



A G E N D A
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, March 20, 2024 at 4:30 PM

The Waupun Plan Commission will meet on March 20, 2024 at 4:30 pm in the Waupun City Hall Council Chambers.

The meeting will be held in person and via Zoom. Instructions to join the zoom meeting are below:

Join Zoom Meeting

<https://us02web.zoom.us/j/81152900995?pwd=bit3MWtVNFNEczRhc1U0aFBvK2dGUT09>

Meeting ID: 811 5290 0995

Passcode: 854038

By Phone: (312) 626 6799 US (Chicago)

CALL TO ORDER

ROLL CALL

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--*State name, address, and subject of comments. (2 Minutes)*

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

CONSIDERATION - ACTION

1. Approve minutes of the February 21, 2024 meeting.
2. Public Hearing - Conditional Use Permit Application of Christina Kartechner at 18 S Madison St. to install a projecting sign above the front entrance per Municipal Code Section 16.11(2)(a) and 16.11(5)(e).
3. Public Hearing - Conditional Use Permit Application of 18 Wheeler Truck Wash LLC at 1815 Shaler Dr (Parcel # 292-1315-0933-005) to construct a 2-bay automated truck wash per Municipal Code Section 16.04(4)(d)(i) and (ii).
4. Public Hearing - Ordinance amendment to rezone Lots 1, 2, 3, 4, 5, 7, and 8 of Heritage Ridge Subdivision, and Outlot 1 of Heritage Ridge Subdivision presently zoned in the B-3 Shopping Center Business District to the PCD - Planned Community Development District.
5. Public Hearing - Ordinance Amendment to include projecting signs as a permitted use.
6. Discuss Zoning for parcels that will be annexed to the City of Waupun. Parcel #'s 010-1315-0543-015 and 010-1315-0543-014.

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, February 21, 2024 at 4:30 PM

The Waupun Plan Commission met on Wednesday, February 21, 2024 at 4:30 pm in the Waupun City Hall Council Chambers.

CALL TO ORDER

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

ROLL CALL

Members Present: Jerry Medema, Elton TerBeest, Rohn Bishop, Jeff Daane, Jill Vanderkin, and Jason Whitford

Members Excused: Mike Matoushek

Staff Present: Kathy Schlieve, Susan Leahy

Others Present: Maddie Gantner - (Zoom), Jamie Briggs (Zoom)

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION-- None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Next Meeting will be on Wednesday, March 20, 2024

CONSIDERATION - ACTION

1. Approve minutes of the December 20, 2023 meeting.
Motion by Medema, 2nd by TerBeest to approve the minutes of the December 20, 2023 meeting. Motion carried, unanimously.
2. Public Hearing - Conditional Use Permit Application - Madeline Gantner at 425 E Main St. to install a projecting sign above the front entrance per Municipal Code Section 16.11(2)(a) and 16.11(5)(e).

Motion by Whitford, 2nd by Vanderkin to open the public hearing. Motion carried, unanimously.

Madeline appeared and wants to put a sign at 425 E. Main St. It's a projecting sign on her current location in Brownsville and she will be moving it to Waupun. The sign has a large bracket and will be secured to the building. The sign is completely stationary.

Kathy Schlieve stated that BID and CDA did approve the plan. She did receive a call from one neighbor about it and once she explained what it was about, they were fine with it.

Kathy Schlieve and Sue Leahy believe that we should make an ordinance change to allow projecting signs as a permitted use instead of a conditional use permit.

Motion by Whitford, 2nd by Vanderkin to close the public hearing. Motion carried, unanimously.

Motion by TerBeest, 2nd by Whitford to approve the Conditional Use Permit Application of Madeline Gantner at 425 E. Main St. to install a projecting sign above the front entrance of the building as presented. Motion carried, unanimously.

3. Public Hearing - Conditional Use Permit Application - Meaghan DeJager at 20 S. Madison St. to install a projecting sign above the entrance per Municipal Code Section 16.11(2)(a) and 16.11(5)(e).

Motion by Whitford, 2nd by Vanderkin to open the public hearing. Motion carried, unanimously.

Meaghan DeJager could not be here to discuss her plan, but Sue Leahy and Kathy Schlieve discussed the plan.

