



City of Waupun

201 E. Main Street

Phone: 920-324-7917

Fax: 920-324-7939

"Wild Goose Center of Wisconsin"

October 11, 2016

TO: Plan Commission Members
FROM: Mayor, Julie Nickel
SUBJECT: Plan Commission meeting scheduled for **Wednesday, October 19, 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 September 21, 2016 meeting.
4. Public Hearing – Conditional Use Permit for Gysbers Jewelry at 305 E. Main St. to install a projecting Sign.
5. Discuss / Approve CSM for Stanton & Son LLC, for property on Dogleg Ln.
6. Adjournment

Cc: Mayor & Common Council
City Attorney
Department Managers
Media
Gysbers Jewelry
Stanton & Son
Leaver Land Surveying LLC

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 SEPTEMBER 21, 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: Jule Nickel, Elton TerBeest, Jerry Medema, Fred Lueck, Nancy Vanderkin, Derek Drews and Dick Flynn
Staff Present: Susan Leahy
3. Chairman Nickel called for the approval of the minutes of the July 20, 2016 meeting. Motion by Vanderkin and seconded by Medema to approve the minutes of the July 20, 2016 meeting. Motion carried, minutes approved as presented.
4. Discuss/Approve signage request of Central Wisconsin Christian School. Mark Buteyn, representing the Central Wisconsin Christian School appeared to discuss the proposed directional signs for the school. He noted that they have had numerous inquiries about how to find the school from out of town people wanting to attend sporting and other events at the school. They are proposing an approximate 2' x 3' sign of which there would be six (6) of them. Three would be on the east side of the City along Main Street and Fond du Lac Street, two along Main Street on the west end of the City and one along Beaver Dam Street on the south side of the City.

Richard Flynn provided an example of a sign that has been used in the City in the past. It has the dimensions of 2' x 30". He feels the smaller size is less of a problem with high winds. Mr. Buteyn said they prefer the larger size but would go with what the City was recommending. Flynn said he and Susan Leahy met with City Attorney VandeZande to discuss an indemnification agreement with the school in case someone is injured or a vehicle or other personal property is damaged due to the sign being located in the public right of way.

Leahy & Lueck both questioned if a state sign permit is required for being on the state right of way. Lueck questioned the height of the sign and whether it would be supported by a wood or metal support pole. Flynn noted the sign would be 7' in height and mounted on a wooden post. Lueck indicated the zoning ordinance lists 11 type of signs allowed by the ordinance. He questioned what type of sign do these signs fall within. Susan Leahy felt they are directional signs. Lueck noted he didn't think that directional signs are actually listed in the ordinance. He's not enthused about allowing a private sign on public property. Mark Buteyn felt it would be ok to go with the City's suggested size of 24" x 30".

Mark Buteyn questioned whether the City could put the signs up for them. Sue noted that in Ripon the City has put up signs for private organizations. Sue also suggested the City check with the DOT regarding City jurisdiction in the state right of way and whether a state permit is required.

Motion by Vanderkin, seconded by TerBeest to approve the placement of six directional signs

for the Central Wisconsin Christian School in public right of way in accordance with the submitted site plan subject to the following conditions:

1. The signs shall not exceed the dimensions of 24" x 30" and a maximum of 7' in height.
2. The school shall sign and record an indemnification agreement with the City of Waupun thereby assuring the school, not the City, would be responsible for any damage to vehicles, vehicle occupants or other personal property damage as a result of the sign located on the public right of way.
3. The City shall install said signs at the request of the school.
4. The location of said signs shall not be placed so as to obstruct or interfere with traffic visibility.
5. The school shall reimburse the City for its time and cost on erecting said signs.

Vote: Drews, Medema, TerBeest, Vanderkin, Flynn, Lueck, and Nickel – "AYE"

Motion carried, unanimously 7/0

5. Discuss / Approve Site Plan for Steve Guth

Steve Guth appeared and submitted a revised building floor plan for his proposed "Coffee on the Go" shop to be located west of Plum Drive and directly across the street from his Candy Shop. The new dimensions of the shop will now be 44' x 30'. His intent is to hire 12 new employees. The new building will include a drive thru coffee house and they will also sell popcorn and soda. There will be a restroom for the employees. There would also be a mechanical room. They may have some tables outside for public use but the building would not be open to the public. He hopes to have the slab and utilities in by October and hopes to open the business by late April.

