

Board of Zoning Appeals

MINUTES

December 4, 2019

Members Present: Gordon Kinder, Ken Brost, Art Luetke, Bake Draper, John Robertson, Joe Rademacher (A), Jeff Sorenson (A)

Members Absent:

Staff Present: Andrew Bremer

1. CALL TO ORDER

Meeting called to order at 6:30pm by Kinder.

2. APPROVAL OF MINUTES.

a. Review and possible approval of minutes from the November 11, 2014 Board of Zoning Appeals meeting.

Motion by Robertson to approve the minutes of the November 11, 2014 meeting. Seconded by Luetke. Motion passed 5-0.

3. PUBLIC APPEARANCES.

None

4. BUSINESS.

a. Discussion of the roles and responsibilities of applicants, Village Staff, and Board of Zoning Appeals members related to requests for zoning appeals and variances.

Kinder indicated that he called a meeting of the Board of Zoning Appeals for informational purposes. Since the Board has not meet since 2014 and has new members he wanted to review roles and responsibilities of applicants, Village Staff, and Board members related to requests for zoning appeals and variances. Bremer reviewed the material in the meeting packet including Applicant Pre-Meeting Letter, BZA Application, Section 2-233 thru 2-236 and Section 62-362 thru 62-367 of the McFarland Municipal Code. Bremer also reviewed where these documents can be found on the Village's website. Members discussed when packets are provided, rights of members to enter applicant property to gather information, coordination of member questions through Village Staff, avoiding

walking quorums, and the importance of providing written justification for approval or denial of matters brought before them.

5. SCHEDULE NEXT MEETING DATE.

Members expressed a desire to hold another meeting to run through a fictitious variance request for training purposes. Bremer to work with Kinder on this potential training activity for 2020.

6. ADJOURNMENT.

Motion by Brost to adjourn, seconded by Luetke. Motion passed 5-0. Meeting adjourned at 7:02pm.

Approved