

Minutes of the  
Natural Features Protection Review Board  
Regular Meeting  
June 25, 2019

Community Room, Second Floor, City Hall, 241 W. South Street

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- A. Call to Order: Mitch Lettow, chairperson, called meeting to order at 4:03 p.m.
- B. Roll Call and Excuse Absent Members: all members present, Erin Fuller and Ashley Cole-Wick participated via conference phone.
- C. Adoption of Formal Agenda: Paul MacNellis made a motion to approve the agenda as presented; motion supported by Alan Sylvester; motion approved by voice vote of board.
- D. Adoption of Meeting Minutes of June 11, 2019: Paul MacNellis made a motion to approve the agenda as presented; motion supported by Alan Sylvester; motion approved by voice vote of the board.
- E. New Business:

- 1. Examples: cases for administrative review

Jamie McCarthy, City staff liaison presented the board with two cases as examples of what the ordinance allows staff to review and approve. The first case was an interior remodel of a commercial building. The project only requires an application for building permits and not site plan review. The board would be interested in developing and distributing educational materials for projects of this type or similar (e.g., paving permits).

The second site was an application for co-location of cell phone tower equipment on an existing structure. The site plan shows no ground disturbance as part of the project, and thus no natural features would be impacted. The board discussed whether the code has rules around types of lights used on this type of equipment, which the code does not. The rules for lighting are enforced by state/federal rules and regulations.

- 2. Exercises: cases for board review

Jamie McCarthy presented the board with three example site plans as an exercise on how to apply NFP standards. The sites included: 1) a new mixed use development on a formerly contaminated commercial parcel located within a floodplain, 2) a residential parcel building a new accessory unit requiring tree removal, 3) a new multi-family development with residential single family units and condos.

- 3. Policy and process for application review

The board discussed the review process from intake to approval, including when a variance is required. When a variance is requested in the NFP Overlay District, the board is required to hear the case and provide a recommendation to the Zoning Board of Appeals (ZBA). The case will then be heard by the ZBA (second Thursday each month) for a final decision. The board will require all site plans in the NFP Overlay District except those that do not impact any natural features on the site. In those cases staff will review and approve the site plan and provide an update at the subsequent NFP Review Board meeting. City staff will provide the board with a draft policy in this regard for review.

- F. Old Business (none)
- G. Board Comments (none)
- H. Citizen Comments (none)
- L. Meeting adjourned at 5:41 p.m.

  
Recording Secretary Signature

Jamie McCarthy  
Printed Name

  
Board Chair Signature

Mitchell Lettow  
Printed Name