



**MINUTES**  
**CITY OF WAUPUN ZONING BOARD OF APPEALS**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Monday, October 4, 2021 at 4:30 PM**

**CALL TO ORDER**

Mark Nickel, Acting Chairman, called the In-house & Virtual Zoning Board of Appeals meeting at 4:35 p.m. via Zoom.

**ROLL CALL**

Members present: Mark Nickel, Patricia Beyer, Derek Minnema, and Rick Vanthoff

Absent: Jason Westphal & Dylan Weber

Also in attendance were Susan Leahy, Zoning Administrator

**PERSONS WISHING TO ADDRESS THE ZONING BOARD OF APPEAL**--State name, address, and subject of comments. (2 Minutes)

No persons appeared.

**CONSIDERATION - ACTION**

1. Recognition of Mayoral Appointment of Board Members

ALDERMAN	<i>Mayoral Appointed Chairman</i>		Jason Westphal
CITIZEN		4/30/2022	Mark Nickel
CITIZEN		4/30/2023	Derek Minnema
CITIZEN		4/30/2024	Rick Vanthoff
CITIZEN		4/30/2024	Dylan Weber
CITIZEN ALTERNATE		4/30/2023	Patricia Beyer

Motion by Minnema to approve the appointed board members. Vanthoff 2<sup>nd</sup>.

4 Ayes, 0 Nays. Motion carried unanimously

2. Motion by Vanthoff for meeting date and time to remain the same, the first Monday of the month at 4:30 pm on an as needed basis. Minnema 2<sup>nd</sup>.

4 Ayes, 0 Nays. Motion carried unanimously

3. Motion by Beyer, second by Minnema to approve the April 5, 2021 Zoning Board of Appeals meeting minutes.

4 Ayes, 0 Nays. Motion carried unanimously

4. Public Hearing – Nickel read request to discuss/approve a variance request from Robert Mitchell, 301 West Main Street to construct a detached garage that will be 18” from the property line.

- Nickel addressed the board that he drove past the site and saw the location of where the existing garage was located.
- Beyer questioned if the 18” is from the wall or the overhang.
- Leahy verified the 18” would be from the overhang.
- Beyer also questioned if the 18” would be off the south property line which is perpendicular to Bly Street. Questioned the labeling on Mitchell’s floor plan as the garage door should face Bly Street, but the way it is labeled it’s not. Need clarification. Other board members stated the same.
- Minnema pulled up the GIS map which shows the original garage on the west property line, so it is assumed that would be the 18” side the owner would like the variance for.
- Nickel stated that they cannot approve due to the drawing needs clarification.
- Nickel asked if the adjacent property owners notified.
- Leahy stated neighbors were notified but have not received any calls or emails.
- Minnema would like to see an updated map showing the street and labeled correctly for the 18” variance request.

- Nickel closed the public hearing .
- Motion by Vanthoff to table until further information is provided on location. Beyer 2<sup>nd</sup>.  
4 Ayes, 0 Nays. Motion carried unanimously
- Motion by Weber to approve the garage addition with an 8' front yard setback along High Street. Beyer 2<sup>nd</sup>.
  - 4 Ayes, 0 Nays. Motion carried unanimously.
  - Nickel asked that the plan show the streets also.
- Motion by Beyer to hold an emergency meeting Monday, October 11, 2021 at 4:30 pm to follow up on requested information. Minnema 2<sup>nd</sup>.  
4 Ayes, 0 Nays. Motion carried unanimously

#### **ADJOURNMENT**

Motion by Beyer, seconded by Vanthoff to adjourn the meeting. Motion carried, meeting adjourned at 4:51 pm.

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