



136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
Phone (920) 478-3025  
Fax (920) 478-2021

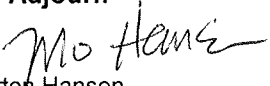
**PUBLIC NOTICE OF A CITY OF WATERLOO  
PLAN COMMISSION MEETING**

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, September 24, 2013 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 Meeting Minutes: August 27, 2013 (no meeting) And July 30, 2013 (public hearing & meeting)
3. Citizen Input
4. New Business
  - a. Approval For A Home Occupation In A Residential District – Jami J. Forman, Licensed Acupuncturist, 173 South Washington Street
5. Future Agenda Items And Announcements
  - a. Timeline For Amending TID #2 And Creating TID #4 – Process Triggered By Community Development Authority Motion
6. Adjourn

  
Morton Hansen  
Clerk/Treasurer

Please contact the Clerk/Treasurer at 478-3025 if you are unable to attend.

Posted, Distributed & Emailed: September 17, 2013

Members: Leisses, Crosby, Thompson, Butzine, Reynolds, Lannoy, and one vacancy

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.

**CITY OF WATERLOO PLAN COMMISSION MINUTES  
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER  
August 27, 2013**

**No meeting held due to the lack of agenda items.**

ATTEST:

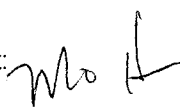
A handwritten signature in black ink that reads "Morton Hansen". The signature is written in a cursive, flowing style.

Morton Hansen, Clerk/Treasurer

**CITY OF WATERLOO PLAN COMMISSION MINUTES  
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER  
July 30, 2013**

1. **Call To Order And Roll Call.** Bob Crosby, in the absence of Mayor Thompson, called the meeting to order at 7:03 p.m. following a public hearing. Members present: Leisses, Crosby, Butzine, Lannoy and Reynolds with one vacancy. Others present: Alyssa Skiba of the Courier, Rodney Galston and Clerk/Treasurer Hansen.
2. **Approval Of The Past Meeting Minutes And Public Hearing Minutes.** Moved by Lannoy, seconded by Reynolds to approve the May 28, 2013 meeting minutes and two public hearings held that same night. **Voice vote:** Motion carried.
3. **Citizen Input.** None.
4. **New Business.**
  - a. **Conditional Use Permit, The Applicant, Nathan Galston, Owner Of The Property Located At 1311 Oak Street, Is Requesting A Conditional Use Permit To Allow For The Construction Of An Additional 20' X 24' (480 Square Feet) Accessory Building. A Conditional Use Permit Is Required For An Additional Garage Or Accessory Building Exceeding 144 Square Feet In A Residential District.** Motion: Moved by Reynolds, seconded by Lannoy to approve the conditional use as presented. **Voice vote:** Motion carried.
5. **Future Agenda Items And Announcements.** Hansen said amending Tax Incremental Finance District #2 and creation of a fourth tax incremental finance district could be expected in the next months.
6. **Adjournment.** Motion: Moved by Butzine, seconded by Lannoy to adjourn. **Voice Vote:** Motion passed. Time: 7:07 p.m.

Attest:

  
Morton Hansen  
Clerk/Treasurer

**CITY OF WATERLOO PLAN COMMISSION  
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER  
PUBLIC HEARING MINUTES  
PROPOSED CONDITIONAL USE PERMIT FOR 1311 OAK STREET  
JULY 30, 2013**

**1. CALL PUBLIC HEARING TO ORDER AND ROLL CALL.** Bob Crosby called the meeting to order at 7:00 p.m. in the Mayor's absence. Members present: Leisses, Crosby, Butzine, Lannoy and Reynolds with one vacancy. Others present: Alyssa Skiba of the Courier, Rodney Galston and Clerk/Treasurer Hansen.

**2. PUBLIC HEARING TOPIC:** The applicant, Nathan Galston, owner of the property located at 1311 Oak Street, is requesting a conditional use permit to allow the construction of an additional 20' X 24' (480 square feet) accessory building. The applicant currently has an attached garage. A conditional use permit is required for an additional garage or accessory building exceeding 144 square feet in a residential district.

The property is described as follows:

Tax Parcel: #290-0813-0544-029

Legal Description: Lot 17, Heritage Hills, City of Waterloo, Jefferson County, Wisconsin

Street Address: 1311 Oak Street

**3. PUBLIC COMMENT PERIOD:** Crosby asked if the siding would match existing structures. Rodney Galston (father of applicant) said yes. It was noted that the lot setbacks would be 10 feet on each side. It was noted that Oak Street resident Gary Yerges wrote a letter stating he and his wife had no objections. Mr. Galston stated that the structure would house a snowmobile and other items not requiring a driveway.

