



**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**Video Conference and Teleconference**  
**Wednesday, August 19, 2020 at 4:45 pm**  
**(Approved 8/31/20)**

**VIDEO CONFERENCE AND TELECONFERENCE**

**The Waupun Plan Commission met virtually at 4:45 pm on August 19, 2020, via Zoom.**

**CALL TO ORDER**

The Waupun Plan Commission met virtually at 4:45 pm via Zoom.

**ROLL CALL**

Members Present: Julie Nickel, Fred Lueck, Elton TerBeest, Jerry Medema, Jeff Daane, and Jill Vanderkin

Member Excused: Mike Matoushek

Staff Present: Sarah VanBuren and Sue Leahy

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION-**

Chairman Nickel asked if there were any persons wishing to address the committee on any items not included on today's agenda. Hearing nothing, Chairman Nickel proceeded to address the items listed for consideration and action on today's committee agenda.

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

Chairman Nickel indicated the next meeting of the Plan Commission will be August 31, 2020, at 4:45 pm

**CONSIDERATION - ACTION**

1. **APPROVE MINUTES** of the July 15, 2020 Plan Commission Meeting.  
Motion by Medema, seconded by Vanderkin to approve the minutes of the July 15, 2020 Plan Commission meeting as presented. Motion carried, unanimously.
2. **PUBLIC HEARING – CONDITIONAL USE PERMIT** - Wind & Unwind Coffee & Wine House, 310 E Main St. Waupun.  
Application to provide outside service under Section 11.12(4)(a) of the City of Waupun ordinance in a B-2 Central Business District subject to a Conditional Use Permit. Chairman Nickel noted this matter has been withdrawn as the Public Hearing Notice was not published. This matter is now rescheduled for Monday, August 31, 2020 at 4:45 pm in the Council Chambers, City Hall, Waupun.
3. **SITE PLAN REVIEW** – Judson's – 412 E. Main St  
Glen Marwitz, agent for Judson's submitted a site plan to construct an 18' x 22' covered patio on the west dimension of their present building. They would provide a green space for the patio. Sue Leahy said the structure will meet all yard and setback requirements of the zoning ordinance.

Glen asked if he could bring in fill on Saturday. Sue said he can go ahead.

Chairman Nickel asked for a motion to act on this Site Plan.

Motion by Medema, seconded by Nickel to approve the site plan for the patio addition at Judson's at 412 E. Main St.

Vote: Vanderkin, Daane, TerBeest, Medema, Lueck, and Nickel – "AYE". Motion carried unanimously 6/0.

4. **SITE PLAN REVIEW** – 412 E Main St. An application for a permit has been submitted by Gysbers Jewelry to construct a 16' x 24' single story goldsmith shop on the rear or south dimension of their present jewelry store business. The addition may create 1-3 new jobs. There is an asphalt area there from a former garage. Sue said the addition meets all yard and setback requirement. Lueck asked if the City has a setback requirement from a platted alley. Sue indicated there is no minimum setback from an alley. Lueck feels there should be a minimum setback otherwise someone could build right up to the platted alley or maybe even on it and obstruct traffic.

Chairman Nickel called for a motion to act on the Gysbers Jewelry Store Addition

Motion by Vanderkin, seconded by Daane to approve the site plan for a 16' x 24' single story goldsmith addition on the south dimension of the jewelry store.

Vote: Vanderkin, Daane, TerBeest, Medema, Lueck, and Nickel – "AYE" Motion carried, unanimously 6/0.

5. **EXTRATERRITORIAL ZONING REVIEW** – N10565 Cottonwood Rd. Dodge County has submitted a letter of intent notification of a proposed minor subdivision that lies within the City of Waupun's extraterritorial zoning requirements. The City's subdivision ordinance has jurisdiction within 1 ½ miles of the City limits. Charles Schranz proposes to separate an approximate 3.8 acre parcel from an existing 40 acre parcel. The proposed new lot contains an existing set of buildings at N10656 Cottonwood Rd., Section 24, Town of Trenton, Dodge County, Wisconsin. The intended use would be single family residential.

Lueck questioned whether the proposed development was in accordance with the City's 2006 Comprehensive Plan for extraterritorial area. Sue Leahy said there is no problem with the City's plan.

Chairman Nickel called for a motion to act on the minor land division letter of intent from Dodge County.

Motion by Vanderkin, seconded by Medema to send an approval recommendation to Dodge County on the proposed land division of Charles and Roberta Schranz, Section 24, Town of Trenton, N10565 Cottonwood Rd., Waupun. Motion carried, unanimously.

6. **ADJOURNMENT** Motion by Vanderkin, seconded by Nickel to adjourn the meeting. Motion carried, unanimously. Meeting adjourned at 5:00 pm

Fred Lueck  
Secretary