



**A G E N D A**  
**CITY OF WAUPUN PLAN COMMISSION**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Monday, June 06, 2022 at 5:00 PM**

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

**To Join the Zoom Meeting:**

<https://us02web.zoom.us/j/87297514722?pwd=VWJQZUw0b245MkpKMzN4M05TSkQ4QT09>

Meeting ID: 872 9751 4722

Passcode: 404145

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.](#) Recognition of Mayoral Appointment of Board Members and Ex-Officio
2. Nomination and Appointment of Secretary
3. Establish Day of Month and Time of Board Meeting
- [4.](#) Approve minutes of the April 27, 2022 Plan Commission Meeting
- [5.](#) Approval of annexation ordinance - Town of Chester 010-1315-0843-001
- [6.](#) Approval of CSM for Waupun Industrial Park
- [7.](#) Approval of preliminary worksite plan for United Cooperative

**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.*

**PLAN COMMISSION** (3 Year Term)

The Plan Commission shall consist of the Mayor, who shall be its presiding officer, the Director of Public Works, CDA member, an Alderperson appointed by the Council annually and 3 citizen members. Simultaneous membership on the Board of Zoning Appeals and Plan Commission is permissible. The Commissioners shall choose from among their number, a Secretary.

MAYOR	<i>Serve as Chairman</i>		
ALDERMAN			Michael Matoushek
PUBLIC WORKS DIRECTOR			
CDA MEMBER		4/30/2024	Jill Vanderkin
CITIZEN		4/30/2023	Elton Ter Beest
CITIZEN		4/30/2024	Jerry Medema
CITIZEN		4/30/2024	Jon Dobbratz

UTILITY GENERAL MANAGER	Ex Officio
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**EX-OFFICIO:**

At this meeting, please inform your membership of who is a VOTING member and who is an Ex-Officio. Ex-Officio's who are non-voting members should not be sitting at the board table. They should be off to the side as they are there for informational purposes only. It becomes confusing when a member is at the board table – in error, in the past, we have had ex-officio's vote and should not have.



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Wednesday, April 27, 2022 at 4:30 PM

The Waupun Plan Commission met at 4:30 pm on Wednesday, April 27, 2022

**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, Jon Dobbratz, Mike Matoushek

Members Absent: Jill Vanderkin

Staff Present: Kathy Schlieve, Sue Leahy

Others Present: Dean Schulz, Excel Engineering

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION**--*State name, address, and subject of comments. (2 Minutes)*

None

**FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION**

There may be a need for a special Plan Commission meeting in a week or two. No date was announced yet.

**CONSIDERATION - ACTION**

1. Approve Minutes of the March 23, 2022 meeting.  
Motion by Medema, 2nd by Matoushek to approve the minutes of the March 23, 2022 meeting. Motion carried, unanimously.
  
2. Spring Homes LLC at 9, 11, and 13 Fond du Lac St. to reconfigure 2 lower commercial units to residential/commercial by utilizing a portion of the rear of the building for an apartment while still maintaining a commercial storefront per Section 16.04(2)(d)(x) of the Waupun Municipal Code.

Chairman Bishop called for a motion to open the public hearing. Motion by Dobbratz, 2nd by Matoushek to open the public hearing. Motion carried, unanimously.

Scott couldn't make it to the meeting. Sue discussed the plans. The drawing that he sent was very rough. Retail will stay in front, residential in back. There are dedicated parking stalls for the parking. Drawings to scale will need to be submitted to Sue. It won't be owner occupied. The municipal code allows first floor apartments as a conditional use. There are three buildings and the Conditional Use is for 2 of them. Once the plans are submitted, then the Fire Department will have to review the plans. Kathy stated that we do not want to lose retail space downtown.

Chairman Bishop called for a motion to close the public hearing. Motion by Matoushek, 2nd by TerBeest to close the public hearing. Motion carried, unanimously.

Motion by Daane, 2<sup>nd</sup> by Matoushek to approve the Conditional Use on the contingency that owner provides code compliant plans to Sue.

Vote: TerBeest, Medema, Daane, Bishop, Dobbratz, Matoushek – "AYE"

Motion carried, unanimously.

