



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

**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: TUESDAY, OCTOBER 25, 2016 **TIME: 7:00 p.m.**
LOCATION: 136 N. MONROE STREET, MUNICIPAL BUILDING COUNCIL CHAMBERS

to consider the following:

PUBLIC HEARING

1. CALL TO ORDER – CONDITIONAL USE PERMIT – JEFF & KERI SELNOW FOR THE PROPERTY LOCATED AT 129 N. MONROE STREET. The applicants, Jeff & Keri Sellnow, are requesting a conditional use permit to allow the use of living quarters in the back portion of a building on the ground level.
 - a. Mary Hotmar, 151 W. Madison Street (Clerk/Treasurer phone notes)
2. ADJOURN PUBLIC HEARING

PLAN COMMISSION REGULARLY SCHEDULED MEETING

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES – July 26, 2016 (August 23, 2016 and September 27, 2016 no meetings)
3. CITIZEN INPUT
4. NEW BUSINESS
 - a. Conditional Use Permit Request – Jeff & Keri Sellnow, 129 N. Monroe Street To Allow The Use Of Living Quarters In The Back Of A Building On The Ground Level.
 - b. Home Occupation Applications
 - i. Angela M. Slager, Prairie Girl Quilts, 840 Hiawatha Trail
 - ii. Martin Rowe & Debra Ehmann, Art Tours, Open Studio Events & Art Classes, 422 W. Madison Street
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
6. ADJOURNMENT

Mo Hansen

Mo Hansen, Clerk/Treasurer

Posted, Distributed & Emailed: October 20, 2016

Members: Leisses, Thompson, Crosby, Butzine, Reynolds, Lannoy and Springer

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, 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 §385-12 C (1) 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 §385-12 C (1) 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 Jeff & Keri Sellnow for the property located at 129 N. Monroe Street, Waterloo.

The applicant is requesting a conditional use permit to allow the use of living quarters in the back portion of the building on the ground level. The front portion of the building will remain a resale business and office. City of Waterloo Municipal Code §385-12 C (1) states dwelling units are not permitted below the second floor without a conditional use permit.

The property is described as follows:

Tax Parcel: #290-0813-0644-036

Legal Description: LOT 5, BLK 2, EX W46.20FT, 1ST ADD. ALSO 1FT STRIP ADJ ON S SIDE, City of Waterloo, Jefferson County, WI

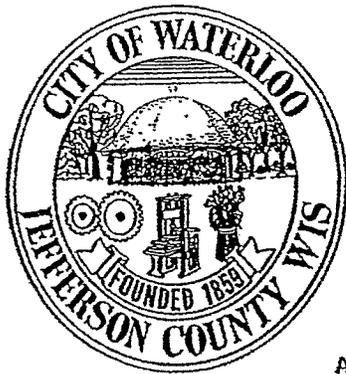
Also known as 129 N. Monroe Street

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, October 25, 2016 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, November 3, 2016.

Morton J. Hansen
City Clerk/Treasurer

Pub: The Courier: October 13, 2016



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

APPLICATION FOR CONDITIONAL USE PERMIT

(Review and Action by City Plan Commission/Common Council)

PO 9/27/2016
Receipt # 32523

Number: 2016-03 Date Filed: 9/27/2016 Fee Paid: \$ 285.00

Location of Property: 129 N. Monroe St. Waterloo

Applicant: Jeff & Keri Sullnow

Address: 129 N. Monroe St Telephone: 920.988.5384

Owner of Property: Jeff + Keri Sullnow ↑

Address: 129 N. Monroe St Telephone: _____

Contractor: _____

Address: _____ Telephone: _____

Architect or Professional Engineer: _____

Address: _____ Telephone: _____

Legal Description of Property: _____

Land Parcel Size: _____ Present Use: Commercial mixed use Zoning District: C-1

Type of Existing Structure (if any): Brick 2-story

Proposed Use of the Structure or Site: Same except Back Number of Employees: _____

TERMS OF MUNICIPAL CODE

385-12C(1)

Dwelling units are not permitted below the 2nd floor without a Conditional Use Permit

CONDITIONAL USE REQUESTED

Living quarters in back of building -

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)

Hard to rent the whole 1st floor for commercial use in Waterloo. I am using the front 1/2 for business currently.

