



City of Waupun

201 E. Main Street

Phone: 920-324-7917

Fax: 920-324-7939

"Wild Goose Center of Wisconsin"

January 13, 2016

TO: Plan Commission Members
FROM: Mayor, Kyle Clark
SUBJECT: Plan Commission meeting scheduled for **Wednesday, January 20, 2016, 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 November 18, 2015 meeting.
4. Discuss / Approve Final Plat for Mayfair Estates
5. Discuss / Approve parcel acquisition for 192 Harmsen Ave.
6. Discuss / Approve Site Plan for Waupun United Methodist Church at 199 E. Jefferson St.
7. Adjournment

Cc: Mayor & Common Council
City Attorney
Department Managers
Media
MSA Professional Services – Michael Laue
James & Kathy Savage
Waupun United Methodist Church

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 NOVEMBER 18, 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, Derek Drews
Members Excused: Elton TerBeest and Jerry Medema
No staff members present
3. Chairman Clark called for the approval of the minutes of the October 21, 2015 meeting. Motion by Vanderkin, seconded by Drews to approve the October 21, 2015 meeting. Motion carried, minutes approved.
4. Public Hearing – Application of Penny Behm for a Conditional Use Permit to operate a retail store on the 1st floor of her home at 217 Brandon St, as a Home Occupation. Chairman Clark read the call of the hearing and its purpose.

A written staff review of the proposal was submitted to the Plan Commission from the City Zoning Administrator for its review. The staff review noted that the property is located in an R-4 Central Area Single Family Residential Zoning District. The property owner would like to provide a retail store within the 1st floor living area of her home for the resale of items addressed in the Public Hearing Notice. It appears the total area devoted to such home occupation will not exceed 25% of the floor area of the building involved, excluding the garage as a condition of Section 16.13 of the Zoning Code.

The Zoning Administrator recommends the Plan Commission grant the Conditional Use Permit with a condition the permit is reviewed one year from the date of issuance.

Penny Behm appeared and said none of her neighbors have a problem with her proposed retail business in her home. She would like to stay in her home as she has some neighbors who depend on her being there.

Lueck asked where she gets all of the articles which she sells. Penny said she orders them from Amazon, E-Bay, Craigslist and any place she can buy in bulk and get a good deal. She buys and sells many of her items on line. She hopes to have a grand opening and advertise in the paper and other local advertising. She said she has several custom made t-shirts and mugs. She would be the only employee. She would have a maximum 2' x 2' sign.

Drews was concerned that the Plan Commission would be setting a precedent by allowing this retail business in a residential zoning district.

Flynn noted that most of the Conditional Use Permits that the committee issues have problems in the future as people don't seem to honor the conditions under which the permit was issued.

Lueck also felt that the committee would be setting a precedent by granting approval for a retail store in a residential zoning district. He also noted that most zoning ordinances do not allow retail or wholesale businesses of any kind involving transactions on a premises as a home occupation. He feels a retail store should be in a business or commercial zoning district, not a residential zoning district. In addition, he feels that this proposed home occupation does not meet Section 16.13(k) of the Home Occupation Section as it says no stock in trade is sold or offered for sale, except for that which is produced on the premises. None of the products offered for sale in this home occupation is produced on this premises, therefore not in compliance with the Home Occupation Section of the Code. In addition a retail store in a residential district has the possibility of changing the character of the neighborhood or the structure. Drews questioned the percentage of on-site sales.

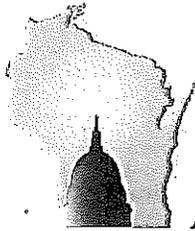
No further facts were presented for or against this application so Chairman Clark declared the hearing closed.

Motion by Clark, seconded by Vanderkin to grant a Conditional Use Permit for Penny Behm for a retail store in her home at 217 Brandon St. as a Home Occupation in accordance with Section 16.13 of the City Zoning Code on the condition the Conditional Use Permit be reviewed on a yearly basis from the date of issuance.

Vote: Vanderkin, Drews, Flynn, Clark – “AYE”
Lueck – “NAY”
Motion carried, 4/1

5. Motion by Lueck, seconded by Drews to adjourn the meeting. Motion carried, meeting adjourned at 5:05 p.m.

Fred Lueck
Secretary



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR
SCOTT A. NEITZEL
SECRETARY

Plat Review

101 E Wilson St FL 9, Madison WI 53703
PO Box 1645, Madison WI 53701
(608) 266-3200 Fax: (608) 264-6104 TTY: (608) 267-9629
E-mail: plat.review@wi.gov
<http://doa.wi.gov/platreview>

0121

January 6, 2016

PERMANENT FILE NO. 27441

MICHAEL J. LAUE
MSA PROFESSIONAL SRVCS (BEAVER DAM)
201 CORPORATE DR.
BEAVER DAM WI 53916

Subject: MAYFAIR ESTATES
SW 1/4 S4 T13N R15E
CITY OF WAUPUN, DODGE COUNTY

Dear Mr. Laue:

You have submitted MAYFAIR ESTATES for review. The Department of Administration does not object to the final plat bearing the December 18, 2015 revision date. We certify that it complies with: s. 236.15, s. 236.16, s. 236.20, and s. 236.21, Wis. Stats.; and ch. Trans 233, Wis. Admin. Code.; and the Dodge County Planning & Development Department.

DEPARTMENT OF ADMINISTRATION COMMENTS:

The Department of Administration has no conditions for this plat.

Note to Surveyor: You must sign, date, and seal both sheets of the plat prior to final approval and recording.

Note to all: The surveyor indicated that all exterior monuments have been set and that the City of Waupun has temporarily waived placing the interior monuments per s. 236.15 (1) (h), Wis. Stats.

