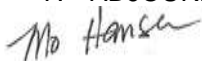


WATERLOO PLAN COMMISSION – Minutes for September 22, 2020

Digital audio files are archived with these written minutes additionally serving as the official record.

1. CALL TO ORDER AND ROLL CALL. Mayor Quimby called the meeting to order at 7:00 pm. Plan Commissioners attending: Leisses, Crosby, Quimby, Sorenson, Lannoy and Petts. Absent: Reynolds. Others attending: Maureen Giese; John Knabe representing Petry Trust No. 1989 and the Clerk/Treasurer.
2. APPROVAL OF PRIOR MEETING MINUTES – September 16, 2020 (public hearing & regular meeting)
MOTION: Moved by Crosby, seconded by Petts to table the minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. COMPLIANCE & ENFORCEMENT REPORT. No action.
5. UNFINISHED BUSINESS
 - a. Comprehensive Plan Review. No action taken.
 - b. Architectural Design Review ([§385-25 Municipal Code](#)) – Petry Trust No. 1989 Belleville, WI, For Residential Projects Having Four Or More Dwelling Units In The DeYoung Farm Subdivision. DISCUSSION: Knabe had submitted a landscape plan. Leisses asked if water and sanitary are in place. Knabe replied yes. Knabe said the multiple service going to the parcel are shown. Petts said items were not shown as called out by the ordinance -- exterior surfaces, drainage or lighting. Knabe said he misunderstood his instructions from the prior meeting. He thought a landscape plan was what the body had requested. He said regular sconce lights are shown on front of the garage on entry ways; no light posts illuminating neighbor's yards. Regarding siding surfaces Knabe said brick or stone on fronts of garages, architectural grade shingles; wood decks and patios for lower units would be included. Knabe said handicapped parking was not required and other matters would be taken up by the building inspector. He said no dumpsters or refuse containers. No roof top or mechanical are applicable. Crosby commented about the current residences concerns about the covenants and quality. Sorenson asked if this is a typical landscape plan submittal. Sorenson said he had Hansen provide other examples (Ab E Discovery and Dollar General). Sorenson said his review of the other examples show the same degree of detail. MOTION: Moved by Crosby to approve the review as presented. VOICE VOTE: Motion carried.
 - c. Procedures For Building Permit Applications ([§140-7 Building Inspector](#)) And Future Development Plans ([§380-13 Subdivision Of Land Preapplication](#)). Sorenson asked for a flow chart or similar for how requests are to be started with the Building Inspector. Sorenson said a lot could be cleared up before it come to the Plan Commission if the Building Inspector handled it first. Sorenson said Butschke was the one who said he never saw Larry Waldo's application. The Mayor asked for examples from other communities. Sorenson said all applications should start with the Building Inspector. Crosby asked for checklists. Sorenson said if Butschke's signature is on it, Plan Commissioners know it went to his desk. Crosby asked for a sign-off process including the Building Inspector. Hansen said IT improvements could lend themselves to submittal approval sign-offs. Lannoy and Quimby asked in the Petry case, why did it get to the Plan Commission without a completed checklist? Lannoy said absent a completed checklist, it should not be on the agenda. The Mayor indicated the process needs to be tightened up. No action taken.
6. FUTURE AGENDA ITEMS & ANNOUNCEMENTS
 - a. Treyburn Farms Lot 2 Concept Review. Noted.
7. ADJOURNMENT. MOTION: Moved by multiple, seconded by multiple to adjourn. Approximate time: 8:50 p.m.



Mo Hansen
Clerk/Treasurer