CITY OF RIPON

100 Jackson Street * Ripon, WI 54971-1396

PLAN COMMISSION MEETING
WEDNESDAY, NOVEMBER 19, 2025
CONFERENCE ROOM, CITY HALL
7:00 p.m.

Call to order/roll call

Approval of agenda

Approve meeting minutes – September 17, 2025

Action items

1. CSM – Bruce Knapwurst – 307 & 309 Hamburg St.

2. Zoning Code Project Discussion and Review

Project updates and staff reports

Agenda items for future meetings

Adjourn

PLAN COMMISSION MEETING
September 17, 2025

Present: Grant, Splitt, Boscaljon, Davieau, Mathias, Denkert
Absent: Dretske
Others Present: City Administrator Sonntag, Attorney Wurtz, Doug Lenz, Troy Hewitt (Zoom)

Mayor Grant called the meeting to order at 7:00 p.m.

Approval of Agenda: Boscaljon moved, and Denkert seconded, a motion to approve the agenda. Motion carried.

Approval of Meeting Minutes: Splitt moved, and Mathias seconded, a motion to approve the minutes from July 16, 2025. Motion carried.

Action Items:

Certified Survey Map (CSM) – Van Rite Properties, LLC – 1160 W Fond du Lac St.: The Commission reviewed a submission from Van Rite Properties, LLC at 1160 W Fond du Lac St. to subdivide the property into two lots. Troy Hewitt discussed the CSM noting the owner intends to sell the new lot and previous plans to develop the second lot. Mayor Grant questioned parking availability on the new lot. Sonntag confirmed the previous planning efforts and noted any future use would need to meet all zoning requirements. Boscaljon moved, and Splitt seconded, a motion to approve the CSM as submitted. Motion carried.

Certified Survey Map (CSM) – Thomas and Dorthy Soda – W13831 Karau Ave.: The Commission reviewed an extraterritorial submission from Thomas and Dorthy Soda at W13831 Karau Ave. Denkert moved, and Mathias seconded, a motion to approve the CSM as submitted. Motion carried.

Project Updates and Staff Reports: Sonntag provided an update on the Zoning Code Project.

Agenda Items for Future Meetings: None.

With no further business, Davieau moved, and Denkert seconded, a motion to adjourn. Motion carried.

Mayor Grant declared the meeting adjourned at 7:15 p.m.

CERTIFIED SURVEY MAP

CERTIFIED SURVEY MAP BEING A COMBINATION OF LOT 1 OF CERTIFIED SURVEY MAP NO. 31, A PART OF LOT 36 OF NEWTON'S RESURVEY AND A PART OF VACATED HAMBURG STREET LOCATED IN PART OF THE NORTHEAST ¼ OF THE NORTHWEST ¼ OF SECTION 21, TOWN 16 NORTH, RANGE 14 EAST, CITY OF RIPON, FOND DU LAC COUNTY, WISCONSIN.

GREEN LAKE SURVEYING COMPANY
Green Lake, Wisconsin

Donald W. Lenz

Donald W. Lenz, WI P. l. S. No. S-2003
Dated this 28th day of October, 2025.

DRAFTED BY: WRB/DWL

OWNER(S):
BRUCE KNAPWURST

PROPERTY ADDRESS:
307 & 309 HAMBURG STREET
RIPON, WISCONSIN 54971

BEARINGS ARE REFERENCED TO THE EAST LINE OF THE NORTHWEST ¼ OF SECTION 21-16-14 PER FOND DU LAC COUNTY COORDINATE AND BEARING SYSTEM WITH A BEARING OF S 00°06'19" W NAD 83(91).

WISCONSIN
DONALD W. LENZ
S-2003
GREEN LAKE, WI
LAND SURVEYOR

Green Lake Surveying Company
A Division Of
GEC
General Engineering Company
P.O. Box 131 • N6205 Busse Road Green Lake, WI 54941
920-294-6666 (Green Lake Office)
dlenz@generalengineering.net