DEPARTMENT OF TRANSPORTATION:

The Department of Transportation is an objecting agency on this plat. On November 17, 2015 we transmitted the plat to the WI DOT SW Region - Madison, Land Division Reviewer. On November 18, 2015 they returned a copy of the plat certifying no objection.

COUNTY PLANNING AGENCY:

The Dodge County Planning & Development Department is an objecting agency on this plat. On November 17, 2015 we transmitted copies to them for review. On December 3, 2015 they returned a copy of the plat certifying no objection.

The plat shall be presented to the City Council for final approval and signing. The City, during its review of the plat, will have resolved when applicable that the plat:

- complies with local comprehensive plans, official map or subdivision control ordinances;
- conforms with areawide water quality management regulations;
- complies with Wisconsin shoreland management regulations;
- resolves possible problems with storm water runoff;
- fits the design to the topography;
- displays well designed lot and street layout;
- is served by public sewer or private sewage systems;
- includes service or is serviceable by necessary utilities.

Any changes to the plat involving details checked by this Department, the Department of Transportation, or the Dodge County Planning & Development Department will require submission of the plat to the Department for recertification before the plat is eligible for recording. Such changes can be found by comparing the recordable document with the half-size copy of the certified plat furnished with this letter.

If there are any questions concerning this review, please contact our office, at the number listed below.

Sincerely,


Renée M. Powers, Supervisor
Plat Review
Phone: (608) 266-3200

Enc: Recordable Document, Print

cc: City of Waupun, Owner
Clerk, City of Waupun
Dodge County Planning & Development Department
Department of Transportation
Register of Deeds

ORIGINAL RECEIVED FROM SURVEYOR ON 11/17/2015; REVIEWED ON 12/16/2015
SUBSTITUTE ORIGINAL RECEIVED FROM SURVEYOR ON 12/18/2015 & 01/06/2016

MAYFAIR ESTATES

LANDS BEING LOT 1 OF CERTIFIED SURVEY MAP NO. 6812 AS RECORDED IN VOLUME 46 OF CERTIFIED SURVEYS ON PAGES 201-204 IN THE DODGE COUNTY REGISTER OF DEEDS OFFICE AND BEING PART OF THE SW.1/4 OF THE SW.1/4 AND PART OF THE SE.1/4 OF THE SW.1/4 OF SECTION 4, T.13N., R.15E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, Michael J. Laue, Professional Land Surveyor of the State of Wisconsin do hereby certify that by order of the City of Waupun (owner), I have made a resurvey of Lot 1 of Certified Survey Map No. 6812 as recorded in Volume 46 of Certified Surveys on Pages 201-204 in the Dodge County Register of Deeds Office and being part of the SW.1/4 of the SW.1/4 and part of the SE.1/4 of the SW.1/4 of Section 4, T.13N., R.15E., City of Waupun, Dodge County, Wisconsin

Said parcel contains 537,817 sq.ft. / 12.346 acres more or less, and dedicating for street purposes 97,390 sq.ft. / 2.234 acres more or less.

Bearings referenced to the West line of the SW.1/4 of Section 4-13-15 which bears N.00°46'46"W.

I further certify that this map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land; that I have complied with the provisions of Chapter 236 of the Wisconsin State Statutes and the City of Waupun Subdivision Control Ordinance in surveying and mapping the same to the best of my knowledge and belief.

Michael J. Laue, S-1435

Dated: _____ day of _____, 20____

CITY COUNCIL RESOLUTION:

Resolved, that Mayfair Estates, in the City of Waupun, Dodge County Wisconsin, City of Waupun, owner, is hereby approved by the City Council.

Kyle Clark, Mayor _____ Date _____

I hereby certify that the foregoing is a true copy of a resolution duly adopted by the City Council of the City of Waupun, Dodge County, Wisconsin,

on the _____ day of _____, _____

Angela Hull, City Clerk

- PLAN COMMISSION CERTIFICATE -

STATE OF WISCONSIN)
DODGE COUNTY) SS

Approved this _____ day of _____

City of Waupun Plan Commission

Chairman _____

- OWNER'S CERTIFICATE OF DEDICATION -

As Owner(s), I (we) hereby certify that I (we) caused the land described on this PLAT to be surveyed, mapped and dedicated as represented on this PLAT. I (we) also certify that this PLAT is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

- (1) Department of Administration - Plat Review
- (2) Department of Transportation
- (3) City of Waupun, Dodge County, Wisconsin
- (4) Dodge County Planning & Development Department

WITNESS the hand and seal of said owners this _____ day of _____
In the presence of:

OWNER(S) _____
City of Waupun Mayor/ Kyle Clark

City of Waupun Clerk/ Angie Hull

STATE OF WISCONSIN)
DODGE COUNTY) SS

Personally came before me this _____ day of _____, 20____, the above named, to me known to be the person(s) who executed the foregoing instrument and acknowledge the same.

My commission expires by: _____
Notary Public

- CERTIFICATE OF TREASURERS -

STATE OF WISCONSIN)
DODGE COUNTY) SS

We, _____, duly appointed, qualified and acting City Treasurer of the City of Waupun, and _____, the duly elected, qualified and acting Treasurer of County of Dodge, do hereby certify that in accordance with the records in our respective offices there are no unpaid taxes, unpaid special assessments, or unredeemed tax sales as of _____ on any of the land included in this plat.

