

WATERLOO CITY COUNCIL

Regular Meeting Agenda

Location: Waterloo City Hall - Council Chambers
100 W. Fourth St., Waterloo, IL
Date: Monday, March 03, 2025
Time: 7:30 p.m.

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance.
4. Correction or Withdrawal of Agenda Items by Sponsor.
5. Approval of Minutes as Written or Amended.
6. Petitions by Citizens on Non-Agenda Items.
7. Reports and Communications from the Mayor and other City Officers.
 - A. Report of Treasurer.
 - B. Report of Collector / Budget Officer.
 - C. Report of Subdivision & Zoning Administrator.
 - D. Report of Deputy Director of Public Works.
 - E. Report of Director of Public Works.
 - F. Report of Chief of Police.
 - G. Report of City Attorney.
 - H. Report and Communication by Mayor.
 1. Certificate of Commendation Presented to Smiles R Forever in Recognition of their 25th Anniversary.
8. Report of Standing Committees.
9. Report of Special Committees.
10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen.
 - A. Consideration and Action on Ordinance No. 1898 Amending the City of Waterloo, IL Revised Code of Ordinances, Chapter 36 Taxation, Article IV: Hotel Tax, Section 36-4-1 Definitions, regarding the word HOTEL.
 - B. Consideration and Action on Resolution No. 25-06 Approving the Appointment of an Authorized Agent of the City of Waterloo, IL to the Illinois Municipal Retirement Fund.
11. Unfinished Business.
12. Miscellaneous Business.
 - A. Consideration and Action on Warrant No. 647.
 - B. Consideration and Action on Approval of an Estimate from Baer Heating & Cooling, Inc. in the Amount of \$6,910.00 for a Boiler Hydronic Loop Chemical Treatment System.
 - C. Consideration and Action on Approval of a Special Use Permit for the Location of an Automobile Service Station to be located at the corner of Route 3 and Plaza Drive as requested by Rhodes Development Company, LLC.
 - D. Consideration and Action on Executive Session for the Discussion of Personnel as provided for by 5 ILCS 120/2 (c)(1).
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
14. Motion to Adjourn.

DATES TO REMEMBER

Mar. 10, 2025 – Planning Commission Meeting, Waterloo City Hall: Council Chambers, 7:00 p.m.
Mar. 11, 2025 – Sister Cities Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.
Mar. 12, 2025 – Park District Meeting, Waterloo City Hall: 2nd Floor Meeting Room, 7:00 p.m.
Mar. 17, 2025 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
Mar. 25, 2025 – American Legion Meeting, Waterloo City Hall: 2nd Floor Meeting Room, 7:00 p.m.

**MINUTES OF THE
CITY COUNCIL MEETING
FEBRUARY 18, 2025**

1. The meeting was called to order by Mayor Darter at 7:30 p.m.
2. The following Aldermen were present: Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, and Most.
3. Pledge of Allegiance led by Mayor Stan Darter.
4. Correction or Withdrawal of Agenda Items by Sponsor. None.
5. Approval of Minutes as Written or Amended.
Approval of the February 03, 2025, City Council Meeting Minutes.
Motion made by Alderman Vogt and seconded by Alderman Row to approve the February 03, 2025 City Council Meeting Minutes as presented.
Motion passed unanimously with Aldermen Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, and Most voting 'aye'.
6. Petitions by Citizens on Non-Agenda Items.
Mr. Scot Luchtefeld addressed the Council, inquiring if the City would approve the operation of the treatment plant with CERTOP for the next year. Mayor Darter stated that approval of the contract was on this evening's agenda and that it was only valid until the end of this year. As a follow-up question, Mr. Luchtefeld inquired about the CERTOP's monthly payment and how many hours they work each month. Mayor Darter stated the contract is for \$9,500 per month, regardless of the number of hours required to complete the job. Mr. Luchtefeld then asked about CERTOP's job responsibilities, and Mayor Darter responded that the duties were specified in the contract. Lastly, Mr. Luchtefeld asked how to read/interpret the water reports available on the city website. He was referred to the Illinois EPA, which provides the reports.
7. Reports and Communications from the Mayor and other City Officers.
 - A. Report of Treasurer.
The Treasurer Report is in the packet.
Motion to accept the Treasurer Report was made by Alderman Most and seconded by Alderman Matt Buettner.
Motion passed unanimously with Aldermen Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, and Row voting 'aye'.
 - B. Report of Collector.
The Collection Report is in the packet.
Motion to accept the Collection Report was made by Alderman Row and seconded by Alderman Charron.
Motion passed unanimously with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, and Kyle Buettner voting 'aye'.
 - C. Report of Building Inspector / Code Administrator. The report is in the packet.
 - D. Report of Subdivision and Zoning Administrator. The report is in the packet.
 - E. Report of Deputy Director of Public Works. No report.
 - F. Report of Director of Public Works.
 - Last Sunday, the Street Department used 90 tons of salt on the streets, and the crews are scheduled to begin snow removal operations early tomorrow morning.
 - The city webpage now provides hyperlinks to IEPA's website for our water sample reports and monthly operating logs.
 - G. Report of Chief of Police. No report.
 - H. Report of City Attorney. No report.
 - I. Report and Communication by Mayor.
 1. Appointment of Mrs. Trisha Hoagland as Human Resources Coordinator effective March 3, 2025.
Consent was approved unanimously with Aldermen Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, and Most voting 'aye'.

