



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, September 24, 2025 at 4:30 PM

CALL TO ORDER

Chairperson Bishop called the meeting to order at 4:30pm.

ROLL CALL

Members In-Person: Chairperson Rohn Bishop, Jason Whitford, Jerry Medema, Elton TerBeest, Gary Dejaeger.

Members Virtual: None

City Staff In-Person: City Attorney Dan VandeZande, City Administrator Kathy Schlieve, Sue Leahy, Grand Valley Building Inspection

Members Absent and Excused: Jeff Daane

Public: Mark Homan

PUBLIC HEARING

1. **Jason and Emily Engelhardt Annexation Petition to detach property address W11415 Hawthorne Drive, Waupun (#T21141599HA12000) from Township of Waupun, Fond Du lac County, and be annexed to the City of Waupun.**

Motion Whitford, second TerBeest to open the public hearing. Carried unanimously. No public comment. Motion TerBeest, second Medema to close public hearing. Carried unanimously.

Motion Medema, second Whitford to approve Jason and Emily Engelhardt Annexation Petition to detach property address W11415 Hawthorne Drive, Waupun (#T21141599HA12000) from Township of Waupun, Fond Du lac County, and be annexed to the City of Waupun. Carried unanimously.

NO PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Next Regularly Scheduled Meeting: Wednesday, October 15, 2025, 4:30 p.m.

CONSIDERATION – ACTION

2. **Minutes from August 20, 2025 Plan Commission Meeting**

Motion Whitford, second Dejaeger to approve the August 20, 2025 minutes. Carried unanimously.

3. **CERTIFIED SURVEY MAP FOR BENJAMIN & LEAH BUTEYN COMBINING LOT 18 & OUTLOT 2 OF THE PLAT OF FAIRWAY ESTATES BEING LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 31, TOWNSHIP 14 NORTH - RANGE 15 EAST, CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN**

Motion TerBeest, second Medema to approve Certified Survey Map for Benjamin and Leah Buteyn. Carried unanimously.

5. **Site Plan Review for 912 W Jefferson St Parcel No. 292-1315-0612-051**

Motion DeJaeger, second TerBeest to approve site plan review for 912 W Jefferson St. Sue Leahy, Grand Valley Inspection reviews the site plan and that the City is asking Homan's for grading to be reviewed. Mark Homan is present and is agreement with that. Homan's can begin construction while dealing with grading. Carried unanimously.

ADJOURNMENT

Motion Medema, second Dejaeger to adjourn this meeting that 4:36pm. Carried unanimously.

Minutes submitted by Kelsy VandeStreek