

MINUTES OF THE PLANNING COMMISSION  
MEETING HELD ON October 9, 2023

The meeting was called to order by Rau at 7:00pm.

Roll call was taken: **Present:** Rau, Hicks, Pittman

Rau asked if there were any additions or corrections to the minutes from September 11, 2023 Planning Commission meeting. There were none. A motion was made by Hicks and seconded by Pittman to approve the minutes of the September 11, 2023, meeting minutes. **Motion carried.**

Rau asked if there were any citizens to address the Planning Commission. There were none.  
Rau asked if there were any corrections or deletions to the agenda. There were none.

**PETITIONS:**

**P-23-10-01 Review and Comment on a Final Plat for Waterloo Commons Lot 7 Part of Parcel No. 07-24-265-099-000.**

Kelly Long from the Desco Group (owners of the subject property) was present to represent the petition. Taco Bell is interested in purchasing 1 acre of the approximately 1.47 acre lot. Desco originally wanted Taco Bell to purchase the entire 1.47 acres, however the end result was to split off 1 acre for Taco Bell. In order to proceed with the purchase a final plat needs to be approved by the City of Waterloo.

The Zoning Administrator reviewed the proposed final plat. The 1 acre for Taco Bell meets all zoning requirements but was concerned if the leftover lot could be successfully used in the future and requested Desco to provide some conceptual plans to see what type of business would fit the .47 acre leftover lot. The property is zoned B-3 and the no minimum lot size and the only setback is a 20' rear. There is an easement on the south property line that is used for a gas main and primary underground electric.

Mr. Rau asked Ms. Long if the leftover property would be viable and she commented that there are coffee kiosk and ATM's that utilizes less than .47 acres just like stated in the submitted conceptual plans. Mr. Hicks and Mr. Pittman stated that if the leftover lot meets zoning requirements and a potential business could use the lot then they are good with it.

**Recommendation: A motion was made by Pittman and seconded by Hicks for a favorable recommendation on the Waterloo Commons Lot 7 Final Plat.**

**Members voted as follows:**

**YES –Rau, Hicks, Pittman**

**Z-23-10-03 Review and Comment on a Petition for a Special Use Permit for a home occupation (Custom T-shirt Embroidery) to be located at 135 Links Lane Parcel No. 08-19-450-021-000.**

The petitioners, Daniel & Alysia Brinkman was present to represent the petition. The Brinkmann's recently moved to 135 Links Lane and work out of their basement printing and embroidering shirts. There was a complaint call regarding people coming and going from this residence picking up packages therefore the Zoning Administrator requested the homeowners to file a petition for a special use to operate a home occupation.

Mr. Rau asked Mrs. Brinkman what is the square footage of the business in the basement because the machines needed for this type of business would take up some space. The reply was that the machines do not take up much space and the room is 12'wide. Mr. Rau asked what is your typical volume of pick up. She replied that it

can be anywhere from one to fifteen per day and the complaint possibly came from their business and they are also remodeling the kitchen and bathroom so there are construction vehicles present. It was also noted that the petitioners have many personal vehicles that are in the garage, driveway, and street. Mr. Hicks mentioned that he understands why the neighbors may be upset with all the vehicles but they are not breaking any ordinances. Mr. Rau recently did a drive by and he noted that nothing seemed out of the ordinary. The petitioners submitted a picture to the Planning Commission showing the front porch where there is a cabinet to store items for pick up. Mr. Pittman stated that he doesn't see a line item where their home occupation use violates the code and Mr. Rau stated that no one came to the meeting tonight to protest this petition.

**Recommendation: A motion was made by Hicks and seconded by Pittman for a favorable recommendation on the Special Use Permit for a home occupation.**

**Members voted as follows:**

**YES –Rau, Hicks, Pittman**

**OLD BUSINESS: Review and Comment on updates to the 2018 Comprehensive Plan (Ward 3).**

The Commission decided to defer discussion on Ward 3 until more members are present.

**COMMENTS:** None.

**Motion to adjourn the meeting at 7:31 PM was made by Hicks and seconded by Pittman. Motion carried.**  
Minutes submitted by Nathan Krebel.