



**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, APRIL 24, 2018 TIME: 7:00 p.m.**  
**LOCATION: 136 N. MONROE STREET, MUNICIPAL BUILDING COUNCIL CHAMBERS**

to consider the following:

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES – March 27, 2018
- 3.
4. CITIZEN INPUT
5. NEW BUSINESS
  - a. Considering Amendments To The Plan Commission Architectural Design Review, Approved November 24, 2015 - 333 W. Madison Street, Hawthorn and Stone Development, Inc.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Considering The Following Updates: Zoning Maps, Conditional Use Forms & Comprehensive Plan Map
  - b. Monthly Blue & White List - Review
7. ADJOURNMENT

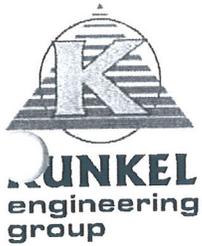
*Mo Hansen*

Mo Hansen, Clerk/Treasurer

Posted, Distributed & Emailed: 4/19/2018

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.



## MEMORANDUM

November 23, 2015

107 Parallel Street  
Beaver Dam, WI 53916  
(920) 356-9447  
fax: (920) 356-9454  
kunkelengineering.com

To: City of Waterloo Plan Commission

From: Mitchell Leisses

Re: **Architectural & Site Plan Review  
Hawthorn & Stone – Riverwalk Redevelopment**

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Please consider this Memorandum a synopsis of our comments relative to the proposed site plan submitted for the Riverwalk Redevelopment by Vierbicher (Site & Utility Plans), TDI Associates (Apartment Complex) and Design Consulting (Assisted Living Facility); on behalf of Hawthorn & Stone. The documents submitted for review consist of the following:

### Plans

- Site Utility, Grading, & Erosion Control Plans
- Assisted Living Facility Plans
- Apartment Complex

### General

The Riverwalk Assisted Living & Apartment site is located at the north end of Jackson Street (alley) and used to be the site of the old Perry Judd printing factory (physical address 333 W Madison Street). The property was recently rezoned to C-1 (General Commercial District) with a conditional use granted to allow dwelling units below the second floor. The existing property abuts the downtown commercial district, with both Single Family (R1) and Multifamily Residential (R2) Districts across the Maunasha River.

The proposed project will be phased with Phase 1 including the construction of a sixteen (16) unit, multifamily rental apartment and a twenty-eight (28) unit assisted living facility. In addition to the construction of the residential facilities, the project will include the extension of both private and municipal utilities (sanitary, storm and water), access roads and parking lots, and storm water detention facilities. Future phase(s) for this development will include additional apartments and possibly an addition to the assisted living facility. Any future phase will need to be reviewed and approved by the Plan Commission.

Specific project elements are as follows:

### ***Apartment Complex***

The proposed apartment consists of a two-story structure sitting approximately in the middle of the entire 12 acre site. The structure itself has a footprint of 7,700 square feet in area. As previously mentioned, the building will consist of sixteen (16) total residential units including eight (8) – one bedroom units and eight (8) – two bedroom units.

Building elevation and floor plans have been provided with the exterior materials consisting of brick around the bottom of the facility and columns, with engineered/fiber cement siding and trim. The roofing material will be an asphalt dimensional shingle. Although the plan dictates colors for each of these materials, the Developer has asked for some input from the Planning Commission.

The proposed parking lot being constructed along the east side of the proposed building includes in total, 15 parking spaces, including a reservation for one handicap accessible space. Access will be gained from W Madison Street provided via two 12 foot wide asphalt drives with a 20 foot wide terrace between the two drives. New concrete aprons and sidewalk will be provided directly at Madison Street.

All parking spaces are proposed to be 18 foot deep, by 9 foot wide.

### ***Assisted Living Facility***

The proposed Assisted Living Facility consists of a single story structure located near the west end of the subject property. The structure itself consists of two different types of living quarters. The Community Based Residential Facility (CBRF) for Memory Care will consist of twelve (12) – one bedroom units with bathrooms, which will all utilize a shared common place. The Residential Care Apartment Complex (RCAC) will consist of sixteen (16) – one bedroom units with their own bathroom, kitchen and living area.

Between the CBRF and the RCAC there are administrative offices, common areas, an exercise/rehab room, and a kitchen/food preparation facility. These facilities can be shared and utilized by both facilities.

Building elevations and floor plans have been provided with the proposed exterior materials similar to that of the Apartment Complex with the exception of no proposed brick, wrapping the lower portion of the facility. There are no selected colors for this facility, and as previously stated, the Developer is looking for input from the Plan Commission.

The proposed parking lot being constructed includes a 24 foot wide drive that allows vehicles to drop individuals off directly at the main entrance. The parking lot includes a total of 41 parking spaces, including two handicap accessible spaces. Said parking stalls are proposed to also be 18

foot deep, by 9 foot wide. Main access to the Assisted Living Facility is by means of W Madison Street, provided via a 24 foot wide asphalt drive that meets the existing west driveway approach. The existing approach is proposed to be reconstructed as well.

### ***Site & Utility Work***

Although the Assisted Living and/or Apartment Complex facilities are to be constructed in phases, site grading and utilities are proposed to be installed as part of Phase 1.

Sanitary Sewer: Along with the replacing the existing sanitary sewer under Jackson Street as part of this development, an 8" sanitary sewer main will be installed throughout the project site, with 6" sanitary sewer laterals running to each of the proposed building sites. It should be noted that all sanitary sewer, with the exception of that within Jackson Street, will be privately owned.

