



110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

ZONING BOARD OF ADJUSTMENT MEETING
Monday, June 8, 2020 • 6:30 p.m.
West Branch City Council Chambers, 110 N. Poplar St.
Council Quorum May Be Present

1. Call to Order
2. Roll Call
3. Approve the minutes from the January 22, 2020 Zoning Board of Adjustment meeting. / Move to action.
4. Consider a request for a Special Exception of the West Branch Code of Ordinances - Chapter 165.30(2) – Area Regulations. / Move to action.
5. Adjourn

Board of Adjustment Members: Jennie Embree, Wayne Frauenholtz, Frank Frostestad, Neil Korsmo, Vacant
Zoning Administrator: Terry Goerdts • **Deputy City Clerk:** Leslie Brick • **Mayor:** Roger Laughlin
Council Members: Colton Miller, Nick Goodweiler, Jodee Stoolman, Jerry Sexton, Tom Dean
City Administrator/Clerk: Redmond Jones II • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

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

City of West Branch Zoning Board of Adjustment Meeting

January 22, 2020

West Branch City Council Chambers, 110 North Poplar Street

Chairperson Jennie Embree opened the Zoning Board of Adjustment meeting at 7:00 p.m. Roll Call: Board Members: Jennie Embree, Wayne Frauenholtz, Neil Korsmo and Frank Frostestad were present. City Staff: Deputy City Clerk Leslie Brick was present.

Approve _____ as Chairperson of the Zoning Board of Adjustment. /Move to action.

Frauenholtz nominated Embree for chairperson. There were no other nominations.

Motion by Frauenholtz, second by Frostestad. AYES: Frauenholtz, Frostestad, Korsmo, Embree. NAYS: None. Motion carried.

Approve _____ as Vice Chairperson of the Zoning Board of Adjustment. /Move to action.

Frauenholtz nominated Korsmo for vice chairperson. There were no other nominations.

Motion by Frauenholtz, second Frostestad. AYES: Frauenholtz, Frostestad, Embree, Korsmo. NAYS: None. Motion carried.

Approve _____ as Secretary of the Zoning Board of Adjustment. /Move to action.

Korsmo nominated Deputy Clerk Brick as secretary. There were no other nominations.

Motion by Korsmo, second by Frostestad. AYES: Korsmo, Frostestad, Embree, Frauenholtz. NAYS: None. Motion carried.

Adjourn

Motion by Frauenholtz, second by Korsmo to adjourn the Zoning Board of Adjustment meeting at 7:18 p.m. Motion carried on a voice vote.

Submitted by:

Leslie Brick

Deputy City Clerk

City of West Branch
Application for Special Exception to City Zoning Regulations

Instructions:

Individuals requesting a Special Exception must complete this application and submit it to the City Zoning Administrator at the West Branch City Office - 110 N. Poplar Street, West Branch, IA 52358.

Individuals requesting a special exception should familiarize themselves with the requirements as outlined under the West Branch City Code 165.26 - 165.29 - District Requirements (as applicable) and 165.04 - Definitions (as applicable). The City Code is available on the West Branch website www.westbranchiowa.org

Name CATHY STEEN
Address 135 N. DOWNEY ST.
E-mail catnysteen5250@gmail.com
Phone 319-330-6488
Zoning District RB1

Describe in detail the Special Exception you are requesting:
(Continue on back of form if necessary)

165.30(2) B(3)

WANTING A SPECIAL ~~TO~~ ~~BE~~ ADD ON TO EXISTING DECK
WITHIN THE 25' FRONT YARD REQUIREMENT.

Applicant Signature Cathy Steen Date 6/1/20

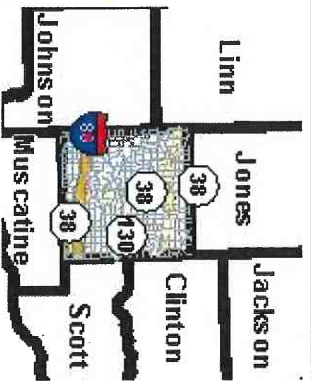
Zoning Board of Adjustment Action (including specific conditions - if applicable):

Chair Zoning Board of Adjustment _____ Date _____

Applicant acknowledgement of specific conditions (if applicable)

Signature _____ Date _____

Cedar County, IA



Legend

- Road
- <all other values>
- Interstate
- US Highway
- State Numbered Highway
- Railroad
- Address Point
- Parcel
- Parcel Number/Acres
- Leased Land
- Land Hook
- Corporate Limit Line
- Park
- Section
- County Boundary

Notes

1 in. = 53ft.

Leslie,

135 N. Downey, needs a
special exception to reduce the
required front yard for the deck.
There are no set backs on print to
determine how much they need.

Terry



41-20
RECEIVED
5/29/2020
yjs

RESIDENTIAL BUILDING PERMIT APPLICATION

Project Description: ☐ Single Family Dwelling ☐ Zero Lot* (two owners, lot to be split)

*Zero lots require separate water and sewer services to the main

☐ Duplex (one owner) ☒ Other, please explain DECK EXTENSION

Project Address 135 N. Downey St.

Subdivision Name: _____ Lot #: _____

Zoning: ☐ R-1 ☐ R-2 ☒ RB-1

Applicant Name: Cathy Steen

Applicant Address: 135 N. Downey St.

Phone: (319) 330-6488 or (319) 631-8209 Email: _____

Total Square Footage (finished) 60' (Unfinished) _____

Project Valuation* \$3500 * The Project Valuation shall include total value of work, including

materials and labor, for which the permit is being issued, including electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the Building Official, the valuation is underestimated on the application, the final building permit valuation shall be set by the Building Official.

