

**ZONING BOARD OF ADJUSTMENT  
MEETING MINUTES  
THURSDAY, FEBRUARY 17, 2022**

The Board of Adjustment Meeting was called to order by Chairperson Kamp at the City Hall Council Chambers, 325 Wisconsin Street at 7:00 p.m. on Thursday, February 17, 2022. Present: Fye, Kamp, Smith, Cordts and City Administrator Bockenstedt. Absent: Gillespie.

**New Business:**

1. Introduce new Zoning Officer/City Administrator, training for new staff.  
Chairperson Kamp introduced Dennis Bockenstedt as the new City Administrator and Zoning Officer.
  
2. Accept/Review/Approve as need the revised forms for applications for variances, etc.  
Forms for variances and special exceptions are being changed so questions are more opened ended and not just getting answered with yes or no. Changes to forms do not need to be approved by City Council. Motion was made by Smith, seconded by Fye to approve the revised Request for Variance form. Motion carried on roll call vote.
  
3. Discuss and adopt plan for accepting/ reviewing applications for Board vacancy. Set deadline and date for interviews.  
Discussion was held regarding future vacancy. A request for an application listed under the Board of Adjustments on the City's website was made. Position available will be a five-year term filled by a female. Application deadline will be on March 10, 2022. All applicants will meet with board on March 17, 2022.

**Adjournment**

Moved by Fye, seconded by Smith, to adjourn. Motion carried unanimously on roll call vote.

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Linda Kamp, Board of Adjustment Chairperson

**Attest:**

  
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Dennis Bockenstedt, City Administrator