



PLANNING AND ZONING COMMISSION MEETING

Tuesday, August 05, 2025 at 8:30 AM

Council Chambers - 331 First Street East

AGENDA

MEETING OPENING

1. Roll Call

NEW BUSINESS

2. Approval of previous minutes
3. Preliminary Plat within 2 miles of City Limits
4. Vacation of Public Easement - Indee Storage

ADJOURNMENT

This agenda is subject to change.



www.independenceia.org

Commission Members

Item #2.

Jane Leaven
Stephanie Sailer
Stephanie Berns
Tami Fenner

Nathan Hansen
Bill Lake
Larry Karsten

PLANNING AND ZONING COMMISSION MINUTES

July 1, 2025

The Independence Planning & Zoning Commission met in the Council Chambers at 8:30 AM, on Tuesday, July 1, 2025.

Matthew Chesmore, Building Official, called the meeting to order with Stephanie Sailer, Bill Lake, Jane Leaven, Stephanie Berns, Larry Karsten and Nathan Hansen in attendance. Also in attendance was Matthew Schmitz. Absent: Tami Fenner.

Meeting minutes from May 12, 2025, were approved. Jane Leaven made a motion to approve. Larry Karsten seconded. All Aye.

A motion to submit a written recommendation that the July 2025 Urban Renewal Area does conform to the City's Comprehensive Plan was made by Nathan Hansen. Stephanie Berns seconded. All Aye.

A motion to recommend the City Council approve the rezoning request and motion to set a Public Hearing on July 28, 2025 at 5:30 PM for consideration of a Rezoning Request from C-2, Commercial District to C-1 Central Commercial District for 319 Social Club within the City of Independence, Buchanan County, Iowa, was made by Stephanie Sailer. Stephanie Berns seconded. All Aye.

A motion to approve the Preliminary Plat within 2 miles of City Limits and recommend City Council approve resolution of said Preliminary Plat for Rosburg First Addition was made by Stephanie Berns. Bill Lake seconded. All Aye.

Further discussion was held regarding proposed Article 17, Signs Amendment. Further discussion to be held at next Planning and Zoning Meeting.

Stephanie Sailer made a motion to adjourn. Nathan Hansen seconded. All Aye.

Respectfully submitted,

Stephanie Sailer

Planning and Zoning Commission Secretary



PLANNING & ZONING MEMORANDUM

TO: Planning & Zoning Board

FROM: Matt Chesmore – Building Official

DATE OF MEETING: August 5, 2025

ITEM TITLE: Preliminary Plat within 2 miles of City Limits

BACKGROUND:

Erica Kortenkamp of Lange & McMahon made an inquiry regarding a new subdivision that is within the two-mile area of the Independence City Limits. Ms. Kortenkamp provided the Rosburg First Addition preliminary plat and plat of survey for consideration. P & Z met on July 1 and approved the preliminary plat, however the plat was revised with significant changes that require that the Planning and Zoning Commission re-review the plat.

Revision were changing the proposed Zoning from A-1 to A-2, instead of A-1 to R-2. This does not have a direct effect or impact upon the City of Independence however does change a few requirements on the County side.

This falls under City Code 175.46:

175.46 IMPROVEMENTS WITHIN UNINCORPORATED JURISDICTION.

Improvements in the two-mile unincorporated area under the jurisdiction of these regulations shall be the same as required herein, except as otherwise specifically stated, provided they are not less than that required by the applicable County subdivision regulations, and provided further that all construction plans shall be approved by the County, and completed public roads shall be accepted by the Board of Supervisors for public maintenance.

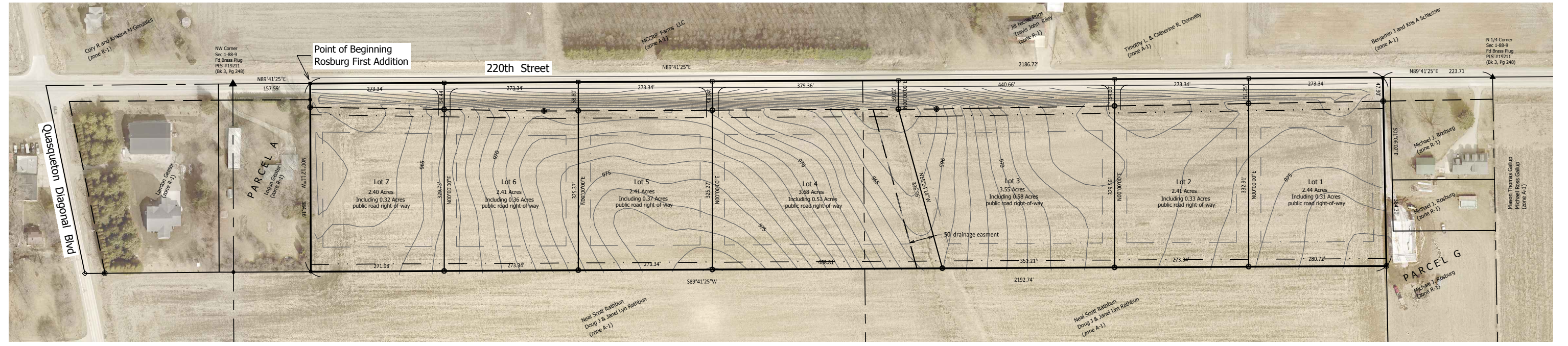
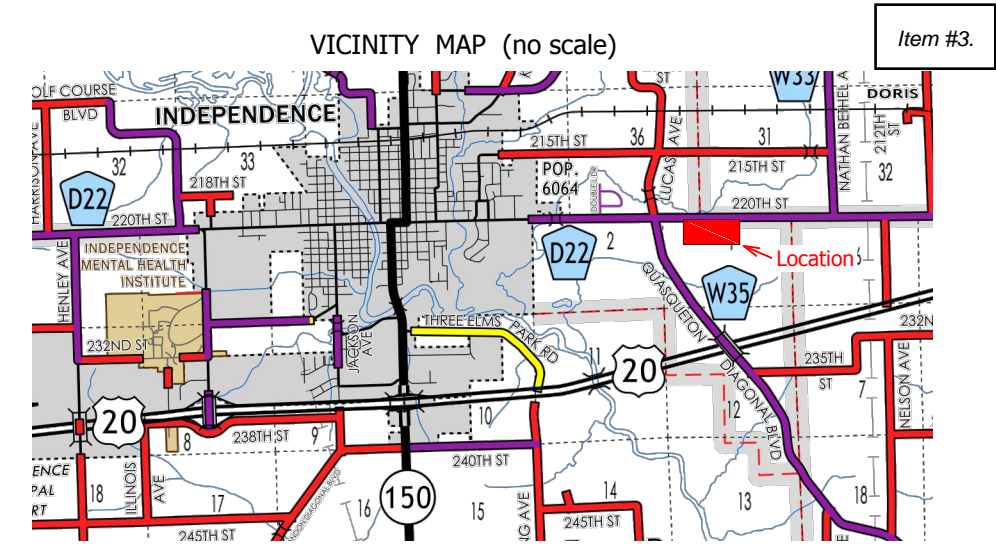
RECOMMENDATION:

