136 North Monroe Street, Waterloo, Wisconsin 53594-1198
Phone (920) 478-3025
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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, APRIL 25, 2017**~~ **WEDNESDAY, MAY 3, 2017** **TIME:** ~~**7:00 p.m.**~~ **3:00 PM**
LOCATION: **136 N. MONROE STREET, MUNICIPAL BUILDING COUNCIL CHAMBERS**

to consider the following:

PUBLIC HEARING

1. CALL TO ORDER -- CONDITIONAL USE PERMIT – DALE KRAUS - PROPERTY LOCATED AT 391 VAN BUREN STREET.
   The Applicant, Dale Kraus, Owner Of The Property Located At 391 Van Buren Street, Is Requesting A Conditional Use Permit To Allow The Construction Of An Additional 40' X 60' (2,400 Sq. Ft.) And 21' Height Accessory Building In A 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 – February 28, 2017 (March 28, 2017 no meeting)

3. CITIZEN INPUT

4. NEW BUSINESS
   a. Dale Kraus, Owner Of The Property Located At 391 Van Buren Street - Conditional Use Permit Request To Allow The Construction Of An Additional 40' X 60' (2,400 Sq. Ft.) And 21' Height Accessory Building In A R-2 Single Family Residential District.
   b. Uniform And Effective Enforcement Of The Zoning Code

5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
   a. Considering The Following Updates: Zoning Maps, Conditional Use Forms And Comprehensive Plan Map

6. ADJOURNMENT

Mo Hansen

Mo Hansen, Clerk/Treasurer
Posted, Distributed & Emailed: ~~April 18, 2017~~ April 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
February 28, 2017

PUBLIC HEARING

1. CALL TO ORDER -- LAND USE REZONING AND CONDITIONAL USE PERMIT – KATHERINE ZWIEG - PROPERTY LOCATED AT 1212 MAIN STREET. Mayor Thompson called the public hearing to order at 7:00 p.m. Plan Commissioners Attending: Leisses, Springer, Crosby, Thompson, Butzine, and Lannoy. Absent: Reynolds. Others attending: Diane Graff with the Courier, Katherine Zweig, Jean Pantely and Clerk/Treasurer Hansen.

2. 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.
    a. DISCUSSION: The applicant said suitable entries & exits would be provided. The applicant and Jean Pantely described where doors are to serve as exits. It was stated that drawn plans would have to be submitted to the Building Inspector. The Mayor said he was not opposed to rezoning if it was contingent upon suitable submitted drawings. Lannoy questioned if suitable square footage was available. No other citizen spoke on the issue.

3. ADJOURN PUBLIC HEARING. Thompson adjourned the public hearing at approximately at 7:05 pm.

PLAN COMMISSION REGULARLY SCHEDULED MEETING

1. CALL TO ORDER AND ROLL CALL. Thompson called the regular meeting of the Plan Commission to order at approximately 7:06 p.m. Plan Commissioners Attending: Leisses, Springer, Crosby, Thompson, Butzine, and Lannoy. Absent: Reynolds. Others attending: Katherine Zweig, Jean Pantely and Clerk/Treasurer Hansen.

2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES – October 25, 2016 (November 22, 2016, December 27, 2016 and January 24, 2017 no meetings). MOTION: Moved by Leisses, seconded by Lannoy to approve the October 25, 2016 minutes as presented. VOICE VOTE: Motion carried.

3. CITIZEN INPUT. None.

4. COMMUNICATIONS FROM CLERK/TREASURER (informational only). Noted.
    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. DISCUSSION: Springer said the motion should be approved conditioned upon work being completed by August 31, 2017. Lannoy said the Building Inspector should be involved in determining proper exits. MOTION: Moved by Crosby, seconded by Butzine to recommend rezoning and conditional use approval to the Council with the conditions that the project be completed in six months and a plans be presented to the Building Inspector meeting the requirements for exits. VOICE VOTE: Motion carried.
    b. Uniform And Effective Enforcement Of The Zoning Code. MOTION: Moved by Springer, seconded by Crosby to table the item. VOICE VOTE: Motion carried.

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.

