



# NOTICE OF MEETING

Robins Planning & Zoning Commission

Wednesday, April 9, 2025

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 February 12, 2025 Meeting
- F. **Resolution No. 2025-4 Approving Plat of Survey No. 2934 Woods Edge at Dry Creek Second Addition** and Recommending Approval to City Council
- G. **Resolution No. 2025-5 Approving Plat of Survey No. 2935 Woods Edge at Dry Creek Second Addition** and Recommending Approval to City Council
- H. **Resolution No. 2025-6 Approving Plat of Survey No. 2936 Woods Edge at Dry Creek Second Addition** and Recommending Approval to City Council
- I. Motion to Adjourn



## ROBINS PLANNING AND ZONING COMMISSION MINUTES OF THE FEBRUARY 12th, 2025 MEETING

Chairperson Tim O'Hara called the meeting to order at 5:37 p.m. in the Robins City Hall on Wednesday, February 12th, 2025. Roll call was taken with Jay Goodin, AJ Hester, Todd Roberts and Tim O'Hara attending along with Planning and Zoning Administrator Vane McKinnon, City Clerk Lisa Goodin. Representatives of Robins Landing LLC and City Engineer Kelli Scott joined electronically via Microsoft Teams due to a winter storm in progress.

Absent any report from the Chairperson and Zoning Administrator, Todd Roberts moved to approve the agenda, Hester seconded and all votes were aye. O'Hara moved to approve the minutes of the December 11<sup>th</sup>, 2024 meeting, Goodin seconded and all votes were aye.

1. Review of Final Plat for Robins Landing 1<sup>st</sup> Addition – Scott described the purpose of Final Plat. Goodin requested clarification of escrow agreement for incomplete punch list items, which Scott detailed. The escrow agreement is detailed in the 2<sup>nd</sup> Amendment of the Developer's Agreement, which will be on the February 17<sup>th</sup> City Council Agenda for approval.
2. Resolution 2025-1 Approving Final Plat for Robins Landing 1<sup>st</sup> Addition and Recommending Approval to City Council. O'Hara motioned to approve; Hester seconded. Upon a roll call all votes were aye.
3. Review of Final Plat for Robins Landing 2<sup>nd</sup> Addition - Scott described the purpose of the Final Plat. O'Hara inquired as to whether the escrow agreement is identical in nature to that of the 1<sup>st</sup> Addition. Scott confirmed. Goodin questioned the intentions for the lot. Scott described the intent to sell the 19-acre parcel for further development, but that site plan approval from the City would be withheld in the case of unfinished punch list items.
4. Resolution 2025-2 Approving Final Plat for Robins Landing 2<sup>nd</sup> Addition and Recommending Approval to City Council. Goodin motioned to approve; O'Hara seconded. Upon a roll call all votes were aye.
5. Review of Plat of Survey # 2916 – Dedicating .11 acres of land to 1919 W. Main St. Scott described intent of the Plat of Survey as to square of the property line. Goodin motioned to approve; O'Hara seconded. Upon a roll call all votes were aye.
6. O'Hara motioned to adjourn at 5:52 p.m.; Goodin seconded and all voted aye.

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Vance McKinnon III  
Planning and Zoning Administrator

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Timothy M. O'Hara  
Chairperson

## PLANNING AND ZONING RESOLUTION NO. 2025-4

### Approving Plat of Survey No. 2934

WHEREAS, Plat of Survey No. 2934 has been received from Dean Rector dated *Month, Day, 2025*; and

WHEREAS, the requester is desiring to divide Lot 23 into two parcels for the purpose of creating zero line lots to construct a duplex: Parcel A consisting of .196 Acres (8544 square feet) and Parcel B consisting of .196 Acres (8544 square feet).

