



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, FEBRUARY 28, 2017 **TIME: 7:00 p.m.**
LOCATION: 136 N. MONROE STREET, MUNICIPAL BUILDING COUNCIL CHAMBERS

to consider the following:

PUBLIC HEARING

1. CALL TO ORDER -- LAND USE REZONING AND CONDITIONAL USE PERMIT – KATHERINE ZWIEG - PROPERTY LOCATED AT 1212 MAIN STREET.
The applicant, Katherine Zwieg, owner of the property located at 1212 Main Street, is requesting a change in land use from C-2 Highway Commercial District to R-2, Single Family Residential District and a conditional use permit to allow a two-family dwelling in the R-2 Single Family Residential District.
2. ADJOURN PUBLIC HEARING

PLAN COMMISSION REGULARLY SCHEDULED MEETING

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES – October 25, 2016 (November 22, 2016, December 27, 2016 and January 24, 2017 no meetings)
3. CITIZEN INPUT
4. COMMUNICATIONS FROM CLERK/TREASURER (informational only)
 - a. 115 North Monroe Street, Site Inspection
 - b. 1015 Lexington Avenue, Contemplated Lot Consolidation
5. NEW BUSINESS
 - a. Katherine Zwieg, owner of the property located at 1212 Main Street Land Use Rezoning from C-2 Highway Commercial District to R-2 Single Family Residential District Conditional Use Permit Request to Allow a Two-Family Dwelling in the R-2 Single Family Residential District.
 - b. Uniform And Effective Enforcement Of The Zoning Code
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT

Mo Hansen

Mo Hansen, Clerk/Treasurer

Posted, Distributed & Emailed: February 24, 2017

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.

WATERLOO PLAN COMMISSION – MINUTES
October 25, 2016

PUBLIC HEARING

1. CALL TO ORDER – CONDITIONAL USE PERMIT – JEFF & KERI SELLNOW FOR THE PROPERTY LOCATED AT 129 N. MONROE STREET. Bob Crosby called the public hearing to order at 7:00 p.m. in the Mayor's absence. Plan Commissioners Attending: Leisses, Crosby, Butzine, Reynolds and Lannoy. Absent: Mayor Thompson and Springer. Others attending: Keri Sellnow, Scott Hartwig, Diane Graff and Clerk/Treasurer Hansen.

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.

2. PUBLIC COMMENT
 - a. Mary Hotmar, 151 W. Madison Street. Clerk/Treasurer provided phone notes.
 - b. Scott Hartwig said he had no problem what-so-ever; the building is so enormous that retail could be in the front; resident on ground level OK; a resident insures no competition.
 - c. Keri Sellnow explained she sold their home on East Madison Street; sought flexibility in zoning.
3. ADJOURN PUBLIC HEARING. Crosby adjourned the public hearing at approximately at 7:18 pm.

PLAN COMMISSION REGULARLY SCHEDULED MEETING

1. CALL TO ORDER AND ROLL CALL. Crosby called the regular meeting of the Plan Commission to order at approximately 7:20 p.m. Plan Commissioners Attending: Leisses, Crosby, Butzine, Reynolds and Lannoy. Absent: Mayor Thompson and Springer. Others attending: Keri Sellnow, Scott Hartwig, Diane Graff and Clerk/Treasurer Hansen.
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES – July 26, 2016 (August 23, 2016 and September 27, 2016 no meetings). MOTION: Moved by Lannoy, seconded by Reynolds to approve the July 26, 2016 meeting minutes noting that in August and September no meetings were held. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
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. DISCUSSION: Commissioners sought assurances that the building was up to code. MOTION: Moved by Butzine, seconded by Lannoy to recommend to Council approval of the conditional use permit to allow residential dwelling on a partial west portion of the 1st floor as submitted by the applicant. VOICE VOTE: Motion carried.
 - b. Home Occupation Applications
 - i. Angela M. Slager, Prairie Girl Quilts, 840 Hiawatha Trail. MOTION: Moved by Butzine, seconded by Lannoy to approve the home occupation application as presented. VOICE VOTE: Motion carried.
 - ii. Martin Rowe & Debra Ehmann, Art Tours, Open Studio Events & Art Classes, 422 W. Madison Street. MOTION: Moved by Butzine, seconded by Lannoy to approve the home occupation application as presented. VOICE VOTE: Motion carried.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. Hansen said a November meeting was likely. He asked if a quorum would be present for the November 22 meeting.
6. ADJOURNMENT. MOTION: Moved by Leisses, seconded Butzine to adjourn. Approximate time: 7:15 pm.



