

**State of Iowa
City Development Board
Meeting Minutes of July 14, 2021
Iowa Economic Development Authority
1963 Bell Avenue, Suite 200
Des Moines, Iowa**

Call to order 1:00 p.m.

Present

Dennis Plautz, Board Chairperson
Jim Halverson, Board Vice Chairperson*
Mari Bunney*
Mackenzie O'Hair

Absent

Chris McKee

Others Present

Matt Rasmussen, Administrator, City Development Board
Betty Hessing, Administrative Assistant, City Development Board
Emily Willits, Iowa Department of Justice*
Jeff Wozencraft, Community Development Department, City of Cedar Rapids*
Seth Gunnerson, Senior Planner, City of Cedar Rapids*
Ryan Rusnak, Planning Director, City of North Liberty*
Mike Pogge-Weaver, City Manager, City of Carroll*
Brian Shay, Planner, City of Tiffin*
Michael J. Pugh, Attorney, Pugh Hagan Prahm, PLC*
Lori Judge, IDOT*
Anthony Volz, IDOT*
*Participated via Teams

Introduction by Chairperson, Dennis Plautz

Roll Call by Matt Rasmussen, Board Administrator

All Board Members were present except Chris McKee.

Request for amendments to agenda

Motion by	Mackenzie O'Hair
Motion	I move to approve the agenda as presented.
Second	Jim Halverson
Roll Call	All ayes. Motion approved.

Consideration of June 9, 2021, Business Meeting Minutes

Motion by	Jim Halverson
Motion	I move the Business meeting minutes of June 9, 2021, be approved as printed and distributed.
Second	Mackenzie O'Hair
Roll Call	All ayes. Motion approved.

Administrative Rulemaking

Adoption of Amendments to Waiver and Variance Rules, 263 Iowa Administrative Code Chapter 6

Emily Willits stated that at the May meeting, the Board voted to begin the rulemaking process to amend the City Development Board Administrative Rules relating to “waivers”. This is a clean-up amendment to strike the word “variance” from the City Development Board Administrative Rules in order to ensure those rules match the language in the Iowa Administrative Procedure Act, which had been amended the year prior. This has been through the public comment process and no comments were received. The next step is for the Board to approve the final rules.

Motion by
Motion

Jim Halverson

I move the City Development Board adopt Amendments to Waiver and Variance Rules, 263 Iowa Administrative Code Chapter 6.

Second
Roll Call

Mackenzie O’Hair

All ayes. Motion approved.

New Business

UA21-21
Cedar Rapids

Matt Rasmussen stated this was a 100% voluntary annexation petition for the City of Cedar Rapids consisting of .5 acres and is within the urbanized areas of Robins, Marion and Hiawatha. The property is located north of East Robins Road NE and east of C Avenue NE. The property owner is St. Mark’s Lutheran Church of Cedar Rapids. The Future Land Use Map designation for the property is urban medium density, which would be suitable for a number of residential and commercial uses. Cedar Rapids does not have an annexation agreement with the City of Hiawatha. The proposed annexation is consistent with an active agreement with the City of Marion and an expired agreement with the City of Robins. The adjacent half widths of C Avenue NE and East Robins Road NE will be annexed with the parcel. Matt Rasmussen reported this packet does appear to be complete and properly filed.

Jeff Wozencraft with the City of Cedar Rapids was present to answer questions.

Motion by
Motion

Mari Bunney

I move the Board find UA21-21 as complete and properly filed and in the public interest and that it be approved.

Second
Roll Call

Mackenzie O’Hair

All ayes. Motion approved.

UA21-22
North Liberty

Matt Rasmussen explained this is a 100% voluntary annexation petition for the City of North Liberty consisting of a total of 82.41 acres, including right-of-way. The

property is generally located on the west side of North Jones Boulevard and extends northerly from West Penn Street to 240th Street in the northwest part of the City of North Liberty. The property owner is working with a developer and that developer will ask for rezoning. The north portion of the property will be residential home sites and possibly an independent living facility. The City is negotiating the purchase of a large part of the southern portion of the property to be a community park. There would be commercial sites at the intersection of West Penn Street and North Jones Boulevard. All this is subject to the North Liberty City Council approval of the subsequent rezonings. All city services will be extended to the proposed annexation territory. This includes water, sanitary sewer, storm sewer, city police, fire and building code services. The city contracts with Johnson County refuse, which will also be provided to the site. The city already maintains West Penn Street and 240th Street due to a 28E Agreement. Notably, it is anticipated for North Jones Boulevard to be extended from West Penn Street to 240th Street. The territory is not subject to an existing moratorium agreement and this packet appears to be complete and properly filed.