Date _____ City Treasurer

Date _____ County Treasurer

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.
Certified _____ 20____
Department of Administration

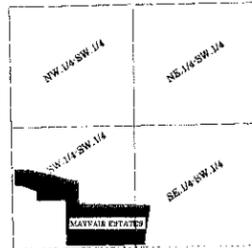
MSA

TRANSPORTATION • MUNICIPAL
DEVELOPMENT • ENVIRONMENTAL
201 Opposer Drive Beaver Dam, WI 53004
920-887-4242 1-800-962-9300 Fax: 920-887-4200
© MSA PROFESSIONAL SERVICES

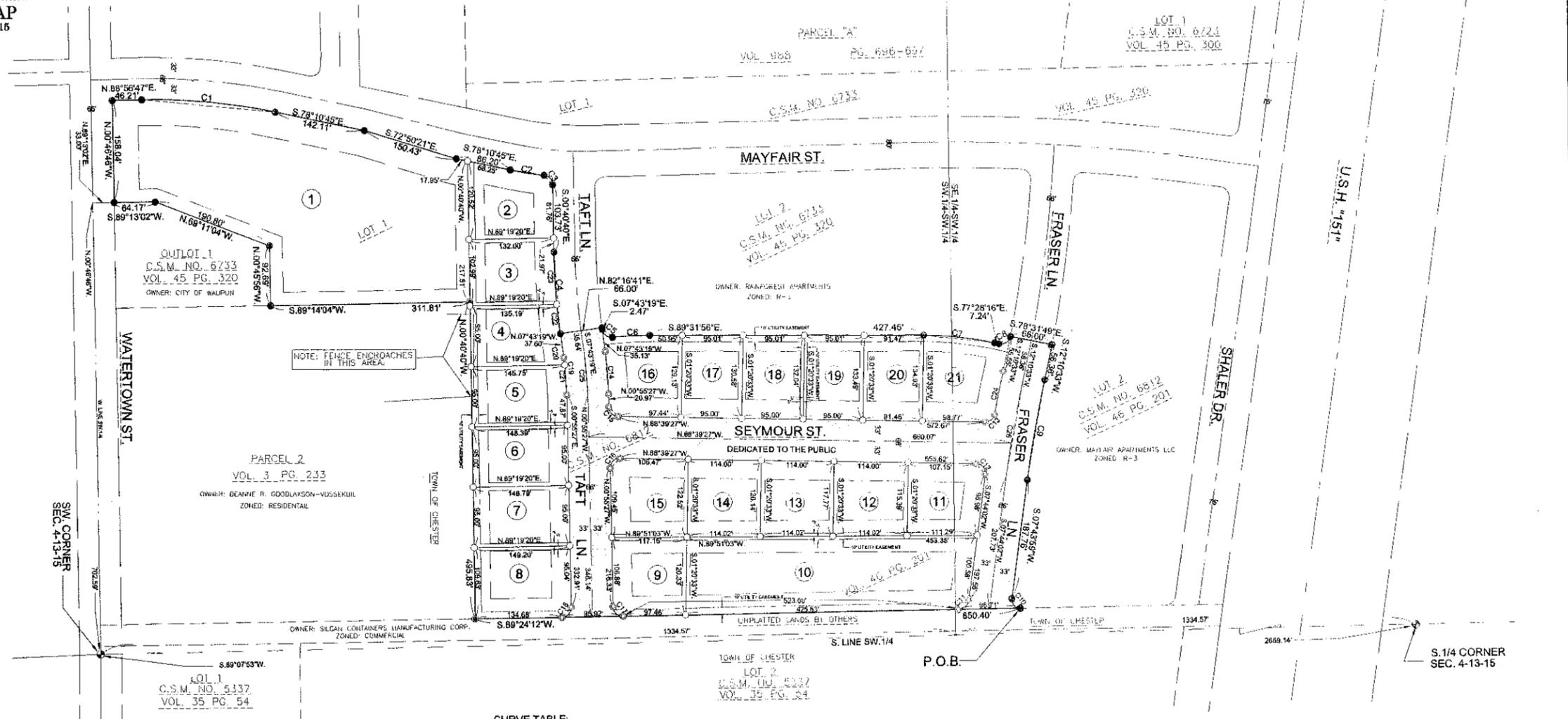
SHEET 2 OF 2
PROJECT NO.: R.00212049.0
REVISED: 12/18/2015

MAYFAIR ESTATES

LANDS BEING LOT 1 OF CERTIFIED SURVEY MAP NO. 6812 AS RECORDED IN VOLUME 46 OF CERTIFIED SURVEYS ON PAGES 201-204 IN THE DODGE COUNTY REGISTER OF DEEDS OFFICE AND BEING PART OF THE SW.1/4 OF THE SW.1/4 AND PART OF THE SE.1/4 OF THE SW.1/4 OF SECTION 4, T.13N., R.15E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.



LOCATION MAP
SW.1/4, SECTION 4-13-15
SCALE: 1" = 1000'



CURVE TABLE:

Curve	Delta Angle	Chord Bearing	Radius	Arc Length	Chord Length	Tangent Bearings
C1	12°52'28"	S 84°30'59" E	934.00	209.87	209.43	N 88°56'47" E - S 78°10'45" E
C2	05°14'31"	S 80°48'00" E	580.00	53.08	53.05	S 78°10'45" E - S 83°19'23" E
C3	82°44'38"	S 42°02'58" E	15.00	21.88	19.83	S 83°19'23" E - S 00°40'40" E
C4	07°02'39"	S 04°11'59" E	1033.00	127.00	128.92	S 00°40'40" E - N 07°43'19" W
C5	88°02'35"	S 51°44'38" E	15.00	23.05	20.85	S 07°43'19" E - N 84°20'00" E
C6	06°13'58"	N 87°21'06" E	533.00	57.98	57.95	N 84°20'00" E - S 89°31'56" E
C7	12°03'40"	S 83°30'06" E	533.00	112.20	111.99	S 89°31'56" E - S 77°28'16" E
C8	91°03'33"	N 58°59'57" E	15.00	23.84	21.41	S 77°28'16" E - N 11°33'52" E
C9	04°40'48"	S 10°11'20" W	1987.00	180.86	180.82	S 12°10'33" W - S 07°43'59" W
C10	98°19'48"	S 41°25'55" E	12.98	22.25	19.82	S 07°43'59" W - N 89°24'12" E
C11	81°40'10"	N 48°34'07" E	17.36	24.74	22.70	S 07°43'59" W - S 89°24'12" W
C12	98°30'23"	N 40°24'15" W	15.00	25.27	22.38	N 07°43'59" E - N 88°39'27" W
C13	80°17'48"	N 51°11'40" E	15.00	21.02	19.34	S 01°20'33" W - S 88°39'27" E
C14	06°47'52"	S 04°19'23" E	568.00	87.15	87.11	S 07°43'18" E - S 00°55'27" E
C15	87°44'90"	S 44°47'27" E	15.00	22.97	20.79	S 00°55'27" E - N 88°39'27" W
C16	92°16'00"	S 45°12'33" W	15.00	24.18	21.83	N 88°39'27" W - S 00°55'27" E
C17	89°40'22"	S 45°45'38" E	15.00	23.48	21.15	S 00°55'27" E - S 89°24'12" W
C18	90°19'38"	S 44°14'22" W	14.81	23.51	21.15	S 00°55'27" E - S 89°24'12" W
C19	06°47'52"	N 04°19'23" W	500.00	59.33	59.30	N 00°55'27" W - N 07°43'19" W
C20	01°23'15"	N 07°01'41" W	500.00	12.11	12.11	
C21	06°24'37"	N 03°37'45" W	500.00	47.21	47.19	
C22	02°32'42"	S 06°26'58" E	1033.00	45.88	45.88	
C23	04°29'57"	N 02°55'38" W	1033.00	81.11	81.09	
C24	01°57'59"	N 11°32'24" E	2033.00	69.77	69.77	S 12°10'33" W - N 07°43'59" E
C25	08°47'52"	S 04°19'23" E	568.00	87.15	87.11	S 07°43'18" E - N 00°55'27" W
C26	04°40'48"	S 10°11'23" W	200.00	183.36	183.26	S 12°10'33" W - N 07°44'02" E

AREA TABLE:

LOT	SQUARE FEET	ACRES
1	125,147±	2.873±
2	14,025±	0.322±
3	13,681±	0.314±
4	13,317±	0.306±
5	14,042±	0.322±
6	14,119±	0.324±
7	14,153±	0.325±
8	16,380±	0.376±
9	13,842±	0.318±
10	52,416±	1.204±
11	13,363±	0.307±
12	13,286±	0.305±
13	13,591±	0.311±
14	13,831±	0.318±
15	14,749±	0.339±
16	14,778±	0.339±
17	12,336±	0.283±
18	12,474±	0.288±
19	12,612±	0.290±
20	12,271±	0.282±
21	16,042±	0.368±
TOTAL LOT AREA	440,427±	10.112±
AREA OF DEDICATION	97,390±	2.234±
TOTAL AREA	537,817±	12.346±

SETBACK REQUIREMENTS

(AS PER CURRENT ZONING CODE)

LOTS 2 - 21	LOT 1
FRONT = 30'	40'
REAR = 25'	20'
SIDE = 6'	20'

ZONING:

LOT 1 = P.C.D. / COMMUNITY DEVELOPMENT
 LOTS 2-21 = R-2 / TWO FAMILY RESIDENTIAL DISTRICT

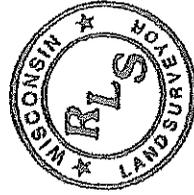
LEGEND

- FD, B.C.A.M.
- FD, 1" IRON PIPE
- FD, 3/4" IRON REBAR
- SET 1-1/4" (O.D.) BY 18" IRON ROD-3.65 LBS./FT.
- SET 3/4" (O.D.) BY 18" IRON ROD-1.50 LBS./FT.
- AREA DEDICATED TO THE PUBLIC



There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.
 Certified January 14, 2016
 Dennis M. Dwyer
 Department of Administration



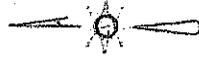
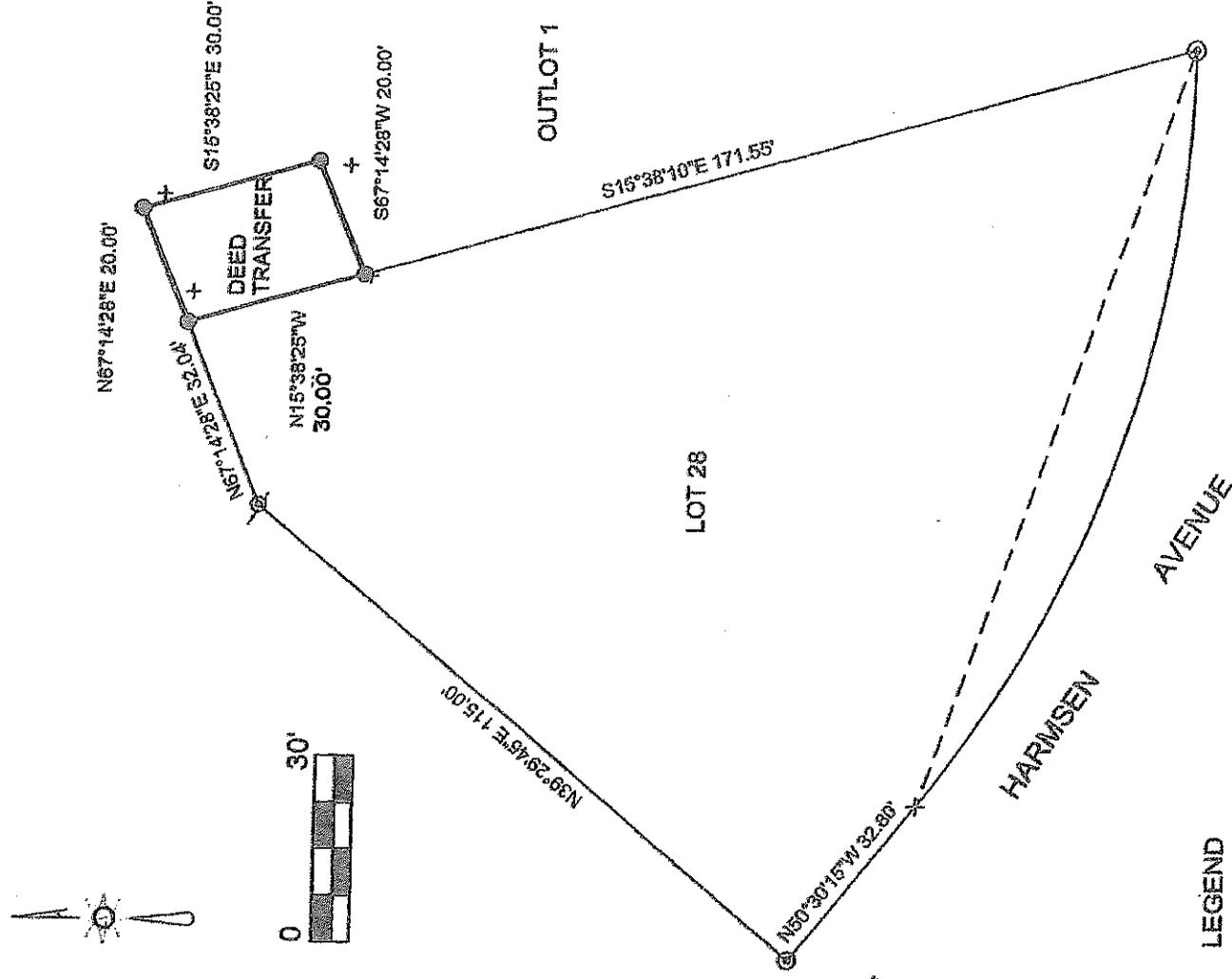