8. Report of Standing Committees. None.
9. Report of Special Committees. None.
10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen.
 - A. Consideration and Action on Resolution No. 25-04 Approving the Signing of “Addendum 1 of 1” for a Contract between the City of Waterloo, IL and CERTOP, Inc. for Operation, Maintenance and Management of the Water Supply, Treatment and Storage Facilities for a term now set to expire December 31, 2025.

Motion made by Alderman Kyle Buettner and seconded by Alderman Vogt to accept Resolution No. 25-04 to approve the Signing of “Addendum 1 of 1” for a Contract between the City of Waterloo, IL and CERTOP, Inc. for Operation, Maintenance and Management of the Water Supply, Treatment and Storage Facilities for a term now set to expire December 31, 2025.

Motion passed unanimously with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting ‘aye’.
 - B. Consideration and Action on Resolution No. 25-05 Approving MFT Maintenance for Fiscal Year 2025-2026 in the amount of \$510,000.00.

Motion made by Alderman Matt Buettner and seconded by Alderman Hopkins to accept Resolution No. 25-05 on Approving MFT Maintenance for Fiscal Year 2025-2026 in the amount of \$510,000.00.

Motion passed unanimously with Aldermen Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, Most, and Vogt voting ‘aye’.
11. Unfinished Business. None.
12. Miscellaneous Business.
 - A. Consideration and Action on Ad to be placed in the Tourism Times Spring / Summer Issue in the amount of \$700.00 to be paid out of the Hotel / Motel Tax Fund.

Motion made by Alderman Charron and seconded by Alderman Most for Approval on an Ad to be placed in the Tourism Times Spring / Summer Issue in the amount of \$700.00 to be paid out of the Hotel / Motel Tax Fund.

Motion passed unanimously with Aldermen Charron, Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting ‘aye’.
 - B. Consideration and Action on a Special Event Permit Application from the Monroe County Arts Alliance for their 4th Annual Chalk-A-Lot Event to be held on Saturday, September 13, 2025, 8:00 a.m. to 5:00 p.m., including the closure of Mill Street between Main and Market (including side alley) beginning on Friday, September 12, 2025 at 5:00 p.m. for set-up until Sunday, September 14, 2025 at 5:00 p.m. for viewing.

Motion made by Alderman Hopkins and seconded by Alderman Vogt on Approval of a Special Event Permit Application from the Monroe County Arts Alliance for their 4th Annual Chalk-A-Lot Event to be held on Saturday, September 13, 2025, 8:00 a.m. to 5:00 p.m., including the closure of Mill Street between Main and Market (including side alley) beginning on Friday, September 12, 2025 at 5:00 p.m. for set-up until Sunday, September 14, 2025 at 5:00 p.m. for viewing.

Motion passed unanimously with Aldermen Hopkins, Trantham, Charron, Kyle Buettner, Row, Most, Vogt, and Matt Buettner voting ‘aye’.
 - C. Consideration and Action on Approval of a Special Event Permit Application from the Monroe County Farmer’s Market for St. Patrick’s Day Winter Market to be held on March 15, 2025, from 7:00 a.m. to 1:00 p.m., including the closure of Mill Street between Market and Main.

Motion made by Alderman Charron and seconded by Alderman Row on Approval of a Special Event Permit Application from the Monroe County Farmer’s Market for St. Patrick’s Day Winter Market to be held on March 15, 2025, from 7:00 a.m. to 1:00 p.m., including the closure of Mill Street between Market and Main.

Motion passed unanimously with Aldermen Charron, Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting ‘aye’.

13. Discussion of Matters by Council Members Arising After Agenda Deadline.

Alderman Vogt inquired about providing assistance to the library given that the library is closed due to a lack of heat and considering the library receives a portion of the City's tax assessments. Alderwoman Charron, the Library City Liaison, stated that the library has sought assistance, is currently looking for industrial heaters as a temporary solution, and is working on getting the heating repaired, although it will take several weeks. Alderman Vogt also stated it was commendable that the City publishes daily water reports on its website.

Alderman Hopkins congratulated and welcomed Mrs. Trisha Hoagland as Human Resources Coordinator.

Alderman Most expressed his gratitude to the street crews for their snow removal efforts.

14. Motion to Adjourn made by Alderman Vogt and seconded by Alderman Hopkins.

Motion passed with a unanimous voice vote.

Mayor Darter adjourned the meeting at 7:44 p.m.

Minutes submitted by Mechelle Childers – City Clerk

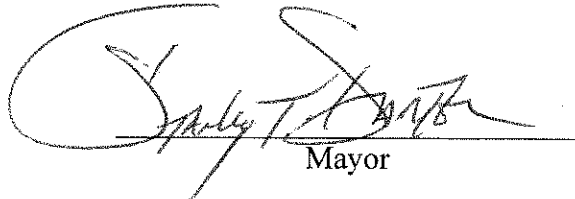
AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

- 1. Request is made for placement on the agenda for meeting to be held on:
March 3, 2025
(Date)
- 2. Description of matter to be placed on agenda:
Certificate of Commendation Presented to Smiles R Forever in Recognition of their 25th Anniversary.
- 3. Relief or action to be requested:
Presentation of Commendation.
- 4. Submittal date: February 25, 2025
 Submitted by:
Sarah Deutch, Community Relations Coordinator

DISPOSITION

- 5. _____ Matter to be placed on agenda for meeting date requested.
- _____ Matter to be placed on agenda for meeting to be held on _____
- _____ Matter referred to _____



 Mayor

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:

March 03, 2025

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Ordinance No. 1898 Amending the City of Waterloo,
IL Revised Code of Ordinances, Chapter 36 Taxation, Article IV: Hotel Tax, Section
36-4-1 Definitions, regarding the word HOTEL.

