



A G E N D A
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, February 19, 2020 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)*

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

CONSIDERATION - ACTION

- [1.](#) Approve minutes of the January 15, 2020 meeting.
- [2.](#) Site Plan Review - 412 Shaler Dr - Dentistry of Wisconsin.
- [3.](#) Housing Study and Needs Analysis

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.



(D R A F T) M I N U T E S
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, January 15, 2020 at 4:45 PM

CALL TO ORDER

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

ROLL CALL

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

Member Excused: Derek Drews

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

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 February 19, 2020 at 4:45 pm.

CONSIDERATION - ACTION

1. Approve Minutes of the December 18, 2019 meeting. Motion by Lueck, seconded by Medema to approve the minutes of the December 18, 2019 meeting as presented. Motion carried, unanimously.
2. Public Hearing - Conditional Use Permit Application for Frens Automotive at 25 E Main St. to operate a car dealership per section 16.04(2)(d)(vi) of the Waupun Municipal Code.

Levi and Jenna Frens appeared and discussed their plan for their proposed business. They also submitted a narrative explaining their companies overview, inventory, and repairs, hours of operation, and their future objectives and a site plan. Their lot would hold about 6-10 vehicles for sale. The existing sign on the premises will be reduced in dimension and the Shell logo will be removed. The former canopy, gas pumps, and tanks have been removed. The western two bays will be used by the owners existing wrecker and towing business.

Existing lighting will be used. They may put a yard light on the top of the building. The committee raised concern about the existing vehicles presently parked in the Vision Corner of Drummond St. and E. Main St. which is presently a traffic hazard at this intersection. Jeff Daane indicated he would mark off the vision corner for them so that area would be open to see oncoming traffic from the west.

No further information was presented at the hearing and the committee had no further questions so Chairman Nickel declared the hearing closed and called for a motion to act on this request for a Conditional Use Permit.

Motion by TerBeest, seconded by Matoushek that the proposed used car lot at this location will not be detrimental to the adjoining land use and would be an appropriate use for this site, will not create a traffic hazard if the required vision triangle is adhered to, that the proposed use will not hinder development in the area and will not cause undesirable levels of noise or light in the immediate area and will not cause property values to measurably decline and we therefore grand a Conditional Use Permit to Frens Automotive LLC in accordance with Section 16.04(2)(d)(vi) of the Waupun Municipal Code and in accordance with the Narrative and site plan submitted with said Conditional Use Permit.

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

3. Certified Survey Map review for parcel WPN-14-15-99-HF-295-00

Jeff Butzke, surveyor for Compass Surveying LLC appeared and explained the need for a CSM for Joseph and Alyssa Priebe, Lot 29 Hazelton Heights and the unplatted lands. Mr. Butzke noted that the Priebe's wish to add 30' to the north dimension of their lot (29). These lands are presently unplatted. Susan Leahy said some minor corrections to setback lines, etc. have been corrected, however it was noted tonight that the street name on the CSM is noted as Summer St., however it is Summer Ave. and that needs to be corrected prior to recording.

Motion by Medema, seconded by TerBeest to file a favorable recommendation to the City Council for the CSM of Joseph and Alyssa Priebe and known as Lot 29 of Hazelton Heights and part of the SW 1/4 of the NW 1/4, Section 32, T14N R15E, City of Waupun, Fond du Lac County, Wisconsin.

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

4. Site Plan Review - 433 E Main St.

The applicant is proposing an approximately 16' x 24' addition on the rear of their bar structure. It would have a 6' x 6'8" overhead door. It will be used for storage of equipment for his bar business and also for a smoking area for his customers, who smoke as smoking is not allowed in the bar. The structure would have three windows on the dimension facing the outside stairs. BJ DeMaa, City Fire Chief viewed the site and has no problems with the proposed addition.

Motion by Matoushek, seconded by Nickel to approve this site plan for the addition to the rear of the "Our Bar" at 433 E. Main St.

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

ADJOURNMENT

Motion by Medema, seconded by Nickel to adjourn the meeting. Motion carried, meeting adjourned at 5:06 pm.

Fred Lueck
Secretary



100 Camelot Drive Fond du Lac, WI 54935
Office: 920.926.9800 Fax: 920.926.9801
www.excelengineer.com

LETTER OF TRANSMITTAL

City of Waupun
201 E. Main Street
Waupun, WI 53963

JOB NUMBER : 1952740 JANUARY 31, 2020
ATTN: TRISTA STEINBACH
REGARDING: DENTISTRY OF WISCONSIN
SITE PLAN SUBMITTAL

WE ARE SENDING YOU THE ATTACHED

VIA: <input type="checkbox"/> Mail <input type="checkbox"/> Website <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> UPS <input type="checkbox"/> Next Day UPS a.m. <input type="checkbox"/> Next Day UPS p.m. <input type="checkbox"/> DELIVERED <input type="checkbox"/> PICKED UP	FORMAT <input type="checkbox"/> 8 1/2 x 11 Plans <input type="checkbox"/> 11 x 17 Plans <input type="checkbox"/> Half size Plans <input checked="" type="checkbox"/> Full size Plans <input type="checkbox"/> CD	ELECTRONIC FILES <input type="checkbox"/> .dwg Autocad 2002 <input type="checkbox"/> .dwg Autocad 2004 <input type="checkbox"/> .plt files <input checked="" type="checkbox"/> .pdf files <input type="checkbox"/> .tiff files <input type="checkbox"/> Other
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COPIES	DATE	NUMBER	DESCRIPTION
1	01/28/20		Signed SWM Permit Application
1	01/28/20	077420	Submittal Fee (\$100, Payable to City of Waupun)
1	01/29/20		Sealed Stormwater Management Report
4	01/31/20	FULL	Sealed Civil Plans (C0.1-C2.0), Floor Plans, Elevations, Dumpster Detail
4		FULL	PXP
4			Colored Elevations

THESE ARE TRANSMITTED as checked below:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> For approval | <input type="checkbox"/> FOR BIDS DUE ON | <input type="checkbox"/> Returned for corrections |
| <input type="checkbox"/> For your use | <input type="checkbox"/> Approved as submitted | <input type="checkbox"/> For review and comment |
| <input type="checkbox"/> As requested | <input type="checkbox"/> Approved as noted | |

REMARKS: Please accept the enclosed documents for the Plan Commission Meeting on February 19, 2020 at 4:45 PM. Please note that the SWM Report was also to MSA on January 29, 2020. Please contact me with any questions. Thank you.

SIGNED: _____

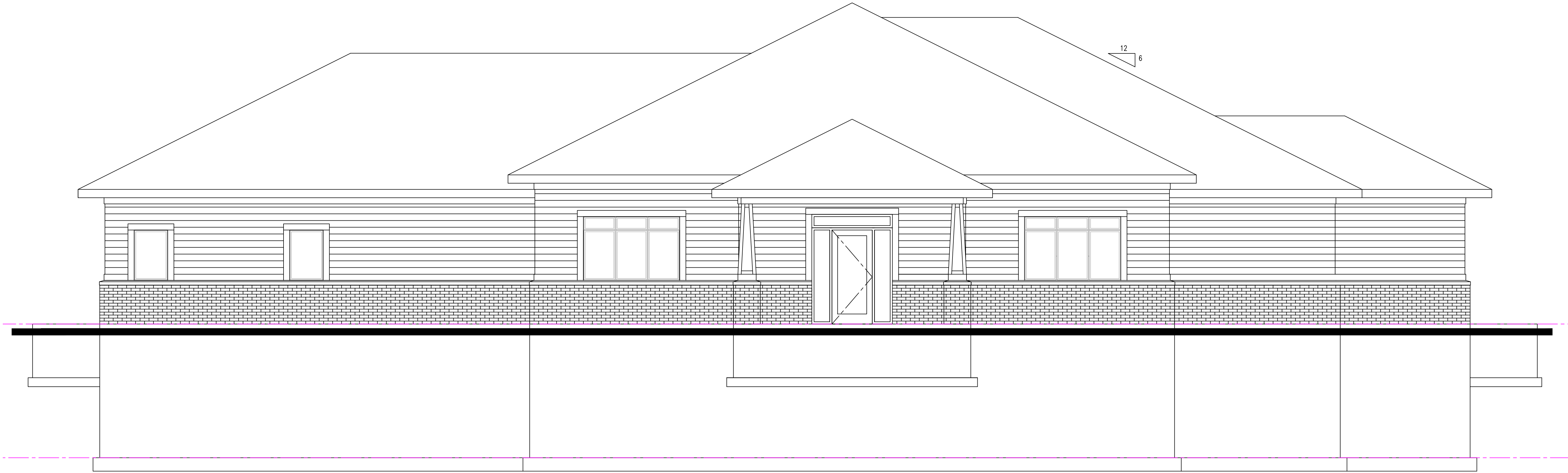
COPY TO : Grant Duchac, P.E., Sr. Engineer
Derek Metzger, Robert Metzger, Lisa Ziorgen-Dentistry of Wisconsin
Jeff Daane-City of Waupun
Martin Sell-RKETEK
Matt Mrochinski-Excel

WE ARE SENDING YOU:

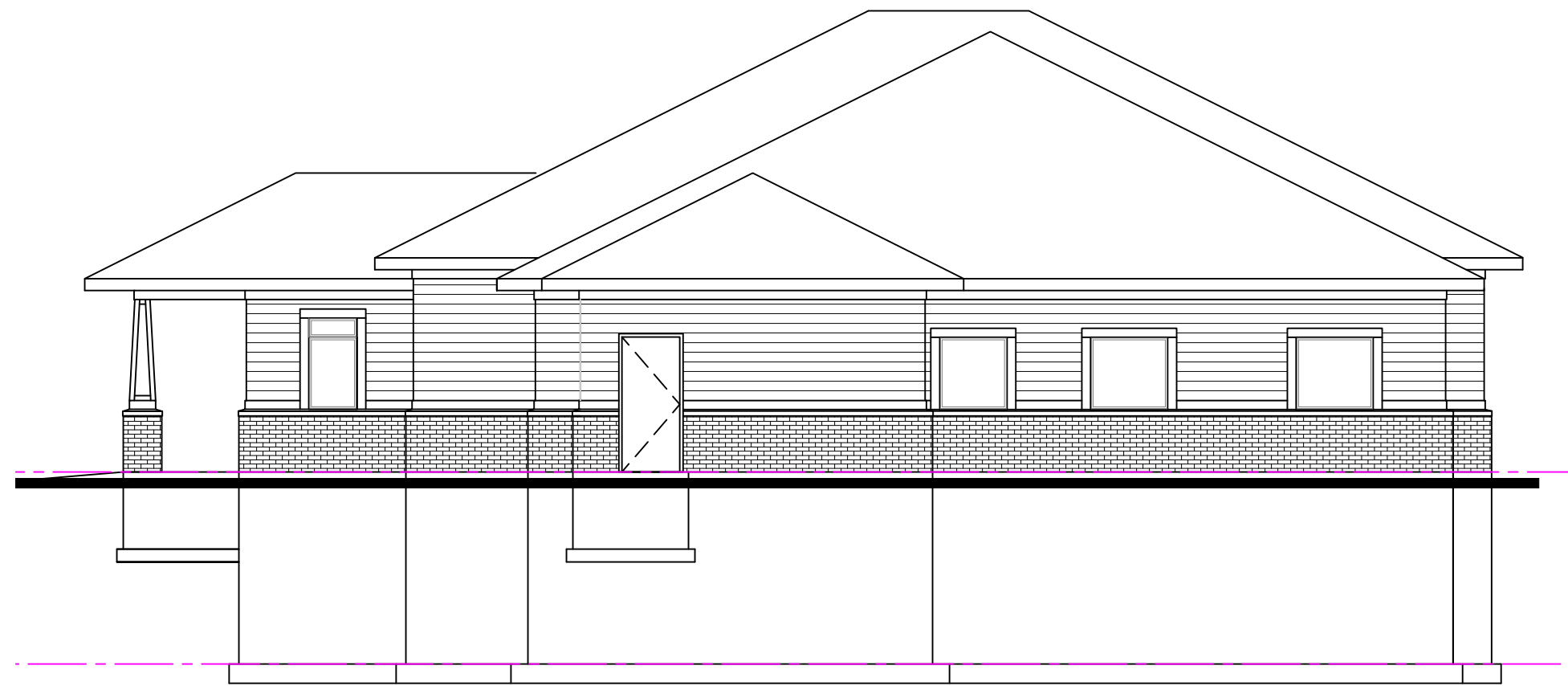
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FORMAT <input type="checkbox"/> 8 1/2 x 11 Plans <input type="checkbox"/> 11 x 17 Plans <input type="checkbox"/> Half size Plans <input type="checkbox"/> Full size Plans <input type="checkbox"/> CD		
ELECTRONIC FILES <input type="checkbox"/> .dwg AutoCAD 2002 <input type="checkbox"/> .dwg AutoCAD 2004 <input type="checkbox"/> .plt files <input checked="" type="checkbox"/> .pdf files <input type="checkbox"/> .tiff files <input type="checkbox"/> Other		

If enclosures are not as noted, please notify us at once.

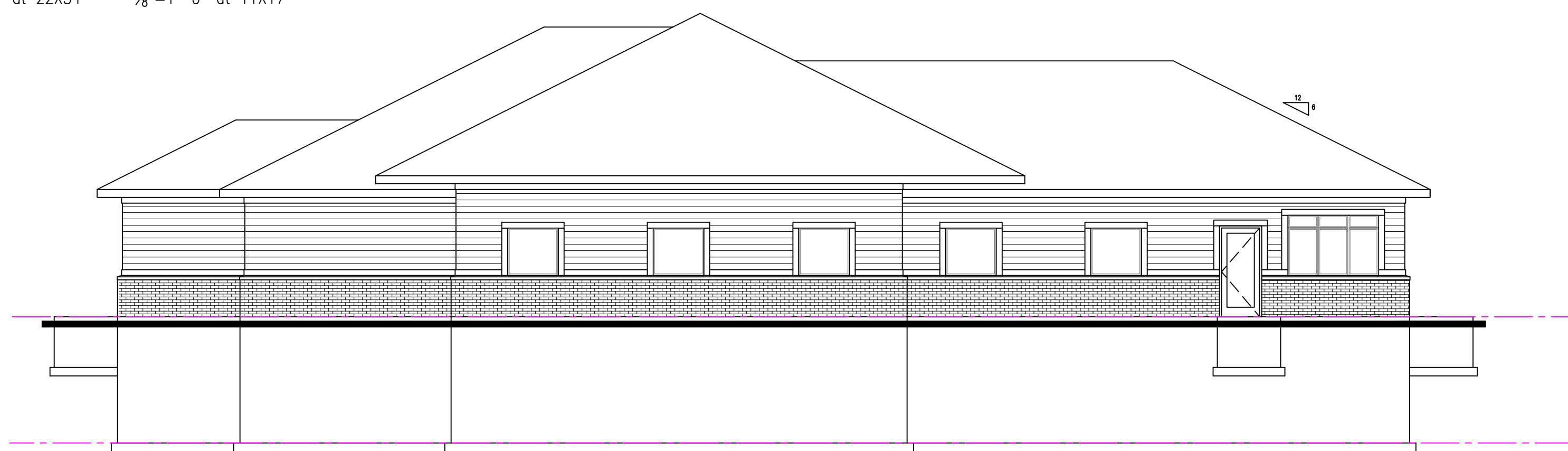




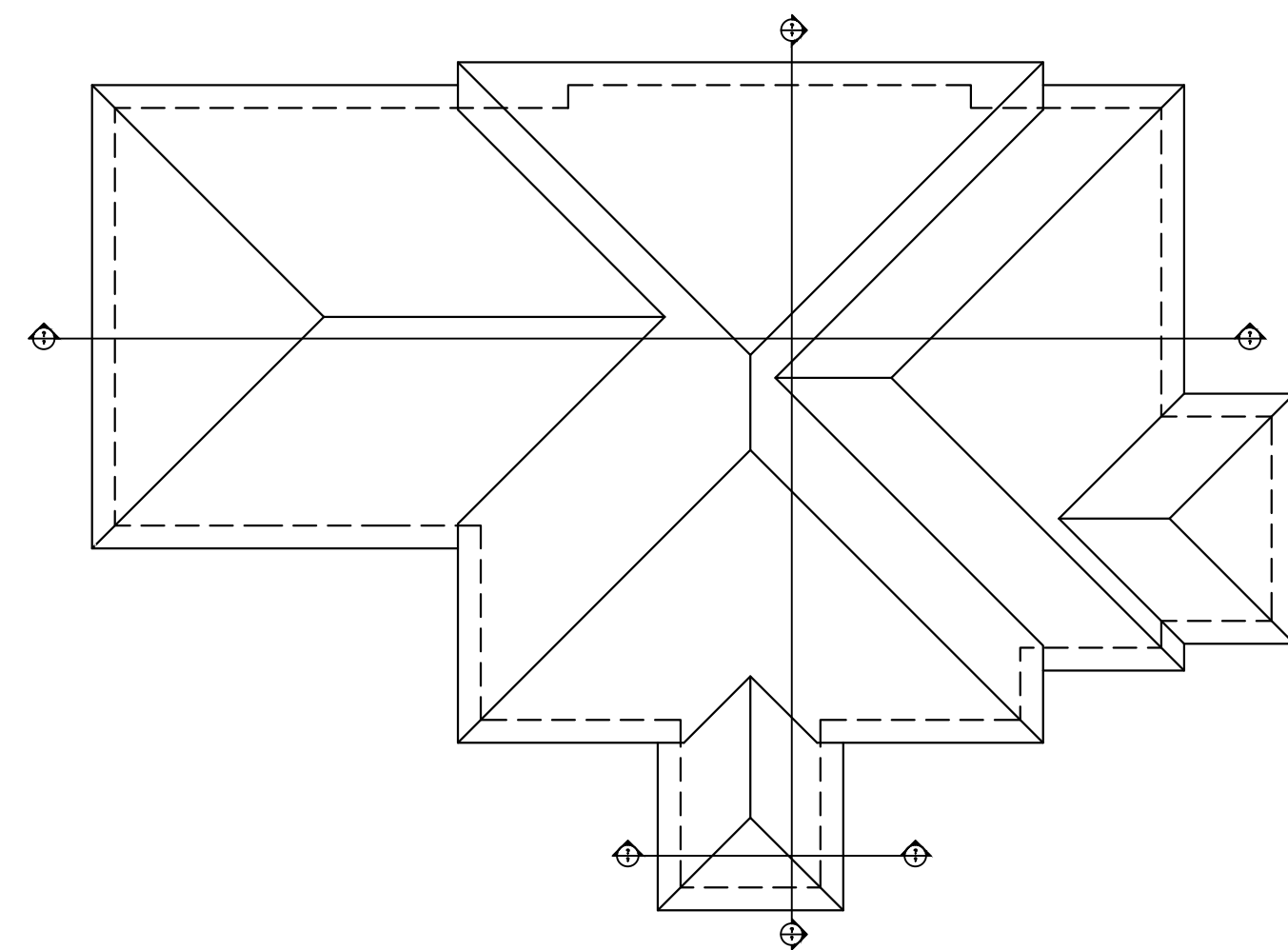
EAST ELEVATION
 $\frac{1}{4}"=1'-0"$ at 22X34 $\frac{1}{8}"=1'-0"$ at 11X17



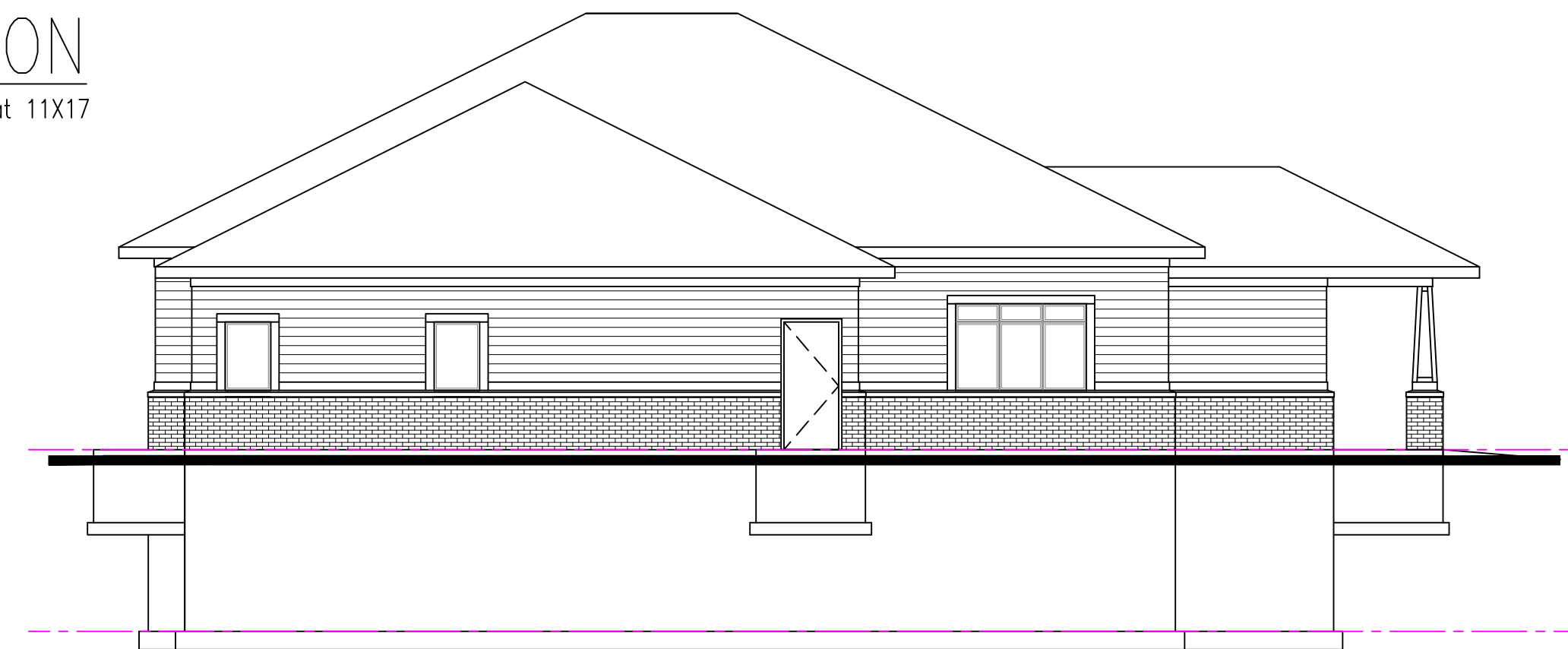
NORTH ELEVATION
 $\frac{1}{8}"=1'-0"$ at 22X34 $\frac{1}{6}"=1'-0"$ at 11X17



WEST ELEVATION
 $\frac{1}{4}"=1'-0"$ at 22X34 $\frac{1}{8}"=1'-0"$ at 11X17



ROOF PLAN
 $\frac{1}{6}"=1'-0"$ at 22X34



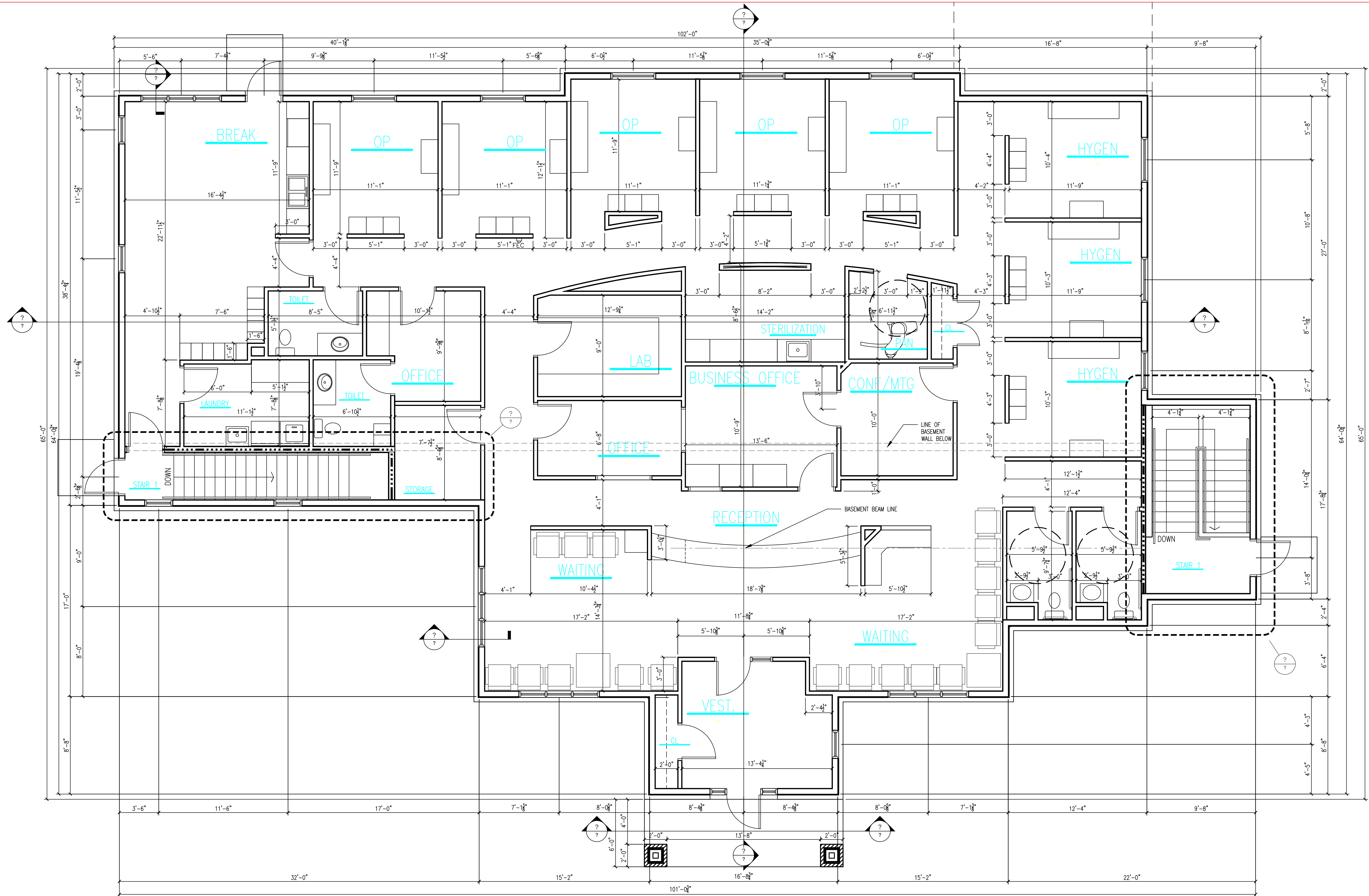
SOUTH ELEVATION
 $\frac{1}{8}"=1'-0"$ at 22X34 $\frac{1}{6}"=1'-0"$ at 11X17



