



136 North Monroe Street
Waterloo, Wisconsin 53594-1198

**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: AUGUST 27, 2019 **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 AND PUBLIC HEARING MINUTES: June 25, 2019
3. CITIZEN INPUT
4. COMPLIANCE & ENFORCEMENT REPORT
5. UNFINISHED BUSINESS
 - a. Considering A Comprehensive Plan Update
6. NEW BUSINESS
 - a. The Regulation Of Accessory Buildings Or Structures, Setting A Minimum Size (§385-8 and throughout)
Building Inspector Chris Butschke
7. FUTURE AGENDA ITEMS & ANNOUNCEMENTS
 - a. Draft Ordinance Revising The Special Assessment Policy
 - b. Zoning & Planning Map Updates
 - c. Forms Updates
8. ADJOURNMENT

Mo Hansen
Mo Hansen, Clerk/Treasurer

Posted, Distributed & Emailed: August 19, 2019

Members: Leisses, Quimby, Crosby, Butzine, Reynolds, Lannoy and Petts

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.

WATERLOO PLAN COMMISSION – MINUTES

June 25, 2019

1. CALL TO ORDER AND ROLL CALL. Mayor Quimby called the regularly scheduled meeting to order at 7:00 pm. Plan Commissioners attending: Leisses, Crosby, Reynolds, Quimby, Butzine and Lannoy. Absent: Petts. Others attending: Clerk/Treasurer.
2. APPROVAL OF MEETING AND PUBLIC HEARING MINUTES: May 28, 2019. MOTION: Moved by Crosby, seconded by Reynolds approving the minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. COMPLIANCE & ENFORCEMENT REPORT. Noted.
5. NEW BUSINESS
 - a. Certified Survey Map - Expanding Lot 30, 520 McKay Way. MOTION: Moved by Leisses, seconded by Reynolds to recommend Council approval of a certified survey map to extend both Lots 30 and 31 fifteen feet south contingent upon the City Engineer confirming the final draft meets state and local requirements. VOICE VOTE: Motion carried,
 - b. Considering A Comprehensive Plan Update. DISCUSSION: The Mayor said the existing plan was approved September of 2007; ten-year updates are required by state law; the 2007 vendor suggested a price of \$50,000 to update; and an internal update was possible. The Mayor said she had been reviewing the existing and thought it could be modified and updated to serve as a plan going forward. Hansen said a printed copy would be provided to each Commissioner. The Mayor asked all to review and to come back to the August meeting with thoughts on a way forward. No action taken.
6. FUTURE AGENDA ITEMS & ANNOUNCEMENTS
 - a. Draft Ordinance Revising The Special Assessment Policy
 - b. Regulating Non-Motorized Scooters In The Downtown
 - c. Zoning & Planning Map Updates
 - d. Forms Updates
7. ADJOURNMENT. MOTION: Moved by Butzine, seconded by others to adjourn. Approximate time: 7:20 p.m.



Mo Hansen
Clerk/Treasurer

Report To The Plan Commission
Open Code Enforcement Challenges
8/19/2019 1:45 PM
Clerk/Treasurer