3. Public Hearing - Conditional Use Permit application of Central Wisconsin Christian School at 301 Fox Lake Rd. for an addition onto the elementary school, addition to the high school, and master planning for the west athletic complex per Section 16.03(1(d)(i) of the Waupun Municipal Code.

Chairman Bishop called for a motion to open the public hearing. Motion by Medema, 2nd by Dobbratz to open the public hearing. Motion carried, unanimously.

Dean with Excel Engineering appeared. The process started with the last addition in 2018. The newest plan is an addition to middle school, grade school, and high school. This addition will allow the school to have 2 classes per grade level. Master planning will allow them to have 3 classes in the future to allow for 700 students on site eventually. The plan also includes future expansion of soccer field, with track and field around it and baseball and softball diamonds. This use requires a conditional use permit as schools are permitted in the R-1 Zoning district as a conditional use.

There were no other questions asked in the public hearing, so Chairman Bishop called for a motion to close the public hearing. Motion by Matoushek, 2nd by TerBeest to close the public hearing. Motion carried, unanimously.

Motion by Matoushek, 2nd by Dobbratz to approve Conditional Use Permit.

Vote: TerBeest, Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”

Motion carried, unanimously.

4. Site Plan Review - Central Wisconsin Christian School - 301 Fox Lake Rd.

Dean with Excel Engineering appeared. The proposal is for an addition to middle school, grade school, and high school. This addition will allow the school to have 2 classes per grade level. Master planning will allow them to have 3 classes in the future to allow for 700 students on site eventually. It also includes the expansion of soccer field, with track and field around it and baseball and softball diamonds. Currently the only thing that is part of this project are the stormwater pond and moving the practice field. 31,000 sq. ft. addition to school. MSA is in final stages of stormwater review. There is an easement for the stormwater pipe that is existing and they are reviewing the description of it. Where the pipe is was not in the existing 40' easement, it is shifted 15' to the north because of the location of the baseball field. Exterior of building will be similar type masonry and will be entirely masonry with no metal. Athletic field with entrance plaza with concession stand but that will be part of a future project. At this point, no additional bedrooms will be added. Lighting was brought up. Baseball field will be lit, softball will not, practice soccer field will not be lit. Main soccer field will be lit as it is now. On the south entrance to the school there will be another drive lane to drop off students. Currently there is a 6' walk to drop off, intention is to drive west along front and have 140' of drop off space.

Motion by TerBeest, 2nd by Matoushek to approve the site plan as presented.

Vote: TerBeest, Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”

Motion carried, unanimously

#### **ADJOURNMENT**

Motion by Dobbratz, 2nd Medema to adjourn meeting. Motion carried, meeting adjourned at 4:51 pm.

Minutes prepared by Trista Steinbach, Administrative Assistant.

ORDINANCE # \_\_\_\_\_

**AN ORDINANCE TO ANNEX REAL ESTATE LOCATED IN THE  
TOWN OF CHESTER TO THE CITY OF WAUPUN**

**THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:**

SECTION 1: Real Estate identified on the attached Exhibit "A," currently owned by the City of Waupun, is detached from the Township of Chester and annexed to the City of Waupun, all in accordance with Wis. Stat. § 66.0223(1).

SECTION 2: The real estate shall be zoned M-2 Open Storage/Heavy Manufacturing for zoning purposes until the zoning map may otherwise be amended.

SECTION 3: The real estate shall be placed in Ward 13 of the First Aldermanic District.

Enacted this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Rohn W. Bishop, Mayor

ATTEST:

\_\_\_\_\_  
Angela Hull  
Waupun City Clerk

## EXHIBIT "A"

### PROPERTY DESCRIPTION

Lands being part of Lot 2 of CSM #7085 and being a part of the SE 1/4 of the SE 1/4 of Section 8, Town 13 North, Range 15 East in the Town of Chester, Dodge County, Wisconsin and being more particularly described as follows:

**COMMENCING** at the SE Corner of Section 8, Town 13 North, Range 15 East in the Town of Chester, Dodge County, Wisconsin, thence N 01°36'10" E, 946.32 feet along the east line of the SE 1/4 of said Section 8 to the easterly extension of the north line of Lot 1 of CSM #7085; thence N 88°56'23" W, 60.71 along the easterly extension of the north line of Lot 1 of CSM #7085 to the northeast corner of Lot 1 of CSM #7085, the westerly right of way of S.T.H. 26, and the **POINT OF BEGINNING**; thence continuing N 88°56'23" W, 1237.80 along the north line of Lot 1 of CSM #7085; thence N 01°41'18" W, 318.51 feet to a point on the north line of Lot 2 of CSM #7085, the north line of the SE 1/4 of the SE 1/4 of said Section 8 and south line of Lot 2 of CSM #2132; thence N 88°18'35" E, 1262.44 feet along the north line of Lot 2 of CSM #7085, the north line of the SE 1/4 of the SE 1/4 of said Section 8, the south line of Lot 2 of CSM #2132 and the south line of lands described in Volume 263 on Page 196 to the northeast corner of Lot 2 of CSM #7085 and the westerly right of way of S.T.H. 26; thence S 01°57'24" W, 205.33 feet along the east line of Lot 2 of CSM #7085 and the westerly right of way of S.T.H. 26 to the beginning of a curve; thence southerly 173.48 feet along the arc of curve to the right, having a radius of 7574.44 feet, with a chord which bears S 02°36'46" W, 173.48 feet along the east line of Lot 2 of CSM #7085 and the westerly right of way of S.T.H. 26 to the **POINT OF BEGINNING**.

Said Parcel contains 435,640 sq. ft. / 10.000 acres

Property Address: N11363 State Road 26, Waupun, WI 53963

Tax Parcel Number: Part of 010-1315-0843-001



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PROJECT NO.	212130
DRAWN BY:	B. BUCHDA
SURVEYOR:	E. SCHOOT
FILE NO.	UNITED COOP CSM
SHEET NO.	1 OF 5

