



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 24, 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 – JEFFERSON COUNTY SHERIFF'S DEPARTMENT-PROPERTY LOCATED AT 733 HERRON COURT.  
The Applicants, Jefferson County, Owners Of The Property Located At 733 Herron Court, Is Requesting A Conditional Use Permit To Allow For Construction Of 60' Communications Radio Tower.
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, Jefferson County Sheriff's Department - Property Located At 733 Herron Court, To Allow For Construction Of A 60' Communications Radio Tower
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: October 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.



136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
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**NOTICE OF PUBLIC HEARING FOR CONDITIONAL USE PERMIT UNDER PROVISIONS  
OF CHAPTER §385-29 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 §385-29 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 Jefferson County, owners of the property located at 733 Herron Court, Waterloo.

The Jefferson County Sheriff's Department is requesting a conditional use permit to allow the construction of a 60' Communications Radio Tower. A conditional use permit is required for the installation of towers and antennas, including the placement of accessory equipment or buildings.

The property is described as follows:

Tax Parcel: #290-0813-0613-034

Legal Description: COM SE/C SE1/4 NE1/4, S88DGW 1552.83FT, S87DG59'W 456.02 FT, N01DG54'W .45FT TO POB, S88DG01'W 65.90FT, N00DG43'W 120.22FT, S74DG01'E 66.64FT, S01DG54'E 99.65FT TO POB, City of Waterloo, Jefferson County, Wisconsin

Also known as 733 Herron Court.

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, October 24, 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, November 2, 2017.

*Morton J. Hansen*

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Morton J. Hansen  
City Clerk/Treasurer

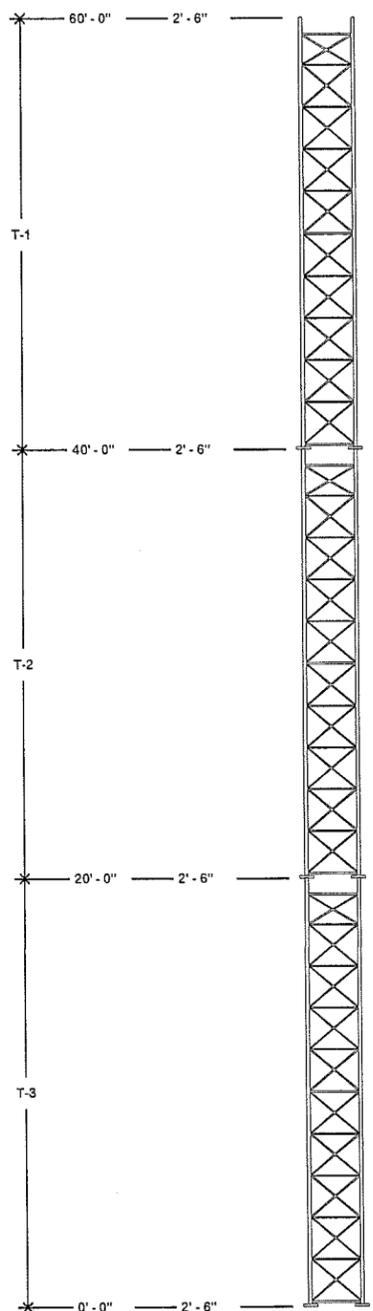
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Pub: The Courier: October 12, 2017



Area to be transferred for Sheriff Department Use  
Waterloo, WI





SEE PAGE 2 FOR APPURTENANCES

BUILDING\_CODE(S): 2009 International Building Code

Design Standard: TIA-222-G

TOWER DESIGN CRITERIA

Basic Wind Speed: 90 mph (no ice)  
40 mph (0.75" ice)  
60 mph (deflection only)

Structure Class: II  
Exposure: C  
Topographic Category: 1  
Crest Height: 0 ft.

MATERIAL STRENGTHS  
Solid Rod A36 (rod dia. <math>\leq 3/4''</math>)  
A572 Gr.50 (3/4" thru 1" dia.)  
A572 Gr.50 (>1" dia. T1 - T3)  
Pipe A500 Gr.B (antenna pipes)  
A500 Gr.B/C (tower legs min. Fy 50 ksi)

Angle A36 Gr.36

Plate A572 Gr.50

Bolts A-325/A-449 (leg & angle)

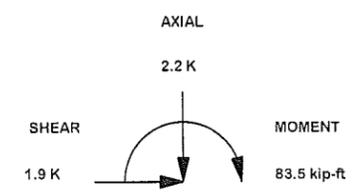
Anchor Bolts: F1554 Grade 55, ASTM A572 Grade 50 or ASTM A529 Grade 50

Finish: Tower & Hardware are hot dip galvanized

TOWER COLUMN										
SECTION	ELEVATION	FACE WIDTH	PANELS	LEG SIZE	LEG STYLE	LEG BOLT QTY & DIA	DIAGONAL BRACING SIZE	HORIZONTAL BRACING SIZE	BRACING BOLT QTY & DIA	SECTION WEIGHT
T1	40' - 60'	2.5'	10	1.25"	FAB	3 x 1/2"	1/2"	3/4"	n/a	465.61
T2	20' - 40'	2.5'	10	1.25"	FAB	4 x 1/2"	1/2"	3/4"	n/a	470.56
T3	0' - 20'	2.5'	10	1.50"	FAB	2 x 1-1/4"	1/2"	3/4"	n/a	604.86

