

PLAN AND ZONING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

Tuesday, July 15, 2025; 5:00 PM

City Hall | 226 West 4th Street | Council Chambers

COMBINED PUBLIC HEARING AND REGULAR MEETING AGENDAS

PUBLIC HEARING AGENDA

I. New Business

1. Case REZ25-04: Request of Coram Deo Academy to rezone 5348 Elmore Circle, being approximately 10.72 acres of land, from C-3 General Commercial District to IC Institutional Campus District. [Ward 6]

REGULAR MEETING AGENDA

II. Roll Call

III. Report of the City Council Activity

IV. Secretary's Report

1. Consideration of the July 1, 2025 meeting minutes.

V. Report of the Comprehensive Plan Committee

VI. Zoning Activity

A. Old Business

B. New Business

VII. Subdivision Activity

A. Old Business

B. New Business

1. Case F25-09: Request of Parallel Timber Ridge LP for a Final Plat of Sheffield Square Ninth Addition. The 1-lot subdivision is located on 54th Street, west of Pine Street, on 2.07 acres. [Ward 2]

VIII. Future Business

IX. Communications

X. Other Business

1. Election of Officers

XI. Adjourn

City of Davenport

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch | 563-888-2221

Action / Date
7/15/2025

Subject:

Case REZ25-04: Request of Coram Deo Academy to rezone 5348 Elmore Circle, being approximately 10.72 acres of land, from C-3 General Commercial District to IC Institutional Campus District. [Ward 6]

Recommendation:

Hold the Public Hearing.

A formal staff recommendation will be provided at the August 5, 2025 Plan and Zoning Commission meeting.

Background:

Coram Deo Bible Church and Academy are currently located at 3800 East 53rd Street. Due to limited space and increased enrollment, Coram Deo Academy is seeking to redevelop the former AT&T Call Center Building into its new educational facility. The place of worship will remain in its existing location, east of Interstate-74. A concept plan has been provided detailing the intent to retrofit the existing building for classrooms and academic amenities, while utilizing the existing parking lot for school drop-off and pick-up. The site will maintain its two access points onto Elmore Circle.

Why is a Zoning Map Amendment Required?

The subject property is currently zoned C-3 General Commercial District. 'Educational Facility-Primary or Secondary' is prohibited within commercial zoning districts. This land use is only allowed in residential districts and the IC Institutional Campus District. A zoning map amendment is required to facilitate the redevelopment of the former AT&T Call Center into Coram Deo Academy's new campus.

Davenport's Zoning Ordinance defines '**Educational Facility-Primary or Secondary**' as "a public, private, or parochial facility that offers instruction at the elementary, junior high, and/or high school level."

Comprehensive Plan:

1. Within Existing Urban Service Area: Yes
2. Within Urban Service Area 2035: Yes

Future Land Use Designation:

The subject property is currently designated as Regional Commercial in the Davenport +2035 Future Land Use Map.

1. **Regional Commercial (RC):** Are the most intense commercial areas that have service boundaries that extend beyond the City limits of Davenport. Areas designated RC should

be located at the intersections of major streets and have good access to interstate and other highways. Typical uses include big box retail and large office complexes; although some residential, service and institutional uses may also be located within RC. Most people will drive or take transit to areas designated RC. However, good pedestrian systems should serve these areas and focus on connectivity from the street, through parking lots and between individual uses. Connectivity to nearby neighborhoods is desirable but less important.

Zoning:

The applicant is petitioning a rezoning from C-3 General Commercial District to IC Institutional Campus District.

1. **C-3 General Commercial Zoning District:** This district is intended to accommodate higher-intensity commercial development within the City of Davenport that serves both local and regional markets. The C-3 District addresses medium- and large-scale development that may generate considerable traffic and typically requires significant off-street parking. Higher density residential uses are also allowed to facilitate a mixed-use orientation where appropriate.
2. **IC Institutional Campus District:** This zoning district is intended to encourage a comprehensive approach to development by significant institutions within the City. The IC District is also intended to:
 1. Further the policies of the Comprehensive Plan.
 2. Permit appropriate institutional growth within boundaries of the district while minimizing the adverse impacts associated with development and geographic expansion.
 3. Balance the ability of specific institutions to grow and adapt to changing needs while protecting the livability and vitality of adjacent areas.
 4. Encourage the preparation of a land use plan for higher development intensity institutional campuses that enables the community to understand the levels of development being proposed, their likely impacts and appropriate mitigation measures

Technical Review:

City Departments are reviewing the proposed Zoning Map Amendment Application. Further comments will be provided at the August 5th Plan and Zoning Commission meeting.

Section 5.10.105.B: Alcoholic Beverage Controls

Class "A", class "B" "C", or class "E" retail alcohol license applications shall not be approved if the property upon which such licensed activity will occur is located within 600 feet, including public rights-of-way, of a state-registered child development home, state-licensed child-care center, or public or private elementary or secondary school. However, an application within 600 feet, but not immediately abutting, a state-registered child development home or state-licensed child-care center may be approved if the City Council, upon a hearing, grants a waiver to this rule. The City Council may grant the waiver if it determines the following exists:

1. The affected child development home or care center consents to the granting of the waiver; or

2. Sufficient buffering exists to mitigate the visual, sound, and foot traffic likely to be generated by the applicant, similar to or greater than an arterial roadway or at least 100 feet of natural buffering such as woods, ravines, waterways, or wetlands.

Public Input:

Letters were sent to property owners within 500 feet of the proposed request notifying them of the July 15th Plan and Zoning Commission Public Hearing. Due to the limited number of residential properties within the notification area, a neighborhood meeting was not held.

To date, one written comment in opposition to the request has been received by an abutting property owner within the 500-foot notification area. Their concern related to the adverse effects that a school may have on the marketability of their vacant commercial property on Elmore Avenue. In particular, the potential for developing their site for a user that sells liquor.

Davenport has specific regulations regarding the distance between establishments selling liquor and schools or child care facilities. There must be at least a 600-foot separation, measured in a straight line between the closest points of the properties. This rule applies to both public and private elementary and secondary schools, as well as state-registered child development homes and state-licensed child care centers. However, there is a waiver process. Factors taken into consideration are geography or other physical buffers (in this case Pheasant Creek).

Staff received a second inquiry from the property owner of Victoria Square Shopping Center. In addition to raising questions about the potential impacts of a liquor license application, the owner expressed concerns about traffic impacts. In particular, vehicles stacking near the traffic light at Elmore Circle and 53rd Street.

Staff will apprise the Commission of any additional correspondence at the August 5th Plan and Zoning Commission meeting.

Attachments:

1. Application
2. Maps
3. Chapter 17.08 - Use Matrix
4. Public Hearing Notice
5. Public Comment-VTS Farm Parcel A LLC



CITY OF DAVENPORT
Development & Neighborhood
Services – Planning
1200 E. 46th ST
Davenport, IA 52807

Office 563.326.6198
planning@davenportiowa.com

APPLICATION FOR
REZONING
(MAP AMENDMENT)

APPLICANT INFORMATION	
Applicant Name Company Name Coram Deo Academy	
Address 3800 E 53rd St	
City State Zip Davenport, IA 52807	
Phone	
Secondary Phone	
E-Mail Address	

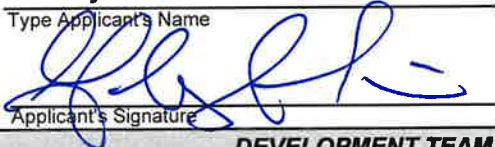
Acceptance of Applicant

I, the undersigned, certify that the information on this application to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the property in question, and/or that I am legally able to represent all other persons or entities with interest in this property, and acknowledge formal procedure and submittal requirements.

In addition to the application fee, I understand I am responsible for attendance at each meeting on the public hearing/zoning calendar. The City reserves the right to require further site studies as necessary, such as a traffic study.

Grady Adkins

Type Applicant's Name



05/07/2025
Date

DEVELOPMENT TEAM

Property Owner	
Dan Zatloukal, Telecommunications Springing, L.L.C	
Address PO Box 3666, Oak Brook, Illinois	
Phone	Secondary Phone
E-Mail Address	

Project Manager/Other

Address	
Phone	Secondary Phone
E-Mail Address	

DATES: PRE-APP	SUBMITTAL	PUBLIC HEARING
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PROJECT TITLE		
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SITE ADDRESS OR GENERAL LOCATION DESCRIPTION 5348 Elmore Circle, Davenport, IA 52807		
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NEIGHBORHOOD MEETING DATE / TIME / LOCATION		
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ZONING DISTRICTS	EXISTING	PROPOSED	SQ. AREA
	C-3	IC	466,912

COMPLETE SUBMITTALS SHALL INCLUDE: **SUBMITTED**

Concept/Development Plan ☐

Authorization to Act as Applicant* ☐
*only needed if the Applicant is different than the owner

Legal Description* (bearing & distance) ☐
* shall include a MS Word or Text file

Legal Description Dimensioned Sketch ☐

Application Fee* (REQUIRED) ☐
* (check payable to 'City of Davenport')

Rezoning Fee Schedule

Land Area	Fee
Less than 1 acre	\$400
1 to less than 10 acres	\$750 plus \$25/acre
10 acres or more	\$1,000 plus \$25/acre

1 to 3 site notice signs are required based on lot size; \$10 each

PROJECT NARRATIVE: (submit separate sheet if needed)

Applicant, Coram Deo Academy (CDA), intends to use this facility for educational purposes. CDA, an accredited K-12 school established in 2020, desires to purchase this property and move their school to this new location.

The inside of the existing structure will be remodeled to include approximately 30 classrooms holding 500-600 students with 30 faculty and 5 staff/administration.

*See attached for continuation.

Submit the first two pages of this form to Planning Staff at:
planning@davenportiowa.com or contact staff with any questions or requests for additional information.

PROJECT NARRATIVE CONTINUED:

The property consists of 10.72 acres with 578 parking spaces.

Traffic impact will be minimal with drop off times being 8:15-8:30am M-F and pick up times being 2:45pm M-TH and 12:45pm on Fridays. There is currently no plan to utilize a bus system.

Coram Deo Academy will reface the signage both at the entrance to the building and on the building itself.

