



PLANNING AND ZONING COMMISSION MEETING

Wednesday, April 23, 2025 at 8:30 AM

Council Chambers - 331 First Street East

AGENDA

MEETING OPENING

1. Roll Call

NEW BUSINESS

2. Approval of Previous minutes – 4/1/2025
3. Preliminary Plat of Survey – At the Pines Third Addition
4. Plat of Survey For Boundary Line Retracement - Preliminary - JDRS Properties LLC
5. Plat of Survey For Boundary Line Retracement - Final - JDRS Properties LLC
6. Plat of Survey - Preliminary - Berdine See Estate
7. Plat of Survey - Final - Berdine See Estate

ADJOURNMENT

This agenda is subject to change.



PLANNING & ZONING MEMORANDUM

TO: Planning and Zoning Commission

FROM: Matt Chesmore

DATE OF MEETING: April 23, 2025

ITEM TITLE: Approval of Previous minutes – 4/1/2025

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.

Brad Bleichner, *Mayor*
(319) 334-2780

Matthew R. Schmitz, *City Manager*
(319) 334-2780

Susi Lampe, *Asst. City Manager, City
Clerk/Treasurer*
(319) 334-2780

Douglas Herman, *City Attorney*



www.independenceia.gov

Council Members

Brian Prusator, *At-large*
Ralph Moore, *At-large*
Kathryn Jensen, *1st Ward*
Bret Weber, *2nd Ward*
Michael O'Loughlin, *3rd Ward*
Debra Hanna, *4th Ward*
Matthew Mayner, *5th Ward*

Item #2.

PLANNING AND ZONING COMMISSION MINUTES

April 1, 2025

The Independence Planning & Zoning Commission met in the Council Chambers at 8:30 AM, on Tuesday, April 2, 2025. Matt Chesmore, Building Official, called the meeting to order at 8:33 AM with Stephanie Berns, Tami Fenner, Larry Karsten, Jane Leaven and Bill Lake in attendance.

Meeting minutes from March 4, 2025 were reviewed. Motion made by Tami Fenner, seconded by Bill Lake to approve the minutes as presented. Motion carried.

A motion was made by Jane Leaven, seconded by Tami Fenner to accept the resignation of Matthew Mayner from the Planning & Zoning Commission due to his appointment as the 5th Ward Independence Councilman. Motion carried.

A motion was made by Jane Leaven, seconded by Bill Lake to recommend approval of the Final Plat of Survey for Boundary Line Adjustment for Lori Cleveland. Motion carried.

A motion was made by Tami Fenner, seconded by Bill Lake to recommend approval of the Preliminary Plat of Survey for Boundary Line Retracement for Indee Storage LLC. Motion carried.

A motion was made by Jane Leaven, seconded by Tami Fenner to recommend approval of the Final Plat of Survey for Boundary Line Retracement for Indee Storage LLC. Motion carried.

A motion was made by Tami Fenner, seconded by Jane Leaven to recommend approval of the Vacation of Utility Easement for Indee Storage LLC. Motion carried.

A motion was made by Jane Leaven, seconded by Bill Lake to recommend that the 2025 Pines Housing Urban Renewal Area does conform to the City's Comprehensive Plan. Motion carried.

A motion to adjourn was made by Bill Lake, seconded by Tami Fenner. Motion carried.

Respectfully Submitted,

Stephanie A. Berns

Secretary pro tem



PLANNING AND ZONING COMMISSION MEMORANDUM

TO: Planning and Zoning Commission

FROM: Matt Chesmore – Building Official

DATE OF MEETING: March 23, 2025

ITEM TITLE: Preliminary Plat of Survey – At the Pines Third Addition

BACKGROUND:

Gee Construction is planning on developing a tract of land he owns between Spruce Dr SW and Juniper Dr SW, in The Pines 3rd Addition. The new street will be named Bluebird Court and connect both Hummingbird Ct and Juniper via Cedar Drive, with a direct connection to 6th Ave SE. When complete, there will be access to The Pines Addition from three points along 6th Avenue SE, which not only increases convenience for both vehicle and pedestrian traffic but will also increase fire department accessibility for the entire addition.

DISCUSSION

On April 14th 2025 City Council approve re-zoning this area from an agricultural district to a R-2 zoning district, which restricts construction to one- and two-family dwellings only. Once the Preliminary Plat of Survey has been approved, the contractor, Gee Construction will begin construction of the public improvements including the Bluebird Ct roadway, public utilities and grading to accommodate stormwater detention.

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:

Staff recommends the Planning and Zoning Commission moves to recommend the Independence City Council approve the Preliminary Plat of Survey under conditions that the recommendations made by Fehr/Graham or any approved alternates are made to the plat of survey.

