



CITY OF INDIANOLA BOARD OF ADJUSTMENT MEETING

February 2, 2022

6:00 PM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. January 05, 2022 Minutes
- 5. New Business**
 - A. Consider request from Lee Adams for a variance under the terms of Section 165.02 (3)(B) of the Code of Ordinances of Indianola, Iowa, to permit the construction of a new commercial building with a 6.23' side setback, which would not be in conformity to the requirements found in Section 165.05(3) of the Code of Ordinances of Indianola, Iowa.
 - B. Election of Vice Chairperson
- 6. Comments**
- 7. Adjourn**



CITY OF INDIANOLA BOARD OF ADJUSTMENT MEETING

January 5, 2022

6:00 PM

City Council Chambers

Minutes

1. Call to Order

The meeting was called to order at 6:01.

2. Roll Call

Present: Lee Bash, Renee Soldwisch, Bill Mettee, Wes Sharp, Amy Mitchell

Staff Present: Charlie Dissell, Tim Little, Emily Rizvic, Miranda Chadwick

Public Present: Micheal Spores 511 N. Y St.

3. Agenda Approval

Board Member Wes Sharp moved to approve the agenda for the 01/05/2022 Board of Adjustment meeting. Amy Mitchell seconded the motion.

On roll call, the votes were AYES: Mitchell, Sharp, Mettee, Bash, Soldwisch.

Opposed: None. Whereupon the Chairperson declared the motion carried unanimously.

4. Minutes Approval

A. Approval of December minutes

Board Member Bill Mettee moved to approve the minutes from the 12/1/2021 Board of Adjustment meeting.

Lee Bash seconded the motion.

On roll call, the votes were AYES: Sharp, Mitchell, Mettee, Bash, Soldwisch.

Opposed: None. Whereupon the Chairperson declared the motion carried unanimously.

5. New Business

- A. Consider a request from Michael Spores for a variance under the terms of Section 165.02 (3)(B) of the Code of Ordinances of Indianola, Iowa, to permit of an accessory building at 511 North Y Street. Such accessory building would not in conformity to the height/area requirements found in Section 165.04(2)(E) of the Code of Ordinances of Indianola, Iowa.

Ms. Rizvic gave an overview of the building and the projected use of the land around this property. Stating that it would most likely be used to develop lots similar in size.

Mr. Little spoke on the use of the building and the area of its placement.

Commissioner Sharp provided a bit of history about the homeowner's prior request.

Mr. Spores spoke about the location, referring to several buildings on properties close to him that are comparable.

Mr. Little informed him that both buildings must match in color.

Commissioner Sharp asked if the building could be shrunk down.

Mr. Spore stated how having the additional space has already been allocated for additional uses. To include parts storage, tool storage, and parking for his camper as well as his tractor-trailer.

Mr. Sharp requests to know the comprehensive plan.

Ms. Rizvic states low to medium density.

Commissioner Mettee made a motion to approve Mr. Spore's request, with the note that the Community Development staff would enforce the timeline.

Commissioner Soldwisch seconded the motion.

On roll call, the votes were AYES: Soldwisch, Mettee, Bash, Sharp, Mitchell. Opposed: None

B. Election of new officers.

Commissioner Sharp opens it up for nominations.

Mr. Dissel announces that Wes is not seeking another term, but will stay on until someone is willing to fill that position.

Commissioner Bash nominated Bill Mettee to be Chairman with Commissioner Sharp as vice-chair.

Commissioner Mitchell seconded that motion.

On roll call, the votes were AYES: Sharp, Mitchell, Mettee, Bash, Soldwisch.

Opposed: None. Whereupon the Chairperson declared the motion carried unanimously.

6. Comments

Mr. Dissel announces Ms. Rizvic has accepted a position with the city of Bondurant. This will be her last BOA meeting.

7. Adjourn

The meeting is adjourned at 6:35.



MEMORANDUM

To: Board of Adjustment

From: Charlie Dissell, Community and Economic Development Director

Date: February 2, 2022

Subject: Consider request from Lee Adams for a variance under the terms of Section 165.02 (3)(B) of the Code of Ordinances of Indianola, Iowa, to permit the construction of a new commercial building with a 6.23' side setback, which would not be in conformity to the requirements found in Section 165.05(3) of the Code of Ordinances of Indianola, Iowa.

Recommendation: Staff recommends that the City of Indianola Board of Adjustment adopt alternative one, approving the variance as submitted.

Attachments:

1. 1- Staff Report-1010 N Jefferson Way
2. 2- Application
3. 3- New Easement Plat
4. 4- Variance Request Letter
5. 5- Danlee Site Plan
6. 6- E-mail on Side Setback Request
7. 7- 1010 N.Jefferson Way Site Plan



Community Development

110 N. First St., Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9430 • comdev@indianolaiowa.gov

Staff Report

Board of Adjustment

Date of Meeting: 02/02/2022

Agenda Item: 5.A. Consider request from Lee Adams for a variance under the terms of Section 165.02 (3)(B) of the Code of Ordinances of Indianola, Iowa, to permit the construction of a new commercial building with a 6.23' side setback, which would not be in conformity to the requirements found in Section 165.05(3) of the Code of Ordinances of Indianola, Iowa.

