



A G E N D A
CITY OF WAUPUN PLAN COMMISSION MEETING
Video Conference and Teleconference
Wednesday, August 19, 2020 at 4:45 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Plan Commission will meet virtually at 4:45 pm on August 19, 2020, via Zoom.
The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. To Join Zoom Meeting:
<https://us02web.zoom.us/j/82730841036?pwd=NzU2akczN3pQanMyU2VoaWZEc0ZUQT09>
Meeting ID: 827 3084 1036
Passcode: 127852
2. 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 July 15, 2020 Plan Commission Meeting
2. Wind & Unwind at 310 E Main St. to provide Outside Service. Section 11.12(4)(a) states that Outdoor premises may be permitted in the B-1, B-2, B-3, B-4, and PD district and shall be subject to a Conditional Use Permit.
3. Site Plan Review - Judson's at 412 E. Main St.
4. Site Plan Review - Gysbers Jewelry - 305 W. Main St.
5. Extraterritorial Zoning Review - N10565 Cottonwood Rd

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 MEETING
City Hall, Council Chambers
Wednesday, July 15, 2020 at 4:45 PM

VIDEO CONFERENCE AND TELECONFERENCE

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The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. To Join Zoom Meeting

<https://us02web.zoom.us/j/88036616190?pwd=cjRDYkp2cXJiajVqeXU5eWdncWJuQT09>

Meeting ID: 880 3661 6190

Password: 480505

2. Phone: 312 626 6799 US (Chicago)

CALL TO ORDER

The Waupun Plan Commission met virtually at 4:45 pm via Zoom.

ROLL CALL

Members Present: Julie Nickel, Fred Lueck, Mike Matoushek, Jerry Medema, Jeff Daane, and Jill Vanderkin

Member Excused: Elton TerBeest

Staff Present: Kathy Schlieve, Sarah VanBuren, Sue Leahy, and ex officio, Steve Brooks

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 August 19, 2020, at 4:45 pm

CONSIDERATION - ACTION

1. Approve minutes of the May 20, 2020 Plan Commission Meeting.
Motion by Lueck, seconded by Medema to approve the minutes of the May 20, 2020 Plan Commission meeting as presented. Motion carried, unanimously.

2. Discuss meeting format of future Board and Commission meetings due to ongoing COVID-19 Health Pandemic.

Chairman Nickel noted that on June 30, 2020, the Common Council passed resolution 06-09-20-04 suspending Waupun Common Council Rules during the pandemic and permits department heads and other municipal employees to conduct and attend board and committee meetings remotely until the Council affirms changes by resolution.

3. Public Hearing - Conditional Use Permit Application - 317 E Main St to install a projecting sign. Section 16.11(5)(e) states that "no sign shall project out from the structure to which it is attached, unless permitted as a conditional use."

Chairman Nickel read the call of the hearing and its purpose. It was noted that Section 16.11(5)(e) of the City's Zoning Ordinance states that no sign shall project out from the structure to which it is attached, unless permitted by a Conditional Use Permit.

Ms. Hoinacki appeared and discussed her plan for the sign. The sign would be 2 sided and be fabricated out of 1 1/2" thick sign foam and sandblasted to look like carved stone. The sign would be affixed to the front of her business and extend out 36" and be a 32" diameter circle in a wrought iron hanger. It will attach to a 52" back plate. The sign will note "K's Boutique".

Chairman Nickel asked for any comments from the Public, of which there were none. It was also noted that a couple of neighboring property owners not in attendance had questions on the sign but were not opposed to the sign. She then asked for comments or questions from the Committee. Lueck noted his previous concerns with projecting signs as being potential hazards to the public such as if not anchored to the building properly, they can blow off in the wind storms, and injure pedestrians and vehicles as well as accumulating ice and snow hanging over a sidewalk can also injure pedestrians. He feels that if the permit is granted, it can be conditioned to protect the public from these potential hazards. Kathy Schlieve noted that there used to be many projecting signs along Main Street years ago. Sue Leahy said the sign meets the size requirements of the code.

No further facts were presented for or against this request for a Conditional Use Permit so Chairman Nickel declared the hearing closed.