- ALL STRUCTURAL HARDWARE IS GALVANIZED IN ACCORDANCE WITH ASTM A-153 (HDG). TOWER SECTIONS & ASSOCIATED STRUCTURAL COMPONENTS ARE GALVANIZED IN ACCORDANCE WITH ASTM A-123 (HDG).
- ALL BOLTS & NUTS MUST BE IN PLACE BEFORE ADJOINING SECTION(S) ARE INSTALLED.
- ALL STRUCTURAL BOLTS ARE TO BE TIGHTENED TO A SNUG TIGHT CONDITION AS DEFINED BY AISC & RCSC SPECIFICATION FOR STRUCTURAL JOINTS UNLESS NOTED OTHERWISE.
- ALL WELDING TO CONFORM TO AWS D1.1 SPECIFICATION. 5/16" MINIMUM WELD SIZE UNLESS NOTED OTHERWISE.
- MATERIAL LABELED AS ASTM A-572 GR. 58 OR 58 KSI YIELD STRENGTH ALSO CONFORMS TO ASTM A-572 GR. 50.
- ANALYSIS PERFORMED USING STEEL GRADES LISTED UNDER MATERIALS STRENGTHS SHOWN ON THIS PAGE.
- THIS DRAWING DOES NOT INDICATE THE METHOD OF CONSTRUCTION. THE CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK AND HE SHALL BE SOLELY RESPONSIBLE FOR ALL CONSTRUCTION MEANS, SEQUENCES AND PROCEDURES.

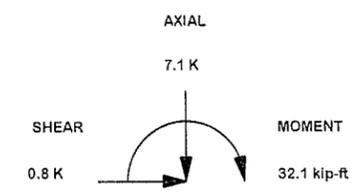
Reactions - No Ice



MAX. CORNER REACTIONS AT BASE:  
DOWN: 37.3 K  
UPLIFT: -37.9 K  
SHEAR: 1.0 K

TORQUE 0.1 kip-ft  
REACTIONS 90.0 mph WIND (no ice)

Reactions - Ice



MAX. CORNER REACTIONS AT BASE:  
DOWN: 37.3 K  
UPLIFT: -37.9 K  
SHEAR: 1.0 K

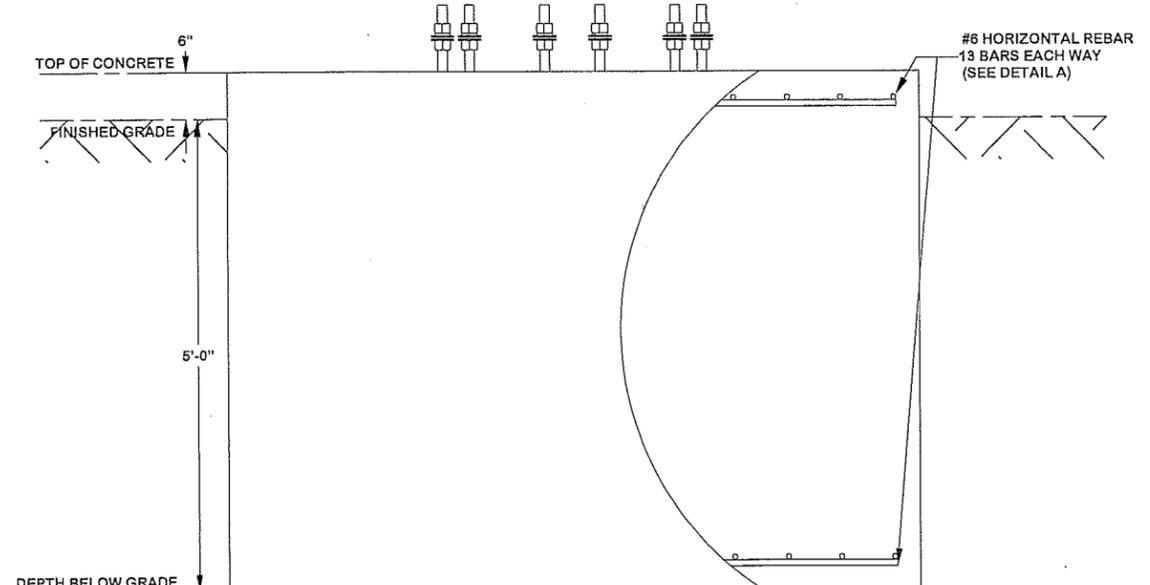
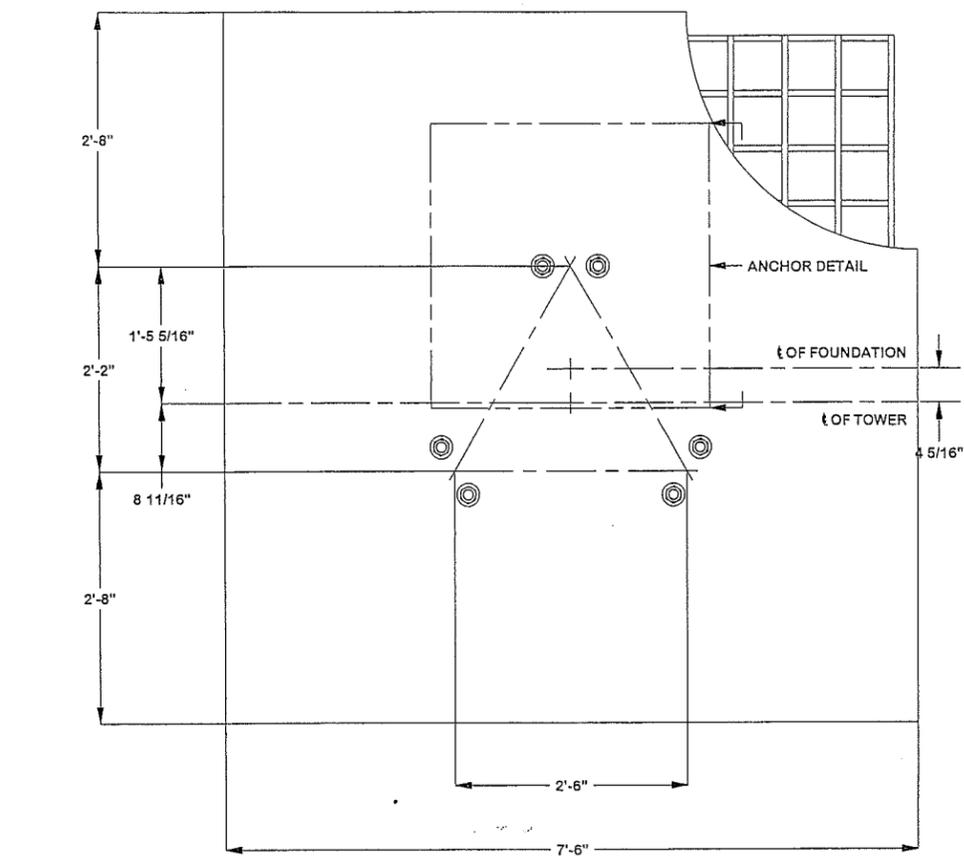
TORQUE 0.1 kip-ft  
REACTIONS 40.0 mph WIND (0.75" ice)



