

ALLAMAKEE COUNTY PLANNING AND ZONING COMMISSION MEETING
December 18, 2017
Board of Supervisors' Room, Courthouse, Waukon, Iowa

Meeting was called to order at 6:00 P. M. by Chairperson Pladsen.

Roll call of Commission Members:			Term Expires
Chair person	James Pladsen	Present	2018
	Duane Leppert	Present	2019
	Marlene Duffy	Present	2020
Vice-Chair	Jack Knight	Present	2021
	Colleen Gragg	Present	2022

Planning and Zoning Staff present: Tom Blake, Zoning Administrator. All Board members voting "AYE" unless noted. MCU means Motion Carried Unanimously.

Gragg made a motion to approve the agenda as presented. Knight seconded. MCU.

Gragg made a motion to approve the November 20, 2017 minutes, as corrected. Duffy seconded. MCU.

No public comments were received.

Public Hearings: None.

Old Business—None.

New Business

- a) The commission reviewed the Michael and Marion Verdon subdivision plat. Gragg made a motion to approve the plat on the condition that owners record an agreement to not sever the two lots from each other. Knight seconded. MCU.
- b) The Commission members reviewed the possible change in zoning regarding Allen Quandahl's property. Dick Sullivan was present to answer questions regarding the proposal. Plans are to divide the four acre parcel into two, 2 acre, parcels. One for commercial use (currently a trucking business run as a home industry) and the other for the owners residence. After discussion, the Commission arrived at a consensus that the Board of Adjustment needed to review because a variance from the three acre non-farm residence would be necessary before a zoning change would be considered.

REPORTS-Blake provided a report of office activities and applications and a pending land division from Andrew Burke. He is buying Wilkens Auto Salvage and wants to divide off an acre and sell it for a different commercial/industrial activity. No action taken.

Knight made a motion to adjourn. Leppert seconded. MCU.

Thomas Blake, Zoning Administrator

ALLAMAKEE COUNTY PLANNING AND ZONING COMMISSION MEETING
November 6, 2017
Board of Supervisors' Room, Courthouse, Waukon, Iowa

Meeting was called to order at 6:00 P. M. by Chairperson James Pladsen.

Roll call of Commission Members:

Term Expires

	Colleen Gragg	Present	2017
Chair person	James Pladsen	Present	2018
Vice-Chair	Duane Leppert	Present	2019
	Marlene Duffy	Absent	2020
	Jack Knight	Present	2021

Planning and Zoning Staff present: Tom Blake, Zoning Administrator. All Board members voting "AYE" unless noted. MCU means Motion Carried Unanimously.

Gragg made a motion to approve the agenda as presented. Knight seconded. MCU.

New Business

- a) Gragg made a motion to approve the Jason and Jill Martins Subdivision Plat. Knight seconded. MCU.
- b) Leppert made a motion to approve the Rosemary Bodensteiner Subdivision Plat. Gragg seconded. MCU.

Gragg made a motion to adjourn. Leppert seconded. MCU.

Thomas Blake, Zoning Administrator

ALLAMAKEE COUNTY PLANNING AND ZONING COMMISSION MEETING
October 16, 2017
Board of Supervisors' Room, Courthouse, Waukon, Iowa

Meeting was called to order at 6:00 P. M. by Chairperson James Pladsen.

Roll call of Commission Members:

Term Expires

	Colleen Gragg	Present	2017
Chair person	James Pladsen	Present	2018
Vice-Chair	Duane Leppert	Absent	2019
	Marlene Duffy	Present	2020
	Jack Knight	Present	2021

Planning and Zoning Staff present: Tom Blake, Zoning Administrator. All Board members voting "AYE" unless noted. MCU means Motion Carried Unanimously.

Knight made a motion to approve the agenda as presented. Gragg seconded. MCU.

Knight made a motion to approve the September 18, 2017 minutes. Duffy seconded. MCU.

No public comments were received.

Public Hearings: None

Old Business

- a) Members discussed draft ordinance language for a 'shooting range' presented by Blake. The Site Plan requirements were discussed. Gragg made a motion to schedule a hearing on the proposed ordinance amendment for November 20, 2017's regular meeting. Knight seconded. MCU.
- b) Blake presented the Dibert subdivision plat review to the Commission members. The Commission had previously approved under the condition that the owner provide access to a building site that met the access requirements for a residence. Blake advised that, after discussing with an attorney representing the applicant, it was being returned to the Commission for further consideration. After further discussion regarding when access is required, Knight made a motion to return the plat to the Supervisors with no further action regarding the Commission recommendation. Gragg seconded. MCU.