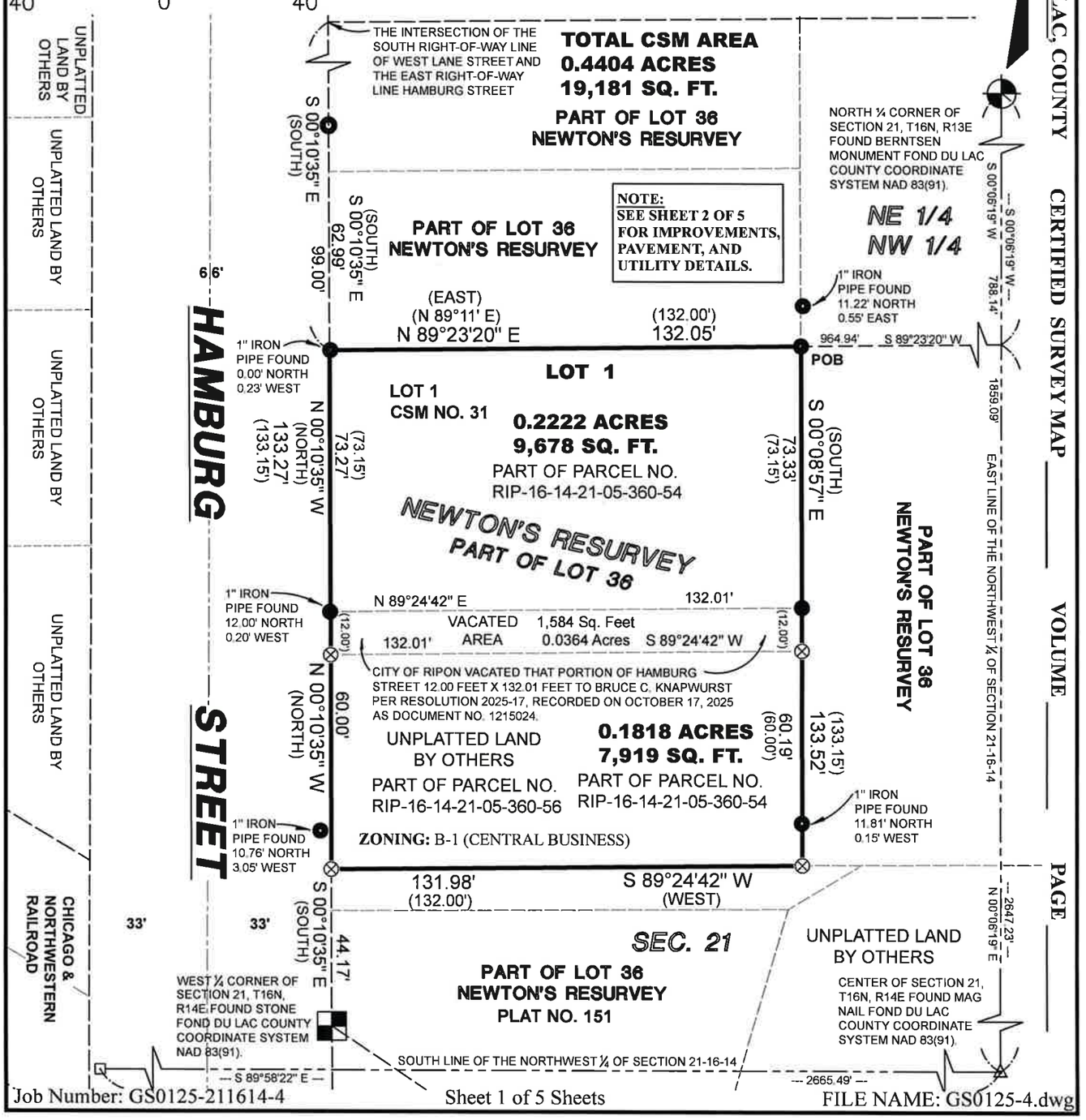
LEGEND:

- SECTION CORNER MONUMENT FOUND BERNSTEN
- SECTION CORNER MONUMENT FOUND MAG NAIL
- SECTION CORNER MONUMENT FOUND STONE
- ALUMINUM CAPPED MONUMENT FOUND
- 1 ¼" IRON PIPE FOUND
- 1" IRON PIPE FOUND
- ¾" X 18" REBAR SET 1.50 LBS PER LINEAL FOOT
- ( ) RECORDED AS

PURPOSE:
THE PURPOSE OF THIS CERTIFIED SURVEY MAP IS TO CREATE A ONE LOT CERTIFIED SURVEY MAP BY COMBINING TWO EXISTING PARCELS OF LAND TO CONFORM WITH THE CITY OF RIPON LAND DIVISION SUBDIVISION ORDINANCE.

