



A G E N D A
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, September 24, 2025 at 4:30 PM

VIRTUAL ACCESS

Topic: Plan Commission

Join Zoom Meeting

<https://us02web.zoom.us/j/86316809654?pwd=oXUiYbL9j7MNJTUeE7G6Llqnolmmxx.1>

Meeting ID: 863 1680 9654

Passcode: 895241

1 312 626 6799

CALL TO ORDER

ROLL CALL

PUBLIC HEARING

1. Jason and Emily Engelhardt Annexation Petition to detach property address W11415 Hawthorne Drive, Waupun (#T21141599HA12000) from Township of Waupun, Fond Du lac County, and be annexed to the City of Waupun.

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--State name, address, and subject of comments. (2 Minutes)

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

2. Next Regularly Scheduled Meeting: Wednesday, October 15, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI

CONSIDERATION - ACTION

3. Minutes from August 20, 2025 Plan Commission Meeting
4. CERTIFIED SURVEY MAP FOR BENJAMIN & LEAH BUTEYN COMBINING LOT 18 & OUTLOT 2 OF THE PLAT OF FAIRWAY ESTATES BEING LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 31, TOWNSHIP 14 NORTH - RANGE 15 EAST, CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN
5. Site Plan Review for 912 W Jefferson St Parcel No. 292-1315-0612-051

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.

(PUBLISH September 17, 2025)

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that at a meeting of the Plan Commission of the City of Waupun, to be held on Wednesday, September 24, 2025, at 4:30 pm, there will be considered an ordinance to annex real estate located in the Town of Waupun, Fond du Lac County, to the City of Waupun.

Jason R. Engelhardt and Emily J. Engelhardt, described as follows:

Lands being Lot 3 & the east 40 feet of Lot 4, Block 3 of Harry H. Hoard Hawthorn Park and being located in the SW 1/4 of the NE 1/4 of Section 32, Town 14 North, Range 15 East, in the Town of Waupun, Fond du Lac County, Wisconsin.

COMMENCING at the North 1/4 Corner of Section 32, Town 14 North, Range 15 East in the Town of Waupun, Fond du Lac County, Wisconsin, thence S 89°55'31" E, 1155.54 feet along the north line of the NE 1/4 of said Section 32 to the northerly extension of the east line of Lot 3, Block 3 of Harry H. Hoard Hawthorn Park; thence S 02°22'47" W, 1320.74 feet along the northerly extension of the east line of Lot 3, Block 3 of Harry H. Hoard Hawthorn Park to the northeast corner of said Lot 3 and the POINT OF BEGINNING; thence continuing S 02°22'47" W, 178.52 feet along the east line of Lot 3, Block 3 of Harry H. Hoard Hawthorn Park and its southerly extension thereof to the centerline of Hawthorne Drive; thence N 89°58'12" W, 95.08 feet along the centerline of Hawthorne Drive to the southerly extension of the west line of the east 40 feet of Lot 4, Block 3 of Harry H. Hoard Hawthorn Park; thence N 02°22'47" E, 178.56 feet along the west line of the east 40 feet of Lot 4, Block 3 of Harry H. Hoard Hawthorn Park and its southerly extension thereof to the north line of said Lot 4; thence S 89°56'51" E, 95.08 feet along the north line of Lots 3 & 4, Block 3 of Harry H. Hoard Hawthorn Park to the POINT OF BEGINNING.

Property Address: W11415 Hawthorne Drive, Waupun, WI 53963

Tax Parcel Number: T21141599HA12000

The meeting will be held in person, virtual and teleconference:

To Join Zoom Meeting:

<https://us02web.zoom.us/j/86316809654?pwd=oXUibyL9j7MNJTUeE7G6Llqnolmmxx.1>

Meeting ID: 863 1680 9654

Passcode: 895241

By Phone: 1(312)626-6799

PLEASE TAKE FURTHER NOTICE that the ordinance is on file in the office of the Zoning Administrator in the City Hall of the City of Waupun, Wisconsin and may be inspected during regular business hours.

PLEASE TAKE FURTHER NOTICE that all persons desiring to be heard on the proposed amendment in support thereof or in opposition thereto, must appear at the said meeting of the Plan Commission of the City of Waupun.

Susan Leahy
Zoning Administrator
City of Waupun

ORDINANCE # 25- ____

**AN ORDINANCE TO ANNEX REAL ESTATE LOCATED IN THE TOWN OF WAUPUN
TO THE CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN**

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

SECTION 1: Real estate described on the attached Exhibit "A," currently owned by Jason R. Engelhardt and Emily J. Engelhardt, is detached from the Township of Waupun and annexed to the City of Waupun, Fond Du Lac County, Wisconsin, all in accordance with Wis. Stat. § 66.0217(2), this being a direct annexation by unanimous approval of all qualified electors residing in the territory to be annexed.

SECTION 2: The real estate shall be zoned R-1 Single Family Residential District for zoning purposes until the zoning map may otherwise be amended.

SECTION 3: The real estate shall be placed in Ward 11 of the Sixth Aldermanic District for the City of Waupun, Fond Du Lac County, Wisconsin.

SECTION 4: The population of the territory to be annexed is five (5).

Adopted and Effective this ____ day of _____ 2025.

