



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, March 24, 2026 **TIME: 6:00 p.m.**
LOCATION: 136 N. MONROE STREET, MUNICIPAL BUILDING COUNCIL CHAMBERS

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: January 27, 2026
- 3) CITIZEN INPUT (3-Minute Time Limit)
- 4) OLD BUSINESS
- 5) NEW BUSINESS
 - a. Highland Terrace
- 6) FUTURE AGENDA ITEMS & ANNOUNCEMENTS
- 7) ADJOURNMENT

Jeanne Ritter, Clerk/Deputy Treasurer

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

Posted, Distributed & Emailed: 03/23/2026

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.

City of Waterloo, Wisconsin
WATERLOO PLAN COMMISSION – Minutes January 27, 2026
[no digital copy]

PUBLIC HEARING

1. CALL PUBLIC HEARING TO ORDER 6:03 pm
2. PUBLIC COMMENTS ON Rezoning from Commercial (C-1) to Residential (R-2) Discussion
3. ADJOURN PUBLIC HEARING 6:10 pm

PLAN COMMISSION REGULARLY SCHEDULED MEETING

- 1) CALL TO ORDER AND ROLL CALL Mayor Quimby called the regular meeting to order at 6:10 pm. Committee members present Quimby, Crosby, Leisses, C.Kuhl, Empey and Renforth (6:14 pm). Absent Chadwick. Others in attendance Christine Licari, J.Faga and Clerk Ritter.
- 2) APPROVAL OF MEETING MINUTES: October 28, 2025 Motion [Kuhl/Empey] VOICE VOTE: Motion carried.
- 3) CITIZEN INPUT (3-Minute Time Limit)
- 4) OLD BUSINESS
- 5) NEW BUSINESS
 - a. Resolution 2026-04 New CSM Map for 477 W Madison St. Motion [Crosby/Kuhl] VOICE VOTE: Motion carried.
 - b. Rezoning Riverwalk Lot 1, 427 W Madison, 409 W. Madison St, 381 W Madison St, and 355 W Madison St. Motion [Kuhl/Empey] VOICE VOTE: Motion carried.
- 6) FUTURE AGENDA ITEMS & ANNOUNCEMENTS
- 7) ADJOURNMENT Motion [Kuhl/Crosby] VOICE VOTE: Motion Carried. 6:27 pm

Jeanne Ritter, Clerk/Deputy Treasurer

§ 385-17. Planned Development Districts (PDD). [Amended 7-2-2009 by Ord. No. 2009-09]

A. Purpose; general description.

- (1) The Planned Development District provides a regulatory framework to encourage improved environmental design by allowing flexibility in the development of land while ensuring compliance with the basic intent of the Zoning Code and with the City's Comprehensive Plan. The Planned Development District has no set standards and specifications. A developer may propose uses or combinations of uses and configurations of intensity and density of development. Through a process of Plan Commission review, public hearing and Common Council review and approval, accompanied by discussions with the developer and, as appropriate, with other interested parties, an agreement may be reached between the property owner and the City. The terms of the agreement constitute the zoning requirements for the property. These requirements have the same legal force and effect as do standard zoning requirements.
- (2) As a general rule, the project size should be at least 96,000 square feet to achieve the community benefits of PDD zoning. Projects encompassing less than 96,000 square feet are presumptively too small, but may still be submitted and considered.

B. Criteria for approval. As a basis for determining the acceptability of a Planned Development District, the following criteria shall be applied to the general implementation plan, with specific consideration as to whether or not it is consistent with the general purpose and intent of the City's Zoning Code and Comprehensive Plan, whether it has been prepared with competent professional expertise and guidance, and whether it produces significant community benefits of an environmental design nature or otherwise that compensate for modifications in normal zoning requirements, to wit:

- (1) Character and intensity of land use. The uses proposed and their intensity and arrangement on the site shall:
 - (a) Respect the physical attributes of the site, with particular concern for preservation of natural features, tree growth and open space;
 - (b) Produce an attractive environment of sustained aesthetic and ecological desirability, economic stability and functional practicality compatible with development prospects for the area;
 - (c) Not adversely affect the anticipated provision of school or municipal services; and
 - (d) Not create a traffic or parking demand incompatible with the existing or proposed facilities to serve it.
- (2) Economic feasibility and impact. The proponents of a Planned Development District shall provide evidence satisfactory to the Plan Commission and the Common Council that the project will not adversely affect the economic prosperity of the City or the values of surrounding properties.
- (3) Engineering design standards. Streets and other ways, outdoor lighting, provision for

stormwater drainage, sanitary sewer service, water supply, or other similar environmental and municipal engineering considerations shall be based on appropriate standards necessary to implement the specific function and the specific situation; provided, however, that in no case shall standards be less than those necessary to promote the public health, safety and welfare as determined by the City.