RKETEK.COM, LLC
P.O. Box 55 Beaver Dam, WI 53916
Phone: (920) 219-9666

PROJECT No. xxxx RKxxx	DATE:	SCALE: $\frac{1}{4}"=1'-0"$
BY	REVISION	DATE
FILE No.		
SHEET		


Dentistry of Wisconsin
Description
E. LINCOLN STREET & SHALER DRIVE
WAUPON, WI 53953



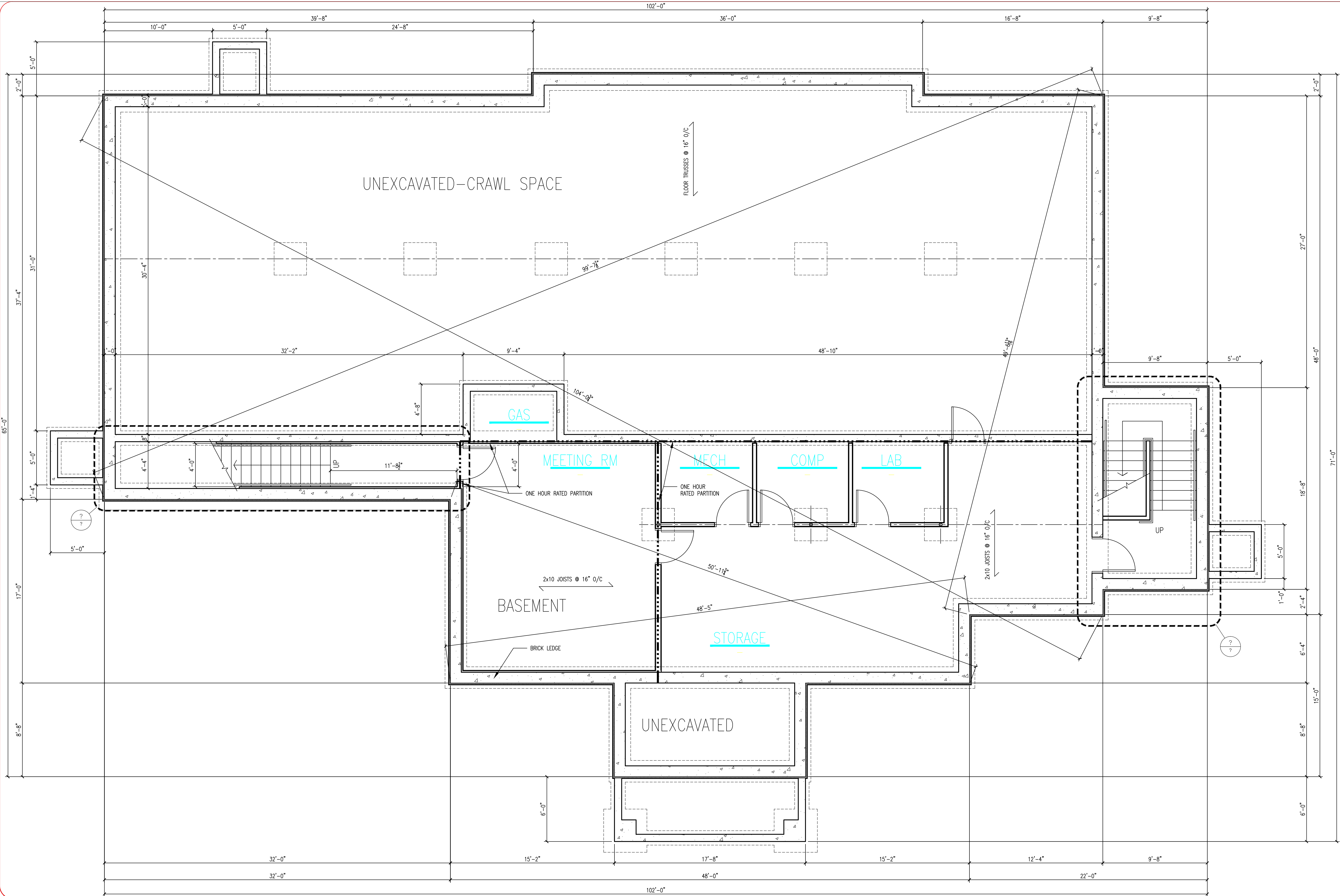
FIRST FLOOR PLAN

1/4"=1'-0" at 22X34 1/8"=1'-0" at 11X17

Project Name Description Address	DRAWN BY: CHECKED BY:	PROJECT No. xxxx RKxxx DATE: SCALE:	No. DATE	DATE	REVISION	BY	RKETEK.COM, LLC P.O. Box 55 Beaver Dam, WI 53916 Phone: (920) 219-9666



design • development • construction management



Project Name
Description
Address

File No.
SHEET

PROJECT No. **xxxx Rxxxx**
DATE:
SCALE:

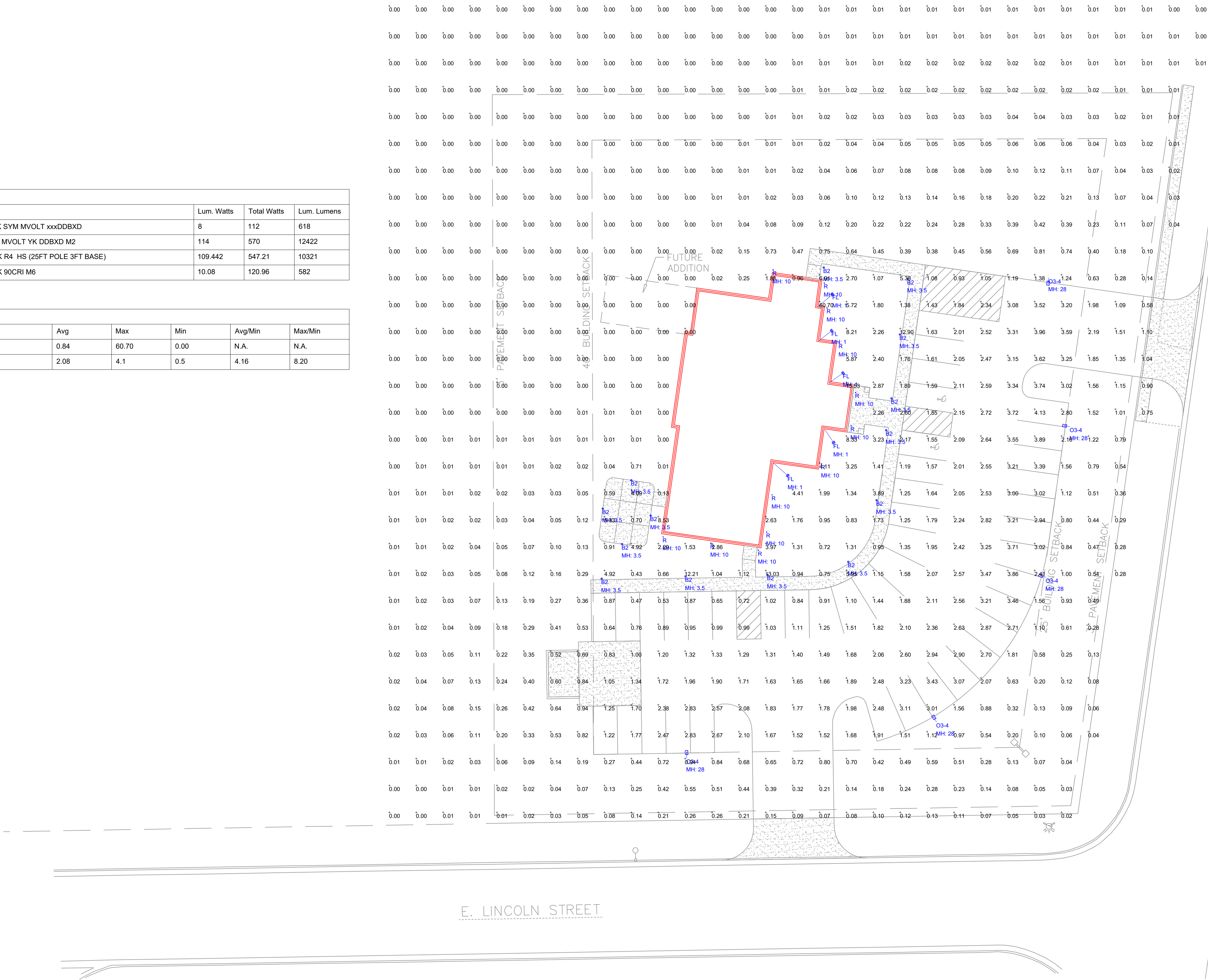
No.
DATE
REVISION
BY



RKETEK.COM, LLC
P.O. Box 55 Beaver Dam, WI 53916
Phone: (920) 219-9666

Luminaire Schedule								
Qty	Label	Arrangement	LLF	MFR	Description	Lum. Watts	Total Watts	Lum. Lumens
14	B2	SINGLE	0.900	LITHONIA	RADB LED P2 xxK SYM MVOLT xxxDDBXD	8	112	618
5	FL	SINGLE	0.900	LITHONIA	OFL2 LED P2 xxK MVOLT YK DDBXD M2	114	570	12422
5	O3-4	SINGLE	0.900	LITHONIA	RSX1 LED P3 xxK R4 HS (25FT POLE 3FT BASE)	109.442	547.21	10321
12	R	SINGLE	0.900	LITHONIA	65BEMW LED 40K 90CRI M6	10.08	120.96	582

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
AT GRADE	Illuminance	Fc	0.84	60.70	0.00	N.A.	N.A.
PARKING AREA	Illuminance	Fc	2.08	4.1	0.5	4.16	8.20



REVISIONS					#	DATE	COMMENTS

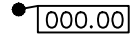

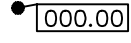

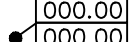

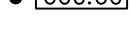

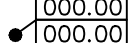

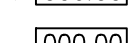

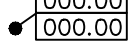


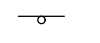














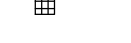
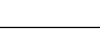
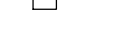
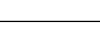

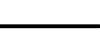

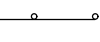

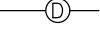




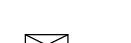
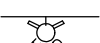









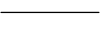
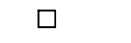

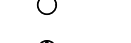


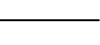

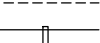




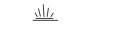



DRAWN BY : AD	DATE : JAN 20, 2020	SCALE : 1"= 20'- 0"

DENTISTRY OF WISCONSIN		WAUPUN, WISCONSIN	LIGHTING LAYOUT

NEW DENTAL OFFICE FOR: DENTISTRY OF WISCONSIN

WAUPUN, WISCONSIN

LEGEND

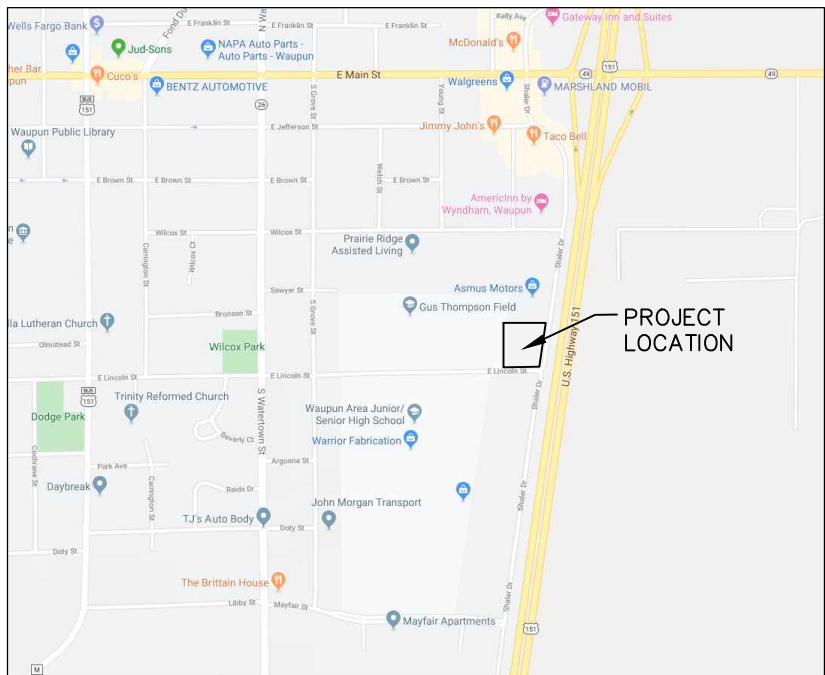
	PROPOSED SPOT ELEVATIONS (FLOW LINE OF CURB UNLESS OTHERWISE SPECIFIED)		EXISTING CONIFEROUS TREE
	EXISTING GRADE SPOT ELEVATIONS		EXISTING SHRUB
	PROPOSED SPOT ELEVATIONS (TOP OF RETAINING WALL, TOP OF SURFACE GRADE AT BOTTOM OF WALL)		EXISTING STUMP
			SOIL BORING
	PROPOSED SPOT ELEVATIONS (TOP OF CURB, BOTTOM OF CURB)		EXISTING WELL
			PROPOSED WELL
	PROPOSED SPOT ELEVATIONS (TOP OF WALK, BOTTOM OF WALK)		EXISTING LIGHT POLE
	EXISTING WATER VALVE IN BOX		EXISTING SIGN
	PROPOSED WATER VALVE IN BOX		EXISTING HANDICAP PARKING STALL
	EXISTING WATER VALVE IN MANHOLE		PROPOSED HANDICAP PARKING STALL
	EXISTING WATER SERVICE VALVE		EXISTING GAS VALVE
	EXISTING TELEPHONE MANHOLE		EXISTING WOODED AREA
	EXISTING STORM CATCH BASIN		EXISTING HEDGE
	PROPOSED STORM CATCH BASIN - ST CB		EXISTING CHAINLINK FENCE
	PROPOSED STORM FIELD INLET - ST FI		EXISTING WOOD FENCE
	EXISTING SQUARE CATCH BASIN		EXISTING BARBED WIRE FENCE
	EXISTING STORM CURB INLET		PROPERTY LINE
	PROPOSED STORM CURB INLET - ST CI		EXISTING GUARD RAIL
	EXISTING UTILITY POLE		EXISTING STORM SEWER AND MANHOLE
	EXISTING UTILITY POLE WITH GUY WIRE		PROPOSED STORM SEWER AND MANHOLE - ST MH
	EXISTING STREET LIGHT		EXISTING SANITARY SEWER AND MANHOLE
	EXISTING TELEPHONE PEDESTAL		PROPOSED SANITARY SEWER AND MANHOLE - SAN MH
	EXISTING ELECTRIC PEDESTAL		EXISTING WATER LINE AND HYDRANT
	EXISTING ELECTRIC BOX		PROPOSED WATER LINE AND HYDRANT
	EXISTING CABLE TV PEDESTAL		EXISTING OVERHEAD UTILITY LINE
	PROPOSED DRAINAGE FLOW		EXISTING UNDERGROUND FIBER OPTIC LINE
	1-1/4" REBAR SET WEIGHING 4.30 LB/FT.		EXISTING UNDERGROUND ELECTRIC CABLE
	3/4" REBAR SET WEIGHING 1.50 LB/FT.		EXISTING UNDERGROUND TELEPHONE CABLE
	1-1/4" REBAR FOUND		EXISTING UNDERGROUND GAS LINE
	3/4" REBAR FOUND		PROPOSED CURB AND GUTTER
	2" IRON PIPE FOUND		EXISTING CURB AND GUTTER
	1" IRON PIPE FOUND		GRADING/SEEDING LIMITS
	EXISTING FLOOD LIGHT		RIGHT-OF-WAY LINE
	SECTION CORNER		PROPERTY LINE
	EXISTING MARSH AREA		RAILROAD TRACKS
	EXISTING DECIDUOUS TREE WITH TRUNK DIAMETER		EXISTING GROUND CONTOUR

CIVIL SHEET INDEX

SHEET	SHEET TITLE
C0.1	CIVIL COVER AND SPECIFICATION SHEET
C1.0	EXISTING SITE AND DEMOLITION PLAN
C1.1	SITE PLAN
C1.2	GRADING AND EROSION CONTROL PLAN
C1.3	UTILITY PLAN
C1.4	LANDSCAPE PLAN
C2.0	DETAILS



TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN
**CALL DIGGERS HOTLINE
1-800-242-8511**
TOLL FREE
TELEFAX (414) 250-0947
TDD (FOR THE HEARING IMPAIRED) 1-800 542-2289
WISCONSIN STATUTE 182.0175 (1974)
REQUIRES MINIMUM OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE



PROJECT LOCATION MAP

DIVISION 31 EARTH WORK

31 10 00 SITE CLEARING (DEMOLITION)

- CONTRACTOR SHALL CALL DIGGERS HOT LINE AND CONDUCT A PRIVATE UTILITY LOCATE AS REQUIRED TO ENSURE THAT ALL UTILITIES HAVE BEEN LOCATED BEFORE STARTING EXCAVATION. DESIGN ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCIES BETWEEN PLAN AND FIELD CONDITIONS PRIOR TO CONSTRUCTION.
- DEMOLITION PLAN IS AN OVERVIEW OF DEMOLITION. DESIGN ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCIES BETWEEN PLAN AND FIELD CONDITIONS PRIOR TO CONSTRUCTION.
- CONTRACTOR TO PROTECT EXISTING IMPROVEMENTS THAT ARE SCHEDULED TO REMAIN. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAIRED AT CONTRACTORS EXPENSE.
- ALL CONCRETE NOTED TO BE REMOVED SHALL BE REMOVED TO THE NEAREST CONTROL JOINT.

31 20 00 EARTH MOVING

- CONTRACTOR SHALL CALL DIGGERS HOT LINE AND CONDUCT A PRIVATE UTILITY LOCATE AS REQUIRED TO ENSURE THAT ALL UTILITIES HAVE BEEN LOCATED BEFORE STARTING EXCAVATION. DESIGN ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCIES BETWEEN PLAN AND FIELD CONDITIONS PRIOR TO CONSTRUCTION.
- PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT FOR ALL EXCAVATION, GRADING, FILL AND BACKFILL WORK AS REQUIRED TO COMPLETE THE GENERAL CONSTRUCTION WORK. ALL EXCAVATION AND BACKFILL FOR ELECTRICALS AND MECHANICALS ARE THE RESPONSIBILITY OF THE RESPECTIVE CONTRACTOR.
- ALL ORGANIC TOPSOIL INSIDE THE BUILDING AREA UNDER PAVED AREAS, AND AT SITE FILL AREAS SHALL BE REMOVED. POOR FILL SUBGRADES BEFORE PLACING FILL WITH HEAVY PNEUMATIC-TIRED EQUIPMENT, SUCH AS A FULLY-LOADED TANDDEM AXLE DUMP TRUCK, TO IDENTIFY SOFT POCKETS AND AREAS OF EXCESS YIELDING. CONTRACTOR SHALL VERIFY TOPSOIL DEPTHS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REVIEW AND FOLLOW THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT AND ACCOUNT FOR EXISTING CONDITIONS PRIOR TO SUBMITTING BID FOR THE PROJECT. EXCESS MATERIALS SHALL BE REMOVED FROM THE SITE UNLESS OTHERWISE DIRECTED IN THE PLANS OR BY LOCAL ZONING REGULATIONS.
- PLACE AND BACKFILL FILL MATERIAL IN LAYERS TO REQUIRED ELEVATIONS, UNFORMLY MOISTEN OR AERATE SUBGRADE AND EACH SUBSEQUENT FILL OR BACKFILL LAYER BEFORE COMPACTION AS RECOMMENDED TO ACHIEVE SPECIFIED DRY DENSITY. REMOVE AND REPAIR OR SCARP AND AIR DRY, OTHERWISE SATISFACTORY SOIL MATERIAL THAT IS TOO WET TO COMPACT TO SPECIFIED DRY DENSITY.
- PLACE BACKFILL AND FILL MATERIALS IN LAYERS NOT MORE THAN 8" IN LOOSE DEPTH FOR MATERIAL COMPACTED BY HEAVY COMPACTION EQUIPMENT, AND NOT MORE THAN 4" IN LOOSE DEPTH FOR MATERIAL COMPACTED BY HAND-OPERATED TAMPERS.
- COMPACT THE SOIL TO NOT LESS THAN THE FOLLOWING PERCENTAGES OF MAXIMUM DRY DENSITY ACCORDING TO ASTM D 698, STANDARD PRACTICE TEST. FILL MAY NOT BE PLACED ON FROZEN GROUND AND NO FROZEN MATERIALS MAY BE USED FOR BACK FILL. APPLY THE MORE STRINGENT REQUIREMENTS WHEN COMPARING BETWEEN THE FOLLOWING AND THE GEOTECHNICAL REPORTS:
 - UNDER FOUNDATIONS - SUBGRADE, AND EACH LAYER OF BACKFILL OR FILL MATERIAL, TO NOT LESS THAN 98 PERCENT.
 - UNDER INTERIOR SLAB-ON-GRADE WHERE GROUNDWATER IS MORE THAN 3 FEET BELOW THE SLAB - PLACE A DRAINAGE COURSE LAYER OF 3/4" CRUSHED STONE, WITH 5% TO 12% FINES, PER THICKNESS INDICATED ON FOUNDATION PLANS ON PREPARED SUBGRADE. COMPACT THE SUBGRADE AND DRAINAGE COURSE TO NOT LESS THAN 95 PERCENT.
 - UNDER INTERIOR SLAB-ON-GRADE WHERE GROUNDWATER IS NOT MORE THAN 3 FEET BELOW THE SLAB - PLACE A DRAINAGE COURSE LAYER OF CLEAN 3/4" CRUSHED STONE, WITH NO MORE THAN 5% FINES, PER THICKNESS INDICATED ON FOUNDATION PLANS ON PREPARED SUBGRADE. COMPACT THE SUBGRADE AND DRAINAGE COURSE TO NOT LESS THAN 95 PERCENT.
 - UNDER EXTERIOR CONCRETE AND ASPHALT PAVEMENTS, CONCRETE AND ASPHALT LAYERS OF BACKFILL OR FILL MATERIAL TO NOT LESS THAN 95 PERCENT.
 - UNDER WALKWAYS - COMPACT SUBGRADE AND EACH LAYER OF BACKFILL OR FILL MATERIAL TO NOT LESS THAN 95 PERCENT.
 - UNDER HOT MIX ASPHALT PAVEMENTS - COMPACT SUBGRADE AND EACH LAYER OF BACKFILL OR FILL MATERIAL, TO NOT LESS THAN 85 PERCENT.
- CONTRACTOR SHALL ENGAGE A QUALIFIED INDEPENDENT TESTING AND INSPECTING AGENCY TO PERFORM FIELD TESTS AND INSPECTIONS. IT IS SUGGESTED THAT THE GEOTECHNICAL FIRM USED TO INSPECT THE SUBSURFACE SOIL INVESTIGATION BE ENGAGED FOR THE FIELD QUALITY CONTROL TESTS.
 - ALLOW THE TESTING AGENCY TO TEST AND INSPECT SUBGRADES AND EACH FILL OR BACKFILL LAYER. PROCEED WITH SUBSEQUENT EARTHWORK ONLY AFTER TEST RESULTS FOR PREVIOUSLY COMPLETED WORK COMPLY WITH REQUIREMENTS. PROVIDE ONE TEST FOR EVERY 2000 SQUARE FEET OF PAVED AREA OR BUILDING SLAB, ONE TEST FOR EACH SPREAD FOOTING, AND ONE TEST FOR EVERY 50 LINEAR FEET OF WALL STRIP FOOTING.
 - WHEN THE TESTING AGENCY REPORTS THAT SUBGRADES, FILL OR BACKFILLS HAVE NOT ACHIEVED DEGREE OF COMPACTION (SPECIFIED) SCARP AND MANHOLES SHALL BE REPAIRED. RECONSTRUCT AND RETEST UNTIL SPECIFIED COMPACTION IS OBTAINED.
 - THE BUILDING SITE SHALL BE GRADED TO PROVIDE DRAINAGE AWAY FROM THE BUILDING AS INDICATED ON THE PLANS. SITE EARTHWORK SHALL BE GRADED TO WITHIN 0.10' OF REQUIRED EARTHWORK ELEVATIONS, ASSUMING POSITIVE DRAINAGE IS MAINTAINED IN ACCORDANCE WITH THE GRADING PLAN.