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk/Treasurer

EXHIBIT "A"

PROPERTY DESCRIPTION

Lands being Lot 3 & the east 40 feet of Lot 4, Block 3 of Harry H. Hoard Hawthorn Park and being located in the SW 1/4 of the NE 1/4 of Section 32, Town 14 North, Range 15 East, in the Town of Waupun, Fond du Lac County, Wisconsin.

COMMENCING at the North 1/4 Corner of Section 32, Town 14 North, Range 15 East in the Town of Waupun, Fond du Lac County, Wisconsin, thence S 89°55'31" E, 1155.54 feet along the north line of the NE 1/4 of said Section 32 to the northerly extension of the east line of Lot 3, Block 3 of Harry H. Hoard Hawthorn Park; thence S 02°22'47" W, 1320.74 feet along the northerly extension of the east line of Lot 3, Block 3 of Harry H. Hoard Hawthorn Park to the northeast corner of said Lot 3 and the POINT OF BEGINNING; thence continuing S 02°22'47" W, 178.52 feet along the east line of Lot 3, Block 3 of Harry H. Hoard Hawthorn Park and its southerly extension thereof to the centerline of Hawthorne Drive; thence N 89°58'12" W, 95.08 feet along the centerline of Hawthorne Drive to the southerly extension of the west line of the east 40 feet of Lot 4, Block 3 of Harry H. Hoard Hawthorn Park; thence N 02°22'47" E, 178.56 feet along the west line of the east 40 feet of Lot 4, Block 3 of Harry H. Hoard Hawthorn Park and its southerly extension thereof to the north line of said Lot 4; thence S 89°56'51" E, 95.08 feet along the north line of Lots 3 & 4, Block 3 of Harry H. Hoard Hawthorn Park to the POINT OF BEGINNING.

Property Address: W11415 Hawthorne Drive, Waupun, WI 53963

Tax Parcel Number: T21141599HA12000



PROJECT NO. 00212056

SURVEYOR B. BUCHDA

DRAWN BY:

FILE: HAWTHORN DRIVE

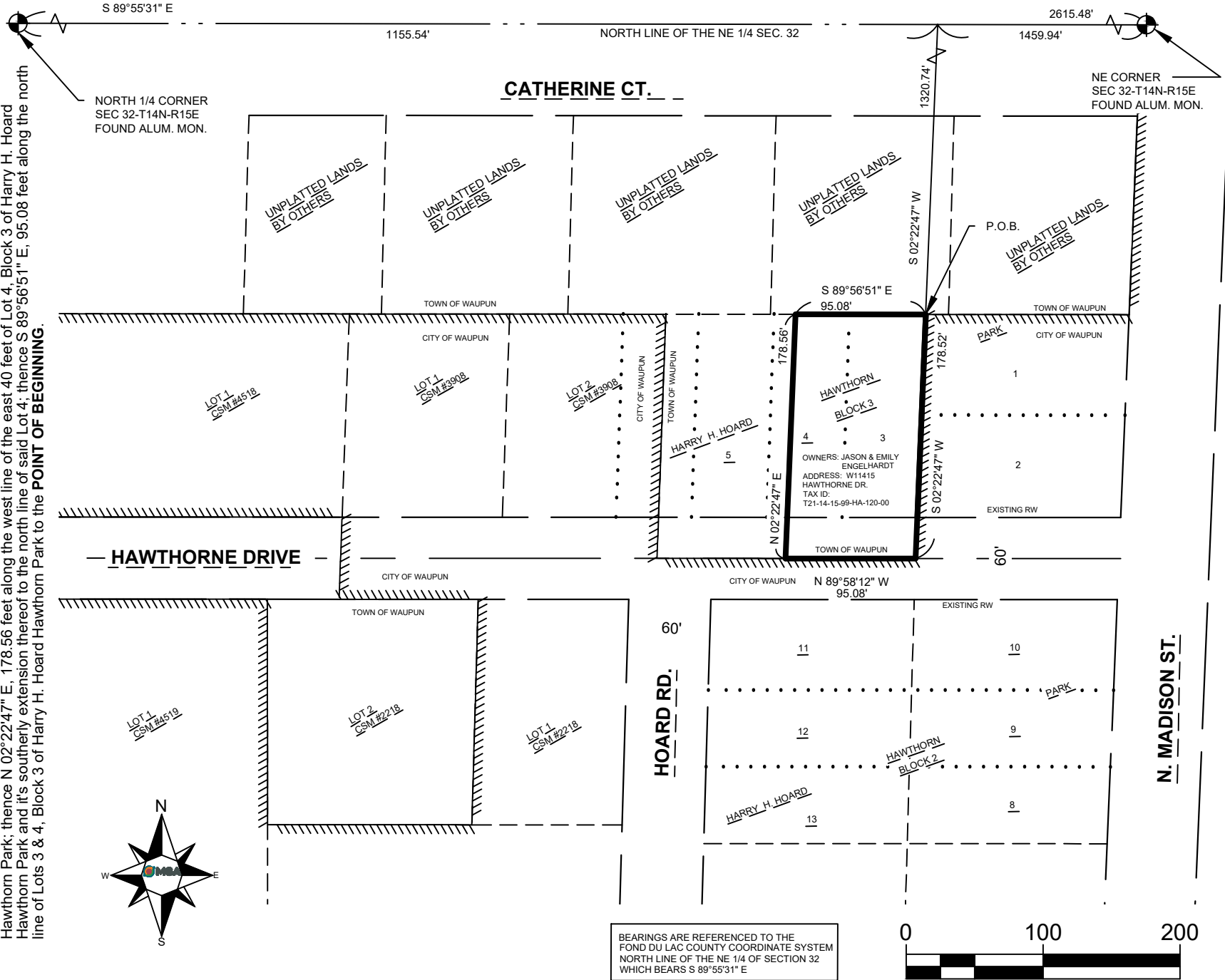
SHEET NO. 1 OF 1

ANNEXATION MAP

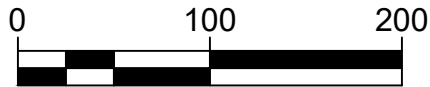
LEGAL DESCRIPTION

Lands being Lot 3 & the east 40 feet of Lot 4, Block 3 of Harry H. Hoard Hawthorn Park and being located in the SW 1/4 of the NE 1/4 of Section 32, Town 14 North, Range 15 East, in the Town of Waupun, Fond du Lac County, Wisconsin.

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BEARINGS ARE REFERENCED TO THE
FOND DU LAC COUNTY COORDINATE SYSTEM
NORTH LINE OF THE NE 1/4 OF SECTION 32
WHICH BEARS S 89°55'31" E





MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, August 20, 2025 at 4:30 PM

CALL TO ORDER

Chairperson Bishop called the meeting to order at 4:32pm.

ROLL CALL

Members In-Person: Chairperson Rohn Bishop, Jason Whitford, Elton TerBeest, Gary Dejaeger, Mike Matoushek

Members Virtual: Jerry Medema

City Staff In-Person: City Attorney Dan VandeZande, Administrator Kathy Schlieve, Police Chief Jeremy Rasch

Absent and Excused: DPW Director Daane

Public: Cliff Teletzke, Brenda Ehlert

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

The next Plan Commission will be held on September 24, 2025 at 4:30pm due to board's conflict.

CONSIDERATION ACTION

1. Minutes from July 16, 2025 Plan Commission Meeting

Motion Matoushek, second TerBeest to approve the July 16, 2025 Plan Commission meeting minutes. Carried unanimously.

2. Annexation Ordinance of Parcel 010-1315-0433-003 and 010-1315-0911-000 Located in the Town of Chester to the City of Waupun, Dodge County, WI

Motion Whitford, second DeJaeger to approve annexation ordinance. Carried unanimously.

DISCUSSION

3. Citizen Request to Amend Waupun Municipal Code 16.01 (11)(i) Storage and Parking of Recreational Vehicles

Administrator Schlieve starts the discussion with the Plan Commission deals with Zoning Ordinance which would involve parking of campers/rec vehicles in the driveway and traffic code deals with street parking which needs to go in front of Committee of the Whole.

Cliff Teletzke, 708 Robin Rd, appeared before Plan Commission to express opposition to the ordinance that restricts the parking of campers/recreation vehicles on city street and/or in front of your home. Cliff cannot park his camper in his driveway due to the camper size and the lot sizes are not big enough for his camper to be parked on the side of the house. Cliff acknowledges he is violating the ordinance when parking his camper in the street but feels the City should relax the ordinance to allow for campers/rec vehicles to park in the road from April 1 to November 1.

Brenda Ehlert, 716 Robin Rd, appeared before the Plan Commission to express opposition to the ordinance that restricts the parking of campers/recreation vehicles in front of your home. Brenda feels parking your camper in the driveway is no different than your car in the driveway and would like to see some kind of change with the ordinance during high usage times.

Police Chief Rasch shared ordinance comparisons from surrounding cities, noting that Waupun's regulations fall right in the middle. He explained that enforcement is primarily complaint driven, and there are no officers assigned specifically to issue violations. Chief Rasch also cautioned that if the City were to allow a seasonal timeframe for campers during the summer, it could set a precedent and lead to similar requests, such as for snowmobiles during the winter.

