

Minutes of Meeting Zoning Board of Adjustment Regular Meeting

April 3, 2024

ROLL CALL: Board members present: Billingsley, Otto, Rossow, Trotter
Board members absent: Birkenholz

STAFF PRESENT: Brian Dunkelberger, Sr. City Planner
Craig Armstrong, Development Specialist
Nick Cummins, Parks Operations Superintendent

A quorum being present, Chair Rossow called the meeting to order at 4:31 PM

Minutes

The Board reviewed the minutes of the previous meeting from December 6, 2023. Rossow pointed out one error to be corrected by staff. **Motion** by Otto, **seconded** by Trotter to approve the minutes as corrected. **Voice vote:** approved, 4-0.

Public Hearing

A. CU24-1: In-home daycare at 608 E. 26th St. S. (located in an R-2 zoning district). Araina Blanchette, applicant.

Dunkelberger reviewed the prepared staff report and shared maps and images of the subject property. Dunkelberger shared that no concerns were submitted by neighbors or residents in advance of the meeting. Trotter asked about potential time restrictions on the daycare. Dunkelberger clarified. Billingsley inquired about potential traffic/congestion issues in the neighborhood. Otto described her personal experience using in-home daycare services and answered Billingsley's question.

Araina Blanchette, applicant, introduced herself and explained the steps she has already completed and will be pursuing before offering her services. She described her goals for the daycare and what she hopes to accomplish with the kids in her home. Blanchette went on to share possible plans for offering 2nd shift care since it is not widely available. Her state application was to be reviewed the day after the ZBA meeting. Rossow asked if she planned to pursue any exterior changes at the property. Blanchette said no and the only potential change in the future would be replacing the existing rear yard fence.

Hearing no additional questions or comments, Chair Rossow called for a motion to close the public hearing.

Motion by Otto, **seconded** by Billingsley. **Voice vote:** Approved 4-0.

Otto stated that she agreed with staff and their recommendation. She emphasized the critical need for child care services in the community and how it is a major benefit to working families. Board members discussed how Blanchette's home and driveway were large enough to accommodate the use, and all members agreed that the application satisfied the four criteria for granting conditional use permits. This was especially true considering how no concerns were expressed by neighbors, so the Board voiced support for the permit.

Motion by Otto to approve CU24-1: a conditional use permit application authorizing an in-home daycare at 608 E. 26th St. S., **seconded** by Billingsley. **Roll call vote:** Approved 4-0.

Old Business

None.

New Business

B. Election of Officers

Dunkelberger presented options for selecting officers for the 2024 calendar year. Members discussed and agreed to retain the current leadership.

Motion by Otto to retain the current officers with Rossow as Chair and Otto as Vice Chair., **seconded** by Billingsley. **Roll call vote:** Approved 4-0.

C. Rules of Procedure and By-Laws

Dunkelberger briefly previewed the proposed rules of procedure and by-laws. Members discussed a handful of items to be adjusted or grammatical errors to be corrected. Joel Mills, 2500 W. 15th St. S., suggested a rule or section be added to the document clarifying how often the rules and by-laws should be reviewed. All agreed this was a great idea, and discussed an appropriate timeframe. Dunkelberger commented that an annual review might be too frequent, so members suggested a 3-year cycle. Dunkelberger thanked everyone for the feedback, and he confirmed that edits would be completed and a final version would be presented for a vote at the next meeting.

Motion by Trotter to adjourn the meeting, **seconded** by Otto. **Voice Vote:** approved, 4-0. The meeting was adjourned at 5:04 PM.