



**A G E N D A**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, January 15, 2020 at 4:45 PM**

**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 18, 2019 meeting.
- [2.](#) Public Hearing - Conditional Use Permit Application for Frens Automotive at 25 E Main St. to operate a car dealership per section 16.04(2)(d)(vi) of the Waupun Municipal Code.
- [3.](#) Certified Survey Map review for parcel WPN-14-15-99-HF-295-00
- [4.](#) Site Plan Review - 433 E Main 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.*



**DRAFT MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, December 18, 2019 at 4:45 PM**

**CALL TO ORDER**

The Waupun Plan Commission met at 4:45 pm in the Council Chambers, City Hall, Waupun.

**ROLL CALL**

Members Present: Julie Nickel, Derek Drews, Mike Matoushek, Elton TerBeest, and Jerry Medema

Members Excused: Fred Luech and Jeff Daane

Staff Present: Kathy Schlieve and Susan Leahy

**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 may be January 15, 2019 at 4:45.

**CONSIDERATION - ACTION**

1. Approve minutes of the November 20, 2019 Meeting. Motion by Medema, seconded by TerBeest to approve the minutes of the November 20, 2019 meeting as presented. Motion carried, unanimously.
2. Public Hearing – Conditional Use Application for Donald Cook at 716 Country View Drive to have a home occupation of a gun repair business.

Chairman Nickel read the call of the hearing and its purpose. Donald Cook was present to address the committee. He stated he has a federal fire arms license. That cleaning and repairing guns has been a hobby. He used to live in the Town of Chester but moved to the City of Waupun in November, 2019. Leahy stated that firearms no sales of firearms are allowed per the ordinance. Cook stated he does not sell any firearms but ships purchases for individuals which is not an everyday occurrence. Nickel asked if there were any other concerns. Schlieve brought up that the home occupation must be approved by plan commission and the building inspector provides an inspection of space being used for the home occupation.

Matoushek made a motion to approve the conditional use home occupation for the repairing and cleaning of guns with an annual review by plan commission. Seconded by TerBeest.

Vote: Medema, TerBeest, Drews, Matoushek, Nickel - "AYE"

Motion carried, unanimously.

**ADJOURNMENT**

Motion by Medema, seconded by Drews to adjourn the meeting. Motion carried, meeting adjourned at 5:50 pm.

Susan Leahy

Zoning Administrator



CITY OF WAUPUN BUILDING INSPECTOR  
Waupun City Hall – 201 E. Main Street, Waupun WI  
P: 920-324-7917 \* F: 920-324-7939  
[www.cityofwaupun.org](http://www.cityofwaupun.org)

---

## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, that at a meeting of the Plan Commission of the City of Waupun, to be held in the Council chambers in the City Hall of the City of Waupun on Wednesday the 15th day of January, 2020 at 4:45 O'clock in the P.M., there will be considered the application for a Conditional Use Permit of:

1. Frens Automotive at 25 E Main St. to operate a car dealership per section 16.04(2)(d)(vi) of the Waupun Municipal Code.

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

Dated this January 2, 2020

Susan Leahy  
Zoning Administrator  
City of Waupun

(PUBLISH January 8, 2020)

---

Fee: \$150.00 Paid: Date:



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

## Conditional Use Permit Application

From: Frens Automotive, LLC (Levi Frens - Owner)  
(business name or individual)

Property Description and address:

25 East Main Street

Conditional Use Requested:

CAR DEALERSHIP - up to 15 to 20 CARS IN FUTURE  
- 4 to 5 starting

Zoning Ordinance Section Involved:

16.04(2)(d)(vi)

Date Presented to Plan Commission: 1-15-19

CONDITIONAL USE: ☐ Granted ☐ Denied

Comments:

Signature of Applicant (s)



# CERTIFIED SURVEY MAP

FOR

## JOSEPH & ALYSSA PRIEBE

LOT 29, HAZELTON HEIGHTS AND A PART THE SOUTHWEST 1/4 OF THE  
NORTHWEST 1/4, SECTION 32, T. 14 N.-R. 15 E., CITY OF WAUPUN,  
FOND DU LAC COUNTY, WISCONSIN.

