



**AMENDED AGENDA**  
**CITY OF WAUPUN PLAN COMMISSION**  
**VIRTUAL AND TELECONFERENCE**  
**Wednesday, February 17, 2021 at 4:45 PM**

**VIDEO CONFERENCE AND TELECONFERENCE**

The Waupun Plan Commission will meet virtually at 4:45 pm on Wednesday, February 17, 2021 via Zoom. The Public may access the conference meeting online or by phone. Instructions to join the meeting are provided below.

To Join Zoom Meeting:

<https://us02web.zoom.us/j/88540428681?pwd=aVdUT0dMNUs0ZWpNbENIUXYrQjUzZz09>

Meeting ID: 855 4042 8681

Passcode: 692203

By Phone: +1 312 626 6799 (US Chicago)

**CALL TO ORDER**

**ROLL CALL**

**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**

**CONSIDERATION - ACTION**

1. Approve minutes of the January 20, 2021 meeting.
2. CSM Review - 707/709 Brandon St
3. Extraterritorial Zoning Review - N11222 CR I, Town of Chester
4. Discuss updates to residential housing zoning.

**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.*



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**201 E Main St**  
**Wednesday, January 20, 2021 at 4:45 PM**  
**(DRAFT)**

**CALL TO ORDER**

The Waupun Plan Commission met virtually at 4:45 pm via Zoom.

**ROLL CALL**

Member Present: Julie Nickel, Fred Lueck, Jerry Medema, Jill Vanderkin, Jeff Daane, and Mike Matoushek

Member Excused: Elton TerBeest

Staff Present: Sarah VanBuren, Sue Leahy, and Steve Brooks (by phone)

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--**

Chairman Nickel asked if there were any persons wishing to address the committee on any items not included on today's agenda. Hearing nothing, Chairman Nickel proceeded to address the items listed for consideration and action on today's committee agenda.

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

Chairman Nickel indicated the next meeting of the Plan Commission will be Wednesday, February 17, 2021 at 4:45 pm.

**CONSIDERATION - ACTION**

1. Approve minutes of the December 16, 2020 Plan Commission meeting.  
Chairman Nickel asked for a motion to act on the Plan Commission minutes of December 16, 2020. Motion by Lueck, seconded by Matoushek to approve the minutes of December 16, 2020 as presented. Motion carried, unanimously.
2. Approve minutes of the December 21, 2020 Plan Commission meeting.  
Chairman Nickel asked for a motion to act on the Plan Commission minutes of December 21, 2020. Motion by Daane, seconded by Medema to approve the minutes of December 21, 2020 as presented. Motion carried, unanimously.
3. CSM Review – Stanton & Son LLC, Edgewood Dr. & Beske St.  
Sue Leahy, City Zoning Administrator briefly explained that the committee approved the Zero Lot Line residence at the corner of Edgewood Dr. and Beske St last October. They are now providing a CSM to show the Zero Lot Line through the home creating two units and meeting the minimum 4,000 sq. ft. for each individual lot and other minimum setbacks. The property is recorded as Lot 30 of Woodland Hills and located in the SE ¼, NE ¼, Section 31, T14N R15E, City of Waupun, Fond du Lac County, Wisconsin. The committee asked if the required restrictive covenants regarding property maintenance were also submitted. Sue said they will probably submit them this spring before they sell the units. Lueck feels that a required number of restrictive covenants should be in the ordinance and the contractor can also add more covenants if needed before the City approves these units, not after. He feels the covenants aren't going to cover all the potential problems that may arise in the future with these zero lot line units, that is why the committee should review them.

Chairman Nickel called for a motion to act on this CSM.

Motion by Matoushek, seconded by Vanderkin to file a favorable recommendation with the City Council and approve the CSM of Stanton & Son LLC being a re-division of Part of Lot 30 of Woodland Hills located in the SE ¼, NE ¼ of Section 31, T14N, R15E, City of Waupun, Fond du Lac County, Wisconsin.

Vote: Matoushek, Daane, Vanderkin, Medema, Lueck, Nickel – “AYE”  
Motion carried, unanimously 6/0.

4. Site Plan Review – Tenneco Power Train, 401 Industrial Ave.

Bill Hoch, architect with Blowfish Architects, LLC called in by phone to explain the site plan and answer any questions.

They intend to construct a 20' wide asphalt tanker drive from Wilson Dr. to the existing asphalt area to the NW. A 6' x 30' chain link fence will be installed at Wilson Dr. as well as a stone tracking pad.

