



A G E N D A
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, February 21, 2024 at 4:30 PM

The Waupun Plan Commission will meet on Wednesday, February 21, 2024 at 4:30 pm in the Waupun City Hall Council Chambers.

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

To Join Zoom Meeting:

<https://us02web.zoom.us/j/81152900995?pwd=bit3MWtVNFNEczRhc1U0aFBvK2dGUT09>

Meeting ID: 811 5290 0995

Passcode: 854038

By Phone: (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 December 20, 2023 meeting.
2. Public Hearing - Conditional Use Permit Application - Madeline Gantner at 425 E Main St. to install a projecting sign above the front entrance per Municipal Code Section 16.11(2)(a) and 16.11(5)(e).
3. Public Hearing - Conditional Use Permit Application - Meaghan DeJager at 20 S. Madison St. to install a projecting sign above the entrance per Municipal Code Section 16.11(2)(a) and 16.11(5)(e).

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
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, December 20, 2023 at 4:30 PM

CALL TO ORDER

Chairman Bishop called the Wednesday, December 20, 2023, Waupun Plan Commission meeting to order at 4:30pm.

ROLL CALL

Commission Members In-Person: Chairman Bishop, Mike Matoushek, Public Works Director Daane, Jill Vanderkin, Elton Terbeest, Jerry Medema, Jason Whitford

Commission Members Virtual: None

Commission Members Absent/Excused: Ex-Officio Brooks

City Staff In-Person: City Clerk Hull

City Staff Virtual: None

Audience In-Person: None

Audience Virtual: Jesse Ruegsegger of Insights FS, Craig Rasmussen

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

No Person's from the audience appeared before the Waupun Plan Commission

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

The next regularly scheduled meeting of the Waupun Plan Commission is scheduled for Wednesday, January 17, 2024, at 4:30pm in the City Hall Council Chambers.

CONSIDERATION - ACTION

1. Approve minutes of the September 20, 2023, meeting

Motion Matoushek, second Medema to approve the September 20, 2023, meeting minutes of the Waupun Plan Commission. Motion carried 7-0.

2. Site Plan Review - 1208 W Brown St - Insight FS

Jesse Ruegsegger of Insight FS is present. Insight FS is requesting a soybean load out bin to be located at their property, 1208 W Brown Street. A site plan is provided along with a photo of the bin. As this is under 50 ft tall, no variance is required. Building Inspector Leahy has reviewed the request and recommends approval.

Motion Whitford, second Terbeest to approve the Site Plan for 1208 W Brown Street, Waupun for Insight FS. Motion carried 7-0.

ADJOURNMENT

Motion Matoushek, second Daane to call the meeting adjourned at 4:32pm. Motion carried 7-0.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that at a meeting of the Plan Commission of the City of Waupun, to be on Wednesday the 21st day of February, 2024 at 4:30 pm, where there will be considered an application for a Conditional Use Permit of:

1. Madeline Gantner at 425 E Main St. to install a projecting sign above the front entrance per Municipal Code Section 16.11(2)(a) and 16.11(5)(e).
2. Meaghan DeJager at 20 S. Madison St. to install a projecting sign above the entrance per Municipal Code Section 16.11(2)(a) and 16.11(5)(e).

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/81152900995?pwd=bit3MWtVNFNEczRhc1U0aFBvK2dGUT09>

Meeting ID: 811 5290 0995

Passcode: 854038

By Phone: (312) 626-6799 US (Chicago)

PLEASE TAKE FURTHER NOTICE that all persons desiring to be heard on the proposed Conditional Use in support thereof or in opposition thereto, must contact the Zoning Administrator prior to said meeting of the Plan Commission of the City of Waupun.

