

**PLANNING & DEVELOPMENT**

600 West Fourth Street  
Davenport, Iowa 52801-1106  
Email: [planning@scottcountyiowa.gov](mailto:planning@scottcountyiowa.gov)  
Office: (563) 326-8643



**SCOTT COUNTY  
PLANNING AND ZONING COMMISSION  
AGENDA  
Tuesday, August 5, 2025  
5:30 P.M.**

1. **Call to Order**
2. **Approval of Minutes:** Approval of the June 17, 2025 meeting minutes.
3. **Public Meeting, Site Plan:** Application from **Jaks Pizza & Pub** (deedholder **Sapphire Properties, LLC**), for approval of a site plan to add an approximate 30' x 30' deck for patron seating at the rear of 10 Grove Road, Park View, a commercial suite in the building situated on Lot 109 of Park View 1<sup>st</sup> Addition.
4. **Discussion of Amendment to the Planning & Zoning Commission Administrative Rules**
5. **Work Session, Ordinance Text Amendment:** Continuation of discussion regarding Chapter 6 Zoning Ordinance updates to minimum residential lot size
6. **Old Business**
7. **Zoning Administrator's Report**
8. **Public Comment**
9. **Adjournment**

### Public Hearing/Meeting Procedure

- a. Chairman reads public notice of hearing.
- b. Director reviews background of request.
- c. Applicant /Representative provide any additional comments on request.
- d. Public may make comments or ask questions.
- e. Director makes staff recommendation.
- f. Applicant may respond or comment.
- g. Commission members may ask questions.
- h. Chairman closes the public portion of the hearing (No more public comments).
- i. Discussion period for the Commission members.
- j. Commission members make motion to approve, deny, or modify request.
- k. Final vote. Recommendation goes to Board of Supervisors.

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**SCOTT COUNTY  
PLANNING AND ZONING COMMISSION  
Tuesday, June 17, 2025  
5:30 P.M.**

**MEETING MINUTES**

Scott County Library, Eldridge Branch  
Meeting Room A/B  
200 North 6<sup>th</sup> Avenue  
Eldridge, IA 52748

**MEMBERS PRESENT:** Sean Eckhardt, Joan Maxwell, Steve Piatak, Lori Rochau, Kurt Steward

**MEMBERS ABSENT:** Easton Armstrong, Amy Nelson

**STAFF PRESENT:** Greg Schaapveld, Planning & Development Director  
Caitie Leighton, Senior Administrative Assistant

**OTHERS PRESENT:** *None*

1. **Call to Order:** Chair Piatak called the meeting to order at 5:32 P.M.
2. **Approval of Minutes:** Consideration of June 3, 2025 meeting minutes. Eckhardt made a motion to approve. Seconded by Maxwell. Vote: 4-0, All Ayes
3. **Public Hearing, Ordinance Text Amendment:** Chair Piatak opened the public hearing. Schaapveld provided an overview of the proposed text amendments to Chapter 6 of the Zoning Ordinance. The amendments included revisions to the regulations for home occupations, public and private parks and open space, accessory dwelling units, fencing, off-street parking, stormwater detention, and entrance/destination lighting.

Rochau inquired about the methodology for stormwater calculations. Schaapveld provided a brief explanation of the process.

Rochau made a motion to recommend approval of the proposed text amendments to Chapter 6 of the Zoning Ordinance. Steward seconded the motion.

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**Vote: 4-0, Motion carried.**

4. **Discussion of Amendment to the Planning & Zoning Commission Administrative Rules:**

The Commission discussed implementing a three-minute time limit for public comment and formally changing the meeting location.

**Steward made a motion to approve the changes to the Planning & Zoning Commission Administrative Rules. Rochau seconded the motion. Vote: 4-0, Motion carried.**

5. **Work Session, Ordinance Text Amendment: Schaapveld** continued discussion regarding potential updates to minimum lot size requirements in Chapter 6 of the Zoning Ordinance. He noted that maintaining the existing minimum lot size for properties with access to both water and sewer services may reduce development pressure in other areas of the county where such infrastructure is not available.