A proposed hydrogen tank system would be constructed along the south dimension of the drive as well as a proposed concrete pad on the south side of the drive and north of the new tank system. A new utility trench would extend from the existing trench to the north to the new tank system to the south.

Steve Brooks of the Waupun Utilities called in by phone to question the utility trench extension. He had concerns about protecting the utility conduit from truck traffic over the conduit. It was suggested that Mr. Hoch have a follow up with Mr. Brooks on this issue. Mr. Hoch indicated the material has been ordered and they want to start in March or ASAP.

Jeff Daane, City Engineer said he has discussed stormwater issues with MSA and they are OK with their plans.

No further issues were forthcoming so Chairman Nickel called for a motion to act on this site plan.

Motion by Matoushek, seconded by Daane, to approve the site plan for Tenneco Power Train, 401 Industrial Dr. for a new LHY Supply tank, drive, gate, fencing, and utility conduits on the condition any issues regarding the utility trenches and conduits be resolved with the Waupun Utilities prior to construction.

Vote: Matoushek, Daane, Vanderkin, Medema, Lueck, and Nickel – "AYE" Motion carried, unanimously 6/0

**ADJOURNMENT**

Motion by Matoushek, seconded by Medema to adjourn the meeting. Motion carried, meeting adjourned at 4:58 pm.

Fred Lueck  
Secretary



MEMO MEMO MEMO MEMO MEMO MEMO MEMO MEMO MEMO MEMO MEMO

**TO:** City of Waupun  
Attn: Angie Hull  
201 E. Main Street  
Waupun, WI 53963

**FR:** Scott P. Hewitt, PLS

**RE:** Certified Survey Map (Stibb)  
Lot 1, Certified Survey Map, No. 6564  
Southwest Quarter – Northwest Quarter  
Section 32, Town 14 North, Range 15 East  
City of Waupun, Fond du Lac County, WI  
*G&A File No: 1120-657*

**DA:** February 2, 2021

Hello Angie,

I have enclosed a Certified Survey Map for Darrell & Jill Stibb for city review & signatures.

Could you please return it to our office in the enclosed envelope when signed?

We appreciate your cooperation!

Cc/file

Enc

SPH/mm

As prepared by:

**G GROTHMAN & ASSOCIATES S.C.**  
LAND SURVEYORS

625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901  
PHONE: PORTAGE: (608) 742-7788 SAUK: (608) 644-8877  
FAX: (608) 742-0434 E-MAIL: surveying@grothman.com  
(RED LOGO REPRESENTS THE ORIGINAL MAP)

G & A FILE NO. **1120-657**



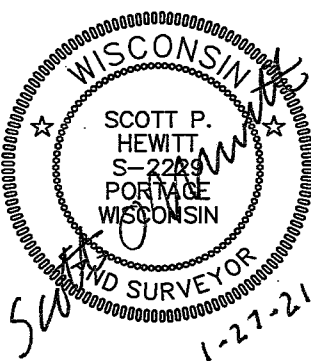
DRAFTED BY: LD

CHECKED BY: RC

PROJ. 1120-657

DWG. 1120-657 SHEET 1 OF 2

SEAL:



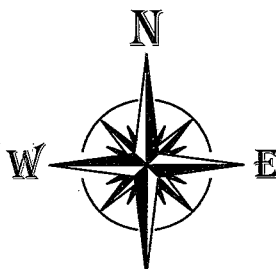
## FOND DU LAC COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_ GENERAL LOCATION

BEING LOT 1, C.S.M. NO. 6564 AS RECORDED IN VOLUME 45 OF C.S.M.S, PAGE 59, 59A, AND 59B, AS  
DOCUMENT NO. 802549, LOCATED IN THE SW1/4 OF THE NW1/4, SECTION 32, T. 14 N, R. 15 E,  
CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.