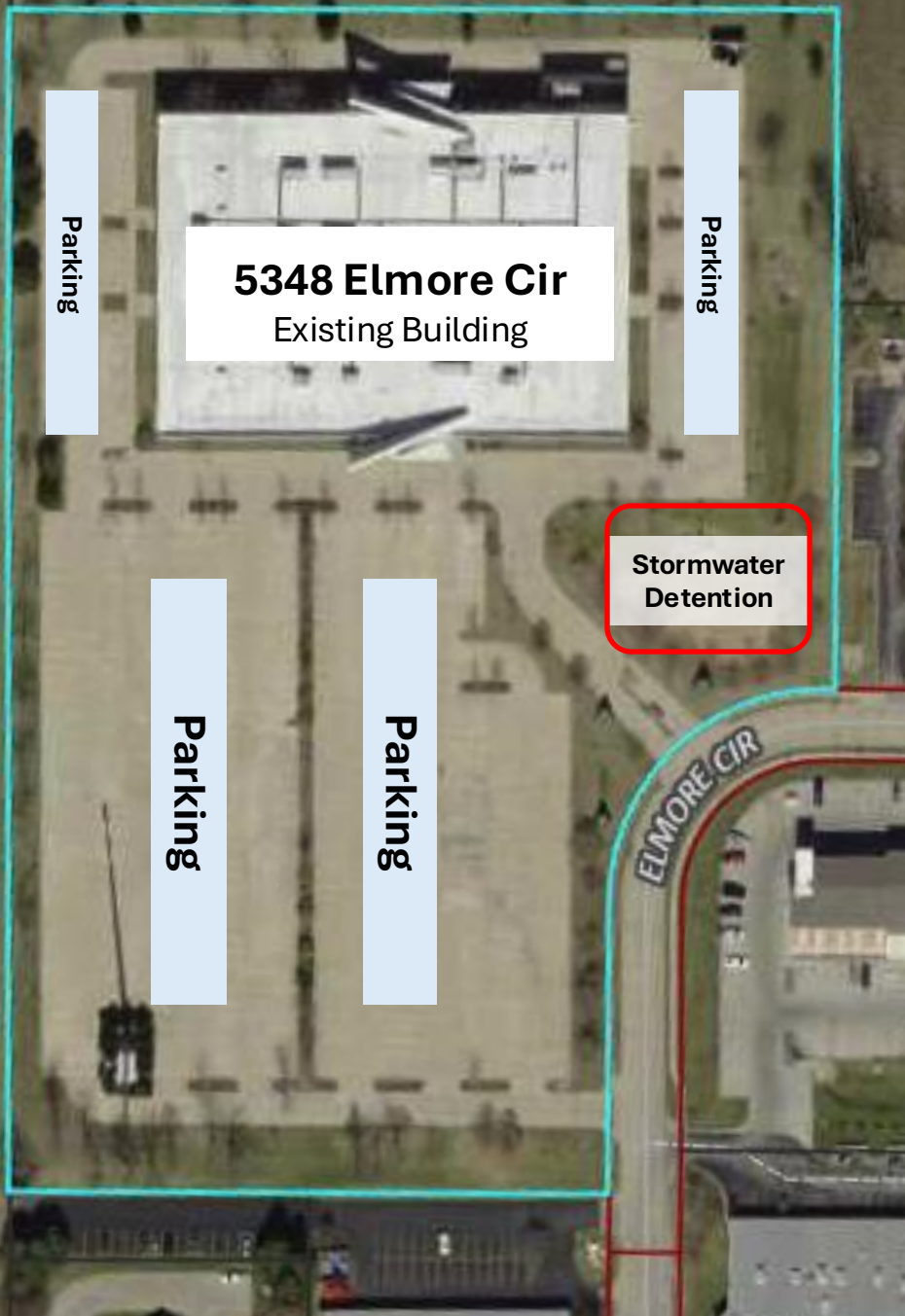
The property is currently zoned C-3. Coram Deo Academy is requesting this property to be rezoned to IC (Institutional Campus).

LEGAL DESCRIPTION:

The land referred to herein below is situated in the county of Scott, state of Iowa and is described as follows:

Lot 2 of the Final Plot of Lakehurst Commercial Park Fifth Addition to the City of Davenport, Iowa.

Assurance note: The above described land is the same as described within the Chicago Title Insurance Company Commitment File No. 100719284, with an effective date of November 27, 2007.

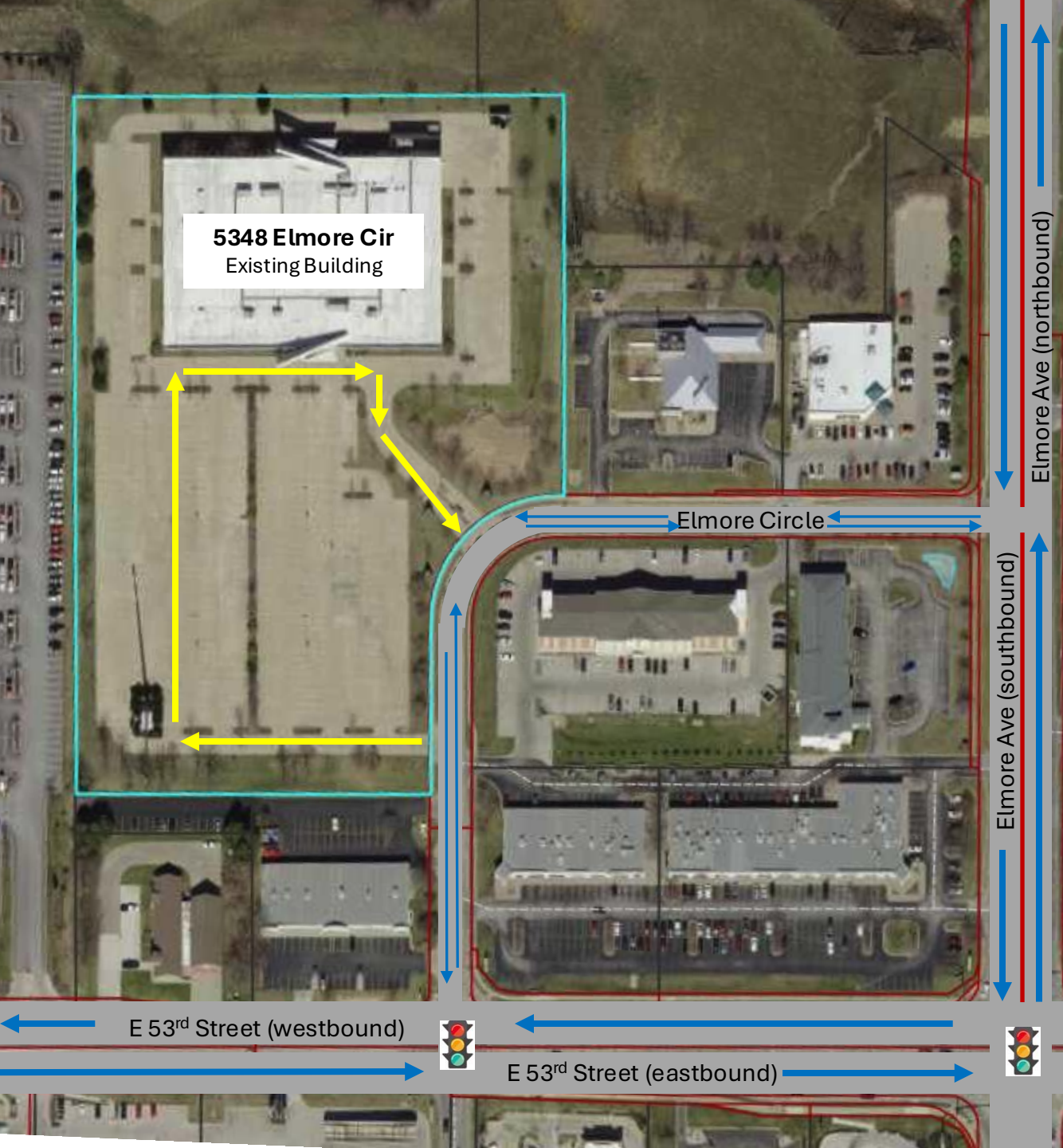


Existing Conditions:

- 10.72 Acres
- 75,728 Sq Ft Building
- 578 Parking Spaces

Proposed Changes:

- No footprint change to existing structure



Anticipated Traffic Patterns

- School Drop off
M-F 8:15-8:30am
- School Pick up
M-Th 2:45pm
Fri 12:45pm

Legend:

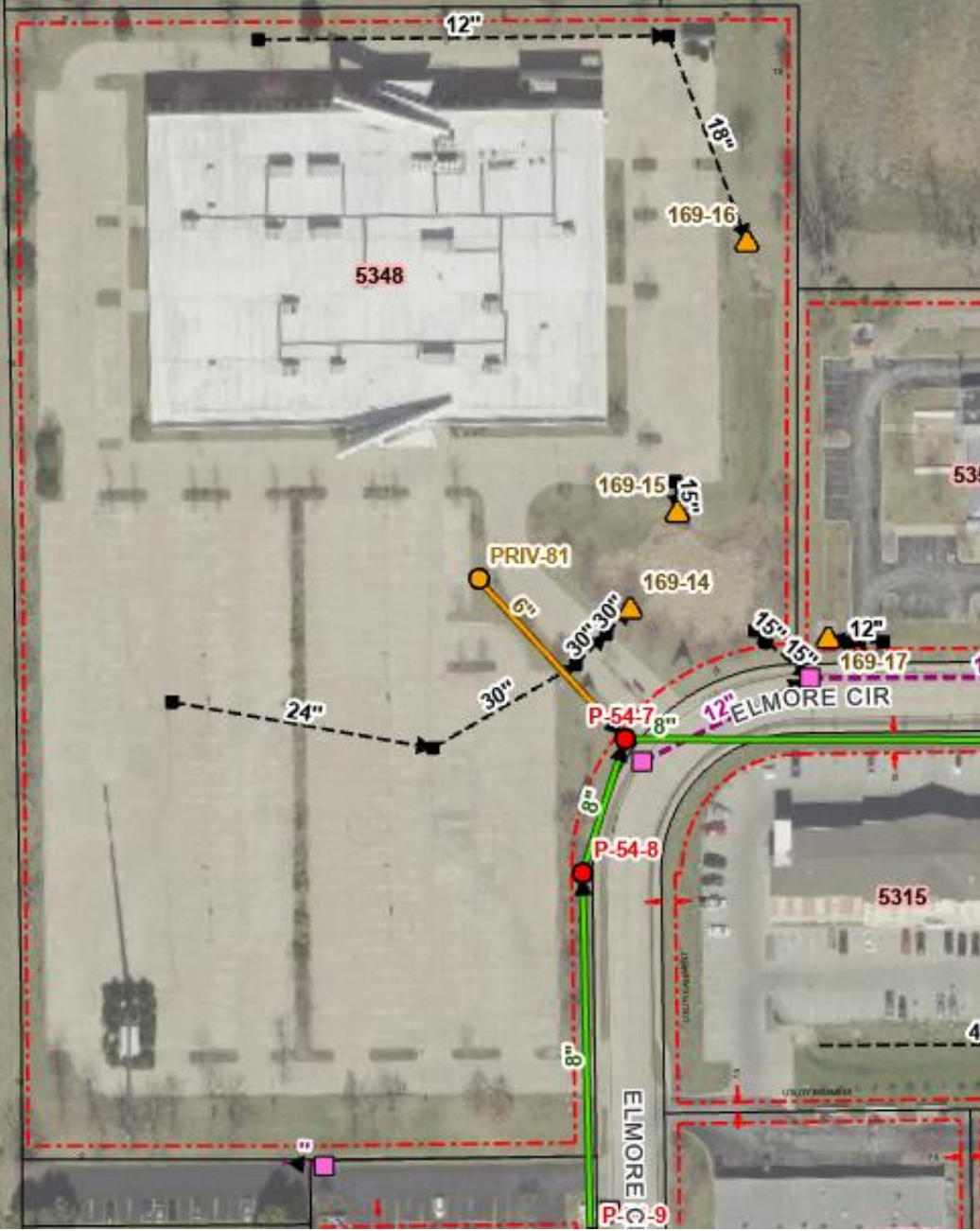
-  = main road traffic
-  = school traffic
-  = traffic light

Private Storm Sewer Locations:

Black Dotted Lines = storm sewer

Orange Lines = sanitary sewer lines

Storm Sewer flows into the detention pond located near main entrance.



LETTER OF AUTHORIZATION

June 26, 2025

Via E-Mail

CITY OF DAVENPORT

Development & Neighborhood Services - Planning

Email: planning@davenportiowa.com

RE: Purchaser's Proposed Re-Zoning for 5348 Elmore Circle, Davenport, Iowa 52807
(the "Property")

Dear Sir or Madam:

On June 25, 2025, Telecommunications Springing, L.L.C., a Delaware limited liability company ("Seller") and Coram Deo Academy, an Iowa nonprofit corporation (or its permitted assignee, the "Purchaser") entered into a Purchase and Sale Agreement (the "Purchase Agreement") with respect to the purchase/sale of the above-referenced Property. Prior to Closing on its purchase, Purchaser would like to apply for re-zoning of the Property for use as an educational facility. Seller hereby approves Purchaser submitting an Application for Rezoning with a submittal date of 6/19/25, and a third reading at the City Council Meeting at 5:00 p.m. on September 24, 2025, so long as the zoning change does not become effective until after Purchaser is the owner of the Property. If, for any reason, either party elects to terminate the Purchase Agreement pursuant to its rights thereunder, and either party notifies the City of Davenport of such termination, the application for re-zoning shall be immediately withdrawn/terminated.

