



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone: (920) 478-3025
Fax: (920) 478-2021
E-Mail: cityhall@waterloowi.us
Website: www.waterloowi.us

CITY OF WATERLOO PUBLIC NOTICE 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, November 25, 2014 **TIME: 7:00 p.m.**

LOCATION: 136 N. Monroe Street, Council Chambers of the Municipal Building

to consider the following:

1. **Call to Order and Roll Call**
2. **Approval of Meeting Minutes**
October 28, 2014
3. **Citizen Input**
4. **Unfinished Business**
 - a. **Movin' Out of Madison, WI – 217 N Monroe Street**
 - Land Use Rezoning from C-1 General District to R-2 Single-Family Residential District to allow the redeveloping of the former Perry Printing parking lot into a twenty-four unit multifamily rental apartment community
 - Conditional Use Permit to allow for multifamily dwellings per Chapter 385.10 B (3) conditional use permit required for multifamily dwellings
 - Architectural Design Review, for the construction of a 24 unit 3 story apartment building
5. **New Business**
 - a. **Van Holtens & Sons Inc, 703 W Madison Street**
 - Architectural Design Review, for the construction of a 1,440 square foot pole barn
6. **Future Agenda Items and Announcements**
7. **Adjournment**

Lois A. M. Baird
Interim Clerk/Treasurer

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

Posted, Distributed & Emailed: November 19, 2014

Members: Leisses, Crosby, Thompson, Butzine, Reynolds, Lannoy, and Oelke

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.



Movin' Out

600 Williamson Street, L-1
Madison, WI 53703-3588

608/251-4446
608/819-0623 FAX

info@movin-out.org
www.movin-out.org

RECEIVED
OCT 15 2014
CITY OF WATERLOO

Housing ideas for people with disabilities.

October 13, 2014

Via Electronic Mail
(cityhall@waterloowi.us)
and via U.S. Mail

City of Waterloo

Attention: Lois A.M. Baird
Deputy Clerk/Treasurer
136 N. Monroe Street
Waterloo, WI. 53594

Ladies and Gentlemen:

This letter follows the letter we sent to you on October 9th. That letter requested an incorrect zoning change. This letter makes a correct request.

We request a rezoning and architectural review by the City of Waterloo for the proposed Monroe Street Apartments to be located at 217 N. Monroe Street. We are requesting that the zoning be changed from C-1 to R-2, Single Family Residential District. We are also requesting approval and issuance of a Conditional Use Permit that will allow us to construct a multifamily building on the site.

Accompanying this letter please find an Application for Conditional Use Permit, complete except for a few pieces of information that we understand the City already has. Enclosed with the mailed copy of this letter please find a \$285.00 check from Movin' Out to pay the fee for the Conditional Use Permit.

At the end of the Application, it states that two attachments are required. The first is a list of adjoining owners. My understanding is that David Porterfield, of our staff, spoke with Lois Baird today and she stated that the City already has this information and so we need not submit it with the Application. The second required attachment is a Site Plan, which our architect, Jim Glueck, already submitted to the City.

The proposed project involves the redevelopment of the former Perry Printing parking lot into a twenty-four unit multifamily rental apartment community. Movin' Out, Inc. and Mirus Partners, Inc. will serve as joint development partners and owners of the project.

*Rezoning
Request
PD
10/23/2014
\$285.00
Receipt
#30750*

City of Waterloo
October 13, 2014
Page 2


The development team has secured financing commitments and is eager to begin work on the project this fall or early in 2015, weather permitting.

We enclosed with the copy of the October 9th letter we mailed to you a \$1,461.20 check from Movin' Out to pay the application fee required for rezoning and architectural review.

If you have questions or desire additional information, please contact Dave Porterfield, of Movin' Out at (608) 251-4446 or Chris Jaye, of Mirus Partners at (608) 824-2294.

Sincerely,

MOVIN' OUT, INC.

