



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, JULY 25, 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 – TERRY & KELLY KUHL - PROPERTY LOCATED AT 970 PORTLAND ROAD.  
The Applicants, Terry & Kelly Kuhl, Owners Of The Property Located At 970 Portland Road, Is Requesting A Conditional Use Permit To Allow For Construction Of An Additional 30' X 40' (1,200 Sq. Ft.) Accessory Building 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. Conditional Use Permit, Terry & Kelly Kuhl - Property Located At 970 Portland Road, To Allow For Construction Of An Additional 30' X 40' (1,200 Sq. Ft.) Accessory Building 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: July 19, 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(C) (4) 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(C) (4) 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 Terry & Kelly Kuhl, owner of the property located at 970 Portland Road, Waterloo.

The applicant is requesting a conditional use permit to allow the construction of an additional 30' x 40' (1,200 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: #290-0813-0511-011

Legal Description: Lot 1 CSM 4845-25-134, DOC 1185423, 1.004 acres, Jefferson County, Wisconsin

Also known as 970 Portland 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, July 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, August 3, 2017.

*M. Hansen*

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Morton J. Hansen  
City Clerk/Treasurer

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Pub: The Courier: July 20, 2017

**WATERLOO PLAN COMMISSION – MINUTES**  
**June 27, 2017**

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. Springer called the public hearing to order at 7:00 pm. Plan Commissioners attending: Leisses, Springer, Butzine, Lannoy and Reynolds. Absent: Crosby and Thompson. Others attending: Dale Kraus, Diane Graff and Clerk/Treasurer Hansen.  
  
DISCUSSION: Hansen said Building Official Chris Butschke has reviewed the application; that setbacks were not shown on the submittal; and the applicant had said the shortest setback distance would be roughly seventeen feet. Leisses said the minimum required setback is five feet. Springer noted two previous approved conditional uses in the neighborhood. No comments from the public were made.
2. ADJOURN PUBLIC HEARING. Springer closed the public hearing at approximately 7:01 pm.

PLAN COMMISSION REGULARLY SCHEDULED MEETING

1. CALL TO ORDER AND ROLL CALL. Springer called the meeting to order at 7:01 pm. Plan Commissioners attending: Leisses, Springer, Butzine, Lannoy and Reynolds. Absent: Crosby and Thompson. Others attending: Dale Kraus, Diane Graff and Clerk/Treasurer Hansen.
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES. DISCUSSION: Hansen said the May 23, 2017 meeting minutes had not been included in the packet, but were now provided. MOTION: Moved by Leisses, seconded by Reynolds to approve the May 23, 2017 meeting minutes provided. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UNFINISHED BUSINESS
  - a. Uniform & Effective Enforcement Of The Building & Zoning Code: Policies To Achieve Desired Outcomes. DISCUSSION: Hansen presented a report listing tasks and challenges. He said Leisses and Building Official Chris Butschke had met since the last meeting and Reynolds had reviewed the report. Reynolds suggested creating a part-time position, a department or similar to address the report items, saying there were too many. Hansen said forms and timely distribution of submittal information to Attorney, Engineer and Building Inspector would be improved. Reynolds said the City should take the lead in cleaning up streets and public areas. Springer said some matters were similar to snow removal or weeds, a notice is given then DPW takes action to remedy. Hansen said if too many private property remedies are routed to DPW, that department then gets behind on its other responsibilities. Leisses said Beaver Dam contracts out for snow removal and other tasks when property owners are not in compliance, billing back cost to property owners. Reynolds said like the leash law, greater penalties should be in place for repeat offenders. Springer reviewed, in general terms, costs related to issuing a citation, saying if a citation were higher more money would come back to the General Fund. Lannoy asked rhetorically if tax levy dollars could initially be devoted to more inspections and enforcement actions and once the situation was more under control fines/fees could be devoted to future inspection and enforcement actions. Reynolds and Lannoy spoke favorably of devoting additional revenue to address enforcement gaps. Leisses noted that his firm, Kunkel Engineering Group, does zoning enforcement and they spend lots of time writing non-compliance letters. He said contract staff will defer to municipal staff in determining how far or how fast to proceed. Springer gave an example of a citation being \$100 or \$200, being paid with no action to remedy the non-compliance matter. The Knaption property on Polk was identified as an example of slow enforcement. Increasing fines and penalties so they are meaningful and compel compliance was noted. Hansen said clearly articulating to the public that more active enforcement was coming would be important. Hansen said SAFEbuilt staff is stretched covering many communities. No action taken.
5. NEW BUSINESS
  - a. Certified Survey Map, Dale Kraus, Owner At 391 Van Buren. DISCUSSION: Leisses said the map presented was preliminary and was marked up by Kunkel Engineering staff showing additional items needed. MOTION: Moved by Lannoy, seconded by Springer to recommend Council approval of the certified survey map conditioned upon final approval and sign-off by the City Engineer once the applicant has presented a final certified survey map. VOICE VOTE: Motion carried with Butzine abstaining.