### SETBACK REQUIREMENTS (PER THE PLAT OF HAZELTON HEIGHTS)

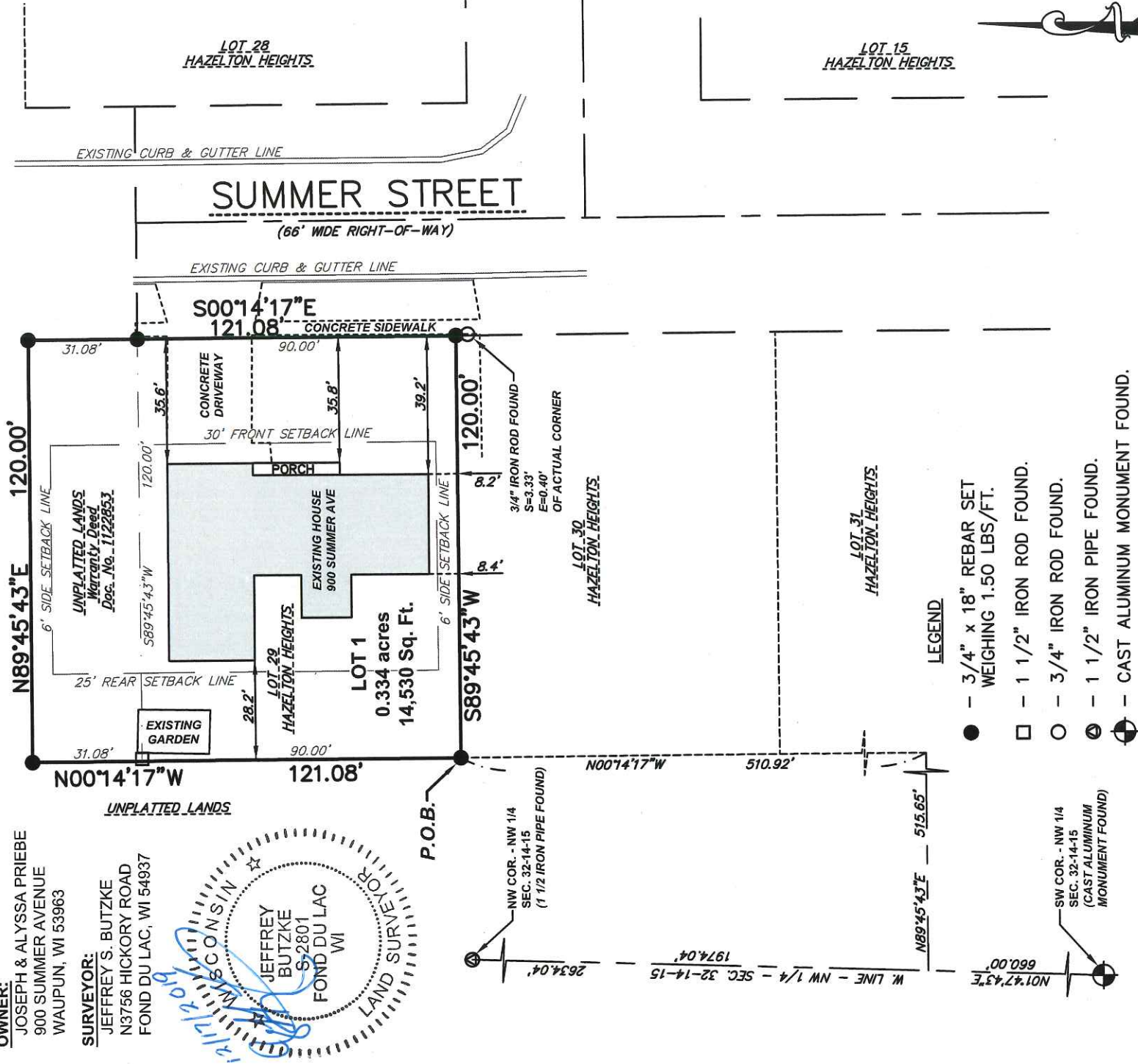
- FRONT: 30'
- REAR: 25'
- SIDE: 6'

TAX PARCEL NUMBER:  
WPN-14-15-99-HF-295-00

UNPLATTED LANDS

OWNER:  
JOSEPH & ALYSSA PRIEBE  
900 SUMMER AVENUE  
WAUPUN, WI 53963

SURVEYOR:  
JEFFREY S. BUTZKE  
N3756 HICKORY ROAD  
FOND DU LAC, WI 54937



### LEGEND

- - 3/4" x 18" REBAR SET WEIGHING 1.50 LBS/FT.
- - 1 1/2" IRON ROD FOUND.
- - 3/4" IRON ROD FOUND.
- ⊙ - 1 1/2" IRON PIPE FOUND.
- ⊕ - CAST ALUMINUM MONUMENT FOUND.

