



BOARD OF ADJUSTMENT MEETING
February 3, 2021
6:00 p.m.
City Council Chambers
Agenda

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes for 01/06/2021
5. New Business
 - A. Consider request from Steven and Debra Richardson for a variance under the terms of Section 165.35 (3) of the Code of Ordinances of Indianola, Iowa, to permit the construction of an addition to the North side of their garage at 611 North Street Place to which if allowed as requested, would not be in conformity with Section 165.09 (MINIMUM REQUIRED FRONT, SIDE AND REAR YARDS of R-1 SINGLE-FAMILY RESIDENTIAL) that requires a 10' side setback.
 - B. Approval of Board of Adjustment Rules of Procedure
6. Adjourn
7. Comments

Board of Adjustment

4.

Meeting Date: 02/03/2021

Subject

Approval of Minutes for 01/06/2021

Information



BOARD OF ADJUSTMENT

Minutes January 6th, 2021

The meeting was called to order at 6:05 pm by Chairperson Wes Sharp and on roll call the following members were present:

Wes Sharp
Bill Mettee
Rene Soldwisch
Amy Mitchell
James Sullivan

Members not present: N/A

Staff Present: Charlie Dissell, Cortney Marmon, Tim Little

Public Present: N/A

The minutes for the 12/16/2020 meeting was approved on a motion by Renee Soldwisch and seconded by Amy Mitchell. On voice vote: All ayes.

Consider request from Sandquist Investments LLC for a variance at 506 and 508 West 2nd Avenue to permit construction of three two-family dwellings to be constructed that would not be in conformity to Section 165.09 (R-2 Single and Two-Family Residential) of the Code of Ordinances, Indianola, Iowa.

Mr. Dissell provided an overview.

Amy Mitchell asked if the plans were the same.

Mr. Dissell said that they were.

Bill Mettee asked if there would be six driveways.

Mr. Dissell said they are still looking into options for this.

Renee Soldwisch asked if they were considering a frontage road.

Mr. Dissell said that they could potentially do that.

James Sullivan wanted to know about a stipulation to meet DOT requirements.

Mr. Dissell said we could add that.

Wes Sharp asked if this had the same building material requirements.

Mr. Dissell said that is only on commercial properties.

Motion was made by Board Member James Sullivan to approve the request Sandquist Investments LLC for a variance at 506 and 508 West 2nd Ave to permit construction of three two-family dwellings to be constructed that

would not be in conformity to Section 165.09 (R-2 Single and Two-Family Residential) of the Code of Ordinances, Indianola, Iowa. With the stipulation to meet DOT requirements on driveways and access.

This motion was seconded by Board Member Bill Mettee. On voice vote: All, ayes. Motion passed unanimously.

Discussion and Direction on Permitting Exceptions for Accessory Structures

Mr. Dissell provided an overview.

James Sullivan the rule had been 10 x12 prior and wanted to know why we are making it smaller.

Tim Little said the IRC states 150 square feet.

James Sullivan said 10 x 12 seemed good to him.

Mr. Dissell said 80 square feet is comparable to other cities.

Bill Mettee asked if this was for the rear yard only.

Mr. Dissell said yes.

Bill Mettee asked if this was midline of the house and back.

Mr. Dissell said it's the back line of the house and back.

No action required.

Discussion and Direction on Board of Adjustment Rules of Procedure

Mr. Dissell provided an overview.

Amy Mitchell said the document looks good and is in line with the procedures that she is aware of.

Wes Sharp stated it was nice to have it laid out.

Amy Mitchell asked if the document could be provided to applicants.

Mr. Dissell said we could provide it to applicants.

Wes Sharp wanted something announcing when public comments are closed.

Mr. Dissell said we would add that.

No action required.

Election of Officers for 2021

Wes Sharp was elected to stay chair.

James Sullivan announced he would not be extending his position.

Bill Mettee was nominated for Vice Chair.

