



A G E N D A
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, July 16, 2025 at 4:30 PM

VIRTUAL ACCESS

Topic: Plan Commission

Join Zoom Meeting

<https://us02web.zoom.us/j/86316809654?pwd=oXUibyL9j7MNJTUeE7G6LlqnoImmx.1>

Meeting ID: 863 1680 9654

Passcode: 895241

1 312 626 6799

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

1. Next Regularly Scheduled Meeting: Wednesday, August 20, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI

CONSIDERATION - ACTION

- [2.](#) Minutes from June 18, 2025 Plan Commission Meeting
- [3.](#) EXTRA-TERRITORIAL REVIEW OF CERTIFIED SURVEY MAP OF UNPLATTED LAND IN THE NW 1/4 OF THE SW 1/4 OF SECTION 21 T. 14 N. - R. 15 E. TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN
- [4.](#) EXTRA-TERRITORIAL REVIEW OF FOND DU LAC COUNTY CERTIFIED SURVEY MAP GENERAL LOCATION BEING PART OF THE NW1/4 OF THE NE1/4, SECTION 34, T. 14 N, R. 15 E, TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN

DISCUSSION

- [5.](#) Comprehensive Plan Updates
- [6.](#) Waupun Municipal Code 16.07 PCD Planned Community Development Requirements

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, June 18, 2025 at 4:30 PM

Meeting called to order by Chairperson Mayor Bishop at 4:30 p.m.

Members Present: Chairperson Bishop; Jason Whitford; Elton TerBeest; DPW Director Jeff Daane; Gary DeJager.
Also in attendance: Administrator Schlieve; Attorney Vande Zande; Phil Cossen, Ehlers
Absent and excused: Michael Matoushek

Mayoral appointment of board members were recognized

DeJager made motion to nominate Daane as board clerk, second by TerBeest. Carried unanimously.

Date and time of meeting will stay the same, the third Wednesday of the month at 4:30pm. Motion DeJager, second Whitford. Carried unanimously.

Motion Whitford, second TerBeest to open public hearing for amendment of the boundaries and project plan of tax increment district no. 9. Phil Cossen, Ehlers, presented the purpose of this amendment is to add an additional 14.2 acres to increase the boundary. No public present to give comments. Motion Whitford, second Daane to close the public hearing. Carried unanimously.

Motion Whitford, second TerBeest to open public hearing for the Creation of Tax Incremental District No. 10, the Proposed Boundaries of the District, and the Proposed Project Plan for the District. Phil Cossen, Ehlers, walked through and explained the project plans for redevelopment of 331 Bly St. No public present to give comments. Motion Whitford, second TerBeest to close the public hearing. Carried unanimously.

Motion Whitford, second DeJager to approve an amendment to the project plan and boundaries of TID 9. Carried unanimously.

Motion Whitford, second DeJager to approve the project plan for TID 10 and establish the boundaries. Carried unanimously.

Motion Whitford, second TerBeest to approve minutes from March 19, 2025 Plan Commission meeting. Carried unanimously.

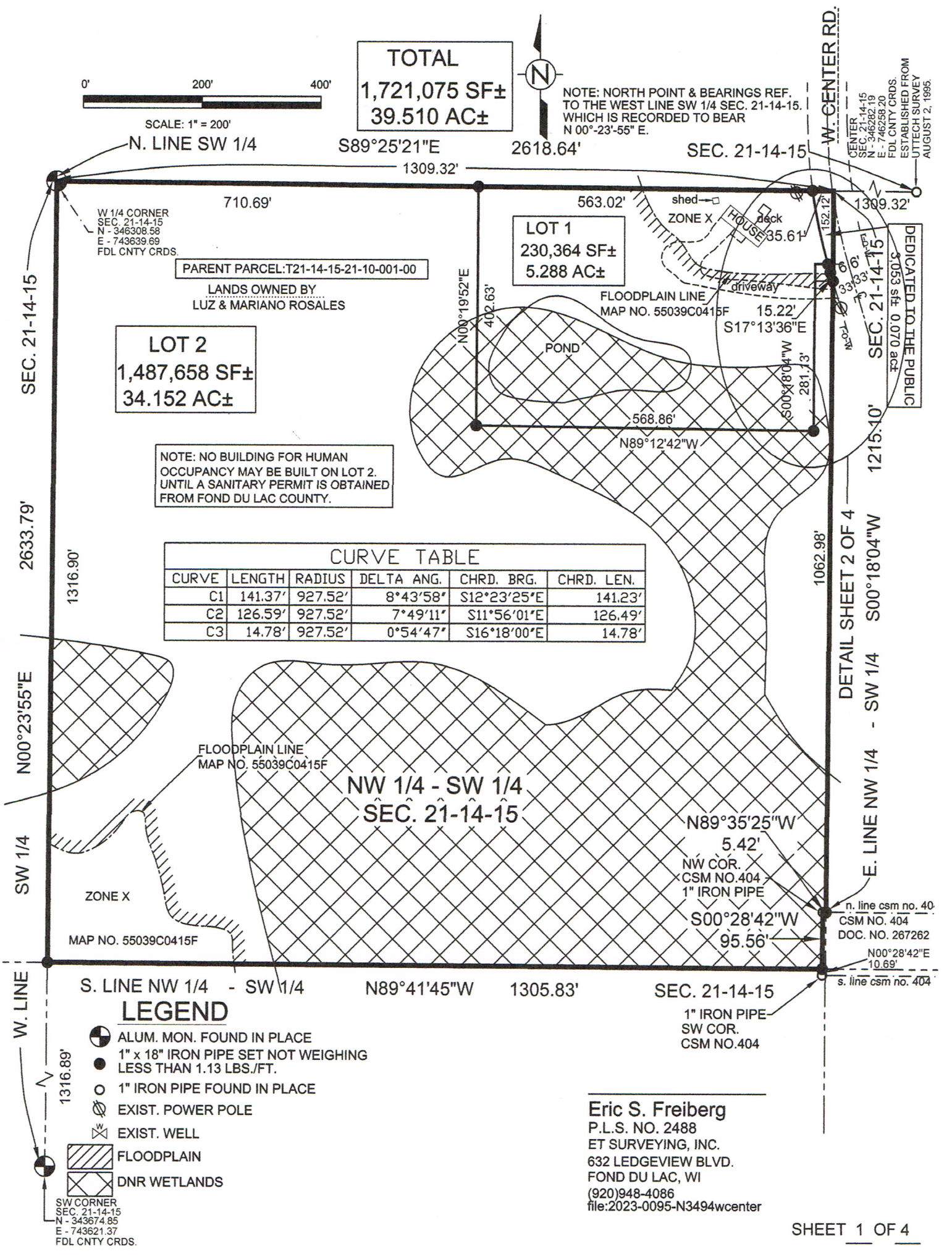
Motion Whitford, second TerBeest to approve Certified Survey Map of Lands Being Located in the SE 1/4 of the SE 1/4 of Section 5, T.13N., R.15E., City of Waupun, Dodge County, Wisconsin for Phoenix Waupun Industrial Investors, LLC. Carried unanimously.