Motion by Medema, seconded by Flynn to approve the revised building and floor plans for the new End of the Trail "Coffee on the Go" coffee shop as presented. Motion carried, unanimously. 7/0.

6. Motion by Lueck, seconded by Vanderkin to adjourn the meeting. Motion carried, meeting adjourned at 5:10 pm.

Fred Lueck,
Secretary



City of Waupun

201 E. Main Street
WAUPUN, WISCONSIN 53963
Phone: 920-324-7900
Fax: 920-324-7939

"Wild Goose Center of Wisconsin"

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 19th day of October, 2016 at 4:45 O'clock in the P.M., there will be considered the application for a Conditional Use Permit of:

1. Gysbers Jewelry at 305 E Main St. to install a projecting sign per Section 16.11(5)(e) of the 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 4th day of October, 2016

Susan Leahy
Zoning Administrator
City of Waupun

(PUBLISH October 12, 2016)

Fee: \$150.00 Paid: _____ Date: _____



CITY OF WAUPUN
201 E. Main Street
WAUPUN, WISCONSIN 53963

Conditional Use Permit Application

From: Gysbers Jewelry
(business name or individual)

Property Description and address:
305 E. Main St.

Conditional Use Requested:
Projecting Sign

Zoning Ordinance Section Involved:

Date Presented to Plan Commission: _____

CONDITIONAL USE: Granted Denied

Comments:

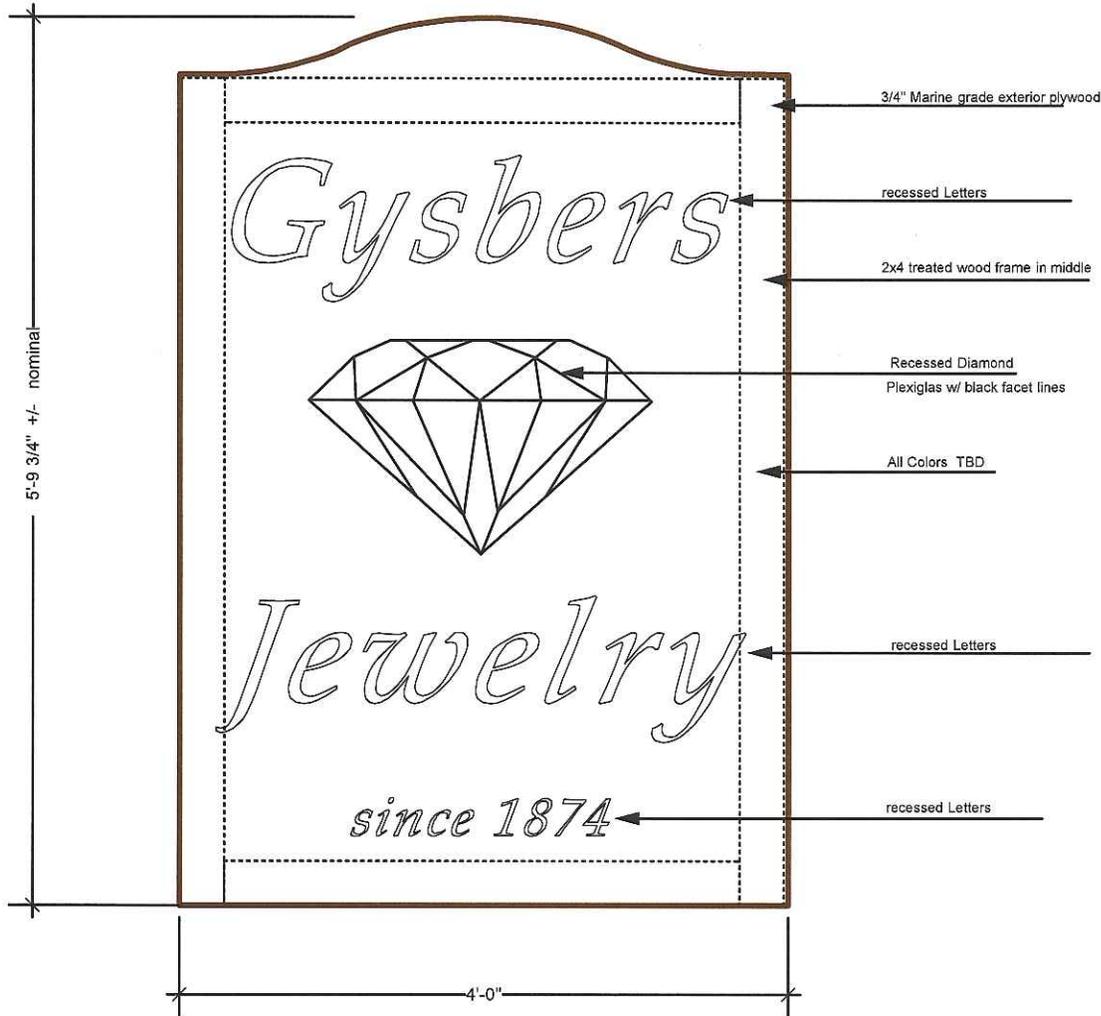
Signature of Applicant (s)

