

Meeting Minutes
City Development Board
State of Iowa - City Development Board Meeting
November 12, 2025
1963 Bell Avenue, Suite 200 - Helmick Conference Room

I. Administration (Board Chair)

a. Call to Order

Chair Dennis Plautz called to order the November 12, 2025 meeting of the City Development Board of the State of Iowa at 1:00pm.

b. Welcome & Introductions

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

Present: Dennis Plautz, James Halverson, Colleen Frein, Thomas Treharne,
Absent: None.

d. Approval of the Agenda

Action

Motioned by James Halverson and seconded by Thomas Treharne, the Board unanimously voted to approve the November 12, 2025 Agenda. **Absent:** None. **MOTION PASSED.**

e. Approval of May 27, 2025 Meeting Minutes

Action

Motioned by James Halverson and seconded by Thomas Treharne, the Board unanimously voted to approve the Minutes of the May 27, 2025 Business Meeting as presented.
Absent: None. **MOTION PASSED.**

f. Approval of October 8, 2025 Meeting Minutes

Action

Motioned by James Halverson and seconded by Thomas Treharne, the Board unanimously voted to approve the Minutes of the October 8, 2025 Business Meeting as presented.
Absent: None. **MOTION PASSED.**

II. New Business

a. UA25-33 West Des Moines (Wendover)

Roll Call

Program Manager Jessica Drake provided a summary of the annexation proposal included in the Board Packet. Ryan Moffatt with the City of West Des Moines noted that the summary accurately reflects the annexation proposal.

Motion by James Halverson and seconded by Thomas Treharne to find UA25-33 West Des Moines (Wendover) as complete, properly filed, in the public interest and that it be approved. Motion with a roll call vote: **Yes:** Dennis Plautz, James Halverson, Colleen Frein, Thomas Treharne; **No:** None; **Absent:** None. **MOTION PASSED.**

b. NC25-34 Altoona

Action

Program Manager Drake provided a summary of the annexation proposal included in the Board Packet. John Shaw with the City of Altoona made additional comments regarding the proposed annexation. Non-Consenting Property Owners Jan Shafer & Norm Vos stated concerns with the annexation proposal. Chair Plautz reminded all parties that the intent of today's action is to consider the petition to determine if a public hearing should be set.

Motioned by James Halverson and seconded by Thomas Treharne, the Board unanimously voted to find NC25-34 Altoona as complete, properly filed and set the date for public hearing.

Absent: None. **MOTION PASSED.**

The public hearing will be held on December 10, 2025.

c. UA25-35 Carlisle

Roll Call

Program Manager Drake provided a summary of the annexation proposal included in the Board Packet. Shalee Crispin with the City of Carlisle represented the City virtually and had no additional comments.

Motion by Thomas Treharne and seconded by James Halverson to find UA25-35 Carlisle as complete, properly filed, in the public interest and that it be approved. Motion with a roll call vote: **Yes:** Dennis Plautz, James Halverson, Colleen Frein, Thomas Treharne; **No:** None;

Absent: None. **MOTION PASSED.**

d. UA25-36 North Liberty

Roll Call

Program Manager Drake provided a summary of the annexation proposal included in the Board Packet. Grant Lientz, City Attorney for the City of North Liberty, provided additional detail on the proposed annexation.

Motion by Thomas Treharne and seconded by James Halverson to find UA25-36 North Liberty as complete, properly filed, in the public interest and that it be approved. Motion with a roll call vote: **Yes:** Dennis Plautz, James Halverson, Colleen Frein, Thomas Treharne; **No:** None;

Absent: None. **MOTION PASSED.**

e. S/UA25-31 Urbandale

Action

Program Manager Drake provided a summary of the annexation/severance proposal included in the Board Packet. Maria Brownell, City Attorney for the City of Urbandale, noted that the summary was correct and voiced appreciation for the Board's consideration.

