



**A G E N D A**  
**CITY OF WAUPUN PLAN COMMISSION**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Wednesday, June 18, 2025 at 4:30 PM

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

Virtual: <https://us02web.zoom.us/j/82624763823?pwd=QS9XZUpwK0pWeEdTdDNTTDlwQjRaZz09>

Meeting ID: 826 2476 3823

Passcode: 023373

Phone: 312 626 6799 US (Chicago)

**CALL TO ORDER**

**ROLL CALL**

**RECOGNITION OF MAYORAL APPOINTMENT OF BOARD MEMBERS**

**NOMINATIONS AND APPOINTMENT OF SECRETARY**

**ESTABLISH DAY OF MONTH AND TIME OF BOARD MEETING**

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION**--*State name, address, and subject of comments. (2 Minutes)*

**PUBLIC HEARING**

- [1.](#) Amendment of the Boundaries and Project Plan of Tax Increment District No. 9
- [2.](#) Creation of Tax Incremental District No. 10, the Proposed Boundaries of the District, and the Proposed Project Plan for the District.

**RESOLUTIONS**

3. Approving an Amendment to the Project Plan and Boundaries of TID 9.
4. Establishing the Boundaries of and Approving the Project Plan for TID 10.

**CONSIDERATION - ACTION**

- [5.](#) Minutes from March 19, 2025 Plan Commission Meeting
- [6.](#) Certified Survey Map of Lands Being Located in the SE 1/4 of the SE 1/4 of Section 5, T.13N., R.15E., City of Waupun, Dodge County, Wisconsin for Phoenix Waupun Industrial Investors, LLC

**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  
AND JOINT REVIEW BOARD MEETING  
CITY OF WAUPUN, WISCONSIN**

NOTICE IS HEREBY GIVEN that the City of Waupun will hold a Joint Review Board meeting on June 17, 2025 at 9:00 AM.

The meeting will be held at the Waupun City Hall, located at 201 E Main St. or **Join Virtual Meeting:**

<https://us02web.zoom.us/j/82730934549?pwd=IlbqAk8BxKkhEVoLj8Cb5adbGKFVo5.1>

**Join Teleconference:** 1 312 626 6799  
Meeting ID: 827 3093 4549  
Passcode: 578752

The purpose of the meeting is to organize the Joint Review Board for consideration of the City's proposal to amend Tax Incremental District No. 9.

The Joint Review Board will also review the annual report[s] and the performance and status of each Tax Incremental District governed by the Joint Review Board as required by Wis. Stat. § 66.1105(4m)(f).

NOTICE IS HEREBY GIVEN that the Plan Commission of the City of Waupun will hold a public hearing on June 18, 2025 at 4:30 PM.

The meeting will be held at the Waupun City Hall, located at 201 E Main St. or **Join Virtual Meeting:**

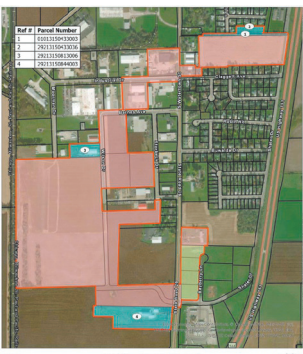
<https://us02web.zoom.us/j/82624763823?pwd=QS9XZUpK0pWeEdTdDNTTDlwQjRaZz09>

**Join Teleconference:** 1 312 626 6799  
Meeting ID: 826 2476 3823  
Passcode: 023373

The hearing will be held to provide the public a reasonable opportunity to comment on the proposed amended boundaries of Tax Incremental District No. 9, and the proposed amendment to its Project Plan.

The proposed amendment would add territory to the District as permitted under Wisconsin Statutes Section 66.1105(4)(h)2. The District's proposed amended boundary is identified on the map included in this Notice.

Based on the planned use of properties within its boundaries at time of creation, territory within the District was previously identified as suitable for mixed use development.