Additionally, (a) until Purchaser owns the Property, Purchaser will not enter to any agreements regarding the Property which would bind Seller in the event of a termination of the Purchase Agreement or failure of one party to close, and (b) Purchaser shall not record any documents against the Property or which benefit or burden the Property prior to Closing; provided, however, this will not prevent Purchaser from pursuing the necessary applications for re-zoning as set forth above.

This letter may be relied on by the Plan & Zoning Commission for the City of Davenport to confirm Seller's authorization to allow Purchaser to apply for re-zoning, in accordance with the terms of the Purchase Agreement and this letter.

[Signature Pages to Follow]

Sincerely,

TELECOMMUNICATIONS SPRINGING, L.L.C.,
a Delaware limited liability company

By: Telecommunications Exchange Venture,
L.L.C., a Delaware limited liability
company, its manager

By: Inland Private Capital Corporation,
a Delaware corporation, its sole member

By: 
Name: Daniel W. Feltlorkel
Title: S.U.P.

Notarization:

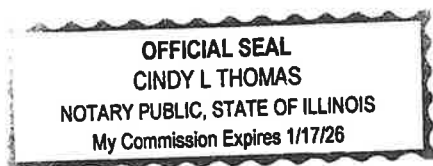
State of Illinois,
County of DuPage,

Sworn and subscribed before me
This 26th day of June, 2025.



Notary Public

My Commission Expires:



Agreed to by Purchaser:

CORAM DEO ACADEMY, an Iowa nonprofit
corporation

By: _____
Name: _____
Title: _____

Sincerely,

TELECOMMUNICATIONS SPRINGING, L.L.C.,
a Delaware limited liability company

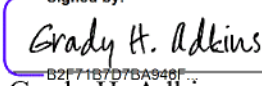
By: Telecommunications Exchange Venture,
L.L.C., a Delaware limited liability
company, its manager

By: Inland Private Capital Corporation,
a Delaware corporation, its sole member

By: _____
Name: _____
Title: _____

Agreed to by Purchaser:

CORAM DEO ACADEMY, an Iowa nonprofit
corporation

Signed by:
By: 
Name: Grady H. Adkins
Title: Head of School

Vicinity Map | Case REZ25-04

Request of Coram Deo Academy to rezone 5348 Elmore Circle, being approximately 10.72 acres of land, from C-3 General Commercial District to IC Institutional Campus District. [Ward 6]



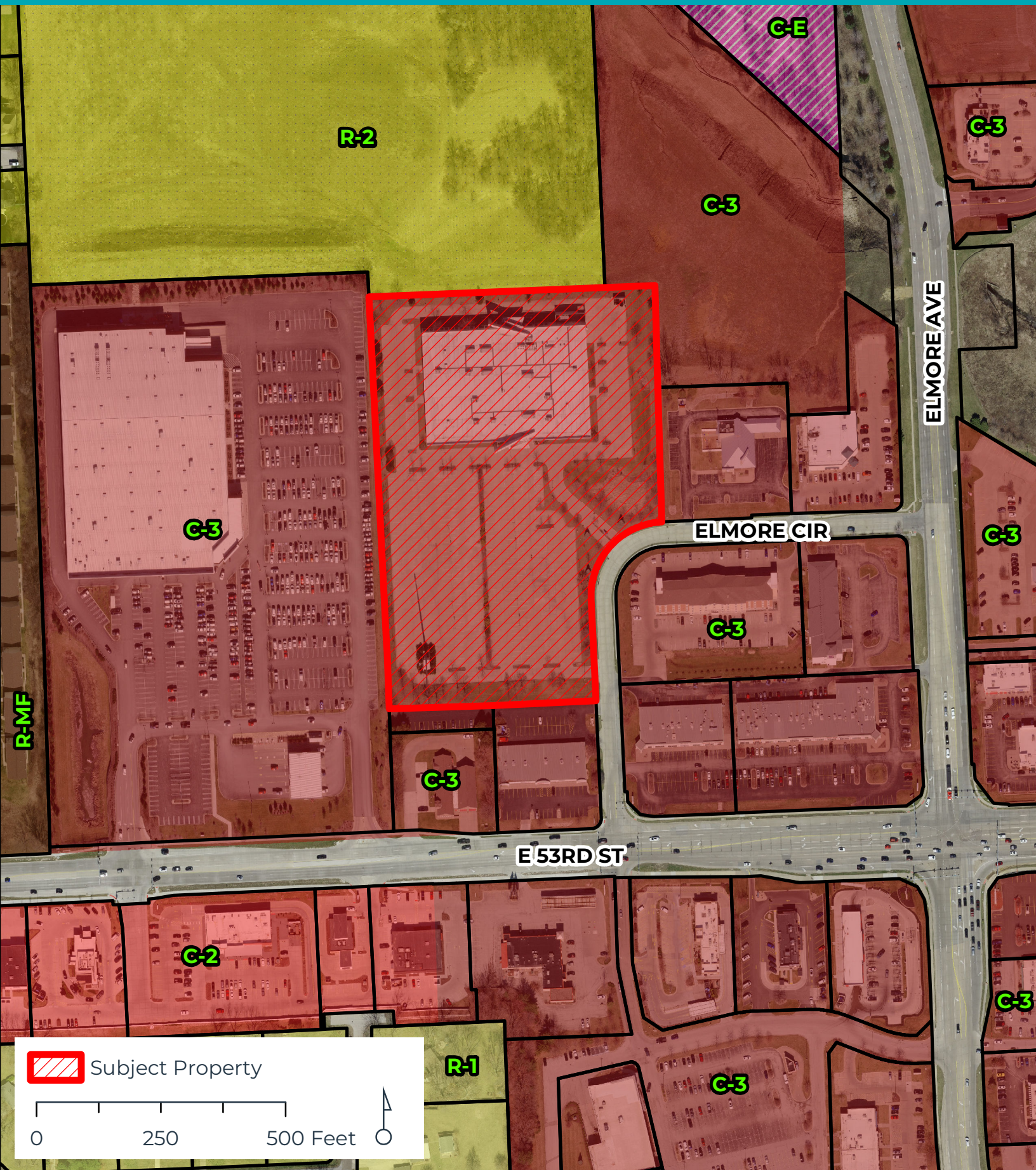
Subject Property

0 250 500 Feet



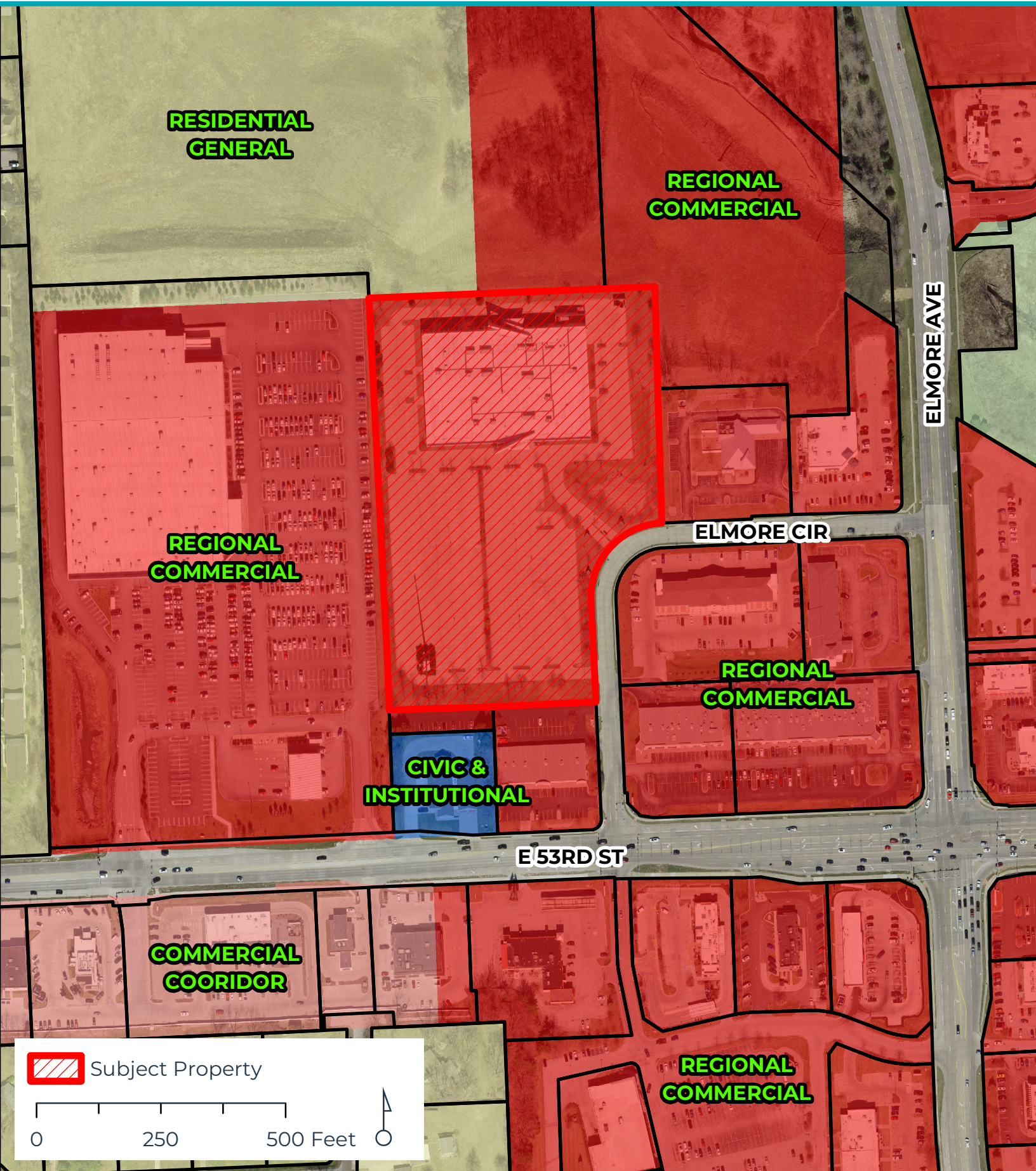
Zoning Map | Case REZ25-04

Request of Coram Deo Academy to rezone 5348 Elmore Circle, being approximately 10.72 acres of land, from C-3 General Commercial District to IC Institutional Campus District. [Ward 6]



Future Land Use Map | Case REZ25-04

Request of Coram Deo Academy to rezone 5348 Elmore Circle, being approximately 10.72 acres of land, from C-3 General Commercial District to IC Institutional Campus District. [Ward 6]



P indicates a use is permitted by-right in the district. S indicates a use is a Special Use in the district and requires Zoning Board approval. Blank cells indicate a use is not allowed.