The committee finds that this proposed projecting sign at this location would be an appropriate use in the business district, will not create any traffic hazard or hinder future development in the area, will not create any undesirable level of light in the immediate area and would allow property values to increase.

Motion by Matoushek, seconded by Medema to grant a Conditional Use Permit subject to the following conditions:

1. All portions of the sign and its frame shall be at least 10' above the sidewalk.
2. If it is proposed to light the sign now or in the future, it shall be lighted in such a manner that will not interfere with vehicle traffic along the adjacent streets.
3. The City engineer shall approve of the mounting bracket to the building to make sure the sign is secure and able to withstand strong winds.
4. Within 24 hours after an ice and or snow storm the owner shall clean off any snow or ice from the sign to protect the public below from falling debris.

Vote: Vanderkin, Daane, Medema, Matoushek, Lueck, & Nickel - "AYE". Motion carried, unanimously.

4. Site Plan Review - 1705-1707 Shaler Dr - Parking Lot Expansion
Heritage Ridge Travel Plaza. A site plan provided by MSA noted a parking lot expansion along the eastern edge of this property. The expansion will be new gravel along the drainage and utility easement and east property line. The contractor will install and maintain erosion bales along this line. Jeff Daane said MSA does not feel there will be any increase in flooding as there are drainage ponds to the south.

Motion by Matoushek, seconded by Vanderkin to approve the site plan for a parking lot expansion at Heritage Ridge Travel Plaza.

Vote: Vanderkin, Daane, Medema, Matoushek, Lueck, and Nickel - "AYE" Motion carried, unanimously. 6/0

5. Site Plan Review - 160 Gateway Dr - Parking Lot Expansion
The Waupun Chiropractic Center is proposing a 20' x 70' blacktop expansion to their parking lot. They will have to remove two (2) trees and remove the grass and existing topsoil for this expansion. Lueck noted that everyone is aware of the flooding that takes place along Gateway Dr. every year. The river is the main reason for the flooding, however the more building roofs, and blacktop parking areas also contribute to this flooding. He feels it would be better for the area to have a gravel parking lot expansion rather than blacktop, which would help absorb the water before it gets to the street or adjacent pond. Although there

was no supporting evidence at the meeting, Daane said MSA said the adjacent pond can handle the 20' x 70' blacktop expansion.

Chairman Nickel called for a motion to act on this site plan.

Motion by Medema, seconded by Matoushek to approve the site plan for the blacktop parking lot expansion for Waupun Chiropractic Center, 160 Gateway Dr.

Vote: Vanderkin, Daane, Medema, Matoushek, Nickel - "AYE"

Lueck - "NAY"

Motion carried 5/1

6. Extraterritorial Zoning Review - W10613 State Rd 49

CMS - Section 35, Town of Waupun, Fond du Lac County. Section 17.01(9)(a) of the City's Subdivision Ordinance indicated the City has jurisdiction of a land division within 1 1/2 mile of the City limits under the City's extraterritorial area. Lueck noted that Section 17.05(4) Certified Survey Map says that all lots created by a division of land less than a subdivision shall front on a public road for a minimum distance of 66' if unsewered. Lueck noted this proposed lot will only be 30' wide at the road. He also pointed out that an ingress/egress easement is also proposed for this lot. He said this usually ends up being a problem for the property owners in the future. There was no one at the meeting to discuss the easement or the lot width issues. Lueck made a motion to recommend the approval of the CSM on the condition the lot width at the road be increased to 66' wide. The motion died for lack of a second. Vanderkin questioned why there are minimum lot widths at the road. Lueck indicated most cities, towns, counties, etc have minimum area and width requirements in the zoning districts in order to have uniformity in lots, otherwise you can end up with all kinds of shapes and sizes which can hamper development such as a string and balloon lot. Also in this case, the home is a long way off the highway and some day in the future the rest of this area could be developed and the present driveway dedicated as a public road and public roads usually have a width of 66'.

Motion by Matoushek, seconded by Medema to ask for an opinion from the City Attorney as to whether the City can actually require the minimum 66' width at the highway since the town apparently has zoning jurisdiction here or does the City's Subdivision Ordinance requirement supersede the Town ordinance when considering the City's extraterritorial area and the city's future development consideration within this area.

