

STATE OF IOWA - CITY DEVELOPMENT BOARD
BOARD MEETING MINUTES
Wednesday, August 13, 2025 ~ 10:00 a.m.
1963 Bell Avenue, Suite 200 – Mississippi Conference Room

Board Members Present

Dennis Plautz, *Chair*
James Halverson, *Vice Chair*
Thomas Treharne
Colleen Frein
VACANCY

Board Members Absent

Staff Members Present

Jessica Drake	Rita Grimm*	Dillion Malone
Eric Dirth – IA Dept of Justice	Vicky Clinkscales	

Others Present

Ted Rapp – Nilles Associates, Inc.	Ryan Moffat – City of West Des Moines
Adam Schoeppner - Nilles Associates, Inc.	Bryce Johnson – City of West Des Moines
Amelia Schoeneman – City of Ames	Jeff Wozencraft – City of Cedar Rapids*
Ryan Rusnak – City of North Liberty*	Jordan Mandernach*
Maria Brownell – Ahlers & Cooney, PC*	David Stein – Stein Law Office*
LeAnn Reinsbach – City of Milford*	Eric Jensen – City of Ankeny*

* Represents virtual attendance

I. Welcome & Introductions

Chair Dennis Plautz called to order the August 13, 2025 meeting of the State of Iowa City Development Board Meeting at 10:00 a.m.

II. Roll Call

Roll was taken by City Development Board Manager, Jessica Drake, and a quorum was established. The following board members were present: Dennis Plautz, James Halverson, Thomas Treharne and Colleen Frein. City Development Board Manager Drake noted a board member vacancy due to a recently submitted resignation as a result of a conflict caused by a change in employment.

III. Approval of the Agenda

MOTION: On a motion by Treharne and seconded by Halverson, the Board unanimously approved August 13, 2025 Agenda as presented.

IV. Consideration of May 14, 2025 Business Meeting Minutes

MOTION: On a motion by Treharne and seconded by Halverson, the Board unanimously approved the Minutes of the May 14, 2025 Business Meeting as presented.

V. New Business

UA25-15 West Des Moines

CDB Manager Drake stated that the annexation proposal is a 100% voluntary annexation comprised of 3 parcels totaling 113.0 acres by the City of West Des Moines within the urbanized areas of Norwalk and Cumming. The proposed annexation is located approximately 1/4 mile from the intersection of SE 35th Street and Adams Street and is just south of the current corporate limits of the City of West Des Moines. The annexation consists of three parcels, all of which are considered to be agricultural property, according to the Warren County Assessor. No County Road ROW is included in this annexation. The City's Comprehensive Plan indicates that the property has land use category of Multi-Use Low and Detached Residential. The annexation area will be Phase II of a planned residential development. Phase I of the proposed residential development is located within the current city limits with frontage along SE Maffitt Lake Road. Public improvements will be extended to and through the area as development occurs. The proposed development will be serviced off those facilities. The City of West Des Moines is prepared to provide police, fire, public works and emergency medical services to the annexed area. The Cities of West Des Moines and Cumming have a 28E Agreement and Annexation Moratorium Agreement & the annexation is in line with the agreements. The proposal was complete and properly filed with all notices & publications meeting the appropriate deadlines. No County, State or Rail Right-of-Way property is to be included in the annexation. Representatives Ryan Moffat and Bryce Johnson were in attendance, noting that the summary provided by CDB Manager Drake accurately reflected the annexation proposal.

MOTION: Halverson moved, supported by Frein, that the Board find UA25-15 West Des Moines as complete, properly filed, in the public interest and approved.

On Roll Call, the votes were as follows: Halverson – YES; Frein – YES; Treharne – YES; Plautz – YES.

