



# City of Waupun

201 E. Main Street  
WAUPUN, WISCONSIN 53963  
Phone: 920-324-7917  
Fax: 920-324-7939

*"Wild Goose Center of Wisconsin"*

May 1, 2018

TO: Zoning Board of Appeals Members

FROM: Kunkel Engineering, Zoning Administrator

SUBJECT: Zoning Board of Appeals meeting scheduled for Monday, May 7, 2018 at 4:30 p.m. in the Council Chambers, City Hall, Waupun.

## AGENDA

1. Recognition of Mayoral Appointment of Council Members and Citizens to the Zoning Board of Appeals.
2. Recognition of Mayoral appointment of Chairman to the Zoning Board of Appeals.
3. Designation of the day of the month and time to hold the Zoning Board of Appeals meeting.
4. Call to Order
5. Roll Call
6. Approve minutes of the March 5, 2018 meeting.
7. Discuss / Approve Variance request of the Waupun Area School District to exceed the height of an accessory structure by 7' 3", per Municipal Code Section 16.03(c)(iv)
8. Adjournment

Cc Mayor & Common Council  
City Attorney  
Department Managers  
Media

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-324-7900.



City of Waupun  
201 E. Main Street  
Waupun, WI 53963  
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[www.cityofwaupun.org](http://www.cityofwaupun.org)

To: Chairman Frank Mesa  
Cc: Trista Steinbach, Admin. Assistant  
From: Angie Hull, City Clerk  
Date: April 17, 2018  
  
RE: Waupun Zoning Board of Appeals  
2018-2019 Boards, Committees, Commissions

At the April 17, 2018 Common Council Organizational Meeting, the Common Council approved the Mayoral appointments to the Boards, Commissions, and Committees.

At your first Board meeting in May, please place as the first items on the agenda:

- 1) Recognition of Mayoral Appointment of Council Members and Citizens to the Zoning Board of Appeals
- 2) Recognition of Mayoral appointment of Chairman to the Zoning Board of Appeals
- 3) Designation of the day of the month and time to hold the Zoning Board of Appeals Meeting

**Zoning Board of Appeals– 3 Yr. Terms**

(The Board of Zoning Appeals shall consist of 5 members and an alternate. The alternate shall act with full power when a member of the Board is absent or refuses to vote because of interest. Simultaneous membership on the Board of Zoning Appeals and Plan Commission is permissible.) The Mayor appoints the Chairperson.

Citizen	4-30-19	Mark Nickel	
Citizen	4-30-20	Dick Walters	
Citizen	4-30-21	Frank Mesa	Chairman (Mayor appoints Chairman)
Citizen	4-30-20	Jon Dobbratz	
Citizen Alternate	4-30-21	Dylan Weber	
Council Member		Michael Matoushek	
Public Works Dir., Ex Officio			
Utility Manager, Ex Officio			

City of Waupun Zoning Board of Appeals  
Minutes of March 5, 2018

1. Call to Order:
  - a. Chairman Mesa called The Zoning Board of Appeals meeting at 4:30 p.m.
2. Roll Call:
  - a. Members Present: Frank Mesa, Mark Nickel, Dick Walters, Merlin Schouten, Jon Dobbratz and Mike Matoushek, Jr.
  - b. Also Present: John Lust, Zoning Administrator, Kathy Schlieve, City Administrator and Mayor Julie Nickel
3. Approve Minutes of November 20, 2017 meeting.
  - a. Schouten made a motion to approve the November 20, 2017 meeting minutes, Walters seconded. Motion carried.
4. Public Hearing:
  - a. Mesa read Request: Discuss/Approve Variance of ACS/RBSH LLC at 918 and 919 Taft Lane to reduce the required setback from 30' to 25' per Municipal Code Section 16.03 (2)(c)(ii)
  - b. Schouten noted that construction had commenced and questioned why the variance request was not requested before construction began.
  - c. Administrator Schlieve explained that we had a change of zoning/building inspector and under the previous inspector/zoning administrator the plans were approved and the setback error was missed. This impacts future construction on the street and the city is seeking approval of this variance based on an error by the city.
  - d. Nickel made a motion to approve variance as requested. Schouten 2nd . Roll Call: Mesa – Aye, Walters – Aye, Dobbratz – Aye, Schouten – Aye, Nickel – Aye s. 5-Ayes, 0 Nays. Motion carried.
5. Other Business
  - a. John Lust, building inspector/zoning administrator noted that Waupun's front setback is different than other surrounding communities, noting that most communities require a 25' not a 30' setback. Lust suggested that the city consider changing to the 25' setback to accommodate the needs of homeowners.
  - b. Discussion about the rationale for the current setback occurred and the group felt that there should be consideration given to the recommendation.
  - c. Administrator Schlieve will incorporate into our ordinance review and bring back for further action to appropriate committees.
6. Adjournment:
  - a. Schouten made a motion to adjourn, Walters seconded.
  - b. Meeting adjourned at 4:50 p.m. Motion carried.

