



AMENDED AGENDA
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, June 21, 2023 at 4:30 PM

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=TDc5aE9ybW11WIFIY2dCCQjV1S1NLZz09>

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
- [3.](#) Site Plan Review - Wisconsin Dairy Distributing - 504 Barnes St.
- [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.



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, May 24, 2023 at 4:30 PM

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.

3. Public Hearing - Conditional Use Permit – Maria A Lao & Nick Manasale at 600 Fern Street to operate a Church per Municipal Code Section 16.04(1)(d)(iv).

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.

6. Extraterritorial Zoning Review – CSM for Frank VanBever, County Road M, Fond du Lac County.

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=TDc5aE9ybW11WIFIY2dCQjV1S1NLZz09>

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:

Angela Hull
City Clerk

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)



**Architects in
Common LLC**

N9224 Mengel Hill Road
Fond du Lac, WI 54937
920.933.2611

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Consultant

General Contractor
Project Status

Preliminary

Issued

Drawn By: tkent

Checked By: tkent

Laack Cold Storage

Waupun, WI

Issue Date: 6-8-2023

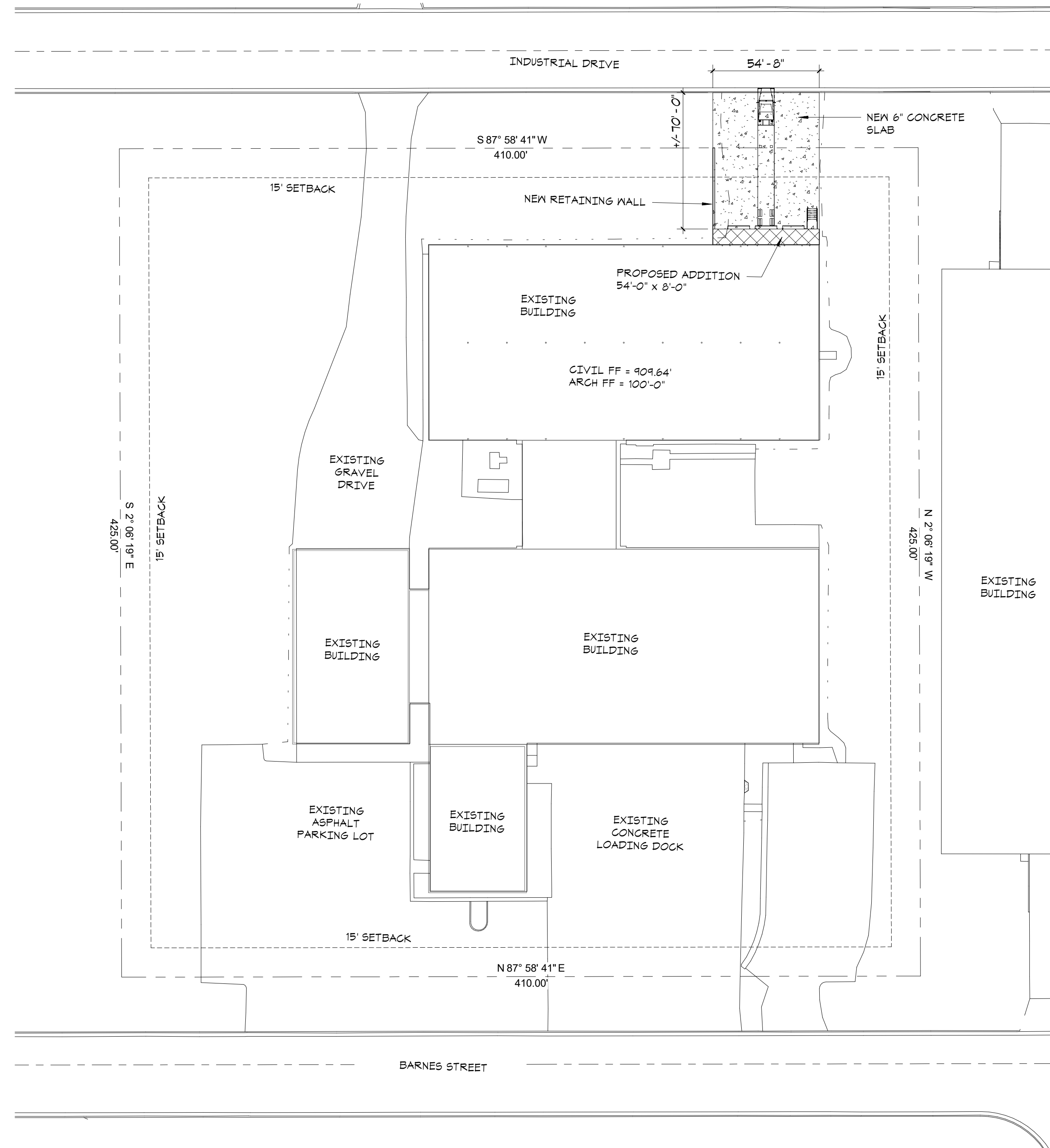
Sheet Contents
SITE PLAN

Project Designed For:
**Laack Cold
Storage**

23-007
Project Number

AS1.1

Sheet Number
6/8/2023 4:26:18 PM



NORTH
SITE PLAN
SCALE: 1" = 40'-0"



