



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, October 15, 2025 at 4:30 PM

CALL TO ORDER

Chairperson Bishop called the meeting to order at 4:31pm.

ROLL CALL

Members In-Person: Chairperson Rohn Bishop, Jerry Medema, Jeff Daane

Members Virtual: Jason Whitford

City Staff In-Person: City Attorney Dan VandeZande, City Administrator Kathy Schlieve, Lieutenant Mike Navis

City Staff Virtual: None

Public: Chris Blotzer, Clifford & Karen Teletzke

PUBLIC HEARING

1. Chris Blotzer at 717 Sunrise Avenue, for a home occupation for Automotive Retail/Wholesale utilizing a garage stall per Municipal Code Section 16.13(1)(b).

Motion Whitford, second Daane to open the public hearing. Carried unanimously.

City Administrator Schlieve presented the staff report, recommending approval of the proposed Conditional Use Permit application subject to six (6) conditions. These conditions include obtaining a home occupancy permit prior to commencing operations and complying with all applicable safety and municipal requirements.

Chris Blotzer, 717 Sunrise Avenue, stated that he was unaware of the need to obtain a home occupancy permit prior to applying for a home occupation permit. He requested that the matter be tabled for a future meeting. Administrator Schlieve requested that Mr. Blotzer prepare a one-page summary outlining the nature of the business to be conducted.

Motion Whitford, second Medema to close the public hearing. Carried unanimously.

Motion Whitford, second Medema to table this matter. Carried unanimously.

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

2. Next Regularly Scheduled Meeting: Wednesday, November 19, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI

CONSIDERATION - ACTION

3. Minutes from September 24, 2025 Plan Commission Meeting

Motion Medema, second Whitford to approve minutes from September 24, 2025 Plan Commission Meeting. Carried unanimously.

ADJOURNMENT

Motion Whitford, second Medema to adjourn this meeting at 4:43pm. Carried unanimously.

Minutes submitted by Kelsy VandeStreek