Prepared by: Kathy Schlieve, City Administrator



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## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that at a meeting of the Zoning Board of Appeals of the City of Waupun, to be held in the Council Chambers in the City Hall of the City of Waupun on Monday, the 6<sup>th</sup> day of May, 2018 at 4:30 o'clock in the P.M., there will be considered the application for a Variance of:

1. Waupun Area Junior and Senior High School at 801 E. Lincoln St. to exceed the height of an accessory structure by 7' 3", per Municipal Code Section 16.03(c)(iv).

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

Dated this April 24, 2018

Rob Froh  
Zoning Administrator  
City of Waupun

(PUBLISH, April 30, 2018)

Fee: \$150.00

Paid: ✓ #107122

Date: 4/16/18



## CITY OF WAUPUN

201 E. Main Street

WAUPUN, WISCONSIN 53963

# VARIANCE APPLICATION

From: Waupun Area Junior and Senior High School

(business name or individual)

**Property Description and address:**

801 E LINCOLN ST WAUPUN WI 53963

LOCATED IN THE SW 1/4 OF SECTION 4, TOWNSHIP 13 NORTH, RANGE 15  
EAST, CITY OF WAUPUN, DODGE COUNTY, WISCONSIN

**Variance Requested:**

We are asking to exceed the height of an accessory building in an R-1 Single-Family  
Residential District for the new Tech Ed Center for Waupun Area High School. The  
metal panel building is designed to a height of ~~19' 0"~~ 25' 3"

**Zoning Ordinance Section Involved:**

Have an accessory building side yard setback of 3 feet and **not exceed a maximum**  
**accessory building height of 18 feet. (Ord. 16-06)**

\*  
16.03(c)(iv)  
16.02(5)  
Date presented to Zoning Board of Appeals: 5/7/18

VARIANCE:

☐

Granted

☐

Denied

Comments:

Signature of Applicant (s):

Jerissa M. Wodzinski

Proposed Ag Building for the Waupun High School  
801 E Lincoln Street

The Property is Zoned R-1. A CUP is required for schools in this zoning per Sec 16.03 (d) (i).

The proposed building is 6900 sf (60' x 115'). The building meets the required setbacks for accessory structures which is 3 ft from property lines and must be in the rear yard per Sec 16.03 (C) (iv). The height requirements for R-1 Accessory Structure is 18 ft. **Sec 16.03 (c) (iv). Have an accessory building side yard setback of 3 feet and not exceed a maximum accessory building height of 18 feet.**

The proposed building height will be 25 ft 3 in. to the average gable.

**Reference Sec 16.02 (5)**

**BUILDING HEIGHT. The vertical distance from the average curb level; in front of the lot or the finished grade at the building line, whichever is higher, to the highest point of the coping of a flat roof, to the deck line of a mansard roof, or to the average height of the highest gable or a gambrel, hip or pitch roof.**

This would exceed the height requirements by 7 ft 3 in. This will require an approval from the Zoning Board of Appeals. My recommendation is to approve the variance for the height. Building is far enough from other residential properties and it is under the required height of 35 ft for the primary structure.