New Business

- a) Gragg made a motion to approve the Alden and Donna Wiley Subdivision Plat. Knight seconded. MCU.
- b) Gragg made a motion to approve the Ralph B Hammel Subdivision Plat upon the condition that the Plat Review approves the plat as presented, with no substantive changes. Duffy seconded. MCU.
- c) Knight made a motion to approve the Jon and Nancy Snitker Subdivision Plat. Duffy seconded. MCU.

d) Knight made a motion to approve the Ray and Rose Rita Zoll Subdivision Plat. Gragg seconded. MCU.

REPORTS

None.

Duffy made a motion to adjourn. Gragg seconded. MCU.

Thomas Blake, Zoning Administrator

ALLAMAKEE COUNTY PLANNING AND ZONING COMMISSION MEETING
September 18, 2017
Board of Supervisors' Room, Courthouse, Waukon, Iowa

Meeting was called to order at 6:00 P. M. by Chairperson James Pladsen.

Roll call of Commission Members:			Term Expires
	Colleen Gragg	Absent	2017
Chair person	James Pladsen	Present	2018
Vice-Chair	Duane Leppert	Present	2019
	Marlene Duffy	Present	2020
	Jack Knight	Present	2021

Planning and Zoning Staff present: Tom Blake, Zoning Administrator. All Board members voting "AYE" unless noted. MCU means Motion Carried Unanimously.

Knight made a motion to amend the agenda by removing the items "draft language for camp as a permitted use and definition" and "Ralph Hammel Subdivision Plat" and approving the agenda as amended. Duffy seconded. MCU.

Knight made a motion to approve the August 21, 2017 minutes. Duffy seconded. MCU.

No public comments were received.

Public Hearings: None

Old Business

- a) Members discussed draft ordinance language for a 'shooting range' presented by Blake. Members presented some wording changes and directed Blake to re-draft and present to Board for review and discussion in October.

New Business

- a) Leppert made a motion to approve the Doris and David Anderson Subdivision Plat upon the condition that the lots shall be considered and used as a single parcel. Knight seconded. MCU.
- b) Knight made a motion to approve the Tracy and Darcy Dibert Subdivision Plat upon the condition that the Dibert's, or future owners, provide an easement that will meet the access requirements in the E911 Addressing and Zoning ordinances to provide adequate access the parcel building site. Duffy seconded. MCU.
- c) Leppert made a motion to approve the Northfork Recreational Territories Inc. Subdivision Plat. Knight seconded. MCU.
- d) Leppert made a motion to approve the Ag Legend Removal Request by Josh and Joseph Teff. Duffy seconded. MCU.

REPORTS

Blake presented a preliminary request for a land division for a commercial enterprise. The property was owned by the Berger's and had been a feed business and auto repair business in the past. The owners also had a storage building on the property for ag equipment. The land division request would divide one acre off of the property for sale to another person. The requested land division would create a setback violation between structures and it would be difficult to place a septic system on the one acre to serve the existing commercial building. Blake advised that this was not an agenda item and the Commission could not take formal action but the owner was interested to see if he could do or change anything to make it less likely to be denied. Commission members were not supportive of the request due to the septic and setback issues.

Duffy made a motion to adjourn. Knight seconded. MCU.

Thomas Blake, Zoning Administrator

ALLAMAKEE COUNTY PLANNING AND ZONING COMMISSION MEETING
August 21, 2017
Board of Supervisors' Room, Courthouse, Waukon, Iowa

Meeting was called to order at 6:00 P. M. by Chairperson James Pladsen.

Roll call of Commission Members:			Term Expires
	Colleen Gragg	Present	2017
Chair person	James Pladsen	Present	2018
Vice-Chair	Duane Leppert	Present	2019
	Marlene Duffy	Present	2020
	Jack Knight	Present	2021

Planning and Zoning Staff present: Tom Blake, Zoning Administrator. All Board members voting "AYE" unless noted. MCU means Motion Carried Unanimously.