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Consultant

General Contractor
Project Status

Preliminary

Issued

Drawn By: tkent
Checked By: tkent

Laack Cold Storage

Waupun, WI

Issue Date: 6-8-2023

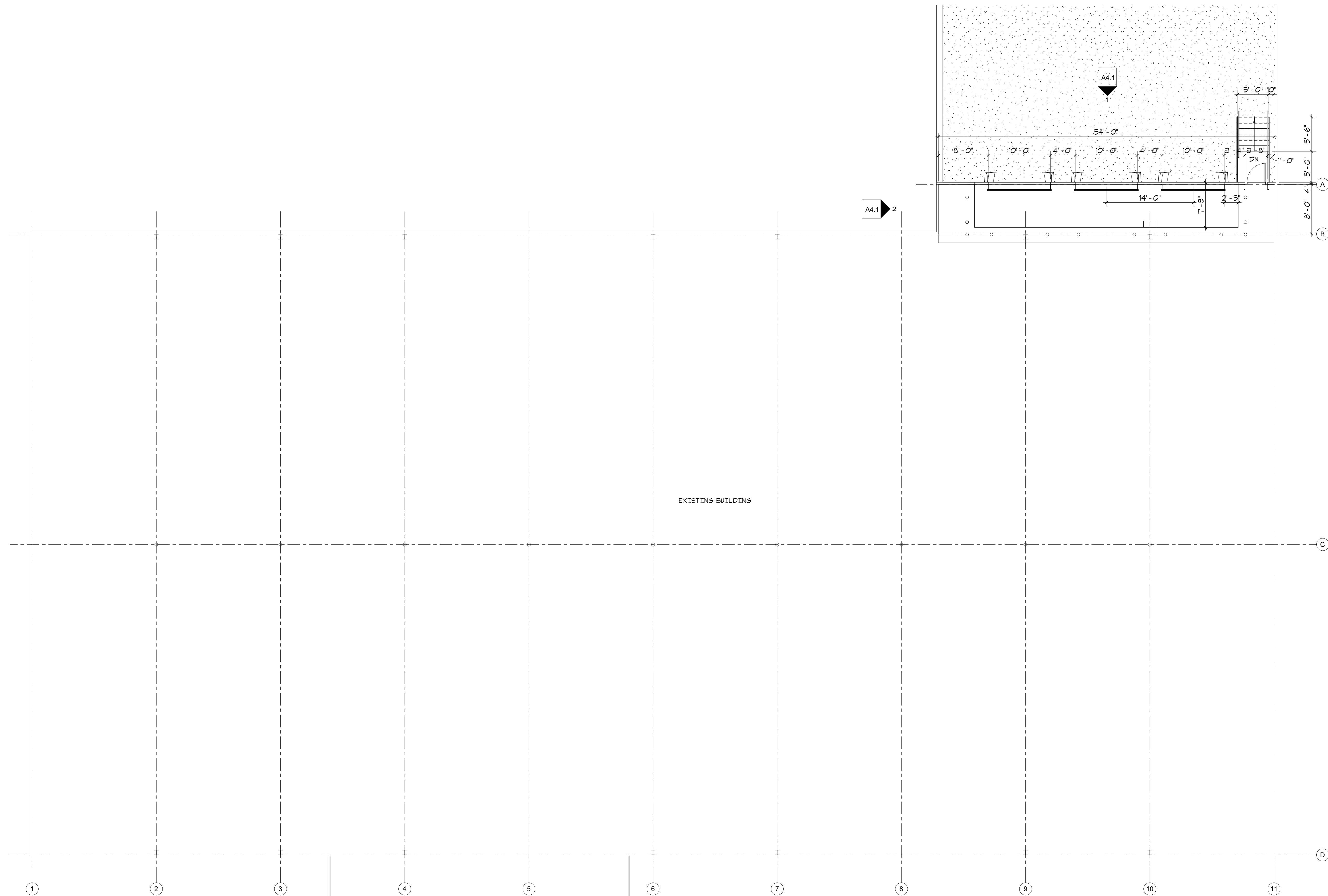
Sheet Contents
FIRST FLOOR
PLAN

Project Designed For:
Laack Cold
Storage

23-007
Project Number

A2.1

Sheet Number
6/8/2023 4:26:18 PM



NORTH
FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"



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Consultant _____

General Contractor _____
Project Status _____

Preliminary

Issued _____

Drawn By: tkent

Checked By: tkent

Laack Cold Storage
Waupun, WI

Issue Date: 6-8-2023

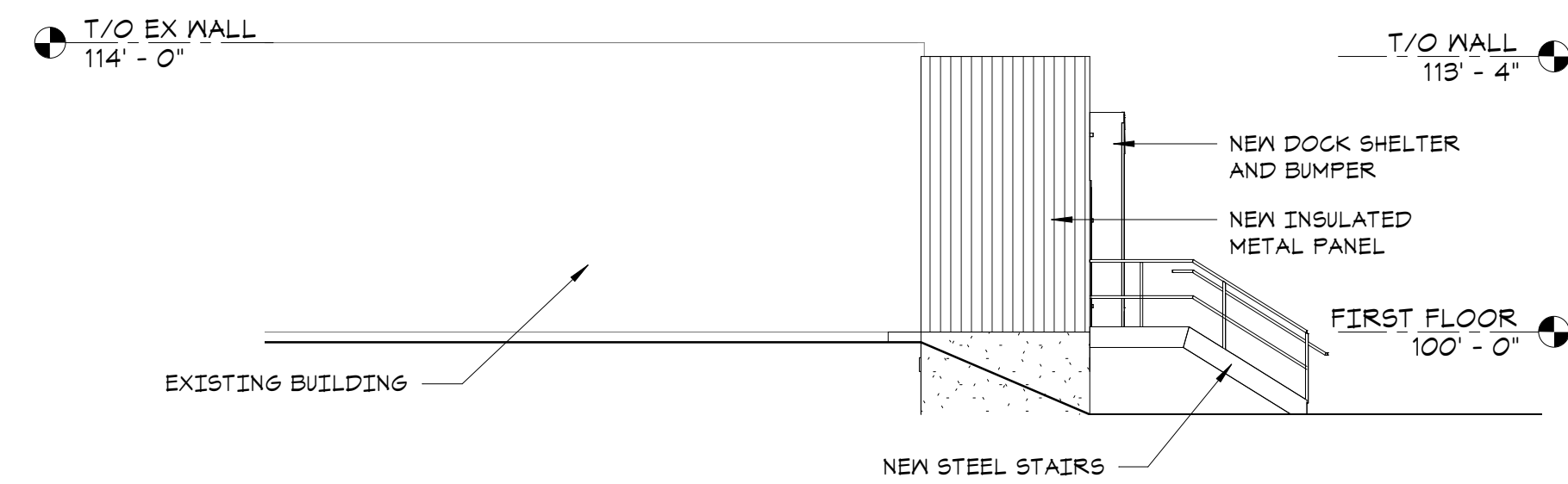
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**EXTERIOR
ELEVATIONS**

