



NOTICE OF MEETING

Robins Planning & Zoning Commission

Wednesday, May 13, 2026

5:30 p.m.

Robins City Hall

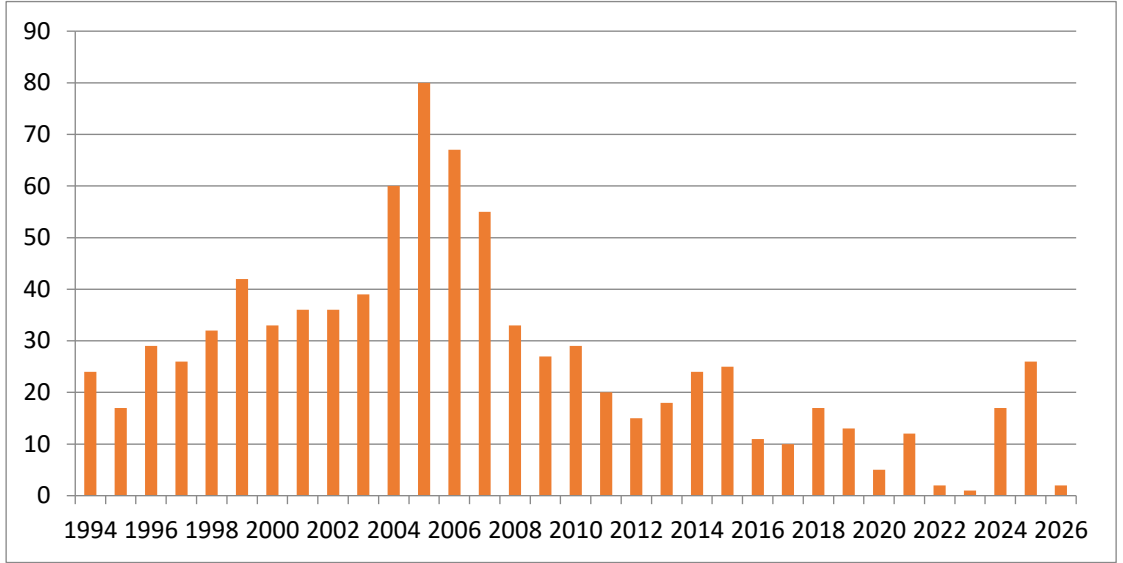
Agenda

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 April 8, 2026 Meeting Minutes
6. Planning & Zoning Commission Officer Elections
 - a. Chairperson
 - b. Vice Chairperson
7. Resolution No. 2026-4 Approving Planning & Zoning Commission and Staff Administrative Rules
8. Discussion: New Development Park Land Dedication Fees
9. Discussion: Ordinance No. 2609 – An Ordinance Amending Chapter 165 Zoning Regulations of the Robins Municipal Code
10. Resolution No. 2026-5 Recommending Ordinance No. 2609 - An Ordinance Amending Chapter 165 Zoning Regulations of the Robins Municipal Code to the Robins City Council
11. Resolution No. 2026-6 Approving the Urban Renewal Plan Amendment and Recommending to City Council
12. Motion to Adjourn

Planning and Zoning

April 2026

2026 Permits Issued	
January	0
February	1
March	3
April	1
May	
June	
July	
August	
September	
October	
November	
December	
Total	5



26-000076

4/15/2026

New SFD w/Partial
Finished Basement

Building

Deutmeyer Enterprises

3070

Arbury Ct

Planning and Zoning Committee

Tuesday April, 2026

In the April Planning and Zoning Committee meeting the committee had good discussion and made headway on the cities "Park land dedication fee." It was discussed how the fee should be charged, by the lot or the overall acres of the development, it was also discussed about the fee to charge. A fee was determined and a vote was taken, unfortunately we did not have enough members present to form a quorum. We will need to take a vote at the May meeting to get this accomplished.

Planning and Zoning Administrator

Vance B. McKinnon III



City of Robins
Planning & Zoning Commission Meeting Minutes
April 8, 2026

CALL TO ORDER

Chairperson Tim O'Hara called the meeting to order at 5:32 p.m.

ROLL CALL

Roll call was taken with Commission members Tim O'Hara, Todd Roberts, CJ McDonald and Matt Mitzel present. Members AJ Hester and Jay Goodin were absent. City staff in attendance included Zoning Administrator Vance McKinnon, City Engineer Kelli Scott and Deputy City Clerk Rhonda Kortenkamp. City Attorney Doug Herman was also present.

