



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: SEPTEMBER 22, 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
Join Zoom Meeting: https://us02web.zoom.us/j/83875909712?pwd=OGxOUeQ2U1JQVFNqNDRMd1pKQnhDdz09
Meeting ID: 838 7590 9712
Passcode: 785611
Dial by your location
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US (Germantown)
Meeting ID: 838 7590 9712
Passcode: 785611

to consider the following:

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF PRIOR MEETING MINUTES – September 16, 2020 (public hearing and regular meeting)
3. CITIZEN INPUT
4. COMPLIANCE & ENFORCEMENT REPORT
5. UNFINISHED BUSINESS
 - a. Comprehensive Plan Review
 - b. Architectural Design Review ([§385-25 Municipal Code](#)), Petry Trust No. 1989 Belleville, WI, For Residential Projects Have Four Or More Dwelling Units In The DeYoung Farm Subdivision (applicant's submittal posted on municipal agenda webpage when available)
 - c. Procedures For Building Permit Applications ([§140-7 Building Inspector](#)) And Future Development Plans ([§380-13 Subdivision Of Land Preapplication](#))
6. FUTURE AGENDA ITEMS & ANNOUNCEMENTS
 - a. Concept Plan Presentation Lot 2 Treyburn Farms, Julie Busche (10/27/2020 tentative)

7. ADJOURNMENT

Mo Hansen

Mo Hansen, Clerk/Treasurer

Posted, Distributed & Emailed: 9/17/2020

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.

Report To The Plan Commission
Open Code Enforcement Challenges
Clerk/Treasurer

Category		Address		Responsible Party		Municipal Lead	Desired Outcome	Link To Ord.	Notes
Column1	Open Date	Closed Date	Column2	Column3	Column3	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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		Municipal					
Category		Address	Responsible Party	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 <u>and no blight</u>	§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	
OPEN Property Maintenance	Jun-20	261 S MONROE ST	ANDREW V GRUNEWALD	SAFEBUILT	No blighting conditions	§ 219-5 Safe and sanitary maintenance of property	Follow-up pending
OPEN Property Maintenance	May-20	208 PORTLAND RD	GORDON D YELK & DEBRA A YELK	SAFEBUILT	Remedy collapses garage. No blighting conditions	§ 219-5 Safe and sanitary maintenance of property	Follow-up pending

PLAN COMMISSION MEETING NOTES

A draft of a revised comprehensive plan is incomplete as of the creation of this meeting packet.

LOT LAYOUT PLAN

LOT 2 OF DEYOUNG FARM, LOCATED IN OUTLOT 169 AND 170 OF THE ASSESSOR'S PLAT OF THE VILLAGE OF WATERLOO, AND PART OF THE NE 1/4 AND THE SE 1/4 OF THE SW 1/4 OF SECTION 7, ALL OF THE NW 1/4 OF THE SE 1/4 OF SECTION 7, PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 7, AND PART OF THE NE 1/4 OF THE SE 1/4 OF SECTION 7, ALL IN T.8N., R.13E OF THE 4TH PM., CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN.

Member
National
System
International

To Obtain Location of Participants Underground Facilities Before You Dig in Wisconsin
CALL DIGGERS HOTLINE
1-800-242-8511