**4. PUBLIC HEARING ADJOURNED.** With no additional comments for or against coming from the floor, Bob Crosby concluded the public hearing at approximately 7:02 p.m.

Attest:



Morton Hansen  
Clerk/Treasurer

September 16, 2013

Planning Commission  
City of Waterloo  
136 North Monroe Street  
Waterloo, WI 53594

I am writing to apply for approval of conducting business in my home. I am a Licensed Acupuncturist, and have been practicing Traditional Chinese Medicine, for the past five years. My part-time practice has been mainly housed in the office of Dr. Gary Silbaugh, S.C., in Sun Prairie. Additionally, I have been practicing one day a week at Facilitated Healing, LLC in Watertown, since January of 2011. My other source of income is as a bookkeeper for an accountant in Madison.

In the past, I have treated only friends and family in my home, and given treatments in patients' homes in Waterloo. I would like to open my home to patients in Waterloo, so they do not have to drive to either Sun Prairie or Watertown to see me; and so that I can provide a consistent, peaceful, healing space for them to receive their treatments.

Treatments would be by appointment only, and there will be no walk-in business. My treatment room is 195 square feet, accessed directly from the front vestibule, and made private by a large pocket door, and two large French doors. Treatments are given on a massage table. My home was originally designed for the pastor at St. Paul's, and is set up so that he could see parishioners in private, without disturbing the flow of the rest of the household. I am the only occupant of my house, and am a sole practitioner, with no plan of adding any employees.

I do not anticipate giving more than five treatments a week, and will be thrilled if I am able to give two treatments a week, consistently, in Waterloo. This is why I want to practice out of my home. The patient volume will not be enough to pay rent for an office space, and my home is already set up to efficiently serve my patients.

I currently carry Malpractice Insurance through the American Acupuncture Council, and will add an additional \$1,000,000 per incident/\$2,000,000 aggregate of liability coverage, as well as \$10,000 in medical coverage, to my homeowner's policy through American Family Insurance. This will cover any incidents that might arise because of my property, i.e. tripping and falling.

I look forward to hearing your approval, so that I may begin helping the people of my hometown with their health issues.

Sincerely,



Jami J. Forman, M.S.O.M., L.Ac, C.Ac  
173 South Washington Street  
Waterloo, WI 53594  
(920)-420-1679

Attachments

NO. 584 - 55

The State of Wisconsin  
Department of Safety and Professional Services

*Hereby certifies that*

JAMI J FORMAN

*was granted a certificate to practice as an*

ACUPUNCTURIST

*in the State of Wisconsin in accordance with Wisconsin Law  
on the 14th day of August in the year 2008.*

*The authority granted herein must be renewed each biennium by the granting authority.*

*In witness thereof, the State of Wisconsin  
Department of Safety and Professional Services  
has caused this certificate to be issued under  
its official seal.*



  
Secretary

*This certificate was printed on the 15th day of September in the year 2013*



**Declarations to Claims Made Professional Liability Policy**

Named Insured/Certificate Holder: Jami Jo Forman, L.Ac.  
Member Policy No: APIA-510688  
Master Policy: APIC-AAC-1001 - Preferred; Issued in CA  
Master Policy Held By: American Acupuncture Council  
Professional Services: Acupuncture and Oriental Medicine  
Claims Reporting Basis: Claims Made  
Endorsement(s): A2002 (Acupuncture)  
Premises Liability: No Deductible: None  
Exclusions: As stated in Section V of Endorsement to Policy  
Limitations: Disposable Needles Only  
Territory: United States – Subject to proper licensing in states where services are rendered (See Exclusion A.7.)  
Professional Liability Policy Limits: \$1,000,000 Each Claim / \$3,000,000 Aggregate  
Covered Proceedings Limits: \$30,000/\$30,000  
Total Annual Cost Basis: \$ 584.00 (Premium - \$ 297.50; Policy Fee - \$ 52.50; Membership Fee - \$ 200.00; Install Chrg - \$ 34.00)  
Premium Based On: Annual Reporting Period Payment Plan: Quarterly  
Lapse Dates: From: To:  
Retroactive Date: 1/10/2012  
Policy Period: From: 1/10/2013 To: 1/10/2014  
Please direct all inquiries to your broker: Phone:

(All dates are at 12:01 a.m. at address of Named Insured. Unless renewed, coverage ends on the Expiration Date.)

