MINUTES OF THE CITY OF OKOBOJI PLANNING AND ZONING COMMISSION
MEETING HELD ON SEPTEMBER 30, 2025 – 5:30PM

The Planning and Zoning Commission met on the above date and time at the Okoboji City Hall. Commission members present were Matt Lanfear, John McMahon, Barb Mendenhall, Barry Nandler, and Doris Welle. Others present were City Administrator Michael Meyers and BJ Ferguson.

NEW BUSINESS

Doris Welle chaired the meeting.

Chairperson Welle presented the previous meeting minutes. Motion made by Commissioner Mendenhall and a second by Commissioner Lanfear to approve the meeting minutes from July 28, 2025. The following Commissioners voted AYE: Lanfear, McMahon, Mendenhall, Nadler, Welle. Motion passes 5-0.

Chairperson Welle opened a public hearing pertaining to an application for lakeshore landscaping at 1913 Funnel Street, Okoboji, Iowa 51355.

There were no comments in favor of, in opposition to, or neutral pertaining to the application. The public hearing was closed.

City Administrator Meyers presented an overview of the application and explained that it was unique because the improvements were proposed on City-owned property and, due to the small scale of the project, City Staff was recommending a waiver of the usual engineering requirements. He noted that the project consisted of two small retaining walls with planting beds.

BJ Ferguson, representing the property owner, provided additional details and stated that the work would take less than a week to complete, including the removal of the existing broken patio from the lakeshore.

Meyers further explained that because the project involves City-owned property, he had taken the application to the City Council on September 9, 2025. At that meeting, the Council approved allowing the applicant to move forward with improvements on public property but did not approve the design schematics, as those fall under the authority of the Planning and Zoning Commission. Meyers advised that no further City Council input would be required.

Motion made by Commissioner Mendenhall and a second by Commissioner Nadler to recommend approval for the application for lakeshore landscaping at 1913 Funnel Street. The following Commissioners voted AYE: Lanfear, McMahon, Mendenhall, Nadler, Welle. Motion passes 5-0.

City Administrator Michael Meyers provided an update on previously discussed zoning changes regarding the rear yard setback of R-3 properties and the post-foundation survey. He noted that the City Council had adopted the ordinances at their last meeting and expressed the Council's appreciation for the Commission's work. Meyers also mentioned that with the upcoming slower winter months, he would like to review the City's sign ordinance and consider recodifying the zoning text, which has not been updated since 2013. He explained that recodification would ensure alignment with state law changes, incorporate zoning amendments made over the past twelve years, and make the zoning text more modern and user-friendly for residents.

ADJOURNMENT

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Chairperson Doris Welle

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City Administrator Michael Meyers