



PLANNING AND ZONING COMMISSION MEETING

Monday, May 12, 2025 at 8:30 AM

Council Chambers - 331 First Street East

AGENDA

MEETING OPENING

1. Roll Call

NEW BUSINESS

2. Approval of Previous minutes - 4/23/25
3. Wapsie Valley Creamery - Request for Rezoning

ADJOURNMENT

This agenda is subject to change.



PLANNING & ZONING MEMORANDUM

TO: Planning and Zoning Commission

FROM: Matt Chesmore

DATE OF MEETING: May 12, 2025

ITEM TITLE: Approval of Previous minutes – 4/23/2025

BACKGROUND:

The Planning and Zoning Commission regularly meets once a month to discuss various zoning related issues that are brought to Zoning Administrator.

DISCUSSION:

For record keeping purposes, minutes are recorded by the commission's secretary during each meeting and act as a official record of the commission's movements. Minutes from each meeting are required to be approved, which is usually completed at the next Planning and Zoning meeting. Once approved the minutes are recorded in electronic media, stored on City owned resources. The minutes are also publicly posted on the City of Independence's Agenda & Minutes site.

FINANCIAL CONSIDERATION:

There is no cost related to this item.

RECOMMENDATION:

Staff recommends the Planning and Zoning Commission moves to approve the previous meetings minutes as stated in the item title.



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Commission Members

Item #2.

Jane Leaven
Stephanie Sailer
Stephanie Berns
Tami Fenner

Nathan Hansen
Bill Lake
Larry Karsten

PLANNING AND ZONING COMMISSION MINUTES

April 23, 2025

The Independence Planning & Zoning Commission met in the Council Chambers at 8:30 AM, on Wednesday, April 23, 2025.

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

Meeting minutes from April 1, 2025, were approved. Tami Fenner made a motion to approve. Bill Lake seconded. All Aye.

A motion to approve Preliminary Plat of Survey for At the Pine Third Addition under conditions that the recommendations made by Fehr/Graham or any approved alternates are made to the plat of survey was made by Nathan Hansen. Jane Leaven seconded. All Aye.

Items #4 and #5 for Plat of Survey for Boundary Line Retracement (Preliminary and Final) for JDRS Properties, LLC was removed from the agenda.

A motion to approve Preliminary Plat of Survey for the Berdine See Estate was made by Jane Leaven. Tami Fenner seconded. All Aye.

A motion to approve and recommend City Council accept and approve Final Plat of Survey for the Berdine See Estate was made by Jane Leaven. Tami Fenner seconded. All Aye.

Bill Lake made a motion to adjourn. Larry Karsten seconded. All Aye.

Respectfully submitted,

Stephanie Sailer

Planning and Zoning Commission Secretary



PLANNING & ZONING MEMORANDUM

TO: Planning & Zoning Commission

FROM: Matt Chesmore

DATE OF MEETING: May 12, 2025

ITEM TITLE: Rezoning Application

BACKGROUND:

An application was received from the Wapsie Valley Creamery regarding a request to rezone property they currently own from C-2, Commercial Zoning District to C-1, Central Commercial Zoning District.

It is important to understand the intent of zoning districts and the restrictions they place on parcels throughout our city and therefore we review the purposes of each district as it pertains to this matter:

Section 12.00. GENERAL DESCRIPTION. The “C-1” Central Commercial District is designed to accommodate the needs of the Central Business District, allowing a wide range of services and goods permitted for consumer daily and occasional shopping and service needs.

Section 13.00. GENERAL DESCRIPTION. The “C-2” Commercial District is intended and designed for business, profession and occupations which are located in areas other than the Central Business District and require off-street parking areas and loading spaces.

While it is important to note the subject parcel is not in the Central Business District, the Principal Use permitted for C-1 districts include Business offices, professional offices and studios as well as laundrettes, and coin operated dry cleaning establishments. The current use is that of a business office and therefore does comply with the C-1 zoning district permitted uses.

It is also worth noting that laundry facilities alone are not mentioned as a principle use in a C-2 district. However, by current zoning regulations they are permitted “by reference”, therefore are permitted in C-2 districts.

C-2 Zoning districts carry with them certain requirements that C-1 districts do not have, specifically front yard setback requirements. The front yard setback requirement for a C-2 district is 25’ regardless of where the parcel is located and a side yard setback that must be determined by Council. By current regulations this parcel cannot be afforded the same amenities as their Southern neighboring parcels, which are also zoned C-2 and thus why Wapsie Valley has submitted this application.

Because current zoning regulations place this parcel at a possible disadvantage to others adjacent to it, we feel that a variance to the zoning regulation would not be appropriate at this time and the rezoning of this parcel should be carefully considered.

RECOMMENDATION:

Staff recommends the Planning and Zoning Commission recommend the City Council approve the rezoning request and make a motion to set a Public Hearing on May 27, 2025, at 5:00 PM for consideration of a Rezoning Request from C-2, Commercial District to C-1 Central Commercial District within the City of Independence, Buchanan County, Iowa.

