

ZONING BOARD OF APPEALS
MAY 6, 2019

The Zoning Board of Appeals of the Village of Combined Locks was called to order by Chairperson Gerri Bohne. Zoning Board of Appeals members in attendance included Sharon Wierschke, Roger Kirch, Dick Janssen, and Tom Titzkowski. Chad Pontow was absent.

Also present were Mr. Craig Otis and Zoning Administrator Racquel Shampo-Giese.

Chair G. Bohne indicated that reason for the meeting was to consider a request from Mr. Otis for a variance to the zoning code to construct a porch that protrudes six feet from the foundation. The zoning code allows a porch to protrude five feet from the foundation.

The Zoning Administrator explained that a notice of this hearing was published in the Times Villager on 04/20/19 & 04/27/19, and a notice was sent to all property owners within 100' of the Allard's. No objections to the variance request have been received. Two statements of support were received.

Mr. Otis explained that as part of a larger remodel project, he would like to extend the porch to be 6' deep. In addition to the enjoyment he and his family will have sitting on the porch and watching the neighborhood children play, the 6' wide porch will accommodate his mother's wheelchair, which needs a minimum of 4' for depth for just the chair. Another 2 feet for a person helping to move the wheelchair allows for easier and safer movement. Zoning Board members discussed the request and asked questions of Mr. Otis with regard to the need for the porch. It was noted that the Village does not currently have standard forms for property owners seeking a variance, but the information is provided verbally before the applicant pays the \$150 filing fee.

S. Wierschke made a motion to approve the variance as requested. R. Kirch seconded the motion, and it passed unanimously with a roll call vote.

The next item on the agenda was to review information received regarding Zoning Board of Appeals procedures. The Zoning Administrator reported that three members of the Zoning Board of Appeals attended a workshop sponsored by UW Extension in February. The information received provides a good outline of how variance requests need to be handled. The information was discussed. The Zoning Administrator was directed to create standard forms that follow the procedures recommended in the workshop documents and bring them to a future meeting for review and training. It is expected that the Zoning Board will meet in June or July to review the new documents.

R. Kirch made a motion to adjourn. D. Janssen seconded the motion, and it passed unanimously.