



NOTICE OF MEETING

Robins Planning & Zoning Commission

Wednesday, November 13, 2024

5:30 p.m.

Robins City Hall

Agenda

- A. Call the meeting to order
- B. Roll Call of the Commission Members
- C. Chairperson and Zoning Administrator Reports
- D. Approval of the Agenda
- E. Approval of the Minutes of September 25, 2024 Meeting
- F. Review the Preliminary Plat of Cervantes First Addition and Motion to Approve Resolution No 2024-4, Recommending to City Council
- G. Review the Final Plat of Cervantes First Addition to the City of Robins and Motion to Approve Resolution No 2024-5, Recommending to City Council.
- H. Open Public Hearing to hear comments and concerns relating to the request of Adan Cervantes to rezone Lot 2 of Cervantes First Addition to the City of Robins from A-1, Agricultural to C-2, Highway Commercial.
- I. Close Public Hearing and make a Motion to City Council relating to proposed Ordinance No. 2402 rezoning Lot 2 of Cervantes First Addition from A-1, Agricultural to C-2, Highway Commercial.
- J. Interview of Prospective Planning & Zoning Commission Members.
 - a. Tom Chalstrom
 - b. Vance McKinnon
- K. Motion to Adjourn



ROBINS PLANNING AND ZONING COMMISSION MINUTES OF THE SEPTEMBER 25TH, 2024 MEETING

Chairperson Tim O'Hara called the meeting to order at 5:31 p.m. in the Robins City Hall on Wednesday, September 25th, 2024. Roll call was taken with Tim O'Hara, Ed Rathgeber, Dennis Trachta and Jay Goodin attending along with Planning and Zoning Administrator Dean Helander, City Clerk Lisa Goodin and James Thompson, property owner. Absent were Dan Ries, AJ Hester and Todd Roberts.

O'Hara noted that the agenda did not include Approval of the Minutes from the June 26th Meeting. Rathgeber moved to approve the agenda as amended, Trachta seconded and all voted aye. Rathgeber moved to approve the minutes of the June 26th meeting, Trachta seconded and all voted aye.

The Commission reviewed the request of James and Vicky Thompson to construct a 30' x 41'8" (1,230 s/f) accessory building on their property located at 3331 Windhaven Ln. in Robins. They reviewed the size of the parcel and the proposed location of the building. Mr. Thompson provided that the building would serve as cold storage, with no electrical, plumbing or mechanical improvements at the time of construction.

Goodin commented noting the building would be required to conform to setback requirements and that the resolution should include language stating this requirement. Helander agreed that the resolution could be amended to include the requirement. Trachta moved to amend the resolution as proposed, Rathgeber seconded and all voted aye.

Goodin moved to approve Planning and Zoning Resolution No. 2024-3, approving the request of Mr. & Mrs. Thompson, and to recommend the same to the City Council, Rathgeber seconded. Roll call votes were as follows: O'Hara – aye, Goodin – aye, Trachta – aye, Rathgeber – aye.

Trachta moved to adjourn at 5:38 p.m., Goodin seconded and all voted aye.

Dean Helander
Planning and Zoning Administrator

Dennis Trachta,
Vice Chair Person

P & Z RESOLUTION NO. 2024-4
APPROVING PRELIMINARY PLAT OF
CERVANTES FIRST ADDITION TO ROBINS, IOWA

WHEREAS, A PRELIMINARY PLAT OF CERVANTES FIRST ADDITION TO ROBINS, IOWA, containing two (2) lots, numbered 1 and 2, both inclusive, has been filed with the Robins Planning and Zoning Commission, Robins, Iowa, on November 13, 2024 and after consideration the same is found to be correct and in accordance with the provisions of the laws of the State of Iowa, and the Ordinances of the City of Robins, in relation to Plats and Additions to Cities.

NOW THEREFORE, BE IT RESOLVED BY THE ROBINS PLANNING AND ZONING COMMISSION OF THE CITY OF ROBINS, IOWA, that said preliminary plat of Cervantes First Addition to Robins, Iowa, be and the same is hereby acknowledged and approved on the part of the Robins Planning and Zoning Commission, and this Commission hereby recommends to the City Council the acceptance of the same, and the Chairperson and Planning and Zoning Administrator are hereby directed to certify this resolution of approval and affix the same to said plat as by law provided.

