

MINUTES OF THE ZONING BOARD OF APPEALS MEETING HELD ON FEBRUARY 21, 2019

The meeting was called to order by Chairman Ken Hartman at 7:30 PM.

Roll call was taken: **Present: Goessling, Hagenow, Boothman, Loerch, Gibbs and Hartman.**
Absent: Kaempfe

Chairman Hartman asked if there were any additions or corrections to the minutes of the November 15, 2018 meeting. A motion was made by Goessling and seconded by Loerch to approve the minutes of the November 15, 2018 meeting as presented. Motion carried.

The Chairman asked if there were any citizens to address the Zoning Board of Appeals. There were none.

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

OLD BUSINESS:

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

PETITIONS:

P-19-02-01 A petition from the City of Waterloo, IL for Zoning Text Amendment to Section 40-7-5(B)(2) and 40-13-4(B) regarding mailing of advisory notice to adjacent property owners.

The Zoning Administrator spoke on behalf of this petition, and commented that the public notice for this petition was published in the Waterloo Republic Times on January 30, 2019. This petition was initiated by the Zoning Administrator regarding the petitioner to send certified receipt letters to the adjacent property owners. In the past couple years there have been situations where the notification cards have been forgotten, mailings were not sent as required, and various other circumstances that have delayed the Board of Appeals meetings. The Zoning Text Amendment received a positive recommendation from the Planning Commission on February 11, 2019. The additional time impacted for the Zoning Administrator to take on this function is between 30 to 60 minutes depending on the number of adjacent property owners to be notified.

Motion was made by Gibbs and seconded by Hagenow to recommend approval on the 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 – Goessling, Hagenow, Boothman, Loerch, Gibbs and Hartman.

Motion carried.

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

The Zoning Administrator spoke on behalf of this petition, and commented that the public notice for this petition was published in the Waterloo Republic Times on January 30, 2019. This petition was initiated by the Zoning Administrator based on a recommendation by Board Member Ken Gibbs. 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. There would not be a charge for the an extension request. A review of the special use permit will also allow modifications if there are zoning and/or development changes.

Motion was made by Gibbs and seconded by Goessling to approval a Zoning Text Amendment to Section 40-9-10(B)(3) regarding the expiration period and extension of Special Use Permits.

Members voted as follows: YES – Goessling, Hagenow, Boothman, Loerch, Gibbs and Hartman.

Motion carried.

NEW BUSINESS:

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

COMMENTS:

The Zoning Administrator mentioned that there would be a Board of Appeals meeting next month, March 21. Mr. Gibbs and Mr. Hartman stated they would not be in attendance.

Motion to adjourn the meeting at 7:43 PM was made by Hagenow and seconded by Boothman.

Motion carried.

Minutes respectfully submitted by Mechelle Childers.