



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, JUNE 27, 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 -- CONDITIONAL USE PERMIT – ROBERT THOMPSON - PROPERTY LOCATED AT 209 BEECH ROAD.
The Applicant, Robert Thompson, Owner Of The Property Located At 209 Beech Road, Is Requesting A Conditional Use Permit To Allow For Construction Of An Additional 20' X 22' (440 Sq. Ft.) Garage In A R-1 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
3. CITIZEN INPUT
4. UNFINISHED BUSINESS
 - a. Uniform & Effective Enforcement Of The Building & Zoning Code: Policies To Achieve Desired Outcomes
5. NEW BUSINESS
 - a. Certified Survey Map, Dale Kraus, Owner At 391 Van Buren
 - b. Conditional Use Permit, Robert Thompson - Property Located At 209 Beech Road, To Allow For Construction Of An Additional 20' X 22' (440 Sq. Ft.) Garage In A R-1 Single Family Residential District
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Considering The Following Updates: Zoning Maps, Conditional Use Forms And Comprehensive Plan Map
7. ADJOURNMENT

Mo Hansen

Mo Hansen, Clerk/Treasurer

Posted, Distributed & Emailed: June 22, 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.



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**NOTICE OF PUBLIC HEARING FOR CONDITIONAL USE PERMIT UNDER PROVISIONS
OF CHAPTER §385-8(B) (7) 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 §385-8(B)(7) 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 Robert Thompson, owner of the property located at 209 Beech Road, Waterloo.

The applicant is requesting a conditional use permit to allow the construction of an additional 20' x 22' (440 sq. ft.) accessory building. A conditional use permit is required for an additional garage or accessory building in a residential district.

The property is described as follows:

Tax Parcel: #290-0813-0544-032

Legal Description: Lot 4 Heritage Hills, 0.44 acres, Jefferson County, Wisconsin

Also known as 209 Beech Road.

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, June 27, 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, July 6, 2017.

Morton J. Hansen

Morton J. Hansen
City Clerk/Treasurer

Pub: The Courier: June 22, 2017

TO: PLAN COMMISSION
FROM: CLERK/TREASURER
SUBJECT: POLICY OUTLINE FOR CONSIDERATION – UNIFORM & EFFECTIVE ENFORCEMENT OF THE BUILDING & ZONING CODES TO ACHIEVE DESIRED OUTCOMES
DATE: JUNE 23, 2017

**POLICY DIRECTIVES FOR PLAN COMMISSION CONSIDERATION
ACHIEVING UNIFORM & EFFECTIVE
ENFORCEMENT OF THE BUILDING & ZONING CODE**

DESIRED OUTCOMES

1. Clearly and succinctly defining and articulating the “rules of the game” to the public.
 - a. Ensuring complete applicant submittal information is in-hand prior to Plan Commission consideration.
 - b. Completing staff reviews prior to legislative consideration.
 - c. A public information campaign about the value of meeting building code and zoning code standards.
 - d. Recognizing/acknowledging/highlighting those that exceed compliance standards.
2. Minimizing the negative consequences of “Complaint Base Enforcement.”
 - a. Establish a recurring inspections regime for commercial property and multi-unit residential properties.
 - b. Institute a multi-department coordinated response to residential & commercial blight.
3. Prompt enforcement.
4. Recurring review of standards by policy-makers (i.e. Why are Waterloo standards the way they are? What is the current day justification/necessity for a given standard?)

TOOLS NEEDED TO ACHIEVE OUTCOMES

1. Online checklists & easy-fill forms for applicants.
2. Online access to applicant submittals for all contract service providers (Building Inspection Official, Engineer and Attorney) to aid in minimizing review turnaround time.
3. Large screen visual presentations to Plan Commission & Council when consideration applications.
4. Deadlines associated with permit issuance and penalties/consequences for failure to meet deadlines.
5. Simple GIS mapping tools to better analyze issues the Commission, City Council or others may want researched.

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."

Preliminary Certified Survey Map

Part of Outlots 118, and 122 of the Assessor's Plat of the Village, (now City) of Waterloo being in part of the NW 1/4 of the NE 1/4 of Section 7, T.8N., R.13 E., City of Waterloo, Jefferson County, Wisconsin

Show a legend specifying the kind of material, outside diameter, length, and weight of monuments found or set in accordance to SS 236.20(2)(b)

Note the changes in right of way width in accordance to SS 236.20(2)(f)

Include the legal description and the certificates pages

Show width

Show the flood plain and wetland limits. A contour line lying a vertical distance of two feet above the elevation of the 100 year flood or five feet above the elevation of the maximum flood of record is required (Mun. Code 380-23).

Name and address of the owner, subdivider and surveyor is required.

