

Amana Colonies Land Use District
Notice of Board of Trustees Meeting and Minutes
December 8, 2025 – 7 p.m.
Amana Colonies Land Use District office
4304 220th Trail Amana
And via ZOOM link

- I. Call Meeting to Order: Amana Colonies Land Use District Board of Trustees Vice President Tyler Stockman called the regular meeting of the board of trustees to order at 7:00 p.m. Present in person: Joe Parcell, Norine Magee, Emilie Hoppe, Tyler Stockman and Louis Caspers. Absent: Bruce Trumpol and Peter Hoehnle.
- II. Set Agenda: Parcell asked to add item F to review BOT steps in approving new build applications. Hoppe made a motion to accept the agenda and changes as presented. 2nd by Caspers. Motion passed unanimously.
- III. Review/Approve November 10, 2025, Regular Meeting minutes. Caspers made a motion to approve the November minutes as presented. 2nd by Magee. Motion passed unanimously.
- IV. Welcome visitors and allow citizens to speak on items that are not on the agenda.
- V. Discussion/Action on the following permit applications in a Historic Preservation Zoning District:
 - a. 2025-075 Amana Millwright LLC /794 48th Ave. (Warped & Woven)/ HP-I/ Replace front double wooden door with new commercial aluminum clad doors. Parcell made a motion to approve the application as presented. 2nd by Caspers. Motion passed unanimously.
 - b. 2025-078 Jack Hoehnle /733 47th Ave./ HP-R/ Replace rotten portions of window frames and doors with all aluminum trim in white. Install new 6" aluminum round gutters in white and 4" downspouts. Replace soffits and fascia with aluminum white. Caspers made a motion to approve the application as presented with galvanized ½ round gutters. 2nd by Hoppe. Motion passed unanimously.
 - c. 2025-077 Jeff Yates /505 45th Ave. /HP-R/ Replace 1 window on front of home that matches the current 33X40 window. Hoppe made a motion to approve the application as presented. 2nd by Caspers. Motion passed unanimously.
 - d. 2025-006 Aaron & Shana Schaefer /5204 C St East Amana/HP-R/ Replace existing wood lamp post with new high density polymer post on front (north) side of property. Existing lanterns will be reused. Install 2 new high density polymer posts and new brass lanterns on either side of the walkway at south entrance of property between house and garage. Lamps and post ordered through Amana Service company. THIS IS FOR HP GRANT CHECK APPROVAL. Hoppe made a motion to approve the check distribution as presented. 2nd by Caspers. Motion passed unanimously.

- II. Other Business.
 - a. Discussion/Action: Scheduled ordinance review- Hoppe made a motion to approve the clerical historical document as presented. 2nd by Magee. Motion passed unanimously. Administrator will put together a sub committee to help update this document.
 - b. Discussion/Action: Review and vote on lighting ordinance regarding business hours- Tabled till January meeting.
 - c. Discussion/Action: Review updated design guideline document- Tabled till January meeting.
 - d. Discussion/Action: Review ACCVB Hotel/Motel Agreement- Hoppe made a motion to extend the current ACLUD/ACCVB Hotel Motel tax agreement to October 31st, 2028. 2nd by Caspers. Motion passed unanimously.
 - e. Discussion/Action: Paul Bruhn update- No new update
 - f. Discussion: Review new build applications in a multiple step process moving forward.
- VI. Review/Approve December Disbursements Report. Hoppe made a motion to approve disbursements as presented. 2nd by Magee. Motion passed unanimously.
- VII. Review/Approve the December Treasurer's Report. Parcell made a motion to approve December Treasurer's Report as presented. 2nd by Caspers. Motion passed unanimously.
- VIII. President's Report (if applicable).
- IX. Administrator's Report. Caspers made a motion to approve the Administrators report as presented. 2nd by Parcell. Motion passed unanimously.
- X. Adjourn. Hoppe made a motion to adjourn the meeting at 7:42pm. 2nd by Parcell. Motion passed unanimously.