



# City of Waupun

201 E. Main Street

Phone: 920-324-7917

Fax: 920-324-7939

*"Wild Goose Center of Wisconsin"*

June 14, 2018

TO: Plan Commission Members  
FROM: Mayor, Julie Nickel  
SUBJECT: Plan Commission meeting scheduled for **Wednesday, June 20, 2018, at 4:45 p.m.** in the Council Chambers, City Hall, Waupun.

## AGENDA

1. Call to Order
2. Roll Call
3. Approve minutes of the May 16, 2018 meeting.
4. Conditional Use Permit – Signarama / Flyway Signs to install new 16" letters as a wall sign in an R-1 Zoning District at 601 Grandview Ave.
5. Site Plan Review – Farmer's Elevator, W7225 Hwy 49, expansion of grain bins.
6. Comprehensive Plan Update
  - a. Approval of draft Comprehensive Plan Update
7. Adjournment

Cc: Mayor & Common Council  
City Attorney  
Department Managers  
Media  
Signarama  
Waupun School District  
Farmers Elevator  
Kathy Thunes

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Angie Hull, City Clerk at 920-324-7900.

CITY OF WAUPUN  
PLAN COMMISSION  
MINUTES OF THE MAY 16, 2018 MEETING  
(DRAFT)

1. Call to Order:

The Plan Commission met at 4:45 p.m. in the Council Chambers, City Hall, Waupun.

2. Roll Call:

Members Present: Mike Matoushek, Fred Lueck, Elton TerBeest, Jeff Daane, Jerry Medema, and Derek Drews  
Member Absent: Julie Nickel

Also Present: Kathy Schlieve and John Lust

3. Acting Chairman Lueck called for the approval of the April 18, 2018 meeting minutes. Motion by Medema, seconded by TerBeest to approve the minutes of the April 18, 2018 meeting as presented. Motion carried, minutes approved, unanimously.
4. Acting Chairman Lueck noted that on April 17, 2018, the Common Council at their organizational meeting approved the mayoral appointments to the boards, commissions and committees. The following individuals were appointed to serve as members of the Plan Commission: Mayor (Chairman), the Director of Public Works (Jeff Daane), CDA Member (Derek Drews), and 3 citizen members (Jerry Medema, Fred Lueck – both with terms until 4/21/2021; and Elton TerBeest – term until 4/30/2020). Apparently Mr. Matoushek has also been appointed simultaneous membership on the Board of Appeals. Lueck noted that this appointment could be problematic in the future. He noted his experience with the Dodge County Corporation Counsel that simultaneous membership on the Plan Commission and Board of Appeals /Board of Adjustment could result in the member of the Board of Appeals having to act on an approval of his/her decision that he/she made on the Plan Commission and that could result in a potential legal issue. The Mayor and City Attorney should review this issue. It is also noted that the Utility Manager is an ex-officio on the Plan Commission.
5. Nominations and Appointment of Secretary of the Plan Commission. Motion by TerBeest, seconded by Medema to nominate Fred Lueck for secretary of the Plan Commission. No further nominations were forth coming so Acting Chairman Lueck declared the nomination proposal closed and called for a vote to appoint Fred Lueck as Secretary of the Plan Commission.  
Vote: TerBeest, Medema, Daane, Drews, and Matoushek – “AYE”  
Lueck – abstain.  
Motion carried, 5/0/1
6. Acting Chairman Lueck noted that the Plan Commission must designate a day of the month and time to hold the Plan Commission meetings. It was the consensus of the Plan Commission members that they wished to continue meeting on the third Wednesday of each month at 4:45 p.m.
- Motion by Drews, seconded by TerBeest to confirm that the third Wednesday of each month at 4:45 pm will be the official monthly meeting date and time for the City Plan Commission meetings. Motion carried, unanimously.
7. Conditional Use Permit – SSM Health – 1001 W. Brown St. to construct an addition to an existing CBRF facility on said premises. Acting Chairman Lueck read the call of the hearing and its purpose. A representative from SSM Health and their contractor appeared to discuss their proposal. They haven't made any major changes in their plan since the site plan was reviewed and approved by the Plan Commission with conditions at the March 21, 2018 meeting. No further comments or concerns were forth coming, so Acting Chairman Lueck declared the

hearing closed and called for a motion to act on this Conditional Use Permit.

Motion by TerBeest, seconded by Matoushek to approve a Conditional Use Permit for SSM Health to construct an 18 bed addition to their existing facility at 1001 W. Brown St. The Plan Commission finds the proposed use will not be detrimental to the adjacent land as it is an appropriate use, will not create traffic hazards, will not hinder future development in this area, will not create undesirable levels of noise or light in the immediate area, and will not cause property values in the area to be measurably decline.

Vote: TerBeest, Medema, Daane, Drews, Matoushek, and Lueck – “AYE”. Motion carried, Conditional Use Permit granted, unanimously 6/0.

