



# NOTICE OF MEETING

Robins Planning & Zoning Commission

Wednesday, April 8, 2026

5:30 p.m.

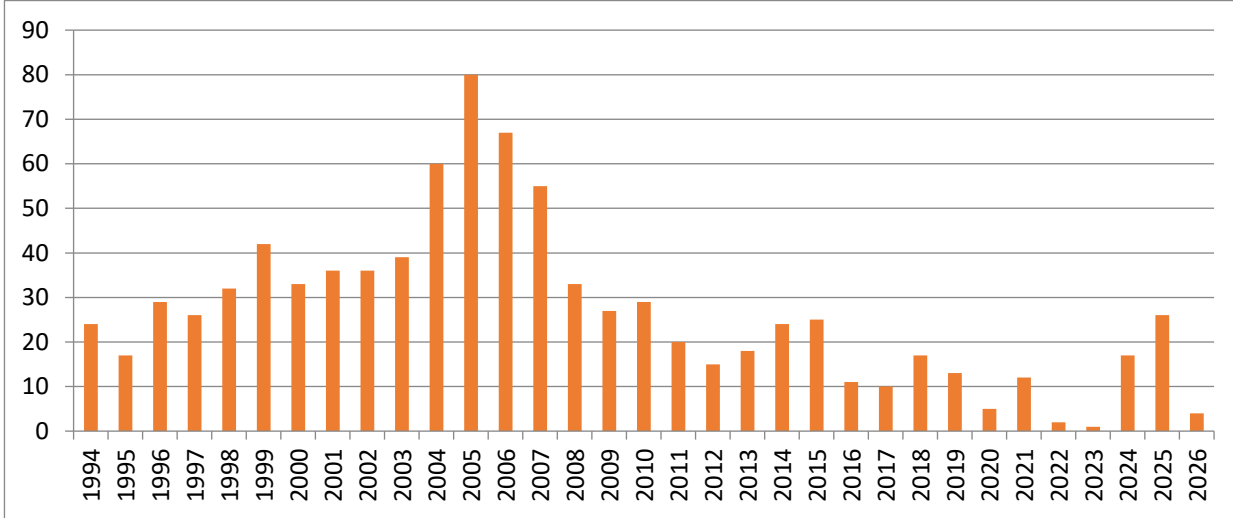
Robins City Hall

## Agenda

1. Call the meeting to order
2. Roll Call of the Commission Members
3. Chairperson and Zoning Administrator Reports
4. Approval of the Agenda
5. Approval of the March 11, 2026 Meeting Minutes
6. Discussion: New Development Park Land Dedication Fees
7. Resolution No. 2026-3 Recommending Parkland Dedication Fees for Adoption in Accordance with Chapter 166 - Subdivision Regulations, of the Municipal Code
8. Motion to Adjourn

Planning and Zoning  
March 2026

2026 Permits Issued	
January	0
February	1
March	3
April	
May	
June	
July	
August	
September	
October	
November	
December	
<b>Total</b>	<b>4</b>



000023	New 15,213 sf Building-Shell	Building	3200	Eagle View Ct	Eastern Iowa Building
000031	New SFD 1955sf w/Finished Bsmt	Building	3350	Country Ct	Academy Homes
000046	New SFD w/Finished Basement	Building	3229	Village Way	CRDR Homes, Inc



**City of Robins, Iowa**  
**Planning & Zoning Commission Meeting Minutes**  
**March 11, 2026**

The Planning & Zoning Commission of the City of Robins, Iowa, met in regular session on Wednesday, March 11, 2026, at Robins City Hall.