- 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. DISCUSSION: Hansen said Thompson would provide the setbacks prior to the Building Official issuing a building permit. MOTION: Moved by Lannoy, seconded by Butzine to recommend to Council approval of the conditional use. VOICE VOTE: Motion carried.

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Considering The Following Updates: Zoning Maps, Conditional Use Forms And Comprehensive Plan Map

7. ADJOURNMENT. MOTION: Moved by Butzine, seconded by multiple to adjourn. Approximate time: 7:49 pm.



Mo Hansen  
Clerk/Treasurer

**TO:** PLAN COMMISSION  
**FROM:** CLERK/TREASURER  
**SUBJECT:** UNIFORM & EFFECTIVE ENFORCEMENT OF THE ZONING CODE  
**DATE:** FEBRUARY 28, 2017

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## 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."

**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

UPDATED WITH 6/27 MEETING NOTES BELOW

**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.

**6/27 PLAN COMMISSION DISCUSSION NOTES**

**ADDITIONAL DESIRED OUTCOMES:**

- (1) Strong focus on City cleaning-up & maintaining city areas (streets, public areas). City should lead on setting maintenance standards. [Reynolds]
- (2) Beaver Dam example: contract out for services relating to mowing and/or cleaning up private lands in non-compliance, rather than DPW time. Services billed back to those in non-compliance. [Leisses]
- (3) Devote tax levy \$\$ and/or fines & fees from non-compliance towards hours for inspections. Currently none budgeted. Prioritize enforcement. [Lannoy]
- (4) Citation penalties relatively low, payment of citations split between multiple recipients - consider raising citation amounts. [Springer] Devote additional revenue to address enforcement gaps. [Reynolds & Lannoy] Note: 2018 budget recommendation from Plan Commission?
- (5) Establish part-time funding or similar for professional staff to address issues listed in report. [Reynolds]

Summary of discussion themes: Diligent enforcement with penalties that are meaningful and compel compliance.

Clerk/Treasurer's Report To The Plan Commission: Partial List Of Enforcement Challenges

7/19/2017 2:16 PM

Category	Address	Property Owner	Desired Outcome	Link To Ord.	Notes
<b>_Property Maintenance</b>	Commonly corner lots		Annual inspection to ensure corner lot vision triangles are maintained for pedestrian & vehicle safety	<a href="#">§261-2 Public nuisance defined - vision clearance</a>	Typically complaint based or enforce in non-uniform manner.
<b>_Property Maintenance</b>	Multiple	multiple	Recurring inspection for unclean lots, deteriorate structures or other blighting influences	<a href="#">§219-5 Safe and sanitary maintenance of property</a>	Typically complaint based or enforce in non-uniform manner.
<b>Absentee owner</b>	122 S. Monroe St	Tom Bussan	Improved property owner care for property	<a href="#">261-3 Public nuisance affecting health</a>	Property serves as dumping grounds for mattresses, and junk, etc in downtown because all know no eyes are watching property
<b>Blight</b>	104 East Madison St	Nick Sharron	Eliminate recurring dumping of trash/appliances & furniture on Monroe St side of property	<a href="#">§219-5 Safe and sanitary maintenance of property</a>	Mattresses & debris dumped on site without owners consent on recurring basis.
<b>Blight</b>	362 W. Madison St	Robert Janek	Improved property owner care for property	<a href="#">§219-5 Safe and sanitary maintenance of property</a>	Junk/trash in yard, recurring
<b>Blight</b>	multiple	Owners of vehicles or recreational equipment	Recurring uniform contact & follow-up	<a href="#">§261-6 Nuisances - Storage of vehicles, recreational equipment &amp; firewood</a>	Police Department makes contact on complaint basis & reviews the community in Spring & Fall; primarily relates to unlicensed vehicles
<b>Code compliance</b>	100 McKay Way	Carl Butzine	Sump pump code compliance	<a href="#">§283-8 Clear waters</a>	discharge of sump pump to curb line
<b>Code compliance</b>	120 W. Madison St	Todd Strauss	100% of final inspections completed	<a href="#">§140-7 Building Inspector</a>	Owner does not call-in for final inspection. How many incomplete final inspections do we have?
<b>Code compliance</b>	129 N Monroe St	Keri Sellnow	Complete 1st floor build-out to code per conditional use	<a href="#">§140-19 Violations and penalties</a>	Owner granted conditional use to reside on a portion of 1st floor; has not complied with building code with shared commercial & residential floor
<b>Code compliance</b>	1326 Oak	Vic Bauer	Peaceable operation of an in-home business owner must seek and be granted an in-home occupation permit in this residential district	<a href="#">§385-10.2 Home occupations in residential districts</a>	noise complains of mechanical repairs in R-1 District
<b>Code compliance</b>	143 Portland Rd	Walter Hensler & tenants	Outdoor storage of vehicles limited to three	<a href="#">261-6 Nuisances - Storage of vehicles</a>	recurring violation; no citations issued