PRELIMINARY PLAT: PINES THIRD ADDITION

INDEPENDENCE, IOWA

REZONING DESCRIPTION:

BEGINNING AT THE SE CORNER OF LOT 5, HUMMINGBIRD COURT AT THE PINES, SECOND ADDITION TO THE CITY OF INDEPENDENCE, BUCHANAN COUNTY, IOWA; THENCE ALONG THE EAST LINE OF SAID HUMMINGBIRD COURT AT THE PINES, SECOND ADDITION, N00°43'24"W, 45.49 FEET; THENCE CONTINUING ALONG SAID EAST LINE N00°25'10"W, 269.98 FEET TO THE SW CORNER OF LOT 6, GOLDFINCH COURT AT THE PINES, FIRST ADDITION; THENCE ALONG THE SOUTHERLY LINE OF SAID GOLDFINCH COURT AT THE PINES, FIRST ADDITION, N61°11'21"E, 736.70 FEET; THENCE N65°25'41"E, 88.35 FEET TO THE SW CORNER OF LOT 4, CARDINAL COURT AT THE PINES; THENCE ALONG THE SOUTHERLY BOUNDARY OF CARDINAL COURT AT THE PINES N81°16'41"E, 193.75 FEET; THENCE N89°50'03"E, 263.16 FEET TO THE WEST RIGHT-OF-WAY LINE OF 6TH AVENUE SOUTHWEST; THENCE ALONG SAID WEST RIGHT-OF-WAY LINE S00°09'57"E, 277.74 FEET TO THE NORTHEAST CORNER OF TRACT A OF THE PINES FIRST ADDITION; THENCE ALONG THE NORTH ERLY LINE OF SAID PINES FIRST ADDITION S89°50'08"W, 251.57 FEET; THENCE S61°22'57"W, 936.33 FEET TO THE NE CORNER OF LOT 1 OF THE PINES SECOND ADDITION; THENCE S75°25'08"W, 41.49 FEET; THENCE N89°59'47"W, 65.11 FEET TO THE POINT OF BEGINNING DESCRIBED LAND CONTAINS 9.12 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

Subdivision Notes:

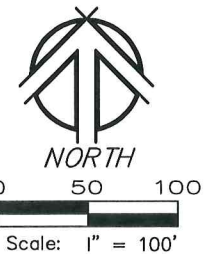
1. Lot A is to be dedicated to the City of Independence as public street. Lot B is reserved for Stormwater Management.
2. Bluebird Court is to be 31' Wide PCC Pavement with Integral Curb and Gutter
3. Sanitary Sewer is to be 8" PVC SDR 26
4. Water Main is to be 8" PVC C-900
5. Sidewalks will be provided by the owner.
6. This development is outside of the flood hazard area based on FEMA Map #19019C0284E Dated June 16, 2015

OWNER/DEVELOPER:

Steve Gee Construction
2404 262nd Street
Independence, Iowa
Contact: Steve Gee
(319) 361-0419

PREPARED BY:

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

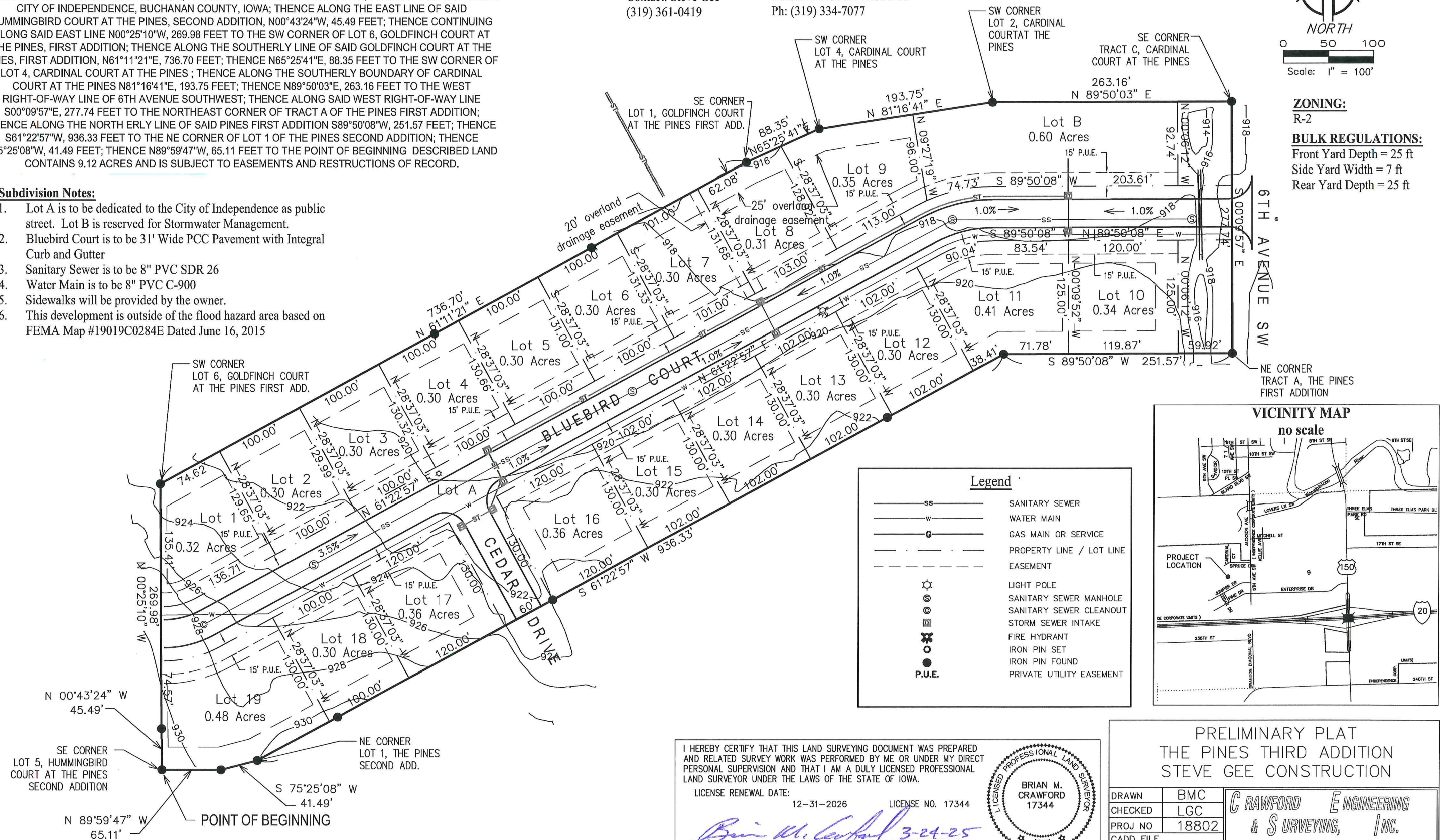


ZONING:

R-2

BULK REGULATIONS:

Front Yard Depth = 25 ft
Side Yard Width = 7 ft
Rear Yard Depth = 25 ft



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.

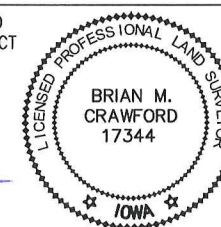
LICENSE RENEWAL DATE:

12-31-2026

LICENSE NO. 17344

BRIAN M. CRAWFORD, P.L.S.

DATE _____



PRELIMINARY PLAT
THE PINES THIRD ADDITION
STEVE GEE CONSTRUCTION

DRAWN	BMC	<i>CRAWFORD ENGINEERING & SURVEYING, INC.</i> 118 3rd Ave NE Independence, Iowa 50644
CHECKED	LGC	
PROJ NO	18802	
CADD FILE		

PINES THIRD ADDITION HOUSING CONCE

Item #3.

INDEPENDENCE, IOWA

OWNER/DEVELOPER:

Steve Gee Construction
2404 262nd Street
Independence, Iowa
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

PRELIMINARY



0 50 100

Scale: 1" = 100'

GOLDFINCH COURT AT
THE PINES
SECOND ADDITION

STEVE GEE
GOLDFINCH COURT
CONDOMINIUM ASSOC.

GOLDFINCH COURT AT
THE PINES
FIRST ADDITION

HUMMINGBIRD COURT

6TH AVENUE SW



THE PINES THIRD ADDITION
DEVELOPMENT CONCEPT FEB 2025
STEVE GEE CONSTRUCTION

DRAWN	BMC
CHECKED	LGC
PROJ NO	18802
CADD FILE	

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



PLANNING AND ZONING MEMORANDUM

TO: Planning and Zoning Commission

FROM: Matt Chesmore, Building Official

DATE OF MEETING: May 6, 2025

ITEM TITLE: Preliminary Plat of Survey for Boundary Line Retracement - JRDS

BACKGROUND:

JDRS Properties LLC wishes to combine parcels 06.35.351.006 and 06.35.351.006, formally known as 309 9th St NE and 313 9th Street NE to create one parcel to construct a two-family duplex upon. JDRS engaged Crawford Engineering to conduct the survey work and created Exhibit A, the Plat of Survey for Boundary Line Retracement to assist in the combining of these parcels.

DISCUSSION:

The attached plat shows two parcels located partially in Lot 1 and 8 of Block 2, the Melone's Addition that are to be combined into one parcel. Exhibit A was recorded in Instrument 2024R02108 and depicts the new parcel. Prior to the County Assessor combining parcels, the City Council will need to accept and approve the Plat of Survey for Boundary Line Retracement.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of Developing and Reviving Independence. This item helps achieve that vision by allowing areas within the corporate borders to be developed.

FINANCIAL CONSIDERATION:

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

RECOMMENDATION:

Staff recommends the Planning and Zoning Commission moves to recommend the City Council accept and approve the JDRS Plat of Survey for Boundary Line Retracement as a Preliminary Plat as submitted.

