



City of Waupun

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

"Wild Goose Center of Wisconsin"

August 8, 2017

TO: Zoning Board of Appeals Members

FROM: Susan Leahy, Zoning Administrator

SUBJECT: Zoning Board of Appeals meeting scheduled for Wednesday, August 16, 2017 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 May 17, 2017 meeting.
4. Discuss / Approve Variance request of Jeff Riel for properties located at 314 E. Main St, 425 E. Main St., 427 E. Main St, and 431 E. Main St. to replace 18 windows with the same size as being removed. Per section 25.03 of the Waupun Municipal Code.
5. Adjournment

Cc Mayor & Common Council
City Attorney
Department Managers
Media
Jeff Riel

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
Zoning Board of Appeals
Minutes of May 17, 2017

1. Call to Order:
 - a. Chairman Mesa called The Zoning Board of Appeals meeting at 4:33 p.m.

2. Roll Call:
 - a. Members Present: Frank Mesa, Mark Nickel, Mike Matoushek, Jr, Dick Walters, & Alternate Jon Dobbratz
 - b. Members Absent: Merlin Schouten
 - c. Also Present: Susan Leahy, Zoning Administrator & Michael Flier

3. Approve Minutes of March 29, 2017 meeting.
 - a. Dobbratz made a motion to approve the March 29, 2017 meeting minutes, Matoushek seconded. Motion carried.

4. Public Hearing:
 - a. Mesa read Request: Discuss/Approve Variance of Michael Flier at 601 Beekman Street to add a front deck to their home and encroach into the required front yard setback per Section 16.03(1)(c)(ii).
 - b. Flier stated he would like to construct a deck at location of stoop at front of house. Height of deck would require one step which would be around the entire deck.
 - c. Mesa stated the deck is not allowed in the setback currently.
 - d. Dobbratz asked about the concrete slab at the rear of house/garage.
 - e. Flier stated with the power lines over the concrete slab limits the use.
 - f. Dobbratz asked if the deck would be uncovered. Flier stated yes.
 - g. Nickel asked if the front stoop would be removed and if the proposed deck would be level walk-out.
 - h. Flier stated the stoop will be removed and yes it will be same height as finish floor of home.
 - i. Mesa asked if there were any more questions.
 - j. Nickel commented that the stoop protrudes 5'-6" and the deck is only encroaching another 4 feet.
 - k. Mesa asked for any further discussion.
 - l. Nickel made a motion to accept the variance as written. Walters seconded.
 - m. Nickel - Aye, Matoushek - Aye, Walters - Aye, Dobbratz - Aye, Mesa - Aye
 - n. 5-Ayes, 0 Nays. Motion carried.

5. Mesa read request to Discuss/Approve day of month and time of Zoning Board of Appeals monthly meeting.
 - a. Board members stated to leave as is on a needed basis.
 - b. Matoushek, Jr made a motion to leave on a as needed basis, Dobbratz seconded.
 - c. Nickel - Aye, Matoushek - Aye, Walters - Aye, Dobbratz - Aye, Mesa - Aye
 - d. 5-Ayes, 0 Nays. Motion carried.

6. Adjournment:

- a. Matoushek made a motion to adjourn, Nickel seconded.
- b. Meeting adjourned at 4:40 p.m.

Prepared by:
Susan K. Leahy
Zoning Administrator



City of Waupun

201 E. Main Street

WAUPUN, WISCONSIN 53963

Phone: 920-324-7917

Fax: 920-324-7939

"Wild Goose Center of Wisconsin"

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 Wednesday, the 16th day of June, 2017 at 4:30 o'clock in the P.M., there will be considered the application for a Variance of:

1. Jeff Riel for properties located at 314 E. Main St, 425 E. Main St., 427 E. Main St., and 431 E. Main St. to replace 18 windows with the same side as being removed. Ceilings within the 2nd floor have been lowered. To accommodate Municipal Code Section 25.03 Façade Ordinance, the ceilings would need to be removed and replaced.

