



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Monday, January 10, 2022 at 4:30 PM**

The Waupun Plan Commission met at **4:30 pm on Monday, January 10, 2022.**

**CALL TO ORDER**

Chairman Nickel called the meeting to order at 4:30 pm

**ROLL CALL**

Members Present: Elton TerBeest, Jerry Medema, Jeff Daane, Jon Dobbratz, Julie Nickel, and Mike Matoushek,

Member Excused: Jill Vanderkin

Staff Present: Kathy Schlieve and Sue Leahy

Others Present: Jeff Butzke, Andy Soodsma, and Donald Martinsen

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION**--*State name, address, and subject of comments. (2 Minutes)*

None

**FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION**

The next scheduled Plan Commission meeting is set for February 23, 2022 at 4:30 pm.

**CONSIDERATION - ACTION**

1. Approve minutes of the December 8, 2021 Plan Commission Meeting.  
Motion by Medema, 2nd by Dobbratz to approve minutes of the December 8, 2021 meeting. Motion carried, unanimously.
2. Certified Survey Map - Soodsma Properties at 1 W Main St / 8 W Jefferson St / 5 W Main St  
Jeff Butzke of Compass Survey, and Andy Soodsma (owner) appeared to discuss the CSM.

This lot currently has three building addresses on one lot. The proposal is to separate the northerly lot (1 W. Main St. and 5 W Main St.) and southerly lot (8 W. Jefferson St) into two lots. The buildings are separated by about 2 ½ feet. There are no setbacks in the B-2 Zoning District so that meets the requirements of this district. There is a proposed sale of 5 W. Main St. Mr. Soodsma's plans are to retain the property at 8 W. Jefferson St. Both of the buildings encroach onto the Railroad ROW. Mr. Soodsma stated the buildings were built prior to the railroad right of way being extended and that there is an easement for the buildings. If something were to happen to the buildings such as fire, wind damage, etc. the buildings would have to be rebuilt on the lot and not encroach into the railroad right of way. There is no need for address changes as all buildings currently have addresses assigned to them. No further questions were asked.

Motion by Dobbratz, 2<sup>nd</sup> by Medema to recommend approval to the Common Council the approval of the CSM for Soodsma properties at 1 W. Main St., 8 W. Jefferson St., and 5 W. Main St.

Roll Call Vote:

TerBeest, Medema, Daane, Nickel, Dobbratz, Matoushek – "AYE"

Motion carried, unanimously.

3. Home Occupation Application of Donald Martinsen at 1108 Rock Ave. to have office space for his business of residential/commercial construction and remodeling as well as insurance mitigation fire/water.

Mr. Martinsen appeared to discuss his proposal. He is getting a loan from the bank and the bank asked for proof of permits from the City. He runs a construction company, Craftsmen of Integrity & Rainbow International of Fond du Lac, and does estimates at his home. He has a small desk space in his bedroom with a computer, printer, modem, router, and phone. The only employees of the business at the home are him and his wife. No customers come to their home, all of the work is done over the phone or computer. Job trailers for the company are located outside of town and it is only their personal vehicles that are stored at the property. There will be no signage on the property. If this permit is approved, it will need to be renewed annually. No further questions were asked.

Motion by TerBeest, 2<sup>nd</sup> by Matoushek to approve the home occupation of Donald Martinsen at 1108 Rock Ave. with no conditions.

Roll Call Vote:

TerBeest, Medema, Daane, Nickel, Dobbratz, Matoushek – “AYE”

Motion carried, unanimously.

### **ADJOURNMENT**

Motion TerBeest, 2<sup>nd</sup> Matoushek to adjourn the meeting. Motion carried, meeting adjourned at 4:42 pm

Minutes prepared by Trista Steinbach, Administrative Assistant