APR 05 2017

William R. Heiden III, WI P.E. #E-35243-006

SITE <b>WATERLOO, WI</b> <b>GENERAL COMMUNICATIONS, INC.</b> U 2.5 X 60'		DESCRIPTION Tower View Page 1		 1-877-467-4763 Plymouth, IN 1-800-547-2151 Salem, OR	
COPYRIGHT 2013		STRUCTURE APPROVAL <b>SKK</b> 4/4/2017		FOUNDATION APPROVAL	
REV DESCRIPTION OF REVISIONS CPD BY DATE REVISION HISTORY		PROPRIETARY NOTE: THE DATA AND TECHNIQUES CONTAINED IN THIS DRAWING ARE PROPRIETARY INFORMATION OF VALMONT INDUSTRIES AND CONSIDERED A TRADE SECRET. ANY USE OR DISCLOSURE WITHOUT THE CONSENT OF VALMONT INDUSTRIES IS STRICTLY PROHIBITED.		ENG. FILE NO. 340071 DWG. NO. 274023T	



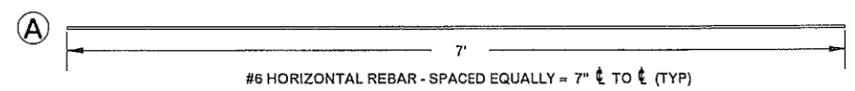
PACK NON-SHRINK STRUCTURAL GROUT UNDER FLANGE AFTER LEVELING TOWER  
 NON-SHRINK GROUT TO HAVE COMPRESSIVE STRENGTH OF 5000 PSI @ 28 DAYS  
 CONCRETE NOTES: 11.5 CUBIC YARDS OF CONCRETE REQUIRED  
 CONCRETE TO HAVE MIN COMPRESSIVE STRENGTH OF 4500 PSI @ 28 DAYS.

REBAR/ANCHOR STEEL TABLE				
ITEM	QTY	PART DESCRIPTION	UNIT WT.	NET WT.
1	6	1 1/4" DIA. x 48" LONG ANCHOR BOLT - 105762	16.73	100.36
A	52	HORIZONTAL REBAR (#6 REBAR)	10.54	547.97
B	9	STANDEE (#4 REBAR)	8.69	78.18
			APPROX TOTAL WT #	766.00

REBAR NOTES: ALL REINFORCING BARS MUST CONFORM TO ASTM A615 GRADE 60 SPECIFICATIONS.

