



NOTICE OF MEETING

Robins Planning & Zoning Commission

Wednesday, May 14, 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 April 9, 2025 Meeting
- F. Interview of Prospective Planning & Zoning Commission Members
 - a. Matthew Mitzel
 - b. Clifford McDonald
- G. **Resolution No. 2025-7 Approving Final Plat Olinger Farm First Addition to Linn County, Iowa** and Recommending Approval to City Council
- H. **Resolution No. 2025-8 Approving Final Plat of Remington's Second Addition to Linn County, Iowa** and Recommending Approval to City Council
- I. Motion to Adjourn



ROBINS PLANNING AND ZONING COMMISSION MINUTES OF THE APRIL 9th, 2025 MEETING

Chairperson Tim O’Hara called the meeting to order at 5:30 p.m. at Robins City Hall on Wednesday, April 9th, 2025. Roll call was taken with Dennis Trachta, AJ Hester, Todd Roberts and Tim O’Hara attending along with Planning and Zoning Administrator Vance McKinnon, City Clerk Lisa Goodin and developer Mark Wood. Commission member Jay Goodin was absent.

Absent Chairperson and Zoning Administrator report from the, McKinnon suggested that members plan to attend a P&Z meeting at 5:30 p.m. on the 2nd Wednesday of every month. At meetings where no action items are on the agenda, the time would, instead, be dedicated to training and education. Roberts moved to approve the agenda, Trachta seconded and all votes were aye. Hester moved to approve the minutes of the February 12, 2025 meeting, Trachta seconded and all votes were aye.

1. **Resolution No. 2025-4 Approving Plat of Survey No. 2934 Woods Edge at Dry Creek Second Addition** – Roberts motioned to approve and recommend, Hester seconded and upon roll call all votes were aye.
2. **Resolution No. 2025-5 Approving Plat of Survey No. 2935 Woods Edge at Dry Creek Second Addition** – Woods described Plats of Survey 2395 & 2396 as being necessary to increase the buildable size of Lot 16 and then divide Lot 16 into 2 parcels to allow the construction of a shared lot line duplex per the R3 zoning designation. Trachta motioned to approve and recommend, Hester seconded and upon roll call all votes were aye.
3. **Resolution No. 2025-6 Approving Plat of Survey No. 2936 Woods Edge at Dry Creek Second Addition** – Hester motioned to approve and recommend, Roberts seconded and upon a roll call all votes were aye.
4. Trachta motioned to adjourn at 5:44 p.m.; Roberts seconded and all voted aye.

Vance McKinnon III
Planning and Zoning Administrator

Timothy M. O’Hara
Chairperson

Matthew S Mitzel

315 Landau Street
Robins, IA
307-689-0281 (cell)
msm0979@gmail.com

Analytical, Innovative, Multi-Disciplined Leader

Focused on the success of my teams and customers, my experiences managing strategic and tactical solutions have resulted in significant gains to efficiency and effectiveness in multiple industries.

Competencies and Strengths

- Program leadership in a matrix organization
- Direct supervision of salary and hourly teams, including staffing, training, development, and discipline
- Managing operating and capital budgets up to \$120M combined annual total
- Owning relationships with internal and external customers, suppliers, and contractors
- Detailed problem-solving and analytical skills used to generate timely, accurate, efficient, and cost-effective results

Professional Experience

Collins Aerospace (A Raytheon Technologies Company), Cedar Rapids, IA

Sr. Mgr, Value Stream Management (Jan 2018 – Present)

- Manage full product lifecycle and act as Integrated Production Team lead for ARC-210 ancillary and legacy products
- Accountable for P&L, product roadmap, development, production, and support of dozens of ancillary products
- Lead cross-functional teams to address development, material obsolescence, production efficiency, and product quality
- Oversight for discretionary development and sustainment activities valued at up to \$5M annually
- Assist with capital purchases in Engineering and Operations to sustain development and production activities
- Engaged in Standard and Non-Standard Production for both domestic and foreign delivery
- Facilitate New Product Introductions, end of production, pursuit to order capture, risk management, and program execution
- Own customer relationship for specific platforms or products

