

CITY OF WAUPUN  
PLAN COMMISSION  
MINUTES OF THE OCTOBER 16, 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, Nancy Vanderkin, Elton TerBeest, and Derek Drews

Member Excused: Scott Aylesworth

Staff Present: Mary Kay Vogel and Kyle Clark

3. Chairman Steger called for the approval of the minutes of the September 18, 2013 meeting. Motion by TerBeest, seconded by Vanderkin to approve the minutes of the September 18, 2013 meeting. Motion carried, unanimously.

4. Public Hearing -- Conditional Use Permit Application for Tammy Staniec to operate a nail salon as a home occupation at 704 Park St. Chairman Steger read the call of the hearing and its purpose. City Zoning Administrator passed out a memo to the committee explaining the proposed request. The business is presently operated at 208 E Franklin St. under a Conditional Use Permit granted in 2007. Mary Kay noted the property at 704 Park St. is zoned R-4 and home occupations are permitted in all residential districts provided conditions listed in Section 16.13 of the Zoning Ordinance are met. Ms. Staniec said she has a manicurist license and also has a license from the State of Wisconsin.

She submitted a floor plan with no dimensions so it cannot be determined if the home occupation will exceed 25% of the home floor area. Her equipment consists of a vented nail table and two chairs. She said her home occupation does not create excessive noise, vibration or heat. She also has an air purifier to control dust and odor. She has room for one client car in her driveway. She also proposes a 2 sq. ft carved stone sign for her business. She also understands she needs city plumbing and electrical inspections as well as an inspection by the Fire Department. Mary Kay noted that two (2) neighbors contacted her and they have concerns about having a business in their residential area and the potential of their property values being devaluated.

Lueck noted that barber shops and beauty parlors are prohibited as a home occupation Beauty Parlors are generally defined as a place of business for hair, stylists, manicurist and foot and other beauty aids. Ms. Staniec noted she will not sell any products from her home. No further facts were presented for or against this proposal so Chairman Steger declared the hearing closed.

Motion by Vanderkin, seconded by Drews to grant a Conditional Use Permit to Tammy Staniec to operate a nail salon at 704 Park Street subject to the following conditions:

1. The Conditional Use Permit for Ms. Staniec to operate a nail salon at 208 E Franklin St. shall become null and void and cease to exist upon opening a new nail salon at 704 Park St. as a home occupation.
2. The applicant shall prove to the City Zoning Administrator that the total area devoted to this home occupation does not exceed 25% of the floor area of the home involved excluding the garage.
3. The home occupation shall comply with all provisions of Section 16.13 of the Zoning Code pertaining to home occupation.
4. Non resident employees are not permitted.

5. Electrical, plumbing, and Fire Department inspections must be made and approved prior to opening this new home occupation

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

5. Public Hearing – Change to sign ordinance, Section 16.11(4) of the Municipal Code. Chairman Steger read the call of the hearing and its purpose. City Administrator Kyle Clark noted that Dave Decker, a developer in the City asked about sign size and permit requirements for signs for apartments, etc. He is proposing a 3' x 6' = 18 sq. ft. sign for his new apartment buildings.

Kyle noted Section 16.11(4) of the municipal code of the City of Waupun refers to types of signs. He pointed out that a Type 8 sign is one allowed for advertising resthomes, lodges, apartment complexes, and private non-profit clubs which shall not exceed 20 sq. ft. in area per side located on the premises. Lueck pointed out that the language in the proposed ordinance amendment appears to be outdated. Terms like resthomes, lodges and private non-profit clubs should be removed and updated to nursing homes, assisting living facilities, Alzheimer's and similar facilities as well as condos, and senior living facilities should also be included in the proposed provision. No further facts were presented for or against the proposed ordinance amendment so Chairman Steger declared the hearing closed.

