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: **JUNE 23, 2020** **TIME: 7:00 p.m.**
LOCATION: **136 N. MONROE STREET, MUNICIPAL BUILDING COUNCIL CHAMBERS**
(Commissioners and the public may participate in-person or remotely)

Remote Meeting Instructions

1. **Join by device**

Meeting link: https://attccasptrial2.webex.com/attccasptrial2/j.php?MTID=m3a38c4df0cf69327c26fe473aca65b07
Meeting number: 146 427 0053
Password: 0623PlanComm (06237526 from phones)
Host key: 654446

2. **Join by phone**

1-844-531-0958 United States of America Toll Free
Access code: 146 427 0053
Password: 0623PlanComm (06237526 from phones)

to consider the following:

PUBLIC HEARING – CONDITIONAL USE APPLICATION, CITY OF WATERLOO, OWNER OF FOUR PARCELS IN THE TREYBURN FARM SUBDIVISION (Lots 1-3 & 60)

1. PUBLIC HEARING CALL TO ORDER

2. PUBLIC HEARING COMMENT – City of Waterloo requests a conditional use permit to allow for the construction of more than one dwelling unit on four parcels located in the Treyburn Farm Subdivision (Lots 1-3 & 60)

3. ADJOURN PUBLIC HEARING

PLAN COMMISSION REGULARLY SCHEDULED MEETING

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF PRIOR MEETING MINUTES – May 26, 2020 and June 17, 2020

3. CITIZEN INPUT

4. COMPLIANCE & ENFORCEMENT REPORT

5. UNFINISHED BUSINESS
   a. Follow-up Discussion Of A Comprehensive Plan Update
   b. Accessory Building Ordinance Review – Follow-up Draft

6. NEW BUSINESS
   a. City Of Waterloo Conditional Use Permit Request To Allow For The Construction Of More Than One Dwelling Unit On Four Parcels Located In The Treyburn Farm Subdivision (Lots 1-3 & 60)

7. FUTURE AGENDA ITEMS & ANNOUNCEMENTS

8. ADJOURNMENT

Mo Hansen

Mo Hansen, Clerk/Treasurer

Posted, Distributed & Emailed: June 16, 2020
Members: Leisses, Quimby, Crosby, Reynolds, Lannoy, Petts and Sorenson

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.

WATERLOO PLAN COMMISSION – Minutes for May 26, 2020

1. CALL TO ORDER & ROLL CALL. Mayor Quimby called the meeting available to participants remotely or in-person to order at 7:00 pm. Plan Commissioners attending: Leisses, Crosby, Reynolds, Quimby, Sorenson, Lannoy and Petts. Absent: none. Others attending: Clerk/Treasurer.

2. APPROVAL OF PRIOR MEETING MINUTES – May 5, 2020. MOTION: Moved by Lannoy, seconded by Reynolds to approve the minutes. VOICE VOTE: Motion carried.

3. CITIZEN INPUT. None.

4. COMPLIANCE & ENFORCEMENT REPORT. DISCUSSION: Mayor talked about Jefferson Street sump pump issues. She wants to get with Chris Butschke before Jefferson Street road construction. Leisses said fixing the road would accommodate and remove the sump pump. The Mayor said Colin Gorder is moving forward on his repairs.

5. UNFINISHED BUSINESS
    a. Follow-up Discussion Of A Comprehensive Plan Update. DISCUSSION: Hansen said drafting was taking place. No action taken.
    b. Draft Ordinance Revising The Special Assessment Policy. Add corner lot MOTION: Moved by Leisses, seconded by Petts to recommend Council approval adding corner lot. VOICE VOTE: Motion carried.

6. NEW BUSINESS
    a. Certified Survey Map, 333 Portland Road, Parker Dow Land Acquisition. DISCUSSION: Leisses said a revised CSM was submitted. MOTION: Moved by Crosby, seconded by Petts to approve and send to Council. VOICE VOTE: Motion carried.
    b. Certified Survey Map, 203 East Madison Street, City of Waterloo Land Acquisitions. DISCUSSION: Leisses said his sub-contractor drafted the preliminary. The surveyor set the ordinary high water mark. MOTION: Moved by Leisses, seconded by multiple to recommend Council approval with the condition that Mitch Leisses provide a final sign-off. VOICE VOTE: Motion carried.

7. FUTURE AGENDA ITEMS & ANNOUNCEMENTS
    a. Amending The Regulation Of Accessory Buildings Or Structures, Setting A Minimum Size (§385-8 and throughout)
    b. Zoning & Planning Map Updates

8. ADJOURNMENT. MOTION: Moved by Lannoy, seconded by Crosby to adjourn. Approximate time: 7:20 p.m.

Mo Hansen

Mo Hansen
Clerk/Treasurer

WATERLOO PLAN COMMISSION – Minutes for June 17, 2020

1. CALL TO ORDER & ROLL CALL. Mayor Quimby called the meeting available to participants remotely or in-person to order at 7:00 pm. Plan Commissioners attending: Leisses, Crosby, Quimby, Sorenson, Lannoy and Petts. Absent: Reynolds. Others attending: Clerk/Treasurer.