Motion was made by Board Member Renee Soldwisch to approve Bill Mettee as Vice Chair.

This motion was seconded by Board Member James Sullivan. On voice vote: All, ayes. Motion passed unanimously.

Comments: N/A

The meeting was adjourned on a motion by Bill Mettee seconded by James Sullivan. On voice vote: All ayes.

Meeting adjourned at 6:25 pm

Wes Sharp, Chairperson

Charlie E. Dissell

Board of Adjustment**5. A.****Meeting Date:** 02/03/2021

Subject

Consider request from Steven and Debra Richardson for a variance under the terms of Section 165.35 (3) of the Code of Ordinances of Indianola, Iowa, to permit the construction of an addition to the North side of their garage at 611 North Street Place to which if allowed as requested, would not be in conformity with Section 165.09 (MINIMUM REQUIRED FRONT, SIDE AND REAR YARDS of R-1 SINGLE-FAMILY RESIDENTIAL) that requires a 10' side setback.

Information

A variance is requested to allow an addition to be built on an existing attached garage. The dimensions of the proposed addition are 9'-6" x 22' and would place the addition within 22" of the side (north) property line.

Attachments

Staff Report

Packet



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: February 3rd, 2021

Agenda Item: 5.A. Consider request from Steven and Debra Richardson for a variance under the terms of Section 165.35 (3) of the Code of Ordinances of Indianola, Iowa, to permit the construction of an addition to the North side of their garage at 611 North Street Place to which if allowed as requested, would not be in conformity with Section 165.09 (MINIMUM REQUIRED FRONT, SIDE AND REAR YARDS of R-1 SINGLE-FAMILY RESIDENTIAL) that requires a 10' side setback.

Application Type: Variance

Applicant: Steven and Debra Richardson

Property Address: 611 North 6th Street Place

Zoning: R-1, Single Family Residential Zoning District

Application Summary: A variance is requested to allow an addition to be built on an existing attached garage. The dimensions of the proposed addition are 9'-6" x 22' and would place the addition within 22" of the side (north) property line.

AERIAL MAP



APPLICABLE CODE SECTIONS

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

165.09 SCHEDULES OF DISTRICT REGULATIONS.

The following schedules of district regulations are hereby adopted and declared to be a part of this chapter:

R-1	SINGLE-FAMILY RESIDENTIAL	R-1
MINIMUM LOT AREA, WIDTH AND DEPTH	MINIMUM REQUIRED FRONT, SIDE AND REAR YARDS	MAXIMUM HEIGHT
Area: 8,400 square feet Width: 70 feet Where a lot is not served by a public and/or sanitary sewer system, the minimum lot area shall be not less than 20,000 square feet and the width not less than 125 feet. MINIMUM FLOOR AREA 1 story 720 square feet 1½ stories 840 square feet 2 stories 960 square feet	Dwellings and other non-institutional uses: Front: 30 feet Rear: 35 feet Side: one story 10 feet two or more stories 10 feet Side street, corner lot 25 feet Schools, Churches or Other Public or Institutional Buildings: Front: 40 feet Rear: 40 feet Side: 20 feet Side street, corner lot 30 feet	2 1/2 stories or 35 feet MINIMUM WIDTH All permitted dwellings: 20 feet For the purpose of determining the minimum width of a dwelling unit, the shortest dimension of the dwelling unit shall be used, excluding non-habitable spaces.

165.35 POWERS AND DUTIES OF THE BOARD OF ADJUSTMENT. The Board of Adjustment has the following powers and duties:

3. Variances: Conditions Governing Application; Procedures. To authorize upon appeal in specific cases such variance from the terms of this chapter as will not be contrary to the public interest where, owing to the special conditions, a literal enforcement of the provisions of this chapter would result in unnecessary hardship. A variance from the terms of this chapter shall not be granted by the Board of Adjustment unless and until:

- A. A written application for a variance is submitted demonstrating:
 - (1) 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;
 - (2) That literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this chapter;
 - (3) That the special conditions and circumstances do not result from the actions of the applicant;
 - (4) That granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other lands, structures, or buildings in the same district. No nonconforming use of neighboring lands, structures, or buildings in the same district, and no permitted use of land, structures or buildings in other districts shall be considered grounds for the issuance of a variance.
- B. Notice of public hearing shall be given as in subsection 2(B) above.
- C. The public hearing shall be held. Any party may appear in person, or by agent or by attorney.
- D. The Board of Adjustment shall make findings that the requirements of paragraph A of this subsection have been met by the applicant for a variance.
- E. The Board of Adjustment shall further make a finding that the reasons set forth in the application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land, building or structure.
- F. The Board of Adjustment shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of this chapter, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

In granting any variance, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with this chapter. Violations of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this chapter and punishable under Section 165.23 of this chapter. Under no circumstances shall the Board of Adjustment grant a variance to allow a use not permissible under the terms of this chapter in the district involved, or any use expressly or by implication prohibited by the terms of this chapter in said district.

ANALYSIS

Mr. and Mrs. Richardson are asking for a variance to the 10' setback requirement of an R-1 zoning district to allow for an addition to their garage be constructed into the 10' setback. If constructed as requested, it would put the building roughly 7'-6" into the setback w/o overhang included (2', 6" setback); With the overhang included, the proposed structure would be 22" from the north property line.

The Richardson's property abuts Dayton park and there is no concern with fire separation as there are no buildings/structures within 10' of the proposed addition. The closest amenity of the park is a half basketball court with direction of play opposite and away from the Richardson's proposed addition and the closest edge of the court would be approximately 16' away. Mr. and Mrs. Richardson currently have a one car garage and would like to park both of their vehicles inside and still have room to spare for storage of their lawn equipment and other household items. Granting of this variance would allow for them to do so.

The idea did come up with regards to constructing a detached accessory structure in the rear yard. However, the only spot to place the structure in the rear yard and comply with fire separation would require the removal of trees and a shed. This area would also exceed what is allowed for impervious surface due to the need for more concrete and take up too much of the rear yard therefore they're opting for the more practical option and asking for a variance to setback rather than the second option which may require a variance to more than one code and would not be very reasonable.

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 move alternative 1, approving the variance request as submitted.

BOARD OF ADJUSTMENT APPLICATION

Community Development

110 North 1st Street, Indianola, Iowa 50125-0299
(515) 961-9430 • comdev@indianolaiowa.gov



PROPERTY OWNER

(Last Name) Richardson
(First Name) Steven & Debra
(Address) 611 N 6th Street Place
(City) Indianola (State) IA (Zip) 50125
(Phone) 515 322 9915 (Email) mustangso974@gmail.com

APPLICANT (if not Property Owner)

(Last Name) _____
(First Name) _____
(Address) _____
(City) _____ (State) _____ (Zip) _____
(Phone) _____ (Email) _____

☐ APPEAL

Submittal Requirements:

All submittal requirements must be completed.
Incomplete applications will not be considered

- ☐ Completed Application
- ☐ Filing Fee: \$150 per request
- ☐ 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 EXCEPTION

Submittal Requirements:

All submittal requirements must be completed.
Incomplete applications will not be considered

- ☐ Property Address: _____
- ☐ Completed Application
- ☐ Filing Fee: \$150 per request
- ☐ Site Plan and Elevations
- ☐ Written narrative indicating the Section of Chapter 165 of the Code of Ordinances of Indianola, Iowa under which the special exception is sought and stating the grounds on which it is requested.
- ☐ Other Information as required by Director

☒ VARIANCE

Submittal Requirements:

All submittal requirements must be completed.
Incomplete applications will not be considered

- ☒ Property Address: 611 N 6th ST Place
- ☒ Completed Application
- ☒ Filing Fee: \$150 per request
- ☒ Site Plan and Elevations
- ☒ Written narrative indicating justification for proposed variance and response to the criteria outlined in Section 165.35(3)(A) 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 Steven Richardson
Name (printed) Steven Richardson

Date _____

FOR OFFICE USE ONLY:

Code to 45180

Date Received: _____
Receipt No: _____
Receipt Amount: _____
BOA Agenda Date: _____

1-8-2021

Board Of Adjustment
City of Indianola
Indianola, Iowa 50125

Members:

We are would like to add a second bay onto our attached garage at 611 N. 6th Street Place, Indianola. Currently we have a single car garage that is original to the home my parents built in 1959.