Staff recommends a motion to recommend to the City Council to approve Rosburg First Addition preliminary plat.

PRELIMINARY PLAT of
ROSBURG FIRST ADDITION to Buchanan County, Iowa
A Subdivision of Parcel I in the Northwest Fractional 1/4 of Section 1, Township 88
North, Range 9 West of the 5th Principal Meridian, Buchanan County, Iowa.

Description:

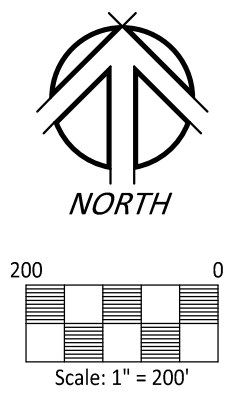
Commencing at the Northwest Corner of Section 1; thence N89°41'25"E, 157.59 feet along the north line of the Northwest Fractional 1/4 of Section 1 to the northeast corner of existing Parcel A and the Point of Beginning; thence continuing N89°41'25"E, 2186.72 feet along said north line to the northwest corner of existing Parcel G; thence S01°06'02"E, 384.20 feet along the west line of existing Parcel G; thence S89°41'25"W, 2192.74 feet to the southeast corner of existing Parcel A; thence N00°12'11"W, 384.16 feet to the Point of Beginning.



Subdivision Notes:

- Existing Zoning: A-2; Proposed Zoning: A-2
- Total Subdivision Area = 19.31 acres with 2.79 acres within existing road right-of-way.
- Max. Lot Size 3.68 acres. Min. Lot Size 2.40 acres.
- No part of the subdivision lies within Special Flood Hazard Area as indicated on FEMA map panels 19019C0301E, 19019C0303F.
- Water supply to each lot will be private wells as per Buchanan County Health Dept.
- Sewage disposal for each lot will be individual private sewage disposal systems as per Buchanan County Health Dept.

LEGEND	
▲	USPLS CORNER Found (as noted)
○	PROPERTY CORNER (set 1/2" rebar w/ cap #11572)
●	PROPERTY CORNER (Fd 1/2" rebar w/ cap #11572)
●	PROPERTY CORNER (Fd 1/2" rebar w/ cap #8812)
■	PROPERTY CORNER (Fd cut X in PCC)
---	SECTION LINE
---	1/4 SECTION LINE
---	1/4-1/4 SECTION LINE
---	PUBLIC ROAD RIGHT-OF-WAY
---	Lot Line
---	Subdivision Boundary
(R)	DISTANCE AS RECORDED



Owner and Subdivider:
Michael J. Rosburg
2218 220th Street
Independence, Iowa 50644
(319)334-0300

Prepared by:
Lawrence G. Crawford PE & PLS
Crawford Engineering & Surveying, Inc.
118 3rd Ave NE
Independence, Iowa 50644
(319)334-7077

I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.
LICENSE RENEWAL DATE: 12-31-2026 LICENSE NO. 11572
Lawrence G. Crawford PE & PLS
DATE 6-25-2025
This certification covers all sheets