TABLE 17.08-1: USE MATRIX																							
PRINCIPAL USE	R-1	R-2	R-3	R-4	R-MF	R-MHP	C-T	C-1	C-2	C-3	C-C	C-OP	C-D	C-V	C-E	I-1	I-2	I-MU	AG	OS	IC	USE STANDARD	
Adult Use																S	S					Sec. 17.08.030.A	
Agriculture																			P				
Amusement Facility - Indoor									P	P	P		P	P	P	P		P					
Amusement Facility - Outdoor										S	S				S	P		S					
Animal Care Facility - Large Animal																			P				
Animal Care Facility - Small Animal							S	S	P	P	P		S	S	P	P		P	P			Sec. 17.08.030.B	
Animal Breeder																			P			Sec. 17.08.030.B	
Art Gallery							P	P	P	P	P		P	P	P			P					
Arts and Fitness Studio							P	P	P	P	P		P	P	P			P					
Bar									P	P	P		P	P	P			P					
Bar – Neighborhood								P														Sec. 17.08.030.C	
Bed and Breakfast	S	S	S	S	S		S												P			Sec. 17.08.030.D	
Billboard									P	P							P	P				Sec. 17.08.030.E	
Body Modification Establishment								P	P	P	P		P		P			P					
Broadcasting Facility TV/Radio								P	P	P		P	P	P	P	P	P	P			P		
Campground																			S	P		Sec. 17.08.030.F	
Car Wash									P	P					S			P				Sec. 17.08.030.G	
Casino															P								
Cemetery																				P			
Children's Home					P				P	P					P			S			P	Sec. 17.08.030.H	
PRINCIPAL USE	R-1	R-2	R-3	R-4	R-MF	R-MHP	C-T	C-1	C-2	C-3	C-C	C-OP	C-D	C-V	C-E	I-1	I-2	I-MU	AG	OS	IC	USE STANDARD	
Community Center	P	P	P	P	P		P	P	P	P	P		P	P	P			P	P	P	P		
Community Garden	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			P	P	P	P	Sec. 17.08.030.I	
Conservation Area																			P	P			
Country Club																				P			
Cultural Facility							P	P	P	P	P		P	P	P			P		P	P		
Day Care Center					P		P	P	P	P	P	P	P	P	P	S		P			P	Sec. 17.08.030.J	
Day Care Home	P	P	P	P	P														P			Sec. 17.08.030.J	
Drive-Through Facility									P	P	S		S		P	P	P					Sec. 17.08.030.K	
Drug/Alcohol Treatment Facility, Residential									S	S					S			S			S	Sec. 17.08.030.L	
Drug Treatment Clinic									S	S					S			S			S	Sec. 17.08.030.L	
Domestic Violence Shelter					P			P	P	P					P			P			P	Sec. 17.08.030.H	
Dwelling - Accessory Dwelling Unit	P	P	P	P																		Sec. 17.08.030.M	
Dwelling - Manufactured Home						P													S			Sec. 17.08.030.N	

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Dwelling - Multi-Family					P		P	P	P	P	S		P	P	P			P				Sec. 17.08.030.O	
Dwelling - Townhouse					P		P	P	P	P	S		P	P	P			P				Sec. 17.08.030.P	
Dwelling - Single-Family	P	P	P	P	P		P	P	P					P								Sec. 17.08.030.P	
Dwelling - Single-Family Semi-detached		P	P	P	P		P	P	P		S			P								Sec. 17.08.030.P	
Dwelling - Two-Family (New Construction)			P	P	P		P	P	P		S			P								Sec. 17.08.030.P	
Dwelling - Two-Family (Conversion)					P		P	P	P					P								Sec. 17.08.030.P	
Educational Facility - Primary or Secondary	P	P	P	P	P																P		
Educational Facility - University or College										P	P	P	P		P						P		
Educational Facility - Vocational							S	S	S	P	P	P	P	S	P	P	P	P			P		
Equine Keeping/Equestrian Facility	P																		P			Sec. 17.08.030.Q	
Fairground																			S	S	P		
Financial Institution							P	P	P	P	P	P	P	P	P			P					
Financial Institution, Alternative									S	S					S			P				Sec. 17.08.030.R	
Food Bank																P	P	P					
Food Pantry									P	S					S			S					
Funeral Home							S	S	S	P					P			P					
Gas Station								S	P	P	S				P	P	P	P				Sec. 17.08.030.S	
Golf Course/Driving Range																				P			
Government Office/Facility							P	P	P	P	P	P	P	P	P	P	P	P		P	P		
PRINCIPAL USE	R-1	R-2	R-3	R-4	R-MF	R-MHP	C-T	C-1	C-2	C-3	C-C	C-OP	C-D	C-V	C-E	I-1	I-2	I-MU	AG	OS	IC	USE STANDARD	
Greenhouse/Nursery - Retail										P					P			P	S				
Group Home	P	P	P	P	P																	Sec. 17.08.030.T	
Halfway House									S	S					S			S			S	Sec. 17.08.030.L	
Healthcare Institution																					P		
Heavy Rental and Service																P		P					
Heavy Retail										S					S	P		P					
Homeless Shelter									S	S					S			S			S	Sec. 17.08.030.L	
Hotel									P	P	P	P	P	S	P			P					
Industrial - General																	P						
Industrial - Light												P				P	P	P					
Industrial Design								P	P	P		P	P		P	P	P	P					
Live Performance Venue										P	P		P	P	P	P		P					

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Lodge/Meeting Hall	S	S	S	S	S		P	P	P	P	P	P	P	P	P	P	P	P	P			Sec. 17.08.030.U	
Manufactured Home Park						P																	
Medical/Dental Office							P	P	P	P	P	P	P	P	P			P			P		
Micro-Brewery/Distillery/Winery									P	P	P		P	P	P	P		P					
Neighborhood Commercial Establishment		S	S	S	S																	Sec. 17.08.030.V	
Office							P	P	P	P	P	P	P	P	P	P	P	P			P		
Outdoor Dining							P	P	P	P	P	P	P	P	P	P	P	P			P	Sec. 17.08.030.W	
Parking Lot (Principal Use)								S	S	S	S	S	S	S	S	P	S	S			P	Chapter 17.10	
Parking Structure (Principal Use)								S	S	P	P	P	S	S	P			P			P	Chapter 17.10	
Personal Service Establishment							P	P	P	P	P	P	P	P	P	P		P			P		
Place of Worship	P	P	P	P	P		S	S	P	P	P		P	P	P	P			P		P		
Private Recreation Facility								P	P	P	P	P	P	P	P	P		P			P		
Public Park	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			P	P	P	P		
Public Safety Facility					P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Public Works Facility												P					P	P	P	P		P	
Reception Facility	S	S	S	S			S	S	S	P	P		S	S	P			P	S			Sec. 17.08.030.X	
Recreational Vehicle (RV) Park																			S	S		Sec. 17.08.030.F	
Research and Development												P					P	P	P		P		
Residential Care Facility					P		P	P	P	P	P	P	P		P	P		P			P	Sec. 17.08.030.Y	
Restaurant								P	P	P	P	P	P	P	P	P	P	P		P	P		
Retail Goods Establishment							P	P	P	P	P	P	P	P	P	P	P	P			P		
PRINCIPAL USE	R-1	R-2	R-3	R-4	R-MF	R-MHP	C-T	C-1	C-2	C-3	C-C	C-OP	C-D	C-V	C-E	I-1	I-2	I-MU	AG	OS	IC	USE STANDARD	
Retail Alcohol Sales									P	P	S		S		P	P							
Retail Sales of Fireworks																P	P					Sec. 17.08.030.Z	
Salvage Yard																	S						
Self-Storage Facility: Enclosed									S	S					P	P	P	P				Sec. 17.08.030.AA	
Self-Storage Facility: Outdoor																P	P	S				Sec. 17.08.030.AA	
Social Service Center									P	P					P			P			P		
Solar Farm												P				P	P		S		P	Sec. 17.08.030.BB	
Specialty Food Service								P	P	P	P		P	P	P	P		P					
Storage Yard - Outdoor																P	P					Sec. 17.08.030.CC	
Truck Stop																P	P						
Vehicle Dealership - Enclosed										P		S	P		P	S		P					
Vehicle Dealership - With Outdoor Storage/Display										S					S	S		P					

P indicates a use is permitted by-right in the district. S indicates a use is a Special Use in the district and requires Zoning Board approval. Blank cells indicate a use is not allowed.

TABLE 17.08-1: USE MATRIX																							
PRINCIPAL USE	R-1	R-2	R-3	R-4	R-MF	R-MHP	C-T	C-1	C-2	C-3	C-C	C-OP	C-D	C-V	C-E	I-1	I-2	I-MU	AG	OS	IC	USE STANDARD	
Vehicle Operation Facility																P	P				P		
Vehicle Rental - Enclosed										P		S	P		P	S		P					
Vehicle Rental - With Outdoor Storage/Display										S					S	S		P					
Vehicle Repair/Service - Major										S						P	P	S				Sec. 17.08.030.DD	
Vehicle Repair/Service - Minor									P	P					P	P	P	S				Sec. 17.08.030.DD	
Warehouse																P	P						
Wholesale Establishment																P	P	S					
Wind Energy System												S				S	S		S		S	Sec. 17.08.030.EE	
Wine Bar								S	P	P	P		P	P	P			P					
Winery																			S				
Wireless Telecommunications	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	Sec. 17.08.030.FF	
Wireless Telecommunications - Stealth Design Antenna	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 17.08.030.FF	
Wireless Telecommunications - DAS Co-Location	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sec. 17.08.030.FF	
Wireless Telecommunications - DAS New Pole	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	Sec. 17.08.030.FF	
TEMPORARY USE	R-1	R-2	R-3	R-4	R-MF	R-MHP	C-T	C-1	C-2	C-3	C-C	C-OP	C-D	C-V	C-E	I-1	I-2	I-MU	AG	OS	IC	USE STANDARD	
Farmers' Market					T		T	T	T	T	T	T	T	T	T			T	T	T	T	Sec. 17.08.040.A	
Real Estate Project Sales Office/Model Unit	T	T	T	T	T		T	T	T	T	T	T	T	T	T	T	T	T			T	Sec. 17.08.040.B	
Temporary Cell On Wheels (COW)	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	Sec. 17.08.040.C	
Temporary Contractor Office and Contractor Yard	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	Sec. 17.08.040.D	
Temporary Outdoor Entertainment	T	T	T	T	T		T	T	T	T	T	T	T	T	T	T		T	T	T	T	Sec. 17.08.040.E	
Temporary Outdoor Sales (No Fireworks Stand)	T	T	T	T	T		T	T	T	T	T	T	T	T	T	T		T	T		T	Sec. 17.08.040.F	
Temporary Outdoor Sales - Fireworks Stand Only																T	T					Sec. 17.08.040.G	
Temporary Outdoor Storage Container	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	Sec. 17.08.040.H	



PUBLIC HEARING NOTICE | PLAN AND ZONING COMMISSION

To: All property owners within 500 feet of the subject property located at 5348 Elmore Circle.

Plan & Zoning Commission Public Hearing Meeting

Date: 7/15/2025

Time: 5:00 PM

Location: Council Chambers | City Hall | 226 West 4th Street

What is this About?

This notice is being sent to inform you that a public hearing will be held for a Rezoning Request. The subject property is currently zoned C-3 General Commercial District. The request is to rezone the property to IC Institutional Campus District. The purpose is to redevelop the former AT&T Call Center Building into an educational facility for Coram Deo Academy.

Request/Case Description

Case REZ25-04: Request of Coram Deo Academy to rezone 5348 Elmore Circle, being approximately 10.72 acres of land, from C-3 General Commercial District to IC Institutional Campus District. [Ward 6]

What are the Next Steps after the Public Hearing?

The Plan and Zoning Commission will hold a formal public hearing at their meeting on July 15, 2025. The Plan and Zoning Commission will vote (provide a recommendation) to the City Council at their meeting on August 5, 2025. The Commission's recommendation will be forwarded to the City Council, which will then hold its own public hearing. You will receive a notice of the City Council's public hearing. For the specific dates and times of subsequent meetings, please contact planning@davenportiowa.com.

Would You Like to Submit an Official Comment?