31 30 00 EROSION CONTROL/STORMWATER MANAGEMENT

- THE DESIGN ENGINEER SHALL PREPARE A SITE SPECIFIC EROSION CONTROL AND A STORMWATER MANAGEMENT PLAN PURSUANT TO NR 216.46 AND NR 216.47. THE DESIGN ENGINEER SHALL ALSO FILE A CONSTRUCTION NOTICE OF INTENT WITH THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES (DNR) 216.43 OR TO AN AUTHORIZED LOCAL PROGRAM PURSUANT TO NR 216.415 TO OBTAIN COVERAGE UNDER THE GENERAL WIPERS STORM WATER PERMIT.
- THE CONTRACTOR SHALL KEEP THE NOTICE OF INTENT PERMIT, APPROVED EROSION CONTROL AND STORMWATER MANAGEMENT PLANS, AND PLAN AMENDMENTS ON THE CONSTRUCTION SITE AT ALL TIMES UNTIL PERMIT COVERAGE IS TERMINATED.
- THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL LOCAL EROSION CONTROL PERMITS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MEETING THE MONITORING, MAINTENANCE, AND REPORTING REQUIREMENTS OF NR 216.48. INSPECTIONS OF IMPLEMENTED EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES MUST AT A MINIMUM BE INSPECTED EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A PRECIPITATION EVENT OF 0.5" OR MORE. A PRECIPITATION EVENT MAY BE CONSIDERED TO BE THE TIME OF THE LAST RAINFALL OR PRECIPITATION IN ANY CONTINUOUS 24-HOUR PERIOD. THE CONTRACTOR SHALL REPAIR OR REPLACE EROSION AND SEDIMENT CONTROL AS NECESSARY WITHIN 24 HOURS OF AN INSPECTION OR AFTER A DEPARTMENT NOTIFICATION WHERE REPAIR OR REPLACEMENT IS REQUESTED.
- THE CONTRACTOR SHALL MAINTAIN, AT THE CONSTRUCTION SITE, WEEKLY WRITTEN REPORTS OF ALL INSPECTIONS CONDUCTED. WISCONSIN DNR CONSTRUCTION SITE INSPECTION REPORT FORM 3400-187 SHALL BE USED. WEEKLY INSPECTION REPORTS SHALL INCLUDE ALL OF THE FOLLOWING:
 - THE DATE, TIME, AND EXACT LOCATION OF THE CONSTRUCTION SITE INSPECTION.
 - THE NAME OF THE INDIVIDUAL WHO PERFORMED THE INSPECTION.
 - AN ASSESSMENT OF THE CONDITION OF THE EROSION AND SEDIMENT CONTROLS.
 - A DESCRIPTION OF ANY EROSION AND SEDIMENT CONTROL IMPLEMENTATION AND MAINTENANCE PERFORMED.
 - A DESCRIPTION OF ANY DISTURBING CONSTRUCTION ACTIVITY AT THE CONSTRUCTION SITE.
 - EROSION AND SEDIMENT CONTROL IMPLEMENTED DURING CONSTRUCTION SHALL STRICTLY COMPLY WITH THE GUIDELINES AND REQUIREMENTS SET FORTH IN WISCONSIN ADMINISTRATIVE CODE (VAC) NR 151, THE STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES RUNOFF MANAGEMENT PERFORMANCE STANDARDS. TECHNICAL STANDARDS PUBLISHED BY THE WISCONSIN DNR SHALL ALSO BE UTILIZED TO IMPLEMENT THE REQUIRED PERFORMANCE STANDARDS. THE METHODS AND TYPES OF EROSION CONTROL WILL BE DEPENDENT ON THE LOCATION AND TYPE OF WORK INVOLVED. ALL SEDIMENT CONTROL MEASURES SHALL BE ADJUSTED TO MEET FIELD CONDITIONS AT THE TIME OF CONSTRUCTION, AND INSTALLED PRIOR TO ANY GRADING OR DISTURBANCE OF EXISTING SURFACE MATERIAL BELOW IS A LIST OF EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES TO ACHIEVE THE PERFORMANCE STANDARDS REQUIRED:
 - SILT FENCE SHALL BE PLACED ON SITE AT LOCATIONS SHOWN ON THE EROSION CONTROL PLAN. SILT FENCE SHALL ALSO BE PROVIDED AROUND THE PERIMETER OF ALL SOIL STOCKPILES. FOLLOW PROCEDURES FOUND IN WISCONSIN DNR TECHNICAL STANDARD 1066.
 - DITCH CHECKS SHALL BE PROVIDED TO REDUCE THE VELOCITY OF WATER FLOWING IN DITCH BOTTOMS. PLACE AT LOCATIONS SHOWN ON THE EROSION CONTROL PLAN. FOLLOW PROCEDURES FOUND IN WISCONSIN DNR TECHNICAL STANDARD 1062.
 - STONE TRAPPING PADS SHALL BE PLACED AT ALL CONSTRUCTION SITE ENTRANCES AND SHALL BE INSTALLED PRIOR TO ANY TRAFFIC LEAVING THE CONSTRUCTION SITE. SEE THE EROSION CONTROL PLAN FOR LOCATIONS. THE AGGREGATE USED SHALL BE 3 TO 10 INCH CLEAR OR WASHED 1/2" TO 1 1/2" INCHES. AND AT LEAST 18 INCHES THICK. THE STONE SHALL BE UNDERLAIN WITH A WIDEST TYPE OF GEOTEXTILE FABRIC. THE TRACKING PAD SHALL BE THE FULL WIDTH OF THE EGRESS POINT, AND SHALL BE A MINIMUM OF 50 FEET LONG. SURFACE WATER MUST BE PREVENTED FROM PASSING THROUGH THE TRACKING PAD. FOLLOW PROCEDURES FOUND IN WISCONSIN DNR TECHNICAL STANDARD 1051.
 - STORM DRAIN INLET PROTECTION SHALL BE PROVIDED FOR ALL NEW AND DOWNSTREAM STORM CATCH BASINS AND CURB INLETS. TYPE B OR C PROTECTION SHOULD BE PROVIDED AND SHALL BE IN CONFORMANCE WITH WISCONSIN DNR TECHNICAL STANDARD 1060.
 - DUST CONTROL MEASURES SHALL BE PROVIDED TO REDUCE OR PREVENT THE DUST AND AIR TRANSPORT OF DUST DURING CONSTRUCTION. CONTROL MEASURES INCLUDE APPLYING MULCH TO ESTABLISHING VEGETATION, WATER SPRAYING, SURFACE ROUGHENING, APPLYING POLYMERS, SPRAY-ON TACKLERS, CHLORIDES, AND BARRIERS. SOME SITES MAY REQUIRE AN APPROACH THAT UTILIZES A COMBINATION OF MEASURES FOR DUST CONTROL. FOLLOW PROCEDURES FOUND IN WISCONSIN DNR TECHNICAL STANDARD 1066.
 - THE USE, STORAGE AND DISPOSAL OF CHEMICALS, CEMENT, AND OTHER COMPOUNDS AND MATERIALS USED ON SITE SHALL BE MANAGED DURING THE CONSTRUCTION PERIOD TO PREVENT THEIR TRANSPORT BY RUNOFF INTO WATERS OF THE STATE.
 - CONTRACTOR SHALL PROVIDE AN OPEN AGGREGATE CONCRETE TRUCK WASHOUT AREA ON SITE. CONTRACTOR TO ENSURE THAT CONCRETE WASHOUT SHALL BE CONTAINED TO THIS DESIGNATED AREA AND NOT BE ALLOWED TO RUN INTO STORM INLETS OR INTO THE OVERLAND STORMWATER DRAINAGE SYSTEM. WASHOUT AREA SHALL BE REMOVED UPON COMPLETION OF CONSTRUCTION.

CONSTRUCTION STAKING SERVICES

CONSTRUCTION STAKING SHALL BE COMPLETED BY EXCEL ENGINEERING AS REQUESTED BY THE CONTRACTOR AT THE CONTRACTOR'S EXPENSE. CONTRACTOR TO CONTACT RYAN WILGREEN AT 920-926-9800 OR RYAN.W@EXCELENGINEER.COM TO GET STAKING PRICE TO INCLUDE IN BID TO OWNER. PAYMENT OF STAKING COSTS ABOVE AND BEYOND THE BASE PRICE DUE TO RESTAKING WILL BE THE RESPONSIBILITY OF THE CONTRACTOR, NOT THE OWNER. CAD DRAWING FILES AND SURVEY CONTROL WILL NOT BE PROVIDED FOR STAKING PURPOSES.

GENERAL PROJECT NOTES

- ALL DRIVEWAYS AND CURB EDGES TO BE CONSTRUCTED ACCORDING TO LOCAL ORDINANCES. CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS.
- THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL WORK IN ROW PERMITS.
- CONTRACTOR TO CONTACT EXCEL ENGINEERING TO COMPLETE AS-BUILT SURVEY OF STORMWATER POND FOLLOWING COMPLETION OF THE POND.

- TEMPORARY SITE RESTORATION SHALL TAKE PLACE IN DISTURBED AREAS THAT WILL NOT BE BROUGHT TO FINAL GRADE OR ON WHICH LAND DISTURBING ACTIVITIES WILL NOT BE PERFORMED FOR A PERIOD GREATER THAN 14 DAYS AND REQUIRES VEGETATIVE COVER FOR LESS THAN ONE YEAR. THIS TEMPORARY SITE RESTORATION REQUIREMENT ALSO APPLIES TO SOIL STOCKPILES. PERMANENT RESTORATION APPLIES TO AREAS WHERE PERENNIAL VEGETATIVE COVER IS NEEDED TO PERMANENTLY STABILIZE AREAS OF EXPOSED SOIL. PERMANENT STABILIZATION SHALL OCCUR WITHIN 3 WORKING DAYS OF FINAL GRADING. TOPSOIL, SEED, AND MULCH SHALL BE IN GENERAL CONFORMANCE WITH TECHNICAL STANDARDS 1056 AND 1059 AND SHALL MEET THE SPECIFICATIONS FOUND IN THE LANDSCAPING AND SITE STABILIZATION SECTION OF THIS CONSTRUCTION DOCUMENT. ANY SOIL EROSION THAT OCCURS AFTER FINAL GRADING AND/OR FINAL STABILIZATION MUST BE REPAIRED AND THE STABILIZATION WORK REDONE.
- IF SITE DRAINAGE IS REQUIRED TO REMOVE SEDIMENT FROM CONSTRUCTION SITE STORMWATER PRIOR TO DISCHARGING OFF-SITE OR TO WATERS OF THE STATE, FOLLOW PROCEDURES FOUND IN TECHNICAL STANDARD 1061.
- ALL OFF-SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION WORK OR A STORM EVENT SHALL BE CLEANED UP BY THE END OF EACH WORKING DAY. FLUSHING SHALL NOT BE ALLOWED.
- EROSION CONTROL MEASURES SHALL NOT BE REMOVED UNTIL THE AREAS SERVED HAVE ESTABLISHED VEGETATIVE COVER. ONCE THE CONSTRUCTION SITE HAS BEEN FULLY STABILIZED AND TEMPORARY EROSION CONTROL BEST MANAGEMENT PRACTICES HAVE BEEN REMOVED, THE CONTRACTOR SHALL FILE A CONSTRUCTION NOTICE OF TERMINATION WITH THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES.
- AT THE COMPLETION OF THE PROJECT, THE CONTRACTOR SHALL GIVE THE OWNER COPIES OF THE EROSION CONTROL AND STORM WATER MANAGEMENT PLANS, AMENDMENTS TO PLANS, SUPPORTING PLAN DATA, AND CONSTRUCTION SITE EROSION CONTROL INSPECTION REPORTS. THE OWNER SHALL RETAIN THESE FOR A PERIOD OF 3 YEARS FROM THE DATE OF TERMINATING COVERAGE UNDER WIPERS GENERAL PERMIT.
- ALL POST CONSTRUCTION STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES SHALL BE CONSTRUCTED BEFORE THE SITE HAS UNDERGONE FINAL STABILIZATION.

DIVISION 32 EXTERIOR IMPROVEMENTS

32 10 00 AGGREGATE BASE & ASPHALT PAVEMENT

- CONTRACTOR TO PROVIDE COMPACTED AGGREGATE BASE AND HOT MIX ASPHALT PAVEMENT WHERE INDICATED ON THE PLANS. ALL AGGREGATE PROVIDED MUST COMPLY WITH SECTION 305 OF THE WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION. PROVIDE HOT MIX ASPHALT MIXTURE TYPES PER SECTION 400 OF THE WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION. CONTRACTOR TO PROVIDE AGGREGATE BASE AND HOT MIX ASPHALT PAVEMENT TYPES AND DEPTHS AS INDICATED BELOW:

ASPHALT PAVING
1-1/2" SURFACE COURSE (5.17-5.28) 20%
1-1/2" CRUSHED AGGREGATE (5.17-5.28) 20%
4" OF 1-1/4" CRUSHED AGGREGATE
6" OF 1-1/4" CRUSHED AGGREGATE
- CONTRACTOR TO COMPACT THE AGGREGATE BASE, ASPHALT BINDER COURSE, AND ASPHALT SURFACE COURSE TO AN AVERAGE DENSITY PER WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION. ALL ASPHALT PAVEMENT AREAS SHALL BE PAVED TO WITHIN 0.10' OF DESIGN SURFACE GRADES WITH POSITIVE DRAINAGE BEING MAINTAINED IN ACCORDANCE WITH DESIGN PLANS. A MINIMUM OF 1% SLOPE SHALL BE MAINTAINED IN ALL ASPHALT PAVEMENT AREA.
- HOT MIX ASPHALT SHALL BE PROVIDED PER MORE STRINGENT REQUIREMENTS OF GEOTECHNICAL REPORT OR CONSTRUCTION DOCUMENTS.
- CONTRACTOR TO PROVIDE 4" WIDE YELLOW PAINTED STRIPING FOR PARKING STALLS, TRAFFIC LANES, AND NO PARKING AREAS. YELLOW PAINT MARKINGS SHALL BE PLACED IN ACCORDANCE WITH THE FOLLOWING:
 - CONTRACTOR SHALL MAINTAIN ALL ACCESSIBLE SYMBOLS, TRAFFIC ARROWS, AND TRAFFIC MESSAGES.

32 20 00 CONCRETE AND AGGREGATE BASE

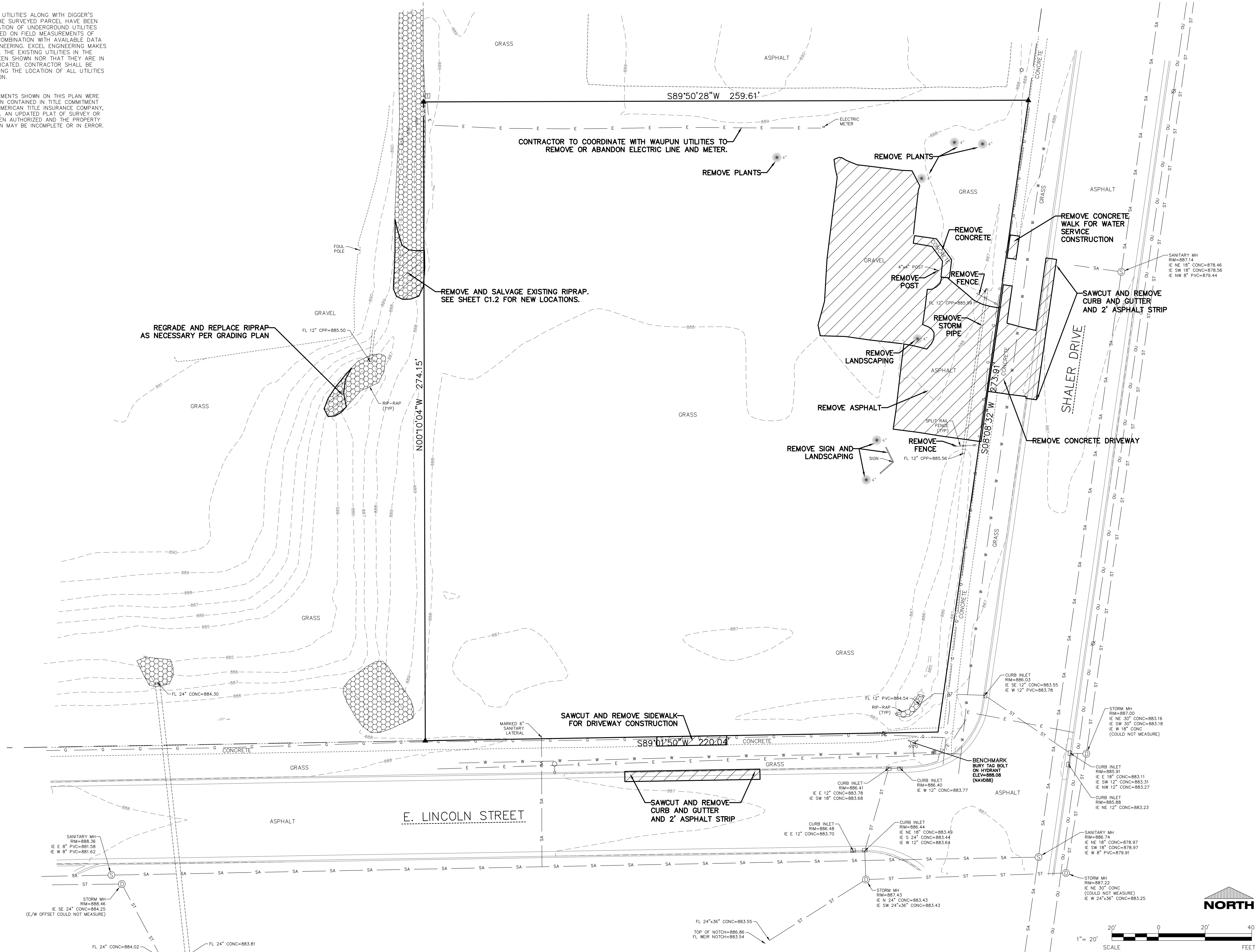
- CONTRACTOR TO PROVIDE CRUSHED AGGREGATE BASE AND CONCRETE WHERE INDICATED ON THE PLANS.
- ALL AGGREGATE PROVIDED MUST COMPLY WITH SECTION 305 OF THE WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION. ALL AGGREGATE PLACED MUST BE COMPACTED TO AN AVERAGE DENSITY PER WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION.
- DESIGN AND CONSTRUCTION OF ALL CAST-IN-PLACE EXTERIOR CONCRETE FLAT WORK SHALL CONFORM TO AC 308R-08.
- EXTERIOR CONCRETE FLAT WORK CONSTRUCTION IS TO BE PROVIDED PER MORE STRINGENT REQUIREMENTS OF THE GEOTECHNICAL REPORT OR THIS SPECIFICATION. CONCRETE FLAT WORK CONSTRUCTION IS AS FOLLOWS:
 - CONCRETE - 4" OF CONCRETE OVER 4" OF 3/4" CRUSHED AGGREGATE BASE.
 - CONCRETE - 8" OF CONCRETE OVER 8" OF 3/4" CRUSHED AGGREGATE BASE.
 - CONCRETE SHALL BE REINFORCED WITH ONE OF THE FOLLOWING:
 - 4"x4" W5.3XW5.5 W.W.F
 - TWO LAYERS OF 4"x4" W. 2.8W@25" W.W.F.
 - #3 REBARS AT 12" O.C.
 - #4 REBARS AT 12" O.C.
 - HEAVY DUTY CONCRETE - 6" OF CONCRETE OVER 8" OF 3/4" CRUSHED AGGREGATE. CONCRETE SHALL BE REINFORCED WITH:
 - 6"x6" W6.2@25" W.W.F. CONTRACTOR JOINTS SHALL BE SAWCUT 15" IN DEPTH AND BE SPACED A MAXIMUM OF 15' ON CENTER.
- STRENGTH TO BE MINIMUM OF 4,500 PSI AT 28 DAYS FOR EXTERIOR CONCRETE.
- MAXIMUM WATER/CEMENT RATIO SHALL BE 0.45.
- SUMP SHALL NOT EXCEED 4" FOR EXTERIOR CONCRETE FLAT WORK.
- ASPHALT SHALL BE 2" OR LESS FOR SUMP-FORMED CURB AND GUTTER.
- SUMP SHALL BE APPROXIMATELY 15" TO 3" FOR NON SUMP-FORMED CURB AND GUTTER.
- ALL EXTERIOR CONCRETE SHALL BE AIR FINISHED WITH 8% TO 7% AIR CONTENT. NO OTHER ADMIXTURES SHALL BE USED WITHOUT APPROVAL OF EXCEL ENGINEERING, INC. CALCIUM CHLORIDE SHALL NOT BE USED.
- MAXIMUM AGGREGATE SIZE FOR ALL EXTERIOR CONCRETE SHALL BE 0.75 INCHES.
- VERY EQUIPMENT CONCRETE PAD SIZES WITH RESPECTIVE CONTRACTORS. PADS SHALL HAVE FIBERMesh 300 FIBERS AT A RATE OF 15 LB/CU YD. OR 8 X 6 X W14 X W14 WELDED WIRE MESH WITH MINIMUM 1 INCH COURSE. EQUIPMENT PADS SHALL BE 35 INCHES THICK WITH 1 INCH CHAMFER UNLESS SPECIFIED OTHERWISE. COORDINATE ADDITIONAL PAD REQUIREMENTS WITH RESPECTIVE CONTRACTOR.
- ALL CONCRETE FLAT WORK SURFACES AND CONCRETE CURB FLOWLINES SHALL BE CONSTRUCTED TO WITHIN 0.10' OF DESIGN SURFACE AND FLOWING GRADES ASSUMING POSITIVE DRAINAGE IS MAINTAINED IN ACCORDANCE WITH THE DESIGN PLANS.
- CONCRETE FLAT WORK SHALL HAVE CONSTRUCTION JOINTS PER SAW CUT JOINTS PLACED AS INDICATED ON THE PLANS OR PER THIS SPECIFICATION. SAWCUTS SHALL BE DONE AS SOON AS POSSIBLE, BUT NO LATER THAN 24 HOURS AFTER CONCRETE IS PLACED. CONCRETE CURB AND GUTTER JOINTS SHALL BE PLACED EVERY 10' OR CLOSER (6' MIN). ALL EXTERIOR CONCRETE SHALL HAVE A LIGHT BROOM FINISH UNLESS NOTED OTHERWISE. A UNIFORM COAT OF A HIGH SOLIDS CURING COMPOUND MEETING ASTM C699 SHOULD BE APPLIED TO ALL EXPOSED CONCRETE SURFACES. ALL CONCRETE IS TO BE CURED FOR 7 DAYS. EXTERIOR CONCRETE SHALL BE SEPARATED FROM BUILDINGS WITH CONTINUOUS 1/2 INCH FIBER EXPANSION JOINT AND/OR 0.25 INCH FIBER EXPANSION JOINT AT DECORATIVE MASONRY UNITS.
- REINFORCING BARS SHALL BE ASTM A615 GRADE 60. THICKNESS OF CONCRETE COVER OVER REINFORCEMENT SHALL BE NOT LESS THAN 3" WHERE CONCRETE IS DEPOSITED AGAINST THE GROUND WITHOUT THE USE OF FORMS AND NOT LESS THAN 1.5" IN ALL OTHER LOCATIONS. ALL REINFORCING SHALL BE LAPPED 36 DIAMETERS FOR UP TO #6 BARS, 48 DIAMETERS FOR #7 TO #10 BARS OR AS NOTED ON THE DRAWINGS AND EXTENDED AROUND CORNERS WITH CORNER BARS. PLACING AND DETAILING OF STEEL REINFORCING SHALL BE IN ACCORDANCE WITH CRSI AND ACI MANUAL AND STANDARD PRACTICES. THE REINFORCEMENT SHALL NOT BE PAINTED AND MUST BE FREE OF GREASE/OIL, DIRT OR DEEP RUST WHEN PLACED IN THE WORK. ALL WELDED WIRE FABRIC SHALL MEET THE REQUIREMENTS OF ASTM A 185. WELDED WIRE FABRIC SHALL BE PLACED 2" FROM TOP OF SLAB UNLESS INDICATED OTHERWISE.
- CONTRACTOR SHALL ENGAGE A QUALIFIED INDEPENDENT TESTING AND INSPECTING AGENCY TO SAMPLE MATERIALS, PERFORM TESTS, AND SUBMIT TEST REPORTS DURING CONSTRUCTION. CONSTRUCTION SITE INSPECTION REPORT FORM 3400-187 SHALL BE USED. TEST TWO SPECIMENS AT 28 DAYS PERFORM SLUMP TESTING ACCORDING TO ASTM C143. PROVIDE ONE SET AT POINT OF PLACEMENT FOR EACH COMPOSITE SAMPLE, BUT NOT LESS THAN ONE TEST FOR EACH DAY'S POUR OF EACH CONCRETE MIX. PERFORM ADDITIONAL TESTS WHEN CONCRETE CONSISTENCY APPEARS TO CHANGE.
- PROTECT FRESHLY PLACED CONCRETE FROM PREMATURE DRYING AND EXCESSIVE COLD OR HOT TEMPERATURES. IN HOT, DRY, AND WINDY WEATHER, APPLY AN EVAPORATION-CONTROL COMPOUND ACCORDING TO MANUFACTURER'S INSTRUCTIONS AFTER SCREEDING AND BULL FLOATING, BUT BEFORE POWER FLOATING AND TROWELLING.
- LIMIT MAXIMUM WATER-CEMENT RATIO OF CONCRETE EXPOSED TO FREEZING, THAWING, AND DEICING SALTS TO 0.45.
- TEST RESULTS WILL BE REPORTED IN WRITING TO THE DESIGN ENGINEER, READY-MIX PRODUCER, AND CONTRACTOR WITHIN 24 HOURS AFTER TESTS. REPORTS OF COMPRESSIVE STRENGTH TESTS SHALL CONTAIN THE PROJECT IDENTIFICATION NAME AND NUMBER, DATE OF CONCRETE PLACEMENT, CONCRETE TYPE AND CLASS, LOCATION OF CONCRETE BATCH IN STRUCTURE, AND THE RESULTS OF THE TESTS. DESIGN COMPRESSIVE STRENGTH AT 28 DAYS, CONCRETE MIX PROPORTIONS AND MATERIALS, COMPRESSIVE BREAKING STRENGTH, AND TYPE OF BREAK FOR BOTH 7 DAY TESTS AND 28 DAY TESTS.

