



Legislation Text

File #: BC 21-021, **Version:** 1

Date: October 28, 2021
To: Members of the Zoning Board of Appeals
From: Mikayla Schmidt, City Planner

Public Hearing for Consideration of a Variance Application for 1405 Heritage Drive.

Action Requested:

The Zoning Board of Appeals is asked to conduct a public hearing to gather input on a Variance Application for 1405 Heritage Drive.

Summary Report:

TW Worldwide, LLC has applied for a variance to allow a residential living space to not be located behind the commercial unit on the first floor.

The public hearing was planned for October 21, 2021 and the property owners within 350' received a mailed notice for that date. The meeting date changed and the public hearing notices were mailed, with a note of correction, to property owners within 350' of 1405 Heritage Drive again on October 14, 2021. The public hearing notice was published in the Northfield News on Wednesday, October 13, 2021. A copy of the public hearing mailing and location map are attached.

The following is the procedure of the public hearing per the City Council's adopted Rules of Business:

Public Hearing Procedure:

A Public Hearing is used to solicit the public's comments on various projects or City operation procedures.

- A. The Chair will open the hearing by identifying the subject.
- B. Staff Presentation - staff will give a presentation on the subject.
- C. Applicant's Presentation - if needed.
- D. Public Input - The public will have the opportunity to speak for or against the issue. The public may ask questions, make comments, voice support, agree or disagree with the issue.

- 1. The Chair will recognize a speaker and comments/conversation will be between the Chair and speaker; and between the Chair and Commissioners.
- 2. The speaker must give their name, address, and if representing a business, must give the name of the business or corporation. If an Attorney or consultant is representing a client, the client must be

identified for the record.

3. Speakers will be allowed to speak a maximum of two (2) minutes per item (not including interpreter's time).

E. Questions or Clarifications from the Zoning Board of Appeals - After the public input of the public hearing is completed, the Zoning Board of Appeals may request questions or clarifications prior to closing the public hearing. This section will be used when there are questions related to the topic on which the public hearing is being held. Questions should be succinct and avoid being rhetorical or leading in nature. Subsequent actions of the Zoning Board of Appeals provide for opportunities for further questions or clarifications.

F. Any material to be entered into the record shall be noted. Any written communication presented to the Zoning Board of Appeals during a Zoning Board of Appeals meeting shall be read into the record or summarized for the record or simply delivered to the Zoning Board of Appeals, as the Zoning Board of Appeals may determine. They shall then be recorded in the minutes by title and filed with the minutes.

G. Motion to Close Hearing - The Chair will state if there is an extension of time for public input into the hearing. If not, the Zoning Board of Appeals will make a motion, second, and vote on closing the public hearing.

City Planner Mikayla Schmidt will be giving a presentation on the application. The relevant background materials and information for this item are included in the agenda item immediately following the public hearing to consider action on the application. There will not be a separate staff presentation for that agenda item and there will not be separate testimony for that for the applicant or public at that time.

Alternative Options:

NA

Financial Impacts:

NA

Tentative Timelines:

NA