As a neighboring property owner, you may have an interest in commenting on the proposed request via email or in person at the public hearing. Send written comments to planning@davenportiowa.com (no later than 12:00 PM one day before the public hearing) or to: Planning, 1200 E 46th St, Davenport IA 52807.

All documents related to the meeting (agenda included) are at "Meeting Minutes & Agendas": https://www.davenportiowa.com/government/meeting_minutes_agendas

Do You Have Any Questions?

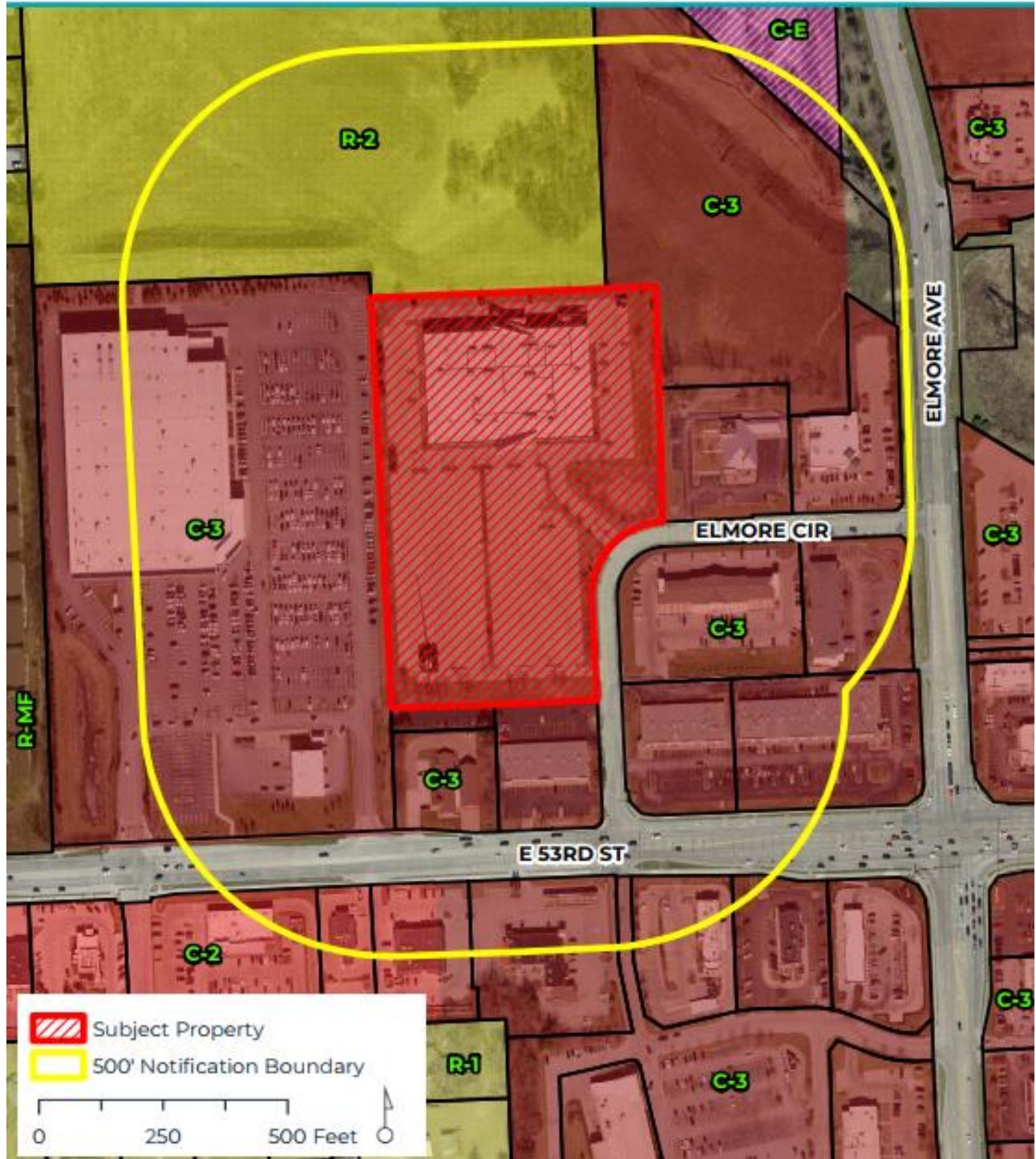
If you have any questions or if accommodations are needed for any reason, please contact the planner assigned to this project (Matt Werderitch) at matt.werderitch@davenportiowa.com or 563-888-2221. Interpretive services are available at no charge. Servicios interpretativos libres estan disponibles. TTY: (563) 326-6145

Please note items may be removed or tabled to a future hearing date at the request of the Applicant or Commission/Board. Those interested in verifying case actions and/or tablings, please contact Planning at 563-326-6198 or planning@davenportiowa.com for updates.



Public Notice Map | Case REZ25-04

Request of Coram Deo Academy to rezone 5348 Elmore Circle, being approximately 10.72 acres of land, from C-3 General Commercial District to IC Institutional Campus District. [Ward 6]



Davenport Plan and Zoning Commission
July 15, 2025

RE: Case REZ25-04: Request of Coram Deo Academy to rezone 5348 Elmore Circle

Our Family owns the VTS Farm Parcel A LLC, which is within 500 feet of the proposed rezoning property. While we understand and support that the former AT&T Call Center Building be repurposed, we are opposed to this rezoning request. This rezoning could have adverse effects on our property for future sale and development due to the City of Davenport's 600-foot separation between establishments selling liquor and schools or child care facilities.

Our Family has worked with the Plan and Zoning Commission and the City Council for many years on various development projects along the 53rd Street and Elmore Corridor. We would like to engage in finding a potential solution. We are aware that there is a waiver process and one of the factors that could be taken into consideration is Pheasant Creek as it would provide a geographical buffer. However, we would propose that our property be exempt from this 600-foot restriction and that it be legally written and agreed to by Coram Deo Academy and the City of Davenport.

We will be attending the Public Hearing Meeting on July 15, 2025 to address any questions you might have.

Sincerely,

Carolyn Webber
Marilyn Schreiber
Operating Managers for VTS Farm Parcel A

City of Davenport

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch | 563-888-2221

Action / Date
7/15/2025

Subject:
Consideration of the July 1, 2025 meeting minutes.

Recommendation:
Approve the minutes.

Background:
The July 1, 2025 meeting minutes are attached.

Attachments:
1. Meeting Minutes 7-1-25

MINUTES
PLAN AND ZONING COMMISSION MEETING
CITY OF DAVENPORT, IOWA
TUESDAY, JULY 1, 2025; 5:00 PM
CITY HALL | 226 WEST 4TH STREET | COUNCIL CHAMBERS

I. Roll Call

Present: Inghram, Hepner, Schilling, Garrington, Eikleberry, Maness, Johnson, Thomas, Schneider, Tallman

Excused: Dunlop

Staff: Berkely, Werderitch

II. Report of the City Council Activity

Staff provided an update of the City Council activity.

III. Secretary's Report

A. Consideration of the May 6, 2025 meeting minutes.

Motion by Tallman, second by Johnson, to approve the May 6, 2025 meeting minutes. Motion to approve was unanimous by voice vote (9-0).

IV. Report of the Comprehensive Plan Committee

V. Zoning Activity

A. Old Business

B. New Business

1. Case FDP25-01: Request of Annie Wittenmyer Family, LLC to establish a Planned Unit Development at 2800 Eastern Avenue in accordance with the submitted Final Plan. [Ward 5]

Motion by Inghram, second by Maness, to forward Case FDP25-01 to City Council with a recommendation for approval in accordance with the listed findings.

Staff outlined the planned unit development review process, summarized the approved preliminary plan, and identified minor alterations in the final development plan.

Staff recommended Case FDP25-01 be approved in accordance with the submitted materials, subject to the following findings.

Findings:

1. The final development plan provides a public benefit to the City.
2. The final development plan meets the purpose of a planned unit development.
3. The final development plan is consistent with the preliminary plan.

Chris Ales, representative of Annie Wittenmyer Family LLC, was in attendance to answer questions and further describe the project.

Commissioners inquired about the archaeological site, phasing of development, historic preservation, and project financing.

Motion by Maness, second by Eikleberry, to amend the motion. The revised motion was to approve Case FDP25-01 in accordance with the submitted materials, and subject to the listed findings. Motion to approve was unanimous by a roll call vote (9-0).

VI. Subdivision Activity

A. Old Business

B. New Business

VII. Future Business

VIII. Communications

IX. Other Business

X. Adjourn

Motion by Tallman, second by Johnson, to adjourn the meeting. Motion to adjourn was unanimous by voice vote (9-0).

The meeting adjourned at 5:19 pm.

City of Davenport

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch | 563-888-2221

Action / Date
7/15/2025

Subject:

Case F25-09: Request of Parallel Timber Ridge LP for a Final Plat of Sheffield Square Ninth Addition. The 1-lot subdivision is located on 54th Street, west of Pine Street, on 2.07 acres. [Ward 2]

Recommendation:

Staff recommends the Plan and Zoning Commission accept the listed findings and forward Case F25-09 to the City Council with a recommendation for approval subject to the listed conditions:

Findings:

1. The final plat conforms to the comprehensive plan Davenport +2035.
2. The final plat prepares the area for future development.
3. The final plat (with conditions recommended by City Staff) will achieve consistency with subdivision requirements.

Conditions:

1. That the surveyor signs the plat.
2. That the utility providers sign the plat when their easement needs have been met.
3. Add a note stating, "Sidewalks are required with the development or when so ordered by the City of Davenport."

Background:

The site consists of five vacant lots, which will be combined to form a larger developable property. The purpose is to construct Timber Ridge Apartments, a planned 52-unit rental community for independent-living seniors 62 years of age or older. All units will be located within one 3-story fully accessible building spanning across 5 properties. Community amenities will include a gathering place and a dog park.

Comprehensive Plan:

Within Existing Urban Service Area: Yes
Within Urban Service Area 2035: Yes

Future Land Use Designation:

The subject property is currently designated as Residential General in the Davenport +2035 Future Land Use Map.

1. **Residential General (RG)** - Designates neighborhoods that are mostly residential but include, or are within one-half mile (walking distance) of scattered neighborhood compatible commercial services, as well as other neighborhood uses like schools,

churches, corner stores, etc. generally oriented along Urban Corridors (UC). Neighborhoods are typically designated as a whole. Existing neighborhoods are anticipated to maintain their existing characteristics in terms of land use mix and density, with the exception along edges and transition areas, where higher intensity may be considered.

Relevant Goals to be considered in this Case: Strengthen the Existing Built Environment.
The proposed Final Plat complies with the Davenport +2035 proposed land use section.

Zoning:

The applicant is petitioning for a rezoning of Lot 21 of Sheffield Square 1st Addition from C-1 Neighborhood Commercial District to C-T Commercial Transitional District. The Plan and Zoning Commission recommended approval of Case REZ25-01 at its January 21, 2025 meeting. City Council is tentatively scheduled to make a final determination at its July 23, 2025 meeting.

1. **C-1 Neighborhood Commercial District (Lot 21 of Sheffield Square 1st Addition):** This zoning district is intended to provide for commercial uses that predominantly serve the needs of nearby residential neighborhoods, and that are compatible in scale and character with the surrounding residential area. Low intensity mixed-use is encouraged.
2. **C-T Commercial Transitional District (Lots 17-20 of Sheffield Square 1st Addition):** This zoning district is intended to accommodate low intensity limited office, service, and retail uses that may serve as a transition between residential areas and more intensely developed commercial or light industrial areas of the City. Low intensity mixed-use is allowed.

