



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

**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, November 3, 2022 – 7:00 p.m.**  
**Participate Remotely Or In-Person**

Join Zoom Meeting <https://us02web.zoom.us/j/88692911493?pwd=T3FZRlZqRTl5ekZlNkZnpaZHoXMDp6dz09>  
Meeting ID: 886 9291 1493 Passcode: 313057  
Dial by phone +1 312 626 6799 US (Chicago)

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL
- 2) MEETING MINUTES APPROVAL :Open and Closed October 20, 2022
- 3) CITIZEN INPUT / PUBLIC COMMENT
- 4) OLD BUSINESS
  - a) Discussion on TID 5 Overlay Creation Resolution 2022-34 Authorizing non-Metro Connections to begin TID 5 Creation Work.
- 5) MEETING SUMMARIES (since last Council meeting)
  - a) 10/24/2022 Fire/EMS General Meeting
  - b) 10/25/2022 Plan Commission
  - c) 10/25/2022 Library Board
  - d) 10/27/2022 Special Finance Meeting
  - e) 11/01/2022 Waterloo Water & Light
  - f) 11/03/2022 Special Plan Commission
  - g) 11/03/2022 Public Safety & Health
  - h) 11/03/2022 Public Works & Property Committee
- 6) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
  - a) Public Safety & Health Committee
    - i) Request to Hire Officer for Full Time to Fill Vacancy
    - ii) Holiday Parade
    - iii) Resolution 2022-34 Authorizing Kunkel Engineering Group to Start Field work and Road Reconstruction Design Work for Waterloo Road. (Approved at 10-6-2022 meeting. Just bringing back as Resolution)
  - b) Plan Commission
    - i) 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) NEW BUSINESS
  - a) Winter On-street Parking Permit Application - §350-7(g), 363 Jefferson St Tracy Aide. 2 cars
- 8) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a) Public Budget hearing November 17, 2022 7pm
- 9) ADJOURNMENT

Jeanne Ritter Clerk/Deputy Treasurer

Posted & Emailed: 11/01/2022

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

**CITY OF WATERLOO COMMON COUNCIL - MEETING MINUTES: October 20, 2022**

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

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 7:03 p.m. Alderpersons present: Cummings, A. Kuhl, C. Kuhl, Griffin, Weihert and Petts. Alderpersons/Mayor attending remotely: none Absent: none. Others attending remotely or in-person: Police Chief Sorenson; Utility Superintendent Sorenson; Library Director Kelli Mountford; DPW Director Yerges; Fire Chief Benisch; Administrative Assistant Davison; Fire Asst. Chief C. Butzine; 1<sup>st</sup> Lieutenant J. Butzine, E. Butzine, W. Cioci from the Courier and WLOO videographers. The pledge of allegiance was recited.
- 2) MEETING MINUTES APPROVAL: October 6 [Weihert/Cummings] VOICE VOTE: Motion Carried. Petts abstain.
- 3) CITIZEN INPUT / PUBLIC COMMENT – none
- 4) OLD BUSINESS
  - a) Fire Dept – Future Ambulance purchase [Thomas/C. Kuhl] ROLL CALL: Ayes 7 Noes 0 Motion carried.
  - b) Update of Municipal Code 57 Fire Dept Tabled until January 2023 [Thomas/C. Kuhl] VOICE VOTE: Motion carried.
  - c) Updating Ordinance 5.21 RE: Fire Volunteer Funds 2007-22 Tabled until January 2023 [Thomas/C. Kuhl] VOICE VOTE: Motion carried.
  - d) City of Waterloo Fire Dept. Agreements with Surrounding Towns. Tabled [C.Kuhl/Cummings] VOICE VOTE: Motion carried.
- 5) MEETING SUMMARIES (since last Council meeting) noted
  - a) 10/12/2022 Special Finance Meeting
  - b) 10/18/2022 CDA
  - c) 10/20/2022 Finance Meeting
- 6) CONSENT AGENDA ITEMS
  - a) Reports of City Officials & Contract Service Providers Motion [Weihert/Cummings] VOICE VOTE Motion carried.
    - i) Parks
    - ii) Fire & Emergency Medical Services
    - iii) Building Inspections
    - iv) Public Works
    - v) Police
    - vi) Library Board
    - vii) Water & Light Utility Commission
    - viii) Watertown Humane Society
    - ix) Cable Television
- 7) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
  - a) CDA
    - i) TID #5 Creation Proposal Mayor Quimby gave updates.
  - b) Finance & CDA
    - i) JCEDC IGA Agreement Funded out of TIF #2 [Thomas/Weihert] ROLL CALL: Ayes 7 Noes 0 Motion carried.
- 8) NEW BUSINESS
  - a) September 2022 Financial Statements: General Disbursements \$441,029; Payroll \$ 79,792.52 & Clerk/Treasurer's Reports [\[see on municipal website\]](#) [Thomas/Cummings] ROLL CALL: Ayes 7 Noes 0 Motion carried.
  - b) Winter On-street Parking Permit Application - §350-7(g), Anna Peacock, 345 Pierce St. [Weihert/A. Kuhl] VOICE VOTE: Motion carried.
  - c) DPW Truck from Truck Country. \$78,295.00 from Capital Funds as Truck came early [Thomas/Cummings] ROLL CALL: Ayes 7 Noes 0 Motion carried.
  - d) Lead Grant/Loan Assistance 219 Mill St (Worswick) City pay entire balance as a loan and Worswick to pay 10% back to city. Remainder funded by DNR grant. [Thomas/Weihert] ROLL CALL: Ayes 7 Noes 0 Motion carried.

- e) Resolution 2022-33 County Library Exemption [Thomas/Cummings] ROLL CALL Ayes 7 Noes 0. Motion carried.
  - f) Treasurer/Deputy Clerk Position Opening – Interview. [NOTE: The City Council may meet in closed session per Wis. Stat. 19.85(1)(c)"considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. Upon concluding a closed session, the Council will reconvene in open session.] Motion to go into closed session [Kuhl/Cummings] VOICE VOTE Motion carried. 7:27 pm Reconvene in open session [Thomas/Griffin] VOICE VOTE: Motion carried.7:39 pm  
Motion to offer Lana Nelson Treasurer/Deputy Clerk position pending background check and drug testing. [Thomas/Cummings] VOICE VOTE: Motion carried.
- 9) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS –
- a) Congratulations to Art Biermeier recently voted onto the Wisconsin Library Association Library and Trustees Board.
- 10) ADJOURNMENT [ C. Kuhl/Cummings] VOICE VOTE: Motion carried. 7:45pm

Attest:

Jeanne Ritter Clerk/Deputy Treasurer



[info@non-mc.com](mailto:info@non-mc.com)

329 W 3<sup>rd</sup> St. Fox Lake, WI 53933

(920) 203-3859

October 18, 2022

Waterloo City Hall  
Attn: CDA  
136 North Monroe Street  
Waterloo, WI 53594

Re: TID 5 Creation

Dear CDA:

Non-metro Connections is interested in submitting a proposal for TID 5 creation for the City of Waterloo, and as such, is submitting the following for your consideration. Non-Metro Connections plans to utilize Short Elliot Hendrickson, Inc. as a subconsultant for the process of TID #5 creation.

1. **Scope of Work**

Creation of TID #5 Project Plan and Map.

In consultation with the Client, Consultant will prepare a project plan describing the boundary of Tax Increment Financing District #5 ("TID #5"), anticipated projects and the identification of how those projects will be implemented and financed. A TID boundary map and boundary description will include parcel identification numbers as reflected on current assessment rolls and/or tax list of the assessor for Jefferson County, Wisconsin. The Project Plan development shall include but not be limited to the following tasks:

- a. Preparation of a Project Plan process (task and timetable) based upon confirmed meeting schedules as it related to Wisc. Stats. required approvals.
- b. Preparation of the Project Plan to stimulate further economic development through public investment in eligible capital costs and other expenditures to be identified in the Project Plan.
- c. Develop and prepare the required elements of the Project Plan, more specifically inclusion of a financial analysis of eligible expenditures as well as new eligible expenditures based upon redevelopment and economic opportunities presented to the City Council for an identified expenditure period of the Project Plan.
- d. Preparation eligible expenditure costs schedule TID cash flow (pro forma) to identify ability to pay for costs anticipated from a Tax Increment District fund of the City.

- e. Communications with City Council and the Plan Commission as necessary to complete the Project Plan for submission and presentation to the Plan Commission for consideration and approving resolution to the Common Council.

