



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**Waupun City Hall – 201 Main Street, Waupun, WI**  
**Wednesday, December 8 , 2021 at 4:30 p.m.**

**Plan Commission Members Present:**

Jeff Daane  
Jon Dobbratz  
Mike Matouschek  
Jerry Medema  
Julie Nickel  
Jill Vanderkin

**Plan Commission Members Absent:**

Elton TerBeest (unexcused)

**Staff Present:**

B.J. DeMaa .....Chief, Waupun Police Department  
Susan Leahy ..... Building Inspector/Zoning Administrator  
Kathy Schlieve ..... Administrator  
Sarah Van Buren .....Community & Economic Development Coordinator

**Other:**

Steve Brooks  
Mark Buteyn  
Frank Mesa  
Kaylee Morse  
Nicholas Newman  
Bob Patrouille  
Scott Peters  
Wilson Sarmiento  
Dean Schultz  
Tim Vanderkin  
Isaac Vang  
Greg Zonnefeld

**CALL TO ORDER:**

Mayor Nickel called the meeting of the Plan Commission to order at 4:30 p.m.

**ROLL CALL:**

Roll call and quorum determined.

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

None.

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

**CONSIDERATION-ACTION:**

**1. Approval of minutes of the September 29, 2021 meeting**

A motion to approve the September 29, 2021 minutes was made by Mr. Medema and seconded by Mr. Dobbratz, passing unanimously.

**2. Public Hearing – Ordinance Amendment to Section 16.01(10) of the Waupun Municipal Code**

Administrator Schlieve provided a brief update regarding the requested action.

A motion to close the public hearing was made by Mr. Matoushek and seconded by Mr. Dobbratz, passing unanimously.

A motion to approve the Ordinance Amendment to Section 16.01(10) of the Waupun Municipal Code, as presented, along with the updated land use map was made by Mr. Matoushek and seconded by Mr. Medema, passing unanimously.

**3. Public Hearing – Conditional Use Permit Application of Scott Peters at 26 W. Main St. to operate a U-Haul Dealer and construct a 2 stall garage for small engine repair and vehicle service per Section 16.04(2)(d)(ix) and 16.04(2)(d)(v) of the Waupun Municipal Code.**

Mr. Peters provided a summary of the proposed project requiring a conditional use permit.

A motion to close the public hearing was made by Mr. Dobbratz and seconded by Mr. Matoushek, passing unanimously.

Conditions of Approval:

- No more than three vehicles to be serviced at a time.
- No repair parts to be stored outside.
- Installation of a privacy fence on the north side of property.

A motion to approve the Conditional Use Permit application of Scott Peters at 26 W. Main St., with the conditions listed, was made by Mr. Dobbratz and seconded by Mr. Matoushek, passing unanimously.

**4. Public Hearing – Conditional Use Permit Application of Kaylee Morse at 906 W. Main St. to operate a Doggie Daycare per section 16.04(3)(d)(v) of the Waupun Municipal Code.**

Ms. Morse was present to review plan for doggie daycare to open at 906 W Main St. Discussion surrounding noise and lack of outdoor area to potty/exercise dogs was had. Ms. Leahy presents that upon review she sees no requirement to establish conditions and recommends approval of the conditional use permit. No further discussion and no public comment.

A motion to close the public hearing was made by Mr. Matoushek and seconded by Ms. Vanderkin, passing unanimously.

A motion to approve the Conditional Use Permit application of Kaylee Morse was made by Mr. Matoushek and seconded by Ms. Vanderkin, passing unanimously.

**5. Site Plan Review – Central Wisconsin Christian School – 301 Fox Lake Rd.**

Mr. Schultz, from Excel Engineering, provided an overview of the project.

A motion to approve the site plan for Central Wisconsin Christian School was made by Mr. Medema and seconded by Mr. Dobbratz, passing unanimously.

**6. Site Plan Review – Veterans Memorial Wall – Shaler Park**

Mr. Mesa, from the Waupun VFW, provided an overview of the project.

A motion to approve the site plan for the Veterans Memorial Wall at Shaler Park was made by Mr. Dobbratz and seconded by Mr. Matoushek, passing unanimously.

**7. Site Plan Review – Kwik Trip at 800 W. Main St.**

Mr. Newman, from Kwik Trip, provided an overview of the project.

A motion to approve the site plan for Kwik Trip located at 800 W. Main St. was made by Mr. Medema and seconded by Mr. Matoushek, passing unanimously.

**8. Site Plan Review – Waupun Public Utilities – 501 Fond du Lac St.**

Mr. Brooks, from Waupun Public Utilities, provided an overview of the USDA-Rural project occurring at 501 Fond du Lac St.

Ms. Vanderkin left the meeting at 5:32 p.m.

A motion to approve the site plan for the Waupun Public Utilities located at 501 Fond du Lac St. was made by Mr. Matoushek and seconded by Mr. Dobbratz, passing unanimously.

#### **ADJOURNMENT**

The motion to adjourn was made by Mayor Nickel and seconded by Mr. Matoushek, passing unanimously. The meeting adjourned at 5:33 p.m.