Motion by Lueck, seconded by TerBeest to provide a favorable recommendation to the City Council to amend Section 16.11 (4) of the Municipal Code of the City of Waupun entitled “Type of Signs, maximum size and location to amend and repeal and recreate the subsection designated “Type 8” as follows:

Type 8 Signs advertising nursing homes, assisted living facilities, Alzheimer's care, and similar facilities, as well as apartment complexes, condos, senior living facilities not exceeding 20 sq. ft. in area per side located on the premises.

Vote: Drews, TerBeest, Vanderkin, Flynn, Lueck, and Steger – “AYE”  
Motion carried, unanimously.

6. Discuss/Approve Site Plan for Fox Valley Savings Bank at 101 S. Madison St. The project manager representing the Fox Valley Saving bank explained the proposed roof alteration. Currently the building has a flat roof and they would like a pitched roof over the 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 will remain in place and the new roof structure will be placed over it. New gutters and downspouts will also be added. The maximum height of the roof will be 29'.

They will be adding a trellis at the front door along Madison St. and screen the AC unit. They will also be placing a decorative element on top of the current tower element, providing a prominent feature to the bank. Power lines will also be removed and placed underground. Mary Kay noted the present zoning code allows a maximum of 50' in height and they are only going to 29'. All other yard and setback requirements will be met.

Motion by Vanderkin, seconded by Flynn to approve the site plan for Fox Valley Savings Bank at 101 S. Madison St. as presented.

Vote: TerBeest, Vanderkin, Flynn, Lueck, Steger – “AYE”  
Drews – abstain  
Motion carried 5/0/1

7. Discuss/approve site plan for Accell Automotive Repair, LLC at 99 Fond du Lac St.

Jim Viola from Accell Automotive appeared and requested a permit to add a lean too off the back of his building for storage and cleanliness purposes. The structure will be made of wood framing and steel exterior to match the existing building. The addition would be approximately 30' long and 11' 6" high and slanting to 9' in height. The addition will not be heated. Mary Kay noted that Mr. Viola should meet with her to discuss yard and setback requirements for the addition.

Motion by TerBeest, seconded by Vanderkin to approve the site plan for Accell Automotive Repair LLC at 99 Fond du Lac St. on the condition they meet with the City Zoning Administrator to confirm the location and possible yard requirements.

Vote: Drews, TerBeest, Vanderkin, Flynn, Lueck, and Steger – “AYE”  
Motion carried 6/0.

8. Motion by Lueck, seconded by Drews to adjourn the meeting, motion carried, meeting adjourned at 5:07 p.m.

Fred Lueck  
Secretary

## **Memo**

**To:** Plan Commission  
**From:** Mary Kay Vogel, Zoning Administrator  
**Date:** November 11, 2013  
**Re:** 932 East Main Street, Zoning Review for Site Plan Approval

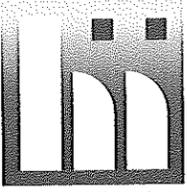
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Property is zoned PD – Planned Development. Drive-in restaurant is a similar in use as permitted use in the B-4 INTERCHANGE BUSINESS DISTRICT. Standards for lot area, coverage, setbacks, parking and screening of the B-4 District will be applied.

Part of the proposal is to upgrade the accessibility to and in the business. The accessible parking stalls will be repainted and the route will be accommodated better. Also proposed is updating the exterior. The trash enclosure is planned to be razed and rebuilt too.

The signage will be reviewed separately when more details are furnished.

**Recommendation:** Approval



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 Architecture • Engineering • Interiors

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KELLY AVE.

