



136 North Monroe Street
Waterloo, Wisconsin 53594-1198

NOTICE OF A CITY OF WATERLOO PLAN COMMISSION PUBLIC 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 to consider the following:

MEETING: PLAN COMMISSION
DATE: Tuesday, October 28, 2025 **TIME: 6:00 p.m.**
LOCATION: 136 N. MONROE STREET, MUNICIPAL BUILDING COUNCIL CHAMBERS

PLAN COMMISSION REGULARLY SCHEDULED MEETING

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: September 23, 2025
- 3) CITIZEN INPUT (3-Minute Time Limit)
- 4) NEW BUSINESS
 - a. CSM for 516 Washington Street James & Brenda Marshall
 - b. Ordinance 2025-13 Amending 140-13 Fences and walls
- 5) FUTURE AGENDA ITEMS & ANNOUNCEMENTS
- 6) ADJOURNMENT

Jeanne Ritter, Clerk/Deputy Treasurer

Members: Leisses, Quimby, Kuhl, Crosby, Chadwick, Empey & Renforth

Posted, Distributed & Emailed: 10/24/2025

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noted. 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.

WATERLOO PLAN COMMISSION – Minutes September 23, 2025
[a digital meeting recording also serves as the official record]

PUBLIC HEARING

1. CALL PUBLIC HEARING TO ORDER – Mayor Quimby called the public hearing to order at 6:00p.m.
2. PUBLIC COMMENTS ON Remnant Property & Hush Property
3. ADJOURN PUBLIC HEARING 6:21p.m.

PLAN COMMISSION REGULARLY SCHEDULED MEETING

- 1) CALL TO ORDER AND ROLL CALL Mayor Quimby called the meeting to order at 6:21p.m. Commissioners attending: Crosby, C. Kuhl, Empey, and Chadwick, Leisses. Absent: B. Renforth Others in attendance: DPW Yerges T. Thomas, W. Thomas, P. Motl, A. Baumgartner, K. Baumgartner, T. Griffin, R. Griffin, A. Griffin and Clerk Ritter.
- 2) APPROVAL OF MEETING MINUTES: April 22, 2025 Motion [Crosby/Empey] VOICE VOTE: Motion carried.
- 3) CITIZEN INPUT (3-Minute Time Limit)- none
- 4) NEW BUSINESS
 - a. Hush Property Vacating Road Motion to vacate E Polk Street leaving 100ft in front of 290-0813-0822-071 and parcels must be combined. Leisses to have final approval. [Leisses/C. Kuhl] VOICE VOTE: Motion carried.
 - b. Thomas property remnant land. Motion to approve. City is responsible for tree removal as long as Thomas's live there. [Chadwick/Empey] VOICE VOTE: Motion carried
 - c. Archie property remnant land. Motion to approve after following next steps from attorney on Archie property. Motion [Chadwick/Empey] VOICE VOTE: Motion carried.
 - d. Authorizing a CSM for the Split of 333 Portland Rd Motion [Empey/Crosby] on the condition that lines must be cleared up on the map. VOICE VOTE: Motion carried. TIF Land
- 5) FUTURE AGENDA ITEMS & ANNOUNCEMENTS
- 6) ADJOURNMENT Motion [C. Kuhl/Chadwick] VOICE VOTE: Motion carried. 6:41p.m.

Jeanne Ritter, Clerk/Deputy Treasurer

Jeanne Ritter

From: Christopher T. Nelson <cnelson@axley.com>
Sent: Tuesday, October 7, 2025 10:17 AM
To: Jeanne Ritter; William S. Cole
Cc: Erin E. Lye
Subject: RE: 508 Washington

Hello Jeanne,

This particular CSM would not require a public hearing. All steps should follow Section 380-20 of the City's ordinances – copies of the map to any affected boards, commissions, or departments, followed by plan commission actions within 60 days of the date on which the application was submitted, with final approval by the council within 90 days of the date on which the application was submitted.

Christopher Nelson

Attorney

AXLEY LLP
2 E Mifflin St #200 | Madison, WI 53703
P.O Box 1767 | Madison, WI 53701-1767
Phone: 608.283.6707 | Fax: 608.257.5744
Email: CNelson@axley.com | bio | axley.com

Legal Assistant: Erin Lye
Phone: 608.283.6730 | Email: ELye@axley.com

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From: Jeanne Ritter <jritter@waterloowi.us>
Sent: Tuesday, October 7, 2025 9:37 AM
To: William S. Cole <wcole@axley.com>; Christopher T. Nelson <cnelson@axley.com>
Subject: FW: 508 Washington

Caution - This email originated from outside your organization.

I received this email today with the attached lot change. Does this need to be a public hearing. I have not spoke to either of the land owners in this case.

Looking for my next steps.

Thank you,

Jeanne Ritter

City of Waterloo | Clerk/Deputy Treasurer
136 N Monroe St. Waterloo WI 53594
920-478-3025 | jritter@waterloowi.us

From: wismapping@charter.net <wismapping@charter.net>
Sent: Tuesday, October 7, 2025 9:28 AM
To: Jeanne Ritter <jritter@waterloowi.us>
Subject: 508 Washington

Hi Jeanne:

This is a certified survey map to show a transfer of adjoining land from James Marshall to Jason Kemniz and Kim Fox. It amounts to just over 0.5 acre additional land to be added to the original Lot 1 of CSM #3824.

Please process with the plan commission and council. Let me or Jason Kemnitz know if you have questions or need a more formal application.

thanks

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Lot 1 of Jefferson County Survey Map Number 3824 & Part of Outlot 10 of the Assessor's Plat of the Village (Now City) of Waterloo, being further located in Part of the SW 1/4 of the NW 1/4 of Section 8, T.8N., R.13E., City of Waterloo Jefferson County, Wisconsin.



