



Thomas Treharne; **No:** None; **Absent:** None. **MOTION PASSED.**

**c. D25-40 Swan**

**Roll Call**

Program Manager Jessica Drake provided a summary of the discontinuance included in the Board Packet. Stacy Harding with the City of Swan noted that the summary accurately reflects the discontinuance proposal.

Motion by James Halverson and seconded by Thomas Treharne that the Board find the City of Swan to be discontinued effective December 31, 2025 pursuant to Iowa Code §368.3, direct staff to carry out procedures to complete the discontinuance of the City pursuant to Iowa Code §368.21 and to take the appropriate steps to complete the process for adjudication of claims. Motion with a roll call vote: **Yes:** Dennis Plautz, James Halverson, Colleen Frein, Thomas Treharne; **No:** None; **Absent:** None. **MOTION PASSED.**

**d. UA25-42 Spirit Lake**

**Roll Call**

Program Manager Jessica Drake provided a summary of the annexation proposal included in the Board Packet. Gregg Owens with the City of Spirit Lake noted that the summary accurately reflects the annexation proposal. The Board received one oral comment from a neighboring resident, Keith Brann, opposing the annexation. The Board received one written letter in support of annexation from the Iowa Lakes Corridor Development Corporation.

Motion by James Halverson and seconded by Thomas Treharne to find UA25-42 Spirit Lake 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. NC25-34 Altoona**

**a. Public Hearing - 1:15pm**

**Discussion**

Chair Plautz called the Public Hearing for NC25-34 Altoona to order at 1:47pm.

City Attorney Dan Manning & Community Development Director John Shaw presented the City's 80/20 Annexation proposal. 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.

Jessica VanMaanen, a non-consenting property owner, addressed the Board noting understanding of the City's long-term plan but concerns regarding the timeline of services related to the annexation, the disproportion of benefits to costs of small property owners, and opposition of the annexation proposal at this time.

Norm Vos, a non-consenting property owner, shared concerns with the cost of connection to city sanitary sewer by current properties on septic systems. He also stated that the City offered tax abatement on a large commercial project that did not bring many jobs to the City.

John Cosner, a non-consenting property owner, posed several questions about the transition from septic to sanitary sewer (who determines a septic system is

failing?, who is responsible for connection from home to service line?, can the current septic system be maintained/repaired?), made statements regarding availability of current services available not provided by the City, stated that property owners should not have to pay city property taxes until they are receiving municipal services & his objection to the annexation. Dan Manning addressed the septic system questions: all inspections are done by Polk Co. Health, residents are not required to use the connection and connection would not be an option until the service line is in proximity to the property, the City is waiving the connection fee, and noted that if a minimal repair is needed to a septic system, that would not require connection to the City's sewer system. He also noted that tax abatement would start at the time of annexation. John Shaw addressed the questions regarding tax abatement & municipal services. Tax abatement applies only to the city portion of taxes. City taxes pay for municipal services supported by the general fund (not water & sewer, water & sewer expenses are paid by water & sewer users) such as streets, police, fire, parks & rec, library & administration. He also reiterated that residents are not required to connect to the City's water or sewer systems but they are available to connect if the property owner wishes to.

Gene Larson, a non-consenting property owner, had the following questions relating to the annexation: What if a septic connection requires boring underground? What did "etc" mean in the City's FAQ? Who is to be contacted with road maintenance issues when half the road is owned by Polk County and half by the City of Altoona? How much has the City budgeted for the annexation? How many new personnel are needed due to the annexation? What is the proposed zoning for the annexation territory? Claire Habel with the City of Altoona addressed the City's FAQ noting that "etc" referred to municipal services other than water and sewer. John Shaw addressed the remainder of the questions. Connection to the City's sewer system would have to be if the service line is accessible either on the subject property or in a public right of way. If there is a road issue, call the City of Altoona. The City currently has agreements with Polk County for roads and this would be added to that agreement. Budget planning is happening right now and available to the public. No additional staff is anticipated at this time but staffing needs are adjusted as City needs dictate. The anticipated zoning is primarily residential, some commercial and includes some parks & trails as well as the existing golf course.

Dorrance Brezina of Developer's Realty Group spoke in support of the annexation stating that due to the City's growth, additional land is needed for housing, jobs and development.

Jan Shafer, a non-consenting property owner, stated his opposition to the annexation at this time noting that the only correspondence he received was general and had concerns with the impact of property taxes, being on a fixed income, the uncertainty of the unknown property taxes is concerning.