SW COR. - NW 1/4  
SEC. 32-14-15  
(CAST ALUMINUM  
MONUMENT FOUND)

NW COR. - NW 1/4  
SEC. 32-14-15  
(1 1/2 IRON PIPE FOUND)



PROJECT NO. 190111

Surveying, LLC

N3756 Hickory Road | Fond du Lac, WI 54937

NORTH POINT REFERENCED TO THE WISCONSIN COUNTY  
COORDINATE SYSTEM, FOND DU LAC COUNTY. THE WEST LINE OF  
THE NORTHWEST QUARTER, SECTION 32, T. 14 N.-R. 15 E., HAS A  
BEARING OF N01°47'43"E.



SCALE



## **CERTIFIED SURVEY MAP**

LOT 29, HAZELTON HEIGHTS AND A PART OF SOUTHWEST 1/4 OF THE  
NORTHWEST 1/4, SECTION 32, T. 14 N.-R. 15 E., CITY OF WAUPUN,  
FOND DU LAC COUNTY, WISCONSIN.

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

VOLUME \_\_\_\_\_

PAGE \_\_\_\_\_

SHEET 2 OF 4 SHEETS

### **SURVEYOR'S CERTIFICATE**

I, Jeffrey S. Butzke, Professional Land Surveyor, hereby certify:

That I have surveyed, combined and mapped a parcel of land described below.

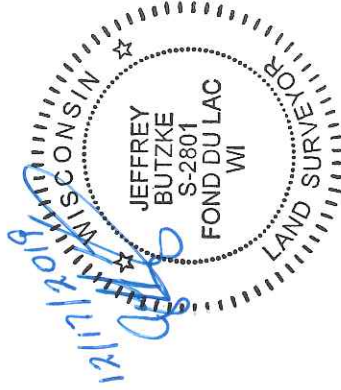
That I have made such Certified Survey under the direction of Joseph D. Priebe and Alyssa M. Priebe of a parcel of land being bounded and described as follows:

Lot 29, Hazelton Heights, recorded in Volume 14, Page 22, Plats, Fond du Lac County Register of Deeds Office as Document No. 582390 and those lands described in Warranty Deed, recorded in said Register of Deeds Office as Document No. 1122853, and being a part of the Southwest 1/4 of the Northwest 1/4, Section 32, T. 14 N.-R. 15 E., City of Waupun, Fond du Lac County, Wisconsin and being more particularly described as follows:

Beginning at the Southwest corner of said Lot 29; thence North 00°-14'-17" West along the West line of said Lot 29 and its extension Northerly along the West line of lands described in said Warranty Deed, 121.08 feet to the Northwest corner of lands described in said Warranty Deed; thence North 89°-45'-13" East along the North line of lands described in said Warranty Deed, 120.00 feet to the Northeast corner of lands described in said Warranty Deed; thence South 00°-14'-17" East along the East line of lands described in said Warranty Deed and the East line of said Lot 29, said line also being the West right-of-way line of Summer Avenue, 121.08 feet to the Southeast corner of said Lot 29; thence South 89°-45'-43" West along the South line of said Lot 29, 120.00 feet to the point of beginning and containing 0.334 acres (14,530 Sq. Ft.) of land more or less and being subject to all easements and restrictions of record.

That such is a correct representation of all the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes and the Subdivision Ordinance of the City of Waupun in surveying, combining, and mapping the same.



Jeffrey S. Butzke, P.L.S. No. S-2801

Compass Surveying, LLC  
Fond du Lac, Wisconsin 54937

Project Number: 190111

**CERTIFIED SURVEY MAP**

LOT 29, HAZELTON HEIGHTS AND A PART OF SOUTHWEST 1/4 OF THE  
NORTHWEST 1/4, SECTION 32, T. 14 N.-R. 15 E., CITY OF WAUPUN,  
FOND DU LAC COUNTY, WISCONSIN.

