

WATERLOO PLAN COMMISSION – Minutes for February 23, 2021

PUBLIC HEARING – COMPREHENSIVE PLAN UPDATE

1. CALL TO ORDER AND ROLL CALL. Mayor Quimby called the public hearing to order at 7:00 pm. Plan Commissioners attending: Leisses, Crosby, Quimby, Sorenson and Lannoy. Absent: Petts and Reynolds. Others attending: Alder Tim Thomas; Amber Gerber of the Courier; Alder Kuhl; Janae O'Connell; Don Nell; Maureen Giese and the Clerk/Treasurer.
2. PUBLIC HEARING COMMENT – COMPREHENSIVE PLAN UPDATE
 - a. Maureen Giese indicated she had offered to help with the update. She was impressed with the theme: "Green and Healthy Community" and vision statement. She said the city seal was not sufficiently included and referenced the carousel. He said the 1863 Town of Waterloo Island Church should be included. She said, historical people were being forgotten; thank you and gratitude should be highlighted and the Garman Preserve. She said current plan updates were good. She said all good that has happened should be praised; pictures should relate to Waterloo; attractions such as the Antique Mall, Waterloo Blooms, the former Community Building and current public schools should be promoted and praised. She said the goals were good but needed grouping. Giese stressed the importance of stating where the City has been.
 - b. Janae O'Connell said marketing and advertising businesses should take place. She said business visibility was limited; placing business information on the municipal website would help. She asked about the 600-700 block of West Madison Street.
 - c. Don Nell said the update lacked a story, or comprehensive statement, of what the community wants to see happen. Nell said a simplified vision would be beneficial. Nell later added, document phrasing sounded boiler-plate. It does not sound like what the city wants.
 - d. Sorenson said the process was at an early stage. The Mayor asked if the Comprehensive Plan was used for anything? The Mayor said the document had lots of fluff. She said graphs, charts and data were not needed because data becomes dated and is available online. She said Comprehensive Plan state statutes covers nine areas including history. She said an update must be a tool for the future for Departments and include items she wants to do. The Mayor said task assignments within municipal government must take place. Quimby said she wanted the vision statement printed on a board.
3. ADJOURN PUBLIC HEARING. Mayor Quimby adjourned the public hearing at approximately 7:19 pm.

PLAN COMMISSION REGULARLY SCHEDULED MEETING

1. CALL TO ORDER AND ROLL CALL. Mayor Quimby called the regularly scheduled meeting to order at 7:19 pm. Plan Commissioners attending: Leisses, Crosby, Quimby, Sorenson and Lannoy. Absent: Petts and Reynolds. Others attending: Alder Tim Thomas; Amber Gerber of the Courier; Alder Kuhl; Janae O'Connell; Don Nell, Maureen Giese and the Clerk/Treasurer.
2. APPROVAL OF MEETING AND PUBLIC HEARING MINUTES: 9/16/20, 9/22/20, 12/22/20 (1/26/21 cancelled). MOTION: Moved by Crosby, seconded by Lannoy to table approval of the 9/16 and 9/22 meeting minutes and to approve the 12/22 meeting minutes with the Clerk/Treasurer's corrected noted. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. COMPLIANCE & ENFORCEMENT REPORT. Discussion: The Mayor asked if Chris Butschke had followed-up on the Sellnow non-compliance matter. Hansen said the Community Development Authority directed the issuance of a request for proposal for building code compliance services. It had been distributed to eight entities. No action taken.
5. UNFINISHED BUSINESS
 - a. Review And Action On Procedures For Building Permit Applications ([§140-7 Building Inspector](#)) And Future Development Plans ([§380-13 Subdivision Of Land Preapplication](#)). Discussion: Hansen described a handout memo providing examples of citizen inquiries for a conditional use application. Sorenson raised the example of Mike Hedtcke locating him during his workday inquiring about Hedtcke's residential development plans. Sorenson asked how best to stay informed on project

