

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

City of West Branch Board of Adjustment Meeting
January 6, 2015
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 Matt Olson 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, Jennie Embree and Kami Poppen were present. Absent: Frank Frostestad

Introductions of new member Kami Poppen and Frank Frostestad were announced however, Frank was unable to attend this meeting.

Approve minutes from the December 2, 2014 Zoning Board of Adjustment meeting.

Motion by Embree, second by Poppen. Motion carried on a voice vote. AYES: Embree, Poppen, Walker, Frauenholtz NAYS: None Absent: Frostestad

A Special Exception was requested for signage for a home occupation from Matt Olson. The business that Matt currently operates is a home computer repair business. It takes up a small portion in his home no larger than 12 x 15' interior room. He would like to place a sign on his property for the purpose of advertising this business. He feels that his service would benefit the residents of West Branch since there are no similar services offered here currently.

Board member Frauenholtz questioned if computer equipment would need to be recycled as part of his service. Mr. Olson replied that he does not take in equipment and that disposing of old equipment is not part of his service. Board member Embree was agreeable with signage as long it met the criteria of the code and it is placed in an area not in the right of way. Stagg also commented that where Mr. Olson previously had his sign place on his mailbox was in the right of way and that it must be on the other side of the sidewalk on his property. Move to action. Motion by Embree, second by Poppen to approve this Special Exception. Voice vote –AYES: Embree, Poppen, Walker, Frauenholtz. NAYS: None. Absent: Frostestad. Motion carried.

Review revised Ordinance 725. Chairperson Walker explained that the reasoning behind the suggested revision to Ordinance 725 (165.22 (7)) is to align with the state code and to provide the board with the ability to attach conditions and safeguards when granting a variance or Special Exception. The next step is to have the Planning and Zoning Commission review and support the suggested change before going to Council for approval.

Review Draft Application of Special Exception. Walker opened the conversation regarding Attachment D of the January 6, 2015 packet. Walker requested approval on the content only. Embree suggested that a vote should be taken to advance this item to the next Planning and Zoning Commission scheduled for January 27, 2015. Move to Action. Motion by Embree, second by Fraunholtz. Voice vote –AYES: Embree, Fraunholtz, Walker, Poppen. NAYS: None. Absent: Frostestad. Motion carried.

Discussion- Potential creation of ZBOA Chapter within City Code. Walker introduced the idea of creating a Chapter within the City Code for the Zoning Board of Adjustment (Chapter 29). He noted that all other commissions have their own Chapters and that the ZBOA having their own would help provide clarity to this Board. The new Chapter would have much of the same language that is consistent with the other commissions such as Term of Office, Vacancies, and Compensation. Regarding the Powers and Duties section of the Chapter, Stagg commented that this board has 3 essential duties that would need to be included. Walker offered to create a draft modeled after Chapter 23 Planning and Zoning Commission for the ZBOA to review and critique.

Review upcoming calendar. Walker reviewed the agenda items that need further action and inquired if the ZBOA could attend a P & Z meeting to share revised Ordinance 725, Special Exception Application and introduce draft Chapter 29 Zoning Board of Adjustment.

New Business. Stagg commented that he has prepared a Zoning 101 presentation that he would like to share with this group as well as the Planning & Zoning Commission. The presentation is an overview of the structure, roles & responsibilities of a commission member and will be reviewed for some and new to others. Walker suggested that the ZBOA attend the next P & Z meeting and they could review it as a group. All members were in favor of attending. Muckler shared two upcoming training opportunities with the group that he felt would be beneficial for all commission members. More information will be forthcoming.

Adjourn

Motion by Poppen and second by Fraunholtz. Motion carried on a voice vote. Meeting adjourned at 7:07 p.m.