



A G E N D A
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, December 21, 2022 at 4:30 PM

The Waupun Plan Commission will meet in-person, virtual, and teleconference on **Wednesday, December 21, 2022** at 4:30 pm in the Waupun City Hall Council Chambers. The meeting will be held in person, virtual and teleconference.

Join Zoom Meeting

<https://us02web.zoom.us/j/87297514722?pwd=VWJQZUw0b245MkpKMzN4M05TSkQ4QT09>

Meeting ID: 872 9751 4722

Passcode: 404145

By Phone: +1 312 626 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 November 30, 2022 meeting.
- [2.](#) Site Plan Review - 26 W. Main St - Scott & Lynette Peters

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
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, November 30, 2022 at 4:30 PM

CALL TO ORDER

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

ROLL CALL

Mayor Rohn Bishop introduced Jason Whitford as a new member of the Plan Commission taking over Jon Dobbratz's position.

Members Present: Elton TerBeest, Jeff Daane, Chairman Rohn Bishop, Mike Matoushek, Jason Whitford

Members Excused: Jerry Medema, Jill Vanderkin

Staff Present: Kathy Schlieve, Sue Leahy (via zoom)

Others Present: Tracy Kohlman, Envision Greater Fond du Lac

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Next meeting will be December 21, 2022.

CONSIDERATION - ACTION

2. Approve Minutes of the October 11, 2022 meeting.

Motion by TerBeest, 2nd by Matoushek to approve the minutes of the October 11, 2022 meeting. Motion carried, unanimously.

Chairman Bishop requested that we switch items 3 & 4 on the agenda.

3. Public Hearing - Conditional Use Permit Application of Envision Greater Fond du Lac to install a projecting sign.

Motion by Matoushek, 2nd by Whitford to open the Public Hearing. Motion carried, unanimously.

Tracy Kohlman from Great Envision Fond du Lac appeared and discussed the request. We are now using them as more of a Chamber of Commerce. They will be occupying 10 W. Main St and would like to put up a projecting sign that is exactly like the projecting sign at The Parlor (8 W. Main St.), except for the wording. This type of sign required a Conditional Use Permit. The sign will be at least 10 feet above the sidewalk. Hearing nothing further. Chairman Bishop called for a motion to close the Public Hearing.

Motion by Matoushek, 2nd by Whitford to close the Public Hearing. Motion carried, unanimously.

Motion by Matoushek, 2nd Whitford to approve Conditional Use Permit Application of Envision Greater Fond du Lac to install a projecting sign at 10 W. Main St. Motion carried, unanimously.

4. Public Hearing - Shipping Container Ordinance

Motion by TerBeest, 2nd by Daane to open the Public Hearing, motion carried, unanimously.

Chairman Bishop discussed the proposed shipping container ordinance and the reasoning behind it. Pods were placed at a property recently for 13 months and we do not currently have an ordinance to enforce time frames. There are legitimate uses for the containers and we don't want to prohibit people from using

them. This will allow use but not permanent use. This ordinance will apply to all residentially zoned properties and will not pertain to Commercial or Industrial zoned properties. This will also permit contractors to utilize them and addresses placement in the street. There will be a permit system in place to track it. Hearing nothing further, Chairman Bishop called for a motion to close the Public Hearing

Motion by Matoushek, 2nd by Whitford to close the Public Hearing. Motion carried, unanimously.

Motion by Whitford, 2nd by Matoushek to recommend approval of the Shipping Container Ordinance to the Common Council. Motion carried, unanimously.

