



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, September 20, 2023 at 4:30 PM**

The Waupun Plan Commission met on Wednesday, September 20, 2023 at 4:30 pm in the Waupun City Hall Council Chambers. The meeting was held in person, virtual, and teleconference.

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 4:30 pm

**ROLL CALL**

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

Members Excused: Elton TerBeest

Staff Present: Susan Leahy, Dan VandeZande, Kathy Schlieve

Others Present: Felisa Griesbach and Adam VandeSlunt

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION**-- None

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

October 18, 2023.

**CONSIDERATION - ACTION**

1. Approve minutes of the August 16, 2023 meeting.  
Motion by Whitford, 2nd Matoushek. Motion carried.
  
2. Public Hearing - Conditional Use Permit Application of Felisa Griesbach at 730 Park St. to operate a home occupation that will include dressmaking, alterations, sewing, tailoring, and millinery per Municipal Code Section 16.13(2)(a).

Motion by Matoushek, 2nd Whitford to open public hearing. Motion carried, unanimously.

Sue noted that this is a secondary house that they own. This is a permitted home occupation, however this is a secondary home. The property owner appeared and discussed their plan.

Motion by Whitford, 2nd Matoushek to close the public hearing. Motion carried, unanimously.

Motion to by Daane, 2<sup>nd</sup> by Whitford to approve Conditional Use Permit Application of Felisha Griesbach at 730 Park St. to operate a home occupation that will include dressmaking, alterations, sewing, tailoring, and millinery as presented. Motion carried, unanimously.

3. Public Hearing - Ordinance Amendment to create a Fee Schedule and remove all fees noted in Chapter 16 of the Waupun Municipal Code.

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

Kathy explained that what the City is trying to accomplish is streamlining the process and making it easier for people to know what they have to pay for fees. The City wants a single source document. This will hopefully help keep us more current as well. No fees are being removed from Chapter 16 (Zoning Ordinance). Sue

noted that the Home Occupation Conditional Use, Variance, and Conditional Use Permit fees should be the same and recommends that fee being \$250.00

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

Motion by Matoushek, 2<sup>nd</sup> by Whitford to approve fee schedule ordinance on the condition that the fee schedule be updated so the fee for Home Occupation Conditional Use, Variance, and Conditional Use Permit are all \$250. Motion carried, unanimously.

4. Site Plan Review - 114 Washington Ave - Edward Jones Investments

Adam VandeSlunt appeared on Zoom to discuss his plans. He would like to put an addition on the west side of the building, which will be additional office to add employees. Jeff Daane stated that the storm water is covered by the regional pond. There are 4 storm drains on the property. There is adequate parking.

Motion by Medema, 2<sup>nd</sup> by Matoushek, to approve site plan as presented. Motion carried, unanimously.

5. Certified Survey Map Review - 800 W. Main St.

This is the Kwik Trip site. There are currently two parcels that they wish to combine into one. This is for a remodel project they will be working on this year. Staff stated there are no issues with the CSM.

Motion by Daane, 2<sup>nd</sup> by Matoushek to recommend approval of the CSM for 800 W. Main St. as presented to the Common Council. Motion carried, unanimously.

6. Extraterritorial Zoning Review - Luz & Mariano Rosales - T21-14-15-21-10-001-00

This item was tabled due to the Town of Waupun denying the CSM.

**ADJOURNMENT**

Motion by Matoushek, 2<sup>nd</sup> by Medema to adjourn the meeting. Motion carried, unanimously, meeting adjourned at 4:41 pm.

Minutes prepared by Trista Steinbach