

Minutes of the
Natural Features Protection Review Board
Regular Meeting
July 9, 2019

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

- A.) Call to order: Paul MacNellis called the meeting to order at 4:04 p.m.
- B.) Roll Call and Excuse Absent Members : Lettow and Cole-Wick were not present. Sylvester participated via phone.
- C.) Adoption of Agenda: Fuller, Supported by Martin, motioned to adopt the agenda. The motion was approved by voice vote of the board.
- D.) Adoption of Meeting Minutes of June 25, 2019: Fuller said that there were comments made last meeting about the Site Plan Review Checklist. Anderson suggested tabling the minutes until the board could speak with Jamie about this. Glasser, supported by Martin moved to table the meeting minutes of June 25, 2019. The motion was approved by voice vote of the board.
- E.) New Business

1.) Exercises

Before the exercises ensued, Anderson wanted to make sure that all the people understand how and why a variance is used. Anderson stated that there are two large responsibilities for the review board are site plan review issues pertinent to NFP properties, and variances.

The first exercise dealt with a corner property that had slopes leading to the street frontages. The city required two entrances, only one of which would comply with NFP Standards. Because of this, the developers are asking for relief from the NFP ordinance. Board members were concerned about storm water runoff into the contained lowland. The board also asked if one of the entrances could be recommended, while the other is not. Anderson said that is appropriate.

The second example dealt with relief from the woodland portion of the NFP ordinance. The property in question was a catch all commercial property intended to house 2 users. The property owners are asking for 15% relief from the NFP standards. The board felt that by either reducing the size of the parking lot and driveways, or by making the building foot print smaller, the developer would not need to apply for the variance.

After the exercises were completed, Anderson asked the board if any additional information would be helpful in determining cases like this. The board gave a few suggestions such as the projects impact outside of the property, the current land cover, dimensions, neighboring properties, photos, aerials, topographical maps, tree inventory and storm water plans.

2.) The NFP review guide was discussed after the exercise. Because the NFP ordinance can be complicated, the review guide was created to help explain and simplify some of the things found

within the NFP ordinance. Anderson stated that the guide will be distributed to members of the board, and comments and suggested edits will be considered at the next meeting of the board.

F.) Old Business: None

G.) Board Comments: Fuller wondered if she could get a large NFP map printed. Fuller also asked about lighting regulations. She stated that the FCC has revised their rules about lights on towers. Fuller also wondered if it would be able to mandate the types of materials which would be used in NFP projects.

Glasser was interested in what happens if members of the board, or citizens know about a parcel that should be added to the NFP overlay.

Martin asked about conducting site visits for properties that come before the board.

H.) Citizen Comments: None

I.) Adjourned at 5:09 P.M.


Recording Secretary

Jamie McCarthy
Printed Name


Board Chair

Mitchell Lettow
Printed Name