



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, June 21, 2023 at 4:30 PM**

The Waupun Plan Commission met Wednesday, June 21, 2023 at 4:30 pm in the Waupun City Hall Council Chambers. The meeting was held in person, virtual, and teleconference.

**CALL TO ORDER**

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

**ROLL CALL**

Members Present: Jerry Medema, Elton TerBeest, Jeff Daane, Rohn Bishop, Jill Vanderkin, and Jason Whitford

Members Excused: Mike Matoushek

Staff Present: Sue Leahy, Dan VandeZande, Kathy Schlieve

Others Present: Timothy Kent

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION—**

None

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

The next meeting will be held on July 19, 2023 at 4:30 pm

**CONSIDERATION - ACTION**

1. Approve minutes of the May 24, 2023 meeting.  
Motion by Medema, 2nd Whitford by to approve the minutes of the May 24, 2023 meeting. Motion carried, unanimously.
2. Public Hearing - Ordinance Amendment - Off Street Parking  
Motion by Whitford, 2nd TerBeest by to open the Public Hearing. Motion carried, unanimously.

This will restrict parking 10' in front of house on hard surface (concrete, asphalt, or gravel). This has been a problem in the City. This will require the owner of the property to apply for a Conditional Use Permit. If more than 10' is needed, the homeowner could apply for a Variance, however they would have to prove a hardship.

Motion by TerBeest, 2nd Medema by to close the Public Hearing. Motion carried, unanimously.

Motion by Whitford, 2nd by Vanderkin to recommend approval of ordinance to the Common Council. Motion carried, unanimously.

3. Site Plan Review - Wisconsin Dairy Distributing - 504 Barnes St.  
Timothy Kent appeared and discussed the Site Plan. They are proposing a small loading dock addition going 8' towards Industrial Dr. and 54' wide. There will be 3 new loading docks and steel stairs coming out of building. A retaining wall will also be placed on the west side of building. The east side of the lot will drain toward catch basin on that side. The exterior of the addition will be insulated metal panels and will match the existing building. Phase 2 will come next year. Jeff asked if there could be a water issue where it would trap water on the west side by the docks. It will be pitched to north and sheet drag across lot. Jeff suggested putting PVC in by loading docks to drain water. Impervious area will be the loading dock and the building. There will be a 2' overhang on dock area. For future, when they come back they will need to show

how much difference in impervious area. Sue asked if semis could stick out into the street, and there is a potential for that if it is a large semi.

Motion by TerBeest, 2nd by Whitford, to approve the site plan for 504 Barnes St. Motion carried, unanimously.

4. Certified Survey Map Review - 305 & 307 E. Main St.

A Certified Survey Map was presented for 305 and 307 E. Main St. Gysbers Jewelry recently acquired 307 E. Main St. and will be making 305 and 307 into one building. The BID and CDA approved their request for funding earlier today. This will combine both parcels into one.

Motion by Daane, 2nd by Vanderkin to recommend approval of the Certified Survey Map for 305 and 307 E. Main St. to the Common Council. Motion carried, unanimously.

5. Certified Survey Map Review - 1021 - 1023 Tanager St

A Certified Survey Map for 1021 and 1023 Tanager St. was presented. This is for a split two-family home that is built on this lot. Sue stated there are written covenants for these lots. This will be the last split-two family home on that street.

Motion by Medema, 2nd by TerBeest to recommend approval of the Certified Survey Map for 1021 and 1023 Tanager St. to the Common Council. Motion carried, unanimously.

**ADJOURNMENT**

Motion by Terbeest, 2nd by Vanderkin to adjourn the meeting. Motion carried, unanimously. Meeting adjourned at 4:46 pm.

Minutes prepared by Trista Steinbach