

Woodbury County Zoning Commission Meeting Minutes

Date: August 25, 2025

Time: 5:00 PM

Location: Board of Supervisors' Meeting Room, Basement, Woodbury County Courthouse, 620 Douglas Street, Sioux City, IA

MEETING AUDIO:

For specific content of this meeting, refer to the recorded video on the Woodbury County Zoning Commission "Committee Page" on the Woodbury County website:

- County Website Link:
 - o https://www.woodburycountyiowa.gov/committees/zoning_commission/
- YouTube Direct Link:
 - o <https://www.youtube.com/watch?v=ZelixZKvpqE>

Attendees

- **Commissioners Present:** Chris Zellmer Zant – Chair, Tom Bride, Steve Corey, Jeff Hanson, Corey Meister
- **Staff Present:** Dan Priestley – Zoning Coordinator, Dawn Norton – Senior Clerk
- **Supervisor(s) Present:** Kent Carper
- **Public Attendees:** Steve Sitzmann

Call to Order

The Woodbury County Zoning Commission meeting was called to order by Chair Chris Zellmer Zant at approximately 5:03 PM on August 25, 2025. The Chair noted that the meeting would be audio taped and minutes prepared for all parties. Attendees were asked to turn off cell phones or set them to vibrate and to complete the attendance sheet. The Chair reviewed the Commission's procedures for the meeting, including handling of agenda items, public hearings, staff reports, applicant presentations, public comments (requiring speakers to state name and address at the microphone, avoid repetitious comments, and remain respectful), closing statements, closing of hearings by motion and vote, deliberation, and disclosure of any ex parte communications prior to deliberation.

Roll Call

Chair Chris Zellmer Zant conducted a roll call, noting that all Commissioners were present: Chris Zellmer Zant, Tom Bride, Steve Corey, Jeff Hanson, and Corey Meister.

Public Comment on Matters Not on the Agenda

No public comments were received on matters not listed on the agenda, either in person or via phone.

Approval of Previous Meeting Minutes

The Commission reviewed the minutes from the previous meeting (July 28, 2025). No corrections or additions were noted. Steve Corey made a motion to approve the minutes as presented, which was seconded by Jeff Hanson. The motion passed with all Commissioners voting "aye," except Commissioner Tom Bride, who abstained. (4-0-1)

Review of Conditional Use Permit Application – Borrow Pit – Steven Sitzmann, Applicant/Owner

Agenda Item: Review of a conditional use permit application from Steven Sitzmann (owner/applicant) to operate a borrow pit for earth materials to level the property for future development of a home to be built on Parcel #894608100010.

Staff Report: Dan Priestley presented the staff report. The application is for a borrow pit to level the property for future residential development, classified under Section 3.03.4 of the Woodbury County Zoning Ordinance. The project footprint is less than one acre, below DNR thresholds requiring additional permits. The property is 3.99 acres, located at 1546 110th Street, Sioux City, IA 51106/51108, in the Agricultural Estates (AE) Zoning District, within T89N R46W (Concord Township), Section 8, R. Jacks

Subdivision Lot 2 and part of Lot 1 of McBalt Subdivision, approximately 1.3 miles east of Sioux City on the south side of 110th Street. Activity commenced earlier in the year without a permit but was halted; the applicant complied with subsequent proceedings, including ordinance updates approved by the Board of Supervisors allowing borrow pits as a conditional use in AE districts. One neighbor inquired about the process via phone but did not provide further comments after a return call. No other public comments were received prior to the meeting. Staff analysis in the packet included applicant responses, site considerations (e.g., erosion control, fencing, haul route, hours of operation, reseeding/stabilization, permit expiration), and emphasis on ensuring no adverse effects on abutting properties. If the project exceeds one acre, DNR permitting would be required. Staff recommended approval to the Board of Adjustment, incorporating conditions from the analysis (e.g., hours of operation, haul route, erosion control, site restoration, and compliance with larger project requirements if thresholds are met).

