



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, May 27, 2014 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
3. Citizen Input
4. Unfinished Business
 - a. Preliminary Design Review - Building Expansion, 104 W. Madison Street, Daren Edward Maron
5. Future Agenda Items And Announcements
6. Adjourn

Morton Hansen
Clerk/Treasurer

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

Posted, Distributed & Emailed: May 21, 2014

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
September 24, 2013**

1. **Call To Order And Roll Call.** Mayor Thompson called the meeting to order at 7:00 p.m. following a public hearing. Members present: Crosby, Butzine and Reynolds with one vacancy. Absent - Leisses and Lannoy. Others present: Jami Forman and Clerk/Treasurer Hansen.
2. **Approval Of The Past Meeting Minutes And Public Hearing Minutes.** Moved by Crosby, seconded by Butzine to approve the cancelled meeting minutes of August 27, 2013 and public hearing and regular meeting minutes of July 30, 2013. **Voice vote:** Motion carried.
3. **Citizen Input.** None.
4. **New Business.**
 - a. **Approval For A Home Occupation In A Residential District – Jami J. Forman, Licensed Acupuncturist, 173 South Washington Street.** **Motion:** Moved by Reynolds, seconded by Crosby to approve the Home Occupation Permit for Jami Forman, 173 South Washington Street. **Roll Call Vote:** Ayes: Crosby, Butzine and Reynolds. Noes: none, with Lessis and Lannoy absent. **Motion carried.**
5. **Future Agenda Items And Announcements.**
 - a. **Timeline For Amending TID #2 and Creating TID #4 – Process Triggered By Community Development Authority Motion.** Mayor Thompson informed the Plan Commission members that the process is coming near to amending TID #3 and Creating TID #4.
6. **Adjournment.** **Motion:** Moved by Crosby, seconded by Butzine to adjourn. **Voice Vote:** Motion passed. Time: 7:25 p.m.

Attest:



Morton Hansen
Clerk/Treasurer

**CITY OF WATERLOO PLAN COMMISSION
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
PUBLIC HEARING MINUTES
CREATION OF TID #4 AND AMENDMENT OF TID #2
NOVEMBER 20, 2013**

1. CALL PUBLIC HEARING TO ORDER AND ROLL CALL. Mayor Thompson called the meeting to order at 7:00 p.m. Members present: Crosby, Butzine, Lannoy and Reynolds with one vacancy and Leisses absent. Others present: Dawn Gunderson, Ehlers, Inc., Maureen Giese and Clerk/Treasurer Hansen.

3. PUBLIC COMMENT PERIOD:

Dawn Gunderson, Ehlers Inc. explained the Proposed Project Plan, Boundaries and Creation of TID #4. Clerk/Treasurer Hansen and Mayor Thompson gave some input also. There were some questions and concerns raised to the process. Crosby explained it is a planning tool for the City to help encourage people to come to Waterloo and open businesses and to generate a tax base. There was no other discussion pertaining to TID #4.

Dawn Gunderson went on to explain the Proposed Amendment of Boundaries and Project Plan for TID #2. There were some questions were raised.

The complete meeting is in audio form at City Hall.

4. PUBLIC HEARING ADJOURNED. With no additional comments for or against coming from the floor, Bob Crosby concluded the public hearing at approximately 7:52 p.m.

Attest:

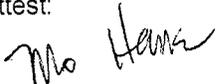


Morton Hansen
Clerk/Treasurer

**CITY OF WATERLOO PLAN COMMISSION MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
November 20, 2013**

1. **Call To Order And Roll Call.** Mayor Thompson called the meeting to order at approximately 7:53 p.m. following a public hearing. Members present: Leisses, Crosby, Butzine, Lannoy and Reynolds with one vacancy. Others present: Dawn Gunderson, Ehlers, Inc., Maureen Giese and Clerk/Treasurer Hansen.
2. **Approval Of The Past Meeting Minutes And Public Hearing Minutes.** Moved by Crosby, seconded by Butzine to table approval of any past meeting minutes. **Voice vote:** Motion carried.
3. **Citizen Input.** None.
4. **New Business.**
 - a. **Consideration of Plan Commission Resolution #2013-A "Resolution Designating Proposed Boundaries and Approving a Project Plan for Tax Incremental District No. 4, City of Waterloo, Wisconsin".** **Discussion:** Mayor Thompson asked if there was any opposition at the Joint Review Board Meeting which was held earlier in the day. Clerk/Treasurer Hansen mentioned that Connie Schiestl, Waterloo School Superintendent brought up some very good questions. Hansen also explained the reasoning for including the school property rather than extending north of Piggly Wiggly to include the medical clinic. Essentially, Connie Schiestl did not have any concerns. **Motion:** Moved by Crosby, seconded by Lessis to approve Resolution #2013-A, Resolution Designating Proposed Boundaries and Approving a Project Plan for Tax Incremental District No.4, City of Waterloo, Wisconsin as presented. **Roll Call Vote:** Ayes: Leisses, Crosby, Butzine and Reynolds. Noes: none, with Lannoy abstaining. **Motion carried.**
 - b. **Consideration of Plan Commission Resolution #2013-B "Resolution Designating Amended Boundaries and Approving a Project Plan for Tax Incremental District No. 2, City of Waterloo, Wisconsin".** **Motion:** Moved by Butzine, seconded by Lannoy to approve Resolution #2013-B, Resolution Designating Amended Boundaries and Approving a Project Plan for Tax Incremental District No.2, City of Waterloo, Wisconsin as presented. **Roll Call Vote:** Ayes: Leisses, Crosby, Butzine, Lannoy and Reynolds. Noes: none. **Motion carried.**
5. **Future Agenda Items And Announcements.** Mayor Thompson mentioned that there would not be much more discussion regarding the RR Donnelly plant. Thursday the proposed developer agreement will be discussed regarding the RR Donnelly office building. Clerk Treasurer Hansen said the parcels would require rezoning.
6. **Adjournment.** **Motion:** Moved by Butzine, seconded by Crosby to adjourn. **Voice Vote:** Motion passed. Time: 7:07 p.m.

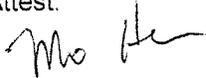
Attest:


Morton Hansen
Clerk/Treasurer

**CITY OF WATERLOO PLAN COMMISSION MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
March 25, 2014**

1. **Call To Order And Roll Call.** Vern Butzine called the meeting to order at approximately 7:00 p.m. Members present: Leisses (by phone), Butzine, Lannoy and Reynolds with one vacancy. Others present: Daren Edward Maron, Nancy Cook and Clerk/Treasurer Hansen.
2. **Approval Of The Past Meeting Minutes And Public Hearing Minutes.** Moved by Lannoy, seconded by Butzine to approve the February 25, 2014 public hearing minutes and to note that no meetings were held on June 25, 2013; October 22, 2013; December 13, 2013; January 28, 2014 and February 25, 2014. **Voice vote:** Motion carried.
3. **Citizen Input.** None.
4. **New Business**
 - a. **Conditional Use Permit - The Applicants, Eugene and Nancy Cook, Owners Of The Property Located At 1042 E. Madison Street, Is Requesting To Allow For The Construction Of An Additional 12' X 20' (240 Square Feet) Accessory Building.** **Motion:** Moved by Butzine, second by Lannoy to recommend to Council the granting of the conditional use permit as requested. **Voice vote:** Motion carried.
 - b. **Preliminary Design Review - Building Expansion, 104 W. Madison Street, Daren Edward Maron.** **Discussion:** Mr. Maron described his project and said that drawings would be completed by the next meeting. No action taken.
5. **Future Agenda Items And Announcements.** None.
6. **Adjournment.** **Motion:** Moved by Butzine, seconded by Reynolds to adjourn. **Voice Vote:** Motion passed. Time: 7:07 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

**CITY OF WATERLOO PLAN COMMISSION
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
PUBLIC HEARING MINUTES
PROPOSED CONDITIONAL USE PERMIT FOR 801 W. MADISON STREET
April 22, 2014**

1. CALL PUBLIC HEARING TO ORDER AND ROLL CALL. Bob Crosby called the meeting to order at 7:00 p.m. Members present: Leisses Crosby, Butzine, and Reynolds with one vacancy. Others present: Daren Edward Maron, Ed & Rachel Cass, Marcus Gagnon, Mike Nordness and Clerk/Treasurer Hansen.

2. PUBLIC HEARING TOPIC: The applicant, Trek Bicycle, owner of the property located at 801 W. Madison Street, is requesting a conditional use permit to allow the use of a temporary office for one year.

The property is described as follows:

Tax Parcel: #290-0813-0724-001

Legal Description: Lot 1, CSM 4686-24-098, Jefferson County, Wisconsin

Street Address: 801 W. Madison Street

3. PUBLIC COMMENT PERIOD: Marcus Gagnon representing Trek stated that the structure would be for one year. No other person spoke in favor or against.

