

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 12/23/25 Weekly Agenda Date: 1/6/26

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Daniel Priestley, Zoning Coordinator

WORDING FOR AGENDA ITEM:

Approval of the appointment of Pamela M. Clark to the Woodbury County Board of Adjustment for a five-year term (2026 to 2030).

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

EXECUTIVE SUMMARY:

This item requests for the Board to consider appointing one (1) applicant from the candidate pool to the Board of Adjustment (BOA) for a 5-year term (2026 to 2030).

BACKGROUND:

One (1) candidate has applied to be considered for service on the Board of Adjustment. The candidate meets the requirements to be approved and references have been checked.

Applicant: Application Enclosed.

- Pamela M. Clark, 1261 Humbolt Ave., Merville, IA 51039

FINANCIAL IMPACT:

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IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Approve the appointment of Pamela M. Clark to the Woodbury County Board of Adjustment for a five-year term (2026 to 2030).

ACTION REQUIRED / PROPOSED MOTION:

Approval of the appointment of Pamela M. Clark to the Woodbury County Board of Adjustment for a five-year term (2026 to 2030).

APPLICATION FORM FOR WOODBURY COUNTY BOARD/COMMISSION

Please Return To:

Woodbury County Board of Supervisors, Room 104, Woodbury County Courthouse,
620 Douglas St., Sioux City, Iowa 51101

Phone: (712) 279-6525 Fax: (712) 279-279-6577 Website: <http://woodburycountyiowa.gov>

Application For: Board of Adjustment (Board/Commission)

Date 10-3-25 E-mail Address [REDACTED]

Name Pamela M. Clark

Address 1261 Humbolt Ave, MOVILLE, IA 51039

Home Phone Number [REDACTED] Fax Number NA

Business Phone [REDACTED] Cell Phone [REDACTED]

This form assists the Board of Supervisors in evaluating the qualifications of applicants for appointment to a board or commission. State law requires political subdivisions to make a good faith effort to balance most appointive boards, commissions, committees, and councils according to gender by January 1, 2012, and each year thereafter.

Female Male

Place of employment and position (and/or activities such as hobbies, volunteer work, etc. that you feel may qualify you for this position): Senior Center (I've written for several grants successfully. We just completed a \$90,000 building renovation, that we fund raised for.

MOVILLE Senior Ctr - Food Service Mgr - I work for Connections Area Agency on Aging. The Record - Food Columnist, photographer & feature writer.

MOVILLE Historical Society & Museum - Secretary; Am. Legion Auxiliary - Unit President & Dept. Nominating Committee + Co. VP; Woman's Club - President; MOVILLE Community Development

ASSN (KODAK) - Secretary; Arlington Township Cemetery Trustee; Garden Club; Choir - MOVILLE member of 2 Quilt Guilds. Methodist Church.

The following questions will assist the Board of Supervisors in its selection.

■ How much time will you be willing to devote in this position?

2 hours once/month or whatever time is necessary

■ Interest in Appointment: Describe in detail why you are interested in serving on a county board or commission. Include information about your background that supports your interest.

I grew upon a farm north of Lawton & have been a part of the farming profession all my life. My sisters & I inherited my Dad's farmland & my son farms the ground. I love the land & understand the need for rules ^{zoning} etc. to solve problems & settle disputes. I have served on the Board of Adjustment finishing out someone's term & then serving another 3-year term.

■ Contributions you feel you can make to the Board/Commission:

I can make decisions fairly & impartially. But I also know how important it is that our decisions don't adversely affect the character of Woodbury County neighborhoods.

■ Direction/role you perceive of this Board/Commission:

We need to make decisions that help residents of Wdbury Co. get the most out of their property without adversely affecting their neighbors or the surrounding land & roads.

■ In lieu of/in addition to the above, do you have any comments to add that may assist the Board of Supervisors in its selection?

I feel I can bring a woman's perspective to ~~the~~ this Board. Right now I'm the only woman director.

■ Please provide two references who may be contacted on your qualifications for this position.

Name	Address	Phone number	Email address	Relationship
Vicky Lohry	%Connections AAA 2301 Pierce St Sioux City, IA 51104	[Redacted]	[Redacted]	→ My boss
Dr Stee Maxwell	PO Box 805 Merville IA 51039	[Redacted]	[Redacted]	He is Pres. of MCOAI & also a friend.

I certify that there is nothing that would prohibit me from serving on this board or commission.

Signature Pamela M. Clark Date 10-3-2025

YOUR APPLICATION WILL BE RETAINED IN OUR FILES FOR ONE YEAR
THIS APPLICATION IS A PUBLIC DOCUMENT AND AS SUCH CAN BE REPRODUCED AND
DISTRIBUTED FOR THE PUBLIC.

