

NOTICE OF MEETING OF THE WOODBURY COUNTY ZONING COMMISSION



WOODBURY COUNTY ZONING COMMISSION

Monday, January 26, 2026 at 5:00 PM

You are hereby notified that a meeting of the Woodbury County Zoning Commission will be held on **Monday, January 26, 2026 at 5:00 PM** in the Board of Supervisors' meeting room in the Basement of the Woodbury County Courthouse, 620 Douglas Street, Sioux City, Iowa, for the purpose of taking official action on the agenda items shown hereinafter and for such other business that may properly come before the Commission. Please use the 7th St. entrance. Public access to the conversation of the meeting will also be made available during the meeting by telephone. Persons wanting to participate in the public meeting and public hearings on the agenda may attend in person or call: **(712) 454-1133** and enter the **Conference ID: 638 086 537#** during the meeting to listen or comment. It is recommended to attend in person as there is the possibility for technical difficulties with phone and computer systems.

AGENDA

1	CALL TO ORDER
2	ROLL CALL
3	ELECTION OF CHAIR OF THE ZONING COMMISSION FOR 2026 (ACTION ITEM)
4	ELECTION OF VICE-CHAIR OF THE ZONING COMMISSION FOR 2026 (ACTION ITEM)
5	PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (INFORMATION ITEM)
6	APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) (ACTION ITEM)
7	ITEM(S) OF BUSINESS (ACTION ITEMS)
»	PUBLIC HEARING: CONSIDERATION OF PROPOSED RIORDAN ADDITION MINOR SUBDIVISION (ONE LOT) APPLICATION ON PARCEL #894208100002 FROM DAVID AND KIM RIORDAN OF THE DONALD D. AND BEVERLY L. RIORDAN TRUST. (ACTION ITEM). SUMMARY: The Woodbury County Zoning Commission will hold this public hearing to consider a recommendation to the Board of Supervisors for a proposed minor subdivision application: to be known as <i>Riordan Addition</i> . The applicants seek to divide 7.92 total acres from Parcel #894208100002, located in the NE ¼ of the NW ¼, Section 8, T89N R42W (Union Township). The property is located within the Agricultural Preservation (AP) Zoning District. The property is located on the south side of 110th Street at 3942 110th Street, Pierson, IA 51048 and is east of Minnesota Avenue and west of Michigan Avenue and approximately 1.3 miles east of Pierson and approximately five miles northwest of Correctionville. Applicant(s)/Owner(s): David and Kim Riordan of the Donald D. and Beverly L. Riordan Trust, Mailing Address: 3944 110th Street, Pierson, IA 51048. Property Address: 3942 110th Street, Pierson, IA 51048.
»	REVIEW OF THE ZONING COMMISSION'S RULES OF PROCEDURES FOR ANY POTENTIAL CHANGES (ACTION ITEM). SUMMARY: The Woodbury County Zoning Commission follows rules of procedure approved by both the Commission and the Board of Supervisors. This agenda item provides an opportunity for the Commission to review the current rules of procedure and propose any changes for consideration by the Board of Supervisors.
8	PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (INFORMATION ITEM)
9	STAFF UPDATE (INFORMATION ITEM)
10	COMMISSIONER COMMENT OR INQUIRY (INFORMATION ITEM)
11	ADJOURN

Subject to Additions/Deletions

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Woodbury County Zoning Commission Meeting Minutes

Date: December 22, 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=feAiiwoPeos>

Attendees

- **Commissioners Present:** Chris Zellmer Zant – Chair, Tom Bride, Steve Corey, Jeff Hanson
- **Commissioner(s) Absent:** Corey Meister
- **Staff Present:** Dan Priestley – Zoning Coordinator, Dawn Norton – Senior Clerk
- **Public Attendees:** Jeff Snoozy, Patrick Picket, Taylor Clark

Call to Order

The Woodbury County Zoning Commission meeting was called to order by Chair Christine Zellmer Zant at approximately 5:04 PM on December 22, 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 Christine Zellmer Zant conducted a roll call, noting that Commissioners Christine Zellmer Zant, Tom Bride, Jeff Hanson, and Steve Corey were present. Commissioner Corey Meister was absent.

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 (November 24, 2025). No corrections, additions, or deletions were noted. Steve Corey a motion to approve the minutes as presented, which was seconded by Tom Bride. The motion passed unanimously with all Commissioners present voting "aye" (4-0).

PUBLIC HEARING: CONSIDERATION OF PROPOSED WINGERT & CLARK ADDITION MINOR SUBDIVISION (ONE LOT) APPLICATION ON PARCEL #884607400004 FROM TAYLOR WINGERT / WINGERT FAMILY TRUST. (ACTION ITEM)

Chair Chris Zellmer Zant opened the public hearing on a proposed minor subdivision application: to be known as Wingert & Clark Addition.

Zoning Coordinator Dan Priestley presented the staff report. Taylor Clark has submitted an application for the Wingert Family Trust for this one-lot minor subdivision. The proposed one (1) lot subdivision includes a division of 5.00 acres from Parcel #884607400004, located in the SW 1/4 of the SE 1/4, Section 7, T88N R46W (Floyd Township). The property is located within the Agricultural Preservation (AP) Zoning District and is not located in the floodplain. The property is located on the north side of 180th Street and is east of Charles Avenue and west of Delaware Avenue and approximately three miles east of Sioux City and approximately 2.5 miles northwest of Bronson. Applicant/Owner(s): Taylor Clark, 1821 180th St., Lawton, IA 51030-9720 / Wingert Family Trust, 1855 180th Street, Lawton, IA 51030-9720.

Applicant representative Taylor Clark approached the microphone and stated the application was "pretty cut and dried," with nothing additional to add. No public comments were received in support or opposition.

Commissioners asked questions: Steve Corey inquired about a pipeline easement; Taylor Clark clarified it was nowhere near the area, the company (Navigator Heartland Greenway LLC) did not exercise rights, and the deadline passed—

nothing relevant. Tom Bride asked about the 60-foot right-of-way; Surveyor Patrick Bicket explained it was existing recorded county-acquired right-of-way, likely for a box culvert project east of the site. No further questions.

Close Public Hearing:

Jeff Hanson moved to close the public hearing, seconded by Steve Corey. The motion passed unanimously with all present voting "aye" (4-0).

Approval:

Out of the hearing, with no further comments, Jeff Hanson moved to recommend approval to the Board of Supervisors of the proposed Wingert & Clark Addition one-lot minor subdivision as presented. The motion was seconded by Tom Bride. Discussion confirmed staff would instruct the applicant on coordinating with Secondary Roads/Engineer's office for driveway access, to be resolved before building permits. No further discussion. Jeff Hanson motioned to approve. Tom Bride seconded. The motion passed unanimously with all present voting "aye" (4-0). Dan Priestley noted next steps: Contact applicant about Board of Supervisors review, likely in January; finalize schedule and logistics via phone.

Public Hearing: Consideration of Proposed Snyder's Bend Addition Minor Subdivision (Four Lots) Application on Parcel #874732400009 from Robert B. Ankerstjerne

Chair Chris Zellmer Zant opened the public hearing on the proposed Snyder's Bend Addition, a four-lot minor subdivision application from Robert B. Ankerstjerne.

Zoning Coordinator Dan Priestley presented the staff report. Robert B. Ankerstjerne has submitted an application for a minor subdivision and an application for a Zoning Ordinance Map Amendment to rezone from the Agricultural Preservation (AP) Zoning District to the Agricultural Estates (AE) Zoning District. The proposed subdivision includes the division of 7.99 acres into four (4) two (2) acre lots from a portion of Parcel #874732400009, located in Tax Lot B of the Auditor's Plat of part of Sections 32 and 33 in Township 87 North, Range 47 West and part of Sections 4 and 5 in Township 86 North, Range 47 West lying in the South East Quarter of Section 32, Township 87 North, Range 47 West of the 5th P.M., Woodbury County, Iowa. The property is located within the Agricultural Preservation (AP) Zoning District. The property is situated north of 280th Street and south of Bigelow Park Road east of Port Neal Road and west of Benton Avenue and is less than two miles west of Salix. Additionally, the property owner/applicant has applied for a Zoning Ordinance Map Amendment to rezone the aforementioned property from the Agricultural Preservation (AP) Zoning District to the Agricultural Estates (AE) Zoning District. This rezoning is proposed to accommodate the future development of the lots, which is required under Section 3.01.1 B of the Woodbury County Zoning Ordinance. Applicant/Owner: Robert B. Ankerstjerne, 1401 275th St., Salix, IA 51052.

Surveyor Jeff Snoozy, representing the applicant, had nothing to add. No public comments were received.