Dwg. No. 6467-25 Date 9/22/2025
Sheet 1 of 2
Document No. _____
C. S. M. No. _____ V. _____ P. _____

Certified Survey Map

Lot 1 of Jefferson County Survey Map Number 3824 & Part of Outlot 10 of the Assessor's Plat of the Village (Now City) of Waterloo, being further located in Part of the SW 1/4 of the NW 1/4 of Section 8, T.8N., R.13E., City of Waterloo Jefferson County, Wisconsin.

Surveyor's Certificate

I hereby certify that in full compliance with the provisions of Chapter 236.34 of the Wisconsin Statutes and the subdivision regulations of the City of Waterloo, and by the direction of Jason Kemnitz, I have surveyed, divided and mapped the lands described hereon, and that such map correctly represents the exterior boundaries of the lands surveyed and the division of that land, and that this land is located within and more fully described to wit:

Lot 1 of Jefferson County Survey Map Number 3824 & Part of Outlot 10 of the Assessor's Plat of the Village (Now City) of Waterloo, being further located in Part of the SW 1/4 of the NW 1/4 of Section 8, T.8N., R.13E., City of Waterloo Jefferson County, Wisconsin, being further described as follows:

Commencing at the W 1/4 corner of Section 8; thence N00°38'43"E, 805.20 feet; thence S89°04'42"E, 131.11 feet to the Northwest corner of Lot 1, Jefferson County Certified Survey Map Number 3824 and also the point of beginning; thence continue S89°04'42"E, 187.64 feet; thence N88°22'05"E, 192.43 feet to the Southeast corner of Lot 2 of said certified survey and a meander point lying 18 feet, more or less from a stream centerline; thence S30°42'11"W along the meander line, 62.11 feet; thence S05°38'18"E along the meander line, 61.74 feet to its end, being 24 feet, more or less from said creek centerline; thence S89°44'13"W, 384.23 feet to the East line of Washington Street; thence N14°40'51"E along said East line, 118.00 feet to the point of beginning. The above described containing $\pm$ 1.019 acres or 44,383 square feet, including all land lying between the meander line and the extended North and South lines and the centerline of the stream.

David C. Riesop S-1551



City of Waterloo Approval

Approved for recording per City of Waterloo Plan Commission action of _____ and City of Waterloo Common Council action of _____.

City Clerk

Wisconsin Mapping, LLC

* *surveying and mapping services*
306 West Quarry Street, Deerfield, Wisconsin 53531
(608) 764-5802

Dwg. No. 6467-25 Date 9/22/2025
Sheet 2 of 2
Document No. _____
C. S. M. No. _____ V. _____ P. _____



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

ORDINANCE #2025-08

An Ordinance Amending Section §140-13 Fences and walls

The Common Council of the City of Waterloo, Wisconsin do ordain as follows:

Section 1: § 140-13
is hereby amended as follows:

C. General requirements.

(4) Property line fences. Fences shall be erected in relation to the property line so as to be normally serviceable **(no less than 2 feet from the property line)** by the owner, unless the adjoining property owner consents, in writing, to the fence being erected on the property line.

Section 2: This ordinance shall take effect and be in force after its passage and publication in a manner provided for by law.

Acted on and adopted at a result meeting of the Common Council on November 6, 2025.

CITY OF WATERLOO

Jenifer Quimby, Mayor

Attest:

Jeanne Ritter, City Clerk

Date Adopted:

Date Published:

§ 140-13. Fences and walls.

- A. Permit required. No person shall construct a fence in the City without first obtaining a permit from the Building Inspector.
- B. Application; fee. Application for a permit shall be filed with the Building Inspector on a form supplied by the Inspector, together with a sketch of the proposed fence and the payment of the required fee as provided in § 140-9 of this chapter.
- C. General requirements.
 - (1) Fences and walls in front yards. On any corner lot, no fence, wall or shrub shall be within the vision triangle prescribed in Chapter 385, Zoning, of this Code. Fences, walls or shrub plantings shall not be erected on any lot within 10 feet of the front property line in such a manner as to interfere with traffic visibility from a driveway. In no case shall a fence, wall or planting in a residential area exceed four feet in height in that part of a front yard which extends 25 feet back from the property line.
 - (2) Fences in side yards. No fence or wall, other than a retaining wall, along a side line of a lot shall be higher than six feet unless the adjoining lot is not in a residential district. Except as provided in Subsection C(1) above, no side yard fence or wall shall extend into the required street setback area.
 - (3) Fences in rear yards. Fences having a height of six feet or less may be located within the required rear yards in residential districts.
 - (4) Property line fences. Fences shall be erected in relation to the property line so as to be normally serviceable (**no less than 2 feet from the property line**) by the owner, unless the adjoining property owner consents, in writing, to the fence being erected on the property line.
 - (5) Dog pens and runs. Dog pens and runs shall be erected in the rear yard only and shall be located at least 20 feet from any property line.
- D. Prohibited fences. **[Added 4-23-2020 by Ord. No. 2020-01]**
 - (1) All fences, walls or barricades erected and maintained on property zoned residential, which are designed to cause bodily injury, including, but not limited to, barbed-wire fences, electric fences, razor fences and broken glass walls.
 - (2) Snow fences. Temporary plastic or similar material snow fences are only allowed in the City from November 1 to April 1.
 - (3) No one shall alter the ground elevation of any yard in order to circumvent the restrictions set forth in § 140-13.