3. Relief or action to be requested:

Approval.

4. Submittal date: 02-27-25

Submitted by:

Roberta Rohwedder, Subdivision & Zoning Administrator

Alderman Kyle Buettner, Ordinance Committee Chairman

DISPOSITION

5. Matter to be placed on agenda for meeting date requested.

 Matter to be placed on agenda for meeting to be held on

 Matter referred to



Mayor

ORDINANCE NO. 1898

AN ORDINANCE AMENDING THE REVISED CODE OF ORDINANCES OF THE CITY OF WATERLOO, ILLINOIS, CHAPTER 36 TAXATION, ARTICLE IV: HOTEL TAX, SECTION 36-4-1 DEFINITIONS, REGARDING THE WORD HOTEL.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WATERLOO, ILLINOIS AS FOLLOWS:

SECTION ONE. The Revised Code of Ordinances of the City of Waterloo, Illinois, Chapter 36 Taxation, Article IV: Hotel Tax, Section 36-4-1 Definitions, the word HOTEL is hereby amended to read as follows:

HOTEL. Any building or buildings, with eight (8) rooms or more, in which the public may, for a consideration, obtain living quarters, sleeping or housekeeping accommodations. The term includes inns, motels, Air B-n-B's, VRBO's, temporary rental homes, tourist homes or courts, lodging houses, rooming houses and apartment houses.

SECTION TWO. All ordinances, or parts thereof, in conflict with the provisions of this ordinance, are hereby repealed to the extent of such conflict.

SECTION THREE. This ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this 03rd day of March, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this 03rd day of March, 2025.

ATTESTED, filed in my office, and published in pamphlet form.

STANLEY T. DARTER, Mayor
City of Waterloo, Illinois

MEHELLE CHILDERS, City Clerk
City of Waterloo, Illinois

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:
March 03, 2025
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Resolution No. 25-06 Approving the Appointment of
an Authorized Agent of the City of Waterloo, IL to the Illinois Municipal Retirement
Fund.

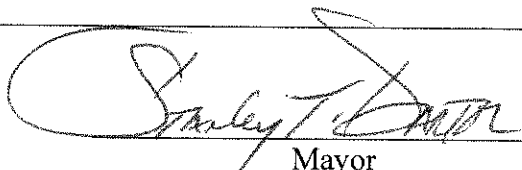
3. Relief or action to be requested:
Approval.

4. Submittal date: 02-24-25

Submitted by:
Sarah Craig, Collector / Budget Officer

DISPOSITION

5. Matter to be placed on agenda for meeting date requested.
 Matter to be placed on agenda for meeting to be held on
 Matter referred to



Mayor

RESOLUTION NO. 25-06

A RESOLUTION APPROVING THE APPOINTMENT OF AN AUTHORIZED AGENT OF THE CITY OF WATERLOO, IL TO THE ILLINOIS MUNICIPAL RETIREMENT FUND.

WHEREAS, the City of Waterloo desires to appoint a new authorized agent for the City of Waterloo, IL with respect to Illinois Municipal Retirement Fund matters.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waterloo, IL as follows:

1. That Trisha Hoagland is hereby appointed as the authorized agent for the City of Waterloo, IL for Illinois Municipal Retirement Fund purposes; and,
2. That Trisha Hoagland is hereby granted the following powers and duties:
 - a. To file petitions for nomination of an Executive Trustee of the Illinois Municipal Retirement Fund; and,
 - b. To cast a vote with respect to elections of the Executive Trustee of the Illinois Municipal Retirement Fund.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 03rd day of March, 2025.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

APPROVED:

Stanley T. Darter, Mayor
City of Waterloo, IL

ATTESTED:

Mechelle Childers, City Clerk
City of Waterloo, IL

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:
March 03, 2025
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Warrant No. 647.

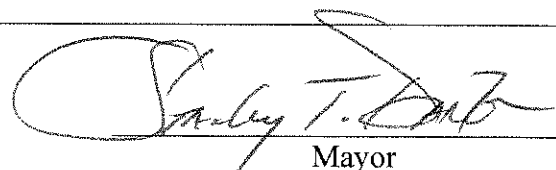
3. Relief or action to be requested:
Approval.

4. Submittal date: 02-28-25

Submitted by:
Sarah Craig, Collector / Budget Officer

DISPOSITION

5. _____ Matter to be placed on agenda for meeting date requested.
_____ Matter to be placed on agenda for meeting to be held on _____
_____ Matter referred to _____



Mayor

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:
March 03, 2025
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Approval of an Estimate from Baer Heating & Cooling, Inc. in the Amount of \$6,910.00 for a Boiler Hydronic Loop Chemical Treatment System.

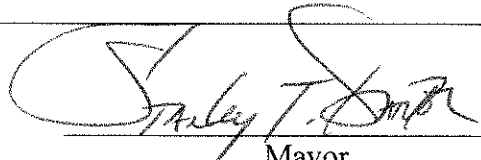
3. Relief or action to be requested:
Approval.