Motion Whitford, second TerBeest to adjourn this meeting at 4:56pm.

Minutes Submitted by Kelsy VandeStreek, Public Works and Planning Coordinator, City of Waupun

CERTIFIED SURVEY MAP

FOR
Luz RosaleS
OF UNPLATTED LAND IN THE
NW 1/4 OF THE SW 1/4 OF SECTION 21
T. 14 N. - R. 15 E. TOWN OF WAUPUN,
FOND DU LAC COUNTY, WISCONSIN



TOTAL
1,721,075 SF±
39.510 AC±

SCALE: 1" = 200'

NOTE: NORTH POINT & BEARINGS REF.
TO THE WEST LINE SW 1/4 SEC. 21-14-15.
WHICH IS RECORDED TO BEAR
N 00°-23'-55" E.

W 1/4 CORNER
SEC. 21-14-15
N - 346308.58
E - 743639.69
FDL CNTY CRDS.

PARENT PARCEL: T21-14-15-21-10-001-00

LANDS OWNED BY
LUZ & MARIANO ROSALES

LOT 2
1,487,658 SF±
34.152 AC±

NOTE: NO BUILDING FOR HUMAN
OCCUPANCY MAY BE BUILT ON LOT 2.
UNTIL A SANITARY PERMIT IS OBTAINED
FROM FOND DU LAC COUNTY.

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA ANG.	CHRD. BRG.	CHRD. LEN.
C1	141.37'	927.52'	8°43'58"	S12°23'25"E	141.23'
C2	126.59'	927.52'	7°49'11"	S11°56'01"E	126.49'
C3	14.78'	927.52'	0°54'47"	S16°18'00"E	14.78'

FLOODPLAIN LINE
MAP NO. 55039C0415F

NW 1/4 - SW 1/4
SEC. 21-14-15

N89°35'25"W
5.42'
NW COR.
CSM NO. 404
1" IRON PIPE

S00°28'42"W
95.56'

n. line csm no. 40
CSM NO. 404
DOC. NO. 267262
N00°28'42"E
10.69'
s. line csm no. 404

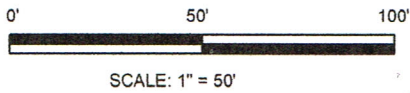
LEGEND

- ALUM. MON. FOUND IN PLACE
- 1" x 18" IRON PIPE SET NOT WEIGHING
LESS THAN 1.13 LBS./FT.
- 1" IRON PIPE FOUND IN PLACE
- EXIST. POWER POLE
- EXIST. WELL
- FLOODPLAIN
- DNR WETLANDS

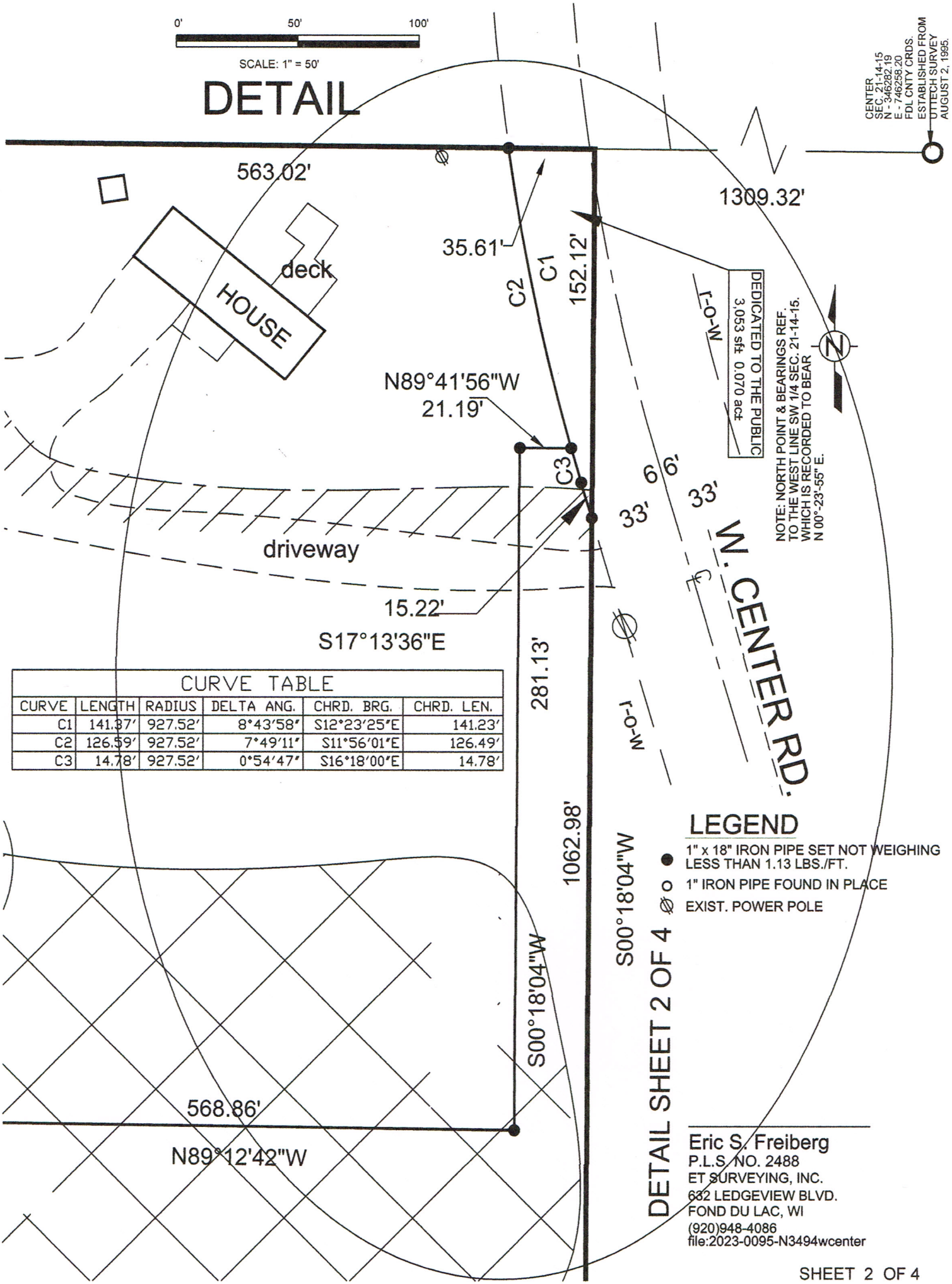
Eric S. Freiberg
P.L.S. NO. 2488
ET SURVEYING, INC.
632 LEDGEVIEW BLVD.
FOND DU LAC, WI
(920)948-4086
file:2023-0095-N3494wcenter

