A M E N D E D A G E N D A

CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, January 10, 2022 at 4:30 PM

The Waupun Plan Commission will meet In-person at **4:30 pm on Monday, January 10, 2022**.

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 December 8, 2021 Plan Commission Meeting.
2. Certified Survey Map - Soodsma Properties at 1 W Main St / 8 W Jefferson St / 5 W Main St
3. Home Occupation Application of Donald Martinsen at 1108 Rock Ave. to have office space for his business of residential/commercial construction and remodeling as well as insurance mitigation fire/water.

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 Main Street, Waupun, WI
Wednesday, December 8 , 2021 at 4:30 p.m.

Plan Commission Members Present:
Jeff Daane
Jon Dobbratz
Mike Matouschek
Jerry Medema
Julie Nickel
Jill Vanderkin

Plan Commission Members Absent:
Elton TerBeest (unexcused)

Staff Present:
B.J. DeMaa .....Chief, Waupun Police Department
Susan Leahy ..... Building Inspector/Zoning Administrator
Kathy Schlieve ..... Administrator
Sarah Van Buren .....Community & Economic Development Coordinator

Other:
Steve Brooks
Mark Buteyn
Frank Mesa
Kaylee Morse
Nicholas Newman
Bob Patrouille
Scott Peters
Wilson Sarmiento
Dean Schultz
Tim Vanderkin
Isaac Vang
Greg Zonnefeld

CALL TO ORDER:
Mayor Nickel called the meeting of the Plan Commission to order at 4:30 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

CONSIDERATION-ACTION:

1. **Approval of minutes of the September 29, 2021 meeting**

   A motion to approve the September 29, 2021 minutes was made by Mr. Medema and seconded by Mr. Dobbratz, passing unanimously.

2. **Public Hearing – Ordinance Amendment to Section 16.01(10) of the Waupun Municipal Code**

   Administrator Schlieve provided a brief update regarding the requested action.
   A motion to close the public hearing was made by Mr. Matoushek and seconded by Mr. Dobbratz, passing unanimously.

A motion to approve the Ordinance Amendment to Section16.01(10) of the Waupun Municipal Code, as presented, along with the updated land use map was made by Mr. Matoushek and seconded by Mr. Medema, passing unanimously.

3. **Public Hearing – Conditional Use Permit Application of Scott Peters at 26 W. Main St. to operate a U-Haul Dealer and construct a 2 stall garage for small engine repair and vehicle service per Section 16.04(2)(d)(ix) and 16.04(2)(d)(v) of the Waupun Municipal Code.**

   Mr. Peters provided a summary of the proposed project requiring a conditional use permit.

   A motion to close the public hearing was made by Mr. Dobbratz and seconded by Mr. Matoushek, passing unanimously.

   Conditions of Approval:
   - No more than three vehicles to be serviced at a time.
   - No repair parts to be stored outside.
   - Installation of a privacy fence on the north side of property.

   A motion to approve the Conditional Use Permit application of Scott Peters at 26 W. Main St**.**, with the conditions listed, was made by Mr. Dobbratz and seconded by Mr. Matoushek, passing unanimously.

4. **Public Hearing – Conditional Use Permit Application of Kaylee Morse at 906 W. Main St. to operate a Doggie Daycare per section 16.04(3)(d)(v) of the Waupun Municipal Code.**

   Ms. Morse was present to review plan for doggie daycare to open at 906 W Main St. Discussion surrounding noise and lack of outdoor area to potty/exercise dogs was had. Ms. Leahy presents that upon review she sees no requirement to establish conditions and recommends approval of the conditional use permit. No further discussion and no public comment.

   A motion to close the public hearing was made by Mr. Matoushek and seconded by Ms. Vanderkin, passing unanimously.

   A motion to approve the Conditional Use Permit application of Kaylee Morse was made by Mr. Matoushek and seconded by Ms. Vanderkin, passing unanimously.

5. **Site Plan Review – Central Wisconsin Christian School – 301 Fox Lake Rd.**

   Mr. Schultz, from Excel Engineering, provided an overview of the project.

   A motion to approve the site plan for Central Wisconsin Christian School was made by Mr. Medema and seconded by Mr. Dobbratz, passing unanimously.

6. **Site Plan Review – Veterans Memorial Wall – Shaler Park**

   Mr. Mesa, from the Waupun VFW, provided an overview of the project.

   A motion to approve the site plan for the Veterans Memorial Wall at Shaler Park was made by Mr. Dobbratz and seconded by Mr. Matoushek, passing unanimously.