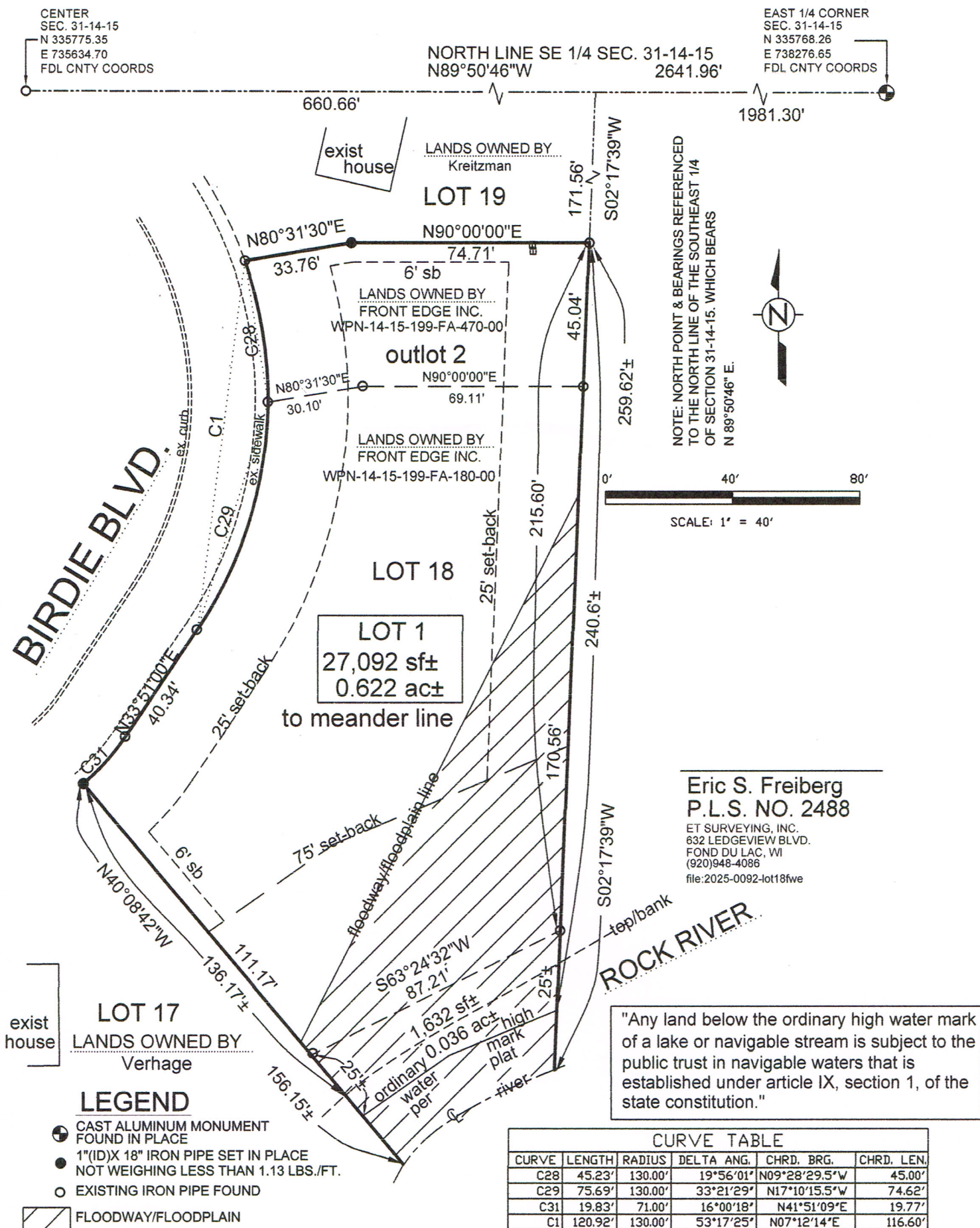
General discussion is held regarding the parking of campers/rec vehicles in the driveway and consensus is will not move forward with changing the ordinance.

Adjournment

Motion TerBeest, second Matoushek to adjourn this meeting at 5:23pm.

CERTIFIED SURVEY MAP FOR

BENJAMIN & LEAH BUTEYN
COMBINING LOT 18 AND OUTLOT 2
OF THE PLAT OF FAIRWAY ESTATES
IN THE NW 1/4 OF THE SE 1/4
OF SECTION 31, T. 14 N. - R. 15 E.
CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN



Eric S. Freiberg
P.L.S. NO. 2488

ET SURVEYING, INC.
832 LEDGEVIEW BLVD.
FOND DU LAC, WI
(920)948-4086
file:2025-0092-lot18fwe

"Any land below the ordinary high water mark of a lake or navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution."

CERTIFIED SURVEY MAP

COMBINING LOT 18 & OUTLOT 2 OF THE PLAT OF FAIRWAY ESTATES
BEING LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 31,
TOWNSHIP 14 NORTH - RANGE 15 EAST,
CITY OF WAUPUN,
FOND DU LAC COUNTY, WISCONSIN

SURVEYOR’S CERTIFICATE

I, Eric S. Freiberg, Professional Land Surveyor of the State of Wisconsin, hereby certify that by the direction of Benjamin & Leah Buteyn, I have surveyed, mapped and combined Lot 18 and Outlot 2 of the Plat of Fairway Estates recorded as Document No. 834659 of the Fond du Lac County Register of Deeds Office being located in the Northwest 1/4 of the Southeast 1/4 Section 31, Township 14 North-Range 15 East, City of Waupun, Fond du Lac County, Wisconsin, being more particularly described as follows:

All of said Lot 18 and all of said Outlot 2 and containing 0.622 Acres (27,092 Sq. Ft.) of land more or less and an additional 0.036 Acres (1,632 Sq. Ft.) of land more or less between the meander line and the West shoreline of the Rock River and being subject to all easements and restrictions of record.

That such is a correct representation of all exterior boundaries of the land surveyed.

That I have fully complied with the provisions of Chapter 236.34 of the State of Wisconsin Statutes and the City of Waupun Subdivision Ordinance in surveying, dividing and mapping the same.

Eric S. Freiberg P.L.S. No. 2488
ET Surveying, INC.
632 Ledgeview Blvd.
Fond du Lac, WI
(920)948-4086

CITY OF WAUPUN APPROVAL

This Certified Survey Map is hereby approved by the City of Waupun.

