

City of Decorah
Planning and Zoning Commission
November 12, 2018 – 7:00pm
Meeting Minutes

Members present included: Llew Jenkins, Stan Moellers, Barbara Massman, and Brian Cook.

Absent: Nathan Thompson, Tony Clarke, and Joel Zook.

Others present: Zoning Administrator / City Manager Chad Bird

Consider approval of minutes from the October 8, 2018 meeting

Motion by Moellers and seconded by Jenkins to approve the minutes from the October 8, 2018 commission meeting.

Roll call vote: Ayes, unanimous

Motion passed.

Consider C-3 Commercial Design Review re: 206 West Main and 212 Winnebago Street, *Anderson Law Firm, name changes to signs*

Bird reviewed the application and noted the changes to the Winnebago address included adding two additional names to the already existing signs. He also noted the change to the West Main location included adding a new sign as shown in the application. The signs meet code and are flat mounted.

Motion by Massman and seconded by Moellers to recommend approval of the C-3 signs to 206 West Main Street and 212 Winnebago Street for the Anderson Law Firm.

Roll call vote: Ayes, unanimous

Motion passed.

Consider C-3 Commercial Design Review re: 119 East Water Street, *MLB Tax & Accounting - signs*

Bird reviewed the application and noted the new sign would be installed on the street frontage of the building. He noted the sign is flat aluminum with vinyl lettering. The sign meets code and is flat mounted.

Motion by Moellers and seconded by Massman to recommend approval of the C-3 signs to 119 East Water Street for MLB Tax & Accounting.

Roll call vote: Ayes, unanimous

Motion passed.

Consider C-3 Commercial Design Review re: 207 West Water Street, *Koreana - sign*

Bird reviewed the application and noted the changes to the existing sign include repainting the letters. He stated this is the only change to the physical sign.

Bird further explained the applicant would like to install LED lighting, but no detailed information was attached. The commission stated they would like to see details on the type of lighting and the installation method before approving the lighting addition.

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**Motion by Jenkins and seconded by Cook to recommend approval of the C-3 sign improvements to 207 West Water Street but not to include the addition of LED lighting until such time as more detail and an example is submitted and reviewed.
Roll call vote: Ayes, unanimous
Motion passed.**

Consider C-3 Commercial Design Review re: 206 West Water Street, *T-Bock's* – sign

Bird noted that this store front / business had installed a new sign and he had been working with the owner to receive proper permitting and submittal of sign details. He noted as of the meeting, no information had been received.

Cook asked about possible infractions and violation notices. Bird said he would follow up.

The commission asked the item to be tabled until the permit is received.

Consider **Resolution No. 2018-11**, Massman Addition – phase 1, final plat

Barbara Massman stated she would abstain from the discussion and voting on this issue due to her involvement in the development project.

Bird noted due to Massman's abstention, there was no longer a quorum of the commission to consider the resolution and take possible action.

Bird asked the commission to consider a special meeting when a quorum of the commission could be present. Cook asked Bird to send a few possible dates to the full commission for their consideration.

Consider redevelopment site plan; *Jeff Allison* for 802 Commerce Drive

Bird reviewed the site plan information with the commission. He noted that the site had most of the amenities and infrastructure in place and the developer is planning to use all the existing infrastructure, including utilities and the existing foundation and basement.

Bird noted the only conflict he saw with the code was in relation to the parking spaces noting that depending on the final use determined for the building, the site would need between 33 and 46 units. He noted the site currently has 28 spaces as can be best determined. Bird said final parking lot stripping may change.

Bird recommended the site plan be approved and once the final use is determined, the applicant consider changes or an application to the board of adjustment for possible variance.

The commission also inquired about parking lot lighting and sidewalks on the property. The asked Bird to work with the developer on these two issues.

**Motion by Cook and seconded by Massman to recommend approval of the site plan for 802 Commerce Drive pending a review of parking spaces, exterior lighting and sidewalks along the street right-of-way.
Roll call vote: Ayes, unanimous
Motion passed.**

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Discussion regarding zoning code amendments

Bird reviewed with the commission ideas on beginning a code review, especially flood plain issues and updates. The commission agreed to look at this issue in more detail. Bird also noted that some of the review could be done in conjunction with the FIRM mapping.

Update on FEMA / FIRM mapping process

Bird noted FEMA has issued a thirty-day staff review of new mapping and once that was completed, FEMA would initiate a 90-day public comment and review period.

Bird noted he would keep the commission, and other city groups informed of the process and key dates.

Other business

There being no other business, the meeting was adjourned at 7:48pm

Respectfully submitted,



Chad A. Bird
City Manager
Zoning Administrator