INDEX LEGEND	
COUNTY:	Buchanan
ALIQUOT PART:	
CITY:	
SUBDIVISION:	Melone's Addition
BLOCK:	Block 2
LOT:	Part of Lot 1 and Part of Lot 8
PROPRIETOR:	JDRS Properties LLC
REQUESTED BY:	Jared Donnelly

Instrument #: 2024R02108

08/14/2024 12:50:51 PM Total Pages: 1

EPS PLATS & SURVEY

Recording Fee: \$7.00 Transfer Tax: \$0

Michelle Mangrich, Recorder, Buchanan County Iowa

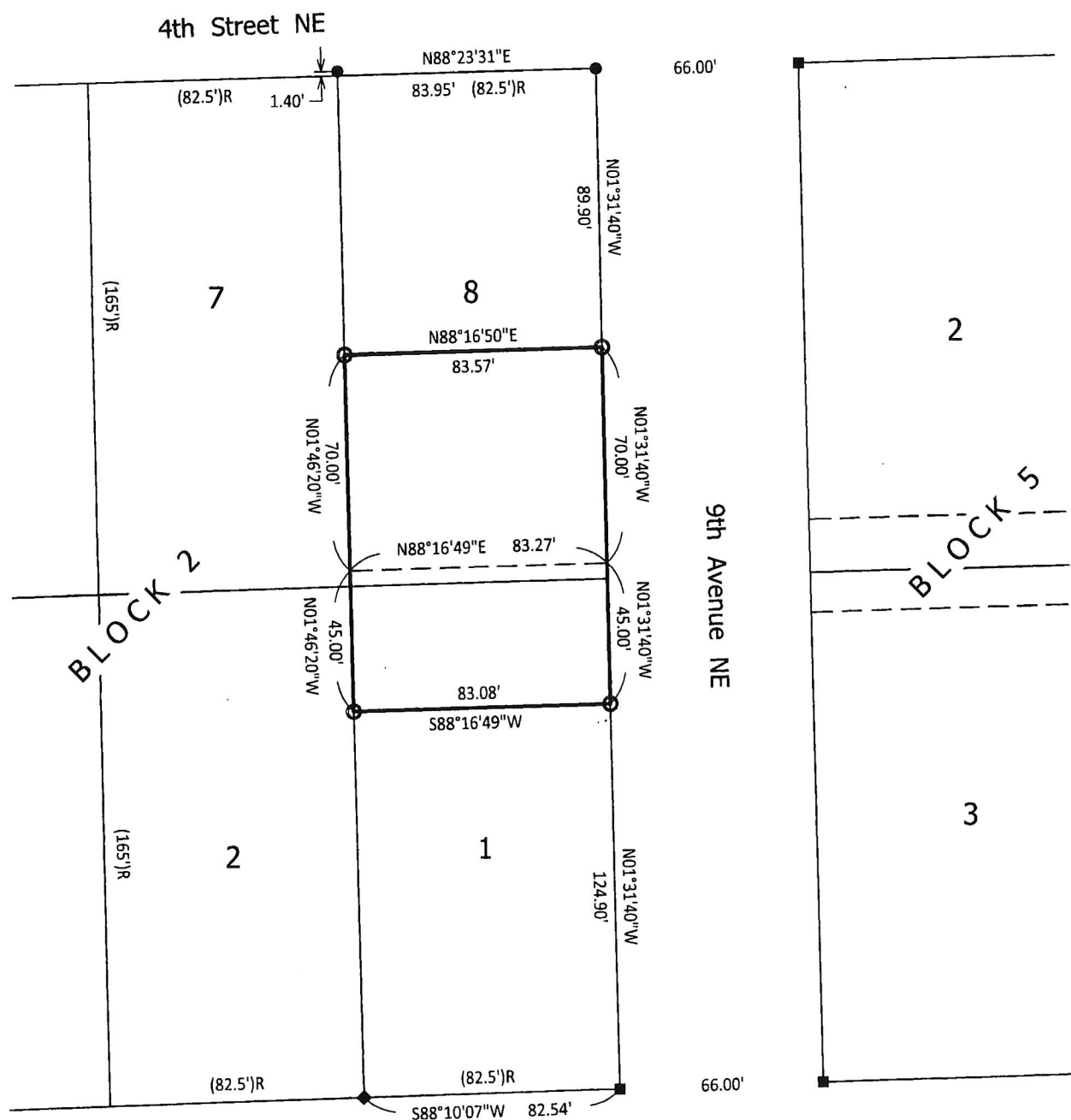


Lawrence G. Crawford PE & PLS

CRAWFORD ENGINEERING & SURVEYING, INC., INDEPENDENCE, IOWA (319)334-7077

Plat of Survey for Boundary Retracement

The North 70 feet of the South 75 feet of Lot 8; The North 40 feet of Lot 1 and the South 5 feet of Lot 8;
All in Block 2, Melone's Addition to Independence, Buchanan County, Iowa.





PLANNING AND ZONING MEMORANDUM

TO: Planning and Zoning Commission

FROM: Matt Chesmore, Building Official

DATE OF MEETING: April 23rd, 2025

ITEM TITLE: Final Plat of Survey for Boundary Line Retracement - JRDS

BACKGROUND:

JDRS Properties LLC wishes to combine parcels 06.35.351.006 and 06.35.351.006, formally known as 309 9th St NE and 313 9th Street NE to create one parcel to construct a two-family duplex upon. JDRS engaged Crawford Engineering to conduct the survey work and created Exhibit A, the Plat of Survey for Boundary Line Retracement to assist in the combining of these parcels.

DISCUSSION:

The attached plat shows two parcels located partially in Lot 1 and 8 of Block 2, the Melone's Addition that are to be combined into one parcel. Exhibit A was recorded in Instrument 2024R02108 and depicts the new parcel. Prior to the County Assessor combining parcels, the City Council will need to approve the combination by accepting the Plat of Survey for Boundary Line Retracement.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of Developing and Reviving Independence. This item helps achieve that vision by allowing areas within the corporate border to be developed.