Project Designed For:
Laack Cold Storage

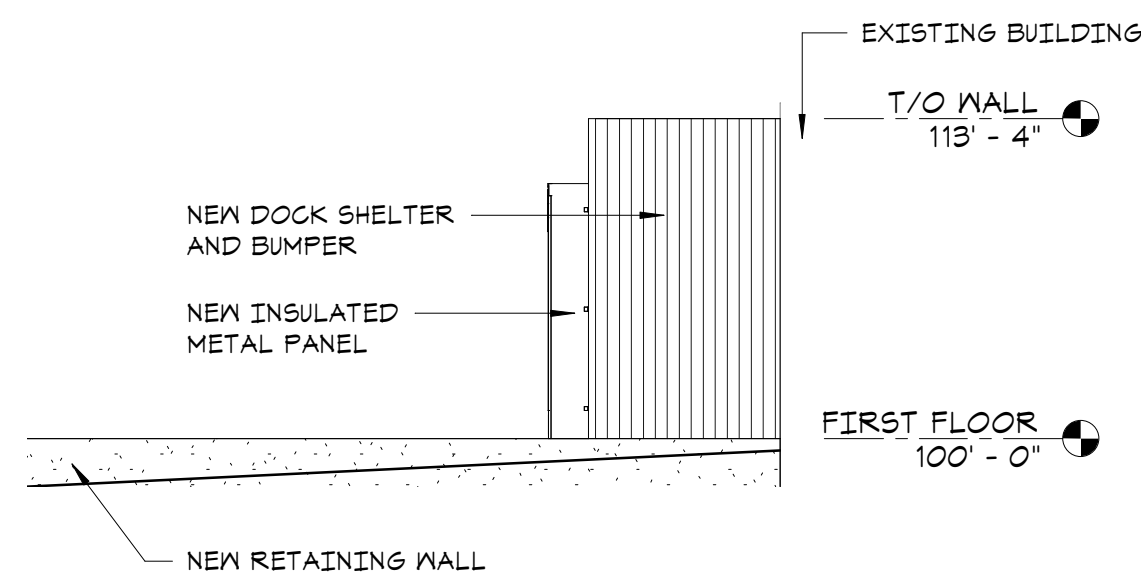
23-007
Project Number

A4.1

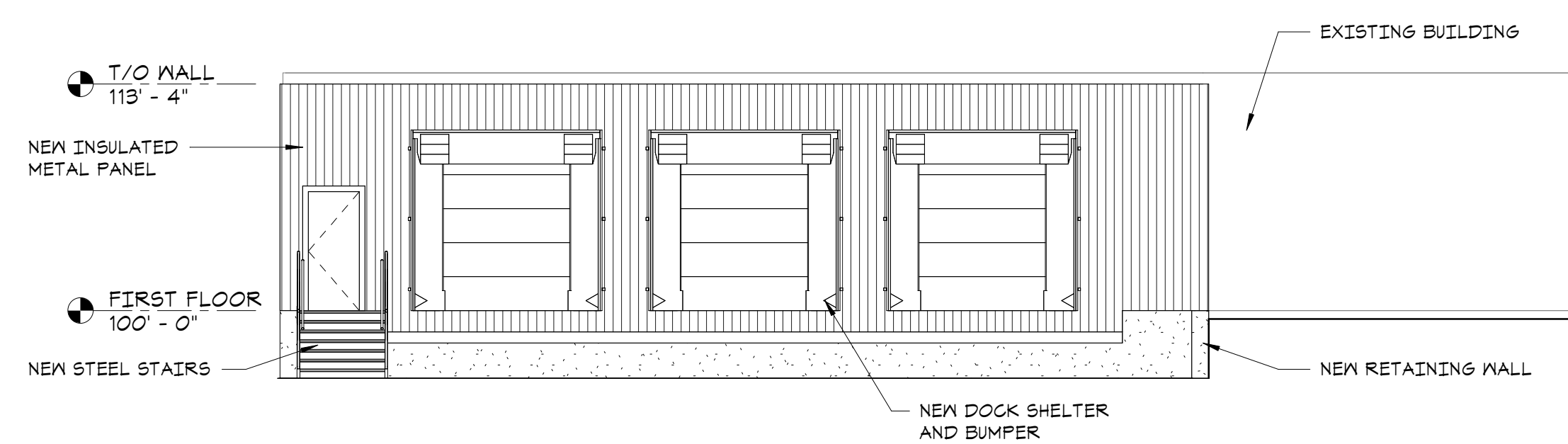
Sheet Number
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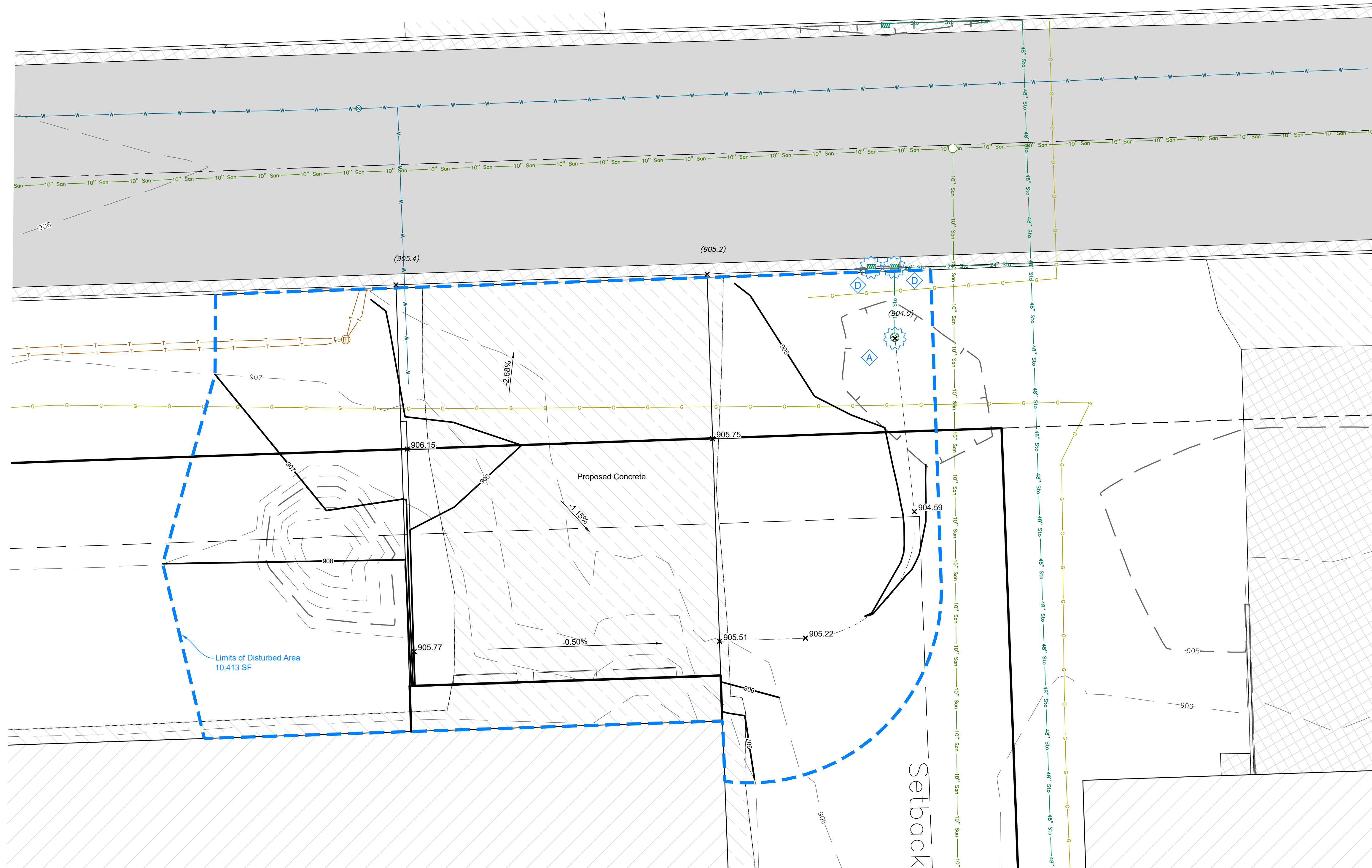
③ EAST ELEVATION
SCALE: 1/8" = 1'-0"



② WEST ELEVATION
SCALE: 1/8" = 1'-0"



① NORTH ELEVATION
SCALE: 1/8" = 1'-0"