NC25-16 Cedar Rapids

CDB Manager Drake noted that the annexation proposal is an 80/20 annexation comprised of a total of 88.01 acres of which 11.45 acres (14%) are non-consenting submitted by the City of Cedar Rapids within the urbanized areas of Swisher and Sheuyville. The City of Cedar Rapids believes that the annexation area provides for orderly growth and does not create irregular boundaries. The area to be annexed is immediately adjacent to the existing corporate limits. Three non-consenting property owners were included in the proposed annexation to avoid the creation of an island of county property. Property taxes will be transitioned according to the schedule described in State Code. The annexation is consistent with the City's Future Land Use Map (FLUM) laid out by EnvisionCR, the City's comprehensive plan which was developed incorporating the State's Smart Planning Principles. The FLUM identifies the land to be annexed as "Urban Medium Intensity", which the Comp Plan and the Zoning Code identify as being suitable for various commercial and residential uses. The proposed annexation includes agricultural land, residential properties, and a utility facility. The application was reviewed by all City Departments. No concerns with municipal services were raised. The site is adjacent to the City limits and services are provided to the existing parcels. The annexation is to allow development to City standards. A Moratorium Agreement exists between Cedar Rapids and Swisher, but not between Cedar Rapids and Shueyville. The application was reviewed by all City Departments. No concerns with municipal services were raised. The site is adjacent to the City limits and services are provided to the existing parcels. The annexation is to allow development to City standards. The annexation territory contains 4.84 acres of County Right-of-Way. No State or Rail Right-of-Way is included in the annexation. The proposal was complete and properly filed with all notices & publications meeting the appropriate deadlines.

MOTION: Treharne moved, supported by Halverson, that the Board find NC25-16 Cedar Rapids as complete, properly filed and set the date for public hearing for September 9, 2025.

On Roll Call, the votes were as follows: Treharne – YES; Halverson – YES; Frein – YES; Plautz – YES.

UA25-17 North Liberty

CDB Manager Drake stated that the annexation petition represents a 100% voluntary annexation for the City of North Liberty within the urbanized areas of Coralville and Tiffin. The proposed annexation is generally located on the south side of Dubuque Street NE approximately .14 miles east of North Liberty Road in the southeast part of the City of North Liberty. The 0.42 acre annexation consists of a small strip of land (0.38 acres) in the location for a future subdivision road, including .04 acres of adjoining County Right-of-Way. The inclusion of this strip of land for a future roadway ensures that the entire subdivision is located within the corporate limits of the City of North Liberty. Water, sanitary, and storm sewer are adjacent to the property. All other typical municipal services will be provided upon annexation. There are no moratorium agreements in place impacting this annexation request. The proposal was complete and properly filed with all notices & publications meeting the appropriate deadlines. Ryan Rusnak represented the City virtually and provided no additional comments. The proposal was complete and properly filed with all notices & publications meeting the appropriate deadlines.

MOTION: Frein moved, supported by Treharne, that the Board find UA25-17 North Liberty as complete, properly filed, in the public interest and approved.

On Roll Call, the votes were as follows: Frein – YES; Treharne – YES; Halverson – YES; Plautz – YES.

NC25-19 Ames

CDB Manager Drake noted that the 80/20 annexation proposal includes a total of 235.01 acres including 23.22 acres which constitutes 10.40% of non-consenting property submitted by the City of Ames within the urbanized area of Gilbert. The annexation territory contains ten (10) consenting parcels properties east of George W. Carver Avenue south of Ames Golf and Country Club and extending to Hyde Avenue, seven (7) non-consenting parcels, Railroad, County and State Right-of-Way property. The City of Ames intends to develop the property as a residential neighborhood with a commercial area as identified by the City's Comprehensive Plan known as Ames Plan 2040. The Plan designates the property as Residential Neighborhood 4 and Neighborhood Core. The City had previously planned for this annexation with prior utility extensions as part of the Hyde Road improvements. New municipal services and improvements will be required as a result of the annexation including a traffic study for intersection improvements, looping of water mains, extension of a sewer trunk line, development of shared use trails and paths and neighborhood park dedication. There is an expired Moratorium Agreement exists between Ames and Gilbert. Amelia Schoeneman was present to answer any questions regarding the proposal. A non-consenting property owner was in attendance virtually but provided no comment. The proposal was complete and properly filed with all notices & publications meeting the appropriate deadlines.