4. Submittal date: 02-27-25

Submitted by:
Brad Yearian, Building Inspector / Code Administrator

DISPOSITION

5. _____ Matter to be placed on agenda for meeting date requested.
_____ Matter to be placed on agenda for meeting to be held on _____
_____ Matter referred to _____



Mayor

ESTIMATE

BAER HEATING AND COOLING
INC
PO Box 21
Trenton, IL 62293

jennybaer@sbcglobal.net
+1 (618) 224 7344



Bill to

WATERLOO CITY HALL
100 W. 4TH STREET
WATERLOO, IL 62298

Estimate details

Estimate no.: 5363
Estimate date: 02/17/2025

Description	Amount
BOILER HYDRONIC LOOP CHEMICAL TREATMENT	\$6,910.00
SCOPE WE INCLUDE:	
* PROVIDE AND INSTALL NEW 2 GALLON FILTERED CHEMICAL POT FEEDER ADAPTING BACK TO EXISTING HYDRONIC PIPING	
* PROVIDE AND INSTALL FILTER CARTRIDGE IN NEW 2 GALLON CHEMICAL POT FEEDER	
* PROVIDE AND INSTALL CHEMICAL TREATMENT IN BOILER HYDRONIC PIPING LOOP SERVING BOILERS, HYDRONIC PIPING AND ALL HEATING LOADS THROUGHOUT BUILDING	
PROPOSAL AMOUNT	\$6,910.00
* NOTE: LOCHNIVAR REQUIRES THE IRON LEVEL IN HYDRONIC PIPING LOOP TO BE BELOW 0.3 PPM. THE CHEMICAL ANALYSIS SHOWED THE IRON LEVEL IN THE SYSTEM PRIOR TO US INSTALLING THE NEW BOILERS TO BE 40 PPM. THIS ISSUE NEEDS TO BE RESOLVED BEFORE FACTORY START UP OF NEW LOCHINVAR IS COMPLETED.	

Total **\$6,910.00**

Note to customer

This proposal is valid for 10 days!

Accepted date

Accepted by

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:
March 03, 2025
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Approval of a Special Use Permit for the Location of an Automobile Service Station to be located at the corner of Route 3 and Plaza Drive as requested by Rhodes Development Company, LLC.

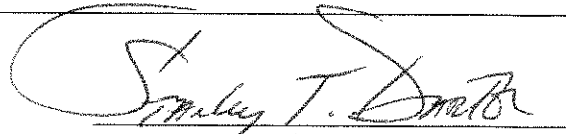
3. Relief or action to be requested:
Approval.

4. Submittal date: 02-27-25

Submitted by: _____
Roberta Rohwedder, Subdivision & Zoning Administrator

DISPOSITION

5. _____ Matter to be placed on agenda for meeting date requested.
_____ Matter to be placed on agenda for meeting to be held on _____
_____ Matter referred to _____



Mayor

STANLEY T DARTER, Mayor
MECHELLE CHILDERS, Clerk
BRAD A. PAPPENBERG, Treasurer



Roberta Rohwedder
Zoning Administrator
Subdivision Administrator
100 West Fourth Street
Waterloo, Illinois 62298
(618) 939-8763

Memorandum

To: Mayor Darter & City Council
From: Roberta Rohwedder
Date: 2/24/2025
Re: Special Use Permit – Automobile Service Station

P-25-01-01

Rhodes Development Company, LLC is requesting approval from City Council for a special use permit to allow an automobile service station located at the corner of Route 3 and Plaza Drive.

This petition received a favorable recommendation from the Planning Commission (unanimous) and Zoning Board of Appeals (5 yes, 1 no).

The petition meets the requirements of the zoning code; therefore, I **recommend** approval.

Please take note of 40-7-5(B);

The Zoning Board of Appeals shall submit the entire record and a written decision explaining the action taken on a special use permit petition before the next regularly scheduled City Council meeting. At that meeting, the City Council will either affirm or reverse the decision of the Zoning Board of Appeals. The decision of the City Council shall be based only upon the record from the Zoning Board of Appeals hearing.

Respectfully,

A handwritten signature in blue ink, appearing to read "Roberta Rohwedder", is written over a horizontal line.

Roberta Rohwedder
Zoning/Subdivision Administrator

ZONING BOARD OF APPEALS ADVISORY REPORT

On Petition # P-25-07-01

I move that the Zoning Board of Appeals provide the City Clerk with an Advisory Report as follows:

1. The Petition should be Approved / Denied / Approved with Modifications (see modifications below);
2. The effect the proposal would have on the health, welfare, safety, morals, and comfort of area residents would be Negligible / Positive / Negative / Potentially Negative in that _____;
3. The effect the proposal would have on schools, traffic, streets, shopping, public utilities, and adjacent properties would be Negligible / Positive / Negative / Potentially Negative in that _____;
4. The proposed recommendation is Necessary / Not Necessary for the public convenience at the subject location;
5. The proposed recommendation Is / Is Not so designed, located, and proposed to be operated that the public health, safety, and welfare will be protected;
6. The proposed recommendation Will Will Not cause substantial injury to the value of other property in the neighborhood in which it is proposed to be located;
7. The proposed recommendation Will Will Not be detrimental to the essential character of the zoning district in which the property is located;

I further move that the recommendation be subject to the following modification(s):

This advisory report is respectfully submitted, on behalf of the Zoning Board of Appeals.

Signed: 
Zoning Board of Appeals Chairman

Date: Feb 20, 2025

As per Section 40-9-7 of the Waterloo Municipal Code

Is the proposal necessary for public convenience at this location?

*Developing the lot in accordance with the
Comprehensive Plan is good for the City*

Is the proposal designed, located and proposed to be operated so that the public health, safety, and welfare will be protected?

yes

Will the proposal cause substantial injury to the value of other property in the neighborhood in which it is located?

no

Will the proposal be **detrimental** to the essential character of the district in which it is located?

no

The Planning Commission gives this petition a

Favorable Recommendation
(with modifications as outlined below)

Unfavorable Recommendation
(for the reasons explained herein)

Rachon R

Waterloo Planning Commission Advisory Report

Petition Number: Z-25-02-01

Type of Petition **Special Use Permit** / Zoning Text Amendment / _____
(other)

As per Section 40-9-4 of the Waterloo Municipal Code

The effect the proposal would have on the City's Comprehensive Plan: positive - since this parcel is not in the main downtown area, this is a good use of the location.