Applicant Comments: Steven Sitzmann addressed the Commission, explaining his intention to split the property. He owns about 5 acres and purchased an additional 3 acres from a neighbor to meet the minimum for division (at least 2 acres per lot). He has a large house but no longer has children at home, so he plans to build a smaller house on one portion, split the property, and sell the existing house. This would comply with state rules allowing a second house, but he prefers splitting for separate ownership. He confirmed the borrow pit is to level the site for this purpose.

Public Comments: No public comments were made, either in person or via phone.

Commission Discussion: Commissioners found the application straightforward. One Commissioner asked for clarification on the intent to build another house, which the applicant addressed. No further questions or comments were raised.

Motion and Vote: Tom Bride moved to recommend approval of the conditional use permit to the Board of Adjustment, including all staff comments and conditions as presented in the packet (e.g., hours of operation, haul route, erosion control, silt fencing, site restoration/reseeding/stabilization, permit expiration, and compliance with DNR requirements if the project exceeds one acre). Steve Corey seconded the motion. After clarification that the motion encompassed the staff analysis (to be highlighted in the recommendation letter to the Board of Adjustment), the motion passed unanimously with all Commissioners voting "aye." (5-0)

Additional Discussion: Dan Priestley noted that the recommendation would be forwarded to the Board of Adjustment for a public hearing at their special meeting on Wednesday, September 3, 2025, at 5:00 PM (shifted due to the Labor Day holiday).

Action Taken: The Commission voted to recommend approval of the conditional use permit to the Board of Adjustment with the specified conditions.

Public Comment on Matters Not on the Agenda

No additional public comments were received on matters not listed on the agenda, either in person or via phone.

Staff Update

Dan Priestley provided the following updates:

- **Grain Bin Notification:** Priestley presented a formalized letter from the Woodbury Rural Electric Cooperative regarding grain bins for inclusion in the record, emphasizing its importance for the Commission's awareness. **Motion and Vote:** Jeff Hanson moved to receive the letter from REC regarding grain bins into the record. Corey Meister seconded the motion. The motion passed unanimously with all Commissioners voting "aye." (5-0)

- **LED Billboard Update:** Priestley noted that the LED billboard application (previously reviewed) was approved by the Board of Adjustment at alternative location #2 (in the corner), including a variance and conditional use permit. The permit has been issued, and the project is proceeding. He presented Iowa DOT comments (from Kevin Heiss exchange) not included in the prior packet grid, requesting they be

entered into the record to document official DOT input. **Motion and Vote:** Jeff Hanson moved to receive the Iowa DOT comments regarding the billboard on Hwy. 20 from Kevin Heiss into the record. Steve Corey seconded the motion. The motion passed unanimously with all Commissioners voting "aye." (5-0)

• **Board of Supervisors Directive on Public Service Garages:** Priestley presented the Board of Supervisors' agenda request document (sponsored by Supervisors Biddinger and Nelson) for their August 26, 2025, meeting, directing the Zoning Commission to study adding public service garages (e.g., for police, fire, emergency, county engineer facilities) as a conditional use in the Agricultural Preservation (AP) District. Currently prohibited in the land use summary table, this would avoid rezoning to Limited Industrial (LI), which conflicts with the Woodbury County Comprehensive Plan (lacking support for industrial districts abutting cities/communities) and could lead to legal challenges. Many existing secondary road sites predate ordinances and abut residential areas, making rezoning inappropriate. Conditional use would allow scrutiny, public hearings, city input, and compatibility analysis without permanent industrial zoning consequences (e.g., if government use ends). Priestley noted county needs for facilities (e.g., near Sloan, Salix, Sergeant Bluff) and infrastructure support (road maintenance, snow removal). A public hearing is expected next month if the directive passes.

• **Accessory Dwelling Units (ADUs):** Priestley discussed the need to retool the recent ADU ordinance amendment for compliance with Iowa Code while ensuring consistency. The current language adopts state code, requiring building code enforcement for ADUs (unlike principal structures), creating inconsistencies. He recommended specifying dimensions (e.g., maximum 1,000 sq ft or 50% of principal, with flexibility to exceed per state minimums) for clarity, avoiding resolutions for variances. This aligns with principal dwelling treatment, as the county lacks a robust building code department. Priestley attended a statewide zoning officials meeting on ADU legislation (pushed by advocacy groups), noting potential model ordinances more suited to cities. He suggested a public hearing to fix this, plus housekeeping updates: removing outdated telecommunication tower language (e.g., forced collocation, conflicting with Iowa Code 8C) and correcting notification distance references (linked to wrong code sections since ordinance inception).