Forte Designs llc 2012 Saddlebrook Lane
Mequon Wi 53097 262 236 9469
Roy Biehl

forte' design

To:
Kate Bresser
Gysbers Jewelry

Quotation 4216
April 2 2016
This quote expires May 2 2016



Description

2 sided Sign of 3/4" Marine grade Plywood for exterior use, center of treated 2x4 boards for mounting to upper pole. pole by other, all primed, letters in color TBD, Backboard in color TBD, Diamond of "plexiglas / vinyl / polycarbonate" sandwich recessed into plywood with black facet lines mounting / installation by other, for pickup, no delivery 4-6 weeks lead time, less any applicable tax

Customer assumes liability for installation process and method and for any damage caused by installation.

\$3,200.00 less any applicable tax / 50% down / Balance on pickup

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Crystal Cabinet Works . Great Northern Cabinetry . Custom CNC Design
2012 West Saddlebrook Lane . Mequon Wi. www.fortedesign2012.com



Leaver Land Surveying, LLC

W8871 Gossfeld Lane, Beaver Dam, WI 53916 • 920.887.2401
E-mail: rjl@richleaver.com • Website: www.richleaver.com

5 October 2016

Plan Commission
c/o Trista Steinbach
City of Waupun
201 East Main St.
Waupun, WI 53963

RE: Letter of Intent for Pat Stanton of Stanton and Son LLC, for the Certified Survey Map (CSM) of Zero Lot Line Duplex, 11-15 Dogleg Ln., City of Waupun.

I herewith submit a letter of intent regarding the above named project for Pat Stanton to the City of Waupun Plan Commission.

Pat Stanton of Stanton and Son LLC has purchased Lot 1 of Fairway Estates. This is also addressed as 11-15 Dogleg Ln.

Mr. Stanton has just completed the new construction of a modern duplex unit in compliance with all applicable codes. Now it is his intent to split the lot and the duplex with a zero lot line certified survey map. This will provide for a recordable certified survey map at Fond du Lac County, and the provision of 2 newly described lots referenced with recording information.

It is the intent of Mr. Stanton to then sell the 2 units (and lots) separately to parties who have already spoken for the divided properties.

It is my understanding the fee for this submittal and review by the Plan Commission is \$130 payable to the City of Waupun, which will be paid as of the deadline date of 10/07/2016.

If you have any questions, please contact Mr. Stanton at 920-597-0107 or me at 920-887-2401. Pat Stanton will be at the next meeting of the Plan Commission on 10/19/2016 at 4:45 pm.