Gragg made a motion to approve the agenda as presented. Knight seconded. MCU.

Gragg made a motion to approve the July 17, 2017 minutes. Knight seconded. MCU.

No public comments were received.

Public Hearings: None

Old Business

- a) Blake presented a draft letter from the Planning and Zoning Commission to the cities within the county encouraging the individual cities to join in a county wide Comprehensive Planning effort. Members reviewed draft letter, added language regarding support for grant applications and directed Blake to send out to members for review after making the change.
- b) Members discussed draft ordinance language for a 'shooting range'. Blake presented the Polk County ordinance section regarding shooting ranges. After discussion regarding engineer prepared site plans and other items directed Blake to draw up a draft of ordinance amendment and present to Board for review and discussion in September.

New Business

- a) Knight made a motion to approve the Robert and Kristi Hager Subdivision Plat. Gragg seconded. MCU.
- b) Leppert made a motion to approve the Leo Manning Subdivision Plat. Knight seconded. MCU.
- c) Knight made a motion to approve the Joseph Teff Subdivision Plat. Duffy seconded. MCU.
- d) Gragg made a motion to approve the Steve and Patricia Scholtes Subdivision Plat. Duffy seconded. MCU.
- e) Gragg made a motion to approve the Tom and Joyce Cota Subdivision Plat. Duffy seconded. MCU.

- f) Blake presented a building permit application submitted for a group home/education center on a 10 acre parcel. The specifics were to have a hobby farm where the owners would live on site and have boys or students that would also live on-site and would work on the farm and be educated in gardening, raising livestock, etcetera. The applicant called it a Yeshiva, a Jewish center dedicated to educating the students in farming and religion. After discussing the use, the Commission decided to define it as a 'camp' similar to the Baptist Camp and allowing it as a permitted use in the A1 district. Gragg made a motion to approve a use permit for a 'camp' for Mr. Sphizer in the A1 district. Duffy seconded. MCU.

Leppert made a motion to adjourn. Knight seconded. MCU.

Thomas Blake, Zoning Administrator

ALLAMAKEE COUNTY PLANNING AND ZONING COMMISSION MEETING

July 17, 2017

Board of Supervisors' Room, Courthouse, Waukon, Iowa

Meeting was called to order at 6:00 P. M. by Chairperson Jim Pladsen.

Roll call of Commission Members:

			Term Expires
Chair person	Colleen Gragg	Present	2017
	James Pladsen	Present	2018
	Duane Leppert	Present	2019
Vice Chair	Marlene Duffy	Absent	2020
	Jack Knight	Present	2021

Planning and Zoning Staff present: Tom Blake, Zoning Administrator. All Board members voting "AYE" unless noted. MCU means Motion Carried Unanimously.

Gragg made a motion approve the agenda. Leppert seconded. MCU.

Knight made a motion to approve the June 19, 2017 minutes. Gragg seconded. MCU.

No public comments were received.

Public Hearings: None

Old Business:

The members discussed shooting ranges use and the proper district and type of use (conditional or permitted). Board consensus is to research design and range certification and place on the next meeting agenda.

Fireworks legislation and a preliminary court review/injunction update was presented to the Board members. No action taken.

New Business

- a) Gragg made a motion to conditionally approve the David Fish Sr. Plat. The condition is to require the lots to go to the center of the access easement. Leppert seconded. MCU.
- b) Leppert made a motion to approve the Gavin Sherburne Subdivision Plat. Gragg seconded. Gragg, Leppert, Pladsen voted Aye. Knight voted Nay. Motion carried.
- c) Leppert made a motion to approve the Blair and Jessica Everman Subdivision Plat. Knight seconded. MCU.
- d) Gragg made a motion to approve the John and Deborah Egan Subdivision Plat. Knight seconded. MCU.
- e) Discussion was held on Ag land preservation and different methods to promote ag land preservation in the county. No action taken.

Reports

Blake informed the Commission about the status of the flood plain map update. The Commission discussed the Comprehensive Plan update and decided that a letter from the Commission, recommending that the communities in the county participate in the county wide update. Blake will draft a letter for the commission to review.

Gragg made a motion to adjourn. Leppert seconded. MCU.