Application Type: Variance

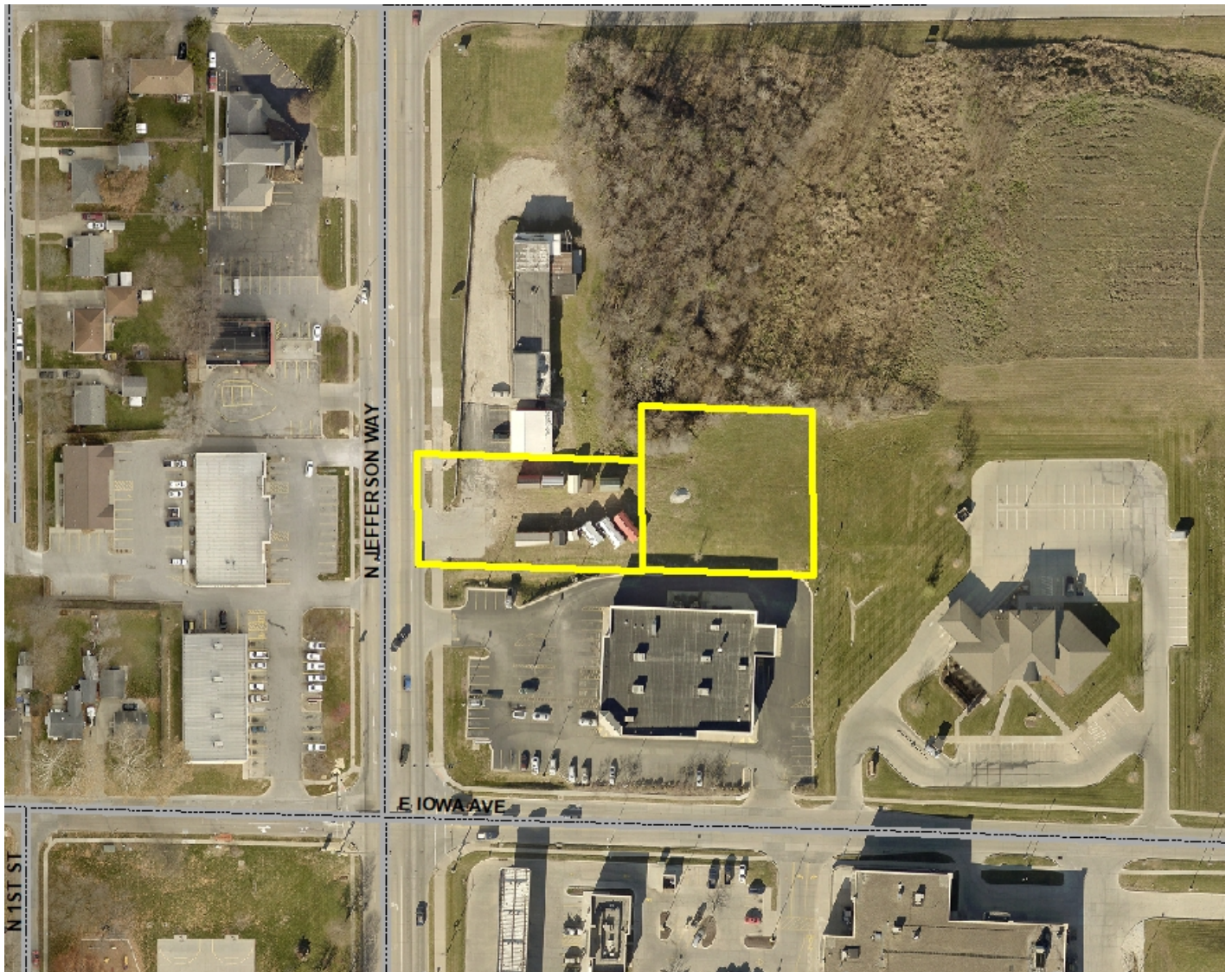
Property Owner: Danlee Corp

Property Address: 1010 North Jefferson Way

Zoning: C-2 Highway Commercial

Application Summary: A variance is requested to permit a new commercial building, located at 1001 North Jefferson Way, that would not be in conformity to the requirements found in Section 165.05(3) of the Code of Ordinances of Indianola, Iowa. This section requires a side yard setback of 10' in the C-2 Highway Commercial Zoning District. A new 5,004 square foot building is proposed that would have a side yard setback of 6.23' from the south property line, which is adjacent to 1000 North Jefferson Way.