2. CITIZEN INPUT. None.

3. NEW BUSINESS
    a. Certified Survey Map, 200 West Clarkson Road, Marilyn Dempsey – Hansen said he was contacted in early June by Dempsey's real estate agent with a request to complete a certified survey map approval process to allow for a June 30th property transaction. He said a preliminary map was submitted. Leisses said requiring a 33 foot dedication of roadway was a primary question. He said the applicant's surveyor had calculated parcel acreage based upon a 1960's document showing the Dempsey property running to the center of the road for both the east and north boundaries. Leisses said he had reviewed WisDOT documents dating back to the 2008 STH 89 road reconstruction and was not convinced that a dedication, such as the one shown on the surveyor's preliminary submittal, had not been already made in 2008 as part of WisDOT's real estate work. He recommended sending the map to application to the City Council for approval with the condition that the City Engineer signs-off on a final version prior to recording. Sorenson asked if the 33 feet included area for a sidewalk. Leisses and Hansen replied with a qualified yes, because the 33 feet lined up with existing sidewalk and setback area found with the property parcels immediately south of the Dempsey property. Leisses said he would follow-up with WisDOT staff on its 2008 property boundary work. MOTION: Sorenson, seconded by Petts to recommend approval of the certified survey map to the City Council with the condition that the City Engineer sign-off on a final version prior to recording. VOICE VOTE: Motion carried.

4. FUTURE AGENDA ITEMS & ANNOUNCEMENTS. The next meeting was noted as June 23, 2020 at 7 pm.

5. ADJOURNMENT. MOTION: Moved by Crosby, seconded by others to adjourn. Approximate time: 7:23 p.m.

Mo Hansen

Mo Hansen
Clerk/Treasurer

Report To The Plan Commission
Open Code Enforcement Challenges
6/22/2020 12:37 PM

Category			Address	Responsible Party	Municipal Lead	Desired Outcome	Link To Ord.	Notes
Column1	Open Date	Closed Date	Column2	Column3	Column323	Column4	Column43	Column5
OPEN Neighbor complaints	Jan-15		362 E. Madison St.	Jeremy Uttech	DPW	Property owner maintaining clean property; no dangerous work garage	§219-5 Safe and sanitary maintenance of property	Continue to watch. 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 Code compliance	Jan-16		129 N Monroe St	Keri Sellnow	SAFEBUILT	Complete 1st floor build-out to code per conditional use	§140-19 Violations and penalties	C.B. to schedule. 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	TBD	Use in compliance with zoning code	§385-12 C-1 General Commercial District	J.Q. to address. Use changed from printing to warehousing, no conditional use granted therefore an illegal use
OPEN Neighbor complaints	Jun-17		136 Jefferson Street	Jon & Tara Driver	DPW	Appropriate use of sump pump not creating potential pedestrian slip hazard	§283-8 Clear waters	Remedy linked to when road is redone. 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	DPW	Developer dredging of silted ponds per development agreement	§283-8 Clear waters	Remedy linked to when road is redone.. 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	DPW	Developer dredging of silted ponds per development agreement	§377-7 Postconstruction Stormwater Performance standards	C.Y. to determine when dredging needed. Waterloo Properties Inc. responsible for maintaining stormwater drainage ponds dedicated to City per original development agreement

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Clerk/Treasurer

Category			Address	Responsible Party	Municipal Lead	Desired Outcome	Link To Ord.	Notes
OPEN Property Maintenance	Jun-17		275 S. Jackson St	Tired Iron Buyer LLC	SAFEBUILT	Property owner investment in warehouse repairs after sale of property from City to property owners and no blight	§219-5 Safe and sanitary maintenance of property	Door repaired wall repair in progress; 11/6 neighbor files complaint of trash, property owner contacted, property owner replies matter being addressed
OPEN Code compliance	May-19		134 East Madison Street	Colin Gorder	SAFEBUILT	Remedy multiple building code violations per building inspector and fire inspector		Progress made. Building Inspector waiting on remedy, ready to issue unfit for dwelling notice.
OPEN Property maintenance	Sep-19		1085 Jaystone Terr	KSA Waterloo LLC; Ben Waterloo LLCLS DR	SAFEBUILT	Resident complaint: entry threshold prevents wheel chairs and dryer vent may be fire hazarded; 9/3 Routed to Chris B to inspect	§ 219-5 Safe and sanitary maintenance of property	

PLAN COMMISSION MEETING NOTES

5A – COMPREHENSIVE PLAN UPDATE

Clerk/Treasurer is preparing to have a draft document available for distribution at the time of the meeting.

