



A G E N D A
CITY OF WAUPUN ZONING BOARD OF APPEALS
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, August 04, 2025 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Virtual: <https://us02web.zoom.us/j/85720382345?pwd=aF1VDdHXA6FkZsDurECd1aGzdqQRT.1>

Teleconference: 1 312 626 6799

Meeting ID: 857 2038 2345

Passcode: 569326

CALL TO ORDER

ROLL CALL

RECOGNITION OF MAYORAL APPOINTMENTS OF BOARD MEMBERS

1. 2025 Zoning Board of Appeals Appointments

PUBLIC HEARING (*Roll Call Motion*)

2. Public Hearing - Variance Application: Kenneth & Rachel Darnick at 601 Beekman Street to encroach into the front yard setback 5' with a deck to infill each side of existing deck extending to edge of house with a railing per Municipal Code 16.03(1)(c)(ii).
3. Public Hearing - Variance Application: Waupun Community Center, City of Waupun at 520 McKinley Street to allow a Type 5 double sided ground sign not exceeding 100 square feet per side in the R-4 Mixed Residential District per Municipal Code Section 16.11 (3) & (4).

PERSONS WISHING TO ADDRESS THE ZONING BOARD OF APPEAL--*State name, address, and subject of comments. (2 Minutes)*

CONSIDERATION - ACTION

4. Approve meeting minutes of the September 30, 2024 Zoning Board of Appeals
5. Establish Day of Month and Time of Board Meeting

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.

ZONING BOARD OF APPEALS (3 Year Term)

The Board of Zoning Appeals shall consist of 5 members and an alternate. The alternate shall act with full power when a member of the Board is absent or refuses to vote because of interest. Simultaneous membership on the Board of Zoning Appeals and Plan Commission is permissible. The Mayor appoints the Chairperson.

ALDERMAN	<i>Mayoral Appointed Chairman</i>		Jason Westphal
CITIZEN		4/30/2028	Mark Nickel
CITIZEN		4/30/2026	Derek Minnema
CITIZEN		4/30/2027	Rick Vanthoff
CITIZEN		4/30/2027	Dylan Stein
CITIZEN ALTERNATE		4/30/2026	Patricia Beyer

UTILITY GENERAL MANAGER	Ex Officio
DIRECTOR OF PUBLIC WORKS	Ex Officio

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that at a meeting of the Zoning Board of Appeals of the City of Waupun, will be held on Monday, August 4, 2025 at 4:30 pm in the City Hall Council Chambers, located at 201 E Main Street, Waupun to consider the application for a Variance Request of:

1. Kenneth & Rachel Darnick at 601 Beekman Street to encroach into the front yard setback 5' with a deck to infill each side of existing deck extending to edge of house with a railing per Municipal Code 16.03(1)(c)(ii).
2. Waupun Community Center, City of Waupun at 520 McKinley Street to allow a Type 5 double sided ground sign not exceeding 100 square feet per side in the R-4 Mixed Residential District per Municipal Code Section 16.11 (3) & (4).

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

To Join Zoom Meeting:

<https://us02web.zoom.us/j/85720382345?pwd=aF1VDdHXA6FkZsDurdECd1aGzdqQRT.1>

Dial: 1 312 626 6799

Meeting ID: 857 2038 2345

Passcode: 569326

Dated this 16th day of July 2025

Susan Leahy

City of Waupun Zoning Administrator

Publish July 21, 2025 & July 28, 2025

Fee: \$150.00 Paid: ~~\$150~~^{Card} Date: 7/2/2025



CITY OF WAUPUN

201 E. Main Street

WAUPUN, WISCONSIN 53963

VARIANCE APPLICATION

From: KENNETH & RACHEL DARNICK
(business name or individual)

Property Description and address:

601 Beekman Street

Variance Requested:

To encroach into the front yard setback 5' and infill with new Deck at each side of existing deck extending to each end of house w/ railing

Note: Existing deck was approved by a Variance 5/17/2017

Zoning Ordinance Section Involved:

16.03 RESIDENTIAL DISTRICT REQUIREMENTS, (1)R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT, (c)(ii) Have a front yard setback of 25, feet