Owner Name _____ Phone _____

Mailing Address _____ Email _____

General Contractor GABE WATERS Phone _____

Mailing Address _____ Email _____

Subcontractors who will also perform work on this project:

Electrical Contractor _____

Address _____ Lic# _____ Phone _____

Plumbing Contractor _____

Address _____ Lic# _____ Phone _____

HVAC Contractor _____

Address _____ Lic# _____ Phone _____

Water & Sewer Contractor _____

Address _____ Lic# _____ Phone _____

The undersigned has submitted the required plans and specifications which are hereto attached, incorporated into and part of this application. The undersigned agrees to construct in accordance with the approved plans and specifications; notify the Building Inspector when required inspections are needed; will not use or occupy this structure or structures covered by the permit until the certificate of occupancy has been issued; and will not proceed with construction until the permit has been issued.

I hereby certify that I have read and examined and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does presume to give authority to violate or waive the provisions of any other laws required by Federal, State, and City or covenants regulating construction or the performance of construction. Any unapproved changes herein shall make the application invalid.

Applicant Signature Cathy Steen Date 5/29/20

Please print above name here Cathy STEEN

FOR OFFICE USE ONLY

☐ Approved ☒ Denied

Permit No. 44-20

Zoning Administrator J. J. Doudt Date 5/31/20

Eligible for West Branch Housing Incentive/Rebate Program? Yes ☐ No ☐

Permit Fee _____

Sewer & Water Connection Fee _____

Water Meter & Radio Read Fee _____

Sidewalk Recording Fee _____

Residential Site Plan Engineering Fees _____ (to be billed as incurred)

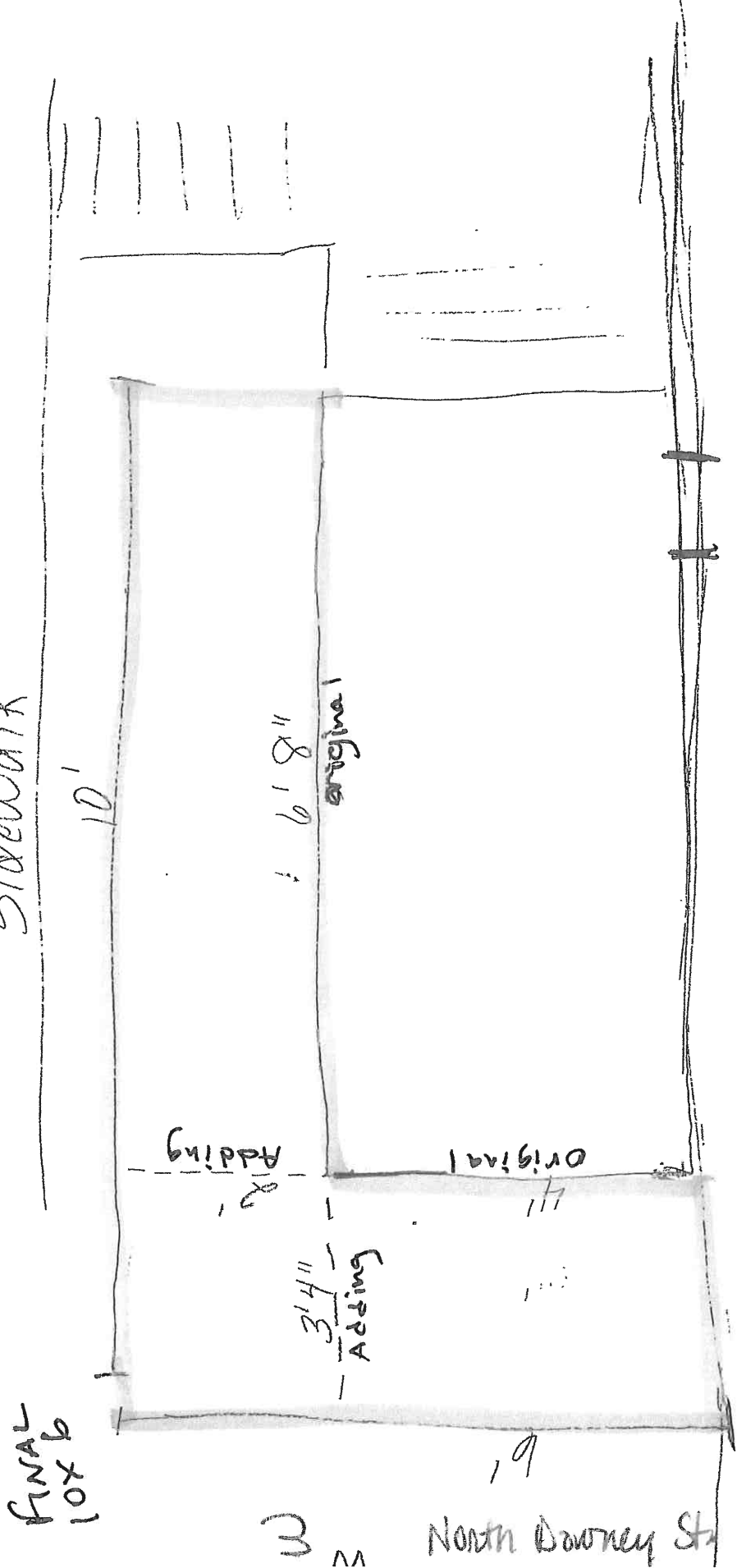
Wastewater Lift Station Connection Fee (if applicable) _____

(+ \$47 for each re-inspection for a failed inspection to be billed as occurred)

*Total Fees: _____

*Certificate of Occupancy will not be issued until all fees have been paid.

Building S 135 N. Downey



E

NOT TO SCALE

N