

CITY OF WAUPUN
PLAN COMMISSION
MINUTES OF THE SEPTEMBER 18, 2013 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: Jodi Steger, Fred Lueck, Richard Flynn, and Derek Drews

Members Excused: Nancy Vanderkin, Scott Aylesworth, and Elton TerBeest

Staff Present: Mary Kay Vogel and Kyle Clark

3. Chairman Steger called for the approval of the minutes of the August 14, 2013 meeting. Mary Kay noted a word is missing in the Werner Harmsen Funeral Home Parking Lot Addition. The word "structure" is missing and should be inserted after the word remove in line #3. Motion by Drews, seconded by Lueck to approve the minutes of the August 14, 2013 meeting with the suggested change as noted above. Motion carried, unanimously.
4. Discuss / Approve site plan for the Waupun Aquatic Center on County Park Road. A site plan was submitted to the committee in advance for review. A staff memo was also included for review. The memo noted the site is included in a Conservancy Zoning District and parks and recreation areas are approved uses in this district. The memo also noted the City Ordinance does not include parking requirements for swimming pools. Thirty six stalls are proposed. If this does not prove to be adequate it will be reviewed in the future. The bathhouse and mechanical buildings are single story structures and the sign will contain 38.5 sq. ft.

Chairman Steger asked for comments or questions. No one from the public attended the open meeting. Lueck had a concern with the present zoning district. He read the purpose statement of the Conservancy District as noted in this ordinance and said that generally, conservancy districts are to be conserved, to preserve the natural scenic state and these areas zoned conservancy are generally void of structures, other than boathouses, piers, warfs, and other open type structures. Low land conservancy district may be subject to flooding or have wet soils unsuitable for structures among other things. The permitted use section of the conservancy district does not list permanent buildings as a permitted use. The Conditional Use section does list recreation buildings, etc. as a conditional use. Therefore, he feels a conditional use permit should have been obtained or the area rezoned out of the conservancy district to a more appropriate district where such use is allowed as a permitted use.

Kyle Clark and Mary Kay felt they were comfortable with the present zoning as most of the park is zoned conservancy and has or has had several buildings including pool over the years before it was annexed to the City and came in as lawful non-conforming structures. Kyle felt there is nothing that can be done now as they are going to start working on the site tomorrow.

Motion by Drews, seconded by Flynn to approve the site plan for the Waupun Family Aquatic Center in the Fond du Lac County Park.

Vote: Drews, Flynn, Steger – "AYE"

Lueck – abstain

Motion carried 3/0/1

5. Discuss possible ordinance change to Section 16.11 of the Municipal Code which pertains to signs, specifically type #8 for resthomes, lodges, and private non-profit clubs not to exceed 10 sq. ft. in area located on a premises. Kyle Clark indicated realtors and contractors have inquired as to the size and permit requirements for the sale or rental of apartments, condos, etc. Kyle indicated he drove around the City and found several such signs of varying sizes and provided a map of their locations.

Lueck questioned if the new proposed sign size means single faced or double faced signs. He also noted that he thought realtor signs were addressed in the revised zoning ordinance which seems to have been lost in space for about a year and a half. Kyle and Mary Kay said they have been discussing this issue with the City Attorney.

The Plan Commission decided to take no further action on the sign ordinance revision until the status of the revised zoning ordinance is resolved.

6. Discuss/Approve Preliminary Plat for Mayfair Estates. Lueck pointed out that again we are putting single family residential lots up against R-3 multi-family units which he feels is not good planning. In addition, the size of lots and their building envelopes are quite small even though they do comply with the present ordinance. He feels the lot sizes will only allow for manufactured or mobile home type structures and therefore more substandard housing in the City. He would like to see more local contractors building stick built homes and providing incomes for the local people than having a manufactured or mobile home hauled in one day and the contractor gone the next day. It will be difficult to build nice homes in this area when they butt up against multifamily units.

Kyle agreed the lots are small and Mary Kay noted the revised ordinance is to have larger sideyards on lots which may be a problem on these lots in the future. Kyle indicated he will contact MSA and discuss revising the lot sizes to make them larger. No further action will be taken on this proposed preliminary plat until the lot size issue is resolved.

7. Discuss/approve street name for proposed street in Mayfair Estates. After a short discussion "Seymour" would be suggested to the Council as a possible name for the East-West street in the proposed Mayfair Estates Plat.

Motion by Flynn, seconded by Lueck to recommend that the future East – West street in the future Mayfair Estates Plat be named "Seymour".

Vote: Flynn, Drews, Lueck, and Steger – "AYE"

Motion carried, unanimously.

8. Other business:

Fred Lueck pointed out that an apparent Quilting Studio and sign has been started in the former Howard Redman home on the corner of Reids Drive & Watertown Street without the proper Conditional Use Permit for a home occupation. Mary Kay said she would investigate the possible violation.

9. Motion by Flynn, seconded by Steger to adjourn the meeting, motion carried, meeting adjourned at 5:20 p.m.

Fred Lueck
Secretary



"Wild Goose Center of Wisconsin"



CITY of WAUPUN

201 E. Main Street
Waupun, WI 53963
FAX: (920) 324-7939

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 16th day of October, 2013, at 4:45 o'clock in the P.M., there will be considered the application for a Conditional Use Permit of:

1. Tammy Staniec to transfer an existing conditional use permit to operate a nail salon business from 208 E. Franklin St. to 704 Park St.

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 2nd day of October, 2013

Mary Kay Vogel
Zoning Administrator
City of Waupun

(PUBLISH October 9, 2013)

208 E. Franklin St
↳ Agency

Fee: \$150.00 Paid: \$150.00 Date: 9-16-13



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

Conditional Use Permit Application

From: Nails Envy - Tammy A. Staniec
(business name or individual)

Property Description and address:
704 Park St., Waupun
(Home)

Conditional Use Requested:
To continue to do manicures, nails, and pedicures in my home, same as currently doing them at 208 E. Franklin St address.

