



**MINUTES (APPROVED 9/18/19)**  
**CITY OF WAUPUN PLAN COMMISSION**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, August 20, 2019 at 4:45 PM**

**CALL TO ORDER**

The City of Waupun Plan Commission met at 4:45 pm in the Council Chambers, City Hall, on August 20, 2019.

**ROLL CALL**

Members Present: Julie Nickel, Fred Lueck, Mike Matoushek, Elton TerBeest, Jerry Medema, and Jeff Daane

Members Excused: Derek Drews

Staff Present: Kathy Schlieve, Sarah VanBuren, and Susan Leahy

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

Chairman Nickel asked if there were any persons wishing to address the committee on any issue 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

***No Public Participation after this point.***

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

Chairman Nickel indicated the next scheduled Plan Commission meeting would be Wednesday, September 18, 2019.

**CONSIDERATION - ACTION**

Approve minutes of the July 17, 2019 meeting.

Chairman Nickel called for a motion to approve the minutes of the July 17, 2019 meeting. Motion by Medema, seconded by TerBeest to approve the minutes of the July 17, 2019 meeting as presented. Motion carried, unanimously, minutes approved.

Certified Survey Map of Lot 19 of Mayfair Estates.

Susan Leahy, City Zoning Administrator indicated that Lot 19 of Mayfair Estates presently contains a duplex under construction. It is now proposed to divide the duplex down the center and convert it into two single family residences with a zero lot line. The CSM notes the western unit (1) is owned by Doreen Nitschke and the eastern unit (2) is owned by Shane Rhodes. Leahy indicated each lot would contain the required minimum 6,000 sq. ft. and the structure would meet all required yard and street setbacks.

She also noted that a City Conditional Use Permit will still be required for a Zero Lot line home. Mr. Rhodes indicated he has sold his home and needs to be out by October 1st and into his new one. Lueck feels the City is putting the cart before the horse as a Conditional Use Permit is still required for a Zero Lot Line home and if the Conditional Use Permit for a Zero Lot Line home is denied for some reason, the City will end up with a duplex over the lot line and in violation of the Zoning Ordinance. The Conditional Use Permit should be acted on before a CSM is approved by the Council and recorded.

Motion by Medema, seconded by Matoushek to send a favorable recommendation to the City Council to approve the CSM to divide Lot 19 of Mayfair Estates, City of Waupun into two lots for a future Zero Lot Line home.

Vote: Daane, Medema, TerBeest, Matoushek, and Nickel - "AYE"

Lueck - "NAY".

Motion carried 5/1

**ADJOURNMENT**

Motion by Matoushek, seconded by Daane to adjourn the meeting. Motion carried, meeting adjourned at 4:58 pm.

Fred Lueck

Secretary