Mo Hansen
Clerk/Treasurer



**Plan Commissioners:
Informational Only**

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

November 16, 2016

Scott Hartwig
111 North Monroe Street
Waterloo, WI 53594

RE: INFORMATION REQUEST C-1 ZONING AT 115 NORTH MONROE STREET OWNED BY ROYAL AND DEBRA HARTWIG

Scott:

Thank you for talking with me by phone regarding the current zoning for 115 North Monroe Street. You indicated an interest in residing on the first floor at this location.

The property is zoned C-1 General Commercial District. Chapter 385 covers all aspects of the municipal zoning (<http://ecode360.com/9840536>)

Section 385-12 of that chapter details provisions for the C-1 General Commercial District. (<http://ecode360.com/9840855>)

Section 385-12(C)(1) states:

C. Uses permitted in the C-1 District are subject to the following conditions:

(1) Dwelling units are not permitted below the second floor without a conditional use permit and business uses are not permitted on any floor above the ground floor, except in those buildings or structures where dwelling units are not established.

Our records indicated that no conditional use has been granted for 115 North Monroe Street. A conditional use permit may be applied for by submitting an application and a non-refundable application fee of \$285 to the Clerk/Treasurer's office. With this letter I am including additional information about the conditional use application process.

Sincerely,

Mo Hansen
Clerk/Treasurer

cc: Mayor
cc: Building Inspector



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

December 16, 2016

Royal Hartwig
301 East Short Street
Lake Mills, WI 53594

RE: 115 NORTH MONROE STREET PREMISE INSPECTION REPORT – 100% ZONING CODE COMPLIANCE

Royal:

Congratulations.

This letter is to inform you that a December 16, 2016 premise inspection conducted by City of Waterloo Building Inspector Dan Burrows finds the parcel at 115 North Monroe Street as being in full compliance with the municipal zoning code.

A special note of thanks to Scott for taking time from a busy Friday morning to provide Dan Burrows access to the property.

Sincerely,

Mo Hansen
Clerk/Treasurer

cc: Mayor, Building Inspector, Scott Hartwig

Mo Hansen

From: Mo Hansen <cityhall@waterloowi.us>
Sent: Friday, January 06, 2017 8:50 AM
To: City of Waterloo, Mayor; Bob Thompson Traveling (zip53594Mayor@hotmail.com)
Subject: FW: Phase 2 of Treyburn Farms
Attachments: 2017-01-06_1015Lexington_AsContemplated.pdf

FYI Mayor Thompson, City Attorney & City Engineer,
Attached is a two page visual of what is described below. We have no formal proposal for this before us at this time, just a head's up.
-Mo

From: Mo Hansen [mailto:cityhall@waterloowi.us]
Sent: Friday, January 06, 2017 8:11 AM
To: 'Julie Busche' <julieb@inventurerealty.com>
Cc: tburn1@hotmail.com
Subject: RE: Phase 2 of Treyburn Farms

Julie,
With necessary approvals, the answer is yes. Confirming that no engineering issues or legal issues, affecting the subdivision as a whole, are created as a result of the sale, a release of the type outlined below could be considered by the Plan Commission and the City Council.
-Mo

From: Julie Busche [mailto:julieb@inventurerealty.com]
Sent: Friday, January 06, 2017 12:09 AM
To: Mo Hansen <cityhall@waterloowi.us>
Subject: Phase 2 of Treyburn Farms

