



**Variance Board Regular Meeting  
City Council Chambers, 2660 Civic Center Drive  
Minutes – Wednesday, May 7, 2025 – 5:30 p.m.**

**1. Call to Order**

Acting Chair Aspnes called to order the regular meeting of the Variance Board meeting at approximately 5:30 p.m. and reviewed the role and purpose of the Variance Board.

**2. Roll Call & Introductions**

At the request of Acting Chair Aspnes, City Planner Thomas Paschke called the Roll.

**Members Present:** Acting Chair Aspnes, Campbell Jensen, and Barstad.

**Members Absent:** None

**Staff Present:** City Planner Thomas Paschke, Community Development Director Janice Gundlach, and Senior Planner Bryan Lloyd

**3. Approval of Agenda**

**MOTION**

**Member Barstad moved, seconded by Member Campbell Jensen, to approve the agenda as presented.**

**Ayes: 3**

**Nays: 0**

**Motion carried.**

**4. Organizational Business**

**a. Annual Organizational Business**

City Planner Paschke explained in accordance with City Code Section 201.03.A, each advisory commission shall elect a chair and vice-chair from among its appointed members for a term of one year.

Acting Chair Aspnes opened up the floor for nominations for Chair of the Variance Board.

Member Barstad nominated Member Aspnes as Chair of the Variance Board.

**Member Barstad moved, seconded by Member Campbell Jensen, to appoint Member Aspnes as Chair of the Variance Board.**

**Ayes: 3**

**Nays: 0**

**Motion carried.**

Chair Aspnes opened the floor for nominations for Vice Chair of the Variance Board.

Member Campbell Jensen nominated Member Barstad as Vice-Chair of the Variance Board.

**Member Campbell Jensen moved, seconded by Member Aspnes, to appoint Member Barstad as Vice-Chair of the Variance Board.**

**Ayes: 3**

**Nays: 0**

**Motion carried.**

**5. Review of Minutes: January 8, 2025**

**MOTION**

**Member Campbell Jensen moved, seconded by Member Barstad, to approve the January 8, 2025, meeting minutes.**

**Ayes: 3**

**Nays: 0**

**Motion carried.**

**6. Public Hearing**

Chair Aspnes reviewed the protocol for Public Hearings and public comment and opened the Public Hearing at approximately 5:41 p.m.

**a. PLANNING FILE 25-005**

**Request to Allow a Proposed Accessory Structure with a Wall Height in Excess of Nine Feet on a Residential Property.**

Senior Planner Lloyd reviewed the variance request for this property, as detailed in the staff report dated May 7, 2025.

Mr. Lloyd presented the case, explaining the proposal to replace an existing garden shed with a larger garage. The issue at hand was the height of the proposed structure, which exceeded the nine-foot wall height limit and the overall height limit of the principal structure. He explained the zoning code provisions and the staff's recommendation to deny the variance due to the lack of unique characteristics that would justify the variance.

Member Campbell Jensen questioned the height of the existing garage door and the historical context of RV heights.

Mr. Lloyd clarified that the proposed structure would not accommodate the largest RVs but would be sufficient for the one the applicant owned.

Member Campbell Jensen inquired about the possibility of building an addition to the existing garage to accommodate the RV.

Mr. Lloyd explained that building an addition would not violate the height limits and would be a viable alternative.

The applicant, Ms. Jane Heino, and her husband, Glen, presented their property and the proposed garage, emphasizing the need for a garage to store their recreational vehicle (RV). Pictures were shown of their property and the neighboring garages, highlighting the need for a taller garage door. The applicants expressed their willingness to comply with the zoning code but argued that the current restrictions were outdated.

Chair Aspnes closed the public hearing at 5:46 p.m.

Mr. Lloyd and the Board discussed the potential impact of lowering the building's elevation and the concerns about erosion and stormwater management.

Chair Aspnes expressed sympathy for the applicants but emphasized the need to adhere to the zoning code.

#### **MOTION**

**Member Barstad moved, seconded by Member Campbell Jensen, adoption of Variance Board Resolution No. 173 (Attachment 4), entitled “A Resolution denying Variances to the Accessory Building Height at 734 County Road B2 (PF25-005).”**

**Ayes: 3**

**Nays: 0**

**Motion carried.**

#### **7. Other Business**

##### **a. Extension of Validation Timelines for the Variances Approved in Planning File 24-008**

Senior Planner Lloyd reviewed the variance request for this property, as detailed in the staff report dated May 7, 2025.

#### **MOTION**

**Member Campbell Jensen moved, seconded by Member Barstad, approving an extension of the time allowed to validate the variance approved by Variance Board Resolution #167 until December 31, 2025, based on the content of this RVBA, public input, and Variance Board deliberation.**

**Ayes: 3**

**Nays: 0**

**Motion carried.**

**8. Adjourn**

**MOTION**

**Member Barstad, seconded by Member Campbell Jensen, to adjourn the meeting at 6:28 p.m.**

**Ayes: 3**

**Nays: 0**

**Motion carried.**