



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Wednesday, May 15, 2024 at 4:30 PM

**CALL TO ORDER**

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

**ROLL CALL**

Members Present: Chairman Bishop, Jason Whitford, Elton TerBeest

Members Present (via Zoom): Jeff Daane

Members excused: Mike Matoushek, Gary DeJager, Jerry Medema

Staff Present: Sue Leahy

Others Present: Ken & Jenny Brown, Jaden Buchholz, Kristine Feil

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

None

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

**CONSIDERATION - ACTION**

1. Recognition of Mayoral Appointments of Board Members.  
Mayor recognized new member Gary DeJager who replaced Jill Vanderkin on the Board.
2. Nominations and Appointment of Secretary.  
Motion by Terbeest, 2<sup>nd</sup> by Whitford to nominate Jeff Daane as Secretary. Motion carried, unanimously.
3. Establish Day and Month and Time of Board Meeting.  
Motion by Whitford, 2<sup>nd</sup> by TerBeest to hold the monthly Plan Commission meetings on the 3<sup>rd</sup> Wednesday of each month at 4:30 p.m. Motion carried, unanimously.
4. Approve minutes of the March 20, 2024 meeting.  
Motion by TerBeest, 2<sup>nd</sup> by Whitford to approve the minutes of the March 20, 2024 meeting. Motion carried, unanimously.
5. Public Hearing - Conditional Use Permit Application - Kenneth Brown at 13 S. Watertown St. to operate a Plumbing business per Municipal Code Section 16.04(2)(d)(v).

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

Kristine Feil, an adjoining neighbor asked about their plans for building, plans for exterior, how grounds will be kept, and if anything stored outside.

Ken Brown appeared. Trucks will be stored on site, dumpsters will be on site but fenced in. The building will be updated. There will be 2-4 trucks. No storage in front of building.

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

Motion by TerBeest, 2<sup>nd</sup> Whitford by to approve the Conditional Use Permit application of Kenneth Brown at 13 S. Watertown St. to operate a plumbing business with the following conditions: No storage in front yard, and the dumpsters must be in an enclosed area.

Motion carried, unanimously.

6. Site Plan Review - 18 Wheeler Truck Wash - 1815 Shaler Dr.

Brian Retzlaff appeared to discuss plans. He talked to Jason at MSA and would like to get rid of some concrete and replace with grass where they enter the building. The current location of the fire hydrant by the East driveway will need to be moved. The curb will need to be extended 30' and the road blacktopped. Jeff Daane discussed the stormwater plans and stated the site is not suitable for infiltration so the stormwater will have to get directed to the regional pond.

The costs for the curb and fire hydrant moving have not been discussed internally at the City level yet. Retzlaff asked if they need curb and gutter. Jeff stated the driveway approach cannot go right to the road without a curb but he will go over the site plan with Jason from MSA when the project gets closer to starting.

Motion by Whitford , 2nd by TerBeest to approve the site plan for 18 Wheeler Truck Wash at 1815 Shaler Dr. with the following conditions: - Stormwater must get directed to the regional pond.

Motion carried, unanimously.

**ADJOURNMENT**

Motion by TerBeest, 2nd by Whitford by to adjourn the meeting. Motion carried, meeting adjourned at 4:45 pm