



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**201 E Main St**  
**Wednesday, December 16, 2020 at 4:45 PM**  
(Approved 1/20/21)

**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, Elton TerBeest, and Jeff Daane

Member Excused: Mike Matoushek

Staff Present: Sarah VanBuren and Sue Leahy

**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, January 20, 2021 at 4:45 pm.

**CONSIDERATION - ACTION**

1. Approve minutes of the November 18, 2020 Meeting.  
Motion by Medema, seconded by TerBeest to approve the minutes of the November 18, 2020 Plan Commission meeting as presented. Motion carried, unanimously.
2. Review CSM of Waupun West Realty JIG, LLC.  
City Zoning Administrator Sue Leahy noted the property included in the CSM includes Lots 1, 2, 3, 4, 5, 7, 8, 9, 10 and all of lots 12, and 13, Block 2 Harris Park Subdivision, City of Waupun, Fond du Lac County, WI. Sue said the owner of the subdivision has passed away and one of the business owners in this subdivision would like to create a lot for her business. The business is a hair salon and to be located on proposed lot #2. Daane, City Engineer had a concern that the CSM does not appear to include an access easement across proposed Lot 2 for proposed Lot 1, as the State will not allow a driveway access to Lot 1 from STH 49. Lueck also questioned whether the proposed north lot line of Lot 1 actually extends 19 +/- ' onto Lots 7, 8, 9, 10, and 11 of the adjacent residential subdivision to the north. Daane tried calling the surveyor to get some answers but no one was answering the phone.

Chairman Nickel suggested that further action on this CSM should be laid over until a future meeting of the committee for answers to the committees questions.

Motion by Nickel, seconded by Lueck to lay over any further action on the CSM of Waupun West Realty until the committees next available meeting date or the next regularly scheduled meeting on January 20, 2020.

Vote: Daane, TerBeest, Vanderkin, Medema, Lueck, and Nickel – "AYE"

Motion carried, unanimously. 6/0

3. Discuss property compliance issues at 124 E Main St. Chairman Nickel noted that the owner never received his certified letter from the City so he was informed the matter would be tabled until a future meeting.

**ADJOURNMENT**

Motion by Lueck, seconded by Nickel to adjourn the meeting. Motion carried, meeting adjourned at 5:05 pm.

Fred Lueck  
Secretary