Dated this 7th day of February 2024

Susan Leahy
Zoning Administrator
City of Waupun

(PUBLISH February 13, 2024)

Fee \$150.00 Paid

Date: 1/4/2024



CITY OF WAUPUN
201 E. Main Street
WAUPUN, WISCONSIN 53963

Conditional Use Permit Application

Applicant Name: Madeline Gantner

Phone # 920.922.5895

Address: W5433 Wildlife Lane

E-mail: maddiegantner@gmail.com

City, State, Zip Fond du Lac, WI 54937

Property Description and address:

425 E Main Street, Waupun, WI 53963; Lower retail space

Conditional Use Requested:

Request to install a projecting sign above main front entrance to identify business from Main St

Zoning Ordinance Section Involved:

16.11 (5)(e) projecting signs prohibited unless approved by conditional use

Date Presented to Plan Commission:

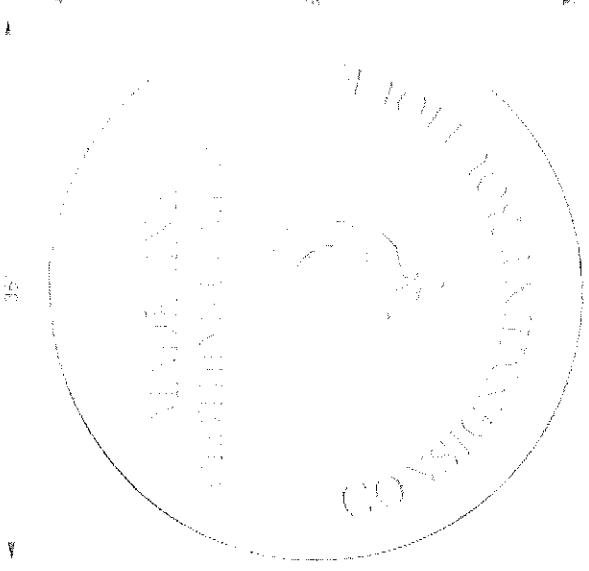
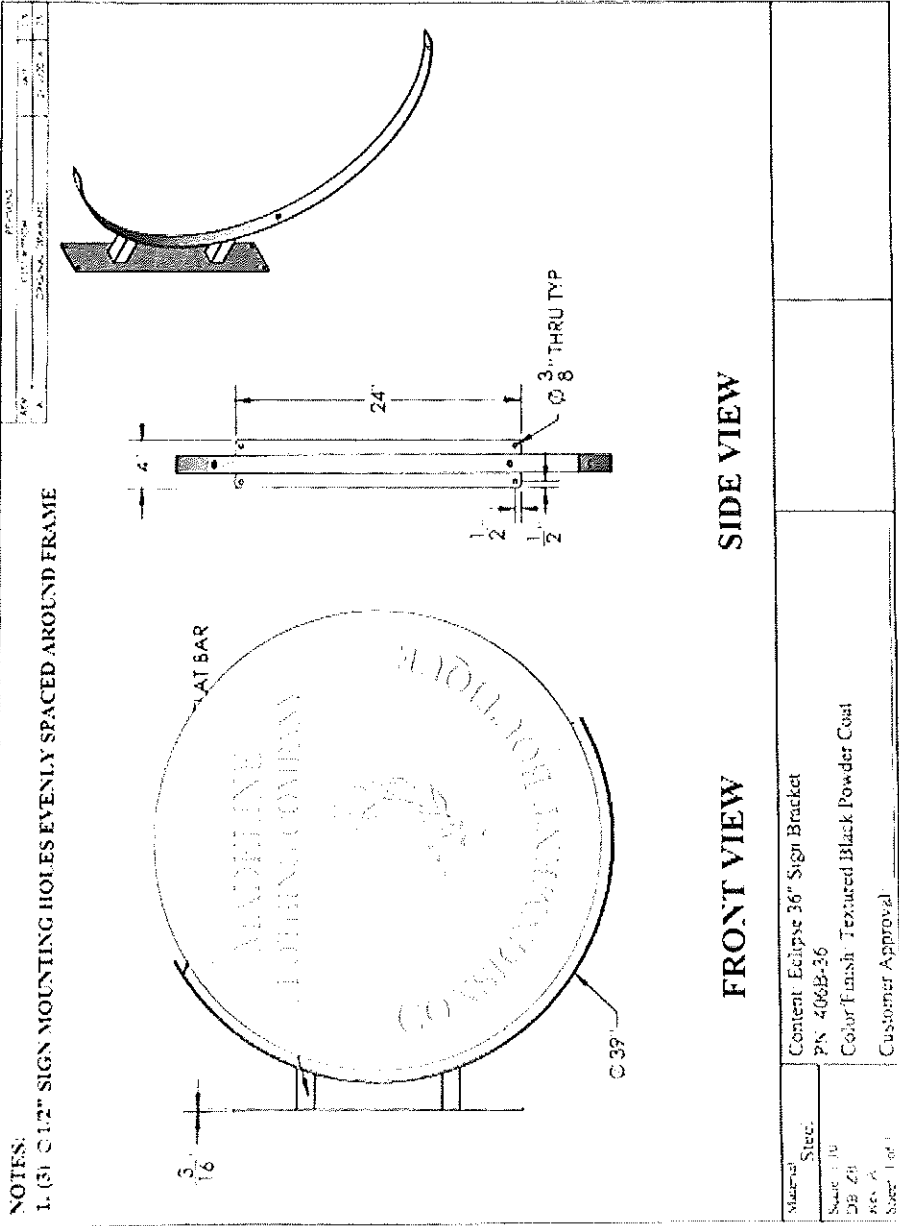
CONDITIONAL USE: Granted Denied