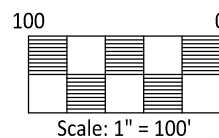
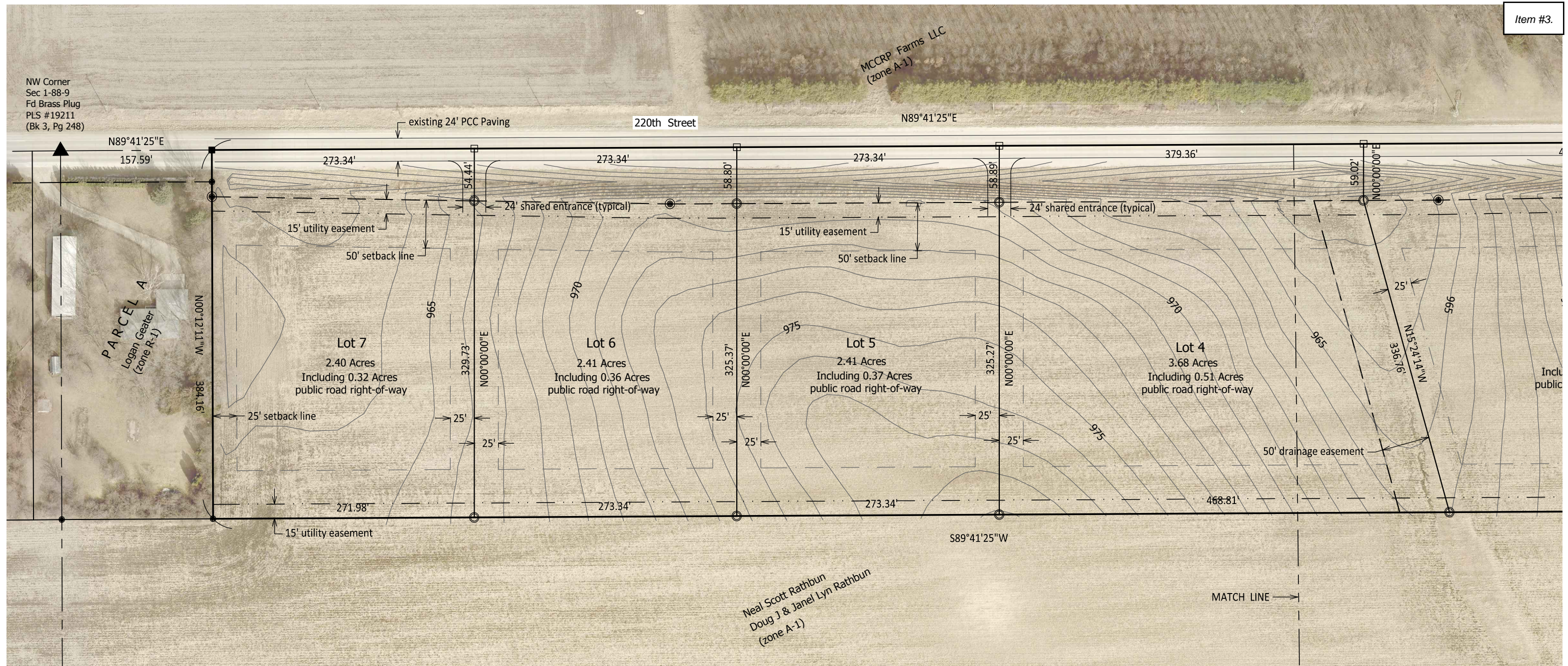


Rosburg First Addition to
Buchanan County, Iowa

Sheet 1

Crawford
Engineering & Surveying

118 3rd Ave NE Independence, Iowa 50644 ph: (319) 334-7077
PROJECT No. 25801 FLD.BK.No. PAGE 4



Reference of Existing Survey Documents of Record:

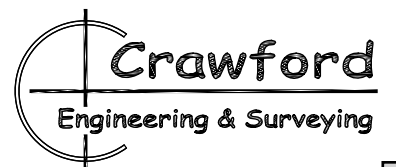
1. Plat of Survey of Parcel I, doc. #2025R00146
2. Plat of Survey of Parcel A, doc. #2022R00102
3. Plat of Survey of Parcel G, doc. #2021R02005

Owner and Subdivider:
Michael J. Rosburg
2218 220th Street
Independence, Iowa 50644
(319)334-0300

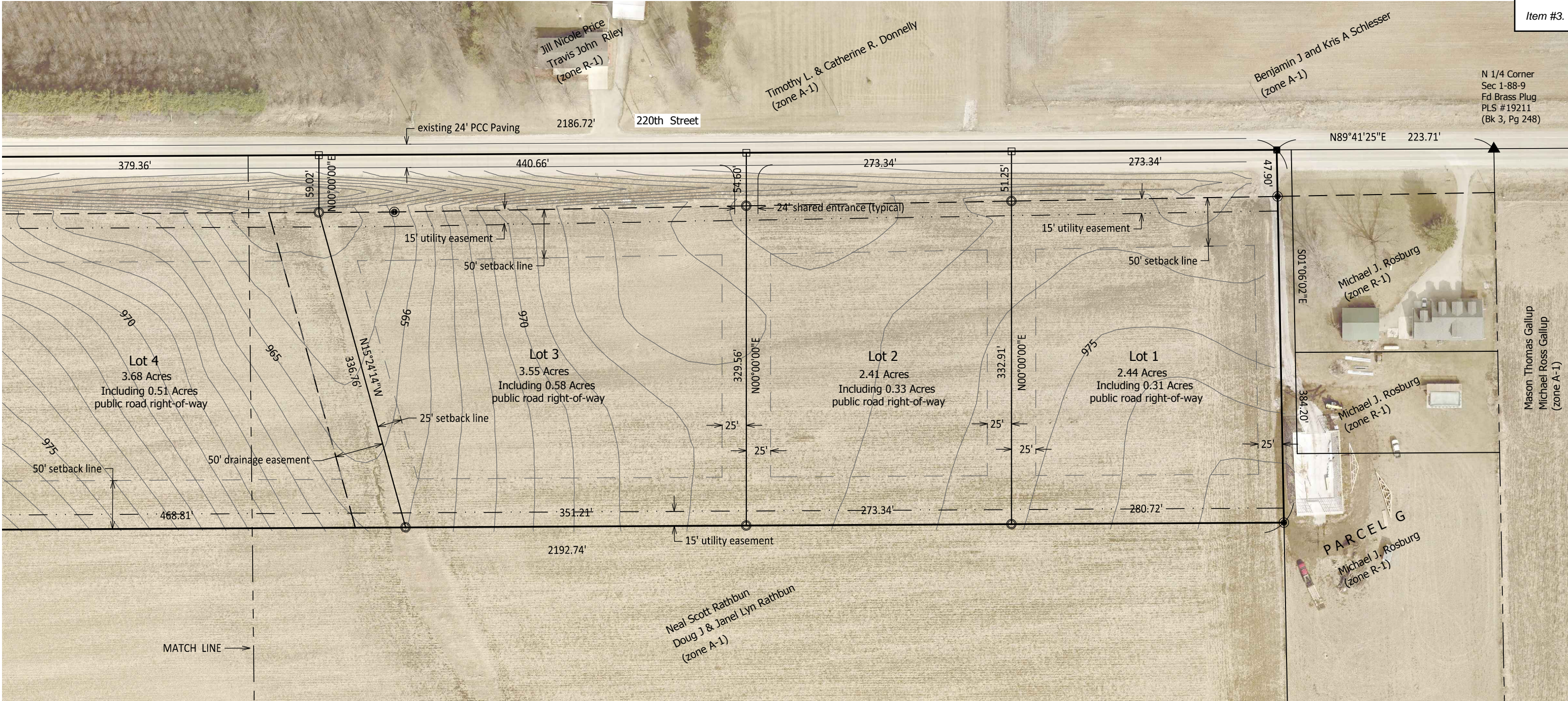
Prepared by:
Lawrence G. Crawford PE & PLS
Crawford Engineering & Surveying, Inc.
118 3rd Ave NE
Independence, Iowa 50644
(319)334-7077

