

**MINUTES OF THE ZONING BOARD OF APPEALS  
MEETING HELD ON MARCH 16, 2023**

The meeting was called to order by Chairman Ken Hartman at 7:30 PM

Roll call was taken: **Present: Poettker, Loerch, Boothman, Spielman, Gibbs and Hartman.**  
**Absent: Powell**

Chairman Hartman asked if there were any additions or corrections to the minutes of the January 19, 2023 meeting. A motion was made by Spielman and seconded by Boothman to approve the minutes of January 19, 2023 as presented. Motion carried.

The Chairman asked if there were any petitions by citizens on non-agenda items. There were none.

The Chairman also asked if there were any corrections or deletions to the agenda. There were none.

**PETITIONS:**

**Z-23-03-01 Review and Comment on a Petition for a Special Sign Permit to replace the existing freestanding signage with an updated signage in the R-5 Zoned District located at 216 North Market Street Parcel No. 07-25-234-005-000 as requested by petitioner, Heather Dahler.**

The Zoning Administrator commented that the public notice for this petition was published in the March 01, 2023 edition of the Waterloo Republic Times, and postal notification receipts were received from two of the five recipients. The Zoning Administrator called the other three recipients, whose postal notifications were not received, and they had no issue with the requested signage.

Ms. Susan Wilson Wittaker, co-owner of Wilson, Dahler & Associates, LLC and leaser of 216 North Market Street, was present to speak on behalf of this petition. Ms. Wittaker stated her firm is opening a law office at this location and would like to have a sign for their business. They will use the existing pole that was there for Allstate Insurance.

**Motion was made by Gibbs and seconded by Poettker to recommend approval for a Special Sign Permit to replace the existing freestanding signage with an updated signage in the R-5 Zoned District located at 216 North Market Street Parcel No. 07-25-234-005-000 as requested by petitioner, Heather Dahler.**

**Members voted as follows: YES – Gibbs, Poettker, Loerch, Boothman, Spielman, and Hartman. Motion carried.**

**Z-23-03-02 Review and Comment on a petition for an Area and Bulk Variance from the requirements of 40-2-3(A) regarding the "minimum depth of side yard abutting a lot" and "minimum distance to nearest building on adjacent lot" for a proposed addition to the existing single-family residence to be located at 305 Quernheim Avenue (Parcel No. 08-30-333-016-000) as requested by petitioner, Mike Thomas.**

Mr. Mike Thomas representing KB Contracting, and the general contractor for the project, was present to speak on behalf of this petition.

Mr. Thomas stated that the intent of the homeowner is to build an addition to the front of their existing garage. The addition will add 16 feet of frontal garage space. The garage will not encroach on the side property line more than the existing home does now. An area bulk variance is needed as the home sets closer to the side yard setback than required per the Zoning Code. In addition, the Zoning Code requires 15 feet of separation between the buildings, however, the separation between the homes is 13 feet. The addition would allow a large portion of the garage to be finished as a living space. Adjoining property owner, Mr. & Mrs. Matt Helton, sent an email to the Zoning Administrator supporting the project.

The Zoning Administrator commented that the public notice for this petition was published in the March 01, 2023 edition of the Waterloo Republic Times, and postal notification receipts were received from five of the six. The Zoning Administrator emailed the missing recipient whose postal notification was not received, and they had no issue with the requested variance.

**Motion was made by Gibbs and seconded by Loerch to recommend approval for an Area and Bulk Variance from the requirements of 40-2-3(A) regarding the "minimum depth of side yard abutting a lot" and "minimum distance to nearest building on adjacent lot" for a proposed addition to the existing single-family residence to be located at 305 Quernheim Avenue (Parcel No. 08-30-333-016-000) as requested by petitioner, Mike Thomas.**

**Members voted as follows: YES – Gibbs, Poettker, Loerch, Boothman, Spielman, and Hartman. Motion carried.**

**COMMENTS:**

The Zoning Administrator stated that Fast Stop Gas Station was sold to MotoMart. The building has three sides facing a street, so MotoMart will have more than the 200 square feet of signage allowed by code.

**Motion to adjourn the meeting at 7:56 PM was made by Spielman and seconded by Loerch. Motion carried.**

Minutes respectfully submitted by Mechelle Childers.