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

Motion by Whitford 2nd by, Vanderkin to approve the Conditional Use Permit application of Meaghan DeJager at 20 S. Madison St. to install a projecting sign above the entrance of the building as presented.

Motion carried, unanimously.

ADJOURNMENT

Motion by Medema, 2nd by Whitford to adjourn the meeting. Motion carried, meeting adjourned at 4:38 pm.

Minutes prepared by Trista Steinbach

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that at a meeting of the Plan Commission of the City of Waupun, to be on Wednesday the 20th day of March, 2024 at 4:30 pm, where there will be considered an application for a Conditional Use Permit of:

1. Christina Kartechner at 18 S Madison St. to install a projecting sign above the front entrance per Municipal Code Section 16.11(2)(a) and 16.11(5)(e).
2. 18 Wheeler Truck Wash LLC at 1815 Shaler Dr (Parcel # 292-1315-0933-005) to construct a 2-bay automated truck wash per Municipal Code Section 16.04(4)(d)(i) and (ii).

The meeting will be held in person and via Zoom. Instructions to join the zoom meeting are below:

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Meeting ID: 811 5290 0995

Passcode: 854038

By Phone: (312) 626-6799 US (Chicago)

PLEASE TAKE FURTHER NOTICE that all persons desiring to be heard on the proposed Conditional Use in support thereof or in opposition thereto, must contact the Zoning Administrator prior to said meeting of the Plan Commission of the City of Waupun.

Dated this 6th day of March, 2024

Susan Leahy
Zoning Administrator
City of Waupun

(PUBLISH March 12, 2024)

Fee: \$150.00

Paid: ✓ #2169 3/1/24

Date: 2/29/2024



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

Conditional Use Permit Application

Applicant Name: Christina Kartechner Phone # 920.463.0846

Address: W5928 Milligan Rd E-mail: gould.christina04@gmail.com

City, State, Zip Waupun, WI 53963

Property Description and address:

18 S Madison Street; Retail Flower Shop and Gift Shop

Conditional Use Requested:

Installation of 36" Fixed Mount Projecting Sign Bracket with Sign 36" diameter

Zoning Ordinance Section Involved:

16.11 of the Municipal Code of the City of Waupun entitled "SIGNS" permits projecting signa as a conditional use under (2a)
16.11 (2a) &
16.11 (5) (e)

Date Presented to Plan Commission: _____

CONDITIONAL USE: Granted Denied

Comments:

Signature of Applicant (s)

ckartechner

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Susan Leahy
Zoning Administrator
City of Waupun

(PUBLISH March 12, 2024)

Fee: \$150.00 Paid: _____ Date: _____



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

Conditional Use Permit Application

Applicant Name: 18 Wheeler Truck Wash LLC Phone # 920.295.8328

Address: N7851 County Road F E-mail: retzy1966@gmail.com

City, State, Zip Berlin, WI 54923

Property Description and address:

Parcel 292-1315-0933-005, Heritage Ridge Business Park, located adjacent and to the east of the travel plaza. 1815 Shaler Dr.

Conditional Use Requested:

Request to construct a 2-Bay automated truck wash on the parcel, consistent with the city's plan for development of this area. The site has adequate parking for staging of trucks through the wash bay. The wash will operate 24/7, 365 days per year and is an automated truck wash. Time to complete a full cycle/wash is X minutes per truck/trailer. One attendant will be staffed to manage the site.

Zoning Ordinance Section Involved:

16.04 Interchange Business District (d) Conditional Use (i) truck stop; (ii) service stations

Date Presented to Plan Commission:

CONDITIONAL USE: Granted Denied

Comments:

The travel plaza maintains a conditional use for their facility that abuts this parcel. The proposed use is ancillary to the travel plaza and consistent with City plans for this area.

Signature of Applicant (s)

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that at a meeting of the Plan Commission of the City of Waupun, will be held on Wednesday the 20th day of March, 2024, at 4:30 o'clock in the P.M. there will be considered an ordinance to amend Chapter 16 of the Municipal Code of the City of Waupun.