**OWNER'S CERTIFICATE**

As owners, we hereby certify that we caused the land described on this plat to be surveyed, combined and mapped as represented on this plat. We also certify that this plat is required by s. 236.10 or s. 236.12 to be submitted to the following for approval or objection:

1. City of Waupun

WITNESS the hand and seal of said owners this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

IN PRESENCE OF:

Joseph D. Priebe

Alyssa M. Priebe

STATE OF WISCONSIN )  
\_\_\_\_\_ COUNTY ) SS

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019, the above named Joseph D. Priebe and Alyssa M. Priebe to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, \_\_\_\_\_ County, WI

My Commission Expires: \_\_\_\_\_



# CERTIFIED SURVEY MAP

LOT 29, HAZELTON HEIGHTS AND A PART OF SOUTHWEST 1/4 OF THE  
NORTHWEST 1/4, SECTION 32, T. 14 N.-R. 15 E., CITY OF WAUPUN,  
FOND DU LAC COUNTY, WISCONSIN.

# **CITY OF WAUPUN PLAN COMMISSION CERTIFICATE**

STATE OF WISCONSIN )  
DODGE COUNTY ) SS

Upon review by the Plan Commission of the City of Waupun, this Certified Survey Map and the resulting lots conform to the current Zoning Ordinance of the City of Waupun.

It is hereby recommended by the City of Waupun Plan Commission that this Certified Survey Map along with the resulting lot is approved by the Common Council of the City of Waupun, Dodge County.

Julie Nickel, Plan Commission Chairman

Date \_\_\_\_\_

# CITY OF WAUPUN COMMON COUNCIL CERTIFICATE

STATE OF WISCONSIN )  
DODGE COUNTY ) SS

This Certified Survey Map along with the resulting lot is hereby approved by the Common Council of the City of Waupun, Dodge County this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Julie Nickel, Mayor

Angela Hull, City Clerk





Document Number

State Bar of Wisconsin Form 2-2003

**WARRANTY DEED**

Document Name

DOC # 1122853

Recorded December-11-2019 at 2:32 PM  
JAMES M KREBS, REGISTER OF DEEDS  
FOND DU LAC COUNTY, WI  
Fee Amount: \$30.00  
Transfer Fee: \$15.00

**THIS DEED**, made between Robert Oosterhouse, ("Grantor," whether one or more), and Joseph D. Priebe and Alyssa M. Priebe, as survivorship marital property, ("Grantee," whether one or more).

Grantor, for a valuable consideration, conveys and warrants to Grantee, the following described real estate, together with the rents, profits, fixtures and other appurtenant interests, in Fond du Lac County, State of Wisconsin ("Property") (if more space is needed, please attach addendum):

Property described on Exhibit A, attached hereto

*The parcel of land herein described is intended to be conveyed to Joseph D. Priebe and Alyssa M. Priebe, the owner of those lands described as Lot 29, Plat of Hazelton Heights, recorded in Volume 14, Page 22, Fond du Lac County Register of Deeds Office, as Document No. 582390, and shall be combined with said lands. The above described parcel of land shall not be separated from said lands described as Lot 29, Plat of Hazelton Heights without obtaining the proper approvals from the City of Waupun. Furthermore, any future division of these two parcels shall further comply with all of the Subdivision Ordinances of the City of Waupun.*

Exceptions to warranties: municipal and zoning ordinances and agreements entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use restrictions and covenants, general taxes levied in the year of closing, present uses of this property in violation of the foregoing disclosed in Seller's Real Estate Condition Report and in the Offer to Purchase.

Recording Area

Name and Return Address  
Joseph and Alyssa Priebe  
900 Summer Avenue  
Waupun, WI 53963

2-177575

WPN-14-15-32-06-001-00 (Part of)  
Parcel Identification Number (PIN)

This Is Not homestead property.

Dated: 12/6/19

(SEAL)

*Robert Oosterhouse*

(SEAL)

\* Robert Oosterhouse

(-SEAL)

(SEAL)

**AUTHENTICATION**

Signature(s) authenticated on \_\_\_\_\_

**ACKNOWLEDGMENT**

STATE OF WISCONSIN

) ss.

FOND DU LAC COUNTY

Personally came before me on 12/6/19  
the above-named Robert Oosterhouse

to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin

My commission (is permanent) (expires: 4/5/2022)

TITLE: MEMBER STATE BAR OF WISCONSIN  
(If not, \_\_\_\_\_  
authorized by Wis. Stat. § 706.05)

THIS INSTRUMENT DRAFTED BY:

Sara B. Andrew  
Andrew Law Offices, S.C.