4. PUBLIC HEARING ADJOURNED. With no additional comments for or against coming from the floor, Bob Crosby concluded the public hearing at approximately 7:01 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 680 MCKAY WAY
April 22, 2014**

1. CALL PUBLIC HEARING TO ORDER AND ROLL CALL. Bob Crosby called the meeting to order at 7:02 p.m. Members present: Leisses Crosby, Butzine, and Reynolds with one vacancy. Others present: Daren Edward Maron, Ed & Rachel Cass, Marcus Gagnon, Mike Nordness and Clerk/Treasurer Hansen.

2. PUBLIC HEARING TOPIC: The applicant, the City of Waterloo, lease holder of the property located at 680 McKay Way, is requesting a conditional use permit to allow the use of a northern most unimproved part of the apartment complex as a public park. The intent is to use the vacant land as a public park until December of 2015. The use is intended for event overflow from the adjacent Waterloo Regional Trailhead at 760 McKay Way.

The property is described as follows: Tax Parcel: #290-0813-0724-009

Legal Description: Northern most unimproved part of PCL 2, CSM 3626-16-259, Jefferson County, Wisconsin

Street Address: 680 McKay Way

3. PUBLIC COMMENT PERIOD: The Clerk/Treasurer reiterated the intent and stated that the lease would be in effect until December of 2014. No other person spoke if favor or against.

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

**CITY OF WATERLOO PLAN COMMISSION MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
April 22, 2014**

1. **Call To Order And Roll Call.** Bob Crosby called the meeting to order at approximately 7:02 p.m. in the Mayor's absence. Members present: Leisses Crosby, Butzine, and Reynolds with one vacancy. Others present: Daren Edward Maron, Ed & Rachel Cass, Marcus Gagnon, Mike Nordness and Clerk/Treasurer Hansen.
2. **Approval Of The Past Meeting Minutes And Public Hearing Minutes.** Moved by Butzine, seconded by Reynolds to table approve of the meeting minutes until such time as they are available. **Voice vote:** Motion carried.
3. **Citizen Input.** None.
4. **New Business**
 - a. **Conditional Use Permit - The Applicant, Trek Bicycle Corp., Owner Of The Property Located At 801 W. Madison Street, Is Requesting A Conditional Use Permit To Allow The Use Of A Temporary Office For One Year.** **Motion:** Moved by Leisses, seconded by Butzine to recommend Council approval of the conditional use permit as requested. **Voice vote:** Motion carried.
 - b. **Conditional Use Permit - The Applicant, City of Waterloo, Proposed Lease Holder Of the Property Owned By Meadowbrook Apartment Homes, LLC, Located At 680 McKay Way, Is Requesting A Conditional Use Permit To Allow The Use Of The Northern Most Part Of The Apartment Complex As A Public Park. The Intent Is To Use The Vacant Land As A Public Park Until December Of 2015. The Use Is Intended For Event Overflow For The Adjacent Waterloo Regional Trailhead At 760 McKay Way.** **Motion:** Moved by Butzine, seconded by Reynolds to recommend Council approval of the conditional use permit as requested. **Voice vote:** Motion carried.
5. **Unfinished Business**
 - a. **Preliminary Design Review - Building Expansion, 104 W. Madison Street, Daren Edward Maron.** **Discussion:** Mr. Maron further described his plans submitting a drawing for review. Maron stated that no action would take place prior to finalizing the recording of deeds and resolving any ownership questions. Further detail from the engineer was requested. **Motion:** Moved by Leisses, seconded by Butzine to table consideration of the design review until the next meeting. **Voice vote:** Motion carried.
6. **Future Agenda Items And Announcements.** None.
7. **Adjournment.** **Motion:** Moved by Butzine, seconded by Reynolds to adjourn. **Voice Vote:** Motion passed. Time: 7:20 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

City Hall

From: Bob Williams [bob.w@tdiae.com]
Sent: Tuesday, May 13, 2014 3:55 PM
To: cityhall@waterloowi.us
Cc: Daren Edward
Subject: Daren Edward Shop addition 104 West Madison
Attachments: 140512 structural calculations.PDF; 140512 stamped drawings.PDF

Could you please pass these on to Mo Hansen to review for Daren? Our question is does the City need additional drawings to complete its review? If not then we can deliver full size stamped prints for the permit.

Bob Williams PE

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