



136 North Monroe Street  
Waterloo, WI 53594  
Phone: (920) 478-3025  
[www.waterloowi.us](http://www.waterloowi.us)

---

**CITY OF WATERLOO BOARD OF ZONING APPEALS  
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET  
September 23, 2019 – 7:00 pm**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

**BOARD OF ZONING REVIEW MEETING**

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MAY 23, 2019 MEETING MINUTES
3. CITIZEN INPUT
4. UNFINISHED BUSINESS
  - a. Board Determination On Docket #2019-01 -- Variance Request: Zoning Variance Request, Jeffrey and Cindy Tate, property owners at 808 North Monroe Street, requesting permission for warehousing at 808 North Monroe Street. Warehousing is not a permitted use in C-1 Commercial Districts.
5. FUTURE AGENDA ITEMS & ANNOUNCEMENTS
6. ADJOURNMENT

*Mo Hansen*  
Mo Hansen, Clerk/Treasurer

---

Summary of Process. A variance is a relaxation of a standard in a land use ordinance. Variances are decided by the zoning board of adjustment/appeals. The zoning board is a quasi-judicial body because it functions almost like a court. The board's job is not to compromise ordinance provisions for a property owner's convenience but to apply legal criteria provided in state laws, court decisions and the local ordinance to a specific fact situation. Variances are meant to be an infrequent remedy where an ordinance imposes a unique and substantial burden.

The applicant has:

1. Completed an application form and submit a fee;
2. Provided plans describing the project (location, dimensions and materials);
3. Provided a written statement; and
4. A notice was published in the official newspaper noting the time and location of a required public hearing. The burden will be on the applicant to provide information upon which the board may base its decision. At the hearing, any party may appear in person or may be represented by an agent or attorney. The board must make its decision based only on the evidence submitted to it at the time of hearing.

For additional process information see: [https://www.uwsp.edu/cnr-ap/clue/Documents/ZoningHandbook/Zoning\\_Board\\_Handbook.pdf](https://www.uwsp.edu/cnr-ap/clue/Documents/ZoningHandbook/Zoning_Board_Handbook.pdf)

Posted, distributed & emailed: September 17, 2019

MEMBERS: Tim Thomas – Chairperson; Lindsay Reynolds; Dale Van Holten; Jason Schoenwetter and James Setz

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.