**SITE LAYOUT PLAN KEYED NOTES:**  
 THE FOLLOWING NOTES ARE ENCLOSED WITH A (X) SYMBOL:

- ① DEMO EXISTING TRASH ENCLOSURE AND CONCRETE PAD. PATCH ASPHALT AS REQUIRED.
- ② DEMO EXISTING MENU BOARD AND C.O.D. VERIFY W/ OWNER IF EQUIPMENT IS TO BE SAVED. REPLACE WITH NEW OPO AUTOMATIC MENU BOARD.
- ③ DEMO EXISTING CURBING AS INDICATED THIS. PATCH ASPHALT AS REQUIRED.
- ④ REMOVE EXISTING PARKING LOT STRIPING AS INDICATED. RESEAL LOT AS REQUIRED. SEE KEYED NOTE 9.
- ⑤ NOT USED.
- ⑥ EXISTING ROAD SIGN TO REMAIN. REPLACE EXISTING READER BOARD WITH ELECTRONIC READER BOARD.
- ⑦ NEW CONCRETE CURBS. CONTRACTOR OPTION: 6x18 PER DETAIL 2/SD-4 OR EXTRUDED CURB & GUTTER PER DETAIL 3/SD-4.
- ⑧ PARKING LOT STRIPING AND ACCESSIBLE PARKING COLOR: WHITE. LOT STRIPING TO REMAIN SHALL BE REPAINTED SIMILAR TO EXISTING AFTER RESURFACING (SEE KEYED NOTE 9).
- ⑨ PATCH, SEAL COAT, AND RESTRIPE ENTIRE PARKING LOT.
- ⑩ DRIVE-THRU WINDOW TO WINDOW DISTANCE 47'-2". (EXISTING TO REMAIN).
- ⑪ DRIVE-THRU LANE CENTERLINE DISTANCE FROM CASH BOOTH TO PRIMARY C.O.D. 87'-6". (EXISTING TO REMAIN).
- ⑫ NEW TRASH ENCLOSURE. SEE SHEET SD-5.
- ⑬ NEW CONCRETE PAD AT NEW TRASH AND STORAGE ENCLOSURE. SEE SHEET SD-5.

