



CITY HALL
124 W. COURT AVENUE
WINTERSET, IOWA 50273-1545
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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: October 28, 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 September 30, 2025 meeting
2. Review and recommendation of plats of surveys located 1.5 miles outside of Winterset City Limits.
3. Review and recommendation of rezone for 411 E Lane Street from C-Commercial to R-3 Multi-Family Residential
4. Discussion on potential changes to the Winterset Municipal code regarding principal permitted uses in each zoning district

By: _____
Title: Code Enforcement Officer

The Planning and Zoning Commission of the City of Winterset, Iowa met on October 28, 2025, in accordance with the above Notice and Call of Public meeting. The meeting was called to order at 3:30 PM by Interim Chairman Bush.

Present: Dan Bush, Jerry Parkin, Jeanne Jacobson, Dan Schwers

Absent : JD McDonald, Jon Stetzel

Tardy : David LaGrange

Agenda Item 1:

Interim Chairman Bush called for a motion to approve the minutes of the September 30, 2025, meeting. There was no discussion. Member Parkin made a motion to approve the

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previous meeting minutes, seconded by Member Schwers. On a voice vote, all members present voted Aye.

Whereupon Interim Chairman Bush declared that the motion carried.

Agenda Item 2:

Interim Chairman Bush introduced agenda item 2, Review and recommendation for plats of surveys located 1.5 miles outside of Winterset City Limits. Code Enforcement Officer Burgus introduced Mr. Mike Brooner and allowed him to explain the Plats of Surveys. Mr. Brooner explained that the owner of the land has decided to combine some land so they can sell it off, however some of the parcels will need to remain in the same ownership per the County due to access concerns. There will be no improvements done, just a simple recording of new lot lines for the purposes of land sales. There is a part of this land that was previously platted under the Clark Tower Subdivision, that is why it needed to come to the City for approval. After no further discussion, Member Parkin made a motion to approve, seconded by Member Schwers. On a voice vote, all members present voted Aye.

Whereupon Interim Chairman Bush declared that the motion carried.

At this time Chairman LaGrange joined the meeting.

Agenda Item 3:

Chairman LaGrange introduces agenda item 3, review and recommendation of rezone for 411 E Lane Street from C-Commercial to R-3 Multi-Family Residential. Code Enforcement Officer Burgus advised that this item was previously approved, but an error was made. The property was originally zoned commercial, not R-2 so the process needed to be started over. The petitioner's proposed project has not changed, just the technicality of the original zoning needed to be corrected. After no further discussion, Member Bush made a motion to approve the rezone petition for 411 E Lane Street to rezone from Commercial to R-3 Multi-Family, seconded by Member Schwers. On a voice vote, all members present voted Aye.

Whereupon Chairman LaGrange declared that the motion carried.

Agenda Item 4:

Chairman LaGrange introduced agenda item 4, discussion on potential changes to the Winterset Municipal code regarding principal permitted uses in each zoning district. City Administrator Barden explained that city staff are in the process of amending the principal permitted uses in each zoning district to allow for new and future uses. This is not an action item for the Commission, just discussion at this point.

Chairman LaGrange asked if there was any other business to discuss. Seeing none, Member Bush then made a motion to adjourn the meeting, seconded by Member Jacobson.

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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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