Water Main: Again, as part of this development, the existing 6" water main under Jackson Street is proposed to be replaced with a new 10" main. In addition, the existing 10" water main that runs on site will be relocated to avoid the proposed building footprints. All other water main proposed will be 8" mains with 6" branch services for each of the proposed facilities. All 10" water main installed will be municipally owned, with the remainder of the 8" and 6" lines privately owned.

Storm Sewer: Storm sewer will be constructed and is intended to serve the drainage needs of the parking lot areas in conjunction with the project.

The proposed area on which the improvements are to be constructed is approximately 11.79 acres. It should be noted most of the existing site was impervious and with this development, the impervious area will be reduced, increasing the amount of functional green space. I do not currently have the actual amount of area that was impervious and how much less impervious are there will be after all phases of development are completed.

Note, prior to the submission of the site and utility plans to the Plan Commission, City Staff reviewed and commented on specifics of the project. Those comments have been addressed by the developer's design engineer and incorporated into the project plans.

### ***Storm Water & Erosion Control Management***

It appears the existing storm water system will utilize several means to address storm water quality. Storm water will be conveyed to either a small wet pond or other bio-retention areas. From these areas the storm water will discharge at several (4) different points around the entire project site to the Maunasha River.

All downspouts appear to be collected within a drainage tile system around each of the facilities and discharge directly overland and to the river.

## **Recommendations**

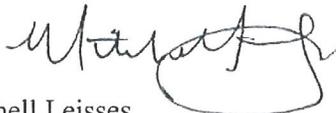
Based upon the submittal by Hawthorn & Stone we would recommend the City consider approval of the architectural/site plans subject to the following conditions:

1. That the Architect supply plan and detail information for the location of dumpster or trash receptacles. Furthermore, said plans include some type of visual enclosure or barrier (fence screen, landscaping, etc.).
2. That site electrical and lighting plans, complete with photometric design for lighting, be submitted for review by the Plan Commission and/or City administrative staff.
3. That the Plan Commission and/or City administrative staff independently approves any signage for the apartment and assisted living facilities as same was not provided in conjunction with the site or architectural plans.
4. That any changes to the sanitary sewer and water main plans be reviewed by the City prior to construction. Furthermore, said plans be constructed in compliance with the standards as set forth by the Waterloo Utilities, with inspection of all municipal owned utilities and connection point(s) completed by a representative of the City of Waterloo.
5. That both the Director of Water & Light and Director of Public Works be notified prior to construction of new utility services. Permits and inspections for same are to be obtained by the City of Waterloo.
6. That erosion control measures and post storm water management standards comply with Wisconsin Department of Natural Resources NR 151. Furthermore, any and all permit approvals under NR 151 be provided to the City prior to initiation of construction.
7. That Hawthorn & Stone and/or an appointed representative monitor onsite erosion control practices during construction of the project and moreover, that Hawthorn & Stone be the responsible party for long term maintenance of the proposed storm water management system.
8. That state-approved architectural plans be provided to the City prior to initiation of construction.
9. Any other conditions or restrictions as deemed necessary by the Waterloo Plan Commission.

We hope this transmittal has served to adequately address the proposed architectural/site plan improvements to be undertaken in conjunction with the Hawthorn & Stone Riverwalk Development.

Sincerely,

**Kunkel Engineering Group**



Mitchell Leisses

**CITY OF WATERLOO PLAN COMMISSION**  
**MEETING MINUTES: November 24, 2015**

1. CALL TO ORDER AND ROLL CALL. Mayor Thompson called the meeting to order at 7 p.m. Commissioners present: Leisses, Crosby, Oelke, Thompson, Lannoy and Reynolds. Absent – Butzine. Others present: Tim Geschke, Hawthorn & Stone and Clerk/Treasurer Hansen.
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES. MOTION: Moved by Reynolds seconded by Oelke to approve meeting minutes for October 27, 2015 as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UNFINISHED BUSINESS
  - a. Certified Survey Map, Commercial Avenue – Larry Waldo. DISCUSSION: Hansen said area dedicated to the City at this time is finalized upon the recording of the certified survey map. MOTION: Moved by Crosby, seconded by Oelke to recommend Council approval of the certified survey map as presented. VOICE VOTE: Motion carried.
  - b. Architectural Design Review – Riverwalk Redevelopment, Assisted Living Facility – 28 units. DISCUSSION. Items 4b & 4c were both taken up at this time. Leisses presented a four page review. Hansen said the Design Review process starts and ends with the Plan Commission. Geschke provided a project outline. The consensus of the body after the City Engineer's review was to require additional parking spots to meet the appropriate number. MOTION: Moved by Leisses, seconded by Reynolds to approve the Architectural Design Review with the condition that all items referenced in the City Engineer's November 23<sup>rd</sup> memorandum be required; that additional parking spaces be added to meeting the parking requirement; and that the developer is to meet all the requirements of the CLOMAR process. VOICE VOTE: Motion carried.
  - c. Architectural Design Review – Riverwalk Redevelopment, Market Rate Apartment – 16 units. See above.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.
  - a. January 27, 2016 Workshop For Local Land Use Officials – Whitewater. Noted.
  - b. Rezoning Request C-1 To R-2, 141 W. Madison Street, Rachel Archie / On Hold. Noted.
6. ADJOURNMENT. MOTION: Moved by Crosby, seconded by Leisses to adjourn. VOICE VOTE: Motion carried. Approximate time: 7:30 pm.

*Mo Hansen*

Mo Hansen,  
Clerk/Treasurer