



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 to consider the following:

**MEETING: PLAN COMMISSION**  
**DATE: TUESDAY, October 25, 2022** **TIME: 6:00 p.m.**  
**LOCATION: 136 N. MONROE STREET, MUNICIPAL BUILDING COUNCIL CHAMBERS**

Join Zoom Meeting <https://us02web.zoom.us/j/88994637116?pwd=RU5ZTIBESERmSjg5ZG1Vc2tla1NhZD09>  
Meeting ID: 889 9463 7116 Passcode: 069777  
Dial by phone +1 312 626 6799 US (Chicago)

PUBLIC HEARING (1)– CONDITIONAL USE APPLICATIONS –

PUBLIC HEARING – Ordinance §385-10.2 Conditional Use Application, Kera Casto, For The Property Located at 868 Anna Ct, Waterloo. The applicant is requesting a conditional use permit to allow for a home based business on the subject parcel. A conditional use permit is required for a Residential District (R-1) property when owner wishes to add a home occupation. Tax Parcel 290-0813-0523-005. Also known as 868 Anna Ct

- 1. Call to Order 2. Public Hearing 3. Adjourn Public Hearing

**PLAN COMMISSION REGULARLY SCHEDULED MEETING**

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING AND PUBLIC HEARING MINUTES: September 27, 2022
- 3) CITIZEN INPUT
- 4) COMPLIANCE & ENFORCEMENT REPORT
- 5) OLD BUSINESS
  - a. Further Discussions on Zoning Ordinances. Comparing Waterloo’s to other communities.
- 6) NEW BUSINESS
  - a. Ordinance §385-10.2 Conditional Use Application, Kera Casto, For The Property Located at 868 Anna Ct, Waterloo. The applicant is requesting a conditional use permit to allow for a home based business on the subject parcel. A conditional use permit is required for a Residential District (R-1) property when owner wishes to add a home occupation. Tax Parcel 290-0813-0523-005. LOT 32, PARK HILLS. Also known as 868 Anna Ct
- 7) FUTURE AGENDA ITEMS & ANNOUNCEMENTS
  - a. Reminder Special Plan Commission Meeting November 3<sup>rd</sup> 5:45 pm. Regarding TID 5 creation.
- 8) ADJOURNMENT

Jeanne Ritter, Clerk/Deputy Treasurer

Members: Leisses, Quimby, Petts, Crosby, Reynolds, Lannoy & Sorenson Posted, Distributed & Emailed: 10/19/2022

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 for September 27, 2022**

[a digital meeting recording also serves as the official record]

**PLAN COMMISSION REGULARLY SCHEDULED MEETING**

- 1) CALL TO ORDER AND ROLL CALL. Mayor Quimby called the meeting to order at 6:02 pm. Commissioners attending: Sorenson, Crosby, Quimby, Leisses, Lannoy and Petts. Absent: Reynolds Others in attendance: Ron Griffin, Nicholas Fuchs and Clerk Ritter.
- 2) APPROVAL OF MEETING AND PUBLIC HEARING MINUTES: August 23, 2022 [Petts/Lannoy] VOICE VOTE: Motion carried.
- 3) CITIZEN INPUT - none
- 4) COMPLIANCE & ENFORCEMENT REPORT. Commission would like hours added to spreadsheet to show how much time is being spent on compliance. Ask Denis what account blight fines are receipted to?
- 5) OLD BUSINESS
  - a) Ordinance §385-31 Changes and Amendments of the Zoning Code of the City of Waterloo. Application. 575 W. Madison LLC regarding the property located at 575 W Madison St. Parcel #290-0813-0643-049, located in Waterloo. The land use-rezoning request is to allow a changed in land use from existing Commercial District (C-1) §385-12 to Commercial District (C-2) §385-13 for purposes of accommodating recreational, entertainment and office use. Lot Descriptions: LOT 1, CSM 1102-3-651, DOC 749305. ALSO, LOT 38, INDIAN HILLS SOUTH. ALSO, OUTLOT 91, ASSESSOR'S PLAT. ALSO, COM SW/C LOT 9, BLK 6, 1<sup>ST</sup> ADD List of questions from public hearing will be sent to Wrayburn. Tabled [Petts/Sorenson] Voice Vote: Motion carried. Motion to Approve Zoning Change to C-2 with conditions of 1. No outside music after 9pm. 2. Minnetonka Way driveway changed to an entrance only no exit. ROLL CALL: Ayes 5 Noes 0 Absent Reynolds. Motion carried.
  - b) Further Discussion on Zoning Ordinances. Comparing Waterloo's to Other Communities. Residential. Instructed Ritter to work with Building Inspector before next meeting.
- 6) NEW BUSINESS
- 7) FUTURE AGENDA ITEMS & ANNOUNCEMENTS
- 8) ADJOURNMENT [Crosby/Petts] VOICE VOTE: Motion carried. 7:16 pm