Wis Statute 182.0175 (1974)
Requires Min. 3 Work Days
Notice Before You Excavate

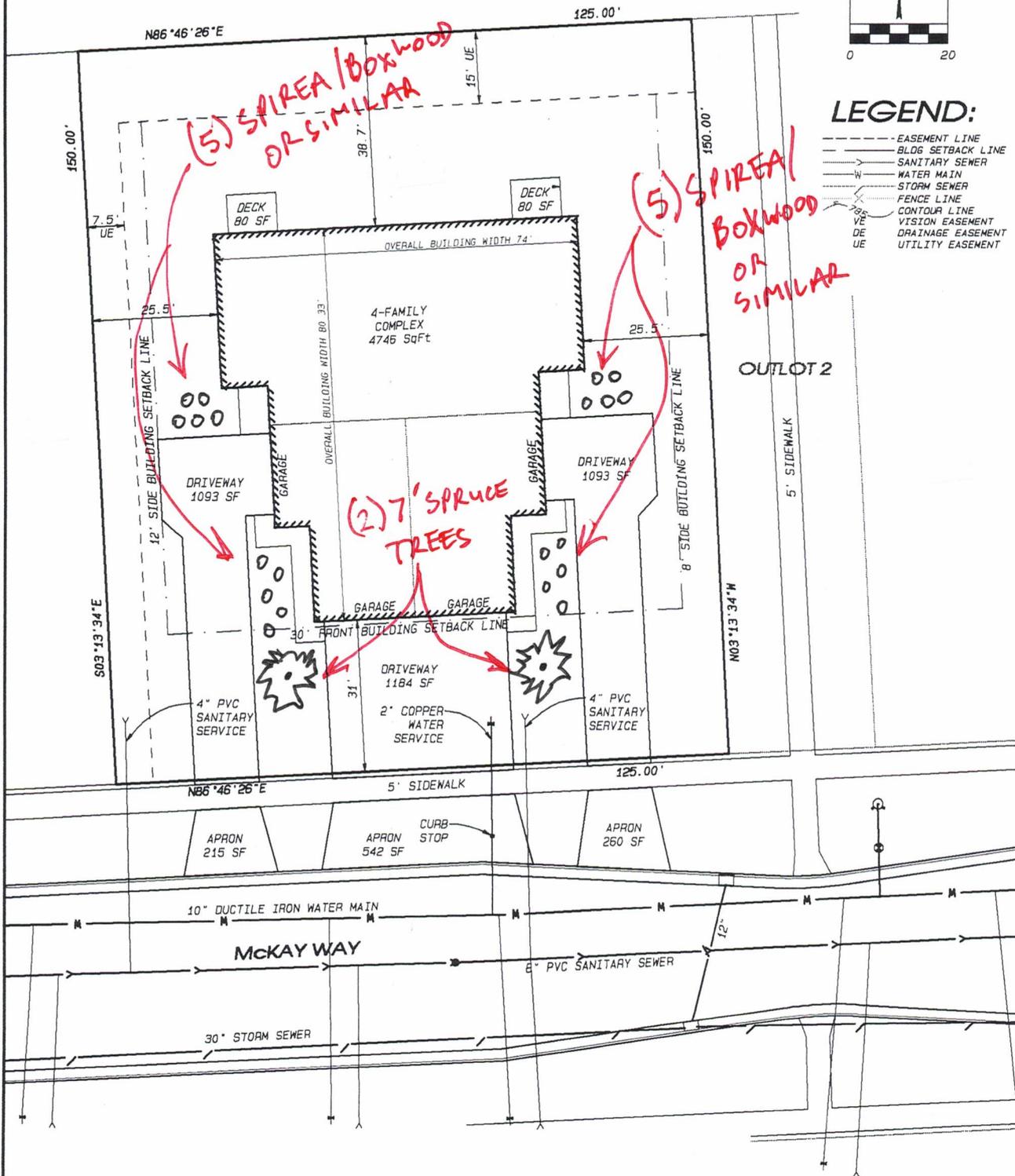
4-FAMILY LANDSCAPE PLAN

SCALE 1"=20'



LEGEND:

- EASEMENT LINE
- - - BLDG SETBACK LINE
- - - SANITARY SEWER
- - - WATER MAIN
- - - STORM SEWER
- - - FENCE LINE
- - - CONTOUR LINE
- - - VISION EASEMENT
- - - DE DRAINAGE EASEMENT
- - - UE UTILITY EASEMENT



NOTES:

THE BEARINGS AND DISTANCES SHOWN ARE TAKEN FROM PLAT DATA. A PLAT OF SURVEY WAS NOT PERFORMED.

STREET, CURB, WALK, AND UTILITY LOCATIONS, AND THEIR GRADES SHOWN ARE TAKEN FROM STREET CONSTRUCTION PLANS. CONTRACTOR MUST FIELD VERIFY LOCATIONS.

Combs & Associates

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- LAND PLANNING
- CIVIL ENGINEERING

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

§ 385-25 Architectural design review.

[Added by Ord. No. 97-8]

A. Developments requiring design review:

- (1) Site and structural development of residential projects having four or more dwelling units.
- (2) Site and structural development in business districts.
- (3) Site and structural development in industrial districts.
- (4) Site and structural development in planned development districts.
- (5) Utility and governmental facilities.
- (6) Those variance cases deemed by the Board of Zoning Appeals to justify design review. Design review shall be advisory to the Board.
- (7) Any parking area, even if not accompanying an otherwise included development, if it has 50 or more parking spaces.
- (8) In addition, design review districts may be designated by ordinance adopted by the Council. Once adopted, design review standards shall apply to such districts within the terms of such designation ordinance.