Motioned by Thomas Treharne and seconded by James Halverson, the Board unanimously voted to find S/UA25-31 Urbandale as complete, properly filed and set the date for public hearing. **Absent:** None. **MOTION PASSED.**

The public hearing will be held on December 10, 2025.

f. S/UA25-37 Urbandale

Action

Program Manager Drake provided a summary of the annexation/severance proposal included in the Board Packet. Maria Brownell, City Attorney for the City of Urbandale, noted that the summary was correct and voiced appreciation for the Board's consideration.

Motioned by Thomas Treharne and seconded by James Halverson, the Board unanimously

voted to find S/UA25-37 Urbandale as complete, properly filed and set the date for public hearing. **Absent:** None. **MOTION PASSED.**

The public hearing will be held on December 10, 2025.

g. UA25-23 Marion

Roll Call

Program Manager Drake provided a summary of the annexation proposal included in the Board Packet. Emily Huston with the City of Marion noted that the summary was correct.

Motion by Thomas Treharne and seconded by James Halverson to find UA25-23 Marion as complete, properly filed, in the public interest and that it be approved. Motion with a roll call vote: **Yes:** Dennis Plautz, James Halverson, Colleen Frein, Thomas Treharne; **No:** None; **Absent:** None. **MOTION PASSED.**

III. Staff Reports

a. Program Manager Report

Information

Program Manager Jessica Drake noted that her staff report was included in the packet. No additional comments were added and no questions received.

b. Legal Counsel Report

Information

Attorney Eric Dirth provided updates on CDB Case NC25-02 Norwalk and SR56-0125 Fort Madison.

IV. NC25-30 Ankeny (DLE Four Way, LC) - November 12, 2025 / 1:15pm

a. Public Hearing

Discussion

Chair Plautz called the Public Hearing for NC25-30 Ankeny to order at 1:38pm.

Eric Jensen with City of Ankeny provided a summary of the 80/20 annexation request. Brian McDonough, Planning & Development Manager for Polk County, noted that the Polk County Board of Supervisors passed a resolution taking no stance on the annexation.

No other comments received.

The Public Hearing closed at 1:46pm.

b. Consideration of NC25-30 Ankeny (DLE Four Way, LC)

Roll Call

Motion by Thomas Treharne and seconded by James Halverson to deliberate today on NC25-30 Ankeny (DLE Four Way, LC). Motion with a roll call vote: **Yes:** Dennis Plautz, James Halverson, Colleen Frein, Thomas Treharne; **No:** None; **Absent:** None. **MOTION PASSED.**

Motion by Thomas Treharne and seconded by James Halverson to find that the land included without the consent of the owners under the provisions of Iowa Code §368.7(1) avoids the creation of islands and creates more uniform boundaries. Motion with a roll call vote: **Yes:** Dennis Plautz, James Halverson, Colleen Frein, Thomas Treharne; **No:** None; **Absent:** None. **MOTION PASSED.**

Motion by Thomas Treharne and seconded by James Halverson to find that the land included without the consent of the owners under the provisions of Iowa Code §368.7(1) comprises of not more than 20% of the territory proposed to be annexed. Motion with a roll call vote: **Yes:** Dennis Plautz, James Halverson, Colleen Frein, Thomas Treharne; **No:** None; **Absent:** None. **MOTION PASSED.**

Motion by Thomas Treharne and seconded by James Halverson to approve the annexation as it conforms with the City's Comprehensive Plan, provides more uniform boundaries and the City has the ability to provide utilities & other city services. Motion with a roll call vote: **Yes:** Dennis Plautz, James Halverson, Colleen Frein, Thomas Treharne; **No:** None; **Absent:** None. **MOTION PASSED.**

V. Other Business

a. Upcoming Board Meeting – December 10, 2025 at 1:00pm Information

The next City Development Meeting will be held on December 10, 2025. The submission deadline for the meeting was November 8, 2025. The Board will hold public hearings for the following matters: NC25-34 Altoona, S/UA25-31 Urbandale, and S/UA25-37 Urbandale.

VI. Adjournment

The meeting adjourned at 1:53pm.


Dated this 10th day of December, 2025.

Respectfully Submitted:



Jessica Drake
City Development Board Program Manager

Approved as to form:



Dennis Plautz
Board Chair