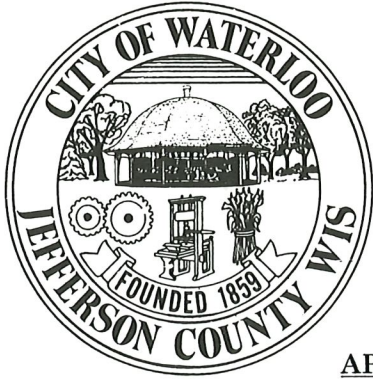
Jeanne Ritter, Clerk/Deputy Treasurer

Street	Property #	Open Date	Owner of Property	Who Complained/follow up with	Desired Outcome	Link to Ordinance	Notes	Action	Who is following up	NMC Time spent
Anna Street	307	Oct-22	Mark Schultz	DPW/PD			Trailer in driveway		PD	
Anna Street	867	Oct-22	Kera Casto	DPW/PD			Trailer in driveway		PD	
Anna Street	902	Oct-22	Benito Mena	DPW/PD			Junk Vehicle		PD	
Bluegrass Trail	1055	Oct-22	Bruce Senti	DPW/PD			Trailers in driveway		PD	
Bluegrass Trail	1120	Oct-22	Patrick Edge	DPW/PD			Trailer in driveway		PD	
Boorman St	237	Oct-21	Candice Brussveen		Removal of blight	<a href="#">Storage of unlicensed recreational vehicle and weed ordinance</a>	Unspecified non-compliance. Item on Building Inspectors list for fall follow-up 2/22/2022 not verified or have inspected year to date. No inspection		SB	
Bradford Dr	330	Oct-22	Paul Thomas	DPW/PD			Boat		PD	
Bradford Dr	425	Oct-22	Christopher Roth	DPW/PD			Trailers		PD	
Bradford Dr	420	Oct-22	James Kuhlow	DPW/PD			Trees		DPW	
Bradford Dr	457	Oct-22	Karmen Westerveld-Opsteen	DPW/PD			Trailer		PD	
Bradford Drive	425	Sep-22	Christopher Roth		Removal of blight	<a href="#">261-6</a>	Truck trailer and clean up yard		PD	
Chestnut St	1214	Oct-22	Tou Lor	DPW/PD			Trailer in driveway		PD	
Cleveland St	527	Oct-22	Robert Gingles	DPW/PD			Unregistered Vehicles		PD	
Commerical Ave.	700	Sep-22	AB&E	Numerous complaints	Smells	<a href="#">261-3 Public nuisance affecting health</a>			SB, PD	
Crestview	565	Oct-22	565 Crestview LLC	DPW/PD			Junk		PD	
Derby?	1427	Oct-22		DPW/PD			Unregistered Vehicle		PD	
E Madison St	501	9/1/2022 10/2022	Jeremy Uttech		Removal of blight	<a href="#">219-5</a>	Trash and junk in backyard		PD	
E Madison St.	362	1/1/2015 - Sept 2022- Oct 2022	Jeremy Uttech		Property owner maintaining clean property; no dangerous work garage	<a href="#">§219-5 Safe and sanitary maintenance of property</a>	Pending action (C.B. verbal) 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. 2/22/2022 Cert and regular mail sent 2/10/22 regarding violations of wood pile in front yard, metal scrapping zoning violation. Cert. Mail received 2/11/22. 15 days to comply with zoning. <b>October 2022- Junk in driveway</b>		SB/PD	
E Madison Street	469	Dec-21	Esmeralda Aguero		Removal of blight		Blight complaint from neighbor routed to Police Department and Building Inspector. 2/22/2022 certified mail sent 2/10/22 and signed for. Have inspection scheduled on 3/4 to gain access to rear and verify violations.		SB/PD	
E Polk St	133	Oct-22	James Scott	DPW/PD			RV in road		PD	
Edison St	244	Oct-22	Daniel Tecalero	DPW/PD			Unregistered vehicle		PD	
Edison St	443	Oct-22	Robert Wollin	DPW/PD			Unregistered vehicle		PD	
Goehl	264	Oct-22	Bradley Smith	DPW/PD			Unregistered Vehicle		PD	
Goehl	274	Oct-22	Charles Wallace	DPW/PD			Boat in driveway		PD	