(Signatures may be authenticated or acknowledged. Both are not necessary.)

NOTE: THIS IS A STANDARD FORM. ANY MODIFICATION TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

WARRANTY DEED

\*Type name below signatures.

©2003 STATE BAR OF WISCONSIN

INFO-PRO™ Legal Forms • (800)655-2021 • info@proforms.com

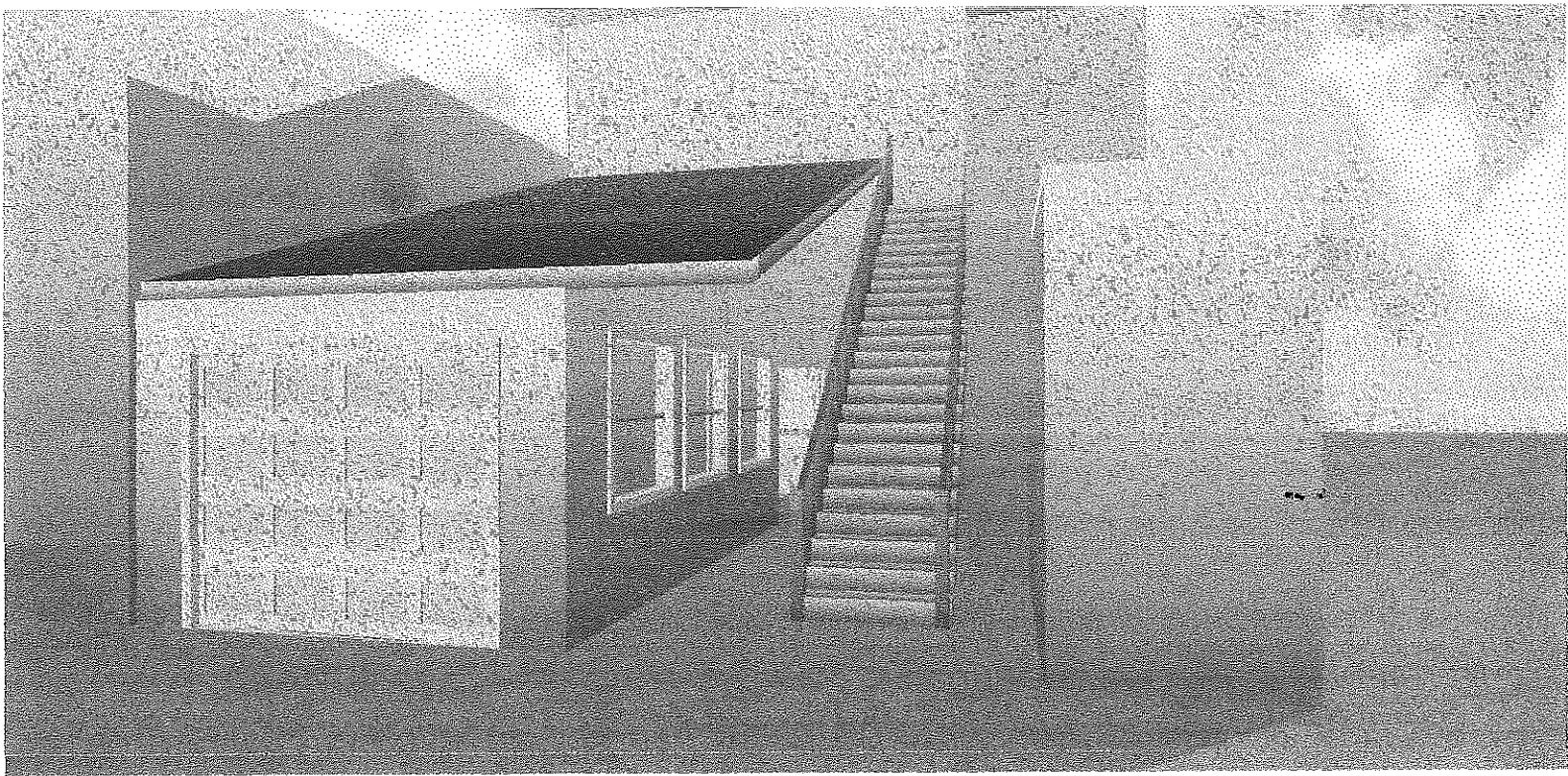
FORM NO. 2-2003

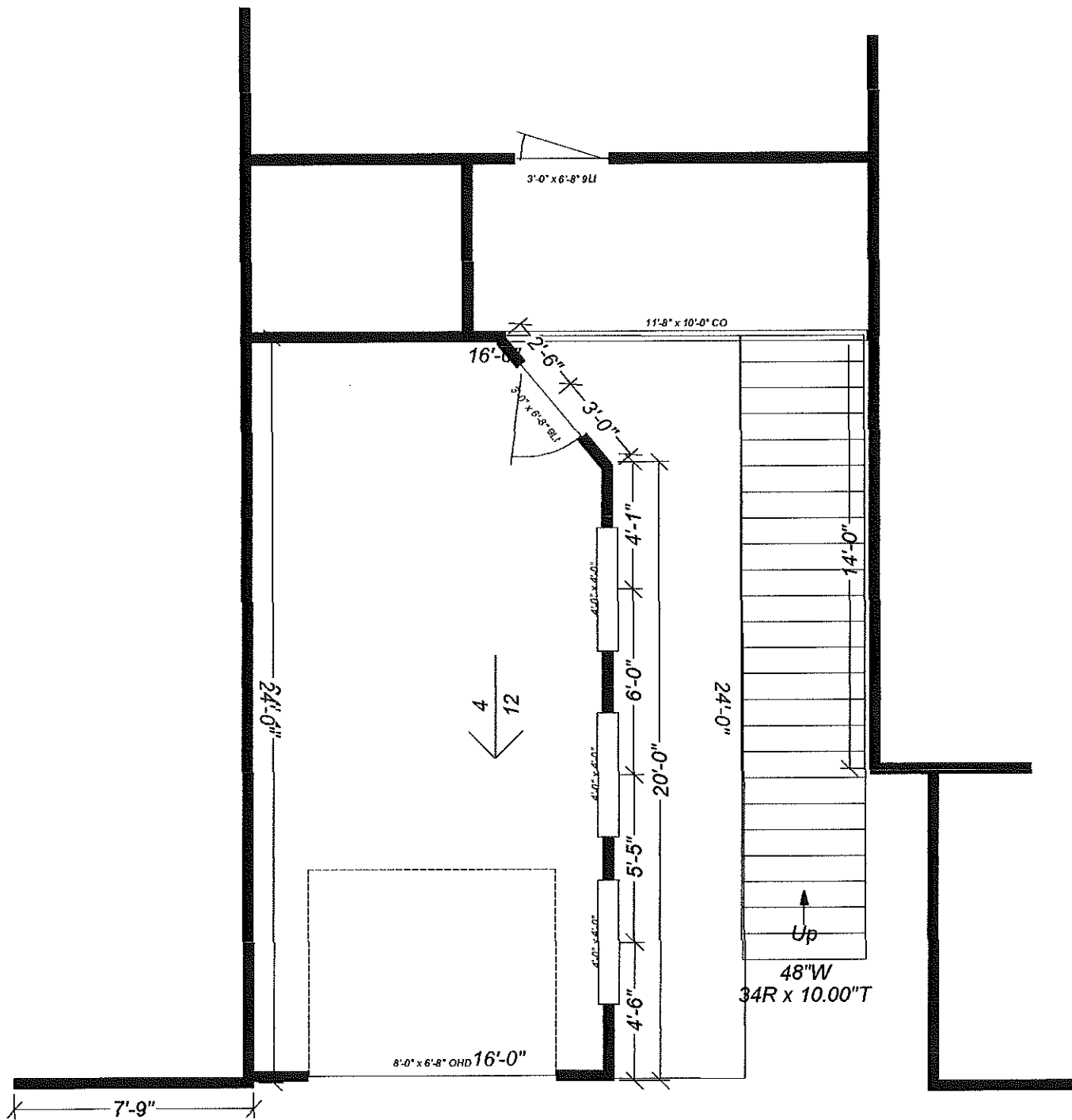
# EXHIBIT "A"