6. **Old Business:** *none*

7. **Zoning Administrator's Report:** *none*

8. **Public Comment:** *none*

**Adjournment:** With no further business to discuss, **Chair Piatak** adjourned the meeting at 6:38 P.M.

Submitted by:

Caitie Leighton

Senior Administrative Assistant

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**Site Plan Review Application**

Date Submitted: 7 / 10 / 2025

Deed-Holder Name: ARCHANA THAKUR

Address: 5 B Lincoln Ave City Eldridge State IA Zip 52748

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Deed-Holder Signature: [Signature]

Developer Name: Jaks Pizza + Pub

Developer Address: 10 Grove Road City Eldridge State IA Zip 52748

Developer Phone: \_\_\_\_\_ Developer Email: \_\_\_\_\_

Developer Signature: [Signature]

Name of proposed development: 30x30 deck on rear north side (or whatever

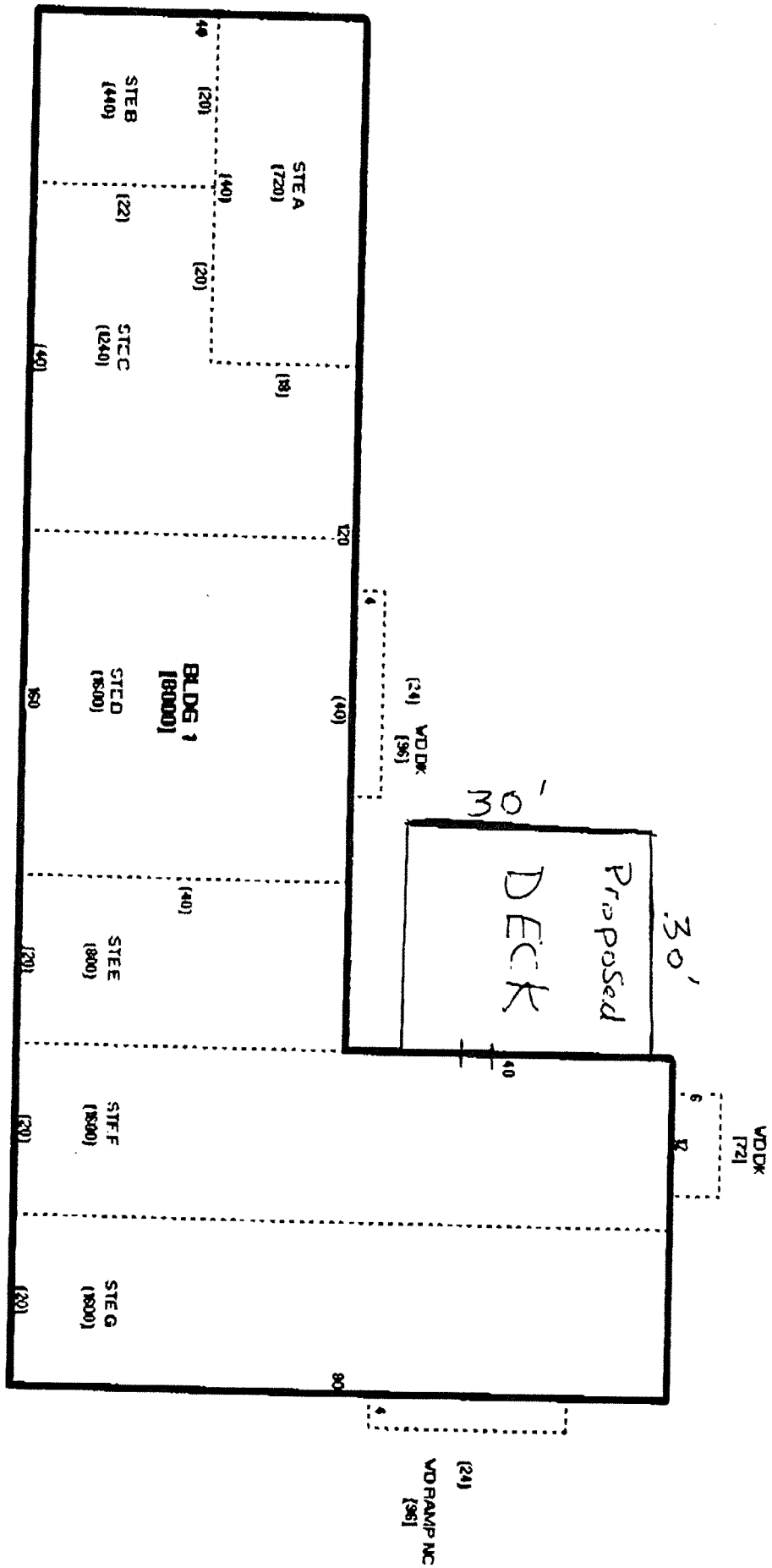
Intended land use/business activity: approved for) and door to deck

