



CITY HALL  
124 W. COURT AVENUE  
WINTERSET, IOWA 50273-1545  
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Thomas J. Leners, Mayor  
Andrew J. Barden, City Administrator

## BOARD OF ADJUSTMENT MINUTES

Governmental Body: Board of Adjustment

Date of Meeting: July 3, 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 April 3, 2025 meeting
2. Variance request for 709 E South Street to erect a 6 foot fence on the west side of the lot where 4 feet is the maximum height allowed.
3. Variance request for 901 S 7<sup>th</sup> Ave for an addition to a house to setback 8 ft 3 inches where 30 feet is the minimum setback required.

The Board of Adjustment of the City of Winterset, Iowa met on July 3, 2025. The meeting was called to order by Interim Chairman Duff at 8:27 AM as all confirmed members were in attendance.

Present: Larry Dillinger, Bob Duff, Janice Bowers

Absent: Shari Bush, Jim Liechty

**Agenda Item 1:** Interim Chairman Duff 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 Dillinger made a motion to approve the April 3, 2025 meeting minutes, seconded by Member Bowers. On a voice call, all present members voted Aye.

Whereupon Interim Chairman Duff declared that the motion carried.

**Agenda Item 2:** Interim Chairman Duff asked for Code Enforcement Officer Hollie Burgus to explain Agenda Item 2. Burgus explained that Mr. Criss of 709 E South Street would like to build a 6-foot fence on a corner lot where 4-foot is the maximum height allowed in the side yard. There is an alley behind this property, but it is not traveled and there is no vehicular access. They have a dog that needs a fenced in the back yard. Interim Chairman Duff asked if there were any questions. Seeing none, he asked for a motion. Member Dillinger made a motion to

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



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approve the variance request. The motion was seconded by Member Bowers. On a voice call, all present members voted Aye.

Whereupon Interim Chairman Duff declared that the motion carried.

**Agenda Item 3:** Interim Chairman Duff asked for Code Enforcement Officer Hollie Burgus to explain Agenda Item 2. Burgus explained that Brittney Mitchell of 901 S 7<sup>th</sup> Ave would like to build an addition to her existing house. The front of the house was determined to be S 7<sup>th</sup> Ave. The addition will be no closer to S 7<sup>th</sup> Ave than the existing part of the house. They have a growing family and need more space. After discussion, Interim Chairman Duff asked if there were any questions. Seeing none, he asked for a motion. Member Dillinger made a motion to approve the variance request. The motion was seconded by Member Bowers. On a voice call, all present members voted Aye.

Whereupon Interim Chairman Duff declared that the motion carried.

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

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Interim Chairman Bob Duff

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Hollie Burgus  
Code Enforcement Officer

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