



PLANNING AND ZONING COMMISSION MEETING

Tuesday, March 04, 2025 at 8:30 AM

Council Chambers - 331 First Street East

AGENDA

MEETING OPENING

1. Roll Call

NEW BUSINESS

- [2.](#) Meeting Minutes – February 4th, 2025
- [3.](#) Preliminary Plat of Survey - Cleveland
- [4.](#) Preliminary Plat of Survey - Gee

ADJOURNMENT

This agenda is subject to change.



PLANNING & ZONING MEMORANDUM

TO: Planning & Zoning Commission

FROM: Matthew R. Schmitz, MPA – City Manager

DATE OF MEETING: March 4th 2025

ITEM TITLE: Meeting Minutes – February 4th, 2025

BACKGROUND:

Approval of previous minutes is necessary to create a record of prior approval and discussion.

RECOMMENDATION:

Staff recommends a motion to approve the meeting minutes of the February 4th, 2025, Planning & Zoning Commission Meeting.



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Commission Members

Item #2.

Jane Leaven
Stephanie Sailer
Stephanie Berns
Tami Fenner

Matt Mayner
Bill Lake
Larry Karsten

PLANNING AND ZONING COMMISSION MINUTES

February 4, 2025

The Independence Planning & Zoning Commission met in the Council Chambers at 8:30 AM, on Tuesday, February 4, 2025. Matthew Chesmore, Building Official, called the meeting to order with Larry Karsten, Stephanie Sailer and Jane Leaven excused. Pres. Matt Mayner, Larry Karsten, Bill Lake and Stephanie Berns were in attendance. Meeting minutes from December 3, 2024 were approved. Stephanie Sailer made a motion to approve. Bill Lake seconded. All aye.

A motion to approve Plat of Survey for Boundary Line Adjustment for the Heidemann's pending was made by Stephanie Sailer. Matt Mayner seconded. All aye. A motion to continue reviewing Article 17, Signs Amendment, to March meeting was made by Stephanie Sailer. Jane Tami Fenner seconded. All aye.

The meeting adjourned at 9:10 AM. Stephanie Sailer made motion to adjourn. Tami Fenner seconded. All aye.

Respectfully submitted,

Matt Chesmore
Building Official



PLANNING & ZONING MEMORANDUM

TO: Planning & Zoning Commission

FROM: Matt Chesmore – Building Official

DATE OF MEETING: March 4, 2025

ITEM TITLE: Preliminary Plat of Survey - Cleveland

BACKGROUND:

Lori Cleveland is interested in combining property and removing property boundaries on ground she currently owns to build a garage and comply with zoning requirements.

Ms. Cleveland unknowingly constructed a garage on a lot that is adjacent to her primary residence, on a separate parcel. When she found out that she needed a permit to construct the garage, it was already under way with possibly 75% completed.

Ms. Cleveland was instructed that she would need to contact a civil engineer or land surveyor to have the parcels surveyed for property boundaries and elevation as the property has a small portion that lies in a 100yr flood plain. Ms. Cleveland contacted an engineering firm, Fehr/Graham to conduct the survey work. Fehr/Graham provided a survey of the property which proved that no portion of the new garage was in the flood plain and met zoning setback requirements.

Fehr/Graham has also provided a Plat of Survey that combines lots, and thus once approved will comply with zoning requirements that a parcel has a primary structure.

RECOMMENDATION:

Staff recommends a motion to approval of the preliminary and final plat as submitted and recommend that the Independence City Council also approval the plats of survey as submitted.