Clerk/Treasurer's Report To The Plan Commission: Partial List Of Enforcement Challenges

7/19/2017 2:16 PM

Category	Address	Property Owner	Desired Outcome	Link To Ord.	Notes
Code compliance	213 West Madison St	Bill Hart	Non-warehousing use conforming use in C-1 District	<a href="#">§385-12 C-1 General Commercial District</a>	Use changed from printing to warehousing, no conditional use granted therefore an illegal use
Code compliance	258 Polk St	Dan Knapton	Prompt enforcement. Raze property due to blighting influence	<a href="#">§219-5 Safe and sanitary maintenance of property</a>	4 years and running, citation and notices have no effect on compliance
Code compliance	341 Portland Rd	Ron Griffin	Outdoor storage of vehicles including truck bodies or trailers limited to three	<a href="#">261-6 Nuisances - Storage of vehicles</a>	recurring violation; no citations issued
Code Compliance	347 Crestview	Daniel Gorder Trust	One-family dwelling	<a href="#">§385-8 R-1 Single-Family Residential District</a>	Report of for-profit dwelling arrangement rather than nonprofit housekeeping unit as stated in ordinance
Code compliance	437 Minnetonka	Bruce Braunschweig	Pay utilities bills to remedy dwelling being deems an uninhabitable dwelling	<a href="#">219-9 Unfit Dwelling</a>	Property owner residing in an unfit dwelling unit. Water & sewer disconnected due to past due utility bills
Code compliance	Multiple commercial locations	multiple	Compliance with the sign ordinance with focus on repair of damaged signs and removal of outdated signs	<a href="#">§385-26 Signs and billboards</a>	Commercial signs require a permit; some existing have not been issued a permit; other temporary advertising signs on private property also have not been issued a permit. Encouraging creative use of signage to promote commerce is an implementation item of the economic development plan
Code compliance	601 Mohawk Ct	Hogan residence	Code Compliance	<a href="#">§385-8 R-1 Single-Family Residential District</a>	Neighbors complaining that property is not used as a single-family dwelling.
Neighbor complaints	100 block of Hickory Ln	Old National Bank	Improved property owner care for property which was originally intended to be public space	<a href="#">§ 377-7 Postconstruction Stormwater Performance standards</a>	terminus of Hickory Ln a former park reverted to private property when the plat was voided in 2008. Former park space is design to receive and convey storm water from public street. It now discharges to private ditch which is silted in.
Neighbor complaints	1300 block Oak St	Fugate/Bauer	Compliance with law	<a href="#">§ 385-10.2 Home occupations in residential districts</a>	neighbor reports operation of business without home occupation permit

Clerk/Treasurer's Report To The Plan Commission: Partial List Of Enforcement Challenges

7/19/2017 2:16 PM

Category	Address	Property Owner	Desired Outcome	Link To Ord.	Notes
Neighbor complaints	135 Jefferson St	Corey Besl	Appropriate use of sump pump not creating potential pedestrian slip hazard	<a href="#">§283-8 Clear waters</a>	discharge of sump pump to curb line doesn't flow to storm sewer creating pedestrian walk hazard near elementary school
Neighbor complaints	200 block of Beech Rd	Old National Bank	Improved property owner care for property which was originally intended to be public space	<a href="#">§ 377-7 Postconstruction Stormwater Performance standards</a>	terminus of Beech Rd (private property) collects storm water from street leading to ponding of stagnant water
Neighbor complaints	348 & 362 E Madison St	Seidl & Uttech	Prompt enforcement		Neighbors make recurring complaints and counter-complaints against one another; one property owner is moving out-of-town due to lack of prompt enforcement
Neighbor complaints	362 E. Madison St.	Jeremy Uttech	Property owner maintaining clean property; no dangerous work garage	<a href="#">§219-5 Safe and sanitary maintenance of property</a>	A residential property formerly zoned commercial; owner has long history of selling items on lawn. Repeated combustion incidents in garage.
Neighbor complaints	505 Indian Hills & 901 W Madison St	Marten residence & Briess Malting	Ability to enforce credible noise complaints	<a href="#">§385-24 Performance standards - Noise</a>	Recurring complaint about noise from Briess Malting plant creating excess noise in back yard. Multiple municipal attempts to remedy; property owner moved away due to noise
Neighbor complaints	McKay Way	Waterloo Properties Inc	Improved property owner care for property	<a href="#">§261-8 Weed control</a>	Neighbor complaint: undeveloped R-1 land infrequently mowed exacerbating health concerns
Neighbor complaints	Multiple locations in public right-of-way	City of Waterloo	Unsafe public right-of-ways examples: poor quality road surfaces; tree branches embedded in utility lines; unsafe sidewalks; sidewalks submerges with turf (Portland Rd); sidewalk deadend; walk-off hazard @ 203 E Madison St, etc...		<i>"Why should I invest in my property when the City doesn't maintain public property?"</i> <b>Applying standards for private property to public places -- a recurring, common citizen complaint</b>
Neighbor complaints: foreclosure or similar	143 Adams St	Cascade Investment Group	Improved property owner property maintenance	<a href="#">§ 219-5 Safe and sanitary maintenance of property</a>	
Neighbor disputes	1042 & 1110 E. Madison St	Cook & Weihert	Neighbor behavior towards one another not leading to repetitive filed complaints		Multiple issues relating to storm water management; property line location; equipment travel on ROW, etc... complaints date back more than an decade.

