

**STATE OF IOWA - CITY DEVELOPMENT BOARD  
BOARD MEETING MINUTES  
Tuesday, September 9, 2025 ~ 1:00 pm  
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  
Eric Dirth – IA Dept of Justice

Vicky Clinkscales

Dillion Malone

**Others *Present***

Stacy Tegtmeier – Beck Engineering\*  
Taylor Beswick – City of Bettendorf\*  
Leanne Harter – Story County\*  
Doug Holzritcher\*  
Justin Moore – City of Ames\*  
Eric Jensen – City of Ankeny  
Hollie Zajieck – City of Norwalk  
Dave Stein – Stein Law Office\*  
Leann Reinsbach – City of Milford\*  
Nathan Aronson – Iowa Dept. of Transportation\*  
Adam Schoppner – Nilles, Inc\*  
Kate Siegel\*  
Nate Franje – Forge Solutions\*  
Ashley Johnson – DRA Properties\*  
Chris Thomason\*

Luke Parris – City of Norwalk  
Tom Phillips – City of Norwalk  
Luke Nelson – City of Norwalk  
Jim Daugherty – City of Norwalk  
Maria Brownell – Ahlers & Cooney, PC  
Steve Franklin – City of Urbandale  
Ameila Schoeneman – City of Ames  
Laura Berkley – City of Davenport\*  
Mark Lambert – City of Ames\*  
Christopher Talcott\*  
Gigi Wood\*  
Jeff Wozencraft – City of Cedar Rapids\*  
Celia Brocker\*  
Joan Olson\*

\* Represents virtual attendance

**I. Administration**

- a. CALL TO ORDER - Chair Dennis Plautz called to order the September 9, 2025 meeting of the State of Iowa City Development Board Meeting at 1:00 pm
- b. WELCOME & INTRODUCTION – Chair Plautz read the introduction to the meeting, noting that the agenda contained the following types of boundary changes: Voluntary Annexation, 80/20 Annexation and Severance/Voluntary Annexation.
- c. 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. There is currently a vacancy on the City Development Board.

- d. APPROVAL OF THE AGENDA - **MOTION:** On a motion by Halverson and seconded by Frein, the Board unanimously approved September 9 Agenda noting that Staff Reports will be presented before any Public Hearings.
- e. CONSIDERATION OF AUGUST 13, 2025 BUSINESS MEETING MINUTES - **MOTION:** On a motion by Halverson and seconded by Treharne, the Board unanimously approved the Minutes of the August 13, 2025 Business Meeting as presented.

## II. Old Business

### NC25-02 Norwalk

Mayor Tom Phillips of the City of Norwalk addressed the Board regarding a previously approved 80/20 Annexation in an Urbanized Area known as Case File NC25-02 Norwalk. NC25-02 was approved by the Board but has not been finalized due to an appeal filed by a single landowner. A developer wishes to purchase +300 acres in the territory included in the previously approved annexation. Upon a status update request from Chair Plautz, Counsel Eric Dirth reported that oral arguments took place on July 8, 2025 but no decision has been issued.

Mayor Phillips indicated that the City wishes to proceed with a separate 100% Voluntary Annexation containing the land the developer wishes to purchase while the pending appeal continues on NC25-02. Halverson asked what the impact is to NC25-02 if the 300 acres is processed separately. The City indicated that the annexation requested in NC25-02 still qualifies for an 80/20 Annexation even if the 300 acres is no longer included. Treharne asked if the proposed 300 acres in a 100% Voluntary Annexation includes any land not previously included in the approved 80/20 Annexation and the City noted that no additional property is included. Jim Daugherty, attorney for the City, noted that there is no case law setting precedence on a situation like this.

## III. New Business

### UA25-24 Milford (Holzritcher) – Motion to Amend Petition

CDB Manager Drake noted that the City of Milford submitted a voluntary annexation petition within an urbanized area. The petition contains a parcel that should not have been included. The City Attorney filed a motion to amend the petition to delete a certain parcel pursuant to administrative rule 263.7(6). The appropriate notices were sent to stakeholders and no comment or resistance has been received as of the time of the meeting. The Motion to Amend has been reviewed by staff. Staff recommended that the Board grant the motion to amend the petition.

David Stein, Leann Reinbach, Stacy Tegtmeier and Doug Holzritcher were in attendance. David Stein noted that the summary provided by CDB Manager Drake accurately reflected the Motion to Amend.