OWNER:  
CITY OF WAUPUN

**DODGE COUNTY CERTIFIED SURVEY MAP #**

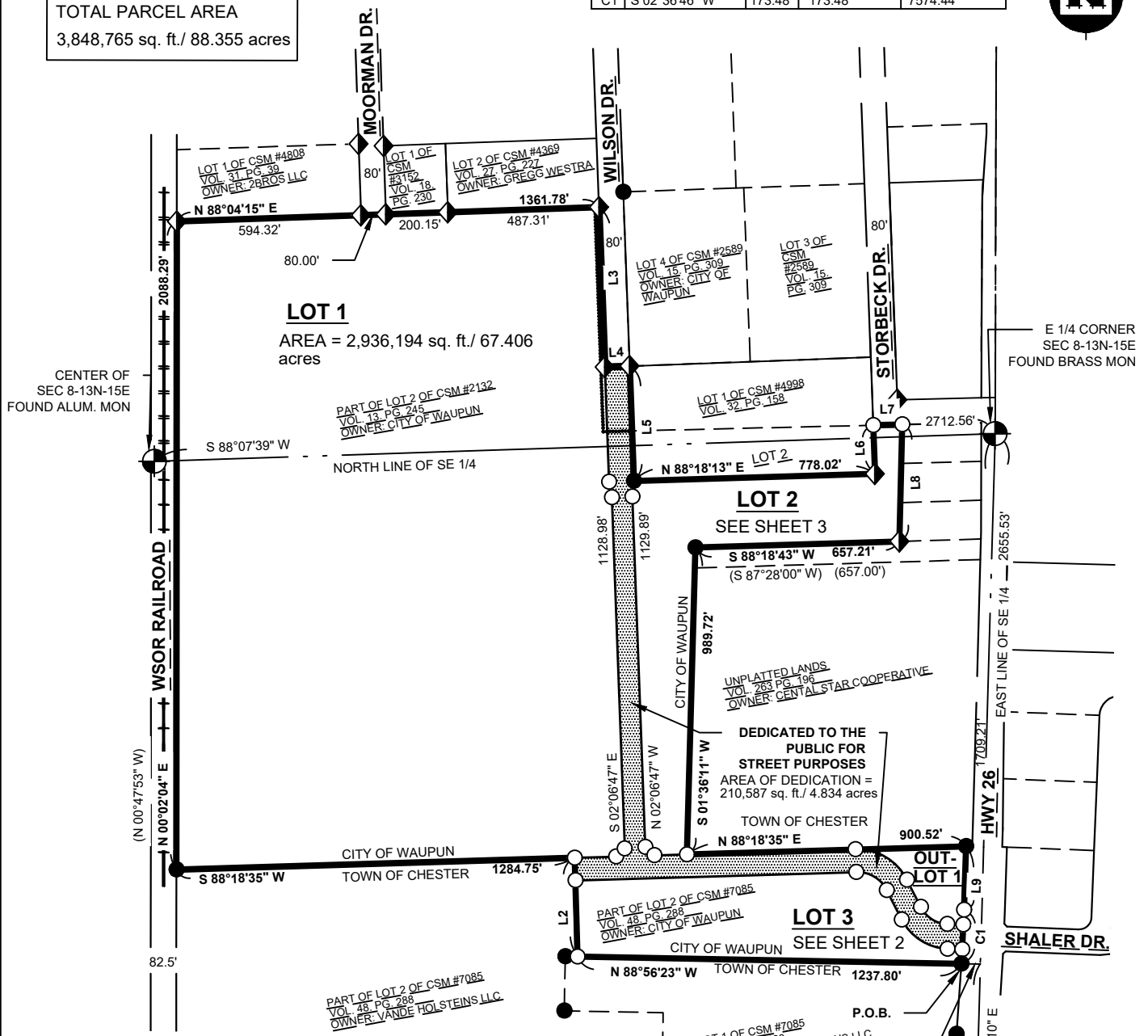
LANDS BEING A PART OF LOTS 1 & 2 OF CSM #2132 AS RECORDED IN VOL. 13 PG. 245 IN THE DODGE COUNTY REGISTER OF DEEDS OFFICE & A PART OF LOT 2 OF CSM #7085 VOL. 48 PG. 288 AS RECORDED IN THE DODGE COUNTY REGISTER OF DEEDS OFFICE. ALSO BEING A PART OF THE SE 1/4 OF THE NE 1/4, A PART OF THE SW 1/4 OF THE NE 1/4, A PART OF THE NE 1/4 OF THE SE 1/4, A PART OF THE NW 1/4 OF THE SE 1/4, A PART OF THE SE 1/4 OF THE SE 1/4 ALL IN SECTION 8, T.13N., R.15E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

**CURVE TABLE**

#	CHORD BEARING	DIST.	ARC LENGTH	RADIUS
C1	S 02°36'46" W	173.48'	173.48'	7574.44'



TOTAL PARCEL AREA  
3,848,765 sq. ft. / 88.355 acres



**LEGEND**

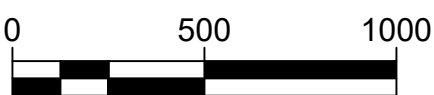
- FOUND SECTION CORNER
- FOUND 3/4" IRON REBAR
- FOUND 1" IRON PIPE
- SET 3/4" X 18" IRON ROD WEIGHING 2.25 LBS

BEARINGS ARE REFERENCED TO THE DODGE COUNTY COORDINATE SYSTEM EAST LINE OF THE SE 1/4 OF SECTION 8 WHICH BEARS N 01°36'10" E

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

**LINE TABLE**

#	BEARING	DIST.	RECORDED AS
L1	N 88°56'23" W	60.71'	
L2	N 01°41'18" W	318.51'	
L3	S 02°06'47" E	515.32'	(N 02°57'00" W)
L4	N 87°53'13" E	80.00'	(S 87°03'00" W)
L5	S 02°06'47" E	370.17'	
L6	N 02°06'47" W	156.48'	
L7	N 88°38'10" E	93.11'	(93.10')
L8	S 01°24'45" W	376.66'	
L9	S 01°57'24" W	205.33'	



