

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

City of West Branch Board of Adjustment Meeting
January 13, 2016
West Branch City Council Chambers, 110 North Poplar Street

Chairman, Craig Walker opened the regular meeting of the Zoning Board of Adjustments at 6:32 p.m. via phone call by welcoming the audience which included the following City Staff: City Administrator/Clerk Matt Muckler and Deputy City Clerk Leslie Brick. Board members Craig Walker (Chair), Frank Frostestad and Kami Poppen were present. Absent: Wayne Frauenholtz and Jennie Embree.

Approve minutes from the May 27, 2015 Zoning Board of Adjustment meeting.

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

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, Frostestad. NAYS: None.

Absent: Frauenholtz and Embree. 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 Poppen. AYES: Walker, Poppen, Frostestad. NAYS: None.

Absent: Frauenholtz and Embree. Motion approved.

Staff Reports- Zoning Administrator Paul Stagg.

Muckler reported on Stagg's behalf that there is an upcoming Intro to Planning & Zoning Workshop in April for interested participants. Muckler encouraged commission members to attend. Interested members should contact the City Office.

Adjourn

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