



Board of Adjustment
Meeting Date: January 24, 2023
Requested By: Development Services Dept.

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| Item Title: Election of Officers for 2023 |
| Explanation: <p>The Board of Adjustment was established under Chapter 414 of the Code of Iowa and section 17.34.080 of the Oskaloosa Municipal Code. Although the establishing language does not provide a specific schedule, staff recommends the board elect a chair and a vice-chair at the beginning of every year to serve in those roles for the calendar year. There are no limitations on the number of consecutive terms.</p> <p>Historically, staff has filled the role of secretary. Note there are currently vacancies in several positions at city hall, including building official and administrative assistant. Development Services Director Shawn Christ will be staff liaison and secretary for the foreseeable future. However, due to the vacancies and other responsibilities, the board might also consider choosing a “secretary pro tem” who could fill in if needed to distribute agendas and take minutes if Shawn is not available.</p> |
| Budget Consideration: None |
| Attachments: None |