

**Minutes of the Marion County Board of Adjustments
February 13, 2024**

The Marion County Board of Adjustments met at 3014 E. Main St., Knoxville, Marion County Office Building on February 13, 2024, at 5:00p.m.

Attendees of the meeting were Jan Szlachetka, Dale Miller, Danielle Huffine, and Michael Kacmarynski. Loren Van Wyk was absent.

No public present.

Poffenbarger called for nominations for Chair for 2024. Szlachetka made a motion for Huffine and Miller seconded the motion. A roll call vote was taken, all ayes. Huffine will become the Chair for the year, 2024.

Szlachetka	aye
Miller	aye
Huffine	aye
Kacmarynski	aye

Huffine called for nominations for Vice-Chair. Huffine made a motion for Miller and Kacmarynski seconded the motion. A roll call vote was taken, all ayes. Miller will be the Vice-Chair for the year 2024.

Szlachetka	aye
Miller	aye
Huffine	aye
Kacmarynski	aye

Chair Huffine called for a motion to approve the minutes from May 16, 2023. Kacmarynski made a motion to approve, and Szlachetka seconded the motion. A roll call vote was taken, all ayes.

Szlachetka	aye
Miller	aye
Huffine	aye
Kacmarynski	aye

Poffenbarger presented a draft of updated Board of Adjustments Rules of Procedure provided to the Board for review. Poffenbarger explained typos, neutral language, meeting location and other minor changes were made. Huffine sited other conflicts in the language to be corrected. Huffine made a motion to approve the by-laws with amendments. Kacmarynski seconded the motion. A roll call vote was taken, all ayes.

Szlachetka	aye
Miller	aye
Huffine	aye
Kacmarynski	aye

Discussion regarding Iowa State University Extension documents provided to the Board. Two of the documents provided information regarding *Conflicts of Interest* and the other was in reference to *Rules of Decorum for Audience at Board of Adjustment Hearings*. Poffenbarger explained it is always important to review and apply the checklist when packets are sent out and notify the Zoning Department immediately if they believe they have a conflict of interest on a petition so that hearing can be handled accordingly.

Huffine called for a motion to adjourn. Kacmarynski made the motion and Miller seconded the motion. All ayes, meeting adjourned.

Minutes by: Karie Ellwanger