SCALE: 1" = 40'

40' 0' 40'



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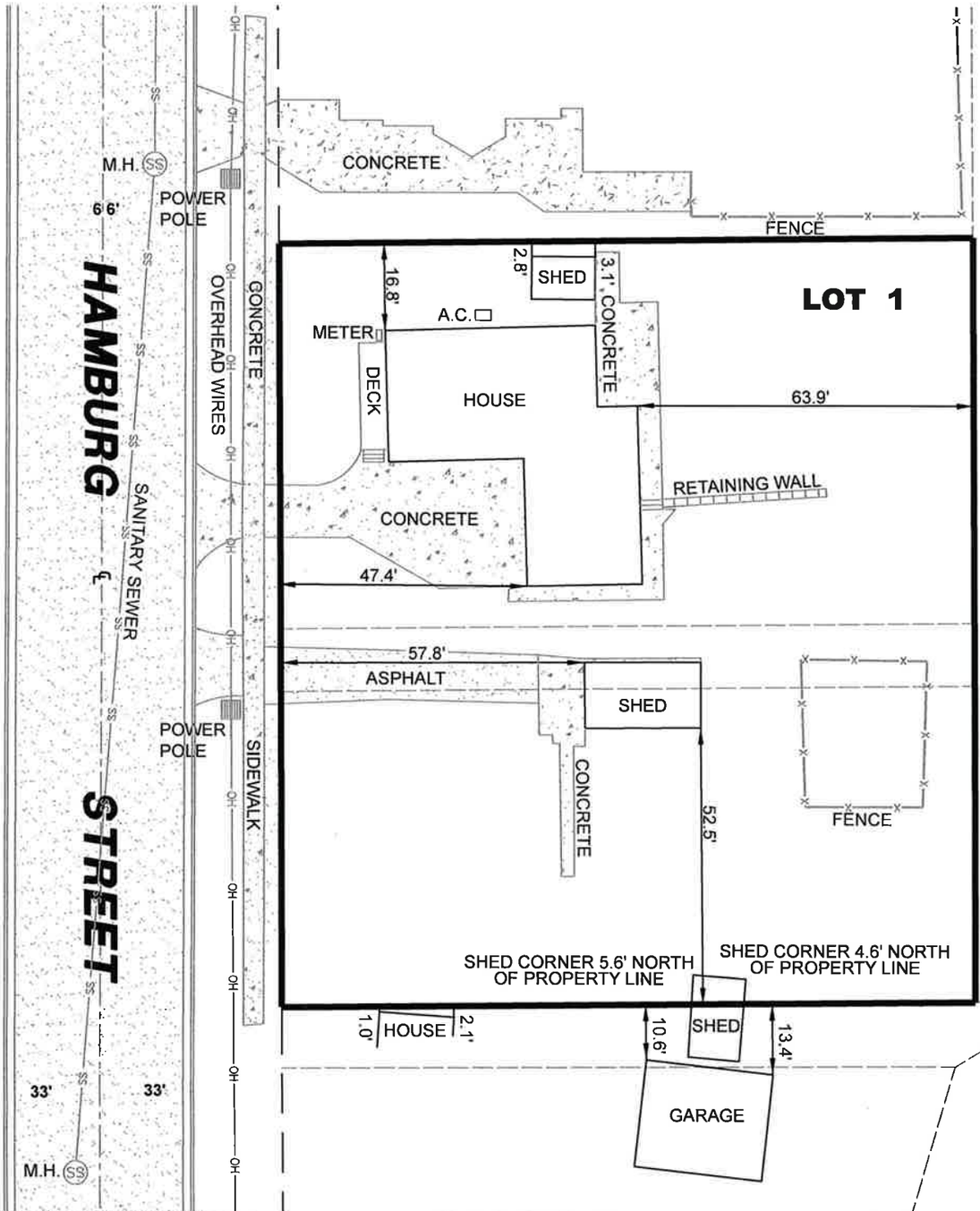
ZONING: B-1 CENTRAL BUSINESS DISTRICT

SETBACKS:
FRONT YARD: 30 FEET
SIDE YARD: 6 FEET
REAR YARD: 25 FEET

SCALE: 1" = 30'

30' 0' 30'

BUILDING SETBACK, IMPROVEMENTS, PAVEMENT AND UTILITY DETAIL.