8. Conditional Use Permit, Body Logic Therapeutic Massage LLC, 6 S. Madison St to install a projecting sign on the front of their business. Acting Chairman Lueck read the call of the hearing and its purpose. John Lust, City Zoning Administrator, noted that Section 16.11(2)(a) of the Municipal Code requires a Conditional Use Permit for any projecting sign. John indicated the proposed sign meets all ordinance requirements; however the sign must be 7' 6" above the sidewalk, the same as an awning. Lueck noted that he is generally opposed to projecting signs as they can be dangerous to citizens below the signs. He has read cases where ice and snow chunks have fallen off such a sign and injured people below as well as some signs are not attached properly and have fallen off and injured people and vehicles in a wind storm, so they can be dangerous. John also noted they will need an insurance rider for their sign. The owner appeared and indicated the sign would not have any movement and will only be 2 sq. ft. in dimension. Kathy Schlieve noted there are several projecting signs downtown. Matoushek indicated the permit should be granted with the conditions that the sign meet the 7' 6" height requirement and the owner have a rider on her insurance policy.

Motion by Medema, seconded by TerBeest to grant a Conditional Use Permit to Body Logic Therapeutic Massage LLC at 6 S. Madison St. for a projecting sign for the business on this property on the condition that the sign be 7' 6" above the sidewalk and the owner have a rider on her insurance policy should the sign injure anyone on their property due to the sign falling off the building.

Vote: TerBeest, Medema, Daane, Drews, Matoushek, and Lueck – “AYE” Motion carried, unanimously 6/0.

9. Conditional Use Permit, Darlene VandeStreek (VandeStreek Oil), to operate a retail store at 10 Jackson St. Acting Chairman Lueck read the call of the hearing and its purpose. John Lust, City Zoning Administrator said the property is located in a B-6 Zoning District which is a district intended to provide areas for small grouped business uses to serve residential districts. The owner was not in attendance but it is believed the business will be a resale business. Section 16.04 (6)(d)(xiii) allows uses compatible with other uses permitted as a Conditional Use in this district. The committee finds that a resale business at this location would not be detrimental to adjacent land uses in this area, would not create any traffic hazard, would not hinder future development in the area, would not create any undesirable levels of noise or light in the area, and would not cause property values to measurably decline. No further comments were forthcoming so Acting Chairman Lueck closed the hearing and called for a motion to act on the Conditional Use Permit request.

Motion by Matoushek, seconded by Drews to grant approval for a Conditional Use Permit to Darlene VandeStreek at 10 Jackson St. to operate a retail store on said lot per municipal Code Section 16.04(6)(d)(xiii).

Vote: TerBeest, Medema, Daane, Drews, Matoushek, and Lueck – “AYE” Motion carried, 6/0. Conditional Use Permit granted.

10. Acting Chairman Lueck turned the meeting over to Kathy Thunes of ECWRPC to continue discussion on the Comprehensive Plan. Kathy discussed issues with the future land use map. Daane questioned pond locations and trails on the map. Lueck suggested that the City look at the way bike trails are laid out in Europe and

Scandonavia rather than the way the state has painted our trail down Main St. which is very dangerous in his opinion. Kathy discussed future land use projections. She discussed future land use consumption (acres) through year 2040. A downtown business district was also discussed with the possibility of some residential or accessory residential uses in the downtown area. Parking could be an issue. Additional public recreational lands and or parks may be needed to accommodate localized demands. The Industrial zoning district should support the adjacent Town of Trenton, Agriculture enterprise area on the Cities western boundary. She noted that intergovernmental coordination overlay areas are illustrated to highlight areas within adjacent towns. Additional public recreational lands and or parks may be needed to accommodate localized demands. Environmentally sensitive areas are found in proximity to the Rock River. A detention basin is planned for the parcel to the east of USH 151.

Kathy noted an intergovernmental meeting would be the next step, possibly in June. Plan Commission members would not need to attend that meeting. We will work on approving the plan at a meeting in July. Public review would possibly be sometime in August. A final decision would be in September or November.

Motion by TerBeest, seconded by Medema to adjourn the meeting. Motion carried, meeting adjourned at 5:35 pm.

Fred Lueck,  
Secretary



# City of Waupun

201 E. Main Street  
WAUPUN, WISCONSIN 53963  
Phone: 920-324-7900  
Fax: 920-324-7939

*"Wild Goose Center of Wisconsin"*

## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that at a meeting of the Plan Commission of the City of Waupun, to be held in the Council chambers in the City Hall of the City of Waupun on Wednesday the 20th day of June, 2018 at 4:45 O'clock in the P.M., there will be considered the application for a Conditional Use Permit of:

1. Signarama / Flyway Signs to install new 16" letters as a wall sign in an R-1 Zoning District at 601 Grandview Ave (Meadowview School). Per Zoning Section 16.11 of the Waupun Municipal Code.

