

City of Decorah
Planning and Zoning Commission
March 11, 2019 – 7:00pm
Meeting Minutes

Members present included: Ryan Delaney, Joel Zook, Nathan Thompson, Tony Clarke, and Stan Moellers.

Absent: Barbara Massman and Llew Jenkins.

Others present: Zoning Administrator / City Manager Chad Bird and Mayor Lorraine Borowski.

Consider approval of minutes from the February 11, 2019 meeting

Motion by Zook and seconded by Thompson to approve the minutes from the February 11, 2019 regular meeting.

Roll call vote: Ayes, unanimous.

Motion passed.

Consider action under city code section 16.04.160. waiving the right to review a plat in the two-mile review area; *Re: Hunter Subdivision*

Bird noted County Zoning Administrator, Tony Phillips submitted the application asking the city / commission to consider waiving right to review this simple single owner subdivision. The subdivision of land is on Hwy 52 south. Bird noted the preliminary plat is in the commission packet. Lot 1 is not a part of subdivision and already has house, lot 2 is a single building lot, lots 3, 4, & 5 are all agricultural use only. Bird stated it seemed unlikely the subdivision would ever be annexed into the city and he recommend approval.

Motion by Clarke and seconded by Thompson to approve waive review of the preliminary and final plat of the Hunter Subdivision.

Roll call vote: Ayes, unanimous.

Motion passed.

Consider an amended High Point East Fourth Addition, phase-one prelim plat review

Bird noted this subdivision is being amended and needs further review by the commission. There was discussion about sidewalks on East Hills Road and additional conversation about the storm water and private water well and supply running through the proposed two phased subdivision.

The developer is proposing a sidewalk exiting the south side of the subdivision in lieu of a sidewalk along East Hills Road. Zook asked about when that sidewalk would be built and recommended it be installed by the developer when the subdivision is 75% completed.

Motion by Thompson and seconded by Delaney to approve the preliminary plat for High Point East Fourth Addition, phase – one.

Zook moved to state the south sidewalk should be constructed when the subdivision is 75% built and Thompson second the motion.

Roll call vote: Ayes, unanimous.

Motion to construct the south sidewalk when the subdivision is 75% built passed.

Roll call vote: Ayes, unanimous.

Motion to approve the preliminary plat for High Point East Addition, phase - one passed.

Consider Site Plan Review re: 2300 Sweet Parkway Road, Re: Marso Electric
Bird reviewed the application with the commission. He noted the applicant is seeking approval for a commercial site plan in the Decorah Business Park. Proposed construction is a contractor's shop with few site amenities and with a simple construction design. There are provisions for parking, solid waste and storm water. Bird noted sidewalks will be addressed through previous conversations with Decorah Jobs, Inc. and incorporate a design in the entire business park.

There were no major comments from the commission.

Motion by Zook and seconded by Thompson to approve the commercial site plan for Marso Electric for 2300 Sweet Parkway Road.

Roll call vote: Ayes, unanimous.

Motion passed.

Review city council **Ordinance 1233**, an ordinance to amend subdivision plat utility easement requirements set forth in Title 16, Chapter 16.04 Subdivisions

Bird provided information on this proposed ordinance which is being presented at the council level. He noted this ordinance makes administrative process changes and clarifies some of the council actions necessary to accept plats and dedicated streets noted in the city's current subdivision ordinance.

Full changes are outlined in the attached ordinance and are proposed for:

Section 16.04.170 – General Requirements

Section 16.04.150 – Action by city council,

Section 16.04.191 – Acceptance of dedicated streets and alleys

Review Mayor's ordinance recommendation regarding council action on rezoning applications

- a. Consider setting a public hearing on zoning code amendments, Chapter 17.44.010 – procedures for applications for rezoning real estate in the City of Decorah; April 8, 2019 at 7:10pm

Bird reviewed the proposed changes Mayor Borowski is proposing for changes to this code section in chapter 17.44. This section pertains to applications for zoning amendments and the relationship of the city council to planning & zoning commission action on such amendments. It reduces the required votes of the council necessary to override commission.

Bird said because this is a zoning amendment, a public hearing by the commission is required.

In general discussion the commission expressed interest in changing the proposed amendment to read two-thirds of the council rather than a simple majority as proposed by Mayor Borowski.

Motion by Thompson and seconded by Zook to set a date for a public hearing on zoning code amendments to chapter 17.44.010 – procedures for applications for rezoning real estate in the City of Decorah for April 8, 2019 at 7:10pm.

Roll call vote: Ayes, unanimous.

Motion passed.

Review of Comp Plan Update / progress

- a. Consider setting a public hearing on zoning code amendments, 2012 Comprehensive Plan amendment; *April 8, 2019 at 7:10pm*

Bird noted review of the comp plan updates is almost completed. He asked the commission to set a date for a hearing to review amendments to the plan.

Motion by Clarke and seconded by Zook to set a date for a public hearing on amendments and an update on the 2012 Comprehensive Plan for April 8, 2019 at 7:10pm.

Roll call vote: Ayes, unanimous.

Discussion and possible action on review of minimum lot sizes

Zook raised the issue of lots sizes and how they may impact affordable housing. He engaged the commission in a discussion about looking at this issue in more detail. The commission looked favorably on the discussion and asked to see some comparable information from other cities.

There was some conversation about non-conforming uses as well.

Zook and the commission agreed to continue the conversation.

Other business

There being no other business, the meeting was adjourned at 8:28pm

Respectfully submitted,



Chad A. Bird
City Manager
Zoning Administrator