Technical Review:

1. Zoning: The subject site is currently zoned C-1 Neighborhood Commercial District and C-T Commercial Transitional District. Case REZ25-01 is pending approval from City Council, which will make the entirety of the site zoned C-T Commercial Transitional District. The one-lot subdivision complies with the commercial district dimensional standards.
2. Streets: The subdivision maintains street frontage on West 54th Street. No additional right-of-way is dedicated with this final plat.
3. Stormwater: A stormwater detention easement is provided on the western portion of the property with access to West 54th Street. The infrastructure required to meet detention and water quality treatment will be installed with the development of the Timber Ridge Apartments.
4. Sanitary Sewer: There is an existing 8-inch sanitary sewer extending north-south on Lot 17 of Sheffield Square 1st Addition. The 20-foot-wide sewer easement is accurately reflected on the subdivision plat.
5. Storm Sewer: There is a 15-inch storm sewer line extending the length of the east property line.
6. Other Utilities: Normal utility services are available on this site.
7. Parks/Open Space: There are no impacts to parks/open space.

Public Input:

Public notification is not required for a Final Plat.

Attachments:

1. Application
2. Final Plat of Sheffield Square Ninth Addition
3. Conceptual Site Plan
4. Rendering-Timber Ridge Apartments
5. Maps



CITY OF DAVENPORT
Development & Neighborhood
Services – Planning
1200 E. 46th St
Davenport, IA 52807

Office 563.326.6198
planning@davenportiowa.com

APPLICATION FOR
SUBDIVISION PLAT
(LAND DIVISION)

APPLICANT INFORMATION

Applicant Name | Company Name

Barry Accountius, Parallel Timber Ridge LP

Address

500 S. Front Street, 10th Floor

City | State | Zip

Columbus, OH 43215

Phone

(614) 935-5466

Secondary Phone

E-Mail Address

Baccountius@wodagroup.com

Acceptance of Applicant

I, the undersigned, certify that the information on this application to the best of my knowledge, is true and correct. I further certify that I have a legal interest in the property in question, and/or that I am legally able to represent all other persons or entities with interest in this property, and acknowledge formal procedure and submittal requirements.

In addition to the application fee, I understand I am responsible for all development review costs, including but not limited to a traffic study.

Barry Accountius

Print Applicant's Name

[Signature]

Applicant's Signature

6-11-25
Date

SUBDIVISION NAME (& PRJ-NUMBER if assigned)

Sheffield Square Ninth Addition (Timber Ridge Site Development PRJ-5190)

LOCATION DESCRIPTION

Southeast of N. Linwood Ave & W. 54th St.

SUBMITTAL DATE

05/22/2025

NUMBER OF LOTS BY USE TYPE

1

ACRES

2.10

STREET DISTANCE

SELECT PLAT TYPE SUBMITTED:

PRELIMINARY PLAT: \$16.16 Requirements ☐

FINAL PLAT: \$16.20 Requirements ☒

PRELIMINARY PLAT REQUIREMENTS:

Preliminary Plat ☐

Contours (2') & Infrastructure (pre/post) ☐

FINAL PLAT REQUIREMENTS:

Platting Certificates per \$354.11 State Code ☐

Final Plat ☐

GENERAL REQUIREMENTS:

Authorization to Act as Applicant, if needed ☐

Application Fee (REQUIRED) ☐

Subdivision Platting Fee Schedule

Number of Lots	Fee
1 lot to 10 lots	\$400 plus \$25/lot
11 to 25 lots	\$700 plus \$25/lot
26 or more lots	\$1,000 plus \$25/lot

Submit this form, and any questions, to DNS Planning Division at
planning@davenportiowa.com

DEVELOPMENT TEAM

Developer / Project Manager

Barry Accountius, Woda Cooper Development, Inc.

Address

500 S Front Street, 10th Fl. Columbus, OH 43215

Phone

(614) 935-5466

Secondary Phone

E-Mail Address

baccountius@wodagroup.com

Owner

Steven Josvanger

Address

6732 Cresthill Drive, Davenport, IA 52806

Phone

(563) 370-7937

Secondary Phone

E-Mail Address

shueree@hometeamqc.com

Engineer

Daryl Brickner, IMEG Consultants Corp.

Address

1717 State St. Suite 201, Bettendorf IA 52722

Phone

(563) 823-6079

Secondary Phone

E-Mail Address

daryl.a.brickner@imegcorp.com

Attorney

Address

Phone

Secondary Phone

E-Mail Address

Development and Neighborhood Services
1200 East 46th St. Davenport, Iowa 52807

T | 563.326.6198
E | planning@davenportiowa.com

davenportiowa.com/DNS
revised Jan. 2025

Authorization to Act as Applicant

I/We, Steven Josvanger

[as property owner(s)]

authorize Barry Accountius and/or Nick Pack and/or Karen Bernick

[the above person(s)]

to act as applicant, representing me/us before the City Plan & Zoning Commission

for the property located at across from 2350 W 54th Street

Steven J. Josvanger
Signature(s)*

*Please note: original signature(s) are required signed in front of a Notary.

Notarization:

11-19-24
Date

State of Iowa

County of SCOTT

Sworn and subscribed before me

this 19th day of NOV, 2024

LATASHA M BROTHERTON

Notary Public

My Commission Expires:

July 7 2026



[identification type]

SURVEYOR'S NOTES

This Final Plat was prepared at the request of WODA Group.

It should be noted that in the performance of this re-survey, the courses and distances of the re-survey may vary from recorded calls, based on the existence of found monumentation, occupation, or other controlling calls or conditions that have occurred in the re-survey of this property.

No investigation concerning environmental and subsurface conditions, or for the existence of underground containers, structures or facilities which may affect the use or development of this property was made as a part of this re-survey.

No investigation was made as apart of this re-survey to determine or show data concerning existence, size, depth, condition, capacity, or location of any utilities or municipal facilities, except as noted. Call Iowa One-Call at 1-800-292-8989 for information regarding these utilities or facilities.

Distances are listed in feet and decimal part of a foot.

All monuments shown hereon have been found or set.

Blanket underground easements granted for all primary and secondary electric cables, pad mounted transformers, electric transformers, primary cable, gas service, water service, sewer laterals, telephone service and cable T.V. to individual structures and street lights.

Stormwater detention and water quality treatment are required for this subdivision and shall be owned and maintained by the owner.

FINAL PLAT
OF

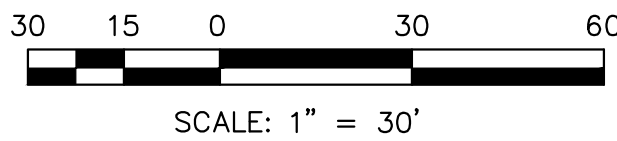
SHEFFIELD SQUARE NINTH ADDITION

A REPLAT OF LOTS 17, 18, 19, 20 AND 21 OF
SHEFFIELD SQUARE FIRST ADDITION, IN THE CITY OF DAVENPORT,
COUNTY OF SCOTT, STATE OF IOWA
2.07 ACRES±

OWNER / DEVELOPER
WODA Group
500 South Front Street
Columbus, Ohio 43215
Attn: Alexander Kellar

DRAFT
07-09-2025

BASIS OF BEARINGS
IOWA STATE PLANE COORDINATE SYSTEM
SOUTH ZONE NAD 83 (2011 ADJUSTMENT)



LEGEND

- SUBDIVISION BOUNDARY
- PROPOSED RIGHT OF WAY LINE
- PROPOSED EASEMENT LINE
- PROPOSED STORM WATER DETENTION EASEMENT
- PROPOSED STORM WATER PASSAGEWAY EASEMENT
- EXISTING LOT / DEED LINE
- EXISTING R.O.W. LINE
- UNDERLYING LOT LINE
- UTILITY EASEMENT
- BUILDING SETBACK LINE
- MEASURED DIMENSION
- RECORDED DIMENSION
- 5/8" REBAR WITH CAP #13581, SET
- CUT "X" IN CONCRETE
- REBAR, FOUND
- REBAR WITH CAP # _____, FOUND
- P.K. NAIL, FOUND
- P.K. NAIL, SET
- PIPE, FOUND

EASEMENT NOTE

By signing this plat, each utility company listed below acknowledges that they quit claim their easement rights within the easements labeled as (VACATED) within the boundary of this subdivision and accept in their place the new easements established by this subdivision plat.

MID AMERICAN ENERGY CO.

DATE: _____

CENTURY LINK

DATE: _____

IOWA-AMERICAN WATER CO.

DATE: _____

METRONET

DATE: _____

MEDIACOM

BY: _____

DATE: _____

PLANNING AND ZONING

BY: _____

DATE: _____

CITY OF DAVENPORT, IOWA

BY: _____

ATTEST: _____

DATE: _____

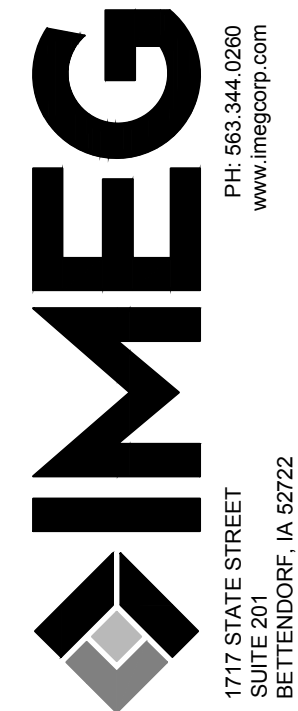
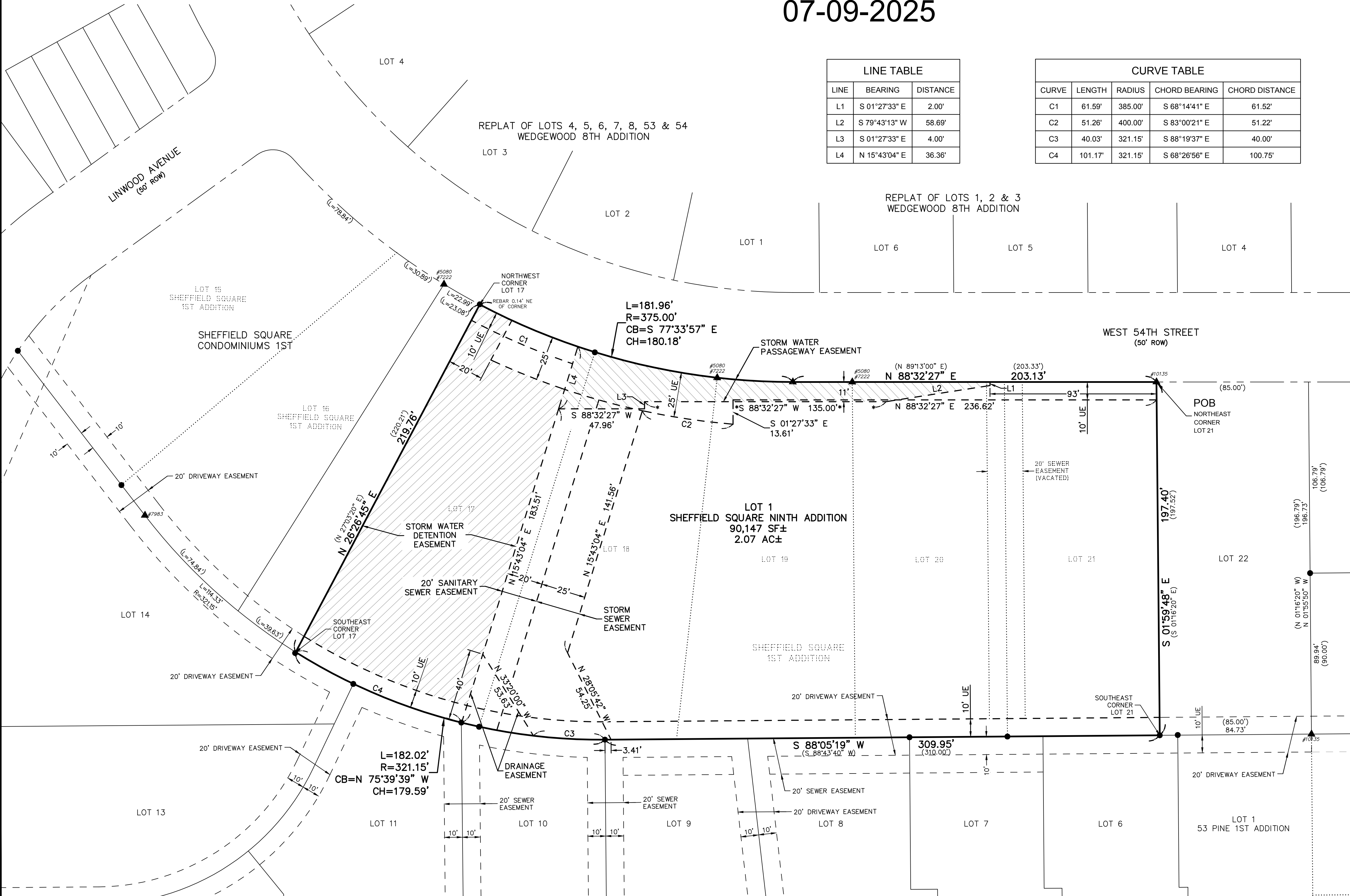


I hereby certify that this land surveying document was prepared and the related calculations were made by me or under my direct personal supervision and are in accordance with the laws of Iowa.

