



**A G E N D A**  
**CITY OF WAUPUN PLAN COMMISSION**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, June 19, 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)*

**CONSIDERATION - ACTION**

- [1.](#) Minutes of the May 29, 2019 meeting.
- [2.](#) Public Hearing - Conditional Use Permit application of Signarama (representing Homan Value Center) at 700 W. Main St. to allow a projecting sign.
- [3.](#) Public Hearing - Conditional Use Permit Application of Rob Bartz, at 331 Bly St. to use the middle section of the former Christian Home property as indoor residential storage per section 16.03(3)(d) of the Waupun Municipal Code.
- [4.](#) Public Hearing - Conditional Use Permit Application of Rob Bartz at 331 Bly St. to use the east side of the former Christian Home property as a commercial kitchen and commercial gathering for non-profit or for profit groups.
- [5.](#) Site Plan Review - Insight FS, at 1208 W Brown 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 ( DRAFT )**  
**CITY OF WAUPUN SPECIAL PLAN COMMISSION**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, May 29, 2019 at 4:45 PM**

**CALL TO ORDER**

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

**ROLL CALL**

Members Present: Fred Lueck, Mike Matoushek, Elton TerBeest, Jerry Medema, and Jeff Daane

Members Excused: Julie Nickel and Derek Drews

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

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION**

Acting Chairman Lueck asked if there were any persons wishing to address the Committee on any issue not included on today's agenda. Hearing nothing, Acting Chairman Lueck proceeded to address the items listed for consideration and action on the Committees Agenda.

**CONSIDERATION / ACTION**

1. Discuss / Approve minutes of the April 17, 2019 Plan Commission Meeting. Motion by TerBeest, seconded by Matoushek to approve the minutes of the April 17, 2019 meeting as presented. Motion carried, unanimously 5/0. Minutes approved.
2. Public Hearing – Rezoning Lots 5-9 of the proposed Spirit Fields Plat from the PCD Zoning District to the R-2 Two Family Residential District. The City of Waupun is considering a petition for rezoning property and an ordinance to amend Chapter 16 of the Municipal Code of the City of Waupun, entitled Zoning Code and Zoning Map.

Acting Chairman Lueck read the call of the hearing and its purpose. The City wishes to rezone property described as Lots 5-9 of the proposed Spirit Fields Plat from the PCD Zoning District to the R-2 Two Family Residential Zoning District.

Zoning Administrator Leahy and City Administrator Schlieve discussed the issues with this proposal. It has been determined that the original proposed R-4 Zoning District did not fit this proposal and an issue with off street parking on proposed lots 1-4 still needs to be resolved. The developer has agreed to develop the plat in two phases. Phase #1 would include lots 5-9 and be rezoned to the R-2 Zoning District. Lots 1-4 will be developed as Phase #2 when the parking issue and a suitable zoning district can be established to allow its development. Tim Hackbarth spoke for his father-in-law who lives on Mayfair St. They are OK with the rezoning and hope the off street parking issue can be resolved. They hope a new public hearing will be needed before lots 1-4 can be developed.

No further facts for or against this rezoning request were presented so Acting Chairman Lueck declared the hearing closed and called for a motion to act on the rezoning request.

Motion by TerBeest, seconded by Matoushek to provide a favorable recommendation to the City Council on the City's request to rezone lots 5-9 of the proposed Spirit Fields Plat from the PCD Zoning District to the R-2 Two Family Residential Zoning District and to amend the City Zoning Map from the current PCD Zoning District to the R-2 Two Family Residential Zoning District.

Vote: Daane, TerBeest, Medema, Matoushek, and Lueck - "AYE". Motion carried, 5/0

3. Discuss / Possible Approval of the Final Plat of Spirit Fields

Spirit Fields Plat includes land in Lot 1 of Mayfair Estates, recorded in the Dodge County Register of Deeds Office and being pt. of the SW 1/4, SW 1/4, Sec 4, T13N, R15E, City of Waupun, Dodge County, Wisconsin. Lots 1-4 are presently in the PCD Zoning District and Lots 5-9 are in the process of being rezoned to the R-2 Two Family Residential Zoning District. City Administrator Kathy Schlieve briefly discussed the Final Plat of Spirit Fields. She is hoping the committee will recommend approval so that the developer can begin construction of homes and add to the Cities tax base.

