



CITY HALL  
124 W. COURT AVENUE  
WINTERSET, IOWA 50273-1545  
PHONE (515) 462-1422  
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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:** August 26, 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 June 24, 2025 meeting
2. Review and recommendation for Seven Oaks Subdivision Plat No. 2
  - This subdivision lies outside city limits but is within 2 miles.
3. Urban Renewal Area discussion and recommendation
4. Planned Unit Development ordinance/review policy discussion



By: \_\_\_\_\_  
Title: Code Enforcement Officer

The Planning and Zoning Commission of the City of Winterset, Iowa met on August 26, 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, Jeanne Jacobson, Dan Schwerts

**Absent:** None

**Agenda Item 1:**

Chairman LaGrange called for a motion to approve the minutes of the June 24, 2025 meeting. There was no discussion. Member Bush made a motion to approve the previous meeting minutes, seconded by Member Parkin. On a voice vote, all members present voted Aye.

City Council

Mary Ann Orr- North    Mike Fletcher- South

Christopher Fairholm-Mayor Pro Tem, At-Large    Michael Eller - At Large    Michael Cook- At Large



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**Whereupon Chairman LaGrange declared that the motion carried.**

**Agenda Item 2:**

**Chairman LaGrange introduced agenda item 2, Review and recommendation for Seven Oaks Subdivision Plat No. 2, as it is within 2 miles of the City of Winterset limits. City Administrator Barden explained this request. In April of 2025, Steve Reed wanted to divide his property into 2 parcels and the City provided Mr. Reed with a letter stating that the split was approved due to the request meeting the minimum zoning regulations of the city and that any future splits would require to be approved through the Planning and Zoning Commission. The County then required Mr. Reed to go through the Planning and Zoning Commission then the Winterset City Council to get a resolution for this Subdivision approval. He also advised that Mr. Reed has gotten County Board of Adjustment approval for three 911 addresses, as the county only allows for two by right. After no discussion, Member Bush made a motion to approve the submitted Seven Oaks Subdivision Plat No. 2, seconded by Member Parkin. On a voice vote, all members present voted Aye.**

**Whereupon Chairman LaGrange declared that the motion carried, and the Seven Oaks Subdivision Plat No. 2 was approved.**

**Agenda Item 3:**

**Chairman LaGrange introduced agenda item 3, Urban Renewal Area and Urban Renewal Plan Amendment discussion and recommendation. City Administrator Barden discussed how the Urban Renewal Plan Amendment would use TIF for the City Park Recreation Trail Project. After little discussion Member Stetzel made a motion to approve the Amendment to the Winterset Urban Renewal Area and Urban Renewal Plan as presented, seconded by Member Jacobson. On a voice vote, all members present voted Aye.**

**Whereupon Chairman LaGrange declared that the motion carried, and the Amendment to the Winterset Urban Renewal Area and Urban Renewal Plan was approved.**

**Agenda Item 4:**

**Chairman LaGrange introduced agenda item 4, Planned Unit Development (PUD) ordinance/policy discussion. Code Enforcement Officer Burgus explained that 2 documents were before them for them to review. The first was an excerpt from the Winterset Municipal code for PUD with a few edits that were recommended for code section 4.12061.6 City Review of the Planned Unit Development. There were 2 main suggested edits. The first suggested edit was to require a developer to submit their proposal to the zoning administrator for review prior to the Planning and Zoning Commission meeting for comment and discussion. The second was to ensure that the submitted PUD would comply with any policy in effect at that time or in the future. Burgus went on to explain how the policy breaks down into sections.**

**The first being minimum requirements that are called out in our municipal code. The second is a chart that details non-conforming lot thresholds for evaluation. The third and fourth sections explain the steps involved in the submission process. The fifth indicates that the policy will be reviewed periodically to see if it needs to be updated. After little**

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**discussion, city staff were directed to move forward with the ordinance update and policy adoption.**

**Future developments were then discussed.**

**Member McDonald then made a motion to adjourn the meeting, seconded by Member Stetzel. 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". The signature is written in a cursive, flowing style.

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**Chairman David LaGrange**

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**Code Enforcement Officer  
Hollie Burgus**

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