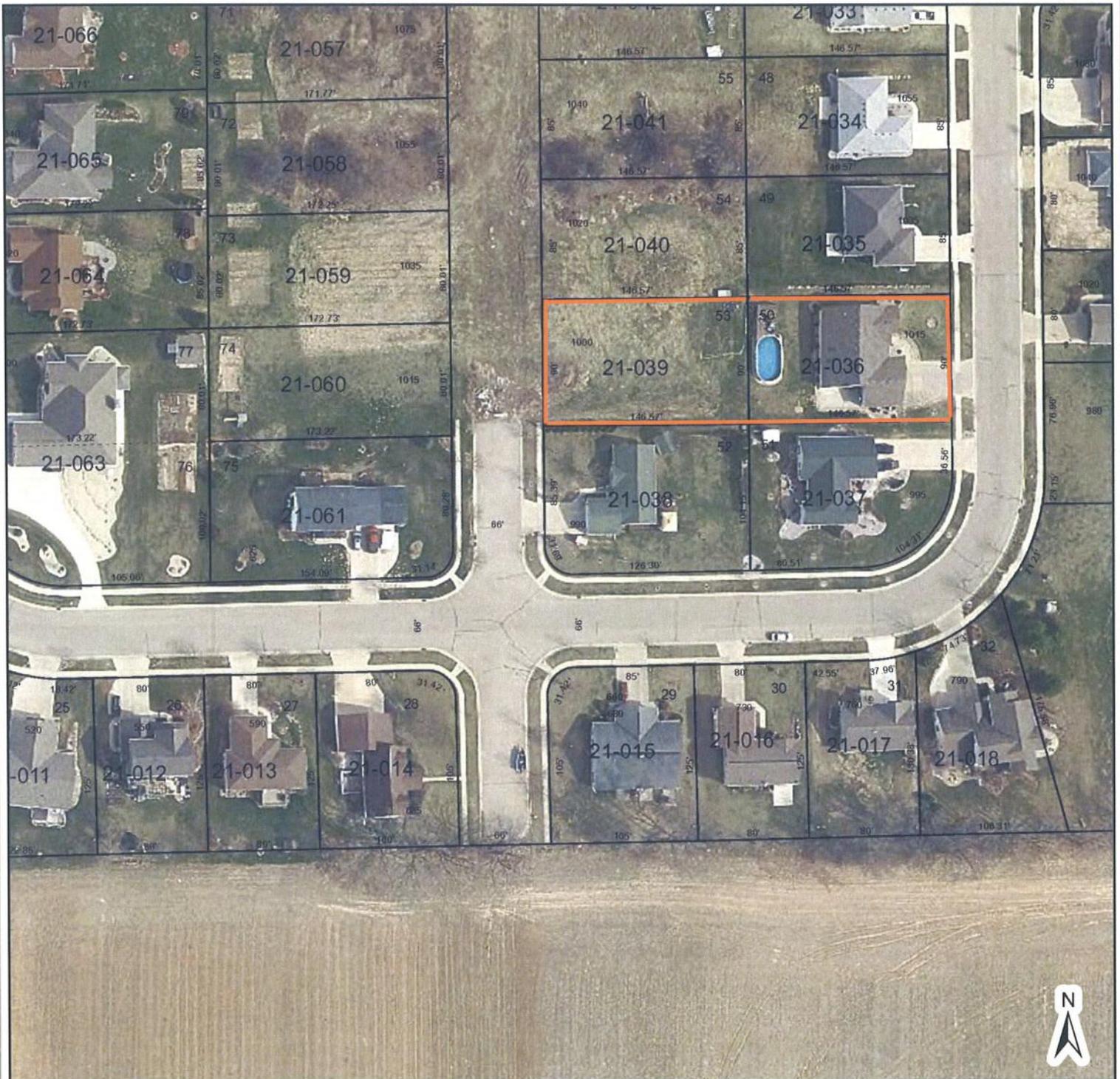
[Click Here to View Listings](#)

Hi Mo

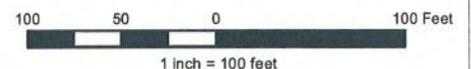
I spoke with Mike Valent and he suggested I call you. He has the second phase of lots listed for sale and I have a property located at 1015 Lexington Way listed, which happens to back up to his lots.

Right now as you know they are vacant and undeveloped. I have a buyer who has made an offer on my Lexington Listing. They are wondering if at some point they could purchase the lot that backs up to and abuts 1015 Lexington. They are interested in having a bigger lot and more room surrounding their potential new home. Mike said he would be willing to sell the lot and he said I should check with you to see if the City would consider releasing it prior to the rest of the second phase parcel being sold and developed, as well as what that might entail. The buyers aren't necessarily interested in purchasing right now but would be very interested within the next year or two.

Jefferson County Land Information



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



 Jefferson County Geographic Information System

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.

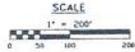
Printed on: January 6, 2017

Author: Public User

TREYBURN FARMS FIRST ADDITION

BEING A PART OF OUTLOT 75 OF THE ASSESSOR'S PLAT TO THE VILLAGE (NOW CITY) OF WATERLOO, LOCATED IN THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 5, TOWN 8 NORTH, RANGE 13 EAST, CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN

LANDS



BASIS OF BEARINGS
THE NORTH LINE OF THE NW 1/4 OF SECTION 5 IS RECORDED AS BEARING N89°58'39"E



PHASE 2 (CONSTRUCTED 2005)
TOTAL 22 LOTS (35-49, & 61-67)
ALLOWS SECOND POINT OF INGRESS & EGRESS FROM SUBDIVISION
CL LEXINGTON LANE - 960 LF
CL DERBY DRIVE - 208 LF
CL BLUEGRASS TRAIL - 443 LF