- (4) Preservation and maintenance of open space in a planned development district. Provision shall be made for the preservation and maintenance of open spaces either by public reservation or dedication to public entities or commitment to preservation by a private entity. PDD contracts shall contain specific reference to the ownership of such open space areas and to provision for maintenance.

C. Procedure: general implementation plan.

- (1) The procedure for rezoning to a Planned Development District shall be as required for any other zoning district change under this Code. In addition thereto, the applicant shall submit to the Zoning Administrator the following information describing a general implementation plan, to wit:
 - (a) A map of the project area, including its relationship to surrounding properties and topography and other key features.
 - (b) A statement of rationale as to why Planned Development District zoning is proposed. This shall identify barriers that the developer perceives in the form of requirements of standard zoning districts and opportunities for community betterment the developer suggests are available through the proposed Planned Development District zoning.
 - (c) A brief analysis of social and economic impacts on the community of the proposed project, and positive relationships to the Comprehensive Plan.
 - (d) A general site development plan of the proposed project showing at least the following information in sufficient detail to make possible evaluation against criteria for approval:
 - [1] Public and private roads, driveways and parking facilities.
 - [2] Land uses and size, arrangement and location of lots and proposed buildings or groups of buildings.
 - [3] The types, size and location of structures.
 - [4] A general utility plan.
 - [5] The location of recreational and open space areas and facilities and specifically describing those that are to be reserved or dedicated for public acquisition and use.
 - [6] General landscape treatment plan.
 - [7] Statistical data on size of the development, density/intensity of various parts

of the development, ratio of various land uses, economic analysis of the development, expected staging, and any other plans or data required by the Plan Commission or Common Council.

- (e) General outline of the intended organization structure for a property owners' association, if any; deed restrictions and provisions for private provision of common services, if any.
- (f) A statement demonstrating how the criteria described in Subsection B are satisfied by the submittal.

D. Plan Commission review of general implementation plan.

- (1) Following submission of an application including all of the information required under Subsections B and C and the payment of the required fees, the matter shall be placed on a Plan Commission agenda for concept review. Initial review is review of the project at the concept level and is not binding. The preferred procedure is for one or more iterations of Plan Commission initial review to occur prior to introduction of a formal petition for rezoning. The applicant may seek to accelerate review by introducing the rezoning petition prior to Plan Commission initial review. Whenever the required petition is introduced, the normal rezoning procedure occurs, including notice and hearing before the Plan Commission. The issues that are the subject of this public hearing are the rezoning request and the general implementation plan.
- (2) If the Plan Commission determines more information is needed in order to adequately evaluate the application, it shall notify the applicant of the additional information required and may defer consideration of the application until such information has been provided. If the Plan Commission determines that it requires the assistance of one or more independent consultants, such as an engineer, hydrologist, soils scientist, or land use planner, in order to adequately evaluate the application, it shall notify the applicant of such determination and may require the applicant to make a cash deposit with the City Clerk or fund the City's hiring of the consultant(s); and may defer consideration of the application until the consultant(s) has (have) been retained and provided the City with the assistance required to adequately evaluate the application.
- (3) Once the application has been submitted and the Plan Commission completes its conceptual review, and provided a petition for rezoning to a PDD has been filed, together with all other information required hereunder, the Plan Commission shall hold a public hearing thereon in accordance with the provisions of this Code.
- (4) Following the required public hearing before the Plan Commission, the Plan Commission shall meet to make a determination and recommendation whether to advise the Common Council to approve the rezoning and the general implementation plan, to approve it with modifications, or deny it.
- (5) The Plan Commission's reports and recommendations shall be made in a written report to the Common Council. A complete set of maps, plans and written documentation fully describing the proposed development as recommended by the Plan Commission at a general implementation plan level shall accompany the report of the Plan Commission.