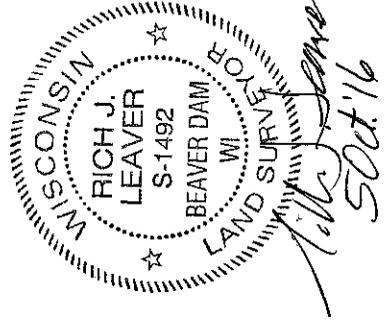
Sincerely,

Rich Leaver

cc via email: Dan Vande Zande, Sue Leahy, Trista Steinbach, Pat Stanton

CERTIFIED SURVEY MAP NO.

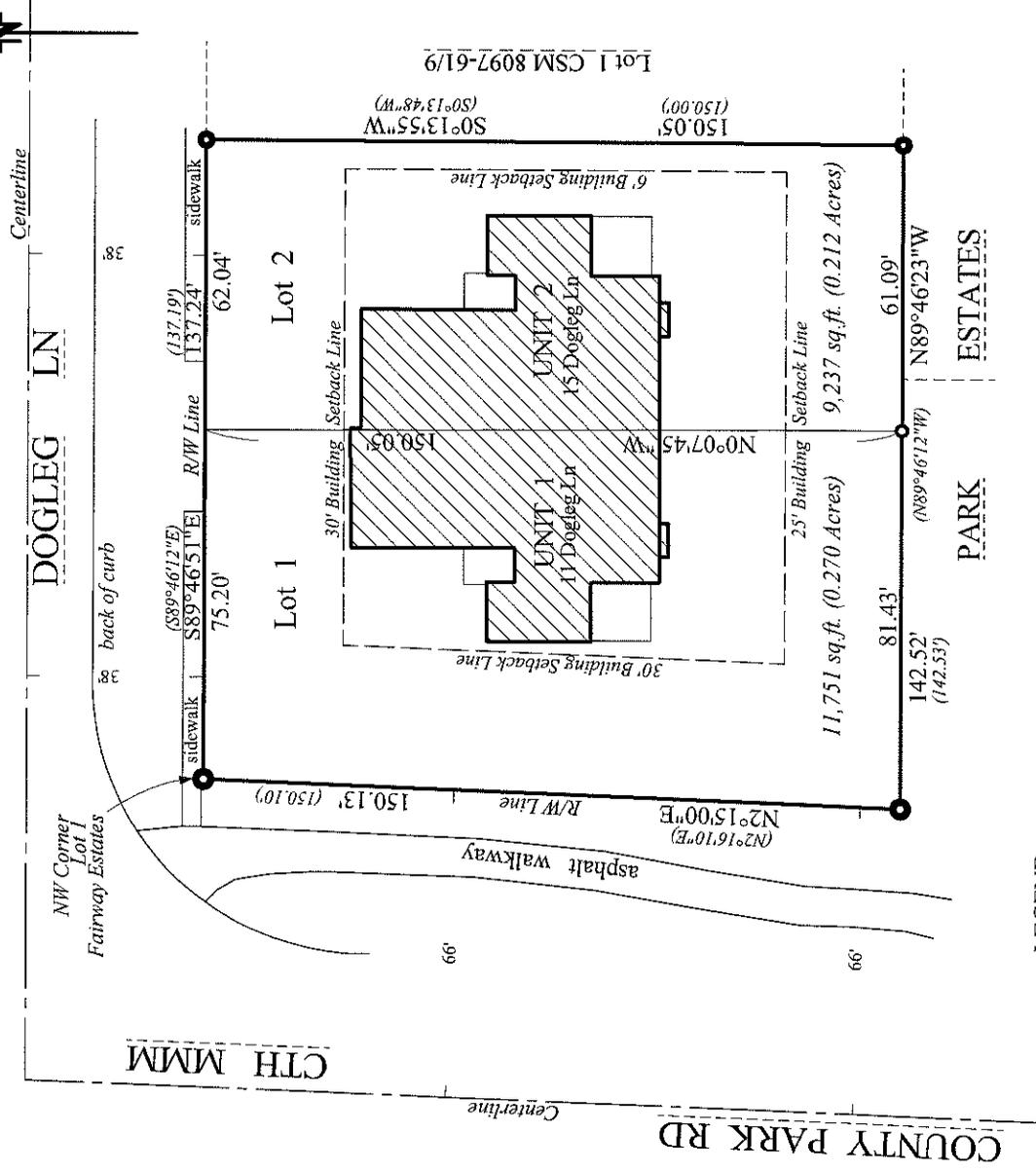
For Stanton & Son LLC
 Being a Re-Division of Lot 1 of Fairway Estates
 Located in the NE1/4-SW1/4 of Section 31, T14N-R15E,
 City of Waupun, Fond du Lac County, Wisconsin