status. Hansen said individuals are free to ask questions. They commonly shop for a favorable ear. The Mayor referenced a January Hedtcke meeting. Hansen said the means to keeping informed was by way of a report-out email sent immediately after the Hedtcke meeting. Hansen reviewed prior Hedtcke meetings and municipal communications to Hedtcke. Sorenson confirmed directing people to the Mayor and Clerk/Treasurer was the course of action. Hansen asked for ways to improve. He said communication across departments and municipal third-party service providers, as well as a robust website, were important improvement keys. Hansen said in terms of developer applications and similar, he had taken an accommodating approach to facilitate development. Leisses said some communities insist on thorough submittals before Plan Commission consideration. He said Waterloo has been lenient. He said who the Plan Commissioner are is a consideration, new Commissioners may prefer less leniency. Sorenson said he preferred greater review pre-meeting. He did not want to approve a plan based on trust. Leisses said municipal participants should communicate. He called the Hedtcke situation unique with the City working within code. Sorenson said the Petry Trust situation was not handled well. Leisses said yes, no and not applicable checklists were possible. Crosby said in the past the City has been too soft on developers. Crosby said everyone should be held to the letter of the law. The Mayor said the Planning Commission, the Comprehensive Plan and Zoning Ordinance need to match. She said fees had been reduced because we could not pay people to come to Waterloo. Quimby spoke of Petry activity and proposed verbal municipal concessions. Hansen said acknowledging private sector desire to lower cost of doing business was necessary. Leisses said one of his municipal Kunkel Engineering clients sets a one-month in advance submittal requirement to give staff review time. The Mayor said it was necessary to draw a line in the sand. Sorenson spoke in favor of a 30-day period for review. The Mayor defined the action item as a review of checklists.

6. NEW BUSINESS

- a. Review And Action On Comprehensive Plan Update. DISCUSSION: In reply to a Mayoral question, Thomas and Kuhl (non-verbally) indicated they had never used the Comprehensive Plan. The Mayor said lack of plan use was something to correct. Lannoy wanted to see a draft. He questioned if history was something used for a business decision. The Mayor stated the nine plan elements in state law. Quimby stress how plan implementation should proceed with delegation of tasks. She said the 2008 plan was created as a wish-list. She favored a second draft. In reply to a Hansen question about items carried forward, Quimby spoke against references to items linking municipal activity to educational matters. Hansen offered background of the Waterloo Regional Trailhead as a planned-for outdoor environmental educational opportunity. Sorenson said the Parks Director should be asked if he wants it. Quimby noted there was no Parks Director when the facility was created. Quimby said Hansen had done plan update outreach with little in reply. Sorenson said plan update requests were overwhelming with no direction given to Commissioners as to what they should be doing. In reply to a Hansen question, Leisses said compact growth was a bullet point for many communities, to discourage two-acre parcels. He said Waterloo likely could not reduce lots size. He said municipal code density values likely exist. In response to a Sorenson question, Leisses said a 100-acre development may have a defined density requirement requiring dedication of green space. Hansen said parkland dedication requirements had been gutted by state actions. Hansen said he would provide a red-line draft. Lannoy said, and Quimby affirmed, the document was a guide, not set in stone.

7. FUTURE AGENDA ITEMS & ANNOUNCEMENTS

- a. Zoning Maps & Planning Map Updates & Forms Updates. DISCUSSION: In reply to a Quimby question, Hansen said there was no 2021 funding for map updates; in 2020 staff met with different potential GIS service providers with little interest from department heads for GIS tools. Mayor Quimby favored GIS tools.
- b. Treyburn Farms Lot 2 Development, Julie Busche Follow-up To December Presentation. Noted.

8. ADJOURNMENT. MOTION: Moved by Crosby, seconded by Sorenson to adjourn. Approximate time: 8:05 p.m.



Mo Hansen, Clerk/Treasurer