7. **Site Plan Review – Kwik Trip at 800 W. Main St.**

   Mr. Newman, from Kwik Trip, provided an overview of the project.

   A motion to approve the site plan for Kwik Trip located at 800 W. Main St. was made by Mr. Medema and seconded by Mr. Matoushek, passing unanimously.

8. **Site Plan Review – Waupun Public Utilities – 501 Fond du Lac St.**

   Mr. Brooks, from Waupun Public Utilities, provided an overview of the USDA-Rural project occurring at 501 Fond du Lac St.

   Ms. Vanderkin left the meeting at 5:32 p.m.

A motion to approve the site plan for the Waupun Public Utilities located at 501 Fond du Lac St. was made by Mr. Matoushek and seconded by Mr. Dobbratz, passing unanimously.

ADJOURNMENT

The motion to adjourn was made by Mayor Nickel and seconded by Mr. Matoushek, passing unanimously. The meeting adjourned at 5:33 p.m.

Compass Surveying, LLC

N3756 Hickory Road | Fond du Lac, WI 54937 | (920) 517-1683 | www.compass-surveying.com

December 24, 2019

Angie Hull / City of Waupun Clerk
City of Waupun - City Hall
201 E. Main Street
Waupun, WI 54963

Re: Soodsma CSM
Project #210164

Dear Ms. Hull:

We are sending you the original Certified Survey Soodsma Properties LLC and four copies of the same.

Enclosed is a check in the amount of $130.00 to cover the review fee.

As per Waupun Municipal Code, Chapter 17, Certified Survey Maps, 17.05(2), "Letter of Intent," the following information is provided:

1. Owner / Subdivider: Soodsma Properties LLC
   1 West Main St. / 8 W. Jefferson St. / 5 W Main St, Waupun, WI
2. Buyer: Lot 1
   Lot 2: None (To be retained by Soodsma Properties LLC)
3. Surveyor: Jeffrey S. Butzke, N3756 Hickory Road, Fond du Lac, WI
4. Location of Property: 1 West Main St / 8 W. Jefferson / 5 W. Main St.
   Waupun, WI 54963
5. Present land use: B-2 Commercial District
6. Proposed land use: Same.
7. Soil tests will not be performed or submitted as this lot is connected to the City of Waupun Sanitary system.
8. See attached CSM for City of Waupun mapping requirements per Chapter 17, sub 17.05.

After Plan Commission and Common Council approval and signatures, please forward the originals back to our office.

Sincerely,

Compass Surveying, LLC

Jeffrey S. Butzke, P.L.S.

Cc: Andrew Soodsma, Owner
(Soodsma Properties, LLC)