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

7. **ADJOURNMENT** Motion by Matoushek, seconded by Vanderkin to adjourn the meeting. Motion carried, unanimously. Meeting adjourned at 5:16 pm

Fred Lueck
Secretary



Application for Outdoor Service, Sidewalk Café and Beer Garden License

Restrictions and Guidelines are in accordance with Chapter 11.12 of the City of Waupun Ordinance

- A. Type of License ☐ Initial
☐ **Renewal** (Plan Commission review is not necessary unless the Police Chief, Building Inspector or City Clerk request such review of the Conditional Use Permit. The Plan Commission may review & revoke/revise the permit conditionals as it considers appropriate)

B. Licensing Period: Date of Council Approval to June 30, _____

C. Current Valid Liquor License Holder Information:

☒ "Class B" Sales of intoxicating liquor to consumers for on premise consumption
☐ Class "B" Sales of beer to consumers for on premise or off-premise consumption
☐ "Class C" Restaurants who sell wine by the glass or in an opened original container for consumption on the premises where sold
Name of Business: Wind to Wine
Address of Premise: 310 East Main St. Waupun WI 53963
Contact Number of Premise: 920-345-1169
Agent's Name: Jeff Collins
Agent's Contact Number: 920-948-7724

D. Application Type (Select your application type)

☒ **Sidewalk Café**

RESTRICTIONS & REQUIREMENTS

Sidewalk cafés may be permitted only from May 1 through October 15 in any year, no later than 10:00pm on properties located in the following districts who derive more than fifty percent (50%) of gross business revenue from the sale of food on the premises. **Mark your District:**

☐ B-1 Business/Professional Office District ☒ B-2 Central Business District

Guidelines and required measurements for the barrier surrounding the sidewalk café are provided in Chapter 11.12(5)(a). (A building permit may be required. Contact the City Building Inspector)

Type of Barrier Used: Stanchions & Chains
Height: 3' Width: 4' on Ends

MAP REQUIRED: (Mapping area – see Section E)

The application shall include a detailed map describing the outdoor area sought to be included within the description of the licensed premises. For a sidewalk café, the map shall also identify the number and location of tables, chairs and other furniture, fixtures and equipment to be installed or used, and their location and dimensions in relation to the pedestrian walkway.

Number of Tables: 8 Number of Chairs: 16
Other: _____ Number of other: _____
Other: _____ Number of other: _____

CERTIFICATE OF LIABILITY

Liability insurance naming the City as an unrestricted additional insured on the sidewalk café owner's insurance policy for the licensed sidewalk cafe site is required, including insurance to cover liquor liability.

Outdoor Service/Beer Garden

RESTRICTIONS & REQUIREMENTS

Outdoor premises may be permitted only on properties located in the following districts. **Mark your District:**

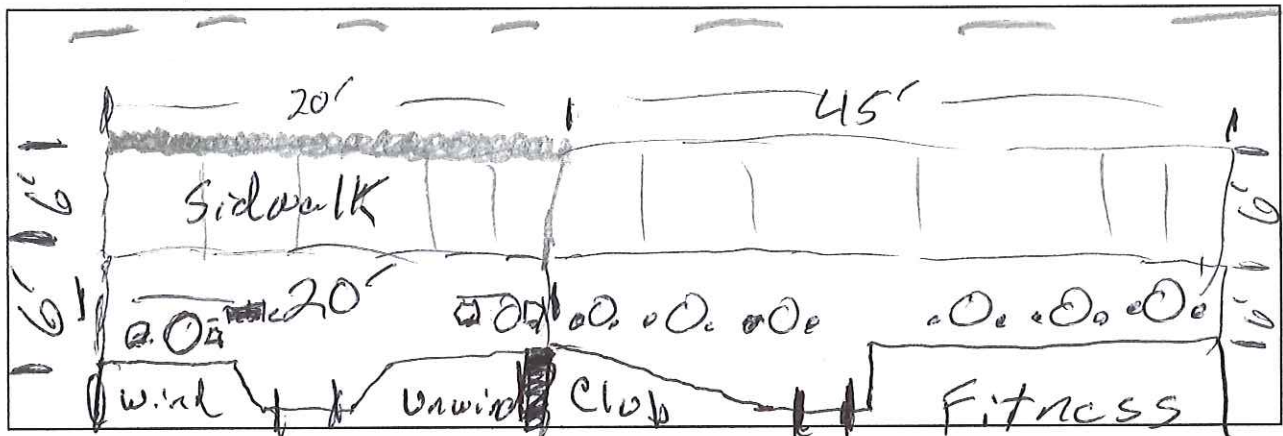
☒ B-1 Business/Professional Office District ☐ B-4 Interchange Business District
☒ B-2 Central Business District ☐ Planned Development District ☐ B-3 Shopping Center Business District