The effect the proposal would have on the health, welfare, safety, morals and comfort of area residents:

positive - we need investment in our business districts

The effect the proposal would have on schools, traffic, streets, shopping, public utilities and adjacent properties:

neutral

Other legal requirements of considerations: IDOT will weigh in on

drainage + entrance locations relative to RTE 3.

STANLEY T DARTER, Mayor
MECHELLE CHILDERS, Clerk
BRAD A. PAPPENBERG, Treasurer

CITY OFFICES:
100 West Fourth Street
Waterloo, Illinois 62298
(618) 939-8600



ZONING BOARD OF APPEALS AGENDA

LOCATION: Waterloo City Hall: Council Chambers
100 West Fourth St.
Waterloo, IL 62298
DATE: Thursday, February 20th, 2025
TIME: 7:30 p.m.

1. Call to Order and Roll Call.
2. Additions or corrections to meeting minutes of Thursday, December 19th, 2024.
3. Petitions by citizens on non-agenda items.
4. Corrections or deletions to this agenda.
5. Petitions:

P-25-01-01

Review and Comment on a petition for a Special Use Permit to allow an "Automobile Service Station" at Parcel No. 07-24-167-012-000 in the B-3 Zoning District, as permitted by 40-2-3(B), as requested by petitioner Rhodes Development Company, LLC.

6. Comments.
7. Adjournment.

STANLEY T DARTER, Mayor
MECHELLE CHILDERS, Clerk
BRAD A. PAPPENBERG, Treasurer



Roberta Rohwedder
Zoning Administrator
100 West Fourth Street
Waterloo, Illinois 62298
(618) 939-8763

Memorandum

To: Zoning Board of Appeals
From: Roberta Rohwedder
Date: 2/20/2025
Re: February Meeting Notes

P-25-01-01

The petitioner, Rhodes Development Company, LLC, are requesting a Special Use Permit to allow an "Automobile Service Station" at Parcel No. 07-24-167-012-000 in the B-3 Zoning District, as permitted by 40-2-3(B).

The Planning Commission held a short meeting on February 3rd which ended with a favorable recommendation for the Special Use Permit. This would be a highway-oriented business which is conducive to the spirit of the ordinance for a B-2 district.

Respectfully,

A handwritten signature in blue ink, appearing to read "Roberta Rohwedder", is written over a horizontal line.

Roberta Rohwedder
Zoning Administrator



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
(618) 939-8600
Stanley T. Darter, Mayor

PETITION FOR SPECIAL USE PERMIT

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date of Hearing: _____ Fee Paid to City Clerk: \$ _____

Hearing Location: _____ Newspaper: _____

Building Permit App. No.: _____ Date Published: _____

Action of Zoning Board of Appeals: Action of City Council:

Denied Denied

Approved Approved

Approved with Modification Approved with Modification

Date: _____ Date: _____

Instructions to Applicants: Print or type the form. All information required by this application must be completed and submitted herewith. If applicable, an application for building permit must accompany this application.

Name of owner(s), and other interested parties or stockholder of corporation owning the subject property Owner-Waterloo Commons, LLC

Buyer/Developer-Rhodes Development Company, LLC

Address: 1650 N Kingshighway Suite 303 PO Box 779, Cape Girardeau, MO 63701

Phone Number: 573-339-1300

Applicant's Name: Rhodes Development Company, LLC

Address: 1650 N Kingshighway Suite 303 PO Box 779, Cape Girardeau, MO 63701

Property Interest of Applicant: Development

Has a previous appeal or petition for variance ever been made for subject property?

No Yes If "Yes", list all previous appeals and/or **petitions** and dates

Address of Subject Property: South corner lot of N Illinois Route 3 and Plaza Drive Parcel #07-24-167-012-000

Present Use of Subject Property: Agriculture

Present Zoning District of Subject Property: WB3



Check one of the following regarding the proposed use:

- Public service building, specify type: _____
- Public utility building or structure, specify type: _____
- Planned single-family residential development
- Planned multi-family residential development
- Planned mobile home park development
- Planned business center development
- Other planned development, specify: Tire sales and light vehicle maintenance.
- Specify type of use proposed: _____

All applications for a special use permit shall file a site plan and meet the requirements of Article IX of the Zoning Ordinance. The following additional information shall be provided

Number of proposed dwelling units, if any: 0

Number of proposed structures: 1

Number of existing dwelling units: 0

Number of existing units: 0

Number of proposed dwelling units per structure, if any: 0

Number of existing dwelling units per structure, if any: 0

Acreage devoted to each type of proposed use: 1.05

Acreage devoted to each type of exiting use: N/A

Provide other such pertinent information as may reasonably be required to fully describe proposed development. (attachments may be used)

I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

I consent to the entry in or upon the premises described in this application by any authorized official of the City of Waterloo, for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

Date: 1/10/2025

Applicant: [Signature]
Waterloo Commons, LLC

Date: 1/13/25

Owner: [Signature]
TOM D. ADAMS



DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Name of Adjacent Property Owners:

Name: Market Street Development Inc
Site Address: 319 KOLMER AVENUE-WATERLOO, IL 62298
Mailing Address: PO BOX 132-WATERLOO, IL 62298
Present Use:
Green Card Rec'd: yes
Comments:

Name: Schwartz Grounds Llc
Site Address: 808 N ILLINOIS ROUTE 3-WATERLOO, IL 62298
Mailing Address: 443 BRELLINGER ST-COLUMBIA, IL 62236
Present Use:
Green Card Rec'd: yes
Comments:

Name: Waterloo Commons Llc
Site Address: Waterloo, IL
Mailing Address: PO BOX 132-WATERLOO, IL 62298
Present Use:
Green Card Rec'd:
Comments:

Name: Waterloo Commons Llc
Site Address: Waterloo, IL
Mailing Address: PO BOX 132-WATERLOO, IL 62298
Present Use:
Green Card Rec'd:
Comments:

Name: Market Street Development Inc
Site Address: 319 KOLMER AVENUE-WATERLOO, IL 62298
Mailing Address: PO BOX 132-WATERLOO, IL 62298
Present Use:
Green Card Rec'd: yes
Comments:



1000 West Nifong Boulevard, Building 1
Columbia, Missouri 65203
(573) 447-0292

PROJECT NARRATIVE
PLAZA TIRE
LOT 12 OF NORTH POINTE PHASE III
SECOND PHASE
WATERLOO, IL 62298
JANUARY 15, 2025

The proposed project consists of a Plaza Tire store with associated parking and utilities. The proposed building will be approximately 6,560 square feet with approximately 26 parking spaces (including handicap facilities). Per the City's Parking requirements 12 parking spaces are required.

The building will be centered on the site with parking and drive aisles around the entire building for access purposes. This site is the development of platted lot that has existing utilities located on or near the site. The proposed development will have two access drives from Plaza Lane.

The size of the lot is similar to the other commercial lots in this area. The proposed size of the building is similar to what one would expect on a lot of this size. The exterior materials are similar to new construction that one would expect on the surrounding properties. The quality of the exterior materials and good site planning will enhance the neighborhood character.

Tires and light vehicle maintenance is a needed service for the surrounding residences.

Traffic generated by this type of use complies with the design and circulation pattern of this area. The site will be constructed in accordance with Waterloo construction standards.

The proposed use is in line with the land use patterns of Waterloo and will be visibly compatible with the surrounding uses.

Plaza Tire offers complete tire sales and care. In addition, Plaza Tire offers "Light" mechanical services and vehicle maintenance services.

The building consists of decorative masonry, façade and concrete block. The front portion of the building will be the customer service area and the rear area will be where the work on the vehicles is performed. There will be eight (8) service bays.

Normal business hours are 7:30 a.m. to 6:00 p.m. Monday thru Friday and Saturday from 7:30 a.m. to 4:30 p.m. Currently there are no business operations on Sundays.

We would like to proceed with the permitting processes and begin construction in the near future.

Sincerely,

Crockett Engineering Consultants, LLC

A handwritten signature in black ink, appearing to read "Tim Crockett". The signature is written in a cursive style with a large initial "T" and a long horizontal stroke at the end.