Projects to be undertaken within the District and costs to be incurred (Project Costs) will continue to be for the purpose of promoting mixed use development and may include acquisition of property, rights of way or easements, site preparation, installation or rehabilitation of utilities and streets, payment of cash grants as development incentives to owners, lessees, or developers of land located within the District\*, professional services and organizational costs, administrative costs, financing costs and other costs as may be necessary to implement the District's Project Plan. Projects may be undertaken within the District's proposed boundary and in areas located in the City within ½ mile of that boundary.

As permitted under Wisconsin Statutes Section 66.1105(4)(h)1., the list of estimated Project Costs in the current Project Plan would be amended and increased by approximately \$2,000,000.

All interested parties will be given a reasonable opportunity to comment on the proposed amended boundaries of the District and the proposed amendment to its Project Plan. A copy of the proposed amendment to the District's Project Plan, including a description of the proposed amended boundary, is available for public inspection and will be provided on request during normal business hours at the office of the City Clerk at the Waupun City Hall, located at 201 E Main St. This information can also be viewed on the City's website at [www.cityofwaupunwi.gov](http://www.cityofwaupunwi.gov).

By Order of the City of Waupun, Wisconsin

*Published June 3, 2025 & June 10, 2025*

WNAXLP

WI-41930229

**NOTICE OF PUBLIC HEARING  
AND JOINT REVIEW BOARD MEETING  
CITY OF WAUPUN, WISCONSIN**



NOTICE IS HEREBY GIVEN that the City of Waupun will hold a Joint Review Board meeting on June 17, 2025 at 9:00 AM.

The meeting will be held at the Waupun City Hall, located at 201 E Main St. or **Join Virtual Meeting:**

<https://us02web.zoom.us/j/82730934549?pwd=IlBqAk8BxKkhEVoLj8Cb5adbGKFV05.1>

**Join Teleconference:** 1 312 626 6799

Meeting ID: 827 3093 4549

Passcode: 578752

The purpose of the meeting is to organize the Joint Review Board for consideration of the City's proposal to create Tax Incremental District No. 10.

The Joint Review Board will also review the annual report[s] and the performance and status of each Tax Incremental District governed by the Joint Review Board as required by Wis. Stat. § 66.1105(4m)(f).

NOTICE IS HEREBY GIVEN that the Plan Commission of the City of Waupun will hold a public hearing on June 18, 2025 at 4:30 PM.

The meeting will be held at the Waupun City Hall, located at 201 E Main St. or **Join Virtual Meeting:**

<https://us02web.zoom.us/j/82624763823?pwd=QS9XZUpXK0pWeEdTdDNTTdlwQjRaZz09>

**Join Teleconference:** 1 312 626 6799

Meeting ID: 826 2476 3823

Passcode: 023373

The hearing will be held to provide the public a reasonable opportunity to comment on the proposed creation of Tax Incremental District No. 10, its proposed boundaries, and its proposed Project Plan.

The District's proposed boundary is identified on the map included in this Notice.



Based on the existing condition of properties within the proposed District boundary the City expects to designate the District as in need of rehabilitation or conservation.

Projects to be undertaken within the District and costs to be incurred (Project Costs) will be for the purpose of rehabilitating or conserving property and may include payment of cash grants as development incentives to owners, lessees, or developers of land located within the District\*, professional services and organizational costs, administrative costs, financing costs and other costs as may be necessary to implement the District's Project Plan. Projects may be undertaken within the District's proposed boundary and in areas located in the City within ½ mile of that boundary.

All interested parties will be given a reasonable opportunity to comment on the proposed creation of the District, its proposed boundaries, and its proposed Project Plan. A copy of the proposed District Project Plan, including a description of the proposed boundaries, is available for public inspection and will be provided on request during normal business hours at the office of the City Clerk at the Waupun City Hall, located at 201 E Main St. This information can also be viewed on the City's website at [www.cityofwaupunwi.gov](http://www.cityofwaupunwi.gov).

By Order of the City of Waupun, Wisconsin

*Published June 3, 2025 & June 10, 2025*

WNAXLP



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, March 19, 2025 at 4:30 PM**

Meeting called to order by Chairperson Mayor Bishop at 4:30 p.m.

