



# City of Waupun

201 E. Main Street

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*"Wild Goose Center of Wisconsin"*

July 13, 2016

TO: Plan Commission Members  
FROM: Mayor, Kyle Clark  
SUBJECT: Plan Commission meeting scheduled for Wednesday, July 20, 2016, at 4:30 p.m.  
in the Council Chambers, City Hall, Waupun.

## AGENDA

1. Call to Order
2. Roll Call
3. Approve minutes of the June 22, 2016 meeting.
4. Discuss / Approve Site Plan for End of the Trail Coffee Shop at 916 E Main St.
5. Public Hearing - Ordinance amendment for Section 16.14(2) of the Waupun Municipal code for potential changes in parking lot stall sizes.
6. Public Hearing - Ordinance amendment for increasing the accessory building height in residential zoning districts to 18 feet in lieu of the 15 foot requirements in Section 16.03.
7. Public Hearing - Ordinance amendment for revising the Vision Clearance Triangle in Section 16.02 (46m).
8. Adjournment

Cc: Mayor & Common Council  
City Attorney  
Department Managers  
Media  
Steve Guth

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 22, 2016 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, Elton TerBeest, Jerry Medema and Dick Flynn

Members Excused: Derek Drews, Fred Lueck and Nancy Vanderkin

Staff Present: Susan Leahy

3. Chairman Clark called for the approval of the minutes of the May 18, 2016 meeting. Motion by TerBeest and seconded by Medema to approve the minutes of the May 18, 2016 meeting. Motion carried, minutes approved as presented.

4. Discuss/Approve Certified Survey Map for Mr. Jeffery Navis for County Park Rd (Triple M). Leahy commented on the 45' wide access easement on the north end of the property for that is in the township which counted for a variance and was approved at the Zoning Board of Appeals meeting on May 2<sup>nd</sup>. Leahy questioned Outlot 1, Outlot 2 and Outlot 3. Navis explained this is for the adjoining neighbors whose property abuts Navis's land to purchase in the future if desired. Leahy recommends approval.

Motion by Flynn, seconded by TerBeest to approve the Certified Survey Map and recommendation to Council, meeting July 12, 2016

Vote: Clark, Flynn, TerBeest, and Medema – "AYE"

Motion carried 4/0

5. Discuss/Approve Ordinance amendment for Section 16.14(2) of the Waupun Municipal code for potential changes in parking lot stall sizes. Leahy informs the committee the city current ordinance for parking stalls is 10x20 and would like to decrease to 9x18. Just in the last couple of months four (4) request have come in to change the parking stalls from 10x20 to 9x18. Leahy recommends approval.

Motion by Medema, seconded by Flynn to approve the change in the parking stalls size from 10x20 to 9x18 and recommended for public hearing at the next Plan Commission meeting.

Vote: Clark, Flynn, TerBeest, and Medema – "AYE"

Motion carried 4/0

6. Discuss/Approve amendment for increasing the accessory building height in residential zoning district to 18 ft. in lieu of 15 ft. requirements in Section 16.03. Leahy explained there has been a lot of request coming in. Only making the changes in the R1-Single Family Residential District, R2-Two Family Residential District and R4-Central Area Single-Family Residential District. R3 is Multiply-Family Residential District and will not be making any changes in the R3.

Motion by Clark, seconded by TerBeest to approve the accessory building height to 18 ft. in lieu of 15 ft. requirements in Section 16.03 for R1, R2 and R4 and recommended for public hearing at the next Plan Commission meeting.

Vote: Clark, Flynn, TerBeest, and Medema – “AYE”

Motion carried 4/0

7. Discuss/Approve Vision Clearance Triangle Section 16.02 (46M). Leahy explained how the current city ordinance reads 30' triangle from curb line to curb line. Leahy recommended to change to property line to property line. Leahy stated property lines don't change and curb lines can change locations. Leahy stated that the Department of Transportation (DOT) standards are 25' from the corner of the property line back each way when making the triangle. Current properties would be grandfathered in under the old ordinance and any new construction would have to follow the new ordinance. This is a recommendation from staff.