### LEGEND

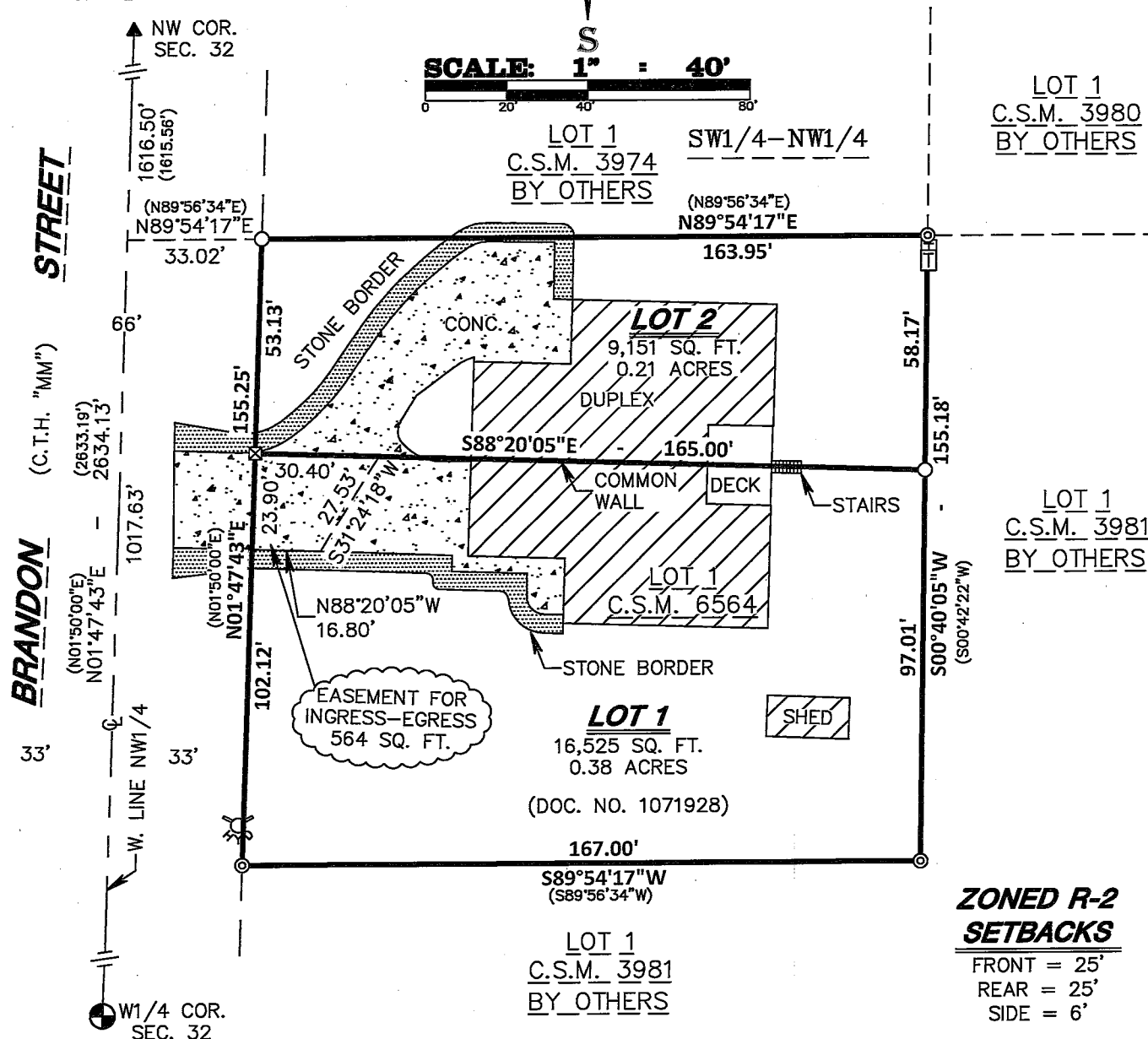
CONTAINING 25,676 SQ. FT. - 0.59 ACRES

- 3/4" X 24" IRON ROD SET  
(WT. = 1.5 LBS. / L.F.)
- ▲ MAG NAIL FND.
- BERNSTEIN CAST ALUM. MON. FND.
- ⊙ 1" IRON PIPE FND.
- ⊠ CUT CROSS SET IN CONC.
- ⊞ TELEPHONE PEDESTAL
- ⊞ FIRE HYDRANT
- ( ) PREVIOUS SURVEY  
OR RECORD INFO.



**BASIS OF BEARINGS:** IS THE  
WEST LINE OF THE NW1/4,  
SECTION 32 WHICH BEARS  
N01°47'43"E AS REFERENCED TO  
GRID NORTH FOND DU LAC CO.  
COORDINATE SYSTEM NAD83(91).