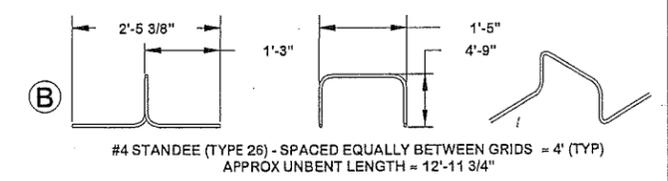
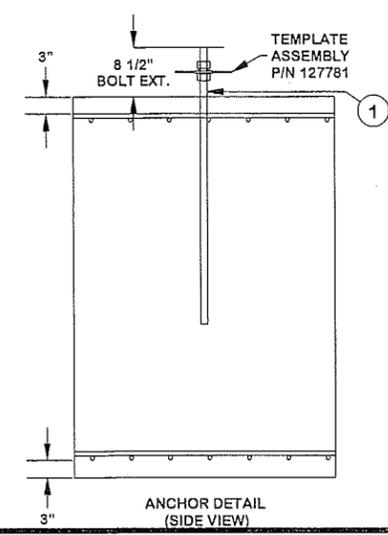
FOUNDATION NOTES:

1. IN THE ABSENCE OF A GEOTECHNICAL REPORT, THE FOLLOWING PRESUMPTIVE SOIL PARAMETERS WERE USED: AN ULTIMATE BEARING PRESSURE OF 5000 PSF, A COHESION OF 1000 PSF, A SOIL UNIT WEIGHT OF 110 PCF, AN ANGLE OF INTERNAL FRICTION OF 0 DEGREES AND NO GROUND WATER ENCOUNTERED. THESE SOIL PARAMETERS ARE IN COMPLIANCE WITH THE REQUIREMENTS OF ANSITIA-222-G-2005 AND CAN BE FOUND IN ANNEX F OF THIS STANDARD.
2. CONCRETE TO BE 4500 PSI @ 28 DAYS. REINFORCING BAR TO CONFORM TO ASTM A615 GRADE 60 SPECIFICATIONS. CONCRETE INSTALLATION TO CONFORM TO ACI-318 (2008) BUILDING REQUIREMENTS FOR REINFORCED CONCRETE. ALL CONCRETE TO BE PLACED AGAINST UNDISTURBED EARTH FREE OF WATER AND ALL FOREIGN OBJECTS AND MATERIALS. A MINIMUM OF THREE INCHES OF CONCRETE SHALL COVER ALL REINFORCEMENT. WELDING OF REBAR NOT PERMITTED.
3. BENDING, STRAIGHTENING OR REALIGNING (HOT OR COLD) OF THE ANCHOR BOLTS BY ANY METHOD IS PROHIBITED.
4. CROWN TOP OF FOUNDATION FOR PROPER DRAINAGE.
5. THE PURCHASER & OWNER/CONTRACTOR MUST VERIFY THAT THE ACTUAL SITE SOIL PARAMETERS MEET OR EXCEED THE ASSUMED SOIL PARAMETERS AND/OR SHOULD OBTAIN A SOIL REPORT TO DETERMINE THE SOIL CONDITIONS AT THE SITE. FOUNDATION DESIGN MODIFICATIONS MAY BE REQUIRED IN THE EVENT THE ASSUMED SOIL PARAMETERS ARE NOT APPLICABLE FOR THE ACTUAL SUBSURFACE CONDITIONS ENCOUNTERED.



ATTENTION CONTRACTOR INSTALLING ANCHOR BOLT!  
 1 1/4" DIA. ANCHOR BOLTS REQUIRED.  
 VERIFY THE PART NUMBER AND SIZES FOR ALL COMPONENTS ON THIS PAGE.  
 IF THERE ARE ANY DISCREPANCIES, PLEASE NOTIFY VALMONT/PIROD, INC  
 PRIOR TO INSTALLATION!

- TEMPLATE INSTALLATION NOTES:
1. TEMPLATE PLACEMENT MUST BE +/- 3".
  2. TEMPLATE ASSEMBLY MUST BE LEVEL +/- 1".
  3. BASE LEG REFERENCE ANGLE .00°.
  4. INSTALLED TEMPLATE CLEARANCE: 2" MIN - 4" MAX



APR 05 2017

REV	DESCRIPTION OF REVISIONS	CPD	BY	DATE
REVISION HISTORY				

SITE  
 WATERLOO, WI  
 GENERAL COMMUNICATIONS, INC.  
 U 2.5 X 60'  
 COPYRIGHT 2013

DESCRIPTION  
 SHALLOW MAT  
 TOWER FOUNDATION #1

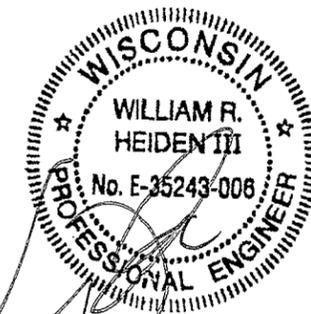
**valmont** STRUCTURES  
 1-877-467-4763 Plymouth, IN  
 1-800-547-2151 Salem, OR

ENG. FILE NO. 340071  
 DWG. NO. 274023F

STRUCTURE APPROVAL	FOUNDATION APPROVAL	DWG. NO.
SKK 4/4/2017	M_S 4/5/2017	274023F

PROPRIETARY NOTE:  
 THE DATA AND TECHNIQUES CONTAINED IN THIS DRAWING ARE PROPRIETARY INFORMATION OF VALMONT INDUSTRIES AND CONSIDERED A TRADE SECRET. ANY USE OR DISCLOSURE WITHOUT THE CONSENT OF VALMONT INDUSTRIES IS STRICTLY PROHIBITED.