• **Other:** A minor subdivision application was submitted early and will be on next month's agenda. No motions were required for the directive, ADU, or other updates; they were informational, with public hearings anticipated for September.

Action Taken: The Commission voted to receive the grain bin letter and Iowa DOT comments into the record.

Commissioner Comment or Inquiry

No Commissioners offered additional comments or inquiries.

Adjournment

Corey Meister moved to adjourn the meeting, seconded by Steve Corey. No discussion occurred. The motion passed unanimously with all Commissioners voting "aye." (5-0) The meeting adjourned at approximately 5:30 PM.

Appendix

See received items on the subsequent pages.



Woodbury

WOODBURY COUNTY
RURAL ELECTRIC COOPERATIVE

1495 Humbolt Ave.
P.O. Box 566
Merville, Iowa 51039
Telephone: (712) 873-3125
800-469-3125
Fax: (712) 873-5377

July 22, 2025

Woodbury County Zoning Board
6th Floor
Woodbury County Court House
620 Douglas Ave.
Sioux City, Iowa 51101

Dear Sir:

When processing a loan for a new grain bin, please advise your customer that they must contact their local electric utility.

The electric cooperative will provide assistance in planning for a safe environment for everyone working and living around grain bins. The State of Iowa requires specific clearances for electric lines around grain bins, with different standards for those filled by portable and permanent augers, conveyors and elevators.

The attachment to this letter shows a drawing of the specific clearances required for both scenarios. If you have any questions concerning the drawings, please contact Woodbury County Rural Electric Cooperative (REC) or the Northwest Iowa Power Cooperative (NIPCO).

According to the Iowa Electric Safety Code found in Iowa Administrative Code Chapter 199 – 25.2(3)b. *An electric utility may refuse to provide electric service to any grain bin built near an existing electric line that does not provide the clearances required by the ANSI C2-2023 "National Electrical Safety Code," Rule 234F. This paragraph applies only to grain bins loaded by portable augers, conveyors or elevators and built after September 9, 1992, or to grain bins loaded by permanently installed augers, conveyors, or elevator systems installed after December 24, 1997. (As adopted by the Iowa Utilities Board)*

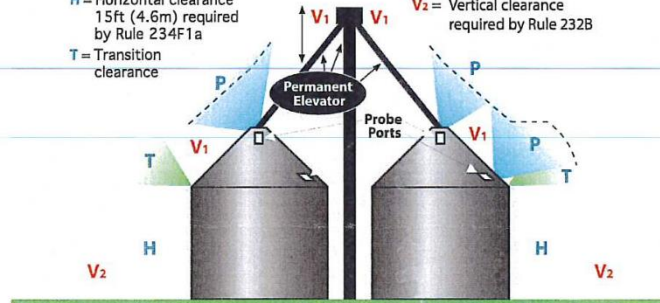
Woodbury County REC and NIPCO are required by the Iowa Utilities Board to provide this annual notice to farmers, farm lenders, grain bin merchants, and city and county zoning officials. If you have any questions concerning clearances regulations, please call Woodbury County REC at (712)873-3125 or NIPCO at (712)546-4141.

Sincerely,

Jason Jasperson
Director of Member Services

Clearance envelope for grain bins filled by permanently installed augers, conveyors or elevators

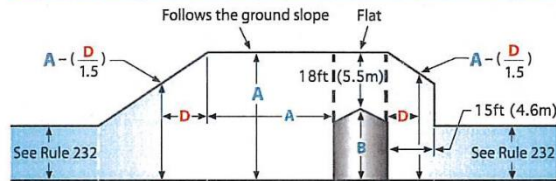
- P** = Probe clearance
 18 ft (5.5 m) required by Rule 234F1a
H = Horizontal clearance
 15 ft (4.6 m) required by Rule 234F1a
T = Transition clearance
V₁ = Vertical clearance above a building required by Rule 234C
V₂ = Vertical clearance required by Rule 232B



