

(These minutes are not approved until the next Commission meeting.)

City of West Branch Board of Adjustment Meeting
January 11, 2017
West Branch City Council Chambers, 110 North Poplar Street

Chairman, Craig Walker opened the regular meeting of the Zoning Board of Adjustments at 6:30 p.m. via phone call by welcoming the audience which included the following City Staff: Deputy City Clerk Leslie Brick and Public Works Director Matt Goodale. Board members Craig Walker (Chair), Frank Frostestad, Jennie Embree and Kami Poppen were present. Absent: Wayne Frauenholtz.

Approve minutes from the January 13, 2016 Zoning Board of Adjustment meeting.

Motion by Frostestad, second by Poppen. AYES: Frostestad, Poppen, Walker. NAYS: None. Abstain: Embree. Absent: Frauenholtz. Motion approved.

Approve _____ as Chairperson of the Zoning Board of Adjustment/ Move to action.

Frostestad nominated Walker as Chairperson of the Zoning Board of Adjustment.

Motion by Frostestad, second by Embree. AYES: Frostestad, Embree, Poppen, Walker. NAYS: None. Absent: Frauenholtz. Motion approved.

Approve _____ as Vice Chairperson of the Zoning Board of Adjustment/ Move to action.

Walker nominated Frostestad as Vice Chairperson of the Zoning Board of Adjustment.

Motion by Walker, second by Poppen. AYES: Walker, Poppen, Embree, Frostestad. NAYS: None. Absent: Frauenholtz. Motion approved.

Approve _____ as Secretary of the Zoning Board of Adjustment/ Move to action.

Walker nominated Deputy City Clerk Leslie Brick as Secretary of the Zoning Board of Adjustment.

Motion by Walker, second by Embree. AYES: Walker, Poppen, Embree, Frostestad. NAYS: None. Absent: Frauenholtz. Motion approved.

Staff Reports- Zoning Administrator Terry Goerd.

Goodale introduced Goerd as the new Zoning Administrator, replacing Paul Stagg who vacated the position in November 2016. Goodale said in addition to Goerd's current role as the City's building inspector, Goerd will take on the role of Zoning Administrator. Goerd addressed the commission and provided his background in zoning. Goerd said he works in other surrounding communities serving as their inspector and has many years of experience in doing so. Goerd currently works full-time for the City of Iowa City as their Plans Examiner. Walker also commented that he had a previous conversation with Goerd and felt that his experience he will be an asset to the city and the commissions on which he will serve.

Adjourn

Motion by Poppen, second by Embree. Motion carried on a voice vote. Meeting adjourned at 6:43 p.m.