LEGEND

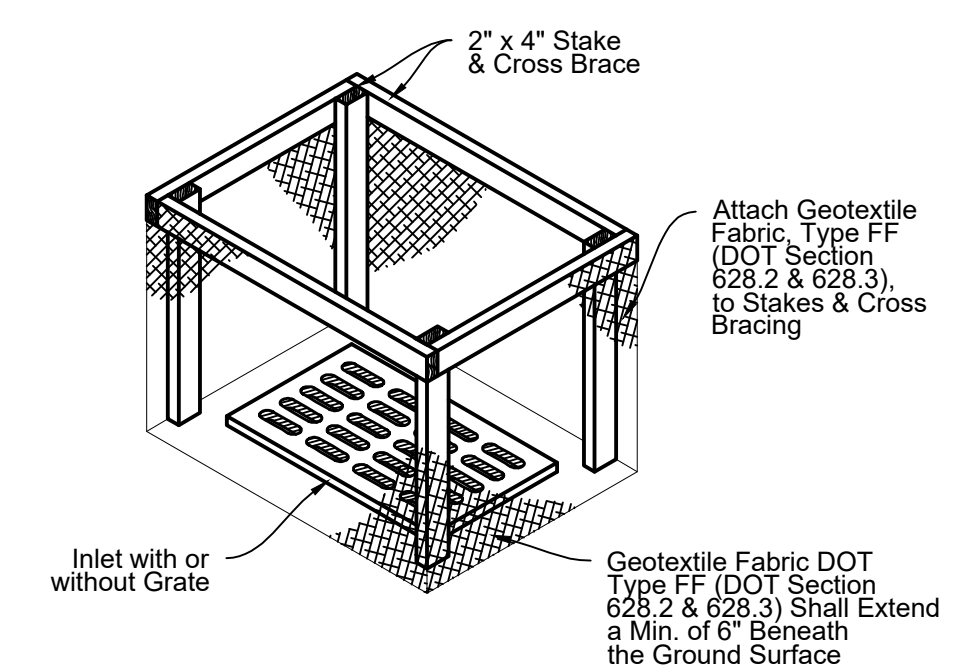
Overhead Electric Lines	Sanitary MH / Tank / Base	Gas Regulator
Sanitary Sewer	Storm Manhole	Benchmark
Storm Sewer	Clean Out / Curb Stop / Pull Box	Asphalt Pavement
Underground Electric	Inlet	Concrete Pavement
Underground Gas Line	Catch Basin / Yard Drain	Gravel
Underground Telephone	Hydrant	
Water Main	Utility Valve	
Culvert	Utility Pole / Signal	
Index Contour	Electric Pedestal	
Intermediate Contour	Telephone Pedestal	
	Telephone Manhole	
	Ex Spot Elevation	
Proposed Storm Sewer	Proposed Storm Manhole	
Proposed Sanitary Sewer	Proposed Curb Inlet	
Proposed Watermain	Prop. Catch Basin / Yard Drain	
Proposed Swale	Proposed Endwall	
Proposed Culvert	Proposed Rip Rap	
Proposed Silt Fence	Prop. Flowline Spot Elev.	
Prop. Drainage Direction	Prop. Top of Walk Elev.	
Proposed Ditch Check	Existing Grade	
Proposed Tracking Pad	Proposed Inlet Protection	
	Type of Inlet Protection	

- NOTES:**
- Existing utilities shown are indicated in accordance with available records and field measurements. The contractor shall be responsible for obtaining exact locations & elevations of all utilities, including sewer and water from the owners of the respective utilities. All utility owners shall be notified by the contractor 72 hours prior to excavation. Contact Digger's Hotline (1-800-242-8511) for exact utility locations.
