City of Carroll

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MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager

DATE: November 8, 2017

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) –
2. Board of Adjustment (meets 1st Monday of month) – **November 6, 2017**
3. Planning and Zoning Commission (meets 2nd Wednesday of month) –
4. Carroll Airport Commission (meets 2nd Monday of month) –
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) –
7. Historical Preservation Commission (no regular meeting dates) – **October 12, 2017**
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

BOARD OF ADJUSTMENT

MINUTES OF NOVEMBER 6, 2017

The Board of Adjustment met in regular session on this date at 5:15 PM in the Farner Government Building, City Council Chambers. Members present: Aaron Juergens, Mark O'Leary, Donna Pudenz, and Nick Topf. Absent: Marion Burns, Ruth Nellesen and John Wessling. Also present: David Bruner, City Attorney, Mike Pogge-Weaver, City Manager and Greg Schreck, Building/Fire Safety Official.

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MOTION by Juergens, second by Topf, to approve the minutes of the April 3, 2017 meeting as mailed. All present voted aye. Absent: Burns, Nellesen and Wessling. Motion carried.

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Case 11-17-01, a request for a variance from Hawkeye Care Center, L.L.C., 2241 N West St, was presented for consideration by the Board. The care center building was built in 1973 as a nursing home and encroaches into the required side yard setback. This encroachment was found when the applicant was completing due diligence for an upcoming sale of the care center. It is anticipated this property will continue to be used as a nursing home facility into the foreseeable future. The applicant is requesting a variance of 3.2 feet from the side yard. All adjacent property owners were provided written notice via USPS. No persons appeared to support or oppose the request. MOTION by Pudenz, second by Juergens, to approve a variance as presented for the exiting encroachment. Aye: Juegerns, O'Leary, Pudenz and Topf. Nay: Wessling. Absent: Burns, Nellesen and Wessling. Motion carried.

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MOTION by Topf, second by Pudenz, to adjourn at 5:22 PM. All present voted aye. Absent: Burns, Nellesen and Wessling. Motion carried.

DRAFT

Mark O'Leary, Chairperson

Michel Pogge-Weaver, City Manager

Historic Preservation Commission
City of Carroll
Meeting Minutes
Thursday, October 12, 2017

Venue: City Hall, Mayor's Office
Members of the City of Carroll Historic Preservation Commission met at the Mayor's Office in Carroll City Hall. Members present were: Barbara Hackfort, Chairperson, Vicki Gach, Carolyn Siemann and Mary Baumhover. At 10:45 am the same members moved to the Mayor's Office in Carroll City Hall to convene the official meeting. Absent were: John DeBolt and Carolyn Siemann. Phil Phillips had previously resigned.

The agenda was approved by consensus. The minutes of the August 17, 2017 meeting were unanimously approved as emailed on motion by Vicki Gach, seconded by Carolyn Siemann.

Agenda:

1. **Approval of Minutes from August 17, 2017 Meeting**
2. **Update on the 2018 HPC Project: City Cemetery Chapel**
3. **Progress on Marketing the Postcard Book**
4. **Related Business Accounts**
5. **Adjournment. Next Meeting: January 18, 2019**

In the update of the 2018 HPC Project, the City Cemetery Chapel, it was reported that repair and installation of new glass in the windows has been completed and the area around the building cleared. The structure of the building has been examined by a building engineer and approved. Committee members will check out replacing the garage door with carriage doors as believed originally installed. It was noted that the rock frame around the door opening is still there. It appears that minimal repair is needed as the building is in near original condition. It was reported that Councilman Clay Haley has offered to donate the cement bench to be installed in front of the building. A plaque will be included on the bench. Cemetery Director John Snyder will take care of the landscaping. The Historical Museum will donate church pews for the interior of the chapel. Progress of donations and expense costs were discussed. It is planned that all arrangements for the Chapel will be completed so that the building can be opened to the public on Memorial Day, 2018.

Progress on marketing the Postcard Book was discussed. Members Vicki Gach and Barbara Hackfort have been very diligent in selling the book at any and all community events and venues and to date, 274 of the 500 books have been sold. Additional meetings and events to present the book were discussed.

President Barbara Hackfort reported that proposal for a presentation from the City Historical Preservation Commission has been sent to the committee of the State Preserve Iowa Summit for participation the annual meeting to be held in the summer of 2018.

Vicki Gach presented a draft of a brochure, "Rocks of Ages" featuring many stone edifices in the city and county that were built in the 1920-1930s, some by the WPA and some by local persons. Placing copies of the brochure on the city website, at the Carroll Chamber Office and at the City Hall was discussed.

Meeting was adjourned on motion by Vicki Gach, seconded by Joni Rutten. The next meeting will be held on January 18, 2018 at 10 am.

Respectfully submitted,
Secretary,
Mary Baumhover

Note: These minutes have not been officially approved