FINANCIAL CONSIDERATION:

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

RECOMMENDATION:

Staff recommends the Planning and Zoning Commission moves to recommend the City Council accept and approve the JDRS Plat of Survey for Boundary Line Retracement as a Final Plat as submitted.

INDEX LEGEND	
COUNTY:	Buchanan
ALIQUOT PART:	
CITY:	
SUBDIVISION:	Melone's Addition
BLOCK:	Block 2
LOT:	Part of Lot 1 and Part of Lot 8
PROPRIETOR:	JDRS Properties LLC
REQUESTED BY:	Jared Donnelly

Instrument #: 2024R02108

08/14/2024 12:50:51 PM Total Pages: 1

EPS PLATS & SURVEY

Recording Fee: \$7.00 Transfer Tax: \$0

Michelle Mangrich, Recorder, Buchanan County Iowa

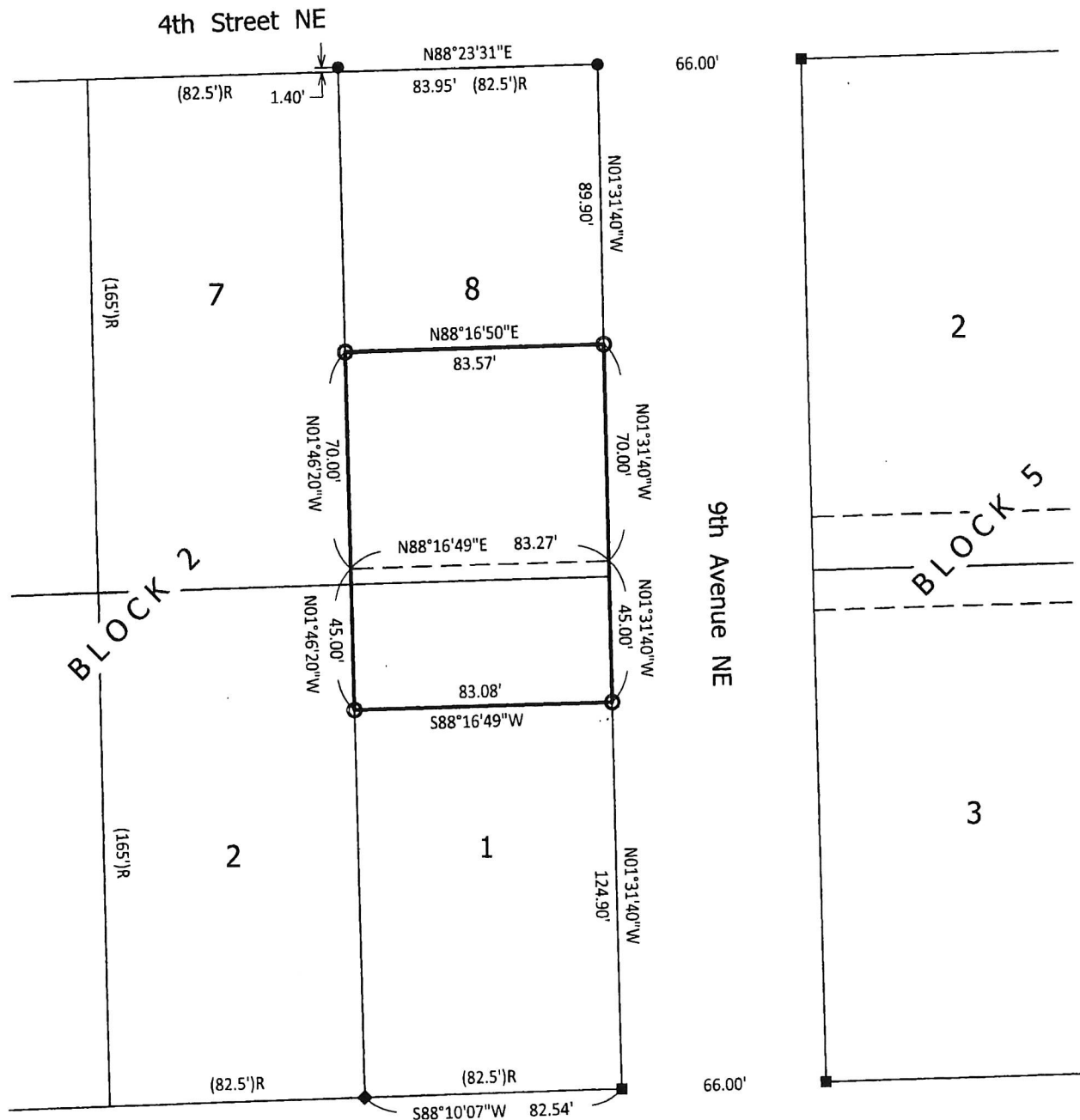


Lawrence G. Crawford PE & PLS

CRAWFORD ENGINEERING & SURVEYING, INC., INDEPENDENCE, IOWA (319)334-7077

Plat of Survey for Boundary Retracement

The North 70 feet of the South 75 feet of Lot 8; The North 40 feet of Lot 1 and the South 5 feet of Lot 8;
All in Block 2, Melone's Addition to Independence, Buchanan County, Iowa.