The meeting will be held in person and via Zoom. Instructions to join the zoom meeting are below:

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ORDINANCE # 24 - ____

AN ORDINANCE TO AMEND CHAPTER SIXTEEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "ZONING ORDINANCE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.01(10) of the Municipal Code of the City of Waupun entitled "Zoning Map" is amended to provide as follows: real estate currently owned by the City of Waupun and described as Lots 1, 2, 3, 4, 5, 7 and 8 of Heritage Ridge Subdivision, and Outlot 1 of Heritage Ridge Subdivision being presently zoned in the B-3 Shopping Center Business District is rezoned to the PCD – Planned Community Development District.

SECTION 2: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this ____ day of _____, 2024.

Rohn Bishop
Mayor

ATTEST:

Angela Hull
City Clerk

(Publish March 5, and March 12, 2024)

ORDINANCE # 24 - ____

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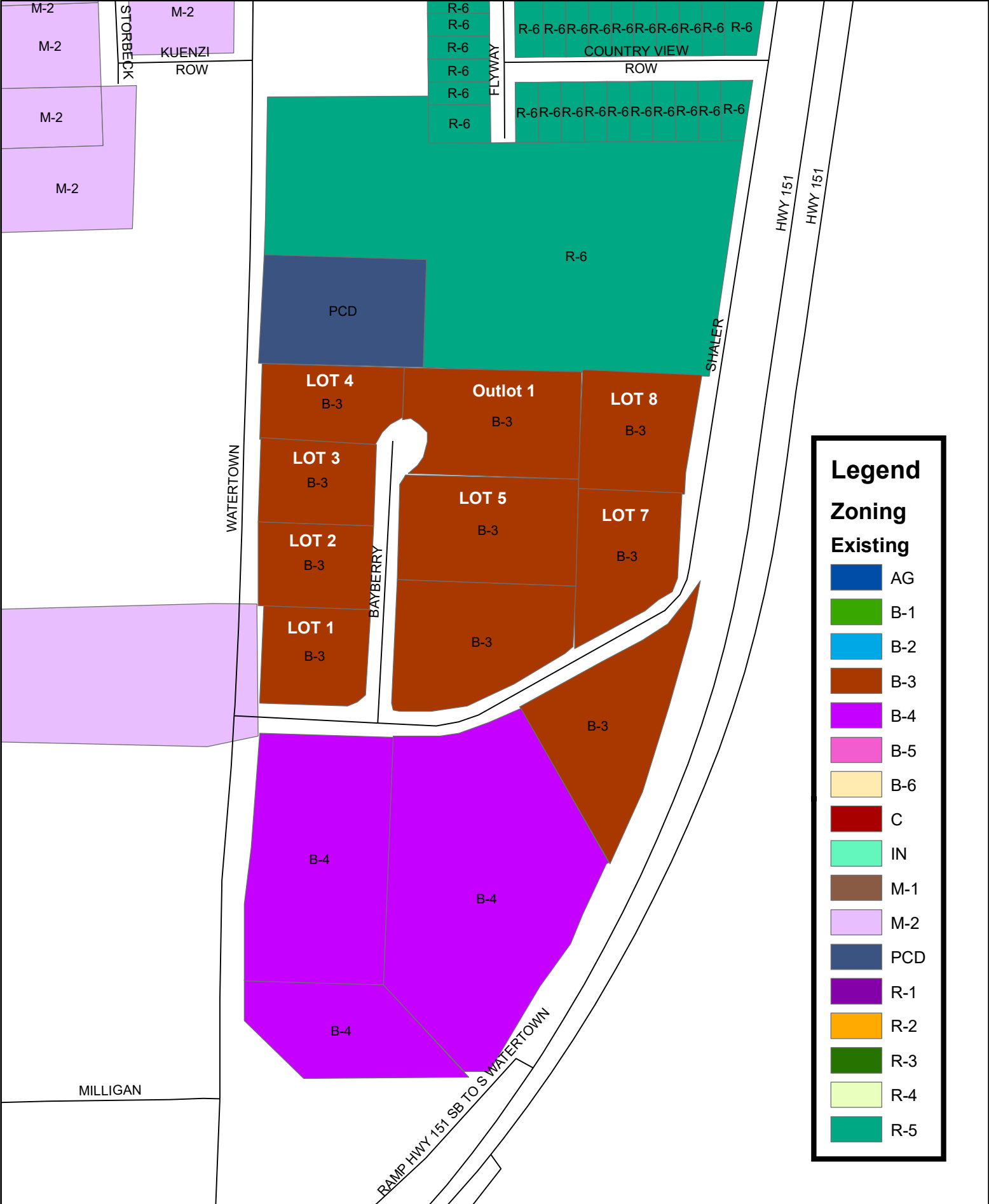
Enacted this ____ day of _____, 2024.