Commissioners asked questions: Commissioner Jeff Hanson inquired about nearby Cameron Subdivision (three northern lots approved without frontage); Dan Priestley was unsure of history (pre-dating his tenure), speculated administrative split under common ownership, possibly with easement (to avoid landlocking per Iowa Code); without easement, could lead to conflicts. Further discussion: Proposed Lot 4 would block future southern access to Cameron lots; Dan noted access also from north (Bigelow Park Road); Priestley discussed rezoning entire area vs. specific (chose specific for these lots); emphasized coordinating with Engineer Laura Sievers for driveways (possible shared); terrain relatively flat; transitioning from previous Engineer's approach; new plat certificate language per Engineer's Association. Commissioner Hanson asked about Cameron Subdivision date; using Beacon site, Dan determined it was platted as three lots in 1978, likely administratively split later; now legal non-conforming if split contrary to zoning; Recorder flags potential violations; assumes easements for access as landlocking prohibited. No further questions.

Close Public Hearing:

Steve Corey moved to close the public hearing, seconded by Tom Bride. The motion passed unanimously with all present voting "aye" (4-0).

Approval:

Out of the hearing, with no further comments, Jeff Hanson moved to recommend approval to the Board of Supervisors of the proposed Snyder's Bend Addition four-lot minor subdivision as presented. The motion was seconded by Steve Corey. No further discussion. The motion passed unanimously with all present voting "aye" (4-0).

Public Hearing: Consideration of Proposed Zoning Ordinance Map Amendment (Rezone) Application from the Agricultural Preservation (AP) Zoning District to the Agricultural Estates (AE) Zoning District on a Portion of Parcel #874732400009 from Robert B. Ankerstjerne

Chair Chris Zellmer Zant opened the public hearing on the concurrent rezone application for the same 7.99-acre portion from AP to AE.

Zoning Coordinator Dan Priestley presented the staff report. Same as previous agenda item. Robert B. Ankerstjerne has submitted an application for a minor subdivision and an application for a Zoning Ordinance Map Amendment to rezone from the Agricultural Preservation (AP) Zoning District to the Agricultural Estates (AE) Zoning District. The proposed subdivision includes the division of 7.99 acres into four (4) two (2) acre lots from a portion of Parcel #874732400009, located in Tax Lot B of the Auditor's Plat of part of Sections 32 and 33 in Township 87 North, Range 47 West and part of Sections 4 and 5 in Township 86 North, Range 47 West lying in the South East Quarter of Section 32, Township 87 North, Range 47 West of the 5th P.M., Woodbury County, Iowa. The property is located within the Agricultural Preservation (AP) Zoning District. The property is situated north of 280th Street and south of Bigelow Park Road east of Port Neal Road and west of Benton Avenue and is less than two miles west of Salix. Additionally, the property owner/applicant has applied for a Zoning Ordinance Map Amendment to rezone the aforementioned property from the Agricultural Preservation (AP) Zoning District to the Agricultural Estates (AE) Zoning District. This rezoning is proposed to accommodate the future development of the lots, which is required under Section 3.01.1 B of the Woodbury County Zoning Ordinance.

Applicant/Owner: Robert B. Ankerstjerne, 1401 275th St., Salix, IA 51052.

No applicant presentation (surveyor present but nothing added). No public comments.

Commissioner comments: Steve Corey noted alignment with South Woodbury housing needs/availability. No questions.

Close of Public Hearing:

Tom Bride moved to close the public hearing, seconded by Jeff Hanson. The motion passed unanimously with all present voting "aye" (4-0).

Approval:

Out of the hearing, with no further comments, Steve Corey moved to recommend to the Board of Supervisors the rezone from Agricultural Preservation (AP) to Agricultural Estates (AE) on the four two-acre parcels as discussed. The motion was seconded by Tom Bride. No further discussion. The motion passed unanimously with all present voting "aye" (4-0). Dan Priestley noted next steps: Contact applicant; three public hearings at Board of Supervisors (likely last three weeks of January) before final plat approval.

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.

Staff Update

Zoning Coordinator Dan Priestley provided an update: The next night (December 23, 2025), the Board of Supervisors would hold the third reading on items from the prior Zoning Commission meeting (252nd Overlook Minor Subdivision and AP to AE rezone). Supervisors' meetings have featured public input; readings passed so far. Discussions focused on intended land use, limiting houses (per Commission's recommendation), rezoning necessity vs. subdividing without (density concerns in Loess Hills, soils like Hamburg/Ida silt). Parcel spans quarter-quarters, potentially allowing multiple splits without rezone per Ordinance 3.01.1; tradition is concurrent processes for efficiency (same notifications/fees). Without rezone, future building permits could trigger it if density exceeded. Applicant explored options; Supervisors questioned multi-lot vs. simpler (e.g., two-lot flag); fluid intentions (houses maybe later, lot combinations). Possible outcomes: Approve plat without rezone. Loess Hills scrutiny warranted.

Additionally, this was the last 2025 meeting; one seat open per board. Applications open since October; one applicant each: Chris Zellmer Zant for Zoning Commission (2026-2030 term), Pam Clark for Board of Adjustment. On Board agenda early 2026. High likelihood of January 2026 meeting due to activity.

Commissioner Comment or Inquiry

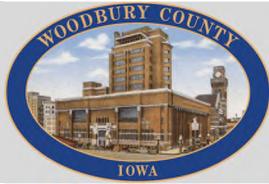
No Commissioners offered additional comments or inquiries.

Adjournment

Steve Corey moved to adjourn the meeting, seconded by Jeff Hanson. The motion passed unanimously with all Commissioners present voting "aye." (4-0) The meeting adjourned at approximately 5:40 PM.

Appendix

None



WOODBURY COUNTY PLANNING & ZONING

620 Douglas Street, Sixth Floor, Sioux City, Iowa 51101

712.279.6609 – 712.279.6530 (Fax)

Daniel J. Priestley, MPA – Zoning Coordinator
dpriestley@woodburycountyiowa.gov

Dawn Norton – Senior Clerk
norton@woodburycountyiowa.gov

PRELIMINARY REPORT – JANUARY 21, 2026

RIORDAN ADDITION – MINOR SUBDIVISION PROPOSAL

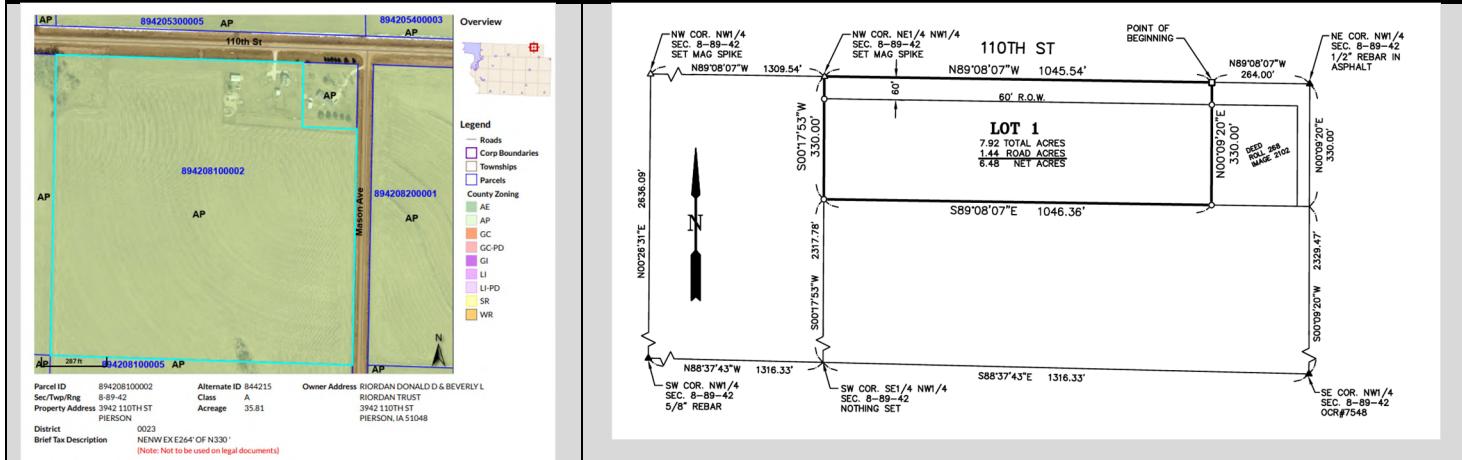
APPLICATION DETAILS		PROPERTY DETAILS		CONTENTS	
Applicant(s)/Owner(s):	David and Kim Riordan	Parcel(s):	894208100002	SUMMARY, AERIAL MAP, PLAT EXCERPT	
Application Type(s):	Minor Subdivision	Township/Range:	T89N R42W (Union)	APPLICATION	
Name of Subdivision:	Riordan Addition	Section:	8	FINAL PLAT	
Application Date:	December 30, 2025	Quarter:	NE ¼ of the NW ¼	REVIEW CRITERIA	
Number of Lots:	1	Zoning District:	Agricultural Preservation (AP)	PUBLIC NOTIFICATION, STAKEHOLDER INPUT	
Total Acres:	7.92	Floodplain:	Zone X (Not in floodplain)	SUPPORTING DOCUMENTATION	
Extraterritorial Review:	City of Pierson (12/10/25)	Property Address:	3942 110th Street, Pierson, IA 51048		
Legal Notice Date:	January 15, 2026	SURVEYORS DESCRIPTION			
Neighbor(s) Notice Date:	January 9, 2026	A PARCEL OF LAND LOCATED IN THE NW ¼ OF SECTION 8, TOWNSHIP 89 NORTH, RANGE 42 WEST OF THE 5TH P.M., WOODBURY COUNTY, IOWA DESCRIBED AS FOLLOWS:			
Stakeholder(s) Notice Date:	December 31, 2025				
Zoning Commission Public Hearing Date:	January 26, 2026	COMMENCING AT THE NORTHEAST CORNER OF THE NW ¼ OF SAID SECTION 8; THENCE NORTH 89°08'07" WEST 264.00 FEET ALONG THE NORTH LINE OF SAID NW ¼ TO THE POINT OF BEGINNING; THENCE NORTH 89°08'07" WEST 1045.54 FEET TO THE NORTHWEST CORNER OF THE NE ¼ OF SAID NW ¼; THENCE SOUTH 001°57'53" WEST 330.00 FEET ALONG THE WEST LINE OF THE NE ¼ OF SAID NW ¼; THENCE SOUTH 89°08'07" EAST 1046.36 FEET; THENCE NORTH 00°09'20" EAST 330.00 FEET TO THE POINT OF BEGINNING. CONTAINING 7.92 ACRES.			
Board of Supervisors Agenda Date:	TBD				
Attorney:	Chad Thompson, 712-378-3611				
Surveyor:	James C. Sailer, 712-546-8118				

