



PLANNING AND ZONING COMMISSION MEETING

January 13, 2026

6:00 PM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
 - A. Approval of the January 13, 2026 agenda.
- 4. Minutes Approval**
 - A. Approval of the November 12, 2025 meeting minutes.
- 5. Public Comment**
- 6. New Business**
 - A. Consider approval of various zoning code amendments.
- 7. Comments**
 - A. Building Permit Report
 - B. Current Projects
- 8. Adjourn**



PLANNING AND ZONING COMMISSION MEETING

November 12, 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, Jake Vice, Justin Noethe, Rich Piper.

Members not present: Cortney Marmon.

Staff present: Bill Mettee, Tara Bosteder.

3. Agenda Approval

A. Approval of the November 12, 2025 agenda.

Farris made a motion to approve the agenda.

Vice seconded the motion.

Motion was passed with a unanimous vote.

4. Minutes Approval

A. Approval of the October 28, 2025 meeting minutes.

Darling made a motion to approve the meeting minutes.

Ritchie 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 final plat for Spruce Street Townhomes Plat 1.

Mettee presented the final plat and related staff report.

A fee will be paid in lieu of parkland dedication.

Two variances were approved for this plat at the Board of Adjustment meeting on November 5, 2025. The existing townhomes across the street also had similar approved variances. The new townhomes on this plat will simulate the existing ones across the street.

Stecker made a motion to approve the final plat as submitted.

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

7. Comments

A. Building Permit Report

There were no comments.

B. Current Projects

There were no comments.

8. Adjourn

Ritche made a motion to adjourn.

Stecker seconded the motion.

The meeting was adjourned at 6:11 PM.



COMMUNITY DEVELOPMENT

To: Planning & Zoning Commission
From: Bill Mettee, Senior Planner
Date: January 13, 2026
Re: Consider approval of various zoning code amendments

Commissioners:

Community Development staff has continued to review the zoning and subdivision ordinances and is offering the following recommendations:

1. Section 170.05(2)(A). The current ordinance allows the owner or designee to dictate when the final plat shall be heard at a City Council hearing, regardless of whether the Zoning Administrator determines if it's ready or not. Staff recommends striking this sentence and allowing the Community Development Department to determine when items shall be added to an agenda.
2. Section 170.05(1)(C). Preliminary Plat Procedures. The current ordinance requires the developer to place a sign on properties for preliminary plats, similar to those for rezonings. Staff recommends striking this requirement because it is not a state requirement, and other communities do not notify for preliminary plats with mailings or signage. It's an added burden and cost to the developer. The Community and Economic Development Director has directed Senior Planning staff to bring this back to the Commission for review and consideration.
3. Section 165.10(8). Sign Regulations. The code related to building and wall signs is inconsistent across all mediums. The codified version on American Legal Publishing is different than the "Condensed" version prepared after the 2020 zoning code update and both of those differ from what was approved at 2022 Planning Commission and City Council meetings. The intent is to have one consistent building and wall signage requirement.

All proposed changes can be seen in their entirety on the following sheets.

Bill Mettee
Senior Planner

1. Code Section: 170.05(2)(A) – Procedures

Area of Concern:

The goal of the Community Development Department is to perform administrative reviews on final plats for compliance with the city ordinance. Once staff feels all comments have been addressed by the developer and engineer, it gets scheduled for Planning Commission and City Council hearings. Staff should determine when it's ready to be heard to not risk Planning Commission or the Council tabling to a second meeting. Community Development wants the Commission to see a project that is Council ready – not one that needs a second hearing.

Additionally, the City collects additional fees (parkland dedication fee-in-lieu) and requires that all legal documents be submitted for review prior to placing final plats on City Council agendas. Allowing owners or designees the opportunity to have plats approved at Council prior to these items being submitted leaves little room to go back and ensure complete compliance.

In April, 2025, Community Development brought to the Planning Commission a similar code amendment that eliminated the paragraph that allowed the owner or designee request that preliminary plats be forwarded to Council for review, regardless if the Zoning Administrator determines it is complete. The same paragraph is placed within the ordinance related to final plats that the city wishes to eliminate.

Proposed Language:

A. Application and Review. Upon receipt of a final plat application form, required number of copies of the final plat, final plat application fee, and any other information and details as specified and required by

the Zoning Administrator as necessary to determine compliance with all applicable codes and requirements. The Zoning Administrator or their designee shall examine said final plat application as to its completeness. If determined incomplete, the application shall be returned to the owner or their designee with a list of missing information and items. If determined complete by the Zoning Administrator or their designee, the application shall be distributed to applicable City departments and utility companies for review and comment to its completeness. The Zoning Administrator or their designee shall compile all City and utility comments and complete a review of the plat as to its compliance with these Subdivision Regulations, the Zoning Ordinance, the Comprehensive Plan and Future Transportation Network map, and other local, state, and federal requirements and shall provide the findings to the subdivider. If determined incomplete, the application shall be returned to the owner or their designee with a list of missing information and items.

~~—At the request of the owner or designee, the final plat shall be forwarded to the Council for its review, regardless of the Zoning Administrator determination that the final plat is complete.~~

2. Code Section: 170.05(1)(C) – Preliminary Plat Procedures

Area of Concern:

In April, 2025, a code amendment was approved eliminating the requirement of mailings for preliminary plats, but would instead require the developer to post on-site signage to notify the public about the preliminary plat.

Since this time, Community Development has had internal discussions and wish to revisit this requirement and ultimately eliminate on-site signage from the zoning code. There is no state requirement for such and is an unnecessary burden to the city and developer in the review process.

