



A G E N D A
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, July 27, 2022 at 4:30 PM

The Waupun Plan Commission will meet in-person, virtual, and teleconference. Instructions to join the meeting are provided below:

Join Zoom Meeting

<https://us02web.zoom.us/j/85045516629?pwd=RmtkVFZablpCNTRlrmFNeHlyMHV4UT09>

Dial by your location: 1 312 626 6799

Meeting ID: 850 4551 6629

Passcode: 290170

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 - August 31, 2022

CONSIDERATION - ACTION

1. Approval of Prior Meeting Minutes - July 12, 2022
2. Public Hearing- Conditional Use Permit Jeni Maly 409 E Main St.
3. Site Plan- Bly Street LLC property at 331 Bly Street

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.



A G E N D A
CITY OF WAUPUN SPECIAL PLAN COMMISSION
MEETING MINUTES
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 12, 2022 at 4:00 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 4 p.m.

ROLL CALL

Plan Commission Members Present:

- Jeff Daane
- Jon Dobbratz
- Jerry Medema
- Rohn Bishop, Mayor
- Mike Matouschek
- Elton TerBeest
- Jill Vanderkin (arrived 4:03 p.m.)

Public Attendance

- Rich Leaver, Leaver Land Surveying
- Kari Pattee, Property Owner of 19 S. Madison St

Staff Present:

- Kathy Schlieve, Administrator

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Staff are planning to hold the regularly scheduled meeting of the Plan Commission on Tuesday, July 26, at 4:30 p.m.

CONSIDERATION - ACTION

1. Acceptance of prior Meeting Minutes from June 6, 2022.

Motion Dobbratz and second Medema to approve minutes as presented. Carried unanimously.

2. Certified Survey Map- Kari Pattee property at 19 S. Madison St.

Presentation of certified survey map by Rich Leaver. Administrator Schlieve and Jeff Daane presented information from Dodge County and Attorney Vande Zande about the proposed survey. As presented the survey proposes an overlap of property lines that encroach on city property on the Northern boundary. Attorney Vande Zande provided staff communication that indicates that the survey as proposed should not be approved and that the City should require the property owner to work with the surveyors on a remedy. Attorney Vande Zande indicated that the Plan Commission could discuss a quitclaim deed to clear up property boundary issues and recommend that as a possible solution to the Common Council. Jeff Daane reports that he has discussed with MSA the City's engineering firm and they affirmed this direction as needed before approval is given. Daane noted that there are issues with the northern and eastern property line boundaries and both should be resolved with this CSM. Motion Medema, second Dobbratz to recommend to the council that the proposed CSM be rejected but that the City approve a quitclaim deed to provide a resolution. Motion passes unanimously.

Kari Pattee communicated that drafting the additional quitclaim deeds will cost an additional \$1,000. She is requesting that the City pay the additional fee of \$1,000, or consider sharing the cost. Leaver indicates he will provide all his data to the City's engineer/surveyor if that firm would like to complete this final step. Staff responded that the request would be shared with the Council and further discussion with the City's surveyor will be had to determine cost.

ADJOURNMENT

Motion Matouschek, second Dobbratz to adjourn the meeting, passing unanimously. Meeting adjourned at 4:10 p.m.

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.

Fee: \$150.00 Paid: Date: July 6, 2022



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

Conditional Use Permit Application

Applicant Name: Jeni Maly Phone #920-948-6921

Address: 409 East Main Street E-mail: malyjj07@gmail.com

City, State, Zip Waupun, WI 53963

Property Description and address:

409 East Main Street

Conditional Use Requested:

Projecting Sign - 35"x17"

Zoning Ordinance Section Involved:

16.11 (2a) Projecting signs shall be permitted only as conditional uses in all Business Districts and Institutional Districts

16.11 (5)(e)

Date Presented to Plan Commission:

CONDITIONAL USE: ☐ Granted ☐ Denied

Comments:

Signature of Applicant (s)

Jeni Maly

Reflecting Sign Location



Imagine That Outdoor Sign

Graphic output on 3M Vinyl

Laminated then applied to 3mm ACM substrate.