Clerk/Treasurer's Report To The Plan Commission: Partial List Of Enforcement Challenges  
7/19/2017 2:16 PM

Category	Address	Property Owner	Desired Outcome	Link To Ord.	Notes
Property Maintenance	133 Harrison St	Brent Voelker	Complete improvement project to code	<a href="#">§140-7 Building Inspector</a>	Permit not initially pulled; contractor work not to code; SafeBuilt requires remedy; remedy incomplete due to legal dispute between contractor & owner
Property Maintenance	275 S. Jackson St	Paul Marty	Property owner investment in warehouse repairs after sale of property from City to property owners	<a href="#">§219-5 Safe and sanitary maintenance of property</a>	west end of property is blighted, unsafe and in need of repair

*A Example of Zoning Permits in another community*

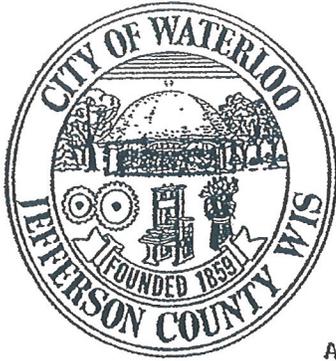
7/19  
From  
Chris  
Butschke

EXHIBIT C – MUNICIPAL FEE SCHEDULE			
VILLAGE OF DEERFIELD, WISCONSIN			
<b>Commercial HVAC</b>			
<b>New Building/Addition/Alterations</b> (Alterations based on sq. ft. of alteration)	base fee + per square foot	\$50.00 base + \$8.78-\$0.07	\$55.00
Replacement & Misc. Items	per thousand of HVAC valuation	\$10.00	\$55.00
<b>Commercial Plan Review</b>			
Certified Municipal Authority	per SPS 302.31		
<b>Commercial Miscellaneous</b>			
<b>Fire Suppression Systems</b>	base fee + per square foot	\$55.00 base + \$ 0.07	\$100.00
Fire Sprinklers		\$75.00	\$75.00
Razing Fee	per square foot	\$0.05	\$75.00
Fences		\$70.00	\$70.00
Other		\$70.00	\$70.00
<b>Agricultural Buildings</b>			
New Structure/Addition/Remodel	per square foot	\$0.08	\$50.00
<b>Miscellaneous Fees</b>			
Pools (separate electrical permit required)		\$85.00	\$85.00
Re-Inspection	per inspection	\$50.00	\$50.00
Failure to request an inspection	per occurrence	\$50.00	\$50.00
Work started before Permit issuance	per occurrence	Double normal fees	
Permit Renewal	per occurrence	50% of fee; current fee schedule	
<b>State of Wisconsin Fee</b>			
State Seal	Municipality retains 100%	\$36.00	\$36.00
<b>Residential Zoning - 1 &amp; 2 Family</b>			
New Dwelling	per unit	\$50.00	\$50.00
Addition/Alteration	per unit	\$30.00	\$30.00
Accessory Buildings, Decks, Pools	per unit	\$25.00	\$25.00
<b>Commercial Zoning</b>			
New Structure	per unit	\$70.00	\$70.00
Addition/Alteration	per unit	\$50.00	\$50.00
Accessory Buildings, Decks, Pools	per unit	\$25.00	\$25.00
Occupancy / Change of Use	per unit	\$165.00	\$165.00
Signs	base fee + per square foot/sign face	\$55.00 + 0.85	
<b>Consultant Zoning Responsibilities</b>			
Consultant will review zoning permit applications associated with a residential building permit and respond to questions			
Zoning items reviewed include: setbacks, structure height, structure size, use and commercial parking			
Zoning items not reviewed include: rezoning, conditional use permits, commercial site plans, land divisions, variance, etc.			