Thomas Blake, Zoning Administrator

ALLAMAKEE COUNTY PLANNING AND ZONING COMMISSION MEETING

June 19, 2017

Board of Supervisors' Room, Courthouse, Waukon, Iowa

Meeting was called to order at 6:00 P. M. by Vice Chairperson Jack Knight.

Roll call of Commission Members:

Term Expires

	Colleen Gragg	Present	2017
Chair person	James Pladsen	Present	2018
	Duane Leppert	Present	2019
	Marlene Duffy	Present	2020
Vice Chair	Jack Knight	Present	2021

Planning and Zoning Staff present: Tom Blake, Zoning Administrator. All Board members voting "AYE" unless noted. MCU means Motion Carried Unanimously.

Gragg made a motion approve the agenda. Duffy seconded. MCU.

Gragg made a motion to approve the May 16, 2017 minutes. Knight seconded. MCU.

No public comments were received.

Public Hearings: None

Old Business:

The members discussed shooting ranges use and the proper district and type of use (conditional or permitted). Blake presented some shooting range designs and an analysis of shooting range issues found online. Consensus to address issue in the ordinance and review a change in the ordinance as a conditional use.

Fireworks legislation and the sale and use of fireworks in the County was discussed. Blake advised that he was planning on addressing the sale of fireworks as a retail use, permitted in the commercial district only. Consensus that no additional change was needed in the zoning ordinance at this time.

New Business

- a) Blake advised that the online permitting software was no being used as planned, mainly due to the time commitment required to set it up. It wouldn't be cost effective if it was only used for building permits and recommended that other departments again be contacted to ascertain if interest was still there for that service to the public. Commission felt that it will be more common and under more demand in the near future and, if it could be set up, it would likely be utilized more and more in the future.
- b) Knight made a motion to approve the John and Janice Rea Subdivision Plat upon the condition that the access to the new lot be widened to 66 feet (currently 30' on the plat). Leppert seconded. MCU.
- c) Leppert made a motion to table any action on the Gavin Sherburne Subdivision Plat until all information was submitted and reviewed by the Plat Review Committee. Knight seconded. MCU.
- d) Discussion was held on the comprehensive plan proposal from Upper Explorerland. Commission recommended that the time be used to contact and encourage participation by the City's in the County.

Reports

Blake informed the Commission of permits issued, Board of Adjustment activity and enforcement activities.

Gragg made a motion to adjourn. Duffy seconded. MCU.

Thomas Blake, Zoning Administrator

ALLAMAKEE COUNTY PLANNING AND ZONING COMMISSION MEETING

May 16, 2017

Board of Supervisors' Room, Courthouse, Waukon, Iowa

Meeting was called to order at 6:00 P. M. by Vice Chairperson Jack Knight.

Roll call of Commission Members:

Term Expires

	Colleen Gragg	Present	2017
Chair person	James Pladsen	Absent	2018
	Duane Leppert	Absent	2019
	Marlene Duffy	Present	2020
Vice Chair	Jack Knight	Present	2021

Planning and Zoning Staff present: Tom Blake, Zoning Administrator. All Board members voting "AYE" unless noted. MCU means Motion Carried Unanimously.

Gragg made a motion approve the agenda. Duffy seconded. MCU.

Gragg made a motion to approve the April 17, 2017 minutes. Duffy seconded. MCU.

No public comments were received.

Public Hearings: None

Old Business:

The Schedule of Fees, as adopted by the Supervisors, was presented to the Commission members.

New Business

- a) Gragg made a motion to approve the Barton and Marilyn Hamm Subdivision Plat. Duffy seconded. MCU.
- b) Gragg made a motion to approve the Henry, Marilyn, Gary, Scott, Stanley and David Hemesath and Anne Meyer Subdivision Plat. Duffy seconded. MCU.
- c) Gragg made a motion to approve the Ronald Marovets Subdivision Plat. Duffy seconded. MCU.
- d) Discussion was held, but no action taken, regarding a shooting range proposal for Matt Schobert since Schobert has not officially submitted the application or site plan for the proposed shooting range. Consensus to place item on next month's agenda to discuss the use, proper district for the use, restrictions, etc..
- e) Gragg made a motion to approve the Reginald Freilinger Subdivision Plat. Duffy seconded. MCU.