Rohn Bishop
Mayor

ATTEST:

Angela Hull
City Clerk

Existing Zoning

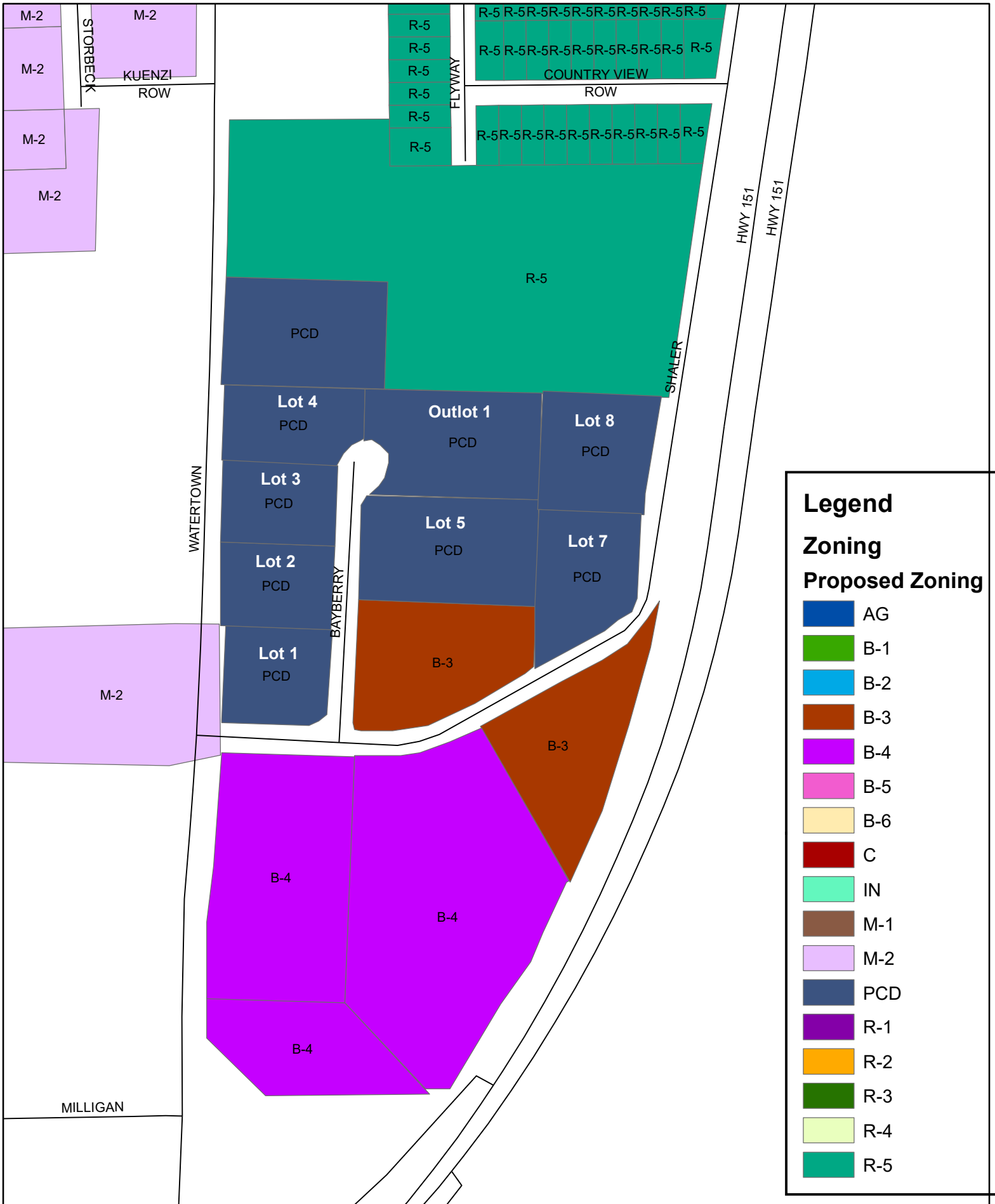


Legend

Zoning Existing

- AG
- B-1
- B-2
- B-3
- B-4
- B-5
- B-6
- C
- IN
- M-1
- M-2
- PCD
- R-1
- R-2
- R-3
- R-4
- R-5

Proposed Zoning



NOTICE OF PUBLIC HEARING

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ORDINANCE # 24 - ____

AN ORDINANCE TO AMEND CHAPTER SIXTEEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "ZONING CODE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.11 of the Municipal Code of the City of Waupun entitled "SIGNS" is amended as follows:

SECTION 16.11[(2a) entitled "CONDITIONAL USE – Projecting Signs" is repealed in its entirety.

SECTION 16.11(5)(e) is repealed in its entirety.

SECTION 16.11(4) Type 11 entitled PROJECTING SIGNS is amended to read as follows Type 11. Projecting signs advertising businesses or institutions not exceeding 10 square feet in area located on the premises.

- (a) One projecting sign may be permitted for each parcel provided no ground sign is located on the property.
- (b) No part of any projecting sign shall extend further than five feet from the face of the building.
- (c) No part of any projecting sign shall be less than ten feet from the grade underneath
- (d) No projecting sign shall extend above the second story window sill or extend above the roof line, whichever is lower.
- (e) Any sign projecting from a building shall be securely and safely anchored thereto so as not to swing, with rigid rods, taut cables or chains, all of rust resistant materials.

SECTION 2: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 3: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this __ day of _____, 2024.

Rohn W. Bishop
Mayor

ATTEST:

Angela Hull
City Clerk

(Publish March 5, and March 12, 2024)

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Enacted this _____ day of _____, 2024.

Rohn W. Bishop
Mayor

ATTEST:

Angela Hull