Contura Coal West (Division of Contura Energy, formerly Alpha Natural Resources), Gillette, WY

Maintenance Manager – Belle Ayr Mine (Dec 2013 – Jan 2018)

- Supervised department of up to 84 salary and hourly members in 24/7/365 operation
- Developed replacement for Computerized Maintenance Management System
- Oversaw multiple projects to transfer equipment and implement new maintenance activities valued at up to \$20M each
- Balanced equipment availability and costs to help reduce Cost per Ton approximately 24% over four years
- Reduced voluntary attrition and addressed morale issues by better defining department vision and expectations
- Developed and implemented Work Management tools to improve Schedule Compliance an average of 20% in first year
- Helped define new Electrician Training Program and new recruitment practices for all trades to grow workforce 56%

Manager - Electrical Processes (Jan 2010 – Dec 2013)

- Supervised Electrical Engineering and Electrician trades teams at two sites supporting for 24/7/365 operation
- Reduced total MSHA electrical citations at ACW by 78% – from qty 23 in 2010 to qty 5 in 2013
- Directed 7.5MVA substation upgrade with 0 safety incidents, 0 citations, <15 hours downtime, and 40% under budget
- Managed electrical apprenticeship program to ensure technical staffing in response to retiring workforce
- Championed Oracle R12 Training for 100+ users with various authority limits and user profiles in transition from SAP

Professional Experience (continued)Cloud Peak Energy (Cordero-Rojo Mine), Gillette, WY**Sr. Reliability Engineer** (Feb 2009 – Jan 2010)

- Identified statistical leading indicators for equipment utilization KPIs, SME for contract negotiations and fuel specs

Peabody Energy (Powder River Coal), Gillette, WY**Maintenance Manager** (June 2008 – Feb 2009)

- Championed reduction in failure modes analysis by three months; assisted in budget and asset-life models for three sites

Rio Tinto Energy America (Cordero-Rojo Mine), Gillette, WY**Maintenance Scheduler** (Feb 2007 – June 2008)**Maintenance Engineer** (Feb 2006 – Feb 2007)International Business Machines (IBM), Rochester, MN**Engineer** (Jan 2001 – Feb 2006)**Education**

Master of Business Administration (MBA) * Cardinal Stritch University, Edina, MN.

Bachelor of Science in Electrical Engineering (BSEE) * South Dakota School of Mines and Technology, Rapid City, SD.

Activities, Certifications, Honors, Licenses

FIRST Lego League Volunteer and Coach

American Youth Soccer Organization (AYSO) Referee

ESGR Patriot Award

Wyoming Certified Surface Coal Mine Foreman

Rio Tinto Asset Management Professional Development

Lean Enterprise Institute - Manufacturing & Development

Treasurer – Gillette Brewers Guild 2012 - 2017

Private Pilot Certificate (Single-Engine Land)

Engineer in Training (SD) since 1999

Kepner-Trego Project Management & Facilitation

IBM Worldwide Project Management Method Tier 1

Design for Six Sigma Green Belt

CLIFFORD J MCDONALD

3365 Singer Hill Lane, Robins, Iowa 52411 | cjmcdonald61581@gmail.com | 319-521-1631

EDUCATIONAL PHILOSOPHY

I believe that all educational decisions should be made based on student outcomes. The classroom should be designed to create student engagement and to be responsive to their learning. Education is a process where students learn and apply that learning to increase their knowledge and productivity as members of society.

SKILLS & ABILITIES

I foster professional relationships in a manner to create effective improvement in a collaborative way.

I have built teams and guided teachers through the shift to standards based grading in both the high school and middle school.

I have a wide variety of technology skills that allow me to increase productivity and make data focused decisions

EXPERIENCE

ECHO HILL ELEMENTARY, PRINCIPAL LINN MAR COMMUNITY SCHOOL DISTRICT
7/2025-CURRENT

Supervise over 500 students, 70 staff members, and collaborate with the community of families.

