



**A G E N D A**  
**CITY OF WAUPUN SPECIAL PLAN COMMISSION**  
**MEETING**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, July 12, 2022 at 4:00 PM

The Waupun Plan Commission will meet in person, virtual, and teleconference. Instructions to join the meeting are provided below:

**Join Zoom Meeting:** <https://us02web.zoom.us/j/87297514722?pwd=VWJQZUw0b245MkpKMzN4M05TSkQ4QT09>

**Dial by your location:** 1 312 626 6799

**Meeting ID: 872 9751 4722**

**Passcode: 404145**

**CALL TO ORDER**

**ROLL CALL**

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

**CONSIDERATION - ACTION**

- [1.](#) Acceptance of Prior Meeting Minutes - June 6, 2022
- [2.](#) Certified Survey Map- Kari Pattee property at 19 S. Madison St.

**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 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 Matouschek, 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 Matouschek 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 Matouschek, 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 Dobbratz, second Matouschek 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.

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

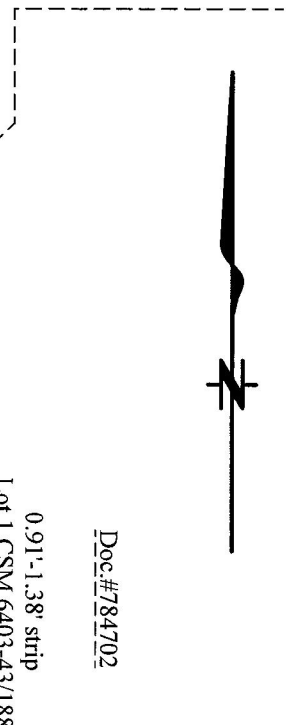
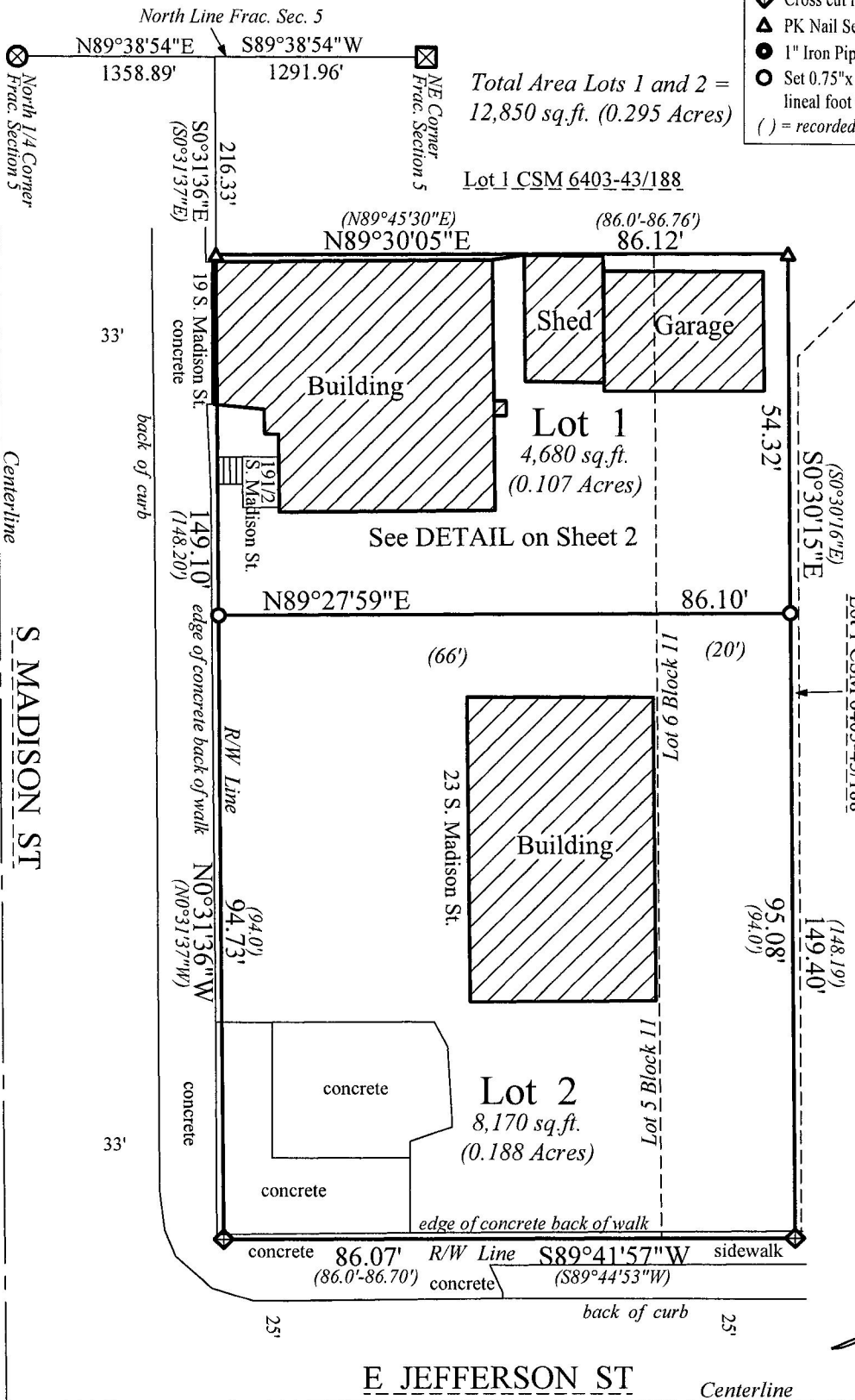
For Kari A. Pattee

