

**MINUTES OF THE PLANNING COMMISSION
MEETING HELD ON NOVEMBER 10, 2014**

The meeting was called to order by Vice Chairman Sandy Ziebold at 7:00 PM

Roll call was taken: **Present: Gardner, Darter, Hicks, Ziebold and Childers.**
Absent: Buettner and Baker

Vice Chairman Ziebold asked if there were any additions or corrections to the minutes of the October 13, 2014 meeting. A motion was made by Darter and seconded by Hicks to approve the minutes of the October 13, 2014 meeting as presented. Motion carried.

The Vice Chairman asked if there were any citizens to address the Planning Commission. There were none.

The Vice Chairman also asked if there were any corrections or deletions to the agenda. There were none.

OLD BUSINESS:

The Vice Chairman asked if there was any old business. There was none

PETITIONS:

Z-14-11-01 Review and Comment on Proposed Special Use Permit for a Multi-Family Residence in the B-3, Central Business District as permitted by Section 40-2-3(B) for property located at 110 South Market Street.

Mr. Larry Mertz was present to speak on behalf of this petition. Mr. Mertz is requesting a special use permit in order to allow residential usage for the property located at 110 South Market. Currently there is an apartment upstairs and one downstairs. The special use permit would allow for a third apartment in the commercial portion of the building. The building was originally a residence and part of the first floor was converted to a commercial space. A chiropractor operated a business for approximately eight years in the commercial portion of the building. There is enough parking in the rear of the building to accommodate three apartments.

Motion was made by Darter and seconded by Gardner to recommend approval on the Proposed Special Use Permit for a Multi-Family Residence in the B-3, Central Business District as permitted by Section 40-2-3(B) for property located at 110 South Market Street.

Members voted as follows: YES – Gardner, Darter, Hicks, Childers and Ziebold.

Motion carried.

Z-14-11-02 Review and Comment on Proposed Area Bulk Variances from the Front Yard Setback Requirements of Section 40-2-3(A) for Property Located 303 North Moore Street.

The Zoning Administrator spoke on behalf of this petition as the petitioner, Julie Down, was not present. Ms. Down's parents are in poor health, and she would like to move them into her home.

Her plan is to convert her carport into a living space and add a bay window to the front of this space. The conversion will require new foundation to be installed, and the bay window would be constructed to remain until the existing roofline. Ms. Down has access to her property via an alley and would remove the existing driveway in the front of the residence.

Motion was made by Gardner and seconded by Darter recommend approval the Proposed Area Bulk Variances from the Front Yard Setback Requirements of Section 40-2-3(A) for Property Located 303 North Moore Street.

Members voted as follows: YES – Gardner, Darter, Hicks, Childers and Ziebold.

Motion carried.

NEW BUSINESS:

The Vice Chairman asked if there was any new business. There was none

COMMENTS:

The Vice Chairman asked if there was any new business. The Zoning Administrator stated that he would be talking to Eric Baker and Bob Buettner regarding their attendance at the Planning Commission meetings. The City of Waterloo would like to start working on a Comprehensive Plan and attendance and commitment will be of utmost importance.

Motion to adjourn the meeting at 7:40 PM was made by Hicks and seconded by Gardner.

Motion carried.

Minutes respectfully submitted by Mechelle Childers.