ADJOURNMENT

Motion by Matoushek, 2nd by TerBeest to adjourn the meeting. Motion carried, meeting adjourned at 4:41 pm

PRELIMINARY

12-9-2022 CITY SUBMITTAL

SCOTT & LYNETTE PETERS
SMALL ENGINE REPAIR BUILDING
 26 W. MAIN STREET
 WAUPUN, WISCONSIN

SHEET TITLE

FLOOR PLAN, BLDG ELEVATIONS

PROJECT DATA

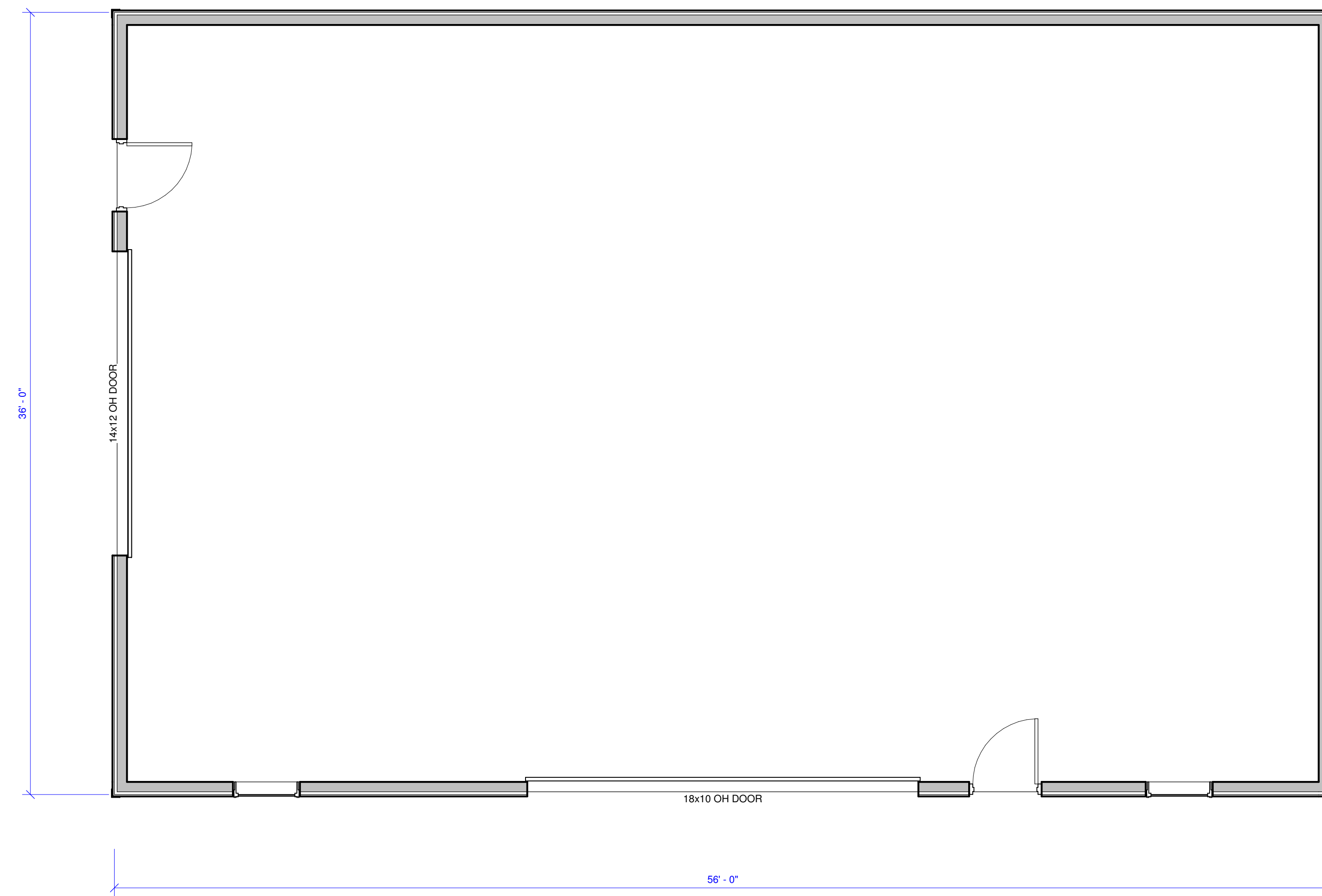
DATE:

JOB NUMBER:

SHEET NUMBER:

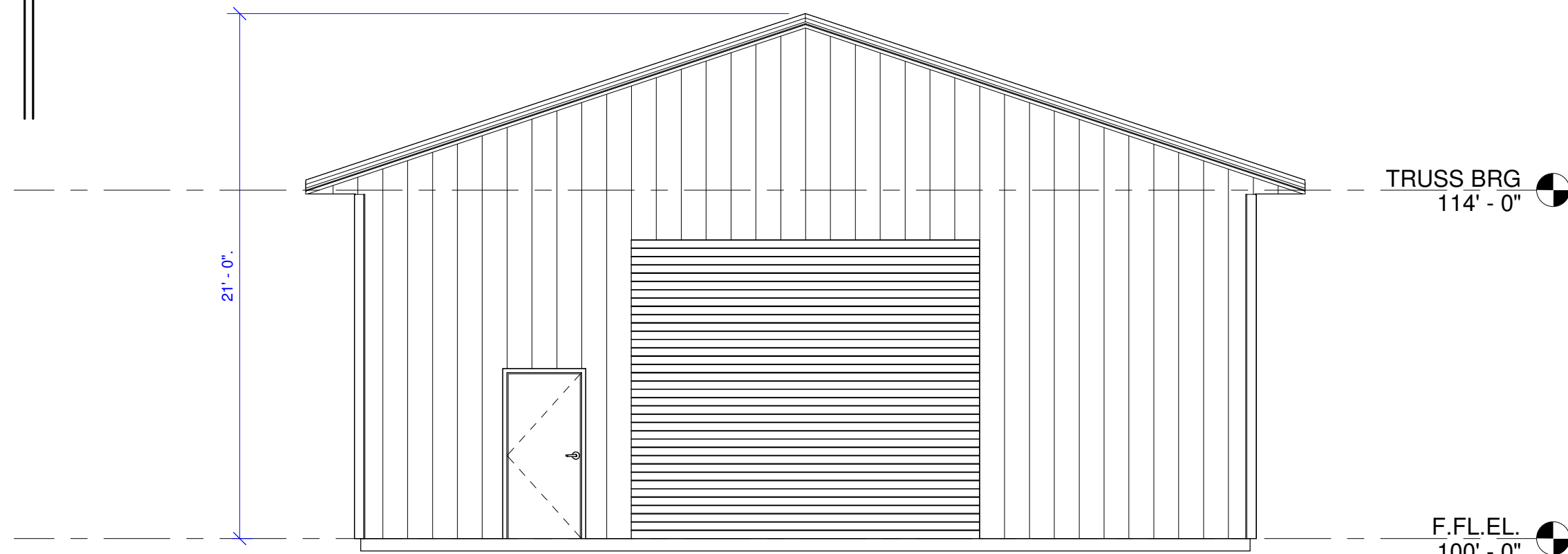
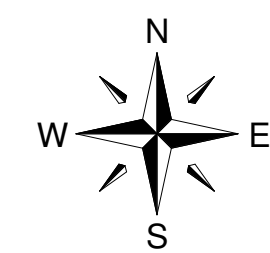
A-100