---

#### **Call to Order**

Chairperson Tim O'Hara called the meeting to order at **5:33 p.m.**

---

#### **Roll Call**

Present: Tim O'Hara, Matt Mitzel, Todd Roberts, CJ McDonald, Jay Goodin

Absent: AJ Hester

Also present: Vance McKinnon, Planning & Zoning Administrator; Lisa Goodin, City Clerk/Treasurer; Kelli Scott, City Engineer; Chuck Hinz, Mayor

---

#### **Approval of Agenda**

Motion by Roberts, seconded by Goodin, to approve the agenda. Motion carried. **(5-0)**

---

#### **Approval of January 14, 2026 Meeting Minutes**

Motion by McDonald, seconded by Mitzel, to approve the January 14, 2026 meeting minutes. Motion carried. **(5-0)**

---

#### **Reports**

##### **Chairperson & Zoning Administrator Reports**

Planning & Zoning Administrator McKinnon reported that **one single-family dwelling permit** was issued in February. McKinnon also shared information regarding his report to the City Council relating to **Amendment No. 3 to the Robins Landing Development Agreement**.

Chairperson O'Hara reported no additional items.

---

#### **New Business**

##### **Resolution No. 2026-2**

##### **Approving Preliminary and Final Plats for Crestview Acres Sixth Addition to Linn County**

Discussion:

Goodin asked whether the Commission is required to review plats located well outside of Robins that would likely never be annexed by the City.

McKinnon explained that review is generally unnecessary unless the property lies **north of the corporate limits**, where review may be appropriate to ensure consistency with the **Future Land Use Map (FLUM)**.

Roberts asked whether there is a State Code requirement for Planning & Zoning approval of such plats. McKinnon replied that there is not and noted that he could decline review on behalf of the City through a letter if appropriate.

Motion by Goodin, seconded by Roberts.

Roll Call Vote: Mitzel – aye, Goodin – aye, McDonald – aye, Roberts – aye, O'Hara – aye. Motion carried. **(5-0)**

---

#### **Discussion**

##### **Discussion: New Development Park Land Dedication Fees**

Discussion:

McKinnon stated that after reviewing materials and considering comments made during recent City Council meetings, the Commission should begin making progress toward recommending a park land dedication fee schedule to the City Council, particularly given interest in development of the Zieser property.

O'Hara asked who would be responsible for paying the fee. Scott explained that the developer would pay the fee at the time of final plat submittal, referencing the Robins Landing Development Agreement where a fee in lieu of park land dedication was first proposed.



Scott provided background regarding the City's shift from land dedication requirements toward a park land dedication fee. She also discussed the possibility of a future detention basin and public park area in the northwest quadrant of Robins. Roberts asked whether stormwater detention land could be considered park land. Scott explained that stormwater land itself cannot be considered park land; however, park land may incorporate stormwater detention features such as a wet-bottom pond designed for recreational use.

O'Hara commented that the project seemed expensive. Scott responded that small local detention basins are generally too small to serve recreational purposes.

Goodin noted that if a pond created through stormwater detention is designed for recreational use, it could serve both purposes. Scott explained that the proposed northwest detention basin would collect runoff from over 400 acres and would be designed to hold water year-round while accommodating additional water during storm events.

McDonald commented that it does not take a large amount of runoff to fill a pond.

Goodin asked whether the Robins Landing Development Agreement was being considered for the proposed fee structure. Scott explained that while the concept originated with that agreement, the fee structure would apply to all future development within the City.

Scott also provided information regarding the value of park land associated with the Robins Landing development and the calculations used to determine park size and infrastructure costs.

Goodin asked whether the Robins Landing pond was part of the developer's stormwater dedication requirement and whether the City might be subsidizing that requirement. Scott stated that she would review her calculations to confirm.

O'Hara stated that he did not believe the City needed additional parks. Scott responded that if land is not dedicated during development, the City may have little opportunity to obtain park land after development occurs. Dedication fees would allow the City to obtain and develop parks in anticipation of population growth.

McDonald stated that the primary decision before the Commission is determining what fee should be charged and how it should be calculated for residential and commercial or industrial development.

Scott noted that historically commercial and industrial developments are not typically required to dedicate park land, but such charges could be considered by the Commission.

Goodin suggested that any adopted fee structure should be reviewed within one to three years so adjustments can be made if necessary. He also suggested that a per-acre fee might be preferable to a per-lot fee, noting that per-lot fees can disproportionately impact smaller lots while per-acre fees could also apply to commercial and industrial development.

