

**City of Waupun**  
**Zoning Board of Appeals**

Minutes of March 29, 2017

(Approved 5/17/17)

1. Call to Order:
  - a. Acting Chairman Nickel called The Zoning Board of Appeals meeting at 4:32 p.m.
  
2. Roll Call:
  - a. Members Present: Mark Nickel, Mike Matoushek, Jr, Merlin Schouten, & Alternate Jon Dobbratz
  - b. Members Absent: Mesa & Walters
  - c. Also Present: Susan Leahy, Zoning Administrator, Jared Oosterhouse, Mayor Nickel, and Cal Hermann
  
3. Approve Minutes of December 12, 2016 meeting.
  - a. Schouten made a motion to approve the December 12, 2016 meeting minutes, Matoushek seconded. Motion carried.
  
4. Public Hearing:
  - a. Nickel read Request: Discuss/Approve Variance of CND Specialties, Inc., located at the intersection of Hwy 26 & Hwy 151 (Lots 10 & 11 of Heritage Ridge), to install 2 pedestal signs that will be 60' in height and 344 sq. ft. One sign face Hwy 151 and the other will be at their driveway entrance. Also to reduce the front yard setback from 40 feet. Per Municipal Code Sections 16.11, 16.11(4), and 16.04(4)(c).
  - b. Nickel asked for any questions or comments.
  - c. Dobbratz asked if DOT permitting required.
  - d. Mayor Nickel stated yes they will need a permit from DOT.
  - e. Jared Oosterhouse explained there are 3 items. The first being the 60' height os sign, second having two pedestal signs on property and third reducing the 40 foot setback.
  - f. Mayor Nickel stated that they should be hearing back from the DOT regarding the sign permit. Leahy stated that she has not signed off on the Zoning of the permit application. Oosterhouse verified that the application has not been submitted to the DOT.
  - g. Leahy stated that she has not received any negative comments.
  - h. Dobbratz stated that the Owner wants to attract business from the highway.
  - i. Cal Herman stated the 60 foot sign would be along Hwy 151 and the monument sign will be at the driveway entrance.
  - j. Matoushek stated the variance needs to be approved prior to DOT submittal.
  - k. Nickel asked about the fuel pricing sign.
  - l. Herman stated the sign would be approximately the size of a Kwik Trip sign. And they have a contract with Citgo.
  - m. Mayor asked for verification that this was zoned B-4. Leahy stated yes.

- n. Nickel asked how long the City has owned the property.
  - o. Oosterhouse clarified the City does not own the property to date. It is contingent upon the Board of Appeals and Plan Commission Approvals. The property has been annexed into the City.
  - p. Nickel asked if there were any other questions or comments.
  - q. Schouten made a motion to grant the variance as written, Matoushek seconded.
  - r. Nickel - Aye, Matoushek - Aye, Schouten - Aye , Dobbratz - Aye
  - s. 4-Ayes, 0 Nays. Motion carried.
5. Adjournment:
- a. Dobbratz made a motion to adjourn, Schouten seconded.
  - b. Meeting adjourned at 4:44 p.m.

Prepared by:  
Susan K. Leahy  
Zoning Administrator