In a situation in which the applicant disagrees with certain recommendations of the Plan Commission and is urging the Common Council to approve with modifications, the applicant must supply documentation of those modifications to the Council prior to the matter being placed on the agenda of the Common Council.

- E. Common Council action on general implementation plan. Following receipt of the Plan Commission: recommendations as provided for in Subsection D(5) above, the Common Council may either accept the recommendation, reject the recommendation or conditionally accept the recommendation. If the recommendation is accepted or accepted with conditions, the Common Council shall enact a Planning Development District Ordinance relating to the subject property, containing such terms and conditions as it deems appropriate.
- F. Owner's consent following Common Council approval. If the Planned Development District Ordinance as adopted by the Common Council provides explicitly, the area of the PDD may be segmented for purposes of development. Unless segmented, the owners of record of all included parcels must consent in writing within a single thirty-day period following Common Council adoption in order for the PDD rezoning to take effect. If segmented, the written consent rule applies separately to each segment. Consent shall be binding upon future owners of the parcels in question, and such consents may not be conditioned or revocable by owners.
- G. Filing of general implementation plan; effective date. When all of the consent signatures for lands in the parcel being rezoned have been filed with the Zoning Administrator, the documentation on Plan Commission and Common Council action and on the general implementation plan and the consent signatures shall be logged in and filed by the City, and the property shall be indicated as rezoned on City Zoning Maps. The indication shall be "PDD-GIP." The City shall record at the Jefferson County Register of Deeds Office an affidavit of notice of PDD zoning against all real property included in the district. The date of recording of the affidavit is the effective date of the PDD-GIP zoning. The City shall require the applicant to supply necessary property descriptions and to pay recording fees.
- H. Effect of PDD-GIP zoning.
 - (1) Building permits. The approval of a general implementation plan shall not authorize issuance of building permits. The permits may not be issued until approval by the City of the specific implementation plan pursuant to Subsection I below.
 - (2) Temporary classification. The PDD-GIP zoning is a temporary zoning classification that will expire and be of no further force or effect, following the expiration of one year after the date of the recording of the affidavit described above, unless the applicant has submitted and obtained Common Council approval of the specific implementation plan described below. The Plan Commission may grant extensions to the one-year period for good cause shown; and all such approval extensions shall be recorded in the City file on the PDD district. If a specific implementation plan is not timely filed as required, the PDD-GIP zoning expires and the immediately preceding zoning classification shall become effective.
- I. Procedure: specific implementation plan.
 - (1) Filing. After the effective date of the rezoning to PDD-GIP, the applicant may file a

specific implementation plan with the Plan Commission.

- (a) The specific implementation plan shall contain graphic and tabular presentations at a level of detail equivalent to the level of detail of a final plat. Accompanying text information shall describe in detail the development plans, methodologies and time tables for the area covered by the specific implementation plan.
- (b) The area included in a specific implementation plan may be only a portion of the area included in a previously approved general implementation plan.
- (c) The specific implementation plan submission shall include site plan and design information, allowing the Plan Commission to combine design review and review of the specific implementation plan. Design review may, at the choice of the applicant, be deferred until a later time when specific site and building developments will be brought forth.
- (d) As part of submission for specific implementation plan approval, the applicant shall submit proof of financing capability pertaining to construction and maintenance and operation of public works elements of the proposed development.
- (e) The Plan Commission or Common Council may specify other plans, documents or schedules that must be submitted prior to consideration or approval of the specific implementation plan, as such may be relevant to review procedures and standards.

J. Plan Commission review of specific implementation plan.

- (1) When the specific implementation plan submission is deemed by the Zoning Administrator to be complete, the matter shall be placed upon the agenda of the Plan Commission for review, consideration and approval or rejection. No public hearing is required at this stage, but one or more public hearings or informational meetings may be provided optionally, at the discretion of the Plan Commission.
- (2) The specific implementation plan submission shall be reviewed by the Plan Commission against the standards of this § 385-17, the Comprehensive Plan and the previously approved general implementation plan. In order to approve a specific implementation plan, the Plan Commission must determine that the specific implementation plan is reasonably consistent with the previously approved general implementation plan.
- (3) If the Plan Commission recommends approval of a specific implementation plan, complete documentation describing the plan, and any contracts that the Plan Commission deems necessary for the implementation of the plan, shall be prepared, reviewed by the Zoning Administrator and, when found to be complete, the Zoning Administrator shall place the plan on the agenda of the Common Council.