O'Hara asked how much money the City might charge per acre.

Mitzel noted that park land dedication recommendations are based on projected population. While a per-acre calculation may be more complex initially, it could simplify fee application if property is later subdivided into lots.

McDonald referred to the Future Land Use Map along Tower Terrace Road, noting that the area is expected to attract commercial and industrial development while the City also seeks to maintain a residential character. McDonald suggested commercial properties could potentially bear a larger share of fees.

McKinnon noted that fees could be re-evaluated annually if necessary.

Goodin asked whether it would be possible to establish separate rates for commercial and residential development. Scott explained that the ordinance refers to fees established by resolution, allowing the City flexibility in how the fee structure is written.

Goodin also asked whether Robins may eventually see large apartment buildings and how fees might apply to higher-density housing. Scott stated that under the current zoning ordinance, large apartment complexes are unlikely.

Mayor Hinz noted that the discussion had moved into detailed scenarios and reminded the Commission that the primary objective is to recommend a fee structure to Council that establishes funding for park development related to new construction rather than existing residents.

Scott noted that residential zoning regulations currently reference fees assessed per unit, which may require amendment if a per-acre system is adopted.

O'Hara stated that although the concept is good, \$500 would not be sufficient to cover park development costs. Roberts commented that fees should not be so high that they significantly increase lot prices.

Scott stated that a per-acre fee could simplify calculations.

At 6:30 p.m., Jay Goodin exited the meeting citing a prior obligation.



O'Hara emphasized that collected funds should be protected so they cannot be used for unrelated purposes. Mayor Hinz explained that once a park land dedication fund is established, the City Council will adopt rules governing the use of those funds and annual audits will ensure appropriate oversight.

O'Hara asked how much funding the City ultimately hopes to accumulate. Scott stated that while future park development costs are difficult to predict, costs associated with the Robins Landing development may provide a useful guideline.

Scott also noted that if there is a significant delay between preliminary plat and final plat approvals, the City should not be required to maintain outdated fee levels and that developers should pay the fee in effect at the time of final plat approval.

McDonald suggested that fees should be structured in a way that leverages commercial and industrial development.

Mitzel asked how the City currently charges for stormwater. Scott stated that Robins does not currently charge stormwater fees but that the City could establish a stormwater utility in the future. Mitzel suggested that such a system could potentially differentiate fees between commercial and residential properties. Scott noted that lot coverage can be used to determine stormwater utility fees.

Scott asked whether the Commission had a preferred fee structure that staff could further develop for consideration at the April meeting. McDonald asked whether a formula could be devised to account for residential and commercial per-acre fees based on projected park development costs. Scott stated that the dedication fee would supplement funds currently available in the General Fund.

Mayor Hinz suggested the Commission consider recommending a flat per-acre fee regardless of zoning classification, with the goal of providing a recommendation to the City Council following the April meeting.

No formal action was taken.

---

## **Discussion**

### **Discussion: Amendment No. 3 to Robins Landing Development Agreement**

Discussion:

City Clerk Goodin summarized recent City Council actions regarding Amendment No. 3 to the Robins Landing Development Agreement, including the adoption of resolutions by the Council and the subsequent veto issued by Mayor Hinz.

No formal action was taken.

---

## **Adjournment**

Motion by Mitzel, seconded by McDonald, to adjourn the meeting at **6:54 p.m.** Motion carried. **(4-0)**

Respectfully submitted,

Lisa Goodin

City Clerk/Treasurer

---

Tim O'Hara, Chairperson

Attest:

---

Vance McKinnon, Planning & Zoning Administrator



**To:** Planning & Zoning

**Date:** March 31, 2026

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

**CC:** City Council

**RE:** Parkland Dedication Fees

---

Per the last P&Z discussion we were requested to evaluate the parkland dedication fees on a per acre basis in lieu of a per lot basis. Again, Robins Landing was used as the example for the calculations.

