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**ZONING ADMINISTRATOR**  
**NOVEMBER 14, 2023, MEETING MINUTES**

**Village Staff:** David Schoon, Director of Community Development  
Ann Klaassen, Assistant Director of Community Development

**Call to Order:**  
Mr. Schoon called the meeting to order at 4:00 p.m.

**Public Comment:**  
No comments were made at this time.

**New Applications:**  
a. **Case No. 23-18-ZA - 381 Poplar Street:** An application seeking approval of a zoning variation to allow construction of a deck that would provide less than the minimum required side yard setback from the north property line. The Zoning Administrator has final jurisdiction on this request.

Mr. Schoon stated he received the materials presented and asked the applicant if there was any additional information to be provided. Mr. Ashley Boeckholt, the property owner and applicant, stated they have always wanted a rear deck and referred to the north and east setbacks with the north side requiring a variation to allow for basement access, furniture and equipment. He stated they settled on the least amount of space as possible and added they also want the porch for privacy reasons.

No members of the public were in attendance to provide comment and no correspondence was received from the public regarding this request.

Mr. Schoon stated that after reviewing the materials presented and the oral presentation, he found that due to the lot's size and placement of structures on the lot the request met the standards for granting a variation and approved the request.

**Adjournment:**  
The meeting adjourned at 4:03 p.m.

Respectfully submitted,

Antionette Johnson  
Recording Secretary