The Waupun Plan Commission will meet on Wednesday, June 21, 2023 at 4:30 pm in the Waupun City Hall Council Chambers. The meeting will be held in person, virtual, and teleconference.

To Join Zoom Meeting:
https://us02web.zoom.us/j/84851192602?pwd=TDc5aE9ybW11WlFyY2dCQjV1S1NLZz09

Meeting ID: 848 5119 2602
Passcode: 471599
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 May 24, 2023 meeting.
2. Public Hearing - Ordinance Amendment - Off Street Parking
4. Certified Survey Map Review - 305 & 307 E. Main St.
5. Certified survey Map Review - 1021 - 1023 Tanager St

ADJOURNMENT
Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.
CALL TO ORDER
Chairman Bishop called the meeting to order at 4:31 pm

ROLL CALL
Members Present: Elton TerBeest, Jerry Medema, Jeff Daane, Rohn Bishop, Mike Matoushek, Jill Vanderkin, & Jason Whitford
Public Attendance: See Attached Attendance Sheet
Staff Present: Kathy Schlieve - Administrator, Sue Leahy - Building Inspector

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--
None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION -
The next regular scheduled Plan Commission meeting will be Wednesday, June 21, 2023

CONSIDERATION - ACTION
1. Approval of Prior Meeting Minutes – April 26, 2023
   Motion by Whitford, 2nd by Vanderkin to approve the minutes of the April 26, 2023 meeting as presented. Motion carried unanimously.

2. Public Hearing - Rezoning Petition of Matt & Katie Bohn / Steve & Mary Guth to rezone property located at 912 E. Main St. from the R-4 Mixed Residential District to the PCD Planned Community Development District.
   Motion by Whitford, 2nd by Vanderkin to open the public hearing. Motion carried.
   This is to rezone a home adjacent to their current property which is the drive thru coffee shop. They purchased this property, but don’t have an exact plan yet for it.
   Motion by Matoushek, 2nd by Whitford to close the public hearing. Motion carried.
   Motion by Matoushek, 2nd by Medema to recommend to the Common Council the rezoning of 912 E. Main St. from the R-4 Mixed Residential District to the PCD Planned Community Development District.
   Vote: TerBeest, Medema, Daane, Bishop, Matoushek, Vanderkin, Whitford – “AYE” Motion carried, unanimously.

   Motion by Whitford, 2nd by Matoushek to open public hearing. Motion carried.
   Discussion regarding the existing Shrank clinic to be utilized as a church. Christopher Jansen stated they are looking to buy the building and convert it to a church as they have outgrown their present church located at 324 East Franklin Street. Once moved into the building they would look at selling their current building. The object is to utilize both the 1st floor and lower level. Bishop asked for other questions.
Motion by Matoushek, 2nd by TerBeest to close public hearing. Motion carried.

Motion by Whiteford, 2nd by Matoushek to approve the conditional use permit for a church at 600 Fern Street.
Vote: TerBeest, Medema, Daane, Bishop, Matoushek, Vanderkin, Whitford - “AYE”
Motion carried unanimously.

4. Site Plan- Scott Peters, 26 West Main Street
Schlieve stated that the building exterior finished has been approved by CDA. The building does not increase the impervious surface – no stormwater issues. Peters has installed a white vinyl fence along the north property line. Leahy stated the proposed building is under 25,000 cubic feet so does not need state approved plans just needs to follow code when building. Peters stated that there will not be any U-haul at this time. Outdoor storage was part of his conditional use permit.
Motion by Daane, 2nd by Matoushek to approve the site plan.
Vote TerBeest, Medema, Daane, Bishop, Matoushek, Vanderkin, Whitford - “AYE”
Motion carried, unanimously.

5. Extraterritorial Zoning Review – CSM for Helen & Roy Reabe Trust at W7485 State Road 68, Dodge County.
Roy explained the reason for the CSM was to divide the house off the trust. They will be moving into their parent’s home as it is a 1 story ranch in lieu of their current 2 story home. They must divide the parcel due to the trust.

Motion by Whiteford, 2nd by Vanderkin to approve the Extraterritorial CSM at W7485 State Road 68, Dodge County.
Vote: TerBeest, Medema, Daane, Bishop, Matoushek, Vanderkin, Whitford - “AYE”
Motion carried unanimously.