Additional reasons to eliminate the signage requirement for Preliminary Plats:

1. Difficult to enforce. Ensuring compliance creates enforcement challenges for staff and can lead to disputes or delays unrelated to the merits of the plat.
2. Creates unnecessary delays in the review process. Missing, damaged or improperly placed signs can delay plat consideration even when all technical requirements are otherwise met, adding time and cost without improving outcomes.
3. Shifts administrative responsibility to applicants. Public notice is fundamentally a government function. Requiring applicants to prepare and maintain signage places a procedural burden on private entities.
4. Limited effectiveness for preliminary plats. Preliminary plats are conceptual and subject to change. On-site signage at this stage can create confusion or concern about development details that are not yet finalized.

Proposed Language:

C. Review by Planning Commission. Once the preliminary plat has been deemed complete by the Zoning Administrator or their designee, or if the owner or their designee has requested the preliminary plat be forwarded to the Commission, the Zoning Administrator or their designee shall provide a written report to the Commission within thirty (30) days. After receiving the Zoning Administrator's report, the Commission shall review the preliminary plat and other material for conformity to regulations. The Commission may confer with the subdivider on changes deemed advisable and the kind and extent of such improvements to be made.

~~Before reviewing a preliminary plat, notice of the Commission's meeting shall be placed on a sign prepared and posted by the applicant. The sign shall be of such design that is approved by the zoning administrator and be in a location that is visible from all rights-of-way. The sign shall be posted at least 10 days prior to the Commission meeting and shall remain in place until the City Council has taken final action.~~

1. Code Section: 165.10(8) – Sign Regulations

Area of Concern: The sign code is different in the codified version versus the “condensed” version available on the city website, versus what was approved by Planning Commission on 11/8/22 and City Council on November 21, 2022. Community Development wishes to bring the condensed version of the building sign requirements to the codified version regarding sizes of building signs.

Existing Codified Language:

1.5 sq. ft./lin. ft. of the wall of a principal building facing a public street. No more than two sides of a building facing a street shall be used to calculate the allowable signage.

The sign area of all building signs (including wall, awning, and window signs) shall be calculated using sign area Formula A as defined herein this chapter.

Proposed Language (Currently in “condensed” version):

1.5 sq. ft./lin. ft. of the wall of a principal building facing a public street, for a maximum sign area of 100 Square Feet. For properties which exceed 200 feet in street frontage and are setback from the front property line over 250 feet, the maximum sign area shall be 200 square feet.

No more than two sides of a building facing a street shall be used to calculate the allowable signage.

The sign area of all building signs (including wall, awning, and window signs) shall be calculated using sign area Formula A as defined herein this chapter.



Community Development

110 N. First St., Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9430 • comdev@indianolaiowa.gov

November 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	1	1	\$800,000.00	\$800,000.00
102	Single Family Attach	0		\$0.00	
103	Two Family	0		\$0.00	
104	Three or More Families	1	13	\$1,365,000.00	
	Mobile Homes	0		\$0.00	
322	Service Stations	0		\$0.00	
324	Office	0		\$0.00	
328	Non-resident buildings	3		\$2,115,000.00	
329	Pool	0		\$0.00	
434	Residential Add/Alt	4		\$140,000.00	
437	Non-residential add/alt	0		\$0.00	\$0.00
438	Res garage/carports	1		\$19,500.00	
645	Demo - residential	1		\$50.00	
649	Demo - commercial	0		\$0.00	
November Total		11		\$4,439,550.00	
<u>Residential Value</u>		<u>Commercial Value</u>			
52.4%		47.6%			

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	66	66	\$20,845,321.02	\$315,838.20
102	Single Family Attach			\$0.00	
103	Two Family			\$0.00	
104	Three or More Families	2	26	\$1,782,000.00	
	Mobile Homes			\$0.00	
322	Service Stations	1		\$2,499,000.00	
324	Office	1		\$300,379.00	
328	Non-resident buildings	7		\$12,763,815.91	
329	Pool	3		\$248,548.00	
434	Residential add/alt	78		\$1,875,078.18	
437	Non-residential add/alt	15		\$42,315,511.00	
438	Res garage/carports	2		\$206,013.00	
645	Demo - sfd	8		\$3,195.00	
649	Demo - commercial			\$0.00	
YTD TOTAL		183	92	\$82,838,861.11	
<u>Residential Value</u>		<u>Commercial Value</u>			
27.9%		69.9%			47.6%



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December 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	2	2	\$688,105.00	\$344,052.50
102	Single Family Attach	0		\$0.00	
103	Two Family	0		\$0.00	
104	Three or More Families	2	26	\$2,723,000.00	
	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	2		\$31,935.00	
437	Non-residential add/alt	1		\$295,000.00	\$295,000.00
438	Res garage/carports	0		\$0.00	
645	Demo - residential	0		\$0.00	
649	Demo - commercial	0		\$0.00	
December Total		7		\$3,738,040.00	
<u>Residential Value</u>		<u>Commercial Value</u>			
92.1%		7.9%			

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	68	68	\$21,533,426.02	\$316,668.03
102	Single Family Attach			\$0.00	
103	Two Family			\$0.00	
104	Three or More Families	4	52	\$4,505,000.00	
	Mobile Homes			\$0.00	
322	Service Stations	1		\$2,499,000.00	
324	Office	1		\$300,379.00	
328	Non-resident buildings	7		\$12,763,815.91	
329	Pool	3		\$248,548.00	
434	Residential add/alt	80		\$1,907,013.18	
437	Non-residential add/alt	16		\$42,610,511.00	
438	Res garage/carports	2		\$206,013.00	
645	Demo - sfd	8		\$3,195.00	
649	Demo - commercial			\$0.00	
YTD TOTAL		190	120	\$86,576,901.11	
<u>Residential Value</u>		<u>Commercial Value</u>			
30.6%		67.2%			7.9%