**SITE LAYOUT PLAN ACCESSIBILITY KEYED NOTES:**  
 THE FOLLOWING NOTES ARE ENCLOSED WITH A (A) SYMBOL:

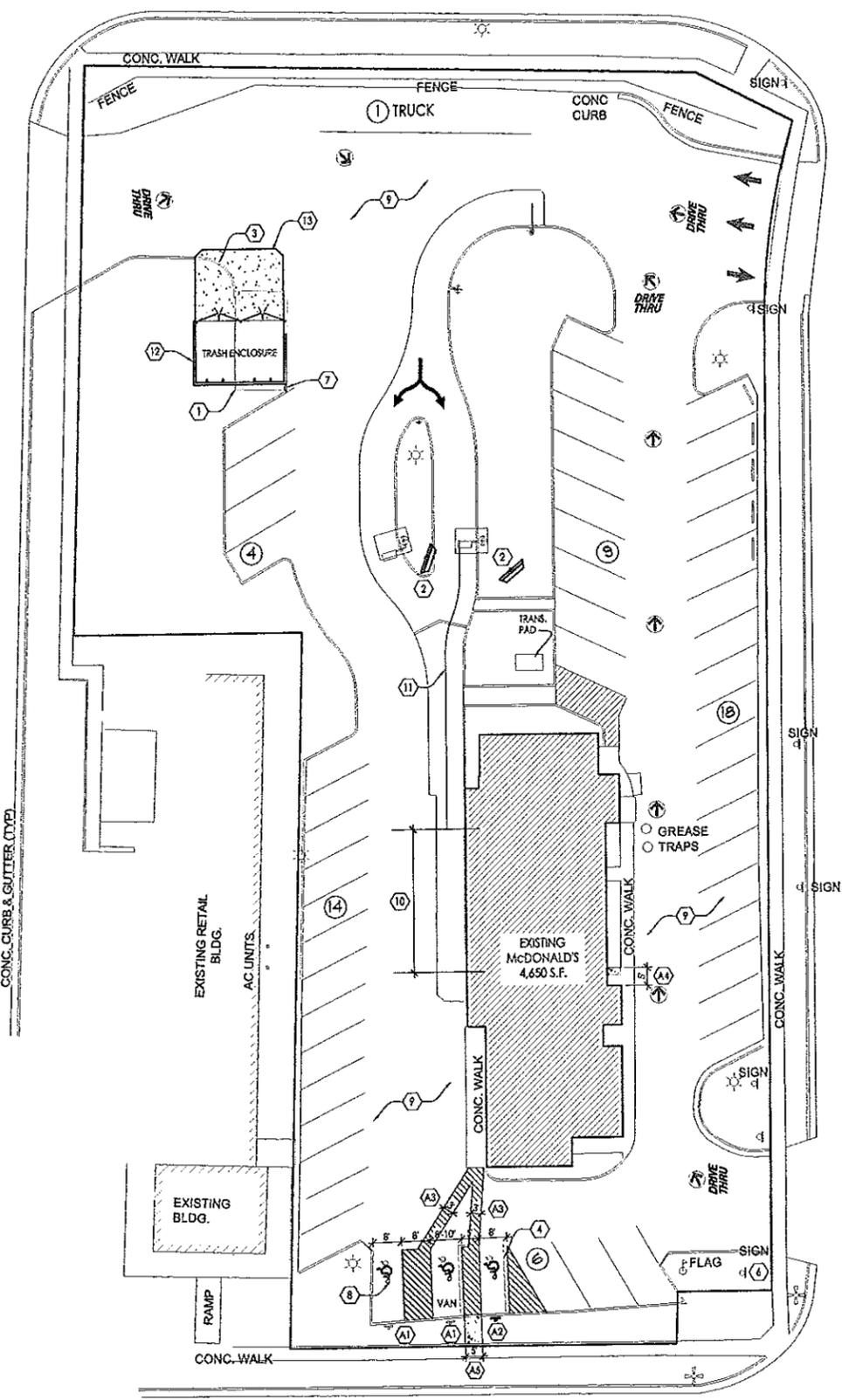
- A1 ADJUST ACCESSIBLE PARKING SPACE SIGNAGE SO AS BOTTOM OF LOWEST SIGN IS 5'-0" ABOVE ASPHALT GRADE. VERIFY WITH LOCAL MUNICIPALITY IF "TINE" SIGN IS REQ'D.
- A2 NEW ACCESSIBLE PARKING SPACE SIGNAGE ATTACHED TO NEW BOLLARD PER DETAIL 1/SD-3. MOUNT SIGNS SO AS BOTTOM OF LOWEST SIGN IS 5'-0" ABOVE ASPHALT GRADE. VERIFY WITH LOCAL MUNICIPALITY IF "TINE" SIGN IS REQ'D.
- A3 NEW 3' WIDE STRIPED ACCESSIBLE ROUTE. PAINT COLOR: WHITE.
- A4 NEW CONCRETE WALK (5% MAX. RUNNING SLOPE, 2% CROSS SLOPE, MAX.) W/ NON-SLIP BROOM FINISH. TOOLED JOINTS TO BE 1/4 DEPTH OF SLAB. JOINTS IN CONC. AT 5'-0" O.C. OR AS ILLUSTRATED ON PLAN. SEE DETAILS 4/SD-4 & 7/SD-4.
- A5 NEW PEDESTRIAN CONNECTION TO PUBLIC SIDEWALK (5% MAX. RUNNING SLOPE, 2% CROSS SLOPE, MAX.) W/ NON-SLIP BROOM FINISH. TOOLED JOINTS TO BE 1/4 DEPTH OF SLAB. JOINTS IN CONC. AT 5'-0" O.C. OR AS ILLUSTRATED ON PLAN. PROVIDE CURB CUT AT EXISTING CURB. SEE DETAILS 6/SD-4 & 7/SD-4.

**GENERAL NOTE:**

- 1. THIS PLAN BASED ON SURVEY PREPARED BY SIGMA DEVELOPMENT, INC., DATED MARCH 19, 2008.

EXISTING PARKING COUNT:  
 (52) PARKING SPACES, (5) OF WHICH ARE ADA ACCESSIBLE

PLUM DR.



GATEWAY DR.

S.T.H. "49" EAST MAIN ST.