SCALE: 1" = 40'



**OWNER/CLIENT:** DARRELL D. & JILL A. STIBB  
707 BRANDON STREET  
WAUPUN, WI 53963

As prepared by:

**GA GROTHMAN & ASSOCIATES S.C.**  
LAND SURVEYORS

625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901  
PHONE: PORTAGE: (608) 742-7788 SAUK: (608) 644-6877  
FAX: (608) 742-0434 E-MAIL: surveying@grothman.com  
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



G & A FILE NO. 1120-657



DRAFTED BY: LD

CHECKED BY: RC

PROJ. 1120-657

DWG. 1120-657 SHEET 2 OF 2

## FOND DU LAC COUNTY CERTIFIED SURVEY MAP GENERAL LOCATION

**BEING LOT 1 OF C.S.M. NO. 6564 AS RECORDED IN VOLUME 45 OF C.S.M.S, PAGE 59, 59A, AND 59B,  
AS DOCUMENT NO. 802549, LOCATED IN THE SW1/4 OF THE NW1/4, SECTION 32, T. 14 N, R. 15 E,  
CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.**

CONTAINING 25,676 SQ. FT. - 0.59 ACRES

### SURVEYOR'S CERTIFICATE

I, **SCOTT P. HEWITT**, Professional Land Surveyor, do hereby certify that by the order of **Darrell D. and Jill A. Stibb**, I have surveyed, monumented, mapped and divided Lot 1, Certified Survey Map, No. 6564 as recorded in Volume 45 of Certified Survey Maps, pages 59, 59A and 59B as Document No. 802549 located in the Southwest Quarter of the Northwest Quarter, Section 32, Town 14 North, Range 15 East, City of Waupun, Fond du Lac County, Wisconsin.

Containing 25,676 square feet, (0.59 acres), more or less. Being subject to servitude's and easements of use or record if any.

I DO FURTHER CERTIFY that this is a true and correct representation of the boundaries of the land surveyed and that I fully complied with the Provisions of Chapter 236.34 of the Wisconsin State Statutes, Wisconsin Administrative Code A - E7 and the City of Waupun Subdivision Ordinance to the best of my knowledge and belief.

*Scott P. Hewitt*

**SCOTT P. HEWITT**

Professional Land Surveyor, No. 2229

Dated: January 27, 2021

File No. 1120-657

### COMMON COUNCIL RESOLUTION

**RESOLVED** that this Certified Survey Map in the **City of Waupun**, Fond du Lac County, Wisconsin is hereby approved and accepted by the Common Council.

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

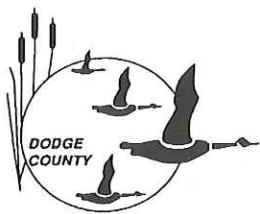
**OWNER/CLIENT:** DARRELL D. & JILL A. STIBB  
707 BRANDON STREET  
WAUPUN, WI 53963

CERTIFIED SURVEY MAP # \_\_\_\_\_

VOLUME \_\_\_\_\_

PAGE \_\_\_\_\_





# Dodge County

## Land Resources and Parks Department

127 East Oak Street · Juneau, WI 53039-1329  
PHONE: (920) 386-3700 · FAX: (920) 386-3979  
EMAIL: [landresources@co.dodge.wi.us](mailto:landresources@co.dodge.wi.us)

**DATE SENT TO CITY:** **FEBRUARY 3, 2021**

**DEADLINE FOR  
CITY DENIAL:** **MARCH 3, 2021**

### LETTER OF INTENT NOTIFICATION

Please find attached a copy of the minor subdivision letter of intent(s) submitted to our department for approval.

NAME  
BETTYLOU FRYE

CITY  
WAUPUN

ACTIVITY NUMBER  
2021-0060

Please notify our department of your City's position on the enclosed letter(s) of intent. If your City does not return the completed form by the above deadline or file a request that the County review be delayed until a date after which your City has reviewed the proposal, we will assume that the City is in favor of the land division request and we will then proceed with scheduling County Planning Committee review at their next available meeting.

**CONTACT:** Land Resources and Parks Department  
ATTN: Land Division  
127 E. Oak Street  
Juneau, WI 53039

Phone: (920) 386-3700  
FAX: (920) 386-3979

Thank you!