Guidelines and required measurements for an outdoor premise are provided in Chapter 11.12(4)(b)(c). (A building permit may be required. Contact the City Building Inspector)

MAP REQUIRED: (Mapping area – see Section E)

The application shall include a detailed map describing the outdoor area sought to be included within the description of the licensed premises.

E. Detailed Map



F. Conditional Use Permit Required

The City of Waupun Plan Commission is to review/approve a Conditional Use Permit, for initial licenses, which you may obtain from the City's Building Inspector. (Not a requirement for renewal licenses unless the Police Chief, Building Inspector or City Clerk request a Plan Commission review for reasons stated in the request, in which case the Plan Commission may review and revoke the permit or revise the permit conditions as it considers appropriate)

G. Signature Required

Business Agent/Owner Signature _____
Property Owner/Landlord Signature (if applicable) _____

Date: 7-31-2020
Date: _____

Official Staff Use:

Building Permit Required:

☐ No ☐ Yes- Date Permit Acquired/Paid _____ Initials: _____

Plan Commission Approval Required

☐ No ☐ Yes- Date of Meeting _____ (Circle: Approved / Denied) Initials: _____

Common Council Approval Required

Date of Meeting _____ (Circle: Approved / Denied)
License # Issued (if applicable) _____ Initials: _____

Fee: \$150.00 Paid: _____ Date: _____



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

Conditional Use Permit Application

Applicant Name: Jeff Collier Phone # 920-345-1169
Address: 310 East Main E-mail: jcollier@charter.net
City, State, Zip Waupun WI 53963

Property Description and address:

Wind & Unwind Coffee & Wine House

Conditional Use Requested:

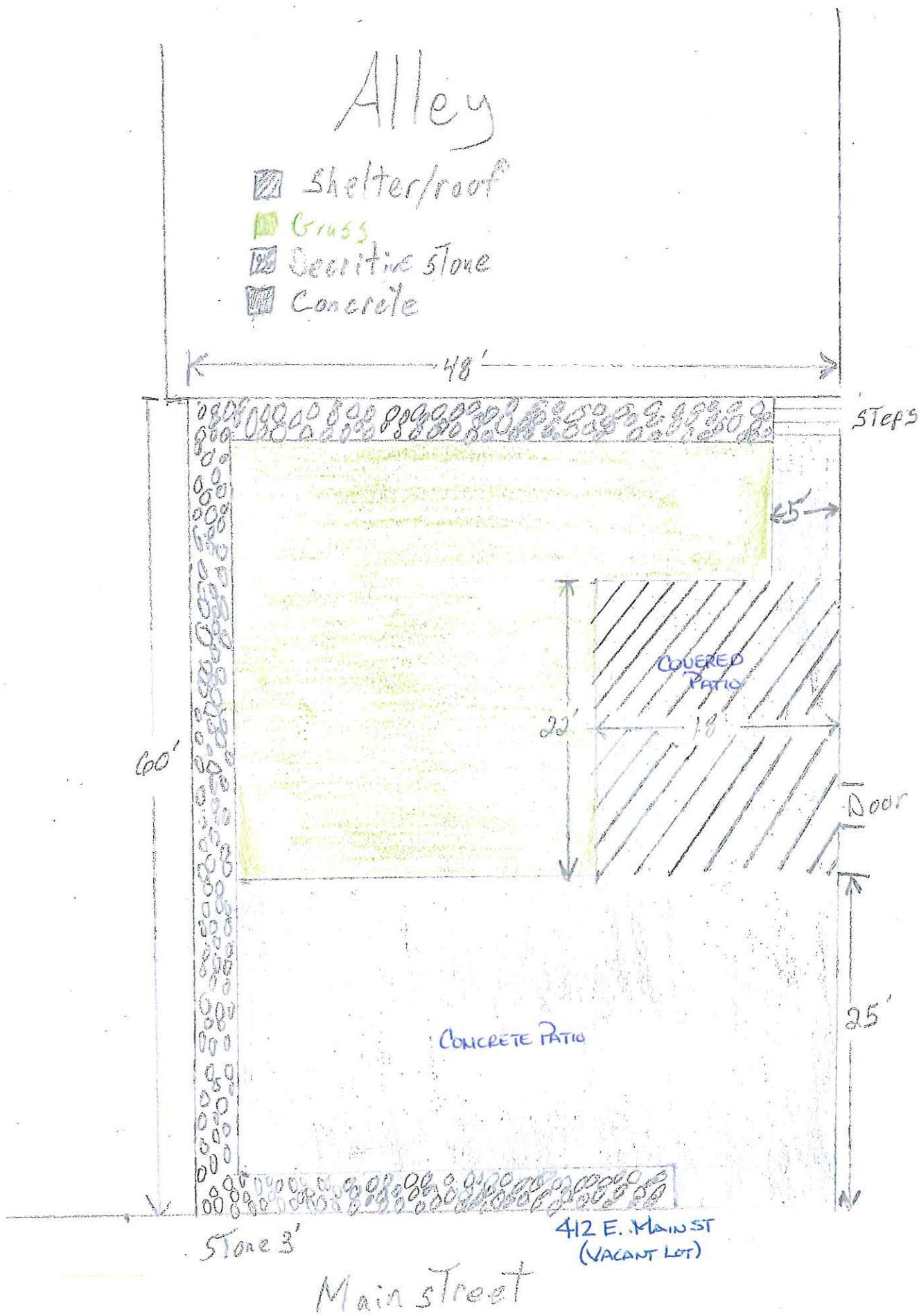
Zoning Ordinance Section Involved:

Date Presented to Plan Commission: _____

CONDITIONAL USE: ☐ Granted ☐ Denied

Comments:

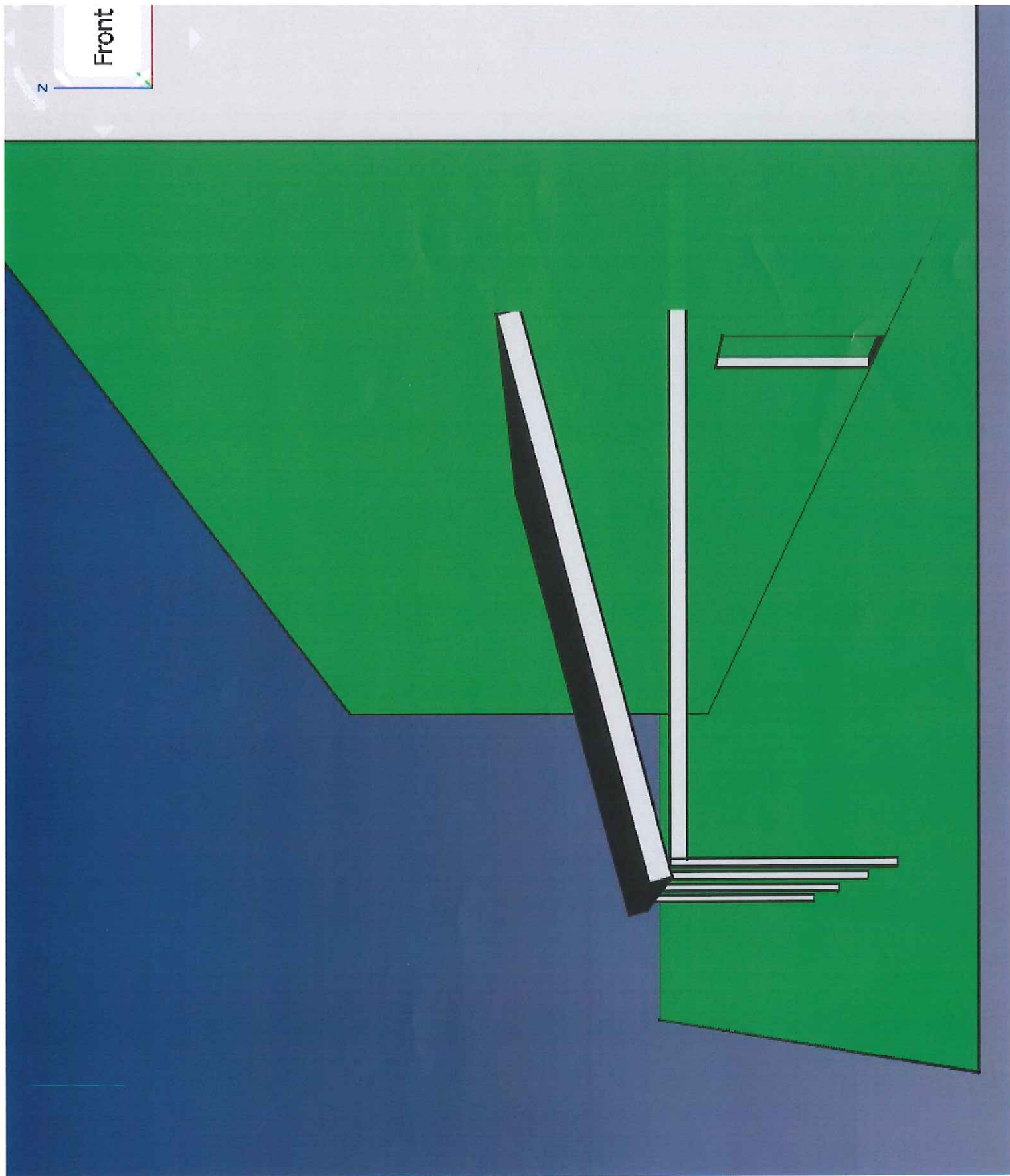
Signature of Applicant (s) _____



J
u
d.
S
416 EAST
MAIN ST.

Front

2





WAYNE QUADE & SONS
CONSTRUCTION

PROPOSAL
7/30/2020

W12034 County Road T
Brandon, WI 53919-9788

Cell: 1-920-960-8675

Office: 1-920-346-2369

Fax: 1-920-346-2309

Gysbers Jewelry

ATTN- Kate Bresser

24 feet by 16 feet addition

The price is for cutting out old concrete, digging foundation walls and footings on two sides, taking block down on one side, and reforming with concrete. Pouring new slab, building 2x6 walls with I Joist on top, and plywood. Roof would be 8 inches of foam by existing building and 2 inches by parking lot, with rubber membrane on it. Gutters and downspout on parking lot side, two windows high up, one door, insulation walls, and ceiling electrical, heating air and heat combined in new unit, vinyl siding on outside, new concrete outside where we disturb areas. New 2x4 wall up against existing wall to clean up old block wall, with sheetrock walls, with a knock down light finish and trim.

All Materials & Labor- \$18,000.
No cabinets or countertops figured in this price. Flooring would be concrete.

Thank you,

We hereby propose to furnish labor and materials – complete in accordance with the above specifications, for the sum of: _____

Payment terms: Payments to be made following job completion.