PASSED AND APPROVED this 13st day of November A.D., 2024.

Dennis Trachta, Vice Chairperson

Dean Helander, Planning and
Zoning Administrator

STATE OF IOWA)
) ss
LINN COUNTY)

We, Dennis Trachta, Vice Chairperson, and Dean Helander, Planning and Zoning Administrator of the Robins Planning and Zoning Commission of the City of Robins, Iowa, do hereby certify that the above is a true and correct this 13th day of November A.D., 2024.

Dennis Trachta, Vice Chairperson

Dean Helander, Planning and
Zoning Administrator





October 9, 2024

City of Robins
Attn: Dean Helander
265 S 2nd St.
Robins, IA 52328

RE: CERVANTES SECOND ADDITION TO THE CITY OF ROBINS
APPROVAL OF PRELIMINARY AND FINAL PLATS

Dear Mr. Helander:

We have reviewed the Preliminary Plat and Final Plat that was submitted on October 9, 2024 for the Cervantes Second Addition to the City of Robins.

We find the Preliminary Plat and Final Plat to be in general conformance with the City requirements and recommend approval of the Preliminary Plat and Final Plat contingent on receipt of signed copies of the Preliminary and Final Plats, the bound documents and receipt of all applicable fees.

Respectfully,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink that reads 'Kelli Scott'.

Kelli Scott, P.E.
Project Manager

KJS/kjs

Enclosure: Preliminary Plat
Final Plat

cc: Adan Cervantes

PRELIMINARY PLAT
CERVANTES SECOND ADDITION TO
THE CITY OF ROBINS,
LINN COUNTY, IOWA

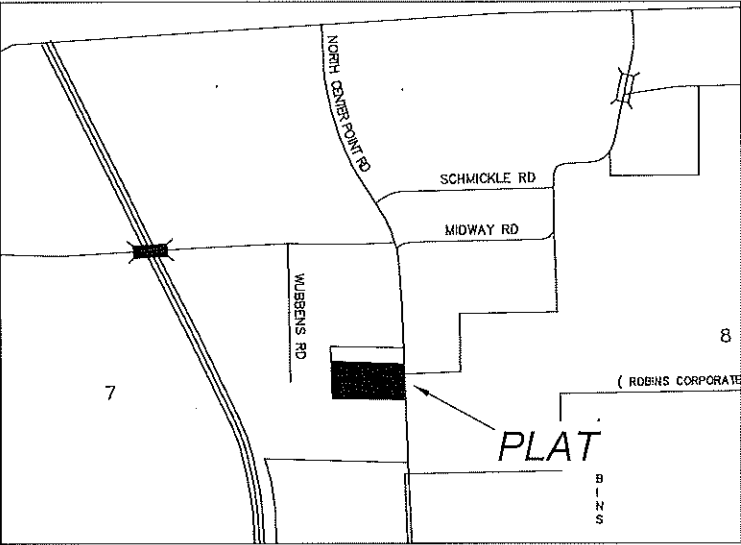
Index Legend
Location Description Lot 1 of Cervantes First Addition to the City of
Robins, Linn County, Iowa
Requestor: Adan Cervantes
Proprietor: Adan R. Cervantes and Gloria A. Cervantes
Surveyor: Kevin F. Bradshaw, LS
Surveyor Company: Brain Engineering, Inc.
Return to: SM Brain, 1540 Midland Ct NE Cedar Rapids, IA
52402 or mikeb@brain-eng.com (319) 294-9424

OWNER: ADAN R. CERVANTES AND GLORIA
A. CERVANTES
3286 N CENTER POINT ROAD
MARION, IOWA 52302
319-929-8928

PROPERTY LOCATION:
3286 N CENTER POINT ROAD
MARION, IA 52302

SURVEYOR: BRAIN ENGINEERING, INC.
1540 MIDLAND COURT NE
CEDAR RAPIDS, IOWA 52402
319-294-9424

LOCATION MAP (NO SCALE)



