

City of Decorah
Planning and Zoning Commission
April 13, 2015 – 7:00pm

Meeting Minutes

Members present included: Brian Cook, Lynne Sootheran, Benji Nichols Jarrad Walter, Barbara Massman, Llew Jenkins and Stan Moellers.

Others present: Zoning Administrator / City Manager Chad Bird and City Engineer Lindsay Erdman.

Approval of minutes from the January 12, 2015 regular meeting and the February 10, 2015 special session with Zoning Board of Adjustment

Motion by Moellers and seconded by Walter to approve the minutes from the January 12, 2015 regular meeting and the February 10, 2015 special session with Zoning Board of Adjustment.

Roll call vote: Unanimous, motion passed.

Consider C-3 Commercial Design Review re: 312 Winnebago Street, Iowa Works / Upper Explorerland Regional Planning Commission - sign

The Iowa Works office is requesting an additional sign similar to the one permitted in January 2012 on Washington Street. This new application is for Winnebago Street. Bird noted that the property straddles R-3 and C-3 zoning which is why he brought it before the Commission.

Motion by Cook and seconded by Walter to recommend approval of a C-3 Design Review for a sign for Iowa Works.

Roll call vote: Unanimous, motion passed.

Discussion and possible action on site plan re: Farm Credit Services. Lot 4 Decorah Business Park Subdivision

Bird explained that the site plan is for an expansion of the Farm Credit Service office building at 2328 Millennium Road in the business park. Bird noted that it is a fairly basic plan design and very few issues with the plan. There was some discussion on storm water issues and Erdman noted that there are some retention facilities in the park which may aid in the expansion and control on this parcel. There was also lengthy discussion on trails and sidewalks in the business park with no resolution but to note that the Commission would like to see some type of walking facility by the end of full build out.

Motion by Cook and seconded by Moellers to recommend approval of a site plan application for Farm Credit Services in Lot 4 Decorah Business Park at 2328 Millennium Road.

Roll call vote: Unanimous, motion passed.

Discussion and possible action on preliminary plat – Decorah Business Park Subdivision and Decorah Business Park Second Subdivision

Erdman presented the preliminary plat for the business park subdivision and business park second subdivision. He noted that it is typical to wait and plat once potential developers express interest in lots. He also noted that with the expansion of water and sewer to the facility it is hoped that there is more attention on the park.

There was some discussion on street development and sidewalks and trails around the facility. Most, if not all of the infrastructure has been completed. One addition street extension may yet be contemplated pending sale of lots.

Motion by Cook and seconded by Walter to approve preliminary plat of Decorah Business Park Subdivision and Decorah Business Park Second Subdivision.

Roll call vote: Unanimous, motion passed.

Consider setting a public hearing on zoning code amendments; May 11, 2015 at 7:00pm

Bird noted this hearing is required for the proposed zoning code amendments. This will be the opportunity for the public to address changes before forwarding to council.

Motion by Moellers and seconded by Sootheran to set Monday, May 11, 2015 at 7:10pm as the date and time to hold a public hearing regarding proposed changes to the zoning code.

Roll call vote: Unanimous, motion passed.

Consider setting a public hearing on zoning of annexed property; Hwy 9 East Decorah 2015 Annexation, May 11, 2015 at 7:00pm

Bird noted that this public hearing will continue the annexation process to the east and allow the Commission to propose zoning for the newly annexed area once completely annexed. Bird said staff will recommend final zoning at the hearing.

Motion by Nichols and seconded by Walter to set Monday, May 11, 2015 at 7:10pm as the date and time to hold a public hearing regarding proposed zoning for areas to be annexed into the City of Decorah.

Roll call vote: Unanimous, motion passed.

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Discussion on sidewalk maintenance enforcement and installations; City Code Section 12.28

Bird engaged the commission in a discussion about sidewalks in the community. He noted that there is a concern that the city keep up with sidewalk maintenance inspections and installation program as prescribed by city code.

The Commission discussed various methods in which to systematically approach sidewalk maintenance and installation issues and ultimately directed Bird and city staff to approach inspections by each ward of the city.

Other business

There being no other business, the meeting was adjourned at 8:16pm

Respectfully submitted,



Chad A. Bird
City Manager
Zoning Administrator