

MINUTES
Mason City Zoning Board of Adjustment
In-Person Regular Meeting
Tuesday, February 4, 2025 - 4:00 PM

Item 1: Call to Order and Roll Call

The meeting was called to order at 4:02 PM.

Board members present: Evans, Matthes, Sjostrand, & Hines

Staff present: Director of Development Services- Steven Van Steenhuyse, Planning and Zoning Manager- Tricia Sandahl, and Administrative Assistant to Development Services- Regina Card

Roll was called:

Evans	Yes	Hines	Yes
Matthes	Yes		
Sjostrand	Yes		

Item 2: Approval of the Agenda

Approval of the Agenda: The agenda was approved as submitted.

Item 3: Approval of Minutes

December 3, 2024, Regular Meeting Minutes: As there were no changes the Minutes were adopted as submitted.

Item 4: Special Exceptions

4.1: Robert Snook- 1042 17th St. NE:

Sandahl presented the staff report.

The applicant is requesting a Special Exception to Title 12-5-3.A.4, which would allow an exception to the 150 ft. maximum lot depth in the Z2 Sub Urban Zoning District when such lot depth is 200 ft. or less. The subject property is located at 1042 17th St. NE.

The applicant has submitted a Boundary Line Adjustment application that proposes to sever a portion of the lot to the north of 1042 17th St. NE and attach it to the parcel at that address. The property is located in the Z2 Sub-Urban Zoning District where the maximum allowed lot depth is 150 ft. The Boundary Line Adjustment would result in a lot with a depth of 182 feet. The Zoning Board of Adjustment can approve an exception to the maximum depth that meets the standards in the ordinance, so long as the lot depth is 200 ft. or less.

The relevant City departments and utility providers were asked to comment on this application. No adverse comments or requested conditions of approval were received.

Notice of the application was mailed to the owners of all properties within 350 ft. of the exterior boundaries of the subject property. A public notice sign was placed at each location and notice of the public hearing was published in the Globe Gazette. To date, we have not received any comments regarding this application. We did receive a call from a representative of a neighboring property owner asking if the City was going to be taking any of their property and giving it to the applicant. Staff clarified that the property that was going to be added to the subject property was going to be purchased from the owner and that the City was not involved in the transaction.

Because the application meets six of the seven criteria, and because the first criterion is not applicable for this application, staff recommended that the application be approved, subject to the condition that the boundary line adjustment will not be approved until the Cerro Gordo County Auditor's office has confirmed the two parcels can be combined.

Matthes asked for clarification on what exactly Mr. Snook will own and then asked if the other surrounding property owners would also have to go through the same process should they want to combine or split surrounding parcels off and whether or not this boundary line adjustment would negatively affect those surrounding properties. Sandahl explained that Mr. Snook is not certain he's going to purchase the property. She then explained to the Board members and Mr. Snook and his legal counsel that the Special Exception is perpetual and would run with the land, should the Zoning Board of Adjustment approve the application.

The public hearing opened at 4:12 PM. The public hearing closed at 4:13 PM.

Matthes moved to adopt the staff report as the Board's findings and to approve the application by Robert J. Snook for a Special Exception to Title 12-5-3.A.4 to allow a special exception to the 150 ft. maximum lot depth in the Z2 Sub Urban Zoning District when such lot depth is 200 ft. or less. Approval was subject to this condition recommended by staff:

- The boundary line adjustment will not be approved until the Cerro Gordo County Auditor's office has confirmed the two parcels can be combined.

Evans seconded. Approval of the application was effective immediately.

Roll was called:

Evans	Yes	Hines	Yes
Matthes	Yes		
Sjostrand	Yes		

4.2: Tony & Patti Florman- 1640 12th St. NE:

Sandahl presented the staff report.

The applicant is requesting a Special Exception to Title 12-10-8, Table 1, which would allow construction of a detached garage that encroaches 18 ft. into the required front setback for detached garages in the Z2 Sub-Urban Zoning District. The subject property is located at 1640 12th St. NE.

The applicant has submitted a permit application to construct a new detached garage on the subject property. The site plan shows the garage in the side yard, which is allowed. However, the garage must be set back 20 ft. from the front edge of the house. In this case, the garage is set back 2 ft. from the front edge of the house. This placement requires a special exception from the Zoning Board of Adjustment.

In addition to the special exception, the applicant is seeking a conditional use permit to allow detached accessory buildings with a total area greater than 1,200 sq. ft. Although the two applications are tied to the same project, the conditional use permit is not dependent on the approval of the special exception. This will be expanded upon further in the staff memo for the conditional use permit.

The relevant City departments and utility providers were asked to comment on this application. No adverse comments or requested conditions of approval were received.