In order to put the addition onto the home, we would respectfully a request a variance to the distance required to a side yard lot line.

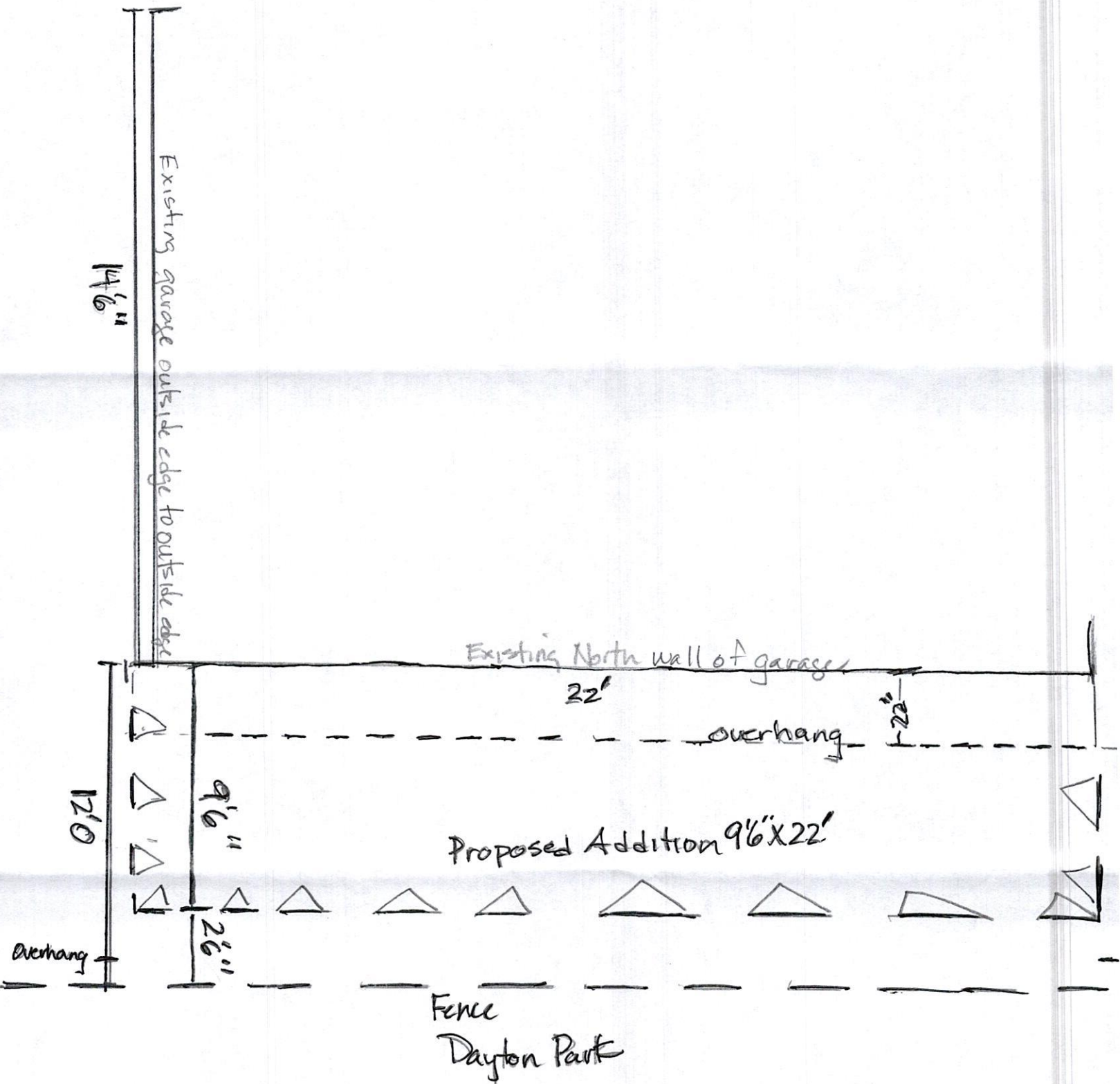
The current north side of the home's attached garage sits 12'0" from the lot line with Dayton Park. There is a concrete pad currently covering most of that area. We would like to build the addition within 2'6" of the lot line. The overhang is less than 2' and will still be within the property lines.

