



Dubuque County Board of Adjustment Board of Adjustment Meeting Minutes -July 2, 2024

Chairperson Ben Schroeder called the meeting to order at 7 p.m.
Chairperson Ben Schroeder, Vice-Chairperson Dave Klein, Loras Link,
Penny Wulfekuhle, DeVon Welty

The Board of Adjustment met at the Dubuque County West Campus, 1225 Seippel Rd, Dubuque, IA, 52002. You have the option to attend Board of Adjustment meetings. The County offers Zoom with both audio and video available. Every agenda will include information on how to login to attend that meeting. Those wishing to attend meetings in person may do so. All Zoning Board official meetings are recorded and available to be viewed at <https://www.dubuquecountyiowa.gov/467/Agendas-Minutes>

ROLL CALL - Members present: Ben Schroeder, Loras Link, DeVon Welty, and Penny Wulfekuhle. Member Dave Klein was absent. Staff Present: Tammy Henry, Ed Raber and Lindsey Schreiber.

New Business-Elections- A motion was made by Ms. Wulfekuhle, **seconded by Mr. Link, to appoint Ben Schroeder as Chairperson of the Board of Adjustment. Vote: 4-0.** A motion was made by Mr. Link, **seconded by Mr. Schroeder, to appoint Dave Klein as Vice-Chairperson of the Board of Adjustment. Vote: 4-0.**

APPROVAL OF MINUTES – A motion was made by Mr. Link, **seconded by Mr. Schroeder, and passed unanimously to approve the minutes of the June 5, 2024 meeting. Vote: 4-0.**

PUBLIC HEARINGS:

BA#07-25-24 TIMOTHY & TARA WEIMERSKIRCH-VARIANCE-Speaking to the board was Timothy Weimerskirch. **The motion passed unanimously. Vote 4-0.**

BA#07-26-24 JOSEPH & MARNI SCHMITT-VARIANCE-Speaking to the board was Joseph & Marni Schmitt. **The motion passed unanimously. Vote 4-0.**

BA#07-27-24 BRYON & TAMARA KLOTZ-VARIANCE-Speaking to the board was Bryon & Tamara Klotz. **The motion passed unanimously. Vote 4-0.**

OLD BUSINESS: None

NEW BUSINESS: Mr. Raber presented a Memorandum to the Board of Adjustment regarding Election of Offices & Zoning Board of Adjustment By-Laws. See attached document.

PUBLIC COMMENTS: None

ADJOURNMENT: A motion was made by Mr. Link, **seconded by Mr. Schroeder to adjourn the meeting. The motion passed unanimously. Vote: 4-0. The meeting ended at 7:50 p.m.**



Dubuque County Memorandum

TO: Dubuque County Zoning Board of Adjustment

FROM: Ed Raber, Planning & Development Dir., Ed.Raber@dubuquecountyiowa.gov , 563-690-3035

DATE: June 20, 2024

RE: Election of Officers & Zoning Board of Adjustment By-Laws

BACKGROUND

The Dubuque County Zoning Board of Adjustment by-laws state that at the Board's December meeting each year, the Board will pick its officers from its membership. Selected officers would begin their duties in January. There are two officers, the Chairperson (Chairman) and Vice-Chairperson (Vice-Chairman).

More recently, the Board has decided to select its officers at its first regular meeting of the fiscal year, typically in July. This brings the Board into alignment with the fiscal year cycle that also reflects the members terms. This deviation from the by-laws is minor (officers are still being selected annually, etc.), but it does suggest that the bylaws should be reviewed and updated during the upcoming year.

DISCUSSION

The newly constituted Zoning BOA has five appointed members that serve 5-year terms. The membership for FY 2025 has changed as Michelle Switzer's term expired June 30, 2024 and Devon Welty was appointed by the Board of Supervisors on June 17th to join the Board in a term that expires June 30, 2029. The revised membership roster for the FY 2025 Zoning BOA is attached to this memo.

At the July 2nd regular meeting, the Board will be asked to select a Chairperson and a Vice-Chairperson. For FY 2024, Ben Schroeder was selected as Chairperson and Michelle Switzer as Vice-Chairperson. A person may be selected by the Commission to serve consecutive or successive years as an officer.

Also attached are the current by-laws of the Zoning BOA which were adopted by the Commission on August 7, 2007. It isn't immediately clear if these were new by-laws or if they were an amended version based on a previous document. Many of the County's Boards and Commissions have by-laws that have not been reviewed, updated, or amended in over a decade. In the coming year, we may ask the Board to review the by-laws, and staff may propose some amended language as we look at some common language across the County's Boards and Commissions.

ACTION REQUESTED

Selection of the Chairperson and Vice-Chairperson for FY 2025 from the membership at the Board's July 2, 2024 meeting. The newly appointed Chairperson will assume that position upon their selection during the meeting.