RECORDER'S INDEX
COUNTY: BUCHANAN
SECTION: 34-T89N-R9W
QUARTER SECTION: NW1/4-SW1/4
CITY: INDEPENDENCE
SUBDIVISION: HERRICK'S ADDITION TO THE CITY OF INDEPENDENCE
BLOCK: 1
LOT(S): PARCEL T IN LOT 1 AND LOT 2
PROPRIETOR: LORI CLEVELAND
REQUESTED BY: LORI CLEVELAND



FOR RECORDER'S USE ONLY

PREPARED BY/RETURN TO: FEHR GRAHAM, 221 EAST MAIN ST., SUITE 301 MANCHESTER, IA 52057 – PH: 563.927.2060

PLAT OF SURVEY
FOR BOUNDARY LINE ADJUSTMENT
PARCEL T IN PART OF LOT 1 & LOT 2 OF BLOCK 1 OF
HERRICK'S ADDITION TO THE CITY OF INDEPENDENCE,
IN THE NW1 /4 OF THE SW1 /4 OF SECTION 34-T89N-R9W
CITY OF INDEPENDENCE, BUCHANAN COUNTY, IOWA

NOTE: THIS PLAT OF SURVEY FOR BOUNDARY LINE ADJUSTMENT IS A COMBINATION OF TWO DEEDS OWNED BY LORI L. CLEVELAND, ALSO KNOWN AS LORI CLEVELAND. THE TWO SAID DEEDS ARE AS DESCRIBED BY A WARRANTY DEED RECORDED MAY 2, 2007, IN RECORDING INSTRUMENT #2007R01545; AND DESCRIBED BY A QUIT CLAIM DEED, RECORDED APRIL 6, 2020, IN RECORDING INSTRUMENT #2020R01067; BOTH ON FILE IN THE BUCHANAN COUNTY RECORDER'S OFFICE, INDEPENDENCE, IOWA. FOR THIS SURVEY DESCRIPTION, THE BUCHANAN COUNTY AUDITOR HAS DESIGNATED THIS PARCEL AS "PARCEL T".

LEGAL DESCRIPTION FOR WARRANTY DEED IN RECORDING INSTRUMENT #2007R01545:
PROPERTY LOCATED AT 604 6TH AVE NW, INDEPENDENCE, IOWA LEGALLY DESCRIBED AS: THE SOUTH 40 FEET OF THE NORTH 49 1/2 FEET OF LOT 2 IN BLOCK 1, HERRICK'S ADDITION TO THE CITY OF INDEPENDENCE, BUCHANAN COUNTY, IOWA.

LEGAL DESCRIPTION FOR QUIT CLAIM DEED IN RECORDING INSTRUMENT #2020R01067:
THE NORTH 9-1/2 FEET OF LOT 2, AND THE SOUTH 46-1/2 FEET OF LOT 1, BLOCK 1, HERRICK'S ADDITION TO INDEPENDENCE, BUCHANAN COUNTY, IOWA.

SURVEY DESCRIPTION:

PARCEL T

PARCEL T IN PART OF LOT 1 AND LOT 2 OF BLOCK 1 OF HERRICK'S ADDITION TO THE CITY OF INDEPENDENCE, IN THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 34, TOWNSHIP 89 NORTH, RANGE 9 WEST OF THE 5TH P.M., CITY OF INDEPENDENCE, BUCHANAN COUNTY, IOWA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SW CORNER OF LOT 8, IN BLOCK 1, OF SAID HERRICK'S ADDITION;

THENCE **NORTH 00°36'10" WEST, 412.46 FEET** ALONG WEST LINE OF BLOCK 1 TO THE POINT OF BEGINNING;

THENCE CONTINUING **NORTH 00°36'10" WEST, 96.00 FEET** ALONG SAID WEST LINE;

THENCE **NORTH 88°41'52" EAST, 131.31 FEET** TO THE EAST LINE OF SAID LOT 1 AND LOT 2;

THENCE **SOUTH 00°48'57" EAST, 96.00 FEET** ALONG SAID EAST LINE;