 - The Contractor shall verify all staking and field layout against the plan and field conditions prior to constructing the work and immediately notify the Engineer of any discrepancies.
 - Vegetation beyond slopes shall remain.
 - The contractor shall minimize the area disturbed by construction as the project is constructed. Disturbed areas shall be seeded as soon as final grade is established. Contractor shall replace topsoil and then seed, fertilize and mulch all lawn areas within 1 week of topsoil placement.
 - Contractor shall remove all excess materials from the site. Earthwork contractors shall verify topsoil depth.
 - All sediment and erosion control devices and methods shall be in accordance with the Wisconsin DNR Technical Standards.
 - The contractor shall make weekly inspections and inspections within 1 day of any rainfall exceeding 0.5 inches of the sediment and erosion control devices throughout construction. The contractor shall repair or maintain erosion control devices as necessary. The inspection reports shall be made available to the owner at the end of the construction or upon demand during construction.
 - Updated survey and title search have not been authorized and the boundary and easements shown may be inaccurate or incomplete.

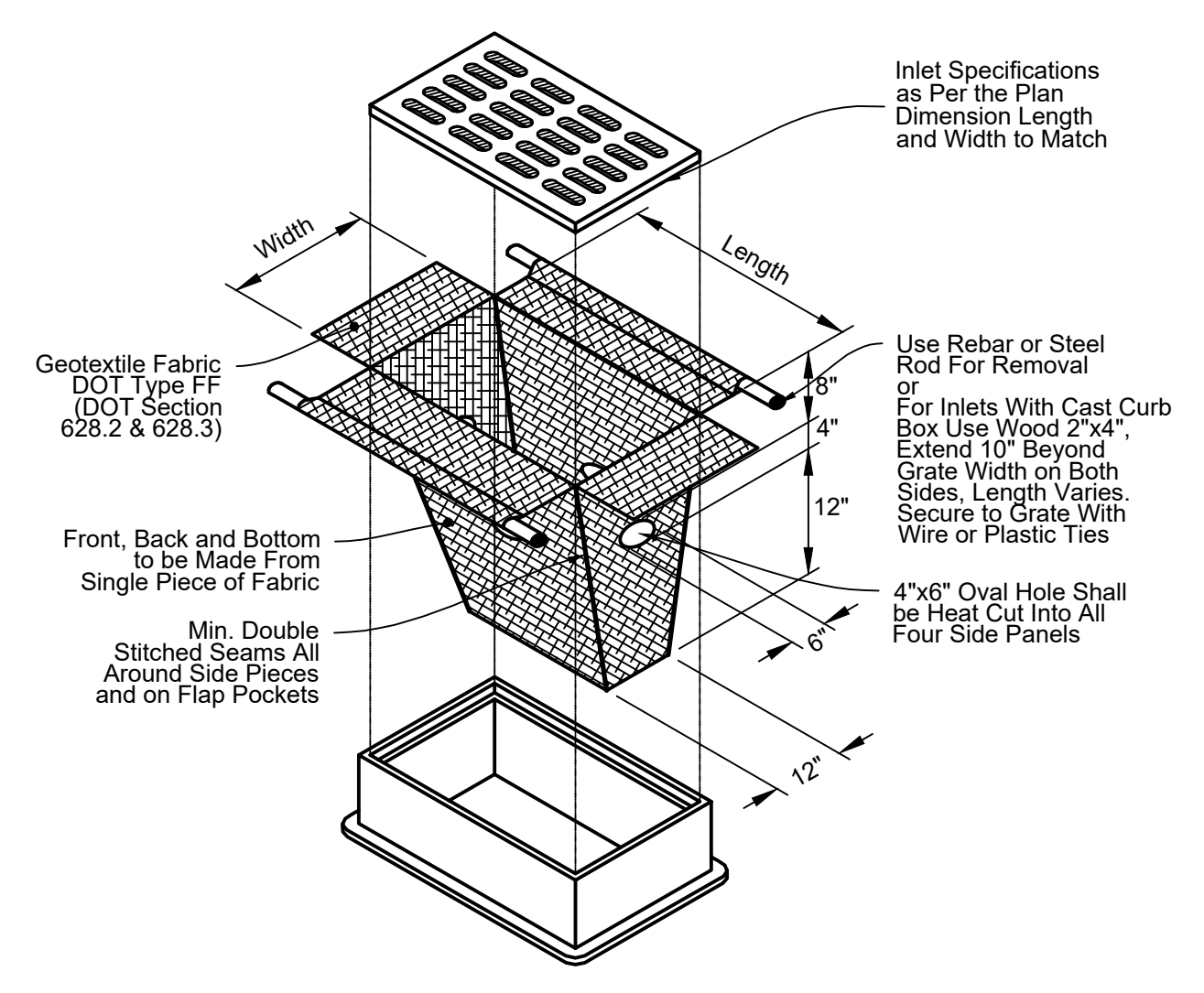
BENCHMARKS (NAVD88)