Notice of the application was mailed to the owners of all properties within 350 ft. of the exterior boundaries of the subject property. A public notice sign was placed at each location and notice of the public hearing was published in the *Globe Gazette*. To date, we have not received any comments regarding this application.

Because the application meets six of the seven criteria in the ordinance, staff recommended that the application be approved subject to these conditions:

1. All construction shall be in strict conformance with the site plan submitted with this application.
2. If the conditional use permit is not approved, the applicant may downsize the garage to ensure that the total cumulative area of detached accessory structures on the lot does not exceed 1,200 sq. ft. The smaller garage can be built at the proposed setback.
3. All construction shall comply with the applicable local, state, and federal regulations.

Matthes asked for clarification on whether or not the house is an existing legal non-conforming structure. Sandahl confirmed that it is legal non-conforming as it stands.

Trevor Engels- TEAM Builders, 2512 White Tail Dr., Ste 300, Cedar Falls, IA 50613- stated that their goal is to keep the proposed distance and location for the new garage in the same spot, especially since there's fill to the rear of the yard that they'd prefer to avoid moving or touching.

The public hearing opened at 4:24 PM. The public hearing closed at 4:24 PM.

Matthes asked if the materials for the garage addition will be the same as or coordinate with the house. Mr. Engels stated that they will coordinate and match the home and that they will be similar materials. Matthes then asked the owner if the shop indicated on the site plan would be used as a shop or something else. Mr. Florman stated that the shop is planned to be more of a “man cave”.

Sjostrand moved to adopt the staff report as the Board’s findings and to approve the application by TEAM Builders for a Special Exception to Title 12-10-8, Table 1 to allow construction of a detached garage that encroaches 18 ft. into the required front setback for detached garages in the Z2 Sub-Urban Zoning District for the reasons stated in the staff report. Approval was subject to the conditions recommended by staff. Approval of the application was effective immediately. Matthes seconded.

Roll was called:

Evans	Yes	Hines	Yes
Matthes	Yes		
Sjostrand	Yes		

Item 5: Conditional Use Permit

5.1: Tony & Patti Florman- 1640 12th St. NE:

Sandahl presented the staff report.

The applicant is requesting a Conditional Use Permit to Title 12-10-4.D, which would allow construction of a detached garage on a lot less than 2 acres in size that occupies more than 1,200 sq. ft. but less than 30% of the area of the rear yard. The subject property is located at 1640 12th St. NE.

The applicant proposes to construct a detached garage measuring 40 ft. x 50 ft. There is also a 10' x 20' shed on the property. On a lot of 2 acres or less, the maximum cumulative total area of detached structures is 1,200 sq. ft. In this case, the total cumulative area would be 2,200 sq. ft. and a conditional use permit from the Zoning Board of Adjustment is required. The applicant is also requesting a special exception to reduce the required front setback for the garage. The Board may deny the special exception and still approve the conditional use permit since there is sufficient depth on the lot to accommodate the new garage at the required front setback.

The relevant City departments and utility providers were asked to comment on this application. No adverse comments or requested conditions of approval were received.

Notice of the application was mailed to the owners of all properties within 350 ft. of the exterior boundaries of the subject property. A public notice sign was placed at each

location and notice of the public hearing was published in the *Globe Gazette*. To date, we have not received any comments regarding this application.

Because the application meets each of the criteria, staff recommended that the application be approved subject to these conditions:

1. All construction must be completed in accordance with the plans submitted with the application. Since the requested special exception for the front setback is not approved, the garage may be relocated on the lot to meet the required setback, subject to review and approval of the site plan by the Administrative Official.
2. All construction must comply with the relevant local, state, and federal regulations.

Trevor Engels- TEAM Builders, 2512 White Tail Dr., Ste 300, Cedar Falls, IA 50613- clarified some more details regarding the proposed garage addition.

The public hearing opened at 4:32 PM. The public hearing closed at 4:32 PM.

Hines moved to adopt the staff report as the Board's findings and to approve the application by TEAM Builders for a Conditional Use Permit to Title 12-10-4.D to allow construction of a detached garage on a lot less than 2 acres in size that occupies more than 1,200 sq. ft. but less than 30% of the area of the rear yard. for the reasons stated in the staff report. Approval of the application was effective immediately. Sjostrand seconded.

Roll was called:

Evans	Yes	Hines	Yes
Matthes	Yes		
Sjostrand	Yes		

Item 6: Other Business

None.

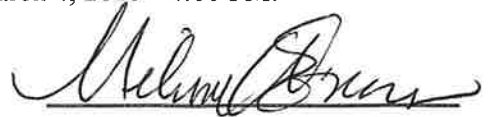
Item 7: Adjourn

The meeting adjourned at 4:37 PM.

Next regularly scheduled meeting: Tuesday, March 4, 2025 - 4:00 PM.



Attest: Regina Card, Secretary



Vice Chair: Melissa Evans