City Clerk

16.11 SIGNS.

- (1) PERMIT AND CONFORMANCE REQUIRED. No sign shall hereafter be located, erected, moved, reconstructed, extended, enlarged, converted, or structurally altered without a permit and without being in conformance with the provisions of this Ordinance. The sign shall also meet all the structural and permit requirements of the Building Code.
- (2) EXISTING NONCONFORMING SIGNS. Signs lawfully existing at the time of the adoption or amendment of this Ordinance may be continued although the use, size, or location does not conform with the provisions of this Ordinance. However, it shall be deemed a nonconforming use or structure.

~~[(2a) CONDITIONAL USE.] Projecting signs shall be permitted only as conditional uses in all Business Districts and Institutional Districts.~~

- (3) PERMITTED LOCATION OF SIGNS.

Zoning District	Types of Signs Permitted
R-1, R-2, R-6	1, 2, 7, 9
R-3	1, 2, 7, 8, 9
R-4, R-5	1, 2, 3, 7, 9
B-1	4, 7, 9, 11
B-2, B-3, B-6, M-1, M-2, IN	5, 7, 11
B-4, B-5	6, 7, 11
C	7
PD	2, 7, 9
A	2, 7, 9, 10

- (4) TYPES OF SIGNS, MAXIMUM SIZE AND LOCATION.

Type 1. Signs over show windows or doors of a nonconforming business establishment announcing without display or elaboration only the name and occupation of the proprietor and not to exceed 2 feet in height and 10 feet in length; bulletin boards for public, charitable or religious institutions, recreational areas, and community centers not to exceed 8 square feet in area located on the premises.

Type 2. Signs advertising a home occupation not exceeding 2 square feet and located on the premises.

Type 3. Signs advertising boarding or rooming houses not exceeding 8 square feet and located on the premises.

Type 4. Signs advertising utilities, banks, and savings and loan associations not to exceed 30 square feet; signs for clinics and hospitals not to exceed 30 square feet for clinics and 150 square feet for hospitals located on the premises.