WHEREAS the aforementioned parts are described as:

PARCEL A: *“Part of Lot 23, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa, described as follows: Beginning at the Southeast Corner of Lot 23, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa; thence S89°12' 48"W along the south line of said Lot 23, a distance of 45.00 feet; thence N0°47'12"W, 189.85 feet to the north line of said Lot 23; thence N89°12' 48"E along said north line, 45.00 feet to the Northeast Corner of said Lot 23; thence S0°47'12"E, 189.85 feet to the point of beginning. Said Parcel A contains 0.19 acre, subject to easements and restrictions of record.”*

PARCEL B: *“Part of Lot 23, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa, described as follows: Commencing at the Southeast Corner of Lot 23, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa; thence S89°12' 48"W along the south line of said Lot 23, a distance of 45.00 feet to the point of beginning; thence N0°47'12"W, 189.85 feet to the north line of said Lot 23; thence S89°12' 48"W along said north line, 45.00 feet to the Northwest Corner of said Lot 23; thence S0°47'12"E, 189.85 feet to the Southwest Corner of said Lot 23; thence N89°12' 48"E, 45.00 feet to the point of beginning. Said Parcel 8 contains 0.19 acre, subject to easements and restrictions of record.”*

NOW THEREFORE BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF ROBINS, Plat of Survey No. 2934 is hereby accepted by the Planning and Zoning Commission and recommends approval to the Robins City Council.

Passed and Approved April 9th, 2025.

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Timothy M. O'Hara, Chairperson

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Vance McKinnon III,  
Planning & Zoning Administrator



**To:** Vance McKinnon, P&Z Administrator

**Date:** March 18, 2025

**From:** Kelli Scott, P.E.

**CC:** City Council

**RE:** WOODS EDGE AT DRY CREEK  
POS 2934

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We have reviewed POS No. 2934 in the City of Robins, Linn County, Iowa. Signed copies will be provided to you prior to the April 9th P&Z meeting.

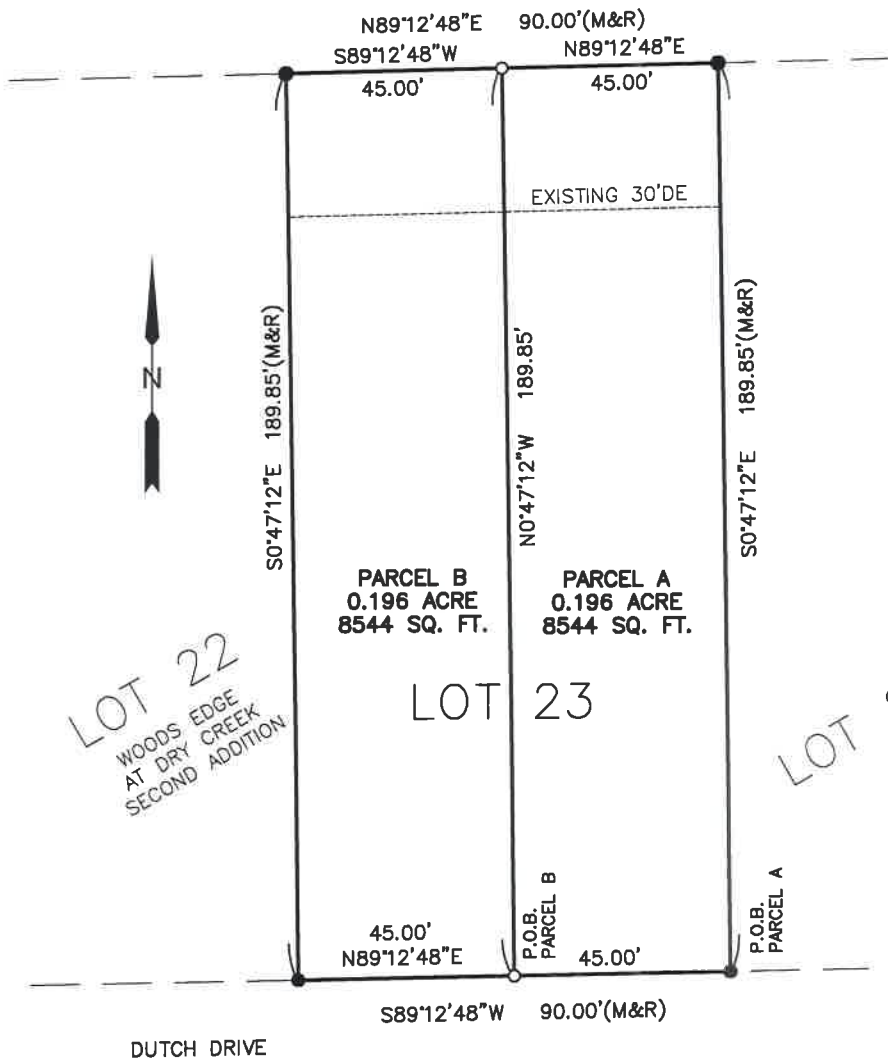
The purpose of the split is to allow the Owners create zero lot line lots to construct a duplex.

