

(The following is a synopsis of the minutes of the West Branch Zoning and Board of Adjustment meeting. 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**

**February 13, 2023
6:00 p.m.**

Vice Chair Wayne Frauenholtz called the West Branch Zoning and Board of Adjustment regular meeting to order at 6:00 p.m. Roll call: Commission members present: Wayne Frauenholtz, Frank Frostestad, Paula Verlo, Greg Humrichouse. City Staff present: City Administrator Adam Kofoed.

Approving Chairperson, Wayne Frauenholtz –/ Move to action

Motion by Frostestad, second by Verlo, motion approved 4-0.

Approving Vice Chairperson, Frank Frostestad –. / Move to action.

Motion by Humrichouse, seconded by Frauenholtz, motion approved 4-0.

Approving Secretary, Paula Verlo-. / Move to action.

Motion by Humrichouse, seconded by Frauenholtz, motion approved 4-0.

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.

Frostestad and Fraunholtz provided set examples in West Branch and the board should have strict scrutiny on variances. Fraunholtz emphasized the importance of open meeting laws and the perception of being together in one place. Board members asked questions about getting a fifth Board member.

Kofoed discussed upcoming budget and capital improvement projects.

ADJOURNMENT

Motion to adjourn by Frostestad, second by Humrichouse. Motion carried on a voice vote. Zoning and Board of Adjustment meeting adjourned at 6:38 p.m.

Submitted by:

Adam Kofoed
City Administrator