LEGAL DESCRIPTION

LOT 1 OF CERVANTES FIRST ADDITION TO THE CITY OF ROBINS, LINN
COUNTY, IOWA

- ▲ FOUND SECTION CORNER
● FOUND 1/2" REBAR W/ YPC
OR AS LABELED
△ SET SECTION CORNER
○ SET 1/2" REBAR W/ YPC #17543
POB POINT OF BEGINNING
() RECORDED AS
SCM 4"x 4" CONCRETE POST W/DISK
UDE UTILITY & DRAINAGE EASEMENT
YPC YELLOW PLASTIC CAP
OPC ORANGE PLASTIC CAP
BORDER
CENTERLINE
PROPERTY LINE
SECTION LINE
ADJACENT PROPERTY/ROW
STREAM CENTERLINE

NOTE: ALL MEASUREMENTS IN FEET AND DECIMALS THEREOF.
DISTANCES AT MONUMENTS BETWEEN LOTS 1 AND 2 MEASURE TO
THE CENTERLINE OF THE STREAM.

DATE OF SURVEY: 8/23/24

Title:

PRELIMINARY PLAT

CERVANTES SECOND ADDITION



Drawn: SMB

Date: 9/2/24

Checked: SMB

Date: 9/26/24

Book:

372

Scale:

1" = 100'

Page:

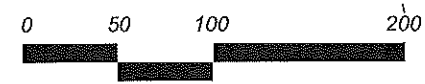
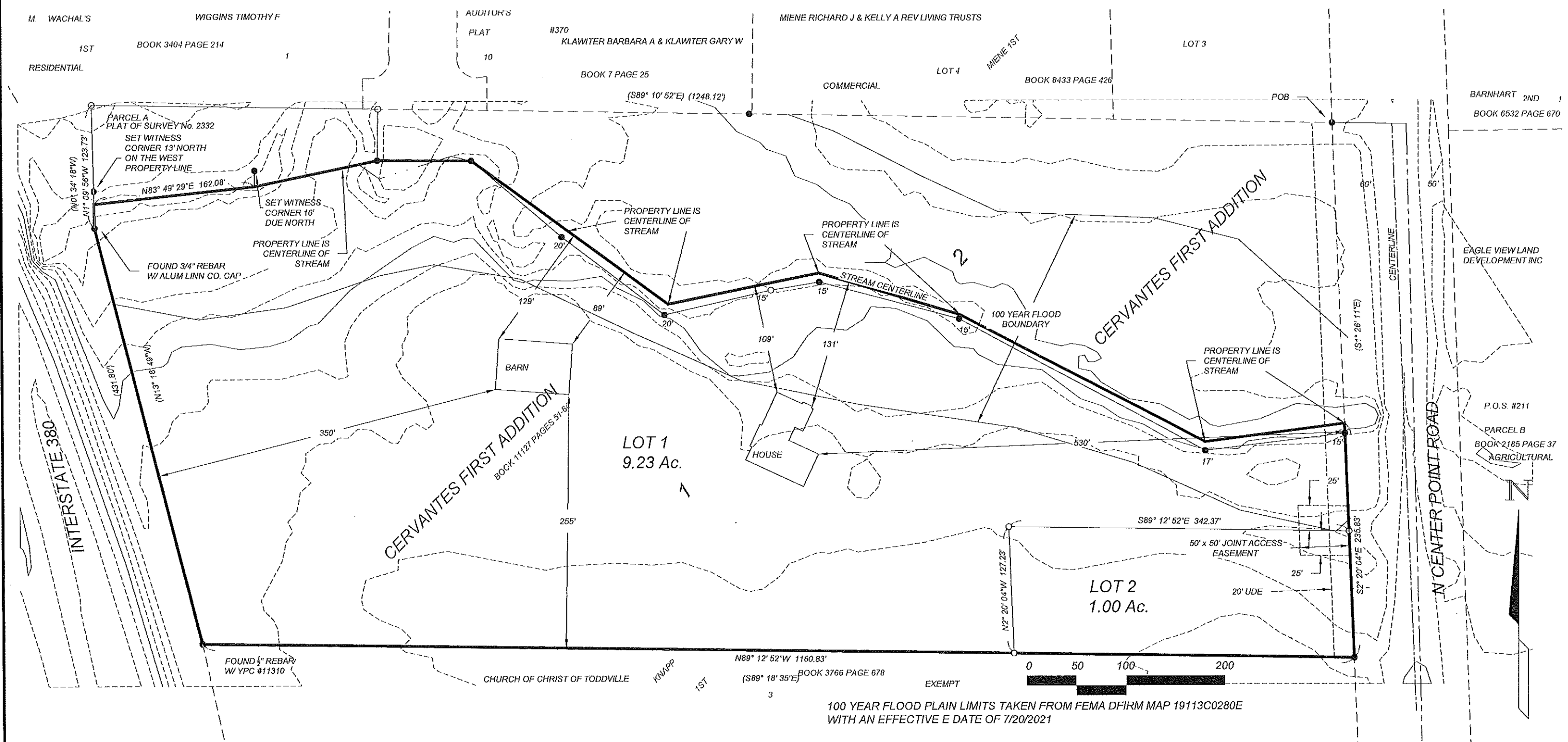
1