**General:** This Declarations Page identifies the person(s) named herein as a named insured under the terms and conditions of a Policy issued to the members of the American Acupuncture Council. The terms and conditions of the Policy apply to all members who hold a Certificate of Insurance. The terms and conditions of this Certificate apply only to the person(s) named herein and the insurer. The Retroactive Date listed above applies only to those attributes of coverage in place continuously since the inception of the Named Insured's Policy. When changes to coverage are requested, including but not limited to changes in Limits, switching from Preferred to Elite, adding Professional Services, etc., such changes are effective retroactively only to the date the change was approved by the Company.

**Coverage:** Coverage is afforded to person(s) named herein as Named Insureds according to the terms and conditions of the Policy to which this Certificate refers. No other rights or conditions, except as specifically stated herein, are granted or inferred. When your Claims Reporting Basis is "Claims Made", the Policy affords defense and damage coverage only for claims made against the Named Insured 1) arising from the performance of Professional Services rendered subsequent to the Retroactive Date, and 2) made against the Named Insured and reported to the Company during the Policy Period. Please review the policy carefully and discuss any questions regarding coverage with the insurance broker at (800) 838-0383.

**Extended Coverage:** If your Claims Reporting Basis is "Claims Made" and the Policy is terminated either by you or the Company, you may apply for Extended Coverage so that you can submit claims after your Policy Period ends for incidents that occurred during your Policy Period. An application for Extended Coverage must be received within thirty (30) days of termination of your Policy, unless otherwise modified by any applicable State Mandatory Endorsement attached hereto.

**Notice:** Report in writing within 48 hours any & all claims against you and any & all incidents that you believe may result in a claim against you, even if groundless, to American Acupuncture Council, 1100 W. Town and Country Road, Suite 1400, Orange, CA 92868.

**Notice:** This Policy is issued by your risk retention group. Your risk retention group may not be subject to all of the insurance laws and regulations of your State. State insurance insolvency guaranty funds are not available for your risk retention group.

Countersigned by: \_\_\_\_\_  
Authorized Representative



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*This electronic version is provided for informational purposes only. For the official version please contact the municipality.*

[§ 385-10.2. Home occupations in residential districts.](#)

**[Added 7-2-2009 by Ord. No. 2009-09]**

A. Intent. It is the intent of this section to provide a means to accommodate a small home-based business without the necessity of a rezoning the land area from an R-1, R1-A, or R-2 District to a commercial district. Home occupations are economic activities permitted within any single-family detached residence which comply with the following requirements. Examples include the provision of personal and professional services. Once a home occupation has been approved, it may not be expanded or enlarged.

B. Requirements. Any individual who desires to locate a home occupation within a dwelling located in one of the residential districts described in Subsection A, shall make written application to the Plan Commission for approval thereof. Said application shall contain complete and accurate description of the proposed home occupation; and such additional information as the Zoning Administrator and/or the Plan Commission may require. In determining whether or not to approve any requested home occupation, the Plan Commission shall be guided by the following criteria:

- (1) The home occupation shall be conducted only within the enclosed area of the dwelling unit or an attached garage.
- (2) There shall be no exterior alterations of the structure which change the character thereof as a dwelling. There shall be no exterior evidence of the home occupation other than those signs permitted in the district.
- (3) No storage or display of materials, goods, supplies, or equipment related to the operation of the home occupation shall be visible outside any structures located on the premises.
- (4) No home occupation use shall create smoke, odor, glare, noise, dust, vibration, fire hazard, small electrical interference or any other nuisance not normally associated with the average residential use in the district.
- (5) Only one sign may be used to indicate the type of home occupation. Such sign shall not be illuminated and shall not exceed three square feet.
- (6) The home occupation shall not involve the use of commercial vehicles for more than occasional delivery of materials to or from the premises.
- (7) Authorized home occupations are restricted to service-oriented businesses and the mass production of items or products or the sale of items or products on the premises is prohibited. Examples of service-oriented businesses include, but are not limited to, computer programming, accounting, law, insurance agencies and computer-based consulting and clerical services.
- (8) Authorized home occupations shall not occupy more than 30% of the floor area of the dwelling in question.
- (9) Persons employed in home occupations shall be limited to the resident, immediate family members, and no more than one nonresident employee.
- (10) Under no circumstances shall a motor vehicle repair or body work business qualify as an authorized home



occupation.

(11) No animals shall be involved in any authorized home occupation.

(12) Home day care is an authorized home occupation so long as it does not involve more than seven children or require state licensing.