DESIGNED APPURTENANCE LOADING	
TYPE	ELEVATION
(1) 21' LRE WITH 7'-6" LIGHTNING ROD (ARM=11.5')	60.0000'
(1) DB224-A	60.0000'
(1) HP3-11 (0 DEG AZIMUTH)	55.0000'
(1) P2F-52 W/ RADOME (0 DEG AZIMUTH)	48.0000'



William R. Heiden III, WI P.E. #E-35243-006

				SITE WATERLOO, WI GENERAL COMMUNICATIONS, INC. U 2.5 X 60' COPYRIGHT 2013		DESCRIPTION Tower View Page 2		 1-877-467-4763 Plymouth, IN 1-800-547-2151 Salem, OR	
				PROPRIETARY NOTE: THE DATA AND TECHNIQUES CONTAINED IN THIS DRAWING ARE PROPRIETARY INFORMATION OF VALMONT INDUSTRIES AND CONSIDERED A TRADE SECRET. ANY USE OR DISCLOSURE WITHOUT THE CONSENT OF VALMONT INDUSTRIES IS STRICTLY PROHIBITED.		STRUCTURE APPROVAL SKK 4/4/2017		FOUNDATION APPROVAL	
REVISION HISTORY REV   DESCRIPTION OF REVISIONS   CPD   BY   DATE				ENG. FILE NO. 340071		DWG. NO. 274023T		Page 2 of 2	



107 Parallel Street  
Beaver Dam, WI 53916  
920-356-9447  
kunkelengineering.com

October 11, 2017

Mr. Mo Hansen, Clerk/Treasurer  
136 North Monroe Street  
Waterloo WI 53594

**RE: Jefferson County Sheriff's Department-Communications Tower**

Dear Mo,

Our office is in receipt of both a building permit application and plans associated with the proposed erection of a communications tower at 733 Herron Court. The tower would be erected by the Jefferson County Sheriff's Department with the intent of upgrading their radio communications system on a countywide basis. The proposed tower is to replace the existing wooden telephone pole which has shown signs of advanced deterioration. The Jefferson County Sheriff's Department would have exclusive use of the proposed tower. The communications tower and ancillary equipment would be located on a parcel, approximately 2/10-acre in size adjacent to the City water tower.

The proposed tower is a 3-legged steel structure proposed to be constructed upon a concrete foundation and extend to a height of 60 feet above grade. The concrete foundation will be 7'-6" square and extend down five feet. The structural calculations, as provided, indicate that proposed tower can withstand winds of up to 90 mph. Structural calculations have been sealed by a licensed Wisconsin professional engineer. A 20-foot antenna would be mounted to the top of the tower which would also provide a mounting platform for two (2) microwave dishes. Cables will be affixed to the tower legs from both the radio antenna as well as the microwave dish(s). The existing transmitter building will remain in place and continue to be utilized by the sheriff's department. The proposed steel tower is galvanized for corrosion protection and has anticipated lifecycle exceeding 30 years. The County Sheriff's Department will be responsible for maintenance of both the tower and equipment over its life span.

Mo, based upon our understanding of the project and the information as submitted by the Jefferson County Sheriff's Department we recommend that the City consider approval of the communications tower subject to any conditions as set forth by the plan commission, council and building inspector.

Should you have any questions please feel free to contact me.

Sincerely,

**KUNKEL ENGINEERING GROUP**

Mitch Leisses

Cc: Mr. Todd Lindner via email; Todd1@jeffersoncountywi.gov

## Mo Hansen

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**From:** Eric Rhynes <ejrhynes@gmail.com>  
**Sent:** Wednesday, October 18, 2017 3:01 PM  
**To:** Mo Hansen  
**Subject:** Re: City of Waterloo follow-up / proposed tower

Hi Mo,

Thanks for the follow up and your patience with all of this.

Eric Rhynes

----- Original Message -----

From: "Mo Hansen" <[cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)>  
To: [ejrhynes@gmail.com](mailto:ejrhynes@gmail.com)  
Sent: 10/18/2017 2:55:51 PM  
Subject: City of Waterloo follow-up / proposed tower

Eric:

Thanks for your morning call. Here is a link to the project submittal information including project review comments from City Engineer Mitch Leisses -- [https://www.dropbox.com/sh/j4tue9s8q2wc5tz/AABIZgs612OZJEzx\\_D6M8ktja?dl=0](https://www.dropbox.com/sh/j4tue9s8q2wc5tz/AABIZgs612OZJEzx_D6M8ktja?dl=0)

On your questions.

