



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 Main Street, Waupun, WI
Monday, June 6, 2022 at 4:30 p.m.

Plan Commission Members Present:

Jeff Daane
Jon Dobbratz
Jerry Medema
Rohn Bishop, Mayor
Jill Vanderkin
Mike Matouschek

Plan Commission Members Absent:

Elton TerBeest

Staff Present:

Susan Leahy, Building Inspector/Zoning Administrator
Kathy Schlieve, Administrator
BJ DeMaa, Fire Chief & Emergency Management Director

CALL TO ORDER:

Mayor Bishop called the meeting of the Plan Commission to order at 4:30 p.m.

ROLL CALL:

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION:

None present.

FUTURE MEETINGS AND GATHERINGS INVOLVING THE PLAN COMMISSION

CONSIDERATION-ACTION:

- 1. Recognition of Mayoral Appointment of Board Members and Ex-Officio**
Membership of the Commission remains consistent, with the exception of Mayor Bishop replaces Mayor Nickel. Mayor Bishop thanks members for their service.
- 2. Nomination and Appointment of Secretary**
After no nominations, Jeff Daane volunteers for the role. Motion Matoushek, second Vanderkin to approve Jeff Daane as Secretary. Carried unanimously.
- 3. Establish Day of Month and Time of Board Meeting**
Concensus to maintain meeting day and time as the last Wednesday of each month at 4:30 p.m.
- 4. Approval of minutes of the April 27, 2022 meeting**
Motion Daane, second Matoushek to approve the April 22, 2022 minutes. Carried unanimously.
- 5. Approval of annexation ordinance – Town of Chester 010-315-0843-001**
Administrator Schlieve explains that the City acquired this land for the purpose of expanding the Waupun Industrial Park. Statute permits direct annexation by ordinance of City-owned land. No questions from the Board. Motion Medema, second Dobbratz to approve the ordinance as drafted. Carried unanimously.
- 6. Approval of CSM for Waupun Industrial Park**
Administrator Schlieve explains that the CSM presented reflects the ordinance for land annexation previously approved. No questions from the Board. Motion Matoushek, Second Dobbratz to approve the CSM as presented. Carried unanimously.

7. Approval of preliminary worksite plan for United Cooperative

Building Inspector Leahy discusses a preliminary worksite plan for Untied Cooperative to begin excavation of a minor area of land they have acquired for an industrial project in the Waupun Industrial Park. Leahy emphasized that a formal site plan is forthcoming to the Plan Commission. Approval of this plan merely allows the company to begin site excavation for their work site. No questions from the Board. Motion Dobbartz, second Matoushek to approve the preliminary site plan as presented. Carried unanimously.

ADJOURNMENT

The motion to adjourn made by Medema and seconded by Vanderkin, passing unanimously. The meeting adjourned at 4:45 p.m.