CERTIFIED SURVEY MAP

FOR
Luz RosaleS
OF UNPLATTED LAND IN THE
NW 1/4 OF THE SW 1/4 OF SECTION 21
T. 14 N. - R. 15 E. TOWN OF WAUPUN,
FOND DU LAC COUNTY, WISCONSIN



DETAIL



CENTER
SEC. 21-14-15
N - 346282.19
E - 746258.20
FDL CNTY CRDS.
ESTABLISHED FROM
UTTECH SURVEY
AUGUST 2, 1995.

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA ANG.	CHRD. BRG.	CHRD. LEN.
C1	141.37'	927.52'	8°43'58"	S12°23'25"E	141.23'
C2	126.59'	927.52'	7°49'11"	S11°56'01"E	126.49'
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- LEGEND**
- 1" x 18" IRON PIPE SET NOT WEIGHING LESS THAN 1.13 LBS./FT.
 - 1" IRON PIPE FOUND IN PLACE
 - EXIST. POWER POLE

Eric S. Freiberg
P.L.S. NO. 2488
ET SURVEYING, INC.
632 LEDGEVIEW BLVD.
FOND DU LAC, WI
(920)948-4086
file:2023-0095-N3494wcenter

A PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 21
LOCATED IN TOWNSHIP 14 NORTH - RANGE 15 EAST,
TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN

I, Eric S. Freiberg, Professional Land Surveyor of the State of Wisconsin, hereby certify that by the direction of Luz Rosales, I have surveyed, mapped, dedicated and divided a parcel of land being located in the Northwest 1/4 of the Southwest 1/4 of Section 21, Township 14 North-Range 15 East, Town of Waupun, Fond du Lac County, Wisconsin, being more particularly described as follows:

That such is a correct representation of all exterior boundaries of the land surveyed.

Eric S. Freiberg
P.L.S. No. 2488
ET Surveying, INC.
632 Ledgeview Blvd.,
Fond du Lac, WI

_____ 20_____,
Terry Dietzel
Land Information Department Director

SHEET 2 OF 4

CERTIFIED SURVEY MAP

A PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 21
LOCATED IN TOWNSHIP 14 NORTH - RANGE 15 EAST,
TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN

OWNER’S CERTIFICATE OF DEDICATION

As owner(s), we hereby certify that we consented to the land described on this plat to be surveyed, mapped, dedicated and divided as represented on the plat. We also certify that this plat is required by S.236.10 or 236.12 to be submitted to the following for approval or objection.

- 1) Town of Waupun
- 2) Fond du Lac County Planning Agency

Luz L. Rosales (Owner)

Mariano L. Rosales (Owner)

STATE OF WISCONSIN)
SS
FOND DU LAC COUNTY)

Personally came before me this_____ day of
_____, 20_____ the above named to me known to be the persons who executed
the foregoing instrument and acknowledged the same.

Notary Public
My commission expires:_____

Eric S. Freiberg
P.L.S. No. 2488
ET Surveying, INC.
632 Ledgeview Blvd.,
Fond du Lac, WI



Fond du Lac County

LAND INFORMATION DEPARTMENT
160 S. Macy Street Phone: (920) 929-3027
Fond du Lac, WI 54935
Email: land.information@fdlco.wi.gov

LAND DIVISION REVIEW LETTER OF INTENT

A copy of the Letter of Intent must be emailed with digital PDF copies of the proposed land division to:
Plat.Review@fdlco.wi.gov

Check One	Type	Number of Copies	Fee
<input type="radio"/>	Certified Survey Map (CSM)	One digital PDF	\$150
<input type="radio"/>	Preliminary Plat (State)	One digital PDF & one hard copy	\$150
<input type="radio"/>	Preliminary Plat (County)	One digital PDF & one hard copy	\$150
<input type="radio"/>	Final Plat	One digital PDF & one hard copy	\$150

Please remit ONE check, payable to Fond du Lac County

Surveyor ERIC FREIBERG Email efreiberg@charter.net Phone 920-948-4086
Address 632 LEDGEVIEW BLVD., FOND DU LAC, WI Fax _____
Property Owner/s LUZ - MARIANO ROSALES

Background Information

Municipality TOWN OF WAUPUN
Subdivision Name (if applicable) _____ Location S 21 T 14 N R 15 E
Parcel Number/s T 21-14-15-21-10-001-00
Number of Lots 2 Number of Outlots _____ Net Acreage 39.44 - 39.51
Type of Sewer: _____ Public ☒ Private
Current Land Use RESIDENCE - HUNTING LAND
Proposed Land Use SAME
Current Zoning FP Proposed Zoning TO BE DETERMINED BY TOWN
Additional Notes LUZ IS SPLITTING FOR FUTURE PLANNING PURPOSES. LOT 1 HAS A SINGLE FAMILY RESIDENCE.
LOT 2 IS USEFUL FOR AGRICULTURE - RECREATIONAL PURPOSES

For Office Use Only

Date Submitted _____	Date Needed _____	Date Emailed _____	Timeline _____
Distribution List:			
<input type="checkbox"/> Town/Village Clerk	<input type="checkbox"/> FDLCO Land Conservation	<input type="checkbox"/> FDLCO Planning	
<input type="checkbox"/> Extraterritorial Village/City	<input type="checkbox"/> FDLCO Property Listing	<input type="checkbox"/> FDLCO Airport	
<input type="checkbox"/> Addressing Agent	<input type="checkbox"/> FDLCO Highway	<input type="checkbox"/> FDLCO Code Enforcement	
<input type="checkbox"/> ECRPC	<input type="checkbox"/> WI DOT	<input type="checkbox"/> WI DNR	
Special Instructions:		Other _____	
		FILE #:	

.....

