



PLANNING AND ZONING COMMISSION MEETING

June 10, 2025

6:00 PM

City Council Chambers

Minutes

1. Call to Order

The meeting was called to order at 6:01 pm.

2. Roll Call

Members present: Cortney Marmon, Sarah Ritchie, Lin Stecker, Jake Vice, Justin Noethe, Rich Piper.

Members not present: Al Farris, Carrie Woerdeman, Misty Darling.

Staff members present: Bill Mettee, Tara Bosteder, Jacob Meshke.

3. Agenda Approval

A. Approval of the June 10, 2025 agenda.

Vice made a motion to approve the agenda.

Noethe seconded the motion.

Motion was passed with a unanimous vote.

4. Minutes Approval

A. Approval of the April 22, 2025 meeting minutes.

Vice made a motion to approve the meeting minutes.

Piper seconded the motion.

Motion was passed with a unanimous vote.

5. Public Comment

There were no public comments.

6. New Business

A. Approval of a final plat for Pickard Commerce Park Plat 1.

Mettee presented the final plat and related staff report.

Outlot Y will be an access ingress/egress easement to allow for access to the lots to the north. Lot 12 to the south will likely be accessed off of South 20th Street. Outlot Y will be owned and maintained by the association. Outlot Y was initially going to be an access point for the development; however, DOT denied that and Street Lot A was realigned to conform with the DOT requirements. Outlot Y will be built to specifications to allow for emergency services.

Jason Ledden, with Snyder and Associates, added that a DOT traffic study was completed for

this development which determined no turning lane was required.

Vice made a motion to approve the final plat as submitted.

Piper seconded the motion.

Motion was passed with a unanimous vote.

B. Approval of a site plan for New Era Homes (304 South 21st St).

Mettee presented the site plan and related staff report.

The north side exterior of the building is a mixture of materials, including stone. It is not required to be completely stone as there is one lot between this one and Highway 92.

The storm water detention area for this site is at the south end of the plat. Each lot in this plat has the infrastructure that leads to the same storm water detention.

Vice made a motion to approve the site plan as submitted.

Stecker seconded the motion.

Motion was passed with a unanimous vote.

C. Approval of a site plan for Lot 12 of Pickard Commerce Park Plat 1.

Mettee presented the site plan and related staff report.

The large open area at the south end of this lot would be available for an additional structure to be built. It would likely require a site plan to be reviewed by the Planning and Zoning Commission, followed by Council. The open area could potentially be parceled off, but is not likely and would need to be reviewed to ensure all requirements for that would be met.

The parking lot was designed to the west of the building to allow for the building to be situated as far north as possible, allowing for maximum visibility along Highway 92. This is consistent with the design of other businesses along Highway 92 as well.

Stecker made a motion to approve the site plan as submitted.

Vice seconded the motion.

Motion was passed with a unanimous vote.

7. Comments

A. Building Permit Report

There were no comments.

B. Current Projects

There were no comments on current projects.

The new city manager, Jacob Meshke, introduced himself to the Commission.

8. Adjourn

Piper made a motion to adjourn.

Vice seconded the motion.

The meeting was adjourned at 6:24 pm.