ATTACH THE FOLLOWING:

1. Adjoining owners, all names and addresses of all abutting and opposite property owners within 200 feet.
2. Site plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 9/27/16

Keri Sullnow
Signature of Applicant

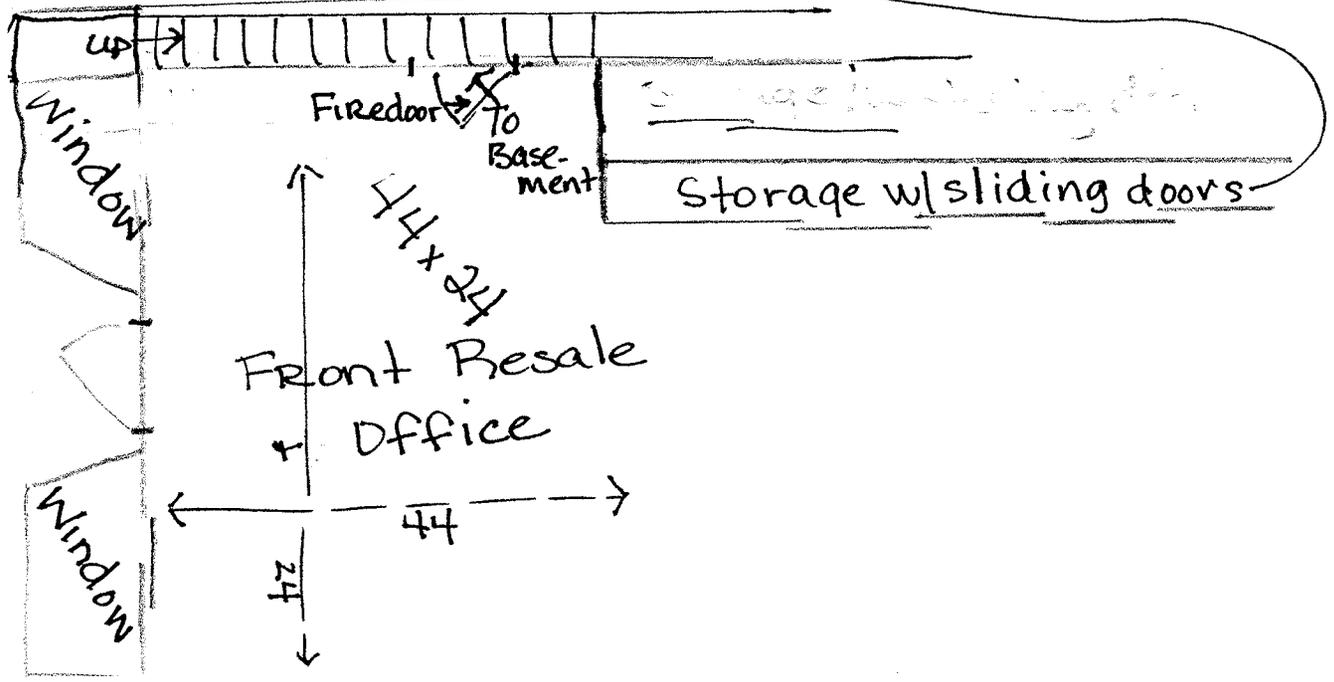
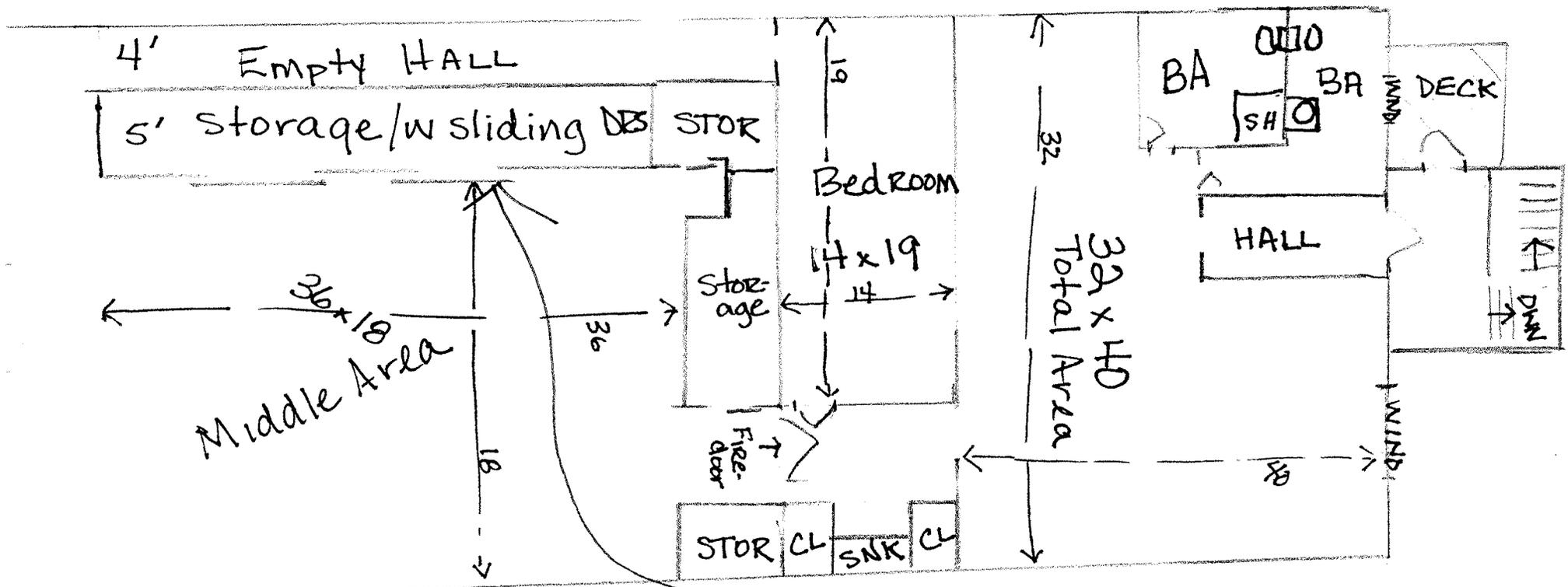
09/27/2016