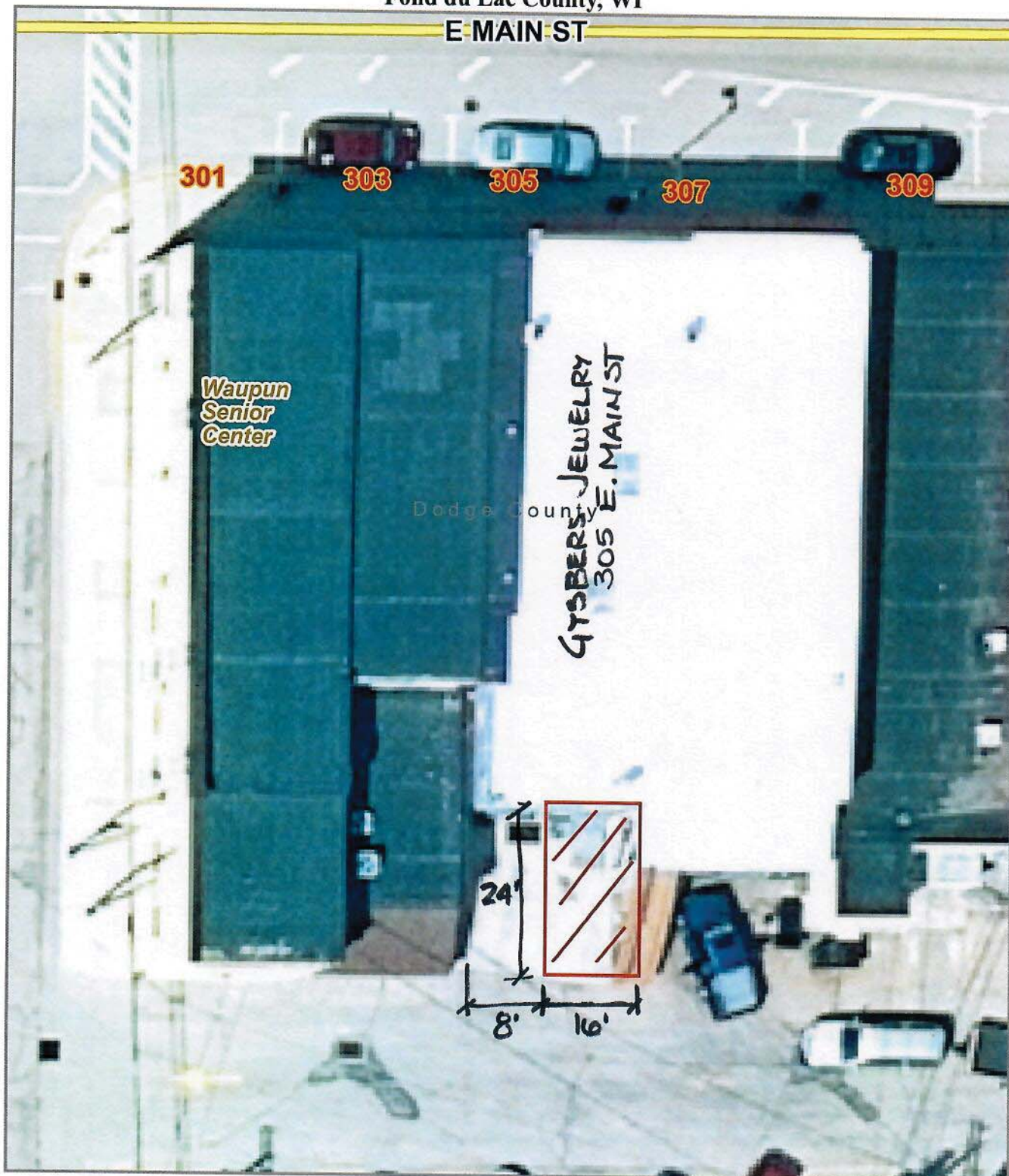
Authorized signature: _____

THIS ACCEPTED PROPOSAL MUST BE SIGNED AND RETURNED – KEEP ONE COPY FOR YOUR RECORDS.

ACCEPTED: Date: _____ Signature: _____

Fond du Lac County, WI

E MAIN ST



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Map Scale
1 inch = 20 feet
8/12/2020



Dodge County

Land Resources and Parks Department

127 East Oak Street · Juneau, WI 53039-1329
PHONE: (920) 386-3700 · FAX: (920) 386-3979
EMAIL: landresources@co.dodge.wi.us

DATE SENT TO CITY: **AUGUST 4, 2020**

**DEADLINE FOR
CITY DENIAL:** **SEPTEMBER 4, 2020**

LETTER OF INTENT NOTIFICATION

Please find attached a copy of the minor subdivision letter of intent(s) submitted to our department for approval.

NAME
CHARLES & ROBERTA
SCHRANZ

CITY
WAUPUN

ACTIVITY NUMBER
2020-0694

Please notify our department of your City's position on the enclosed letter(s) of intent. If your City does not return the completed form by the above deadline or file a request that the County review be delayed until a date after which your City has reviewed the proposal, we will assume that the City is in favor of the land division request and we will then proceed with scheduling County Planning Committee review at their next available meeting.

