PLANNING AND ZONING COMMISSION MEETING
April 22, 2025
6:00 PM
City Council Chambers
Minutes

1. Call to Order

The meeting was called to order at 6:00 PM.

2. Roll Call

Members present: Cortney Marmon, Sarah Ritchie, Al Farris, Carrie Woerdeman, Jake Vice, Rich Piper.

Members not present: Misty Darling, Lin Stecker, Justin Noethe.

Staff members present: Bill Mettee, Tara Bosteder.

3. Agenda Approval

A. Approval of the April 22, 2025 agenda.

Woerdeman made a motion to approve the agenda.
Vice seconded the motion.
Motion was passed.

4. Minutes Approval

A. Approval of the March 25, 2025 meeting minutes.

Farris made a motion to approve the meeting minutes.
Marmon seconded the motion.
Motion was passed.

5. Public Comment

There were no public comments.

6. New Business

A. Approval of Plat of Survey for Parcel B of Parcel A of Indianola Industrial Park Lot 11.

Mettee presented the plat of survey and the related staff report.

Farris made a motion to approve the plat of survey as presented.
Vice seconded the motion.
Motion was passed by a unanimous vote.

B. Approval of Vacation of Storm Sewer Easement in Emerald Bay Plat 1.

Mettee presented the vacation request and the related staff report.

The new lot is commercial retail use. Formerly, part of the parcel was for parks. The park area has been shifted and increased in size. A few row homes have been removed to do so. Trails have remained the same. The storm sewer easement has been shifted to the West. The new commercial lot is being stretched to accommodate a customer. This area does not need to be rezoned for this as it is already zoned as Planned Unit Development (PUD), which allows for the mixed use. No notifications were sent or required as this is just a change to the final plat and not a change to the zoning. If a drastic change to the concept plan would have occurred, a review would have to be completed by staff and the plan presented to this Commission.

Vice made a motion to approve the vacation of storm sewer easement as presented.
Marmon seconded the motion.
Motion was passed by a unanimous vote.

C. Approval of a Final Plat for Emerald Bay Plat 2.

Mettee presented the final plat and the related staff report.

Marmon made a motion to approve the final plat as presented.
Ritchie seconded the motion.
Motion was passed by a unanimous vote.

D. Approval of a Final Plat for Simpson Athletics Plat 1.

Mettee presented the final plat and the related staff report.

The storm water basin is not right next to the trail. It is up the hill from the trail.

Exterior building materials will be similar to the structure proposed on Summercrest. Glass is currently only proposed on one side. The setback requirement for this building from the road is a minimum of 35 feet and it currently exceeds that requirement.

The maximum building height in this district is 40 feet. There is 15 feet of elevation from the road to this building, and the building itself is 29 foot tall.

Vice made a motion to approve the final plat as presented.
Farris seconded the motion.
Motion was passed by a unanimous vote.

E. Approval of a Site Plan for Simpson Athletics Training / Competition Facility.

Mettee presented the site plan and the related staff report.

Ritchie made a motion to approve the site plan as presented.
Vice seconded the motion.
Motion was passed by a unanimous vote.

F. Consider and possible approval of amendments to Code of Ordinances of Indianola, Iowa.

Mettee presented the proposed code amendments.

With the proposed code amendment to code section 170.05(1)(B) - Preliminary Plat Procedures, the Commission agrees to strike the mailing, but would like to see the addition of an on-site notice.

All other amendments were discussed and agreed to by the Commission.

Vice made a motion to approve the code amendments with changes as discussed by the Commission.
Ritchie seconded the motion.
Motion was passed by a unanimous vote.

7. Comments

A. Building Permit Report

There were no comments on the building report.

B. Current Projects

There were no updates to any current projects.

Commissioner Farris asked staff to review the ordinance(s) as related to the inclusion of parks within new developments, or a fee in lieu of, and ensure that those fees or plans are applied to new parks and not towards the maintenance of existing parks.

The Commission also added that a park area ratio and addition of verbiage to include playground equipment should be considered.

Mettee included that the City of Indianola's current parkland dedication ordinance does allow fees in lieu of parkland dedication to acquire parkland within a half mile of the proposed development.
From 171.06(3): In lieu of dedicating parkland, the developer may request the ability to make a cash payment into a fund to be used for future park improvements or park land acquisition for a park facility that is within ½ mile of the proposed development. The City Council shall evaluate this request giving due consideration to all of the factors listed in Section 171.05. The donation shall be no less than the minimum number of acres required. A mutually appointed Appraiser will determine parkland Fair Market Value. The Developer shall pay any expenses accrued in the determination of the payment amount. Payment in lieu shall be completed prior to development recording or issuance of building permits.

8. Adjourn

Farris made a motion to adjourn.
Ritchie seconded the motion.
The meeting was adjourned at 7:26 PM.