B. Administration of design review.

- (1) The Clerk-Treasurer shall advise applicants when they apply for zoning permits or other approvals whether design review applies. If design review applies, the applicant shall be given checklists, application forms and timetables. These documents shall have prior Plan Commission approval as to format and content. This application form shall note that a fee as stated in the City of Waterloo Fee Schedule must accompany the application. Applicants may request and have preapplication conferences with staff. **[Amended 11-17-2005 by Ord. No. 2005-4]**
- (2) Completed applications and supporting materials shall be reviewed by staff prior to placement on the Plan Commission agenda. Staff must be satisfied that a complete packet of information will be available to the Plan Commission prior to the commencement of the Commission meeting at which the item is set for decision review.
- (3) The Plan Commission shall review applications set for design review. Following such review, discussions with applicants and agents, and discussion within the Plan Commission and with staff, the Commission shall render a decision of approval, conditional approval or rejection. Decisions shall be in writing and shall identify those elements of the approved design which the Commission intends to be mandatory. The Clerk-Treasurer shall have applicants sign acknowledgments of receipt of the written Plan Commission design review decision prior to issuance of a zoning/building permit.

(4) A project that has had design review and that has a zoning/building permit is approved for execution only in accordance with the directives included in the design approval. Construction or execution that deviates from directives may not occur within the terms of this section without prior City approval. The Clerk-Treasurer is responsible for determining whether to give staff approval to such deviations on a finding that they are minor variations as to the Plan Commission's decision or whether full Plan Commission review and approval are needed upon a finding that the deviations are major.

C. Design review standards.

(1) Jurisdictions. Design review applies to exterior structural and design features, landscaping and site planning.

(2) Directives. The following specific design standards are established and are intended to be applied in the informed judgment of the Plan Commission:

- (a) The land forms and landscape shall be preserved in their natural state, insofar as practicable, by minimizing soil and tree removal that is not essential to project development and by retaining grades and contours in keeping with the general appearance of neighboring developed areas.
- (b) Building masses and long, straight building fronts and sides (relative to the overall length of the building) that are visually accessible shall be broken up and made more variegated with staggers and offsets, with landscaping or surficial features or with accumulation of mass in the form of smaller related units. This is a directive standard as to residential and commercial structures and those industrial structures that are visually accessible to larger volumes of traffic and a recommendatory standard to industrial buildings within the center core of industrial districts.
- (c) Within residential properties, parking areas that are located in front of street-side yards shall have landscape screening and/or screening by fencing having decorative character to soften views of parked vehicles. All design reviewed parking lots shall have decorative landscape treatment at the perimeter of the lot and, for larger lots, in island areas within the lot, to provide breakup of the expanse of paving.
- (d) Rooftop mechanical equipment that will be readily visible when viewed from ground level from other properties or from major public ways should be softened by screening or covered in a manner that forms an integral part of the building design.
- (e) External garbage or refuse containers shall be screened by walls, fences, berms or effective landscaping, or combinations thereof.
- (f) Landscaping. Each project subject to design review shall provide landscaping of sufficient height and density to accomplish positive visual impact within three years from the time of planting.
- (g) All developments and occupancies subject to design review shall plan and construct so that surface drainage positively drains from structures and so that compliance is achieved with the erosion control and stormwater drainage requirements of this Code.
- (h) The following principles of landscape design are stated as guides to be applied with discretion by the Plan Commission, taking into account how visible the site is to public view, sensitivity of neighboring

properties and the cost considerations. Parks Commission preferences on species shall be made available in writing to project applicants.

- [1] Overhead canopy trees contribute to a pattern within the neighborhood and streetscape focus plants (trees or shrubs) accomplish screening of less attractive elements, afford privacy, noise control and windbreak, soften transitions from vertical to horizontal features and create visual focal points.
 - [2] Ground plane plants (lawn, ground cover, etc.) provide lower level continuity and retard soil erosion.
 - [3] Terraces, trellises, walks, drives, garden walls and berms and related elements increase variety.
- (i) Storage of materials, fuel, scrap, inoperative vehicles and similar objects in places that are readily visible from major public rights-of-way or parts of neighboring properties where a significant amount of viewing is expected shall be minimized and, where necessary, shall be reasonably screened. Where other portions of this section establish more stringent standards, the other portions shall govern.
 - (j) Exterior lighting, when used, shall be established, directed and maintained so as not to be cast directly on public rights-of-way or occupied structures or neighboring properties or be lighted in intensity or colors seriously disturbing to neighboring properties.
- D. Recommendations. Other features of site design and construction, building and structural design and construction and landscaping that are not listed under directives may also be addressed by Plan Commission advisory suggestions within the design review process upon a finding that the suggestion would be desirable to make the development a positive asset to the visual appearance of the community and positive contribution to the growth and stability of the community tax base.