As such, we find POS No. 2934 and the enclosed documents to be in general conformance with the City requirements and recommend approval.

Index Legend	
Location:	Woods Edge at Dry Creek Second Addition Lot 23
Requestor:	Dean Rector
Proprietor:	DCW Properties, L.C.
Surveyor:	Stephen M. Scott, P.L.S.
Company:	Scott Survey, Inc.
Return To:	P.O. Box 315 Center Point, Iowa 52213 email@scottsurvey.com   (319) 540-5263



GRAPHIC SCALE: 1" = 40'



## PLAT OF SURVEY No. 2934 PARCEL A & PARCEL B

LOT 23  
WOODS EDGE AT DRY CREEK  
SECOND ADDITION  
TO THE CITY OF ROBINS  
LINN COUNTY, IOWA

DATE OF SURVEY:  
MARCH 2023

### Legal Description – Parcel A:

Part of Lot 23, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa, described as follows:

Beginning at the Southeast Corner of Lot 23, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa; thence S89°12'48"W along the south line of said Lot 23, a distance of 45.00 feet; thence N0°47'12"W, 189.85 feet to the north line of said Lot 23; thence N89°12'48"E along said north line, 45.00 feet to the Northeast Corner of said Lot 23; thence S0°47'12"E, 189.85 feet to the point of beginning.

Said Parcel A contains 0.196 acre, subject to easements and restrictions of record.

### Legal Description – Parcel B:

Part of Lot 23, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa, described as follows:

Commencing at the Southeast Corner of Lot 23, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa; thence S89°12'48"W along the south line of said Lot 23, a distance of 45.00 feet to the point of beginning; thence N0°47'12"W, 189.85 feet to the north line of said Lot 23; thence S89°12'48"W along said north line, 45.00 feet to the Northwest Corner of said Lot 23; thence S0°47'12"E, 189.85 feet to the Southwest Corner of said Lot 23; thence N89°12'48"E, 45.00 feet to the point of beginning.

Said Parcel B contains 0.196 acre, subject to easements and restrictions of record.

## SURVEY LEGEND

●	PROPERTY CORNERS, FOUND (or as noted) (1/2" rebar w/ red plastic cap embossed with "SCOTT 13842")
○	PROPERTY CORNERS SET (1/2" rebar w/ red plastic cap embossed with "SCOTT 13842")
UE	UTILITY EASEMENT
---	PROPERTY &/or BOUNDARY LINES
---	LOT LINES, PLATTED OR BY DEED
---	EASEMENT (AS NOTED)
(R)	RECORDED DIMENSIONS
(M)	MEASURED DIMENSIONS

UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS



Stephen M. Scott, P.E. & L.S.  
Civil Engineer & Land Surveyor

319-540-5263  
email@scottsurvey.com  
P.O. Box 315, Center Point, IA 52213-0315

www.scottsurvey.com



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

STEPHEN M. SCOTT, P.L.S.