OAK RIDGE MIDDLE SCHOOL ASSOCIATE PRINCIPAL/ATHLETIC DIRECTOR LINN MAR COMMUNITY SCHOOL DISTRICT
7/2016-7/220

My roles vary on a day to day basis as an associate principal, but they largely fall into three categories. My instructional leadership includes walkthroughs, formal evaluations PLC and team meetings. My supervision duties include student relationships, custodial staff, athletic and arts, ALICE drills, and any other situation as needed. My athletic director responsibilities include supervision of coaches, equipment, events and the budget.

EXCELSIOR MIDDLE SCHOOL INSTRUCTIONAL COACH LINN MAR COMMUNITY SCHOOL DISTRICT
8/2015-07/2016

My role is to help teachers implement building/district wide goals, work successfully as a PLC, and to assist them in achieving personal professional goals. To achieve these tasks, I observe lessons, learn and spread excellent practices. An opportunity I have had is to help teachers collect data and made instructional decisions based on that data. My goal is to help build a student-centered culture of openness, trust and collaboration in a traditionally conservative and private profession.

MIDDLE SCHOOL TECHNOLOGY COACH LINN MAR COMMUNITY SCHOOL DISTRICT
8/2014-8/2015

I provided teachers in the two middle schools technology training, advice and assistance. I assessed teacher's technology use in their classroom, gave suggestions about how to increase student learning with technology and helped train them to implement those suggestions.

SOCIAL STUDIES TEACHER LINN MAR HIGH SCHOOL
8/2004-5/2014

I taught 9th Grade US History, 10th Grade World History, 12th Grade American Government and AP American Government and Politics.

PLANNING & ZONING RESOLUTION No. 2025-7
APPROVING FINAL PLAT OF OLINGER FARM FIRST ADDITION TO
LINN COUNTY, IOWA

WHEREAS, A PLAT OF OLINGER FARM FIRST ADDITION TO LINN COUNTY, IOWA, has been filed with the City Planning & Zoning Commission, Robins, Iowa, 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, Iowa, in relation to Plats and Additions to Cities,

NOW THEREFORE, BE IT RESOLVED BY THE CITY PLANNING & ZONING COMMISSION OF THE CITY OF ROBINS, IOWA, that said plat and dedications of said Olinger Farm First Addition to Linn County, Iowa, be and the same is hereby acknowledged and approved on the part of the City Planning & Zoning Commission, and this Commission hereby recommends to the City Council the acceptance of the same, and the Chairman and City Clerk are hereby authorized and directed to certify this resolution of approval and affix the same to said plat as by law provided.

Passed this 14TH day of May AD, 2025.

Timothy J. O'Hara, Chairperson

Lisa Goodin, City Clerk/Treasurer

STATE OF IOWA)
) SS
LINN COUNTY)

We, Timothy O'Hara, Chairperson, and Lisa Goodin, City Clerk/Treasurer, Robins, Iowa, do hereby certify that the above and foregoing resolution is a true and correct copy of the resolution passed by the City Planning & Zoning Commission, Robins, Iowa, on this 14th day of May AD, 2025.

Timothy J. O'Hara, Chairperson

Lisa Goodin, City Clerk/Treasurer

INDEX LEGEND

SPACE RESERVED FOR RECORDING PURPOSES

LOCATION: SW 1/4 SE 1/4 Sec. 31-T85N-R7W

REQUESTED BY: Anita Thompson

PROPRIETOR: Doris L. Olinger Estate
Rebecca F. Olson, Executor

PREPARED BY & RETURN TO - SURVEYOR:

ATTN: LEO BONIFAZI PLS
SCHNOOR BONIFAZI ENGINEERING & SURVEYING
431 - 5TH AVE. SW
CEDAR RAPIDS, IA 52404
PH. 319-298-8888