Of: 2

Project No:

542424-10

PRELIMINARY PLAT
CERVANTES SECOND ADDITION TO
THE CITY OF ROBINS,
LINN COUNTY, IOWA



NOTE: ALL MEASUREMENTS IN FEET AND DECIMALS THEREOF.
DATE OF SURVEY: 8/23/24

| | | | | | | | | | | | |
|--------|--|------------------|--|---------------------------|--|-------------------------|--|--------------|------------------|---------|-----------------------|
| Title: | | PRELIMINARY PLAT | | CERVANTES SECOND ADDITION | | BRAIN ENGINEERING, INC. | | Drawn: SMB | Book: 372 | Page: 2 | Project No: 542424-10 |
| | | | | | | | | Date: 9/2/24 | Scale: 1" = 100' | Of: 2 | |
| | | | | | | | | Checked: | | | |
| | | | | | | | | Date: | | | |

**P & Z RESOLUTION NO. 2024-5
APPROVING FINAL PLAT OF
CERVANTES FIRST ADDITION TO ROBINS, IOWA**

WHEREAS, A FINAL PLAT OF CERVANTES FIRST ADDITION TO ROBINS, IOWA, containing two (2) lots, numbered 1 and 2, both inclusive, has been filed with the Robins Planning and Zoning Commission, Robins, Iowa, on November 13, 2024 and after consideration the same is found to be correct and in accordance with the provisions of the laws of the State of Iowa, and the Ordinances of the City of Robins, in relation to Plats and Additions to Cities.

NOW THEREFORE, BE IT RESOLVED BY THE ROBINS PLANNING AND ZONING COMMISSION OF THE CITY OF ROBINS, IOWA, that said final plat of Cervantes First Addition to Robins, Iowa, be and the same is hereby acknowledged and approved on the part of the Robins Planning and Zoning Commission, and this Commission hereby recommends to the City Council the acceptance of the same, and the Chairperson and Planning and Zoning Administrator are hereby directed to certify this resolution of approval and affix the same to said plat as by law provided.

PASSED AND APPROVED this 13st day of November A.D., 2024.

Dennis Trachta, Vice Chairperson

Dean Helander, Planning and
Zoning Administrator

STATE OF IOWA)
) ss
LINN COUNTY)

We, Dennis Trachta, Vice Chairperson, and Dean Helander, Planning and Zoning Administrator of the Robins Planning and Zoning Commission of the City of Robins, Iowa, do hereby certify that the above is a true and correct this 13th day of November A.D., 2024.