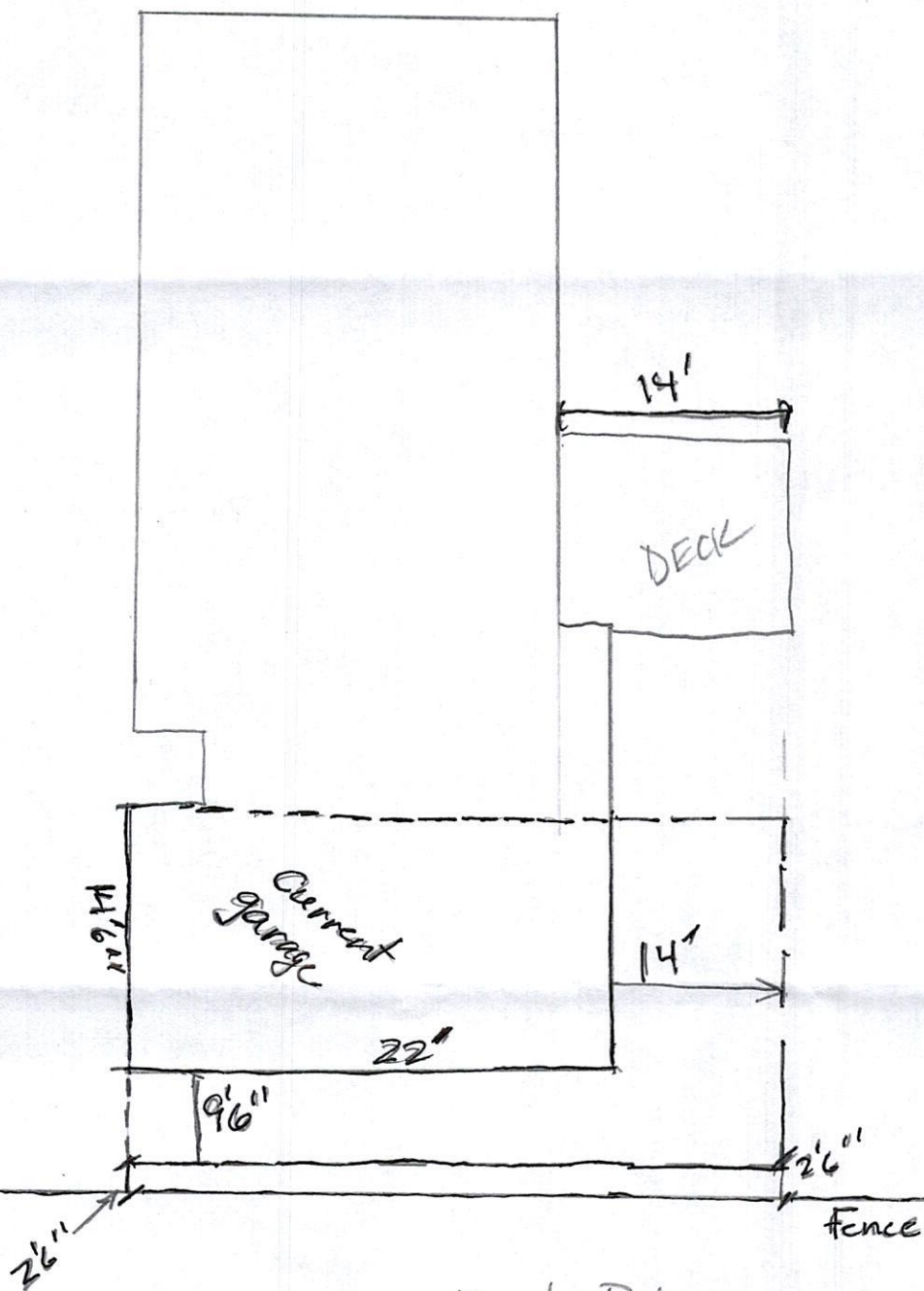
We will retain Steve Gray of Grayscale Architecture and formerly of SVPA in Des Moines to draw the final plans and details.