SUMMARY

David and Kim Riordan of the Donald D. and Beverly L. Riordan Trust have submitted an application for a one-lot minor subdivision to be named the Riordan Addition. The applicants seek to divide 7.92 total acres from Parcel #894208100002, located in the NE ¼ of the NW ¼, Section 8, T89N R42W (Union Township). The property is located within the Agricultural Preservation (AP) Zoning District and is not located in the floodplain. The property is located on the south side of 110th Street and is east of Minnesota Avenue and west of Michigan Avenue and approximately 1.3 miles east of the Pierson and approximately five miles northwest of Correctionville. The City of Pierson waived their extraterritorial review on December 10, 2025. This minor subdivision proposal has been properly noticed in the Sioux City Journal legal section on January 15, 2026. The neighbors within 1000 FT have been duly notified via a January 9, 2026 letter about the January 26, 2026 Zoning Commission public hearing. Appropriate stakeholders including government agencies, utilities, and organizations have been notified and have been requested to comment. The Woodbury County Engineer found the proposal in compliance with Iowa Code closure requirements and indicated that the property owners should coordinate with the engineer's office for future access or modifications to existing access which require permitting. This property is located in the Agricultural Preservation (AP) Zoning District and is not located in the floodplain. Based on the information received and the requirements set forth in the Zoning and Subdivision Ordinance, the proposal meets criteria for approval.

AN AERIAL MAP

PLAT EXCERPT



RECEIVED

WOODBURY COUNTY, IOWA
MINOR SUBDIVISION APPLICATION

DEC 30 2025

Applicant: David and Kim Riordan

Name of Owner

WOODBURY COUNTY PLANNING & ZONING

Mailing Address: 3944 110th Street
Street

Pierson
City or Town

IA 51048
State and Zip + 4

Property Address: 3942 110th Street
Street

Pierson
City or Town

IA 51048
State and Zip + 4

Ph/Cell #: E-mail Address:

To subdivide land located in the NW Quarter of Section 8 89N 42W

Name of Subdivision: Riordan Addition

Subdivision Area in Acres 7.92 Number of Lots 1

Attachments:

1. Eight (8) copies of grading plans; if required.
 2. Eight (8) copies of final plats (Complete per Section 4.01 of the Subdivision Ordinance).
 3. An attorney's opinion of the abstract.
 4. A Certified abstractor's certificate to include:
 - a. Legal description of proposed subdivision.
 - b. Plat showing clearly the boundaries of the subdivision.
 - c. A list of names, mailing addresses (including the ZIP + 4), and legal descriptions of all property owners within 1000'.

Surveyor: Schlotfeldt Engineering, Inc./James C. Sailer Ph/Cell: 712-546-8118

Attorney: Thompson Law Office, LLP/Chad Thompson Ph/Cell: 712-378-3611

I hereby grant permission to the Woodbury County Zoning Staff and elected or appointed officials to conduct on-site inspections.

Owner's Signature:

For Office Use Only

Zoning Director:

Zoning Districts

Zoning District W Flood District R Date 10/20/23 No. 1101

Application Fee **\$300** ~~400~~ ~~100~~

4 Lots or less (\$300*+ Additional Fees) \$300 00 00

5 Lots or more (\$300* plus \$5 per lot + Additional Fees) _____

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*Owner(s)/applicant(s) shall pay the additional costs associated with the processing, printing, and the mailing of notifications of the public hearings when the number of mailings required exceeds 30. The owner(s)/applicant(s) shall pay the additional costs of the legal publication notice(s) in newspaper(s) when the fees exceed \$100.00.

PLANNING AND ZONING STAFF – REVIEW CRITERIA (SUBDIVISION ORDINANCE)

The County's Zoning and Subdivision Ordinances require certain actions from County staff and the Planning and Zoning Commission. Per these requirements, Planning and Zoning staff:

	shall review a subdivision application for completeness and for approval of a final plat by ensuring it is submitted in accordance with the standards for a subdivision plat per Iowa Code.
	Staff reviewed the subdivision application, deemed it complete, and verified the final plat's conformance to the County's Zoning Ordinance, Subdivision Ordinance, and the Code of Iowa, all as required by law.
	shall accept payment of applicable fees, and distribute copies of the final plat to the Planning & Zoning Commission, the appropriate county departments and public utilities; and
	Staff received the application fee and the account is paid-in-full. Staff also distributed copies of the application, final plat, and other materials to all relevant stakeholders as required.
	shall coordinate with the County Engineer who shall review the final plat to determine conformance with the engineering design standards of these regulations and to verify accuracy of the legal descriptions and survey data; and
	Staff have received written confirmation that the County Engineer has reviewed and determined that the final plat conforms to the engineering and design standards of these regulations, and he has verified the accuracy of the legal descriptions and survey data.
	shall review the final plat to determine conformance with the design standards of these regulations and with the required form of the plat and related documents; and
	Staff verified that the final plat conforms to the design standards of these regulations, as well as the required form of the final plat.
	shall assure conformance with the goals and objectives of the County's General Plan, the CED staff may make recommendations for conditions for approval including use restrictions required to preserve and improve the peace, safety, health, welfare, comfort, and convenience of the future residents of the subdivision and neighboring properties.
	Staff attest to the final plat conforming to the goals and objectives of the county plan. Staff recommends approval of the final plat.

ZONING COMMISSION – REVIEW CRITERIA (SUBDIVISION ORDINANCE)

The County's Zoning and Subdivision Ordinances require certain actions from County staff and the Planning and Zoning Commission. Per these requirements, the Planning and Zoning Commission:

	shall conduct a public hearing on a final plat for a minor subdivision. Notice of the date, time and location of the hearing will be mailed to the owners of all property within 1,000 feet for the subject property not less than four nor more than twenty days prior to the date of the hearing; and
	Staff have ensured that the legal requirements have been met for publicly noticing this public hearing, all as required by law. Staff have also ensured the notice requirement for adjacent landowners within 1000 FT have also been met.
	shall review the final plat and the staff reports and other information presented to determine whether the plat conforms to the ordinances, general plan and other policies of the county; and
	Staff have compiled, reviewed, and analyzed all relevant materials to determine whether the plat conforms to the ordinances, general plan, and other policies of the County, or not. Staff provided this information in a "Staff Report" format and made them available to the Commission well in advance of the required public hearing. The Commission also held a public hearing to review, analyze, and discuss the final plat and other relevant information.
	may recommend specific conditions for approval including use restrictions required to preserve and improve the peace, safety, health, welfare, comfort, and convenience of the future residents of the subdivision and neighboring properties; and
	Staff does not recommend any specific conditions for this final plat. However, specific conditions (if any) may be recommended by the Commission.
	shall forward a report of its finding and a recommendation to the Board of Supervisors. The recommendation shall be in the form of a resolution to be certified as part of the final plat materials. A copy of the report and the resolution shall also be forwarded to the property owner, the subdivider and the land surveyor for the subdivision.
	During its required public hearing on the final plat, the Board of Supervisors will receive the final staff report and the Commission's recommendation on said plat and shall approve, approve with conditions, or disapprove the plat. The Supervisors may table the matter with the consent of the subdivider. Approval shall be in the form of a resolution to be certified as part of the final plat. Staff will coordinate with the subdivider and land surveyor to ensure all copies and recordings are submitted and received, all as required by law.

