



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Wednesday, May 24, 2023 at 4:30 PM

**CALL TO ORDER**

Chairman Bishop called the meeting to order at 4:31 pm

**ROLL CALL**

Members Present: Elton TerBeest, Jerry Medema, Jeff Daane, Rohn Bishop, Mike Matoushek, Jill Vanderkin, & Jason Whitford

Public Attendance: See Attached Attendance Sheet

Staff Present: Kathy Schlieve - Administrator, Sue Leahy - Building Inspector

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

None

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

The next regular scheduled Plan Commission meeting will be Wednesday, June 21, 2023

**CONSIDERATION - ACTION**

1. Approval of Prior Meeting Minutes – April 26, 2023  
Motion by Whitford, 2nd by Vanderkin to approve the minutes of the April 26, 2023 meeting as presented.  
Motion carried unanimously.
2. Public Hearing - Rezoning Petition of Matt & Katie Bohn / Steve & Mary Guth to rezone property located at 912 E. Main St. from the R-4 Mixed Residential District to the PCD Planned Community Development District.

Motion by Whitford, 2<sup>nd</sup> by Vanderkin to open the public hearing. Motion carried.

This is to rezone a home adjacent to their current property which is the drive thru coffee shop. They purchased this property, but don't have an exact plan yet for it.

Motion by Matoushek, 2<sup>nd</sup> by Whitford to close the public hearing. Motion carried.

Motion by Matoushek, 2<sup>nd</sup> by Medema to recommend to the Common Council the rezoning of 912 E. Main St. from the R-4 Mixed Residential District to the PCD Planned Community Development District.

Vote: TerBeest, Medema, Daane, Bishop, Matoushek, Vanderkin, Whitford – “AYE”

Motion carried, unanimously.

3. Public Hearing - Conditional Use Permit – Maria A Lao & Nick Manasale at 600 Fern Street to operate a Church per Municipal Code Section 16.04(1)(d)(iv).

Motion by Whitford, 2<sup>nd</sup> by Matoushek to open public hearing. Motion carried.

Discussion regarding the existing Shrank clinic to be utilized as a church. Christopher Jansen stated they are looking to buy the building and convert it to a church as they have outgrown their present church located at 324 East Franklin Street. Once moved into the building they would look at selling their current building. The object is to utilize both the 1<sup>st</sup> floor and lower level. Bishop asked for other questions.

Motion by Matoushek, 2<sup>nd</sup> by TerBeest to close public hearing. Motion carried.

Motion by Whiteford, 2<sup>nd</sup> by Matoushek to approve the conditional use permit for a church at 600 Fern Street.

Vote: TerBeest, Medema, Daane, Bishop, Matoushek, Vanderkin, Whitford - "AYE"

Motion carried unanimously.

4. Site Plan- Scott Peters, 26 West Main Street

Schlieve stated that the building exterior finished has been approved by CDA. The building does not increase the impervious surface – no stormwater issues. Peters has installed a white vinyl fence along the north property line. Leahy stated the proposed building is under 25,000 cubic feet so does not need state approved plans just needs to follow code when building. Peters stated that there will not be any U-haul at this time. Outdoor storage was part of his conditional use permit.

Motion by Daane, 2<sup>nd</sup> by Matoushek to approve the site plan.

Vote TerBeest, Medema, Daane, Bishop, Matoushek, Vanderkin, Whitford - "AYE"

Motion carried, unanimously.

5. Extraterritorial Zoning Review – CSM for Helen & Roy Reabe Trust at W7485 State Road 68, Dodge County. Roy explained the reason for the CSM was to divide the house off the trust. They will be moving into their parent's home as it is a 1 story ranch in lieu of their current 2 story home. They must divide the parcel due to the trust.

Motion by Whiteford, 2<sup>nd</sup> by Vanderkin to approve the Extraterritorial CSM at W7485 State Road 68, Dodge County.

Vote: TerBeest, Medema, Daane, Bishop, Matoushek, Vanderkin, Whitford - "AYE"

Motion carried unanimously.

6. Extraterritorial Zoning Review – CSM for Frank VanBever, County Road M, Fond du Lac County.

VanBever explained that Lot 1 was on the 1<sup>st</sup> CSM with Stuebs. The future owner will be expanding their septic system there will be no buildings. Lot 2 VanBever will be giving to his employee. VanBever stated he owns the yellow house, flipped it and moved in a few weeks ago. VanBever went on to add, that if the City would like a future road that it could be placed along the north side of his barn to future lots north of Neevel Avenue. Lot 2 is 3.79 acres which will remain AG zoning. If he does decide to put a house on it, it would need to be rezoned. Whitford made a comment that if the City wants to grow, they need to purchase the land. Daane stated the City Attorney could draft a document stating something for a future street. Bishop asked if this could be a potential spot for drainage ponds. Daane stated that is a main line is not near it would cost more money.

Motion by Whiteford, 2<sup>nd</sup> by Daane to approve the Extraterritorial CSM, VanBever - County Road M, Fond du Lac County.

Vote: TerBeest, Medema, Daane, Bishop, Matoushek, Vanderkin, Whitford - "AYE"

Motion carried unanimously.

## **ADJOURNMENT**

Motion by Medema, 2<sup>nd</sup> by TerBeest to adjourn the meeting. Motion carried, meeting adjourned at 5:09 pm.

Minutes prepared by Susan Leahy, Zoning Administrator