

## **MINUTES OF THE ZONING BOARD OF APPEALS MEETING HELD ON NOVEMBER 18, 2021**

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

Roll call was taken: **Present: Goessling, Boothman, Loerch, Poettker, Gibbs and Hartman.**

Chairman Hartman asked if there were any additions or corrections to the minutes of the October 21, 2021 meeting. The following changes were recommended:

- Page 2, third line from the bottom of the page – Correction to change the word “**mote**” to “**moot**”
- Page 3, third line from the top of the page – Correction to change the word “**Martiez**” to “**Martinez**”
- Page 4 – Correction to change “**Chairman**” to “**Vice-Chairman**” in two places.
- Page 4, under Larry Lauer’s comments – Correction to change the last line from “...and they plenty...” to “...and they **had** plenty...”
- Page 4, under Jim Duckwitz’s comments - Correction to change the word “**Martizes**” to “**Martinez’s**”
- Page 4, third line from the bottom of the page – Correction to change the word “**Administered**” to “**Administrator**”.

A motion was made by Poettker and seconded by Goessling to approve the minutes of October 21, 2021 as amended. 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:**

**Z-21-11-01 Review and Comment on a Petition by Michelle & William Coleman for an Area Bulk Variance from the requirements of 40-2-3(A) of the Zoning Code of the City of Waterloo regarding minimum distances for a detached accessory building on the property located at 316 North Church Street. (Parcel No. 07-25-204-003-000).**

Michelle and William Coleman were present to speak on behalf of this petition. Postal notification receipts have been received, and the Zoning Administrator commented that the public notice for this petition was published in the Waterloo Republic Times on November 4, 2021. A variance is being requested because the current shed is deteriorating, and due to the size and shape of the property, a new shed would not meet the setback requirements. The proposed 10’ x 16’ shed would be placed on the existing 10’x 16’ concrete pad. The shed would be 2 to 3 feet from the property line and 8 feet from the home. The new shed would be delivered completed, and no construction work will be needed.

**Motion was made by Gibbs and seconded by Loerch to recommend approval on a Petition by Michelle & William Coleman for an Area Bulk Variance from the requirements of**

**40-2-3(A) of the Zoning Code of the City of Waterloo regarding minimum distances for a detached accessory building on the property located at 316 North Church Street. (Parcel No. 07-25-204-003-000).**

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

**Motion carried.**

**Z-21-11-02 Review and Comment on a Petition for a Special Sign Permit to allow for the installation of a Freestanding Sign in an A-1 Agricultural Zoned District located at 4177 State Route 156 more specifically known as the Monroe County Fair Grounds as requested by owner, Monroe County Fair Association. (Parcel No. 07-26-300-007-000).**

Mr. Don Schrader and Ms. Pam Jacobs, representatives from the Monroe County Fair Association, were present to speak on behalf of this petition. Postal notification receipts have been received, and the Zoning Administrator commented that the public notice for this petition was published in the Waterloo Republic Times on November 4, 2021. The petition is for the installation of a 14-foot freestanding electronic (digital) sign. The sign would be located at the east entrance. The proposed digital display would be a double-sided 4' x 6' illumination area. There would be a 2-foot space above the digital sign with the words "Monroe County Fairgrounds" with the fair logo. The overall dimension of the entire sign would be 4' x 8'. The digital display would allow for advertising and notification of events occurring in the Monroe County community. The sign would be on 24/7 and the message rotation would change per City Ordinance. The message board would be dimmed by 90% at dark. There was a short discussion regarding the timeframe for message changes.

Mr. Walter Wetzel, adjoining property owner at 254 Wetzel Drive, stated he has talked with the Fairgrounds Association and will work with them on visibility.

**Motion was made by Gibbs and seconded by Poettker to recommend approval on a Petition for a Special Sign Permit to allow for the installation of a Freestanding Sign in an A-1 Agricultural Zoned District located at 4177 State Route 156 more specifically known as the Monroe County Fair Grounds as requested by owner, Monroe County Fair Association. (Parcel No. 07-26-300-007-000) with the stipulation the message sign changes only at 30- second intervals.**

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

**Motion carried.**

**Z-21-11-03 Review and Comment on a Petition for a Special Sign Permit to modify an existing sign in a B-3 Central Business Zoned District located at 114 North Main Street more specifically known as Frederico's Restaurant. (Parcel No. 07-25-235-011-000).**

Mr. Ferdinand Braho, the owner of Frederico's Restaurant, was present to speak on behalf of this petition. Postal notification receipts have been received, and the Zoning Administrator commented that the public notice for this petition was published in the Waterloo Republic Times on November 4, 2021. The petition is to extend the current signage beyond the 2-foot allowable limit. The awning blocks part of the signage, so the sign is difficult to see or read when traveling south to north on Main Street. Extending the sign from the building another 2-feet would benefit the business and the appearance of downtown. Upon reviewing the sign ordinances, there are no other options other than extending the sign outward.

**Motion was made by Gibbs and seconded by Loerch to recommend approval on a Petition for a Special Sign Permit to modify an existing sign in a B-3 Central Business Zoned District**

**located at 114 North Main Street more specifically known as Frederico's Restaurant. (Parcel No. 07-25-235-011-000).**

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

**Motion carried.**

**Z-21-11-04 Review and Comment on a Petition for a Special Use Permit One-Year Extension for a Single-Family Dwelling to be constructed in a B-3 Zone District as allowed by 40-2-3(B) of the Zoning Code of the City of Waterloo, IL regarding property otherwise known as Lot No. 2 Remlock Business Park. (Parcel No. 08-19-166-002-000).**

Mr. Allen Brand, owner of the property, was present to speak on behalf of this petition. Postal notification receipts have been received, and the Zoning Administrator commented that the public notice for this petition was published in the Waterloo Republic Times on November 4, 2021. The petition is for a one-year extension for a special use permit on Lot 2 Remlock Business Park as required by ordinance. Mr. Brand explained that in 2017 he was granted a Special Use Permit to construct a single-family residence on a commercially zoned lot. Per the letter he received from the City of Waterloo the Special Use Permit was not only granted, but was valid even if the property changed owners. He has since found out that due to a change in the ordinance, this understanding is no longer accurate and that he has to apply for an extension of the Special Use Permit. In 2019, an ordinance was passed that an applicant had two years to act on a Special Use Permit before the permit expired. However, the petitioner could request a one-year extension on the Special Use Permit. Mr. Brand stated he was not informed of the new ordinance. The Zoning Administrator read the ordinance and members of the Zoning Board agreed that Mr. Brand should have been notified of the ordinance change.

**Motion was made by Gibbs and seconded by Loerch to recommend approval on a Petition for a Special Use Permit One-Year Extension for a Single-Family Dwelling to be constructed in a B-3 Zone District as allowed by 40-2-3(B) of the Zoning Code of the City of Waterloo, IL regarding property otherwise known as Lot No. 2 Remlock Business Park. (Parcel No. 08-19-166-002-000).**

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

**Motion carried.**

**COMMENTS:**

The Chairman asked if there were any comments.

Mr. Gibbs requested that the City Council receive a draft of the Zoning Board of Appeals meeting minutes before the City Council considerations any

action on petitions that were reviewed by the Zoning Board of Appeals. It was determined that the Board wanted both the Advisory Report and the meeting minutes submitted to the City Council prior to their consideration.

The Zoning Administrator gave a brief overview of potential items for the December Zoning Board of Appeals meeting.

**Motion to adjourn the meeting at 8:47 PM was made by Goessling and seconded by Poettker. Motion carried.**

Minutes respectfully submitted by Mechelle Childers.