That part of Lot 1 of Certified Survey Map No. 3980, recorded in Volume 22 of Certified Survey Maps on Pages 59, 59A, 59B and 59C, as Document No. 488310, being a part of the Southwest 1/4 of the Northwest 1/4, Section 32, Township 14 North, Range 15 East, City of Waupun, Fond du Lac County, Wisconsin, and being more particularly described as follows: Commencing at the Northeast corner of Lot 29, of the Plat of Hazelton Heights, recorded in Volume 14, Page 22, Plats, Fond du Lac County Register of Deeds Office, as Document No. 582390; thence South 89° 45' 43" West along the North line of said Lot 29, 120.00 feet to the Northwest corner of said Lot 29; thence North 00° 14' 17" West along the Northerly extension of the West line of said Lot 29, 31.08 feet; thence North 89° 45' 43" East along a line being 31.08 feet Northerly of and parallel with said North line, 120.00 feet; thence South 00° 14' 17" East along the Northerly extension of the West right-of-way line of Summer Street, 31.08 feet to the point of beginning.

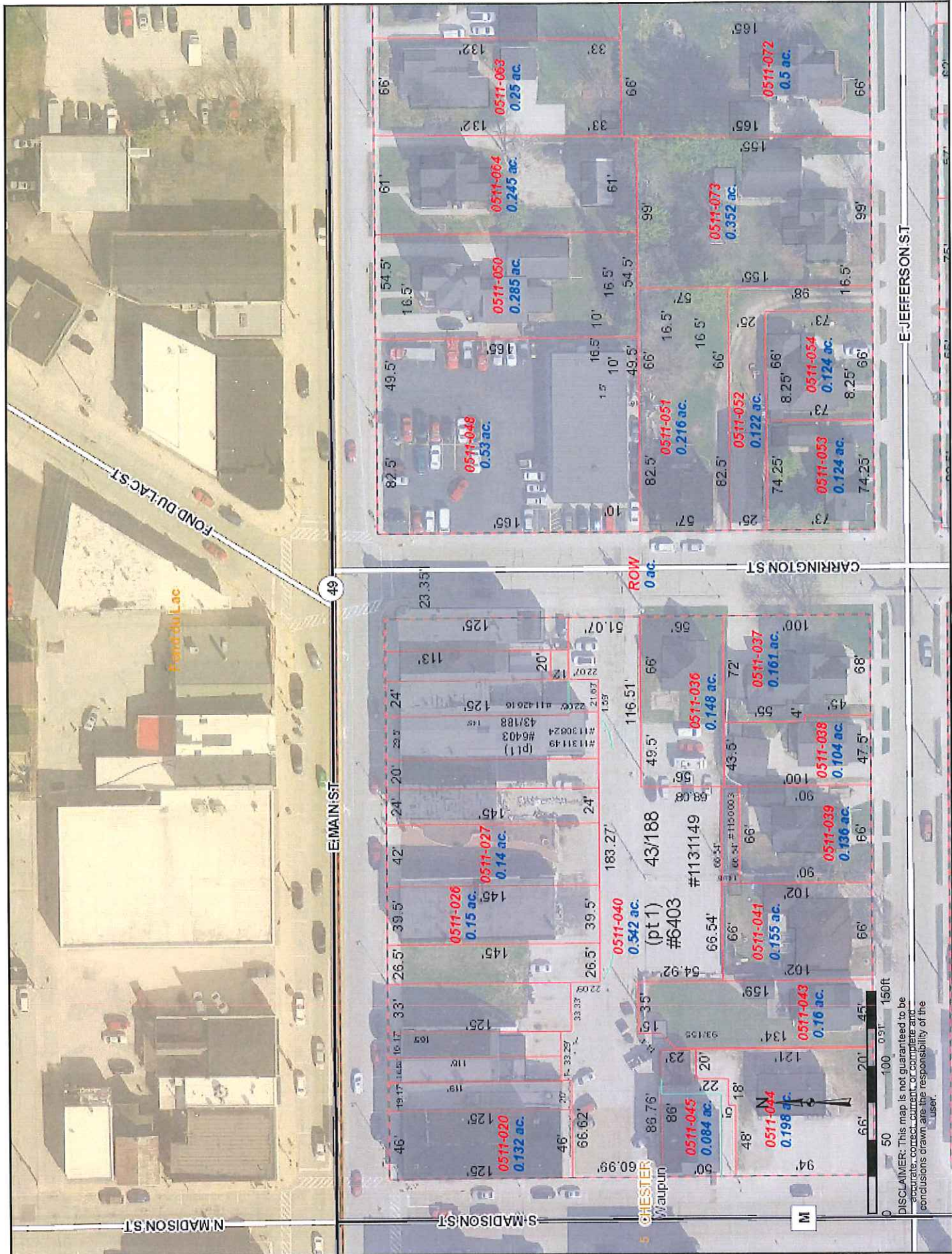
OUR Bar  
433 E Main ST  
Waupun.