Roll call taken. Members Present: Chairperson Bishop; Jason Whitford (online); Elton TerBeest; Jeff Daane; Gary DeJager; Mike Matoushek. Staff present: Sue Leahy(online), Grand Valley Inspection; Administrator Schlieve; Attorney Vande Zande  
Absent and excused: Jerry Medema

No one from public is present to address the Plan Commission.

Next regularly scheduled meeting of the Plan Commission is April 16, 2025 at 4:30 pm, Waupun City Hall, Council Chambers

Motion Whitford, second Terbeest to approve Minutes from February 19, 2025 Plan Commission Meeting. Carried unanimously.

A CSM is presented to combine both parcels at General Location Being Part of the NW1/4 of the NE1/4, Part of the SW1/4 of the NE1/4, Part of the SE1/4 of the NW1/4 and Part of the NE1/4 of the NW1/4, Section 10, T.13 N, R. 15 E, Town of Chester, Dodge County, Wisconsin as township requires 2 acres to build a house. Motion to approve Terbeest, second Daane. Carried 5 to 1 with Mayor Bishop voting no.

City Administrator Schlieve provides updates on future planning work involving the Plan Commission. First update being Affordable housing projects. This project will look at gaps and what the city needs to do to address the gaps to get to affordability. Whitford expressed concerns with the pace of growth. Schlieve addressed the concern and states Waupun currently does not have conditions for people to start homeownership and that needs to change.

The second update involved Tax Increment District. Right now, Waupun has a narrow window of opportunity and the city is recommending closing a TID early to create and amended a new TID by September in order for Waupun to grow.

Motion Matoushek, second by DeJager to adjourn the meeting at 5pm. Carried unanimously.

Minutes Submitted by Kelsy VandeStreek, Public Works and Planning Coordinator, City of Waupun



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OWNER:






PHOENIX WAUPUN INDUSTRIAL  
INVESTORS LLC

FILE NO. PHOENIX CSM.DWG

DODGE COUNTY CERTIFIED SURVEY MAP #

LANDS BEING LOCATED IN THE SE 1/4 OF SECTION 5, T.13N.,  
R.15E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

### LEGEND

	FD. SECTION CORNER
	FD. 1" IRON PIPE
	FD. 3/4" IRON REBAR
	SET. 3/4" BY 18" IRON ROD - 1.50 LBS / FT
	SET. PK NAIL

NO.	BEARING	DISTANCE	RECORDED AS
L1	S 89°02'46" W	39.44'	S 88°12'07" W
L2	N 00°33'59" E	2.09'	S 00°16'40" E
L3	N 87°58'39" E	6.39'	N 87°08' E
L4	N 00°46'46" W	54.51'	N 01°47'53 W

SAID PARCEL IS SUBJECT TO ALL EASEMENTS  
AND AGREEMENTS RECORDED AND UNRECORDED.