PLANNING AND ZONING MEMORANDUM

TO: Planning and Zoning Commission

FROM: Matt Chesmore, Building Official

DATE OF MEETING: May 6, 2025

ITEM TITLE: Plat of Survey – Preliminary Plat - Berdine See Division within 2 miles

BACKGROUND:

At the request of the former Berdine See's immediate family, attorneys for the estate have submitted a Plat of Survey, marked as Preliminary in Exhibit A, that removes one parcel and divides the remaining parcel into two parts, essentially splitting Ms. See's land into two equal individual parcels.

It is important to note that this property is not within the City Limits but does fall within the two-mile zone surrounding the City and is therefore subject to review by the Planning & Zoning Commission and the City Council.

The See estate engaged Crawford Engineering to conduct survey work and is the firm of record regarding this matter.

DISCUSSION:

Exhibit A, Plat of Survey displays one lot to be subdivided into two individual parcels, I and J respectively. For clarity Exhibit B the current parcel map shows that there are three parcels, that will essentially combine into one and then divide into two equal parcels.

Buchanan County Zoning has been made aware of the request and is awaiting City Council approval prior to placing the request on the County Supervisors' agenda.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of Developing and Reviving Independence. This item helps achieve that vision by allowing surrounding areas that lie within the 2-mile border to be developed.

FINANCIAL CONSIDERATION:

There is no significant financial consideration for this matter other than the staff's time in reviewing the Plat of Survey.

RECOMMENDATION:

Staff recommends the Planning and Zoning Commission moves to recommend the City Council accept and approve the Berdine See Division, Plat of Survey as the Preliminary Plat of Survey for the Division of land within two miles of the city limits of the City of Independence, Iowa as submitted.

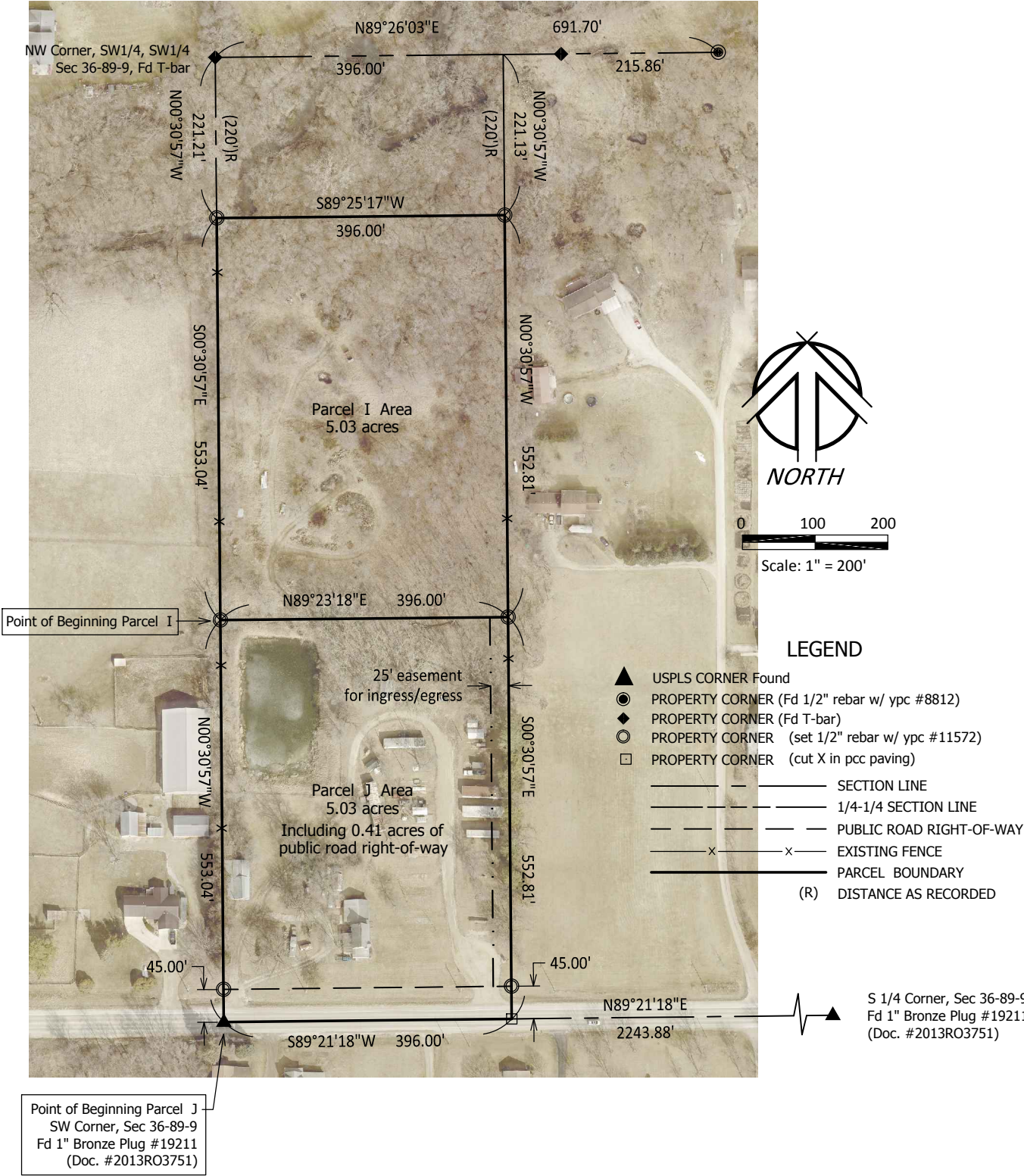
INDEX LEGEND	
COUNTY:	Buchanan
ALIQUOT PART :	SW1/4, SW1/4, Section 36, T89N, R09W
CITY:	
SUBDIVISION:	
BLOCK:	
LOT:	
PROPRIETOR:	Berdine H. See
REQUESTED BY:	Randy See

