

**City of Waupun**  
**Zoning Board of Appeals**  
Minutes of August 16, 2017

1. Call to Order:
  - a. Chairman Mesa called The Zoning Board of Appeals meeting at 4:31 p.m.
2. Roll Call:
  - a. Members Present: Frank Mesa, Mark Nickel, Dick Walters, & Alternate Jon Dobbratz
  - b. Members Absent: Merlin Schouten and Mike Matoushek, Jr
  - c. Also Present: Susan Leahy, Zoning Administrator & Jeff Riel
3. Approve Minutes of May 17, 2017 meeting.
  - a. Dobbratz made a motion to approve the May 17, 2017 meeting minutes, Walters seconded. Motion carried.
4. Public Hearing:
  - a. Mesa read Request: Discuss/Approve Variance of Jeff Riel for properties located at 314 East Main Street, 425 East Main Street, 427 East Main Street, and 431 East Main Street to replace 18 windows with the same size as being removed. Per Section 25.03 of the Waupun Municipal Code.
  - b. Riel described the project of replacing windows and wrapping trim with aluminum.
  - c. Mesa questioned Riel that if he put the same size window as original opening if the ceiling would need to be replaced. Riel stated "yes".
  - d. Dobbratz asked what the upper portion above the window would be covered with. Riel stated Window World will be installing aluminum trim.
  - e. Walters asked Riel if he was replacing same size as now. Riel stated "yes"
  - f. Dobbratz stated the ordinance should have a grandfather clause regarding the size of the window openings.
  - g. Mesa asked for any further discussion.
  - h. Dobbratz made a motion to accept the variance as written. Nickel seconded.
  - i. Nickel - Aye, Walters - Nay, Dobbratz - Aye, Mesa - Aye
  - j. 3-Ayes, 1 Nays. Motion carried.
5. Adjournment
  - a. Dobbratz made a motion to adjourn, Nickel seconded.
  - b. Meeting adjourned at 4:38 p.m.

Prepared by:  
Susan K. Leahy  
Zoning Administrator