



**MINUTES**  
**CITY OF WAUPUN ZONING BOARD OF APPEALS**  
 Waupun City Hall – 201 E. Main Street, Waupun WI  
 Monday, May 6, 2024, at 4:30 PM

**CALL TO ORDER**

Jason Westphal Chairman, called the In-house & Virtual Zoning Board of Appeals meeting at 4:31 p.m.

**ROLL CALL**

Members present: Jason Westphal, Dylan Stein, Rick Vanthoff, & Patricia Beyer Alternate  
 Absent: Mark Nickel & Derek Minnema  
 Also in attendance were Susan Leahy, Zoning Administrator & Kathy Schlieve, Administrator

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

No persons appeared.

**FUTURE MEETINGS AND GATHERING INVOLVING THE ZONING BOARD OF APPEAL**

Leahy stated that there were no applications at this time.

**CONSIDERATION - ACTION**

1. Motion by Beyer, second by Vanthoff to approve the August 7, 2023 Zoning Board of Appeals meeting minutes.  
 4 Ayes, 0 Nays. Motion carried unanimously

2. Recognition of Mayoral Appointment of Board Members

ALDERMAN	<i>Mayoral Appointed Chairman</i>	4/30/2025	Jason Westphal
CITIZEN		4/30/2025	Mark Nickel
CITIZEN		4/30/2026	Derek Minnema
CITIZEN		4/30/2027	Rick Vanthoff
CITIZEN		4/30/2027	Dylan Stein
CITIZEN ALTERNATE		4/30/2026	Patricia Beyer

Motion by Stein to approve the appointed board members. Beyer 2<sup>nd</sup>.

4 Ayes, 0 Nays. Motion carried unanimously

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

4 Ayes, 0 Nays. Motion carried unanimously

4. Public Hearing – Westphal read request to discuss/approve a variance request of Jared Apfelbeck at 620 Claggett Avenue to construct a 6’ high vinyl fence within a future front yard per Municipal Code Section 16.01(11)(j)(ii) and (iv).

- Apfelbeck explained that the vacant lot to the east is a dedicated right-of-way (ROW). He doesn’t know when or if the street will go in in the future but wants to make it safe for his (3) kids and (2) dogs to play in the yard and would like the fence to be 6’ high. Fence to be vinyl.
- Leahy stated that should the street be constructed; their east property line would be considered a front yard. Per the drawing, the fence would not encroach the vision triangle.
- Westphal closed the public hearing.
- Motion by Stein to approve variance as read. Vanthoff 2<sup>nd</sup>.

**Westphal – Aye, Vanthoff - Aye, Stein – Aye, Beyer - Aye**

4 Ayes, 0 Nays. Motion carried unanimously

**ADJOURNMENT**

Motion by Vanthoff, seconded by Stein to adjourn the meeting. Motion carried, meeting adjourned at 4:44 pm.