ZONING BOARD OF APPEALS MINUTES OF FEBRUARY 13, 2007

Meeting called to order by Chairman Zimmermann at 5:00 p.m. in the Executive Conference Room, City Hall Plaza.
PRESENT: Marvin Duerr, Dean Markwardt, Don Wink and Karl Zimmermann
ABSENT: Wallace Reek
ALSO PRESENT: Planner/Zoning Administrator Curtiss and Deputy Clerk Panzer

ZB07-01 Motion by Wink, second by Markwardt to approve the minutes of December 12, 2006 as submitted. All Ayes.
Motion carried

Planner/Zoning Administrator Curtiss explained that there was some question as to whether or not the Zoning Board of Appeals can go into closed session. She had City Attorney Hutchinson review the statute and he concluded that the Zoning Board of Appeals may not go into closed session to address "a case" that is being heard by the Zoning Board of Appeals.

The proposed Rules of Procedure was reviewed.
The Zoning Board of Appeals recommended the following changes:
Page 1:
Drop the word adjacent from item H.
Item G should follow item I.
Items H and I should be flipped.

Page 2:
Spell out what a quorum is under item 2C.
Delete item A under Deliberation & Decision

The Zoning Board of Appeals members felt that it would be good to have copies of the Rules of Procedure document available in the office for petitioners and also at Zoning Board of Appeals meetings for others.

Planner/Zoning Administrator Curtiss explained that Attachment C is a worksheet to help the Zoning Board of Appeals reason out their decision. She will make reference on the Decision Form worksheet that it is for personal reference only to help reason out the decision and will not be made part of the record.

Page 3:
Add the following under 7A: The minutes shall constitute the record of the decision of the Board.
Item 5 should read: Repeat Steps Under Item #4 For Other Hearings/Agenda Items.

The Sign-In slip will be optional. It will be a good tool to help facilitate the process when we have several people and also for record keeping purposes.

Planner/Zoning Administrator Curtiss will make recommended changes and bring revised rules of procedure back to the Zoning Board of Appeals for approval.

Motion by Duerr, second by Wink to adjourn at 5:31 p.m.
Motion carried

Lori A. Panzer
Deputy City Clerk