PLOT DATE: Wauson, WI, 12/22/13 11:34:21 AM. C:\WORK\2013\212130\212130.DWG



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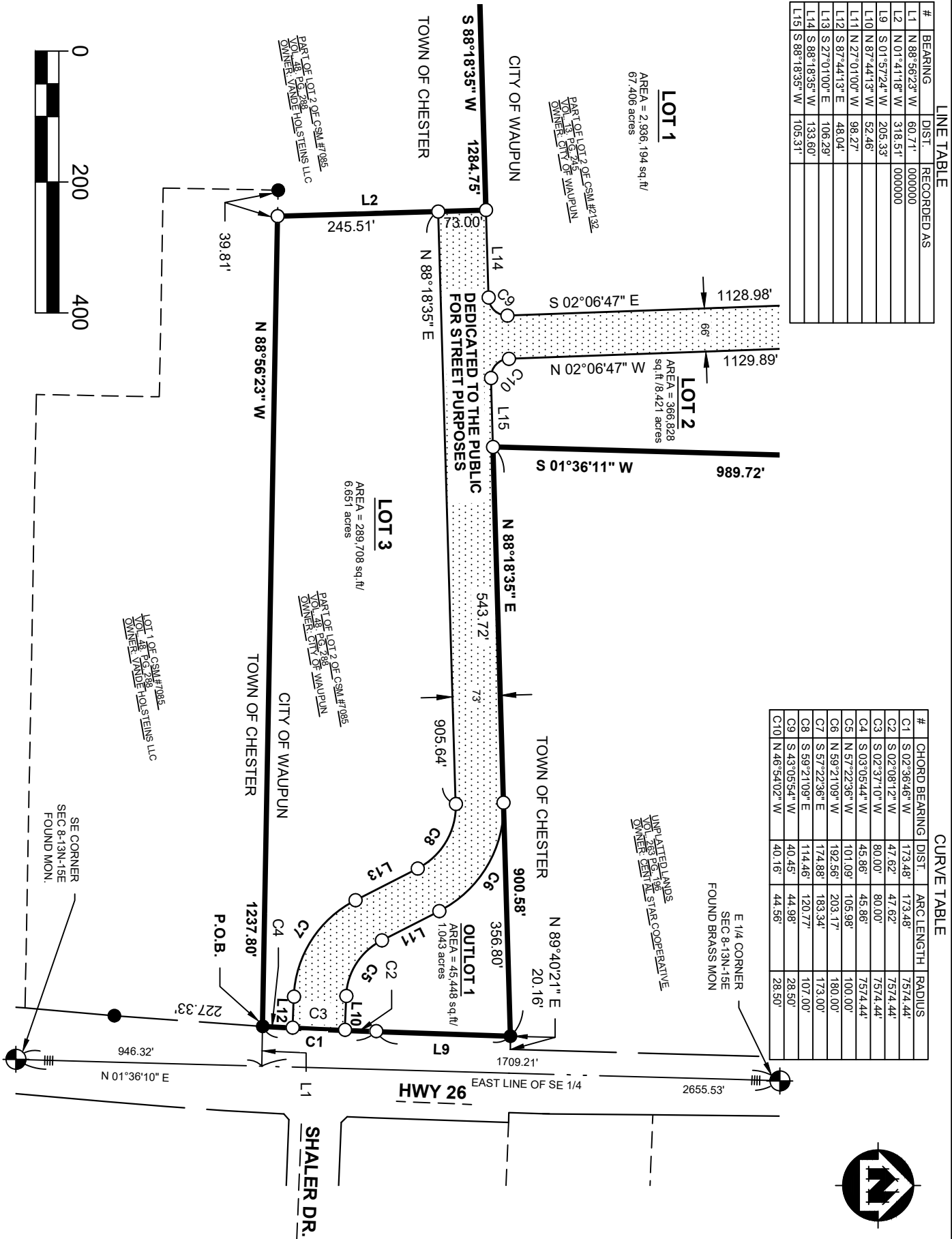
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PROJECT NO.	212130
DRAWN BY:	B. BUCHDA
SURVEYOR	E. SCHOOT
FILE:	UNITED COOP CSM
SHEET NO.	2 OF 5