**MOTION:** Halverson moved, supported by Treharne, that the Board finds the Motion to Amend serves the public interest and therefore grants the Motion to Amend the Petition for Annexation submitted by the City of Milford.

**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 has submitted a petition for 100% voluntary annexation for one (1) parcel of 40.52 acres of land within the urbanized areas of the cities of Arnolds Park, Wahpeton, and West Okoboji. The annexation territory would not create an island, does share a common boundary of more than 50ft with the corporate limits of Milford, and creates more regular boundaries. The proposed annexation territory is not subject to a moratorium agreement, does contain 1.35 acres of Public right of way but does not contain railway right of way. The proposed annexation territory will address housing needs surrounding the school and territory

will be serviced by the City's police, fire and water. Staff recommended that the Board find the proposal complete and properly filed, in the public interest and that it be approved.

David Stein, Leann Reinbach, Stacy Tegtmeier and Doug Holzritcher participated virtually. David Stein noted that the summary provided by CDB Manager Drake accurately reflected the annexation proposal.

**MOTION:** Halverson moved, supported by Treharne, that the Board find UA25-24 Milford (Holzritcher) as complete and properly filed, in the public interest and that it be approved..

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

#### **S/UA25-26 Bettendorf**

CDB Manager Drake stated that the City of Bettendorf submitted a boundary adjustment of approximately 0.29 acres currently located within the City of Davenport between the southern right of way of Forest Grove Drive and 2145 Forest Grove Drive. The property is considered undeliverable & functions as the front yard of 2145 Forest Grove Drive. A prior street project resulted in old Forest Grove Road being vacated which resulted in a split of land owned by the property owner. This boundary change would realign the city limits for both cities – Bettendorf and Davenport & both cities are in agreement and have approved the boundary adjustment by resolution. The proposed boundary adjustment involves 1 parcel, is not subject to an existing moratorium agreement, and does not contain any state, county or railway owned right of way. Staff recommends that the Board set the date for public hearing for the boundary adjustment.

Taylor Beswick participated virtually and affirmed that the summary of the boundary adjustment was accurate.

**MOTION:** Treharne moved, supported by Frein, that the Board find S/UA25-26 Bettendorf as complete, properly filed in accordance with Iowa Code §368.25A and set the date for public hearing for October 8, 2025.

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

#### **UA25-27 Ames**

CDB Manager Drake noted that the City of Ames has submitted a petition for 100% voluntary annexation for one (1) parcel of one (1.0) acre of land within the urbanized area of the City of Nevada. The annexation territory would not create an island, does share a common boundary of more than 50ft with the corporate limits of Ames, and creates more regular boundaries. The proposed annexation territory is not subject to a moratorium agreement, does contain .24 acres of County right of way but does not contain state or railway right of way. Staff recommended that the Board find the proposal complete and properly filed, in the public interest and that it be approved.

Justin Moore of the City of Ames participated virtually and had no additional comments.

**MOTION:** Treharne moved, supported by Frein, that the Board find UA25-27 Ames as complete, properly filed and that it be approved.

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

## **IV. Staff Reports**

City Development Board Program Manager Jessica Drake provided an update on upcoming potential cases and review of current forms & rules. She also provided a list of boundary changes processed by

the Iowa Secretary of State that do not require oversight by the City Development Board. This information was provided for information only.

No update provided by Eric Dirth, Legal Counsel for the Board, aside from comments on individual agenda items.

## **V. Public Hearings**

### **NC25-16 CEDAR RAPIDS**

Chair Dennis Plautz called the Public Hearing for NC25-16 Cedar Rapids to order at 1:32pm.

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. Staff present: Jessica Drake, Vicky Clinkscales, Eric Dirth and Dillon Malone.

### **Presentation by the City of Cedar Rapids**

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 Shueyville. 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. Jeff Wozencraft represented the City of Cedar Rapids.

### **Questions & Comments from Linn County Board of Supervisors**

None

### **Questions & Comments from East Central Iowa Council of Governments**

None

### **Questions & Comments from Property Owners & Others in Attendance**

None

### **Rebuttal by City of Cedar Rapids**

None

**MOTION:** Treharne moved, supported by Frein, that the Board deliberate today on the matter of NC25-16 Cedar Rapids.

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

**MOTION:** Treharne 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:** Treharne – YES; Halverson – YES; Frein – YES; Plautz – YES.

**MOTION:** Treharne moved, supported by Frein, 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:** Treharne – YES; Halverson – YES; Frein – YES; Plautz – YES.

