



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: DECEMBER 22, 2020 **TIME: 7:00 p.m.**
LOCATION: 136 N. MONROE STREET, MUNICIPAL BUILDING COUNCIL CHAMBERS

(Commissioners and the public may participate in-person or remotely)

Remote Meeting Instructions
Join Zoom Meeting: https://us02web.zoom.us/j/83899653256?pwd=OGpjakhU2h2M3VmcGowcTdqRWpYZz09
Meeting ID: 838 9965 3256
Passcode: 247043
Dial by your location
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
Meeting ID: 838 9965 3256
Passcode: 247043

to consider the following:

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF PRIOR MEETING MINUTES – September 16, 2020 (public hearing & regular meeting) and September 22, 2020 and (October 27, 2020 and November 24, 2020 – no meetings)
3. CITIZEN INPUT
4. COMPLIANCE & ENFORCEMENT REPORT
5. NEW BUSINESS
 - a. Concept Plan Review And Consideration Of Proposed A Clarkson Road Driveway Access - Julie Busche, Lot 2 Treyburn Farms [note: applicant has indicated a complete Architectural Design Review will take place at a later time]
6. FUTURE AGENDA ITEMS & ANNOUNCEMENTS
 - a. Comprehensive Plan Review
 - b. Procedures For Building Permit Applications ([§140-7 Building Inspector](#)) And Future Development Plans ([§380-13 Subdivision Of Land Preapplication](#))

7. ADJOURNMENT

Mo Hansen

Mo Hansen, Clerk/Treasurer

Posted, Distributed & Emailed: 12/17/2020

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

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.

Report To The Plan Commission
Open Code Enforcement Challenges
Clerk/Treasurer

Category		Address		Responsible Party		Municipal Lead	Desired Outcome	Link To Ord.	Notes
Column1	Open Date	Closed Date	Column2	Column3	Column323	Column4	Column43	Column5	
OPEN Neighbor complaints	Jan-15		362 E. Madison St.	Jeremy Uttech	DPW	Property owner maintaining clean property; no dangerous work garage	§219-5 Safe and sanitary maintenance of property	Continue to watch. 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 Code compliance	Jan-16		129 N Monroe St	Keri Sellnow	SAFEBUILT	Complete 1st floor build-out to code per conditional use	§140-19 Violations and penalties	C.B. to schedule. 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	TBD	Use in compliance with zoning code	§385-12 C-1 General Commercial District	J.Q. to address. Use changed from printing to warehousing, no conditional use granted therefore an illegal use	
OPEN Neighbor complaints	Jun-17		136 Jefferson Street	Jon & Tara Driver	DPW	Appropriate use of sump pump not creating potential pedestrian slip hazard	§283-8 Clear waters	Remedy linked to when road is redone. 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	DPW	Developer dredging of silted ponds per development agreement	§283-8 Clear waters	Remedy linked to when road is redone.. Discharge of sump pump to curb line doesn't flow to storm sewer creating pedestrian walk hazard near elementary school	
OPEN Property Maintenance	Jun-17		McKay Way (municipal stormwater ponds south of road)	John DeWitt / Waterloo Properties Inc	DPW	Developer dredging of silted ponds per development agreement	§377-7 Postconstruction Stormwater Performance standards	C.Y. to determine when dredging needed. Waterloo Properties Inc. responsible for maintaining stormwater drainage ponds dedicated to City per original development agreement	

Report To The Plan Commission
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Municipal

Category		Address	Responsible Party	Lead	Desired Outcome	Link To Ord.	Notes
OPEN Property Maintenance	Jun-17	275 S. Jackson St	Tired Iron Buyer LLC	SAFEBUILT	Property owner investment in warehouse repairs after sale of property from City to property owners and no blight	§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 Property maintenance	Sep-19	1085 Jaystone Terr	KSA Waterloo LLC; Ben Waterloo LLCLS DR	SAFEBUILT	Resident complaint: entry threshold prevents wheel chairs and dryer vent may be fire hazarded; 9/3 Routed to Chris B to inspect	§ 219-5 Safe and sanitary maintenance of property	
OPEN Property Maintenance	Jun-20	261 S MONROE ST	ANDREW V GRUNEWALD	SAFEBUILT	No blighting conditions	§ 219-5 Safe and sanitary maintenance of property	Follow-up pending
OPEN Property Maintenance	May-20	208 PORTLAND RD	GORDON D YELK & DEBRA A YELK	SAFEBUILT	Remedy collapses garage. No blighting conditions	§ 219-5 Safe and sanitary maintenance of property	Follow-up pending

