

(These minutes are not approved until the next Commission meeting.)

City of West Branch Board of Adjustment Meeting

December 2, 2014

West Branch City Council Chambers, 110 North Poplar Street

Chairman, Craig Walker opened the regular meeting of the Zoning Board of Adjustments at 6:30 p.m. by welcoming the audience which included Joel Seiberling and the following City Staff: City Administrator Matt Muckler, Deputy City Clerk Leslie Brick and Zoning Administrator Paul Stagg.

Board members Craig Walker (Chair), Wayne Frauenholtz, Wilburn Bass and Jennie Embree were present. Absent: Kami Poppen

Announcement of new Board member Kami Poppen was announced however, Kami was unable to attend this meeting. Chairman, Craig Walker also welcomed new Deputy City Clerk Leslie Brick.

Two Special Exceptions were requested for home occupations from Joel Seiberling and Kathryn Cox. As of the start of the meeting, Matt Muckler advised that Kathryn (Kate) Cox had withdrawn her request. No further action was required for this request. Joel Seiberling then addressed the commission by introducing himself to the Board and provided the Commission with information regarding his request for a home occupation. Mr. Seiberling's requested to operate a digital textile printing operation for garment decoration. The business will be housed in the rear portion of his garage that is a separate building detached from his home. He will be the only employee and will have no signage or advertising of any kind on the premises. He will also not operate any retail sales from this location. All sales and/or deliveries will be done via UPS or Federal Express. In closing, Mr. Seiberling confirmed there would be no environmental impact on the property.

Commission member Embree questioned if noise the printer would be too loud. Mr. Seiberling replied that the digital printer makes a similar sound that a typical office printer makes and felt it would not be a disruption. Board member Bass questioned if the exception were to be granted, was there an expiration date. Chairman Walker responded that the Board needed to address the question of whether or not the Board has the right to attach conditions and that item would be discussed later on the agenda. Board member Frauenholtz spoke in favor of Mr. Seiberling's request and wished him much success. Move to action. Motion by Bass, second by Frauenholtz to approve this Special Exception. Roll call vote –AYES: Walker, Frauenholtz, Bass and Embree. NAYS: None. Absent: Poppen. Motion carried.

Discussion of the draft Special Exception Form. Paul Stagg opened the conversation regarding Attachment C of the December 2nd, 2014 packet. Commission members discussed additions to the Special Exceptions Form. Chairman Walker said that he would make updates to the form and email the proposed changes to the BOA members prior to the next meeting. The group also decided they would need to all vote on the forms and scheduled another meeting for January 6, 2015 to do so. The BOA will then provide their proposed Special Request Form to the Planning & Zoning Commission for their input. The next Planning & Zoning Meeting is scheduled for January 27, 2015.

Discussion regarding specific conditions that the Board of Adjustment may include for special exception requests (Ordinance 725). The Board discussed conditions on which the Board could impose without Council approval. The Board agreed to have further discussions at a later date.

Motion by Frauenholtz and second by Bass to adjourn. Motion carried on a voice vote. Meeting adjourned at 7:30 p.m.