Rohn Bishop, Mayor

Date

Angie Hull, City Clerk

Date

CERTIFIED SURVEY MAP

COMBINING LOT 18 & OUTLOT 2 OF THE PLAT OF FAIRWAY ESTATES
BEING LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 31,
TOWNSHIP 14 NORTH - RANGE 15 EAST,
CITY OF WAUPUN,
FOND DU LAC COUNTY, WISCONSIN

OWNER'S CERTIFICATE

As owner(s), we hereby certify that we consented to the land described on this plat to be surveyed, mapped and divided as represented on the plat. We also certify that this plat is required by S.236.10 or 236.12 to be submitted to the following for approval or objection.

1) City of Waupun

Benjamin James Buteyn

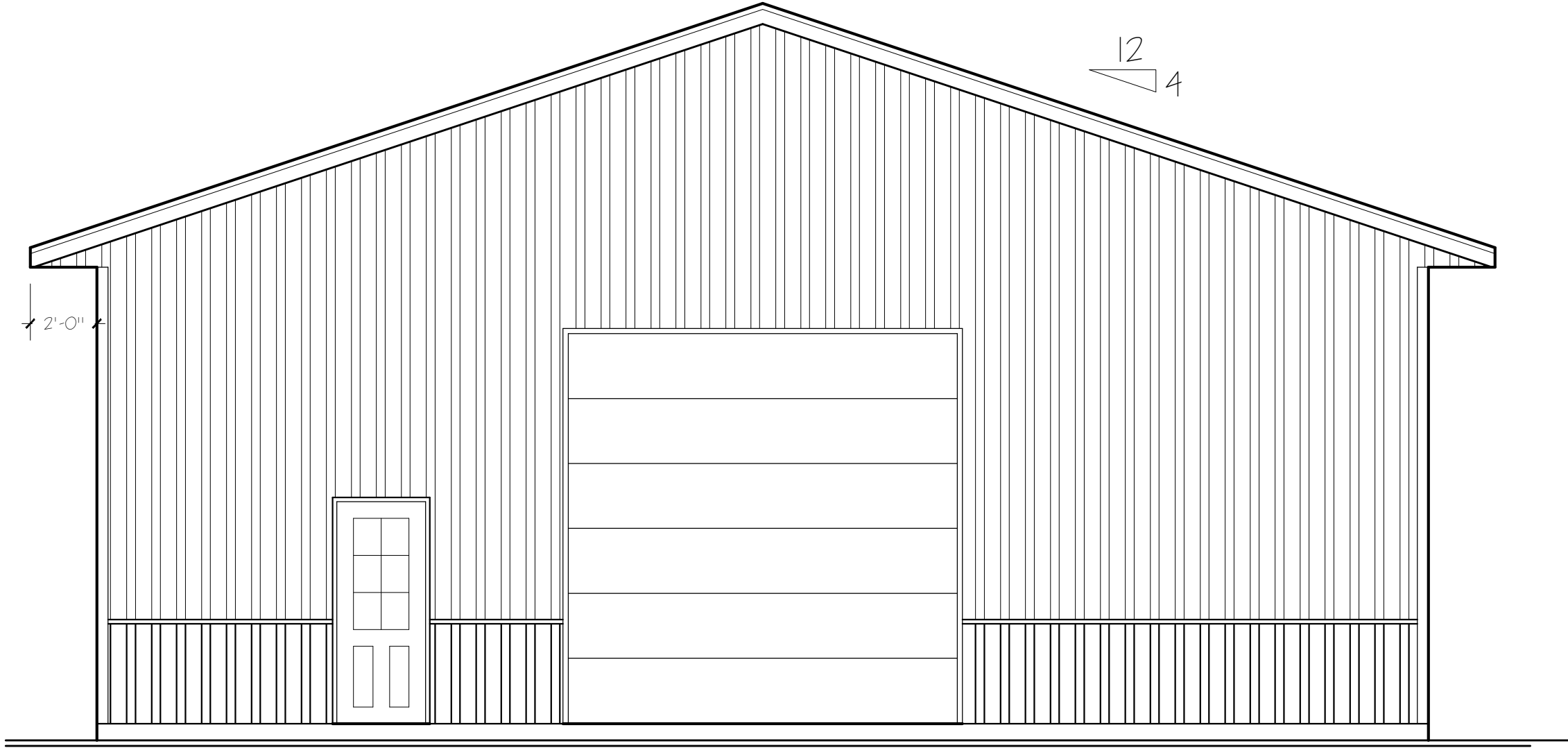
Leah Marie Buteyn

STATE OF WISCONSIN)
SS
FOND DU LAC COUNTY)

