

**WATERLOO PLAN COMMISSION – MINUTES**  
**November 26, 2019**

1. CALL TO ORDER AND ROLL CALL. Mayor Quimby called the regularly scheduled meeting to order at 7:00 pm. Plan Commissioners attending: Leisses, Crosby, Reynolds, Quimby, Lannoy and Petts. Absent: Butzine. Others attending: Utility Superintendent Barry Sorenson, Mike Hedtcke representing Timber Creek Homes Inc and the Clerk/Treasurer.
2. APPROVAL OF MEETING MINUTES: AUGUST 27, 2019. MOTION: Moved by Lannoy, seconded by Petts approving the minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. COMPLIANCE & ENFORCEMENT REPORT. The 11/26/2019 report was reviewed. No action taken.
5. UNFINISHED BUSINESS
  - a. Follow-up Discussion Of A Comprehensive Plan Update. DISCUSSION: The Mayor said she had been reviewing documents and had met with Jefferson County which is supplying data. She defined the update effort as a January task. Petts asked if the CDA would have input. Quimby said yes and added she was not inclined to have a survey. Lannoy suggested asking students to assist with the project.
6. NEW BUSINESS
  - a. Considering A Certified Survey Map Submittal, Timber Creek Homes Inc., Beech Road Lots 1-4 DISCUSSION: Leisses said a revised map, as of 11/6, was available. It was distributed. He said with approval of the certified survey map the right-of-way improvements need to be made prior to the issuance of the building permits for homes. Lannoy questioned who would pay for the improvements? The Mayor asked for a design, or temporary design to allow for snow removal. Leisses asked Hedtcke to check in with the Fire Chief on access. Mike Hedtcke said he would accommodate snow plowing equipment. Barry Sorenson said an agreement would be needed for wells. Hedtcke estimated the well depth at 250 feet. The cost of a booster station estimated at \$700,000 was discussed and not further considered. Crosby spoke favorably of as many as four wells. Leisses answered a Lannoy question saying a fire flow issue already exists for adjacent existing homes at this high elevation. Leisses said a simple system model analysis was done at the water utility expense. Barry Sorenson said he feels comfortable with just the four wells on the top. Leisses recommended approval contingent upon a written agreement. MOTION: Moved by Leisses seconded by Reynolds to recommend Council approval of the certified survey map with final municipal approval contingent upon an adopted written agreement between the City and applicant supported by preliminary plans submitted by the applicant specifying details relating to connecting to existing public infrastructure and the installation of sanitary sewer mains, sewer laterals and all other public infrastructure (excluding municipal water service) for this new stretch of Beech Road. VOICE VOTE. Motion carried.
7. FUTURE AGENDA ITEMS & ANNOUNCEMENTS
  - a. Draft Ordinance Revising The Special Assessment Policy. [Commissioners said the item should be scheduled for January.]
  - b. The Regulation of Accessory Buildings Or Structures, Setting A Minimum Size (§385-8 Municipal Code and throughout) Building Inspector Chris Butschke
  - c. Zoning & Planning Map Updates
  - d. Forms Updates
8. ADJOURNMENT. MOTION: Moved by Lannoy, seconded by Petts to adjourn. Approximate time: 7:50 p.m.



Mo Hansen  
Clerk/Treasurer