Conditional Use

We are requesting a ~~zoning~~ change for 129 N Monroe St. We had planned that this was to be very temporary but unfortunately because of job loss and economy it has become longer than anticipated. We have done nothing with the exception of installing 2 windows where there were windows previously.

TREK had done some renovations when they were tenants including electrical, some construction of walls, installation of lit exit lights and fireproof doors.

The building has a full basement and a 2 car garage connected to the back of the building. There are 3 rental units on the 2nd floor.



Clerk/Treasurer Phone Notes with Mary Hotmar
On or about October 14, 11:00 am

Mary Hotmar called after receiving notice of the Sellnow conditional use application. She said she is 90+ years old and unable to attend the meeting. She has been a resident at 151 West Madison Street for many years.

She said it was commonly known that people were living on the first floor at 129 North Monroe Street. She was disturbed that the situation had existed for many months, if not years, without any enforcement action. She said the manner in which municipal enforcement of code and zoning matters was carried out was under-handed and benefitted those who know how to skirt the law.

She was disappointed in Keri Sellnow because she knows that if there is one person in the community that knows the rules, it is Keri. She asked if citations or penalties had been issued? I said no citations had been issued. She said it was poor practice to not enforce for some but enforce for others.

I said Keri Sellnow had come to vote at a spring 2015 election where she declared her address as being 129 North Monroe Street. After that time I had routinely prompted the applicant via email to consider an application for a conditional use permit.

She said the process for the conditional use application could be the stage where enforcement is applied. She said there should be some consequences for the actions of the applicant.

-Mo Hansen, Clerk/Treasurer
October 20, 2016

WATERLOO PLAN COMMISSION – MINUTES

July 26, 2016

PUBLIC HEARING

1. CALL TO ORDER -- LAND USE REZONING – OLIVER CONSTRUCTION CO. FOR TREK BICYCLE CORP. - PROPERTY LOCATED AT 821 MCKAY WAY.
The applicant, Oliver Construction Co. is requesting a change in land use from A-Agricultural District to M-1, Limited Industrial District for Trek Bicycle Corp. to incorporate the recently purchased 1.72 acre parcel as part of their existing single certified survey map, also known as 801 W. Madison Street.

Mayor Thompson called the public hearing to order at 7:00 pm in the Municipal Building Council Chambers. Plan Commissioners present: Thompson, Leisses, Crosby, Butzine, Lannoy and Reynolds. Absent: Springer. Others attending: Diane Graff of the Courier, Alice & Rick Filter, Rachel & Ed Cass, Mary Marty and Clerk/Treasurer Hansen. No one came before the Plan Commission. The Mayor adjourned the public hearing.