MOTION: Treharne moved, supported by Frein, that the Board find NC25-19 Ames as complete, properly filed and set the date for public hearing for September 9, 2025.

On Roll Call, the votes were as follows: Treharne – YES; Frein – YES; Halverson – YES; Plautz – YES.

S/UA25-20 Urbandale

CDB Manager Drake stated that the City of Urbandale submitted a boundary adjustment within the urbanized areas of Clive and Grimes under Iowa Code §368.25A. The proposed annexation territory consists of approximately 100 acres that is located ½ mile east of 142nd Street and

adjacent to the south side of Meredith Drive. The property is located in Polk County and is currently in the City of Grimes and is part of the "Grimes Severance Area" as defined by the Annexation Moratorium Agreement approved in 2021. The property is currently being used for agricultural purposes and is undeveloped land. Following annexation, the property owner, Des Moines Christian School Association, intends to seek a rezoning of the property from its current agricultural designation to a planned unit development classification which would allow the development of a new school expansion within the city of Urbandale. The owner's project may also spur additional residential and commercial development adjacent to the school's boundaries in the future. Following annexation, the City anticipates providing all utilities, water and sewer and emergency services to the territory along with making available all other city amenities. The territory is subject to the 2021 Boundary Adjustment Annexation Moratorium Agreement between the cities of Grimes and Urbandale and is in compliance with the agreement. The territory is not subject to a moratorium agreement with the City of Clive. The proposed annexation does not contain county-owned right-of-way. Maria Brownell from Ahlers & Cooney represented the City of Urbandale virtually and noted that this is the first of 3 boundary adjustments that will be submitted. The proposal was complete and properly filed with all notices & publications meeting the appropriate deadlines.

MOTION: Treharne moved, supported by Halverson, that the Board find S/UA25-20 Urbandale as complete, properly filed in accordance with Iowa Code §368.25A and set the date for public hearing for September 9, 2025.

On Roll Call, the votes were as follows: Halverson – YES; Treharne – YES; Frein – YES; Plautz – YES.

UA25-21 Ankeny

CDB Manager Drake noted that the 100% voluntary annexation proposal represents one (1) parcel of 19.65 acres that includes .76 acres of County Right-of-Way for the City of Ankeny within the urbanized area of Altoona. The annexation territory is adjacent to the eastern boundary of corporate limits and is currently zoned Rural Residential under Polk County's zoning regulations. The purpose of this annexation is to advance the City towards accomplishing the goals outlined in the City of Ankeny's Comprehensive Plan, known as The Ankeny Plan 2040, to add land to the inventory of developable land, and to assure efficient development to urbanized standards. The City of Ankeny has fiscal and physical capabilities of providing substantial municipal services to the territory. Extension of water & sanitary sewer lines will be the responsibility of the developer. No additional staffing needs are anticipated to provide emergency staffing, public works, community development, municipal utilities, library, or parks & rec services upon initial annexation. As the territory develops, the City is fiscally capable of providing such. The territory involved in this annexation is not subject to any moratorium agreements. Eric Jensen represented the City virtually and had no additional comments. The proposal was complete and properly filed with all notices & publications meeting the appropriate deadlines.

MOTION: Frein moved, supported by Treharne, that the Board find UA25-21 Ankeny as complete, properly filed, in the public interest and approved.

On Roll Call, the votes were as follows: Frein – YES; Treharne – YES; Halverson – YES; Plautz – YES.