Project Plan Approval Process. Assist the Client with the preparation of the documentation and resolutions necessary for Project Plan approvals, including but not limited to:

- f. A written request to other taxing units (the “Overlapping Taxing Units”), requesting that a representative serve on the Joint Review Board (the “JRB”). The Client will be responsible for sending these written requests. The JRB shall be composed of a representative from: (i) school district, (ii) technical college district the (iii) City, and (iv) a member of the public.
- g. Notice to property owners located within the TID. If the TID is a blighted or rehabilitation/ conservation type classification, the affected properties and owners will be identified. The City will be responsible for filing and mailing via first-class mail notification letters at least 15-days prior to the scheduled public hearing.
- h. Public notice for the Plan Commission Public Hearing. The Client will be responsible for publishing and posting the official public notice. The first notice to be published 14 days prior to the public hearing, the second notice 7 days prior, in accordance with Wisc. Stats.
- i. Participation and presentation of the Project Plan and TID to the Plan Commission prior to consideration of a resolution for approval to the City Council.
- j. Resolution of the City Plan Commission approving the Project Plan and the TID.
- k. Participation and presentation of the Project Plan and TID to the City Council prior to consideration of a resolution adopting the Project Plan and the TID.
- l. Resolution of the City Council approving the Project Plan and the TID. If the Resolution is approved, assist the Client with the filing of the approving documentation to the JRB.
- m. Assistance to the Client to convene a JRB meeting. Consultant will prepare a public meeting notice for publication by the Client. The Client will be responsible for distribution, publishing and posting of the public hearing notice.
- n. Resolution of the JRB approving the documents filed by the City as it relates to the Project Plan and the creation of a TID.
- o. Wisc. Stats. forms as appropriate for filing: PE-605, PE-605T, PE-605ER or PE-605A, PE-606, PE- 608, PE-601A, PE-619, PE-608M, PE-608MP and PE-615A, including communication with the local and manufacturing assessors to ensure accurate current assessment values.

Wisconsin Department of Revenue. Assist the Client with the preparation of documentation for submission and filing with the Wisconsin Department of Revenue (the “DOR”) as it relates to the creation of a TID.

- p. Consultant will prepare the DOR application, as required by the State’s TID Application Checklist, and submit in partnership with the City Clerk, to the DOR for base value

certification. The Client will provide the appropriate application fee to the DOR.

- q. Consultant will assist the Client in responding to questions or directives from the DOR based upon its review and certification of the base process.
- r. Following the DOR's certification letter provided to the City Clerk, the Consultant will provide direction to the local or county assessor to identify parcels within the TID on the most current tax list (assessment roll) and to the City Clerk for the identification on the tax list.

**2. Schedule**

Consultant will start services promptly (10/21). Consultant estimates services will take approximately 6 month to complete.

**3. Payment**

		Cost of Services
SEH		\$22,500
NMC		\$500
Not to Exceed		\$23,000

Payment will be requested via monthly invoice as services are performed.

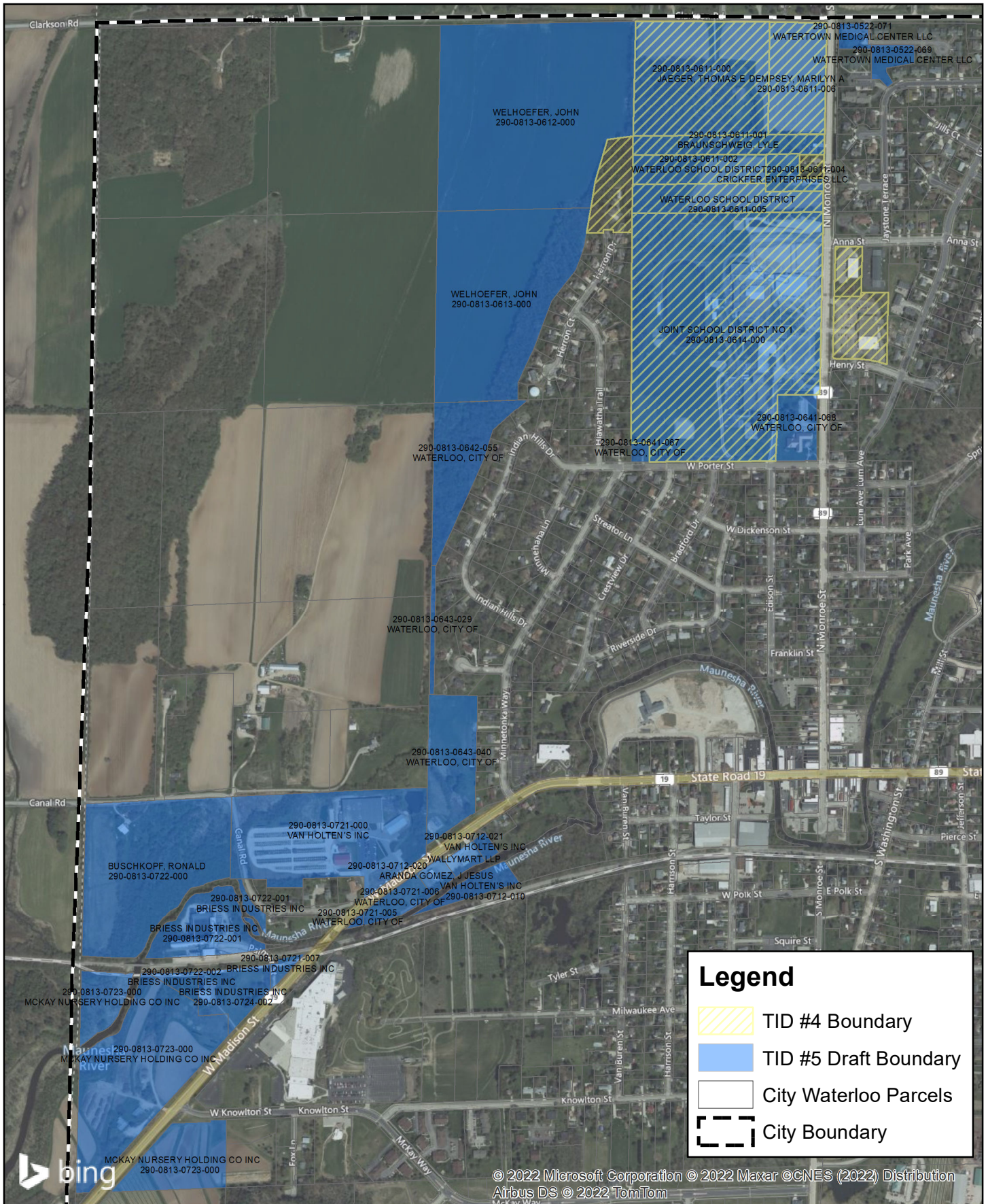
Thank you for reviewing this proposal and your consideration.

Sincerely,



Everett Butzine





Path: C:\P\projects\UZ\Waterloo\mxd\WATEL\_TID5\_Map.mxd



© 2022 Microsoft Corporation © 2022 Maxar © CNES (2022) Distribution Airbus DS © 2022 TomTom

	<p>501 MAPLE AVENUE DELAFIELD, WI 53018-9351 PHONE: (262) 646-6855 FAX: (888) 908-8166 TF: (800) 325-2055 www.sehinc.com</p>	<p>Project: WATEL 168479 Print Date: 10/27/2022</p> <p>Map by: bgrace Projection: Source:</p>	<p><b>Draft TID #5 Boundary</b> FOR DISCUSSION ONLY Waterloo, WI</p>	<p>Figure 1</p>
--	--	---	--	---------------------

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.

Education Session:

# Tax Increment Financing to Support Multi-family Development in Waterloo



# 2021 Jefferson County Housing Study

## Current Construction Rates Compared to Household Projections

Returning to the post 2010 construction rates, the current pace of new housing unit construction will be unable to meet the projected increase in new households. If we assume that new housing unit construction rates will remain relatively constant over the next ten years, the current housing shortage in Jefferson County will be compounded. Looking at the DOA household projection, the current rate of construction will be 2,422 housing units short of meeting future demand.