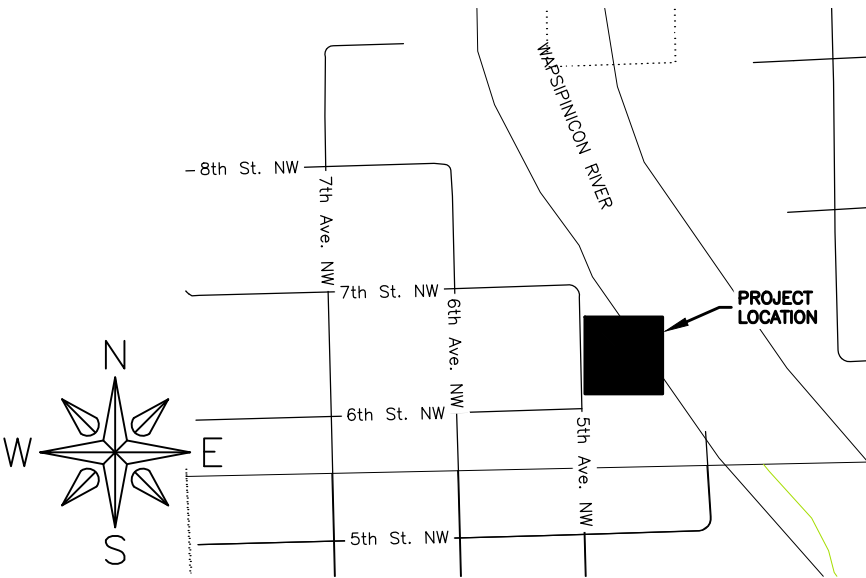
THENCE **SOUTH 88°41'52" WEST, 131.67 FEET** TO THE POINT OF BEGINNING;

CONTAINING **12,623 SQUARE FEET**, SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

REFERENCES ARE HEREBY MADE TO A SURVEY AND PLAT MADE BY D. S. DEERING, RECORDED SEPTEMBER 9, 1872, IN BOOK 2, PAGE 11; TO A SURVEY AND PLAT MADE BY DANIEL T. CRAWFORD, RECORDED NOVEMBER 14, 2000, IN RECORDING INSTRUMENT #2000R03678; MADE TO A SURVEY AND PLAT MADE BY DANIEL T. CRAWFORD, RECORDED DECEMBER 10, 1990, IN BOOK 523, PAGE 263; ALL ON FILE IN THE BUCHANAN COUNTY RECORDER'S OFFICE, INDEPENDENCE, IOWA.

PROJECT LOCATION MAP

NO SCALE



LOCATION MAP

NOT TO SCALE

LEGEND

- SECTION CORNER AS DESCRIBED
 - FOUND 1/2"Ø REBAR W/YPC 8812
 - FOUND T-BAR W/AC 7033
 - FOUND 1"Ø IRON PIPE
 - FOUND 1/2"Ø REBAR
 - SET 1/2"Ø REBAR W/RPC #24627
 - CALCULATED POSITION
- SURVEY BOUNDARY
- SECTION LINE
- 1/4 SECTION LINE
- 1/4-1/4 SECTION LINE
- EXISTING RIGHT-OF-WAY
- EXISTING PROPERTY LINE
- PROPOSED PROPERTY LINE
- EXISTING EASEMENT
- EXISTING SETBACK LINE
- RIGHT-OF-WAY WIDTH
- PREVIOUSLY RECORDED AS
 - RED PLASTIC CAP
 - YELLOW PLASTIC CAP
 - ALUMINUM CAP

SURVEYOR:

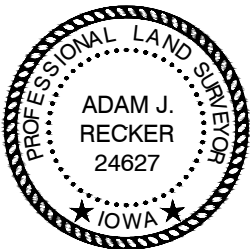
FEHR GRAHAM
221 E. MAIN ST.
SUITE 301
MANCHESTER, IA 52057

PROPRIETOR/OWNER:

LORI CLEVELAND
604 6TH AVE. NW
INDEPENDENCE, IA 50644

REQUESTED BY/SUBDIVIDER:

LORI CLEVELAND
604 6TH AVE. NW
INDEPENDENCE, IA 50644



I hereby certify that this land surveying document was prepared and the 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.