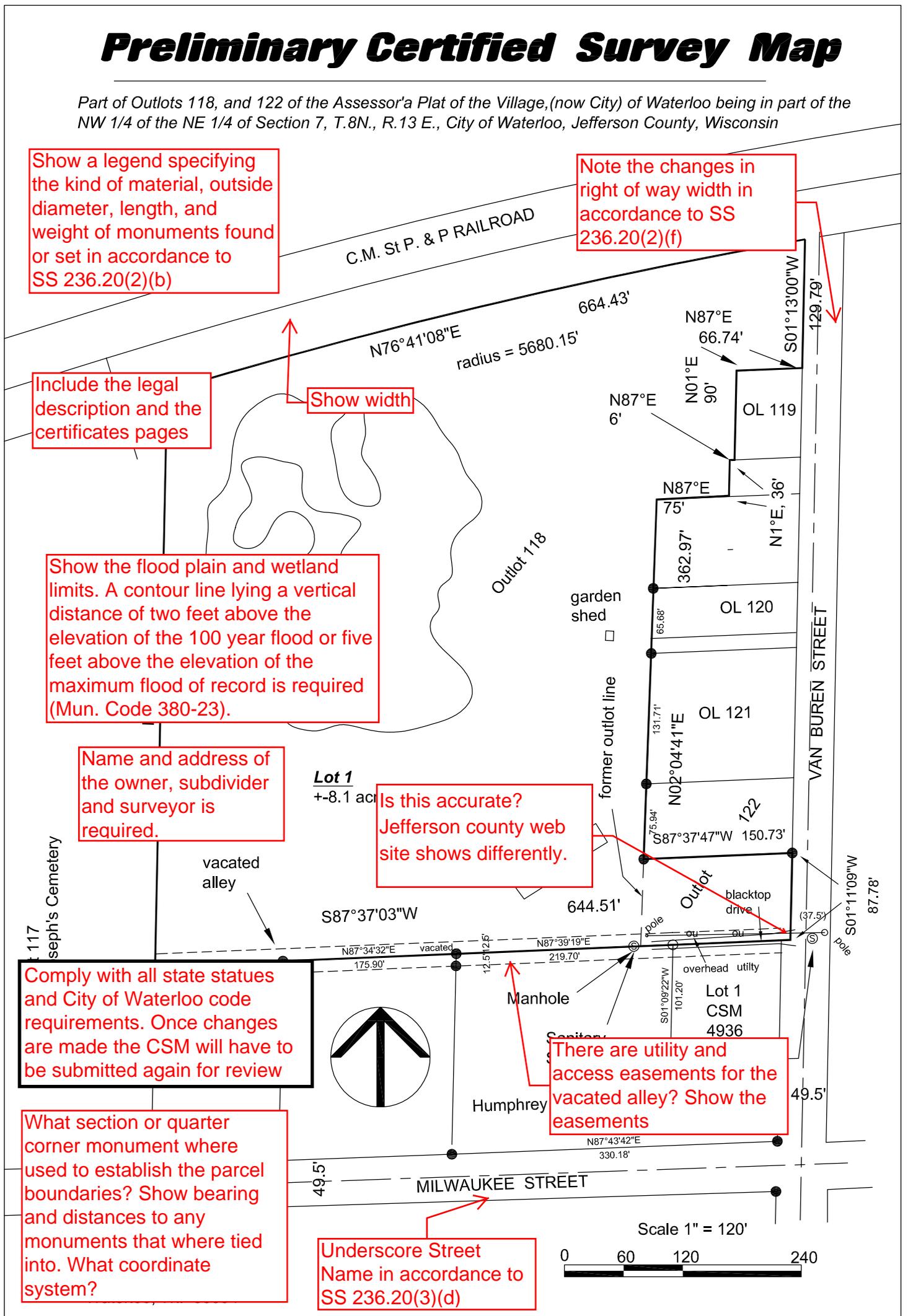
Is this accurate? Jefferson county web site shows differently.

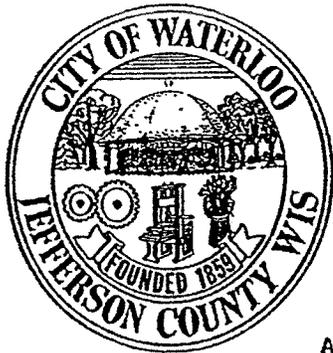
Comply with all state statues and City of Waterloo code requirements. Once changes are made the CSM will have to be submitted again for review

What section or quarter corner monument where used to establish the parcel boundaries? Show bearing and distances to any monuments that where tied into. What coordinate system?

Underscore Street Name in accordance to SS 236.20(3)(d)

There are utility and access easements for the vacated alley? Show the easements





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Phone (920) 478-3025
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fd # 285.00
6/19/17
33224

APPLICATION FOR CONDITIONAL USE PERMIT

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

Number: _____ Date Filed: 6/16/2017 Fee Paid: 285.00

Location of Property: 209 BEECH RD.

Applicant: ROBERT H. THOMPSON

Address: 209 BEECH RD. Telephone: 920 478-3813

Owner of Property: ABOVE

Address: _____ Telephone: _____

Contractor: AMERICAN GARAGE BUILDERS

Address: 576 LINNEMAN DR. SUN PRAIRIE WI. 53590 Telephone: 800 830-8060

Architect or Professional Engineer: _____

Address: _____ Telephone: _____

Legal Description of Property: LOT 4 Heritage Hills

Land Parcel Size: 0.44 acres Present Use: RESIDENCE Zoning District: R-1

Type of Existing Structure (if any): HOME

Proposed Use of the Structure or Site: GARAGE Number of Employees: 0

TERMS OF MUNICIPAL CODE

385-8B(7)

CONDITIONAL USE REQUESTED

Additional accessory building exceeding 144 square feet.

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)
NEED FOR ADDITIONAL PARKING & STORAGE 440 sq. ft.

ATTACH THE FOLLOWING:

N/A
we create
1st.

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: 6-16-2017

Robert H. Thompson
Signature of Applicant

