



## PLANNING AND ZONING COMMISSION MEETING

March 24, 2026

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: Al Farris, Carrie Woerdeman, Lin Stecker, Jake Vice, Justin Noethe, Rich Piper.

Members not present: Cortney Marmon, Sarah Ritchie, Misty Darling.

Staff members present: Jacob Meshke, Bryce Johnson, Bill Mettee, Tara Bosteder.

### 3. Agenda Approval

A. Approval of the March 24, 2026 agenda.

Stecker made a motion to approve the meeting agenda.

Vice seconded the motion.

Motion was passed with a unanimous vote.

### 4. Minutes Approval

A. Approval of the January 13, 2026 meeting minutes.

Farris made a motion to approve the January 13, 2026 meeting minutes..

Piper seconded the motion.

Motion was passed with a unanimous vote.

### 5. Public Comment

There was no public comment.

### 6. New Business

A. Election of Officers for 2026.

Farris made a motion to elect Woerdeman as Chair

Piper seconded the motion.

Motion was passed with a unanimous vote.

Vice made a motion to elect Stecker as Vice Chair

Farris seconded the motion.

Motion was passed with a unanimous vote.

B. Presentation of Gateway Corridor Study.

Emily Rizvic with Confluence presented the Gateway and Corridor Improvement Study to the Commission.

If any of these strategies were implemented, the ongoing maintenance would be the City's responsibility.

Aside from any grant opportunities, the cost of installation or implementation would be the City's responsibility.

The Commission asked what data was gathered and used to determine the high crash potential areas. A couple areas, in specific, that were in question were the stretch in front of Hy-Vee and the area in front of the high school. This information was not readily available and will be provided when presented to Council.

This study will be used as a tool to help provide the city with additional support when applying for grants to make improvements in the mentioned areas. Identifying these areas will also help in the development process when new developments come to the area, discussions can be had with developers about needed or necessary improvements.

This study is not related to the Iowa Department of Transportation Access Management Plan.

Farris made a motion to adopt the plan as presented with the additional data that we requested.

Noethe seconded the motion.

Motion was passed with a unanimous vote.

C. Approval of a final plat for Kentucky Ridge Commercial Plat 1.

Mettee presented the final plat and related staff report.

This is not a re-plat. The previous plat for Kentucky Ridge Townhomes Plat 1 was never recorded and the developer has now chosen to phase the project.

The front half is planned for development while the back half will be pushed to a later date. There is imminent development planned for the front half as discussion was held today with the Director of Community and Economic Development. The stop light planned at Kentucky and Jefferson Way is part of this development. Access to and from the Scooter's site is also part of the development's discussion.

The purpose of this final plat is to establish the legal lot of record so the developer can purchase it. Site plans will follow. There are public improvements that still need inspected as well. The City is working diligently with Snyder & Associates to get these items inspected and keep the project moving forward.

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

Stecker seconded the motion.

Motion was passed with a unanimous vote.

D. Consider sidewalk waiver request at 815 West 1<sup>st</sup> Street.

Mettee presented the waiver request and related staff report.

The setbacks are measured from the property line. It is 30 feet from the property line to the structure.

For clarification, there is a North-South sidewalk on the property; the waiver is for the East-West sidewalk.

If the waiver is approved, the North-South sidewalk can remain as is. If the waiver is denied, the East-West sidewalk would be required and, therefore, triggering improvements to the North-South sidewalk.

Any future street or major reconstruction projects that would change the viability of a sidewalk there would trigger the inclusion of that sidewalk as part of the city project. City Manager, Jacob Meshke, also provided that for street construction projects, the city has a fund from road use taxes that would be utilized for the project include sidewalk construction and other ancillary expenses related to the project.

There is a driveway planned for this lot. However, its outlet will be onto 1st Ave, while all the utilities causing hardship are along South G St.

There is no East-West sidewalk on the block West of this parcel either.

If the Planning and Zoning Commission denied the waiver request, the City Council can still approve it with a super majority vote.

Noethe made a motion to approve the request as submitted.

Vice seconded the motion.

Motion was passed with a unanimous vote.

E. Consider zoning code amendments for Chapter 171 Parkland Dedication.

Mettee presented the zoning code amendments and related staff report.

