

CITY OF WAUPUN
PLAN COMMISSION
MINUTES OF THE MAY 17, 2017 MEETING
(Approved 6/21/17)

1. Call to Order:
The Plan Commission met at 4:45 p.m. in the Council Chambers, City Hall, Waupun.
2. Mayor Nickel recognized the 2017-2018 Mayoral Appointments to the Plan Commission as follows; Council Member, Nancy Vanderkin 4-30-18, CDA Member, Derek Drews 4-30-18, Citizens Jerry Medema and Fred Lueck 4-30-18, and Citizen, Elton TerBeest 4-30-20.
3. 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: City Attorney VandeZande, Utility Manager Randy Posthuma, and Fire Chief BJ DeMaa
4. Chairman Nickel called for the approval of the April 19, 2017 meeting. Motion by Medema, seconded by TerBeest to approve the minutes of the April 19, 2017 meeting as presented. Motion carried, minutes approved, unanimously.
5. Annexation Petition – Christian Home and Rehabilitation Center. Chairman Nickel noted that item #5 on the Committees agenda is a petition for direct annexation pursuant to WI Statutes 66.0217(2). Doug Trost, President/CEO with St. Francis Home, which is part of Agnesian Health Care appeared and briefly discussed the petition. The petition describes the territory currently located in the Town of Chester, Dodge County, Wisconsin. The petition also notes the following:
 1. The legal description of the territory to be annexed as described in Exhibit A, which is attached and incorporated by reference. The territory proposed to be annexed consists of 469,477 sq. ft. or 10.78 acres.
 2. A scale map of the territory to be annexed is shown on Exhibit B, which is attached and incorporated by reference.
 3. There are no residents in the territory proposed to be annexed.
 4. Your petitioner constitutes the owner of all of the land proposed to be annexed.
 5. There are no dwelling units on the territory proposed to be annexed.
 6. The territory proposed to be annexed will be located in the 4th Ward of the City of Waupun.
 7. The undersigned respectfully requests that the territory proposed to be annexed be zoned R-3, or such other zoning district that would allow the development of the territory proposed to be annexed for use as a skilled nursing facility, including a rehabilitation unit and a non-denominational chapel.
 8. The undersigned does hereby elect that this annexation shall take effect to the full extent consistent with outstanding priorities of other annexation, incorporation, or consolidation proceedings, if any.

Signed by Susan Buwalda, the Christian Home & Rehabilitation Center Incorporated. The area proposed to be annexed consists of 10.78 acres. He also said the present Christian Home was built in the late 50's or early 60's and has 68 beds. The new building would have 50 skilled nursing beds, 30 assisted living beds, and 18 beds for memory care.

Chairman Nickel asked the Committee if anyone had any questions. Lueck indicated he questioned whether the proposed annexation would result in a Town Island which would be surrounded on all four sides by the City and he wondered whether that was legal. He also wondered if the City would have to pay the Town of Chester the lost taxes for 5 years according to the statutes. He also believes the City and Town will have to enter into some type of an agreement or ordinance to resolve the annexation problem.

City Attorney VandeZande was in attendance and said he was fully aware of the Town Island problem and has been working with the Christian Home and Agnesian's Attorney. He said this is a serious problem but he feels there will be a way to work this out so that they will be in compliance with State Statutes. He suggests the Plan Commission make a motion recommending that the Petition for direct annexation of a parcel containing approximately 10.78 acres and located in the SE ¼ of the NW ¼ lying north of STH 68, Section 6, T13N R15E, Town of Chester, Dodge County, Wisconsin be approved contingent that the direct annexation complies with WI State Statutes 66.0217(2) and that said lands come in as an R-3 Multi-Family Residential Zoning District which allows Nursing Homes as a Conditional Use.

Chairman Nickel called for a motion. Motion by Daane, seconded by Vanderkin to approve the petition for direct annexation of a parcel containing approximately 10.78 acres and located in the SE ½ of the NW ¼ lying north of STH 68, Section 6, T13N, R15E, Town of Chester, Dodge County, Wisconsin contingent upon the direct annexation complying with WI State Statutes 66.0217(2) and that said lands come into the City of Waupun as an R-3 Multi-Family Zoning District.

Vote: Medema, TerBeest, Daane, Vanderkin, Lueck, and Nickel – "AYE" Motion carried, unanimously, 6/0.

6. Public Hearing – Conditional Use Permit – Hoffman Planning, Design and Construction to operate a nursing care facility in an R-3 Residential Zoning District.