Rosburg First Addition to
Buchanan County, Iowa

Sheet 2



118 3rd Ave NE Independence, Iowa 50644 ph: (319) 334-7077
PROJECT No. 25801 FLD.BK.No. PAGE 5



Item #3.

N 1/4 Corner
Sec 1-88-9
Fd Brass Plug
PLS #19211
(Bk 3, Pg 248)

Mason Thomas Gallup
Michael Ross Gallup
(zone A-1)

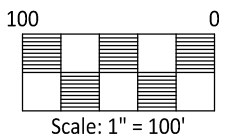
Neal Scott Rathbun
Doug J & Janel Lyn Rathbun
(zone A-1)

PARCEL G
Michael J. Rosburg
(zone R-1)

Rosburg First Addition to
Buchanan County, Iowa

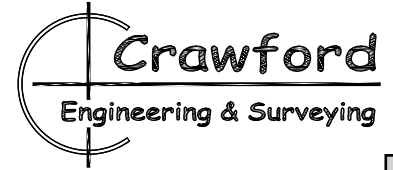
Reference of Existing Survey Documents of Record:

1. Plat of Survey of Parcel I, doc. #2025R00146
2. Plat of Survey of Parcel A, doc. #2022R00102
3. Plat of Survey of Parcel G, doc. #2021R02005