Zoning Ordinance Section Involved:
16.13 (4)

Date Presented to Plan Commission:

CONDITIONAL USE: Granted Denied

Comments:

Signature of Applicant (s)

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 16th day of October, 2013 at 4:45 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 13-

AN ORDINANCE TO AMEND CHAPTER SIXTEEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "ZONING ORDINANCE."

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

SECTION 1: Section 16.11(4) of the Municipal Code of the City of Waupun entitled "TYPES OF SIGNS, MAXIMUM SIZE AND LOCATION." is amended to:

Type 8. Signs advertising resthomes, lodges, apartment complexes and private non-profit clubs not exceeding 20 square feet in area per side located on the premises.

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

Enacted this day of, 2013

Jodi Steger
Mayor

ATTEST:
Angela 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.

Mary Kay Vogel
Zoning Administrator
City of Waupun
(PUBLISH October 5th and 12th, 2013)

****DRAFT****

ORDINANCE NUMBER 13-

AN ORDINANCE TO AMEND CHAPTER SIXTEEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "ZONING ORDINANCE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN DOES ORDAIN:

SECTION 1: Section 16.11(4) of the Municipal Code of the City of Waupun entitled "TYPES OF SIGNS, MAXIMUM SIZE AND LOCATION." is amended to repeal and recreate the subsection designated "Type 8" as follows:

Type 8. Signs advertising resthomes, lodges, multi-family dwellings and private non-profit clubs not exceeding 20 square feet in area per side located on the premises.

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

Enacted this _____ day of _____, 2013

Jodi Steger
Mayor

ATTEST:

Angela Hull
City Clerk

October 8, 2013

Waupun City Hall
201 E Main Street
Waupun, WI 53963
Attention: Trista

Re: Fox Valley Savings Bank – Roof Alteration
101 S. Madison Street
Waupun, WI 53963

Good morning Trista,

On behalf of LaMacchia Group, LLC we are submitting the attached package for Plan Commission review/approval at the next scheduled meeting of October 22nd.

Woods-Associates, Inc. has been retained as the Architect of Record by LaMacchia Group, a Milwaukee, WI based Design/Build firm, representing the Fox Valley Savings Bank. Joseph J. Minorik, VP Design is the contact person for LaMacchia Group, LLC and can be reached at 157 North Milwaukee Street, Milwaukee, WI 53202 or at 414-727-4380.

Please find attached drawings and renderings depicting our proposed roof addition design for the above referenced project.

Currently the building has a flat roof; Fox Valley Savings Bank would like to add a pitched roof over its existing structure to give the building a new look. It is also part of a maintenance program as they have experienced on-going roof leak issues throughout the building.

The existing roof structure would remain in place and the new roof structure will be placed over it. Our design team includes Spire Engineering, Inc. a Milwaukee based WI Licensed structural engineering consulting firm.

As part of the new roof we will be adding gutters and downspouts. I have talked to Dick Flynn, of Waupun Public Works, and he has given me some direction on where to route our new downspouts to the public sewer system.

As part of the roof addition, we will be adding a trellis at the front door along Madison Street. This will help screen the air conditioning units, (currently screened by a PVC fence), and add some interest and focus to the front of the building and a more welcoming front door experience.

We will also be placing a clerestory element on top of the current "tower" element; providing a prominent feature to the Bank.

The Bank is also reviewing options for an interior remodel as part of their overall plan; once a direction has been finalized we will share them with the City.

If you need any additional information to support our Plan Commission approval please let us know.

Thank you in advance.



John J. Bayer
Executive Vice President

**Plan Commission Review Set
 Existing Facility Remodel Project for:**

**FOX VALLEY
 SAVINGS BANK**

101 S Madison St, Waupun, WI

Woods-Associates, Inc.
 Architect / planner

9730 west bluemound road, suite 5 | milwaukee, wisconsin 53226
 414-291-0772 | www.woods-associates.net

CONTACT INFORMATION:

**DESIGNER/ BUILDER
 & OWNER REPRESENTATIVE:**
 LAMACCHIA GROUP, INC.
 157 N Milwaukee St
 Milwaukee, WI 53202
 (414) 223-4400

CONTACT: JOE MINORIK
 VP OF DESIGN

PHONE: (414) 727-4380

ARCHITECT:

WOODS-ASSOCIATES, INC.
 9730 W. BLUEMOUND ROAD,
 SUITE 5
 MILWAUKEE, WI 53226
 (414) 291-0772

ENGINEER:

SPIRE ENGINEERING, INC.
 130 W BRUCE STREET
 SUITE 420
 MILWAUKEE, WI 53204
 (414) 278-9200

GENERAL INFORMATION:

NEW ROOF CONSTRUCTION
 W/ NEW ENTRY COLUMNS CONSTRUCTION

DRAWING INDEX:

G-100 TITLE SHEET

ARCHITECTURAL:

- A-050 RENDERING FROM NORTHWEST
- A-051 RENDERING FROM SOUTHWEST
- A-100 EXISTING SITE PLAN BY OTHERS
- A-101 PROPOSED SITE PLAN
- A-200 EXISTING EXTERIOR ELEVATIONS
- A-201 EXISTING EXTERIOR ELEVATIONS
- A-202 PROPOSED EXTERIOR ELEVATIONS
- A-203 PROPOSED EXTERIOR ELEVATIONS



TITLE SHEET

FOX VALLEY
 SAVINGS BANK
 WAUPUN, WI

REVISIONS:
 25% REVIEW:
 50% REVIEW:
 90% REVIEW:
 100% REVIEW:
 PERMIT ISSUE:

PROJECT NO.: 19-12
 DRAWN BY: J.M.H.