Table 33: Jefferson County: Housing Construction and Projected Households		
Total Housing Units Built Since 2010*	DOA Projected Household Growth 2020-2030	Projected Housing Shortage if Construction Rates Remain Unchanged
1,270	3,692	<b>(2,422)</b>

*\*The ACS 1-year (2019) estimate is used here even though it has a higher margin of error since it more closely resembles building permit rates.*

*\*\*Source: ACS 1-year (2019) estimate, DOA*

## Jefferson County Single Family Median Sales Price

Year	Median Home Price	Increase from Previous Year	Total % Appreciation Since 2016
2016	\$175,000		
2017	\$184,950	5.7%	5.7%
2018	\$215,000	16.2%	22.9%
2019	\$230,900	7.4%	31.9%
2020	\$249,950	8.3%	42.8%
2021	\$278,000	11.2%	58.9%

Source: MetroMLS; Summary Statistics for Entire MLS

Metric	September			Year to Date		
	2021	2022	+/-	2021	2022	+/-
New Listings	98	65	- 33.7%	770	668	- 13.3%
Closed Sales	83	77	- 7.2%	646	566	- 12.4%
Median Sales Price*	\$261,000	<b>\$292,400</b>	+ 12.0%	\$273,750	<b>\$309,500</b>	+ 13.1%
Percent of Original List Price Received*	99.9%	<b>98.9%</b>	- 1.0%	101.3%	<b>101.5%</b>	+ 0.2%
Days on Market Until Sale	22	<b>32</b>	+ 45.5%	30	<b>35</b>	+ 16.7%
Inventory - Single Family Residence	160	<b>119</b>	- 25.6%	--	--	--
Inventory - Townhouse/Condo	27	<b>19</b>	- 29.6%	--	--	--

\*Does not account for seller concessions. | Activity for one month can sometimes look extreme due to small sample size.

Source: MetroMLS Monthly Local Market Report; September 2022



Families making \$93,000/year –  
can spend up to \$2,325 before  
becoming house burdened

Scenario: Buying a \$309,500 house

20% down: \$61,900

Mortgage: \$247,600

*7.5% 30-yr fixed mortgage:*

\$1,731 principal and interest

\$513.77 taxes

\$75 insurance

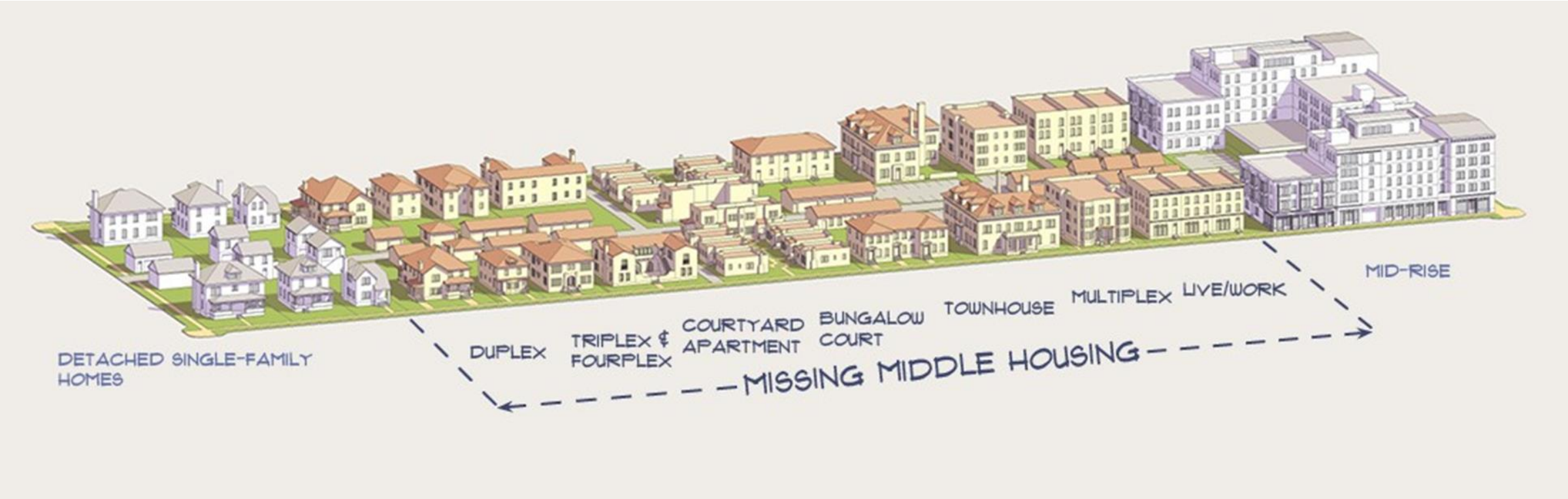
**\$2,319.77**

---

<b>Occupation</b>	<b>Average Wage</b>
Management Occupations	\$109,420
Business and Financial Operations Occupations	\$66,420
Computer and Mathematical Occupations	\$69,080
Architecture and Engineering Occupations	\$71,800
Life, Physical, and Social Science Occupations	\$64,790
Community and Social Service Occupations	\$52,320
Legal Occupations	\$68,100
Educational Instruction and Library Occupations	\$48,780
Arts, Design, Entertainment, Sports, and Media Occupations	\$55,630
Healthcare Practitioners and Technical Occupations	\$87,780
Healthcare Support Occupations	\$30,810
Protective Service Occupations	\$54,450
Food Preparation and Serving Related Occupations	\$25,660
Building and Grounds Cleaning and Maintenance Occupations	\$31,930
Personal Care and Service Occupations	\$30,180
Sales and Related Occupations	\$39,910
Office and Administrative Support Occupations	\$39,960
Farming, Fishing, and Forestry Occupations	\$35,360
Construction and Extraction Occupations	\$51,460
Installation, Maintenance, and Repair Occupations	\$51,250
Production Occupations	\$40,950
Transportation and Material Moving Occupations	\$37,490

---

# Missing Middle Housing



Missing Middle Housing is a range of multi-unit or clustered housing types compatible in scale with single-family homes that help meet the growing demand for walkable communities and diverse housing options along a spectrum of affordability. Missing Middle Housing provides a solution to the mismatch between the available U.S. housing stock and shifting demographics.

# MAKING A CASE FOR MULTI-FAMILY HOUSING DEVELOPMENT IN WATERLOO – Demographic Trends

	2010	2020
Average household size	2.48	2.09
Households with 4+ people	18.4%	10.1%
Householder living alone		32.9%
Households with no children <18		67.2%



# MAKING A CASE FOR MULTI-FAMILY HOUSING DEVELOPMENT IN WATERLOO – Housing Trends

<b>1-unit structures</b>	<b>64%</b>
<b>Number of Bedrooms</b>	74% have 2-3 bedrooms 11.5% have 4+ bedrooms
<b>Age of structure</b>	60% of existing structures built before 1980 26% of existing structures built before 1940

