



**A G E N D A**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Thursday, August 18, 2022 at 4:30 PM**

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

**To Join the Zoom Meeting:**

<https://us02web.zoom.us/j/82757274794?pwd=NHY1MVdsWEpUbnA2NkFScS84ZWZaQT09>

Meeting ID: 827 5727 4794

Passcode: 982002

By Phone: (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**

**CONSIDERATION - ACTION**

1. Approve Minutes of July 27, 2022 meeting.
2. 4 Lot CSM Review - 1020 - 1022 and 1024-1026 Tanager St. (CSM will be distributed at the 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.*



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Wednesday, July 27, 2022 at 4:30 PM

**CALL TO ORDER**

Chairman Bishop called the meeting to order at 4:51 pm

**ROLL CALL**

Members Present: Jeff Daane, Jon Dobbratz, Jerry Medema, Rohn Bishop, Elton TerBeest, Jill Vanderkin

Members Excused: Mike Matoushek

Public Attendance: Roger Schregardus, Rob Bartz, Will Langford, Jeni Maly

Staff Present: Kathy Schlieve - Administrator, Sue Leahy - Building Inspector

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--**

None

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

The next regular scheduled Plan Commission meeting will be Wednesday, August 31, 2022 - Vanderkin will not be present

**CONSIDERATION - ACTION**

1. Approval of Prior Meeting Minutes - July 12, 2022  
Motion by Dobbratz 2nd by Vanderkin to approve the minutes of the July 12, 2022 meeting as presented.  
Motion carried unanimously.
2. Public Hearing - Conditional Use Permit - Jeni Maly at 409 E. Main St. to install a projecting sign per Municipal Code sections 16.11(2a) and 16.11(5)(e).

Chairman Bishop called the public hearing to order. Jeni Maly appeared and discussed her plans for the sign. The logo and colors of the sign that were presented will be changed, however the dimensions of the sign will not. The sign meets the size requirements of the Zoning Code. The sign will not swing. The original plan was to place the sign near the roof line, however it was noted that the bottom of the sign needs to be 10' above the sidewalk. Jeni Maly said they would probably have to mount it somewhere else then. No other comments or questions were asked, so Chairman Bishop closed the public hearing.

Motion by TerBeest, 2<sup>nd</sup> by Vanderkin to approve the Conditional Use Permit of Jeny Maly at 409 E Main St. to install a projecting sign with the condition that the bottom of the sign is 10' off of the sidewalk.

Vote: Daane, Dobbratz, Medema, Bishop, TerBeest, Vanderkin – “AYE”

Motion carried, unanimously

3. Site Plan- Bly Street LLC property at 331 Bly Street  
Roger Shregardus and Rob Bartz appeared to discuss their site plan. They received a variance to allow for 1 parking stall per unit from the Zoning Board of Appeals. They are adding 6 apartments to the former common area of the old Christian Home. Some of the apartments will have interior access and some will be exterior access. They will not be changing the exterior of the building. Jeff Daane noted that there is currently no curb and gutter in the parking area along Grandview Ave. and Bly St. and there are issues with cars going up onto the sidewalk. They will be adding curb to that portion of the parking lot. They will also be installing an inlet for drainage. The board is concerned with the condition of the lot as the lawn, and planting areas are overgrown. A notice was sent to the property owner and if they do not comply with the ordinance, the City Contractor will maintain the property and assess the costs of maintenance to the property tax bill. -

Motion by Terbeest, 2nd by Medema to approve the site plan.

Vote: Daane, Dobbratz, Medema, Bishop, TerBeest, Vanderkin – “AYE”

Motion carried, unanimously.

### **ADJOURNMENT**

Motion by Dobbratz, 2nd by Medema to adjourn the meeting. Motion carried, meeting adjourned at 5:01 pm.