7. ADJOURNMENT. MOTION: Moved by Springer, seconded Butzine to adjourn. Approximate time: 7:30 pm.

Mo Hansen

Mo Hansen
Clerk/Treasurer

136 North Monroe Street
Waterloo, WI 53594
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NOTICE OF PUBLIC HEARING FOR CONDITIONAL USE PERMIT UNDER PROVISIONS OF CHAPTER §385-10(B)(7) AND §385-21 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)(7) and §385-21 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 Dale Kraus, owner of the property located at 391 Van Buren Street, Waterloo.

The applicant is requesting a conditional use permit to allow the construction of an additional 40' x 60' (2,400 sq. ft.) and 21' height accessory building. A conditional use permit is required for an additional garage or accessory building exceeding 864 square feet and 15 feet in height in a residential district.

The property is described as follows:
Tax Parcels: (1)#290-0813-0712-012 and (2)#290-0813-0712-019
Legal Description: (1)OUT LOT 118,EX BEG AT SE/C OUT LOT 119, W90FT, S36FT, W75FT, S89.36FT, E165FT N TO POB. EX BEG SE/C OUT LOT 120 W165FT, S15FT, E165FT, N15, 5.66 acres, Jefferson County, Wisconsin and (2)S1/2 OUT LOT 122, ASR PLT ALSO PRT OF N1/2 VAC ROW 742-242. SUBJ TO 5FT UTILITY & DRIVEWAY ESMT FOR OL118 IN 742-305, .288 acres, Jefferson County, Wisconsin
Also known as 391 Van Buren 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, April 25, 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 conditional use permit to the Common Council. The City Council will act on the Plan Commission's recommendation at its regularly scheduled meeting on Thursday, May 4, 2017.

Mark J Hansen

Morton J. Hansen
City Clerk/Treasurer

Pub: The Courier: April 20, 2017

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

APPLICATION FOR CONDITIONAL USE PERMIT

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

Number: _____ **Date Filed:** 4/11/2017 **Fee Paid:** 285.00 Pd 4/11/17 #33003

Location of Property: 391 Van Buren St, Waterloo

Applicant: Dale A. Kraus

Address: 391 Van Buren St, Waterloo **Telephone:** 920-342-3883

Owner of Property: Dale A. Kraus

Address: 391 Van Buren St, Waterloo **Telephone:** _____

Contractor: To be determined

Address: _____ **Telephone:** _____

Architect or Professional Engineer: _____

Address: _____ **Telephone:** _____

Legal Description of Property: S1/2 OutLot 122, ASR PLT-ALSO PART OF N1/2 Vacated Alley lying directly Southerly and adjoining

Land Parcel Size: .288/5.79 acres **Present Use:** Vacant **Zoning District:** R-2

Type of Existing Structure (if any): None

Proposed Use of the Structure or Site: Storage **Number of Employees:** _____

Terms of Municipal Code	Conditional Use Requested
Maximum accessory building height 15ft + 864 sq ft	Requesting 21 ft height + 2400 Sq ft

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

More storage space is required for such a large + complex property. The .28 acre lot for the proposed structure will be combined with a 5.8 acre lot with home.

ATTACH THE FOLLOWING:

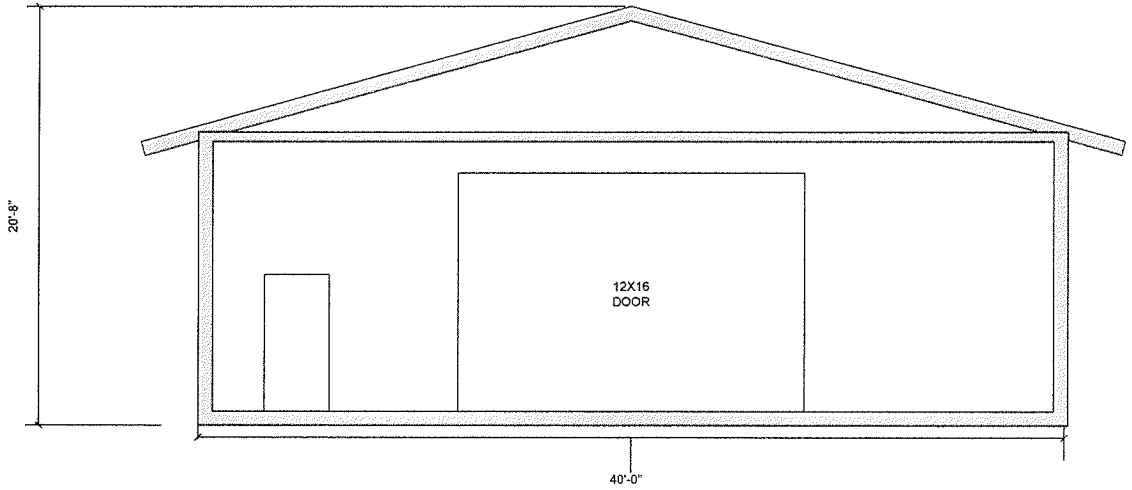
1. Adjoining owners, all names and addresses of all abutting and opposite property owners within 200 feet.
2. Site Plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