PUBLIC HEARING

1. CALL TO ORDER – CONDITIONAL USE PERMIT – PAUL MARTY, TIRED IRON BUYER, LLC, OWNER OF THE PROPERTY LOCATED AT 275 S. JACKSON STREET.
The applicant, Mary & Paul Marty, Tired Iron Buyer LLC, is requesting a conditional use permit to allow the use of a commercial recreational facility. The proposed plan is to convert 6,000 square feet of the existing warehouse to an indoor sports training facility.

Mayor Thompson called the public hearing to order at 7:01 pm. Plan Commissioners present: Thompson, Leisses, Crosby, Butzine, Lannoy and Reynolds. Absent: Springer. Others attending: Diane Graff of the Courier, Alice & Rick Filter, Rachel & Ed Cass, Mary Marty and Clerk/Treasurer Hansen. DISCUSSION: On behalf of their daughter Kimberly, Alice Filter asked about the quantity of vehicles and the general use being considered. Mary Marty, the applicant, said a 20-year non-profit softball organization, the Columbus Xplozion, currently rents gymnasium space at a variety of locations. It seeks to lease indoor space for a year round training facility. She said members of one team at a time would use the facility, approximately twelve athletes; that the organization had 127 girls and over twenty teams. A gravel area owned by the applicant south of the building was identified as the main parking location. Marty said the organization would contact Trek about using the nearby Trek lot for overflow. Mayor Thomson said any public parking matter would be addressed by the police. Alice Filter concluded saying all their questions had been answered. The Mayor adjourned the public hearing at 7:05 pm.

PLAN COMMISSION REGULARLY SCHEDULED MEETING

1. CALL TO ORDER AND ROLL CALL. Mayor Thompson called the regularly scheduled meeting to order at 7:05 pm in the Municipal Building Council Chambers. Plan Commissioners present: Thompson, Leisses, Crosby, Butzine, Lannoy and Reynolds. Absent: Springer. Others attending: Diane Graff of the Courier, Alice & Rick Filter, Rachel & Ed Cass Mary Marty and Clerk/Treasurer Hansen.
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES – May 24, 2016 and Special Meeting June 14, 2016. MOTION: Moved by Butzine, seconded by Lannoy to approve meeting minutes as listed and presented. VOICE VOTE: Motion carried
3. CITIZEN INPUT. None.
4. NEW BUSINESS
 - a. Land Use Rezoning from A-Agricultural to M-1, Limited Industrial District – Oliver Construction Co., for Trek Bicycle Corp., to incorporate the recently purchased 1.72 acre parcel (821 McKay Way) as part of their existing single certified survey map, also known as 801 W. Madison Street. MOTION: Moved by Crosby, seconded by Reynolds to recommend to the City Council the rezoning request as presented. VOICE VOTE: Motion carried
 - b. Conditional Use Permit Request – Mary & Paul Marty, Tired Iron Buyer, LLC, 275 S. Jackson Street To Allow The Use Of A Commercial Recreational Facility. The proposed plan is to convert 6,000 square feet of the existing warehouse to an indoor sports training facility. MOTION: Moved by Butzine, seconded by Reynolds to recommend to the City Council the granting of a conditional use permit as requested. VOICE VOTE: Motion carried

5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.

6. ADJOURNMENT. MOTION: Moved by Crosby, seconded Leisses to adjourn. Approximate time: 7:15 pm.



Mo Hansen
Clerk/Treasurer

Angela M. Slager
840 Hiawatha Trail
Waterloo, WI 53594



September 26, 2016

City of Waterloo
Plan Commission
136 North Monroe Street
Waterloo, WI 53594

Dear Plan Commission,

This letter is to serve as an application for a home-based business in Waterloo. Please let me tell you a little bit about my business.

For the past five years I have owned and operated a home-based business, Prairie Girl Quilts, which I created in October 2011. I am a sole-proprietor. My business includes making custom quilts and machine quilting services. Customers place their orders via internet websites, which include but are not limited to, my website, Facebook, and Etsy. Many of my orders are quilts made from the customer's t-shirts or baby clothes from the first year(s) of a child's life. The customer ships me clothing, or if the customer is local, I offer to pick up the items. I create a custom product and after payment is received, I ship the item pack to them, often using the US Postal Service. I also provide quilt finishing services for when a quilter or other customer has a quilt top they wish to have quilted (sewn) together. When interaction with customers is not via mail, I offer pick up and drop off services to limit customers coming to my home. I also plan to expand my services into writing quilt patterns, and selling them via PDF files, over the internet.