32 30 00 LANDSCAPING AND SITE STABILIZATION

- TOPSOIL - CONTRACTOR TO PROVIDE A MINIMUM OF 6" OF TOPSOIL FOR ALL DISTURBED OPEN AREAS. REUSE SURFACE SOIL STOCKPILED ON SITE AND SUPPLEMENT WITH IMPORTED OR MANUFACTURED TOPSOIL FROM OFF SITE SOURCES WHEN QUANTITIES ARE INSUFFICIENT. EXCAVATOR SHALL BE RESPONSIBLE FOR ROUGH PLACEMENT OF TOPSOIL TO WITHIN 1" OF FINAL GRADE PRIOR TO LANDSCAPER FINAL GRADING. LANDSCAPER TO PROVIDE PULVERIZING AND FINAL GRADING OF TOPSOIL. PROVIDE SOIL ANALYSIS BY A QUALIFIED SOIL TESTING LABORATORY AS REQUIRED TO VERIFY THE SUITABILITY OF SOIL TO BE USED AS TOPSOIL AND TO DETERMINE THE NECESSARY SOIL AMENDMENTS. TEST SOIL FOR PRESENCE OF ATTAZINE AND INFORM EXCEL ENGINEERING, INC. IF PRESENT PRIOR TO BIDDING PROJECT. TOPSOIL SHALL HAVE A PH RANKE OF 5.5 TO 6.5 AND CONTAIN A MINIMUM OF 5 PERCENT ORGANIC MATERIAL, CEMENT, AND SHALL BE FREE OF STONES 1 INCH OR LARGER IN DIAMETER. ALL MATERIALS HARMFUL TO PLANT GROWTH SHALL ALSO BE REMOVED. TOPSOIL INSTALLATION - LOOSEN SUBGRADE TO A MINIMUM DEPTH OF 6 INCHES AND REMOVE STONES LARGER THAN 1" IN DIAMETER. ALSO REMOVE ANY STICKS, ROOTS, RUBBISH, AND OTHER EXTRANEIOUS MATTER AND DISPOSE OF THEM OFF THE PROPERTY. SPREAD TOPSOIL TO A DEPTH OF 6" BUT NOT LESS THAN WHAT IS REQUIRED TO MEET FINISHED GRADES AFTER USHT ROLLING AND NATURAL SETTLEMENT. DO NOT SPREAD TOPSOIL IF SUBGRADE IS FROZEN, MUDDY, OR EXCESSIVELY WET. GRADE PLANTING AREAS TO A SMOOTH, UNIFORM SURFACE PLANE WITH LOOSE, UNIFORMLY FINE TEXTURE. GRADE TO WITHIN 0.05 FEET OF FINISHED GRADE ELEVATION.
- SEEDING LAWNS:
 - PERMANENT LAWN AREAS SHALL BE SEEDDED WITH THE FOLLOWING MIXTURE: 65% KENTUCKY BLUEGRASS BLEND (2.0-2.6 LBS./1,000 S.F.), 20% PERENNIAL RYEGRASS (0.6-0.8 LBS./1,000 S.F.), 15% FINE FESCUE (0.4-0.6 LBS./1,000 S.F.), STRAW AND MULCH SHALL BE LAD AT 100 LBS./1,000 S.F., FERTILIZE AS PER SOIL TEST OR APPLY 5-10-10 OR EQUIVALENT AT 5-6 LBS./1,000 S.F. SEE EROSION MATTING SPECIFICATIONS AS REQUIRED. ALL SITE DISTURBED AREAS NOT DESIGNATED FOR OTHER LANDSCAPING AND SITE STABILIZATION METHODS SHALL BE SEEDDED AS PERMANENT LAWN. NO BARE TOPSOIL SHALL BE LEFT ONITE.
 - ALL PERMANENT AND TEMPORARY STORM WATER CONVEYANCE SWALE BOTTOMS AND SIDE SLOPES AS WELL AS STORMWATER MANAGEMENT BASIN BOTTOMS AND SIDE SLOPES SHALL BE SEEDDED WITH THE FOLLOWING MIXTURE: 45% KENTUCKY BLUEGRASS (0.60 LBS./1,000 S.F.), 40% CREeping REE FESCUE (0.50 LBS./1,000 S.F.), AND 15% PERENNIAL RYEGRASS (0.20 LBS./1,000 S.F.). FERTILIZE AS PER SOIL TEST OR APPLY 5-10-10 OR EQUIVALENT AT 5-6 LBS./1,000 S.F. SEE EROSION MATTING SPECIFICATIONS AS REQUIRED.
 - ALL TEMPORARY SEEDING SHALL CONSIST OF THE FOLLOWING MIXTURE: 100% RYEGRASS AT 1.9 LBS./1,000 S.F., STRAW AND MULCH SHALL BE LAD AT 100 LBS./1,000 S.F., FERTILIZE AS PER SOIL TEST OR APPLY 5-10-10 OR EQUIVALENT AT 5-6 LBS./1,000 S.F. SEE EROSION MATTING SPECIFICATIONS AS REQUIRED.
- SEEDED LAWN MAINTENANCE - CONTRACTOR TO PROVIDE MAINTENANCE OF ALL LANDSCAPING FOR A PERIOD OF 90 DAYS FROM THE DATE OF INSTALLATION. AT THE END OF THE MAINTENANCE PERIOD, A HEALTHY, UNIFORM, CLOSE STAND OF GRASS SHOULD BE ESTABLISHED FREE OF WEEDS AND SURFACE IRREGULARITIES. LAWN COVERAGE SHOULD EXCEED 90% AND BARE SPOTS SHOULD NOT EXCEED 5"x5". CONTRACTOR SHOULD RESEED BARE LAWNS THAT DO NOT COMPLY WITH THESE REQUIREMENTS AND CONTINUE MAINTENANCE UNTIL LAWNS ARE SATISFACTORY.
- EROSION MATTING:
 - CONTRACTOR TO PROVIDE EROSION CONTROL MATTING (NORTH AMERICAN GREEN S150) OR EQUIVALENT ON ALL SLOPES THAT ARE 4:1 AND GREATER OUTSIDE OF STORMWATER CONVEYANCE SWALES AND STORMWATER MANAGEMENT BASINS.
 - CONTRACTOR

NOTE: SURFACE INDICATIONS OF UTILITIES ALONG WITH DIGGER'S HOTLINE MARKINGS ON THE SURVEYED PARCEL HAVE BEEN SHOWN. SIZES AND ELEVATION OF UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON FIELD MEASUREMENTS OF VISIBLE STRUCTURES IN COMBINATION WITH AVAILABLE DATA PROVIDED TO EXCEL ENGINEERING. EXCEL ENGINEERING MAKES NO GUARANTEE THAT ALL THE EXISTING UTILITIES IN THE SURVEYED AREA HAVE BEEN SHOWN NOR THAT THEY ARE IN THE EXACT LOCATION INDICATED. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL UTILITIES CRITICAL TO CONSTRUCTION.

NOTE: PROPERTY LINES AND EASEMENTS SHOWN ON THIS PLAN WERE DRAFTED FROM INFORMATION CONTAINED IN TITLE COMMITMENT NO. 19-00466, BY FIRST AMERICAN TITLE INSURANCE COMPANY, DATED SEPTEMBER 3, 2019; AN UPDATED PLAT OF SURVEY OR ALTA SURVEY HAS NOT BEEN AUTHORIZED AND THE PROPERTY LINES SHOWN ON THIS PLAN MAY BE INCOMPLETE OR IN ERROR.



CIVIL EXISTING SITE AND DEMOLITION PLAN

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412 SHALER DRIVE • WAUPUN, WI 53963

PROFESSIONAL SEAL

PRELIMINARY DATES

JAN. 31, 2020

JOB NUMBER

1952740

SHEET NUMBER

C1.0

SITE INFORMATION:

PROPERTY AREA: AREA = 65,341 S.F. (1.50 ACRES).
EXISTING ZONING: B-3; SHOPPING CENTER BUSINESS DISTRICT
PROPOSED ZONING: B-3; SHOPPING CENTER BUSINESS DISTRICT
PROPOSED USE: DENTAL OFFICE/CLINIC-PROFESSIONAL OFFICE

SETBACKS: BUILDING: FRONT = 25'
SIDE = 20'
REAR = 40'
PAVEMENT: FRONT = 3'
SIDE = 3'
REAR = 3'

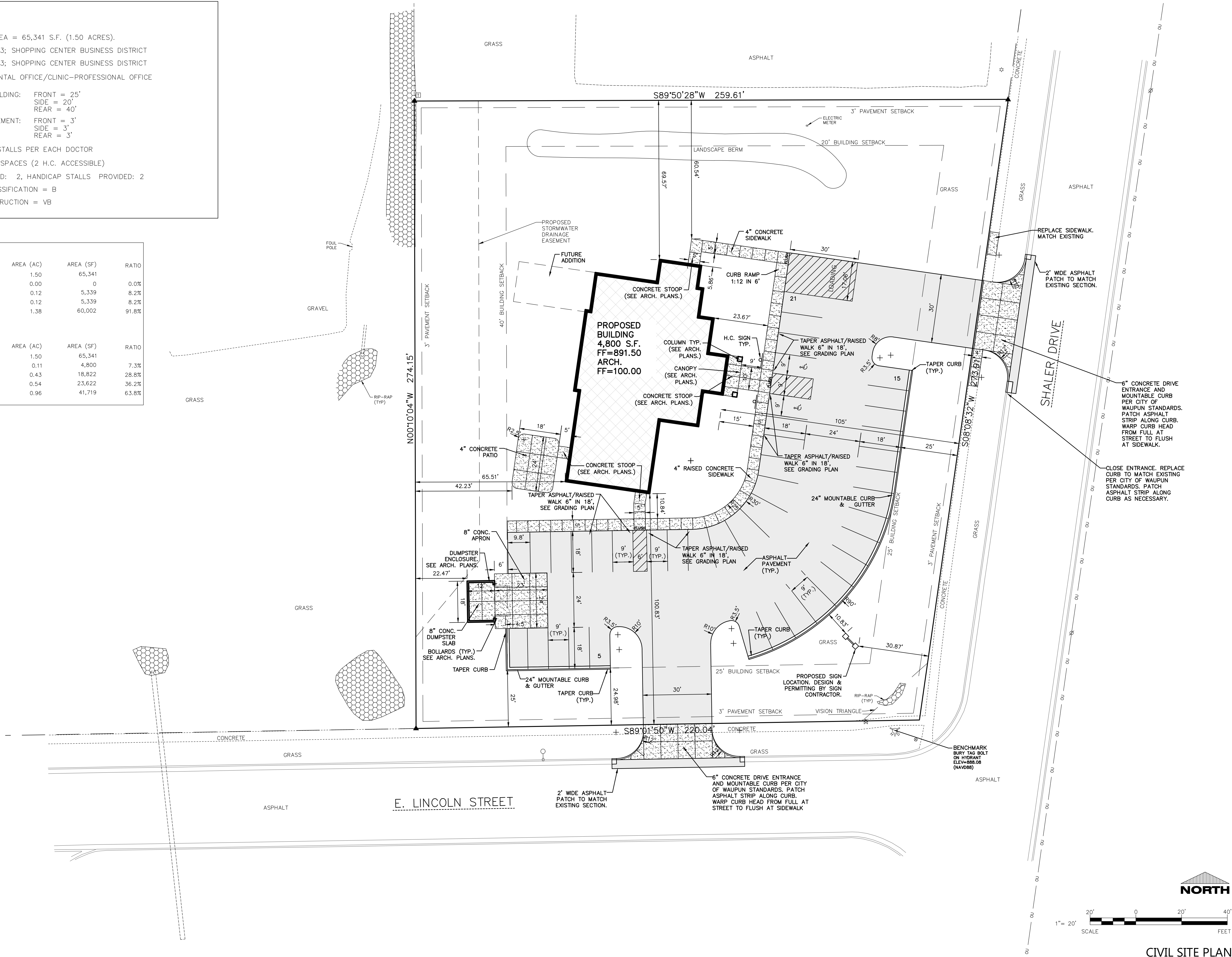
PARKING REQUIRED: 3 STALLS PER EACH DOCTOR
PARKING PROVIDED: 41 SPACES (2 H.C. ACCESSIBLE)
HANDICAP STALLS REQUIRED: 2, HANDICAP STALLS PROVIDED: 2
BUILDING OCCUPANCY CLASSIFICATION = B
CLASS OF BUILDING CONSTRUCTION = VB

EXISTING SITE DATA

	AREA (AC)	AREA (SF)	RATIO
PROJECT SITE	1.50	65,341	
BUILDING FLOOR AREA	0.00	0	0.0%
PAVEMENT (ASP. & CONC.)	0.12	5,339	8.2%
TOTAL IMPERVIOUS	0.12	5,339	8.2%
LANDSCAPE/ OPEN SPACE	1.38	60,002	91.8%

PROPOSED SITE DATA

	AREA (AC)	AREA (SF)	RATIO
PROJECT SITE	1.50	65,341	
BUILDING FLOOR AREA	0.11	4,800	7.3%
PAVEMENT (ASP. & CONC.)	0.43	18,822	28.8%
TOTAL IMPERVIOUS	0.54	23,622	36.2%
LANDSCAPE/ OPEN SPACE	0.96	41,719	63.8%



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PROFESSIONAL SEAL

PRELIMINARY DATES

JAN. 31, 2020

NOT FOR CONSTRUCTION

JOB NUMBER

1952740

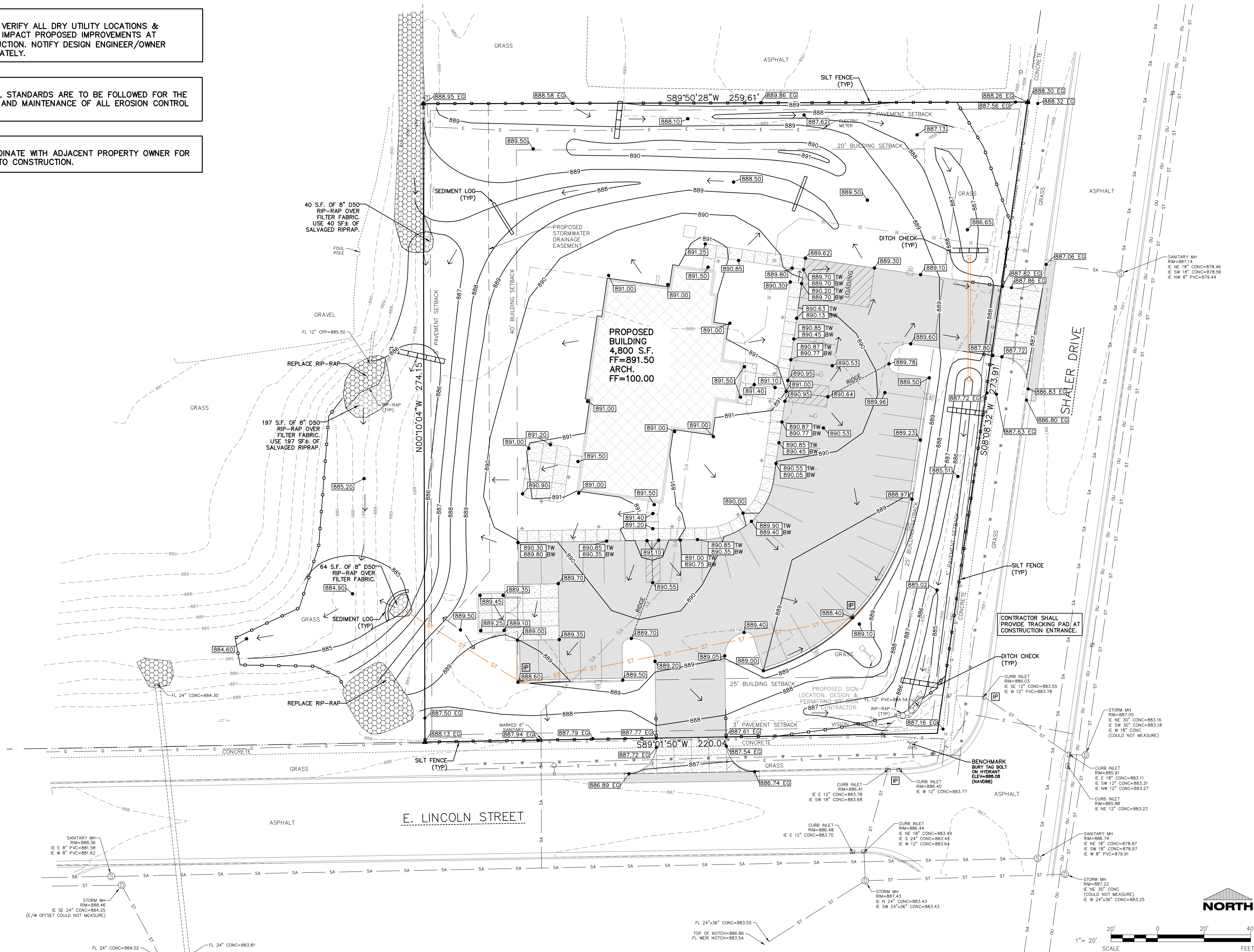
SHEET NUMBER

C1.1

NOTE:
CONTRACTOR TO FIELD VERIFY ALL DRY UTILITY LOCATIONS & ELEVATIONS THAT MAY IMPACT PROPOSED IMPROVEMENTS AT BEGINNING OF CONSTRUCTION. NOTIFY DESIGN ENGINEER/OWNER OF ANY IMPACT IMMEDIATELY.

NOTE:
THE WI-DNR TECHNICAL STANDARDS ARE TO BE FOLLOWED FOR THE DESIGN, INSTALLATION, AND MAINTENANCE OF ALL EROSION CONTROL BMPS.

NOTE:
CONTRACTOR TO COORDINATE WITH ADJACENT PROPERTY OWNER FOR POND GRADING PRIOR TO CONSTRUCTION.



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PRELIMINARY DATES
JAN. 31, 2020

NOT FOR CONSTRUCTION

JOB NUMBER
1952740

SHEET NUMBER
C1.2

NOTE:
CONTACT WAUPUN UTILITIES RANDY POSTHUMA 920-324-7620
PRIOR TO CONNECTING TO WATERMAIN.

NOTE:
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ELEVATIONS THAT MAY IMPACT PROPOSED IMPROVEMENTS AT
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ANY IMPACT IMMEDIATELY.

NOTE:
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LOCATION AND ROUTES OF PROPOSED DRY UTILITIES (ELECT., GAS,
DATA, TELEPHONE)

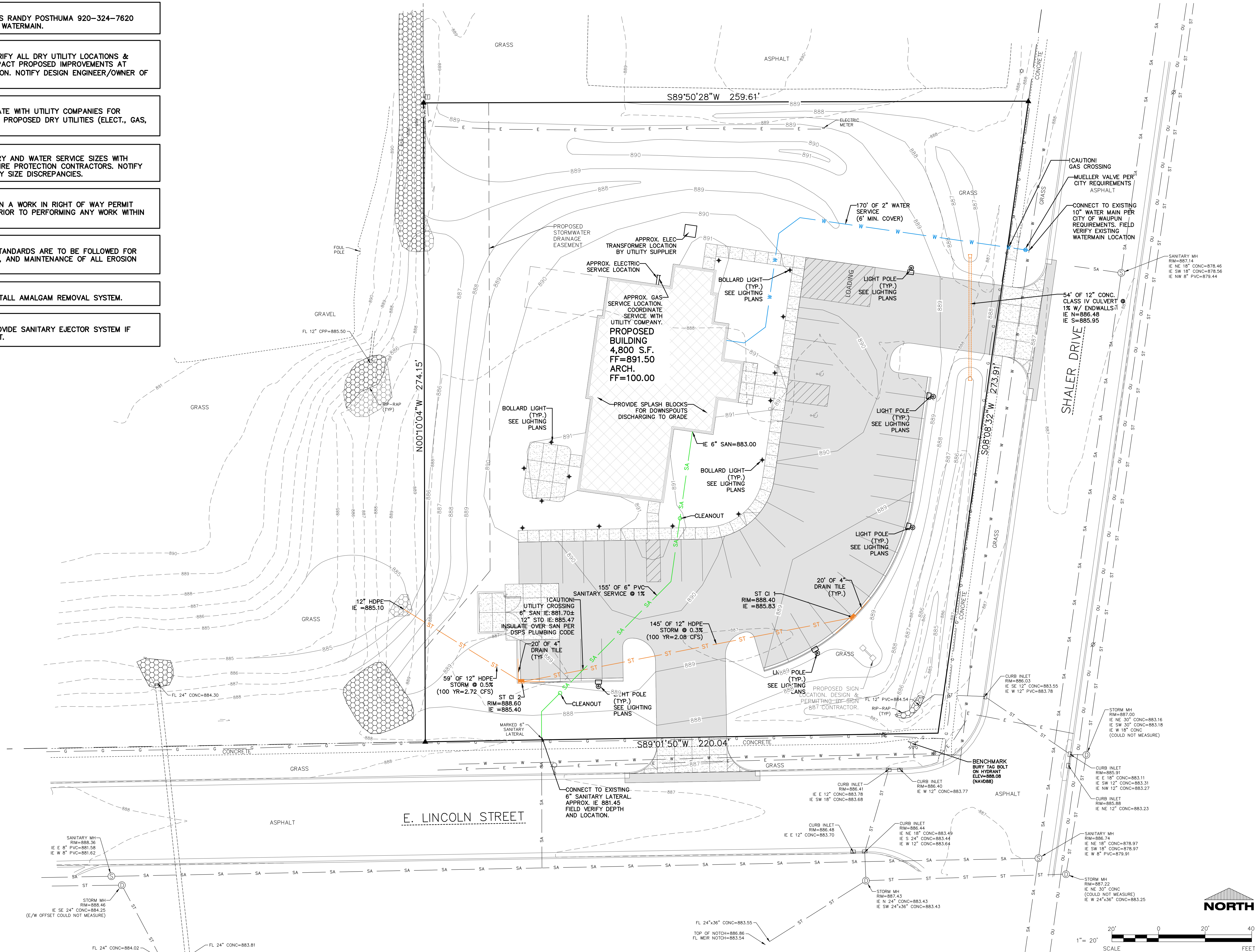
NOTE:
VERIFY PROPOSED SANITARY AND WATER SERVICE SIZES WITH
INTERIOR PLUMBING AND FIRE PROTECTION CONTRACTORS. NOTIFY
DESIGN ENGINEER WITH ANY SIZE DISCREPANCIES.

NOTE:
CONTRACTOR SHALL OBTAIN A WORK IN RIGHT OF WAY PERMIT
FROM CITY ENGINEERING PRIOR TO PERFORMING ANY WORK WITHIN
THE RIGHT OF WAY.

NOTE:
THE WI-DNR TECHNICAL STANDARDS ARE TO BE FOLLOWED FOR
THE DESIGN, INSTALLATION, AND MAINTENANCE OF ALL EROSION
CONTROL BMPs.

NOTE:
INTERIOR PLUMBER TO INSTALL AMALGAM REMOVAL SYSTEM.

NOTE:
INTERIOR PLUMBER TO PROVIDE SANITARY EJECTOR SYSTEM IF
NECESSARY FOR BASEMENT.



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JAN. 31, 2020

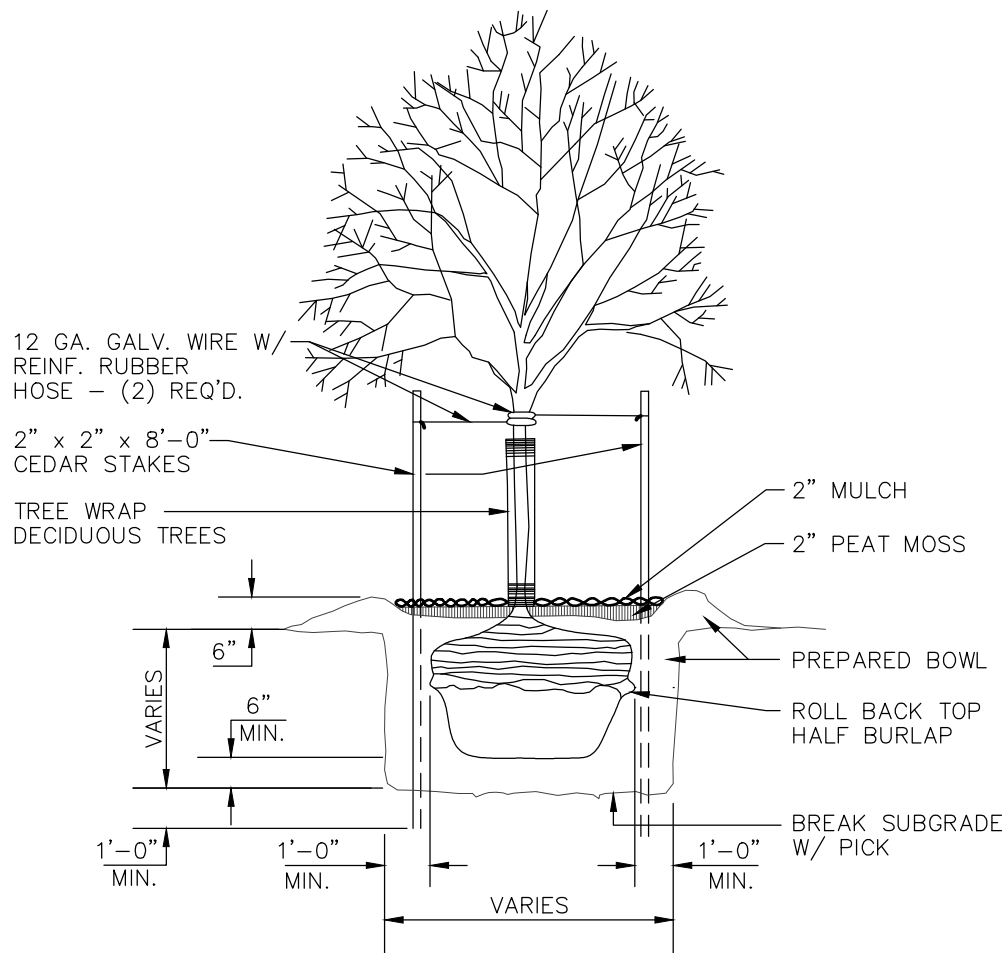
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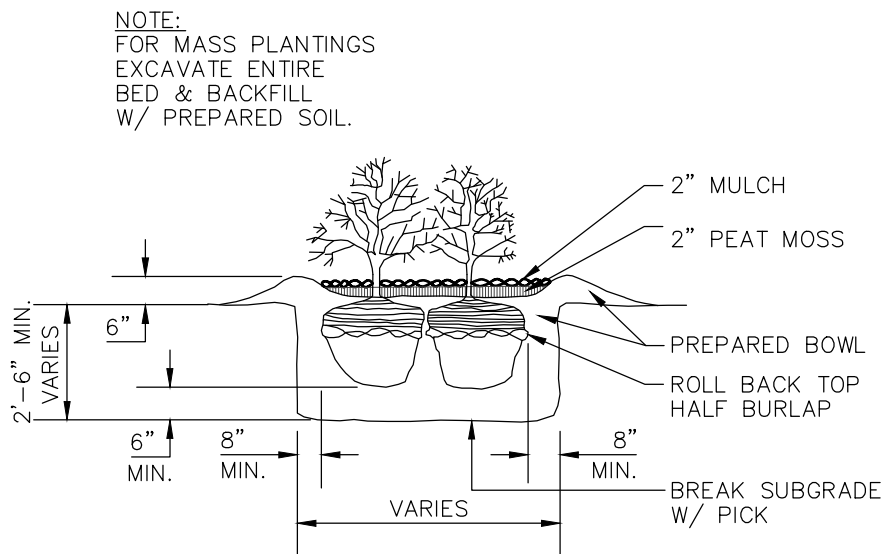
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C1.3