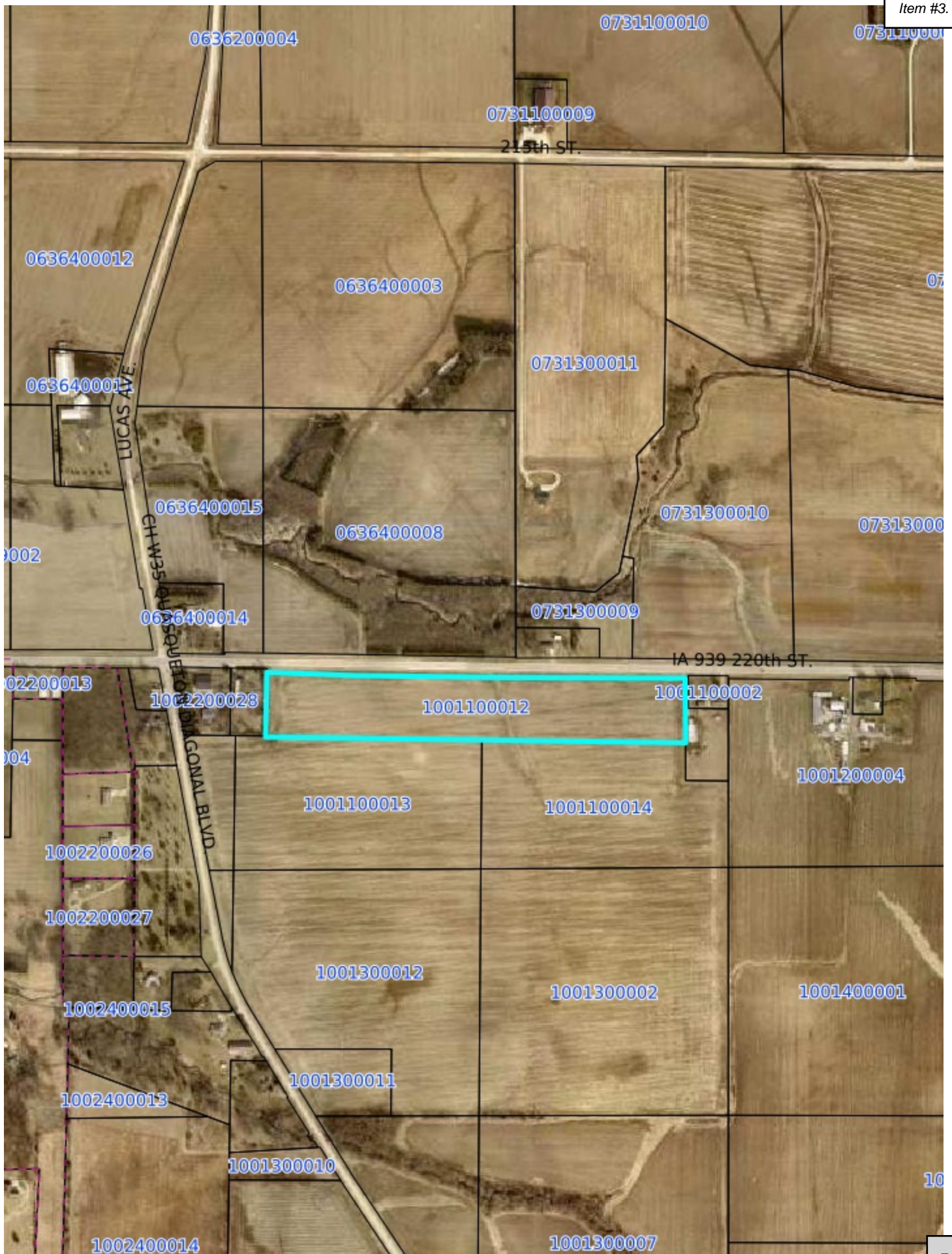


Owner and Subdivider:
Michael J. Rosburg
2218 220th Street
Independence, Iowa 50644
(319)334-0300

Prepared by:
Lawrence G. Crawford PE & PLS
Crawford Engineering & Surveying, Inc.
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Independence, Iowa 50644
(319)334-7077



118 3rd Ave NE Independence, Iowa 50644 ph: (319) 334-7077
PROJECT No. 25801 FLD.BK.No. PAGE 6



RESOLUTION 24-86

WHEREAS, proposed the adoption and enactment of a Zoning Ordinance Amendment on the 8th day of July 2024.

ZONING ORDINANCE AMENDMENT NO. 24-A-10 BUCHANAN COUNTY, IOWA

The rezoning of property located the rezoning of property located in Washington Township, Section 1, 20 acres +/- from "A-1" Agricultural to "A-2" Agricultural.

BE IT ORDAINED:

The North 1/2 of the Southwest 1/4 of Section 1, except that part lying West of the highway running through said 80 acres; also all that part of the Northeast 1/4 of the Southeast 1/4 of Section 2, which lies East of the Highway; also the Northwest fractional 1/4 of Section 1; and all the Northeast Fractional 1/4 of Section 2 lying East of the public road; all in Township 88 North, Range 9 West of the 5th P.M., in Buchanan County, Iowa; except commencing at the Northeast corner of the Northwest Fractional 1/4 of Section 1, Township 88 North, Range 9 West of the 5th P.M. in Buchanan County, Iowa, running thence South 208.71 feet, thence West 208.71 feet, thence North 208.71 feet, thence East 208.71 feet to the place of beginning; and except Beginning at the Northeast corner of said Section 2, thence South 89 degrees 33 minutes 37 seconds east, along the North line of the Northwest Fractional 1/4 of Section 1, 157.62 feet; thence South 0 degrees 32 minutes 31 seconds West, 384.14 feet; thence North 89 degrees 33 minutes 37 seconds West, 157.62 feet, to the West line of the Northwest Fractional 1/4 of Section 1; thence North 89 degrees 47 minutes 11 seconds West, 302.88 feet to the centerline of County Road W-35; thence North 10 degrees 58 minutes 26 seconds West, 391.57 feet to the North line of the Northeast Fractional Quarter of Section 2; thence South 88 degrees 47 minutes 11 seconds East, along said North line, 381.05 feet to the point of beginning.

Conditions: Minor plat and major subdivisions regulations be followed and limit to six cow calf pairs or two large animals.

That Section IV of the Buchanan County, Iowa, Zoning Ordinance be amended to reflect the zoning change on the official zoning maps as follows:

NOW THEREFORE the above was read and voted upon by the Board of Supervisors, and it was approved by a vote of a majority of the Board of Supervisors:

AND IT IS NOW AND THEREFORE APPROVED: Kurtz, Vogel, Ohrt

THOSE VOTING AGAINST THE PASSAGE:

THOSE VOTING FOR THE PASSAGE:

CONDITIONS FOR RESOLUTION 24-85

Conditions: Minor plat and major subdivisions regulations be followed and limit to six cow calf pairs or two large animals.



Chad Beatty, Zoning Administrator



Doug Rathbun



Neal Rathbun



Planning and Zoning Memorandum

TO: Planning and Zoning Commission

FROM: Matt Chesmore, Building Official

DATE OF MEETING: August 5, 2025

ITEM TITLE: Vacation of Utility Easement

BACKGROUND:

Indee Storage LLC has asked the City of Independence to vacate a utility easement (publicly held property) that lies on a common line between Lot 3 and 4 of the Green View Commercial Addition. The easement varies in width from 30' to 20'. Notably, Lots 3 and 4 were recently combined therefore although the lots are whole as one parcel, the utility easement still exists.

The City of Independence researched the original plat of survey and confirmed the existence of this utility easement (Exhibit A). Indee Storage engaged Crawford Engineering, a civil engineering firm, to conduct a survey of the subject parcels and create a Plat of Survey for Boundary Line Adjustment Exhibit B, that displays the vacation of the easement. Indee Storage also engaged Brian Eddy of Eddy and Roberts law firm to prepare a Vacation of Easement document and shown in Exhibit C.