Iowa Lic. No. 13842

My license renewal date is December 31, 2026

Pages or sheets covered by this seal:

THIS PAGE ONLY

PROJECT NO. 2290407

**PLANNING AND ZONING RESOLUTION NO. 2025-4**

**Approving Plat of Survey No. 2935**

WHEREAS, Plat of Survey No. 2934 has been received from Brad Schoenfelder dated *Month, Day, 2025*; and

WHEREAS, the requester is desiring to dedicate the east 6 feet of Lot 17 to Lot 16, thereby increasing the buildable area of Lot 16,

WHEREAS the aforementioned part is described as:

*“The east 6.00 feet of Lot 17, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa, described as follows: Beginning at the Northeast Corner of Lot 17, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa; thence S89°12' 48"W along the north line of said Lot 17, a distance of 6.00 feet; thence S0°47'12"E, 185.26 feet to the south line of said Lot 17; thence N88°52'21"E along said south line, 6.00 feet to the Southeast Corner of said Lot 17; thence N0°4 7'12"W, 185.2.3 feet to the point of beginning. Said Parcel A contains 0.026 acre, subject to easements and restrictions of record.”*

NOW THEREFORE BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF ROBINS, Plat of Survey No. 2935 is hereby accepted by the Planning and Zoning Commission and recommends approval to the Robins City Council.

Passed and Approved April 9th, 2025.

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Timothy M. O'Hara, Chairperson

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Vance McKinnon III,  
Planning & Zoning Administrator



**To:** Vance McKinnon, P&Z Administrator

**Date:** March 18, 2025

**From:** Kelli Scott, P.E.

**CC:** City Council

**RE:** WOODS EDGE AT DRY CREEK  
POS 2935

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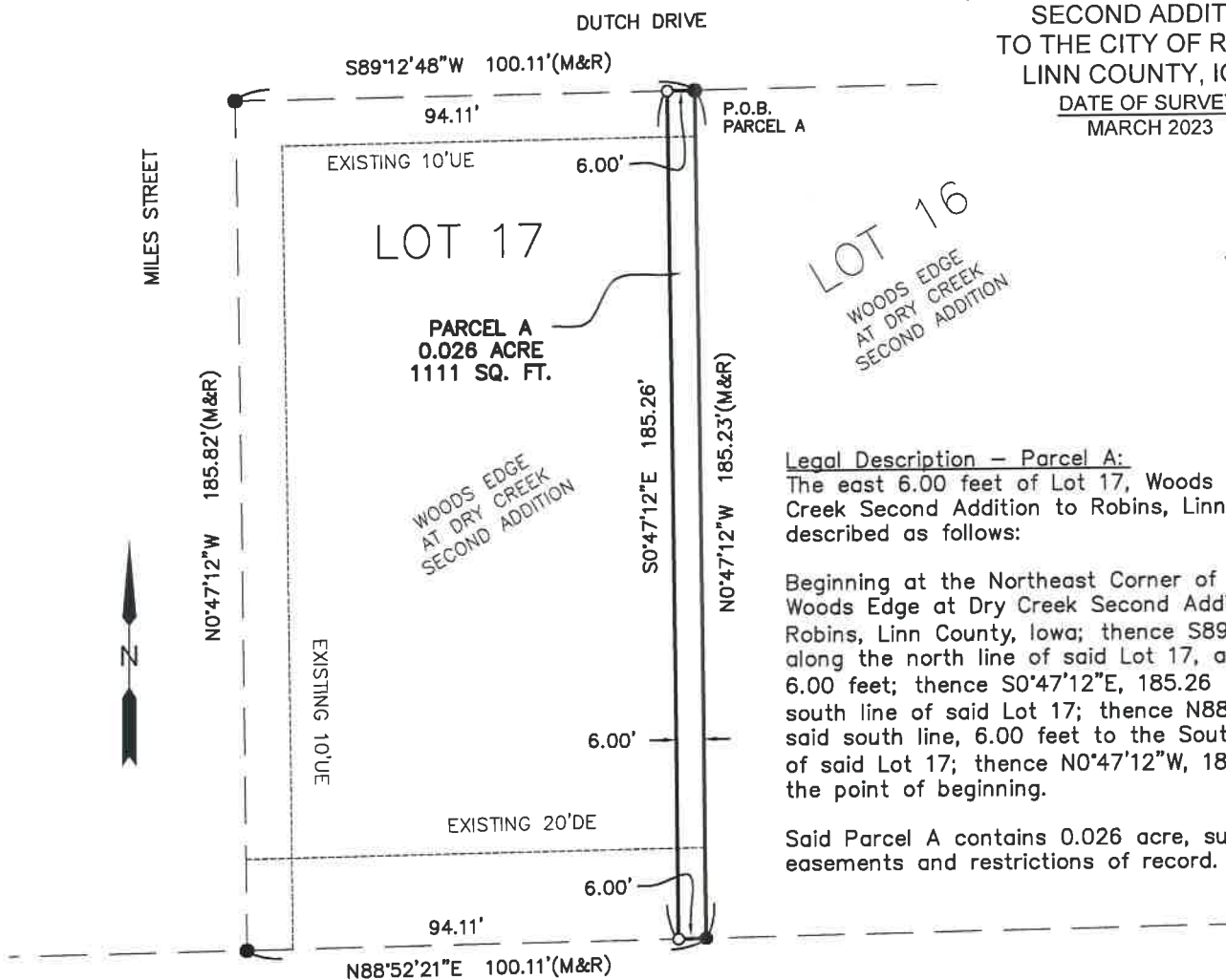
We have reviewed POS No. 2935 in the City of Robins, Linn County, Iowa. Signed copies will be provided to you prior to the April 9th P&Z meeting.