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

Dated this 5<sup>th</sup> day of June, 2018

John Lust  
Zoning Administrator  
City of Waupun

(PUBLISH June 13, 2018)

Fee: \$150.00

Paid: ✓ #21513

Date: \_\_\_\_\_



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

## Conditional Use Permit Application

From: Signarama / Flyway Signs  
(business name or individual)

Property Description and address:

Meadow View School  
601 Grandview Ave.  
Waupun, WI 53963

Conditional Use Requested:

Permission to install new 16" letters as a  
wall sign in a R1 district.

Zoning Ordinance Section Involved:

16.11 18.5 sq ft NOT TO EXCEED  
100 sq ft for 1 side

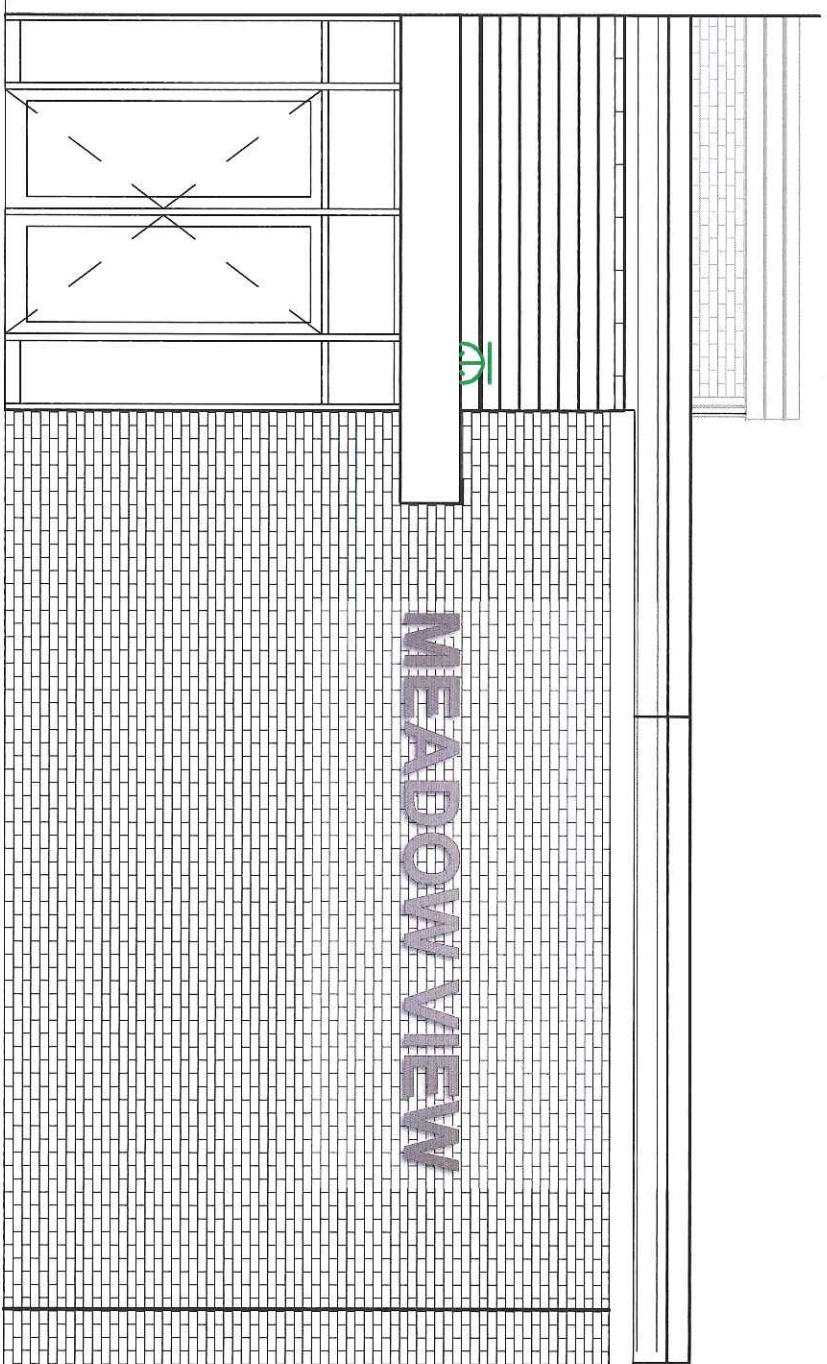
Date Presented to Plan Commission:

TBD? 6/20/18  
Submitted 5-29-18

CONDITIONAL USE: ☐ Granted ☐ Denied

Comments:

Signature of Applicant (s)



166.5" MEADOW VIEW 16"

### Specifications

- Qty: 1 Set
- 16" x 166.5" (16" Arial Bold Font)
- Brushed Cast Aluminum Letters
- Single Sided
- Stud Mounted
- Baked Enamel Finish