NC25-22 Ankeny

CDB Manager Drake stated that the 80/20 annexation proposal includes a total of 839.68 acres including 155.36 acres which constitutes 19.04% of non-consenting property submitted by the City of Ankeny within the urbanized areas of Elkhart. The annexation territory contains nine (9) consenting parcels, three (3) non-consenting parcels, and 23.51 acres of County Right-of-Way. The purpose of this annexation is to advance the City towards accomplishing the goals outlined in the

City of Ankeny's Comprehensive Plan, known as The Ankeny Plan 2040, to add land to the inventory of developable land, and to assure efficient development to urbanized standards. The City of Ankeny has fiscal and physical capabilities of providing substantial municipal services to the territory. Extension of water & sanitary sewer lines will be the responsibility of the developer. No additional staffing needs are anticipated to provide emergency staffing, public works, community development, municipal utilities, library, or parks & rec services upon initial annexation. As the territory develops, the City is fiscally capable of providing such. The territory included is not subject to a moratorium. Eric Jensen represented the City virtually and had no additional comments. The proposal was complete and properly filed with all notices & publications meeting the appropriate deadlines.

MOTION: Halverson moved, supported by Treharne, that the Board find NC25-22 Ankeny as complete, properly filed and set the date for public hearing for September 9, 2025.

On Roll Call, the votes were as follows: Halverson – YES; Treharne – YES; Frein – YES; Plautz – YES.

UA25-24 Milford (Holzritcher)

CDB Manager Drake noted that the City of Milford submitted a voluntary annexation petition within an urbanized area. The petition contained a legal description for a parcel that should not have been included. The City Attorney for the City filed a Motion to Amend the Petition with the City Development Board pursuant to Administrative Rule 263.7(6). The petition requests to delete the parcel that was inadvertently included in the legal description. The Board is required to send notice of the motion to amend the petition to certain parties. The Board will consider the motion to amend the petition and the amended petition at the September meeting if the motion to amend is granted. David Stein, City Attorney for the City of Milford, represented the City of Milford and reiterated CDB Manager Drake's comments. No action was taken.

UA25-25 Milford (Okoboji School District)

CDB Manager Drake stated that the 100% voluntary annexation proposal represents one (1) parcel of land containing 30.0 acres including 2.60 acres of County Right-of-Way for the City of Milford within the urbanized areas of Arnolds Park, Wahpeton, and West Okoboji. The annexation territory does not create an island and shares a common boundary line of more than 50 feet with the corporate limits of the City of Milford. The annexation territory will address an improvement in a new school facility (elementary school). The annexation territory will be served by the City of Milford's police, fire and water. There are no moratorium agreements in place impacting this annexation request. David Stein, City Attorney for the City of Milford, represented the City of Milford and reiterated CDB Manager Drake's comments. The proposal was complete and properly filed with all notices & publications meeting the appropriate deadlines.

MOTION: Treharne moved, supported by Frein, that the Board find UA25-25 Milford as complete, properly filed, in the public interest and approved.

On Roll Call, the votes were as follows: Treharne – YES; Frein – YES; Halverson – YES; Plautz – YES.

VI. Working Lunch – Staff Reports

CDB Manager Drake noted that there are several annexations that will come forward in the following months as well as 2 possible discontinuances.

Eric Dirth, Counsel for the CDB, noted that there had been a hearing in the Clark vs. City Development Board matter but no decision yet. Brief discussion ensued regarding electronic signature by the Board Chair of certain documents.

VII. Adjournment of Business Meeting

11:00 a.m.

VIII. Public Hearing

Chair Dennis Plautz called to order meeting of the Ogden (NC25-11) Public Hearing at 1:30.

Roll was taken by City Development Board Manager, Jessica Drake, and a quorum was established. The following board members were present: Dennis Plautz, James Halverson, Thomas Treharne and Colleen Frein.

