

**CITY OF PELLA, IOWA
BOARD OF ADJUSTMENT MINUTES
FEBRUARY 20, 2023**

CALL TO ORDER BY THE CHAIRPERSON AND ROLL CALL

Chairperson Westra called the Board of Adjustment to order at 6:00 p.m. in the Public Safety Complex. Members present were: Kristi Kious, Jaci Nunnikhoven, Susan Reiter, Lyle Vander Meiden, Mike Vander Wert, and Corey Westra; absent: Larry Lautenbach and Vince Nossaman. Staff present: Planning and Zoning Director Gerald Buydos, Zoning Analyst Jared Parker, and the Deputy City Clerk. Three members of the public attended the meeting.

CHAIRPERSON’S COMMENTS

Approval of the Tentative Agenda

Motion by Nunnikhoven, second by Reiter to approve the tentative agenda. Motion carried 6-0.

APPROVAL OF MINUTES

Motion by Vander Wert, second by Nunnikhoven to approve the minutes from October 25, 2022. Motion carried 6-0.

PUBLIC HEARINGS

Consider a Variance Request from Jeff Dingeman to Reduce the Rear Yard Setbacks of the Property Located at 1301 W. 12th St. to Construct Business Suites

The public hearing for this item was never opened. Two Board members, Nunnikhoven and Reiter, stated they would be abstaining from discussion on this item, due to conflicts of interest. A notice of public hearing for this item will be republished for the next Board meeting, scheduled for March 20, 2023. Westra asked that it be stressed to the Board that it is important that all of the Board members be present, as there will be two abstentions. If necessary, a special meeting will be scheduled so that all Board members can attend.

OTHER BUSINESS

Election of Chair and Vice-Chair for 2023

On an annual basis, the Board of Adjustment is required to select a Chair and Vice-Chair from its membership. All members are eligible to serve in these roles. The primary role of the Chair is to conduct the Board of Adjustment meetings in accordance with the Board of Adjustment’s Procedural Rules. In the absence of the Chair, the Vice-Chair will serve as the Chair during the Board of Adjustment meetings. In addition to the above responsibilities, both positions will serve in a liaison role for staff. Westra is the existing Chair and Nunnikhoven is the existing

Vice-Chair. Both positions are held for one year. Westra was re-elected Chair and Nunnikhoven was re-elected Vice-Chair for 2023.

Work Session to Review the Board of Adjustment Procedural Rules

The City of Pella Board of Adjustment Procedural Rules govern the conduct of the Board. As the rules have not been amended since their adoption in 2008, staff asked the Board to review them for familiarity and to determine whether any changes should be made. Upon review, the Board found that no changes to the Procedural Rules were necessary.

Next Meeting Date

The next meeting is scheduled for March 20, 2023.

Adjourned at 6:23 p.m.