Cordially,

A handwritten signature in blue ink that reads "Steve Richardson". The signature is fluid and cursive, with the first name "Steve" and last name "Richardson" clearly legible.

Steve and Deb Richardson
611 N. 6th Street Place
Indianola, Iowa 50125





Dayton Park

Board of Adjustment

5. B.

Meeting Date: 02/03/2021

Subject

Approval of Board of Adjustment Rules of Procedure

Information

Attachments

Memo

Rules and Regs



COMMUNITY DEVELOPMENT

To: Board of Adjustment
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Date: January 22, 2021
Re: Approval of Board of Adjustment Rules of Procedure

Section 165.32 of the Code of Ordinances of the City of Indianola, Iowa stipulates that the Board of Adjustment shall adopt rules necessary to the conduct of its affairs, and in keeping with the provisions of Chapter 165. At its meeting on January 6, 2021, the Board of Adjustment reviewed a draft rules and regulations. Based on the feedback received at that meeting, staff made changes to the procedure of the meeting, emphasizing when the public comment portion of the hearing is opened and closed. The final document is attached.

I will attend your February 3 meeting to answer any questions you may have.





BOARD OF ADJUSTMENT

Rules and Regulations

Section 1: Creation. Pursuant to the provision of statutes and regulations of the *Iowa Code*, Section 165.31 of the Code of Ordinances of Indianola, Iowa, and as hereinafter set forth, there is hereby created and established a Board of Adjustment consisting of five (5) members appointed by the City Council. All members of the Board of Adjustment shall serve without compensation.

Section 2: Membership and Terms of Office. All members shall be appointed by the City Council and shall be residents of the City of Indianola. A majority of the members of the Board of Adjustment shall be persons representing the public at large and shall not be involved in the business of purchasing or selling real estate. Appointments shall follow Section 69.16A of the Iowa Code regarding gender balance. The term of office of the members of the Board shall commence on July 1 beginning with appointments made in 2020 and shall be five (5) years, or until a successor is appointed but in no event more than six (6) months following the end of the term. The terms shall be staggered terms of five years, with one term expiring each year. Vacancies shall be filled in the same manner as the original appointee for the unexpired term.

Section 3: Officers. The Board of Adjustment shall annually elect a Chairperson and a Vice-Chairperson from among its members at first calendar meeting of the year.

Section 4: Quorum. Three (3) members, regardless of current membership, shall constitute a quorum and a quorum shall be required to conduct the business of the Board of Adjustment. The concurring vote of three (3) members of the Board shall be necessary to reverse any order, requirement, decision, or determination of any such administrative official, or to decide in favor of the applicant on any matter upon which it is required to pass under any such ordinance or to effect any variation in such ordinance. At the request of a member of the Board of Adjustment and with approval of the Chairperson, the City may make provisions for members of the Board of Adjustment to participate in a meeting via a conference call or other telecommunication device.