12/9/2022 2:14:57 PM



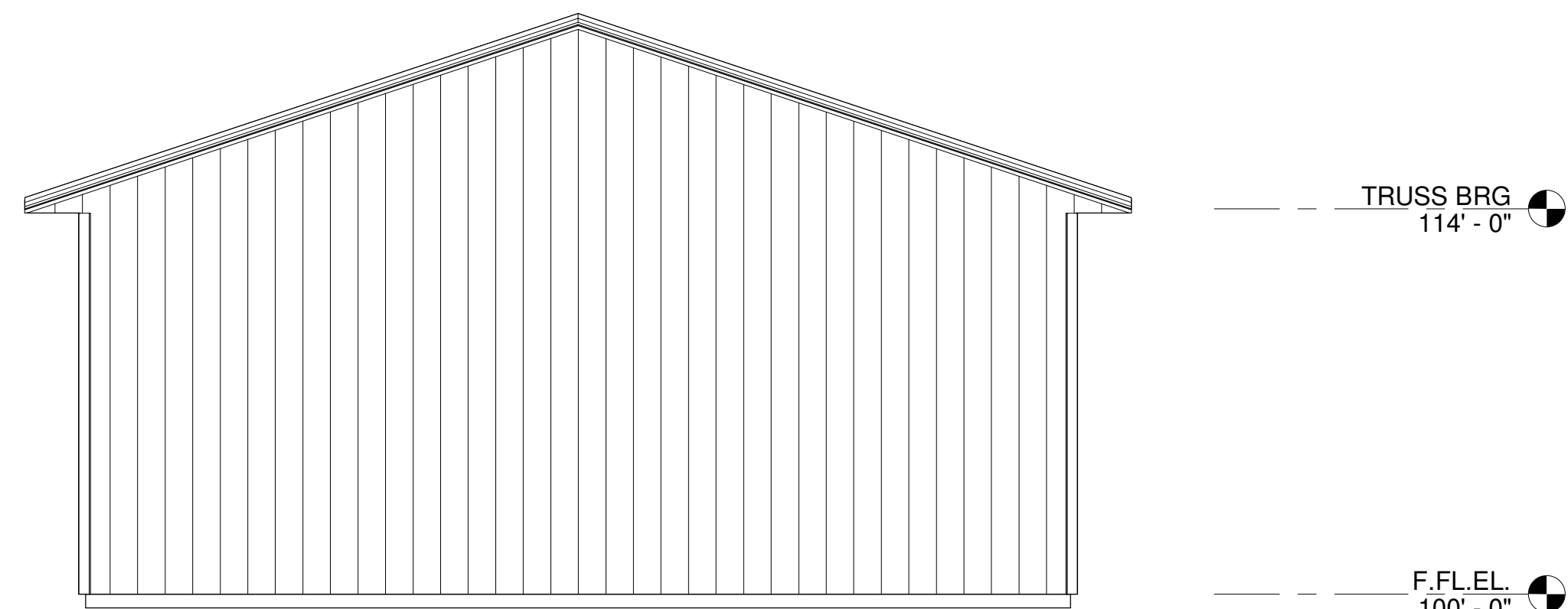
LAYOUT PLAN

SCALE: 1/4" = 1'-0"



