

**CITY OF WATERLOO PLAN COMMISSION MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
May 27, 2014**

1. **Call To Order And Roll Call.** Mayor Thompson called the meeting to order at approximately 7:00 p.m. Members present: Leisses, Crosby, Thompson, Butzine, Lannoy and Reynolds. Absent: none with one vacancy. Others present: Daren Edward Maron by telephone and Clerk/Treasurer Hansen.
2. **Approval Of The Past Meeting Minutes And Public Hearing Minutes.** Moved by Crosby, seconded by Butzine to approve September 24, 2013 meeting minutes; the November 20, 2013 public hearing minutes; the November 20, 2013 meeting minute; the March 25, 2014 meeting minutes; the April 22, 2014 public hearing minutes and the April 22, 2014 meeting minutes. **Voice vote:** Motion carried.
3. **Citizen Input.** None.
4. **Unfinished Business**
 - a. **Preliminary Design Review - Building Expansion, 104 W. Madison Street, Daren Edward Maron.**

Discussion: Mr. Maron joined the discussion by telephone. Leisses said downspouts were not shown on plans and stormwater discharge would have to be shown. Maron said downspouts could be shown on final plans. Maron said his timeline was to start the second week of July and to finish by the end of September. Maron said the use would be personal and a business would not operate from the property. Hansen notified the Commission that the property owner acknowledged that an unrecorded land contract was in place between the property owner and Mr. Maron. Hansen further said the property owner stated earlier in the day that he was unaware of any plans of the type presented by Mr. Maron.

Motion: Moved by Lannoy, seconded by Butzine to approve and close the design review process contingent upon Mr. Maron documenting to the Clerk/Treasurer that a land contract has been recorded and presenting a letter from the property owner that they approve of the project as submitted to the Plan Commission on this night. **Roll call vote:** Ayes: Leisses, Crosby, Butzine, Lannoy and Reynolds. Noes: none. Motion carried.
5. **Future Agenda Items And Announcements.** None.
6. **Adjournment.** **Motion:** Moved by Butzine, seconded by Lannoy to adjourn. **Voice Vote:** Motion passed. Time: 7:20 p.m.

Attest:

Mo Hansen
Clerk/Treasurer