



A G E N D A
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, February 22, 2023 at 4:30 PM

The Waupun Plan Commission will meet in-person, virtual, and teleconference on **Wednesday, February 22, 2023** at 4:30 pm in the Waupun City Hall Council Chambers. The meeting will be held in person, virtual and teleconference.

Join Zoom Meeting

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

Meeting ID: 811 5290 0995

Passcode: 854038

By Phone: (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

CONSIDERATION - ACTION

1. Approve Minutes of the December 21, 2022 meeting.
2. Public Hearing - Rezoning Petition of Scott Roffers to rezone 2, 4, 6, & 8 E. Franklin St. and 17 & 23 Jackson St. from the M-1 Closed Storage/Light Manufacturing District to the PCD - Planned Community Development District.

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, December 21, 2022 at 4:30 PM

CALL TO ORDER

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

ROLL CALL

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

Staff Present: Kathy Schlieve

Others Present: Roger Schregardus

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION—

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

The next meeting will be January 25, 2023

CONSIDERATION - ACTION

1. Approve minutes of November 30, 2022 meeting.
Motion by TerBeest , 2nd by Matoushek to approve the minutes of the November 30, 2022 meeting. Motion carried, unanimously.

2. Site Plan Review - 26 W. Main St - Scott & Lynette Peters
Roger Schregardus appeared and handed out new plans with updated elevations and renderings. The proposed site is in the Central Business District and zoned B-2. Steel building is planned, but needs to adhere to the Central Business District guidelines which are more restrictive. Dark brown main color and black wainscoting, but they could put a lanon stone/wainscoting facing the street.

The business will be a small engine repair business which is allowed as they were issued a Conditional Use Permit on December 8, 2021 to operate a U-Hall Dealer and construct a 2 stall garage for small engine repair and vehicle service with the following conditions:

1. No more than three vehicles to be serviced at a time.
2. No repair parts to be stored outside.
3. Installation of a privacy fence on the north side of the property.

Many questions were asked on the appearance of the building and the Conditional Use Permit that was issued.

Kathy Schlieve stated that since the building is in the Central Business District, the design of the building would have to follow Section 25 of the Waupun Municipal Code and is subject to approval by the CDA. The Plan Commission only looks at the site plan to make sure it meets the requirements in Section 16.17 of the Waupun Municipal Code, which it appears to meet.

Water and sewer will be installed to the building. The placement of the building will be where the old building was. Scott Peters will be operating business. They are looking for low cost / economical building.

Motion by Matoushek, 2nd by Vanderkin to table the Site Plan Review to get more information on lighting, signage, fence layout and to review the Conditional Use Permit that was issued on December 8, 2021.

Motion carried, unanimously.

ADJOURNMENT

Motion by Matoushek, 2nd by Medema to adjourn the meeting. Motion carried, meeting adjourned at 4:56 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, will be held on Wednesday the 22nd day of February, 2023, 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:

To 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)

ORDINANCE # 23 - ____

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 so that real estate currently owned by Mr. Storage LLC with the following addresses: 2 E. Franklin St, 4 E. Franklin St., 6 E Franklin St., 8 E. Franklin St., 17 Jackson St., and 23 Jackson St. presently zoned in the M-1 Closed Storage/Light Manufacturing District is rezoned to the PCD Planned Community Development District. The real estate to be rezoned is described as follows:

Parcel #: WPN-14-15-99-OV-076-03

S32 T14N R15E NORTH WARD OUTLOTS O.L. 79 80 81 & 82 EXC N 20' OF E 66' OF O.L. 81 & EXC V1136-496 & EXC V1305-712

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

Enacted this ____ day of _____, 2023.

Rohn Bishop
Mayor

ATTEST:

Angela Hull
City Clerk

(Publish February 8 and February 15, 2023)

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OF O.L. 81 & EXC V1136-496 & EXC V1305-712

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Enacted this ____ day of _____, 2023.

Rohn Bishop
Mayor

ATTEST:

Angela Hull
City Clerk



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

PETITION FOR REZONING

From: Scott Roffers - Mr Storage
4 East Franklin Street
Waupun, WI 53963

Phone: 920-979-8489
Fax: _____

The petition of Scott Roffers - Mr Storage respectfully alleges and petitions the Common Council
Owners Name:
of the City of Waupun as follows:

1. That the petitioner is owner of real estate which is situated in the City of Waupun,
Fond du Lac County, Wisconsin and legally described as follows:
Parcel No. WPN-14-15-99-OV-076-03

S32 T14N R15E NORTH WARD OUTLOTS O.L. 79 80 81 & 82 EXC N 20' OF E 66' OF O.L. 81 &
EXC V1136-496 & EXC V1305-712

2 East Franklin, 4 East Franklin
6 East Franklin, 8 East Franklin
17 East Jackson Street, & 23 East Jackson Street
2. That the petitioner is the owner of the real estate described above which lies in the
M-1 CLOSED STORAGE/LIGHT MANUFACTURING District of the City of Waupun for zoning purposes.
3. That the petitioner wishes that the above described real estate be rezoned and placed in the
PCD - PLANNED COMMUNITY DEVELOPMENT District of the City of Waupun for zoning purposes.