December 15, 2020

City of Waterloo Plan Commission Meeting December 22, 2020

RE: Initial Plan Review for a proposed 4 Unit Condo Project on Lot #2 in Treyburn Farms

Dear Commissioners:

1. The reason for our submission is to gain initial plan approval for the design of a 4-unit condominium project.
2. Approval for a driveway on Clarkson road to service 2 of the units

As you may know this is a very unique lot in size, slope and shape. We have been working diligently with an architect over the past several months to design a project that would take advantage of this unique lot and maximize its best use. It's been challenging, however, I feel we have created a plan that works with the lot and the neighboring properties.

We are submitting a basic plan to provide an overall idea of the scope and design of the project. We will finalize colors, building materials and the other items required for final architectural approval at a later date. Please note : (the colors and the materials in the plan do not necessarily reflect the final colors or the type of siding, stone etc that will be used.)

Right now, we want to make sure the city is willing to accommodate and approve a driveway to be installed on Clarkson before we proceed any further and finalize the project. We have tried several different designs. Having a driveway on Clarkson enables us to position the units towards the upper, wider part of the lot. This provides enough room to fit 4 units comfortably on the lot with minimal impact to the neighboring properties and still work within the setbacks. Our next step after approval will be to obtain estimates for the project, finalize plan details, establish a final price point for each unit etc.

It has been my experience selling real estate in Waterloo over the past few years, there is a definite need and desire for new, low maintenance style homes. Homes that have a level entrance, no or very few steps, and a master bedroom and laundry on the main level. We have come up with a design that accommodates those wants and needs.

It's our goal to create suitable housing options that would appeal to buyers such as retirees or empty nesters who are looking to downsize into a smaller home, first time or move up buyers, families or busy professionals looking for low maintenance, new home options.

We are designing this project to offer homeowners a beautiful space inside and out that also offers functionality and adds great curb appeal to the neighborhood.

Attached you will find our preliminary plans. Please feel free to contact me prior to the meeting with any questions you may have.

Thank you in advance for your consideration.

Julie Busche
Julie B & Associates with Inventure Realty
608.347.8206
Julieb@Inventurerealty.com

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

Date 12/15/2020

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 Lot # 2 Treyburn Farms

Applicant Name Julie Busche Phone 608.347.8206

Address 616 Elizabeth Lane, Sun Prairie, WI 53590

Owner Name Julie Busche Phone 608.347.8206

Address 616 Elizabeth Lane, SUn Prairie, WI 53590

Describe Project Building a 4 unit project comprised of 2 ranch & 2 townhouse units.

We are looking for approval to have a driveway off Clarkson Rd to the 2 ranch units.

There would be a second driveway on Bluegrass Tr to the 2 townhouse units.

Zoning Multifamily/Residential Conforming Use Yes

Date Received _____ Hearing Date _____

Fee _____ Received By _____

Julie Busche

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:

Digital PDF
files acceptable

- Sign
- Timetable
- Pictures

PLAN SUBMITTAL CHECKLIST

Project: _____

Submitted by: _____

Date submitted: _____

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.
- 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.
- 22. Include elevation view of rooftop mechanicals and required screening design, materials, and colors.
- 23. Include statement of historical landmark designation status.
- 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.