AERIAL MAP



APPLICABLE CODE SECTIONS

The following sections of the Code of Ordinances of Indianola, Iowa apply to this request:

Section 165.02 (3)(B)(3)

Power and Duties: The Board shall have the following powers and duties:

b. Variances - To grant a variance from the terms of the Zoning Ordinance when a property owner can show that the owner's property was acquired in good faith and where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property, or where by reason of exceptional topographical conditions or other extraordinary or exceptional situation, the strict application of the terms of the Zoning Ordinance actually prohibits the use of such property in a manner reasonably similar to that of other property in the same district, and where the Board is satisfied under the evidence before it that a literal enforcement of the provisions of the Zoning Ordinance would result in unnecessary hardship; provided, however, all variations granted under this clause shall be in harmony with

the general purpose and intent of the Zoning Ordinance. Furthermore, the following findings shall be made in order to grant a variance:

- i. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district;
- ii. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;
- iii. That the special conditions and circumstances do not result from the actions of the applicant;
- iv. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district. No nonconforming use of neighboring lands, structures or buildings in other districts shall be considered grounds for the issuance of a variance.

In granting any variance, the Board may prescribe appropriate conditions and safeguards in conformity with this Ordinance. Violation of any such conditions and safeguards shall be deemed a violation of this Ordinance. Under no circumstances shall the Board grant a variance to allow a use not permissible under the terms of the Zoning Ordinance in the district involved, or any use expressly or by implication prohibited by the terms of the Zoning Ordinance in said district. If relevant and applicable, the Board may prescribe a time limit within which the action for which the variance is required shall begin or be completed, or both. Failure to begin or complete, or both, such action within the time limit shall void the variance. If no time limit is set by the Board and if relevant to the variance, then the granted variances shall become void eighteen months after the date of the Board approval unless a building permit has been issued for the construction provided for by the variance. In the event the building permit for the construction provided for by the variance expires or is canceled, then the variance approval shall become void.

Section 165.05 ZONING DISTRICT REGULATIONS

3. **NON-RESIDENTIAL BULK AND DENSITY REGULATIONS.** The following table details the minimum lot sizes, building setbacks, building size and height limitations, minimum open space, and maximum density requirements for each non-residential zoning district.

NON-RESIDENTIAL BULK AND DENSITY REGULATIONS TABLE					
BULK AND DENSITY REGULATION BY ZONING DISTRICT	ZONING DISTRICTS				
	C-1	C-2	C-3	M-1	M-2
Min. Lot Size	n/a	n/a	n/a	n/a	n/a
Min. Lot Width	150 ft	150 ft	n/a	n/a	n/a
Min. Lot Street Frontage ⁴	40 ft	40 ft	40 ft	40 ft	40 ft
Front Yard Setback	30 ft	40 ft	0 ft	35 ft	35 ft
Side Yard Setback ¹	10 ft	10 ft	0 ft	20 ft	20 ft
Rear Yard Setback ²	10 ft	10 ft	0 ft	35 ft	35 ft
Min. Separation Between Buildings Not Attached	20 ft	20 ft	20 ft	20 ft	20 ft
Max. Building Height	50 ft ³	50 ft ³	50 ft	50 ft ³	50 ft ³
Min. Building Height	n/a	n/a	28 ft	n/a	n/a
Min. Open Space	20%	20%	0%	15%	15%
Max. Dwelling Units Per Acre	n/a	n/a	18	n/a	n/a
¹ 30 feet when said yard adjoins a residential zoning district or existing residential property					
² 40 feet when said yard adjoins a R-1 or R-2 zoning district or existing single-family property					
³ An additional 10 ft of height is permitted for every 10 ft of additional building setback provided to a maximum height of 60 ft					
⁴ Postage Stamp Lots: Direct street frontage not required; All yard setbacks for postage stamp lots shall be 5 ft, excluding shared walls located along a common lot line					

ANALYSIS

Lee Adams is requesting a variance to permit construction of a new commercial building, located at 1010 North Jefferson Way, that would not meet the side setback requirement of 10' in the as C-2 Highway Commercial Zoning District. The proposed building, a 46' x 108' (5,004 sq. ft.), would include two (2) tenant spaces. If approved, the variance would permit a side setback, on the south property line and adjacent to 1000 North Jefferson Way (Walgreens), of 6.23'. The subject property, which is currently unimproved, is about 41,958 square feet in size, or 0.96 acres.

Underneath this property is a large storm sewer pipe that is about 20' deep. This storm sewer carries a large drainage area. Due to the depth of this pipe, there is a 40' easement dedicated to the City of Indianola over this pipe. Attached to this staff report is the easement plat which shows the storm sewer location as well as the easement area. As the Board may be aware, no buildings are allowed to be built within the easement.

The property owner wishes to construct a commercial building on this property that is on the west side of the easement to gain maximum visibility from North Jefferson Way. This would place the building on the portion of the property that is just under 103' wide. The applicant did explore a few options regarding the site plan. Option 1 was to meet the required side setback of 10' and provide for a parking lot drive aisle on the north side of 20'. Section 165.07(3)(A) requires that drive aisles be 24', so option 1 would require a variance to have 20' drive aisles. Option 1 is attached to this report. Option 2 is what is proposed, where the drive aisle is 24' and the side setback is reduced. Staff, including the Fire Department, would prefer option 2. Option 2 provides greater drive aisle width for emergency response. Option 2 is also attached to this report. While the building would be setback 6' from the property line at 1000 North Jefferson Way, the Walgreens building on that property is setback over 30' from that property line and is mostly west of this proposed building location. Fire Code requires a minimum building separation of 10' and the zoning code requires a minimum separation of 20', both of which would be exceeded with Option 2.