Acting Chairman Lueck called for a motion to act on the approval request for Spirit Fields Plat.

Motion by Medema, seconded by Matoushek to provide a favorable recommendation to the City Council for the approval of Spirit Field Plat being lands on Lot 1 of Mayfair Estates recorded in the Dodge County Register of Deeds office and being part of the SW 1/4 SW 1/4 Sec 4, T13N, R15E, City of Waupun, Dodge County, Wisconsin as the committee finds the Plat to be in accordance with Chapter 236 of the State Statutes and the City of Waupun Subdivision Ordinance.

Vote: Daane, TerBeest, Medema, Matoushek, and Lueck - "AYE" Motion carried 5/0

4. Overview and Discussion of proposed Christian Home Redevelopment Project

Kathy Schlieve noted that the former Christian Home property is now vacant and the question is what to do with the property. To remove the structure would be very costly. The former owner, SSM Health has conditioned the Cities acquisition of the property which prohibits its future use for any medical services which limits the allowable uses for the property. Kathy introduced Rob, a contractor from Fond du Lac with his proposal for the site. He is suggesting dividing the building into three separate areas with three separate uses. Section 1 or the western portion of the site could be remodeled into Senior housing or work force efficiency apartments for younger adults or new prison guard personnel coming into the City for the first time and needing housing. Section 2 or the middle of the structure could be used for indoor heated storage units. This area also has a basement for the mechanical equipment. Section 3 or the eastern portion of the building contains a commercial kitchen and could be used by a caterer or some other similar use.

Kathy noted the property is in the R-3 Multiple Family Residential District and she felt these proposed uses might be allowed under the districts conditional use section. In addition, the property would be put back on the tax roll.

Fire Chief, BJ DeMaa noted the need for fire walls between units and he believes this structure has a sprinkler system.

Jeff Daane questioned the present on-site parking and the possible need for more on-site parking. He noted problems in the past with parking on the street in this area. He also had issues with the existing bathrooms.

BJ also noted this would result in an occupancy change. Sue Leahy, Zoning Administrator had questions about the present kitchen area. Rob indicated he could provide between 60-80 storage lockers in the storage section and have a camera security system.

Rob said he has a work force and could be ready to get started in a couple months. Kathy said she could schedule a public hearing for the 19th. TerBeest and Matoushek both indicated they liked the idea and the City should move forward with the next process.

ADJOURNMENT

There were no further items on the agenda for consideration or action so Acting Chairman Lueck called for a motion to adjourn the meeting.

Motion by Matoushek, seconded by Medema to adjourn the meeting. Motion carried, unanimously 5/0. Meeting Adjourned at 5:23 pm

Fred Lueck, Secretary

**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 19<sup>th</sup> day of June, 2019 at 4:45 O'clock in the P.M., there will be considered the application for a Conditional Use Permit of:

1. Signarama (representing Homan Value Center) at 700 W Main St to allow a projecting sign. Municipal Code Section 16.11(2)(a) states that Projecting signs shall be permitted only as conditional uses in all Business Districts and Institutional Districts.

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 7th day of June, 2019

Susan Leahy  
Zoning Administrator  
City of Waupun

(PUBLISH June 12, 2019)

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Fee: \$150.00

Paid:

pd 5/30/19

Date:



**CITY OF WAUPUN**

201 E. Main Street

WAUPUN, WISCONSIN 53963

## Conditional Use Permit Application

From:

Signarama (representing Homan)  
(business name or individual)

Property Description and address:

Homan Value Center  
700 W. Main

Conditional Use Requested:

Projecting Sign

Zoning Ordinance Section Involved:

16.11 (2a)

PROJECTING SIGNS SHALL BE PERMITTED ONLY AS CONDITIONAL  
USE IN ALL BUSINESS DISTRICTS

PARCEL ZONED B-2

Date Presented to Plan Commission:

CONDITIONAL USE:

☐ Granted

☐ Denied

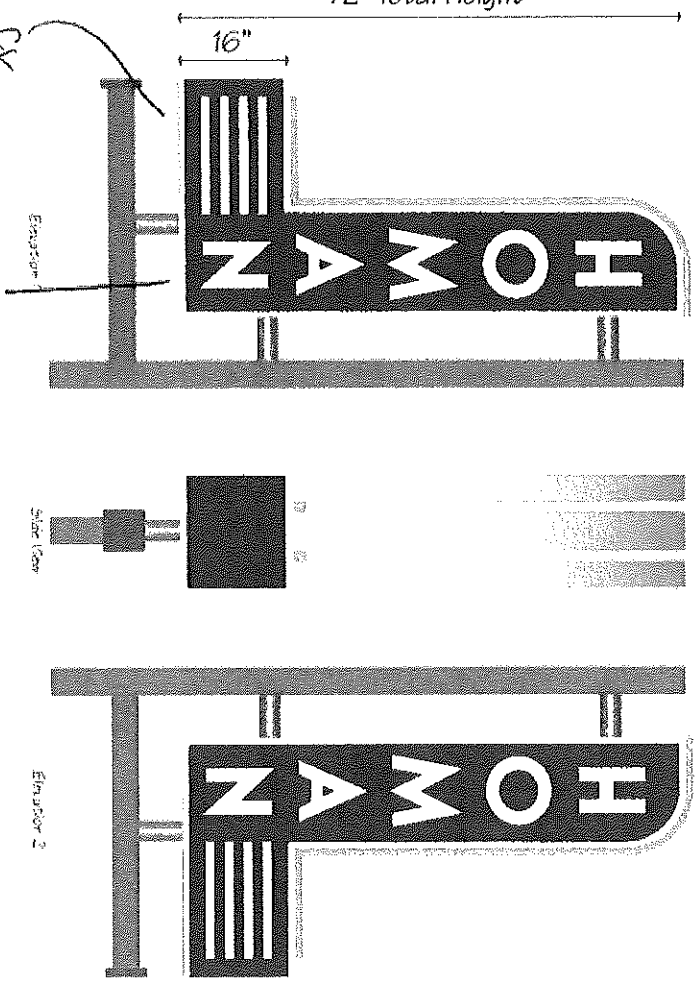
Comments:

Signature of Applicant (s)

34" Total Width  
18" 16" 6"

16" Depth

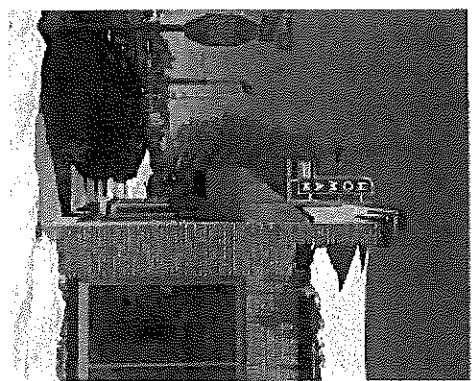
72" Total Height



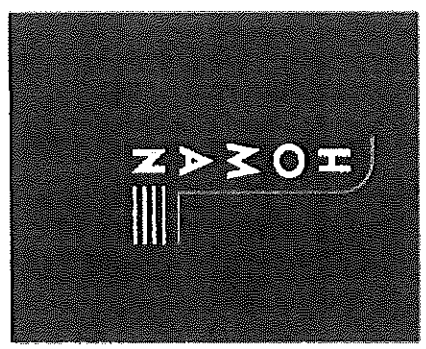
2 Sfg. 8 Sfg. Option 1 - 1:5 Scale

### Specifications

- Homan Value Center - Vintage Projecting Sign
- Custom aluminum cabinet with routed aluminum faces, internal LED lighting, 3" steel tube framing projection mounted from building. (2) strips of white LED border tube mounted on inside of "L".
- Qty: 1



Placement on Building 1:20 Scale  
(Relative Placement)



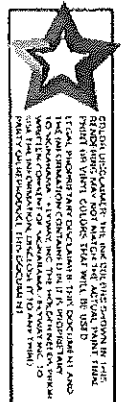
**Signarama**  
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The way to grow your business.  
(920) 921-7181 • 800-201-7553  
N5528 Miranda Way • Fond du Lac, WI 54937  
[www.signarama-fdl.com](http://www.signarama-fdl.com)



Client \_\_\_\_\_  
**Homan Auto Sales**

Project \_\_\_\_\_  
**6860Q Vintage Projecting Sign**

Date: 5/13/2019  
File Name: 6860Q\_Vintage Projecting  
Version: 3  
Page: 1  
Scale: 1:5  
File Drawn By: Travis T.