FINAL PLAT OLINGER FARM FIRST ADDITION TO LINN COUNTY, IOWA

SW 1/4 SE 1/4 SEC. 31-T85N-R7W



SCHNOOR-BONIFAZI
ENGINEERING & SURVEYING, LC
431 FIFTH AVENUE SW
CEDAR RAPIDS, IA 52404
(319) 298-8888 (PHONE)
s-b-engineering.com

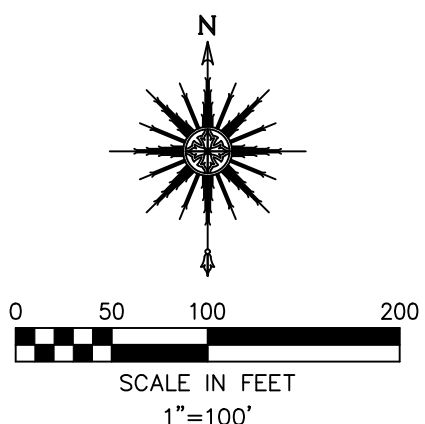
DRAWN: CVD
APPROVED: LPB
ISSUED FOR: REVIEW
DATE: 4/11/2025
PROJECT NO.: 25026

FINAL PLAT
**OLINGER FARM FIRST ADDITION
TO LINN COUNTY, IOWA**
SW 1/4 SE 1/4 SEC. 31-T85N-R7W

1 OF 1