1. Flasher? No flasher. Rich Westgard from General Communications said no flasher are required or planned for the tower.
2. Tree removal? The tree removal decision was the property owner's decision, which is Jefferson County. I'm told that Waterloo Fire Department assisted with tree removal at the request of the County. The Fire Department is interested in improving emergency communications.
3. Were other sites considered? Likely no. Rich Westgard said the tower is more of an upgrade than a new system. An existing service hut exists. A small building exists adjacent to the water facility. Rich said it is likely that no other locations were considered because of the cost to move and rebuilding the technology currently within the stand alone small building.

Let me know if I can be of further assistance.

*Mo Hansen*  
Clerk/Treasurer  
City of Waterloo  
office: 920.478.3025  
[CityHall@Waterloowi.us](mailto:CityHall@Waterloowi.us)

| [MUNICIPAL WEBPAGE](#) | [INFO ALERTS SIGN-UP](#) |



## Mo Hansen

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**From:** Mo Hansen <cityhall@waterloowi.us>  
**Sent:** Wednesday, October 18, 2017 4:07 PM  
**To:** 'habraden@frontier.com'  
**Cc:** 'pmmaccb@aol.com'  
**Subject:** RE: Plan Commission Meeting 10/24 Conditional Use Permit 733 Herron Ct

Homer,  
Confirming receipt. Your communication will be forwarded to Plan Commissioners.  
-Mo

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**From:** habraden@frontier.com [mailto:habraden@frontier.com]  
**Sent:** Thursday, October 12, 2017 7:55 AM  
**To:** Mo Hansen <cityhall@waterloowi.us>  
**Cc:** pmmaccb@aol.com  
**Subject:** Plan Commission Meeting 10/24 Conditional Use Permit 733 Herron Ct

Mo,

I will be out of town on Oct 24th , and will not be able to attend the Waterloo Plan Commission Meeting for the public hearing for the Conditional Use Permit for the property know as 733 Heron Ct. requesting permission to construct a 60' radio tower and a building/garage to service the tower. Please forward this email to the Plan Commission and have it entered into the public record for the hearing and the subsequent Common Council meeting.

I am the owner of the property know as 623 W Indian Hills Drive, which is adjacent to the property where the tower and building would be constructed. I want to address several issues or concerns.

1. I understand the need for a radio tower for emergency services, but I would challenge the logic for placing the tower in the extreme edge of the county border. I sure a tower located further from the county border would provide much better coverage. If the County Sherriff's office demonstrates this location facilitates their ability to communicate with the surrounding counties, they should consider leasing space on top of the water tower for the radio tower instead of building a free standing tower.

2. If the construction of the tower and building is approved, I ask the Plan Commission to require that all the permanent structures (including any guy-wires for the tower) meet the standard required set backs from the property lines.

3. If the construction of the tower and building is approved, I ask the Plan Commission to require that all the property owners of 733 Herron Court financially compensate myself and the owners of 723 Herron Court for the impact on our property values. The resale value for the property at 733 Herron Court would take a significant hit if the proposed a tower is built les than 100' form their home. The resale value of my home would also be negatively impacted. Furthermore, all of the properties in the vicinity of the tower should be reassessed for lower taxes beginning with the 2018 tax year.

4. How will they gain access to build and maintain the tower since it is land locked?

5 I'm also disappointed that most of the trees on the lot have already been removed in preparation for this proposed construction prior to the public hearing. It is obvious the property owners assume they have a green light form the Plan Commission and Common Council.

Homer

TO: Waterloo Plan Commission

FROM: Jason and Kerri Meyer  
735 Herron Court, Waterloo

DATE: October 19, 2017

RE: Public Hearing Scheduled for October 24, 2017  
In the Matter of the Application for a Conditional Use Permit for  
Property Located at 733 Herron Court, Waterloo

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We have received the Notice of Public Hearing for the Conditional use Permit for the property located at 733 Herron Court, Waterloo. We would like our comments read into the minutes of the Plan Commission meeting scheduled for October 24, 2017.

Our concerns to the Jefferson County Sheriff's Department request for a conditional use permit to allow the construction of a communications radio tower and/or an additional garage or accessory building to be built at 733 Herron Court.

1. Location of Tower. We understand that this property is higher than the rest of the city, but do not understand why the County of Jefferson would propose this location seeing as it is on the very edge of the County. What good will this do for them in the long run, let alone choosing a location that is a residential area. Does the City really want a tower of this height and eye sore in the City? Let alone cause the value of its properties surrounding the tower to decrease in value? We as property owners directly next to the proposed site do not appreciate the additional eye sore, nor do we appreciate the value of our property going down because of this proposal.

2. Property Values. We are very concerned what it will do to our property value, in addition to those surrounding this property. We already have the water tower next to our property, and the construction of this tower and/or building will only decrease the value of our property more and the neighboring properties surrounding the parcel of land in question. We expect the village and/or county to compensate all homeowner's surrounding this property for this decrease in value if the Plan Commission decides to allow for this tower and/or building.

3. Additional Traffic and Accessibility. With the tower being placed there our street and/or the street on the other side of the property in question will have additional traffic. And with the additional traffic, it also requires access to the property. Where will this accessibility be located? If this access will be from Herron Court, it means running a driveway between two homes that barely have much space between them now, including a fire hydrant placed almost directly where a driveway will need to be. And then comes

the access back to the property around the tower. Which way will that drive be taken to go around the water tower to the tower/building it is requesting building? And if the City/County intends on using the Herron Court access, will it just continue to use the space between the two houses as its drive and what will be done instead of vehicles driving over the curb and across the lawn and parts of our property?

