



PLANNING AND ZONING COMMISSION MEETING

November 12, 2025

6:00 PM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
 - A. Approval of the November 12, 2025 agenda.
- 4. Minutes Approval**
 - A. Approval of the October 28, 2025 meeting minutes.
- 5. Public Comment**
- 6. New Business**
 - A. Approval of a final plat for Spruce Street Townhomes Plat 1.
- 7. Comments**
 - A. Building Permit Report
 - B. Current Projects
- 8. Adjourn**



PLANNING AND ZONING COMMISSION MEETING

October 28, 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: Sarah Ritchie, Al Farris, Carrie Woerdeman, Misty Darling, Lin Stecker, Rich Piper.

Members not present: Cortney Marmon, Jake Vice, Justin Noethe.

Staff present: Bill Mettee, Tara Bosteder.

3. Agenda Approval

A. Approval of the October 28, 2025 agenda.

Piper made a motion to approve the agenda.

Farris seconded the motion.

Motion was passed with a unanimous vote.

4. Minutes Approval

A. Approval of the September 23, 2025 meeting minutes.

Stecker made a motion to approve the meeting minutes.

Piper seconded the motion.

Motion was passed with a unanimous vote.

5. Public Comment

There were no public comments.

6. New Business

A. Approval of a Plat of Survey for Parcel 25-035.

Mettee presented the Plat of Survey and related staff report.

Only the front half of the parcel is able to be developed on. There is a water main easement that runs north and south approximately in the middle of the parcel that cannot be built upon. There is also an easement that runs along the south property line and two stormwater detention easements on the west half of the lot that cannot be built upon.

Farris made a motion to approve the Plat of Survey as submitted.

Stecker seconded the motion.
Motion was passed with a unanimous vote.

7. Comments

A. Building Permit Report

There were no comments.

B. Current Projects

A new pre-application process has been implemented where a meeting will be held with developers, engineers, and our development review team prior to the official submittal of a project. One of these was just held for a project in Pickard Commerce Park and another one will be held next week on a project also in this area.

No other projects have been submitted for Emerald Bay.

Successful completion of the gas station and vet clinic projects have been realized.

Bryce Johnson, Director of Community and Economic Development, attended the official ribbon cutting and opening of Muddy Puddles, a new ice cream venue.

The next meeting of the Planning and Zoning Commission will be rescheduled for Wednesday, November 12 due to the November 11 Veteran's Day holiday.

8. Adjourn

Stecker made a motion to adjourn.

Piper seconded the motion.

The meeting was adjourned at 6:09 PM.



PLANNING AND ZONING COMMISSION STAFF REPORT

PROJECT: Spruce Street Townhomes Plat 1 – Final Plat **PREPARED BY:** Bill Mettee – Senior Planner

REPORT DATE: November 7, 2025

MEETING DATE: November 12, 2025

GENERAL INFORMATION

Applicant / Owner:	SNA Properties, LLC
Owner's Representative:	Eric Cannon, P.E., Snyder & Associates
Request:	The applicant is requesting approval of a final plat for a townhome residential subdivision
Location and Size:	Property is located north of West 2 nd Avenue and west of South Kenwood Boulevard, containing approximately 1.09-acres.

AREA MAP



ABOVE: Aerial of subject property (outlined in **RED**) in relation to the surrounding area.

LAND USES AND ZONING

Location	Existing Land Use	Comprehensive Plan	Current Zoning
Property in Question	Former Harold's Trailers Lot	Low to Medium-Density Residential	R-2 (Single-Family Residential Attached District)
North	Townhome Residential	Low to Medium-Density Residential	R-2 (Single-Family Residential Attached District)
South	Phillips 66 Gas Station	Regional Mixed Use	C-2 (Highway Commercial District)
East	Former Harold's Trailer Lot	Regional Mixed Use	C-2 (Highway Commercial District)
West	Townhome Residential	Low to Medium-Density Residential	R-2 (Single-Family Residential Attached District)

PROJECT DESCRIPTION

The parcel was originally platted as Leonard Subdivision Plat 2 Lot 6 and has historically been used as a part of Harold's Trailer Sales.

The property was recently rezoned from C-2 (Highway Commercial District) and R-2 (Single-Family Residential Attached District) to R-2 (Single-Family Residential Attached District) and underwent a Future Land Use Map amendment from Regional Mixed Use and Low to Medium-Density Residential to Low to Medium-Density Residential to accommodate a residential development.

The final plat identifies a total of six (6) lots for a duplex / townhome (semi-detached) residential development. All lots are zoned R-2 and range in size from 7,745 square feet to 8,368 square feet. The lots range in width from 46.16' to 48.50'. The developer sought, and was granted, a variance from the Board of Adjustment at their November 5, 2025 meeting for reduced setbacks and reduced lot widths.