Type 5. Wall signs placed against the exterior walls of buildings not extending more than 10 inches outside of a building's wall surface, not exceeding 500 square feet in area above the lowest point of the roof; ground signs not exceeding 30 feet in height above the mean centerline street grade, meeting all yard requirements for the district in which it is located, not exceeding 100 square feet on one side, not 200 square feet on all sides for any one premises; roof signs not exceeding 10 feet in height above the roof, meeting all the yard and height requirements for the district in which it is located, and not exceeding 300 square feet on all sides for any one premises.

Type 6. Wall signs placed against the exterior walls of buildings not extending more than 10 inches outside of a building's wall surface, not exceeding 500 square feet in area for any one premises, and not extending 2

feet above the lowest point of the roof; ground signs not exceeding 50 feet in height above the mean centerline street grade, meeting all yard requirements for the district in which it is located, not exceeding 100 square feet on one side nor 200 square feet on all sides for any one premises; roof signs not exceeding 10 feet in height above the roof, meeting all the yard and height requirements for the district in which it is located, and not exceeding 300 square feet on all sides for any one premises.

Type 7. Official signs, such as traffic control, parking restrictions, information and notices; temporary signs or banners when authorized by the Zoning Administrator for a maximum of 30 days; memorial signs, tablets, names of buildings, and date of erection when cut into any masonry surface or when constructed of metal and affixed flat against a structure.

Type 8. Signs advertising nursing homes, condos, and apartment complexes not exceeding 20 square feet in area per side located on the premises.

Type 9. Name, occupation, and warning signs not to exceed 4 square feet in area located on the premises.

Type 10. Signs advertising the sale of farm products produced on the premises not to exceed 8 square feet.

Type 11. Projecting signs advertising businesses or institutions not exceeding 10 square feet in area located on the premises.

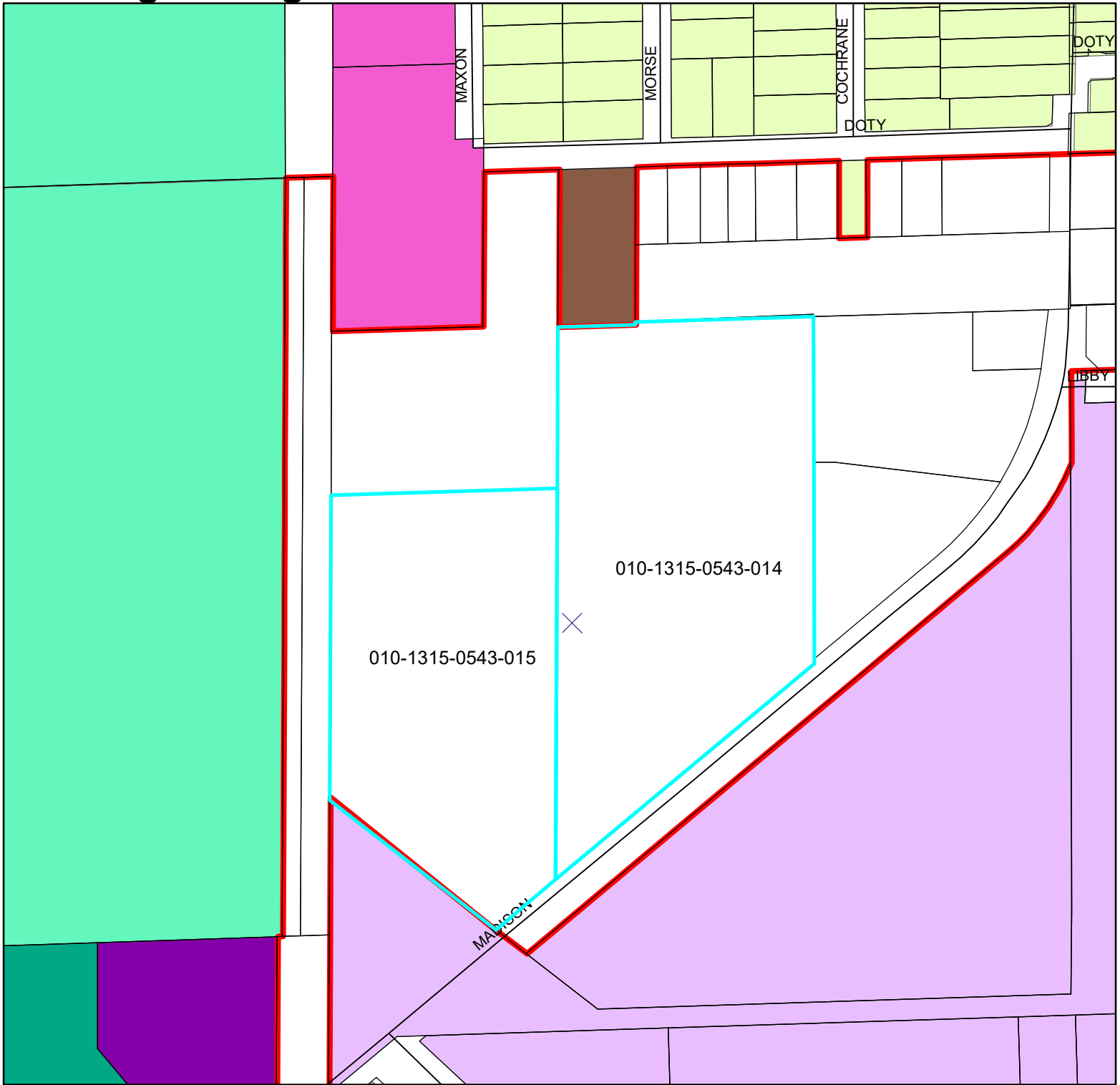
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- (e) Any sign projecting from a building shall be securely and safely anchored thereto so as not to swing, with rigid rods, taut cables or chains, all of rust resistant materials.