Chairman Nickel read the call of the hearing and its purpose. A representative from the Hoffman Planning; Design and Construction appeared and discussed the site plan for the proposed nursing care facility on the proposed parcel. It would be located south of the present Homestead facility along Brown St. to the north. He noted access to the property would be from STH 68. They would also have access to a garage type structure on the Homestead property to the north. It would be used for storage and food stuff. Lueck felt the site plan was very limited. It only shows the approximate location of the building, access points, and parking spaces but not their sizes. Other things that should be included on the site plan are handicap parking, any screening walls and landscaping, lighting and possible photometric plan, loading and unloading areas, signs, trash receptacle locations, location, size and type of existing or proposed trees, etc. The representative said a more detailed site plan will be provided prior to construction.

Lueck questioned whether they had done any soil borings as the bed rock is quite high in this area. He said, yes, they have done some borings and the rock is higher on the western edge of the property as you get closed to the stream. The bedrock should not be a problem for their type of construction. Lueck also questioned the availability of City sewer and water at this location. Randy Posthuma, Utility Manager said that this parcel can be served from the north east.

No further comments or questions were forthcoming so Chairman Nickel closed the hearing and called for a motion. Motion by TerBeest, seconded by Medema to approve the Conditional Use Permit to establish a nursing care facility on the site subject to the following conditions: 1. The direct annexation problem shall be resolved prior to the issuance of said permit. 2. The property shall come into the City as an R-3 Zoning District, 3. Access onto STH 68 shall be approved by the Wisconsin DOT, 4. A more detailed site plan shall be submitted prior to construction to include such items as an erosion control plan, number, type and size of parking stalls, signs, lighting with a possible photometric plan, loading and unloading areas, trash receptacles, existing and proposed locations and size of trees, shrubs, etc. prior to the issuance of said permit.

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

7. Public Hearing Rezoning Petition from the Waupun Area School District to rezone property on Shaler Dr. between Lincoln St. and Mayfair St. from the PCD Planned Community Development District to the R-1 Single Family Residential Zoning District. The real estate to be rezoned is described as follows: Tax Parcel ID 0431 consisting of 8.091 acres and tax parcel ID 0433-020 consisting of 2.079 acres, both located in the SW ¼ Section 4, T13N R15E, City of Waupun, Dodge County, Wisconsin.

Chairman Nickel read the call of the hearing and its purpose. The committee has discussed this proposed petition in the past and no other citizens were in attendance to ask question so chairman Nickel closed the hearing and asked for a motion to approve the rezoning.

Motion by Medema, seconded by TerBeest to provide a favorable recommendation to the City Council for the rezoning of Parcel 0431-002 and Parcel 0433-020 (10.17 acres) and located in the SW ¼, Sec 4, T13N R15E, City of Waupun, and owned by the Waupun Area school District for a track, soccer, tennis complex.

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

8. Public Hearing – Ordinance Amendment – Rezoning Petition for the Waupun Area School District. Chairman Nickel read the call of the hearing and its purpose. The Plan Commission is to consider an ordinance to amend Chapter 16 of the Municipal Code of the City of Waupun. The Plan Commission of the City of Waupun has considered an ordinance to amend Chapter 16 of the Municipal Code of the City of Waupun entitled “Zoning Ordinance”.

Motion by TerBeest, seconded by Medema to recommend to the Common Council of the City of Waupun amend Section 16.01(10) of the Municipal Code of the City of Waupun entitled “Zoning

Map” and said real estate currently owned by the Waupun Area school District and located along Shaler Dr. between Lincoln St. and Mayfair Streets be rezoned to an R-1 Single Family Residential District in part of the NE 1/3, SW ¼, part of SE ¼, SW ¼, Section 4, T13N, R15E, City of Waupun, Dodge County, Wisconsin.

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

9. Public Hearing – Conditional Use Permit, Waupun Area School District to proceed with the construction of a high school athletic complex. Chairman Nickel read the call of the hearing and its purpose. The complex would include a 9 lane, 400 meter track with all-weather surfacing and striping. There would be a 210’ x 345’ natural turf soccer field inside the track. The complex would also include a 1000 seat bleacher area with a press box, a concession stand and restroom building, eight tennis courts, a high jump area, a long jump and triple jump area, a pole vault area, a shot put and discus area, a storage building and 2 soccer fields on the south-west corner of the complex along with 193 parking stalls a scoreboard and lighting. This proposed complex has been discussed in detail at the Plan Commission meeting on April 19, 2017.

No further facts were presented in favor or opposition of this proposal so Chairman Nickel closed the hearing and called for a motion to approve the requested Conditional Use Permit.

