

**City of Bellefontaine Neighbors
Planning & Zoning Commission Minutes
December 9, 2019**

Chairman Wiese called the meeting to order at 7:03 pm.

Present: Chairman Wiese, City Engineer Klein, Inspector Raben, Alderwoman Dailes, Members Gordon, Duhadway & Barrett
Excused due to illness: Members Borzymowski & Lane

Members were asked if there were any changes to the minutes of the P&Z meeting November 11, 2019. There were none. Motion to approve the minutes was made by Duhadway, seconded by Alderwoman Dailes. Motion passed unanimously.

Home Occupation, Child Care at 1214 Forest Home Drive, Blessing Hands Child Development Center

Applicant Keona Porter was present to answer questions.

Chairman Wiese briefly reviewed the three floor plans provided by Ms. Porter. He pointed out that they didn't represent the property very well and were not consistent with each other. He offered a couple of sketches he had made of what he assumed the interior of the home looked like and what the back yard looked like, after he visited the property earlier in the day. He suggested the guy wire coming down from the utility pole in the back yard could be guarded or shielded in some way to protect any small children playing there, if they were to fall on it.

He said it would be best to revisit some of the documents provided and resubmit the application. Ms. Porter was open to doing so and asked if she could obtain a list of revised or remaining documents needed. The Chairman summed up the documents needed:

1. Revise and resubmit a floor plan of the home showing layout & sizes of the rooms, noting room(s) where children will be occupying it.
2. Provide a yard plan, similar to the plan Chairman Wiese generated.
3. Provide a childcare licensing document from the state.
4. Provide a letter from the Property Owner (not property management company) stating they are in agreement with use of the home for childcare. P&Z would like for the Owner to appear before them but, if not possible, a notarized letter from them would be acceptable.
5. Provide a copy of the state inspection, when one becomes available.
6. Install/provide a shield for the aforementioned guy wire - Ameren may be able to provide & install.

Gordon questioned the number of children to be cared for, especially in light of their ages. He thought there was a maximum of five children under two years old allowable and a maximum of eight children total allowed. Ms. Porter's letter of intent listed two (2) infants 2 months & 7 months old, a 2-year-old girl, a 3-year-old girl, a 10-year-old boy and 11-year-old girl – Six (6) children total. She stated that a maximum of six children will be cared for.

Inspector Raben said the state requires 35 SF of indoor open space per child and the state inspects the home prior to approval. He also said the state has a more detailed inspection, with more restrictions, than most municipalities. Raben asked Ms. Porter if she received a copy of Bellefontaine requirements & checklist and provided her copies.

Wiese asked if there was any further business and requested a motion to adjourn. A motion to adjourn was made by Dailes, seconded by Gordon. Motion passed unanimously.

Meeting adjourned at 7:20.

Recommendations & Action Items:

1. None.

Respectfully Submitted,

Pat Barrett