Category	Address		Responsible Party	Contact_Street	Contact_City	Desired Outcome	Link To Ord.	Notes	
Column1	Open Date	Closed Date	Column2	Column3	Column34	Column33	Column4	Column43	Column5
OPEN Neighbor complaints	Jan-15		362 E. Madison St.	Jeremy Uttech			Property owner maintaining clean property; no dangerous work garage	§219-5 Safe and sanitary maintenance of property	A residential property formerly zoned commercial; owner has a history of storing scrap on site and selling items on lawn. Repeated combustion incidents in garage.
OPEN Property Maintenance	Jan-15		133 Harrison St	Brent Voelker	133 HARRISON ST	WATERLOO	Complete improvement project to code	§140-7 Building Inspector	Permit not initially pulled; contractor work not to code; SafeBuilt requires remedy; remedy incomplete due to legal dispute between contractor & owner
OPEN Code compliance	Jan-16		120 W. Madison St	Todd Strauss	N8605 HIGHLAND RD	Watertown	100% of final inspections completed	§140-7 Building Inspector	Owner does not call-in for final inspection. How many incomplete final inspections do we have?
OPEN Code compliance	Jan-16		129 N Monroe St	Keri Sellnow	129 N Monroe St	Waterloo	Complete 1st floor build-out to code per conditional use	§140-19 Violations and penalties	Owner granted conditional use to reside on a portion of 1st floor; has not complied with building code with shared commercial & residential floor
OPEN Code compliance	Jan-16		213 West Madison St	Bill Hart	92 CAMBRIDGE RD	Madison	Use in compliance with zoning code	§385-12 C-1 General Commercial District	Use changed from printing to warehousing, no conditional use granted therefore an illegal use
OPEN Code compliance	Jun-17		100 McKay Way	Carl Butzine	100 McKay Way	Waterloo	Sump pump code compliance	§283-8 Clear waters	discharge of sump pump to curb line
OPEN Neighbor complaints	Jun-17		136 Jefferson Street	Jon & Tara Driver	136 Jefferson St	Waterloo	Appropriate use of sump pump not creating potential pedestrian slip hazard	§283-8 Clear waters	discharge of sump pump to curb line doesn't flow to storm sewer creating pedestrian walk hazard near elementary school
OPEN Neighbor complaints	Jun-17		135 Jefferson St	Corey Besl	135 Jefferson St	Waterloo	Appropriate use of sump pump not creating potential pedestrian slip hazard	§283-8 Clear waters	discharge of sump pump to curb line doesn't flow to storm sewer creating pedestrian walk hazard near elementary school
OPEN Neighbor complaints	Jun-17		200 block of Beech Rd	Mike Hedtcke			Improved property owner care for property which was originally intended to be public space	§ 377-7 Postconstruction Stormwater Performance standards	terminus of Beech Rd (private property) collects storm water from street leading to ponding of stagnant water
OPEN Property Maintenance	Jun-17		McKay Way (municipal stormwater ponds south of road)	John DeWitt / Waterloo Properties Inc	5375 MARINERS COVE DR UNIT 112	MADISON	Developer dredging of silted ponds per development agreement	§377-7 Postconstruction Stormwater Performance standards	Waterloo Properties Inc. responsible for maintaining stormwater drainage ponds dedicated to City per original development agreement
OPEN Property Maintenance	Jun-17		275 S. Jackson St	Tired Iron Buyer LLC	N8117 ABENDROTH RD	WATERLOO	Property owner investment in warehouse repairs after sale of property from City to property owners <u>and no blight</u>	§219-5 Safe and sanitary maintenance of property	Door repaired wall repair in progress; 11/6 neighbor files complaint of trash, property owner contacted, property owner replies matter being addressed
OPEN Neighbor complaints	Jan-18		100 block of Hickory Ln	Mike Hedtcke			Improved property owner care for property which was originally intended to be public space	§ 377-7 Postconstruction Stormwater Performance standards	June 2019 change of ownership -- terminus of Hickory Ln a former park reverted to private property when the plat was voided in 2008. Former park space is design to receive and convey storm water from public street. It now discharges to private ditch which is silted in.
OPEN Code compliance	May-19		134 East Madison Street	Colin Gorder			Remedy multiple building code violations per building inspector and fire inspector		Liquor license on hold pending compliance.
OPEN Property maintenance	Jul-19		437 Minnetonka	Bruce Braunschweig			Exterior building and yard care; removal of blighting influence. Removal of vehicle with expired license		Routed to building inspector & PD on July 17, 2019



Comprehensive Planning

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About

A comprehensive plan is a local government's guide to community physical, social, and economic development. Comprehensive plans are not meant to serve as land use regulations in themselves; instead, they provide a rational basis for local land use decisions with a twenty-year vision for future planning and community decisions.

The Wisconsin Comprehensive Planning Law does not mandate how a local community should grow, but it requires public participation at the local level in deciding a vision for the community's future. The uniqueness of individual comprehensive plans reflects community-specific and locally driven planning processes.

While a local government may choose to include additional elements, a comprehensive plan must include AT LEAST all of the nine elements below as defined by the Comprehensive Planning Law ([s. 66.1001](#)).

- Issues and Opportunities
- Housing
- Transportation
- Utilities and Community Facilities
- Agricultural, Natural and Cultural Resources
- Economic Development
- Intergovernmental Cooperation
- Land Use
- Implementation

Wisconsin Comprehensive Planning Legislation

- [Comprehensive Planning Law](#) (s.66.1001)
- [2015 Wisconsin Act 391: Consistency Revisited](#)
- [Comprehensive Planning Law Features and Benefits](#)

The Comprehensive Planning Law provides flexibility to local governments in addressing statutory requirements. Many communities choose to connect specific objectives, policies, and programs from throughout their comprehensive plan to responsible parties and timeframes in the implementation element, so that their hard work does not collect dust on a shelf. A central aspect of implementation is exercising land use regulation authorities.

