

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

City of West Branch Board of Adjustment Meeting
January 24, 2018
West Branch City Council Chambers, 110 North Poplar Street

Vice Chairman, Frank Frostestad opened the regular meeting of the Zoning Board of Adjustments at 6:30 p.m. by welcoming the audience which included the following City Staff: Deputy City Clerk Leslie Brick and City Administrator Redmond Jones II. Board members Frank Frostestad (Vice Chair), Jennie Embree and Wayne Frauenholtz were present.

Approve minutes from the January 11, 2017 Zoning Board of Adjustment meeting.

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

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

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

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

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

Frauenholtz nominated Embree as Vice Chairperson of the Zoning Board of Adjustment.

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

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

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

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

Staff Reports- Leslie Brick – Commission Member recruitment.

Brick said the commission had two vacancies to fill for the resignation of Chair Craig Walker and commission member Kami Poppen. Frostestad said that he had recruited Neil Korsmo to join the commission. Brick also reminded the members to review the city's website for zoning code changes in the past twelve months as there were some recent activity and referred to Ordinance 747 passed and approved on December 4, 2017. Embree asked Brick to provide copies of the zoning changes to the commission members for their review.

Adjourn

Motion by Frostestad, second by Embree. Motion carried on a voice vote. Meeting adjourned at 6:37 p.m.

Submitted by:

Deputy City Clerk Leslie Brick

January 30, 2018