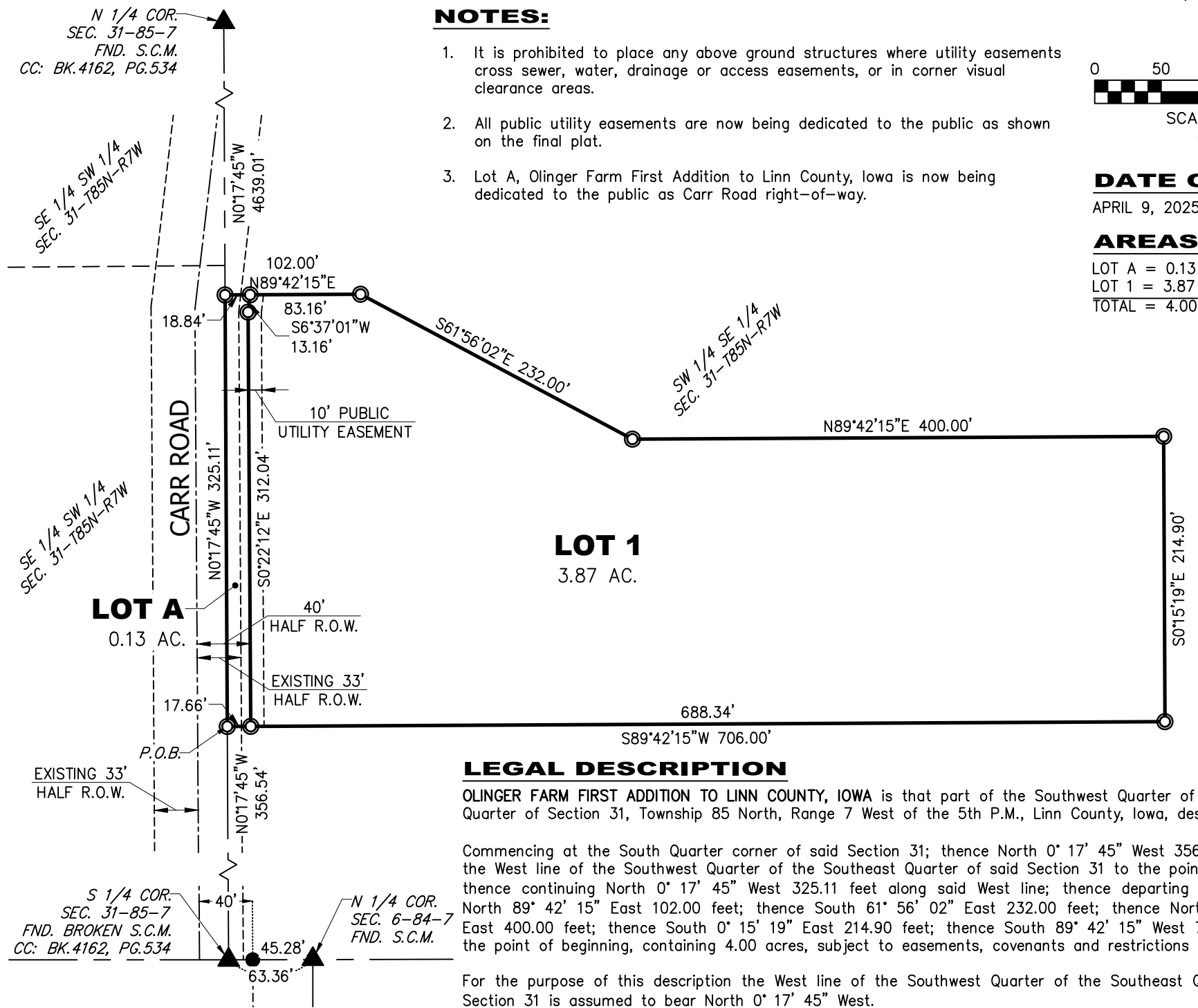
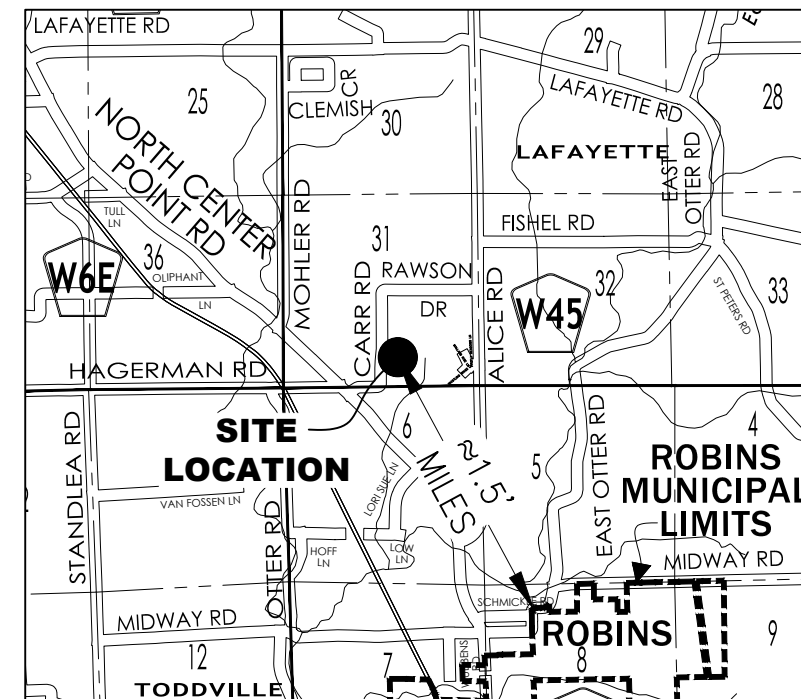
NOTES:

1. It is prohibited to place any above ground structures where utility easements cross sewer, water, drainage or access easements, or in corner visual clearance areas.
2. All public utility easements are now being dedicated to the public as shown on the final plat.
3. Lot A, Olinger Farm First Addition to Linn County, Iowa is now being dedicated to the public as Carr Road right-of-way.