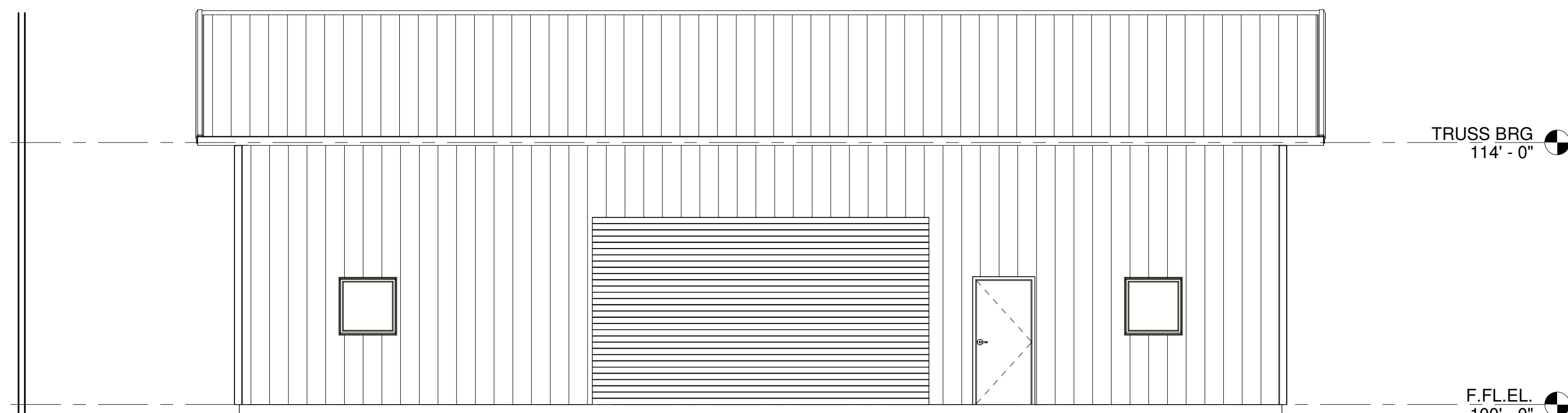
WEST BUILDING ELEVATION

SCALE: 3/16" = 1'-0"



EAST BUILDING ELEVATION

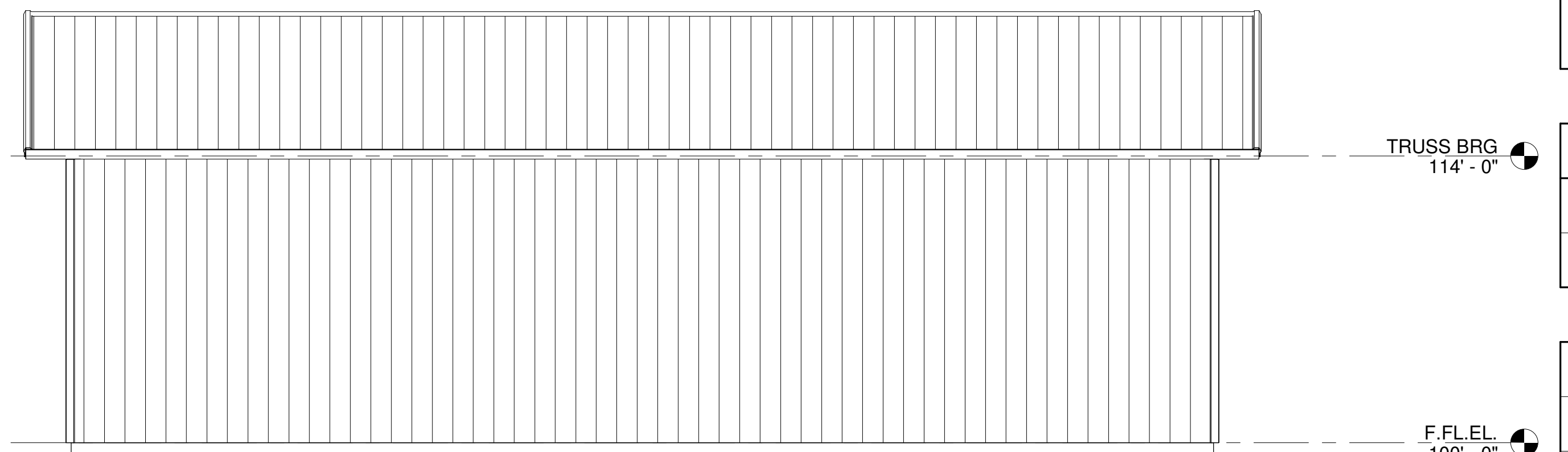
SCALE: 3/16" = 1'-0"



SOUTH BUILDING ELEVATION

SCALE: 3/16" = 1'-0"

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NORTH BUILDING ELEVATION

SCALE: 3/16" = 1'-0"