Motion by Medema, seconded by TerBeest to grant a Conditional Use Permit for the Waupun Area School District for an athletic complex as proposed.

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

10. Discuss / Approve Site Plan for Central Wisconsin Christian School for a storage building. A representative from the school appeared and discussed their plan for a new shed. It would be 12’ x 20’ and would be 10’ from an existing transformer. There are two small sheds there now and this one would replace them. It would be used for storage of their lawn mower and other equipment. It would have noncombustible walls. Randy Posthuma, Utility Manager and Susan Leahy, City Zoning Administrator both said it complied in all respects with the City’s ordinances.

Motion by Medema, seconded by TerBeest to approve the site plan for a 12’ x 20’ shed for the Wisconsin Christian School property as presented.

Vote: TerBeest, Medema, Daane, Vanderkin, Lueck, and Nickel – “AYE” Motion carried, site plan approved 6/0.

11. Discuss / Approve Preliminary Site Plan for Heritage Ridge Travel Plaza and Wild Goose Café. A preliminary plan prepared by Angus Young Architecture, Engineering & Interior Design was entered into the record. It shows the location of the proposed new building, possibly future addition, gas and diesel fuel pumps, a CAT scale, truck parking, loading zone, etc. A floor plan for the building includes an approximate 2,800 sq. ft. café, a 6,000 sq. ft. convenience store, restrooms, and a lounge for truckers with bathrooms, showers and laundry area. The parcel will have a 150’ x 150’ vision corner at the intersection of STH 26 and Shaler Dr. There were no further questions on the Preliminary Site Plan so Chairman Nickel called for a motion to approve

said plan.

Motion by Daane, seconded by Vanderkin to approve the Preliminary Site Plan and interior floor plan for the Heritage Ridge Travel Plaza and Wild Goose Café as presented.

Vote: TerBeest, Medema, Daane, Vanderkin, Lueck & Nickel – “AYE”. Motion carried, unanimously. 6/0

12. Discuss / Approve site plan for Badger Mini Storage at 1348 W. Brown St. The owner wishes to construct a 9,600 sq. ft. building for mini storage. The building would be approximately 175' in length and 55' in depth. They presently have 47 units on the site and this building will add 28 more units. They have state approved plans. They don't need erosion control plans as this site is gravel. They do not have any plans for the future at this time, however, a future building is noted on their plan. The proposed building will meet all yard and setback requirements of the zoning ordinance according to the City Zoning Administrator. No further information was provided so Chairman Nickel called for a motion to approve the site plan.

Motion by Vanderkin, seconded by TerBeest to approve the site plan for Badge Mini Storage at 1348 W Brown St., City of Waupun as presented. Motion carried, 6/0.

13. Discuss Comprehensive Plan Inventory/Analysis and Issue Identification / Vision / Goal/ Strategies, Recommendation Development. Review and discussion of March visioning exercise, issues and opportunities elements, preliminary issues and opportunities and portal information.

Kathleen Thurnes of ECWRPC chaired the discussion. She noted the results from the last meeting. She also discussed the City's population. The average male age is 37 and 40 for female. This is due to the prisons. She discussed housing in the City and a possible City revaluation. She also discussed a housing preservation ordinance. Right now there are not many housing choices in the City and there is a need for new development. Kathy Schlieve noted a problem in maintenance of rental properties. The Oshkosh Rental inspection program was discussed. Kathy also noted poor credit etc. is the main reason for rental maintenance problems in the City. She also suggested smaller lots than we now have. Lueck indicated he would be opposed to smaller lots for various reasons.

AIRBNB was also brought up as a problem in many cities. Lueck said he stayed in an AIRBNB condo in Singapore a couple of months ago and it was quite a different experience and he would not recommend any in Waupun. Kathleen noted transportation issues would be discussed at the next meeting. She also mentioned the addition of more walking and biking trails in the City. Jeff mentioned the Rock River Trail in the City and feels signs are needed to let people know where it is located. Connections to existing city walks and trails are needed.

Kathleen also noted gaps in sidewalks in the City, especially near Prairie Ridge home for the elderly. She also suggested the City needs an official map showing existing and future roads. A safe passage to school plan should be considered as well as adding signage for parks, trails, and statues are needed. Housing and transportation will be discussed at next month's meeting.

14. Discuss / approve day of month and time for future Plan Commission monthly meetings. It was agreed by the Plan Commission to stay with the 3rd Wednesday of the month at 4:45 for future Plan Commission Meetings.
15. Motion by Medema, seconded by Vanderkin to adjourn the meeting. Motion carried, meeting adjourned at 6:12 pm.

Fred Lueck
Secretary