**Fond du Lac**  
**Signarama**  
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 N5528 Miranda Way • Fond du Lac, WI 54937

[www.Signarama-FDL.com](http://www.Signarama-FDL.com)



Client \_\_\_\_\_



Project \_\_\_\_\_

5515 Exterior Building Sign

Date: 04/17/2018

File Name: 5515 Exterior

Building Sign

Version: 1

File Drawn By: Becca



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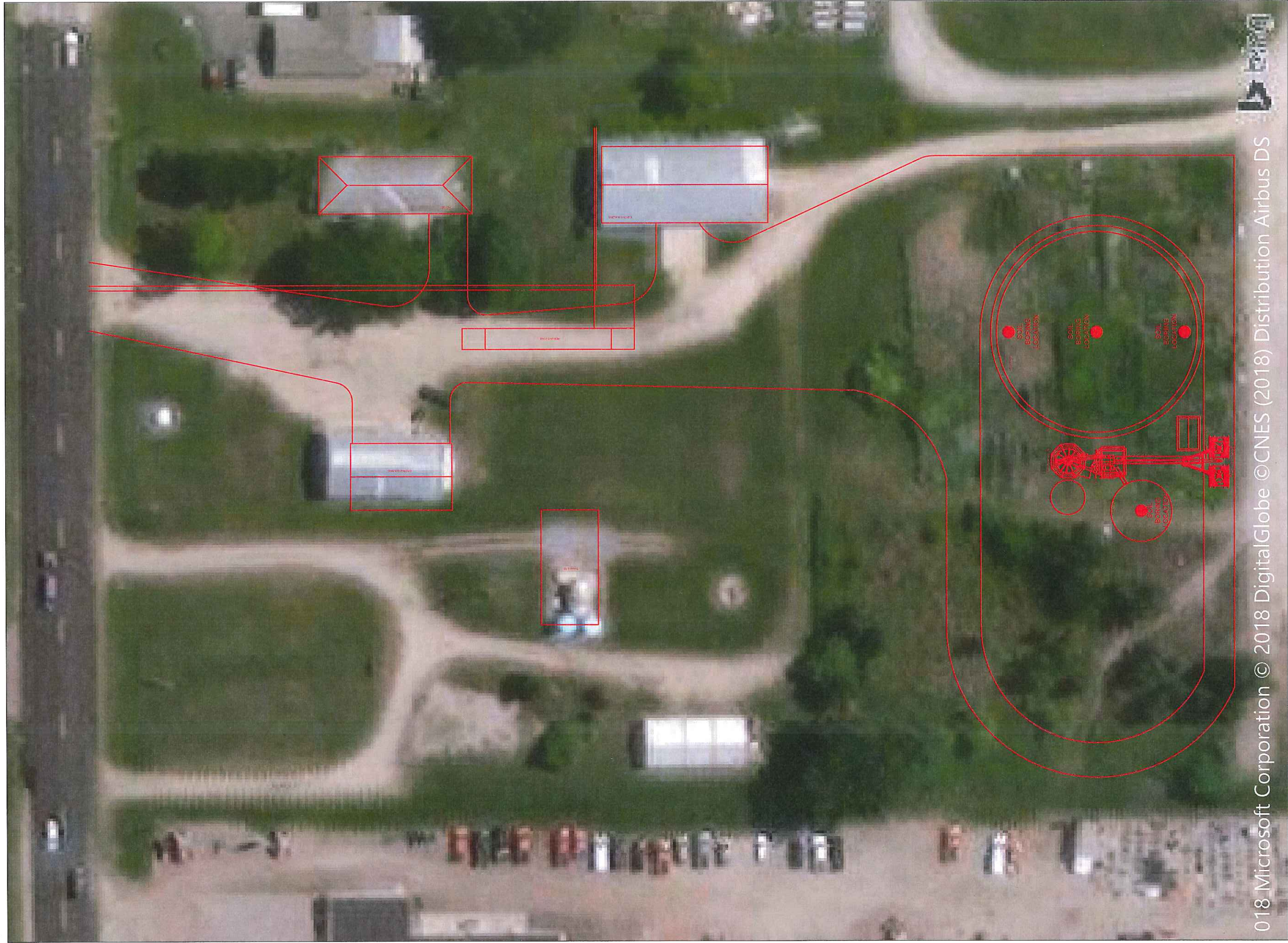


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 FLYWAY SIGNS & LIGHTING  
 A DIVISION OF FLYWAY INC.