DISCUSSION:

On March 13, 2025, the primary "holder", Independence Light Power and Telecommunications of the easement, signed a Vacation of the Easement document created by Roberts and Eddy as they anticipate no future use of the easement.

According to Chapter 137 of the Code of Ordinance of the City of Independence, The Planning and Zoning Commission must first review the application documents and approve or deny the application. If the Planning and Zoning Commission approves the easement vacation, then it also must make a recommendation to the City Council to also consider the approval of the same. If the Council agrees to approve the vacation, then the City Council will need to set a public hearing date, hear any public comments. Hearing no objections, the Council may waive the second and third public hearings and then decide to pass or reject a resolution to officially vacate public property.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of Developing and Reviving Independence.

FINANCIAL CONSIDERATION:

There is no significant financial consideration for this matter other than the staff's time in preparing the resolution.

RECOMMENDATION:

After careful consideration staff recommends that the Planning and Zoning Commission make a motion to vacate the utility easement currently located on Lot 3 and Lot 4 of the Green View Commercial Addition. Furthermore, staff recommends that the Planning and Zoning Commission make a recommendation to the City Council to carefully consider and approve a resolution to vacate the same.



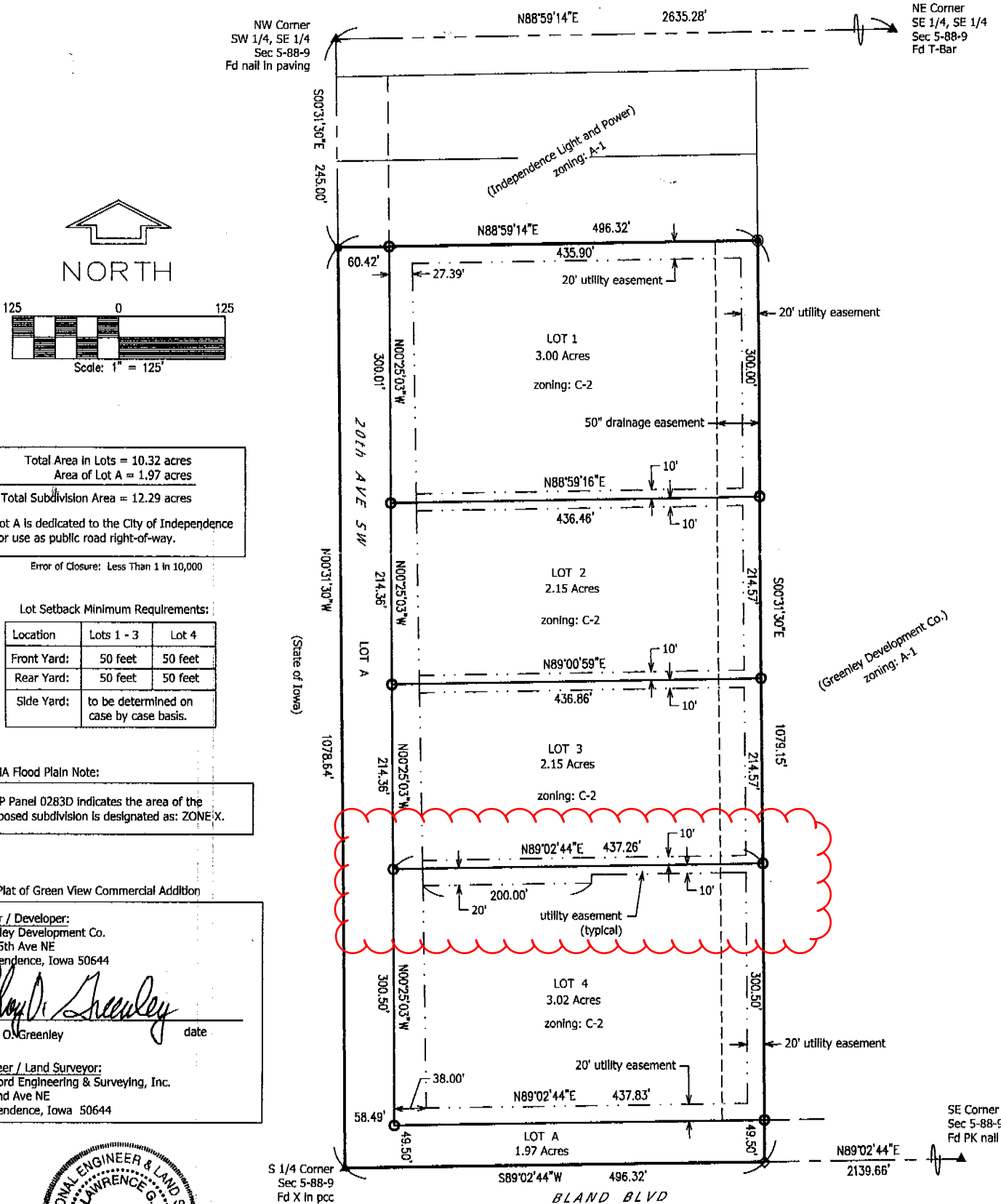
Buchanan County Recorder
Diane Curry
Instrument #2013R03443
10/31/2013 @01:58 PM
EPS PLATS & SURVEY # Pages: 14
Total Fees: \$72.00

Lawrence G. Crawford PE & LS CRAWFORD ENGINEERING & SURVEYING, INC., INDEPENDENCE, IOWA (319)334-7077

FINAL PLAT OF GREEN VIEW COMMERCIAL ADDITION, Part of the Southwest 1/4 of the Southeast 1/4 of Section 5,
Township 88 North, Range 9 West of the 5th Principal Meridian City of Independence, Buchanan County, Iowa

Legal Description:

Beginning at the South 1/4 Corner of Section 5, Township 88 North, Range 9 West of the 5th Principal Meridian, Buchanan County, Iowa, thence N00°31'30"W, 1078.64 feet along the west line of the Southwest 1/4 of the Southeast 1/4 of Section 5; thence N88°59'14"E, 496.32 feet; thence S00°31'30"E, 1079.15 feet to the south line of the Southwest 1/4 of the Southeast 1/4 of Section 5; thence S89°02'44"W, 496.32 feet along said south line to the Point of Beginning.