VanBever explained that Lot 1 was on the 1st CSM with Stuebs. The future owner will be expanding their septic system there will be no buildings. Lot 2 VanBever will be giving to his employee. VanBever stated he owns the yellow house, flipped it and moved in a few weeks ago. VanBever went on to add, that if the City would like a future road that it could be placed along the north side of his barn to future lots north of Neevel Avenue. Lot 2 is 3.79 acres which will remain AG zoning. If he does decide to put a house on it, it would need to be rezoned. Whitford made a comment that if the City wants to grow, they need to purchase the land. Daane stated the City Attorney could draft a document stating something for a future street. Bishop asked if this could be a potential spot for drainage ponds. Daane stated that is a main line is not near it would cost more money.

Motion by Whiteford, 2nd by Daane to approve the Extraterritorial CSM, VanBever - County Road M, Fond du Lac County.
Vote: TerBeest, Medema, Daane, Bishop, Matoushek, Vanderkin, Whitford - “AYE”
Motion carried unanimously.

ADJOURNMENT

Motion by Medema, 2nd by TerBeest to adjourn the meeting. Motion carried, meeting adjourned at 5:09 pm.

Minutes prepared by Susan Leahy, Zoning Administrator
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 21st day of June, 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/84851192602?pwd=TDc5aE9ybW11WlFlY2dCQjV1S1NLZz09

Meeting ID: 848 5119 2602
Passcode: 471599
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 CODE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.03 of the Municipal Code of the City of Waupun entitled "RESIDENTIAL DISTRICT REQUIREMENTS" is amended as follows:

SECTION 16.03(1)(b)(iv) entitled “Off Street Parking” is repealed and recreated to read:

(iv) Off Street Parking Regulations

a. Parking in Front Yards. There shall be no parking permitted from the front plane of the house to the front property line, except on driveways designed for motor vehicles, not defined as a recreational vehicle. Any person desiring to create a parking area in the front plane shall complete a Conditional Use Permit application. The application shall designate an area no greater than ten feet wide abutting an existing drive. The addition shall be a hard surface area (asphalt, concrete or gravel), tapered to the property line with a minimum sixty degree angle. The drive area and such parking shall not intrude into a required vision triangle.

SECTION 16.03(2)(b)(v) entitled “Off Street Parking” is repealed and recreated to read:

(v) Off Street Parking Regulations

a. Parking in Front Yards. There shall be no parking permitted from the front plane of the house to the front property line, except on driveways designed for motor vehicles, not defined as a recreational vehicle. Any person desiring to create a parking area in the front plane shall complete a Conditional Use Permit application. The application shall designate an area no greater than ten feet wide abutting an existing
drive. The addition shall be a hard surface area (asphalt, concrete or gravel), tapered to the property line with a minimum sixty degree angle. The drive area and such parking shall not intrude into a required vision triangle.

SECTION 16.03(3)(b)(iii) entitled Off Street Parking is repealed and recreated to read:

(iii) Off Street Parking Regulations
   a. Parking in Front Yards. There shall be no parking permitted from the front plane of the house to the front property line, except on driveways designed for motor vehicles, not defined as a recreational vehicle. Any person desiring to create a parking area in the front plane shall complete a Conditional Use Permit application. The application shall designate an area no greater than ten feet wide abutting an existing drive. The addition shall be a hard surface area (asphalt, concrete or gravel), tapered to the property line with a minimum sixty degree angle. The drive area and such parking shall not intrude into a required vision triangle.

SECTION 16.03(4)(b)(iv) entitled Off Street Parking is repealed and recreated to read:

(iv) Off Street Parking Regulations
   a. Parking in Front Yards. There shall be no parking permitted from the front plane of the house to the front property line, except on driveways designed for motor vehicles, not defined as a recreational vehicle. Any person desiring to create a parking area in the front plane shall complete a Conditional Use Permit application. The application shall designate an area no greater than ten feet wide abutting an existing drive. The addition shall be a hard surface area (asphalt, concrete or gravel), tapered to the property line with a minimum sixty degree angle. The drive area and such parking shall not intrude into a required vision triangle.

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 __________, 2023.

Rohn W. Bishop
Mayor

ATTEST:
PLEASE TAKE FURTHER NOTICE that the ordinance is on file in the office of the Zoning Administrator in the City Hall of the City of Waupun, Wisconsin and may be inspected during regular business hours.

PLEASE TAKE FURTHER NOTICE that all persons desiring to be heard on the proposed ordinance in support thereof or in opposition thereto, must appear at the said meeting of the Plan Commission of the City of Waupun.