Date presented to Zoning Board of Appeals:

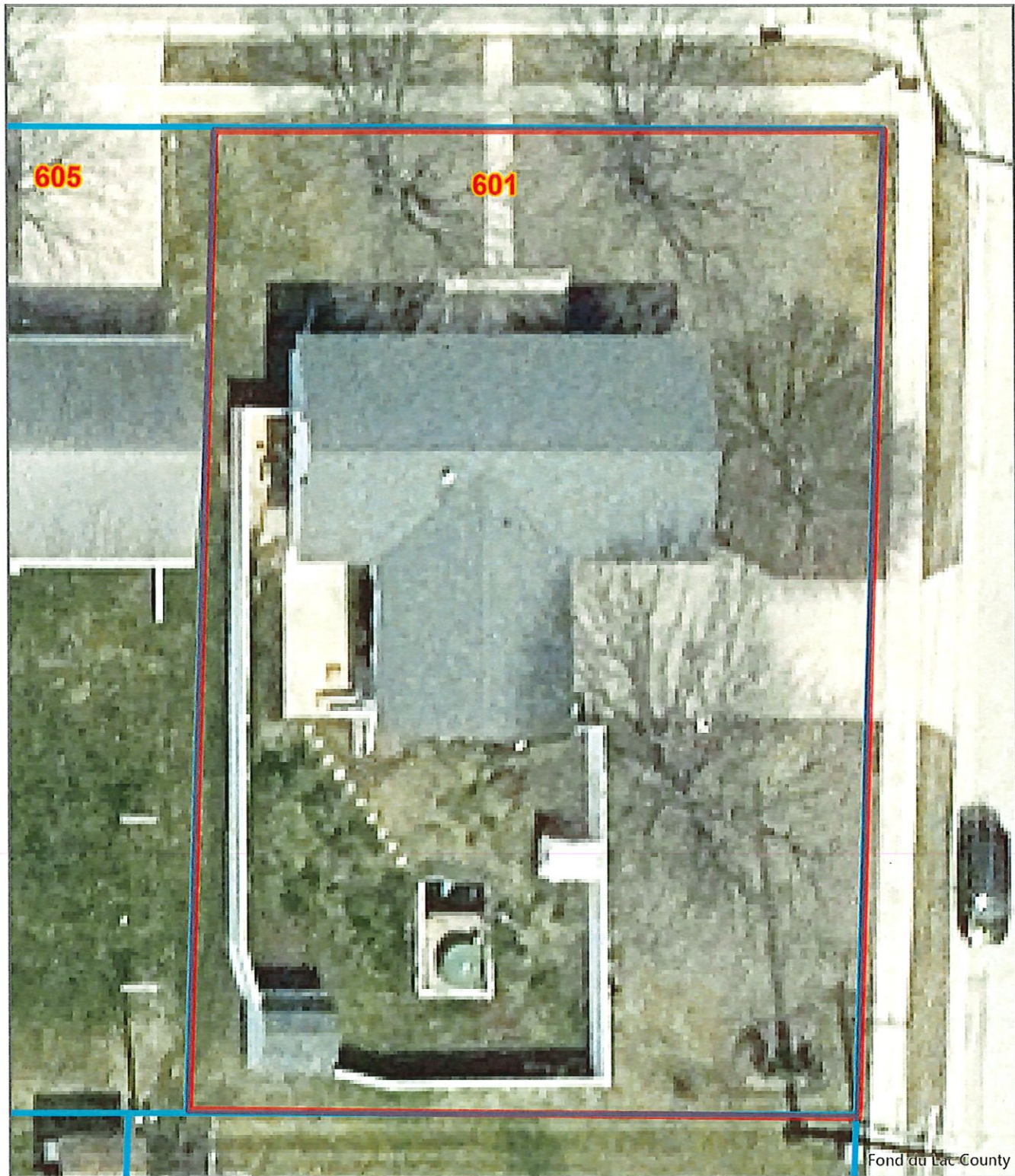
VARIANCE: ☐ Granted ☐ Denied

Comments:

Signature of Applicant (s):

Rachel Darnick
rachdarnickos@gmail.com

Fond du Lac County, WI



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

Map Scale
1 inch = 20 feet
7/2/2025

HOUSE

52'

FUTURE DECK
17x10

CURRENT DECK
18x10

FUTURE DECK
17x10

BRENDON ST

BEAUMAN ST

City of Waupun
Zoning Board of Appeals
Minutes of May 17, 2017

1. Call to Order:
 - a. Chairman Mesa called The Zoning Board of Appeals meeting at 4:33 p.m.
2. Roll Call:
 - a. Members Present: Frank Mesa, Mark Nickel, Mike Matoushek, Jr, Dick Walters, & Alternate Jon Dobbratz
 - b. Members Absent: Merlin Schouten
 - c. Also Present: Susan Leahy, Zoning Administrator & Michael Flier
3. Approve Minutes of March 29, 2017 meeting.
 - a. Dobbratz made a motion to approve the March 29, 2017 meeting minutes, Matoushek seconded. Motion carried.
4. Public Hearing:
 - a. Mesa read Request: Discuss/Approve Variance of Michael Flier at 601 Beekman Street to add a front deck to their home and encroach into the required front yard setback per Section 16.03(1)(c)(ii).
 - b. Flier stated he would like to construct a deck at location of stoop at front of house. Height of deck would require one step which would be around the entire deck.
 - c. Mesa stated the deck is not allowed in the setback currently.
 - d. Dobbratz asked about the concrete slab at the rear of house/garage.
 - e. Flier stated with the power lines over the concrete slab limits the use.
 - f. Dobbratz asked if the deck would be uncovered. Flier stated yes.
 - g. Nickel asked if the front stoop would be removed and if the proposed deck would be level walk-out.
 - h. Flier stated the stoop will be removed and yes it will be same height as finish floor of home.
 - i. Mesa asked if there were any more questions.
 - j. Nickel commented that the stoop protrudes 5'-6" and the deck is only encroaching another 4 feet.
 - k. Mesa asked for any further discussion.
 - l. Nickel made a motion to accept the variance as written. Walters seconded.
 - m. Nickel - Aye, Matoushek - Aye, Walters - Aye, Dobbratz - Aye, Mesa - Aye
 - n. 5-Ayes, 0 Nays. Motion carried.
5. Mesa read request to Discuss/Approve day of month and time of Zoning Board of Appeals monthly meeting.
 - a. Board members stated to leave as is on a needed basis.
 - b. Matoushek, Jr made a motion to leave on a as needed basis, Dobbratz seconded.
 - c. Nickel - Aye, Matoushek - Aye, Walters - Aye, Dobbratz - Aye, Mesa - Aye
 - d. 5-Ayes, 0 Nays. Motion carried.

6. Adjournment:

- a. Matoushek made a motion to adjourn, Nickel seconded.
- b. Meeting adjourned at 4:40 p.m.

Prepared by:
Susan K. Leahy
Zoning Administrator

Fee: \$150.00 Paid: Date: July 9, 2025



CITY OF WAUPUN

201 E. Main Street

WAUPUN, WISCONSIN 53963

VARIANCE APPLICATION

From: Waupun Community Center/City of Waupun
(business name or individual)

Property Description and address:

520 McKinley Street, Zoned R-4 Mixed Residential District

Variance Requested:

To allow a Type 5 double sided ground sign not exceeding 100 SF per side in the R-4 Mixed Residential District per the Municipal Ordinance Section 16.11(3) & (4)

Zoning Ordinance Section Involved:

16.11(3) & (4)

Date presented to Zoning Board of Appeals:

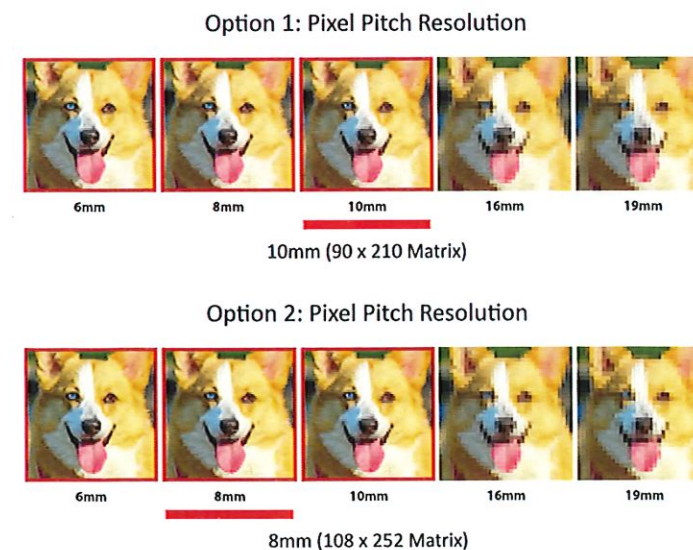
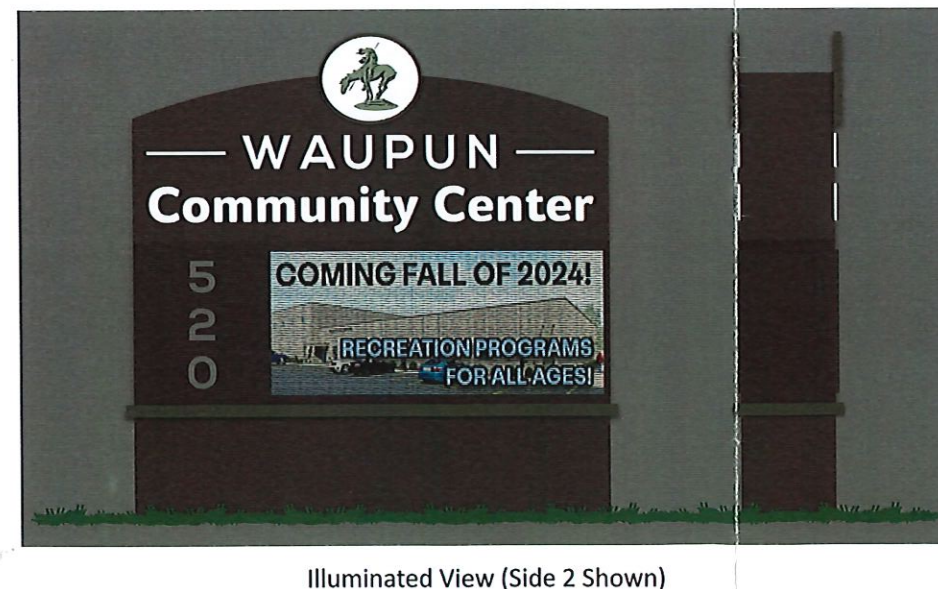