Total Area in Lots = 10.32 acres
Area of Lot A = 1.97 acres
Total Subdivision Area = 12.29 acres
Lot A is dedicated to the City of Independence
for use as public road right-of-way.
Error of Closure: Less Than 1 in 10,000

Lot Setback Minimum Requirements:

Location	Lots 1 - 3	Lot 4
Front Yard:	50 feet	50 feet
Rear Yard:	50 feet	50 feet
Side Yard:	to be determined on case by case basis.	

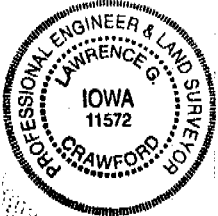
FEMA Flood Plain Note:
NFIP Panel 0283D indicates the area of the
proposed subdivision is designated as: ZONE X.

Final Plat of Green View Commercial Addition

Owner / Developer:
Greenley Development Co.
1102 5th Ave NE
Independence, Iowa 50644

LeRoy O. Greenley date

Engineer / Land Surveyor:
Crawford Engineering & Surveying, Inc.
205 2nd Ave NE
Independence, Iowa 50644



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED
AND RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT
PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR
UNDER THE LAWS OF THE STATE OF IOWA.
LICENSE RENEWAL DATE: 12-31-2014 LICENSE No. 11572
Lawrence G. Crawford PE & LS DATE 9-25-13

- Survey Legend
- ▲ USPLS CORNER Found
 - PROPERTY CORNER (Set 1/2"Ø Rebar & Cap #11572)
 - ◇ PROPERTY CORNER (Set PK nail in road)
 - Property Corner Monuments Found
 - 1/2" rebar & cap #8812
 - cut X in paving
 - SECTION LINE
 - 1/4-1/4 SECTION LINE
 - Existing Parcel or Block Line
 - Existing Road Right-of-Way
 - Utility Easement
 - Subdivision Lot Line
 - SUBDIVISION BOUNDARY

CRAWFORD ENGINEERING
& SURVEYING, INC.
205 2nd Ave NE Independence, Iowa 50644
(319) 334-7077
PROJECT No. 12806 FLD.BK.No. PAGE 11

INDEX LEGEND
COUNTY: BUCHANAN / SECTION 5 / TWP 88 N / RANGE 9 W
ALIQUOT PART : SW ¼
CITY: INDEPENDENCE
SUBDIVISION: GREENVIEW COMMERCIAL ADDITION
BLOCK:
LOT: 3 AND 4
PROPRIETOR: JEFF AND JILL STEIGLEMAN
REQUESTED BY: PROPRIETOR

