

City of Decorah  
Planning and Zoning Commission  
January 13, 2020 – 7:00pm  
Meeting Minutes

Members present included: Nathan Thompson, Tony Clarke, Ryan Delaney, Llew Jenkins, and Joel Zook.

Absent: Barbara Massman

One seat on the commission remains vacant following the term of Stan Moellers – December 2019.

Others present: Zoning Administrator / City Manager Chad Bird.

Consider officers of the commission; chair and vice-chair

**Motion by Thompson and seconded by Zook to appoint Tony Clarke as chair of the commission.**

**Roll call vote: Ayes, unanimous.**

**Motion passed.**

**Motion by Thompson and seconded by Delaney to appoint Jenkins as vice-chair of the commission.**

**Roll call vote: Ayes, unanimous.**

**Motion passed.**

Consider approval of minutes from the December 9, 2019 regular meeting

**Motion by Thompson and seconded by Delaney to approve the minutes from the December 9, 2019 regular meeting.**

**Roll call vote: Ayes, unanimous.**

**Motion passed.**

Review zoning code sections related to short-term lodging units and rentals

*Bird reviewed changes to the rental codes and noted he had defined and included short-term rentals in the existing long-term rental codes, as previously suggested by the commission.*

*Jenkins her greatest concern remained how to educate and inform the public about the process and proposed changes. There was conversation about using media and social media to help gather input and inform the public.*

*The commission agreed to not include language regarding complaints against a property as noted in section 100. There was also interest in the city creating a poster or rules sheet to distribute, including parking options and regulations.*

*There were no commission comments.*

Consider setting a public hearing on zoning code amendments, Chapter 5.28 – rental housing permits, including short-term housing rentals in the City of Decorah; *February 10, 2020 at 7:10pm*

**Motion by Zook and seconded by Jenkins to set February 10, 2020 at 7:10pm as the time and place for a public hearing on the proposed zoning code amendments, Chapter 5.28 – rental housing permits, including short-term housing rentals in the City of Decorah Roll call vote: Ayes, unanimous.  
Motion passed.**

Consider **Resolution No. 2020-01**, Scenic View Estates, final plat, 15<sup>th</sup> addition

*Bird reviewed the final plat for this 15<sup>th</sup> addition and noted all the infrastructure was in place for the subdivision as this was the 15<sup>th</sup> addition of lots to the original subdivision.*

*Bird also noted that he had received all the final signatures and required documentation.*

**Motion by Clarke and seconded by Delaney to recommend approval for Resolution No. 2020-01, Scenic View Estates, final plat, 15<sup>th</sup> addition final plat contingent on receiving final documentation.  
Roll call vote: Ayes, unanimous.  
Motion passed.**

Other business

There being no other business, the meeting was adjourned at 7:33pm

Respectfully submitted,



Chad A. Bird  
City Manager  
Zoning Administrator