Adam J. Recker, P.L.S. Date
License Number: 24627
My license renewal date is December 31, 2025.
Sheets covered by this seal: SHEETS 1 THROUGH 3

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ENGINEERING & ENVIRONMENTAL

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ILLINOIS

IOWA

WISCONSIN

G:\C3D\24\24-1933\24-1933 Survey.dwg

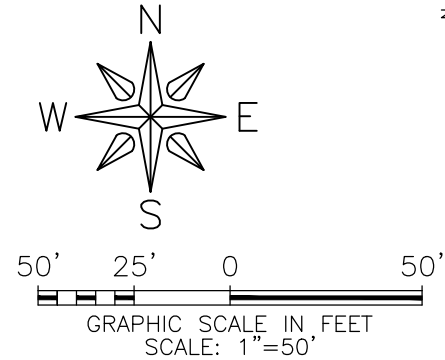
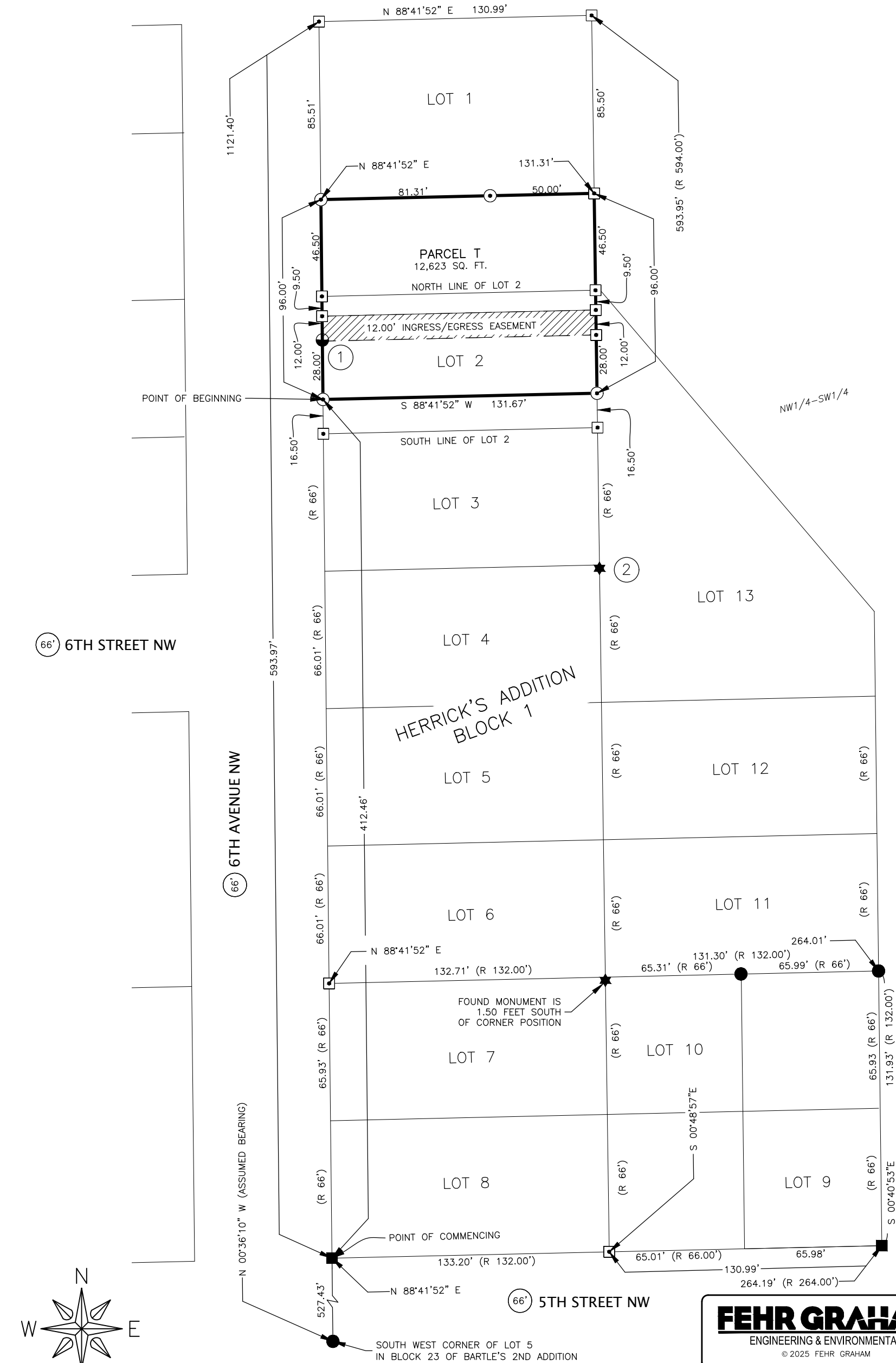
FLD BK: FEHR GRAHAM
2024-JUERGENS NO. 05
PG: 35-37