4. Damage to Existing Property. Not only has there been vehicles driving back to the property and damaging our lawn, but upon having the property surveyed (which is another question of who paid for that??), the surveyor dug into our property without any notice to us. And yet again, no consideration for the existing home owners.

5. Appearance. They have already started clearing the woods for this project. How much more of the woods will we end up having to lose in order for this tower and/or building to be constructed? Who will be required to maintain this property? Will this be something that the City is taking on? And then who will be paying for that? Who will be required to pay for this upkeep, the County, City, or property owners surrounding this property?

6. Safety. What safety measures is the County planning on taking in order to ensure that people are safe with the location of this tower? We already have problems with the kids turning on the water tower and climbing the ladder up the side of the tower. We have a huge problem with there being no mention of any safety measures being put into place with this conditional use permit. Will the City or County be putting a fence into place? If yes, who will be paying for this, the property owners, the City of Waterloo or the County? If a fence it to be installed, what kind of fence are we as home owners going to have to visually see every day?

We completely do not approve of this tower being placed on this property, let alone the fact that the land was sold to the County without any public notice. This property cannot be the only property that the City of Waterloo would have available if a tower must be placed on the edge of the county. There is property on the east side of the City that would work just as well if not better. It could be placed in a location that is not surrounded by houses. There are already homeowners that (1) have the water tower as a neighbor, and (2) have power lights running through their back yards, and you want to construct a tower that will give them another thing to decrease their property value and/or decrease the value of their home if they ever intend to sell it. Just because of these, it should make completely reconsider approval of this conditional use permit. A tower of this magnitude should not be placed in this location.

The City has already shown us that they do not care about the surrounding properties next to the water tower. We called the Waterloo Utilities only to get their emergency number and not have someone call us back when the water tower was pouring out water which in turn flowed down the bank of our property and flooded our back yard. We now have ruts

in our lawn and grass that was washed away. Not only did they not at least return a calls saying that they “turned it off” at the station, but I then called the police department to get someone to tell them that the water was still pouring out of the tower. Someone from the police department come up and closed the valve and put a lock on it. This, over the course of 5 hours, did the City ignore this problem. And in addition, with no thought that this would cause any damage to the properties directly next to it, have they even contacted us to rectify the damage it caused. This should tell you of the neglect that will happen if this is approved.

Why would the City do something like this to its residents that pay higher real estate taxes? If the Plan Commission plans on approving such a project we would request the following:

- (1) Lowered real estate taxes being assessed to the affected surrounding property owners (retroactive back to the date that this project was first considered);
- (2) Compensation for our property values going down; and
- (3) A residential looking fence (not a chain link fence) to be placed surrounding the entire property.

**WATERLOO PLAN COMMISSION – MINUTES**  
**July 25, 2017**

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, Are 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. Commissioner Springer called the public hearing to order. Plan Commissioners attending: Leisses, Springer, Butzine and Lannoy. Absent: Crosby, Reynolds and Thompson. Others attending: Terry Kuhl, Maureen Giese, Richard Korth and Clerk/Treasurer Hansen.
2. DISCUSSION: No citizen addressed the Commission on the matter.
3. ADJOURN PUBLIC HEARING. Commissioner Springer closed the public hearing at 7:01 pm.

PLAN COMMISSION REGULARLY SCHEDULED MEETING

1. CALL TO ORDER AND ROLL CALL. Commissioner Springer called the meeting to order. Plan Commissioners attending: Leisses, Springer, Butzine, Lannoy and Reynolds. Absent: Crosby and Thompson. Others attending: Terry Kuhl, Maureen Giese, Richard Korth and Clerk/Treasurer Hansen.
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES. MOTION: Moved by Lannoy, seconded by Butzine to approve the June 27, 2017 minutes as presented. 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 revised version of the June meeting memo. Hansen said Building Inspector Chris Butschke recommended creating a zoning permit, requiring those with zoning matters to seek a zoning permit. Hansen conveyed a conversation with the Police Chief noting that the process of issuing citations can be lengthy. Hansen said historically the police department tried to work with people rather than issue citations. Springer said citations can be issued and paid without compliance gained. Hansen gave an update on a raze process to for a Polk Street property. Maureen Giese raised the issue of her recurring complaint about weeds saying neighboring grasses are over 12 inches in height. She said the DPW Director was cooperative. She said the municipal actions were insufficient. Springer said the matter had been explained. Giese said citations should be issued. Korth read the noxious weeds notice. He sought action. Hansen referenced list of open complaints. He said enforcement was a question of devoting resources to the matter. Springer said issuing citations was not the answer, noting that some pay fines and continue not complying. Korth repeated a line of comments and questioning, Springer said the matter had been discussed, and he would call the police department to have Korth removed if he did not end his comments and questioning. No action taken.
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. DISCUSSION: Terry Kuhl said he had shifted the roof pitch to meet height restrictions and that the exterior would match the new home. MOTION: Moved by Leisses, seconded by Butzine to recommend to Council approval of the permit as requested. 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: 7:28 pm.