BM 0	NGS Benchmark PID-AI6060, Designation-3W36 Elev 885.62'
BM 1	Fire Hydrant, SE Bolt North R/W of Industrial Drive Elev 908.84'
BM 2	"X" Cut in Concrete ±1' North of Gas Meter on West Side of Bld. Elev 909.64'
BM 3	Nail Set in Power Pole #66-19 North R/W of Barnes Street Elev 911.81'
BM 4	Nail Set in Power Pole #68-14 North R/W of Barnes Street Elev 907.95'

GENERAL NOTES:
 Inlet protection devices shall be maintained or replaced at the direction of the engineer.
 Manufactured alternatives approved and listed on the DOT Erosion Control Product Acceptability list may be substituted.
 When removing or maintaining inlet protection, care shall be taken so that the sediment trapped on the geotextile fabric does not fall into the inlet. Any material falling into the inlet shall be removed immediately.
 1. Finished size, including flap pockets where required, shall extend a minimum of 10" around the perimeter to facilitate maintenance or removal.
 2. For inlet protection, Type C (with curb box), an additional 10" of fabric is wrapped around the wood and secured with staples. The wood shall not block the entire height of the curb box opening.
 3. Flap pockets shall be large enough to accept wood 2x4.

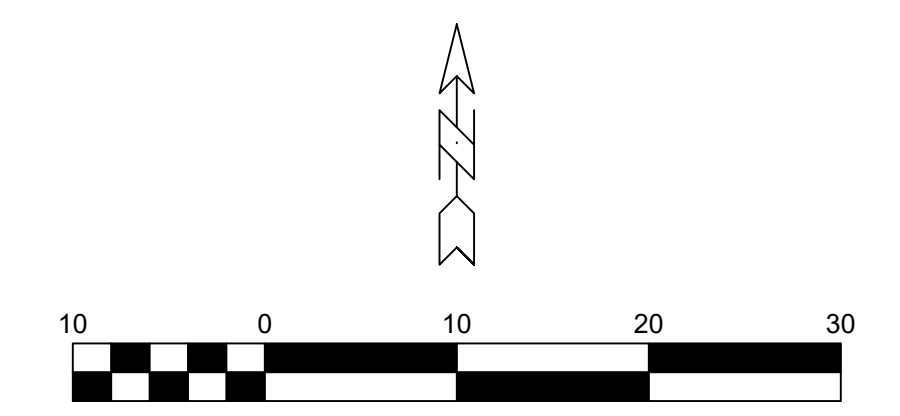


INLET PROTECTION, TYPE A



INLET PROTECTION, TYPE D
 (CAN BE INSTALLED IN ANY INLET WITH OR WITHOUT A CURB BOX)

INSTALLATION NOTES:
 Do not install inlet protection type D in inlets shallower than 30", measured from the bottom of the inlet to the top of the grate.
 Trim excess fabric in the flow line to within 3" of the grate.
 The installed bag shall have a minimum side clearance between the inlet walls and the bag measured at the bottom of the overflow holes of 3". Where necessary, the contractor shall cinch the bag using plastic zip ties to achieve the 3" clearance. The ties shall be placed at a minimum of 4" from the bottom of the bag.