SITE PLAN  
 SCALE: 1" = 20'-0"



SITE LAYOUT PLAN  
 McDONALD'S BUILDING REMODEL #480286  
 932 E. MAIN ST.  
 WAUPUN, WI

NO.	DATE	REVISIONS DESCRIPTION

DATE: 10-08-13  
 PROJ. NO.: 480286  
 DRAWN BY: SPS  
 SHEET

C-1.1





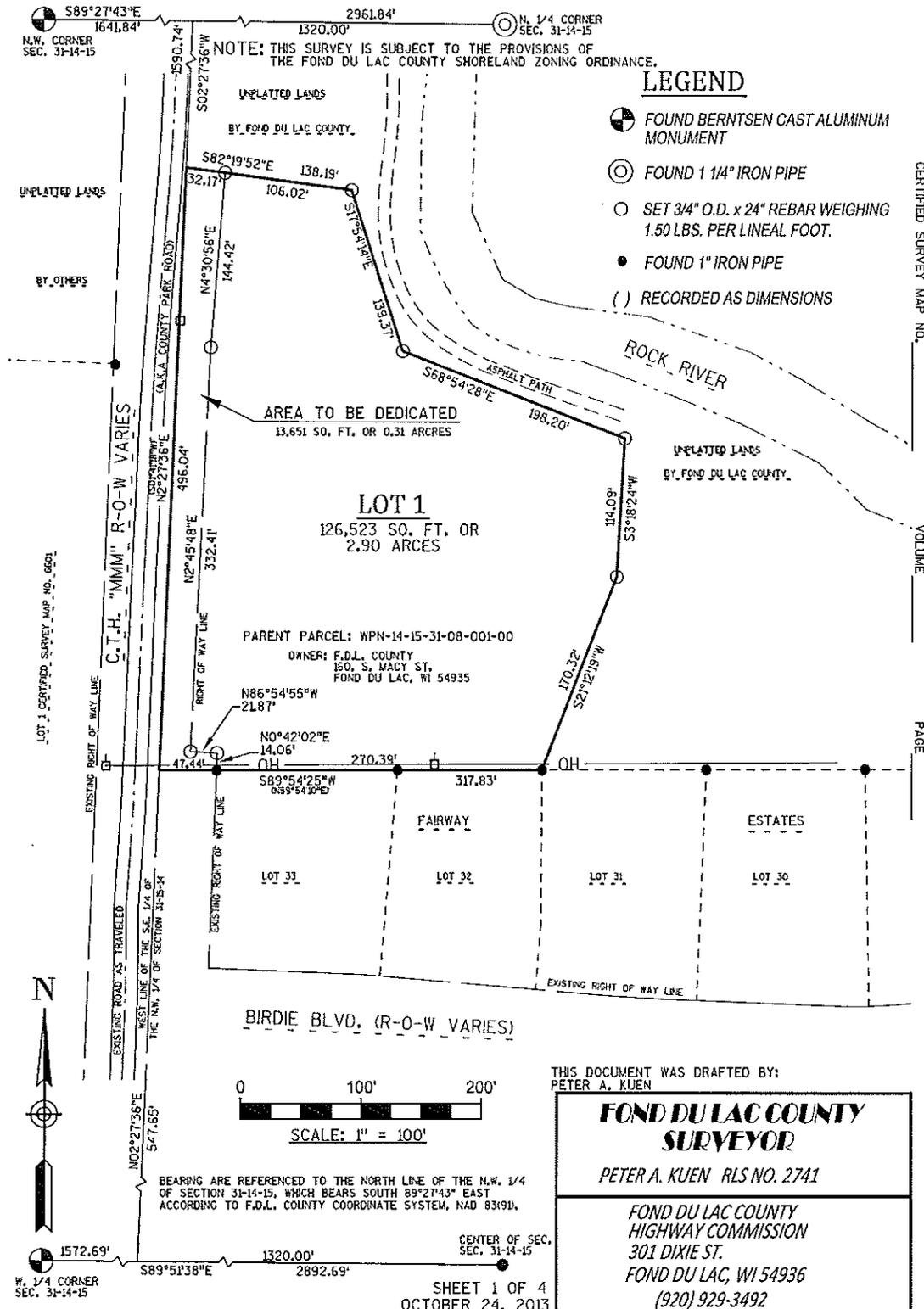


