



DEPARTMENT OF PUBLIC WORKS
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Interoffice Memorandum

TO: MEMBERS OF THE BOARD OF ZONING APPEALS

FROM: TODD KENNEMER
Assistant Director of Public Works

DATE: December 27, 2010

SUBJECT: Board of Zoning Appeals Meeting
January 3, 2011

Please be advised of a Board of Zoning Appeals meeting to be held on Monday, January 3, 2011, at 5:15 p.m., in the Commission Room at the Law Enforcement Center at 201 N. Pine Street.

The first order of business will be the election of a Chairperson and a Vice Chairperson to serve the 2011 term. Don Judd and Sara Henry are currently serving in these capacities respectively.

The second order of business will be approval of the minutes of the meeting of December 6, 2010.

The first order of business under Presentation of Requests and Petitions will be a **PUBLIC HEARING** to consider Case No. 10-04, a request submitted by Jon Schwenker to consider a request for a reduction in rear yard setback requirement (18 feet) to allow placement of an ice dispensing machine/building (199 sq. ft.) at 1313 S. Broadway. Action necessary will be to review the request and, after reviewing the findings of fact, approve or disapprove.

Under New Business, will be review of the tentative meeting schedule for 2011-2012.

If you have any questions concerning this matter, please do not hesitate to contact me at 231-4170.

Board of Zoning Appeals

Meeting of January 3, 2011

A G E N D A

Agenda Items:

1. Call to Order
2. Election of a Chairperson and Vice Chairperson to Serve the 2011 Term.
3. Approval of the Minutes of the Meeting of December 6, 2010.

4. Presentation of Requests and Petitions:

PUBLIC HEARING – Case No. 10-4:

A request submitted by Jon Schwenker to consider a request for a reduction in rear yard setback requirement (18 feet) to allow placement of an ice dispensing machine/building (199 sq. ft.) at 1313 S. Broadway.

5. Other Business
6. Old Business
7. New Business
 - 7.1 Approval of the Tentative Board of Zoning Appeals Meeting Schedule for 2011-2012.
8. Adjournment