extra outdoor seating for Jaks Pizza + Pub

Fees: Less than five (5) acres = \$100.00  
Ten (10) acres or more = \$200.00

Between five (5) and ten (10) acres = \$150.00

By: [Signature] Date: 08/01/2025





## PLANNING & ZONING COMMISSION

### STAFF REPORT

August 5, 2025



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**Applicant:** Jak's Pizza & Pub

**Request:** Site Plan approval for a restaurant with outdoor seating

**Legal Description:** Lot 109 of Park View 1<sup>st</sup> Addition (Scott County Tax Parcel 0431011A9 )

**General Location:** 10 Grove Road, Park View

**Existing Zoning:** Community Area Development Park View Commercial (CAD-PVC)

**Surrounding Zoning:**

- North:** Community Area Development Park View Commercial (CAD-PVC)
- South:** Community Area Development Park View Commercial (CAD-PVC)
- East:** Community Area Development Residential (CAD-R)
- West:** Community Area Development Park View Commercial (CAD-PVC)

**GENERAL COMMENTS & STAFF REVIEW:** In accordance with Section 6-31 of the Scott County Zoning Ordinance, approval of a site plan is required by the Planning and Zoning Commission for new developments, substantial improvements to existing developments, as well as change in use or re-occupancy of existing developments. A site plan review affords the Commission the chance to ensure that minimum County development standards are met.

The applicant is proposing a **substantial improvement** to the above-referenced property by establishing a restaurant with outdoor seating. The site is currently developed with a commercial building housing multiple tenant spaces. This specific unit was previously occupied by another restaurant, Mama's Parlor, that was limited to indoor seating.

#### **Land Use**

The subject property is situated in the Park View commercial district at the intersection of Lincoln Avenue and Grove Road. Adjacent land uses include commercial developments to the west, north, and south, and a church and condominium/apartment residences to the east.

The proposal includes the construction of a 30' x 30' outdoor seating deck at the rear (east) of the building. Any additional interior renovations will require review and approval by the County Building Inspector for compliance with adopted building codes but as currently described would not necessitate an additional site plan review. The applicant will be responsible for obtaining necessary building permits and scheduling required inspections.



## PLANNING & ZONING COMMISSION

### STAFF REPORT

August 5, 2025



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#### **Access and Roadways**

The site is directly accessible from both Lincoln Avenue and Grove Road, both of which are paved County roads.

#### **Off-Street Parking**

The existing parking lot contains approximately 35 striped spaces, as well as unstriped employee/owner parking along the rear of the building. Additionally on-street parking is permitted along Lincoln Avenue but prohibited along Grove Road. Staff has reviewed the nature of the surrounding businesses and their hours of operation and believes the current parking provisions are adequate to support the proposed use.