Total Area Lots 1 and 2
 20,988 sq.ft. (0.482 Acres)

The line between Units 1 and 2 is the center of either the 2"x4" wall or the firewall. This line will also be indicated by a concrete seam in the shared concrete driveway, as I have marked in the field, north of Units 1 and 2.

Bearings are referenced to the Fond du Lac County Coordinate System, with a bearing of S89°46'51"E on the south right-of-way line of Dogleg Lane. Previously recorded bearings and/or distances are indicated in parentheses.



LEGEND

- 1" Iron Pipe Found
- 2" Iron Pipe Found
- 0.75"x 18" rebar weighing 1.5 lbs. per lineal foot placed w/orange plastic ID cap



CERTIFIED SURVEY MAP NO. _____

For Stanton & Son LLC
Being a Re-Division of Lot 1 of Fairway Estates
Located in the NE1/4-SW1/4 of Section 31, T14N-R15E,
City of Waupun, Fond du Lac County, Wisconsin

SURVEYOR'S CERTIFICATE

I, Rich J. Leaver, Wisconsin Licensed Land Surveyor, hereby certify that I have surveyed, divided and mapped a parcel of land by the direction of Patrick Stanton, representing the owner. This parcel is described and located as indicated above, and more particularly described as the following:

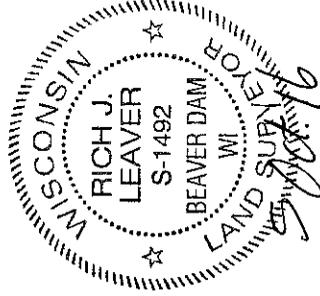
Beginning at the NW Corner of Lot 1 of the plat of Fairway Estates in the City of Waupun, thence S89°46'51"E, 137.24 feet along the south right-of-way line of Dogleg Lane to the NE Corner of Lot 1 of this plat;
hence S0°13'55"W, 150.05 feet to the SE Corner of Lot 1 on a line common with the plat of Park Estates;
thence N89°46'23"W, 142.52 feet along this common line to the SW Corner of Lot 1 on the easterly right-of-way line of County Park Road, also being County Highway MMM;
thence N2°15'00"E, 150.13 feet along this easterly right-of-way line to the point of beginning.
Bearings are referenced to the Fond du Lac County Coordinate System.

The above described parcel contains 20,988 square feet (0.482 acres) of land, and is subject to all easements, including a drainage or ditch easement, and including utility easements and restrictions, either recorded or unrecorded, if any. This parcel shall also comply with the restrictive covenants applicable to zero (0) lot line conditional use for the City of Waupun, Wisconsin.

I further certify that the information contained herein is a correct representation of the boundaries of the land surveyed, divided and mapped, and that I have fully complied with the provisions of Chapter 236.34 of the revised Wisconsin State Statutes, and the subdivision ordinances of the City of Waupun in surveying and mapping the same, to the best of my knowledge and belief.



Rich J. Leaver, WI LS-1492
Leaver Land Surveying LLC
W8871 Gossfeld Ln.
Beaver Dam, WI 53916
920-887-2401



Owner of Record
Stanton & Son LLC
N4982 Liner Rd.
Brandon, WI 53919

CITY OF WAUPUN CERTIFICATE

Approved by the City of Waupun this _____ day of _____ 2016,

Julie Nickel, Mayor

Angela Hull, City Clerk