



City of Waupun

201 E. Main Street

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"Wild Goose Center of Wisconsin"

July 10, 2015

TO: Plan Commission Members
FROM: Mayor, Kyle Clark
SUBJECT: Plan Commission meeting scheduled for Wednesday, July 15, 2015, 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 June 17, 2015 meeting.
4. Discuss / Approve Billboard signs.
5. Discuss / Approve Preliminary Plat for Mayfair Estates.
6. Adjournment

Cc: Mayor & Common Council
City Attorney
Department Managers
Media
Susan Leahy
Deanne Goodlaxson
Mike Butler

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any other governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

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 JUNE 17, 2015 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: Kyle Clark, Fred Lueck, Richard Flynn, Nancy Vanderkin,
Member Excused: Elton TerBeest, ,Derek Drews & Jerry Medema
Staff Present: Susan Leahy

3. Chairman Clark called for the approval of the minutes of the May 20, 2015 meeting. Richard Flynn suggested that in paragraph 5, line 10, that the word “new” be struck and replaced with “temporary” culvert. Motion by Clark, seconded by Vanderkin to approve the minutes of the May 20, 2015 meeting with the suggested change. Motion carried, minutes approved, unanimously.

4. Site Plan Review – Thirsty Marlins, 428 E. Main St.

A representative of Thirsty Marlins appeared and discussed their plans for the addition onto the rear of their business. She noted an existing Bilco door frame and stairwell would be filled and removed. The existing deck, railings and stairs would also be removed as well as the existing deck, railings and stairs on the adjoining building to the west. They would also remove the existing asphalt and build a 25' x 25' deck structure to be used for an outside smoking area. This would eliminate smoking now occurring in the street area in front of their business. The structure would have a steel roof and be pitched to the east. Kyle & Dick suggested that the CDA work with the City in coordinating building projects with the cities building and zoning codes. The applicant said the CDA required her to have the construction completed within 90 days. She wants it completed before the Truck-N-Show.

Motion by Clark, seconded by Vanderkin to approve the site plan as presented.
Vote: Vanderkin, Flynn, Lueck, & Clark – “AYE” Motion carried, 4/0.

5. Discuss Billboard signs along State Highways in the City of Waupun.

Kyle Clark noted that City Attorney VandeZande was attending a conference and would be unable to attend this meeting to discuss Billboards within the City. Dick Flynn said that he, Mary Kay Vogel, and Attorney VandeZande have discussed the Billboard issue. Dick said he has also been in contact with the DOT regarding Billboards and has found the State requirements are very complicated and the City may not want to get involved with these type of signs. He also noted that according to the DOT the AmericInn should be getting a sign on one of the States signs in the very near future. Kyle Clark suggested that a discussion on Billboards be deferred to a future meeting when the City Attorney is available.

6. Discuss Preliminary Plan for Mayfair Estates. The East-West street still needs to be named and the fence encroaching on proposed lots 4 & 5 still needs to be resolved. The owner of the fence feels the City's survey is wrong and the fence is all on her property. The committee suggested that a letter be sent to the fence owner to explain the situation and her alternatives which include getting her own survey to disprove the City's survey.

No further action was taken on this preliminary plat at this time.

7. Motion by Vanderkin, seconded by Lueck to adjourn the meeting. Motion carried, meeting adjourned at 5:08 p.m.

Fred Lueck
Secretary