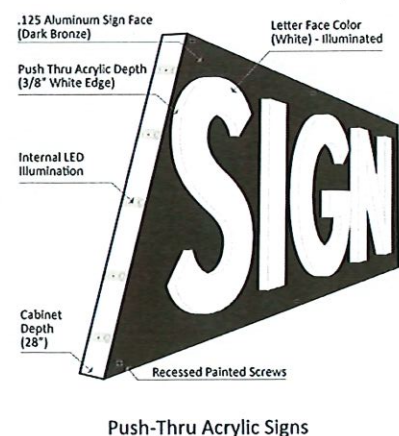
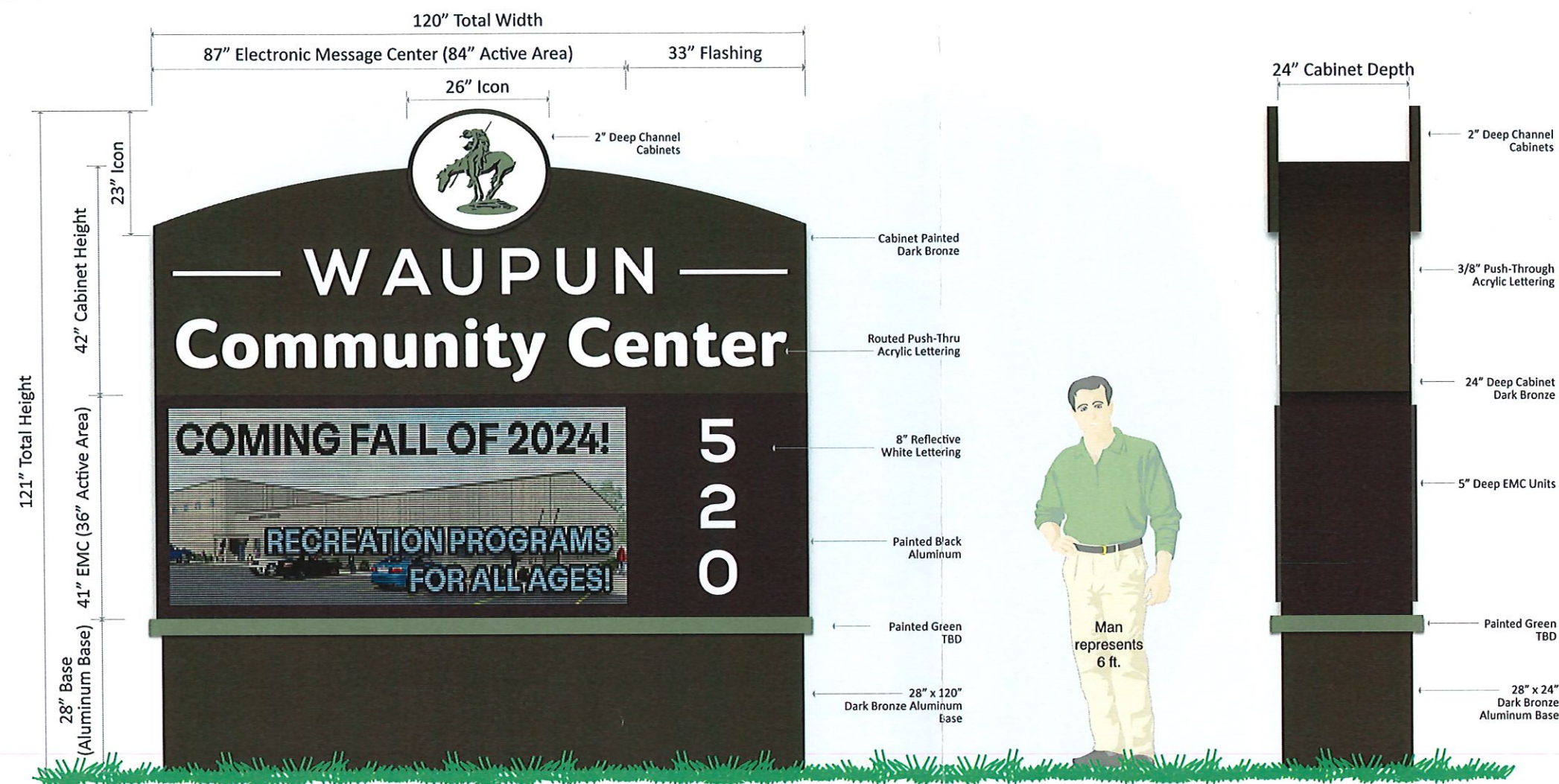
VARIANCE: ☐ Granted ☐ Denied