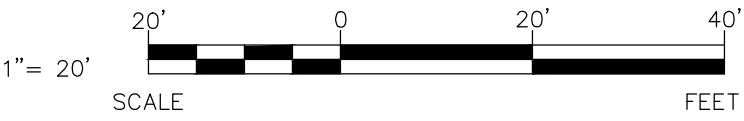
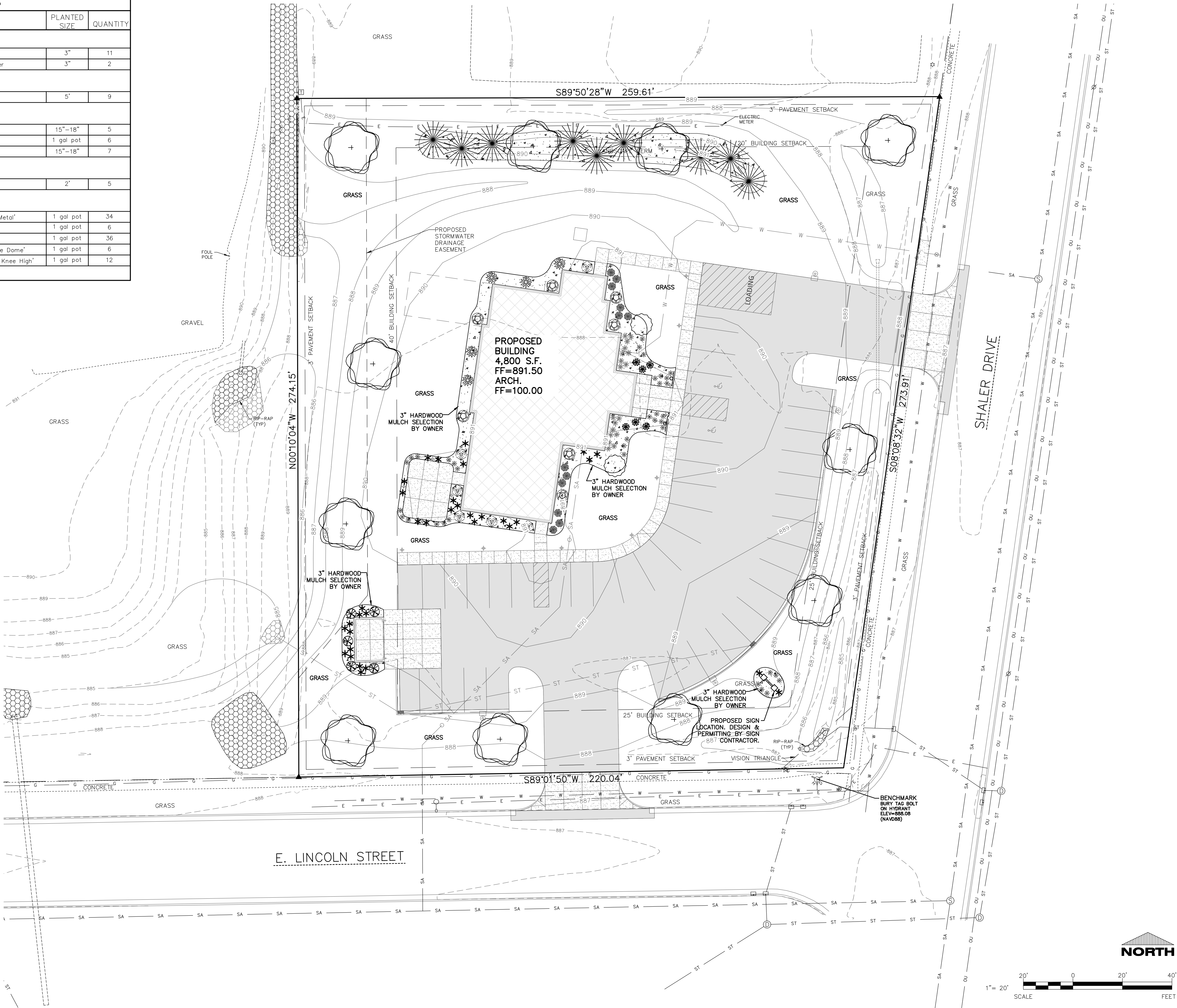
LANDSCAPING NOTES				
SYMBOL	COMMON NAME	BOTANICAL NAME	PLANTED SIZE	QUANTITY
DECIDUOUS TREES				
	Autumn Blaze Maple	Acer	3"	11
	Ornamental Pear	Pyrus calleryana Chanticleer	3"	2
EVERGREEN TREES				
	Colorado Spruce	Picea pungens	5'	9
DECIDUOUS SHRUBS				
	Gro-Low Sumac	Rhus aromatica 'Gro-Low'	15"-18"	5
	Orange Shrub Rose	Rosa	1 gal pot	6
	Green Velvet Boxwood	Buxus 'Green Velvet'	15"-18"	7
EVERGREEN SHRUBS				
	Dwarf Alberta Spruce	Picea glauca 'Conica'	2'	5
PERENNIALS				
	Heavy Metal Panicum Grass	Panicum virgatum 'Heavy Metal'	1 gal pot	34
	Mixed Grass	Brachypodium sylvaticum	1 gal pot	6
	Mixed Lilly & Poppy: Stella D'oro Daylily	Hemerocallis	1 gal pot	36
	Purple Dome Aster	Aster novae-angliae 'Purple Dome'	1 gal pot	6
	Kim's Knee High Coneflower	Echinacea purpurea 'Kim's Knee High'	1 gal pot	12



TREE PLANTING DETAIL
NO SCALE



SHRUB PLANTING DETAIL
NO SCALE



LANDSCAPE PLAN



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JOB NUMBER
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SHEET NUMBER
C1.4



PROFESSIONAL SEAL

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SHEET NUMBER

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SILT FENCE – INSTALLATION DETAIL
NO SCALE

TRACKPAD DETAILS

HAY OR STRAW BALE DITCH CHECK

TAPER CURB DETAIL
NO SCALE

FLUSH WALK DETAIL
NO SCALE

PAVING WITH UNDERDRAIN DETAIL

24" MOUNTABLE CURB & GUTTER

RAISED WALK DETAIL
NO SCALE

CURB INLET
NO SCALE

HANDICAP SIGNAGE DETAIL

NO SCALE



AGENDA SUMMARY SHEET

MEETING DATE: 2/19/20

TITLE: Housing Study and Needs Analysis

AGENDA SECTION:

PRESENTER(S): Sarah Van Buren, Community and
Economic Development Coordinator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Develop a housing plan based on recommendations identified in the 2040 Comprehensive Plan	\$20,000 per approved 2019 budget.	

ISSUE SUMMARY:

The Housing Study and Needs Analysis was completed in late 2019. The study included detailed demographic information, information on the economic factors and the housing affordability gap, one-on-one interviews with stakeholders, and focus groups. Based on analysis of all of those inputs the study consultant, Cedar Corporation, made a number of recommendations the city can implement to meet existing and future housing market needs. Recommendations are also in-line with the 2040 Comprehensive Plan and the recently published Housing Affordability report.

ATTACHMENTS:

Housing Study and Needs Analysis Report

RECOMENDED MOTION:

N/A – Approved by City Council on 2/11/20; Presented for informational purposes



Housing Study and Needs Analysis

DRAFT

2020



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Acknowledgements

City of Waupun

Kathy Schlieve-City Administrator
Sarah Van Buren, AICP-Community
and Economic Development
Coordinator

Common Council

Julie Nickel-Mayor
Jason Westphal-Alderman Dist. 1
Pete Kaczmariski-Alderman Dist. 2
Ryan Mielke-Alderman Dist. 3
Michael Matoushek-Alderman Dist. 4
Bobbie Vossekuil-Alderman Dist. 5
Nancy Vanderkin-Alderman Dist. 6

Stakeholders

Terry Respalje-Waupun Food Pantry
Laura Hoekstra-REACH Waupun
Keith Navis-Parkview
Apartments/Realtor
Sharon Marek-Whispering Oaks Apts.
Mike Beer-Assistant Fire Chief/Fire
Inspector
Kim Smith-The Landings and Lincoln
School Apartments
Denise Loveland-Westview Apt.
Darian Schmitz- Waupun School
District Family Advocate
Mark Buteyn-Central Wisc. Christian
Jim Hartung-Valido Homes
Steve and Michelle Foote-Residential
Developer
Scott Louden-Waupun Police Chief
Rob Bartz-Residential Developer
Jill Wenzel-Waupun Memorial
Hospital
Sarah Post-Saputo
Bur Zuratsky –National Rivet
Jodi Mallas-My Property Shoppe
John Karsten-Karsten Realty
Jake Vande Zande-VandeZande Real
Estate



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Waupun City Hall

201 E. Main Street

Waupun WI 53963

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Cedar Corporation

604 Wilson Avenue

Menomonie WI 54751

www.cedarcorp.com

800-472-7372



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Chapter I

Affordable Housing

Introduction

The lack of affordable housing is a nationwide problem. Communities are experiencing shortages of housing that meet the physical and economic needs of residents. These shortages have resulted in higher rents and homes that are selling higher than assessed values. There is no single reason for the decline of affordable housing but several factors and trends have emerged that have affected housing costs.

- Incomes have not kept up with rents and home values.
- There is a labor shortage in the home construction sector.
- The cost of construction materials has risen over 20% since 2008.
- People are staying in their homes longer, slowing the turnover rate
- There is less profit made on entry-level or starter homes.
- Interest rates remain low reducing the costs of borrowing, enabling sellers to price homes higher.
- Multi-family housing continues to have a negative image.

Initial Affordable Housing Issues Identified

In 2018, the City of Waupun adopted its updated Comprehensive Plan. The Plan's Housing chapter identified gaps in affordable and accessible housing and recommended that the City increase housing options for seniors and special needs populations. The updated Comprehensive Plan also identified a need to upgrade and maintain existing housing stock.

In 2019, the City hired Cedar Corporation to conduct a Housing Study and Needs Analysis to further explore housing issues so that elected officials, City staff, stakeholders and community members can better understand the housing market, identify community housing priorities, and evaluate local policy and regulations in order to make informed decisions related to public expenditures for housing.

Focus of the Housing Study and Needs Analysis and Planning Process

The City of Waupun identified the following questions that the Housing Study and Needs Analysis should help answer.

- How will anticipated economic, employment, and population growth impact housing demand, especially when it comes to sensitive populations and workforce housing needs?
- What are the current 5-year/10-year housing needs in the City? Where do gaps exist in terms of types and/or price range? Where should the needed housing types be located?

- Does Waupun have the right balance between owner-occupied and rental housing? If not, what strategies could be employed to improve the balance?
- What impact is the addition of new multi-family housing structures likely to have on aged rental housing stock?
- What are the City's strategic options for promoting or attracting market rate developers, especially those willing to build speculative homes? What housing demand will likely not be met without incentives, if any?
- How are workforce and sensitive population housing needs impacted in terms of price and community livability? What steps can be done by the City to remedy that?
- What strategies and programs should Waupun pursue or provide for the development and/or redevelopment of necessary housing within the community? How should the community maximize the use of limited public funds to support the potential housing market?
- How can community partners (e.g. major employers, hospital, school district) support Waupun as the community of choice, and the preferred location for employees to live? How can community partners support the development of quality housing or rehabilitation of existing housing in Waupun?
- Does the current City code and zoning allow for the recommended strategies? If not, what are the recommended best practices?

To answer these questions, existing demographic data sources, economic data sources, the City of Waupun Comprehensive Plan, the Waupun Municipal Code, housing related programs and personal interviews were used to gather information in order to formulate realistic responses to the questions and to identify housing priorities and steps to address them.

What is Considered Affordable Housing?

For the purposes of the Housing Study and Needs Analysis, the standard definition for affordability is used. This states that households should pay no more than 30% of their gross income for housing and related costs (property taxes, utilities, maintenance, etc.), which would leave 70% of a household's income for food, clothing, transportation and other necessities. If a household spends more than 30% of its income on housing and related costs, then the household is considered overburdened.

Data Sources and Limitations

The Housing Study and Needs Analysis uses a number of data and information sources throughout the document.

- The Wisconsin Demographic Services Center (DCS) provides population and household projections for all municipalities in the state.
- The U.S. Census Bureau Decennial Census (2010) and American Community Survey 5-Year Estimates (2013-2017) provides a majority of the demographic and housing data.
- Chmura JobEQ supplies economic and workforce data.
- Personal interviews provide insight into individual housing experiences.

- The State Cartographers Office provides mapping data.

Although there are some limitations to the accuracy of all data and information sources, those used in the Housing Study and Needs Analysis should provide an accurate picture of existing housing conditions and trends in the City of Waupun. Other factors such as changing City, state or federal policies or programs, new technologies, consumer preferences and market forces can influence housing and are more difficult to predict and factor in.

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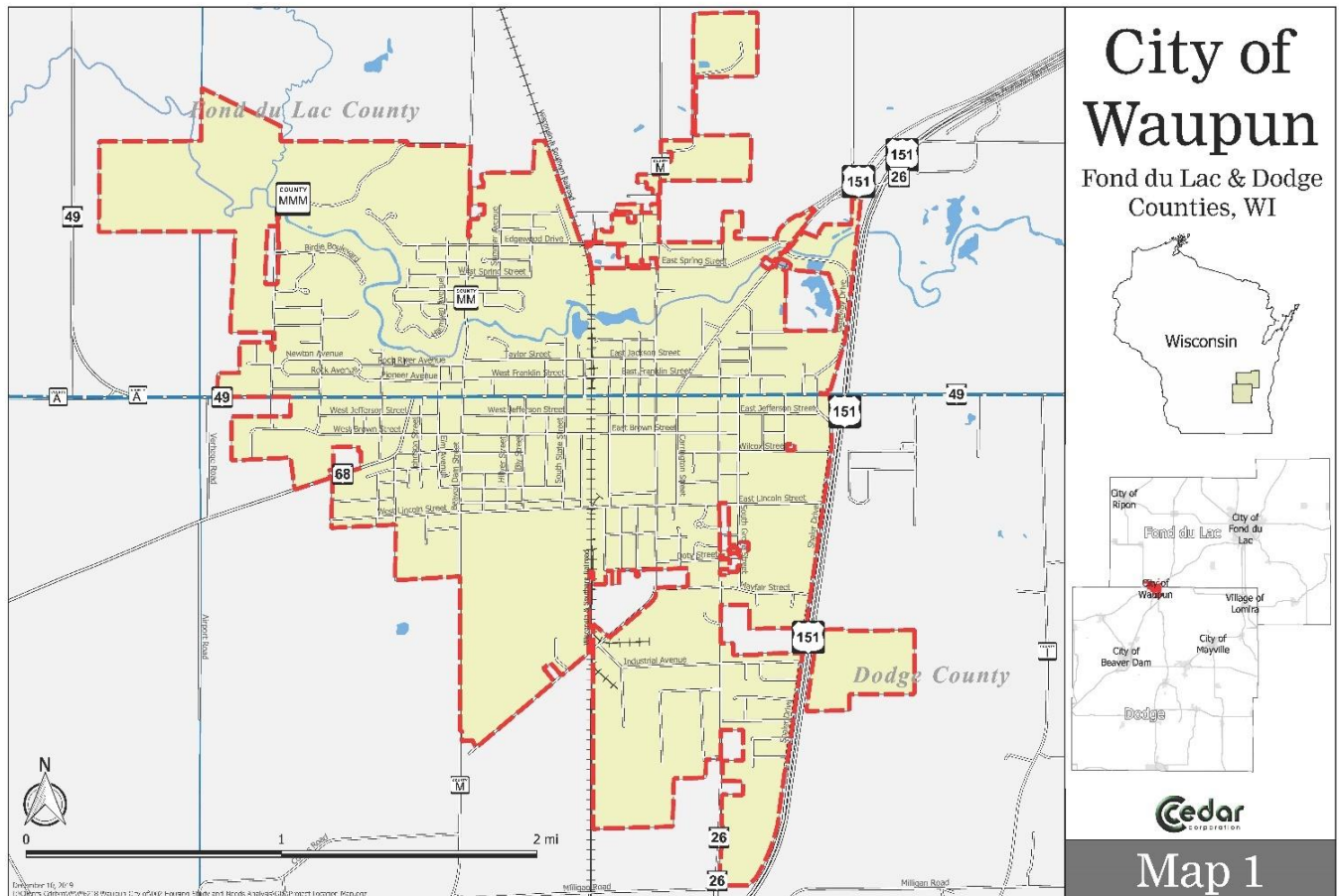
Chapter 2

Community Demographics

Introduction

The City of Waupun has a population of 11,340 (2010 Census). It is located in southeastern Wisconsin in Dodge County and Fond du Lac County (see Map 1). People can travel to and from Waupun on S.T.H. 26, 49 and 68 and U.S.H. 151. The main employers include three prisons, a hospital and a variety of manufacturers.

Analyzing existing demographic and economic data can provide one picture of future housing needs, gaps in types of housing, the condition of the City's housing stock and the affordability of housing in the City of Waupun. In turn, the findings can be compared to other sources to validate the recommendations in this study.



Historic Population and Population Projections

The Demographic Services Center (DSC) develops yearly population estimates and population projections for all Wisconsin towns, villages, and cities. The population projections consider births, deaths, migration, and age distribution. They do not guarantee what will happen in the future but what could happen if past patterns and probable future trends hold true.

The City of Waupun has historically experienced population growth. Table 1 shows that the City's population has increased each decade beginning in 1970. Between 1970 and 2010, the City's population has grown 42%. It should be noted that these numbers also include the institutionalized population of the three prisons located in the City.

Table 1: Historical Population-City of Waupun

Year	1970	1980	1990	2000	2010
Population	7,946	8,132	8,844	10,718	11,340
% Change	-	2.3%	8.8%	21.2%	5.8%

Source: U.S. Census Bureau

The DSC projects that Waupun's population will continue to grow and then slightly decrease. Table 2 shows that by 2040, the City's population is projected to be 12,300 residents. This is an 8.7% increase over the 2010 population. In general, more residents will require more housing.

Table 2: Projected Population-City of Waupun

Year	2010	2018 est.	2020	2025	2030	2035	2040
Population	11,340	11,591	11,810	12,160	12,445	12,480	12,330
% Change	-	2.2%	1.9%	3.0%	2.3%	0.3%	-1.2%

Source: U.S. Census Bureau, Wisconsin Demographic Services Center 2013/12/10

Household Projections

A household is one or more people who occupy a dwelling unit. People in a household may or may not be related. Household projections do not include the institutionalized population in the City. Therefore, these figures provide a better indicator of the number of residential dwelling units needed to house the projected growing noninstitutionalized population.

Table 3 shows that between 2010 and 2040, there will be an additional 662 households in the City of Waupun. The additional households will need housing. Some housing needs can be met by the existing housing stock, but new construction will be required to provide the rest.

Table 3: Households-City of Waupun

2010 Census	2015 Projection	2020 Projection	2025 Projection	2030 Projection	2035 Projection	2040 Projection	2010-2040 Change
3,485	3,637	3,844	4,026	4,166	4,206	4,147	662

Source: Wisconsin Demographic Services Center 2013/12/10

Table 4 shows the total population that makes up the households. This increased by 665 residents between 2010 and 2040.

Table 4: Household Population-City of Waupun

2010 Census	2015 Projection	2020 Projection	2025 Projection	2030 Projection	2035 Projection	2040 Projection	2010-2040 Change
8,194	8,305	8,649	8,933	9,125	9,078	8,857	665

Source: Wisconsin Demographic Services Center 2013/12/10

Table 5 shows by 2040, the DSC estimates that the average household size will be 2.14 people. This is down from 2.35 people in 2010. As household size decreases, fewer people are living in housing units. This may indicate a need for smaller homes or rental units.

Table 5: Persons Per Household-City of Waupun

2010 Census	2015 Projection	2020 Projection	2025 Projection	2030 Projection	2035 Projection	2040 Projection
2.35	2.28	2.25	2.22	2.19	2.16	2.14

Source: Wisconsin Demographic Services Center 2013/12/10

Table 6 shows that approximately 64% of Waupun households are 1 or 2-person households. About 15% are 3-person households and 21% are 4-person or more households. This provides some insight into the number of bedrooms in a dwelling unit needed to meet the household sizes.

Table 6: Number of Persons in Household-City of Waupun

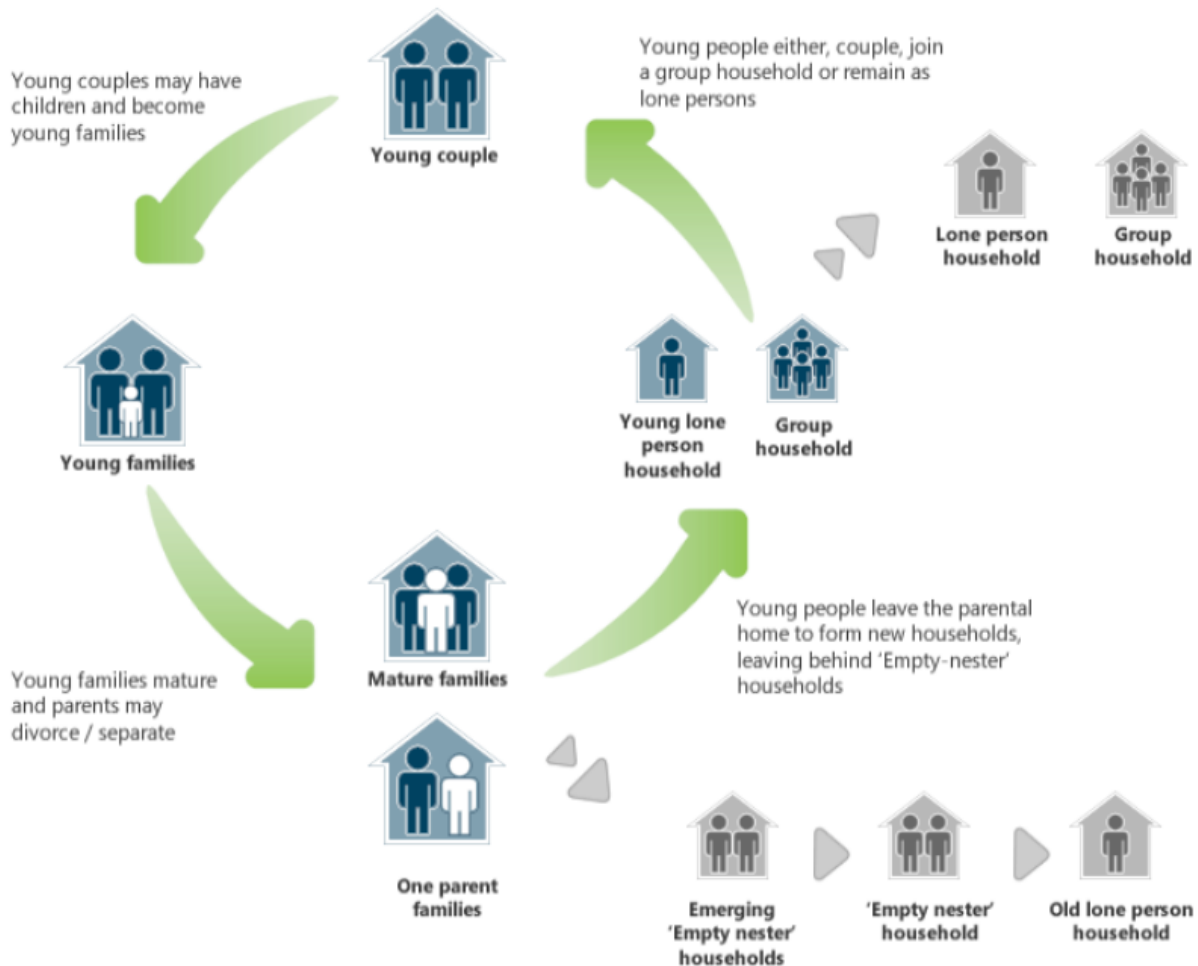
	Households	Percent
Total Number of Households	3,880	100.0%
1-person household	1,225	31.6%
2-person household	1,268	32.7%
3-person household	559	14.4%
4-or-more-person household	828	21.3%

Source: 2013-2017 ACS 5-Year estimate

Age of Residents

Different age groups have different housing needs. As people go through the “household cycle”, the need or desire to rent or own a dwelling changes as well. As a person gets older, there may be a need for personal care as well. Figure 1 depicts the lifecycle of an average household.

Figure 1: Household Lifecycle Diagram



Source: .id the population experts

As shown in the Household Life Cycle diagram, a household goes through several stages.

- A Young Lone Person or Group Household will typically rent.
- A Young Couple will typically rent but may begin planning for a home.
- A Young Family may rent but look at homeownership as well. A small home may transition to a larger home.
- Mature Families will generally own a home and may look at aging in place as their children grow older.
- Couples may divorce creating One Parent Households or a Lone Person Household. They may rent or own a home.
- As children grow older and leave home, Empty Nester Households are created. These households may no longer need their larger home and want to downsize to a smaller home, apartment or condominium. They may also need care as they get older so there may be a need for senior housing, assisted living facilities or nursing homes.