© 2016  
SIGNARAMA FOND DU LAC  
FLYWAY SIGNS & LIGHTING



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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1. Rob Bartz, at 331 Bly St. to use the middle section of the former Christian Home property as indoor residential storage per section 16.03(3)(d) of the Waupun Municipal Code.
2. Rob Bartz, at 331 Bly St. to use the east side of the former Christian Home property as a commercial kitchen and commercial gathering for non-profit or for profit groups per section 16.03(3)(d) 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 7th day of June, 2019

Susan Leahy  
Zoning Administrator  
City of Waupun

(PUBLISH June 12, 2019)

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Fee: \$150.00 Paid: Date: 6/7/19



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

## Conditional Use Permit Application

From: Rob Bartz  
(business name or individual)

Property Description and address:

331 Bly Street - 3 phase redevelopment project  
as outlined in attached

Conditional Use Requested:

Middle Section of Campus (60-unit nursing home)  
Convert to indoor storage incidental to residential. Allow  
rental of personal storage space with following conditions:  
1. No commercial storage permitted  
2. Shut off all water to rooms & close off all bathrooms so not  
accessible  
3. Doors reinforced with locks & main access doors coded for ~~exit~~ controlled  
Zoning Ordinance Section Involved: entrance  
16.03 (3) (d)

Date Presented to Plan Commission: 6/19/19

CONDITIONAL USE: ☐ Granted ☐ Denied

Comments:

Contingent on Rob Bartz purchasing property for proposed  
use as outlined.

Signature of Applicant (s)

## Redevelopment Plan Overview

Former Christian Home Site  
331 Bly Street  
Waupun, WI 53963

### Current Zoning: R3

**Status of Building:** Recently vacated and listed for sale; City has worked with several developers to determine a new use for the building but has yet to identify any that are able to determine viable use for middle section of campus. Seller has restrictions on the purchase that prevent medical staff from operating the facility as a care facility. The building has a full sprinkler system and has fire doors/walls installed.

**Rationale:** The proposed use will add the facility to the City's tax role (currently tax exempt) and provide needed affordable housing options in the city. The commercial kitchen is a unique feature that has the potential to foster entrepreneurial development in the community and/or support the need for a larger gathering space for groups like the senior center or caterers.

**Proposed Project:** 3 projects are being considered for the site of the former Christian Home and Rehabilitation Center, located at 331 Bly Street, Waupun, WI as follows:

1. West Side of Campus: Former Assisted Living Center with 24 unit apartments.
  - Maintain as senior living / efficiency apartments
  - Refinish existing apartments with new kitchen cabinets, granite countertops, new flooring and paint
  - Install full-sized refrigerator and stoves
  - Target rent: \$500 per month including heat for studio and \$600 including heat for 1 bedrooms
  - Potential to build additional units in the south side of the wing, eliminating things like the chapel, gathering space, and library.
2. Middle Section of Campus: Former 60 unit nursing home:
  - Convert to indoor storage units
  - Storage use is incidental to multi-family with tenants utilizing storage space
  - Additional units would be rented from outside tenants for personal storage
  - No commercial storage would be permitted
  - Shut off all water to rooms and close off all bathrooms so not accessible for use
  - Doors reinforced with locks for customers to have easy access
  - Main access door would be coded for customer access to storage units
3. East Side of Campus: Former kitchen/dining hall for nursing home.
  - Commercial kitchen and hall closed off from other buildings according to code
  - Space would be leased / rented to tenant
  - Commercial kitchen would support gathering for small groups and commercial food and/or catering production

## **Redevelopment Plan Overview**

Former Christian Home Site  
331 Bly Street  
Waupun, WI 53963

**Request:** We are seeking feedback on the proposed plan. As part of this discussion, the developer will be seeking a conditional use in R3 zoning to allow projects 2 and 3 based on the following conditions:

1. Storage for middle section of campus based on the following conditions:
  - No commercial use; individual/personal storage use only
  - Exterior of building must be maintained residential and appear to blend into the surrounding neighborhood
2. Commercial Kitchen and Gathering space based on the following conditions:
  - For profit or non-profit group or club use
  - Noise levels for a residential neighborhood are maintained at a minimum and appropriate level for a residential neighborhood
  - Normal hours of operation will be maintained between 8 a.m. and 11 p.m.
  - Adequate parking can be established to support proposed use (finalized through building inspector authorization once tenant is determined)





CITY OF WAUPUN BUILDING INSPECTOR  
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(PUBLISH June 12, 2019)

---

Fee: \$150.00

Paid:

Date:

6/7/19



## CITY OF WAUPUN

201 E. Main Street

WAUPUN, WISCONSIN 53963

# Conditional Use Permit Application - continued.

From:

Rob Bartz

(business name or individual)

Property Description and address:

331 Bly Street - 3 phase redevelopment project  
as outlined (continued)

Conditional Use Requested:

East side of campus - (former kitchen / dining hall)  
convert to commercial kitchen & commercial gathering of  
with following conditions:

1. Noise level maintained to minimum and appropriate for residential neighborhood.
2. Normal hours of operation maintained between 8am & 11pm.
3. Adequate parking to identified & approved by building inspector prior to occupancy.

Zoning Ordinance Section Involved:

16.03(3)(d)

Date Presented to Plan Commission:

6/19/19

CONDITIONAL USE:

☐ Granted

☐ Denied

Comments:

Contingent on Rob Bartz purchasing property for  
proposed use as outlined.

Signature of Applicant (s)

## Redevelopment Plan Overview

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## **Redevelopment Plan Overview**