Motion by Clark, seconded by Medema to change the Vision Clearance Triangle Section 16.02 (46) language from 30' triangle curb line to curb line to property line to property line back each way. Recommended for public hearing at the next Plan Commission meeting.

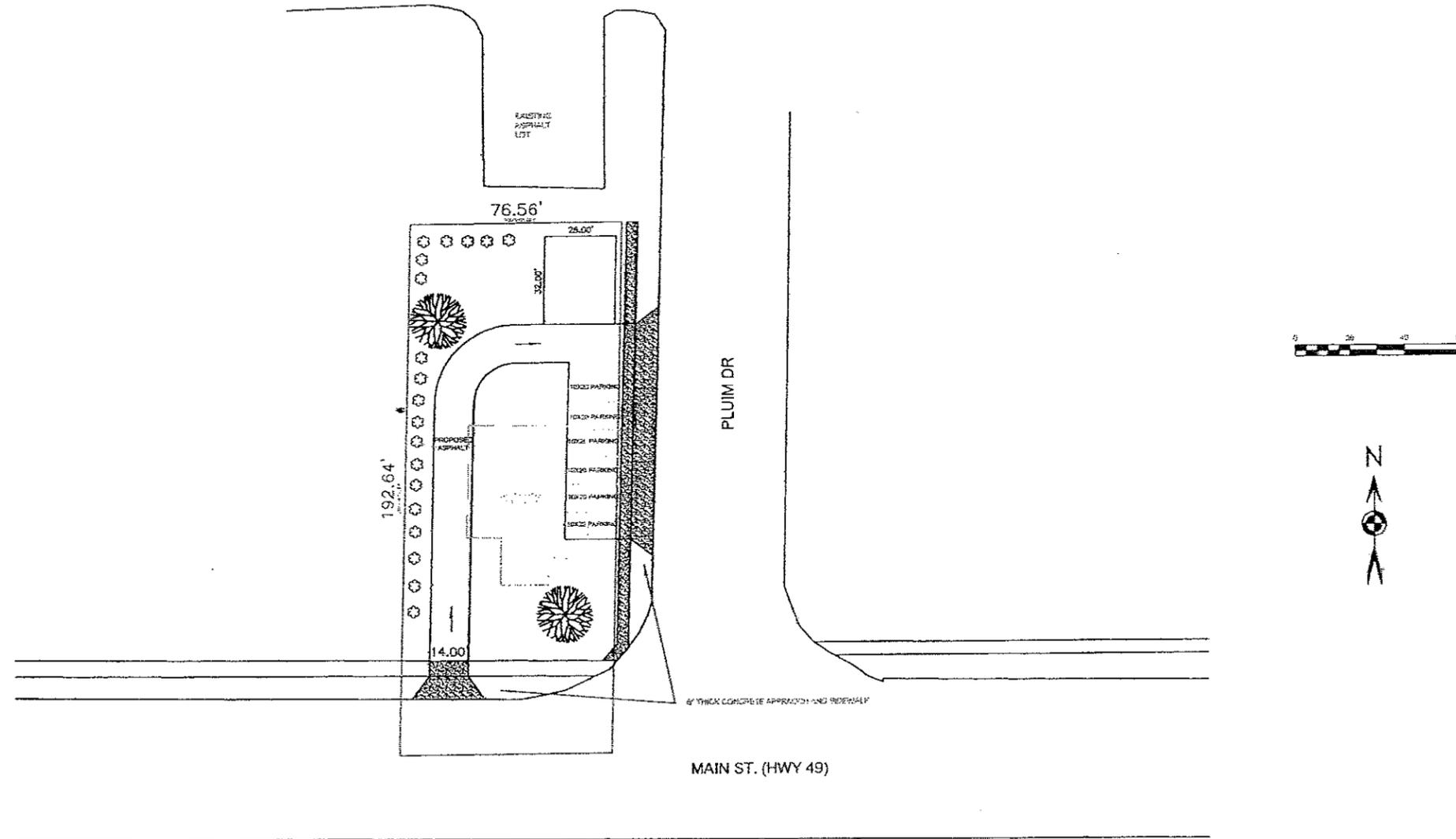
Vote: Clark, Flynn, TerBeest, and Medema – “AYE”