### CITY'S RECOMMENDATION

APPROVE ☐

DENY ☐

NO RECOMMENDATION ☐

LAYOVER TO DATE: \_\_\_\_\_ ☐

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CITY REPRESENTATIVE





DODGE COUNTY  
LAND RESOURCES AND PARKS DEPARTMENT  
127 E. OAK STREET • JUNEAU, WI 53039  
PHONE: (920) 386-3700 • FAX: (920) 386-3979  
E-MAIL: landresources@co.dodge.wi.us

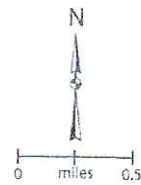
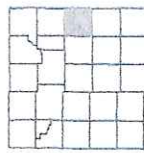
## MINOR LAND DIVISION LETTER OF INTENT FORM

THIS AREA FOR OFFICE USE ONLY	
Activity No. <b>210060</b>	Expiration Date
Application Date: <b>2-2-2021</b>	Receipt #: <b>2235-0007</b>

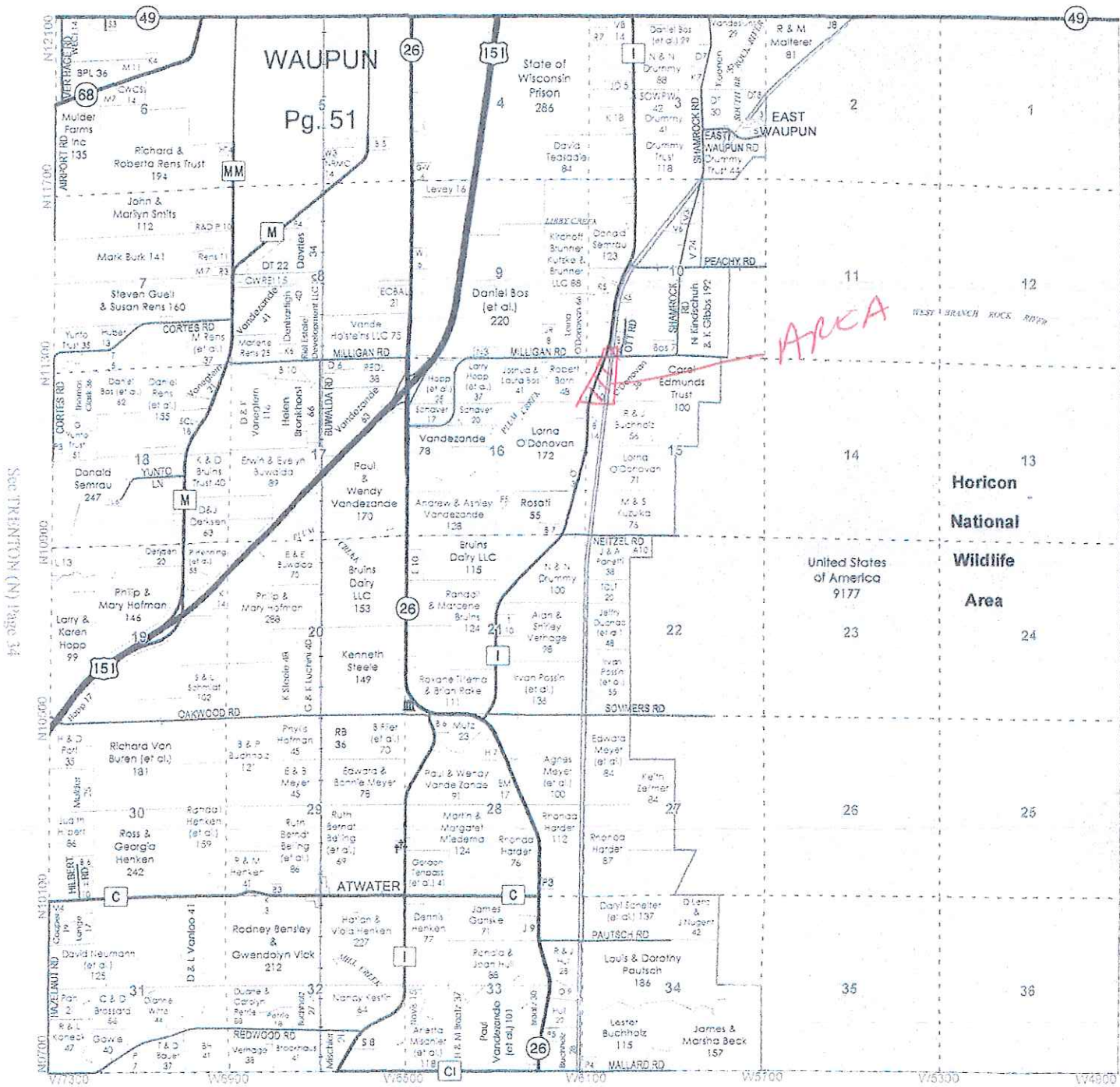
Application Fee: \$75 (Non-Refundable)