The total acres of Robins Landing is 384 acres. However, public streets and drainageways reduce the amount of land that can be developed. Approximately 80% of the land (307.2 acres) was assumed to be developable. I also used the cost of the parkland purchase per the Developer's Agreement of \$1,600,000.

$$\$1,600,000/307.2 \text{ Acres} = \mathbf{\$5,208.33 \text{ per acre}}$$

We took it one step further for residential to provide a per lot fee option. Utilizing the City's adopted design standards of 10 people per acre for single-family and 15 people per acre for multi-family, we could estimate the number of people per acre. It is also assumed that there are 3 people per single-family household and 6 people per multi-family household. This allows us to estimate the approximate number of single-family and multi-family lots based on the acreages shown on the Future Land Use Map (FLUM). Since the number of people per acre is higher in multi-family vs single-family, the parkland fee per lot is higher.

Project Cost	\$1,600,000	
Use	Fee	
Single Family (R-1 & R-2)	\$1,562.50	per lot
Multi-Family (R-3 & R-4)	\$2,083.33	per lot
Commercial	\$5,208.33	per acre
Industrial	\$5,208.33	per acre

Items to consider:

1. Does this model promote or hinder development?
2. Is our intention to recoup 100% of the costs we put into the City parks and recreation areas?

3. Do we want to weigh the costs more towards commercial/industrial vs residential, vice versa or keep them relatively even?
4. Are there different assumptions we should be making? i.e. fewer people per lot in multi-family?

**PLANNING & ZONING COMMISSION  
RESOLUTION NO. 2026-3**

**A RESOLUTION APPROVING PARKLAND DEDICATION FEE SCHEDULE AND RECOMMENDING  
APPROVAL TO THE CITY COUNCIL**

**WHEREAS**, Chapter 166, Subdivision Regulations, of the Municipal Code of the City of Robins requires developers of residential property to provide for public parkland dedication or payment of a parkland dedication fee; and

**WHEREAS**, said ordinance provides that the cost to support the development and maintenance of public parklands shall be set by resolution of the City Council; and

**WHEREAS**, the Planning & Zoning Commission has reviewed the parkland dedication fee calculations prepared by the City Engineer based on parkland acquisition costs and developable acreage; and

**WHEREAS**, the Planning & Zoning Commission finds that establishing a parkland dedication fee schedule based on a per-acre basis, with optional per-lot calculations for residential development, is consistent with the intent of the Subdivision Regulations and Comprehensive Plan; and

**WHEREAS**, the proposed Parkland Dedication Fee Schedule is attached hereto and incorporated by reference as **Exhibit A**; and

**WHEREAS**, the Planning & Zoning Commission finds that adoption of a parkland dedication fee schedule will ensure that new development contributes proportionately to the acquisition and development of public parkland and recreational facilities necessary to serve future residents;

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING & ZONING COMMISSION OF THE CITY OF ROBINS, IOWA:**

**Section 1.** The Planning & Zoning Commission hereby approves the Parkland Dedication Fee Schedule attached hereto as **Exhibit A**.

**Section 2.** The Planning & Zoning Commission hereby recommends that the City Council adopt the Parkland Dedication Fee Schedule by resolution and authorize its use in administering parkland dedication requirements under Chapter 166 of the Robins Municipal Code.

**Section 3.** The Parkland Dedication Fee Schedule attached as **Exhibit A** may be amended from time to time by resolution of the City Council.

**Section 4.** This resolution shall be effective upon its passage and approval.

---

PASSED AND APPROVED by the Planning & Zoning Commission of the City of Robins, Iowa this 8th day of April, 2026.

---

Timothy M. O'Hara, Chairperson

ATTEST:

---

Rhonda Kortenkamp, Deputy City Clerk

**Exhibit A**

**Parkland Dedication Fee Schedule**

<b>Use</b>	<b>Fee</b>	<b>Unit</b>
Residential – Single Family (R-1 & R-2)	\$ _____	Per lot
Residential – Multi-Family (R-3 & R-4)	\$ _____	Per lot
Commercial	\$ _____	Per acre
Industrial	\$ _____	Per acre
Parkland Fee (Per Developable Acre)	\$ _____	Per acre