Reports

Blake informed the Commission of ongoing issues including Fireworks legislation, FEMA and new floodplain mapping, RAGBRAI and Bruening and Greene Quarry update.

Gragg made a motion to adjourn. Duffy seconded. MCU.

Thomas Blake, Zoning Administrator

ALLAMAKEE COUNTY PLANNING AND ZONING COMMISSION MEETING

April 17, 2017

Board of Supervisors' Room, Courthouse, Waukon, Iowa

Meeting was called to order at 6:00 P. M. by Chairperson James Pladsen.

Roll call of Commission Members:

Term Expires

	Colleen Gragg	Present	2017
Chair person	James Pladsen	Present	2018
	Duane Leppert	Present	2019
	Marlene Duffy	Present	2020
Vice-Chair	Jack Knight	Present	2021

Planning and Zoning Staff present: Tom Blake, Zoning Administrator. All Board members voting "AYE" unless noted. MCU means Motion Carried Unanimously.

Gragg made a motion approve the agenda. Duffy seconded. MCU.

Gragg made a motion to approve the March 20, 2017 minutes. Leppert seconded. MCU.

No public comments were received.

Public Hearings: None

Old Business:

After discussion regarding fee levels and fees from other counties, Gragg made a motion to adopt A Resolution by the Allamakee County Planning and Zoning Commission Recommending a Schedule of Non-Refundable Fees. Knight seconded. MCU.

New Business

- a) After discussion, consensus of the Commission members is to set the next regular meeting for Tuesday, May 16, 2017, at 6:00 PM.
- b) Leppert made a motion to approve the Frank Moline Revocable Trust Subdivision Plat. Knight seconded.

Reports

Blake informed the Commission of office activities and recent Board of Adjustment Hearing actions.

Duffy made a motion to adjourn. Leppert seconded. MCU.

Thomas Blake, Zoning Administrator

ALLAMAKEE COUNTY PLANNING AND ZONING COMMISSION MEETING
March 20, 2017
Board of Supervisors' Room, Courthouse, Waukon, Iowa

Meeting was called to order at 6:00 P. M. by Chairperson James Pladsen.

Roll call of Commission Members: Term Expires

	Colleen Gragg	Present	2017
Chair person	James Pladsen	Present	2018
	Duane Leppert	Present	2019
	Marlene Duffy	Present	2020
Vice-Chair	Jack Knight	Present	2021

Planning and Zoning Staff present: Tom Blake, Zoning Administrator. All Board members voting "AYE" unless noted. MCU means Motion Carried Unanimously.

Leppert made a motion approve the agenda. Gragg seconded. MCU.

Gragg made a motion to approve the February 21, 2017 minutes. Knight seconded. MCU.

No public comments were received.

Public Hearings: None

Old Business:

The Commission discussed the history and status of the Draft Private Burials ordinance.

New Business

- a) Permit fees Schedule was discussed. Consensus to not establish a flood plain development fee for streambank stabilization projects, but to require one for buildings and other structures within the flood plain. Building permit fees on a sliding scale were discussed. The Commission felt that \$1/\$1000 was appropriate. The recommendation is to establish a permit fee for late applications at three times the normal fee. Also, to set the sign permit fee at \$25/\$50, depending upon sign type (commercial/billboard).

Reports

Blake informed the Commission if the upcoming Conference and tentative agenda and updated the Commission regarding office activities.

Duffy made a motion to adjourn. Knight seconded. MCU.

Thomas Blake, Zoning Administrator

ALLAMAKEE COUNTY PLANNING AND ZONING COMMISSION MEETING
February 21, 2017
Board of Supervisors' Room, Courthouse, Waukon, Iowa

Meeting was called to order at 6:00 P. M. by Chairperson James Pladsen.

Roll call of Commission Members: Term Expires

	Colleen Gragg	Present	2017
Chair person	James Pladsen	Present	2018
	Duane Leppert	Present	2019
	Marlene Duffy	Present	2020
Vice-Chair	Jack Knight	Present	2021

Planning and Zoning Staff present: Tom Blake, Zoning Administrator. All Board members voting "AYE" unless noted. MCU means Motion Carried Unanimously.

Gragg made a motion approve the agenda. Knight seconded. MCU.

Gragg made a motion to approve the January 23, 2017 minutes. Knight seconded. MCU.