According to [s. 66.1001](#), beginning on January 1, 2010, if a town, village, city, or county enacts or amends an official mapping, subdivision, or zoning ordinance, the enactment or amendment ordinance must be consistent with that community's comprehensive plan. State statutes also call for consistency with the local comprehensive plan in several other areas, as described in the [Consistency Revisited article](#).

Comprehensive Plan Update Requirement

According to [s. 66.1001\(2\)\(i\)](#), **comprehensive plans must be updated no less than once every 10 years.** However, the law does not define "update."

Optimally, the local government would update all of the background information, such as demographic data and the current land use map. It would also go through a public participatory process to evaluate all of the goals, objectives, policies, and programs put forth by the original plan and update them as needed, as well as the future land use map. Yet, a local government may also do much less to update its plan. At a minimum, the local government must go through the process outlined in [s. 66.1001\(4\)](#) to adopt the updated plan or readopt the original plan if it still meets the community's needs.

Comprehensive Planning and DOA

The former Wisconsin Comprehensive Planning Grant Program financially assisted local governments in the development and adoption of comprehensive plans in the past. From 2000 through 2010, comprehensive planning grants were awarded to municipalities, counties, tribes, and regional planning commissions.

No comprehensive planning grants have been awarded since 2010. No grants are planned for the future.

The Wisconsin Land Information Program grant administrator assumes the following responsibilities related to local government comprehensive planning, but is only able to dedicate a small portion of his time toward them:

- Maintaining a record of plans adopted
- Answering common questions about comprehensive planning from land owners, local officials, and planning agencies

City of Waterloo Municipal Code And Accessory Structures §385-8 (and elsewhere...)

The highlighted defines accessory building sizes permitted and requiring a conditional use. The code does not call out a minimum size to regulate (i.e. require a building).

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

§ 385-8 R-1 Single-Family Residential District.

The R-1 District is intended to provide a quiet, pleasant and relatively spacious living area for single-family dwellings, protected from traffic hazards and intrusion of incompatible land uses.

A. Permitted uses.

- (1) One-family dwellings.
- (2) Attached or detached garage, 864 square feet and 15 feet in height maximum.
- (3) Garden and yard equipment shed, 144 square feet maximum. [Amended 11-5-2009 by Ord. No. 2009-17]

B. Conditional uses. See also § 385-21 of this chapter.

- (1) Churches, synagogues and similar places of worship and instruction, including parsonages.
- (2) Municipal buildings, except sewage disposal plants, garbage incinerators, public warehouses, public garages, public shops and storage yards and penal or correctional institutions and asylums.
- (3) Utility offices, provided that there is no service garage or storage yard.
- (4) Public, parochial and private elementary and secondary schools.
- (5) Public parks, recreation areas, playgrounds and community centers.
- (6) Home occupations and professional home offices. [Amended 3-15-2007 by Ord. No. 2007-05]
- (7) Additional garages or accessory building exceeding 144 square feet. [Added by Ord. No. 95-11; amended 11-5-2009 by Ord. No. 2009-17]

C. Lot, yard and building requirements. See also § 385-3 of this chapter.

- (1) Lot frontage at setback: minimum 80 feet.
- (2) Lot area: minimum 10,000 square feet.
- (3) Principal building.
 - (a) Front yard: minimum 30 feet.
 - (b) Side yards: minimum total, 20 feet; minimum side, eight feet.
 - (c) Rear yard: minimum 30 feet.

- (d) Building height: maximum 35 feet.
- (4) Accessory buildings.
 - (a) Front yard: minimum 30 feet.
 - (b) Side yards: minimum five feet.
 - (c) Rear yard: minimum five feet.
 - (d) Building height: maximum 15 feet. Accessory buildings shall not exceed 15 feet in height as measured to the roof peak except in those cases where the existing home and at least two of the abutting property homes are two stories in height or more. In those cases the accessory building can be up to 25 feet in height. The maximum area in those cases shall be the "footprint" of the building, not the total floor area.
 - (e) Garage: maximum 864 square feet.
 - (f) Garden shed: maximum 144 square feet. **[Amended 11-5-2009 by Ord. No. 2009-17]**
- (5) Floor area: minimum 1,000 square feet.
- (6) Off-street parking: minimum two spaces per unit. (See also § **385-23** of this chapter.)
- (7) With respect to any lot of record as of this date (July 21, 1989) which is 72 feet or less in width, the total width of the side yards of the principal building, including attached garages, shall not be less than 15 feet and no single side yard shall be less than five feet; **accessory buildings and unattached garages shall not be less than three feet from the lot line.**