PHASE 3
TOTAL 15 LOTS (53 - 60, & 68 - 74)
CSM 4901, 4 LOTS (1 - 4)
BLUEGRASS TRAIL - 938 LF

1015 Lexington Way
(as contemplated)

- LEGEND**
- JEFFERSON COUNTY ALUMINUM MONUMENT (FOUND)
 - 3/4" ROUND IRON REBAR (FOUND) UNLESS NOTED
 - 1 1/4" x 30" ROUND IRON RE-BAR (SET), WEIGHING 4.30 LBS/LF
 - ALL OTHER LOT AND OUTLOT CORNERS SET WITH 3/4" x 24" ROUND IRON RE-BAR WEIGHING 1.50 LBS/LF
 - () "RECORDED AS" INFORMATION
 - DESIGNATES NO VEHICULAR ACCESS
 - EXISTING DEVELOPMENT

DATE	BY	REVISION
TREYBURN FARMS CITY OF WATERLOO JEFFERSON COUNTY, WI	BELKEN ENGINEERING, INC. 1150 W MAIN STREET, SUITE 3 SUN PRARIE, WI 53590 608-837-0976	
DRAWN BY	CHECKED BY	DATE
ASST. ENGINEER: J.C. LIG MARSHALL W DANE COUNTY, WI		
PROJECT NO. 1201-10-087	DATE: JANUARY 25, 2005	SCALE: AS SHOWN
SHEET NO. 08	TOTAL SHEETS: 08	



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

NOTICE OF PUBLIC HEARING FOR LAND USE REZONING FROM C-2 HIGHWAY COMMERCIAL DISTRICT TO R-2 SINGLE-FAMILY RESIDENTIAL DISTRICT UNDER PROVISIONS OF CHAPTER §385-31 CHANGES AND AMENDMENTS AND CHAPTER §385-10, R-2 SINGLE-FAMILY RESIDENTIAL DISTRICT AND

NOTICE OF PUBLIC HEARING FOR A CONDITIONAL USE PERMIT UNDER PROVISIONS OF CHAPTER §385-21 CONDITIONAL USES AND CHAPTER §385-10, R-2 SINGLE-FAMILY RESIDENTIAL DISTRICT REQUIRING A CONDITIONAL USE PERMIT FOR A TWO FAMILY DWELLING

Please take notice that the Plan Commission of the City of Waterloo, Jefferson County, Wisconsin, acting under provisions of Chapter §385-31 changes and amendments and Chapter §385-10 R-2 Single Family Residential District of the Zoning Code of the City of Waterloo, shall hold a public hearing on the matter of an application from Katherine Zwieg, in regards to the property located at 1212 Main Street, Waterloo.

The land use-rezoning request is to allow a change in land use from existing C-2 Highway Commercial District to R-2, Single Family Residential District for purposes of establishing a residential dwelling unit on the lower level.

The Conditional Use Permit request is to allow a Two-Family Dwelling in the R-1 District.

The property is described as follows:

Tax Parcel: 290-0813-0511-003

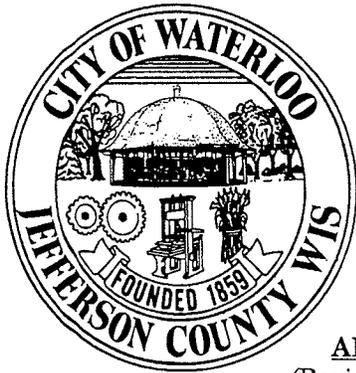
Lot Description: OUT LOT 69, ASR PLT

Also known as: 1212 Main Street, Waterloo

Be further notified that the Plan Commission will hear all persons interested or their agents or attorneys concerning the recommendation for a land use zoning change and a conditional use permit at a public hearing to be held at **7:00 p.m., on Tuesday, February 28, 2017 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 land use rezoning and conditional use permit request to the Common Council. The Common Council will act on the Plan Commission's recommendation at its regular scheduled March 2, 2017 meeting.