K. Common Council review of specific implementation plan. The Common Council shall consider and act on the specific implementation plan after reviewing the recommendations of the Plan Commission on same. The Common Council shall approve a specific implementation plan that is reasonably consistent with the previously approved implementation plan.

- L. Filing of specific implementation plan; effective date. The provisions of Subsection G shall apply to the processing of and consent signatures for a specific implementation plan following approval by the Common Council. Signatures are required by property owners only in the area affected by the specific implementation plan. The Zoning Administrator shall record an affidavit of zoning status fully approved by the Common Council. The recording of the affidavit shall constitute a PDD-SIP zoning of the property in operation; which is effective as of the date of recording of the affidavit.
- M. Effect of SIP approval; alterations. The recording of the affidavit under Subsection L above will entitle the applicant to receive the issuance of building and other land use permits to carry out development activities consistent with that approved plan, subject to all applicable provisions of this Code.
- (1) Any subsequent change of use of any parcel or any modification of the specific implementation plan shall first be submitted for approval to the Plan Commission. If the Plan Commission determines that such change or modification constitutes a substantial alteration of the specific implementation plan, the specific implementation plan shall be required to be amended through the same procedures used to approve, file and record the specific implementation plan. If the Plan Commission determines that such changes or modification does not constitute a substantial alteration of the specific implementation plan, the change may be accomplished by approval of the Plan Commission. Such approved modifications shall be documented and recorded in the official file of the City on the PDD district.
 - (2) The PDD-SIP zoning will expire one year after the recording of the affidavit described in Subsection L unless there has been substantial development of the real estate described in the approval specific implementation plan. Substantial development includes, but is not limited to, the recording of approval land divisions, the construction of public infrastructure, and site grading of the subdivided lands. If no such substantial development has occurred, the zoning of the lands expires and reverts to the zoning classification immediately prior to the PDD-GIP district.

