



A G E N D A
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, November 19, 2025 at 4:30 PM

VIRTUAL ACCESS

Topic: Plan Commission

Join Zoom Meeting

<https://us02web.zoom.us/j/86316809654?pwd=oXUibyL9j7MNJTUeE7G6LlqnoImmx.1>

Meeting ID: 863 1680 9654

Passcode: 895241

1 312 626 6799

CALL TO ORDER

ROLL CALL

PUBLIC HEARING

1. Ordinance Amending Ch. 6.05 Parking Limitations; Ch 16.01 Zoning Code; Ch. 16.02 Definitions for the Purpose of Recreational Vehicle Parking

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, December 17, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI

CONSIDERATION - ACTION

3. Approve Minutes from October 15, 2025 Plan Commission Meeting

DISCUSSION

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

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.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that at a meeting of the Plan Commission of the City of Waupun, will be held on Wednesday the 19th day of November 2025, at 4:30 o'clock in the P.M. there will be considered an ordinance to amend Chapter 16 of the Municipal Code of the City of Waupun.

The meeting will be held in person and via Zoom. Instructions to join the zoom meeting are below:

Join Zoom Meeting

<https://us02web.zoom.us/j/86316809654?pwd=oXUiYl9j7MNJTUeE7G6Llqnolmmxx.1>

Meeting ID: 863 1680 9654

Passcode: 895241

By Phone: (312) 626-6799

ORDINANCE # 25 - ____

AN ORDINANCE TO AMEND CHAPTER SIXTEEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN
ENTITLED "ZONING"

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1 Section 16.02 of the Municipal Code of the City of Waupun entitled "DEFINITIONS" is amended with respect to section (36m) RECREATIONAL VEHICLE to repeal and recreate subsection (a) to provide as follows:

(a) Travel Trailer. A vehicular, portable structure built on a chassis and on wheels; that is, between 10 and 46 feet long, including the hitch, and 8.5 feet or less in width; designated to be used as a temporary dwelling for travel, recreation, vacation or other uses and towed by a car, station wagon or truck. It includes so-called fifth-wheel units.

SECTION 2: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 3: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this ____ day of _____ 2025.

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk

Publish October 24 and November 12, 2025

ORDINANCE # 25 - ____

AN ORDINANCE TO AMEND CHAPTER SIXTEEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "ZONING."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.02 of the Municipal Code of the City of Waupun entitled "DEFINITIONS" is amended with respect to section (36m) RECREATIONAL VEHICLE to repeal and recreate subsection (a) to provide as follows:

(a) Travel Trailer. A vehicular, portable structure built on a chassis and on wheels; that is, between 10 and ~~36~~ 46 feet long, including the hitch, and ~~8~~ 8.5 feet or less in width; designated to be used as a temporary dwelling for travel, recreation, vacation or other uses and towed by a car, station wagon or truck. It includes so-called fifth-wheel units.

SECTION 2: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 3: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this ____ day of _____, 2025.

Rohn W. Bishop
Mayor

ATTEST:

Angela Hull
City Clerk



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