RIPON LAND SURVEYING

827 W. Fond du Lac St.
P.O. Box 386
Ripon, Wisconsin 54971
Phone (920) 748-9696

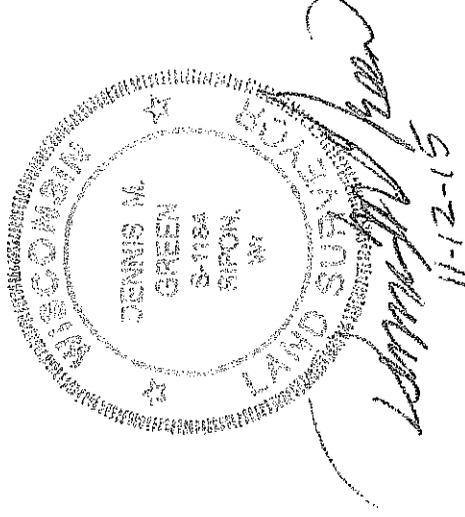
CERTIFICATE OF SURVEY

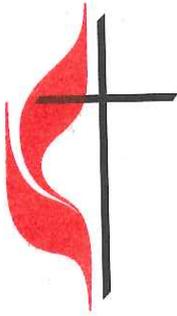
CERTIFICATE OF SURVEY FOR JAMES AND KATHY SAVAGE LOCATED IN LOT 28 AND OUTLOT 1 OF PARKVIEW SOUTH SUBDIVISION ADDITION IN THE NE1/4 OF SECTION 31 T.14N., R.15E., CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.



LEGEND

- 2" DIA. IRON PIPE FOUND
- ⊖ 3/4" DIA. REBAR FOUND
- ⊙ 3/4"X18" REBAR, 1.50lb/R SET
- ⊗ 1" DIA. IRON PIPE FOUND





The Waupun United Methodist Church

199 East Jefferson Street
Waupun, Wisconsin 53963

Church: 920-324-9721
Fax: 920-324-3280
waupunumc@wisconsinumc.org

January 4, 2016

Mayor Kyle Clark, Chairman
Planning Commission
City of Waupun
201 East Main Street
Waupun, WI 53963



Dear Mayor Clark and Planning Commission Members:

As you might know, the Waupun United Methodist Church is planning on replacing the older worship space – the northern most portions – of our existing facility. Our Architect Martin Sell, and our Civil Engineer Mike Laue, have previously discussed some of the details of the project with Susan Leahy and Richard Flynn, respectively.

Our understanding is that the Planning Commission needs to review this improvement for our facility. We ask that you place this request on the January 2016 Planning Commission Agenda.

As part of this request, we are including the following items:

- (2) full size sets of drawings including a Site Plan, Floor Plan and Exterior Elevations
- (10) 11"x17" sets of drawings including a Site Plan, Floor Plan and Exterior Elevations
- Application Fee in the amount of \$100.00
- Zoning Appeals Board Meeting Notes from 2008 (related to parking on this project)

Some basic details of our proposed project; the seating capacity is approximately 190, which is slightly less than the capacity of our existing building. The ridge height of the proposed building is less than the 35' height limit of the zoning code. We plan on reusing the existing bell tower/steeple from the existing building on the new project and our understanding is that the steeple can exceed the 35' height limit.

With Planning Commission approval of our project, we plan beginning demolition this spring with construction to follow and completion of the project by the end of 2016.

Should there be additional materials required, or if you have questions, please do not hesitate to contact us.

Thank you, in advance, for your review of our project.

Sincerely yours,

The Waupun United Methodist Church

Pastor J. D. McCarty
(for the Building Committee)

Cc: Martin Sell, AIA

ZONING BOARD OF APPEALS
Minutes of the October 21, 2008 meeting

The City Zoning Board of Appeals met in the Council Chambers at City Hall at 4:00 p.m.