PREPARED BY: BRIAN M. CRAWFORD, PLS-CRAWFORD ENGINEERING 118 3RD AVE NE INDEPENDENCE, IOWA 50644 (319)334-7077

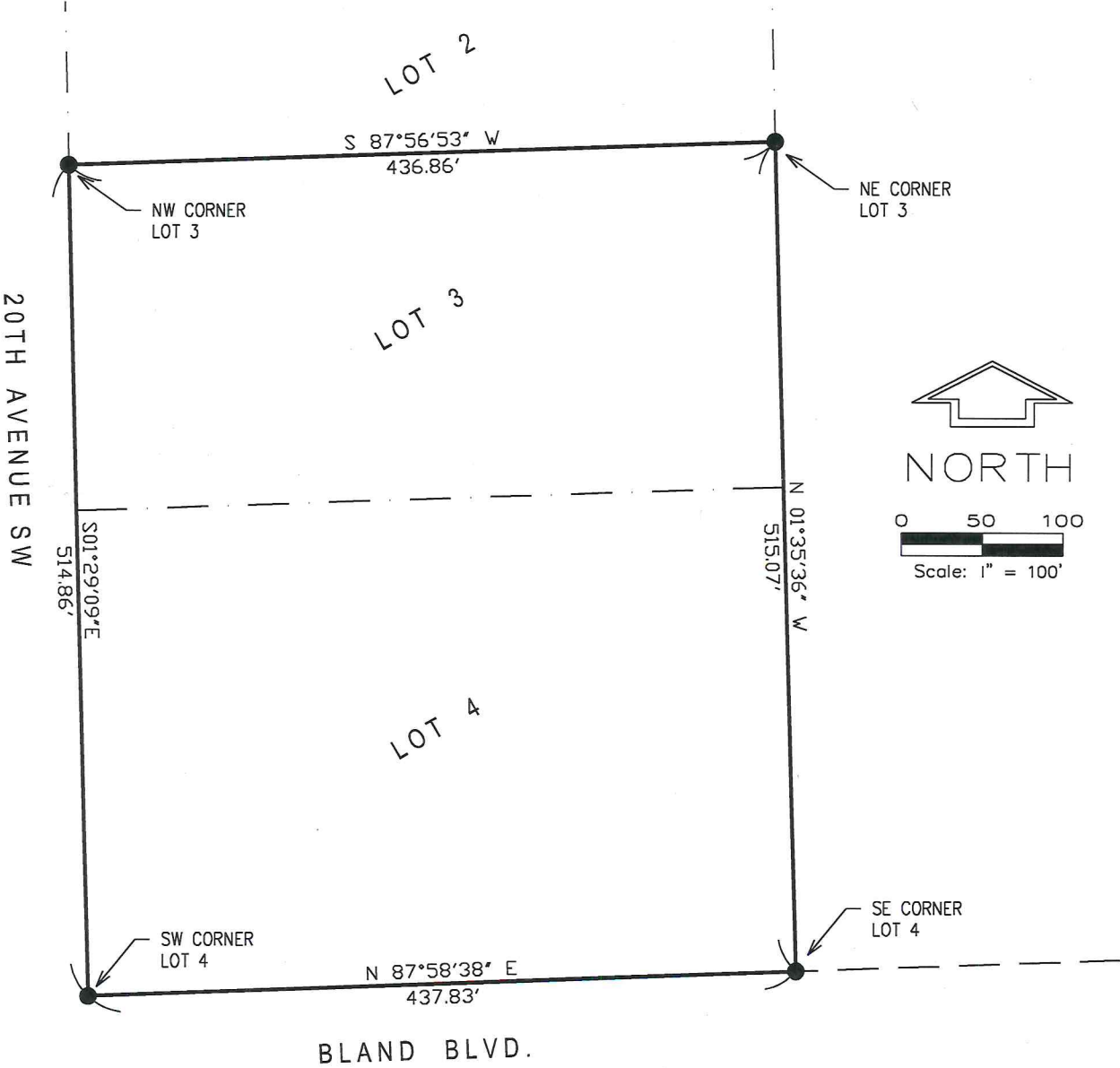
PLAT OF SURVEY

FOR BOUNDARY RETRACEMENT

LOT 3 AND LOT 4 OF GREENVIEW COMMERCIAL ADDITION TO THE CITY OF INDEPENDENCE, IOWA

SURVEY DESCRIPTION:

LOT 3 AND LOT 4 OF GREENVIEW COMMERCIAL ADDITION TO THE CITY OF INDEPENDENCE, BUCHANAN COUNTY IOWA AS RECORDED IN INSTRUMENT #2013RO3443 OF THE BUCHANAN COUNTY RECORDS. DESCRIBED LAND CONTAINS 5.17 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.



CORNERS FOUND: <ul style="list-style-type: none">▲ - SECTION CORNER AS NOTED● - 1/2" REBAR & YPC 11572■ - MAG NAIL IN ROADWAY	CORNERS SET: <ul style="list-style-type: none">○ - 1/2" IP YEL. CAP #17344□ - SET MAG NAIL IN ROADR - DISTANCE AS RECORDED
DATE SURVEYED: 12-09-2024	

I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

LICENSE RENEWAL DATE: 12-31-2026 LICENSE NO. 17344

Brian M. Crawford 3-4-25
BRIAN M. CRAWFORD, P.L.S. DATE



CRAWFORD ENGINEERING & SURVEYING, INC.
118 THIRD AVENUE N.E.
P.O. BOX 793, INDEPENDENCE, IOWA 50644
Phone (319) 334-7077

PROJECT NO. 24302 FLD.BK.NO. PAGE

Preparer Information: Brian C. Eddy of Roberts & Eddy, P.C., 2349 Jamestown Ave. Suite 4, Independence, IA 50644, Phone: (319) 334-3704
Return Document To: Brian C. Eddy of Roberts & Eddy, P.C., 2349 Jamestown Ave. Suite 4, Independence, IA 50644

VACATION OF EASEMENT

THIS VACATION OF EASEMENT ("Vacation") is executed as of March 13, 2025 (the "Effective Date"), by Independence Light & Power, Telecommunications.

(1) Indee Storage, LLC, an Iowa limited liability company ("Indee Storage") owns the following described real estate located in Buchanan County, Iowa:

Lots 3 and 4, Green View Commercial Addition, Independence, Buchanan County, Iowa (the "Real Estate").

(2) Indee Storage intends to construct improvements on the Real Estate.

(3) There is a Utility Easement shown on the common lot line between Lot 3 and Lot 4 varying from 30 feet in width to 20 feet in width as shown in Instrument No. 2013R03443, in the records of the Buchanan County, Iowa Recorder (the "Easement").

(4) Indee Storage now owns both Lot 3 and Lot 4, and the Easement is no longer necessary for the utility installations serving the individual lots.

(5) Independence Light & Power, Telecommunications holds an easement affecting said Real Estate.

(6) Independence Light & Power, Telecommunications hereby vacates, releases, terminates, abandons, and otherwise discharges in full the Easement.

[Signature page to follow]

IN WITNESS WHEREOF, Independence Light & Power, Telecommunications has duly executed this Vacation of Easement as of the Effective Date.

Dated: March 13, 2025.

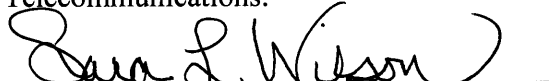
INDEPENDENCE LIGHT & POWER, TELECOMMUNICATIONS



By: Kevin Sidles, its General Manager

STATE OF IOWA)
) ss
COUNTY OF Buchanan)

This instrument was acknowledged before me on March 13, 2025, by Kevin Sidles, General Manager of Independence Light & Power, Telecommunications.


 Notary Public