It is assumed the body will review the draft between the meeting time and the July meeting routing comments to staff.

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

§ 385-8 **R-1 Single-Family Residential District.**
The R-1 District is intended to provide a quiet, pleasant and relatively spacious living area for single-family dwellings, protected from traffic hazards and intrusion of incompatible land uses.

A. Permitted uses.

(1) One-family dwellings.

(2) Attached or detached garage, 864 square feet and 15 feet in height maximum.

(3) Garden and yard equipment shed, 144 square feet maximum. An accessory structure of this type and size must comply with zoning and all other requirements found in the municipal code, but shall not require a building permit.

(4) Garden and yard equipment shed, greater than 144 square feet and less than or equal to 200 square feet. An accessory structure of this type and size requires a building permit.

B. Conditional uses. See also § **385-21** of this chapter.

(1) Churches, synagogues and similar places of worship and instruction, including parsonages.

(2) Municipal buildings, except sewage disposal plants, garbage incinerators, public warehouses, public garages, public shops and storage yards and penal or correctional institutions and asylums.

(3) Utility offices, provided that there is no service garage or storage yard.

(4) Public, parochial and private elementary and secondary schools.

(5) Public parks, recreation areas, playgrounds and community centers.

(6) Home occupations and professional home offices. **[Amended 3-15-2007 by Ord. No. 2007-05]**

(7) An a~~A~~dditional ~~garages or~~ accessory building exceeding ~~144~~ 200 square feet.

C. Lot, yard and building requirements. See also § **385-3** of this chapter.

(1) Lot frontage at setback: minimum 80 feet.

(2) Lot area: minimum 10,000 square feet.

(3) Principal building.

(a) Front yard: minimum 30 feet.

(b) Side yards: minimum total, 20 feet; minimum side, eight feet.

(c) Rear yard: minimum 30 feet.

(d) Building height: maximum 35 feet.

(4) Accessory buildings.

(a) Front yard: minimum 30 feet.

(b) Side yards: minimum five feet.

(c) Rear yard: minimum five feet.

(d) Building height: maximum 15 feet. Accessory buildings shall not exceed 15 feet in height as measured to the roof peak except in those cases where the existing home and at least two of the abutting property homes are two stories in height or more. In those cases the accessory building can be up to 25 feet in height. The maximum area in those cases shall be the "footprint" of the building, not the total floor area.

(e) Garage: maximum 864 square feet.

(f) Garden shed: maximum 144 square feet. **[Amended 11-5-2009 by Ord. No. 2009-17]**

(5) Floor area: minimum 1,000 square feet.

(6) Off-street parking: minimum two spaces per unit. (See also § **385-23** of this chapter.)

(7) With respect to any lot of record as of this date (July 21, 1989) which is 72 feet or less in width, the total width of the side yards of the principal building, including attached garages, shall not be less than 15 feet and no single side yard shall be less than five feet; accessory buildings and unattached garages shall not be less than three feet from the lot line.

136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

NOTICE OF PUBLIC HEARING FOR CONDITIONAL USE PERMIT UNDER PROVISIONS OF CHAPTER §385-10 B(2)AND §385-10 B(3) OF THE ZONING CODE OF THE CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN

Please take notice that the Plan Commission of the City of Waterloo, Jefferson County, Wisconsin, acting under provisions of Chapter §385-10 B (2) and §385-10 B (3) of the Zoning Code of the City of Waterloo, shall hold a public hearing on the matter of an application for a conditional use permit received from the City of Waterloo, the owner of the four parcels in the Treyburn Farm Subdivision under consideration.

The applicant is requesting a conditional use permit to allow the construction of more than one dwelling unit on each parcel described below. A conditional use permit is required for a dwelling unit number greater than one in this residential district.

The affected properties tax parcels and legal descriptions are described as follows:

- 290-0813-0521-074; LOT 1, CSM 4901-25-257, DOC
- 290-0813-0521-075; LOT 2, CSM 4901-25-257, DOC
- 290-0813-0521-076; LOT 3, CSM 4901-25-257, DOC
- 290-0813-0521-046; LOT 60, TREYBURN FARMS 1ST ADDITION