LEGAL NOTIFICATION – ZONING COMMISSION MEETING PUBLISHED IN THE SIOUX CITY

Sioux City Journal AFFIDAVIT OF PUBLICATION

Sioux City Journal
2802 Castles Gate Drive
Sioux City 51106
(712) 293-4250

State of Florida, County of Orange, ss:

Anjana Bhadouriya, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Sioux City Journal, printed and published by Journal Communications, in Sioux City in Woodbury County and issued daily and Sunday and that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

PUBLICATION DATES:
Jan. 15, 2026

NOTICE ID: Fm2FHAW2A0p0piCJhWY6

PUBLISHER ID: COL-IA-502712

NOTICE NAME: ZC_1-26-26_RAMs

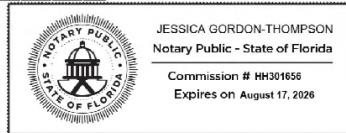
Publication Fee: \$38.40

Anjana Bhadouriya

(Signed) _____

VERIFICATION

State of Florida
County of Orange



Subscribed in my presence and sworn to before me on this: 01/15/2026

A handwritten signature in blue ink, appearing to read 'J. Gordon-Thompson'.

Notary Public
Notarized remotely online using communication technology via Proof.

NOTICE OF PUBLIC HEARING BEFORE THE WOODBURY COUNTY ZONING COMMISSION

The Woodbury County Zoning Commission will have a public meeting and will hold a public hearing on the following item hereafter described in detail on **Monday, January 26, 2026 at 5:00 PM** or as soon thereafter as the matter may be considered.

Said public hearing will be held in the Board of Supervisors meeting room in the basement of the Woodbury County Courthouse, 620 Douglas Street, Sioux City, Iowa. Copies of said item may now be examined at the office of the Woodbury County Community and Economic Development, on the 6th Floor of said courthouse by any interested persons. All persons who wish to be heard in respect to this matter should appear at the aforesaid public hearing in person or call: 712-454-1133 and enter the Conference ID: 638 086 537# during the meeting to listen or comment. However, it is recommended to attend in person as there is the possibility for technical difficulties with phone and computer systems. You may forward your written comments by mail or email to Woodbury County Community and Economic Development, 6th Floor, Woodbury County Courthouse, 620 Douglas St., Sioux City, IA 51101; Emails should be sent to Daniel Priesley at dpriesley@woodburycountyiowa.gov. Only signed comments will be considered and should be received no later than 10:00 AM on Wednesday, January 21, 2026.

Item One (1)

MINOR SUBDIVISION

PROPOSED MINOR SUBDIVISION: To be known as Riordan Addition. David and Kim Riordan of the Donald D. and Beverly L. Riordan Trust have submitted an application for a one-lot minor subdivision to be known as the Riordan Addition. The applicants seek to divide 7.92 total acres from Parcel #89420810002, located in the NE ¼ of the NW ¼, Section 8, T89N R42W (Union Township). The property is located within the Agricultural Preservation (AP) Zoning District. The property is located on the south side of 110th Street at 3942 110th Street, Pierson, IA 51048 and is east of Minnesota Avenue and west of Michigan Avenue and approximately 1.3 miles east of Pierson and approximately five miles northwest of Correctionville. Applicant(s)/Owner(s): David and Kim Riordan of the Donald D. and Beverly L. Riordan Trust, Mailing Address: 3944 110th Street, Pierson, IA 51048. Property Address: 3942 110th Street, Pierson, IA 51048. Property Address: 3942 110th Street, Pierson, IA 51048. Property Address: 3942 110th Street, Pierson, IA 51048. COL-IA-502712

RESOLUTION NO. 2025-9

Council Member Bubke introduced the following Resolution entitled "RESOLUTION WAIVING THE RIGHT TO FURTHER REVIEW THE PLAT OF RIORDAN ADDITION, A MINOR SUBDIVISION TO WOODBURY COUNTY, IOWA" and moved that it be adopted. Council Member Sistrunk seconded the motion to adopt, and the roll being called thereon, the vote was as follows:

AYES: Bubke, Sistrunk, Salmon, Schreuer, Kner

NAYS: None

Whereupon, the Mayor declared said Resolution duly adopted as follows:

RESOLUTION WAIVING THE RIGHT TO FURTHER
REVIEW THE PLAT OF RIORDAN ADDITION, A
MINOR SUBDIVISION TO WOODBURY COUNTY,
IOWA

WHEREAS, the Developer has requested the City waive the right to further review the Plat of Riordan Addition, A minor subdivision to Woodbury County, Iowa; and

Now, therefore, be it resolved by the City Council of the City of Pierson, State of Iowa, that the City Council waives the right to further review the Plat of Riordan Addition, A minor subdivision to Woodbury County, Iowa.

PROPERTY OWNER(S) NOTIFICATION

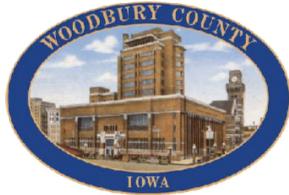
Total Property Owners within 1000 FT via Certified Abstractor's Listing:	7	
Notification Letter Date:	January 9, 2026	
Public Hearing Board:	Zoning Commission	
Public Hearing Date:	January 26, 2026	
Phone Inquiries:	1 (Karen A. Lund)	
Written Inquiries:	0	
The names of the property owners are listed below.		
When more comments are received after the printing of this packet, they will be provided at the meeting.		

PROPERTY OWNER(S)	MAILING ADDRESS	COMMENTS			
The Donald D. and Beverly L. Riordan Trust	3942 110th Street	Pierson	IA	51048	No comments.
David Riordan and Kimberly Riordan	3944 110th Street	Pierson	IA	51048	No comments.
Daniel L. Murray, Trustee of the Daniel L. Murray Revocable Trust	3508 140th Street	Correctionville	IA	51016-8006	No comments.
Karen A. Lund, Trustee of the Karen A. Lund Revocable Trust dated May 1, 2025	3996 110th Street	Pierson	IA	51048	Called on 1/13/26. No issue with the subdivision.
Donna Hanslip	136 North Drive	Fremont	NE	68025	No comments.
Jess Warren Herbold and Jaclyn Patricia Herbold	1439 Lenox Avenue	Correctionville	IA	51016-8145	No comments.
1/2 interest in the Daryl F. Fixel Living Trust under agreement dated September 26, 1997 and 1/2 interest in the Sandra K. Fixel Living Trust under Agreement dated September 26, 1997	1743 Lee Avenue	Correctionville	IA	51016	No comments.

STAKEHOLDER COMMENTS

911 COMMUNICATIONS CENTER:	No comments.
CITY OF LAWTON:	No comments.
FIBERCOMM:	No comments.
IOWA DEPARTMENT OF NATURAL RESOURCES (IDNR):	No comments.
IOWA DEPARTMENT OF TRANSPORTATION (IDOT):	No comments.
LOESS HILLS NATIONAL SCENIC BYWAY:	No comments.
LOESS HILLS PROGRAM:	No comments.
LONGLINES:	No comments.
LUMEN:	No comments.
MAGELLAN PIPELINE:	No comments.
MIDAMERICAN ENERGY COMPANY (Electrical Division):	I have reviewed the following proposed minor subdivision for MEC electric and we have no comment, it's out of our service territory. – Casey Meinen, 12/31/25.
MIDAMERICAN ENERGY COMPANY (Gas Division):	No comments.
NATURAL RESOURCES CONSERVATION SERVICES (NRCS):	No comments.
NORTHERN NATURAL GAS:	No comments.
NORTHWEST IOWA POWER COOPERATIVE (NIPCO):	No comments.
NUSTAR PIPELINE:	No comments.
SIOUXLAND DISTRICT HEALTH DEPARTMENT:	No comments.
WIATEL:	No comments.
WINNEBAGO TRIBE:	No comments.
WOODBURY COUNTY ASSESSOR:	No comments.
WOODBURY COUNTY AUDITOR:	No comments.
WOODBURY COUNTY CONSERVATION:	No comments.
WOODBURY COUNTY EMERGENCY MANAGEMENT:	No comments.