# Dempsey Property Proposed Development

- Duquaine Development – requesting ~ \$3,000,000 of TIF assistance



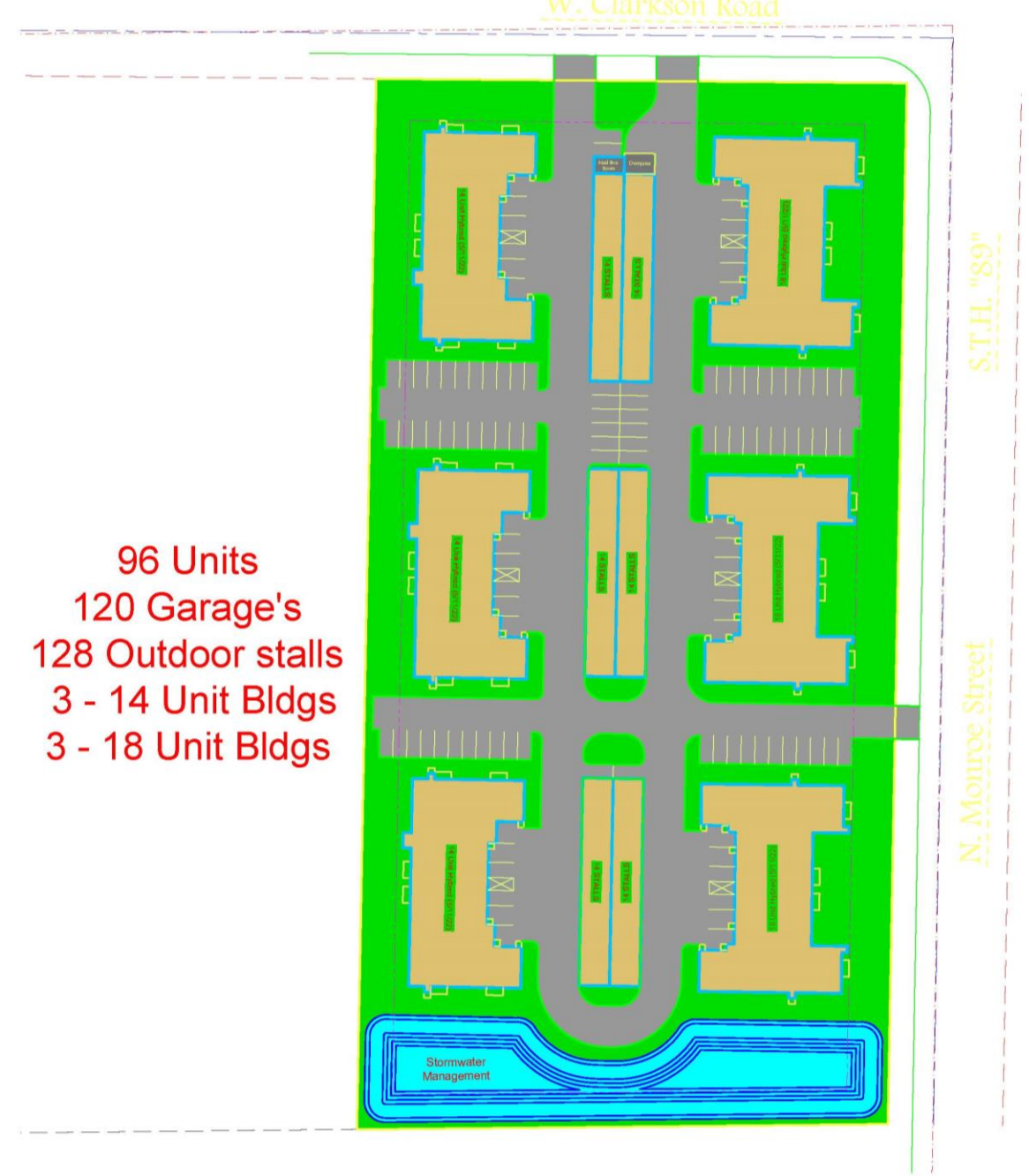
12 UNIT APARTMENT BUILDING

Architect:  
**Daniel J. Meissner**  
 AIA, LLC  
 dan@meissneraia.com  
 505.228.2295

Design Consultant:  
 One LLC  
 one@onegroup.com  
 505.228.2295

PROPOSED MULTI-FAMILY BUILDINGS FOR  
**DUQUAINE DEVELOPMENT**  
 WATERLOO, WISCONSIN

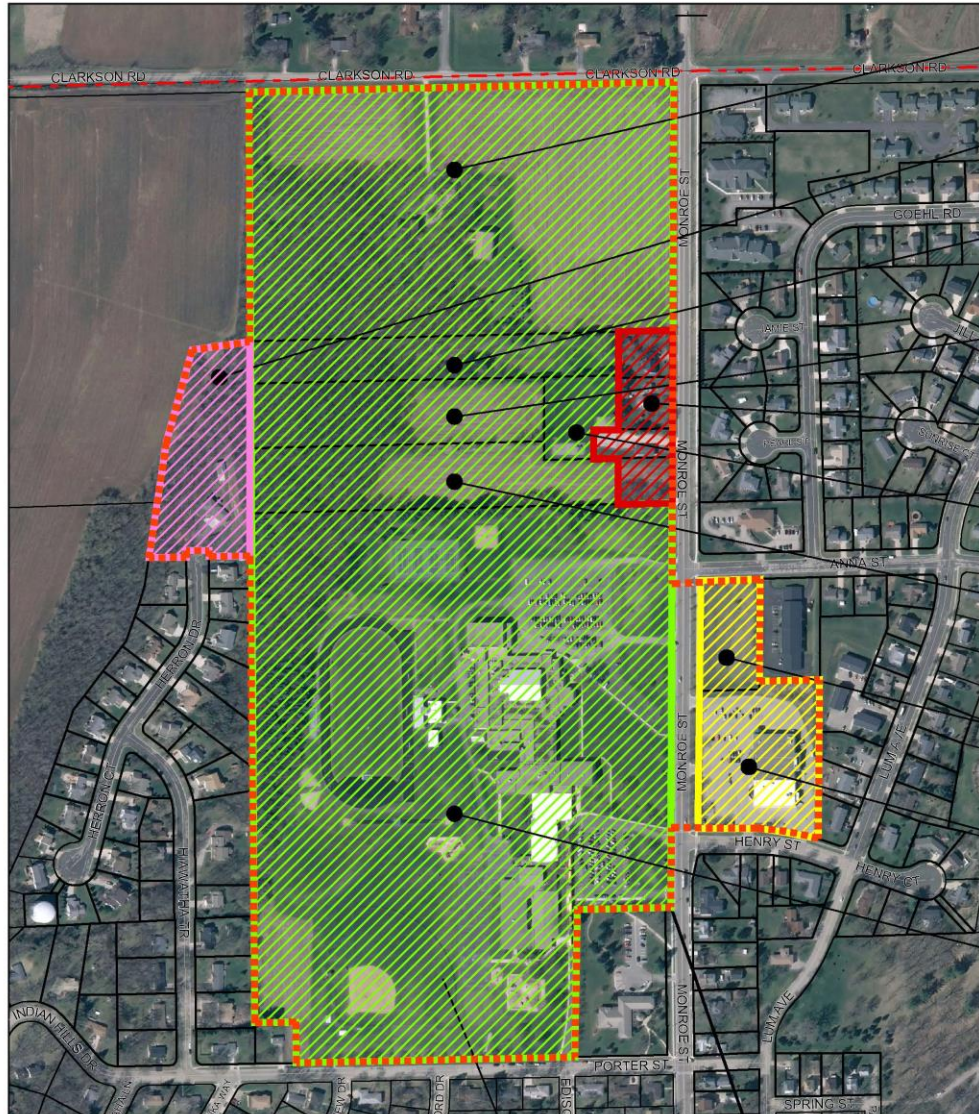
96 Units  
 120 Garage's  
 128 Outdoor stalls  
 3 - 14 Unit Bldgs  
 3 - 18 Unit Bldgs



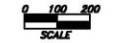


Waterloo Zoning Districts

- R-1 Single-Family Residential District 
- R-1A Single-Family Residential District 
- R-2 Single-Family Residential District 
- R-3 Mobile Home Park and Mobile Home Subdivision District 
- C-1 General Commercial District 
- C-2 Highway Commercial District 
- H Historic Overlay District 
- M-1 Limited Industrial District 
- M-2 General Industrial District 
- PD Planned Development District 
- A Agricultural District 
- CON Conservancy District 



- 8) MARILYN DEMPSEY  
200 W CLARKSON ROAD  
290-0813-0611-000
- 9) MATTHEW MCCUNN  
940 HERRON DRIVE  
290-0813-0613-033
- 7) LYLE BRAUNSCHWEIG  
1043 N MONROE STREET  
290-0813-0611-001
- 4) MARTHA GAY  
991 N MONROESTREET  
290-0813-0611-002
- 5) ROBERT HENSLER  
1023 N MONROE STREET  
290-0813-0611-003
- 6) KUHL ENTERPRISES  
1003 N MONROE STREET  
290-0813-0611-004
- 3) MARTHA GAY  
991 N MONROE STREET  
290-0813-0611-005
- 2) JAYSTONE PROPERTIES LLC  
N MONROE ST & ANNA ST  
290-0813-0523-062
- 1) LANNOY FAMILY PARTNERSHIP LLC  
810 N MONROE STREET  
290-0813-0523-054
- 9) WATERLOO SCHOOL DISTRICT  
785 N MONROE STREET  
290-0813-0614-000



REVISED: 11/18/2013

SCALE: 1" = 200'

PROJECT: #2012M018	DATE: OCTOBER 2013	DRAWN BY: BAO	APPROVED BY: BAO
--------------------	--------------------	---------------	------------------

CITY OF WATERLOO, WISCONSIN  
TID DISTRICT #4  
BOUNDARY & PARCEL MAP



**KUNKEL**  
engineering  
group

107 Parallel Street  
Beaver Dam, WI 53916  
(920)356-9447  
Fax (920)356-9454

MAP TWO

POB TID #4 BOUNDARY  
LEGAL DESCRIPTION

REDUCED 1/2

**TAX INCREMENTAL DISTRICT #4, CITY OF WATERLOO**



City of Waterloo, WI									
Tax Increment District No. 4									
Tax Increment Projection Worksheet - Development Incentive @ 60% of Increment									
Type of District	Mixed Use		Base Value	2,320,100		Appreciation Factor	0.00%		
District Creation Date	December 5, 2013		Base Tax Rate	\$21.44		Rate Adjustment Factor	0.00%		
Valuation Date	Jan 1, 2014								
Max Life (Years)	20								
Expenditure Period/Termination	15 12/5/2029								
Revenue Periods/Final Year	19 2034								
Extension Eligibility/Years	Yes 3								
Recipient District	No								
Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	60% Developer Incentive	
10 2023	7,275,000	2024	0	7,275,000	2025	\$21.44	155,962	93,577	
11 2024	0	2025	0	7,275,000	2026	\$21.44	155,962	93,577	
12 2025	7,275,000	2026	0	14,550,000	2027	\$21.44	311,924	187,155	
13 2026	0	2027	0	14,550,000	2028	\$21.44	311,924	187,155	
14 2027	0	2028	0	14,550,000	2029	\$21.44	311,924	187,155	
15 2028	0	2029	0	14,550,000	2030	\$21.44	311,924	187,155	
16 2029	0	2030	0	14,550,000	2031	\$21.44	311,924	187,155	
17 2030	0	2031	0	14,550,000	2032	\$21.44	311,924	187,155	
18 2031	0	2032	0	14,550,000	2033	\$21.44	311,924	187,155	
19 2032	0	2033	0	14,550,000	2034	\$21.44	311,924	187,155	
<b>Totals (Revenue Years 2022 - 2034)</b>		<b>14,550,000</b>	<b>0</b>	<b>Future Value of Increment</b>	<b>2,807,320</b>				

Notes:  
Actual results will vary depending on development, inflation of overall tax rates.