DATE OF SURVEY
APRIL 9, 2025

AREAS
LOT A = 0.13 ACRES
LOT 1 = 3.87 ACRES
TOTAL = 4.00 ACRES



OWNER
DORIS L. OLINGER ESTATE
REBECCA F. OLSON, EXECUTOR
677 HUGO STREET NE
FRIDLEY, MINNESOTA 55432
PHONE: 612-413-4061
EMAIL: beckee01son@gmail.com

SURVEYOR
LEO P. BONIFAZI, PLS
SCHNOOR-BONIFAZI
ENGINEERING & SURVEYING, LC
431 FIFTH AVENUE SW
CEDAR RAPIDS IA 52404
PHONE: 319-298-8888
EMAIL: lbbonifazi@s-b-engineering.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.

SIGNATURE: _____ DATE: _____
LEO P. BONIFAZI
LICENSE NO. 13480
SHEETS COVERED BY THIS SEAL: 1 OF 1
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2025

PLANNING & ZONING RESOLUTION No. 2025-8
APPROVING FINAL PLAT OF REMINGTON’S SECOND ADDITION TO
LINN COUNTY, IOWA

WHEREAS, A PLAT OF REMINGTON’S SECOND ADDITION TO LINN COUNTY, IOWA, containing two (2) lots has been filed with the City Planning & Zoning Commission, Robins, Iowa, 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, Iowa, in relation to Plats and Additions to Cities,

NOW THEREFORE, BE IT RESOLVED BY THE CITY PLANNING & ZONING COMMISSION OF THE CITY OF ROBINS, IOWA, that said plat and dedications of said Remington’s Second Addition to Linn County, Iowa, be and the same is hereby acknowledged and approved on the part of the City Planning & Zoning Commission, and this Commission hereby recommends to the City Council the acceptance of the same, and the Chairman and City Clerk are hereby authorized and directed to certify this resolution of approval and affix the same to said plat as by law provided.

Passed this 14TH day of May AD, 2025.

Timothy J. O’Hara, Chairperson

Lisa Goodin, City Clerk/Treasurer

STATE OF IOWA)
) SS
LINN COUNTY)

We, _____, Chairperson, and _____, City Clerk/Treasurer, Robins, Iowa, do hereby certify that the above and foregoing resolution is a true and correct copy of the resolution passed by the City Planning & Zoning Commission, Robins, Iowa, on this 14th day of May AD, 2025.