FOND DU LAC, COUNTY CERTIFIED SURVEY MAP _____ VOLUME _____ PAGE _____

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SURVEYOR'S CERTIFICATE:
****

I, Donald W. Lenz, Professional Land Surveyor of the State of Wisconsin, hereby certify that I have at the order of Bruce C. Knapwurst, as owner thereof, surveyed lands be ing a combination of Lot 1 of Certified Survey Map No. 31, as recorded in the Office of the Register of Deeds for Fond Du Lac County, Wisconsin on February 2, 1970 in Volume 2 of Fond du Lac County Certified Survey Maps on page 31, Document No. 045992, and a part of Lot 36 of Newton's Resurvey, a recorded Plat and a part of vacated Hamburg Street located in part of the Northeast ¼ of the Northwest ¼ of Section 21, Town 16 North, Range 14 East, City of Ripon, Fond du Lac County, Wisconsin, being more particularly described as follows:

Commencing at the North ¼ corner of said Section 21;

thence South 00°06'19" West along the East line of the Northwest ¼ of said Section 21, 788.14 feet;

thence South 89°23'20" West, 964.94 feet to the Northeast corner of Lot 1 of Certified Survey Map No. 31 and to the Point of Beginning of lands herein after described;

thence South 00°08'57" East along said Lot 1 and its extension thereof, 133.52 feet;

thence South 89°24'42" West, 131.98 feet to the East right-of-way line of Hamburg Street;

thence North 00°10'35" West along the said East right-of-way line and said Lot 1 and its extension thereof, 133.27 feet to the Northwest corner of said Lot 1 of Certified Survey Map No. 31;

thence North 89°23'20" East along the North line of said Lot 1, 132.05 feet to the Point of Beginning. Containing 0.4404 acres (19,181 acres) of land. Also being subject to all other easements and restrictions of record, if any.

I further certify that such survey is a correct representation of all exterior boundaries of the land surveyed and the combination thereof made, and that I have fully complied with the provisions of Section 236.34 of the Wisconsin State Statutes and City of Ripon Land Division Ordinances in surveying and mapping the same, to the best of my knowledge and belief.

GREEN LAKE SURVEYING COMPANY
A Division of General Engineering Company
Green Lake, Wisconsin

Donald W. Lenz

Donald W. Lenz, P. L. S. No. S-2003
Dated this 28th day of October, 2025.

WISCONSIN
DONALD W. LENZ
S-2003
GREEN LAKE, WI
LAND SURVEYOR

FOND DU LAC COUNTY CERTIFIED SURVEY MAP _____ VOLUME _____ PAGE _____

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OWNER'S CERTIFICATE:
****

I, Bruce C. Knapwurst, as owner thereof, hereby certify that I have caused the land as described in the foregoing certificate of Donald W. Lenz, surveyor, to be surveyed, combined, monumented and mapped as represented by this Certified Survey map.

I further certify that this survey is required by Section 236.10 or 236.12 of the Wisconsin State Statutes to be submitted to the following for approval or objection:

1) City of Ripon Plan Commission

WITNESS the hand and seal of Bruce C. Knapwurst this_____ day of _____, 2025.

_____
Bruce C. Knapwurst, owner

STATE OF WISCONSIN)
GREEN LAKE COUNTY)SS

Personally came before me this ____ day of _____, 2025, the above named to be known to be the person who executed the foregoing instrument and acknowledged the same.

_____
Wisconsin Notary Public

Print Name _____

My Commission expires _____

GREEN LAKE SURVEYING COMPANY
A Division of General Engineering Company
Green Lake, Wisconsin

Donald W. Lenz, P. L. S. No. S-2003
Dated this 28th day of October, 2025.

WISCONSIN
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CITY OF RIPON PLAN COMMISSION CERTIFICATE:

Approved this _____day of _____, 2025.

City of Ripon Lake Planning Commission:

By: _____
Chairman

_____
City Administrator

_____
Print Name

_____
Print Name

GREEN LAKE SURVEYING COMPANY
A Division of General Engineering Company
Green Lake, Wisconsin

Donald W. Lenz, P. L. S. No. S-2003
Dated this 28th day of October, 2025.

WISCONSIN
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Zoning Ordinance Assessment & Direction Report

City of Ripon, Fond Du Lac County, Wisconsin

Partner:
City of Ripon
100 E. Jackson St.
Ripon, WI 54971
Adam Sonntag, City Administrator
920-748-4914

Consultant:
Vierbicher
201 E. Main St., Suite 100
Reedsburg, WI 53959
608-821-3975
Matt Miller, AICP, CNU-A
(mmil@vierbicher.com)

Prepared On:
October 30, 2025

vierbicher
planners | engineers | advisors

TABLE OF CONTENTS

Description **Page #**

Executive Summary

1.1 Overview

This report reflects the findings and recommendations by the Vierbicher team to the City of Ripon, specifically its staff and leadership, on suggested updates to the 184-page City of Ripon Zoning Code. While not meant to be exhaustive, this report intends to call attention to code components which currently hamper understanding, are repetitious/lengthy, and/or pose challenges in enforcement. Questions are also posed to inform Phase 2 – drafting, reviewing, and approving the updated code.