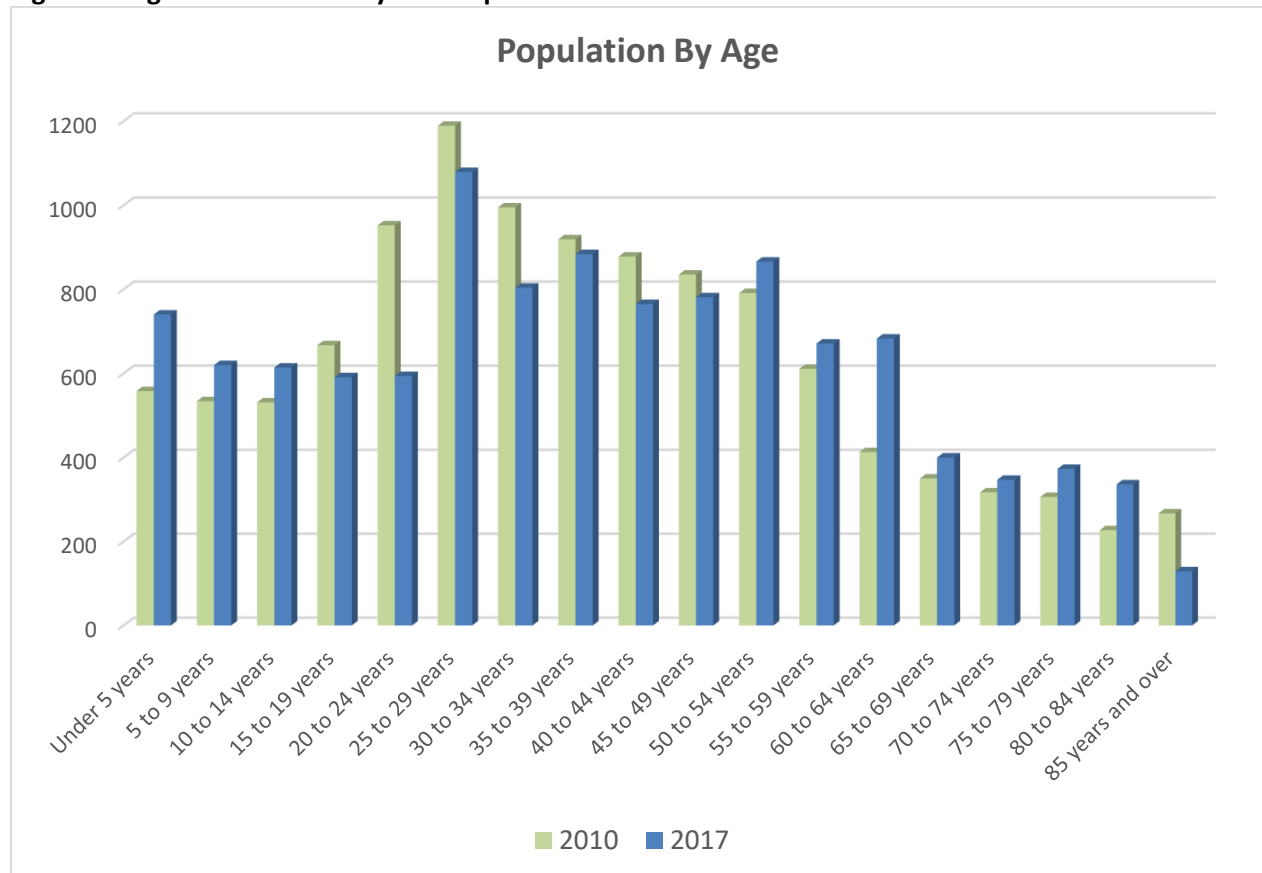
Table 7 and Figure 2 compare the number of residents in 2010 and 2017 by age group. The table shows three distinct groupings. First, the number of residents from Under 5 years to 10 to 14 years is increasing indicating more younger households. Second, it shows a decreasing number of residents from 15-19 to 45 to 49 years of age. These declining numbers may be due to decreasing household sizes, young adults in college, or younger working adults and families moving away for work or other reasons. Finally, the population 50 years and older is growing. Some older residents prefer to stay in their homes as long as possible but others may prefer to live in apartments or condominiums where mowing, shoveling and home maintenance is not their responsibility.

Table 7: Age of Residents-City of Waupun

Age	2010	2017	Change
Under 5 years	558	740	182
5 to 9 years	534	620	86
10 to 14 years	531	614	83
15 to 19 years	667	591	76
20 to 24 years	952	594	358
25 to 29 years	1189	1079	110
30 to 34 years	995	804	191
35 to 39 years	919	884	35
40 to 44 years	878	765	113
45 to 49 years	835	781	54
50 to 54 years	791	866	75
55 to 59 years	611	671	60
60 to 64 years	413	683	270
65 to 69 years	350	400	50
70 to 74 years	317	347	30
75 to 79 years	306	373	67
80 to 84 years	227	336	109
85 years and over	267	129	138

Source: 2010 U.S. Census Bureau and 2013- 2017 ACS 5-Year estimate

Figure 2: Age of Residents-City of Waupun



Source: 2010 U.S. Census Bureau and 2013-2017 ACS 5-Year estimate

Sensitive Populations

Sensitive populations include the economically disadvantaged, racial and ethnic minorities, the uninsured, low-income children, the elderly, the homeless and those with other chronic health conditions. Sensitive populations may find housing options that meet their needs non-existent, limited, or unaffordable.

The American Community Survey tries to identify six aspects of disability including hearing, vision, cognitive, ambulatory, self-care, and independent living. Table 8 shows that almost 12% of the Waupun civilian noninstitutionalized population is disabled. The largest percentage of disabled people occurs in the 65 years or over group where 36.6% of that population has a disability. Some homes or apartments are wheelchair accessible, but fewer are Americans with Disabilities Act (ADA) compliant, which can accommodate a wider range of disabilities.

Table 8: Disability Status of the Civilian Noninstitutionalized Population

Type of Household	Population	Percentage
Total Civilian Noninstitutionalized Population	9,524	100.0%
With a disability	1,137	11.9%
Under 18 years	2,276	100.0%
With a disability	43	1.9%
18 to 64 years	5,737	100.0%
With a disability	541	9.4%
65 years and over	1,511	100.0%
With a disability	553	36.6%

Source: 2013-2017 ACS 5-Year estimate

Although predominately White, the race of Waupun residents is becoming more diverse (see Table 9). Since 2000, the percentage of residents who identify themselves as White decreased from 84.7% to 83.0% in 2017. The percentage of African Americans and American Indians has decreased in population while the number of people who identified themselves as Asian or Pacific Islander, Other Race, Two or More Races or Hispanic Identity has increased. Table 9 includes the institutionalized populations in Waupun.

Table 9: Population by Race-City of Waupun

Year	2010		2017		Percent Change 2010-2017
Race	Population	Percent	Population	Percent	
White	9,609	84.7%	9,904	83.0%	3.1%
African American	1,384	12.2%	702	5.9%	-49.3%
American Indian	133	1.2%	54	0.5%	-59.4%
Asian or Pacific Islander	55	0.5%	178	1.5%	223.6%
Other Race	60	0.5%	300	2.5%	400.0%
Two or More Races	99	0.9%	139	1.2%	40.4%
Hispanic Identity	217	1.9%	655	5.5%	201.8%

Source: US Census 2010 100% data and 2013-2017 ACS 5-Year estimate

Table 10 shows that 9% of the households have one parent and no spouse. A single parent may not be able to find affordable housing when there is only one income in the household.

Table 10: Single Parent Households

Type of Householder	Number	Percentage
Total Households	3,880	100.0%
Male householder, no wife, with own children under 18	201	5.2%
Female householder, no husband, with own children under 18	148	3.8%

Source: 2013-2017 ACS 5-Year estimate

Sometime parents are unable to care for their children and the grandparents become responsible for them. This can be difficult because many grandparents are on fixed incomes and may have health limitations as well. Table 11 shows that 1.3% of households consist of grandparents taking care of their grandchildren.

Table 11: Grandparents

Type of Householder	Number	Percentage
Total Households	3,880	100.0%
Grandparents responsible for Grandchildren	49	1.3%

Source: 2013-2017 ACS 5-Year estimate.

If a person lacks health insurance, they may avoid seeking medical help because of the cost or they will see a doctor but then have to pay medical expenses out of pocket. An unexpected expense like this can make having money for housing, food and other essentials very difficult to save for. Table 12 shows that 95.2% of civilian noninstitutionalized have some form of health insurance.

Table 12: Health Insurance

Age	Total		Insured	
	Number	Percent	Number	Percent
Civilian Noninstitutionalized Population	9,524	100.0%	9,063	95.2%
Under 19 years	2,419	100.0%	2,371	98.0%
19 to 64 years	5,594	100.0%	5,181	92.6%
65 years and older	1,511	100.0%	1,511	100.0%

Source: 2013-2017 ACS 5-Year estimate

Table 13 shows the household and income limits for Low to Moderate Income (LMI) residents. In the City of Waupun, Dodge County, 44.12% of households are considered LMI compared to 36.59% of Waupun households in Fond du Lac County. There are financial aid programs for housing and City infrastructure projects if they serve LMI households.

Table 13: Low to Moderate Income Limits

County	CMI %	Size of Household							
		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Dodge	30%	\$15,300	\$17,500	\$21,300	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430
	50%	\$25,500	\$29,150	\$32,800	\$36,400	\$39,350	\$42,250	\$45,150	\$48,050
	80%	\$40,800	\$46,600	\$52,450	\$58,250	\$62,950	\$67,600	\$72,250	\$76,900
Fond du Lac	30%	\$15,850	\$18,100	\$21,330	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430
	50%	\$26,400	\$30,150	\$33,900	\$37,650	\$40,700	\$43,700	\$46,700	\$49,700
	80%	\$42,200	\$48,200	\$54,250	\$60,250	\$65,100	\$69,900	\$74,750	\$79,550

Source: U.S. Department of Housing and Urban Development

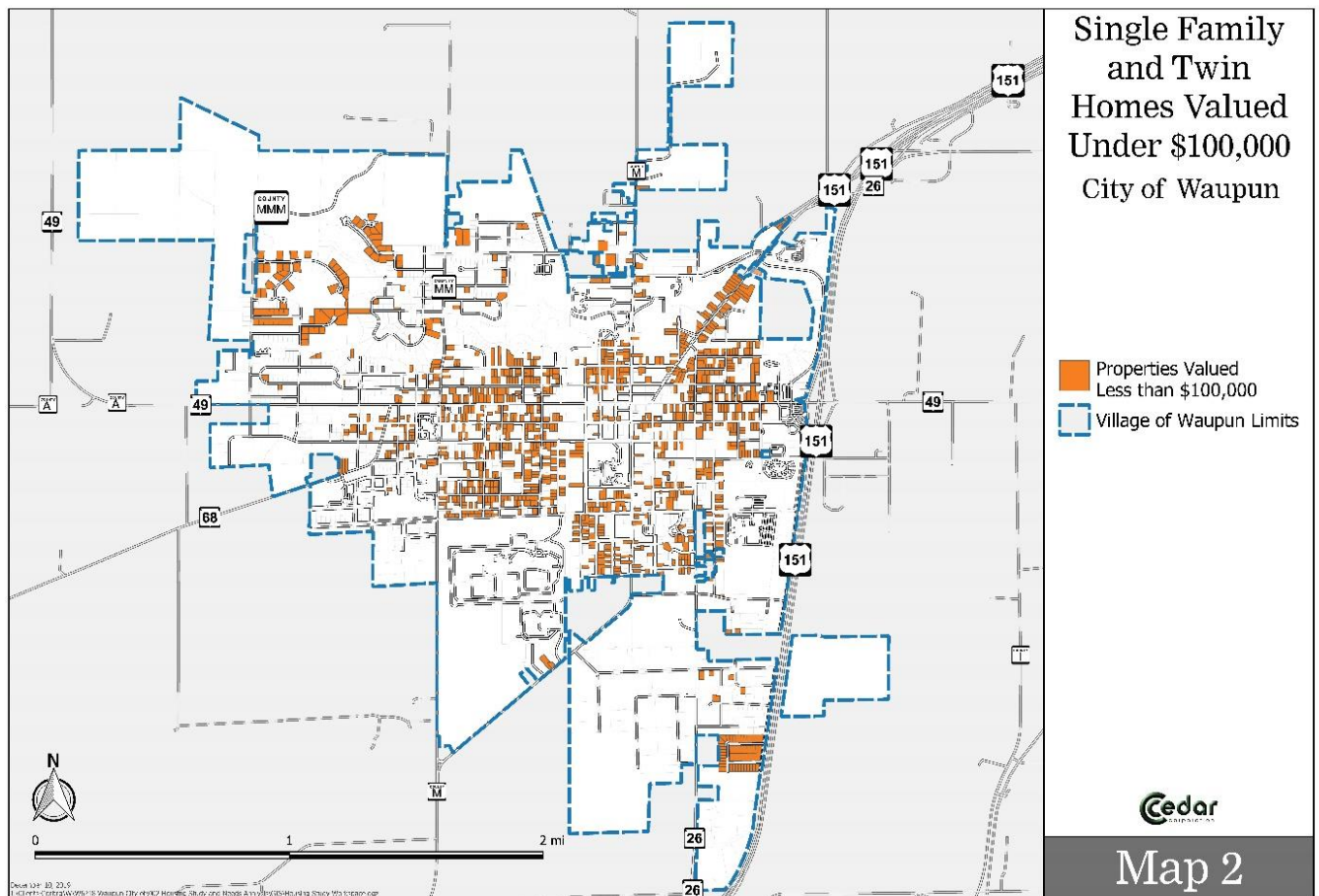
Chapter 3

Existing Housing Characteristics

Introduction

Existing housing statistics can provide insight into the age of housing, potential condition and the ratio of homeowners to renters. This can tell us the possible need for housing rehabilitation, new housing and what types of housing may be in demand.

Map 2 shows the location of single family and twin homes with combined land and improvement values of \$100,000 or less. We assume homes in this value range are older and smaller and may have some of the issues highlighted earlier such as inefficient heating and cooling systems, inefficient window or old water and sanitary sewer pipes. These conditions can make inexpensive homes expensive to maintain. Some of these properties are in newer subdivisions but do not have homes on them therefore the value represents only the land. Most of the homes are located in the areas of the City that were first developed.



Analyzing the age of the housing stock in the City of Waupun can give us a sense of the condition and accessibility of dwellings. In Waupun, almost 76% of all housing stock was built in 1980 or earlier (see Table 14).

Although the 2013-2017 data does not indicate the condition of the housing stock, homes built in 1980 or earlier may have structural, mechanical, or other conditions that may make them expensive to maintain, heat/cool, inaccessible to handicapped residents or may have an impact on a person's health. Typical conditions of an aging housing stock include:

- Lead paint
- Asbestos in building materials
- Inefficient heating and cooling systems
- Old water and sanitary sewer systems
- Inadequate insulation and inefficient windows
- Steps into the home and bedrooms and bathrooms on the 2nd floor
- Narrow hallways and stairs and overall small rooms

Table 14: Year Structure Built-City of Waupun

Year Structure Built	Units	Percentage
Total House	4153	100.0%
Built 2014 or later	0	0.0%
Built 2010 to 2013	40	1.0%
Built 2000 to 2009	432	10.4%
Built 1990 to 1999	525	12.6%
Built 1980 to 1989	300	7.2%
Built 1970 to 1979	336	8.1%
Built 1960 to 1969	388	9.3%
Built 1950 to 1959	584	14.1%
Built 1940 to 1949	292	7.0%
Built 1939 or earlier	1256	30.2%

Source: 2013-2017 ACS 5-Year estimate

Table 15 shows the number of residential dwelling units constructed since 2010. This can be used to supplement the information in Table 14. In most communities, home construction came to a halt when the Great Recession started in 2008 and is slowly recovering. Between 2010 and 2019, the City of Waupun saw 59 new single family homes and 66 rental units built for a total of 122 new dwelling units in the City. In some cases, these dwelling were occupied by people already living in Waupun, therefore, freeing up their homes and apartments for others.

Table 15: Residential Building Permits

Year Structure Built	Single Family Units	Multi-Family Units	Total Dwelling Units
2010	2	0	2
2011	2	0	2
2012	3	32	35
2013	5	32	37
2014	4	0	4
2015	5	0	5
2016	8	0	8
2017	4	0	4
2018	13	0	13
2019	10	2	12
Total	56	66	122

Source: City of Waupun Building Inspector

Homeownership is a goal for many in the United States though not everyone will want to own a home or may not have the means to own a home. Table 16 shows that 65.6% of housing units are owner-occupied and 34.4% are renter-occupied, which is similar to the state ratio.

Table 16: Occupancy Rates

Housing Tenure	Estimate	Percentage
Occupied Housing Units	3,880	100.0%
Owner-Occupied	2,545	65.6%
Renter-Occupied	1,335	34.4%

Source: 2013-2017 ACS 5-Year estimate

Home or apartment vacancy rates can influence the cost of housing. Dwelling units in high demand can request higher asking prices or rents. The 2013-2017 ACS 5-Year estimate does not provide adequate vacancy data but in our conversations with homebuilders, realtors and property managers, vacancy rates are low and homes do not stay on the market long. A search of Realtor.com shows that there are typically 40 to 50 homes for sale in the City of Waupun. Realtors have stated that the asking price of homes is often above the assessed value and that the accepted offer can be even higher than the asking price because of the demand. This will be discussed more in Chapter 5.

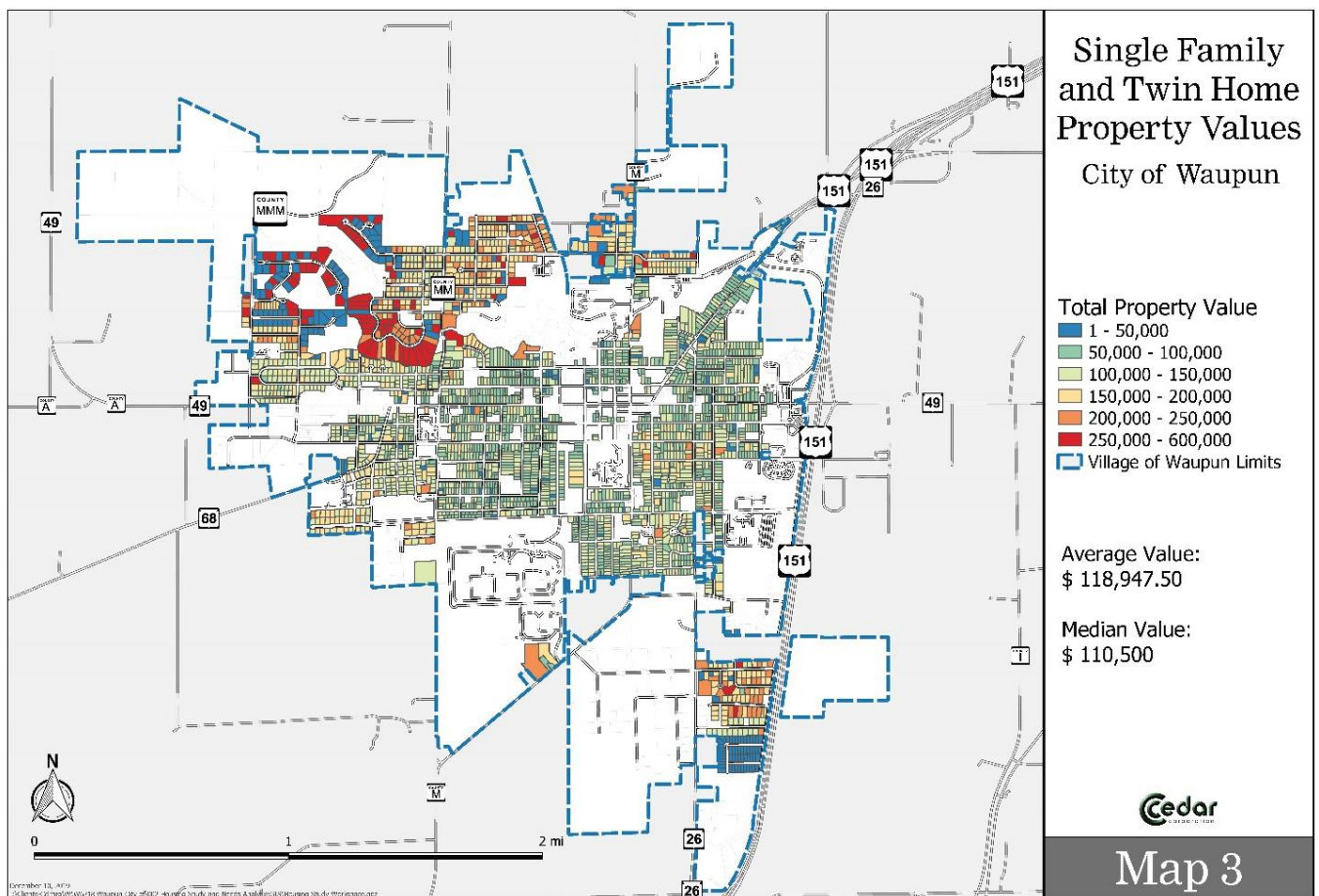
Table 17 shows estimated home values in the City of Waupun. About 30% of homes are valued at \$99,999 or less, approximately 41% are valued between \$100,000 and \$149,999 and approximately 25% are valued between \$150,000 and \$249,999. Many new homes constructed since 2010 fit into this last range though some are valued higher.

Table 17: Housing Values

Value	Number	Percent
Total Housing	2544	100.0%
Less than \$10,000 to \$49,999	66	2.6%
\$50,000 to \$99,999	703	27.6%
\$100,000 to \$149,999	1,051	41.3%
\$150,000 to \$199,999	458	18.0%
\$200,000 to \$249,999	166	6.5%
\$250,000 to \$600,000	100	3.9%

Source: 2013-2017 ACS 5-Year estimate

Map 3 shows the distribution of single family and twin home land and improvement values in the City of Waupun. Not surprisingly, the older parts of the City have the lower values because of older and smaller homes while the outer edges of the City are newer and have larger lots and larger homes.



Chapter 4

Economic Factors and Housing Affordability Gaps

Introduction

Employment opportunities, wages and construction costs directly affect the type of housing a person can afford. There are a number of ways we can try to determine if housing is affordable for residents, where there are gaps in affordable housing and reasons for high housing costs.

Income and Housing Affordability

As mentioned in Chapter 1, affordable housing is housing where a household pays no more than 30% of their gross income for housing and related costs (property taxes, utilities, maintenance, etc.). This applies to both homeowners and renters. Table 18 shows selected monthly owner costs as a percentage of household income. When looking at all households in the City of Waupun earning \$34,999 or less, 73.5 % are spending 30% or more of their income on housing related costs. Approximately 33% of households earning between \$35,000 and \$49,999 are spending 30% of their income on housing related costs. Housing becomes more affordable once household income reaches \$50,000.

Table 18: Selected Monthly Owner Costs as a Percentage of Household Income

Household Income	Selected Monthly Owner Costs as a Percentage of Household Income	Number of Households	Percent of Households in Income Bracket
Less than \$20,000	Less than 20 percent	9	3%
	20 to 29 percent	37	12%
	30 percent or more	256	85%
\$20,000 to \$34,999	Less than 20 percent	48	20%
	20 to 29 percent	49	21%
	30 percent or more	142	59%
\$35,000 to \$49,999	Less than 20 percent	197	55%
	20 to 29 percent	46	13%
	30 percent or more	118	33%
\$50,000 to \$74,999	Less than 20 percent	410	70%
	20 to 29 percent	149	26%
	30 percent or more	23	4%
\$75,000 or more	Less than 20 percent	902	87%
	20 to 29 percent	131	13%
	30 percent or more	9	1%
Zero or negative income		18	N/A

Source: 2013-2017 ACS 5-Year estimate.

Table 19 shows selected monthly owner costs as a percentage of Gross rent as a percentage of household income. Households earning \$34,999 or less are spending a high percentage of their income on rent and related costs. Renting becomes more affordable once household income reaches \$35,000.

Table 19: Gross Rent as a Percentage of Household Income

Household Income	Gross Rent as a Percentage of Household Income	Number of Households	Percent of Households in Income Bracket
Less than \$20,000	Less than 20 percent	19	5%
	20 to 29 percent	0	0%
	30 percent or more	329	95%
\$20,000 to \$34,999	Less than 20 percent	0	0%
	20 to 29 percent	169	50%
	30 percent or more	169	50%
\$35,000 to \$49,999	Less than 20 percent	133	60%
	20 to 29 percent	63	28%
	30 percent or more	26	12%
\$50,000 to \$74,999	Less than 20 percent	110	64%
	20 to 29 percent	63	36%
	30 percent or more	0	0%
\$75,000 or more	Less than 20 percent	186	100%
	20 to 29 percent	0	0%
	30 percent or more	0	0%
Zero or negative income		51	N/A
No cash rent		18	N/A

Source: 2013-2017 ACS 5-Year estimate.

Table 20 shows the type of industries in the City of Waupun provided by the North American Industry Classification System (NAICS). NAICS is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. We can use this information to evaluate local average annual wages by industry to determine if they are adequate to afford housing in Waupun.

In the City of Waupun, the top four (4) industries employ an estimated 2,641 workers who have average annual wages between \$41,398 and \$53,141. This would indicate that these wages would allow that person to find affordable housing in Waupun. Please refer to tables 18 and 19 to see homeowner or renter affordability. The next three (3) industries employ an estimated 716 workers who have average annual wages between \$14,289 and \$28,628. This would indicate that these wages would make it difficult for that person to find affordable housing in Waupun. Table 20 does not show any significant employment growth over the next five (5) years in any industry.

Table 20: Industry Snapshot in the City Of Waupun, WI

Table 20: Industry Snapshot in City of Waupun, WI

NAICS	Industry	Current			5-Year History		5-Year Forecast				
		Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
92	Public Administration	1,317	\$44,298	7.13	41	0.6%	573	254	345	-26	-0.4%
62	Health Care and Social Assistance	521	\$42,580	0.92	53	2.2%	268	122	127	19	0.7%
31	Manufacturing	402	\$53,141	1.24	74	4.1%	190	76	130	-16	-0.8%
61	Educational Services	401	\$41,398	1.25	14	0.7%	175	88	95	-8	-0.4%
44	Retail Trade	327	\$26,956	0.80	-5	-0.3%	218	96	122	0	0.0%
72	Accommodation and Food Services	233	\$14,289	0.66	16	1.5%	191	84	105	2	0.2%
81	Other Services (except Public Administration)	156	\$28,628	0.92	4	0.5%	91	41	48	1	0.2%
54	Professional, Scientific, and Technical Services	98	\$50,204	0.37	-10	-2.0%	44	16	26	1	0.3%
48	Transportation and Warehousing	97	\$52,931	0.55	23	5.6%	49	22	29	-2	-0.5%
52	Finance and Insurance	92	\$56,776	0.60	3	0.7%	41	16	27	-2	-0.4%
23	Construction	73	\$63,625	0.32	-3	-0.7%	45	13	24	8	2.0%
42	Wholesale Trade	64	\$53,424	0.43	5	1.8%	33	13	21	0	0.0%
11	Agriculture, Forestry, Fishing and Hunting	42	\$41,644	0.79	-1	-0.6%	23	10	13	0	0.2%
71	Arts, Entertainment, and Recreation	42	\$17,903	0.53	-10	-4.3%	30	13	16	1	0.4%
53	Real Estate and Rental and Leasing	41	\$41,467	0.60	6	3.1%	21	9	11	0	0.1%
22	Utilities	10	\$56,794	0.49	-7	-10.3%	5	2	3	0	0.3%
56	Administrative and Support and Waste Management and Remediation Services	6	\$30,875	0.02	-6	-13.8%	3	1	2	0	0.3%
51	Information	2	\$34,009	0.03	-9	-27.8%	1	0	1	0	-0.8%
55	Management of Companies and Enterprises	2	\$100,069	0.04	-1	-6.0%	1	0	1	0	0.0%
21	Mining, Quarrying, and Oil and Gas Extraction	1	\$49,560	0.08	-2	-14.3%	1	0	0	0	-1.3%
	Total - All Industries	3,926	\$46,546	1.00	185	1.0%	2,115	915	1,221	-21	-0.1%

Source: JobsEQ 2018

Table 21 shows occupation wages based on Standard Occupational Classification (SOC) system data for the City of Waupun. The SOC system is a federal statistical standard used by federal agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. We can use this information to evaluate local mean annual wages for different occupations in Waupun to determine if they are adequate to afford housing in Waupun.