Mo Hansen  
Clerk/Treasurer

**WATERLOO PLAN COMMISSION – MINUTES**  
**August 22, 2017**

PUBLIC HEARING

1. CALL TO ORDER -- CONDITIONAL USE PERMIT – JOHN & STACEY MEYER - PROPERTY LOCATED AT 550 EAST MADISON STREET.  
The Applicants, John & Stacey Meyer, Owners Of The Property Located At 550 East Madison Street, Request A Conditional Use Permit To Allow For Construction Of An Additional 22' X 26' (572 Sq. Ft.) Accessory Building In A R-2 Single Family Residential District.  
  
Commissioner Springer called the public hearing to order. Plan Commissioners attending: Leisses, Springer, Butzine, Lannoy and Reynolds. Absent: Crosby and Thompson. Others attending: Stacey Meyer, John Meyer, Maureen Giese, Richard Korth, Diane Graff and Clerk/Treasurer Hansen.
2. DISCUSSION: No citizen addressed the Commission on the matter.
3. ADJOURN PUBLIC HEARING. Commissioner Springer closed the public hearing at 7:01 pm.

PLAN COMMISSION REGULARLY SCHEDULED MEETING

1. CALL TO ORDER AND ROLL CALL. Commissioner Springer called the meeting to order at 7:02 pm. Plan Commissioners attending: Leisses, Springer, Butzine, Lannoy and Reynolds. Absent: Crosby and Thompson. Others attending: Stacey Meyer, John Meyer, Maureen Giese, Richard Korth, Diane Graff and Clerk/Treasurer Hansen.
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES. MOTION: Moved by Reynolds, seconded by Butzine to table approval of previously unapproved meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.  
  
MOTION: Moved by Butzine, seconded by Reynolds to move item 5a before item 4a on the agenda. VOICE VOTE: Motion carried. NOTE: The minutes retain the original sequence.
4. UNFINISHED BUSINESS
  - a. Uniform & Effective Enforcement Of The Building & Zoning Code: Policies To Achieve Desired Outcomes. DISCUSSION: Hansen outlined a memo describing action steps to achieve desired outcomes. Reynolds indicated the number of days allowed for compliance should be shortened. Giese said items should be prioritized. Giese commented about weeds. Leisses said Beaver Dam hires out work for non-compliance properties: weed removal, snow removal, blight removal and other items -- with the non-complying entity paying for the service. Richard Korth spoke about weed control. Raising fine amounts was raised by Lannoy. A code update was mentioned.
5. NEW BUSINESS
  - a. Conditional Use Permit, John & Stacey Meyer - Property Located At 550 East Madison Street, To Allow For Construction Of An Additional 22' X 26' (572 Sq. Ft.) Accessory Building In A R-2 Single Family Residential District. MOTION: Moved by Butzine, seconded by Reynolds to recommend Council approval of the permit provided the project meets the building code. 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: 7:39 pm.



Mo Hansen  
Clerk/Treasurer

**TO:** PLAN COMMISSION  
**FROM:** CLERK/TREASURER  
**SUBJECT:** PROPOSED STAFF ACTIONS – UNIFORM & EFFECTIVE ENFORCEMENT OF THE BUILDING & ZONING CODES TO ACHIEVE DESIRED OUTCOMES  
**DATE:** OCTOBER 19, 2017

**PROPOSED STAFF ACTIONS - UNIFORM & EFFECTIVE ENFORCEMENT OF THE BUILDING & ZONING CODES  
 TO ACHIEVE DESIRED OUTCOMES**

**DESIRED OUTCOMES**

1. Clearly define and articulate the “rules of the game” to the public.
2. Minimizing the negative consequences of “Complaint Based Enforcement.”
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?)

**A) COMPELLING COMPLIANCE.**

Compliance Steps	Task Completed on Day	Action	By
1	1	Complaint Received (non-police department topic)	Clerk/Treas.
2	1	Routed to appropriate municipal staff	Clerk/Treas.
3	3	Staff complaint evaluation	Responsible staff
4	4	If valid, courtesy letter sent	Clerk/Treas.
5	19	Follow-up evaluation in 15 days or as specified by ordinance	Responsible staff
6	20	If complaint remains valid, non-compliance notice	Clerk/Treas. or responsible staff
7	50	30 days follow-up evaluation or as allowed by ordinance	Responsible staff
8	51	If complaint remains valid, citation	Police Dept
9	87	Second citation cycle – step 5-8 again	see above
10	tbd	Refer to City Attorney for legal action	City Attorney in consultation with staff

**B) REMEDYING VIOLATIONS AFTER NON-ACTION BY RESPONSIBLE PARTY.**

Implement the “Beaver Dam model” of contracting out for weed removal, snow removal, blight removal and vehicle removal and charging services rendered back to the responsible party. Implementation steps: (1) Modifications to municipal code where necessary. (2) Hiring service providers able to remedy violations in a timely manner.