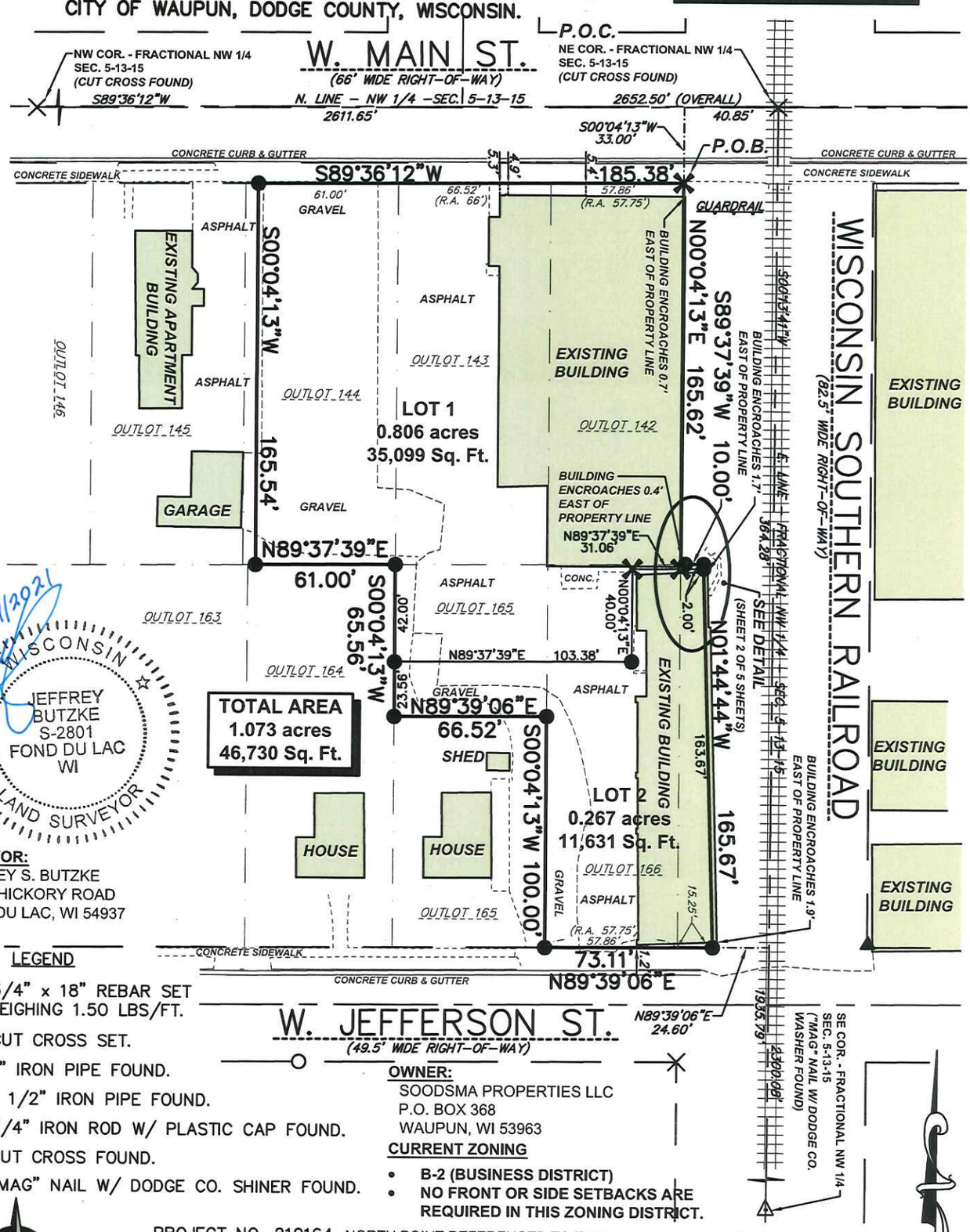
DODGE COUNTY
CERTIFIED SURVEY MAP NO. ____

FOR

SOODSMA PROPERTIES LLC

OUTLOT 142, OUTLOT 143, OUTLOT 166, A PART OF OUTLOT 144 AND A PART OF OUTLOT 165, OF THE WAUPUN OUTLOTS, SOUTH WARD, AND BEING A PART OF THE FRACTIONAL NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, SECTION 5, T. 13 N.–R. 15 E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

TAX PARCEL NUMBERS:
292-1315-0521-001 &
292-1315-0521-002



SURVEYOR:
JEFFREY S. BUTZKE
N3756 HICKORY ROAD
FOND DU LAC, WI 54937

LEGEND

- ● – 3/4" x 18" REBAR SET WEIGHING 1.50 LBS/FT.
- ✕ – CUT CROSS SET.
- ▲ – 1" IRON PIPE FOUND.
- ⊘ – 1 1/2" IRON PIPE FOUND.
- ○ – 3/4" IRON ROD W/ PLASTIC CAP FOUND.
- ✕ – CUT CROSS FOUND.
- △ – "MAG" NAIL W/ DODGE CO. SHINER FOUND.

OWNER:
SOODSMA PROPERTIES LLC
P.O. BOX 368
WAUPUN, WI 53963

CURRENT ZONING

- **B-2 (BUSINESS DISTRICT)**
- **NO FRONT OR SIDE SETBACKS ARE REQUIRED IN THIS ZONING DISTRICT.**

Compass Surveying, LLC
N3756 Hickory Road | Fond du Lac, WI 54937

PROJECT NO. 210164

NORTH POINT REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DODGE COUNTY. THE NORTH LINE OF THE FRACTIONAL NORTHWEST QUARTER, SECTION 5, T. 13 N.-R. 15 E., HAS A BEARING OF S89°-36'-12"W.