Minutes prepared by Trista Steinbach, Administrative Assistant



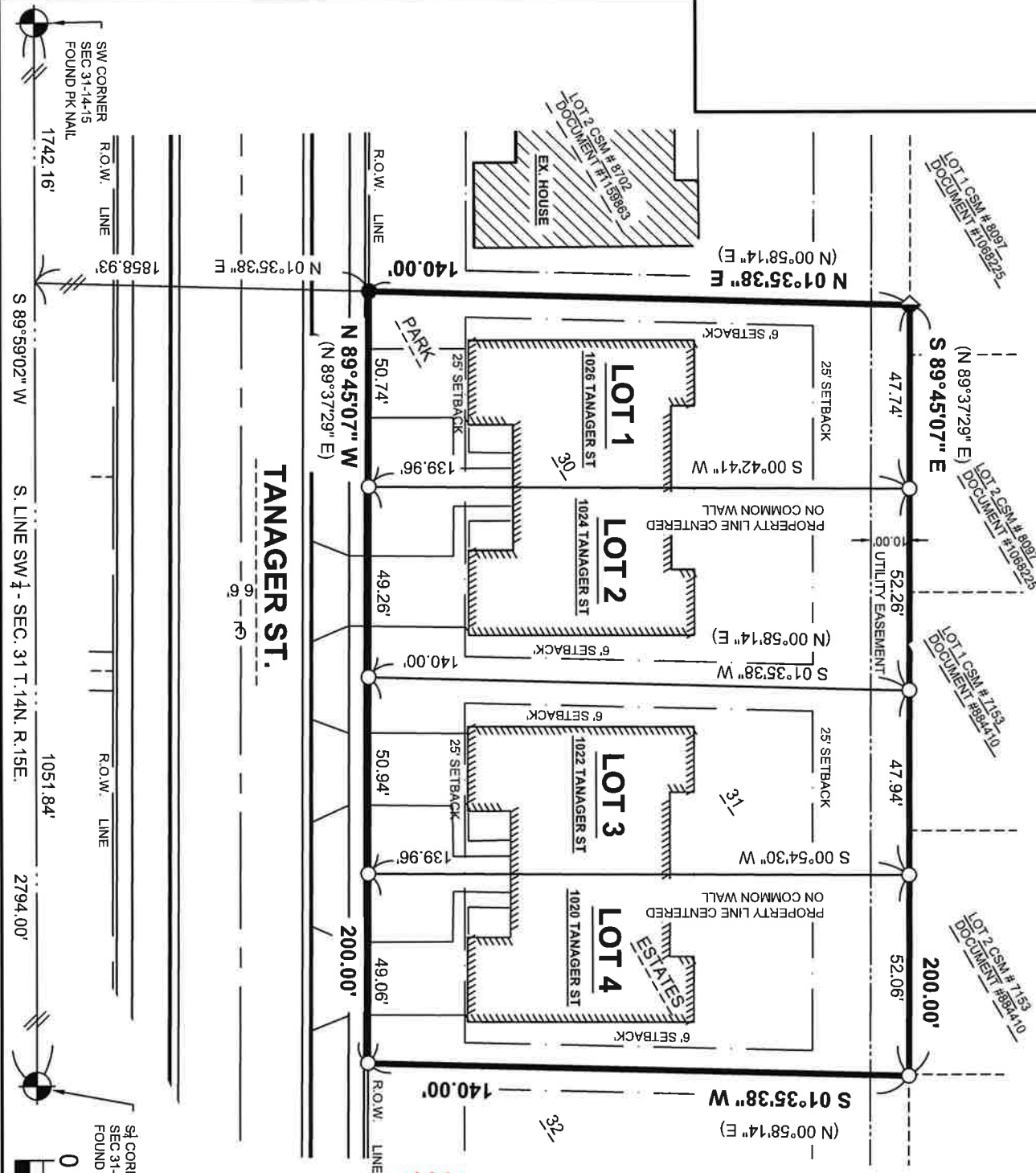
ENGINEERING | ARCHITECTURE | SURVEYING  
FUNDING | PLANNING | ENVIRONMENTAL  
201 Corporate Drive, Beaver Dam WI 53916  
(920) 887-4242 www.msa-ps.com

© MSA Professional Services, Inc.