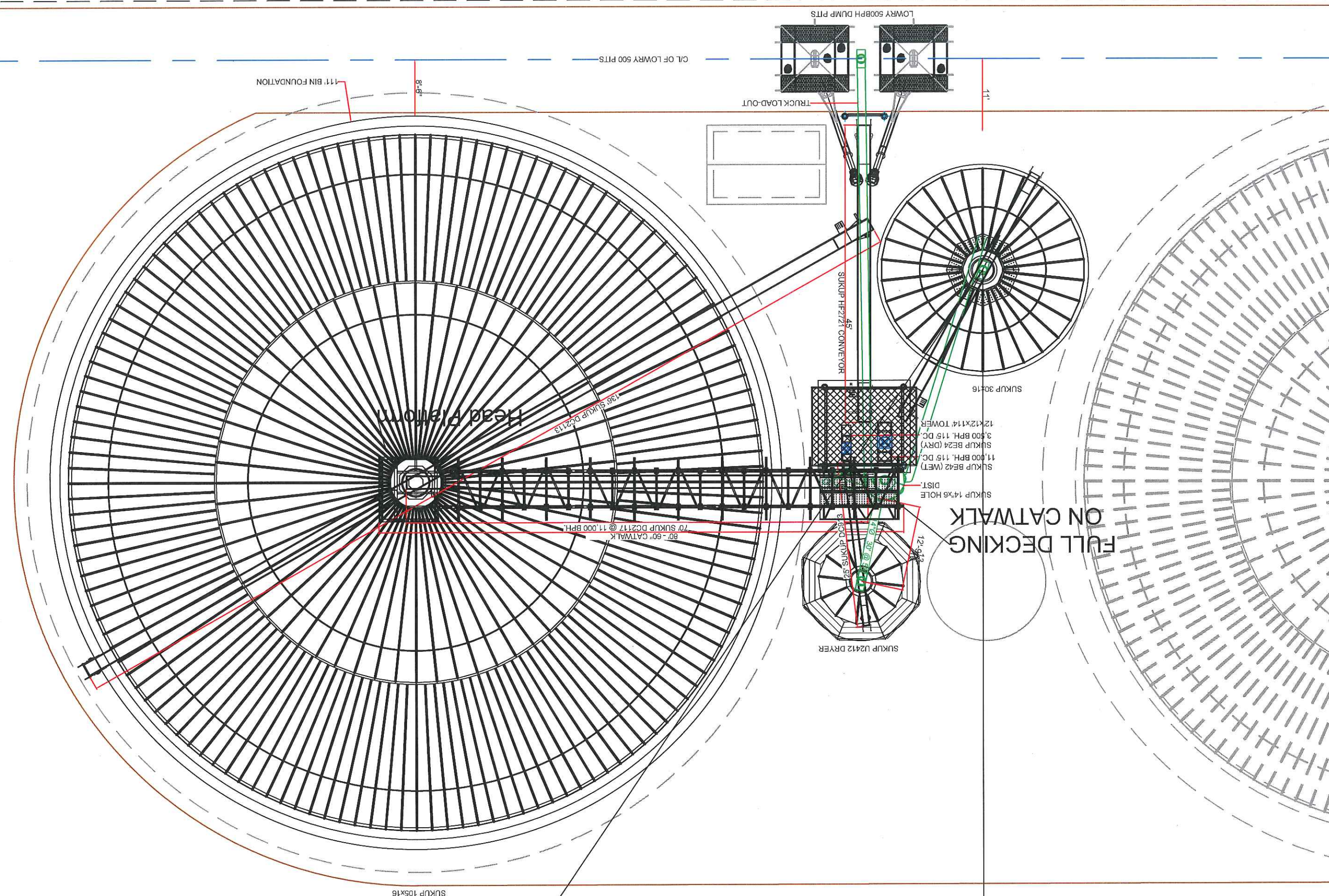




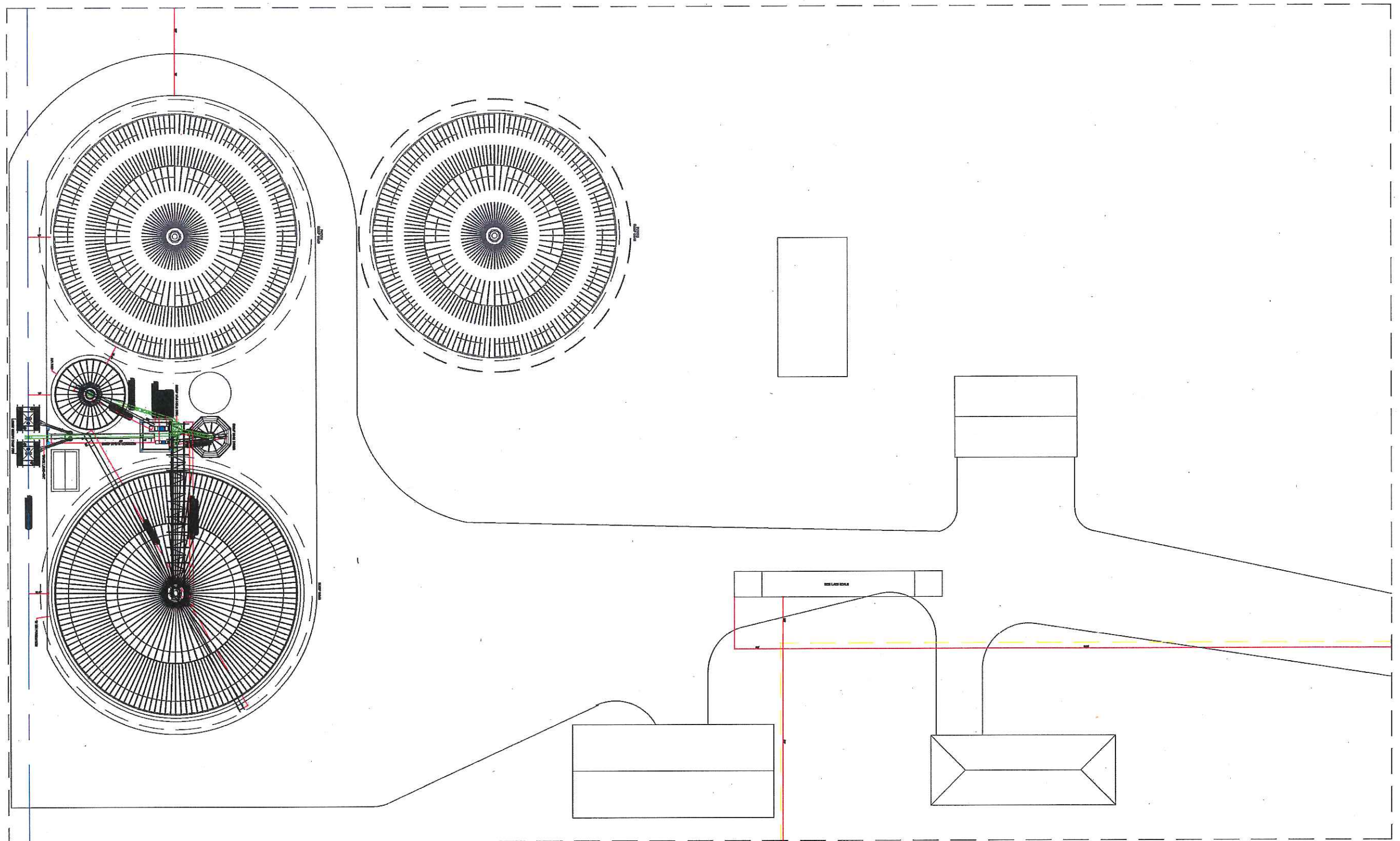



JOB NAME: FARMER ELEVATOR  
JOB NUMBER: QUOTE GRRJ  
JOB CONTACT: \*  
JOB ADDRESS: \*  
SALES CONTACT: RICK JOINER (608) 751-5269

