



136 North Monroe Street  
Waterloo, Wisconsin 53594-1198

**NOTICE OF A CITY OF WATERLOO  
PLAN COMMISSION MEETING**

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

**MEETING: PLAN COMMISSION**  
**DATE: MAY 5, 2020** **TIME: 7:00 p.m.**  
**LOCATION: 136 N. MONROE STREET, MUNICIPAL BUILDING COUNCIL CHAMBERS**

**Remote Meeting Instructions**

1. Join by computer:

<https://attccasptrial2.webex.com/attccasptrial2/j.php?MTID=m63e0ec33959f14d411c26fa498fe70d4>

Meeting number: 964 421 964

Password: VmT6TkpAS63 (86868572 from phones)

Host key: 545166

2. Join by phone:

1-844-531-0958 Toll Free

to consider the following:

**PUBLIC HEARING – CONDITIONAL USE APPLICATION, ST JOHN’S EVANGELICAL LUTHERAN CHURCH, 413 EAST MADISON STREET, FELLOWSHIP HALL**

1. PUBLIC HEARING CALL TO ORDER
2. PUBLIC HEARING COMMENT – St. John’s Evangelical Lutheran Church, 413 East Madison Street requests an amendment to an existing conditional use permit to allow for the construction of Fellowship Hall within an overall area of 17,600 square feet.
3. ADJOURN PUBLIC HEARING

**PLAN COMMISSION REGULARLY SCHEDULED MEETING**

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF PRIOR MEETING MINUTES – November 26, 2019
3. CITIZEN INPUT
4. COMPLIANCE & ENFORCEMENT REPORT
5. UNFINISHED BUSINESS
  - a. Follow-up Discussion Of A Comprehensive Plan Update
6. NEW BUSINESS
  - a. St. John’s Evangelical Lutheran Church Fellowship Hall
    - i. Architectural Design Review
    - ii. Conditional Use Permit Application
  - b. Draft Ordinance Revising The Special Assessment Policy
7. FUTURE AGENDA ITEMS & ANNOUNCEMENTS

- a. The Regulation Of Accessory Buildings Or Structures, Setting A Minimum Size (§385-8 and throughout)  
Building Inspector Chris Butschke
- b. Zoning & Planning Map Updates
- c. Forms Updates

8. ADJOURNMENT

*Mo Hansen*

Mo Hansen, Clerk/Treasurer

Posted, Distributed & Emailed: November 21, 2019

Members: Leisses, Quimby, Crosby, Butzine, Reynolds, Lannoy and Petts

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.



136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
Phone (920) 478-3025  
Fax (920) 478-2021

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**NOTICE OF PUBLIC HEARING FOR CONDITIONAL USE PERMIT AMENDMENT UNDER PROVISIONS OF CHAPTER §385-10B(1) OF THE ZONING CODE OF THE CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN**

**Remote Meeting Instructions**

1. Join by computer:

<https://attccasptrial2.webex.com/attccasptrial2/j.php?MTID=m63e0ec33959f14d411c26fa498fe70d4>

Meeting number: 964 421 964

Password: VmT6TkpAS63 (86868572 from phones)

Host key: 545166

2. Join by phone:

1-844-531-0958 Toll Free

Please take notice that the Plan Commission of the City of Waterloo, Jefferson County, Wisconsin, acting under provisions of Chapter §385-10 B (1) and §385-21 of the Zoning Code of the City of Waterloo, shall hold a public hearing on the matter of an application to amend an existing conditional use permit received from St. John's Evangelical Lutheran Church, owner of the property located at 341 & 413 E. Madison Street, Waterloo.

The applicant is requesting an amendment to a 2017 conditional use permit to allow the construction of a 6,805 sq. ft. building addition along with an exterior entrance canopy and vehicle entryway. A conditional use permit is required in a R-2 residential district.

The property is described as follows:

Tax Parcel: #290-0813-0533-017

Legal Description: BEG 240FT W OF SE/C LOT 1, BLK 6, 1ST ADD, N231FT, E256FT, N132FT, W382.52FT, S75FT, W116FT, S13DG13' W162FT, W18.22FT, S 3DG11' W TO N/L MADISON ST, E 311.10FT TO POB, City of Waterloo, Jefferson County, Wisconsin

Also known as 341 & 413 E. Madison Street.