Comments:

Signature of Applicant (s)

Madeline Clothing Co.
 Brownsville, WI
 Rev. 1.0.0.0

Non-Illuminated Blade Sign Specs



Westphal
 BRAND • PRINT • CREATIVE

WeAreWestphal.com
 920.583.4452



Westphal
 BRAND • PRINT • CREATIVE

WeAreWestphal.com
 920.583.4452

921 Kings Drive,
 Brownsville, WI 53006



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that at a meeting of the Plan Commission of the City of Waupun, to be on Wednesday the 21st day of February, 2024 at 4:30 pm, where there will be considered an application for a Conditional Use Permit of:

1. Madeline Gantner at 425 E Main St. to install a projecting sign above the front entrance per Municipal Code Section 16.11(2)(a) and 16.11(5)(e).
2. Meaghan DeJager at 20 S. Madison St. to install a projecting sign above the entrance per Municipal Code Section 16.11(2)(a) and 16.11(5)(e).

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/81152900995?pwd=bit3MWtVNFNEczRhc1U0aFBvK2dGUT09>

Meeting ID: 811 5290 0995

Passcode: 854038

By Phone: (312) 626-6799 US (Chicago)

PLEASE TAKE FURTHER NOTICE that all persons desiring to be heard on the proposed Conditional Use in support thereof or in opposition thereto, must contact the Zoning Administrator prior to said meeting of the Plan Commission of the City of Waupun.

Dated this 7th day of February 2024

Susan Leahy
Zoning Administrator
City of Waupun

(PUBLISH February 13, 2024)

Fee: \$150.00 Paid: ✓ 1041 Date: 2/7/24



CITY OF WAUPUN
201 E. Main Street
WAUPUN, WISCONSIN 53963

Conditional Use Permit Application

Applicant Name: Meaghan DeJager Phone # 920-296-9965
Address: 20 S Madison St E-mail: Charmingreadswaupun@gmail.com
City, State, Zip Waupun, WI 53963

Property Description and address:

3-story brick mixed use building
Address is 20 S Madison St, Waupun

Conditional Use Requested:

Putting up an exterior sign above the door

Zoning Ordinance Section Involved:

16.11(2a) & 16.11(5)(c)
PROJECTING SIGNS SHALL BE PERMITTED ONLY AS A CONDITIONAL USE

Date Presented to Plan Commission: _____

CONDITIONAL USE: Granted Denied

Comments:

Signature of Applicant (s)