Ryan Rusnak, Planning Director for North Liberty, was present to answer questions.

Motion by
Motion

Mackenzie O'Hair

I move the Board find UA21-22 as complete and properly filed and in the public interest and that it be approved.

Second
Roll Call

Jim Halverson

All ayes. Motion approved.

NC21-23
Carroll

Matt Rasmussen stated this is a request for an 80/20 annexation for the City of Carroll consisting of 23.27 acres which includes road right-of-way and 1.88 acres being non-consenting.

Carroll County Solid Waste Management Commission and Olsen's Car Care Corner Inc. submitted voluntary annexation applications. These annexation applications were submitted in order for Olsen's Car Care Corner Inc. to be annexed into the City of Carroll in order for them to connect to City of Carroll water and sanitary sewer services. This site is included in the City's Future Land Use Map as General Industrial. The property is within the City of Carroll's 2-mile zoning area and is zoned I-2 General Industrial District. This annexation petition also includes property without the consent of the property owner, namely Ferrellgas, Inc., to create more uniform boundaries. The area will remain as the current General

Industrial style development that is in place and will now have access to public water and sanitary sewer systems. City services to be provided include water, sanitary sewer, police, fire protection, parks and schools. This requested annexation area is adjacent to the existing Kittyhawk Avenue road right-of-way. No additional roads or utilities are envisioned to be built in this area.

Surrounding property owners would connect to the water and sanitary sewer systems that are currently in place in the Kittyhawk Avenue road right-of-way. The annexation territory is not subject to a moratorium agreement.

Matt Rasmussen stated this packet appears to be complete and properly filed.

Mike Pogge-Weaver, City Manager for the City of Carroll, was present to answer questions.

Motion by
Motion

Mari Bunney

I move the Board find NC21-23 as complete and properly filed and that a date for a public hearing be scheduled.

Second
Roll Call

Jim Halverson

All ayes. Motion approved.

The Board scheduled a public hearing for August 11th at 1:30 p.m.

UA21-24
Tiffin

Matt Rasmussen explained this is a 100% voluntary annexation for the City of Tiffin consisting of 1.55 acres. This annexation is requested by the owner who would like to facilitate the owner of the property to the west of them to be annexed and become part of the City of Tiffin. If the annexation is granted to the property owner to the west, utilities will be run to this parcel for future annexation and development. Highway 6 is the public street to the south of the annexation area and is maintained by the IDOT. The parcel on the south side of Highway 6 is already inside the city limits, which means with this annexation request, this entire section of Highway 6 would be inside the city limits.

This parcel will have water and sanitary sewer service access if annexation is granted. All other typical city services such as police, fire, garbage pickup, and building inspections and enforcement will also be provided to it. The proposed annexation is not subject to a Moratorium Agreement. Mr. Rasmussen reported this annexation petition appears to be complete and properly filed. Matt Rasmussen explained that if you look at the map, it is a fifty-foot strip that comes out west of Tiffin. This annexation territory is within two miles of another city so if this annexation goes through, they will be able to use this parcel in order to attach the parcel to the west, which they are ultimately looking to annex. The parcel to the west is

not within two miles of another city, so it would not come before the City Development Board.

Brian Shay, Planner for the City of Tiffin, was present to explain further and answer questions.

Chairperson Plautz asked if anyone else would like to make a comment or have a question. Michael J. Pugh, Attorney representing the applicant, stated that Mr. Shay described the proposed annexation well and what was going on here. The Vikel's are fairly elderly, and they wanted to help facilitate the provision of utilities to the eventual Poulsen tract that will be developed, but they would like to stay and use their farm and be in the county.

Motion by
Motion

Jim Halverson
I move the Board find UA21-24 as complete and properly filed and in the public interest and that it be approved.

Second
Roll Call

Mackenzie O'Hair
All ayes. Motion approved.

Staff Reports

No staff reports.

**Future Meeting/
Public Hearing**

August 11, 2021, at 1:00 p.m., City Development Board Business Meeting at IEDA, 1963 Bell Ave., Suite 200, Des Moines or via Teams/Telephonic.

August 11, 2021, at 1:30 p.m., NC21-23, Carroll Public Hearing at IEDA, 1963 Bell Ave., Suite 200, Des Moines or via Teams/Telephonic.

Adjourn

1:26 p.m.

Respectfully Submitted,
Betty Hessing, Administrative Assistant