

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**Planning & Zoning and Board of Adjustment
Joint Work Session**

**January 27, 2015
6:30 p.m.**

Chairperson Craig Walker opened the Joint Work Session of the Planning & Zoning Commission and Board of Adjustment Meeting 6:30 p.m. welcoming the audience and Mayor Mark Worrell, City Administrator Matt Muckler, Zoning Administrator Paul Stagg, Deputy City Clerk Leslie Brick, City Engineer Dave Schechinger. Board of Adjustment Commission Members, Wayne Frauenholtz, Frank Frostestad, and Kami Poppen. Planning & Zoning Commission Chairperson Roger Laughlin, Commission Members LeeAnn Aspelmeier, Ryan Bowers, John Fuller, Clara Oleson and Sally Peck were present. Absent: Gary Slach and Jennie Embree.

Zoning Administrator Paul Stagg – Zoning Duties and Responsibilities within the City of West Branch.

BOA Chairperson introduced Zoning Administrator Paul Stagg. Stagg presented a 'Zoning 101' presentation to the commission members. The presentation provided information on the structure and powers of each commission along with meeting protocols, roles and responsibilities of each commission.

Potential Board and Commission Rules of Procedure.

Stagg asked all commission members to review the Procedural Rules of the West Branch City Council. Stagg commented that the City Council has adopted and follows the Procedural Rules and would like each commission to review and adopt them for each commission. Stagg noted that since there are new members to the boards and commission that special attention should be paid to Section IV.

February 24, 2015 – U of I Institute of Public Affairs Board & Commission Training, Brick Arch Winery.

Muckler invited all commission members to a Board & Commission training event at the Brick Arch Winery on February 24, 2015. The City Council has declared this a public purpose and funds have been made available so all members are encouraged to attend.

April 6, 2015 – ISU Extension Introduction to Planning & Zoning for Local Officials Workshop, Davenport Public Library.

Muckler invited all interested commission members to attend a Planning & Zoning Training to be held in Davenport. Muckler noted that while it is more specific to Planning & Zoning, others could attend. He also noted that this training is on a regularly scheduled City Council night so the meeting may be cancelled or rescheduled.

ADJOURNMENT

Motion by Oleson to adjourn the work session, second by Laughlin. Motion carried on a voice vote. Planning & Zoning and Board of Adjustment joint work session adjourned at 6:26.m.