



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, July 19, 2023 at 4:30 PM

The Waupun Plan Commission met on Wednesday, July 19, 2023 at 4:30 pm in the Waupun City Hall Council Chambers. The meeting was held in person, virtual, and teleconference.

CALL TO ORDER

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

ROLL CALL

Members Present: Elton TerBeest, Rohn Bishop, Jill Vanderkin, Mike Matoushek, Jason Whitford (Zoom),

Members Excused: Jeff Daane and Gerald Medema

Staff Present: Kathy Schlieve, Susan Leahy

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION—

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

CONSIDERATION - ACTION

1. Approve minutes of the June 21, 2023 meeting.
Motion by Matoushek 2nd by Vanderkin to approve the minutes of the June 21, 2023 meeting. Motion carried, unanimously.
2. Public Hearing - Conditional Use Permit application of Denise Munro at 435 E Jefferson St. to extend the driveway 9' into the front yard plane of the house to the front property line per Municipal Code Section 16.03(4)(b)(iv) of the Waupun Municipal Code.

Motion by Matoushek 2nd by TerBeest to open the Public Hearing. Motion carried, unanimously.

Denise Munro appeared to discuss their plans. They want to extend their driveway over into the front plain of the house because they only have a 1 car driveway and parking is restricted in front of their house. 0 further questions were asked.

Motion by TerBeest 2nd by Vanderkin to close the Public Hearing. Motion carried, unanimously.

Motion by Vanderkin 2nd by Whitford to approve Conditional Use Permit as presented. Motion carried, unanimously.

3. Public Hearing - Conditional Use Permit application of James Hepp at 431 E. Jefferson St. to extend the driveway 5' into the front yard plane of the house to the front property line per Municipal Code Section 16.03(4)(b)(iv).

Motion by Matoushek 2nd by TerBeest to open the Public Hearing. Motion carried, unanimously.

James appeared and discussed their plans. They will extend driveway 5' x 7' into the front plane of the house. There is currently Two hour parking along street so this will help so he doesn't have to park in the street and avoid tickets. Parking limitations on Jefferson St. were discussed as well and will be discussed at a future Board of Public Works meeting.

Motion by Matoushek 2nd by Vanderkin to close the Public Hearing. Motion carried, unanimously.

Motion by Whitford 2nd by TerBeest to approve the Conditional Use Permit as presented. Motion carried, unanimously.

4. Site Plan Review - TJ's Autobody - 701 S Watertown St.
There was an apartment by the Laundry mat and they want to move the laundry mat to where the apartment was and the addition. They plan on making the existing laundry mat storage. It will be bigger than the existing laundry mat. It's open 24/7. Jeff and Sue looked at site for stormwater, there were no issues.

Motion by Whitford 2nd Matoushek by to approve the site plan. Motion carried, unanimously.

5. Extraterritorial Zoning Review for property owned by Richard and Penny Hull on Savage Rd. Parcel #'s T21-14-15-19-16-011-00 & T21-14-15-19-16-012-00

We received the extraterritorial review. They are dividing out the farm land from the house. There is no change of use, and it meets the City's code for setback requirements. This has been there for a number of years. The property is almost out by Longview Rd. and does not with future land use maps.

Motion by Vanderkin, 2nd by TerBeest to recommend approval of the Extraterritorial Certified Survey Map to the Common Council. Motion carried, unanimously.

6. Certified Survey Map Review - 810 N Madison St.
They are proposing to divide property to sell to neighbors. The property is in the City but Catherine Ct. is in the Township. It's a 3 lot CSM. One will stay with them and the other two lots will be sold to the neighbors. Motion by Vanderkin 2nd by Whitford to approve proposed Certified Survey Map. The final Certified Survey Map can go directly to the Common Council when we receive it. Motion carried, unanimously.

ADJOURNMENT

Motion by Whitford, 2nd by Vanderkin to adjourn the meeting. Motion carried, unanimously. Meeting adjourned at 4:49 pm