



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, January 27, 2025 at 4:30 PM

Meeting called to order by Chairperson Mayor Bishop at 4:30 p.m.

Roll call taken. Members Present: Chairperson Bishop; Jason Whitford (online); Elton TerBeest; Jeff Daane; Gary DeJager; Jerry Medema; Mike Matoushek (online). Staff present: Sue Leahy, Grand Valley Inspection; Administrator Schlieve; Attorney Vande Zande. Also present: Jim Lundberg, Point of Beginning on behalf of Dollar General.

No one from public is present to address the Plan Commission. Public participation is closed from this point of meeting forward.

Chairperson Mayor Bishop notes that the next regularly scheduled Plan Commission Meeting is February 19, 2025, 4:30 pm, Waupun City Hall

Motion Matoushek, second TerBeest to approve minutes from January 15, 2025 Plan Commission meeting. Carried unanimously.

Administrator Schlieve presents request to approve Special Exception Permit for Highway Setback Area and Waiver of Damages for the Carver Flats development. WI-DOT requires this permit to install pavement in their setback area. The City is the applicant on behalf of Carver Flat developer because the City still owns the land. Motion DeJager, second TerBeest to approve the special exception permit as presented. No further discussion. Carried unanimously.

Administrator Schlieve presents request to approve Restriction Release Regarding the Plat of Harris Park Subdivision Document Number 113742A, noting that this is in response to a Council resolution appealing WI-DOT for the removal to mitigate limitations development has faced in this area due to the restriction. Schlieve notes that all remaining approvals for the proposed Dollar General are contingent on approval of this agenda item. Motion TerBeest, second Matoushek to approve the Restriction Release Regarding the Plat of Harris Park Subdivision Document Number 112742A as presented. No further discussion. Carried unanimously.

Administrator Schlieve presents partial easement release agreement between City of Waupun and DGI, Inc., noting that this release and subsequent agenda items 6, 7 and 8 are adjusting existing and redrawing easements needed to serve the site to serve Dollar General. Motion Daane, second Matoushek to approve the partial easement release agreement as presented. No further discussion. Carried unanimously.

Motion DeJager, second Medema to approve Sewer and Water Easement Agreement Between City of Waupun and DGI, Inc. as presented. No further discussion. Carried unanimously.

Motion Matoushek, second TerBeest, to approve the Drainage Agreement Between City of Waupun and DGI, Inc. as presented. Jeff Daane notes that we are still working through final stormwater review and approval should be contingent on meeting final requirements outlined by city engineer. Matoushek amends motion to include contingency and TerBeest seconds. No further discussion. Carried unanimously.

Motion Matoushek, second DeJager to approve Electric Easement Agreement Between City of Waupun and DGI, Inc. as presented. No further discussion. Carried unanimously.

Motion TerBeest, second Whitford to approve Site Plan for Dollar General to Locate on LOT 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00. General discussion about elevation of pond and stormwater infrastructure. Jeff Daane notes again that we are still working through final stormwater review and approval should be contingent on meeting final requirements outlined by city engineer. TerBeest amends motion to include contingency and Whitford seconds. No further discussion. Carried unanimously.

Motion Medema, second TerBeest to adjourn the meeting at 4:48 pm. Carried unanimously.

Minutes Prepared and Submitted by Kathy Schlieve, 1/27/25.