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SAFE  
Villag

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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)

Pl. 285<sup>10</sup>  
7/11/17  
#33290

Number: \_\_\_\_\_ Date Filed: 7-11-17 Fee Paid: 285<sup>00</sup>

Location of Property: 970 Portland Rd

Applicant: Terry & Kelly Kuhl  
Address: 970 Portland Rd Telephone: 920-988-6053

Owner of Property: Terry & Kelly Kuhl  
Address: 970 Portland Rd Telephone: 920 988-6053

Contractor: Miller Custom Homes  
Address: San Prairie Telephone: 1608-576-6077

Architect or Professional Engineer: Miller Custom Homes - 715 W Main St  
Address: 715 W Main St San Prairie WI 53590 Telephone: \_\_\_\_\_

Legal Description of Property: Lot 1, CSM 4845-25-134 Doc 1185423  
Parcel # 290-0813-0511-011

Land Parcel Size: 1.004 acres Present Use: Residential Zoning District: R-1  
Single Family

Type of Existing Structure (if any): None  
Proposed Use of the Structure or Site: Garage Number of Employees: \_\_\_\_\_

TERMS OF MUNICIPAL CODE

CONDITIONAL USE REQUESTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional accessory building  
exceeding 864 sq ft  
385.8 B(4)

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

Storage of personal items Boat, lawn tractor, misc.

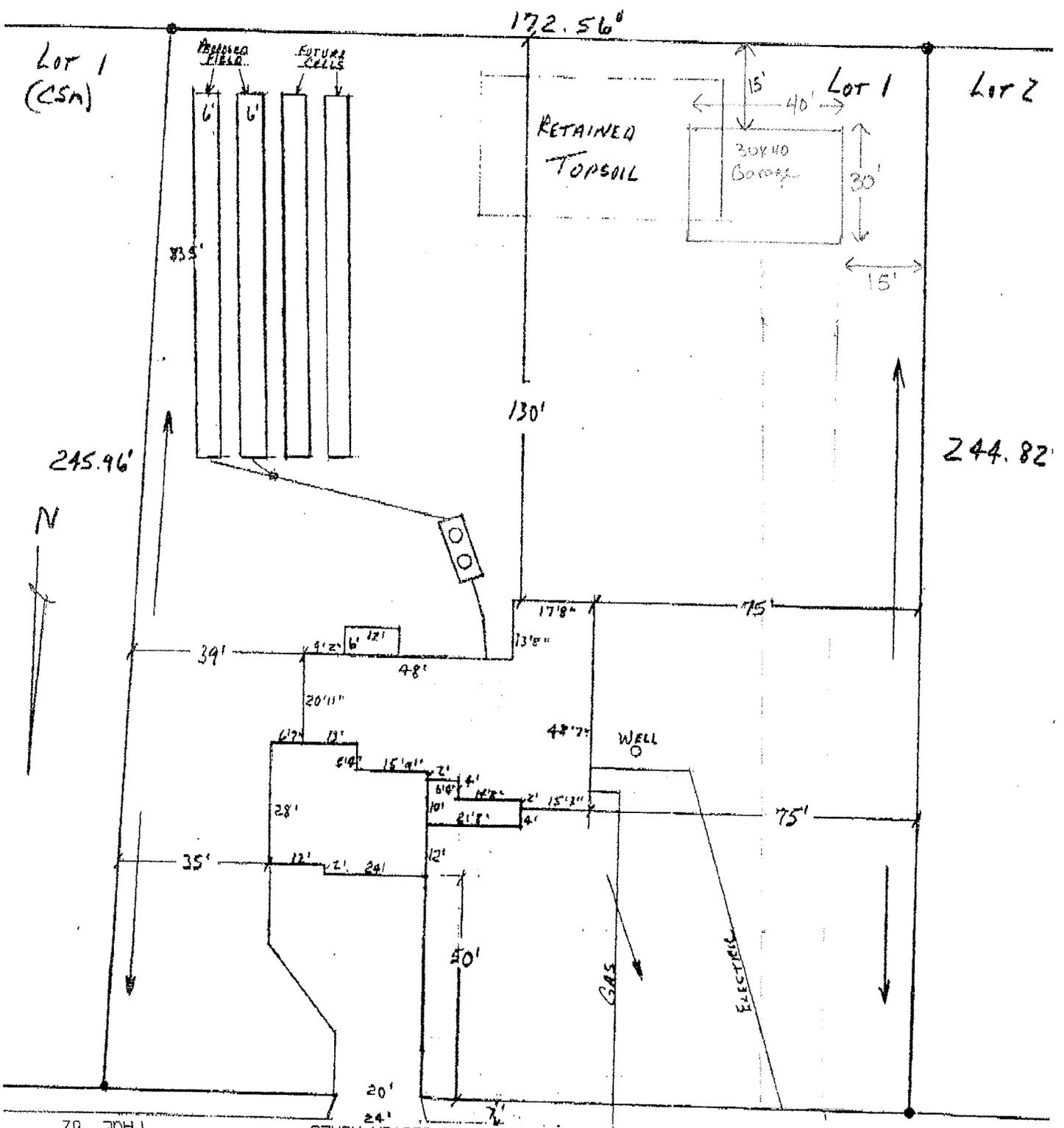
ATTACH THE FOLLOWING:

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: 7-11-17

Terry Kuhl  
Signature of Applicant

**PLOT PLAN**  
 TERRY + KELLY KUHLE  
 CITY OF WATERLOO, IOWA  
 ST. 19, LOT 1  
 MILLER CUSTOM HOMES INC.  
 SCALE: 1" = 30'



JEFFERSON COUNTY

TAX YEAR: 2016

MORTON J HANSEN  
 CITY OF WATERLOO  
 136 N. MONROE  
 WATERLOO, WI 53594

Total Tax: \$7.22  
 Less Lottery Credit Claimed: \$0.00  
 Less Tax Paid: \$7.22  
 Balance Due: \$0.00

Legal Description  
 LOT 1, CSM 4845-25-134, DOC  
 1185423.

Parcel Number: 29008130511011  
 Bill Number: 000012  
 Physical Address:

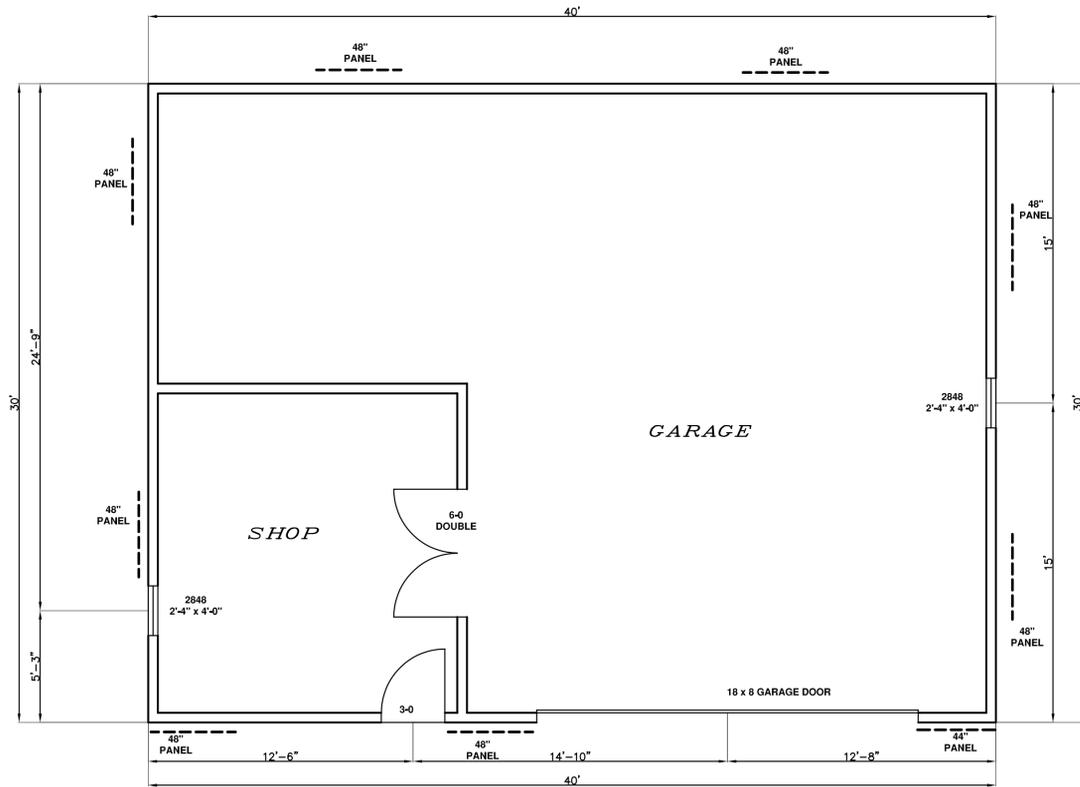
TERRY KUHL  
 1015 LEXINGTON WAY  
 WATERLOO, WI 53594

Land Assessment: \$300.00  
 Improvement Assessment: \$0.00  
 Total Assessment: \$300.00  
 EFMV: \$0.00  
 Special Assessments: \$0.00  
 MFL/FCL: \$0.00  
 Acreage: 1.004

Receipt Date	Operator	Check #	Batch #	Tax Paid	Refund	Other	Total Paid
Receipt Number	Paid By						
12/28/2016	RB	53028	11	\$7.22	\$0.00	\$0.00	\$7.22
747	F & M STATE BANK/TERRY KUHL						

