

City of Decorah
Planning and Zoning Commission
November 10, 2014 – 7:00pm

Meeting Minutes

Members present included: Benji Nichols, Brian Cook, Jarrad Walter, Barbara Massman and Lynne Sootheran. Others present included representatives from Fairway Sign Company. Also, Zoning Administrator / City Manager Chad Bird.

Absent: Stan Moellers.

Approval of the minutes from the October 13, 2014 regular meeting and the November 5, 2014 special workshop.

Motion by Massman and seconded by Walter to approve the minutes from the October 13, 2014 regular and the November 5, 2014 special workshop meetings.
Roll call vote: Unanimous, motion passed.

Consider C-3 Commercial Design Review re: 501 West Water Street

a. KVIK Radio – new sign

Bird noted that this application was complete and the proposed sign was in compliance with the zoning regulations for the district.

Motion by Cook and seconded by Sootheran to recommend approval of the C-3 review of the proposed sign for 501 West Water Street.
Roll call vote: Unanimous, motion passed.

Consider C-3 Commercial Design Review re: 502 West Main Street

b. Hawkeye Towers, LLC – garage

Bird noted that the correct address for the applicant is 502 West Main Street and that some documents had incorrect addressing. Bird also noted that the application was compliant with the accessory building requirements in all respects. He also noted that the property use is residential but the property is situated in the C-3 district thus needed the Commission review.

Motion by Cook and seconded by Massman to recommend approval of the C-3 review of the proposed accessory building for 502 West Main Street.
Roll call vote: Unanimous, motion passed.

Consider Site Plan Review for Country Inn & Suites

Bird provided information and staff review of the submitted documents for an addition to the Country Inn & Suites facility located at 1202 State Hwy 9. The site plan is substantially the same as the one submitted by the same applicant in 2012. Bird noted that site plans approvals due expire, as this one has. He also noted that two minor issues questioned in the 2012 submittal have been corrected in this current submittal, namely storm water control issues and the addition of one more parking space. In all other circumstances the plans meet the zoning and site plan codes.

Motion by Cook and seconded by Massman to recommend approval of the site plans for the Country Inn & Suites addition at 1202 State Hwy 9.
Roll call vote: Unanimous, motion passed.

Discussion and possible action on zoning code amendments

The commission spent considerable time review work presented by Karla Organist in regards to a complete review of the zoning code. Special focus was placed on signage requirements and the addition of new provisions for fences and the controlled use thereof.

The commission directed Bird to develop some language for the implementation of conditional use permits for electronic signs but general consensus was they did not want electronic and digital signs to pervade the character of the neighborhood.

The commission also desired a little cleaner language for interior window signs.

Keith Carson, representing Fairway Outdoor Advertising was present and spoke about how the electronic billboard signs are not harmful and may be regulated and controlled through use permits and other restrictions. He urged the commission to review other ordinance examples.

The commission asked Bird to strike the language regarding Marquee signage.

Other business

There being no other business, the meeting was adjourned at 9:15pm

Respectfully submitted,



Chad A. Bird
City Manager
Zoning Administrator