

MEETING MINUTES
The City of Polk City
Board of Adjustment
4:00 p.m., Thursday, June 8, 2023
City Hall

Polk City, Board of Adjustment (BOA) held a meeting at 4:00 p.m., on June 8, 2023. **In addition to these published tentative minutes, there also may be additional meeting notes on file with the Polk City staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | *BOA Member Deason called the meeting to order at 4:00 p.m.*
2. **Roll Call** | Wilkins, McCann, Deason | In attendance
Morse, Bequeaith | Absent
3. **Amendment to Chapter 165, Zoning Regulations section 165.23 Board Of Adjustments**
MOTION: A motion was made by McCann and seconded by Wilkins to recommend to Council an amendment to the Board of Adjustments Code Section
MOTION CARRIED UNANIMOUSLY
4. **Proposed filing fee for Board Of Adjustments requests**
MOTION: A motion was made by McCann and seconded by Wilkins to recommend to Council fees for the BOA to be set at \$150 filing fee, plus two sets of address labels and stamps, plus the payment of all additional costs incurred by the City of Polk City for review by the City Engineer and/or City Attorney
MOTION CARRIED UNANIMOUSLY
5. **Adjournment**
MOTION: A motion was made by McCann and seconded by Wilkins to adjourn at 4:16 p.m.
MOTION CARRIED UNANIMOUSLY

Attest:

Jenny Coffin –City Clerk