



A G E N D A
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, October 15, 2025 at 4:30 PM

VIRTUAL ACCESS

Topic: Plan Commission

Join Zoom Meeting

<https://us02web.zoom.us/j/86316809654?pwd=oXUibyL9j7MNJTUeE7G6LlqnoImmx.1>

Meeting ID: 863 1680 9654

Passcode: 895241

1 312 626 6799

CALL TO ORDER

ROLL CALL

PUBLIC HEARING

1. Chris Blotzer at 717 Sunrise Avenue, for a home occupation for Automotive Retail/Wholesale utilizing a garage stall per Municipal Code Section 16.13(1)(b).

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

2. Next Regularly Scheduled Meeting: Wednesday, November 19, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI

CONSIDERATION - ACTION

3. Minutes from September 24, 2025 Plan Commission 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.



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, at a meeting of the Plan Commission of the City of Waupun, to be held on Wednesday the 15th day of October, 2025 at 4:30 pm, in the Waupun City Hall Council Chambers, 201 E. Main Street, Waupun, where there will be considered an application for a Conditional Use Permit of:

1. Chris Blotzer at 717 Sunrise Avenue, for a home occupation for Automotive Retail/Wholesale utilizing a garage stall per Municipal Code Section 16.13(1)(b).

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

To Join Zoom Meeting

Virtually: <https://us02web.zoom.us/j/86316809654?pwd=oXUibyL9j7MNJTUeE7G6Llqnolmmxx.1>

Teleconference: 1 312 626 6799

Meeting ID: 863 1680 9654

Passcode: 895241

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 30th day of September 2025

Susan Leahy
Zoning Administrator
City of Waupun

(PUBLISH October 1st & October 8th)

Fee: \$150.00 Paid: ~~\$150.00~~ Date: 9/10/25



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

Conditional Use Permit Application

Applicant Name: Chris Blotzer Phone #920-319-1919

Address: 717 Sunrise Avenue E-mail: cbnb@charter.net

City, State, Zip Waupun, WI 53963

Property Description and address:

717 Sunrise Avenue

Conditional Use Requested:

Home Occupation for Automotive Retail/Wholesale utilizing garage space

Zoning Ordinance Section Involved:

16.13(1)(b)

Date Presented to Plan Commission:

CONDITIONAL USE: ☐ Granted ☐ Denied

Comments:

Signature of Applicant (s)

City of Waupun
Home Occupation Application

Date: 9-10-2025

Applicant: CHRIS BLOTZER

Phone: 920-319-1919

Address: 717 SUNRISE AVE.

City: WAUPUN State: WI. Zip: 53963

Address of proposed Home Occupation: 717 SUNRISE AVE WAUPUN WI. 53963

Name of proposed business: B&B MOTOR CARS LLC.

Location of proposed Home Occupation in residence (living room, bedroom, basement, etc):

HOUSE & GARAGE
NO EXTERIOR STORAGE

Total square footage of residence devoted to home occupation: 704 sq. ft.

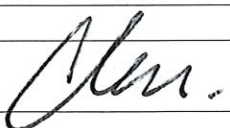
Type of equipment to be used in the home occupation: DESK & CHAIR - FINISH CABINET.

Size and type of signs advertising the home occupation 2' x 1'

Number of resident employees 2 Number of nonresident employees 1

Description of proposed Home Occupation and services to be provided:

OFFICE - RETAIL SALES & WHOLESALE - AUTO

Signature of applicant(s) 

Properties within 100' of 717 Sunrise Avenue

RANDALL A LEU
MARGARET A LEU
713 SUNRISE AVE
WAUPUN, WI 53963

MICHAEL J VANDERBUSH
STEFANIE G VANDERBUSH
7 LORI CT
WAUPUN, WI 53963

KENNETH WEISENBECK JR
721 SUNRISE AVE
WAUPUN, WI 53963

DANIEL L WUCHERER
708 SUNRISE AVE
WAUPUN, WI 53963

CHERYL REMOND
704 SUNRISE AVE
WAUPUN, WI 53963

DWAINE VANDEBERG
CATHY VANDEBERG
700 SUNRISE AVE
WAUPUN, WI 53963

ANDY J STELSEL
MELISSA N STELSEL
720 ROBIN RD
WAUPUN, WI 53963

RAYMOND S EHLERT
716 ROBIN RD
WAUPUN, WI 53963

RICHARD J RITZEMA
DEBRA K RITZEMA
712 ROBIN RD
WAUPUN, WI 53963

CLIFFORD D TELETZKE
KAREN G TELETZKE
708 ROBIN RD
WAUPUN, WI 53963

Staff recommends approval the proposed Conditional Use Permit application of Chris Blotzer at 717 Sunrise Avenue, Waupun to operate a home occupation for automotive retail/wholesale utilizing garage space per Section 16.13(1)(b) of the Waupun Municipal Code, subject to the following conditions:

1. The applicant shall fully comply with all requirements to obtain an occupancy permit for the residence located at this address, as set forth on the attached notice of non-compliance, shall permit an inspection by the Building Inspector to verify such compliance, and shall obtain such permit from the Waupun Building Inspector prior to operating this business; and

2. Permitted use of the subject property under this Conditional Use Permit shall be expressly limited to retrofitting automobiles with accessories for specialized use and related purposes, and operation shall be confined to the existing garage without alteration, and also use of a home office. Automobile painting or outdoor storage of business equipment, parts, or accessories are expressly prohibited; and

3. The applicant shall comply with all municipal fire and building safety requirements prior to and at all times while operating this business; and

4. The City Building Inspector, Fire Chief, or their designees shall have the right, upon reasonable notice and at reasonable times, to enter the premises for the purpose of verifying compliance with this Permit and applicable codes, and the applicant shall permit and fully cooperate with any inspection request made in this respect; failure to permit such inspection shall constitute a violation of this Permit; and

5. This Permit shall automatically terminate if the permitted use is discontinued for a period of twelve (12) consecutive months, unless otherwise extended by the Common Council for good cause shown; thereafter, any future business operation shall require a new Conditional Use Permit; and

6. The Plan Commission shall have jurisdiction to review and revoke or modify this Permit after due notice and hearing, if the City Building Inspector, Fire Chief, or any owner or occupant of real property within two hundred (200) feet of the subject property, files a written complaint with the City raising concerns as to parking, hours of operation, noise, vibration, dust, odors, signage or any other factors identified in Section 16.13 of the Waupun Municipal Code, and provided that the Plan Commission at such hearing receives substantial evidence of non-compliance with the terms of this Permit.



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, September 24, 2025 at 4:30 PM

CALL TO ORDER

Chairperson Bishop called the meeting to order at 4:30pm.

ROLL CALL

Members In-Person: Chairperson Rohn Bishop, Jason Whitford, Jerry Medema, Elton TerBeest, Gary Dejaeger.

Members Virtual: None

City Staff In-Person: City Attorney Dan VandeZande, City Administrator Kathy Schlieve, Sue Leahy, Grand Valley Building Inspection

Members Absent and Excused: Jeff Daane

Public: Mark Homan

PUBLIC HEARING

1. **Jason and Emily Engelhardt Annexation Petition to detach property address W11415 Hawthorne Drive, Waupun (#T21141599HA12000) from Township of Waupun, Fond Du lac County, and be annexed to the City of Waupun.**

Motion Whitford, second TerBeest to open the public hearing. Carried unanimously. No public comment. Motion TerBeest, second Medema to close public hearing. Carried unanimously.

Motion Medema, second Whitford to approve Jason and Emily Engelhardt Annexation Petition to detach property address W11415 Hawthorne Drive, Waupun (#T21141599HA12000) from Township of Waupun, Fond Du lac County, and be annexed to the City of Waupun. Carried unanimously.

NO PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Next Regularly Scheduled Meeting: Wednesday, October 15, 2025, 4:30 p.m.

CONSIDERATION – ACTION

2. **Minutes from August 20, 2025 Plan Commission Meeting**

Motion Whitford, second Dejaeger to approve the August 20, 2025 minutes. Carried unanimously.

3. **CERTIFIED SURVEY MAP FOR BENJAMIN & LEAH BUTEYN COMBINING LOT 18 & OUTLOT 2 OF THE PLAT OF FAIRWAY ESTATES BEING LOCATED IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 31, TOWNSHIP 14 NORTH - RANGE 15 EAST, CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN**

Motion TerBeest, second Medema to approve Certified Survey Map for Benjamin and Leah Buteyn. Carried unanimously.

5. **Site Plan Review for 912 W Jefferson St Parcel No. 292-1315-0612-051**

Motion DeJaeger, second TerBeest to approve site plan review for 912 W Jefferson St. Sue Leahy, Grand Valley Inspection reviews the site plan and that the City is asking Homan's for grading to be reviewed. Mark Homan is present and is agreement with that. Homan's can begin construction while dealing with grading. Carried unanimously.

ADJOURNMENT

Motion Medema, second Dejaeger to adjourn this meeting that 4:36pm. Carried unanimously.

Minutes submitted by Kelsy VandeStreek