DODGE COUNTY CERTIFIED SURVEY MAP #

LANDS BEING A PART OF LOTS 1 & 2 OF CSM #2132 AS RECORDED IN VOL. 13 PG. 245 IN THE DODGE COUNTY REGISTER OF DEEDS OFFICE & A PART OF LOT 2 OF CSM #7085 VOL. 48 PG. 288 AS RECORDED IN THE DODGE COUNTY REGISTER OF DEEDS OFFICE. ALSO BEING A PART OF THE SE 1/4 OF THE NE 1/4, A PART OF THE SW 1/4 OF THE NE 1/4, A PART OF THE NE 1/4 OF THE SE 1/4, A PART OF THE NW 1/4 OF THE SE 1/4, A PART OF THE SE 1/4 OF THE SE 1/4 ALL IN SECTION 8, T.13N., R.15E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

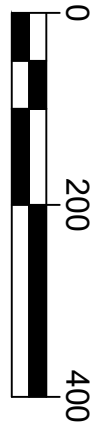


LINE TABLE

#	BEARING	DIST.	RECORDED AS
L1	N 88°56'23" W	60.71'	000000
L2	N 01°41'18" W	318.51'	000000
L9	S 01°57'24" W	205.33'	
L10	N 87°44'13" W	52.46'	
L11	N 27°01'00" W	98.27'	
L12	S 87°44'13" E	48.04'	
L13	S 27°01'00" E	106.29'	
L14	S 88°18'35" W	133.60'	
L15	S 88°18'35" W	105.31'	

CURVE TABLE

#	CHORD BEARING	DIST.	ARC LENGTH	RADIUS
C1	S 02°36'46" W	173.48'	173.48'	7574.44'
C2	S 02°08'12" W	47.62'	47.62'	7574.44'
C3	S 02°37'10" W	80.00'	80.00'	7574.44'
C4	S 03°05'44" W	45.86'	45.86'	7574.44'
C5	N 57°22'36" W	101.09'	105.98'	100.00'
C6	N 59°21'09" W	192.56'	203.17'	180.00'
C7	S 57°22'36" E	174.88'	183.34'	173.00'
C8	S 59°21'09" E	114.46'	120.77'	107.00'
C9	S 43°05'54" W	40.45'	44.98'	28.50'
C10	N 46°54'02" W	40.16'	44.56'	28.50'



PLOT DATE: Wednesday, June 22, 2022 11:38:41 AM. C:\DRAWING\2022\1021001\1021001.DWG