Services offered:

- T-shirt Quilts, Memory Quilts, Baby Clothes Quilts, etc.
- Custom Baby and Bed Quilts
- Machine Quilting and Binding Services
- Embroidery Services
- Original Quilt Patterns (My designs)

You may visit my website at www.prairiegirlquilts.com. You may notice that the location is California address. Our family has just recently moved to Waterloo. Before that we lived in Illinois for many years. My husband and I have two young sons and we are quite happy to be back in the Midwest and look forward to life here in Waterloo. I hope you will consider approving my application for a home business.

Sincerely,

A handwritten signature in cursive script that reads "Angela M. Slager".

Angela M. Slager

385-10.2 Home occupations in residential districts

APPLICATION

October 17, 2016

Application is for:
Masonic Temple
422 W. Madison
Waterloo WI

Present address:
5520 Mohawk Rd
Rhineland WI 54501

Ph: 715 362 4681
Email: martingrowe@hotmail.com

Martin Rowe & Debra Ehmann

We would like to make an application for Home occupations in a residential district. We are not the current owners, but the owner has accepted our offer for purchase conditional to its use as a home-based business.

My wife and I are artists who currently do outdoor art fairs with our painting and photography. We would like to use part of the 2nd floor as a studio space.

We intend to participate in occasional art tours, open studio events and also teach occasional classes inside the building. We believe this would also benefit Waterloo by bringing new visitors to the area. We are aware of the parking restrictions at this location. Our plan would be to move our cars a considerable distance so that there would be parking on the property. We would also provide a map with additional parking options. Events and classes would normally be 2-4 hours.

Because of the unique nature of the building I believe it is well suited to being a "Home occupational residence".

In Rhineland we were part of a team who developed the 1920s Post Office into ArtStart, an arts and community center that has enhanced the arts, art education and the economic development of downtown Rhineland: www.ArtStartRhineland.org. We are excited to see where we can become involved in the Waterloo community.

Thank you,
Martin and Debra

(1)

The home occupation shall be conducted only within the enclosed area of the dwelling unit or an attached garage.

• **We would be working inside the building**

(2)

There shall be no exterior alterations of the structure which change the character thereof as a dwelling. There shall be no exterior evidence of the home occupation other than those signs permitted in the district.

• **We will not be altering the exterior of the building**

(3)

No storage or display of materials, goods, supplies, or equipment related to the operation of the home occupation shall be visible outside any structures located on the premises.

• **Goods, supplies and equipment will be inside the building**

(4)

No home occupation use shall create smoke, odor, glare, noise, dust, vibration, fire hazard, small electrical interference or any other nuisance not normally associated with the average residential use in the district.

• **There will be no nuisance created**

(5)

Only one sign may be used to indicate the type of home occupation. Such sign shall not be illuminated and shall not exceed three square feet.

• **One small sign. Got it.**

(6)

The home occupation shall not involve the use of commercial vehicles for more than occasional delivery of materials to or from the premises.

• **We agree.**

(7)

Authorized home occupations are restricted to service-oriented businesses and the mass production of items or products or the sale of items or products on the premises is prohibited. Examples of service-oriented businesses include, but are not limited to, computer programming, accounting, law, insurance agencies and computer-based consulting and clerical services.

• **We are not opening a retail store**

(8)

Authorized home occupations shall not occupy more than 30% of the floor area of the dwelling in question.

• **We agree.**

(9)

Persons employed in home occupations shall be limited to the resident, immediate family members, and no more than one nonresident employee.

• **We agree.**

(10)

Under no circumstances shall a motor vehicle repair or body work business qualify as an authorized home occupation.

• **NA**

(11)

No animals shall be involved in any authorized home occupation.

- NA

(12)

Home day care is an authorized home occupation so long as it does not involve more than seven children or require state licensing.

- NA

Please feel free to email me any questions you might have. If something should arise on the night of you meeting (Tues 25 Oct) please ring and hopefully I can answer any questions you might have.

We appreciate your time in considering our application and look forward to a positive outcome. We would like to thank Mo Hansen for all his enthusiastic help.

Yours sincerely

Martin Rowe and Debra Ehmann