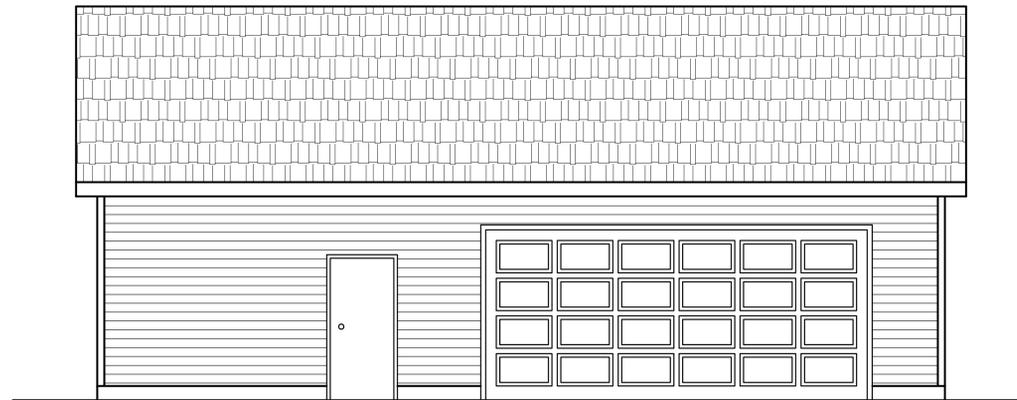
THANK YOU



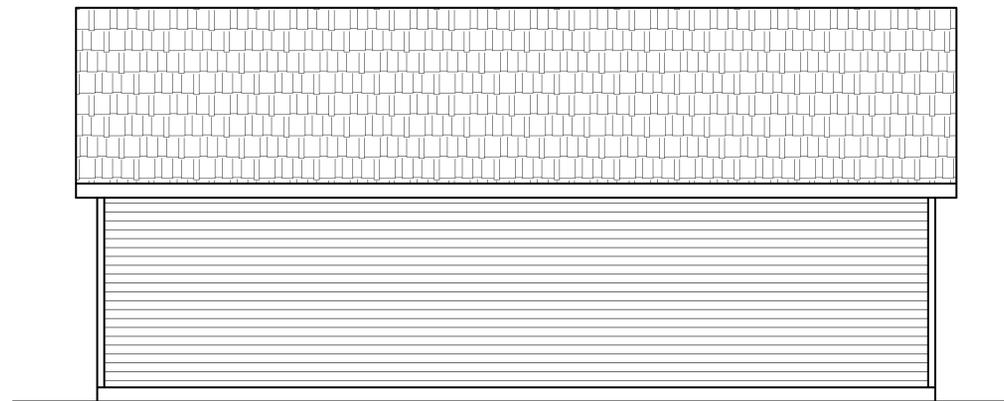


FLOOR PLAN  
1/4" = 1'

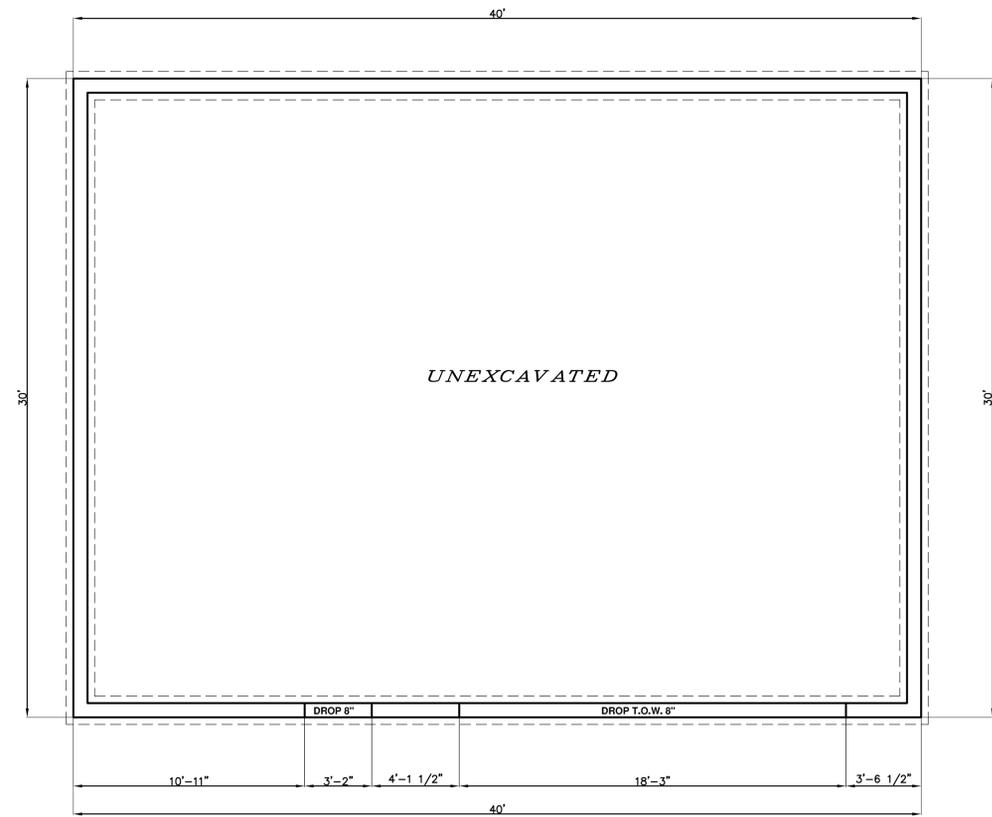
BRACING NOTES:  
CONTINUOUS BRACING METHOD USED  
RECTANGLE SIZE IS 40' x 30'  
SIDE PERPENDICULAR TO THE 40' SIDE REQUIRES 6' OF BRACING  
SIDE PERPENDICULAR TO THE 30' SIDE REQUIRES 5' OF BRACING