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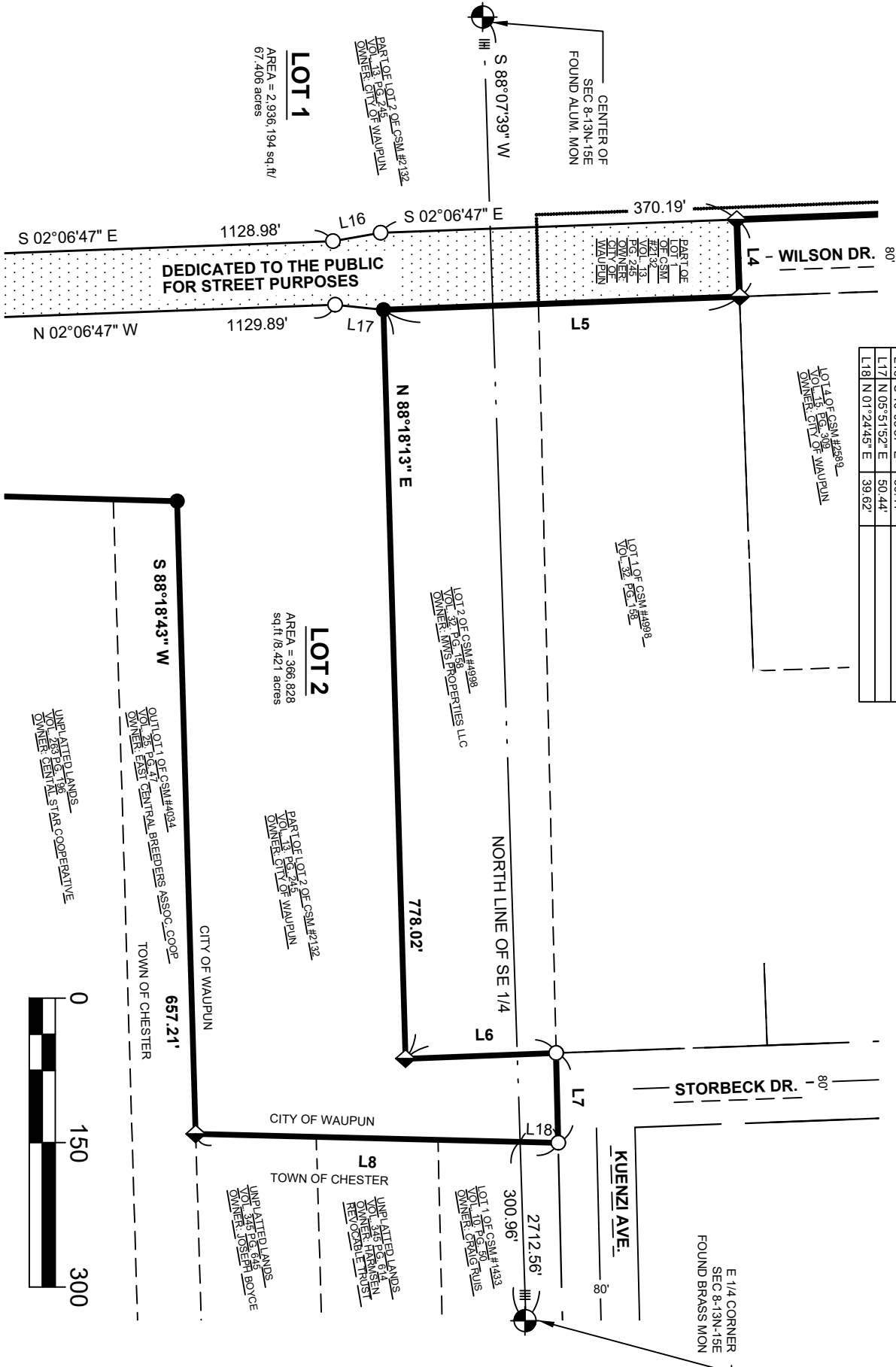
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PROJECT NO.	212130
DRAWN BY:	B. BUCHDA
SURVEYOR	E. SCHOOT
FILE:	UNITED COOP CSM
SHEET NO.	3 OF 5

DODGE COUNTY CERTIFIED SURVEY MAP #

LANDS BEING A PART OF LOTS 1 & 2 OF CSM #2132 AS RECORDED IN VOL. 13 PG. 245 IN THE DODGE COUNTY REGISTER OF DEEDS OFFICE & A PART OF LOT 2 OF CSM #7085 VOL. 48 PG. 288 AS RECORDED IN THE DODGE COUNTY REGISTER OF DEEDS OFFICE. ALSO BEING A PART OF THE SE 1/4 OF THE NE 1/4, A PART OF THE SW 1/4 OF THE NE 1/4, A PART OF THE NE 1/4 OF THE SE 1/4, A PART OF THE NW 1/4 OF THE SE 1/4, A PART OF THE SE 1/4 OF THE SE 1/4 ALL IN SECTION 8, T.13N., R.15E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.



