

**MINUTES OF THE PLANNING COMMISSION
MEETING HELD ON FEBRUARY 11, 2019**

The meeting was called to order by Chairman Nathan Rau at 7:30 PM.

Roll call was taken: **Present: Hicks, Frederick, Vogt, Voelker, Lutz, Childers and Rau.**

Chairman Rau asked if there were any additions or corrections to the minutes of the January 14, 2019 meeting. A motion was made by Hicks and seconded by Voelker to approve the minutes of the January 14, 2019 meeting as presented. Motion carried.

The Chairman asked if there were any citizens to address the Planning Commission. There were none.

The Chairman also asked if there were any corrections or deletions to the agenda. There were none.

NEW BUSINESS:

The Chairman asked if there was any new business. There was none.

PETITIONS:

P-19-02-01 Review and Comment on a proposed Zoning Text Amendment to Section 40-7-5(B)(2) and 40-13-4(B) of the Zoning Code of the City of Waterloo, IL regarding mailing of advisory notice to adjacent property owners.

The Zoning Administrator stated that any meeting with the Zoning Board of Appeals required the petitioner to send certified receipt letters to the adjacent property owners, and then present the notification receipts (aka green cards) at the Board of Appeals meeting to prove the notifications have been sent. These notification receipts are required before the petition can be heard at the Board of Appeals meeting. In the past couple years there have been situations where the notification cards have been forgotten, mailings were not set as required, and various other circumstances that have delayed the Board of Appeals meetings. In addition, there was never proof of what was really mailed to the adjacent property owners. This text amendment will place the onus on the City of Waterloo to send the notifications. Payment for the notifications will be added to the applications fees.

Motion was made by Lutz and seconded by Vogt to recommend approval on a proposed Zoning Text Amendment to Section 40-7-5(B)(2) and 40-13-4(B) of the Zoning Code of the City of Waterloo, IL regarding mailing of advisory notice to adjacent property owners.

Members voted as follows: YES – Hicks, Frederick, Vogt, Voelker, Lutz, Childers and Rau. Motion carried.

P-19-02-02 Petition for a Zoning Text Amendment by the Addition of Section 40-9-10(B)(3) to the Zoning Code of the City of Waterloo, IL regarding the expiration period and extension of Special Use Permits.

The Zoning Administrator mentioned that there are a couple special use permits that are roughly five (5) years old and no action has been taken on the property. The oldest one is a special use permit for a single family home on property across from the Monroe County jail. If this amendment passes, any outstanding special use permit recipients will receive notification of the new Zoning Code. Also if the amendment is passed, any future expiration will not be notified as the expiration time will be indicated in the Zoning Code. The special use permits can be granted one extension which will require notification to the adjacent property owners of the proposed extension. A review of the special use permit will also allow modifications if there are zoning and/or development changes.

Motion was made by Frederick and seconded by Voelker to recommend approval on for a Zoning Text Amendment by the Addition of Section 40-9-10(B)(3) to the Zoning Code of the City of Waterloo, IL regarding the expiration period and extension of Special Use Permits as presented in the packet.

Members voted as follows: YES – Hicks, Frederick, Vogt, Voelker, Lutz, Childers and Rau. Motion carried.

OLD BUSINESS:

The Chairman asked if there was any old business. There was none.

COMMENTS:

The Chairman asked if there were any comments. The Zoning Administrator stated there would be a meeting next month on a Zoning Text amendment to add car washes to a B-3 Zoning District as a Special Use Permit.

Ms. Voelker stated she would be out of town next month and would not be attending the Planning Commission meeting.

Motion to adjourn the meeting at 7:42 PM was made by Frederick and seconded by Lutz. Motion carried.

Minutes respectfully submitted by Mechelle Childers.