Members present: Eric Navis, Frank Mesa, Skip Baumhardt, and Mike Heeringa
Member absent: Jason Steinbach, Aggie VandeZande
Also Present: Richard Flynn and Mary Kay Vogel

1. Motion by Mesa seconded by Heeringa, to approve the minutes of the September 21, 2008 meeting. Motion carried, unanimously.
2. Variance Request – United Methodist Church at 109 E. Jefferson Street to reduce the number of required off street parking stalls from 40 to 0, per Municipal Code Section 16.14(2).

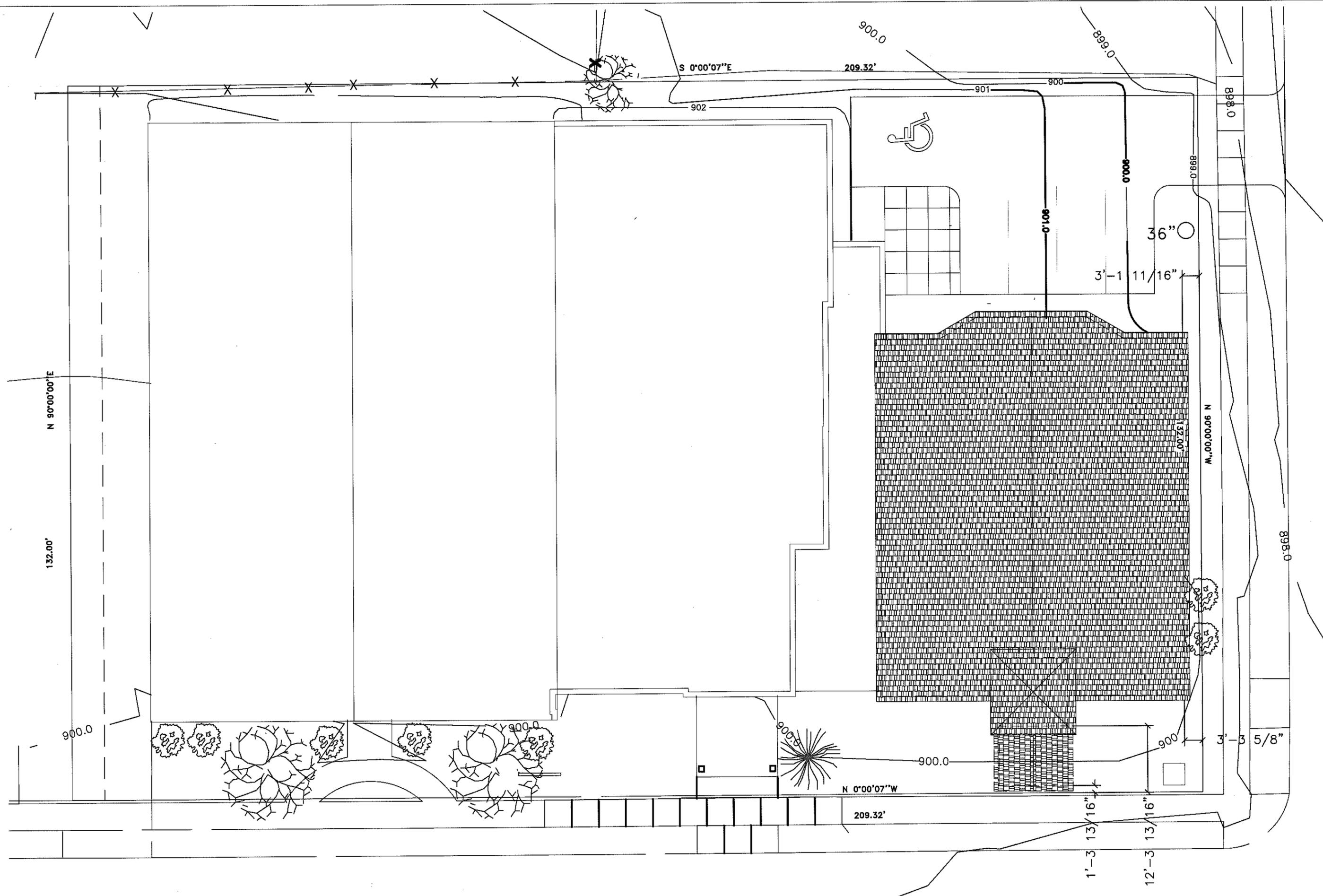
Chairman Navis read the call of the hearing and its purpose. This property is zoned in the R-4 Central Area Single Family Residential District. Churches are required to have one off-street parking stall for each 5 seats. The plan submitted includes 8 new parking stalls that are in the street right of way. These stalls are not part of the plan anymore. The church is planning on tearing down the front of the church and rebuilding it. There is some on site parking to the west of the Church, however it is not delineated on the site plan. Church patrons usually park in the Library, Werner Harmsen, or National Rivet parking lots.

Motion by Navis, seconded by Baumhardt to approve the variance request of United Methodist Church with the condition that the 8 on street parking stalls be eliminated from the plan. Motion carried, unanimously.

3. Other items for discussion – none

Motion by Mesa, seconded by Baumhardt to adjourn the meeting. Motion carried, meeting adjourned at 4:05 p.m.