WOODBURY COUNTY EMERGENCY SERVICES:	No comments.
WOODBURY COUNTY ENGINEER:	The remaining farmland may require a field entrance off of Mason Ave as it will be cut off from the existing entrance off of 110th St. – Kyle Gates, 1/6/26 OFFICIAL REVIEW MEMO INCLUDED BELOW, Laura Sievers, 1/20/26.
WOODBURY COUNTY RECORDER:	No comments.
WOODBURY COUNTY RURAL ELECTRIC COOPERATIVE (REC):	No comments.
WOODBURY COUNTY SHERIFF:	No comments.
WOODBURY COUNTY SOIL AND WATER CONSERVATION DISTRICT:	No comments.
WOODBURY COUNTY TREASURER:	March 2026 property tax payment will need to be paid prior to receiving Treasurer's certification. – Tina Bertrand, 12/31/25



Woodbury County Secondary Roads Department

759 E. Frontage Road · Moville, Iowa 51039

Telephone (712) 279-6484 · (712) 873-3215 · Fax (712) 873-3235

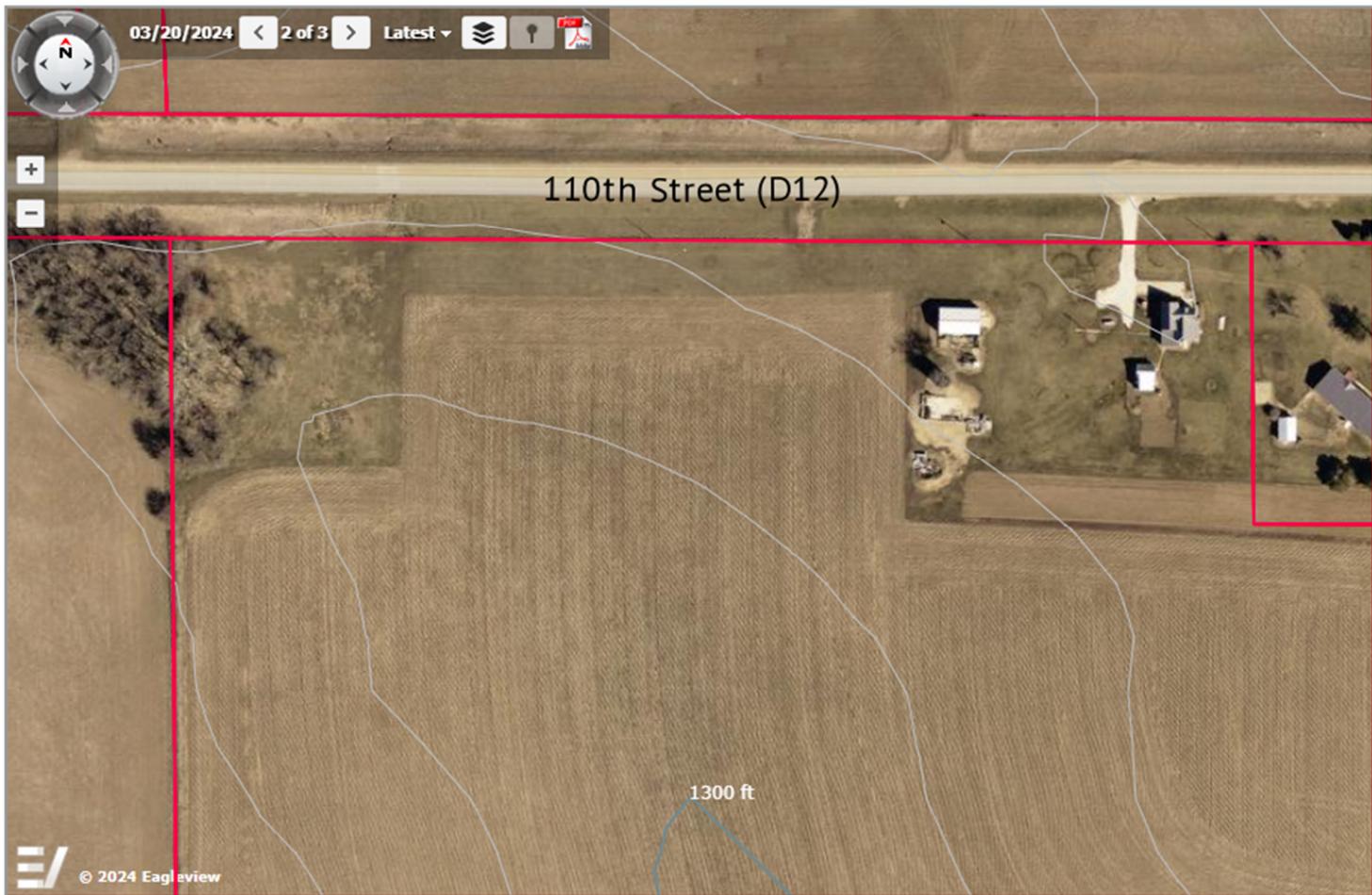
To: Dan Priestley, Woodbury County Zoning Coordinator
From: Laura Sievers, PE, Woodbury County Engineer
Date: January 20, 2026
Subject: Riordan Addition

The Secondary Roads Department has completed its review of the Riordan Minor Subdivision. The plat closure appears to be in compliance with Section 355.8 of the Code of Iowa, which governs subdivision plats and closure accuracy.

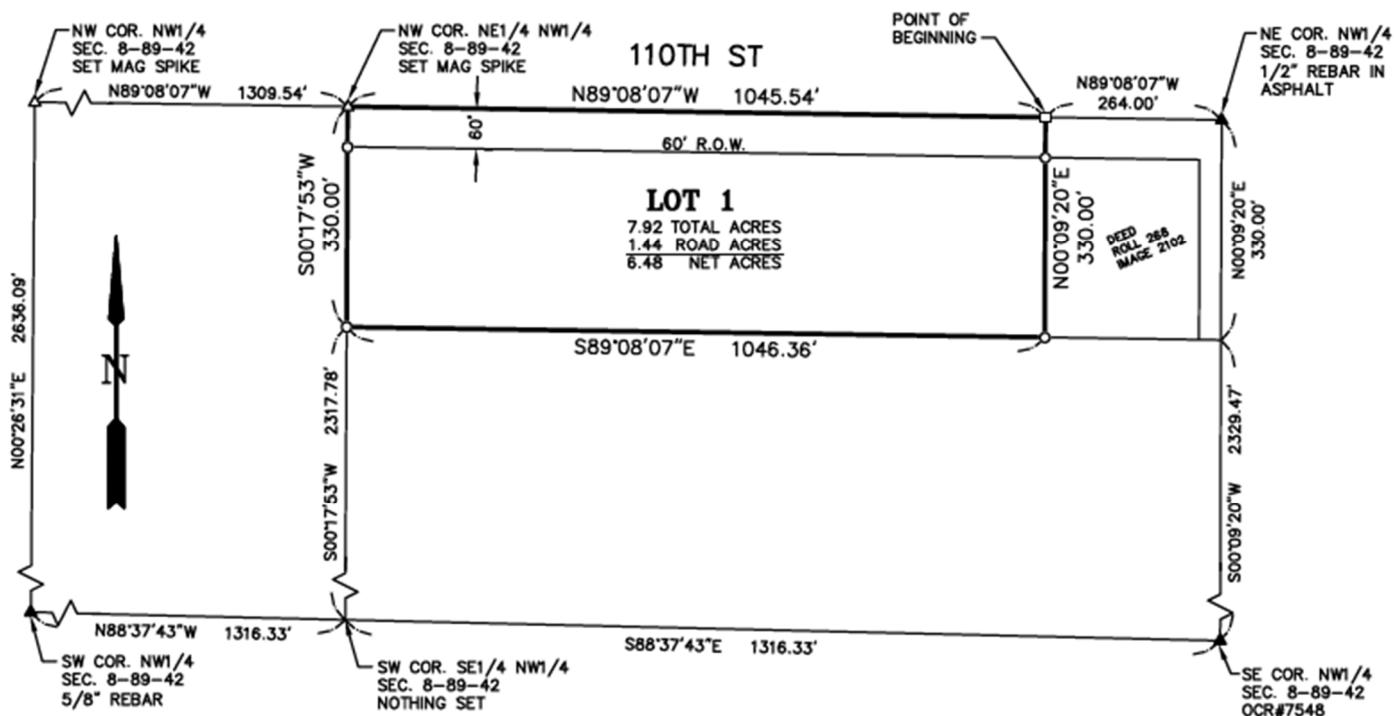
The plat does not identify any proposed new entrances or access points to the County Road system.

Any modifications to the existing entrances will require a permit and must meet current entrance standards. A review of the sight distance and safety conditions during the entrance permit process are applicable and may result in landowner requirements for establishing the required safe sight distance.