Board Members Present

Dennis Plautz, *Chair*
James Halverson, *Vice Chair*
Thomas Treharne
Colleen Frein
VACANCY

Board Members Absent

Staff Members Present

Jessica Drake
Eric Dirth – IA Dept of Justice

Rita Grimm*
Vicky Clinkscales

Dillion Malone

Others Present

Brian Reimers – City of Ogden
Brenda Brommell – Dorsey & Whitney
Lori Judge – Iowa Dept. of Transportation*
Jeff J.*

Emily Clausen – City of Ogden
Severie Orngard – Dorsey & Whitney
KWBG News*

* Represents virtual attendance

Presentation by the City of Ogden

The annexation contains 142.18 total acres with 7.72% being non-consenting. The proposed annexation will facilitate the development of new housing and commercial space and bring into the City limits certain areas that are currently being maintained by the City, including the wastewater treatment plant, Glenwood Cemetery and Lincoln Prairie Park. The City is proposing to re-zone portions of the property as commercial and residential. A Housing Needs Assessment was undertaken in 2023, which indicated the need for additional housing in Ogden based on expected population growth and vacancy rate. The portion of the property owned by GRI Outdoors, LLC has been identified as future commercial development. The City owned portion of the property includes a natural grassland at Lincoln Prairie Park and a recreational trail. The wastewater treatment plant property includes a State Revolving Fund sponsored clean water project that is a wetland. There are currently no development plans which will affect the use and status of these critical resource areas. The new municipal services to be provided to the property after annexation include electric, water and sewer utilities. The proposed annexation territory is not subject to a moratorium agreement. County Road Right-of-Way (220TH & 216TH Streets) will be part of the territory annexed in this proposal and the Boone County Attorney was notified of the proposed annexation.

Questions & Comments from Boone County Board of Supervisors

None

Questions & Comments from Des Moines Area Metropolitan Planning Organization

None

Questions & Comments from Property Owners & Others in Attendance

None

Rebuttal by City of Ogden

None

MOTION: Frein moved, supported by Treharne, that the Board deliberate today on the matter of NC25-11 Ogden.

On Roll Call, the votes were as follows: Frein – YES; Treharne – YES; Halverson – YES; Plautz – YES.

MOTION: Frein moved, supported by Halverson, that the Board find that the land included without the consent of the owner under the provisions of Iowa Code §368.7(1) avoids the creation of islands and creates more uniform boundaries.

On Roll Call, the votes were as follows: Frein – YES; Halverson – YES; Treharne – YES; Plautz – YES.

MOTION: Frein moved, supported by Halverson, that the Board find that the land included without the consent of the owner under the provisions of Iowa Code §368.7(1) avoids the creation of islands and creates more uniform boundaries.

On Roll Call, the votes were as follows: Frein – YES; Halverson – YES; Treharne – YES; Plautz – YES.

MOTION: Frein moved, supported by Halverson, that the Board find that the land included without the consent of the owner under the provisions of Iowa Code §368.7(1) comprises not more than 20% of the territory proposed to be annexed.

On Roll Call, the votes were as follows: Frein – YES; Halverson – YES; Treharne – YES; Plautz – YES.

MOTION: Frein moved, supported by Treharne, that the annexation be approved as it is consistent with the Code of the State of Iowa, does not create any islands and creates more uniform boundaries.

On Roll Call, the votes were as follows: Frein – YES; Halverson – YES; Treharne – YES; Plautz – YES.

IX. Future City Development Board Meetings

Upcoming Board Meeting

TUESDAY, September 09, 2025 – 1:00 p.m. at IEDA, 1963 Bell Avenue, Suite 200, Helmick Conference Room, Des Moines, IA 50315

Public Hearings – NC25-16 Cedar Rapids

NC25-19 Ames

NC25-22 Ankeny

S/UA25-20 Urbandale

Wednesday, October 08, 2025 – 1:00 p.m. at IEDA, 1963 Bell Avenue, Suite 200, Helmick Conference Room, Des Moines, IA 50315 (Submission Deadline – 09/06/2025)

X. ADJOURNMENT

Chair Plautz adjourned the City Development Board of Directors meeting at 1:43 p.m.

Dated this 13th day of August, 2025.

Respectfully submitted:

Jessica Drake

Jessica Drake
City Development Board Manager
Iowa Economic Development Authority

Approved as to form:

Dennis Plautz

Dennis Plautz (Sep 19, 2025 16:16:07 CDT)

Dennis Plautz
Board Chair
City Development Board