Street	Property #	Open Date	Owner of Property	Complained/follow up with	Desired Outcome	Link to Ordinance	Notes	Action	Who is following up	NMC Time spent
Grove St	140	Oct-22	RJB Rentals LLC	DPW/PD			Junk/Unregistered vehicle		PD	
Harrison St	597	Sep-22	John Cotting		Removal of blight	<a href="#">261-6</a>	Bus in driveway		PD	
Harrison St	404	Oct-22	Tony Packard	DPW/PD			Unregistered vehicle		PD	
Harrison St	597	Oct-22	John Cotting	DPW/PD			Bus in driveway		PD	
Heil St	1190	Oct-22	John Holzhueter	DPW/PD			Trailer in driveway		PD	
Hendricks	200	Oct-22	Robert Gingles	DPW/PD			Trailer in driveway		PD	
Herron Dr	860	Oct-22	Rick Nahrstadt	DPW/PD			RV		PD	
Hiawatha	840	Oct-22	Andrea Lendborg	DPW/PD			Unregistered vehicle/trees		PD/DPW	
Indian Hills	504	Sep-22	Mary Mikalson		Removal of blight	<a href="#">261-6</a>	Pontoon (boat) in driveway		PD	
Indian Hills	430	Sep-22	David Edwards		Removal of blight	<a href="#">261-6</a>	Trailer w/ golf cart and camper on street		PD	
Indian Hills	605	Oct-22	Matthew Rennebohm	DPW/PD			Trailer in driveway		PD	
Indian Hills	504	Oct-22	Mary Mikalson	DPW/PD			Boat		PD	
Indian Hills	411	Oct-22	Lewis Lewellin	DPW/PD			RV		PD	
Indian Hills	403	Oct-22	Ronald Klug	DPW/PD			Trailer		PD	
Jackson St	359	Oct-22	Tom Esslinger	DPW/PD			Junk		PD	
Jamie Road	1018	Oct-22	Raymond Walsh	DPW/PD			RV in the road		PD	
Jaystone	1080	Oct-22	Richard Stone	DPW/PD			Junk in driveway		PD	
Jaystone Street	940	Oct-22	Wally Ritter	DPW/PD			Boat in driveway		PD	
Jaystone Terr	1085	Sep-19	KSA Waterloo LLC; Ben Waterloo LLCLS DR		Resident complaint: entry threshold prevents wheel chairs and dryer vent may be fire hazarded; 9/3 Routed to Chris B to inspect	<a href="#">§ 219-5 Safe and sanitary maintenance of property</a>	C.B. has made contact. No reply from owner. 02/22/2022 no follow up		SB	
Jefferson St	135	Oct-22	Corey Besl	DPW/PD			Boat in driveway		PD	
Jefferson St	144	Oct-22	Patricia Schickert	DPW/PD			Junk/Unregistered vehicle		PD	
Jefferson St.	254	Sep-22	McKay Nursary		Building unmaintained,fix or removal.	<a href="#">140-15</a>	Building is falling in and infested with rodents.	Pictures taken, BI talked with owner, They are currently working on this project, will take a while	SB	
Jefferson St.	254	Oct-22	McKay Nursary	DPW/PD	Numerous complaints				SB	
Jills Ct	1015	Oct-22	Patrick Brown	DPW/PD			Weeds		DPW	
Knowlton	334	Oct-22	Ami & Bradley Bauer	Mayor	Removal of blight	219-5	Awning falling down			
Knowlton	340	Oct-22	Arnulfo De La Cruz	Mayor			Lawn		DPW	
Knowlton St	580	Sep-21	Waterloo Apartments LLC		(1) Structural damage to front rear of building needs correcting; (2) Garbage around dumpsters requires cleanup	<a href="#">219-5(B)(3) and 219-5B(7)(b) Safe &amp; Sanitary Maintenance of Property</a>	Notice sent to Waterloo Apartment LLC 9/30 with CC to PD, CT & Donnie Rook with 30 days notice 2/22/2022 verbal compliant by tenant who complained that all site violations were in compliance. Have not verified compliance.		SB	
Knowlton St	530	Oct-22	Bryon Bergeron	DPW/PD			Junk		PD	
Knowlton St	334	Oct-22	Bradley Bauer	DPW/PD			House needs repairs		PD	
Knowlton St #204	590 APT #204	Sep-21	Waterloo Apartments LLC		Properly maintained exterior property areas, foundation, floor & roof	<a href="#">Muni Code 219--5b(3) and 219-5b(7)(b)</a>	CB letter to property owner 9/30/2021		SB	