By: 

Timothy J. Radelet
Executive Director

cc: David Porterfield
Chris Jaye



Movin' Out

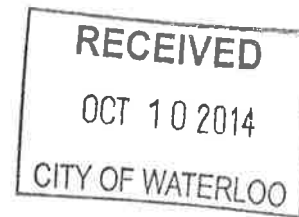
600 Williamson Street, L-1
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www.movin-out.org

Housing ideas for people with disabilities.

Via Electronic Mail
(cityhall@waterloowi.us)
and via U.S. Mail



City of Waterloo

Attention: Lois Baird
Deputy Clerk/Treasurer
136 N. Monroe Street
Waterloo, WI. 53594

Ladies and Gentlemen:

We are writing to request a rezoning and architectural review by the City of Waterloo for the proposed Monroe Street Apartments to be located at 217 N. Monroe Street. We are requesting that the zoning be changed from C-1 to Planned Unit Development.

The proposed project involves the redevelopment of the former Perry Printing parking lot into a twenty-four unit multifamily rental apartment community. Movin' Out, Inc. and Mirus Partners, Inc. will serve as joint development partners and owners of the project.


The development team has secured financing commitments and is eager to begin work on the project this fall or early in 2015, weather permitting.

Enclosed with the mailed copy of this letter please find a \$1,461.20 check for Movin' Out to pay the application fee required for rezoning and architectural review.

If you have questions or desire additional information, please contact Dave Porterfield, of Movin' Out at (608) 251-4446 or Chris Jaye, of Mirus Partners at (608) 824-2294.

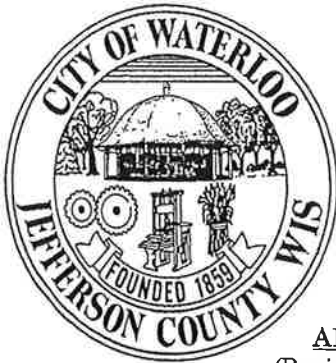
Sincerely,

MOVIN' OUT, INC.

By: 

Timothy J. Radelet
Executive Director

cc: David Porterfield
Chris Jaye



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021
cityhall@waterloowis.com

APPLICATION FOR CONDITIONAL USE PERMIT
(Review and Action by City Plan Commission/Common Council)

PO
10/23/2014
Receipt
#30749

Number: _____ Date Filed: 10/13/2014 Fee Paid: \$285.00

Location of Property: 217 N. MONROE STREET, Waterloo, WI

Applicant: Movin' Out, Inc.

Address: 600 Williamson St, side L-1, Madison, WI 53703 Telephone: (608) 251-4446 x.8

Owner of Property: City of Waterloo

Address: 136 N. Monroe St, Waterloo, WI Telephone: (920) 478-2021

Contractor: Horizon Construction Group, Inc.

Address: 5201 East Terrace Drive, side 300, Madison, WI 53718 Telephone: (608) 354-0825

Architect or Professional Engineer: Glueck Architects LLC

Address: 116 N. Few St, Madison, WI 53703 Telephone: (608) 251-2551

Legal Description of Property: _____

Lot 1 csm 2522-9-127

Land Parcel Size: 58815 sq Ft Present Use: Parking lot Zoning District: C-1

Type of Existing Structure (if any): None

Proposed Use of the Structure or Site: multifamily Apartments Number of Employees: 1