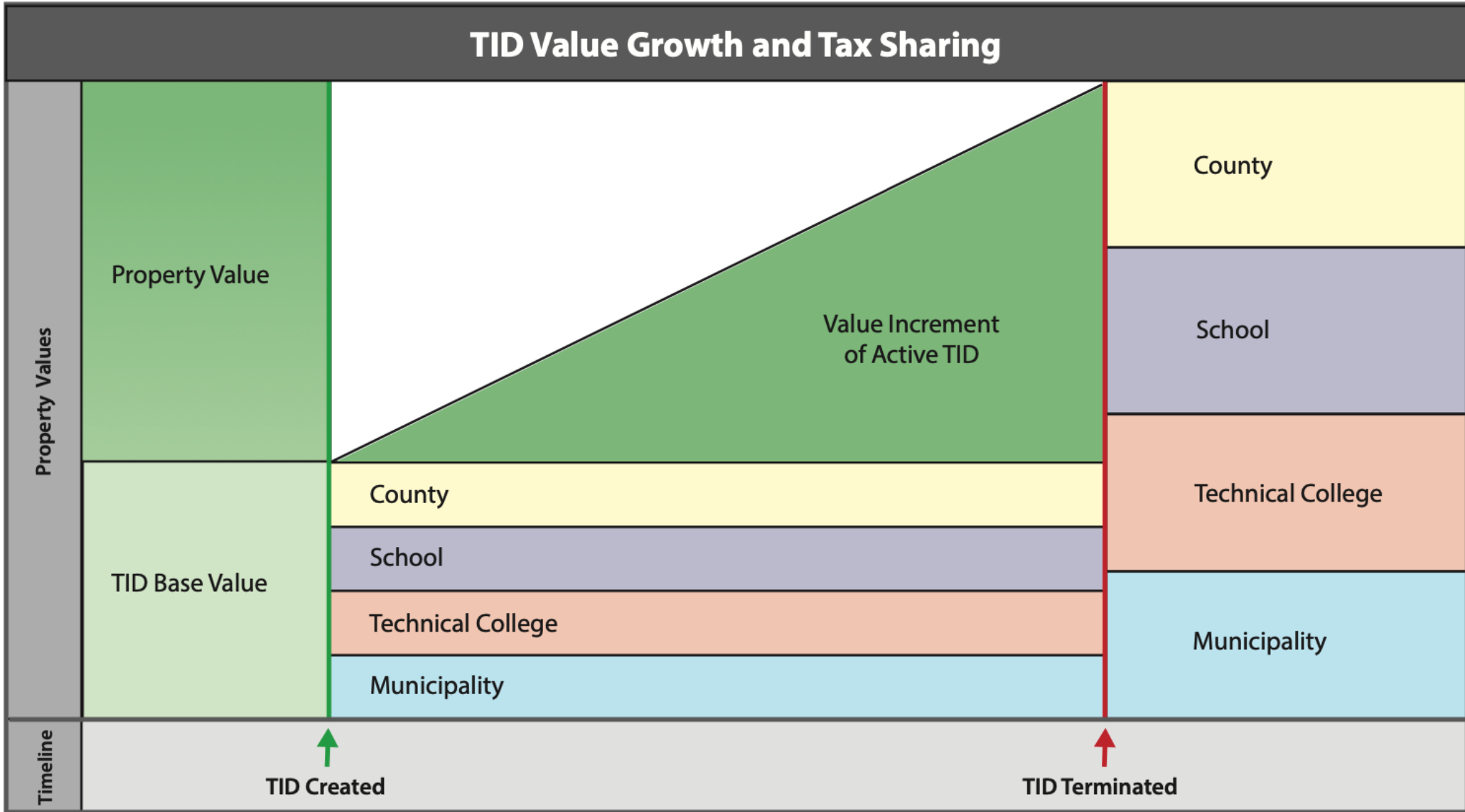
## TID 4 – New residential development

- I have \$32,500 of administration charged through the life of the TID. \$65,000 for ED consultant and City Clerk divided in half. TID 4 share is \$32,500
- There was a DOR correction on this TID as well.
- New residential development at 97% of construction costs, divided between 2023 and 2025 construction years.
- TID can close successfully, but if the developer is provided 60% of the increment the incentive of \$3 million is not paid off by the closure date. Could extend the TID by 3 years, but this will still not pay the \$3 million incentive in full.
- City's portion of increment revenue would accumulate to about \$1.4 by the end of the TID. This may not be enough to pay for improvements and the interest expense on borrowing to fund the projects.

# What is Tax Increment Financing?

- Key acronyms:
  - TIF → Tax Increment Financing (the tool)
  - TID → Tax Increment District (boundary where the tool is used)
- One of the strongest economic development tools in the State of Wisconsin.
- Allows municipalities to capture **incremental** *property tax revenue* from *growth* in defined area and use it to *benefit* that area.





Source: Wisconsin Department of Revenue

# Housing Development Costs



2022 retreat



# Rising Infrastructure Costs

## *Average Total Cost for a “Typical City Block” (330 feet)*

Avg cost per 330 ft	1998	2008	2016	2017	2018	2020
Total Construction	\$60,891	\$102,455	\$152,462	\$172,194	\$173,356	\$198,216
Costs Per Foot	\$185	\$310	\$462	\$522	\$525	\$601

## *Public infrastructure costs per lot based on per foot costs*

Infrastructure cost	1998	2018	2020
100' wide lot:	\$9,200	\$26,250	\$30,033
80' wide lot:	\$7,380	\$21,000	\$24,026
50' wide lot:	\$4,600	\$13,125	\$16,354

1998-2018 National inflation rate was 54.1%  
 1998-2018 Infrastructure inflation rate was 184.7%

2022 retreat



# City of Waterloo, WI

## Tax Increment District No. 5

### Tax Increment Projection Worksheet - Development Incentive @ 60%

Type of District	Mixed Use		Base Value	2,320,100
District Creation Date	December 5, 2022		Appreciation Factor	0.00%
Valuation Date	Jan 1,	2023	Base Tax Rate	\$21.44
Max Life (Years)	20		Rate Adjustment Factor	0.00%
Expenditure Period/Termination	15	12/5/2038		
Revenue Periods/Final Year	20	2044		
Extension Eligibility/Years	Yes			
Recipient District	No			

Construction Year	Value Added	Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment	60% Developer Incentive
	Tech College Ext.	0					0	
1	2023	7,275,000	2024	0	7,275,000	2025	\$25.82	187,819
2	2024	0	2025	0	7,275,000	2026	\$24.78	180,241
3	2025	7,275,000	2026	0	14,550,000	2027	\$24.07	350,215
4	2026	0	2027	0	14,550,000	2028	\$24.07	350,215
5	2027	0	2028	0	14,550,000	2029	\$24.07	350,215
6	2028	0	2029	0	14,550,000	2030	\$24.07	350,215
7	2029	0	2030	0	14,550,000	2031	\$21.44	311,924
8	2030	0	2031	0	14,550,000	2032	\$21.44	311,924
9	2031	0	2032	0	14,550,000	2033	\$21.44	311,924
10	2032	0	2033	0	14,550,000	2034	\$21.44	311,924
11	2033	0	2034	0	14,550,000	2035	\$21.44	311,924
12	2034	0	2035	0	14,550,000	2036	\$21.44	311,924
13	2035	0	2036	0	14,550,000	2037	\$21.44	311,924
14	2036	0	2037	0	14,550,000	2038	\$21.44	311,924
15	2037	0	2038	0	14,550,000	2039	\$21.44	311,924
16	2038	0	2039	0	14,550,000	2040	\$21.44	311,924
17	2039	0	2040	0	14,550,000	2041	\$21.44	311,924
18	2040	0	2041	0	14,550,000	2042	\$21.44	311,924
19	2041	0	2042	0	14,550,000	2043	\$21.44	311,924
<b>Totals (Revenue Years 2023 - 2043)</b>				<b>0</b>	<b>0</b>	<b>Future Value of Increment</b>	<b>4,055,018</b>	

Notes:  
Actual results will vary depending on development, inflation of overall tax rates.

