



A G E N D A
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, August 20, 2025 at 4:30 PM

VIRTUAL ACCESS

Topic: Plan Commission

Join Zoom Meeting

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

Meeting ID: 863 1680 9654

Passcode: 895241

1 312 626 6799

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

1. Next Regularly Scheduled Meeting: Wednesday, September 17, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI

CONSIDERATION - ACTION

- [2.](#) Minutes from July 16, 2025 Plan Commission Meeting
- [3.](#) Annexation Ordinance of Parcel 010-1315-0433-003 and 010-1315-0911-000 Located in the Town of Chester to the City of Waupun, Dodge County, WI

DISCUSSION

- [4.](#) Citizen Request to Amend Waupun Municipal Code 16.01 (11)(i) Storage and Parking of Recreational Vehicles

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
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, July 16, 2025 at 4:30 PM

CALL TO ORDER

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

ROLL CALL

Members In-Person: Chairperson Rohn Bishop, Jason Whitford, Elton TerBeest, Gary DeJager, Jerry Medema, DPW Director Jeff Daane

Members Virtual: Michael Matoushek

City Staff In-Person: City Attorney Dan VandeZande, Administrator Kathy Schlieve, City Clerk/Treasurer Angie Hull

City Staff Virtual: Building Inspector Sue Leahy

Absent and excused: None

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

No persons appeared before the Plan Commission.

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

The Commission was informed that the next regularly scheduled meeting of the Plan Commission is Wednesday, August 20, 2025, 4:30 p.m.

CONSIDERATION - ACTION

2. Minutes from June 18, 2025 Plan Commission Meeting

Motion Whitford, second Terbeest to approve the June 18, 2025, Plan Commission meeting minutes. Motion carried 7-0.

3. EXTRA-TERRITORIAL REVIEW OF CERTIFIED SURVEY MAP OF UNPLATTED LAND IN THE NW 1/4 OF THE SW 1/4 OF SECTION 21 T. 14 N. - R. 15 E. TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN

Luz Rosales provides a CSM to parcel off 5 acres from parcel T21-14-15-21-10-001-00, a 40-acre parcel, located at N3494 W. Center Road, Waupun. This is before the Plan Commission for extra territorial review.

Motion DeJager, second Whitford to approve the Extraterritorial Certified Survey Map of unplatted land in the Northwest 1/4 of the Southwest 1/4 of Section 21, Township 14 North-Range 15 East, Town of Waupun, Fond du Lac County, Wisconsin. Motion carried 7-0.

4. EXTRA-TERRITORIAL REVIEW OF FOND DU LAC COUNTY CERTIFIED SURVEY MAP GENERAL LOCATION BEING PART OF THE NW1/4 OF THE NE1/4, SECTION 34, T. 14 N, R. 15 E, TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN

Michael Pluim provides a CSM to parcel off 3.36 acres from parcel T21-14-15-34-02-001-00, a 40-acre parcel, located at W10668 Oak Center Rd, Waupun. This is before the Plan Commission for extra-territorial review.

Motion Whitford, second Matoushek to approve the Extraterritorial Certified Survey Map being part of the Northwest 1/4 of the Northeast 1/4, Section 34, Town 14 North, Range 15 East, Town of Waupun, Fond Du Lac County, Wisconsin. Motion carried 7-0.

DISCUSSION

5. Comprehensive Plan Updates

Schlieve provides the city is required by Statute to update our comprehensive plan every 10 years. The current plan was adopted in 2018. Recently legislative changes to address housing shortages across the state have

created a need to file an update to the plan as of January 1, 2023. Schlieve notes that the updates once adopted will qualify the city for WHEDA low interest loan programs that have been identified in the redevelopment of 331 Bly St. General support for the update is expressed. Schlieve indicates that once the documents have been updated, a public hearing will be scheduled with the Plan Commission for review and recommendation to the Council.

6. Waupun Municipal Code 16.07 PCD Planned Community Development Requirements

Schlieve provides a draft ordinance to amend Ch. 16.07 entitled PCD Planned Community Development Requirements. The current zoning code provides for mixed-use and innovative development as permitted under Wis. Stat. § 62.23(7) zoning authority and § 236.45 local subdivision regulation authority, however, it lacks specific provisions as to use as an overlay or a stand-alone unique zoning type, which has caused confusion and inconsistency with the administration of the code. The draft ordinance is provided to aid in the clarification process. There is support expressed for the update with Daane indicating that he would like to see specific standards for stormwater management increased. No additional feedback is provided. Schlieve notes that staff will be working with a land use expert to refine the draft ordinance reviewed and will schedule a public hearing to review ordinance for recommendation to the Common Council at a future meeting.