PICTOMETRY



PLAT MAP EXCERPT



TITLE OPINION

TITLE OPINION

TO: COUNTY AUDITOR AND RECORDER
WOODBURY COUNTY, IOWA

Dear Folks:

We have examined an abstract of title to the following described real estate, to-wit:

A parcel of land located in the Northwest Quarter (NW 1/4) of Section Eight (8), Township Eighty-nine (89) North, Range Forty-two (42) West of the 5th Principal Meridian, Woodbury County, Iowa described as follows: Commencing at the Northeast corner of the Northwest Quarter (NW 1/4) of said Section Eight (8); thence North Eighty-nine Degrees Eight Minutes Seven Seconds (N 89°08'07") West Two Hundred Sixty-four feet (264.00') along the North line of said Northwest Quarter (NW 1/4) to the point of beginning; thence North Eighty-nine Degrees Eight Minutes Seven Seconds (N 89°08'07") West for One Thousand Forty-five and Fifty-four Hundredths feet (1,045.54') to the Northwest corner of the Northeast Quarter (NE 1/4) of said Northwest Quarter (NW 1/4); thence South Zero Degrees Seventeen Minutes Fifty-three Seconds (S 00°17'53") West Three Hundred Thirty feet (.330.00') along the West line of the Northeast Quarter (NE 1/4) of said Northwest Quarter (NW 1/4); thence South Eighty-nine Degrees Eight Minutes Seven Seconds (N 89°08'07") East One Thousand Forty-six and Thirty-six Hundredths feet (1,046.36'); thence North Zero Degrees Nine Minutes Twenty Seconds (N 00°09'20") East Three Hundred Thirty Feet (.330.00') to the point of beginning. Containing 7.92 acres.

This abstract begins appropriately on the 3rd day of November, 1874, and concludes with Entry 24, Volume 1, last certified the 25th day of November, 2025 at 5:00 P.M. by Engleson Abstract Co., Inc.

As of the date of the last certification and subject to the objections set out below, we find that the abstract shows marketable title, in fee simple and free from material objections, to be vested in The Donald D. and Beverly L. Riordan Trust.

OBJECTIONS.

1. Entry 5 discloses an Easement in favor of the Woodbury County Rural Electric Co-operative Association, granting it the right to place, construct, operate, repair, and maintain an electric transmission or distribution line system across said property. Said Easement was filed December 19, 1939 in Book 146, Page 71.
2. Entry 7 discloses an Easement in favor of Woodbury County, Iowa for road purposes and for use as a public highway. Said Easement was filed February 2, 1954 in Book 734, Page 568.
3. Entry 8 discloses an Easement in favor of Woodbury County, Iowa for road purposes and for use as a public highway. Said Easement was filed March 25, 1970 in Book 1233, Page 441.
4. Entry 17 shows the property is subject to the Woodbury County Zoning Regulations. The Regulations were filed March 5, 1971 in Book 1283, Pages 9 to 78.
5. Entry 18 discloses Resolution No. 6332 and Resolution No. 6333 enacted by the Woodbury County Board of Supervisors containing numerous provisions and regulations governing said property. Said Resolutions were filed May 12, 1977 in Roll 62, Images 2118-2121.
6. Entry 19 discloses Resolution #10,456 enacted by the Woodbury County Board of Supervisors adopting new subdivision ordinances prescribing minimum requirements for the design and development of new subdivisions within the unincorporated area of Woodbury County, Iowa. Said Resolution was filed August 29, 2008 in Roll 699, Image 7313.
7. Entry 20 discloses Ordinance No. 61 enacted by the Woodbury County Board of Supervisors repealing and replacing Sub-section 2.01.14 entitled "Planning and Zoning Commission" and Sub-section 2.01.5 entitled "Board of Adjustment" with revised language pertaining to the establishment, appointment and membership, rules of procedure, and powers of duties of both the planning and zoning commission. Said Ordinance was filed February 28, 2022 in Instrument #2022-02525.
8. Entry 21 discloses Ordinance No. 74 enacted by the Woodbury County Board of Supervisors amending the text of the Woodbury County Zoning Ordinance pertaining to the table of contents, land use summary table, and portions of the definitions section. Said Ordinance was filed August 18, 2023 in Instrument #2023-07889.
9. Entry 22 discloses Ordinance No. 83 enacted by the Woodbury County Board of Supervisors amending the text of the Woodbury County Zoning Ordinance to include uses of Nuclear Energy Facilities and Nuclear Waste Storage as energy and Nuclear Waste Storage options to the unincorporated area of Woodbury County, Iowa. Said Ordinance was filed August 25, 2025 in Instrument #2025-08723.
10. Entry 23 discloses Ordinance No. 84 enacted by the Woodbury County Board of Supervisors amending the text of the Woodbury County Zoning Ordinance to bring the zoning ordinance into compliance with the Code of Iowa as it relates to accessory second dwellings in the unincorporated area of Woodbury County, Iowa. Said Ordinance was filed August 25, 2025 in Instrument #2125-08722.
11. Entry 24 shows the second half of the 2024/2025 real estate taxes remains unpaid.

EXAMINER'S NOTES

A. The Abstract of Title contained in One Volume is being retained by our office pending further instruction.

We also caution you that title defects can exist which cannot be disclosed by an abstract examination. These include any facts which would be disclosed by a survey or other physical examination of the premises; certain mechanics' liens; the rights of parties in possession; restrictions on building, occupancy or usage contained in applicable zoning regulations or ordinances; and limitations or access rights to and from public highways, streets or ways.

You are also advised that the abstract does not, and cannot, furnish direct information concerning environmental hazards, which may exist on real estate. Since present laws make the owner of land financially responsible for cleaning up toxic material on the premises despite the fact that the present owner had nothing to do with placing the objectionable waste upon the land, you should satisfy yourself that no toxic material is located on the property.

There is (i) no environmental protection lien recorded in those records established under State statutes for the purpose of imparting constructive notice of matter relating to real property to purchasers for value and without knowledge, or filed in the records of the clerk of the United States district court for the district in which the land is located, or (ii) any environmental protection lien provided for by any State statute in effect on the date of this opinion, which could achieve priority over the Mortgage except those listed below.

We agree to indemnify you and your successors in interest in the mortgage opined hereto, to the full extent of any loss attributable to a breach of our duty to exercise reasonable care and skill in the examination of the title and the giving of this opinion.

We further caution you that if the property being examined is homestead property, a homestead waiver, prepared in accordance with Iowa law, needs to be signed by the mortgagor(s) in order for the mortgage to be a lien against the property being examined. If you have any questions about the foregoing, we suggest an office conference prior to final settlement. We make no extra charge for such a conference.

DATED: _____ 20____

CHAD THOMPSON
ATTORNEY AT LAW
THOMPSON LAW OFFICE, LLP
KINGSLEY, IOWA

PARCEL REPORT(S)

Woodbury County, IA / Sioux City

Summary

Parcel ID 894208100002
 Alternate ID 844215
 Property Address 3942 110TH ST
 PIERSON IA 51048
 Sec/Twp/Rng 8-89-42
 Brief Tax Description NENW EX E264' OF N330'
 (Note: Not to be used on legal documents)
 Deed Book/Page [656-1591 \(8/25/2004\)](#)
 Gross Acres 35.81
 Net Acres 35.81
 Adjusted CSR Pts 3023.95
 Zoning AP- AGRICULTURAL PRESERVATION
 District 0023 UNION/KINGSLEY PIERSON
 School District KINGSLEY PIERSON
 Neighborhood N/A



Owner

Deed Holder
[RIORDAN DONALD D & BEVERLY L](#)
[RIORDAN TRUST](#)
 3942 110TH ST
 PIERSON IA 51048
 Contract Holder
 Mailing Address
 RIORDAN DONALD D & BEVERLY L
 RIORDAN TRUST
 3942 110TH ST
 PIERSON IA 51048

Land

Lot Area 35.81 Acres: 1,559,884 SF

Residential Dwellings

Residential Dwelling
 Occupancy Single-Family / Owner Occupied
 Style 1 1/2 Story Frame
 Architectural Style N/A
 Year Built 1900
 Condition Above Normal
 Roof Mtl / Gable
 Flooring
 Foundation C Blk
 Exterior Material Vinyl
 Interior Material Plas
 Brick or Stone Veneer
 Total Gross Living Area 1,602 SF
 Main Area Square Feet 792
 Attic Type None;
 Number of Rooms 9 above; 1 below
 Number of Bedrooms 3 above; 0 below
 Basement Area Type Full
 Basement Area 792
 Basement/Finished Area
 Plumbing 1 Standard Bath - 3 Fl; 1 Sink;
 Appliances
 Central Air Yes
 Heat Yes
 Fireplaces
 Porches 15 Frame Enclosed (108 SF);
 Decks Wood Deck (120 SF);
 Additions 1 Story Frame (256 SF);
 Garages

Agricultural Buildings

Plot#	Type	Description	Width	Length	Year Built	Building Count
0	Crib	GRANARY	12	14	1959	1
0	Swine Finish and Farrow (Old Style)	HOG HOUSE	24	40	1949	1
0	Steel Utility Building		24	40	2002	1

