUE DATE 03.08.2023
SET TYPE PRELIMINARY DESIGN	UTILITY PLAN

SHEET NO.
CS103

PLAN KEY NOTES	
NOTE 04	WALK-IN COOLER AND FREEZER (BY OTHERS)
NOTE 05	BASKETBALL HOOP (BY OTHERS)

GENERAL NOTES	
A.	GENERAL NOTES ON THIS SHEET ARE APPLICABLE TO THIS SHEET ONLY.
B.	SEE STANDARD MOUNTING HEIGHTS ON SHEET G1002 FOR DETAILS REGARDING INSTALLATION REQUIREMENTS FOR FIXTURES AND ACCESSORIES.
C.	ALL INTERIOR DIMENSIONS ARE FROM FACE OF STUD/ MASONRY CONSTRUCTION TO FACE OF STUD/ MASONRY CONSTRUCTION, UNLESS NOTED OTHERWISE.
D.	"CLEAR DIMENSIONS" ARE DIMENSIONED FROM FACE OF FINISH MATERIAL TO FACE OF FINISH MATERIAL.
E.	FOR WALL TYPES SEE SHEET AE001.
F.	GENERAL CONTRACTOR SHALL COORDINATE WITH OWNER, BEFORE INSTALLATION OF WALL SHEATHING, FOR ANY WOOD BLOCKING, BACKING AND MOUNTING BOARDS REQUIRED FOR OWNER PROVIDED ITEMS.
G.	ALL WALLS TO GO TIGHT TO STRUCTURE ABOVE, UNLESS NOTED OTHERWISE.

NO.	DATE	DESCRIPTION

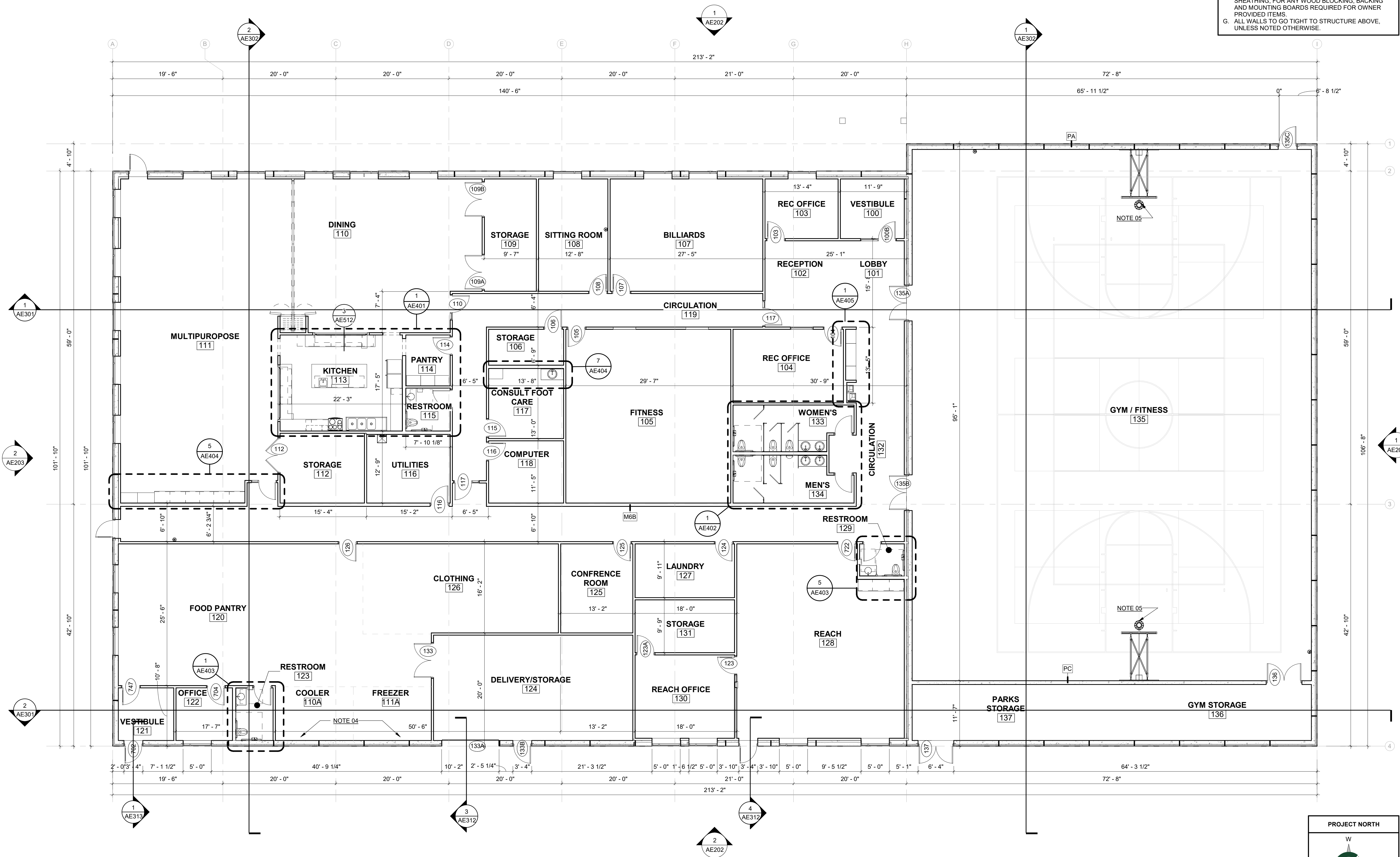
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JOB NO.	6218-010
DRAWN BY:	JC
CHECKED BY:	KD
ISSUE DATE	03.10.2023
SET TYPE	PRELIMINARY DESIGN
FIRST LEVEL PLAN	
SHEET NO.	AE101

NOT FOR CONSTRUCTION - PRELIMINARY DESIGN



1 FIRST LEVEL FLOOR PLAN
 1/8" = 1'-0"