G100

PETERSON-TWOHIG & DUE INC.
 ARCHITECTS
 FOND DU LAC, WISCONSIN 54601



PROJECT TITLE
 RENOVATION AND ADDITION AND LOAN
 FIRST FEDERAL SAVINGS AND LOAN
 WAUPUN, WISCONSIN

DATE
 MAY 1977

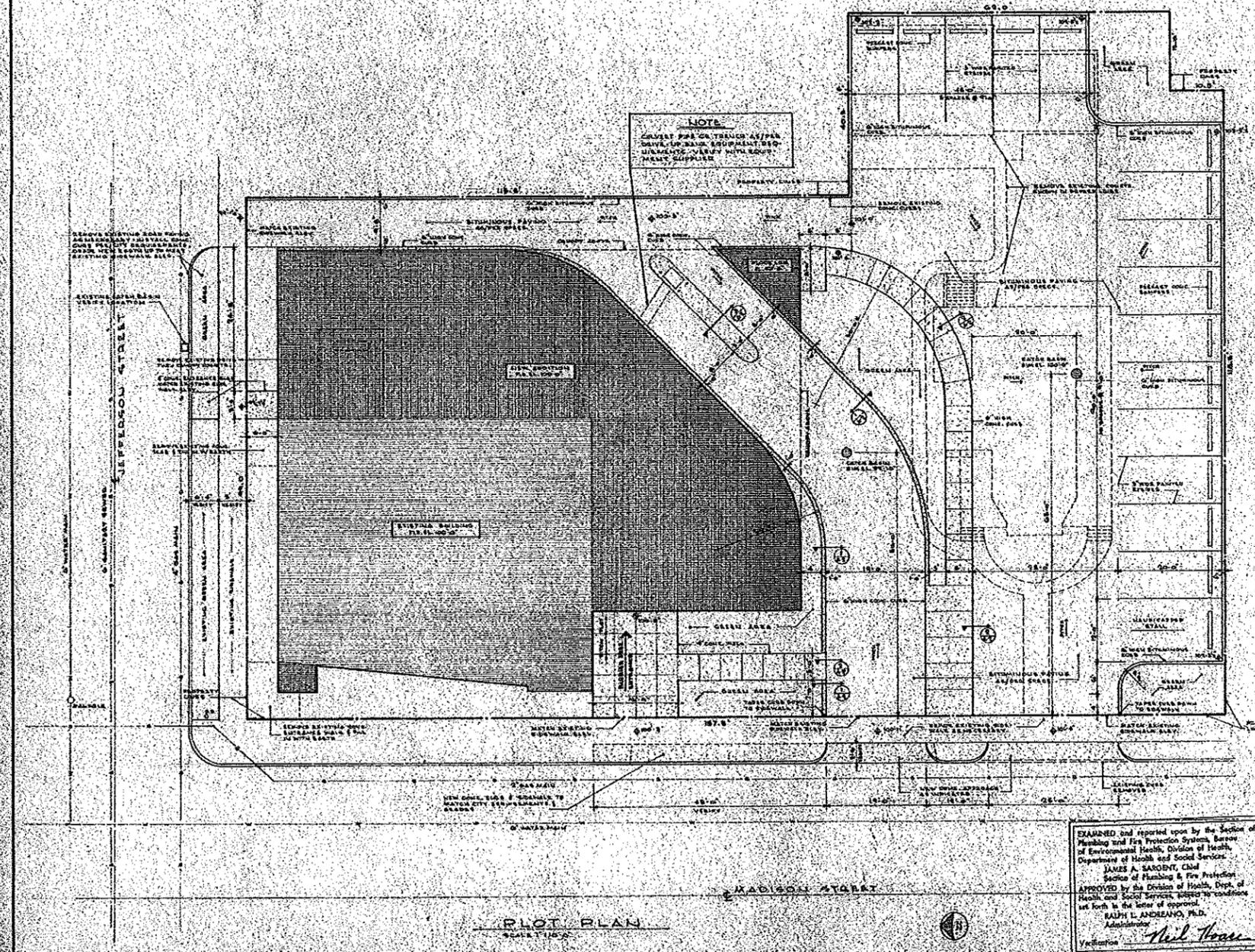
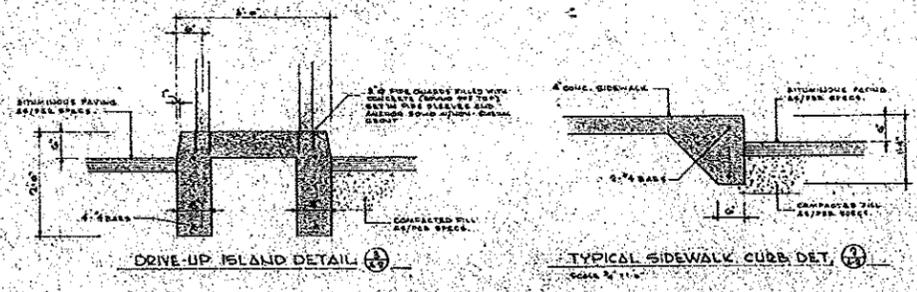
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SHEET NUMBER
 A-2
 OF
 A-7