Street	Property #	Open Date	Owner of Property	Who Complained/follow up with	Desired Outcome	Link to Ordinance	Notes	Action	Who is following up	NMC Time spent
Knowlton St.	520	Sep-22	Tim and Jennifer Marek		Removal of dead tree	<a href="#">261-3 Public nuisance affecting health</a>	Dead tree in yard is a hazard to public and property owner. Falling on sidewalk and road.		DPW/PD	
Lum Ave	920	Sep-22	Kenneth Frandel		Removal of Junk Property and inoperable vehicles	<a href="#">261-6</a>	Two citations issued.	Two citations issued	PD	
Lum Ave	920	Oct-22	Kenneth Frandel	DPW/PD			Junk		PD	
Lum Ave	1030	Oct-22	Matthew Ruechel	DPW/PD			Business		PD	
Lum Avenue	717	Oct-22	Beyer Family Enterprises	DPW/PD			RV in the driveway		PD	
Lum Avenue	816	Oct-22	John Reeve	DPW/PD			Trailer in front yard		PD	
Main St	1208	Oct-22	D Port Properties LLC	DPW/PD			Junk Cars		PD	
Maple Street	207	Oct-22	Craig Setz	DPW/PD			Trailer in road		PD	
Minnehaha	414	Oct-22	James Reynolds	DPW/PD			RV in driveway		PD	
Minnetonka	218	Oct-22	David Arians	DPW/PD			Trailer in front yard		PD	
N Monroe	508	Oct-22	Benjamin Fruend	DPW/PD	Removal of blight	219-5	Junk behind the garage		PD	
N Monroe St	129	Jan-16	Keri Sellnow		Complete 1st floor build-out to code per conditional use	<a href="#">§140-19 Violations and penalties</a>	20/25/21 remains in non-compliance. Owner in violation C.B. 2021 QTR 1 communication. Owner granted conditional use to reside on a portion of 1st floor; has not complied with building code with shared commercial & residential floor. 2/22/2022 Visual verification of bottom floor occupant has moved out. I have not been inside to verify.	Owner sold building "Kari Sellnow"	SB	
Oak St	1332	Oct-22	Lorna Bredehorn	DPW/PD			Trailer in driveway		PD	
Pierce St	707	Oct-22		DPW/PD			Junk		PD	
Porter St	130	Oct-22	Jay Killary	DPW/PD			RV		PD	
PORTLAND RD	208	May-20	GORDON D YELK & DEBRA A YELK		Remedy collapses garage. No blighting conditions	<a href="#">§ 219-5 Safe and sanitary maintenance of property</a>	10/25/21 Reinspected and confirmed violations, 10/1 sent certified letter; 10/21 cert. letter received, will reinspect in 30 days 2/22/2022: all exterior is compliant. Building is NOT compliant at this time. Verbal with owner as to razing west half of building this year?	owner sold property but garbage has not been removed. Collapsed garage has been removed.	SB?	
Portland Rd	230	Oct-22	James Steindorf	DPW/PD			Junk Vehicles		PD	
Portland Rd	208	Oct-22	Gordon Yelk	DPW/PD			Junk		PD	
S Jackson St	408	Oct-21	Joseph Archie			2	Unspecified non-compliance. Item on Building Inspectors list for fall follow-up		SB	
S Jackson St	270	Oct-22	Tired Iron Buyer LLC	DPW/PD			Holes in building			
S MONROE ST	261	Jun-20	ANDREW V GRUNEWALD		No blighting conditions	<a href="#">§ 219-5 Safe and sanitary maintenance of property</a>	10/20/21 reinspected & verified violations, 10/21/21 letter sent certified to owner. Waiting on cert. mail receipt to start the 30 days after receipt			