632 Ledgeview Blvd.
Fond du Lac, WI 54935

ETSURVEYING INC.

LETTER OF INTENT

June 24, 2025

OWNER: Luz & Mariano Rosales (T21-14-15-21-10-001-00)
N3494 W. Center Rd.
Waupun, WI 53963

SURVEYOR: ET Surveying, Inc.
Eric S. Freiberg
632 Ledgeview Blvd.
Fond du Lac, Wisconsin

LOCATION: Northwest 1/4 – Southwest 1/4 Section 21, Town of Waupun, Fond du Lac County, Wisconsin.

PRESENT ZONING OF LAND: Farmland preservation

PROPOSED USE OF LAND: **Lot 1** is being created for existing residence to be split from tract. **Lot 2** is being created to sell to the same buyer of the residence.

ESTIMATED TIME TABLE OF DEVELOPMENT: Immediately

Sincerely,

Eric S. Freiberg
President, ET Surveying Inc

Have a great day!

.....

As prepared by:

G GROTHMAN
& ASSOCIATES S.C.
PROFESSIONAL SERVICES

625 EAST SUPER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 844-8877
FAX: (808) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

G & A FILE NO. **525-319**

DRAFTED BY: R.V.

CHECKED BY: R.W.C.

PROJ. **525-319**

DWG. **525-319**

SHEET **1** OF **3**

SEAL:



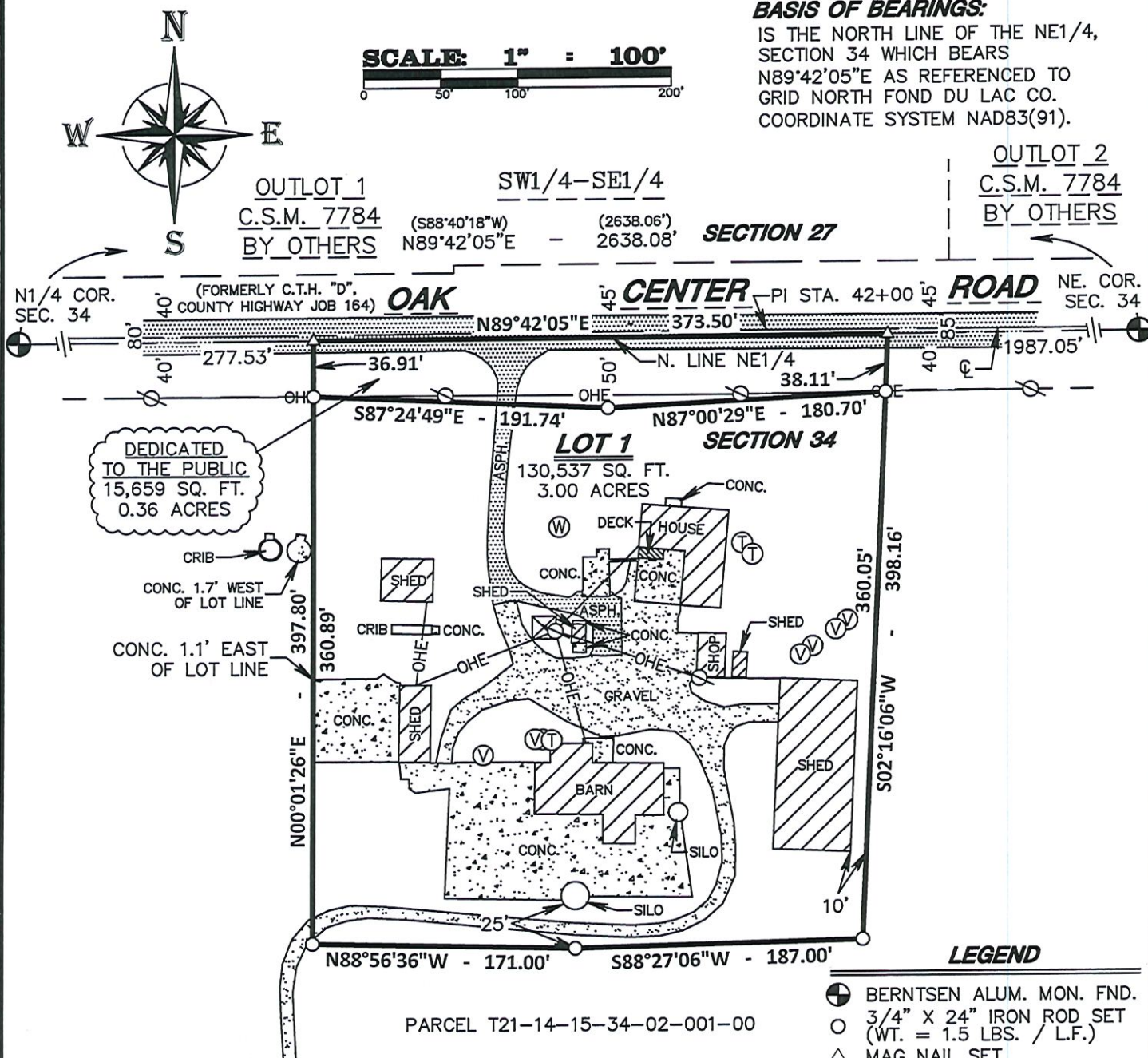
COPY

FOND DU LAC COUNTY CERTIFIED SURVEY MAP GENERAL LOCATION

BEING PART OF THE NW1/4 OF THE NE1/4, SECTION 34, T. 14 N, R. 15 E, TOWN OF WAUPUN,
FOND DU LAC COUNTY, WISCONSIN. CONTAINING: 146,195 SQ.FT. - 3.36 ACRES

BASIS OF BEARINGS:

IS THE NORTH LINE OF THE NE1/4,
SECTION 34 WHICH BEARS
N89°42'05"E AS REFERENCED TO
GRID NORTH FOND DU LAC CO.
COORDINATE SYSTEM NAD83(91).



SURVEYOR

ROBERT W. CONDON

FIELDWORK COMPLETED ON 6/5/2025

UNPLATTED LANDS BY OWNERS

NW1/4-NE1/4

LEGEND

- BERNTSEN ALUM. MON. FND.
- 3/4" X 24" IRON ROD SET
(WT. = 1.5 LBS. / L.F.)
- MAG NAIL SET
- WELL
- SEPTIC TANK COVER
- SEPTIC VENT
- POWER POLE
- OVERHEAD UTILITY LINE
- ELECTRIC BOX
- PREVIOUS SURVEY
OR RECORD INFO.