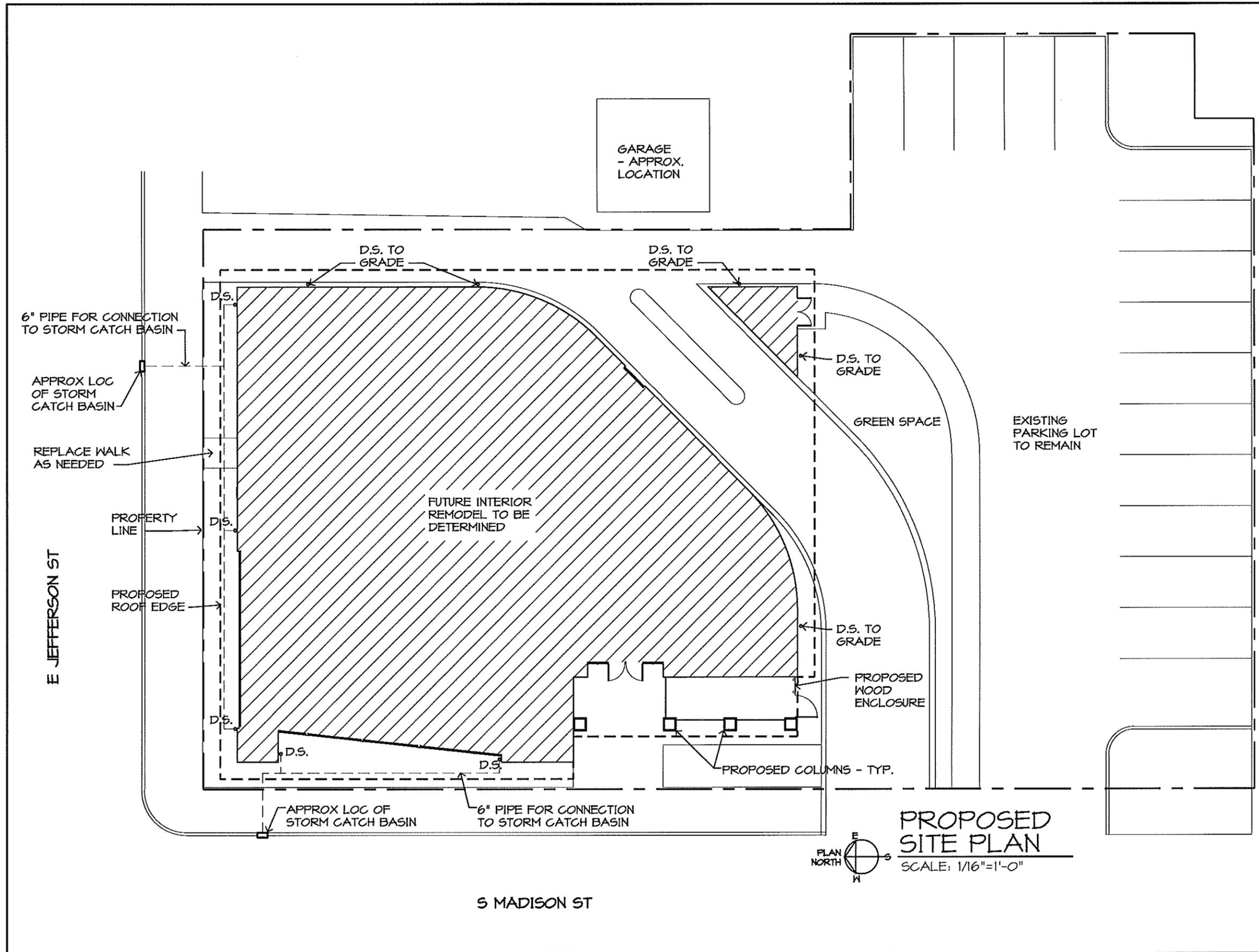
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 20% REVIEW
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 BID ISSUE
 PERMIT ISSUE

PROJECT NO.: 19-12
 DRAWN BY: JWH

A100



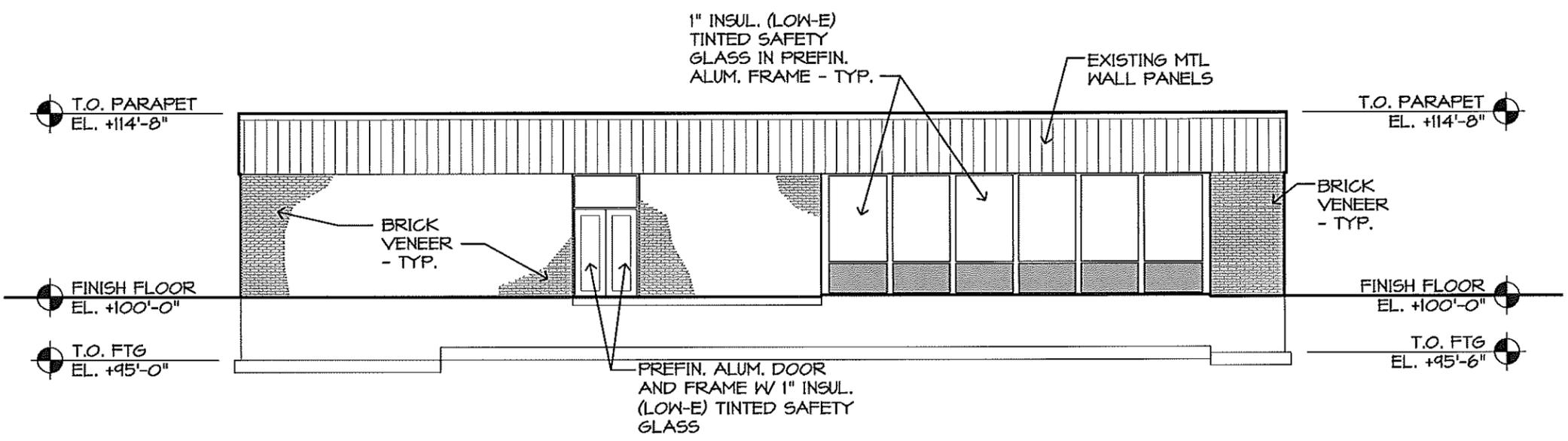
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 - DRAWING SHOWN FOR REFERENCE ONLY