Morton J. Hansen
City Clerk/Treasurer



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021
cityhall@waterloowis.com

2/6/2017
Receipt
#32848

APPLICATION FOR CONDITIONAL USE PERMIT
(Review and Action by City Plan Commission/Common Council)

Number: 2017-01 Date Filed: 2-1-17 Fee Paid: 28509

Location of Property: 1212 Main St. Waterloo, WI 53594 (Portland)

Applicant: Katherine L. Zwielle

Address: 1113 Lum Ave, Waterloo, WI Telephone: 920-285-4775

Owner of Property: Katherine L. Zwielle

Address: _____ Telephone: _____

Contractor: _____

Address: _____ Telephone: _____

Architect or Professional Engineer: SAME AS ABOVE

Address: _____ Telephone: _____

Legal Description of Property: OUTLOT 69 ASR PLT
Tax Parcel #
#290-0813-0511-003

Land Parcel Size: -.284 acreage Present Use: Northwest Zoning District: C-2

Type of Existing Structure (if any): 1 1/2 Story Building

Proposed Use of the Structure or Site: Residential Number of Employees: _____

Terms of Municipal Code

Conditional Use Requested

385-10 R-2 Single Family Residential
District

Two-Family Dwelling

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

TO CHANGE ZONING

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: 2-1 20 17

Signature of Applicant [Handwritten Signature]

Paul
285.00
2/6/2016
Receipt
#32848

To Whom:

February 1, 2011

I'm Looking To Change The
Property At 1212 MAIN St. Portland
From Commercial To R-2 Single
Family Residential District. For the
Lower Level.

UP STAIRS IS AN APARTMENT THAT
WAS THERE.

MAKING THE BUILDING A 2-FAMILY
Dwellings

THANK YOU -

Howard Jung

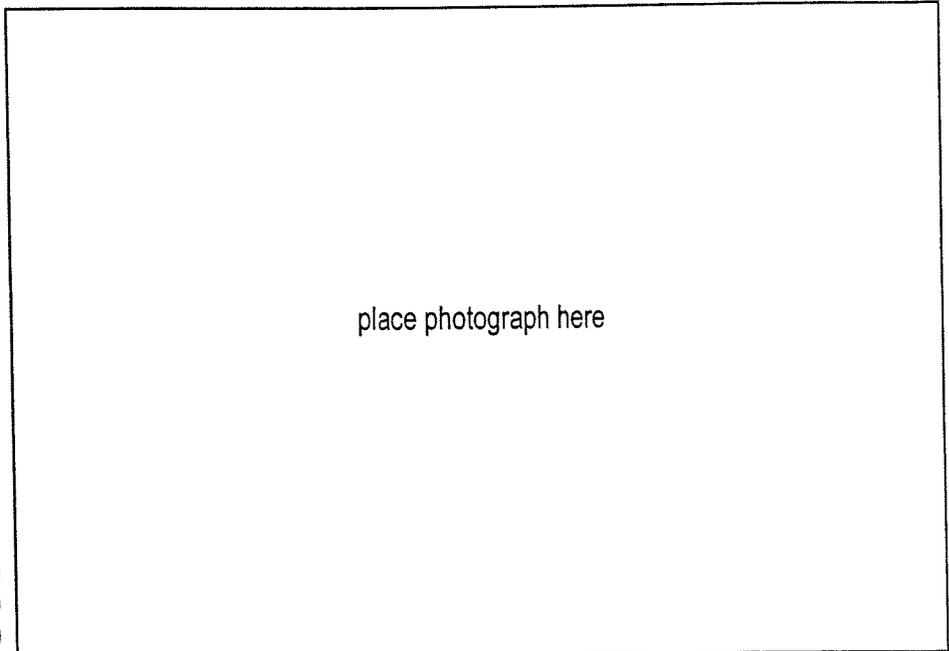
Property Records

November 15, 2002

Tax # 0511-003

Property Address
1212 Main St

Legal Description
OUT LOT 69, ASR PLT



Neighborhood
Misc Commercial

Traffic / Water / Sanitary
Medium / City water / Sewer

Summary of Assessment

Land	\$16,900
Improvements	\$100,700
Total assessment	\$117,600

Land							
Class	Unit Measure	Width	Depth	Acres	% Inf	Description	\$ Value
Commercial	Front foot	132	170		-50%	Size/Shape of Lot	\$16,900