SURVEY WAS COMPLETED ON:
FEBRUARY 19, 2025

JOB NUMBER:
24-1933

SHEET NUMBER:
1 of 3

PLAT OF SURVEY
FOR BOUNDARY LINE ADJUSTMENT
PARCEL T IN PART OF LOT 1 & LOT 2 OF BLOCK 1 OF
HERRICK'S ADDITION TO THE CITY OF INDEPENDENCE,
IN THE NW1 / 4 OF THE SW1 / 4 OF SECTION 34–T89N–R9W
CITY OF INDEPENDENCE, BUCHANAN COUNTY, IOWA



- NOTES:
- ① FOUND MONUMENT IS 0.35 FEET NORTH AND 0.30 FEET WEST OF CORNER POSITION
 - ② FOUND MONUMENT IS 1.56 FEET SOUTH OF CORNER POSITION

FEHR GRAHAM
ENGINEERING & ENVIRONMENTAL
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ILLINOIS
IOWA
WISCONSIN

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FLD BK: FEHR GRAHAM
2024-JUERGENS NO. 05
PG: 35-37

JOB NUMBER:
24-1933

SURVEY WAS COMPLETED ON:
FEBRUARY 19, 2025

SHEET NUMBER:
2 of 3



PLANNING & ZONING MEMORANDUM

TO: Planning & Zoning Commission

FROM: Matt Chesmore – Building Official

DATE OF MEETING: March 4, 2025

ITEM TITLE: Preliminary Plat of Survey - Gee

BACKGROUND:

Steve Gee has submitted an application to rezone a parcel of ground he currently owns from A-1 to R-2. The parcel is located between Spruce Dr SW and Juniper Dr SW

Crawford Engineering has submitted a Rezoning Plat of to facilitate the rezoning of this parcel.

Steve is proposing installing infrastructure and then constructing single and 2-family residential dwellings along the newly developed roadway.

