

MINUTES OF THE  
ZONING BOARD OF ADJUSTMENT  
May 7, 2015

MEMBERS PRESENT: Erik Braun, John Brewer, Karen Bulman, Galen Hoogestraat, Linda Marchand, John Pinkard, Dennis Popp, Kay Rippentrop, Steve Rolinger, Andrew Scull and Jan Swank. Amanda Scott, Council Liaison was also present.

MEMBERS ABSENT: None

STAFF PRESENT: Vicki Fisher, Fletcher Lacock, Tim Behlings, Ted Johnson, Carla Cushman and Andrea Wolff.

Marchand called the meeting to order at 7:00 a.m.

1. Approval of the April 7, 2015 Zoning Board of Adjustment Meeting Minutes  
Swank Dennis

**Swank moved and Popp seconded to approve the April 7, 2015 Zoning Board of Adjustment Meeting Minutes. (9 to 0 with Braun, Brewer, Bulman, Marchand, Popp, Rippentrop, Rolinger, Scull and Swank voting yes and none voting no)**

2. Election of Officers

**Swank moved that the officers of the Planning Commission; Linda Marchand as Chair, Erik Braun as Vice Chair and Steve Rolinger as Secretary be elected as officers for the for Zoning Board of Adjustment. Rolinger seconded the motion and unanimously carried approve. (9 to 0 with Braun, Brewer, Bulman, Marchand, Popp, Rippentrop, Rolinger, Scull and Swank voting yes and none voting no)**

3. Approve Zoning Board of Adjustment By-Laws

Cushman reviewed that the By-Laws had been revised to reflect the change of Planning Commission making up the Zoning Board of Adjustment and to include the changes requested by Planning Commission at a previous Planning Commisison meeting. Cushman stated that those changes had been made and requested approval of the Zoning Board of Adjustment By-Laws.

**Bulman moved, Popp seconded the motion to approve the changes to the By-Laws.**

In response to Brewer's question about the section of the By-Laws regarding the voting requirements to call special meetings verse voting requirements for granting variances, Cushman stated that a simple majority is needed to call a special meeting not a vote at two-thrids needesd to grant a variance. Cushman stated that she could revise the language to clearly define the number of votes

required to call a special meeting.

In response to a question from Brewer regarding language referring to drawing on the City Council resources, Cushman stated that the language came from State Law, but that if it was confusing the language could be removed.

In response to Brewer's question if the language stating that appeals can be "taken by any person aggrieved" shouldn't read "made by any person aggrieved" and whether it should require that the appeal be in writing, Cushman clarified that this language is referring to the appeal of a decision made by staff that the applicant is appealing and stated that the language could be changed if the Zoning Board of Adjustment agrees..

**Brewer offered a substitute motion that the By-Laws be approved with changes that the language at the bottom of page one regarding the Common Council be removed and Article 5 be revised to read that appeals be made be in writing with the exception that those who come to the meeting, Bulman seconded the motion and unanimously approved. (9 to 0 with Braun, Brewer, Bulman, Marchand, Popp, Rippentrop, Rolinger, Scull and Swank voting yes and none voting no)**

4. Discussion Items  
None
5. Staff Items  
None
6. Zoning Board of Adjustment Items  
None

**There being no further business, Braun moved, Rolinger seconded and unanimously carried to adjourn the meeting at 7:13 a.m. (9 to 0 with Braun, Brewer, Bulman, Marchand, Popp, Rippentrop, Rolinger, Scull, and Swank voting yes and none voting no)**