ADJOURNMENT

Motion Matoushek, second Medema to adjourn this meeting at 4:42pm.

ORDINANCE # _____

**AN ORDINANCE TO ANNEX REAL ESTATE LOCATED IN THE TOWN OF
CHESTER TO THE CITY OF WAUPUN, DODGE COUNTY, WISCONSIN**

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

SECTION 1: Real Estate identified on the attached Exhibit A currently owned by the City of Waupun, is detached from the Township of Chester and annexed to the City of Waupun, Dodge County, Wisconsin, all in accordance with Wis. Stat. § 66.0223(1).

SECTION 2: The real estate described as Parcel A (PIN 010-1315-0433-003) on the attached Exhibit A shall be zoned within the R-2 Two-Family Residential District for zoning purposes until the zoning map may otherwise be amended. The real estate described as Parcel B (PIN 010-1315-0911-000) on the attached Exhibit A shall be zoned within the C Conservancy District for zoning purposes until the zoning map may otherwise be amended.

SECTION 3: The population in all areas to be annexed is currently zero.

SECTION 4: The real estate shall be placed in Ward 15 and the First Aldermanic District of the City of Waupun.

Enacted and Effective this ____ day of August, 2025.

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
Waupun City Clerk

EXHIBIT A

ANNEXATION PROPERTY DESCRIPTION

PARCEL A

A SURVEY OF UNPLATTED LANDS IN THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 4, TOWNSHIP 13 NORTH, RANGE 15 EAST, TOWN OF CHESTER, DODGE COUNTY, WISCONSIN, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 4; THENCE NORTH 1° 37' 25" WEST, ALONG THE WEST LINE OF SAID SOUTHWEST 1/4 OF SECTION 4, 12.00 FEET; THENCE NORTH 88° 33' 00" EAST, ALONG A LINE, IF EXTENDED WOULD GO TO THE SOUTH 1/4 CORNER OF SAID SECTION 4, 33.07 FEET TO THE EAST RIGHT-OF-WAY LINE OF S.T.H. "26" AND BEING THE POINT OF BEGINNING OF LANDS TO BE DESCRIBED; THENCE CONTINUING ALONG SAID LINE, NORTH 88° 33' 00" EAST, AND BEING THE SOUTH LINE OF LANDS TO BE DESCRIBED, 1712.06 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF U.S.H. "151", WAUPUN BELTLINE; THENCE NORTH 7° 17' 32" EAST, ALONG SAID WESTERLY RIGHT-OF-WAY LINE, 33.39 FEET; THENCE SOUTH 88° 33' 00" WEST, ALONG A LINE 33 FEET NORTH OF, AS MEASURED NORMAL TO AND PARALLEL WITH AFOREMENTIONED SOUTH LINE, 1716.85 FEET TO SAID EAST RIGHT-OF-WAY LINE OF S.T.H. "26"; THENCE SOUTH 0° 58' 25" EAST, ALONG SAID EAST RIGHT-OF-WAY LINE, 33.00 FEET TO THE POINT OF BEGINNING. EXCEPTING THEREFROM THAT PORTION OF LAND CONVEYED IN QUIT CLAIM DEED RECORDED OCTOBER 25, 2012 AS DOCUMENT NO. 1187521.

Tax Parcel Number: 010-1315-0433-003

PARCEL B

A SURVEY OF UNPLATTED LANDS IN THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 4, THE NORTHEAST 1/4 OF THE NORTHWEST 1/4, THE NORTHEAST 1/4 OF SECTION 10, AND THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 3, ALL IN TOWNSHIP 13 NORTH, RANGE 15 EAST, TOWN OF CHESTER, DODGE COUNTY, WISCONSIN AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTH 1/4 CORNER OF SAID SECTION 4; THENCE NORTH 88° 32' 14" EAST, ALONG THE NORTH LINE OF SAID NORTHEAST 1/4 OF SECTION 9, 2659.76 FEET TO THE NORTHWEST CORNER OF SAID SECTION 10; THENCE NORTH 89° 32' 10" EAST, ALONG THE NORTH LINE OF SAID NORTHWEST 1/4 OF SECTION 10, 2842.48 FEET TO THE SOUTH 1/4 CORNER OF SAID SECTION 3; THENCE NORTH 88° 53' 48" EAST, ALONG THE SOUTH LINE OF SAID SOUTHEAST 1/4 OF SECTION 3, 83.81 FEET TO THE POINT OF A CURVE; THENCE NORTHEASTERLY ALONG THE ARC OF A CURVE TO THE LEFT HAVING A RADIUS OF 925.35 FEET AND MEASURED ALONG A CHORD BEARING NORTH 70° 37' 19" EAST, 580.33 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF

FORMER RAILROAD LANDS, PRESENTLY OWNED BY THE STATE OF WISCONSIN (FORMERLY THE CHICAGO AND NORTHWESTERN RAILWAY COMPANY); THENCE SOUTH 36° 41' 30" WEST, ALONG SAID RIGHT-OF-WAY LINE, 103.16 FEET TO A POINT BEING 33.00 FEET SOUTHEASTERLY OF, AS MEASURED NORMAL TO AND PARALLEL WITH AFOREMENTIONED CURVE; THENCE SOUTHWESTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 958.35 FEET AND BEING 33.00 FEET SOUTH AND SOUTHEASTERLY OF, AS MEASURED NORMAL TO AND PARALLEL WITH THE AFOREMENTIONED CURVE, AND BEING MEASURED ALONG A CHORD BEARING SOUTH 73° 35' 47" WEST, 505.76 FEET TO A POINT BEING 33.00 FEET SOUTH OF, AS MEASURED NORMAL TO SAID SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 3; THENCE SOUTH 88° 53' 48" WEST, ALONG A LINE 33.00 FEET SOUTH OF, AS MEASURED NORMAL TO AND PARALLEL WITH SAID SOUTH LINE OF THE SOUTHEAST 1/4 OF SECTION 3, 83.99 FEET; THENCE SOUTH 89° 32' 10" WEST, CONTINUING ALONG SAID LINE AND BEING ALSO 33.00 FEET SOUTH OF AS MEASURED NORMAL TO AND PARALLEL WITH SAID NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 10, 2842.20 FEET TO THE EAST LINE OF SAID NORTHEAST 1/4 OF SECTION 9; THENCE SOUTH 88° 32' 14" WEST, ALONG A LINE 33.00 FEET SOUTH OF, AS MEASURED NORMAL TO AND PARALLEL WITH SAID NORTH LINE OF THE NORTHEAST 1/4 OF SECTION 9, 2660.33 FEET TO THE WEST LINE OF SAID NORTHEAST 1/4 OF SECTION 9; THENCE NORTH 78° 59' 17" WEST, TO A POINT LOCATED 150.00 FEET WESTERLY OF SAID SOUTH 1/4 CORNER, SECTION 4, AND ON A LINE RUNNING FROM THE SOUTH 1/4 CORNER OF SECTION 4, EXTENDED WESTERLY WILL INTERSECT THE WEST LINE OF THE SOUTHWEST 1/4 OF SECTION 4, 12.00 FEET NORTH OF THE SOUTHWEST CORNER OF SECTION 4; THENCE SOUTH 88° 33' 00" WEST, ALONG SAID LINE, AND BEING HEREIN REFERENCED AS A SOUTH PROPERTY LINE, 520.84 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF U.S.H. "151", WAUPUN BELTLINE; THENCE NORTH 7° 17' 32" EAST, ALONG SAID EASTERLY RIGHT-OF-WAY LINE, 33.39 FEET TO A POINT 33.00 FEET NORTH OF, AS MEASURED NORMAL TO AFOREMENTIONED SOUTH PROPERTY LINE; THENCE NORTH 88° 33' 00" EAST, ALONG A LINE BEING 33.00 FEET NORTH OF, AS MEASURED NORMAL TO AND PARALLEL WITH AFOREMENTIONED SOUTH PROPERTY LINE, 665.81 FEET TO THE NORTH-SOUTH 1/4 LINE OF SAID SECTION 4; THENCE SOUTH 1° 21' 57" EAST, ALONG SAID NORTH-SOUTH 1/4 LINE, 33.00 FEET TO THE POINT OF BEGINNING. EXCEPTING THEREFROM THAT PORTION OF LAND CONVEYED IN QUIT CLAIM DEED RECORDED APRIL 16, 2003 AS DOCUMENT NO. 986415 AND AGAIN IN QUIT CLAIM DEED RECORDED JULY 9, 2003 AS DOCUMENT NO. 995817.