DAVEL ENGINEERING & ENVIRONMENTAL, INC.
 Civil Engineers and Land Surveyors
 1164 Province Terrace, Menasha, WI 54952
 Ph: 920-991-1866 Fax: 920-441-0804
 www.davel.pro

Project Number: 7736
 June 8, 2023

Architects in Common LLC
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Consultant
 General Contractor
 Project Status
Preliminary

Issued
 Drawn By: Author
 Checked By: Checker

Laack Cold Storage
 Waupun, WI

Issue Date: 5-3-2023
 Sheet Contents
DRAINAGE & EROSION CONTROL PLAN

Project Designed For:
Laack Cold Storage
 23-007
 Project Number

C-1.2
 Sheet Number
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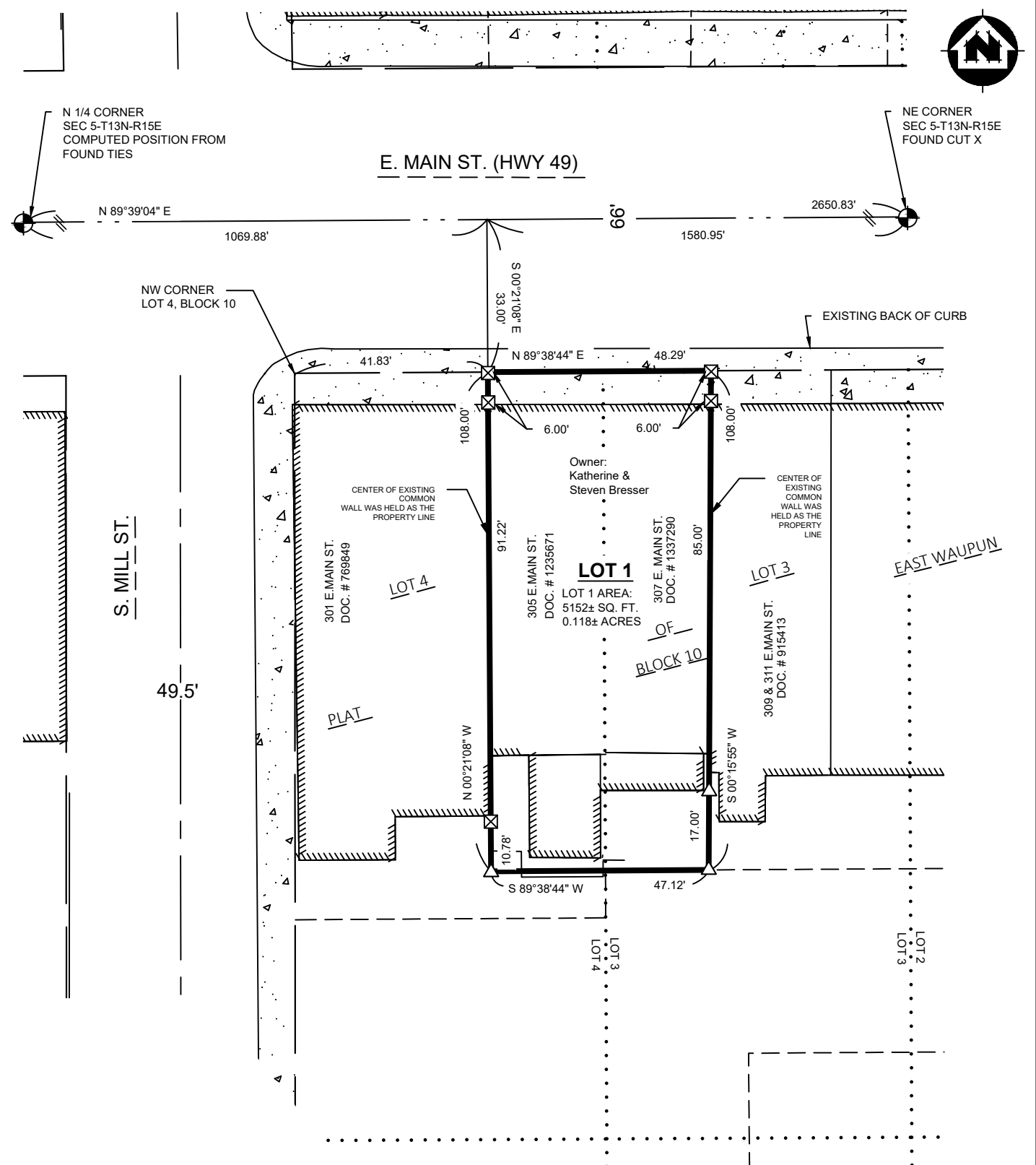
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 201 Corporate Drive, Beaver Dam WI 53916
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PROJECT NO. 22110000
 DRAWN BY: B. BUCHDA
 SURVEYOR: B. TISDALE
 FILE NO. BRESSER CSM.dwg
 SHEET NO. 1 of 2

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

DODGE COUNTY CERTIFIED SURVEY MAP

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.

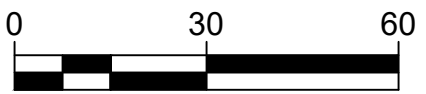


LEGEND

- FD. SECTION CORNER
- SET CUT X
-
- RECORDED AS
- SET PK NAIL

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\"/>

SAID PARCEL IS SUBJECT TO ALL EASEMENTS AND AGREEMENTS RECORDED AND UNRECORDED.