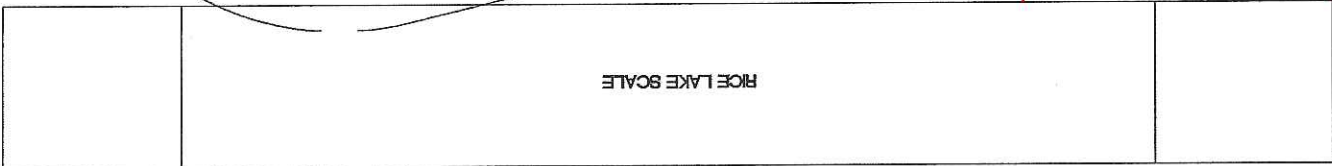
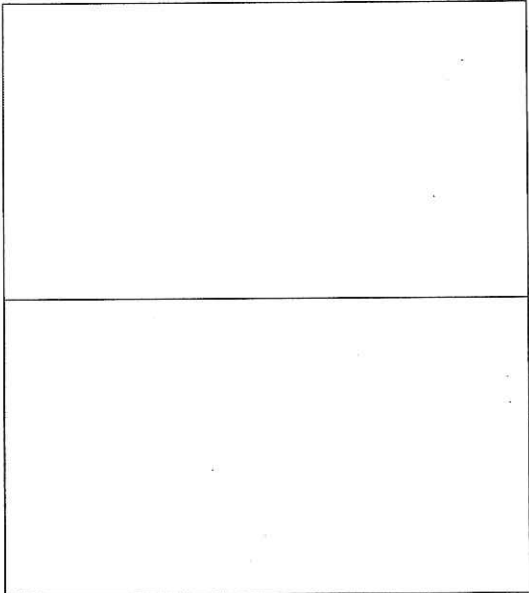
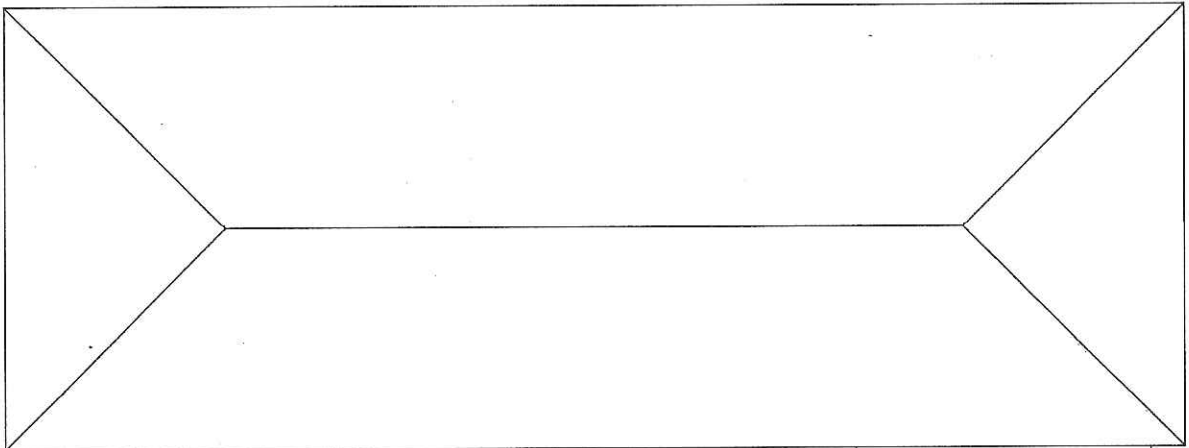
TITLE: EQUIPMENT PLAN  
DRAWN BY: JJP  
DATE: 020917  
SCALE: NTS  
REVISED: --