Zoning Code Commentary

2.1 Definitions (Chapter 20.04)

The Definitions section (Chapter 20.04) may benefit from clarification or adding additional terms to reflect best practice. Examples include:

- *20.04.176 Community Living Arrangement* - Has a proximity standard (2,500ft) whose source is unknown.
- *20.04.178 Conditional use* – 2017 Wisconsin Act 67 impacted conditional uses in terms of burden of proof and ease with which a municipality may deny. These factors could be noted in an updated definition.
- *20.04.186 Duplex* – Suggest adding as a separate term "Zero-Lot Line." In similar vein, *20.04.230 Dwelling*, one-family should be updated for the dwelling unit to be detached *OR* attached.
- *20.04.320 Home Occupations* – Language updates may clarify such statements as "no exterior alternations" or "substantial volumes of […] vehicular traffic or parking demand."
- *20.04.345 Kennel* – What is "small" animal?
- *20.04.515 Residential Business Activity* – quantity of employees, defining "adequate" parking, and traffic volume could be updated
- *20.04.525 Self-service storage facility* – Are there climate-controlled units in the city? If so, that would violate this clause.
- *20.04.540 Shopping center* – Desirable to keep the five acre minimum?
- Tourist housing is referenced in the code. Adding a short-term rental (STR) definition might be beneficial.

2.2 Zoning Code – Some Generalizations

The following comments and questions are pertinent at different points across the zoning code.

- There are minor spelling/grammatical changes (i.e. insure vs. ensure). The Vierbicher team will clean those up, however, Vierbicher defers to the City's legal counsel on whether these misspellings / grammatical errors pose a liability risk to the City.
- Repetition – Certain topics, such as parking, use 90-100% identical language repeated across different code sections for different zoning districts. Our September 9, 2025 virtual meeting with City Administrator Adam Sonntag noted his desire to avoid figures within the Code text. The Vierbicher team wishes to know if this applies

to *attachments* as well. A chart for bulk standards and a table for permitted/conditional uses could simplify the code and shorten its 184-page length.
- Some language clauses, such as *20.12.010*'s "*are permitted as a conditional use,*" are confusing.
- "*Uses customarily incidental to the above uses*" appears several times and is worrisome as it is so open-ended.
- Setback or yard standards are text-heavy. Simpler number reporting should be pursued instead.
- Is there potential for zoning district consolidation?
- There has been correspondence regarding signage, including WEDC's opinions on the existing language in code. For further discussion and a path forward, it seems helpful to think about:
    - Types of signage. The *what* – sign typology, such as a ground-mounted sign
    - *Where* the signage is located. In what districts is __signage type permitted?
    - *How/Why/Other signage aspects*, such as dimensions or lighting.

2.3 Fees

20.06.070 Submittal Fees **does not** have fee amounts in the code, which is best practice. Does the city have a fee schedule for zoning/land division/development activities? If so, when was the last update? Are the fees charged competitive with neighboring communities?

2.4 Districts (Chapter 20.08) – Commentary

The following comments address ideas, discrepancies, and suggestions for the zoning districts

- There are discrepancies between what is listed in the Code text and what the City zoning map portrays. The Code text is missing the *Neighborhood Business* and *I-3 Industrial* zoning districts from its list (reference below).

A. R-1 Residence district B. R-2 Residence district C. R-3 Residence district D. IN Institutional E. B-1 Central business district F. B-2 Highway business district G B-3 General business district	H. I-1 Industrial I. I-2 Industrial Park J. A Agricultural K. C Conservancy district L. FW Floodway district M. FF Flood fringe district N. GFP General floodplain district

- The interactive city zoning map does not follow usual land use / zoning convention, and should be updated accordingly. For example, the map has R-1 Residential district parcels coded red (usually used for business/commercial) instead of the usual yellow.

2.5 Residence Districts

R-1 Residence district

- Is it still desired to have ADU's require owner-occupancy? Is owner-occupancy required for duplexes?
- There is a reference to a parking diagram which is not in the code.