For each occupation, the mean or average annual wage is shown for a worker in Waupun as well as the entry-level and experienced averages. This is compared to the mean in Wisconsin and the USA. In most categories, the mean wage in Waupun is less than that of Wisconsin and, except for one category, is less than the mean in the USA.

Residents in occupations paying \$50,000 or more would have the most success finding an affordable home or apartment in the City of Waupun and it would become more difficult as occupation wages decrease.

Table 21: Occupation Wages, Average Annual in City of Waupun, WI

SOC	Occupation	Mean	Waupun		Mean	
			Entry Level	Experienced	Wisconsin	USA
11-0000	Management Occupations	\$101,100	\$56,100	\$123,500	\$110,900	\$120,900
13-0000	Business and Financial Operations Occupations	\$61,700	\$39,600	\$72,800	\$65,200	\$76,900
15-0000	Computer and Mathematical Occupations	\$67,900	\$42,100	\$80,900	\$77,200	\$91,600
17-0000	Architecture and Engineering Occupations	\$69,300	\$48,400	\$79,700	\$72,900	\$87,400
19-0000	Life, Physical, and Social Science Occupations	\$60,500	\$38,300	\$71,600	\$64,600	\$76,000
21-0000	Community and Social Service Occupations	\$44,800	\$29,500	\$52,400	\$44,800	\$49,200
23-0000	Legal Occupations	\$62,500	\$38,900	\$74,300	\$97,200	\$109,000
25-0000	Education, Training, and Library Occupations	\$46,200	\$29,600	\$54,600	\$51,400	\$56,500
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	\$42,100	\$24,200	\$51,000	\$46,500	\$59,300
29-0000	Healthcare Practitioners and Technical Occupations	\$78,600	\$54,400	\$90,700	\$81,500	\$82,100
31-0000	Healthcare Support Occupations	\$32,000	\$25,300	\$35,400	\$32,600	\$32,300
33-0000	Protective Service Occupations	\$45,900	\$34,700	\$51,500	\$44,600	\$48,400
35-0000	Food Preparation and Serving Related Occupations	\$22,800	\$17,400	\$25,500	\$23,300	\$25,600
37-0000	Building and Grounds Cleaning and Maintenance Occupations	\$28,800	\$19,000	\$33,800	\$29,000	\$29,900
39-0000	Personal Care and Service Occupations	\$26,400	\$20,000	\$29,600	\$25,900	\$28,100
41-0000	Sales and Related Occupations	\$38,100	\$19,200	\$47,500	\$40,400	\$41,900
43-0000	Office and Administrative Support Occupations	\$35,900	\$23,000	\$42,400	\$37,300	\$39,000
45-0000	Farming, Fishing, and Forestry Occupations	\$31,000	\$22,100	\$35,500	\$30,600	\$29,200
47-0000	Construction and Extraction Occupations	\$50,000	\$32,900	\$58,600	\$53,700	\$51,200
49-0000	Installation, Maintenance, and Repair Occupations	\$47,800	\$33,100	\$55,100	\$47,800	\$48,900
51-0000	Production Occupations	\$38,200	\$28,800	\$42,900	\$39,100	\$39,200
53-0000	Transportation and Material Moving Occupations	\$35,900	\$25,500	\$41,200	\$37,100	\$38,100
00-0000	Total - All Occupations	\$45,000	\$27,400	\$53,800	\$47,400	\$51,800

Source: JobsEQ 2018

To identify gaps in affordable housing, household incomes are used to calculate what the household could pay for housing that would be considered affordable. Then the number of

homes that fit those incomes are compared to see if there is a shortage of homes for households to purchase.

Table 22 shows the gap between household income and levels and approximate home value. To calculate this, these assumptions were made.

- A 5% down payment was provided.
- The home loan has a fixed rate of 3.75% for 30 years.
- Property taxes were based on a 0.02% mill rate.
- Yearly homeowners insurance is 0.0035% of the assessed value.
- Twenty-two percent of gross income is spent on the mortgage.

The table shows that there is a gap (shortage) in housing that would be considered affordable for the following incomes.

- \$20,000 or less
- \$50,000 to \$74,999
- \$75,000 or more

There is an excess amount of homes considered affordable for households earning the following incomes:

- \$20,000 to \$34,999
- \$35,000 to \$49,999

These numbers do not actually indicate that there is a lack of affordable housing for households earning \$50,000 or more but that there is a shortage of homes with higher values that they can afford. Therefore, these households are competing for the same home that is affordable for a household earning between \$20,000 and \$49,999, causing upward pressure on sale price.

Table 22: Affordable Housing Gap Analysis

Household Income Level	Total Households	Minimum Affordable House Value	Maximum Affordable House Value	Approximate Home Value	Estimated # of Houses at or Below Maximum Affordable House Value	Estimated # of Houses between Min and Max House Value	Housing Gap
Less than \$20,000	302	\$0	\$56,495	Less than \$60,000	102	102	200
\$20,000 to \$34,999	239	\$56,495	\$94,448	\$60,000 - \$100,000	769	667	428
\$35,000 to \$49,999	361	\$94,450	\$132,403	\$100,000 - \$150,000	1,820	1,051	690
\$50,000 to \$74,999	582	\$132,406	\$195,662	\$150,000 - \$200,000	2,278	458	124
\$75,000 or more	1042	\$195,665	Or More	\$200,000+	2,544	266	776
Zero or Negative Income	18						

Source: US Census 2017 ACS 5 year estimate

By constructing more homes assessed at \$150,000 or more, households with higher incomes may purchase them, freeing up lower cost housing for others but this does not address

affordable housing for the lowest of household incomes. Most homes available for \$60,000 or less are typically mobile homes or small single family homes in need of rehabilitation.

Development Costs

A major reason housing development is becoming prohibitively expensive is that costs associated with construction and related infrastructure have gone up considerably over the last 20 years. The housing industry lost many homebuilders and developers after the Great Recession who went out of business. Today, there are fewer workers available to meet the housing demand, which increases labor costs. There are also fewer homebuilders and developers who are can or are willing to make the large investment in land and infrastructure to build spec homes because of the perceived risks.

Of all related housing costs, the cost of infrastructure to serve housing has maybe risen the most. Cedar Corporation researched costs for streets and utilities that it received for projects bid in 1998, 2008 and 2018. Table 23 shows the costs for per lineal foot for street, sidewalk, watermain, storm sewer and sanitary sewer construction have increased by 184.7% between 1998 and 2018. During the same time, the national inflation rate rose 54.1% meaning that the infrastructure costs associated with home development far outpaced inflation. This large increase in street and utility costs is a main contributor to the financial gap developers have when trying to construct affordable housing. To put it in perspective, streets and utilities added \$9,200 to the cost of a home with a 100' wide lot. In 2018, it added \$26,250 to the cost of that same home.

Table 23: Street and Utility Costs for New Development

	1998	2008	2018
Street	\$80.02	\$134.28	\$224.67
Sidewalk	\$9.94	\$16.97	\$21.78
Watermain	\$36.25	\$70.28	\$109.74
Storm Sewer	\$26.12	\$35.00	\$78.91
Sanitary Sewer	\$32.19	\$53.94	\$90.23
Total per Foot	\$184.52	\$310.47	\$525.33

Source: Cedar Corporation

Recent conceptual housing development projects that Cedar Corporation has been involved in have shown that street and utility costs remain one of the biggest obstacles to affordable housing.

Chapter 5

Stakeholder Interviews

Perspective

Over 30 community stakeholders were invited to discuss their experiences and perspectives related to housing in the City of Waupun. The purpose of the interviews was to identify housing needs so that the results can help elected officials, City staff, stakeholders, and community members develop a meaningful sense of the housing market and understand key housing issues and how they affect the City of Waupun.

The information that follows is a summary of the perspective of stakeholders who met with Cedar Corporation, individually, or in a group, to discuss housing. The Each stakeholder group had a unique perspective on housing needs and the information gathered from them will guide the formation of community-specific housing priorities, policy alternatives and intervention strategies.

Apartment Owners and Property Managers

Apartment owners and property managers were asked questions related to the number of units they managed, who they rent to, number of bedrooms in the apartments, income requirements and perceived community needs to gain their perspectives.

The Landings Apartments and Lincoln School Apartments

The Landings Apartments and Lincoln School Apartments are affordable apartments created under the Section 42 Housing Program. Section 42 housing is a federal tax program that allows builders and developers to provide affordable housing. Developers receive a federal tax credit from the government. In order to receive the tax credit the developer agrees to maintain properties in a safe and decent condition, plus maintain income and rent restrictions while they are receiving the credit. The income and rent restrictions must be maintained for 30 years.

The Landings Apartment were built in 1996. There are 64 apartment units in eight (8) buildings. Twenty-four garage spaces are available to residents for an additional fee. The Landings Apartments have the following units:

- Twelve (12) 1-bedroom units charging \$525 to \$550/month
- Thirty-two (32) 2-bedroom units charging \$575 to \$625/month
- Twenty (20) 3-bedroom units charging \$675 to \$725/month

Water and garbage collection is included in all rents. Thirty-two first floor apartments are handicapped accessible but not ADA accessible. Generally, the vacancy rates are low but there is no waiting list. When apartments become available, they are rented within a few months. The Landings Apartments accepts housing vouchers.

Based on the number of people inquiring about the availability of apartments, there appears to be a need for senior housing, handicapped accessible units and 3+ bedroom apartments. Many people applying to rent these units do not qualify because they earn too much income or too little income to afford the rent.

The Lincoln School Apartments were built in 1992. There are 45 units in one building. All units are 2-bedroom and 1-bathroom. Eight of the units are market rate. The subsidized units are \$575 to \$625 per month and the market rate units are \$650 to \$700 per month. Vouchers are accepted. Vacancy rates are low but there is not a waiting list at this time. None of the units are handicapped accessible.

Similar to The Landings Apartments, there was a need for senior housing in general, handicapped accessible units and 3+ bedroom apartments identified.

Approximately 60% of people applying for apartments at either location are turned away because of having too much income, having a criminal background or having bad credit. For both locations, most renters are working but have low paying jobs. Many have low education and skill levels, which equates to lower wages.

The Lincoln School Apartments, in 2022, and the Landings Apartments, in 2027, will both convert to all market rate rents when their 30-commitment to Section 42 requirements expire.

The Landings Apartments and Lincoln School Apartments were the only apartment owners/property managers who were interviewed that stated they would eventually go to market rate rents but there may be other apartment complexes in the City that were created under Section 42 that may also go market rate in the future.

The Parkview Apartments

The Parkview Apartments were built in the late 1970's. There are 64 2-bedroom 1-bathroom units in four (4) buildings. The apartments are 700 sq. ft. and all have attached 1-car garages. Rents are market rate and but they accept Section 8 vouchers. Seniors prefer the lower level units. These units have a six (6) to nine (9) month waiting period before a unit becomes available. The upper level apartments do not have a waiting list. Utilities are included in the rent except electricity and cable TV.

Based on people inquiring about the availability of apartments, there appears to be a need for senior housing and 3+ bedroom apartments. In general, 2-bedroom apartments are easy to rent. Most Parkview renters are younger couples starting out and seniors and most renters are working.

The Westview Apartments

The Westview Apartments were built in 1970 and have the following units in two buildings:

- Forty (40) 2-bedroom units charging \$701/month
- Eight (8) 1-bedroom units charging \$601/month

Some units are reserved for Section 8 rental assistance and the others have HUD income qualifications. All utilities are included except phone and cable. Only two people are allowed per bedroom. There is a 5% vacancy rate and a high renter turnover but the waiting list for an apartment can be 3 to 6 months.

Westview apartments do not rent 2-bedroom apartments to single persons to ensure the highest number of renters can find housing. The Westview Apartments get a least one call a week from someone looking for a 3+ bedroom unit.

The Whispering Oaks Apartments

The Whispering Oaks Apartments is a “55 years of age and older” apartment building. It is located in downtown Waupun and was the former High School that was remodeled into the following units:

- Twenty (20) 1-bedroom/1-bathroom apartments charging \$575 to \$600/month
- Seven (7) 2-bedroom/1-bathroom apartments charging \$700/month

Whispering Oaks provides all utilities and accepts vouchers. Parking spaces are provided but there are no garages. Renters have access to several amenities including a community room, exercise room, fire pit, grills and theater/TV room. All units are occupied but there is no waiting list. Four (4) of the units are ADA compliant.

Generally, the 2-bedroom units rent faster than the 1-bedroom units. When a 2-bedroom unit becomes available, an existing renter in a 1-bedroom unit will move into it. The 2-bedroom units are more popular but the owner believes there is a need for higher end senior apartments in the City.

The Former Christian Home Apartments

The former Christian Home and Rehabilitation Center has been remodeled into the following rental units:

- Nineteen (19) studio apartments charging \$550/month
- Five (5) 2-bedroom apartments charging \$800/month

All units are handicapped accessible and ADA compliant. Heat is included in the rent and vouchers are accepted. The remodeled units opened in September 2019. There is no waiting list at this time. Some of the units are rented to short-term employees such as traveling nurses, young professionals or employees at the prisons who will live and work in Waupun for a limited time.

The owner believes there is a demand for more 2-bedroom apartments in Waupun. The owner had a good experience working with the City and found staff to be helpful. In general, a faster process to be able to complete the review and approval process would be helpful.

Contractors and Developers

Contractors and developers were asked questions related to the types of housing they are building, price range, experience working with City staff, homebuyer or renter desires and perceived needs in the City of Waupun.

Contractor-Single Family Residential

The contractor is currently building one-story single-family homes in Waupun on 13 lots that were purchased from the City. All of the homes have been “spec” homes on approximately 0.3-acre lots and sold before construction was completed. The cost of the new homes ranged from \$240,000 to \$280,000. The contractor purchased the lots and built in Waupun because the City owned the lots and sold them at a fair price.

In the contractor’s opinion, the most important factor to his homebuyers was the price of the home compared to lot size or community amenities. The homes built appealed to entry level and mid-level homebuyers. The contractor also has a 2-bedroom and 2-bathroom model with an unfinished basement and egress window that he is able to sell at approximately \$200,000. This model would be an entry-level new home with the ability to add a bedroom and finished basement in the future.

In general, the contractor found working with the City of Waupun on this project was a positive experience and felt that City staff was helpful and the Common Council was knowledgeable. He believed everyone was flexible and open to ideas. One suggestion was to shorten the time it takes from concept to construction and that it would benefit all builders and developers in the future.

Developer-Multi-Family Homes

The developer is currently working with the City of Waupun on two proposed projects to construct single-story multi-family homes in two locations in the City. The proposed units would be 2-bedroom 2-bathroom 1,260 sq. ft. with an attached single car garage.

The proposed rents would be between \$1,100 and \$1,200 per month. All units would be handicapped accessible with utilities included except for electricity and phone. The apartments would have a manager on site. Typically, 90% of the developer’s renters tend to be seniors who are now renting because they no longer want a home but want to stay in Waupun.

The developer is proposing to construct the multi-family units in Waupun because of the aging population and believed their apartment layout was very attractive to older residents. Another reason was that the City reached out to them and negotiated a fair price for the land, which helped offset the expense of utilities. In the developer’s opinion, the biggest development costs are land acquisition and utilities.

The developer stated that the City has been easy to work with, communicates well and that everyone works well together. The developer feels the development approval process could be

streamlined to reduce the time it takes to develop a property. A suggestion is to have a “developer’s packet” that would have all fees, timelines and regulations in one location.

Business Leaders

Local business leaders were asked questions related to employment needs, the employees experience looking for housing in Waupun, employees perceived community needs and overall perceived housing needs in the City.

All three businesses that were part of the discussion are currently seeking a limited number of employees over the next year or two. Each business was concerned about their aging workforce and that they will not be able to find a qualified workforce to replace the upcoming retirements. The businesses stated their workforce is comprised of both married and single individuals with a smaller percentage being couples just starting families but a high percentage of employees nearing retirement age. People applying for work typically have experience within the field they are applying for with many having at least a 2-year degree.

The business leaders have only heard of a few cases where a potential employee could not find housing that met their needs. In all cases, these employees were in upper management and ended up finding housing in surrounding communities. The businesses felt that this was due to most of the potential employees were already living in surrounding communities and were willing to continue to live there and commute to Waupun.

Depending on the employee, they are either looking for 1- and 2-bedroom apartments or higher-end homes to purchase. Some of the businesses have employees who will live in Waupun for a short time and are only looking for apartments. Higher end larger homes are hard to find in Waupun for employees in management positions. The shortage of homebuilders, many who went out of business after the Great Recession, results in longer wait times for custom homes and has resulted in employees seeking housing outside of Waupun.

In only one instance did a prospective employee turned down a job offer due to housing. This appeared to be because the only homes for sale were near the prisons. The businesses felt that not only is there a lack of the right kind of housing but also a lack of amenities in the community such as restaurants and shopping choices that impact an employee’s choice of where to live. All the businesses stated that at least one-half to two-thirds of their workforce lives in Waupun and that they predominantly fill their new positions with individuals from other communities who are willing to commute to Waupun. This willingness to drive may be tied to many of the employees and perspective employees having families and have set their roots down in communities outside of Waupun.

The businesses felt that factors potential employees consider when choosing a place to live in are perceived higher quality of life along with more restaurant and shopping choices. Additionally, the lack of population diversity was seen as a hindrance in attracting a diverse workforce to Waupun.

According to the business leaders, the biggest housing challenge is a lack of good quality 1- and 2-bedroom apartments coupled with the need for higher end homes that are either ready to be occupied or custom-built homes that can be constructed quickly.

None of the businesses have considered partnering with a developer/builder to construct housing however, the following ideas were discussed to help attract new residents.

- Working with developers of rental units to reserve/guarantee a number of units for short-term employees.
- Creating a community welcome package for potential employees that promotes the City and all it has to offer to a new family or individual.
- Creating a community welcome group where the traveling spouse could meet other spouses and learn about the City and all it has to offer.

Realtors

Realtors were asked questions related to housing demand, costs, what clients are looking for in a home, what is available, and perceived housing needs.

The realtors who participated in the discussion felt that there was a strong demand for senior condominium housing that was built on one level with shared yard and amenities. They stated that there are a large number of seniors who are looking to downsize and move into this type of living arrangement. Further, when these types of homes come onto the market the realtors see multiple offers.

There is a shortage of homebuilders in Waupun meaning less homes are being built even though there is a demand. People are looking for 3-bedroom 2-bathroom homes. Many older people, although they need less space, also want a 3-bedroom home for the resale value. The minimum new home size is typically 1,600 to 2,000 sq. ft. with an open concept and 3-car garage. Lot size is not a factor for buyers looking in the City. People want convenience in the form of “live in place” homes, zero thresholds and door openings of 36”.

All age groups are looking for homes. People in their first home are finding it difficult to find their next home. There is a lack of land available for new subdivisions and housing is needed near the Industrial Park.

The quality of the School District is important to homebuyers with children. More retail options would also help bring people into Waupun. It is important that people can live, work and shop in the City. More people are improving their residential properties, which makes the community more attractive and commercial property owners in the downtown should continue making improvements. Community promotion could be improved by bringing back the “Welcome Wagon” idea and keeping websites that promote the City current and attractive.

The homebuyer market is very competitive right now and there is a small amount of homes for sale at any given time. Homes are selling quickly and usually above asking price. For lower wage

earners, it is difficult to afford a new home and existing homes in their price range are hard to find. Some of this is related to the small number of homes priced \$275,000 and above. Households who can afford those homes cannot find them, therefore, they buy lower priced homes, which makes those unavailable to households with lower incomes. Homes in this price range also act as the second home for many and if they are not available, those residents stay in their first homes longer tying up affordable housing stock.

Currently, it is difficult to find homes for sale in the \$180,000 to \$260,000 range and any single-story home priced up to \$275,000 sells quickly. There is also a growing demand for homes in the \$300,000 range.

It would be helpful if the City owned land designated for residential development to help offset costs builder costs. One realtor knew people who were looking to build duplexes in Waupun but cannot find reasonably priced land.

Many of the existing homes are dated and need some work but younger buyers want a “finished home” that is “move in ready”.

Waupun’s Homeless Population

Identifying the homeless population in a community is difficult as most homeless people are mobile and tend to move frequently depending on the season and weather. A diverse group of agencies was asked questions related to identifying the homeless population in the City, perceived causes of homelessness and housing related needs for the homeless and other residents who need help.

Police Department

The City of Waupun Police Department (WPD) does not keep records of the number of homeless people encountered each year and there are no official policies and/or procedures in place if a homeless person or family is identified. Typically, the WPD is made aware of a homeless person when that person contacts them for assistance. In most cases, these homeless are traveling through Waupun to reach another destination.

The most common reasons for their situation are related to mental illness or drugs and alcohol. Most do not engage in criminal activity while in Waupun.

To help the homeless, the Salvation Army-Dodge County will provide vouchers for 1-night stays in a local hotel and then transportation for them the next day. Sometimes transportation is in the form of a bus ticket to get them to, or closer to, their destination. Money for the vouchers are provide by local individuals, groups and businesses.

The WPD is aware of local residents living with family or friends because of being homeless.

Central Wisconsin Christian School

The Central Wisconsin Christian School (CWCS) does not maintain a count of homeless students or have specific policies in place if a homeless student is identified. If someone is identified, it is usually through a counselor or other staff member.

If a student has any financial need, school staff, parents and supporters of the school come together to help. In general, this extends to housing as well. Any housing needs of families that they are aware of, tend to be temporary and people within the CWCS community join together to help.

Waupun Area School District

The Waupun Area School District (WASD) identifies homeless students through a variety of ways including information from teachers, other students, City of Waupun Police Department and a parent survey. To register for school, parents are asked if they are homeless.

On average, there are approximately 28 students a year that are homeless in the School District. Approximately 40%-50% of students are eligible for free or reduced lunches. Some families have left the school district because of a lack of affordable housing. Homeless students are spread out through all grades.

Many of the homeless students and families are sharing housing with another family member or friend. Some stay in hotels or motels short term with the use of vouchers. Some older students move from house to house staying with friends. The main underlying reasons resulting in student homelessness are medical related (mental illness or a disability), unaffordable housing options in the community and a lack of reliable transportation.

School counselors and the affected parents are notified if a homeless student is identified. The Salvation Army and Food Pantry can assist with limited stays in hotels/motels that are usually full. If nothing is available in Waupun or the need for housing is more long-term, families have to go to shelters in Beaver Dam, Fond du Lac or Oshkosh. These are often full as well, especially in the winter. Most homeless students are in single-parent households and the numbers are growing.

The School District provides transportation vouchers for taxis to get students to and back home from school when they are temporarily living outside the School District. To help homeless students have the same opportunities as other students, fees are waived for school activities. Students can also get free lunches, school supplies, clothes, eyeglasses (if broken) and winter clothing.

There is a need for public income-based housing where you pay a percentage of your income. There is a lack of housing for larger families (3+ bedrooms) and people with past evictions have difficulty finding housing. Having a car or access to transportation is essential. Parents without reliable transportation cannot drive to work on a regular basis, which makes it difficult to maintain employment and afford housing.

City of Waupun Food Pantry

The City of Waupun Food Pantry provides food assistance for residents in the City of Waupun and Town of Alto. Only one visit per month is permitted and residents must call ahead. Residency and income limits are verified. Visitors to the Food Pantry must wait four (4) weeks between visits.

At the time of this interview, 43 families used the Food Pantry that week. Many of the visitors are the elderly on fixed incomes and the working poor. Over the past five years, the use of the Food Pantry has increased and the clientele has changed with more elderly using the Food Pantry.

The underlying reasons for residents needing to use the Food Pantry are underemployment, divorce, fixed incomes, drug or alcohol use and unaffordable or limited housing options. A common situation for residents using the Food Pantry is a single person who is living with another family. Also, too many people living in a house or apartment with not enough bedrooms. This is especially common among the Hispanic population.

The Food Pantry does not have any specific policies in place if a homeless person is identified but they can recommend that person go to the Salvation Army for help. It is estimated that approximately 60% of the people using the Food Pantry are doing so because of high housing costs and about 90% of Food Pantry users are renters.

In general, rents are high for many members of the community and, combined with the cost of utilities, limits the amount of disposable income people have for food and other typical needs. The biggest needs for housing, based on the people using the Food Pantry, are rents that match wages, better conditions in existing rentals and housing with three (3) or more bedrooms.

REACH Waupun

REACH Waupun started with the Waupun School Board in 2013 as a way to address gaps in student's needs. The mission statement of REACH is to commit to improving the physical, social, emotional, and economic health and well-being of Waupun area youth through building relationships and providing opportunities.

The most popular REACH program is REACH One, which is a mentoring program to provide children with consistent and positive support. Currently, there are approximately 28 matches of mentors and mentees for ages K through 8th grade with 70 children on the waiting list. Referrals to the program come from school personnel.

Homeless students are identified through the mentor and mentee relationships. The most common reasons for the need for assistance are medical related, low wages and unaffordable housing options. REACH-Mission Backpack provides food for students for the weekend. To fund this, a small portion of the budget comes from the School District and donations provide the rest.