CLIENT/OWNER: MICHAEL PLUIM OF KENNETH L. PLUIM 2012 IRREVOCABLE TRUST
RUTH M. PLUIM IRREVOCABLE TRUST
W10668 OAK CENTER ROAD
WAUPUN, WI 53963

**GA GROTHMAN
& ASSOCIATES S.C.**
PROFESSIONAL SERVICES

625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 644-8877
FAX: (808) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

WISCONSIN

ROBERT W.
CONDON
S-1851
BEAVER DAM
WISCONSIN

LAND SURVEYOR

6/27/2025

COPY



SHEET 3 OF 3

BEING PART OF THE NW1/4 OF THE NE1/4, SECTION 34, T. 14 N, R. 15 E, TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN. CONTAINING: 146,195 SQ.FT. — 3.36 ACRES

CLIENT/OWNER: MICHAEL PLUIM OF KENNETH L. PLUIM 2012 IRREVOCABLE TRUST
RUTH M. PLUIM IRREVOCABLE TRUST
W10668 OAK CENTER ROAD
WAUPUN, WI 53963

As prepared by:

CA GROTHMAN & ASSOCIATES S.C.
PROFESSIONAL SERVICES
625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 644-8877
FAX: (808) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



COPY

G & A FILE NO. 525-319



DRAFTED BY: R.V.

CHECKED BY: R.W.C.

PROJ. 525-319

DWG. 525-319 SHEET 2 OF 3

FOND DU LAC COUNTY CERTIFIED SURVEY MAP GENERAL LOCATION

**BEING PART OF THE NW1/4 OF THE NE1/4, SECTION 34, T. 14 N, R. 15 E, TOWN OF WAUPUN,
FOND DU LAC COUNTY, WISCONSIN.** CONTAINING: 146,195 SQ.FT. — 3.36 ACRES

SURVEYOR'S CERTIFICATE

I, **ROBERT W. CONDON**, Professional Land Surveyor, do hereby certify that by the order of **Michael S. Pluim of the Kenneth L. Pluim Irrevocable Trust and Ruth M. Pluim Irrevocable Trust**, I have surveyed, monumented, mapped and divided part of the Northwest Quarter of the Northeast Quarter, Section 34, Town 14 North, Range 15 East, Town of Waupun, Fond Du Lac County, Wisconsin, described as follows:

Commencing at the North Quarter corner of Section 34;
thence North 89°42'05" East along the North line of the Northeast Quarter, 277.53 feet to the point of beginning;
thence continuing North 89°42'05" East along the North line of the Northeast Quarter, 373.50 feet;
thence South 02°16'06" West, 398.16 feet;
thence South 88°27'06" West, 187.00 feet;
thence North 88°56'36" West, 171.00 feet;
thence North 00°01'26" East, 397.80 feet to the point of beginning.
Containing 146,195 square feet, (3.36 acres), more or less. Being subject to servitudes and easements of use or record if any.

I DO FURTHER CERTIFY that this is a true and correct representation of the boundaries of the land surveyed and that I have fully complied with the Provisions of Chapter 236.34 of the Wisconsin State Statutes, the Town of Waupun and the Fond Du Lac County Subdivision Ordinance to the best of my knowledge and belief.

ROBERT W. CONDON

Professional Land Surveyor, No. 1851

Dated: June 27, 2025

File No: 525-319

CITY of WAUPUN RESOLUTION

RESOLVED THAT this Certified Survey Map within the **City of Waupun**, extraterritorial jurisdiction is hereby approved and accepted by the **City of Waupun** Planning Commission.

Mayor

Date

City Clerk

Date

TOWN BOARD RESOLUTION

RESOLVED that this certified survey map in the **Town of Waupun**, Kenneth L. Pluim Irrevocable Trust and Ruth M. Pluim Irrevocable Trust, Owner(s), is hereby approved and dedication accepted by the Town Board.

Dated this _____ day of _____, 2025.

Town Chairperson

I HEREBY CERTIFY that the foregoing is a copy of the Resolution adopted by the **Town Board of Waupun**.

Dated this _____ day of _____, 2025.

Town Clerk

CLIENT/OWNER: MICHAEL PLUIM OF KENNETH L. PLUIM 2012 IRREVOCABLE TRUST
RUTH M. PLUIM IRREVOCABLE TRUST
W10668 OAK CENTER ROAD
WAUPUN, WI 53963



AGENDA SUMMARY SHEET

MEETING DATE: 7/16/25

TITLE: Comprehensive Plan Updates

AGENDA SECTION: Consideration/Action

PRESENTER: Kathy Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	--	

ISSUE SUMMARY:

The city is required by Statute to update our comprehensive plan every 10 years. The current plan was adopted in 2018. Recently legislative changes to address housing shortages across the state have created a need to file an update to the plan as of January 1, 2023. We will discuss the requirement and plans to address this. This will require a public hearing at a future meeting.

STAFF RECOMENDATION:

ATTACHMENTS:

RECOMENDED MOTION:

Discussion Only



AGENDA SUMMARY SHEET

MEETING DATE: 7/16/25

TITLE: Waupun Municipal Code 16.07 PCD Planned
Community Development Requirements

AGENDA SECTION: Consideration/Action

PRESENTER: Kathy Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	--	

ISSUE SUMMARY:

The City of Waupun's Planned Community Development (PCD) ordinance, as outlined in §16.07 of the Zoning Code, provides a flexible framework for mixed-use and innovative development as permitted under Wis. Stat. § 62.23(7) zoning authority and § 236.45 local subdivision regulation authority. However, the city's current ordinance lacks specific provisions as to use as an overlay or a stand-alone unique zoning type, which has caused confusion and inconsistency with the administration of the code dating back to at least 1991. The city has worked with a land-use expert to review existing code and that individual is recommending revisions to the ordinance to clarify intent and consistency of use. The following DRAFT ordinance is for discussion only. Advancement of any changes to the zoning code will require a public hearing at a future Plan Commission meeting.

