

**BOARD OF ADJUSTMENTS MINUTES**

**January 7, 2019 – 5:15 p.m.**

**City Hall Commission Room**

**Members Present:** Dave Kelley, Slade Weller, Tom Dravland, Andy Johnson, Kari Williams

**Guests in attendance:** none

**Staff Present:** Jeff Runyan

Acting Chairperson Dave Kelley called the meeting to order at 5:22

Runyan informed the board that Levi Blow would not be requesting a variance, and that the Vazquez's would not have a representative for the meeting. Runyan informed the board that it would be their decision to table the request or act on it at this meeting. Dravland requested that the previous minutes be reviewed. After the minutes were reviewed Kelley requested a motion. Dravland made a motion to approve the October minutes as presented and Williams seconded the motion. All in favor, minutes approved.

First and only item on the agenda was Antelmo Vazquez, 116 Norbeck Drive, seeking a variance for front yard setback. Vazquez sent a letter that was attached to the board members packets. Dravland inquired if there were any public comments to which Runyan answered no. Weller inquired if a contractor was hired to pour the concrete or if the homeowner self-performed the work. Runyan indicated that the homeowner placed the concrete. Dravland questioned if the deed would be affected and Runyan stated that the garage is still located on the property but it is over the setbacks. Kelley inquired if the City had any responsibility in the matter. Runyan stated that moving forward it would be City policy that no building permits would be issued without a survey being completed, a signed copy presented with the building permit application, and the property corners clearly marked. Weller made the motion to approve a 1 foot variance, and Johnson seconded the motion. All in favor, request approved.

With no other business Kelley requested a motion to adjourn. Dravland made the motion and Johnson seconded. Meeting adjourned at 5:47.

Minutes submitted by Jeff Runyan