REACH RELIEF helps overcome barriers and obstacles that can hold back a student's opportunities such as the need for eyeglasses, driver's education training, or having cold weather clothing or clothing for unusual sizes.

It is not uncommon for students in REACH Waupun to be living with other family members or in housing that is too small for the number of people in the family. Many REACH Waupun participants are from large families and need housing with three (3) or more bedrooms. Many of the students and families are experiencing generational poverty and situational poverty.

Key Takeaways from the Stakeholder Interviews

Throughout the stakeholder interviews, several ideas or needs surfaced. Some of these help validate the American Community Survey data in previous chapters. The takeaways include:

1. There is a need for housing or apartments with three (3) or more bedrooms to accommodate larger families.
2. Some multi-family housing created using tax credits for rent subsidies will begin charging market rate rents when their program obligations expire.
3. Most apartment buildings have a high occupancy rate.
4. The senior or retired population is growing.
5. There is a need for more rental units that are ADA accessible or have handicapped accessible features.
6. Most new housing is sold or rented as it is completed.
7. There is shortage of more expensive housing (\$300,000+).
8. Developers and contractors would like a faster process for reviews and approvals.
9. The City's ownership of land was helpful with recent housing development.
10. Businesses may be willing to work with developers to provide housing for temporary or short-term employees.
11. Properties are selling quickly and often above asking price.
12. It is difficult to find a person's second home or next home after their first purchase.
13. People are staying in their homes longer and there is a small amount of homes for sale at any given time.
14. Many jobs pay lower wages, which makes it difficult to find an affordable home or an apartment.
15. There are homeless students and families in the Waupun School District.
16. Transitional (short-term) housing is needed to keep student and families in the area.
17. A lack of reliable transportation is a factor for some people who are able to work but have cannot rely on their vehicle to get to work.
18. The high cost of housing and utilities leaves little disposable income for other things including food.

Chapter 6 and 7 will look at ways the City of Waupun can meet address these takeaways to help reduce housing development costs.

Chapter 6

Land Use Planning and the Municipal Code

Comprehensive Plan and Related Policies

The City of Waupun updated its Comprehensive Plan in 2018. The Land Use chapter inventoried existing land uses by category and identified areas for future land uses by category. The Comprehensive Plan projects that between 2020 and 2040, the City of Waupun will need approximately 134 acres of land for future single-family housing and two-family housing and approximately six (6) acres of land for multi-family housing. The projected land needs are based on the existing ratio of those housing types in the City.

Map 4 shows existing residential areas and areas designated for future residential growth. The main community institutions were included with a $\frac{1}{4}$ mile offset distance around them. This distance represents a reasonable walking distance for a person to utilize these facilities. Locations within the $\frac{1}{4}$ mile offset distance may be appropriate for senior housing, transitional housing and multi-family housing for low to moderate income residents. All of these groups may have limited transportation options for different reasons and a $\frac{1}{4}$ mile is considered a reasonable distance to walk.

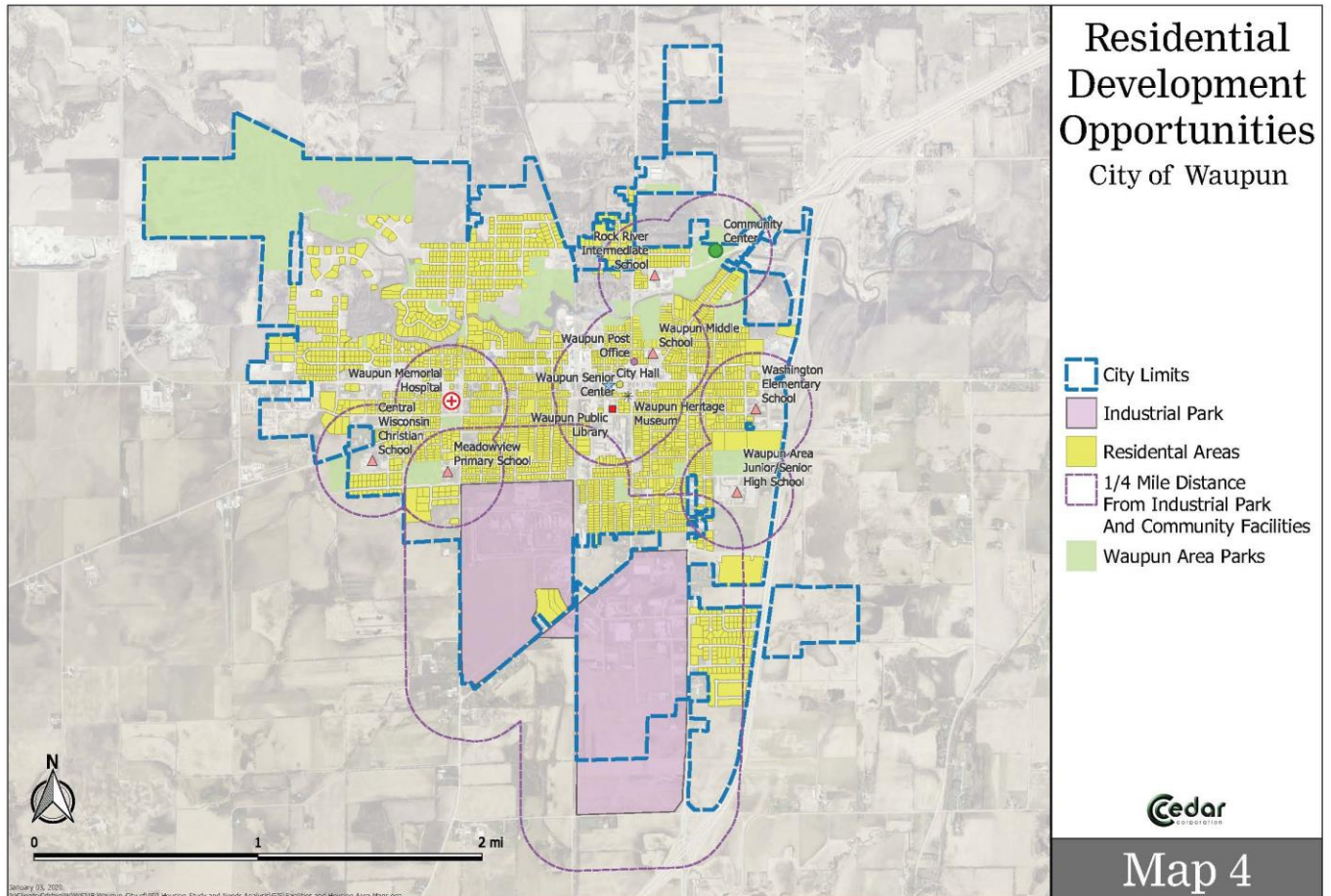
The $\frac{1}{4}$ mile offset distance is also applied to the existing and future industrial areas identified in the Comprehensive Plan because a need for housing near work areas was identified in the stakeholder interviews. This area would be appropriate for a variety of housing options to accommodate workers in various stages of their career. As the industrial area develops, sidewalks and trails should be included to allow the option to safely walk or bike to work.

Several factors can influence the amount of land needed for housing. A demand for more multi-family housing reduces land requirements, subdivision or zoning requirements can increase or decrease land needs and consumer preferences can influence house sizes.

Municipal Code and Incentives

During the stakeholder interviews, property owners, developers and contractors were asked if there was anything in the City's zoning code or subdivision ordinance that restricted what they wanted to do or, if changed, would reduce the cost of housing in communities? All people interviewed said the City's zoning code or subdivision ordinance did not restrict them in any way.

Communities are exploring ways to encourage more housing and make housing more affordable. Some of these ways involve new regulations, revising existing regulations and/or creating incentives. The following examples are ways the City of Waupun can encourage residential development or incentivize housing to meet the community's needs.



Accessory Dwelling Units

Accessory Dwelling Units (ADUs) ordinances generally allow a single-family zoned lot to have an additional dwelling on the property or inside the existing single-family home. These ADUs are regulated by size and location on a property. Typically, smaller in size (600 sq. ft.), they provide additional housing options for residents without a need for more land for development. An ADU can be above a garage, a separate structure in a backyard or an apartment in the home. The City of Waupun does not have an ordinance allowing ADUs.



Accessory Dwelling Unit above a garage.

Reduce the Minimum Lot Width for the R-1 Single-Family Residential District

Currently, the minimum lot width for a lot in the R-1 Single-Family Residential District is 90' and the minimum lot size is 10,000 sq. ft. The City could reduce the minimum lot size to 80', which

can still accommodate a modern style home, provide a 125' lot depth (common) allowing the 10,000 sq. ft. minimum lot size to be utilized.

Lot Averaging

Currently, the City's R-1 Single-Family Residential District requires a minimum lot size of 10,000 sq. ft. for a residential dwelling. Waupun could require an average minimum lot size of 10,000 sq. ft. in a major subdivision but allow a minimum lot size of 8,500 sq. ft. or what the community believes is appropriate. This allows some flexibility when there are slopes, wetlands, or other physical land conditions that may restrict the development of land. The City's R-1 Single-Family Residential District would have to be amended.

Planned Community Development (PCD) Requirements

The City's Planned Community Development (PCD) Requirements are intended to encourage residential and commercial planned community developments offering greater creativity and flexibility in site plan design. A residential PCD may provide up to a 25% increase in the number of units per acre if the PCD provides substantially more site amenities than are found in conventional residential development. Currently, the R-1 Single-Family Residential District is not included in these requirements. The City could amend its Planned Community Development (PCD) Requirements to include the R-1 Single-Family Residential District to only allow a percentage of dwelling units to be single family and require a percentage to be R-2 Two-Family Residential District and/or R-3 Multifamily Residential District ensuring a variety of housing options.

Eliminate Exclusive Single Family Residential Zoning

Recently, some larger metropolitan areas are eliminating exclusive single family zoning districts and replacing them with residential zoning districts that allow single family, duplexes and triplexes within the same district. This does not stop a developer from building all single family homes but it does allow for more housing options when properties are redeveloped or there is infill development opportunities. The City may require that any new development in existing neighborhoods match the aesthetics and setbacks typically found in that neighborhood to fit in. This would require the creation and adoption of a new zoning district.

City and Business Housing Assistance Programs

This type of program typically involves public and private contributions to fund the program. A pool of money is created that participating businesses can use to help employees purchase housing in Waupun. The money is offered as a no-interest loan over a 10-year period with the possible incentive of eliminating the last year's payment if the household can show documented improvements to the home. This program can be adjusted to help with rent security deposits as well. This type of program does not have income requirements.

Tax Incremental Financing-Affordable Housing Extension (AHE)

Waupun may extend the life of a Tax Incremental Financing District one year if all the debt is paid. The one year of tax increment can be used for affordable housing anywhere in the City. At least 75% of the increment must benefit affordable housing in the community and 25% must be

used to improve the housing stock. There are no income limits for the AHE. The City must specify what the money can be used for and any financial terms. Money can be used for older housing stock rehabilitation, the purchase of land or existing properties for development/redevelopment or to install infrastructure for housing. This can be used in conjunction with existing Community Development Block Grant-Housing programs.

Community Development Block Grant-Public Facilities (CDBG-PF)

The Community Development Block Grant-Public Facilities (CDBG-PF) program can be used for new construction if it serves new low to moderate-income housing. The current program provides up to \$1,000,000 towards infrastructure and other eligible improvements and requires a 33.33% financial match from the community. The Wisconsin Department of Administration (WDOA) must be consulted first before applying for this type of project.

Expedite the Housing Development Approval Process

The City could create a Residential Development Kit for housing developers. The Kit would contain information related to regulations (stormwater, subdivision, zoning), preliminary plat review requirements, final plat requirements, Plan Commission and Common Council schedules, incentives and associated fees to help developers or contractors submit complete information to shorten the time between concept and construction.

Fee Reductions for Housing Development that Benefits Low to Moderate-Income Residents or other Identified Housing Needs

The City could develop a policy to reduce or waive permit fees for housing development or individual projects that address low-to moderate-income housing or specialized housing for specific community needs.

Partner with Local Businesses, Agencies and Volunteers to Establish Transitional Housing

The City of Waupun does not have any transitional housing available for local needs. Transitional housing can provide temporary housing for residents who may have lost a job, lost a home, or whose family situation has changed. Transitional housing staff often provides other services such as working with the family or individual to secure affordable housing, finding or maintaining employment and accessing resources to become self-sufficient.

Chapter 7

Housing Needs and Recommended Actions

Introduction

The Housing Needs and Recommended Actions chapter identifies the main housing needs identified through demographic data, housing data and personal interviews that provided personal experiences that cannot be found in statistics. The needs are followed by a recommended action to address the need and then proposed steps to implement the action. It should be noted that in many situations there is no single step that will solve an issue and that a proposed step can address multiple recommended actions. Other reasonable actions may be discovered during conversations that can also be used.

Housing Need #1: Promote housing development to meet the projected demand.

Household projections show that between 2020 and 2025, there will be 182 new households in the City of Waupun. Currently, 65.6% of housing units are owner occupied and 34.4% are renter occupied. Using those percentages, by 2025, Waupun will need 120 single family homes and 62 rental units. Between 2025 and 2030, the City will need an additional 92 single family homes and 48 rental units (140 new housing units).

Recommended Action

The City of Waupun should engage with developers, affordable housing private developers, businesses and nonprofits to increase the number of new housing units and housing options in the City of Waupun.

Proposed Steps

1. Utilize the City of Waupun Comprehensive Plan, Housing Affordability Report, New Housing Fee Report, Mixed-Use TIF District Project Plans and City utility maps to highlight areas in the community and individual parcels for new housing development.
2. Promote the specific housing needs identified in this chapter.
3. Identify and seek appropriate funding available for eligible housing projects.
4. Create a Residential Development Kit to give to housing developers. The Kit would contain information related to stormwater regulations, subdivision ordinances, zoning ordinances, preliminary plat review requirements, final plat requirements, Plan Commission and Common Council schedules, incentives and associated fees to help developers or contractors to submit complete information to shorten the time between concept and construction.

5. Create a City of Waupun Residential Development Marketing Kit to give to housing developers. At a minimum, the Kit should contain the following information to help developers or contractors to submit complete information to shorten the time between concept and construction:
 - a. City of Waupun Housing Study and Needs Analysis
 - b. Map showing public and private undeveloped residentially zoned parcels
 - c. Residential Development Checklist

Housing Need #2: Replace 101 affordable housing units going to market rate.

Two apartment complexes that were interviewed were built using Section 42 tax credits. Others may exist in the City but they were not identified during the interviews. Section 42 housing is part of a federal tax program. Developers receive a federal tax credit and agree to maintain properties in a safe and decent condition plus maintain income and rent restrictions while they are receiving the credit. The two apartment complexes interviewed provide 101 total affordable units. They will meet their 30-year commitment for tax credits in 2022 and 2027 respectively and then will go to market rate rents potentially displacing some residents or raising rents that will make living there more expensive for others.

Recommended Action

The City of Waupun should engage with affordable housing private developers to replace, at a minimum, the 101 affordable rental housing units planned to go to market rate.

Proposed Steps

1. Review internal policies to identify ways to shorten approval time and reduce the cost to construct low-to moderate-income or specialized housing in the community such as reducing or waiving permit fees.
2. Create a Residential Development Checklist to help developers or contractors understand the timeline and submission requirements to receive required permits and approvals.
 - a. Stormwater Ordinance
 - b. Subdivision Ordinances
 - c. Zoning Ordinances
 - d. Preliminary Plat Review Requirements
 - e. Final Plat Requirements
 - f. Plan Commission and Common Council Schedules
 - g. Development Fees
3. Create a City of Waupun Residential Development Marketing Kit to give to housing developers. At a minimum, the Kit should contain the following information to help developers or contractors to submit complete information to shorten the time between concept and construction:
 - a. City of Waupun Housing Study and Needs Analysis

- b. Map showing public and private undeveloped residentially zoned parcels
 - c. Map showing existing TIF Districts that allow housing
 - d. Residential Development Checklist
 - e. Incentives (Local, State, Federal)
4. Contact developers who utilize tax credits for affordable housing projects, share the City of Waupun Residential Development Marketing Kit and explore ways to work with the developers to build new subsidized housing in Waupun.
 5. Create a Request for Information (RFI) for City-owned land. The RFI would specify types of housing required and amenities and request examples of past similar projects and financial assistance needed to construct the housing specified. The City would evaluate the RFIs and choose a developer to work with to develop housing.
 6. Utilize the Affordable Housing Extension allowed in Tax Incremental Financing (TIF) Districts to keep an additional year of tax increment. That money can be used as incentive to assist with land acquisition, utilities, or other eligible costs for the construction of new subsidized housing.
 7. Apply for a Community Development Block Grant for Public Facilities award that can be used for new infrastructure serving housing for low to moderate income residents.
 8. Support a developer's application for affordable housing tax credits by ensuring City policies/actions align with the application process of the affordable housing tax credit program.

Housing Need #3: There is no transitional housing in the City.

There is no transitional housing for families with longer-term needs in Waupun. Currently, people in need of housing can get vouchers for short hotel stays only. Because there are no facilities in Waupun, people with longer term needs have to go to facilities in Beaver Dam, Fond du Lac or Oshkosh to find shelter.

Recommended Actions

Coordinate with local social service/charity organizations, businesses and volunteers to purchase an existing building or build new transitional housing for longer-term local needs. The facility should include units with three (3) or more bedrooms to accommodate larger families

Proposed Steps

1. Identify potential sites near medical facilities, grocery stores, schools, the public library and other institutions where transitional housing residents would have access to these institutions without being dependent on an automobile. These areas should have safe pedestrian and bicycle infrastructure.

2. Coordinate with local social service/charity organizations, churches, businesses and volunteer groups to create a non-profit organization to develop and manage a transitional housing facility.
3. Develop a policy to reduce or waive permit fees for transitional housing development.
4. Utilize the Affordable Housing Extension allowed in Tax Incremental Financing (TIF) Districts to keep an additional year of tax increment. That money can be used as incentive to assist with land acquisition, utilities, or other eligible costs for the construction of transitional housing.
5. Apply for a Community Development Block Grant for Public Facilities award that can be used for new infrastructure serving housing for low to moderate income residents.

Housing Need #4: There is a demand for higher price homes (\$300,000+).

Income and housing statistics show that there are household incomes that can afford higher priced homes (\$300,000+) currently not available in Waupun. Because there is a shortage of these homes, higher income residents are competing with middle- and low-income residents for the same lower priced housing stock. This creates price competition allowing high wage earners to outbid and drive up overall home prices. The construction of higher prices homes would free up medium price housing options for middle and lower wage earners.

Recommended Action

Promote Waupun to higher-priced homebuilders in order to reduce the pressure for mid-priced homes.

Proposed Steps

1. Create a Residential Development Kit to give to housing developers. The Kit would contain information related to stormwater regulations, subdivision ordinances, zoning ordinances, preliminary plat review requirements, final plat requirements, Plan Commission and Common Council schedules, incentives and associated fees to help developers or contractors to submit complete information to shorten the time between concept and construction.
2. Create a City of Waupun Residential Development Marketing Kit to give to housing developers. At a minimum, the Kit should contain the following information to help developers or contractors to submit complete information to shorten the time between concept and construction:
 - d. City of Waupun Housing Study and Needs Analysis
 - e. Map showing public and private undeveloped residentially zoned parcels
 - f. Residential Development Checklist

3. Create a Request for Information (RFI) for City-owned land. The RFI would specify types of housing required and amenities and request examples of past similar projects and financial assistance needed to construct the housing specified. The City would evaluate the RFIs and choose a developer to work with to develop housing.
4. We recommend against using any public financial incentives/assistance to support the construction of higher prices homes (\$300,000+) as these home prices are high enough to cover the cost of construction.

Housing Need #5: Rehabilitation of the older housing stock.

A large portion (76%) of the City's housing stock was constructed before 1980 and older areas of the City are in need of rehabilitation. By rehabilitating older housing stock, housing can become more energy efficient reducing owner costs, create an appealing community and provide opportunities for homeowners to live in place longer. Improved housing also increases property values which helps the City by providing more tax revenue.

Recommended Actions

Create program(s) that support and encourage the rehabilitation of Waupun's older housing stock.

Proposed Steps

1. Continue to utilize Housing Programs administered by the City of Waupun, Fond du Lac County and Dodge County to assist low to moderate income residents make improvements to their homes.
2. Creation of a local home rehab program. Fund could be lent out at a low or zero percent rate to incent homeowners to invest in their homes. Funds from this program could come from the Affordable Housing Extension allowed under the Tax increment Financing (TIF) law and/or CDBG Housing program.
3. Utilize the Affordable Housing Extension allowed in Tax Incremental Financing (TIF) Districts to keep an additional year of tax increment. The money can be used to rehabilitate older housing stock with flexibility towards income limits.
4. Create a program that recognizes residents who have made significant improvements to older homes.

Housing Need #6: Need for more Senior Housing.

The City's over 50 population is growing resulting in a need for senior type housing such as single-story apartments, smaller houses or condominiums. As older residents downsize and move into senior-based housing this would make additional housing available for residents.

Recommended Actions

Create more senior housing options so older residence can remain in Waupun.

Proposed Steps

1. Utilize the Affordable Housing Extension allowed in Tax Incremental Financing (TIF) Districts to keep an additional year of tax increment if the TIF District has all debt paid off. That money can be used as incentive to assist with land acquisition, utilities, or other eligible costs for the construction of senior housing.
2. Apply for a Community Development Block Grant for Public Facilities award that can be used for new infrastructure serving housing for Low to Moderate residents and seniors who are an eligible population.
3. Create a Residential Development Kit to give to housing developers. The Kit would contain information related to stormwater regulations, subdivision ordinances, zoning ordinances, preliminary plat review requirements, final plat requirements, Plan Commission and Common Council schedules, incentives and associated fees to help developers or contractors to submit complete information to shorten the time between concept and construction.
4. Create an ordinance allowing Accessory Dwelling Units (ADUs). ADUs generally allow a single-family zoned lot to have an additional dwelling on the property or inside the existing single-family home. These ADUs are regulated by size and location on a property. Typically, smaller in size (400 to 600 sq. ft.) they provide additional housing options for residents without needing more land for development.
5. Identify areas near medical facilities, grocery stores, schools, public library and other institutions where housing for seniors would have access to these institutions without being dependent on an automobile. These areas should have safe pedestrian and bicycle infrastructure and can contain higher density housing options.
6. Support single story senior housing redevelopment or infill development in existing neighborhoods.
7. Develop an RFI seeking senior housing developers.

Housing Need #7: Housing for sensitive populations.

There is a need for more housing options for sensitive populations including low to moderate incomes and residents with disabilities, especially units with three (3) or more bedrooms to accommodate larger families.

Recommended Actions

Work with local and regional not-for-profit organizations and developers to provide units aimed at sensitive population needs.

Proposed Steps

1. Review internal policies to identify ways to shorten approval time and reduce the cost to construct low-to moderate-income or specialized housing in the community such as reducing or waiving permit fees.
2. Identify areas near medical facilities, grocery stores, schools, public library and other institutions where housing for seniors, sensitive populations and economically disadvantaged residents have access to these institutions without being dependent on an automobile. These areas should have safe pedestrian and bicycle infrastructure and contain higher density housing options.
3. Create a Residential Development Checklist to help developers or contractors understand the timeline and submission requirements to receive required permits and approvals.
 - a. Stormwater Ordinance
 - b. Subdivision Ordinances
 - c. Zoning Ordinances
 - d. Preliminary Plat Review Requirements
 - e. Final Plat Requirements
 - f. Plan Commission and Common Council Schedules
 - g. Development Fees
4. Create a City of Waupun Residential Development Marketing Kit to give to housing developers. At a minimum, the Kit should contain the following information to help developers or contractors to submit complete information to shorten the time between concept and construction:
 - a. City of Waupun Housing Study and Needs Analysis
 - b. Map showing public and private undeveloped residentially zoned parcels
 - c. Map showing existing TIF Districts that allow housing
 - d. Residential Development Checklist
 - e. Incentives (Local, State, Federal)

5. Contact developers who utilize tax credits for affordable housing projects, share the City of Waupun Residential Development Marketing Kit and explore ways to work with the developers to build new subsidized housing in Waupun.
6. Create a Request for Information (RFI) for City-owned land. The RFI would specify types of housing required and amenities and request examples of past similar projects and financial assistance needed to construct the housing specified. The City would evaluate the RFIs and choose a developer to work with to develop housing.
7. Utilize the Affordable Housing Extension allowed in Tax Incremental Financing (TIF) Districts to keep an additional year of tax increment. That money can be used as incentive to assist with land acquisition, utilities, or other eligible costs for the construction of housing for sensitive populations.
8. Apply for a Community Development Block Grant for Public Facilities award that can be used for new infrastructure serving housing for low to moderate income residents.
9. Support a developer's application for affordable housing tax credits by ensuring City policies/actions align with the application process of the affordable housing tax credit program.

Recommended Actions to Benefit All Housing Development Types

1. Develop an "Infill" map identifying lots or redevelopment opportunities in developed areas. This can be used as a resource for contractors and housing developers to promote more cost effective and affordable building opportunities in the City.
2. Purchase land for residential development. This allows the City to potentially use the land as an incentive or set conditions of development to reflect housing needs. The City can create a Request for Information (RFI) for City-owned land. The RFI would specify types of housing required and amenities and request examples of past similar projects and financial assistance needed to construct the housing specified. The City would evaluate the RFIs and choose a developer to work with to develop housing.
3. Create an ordinance allowing Accessory Dwelling Units (ADUs). ADUs generally allow a single-family zoned lot to have an additional dwelling on the property or inside the existing single-family home. These ADUs are regulated by size and location on a property. Typically, smaller in size (400 to 600 sq. ft.) they provide additional housing options for residents without needing more land for development.
4. Create a list of active housing developers by project type to systematically target with marketing materials about the City of Waupun, its housing needs and how the City would support housing development.

5. Create a program to help employees purchase homes and/or make improvements. A pool of money is raised from public and private entities that participating businesses can use to help employees purchase housing in Waupun. The money is offered as a no-interest loan over a 10-year period with the possible incentive of eliminating the last year's payment if the household can show documented improvements to the home. This type of program does not have income requirements.
6. Support legislation that provides a funding mechanism for the creation of affordable housing in Wisconsin.
7. Work with developer to create a development(s) with a mix of affordable and market rated units, using the market rate units to offset the affordable units cost to construct.

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