The subject property is adjacent to properties all currently zoned as C-2 Highway Commercial. As such, staff's opinion is that granting the variance will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district.

ALTERNATIVES

The City of Indianola Board of Adjustment may consider the following alternatives:

- 1) The City of Indianola Board of Adjustment approves the variance request, as submitted.
- 2) The City of Indianola Board of Adjustment approves request, with conditions.
- 3) The City of Indianola Board of Adjustment denies the variance request.
- 4) The City of Indianola Board of Adjustment remands the variance request back to the applicant and/or staff for further review and/or modifications and directs staff to place this item on a future Board of Adjustment agenda.

RECOMMENDATION

Staff recommends that the City of Indianola Board of Adjustment adopt alternative one, approving the variance as submitted.

BOARD OF ADJUSTMENT APPLICATION		Community Development 110 North 1 st Street, Indianola, Iowa 50125-0299 (515) 961-9430 • comdev@indianolaiowa.gov		
PROPERTY OWNER (Last Name) <u>Adams</u> (First Name) <u>Lee</u> (Address) <u>101 S. Jefferson Way</u> (City) <u>Indianola</u> (State) <u>IA</u> (Zip) <u>50125</u> (Phone) <u>515-961-6470</u> (Email) <u>LeeTAdams@msn.com</u>		APPLICANT (if not Property Owner) (Last Name) _____ (First Name) _____ (Address) _____ (City) _____ (State) _____ (Zip) _____ (Phone) _____ (Email) _____		
☐ APPEAL Submittal Requirements: <i>All submittal requirements must be completed. Incomplete applications will not be considered</i> ☐ Completed Application ☐ Filing Fee: <u>\$150 per request</u> ☐ Written narrative indicating where it is alleged there is error in any order, requirement, decision, or determination made by the Administrative Officer in the enforcement of this Code of Ordinances of Indianola, Iowa. ☐ Other Information as required by Director	☐ SPECIAL USE PERMIT Submittal Requirements: <i>All submittal requirements must be completed. Incomplete applications will not be considered</i> ☐ Property Address: _____ ☐ Completed Application ☐ Filing Fee: <u>\$150 per request</u> ☐ Site Plan and Elevations as outlined in 165.06 ☐ Written narrative indicating the special use permit sought and response to the criteria outlined in Section 165.02(3)(B)(3)(c)(v) of the Code of Ordinances of Indianola, Iowa ☐ Other Information as required by Director	☒ VARIANCE Submittal Requirements: <i>All submittal requirements must be completed. Incomplete applications will not be considered</i> ☒ Property Address: <u>1010 N. Jefferson Way</u> ☒ Completed Application ☒ Filing Fee: <u>\$150 per request</u> ☒ Site Plan and Elevations ☒ Written narrative indicating justification for proposed variance and response to the criteria outlined in Section 165.02(3)(B)(3)(b) of the Code of Ordinances of Indianola, Iowa ☒ Other Information as required by Director		
I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owner(s) of the property. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection related to this application. Signature <u>[Signature]</u> Name (printed) <u>Lee T Adams DANLEE</u> Date <u>1-5-2022</u>		FOR OFFICE USE ONLY: Code to 45180 Date Received: <u>1-6-22</u> Receipt No: <u>16000005</u> Receipt Amount: <u>150.00</u> BOA Agenda Date: _____		

CRP
 SEC/TREAS

INDEX LEGEND

Location: 19-76N-23N of the 5th P.M.

Requestor: Lee Adams

Proprietor: Danlee Corp.

Project: 21050 Date of Survey: 8/14/2021

Surveyor Co: Boldman Surveying & Consulting

Prepared by/Return to: Craig S. Boldman

521 West Green Street, Winterset, Ia 50273

Phone/fax: 515-462-9242

PLAT OF STORM SEWER EASEMENT

Legal description proposed 40.00' wide Storm Sewer Easement

Commencing at the SW corner of Parcel "AE" as shown by Plat filed in Irregular Plat Book 18 Page 3 of 76-23

thence S 88°05'40" E a distance of 190.57' to the Point of Beginning;
thence N 04°57'36" E a distance of 103.05'; thence S 88°05'49" E, along the North line of said Parcel "AE", a distance of 8.12'; thence N 00°30'51" W, along the West line of Outlot "Z" of People's Bank Plat 1, an Official plat, a distance of 50.70'; thence S 88°02'26" E, along the Northerly line thereof, a distance of 36.78'; thence S 04°57'36" W a distance of 152.29' to a point on the South line of said Outlot "Z"; thence S 89°49'51" W a distance of 40.16' to the point of beginning.