Dennis Trachta, Vice Chairperson

Dean Helander, Planning and
Zoning Administrator

FINAL PLAT
CERVANTES SECOND ADDITION TO
THE CITY OF ROBINS,
LINN COUNTY, IOWA

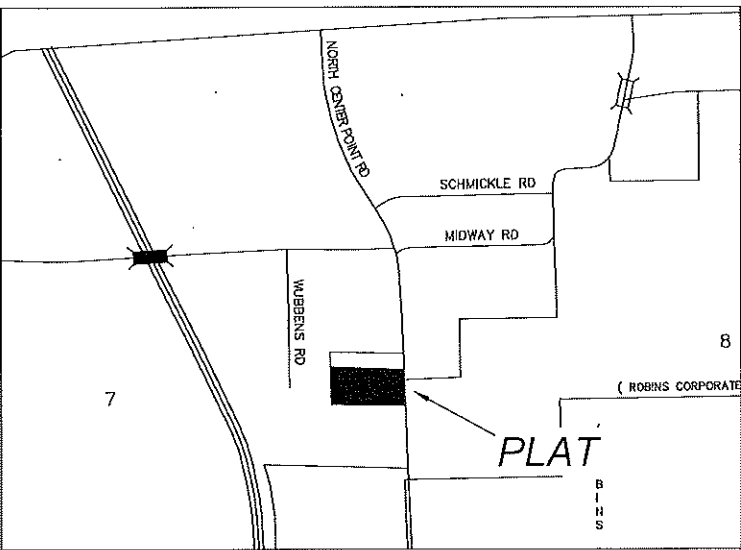
Location Description Index Legend
Lot 1 of Cervantes First Addition to the City of
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Requestor: Adan Cervantes
Proprietor: Adan R. Cervantes and Gloria A. Cervantes
Surveyor: Kevin F. Bradshaw, LS
Surveyor Company: Brain Engineering, Inc.
Return to: SM Brain, 1540 Midland Ct NE Cedar Rapids, IA
52402 or mikeb@brain-eng.com (319) 294-9424

OWNER: ADAN R. CERVANTES AND GLORIA
 A. CERVANTES
 3286 N CENTER POINT ROAD
 MARION, IOWA 52302
 319-929-8928

PROPERTY LOCATION:
3286 N CENTER POINT ROAD
MARION, IA 52302

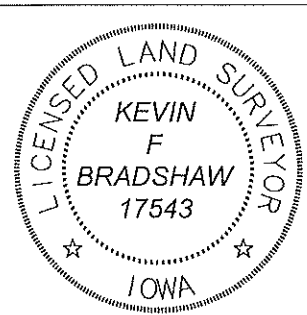
SURVEYOR: BRAIN ENGINEERING, INC.
 1540 MIDLAND COURT NE
 CEDAR RAPIDS, IOWA 52402
 319-294-9424

LOCATION MAP (NO SCALE)



LEGAL DESCRIPTION

LOT 1 OF CERVANTES FIRST ADDITION TO THE CITY OF ROBINS, LINN
COUNTY, IOWA



I hereby certify that this land surveying document
and the related survey work was performed by me
or under my direct personal supervision and that
I am a duly licensed Land Surveyor under the laws
of the State of Iowa.
Signed _____ Date _____

Kevin F. Bradshaw, L.S.
My License Renewal Date Is December 31, 2024
License Number 17543
Pages or sheets covered by this seal: THIS PAGE

- ▲ FOUND SECTION CORNER
- FOUND 1/2" REBAR W/ YPC
OR AS LABELED
- △ SET SECTION CORNER
- SET 1/2" REBAR W/ YPC #17543
- POB POINT OF BEGINNING
- () RECORDED AS
- SCM 4"x 4" CONCRETE POST W/DISK
- UDE UTILITY & DRAINAGE EASEMENT
- YPC YELLOW PLASTIC CAP
- OPC ORANGE PLASTIC CAP

- BORDER
- CENTERLINE
- PROPERTY LINE
- SECTION LINE
- ADJACENT PROPERTY/ROW
- STREAM CENTERLINE

NOTE: ALL MEASUREMENTS IN FEET AND DECIMALS THEREOF.
DISTANCES AT MONUMENTS BETWEEN LOTS 1 AND 2 MEASURE TO
THE CENTERLINE OF THE STREAM.