Timothy J. O’Hara, Chairperson

Lisa Goodin, City Clerk/Treasurer

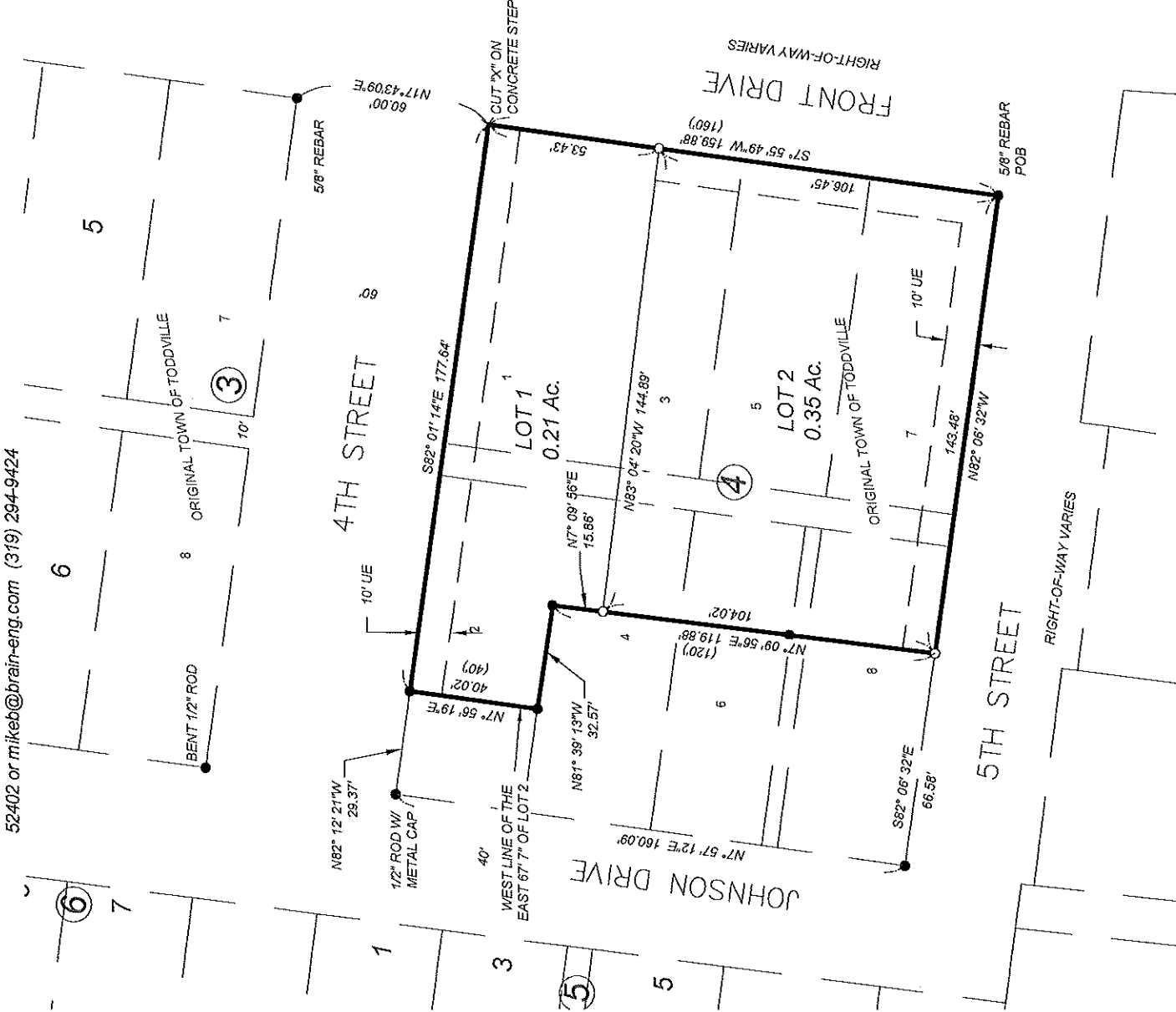
FINAL PLAT REMINGTON'S SECOND ADDITION TO LINN COUNTY, IOWA

Recorder's Stamp:

Index Legend

Location Description Part of Block 4, Original Town of Toddville, Linn County, Iowa

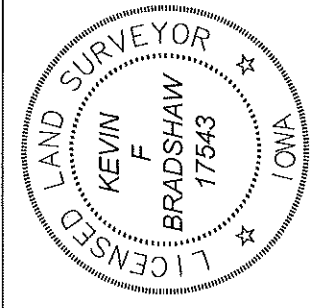
Requestor: Daniel R. Remington
 Proprietor: Daniel R. Remington and Debra L. Remington as Trustees of the Daniel and Debra Remington Trust
 Surveyor: Kevin F. Bradshaw, LS
 Surveyor Company: Brain Engineering, Inc.
 SM Brain, 1540 Midland Ct NE Cedar Rapids, IA
 Return to: 52402 or mikeb@brain-eng.com (319) 294-9424



LEGAL DESCRIPTION

Lots 1, 3, 5, 7 and the East 67 feet, 7 inches of Lot 2, and part of Lots 4, 6, and 8 and the vacated alley, all in Block 4, in the Town (now City) of Toddville, Linn County, Iowa, described as follows:

Beginning at the SE Corner of said Block 4; thence N82°06'32"W along the south line of said Block 4, 143.48 feet; thence N07°09'56"E, 119.88 feet to the south line of said Lot 2; thence N81°39'13"W along said south line, 32.52 feet to the west line of the East 67 feet 7 inches of said Lot 2; thence N07°56'19"E, 40.02 feet to the north line of said Block 4; thence S82°01'14"E along the north line of said Block 4, 177.64 feet to the NE Corner of said Block 4; thence S07°55'49"W along the east line of said Block 4, 159.88 feet to the Point of Beginning, containing 0.56 acres.