The purpose of the split is to dedicate the east 6 feet of Lot 17 to Lot 16, which increases the buildable area of Lot 16.

As such, we find POS No. 2935 and the enclosed documents to be in general conformance with the City requirements and recommend approval.

Index Legend	
Location:	Woods Edge at Dry Creek Second Addition Lot 17
Requestor:	Brad Schoenfelder
Proprietor:	DCW Properties, L.C.
Surveyor:	Stephen M. Scott, P.L.S.
Company:	Scott Survey, Inc.
Return To:	P.O. Box 315 Center Point, Iowa 52213 email@scottsurvey.com   (319) 540-5263

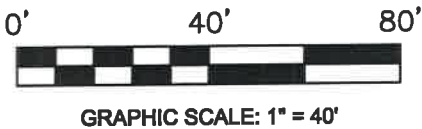
PLAT OF SURVEY  
No. 2935  
PARCEL A  
PART OF LOT 17  
WOODS EDGE AT DRY CREEK  
SECOND ADDITION  
TO THE CITY OF ROBINS  
LINN COUNTY, IOWA  
DATE OF SURVEY:  
MARCH 2023



**Legal Description – Parcel A:**  
The east 6.00 feet of Lot 17, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa, described as follows:  
  
Beginning at the Northeast Corner of Lot 17, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa; thence S89°12'48"W along the north line of said Lot 17, a distance of 6.00 feet; thence S0°47'12"E, 185.26 feet to the south line of said Lot 17; thence N88°52'21"E along said south line, 6.00 feet to the Southeast Corner of said Lot 17; thence N0°47'12"W, 185.23 feet to the point of beginning.  
  
Said Parcel A contains 0.026 acre, subject to easements and restrictions of record.

SURVEY LEGEND

- - PROPERTY CORNERS, FOUND (or as noted)  
(1/2" rebar w/ red plastic cap embossed with "SCOTT 13842")
- - PROPERTY CORNERS SET  
(1/2" rebar w/ red plastic cap embossed with "SCOTT 13842")
- UE - UTILITY EASEMENT
- - PROPERTY &/or BOUNDARY LINES
- - - LOT LINES, PLATTED OR BY DEED
- - - EASEMENT (AS NOTED)
- (R) - RECORDED DIMENSIONS
- (M) - MEASURED DIMENSIONS



UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS

**Stephen M. Scott, P.E. & L.S.**  
Civil Engineer & Land Surveyor

319-540-5263  
email@scottsurvey.com  
P.O. Box 315, Center Point, IA 52213-0315

www.scottsurvey.com



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

STEPHEN M. SCOTT, P.L.S. Iowa Lic. No. 13842

My license renewal date is December 31, 2026

Pages or sheets covered by this seal:  
THIS PAGE ONLY

PROJECT NO. 2290407



**PLANNING AND ZONING RESOLUTION NO. 2025-6**

**Approving Plat of Survey No. 2936**

WHEREAS, Plat of Survey No. 2936 has been received from Brad Schoenfelder dated *Month Day, 2025*; and

WHEREAS, the requester is desiring to divide Lot 16 into two parcels for the purpose of creating zero line lots to construct a duplex: Parcel A consisting of .204 Acres (8886 square feet) and Parcel B consisting of .204 acres (8872 square feet).

WHEREAS the aforementioned parts are described as:

PARCEL A: *“Part of Lot 16, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa, described as follows: WOODS EDGE AT DRY CREEK SECOND ADDITION Beginning at the Northeast Corner of Lot 16, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa; thence S89i2'48"W along the north line of said Lot 16, a distance of 48.00 feet; thence S0"47'12"E, 184.98 feet to the south line of said Lot 16; thence N88'52'21"E along said south line, 48.00 feet to the Southeast Corner of said Lot 16; thence N0'47'12"W, 184.69 feet to the point of beginning. Said Parcel A contains 0.204 acre, subject easements and restrictions of record.”*

NOW THEREFORE BE IT RESOLVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF ROBINS, Plat of Survey No. 2936 is hereby accepted by the Planning and Zoning Commission and recommends approval to the Robins City Council.

Passed and Approved April 9th, 2025.

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Timothy M. O'Hara, Chairperson

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Vance McKinnon III,  
Planning & Zoning Administrator



**To:** Vance McKinnon, P&Z Administrator

**Date:** March 18, 2025

**From:** Kelli Scott, P.E.

**CC:** City Council

**RE:** WOODS EDGE AT DRY CREEK  
POS 2936

---

We have reviewed POS No. 2936 in the City of Robins, Linn County, Iowa. Signed copies will be provided to you prior to the April 9th P&Z meeting.

The purpose of the split is to allow the Owners create zero lot line lots to construct a duplex.

As such, we find POS No. 2936 and the enclosed documents to be in general conformance with the City requirements and recommend approval.

Index Legend	
Location:	Woods Edge at Dry Creek Second Addition, Lot 16 Parcel A, Plat of Survey No. 2935
Requestor:	Brad Schoenfelder
Proprietor:	DCW Properties, L.C.
Surveyor:	Stephen M. Scott, P.L.S.
Company:	Scott Survey, Inc.
Return To:	P.O. Box 315 Center Point, Iowa 52213 email@scottsurvey.com   (319) 540-5263

DATE OF SURVEY:  
MARCH 2023

PLAT OF SURVEY  
No. 2936  
PARCEL A & PARCEL B

LOT 16 & P.O.S. NO. 2935  
WOODS EDGE AT DRY CREEK  
SECOND ADDITION  
TO THE CITY OF ROBINS  
LINN COUNTY, IOWA

Legal Description – Parcel A:

Part of Lot 16, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa, described as follows:

Beginning at the Northeast Corner of Lot 16, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa; thence S89°12'48"W along the north line of said Lot 16, a distance of 48.00 feet; thence S0°47'12"E, 184.98 feet to the south line of said Lot 16; thence N88°52'21"E along said south line, 48.00 feet to the Southeast Corner of said Lot 16; thence N0°47'12"W, 184.69 feet to the point of beginning.

Said Parcel A contains 0.204 acre, subject to easements and restrictions of record.

