



BOARD OF ADJUSTMENT MEETING MINUTES

THURSDAY SEPTEMBER 25, 2025

5:30 P.M. – BOONE COUNTY COURTHOUSE, 4TH FLOOR CONFERENCE ROOM
201 STATE ST, BOONE, IA 50036

I. OPEN MEETING AND ROLL CALL

Nate Cottington
Steve Kieffer
Ruth Berglund
Sam Fisher
Holly Kilstrom

ATTENDANCE Nate Cottington, Ruth Berglund, Steve Kieffer and Sam Fisher

ABSENT: Holly Kilstrom

ALSO, IN ATTENDANCE: Bryan Olmstead and Tim Schwind

II. APPROVAL OF MINUTES:

A. Approval of August 14, 2025

Ruth Berglund moved to approve the minutes

Seconded by Steve Kieffer

Voice vote—Unanimous

Motion Carried

III. APPROVAL OF AGENDA

Steve Kieffer moved to approve

Seconded by Ruth Berglund

Voice vote—Unanimous

IV. DISCLOSE CONFLICT OF INTEREST AND EX-PARTE COMMUNICATION

A. None

V. CITIZENS COMMENTS ON ITEMS NOT ON THE AGENDA (ADDITIONS TO AGENDA)

A. None

VI. OPEN PUBLIC HEARING(S) AND CONSIDERATION OF APPLICATION(S)

Public Hearing opened at 5:33 p.m. by Chairman Sam Fisher

- A. Petition for a Variance # 2025-006 submitted by Bryan Olmstead. Mr. Olmstead is requesting a 45' front yard variance which would allow him to build an accessory structure 5' from his north property line at 1650 328th Ln, Madrid, Ia.

Chairman Sam Fisher asked for any further comments from the applicant of which there was none.

Public hearing closed by Chairman Sam Fisher at 5:34 p.m.

Steve Kieffer moved to approve Petition for Variance # 2025-006 submitted by Bryan Olmstead based on findings of fact.

Seconded by Ruth Berglund

Voice vote—Unanimous

Motion carried

- B. Petition for a Variance # 2025-007 submitted by Timothy Schwind on behalf of Mark and Heidi Oostenink. Mr. Schwind is requesting a 10' variance which would allow for the construction of a 50' x 20' home / garage addition to be constructed 10' from the north property line.

Chairman Sam Fisher opened the public hearing at 5:35 p.m. Fisher noted there had been many variance requests for properties in this area.

Tim Schwind stated he would remain at least 10' from the property line.

Public hearing closed by Chairman Sam Fisher at 5:36 p.m.

Chairman Sam Fisher asked for any comments from the board members.

Steve Kieffer stated after looking at the findings of fact everything conforms. He stated the variance would not affect public safety.

Steve Kieffer moved to approve Petition for Variance 2025-007 submitted by Timothy Schwind to allow for the construction of a 50' x 20' home/garage addition 10' from the property line.

Chairman Sam Fisher questioned whether anyone had responded to the public hearing notice.

Director Mike Salati stated notifications had been sent to property owners within 700'.

Salati noted the Planning & Development office had not been contacted.

Seconded by Ruth Berglund

Voice vote—Unanimous

Motion carried

VII. UNFINISHED BUSINESS

A. None

VIII. NEW BUSINESS

A. None

IX. DIRECTOR'S REPORT (PLANNING AND DEVELOPMENT DEPARTMENT)

A. None

X. ADJOURNMENT

Ruth Berglund moved to adjourn

Seconded by Sam Fisher

Voice vote—Unanimous

Motion Carried

Respectfully submitted

Wanda Cox