Daryl A. Brickner, PLS No. 13581 Date
My license renewal date is December 31, 2025
No. of sheets covered by this seal: _____

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 01°27'33" E	2.00'
L2	S 79°43'13" W	58.69'
L3	S 01°27'33" E	4.00'
L4	N 15°43'04" E	36.36'

CURVE TABLE				
CURVE	LENGTH	RADIUS	CHORD BEARING	CHORD DISTANCE
C1	61.59'	385.00'	S 68°14'41" E	61.52'
C2	51.26'	400.00'	S 83°00'21" E	51.22'
C3	40.03'	321.15'	S 88°19'37" E	40.00'
C4	101.17'	321.15'	S 68°26'56" E	100.75'



SHEFFIELD SQUARE NINTH ADDITION
DAVENPORT, IOWA
FINAL PLAT

IMEG Project No:
24001000.01

File Name:
24005110.00 Subd Plat.dwg

© COPYRIGHT 2025
ALL RIGHTS RESERVED

Field Book No:

Drawn By: DAB

Checked By: BDO

Date: 05/22/2025

Sheet 1 of 1

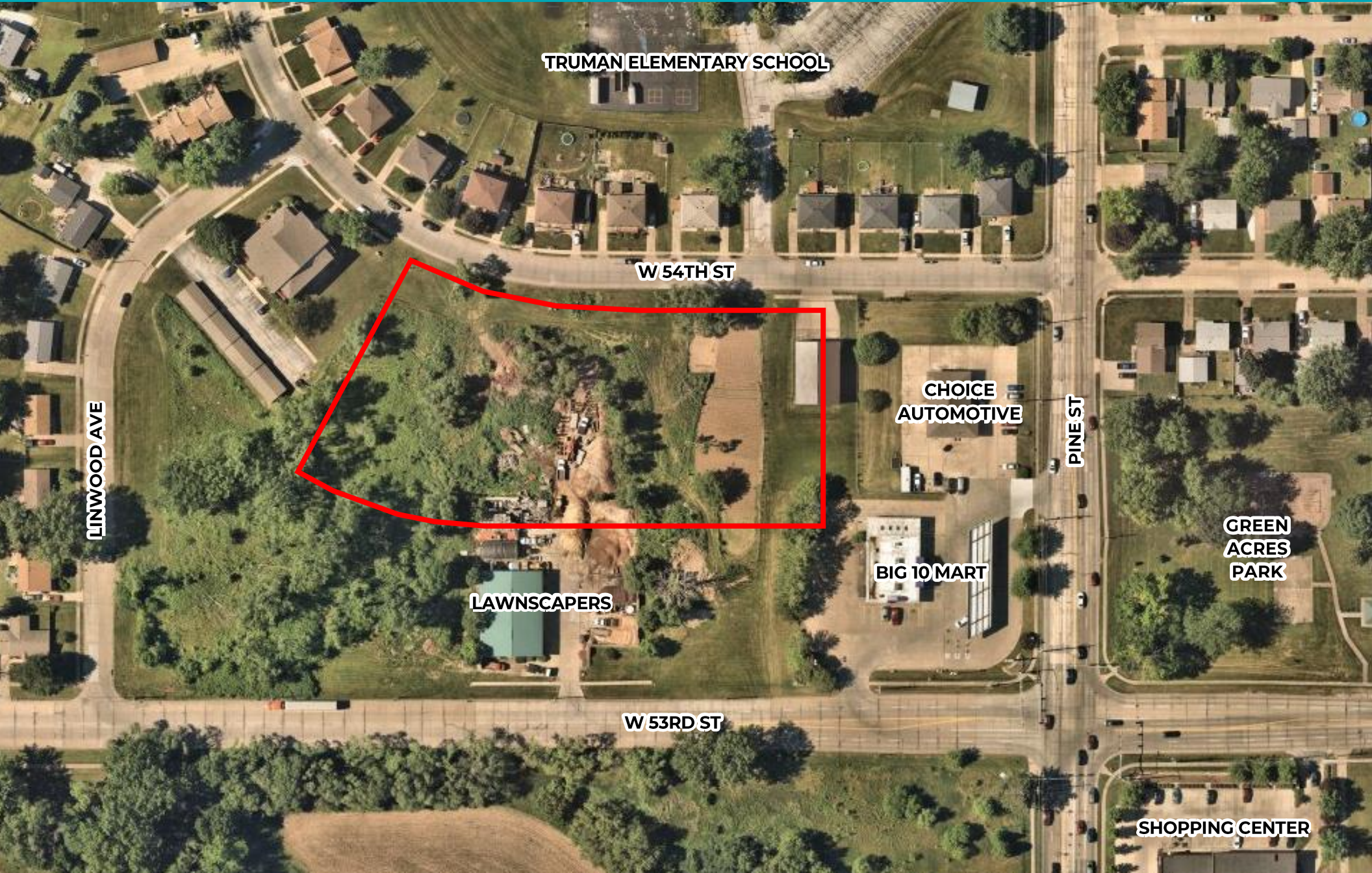




THE CITY OF
DAVENPORT
I O W A | U S A

Vicinity Map | Case F25-09

Request of Parallel Timber Ridge LP for a Final Plat of Sheffield Square Ninth Addition. The 1-lot subdivision is located on 54th Street, west of Pine Street, on 2.07 acres. [Ward 2]

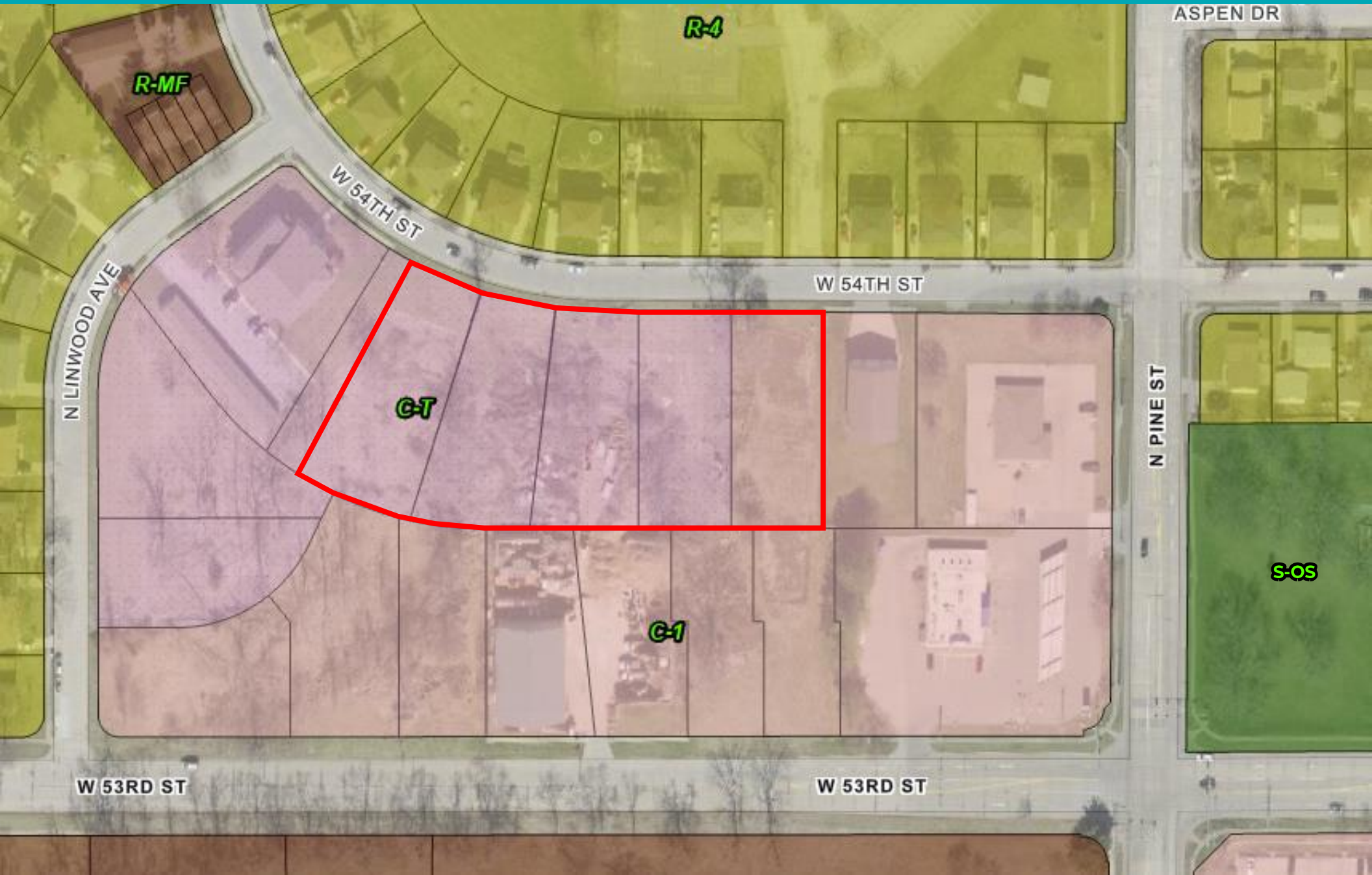




THE CITY OF
DAVENPORT
IOWA | USA

Zoning Map | Case F25-09

Request of Parallel Timber Ridge LP for a Final Plat of Sheffield Square Ninth Addition. The 1-lot subdivision is located on 54th Street, west of Pine Street, on 2.07 acres. [Ward 2]





THE CITY OF
DAVENPORT
I O W A | U S A

Future Land Use Map | Case F25-09

Request of Parallel Timber Ridge LP for a Final Plat of Sheffield Square Ninth Addition. The 1-lot subdivision is located on 54th Street, west of Pine Street, on 2.07 acres. [Ward 2]



City of Davenport

Department: Development & Neighborhood Services
Contact Info: Matt Werderitch | 563-888-2221

Action / Date
7/15/2025

Subject:
Election of Officers

Recommendation:
Elect a Chairperson, Vice-Chairperson, and Secretary.

