



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved ZONING BOARD OF APPEALS

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Thursday, November 21, 2024

5:00 PM

Virtual

CALL TO ORDER / ROLL CALL

Ostlind called the meeting to order at 5:05pm.

Staff Present: Katie Bannon, Assistant City Attorney Amber McReynolds, and Nancy Kelso.

Board Members Present: 5 – Peter Ostlind, Allie Berenyi, Angela Jenkins, David Waugh, and Sam Fritz.

APPROVAL OF MINUTES

A motion was made by Berenyi to approve the October 17, 2024, minutes; seconded by Waugh. The motion passed 4-0 by unanimous vote.

PUBLIC COMMENT

1. [61712](#) Zoning Board of Appeals Public Comment Period

There were no public comments.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

DISCUSSION ITEMS

2. [85124](#) Board Procedures Update

Prior to the meeting, all Board members were provided for review, a revised draft of the procedure manual along with a copy which highlighted the changes and edits that were made. Assistant City Attorney Amber McReynolds explained the process for this revision. There was discussion among Board members, ACA McReynolds, and Zoning Administrator Katie Bannon regarding retention time of the recorded meetings, minutes and applicant preparation.

Fritz moved to adopt the amended ZBA procedures; Berenyi seconded. The Board voted 4-0 by unanimous vote to approve the motion.

3. [86113](#) 2025 Meeting Schedule

Noting Madison General Ordinance (section 33.01 (10)) prohibits scheduling meetings on election days, holidays and during budget deliberations, Kelso explained how this will affect the Zoning Board of Appeals schedule for the month of June in 2025. After discussion, the Board agreed to schedule that meeting for Thursday, June 12, 2025.

4. [08598](#) Communications and Announcements

Kelso noted a case has been submitted for the December 19, 2024 meeting.

ADJOURNMENT

Fritz moved to adjourn the meeting; Berenyi seconded. By unanimous vote of 4-0 the Board adjourned at 5:20pm.