

**CITY OF WEST OKOBOJI**  
**PLANNING AND ZONING MEETING**  
**CITY HALL**  
**October 24, 2018 – 6:15 p.m.**

<b>Presiding</b>	<b>Glen Petersen</b>
<b>Members Present</b>	<b>Doug Nielsen, Josh Miller, Bill Carmichael</b> Absent: <b>Brad Danbom</b>
<b>Zoning Administrator</b>	<b>Lissa Ballis</b>
<b>Others Present</b>	<b>Steve Hallgren, Chuck Krumme, Peggy Lueck, Barb Lynch</b>

Chairman Petersen called the meeting to order at 6:20 P.M. Carmichael/Miller moved to adopt the agenda. All ayes. Motion carried. Absent: Danbom, Nielsen

Carmichael/Miller moved to approve minutes from previous meeting 10/03/2018. All ayes. Motion carried. Absent: Danbom, Nielsen

Committee member Nielsen arrived at 6:24 P.M.

Chairman Petersen welcomed Board of Adjustment members Krumme and Lueck, as well as Mayor Lynch. Petersen stated he wanted to involve the Board of Adjustment and Council at this meeting as the Planning and Zoning Committee is in the final stages of the first draft to the Zoning Ordinance update. He explained that throughout this process it had come to the Planning and Zoning Committees attention, that since we are of a small population, with few full time residents able or willing to serve on the various city committees and that it is often difficult to fill those positions, it might make sense for the Planning and Zoning Committee and the Board of Adjustment Committee to come together in a five to seven person panel, to serve on both of these boards. Petersen went on to explain that the Planning and Zoning Committee has spent many hours in the revision of the Zoning Ordinance and understands the reasoning behind the rules set forth in the Ordinance. Once it is adopted by the City Council, it is then the Zoning Administrator and the Board of Adjustments duty to uphold the ordinances in place. He felt it would be beneficial for those who create the Zoning Ordinances to also help regulate variances put before the Board of Adjustment.

Some discussion ensued between the Commission and those in attendance and Mr. Hallgren of Northwest Iowa Planning stated there are a couple cities that he is aware of that practice this type of format. Hallgren also clarified the Planning and Zoning Board is solely set up as a recommendation body for the City Council for their ultimate review and decision. Whereas, the Board of Adjustment is a solely independent quasi-judicial authority. That board looks at each individual case and they follow the steps given to them in the Zoning Ordinance to interpret and make the decision. These decisions do not go before the City Council.

Chairman Petersen said he wasn't sure what the recommendation to the Council would be, but that the Planning and Zoning committee was considering a change.

Mayor Lynch voiced her concern about the current Ordinance. Mayor Lynch feels that the lack of definition for the term "damaged" as stated in Section 18.5 of the current Zoning Ordinance is a problem.

Hallgren also felt after review of the drafted Ordinance some work still should be done in the clarification of that section as a whole.

The Committee and those in attendance held an in-depth discussion on the best way to handle this area of concern. In the end, the Committee reviewed and made changes to the draft concerning Damaged Buildings and Structures.

**Commission to review and discuss the City of West Okoboji Zoning Ordinance update.**

Chairman Petersen started the review and discussion of the draft process with Article 16. Zoning Enforcement, where the Commission ended at the last meeting on 10/03/2018. The Commission and Steve Hallgren with Northwest Iowa Planning and Development continued with the process. The Committee made it through Article 16. Zoning Enforcement. The Committee will begin the process with Article 17. Violation and Penalty at the next meeting.

The Commission set the next meeting date for November 1, 2018 at 6:30 P.M. to continue working on the updates to the City of West Okoboji Zoning Ordinance.

With nothing further to discuss Petersen moved to adjourn meeting at 8:20 P.M.