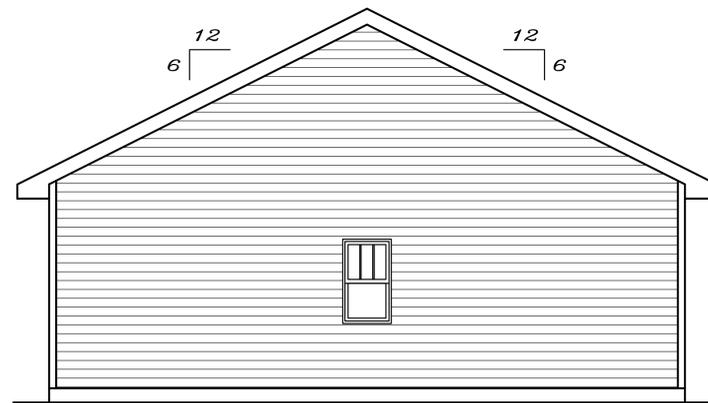
FRONT ELEVATION  
1/4" = 1'



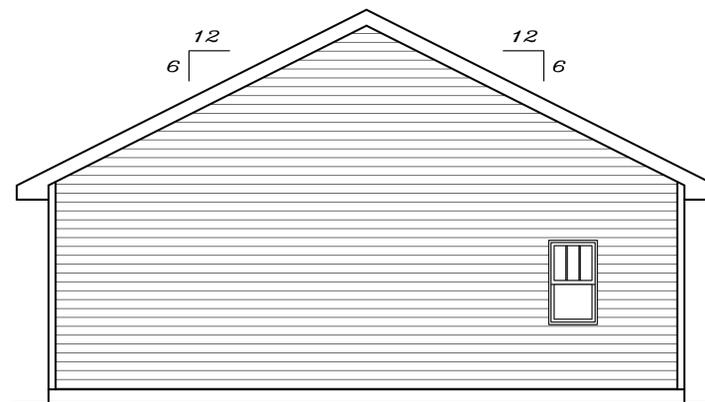
REAR ELEVATION  
1/4" = 1'



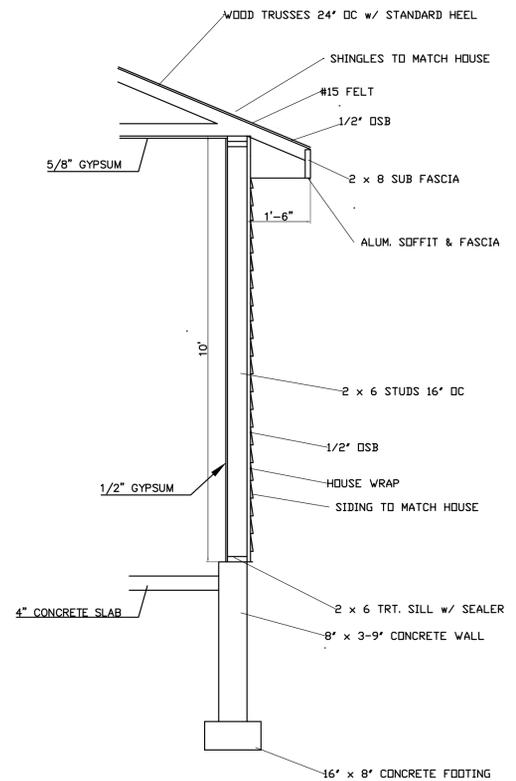
FOUNDATION PLAN  
1/4" = 1'



RIGHT ELEVATION  
1/4" = 1'



LEFT ELEVATION  
1/4" = 1'



WALL SECTION  
1/2" = 1'

STEVE'S DRAFTING SERVICE ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF THESE PLANS. WE DO NOT PROVIDE ARCHITECTURAL OR ENGINEERING SERVICES. WE PROVIDE A DRAFTING SERVICE ONLY.

DATE 6/29/2017

DRAWN BY SMB

REVISED

MILLER CUSTOM HOMES INC.

GARAGE

KUHL RESIDENCE

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