

Town of Clear Lake - Board of Zoning Appeals Meeting Minutes – February 18, 2013

Vice Chairman Bonnie Brown opened the February 18, 2013 meeting of the Clear Lake Board of Zoning Appeals at 7:00 PM. Introductions were made, and the following members of the Board were present:

Bonnie Brown, Vice Chairman
Erin Culler
Roger Dammeier
John Wilhelm
Ken Wertz, Alternate

Also present:

Amy Schweitzer, Zoning Administrator and Recorder of the minutes of the meeting

Ms. Brown determined a quorum was present. Brown then explained that when there are cases to hear, some basic introductory comments are read aloud. A copy of those introductory comments can be found in the front pocket of each Board of Zoning Appeals Binder. Mr. Dammeier pointed out the following portion of those comments, *“The Board of Zoning Appeals exists to remedy unique situations and each request is considered on an individual basis. Granting or denying a request does not set precedent for any future request.”* He stated this was critical to remember when making decisions on the Board of Zoning Appeals.

Vice Chairman Bonnie Brown asked the Board for comments on the meeting minutes from the October 15, 2012 meeting. Mr. Wilhelm had a handful of suggestions including adding an address and case number when the case is first introduced. Wilhelm also stated that the minutes indicate a trial vote was taken, but do not indicate if the results of the trial vote were for or against the petition. Mr. Dammeier stated that Mr. Wilhelm’s suggestions were valid and in future cases the presiding officer should announce those things at the appropriate times, but the meeting minutes, as presented, reflect what happened at the meeting and are correct.

That being said, Mr. Dammeier made a motion to accept the minutes of the October 15, 2012 meeting as presented. Mrs. Culler seconded the motion. Motion carried with three (3) votes in favor, zero (0) votes against, and two (2) abstaining from the vote.

Under New Business, Vice Chairman Brown asked the Board to review the proposed meeting dates and filing deadlines for 2013 and February of 2014. There were no comments or changes on the proposed meeting dates and filing deadlines.

Ms. Brown stated that it was time to elect officers for the Board for 2013. She entertained nominations for Chairman. Mr. Wilhelm nominated Ms. Bonnie Brown for Chairman. Mr. Dammeier seconded the nomination. Ms. Brown asked for further nominations for Chairman. There being none, the nominations were closed. The Board of Zoning Appeals voted

unanimously in favor of Ms. Bonnie Brown becoming the Chairman of the Board of Zoning Appeals.

Ms. Brown entertained nominations for Vice Chairman. Mr. Wilhelm nominated Mr. Roger Dammeier for Vice Chairman. Mrs. Culler seconded the nomination. Ms. Brown asked for further nominations for Vice Chairman. There being none, the nominations were closed. The Board of Zoning Appeals voted unanimously in favor of Mr. Roger Dammeier becoming the Vice Chairman of the Board of Zoning Appeals.

Ms. Brown told the Board that they may appoint and affix the duties of a Secretary, and it is not necessary that the Secretary be a member of the Board. After some discussion as to the Secretary's duties, Ms. Brown made a motion to appoint Amy Schweitzer, Zoning Administrator, as Secretary. Mr. Wilhelm seconded the motion. Motion carried unanimously.

Ms. Brown stated that although there were no plans for the Rules Committee to be active in 2013, members of the Rules Committee and any subcommittees needed to be appointed at this first meeting of 2013. She added that committees could not have more than three (3) members of the Board on them. Ms. Brown stated that she, as Chairman, and Roger Dammeier, as Vice Chairman would sit on the Rules Committee. Brown asked for a third person to volunteer. Mrs. Culler volunteered to sit on the Rules Committee. Mr. Wilhelm made a motion to approve the appointments of Ms. Brown, Mr. Dammeier, and Mrs. Culler to the Rules Committee. Mr. Dammeier seconded the motion. Motion carried with five (5) votes in favor and zero (0) votes against.

Ms. Brown announced that the Board of Zoning Appeals would be receiving some general training on the Board of Zoning Appeals binder and the Unified Development Ordinance binder after the meeting and invited the public to stay.

Brown asked for other business to come before the Board of Zoning Appeals. There being no comments, Ms. Brown entertained a motion to adjourn. Mr. Dammeier made a motion to adjourn the meeting. Motion carried; meeting adjourned at 7:15 PM.

Amy Schweitzer, Secretary