Former Christian Home Site

331 Bly Street

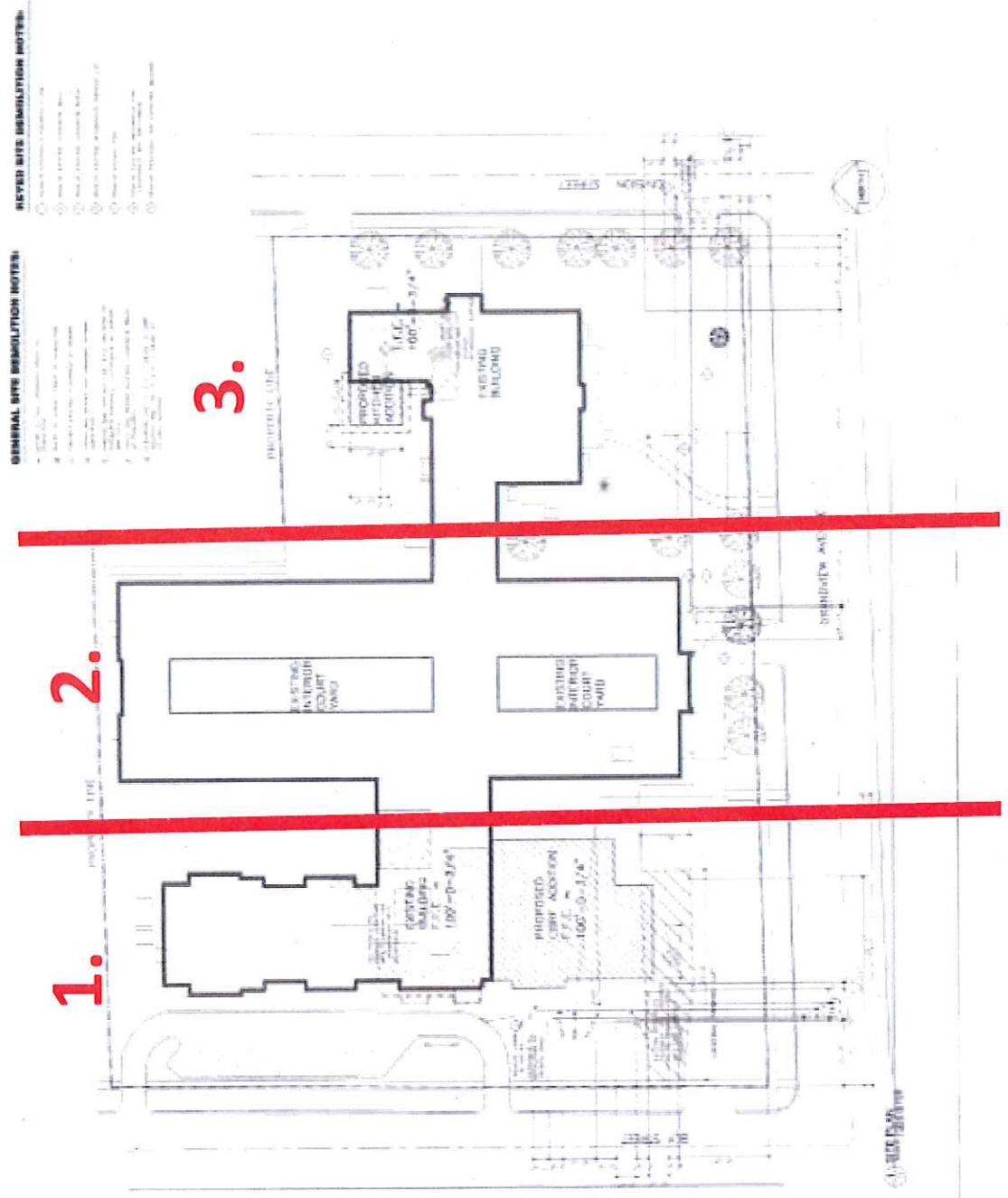
Waupun, WI 53963

**Request:** We are seeking feedback on the proposed plan. As part of this discussion, the developer will be seeking a conditional use in R3 zoning to allow projects 2 and 3 based on the following conditions:

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  - Adequate parking can be established to support proposed use (finalized through building inspector authorization once tenant is determined)



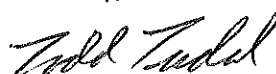
# Proposed Redevelopment Former Christian Home & Rehabilitation Center



Waupun site plan review:

Insight FS, a division of GROWMARK, Inc. requests a height variance in order to construct new grain handling equipment in the Southwest portion of our property. Equipment will include an open-air grain receiving pit, a grain dryer, a tower which will house 2 grain legs, and a storage bin. A concrete motor control center is also planned but falls well below maximum height code at 12 feet. Necessary drawings showing height of individual equipment and an overhead view of property showing proposed construction location is included.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Tesdal". The signature is fluid and cursive, with the first name "Todd" and last name "Tesdal" clearly distinguishable.

Todd Tesdal  
Grain Dept. Manager  
Insight FS



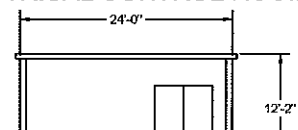
MODEL 36 DRY LEG, 7,000 BPH  
161 FT. HEIGHT ABOVE GRADE  
14' X 14' X 151' HIGH SUPPORT  
TOWER ABOVE GRADE

MODEL 42, 14,000 BPH RECEIVING LEG  
163 FT OVERALL HEIGHT ABOVE GRADE

36 FT X 20' RING WET TANK  
FAR SIDE NOT SHOWN.

ZIMMERMAN MODEL 3531T TOWER DRYER  
88 FT HEIGHT ABOVE GRADE

ELECTRICAL CONTROL ROOM



MODEL 42, 14,000 BPH RECEIVING LEG  
163 FT. OVERALL HEIGHT ABOVE GRADE

MODEL 36 DRY LEG, 7,000 BPH  
161 FT. HEIGHT ABOVE GRADE.

14' X 14' X 151' HIGH SUPPORT TOWER

ZIMMERMAN MODEL 3531T TOWER DRYER  
88 FT HEIGHT ABOVE GRADE

36' X 20 RING WET TANK  
45,711 BUSHELS MAX CAPACITY  
68' HIGH ABOVE GRADE

EXISTING BROCK  
72' TANK

EXISTING FILL CONVEYOR /  
CATWALK

907.5

NOTES:

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FACILITY PLANNING & SUPPLY DIV.  
P.O. BOX 2500 • BLOOMINGTON, IL 61702

PROJECT:

INSIGHT FS, A DIVISION OF GROWMARK,  
GRAIN ELEVATOR EXPANSION PROJECT  
WAUPUN, WI

SHEET TITLE:

ELEVATION VIEW #2 DRYER, LEG, TOWER, TANK WAUP

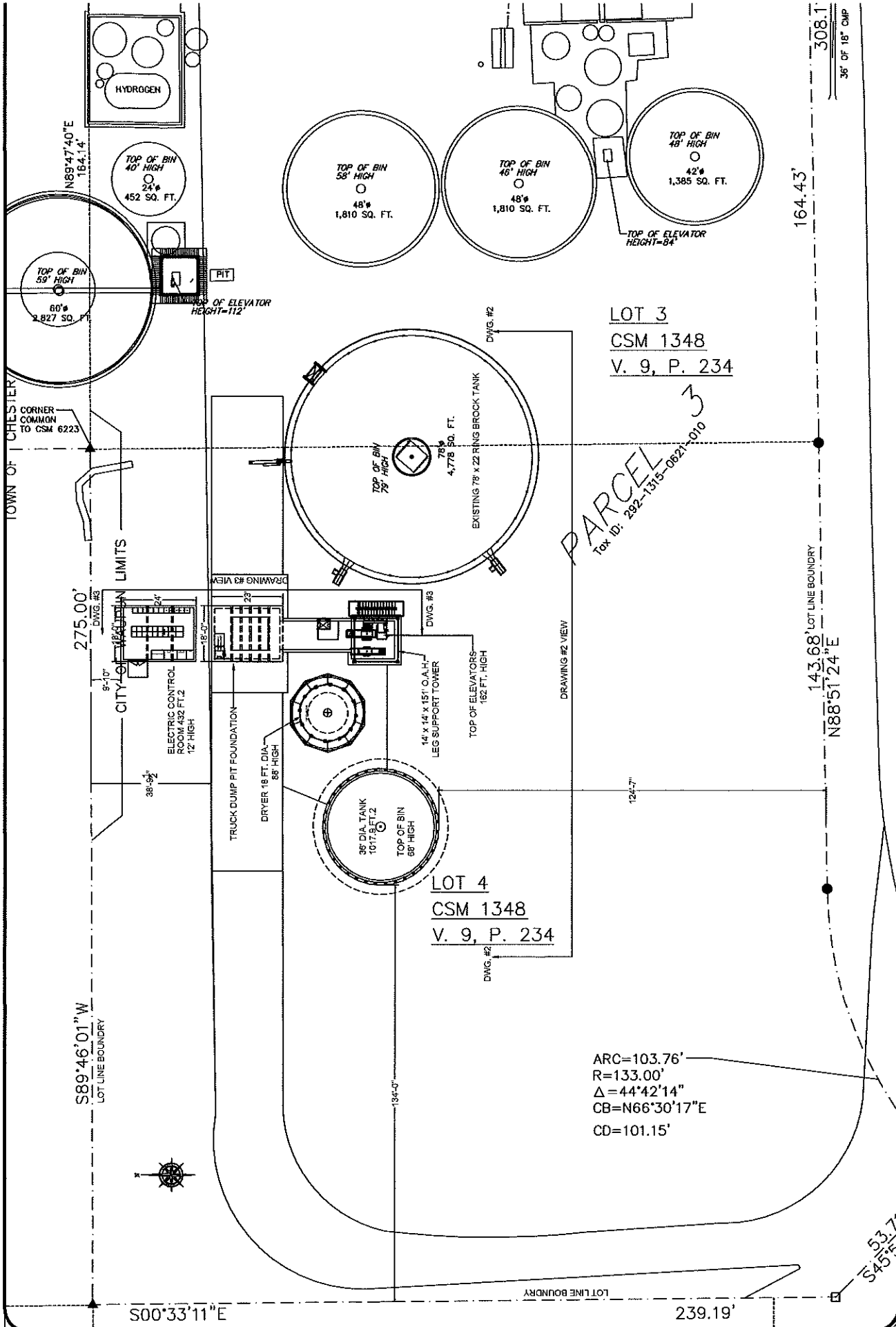
NO.

REVISION DESCRIPTION

DATE

BY

DWG. FILE



**PROJECT:**  
INSIGHT FS, A DIVISION OF GROWMARK,  
GRAIN ELEVATOR EXPANSION PROJECT  
WAUPUN, WI

**PROJECT:**  
CSM 1348  
V. 9, P. 234

**PARCEL**  
Tax ID: 292-1315-0621-010

DWG. FILE  
WAU

SHEET TITLE  
OVERALL SITE PLAN

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