



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, January 15, 2025 at 4:30 PM

Mayor Bishop, Chairperson, called the meeting to order at 4:30 pm on January 15, 2025.

Roll call taken. Members Present: Chairperson Bishop; Jason Whitford (online); Elton TerBeest; Jeff Daane; Gary DeJager; Jerry Medema; Mike Matoushek (online). Staff present: Sue Leahy, Grand Valley Inspection; Administrator Schlieve; Attorney Vande Zande. Members of the public present: Eric Drazkowski, Excel Engineering; Devin Coyle, Pelton Builders/Carver Flats; Alex Fiebrig, Excel Engineering; Casey Scholz, Excel Engineering.

No members of the public present to speak with the Plan Commission. No public participation allowed after this point of the meeting.

Administrator Schlieve communicates need for a special meeting due to a pending project. January 27, 2025 at 4:30 pm is determined as date to hold a special meeting. Regularly schedule Plan Commission meeting for February 19, 2025 will only be held if needed.

Motion Whitford, second Matoushek to approve Minutes from December 9, 2024 Plan Commission Meeting. Carried unanimously.

Administrator Schlieve reviews requirements to release existing easements on Lot 4 inclusive within Heritage Ridge Located in the NW 1/4 of Section 9, T.13N. R15E, in City of Waupun, Dodge County, WI, stating that a new easement is being established in future action items via a CSM. Motion Whitford, second Matoushek to release easements as presented. Carried unanimously.

A CSM is presented to combine Lot 4 of Heritage Ridge and Lot 1 of CSM #547 into one parcel. The parcel resulting is the site for the Carver Flats development with site plan to be approved in the subsequent agenda item. The CSM as presented reflects an easement for the updated stormwater easement proposed in the previous agenda item. Motion TerBeeest, second Medema. Carried unanimously.

Devin Coyle, Pelton Builders, presents the site plan for Carver Flats, a multi-family development to located on the combined parcel approved in previous agenda item. The parcel sits north of Bayberry Lane and East of STH 26 in Heritage Ridge, TID 9. Daane explains that all staff approvals have been completed except for revisions in process on stormwater requirements for the site. Staff recommendation is to approve plan contingent on stormwater requirements being met. Motion DeJager, second Medema to approve site plan as presented, contingent on stormwater requirements defined by city stormwater engineer being met. Carried unanimously.

Eric Drazkowski, Excel Engineering, presents site plan for Eagle Flexible Packaging to expand their operations in Waupun Industrial Park. Administrator Schlieve notes that a developer's agreement has been approved by the Common Council. The approval includes a stormwater pond to sit on abutting city-owned land to the east of the site. Daane notes that MSA and Excel Engineering are working through final stormwater details and that approval should be contingent on the requirements outlined by city engineers. Motion DeJager, second Whitford to approve the site plan for Eagle Flexible Packaging as presented, contingent on stormwater requirements defined by city engineers being met. Carried unanimously.

Motion Medema, second DeJager to adjourn the meeting at 4:53 p.m. Carried unanimously.