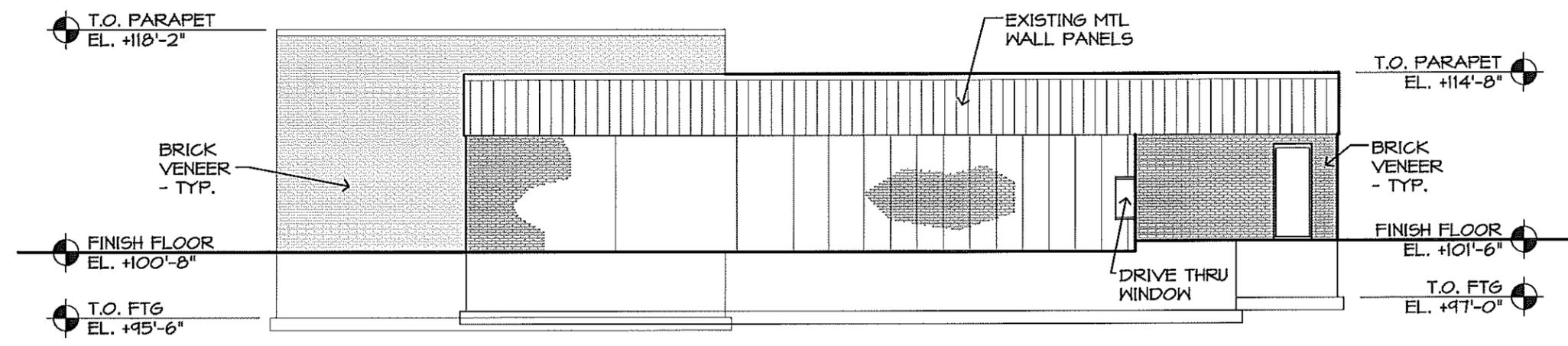
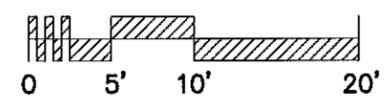
PROPOSED SITE PLAN
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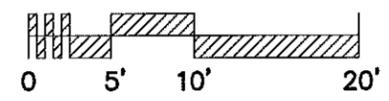
S MADISON ST



EXISTING NORTH ELEVATION
 SCALE: 3/32"=1'-0"



EXISTING SOUTH ELEVATION
 SCALE: 3/32"=1'-0"

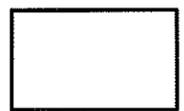


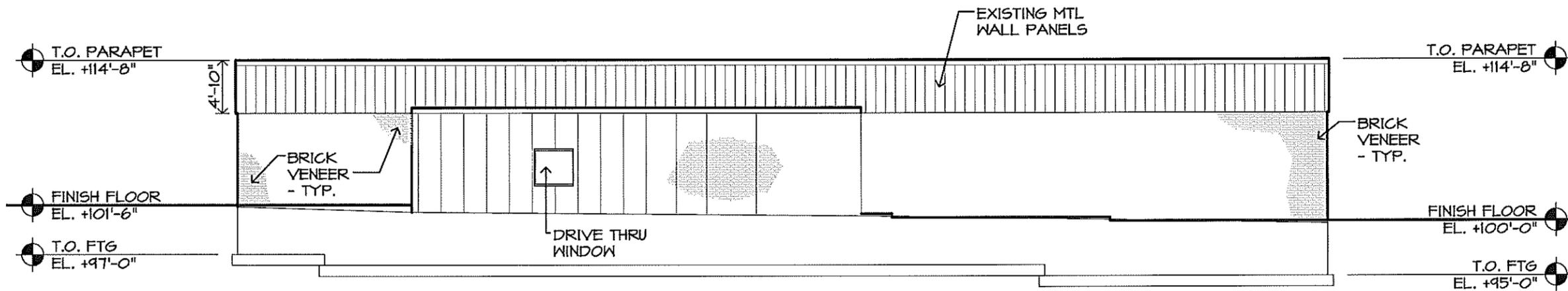
Woods-Associates, Inc.
 architect planner
 9730 west bluemoor road, suite 5 | milwaukee, wisconsin 53226
 414-291-0772 | www.woods-associates.net

EXISTING EXTERIOR ELEVATIONS
FOX VALLEY SAVINGS BANK
 WAUPUN, WI

REVISIONS:
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 50% REVIEW
 100% REVIEW
 BID ISSUE
 PERMIT ISSUE

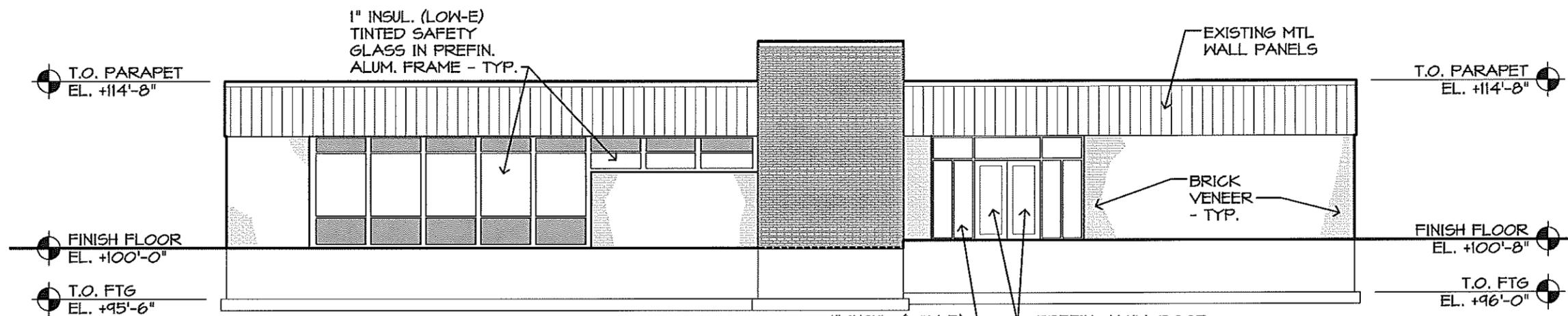
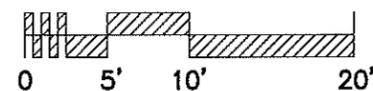
PROJECT NO.: 15-12
 DRAWN BY: JWH