Terms of Municipal Code

Conditional Use Requested

Chapter 385.10

multifamily

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

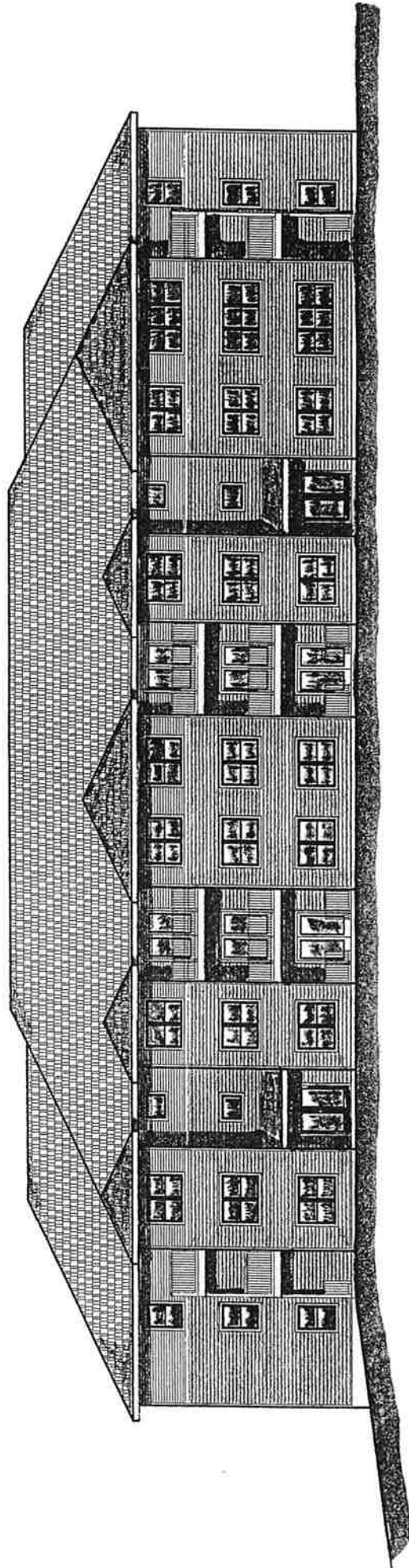
Requesting zoning change from C-1 to R-2 with conditional use permit to allow 24 unit multifamily rental apartment building

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: 10/13 20 14

Groffly J. Raschelet, Exp. Director
Signature of Applicant



EAST ELEVATION

SCALE 1" = 10'-0"

10/18/14 MONROE STREET APARTMENTS
 NEW DEVELOPMENT
 211 NORTH MONROE STREET
 MATHEWS, MADISON, WI 53702

glueck architects

110 North Park Street, Madison, WI 53702

MTI

3

**CITY OF WATERLOO
PLAN COMMISSION APPLICATION
ARCHITECTURAL DESIGN REVIEW**

Date OCTOBER 8, 2014

The following information must be submitted one week prior to any Plan Commission meeting for staff review and agenda placement. The Plan Commission meets the 4th Tuesday of each month at 7:00 PM in the Council Chambers of City Hall, 136 North Monroe Street, Waterloo, WI 53594. In addition to this form, required fee, and three (3) sets of plans, the attached Checklist is required to be submitted two weeks in advance.

Project Address 217 NORTH MONROE STREET

Applicant Name JIM GLUECK, GLUECK ARCHITECTS Phone 608 251-2551

Address 116 NORTH FEW STREET • MADISON, WI 53703

Owner Name MONROE STREET APARTMENTS LLC Phone 608 251-6000

Address YO MOVIN' OUT, INC. • 600 WILLIAMSON STREET • MADISON, WI 53703

Describe Project NEW 24-UNIT 3-STORY APARTMENT BUILDING

Zoning C-1 and R2 Conforming Use _____

Date Received 10/8/2014 Hearing Date 10/28/2014

Fee \$ 1176.30 Received By Lois Ann Banil

58,815 sq Ft
x
.0219 sq Ft

PR
10/23/2014
1176.30
Receipt
#30750



APPLICANT SIGNATURE

PLAN REQUIREMENTS LIST FOR ALL REVIEWS AND COMMENTS:

Three (3) sets of plans, with all information as listed on the Checklist

If applicable:

- Sign N/A
- Timetable SEE GRADING + EROSION CONTROL PLAN
- Pictures N/A

PLAN SUBMITTAL CHECKLIST

Project: MONROE STREET APARTMENTS

Submitted by: JIM GUECK/GUECK ARCHITECTS

Date submitted: OCT. 8, 2014

NOTE: Please include each applicable item listed below with all formal plan submittals. All boxes should be checked. Mark "N/A" if the item does not apply. Nine copies of the plans must be submitted with this checklist as a single package no later than 4:30 pm, Tuesday, one week prior to presentation at Plan Commission.