The concern of several commissioners was that developers might be inclined to include a tiny park instead of paying the fee in lieu of just to satisfy the code requirement.

Doug Bylund, Chief of Culture of Recreation, pointed out that the Parkland Dedication Ordinance allows the Commission, and ultimately the City, to approve or deny the donation. So it will still need to meet some minimum specification as to what is desired. This will give allowance for parks, trails, trail heads, etc, depending on what's most beneficial based on circumstances.

There is no size stipulation as part of the city's comprehensive plan, but the amendment brings the requirement to be more consistent with those of our peer communities.

A dollar amount of \$30,000 is proposed, in lieu of an 'assessed value', in order to eliminate confusion in the determination of the assessed value of the property. This dollar amount is

comparable to what other peer communities are assessing. In addition, this fee is included in the City's fee schedule, allowing it to be reviewed annually. Meshke added that as part of the annual budget process, every department head is tasked with reviewing their budget and fee schedule where they will benchmark costs/fees as well as make those peer community comparisons. These budgets and fee schedules are presented and approved by Council annually.

Commission Member Farris voiced concern about the accuracy of the 2.4 persons per household statistic that was provided. This statistic was provided through a study done by Confluence, and likely derived from the census.

Commission Member Farris also voiced concern about undervaluing parkland in our community. Johnson provided that this code allows developers to credit their area. So the developer would be able to have a surplus credit, allowing them to place parkland in areas that would meet the goals of the comprehensive plan, thus making those goals more achievable.

Commission Member Farris also stated he would like the text removed that allows the fee in lieu of to be used for park maintenance. He would prefer the fee to only be used for future parkland acquisition. Bylund supplied that there is a fund specially designated for parkland, but ultimately the Council has authority over use of those funds. Commission member Woerdeman added that the City would also not want their current parkland and play areas to become dilapidated in the event of a budget crisis. Meshke also added that the City would not want to put itself in a position where there's funding to purchase land, but no funding to place anything on that land.

Commission Member Piper asked if there was any data regarding developers' choice of building parkland versus paying the fee in lieu of. Johnson answered no, he's seen both, and it's purely developer/development driven.

Commission Member Woerdeman asked if the City would be required to accept parkland dedications from developers. Bylund answered that no, the City has the ability to decline the dedication if it didn't fit the City's needs or goals. If a parkland dedication was being declined, the City would just be requesting the fee in lieu be paid instead.

Commission Member Noethe requested charted comparison data regarding the fee in lieu of from our neighboring peer communities.

These amendments were presented to the Parks and Rec Commission in March, where the amendments were approved 5-0. After Planning and Zoning, it will proceed to City Council and the three hearing process for approval and adoption.

Vice made a motion to delay this consideration until next meeting where the additional data requested can be provided.

Farris seconded the motion.

Motion was passed with a unanimous vote.

## **7. Comments**

### **A. Building Permit Report**

There were no comments.

### **B. Current Projects**

Johnson provided a few updates:

- The CDBG program has been finalized and contracts have been signed. There is a kickoff meeting with contractors and building owners on April 9, and hopefully building permits will be pulled shortly thereafter. Construction anticipated to being early May.
- Spruce Street Townhomes had a groundbreaking today held by the Chamber of Commerce. This is a collaborative initiative to recognize progress and growth in the community which often goes unseen. These groundbreaking ceremonies will be held going into the future with each new development to celebrate that growth, with this Spruce Street groundbreaking today being the first.
- The Hillcrest sidewalk connection has been poured. Other future connections on the Northwest side are in progress.
- There are two upcoming urban renewal plans that can be expected in the next couple months for Deer Run that will require the Commission's approval.
- The City website's Current Development Projects has been updated/finalized through collaboration with Snyder and Associates.

Additionally, Commission Member Farris queried about the stop light near the Schoolyard Development and if the timing would be adjusted now that the property development is underway. Johnson answered that the planning and studies have already been completed and after the vertical construction has taken place, he does not believe there's a way to go back to remedy that. This would be up to the Iowa Department of Transportation.

## **8. Adjourn**

Vice made a motion to adjourn.

Noethe seconded the motion.

The meeting was adjourned at 7:34 pm.