1"= 60'

60' 0 60' 120'

SCALE FEET

SHEET 1 OF 5 SHEETS

DODGE COUNTY
CERTIFIED SURVEY MAP NO. ____

FOR

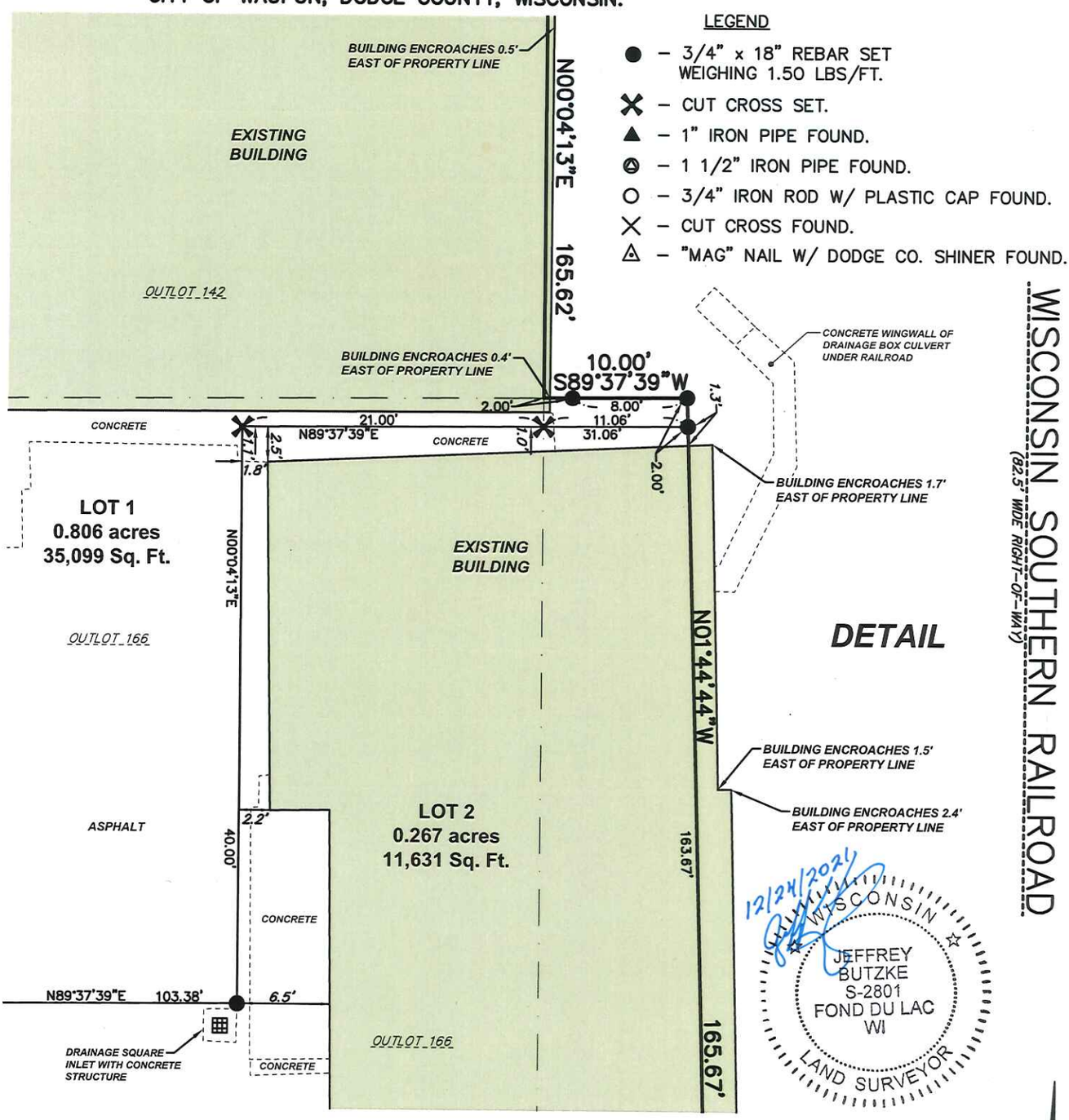
SOODSMA PROPERTIES LLC

OUTLOT 142, OUTLOT 143, OUTLOT 166, A PART OF OUTLOT 144 AND A PART OF OUTLOT 165, OF THE WAUPUN OUTLOTS, SOUTH WARD, AND BEING A PART OF THE FRACTIONAL NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, SECTION 5, T. 13 N.–R. 15 E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

TAX PARCEL NUMBERS:
292-1315-0521-001 &
292-1315-0521-002

LEGEND

- ● – 3/4" x 18" REBAR SET WEIGHING 1.50 LBS/FT.
- ✕ – CUT CROSS SET.
- ▲ – 1" IRON PIPE FOUND.
- ⊘ – 1 1/2" IRON PIPE FOUND.
- ○ – 3/4" IRON ROD W/ PLASTIC CAP FOUND.
- ✕ – CUT CROSS FOUND.
- △ – "MAG" NAIL W/ DODGE CO. SHINER FOUND.