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

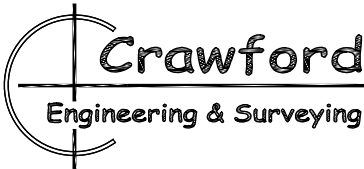
Plat of Survey of Parcel I and Parcel J in the Southwest ¼ of the Southwest ¼ of Section 36, Township 89 North, Range 9 West of the 5th Principal Meridian, Buchanan County, Iowa.

Parcel I Legal Description: Commencing at the Southwest Corner of Section 36; thence N00°30'57"W, 553.04 feet along the west line of the Southwest ¼ of the Southwest ¼ of Section 36 to the Point of Beginning of Parcel I; thence N89°23'18"E, 396.00 feet; thence N00°30'57"W, 552.81 feet; thence S89°25'17"W, 396.00 feet to the west line of the Southwest ¼ of the Southwest ¼ of Section 36; thence S00°30'57"E, 553.04 feet along said west line to the Point of Beginning of Parcel I.

Parcel J Legal Description: Beginning at the Southwest Corner of Section 36; thence N00°30'57"W, 553.04 feet along the west line of the Southwest ¼ of the Southwest ¼ of Section 36; thence N89°23'18"E, 396.00 feet; thence S00°30'57"E, 552.81 feet to the south line of the Southwest ¼ of the Southwest ¼ of Section 36; thence S89°21'18"W, 396.00 feet to the Point of Beginning. Parcel J is subject to an easement 25 feet in width, parallel to and lying westerly of, the east line of Parcel J. Easement is for ingress and egress to Parcel I.



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: 12-31-26 LICENSE NO. 11572



PRELIMINARY





PLANNING AND ZONING MEMORANDUM

TO: Planning and Zoning Commission

FROM: Matt Chesmore, Building Official

DATE OF MEETING: May 6, 2025

ITEM TITLE: Plat of Survey – Final Plat - Berdine See Division within 2 miles

BACKGROUND:

At the request of the former Berdine See's immediate family, attorneys for the estate have submitted a Plat of Survey, as sealed and signed, representing the Final Plat of Survey in exhibit A, that removes one parcel and divides the remaining parcel into two parts, essentially splitting Ms. See's land into two equal individual parcels.

It is important to note that this property is not within the City Limits but does fall within the two-mile zone surrounding the City and is therefore subject to review by the Planning & Zoning Commission and the City Council.

The See estate engaged Crawford Engineering to conduct survey work and is the firm of record regarding this matter.

DISCUSSION:

Exhibit A, Plat of Survey displays one lot to be subdivided into two individual parcels, I and J respectively. For clarity Exhibit B the current parcel map shows that there are three parcels, that will essentially combine into one and then divide into two equal parcels.

Buchanan County Zoning has been made aware of the request and is awaiting City Council approval prior to placing the request on the County Supervisors' agenda.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of Developing and Reviving Independence. This item helps achieve that vision by allowing surrounding areas that lie within the 2-mile border to be developed.

FINANCIAL CONSIDERATION:

There is no significant financial consideration for this matter other than the staff's time in reviewing the Plat of Survey.

RECOMMENDATION:

Staff recommends the Planning and Zoning Commission move to recommend the City Council accept and approve the Berdine See Division, Plat of Survey as the Final Plat of Survey for the Division of land within two miles of the city limits of the City of Independence, Iowa as submitted.