Susan Leahy
Zoning Administrator
City of Waupun
(PUBLISH June 6 & June 13, 2023)
A SURVEY OF LANDS BEING PART OF LOTS 3 & 4, BLOCK 10 OF THE PLAT OF EAST WAUPUN AND LOCATED IN THE NW 1/4 - NE 1/4 IN SECTION 5, T.13N., R.15E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

Owner: Katherine & Steven Bresser

KATHERINE & STEVEN BRESSER
305 & 307 E. MAIN ST.
WAUPUN, WI 53963

BEARINGS ARE REFERENCED TO THE DODGE COUNTY COORDINATE SYSTEM NORTH LINE OF THE NE 1/4 OF SECTION 5 WHICH BEARS N 89°39'04" E.

Legend:
- § Section Corner
- X Set Cut X
- @ 3/4" Iron Rod
- (X) Recorded As
- △ Set In Nail

S. MILL ST.

E. MAIN ST. (HWY 49)
A SURVEY OF LANDS BEING PART OF LOTS 3 & 4, BLOCK 10 OF THE PLAT OF EAST WAUPUN AND LOCATED IN THE NW 1/4 - NE 1/4 IN SECTION 5, T.13N., R.15E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATION

I, Bradley Tisdale, Professional Land Surveyor of the State of Wisconsin do hereby certify that by order of Steve Bresser, I have surveyed, mapped and combined lands being part of Lots 3 & 4, Block 10 of the Plat of East Waupun and located in the NW 1/4 of the NE 1/4 of Section 5, Town 13 North, Range 15 East in the City of Waupun, Dodge County, Wisconsin and being more particularly described as follows:

LEGAL DESCRIPTION

COMMENCING at N 1/4 Corner of Section 5, Town 13 North, Range 15 East in the City of Waupun, Dodge County, Wisconsin, thence N 89°39'04" E, 1069.88 feet along the north line of the NE 1/4 of said Section 5; thence S 00°21'08" E, 33.00 feet to the NW corner of lands described in Document # 1235671, the northerly line of Lot 4 Block 10 of the Plat of East Waupun, the southerly right of way line of E. Main St. and the POINT OF BEGINNING; thence N 89°38'44" E, 48.29 feet along the northerly line of Lots 3 & 4 Block 10 of the Plat of East Waupun, lands described in Document # 1235671 & 1337290 and the southerly right of way line of E. Main St. to the NE corner of lands described in Document # 1337290; thence S 00°15'55" W, 108.00 feet along the easterly line of lands described in Document # 1337290 and the center of the common wall to the SE corner of lands described in Document # 1337290; thence S 89°38'44" W, 47.12 feet along the southerly line of lands described in Document # 1337290 & 1337290 to the SW corner of lands described in Document # 1235671; thence N 00°21'08" W, 108.00 feet along the westerly line of lands described in Document # 1235671 and the center of common wall to the POINT OF BEGINNING.

Said parcel contains 5152 sq ft / 0.118 acres more or less

I further certify that this map is a correct representation of all of the exterior boundaries of the land surveyed, that I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statues, Wisconsin Administrative Code A-E7 and the City of Waupun Subdivision Ordinance Code to the best of my knowledge and belief.

Bradley L. Tisdale, PLS S-2824

CITY OF WAUPUN APPROVAL

This Certified Survey Map is hereby approved by the City of Waupun.

Rohn Bishop, Mayor                    Date

Angie Hull, City Clerk                Date
A SURVEY OF LOT 24 OF PARK ESTATES SUBDIVISION AS RECORDED IN VOLUME 13 PAGE 42 AND 43 IN THE FOND DU LAC COUNTY REGISTER OF DEEDS OFFICE AND BEING PART OF THE NE 1/4 - SW 1/4 OF SECTION 31, T.14N., R.15E., CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.
Lot 24 of Park Estates Subdivision Document #457223, Volume 13, Page 42 and 43, being part of the NE 1/4 of the SW 1/4 of Section 31, Town 14 North, Range 15 East in the City of Waupun, Fond du Lac County, Wisconsin and being more particularly described as follows:

LEGAL DESCRIPTION

I further certify that this map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land, that I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statues and the City of Waupun Subdivision Control Ordinance in surveying and mapping the same to the best of my knowledge and belief.

Bradley L. Tisdale PLS  S-2824

CITY OF WAUPUN APPROVAL

This Certified Survey Map is hereby approved by the City of Waupun.

__________________________             ____________________________
ROHN BISHOP             Date
MAYOR

__________________________             ____________________________
ANGIE HULL             Date
City Clerk