



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Wednesday, January 21, 2026 at 4:30 PM

**CALL TO ORDER**

Alderperson Matoushek called meeting to order at 4:30pm

**ROLL CALL**

Members In-Person: Michael Matoushek, Jeff Daane, Gary Dejager, Jerry Medema, Elton TerBeest

Members Virtual: Jason Whitford

City Staff In-Person: City Attorney Dan VandeZande, Sue Leahy Grand Valley Inspector

Absent and Excused: Mayor Rohn Bishop

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION**

None

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

1. **Next Regularly Scheduled Meeting: Wednesday, February 18, 2026, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI**

**CONSIDERATION - ACTION**

2. **Minutes from November 19, 2025 Plan Commission Meeting**

Motion DeJager, second TerBeest to approve minutes from November 19, 2025 Plan Commission Meeting.

Carried unanimously.

3. **Extraterritorial Certified Survey Map Review for Property Owned by Rachel J. Navis Revocable Trust. Parcel #T21-14-15-31-07-007-00**

Sue Leahy, Grand Valley Inspector, shares this is just taking large parcel and dividing in half, most likely for future build.

Motion Daane, second Dejager to approve the Extraterritorial Certified Survey Map Review for Property Owned by Rachel J. Navis Revocable Trust. Parcel #T21-14-15-31-07-007-00. Carried unanimously

4. **Certified Survey Map of Lands (Shaler Dr) Being Lot 3 CMS#7688 and Lot 1 CSM #7085 and Located in the SE 1/4 of the SE 1/4 of Section 8, T.13N., R. 15E., City of Waupun, Dodge County, Wisconsin**

Motion TerBeest, second Dejager to approve Certified Survey Map of Lands (Shaler Dr) Being Lot 3 CMS#7688 and Lot 1 CSM #7085 and Located in the SE 1/4 of the SE 1/4 of Section 8, T.13N., R. 15E., City of Waupun, Dodge County, Wisconsin. Carried unanimously.

**DISCUSSION**

5. **Renewal of Home Occupation Application for Gun Repair for Donald Cook at 716 County View Drive**

Sue Leahy, Grand Valley Inspector, presented that, per the 2019 meeting minutes, this application is required to return annually for renewal. Since the initial approval, there have been no complaints. Discussion was held, and no issues were identified with the home occupation for gun repair.

**ADJOURNMENT**

Motion Medema, second Whitford to adjourn this meeting at 4:39pm. Carried unanimously.