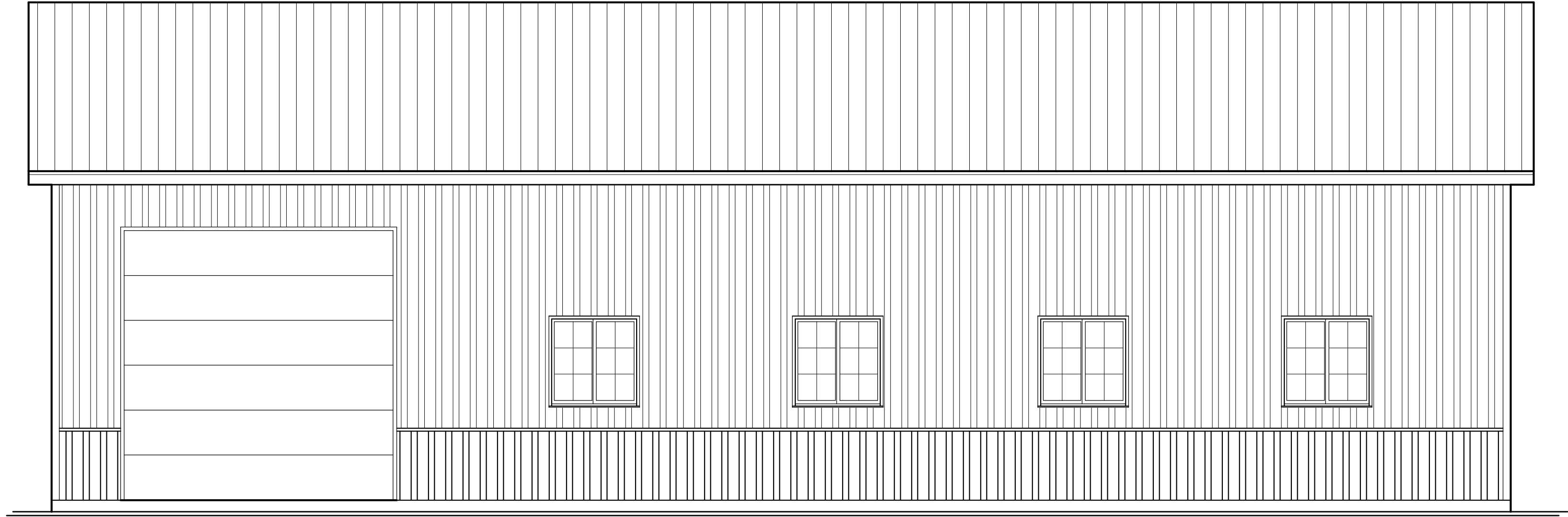
Personally came before me this _____ day of _____, 20____ the above named to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public
My commission expires: _____