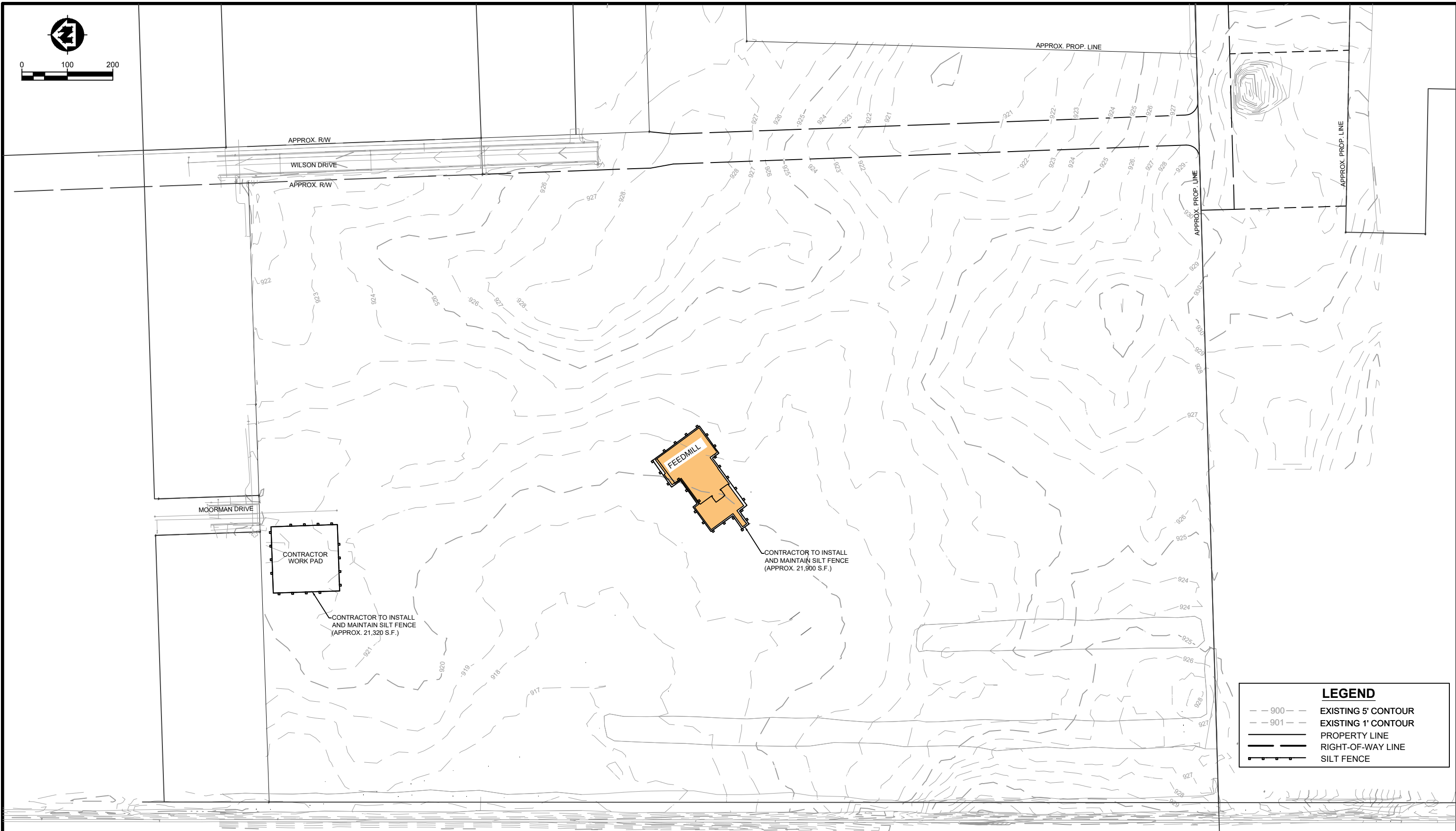
LINE TABLE

#	BEARING	DIST.	RECORDED AS
L4	N 87°53'13" E	80.00'	(S 87°03'00" W)
L5	S 02°06'47" E	370.17'	
L6	N 02°06'47" W	156.48'	
L7	N 88°38'10" E	93.11'	
L8	S 01°24'45" W	37.66'	
L16	S 10°05'37" E	50.44'	
L17	N 05°51'52" E	50.44'	
L18	N 01°24'45" E	39.62'	









LEGEND	
--- 900 ---	EXISTING 5' CONTOUR
--- 901 ---	EXISTING 1' CONTOUR
—————	PROPERTY LINE
—————	RIGHT-OF-WAY LINE
—————	SILT FENCE

PROJECT DATE:	6/2022	NO.	DATE	REVISION	BY
DRAWN BY:					
DESIGNED BY:					
CHECKED BY:	Init				



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UNITED COOPERATIVE DEVELOPMENT PROJECT  
 UNITED COOPERATIVE  
 CITY OF WAUPUN, DODGE COUNTY, WISCONSIN

EARLY START EXHIBIT

PROJECT NO.  
02678018  
 SHEET  
1