Table I below summarizes the bulk regulations that are applicable to the proposed development. The site plan demonstrates compliance with the bulk regulations and approved variances.

Table I: Bulk Regulations for the R-2 Semi-Detached District

Category	R-2 (minimum)
Front Yard Setback	30 feet (Variance granted for south property line)
Rear Yard Setback	35 feet
Side Yard Setback	8 feet minimum one side; 18 feet total
Maximum Height Stories	35 feet
Lot Area	7,200 square feet
Lot Width	60 feet (Variance granted for reduced lot widths)

STREETS / TRAILS

The plat does not include the extension of any streets, trails or sidewalks. A 4' sidewalk exists on the east side of South Spruce Street.

UTILITIES

The site will be serviced with all public utilities, which are installed in the immediate vicinity of Highway 92 and South Spruce Street. All easements have been shown on the final plat, including a new Public Utility Easement and Landscape Buffer Easement.

PARKLAND DEDICATION

Parkland dedication requirements will apply to this project due to its residential nature. The required amount is 0.23 acres. The developer will satisfy this requirement with a fee-in-lieu of payment.

BOARD OF ADJUSTMENT

At their November 5, 2025 Board of Adjustment meeting, the Board unanimously approved two separate variance requests for this project related to lot widths and required setbacks.

The first request was a lot width reduction from the required 60' width to 46' to accommodate the townhome development. All existing townhome lots on South Spruce Street are 50' wide or less, some as low as 30' wide. The developer is proposing to build units and lots that are similar in size to the existing development, but the regulations in the current zoning ordinance prohibit lot widths that narrow.

The second request was to reduce the front yard setback along Highway 92 from the required 30' down to 8'. With the 600' spacing requirements from the Iowa Department of Transportation, there is zero chance that the southernmost lot and townhome unit will be accessed off of Highway 92, so the southern property line acts as a side yard and not the secondary front yard. The developer is proposing a setback reduction from 30' to 8', which is the required side yard setback for this type of development. The proposal is nearly identical to what has been platted and built across South Spruce Street

In 2000, the setback requirement was 10' for the southernmost unit on the west side of South Spruce Street. The developer was successful in obtaining a 2' setback variance so the structure would have a 8' setback along the south property line. The developer is mimicking what is already in place.

STAFF RECOMMENDATION

The final plat is in general conformance with the Zoning Ordinance, Subdivision Ordinance, and Comprehensive Plan. Staff recommends approval of the final plat for Spruce Street Townhomes Plat I subject to any remaining staff comments and review of the legal documents.

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Community Development

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October 2025

<u>Code</u>	<u>Type</u>	<u>Permits Issued</u>	<u># of Units</u>	<u>Amount</u>	<u>Average</u>
101	Single Family Home	6	6	\$1,828,802.00	\$304,800.33
102	Single Family Attach	0		\$0.00	
103	Two Family	0		\$0.00	
104	Three or More Families	1	13	\$417,000.00	
	Mobile Homes	0		\$0.00	
322	Service Stations	0		\$0.00	
324	Office	0		\$0.00	
328	Non-resident buildings	0		\$0.00	
329	Pool	0		\$0.00	
434	Residential Add/Alt	7		\$80,000.00	
437	Non-residential add/alt	3		\$8,255,153.00	\$2,751,717.67
438	Res garage/carports	1		\$1,000.00	
645	Demo - residential	3		\$0.00	
649	Demo - commercial	0		\$0.00	
October Total		21		\$10,581,955.00	

Residential Value
22.0%

Commercial Value
78.0%

YEAR TO DATE TOTAL

<u>Code</u>	<u>Type</u>	<u>Permits Issued</u>	<u># of Units</u>	<u>Amount</u>	<u>Average</u>
101	Single Family Home	65	65	\$20,045,321.02	\$308,389.55
102	Single Family Attach			\$0.00	
103	Two Family			\$0.00	
104	Three or More Families	1	13	\$417,000.00	
	Mobile Homes			\$0.00	
322	Service Stations	1		\$2,499,000.00	
324	Office	1		\$300,379.00	
328	Non-resident buildings	4		\$10,648,815.91	
329	Pool	3		\$248,548.00	
434	Residential add/alt	74		\$1,735,078.18	
437	Non-residential add/alt	15		\$42,315,511.00	
438	Res garage/carports	1		\$186,513.00	
645	Demo - sfd	7		\$3,145.00	
649	Demo - commercial			\$0.00	
YTD TOTAL		172	78	\$78,399,311.11	

Residential Value
26.7%

Commercial Value
71.1%

78.0%