Jon Wall, a non-consenting property owner, asked if the 80/20 threshold is met if certain public property is not included in the calculation but the city-owned golf course is included in the consenting property. Dan Manning stated that the golf course doesn't qualify as excluded property as defined by the code.

Dan Manning & John Shaw represented the City in its rebuttal in the hearing. Dan stated that tax abatement is defined and pursuant to Chapter 368. The

reduction is phased over 10 years. He also stated that development won't happen overnight & the City has been diligently planning this for some time as shown by the investment in sewer & water lines and execution of agreements with Polk County. John stated that the water service will provide fire flow service. He restated that residents within the annexation territory are not required to connect to water & sewer & provided examples of other areas that have been annexed & given the opportunity to voluntarily connect to city services. He restated that the annexation territory will be serviced by Altoona Fire & Police and restated that any shared roads will be covered under an agreement with Polk County.

The Public Hearing closed at 3:03pm.

- b. Consideration of NC25-34 Altoona** **Roll Call**  
Motion by James Halverson and seconded by Thomas Treharne to deliberate today on NC25-34 Altoona. Motion with a roll call vote: **Yes:** Dennis Plautz, James Halverson, Colleen Frein, Thomas Treharne; **No:** None; **Absent:** None. **MOTION PASSED.**

Motion by James Halverson and seconded by Thomas Treharne 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 James Halverson and seconded by Thomas Treharne 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 James Halverson and seconded by Thomas Treharne to approve the annexation as the City has made fair representations of growth, it is situated in an urbanized area, and the City has anticipated the growth with investments and planning. Motion with a roll call vote: **Yes:** Dennis Plautz, James Halverson, Colleen Frein, Thomas Treharne; **No:** None; **Absent:** None. **MOTION PASSED.**

Board Chair Plautz noted that the annexation proposal is within the legislative authority of the Iowa Code, is in the public interest and aligns with the City's Comprehensive Plan.

#### **IV. S/UA25-31 Urbandale**

- a. Public Hearing - 1:30pm** **Discussion**  
Chair Plautz called the Public Hearing for S/UA25-31 Urbandale to order at 3:10pm.

Maria Brownell, City Attorney for the City of Urbandale, provided a summary of the severance/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 3:13pm.

- b. Consideration of S/UA25-31 Urbandale** **Roll Call**  
Motion by Thomas Treharne and seconded by James Halverson to deliberate today on S/UA25-31 Urbandale. 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 that the Board find the agreement presented between the cities of Grimes and Urbandale approving the boundary change is approved as presented. 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 severance from Grimes and annexation into Urbandale as it complies with the Code of Iowa and it is apparent that both cities have been planning for this and working together. Motion with a roll call vote: **Yes:** Dennis Plautz, James Halverson, Colleen Frein, Thomas Treharne; **No:** None; **Absent:** None. **MOTION PASSED.**

**V. S/UA25-37 Urbandale**

- a. Public Hearing - 1:30pm** **Discussion**  
Chair Plautz called the Public Hearing for S/UA25-37 Urbandale to order at 3:15pm.

Maria Brownell, City Attorney for the City of Urbandale, provided a summary of the severance/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 3:17pm.

- b. Consideration of S/UA25-37 Urbandale** **Roll Call**  
Motion by Thomas Treharne and seconded by Coleen Frein to deliberate today on S/UA25-37 Urbandale. 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 Colleen Frein that the Board find the agreement presented between the cities of Grimes and Urbandale approving the boundary change is approved as presented. 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 Colleen Frein to approve the severance from Grimes and annexation into Urbandale as it complies with the Code of Iowa and it is apparent that both cities have been planning for this and

working together. Motion with a roll call vote: **Yes:** Dennis Plautz, James Halverson, Colleen Frein, Thomas Treharne; **No:** None; **Absent:** None. **MOTION PASSED.**

**VI. Staff Reports**

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

**VII. Other Business**

- a. Upcoming Board Meeting – January 14, 2026** **Information**  
The next City Development Meeting will be held on January 14, 2026. The submission deadline for the meeting is December 13, 2025.

**VIII. Adjournment**

Board Chair Plautz adjourned the meeting at 3:29pm.

Respectfully Submitted:



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Jessica Drake  
City Development Board Program Manager

Approved as to form:

  
Dennis A Plautz (Mar 2, 2026 17:45:26 CST)

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Dennis Plautz  
City Development Board Chair