Total land value: \$16,900

Primary Residence							
Entrance	Estimated	Basement	960	SF	Fireplace stacks		
Year built	1927	Rec room		SF	Fireplace openings		
Story height	1.5 story	FBLA		SF	Metal fireplaces		
Style	Old style	First floor	1508	SF	Basement garage		
Use	Commercial	Second floor	720	SF	Other feature 1		
Exterior wall	Alum/vinyl	Finished attic		SF	Other feature 2		
Roof type	Asphalt shingles	Unfinished attic		SF	Grade factor	D	
Basement type	Partial	Unfinished area		SF	Condition	Average	
Heat type	Basic	Patio	133	SF	% complete	100%	
Fuel type	Gas	Open porch		SF			
System type	Hot water	Screen porch		SF			
Bedrooms	0	Enclosed porch		SF			
Family rooms	0	Wood deck		SF			
Full baths	1	Attached garage		SF			
Half baths	2	Masonry adjustment		SF			
Total rooms	0						
Total residence value:						\$99,500	
Total square footage:						2228	
\$ per square foot:						\$44.66	

Other Building Improvements			
Type	Width	Depth	\$ Value

Total OBI value:

Summary of Last Sale	
Date	
Price	
Time adjusted price	

- (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:
 - (a) One bedroom: minimum 1,200 square feet.
 - (b) Two bedrooms: minimum 1,300 square feet.
 - (c) Three bedrooms: minimum 1,500 square feet.
 - (d) Four bedrooms: minimum 1,700 square feet.
- (6) Off-street parking: minimum two spaces per unit, both of which shall be in a garage. (See also § 385-23 of this chapter.)

§ 385-10. R-2 Single-Family Residential District.

The R-2 District is intended to provide a quiet, pleasant and relatively spacious living area for single-family, two-family and multifamily dwellings protected from traffic hazards and intrusion. Further, it is intended that two-family and multifamily dwellings be dispersed throughout the district on a conditional use basis.

A. Permitted uses.

- (1) Uses permitted in the R-1 District.
- (2) Boardinghouses, up to four paying guests or boarders, including bed-and-breakfast establishments.

B. Conditional uses.

- (1) Conditional uses permitted in the R-1 District. **[Amended 3-15-2007 by Ord. No. 2007-05]**
 - (2) Two-family dwellings.
 - (3) Multifamily dwellings.
 - (4) Funeral homes.
 - (5) Public hospitals and rest homes.
 - (6) Private clubs, fraternities and lodges, except those whose chief activity is customarily carried on as a business.
 - (7) Additional garages or accessory building exceeding 144 square feet. **[Added by Ord. No. 95-11; amended 11-5-2009 by Ord. No. 2009-17]**
 - (8) Zero lot line or common wall construction single-family dwelling. **[Added by Ord. No. 2-01]**
- C. Lot, yard and building requirements. See also § 385-3 of this chapter.
- (1) Single-family dwellings. Same as for R-1 District.
 - (2) Two-family dwellings.
 - (a) Lot frontage: minimum 100 feet.
 - (b) Lot area: minimum 12,000 square feet.
 - (c) Principal building:
 - [1] Front yard: minimum 30 feet.
 - [2] Side yards: minimum 15 feet.
 - [3] Rear yard: minimum 40 feet.
 - [4] Building height: maximum 35 feet.
 - (d) Accessory building:
 - [1] Front yard: minimum 30 feet.
 - [2] Side yards: minimum five feet.
 - [3] Rear yard: minimum five feet.
 - [4] 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.

- [5] Floor area per dwelling unit: minimum 900 square feet.
 - [6] Off-street parking: minimum two spaces per unit. (See also § 385-23 of this chapter.)
- (3) Multifamily dwellings.
- (a) Lot frontage: minimum 100 feet.
 - (b) Lot area: minimum 12,000 square feet.
 - (c) Principal building:
 - [1] Front yard: minimum 30 feet.
 - [2] Side yards: minimum 15 feet.
 - [3] Rear yard: minimum 40 feet.
 - [4] Building height: maximum 35 feet.
 - (d) Accessory building:
 - [1] Front yard: minimum 25 feet.
 - [2] Side yards: minimum five feet.
 - [3] Rear yard: minimum five feet.
 - [4] 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) Number of stories: maximum two.
 - (f) Lot area per dwelling unit: minimum 3,600 square feet.
 - (g) Floor area per dwelling unit:
 - [1] One-bedroom unit: minimum 600 square feet.
 - [2] Two-bedroom unit: minimum 800 square feet.
 - [3] Three-bedroom unit: minimum 1,000 square feet.
 - (h) Off-street parking: 1 1/2 spaces per unit. See also § 385-23 of this chapter.
- (4) Zero lot line or common wall single-family units. **[Added by Ord. No. 2-01]**
- (a) Lot frontage: minimum 50 feet each unit.
 - (b) Lot area: minimum 6,000 square feet each unit.