#### **Screening, Landscaping, and Lighting**

As part of the building permit process, staff recommends the submission of an exterior lighting plan for the proposed deck demonstrating compliance with both the minimum light levels required by the Building Code and the maximum light levels allowed by the County's lighting regulations. Staff also believes that existing vegetation at the rear of the property, if preserved, will provide as sufficient, natural screening between the commercial site and adjacent residential properties.

#### **Storm Water Management**

Given the limited scope of new construction, including no additional impervious area being created, neither the County Engineer nor Planning & Development staff are requiring erosion control or storm water management plans for this project.

#### **Other Entities Notified and Public Comment**

The County Engineer and Scott County Health Department reviewed the proposal and provided no comments or objections.

Notices were mailed to property owners within 500 feet of the subject property and as of the date of this report no public comments have been received.

**RECOMMENDATION:** Staff recommends approval of the Site Plan for the proposed restaurant, including the construction of a 30' x 30' deck at the rear of the building for outdoor seating, with the following condition:

1. Prior to issuance of County building permits the applicant submit a lighting plan showing compliance with County Building Code and Zoning Ordinance.

Submitted by: Caitie Leighton, Senior Administrative Assistant, July 30, 2025



Scott County Planning and Zoning Commission  
As amended ~~June 17, 2025~~ August 5, 2025

**Administrative Rules**

The following rules of procedure are hereby adopted by the Scott County Planning and Zoning Commission.

**Section 1.0 Officers.** The commission shall select from its membership a Chair and Vice Chair, who will perform the usual duties pertaining to such offices.

- 1.1 Selection.** At the first regular meeting in January of each year, the commission shall elect its officers from its membership. All officers are eligible for re-election.
- 1.2 Tenure.** The Chair and Vice Chair shall take office immediately following their election and shall hold office for a term of one year or until their successors are elected and assume office.
- 1.3 Duties.** The Chair will preside at all meetings, 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 his/her absence and in the event the office of the Chair becomes vacant, the Vice Chair shall succeed to this office for the unexpired term and the commission shall elect a successor to the office of Vice Chair for the unexpired term. The Zoning Administrator will provide staff assistance to the Commission and perform the duties of Secretary of the commission. The Secretary will record and maintain minutes of the meetings, ensure that the minutes and adopted recommendations are properly published and recorded, and perform such other duties as the commission may determine.

**Section 2.0 Meetings.** The regular meeting of the commission shall be held on the first and third Tuesdays of every month in the Eldridge Branch of the Scott County Library, beginning promptly at 5:30 p.m. (April-October meeting time changed from 7:30 p.m. to 7:00 p.m. 7/5/2016. Year-round meeting time change to 5:30 p.m. was approved 6/21/2022) When the regular meeting falls on a legal holiday, the commission shall select a suitable alternative day in the same month. Meetings may be cancelled due to lack of agenda items. Such cancellation shall be done in agreement with the Chair at least seven (7) calendar days before. Meetings may also be cancelled due to lack of a quorum or inclement weather. Such cancellation shall be done in agreement with the Chair at least five (5) hours before the scheduled start of the meeting (~~or by 2:00 p.m.~~).

- 2.1 Special Meetings.** Special meetings will be called at the request of the Chair, or of any four members of the commission. Notice of the special meeting shall be given by the Secretary to the members of the commission at least 48 hours prior to such meeting and shall state the purpose and time of the meeting.