**MOTION:** Treharne moved, supported by Frein, 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 and that the annexation aligns with the City's growth plan and no objections were filed.

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

### **NC25-19 AMES**

Chair Dennis Plautz called the Public Hearing for NC25-19 Ames to order at 1:50pm.

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. Staff present: Jessica Drake, Vicky Clinkscales, Eric Dirth and Dillon Malone.

### **Presentation by the City of Ames**

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. Ameila Schoeneman represented the City of Ames.

### **Questions & Comments from Story County Board of Supervisors**

None

### **Questions & Comments from Central Iowa Transportation Planning Alliance**

None

### **Questions & Comments from Property Owners & Others in Attendance**

None

### **Rebuttal by City of Ames**

None

**MOTION:** Treharne moved, supported by Frein, that the Board deliberate today on the matter of NC25-19 Ames.

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

**MOTION:** Treharne 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:** Treharne – YES; Halverson – YES; Frein – YES; Plautz – YES.

**MOTION:** Treharne moved, supported by Frein, 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:** Treharne – YES; Halverson – YES; Frein – YES; Plautz – YES.

**MOTION:** Treharne moved, supported by Frein, 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 and that the annexation is consistent with the City's Comprehensive Plan and no objections were filed.

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

### **NC25-22 ANKENY**

Chair Dennis Plautz called the Public Hearing for NC25-22 Ankeny to order at 2:00pm.

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. Staff present: Jessica Drake, Vicky Clinkscales, Eric Dirth and Dillon Malone.

### **Presentation by the City of Ames**

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 of Ankeny.

### **Questions & Comments from Polk County Board of Supervisors**

None

### **Questions & Comments from Des Moines Metropolitan Planning Alliance**

None

### **Questions & Comments from Property Owners & Others in Attendance**

None

### **Rebuttal by City of Ankeny**

None

**MOTION:** Frein moved, supported by Halverson, that the Board deliberate today on the matter of NC25-22 Ankeny.

**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.

**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 Halverson, that the annexation be approved as it is consistent with the Code of the State of Iowa, does not create any islands and that the annexation is consistent with the City's Comprehensive Plan and the City has worked with the non-consenting owners.

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

### **S/UA25-20 URBANDALE**

Chair Dennis Plautz called the Public Hearing for S/UA25-20 Urbandale to order at 2:30pm. 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. Staff present: Jessica Drake, Vicky Clinkscales, Eric Dirth and Dillon Malone.

### **Presentation by the City of Urbandale**

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 142<sup>nd</sup> 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

### **Questions & Comments from Polk County Board of Supervisors**

None

### **Questions & Comments from Des Moines Metropolitan Planning Alliance**

None

### **Questions & Comments from Property Owners & Others in Attendance**

None

### **Rebuttal by City of Urbandale**

None

**MOTION:** Halverson moved, supported by Frein, that the Board deliberate today on the matter of S/UA25-20 Urbandale.

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

**MOTION:** Halverson moved, supported by Treharne, that the Board finds that the agreement between both cities approving the boundary change is approved as presented.

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

**MOTION:** Halverson moved, supported by Treharne, that the boundary adjustment be approved as it complies with Iowa Code and is in alignment with the agreement between the cities of Urbandale and Grimes.

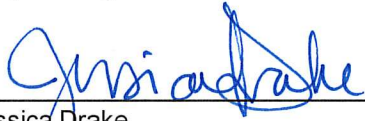
**On Roll Call, the votes were as follows:** Halverson – YES; Treharne – YES; Frein – YES; Plautz – YES.

## **VI. ADJOURNMENT**

Chair Plautz adjourned the City Development Board of Directors meeting at 2:39 pm

***Dated this 9<sup>th</sup> day of September, 2025.***

***Respectfully submitted:***



Jessica Drake  
City Development Board Manager  
Iowa Economic Development Authority

***Approved as to form:***

  
James E. Halverson (Oct 9, 2025 11:51:35 CDT)

Jim Halverson  
Board Vice Chair  
City Development Board

### Upcoming Board Meetings

Wednesday, October 08, 2025 – 1:00 pm at IEDA, 1963 Bell Avenue, Suite 200, Helmick Conference Room, Des Moines, IA 50315

*Public Hearings – S/UA25-26 Bettendorf 1:45pm*

Wednesday, November 12, 2025 – 1:00 pm at IEDA, 1963 Bell Avenue, Suite 200, Helmick Conference Room, Des Moines, IA 50315 (Submission Deadline – 10/11/2025)