5. Board of Adjustment.

- A. Establishment. Pursuant to Chapter 335 of the Code of Iowa, a County Board of Adjustment, consisting of five members, as previously established, is hereby continued.
- B. Appointment and membership.
 - (1) The members of the Board of Adjustment shall be appointed by the Board of Supervisors for terms of five years. Terms of the Board shall be staggered so that no more than two memberships expire on December 31 of any year. Vacancies shall be filled in the same manner for the remainder of an unexpired term.
 - (2) Members of the Board of Adjustment shall consist of eligible electors, as defined by Iowa Code section 39.3, who reside within the area regulated by the County Zoning Ordinance and shall not be officers or employees of any agency or department of the County. Iowa law requires all appointive boards, commissions, committees, and councils of a political subdivision to be gender balanced by using a fair and unbiased method of selecting the best qualified applicants. The Board of Supervisors may appoint any qualified applicant, regardless of gender, after making a three-month good faith effort to appoint a gender balanced Board.
 - (3) Members of the Board of Adjustment shall serve without compensation but may be reimbursed for the actual expenses incurred while performing their official duties, which shall be subject to the approval of the Board of Supervisors.
 - (4) Any member of the Board of Adjustment may be removed for cause by the Board of Supervisors following a public hearing on written charges. Cause for removal may be found by the Board of Supervisors in any action or condition which it determines to be detrimental to the proper functioning of the Board, including conflicts of interest, violations of laws or regulations pertaining to the role of the Board, failing to carry out the duties of a member of the Board, including failure to attend 50% or more regular meetings in any twelve-month period, or other conduct which casts doubt upon the integrity or effectiveness of the member.
- C. Rules of Procedure. The Board of Adjustment shall organize itself and shall adopt and maintain, subject to the approval of the Board of Supervisors, rules of procedure in conformance with the provisions of this ordinance and the Iowa Code to govern the conduct of its business.
- D. Powers and Duties. The Board of Adjustment shall have the following powers and it shall be its duty:
 - (1) To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination made by an administrative official in the enforcement of Iowa Code Chapter 335, or of any ordinance adopted pursuant thereto.
 - (2) To hear and decide special exceptions to the terms of the ordinance upon which such Board is required to pass under such ordinance.
 - (3) To authorize upon appeal, in specific cases, such variance from the terms of the ordinance as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provisions of the ordinance will result in unnecessary hardship, and so that the spirit of the ordinance shall be observed, and substantial justice done.

Advertisements / Public Notice

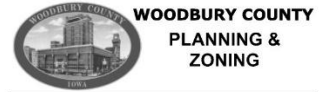
Advertisements / public notice for the open Zoning Commission and Board of Adjustment positions (one each) were ran in the following papers on the following dates:

- **Sioux City Journal Legals** – October 2, 2025 and November 13, 2025 (Legals section)
- **Sergeant Bluff Advocate** – October 2, 2025 and November 13, 2025 (Ad)
- **Moville Record** – October 2, 2025 and November 13, 2025 (Ad)
- **Danbury Review** – October 1, 2025 and November 12, 2025 (Ad)

Announcements were posted to the following social media platforms on the following dates:

- **Facebook** – October 1, 2025, November 5, 2025, and November 17, 2025
- **X (formerly Twitter)** – October 1, 2025, and November 5, 2025

Woodbury County Website “News” from October 1, 2025 to December 2, 2025



**COMMISSION &
BOARD OPENINGS**

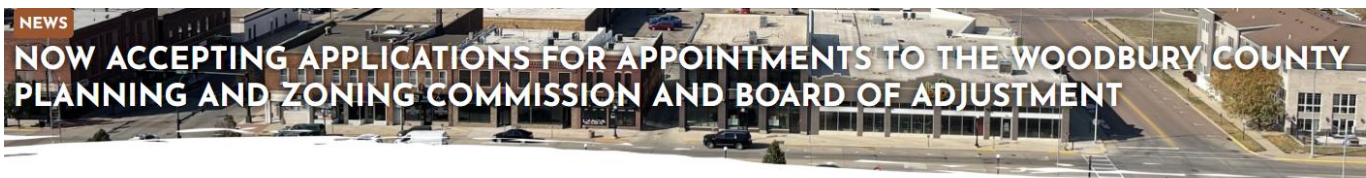
**NOW ACCEPTING
APPLICATIONS FOR**

**WOODBURY COUNTY
Zoning Commission &
Board of Adjustment**

Must be a resident of
rural unincorporated Woodbury County

For more information,
call 712-279-6609 or visit
woodburycountyiowa.gov

Applications can be downloaded at
<https://tinyurl.com/WoodburyAPP>
Application Deadline: Dec. 1, 2025



