



CITY HALL  
124 W. COURT AVENUE  
WINTERSET, IOWA 50273-1545  
PHONE (515) 462-1422  
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Philip A. Macumber, Mayor  
Andrew J. Barden, City Administrator

## BOARD OF ADJUSTMENT MINUTES

Governmental Body: Board of Adjustment

Date of Meeting: October 5, 2023

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 3, 2023 meeting
2. Variance request for 1624 S 4<sup>th</sup> Ave to allow less than the required frontage for 2 new lots to be annexed into the city.
3. Variance to allow a vacant lot located just north of 705 S 2<sup>nd</sup> Street to be deemed buildable with a square footage of 7410 where 7500 is required.
4. Discussion of potential updates to the sign code.

DATE POSTED: October 4, 2023

BY: Hollie Burgus  
Title: Code Enforcement Officer

The Board of Adjustment of the City of Winterset, IA met on October 5, 2023, in accordance with the above Notice and Call of Public Meeting. The meeting was called to order at 8:29 AM by Chairman Liechty.

Present: Jim Liechty, Shari Bush, Bob Duff, Larry Dillinger, and Janice Bowers

Absent: None

City Council

Mary Ann Orr- North    Mike Fletcher- South

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



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**Agenda Item 1:**

The Chairman asked for a motion to approve the previous meeting minutes from the August 3, 2023 meeting. There were no changes or discussion. Member Dillinger made a motion to approve, seconded by Member Bush. On a voice call, all members present voted Aye.

Whereupon the Chairman declared that the motion carried.

**Agenda Item 2:**

The second item on the agenda was a variance request for 1624 S 4<sup>th</sup> Ave to allow less than the required frontage for 2 new lots to be annexed into the city. There was a short discussion about Duff's concern about access for emergency vehicles given the 15 foot and 20-foot-wide drives that will be created if approved. After discussion, Member Dillinger made a motion to approve the variance subject to annexation into the city, seconded by member Duff. On a voice vote, all members present voted Aye.

Whereupon the Chairman declared that the motion carried.

**Agenda Item 3:**

The third item on the agenda was a variance request to allow a vacant lot located just north of 705 S 2<sup>nd</sup> Street to be deemed buildable with a square footage of 7410 where 7500 is required. There was a short discussion about future construction on the vacant lot and setbacks. Member Duff made a motion to approve the variance request subject to no variances being granted for setbacks on the lot, seconded by Member Bush. On a voice call, all members present voted Aye.

Whereupon the Chairman declared that the motion carried.

**Agenda Item 4:**

Code Enforcement Officer Burgus explained to the Board that a sign code update is in the process, specifically projecting signs for the blocks immediately adjacent to the downtown square, and electronic message boards. Chairman Liechty's main concern is the size of the projecting signs allowed aren't too large and that the sign looks in conformance with the downtown character. Member Bowers was concerned with the mounting of the projecting sign to which Burgus advised that would be addressed during the permit process with V&K. Member Dillinger's concern was that the electronic message boards should not have flashing lights and Burgus responded that is not currently allowed and will remain that way. No action was needed nor taken on this update.

Member Dillinger made a motion to adjourn the meeting, Member Duff seconded the motion. The motion carried and the meeting was adjourned.

City Council

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