



City of Waupun

201 E. Main Street

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"Wild Goose Center of Wisconsin"

November 12, 2015

TO: Plan Commission Members
FROM: Mayor, Kyle Clark
SUBJECT: Plan Commission meeting scheduled for **Wednesday, November 18, 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 October 21, 2015 meeting.
4. Public Hearing – Conditional Use Permit for Home Occupation at 217 Brandon St. (see attached public hearing notice for details.)
5. Adjournment

Cc: Mayor & Common Council
City Attorney
Department Managers
Media
Susan Leahy
Penny Behm

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 October 21, 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, Elton TerBeest, Nancy Vanderkin, Derek Drews, and Jerry Medema
Staff Present: Zoning Administrator Susan Leahy
3. Chairman Clark called for the approval of the minutes of the September 16, 2015 meeting. Lueck noted that Nancy Vanderkin's name was inadvertently omitted from the names of the members present at the September 16, 2015 meeting. Motion by Vanderkin, seconded by TerBeest to approve the minutes of the September 16, 2015 meeting with the correction as noted. Motion carried, unanimously.
4. Public Hearing – Ordinance to amend Chapter Sixteen of the Municipal Code of the City of Waupun entitled “Zoning Code – Billboard Sign”. Chairman Clark read the call of the hearing and its purpose. No staff report was provided to the committee prior to or during the hearing.

Chairman Clark noted that City Attorney VandeZande discussed the proposed revision of the sign ordinance with the Committee of the Whole. Essentially Section 16.11 of the Ordinance is being amended to add “6) Conditional Use Billboard Sign” to the code. The amendment would allow one and only one permanent off-premises billboard advertising sign within the corporate limits of the City of Waupun being visible to traffic along USH 151. The billboard would have to meet all applicable requirements and restrictions required by the State Department of Transportation and would require a City Conditional Use Permit granted by the Plan Commission subject to additional standards and restrictions as the Plan Commission may impose concerning the location, zoning, size, design materials, and aesthetic considerations of the sign.

Mike Butler of Cee Media said that the DOT will require that the billboard be located within an industrial or a business/commercial zoning district. City Zoning Administrator Leahy believes the billboard site may be in a Conservative zoning district. She suggested we rezone the site to the adjacent Planned Development District. Lueck noted there really is no PD District listed in the ordinance only standards for someone who wants to establish a Planned Community Development. The PD District shown on the map should be removed entirely from the map and the appropriate zoning districts should be established for the existing uses. Planned Community Developments should only be allowed as a Conditional Use in some zoning districts where the entire development parcel is 10 or more acres in area.

About 2 years ago, the City formed a committee to review the City's Zoning Ordinance and to suggest changes to its provisions and the map where needed to bring the Ordinance and Map up to date and resolve a lot of problems in its enforcement and its interpretation. The committee worked for about 1 ½ years and essentially made a comprehensive revision of the ordinance but apparently the suggested changes haven't been seen since. Therefore, we still have a lot of

problems with the Zoning Ordinance and the City Zoning Map.

Motion by Clark, seconded by Flynn to provide a favorable recommendation to the City Council to amend Chapter Sixteen of the Municipal Code of the City of Waupun, entitled "Zoning Code" to add to Section 16.11 entitled "Signs", (6) "Conditional Use Billboard sign" as follows. "One and only one permanent off-premises billboard advertising signs shall be permitted within the Corporate Limits of the City of Waupun, located so as to be visible to traffic proceeding along USH 151. Such signs shall meet all applicable requirements and restrictions required by the State of Wisconsin Department of Transportation, and may only be placed pursuant to a Conditional Use Permit as granted by the Plan Commission, subject to such additional standards and restrictions as the committee may impose concerning the location and zoning, size, design, materials, and aesthetic considerations of such sign"

Vote: Medema, Drews, TerBeest, Vanderkin, Flynn and Clark – "AYE"
Lueck – "NAY"
Motion carried 6/1.

5. Motion by Vanderkin, seconded by Medema to adjourn the meeting. Motion carried, meeting adjourned at 5:17 pm.

Fred Lueck
Secretary



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201 E. Main Street

WAUPUN, WISCONSIN 53963

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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 18th day of November, 2015 at 4:45 o'clock in the P.M., there will be considered the application for a Conditional Use Permit of:

1. Penny Behm at 217 Brandon St. to operate a 330 SF retail store in the 1st floor of her home selling the following items: framed pictures, faux potted plants, faux flowers, candles, pillows, paint, decorative boxes, shower curtains, shower curtain rings, comforter/shams/bed skirt sets, doilies, embroidered dresser scarves, curtains, shams, candy, wrapping paper, wreaths, quilts, sheets, duvet covers, chair cushions, 42" flat screen TV, pedestal sink, faucet, wall sconce light, custom t-shirts, custom mugs, upholstered chair, dishes, candlesticks/holders, small rugs, blankets, decorative vases, blue & white ware, fiesta salad plates, patriotic label buttons, red chevron canvas bags, cards, lamps, metal stars, flag pillows, red stripped mugs, extra large clock as well as services such as gift wrapping, printing/copying, mailing/shipping being available per section 16.13 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 5th day of November, 2015

Susan Leahy
Zoning Administrator
City of Waupun

(PUBLISH November 11, 2015)