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

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

Number: #2022-04 Date Filed: 9-15-2022 Fee Paid: \_\_\_\_\_

Location of Property: 808 Anna Ct

Applicant: Kera Casto

Address: 808 Anna Ct Telephone: 608-219-0225

Owner of Property: Kera Casto

Address: 808 Anna Ct Telephone: 608-219-0225

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Architect or Professional Engineer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

\_\_\_\_\_

Land Parcel Size: \_\_\_\_\_ Present Use: Home/Business Zoning District: \_\_\_\_\_

Type of Existing Structure (if any): Residential Home

Proposed Use of the Structure or Site: Home/Business Number of Employees: 0 self

Terms of Municipal Code

Conditional Use Requested

Massage Therapy Business

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

Adding a home based business

**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: September 15 20 22

Kera K Casto  
Signature of Applicant

November 19<sup>th</sup>, 2020

Kera Casto  
868 Anna Ct  
Waterloo, WI 53594  
608-219-0225

City of Waterloo  
Plan Commission  
136 North Monroe Street  
Waterloo, WI 53594

Dear Plan Commission,

This letter serves as my written application to open a residential home based business in the city of Waterloo.

I have owned and operated Knots ERAsed by Kera LLC Massage Therapy, located inside Salons Etc 7940 Tree Lane, Suite 224, Madison, WI, 53717, since April 2014. I am looking to expand my business to the city of Waterloo as a second permanent location for my business. I provide massage therapy services which include Swedish, deep tissue and sports massage with additional services which include but are not limited to; hot towels, hot stones, cupping and reiki.

This second location would be located inside a room at the back of our garage. The room is insulated and connected to the home's HVAC system. The garage is the entry, but this room and the main part of the house have separate doors for entry. I would require no signage to be placed outside my home. I will only see one client at a time so our driveway would provide ample parking, there will be no street parking needed. At this time, I have no plans to hire any employees at the home based location.

There is a possibility we will install a public restroom for clients inside of said room.

→ They have installed a public restroom

Thank you for your time and consideration. Please let me know if you have any further questions.

Sincerely,  
Kera Casto





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

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**NOTICE OF PUBLIC HEARING FOR CONDITIONAL USE PERMIT UNDER PROVISIONS  
OF CHAPTER §385-10.2 OF THE ZONING CODE OF THE CITY OF WATERLOO,  
JEFFERSON COUNTY, WISCONSIN**

Please take notice that the Plan Commission of the City of Waterloo, Jefferson County, Wisconsin, acting under provisions of Chapter §385-10.2 of the Zoning Code of the City of Waterloo, shall hold a public hearing on the matter of a conditional use application received from Kera Casto, owner of 868 Anna Ct Waterloo, WI.

