

*(The following is a synopsis of the minutes of the West Branch Zoning and Board of Adjustment meeting. A video recording is available for inspection at westbranchiowa.org. The minutes are not approved until the next regularly scheduled Zoning and Board of Adjustment meeting.)*

**West Branch, Iowa  
Council Chambers**

**Zoning and Board of Adjustment  
Regular Meeting**

**March 28, 2022  
5:30 p.m.**

Chairperson Jennie Embree called the West Branch Zoning and Board of Adjustment regular meeting to order at 5:30 p.m. Roll call: Commission members present: Wayne Fraunholtz, and Neil Korsmo. Frank Frostestad excused absence. City Staff present: City Administrator Adam Kofoed. Prospective Board Members present: Greg Humrichouse and Paula Verlo.

**PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE**

**PUBLIC HEARING / NON-CONSENT AGENDA**

**Approving Chairperson, Jennie Embree –/ Move to action**

Motion by Fraunholtz, seconded by Korsmo, motion approved 3-0.

**Approving Vice Chairperson, Wayne Fraunholtz –. / Move to action.**

Motion by Korsmo, seconded by Embree, motion approved 3-0.

**Approving Secretary, Neil Korsmo-. / Move to action.**

Motion by Embree, seconded by Fraunholtz, motion approved 3-0.

**Discussions/ No Action -**

Kofoed discussed the three duties of the board which are variances, zoning interpretation appeals, and conditional/special uses. Kofoed explained all three should be viewed different from one another but should be viewed independently.

Verlo asked since the board is viewing the ordinances with a judicial perspective, if they were allowed to provide recommendations to the Planning and Zoning commission who generally recommend zoning ordinance changes to the city council. Kofoed explained Board of Adjustment may provide recommendations to the Planning and Zoning commission.

Embree asked when the prospective board members will be approved. Kofoed anticipates council will approve new board members at the

**ADJOURNMENT**

Motion to adjourn by Fraunholtz, second by Korsmo. Motion carried on a voice vote. Zoning and Board of Adjustment meeting adjourned at 6:14 p.m.

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Roger Laughlin, Mayor

ATTEST:

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Leslie Brick, City Clerk