

WATERLOO PLAN COMMISSION – MINUTES
May 24, 2016

1. ROLL CALL AND CALL TO ORDER. In the Mayor's absence, Crosby called the meeting to order at 7:30 pm in the Municipal Building Council Chambers. ROLL CALL: Voting members present, Leisses, Springer, Crosby, Butzine, Lannoy and Reynolds. Absent: Thompson. Others present: Mary Danielson, Diane Graff of the Courier and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: NOVEMBER 24, 2015 (Dec. – April, no meeting). MOTION: Moved by Leisses, seconded by Butzine to approve the November meeting minutes. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. No public comment.
4. NEW BUSINESS
 - a. Proposed Certified Survey Map, Kwik Trip, 115 Portland Road. DISCUSSION: Leisses said the document presented was missing some items as required by state statutes. Multiple Commissioners asked if the outline of the former building should be removed, Leisses agreed. MOTION: Moved by Reynolds, seconded by Butzine to recommend Council approval contingent upon a final review and sign-off from Mitch Leisses or a representative of the municipal engineering firm, Kunkel Engineering. VOICE VOTE: Motion carried.
 - b. Application For A Conditional Use Permit, Marjorie Hein Trust, 717 Lum Avenue/208 Henry Street. DISCUSSION: Hansen said after consulting with the City Attorney this permit was sought by the City to have on file an issued permit which was not on file. He said a property sale was contemplated and this was the time to clarify its status as a multi-unit dwelling. Hansen said the application fee was waived. MOTION: Moved by Lannoy, seconded by Springer to recommend Council approval of the conditional use permit as submitted. VOICE VOTE: Motion carried.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.
 - a. Hansen noted a potential request for a special meeting to consider a 23,000 square foot expansion to Trek Bicycle.
6. ADJOURNMENT. MOTION: Moved by Springer, seconded by multiple Commissioners to adjourn.
Approximate time: 7:40 pm.



Mo Hansen
Clerk/Treasurer