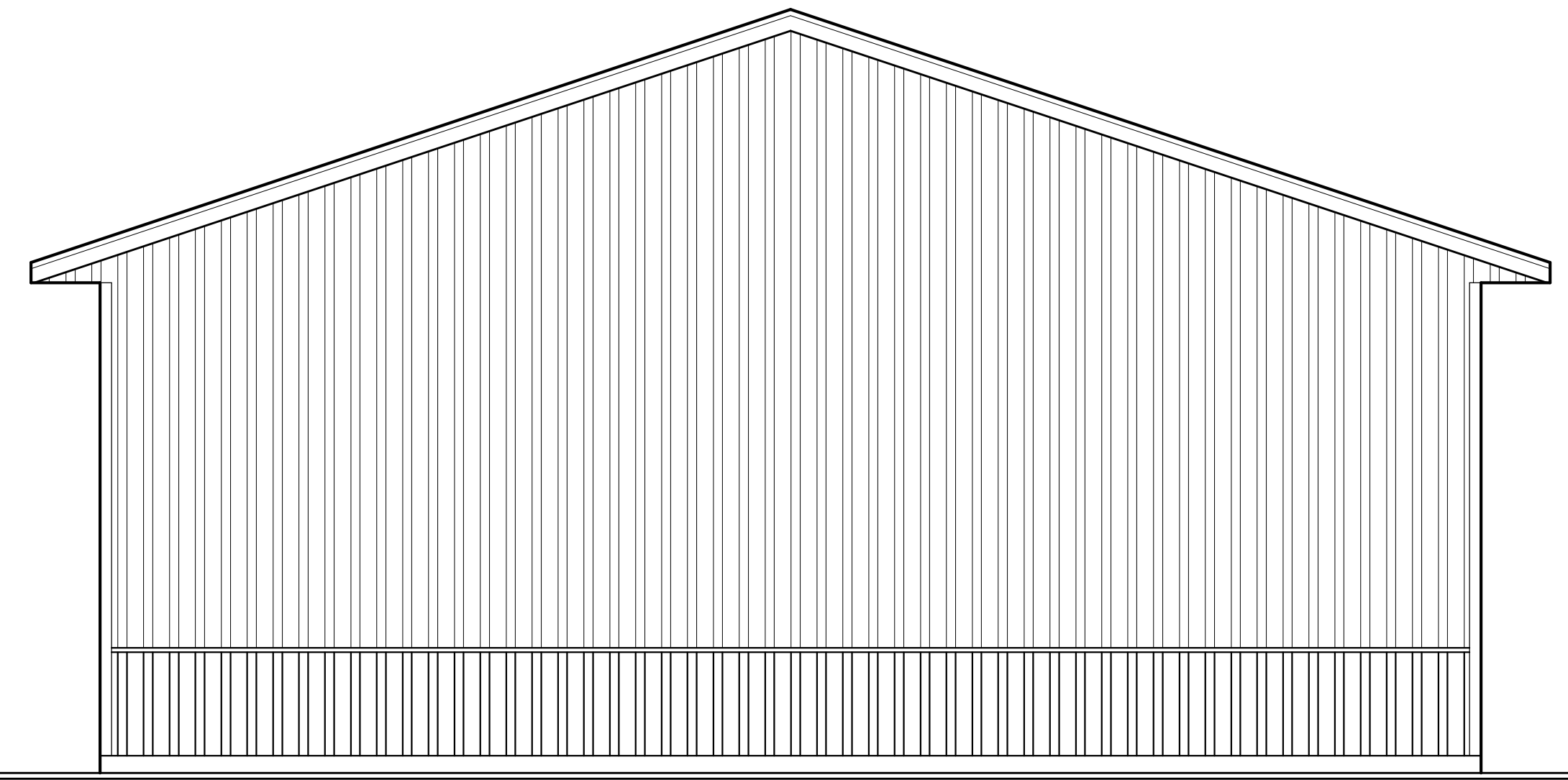
Eric S. Freiberg P.L.S. No. 2488
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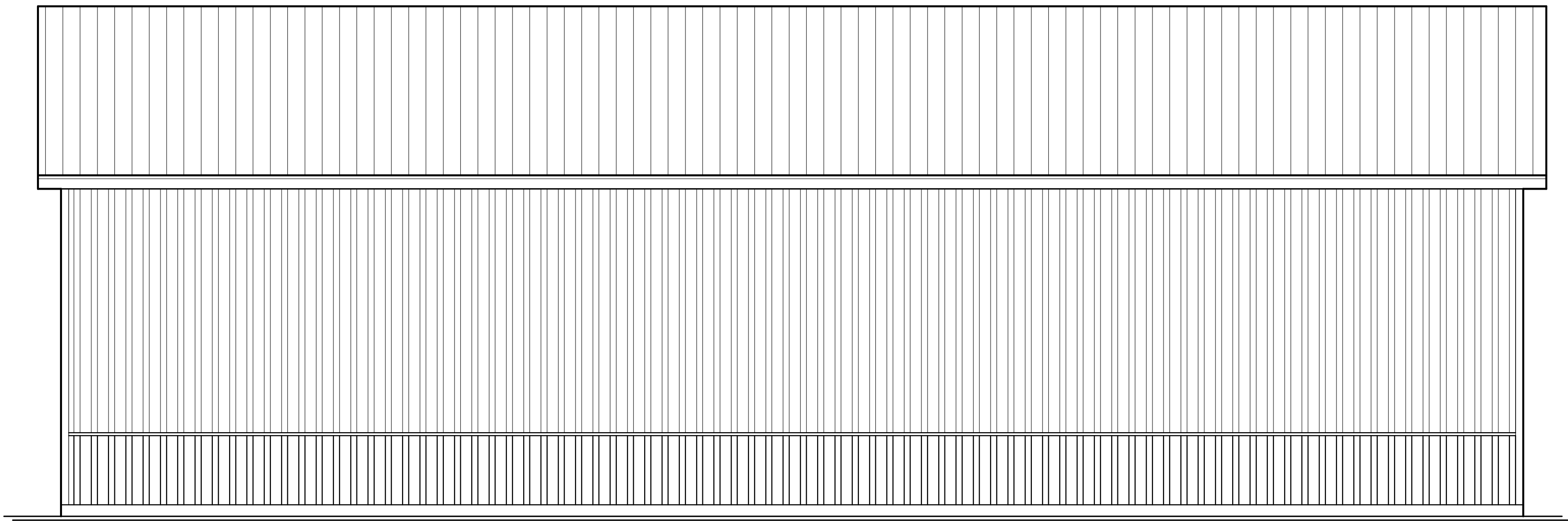
FRONT ELEVATION