Dated this 6 day of January 2023

Petitioners Signature [Signature]
Petitioners Signature _____
Petitioners Signature _____

\$150.00 Application fee payable upon filing. Date paid: 1/11/22

File Petition with: Zoning Administrator
City of Waupun
201 E. Main St.
Waupun, WI 53963



CITY OF WAUPUN
ZONING ADMINISTRATOR / BUILDING INSPECTOR
SUSAN K. LEAHY
Waupun City Hall – 201 E. Main Street, Waupun WI
P: 920-324-7917 * F: 920-324-7939
www.cityofwaupun.org

October 24, 2022

Michele K. Thorin, Post Master
U. S. Post Office
400 East Franklin Street
Waupun, Wisconsin 53963

RE: Reissue Street Addresses for Businesses

Dear Post Master,

The following transmittal is to inform you that the following street addresses have been issued.

PARCEL NO: WPN-14-15-99-OV-076-03

SILVERBACK BJJ
2 East Franklin Street
Waupun, WI 53963

SILVERBACK CERA KOAT
17 Jackson Street
Waupun, WI 53963

MR. STORAGE
4 East Franklin Street
Waupun, WI 53963

MY CHRISTMAS TREE SHOPPE
23 Jackson Street
Waupun, WI 53963

MY PROPERTY SHOPPE
6 East Franklin Street
Waupun, WI 53963

BERIN LIQUIDATION
8 East Franklin Street
Waupun, WI 53963

Should you have any questions, please do not hesitate to contact me.

Sincerely,

City of Waupun

Susan K. Leahy

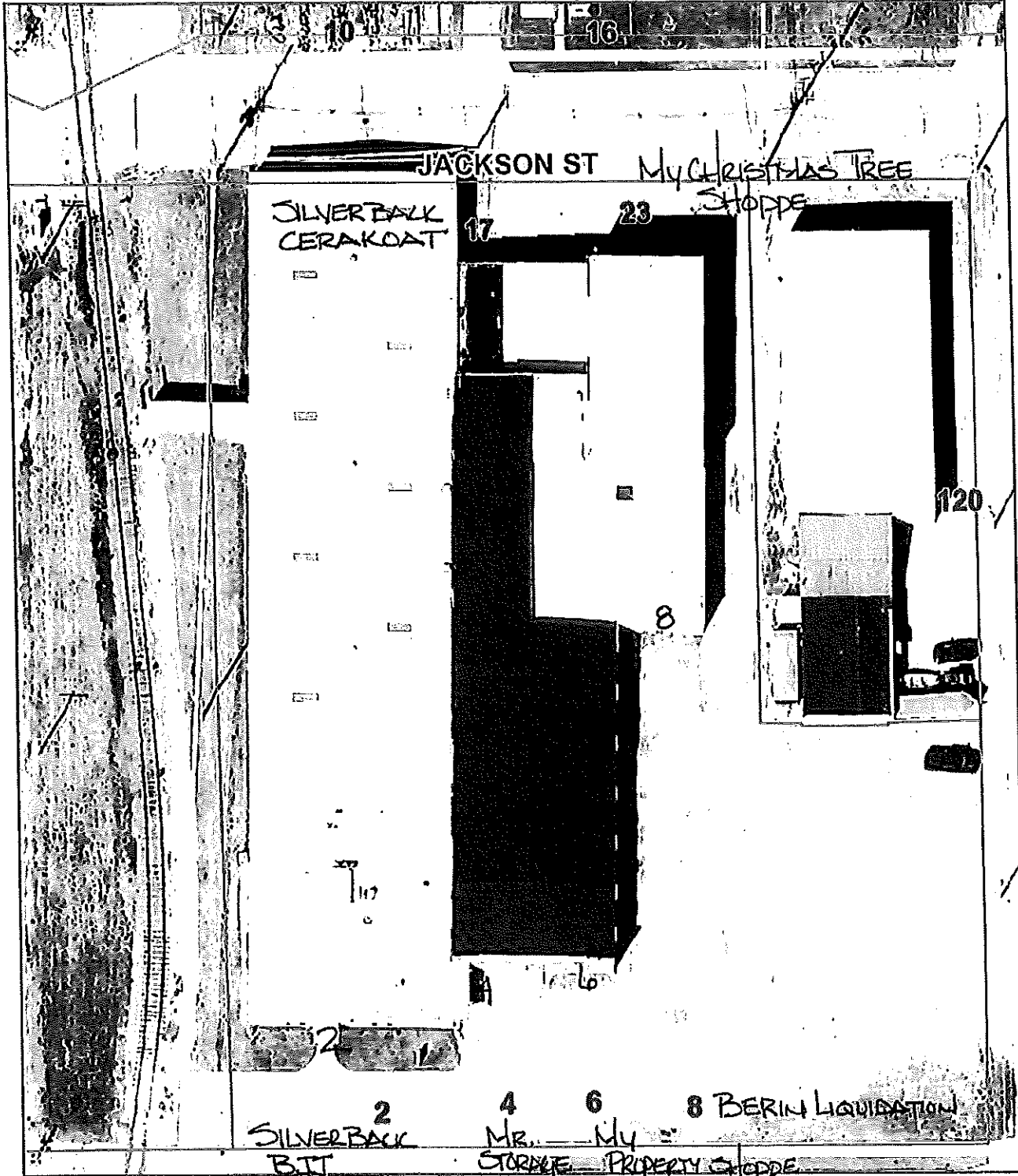
Susan K. Leahy
Zoning Admin./Building Inspector


Enclosure

Cc: Angie Hull, Clerk

Trista Steinbach, Admin. Assistant
Jeff Daane, DPW
Jesse O'Neill, Waupun Utilities
Waupun Police Department
Waupun Fire Department
Associated Appraisals
Russ Raube, Fond du Lac County
Dave Addition, Dodge County
Joe Heiman, AMS/USPS

Fond du Lac County, WI



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

Map Scale
1 inch = 50 feet
10/24/2022