			
THE SCHARINE GROUP, INC.			
CUSTOMER:	FARMERS ELEVATOR		
SHEET TITLE:	SITE PLAN 1		
DRAWN BY:	JJP	DATE:	3/15/16
SCALE:	NTS	REVISED:	JJP 2/2/17



RICE LAKE SCALE

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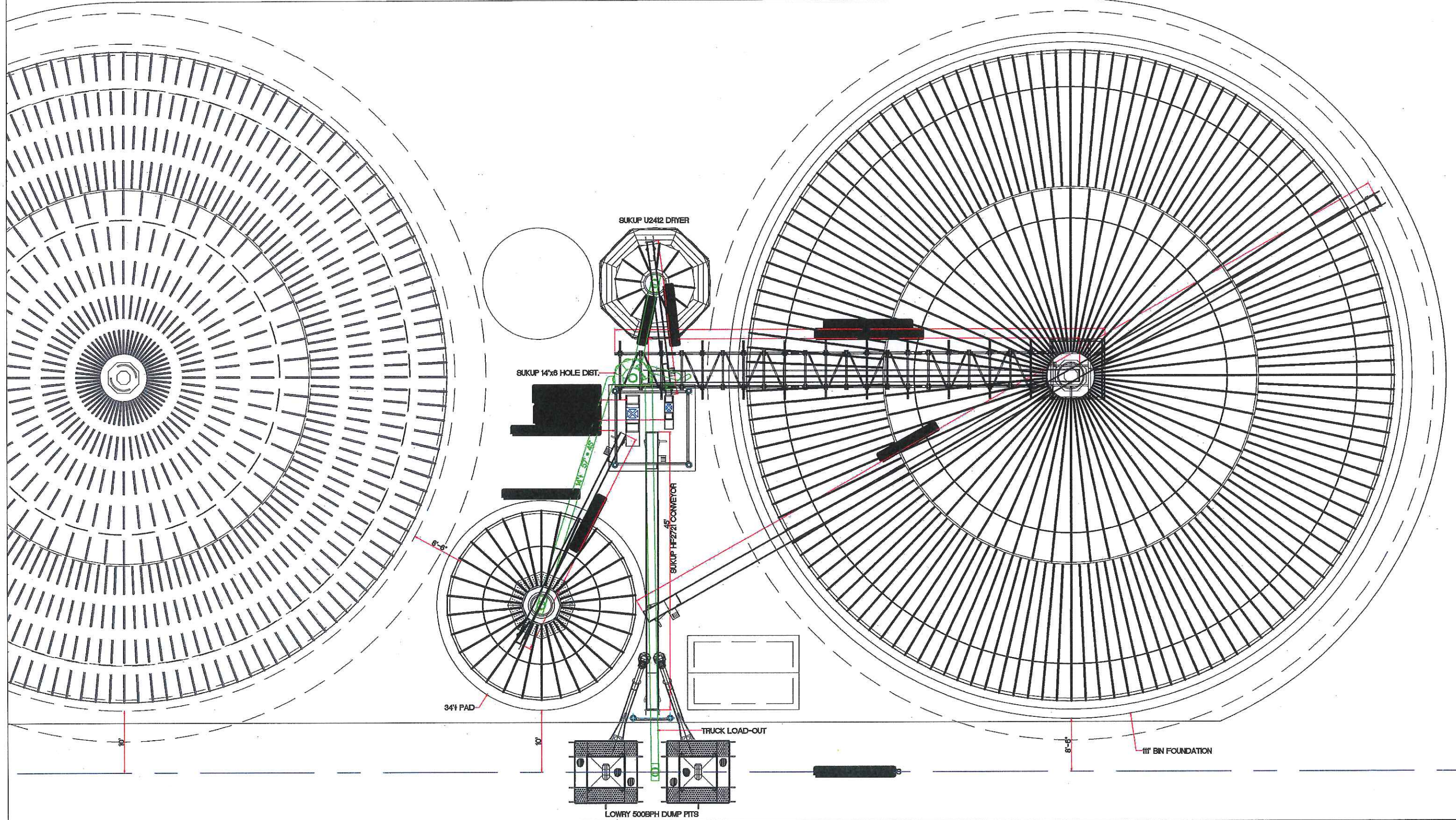
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FUTURE  
SUKUP 105x16