Comments:

Signature of Applicant (s):

Kathy Schum

Monument Sign
Community Center Sign w/EMC



Client:	City of Waupun
Address:	xxx
City:	xxx
Date:	12/5/2024
Sales Rep:	Andy W.
Designer:	Travis T.
File Name:	50601 Monument wEMC
Version:	5

General Sign Specifications	
Cabinet:	Routed Push-Thru Acrylic
EMC:	Watchfire Full Color
Base:	Painted Aluminum
Sides:	Double Sided
Quantity:	1
Sq Ft:	100.8

Color Specifications	
	Dark Bronze
	TBD
	White Acrylic

Additional Information Needed	
<input type="checkbox"/>	Vector Artwork Needed From Client
<input checked="" type="checkbox"/>	Site Survey Required

Survey Information Required			
<input checked="" type="checkbox"/>	Sign Area (w.h)	<input type="checkbox"/>	Building Dimensions
<input checked="" type="checkbox"/>	Truck Access	<input checked="" type="checkbox"/>	Electrical Access
<input checked="" type="checkbox"/>	Obstructions	<input type="checkbox"/>	Lighting Survey
<input type="checkbox"/>	Color Match	<input type="checkbox"/>	Tracing Pattern
Additional Details			

Additional Sign Specifications	
- .125 Routed Aluminum Faces w/Push-Thru	
- Custom Painted Pole Covers & Reveals	
- Option For 10mm & 8mm EMC's	

Color Disclaimer: The Ink Colors Shown In This Rendering May Not Match The Actual Paint, Final Print Or Vinyl Colors That Will Be Used.



MINUTES
CITY OF WAUPUN ZONING BOARD OF APPEALS
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, September 30, 2024, at 4:30 PM

CALL TO ORDER

Jason Westphal Chairman, called the In-house & Virtual Zoning Board of Appeals meeting at 4:31 p.m.

ROLL CALL

Members present: Jason Westphal, Derek Minnema, Dylan Stein, & Rick Vanthoff

Absent: Mark Nickel & Patricia Beyer

Also in attendance were Jim Londberg, Point of Beginning, Keetan Schulz, Rapids Housing, Ellexis Tenpas, Susan Leahy, Zoning Administrator & Kathy Schlieve, Administrator

PERSONS WISHING TO ADDRESS THE ZONING BOARD OF APPEAL--State name, address, and subject of comments. (2 Minutes)

No persons appeared.

FUTURE MEETINGS AND GATHERING INVOLVING THE ZONING BOARD OF APPEAL

Leahy stated that there were no applications at this time.

CONSIDERATION - ACTION

1. Motion by Stein, second by Vanthoff to approve the May 6, 2024 Zoning Board of Appeals meeting minutes.
4 Ayes, 0 Nays. Motion carried unanimously
2. Public Hearing – Westphal read request to discuss/approve a variance request for Daniel & Ellexis Tenpas at 214 Howard Street to construct a garage addition extending 3’ into the required front yard setback per Municipal Code 16.03(1)(c)(ii).
 - Ellexis Tenpas addressed the board regarding the project regarding curb appeal and the reason for the garage addition. She stated the existing rear portion of the garage in the future will be converted to living space with the garage staying at the front. With the rear portion of the house being a walk-out basement and the existing grades, it is easier to add to the front than the rear of the existing garage.
 - Westphal asked if there were any questions. No questions asked.
 - Motion by Minnema to approve variance as submitted. Vanthoff 2nd.
Westphal – Aye, Minnema – Aye, Vanthoff – Aye, Stein – Aye
4 Ayes, 0 Nays. Motion carried unanimously
3. Public Hearing – Westphal read request to discuss/approve a variance request for Rapids Housing, LLC at 916 South Madison Street to reduce the lot width to 40’ at (9) proposed lots and reduce the lot size from 6,000 square feet to a minimum of 4,000 square feet for the (11) proposed lots within the mobile home park per Municipal Code Section 16.03(6)(c)(i).
 - Jim Londberg explained the project of expanding for (11) additional lots due to the need for housing. The owner is proposing to have (9) of the (11) lots be less than the required 50’ wide and all (11) lots to be less than the required 6,000 sf. They can still meet the setback requirements with smaller lots.
 - Stein did question if this would be an issue with emergency vehicles. Schlieve commented that they can access from the road. Leahy also stated that there is a cul de sac at the end of the original roadway into the park.
 - Westphal stated he does not see any issues and housing is needed and a few more would be good for the area.
 - Westphal asked if there were any questions. No questions asked.
 - Motion by Westphal to approve variance as submitted. Stein 2nd.
Westphal – Aye, Minnema – Aye, Vanthoff – Aye, Stein – Aye

4 Ayes, 0 Nays. Motion carried unanimously

ADJOURNMENT

Motion by Vanthoff, seconded by Minnema to adjourn the meeting. Motion carried, meeting adjourned at 4:45 pm.