



CITY HALL  
124 W. COURT AVENUE  
WINTERSET, IOWA 50273-1545  
PHONE (515) 462-1422  
FAX (515) 462-1963

Thomas J. Leners, Mayor  
Andrew J. Barden, City Administrator

## BOARD OF ADJUSTMENT AGENDA

Governmental Body: Board of Adjustment

Date of Meeting: October 2, 2025

Time of Meeting: 8:30 A.M.

Place of Meeting: Winterset City Hall

PUBLIC NOTICE IS HEREBY GIVEN that the above-mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

Agenda:

1. Approve the minutes of the August 7, 2025 meeting
2. Variance request for 115 W Jefferson Street for the Quilts of Valor Foundation to allow colors outside of the allowed Sherwin Williams Historic Exterior Collection for a new sign they are proposing.

The Quilts of Valor Foundation would like to use different colors for their proposed sign which would be located in the Downtown Commercial District. Recent updates to the municipal code for Downtown Commercial Building Materials and the Sign Code requires the use of the Sherwin Williams Historic Exterior Collection for any colors, including signs in this zoning district. Any variation from this color palate would require the Board of Adjustment approval. The applicable code sections are 4.12048.C.7 and 4.12048.F.

---

City Council

Mary Ann Orr- North    Mike Fletcher- South

Christopher Fairholm-Mayor Pro Tem, At-Large    Michael Eller – At Large    Michael Cook- At Large



CITY HALL  
124 W. COURT AVENUE  
WINTERSET, IOWA 50273-1545  
PHONE (515) 462-1422  
FAX (515) 462-1963

Thomas J. Leners, Mayor  
Andrew J. Barden, City Administrator

## BOARD OF ADJUSTMENT MINUTES

Governmental Body: Board of Adjustment

Date of Meeting: August 7, 2025

Time of Meeting: 8:30 A.M.

Place of Meeting: Winterset City Hall

PUBLIC NOTICE IS HEREBY GIVEN that the above-mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

Agenda:

1. Approve the minutes of the July 3, 2025 meeting
2. Variance request for 120 S 5<sup>th</sup> Street for a 6-foot fence where 4-foot is the maximum height for a corner lot.
3. Variance request for 1003 N 4<sup>th</sup> Ave for a building separation of 1' 6" where a minimum of 10 feet is required.
4. Variance request for 415 W Madison St for a lean-to structure to setback 10' where 20' is the minimum rear yard setback required.

The Board of Adjustment of the City of Winterset, Iowa met on August 7, 2025. The meeting was called to order by Chairman Liechty at 8:30 AM as all confirmed members were in attendance.

Present: Jim Liechty, Shari Bush, Bob Duff

Absent: Janice Bowers, Larry Dillinger

**Agenda Item 1:** Chairman Liechty asked the Board if they had any questions on the previous meeting minutes. Seeing none, he asked for a motion to approve the previous meeting minutes as submitted. Member Duff made a motion to approve the July 3, 2025 meeting minutes, seconded by Member Bush. On a voice call, all present members voted Aye.

Whereupon Chairman Liechty declared that the motion carried.

**Agenda Item 2:** Chairman Liechty asked for Code Enforcement Officer Hollie Burgus to explain Agenda Item 2. Burgus explained that Spencer Minnich was hired by Heather Arthurs of 120 S 5<sup>th</sup> Ave to build a 6-foot fence and it was placed in violation of the code. Burgus explained that the alley is a well-travelled alley with garage access. After little discussion by the

City Council

Mary Ann Orr- North    Mike Fletcher- South

Christopher Fairholm-Mayor Pro Tem, At-Large    Michael Eller – At Large    Michael Cook- At Large



CITY HALL  
124 W. COURT AVENUE  
WINTERSET, IOWA 50273-1545  
PHONE (515) 462-1422  
FAX (515) 462-1963

Thomas J. Leners, Mayor  
Andrew J. Barden, City Administrator

Board, member Bush made a motion to approve the variance request. The motion was seconded by Member Duff. On a voice call, all present members voted Aye.

Whereupon Chairman Liechty declared that the motion carried.

**Agenda Item 3:** Chairman Liechty explained that Ben Garrison of 1004 N 4<sup>th</sup> Ave would like to build an accessory structure to the north of his existing and asking for a 1' 6" building separation variance. Code Enforcement Officer Hollie Burgus confirmed that this is his request and that he wants to build it at 9'6" separation but wants the variance at 8'6" for overhang just in case. After discussion, Chairman Liechty asked if there were any questions. Seeing none, he asked for a motion. Member Duff made a motion to approve the variance request. The motion was seconded by Member Bush. On a voice call, all present members voted Aye.