Tim Crockett, PE

DATE PLOTTED: 10/20/2017 10:58 AM



REVISIONS

NO.	DATE	DESCRIPTION
1	10/20/2017	ISSUED FOR PERMITS

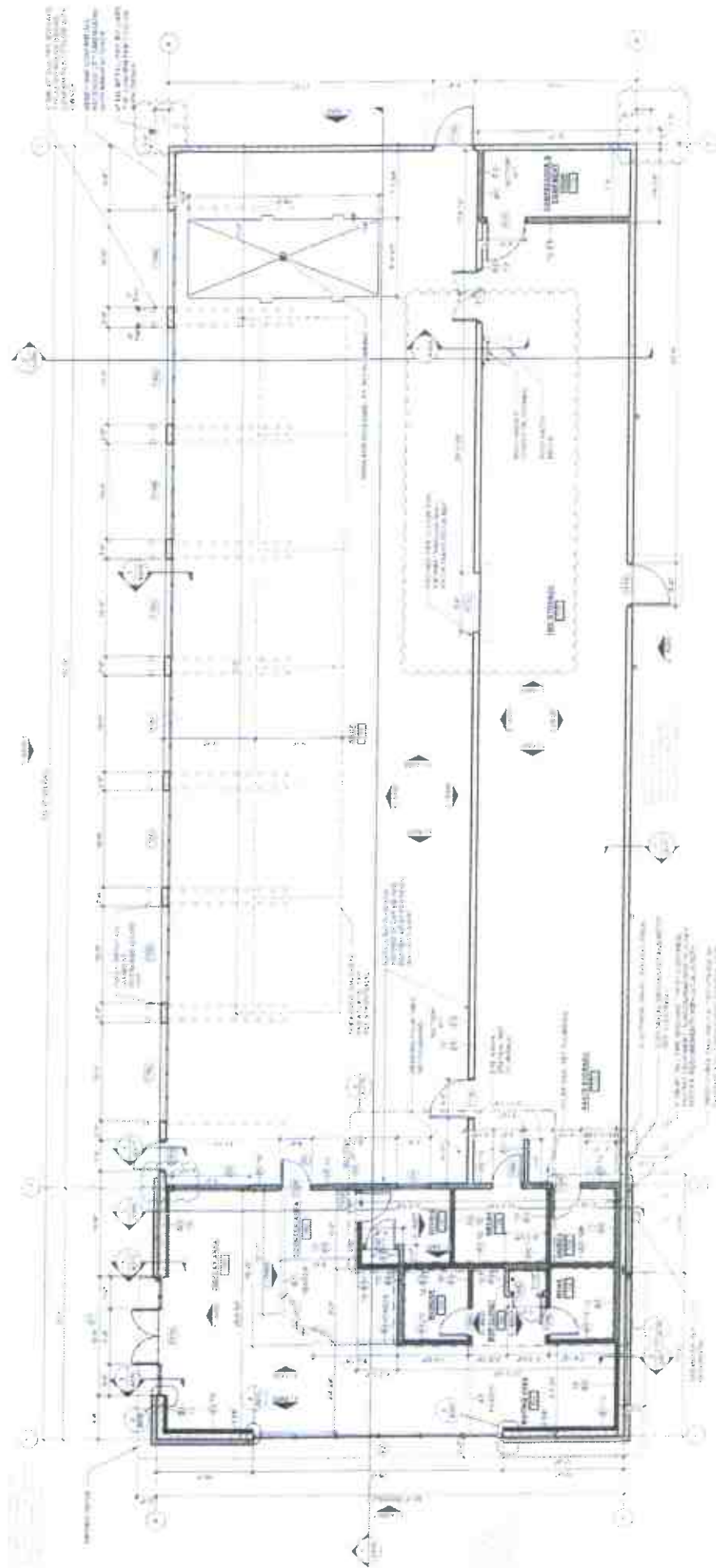
NOTES

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE ILLINOIS CONSTRUCTION CODES AND ORDINANCES.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES AT ALL TIMES.
4. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
5. THE CONTRACTOR SHALL MAINTAIN ADEQUATE EROSION CONTROL MEASURES THROUGHOUT CONSTRUCTION.

NO.	DATE	DESCRIPTION
1	10/20/2017	ISSUED FOR PERMITS

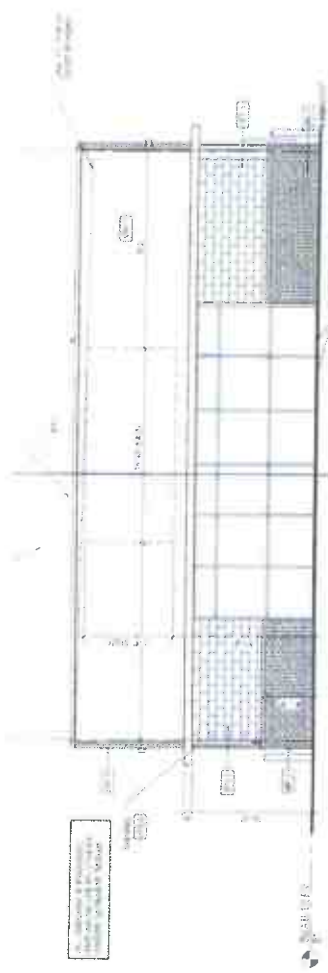


<p>PROJECT: PLAZA TIRE LOCATION: WATERLOO, MONROE COUNTY, ILLINOIS DATE: 10/20/2017</p>	<h1>PLAZA TIRE</h1> <p>WATERLOO, MONROE COUNTY, ILLINOIS</p>	<p>CONCRETE READY-MIX CONCRETE DELIVERY & PLACEMENT</p>	<p>SCALE: AS SHOWN DRAWN BY: [Name] CHECKED BY: [Name]</p>
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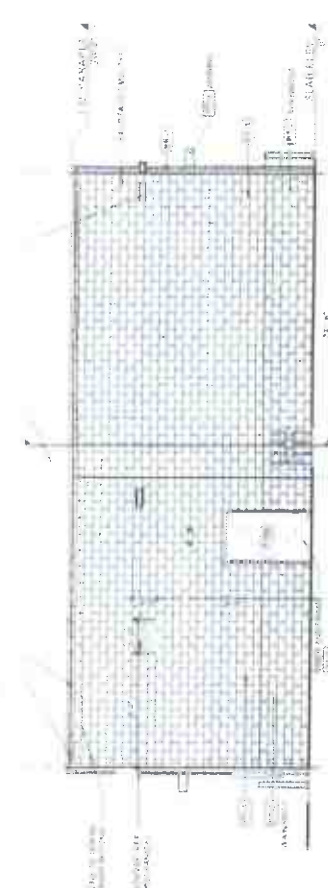


THIS PLAN IS FOR THE
 PROJECT ONLY. IT IS NOT
 TO BE USED FOR ANY OTHER
 PURPOSES WITHOUT THE
 WRITTEN PERMISSION OF
 THE ARCHITECT.

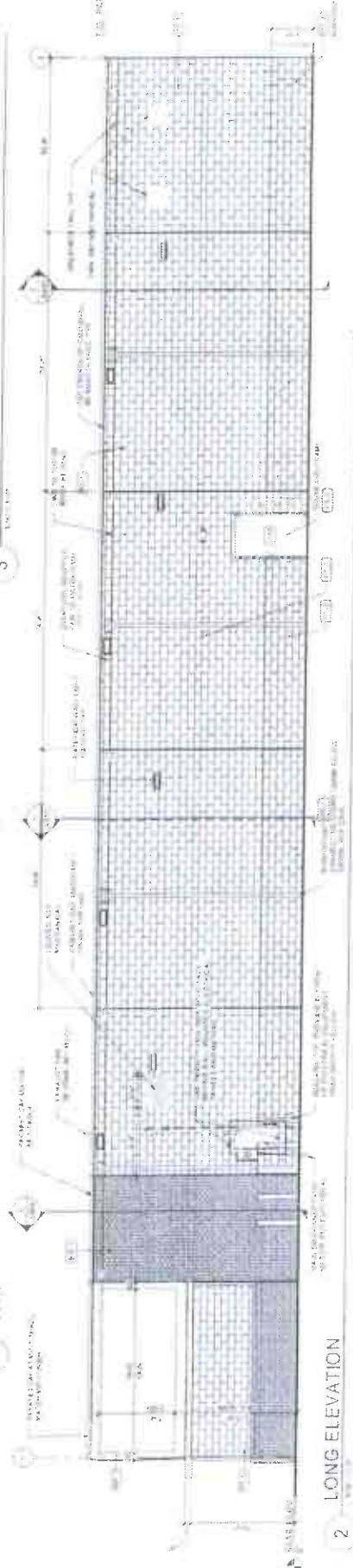
ALL DIMENSIONS ARE IN METERS
 UNLESS OTHERWISE SPECIFIED
 THE ARCHITECT ASSUMES NO
 LIABILITY FOR THE ACCURACY
 OF THE INFORMATION PROVIDED
 HEREIN.



