



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**201 E Main St**  
**Wednesday, January 20, 2021 at 4:45 PM**  
(Approved 2/17/21)

**CALL TO ORDER**

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

**ROLL CALL**

Member Present: Julie Nickel, Fred Lueck, Jerry Medema, Jill Vanderkin, Jeff Daane, and Mike Matoushek

Member Excused: Elton TerBeest

Staff Present: Sarah VanBuren, Sue Leahy, and Steve Brooks (by phone)

**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 Wednesday, February 17, 2021 at 4:45 pm.

**CONSIDERATION - ACTION**

1. Approve minutes of the December 16, 2020 Plan Commission meeting.  
Chairman Nickel asked for a motion to act on the Plan Commission minutes of December 16, 2020. Motion by Lueck, seconded by Matoushek to approve the minutes of December 16, 2020 as presented. Motion carried, unanimously.
2. Approve minutes of the December 21, 2020 Plan Commission meeting.  
Chairman Nickel asked for a motion to act on the Plan Commission minutes of December 21, 2020. Motion by Daane, seconded by Medema to approve the minutes of December 21, 2020 as presented. Motion carried, unanimously.
3. CSM Review – Stanton & Son LLC, Edgewood Dr. & Beske St.  
Sue Leahy, City Zoning Administrator briefly explained that the committee approved the Zero Lot Line residence at the corner of Edgewood Dr. and Beske St last October. They are now providing a CSM to show the Zero Lot Line through the home creating two units and meeting the minimum 4,000 sq. ft. for each individual lot and other minimum setbacks. The property is recorded as Lot 30 of Woodland Hills and located in the SE ¼, NE ¼, Section 31, T14N R15E, City of Waupun, Fond du Lac County, Wisconsin. The committee asked if the required restrictive covenants regarding property maintenance were also submitted. Sue said they will probably submit them this spring before they sell the units. Lueck feels that a required number of restrictive covenants should be in the ordinance and the contractor can also add more covenants if needed before the City approves these units, not after. He feels the covenants aren't going to cover all the potential problems that may arise in the future with these zero lot line units, that is why the committee should review them.

Chairman Nickel called for a motion to act on this CSM.

Motion by Matoushek, seconded by Vanderkin to file a favorable recommendation with the City Council and approve the CSM of Stanton & Son LLC being a re-division of Part of Lot 30 of Woodland Hills located in the SE ¼, NE ¼ of Section 31, T14N, R15E, City of Waupun, Fond du Lac County, Wisconsin.

Vote: Matoushek, Daane, Vanderkin, Medema, Lueck, Nickel – “AYE”  
Motion carried, unanimously 6/0.

4. Site Plan Review – Tenneco Power Train, 401 Industrial Ave.  
Bill Hoch, architect with Blowfish Architects, LLC called in by phone to explain the site plan and answer any questions.

They intend to construct a 20' wide asphalt tanker drive from Wilson Dr. to the existing asphalt area to the NW. A 6' x 30' chain link fence will be installed at Wilson Dr. as well as a stone tracking pad.

A proposed hydrogen tank system would be constructed along the south dimension of the drive as well as a proposed concrete pad on the south side of the drive and north of the new tank system. A new utility trench would extend from the existing trench to the north to the new tank system to the south.

Steve Brooks of the Waupun Utilities called in by phone to question the utility trench extension. He had concerns about protecting the utility conduit from truck traffic over the conduit. It was suggested that Mr. Hoch have a follow up with Mr. Brooks on this issue. Mr. Hoch indicated the material has been ordered and they want to start in March or ASAP.

Jeff Daane, City Engineer said he has discussed stormwater issues with MSA and they are OK with their plans.

No further issues were forthcoming so Chairman Nickel called for a motion to act on this site plan.

Motion by Matoushek, seconded by Daane, to approve the site plan for Tenneco Power Train, 401 Industrial Dr. for a new LHY Supply tank, drive, gate, fencing, and utility conduits on the condition any issues regarding the utility trenches and conduits be resolved with the Waupun Utilities prior to construction.

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

#### **ADJOURNMENT**

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

Fred Lueck  
Secretary