LEFT ELEVATION



REAR ELEVATION



RIGHT ELEVATION

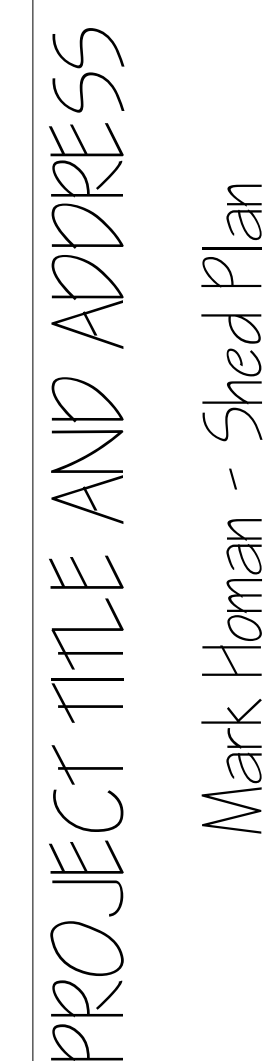
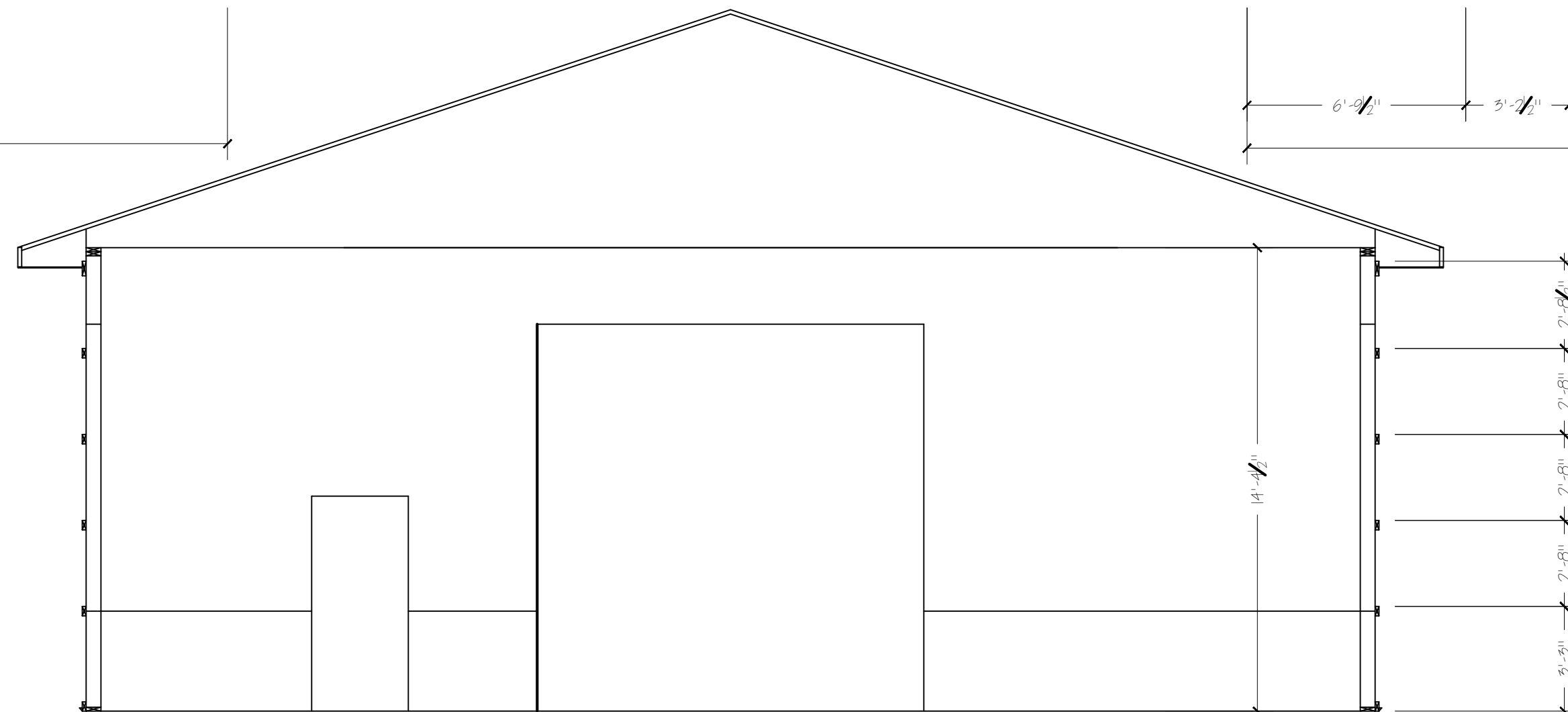
DALTON LUMBER
& SUPPLY INC
1000 N. 1000 E.
PO BOX 1000
POCAHONTAS, VA 25958

DATE: 9/2/25	REVISIONS:	REVISIONS:	REVISIONS:
1/4" = 1'-0"	REVISIONS:	REVISIONS:	REVISIONS:
DESIGNER: J. Cook	PROJECT:	CLIENT:	DATE:

NOTICE TO CONTRACTOR
A SEPARATE SET OF DRAWINGS MUST BE PREPARED
BY THE CONTRACTOR OF THE PROJECT. THE CONTRACTOR
IS RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION
AND CONTENTS OF THE DRAWINGS. THE CONTRACTOR
IS RESPONSIBLE FOR THE PROJECT INFORMATION.

PROJECT TITLE AND ADDRESS
Mark Homan - Shed Elevations

SHEET NO.
A-3
JOB NO.
09012



PROJECT TITLE AND ADDRESS Mark Homan - Shed Plan	NOTICE TO CONTRACTOR ALL WORK FOR THIS PROJECT HAS BEEN ISSUED IN RESPONSE TO THE PUBLIC BIDDING INFORMATION. IT IS THE POLICY OF THE BIDDING AGENCY TO CONTACT THE CANDIDATES AND IF THEY ARE INTERESTED IN RESPONDING TO THE BIDDING, TO PROVIDE THEM WITH THE BIDDING INFORMATION.		ISSUING DATE: 1/4/11 = 1'-0"	ISSUING DATE: 9/2/12
			REVISION DATE:	REVISION DATE:
			REVISION DATE:	REVISION DATE:
			REVISION DATE:	REVISION DATE:
			REVISION DATE:	REVISION DATE:
SHEET NO. A-3			ISSUING DATE: 9/2/12	REVISION DATE:
JOB NO. 09012			ISSUING DATE: 9/2/12	REVISION DATE:

49.52'

159.75'

106.18'

106.25'

209.25'

159.75'

2.08 ft 8.49 ft

16.10 ft

40.00 ft

Area: 0.01 acres
20.00 ft
concrete

20.00 ft

64.00 ft

Area: 0.06 acres

Shed

64.00 ft City of
Wauwaton

92.99 ft

36.20 ft

40.00 ft

Area: 0.02 acres

concrete

20.00 ft

210.2'

210'

144'

159.75'

225.89 ft

W. JEFFERSON ST