Section 5: Meetings. The Board of Adjustment shall meet monthly on the first Wednesday of each month at 6:00 PM in the Indianola City Council Chambers. However, the Chairperson, as needed, may revise the time and/or place of meeting, or may call a special meeting, and such changes noted in accordance with the notification procedures contained herein. The Chairperson may request from the Mayor a meeting with the City Council to discuss the Board of Adjustment's proceedings and activities, suggestions for policy and zoning ordinance revisions and other items relating to the Board of Adjustment's duties. All meetings of the Board shall be open to the public.

Section 6: Meeting Cancellation

A Board of Adjustment meeting may be canceled due to a lack of substantive agenda items to be addressed, meeting location scheduling conflicts, emergency conditions, inclement weather, or other acts of nature beyond the City's control. It is the responsibility and prerogative of the Chairperson of the Board of Adjustment to cancel such meeting, and the Chairperson will notify the Community and Economic Development Director or his/her designee who will assume responsibility for notifying the media and persons affected by the cancellation, posting notice of the cancellation as appropriate, and rescheduling the meeting as appropriate. If a scheduled meeting is canceled, the Chairperson may schedule a special meeting of the items scheduled to be conducted at the canceled meeting shall be deferred until such rescheduled meeting.

Section 7: Procedure of Meetings. The Board of Adjustment shall follow the following procedure for each meeting.

1. Call to Order

- a. The Chairperson calls the meeting to order.

2. Roll Call

- a. The recording secretary states each member's name, who responds in turn with "present".

3. Approval of Agenda

- a. The Chairperson determines if there are any changes or additions to the draft agenda. The Chairperson calls for a vote by roll call and the recording secretary calls each name, and the vote is recorded.

4. Approval of minutes

- a. The Chairperson determines if there are any changes or additions to the draft minutes. The Chairperson calls for a vote by roll call and the recording secretary calls each name, and the vote is recorded.

5. Old Business

- a. This includes review of motions and business not settled at the last meeting when it was adjourned.
- b. If there is old business, each item is acted upon individually.
- c. The Chairperson may administer oaths and compel attendance of witnesses.

6. New Business

- a. At this point, the Board of Adjustment is considering new business. Each item listed on the agenda is addressed separately. The Chairperson may administer oaths and compel attendance of witnesses.
 - i. The Chairperson first directs staff to present the case.
 - ii. Once staff is finished, the Chairperson asks the Board of Adjustment members if there are any questions for staff.
 - iii. Once all questions have been reviewed, the Chairperson then allows the applicant to present their case.
 - iv. Once the applicant is finished, the Chairperson asks the Board of Adjustment members if there are any questions for the applicant.
 - v. After all questions have been reviewed, the Chairperson asks whether any members of the public wish to address the Board of Adjustment regarding the application. Any letters or other communication received from the public prior to the hearing will be entered into the record. The Chairperson may rule repetitious comments out of order and may limit the amount of time each member of the public has to speak.
 - vi. After all public members have been given the opportunity to speak, the Chairperson asks the applicant can make a closing statement.

- vii. After the applicant has made a closing statement, the Chairperson will close the case to any further comments from staff, the applicant, or the public.
- viii. The Chairperson will ask the Board to discuss the draft findings of fact and analysis of code criteria. During this period, the Board may direct further questions onto the staff, applicant, or public.
- ix. After the Board has agreed on the draft findings of fact and analysis of code criteria, the Chairperson will ask for a motion. Once a motion has been stated, the Chairperson asks for a second to the motion. After motion has been made and seconded, the Chairperson restates the motion for the record.
- x. The motion may be changed through an amendment. If no amendments are proposed, and the discussion has ended, the Chairperson calls for a vote by roll call and the recording secretary calls each name, and the vote is recorded.
- xi. Once the recording secretary has completed roll call vote, the Chairperson announces the results.
- xii. The Chairperson may address the applicant with an overview of the result of the motion (i.e., "the Board of Adjustment has approved your application. Please coordinate the next steps with the staff.")