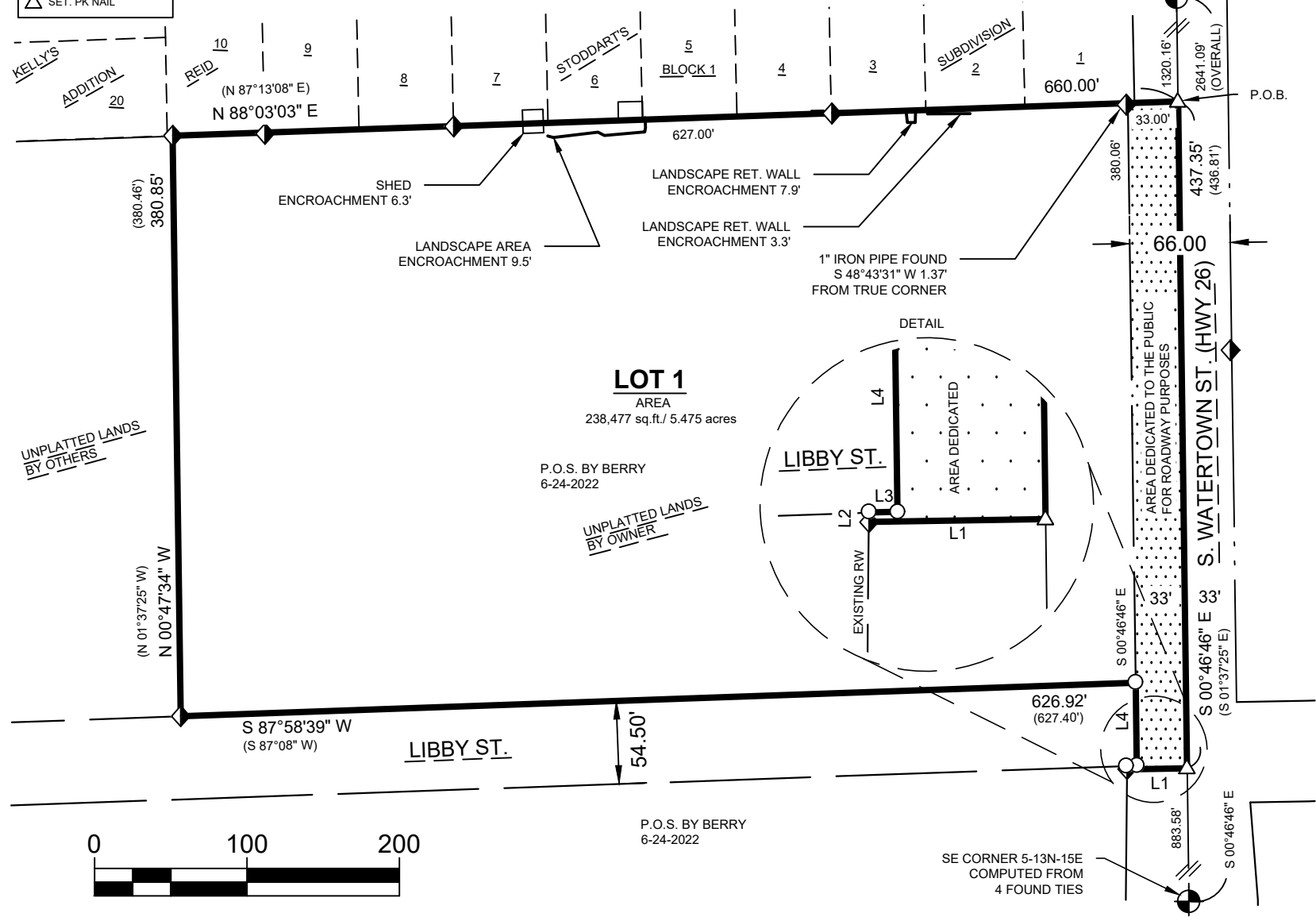
LOT 1, 238,477 sq.ft./ 5.475 acres

Area of Dedication 14,437 sq.ft./  
+ 0.331 acres

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TOTAL PARCEL AREA  
252,914 sq.ft./ 5.806 acres

CURRENT ZONING = M2 OPEN  
STORAGE/HEAVY MANUFACTURING.  
SOURCE OF ZONING IS THE CITY OF  
WAUPUN'S WEBPAGE.





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201 Corporate Drive, Beaver Dam WI 53916  
(920) 887-4242 www.msa-ps.com  
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PROJECT NO. 212165
DRAWN BY:
SURVEYOR: T. DAVIS
FILE: PHOENIX CSM.DWG
SHEET NO. 2 OF 3

DODGE COUNTY CERTIFIED SURVEY MAP # \_\_\_\_\_

LANDS BEING LOCATED IN THE SE 1/4 OF THE SE 1/4 OF SECTION 5, T.13N., R.15E.,CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATION

I, Timothy B. Davis, Professional Land Surveyor of the State of Wisconsin do hereby certify that by order of Phoenix Waupun Industrial Investors LLC, I have made a survey of lands being part the SE 1/4 of the SE 1/4 of Section 5, Town 13 North, Range 15 East, City of Waupun, Dodge County, Wisconsin and being more particularly described as follows:

LEGAL DESCRIPTION

**COMMENCING** at the E 1/4 Corner of Section 5, Town 13 North, Range 15 East, City of Waupun, Dodge County, Wisconsin, thence S 00°46'46" E, 1320.16 feet along the east line of the SE 1/4 of said Section 5 to the NE corner of lands described in Document No. 1327466, the easterly extension of the southerly line of Block 1 of Reid Stoddart's Subdivision and the **POINT OF BEGINNING**; thence continuing S 00°46'46" E, 437.35 feet along the east line of the SE 1/4 of said Section 5 and the easterly line of lands described in Document No. 1327466; thence S 89°02'46" W, 39.44 feet to the westerly right of way of S. Watertown St. (STH 26) and the easterly line lands described in Document No. 1327466; thence N 00°33'59" E, 2.09 feet along the westerly right of way of S. Watertown St. (STH 26) to the southerly right of way of Libby St.; thence N 87°58'39" E, 6.39 feet along the southerly right of way of Libby St. to the westerly right of way of S. Watertown St. (STH 26); thence N 00°46'46" W, 54.51 feet along the westerly right of way of S. Watertown St. (STH 26) to the northerly right of way of Libby St.; thence S 87°58'39" W, 626.92 feet along the northerly right of way of Libby St. to a westerly line described in Document No. 1327466; thence N 00°47'34" W, 380.85 feet along a westerly line described in Document No. 1327466 to a NW corner of lands described in Document No. 1327466 and the southerly line of Lot 10, Block 1 of Reid Stoddart's Subdivision; thence N 88°03'03" E, 660.00 feet along the north line of lands described in Document No. 1327466 and the southerly line of Lots 1-10, Block 1 of Reid Stoddart's Subdivision to the **POINT OF BEGINNING**.

Said parcel contains 252,914 sq ft / 5.806 acres more or less

I further certify that this map is a correct representation of all of the exterior boundaries of the land surveyed and divided, that I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and Wisconsin Administrative Code A-E7 to the best of my knowledge and belief.

Timothy B. Davis, PLS S-4045



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PROJECT NO. 212165
DRAWN BY:
SURVEYOR: T. DAVIS
FILE: PHOENIX CSM.DWG
SHEET NO. 3 OF 3

DODGE COUNTY CERTIFIED SURVEY MAP # \_\_\_\_\_

LANDS BEING LOCATED IN THE SE 1/4 OF THE SE 1/4 OF SECTION 5, T.13N., R.15E.,CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

I, representative of Phoenix Waupun Industrial Investors LLC, a Delaware limited liability company, as owner, do hereby certify that we have caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented hereon. Said owner further certifies that this Certified Survey Map is required by S.236.34, Wisconsin Statutes to be submitted to the City of Waupun for approval.

In witness whereof, representative of Phoenix Waupun Industrial Investors LLC, a Delaware limited liability company (owner), have caused these documents to be signed this

\_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_

Representative of Phoenix Waupun Industrial Investors LLC, a Delaware limited liability company (owner) PRINT

\_\_\_\_\_

Representative of Phoenix Waupun Industrial Investors LLC, a Delaware limited liability company (owner)  
SIGNATURE

State of Wisconsin) SS

\_\_\_\_\_ County ) SS

Personally came before me on this \_\_\_\_ day of \_\_\_\_\_, 2025, the above named representative of Phoenix Waupun Industrial Investors LLC, a Delaware limited liability company (owner)., to me known to be the person who executed the foregoing instrument, and acknowledged the same.

Notary Public, \_\_\_\_\_ County, Wisconsin  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_

CITY OF WAUPUN APPROVAL

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

\_\_\_\_\_  
Rohn Bishop, Mayor Date

\_\_\_\_\_  
Angela Hull, Clerk/Treasurer Date