Trista Steinbach
Secretary



rketek
 ARCHITECTURAL
 PLANNING • CONSTRUCTION MANAGEMENT

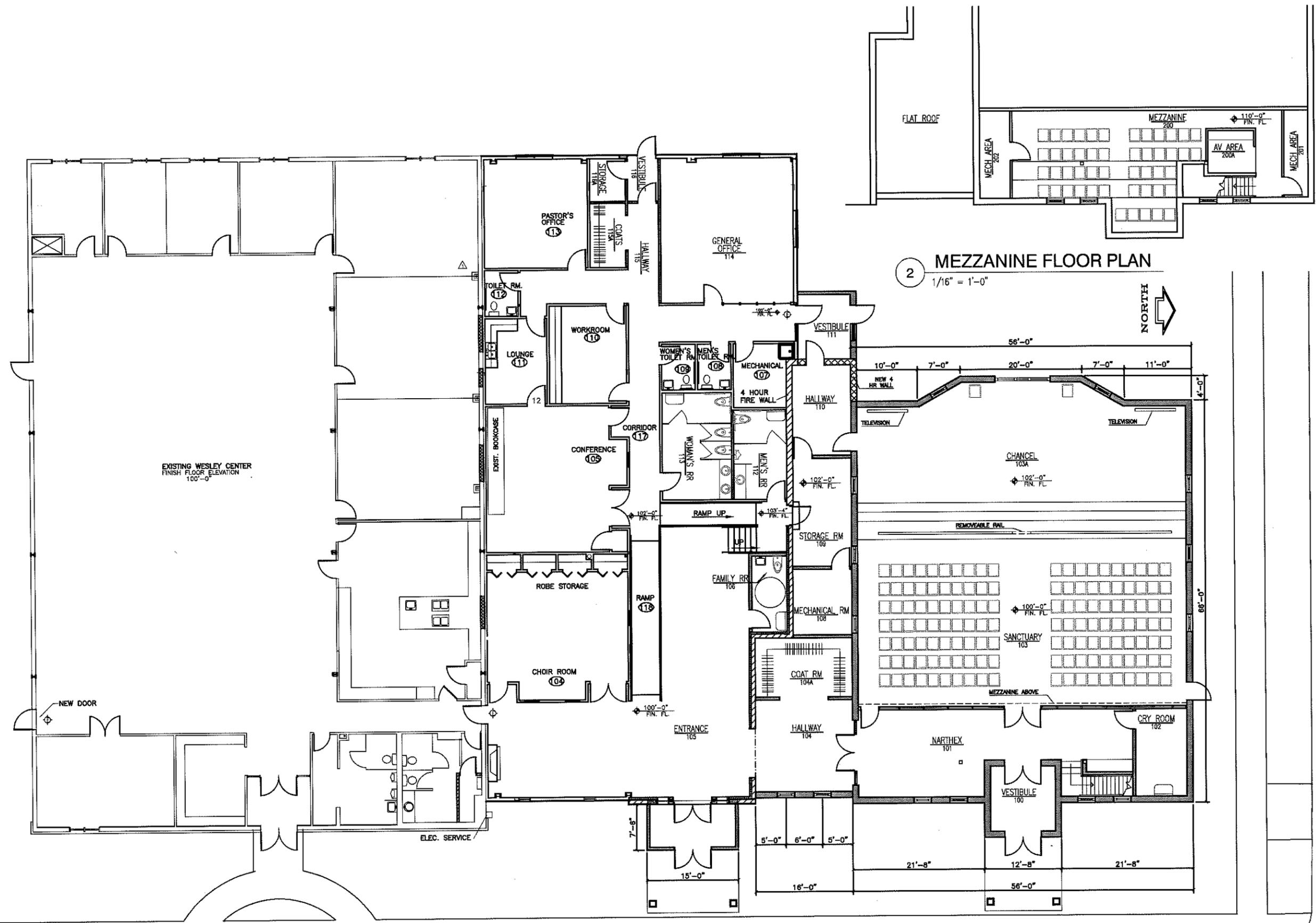
PROJECT No. 2015 RK 019
 DATE: January 4, 2015
 SCALE: 1/16" = 1'-0"

No.	DATE	REVISION	BY

Waupun United Methodist Church
 199 East Jefferson Street, Waupun, WI 53963

File No. 2015 RK019
 SHEET S001

RKETEK.COM, LLC
 124 Monros Street Beaver Dam, WI 53916
 Phone: (920) 219-9666



1 FLOOR PLAN W/EXISTING
 1/16" = 1'-0"

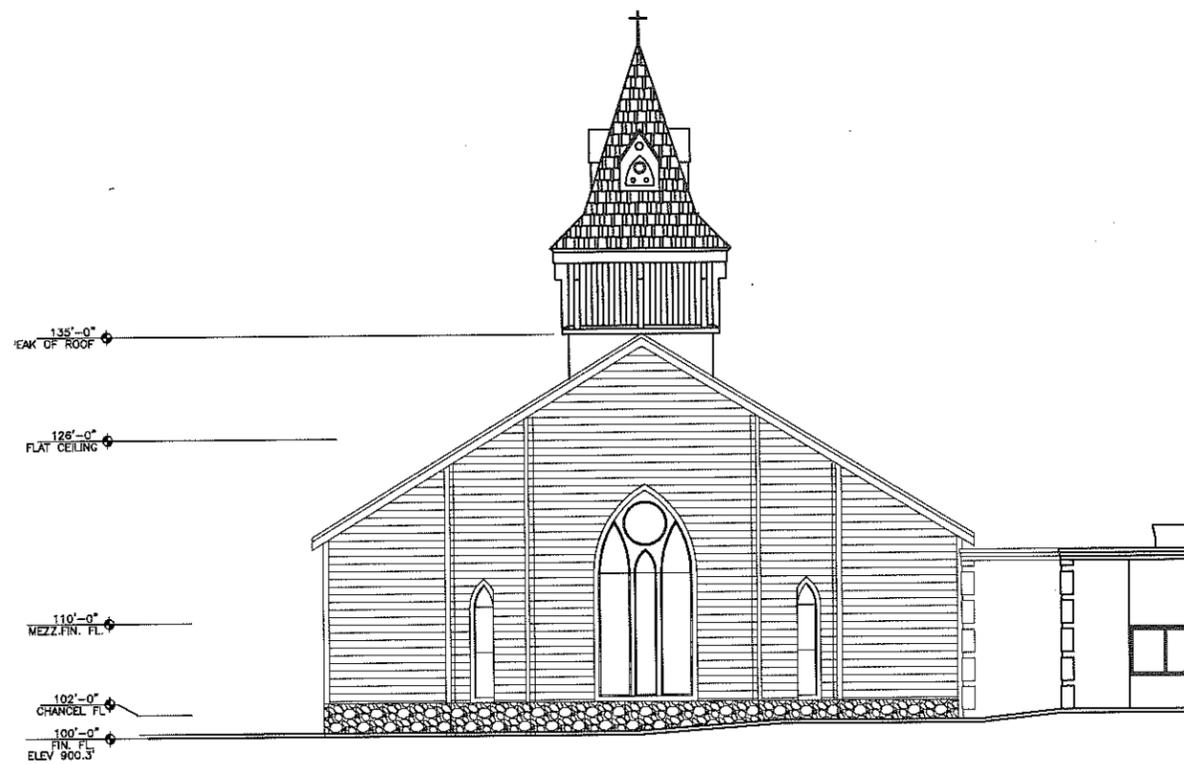
2 MEZZANINE FLOOR PLAN
 1/16" = 1'-0"

