

CITY OF WAUPUN
PLAN COMMISSION
MINUTES OF THE JUNE 21, 2017 MEETING
(Approved 7/19/2017)

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: Julie Nickel, Fred Lueck, Nancy Vanderkin, Jeff Daane, Elton TerBeest, and Jerry Medema.
Member Excused: Derek Drews
Staff Present: Susan Leahy and Kathy Schlieve
Other City Officials Present: Fire Chief BJ DeMaa and Angela Hull, City Clerk
3. Chairman Nickel called for the approval of the May 17, 2017 meeting. Motion by Vanderkin, seconded by TerBeest to approve the minutes of the May 17, 2017 meeting as presented. Motion carried, minutes approved, unanimously.
4. Public Hearing – Conditional Use Permit – Waupun Area School District, said school located at 601 Grandview Ave, Waupun. Chairman Nickel read the call of the hearing and its purpose. Lueck questioned whether the City had gotten an opinion from the City Attorney as to the legality of the Public Hearing Notice for this hearing. He said that the notice in the Beaver Dam Daily Citizen included the notice for tonight’s hearing and also included a notice for a Public Hearing held last month for the Athletic Complex at the High School. City Zoning Administrator Leahy said they had contacted the City Attorney and his opinion is that the notice does include the notice for tonight’s hearing and the additional verbiage from last month’s hearing included in the notice can be disregarded as it appears to be a mistake by the newspaper. Lueck feels the City should be reimbursed by the paper for its error.

A representative from Rettler Corporation appeared and submitted plans for the improvements to the Meadowview Elementary School at 601 Grandview Ave. He said the school wishes to make some modifications and additions to their building, which includes relocating an office and creating a secure main entry with an entrance canopy. Also included is an update to the art and music classrooms as well as the library and media center. They also wish to repurpose a former office for classroom space and renovate the gymnasium to create a multipurpose cafeteria space. Also proposed is to convert the former locker rooms to appropriate storage, and construct a full court gym. The Plan Commission did not have any questions pertaining to the new construction or remodeling and no one else from the audience had any questions, so Chairman Nickel closed the hearing and called for motion to grant the Conditional Use Permit.

Motion by Medema, seconded by TerBeest to approve the issuance of a Conditional Use Permit for the Waupun Area School District at 601 Grandview Ave. for modifications and additions to said school building as presented.

Vote: Medema, TerBeest, Daane, Vanderkin, Lueck, and Nickel – “AYE”
Motion carried, unanimously.

5. Discuss / Approve Site Plan for the Waupun Area School District at 601 Grandview Ave. A representative from the Rettler Corporation appeared and addressed the site plan for the school property. The site plan shows a new bus drop off / pickup loop to accommodate 6 busses on the north side of the building. A new parent drop off loop and 37 parking stalls including two (2) ADA accessible stalls on the east side of the building with access in from Beaver Dam St. and access out onto Lincoln St. The driveway providing access into the site will be located on Beaver Dam St., approximately 300' north of Lincoln St. Vehicles will exit the site onto Lincoln St. approximately 180' west of Beaver Dam St. He also discussed drainage on and off the site, landscaping and lighting. He also noted the new gym will be approximately 6,365 sq. ft. and 32' in height and will be located on the northeast corner for the existing building. No further information was presented and Plan Commission did not have any questions on the site plan so Chairman Nickel called for a motion.

Motion by Daane, seconded by Vanderkin to approve the site plan for the Waupun Area School District property at 601 Grandview Ave. as presented.

Vote: Medema, TerBeest, Daane, Vanderkin, Lueck, and Nickel – “AYE”
Motion carried, unanimously.

6. Discuss / Approve Site Plan for the Waupun Area School District at 801 E. Lincoln St. A representative from the Rettler Corporation appeared to discuss the site plan for a building addition to the high school at 801 E. Lincoln St., Waupun. The District is proposing an addition to the existing fitness center. The fitness center expansion is approximately 2,485 sq. ft., 18' 4" in height and is located on the south side of the existing building. He also discussed City Zoning on the site. Ingress/egress and parking on the site would not change. The project will disturb less than 1 acre of land therefore the improvements will not need to be designed to meet the Cities storm water management ordinance or the Wisconsin Administrative Code. He also discussed Utility easements, landscaping and lighting. The committee did not have any further questions on the site plan so Chairman Nickel called for a motion to approve the site plan.

Motion by TerBeest, seconded by Vanderkin to approve the site plan for the Waupun Area School District at 801 E. Lincoln St. as presented.

Vote: TerBeest, Medema, Daane, Vanderkin, Lueck, and Nickel – “AYE”
Motion carried, unanimously.

7. Discuss / Approve site plan for the Union Youth Center at 421 Jackson St. Steve DeYoung with WDS Construction appeared and presented plans and photos of work proposed on the Union Youth Center. He explained that they intend to remodel the main entry, including new doors, windows & siding, remove and replace the existing exterior concrete in front of the main entry and remove the concrete retaining wall to the east of the main entry. They also want to create a new parking area to the west of the main entry. A privacy fence is also proposed between the new parking area and the adjoining home. City Zoning Administrator Leahy noted that the proposed parking stalls and other construction complies with the City's zoning ordinance.

Motion by TerBeest, seconded by Vanderkin to approve the site plan for the Union Youth Center at 421 Jackson St. as presented.

Vote: Medema, TerBeest, Daane, Vanderkin, Lueck, and Nickel – “AYE”
Motion carried, unanimously.

8. Discuss / Approve Site Plan for the Waupun Christian Home. Chairman Nickel indicated that the representatives of the Christian Home have asked that action on their site plan be withdrawn and placed on next month's Plan Commission Meeting. No action was taken on the site plan.
9. Comprehensive Plan Inventory / Analysis and Issues Identification / Vision / Goal / Strategies and Recommendations Development. Kathy Thurnes, ECWRPC chaired this portion of the Plan Commission meeting. She asked for questions on Chapter 1 and there were none. She passed out a definition of a “Visions & Goals” for such a plan. She discussed issues and opportunities in the Plan such as population, household structures, education and income. Housing was also discussed, such as age, structural value and occupancy characteristics of existing housing stock. We discussed the housing vision, housing goals and objectives. One goal is to provide housing choices, which reflect the needs of the individual households. Kathy indicated that 30% of a person's income goes toward housing. Kathy Schlieve suggested smaller lots within the City. Lueck indicated he was opposed to smaller lots for several reasons. Small lots result in areas that cater to the new tiny houses, mobile homes, manufactured homes, zero lot line houses, which result in parking and storage issues. They also tend to attract lower income people which means more work for police and fire departments and these are just a few issues with small lots and small structures. BJ DeMaa, City Fire Chief, pointed out the small lots and older homes along Fond du Lac St. as a potential fire hazard area. Affordability and choices of new housing was discussed. It was suggested there be a definition of Senior Housing. Rental property issues and a rental ordinance were also discussed as well as a municipal rental – property registration with yearly inspections and a license. Condominium housing design, amenities, and appearances was also discussed. Support for the surrounding farmers as well as urban agriculture was noted such as community gardens, etc. Natural Resources issues were also discussed. A possible setback from wetlands and preserving the Rock River corridor as well as surface water and runoff, a tree plan for the City and a Park & Rec plan were discussed. Kathy passed out Element “3” which is the transportation plan to be discussed at next month's meeting.
10. Motion by Lueck, seconded by Medema to adjourn the meeting. Motion carried, meeting adjourned at 6:35 pm.

Fred Lueck
Secretary