DATE OF SURVEY: 8/23/24

Title:

FINAL PLAT

CERVANTES SECOND ADDITION



| | | | |
|-----------------------------|------------------|---------|-----------------------|
| Drawn: SMB | Book: 372 | Page: 1 | Project No: 542424-10 |
| Date: 9/2/24 | Scale: 1" = 100' | Of: 2 | |
| Checked: <i>[Signature]</i> | | | |
| Date: 9/26/24 | | | |

Recorder's Stamp:

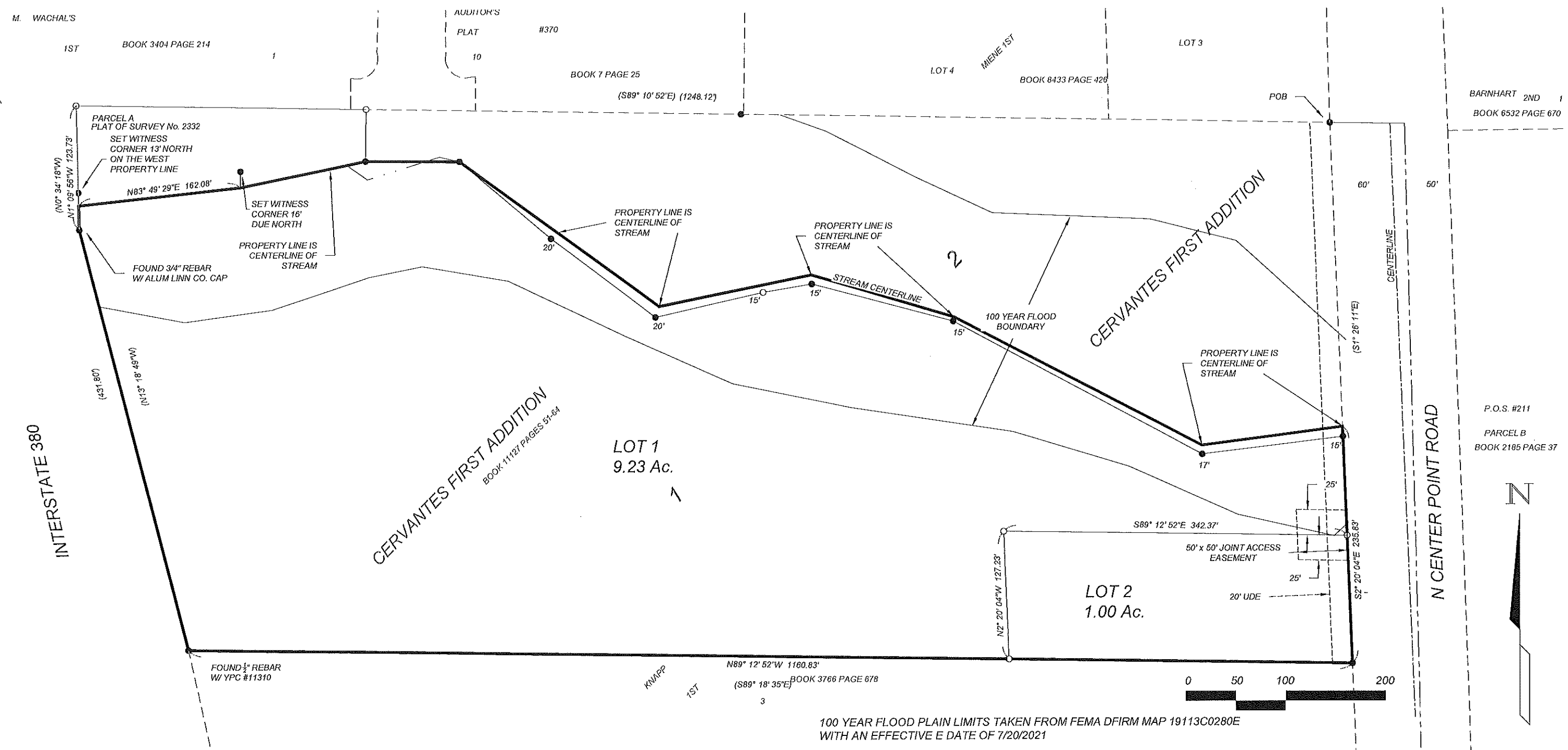
Drawn: SMB
Date: 9/2/24
Checked: *[Signature]*
Date: 9/26/24

Book: 372
Scale: 1" = 100'