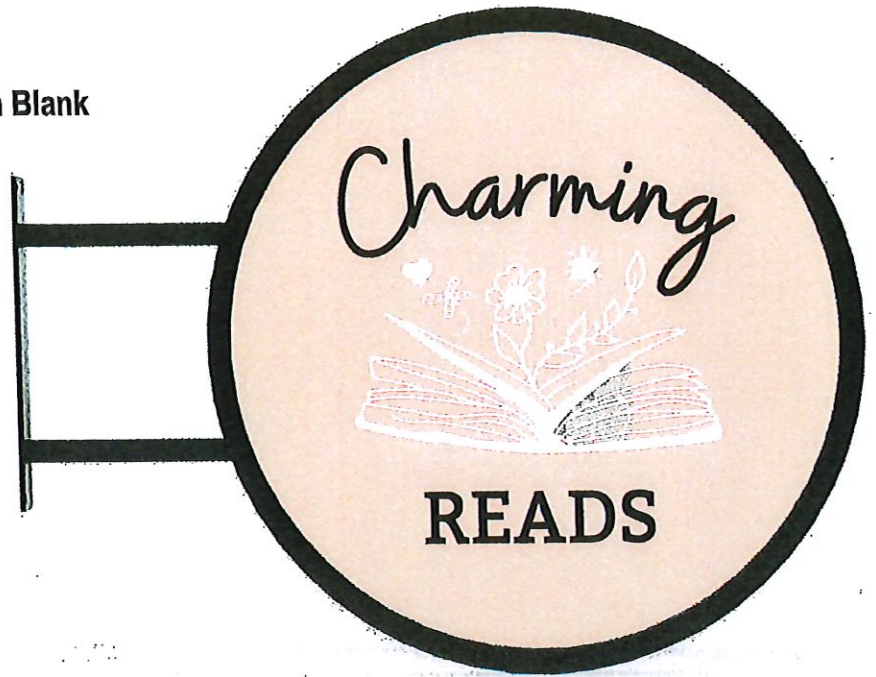
Meaghan DeJager

* **36" D Fixed Mount Sign Bracket with Sign Blank**

Constructed out of 1" square steel tubing, this unique bracket is powder coated and finished in black in order to counter rust, giving your sign the ever-popular aesthetic of modern-minimalist design, without sacrificing strength or durability.

Double-sided sign
Installation done by customer
Cost: \$750.00

Sign I'm getting



24" D Wall Mounted Sign

Substrate: 3mm ACM
Laminated graphic print
Single-sided sign
Installation done by customer
Cost: \$65.00

36" D Wall Mounted Sign

Cost: \$90.00



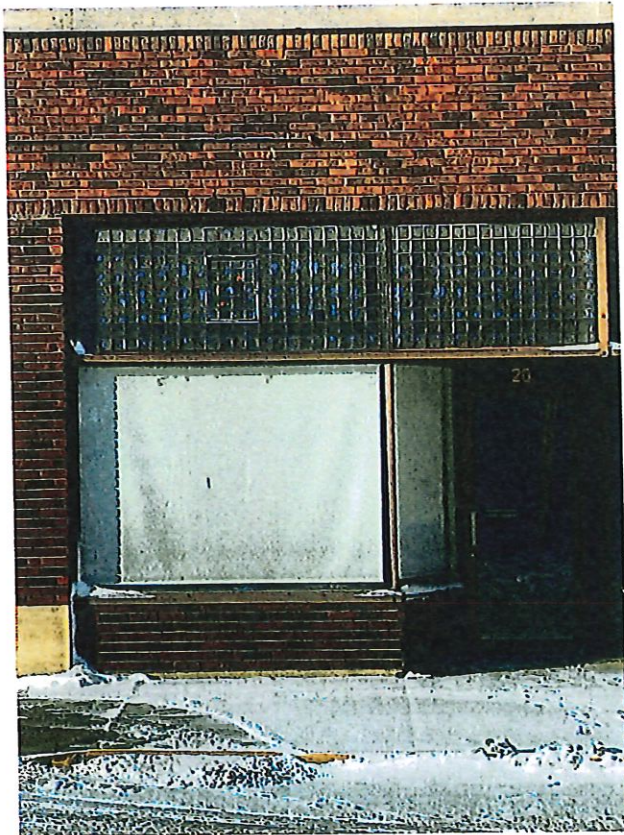
* **24" D Door decal**

Laminated graphic print applied to door or window
Single-sided - applied to exterior of door or window
Installation can be done by Dawn
Cost: \$25.00

Door Sign I'm getting



Building photo. The yellow dots are proposed locations for the exterior sign.



My unit photo. The window decal will be on the door.