Be further notified that the Plan Commission will hear all persons interested or their agents or attorneys concerning this conditional use permit application at a public hearing. The public hearing will be held at **7:00 p.m. on Tuesday, May 5, 2020 in the Council Chamber of the Municipal Building, 136 N. Monroe Street, Waterloo.**

Following the public hearing, the Plan Commission shall recommend approval, denial, or conditional approval of the amendment to the Common Council. The City Council will act on the Plan Commission's recommendation at its regularly scheduled meeting on Thursday, May 7, 2020.

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Mo Hansen  
City Clerk/Treasurer

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Pub: The Courier: April 30, 2020

**WATERLOO PLAN COMMISSION – MINUTES**  
**November 26, 2019**

1. CALL TO ORDER AND ROLL CALL. Mayor Quimby called the regularly scheduled meeting to order at 7:00 pm. Plan Commissioners attending: Leisses, Crosby, Reynolds, Quimby, Lannoy and Petts. Absent: Butzine. Others attending: Utility Superintendent Barry Sorenson, Mike Hedtcke representing Timber Creek Homes Inc and the Clerk/Treasurer.
2. APPROVAL OF MEETING MINUTES: AUGUST 27, 2019. MOTION: Moved by Lannoy, seconded by Petts approving the minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. COMPLIANCE & ENFORCEMENT REPORT. The 11/26/2019 report was reviewed. No action taken.
5. UNFINISHED BUSINESS
  - a. Follow-up Discussion Of A Comprehensive Plan Update. DISCUSSION: The Mayor said she had been reviewing documents and had met with Jefferson County which is supplying data. She defined the update effort as a January task. Petts asked if the CDA would have input. Quimby said yes and added she was not inclined to have a survey. Lannoy suggested asking students to assist with the project.
6. NEW BUSINESS
  - a. Considering A Certified Survey Map Submittal, Timber Creek Homes Inc., Beech Road Lots 1-4 DISCUSSION: Leisses said a revised map, as of 11/6, was available. It was distributed. He said with approval of the certified survey map the right-of-way improvements need to be made prior to the issuance of the building permits for homes. Lannoy questioned who would pay for the improvements? The Mayor asked for a design, or temporary design to allow for snow removal. Leisses asked Hedtcke to check in with the Fire Chief on access. Mike Hedtcke said he would accommodate snow plowing equipment. Barry Sorenson said an agreement would be needed for wells. Hedtcke estimated the well depth at 250 feet. The cost of a booster station estimated at \$700,000 was discussed and not further considered. Crosby spoke favorably of as many as four wells. Leisses answered a Lannoy question saying a fire flow issue already exists for adjacent existing homes at this high elevation. Leisses said a simple system model analysis was done at the water utility expense. Barry Sorenson said he feels comfortable with just the four wells on the top. Leisses recommended approval contingent upon a written agreement. MOTION: Moved by Leisses seconded by Reynolds to recommend Council approval of the certified survey map with final municipal approval contingent upon an adopted written agreement between the City and applicant supported by preliminary plans submitted by the applicant specifying details relating to connecting to existing public infrastructure and the installation of sanitary sewer mains, sewer laterals and all other public infrastructure (excluding municipal water service) for this new stretch of Beech Road. VOICE VOTE. Motion carried.
7. FUTURE AGENDA ITEMS & ANNOUNCEMENTS
  - a. Draft Ordinance Revising The Special Assessment Policy. [Commissioners said the item should be scheduled for January.]
  - b. The Regulation of Accessory Buildings Or Structures, Setting A Minimum Size (§385-8 Municipal Code and throughout) Building Inspector Chris Butschke
  - c. Zoning & Planning Map Updates
  - d. Forms Updates
8. ADJOURNMENT. MOTION: Moved by Lannoy, seconded by Petts to adjourn. Approximate time: 7:50 p.m.



