

**DELAWARE COUNTY BOARD OF ADJUSTMENT**

1:00 p.m.

Tuesday, January 17, 2023

Conference Room (basement), Delaware County Courthouse  
301 E Main Street, Manchester, Iowa

**Board Members Present:** Lamont Davidson, Marv Heims, Therese Beswick, Randy Rattenborg, and Tammy Eibey.

**Board Members Excused:** none.

**Board Members Absent:** none.

**Staff Members Present:** Zoning Administrator Alex Linderwell, Deputy Auditor Peggy Hildebrand, and ECIA Senior Planner Laura Carstens.

**CALL TO ORDER AND ROLL CALL:** The meeting was called to order by Linderwell, Secretary to the Board of Adjustment, at 1:01 p.m. and roll call was taken.

**WELCOME AND INTRODUCTIONS:** Linderwell welcomed the new Board members. Introductions were made. The 2023 Board of Adjustment roster was provided as a handout.

**BOARD OF ADJUSTMENT ORIENTATION:** Carstens referred to the enclosed Board Orientation handout. Discussion followed.

**EXAMPLES OF ADMINISTRATIVE FORMS:** Carstens referred to the enclosed handout with examples of Zoning Administration forms. Discussion followed.

**ADOPTION OF BYLAWS:** Carstens referred to the enclosed Draft of Bylaws for the Board of Adjustment. Discussion followed.

Motion by Eibey, second by Heims, to approve the draft bylaws as the Board of Adjustment's bylaws. Motion carried by the following vote: Aye – Davidson, Heims, Beswick, Rattenborg, and Eibey; Nay – None.

**ELECTION OF OFFICERS:** Carstens explained that the Board needs to elect a chairperson and a vice chairperson, and asked for nominations. Discussion followed.

Motion by Heims, second by Beswick, to elect Tammy Eibey as Chairperson. Motion carried by the following vote: Aye – Davidson, Heims, Beswick, Rattenborg, and Eibey; Nay – None.

Motion by Eibey, seconded by Heims, to elect Therese Beswick as Vice Chairperson. Motion carried by the following vote: Aye – Davidson, Heims, Beswick, Rattenborg, and Eibey; Nay – None.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM BOARD:** Other Business.

**Platting Question.** Board Member Rattenborg noted that Delaware County does not have a subdivision ordinance. He described the current platting process is that the Auditor's Office provides a cursory review of a plat before the Recorder's Office records the plat. He asked if Linderwell should review plats

with a similar cursory review for zoning compliance. Carstens explained they plan to review this question with the Auditor's Office and the County Attorney, and hope to have an answer soon.

**ITEMS FROM STAFF:** Next Meeting is February 21, 2023 at 1:00 pm in the Conference Room (basement), Delaware County Courthouse. Linderwell agreed to text Board members with reminders of meeting dates and to check their email.

**ADJOURNMENT:** Motion by Davidson, second by Rattenborg, to adjourn the Board meeting. Motion carried by the following vote: Aye – Davidson, Heims, Beswick, Rattenborg, and Eibey; Nay – None. The meeting adjourned at 2:36 p.m.

Respectfully submitted,

Alex Linderwell, Zoning Administrator

A handwritten signature in blue ink that reads "Alex Linderwell". The signature is written in a cursive style with a horizontal line underneath the name.

Adopted: 3-21-23