Valuation

Classification	2025	2024	2023	2022	2021
	Ag Dwelling / Agriculture				
+ Assessed Land Value	\$116,200	\$98,510	\$98,510	\$76,530	\$76,530
+ Assessed Building Value	\$3,490	\$3,770	\$5,300	\$4,010	\$4,010
+ Assessed Dwelling Value	\$130,720	\$92,910	\$92,910	\$76,450	\$76,450
= Gross Assessed Value	\$250,410	\$195,190	\$196,720	\$156,990	\$156,990
- Exempt Value	\$0	\$0	\$0	\$0	\$0
= Net Assessed Value	\$250,410	\$195,190	\$196,720	\$156,990	\$156,990

Sioux City Special Assessments and Fees

[Click here to view special assessment information for this parcel.](#)

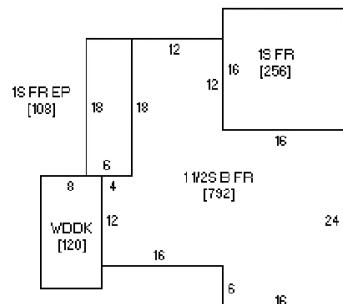
Woodbury County Tax Credit Applications

Apply for Homestead or Military Tax Credit

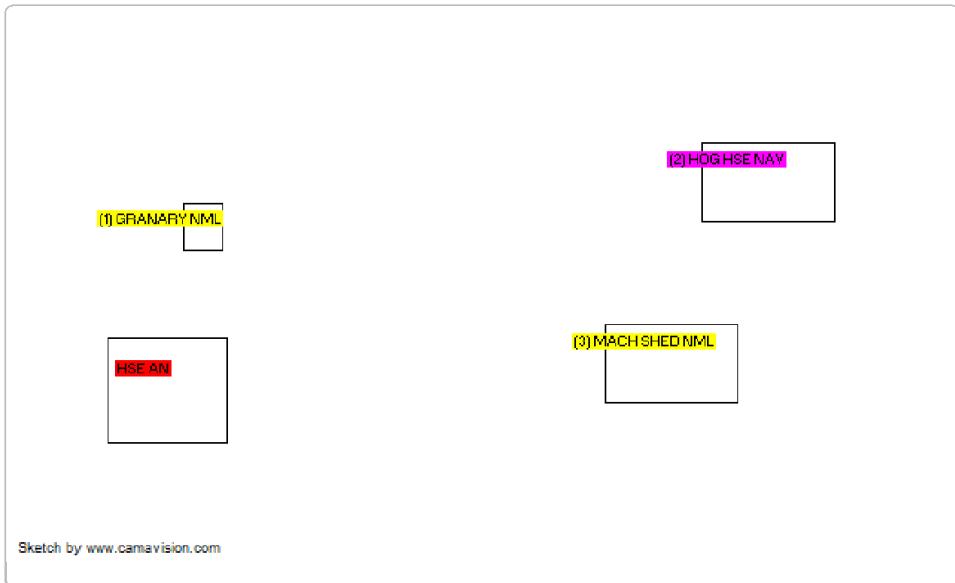
Photos



Sketches



Sketch by www.camavision.com



No data available for the following modules: Commercial Buildings, Yard Extras, Sales, Permits, Sioux City Tax Credit Applications, Sioux City Board of Review Petition.

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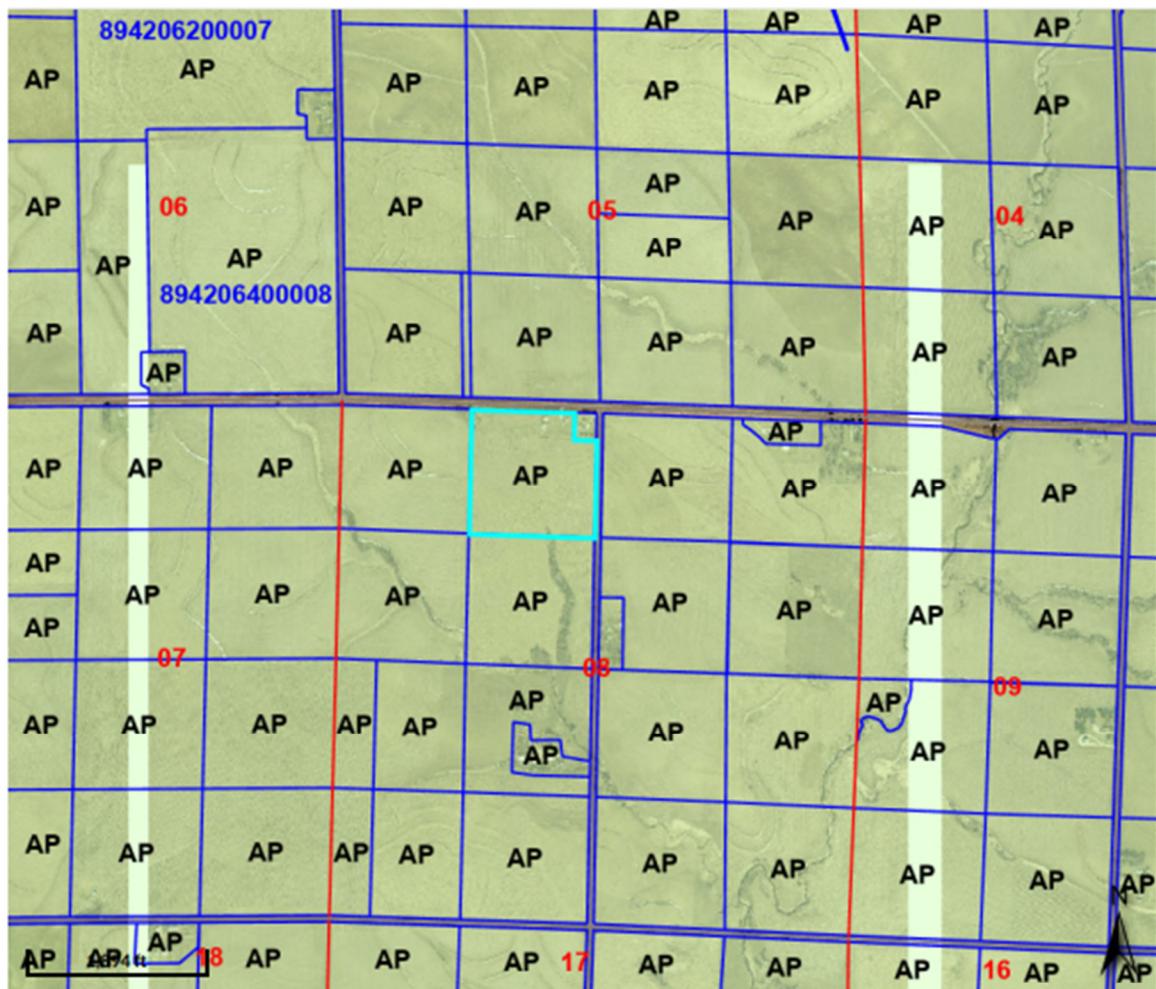
[Last Data Upload: 12/29/2025, 9:03:34 PM](#)

[Contact Us](#)

Developed by



ZONING MAP



Legend

- Roads
 - Corp Boundaries
 - Townships
 - Sections
 - Parcels
 - County Zoning**
 - AE
 - AP
 - GC
 - GC-PD
 - GI
 - LI
 - LI-PD
 - SR
 - WR

Parcel ID	894208100002	Alternate ID	844215	Owner Address	RIORDAN DONALD D & BEVERLY L
Sec/Twp/Rng	8-89-42	Class	A		RIORDAN TRUST
Property Address	3942 110TH ST PIERSON	Acreage	35.81		3942 110TH ST PIERSON, IA 51048
District	0023				
Brief Tax Description	NENW EX E264' OF N330'				
(Note: Not to be used on legal documents)					

SPECIAL FLOOD HAZARD AREA (SFHA) MAP

Property not within the floodplain.