## TID 5 – New residential development

- I have administration to pay for the new project plan and then I charged \$2,500 through the life of the TID.
- No other development is assumed and no potential City projects have been modeled.
- New residential development at 97% of construction costs, divided between 2023 and 2025 construction years.
- TID can close successfully, with the developer provided 60% of the increment as incentive up to \$3 million. Based upon the assumptions, the TID could pay the developer off by 2041 and have funds on hand to construct improvements.
- The available fund balance (City's portion of the increment revenue) that would need to pay for principal and interest on a loan to finance the projects would be approximately \$2.6 million.

# Proposal: Create TID 5 Overlay

## TID 5 → Mixed-use

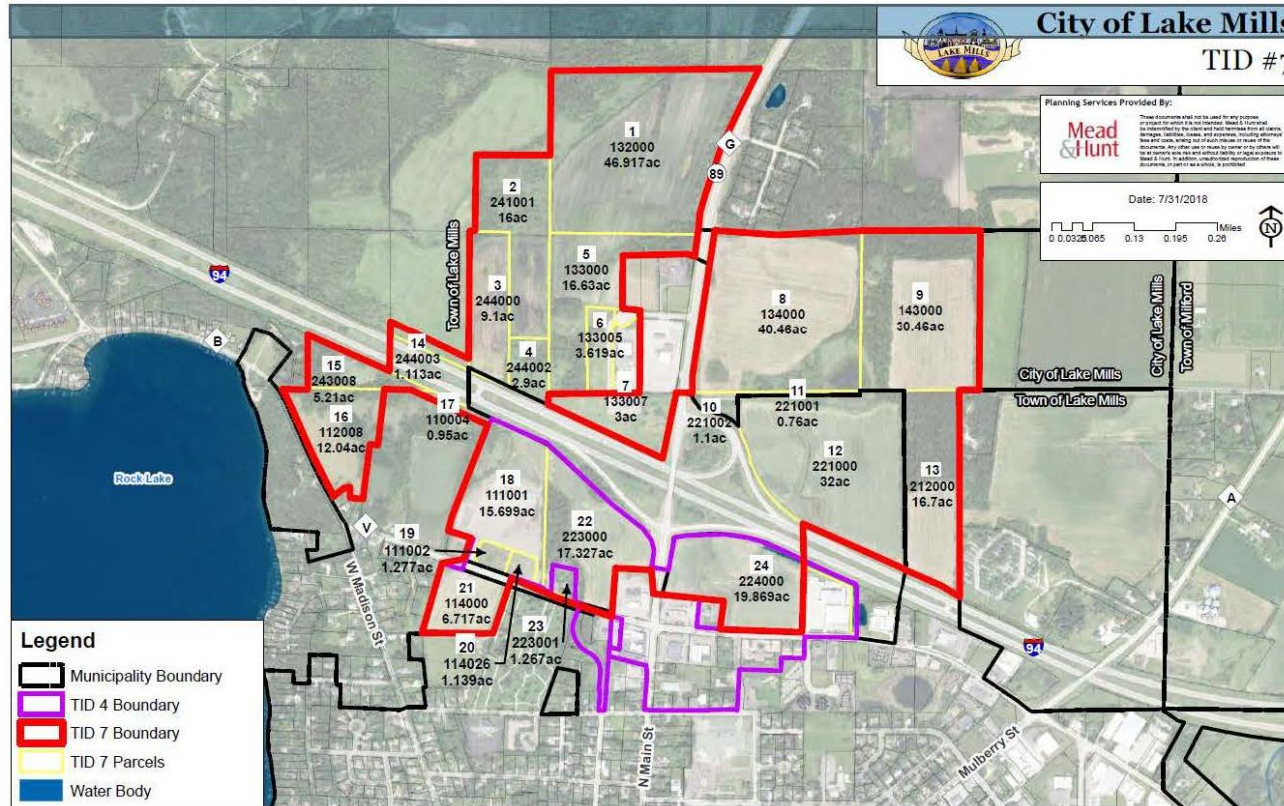
- Max life: 20 years
- At least 50% of district must be:
  - Industrial
  - Commercial
  - Residential
- Newly platted residential can only make up no more than 35% of district.

## TID Overlay Basics

- Boundary of one TID that covers another existing TID's boundaries.
- TID overlay district:
  - “freezes” property value of TID area it covers
  - TID overlay collects any new increment created within the district



## Example: Lake Mills – Mixed-Use TID #7



The City of Lake Mills adopted “Smart Growth” Comprehensive Plan incorporates the adopted Northside Neighborhood Plan for development of a 755-acre area north of I-94.

The Plan provides for a mix of development types including:

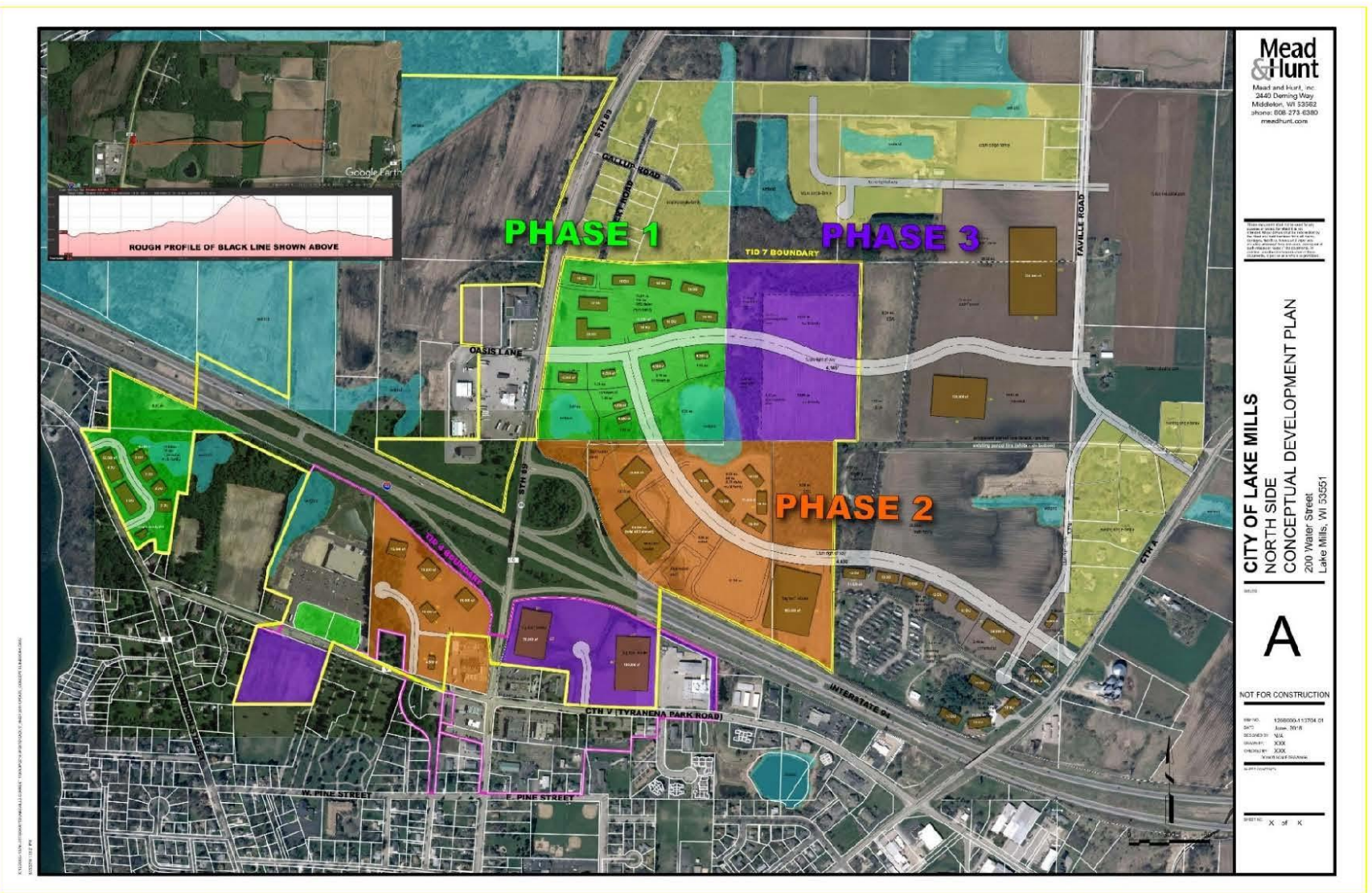
- Commercial
- Mixed residential/commercial areas
  - Single- and multi-family residential development

The plan provides detailed recommendations on a mix of single- and multi- family residences to serve a variety of household sizes, types, and incomes and includes specific recommendations on design and quality standards to ensure residential and commercial character in keeping with the City’s small town character and ensure connectivity throughout the northside.