Part of Lots 5 and 6 of Block 11, Plat of East Waupun, Located in the NE1/4-NE1/4 of Fractional Section 5, T13N-R15E, City of Waupun, Dodge County, Wisconsin

These lots are in the Zoning B2 Central Business District.

### LEGEND

- Found Cross Cut in Concrete
- Found Accessory Referenced
- Cross cut in Concrete
- PK Nail Set
- 1" Iron Pipe Found
- Set 0.75"x 18" rebar weighing 1.5 lbs. per lineal foot w/orange plastic ID cap
- ( ) = recorded bearings and/or distances



SCALE 1" = 25'



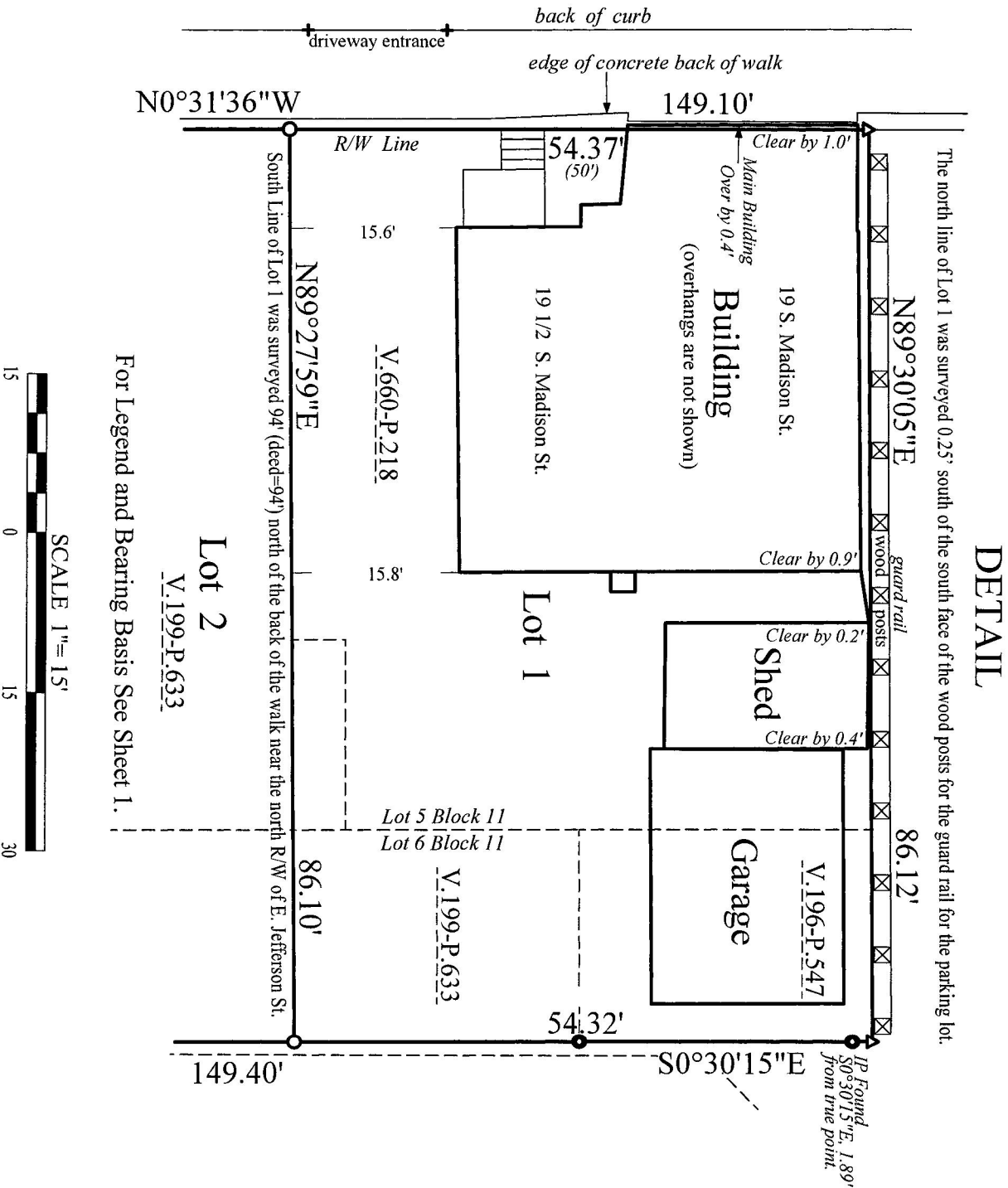
Bearings are referenced to the Dodge County Coordinate System, with a bearing of S89°38'54"W on the north line of the NE1/4 of Section 5. Previously recorded bearings and/or distances are indicated in parentheses.