1. Show existing and proposed contours at an interval suitable to the topography and project. Contours should extend a minimum of 20' beyond property lines and nearby berms and swales and at least to the backs of curbs.
2. Show square footage of:
 - a. Lot or parcel
 - b. Existing impervious surface
 - c. Proposed total impervious
 - d. Existing building
 - e. Proposed total building
 - f. Existing parking and pavement
 - g. Proposed total parking and pavement.
3. Show all relevant dimensions including:
 - a. Buildings
 - b. Parking stalls
 - c. Driveway widths
 - d. Setbacks to buildings and other improvements
 - e. Parking lot aisles, turnarounds, turning radii, etc.
 - f. Distance from driveway to street corner if under 200'
 - g. Sidewalk, walkway and handicap ramp widths and locations with respect to street and right-of-way
 - h. Widths of abutting R.O.W.'s, roadways, and terraces.
4. Show dimensions and bearings of property lines.
5. Show North Arrow and scale of drawing.
6. Show City bench mark location and elevation to NGS datum.
7. Show all existing and proposed surface materials (grass, bituminous, concrete, etc.)

- 8. Show total number of required and proposed parking stalls.
- 9. Show handicap parking stall and ramp locations.
- N/A 10. Show up or down arrows on loading or other ramps.
- 11. Show existing, proposed, & adjoining driveway approaches.
- 12. Show removal and replacement to City Specifications of concrete curb and gutter for all new curb cuts or as otherwise required.
- 13. Show rim and invert elevations of all drainage structures.
- 14. Design surface drainage to bypass dumpster locations.
- 15. Indicate proposed direction of roof drainage and show location of all roof gutter downspouts.
- 16. Show all existing and proposed public and private utility locations on and adjacent to site.
- 17. Show location of nearest existing fire hydrants and proposed City and private fire hydrants.
- 18. Show location and screening of refuse containers.
- 19. Show how recyclable materials will be handled.
- 20. Show proposed lighting for site including location, pole height, luminaire type and manufacturer's specifications.
- 21. Provide drawings of proposed building with elevation views showing proposed materials and colors.
- N/A 22. Include elevation view of rooftop mechanicals and required screening design, materials, and colors.
- N/A 23. Include statement of historical landmark designation status.
- (WILL DO FOR FINAL PLANS) 24. Include name of designer, P.E. stamp and signature on final plans.
- 25. Include Erosion Control Plan. Include note on plan stating: "Additional erosion control measures will be installed as needed."
- 26. Include Landscape Plan.



Movin' Out

600 Williamson Street, L-1
Madison, WI 53703-3588

608/251-4446
608/819-0623 FAX

Info@movin-out.org
www.movin-out.org

Housing ideas for people with disabilities.

November 17, 2014

City of Waterloo Planning Commission
136 North Monroe Street
Waterloo WI 43594

Dear Commission Members:

Thank you for your consideration of our request for rezoning to allow for progress on Monroe Street Apartments, a multi-family rental development to be located at 217 North Monroe Street in central Waterloo. With this letter and its attached exhibits, we are replying to requests for information and responses to concerns. A description of the project is attached as Exhibit 1.

- **Site Plan**

Kunzel Engineering reviewed the site plan and recommended planning commission approval of rezoning, contingent on addressing several items. The Kunzel memorandum and Architect Jim Glueck's detailed responses to each item are attached in Exhibit 2. Public comment included concerns about preservation of existing trees and placement of fences as buffers between the project and its neighbors. Architect Glueck's response to the Kunzel report and recommendation for approval includes detailed information about modifying our plan to include fencing and retaining the screen provided by existing trees. His reply also addresses the Fire Department's requirements, and includes additional information about the inclusion of play equipment and a garden area for tenants.