ARCHITECTURAL SITE PLAN

SCALE: 3/32" = 1'-0"



FRIEDE & ASSOCIATES
 500 UTILITY COURT
 PO BOX 248
 REEDSBURG, WI 53959
 OFFICE: (608) 524-4383
 FAX: (608) 524-8393

CLIENT NAME
 MULTI UNIT DEVELOPMENT
 ARCHITECTURAL SITE PLAN

WISCONSIN

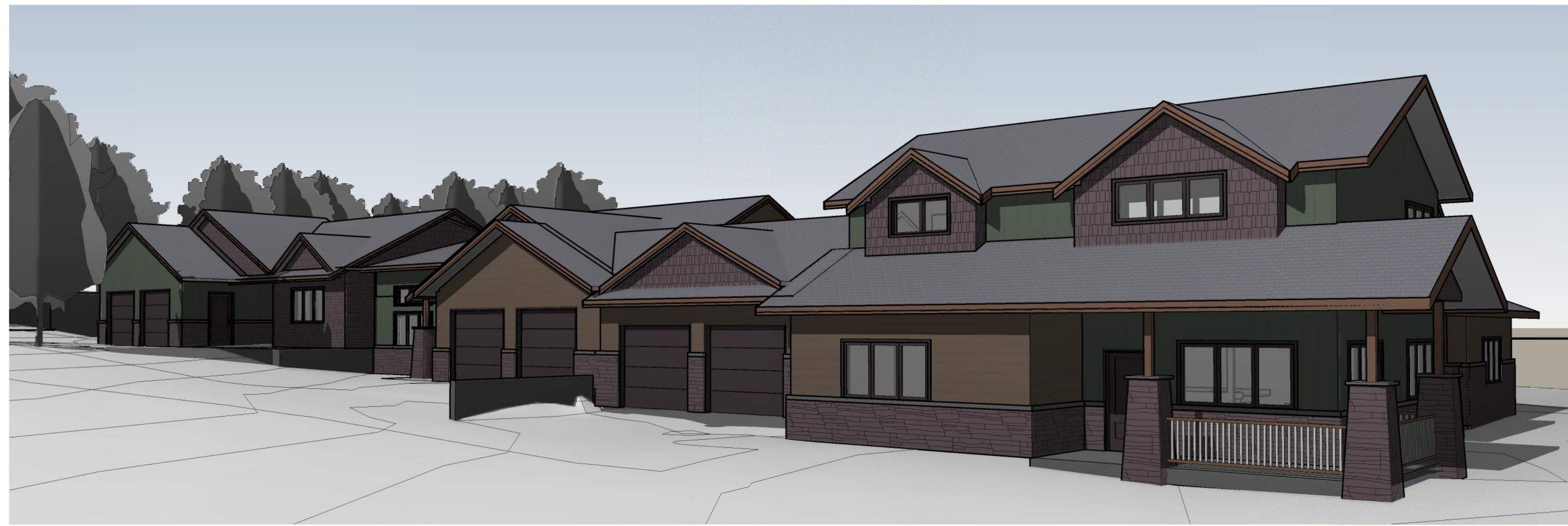
WATERLOO

PRELIMINARY DRAWINGS NOT FOR CONSTRUCTION

No.	Description	Date

PROJECT NUMBER	##-###
DATE	12/10/2020
DRAWN BY:	RDM

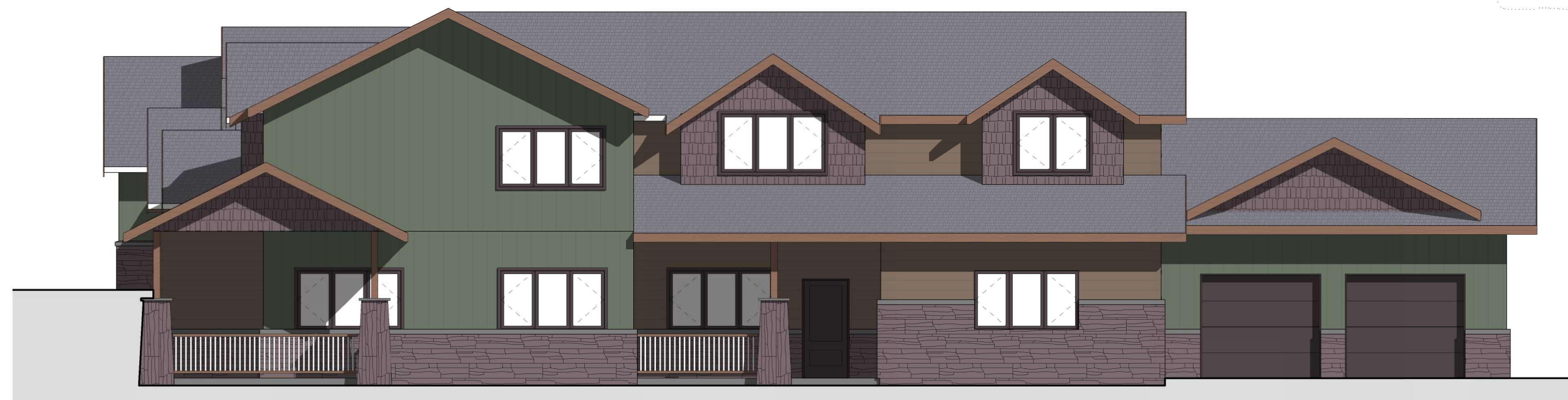
SHEET	AS102
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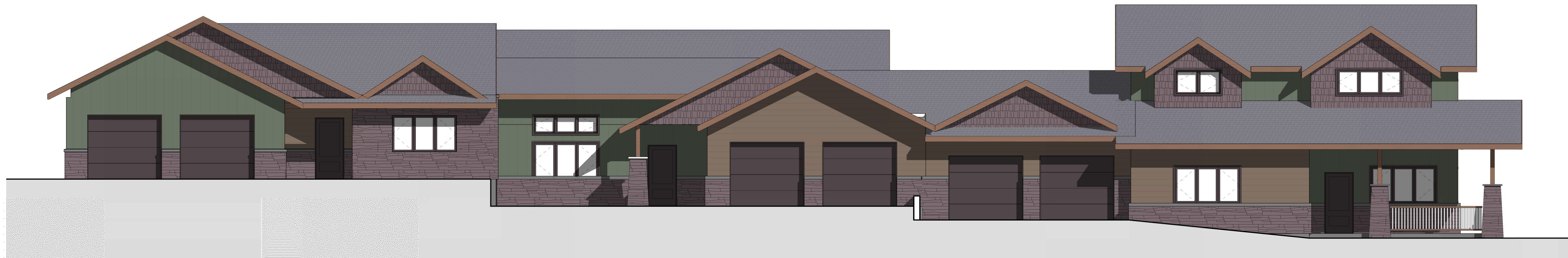
1 EAST
SCALE: 3/16" = 1'-0"



2 NORTH
SCALE: 3/16" = 1'-0"



3 SOUTH
SCALE: 3/16" = 1'-0"



4 WEST
SCALE: 3/16" = 1'-0"

WISCONSIN

CLIENT NAME
MULTI UNIT DEVELOPMENT
EXTERIOR ELEVATIONS

WATERLOO

PRELIMINARY DRAWINGS NOT FOR CONSTRUCTION

No.	Description	Date

PROJECT NUMBER
##-###

DATE
12/10/2020

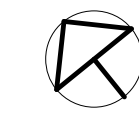
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RDM

SHEET
A400



OVERALL SECOND FLOOR PLAN

SCALE: 3/16" = 1'-0"



CLIENT NAME
MULTI UNIT DEVELOPMENT
OVERALL SECOND LEVEL PLAN
 WISCONSIN
 WATERLOO

PRELIMINARY DRAWINGS NOT FOR CONSTRUCTION

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No.	Description	Date

PROJECT NUMBER
##-###

DATE
12/10/2020

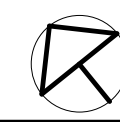
DRAWN BY:
RDM

SHEET
A201



OVERALL LEVEL 1 PLAN

SCALE: 3/16" = 1'-0"



4
A400

PRELIMINARY DRAWINGS NOT FOR CONSTRUCTION

No.	Description	Date

PROJECT NUMBER
##-###

DATE
12/10/2020

DRAWN BY:
RDM

SHEET
A101