



**Variance Board Regular Meeting
City Council Chambers, 2660 Civic Center Drive
Minutes – Wednesday, June 7, 2023 – 5:30 p.m.**

1. Call to Order

Vice Chair Bjorum 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 Vice Chair Bjorum, City Planner Thomas Paschke called the Roll.

Members Present: Vice Chair Eric Bjorum; Members Pamela Aspnes, and Tammy McGehee.

Members Absent: Chair Schaffhausen

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

3. Approval of Agenda

MOTION

Member McGehee moved, seconded by Member Aspnes, to approve the agenda as presented.

Ayes: 3

Nays: 0

Motion carried.

4. Review of Minutes: April 6, 2022

MOTION

Member Aspnes moved, seconded by Member McGehee, to approve the April 6, 2022 meeting minutes.

Ayes: 3

Nays: 0

Motion carried.

5. Organizational Business.

Community Development Director Gundlach noted the election of chair and vice-chair should be postponed in order for the absent members of the Variance Board to be present.

6. Public Hearing

Vice Chair Bjorum reviewed protocol for Public Hearings and public comment and opened the Public Hearing at approximately 5:34 p.m.

- a. **PLANNING FILE 21-018, Request for an Extension of the Time Provided by §1009.04.D (Validation and Expiration) for the Previously Approved Variance Allowing an Encroachment into Allowing a Home Addition to Encroach into the Required Minimum Setback from the Northern Side Property Line at 2674 Victoria Street.**

Senior Planner Lloyd reviewed the variance request for this property, as detailed in the staff report dated June 7, 2023.

Member Aspnes asked if any impacted neighbors notified of this extension request.

Mr. Lloyd indicated the neighbors were not notified of this extension. The variance application was reviewed at a hearing and all of the property owners within five hundred feet were notified at that time. He noted there are no notification requirements for extension requests.

Vice Chair Bjorum closed the public hearing at 5:38 p.m.

MOTION

Member McGehee moved, seconded by Member Bjorum, approving an extension of the time allowed to validate the variance approved by Variance Board Resolution #160 until December 31, 2024, based on the content of the RVBA, public input, and Variance Board deliberation.

Ayes: 3

Nays: 0

Motion carried.

5. **Adjourn**

MOTION

Member Aspnes, seconded by Member McGehee, to adjourn the meeting at 5:40 p.m.

Ayes: 3

Nays: 0

Motion carried.