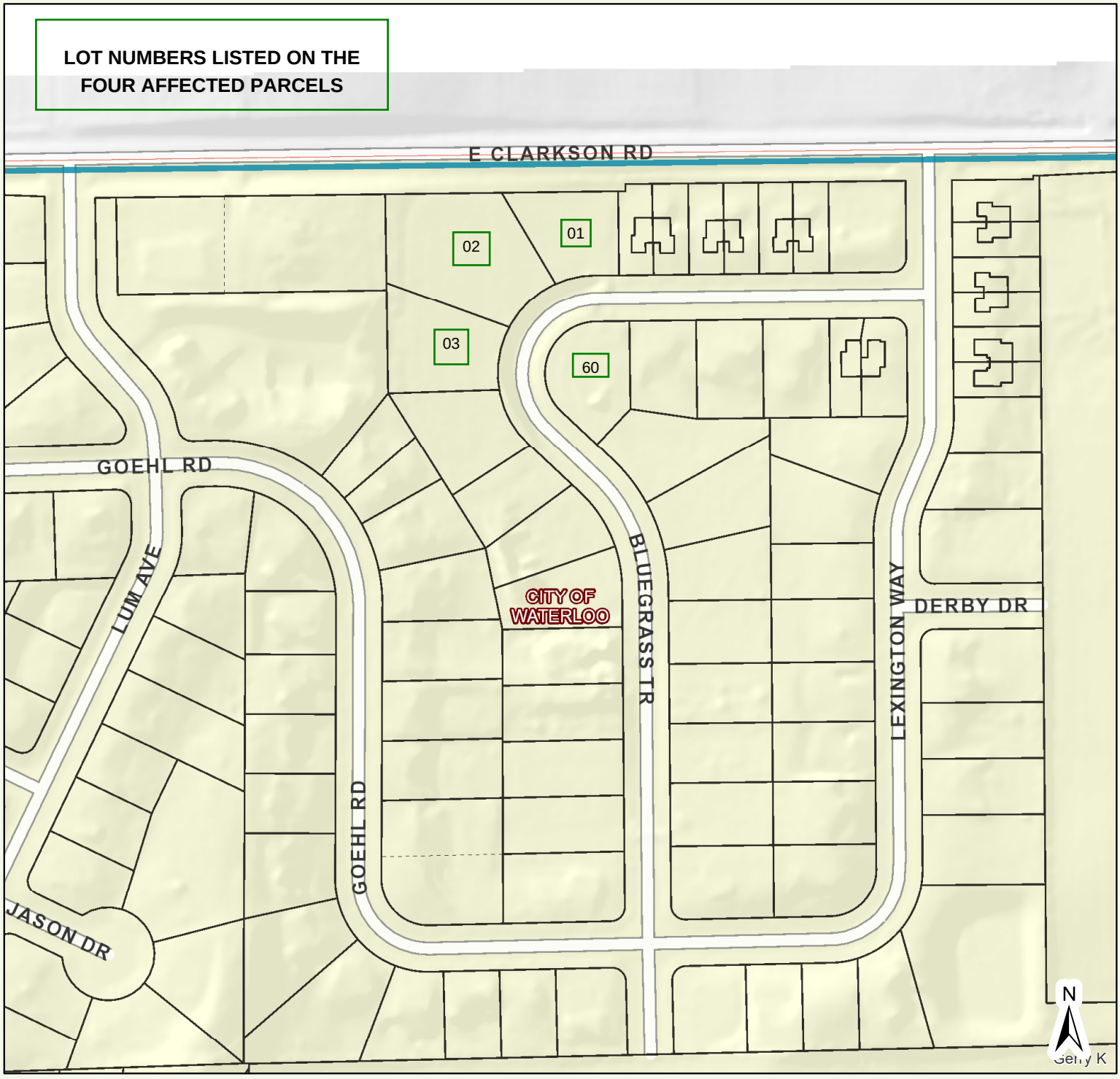
Be further notified that the Plan Commission will hear all persons interested or their agents or attorneys concerning the conditional use permit application at a public hearing. The public hearing will be held at **7:00 p.m. on Tuesday, June 23, 2020 in the Council Chamber of the Municipal Building, 136 N. Monroe Street, Waterloo.**

Subsequent to the public hearing, the Plan Commission shall recommend approval, denial, or conditional approval of the conditional use permit to the Common Council. The City Council will act on the Plan Commission's recommendation at its regular scheduled meeting on Thursday, July 2, 2020.

Mo Hansen
Morton J. Hansen
City Clerk/Treasurer

Pub: The Courier: June 11, 2020 & June 18, 2020

Parcels Considered for Mult-unit Dwelling Status



Parcels

- Parcels

Parcel Lines

- Property Boundary
- Old Lot/Meander Lines
- Rail Right of Ways
- Road Right of Ways
- Section Lines
- Surface Water
- Map Hooks
- Tax Parcels
- Streams and Ditches

200 100 0 200 Feet

1 inch = 200 feet

Jefferson County Geographic Information System

Printed on: June 4, 2020

Author: Public User

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.