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.

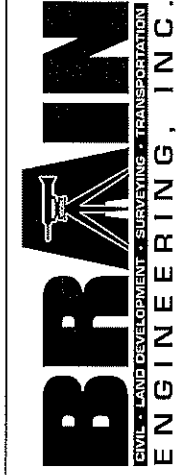
Signed _____ Date _____

Kevin F. Bradshaw, L.S.
 My License Renewal Date is December 31, 2026
 License Number 17543
 Pages or sheets covered by this seal: THIS PAGE

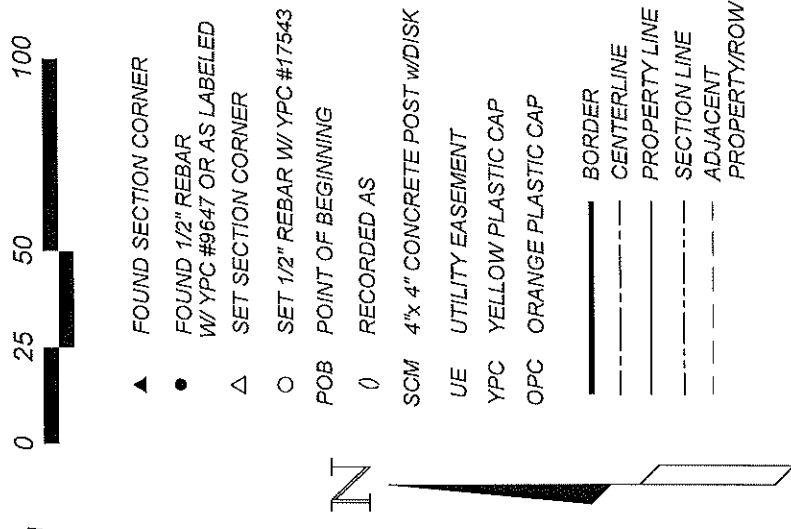
DATE OF SURVEY: 4/10/25

Title: Project No:
419925-10

FINAL PLAT
REMINGTON'S SECOND ADDITION

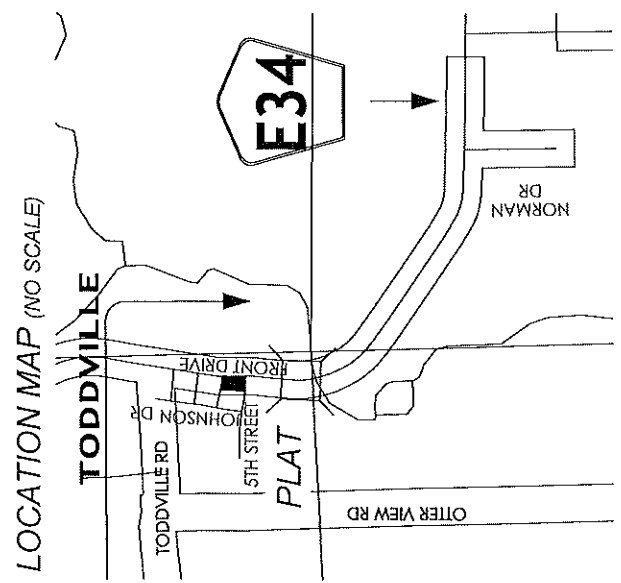


Drawn: DJB Book: DC
 4/14/25
 Checked: *[Signature]* Scale: 1"=50'
 4/10/25



OWNER: DANIEL R. REMINGTON AND DEBRA L. REMINGTON AS TRUSTEES OF THE DANIEL AND DEBRA REMINGTON TRUST
 3217 OTTER VIEW RD
 TODDVILLE, IOWA 52341
 319-231-3803

PROPERTY 400 FRONT DRIVE
 LOCATION: TODDVILLE, IA 52341



NOTES: ALL MEASUREMENTS IN FEET AND DECIMALS THEREOF.