OWNER:
SOODSMA PROPERTIES LLC
P.O. BOX 368
WAUPUN, WI 53963

CURRENT ZONING

- **B-2 (BUSINESS DISTRICT)**
- **NO FRONT OR SIDE SETBACKS ARE REQUIRED IN THIS ZONING DISTRICT.**

SURVEYOR:
JEFFREY S. BUTZKE
N3756 HICKORY ROAD
FOND DU LAC, WI 54937

Compass Surveying, LLC
N3756 Hickory Road | Fond du Lac, WI 54937

PROJECT NO. 210164

NORTH POINT REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DODGE COUNTY. THE NORTH LINE OF THE FRACTIONAL NORTHWEST QUARTER, SECTION 5, T. 13 N.-R. 15 E., HAS A BEARING OF S89°-36'-12"W.

1"= 60'

60' 0 60' 120'

SCALE SHEET 2 OF 5 SHEETS FEET

DODGE COUNTY
CERTIFIED SURVEY MAP NO. _____

ALL OF OUTLOT 142, OUTLOT 143, OUTLOT 166, A PART OF OUTLOT 143 AND A PART OF OUTLOT 165, AND BEING A PART OF THE FRACTIONAL NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, SECTION 5, T. 13 N.-R. 15 E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Jeffrey S. Butzke, Professional Land Surveyor, hereby certify:

That I have surveyed, mapped and divided a parcel of land described below.

That I have made such Certified Survey under the direction of Andrew D. Soodsma of Soodsma Properties LLC of a parcel of land being bounded and described as follows:

All of Outlot 124, Outlot 143, Outlot 166, a part of Outlot 144 and a part of Outlot 165 of the Waupun Outlots, South Ward, recorded in Volume "A", Page 23, Dodge County Register of Deeds as Document No. 144742 and being a part of the Fractional Northeast 1/4 of the Fractional Northwest 1/4, Section 5, T. 13 N.-R. 15 E., City of Waupun, Dodge County, Wisconsin, and being more particularly described as follows:

Commencing at the Northeast corner of the Fractional Northwest 1/4, said Section 5; thence South 89°-36'-12" West along the North line of the Fractional Northwest 1/4, said Section 5, 40.85 feet; thence South 00°-04'-13" West along the Northerly extension of the East line of said Outlot 142, 33.00 feet to the Northeast corner of said Outlot 142, said point being on the North right-of-way line of West Main Street and to the ***point of beginning***; thence South 89°-36''-12" West along the South right-of-way line of said West Main Street, 185.38 feet to the Northwest corner of the East 61.00 feet of said Outlot 144; thence South 00°-04'-13" West along the West line of the East 61.00 feet of said Outlot 144, 165.54 feet to the Southwest corner of the East 61.00 feet of said Outlot 144; thence North 89°-37'-39" East along the South line of said Outlot 144, 61.00 feet to the Southeast corner of said Outlot 144; thence South 00°-04'-13" West along the West line of said Outlot 165, 65.56 feet to the Northwest corner of the South 100.00 feet of said Outlot 165; thence North 89°-39'-06" East along the North line of the South 100.00 feet of said Outlot 165, 66.52 feet to the Northeast corner of the South 100.00 feet of said Outlot 165; thence South 00°-04'-13" West along the East line of said Outlot 165, 100.00 feet to the Southwest corner of said Outlot 166, said point being on the North right-of-way line of West Jefferson Street; thence North 89°-39'-06" East along said North right-of-way line, 73.11 feet to the Southeast corner of those lands being described in Warranty Deed, recorded in said Register of Deeds Office as Document No. 1200940; thence North 01°-44'-44" West along the East line of said lands, 165.67 feet to the Northeast corner of said lands'; thence South 89°-37'-39" West, 10.00 feet to the Southeast corner of said Outlot 142; thence North 00°-04'-13" East along the East line of said Outlot 142, 165.62 feet to the point of beginning and containing 1.073 acres (46,730 Sq. Ft.) of land more or less and being subject to all easements and restrictions of record.

That such is a correct representation of all the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes and the Subdivision Ordinance of the City of Waupun in surveying, mapping and dividing the same.