MAP 4: PROPOSED DEVELOPMENT LAYOUT AND PUBLIC IMPROVEMENTS





## Waterloo TID #5 Creation Timeline

PRELIMINARY DRAFT 9/27/2022

MEETINGS	TIMELINE	PROJECT MILESTONES & DELIVERABLES
Community Development Authority (CDA)	18-Oct	2022
Finance Committee & City Council	20-Oct	
Kick-Off Meeting with NMC	week of 24-Oct	
-	week of 24-Oct	
Plan Commission (PC)	25-Oct <i>(evaluate this date; might be too soon)</i>	
-		
-		
-		
Initial Joint Review Board (JRB)		
-		
Plan Commission (PC)		
-		
-		
City Council		
-		
Joint Review Board (JRB)		
Date for TID #5 Base Value Determination	1-Jan	2023
WI Department of Revenue Deadline	30-Sep	

TID #5 Concept Discussion - Non Metro / SEH Contract Consideration

Non Metro / SEH Contract Consideration

Confirm Project Schedule

Start to Prepare TID #5 Map & Project Plan

Introduce TID #5 - Review Purpose & Concept for TID #5 Creation

Mail Letter to Administrators of all overlying taxing jurisdictions and to JRB Members with date of PC & JRB meetings - include a copy of the Plan Commission PH Notice

Post Publication Notice for Initial JRB meeting at least 5 days prior

Post Public Hearing Notice for Plan Commission Public Hearing at least 7 days prior

Introduce TID #5  
*(meeting to be within 14 days after the PC public hearing notice & prior to PC Public Hearing)*

Develop Draft of TID #5 Project Plan & Maps

Public Hearing - Review & Consideration of TID #5 Project Plan  
*(meeting to be at least 15-days prior to Council action)*

Refine TID #5 Project Plan & Maps

Provide Project Plans to City Attorney for Review & Legal Opinion

Consideration of TID #5 Project Plan

Post Publication Notice for JRB meeting at least 5 days prior

Consideration of TID #5 Project Plan

Finalized Adopted TID #5 Project Plan

Deadline for Adoption of Municipal Resolution for TID #5 Creation (for 2023 Base Value)





136 North Monroe Street  
Waterloo, WI 53594-1198  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
[www.waterloowi.us](http://www.waterloowi.us)

---

**RESOLUTION #2022-34**  
**Authorizing Non-Metro Connections To begin TID 5 Creation Work.**

The Common Council of the City of Waterloo, Wisconsin does hereby resolve as follows:

**Whereas**, the Plan Commission at its November 3, 2022 meeting recommended to the City Council approval for Non-Metro Connections to begin work on TID 5 creation.

**Whereas**, this TID creation will be paid for with a loan from TID 2. This loan will be repaid to TID 2 with a date TBD with finalization of the TID documents.

**Therefore, Be It Resolved**, that the Waterloo City Council, does hereby concur with the recommendation authorizing Non-Metro Connections to begin work on TID 5.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2022.

**City of Waterloo**

Signed: \_\_\_\_\_  
Jenifer Quimby, Mayor

Attest:

\_\_\_\_\_  
Jeanne Ritter, Clerk/Deputy Treasurer

SPONSOR(S) – Plan Commission



**HOLD HARMLESS CLAUSE:**

The special event or entertainment sponsor hereby agrees to indemnify and hold harmless the City of Waterloo, Wisconsin, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Waterloo acting within the scope of their employment.

Further, the event sponsor agrees to indemnify the City of Waterloo and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

**INSURANCE REQUIREMENTS:**

Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance with your completed application by, \_\_\_\_\_ 20\_\_ to the **City Clerk's Office 136 N. Monroe Street, Waterloo, WI. 53594**. Insurance coverage shall be from companies and in amounts acceptable to the City of Waterloo. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

**PERMITTED USE OF PUBLIC PROPERTY:**


Whereas the Special or Entertainment Event Sponsor agrees to use the public property at \_\_\_\_\_ in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of \_\_\_\_\_ through \_\_\_\_\_ 20\_\_\_\_. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

**LIABILITY WAIVER:**

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Waterloo acting within the scope of their employment.

**AUTHORIZED SIGNATURES:**

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the City of Waterloo, as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special or Entertainment Event. **Permit applied for and all terms and stipulations agreed to by:**

Name (please print)	 Signature
Signatory Title (if applicable)	Date

Pursuant to Section 172-2 Waterloo Municipal Code  
Application for Special Event or Entertainment License

Form created: 03/11/2004

THIS APPLICATION, WITH A DETAILED SITE PLAN ATTACHED, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO THE CLERK'S OFFICE NO LATER THAN **NINETY DAYS (90)** PRIOR TO THE OPENING DAY OF THE EVENT. Application received late or incomplete may be denied. Direct mail to the **City Clerk, City of Waterloo, 136 N. Monroe Street**, Waterloo, WI. 53594. A copy of the application will then be forwarded to the appropriate committees and or Departments for consideration of approval, denial, and scheduling.

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Clerk's Office to complete the section below:

Cc:

\_\_\_\_\_ Police Department

\_\_\_\_\_ Council Approval \_\_\_\_\_  
Date

\_\_\_\_\_ Fire Department

\_\_\_\_\_ Public Works

\_\_\_\_\_ Certificate of Insurance

\_\_\_\_\_ Waterloo Utilities

**Fee for Profit Events = \$50.00 per event.**

***Fee is WAIVED for events held or sponsored by educational, charitable, nonprofit, or religious organizations when the proceeds are devoted to the purposes of such organization.***

**Fee Paid:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_

**Receipted by:** \_\_\_\_\_

## Attachment 1

### CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.
2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:  
**\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.**
3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.
4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
- 6. No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.**

Any questions regarding these insurance requirements should be directed to the City Clerk's Office at (920) 478-3025



**SPECIAL EVENT or ENTERTAINMENT WORKSHEET**

NAME OF EVENT: \_\_\_\_\_

DATE (S) OF EVENT: \_\_\_\_\_ HOURS: \_\_\_\_\_

LOCATION/PROPERTY: \_\_\_\_\_

**SAFETY PROCEDURES:**

1) Will you be providing private on-site security?    YES                  NO

If yes, list security company name. \_\_\_\_\_

Where will security be needed? \_\_\_\_\_

What times will security be needed? \_\_\_\_\_

Will WPD officers be required?                  YES                  NO

Municipal estimation of cost: \_\_\_\_\_ WPD Personnel @ \$ \_\_\_\_\_ /hour = \$ \_\_\_\_\_

2) What are your plans for medical assistance? \_\_\_\_\_

Municipal estimation of cost: \_\_\_\_\_ WFD equipment/personnel @ \_\_\_\_\_ \$ hours = \$ \_\_\_\_\_

3) Will there be fireworks at your event?                  YES                  NO

Date of fireworks \_\_\_\_\_ Time of Fireworks \_\_\_\_\_

Name/Address of company supplying fireworks \_\_\_\_\_

Fire Marshall must be contacted for approval and consultation.

**SET UP / CLEAN UP PROCEDURES:**

1) Name of person in charge of set up: \_\_\_\_\_ phone # \_\_\_\_\_

2) What time will set up begin: \_\_\_\_\_

3) Name of clean up contact person: \_\_\_\_\_ Cell Phone# \_\_\_\_\_

4) Estimated time for clean up after event: \_\_\_\_\_

**FEES AND PROCEEDS:**

1) Will admission be charged for this event?                  YES                  NO

If yes, how much: Adult \_\_\_\_\_ Seniors \_\_\_\_\_ Students \_\_\_\_\_

Children 5 & under \_\_\_\_\_ Families \_\_\_\_\_

2) If a participant fee is charged, please indicate the amount: Booth: \_\_\_\_\_

Concessionaire: \_\_\_\_\_

3) Will alcoholic beverage(s) be sold? YES NO

If yes, what beverage and at what cost? \_\_\_\_\_

4) What does the Sponsor intend to do with any revenue over and above the expenditures? \_\_\_\_\_

**(If this is a first year event, please provide a budget. If it is a repeat event, provide last year's financials.)**

**ENTERTAINMENT AND PROMOTIONS:**

2) List names of performers and entertainment groups:

\_\_\_\_\_  
\_\_\_\_\_

2) Describe other entertainment / activities planned for your event: \_\_\_\_\_

\_\_\_\_\_

3) How will your event be promoted? Television Radio Newspapers Posters Flyers

other \_\_\_\_\_

**PUBLIC PROPERTIES PROCEDURES:**

If you are requesting city services, please complete the following area:

1) Will you need barricades? YES NO

Purpose of barricades: \_\_\_\_\_

Location of placement: \_\_\_\_\_ Amount needed \_\_\_\_\_

Date barricades needed \_\_\_\_\_ Time of placement \_\_\_\_\_

Name of company providing service if other than City \_\_\_\_\_

2) Will you require electrical service(s) YES NO

Entertainment: number of amps \_\_\_\_\_ = \_\_\_\_\_ lines @ \$20 Cost \$ \_\_\_\_\_

Equipment being used: \_\_\_\_\_

Location \_\_\_\_\_ Entainer name \_\_\_\_\_

Entertainment: number of amps \_\_\_\_\_ = \_\_\_\_\_ lines @ \$20 Cost \$ \_\_\_\_\_

Equipment being used: \_\_\_\_\_

Location: \_\_\_\_\_ Entainer name \_\_\_\_\_

Concessions: \_\_\_\_\_ amps= \_\_\_\_\_ lines @ \$20 Cost \$ \_\_\_\_\_

Equipment being used: \_\_\_\_\_

Location: \_\_\_\_\_

Concessions: \_\_\_\_\_ amps= \_\_\_\_\_ lines @ \$20 Cost \$ \_\_\_\_\_

Equipment being used: \_\_\_\_\_

Location: \_\_\_\_\_

Name of company providing service if other than City: \_\_\_\_\_

3) Will you need fencing installed?            YES            NO

Purpose of fencing: \_\_\_\_\_

Location: \_\_\_\_\_ Amount: \_\_\_\_\_

Date needed \_\_\_\_\_ Time needed \_\_\_\_\_

Estimated costs: \_\_\_\_\_ locations @ \$100. = \$ \_\_\_\_\_ Total costs

4) Will parking considerations be needed            YES            NO

Type(s) \_\_\_\_\_

Location: \_\_\_\_\_ Amount \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

5) Will picnic tables be needed?            YES            NO

Location \_\_\_\_\_ Amount \_\_\_\_\_

Date needed: \_\_\_\_\_ Time needed \_\_\_\_\_

Estimated cost(s) \_\_\_\_\_ Picnic tables @ \$5.00 per table = \$ \_\_\_\_\_

6) Is a street sweeper needed?            YES            NO

Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Estimated cost(s) \_\_\_\_\_ hours @ \_\_\_\_\_ = \$ \_\_\_\_\_ total cost

Name of company providing service, if not City: \_\_\_\_\_

7) Will you need additional trash bins? YES NO

If yes how many requested? Cardboard trash bins \_\_\_\_\_ Barrels \_\_\_\_\_

Where do you want them placed? \_\_\_\_\_

Name of disposal company if other than the City: \_\_\_\_\_

Where will dumpster be place: \_\_\_\_\_

8) Will water connection be needed?                      YES                      NO

Location \_\_\_\_\_ Amount \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Estimated costs: \_\_\_\_\_ connection(s) @ \$20.00 = \$ \_\_\_\_\_ Total water costs



136 North Monroe Street  
Waterloo, WI 53594-1198  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
[www.waterloowi.us](http://www.waterloowi.us)

---

**RESOLUTION #2022-34**  
**Authorizing Kunkel Engineering Group To Start Field Work And Road Reconstruction**  
**Design Work For Waterloo Road.**

The Common Council of the City of Waterloo, Wisconsin does hereby resolve as follows:

**Whereas**, the Public Works & Property Committee at its October 6, 2022 meeting recommended City Council approval to allow Kunkel Engineering Group to begin field work and reconstruction plans for Waterloo Road.

**Therefore, Be It Resolved**, that the Waterloo City Council, does hereby concur with the recommendation authorizing 2022 engineering expenses in an amount yet determined from the Capital Fund for Waterloo Road improvements.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2022.

**City of Waterloo**

Signed: \_\_\_\_\_  
Jenifer Quimby, Mayor

Attest:

\_\_\_\_\_  
Jeanne Ritter, Clerk/Deputy Treasurer

SPONSOR(S) – Public Works & Property Committee





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)

---

**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.





136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
 Phone (920) 478-3025  
 Fax (920) 478-2021

WINTER ON-STREET PARKING PERMIT APPLICATION – Municipal Code 350-7(G)

**Chapter 350: VEHICLES AND TRAFFIC**

**§ 350-7. Parking restrictions.**

- G. Winter parking regulations. No person shall park in any City street or public parking lot in the City between the hours of 1:00 a.m. and 6:00 a.m. from November 15 to April 1, except by permit as set forth in Subsection E or as hereinafter set forth:
- (1) Overnight parking on City streets may be allowed by permit only. The permit fee shall be as stated in the City of Waterloo Fee Schedule for each winter season from November 15 to April 1. **Editor's Note: The Fee Schedule is on file at the office of the City Clerk-Treasurer.**
  - (2) Permits for winter on-street parking shall be issued only on the basis of unusual need for vehicles owned by City residents residing on property which does not have a driveway, lacks sufficient space to provide for off-street parking and does not have a reasonable alternative for overnight parking.
  - (3) Permit applications are to be obtained, completed and paid for at the office of the Clerk-Treasurer. Applications shall be submitted to the Council for review and granting or denial.
  - (4) The permit shall be displayed as required on the permit whenever a vehicle is parked on the City street overnight from November 15 to April 1. Failure to display the permit, as required, shall result in vehicle parking violations and subject the vehicle to being towed at the expense of the operator/owner.

APPLICATION DATE: 10-24-22 NAME: Tracy Aide  
 ADDRESS: 323 Jefferson St. Waterloo  
 PHONE: 608-669-2251 EMAIL: \_\_\_\_\_  
 OWN OR RENT? OWN  
 IF RENTER FURNISH NAME, ADDRESS & PHONE NUMBER OF LANDLORD:  
 \_\_\_\_\_  
 (NAME) (PHONE)  
 \_\_\_\_\_  
 (ADDRESS)  
 BRIEFLY EXPLAIN NEED FOR PERMIT: driveway has room for 1 car. Have 2 daughters (students) with 1 car each.  
 VEHICLE DESCRIPTION: MAKE: Chevy MODEL: Cruz  
 COLOR: light blue YEAR: 2011 LICENSE#: AGA 5812

(OFFICE USE ONLY)

PERMIT # \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
 FEES PAID: 5000 DATE: 10-24-2022 RECEIPT NUMBER 036549



136 North Monroe Street, Waterloo. Wisconsin 53594-1198  
 Phone (920) 478-3025  
 Fax (920) 478-2021

WINTER ON-STREET PARKING PERMIT APPLICATION – Municipal Code 350-7(G)

Chapter 350: VEHICLES AND TRAFFIC

§ 350-7. Parking restrictions.

- G. Winter parking regulations. No person shall park in any City street or public parking lot in the City between the hours of 1:00 a.m. and 6:00 a.m. from November 15 to April 1, except by permit as set forth in Subsection E or as hereinafter set forth:
- (1) Overnight parking on City streets may be allowed by permit only. The permit fee shall be as stated in the City of Waterloo Fee Schedule for each winter season from November 15 to April 1. Editor's Note: The Fee Schedule is on file at the office of the City Clerk-Treasurer.
  - (2) Permits for winter on-street parking shall be issued only on the basis of unusual need for vehicles owned by City residents residing on property which does not have a driveway, lacks sufficient space to provide for off-street parking and does not have a reasonable alternative for overnight parking.
  - (3) Permit applications are to be obtained, completed and paid for at the office of the Clerk-Treasurer. Applications shall be submitted to the Council for review and granting or denial.
  - (4) The permit shall be displayed as required on the permit whenever a vehicle is parked on the City street overnight from November 15 to April 1. Failure to display the permit, as required, shall result in vehicle parking violations and subject the vehicle to being towed at the expense of the operator/owner.

APPLICATION DATE: 10-24-22 NAME: Tracy Aide  
 ADDRESS: 323 Jefferson St. Waterloo, Wi. ~~53592~~  
 PHONE: 608-669-2651  
 OWN OR RENT? Own  
 IF RENTER FURNISH NAME, ADDRESS & PHONE NUMBER OF LANDLORD:  
 \_\_\_\_\_  
 (NAME) (PHONE)  
 \_\_\_\_\_  
 (ADDRESS)  
 BRIEFLY EXPLAIN NEED FOR PERMIT: driveway has room for 1 car.  
Have 2 daughters (students) with 1 car each.  
 \_\_\_\_\_  
 VEHICLE DESCRIPTION: MAKE: Chevy MODEL: Equinox  
 COLOR: tan 2 D/O YEAR: 2010 LICENSE#: ARE 3442

(OFFICE USE ONLY)  
 PERMIT # \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
 FEES PAID: 50.00 DATE: 10-24-2022 RECEIPT NUMBER 036049