



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**Waupun City Hall – 201 Main Street, Waupun, WI**  
**Wednesday, August 25, 2021 at 4:30 p.m.**  
**(Approved 9/29/21)**

Plan Commission Members Present:

Jeff Daane  
Jon Dobbratz  
Mike Matoushek  
Jerry Medema  
Julie Nickel  
Elton TerBeest

Plan Commission Members Absent:

Jill Vanderkin

Staff Present:

Susan Leahy ..... Building Inspector/Zoning Administrator  
Kathy Schlieve ..... Administrator  
Sarah Van Buren ..... Community & Economic Development Coordinator

Other:

Patrick Beilfuss ..... Cedar Corporation  
Derek Drews ..... Fox Valley Savings Bank  
Chris McGuire .....

**CALL TO ORDER:**

Mayor Nickel called the meeting of the Plan Commission to order at 4:31 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 July 28, 2021 meeting**

A motion to approve the July 28, 2021 minutes was made by Mr. Matoushek and seconded by Mr. Dobbratz, passing unanimously.

**2. Public Hearing – Rezoning Petition of Fox Valley Savings Bank – 409 E. Jefferson St.**

A motion to approve the Rezoning Petition of Fox Valley Savings Bank, as presented, was made by Mr. TerBeest and seconded by Mr. Medema, passing unanimously.

**3. Public Hearing – Zoning Ordinance Amendment – Adult Day Care Facilities and Group Child Care Centers in Residential District**

A motion to approve the Zoning Ordinance Amendment, as presented, was made by Mr. Dobbratz and seconded by Mr. Matoushek, passing unanimously.

**4. Site Plan Review – Culver’s Restaurant – 900 Kelly Avenue**

A motion to approve the Site Plan for Culver’s Restaurant at 900 Kelly Avenue, as presented, was made by Mr. Matoushek and seconded by Mr. TerBeest, passing unanimously.

**5. Residential Zoning District Amendments and Draft Accessory Dwelling Units**

Mr. Beilfuss led the group in the review of the proposed changes that were discussed at the July meeting for

all residential district types. As it pertains to twin homes in R-1 and R-2, square footage will be amended to 4,000 sq. ft. per side for a total of 8,000 sq. ft.

Mr. Beilfuss did bring up a question regarding varied lot widths within a single subdivision to assess how the city would manage a variety of lot widths in a neighborhood or if the small lots should be contained in one area. The group decided to incorporate language regarding this matter in the subdivision portion (Chapter 17) of the municipal code. Mr. Beilfuss will work with staff to make the appropriate edits. Mr. Beilfuss also made edits to other parts of the code that referred to the old R-4 designation.

Discussion occurred regarding the placement of ADU language in the ordinances. Some communities have a separate section regarding ADUs that outlines the various parameters. The Waupun municipal code contains a section regarding general provisions. This appears to be a place where the ADU language may fit best. No changes to ADU language, as presented, were recommended.

#### **ADJOURNMENT**

The motion to adjourn was made by Medema and seconded by Mr. Dobbratz, passing unanimously. The meeting adjourned at 5:18 p.m.