

CITY OF DECORAH
PLANNING AND ZONING COMMISSION
April 12, 2021-5:30pm
Meeting Minutes

Members present included: Ryan Delaney, Terri Byrnes, Tony Clarke, Jared Essa, Joel Zook *via zoom*, and Nathan Thompson.

Absent: Marla Klocke.

Others present: Various citizens logged into the Zoom platform

Consider approval of minutes from the March 8, 2021 regular meeting.

Motion by Delaney and second by Essa to approve the minutes from the March 8, 2021 regular meeting.
Roll call vote: Ayes, unanimous.
Motion passed.

Consider approval of minutes from the March 31, 2021 special meeting.

Motion by Byrnes and second by Delaney to approve the minutes from the March 31, 2021 special meeting.
Roll call vote: Ayes, unanimous.
Motion passed.

Consider a change in Commission meeting time to 5:30pm.

Motion by Essa and second by Byrnes to approve the change in Commission meeting time to 5:30pm.
Roll call vote: Ayes, Delaney, Byrnes, Clarke, Thompson and Essa.
Nays; Zook
Motion passed.

Consider a request for rezoning of property; (1510) Laurel Drive-lot 1 of 1 parcel A of north home sixth addition in the southeast quarter of the southeast quarter (SE1/4-SE1/4) of section 4, township 98 north, range 8 west of the fifth principal meridian, in the City of Decorah, Winneshiek Co, Iowa parcel from A1 Agriculture District to R-2 Single to Four Family Residential District 1506 Jordan Drive New Residence and setting a date for a public hearing May 10, 2021 at 5:30pm.

Swanson stated Jordan Massman is requesting a rezoning for a new residence at the end of Jordan Drive. The main issue would be for potential snow storage which would now be gone. Brill confirmed snow removal would be an issue and that the situation of snow storage now has problems causing drivers to back up down the road. A turn around space or cul-de-sac would be a suggestion.

Zook asked if a "T" type expansion would work.

Conversation continued with Massman and inform the site may require a 5' utility easement, 60 to 66 ft ROW and potential ROW may extend over 30'.

Parties were requested to consider snow removal by John Anderson. Anderson also suggested the rezoning hearing date be subject to an easement agreement for the May 10, 2021 meeting.

Massman will discuss with land owner to decide possible solutions for easements and snow storage and there were no plans to develop the remaining parcel of land.

Motion by Clarke with condition that the rezoning was subject to an easement for the hearing date on May 10, 2021. Second by Delaney.

Roll call vote: Ayes, unanimous.

Motion passed.

Consider C-3 Commercial Design Review re: 302 Washington Street, *Minowa Beverage Works, LLC - sign installation*

Swanson reviewed the sign application submitted by Minowa Beverage Works, LLC, a.k.a.- Convergence Cider Works a local cidery company that has purchased this building and is adding signs to the exterior on the two street sides. Details and sizes were included for review. No other changes proposed. All signs appear to meet codes and suggested approval.

Clarke called for commission discussion. No comments made.

Motion by Zook and second by Thompson to recommend approval of the C-3 Commercial Design application for signage.

Roll call vote: Ayes, unanimous.

Motion passed.

Consider setting a public hearing on zoning code amendments, chapter 15.04-C-3 Design Criteria – sign permit approvals; May 10, 2021 at 5:30pm.

Historic Preservation gave an overview of their thoughts and requirements for the historic downtown sign procedures and views on whether or not that responsibility should rely on just the zoning administrator.

No other comments heard.

Motion by Delaney and second Essa to set the public hearing date of the zoning code amendments to chapter 15.04 C-3 Design Criteria for May 10, 2021.

Roll call vote: Ayes, unanimous.

Motion passed.

Discuss and consider update to Chapter 17.36- giving the Zoning Administrator Authority to approve minor or non-invasive site plan changes.

Swanson requested a discussion on whether to consider zoning admin could have the authority to approve small changes on site plans (previously approved by the BOA and P&Z) that did not affect any zoning ordinances, setbacks or Variances. Swanson stated this was just at the beginning stages of thought and would provide more information as to detail of the plan at a later time.

Consider approval of revised site layout re: 308 Sumner Avenue, Winneshiek County Ag Assoc. New 100' x 160' commercial building and a 30' south canopy extension.

Clarke called for fair board to present changes. Changes were stated that the fair board planned to move the building back to 50' from the west property line and not utilize the 5' variance in order to save the existing bathrooms and showers that were on the site.

Bril added the BOA review had stated the barrier free parking would need to be shown correctly and provide additional information on paving, bike rack, legal descriptions, and utilities to be reviewed and present on the updated site plan for Council approval. .

Motion by Delaney and second Byrnes to approve revised site from Winneshiek Co Ag Assoc subject to the City Engineers recommendations per the review letter.

Roll call vote: Ayes, unanimous.

Motion passed.

In other business: Staff raised the idea of eliminating zoom for future meetings. The commission felt at this time it would remain in place and be reconsidered at a later date agreed to consider this for future meetings.

Meeting adjourned at 6:43pm

Respectfully submitted: Greg Swanson, Zoning Administrator