

City of Decorah  
Planning and Zoning Commission  
May 8, 2017 – 7:00pm  
Meeting Minutes

Members present included: Nathan Thompson, Brian Cook, Llew Jenkins, Tony Clarke, Joel Zook and Stan Moellers

Members absent: Barbara Massman

Others present: Zoning Administrator / City Manager Chad Bird.

Consider approval of minutes from the April 10, 2017 regular meeting

**Motion by Moellers and seconded by Zook to approve the minutes from the April 10, 2017 regular meeting.**

**Roll call vote: Unanimous, motion passed.**

Consider C-3 Commercial Design Review re: 411 West Water Street, *Photography by Brittany*

*Bird reviewed the application from Brittany Todd 411 West Water Street noting that the sign is replacing an old business sign. Bird noted the sign complies with the zoning codes.*

**Motion by Thompson and seconded by Clarke to approve the C-3 Commercial Design Review re: 411 West Water Street, Photography by Brittany**

**Roll call vote: Unanimous, motion passed.**

Consider C-3 Commercial Design Review re: 118 & 116 West Water Street, *Group Benefits Partners*

*Bird reviewed the application from Brian Huinker and Jeff Olinger noting that the proposed changes are compliant with zoning code. Bird pointed out the stair case on the north side of the building (rear) and noted that it would require an access / use easement from the city council. He discussed access and ADA accessibility in the area and stated that he and the city engineer had inspected the area and consented to its use and placement.*

*There were no other questions on the changes, colors or renovations to the buildings.*

**Motion by Moellers and seconded by Jenkins to approve the C-3 Commercial Design Review re: 118 & 116 West Water Street, Group Benefits Partners**

**Roll call vote: Unanimous, motion passed.**

Consider C-3 Commercial Design Review re: 220 West Water Street, *Rootz*

*Bird reviewed the application from Amy Thompson at 220 West Water Street noting that the sign is a common blade style sign and meets applicable zoning codes.*

**Motion by Thompson and seconded by Clarke to approve the C-3 Commercial Design Review re: 220 West Water Street, Rootz**

**Roll call vote: Unanimous, motion passed.**

Consider C-3 Commercial Design Review re: 312 West Water Street, Oneota Community Co-op

*Bird reviewed the application from David Lester and the Oneota Co-op which proposed placing corrugated metal on the existing wooden awning structure.*

*Bird noted the application stated the reason for the canopy is to provide shade for outdoor dining. He noted the application proposes corrugated metal which Bird said is prohibited under section 15.04.050 of the design review codes.*

*Thompson and Zook noted that the language of the code seemed vague and seemed only to refer to metal on a building's façade as being prohibited and noted accent materials or appurtenances. Cook questioned how much rain water might run off the new covering and how that might impact patrons on the sidewalk. Lester noted that it would not be any different than the several vinyl awnings in other locations in the downtown. Moellers questioned the historical aspect of the proposed awning. Bird noted there was not a response or comment from the historic preservation commission on the application.*

*The commission noted a desire to review chapter 15 of the city codes at a future date as it is believed they should be updated.*

**Motion by Zook and seconded by Thompson to approve C-3 Commercial Design Review re: 312 West Water Street, Oneota Community Co-op  
Roll call vote: Unanimous, motion passed.**

Consider Site Plan and C-3 Commercial Design Review re: 202 East Water Street, Decorah Bank & Trust Company

*Bird reviewed the application from Ben and Joe Grimstad with Decorah Bank & Trust Company noting that it is a basic parking lot improvement project.*

*Bird reviewed the application as a joint site plan and C-3 as the project falls in the C-3 district. He noted storm water issues are adequately addressed as is lighting and sidewalks.*

*Ben Grimstad noted the new parking lot will have 23 parking spaces. He also noted a unique feature is the addition of a canopy to protect the parking spaces in the southern half of the lot. This canopy may also include solar panels for the owner's use.*

*Bird stated the project had been reviewed by staff and the city engineer and appears to meet at applicable codes.*

**Motion by Clarke and seconded by Jenkins to approve the C-3 Commercial Design Review re: 202 East Water Street, Decorah Bank & Trust Company  
Roll call vote: Unanimous, motion passed.**

Consider setting a public hearing on rezoning of property; Aase Haugen H-M Hospital Medical District property parcel to R-3 Multi-family residential, June 12, 2017 at 7:10pm

*Bird reviewed the rezoning application with the commission and noted Aase Haugen is proposing to rezoning the property as depicted in the application on preliminary plat. He noted they propose the rezoning from H-M Hospital Medical to R-3 Multi-Family residential. This proposed change will allow them to construct the type of housing they believe is necessary in the area.*

*The action sets the date for the public hearing for Monday, June 12, 2017 at 7:10pm.*

**Motion by Moellers and seconded by Jenkins to approve setting June 12, 2017 at 7:10pm as the date and time for the public hearing on the Aase Haugen rezoning request.**

**Roll call vote: Unanimous, motion passed.**

Consider preliminary plat of Nabotunet addition (Aase Haugen)

*Bird reviewed this preliminary plat submittal for a new subdivision proposed by Aase Haugen. He noted the plat was included in the packet.*

*Bird noted a few minor staff and engineering comments and that the plat included eight lots.*

*There was discussion regarding a sidewalk / trail easement to the northeast that would possibly connect to subdivisions to the east and south. Bird asked the commission to comment on their interest in the proposed trail area. Comments indicated that it would really depend on future growth to the south and east. Bird noted that the subdivision does propose sidewalks otherwise.*

*There was discussion about the road and "alley" to the west and how those are improved and maintained. Future planning may call for an additional subdivision to the east that would come off the extended drive (into Lot 10).*

*Bird closed by noting all other infrastructure seems to meet applicable codes.*

*Jeffrey Schmitt from Aase Haugen pronounced the name of the subdivision as na-bu-na and said it referred to a housing community.*

*There was also discussion about future street development and the desire to create a more looped and multi-access subdivision.*

**Motion by Moellers and seconded by Thompson to approve the preliminary plat of the Nabotunet subdivision by Aase Haugen.**

**Roll call vote: Unanimous, motion passed.**

Consider final re-plat of Scenic View Estates; Eleventh addition

*Bird reviewed this final plat and noted that it appeared to comply with zoning code and the preliminary plat.*

**Motion by Thompson and seconded by Clarke to recommend approval of the final plat for the Scenic View Estates, eleventh addition.**

**Roll call vote: Unanimous, motion passed.**

Consider final re-plat of Scenic View Estates; Twelfth addition

*Bird reviewed this final plat and noted that it appeared to comply with zoning code and the preliminary plat.*

**Motion by Thompson and seconded by Jenkins to recommend approval of the final plat for the Scenic View Estates, twelfth addition.**

**Roll call vote: Unanimous, motion passed.**

Discussion, review and update of city's 2012 comprehensive plan

- a. Chapter 8 – Intergovernmental and Chapter 10 – implementation

*The commission tabled this item due to the lateness of the hour.*

Other business

*Janelle Pavlovec, 512 West Broadway, engaged the commission in a conversation about Air BnBs and noted she would like to see them regulated in some fashion. There was brief conversation regarding this topic.*

There being no other business, the meeting was adjourned at 8:15pm

Respectfully submitted,



Chad A. Bird  
City Manager  
Zoning Administrator