

Board Members

Dennis Carter
Brian Anderson
David Lyons
Nathan Hansen
John Jungman

City Staff

Travis Cooke, Interim City Administrator
Drew McCombs, Public Works Director
Chris Campbell, Zoning Administrator
Randy Johnson, City Engineer

NOTE: All public comments require that an individual sign in at the beginning of the meeting. Comments will generally be limited to a maximum of three (3) minutes per person. Under Iowa law, the Board of Adjustment Committee is prohibited from discussing or taking any action on an item not appearing on its posted agenda. Any issue raised by public comment under the Citizen Hearing will be referred to staff for a decision on whether it should be placed on a future agenda. All comments from the public, Board of Adjustment Committee, and Staff shall address the presiding officer, and upon recognition by the presiding officer, shall be confined to the question under debate, avoiding all indecorous language and references to personalities and abiding by the following rules of civil debate. • We may disagree, but we will be respectful of one another. • All comments will be directed to the issue at hand. • Personal attacks will not be tolerated.

Meeting Agenda:

- 1. Call to Order and Roll Call**
- 2. Approval of Agenda**
- 3. Approval of Minutes**
 - a. MARCH 12, 2026 BOA MINUTES
- 4. Public Hearing**
 - a. VARIANCE REQUEST FROM IAN AND CORA HOFFMAN - 217 2ND AVENUE
- 5. Discussion and Consideration**
 - a. VARIANCE REQUEST FROM IAN AND CORA HOFFMAN - 217 2ND AVENUE
- 6. Adjournment**

Van Meter Board of Adjustment Meeting Minutes
Thursday, March 12, 2026
5:00 pm – 310 Mill Street (City Hall)

1. Call to Order/Roll Call

The Van Meter Board of Adjustment meeting was called to order at 5:00 pm on Thursday, March 12, 2026, by Interim City Administrator Travis Cooke. Board Members Present: Brian Anderson, John Jungman, Dennis Carter (via phone), David Lyons (via phone), and Nathan Hansen (via phone). Staff Present: Interim City Administrator Travis Cooke. Public present: Abbey and Jim Duncan and Bob and Nickie Merkle.

2. Approval of Agenda

Motion by Anderson to approve the agenda. Seconded Lyons.

Roll call: Carter – YES; Lyons - YES; Anderson – YES; Jungman – YES; and Hansen - YES.

Motion carried 5-0.

3. Approval of the Minutes from December 22, 2025

Motion by Anderson to approve the minutes from December 22, 2025. Seconded by Lyons.

Roll call: Carter – YES; Lyons - YES; Anderson – YES; Jungman – YES; and Hansen - YES.

Motion carried 5-0.

4. Public Hearing

A. VARIANCE REQUEST

An application for a Reduced Setback Variance has been received from REB properties and Duncan Construction to reduce the side setbacks from 10 feet to 3 feet.

Motion by Hansen to open the public hearing at 5:02 pm. Seconded by Anderson.

Roll call: Carter – YES; Lyons - YES; Anderson – YES; Jungman – YES; and Hansen - YES.

Motion carried 5-0.

Abbey Duncan stated that the new building would sit in the same footprint as the building that was demolished should the variance be granted. The construction of a new building triggered the zoning code requirement of 10-foot side setbacks. Duncan and the Merkle's stated that the side setbacks would cause a reduction in the usable space of the building and create issues with safety of the patrons using the patio by creating a dark blind space behind the shop. Dennis Anderson stated that a smaller building does not meet the definition of a hardship. The Merkle's stated that reducing the size of the building would limit the space needed for the mechanicals necessary to operate a coffee shop. Nathan Hansen stated that the Duncans and the Merkle's had demonstrated that the new setback requirements had created a hardship. Dennis Carter stated that he was in support of granting the variance.

Motion by Carter to close the public hearing at 5:18 pm. Seconded by Jungman. Roll call:

Carter – YES; Lyons - YES; Anderson – YES; Jungman – YES; and Hansen - YES. Motion carried 5-0.

5. Discussion & Action by Board of Adjustment regarding the Variance Request as described in Agenda Item 4A

Motion by Hansen to approve the request for variance to reduce the side yard setbacks from 10 feet to 3 feet to construct a new ice cream shop. Seconded by Carter. Roll call: Hanson – YES; Carter – YES; Anderson – NO; Lyons - YES; and Jungman - YES. Motion carried 4-1.

6. Nomination of a Board Chair

Motion by Carter to nominate John Jungman as Board Chair. Seconded by Anderson. Roll call: Carter – YES; Lyons - YES; Anderson – YES; Jungman – Abstain; and Hansen - YES. Motion carried 4-0-1.