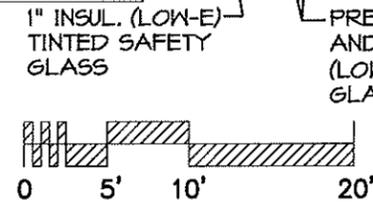
EXISTING EAST ELEVATION

SCALE: 3/32"=1'-0"



EXISTING WEST ELEVATION

SCALE: 3/32"=1'-0"

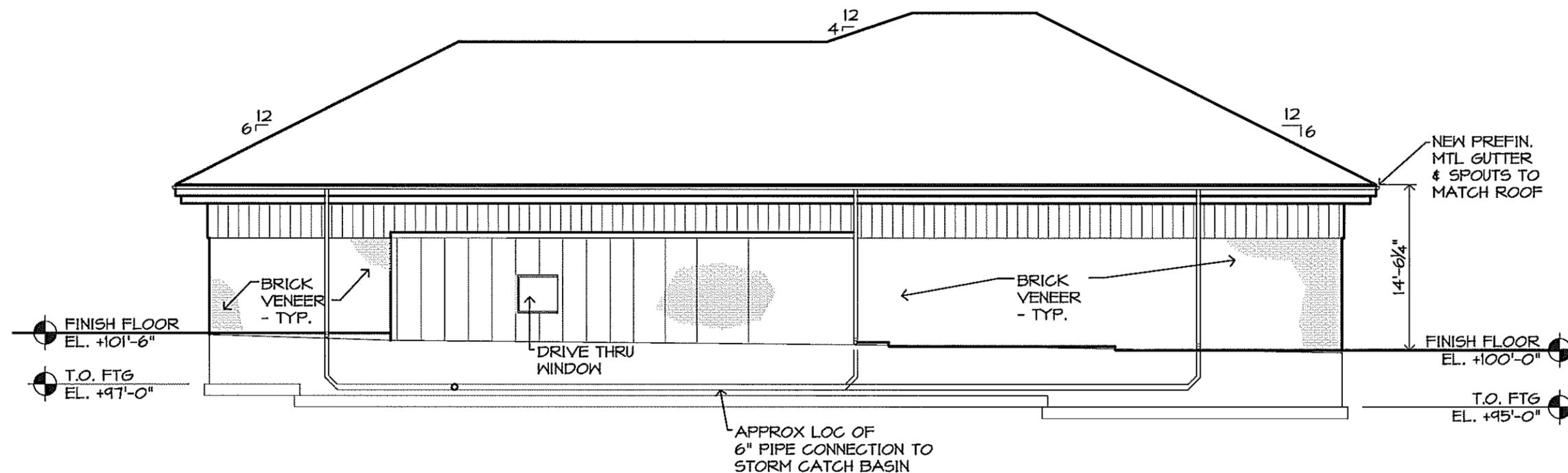


EXISTING EXTERIOR ELEVATIONS
**FOX VALLEY
 SAVINGS BANK
 WAUPUN, WI**

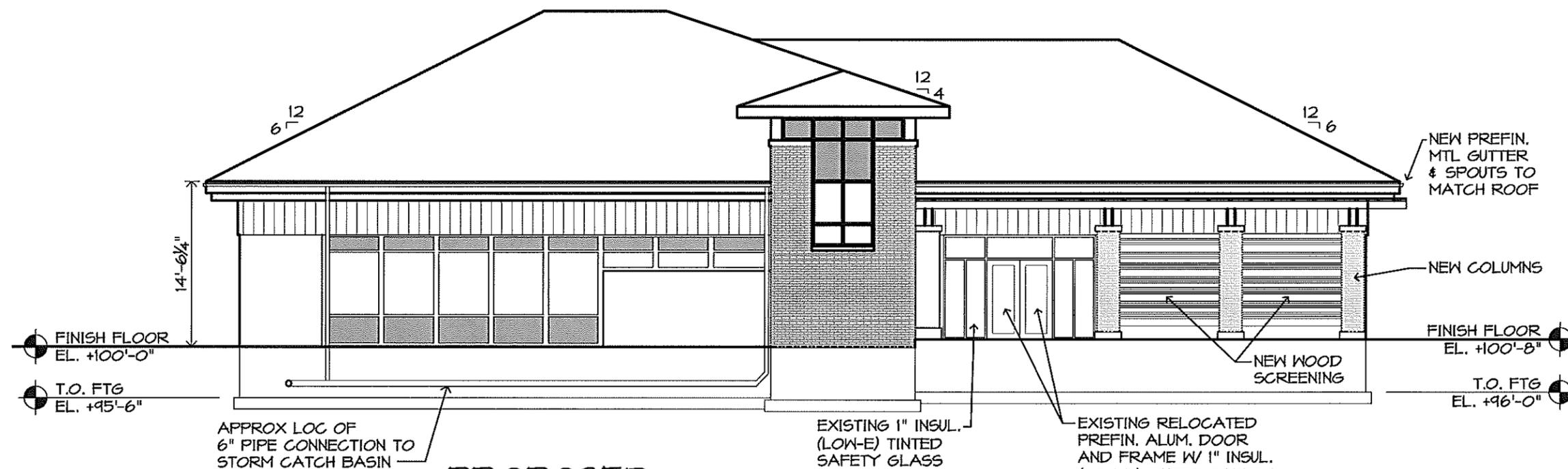
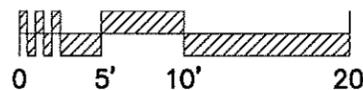
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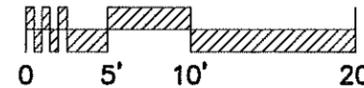