The applicant is requesting a conditional use permit to allow for a home business at the subject parcel. A conditional use permit is required for a home-based business in a R-1 single family residential district.

The property is described as follows:

- Parcel 290-0813-0523-005 (LOT 32, PARK HILLS)
- Also known as 868 ANNA CT

Be further notified that the Plan Commission will hear all persons interested or their agents or attorneys concerning the conditional use permit application at a public hearing. The public hearing will be held at **6:00 p.m. on, October 25, 2022 in the Council Chamber of the Municipal Building, 136 N. Monroe Street, Waterloo.**

After the public hearing, the Plan Commission shall recommend approval, denial, or conditional approval of the conditional use permit to the Common Council. The City Council will act on the Plan Commission's recommendation at its regular scheduled meeting on Thursday, November 3, 2022.

Jeanne Ritter  
City Clerk/Deputy Treasurer

Pub: The Courier: September 29, 2022

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

**§ 385-10.2 Home occupations in residential districts.  
[Added 7-2-2009 by Ord. No. 2009-09]**

- A. Intent. It is the intent of this section to provide a means to accommodate a small home-based business without the necessity of a rezoning the land area from an R-1, R1-A, or R-2 District to a commercial district. Home occupations are economic activities permitted within any single-family detached residence which comply with the following requirements. Examples include the provision of personal and professional services. Once a home occupation has been approved, it may not be expanded or enlarged.
- B. Requirements. Any individual who desires to locate a home occupation within a dwelling located in one of the residential districts described in Subsection A, shall make written application to the Plan Commission for approval thereof. Said application shall contain complete and accurate description of the proposed home occupation; and such additional information as the Zoning Administrator and/or the Plan Commission may require. In determining whether or not to approve any requested home occupation, the Plan Commission shall be guided by the following criteria:
- (1) The home occupation shall be conducted only within the enclosed area of the dwelling unit or an attached garage.
  - (2) There shall be no exterior alterations of the structure which change the character thereof as a dwelling. There shall be no exterior evidence of the home occupation other than those signs permitted in the district.
  - (3) No storage or display of materials, goods, supplies, or equipment related to the operation of the home occupation shall be visible outside any structures located on the premises.
  - (4) No home occupation use shall create smoke, odor, glare, noise, dust, vibration, fire hazard, small electrical interference or any other nuisance not normally associated with the average residential use in the district.
  - (5) Only one sign may be used to indicate the type of home occupation. Such sign shall not be illuminated and shall not exceed three square feet.
  - (6) The home occupation shall not involve the use of commercial vehicles for more than occasional delivery of materials to or from the premises.
  - (7) Authorized home occupations are restricted to service-oriented businesses and the mass production of items or products or the sale of items or products on the premises is prohibited. Examples of service-oriented businesses include, but are not limited to, computer programming, accounting, law, insurance agencies and computer-based consulting and clerical services.
  - (8) Authorized home occupations shall not occupy more than 30% of the floor area of the dwelling in question.
  - (9) Persons employed in home occupations shall be limited to the resident, immediate family members, and no more than one nonresident employee.
  - (10) Under no circumstances shall a motor vehicle repair or body work business qualify as an authorized home occupation.
  - (11) No animals shall be involved in any authorized home occupation.
  - (12) Home day care is an authorized home occupation so long as it does not involve more than seven children or require state licensing.

- C. Conditional uses. Any proposed home occupation which does not satisfy the criteria established in Subsection **B** above may be authorized by the Plan Commission as a conditional use, subject to the requirements of § **385-21** and the following:
- (1) The extent of the equipment or machinery used in the home occupation may be restricted by the Plan Commission.
  - (2) Sale or transfer of the subject property or the expansion of the approved home occupation shall cause the conditional use permit to terminate.