STAFF RECOMENDATION:

ATTACHMENTS:

DRAFT revisions of Waupun Municipal Code 16.07 PCD Planned Community Development Requirements

RECOMENDED MOTION:

Discussion Only

~~Deleted Text~~

New Text

Moved Text to New Location

~~Moved Text at old location~~

16.07 PCD PLANNED COMMUNITY DEVELOPMENT REQUIREMENTS.

- (1) **INTENT.** This chapter is intended to encourage ~~residential and commercial~~ planned community developments (**PCD**) offering greater creativity and flexibility in site plan design than is provided under the strict application of zoning regulations, while at the same time preserving the health, safety, order, convenience, prosperity and general welfare of the City of Waupun. Planned community developments (**PCD**) may include one or a variety of land uses. Mixed uses may include any combination of multifamily, business and light manufacturing uses, planned and developed in an orderly and compatible relationship to **one another**.
 - (a) Planned community developments allow for flexibility in requirements in land use, density, intensity, bulk, landscaping, and/or parking requirements. In exchange for such flexibility, the PCD shall provide a much higher level of site design, architectural control and/or other aspects of aesthetic and functional excellence than normally required for other developments.
 - (b) Planned community developments have the potential to create undesirable impacts on nearby properties which potentially cannot be determined except with a binding site plan, landscape plan and architectural plan. To prevent this from occurring, all planned developments are required to meet certain procedural requirements applicable only to PCDs, in addition to the general requirements of this chapter.
- (2) **PERMITTED USES.** Uses permitted in a planned community development may consist of one or a mix of land uses clearly designated by type on the approved final development plan. Mixed uses may occur among or within buildings as long as the uses are compatible with each other and with planned and existing uses surrounding the PCD.
- (3) **OWNERSHIP AND SIZE REQUIREMENTS.** PCD developments shall be permitted with the approval of a Planned Community Development Zoning District, specific to the approved planned development, within all zoning districts.
 - (a) **Ownership.** A tract of land proposed to be developed as a PCD shall be under the control of a single owner, partnership, or corporation, where each owner agrees in advance to be bound by the conditions and regulations that will be effective within the district and to record such covenants, easements, and other provisions with the county.
 - (b) **Size.** PCD's must be at least three (3) acres in size if the parcel is to be used for a traditional planned community development and one (1) acre in size if the parcel is to be used for the development of condominium townhouses.

~~Provisions of this chapter shall apply to the following:~~

~~R-2 Two-Family Residential District~~

~~R-3 Multifamily Residential District~~
~~B-1 Business/Professional Office District~~
~~B-2 Central Business District~~
~~B-3 Shopping Center Business District~~
~~B-4 Interchange Business District~~
~~B-5 Warehousing/Business District~~
~~M-1 Closed Storage/Light Manufacturing District~~

(4) APPLICATION PROCEDURES. The Planned Community Development (PCD) procedure is a two-phase process.

- (a) **Preliminary Development Plan.** The initial phase of PCD creation is the submittal and approval of a preliminary development plan (PDP).
 - (i) The PDP establishes the land uses, the permissible densities, the general land plan, the layout of public and private roads, the general landscape treatment, general grading and drainage plan, and a description of the planned phasing. The preliminary development plan should include an outline of the intended structure of the property owners' association, deed restrictions, and restrictive covenants, if applicable.
 - (ii) Once a PDP is approved, the adopted ordinance and the attached PDP plans submitted by the application become the interim zoning regulations for the planned community development (as PCD-PDP). Subsequent submittal of the final development plan (FDP) and development must follow the PCD-PDP provisions.
- (b) **Final development plan.** The second phase of PCD creation is the submittal and approval of the final implementation plan (FDP). The intent of the final development plan is to provide the Plan Commission and the Common Council with a precise plan for the development of each sequential phase of the PCD.
 - (i) Final development plan must be in substantial compliance with the interim zoning requirements and guidelines established in the preliminary development plan (PDP).
 - (ii) A developer may either submit the PCD-FDP for the initial phase of development at the same time as the PCD-PDP or submit the PCD-FDP at a later date.
 - (iii) A final development permit or building permit may not be issued until the PCD-FDP for that phase of the development has been approved.

(4) DISTRICT STANDARDS. The District Standards shall be as follows:

- (a) Access. All land uses shall abut on a public street or have adequate access to a public street by means of a private drive. All streets and drives must tie in effectively with the City's existing street system and with those arterial and collector streets proposed in its future land use plan.
- (b) Architectural Style. The architectural style of individual structures shall be compatible with other structures in the PCD, with the overall site design and with surrounding land uses.
- (c) Density. Density shall be governed by the standards of the zoning district most similar in function to the proposed use. A residential PCD may provide up to 25% increase in the number of units per acre if the PCD provides substantially more site amenities than are found in conventional residential development. The character, use of existing landscape, design variation and environmental concern of a PCD shall govern the amount of density increase which may be approved. Where previous zoning

exists, density shall be computed based on such zoning. Where no zoning exists or where changes in zoning are proposed, a preliminary zoning request and sketch plan shall be presented.

- (d) Determining Standards. Standards for lot area, coverage, setbacks, parking and screening shall be governed by the standards of the zoning district most similar in function to the proposed PCD use, as determined by the Planning Commission. Deviation from those standards may be permitted only if such deviation is consistent with the total design of the development, encourages a desirable living environment and it not detrimental to the welfare of the City.
- (e) Exterior Boundary Setback. No principal building shall be set back less than 25 feet or the height of the building, whichever is greater, from the exterior of a PCD or a public street right-of-way. No commercial structure shall be nearer than 50 feet to its side or rear property lines where such line abuts a single-family use.

^^^ Merge up

ENVIRONMENTAL REVIEW STANDARDS AND DESIGN STANDARDS. In reviewing a proposed PCD the Planning Commission shall apply the following standards of such planned development only when it is determined that the said standards have been reasonably satisfied.

- (a) The proposal shall demonstrate an effective and unified treatment of the development possibilities on the project site, making appropriate provision for the preservation of scenic features and physical amenities of the sites and the surrounding areas.
 - (b) The project shall be planned and developed to harmonize with any existing or proposed development in areas surrounding the project site.
 - (c) Individual buildings shall be related to each other in design, mass, placement and connection to provide a visually and physically integrated development.
 - (d) Treatment of the sides and rear of all buildings within the project shall be comparable in amenity and appearance to the treatment given to street frontage of these same buildings.
 - (e) All buildings shall be arranged so as to be accessible to service and emergency vehicles.
 - (f) Landscape treatment for open spaces, roads, paths, service and parking areas shall be designed as integral part of a coordinated landscape design for the entire project area.
 - (g) Primary landscape treatment shall consist of shrubs, ground cover and trees, and shall combine with appropriate walks and street surfaces to provide an attractive development pattern. Whenever possible, existing trees shall be conserved and integrated into the landscape design plan.
 - (h) There shall be an adequate, safe and convenient arrangement of pedestrian circulation facilities, roadways, driveways, off-street parking and loading space, trash removal facilities and outdoor storage areas.
 - (i) Materials and design of paving, lighting fixtures, retaining walls, fences, curbs, benches, etc. shall be of good appearance, easily maintained and indicative of their function.
 - (j) Parking facilities shall be designed with careful regard to orderly arrangement, topography, landscaping, ease of access, and shall be developed as an integral part of an overall site design.
- (5) **PRELIMINARY DEVELOPMENT PLAN (PDP) APPLICATION.** Before the Planning Commission may review a preliminary development plan, the plan and an application shall be submitted to the Zoning Administrator at least 45 days prior to the Planning Commission meeting. The preliminary plan shall include the following items:
- (a) Phasing schedule stating the geographical phasing and approximate construction timing of the PCD or portions thereof;