NOT FOR CONSTRUCTION

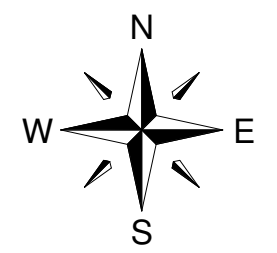
PRELIMINARY
12-9-2022 CITY SUBMITTAL

SCOTT & LYNETTE PETERS
SMALL ENGINE REPAIR BUILDING
 26 W. MAIN STREET
 WAUPUN, WISCONSIN

SHEET TITLE
EXISTING CONDITIONS SITE PLAN

PROJECT DATA
DATE:
JOB NUMBER:
SHEET NUMBER:

C-101



SCHEMATIC SITE PLAN

SCALE: 1" = 10'-0"

GENERAL SITE PLAN NOTES:	
A.	THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING EXACT LOCATIONS & ELEVATIONS OF ALL UTILITIES, INCLUDING SEWER AND WATER FROM THE PROPERTY OWNERS OF THE RESPECTIVE UTILITIES. ALL UTILITY THE PROPERTY OWNERS SHALL BE NOTIFIED BY THE CONTRACTOR 72 HOURS PRIOR TO EXCAVATION. CONTACT DIGGER'S HOTLINE (1-800-242-8511) FOR EXACT UTILITY LOCATIONS.
B.	UPDATED SURVEY AND TITLE SEARCH HAVE NOT BEEN AUTHORIZED AND THE BOUNDARY AND EASEMENTS SHOWN MAY BE INACCURATE OR INCOMPLETE.
C.	SILT FENCE AND TRACKING PAD SHALL CONFORM TO TECHNICAL STANDARDS 1056 & 1057 RESPECTIVELY.
D.	ALL SPOILS TO BE REMOVED IMMEDIATELY. NO STOCKPILING IS PLANNED.
E.	GENERAL CONTRACTOR IS RESPONSIBLE FOR INSPECTING AND MAINTAINING ALL EROSION CONTROL MEASURES AS SHOWN, PURSUANT TO NR216 & NR151. AT A MINIMUM, INSPECTIONS SHALL BE PERFORMED WEEKLY AND WITHIN 24 HOURS OF EVERY 0.5" RAINFALL EVENT. REPAIRS ARE REQUIRED WITHIN 24 HOURS OF DOCUMENTING ISSUE IN THE INSPECTION REPORT OR OTHERWISE NOTIFIED BY THE DNR. EROSION CONTROL MEASURES MUST BE IMPLEMENTED AND MAINTAINED THROUGHOUT CONSTRUCTION.
F.	ALL EROSION CONTROL DEVICES, SHALL BE INSTALLED PRIOR TO COMMENCING MASS GRADING OR UTILITY CONSTRUCTION.
G.	TRACKING OF MUD ON EXISTING STREETS SHALL BE CLEANED UP DAILY.
H.	VEGETATION BEYOND SLOPES SHALL REMAIN.
I.	THE CONTRACTOR SHALL MINIMIZE THE AREA DISTURBED BY CONSTRUCTION AS THE PROJECT IS CONSTRUCTED.
J.	ROOFS SHALL DISCHARGE TO GROUND FOR OVERLAND FLOW.
K.	EXISTING UTILITIES AND SERVICE LOCATIONS SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION.
L.	ANY EXISTING SIDEWALK DAMAGED DURING CONSTRUCTION WILL BE REPLACED AS A PART OF THIS PROJECT.
M.	THERE ARE NO KNOWN WETLANDS OR FLOODPLAIN LIMITS WITHIN THIS SITE BOUNDARY.
N.	CONTRACTOR WILL PROVIDE DUMPSTERS FOR DISPOSAL OF CONSTRUCTION WASTE.
STALL SIZES: NOT AN OCCUPIED BUILDING	
GENERAL SITE INFORMATION:	
EXISTING ZONING:	B-2 CONDITIONAL USE (PLANNED SMALL ENGINE SHOP)
PARCEL ID:	WPN-14-15-99-TG-050-00

NOT FOR CONSTRUCTION