EAST JEFFERSON STREET

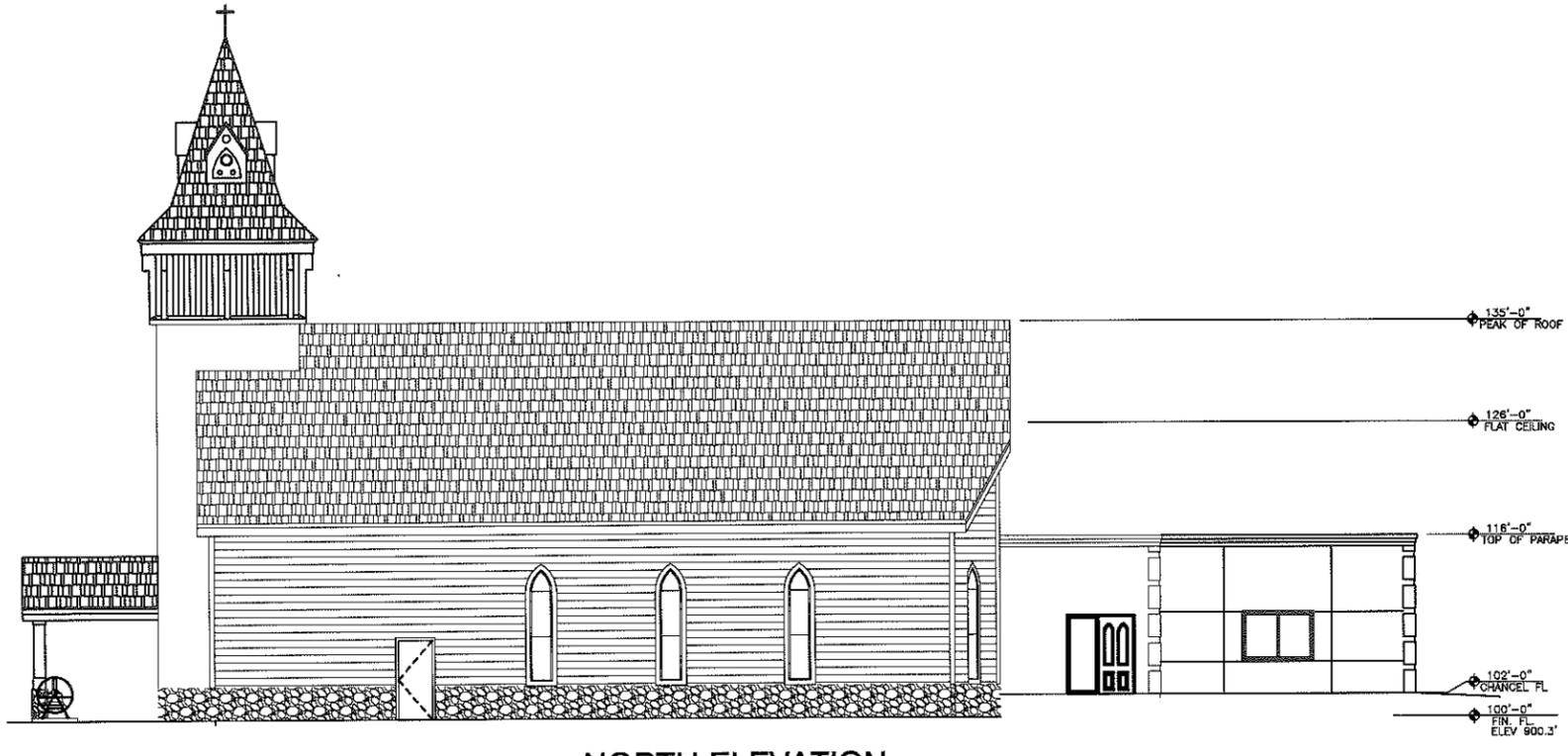


PROJECT No.	DATE	REVISION	BY
2015 RK 019	January 4, 2015		

Waupun United Methodist Church
 199 East Jefferson Street, Waupun, WI 53983



3 WEST ELEVATION
1/16" = 1'-0"



2 NORTH ELEVATION
1/16" = 1'-0"



1 EAST ELEVATION
1/16" = 1'-0"

PROJECT No. 2015 RK 019		DRAWN BY: TS		FILE No. 2015 RK019	
DATE: January 4, 2016		CHECKED BY: TS		SHEET	
SCALE: 1/16" = 1'-0"				A201	
BY:		REVISION:		DATE:	
No.:		DATE:		DATE:	
PROJECT No. 2015 RK 019		DRAWN BY: TS		FILE No. 2015 RK019	
DATE: January 4, 2016		CHECKED BY: TS		SHEET	
SCALE: 1/16" = 1'-0"				A201	
BY:		REVISION:		DATE:	
No.:		DATE:		DATE:	

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