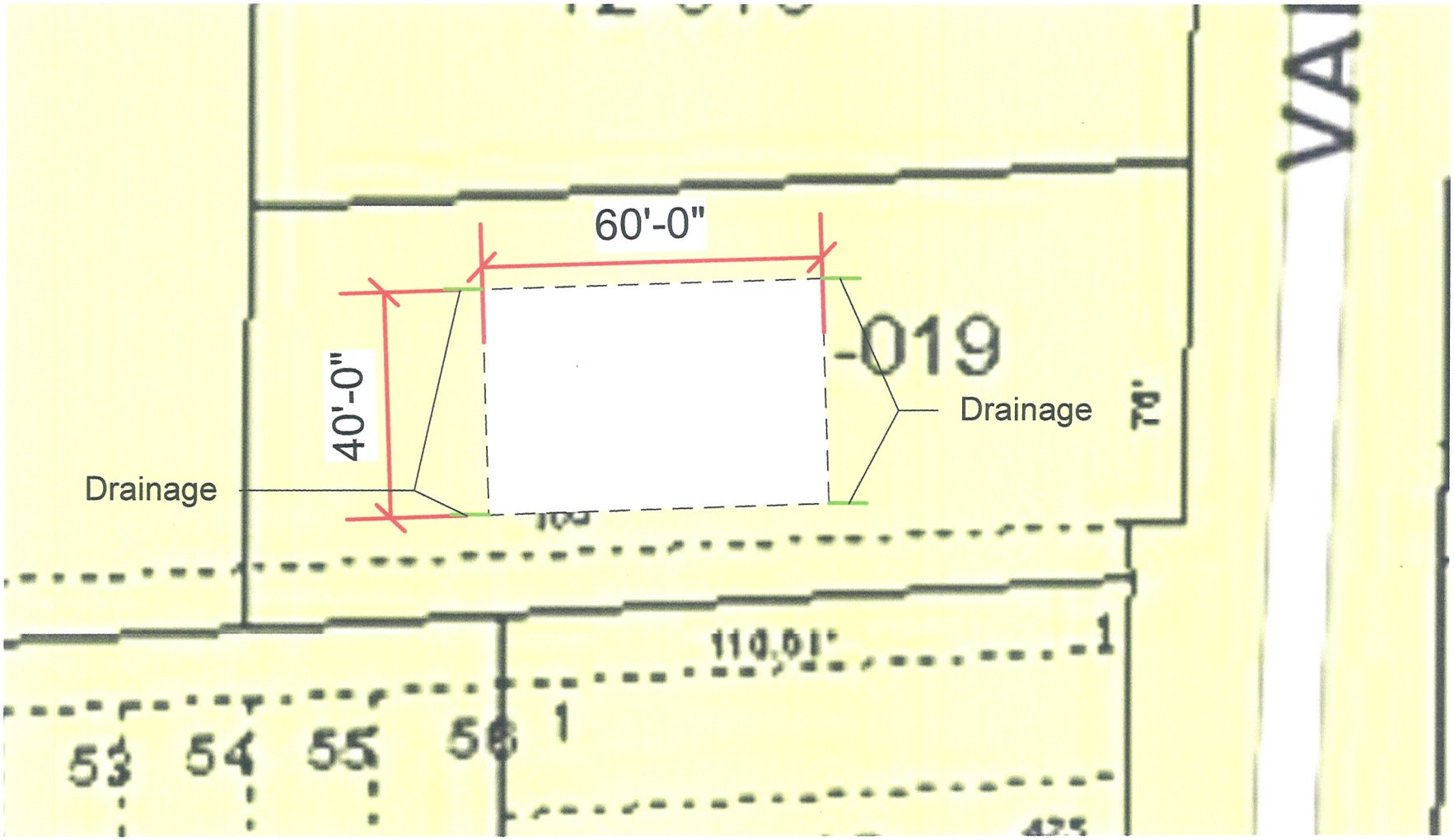
Date: April 10th 2017

Dale A Kraus
Signature of Applicant

12-012
12-016
12-017
12-018
11-097
11-098
11-099
11-100
14-075
14-013
14-015
13-009
13-007
13-6
12'-0"
30'-0"
75'-0"
20'-0"

OL 118
OL 119
12-013
OL 117
12-014
12-015
OL 120
12-016
OL 12
12-017
OL 122
12-018
12-012
Lots 12-019
+
12-012
will be joined
VAN BUREN ST
VAN BUREN ST
40x60
12-019


20'-8"
12X16
DOOR
40'-0"


60'-0"
40'-0"
-019
Drainage
Drainage
110.01'
53
54
55
56

City of Waterloo

Morton Hansen
Clerk/Treasurer
136 North Monroe Street
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Fax: 920.478.2021

TO: PLAN COMMISSION

FROM: CLERK/TREASURER

SUBJECT: UNIFORM & EFFECTIVE ENFORCEMENT OF THE ZONING CODE

DATE: FEBRUARY 28, 2017

UNIFORM & EFFECTIVE ENFORCEMENT OF THE ZONING CODE ITEMS TO CONSIDER

WHO DOES WHAT?

(1) The Plan Commission and the governing body are responsible for deliberating on the merits of submitted plans, and ordinances & amendments related to land use. That means setting policy, considering rezoning, conditional use permits and plan review.

(2) By design or otherwise, accountability for zoning administration is not clear. Section 385-32 of the municipal code says in regards to zoning enforcement: "Enforcement. It shall be the duty of the Building Inspector, with the aid of the Police Department, to enforce the provisions of this chapter." But for decades Waterloo has not had a contract with a building inspection company which specifies zoning enforcement work. Little to no time is allocated to ensure compliance, unless a complaint is filed, making uniform enforcement a challenge. The ordinances route sign permit approvals to the Clerk/Treasurer as it does is the decision on whether or not project design review is required for a project. Applications, petitions and zoning related forms are to be filed with the Clerk/Treasurer.

ZONING, FIRE INSPECTIONS & BUILDING INSPECTIONS.

Dan Burrows with SafeBUILT has said the annual fire inspection is an untapped opportunity to also identify zoning and building inspection issues.

But generally we act only based on a complaint. Challenges with such a complaint based system are two-fold: (a) if everyone wants to circumvent compliance, simply have nobody complain; and (b) in Waterloo feuding neighbors frequently carry on repeated tit-for-tat "complaints wars" for, literally, years. These complaints pull resources from other issues.

OPPORTUNITIES FOR IMPROVEMENT.

1. Include "complete by" or permit expiration dates when issuing conditional use permits.
2. Better communicated plan submittal requirements.
3. Improved tracking of conditions placed on permits.
4. Moving past a complaint based enforcement system with clearer assignment of responsibilities.
5. Having a plan with a purpose. As stated by Rebecca Roberts from the Center for Land Use Education (January 2016, Whitewater) "Zoning amendments should meet suggested rezoning criteria: (a) consistent with the comprehensive plan; (b) meet criteria for the proposed district; (c) be compatible with adjacent uses; and (d) should provide a public purpose or benefit, not merely benefit an individual property owner."