Tax Parcel Number: 010-1315-0911-000



AGENDA SUMMARY SHEET

MEETING DATE: 8/20/25

TITLE: Waupun Municipal Code 16.01 (11)(i) Storage and Parking of Recreational Vehicles

AGENDA SECTION: DISCUSSION

PRESENTER: Kathy Schlieve, Administrator

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	--	

ISSUE SUMMARY:

At the 8/12 council meeting, two residents appeared to speak in opposition of the current ordinances that prohibit parking of recreational vehicles on city streets and in driveway. The group was expressing concerns that prohibit campers in particular. After review with staff, the Police Department and the Building Inspector have enforcement authority as outlined in ordinances in Chapter 6 and Chapter 16 (zoning chapter). All zoning code modifications (Chapter 16) must come to this board to review and eventually a public hearing must be conducted to obtain input prior to making any desired change. This is a preliminary discussion on Chapter 16 provisions found in 16.01 (11)(i) Storage and Parking of Recreational Vehicles. Staff will take any feedback and will discuss with Council for the Street parking provisions at an upcoming meeting, then will take direction provided and modify ordinances. Once that is complete, we will schedule a public hearing with you on any proposed changes in Chapter 16.

STAFF RECOMMENDATION:

ATTACHMENTS:

Ordinance Language

RECOMMENDED MOTION:

Discussion only

6.05 - PARKING LIMITATIONS.

(3) RESTRICTED PARKING AT ANY TIME..

- (j) **Street Storage.** No person shall, without permit, park or store any motor home, mobile home, manufactured home, camper, trailer, or any motor vehicle having 2 or less axles, on any street in excess of 24 hours. No person shall, without permit, park or store any semi-tractor trailer or motor vehicle having more than 2 axles on any street in excess of 2 hours. This section shall not apply to the following:
 - 1. Vehicles owned or operated by the City of Waupun.
 - 2. Commercial vehicles while directly engaged in activities for which such vehicles are necessary, including without limitation, loading and unloading goods, digging, hauling and trimming.
 - 3. The Director of Public Works or his designee may authorize parking to motor vehicle owners or operators visiting the City for the purpose of a convention, conference, tournament or other function determined to be primarily for a public, charitable, religious, philanthropic, educational or other nonprofit purpose.

16.01- ZONING CODE

(11) GENERAL PROVISIONS

- (i) Storage and Parking of Recreational Vehicles. (Ord. 04-06)
- (i) Parking of recreational vehicles in all residential zoning districts shall be permitted if said vehicles are stored or parked in the side and rear yard and shall not be located within any required front yard setback.
- (ii) At no time shall a recreational vehicle be used for permanent living, sleeping, materials storage or other purpose.
- (iii) No recreational vehicle shall be permanently connected to water, gas electric, or sanitary sewer.
- (iv) The temporary parking of a recreational vehicle within a street front yard shall be allowed for the purpose of loading or unloading, washing or general maintenance, for a period not to exceed 48 consecutive hours.

16.02 – DEFINITIONS

(36m) **RECREATIONAL VEHICLE.** Recreational vehicle means any of the following: (Ord. 04-06)

- (a) Travel Trailer. A vehicular, portable structure built on a chassis and on wheels; that is, between 10 and 36 feet long, including the hitch, and 8 feet or less in width; designated to be used as a temporary dwelling for travel, recreation, vacation or other uses and towed by a car, station wagon or truck. It includes so-called fifth-wheel

units.

- (b)Pick-up Coach. A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, vacation or other uses.
- (c)Motor Home. A portable, temporary dwelling to be used for travel, recreation, vacation, or other uses, constructed as an integral part of a self-propelled vehicle.
- (d)Camping Trailer. A canvas or folding structure mounted on wheels and designed for travel, recreation, vacation or other uses.
- (e)Chassis Mounts, Motor Homes and Mini-Motor Homes. Recreational structures constructed integrally with a truck or motor van chassis and incapable of being separated therefrom.
- (f)Converted and Chopped Van. Recreational structures that created by altering or changing an existing auto van to make it a recreational vehicle.
- (g)Boat. Every description of watercraft used or capable of being used as a means of transportation on water.
- (h)Boat, Snowmobile or All-Terrain, Utility Trailer. A vehicle on which a boat, ATV or snowmobile may be transported and is towable by a motor vehicle. When removed from the trailer, a boat or snowmobile, for purposes of this section is termed an unmounted boat or snowmobile.