Whereupon Chairman Liechty declared that the motion carried.

**Agenda Item 4:** Chairman Liechty explained that Joel Carlson and Lisa Wagner of 415 W Madison Street are looking to put a lean-to on the rear of their home that would setback 10' where 20' is required. Code Enforcement Officer Hollie Burgus then explained that Joel and Lisa at 415 W Madison St would like to build a lean to on the rear of their property to provide permanent sun coverage. They want this to be permanent, so it won't damage their neighbor's property in a windstorm if they have to put something temporary. She went on to explain that the PUD covenants were researched and this is not prohibited. Joel Carlson advised that they spoke to the builder, Pete Corkrean, and it was confirmed that he approved this addition. After discussion, Chairman Liechty asked if there were any questions. Seeing none, he asked for a motion. Member Bush made a motion to approve the variance request. The motion was seconded by Member Duff. On a voice call, all present members voted Aye.

Whereupon Chairman Liechty declared that the motion carried.

Chairman Liechty then asked if there was any other business to discuss. Seeing none, Member Bush made a motion to adjourn the meeting, seconded by Member Duff. On a voice call, all members present voted Aye and the meeting was adjourned.

---

Chairman Jim Liechty

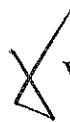
A handwritten signature in black ink, appearing to read "Hollie Burgus".  
Hollie Burgus  
Code Enforcement Officer

City Council

Mary Ann Orr- North    Mike Fletcher- South

Christopher Fairholm-Mayor Pro Tem, At-Large    Michael Eller – At Large    Michael Cook- At Large

PETITION TO THE BOARD OF ADJUSTMENT  
WINTERSET, IA



VARIANCE

SPECIAL EXCEPTION USE PERMIT

Petitioner Name:  
Quilts of Valor Foundation  
Address of property:  
115 W Jefferson St.  
Email address:  
lexie.millikan@qovf.org  
Phone number:  
605-430-5968 (cell)

Property owner (if different from  
Petitioner):  
Zoning District:

Applicable Code Section:

Description of request:

The Quilts of Valor Foundation (QOVF) is requesting a variance in the sign code, based on the colors of our logo. The QOVF logo colors are very different from the required Sherwin Williams palette, so we would like to request a color that falls in between the two extremes.

Application materials  
Completed petition.

Fees: Variance request \$75

Special Exception Use request \$100 plus \$1 for each property  
within 500 feet of property  
Payment required prior to being put on the meeting agenda.

Site plan for Variance requests.

Signature:

Lexie A. Millikan

Date:

9/25/25

*Office Use Only*

*Paid (amount): \_\_\_\_\_ Date Paid: \_\_\_\_\_*

*Site Plan received (for variance): \_\_\_\_\_*

*Meeting Date: 10/2/25*

**[HYPERLINK "https://cityofwinterset.org/" INCLUDEPICTURE](https://cityofwinterset.org/)**

**"cid:image001.png@01D869D5.631460A0" \\* MERGEFORMATINET**

**CITY HALL**

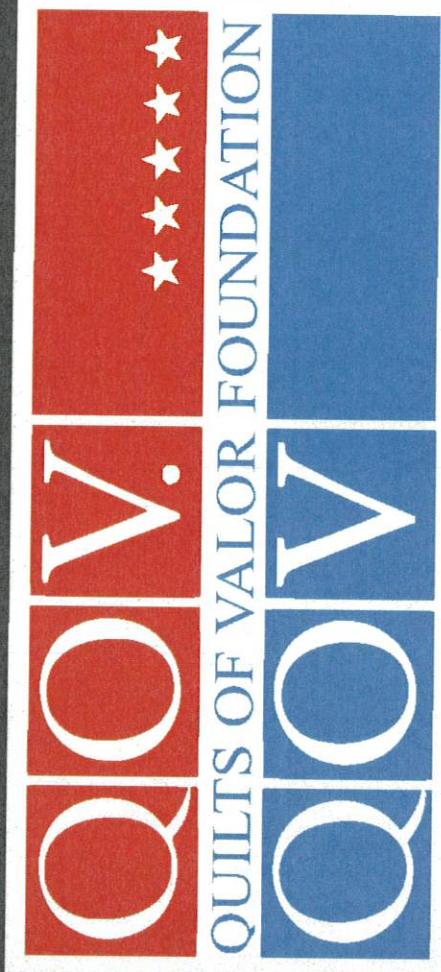
**124 W. COURT AVENUE  
WINTERSET, IOWA 50273-1545**

**PHONE (515) 462-1422  
FAX (515) 462-1963**

## SW Color Palette



## Proposed New Colors



## Original Logo

