



A G E N D A
CITY OF WAUPUN SPECIAL PLAN COMMISSION
MEETING MINUTES
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 12, 2022 at 4:00 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 4 p.m.

ROLL CALL

Plan Commission Members Present:

- Jeff Daane
- Jon Dobbratz
- Jerry Medema
- Rohn Bishop, Mayor
- Mike Matouschek
- Elton TerBeest
- Jill Vanderkin (arrived 4:03 p.m.)

Public Attendance

- Rich Leaver, Leaver Land Surveying
- Kari Pattee, Property Owner of 19 S. Madison St

Staff Present:

- Kathy Schlieve, Administrator

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Staff are planning to hold the regularly scheduled meeting of the Plan Commission on Tuesday, July 26, at 4:30 p.m.

CONSIDERATION - ACTION

1. Acceptance of prior Meeting Minutes from June 6, 2022.

Motion Dobbratz and second Medema to approve minutes as presented. Carried unanimously.

2. Certified Survey Map- Kari Pattee property at 19 S. Madison St.

Presentation of certified survey map by Rich Leaver. Administrator Schlieve and Jeff Daane presented information from Dodge County and Attorney Vande Zande about the proposed survey. As presented the survey proposes an overlap of property lines that encroach on city property on the Northern boundary. Attorney Vande Zande provided staff communication that indicates that the survey as proposed should not be approved and that the City should require the property owner to work with the surveyors on a remedy. Attorney Vande Zande indicated that the Plan Commission could discuss a quitclaim deed to clear up property boundary issues and recommend that as a possible solution to the Common Council. Jeff Daane reports that he has discussed with MSA the City's engineering firm and they affirmed this direction as needed before approval is given. Daane noted that there are issues with the northern and eastern property line boundaries and both should be resolved with this CSM. Motion Medema, second Dobbratz to recommend to the council that the proposed CSM be rejected but that the City approve a quitclaim deed to provide a resolution. Motion passes unanimously.

Kari Pattee communicated that drafting the additional quitclaim deeds will cost an additional \$1,000. She is requesting that the City pay the additional fee of \$1,000, or consider sharing the cost. Leaver indicates he will provide all his data to the City's engineer/surveyor if that firm would like to complete this final step. Staff responded that the request would be shared with the Council and further discussion with the City's surveyor will be had to determine cost.

ADJOURNMENT

Motion Matouschek, second Dobbratz to adjourn the meeting, passing unanimously. Meeting adjourned at 4:10 p.m.

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.