CONTACT: Land Resources and Parks Department
ATTN: Land Division
127 E. Oak Street
Juneau, WI 53039

Phone: (920) 386-3700
FAX: (920) 386-3979

Thank you!

CITY'S RECOMMENDATION

APPROVE ☒

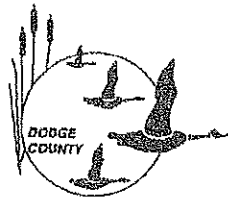
DENY ☐

NO RECOMMENDATION ☐

LAYOVER TO DATE: _____ ☐

COMMENTS: _____

CITY REPRESENTATIVE



DODGE COUNTY
LAND RESOURCES AND PARKS DEPARTMENT
127 E. OAK STREET • JUNEAU, WI 53039
PHONE: (920) 386-3700 • FAX: (920) 386-3979
E-MAIL: landresources@co.dodge.wi.us

MINOR LAND DIVISION LETTER OF INTENT FORM

THIS AREA FOR OFFICE USE ONLY	
Activity No. 200694	Expiration Date
Application Date: 8-3-2020	Receipt #: 1215-0003

Application Fee: \$75 (Non-Refundable)

NAMES & MAILING ADDRESSES		PROPERTY DESCRIPTION				
Applicant (Agent) Charles & Roberta Schranz		Parcel Identification Number (PIN) 044-1314-2431-000				
Street Address N 10654 Cottonwood Rd		Town Trenton		T 13	N 14	R 14
City • State • Zip Code Wausau, WI 53963		1/4 SW	1/4 SW	Section 24	Acreage of Parent Parcel 40.125	Acreage of Proposed Lot(s) 23.8 Ac
Property Owner (If different from applicant) Same		Subdivision (Name, lot and block) or CSM # (Volume/Page/Lot)				
Street Address		Site Address Of Property (DO NOT include City/State/Zip Code) N 10654 N 10565				
City • State • Zip Code		Is this property connected to public sewer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
CONTACT PERSON						
Name and daytime phone number (include area code) of a person we can contact if we have any questions about your application.						
Name Charles & Roberta Schranz Daytime Phone (920) 344-7758						
CURRENT PROPERTY USE				PROPOSED USE		
<input type="checkbox"/> Vacant Property <input checked="" type="checkbox"/> Single Family Residential <input type="checkbox"/> Duplex (Two-Family Residential) <input type="checkbox"/> Multi-Family Residential • Number of residential units: _____ <input checked="" type="checkbox"/> Active Working Farm Operation <input type="checkbox"/> Recreational / Wetlands / Wooded Parcel <input type="checkbox"/> Business / Industrial / Commercial Use (Describe Below) <input type="checkbox"/> Other (Describe Below)				<input type="checkbox"/> Single Family Residential <input type="checkbox"/> Duplex (Two-family Residential) <input type="checkbox"/> Multi-Family Residential Number of residential units: _____ <input checked="" type="checkbox"/> Agricultural Use Only - No residential structures <input type="checkbox"/> Open Space Recreational / Wetlands - No residential structures <input type="checkbox"/> Business / Industrial / Commercial Use (Describe Below) <input checked="" type="checkbox"/> Other (Describe Below) New parcel around buildings 23.8 Acres		
A SKETCH PLAN SHOWING THE PROPOSED LAND DIVISION IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION.						
CERTIFICATE						
I, the undersigned, hereby apply for Minor Land Division approval and certify that all the information both above and attached is true and correct to the best of my knowledge. I hereby authorize members of the Dodge County Land Resources and Parks Department to enter the above-described property for purposes of obtaining information pertinent to my request.						
Signature Charles Schranz		Date 7-29-20				
Daytime Contact Number (920) 344-7758						
OFFICE USE ONLY						
<input type="checkbox"/> CUP Required (App _____)		<input type="checkbox"/> REZONE Required (App _____)		<input type="checkbox"/> Restriction Release Required		
Notes:						
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	LAND RESOURCES AND PARKS DEPARTMENT				
Date _____						

1330.48'

40.000 ac.

2133.000



2-3 Acres

N10565

SW-SW

Section 24,

T.13N R.14E

1330.08'