Motion carried 4/0

8. Motion by TerBeest, seconded by Clark to adjourn the meeting. Motion carried, meeting adjourned at 5:00 p.m.

# END OF THE TRAIL COFFEE SHOP

## PROPOSED LOT REHAB



## 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 20<sup>th</sup> day of July, 2016 at 4:30 o'clock in the P.M. there will be considered an ordinance to amend Chapter 16 of the Municipal Code of the City of Waupun.

### ORDINANCE NUMBER 16-

#### AN ORDINANCE TO AMEND CHAPTER SIXTEEN THE MUNICIPAL CODE OF THE CITY OF WAUPUN

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

##### SECTION 1: CHAPTER 16, ZONING ORDINANCE

SECTION 16.14(2) MINIMUM OFF-STREET PARKING REQUIRED. Is amended to read:

Each regular parking stall shall be no less than 9 feet in width and 18 feet in length with a total square footage not to be less than 162 square feet. Parking stalls to accommodate handicapped persons shall be designed with dimensions and area in accordance with State law.

SECTION 2: This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Enacted this day of, 2016

Kyle J. Clark  
Mayor

ATTEST:  
Angie Hull  
City Clerk

PLEASE TAKE FURTHER NOTICE that the ordinance is on file in the office of the Zoning Administrator in the City Hall of the City of Waupun, Wisconsin and may be inspected during regular business hours.

PLEASE TAKE FURTHER NOTICE that all persons desiring to be heard on the proposed ordinance in support thereof or in opposition thereto, must appear at the said meeting of the Plan Commission of the City of Waupun.

Susan Leahy

Zoning Administrator  
City of Waupun  
(PUBLISH July 6 and July 13, 2016)

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### ORDINANCE NUMBER 16-

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THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

#### SECTION 1: CHAPTER 16, ZONING ORDINANCE

SECTION 16.03(1)(c)(iv) – R1 – SINGLE FAMILY RESIDENTIAL DISTRICT – REQUIREMENTS is amended to read:

(iv) Have an accessory building side yard setback of 3 feet and not exceed a maximum accessory building height of 18 feet.

SECTION 16.03(2)(c)(iv) – R2 – TWO FAMILY RESIDENTIAL DISTRICT – REQUIREMENTS is amended to read:

(iv) Have an accessory building side yard setback of 3 feet and not exceed a maximum accessory building height of 18 feet.

SECTION 16.03(4)(c)(iv) – R4 - CENTRAL AREA SINGLE-FAMILY RESIDENTIAL DISTRICT – REQUIREMENTS is amended to read:

(iv) Have an accessory building side yard setback of 3 feet and not exceed a maximum accessory building height of 18 feet.

SECTION 2: This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Enacted this day of, 2016

Kyle J. Clark  
Mayor

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THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

#### SECTION 1: CHAPTER 16, ZONING ORDINANCE

SECTION 16.02(46m) VISION CLEARANCE TRIANGLE. Is amended to read:

In each quadrant of every street intersection there shall be designated a vision clearance triangle, bounded by the property lines and a line connecting them 25 feet from their intersection. Within the triangle no obstruction shall be allowed above a height of 2 ½ feet above the street if it obstructs the view across the triangle as determined by the Zoning Administrator or Public Works Director. This restriction shall not apply to posts, wire fences, or where the required setback is less than 30 feet.

SECTION 2: This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Enacted this day of , 2016

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Mayor

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Angie Hull  
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Susan Leahy  
Zoning Administrator  
City of Waupun  
(PUBLISH July 6 & 13, 2012)