R-2 Residence district

- For height of 2 and ½ stories or 35 ft, from where is the measurement started? (i.e. ground level)? How many buildings are [35+1ft] taller in exchange for an additional +1ft of setback?
- Our team recommends Zero-lot line as *permitted* use, vs. the current conditional use.
- Off-street parking in this R-2 district uses R-1 standards, a fact repeated several times for other districts across the code.

R-3 Residence district

- The threshold for multifamily units in a building / on a lot should increase from the current *eight (8) units or greater* standard.
- Measurement starting point **is** referenced here *("determined from the main elevation of the finished grade adjoining and along the front of the building to the highest point").* This raises a consistency question: how would a building with walk-out basement be treated?
- Language should state whether or not site plan reviews are *needed*, then use the current language stating that site plans require plan commission approval.

2.6 Institutional District

Consider adding "*houses of worship.*"

2.7 Business Districts

B-1 Central Business District

- Under Conditional uses, there is language on residential structures "*in the downtown development district (see map attached…).*" Vierbicher staff cannot find this reference elsewhere.
- Code could refer to newer AASHTO Green Book edition.
- Code omits required (parking) spaces. It does specify standards for 4+ vehicle parking areas (this language is repeated a couple times across Code sections)

B-2 Highway Business District

- The permitted uses clause should be updated (or, alternatively, replaced with a chart/table)

B-3 Neighborhood Business District

- This acts as an overlay district (following the standards of the underlying district), but it has its own parking standards. This adds complexity and hampers code clarity. Consider eliminating this district, and having its uses under the other business districts.

2.8 Industrial Districts

I-1 Industrial District

- This district explicitly defines PROHIBITED uses – is there real or perceived need for this in the other zoning districts?
- There are environmental performance standards (20.36.070) – have these been critical to control certain businesses / industries? Should the City + Vierbicher team consider tightening/loosening certain aspects, or eliminating specific clauses altogether? Should these standards apply to ALL Industrial districts?

I-2 Industrial Park District

- The interactive zoning map was referenced previously. On the interactive zoning map, all industrial in the City is identified in one 'pool,' with no clarification as to I-1, I-2, or I-3. Are there properties zoned I-2? If not, is it desired to preserve this as a zoning district?
- Code references *existing residences* – if there are existing residences, they should be rezoned to a more appropriate residential designation.
- Terminology varies, as "*building lines*" is used versus "*area regulations.*"
- Does the City use the Code's language to enter / maintain vacant premises?

I-3 Light Industrial District

- There are no setback or parking standards for this district.
- Our Sept 9, 2025 virtual meeting with Adam Sonntag revealed a (broad) Industrial District concern. Paraphrasing: "*No allowable uses, all CUP.*" This concern might be most pertinent in this specific Industrial District. There are three (3) permitted uses, however, activities one would *assume* to be permitted in a district with this name are instead conditional uses (example: light manufacturing).

2.9 Agriculture & Conservancy Districts

Agriculture District

- Besides a passing reference to gravel or sand pits and quarries […] as a conditional use, there are no other conditional uses.
- The Area Regulations are stated as following the R-1 District. This needs to be corrected. The small(er) minimum lot size for residential is not conducive to the large, contiguous lands desirable for farming continuity. Recommend: minimum 5 acre lot size (grandfather existing).

Conservancy District

- No conditional uses?
- This district follows the R-1 District Area Regulations; this should be rethought.

2.10 Historic Preservation Code (Chapter 20.43)

The City & Vierbicher teams should have a discussion for the definitive next step regarding this section. September 9, 2025 discussions talked about:

- Keeping it where it is with minor updates (example: "subpoena witnesses" -can they do that?) OR

- Moving it under the Building Code section of Municipal Code OR
- Having it be its own standalone code section

It should be noted this section goes from Page 301-14 to 301-26 (p.76-89/184)

2.11 Floodplain District(s) (Chapter 20.48)

We have few comments in these pages (301-26 through 301-81, p. p.89-145/184), primarily focusing upon if FIRM Maps or other information has been updated, and if the Code should point towards those potentially newer sources.

2.12 Overlay Districts

Wastewater Treatment District (WWT) (Chapter 20.48)

Wellhead Protection Overlay District (Chapter 20.50)

- Have the standards listed in Code, such as no residential or healthcare within (500ft of) the WWT, been consistently followed? If not, have special exceptions been introduced?

Appendices: Exhibits

2025-10-30_Charts_existingStandards

2025-10-29_Vierbicherredlined_Ripon, WI Zoning Ordinance