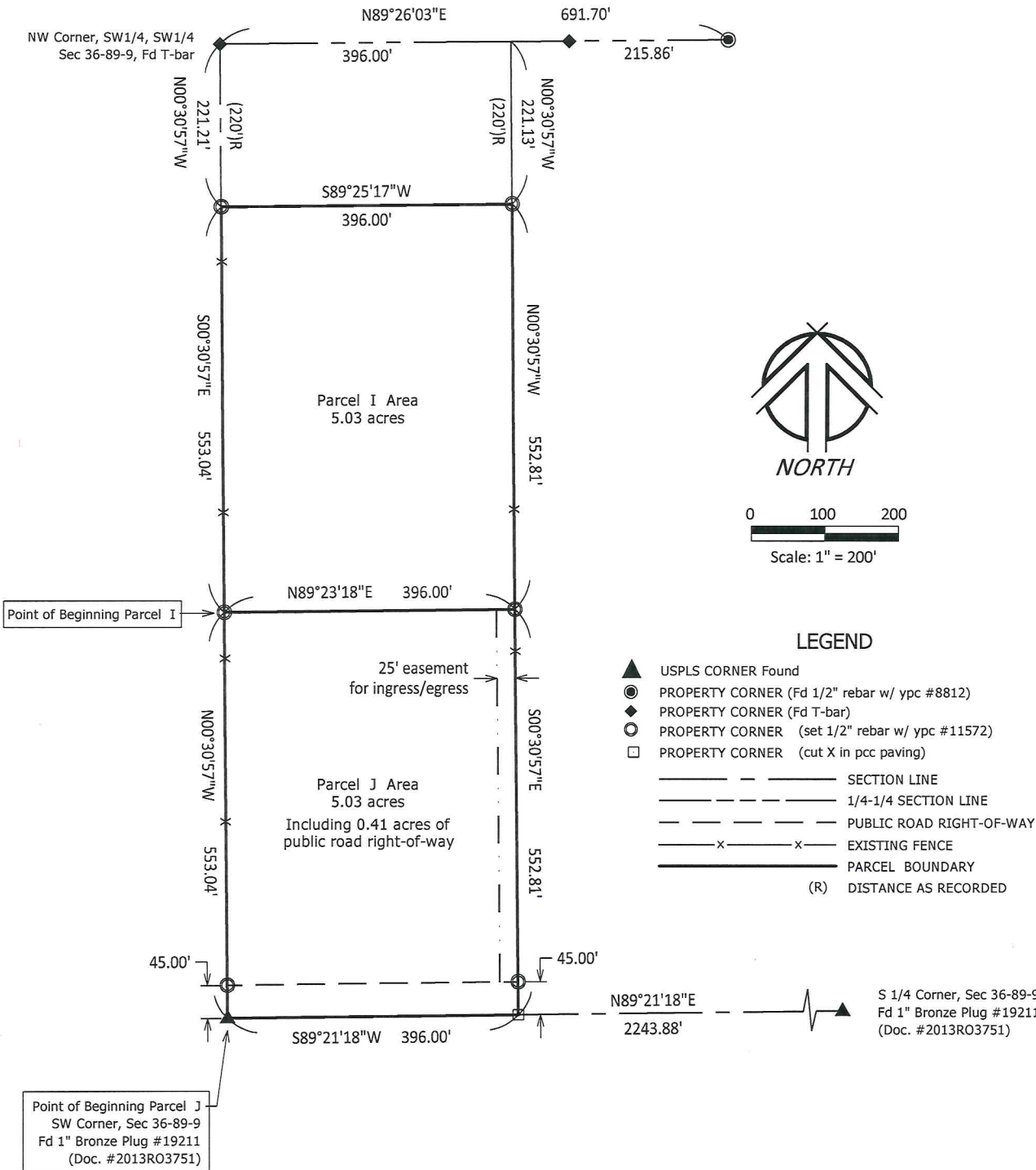
INDEX	LEGEND
COUNTY:	Buchanan
ALIQUOT PART:	SW1/4, SW1/4, Section 36, T89N, R09W
CITY:	
SUBDIVISION:	
BLOCK:	
LOT:	
PROPRIETOR:	Berdine H. See
REQUESTED BY:	Randy See

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

Plat of Survey of Parcel I and Parcel J in the Southwest 1/4 of the Southwest 1/4 of Section 36, Township 89 North, Range 9 West of the 5th Principal Meridian, Buchanan County, Iowa.

Parcel I Legal Description: Commencing at the Southwest Corner of Section 36; thence N00°30'57"W, 553.04 feet along the west line of the Southwest 1/4 of the Southwest 1/4 of Section 36 to the Point of Beginning of Parcel I; thence N89°23'18"E, 396.00 feet; thence N00°30'57"W, 552.81 feet; thence S89°25'17"W, 396.00 feet to the west line of the Southwest 1/4 of the Southwest 1/4 of Section 36; thence S00°30'57"E, 553.04 feet along said west line to the Point of Beginning of Parcel I.

Parcel J Legal Description: Beginning at the Southwest Corner of Section 36; thence N00°30'57"W, 553.04 feet along the west line of the Southwest 1/4 of the Southwest 1/4 of Section 36; thence N89°23'18"E, 396.00 feet; thence S00°30'57"E, 552.81 feet to the south line of the Southwest 1/4 of the Southwest 1/4 of Section 36; thence S89°21'18"W, 396.00 feet to the Point of Beginning. Parcel J is subject to an easement 25 feet in width, parallel to and lying westerly of, the east line of Parcel J. Easement is for ingress and egress to Parcel I.



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: 12-31-26 LICENSE NO. 11572
Lawrence G. Crawford PE & PLS DATE 4-2-25



118 3rd Ave NE Independence, Iowa 50644 ph: (319) 334-7077
PROJECT No. 25218 FLD.BK.No. PAGE

