



CITY HALL
124 W. COURT AVENUE
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Thomas J. Leners, Mayor
Andrew J. Barden, City Administrator

PLANNING AND ZONING COMMISSION MINUTES

Governmental Body: Planning and Zoning Commission

Date of Meeting: May 27, 2025


Time of Meeting: 3:30 P.M.

Place of Meeting: Winterset City Hall

PUBLIC NOTICE IS HEREBY GIVEN that the above-mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

Agenda:

1. Approve the minutes of the February 25, 2025 meeting
2. Review of amendment to the boundaries of the Winterset Urban Renewal Area to ensure conformity with the Comprehensive Plan.
3. Legislative Updates
4. Planned Unit Development ordinance discussion



By: _____
Title: Code Enforcement Officer

The Planning and Zoning Commission of the City of Winterset, Iowa met on May 27, 2025, in accordance with the above Notice and Call of Public meeting. The meeting was called to order at 3:30 PM by Chairman LaGrange.

Present: Dan Bush, David LaGrange, JD McDonald, Jon Stetzel, Jerry Parkin

Absent: Jeanne Jacobson, Dan Schwerts

Agenda Item 1:

Chairman LaGrange called for a motion to approve the minutes of the February 25, 2025 meeting. There was no discussion. Member McDonald made a motion to approve the previous meeting minutes, seconded by Member Stetzel. On a voice vote, all members present

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voted Aye.

Whereupon Chairman LaGrange declared that the motion carried.

Agenda Item 2:

Chairman LaGrange introduced agenda item 2, review of amendment to the boundaries of the Winterset Urban Renewal Area to ensure conformity with the Comprehensive plan. City Administrator Barden explained to the Commission that the proposed amendment is to expand the original URA to include all City owned property on the south end of town as well as the cemetery. This would include the soccer field, campground, wastewater treatment facility and the city park. The intention of this amendment is to allow the city to use TIF money in lieu of local option sales tax, road tax, etc. for improvements in these areas to free up general fund money. In order to do this, these areas must be included in the URA. This URA is the original one in Winterset, is perpetual and is for commercial and industrial areas. After little discussion, Chairman LaGrange asked for a motion. Member Bush made a motion to approve the amendment to the Urban Renewal Area as presented. The motion was seconded by Member Parkin. On a voice vote, all members present voted Aye.

Whereupon Chairman LaGrange declared that the motion carried.

Agenda Item 3:

Chairman LaGrange introduced agenda item 3, legislative updates. City Administrator Barden indicated that the recent legislative updates that passed are many but explained the ones that affect the Planning and Zoning Commission. Those are Senate File 569 that outlines the Board of Adjustment duties within municipalities and Senate File 592 which mandates municipalities to allow accessory dwelling units. Senate File 592 allows for a second home on a property with the city having little control regulating them. This agenda item was just informational, not an action item.

Agenda Item 4:

Chairman LaGrange introduced agenda item 4, Planned Unit Development (PUD) ordinance update discussion. City Administrator Barden posed the question that if the last PUD came to the P&Z Commission with only 14th and 15th Avenue included, would it have changed their mind and Member Bush advised that it would not have. Member Bush stated that a PUD should be for hardships, not for financial benefit. Member Stetzel stated that under the statement of intent in the current PUD code, it states something regarding not affecting the surrounding land value. Barden then stated that from what he is hearing is that the direction the Commission wants to go is that there needs to be some sort of checklist or more clearly defined guidelines of how to determine the need for a PUD. That being a justified hardship or need for the non-conformity and a PUD has to be a last resort, not a first option. He also stated that maybe we could set a certain % of non-conforming lots to be acceptable. He stated that we could possibly set some requirements for just residential PUD's because mixed use

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PUD's like Winterwalk are working fine. After some more discussion, Barden tasked Code Enforcement Officer Hollie Burgus with compiling some options of verbiage to bring back to the Commission for further discussion. This agenda item was just informational, not an action item.

Member Stetzel then made a motion to adjourn the meeting, seconded by Member Parkin. On a voice vote, all members present voted Aye.

Whereupon Chairman LaGrange declared that the motion carried and the meeting adjourned.

A handwritten signature in black ink that reads "Hollie Burgus".

Chairman David LaGrange

**Code Enforcement Officer
Hollie Burgus**

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