Containing 5832.9 square feet (0.134 acres)

HIGHWAY EASEMENT

PROPERTY

1/2" IRON ROD W/ORANGE PLAS. CAP #13427 SET ○

1/2" IRON ROD W/ORANGE PLAS. CAP #13427 FOUND ■

5/8" IRON ROD W/ORANGE PLAS. CAP #13159 FOUND ●

CUT "X" IN CONC x

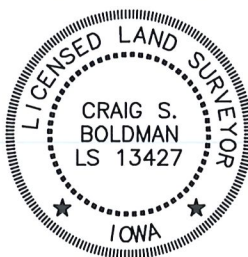
PLSS CORNER FOUND ▲

SEWER INTAKE □

CLEANOUT •

SANITARY SEWER ●

STORM SEWER ●



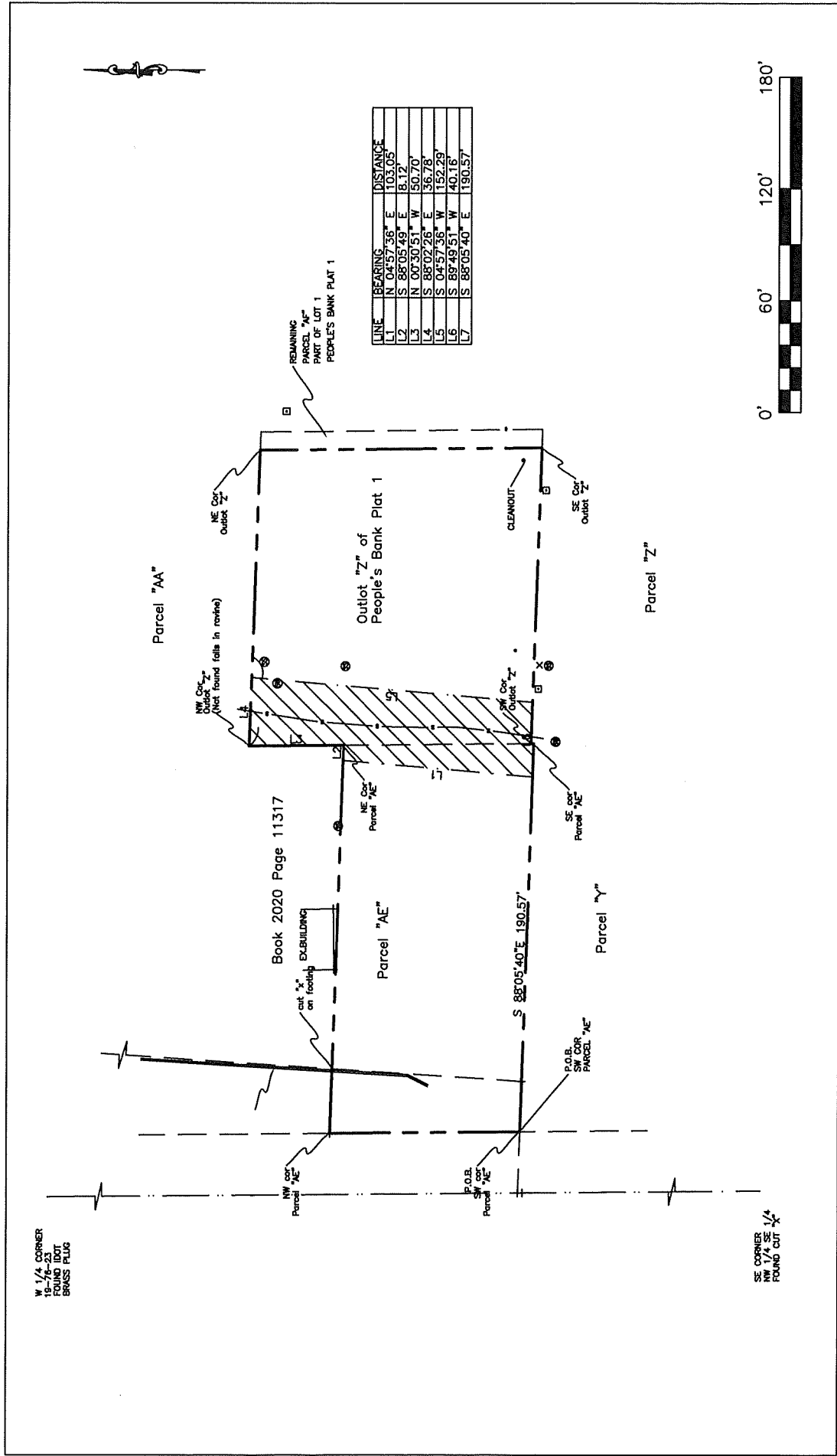
I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa

Signature Craig S. Boldman Date 11/13/21

Name Craig S. Boldman P.L.S. No. 13427

Renewal date is December 31, 2022

Pages or sheets covered by this seal A1



Danlee Site Plan - Variance Application

February 2nd, 2022

Indianola Board of Adjustment

110 N 1st Street

Indianola, IA 50125

Dear Members of the Board,

On behalf of the owner Danlee Corporation, we are requesting that the Board approve a variance. Chapter 165.07 (3)(A)(2)(b) of the City Code of Ordinances states that a two-way drive for off-street parking must be a minimum of 24 feet. We have proposed a site plan with a 20' wide drive aisle for the following reason:

The property is exceptionally narrow – roughly 100 feet from north to south. With setbacks, easements, and the proposed building, the current design only allows for 20-foot drive aisles on the north and northwest sides of the building.