Overall Size: 113"W x 37"H

Cost: \$500.00

Installation done by WIC

IMAGINE THAT
art studio



Exterior back door sign

Digital print on 3M material/laminated for outdoor use
applied to 6mm black PVC

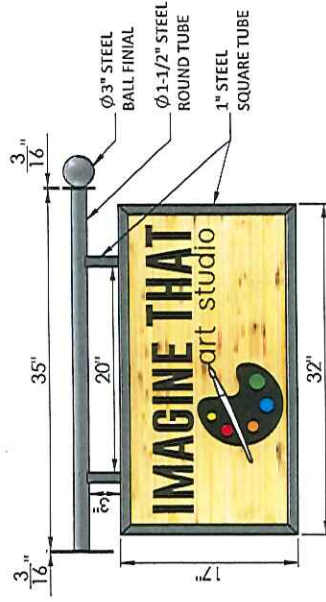
Install to right of back door - drill into vinyl siding

Quantity: 1

Size: 4"W x 30"H

Cost: \$19.40

Installation done by WIC



Outdoor Pedestrian Sign

PVC backer with laminated digital print

Quantity: 1

Cost: \$485.00

Installation done by WIC

Store Front Vinyl Window Design

Graphic output on 3M Vinyl

Graphics TBD

Cost: \$200.00 - \$300.00

Installation done by WIC

Installation Charge for Outdoor Signage: \$250.00

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 27th day of July, 2022 at 4:30 pm, there will be considered the application for a Conditional Use Permit of:

1. Jeni Maly, Imagine That Art Studio, at 409 E Main St. to install a projecting sign on the front of the building per Section 16.11(2a) and 16.11 (5)(e) of the Waupun Municipal Code.

The meeting will be held in person, virtual and teleconference.

To Join Zoom Meeting:

<https://us02web.zoom.us/j/85045516629?pwd=RmtkVFZablpcNTRlcmFNeHlyMHV4UT09>

Meeting ID: 850 4551 6629

Passcode: 290170

By Phone: 312 626 6799

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 7th day of July, 2022

Susan Leahy
Zoning Administrator
City of Waupun

(PUBLISH July 20, 2022)

Conditional Use Permit for 409 East Main Street for a Projecting Sign

Properties within 100 Feet

JONATHAN LEONARD REAL ESTATE LLC
407 E MAIN ST
WAUPUN WI 53963

TBJARK LLC
W1386 HOCHHEIM RD
MAYVILLE WI 53050
(405 East Main Street)

ELEMENTARY PROPERTIES LLC
814 SUMMER AVE
WAUPUN WI 53963
(401 East Main Street)

KEVIN J TILLEMA & LAUREN A TILLEMA
PO BOX 86
FRIESLAND WI 53935
(417 East Main Street)

CITY OF WAUPUN
201 East Main Street
Waupun, WI 53963
Vacant Lots
292-1315-0511-024
292-1315-0511-025

QEMAL ALIMI
W4618 COUNTY ROAD Q
MERRILL, WI 54452
(400 East Main Street)

RANDALL L DYKSTRA & LORI A DYKSTRA
827 SUNSET AVE
WAUPUN, WI 53963
(404 East Main Street)

VK MANAGEMENT LLC
PO BOX 430
WAUPUN, WI 53963
(406 East Main Street)

MSH LLC
416 E MAIN ST
WAUPUN, WI 53963

BUILDING ALTERATION:
BLY STREET, LLC
WAUPUN, WISCONSIN

PROJECT TEAM

OWNER
BLY STREET, LLC
3125 WESTERN AVENUE
JACKSON, WI 53037
PHONE: (414) 217-1552
PROJECT CONTACT: ROB BARTZ
EMAIL ADDRESS: rdbartz@aol.com
ARCHITECTURAL / SUPERVISING PROFESSIONAL
MORPH DESIGNS, LLC
W10953 DEAD END ROAD
WAUPUN, WI 53963
PROJECT CONTACT: ROGER SCHREGARDUS
CELL PHONE: (920) 948-7975
EMAIL ADDRESS: cadmanroger@sbcglobal.net
SUPERVISING PROFESSIONAL CONTACT: JIM BANDT
EMAIL ADDRESS: jbandt@charter.net

SHEET INDEX			
SHEET	DESCRIPTION	LOCAL PLAN COMMISSION	
G-100	TITLE SHEET, PROJECT DATA	7-4-2022	
CIVIL ENGINEERING			
C-101	SCHEMATIC SITE PLAN	7-4-2022	

PROJECT DATA:

BUILDING CODE:
2015 INTERNATIONAL BUILDING CODE (IBC), USING WISCONSIN SPS 362 AMENDMENTS
2015 INTERNATIONAL EXISTING BUILDING CODE (IEBC), USING WISCONSIN SPS 366 AMENDMENTS
2015 INTERNATIONAL ENERGY CONSERVATION CODE (IECC), USING WISCONSIN SPS 363 AMENDMENTS
2003 AMERICAN NATIONAL STANDARDS (ICC/ANSI A117.1-2003)