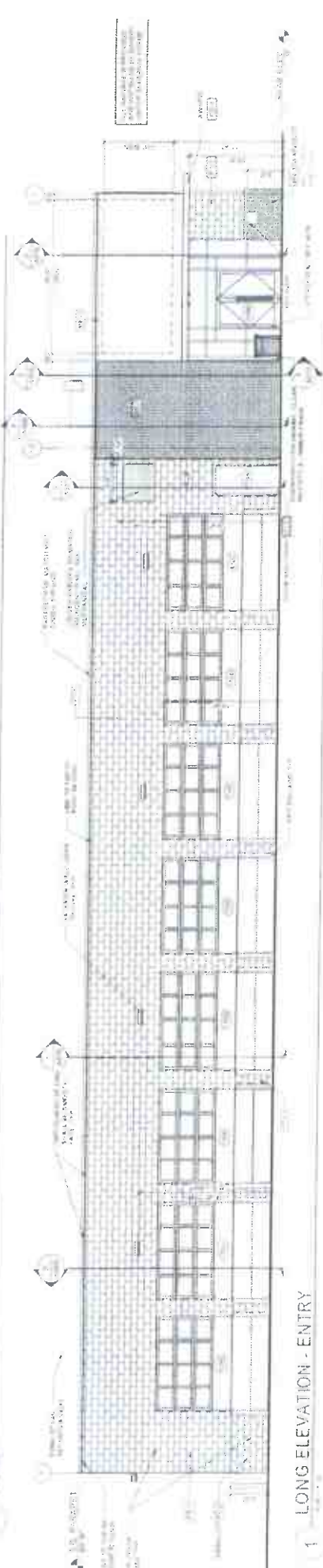
4 SHORT ELEVATION - FRONT



3 SHORT ELEVATION - REAR



2 LONG ELEVATION



1 LONG ELEVATION - ENTRY

B-3
Central Business District

Permitted Uses.

Amusement and recreation uses, interior.
Any use permitted in the B-I District.
Assisted living.
Bed and breakfast establishments.
Brew pubs
Bus terminals.
Cultural and philanthropic uses.
Dram shops, e.g., taverns, lounges, bars
Financial institutions.
Food stores.
Funeral homes.
Furniture and household goods.
General merchandise/apparel.
Gym/training/fitness centers.
Movie theaters.
Personal service uses.
Pet shops.
Pet washing and grooming.
Professional service uses.
Printing shops.
Restaurants.
Retail liquor sales.
Sale of specialized and general services, goods, merchandise, furnishings and equipment.
Satellite/extensions/technical schools.
Spirits pubs
Wine pubs

Permitted Accessory Uses.

Storage of merchandise or inventory usually carried in stock, provided that such storage shall be located on the lot with the retail, service or commercial use, and shall be within a completely enclosed building, except that storage of new merchandise and new inventory carried in stock for retail sale need not be within an enclosed building if:
The retail service or commercial use is located on a parcel of 5 acres or more;
The area used for outside storage is not more than 10% of the area, indoors and outdoors, that the user has a right to use in connection with business operations;
The area used for outside storage must be set back 100 feet from any public street adjacent to the property line and 50 feet from the side property line; and
The area used for outside storage must be screened from adjacent residential property by fencing or landscaping.

Special Use Permits Required.

Adult entertainment.
Automobile service stations.
Car wash.
Churches, places of worship.
Day care centers and homes.
Government uses, facilities and buildings.
Multi-family residences, when located above the first floor.
Nurseries/greenhouses.
Planned Unit Development C.
Residences.

**B-1
Office Business**

Permitted Uses.

Animal hospitals.
Banks, trust companies, loan offices.
Banquet centers.
Barber/beauty **shops**.
Clubs and lodges.
Community centers.
Construction company offices, but not **temporary construction trailers**.
Dental offices.
Government offices.
Insurance sales.
Medical offices.
Professional offices.
Real estate sales.

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:
March 03, 2025
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Executive Session for the Discussion of Personnel as
provided for by 5 ILCS 120/2 (c)(1).

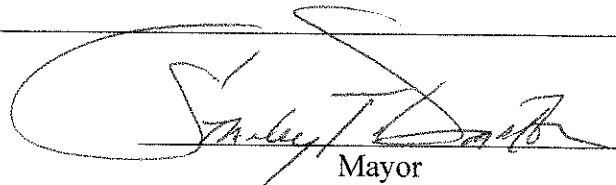
3. Relief or action to be requested:
Executive Session.

4. Submittal date: 02-27-25

Submitted by:
Mayor Stanley T. Darter

DISPOSITION

5. _____ Matter to be placed on agenda for meeting date requested.
_____ Matter to be placed on agenda for meeting to be held on _____
_____ Matter referred to _____


Mayor