Thank you for your consideration,

Matthew Hovda

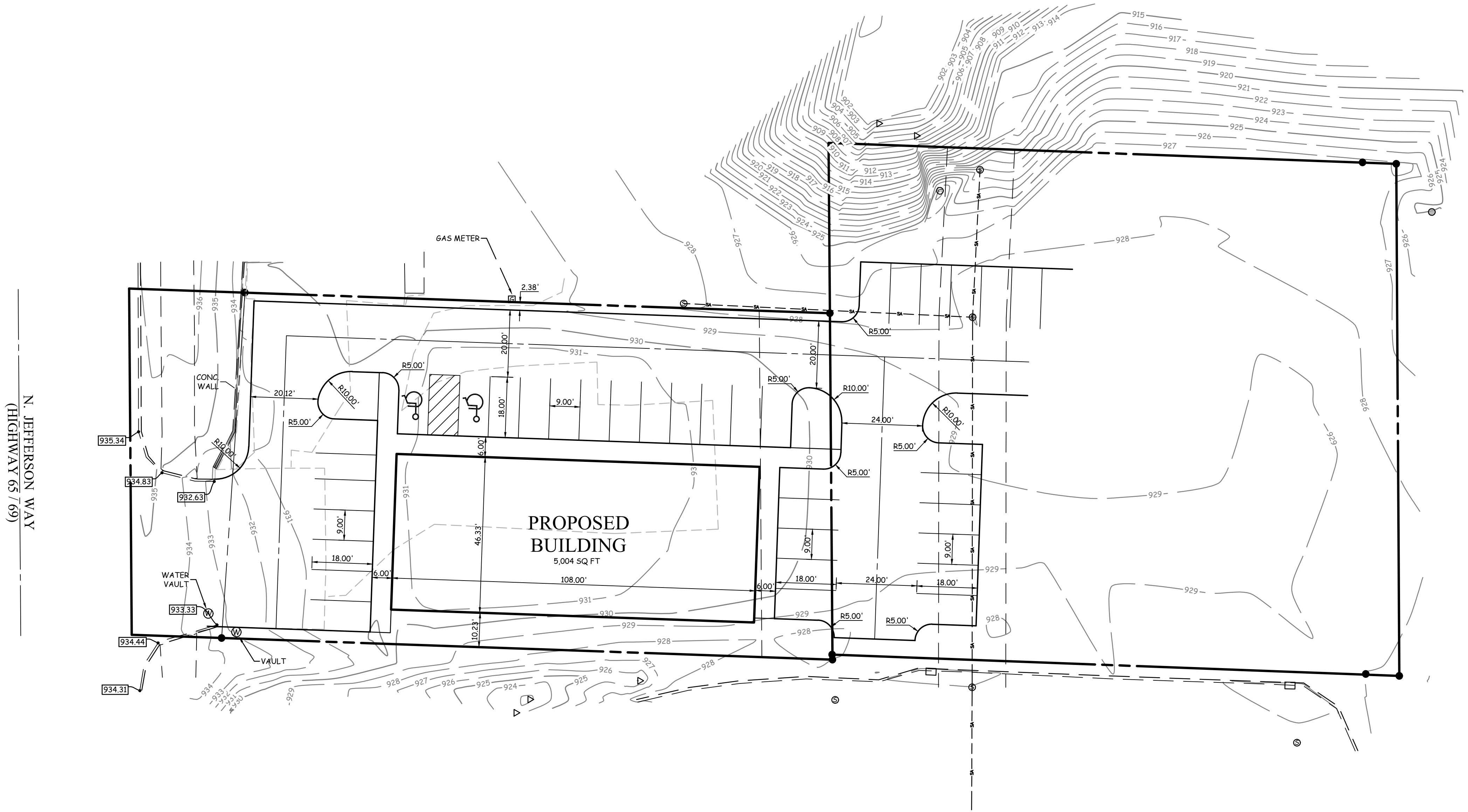
COOPER CRAWFORD & ASSOCIATES, LLC

475 South 50th Street, Ste. 800

West Des Moines, Iowa 50265

[515-224-1344](tel:515-224-1344)

SITE PLAN
1010 N.
JEFFERSON
WAY

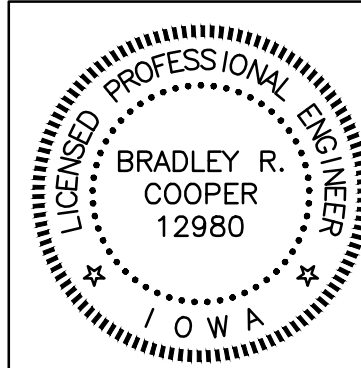


LEGEND

EXISTING/PROPOSED

- PLAT BOUNDARY
- W 8" WATER MAIN & SIZE
- SAN 8" SANITARY SEWER & SIZE
- ST 8" STORM SEWER & SIZE
- UG UNDERGROUND ELECTRIC CABLE
- UT UNDERGROUND TELEPHONE CABLE
- CTV UNDERGROUND CABLE TV
- G 4" GAS MAIN & SIZE
- MANHOLE
- INTAKE
- HYDRANT
- PP/LP POWER POLE/LIGHT POLE
- UTILITY BOX/TELEPHONE RISER
- EXISTING CONTOURS
- PROPOSED CONTOURS
- SILT FENCE OR APPROVED FILTRATION SOCK
- TREES