No public comments were received.

Public Hearings:

- a. Ashbacher, George and Belva – Request to change zoning district and map for their property to allow residential development on lots less than three acres, from A-1 (agricultural) to R-2 (low density residential). Lots 1-2 and Lots 6-25, Scenic Ridge View VI, Lots 2-28 and Lots 30-32, Scenic Ridge View VII and Lots 2 – 4, 7 and 10, Scenic Ridge View II, Allamakee County, Iowa. Blake presented his staff report regarding the request. After review of the property and the input from Environmental Health and County Engineer, Blake recommended request be denied as presented. Blake advised that the cluster housing program would fit Ashbacher's property and it would not need rezoning, in that instance. Ashbacher's presented input to the Commission advising that the lots would fit walk-outs very well and people did not want to maintain three plus acres of property. This would be a good development for the county and would increase tax base. Neighbors voiced opposition, claiming that the proposal was too dense for the topography and did not suit the area. After discussion, Knight made a motion to recommend the Supervisors deny the request. Gragg seconded. MCU.
- b. Ashbacher, George and Belva – Request to change zoning district and map from A-1 agricultural to C-1 commercial for Lots 3, 4 and 5, Scenic Ridge View VI, Allamakee County, IA to allow mini storage business. Blake presented a staff report, advising that the commission deny the request, recommending instead to handle the request as a conditional use in the A-1 zone (Home Industry). Changing the zoning to commercial for this use was not appropriate for the area. After discussion, Gragg made a motion to deny request and to recommend ordinance be amended to allow mini-storage as a conditional use in the A-1 district. Leppert seconded. MCU

New Business

- a) Knight made a motion to approve the Charles and Mary Andregg Subdivision Plat. Leppert seconded. MCU.

- b) Blake advised that all non-elected staff had received a 2% wage/salary increase, except for the zoning and environmental health assistant. She received an additional \$.50/hour in an effort to bring her up to comparable positions. Blake advised that a \$1/hour request had been made.
- c) Leppert made a motion to support the wage and budget requests as presented to the Supervisors. Knight seconded. MCU.

Reports:

Duffy made a motion to adjourn. Gragg seconded. MCU.

Thomas Blake, Zoning Administrator

ALLAMAKEE COUNTY PLANNING AND ZONING COMMISSION MEETING

January 23, 2017

Board of Supervisors' Room, Courthouse, Waukon, Iowa

Meeting was called to order at 6:00 P. M. by Chairperson James Pladsen.

Roll call of Commission Members: Term Expires

	Colleen Gragg	Present	2017
Chair person	James Pladsen	Present	2018
	Duane Leppert	Present	2019
	Marlene Duffy	Present	2020
Vice-Chair	Jack Knight	Present	2021

Planning and Zoning Staff present: Tom Blake, Zoning Administrator. All Board members voting "AYE" unless noted. MCU means Motion Carried Unanimously.

Gragg made a motion to add election of officers and to approve the agenda as amended. Knight seconded. MCU.

Gragg made a motion to appoint James Pladsen as Chair and Jack Knight as Vice-Chair. Leppert seconded. MCU

Jack made a motion to approve the December 19, 2016 minutes. Gragg seconded. MCU. Gragg made a motion to correct the voting on the Ashbacher Plats. Knight seconded. MCU

No public comments were received.

Public Hearings: None.

New Business

- a) Gragg made a motion to approve the Final Plat of the Scenic Ridge View VI subdivision with the condition that the lots can only be marketed and developed in compliance with the zoning ordinance. Duffy seconded. Leppert voted Nay. All others vote Aye. Motion Carried.
- b) Knight made a motion to approve the Final Plat of the Scenic Ridge View VII subdivision with the condition that the lots can only be marketed and developed in compliance with the zoning ordinance. Gragg seconded. Leppert voted Nay. All others vote Aye. Motion Carried.
- c) Leppert made a motion to support the wage and budget requests as presented to the Supervisors. Knight seconded. MCU.
- d) Leppert made a motion to double the fee for late applicants. Knight seconded. MCU.

Reports: The next meeting date was set for February 21, 2017 due to Presidents Day.

Knight made a motion to adjourn. Duffy seconded. MCU.

Thomas Blake, Zoning Administrator