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

For Kari A. Pattee

Part of Lots 5 and 6 of Block 11, Plat of East Waupun, Located in the NE1/4-NE1/4 of Fractional Section 5, T13N-R15E, City of Waupun, Dodge County, Wisconsin

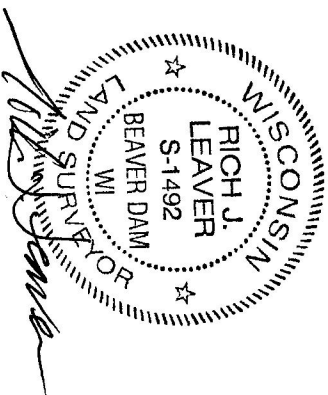
## S MADISON ST



DETAIL

The north line of Lot 1 was surveyed 0.23' south of the south face of the wood posts for the guard rail for the parking lot.

For Legend and Bearing Basis See Sheet 1.



**CERTIFIED SURVEY MAP NO. \_\_\_\_\_**

For Kari A. Pattee

Part of Lots 5 and 6 of Block 11, Plat of East Waupun, Located in the NE1/4-NE1/4 of Fractional Section 5, T13N-R15E, City of Waupun, Dodge County, Wisconsin

Reason for the Survey

The agents for Shermco LLC, Sherman Lackey and Amber Lackey, are selling part of their property to the landowner north, Kari A. Pattee. This becomes a sale of land to the adjacent landowner. The City of Waupun is requiring a 2-lot certified survey map of the resulting 2 properties to comply with their city subdivision ordinances.

SURVEYOR’S CERTIFICATE

I, Rich J. Leaver, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided and mapped a parcel of land by the direction of Kari A. Pattee, representing the owners. This parcel of land is described and located as indicated above, and more particularly described as the following:

Commencing at the NE Corner of Fractional Section 5, T13N-R15E,  
thence S89°38'54"W, 1291.96 feet along the north line of the NE1/4 of fractional Section 5;  
thence S0°31'36"E, 216.33 feet along the east right-of-way line of S. Madison St. to the point of beginning;  
thence N89°30'05"E, 86.12 feet along the south line of the City of Waupun parking lot, this line being determined 0.25' south of the south face of the wooden posts supporting a guard rail for the parking lot;  
thence S0°30'15"E, 149.40 feet along a west line of Lot 1 of Certified Survey Map No. 6403, recorded in Volume 43, page 188 of the Dodge County Register of Deeds to the north right-of-way line of E. Jefferson St., this right-of-way line being determined in said Certified Survey Map No. 6403;  
thence S89°41'57"W, 86.07 feet along this north right-of-way line of E. Jefferson St. to the east right-of-way line of S. Madison St.;

thence N0°31'36"W, 149.10 feet along this east right-of-way line of S. Madison St. to the point of beginning.  
Bearings are referenced to the Dodge County coordinate system.

The above-described parcel contains 12,850 square feet (0.295 acres) of land. This parcel is subject to all easements including utility easements, setbacks and restrictions, either recorded or unrecorded, if any.

I further certify that the information contained herein is a correct representation of the boundaries of the land as surveyed and mapped, and that I have fully complied with the provisions of Chapter 236.34 of the revised Wisconsin State Statutes, and the subdivision ordinances of the City of Waupun, to the best of my knowledge and belief.



Rich J. Leaver, WI\_LS-1492  
Leaver Land Surveying LLC  
W8871 Gossfeld Ln.  
Beaver Dam, WI 53916  
920-887-2401



OWNERS OF RECORD

Kari A. Pattee (will be owning Lot 1)  
N4198 Dehring Rd.  
Oakfield, WI 53065

Shermco LLC (will be owning Lot 2)  
Agents Sherman Lackey and Amber Lackey  
23 S. Madison St.  
Waupun, WI 53963

CITY OF WAUPUN CERTIFICATE

Approved by the City of Waupun this \_\_\_\_\_ day of \_\_\_\_\_ 2022,

\_\_\_\_\_  
Rohn W. Bishop, Mayor

\_\_\_\_\_  
Angela Hull, City Clerk/Treasurer and  
Director of Human Resources