Page: 1
Of: 2

Project No: 542424-10

FINAL PLAT
CERVANTES SECOND ADDITION TO
THE CITY OF ROBINS,
LINN COUNTY, IOWA



NOTE: ALL MEASUREMENTS IN FEET AND DECIMALS THEREOF.
DATE OF SURVEY: 8/23/24

| | | | | | |
|--|---|--------------|--------------|--|--------------------------|
| <div>Title:</div> <div>FINAL PLAT</div> <div>CERVANTES SECOND ADDITION</div> | <div><div>CIVIL • LAND DEVELOPMENT • SURVEYING • TRANSPORTATION</div>ENGINEERING, INC.</div> | Drawn: SMB | Book: 372 | <div>Page: 2</div> <div>2</div> <div>Of:</div> | Project No: 542424-10 |
| | | Date: 9/2/24 | | | |
| | | Checked: | Scale: | | |
| | | Date: | 1" = 100' | | |



10717

**APPLICATION
VARIANCE, REZONING, SPECIAL USE, PLATTING**

| | | |
|--|---|------------------------------|
| <input checked="" type="checkbox"/> Zoning Amendment | | Special Use |
| Submission Preliminary Plat* | | Variance |
| Submission Final Plat* | | Appeal |
| <small>* Filing deadline is four (4) weeks prior to Planning & Zoning Commissions regular scheduled meeting held the 2nd Wednesday of each month or alternate date announced in the event of a holiday.</small> | | |
| Owner's Name: | Adan Cervantes | Filing Date: Oct 24-2024 |
| Owner's Address: | 3286 N. Center Point Rd, Marion, IA 52302 | Phone Number: (319) 929-8928 |
| Business Name: | N/A | E-Mail Address: |
| Type of Business: | arcervantes@protonmail.com | |
| ZONING AMENDMENT AND ALL PLAT APPLICATIONS – Provide the following: | | |
| Address and/or description of location: | 3286 N. Center Point Rd., Marion, IA 52302 Near Turdville, close to County Home Rd. | |
| Present Zoning: | Proposed Zoning: Agriculture Commercial C-2 | |
| <small>This application must be accompanied with copies of plats as prescribed in Chapter, Subdivision Ordinance, for subdivision and Chapter 25, Section 1.15B for Zoning Amendments</small> | | |
| SPECIAL USE • VARIANCE • APPEALS - | | |
| Address of location for request if different than owner or applicant: | | |
| STATEMENT OF REQUEST – Provide as much information as possible. This section must be completed for all applications: | | |
| Request and application is only for 1-acre of land. The remaining nine (9) acres shall remain the same Agriculture zoning. There will be access to the proposed 1-Acre via a dual use shared driveway. Plan is to list the 1-acre lot for sale, pending final plat approval. | | |
| Applicant's Signature | Fee Paid: \$150.00 | Received By: [Signature] |
| | Receipt # 10717 | Date: 10-24-24 |

Submit via Email to: Robins City Clerk at cityclerk@cityofrobins.org

C. Thomas Chalstrom
580 Landau Street
Robins, IA 52328
Phone: (515) 571-6308
E-Mail: tom.chalstrom@gmail.com

Employment:

First Federal Credit Union, Cedar Rapids, IA (2013 – Present)

President & CEO

President & CEO of a \$200 million federally-chartered credit union. Led successful strategic planning initiatives that has resulted in balance sheet growth, branch expansion and targeted acquisition. Completed acquisition of FDIC-insured bank branch, only the second ever such transaction in the state of Iowa. Oversaw the planning, site selection, development and construction of three branch offices since 2017 and extensive remodeling of two other branch facilities.

WCF Financial, Webster City, IA (2014 - Present)

Director

Elected director of a \$212 million, publicly traded (OTCX: WCF) community savings bank. Provide strategic guidance to CEO with emphasis on lending products and process, strategic planning, and balance sheet management, and public company issues. Participated in the planning and provided guidance for full stock conversion. Provided expertise for the site selection and planning for new branch office in new market (opened 2024). Current chairman of Compensation Committee; immediate past chairman of the Audit Committee.