7. Adjournment

Motion by Jungman to adjourn the meeting at 5:21 pm. Seconded by Anderson. Roll call: Carter – YES; Lyons - YES; Anderson – YES; Jungman – YES; and Hansen - YES. Motion carried 5-0.

Travis Cooke
Interim City Administrator, City of Van Meter

**BOARD OF ADJUSTMENT
APPEAL**

Note: The Board of Adjustment will not hear cases where the proceedings can have no effect, where events have placed it beyond the Board's powers and duties, or where the question is purely academic or has no practical significance. Appellants must be able to demonstrate a sufficient connection to and/or harm from the ordinance. Finally, appeals cannot rest upon contingent future events that may not occur as anticipated, or indeed may not occur at all.

Appellant(s):

Ian, Cora Hoffman

Mailing Address:

P.O. Box 308
Van Meter, IA 50261

The appellant respectfully requests that a determination be made by the Board of Adjustment on the following decision made by the Enforcing Officer on June 2026

Brief description of the decision being appealed:

Constructing front porch 4' further south.

The appellant respectfully requests that the Board of Adjustment exercise its power under Chapter 165.25 of the Van Meter Municipal Code and consider granting the following:

Please check one:

☒ An interpretation.

☐ An exception.

☐ A variance.

Is Requested to Section _____ of
the Zoning Ordinance.

For all appeals, fill out this section and follow these instructions:

- 1) Has any previous application or appeal been filed in connection with these premises?

NO Yes/No

- 2) What is the applicant's interest in the premises affected? Front porch / Leisure

- 3) What is the approximate cost of the work involved? \$ 1100

- 4) Explain the intended purpose or use of the property:

Leisure. Wife is pregnant and wants
room for a porch swing.

- 1) If possible, attach a site plan to this application.
2) If possible, attach a ground plan or elevations map.
3) Provide an Abstractors plat and a list of names, addresses, and lot numbers for those property owners within 250 feet of the exterior limits of the property involved.

I (we) the undersigned appellant will proceed with applying for a building permit within 1 months of approval of this appeal; that I am able from a financial, legal and physical basis to complete said construction; and that I have completed this application packet to the best of my knowledge and abilities.

Date: June 2nd, 2026



Signature(s) of Appellant(s)

Note: As per Chapter 165.25 of the Van Meter Municipal Code the applicant must pay a fee of \$15.00 to be submitted with the application.

Office Use Only:

Date Hearing Advertised: _____
Date of Hearing: _____
Fee Receipt Number: _____

For Interpretations, fill out this section:

The appellant needs direction on following discrepancy, incongruity, ambiguity, or otherwise unclear section of the Zoning Ordinance.

Section(s) _____ of the Zoning Ordinance creates the following
conundrum:

For Exceptions, fill out this section:

Please provide a brief description of the proposed exception:

My house was constructed before zoning applied evidently. I would hope there would be an exception as there is no sidewalk running on my side of street.

- 1) As it relates to the occupants of adjoining and surrounding property, does the proposed exception adequately safeguard:
 - a. Health? Yes Yes/No
 - b. Safety? Yes Yes/No
 - c. Welfare? Yes Yes/No
- 2) Does the proposed exception increase congestion in the public streets? NO Yes/No
- 3) Does the proposed exception increase public danger of fire or diminish safety? NO Yes/No
- 4) Does the proposed exception diminish or impair established property values in surrounding areas? NO Yes/No
- 5) Is the appellant a public service corporation? NO Yes/No
- 6) Is the exception for public utility purposes or for purposes of public communication? NO Yes/No
- 7) Does the boundary line of a zoning district divide a lot in single ownership? ±OK Yes/No
- 8) Does the proposed exception extend the zoning district boundary line by more than forty (40) feet in any direction? NO Yes/No

For Variances, fill out this section:

- 1) Is there limitation on the use of the property due to physical topographical and geologic features? _____ Yes/No If yes, please explain.

- 2) Will this variance grant any special privilege to you? _____ Yes/No If yes, please explain.

- 3) Can you demonstrate that without a variance there can be no reasonable use of the property? _____ Yes/No If yes, please explain.

- 4) Is the request for a variance based solely on economic reasons? _____ Yes/No If no, please explain.

- 5) Is the necessity for a variance created by you? _____ Yes/No If yes, please explain.

- 6) Is the variance request the minimum variance necessary to allow reasonable use of the property? _____ Yes/No If yes, please explain.

7) Will granting the variance be injurious to the public's health safety or welfare? _____
Yes/No If yes, please explain.

8) Does the property possess one or more unique characteristics generally not applicable to similarly situated properties? _____ Yes/No If yes, please explain.