7. Comments

- a. This item on the agenda allows Board of Adjustment members to note any announcements or offer comments regarding items not on the agenda.
- b. This item on the agenda allows the staff to note any announcements or offer comments regarding items not on the agenda.

8. Adjournment

- a. The Chairperson asks if there is any further business, and if not, the Chairperson may adjourn the meeting. If the Board of Adjustment wishes to adjourn the meeting before all business is completed, the meeting must be adjourned by motion, and a second is required.

Section 8: Amending Motions. Motions can be amended only by the following:

- 1) Inserting or adding a word, phrase or sentence;
- 2) Striking out a word, phrase or sentence;
- 3) Striking out and inserting (substituting) words, phrases, sentences or paragraphs.

After a main motion has been made and seconded, any member can propose an amendment, after being recognized by the Chairperson, by stating, "I move to amend the motion by...". Each proposed amendment must be seconded by another member to proceed. If there is a statement, the Chairperson states the main motion and the amendment, so members will understand how the proposed amendment will change the main motion. The Chairperson then ask for Board of Adjustment discussion on the proposed amendment. After the discussion has ended, a vote on the proposed amendment is taken. A roll call vote is then taken, and the Chairperson announces the outcome of the vote.

Section 9: Records

The recording secretary shall keep minutes of the Boards proceedings showing the vote of each member upon each question, or if absent or failing to vote indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be a public record and be immediately filed in the office of the Community Development Department. Each action of the Board shall be accompanied by a Findings of Fact document which shall be signed by the Chair and filed in the office of the Community Development Department.

Section 10: Ex Parte Contacts. Any contact though e-mail, phone, in-person, or in such similar fashion that a Board of Adjustment member may have with a party involved, or potentially involved, in a matter before the Board of Adjustment and outside of the meeting is known as an "ex parte" contact. Any substantive information or facts that a Board of Adjustment member may receive during those contacts that relates to the matter at hand shall be made a part of the public record so that it can be available for consideration or challenge by all interested parties. This shall be done by way of a public statement by the Board of Adjustment member prior to the presentation of the matter under consideration at the Board of Adjustment's meeting.

Section 11: Conflict of Interest. A Board of Adjustment member shall abstain if the member believes there is a conflict of interest, particularly if the conflict is of a financial nature or otherwise. A member who elects to abstain from voting shall discuss the reason for the abstention with the Board of Adjustment prior to the presentation of the matter under consideration. During the presentation and discussion of the matter under consideration, a member who plans to abstain from voting should remove him/herself from the proceedings and from taking any action on the issue or attempting to persuade any other member of the Board of Adjustment to act in any specific direction. Board of Adjustment members may not receive any type of gift for their own personal use or enjoyment related to transaction of their official Board of Adjustment duties.

Section 12: Continuances. The Board of Adjustment may continue a case until the next scheduled meeting to enable additional testimony to be heard, a site visit, or for other good cause by an affirmative vote of a majority of the members present and voting.

Section 13: Removal of Board of Adjustment Members. Board of Adjustment members are appointed by the City Council and may be removed at any time in accordance to Section 5.09 of the Code of Ordinances of Indianola, Iowa, but only after a public hearing by the City Council. The Chairperson may recommend to the City Council that a Board of Adjustment member be removed for failure, (1) to attend three consecutive meetings or (2) to attend at least 1/2 of the meetings within any 12-month period.

Section 14: Notification Procedures. Notice of the time and place of the meetings shall be posted in the display case at the north entrance of City Hall, the bulletin board at the south entrance of City hall and shall also be posted on the City's website. Notice shall be posted no later than twenty-four hours before the scheduled meeting, but every effort shall be made to post the agenda once it has been finalized by staff and meeting packets have been dispersed to the Board. If a member of the news media has filed a request for notice with the City, they should also be notified in the same manner as outlined in this section.

ADOPTED: February 3, 2021

REVISED:

Wes Sharp, Chairperson

Charlie Dissell, Director