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- (b) Preliminary drainage plan;
 - (c) Preliminary utility plan for all public utilities;
 - (d) **Conceptual** site plan showing the lot lines, building locations, street system, parking spaces, drives, common open space areas, recreational improvements and structures and proposed park or school sites;
 - (e) Summary sheet indicating the area of land in each land use, number of units proposed, density of development, percentage of land in usable open space and number of parking spaces provided;
 - (f) Vicinity map showing sufficient area surrounding the proposed PCD to demonstrate the development's relationship to the adjacent land uses and street system, and;
 - (g) **A written description of potentially requested exemption from the requirements of the most comparable zoning district, in the following order:**
 - A. Land use requirements.** All land uses listed as "Dwelling Unit Types", "Institutional", or "Commercial" in [section number] may be permitted within a PCD.
 - B. Density and intensity.** All requirements listed in [section number] for residential density and nonresidential intensity may be amended within a PCD.
 - C. Bulk.** All requirements listed in [section number] for residential density and nonresidential intensity may be amended within a PCD.
 - D. Landscaping**
 - E. Parking and loading requirements.**
 - (h) **Written justification for the proposed PCD**, including identifying list of zoning standards which will be more than met by the proposed PCD and the location(s) in which they apply shall be identified. Essentially, the purpose of this listing shall be to provide the Plan Commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility.
- (6) **PROCEDURE FOR REVIEW OF A PRELIMINARY PLANNED COMMUNITY DEVELOPMENT.** Six copies of an application development plan along with items below shall be submitted to the Zoning Administrator which shall transmit copies to other agencies as appropriate.
- (a) The application shall include a written explanation of the character and purpose of the proposed planned development including: the type and density of any housing proposed; the nature and purpose of any nonresidential development; proposed method for preserving and maintaining open space, streets and parking areas; and, a general statement of proposed financing for the project.
 - (b) Each proposal for planned development should be accompanied by a schedule showing the times within which each phase or segment of the PCD will be completed. Approval of any PCD by the Plan Commission shall carry with it approval of the time schedule for completion of each phase or segment thereof as contained in the proposal and any changes or amendment thereto. In the event that any portion of such time schedule is not met, the Plan Commission upon written request of the developer for an extension of time, delivered to the Plan Commission at least 20 days prior to the expiration of the completion date for which such extension is requested may, for good cause, extend the said completion date. There shall be no limit upon the number of time extensions which may be requested. Upon failure of the developer to satisfactorily meet any phase or segment of the completion schedule within 20 days of the expiration date thereof, or within 30 days of denial by the Plan Commission for

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- extension thereof, the PCD plan shall become null and void. **Completed portions of the PDP shall retain the PCD-PDP status.**
- (c) Within 30 days from receipt of an application for a PCD the **Zoning Administrator** ~~Planning Commission~~ shall schedule a conference with the developer to jointly review the proposal and consider any modifications or conditions which will be included in a report **by the Zoning Administrator** to the Planning Commission.
 - (d) ~~Within 30 days from receipt of the report on the proposed development, the Planning Commission shall make a recommendation to the Common Council to approve, approve with modifications or disapprove the proposal.~~
 - (e) After receipt of the **Zoning Administrator** report, the Plan Commission shall hold a public hearing on the proposed development. Within 15 days after such public hearing the Plan Commission shall **recommend to Common Council to** approve, approve conditionally or disapprove the proposed planned development. Conditional approval shall be valid for one year and shall be subject to acceptance by the Planning Commission of a final plan for all or for a portion of the development. The final plan shall incorporate all conditions and modifications imposed by the Plan Commission.
 - (f) If part of the PCD involves the subdivision of land into parcels for sale to individual owners, the site plan review required pursuant to this section shall suffice for Planning Commission review in accordance with City subdivision regulations and the public hearing held by the Plan Commission **for the PCD** shall suffice for a public hearing on the subdivision.
 - (g) **Once a PCD-PDP is approved, the approval ordinance and the attached plans submitted by the application become the interim zoning regulations for the PCD site. Subsequent submittal of the Final Development Plan (PCD-FDP) and development must follow the PCD-PDP provisions.**
 - (h) Fee(s). (Cr. #06-04)
 - (i) Department review: has a fee that is established annually by the Common Council on the Fee Schedule.
 - (ii) Engineering, improvement review, inspections, review has a fee that is established annually by the Common Council on the Fee Schedule.
 - (iii) Administration, Clerk Treasurer, legal has a fee that is established annually by the Common Council on the Fee Schedule.
- (8) **APPLICATION FOR FINAL DEVELOPMENT PLAN (FDP) APPROVAL.** ~~Application content. Application for final development plan shall include the following items.~~ **The FDP submittal packet shall contain all the following items, prior to its acceptance by the zoning administrator and placement of the item on a plan commission agenda for PCD review:**
- (a) **A location map of the subject property and its vicinity at 11 inches by 17 inches, as depicted on a copy of the City of Waupun Future Land Use Map;**
 - (b) **A general written description of proposed FDP including:**
 - (i) **Specific project themes and images;**
 - (ii) **The specific mix of dwelling unit types and/or land uses;**
 - (iii) **Specific residential densities and non-residential intensities as described by dwelling units per acre, floor area ratio and impervious surface area ratio;**
 - (iv) **The specific treatment of natural features;**