📅 posted on 10/1/25

👤 posted by [Community & Economic Development \(Planning & Zoning\)](#)

NOW ACCEPTING APPLICATIONS FOR APPOINTMENTS TO THE WOODBURY COUNTY PLANNING AND ZONING COMMISSION AND BOARD OF ADJUSTMENT

To apply, submit a completed application by December 1, 2025, to the Woodbury County Board of Supervisors, Woodbury County Courthouse, 620 Douglas St., Room 104, Sioux City, IA 51101. Applicants must be residents of rural unincorporated Woodbury County. For more information, visit: [WoodburyCountyIowa.gov](https://tinyurl.com/WoodburyAPP) (Committee Pages) or call (712) 279-6609. The application can be downloaded online at: <https://tinyurl.com/WoodburyAPP>

Planning and Zoning Commission (1 Appointment Available)

The Zoning Commission is a commission of five citizens appointed by the County Board of Supervisors. The Commission is responsible for preparing and making recommendations to the Board of Adjustment and Board of Supervisors on issues concerning: the general plan and amendments; subdivision plats, amendments to the ordinance, rezoning, and development. Members shall be residents of the unincorporated area of the County and serve terms of five years without compensation. This appointment will be from 1/26 to 12/30.

Board of Adjustment (1 Appointment Available)

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MORE NEWS

[Traffic Violation Scam Alert](#)

📅 posted 6/3/25 · [Board of Supervisors](#)

Phishing Scam Alert

[Watch Board Meetings on YouTube](#)

📅 posted 4/29/25 · [Board of Supervisors](#)

[Notice of Public Hearing - 4/29/25 - FY26](#)

[Proposed Budget](#)

📅 posted 4/23/25 · [Board of Supervisors](#)

[Notice of Public Hearing - 4/1/2025 - FY26](#)

[Proposed Maximum Property Tax](#)

📅 posted 4/23/24 · [Board of Supervisors](#)

[Government Finance Officers Association News Release](#)

📅 posted 12/21/23 · [Board of Supervisors](#)

OPENINGS



WOODBURY COUNTY
PLANNING &
ZONING

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Samples
of
Ads
ran

Sgt. Bluff Advocate
10/2/25
11/6/25

Moivre Record
10/2/25
11/13/25

Danbury Review
10/1/25
11/12/25

Sioux City Journal
The openings were also published in the Sioux City Journal
on 10/2/25 and 11/13/25 as per the attached affidavits.

AFFIDAVIT OF PUBLICATION

Sioux City Journal
2802 Castles Gate Drive
Sioux City 51106
(712) 293-4250

State of Florida, County of Orange, ss:

Edmar Corachia, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Sioux City Journal, printed and published by Journal Communications, in Sioux City in Woodbury County and issued daily and Sunday and that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

PUBLICATION DATES:
Oct. 2, 2025

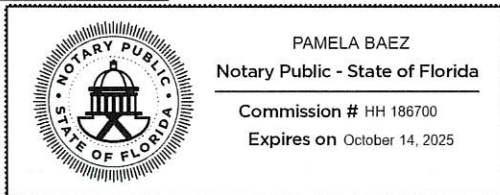
NOTICE ID: AezMjIHh9QakwdyMlxph
PUBLISHER ID: COL-IA-502298
NOTICE NAME: BA ZC VACANCIES
Publication Fee: \$33.10

Edmar Corachia

(Signed) _____

VERIFICATION

State of Florida
County of Orange



Subscribed in my presence and sworn to before me on this: 10/02/2025

[Signature]

Notary Public
Notarized remotely online using communication technology via Proof.

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COL-IA-502298

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PUBLICATION DATES:
Nov. 13, 2025

NOTICE ID: CekHgIIX4mXWNV9fxTNq
PUBLISHER ID: COL-IA-502530
NOTICE NAME: BOA - ZA Vacancy Ad
Publication Fee: \$33.76

Edmar Corachia

(Signed) _____

VERIFICATION

State of Florida
County of Orange

Subscribed in my presence and sworn to before me on this: 11/14/2025



Notary Public
Notarized remotely online using communication technology via Proof.

**Vacancy Notices
NOW ACCEPTING APPLICATIONS FOR
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COL-IA-502530


PAMELA BAEZ
Notary Public - State of Florida
Commission # HH 732409
Expires on October 19, 2029