PROJECT NO. 15987005	OWNER:
DRAWN BY: B. BUCHDA	ACS RBHS LLC.
SURVEYOR: K. LORD	1026, 1024, 1022 & 1020 TANAGER ST.
FILE NO. TANAGER CSM.DWG	WAUPUN WI, 53963
SHEET NO. 1 of 2	

FOND DU LAC COUNTY CERTIFIED SURVEY MAP # \_\_\_\_\_

A SURVEY OF LOTS 30 AND 31 OF PARK ESTATES SUBDIVISION AS RECORDED IN VOLUME 13 PAGE 42 AND 43 IN THE FOND DU LAC COUNTY REGISTER OF DEEDS OFFICE AND BEING PART OF THE NE 1/4 - SW 1/4 OF SECTION 31, T.14N., R.15E., CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.

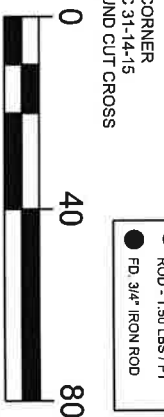


SAID PARCEL IS SUBJECT TO ALL EASEMENTS AND AGREEMENTS RECORDED AND UNRECORDED.  
BEARINGS ARE REFERENCED TO THE FOND DU LAC COUNTY COORDINATE SYSTEM SOUTH LINE OF THE SW 1/4 OF SECTION 31 WHICH BEARS S 89°59'02" W.

LOT 1 AREA:	6892± SQ. FT. 0.158± ACRES
LOT 2 AREA:	7104± SQ. FT. 0.163± ACRES
LOT 3 AREA:	6919± SQ. FT. 0.159± ACRES
LOT 4 AREA:	7077± SQ. FT. 0.162± ACRES
TOTAL AREA:	27,992± SQ. FT. 0.642± ACRES



	F.D. SECTION CORNER
	FD. 1" IRON PIPE
	SET. 3/4" BY 18" IRON
	ROD - 1.50 LBS / FT
	FD. 3/4" IRON ROD



15: 8/15/23 1:07:55 PM 2023 Plot: 16 Area: 0.642± Acres File: C:\Users\kml\Documents\2023\15987005\15987005.dwg



ENGINEERING | ARCHITECTURE | SURVEYING  
 FUNDING | PLANNING | ENVIRONMENTAL  
 201 Corporate Drive, Beaver Dam WI 53916  
 (920) 887-4242 www.msa-ps.com

© MSA Professional Services, Inc.

PROJECT NO. 15987005

DRAWN BY: B. BUCHDA

CHECKED BY: K. LORD

FILE: TANAGER CSMs.DWG

SHEET NO. 2 OF 2

FOND DU LAC COUNTY CERTIFIED SURVEY MAP # \_\_\_\_\_

**SURVEYOR'S CERTIFICATION**

I, Kevin Lord, Professional Land Surveyor of the State of Wisconsin do hereby certify that by order of the ACS RBHS LLC, I have made a survey of Lots 30 and 31 of Park Estates Subdivision as recorded in Document # 457223, Volume 13, Page 42 and 43, being part of the NE 1/4 of the SW 1/4 of Section 31, Town 14 North, Range 15 East in the City of Waupun, Fond du Lac County, Wisconsin and being more particularly described as follows:

**LEGAL DESCRIPTION**

Lots 30 and 31 of Park Estates Subdivision Document #457223, Volume 13, Page 42 and 43, being part the NE 1/4 of the SW 1/4 of Section 31, Town 14 North, Range 15 East in the City of Waupun, Fond du Lac County, Wisconsin.

I further certify that this map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land, that I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the City of Waupun Subdivision Control Ordinance in surveying and mapping the same to the best of my knowledge and belief.

Kevin Lord



**CITY OF WAUPUN APPROVAL**

This Certified Survey Map is hereby approved by the City of Waupun.

\_\_\_\_\_  
 Ron Bishop  
 MAYOR

\_\_\_\_\_  
 Date