12/24/2021

WISCONSIN
JEFFREY BUTZKE S-2801 FOND DU LAC WI
LAND SURVEYOR

Jeffrey S. Butzke, P.L.S. No. S-2801

Compass Surveying, LLC
Fond du Lac, Wisconsin 54937

Project Number: 210164

DODGE COUNTY
CERTIFIED SURVEY MAP NO. _____

ALL OF OUTLOT 142, OUTLOT 143, OUTLOT 166, A PART OF OUTLOT 143 AND A PART OF OUTLOT 165, AND BEING A PART OF THE FRACTIONAL NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4, SECTION 5, T. 13 N.-R. 15 E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

As owner, I hereby certify that I have caused the land described on this plat to be surveyed, mapped and divided as represented on this plat. I also certify that this plat is required by s. 236.10 or s. 236.12 to be submitted to the following for approval or objection:

1. City of Waupun

WITNESS the hand and seal of said owner this _____ day of _____, 2021.

IN PRESENCE OF:

_____

Andrew R. Soodsma

STATE OF WISCONSIN)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 2021, the above named Andrew R. Soodsma to me known to be the person who executed the foregoing Instrument and acknowledged the same.

_____

Notary Public, _____ County, WI

My Commission Expires:_____

12/24/2021

WISCONSIN
JEFFREY BUTZKE
S-2801
FOND DU LAC
WI
LAND SURVEYOR

COPY
COPY
COPY

DODGE COUNTY
CERTIFIED SURVEY MAP NO. _____

ALL OF OUTLOT 142, OUTLOT 143, OUTLOT 166, A PART OF OUTLOT 143
AND A PART OF OUTLOT 165, AND BEING A PART OF THE FRACTIONAL
NORTHEAST 1/4 OF THE FRACTIONAL NORTHWEST 1/4,
SECTION 5, T. 13 N.-R. 15 E., CITY OF WAUPUN,
DODGE COUNTY, WISCONSIN.

CITY OF WAUPUN COMMON COUNCIL CERTIFICATE

STATE OF WISCONSIN)
DODGE COUNTY) SS

This Certified Survey Map along with the resulting lots have been approved by the Common Council of the City of Waupun this _____ day of _____, 2022.

_____ _____

Julie Nickel, Mayor Angie Hull, Clerk / Treasurer

12/24/2021

WISCONSIN
JEFFREY
BUTZKE
S-2801
FOND DU LAC
WI
LAND SURVEYOR

City of Waupun
Home Occupation Application

Date: 1/7/2021

Applicant: Donald J. Martinsen Phone: 860 490 7469

Address: 1108 Rock Ave

City: Waupun State: [redacted] WI Zip: 53963

Address of proposed Home Occupation: 1108 Rock Ave.

Name of proposed business: Craftsmen of Integrity Inc / Rainbow International of Fond du Lac

Location of proposed Home Occupation in residence (living room,bedroom, basement, etc): Bedroom - HOME OFFICE

Total square footage of residence devoted to home occupation: [redacted] 50 sq. ft.

Type of equipment to be used in the home occupation: desktop computer printer, modem, router and phone.

Size and type of signs advertising the home occupation None.

Number of resident employees 2 Number of nonresident employees 0

Description of proposed Home Occupation and services to be provided: Residential / Commerial Construction Remodeling Insurence mitigation fire / water

Signature of applicant(s)

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

Fee: $25.00 Paid: _____ Date: 1/7/2021

Home Occupation Application

Applicant: Donald J Martinsen Phone: 860-490-7469

Address: 1108 Rock Ave E-Mail: _____

City: Waupun State: WI Zip: 53963

Address of proposed Home Occupation: 1108 Rock Ave

Name of proposed business: Craftsmen of Integrity Inc / Rainbow International of Fond du Lac

Location of proposed Home Occupation in residence (living room, bedroom, basement, etc):

Bedroom - home office

Total square footage of residence devoted to home occupation: 50 sq. ft.

Type of equipment to be used in the home occupation:

computer, printer, modem, router, and phone

Size and type of signs advertising the home occupation

None

Number of resident employees 2 Number of nonresident employees 0

Description of proposed Home Occupation and services to be provided:

Residential/commercial construction remodeling / insurance midigation fire/water

Signature of applicant(s) _____

_____

CITY APPROVAL:

Date Presented to Plan Commission: 1/10/21

Conditional Use Permit Needed: ☐ Yes ☑ No

(If yes) Conditional Use Permit Approved ☐ Yes ☐ No

Home Occupation Permit Approved ☐ Yes ☐ No

Zoning Administrator Signature: _____