- **Success of Similar Project in Watertown and Community Support**

The project is similar to a recently completed project in downtown Watertown. The success of the project and a recommendation to approve the Monroe Street project is documented in a support letter from Watertown Mayor John David. Additionally our proposed project has strong support by other local elected officials and community leaders. Letters of support are attached in Exhibit 3.

- **Strong Property Management**

In a public informational meeting about the project, a citizen raised concerns about whether the Monroe Street Apartments would be subject to the same type of problems attributed to the School Street Apartments in Marshal. Neither Movin' Out nor Mirus Partners has a role in the School Street Apartments in Marshal. The distinction between the Marshal project and the Monroe Street project is that the Marshal project appeared to have experienced a period of poor management. When the property management problems were addressed at the Marshal location, concerns about the project apparently diminished. Movin' Out is contracting with Wisconsin's premiere property management

company, Oakbrook Corporation, which manages more than 8,000 units in three states. Success in property management relies on stringent tenant selection criteria and prompt, decisive response. Oakbrook has specific protocols for each and has a reputation for managing properties that are stable and successful. Information about Oakbrook is attached in Exhibit 4.

- **Density is Similar to Other Local Multi-Family Projects**

At the same meeting, a citizen suggested that a project with fewer units may be more suitable for the site. Waterloo has two comparable sites approved and in operation that have a similar density. The proposed Monroe Street Apartments will have 24 units with a density of 17.38 units per acre. Hawthorne Apartments has 24 units with a greater density of 19.67 units per acre. Meadowbrook Apartments has 56 units with a density of 15.06 units per acre. Documentation for this density summary is attached as Exhibit 5.

- **Documented Need for Workforce Housing**

Our study of the demand for rental housing that can be addressed by the Monroe Street Apartments confirms the need for additional rental housing priced for low to moderate income households. Three Waterloo employers located within a two-mile radius of the site reiterated the need for workforce housing and provided the project with letters of support. Support letters from Sussek Machine Company, Van Holten's, and McKay Nursery Company are attached as Exhibit 6.

- **Affirmative Marketing to Veterans and People with Disabilities**

In recognition of the importance of the contributions of veterans to the Waterloo community and to the nation, the Monroe Street Apartments will be affirmatively marketed to veterans. Veterans who rely on supportive services will be encouraged to apply for tenancy in one of the six units reserved for tenants with such needs. The availability of these units will also be communicated to people with disabilities via Family Care organizations and their contracted supportive services providers. Letters in support of the project from agencies representing veterans are attached as Exhibit 7. These agencies are the Jefferson County Veterans' Services Office and the Department of Veterans Affairs, William S. Middleton Veterans Hospital. A veterans' supportive services agreement between Community Action Coalition of South Central Wisconsin and Movin' Out is also attached to Exhibit 7. Support letters from agencies supporting people with permanent disabilities are also attached to Exhibit 7. These letters document the assistance available to people with disabilities in their homes and are from ContinuUs, a Family Care organization serving people in Jefferson County, and the Wisconsin Department of Health Services, the source of Medicaid funding and governance of Family Care services. Also attached in Exhibit 7 is the supportive services plan agreement between residential services provider, Bethesda Lutheran Communities and Movin' Out, Inc.

- **Positive or Neutral Impact on Property Values**

A comment at a public meeting on the Monroe Street Apartments expressed a concern regarding the project's impact on the value of neighboring properties. Are the sales prices of single-family homes

made higher or lower when low-income housing is nearby? Most studies indicate that affordable housing has no long-term negative impact on surrounding home values. In fact, some research indicates a positive impact on adjacent property values.

