

**WATERLOO PLAN COMMISSION – MINUTES**  
**June 27, 2017**

PUBLIC HEARING

1. CALL TO ORDER -- CONDITIONAL USE PERMIT – ROBERT THOMPSON - PROPERTY LOCATED AT 209 BEECH ROAD.  
The Applicant, Robert Thompson, Owner Of The Property Located At 209 Beech Road, Is Requesting A Conditional Use Permit To Allow For Construction Of An Additional 20' X 22' (440 Sq. Ft.) Garage In A R-1 Single Family Residential District. Springer called the public hearing to order at 7:00 pm. Plan Commissioners attending: Leisses, Springer, Butzine, Lannoy and Reynolds. Absent: Crosby and Thompson. Others attending: Dale Kraus, Diane Graff and Clerk/Treasurer Hansen.  
  
DISCUSSION: Hansen said Building Official Chris Butschke has reviewed the application; that setbacks were not shown on the submittal; and the applicant had said the shortest setback distance would be roughly seventeen feet. Leisses said the minimum required setback is five feet. Springer noted two previous approved conditional uses in the neighborhood. No comments from the public were made.
2. ADJOURN PUBLIC HEARING. Springer closed the public hearing at approximately 7:01 pm.

PLAN COMMISSION REGULARLY SCHEDULED MEETING

1. CALL TO ORDER AND ROLL CALL. Springer called the meeting to order at 7:01 pm. Plan Commissioners attending: Leisses, Springer, Butzine, Lannoy and Reynolds. Absent: Crosby and Thompson. Others attending: Dale Kraus, Diane Graff and Clerk/Treasurer Hansen.
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES. DISCUSSION: Hansen said the May 23, 2017 meeting minutes had not been included in the packet, but were now provided. MOTION: Moved by Leisses, seconded by Reynolds to approve the May 23, 2017 meeting minutes provided. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UNFINISHED BUSINESS
  - a. Uniform & Effective Enforcement Of The Building & Zoning Code: Policies To Achieve Desired Outcomes. DISCUSSION: Hansen presented a report listing tasks and challenges. He said Leisses and Building Official Chris Butschke had met since the last meeting and Reynolds had reviewed the report. Reynolds suggested creating a part-time position, a department or similar to address the report items, saying there were too many. Hansen said forms and timely distribution of submittal information to Attorney, Engineer and Building Inspector would be improved. Reynolds said the City should take the lead in cleaning up streets and public areas. Springer said some matters were similar to snow removal or weeds, a notice is given then DPW takes action to remedy. Hansen said if too many private property remedies are routed to DPW, that department then gets behind on its other responsibilities. Leisses said Beaver Dam contracts out for snow removal and other tasks when property owners are not in compliance, billing back cost to property owners. Reynolds said like the leash law, greater penalties should be in place for repeat offenders. Springer reviewed, in general terms, costs related to issuing a citation, saying if a citation were higher more money would come back to the General Fund. Lannoy asked rhetorically if tax levy dollars could initially be devoted to more inspections and enforcement actions and once the situation was more under control fines/fees could be devoted to future inspection and enforcement actions. Reynolds and Lannoy spoke favorably of devoting additional revenue to address enforcement gaps. Leisses noted that his firm, Kunkel Engineering Group, does zoning enforcement and they spend lots of time writing non-compliance letters. He said contract staff will defer to municipal staff in determining how far or how fast to proceed. Springer gave an example of a citation being \$100 or \$200, being paid with no action to remedy the non-compliance matter. The Knaption property on Polk was identified as an example of slow enforcement. Increasing fines and penalties so they are meaningful and compel compliance was noted. Hansen said clearly articulating to the public that more active enforcement was coming would be important. Hansen said SAFEbuilt staff is stretched covering many communities. No action taken.
5. NEW BUSINESS
  - a. Certified Survey Map, Dale Kraus, Owner At 391 Van Buren. DISCUSSION: Leisses said the map presented was preliminary and was marked up by Kunkel Engineering staff showing additional items needed. MOTION: Moved by Lannoy, seconded by Springer to recommend Council approval of the certified survey map conditioned upon final approval and sign-off by the City Engineer once the applicant has presented a final certified survey map. VOICE VOTE: Motion carried with Butzine abstaining.

- b. Conditional Use Permit, Robert Thompson - Property Located At 209 Beech Road, To Allow For Construction Of An Additional 20' X 22' (440 Sq. Ft.) Garage In A R-1 Single Family Residential District. DISCUSSION: Hansen said Thompson would provide the setbacks prior to the Building Official issuing a building permit. MOTION: Moved by Lannoy, seconded by Butzine to recommend to Council approval of the conditional use. VOICE VOTE: Motion carried.

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Considering The Following Updates: Zoning Maps, Conditional Use Forms And Comprehensive Plan Map

7. ADJOURNMENT. MOTION: Moved by Butzine, seconded by multiple to adjourn. Approximate time: 7:49 pm.



Mo Hansen  
Clerk/Treasurer