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 July 26, 2017

Susan Leahy
Zoning Administrator
City of Waupun

(PUBLISH, August 9, 2017)

25.03 - FACADE.

- (1) **PURPOSE.** The purpose of this subsection is to promote uniformity and overall aesthetically pleasing facades of the buildings located in the Central Business District for the City of Waupun. The following restrictions shall apply to facades for all buildings located within the Central Business District:
- (2) **WINDOWS.** The following restrictions shall apply to windows in need of substantial repair and all window replacement for buildings located within the Central Business District:
 - (a) New windows shall reflect the design and overall theme of the Central Business District.
 - (b) Windows that have been blocked or screened by concrete or other materials shall be reopened to reestablish the intent of the original facade.
 - (c) Windows shall be kept clean and free of obstruction.
 - (d) Broken windows shall be repaired or replaced in a reasonable period of time, not to exceed 21 days. If repair or replacement is not timely made, the City may initiate such repairs, the cost of which shall be assessed to the tax roll of the applicable property.
- (3) **ELECTRICAL HARDWARE AND WIRING.** Electrical hardware and wiring for all buildings located in the Central Business District shall be covered and positioned in a manner that is safe and as aesthetically pleasing as practicable.
 - (a) Electrical wiring shall be bundled when possible to eliminate mess and hazard when hanging in front or down the side of businesses.
 - (b) Electrical hardware on the exterior walls of buildings shall be covered in an appropriate manner as to avoid injury and accident.
 - (c) Due to the possible danger that electrical hardware may pose to residents and property, all electrical hardware is subject to this chapter, regardless of whether preexisting. All electrical hardware not conforming to this amendment at the time of its adoption will be subject to sanctions if not corrected within 30 days of passage of this chapter.
- (4) **BUILDING NUMBERING.** All new building numbering should be done in a manner to promote uniformity throughout the Waupun Central Business District. All new building numbering shall be displayed on the main entrance to the building. Numbers shall be block styled, bold, black, and have a 3-inch minimum size.
- (5) **EXTERIOR WALLS AND MURALS.**
 - (a) All exterior walls shall be maintained in an effort to promote the historical theme of the Waupun Central Business District.
 - (b)

Any additions to exterior walls or the installation of new exterior walls within the Central Business District shall be constructed in a manner that coincides with the surrounding architecture. Plans for substantial remodeling of building facades shall be approved by the Community Development Authority prior to construction.

- (c) Plans regarding murals on business exterior walls shall be approved by the Waupun Community Development Authority prior to mural installation, placement or painting. Mural size, color scheme and theme shall be approved by the Community Development Authority on a case-by-case basis.
- (6) EXTERIOR MATERIALS AND COLOR. Exterior building materials for facades in the Central Business District shall be complimentary to a building's original materials as well as those of adjacent buildings.
- (a) Brick, stone, and decorative concrete block are preferred and recommended for all exterior facade repair and rehabilitation. When repairing brick exterior care shall be taken to match appropriate size, color and texture to existing brick exterior.
 - (b) Colors that are considered earth tone, natural, and terra cotta are the preferred choices for brick or stone exteriors. All other materials for prospective projects shall be approved by the Community Development Authority prior to construction.
 - (c) Use of false-brick veneer, vinyl or aluminum siding is prohibited on the ground level and may only be used for second story and third story improvements with prior approval from the Community Development Authority. Other materials made to either imitate exterior finish materials or used to cover original architectural features are also prohibited unless otherwise approved by the Community Development Authority.
 - (d) Paint shall be used only on surfaces intended for paint application including wood, etc. Paint shall compliment the colors of existing materials on the facade such as brick and stone.

I am applying for:
 BID ONLY
 CDA ONLY
 BOTH

**COMMUNITY DEVELOPMENT AUTHORITY (CDA)
 Waupun Business Improvement District (BID)
 ~ Façade Improvement Program – Grant Application ~**

Applications missing any materials will be returned for completion.