Rick Farley  
920-210-9237



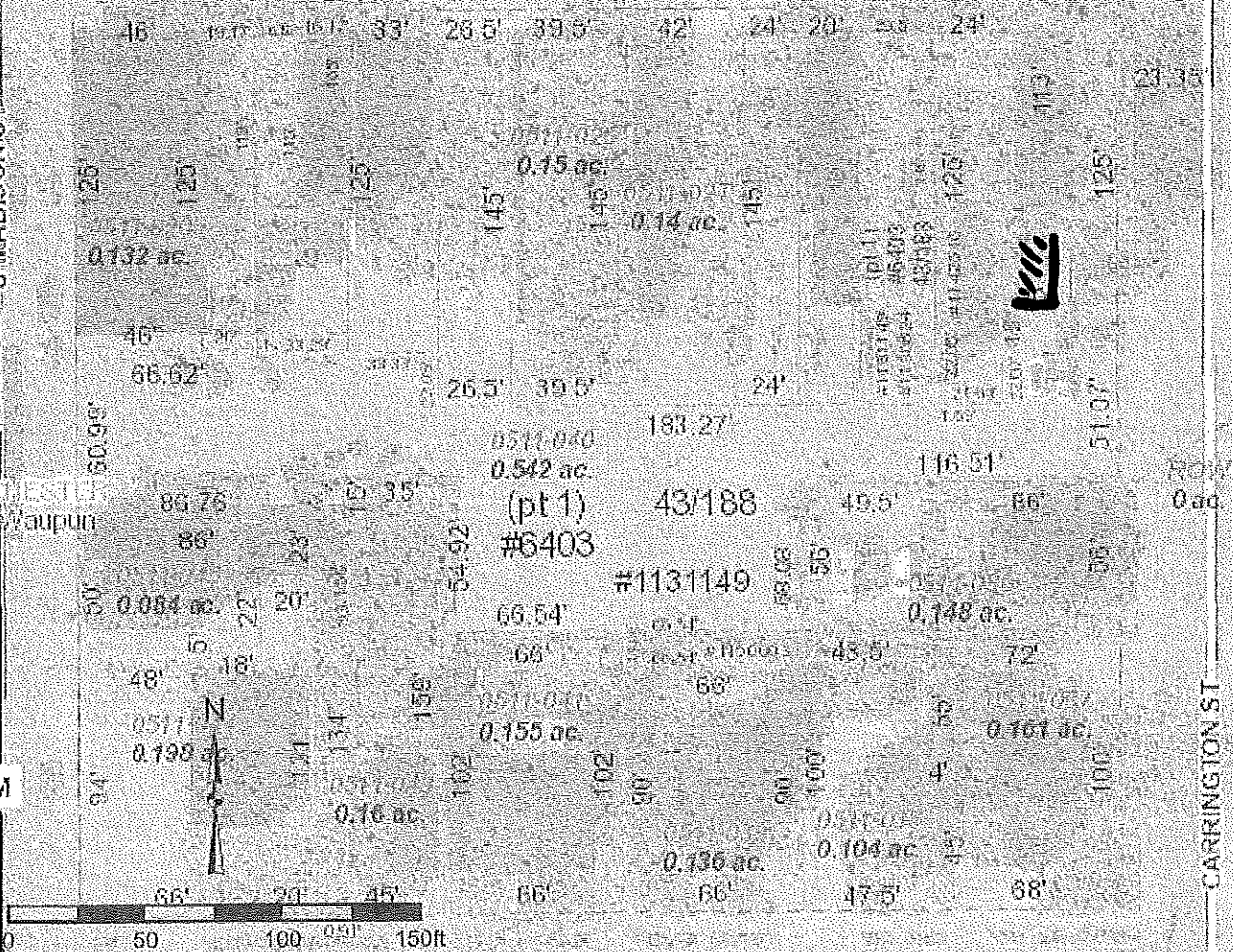








CARRINGTON ST



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