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Clearance envelope for grain bins filled by portable augers, conveyors or elevators

ELEVATION



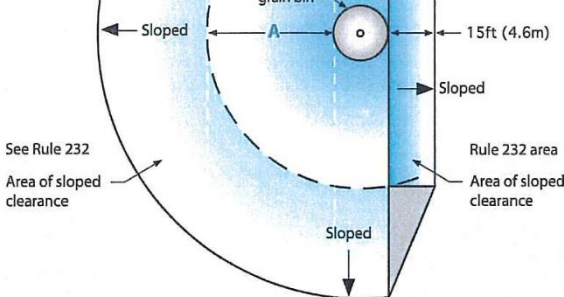
- B** = Height of highest filling or probing port on grain bin
H = B + 18 ft (5.5 m)
D = Variable horizontal dimension

In the area of sloped clearance, the vertical clearance is reduced by 1 ft (300 mm) for each additional 1.5 ft (450 mm) of horizontal distance from the grain bin.

PLAN VIEW

LOADING SIDE

NONLOADING SIDE



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Receive into the record the comments received regarding the LED Billboard application on Parcel #884606100002 that should have been a part of the July 28, 2025 packet. In particular the comments from the IDOT, NIPCO, and WCSWCD. The follow-up conversations between the applicant and IDOT were already in the record.

STAKEHOLDER COMMENTS – VARIANCE AND CONDITIONAL USE	
911 COMMUNICATIONS CENTER:	No comments.
FIBERCOMM:	No comments.
IOWA DEPARTMENT OF NATURAL RESOURCES (IDNR):	No comments.
IOWA DEPARTMENT OF TRANSPORTATION (IDOT):	The DOT is aware of the interest from Kevin Heiss to construct a 14' x 48' LED billboard. Mr. Heiss has been advised that a DOT permit will be required before the construction begins and that local approvals are necessary, either before or after the DOT approval is granted. Note that the DOT has 300' spacing between billboards that are facing the same direction. Questions pertaining to specific DOT requirements can be directed to Brent Christian at the Ames office – 515-239-1673. – Jessica Felix, 7/21/25. (See follow up discussions below between Slater Ohm and Brent Christian)
LOESS HILLS NATIONAL SCENIC BYWAY:	No comments.
LOESS HILLS PROGRAM:	No comments.
LOGLINES:	No comments.
LUMEN:	No comments.
MAGELLAN PIPELINE:	No comments.
MIDAMERICAN ENERGY COMPANY (Electrical Division):	I have reviewed the proposed zoning variance for MEC electric, and we have no conflicts. The requestor should be made aware that any requested relocation or extension of distribution facilities will be subject to a customer contribution. – Casey Meinen, 7/17/25.
MIDAMERICAN ENERGY COMPANY (Gas Division):	No comments.
NATURAL RESOURCES CONSERVATION SERVICES (NRCS):	No comments.
NORTHERN NATURAL GAS:	No comments.
NORTHWEST IOWA POWER COOPERATIVE (NIPCO):	Have reviewed this Conditional Use Permit application. NIPCO has no issues with this request. – Jeff Zettel, 6/5/25 & 7/18/25.
NUSTAR PIPELINE:	No comments.
SIouxLAND DISTRICT HEALTH DEPARTMENT:	No comments.
WIATEL:	No comments.
WOODBURY COUNTY ASSESSOR:	No comments.
WOODBURY COUNTY CONSERVATION:	No comments.
WOODBURY COUNTY EMERGENCY MANAGEMENT:	No comments.
WOODBURY COUNTY EMERGENCY SERVICES:	No comments.
WOODBURY COUNTY ENGINEER:	No comments.
WOODBURY COUNTY RECORDER:	No comments.
WOODBURY COUNTY RURAL ELECTRIC COOPERATIVE (REC):	No comments.
WOODBURY COUNTY SOIL AND WATER CONSERVATION DISTRICT:	The WCSWCD has no comments regarding this application. – Neil Stockfleth, 6/5/25 & 7/17/25.
WOODBURY COUNTY TREASURER:	No comments.