

**City of Waupun Zoning Board of Appeals**  
Minutes of the July 16, 2014 meeting  
(Draft)

**1. Call to Order:**

The Zoning Board of Appeals met at 4:30 p.m.

**2. Roll Call:**

Members present: Frank Mesa, Richard Walters, Merlin Schouten, Mark Nickel, Jon Dobbratz

Members Absent: Steve Bastian

Also present: Mary Kay Vogel, Kyle Clark, Fred Lueck, Craig Bronkorst, Scott Aylesworth, Mark Nysted

**3. Approve minutes of June 25, 2014 meeting:**

Motion by Schouten, seconded by Nickel to approve the June 25, 2014 meeting minutes.

Motion carried unanimously.

**4. Public Hearing:** Variance request of Summit Combined Properties LLC to reduce the lot size from 1 acre to approximately 22,194 square feet for a vacant lot at the corner of E. Jefferson St. & Washington Ave. per Municipal Code Section 16.04(4)(c)(i).

Mesa read the notices. Craig Bronkhorst explained that the vacant land is part of a larger development and requires this lot to be smaller to accommodate traffic flow and parking. Building will face East (new street). The next development will be South of this lot. Dobbratz reminded Board that sequential variances are discouraged. Clark stated that substantial changes arose with the future development to the South. No comments were received for or against request.

Motion by Nickel to allow a lot of approximately 22,194 square feet instead of one acre, seconded by Schouten.

Roll call:

Ayes: Mesa, Walters, Schouten, Nickel,

Nays: Dobbratz

Motion carried.

Dobbratz recommended that a Zoning Board of Appeals Handbook be distributed to all members. Mesa and Schouten stated they had a 2006 copy.

Plan Commission should consider changing ordinance instead of the Board of Appeals issuing variances. Nickel stated the one acre minimum requirement may be outdated.

Mesa discussed the minutes of the Plan Commission meeting of June 25, 2014. Determinations of the June 25, 2014 Zoning Board of Appeals meeting will be added to the next meeting's agenda.

5. **Adjournment:** Motion by Walters, seconded by Schouten to adjourn. Meeting adjourned at 4:52 p.m.

Respectfully submitted,  
Mary Kay Vogel  
Zoning Administrator