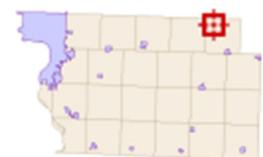
EL E V A T I O N M A P



SOIL REPORT



Overview



Legend

— Roads
Soils
0.000000 - 5.000000
5.000001 - 20.000000
20.000001 - 30.000000
30.000001 - 40.000000
40.000001 - 50.000000
50.000001 - 60.000000
60.000001 - 70.000000
70.000001 - 80.000000
80.000001 - 90.000000
90.000001 - 100.000000
Corp Boundaries
Townships
Parcels

Parcel ID	894208100002	Alternate ID	844215	Owner Address	RIORDAN DONALD D & BEVERLY L
Sec/Twp/Rng	8-89-42	Class	A		RIORDAN TRUST
Property Address	3942 110TH ST PIERSON	Acreage	35.81		3942 110TH ST PIERSON, IA 51048
District	0023				
Brief Tax Description	NENW EX E264' OF N330'				

(Note: Not to be used on legal documents)

Summary

Parcel ID	894208100002
Gross Acres	35.81
ROW Acres	0.00
Gross Taxable Acres	35.81
Exempt Acres	0.00
Net Taxable Acres	35.81
Average Unadjusted CSR2	88.26
	(Gross Taxable Acres - Exempt Land)
	(3160.45 CSR2 Points / 35.81 Gross Taxable Acres)
Agland Active Config	2025
Processed Date and Time	2025-01-22 08:18:28

Sub Parcel Summary

Description	Acres	CSR2	Unadjusted	Adjusted CSR2 Points
			CSR2 Points	
100% Value	32.76	87.94	2,880.98	2,880.98
Non-Crop	3.05	91.63	279.47	148.18
Total	35.81		3,160.45	3,029.16

Soil Summary

Description	SMS	Soil Name	CSR2	Adjusted	Unadjusted CSR2 Points	Adjusted CSR2 Points
				Acres		
100% Value	310B	Galva silty clay loam, 2 to 5 percent slopes	95.00	10.18	967.10	967.10
100% Value	666B	Smithland-Danbury-Judson complex, 0 to 5 percent slopes	88.00	4.29	377.52	377.52
100% Value	310C2	Galva silty clay loam, 5 to 9 percent slopes, eroded	84.00	18.29	1,536.36	1,536.36
Non-Crop	310B	Galva silty clay loam, 2 to 5 percent slopes	95.00	1.69	160.55	83.76
Non-Crop	666B	Smithland-Danbury-Judson complex, 0 to 5 percent slopes	88.00	1.17	102.96	55.61
Non-Crop	310C2	Galva silty clay loam, 5 to 9 percent slopes, eroded	84.00	0.19	15.96	8.81
Total				35.81	3,160.45	3,029.16

**RULES OF PROCEDURE
FOR THE
WOODBURY COUNTY ZONING COMMISSION**

ARTICLE I: PURPOSE

The Woodbury County Zoning Commission created the foregoing rules with the intent of making its procedures clear, clean, and easy to follow, both for the Commission members and for members of the public.

The following rules of procedure have been approved by the Board of Supervisors on February 11, 2025 and are hereby adopted by the Woodbury County Zoning Commission.

ARTICLE II: MEMBERS

There are 5 members of the Woodbury County Zoning Commission. They shall be residents of unincorporated Woodbury County, Iowa and are appointed by the Woodbury County Board of Supervisors.

ARTICLE III: OFFICERS

Section 1. Officers

The Commission shall select from its membership a Chair and a Vice-Chair who will perform the usual duties pertaining to such office. Per Section 2.01: B of the County Zoning Ordinance, the Zoning Director or his/her appointee, will serve as Secretary.

Section 2. Selection

At the first regular meeting of the calendar year the Commission will pick its officers from its membership. All officers are eligible for re-election.

Section 3. Tenure

The Chair shall take office immediately following their selection and shall hold office for a term of 1 year or until their successor is selected and assumes office.

The Vice-Chair shall take office immediately following their selection and shall hold office for a term of 1 year or until their successor is selected and assumes office.

Section 4. Duties

The Chair will preside at all regular meetings and hearings, appoint committees, and perform such other duties as may be ordered by the Commission. The Vice-Chair shall act in the capacity of the Chair in their absence. If the Chair and Vice-Chair are both absent from a meeting and there is a quorum, the most-senior Commissioner shall serve as Chair of that meeting. The Secretary will record and maintain minutes of the meetings, maintain all records, and perform such other duties as the Zoning Commission may determine.

Section 5. Vacancy

If office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term. If only the office of the Vice-Chair becomes vacant, the Commission shall select a successor to the office of Vice-Chair for the unexpired term.

ARTICLE IV. MEETINGS

Section 1. Compliance with the Open Meetings Law

All meetings of the Commission shall be conducted in compliance with Chapter 21 of the Code of Iowa and other applicable law.

Section 2. Regular Meetings

The Zoning Commission is on-call for its regular meeting scheduled on the fourth Monday of every month beginning at 5:00 PM in the Board of Supervisors meeting room in the basement at the Woodbury County Courthouse, subject to formal business to be considered. Notice of the regular meeting shall typically be sent by the Secretary to the members at least 2-days prior to such meeting and shall state the purpose and time of the meeting.

Section 3. Special Meetings

Special meetings may be called at the request of the Chair from time to time as required to conduct the business of the County, provided that at least 24-hours notice of such meeting is given to each member.

Section 4. Quorum and Consensus

The presence of three members shall constitute a quorum. Without a quorum, no business will be transacted and no official action on any matter will take place.

Section 5. Majority Required

A majority of the quorum present is required for the adoption of any matter to come before the Commission.

Section 6. Manner of Acting

Any question to come before the Commission shall be in the form of a motion by a commissioner and shall require a second for consideration. Remarks made by a Commissioner shall be limited to 10-minutes unless an extension is granted by a majority of the Commission. Commissioners shall address the Chair and confine their remarks to the question before the Commission and shall be respectful of other Commissioners and avoid referencing or questioning the motives of another Commissioner.

Section 7. Roll Call Votes.

The Chair shall order a roll call vote when requested by a member. The roll shall be called alphabetically, except the Chair shall be called last.

Section 8. Effects of Abstention.

When a Commissioner abstains due to a conflict of interest, the vote of the Commission shall be computed on the basis of the number of Commissioners not disqualified by reason of conflict of interest. However, at least 3 Commissioners eligible to vote are required for a quorum on any matter. Abstentions that are not due to a conflict of interest shall be counted as a "no" vote.

Section 9. Electronic Participation

Members of the Commission may participate in a meeting by electronic means only in circumstances where participation in person is impossible or impractical. Any member participating electronically shall be connected by a speaker phone, video conference, or other device or software, so that the public can hear any discussion by that member. The vote of any

member participating electronically must be made public at the meeting and the minutes of the meeting shall include sufficient information to indicate the vote of each member participating.

ARTICLE V: ADMINISTRATION

Section 1.

Commission meetings are administered by the Chair. The Chair has the right to:

1. Call the meeting to order
2. Recognize speakers
3. Call for motions on agenda items, and facilitate debate
4. Preserve order and decorum
5. Determine points of order

ARTICLE VI. ORDER OF BUSINESS

Section 2.

The Secretary will prepare an agenda for each meeting and send it to each member typically at least 2-days before the meeting. The order of business shall typically be as follows:

1. Call to order and opening statement by Chair
2. Roll call
3. Public comments on matters not on the established agenda (3-minute limit)
4. Approval of minutes
5. Item of business
6. Public comments on matters not on the established agenda (3-minute limit)
7. Commissioner comments
8. Adjournment

Section 3.

As to an item of business, the order shall typically be as follows:

1. Staff report
2. Petitioner comments
3. Commissioner comments and questions for staff/petitioner
4. Staff/petitioner rebuttal opportunity
4. Public comments
5. Staff/petitioner rebuttal opportunity
6. Vote

ARTICLE VII. MOTIONS AND VOTING

Section 1.

Motions may be made by anyone on the Commission. The Chair will restate the motion before a vote is taken. The Commission typically recognizes three kinds of motions:

- A. Main Motion — request for action on an item; can be made by any member, including the Chair.
- B. Motion to Amend a Motion — which the Commission must vote on first, then the Commission votes on the underlying motion.
- C. Motion to Postpone discussion of a matter until a future meeting.

Section 2.

Another Commissioner may then second a motion. The motion dies if no member seconds it.

Section 3.

The Commission may then debate the motion further.

1. Members should keep their discussion concise and limited to the motion on the table.
2. A member may withdraw his/her own motion at any time during debate.

Section 4.

The Chair may then conclude debate by calling for a vote. Each member must respond:

1. Yes ("aye")
2. No ("nay")
3. Abstain

Section 5.

The Chair shall then state whether the motion passes or fails, and the final vote tally

ARTICLE VIII. PUBLIC PARTICIPATION

Section 1.

Any member of the public wishing to address the Commission may do so during the appropriate "public comments" section of the Order of Business.

Section 2.

Comments by any one member of the public shall be limited to 3 minutes.

Section 3.

Any person so addressing the Commission shall step up to the microphone and give their name and address for the record.

Section 4.

Should a person engage in slanderous remarks, personal attacks, or boisterous behavior, the Chair may refuse to recognize the speaker, may ask the speaker to leave, or may have the speaker removed.

ARTICLE IX. AMENDMENTS

Section 1.

The Commission may suspend or amend these rules at any regular or special meeting by a majority vote of the members present.

2/24/2025
DATE ADOPTED


Attestor


Chairperson