Background:

The Commission shall elect from its membership a Chairperson, Vice-Chairperson, and Secretary. The officers' duties shall be those described in the attached Bylaws. All positions shall hold office for a period of one year or until his/her successor is elected.

Current Officers:

1. Chairperson: Robert Inghram
2. Vice-Chairperson: Barbara Maness
3. Secretary: David Tallman

Attachments:

1. Plan & Zoning Commission Bylaws

**BYLAWS AND RULES OF PROCEDURE
CITY PLAN AND ZONING COMMISSION
DAVENPORT, IOWA**

**UPDATED AND ADOPTED
May 31, 2022**

1 Officers

1.1 Officers

1.1.a Chairperson

- 1) The position of Chairperson is hereby established.
- 2) The Chairperson shall preside at all meetings of the Commission.
- 3) The Chairperson shall have general charge of the business of the Commission.
- 4) The Chairperson shall appoint all committees.
- 5) The Chairperson shall perform such other duties as are usually exercised by the Chairperson of a Commission or as specifically authorized by the Commission.

1.1.b Vice-Chairperson

- 1) The position of Vice-Chairperson is hereby established.
- 2) The Vice-Chairperson shall act in the capacity of Chairperson in the absence of the Chairperson.
- 3) In the event the office of Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the unexpired term and the Commission shall elect a successor to the office of Vice-Chairperson for the unexpired term.

1.1.c Secretary

- 1) The position of Secretary is hereby established.
- 2) The Secretary shall attend all regular and special meetings and public hearings and shall call the roll of those members present.
- 3) The Secretary shall present a record of those meetings to the Commission.
- 4) The Secretary shall act in the capacity of Chairperson in the absence of the Chairperson and the Vice-Chairperson.

1.2 Election of Officers and Appointment of Committees

1.2.a Officers of the Commission shall be elected at the first regularly scheduled meeting of the Commission in July and shall hold office for one year or until their successors are elected.

1.2.b Any vacancy of a position may be filled at any Regular or Special Meeting after such vacancy.

1.2.c As needed, the Chairperson shall appoint committees and the chairperson of each.

2 Public Hearings

- 2.1 The Commission shall hold public hearings before consideration of Comprehensive Plan amendments, Zoning Ordinance text amendments, Zoning Maps amendments, or the vacation of Right-of-Way.
- 2.2 Notice of the time and place of the hearing will be given not less than 4 and no more than 20 days prior to such hearing by one publication in a newspaper of general circulation.
- 2.3 The notice procedures outlined in Section 17.14.020 of the Zoning Code shall be followed.
- 2.4 The public will be allowed to speak to any of the open petitions on the public hearing, with a maximum of five (5) minutes at the discretion of the Chair.

3 Meetings

3.1 Regular Meetings

- 3.1.a The monthly meetings of the Commission shall be held on the Tuesday preceding the first and third Wednesday of the month at 5:00 p.m.
- 3.1.b All Regular Meetings shall be held at City Hall unless otherwise specified.
- 3.1.c In the event that all elected officers should be absent or unable to attend to the duties of their office, the members of the Commission may, at any Meeting, appoint a Chairperson pro-tempore or a Secretary pro-tempore, who shall attend to all the duties of such office until such officer shall return or be able to attend to their duties.

3.2 Special Meetings

- 3.2.a Special Meetings of the Commission may be called by the Chairperson and held at any time or place fixed in the call with proper notice.
- 3.2.b Any three or more members of the Commission may request in writing to staff to call a Special Meeting.

3.3 Notice of Meetings

- 3.3.a The Staff shall file with the Deputy City Clerk the time and place of all Commission meetings, together with a copy of the Agenda and previous meeting minutes at least twenty-four hours in advance of the meeting.

- 3.3.b A copy of the agenda and minutes together with such additional material as the Staff deems appropriate shall be given to each member of the Commission.

3.4 Quorum

- 3.4.a Roll call of members shall start each Commission meeting.
- 3.4.b Fifty percent of the appointed membership shall constitute a quorum for the transaction of business at all Commission meetings.
- 3.4.c Without a quorum, no business will be transacted and no official action on any matter will take place.

3.5 Order of Business

Agenda

Public Hearing

- 1) Roll Call by Secretary
- 2) Report of Old Business
- 3) Report of New Business
- 4) Adjournment

Regular Meeting

- 1) Roll Call by Secretary
- 2) Report of City Council Activity
- 3) Secretary's Report
- 4) Comprehensive Plan Report
- 5) Zoning Activity Report
- 6) Subdivision Activity Report
- 7) Other Business
- 8) Future Business
- 9) Communications
- 10) Adjournment

3.6 Voting

- 3.6.a Voting will be roll call, called by the Secretary, and will be recorded by yeas and nays or present. A vote of Present will have the effect of a nay vote.
- 3.6.b Every member of the Commission, excluding the Chairperson, is required to cast a vote upon each motion. The Chairperson may vote upon a motion in the case of a tie occurs or to cause a tie to occur. If a tie occurs following the vote of the Chairperson, a negative

recommendation will be forwarded to the City Council.

3.6.c A member may abstain only if the member believe there is a conflict of interest as provided in Subsection 3.7.

3.6.d Members shall be physically present at the meeting in order to exercise their vote. Proxy voting, mail voting or telephone voting are prohibited. If deemed necessary (i.e. declared pandemic, health, etc.) the Chairperson may permit a virtual attendance and virtual voting on a temporary basis.

3.6.e The affirmative vote of a majority of those members voting shall be required for the exercise of powers or functions conferred or imposed upon the Commission, but less than a quorum of the members may meet and adjourn from time to time until a quorum is present.

3.7 Conflict of Interest

3.7.a A member of the Commission must abstain from participating in a matter before the Commission when the member has a conflict of interest or an appearance of impropriety.

3.7.b Conflict of interest shall mean a direct and personal interest in the outcome of the proceedings. An appearance of impropriety shall mean an apparent conflict of interest based on objective standards.

3.7.c A member of the Commission shall declare their conflict or appearance of impropriety as soon as the matter comes before the Commission for discussion or as soon thereafter as the member becomes aware of the appearance of impropriety or conflict. Thereafter, the member shall take no part in the discussion or vote on the matter.

4 **Meeting Attendance**

4.1 Commission members are expected to attend all regular and special Committee and Commission meetings and public hearings of the Commission.

4.2 Prior to any scheduled Meeting, members shall notify the appropriate city Staff regarding any excused or anticipated absences.

4.3 Failure to attend meetings as outlined in Section 2.64.070 of the City Code may be subject to forfeiture of appointment.

5 **Communications**

5.1 Only the Chairperson shall speak, make statements, comment on social meeting, or issue news releases on behalf of the entire Commission pertaining to its

actions, attitudes and/or actions. Any member of the Commission may express their personal opinion on matters not before the Commission, provided their expressly state their comments are as a private citizen and not as a member of the Commission.

- 5.2 It is the policy of the Commission that members not attend private meetings whose principal purpose is to discuss business that is before the Commission, unless such attendance is approved by the Commission prior to the meeting.
- 5.3 Ex Parte means communication between one or more Commission members and a party or third person outside of the duly scheduled meetings on an issue pending before the Commission. Ex Parte communications should be avoided because they raise the issue of due process and fairness. In the event a situation arises where they occur, the member(s) shall place on the public record the sum and substance of the communication to enable interested persons to rebut the communications.
- 5.4 Any written communication to a Commission member(s) shall be reported and presented to the entire Commission and shall be included in the public record.

6 Duties

- 6.1 The duties of the Commission include:
 - 6.1.a Review, advise, and make recommendations regarding revisions to the Comprehensive Plan.
 - 6.1.b Review and make recommendations on subdivision plans and other development proposals to ensure that they are in conformance with the Comprehensive Plan of the City of Davenport and that the provisions of the Subdivision ordinance are fulfilled.
 - 6.1.c Review and make recommendations to the City Council on the vacation of public rights-of-way of streets and alleys.
 - 6.1.d Review and make recommendations to the City Council on proposed changes to the Zoning Ordinance, altering the map or text, in conformance with the Comprehensive Plan and City Code.

7 Committees

- 7.1 Executive Committee
 - 7.1.a The Executive Committee is a standing committee of the Commission which consists of the Chairperson, Vice-Chairperson and Secretary.

7.1.b The duties of the Executive Committee are:

- 1) Annual review of the bylaws and make recommendations of any possible changes to the full Commission for consideration.
- 2) Consideration of items to be brought to the Commission as a whole which are not considered by any other committee in existence or appointed by the Chairperson.

7.2 Comprehensive Plan Committee

7.2.a The Comprehensive Plan Committee, being the whole Commission, is tasked with supporting the maintenance and implementation of the Comprehensive Plan of the City of Davenport.

7.2.b The Chairperson may appoint subcommittees to study particular issues if they choose to do so.

7.3 Special Committees

7.3.a Special Committees as may be deemed necessary or advisable by the Commission may be created from time to time by resolution of the Commission at any Meeting called for that purpose.

7.3.b The Chairperson of the Commission shall appoint one member of each Committee the Chairperson thereof, and the Committee shall meet at such times and places as directed by the Chairperson of the committee or at the regularly scheduled time and place of a particular committee meeting.

7.3.c The members of the Committees shall serve for one year or until their successors are appointed or in the case of Special Committees, until their work is completed. Any vacancy in a Committee shall be filled by the Chairperson of the Commission.

8 Staff

8.1 The Director of Development & Neighborhood Services or the designated representative shall serve as staff to the Commission.

8.2 The Staff shall be responsible for preparation of the Agenda and for the provision of all staff support and reports to the Commission and its Committees. The Staff shall provide to the Commission all reports pending on its upcoming agenda at least 24 hours prior to the scheduled meeting. Action may be deferred on any agenda item not meeting this requirement.

8.3 The Staff shall be responsible for the maintenance of all records, reports and correspondence.

9 New Commissioner Orientation and Training

9.1 Orientation

9.1.a Following appointment to the Commission and as soon as possible, new Commissioners shall attend an orientation session with the Commission Chair and Staff. At this meeting the following topics shall be among those covered.

- Duties of the Commission
- The Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, and Flood Damage Prevention Ordinance
- Meeting attendance
- Commission bylaws, including conflict of interest and ex-parte contact
- Commissioner decorum

9.1.b Staff will provide new Commissioners with links to relevant documents and training materials, or provide hard copies upon request.

9.2 Training

9.2.a Commissioners shall be offered the opportunity for training through invitations to webinars hosted by the Bi-State Regional Commission and other sources. The costs of attendance shall be the responsibility of the individual Commissioner, or through full or partial reimbursement by the City if funds are available.

10 Rules of Order

10.1 Parliamentary Procedure

10.1.a Roberts Rules of Order, Revised, will serve as a guide for the Commission meetings in all cases where these rules do not provide for the procedures to be followed.

10.2 Amendments

10.2.a The foregoing bylaws, or any part thereof, may be amended at Meeting of the Commission where not less than three days' notice has been given to all members of the Commission and a copy of the proposed amendment sent with the notice, providing, however, its shall require an affirmative vote by the majority of the Commissioners present to make any amendment or change in the bylaws.

10.3 Delays in Processing

- 10.3.a Issues brought before the Commission for recommendation shall be considered in a timely manner. Any issue under consideration by the Commission or one of its Committees, which has been tabled, postponed or returned for additional supporting information shall be returned to the agenda of the appropriate body on or before its sixth meeting following the tabling, postponing or returning for additional information.
- 10.3.b Should the requested information not be submitted in the amount of time provided for above, the Commission or Committee may make a recommendation based on the information available or it may return the petition, request, etc. to the part submitting it for future resubmission after making a determination that the petition, request, etc. is incomplete and after listing the requisite information to complete it.