



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, July 16, 2025 at 4:30 PM

CALL TO ORDER

Chairperson Bishop called the meeting to order at 4:30 p.m.

ROLL CALL

Members In-Person: Chairperson Rohn Bishop, Jason Whitford, Elton TerBeest, Gary DeJager, Jerry Medema, DPW Director Jeff Daane

Members Virtual: Michael Matoushek

City Staff In-Person: City Attorney Dan VandeZande, Administrator Kathy Schlieve, City Clerk/Treasurer Angie Hull

City Staff Virtual: Building Inspector Sue Leahy

Absent and excused: None

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

No persons appeared before the Plan Commission.

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

The Commission was informed that the next regularly scheduled meeting of the Plan Commission is Wednesday, August 20, 2025, 4:30 p.m.

CONSIDERATION - ACTION

2. Minutes from June 18, 2025 Plan Commission Meeting

Motion Whitford, second Terbeest to approve the June 18, 2025, Plan Commission meeting minutes. Motion carried 7-0.

3. EXTRA-TERRITORIAL REVIEW OF CERTIFIED SURVEY MAP OF UNPLATTED LAND IN THE NW 1/4 OF THE SW 1/4 OF SECTION 21 T. 14 N. - R. 15 E. TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN

Luz Rosales provides a CSM to parcel off 5 acres from parcel T21-14-15-21-10-001-00, a 40-acre parcel, located at N3494 W. Center Road, Waupun. This is before the Plan Commission for extra territorial review.

Motion DeJager, second Whitford to approve the Extraterritorial Certified Survey Map of unplatted land in the Northwest 1/4 of the Southwest 1/4 of Section 21, Township 14 North-Range 15 East, Town of Waupun, Fond du Lac County, Wisconsin. Motion carried 7-0.

4. EXTRA-TERRITORIAL REVIEW OF FOND DU LAC COUNTY CERTIFIED SURVEY MAP GENERAL LOCATION BEING PART OF THE NW1/4 OF THE NE1/4, SECTION 34, T. 14 N, R. 15 E, TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN

Michael Pluim provides a CSM to parcel off 3.36 acres from parcel T21-14-15-34-02-001-00, a 40-acre parcel, located at W10668 Oak Center Rd, Waupun. This is before the Plan Commission for extra-territorial review.

Motion Whitford, second Matoushek to approve the Extraterritorial Certified Survey Map being part of the Northwest 1/4 of the Northeast 1/4, Section 34, Town 14 North, Range 15 East, Town of Waupun, Fond Du Lac County, Wisconsin. Motion carried 7-0.

DISCUSSION

5. Comprehensive Plan Updates

Schlieve provides the city is required by Statute to update our comprehensive plan every 10 years. The current plan was adopted in 2018. Recently legislative changes to address housing shortages across the state have

created a need to file an update to the plan as of January 1, 2023. Schlieve notes that the updates once adopted will qualify the city for WHEDA low interest loan programs that have been identified in the redevelopment of 331 Bly St. General support for the update is expressed. Schlieve indicates that once the documents have been updated, a public hearing will be scheduled with the Plan Commission for review and recommendation to the Council.

6. Waupun Municipal Code 16.07 PCD Planned Community Development Requirements

Schlieve provides a draft ordinance to amend Ch. 16.07 entitled PCD Planned Community Development Requirements. The current zoning code provides for mixed-use and innovative development as permitted under Wis. Stat. § 62.23(7) zoning authority and § 236.45 local subdivision regulation authority, however, it lacks specific provisions as to use as an overlay or a stand-alone unique zoning type, which has caused confusion and inconsistency with the administration of the code. The draft ordinance is provided to aid in the clarification process. There is support expressed for the update with Daane indicating that he would like to see specific standards for stormwater management increased. No additional feedback is provided. Schlieve notes that staff will be working with a land use expert to refine the draft ordinance reviewed and will schedule a public hearing to review ordinance for recommendation to the Common Council at a future meeting.

ADJOURNMENT

Motion Matoushek, second Medema to adjourn this meeting at 4:42pm.