Date: 2-23-2017
 Applicant Name: Jeff Riel
 Applicant Address: 200 W Franklin St
 Phone: 920-960-5715 Fax: 324-2339 Email: LoriRFC@SBCglobal.net
 Name of Business/Property: 314 E Main 425 E Main 427 E Main 431 E Main
 Property Address: _____
 Property Use: Rentals
 Property owner, if different than applicant: NA
 Owner address: 200 W Franklin St Owner Phone: 920 960-5715

Project Summary:

Brief Project Summary: Replace 18 windows & New Furnace for 431 E Main St

Total Estimated Cost: \$ 11475.00 Total Grant Request: \$ 11475.00
 Projected Start Date: after approval Projected Completion Date: 2 weeks
 Name of Contractor: Roets Jeremy Mulder Const.

Approval of City Building Inspector: _____ (Inspector's initials)

Required attachments:

- Project plan(s) to 1/4" scale, if applicable
- Release of Information Letter (attached)
- Quotes/Estimates
- Current photo(s) of property
- Paint color(s) or material sample(s), if applicable

Submit application form and attachments to:
 Waupun Business Improvement District – City Clerk, Waupun City Hall
 201 E. Main Street, Waupun WI 53963
 920-324-7915 ext. 5

To be completed by City staff only:

Date application received: _____
 Application reviewed for completeness by _____ (initials). Date: _____
 Applicant notified of scheduled BID meeting by _____ (initials). Date: _____

Waupun Business Improvement District (BID)
~ Façade Improvement Program - Release of Information Letter ~

Date: 2-23-17

To: Waupun Business Improvement District – Clerk's Office, Waupun City Hall
201 E. Main Street, Waupun WI 53963

To Whom It May Concern:

I hereby authorize the Waupun Business Improvement District (BID) permission to share all application materials with BID board members who will be reviewing my application. I acknowledge that information provided to the BID may be released upon request in compliance with the open record requirements and in accordance with the freedom of information act. I acknowledge that I am to attend the BID board meeting in which this request will be reviewed and that the City of Waupun will notify me of that meeting.

Signed,

Name (print): JEFF RIEL

Signature: Jeff Riel

Date: 2-23-17

Jeremy Mulder Construction
403 High St.
Waupun, WI 53963
(920) 296-0071

Proposal

Jeff Riel

Job: 17 Windows

2/25/17

	Description of Work or Product	
17	<p>Replace windows with Jeldwen Vinyl replacement Windows</p> <p>Windows with assortment of sizes</p> <p>remove old window sashes from existing windows frames install new windows in existing window frames</p> <p><i>314 E. Main</i> <i>425 E. Main</i> <i>427 E. Main</i> <i>431 E. Main</i></p>	

Total Amount of Job: \$8,500.00

Any Questions about this Quote Please call
Thank You

Proposal from

ROETS HOME HEATING AND AIR CONDITIONING, LLC
 969 WEST MAIN STREET
 WAUPUN, WI 53963
 (920-324-2701)

Proposal Submitted To: Riel's Carpet & Vacuum	Phone: 960-5715	02/20/17
Street: 431 E Main St	Job Name: Furnace Replacement	
City, State and Zip Code: Waupun, WI 53963	Job Location: Same	

We hereby submit specifications and estimates for:

- 1 – Rheem High Efficiency 92+% Gas Furnace (10 Year Parts Warranty)
- 1 – Braeburn Digital Thermostat
- Gas Piping to Furnace
- Exhaust Venting w/PVC Plastic Piping Sidewall
- High & Low Voltage Wiring
- Condensate Drain Provided By Owner to Basement

Complete Installation.....\$2975.00 tax inc.

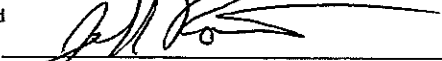
We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

See Above dollars \$ _____

Payment to be made as follows:

½ Down ; Remainder At Completion

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature 

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