First Federal Savings Bank of Iowa, Fort Dodge, IA (1985 - 2012)

President & Chief Operating Officer

A publicly-traded (NASDAQ: FFFD) \$500 million, well-capitalized community bank headquartered in Fort Dodge with ten branch locations throughout the state of Iowa. Subsidiary companies of the Bank included First Federal Investment Services, First Iowa Title Services, Inc. and Northridge Apartments I & Northridge Apartments II.

As President & Chief Operating Officer, oversaw more than a dozen branch construction projects in eleven Iowa communities. Site selection, dialogue with city planning departments, navigating design standards and when necessary, board of adjustment and planning and zoning appeals.

As President of subsidiary company Northridge Apartments I & II, oversaw the management of a 67 unit senior-housing tax credit property.

As President of subsidiary company First Iowa Title, Inc. oversaw the management of three title companies in Iowa (Webster, Boone & Jasper counties). Consulted on market growth strategies and problem resolution with clients.

Community Activities

Member Cedar Rapids Daybreak Rotary, Cedar Rapids Kernels Foundation Board of Directors, Xavier High School Development Board, Cedar Rapids Neighborhood Finance Advisory Board, First Federal Credit Union Foundation board. Created and implemented HomeRun for Hunger, a collaborative initiative to gather excess Farmer's Market produce to non-profit food pantry; member of ad hoc committee formed to create a Cedar Rapids Neighborhood Finance Corp., a non-profit mortgage lender.

Willis Dady Works – served as financial consultant to development of 13-unit supportive housing project through the sponsorship of a \$700,000 grant from the Federal Home Loan Bank.

Greater Fort Dodge Growth Alliance – chairman Housing Committee (2011 – 2013). Led efforts to promote housing in the region including developing a home construction plan, collaborated on a housing assessment, and participated in the planning and implementation of a tax abatement program for the community.

Education

B.S., Management (Emphasis: Finance), 1985
University of Northern Iowa, Cedar Falls, IA

VANCE MCKINNON

319-361-5915

vsmck4fire@msn.com

Robins, Iowa

PROFESSIONAL SUMMARY

Experienced Assistant Chief/Fire Marshal with the City of Cedar Rapids, skilled in strategic planning, regulatory compliance, and cross-departmental collaboration. Demonstrated expertise in developing operational strategies that improve efficiency, reduce costs, and align with community needs. Strong background in public engagement, staff development, and process improvement, ensuring high standards of service, safety, and community relations. Proven ability to manage complex projects, balancing safety with municipal planning goals.

PROFESSIONAL EXPERIENCE

Assistant Chief / Fire Marshal

Sep 1993 - Apr 2024

City of Cedar Rapids, Iowa

- Analyzed data from sources such as customer surveys and market research reports to inform decision-making and strategic planning.
- Identified employee training needs to promote professional development and enhance workforce capabilities.
- Evaluated processes and systems to identify inefficiencies and recommended improvements for optimized operations.
- Provided guidance to staff on administrative procedures, ensuring compliance with regulations and organizational standards.
- Established effective communication channels across multiple divisions to enhance collaboration and information flow.
- Facilitated conflict resolution sessions among teams, promoting problem-solving during project challenges.
- Developed, implemented, and managed operational strategies that improved efficiency and reduced costs.
- Assisted with the developing of annual budgets and tracked expenditures to ensure alignment with financial plans.
- Managed daily operations including personnel, finance, and logistics to ensure smooth functioning of the organization.
- Ensured adherence to safety protocols throughout the workplace to maintain a safe and compliant environment.
- Built and maintained strong relationships with internal departments, external partners, and key stakeholders.
- Delivered excellent customer service by promptly addressing inquiries and resolving stakeholder concerns.
- Handled customer complaints efficiently while maintaining a professional and positive demeanor.

EDUCATION

Certification of Fire Science

1999

Kirkwood Community College

Bachelor's of Arts in Business, Sociology

1986

University of Iowa

Associate's of Arts

1983

Kirkwood Community College

SKILLS

- | | | |
|-----------------------|----------------------|------------------------|
| • Team Leadership | • Decision Making | • Staff Training |
| • Emergency Response | • Project Management | • Program Development |
| • Strategic Planning | • Event Planning | • Problem Solving |
| • Conflict Resolution | • Public Relations | • Process Improvements |