PROPOSED EAST ELEVATION
 SCALE: 3/32"=1'-0"



PROPOSED WEST ELEVATION
 SCALE: 3/32"=1'-0"

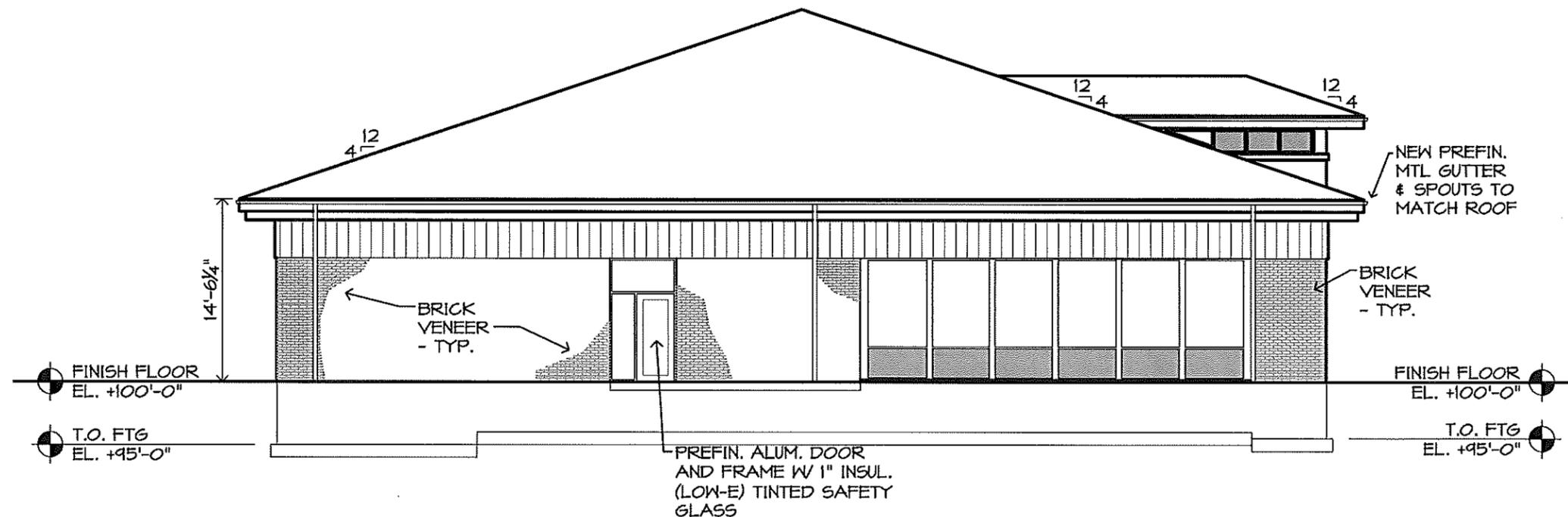


PROPOSED EXTERIOR ELEVATIONS
FOX VALLEY SAVINGS BANK
 WAUPUN, WI

REVISIONS:
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 50% REVIEW
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 100% REVIEW
 BID ISSUE
 PERMIT ISSUE

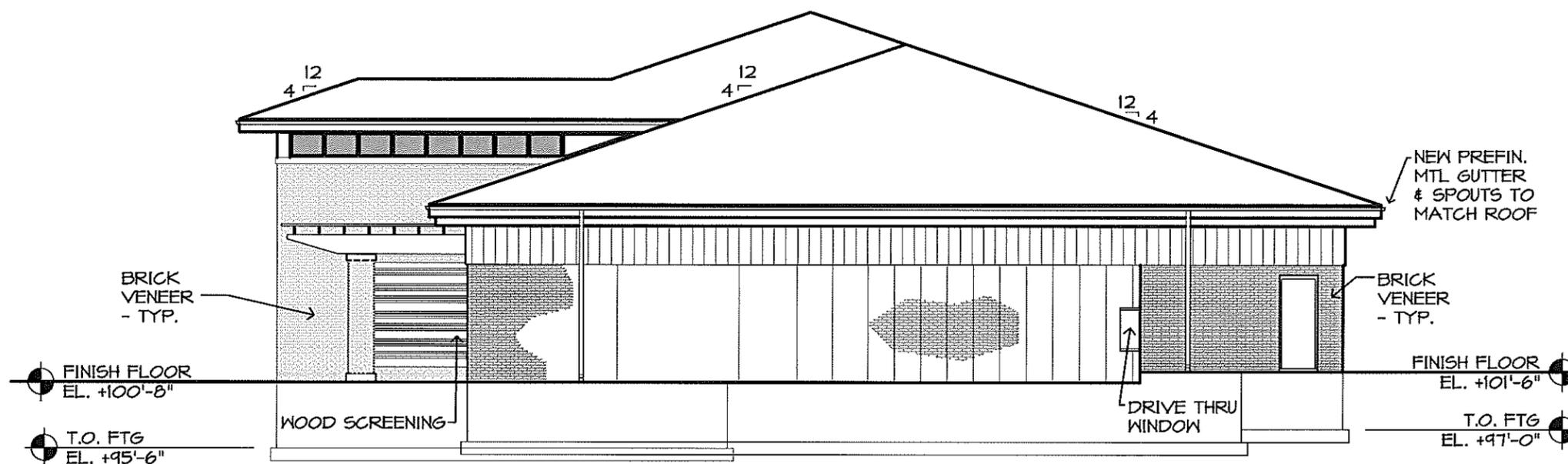
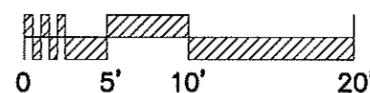
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 DRAWN BY: JWH





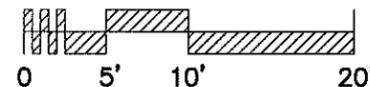
PROPOSED NORTH ELEVATION

SCALE: 3/32"=1'-0"



PROPOSED SOUTH ELEVATION

SCALE: 3/32"=1'-0"



Woods-Associates, Inc.
 architect \ planner

9730 west bluemound road, suite 5 j milwaukee, wisconsin 53226
 414-291-0772 | www.woods-associates.net

PROPOSED EXTERIOR ELEVATIONS
FOX VALLEY SAVINGS BANK
 WAUPUN, WI

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PROJECT NO.: 19-12
 DRAWN BY: JWH



Accel Automotive Repair LLC
99 Fond du Lac Street
Waupun Wi 53963

Accel Automotive is requesting a permit to add a lean too off the back of our building for storage and cleanliness purposes. The structure will be made of wood framing and steel exterior to match the existing building. Attached is a rough sketch of addition from builder and location on plot map.