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- (v) The specific relationship to nearby properties and public streets.
 - (vi) A statement of rationale as to why PCD zoning is proposed. This shall identify barriers that the applicant perceives in the form of requirements of standard zoning districts and opportunities for community betterment the applicant suggests are available through the proposed PD zoning.
 - (vii) A complete list of zoning standards which will not be met by the proposed FDP and the location(s) in which they apply and a complete list of zoning standards which will be more than met by the proposed FDP and the location(s) in which they apply shall be identified as compared to the most comparable zoning district. Essentially, the purpose of this listing shall be to provide the plan commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility.
- (c) A Final Development Plan drawing at a minimum scale of one inch equals 100 feet (11-inch by 17-inch reduction shall also be provided by applicant) of the proposed project showing at least the following information in sufficient detail to make an evaluation against criteria for approval:
- (i) A site plan conforming to all the requirements of subsection [section]. If the proposed a proposed preliminary plat or conceptual plat may be required by the zoning administrator in addition to the required site plan.
 - (ii) Location of recreational and open space areas and facilities and specifically describing those that are to be reserved or dedicated for public acquisition and use;
 - (iii) Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads, density/intensity of various parts of the development, floor area ratio, impervious surface area ratio and landscape surface area ratio of various land uses, expected
 - (v) Notations relating the written information provided in subsections (8)(a)3.a. through f., above to specific areas on the GDP drawing.
- (d) **Final grading, drainage, utility, lighting and landscape plans.** A landscaping plan for subject property shall specify the location, species, and installed size of all trees and shrubs. This plan shall also include a chart which provides a cumulative total for each species, type and required location (foundation, yard, street, paved area or bufferyard) of all trees and shrubs.
- (f) A series of building elevations for the entire exterior of all buildings in the proposed FDP, including detailed notes as to the materials and colors proposed.
- (g) **Sign plan specifying design, height, location, size and illumination,** A general signage plan for the project shall include all project identification signs, concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles).
- (h) **Deed restrictions and instruments** dedicating all rights-of-way, easements and public lands drafted to the satisfaction of the City Attorney, insuring the preservation and maintenance of the common open space areas. A general outline of the intended organizational structure for a property owners association, if any; deed restrictions and provisions for private provision of common services, if any.
- (i) A written description which demonstrates the full consistency of the proposed SIP with the approved PDP.
- (j) All variations between the requirements of the approved PCD/PDP zoning district and the proposed FDP development; and

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- (l) The Applicant shall submit proof of financing capability pertaining to construction and maintenance and operation of public works elements of the proposed development.
 - (m) The area included in a Final Development Plan may be only a portion of the area included in a previously approved Preliminary Development Plan.
 - (n) The Final Development Plan (FDP) submission may also include site plan and design information, allowing the plan commission to combine design review and review of the FDP. Design review may, at the choice of the applicant, be deferred until a later time when specific site and building developments will be brought forth.
 - (o) The plan commission or common council may specify other plans, documents or schedules that must be submitted prior to consideration or approval of the FDP, as such may be relevant to review. Such other information that may be requested to fully represent the intent of the development plan or to determine if the plan meets the conditions for approval in §16.07(9).
- (9) **FINAL DEVELOPMENT PLAN (FDP) APPROVAL.** After the effective date of the rezoning to PCD-PDP, the applicant may file an application for a proposed Final Development Plan (FDP) with the Plan Commission. Within 60 days after the final development plan is submitted the Planning Commission shall make a recommendation on such plan as to its conformity with the preliminary development plan, fulfillment of all required items and continued compliance with finding required for preliminary development plan approval, the Plan Commission shall either grant, grant subject to conditions or deny the final development plan. If approval is granted, a PCD permit shall be issued to the developer by the Planning Commission, which shall contain any conditions attached by the Plan Commission.
- (10) **FILING OF FINAL DEVELOPMENT PLAN.** Upon approval, the City Clerk shall certify two copies of such plan and have them filed with the Building Inspector. Such plan shall be drawn to a scale of 40 feet to one inch or larger.
- (11) **OFFICIAL MAP DESIGNATION.** After approval, the PCD shall be designated on the City's Official Zoning Map.
- (12) **FINAL DEVELOPMENT PLAN AMENDMENT.** Any significant changes in the approved final development plan may be made only after a public hearing by the Planning Commission. Any change which affects more than 25% of the area of the district, or changes the location of more than 200' of right-of-way shall be deemed to be significant, and as to other matters, the determination of whether or not a change is significant shall be within the sole discretion of the Planning Commission. No changes in the final development plan may be made unless they are shown by the developer to be required by changes in conditions or circumstances not foreseen at the time of the initial FDP plan approval. Any significant changes shall be recorded as amendments to the approved final development plan. Minor changes must be approved by the Planning Commission. Any change which affects more than 25% of the area of the district, or changes the location of more than 200' of right-of-way shall be deemed to be significant, and as to other matters, the determination of whether or not a change is significant shall be within the sole discretion of the Planning Commission.
- (13) **TERMINATION OF FINAL DEVELOPMENT PLAN APPROVAL.** If final development plan approval is given to a developer and thereafter he wishes to abandon the plan, the developer shall notify the City in writing. If the developer fails to commence the development within 18 months or upon a finding by the Planning Commission that there has not been substantial development (as indicated by installation of utilities or completion of 5% of the proposed floor area) within the site area within 24 months after final development plan approval has been granted, such final development plan approval shall be terminated by majority Plan Commission vote. after public hearing by the Planning Commission. Such time period may be extended by the Plan Commission upon written application by the developer for up to, but not to exceed, 6 months.
- (14) **REVOCATION OF APPROVAL.** All portions of an approved PCD-PDP not fully developed within five (5) years of final common council approval shall expire, and common council, following a Plan Commission

recommendation, may revoke the PCD-PDP and PCD-FDP approval and revert site zoning to its previous zoning district classification except in the following process outlined below.

- (a) The common council may extend this five-year period by up to five (5) additional years via a majority vote **following a public hearing**. Completed portions of the PCD shall retain the PCD-FDP status.

~~It is recognized that certain planned developments may involve construction over an extended period of time. If it is proposed to develop a project during a period exceeding two years, the developer may request concept approval from the Planning Commission for the entire project and permission to submit application for preliminary development plan approval on the first stage of the project. A Public Hearing shall be required by the Planning Commission for consideration of concept approval as well as for each stage of development in the extended stage PCD. Each stage of the PCD shall require both preliminary and final development plan approval.~~

- (15) **BUILDING PERMIT APPROVAL.** No building permit shall be issued for a building in a PCD until the **Final Development Plan (FDP)** has been submitted to the Plan Commission for site plan review and approval.

(Ord. No. 18-04, § 1, 8-15-2018; Ord. No. 23-09, § 8, 11-28-2023)