

**DRAFT MINUTES**

**DELAWARE COUNTY ZONING COMMISSION**

1:00 p.m.

Wednesday, January 18, 2023

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

**Commissioners Present:** Brad Kimmerle, Patti Glanz, John Zietlow, Dave Kronlage, and Kris Coeey.  
**Commissioners Excused:** none.  
**Commissioners Absent:** none.  
**Staff Members Present:** Zoning Administrator Alex Linderwell, County Auditor Carla Becker, and ECIA Senior Planner Laura Carstens.

**CALL TO ORDER AND ROLL CALL:** The meeting was called to order by Linderwell, Secretary to the Zoning Commission, at 1:06 p.m. and roll call taken.

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

**ZONING COMMISSION ORIENTATION:** Carstens referred to the enclosed Commission 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 Zoning Commission. Discussion followed.

Motion by Zietlow, second by Glanz, to approve the draft bylaws as the Zoning Commission's bylaws. Motion carried by the following vote: Aye – Kimmerle, Glanz, Zietlow, Kronlage, and Coeey; Nay – None.

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

Motion by Kimmerle, second by Kronlage, to elect John Zietlow as Chairperson. Motion carried by the following vote: Aye – Kimmerle, Glanz, Zietlow, Kronlage, and Coeey; Nay – None.

Motion by Kronlage, second by Coeey, to elect Brad Kimmerle as Vice Chairperson. Motion carried by the following vote: Aye – Kimmerle, Glanz, Zietlow, Kronlage, and Coeey; Nay – None.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM Commission:** Other Business - None.

**ITEMS FROM STAFF:** Next Meeting is February 15, 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 Kimmerle, second by Zietlow, to adjourn the Commission meeting. Motion carried by the following vote: Aye – Kimmerle, Glanz, Zietlow, Kronlage, and Coeey; Nay – None. The meeting adjourned at 2:36 p.m.

Respectfully submitted,

Alex Linderwell, Zoning Administrator

Adopted: \_\_\_\_\_