- 2.2 Public.** All regular and special meetings, subcommittee meetings, hearings, records and accounts shall be open to the public and comply with the Iowa Open Meetings Law.
- 2.3 Public Comment.** The public may address the Commission with comments related to specific agenda items during the public comment portion of the public hearing for those items. This is an opportunity for the public to provide comments on the matter, as such neither the Commission nor Applicant, if applicable, is expected to respond to questions posed. The public may address the Commission on any matters of Commission business not appearing elsewhere on the agenda during the public comment agenda item, again with no expectation that the Commission will respond to questions posed. Each member of the public wishing to speak must state their name and address for the record and is limited to three minutes of comment per individual.
- 2.4 Quorum.** Four members will constitute a quorum. Without a quorum, no business will be transacted and no official action on any matter will take place. A concurring vote of four members will be required for the exercise of the powers or functions conferred or imposed upon this commission.
- 2.5 Order of Business: Agenda.** The Secretary will prepare an agenda for each meeting. The order of business shall be as follows, and will be determined on a first-come, first-serve basis:
- a) Call to order
  - b) Approval of minutes
  - c) Advertised public hearing(s): The Chair will declare such a public hearing open and state its purpose. The petitioner (or his representative) will be heard first. The public hearing procedure will be followed.
  - d) Unfinished business of commission.
  - e) Reports from zoning administrator on various matters.
  - f) Public comments on matters not listed as agenda.
  - g) Adjournment.
- 2.6 Motions.** Motions may be made by anyone on the commission except the Chair. The Chair will restate the motion before a vote is taken.
- 2.7 Voting.** Voting will be by voice vote and will be recorded by yeas and nays. Every member of the commission, including the Chair, is required to cast a vote upon each motion. However, a member may abstain if the member believes there is a conflict of interest. A member who elects to abstain from voting shall state the reason for the abstention.
- 2.8 Commission Action.** The commission will not take action on any matter on which a hearing is held until the hearing has been conducted.

- 2.9 Parliamentary Procedure.** Roberts Rules of Order, Revised, will govern the commission meetings in all cases where these rules do not provide the procedures to be followed.
- 2.10 Attendance.** Regular attendance and participation of all Commission members at all regular, special and committee meeting is essential in order to facilitate good decision making by the Commission. Commission members may request excused absences from any meeting they are unable to attend. Two consecutive unexcused absences or more than four unexcused absences in any 12 month period will be considered voluntary resignation from the Commission. The position will be considered vacant and any unexpired term will be filled by Board of Supervisors in accordance with its procedures and policies. *An unexcused absence is defined as any unaccounted-for absence where County staff is not notified, or staff is not notified within a reasonable timeframe after staff solicits Commission members for their availability prior to scheduling a meeting or hearing. (Approved 11/22/23)*

### **Section 3.0 Hearings.**

- 3.1 Comprehensive Planning and Zoning Hearings.** Before the adoption or amendment of any part of the Comprehensive Plan, or recommending approval of an amendment to the Zoning Ordinance to the Board of Supervisors, the commission will hold a public hearing on the matter.
- 3.2 Notice.** Special notice of a proposed rezoning will be given by mail to all interested parties including the owners of record within 500 feet of the boundaries of the premises under consideration. (Note: this is a courtesy and not required by Iowa law.)

**Section 4.0 Conduct.** Commission members will seek out information to help them make the best possible informed decision on an agenda item. However, ex parte communication involving only one member is discouraged. Individuals who have information should be encouraged to transmit it to all Commission members through the Secretary's office prior to the meeting or make the statement in person at the Commission meeting.

- 4.1 Gifts.** Commission members may not receive any type of gift for their own personal use or enjoyment because of any action taken by the Commission.

**Section 5.0 Committees.** The commission may create by resolution committees for certain purposes as determined by the commission.

- 5.1 Appointment and Tenure of Committees.** The Chair will appoint three or more members to each committee. The committee will decide when and where to meet and announce these intentions to the commission. Members of the committee will serve until their work is completed. Vacancies will be filled by the Commission Chair.

**5.2 Duties of Committee Chair.** The Commission Chair will choose a spokesperson who will assume the following duties: present the findings and recommendations of the committee to the whole commission; ensure that the committee meeting is open to the public and the public has been notified of each meeting; guide the committee meeting and ensure that proper minutes have been kept.

**Section 6.0 Amendments.** These rules may be amended at any regular or special meeting by an affirmative vote of 4 members. The proposed rule amendment will be submitted to all commission members at least 5 days prior to voting on the amendment.