CERTIFICATION



BRADLEY R. COOPER
IOWA
LICENSED PROFESSIONAL ENGINEER
12980

I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

BRADLEY R. COOPER, IOWA LICENSE NO. 12980
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2021

PAGES OR SHEETS COVERED BY THIS SEAL:
Sheets 1-X

COOPER CRAWFORD
& ASSOCIATES, L.L.C.
CIVIL ENGINEERS

475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265
PHONE: (515) 224-1344 FAX: (515) 224-1345

DATE: 12-22-2021
REVISIONS:

JOB NUMBER
CC 2567

APPROVED: --- INITIALED: --- AS-BUILT: ---

SITE PLAN
1010 N. JEFFERSON WAY

SHEET 1 OF X



IOWA
ONE-CALL
800-292-8989
TOLL FREE
CALL BEFORE YOU DIG

Charlie Dissell

From: Matthew Hovda <mhovda@cooper-crawford.com>
Sent: Tuesday, January 25, 2022 1:50 PM
To: Charlie Dissell
Subject: RE: Dan Lee Site Plan Variance Application

Yes that is good.

Thank you,

Matthew D. Hovda

COOPER CRAWFORD & ASSOCIATES, LLC

475 South 50th Street, Ste. 800

West Des Moines, Iowa 50265

[515-224-1344](tel:515-224-1344)

From: Charlie Dissell <cdissell@indianolaiowa.gov>
Sent: Tuesday, January 25, 2022 1:47 PM
To: Matthew Hovda <mhovda@cooper-crawford.com>
Subject: RE: Dan Lee Site Plan Variance Application

Yes please! Please show that change on the concept. Are we OK switching the variance for the setback rather than the drive aisles??

Thanks!

Charlie E. Dissell, AICP
Director of Community & Economic Development
Interim City Manager
City of Indianola
110 North 1st Street
Indianola, Iowa 50125
O- (515) 962-5276
cdissell@indianolaiowa.gov



From: Matthew Hovda <mhovda@cooper-crawford.com>
Sent: Tuesday, January 25, 2022 1:48 PM
To: Charlie Dissell <cdissell@indianolaiowa.gov>
Subject: RE: Dan Lee Site Plan Variance Application

Yes that would work. I'm assuming it would be 10' to 6'? Let us know if you need to see a new layout with that change.

Matthew D. Hovda

COOPER CRAWFORD & ASSOCIATES, LLC

475 South 50th Street, Ste. 800

West Des Moines, Iowa 50265

[515-224-1344](tel:515-224-1344)

From: Charlie Dissell <cdissell@indianolaiowa.gov>
Sent: Tuesday, January 25, 2022 11:02 AM
To: Matthew Hovda <mhovda@cooper-crawford.com>
Subject: RE: Dan Lee Site Plan Variance Application

Hey Matthew-

We were discussing the proposed variance this morning. Would it be possible for you to consider a variance to the setback from the south property line rather than the drive aisle widths?