Many of the studies that analyzed this issue identified four key issues that make affordable housing developments successful for the community and the neighborhoods:

1. Design

Affordable housing that is attractively designed and blends with the surrounding neighborhood will have no effect or even a positive effect on nearby property values. An attractive design also may be helpful in allaying community concerns about the aesthetics of a proposed development.

2. Management

Not surprisingly, poorly maintained housing — whether privately owned or subsidized — has been shown to depress nearby property values. Affordable housing that is well managed and well-maintained is more likely to have a neutral or positive effect on surrounding properties.

3. Revitalization

Rehabilitation of vacant parcels (such as the Monroe Street Apartments site) and distressed properties for affordable housing has proven beneficial to neighboring home values. Neighbors are likely to view quality, affordable housing as preferable to vacant lots or dilapidated buildings.

4. Strong Neighborhoods

Locating affordable housing developments in strong neighborhoods with stable or increasing home values and low poverty rates is unlikely to have adverse effects on nearby property values. These findings provide support for the emerging trend toward mixed-income housing and communities.

In addition to having a neutral or positive impact on neighboring property values, Section 42 tax credit projects can make broad positive impacts on communities. An analysis by the National Association of Home Builders is included as Exhibit 8.

Thank you for the opportunity for sharing this additional information about the Monroe Street Apartments.

Sincerely,

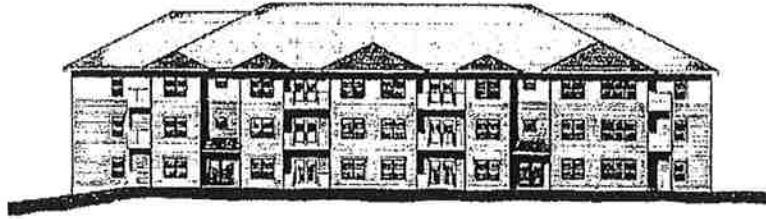


Dave Porterfield
Movin' Out, Inc
dp@movin-out.org
608/251-4446 x8



Christopher Jaye
Mirus Partners
jaye@antach.net
608/824-2294

Exhibit 1



Monroe Street Apartments: Inclusive and Affordable Workforce and Family Housing

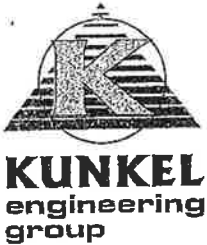
Monroe Street Apartments will offer the opportunity to live in new housing built with quality and care. Affordable rents, multiple amenities, and a perfect riverside location distinguish these new homes and attract tenants who want to settle in a friendly, inclusive, stable community of neighbors.

- Twenty-four units of new multi-family housing will be built in Waterloo, on a site bordering the Mauneha River, at 217 North Monroe Street. Movin' Out, Inc. and Mirus Partners are co-developers and co-owners. The project is financed with WHEDA Section 42 tax credits. Additional financing is provided by HOME Consortium funds, Federal Home Loan Bank Chicago, and Choice Bank.
- Monroe Street Apartments will be an affirmatively inclusive community: the units are attractive examples of the best in workforce and family rental housing. Our marketing strategy includes outreach to veterans, to the Waterloo workforce, and to Waterloo citizens who rely on long term support services. Several units are adapted to meet accessibility needs of family members with disabilities. Common areas are barrier free and all units are visitable.
- Professional property management services will be provided by Oakbrook Corporation, a leading company that manages more than 8,000 apartment units.
- The tenant selection process will target successful tenants and responsible neighbors. Prior to lease approval, all prospective tenants will be required to submit an application verifying income and agreeing to undergo credit and background checks. Any applicant with unverified income, credit problems, and/or criminal history will be denied. All units are affordable to low to moderate-income households.
- The landscape design includes a landscaped rain water retention feature that will mitigate storm water runoff into the river and add beauty to the landscape.
- The grounds will include a gardening area. A playground onsite will allow for safely monitored play. Outdoor paths will be graded to optimize stroller, walker and wheelchair use. A community room will foster tenant and neighbor sociability.
- Monroe Street Apartments are centrally located and are in convenient proximity to Waterloo's business center and major employers. The affordable two and three-bedroom homes are attractive to Waterloo workers and are also seen as a valuable addition to the community by employers who recognize the benefits of having their employees live in the same community where they work.