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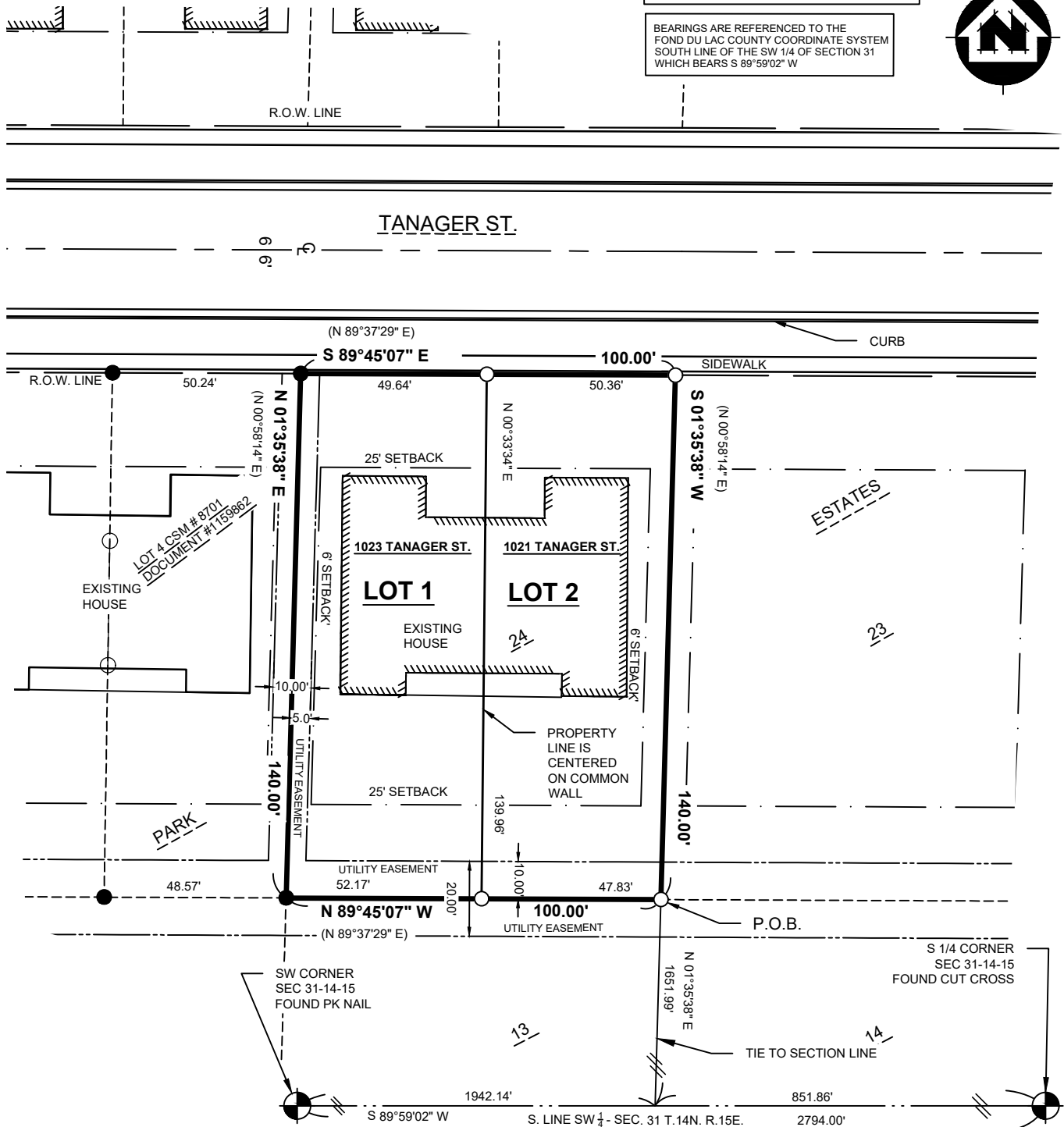
PROJECT NO. 15987005	OWNER: ACS RBHS LLC. 1023 & 1021 TANAGER ST. WAUPUN, WI 53963
DRAWN BY: B. BUCHDA	
SURVEYOR: B. TISDALE	
FILE NO. Tanager CSM.DWG	
SHEET NO. 1 of 2	

FOND DU LAC COUNTY CERTIFIED SURVEY MAP # _____

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.

SAID PARCEL IS SUBJECT TO ALL EASEMENTS AND AGREEMENTS RECORDED AND UNRECORDED.

BEARINGS ARE REFERENCED TO THE FOND DU LAC COUNTY COORDINATE SYSTEM SOUTH LINE OF THE SW 1/4 OF SECTION 31 WHICH BEARS S 89°59'02" W



LEGEND

- ◆ FD. SECTION CORNER
- ◇ FD. 1" IRON PIPE
- SET. 3/4" BY 18" IRON ROD - 1.50 LBS / FT
- FD. 3/4" IRON ROD



LOT 1 AREA:	7125± SQ. FT. 0.163± ACRES
LOT 2 AREA:	6871± SQ. FT. 0.158± ACRES
TOTAL AREA:	13,996± SQ. FT. 0.321± ACRES

01/15/1987/15987005/CADD/Survey/Drawings/CSM/Tanager CSM.dwg 19 Jun 2023 9:22am LOT 24



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 FUNDING | PLANNING | ENVIRONMENTAL
 201 Corporate Drive, Beaver Dam WI 53916
 (920) 887-4242 www.msa-ps.com

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PROJECT NO. 15987005

DRAWN BY: B. BUCHDA

CHECKED BY: B. TISDALE

FILE: TANAGER CSMs.DWG

SHEET NO. 2 OF 2

FOND DU LAC COUNTY CERTIFIED SURVEY MAP # _____

SURVEYOR'S CERTIFICATION

I, Bradley L. Tisdale, Professional Land Surveyor of the State of Wisconsin do hereby certify that by order of the ACS RBHS LLC, I have made a survey of Lot 24 of Park Estates Subdivision as recorded in 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

Lot 24 of Park Estates Subdivision Document #457223, Volume 13, Page 42 and 43, being part 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.

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 Statutes 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
 MAYOR

 Date

 ANGIE HULL
 City Clerk

 Date