NAMES & MAILING ADDRESSES		PROPERTY DESCRIPTION				
Applicant (Agent) <b>New Frontier Land Surveying</b>		Parcel Identification Number (PIN) <b>010-1315-1522-001</b>				
Street Address <b>P.O. Box 576</b>		Town <b>CHESTER</b>	T <b>13</b>	N <b>15</b>	E	
City • State • Zip Code <b>BEAVER DAM, WI 53916</b>		1/4 <b>NW</b>	1/4 <b>NW</b>	Section <b>15</b>	Acreage of Parent Parcel <b>10 1/4</b>	
Property Owner (If different from applicant) <b>BETTY LOU FRYE</b>		Subdivision (Name, lot and block) or CSM # (Volume/Page/Lot) <b>MA</b>				
Street Address <b>N 11222 CR 'I'</b>		Site Address Of Property (DO NOT include City/State/Zip Code) <b>N 11222 CR 'I'</b>				
City • State • Zip Code <b>WAUPUN, WI 53963</b>		Is this property connected to public sewer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
CONTACT PERSON						
Name and daytime phone number (include area code) of a person we can contact if we have any questions about your application.						
Name <b>MARK T. FRYE</b> Daytime Phone (920) <b>296-3904</b>						
CURRENT PROPERTY USE				PROPOSED USE		
<input type="checkbox"/> Vacant Property <input checked="" type="checkbox"/> Single Family Residential <input type="checkbox"/> Duplex (Two-Family Residential) <input type="checkbox"/> Multi-Family Residential • Number of residential units: _____ <input type="checkbox"/> Active Working Farm Operation <input type="checkbox"/> Recreational / Wetlands / Wooded Parcel <input type="checkbox"/> Business / Industrial / Commercial Use (Describe Below) <input type="checkbox"/> Other (Describe Below) <b>SON RANDY FRYE</b> <b>W 6073 MILLICAN RD TOBINGA</b>				<input type="checkbox"/> Single Family Residential <input type="checkbox"/> Duplex (Two-family Residential) <input type="checkbox"/> Multi-Family Residential • Number of residential units: _____ <input checked="" type="checkbox"/> Agricultural Use Only - No residential structures <input checked="" type="checkbox"/> Open Space Recreational / Wetlands - No residential structures <input type="checkbox"/> Business / Industrial / Commercial Use (Describe Below) <input type="checkbox"/> Other (Describe Below) <b>WAIVE Soil test</b> <b>ON 6 AC</b>		
A SKETCH PLAN SHOWING THE PROPOSED LAND DIVISION IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION.						
CERTIFICATE						
I, the undersigned, hereby apply for Minor Land Division approval and certify that all the information both above and attached is true and correct to the best of my knowledge. I hereby authorize members of the Dodge County Land Resources and Parks Department to enter the above-described property for purposes of obtaining information pertinent to my request.						
Signature <b>Mark T. Frye</b>				Date <b>1/29/2021</b>		
Daytime Contact Number ( ) _____						
OFFICE USE ONLY						
<input type="checkbox"/> CUP Required (App _____)		<input type="checkbox"/> REZONE Required (App _____)		<input type="checkbox"/> Restriction Release Required		
Notes:						
APPROVED <input type="checkbox"/>		DENIED <input type="checkbox"/>		LAND RESOURCES AND PARKS DEPARTMENT Date _____		





FOND DU LAC COUNTY



See TRENTON (N) Page 34

See LEROY Page 25

See BURNETT Page 14

The maps and acreages presented are representations intended to be a general reference to the public. They are not intended for legal survey, or other related uses, and are advisory only. Dodge County assumes no liability for any use or misuse of this information. For the full disclaimer please see page 1.

Check the new online Land Records Search Tool for the latest parcel info!



www.co.dodge.wi.us



www.co.dodge.wi.us



0944-001  
04.03 AC.

MILLIGAN RD

1011-000  
04.03 AC.  
CHESTER

0 100 200 300ft

DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Randy  
Hyatt

COUNTY ROAD 1



1033-002

1033-004

1034-000

1033-005  
35.88 AC.

1033-005  
100 AC.

1034-006  
56.072 AC.

NEW FRONTIER LAND SURVEYING  
234 S. SPRING ST., P.O. BOX 576  
BEAVER DAM, WI 53916  
(920) 885-3904

1363.13'

207.52' 260.28'

168