C. Conditional uses. Any proposed home occupation which does not satisfy the criteria established in Subsection B above may be authorized by the Plan Commission as a conditional use, subject to the requirements of § 385-21 and the following:

(1) The extent of the equipment or machinery used in the home occupation may be restricted by the Plan Commission.

(2) Sale or transfer of the subject property or the expansion of the approved home occupation shall cause the conditional use permit to terminate.

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**CITY OF WATERLOO, WI**  
**TAX INCREMENTAL DISTRICT NO. 4 MIXED USE DISTRICT CREATION & TAX INCREMENTAL**  
**DISTRICT NO. 2 PROJECT PLAN & BOUNDARY REHAB DISTRICT AMENDMENT**

*Proposed Timetable – 8/26/13*

<b><u>ACTION DATE</u></b>	<b><u>STEP</u></b>
	City will provide Ehlers with a list of the parcel tax key #'s within each of the Districts, pertinent parcel information, the maps, list of projects and costs,
	<b>TID NO. 2 REHAB DISTRICT ONLY:</b> Ehlers will prepare & provide an applicable findings report.
	Ehlers will prepare & provide the City with feasibility analysis reports, options, and/or draft project plan documents
	Plan Commission makes a motion to call for a public hearing (optional)
Sept. 27, 2013	Ehlers' will send a Notice to Official City Newspaper of organizational JRB meeting & public hearing. (cc: City)
	<b>TID NO. 2 REHAB DISTRICT ONLY:</b> Ehlers will provide City with a draft of a notice that must be sent to property owners within the proposed areas to be added to the exiting TID, for the City's use.
	Ehlers will send notification letters, along with required enclosures, to overlapping taxing jurisdictions of JRB organizational meeting & public hearing, as well as the agenda - to be posted by the City. (cc: City & attorney) <i>(Letters must be postmarked prior to first publication).</i>
Sept. 27 – Oct. 2	<b>TID NO. 2 REHAB DISTRICT ONLY:</b> City will send notices of the public hearing, along with required enclosures, to applicable properties within proposed areas to be added to the existing TID. (cc: Ehlers & attorney). <i>(Letters must be postmarked prior to first publication &amp; at least 15 days prior to hearing). Properties may be removed, but may not be added after publications.</i>
Sept. – Oct.	Ehlers will provide City, overlapping taxing entities, and/or City Attorney with [revised] draft Project Plan documents, if not yet provided and/or necessary, as well as agenda language (City to post) & resolutions for first meetings, and will also request legal opinion of the plan.s
Oct. 3	First Publication of Public Hearing & JRB Meeting Notice <i>(Week prior to second notice &amp; at least 5 days prior to JRB meeting)</i>
Oct. 10	Second Publication of Public Hearing & JRB Meeting Notice. <i>(At least 7 days prior to public hearing)</i>
Oct. 23	Joint Review Board meets to review plans, appoint chairperson and public member and set next meeting date. <i>(Prior to public hearing)</i>
	Plan Commission Public Hearing on Project Plans. <i>(Within 14 days after second publication)</i>
	Plan Commission reviews plans & approval of District Project Plans.
Oct.	Ehlers will provide City & City Attorney with revised draft Project Plans, if necessary, as well as agenda language (City to post) & resolutions for Common Council meeting.
Nov. 7 *	Common Council reviews Plans & adopts resolutions approving District Project Plans. <i>(at least 14 days after hearing)</i>
Nov. 15 *	Ehlers' will send a Class 1 Notice to Official City Newspaper of JRB meeting. (cc: City)
	Ehlers will send notices & required attachments to JRB of the final meeting, along with the Agenda (City to post). (cc: City & Attorney) <i>(Letters must be postmarked prior to publication).</i>
Nov. 21	Publication of JRB Meeting Notice <i>(At least 5 days prior to meeting)</i>
Nov. 26 – Dec. 4 *	Joint Review Board consideration of District Project Plans. <i>(Within 30 days of notification of meeting / receipt of Plan Commission &amp; Common Council resolutions)</i>
January - October 2014	Ehlers will gather, prepare, and submit state forms & required documents to the state, once the <b>2014</b> assessed parcel values available (following the BOR) & we receive all remaining maps, legal descriptions, parcel information, documents, etc. from the City. <b>DOR filing deadline October 31.</b>

*The Courier – publish Th., deadline Fr. prior –*  
*spstar@hometownnewsgroup.com and courier@hometownnewsgroup.com*  
*- 920.478.2188 and 608.837.2521*

**\* Ehlers will be closed 11/6 – 11/8 & 11/28 – 11/29**