Legal Description – Parcel B:

Parcel A, Plat of Survey No. 2935 and part of Lot 16, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa, described as follows:

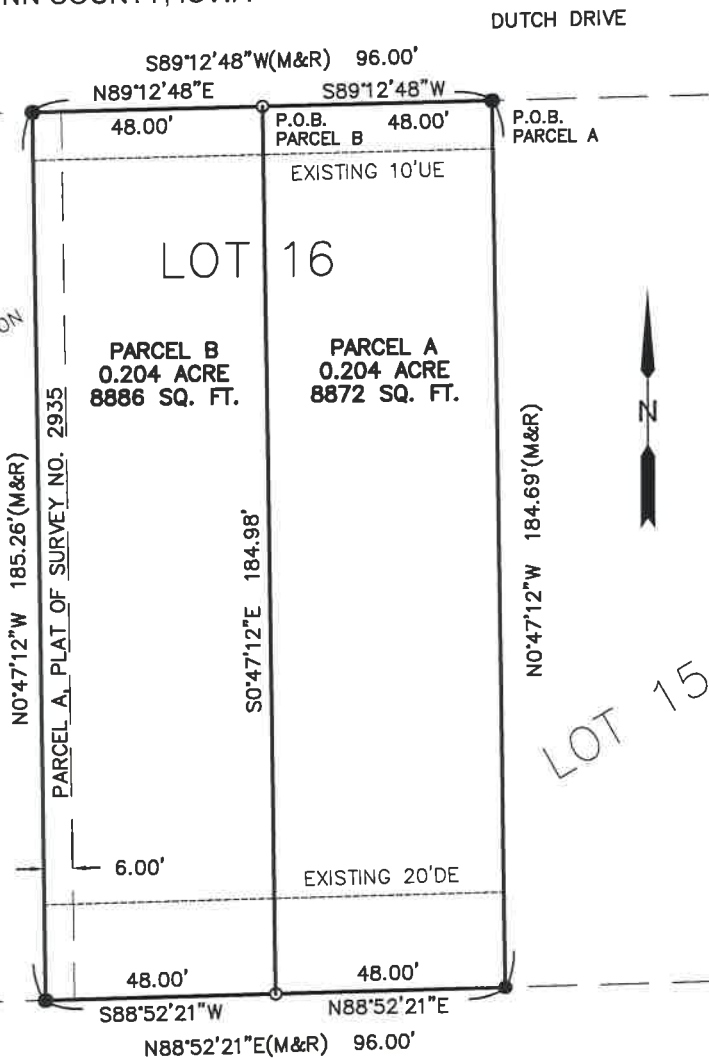
Commencing at the Northeast Corner of Lot 16, Woods Edge at Dry Creek Second Addition to Robins, Linn County, Iowa; thence S89°12'48"W along the north line of said Lot 16, a distance of 48.00 feet to the point of beginning; thence S0°47'12"E, 184.98 feet to the south line of said Woods Edge at Dry Creek Second Addition; thence S88°52'21"W along said south, 48.00 feet to the Southwest Corner of Parcel A, Plat of Survey No. 2935; thence N0°47'12"W, 185.26 feet to the Northwest Corner of said Parcel A; thence thence N89°12'48"E, 48.00 feet to the point of beginning.

Said Parcel B contains 0.204 acre, subject to easements and restrictions of record.

SURVEY LEGEND

- - PROPERTY CORNERS, FOUND (or as noted)  
(1/2" rebar w/ red plastic cap embossed with "SCOTT 13842")
- - PROPERTY CORNERS SET  
(1/2" rebar w/ red plastic cap embossed with "SCOTT 13842")
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- - PROPERTY &/or BOUNDARY LINES
- - LOT LINES, PLATTED OR BY DEED
- - - - - EASEMENT (AS NOTED)
- (R) - RECORDED DIMENSIONS
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UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS



Stephen M. Scott, P.E. & L.S.  
Civil Engineer & Land Surveyor



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

STEPHEN M. SCOTT, P.L.S. Iowa Lic. No. 13842

My license renewal date is December 31, 2026

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www.scottsurvey.com