(5) PROHIBITED CHARACTERISTICS OF SIGNS.

- (a) No sign shall contain, include, or be composed of any conspicuous animated or moving part.
- (b) No sign shall contain, include, or be illuminated by flashing lights except for those providing time and temperature where each cycle is not less than 2 seconds.
- (c) No sign shall resemble, imitate, or approximate the shape, size, form, or color of railroad or traffic signs, signals, or devices. Signs shall not obstruct or interfere with the effectiveness of railroad or traffic signs, signals, or devices. No sign shall be erected, relocated, or maintained so as to prevent free ingress to or egress from any door, window, or fire escape. No sign shall be placed so as to obstruct or interfere with traffic visibility.
- (d) No sign shall be portable or insecurely anchored to the ground.
- ~~(e) No sign shall project out from the structure to which it is attached, unless permitted as a conditional use.~~

CITY OF WAUPUN, WISCONSIN

Existing Zoning



LEGEND



City Limits



Parcels



Subject Properties

Zoning



B-5



R-1



IN



R-4



M-1



R-5



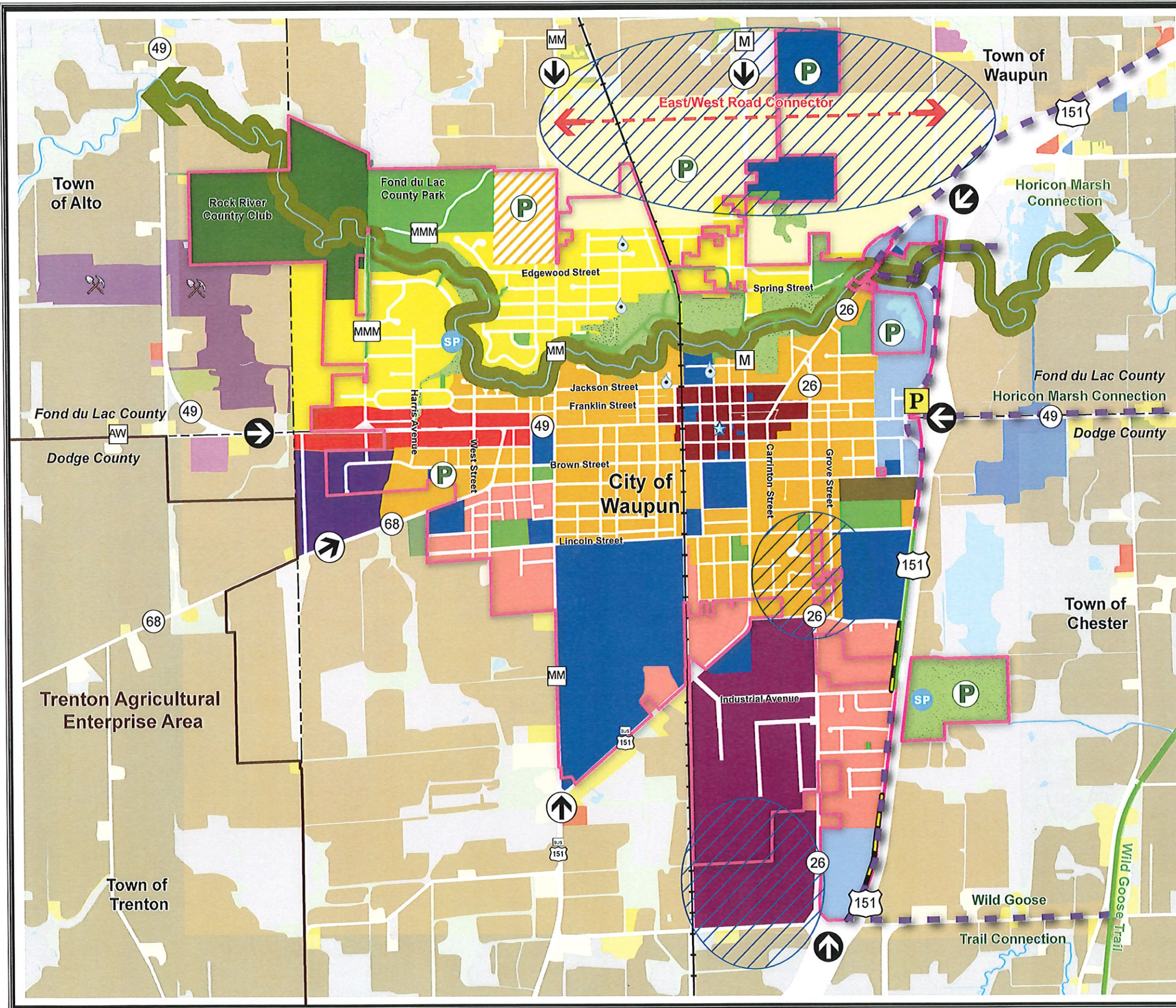
M-2



WAUPUN
CITY OF SCULPTURE



Map 8-3 City of Waupun Comprehensive Plan Future Land Use



- | Existing | Future/Conceptual |
|--|--|
| Existing Quarries | Conceptual Parks |
| Wells | Future Park N Ride |
| Railroad | Proposed Stormwater Pond |
| Existing Trails | Road Extension of Shaler Drive |
| City Hall | Proposed Trails |