Contact:

Jim Viola
920-324-4540

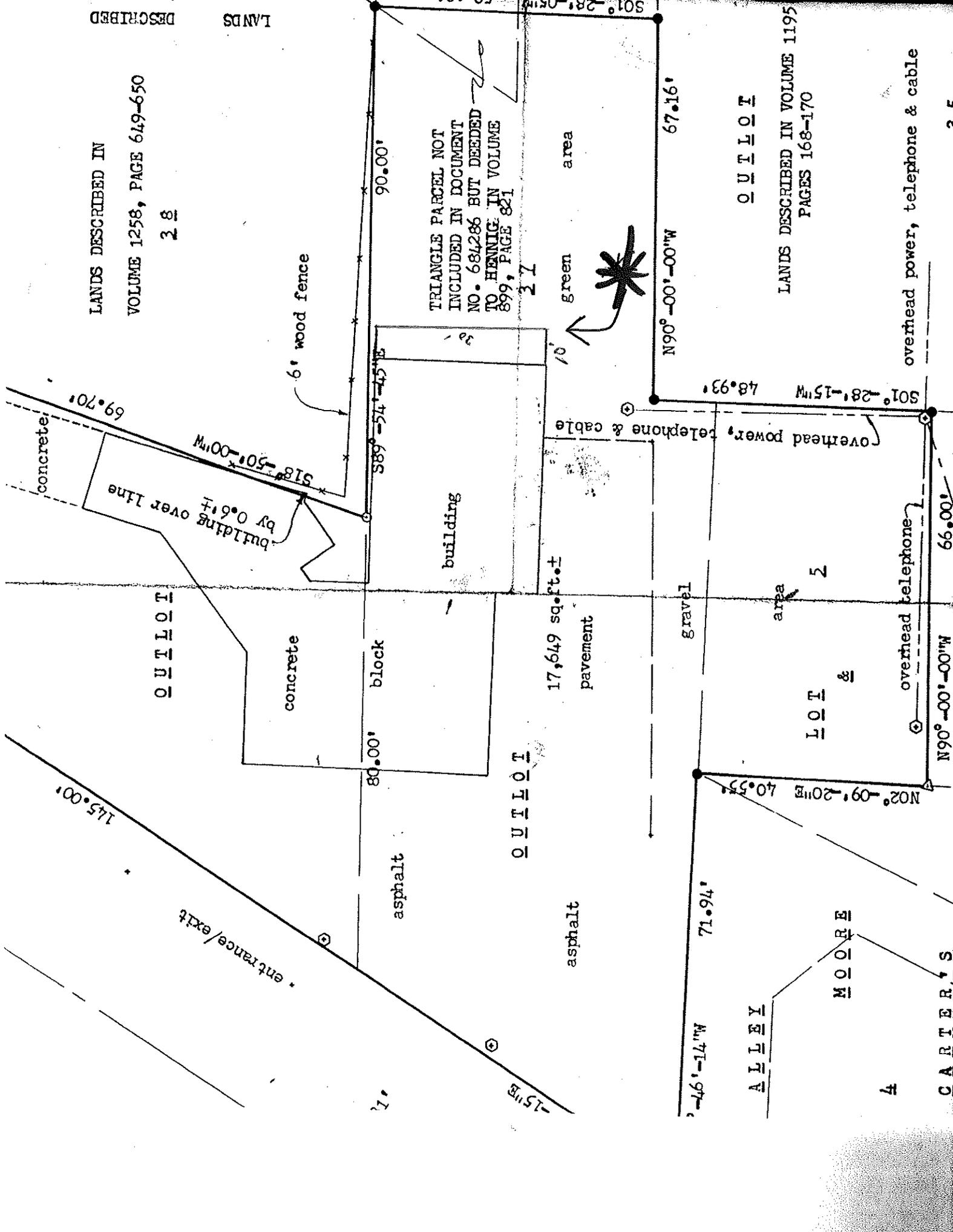
LANDS DESCRIBED IN

VOLUME 1258, PAGE 649-650

28

LANDS DESCRIBED IN

LANDS



TRIANGLE PARCEL NOT
 INCLUDED IN DOCUMENT
 NO. 684286 BUT DEEDED
 TO HENNIG IN VOLUME
 899, PAGE 821

27

O U T L O T

LANDS DESCRIBED IN VOLUME 1195
 PAGES 168-170

overhead power, telephone & cable

O U T L O T

concrete

block

building

17,649 sq. ft. ±

pavement

O U T L O T

asphalt

gravel

area

L O T &

overhead telephone

N90°-00'-00"W

66.00'

S01°-28'-15"W

48.93'

N90°-00'-00"W

67.16'

S01°-28'-05"W

50.10'

entrance/exist

145.00'

concrete

69.70'

building over line
 by 0.6 F
 518'-50'-00"W

889'-54'-45"E

90.00'

6" wood fence

15'±

N46°-14"W

71.94'

N02°-09'-20"E 40.55'

A L L E Y

M O O R E

4

C A R T E R ' S