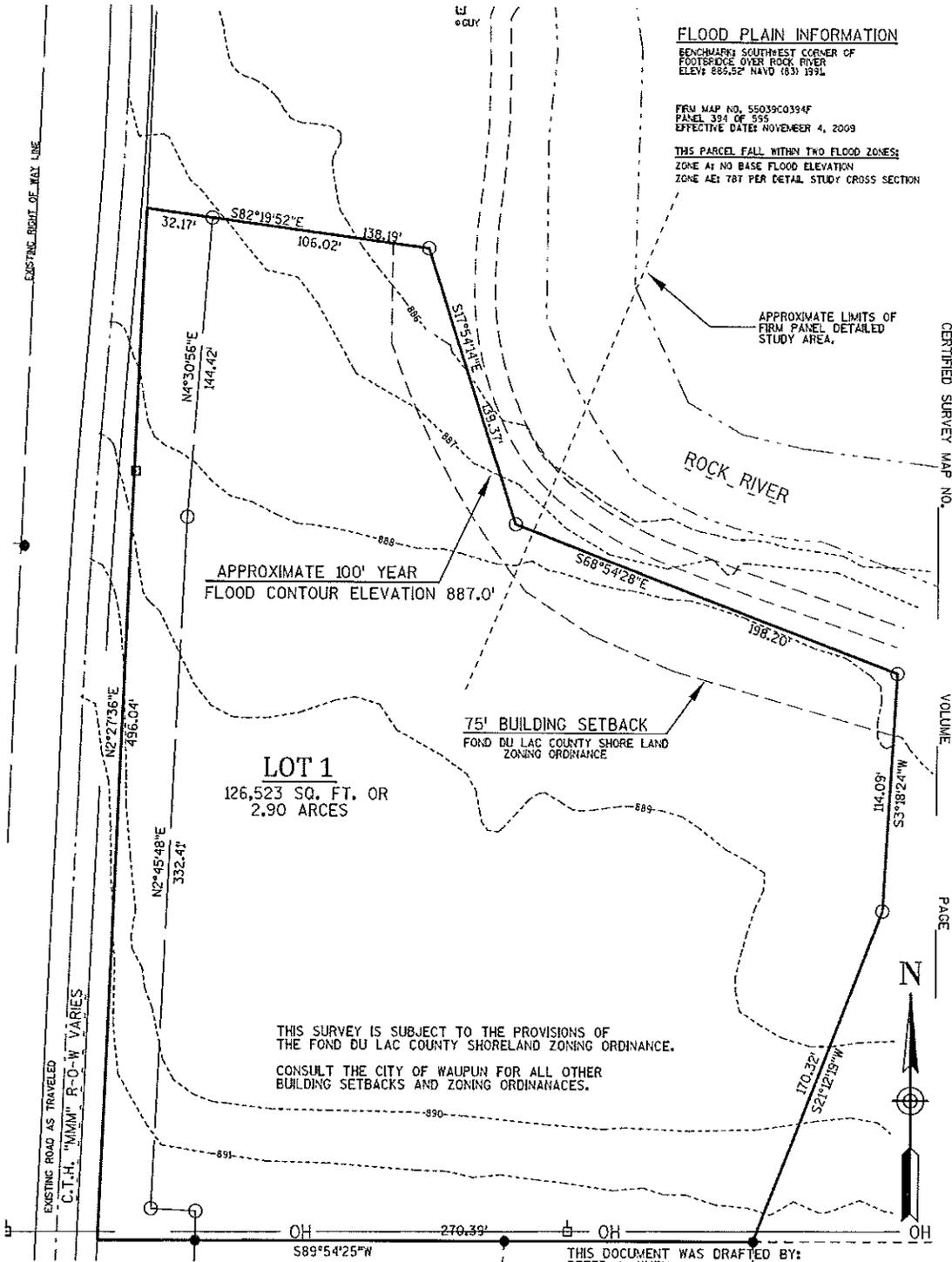


PRELIMINARY, FOR REVIEW ONLY

# CERTIFIED SURVEY MAP

A PARCEL OF LAND BEING PART OF THE S.E. 1/4 OF THE FRACTIONAL N.W. 1/4 OF SECTION 31, TOWN 14 NORTH, RANGE 15 EAST, IN THE CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.





