

**MINUTES**  
**November 7, 2017 – 5:30 p.m.**  
**Zoning Board of Adjustment**  
**Muscatine City Hall**  
**City Council Chambers**

**Present:** Jodi Hansen, Seth Munier, and Larry Wolf

**Excused:** Monica Gonzalez and Robert McFadden

**Staff:** Andrew Fangman, City Planner, Community Development  
Christa Bailey, Office Coordinator, Community Development

Chairperson Larry Wolf opened the meeting at 5:30 p.m.

**Minutes:** Staff reported that the minutes from the previous meetings were incomplete and would be submitted at a future meeting.

**Conditional Use Case #ZBACU9-110917, filed by Pastor Sharon Phillips of 216 Roselawn Ave, to operate an emergency shelter from the Jesus Mission Church. An emergency shelter qualifies as a conditional use in C-1 Zoning District per City Code Section 10-11-2(I).**

Pastor Sharon Phillips, 216 Roselawn Avenue, was present to discuss the request. Pastor Phillips stated that she would like to open an emergency shelter in the Jesus Mission Church to shelter people during freezing temperatures. She explained that Jesus Mission Church works with MCSA but MCSA must adhere to city codes; therefore, has to turn some people away due to sex offender and background checks, no ID, or at full capacity. Pastor Phillips would like to provide shelter for these turned out people. Wolf noted that Pastor Phillips had mentioned this would be for short term situations, what does she consider short term? Pastor Phillips replied that it may only be one night or may last up to two weeks. Hansen asked how many people would the church house at a time? Pastor Phillips advised that the most would be ten people. Hansen then inquired who would be responsible if anything were to happen to someone who was staying as a shelter guest or do they have any protocols in place if such were to happen. Pastor Phillips stated that they do have protocols for certain situations. There is no paid staff but there are 50 volunteers and they have weekly meetings to discuss any issues. Fangman then addressed an email he had received from the Hyvee manager, Matt Schweizer, who had some questions he would like answered. Fangman stated that most of the questions had already been addressed but he would go over them again. First question, Schweizer was curious as to the need for a shelter with the MCSA in place? Pastor Phillips reiterated that it would be for the people who the MCSA cannot accept i.e. no ID, background checks, or breaking rules. Second question from Schweizer: will the shelter be staffed, structured, and will there be rules? Pastor Phillips advised that a volunteer or herself will always be there and there will be rules for the guests, including no smoking. Charlotte Schafer, 2709 Bidwell, of MCSA then spoke on Pastor Phillips' behalf to explain that they complete sex offender checks, background checks, and have ID requirements so they do have to turn some people away even if they try their best to house everyone so the Jesus Mission Church would be filling a gap. Hansen questioned whether anyone besides the Jesus Mission Church would be liable if anything were to happen? Fangman explained that it is private property and the church would be solely liable. Wolf motioned to approve the conditional use request; seconded by Hansen. All ayes, motion carried. Pastor Phillips then asked if they wanted to put a time limit for how long a person can stay. Hansen said that in her opinion an emergency shelter is one night. Munier stated that it takes longer than one day to find a place to stay. Pastor Phillips seconded this stating sometimes if someone is starting a new job it can take a few weeks to get back on their feet. Fangman explained that the Board need not put a condition of a time restraint on the approval if unwanted. Board agreed that there was no need for a condition on time.

**Zoning Change Case #PZZ5-110717, filed by the Sino-U.S. People-to-People Exchange Center, to install an awning at 129 W 2<sup>nd</sup> St that will overhang public right-of-way. Per City Code Section 10-19-2 (H)(7) new signs that overhang public right-of-way shall be reviewed by the Zoning Board of Adjustment followed by City Council.**

Fangman explained that the case required a recommendation from the Board before going to City Council. Wolf stated that it used to have an awning and all the neighbors have similar awnings so he sees no issue. Hansen motioned to approve the zoning change request; seconded by Munier. All ayes, motion carried.

Meeting adjourned.

ATTEST:

Respectfully Submitted,

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Larry Wolf, Chairperson  
Zoning Board of Adjustment

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Andrew Fangman, Secretary  
City Planner