Mo Hansen  
Clerk/Treasurer

Report To The Plan Commission  
Open Code Enforcement Challenges  
4/27/2020 12:58 PM  
Clerk/Treasurer

Category	Address		Responsible Party	Contact_Street	Contact_City	Desired Outcome	Link To Ord.	Notes	
Column1	Open Date	Closed Date	Column2	Column3	Column34	Column33	Column4	Column43	Column5
OPEN Neighbor complaints	Jan-15		362 E. Madison St.	Jeremy Uttech	362 E. MADISON ST	WATERLOO	Property owner maintaining clean property; no dangerous work garage	<a href="#">§219-5 Safe and sanitary maintenance of property</a>	A residential property formerly zoned commercial; owner has a history of storing scrap on site and selling items on lawn. Repeated combustion incidents in garage.
OPEN Property Maintenance	Jan-15		133 Harrison St	Brent Voelker	133 HARRISON ST	WATERLOO	Complete improvement project to code	<a href="#">§140-7 Building Inspector</a>	Permit not initially pulled; contractor work not to code; SafeBuilt requires remedy; remedy incomplete due to legal dispute between contractor & owner
OPEN Code compliance	Jan-16		120 W. Madison St	Todd Strauss	N8605 HIGHLAND RD	Watertown	100% of final inspections completed	<a href="#">§140-7 Building Inspector</a>	Owner does not call-in for final inspection. How many incomplete final inspections do we have?
OPEN Code compliance	Jan-16		129 N Monroe St	Keri Sellnow	129 N Monroe St	Waterloo	Complete 1st floor build-out to code per conditional use	<a href="#">§140-19 Violations and penalties</a>	Owner granted conditional use to reside on a portion of 1st floor; has not complied with building code with shared commercial & residential floor
OPEN Code compliance	Jan-16		213 West Madison St	Bill Hart	92 CAMBRIDGE RD	Madison	Use in compliance with zoning code	<a href="#">§385-12 C-1 General Commercial District</a>	Use changed from printing to warehousing, no conditional use granted therefore an illegal use
OPEN Code compliance	Jun-17		100 McKay Way	Carl Butzine	100 McKay Way	Waterloo	Sump pump code compliance	<a href="#">§283-8 Clear waters</a>	discharge of sump pump to curb line
OPEN Neighbor complaints	Jun-17		136 Jefferson Street	Jon & Tara Driver	136 Jefferson St	Waterloo	Appropriate use of sump pump not creating potential pedestrian slip hazard	<a href="#">§283-8 Clear waters</a>	discharge of sump pump to curb line doesn't flow to storm sewer creating pedestrian walk hazard near elementary school
OPEN Neighbor complaints	Jun-17		135 Jefferson St	Corey Besl	135 Jefferson St	Waterloo	Appropriate use of sump pump not creating potential pedestrian slip hazard	<a href="#">§283-8 Clear waters</a>	discharge of sump pump to curb line doesn't flow to storm sewer creating pedestrian walk hazard near elementary school
OPEN Property Maintenance	Jun-17		McKay Way (municipal stormwater ponds south of road)	John DeWitt / Waterloo Properties Inc	5375 MARINERS COVE DR UNIT 112	MADISON	Developer dredging of silted ponds per development agreement	<a href="#">§377-7 Postconstruction Stormwater Performance standards</a>	Waterloo Properties Inc. responsible for maintaining stormwater drainage ponds dedicated to City per original development agreement

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Category		Address	Responsible Party	Contact_Street	Contact_City	Desired Outcome	Link To Ord.	Notes
<b>OPEN Property Maintenance</b>	Jun-17	275 S. Jackson St	Tired Iron Buyer LLC	N8117 ABENDROTH RD	WATERLOO	Property owner investment in warehouse repairs after sale of property from City to property owners <u>and no blight</u>	<a href="#">§219-5 Safe and sanitary maintenance of property</a>	Door repaired wall repair in progress; 11/6 neighbor files complaint of trash, property owner contacted, property owner replies matter being addressed
<b>OPEN Code compliance</b>	May-19	134 East Madison Street	Colin Gorder			Remedy multiple building code violations per building inspector and fire inspector		Building Inspector waiting on remedy, ready to issue unfit for dwelling notice.

PLAN COMMISSION MEETING NOTES  
ITEMS 5A, 6A & 6B

5A – COMPREHENSIVE PLAN UPDATE

Please Reference Prior Meeting Handouts

6A – ST JOHN'S DESIGN REVIEW AND  
CONDITIONAL USE AMENDMENT

Mitch Leisses Is Reviewing The Submittal And  
Will Have Additional On Or Before 5/5/2020

6B – REVISING THE SPECIAL ASSESSMENT  
POLICY

I Will Attempt To Have A Draft Available Prior  
To The Meeting