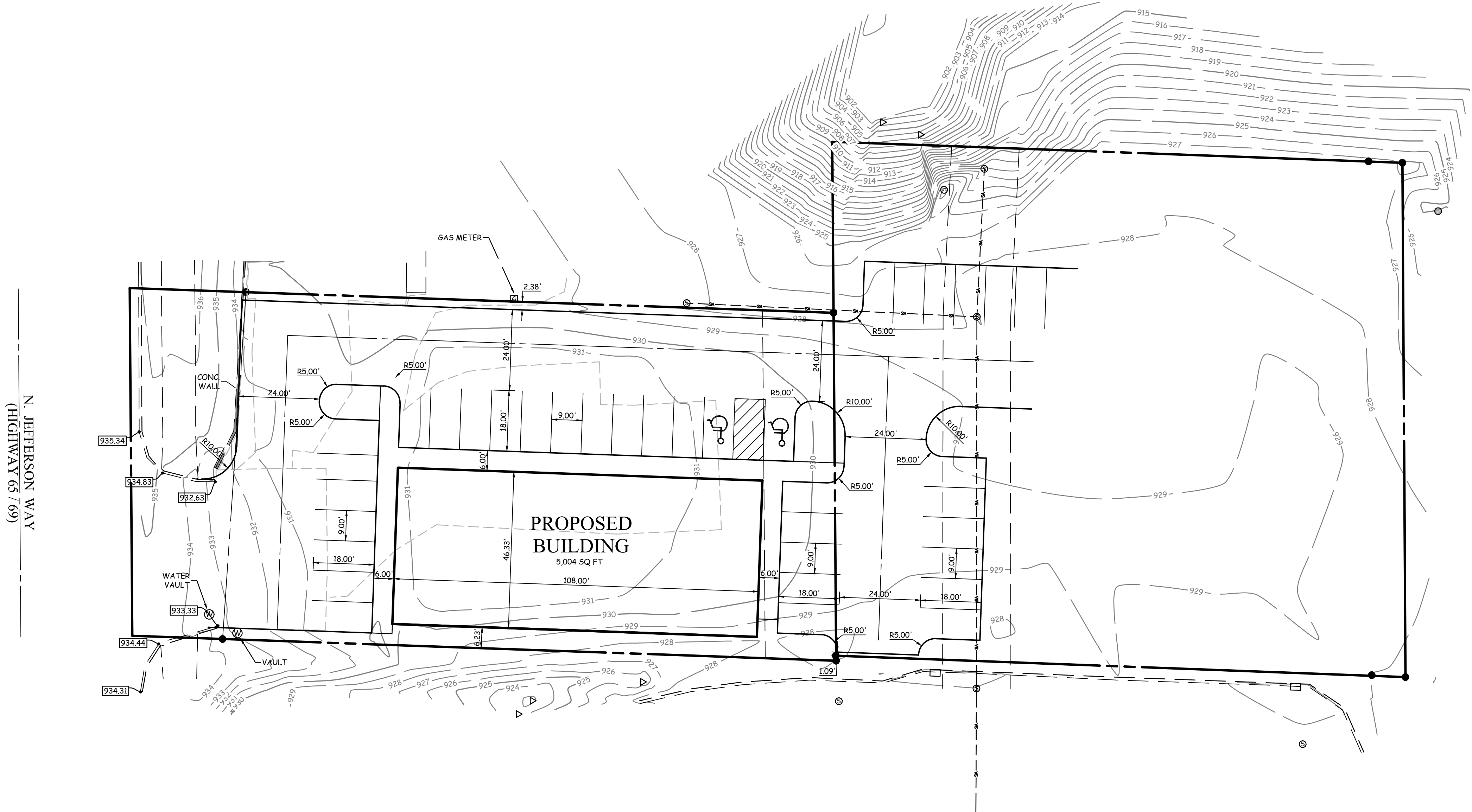
Thanks!

Charlie E. Dissell, AICP
Director of Community & Economic Development
Interim City Manager
City of Indianola
110 North 1st Street
Indianola, Iowa 50125
O- (515) 962-5276
cdissell@indianolaiowa.gov



From: Matthew Hovda <mhovda@cooper-crawford.com>
Sent: Wednesday, January 5, 2022 10:09 AM
To: Charlie Dissell <cdissell@indianolaiowa.gov>
Subject: RE: Dan Lee Site Plan Variance Application

SITE PLAN
1010 N.
JEFFERSON
WAY



LEGEND

EXISTING/PROPOSED	PLAT BOUNDARY
W 8"	WATER MAIN & SIZE
SAN 8"	SANITARY SEWER & SIZE
ST 8"	STORM SEWER & SIZE
UG 6"	UNDERGROUND ELECTRIC CABLE
UG 6"	UNDERGROUND TELEPHONE CABLE
CTV 4"	UNDERGROUND CABLE TV
G 4"	GAS MAIN & SIZE
MANHOLE	MANHOLE
INTAKE	INTAKE
HYDRANT	HYDRANT
PP/LP	POWER POLE/LIGHT POLE
UTILITY BOX/TELEPHONE RISER	UTILITY BOX/TELEPHONE RISER
EXISTING CONTOURS	EXISTING CONTOURS
PROPOSED CONTOURS	PROPOSED CONTOURS
SILT FENCE OR APPROVED FILTRATION SOCK	SILT FENCE OR APPROVED FILTRATION SOCK
TREES	TREES

CERTIFICATION

	I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.
	BRADLEY R. COOPER, IOWA LICENSE NO. 12980 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2021
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COOPER CRAWFORD & ASSOCIATES, L.L.C.
CIVIL ENGINEERS

475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265
PHONE: (515) 224-1344 FAX: (515) 224-1345

DATE: 12-22-2021 REVISIONS:	JOB NUMBER CC 2567
APPROVED: --- INITIALED: --- AS-BUILT: ---	SHEET 1 OF X

SITE PLAN
1010 N. JEFFERSON WAY





MEMORANDUM

To: Board of Adjustment
From: Miranda Chadwick, Office Assistant
Date: February 2, 2022
Subject: Election of Vice Chairperson

Recommendation: At its January 5, 2022 meeting, the Board of Adjustment elected a Chairperson and Vice-Chairperson for 2022. Wes Sharp was elected as Vice-Chairperson until the time his seat on the Board of Adjustment was replaced. At its meeting on January 18, 2022, the City Council appointed Jane Whalen to replace Wes Sharp. As such, a new Vice-Chairperson is needed.

Attachments: None