SCOTT COUNTY ORDINANCE NO. 25-

AN ORDINANCE TO ADOPT AMENDMENTS TO CHAPTER 6 OF THE SCOTT COUNTY CODE TO ADD AND AMEND CERTAIN DEFINITIONS AND REQUIREMENTS RELATED TO ZONING REGULATIONS.

BE IT ENACTED BY THE BOARD OF SUPERVISORS OF SCOTT COUNTY, IOWA:

Section 1. Amend the following sections of Chapter 6, SCOTT COUNTY CODE, 2022.

6-9	“A-P” AGRICULTURAL-PRESERVATION DISTRICT
6-10	“A-G” AGRICULTURAL-GENERAL DISTRICT
6-12	“R-1” SINGLE-FAMILY RESIDENTIAL DISTRICT

Section 2. Amend certain portions of Section 6-9 “A-P” AGRICULTURAL-PRESERVATION DISTRICT to read as follows:

REPLACE E to read as follows:						
E. Minimum Lot Area, Lot Width, Setback, & Maximum Height Requirements						
Principal Building						
No sewer or water						
Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Max Stories	Max Height
2 acres	100 ft	50 ft	10 ft	40 ft	2½	35 ft
W/sewer or water						
Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Max Stories	Max Height
1.5 acres	100 ft	50 ft	10 ft	40 ft	2½	35 ft
W/sewer & water						
Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Max Stories	Max Height
30,000 sq ft	100 ft	50 ft	10 ft	40 ft	2½	35 ft
Accessory Building						
Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Max Stories	Max Height
N/A	N/A	50 ft	10 ft	10 ft	2	35 ft

Section 3. Amend certain portions of Section 6-10 “A-G” AGRICULTURAL-GENERAL DISTRICT to read as follows:

REPLACE E to read as follows:						
E. Minimum Lot Area, Lot Width, Setback, & Maximum Height Requirements						
Principal Building						
No sewer or water						
Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Max Stories	Max Height
2 acres	100 ft	50 ft	10 ft	40 ft	2½	35 ft
W/sewer or water						
Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Max Stories	Max Height
1.5 acres	100 ft	50 ft	10 ft	40 ft	2½	35 ft
W/sewer & water						
Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Max Stories	Max Height
30,000 sq ft	100 ft	50 ft	10 ft	40 ft	2½	35 ft
Accessory Building						
Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Max Stories	Max Height
N/A	N/A	50 ft	10 ft	10 ft	2	35 ft

Section 4. Amend certain portions of Section 6-12 “R-1” SINGLE-FAMILY RESIDENTIAL DISTRICT to read as follows:

REPLACE E to read as follows:  
E. Minimum Lot Area, Lot Width, Setback, & Maximum Height Requirements

Principal Building						
No sewer or water						
Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Max Stories	Max Height
2 acres	100 ft	50 ft	10 ft	40 ft	2½	35 ft
W/sewer or water						
Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Max Stories	Max Height
1.5 acres	100 ft	50 ft	10 ft	40 ft	2½	35 ft
W/sewer & water						
Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Max Stories	Max Height
30,000 sq ft	100 ft	50 ft	10 ft	40 ft	2½	35 ft
Accessory Building						
Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Max Stories	Max Height
N/A	N/A	50 ft	10 ft	10 ft	2	35 ft

Section 5. Validity and Severability

Should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole, or any part thereof other than the part so declared to be invalid.

Section 6. Repealer

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 7. Effective Date.

This ordinance shall be in full force and effective after its final passage and publication as by law provided.

Public Hearing \_\_\_\_\_,  
First Consideration \_\_\_\_\_,  
Second Consideration \_\_\_\_\_,  
\_\_\_\_\_  
John Maxwell  
Chairman, Board of Supervisors

Attested by: \_\_\_\_\_  
Kerri Tomkins  
Scott County Auditor

Published on \_\_\_\_\_.