PLAN COMMISSION MEETING NOTES

The follow pages pertain to 5c requested by
Commissioner Sorenson.

5c. Procedures For Building Permit Applications
(§140-7 Building Inspector) And Future
Development Plans (§380-13 Subdivision Of
Land Preapplication)

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

§ 140-7 **Building Inspector.**

A. Appointment. See Chapter 85, § 85-3, of this Code.

B. Qualifications.

(1) The Building Inspector shall have the necessary qualifications required by the State of Wisconsin to determine compliance with applicable state and local building codes relating to the construction of buildings.

(2) The Building Inspector shall be certified by the Wisconsin Department of Safety and Professional Services in the required categories specified in Ch. SPS 305, Wis. Adm. Code.

C. General powers and duties. The Building Inspector shall enforce the provisions of this chapter and of all other ordinances and the laws and orders of the State of Wisconsin which relate to building construction, plumbing and electrical installations and for these purposes may at all reasonable times enter buildings and premises. He may pass upon any questions arising under the provisions of this chapter relating to buildings, subject to conditions contained in this chapter. No person shall interfere with the inspector while in the performance of the duties prescribed in this chapter. He shall coordinate the activities of the Plumbing Inspector and the Electrical Inspector. The Building Inspector may grant variances from the terms of Chapter 385, Zoning, in those cases where a setback, side yard or rear yard variance would clearly be consistent with those existing in the neighborhood. In the event that the Inspector is refused access to any premises, then the Building Inspector is authorized to apply for a special inspection warrant pursuant to § 66.0119, Wis. Stats.

D. Inspections. In order to permit inspection of a building project at all necessary phases without causing delay for the owner, the owner and/or contractor shall request all of the following inspections in conformity with the appropriate time frame defined in the Wisconsin Administrative Code or at least 48 hours in advance, excluding Saturdays, Sundays and holidays, by the applicant/contractor or property owner as applicable:

(1) Footings.

(2) Foundation.

(3) Rough carpentry, HVAC, electric and plumbing.

(4) Drain tile/basement floor.

(5) Underfloor plumbing.

(6) Electric service.

(7) Insulation.

(8) Final carpentry, HVAC, electric and plumbing.

- (9) Erosion control.
- E. Failure to request any inspection will be the responsibility of the contractor and/or property owner. No construction shall be deemed approved by default or lack of inspection by the Building Inspector. The expense of uncovering or exposing any work which must be inspected, where such work was required by the failure of the property owner to request any inspection, will be the responsibility of the contractor and/or property owner.
- F. Records. The Building Inspector shall keep a record of all applications for building permits and regularly number each permit in the order of issuance. He shall keep a record showing the number, description and size of all buildings erected during his term of office, indicating the kind of materials used, the cost of each building and the aggregate cost of all buildings of the various classes. He shall keep a record of all inspections made and of all removal and condemnation of buildings. He shall make a monthly report to the Council on the above matters.
- G. Appeals. Any person feeling himself aggrieved by any order or ruling of the Building Inspector may, within 20 days thereafter, appeal from such order or ruling to the Board of Zoning Appeals, such appeal to be in writing. The municipality will follow procedures explained on Chapter 68 Wis. Stats., to arrive at a final determination. Final determinations may be reviewed as explained in Wisconsin Administrative Rules § SPS 320.21.
- H. Assistants. The Building Inspector may employ, assign, or appoint, as necessary, assistant inspectors. Any assistant hired to inspect buildings shall be certified as defined in Ch. SPS 305, Wis. Adm. Code.

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§ 380-13 Preapplication.

Prior to the filing of an application for the approval of a preliminary plat or certified survey map, it is recommended that the subdivider consult with the Plan Commission or the Director of Public Works in order to obtain its or his advice and assistance. This consultation is intended to inform the subdivider of the purpose and objectives of these regulations, other provisions of this Code, and duly adopted City plans, sewer and water availability, and other engineering considerations and to otherwise assist the subdivider in planning his development. In so doing, both the subdivider and the Plan Commission may reach mutual conclusions regarding the general objectives of the proposed development and its possible effects on the neighborhood and the community. The subdivider will also gain a better understanding of the subsequent required procedures.