BUILDING SIZE:
WEST PORTION:
EXISTING 2-STORY, R-2 APARTMENT:
FIRST LEVEL: 16,060 sqft
SECOND LEVEL: 12,268 sqft
FIRST FLOOR, R-2 APARTMENT ALTERATION AREA:
FIRST LEVEL: 8,596 sqft
CENTER PORTION:
S-1 STOAGE:
FIRST LEVEL: 20,978 sqft
EAST PORTION:
A-2 ASSEMBLY:
FIRST LEVEL: 9,368 sqft
TOTAL EXISTING BUILDING FOOTPRINT: 46,406 sqft
PER TABLE 506.2 ALLOWABLE AREA WITH SPRINKLER INCREASE:
R-2 (MULTIPLE STORY) 21,000 sqft
S-1 36,000 sqft
A-2 18,000 sqft

BUILDING DATA:
COUNTY LOCATION: DODGE
PROJECT TYPE: ALTERATION LEVEL 2
REQUIRED SEPARATION: SEPARATED USES, PER IBC TABLE 706.4, IN VB CONSTRUCTION, FIREWALL PERMITTED TO BE 2-HR

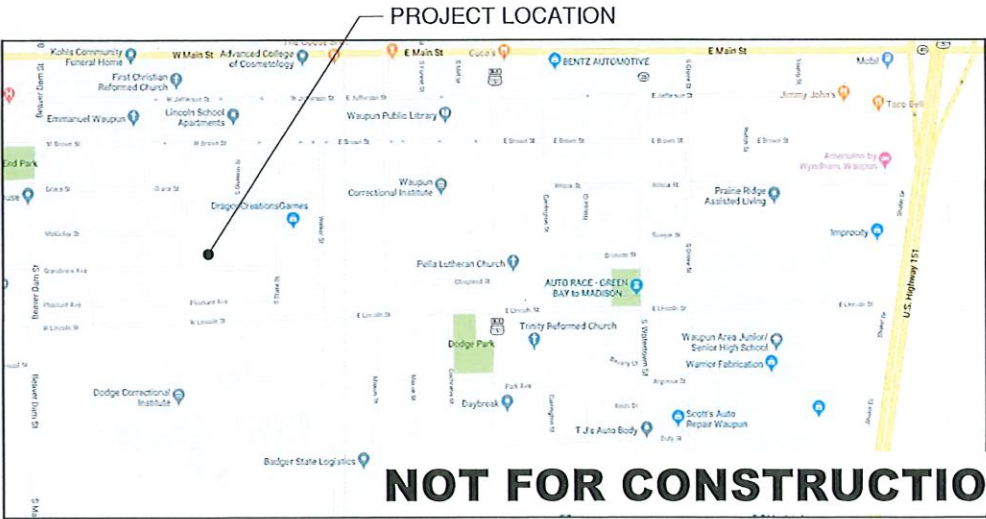
CONSTRUCTION CLASSIFICATION:
PER IBC 602 -
EXISTING BUILDING: TYPE VB - WOOD CONSTRUCTION, INTERIOR & EXTERIOR FRAMING, 1 STORY WITH COMPLETE, NFPA 13 AUTOMATIC SPRINKLER SYSTEM

OCCUPANCY CLASSIFICATION:
PER IBC 311 -
R-2 RESIDENTIAL, S-1 STORAGE, A-2 DINING, BANQUET HALL

EXIT DISTANCE:
PER IBC TABLE 1016.1 - 250 FT. DISTANCE (SPRINKLERED)
IBC 1014.3 COMMON PATH OF TRAVEL - 100'-0" (SPRINKLERED)
IBC 1018.4 DEAD ENDS - 50'-0" (SPRINKLERED)

TOILETS:
SEE PLAN
EXISTING MOP SINK
EXISTING DRINKING FOUNTAINS

LOCATION MAP



MORPH DESIGNS, LLC
Commercial & Residential
Building & Structural
Design Services
Phone: 920-948-7975
email:
morphdesigns@sbcglobal.net

PRELIMINARY

7-4-2022

BLY STREET LLC
BUILDING ALTERATION - APARTMENT EXPANSION
331 BLY STREET
WAUPUN, WISCONSIN 53963

SHEET TITLE

TITLE SHEET, PROJECT DATA

PROJECT DATA

DATE:

JOB NUMBER:

SHEET NUMBER:

G-100

PRELIMINARY

7-4-2022

BLY STREET LLC
BUILDING ALTERATION - APARTMENT EXPANSION

331 BLY STREET
WAUPUN, WISCONSIN 53963

SHEET TITLE

SCHEMATIC SITE PLAN

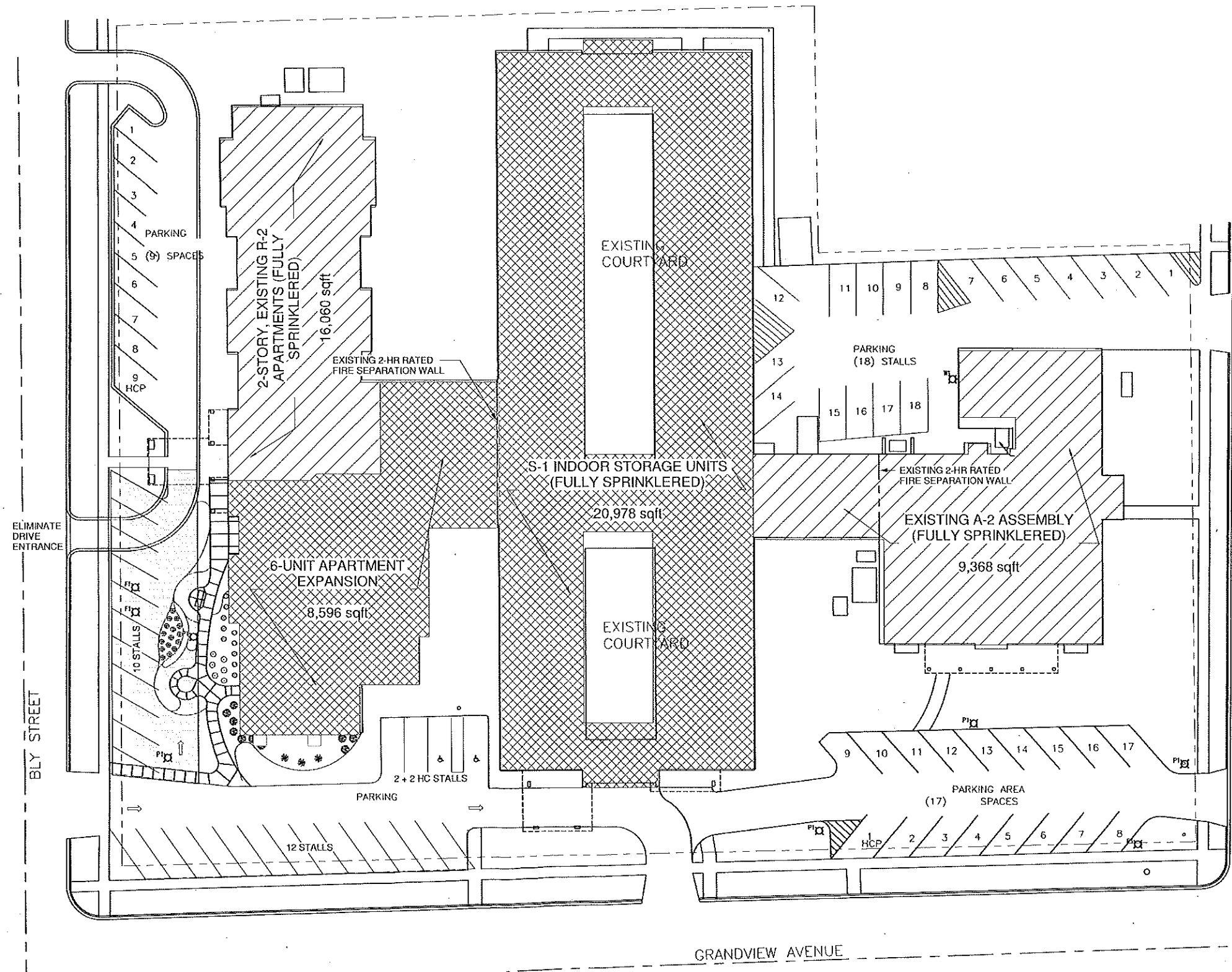
PROJECT DATA

DATE:

JOB NUMBER:

SHEET NUMBER:

C-101



SCHEMATIC SITE PLAN

SCALE: 1" = 20'-0"

NOT FOR CONSTRUCTION