Monroe Street Apartments add value by promoting affordable, good quality housing that welcomes a range of households that include families who live, work and play in Waterloo.

Movin' Out is a non-profit housing development organization providing home ownership and rental housing options to people with disabilities. For more information, see Movin' Out's website at www.movin-out.org and contact Movin' Out at 608/251-4446 or info@movin-out.org. Mirus Partners is a real estate development company focused on high-quality housing opportunities for households with a mix of incomes. For more information contact Mirus Partners at 608/824-2294.

Exhibit 2



MEMORANDUM

October 28, 2014

To: City of Waterloo Plan Commission

From: Mitchell Leisses

Re: **Architectural & Site Plan Review**
Monroe Street Apartments

Please consider this Memorandum a synopsis of our comments relative to the proposed site plan submitted for the Monroe Street Apartments by Glueck Architects, on behalf of Movin' Out, Inc. The documents submitted for review consist of the following:

Plans

- Site Survey Plans (1417-1)
- Building Floor Plan (1417-2)
- Building Elevation Plan (1417-3)
- Existing Site Plan (Page: 1 OF 2)
- Grading & Erosion Control Plan (Page: 2 OF 2)
- Landscape Plan(L-1)
- Site Survey (Sheet 1 of 1)
- Lighting Plan

General

The Monroe Street Apartments site is located at the south end of Edison Street and west of N. Monroe Street (physical address 217 N Monroe Street). Currently the property is zoned C-1 (General Commercial District) and abuts to a R-1, Single Family Residential District. The developer has requested a re-zoning from C-1 to an R-2 district, including a Conditional Use for a Multifamily Dwelling.

The proposed project involves the construction of a twenty-four (24) unit, multifamily rental apartment at the former Perry Printing parking lot site. Construction of the proposed three (3) story apartment complex will include a new parking lot with storm water improvements and driveway access from Monroe Street. In addition, there will be pedestrian access from the south end of Edison Street, extending through the property to a pedestrian bridge crossing the Maunasha River.

Specific project elements are as follows:

Apartment Complex

The proposed apartment consists of a three-story structure sitting 75 feet from the high water mark of the Maunsha River and primarily parallel with said river. The structure itself has a footprint of 10,168 square feet in area. As previously mentioned, the building will consist of twenty-four (24) total residential units including; sixteen (16) – two bedroom units and eight (8) – three bedroom units.

Building elevation and floor plans have been provided but no other architectural details for the proposed building have been furnished for review.

Parking Lot

The existing parking lot will be reconfigured, with the primary lot being constructed along the east property line and a secondary lot along the north. In total, 40 parking spaces will be provided including a reservation for two handicap accessible spaces. As previously mentioned, access will be gained from N. Monroe Street provided via a 24 foot wide asphalt drive and concrete apron.

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

Site Work

The proposed area on which the improvements are to be constructed is approximately 58,815 square feet. It should be noted the impervious service area will be reduced to about 9,490 square feet from the site's existing conditions, increasing the amount of functional green space.

A storm sewer will be constructed and is intended to serve the drainage needs of the parking lot area in conjunction with the project. No other utility plans (sewer or water) were provided for review.

Storm Water & Erosion Control Management

It appears the existing storm water system will be relayed, tying into a storm structure which services a proposed bio-retention basin. A bio-retention basin is being constructed to collect the majority of the storm water from the parking lot surface and assist with reducing the total suspended solids from the storm water. All of the storm water is proposed to discharge at the same point as the existing storm water system.

All downspouts on the east side of the proposed facility will be tied into the proposed storm sewer system.

In order to alleviate water from ponding on the backside of the pedestrian path, the designer has included a culvert pipe to assist with draining this area.