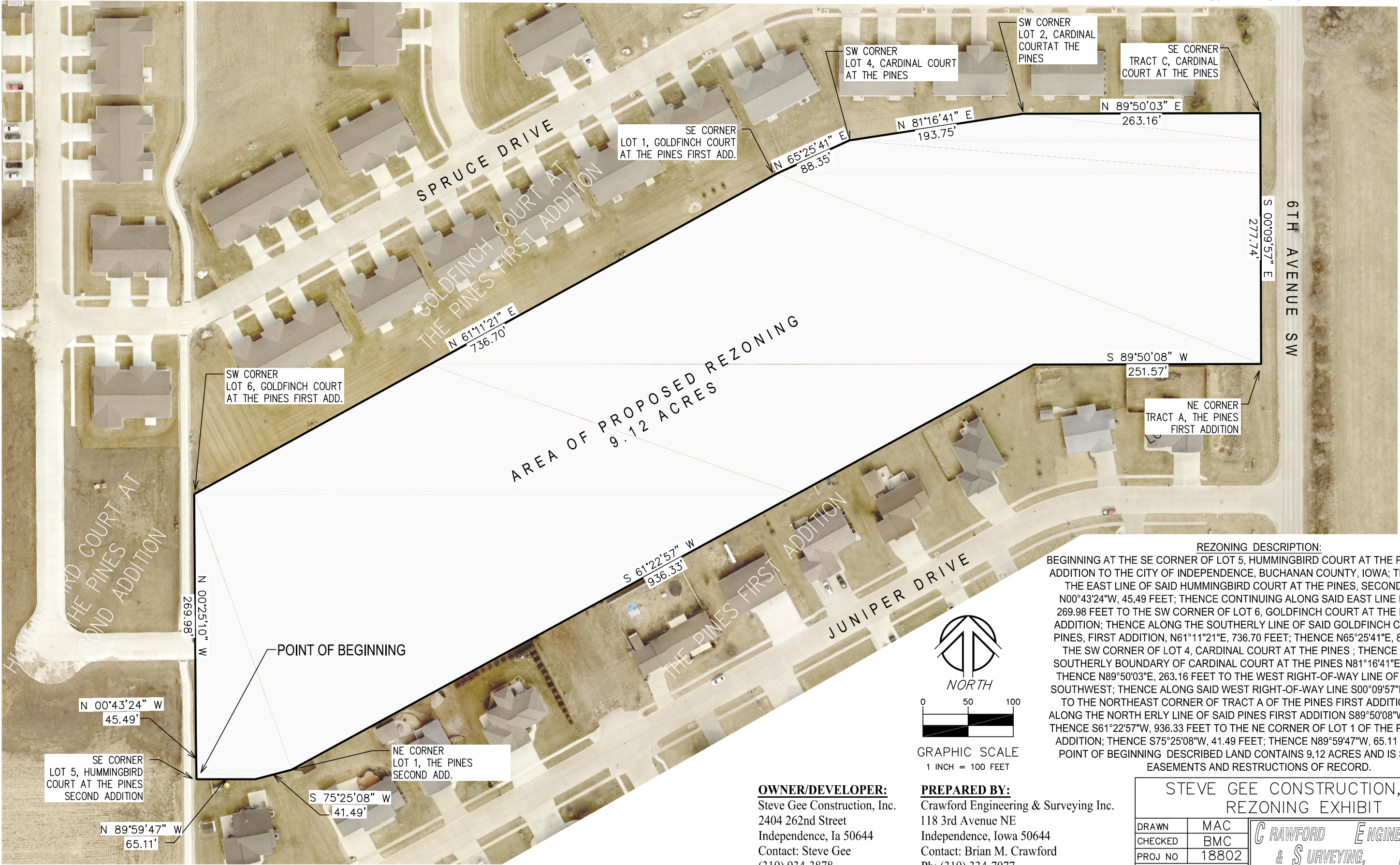
RECOMMENDATION:

Staff recommends a motion to recommend approval of the rezoning plat as submitted.

REZONING EXHIBIT

Item #4.

- PROPOSED ZONING: R-2
- CURRENT ZONING: A-1



OWNER/DEVELOPER:
Steve Gee Construction, Inc.
2404 262nd Street
Independence, Ia 50644
Contact: Steve Gee
(319) 934-3878

PREPARED BY:
Crawford Engineering & Surveying Inc.
118 3rd Avenue NE
Independence, Iowa 50644
Contact: Brian M. Crawford
Ph: (319) 334-7077

STEVE GEE CONSTRUCTION, INC.
REZONING EXHIBIT

DRAWN	MAC
CHECKED	BMC
PROJ NO	18802
CADD FILE	

CRAWFORD ENGINEERING & SURVEYING, INC.
118 3rd Ave NE Independence, Iowa 50644