**FLOOD PLAIN INFORMATION**

BENCHMARK: SOUTHWEST CORNER OF  
FOOTBRIDGE OVER ROCK RIVER  
ELEV: 885.52' NAVD (83) 1991

FIRM MAP NO. 56039C0394F  
PANEL 394 OF 555  
EFFECTIVE DATE: NOVEMBER 4, 2009

THIS PARCEL FALLS WITHIN TWO FLOOD ZONES:  
ZONE AE: NO BASE FLOOD ELEVATION  
ZONE AE1: 787 PER DETAIL STUDY CROSS SECTION

APPROXIMATE LIMITS OF  
FIRM PANEL DETAILED  
STUDY AREA.

APPROXIMATE 100' YEAR  
FLOOD CONTOUR ELEVATION 887.0'

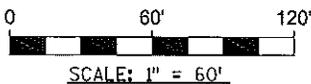
**LOT 1**  
126,523 SQ. FT. OR  
2.90 ACRES

75' BUILDING SETBACK  
FOND DU LAC COUNTY SHORELAND  
ZONING ORDINANCE

THIS SURVEY IS SUBJECT TO THE PROVISIONS OF  
THE FOND DU LAC COUNTY SHORELAND ZONING ORDINANCE.  
CONSULT THE CITY OF WAUPUN FOR ALL OTHER  
BUILDING SETBACKS AND ZONING ORDINANCES.

THIS DOCUMENT WAS DRAFTED BY:  
PETER A. KUEN

**CERTIFIED SURVEY MAP**  
A PARCEL OF LAND BEING PART OF THE S.E. 1/4 OF THE FRACTIONAL  
N.W. 1/4 OF SECTION 31, TOWN 14 NORTH, RANGE 15 EAST, IN THE CITY  
OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.



SHEET 2 OF 4  
OCTOBER 24, 2013

<p><b>FOND DU LAC COUNTY SURVEYOR</b></p> <p>PETER A. KUEN RLS NO. 2741</p>
<p>FOND DU LAC COUNTY HIGHWAY COMMISSION 301 DIXIE ST. FOND DU LAC, WI 54936 (920) 929-3492</p>

# CERTIFIED SURVEY MAP

A PARCEL OF LAND BEING PART OF THE S.E. 1/4 OF THE FRACTIONAL  
N.W. 1/4 OF SECTION 31, TOWN 14 NORTH, RANGE 15 EAST, IN THE CITY  
OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.

## SURVEYOR'S CERTIFICATE

I, PETER. A. KUEN, WISCONSIN REGISTERED LAND SURVEYOR NO. 2741, HEREBY CERTIFY:

THAT I HAVE SURVEYED, DIVIDED, DEDICATED AND MAPPED A PARCEL OF LAND DESCRIBED BELOW.

THAT I HAVE MADE SUCH SURVEY UNDER THE DIRECTION OF SAM TOBIAS, FOND DU LAC COUNTY  
PLANNING AND PARKS DIRECTOR, WHICH IS BOUNDED AND DESCRIBED AS FOLLOWS:

A PARCEL OF LAND BEING PART OF THE S.E. 1/4 OF THE FRACTIONAL N.W. 1/4 OF SECTION 31, TOWN  
14 NORTH, RANGE 15 EAST, IN THE CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN IS MORE  
PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 31; THENCE SOUTH 89°27'43" EAST ALONG  
THE NORTH LINE OF SAID N.W. 1/4, 1641.84 FEET; THENCE SOUTH 02°27'36" WEST ALONG THE WEST  
LINE OF THE N.E. 1/4 AND ALSO THE S.E. 1/4 OF THE FRACTIONAL N.W. 1/4, 1590.74 FEET TO THE  
PLACE OF BEGINNING OF THE PARCEL TO BE DESCRIBED; THENCE SOUTH 82°19'52" EAST 138.19 FEET;  
THENCE SOUTH 17°54'14" EAST 139.37 FEET; THENCE SOUTH 68°54'28" EAST 198.20 FEET; THENCE SOUTH  
03°18'24" WEST 114.09 FEET; THENCE SOUTH 21°12'19" WEST 170.32 FEET TO A POINT ON THE NORTH  
LINE OF FAIRWAY ESTATES SUBDIVISION PLAT, POINT IS ALSO COMMON WITH LOTS 31 AND 32 IN SAID  
PLAT; THENCE SOUTH 89°54'25" WEST ALONG SAID NORTH LINE, 317.83 FEET TO A POINT ON THE WEST  
LINE OF THE S.E. 1/4 OF THE FRACTIONAL N.W. 1/4; THENCE NORTH 02°27'36" EAST ALONG SAID 1/4 -  
1/4 SECTION LINE, 496.04 FEET TO THE PLACE OF BEGINNING.

SAID PARCEL CONTAINS 140,174 SQUARE FEET OR 3.21 ACRES MORE OR LESS AND IS SUBJECT TO RIGHT  
OF WAYS, EASEMENTS AND RESTRICTIONS IN USE OR OF RECORD.

I FURTHER CERTIFY THAT THIS MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES  
THEREOF ACCORDING TO OFFICIAL PUBLIC RECORDS AND THAT I HAVE COMPLIED WITH THE PROVISIONS OF  
CHAPTER 236 OF THE WISCONSIN STATE STATUTES AND THE SUBDIVISION CONTROL ORDINANCE OF THE  
CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN TO THE BEST OF MY KNOWLEDGE AND BELIEF.

\_\_\_\_\_  
PETER A. KUEN  
REGISTERED LAND SURVEYOR S-2741

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

VOLUME \_\_\_\_\_

PAGE \_\_\_\_\_

# CERTIFIED SURVEY MAP

A PARCEL OF LAND BEING PART OF THE S.E. 1/4 OF THE FRACTIONAL  
N.W. 1/4 OF SECTION 31, TOWN 14 NORTH, RANGE 15 EAST, IN THE CITY  
OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.

## OWNER'S CERTIFICATE

AS CHAIRMAN OF THE FOND DU LAC COUNTY BOARD AND FOND DU LAC COUNTY CLERK, OWNERS, WE DO HEREBY CERTIFY THAT WE CAUSED THIS LAND SHOWN AND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, DEDICATED AND MAPPED AS REPRESENTED ON THIS CERTIFIED SURVEY MAP, IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE OF THE CITY OF WAUPUN AND CHAPTER 236 OF THE WISCONSIN STATUTES. WE ALSO CERTIFY THAT THIS MAP IS REQUIRED TO BE SUBMITTED TO THE FOLLOW AGENCIES FOR APPROVAL:

CITY OF WAUPUN PLANNING COMMISSION  
FOND DU LAC COUNTY HIGHWAY DEPARTMENT

WITNESS THE HAND AND SEAL OF SAID AGENTS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
MARTIN FARRELL, COUNTY BOARD CHAIRMAN

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
LISA FREIBERG, COUNTY CLERK

STATE OF WISCONSIN )  
                          ) SS  
FOND DU LAC COUNTY)

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013, THE ABOVE MARTIN FARRELL AND LISA FREIBERG, TO ME KNOWN TO BE THE SAME PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGE THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF WISCONSIN

\_\_\_\_\_  
MY COMMISSION EXPIRES

## CITY OF WAUPUN PLANNING COMMISSION CERTIFICATE

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

\_\_\_\_\_  
MAYOR, JODI STEGER

\_\_\_\_\_  
CITY ADMINISTRATOR, KYLE CLARK

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

VOLUME \_\_\_\_\_

PAGE \_\_\_\_\_