SUKUP 105x16



THE SCHARINE GROUP, INC.			
CUSTOMER:	FARMERS ELEVATOR		
SHEET TITLE:	SITE PLAN 2		
DRAWN BY:	JJP	DATE:	3/15/16
SCALE:	NTS	REVISED:	JJP 2/2/17





## MEMORANDUM

To: City of Waupun Plan Commission and others

From: Kathy Thunes

Date: June 12, 2018

Subject: City of Waupun Comprehensive Plan Update 2040 – June 20, 2018 Plan  
Commission Meeting

Dear Plan Commissioners and Others,

At our next meeting, I would like to ask for your approval of the draft plan for public review and comment. Since we've had a number of versions of the background chapters, I've asked the City to post the latest version of the chapters on the City's website. Before approving the plan for public review, I would like to review the vision statement with you and the comments from the Intergovernmental meeting.

If you have any questions, please let me know.

Kathy

### **1.3 Vision Statement**

*Over the next 20 years, the City of Waupun will continue to have a unique and diverse population. There will be a range of housing options available from affordable to high-end units and a vibrant small business environment in the downtown. Residents and visitors alike will be able to access the extensive regional highway system to visit regional places of interest such as the Horicon Marsh. Waupun will also grow the industrial park to incorporate a range of sustainable-wage paying employers. The City of Waupun will maintain and enhance its local parks and recreational character through increased statutory and facilities development, and the community will continue to explore increased coordination and communication with local and regional governmental entities.*

Draft City of Waupun Comprehensive Plan Update 2040  
Intergovernmental Meeting  
Monday, June 11, 2018  
Meeting Summary

Present:

Kira Sheahan-Malloy, Supervisor, District 27, Dodge County  
Jeff Duchac  
Randy Vande Slunt, Chairperson, Town of Waupun  
Fred Lueck, Secretary, Waupun Plan Commission  
Julie Nickel, Mayor, City of Waupun  
Nancy Vanderkin, Alderman/Plan Commission, City of Waupun  
William Hoekstra, Supervisor, District 25, Dodge County  
Duane Bille, Chairperson, Town of Alto  
Dale Schmidt, Sheriff, Dodge County  
JD Smith, WDNR, Field Integration Leader, WDNR - South Central Region  
Mike Beer, Waupun Police Department  
Scott Powell, Envision Greater Fond du Lac  
Allen Buechel, Fond du Lac County Executive  
Jeff Daane, Public Works Director, City of Waupun  
B.J. DeMaa, Fire Chief, City of Waupun  
Kathy Thunes, ECWRPC  
Bret Jaeger, Director, Waupun Public Library  
Russell Kottke, Chairperson, Town of Trenton

1. Welcome and Introductions

Ms. Nickels welcomed everyone to the meeting at 5:00 p.m. and gave a brief introduction of the project.

2. Presentation

Ms. Thunes welcomed everyone and ask that people introduce themselves. She then gave a brief overview of the comprehensive planning legislation, project timeline and process, population and housing projections and acreage needs over the life of the plan. She then provided an overview of the future land use map.

3. Questions

Ms. Thunes asked if anyone had any questions or comments, or if they had seen any errors in the background information. Mr. Kottke, mentioned that the Town of Trenton was embarking on an update to their comprehensive plan and was holding a kickoff meeting on Thursday night at 7:00 pm. He invited others to attend. He also mentioned that they were working with the City on

maintenance in Town islands. Ms. Thunes said that the plan commission would be meeting next week Wednesday to discuss any comments from this meeting and to finalize the draft plan for public review. People were encouraged to submit written comments to Ms. Thunes after the meeting or to Ms. Hull, City Clerk.

#### 4. Closing

Ms. Nickels thanked everyone for attending and closed the meeting at 5:30 p.m.