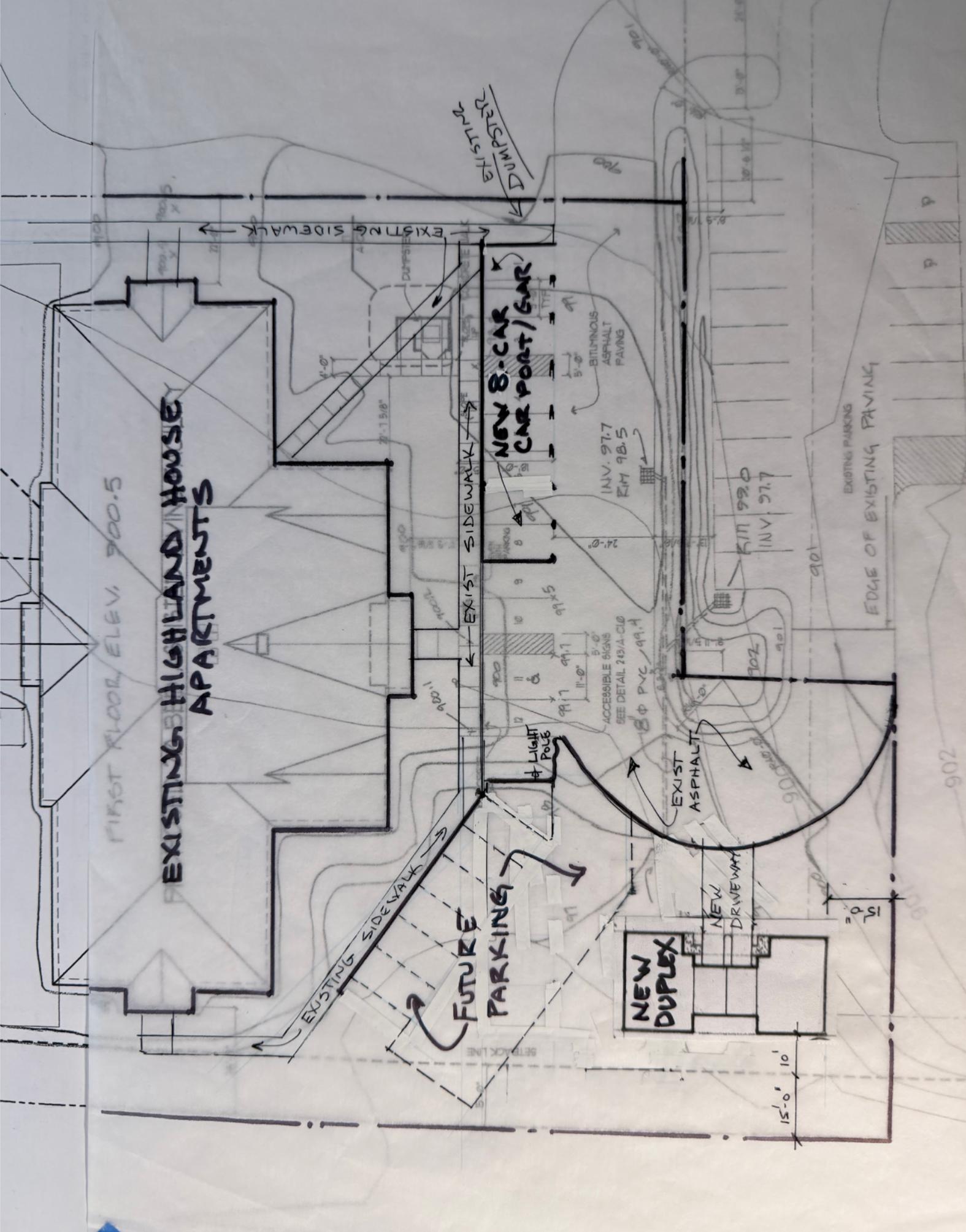
**EXISTING HIGHLAND HOUSE
APARTMENTS**

FIRST FLOOR ELEV. 900.5

**FUTURE
PARKING**

**NEW
DUPLEX**

**NEW 8-CAR
CAR PORT/GAR**



Wisconsin Planned Unit Development (PUD) regulations allow municipalities to adopt flexible zoning overlay districts to encourage mixed-use, creative site planning, and increased open space. PUDs are authorized under county (59.69), city/village (62.23) and town (60.62) zoning authority, providing for tailored development density and design standards that depart from strict traditional zoning.

Key Wisconsin Statutes & Regulatory Elements

- **Authorization & Purpose:** Municipalities use PUDs to permit coordinated area planning, diversified structure locations, and mixed compatible uses, often maintaining overall density standards while allowing design flexibility.
- **Approval Processes:** PUDs are considered a type of "conditional use" or overlay zoning requiring public hearings, typically approved by the plan commission or local board.
- **Minimum Time Limit:** Wisconsin Act 16 prohibits municipalities from setting a PUD approval expiration date of less than five years from the final approval.
- **Procedural Requirements:** A PUD proposal usually includes detailed plans, site layouts, and statements regarding building types and open space maintenance.

Related Statutory References

- **Counties:** Governs planning and zoning authority, including development plan adoption.
- **Local Procedure:** Sets standards for application processes and approvals.
- **Cities/Villages:** Empowers cities to create zoning regulations, including PUDs.

Municipalities create specific PUD ordinances based on these state-level powers. Local ordinances (found in city or county codes) will provide the detailed requirements for site, density, and procedure.

Key Aspects of PUD Site Planning:

- **Site Plan Requirements:** A final site plan (e.g., Specific Implementation Plan - SIP) is generally required for all sites, detailing building location, architecture, and landscaping, though some exceptions exist for certain residential types.
- **Public Hearings:** Public hearings are typically held during the initial "Preliminary PUD" approval process. Once the overall master plan is approved, detailed "Final Site Plans" often undergo administrative review by city staff or the planning commission, avoiding a new public hearing for every single lot.
- **Amendments:** Major changes to the approved PUD layout or uses require a formal amendment, which can trigger a new public hearing.

POST PDD Implementation

Not every lot requires a new public hearing, but most individual lots or phases within an approved Planned Unit Development (PUD) must submit **a site-specific plan (often called a Specific Implementation Plan or Final Plan) to ensure compliance with the master plan.** While initial PUD approval sets broad guidelines, the specific site plan is required to verify detailed design, landscaping, and building placement before development occurs.