| Trenton Agricultural Enterprise Area | Intergovernmental Coordination Area |
| Public Parks & Recreational Facilities | Community Gateways (Minor) |
| Single Family Residential | Community Gateways (Major) |
| Farmsteads | Environmentally Sensitive Areas*** |
| Multi-Family | Downtown Business District |
| Mobile Home Parks | Neighborhood Commercial Corridor |
| Commercial | Highway Commercial District |
| Industrial | Industrial District |
| Quarries | Industrial Park District |
| Institutional Facilities | Residential Neighborhood Investment Area |
| Transportation | Residential District |
| Utilities/Communications | Mixed Use Residential |
| Non-Irrigated Cropland | High Density Residential District |
| Private Recreational Facilities | Future Residential District |
| Planted Woodlands | Senior Residential District |
| General Woodlands | |
| Open Other Land | |
| Water | |

***Environmentally Sensitive Areas are Defined as:
Wetlands (> 5 Acres)
Floodways
75' Stream Buffer
Areas Zoned Conservancy

Source:
Base data: Dodge & Fond du Lac Counties, 2016
Existing Land Use: ECWRPC, 2015
Future Land Use: ECWRPC, 2018



This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. East Central Wisconsin Regional Planning Commission disclaims all liability regarding fitness of the information for any use other than for East Central Wisconsin Regional Planning Commission business.

PREPARED OCTOBER 2018 BY:
East Central Wisconsin Regional Planning Commission
ECWRPC