CHAIRPERSON & ZONING ADMINISTRATOR REPORTS

No Chairperson report was provided. Zoning Administrator Vance McKinnon reported that 3 permits for new single-family dwellings were issued in March.

APPROVAL OF AGENDA

Motion by Roberts, seconded by McDonald to approve the agenda. Motion carried with all members present voting aye.

APPROVAL OF THE 3/11/26 MEETING MINUTES

Motion by Mitzel, seconded by McDonald to approve the minutes. Motion carried with all members present voting aye.

DISCUSSION: New Development Park Land Dedication Fee

RESOLUTION NO. 2026-3 Recommending Parkland Dedication Fees for Adoption in Accordance with Chapter 166 - Subdivision Regulations, of the Municipal Code.

Motion by McDonald, seconded by Mitzel

Roll Call

Table with 3 columns: Name, Aye, Nay. Rows include Tim O'Hara, Todd Roberts, AJ Hester - Absent, CJ McDonald, Matt Mitzel, Jay Goodin - Absent.

Measure failed due to lack of majority votes.

ADJOURNMENT:

Motion by McDonald, seconded by Mitzel. Motion carried with all members present voting aye. Meeting adjourned at 6 p.m.

Respectfully submitted,

Rhonda Kortenkamp
Deputy City Clerk

Tim O'Hara, Chairperson

Attest:

Rhonda Kortenkamp, Deputy City Clerk

PLANNING AND ZONING COMMISSION
AND
STAFF ADMINISTRATIVE RULES

The following rules of procedure are hereby adopted by the City of Robins, Iowa,
Planning and Zoning Commission, on May 13, 2026

SECTION 1.0 OFFICERS

The Commission shall select from its membership, a Chairperson and Vice Chairperson, who will perform the usual duties pertaining to such offices.

1.1 Selection

At the first regular meeting in January of each year, the Commission will pick its officers from its membership. All officers are eligible for re-election.

1.2 Tenure

The Chairperson and Vice Chairperson shall take office immediately following their selection, and shall hold office for a term of one year, or until their successors are selected, and assume office.

1.3 Duties

The Chairperson will preside at all meetings, appoint committees, and perform such other duties, as may be ordered by the Commission. The Vice Chairperson shall act in the capacity of the Chairperson in his/her absence, and in the event the office of the Chairperson becomes vacant. The Vice Chairperson shall succeed to this office for the un-expired term and the Commission shall select a successor to the office of Vice Chairperson for the un-expired term. The Zoning Administrator and/or City Clerk will perform the duties of the Secretary of the Commission. The Secretary will record and maintain minutes of the meetings, insure that the minutes are adopted, recommendations are properly published and recorded. The Zoning Administrator shall perform such other duties as the Commission may determine.

SECTION 2. MEETINGS

The regular meeting of the Commission shall be held on the second Wednesday following the regular monthly City Council meeting every month, beginning promptly at 5:30 p.m., in the Robins City Hall. When the regular meeting day falls on a legal holiday, the Commission shall select a suitable alternative day in the same month.

2.1 Special Meetings

Special meetings will be called at the request of the Chairperson, or any three members of the Commission. Notice of the special meeting shall be given by the Zoning Administrator to the members of the Commission at least 24 hours prior to such meeting, and shall state the purpose and time of the meeting.

2.2 Public

All regular and special meetings, sub-committee meetings, hearings, records, and accounts, shall be open to the public.

2.3 Quorum

A majority of the total number of members (four) will constitute a quorum. Without a quorum, no business will be transacted, and no official action or any matter will take place. An affirmative vote of the majority of total number of members in attendance will be required for the exercise of the powers or functions, conferred or imposed, upon this Commission.

2.4 Order of Business – Agenda

The Planning and Zoning Administrator and/or City Clerk will prepare an agenda for each meeting and arrange for receipt by each Commissioner one week before the meeting. The order of business shall be as follows:

- a. Roll call of Commission members.
- b. Approval of minutes.
- c. Additions to the agenda.
- d. Reports from Zoning Administrator, committees, etc.
- e. Old Business
- f. If Public Hearing, the Chairperson will declare such a public hearing open and state its purpose. The petitioner, or his representative, will be heard first.
- g. Close Public Hearing.
- h. Consideration of matters heard under (f) above.
- i. New Business.
- j. Adjournment.

2.5 Motions

Motions may be made by anyone on the Commission, except the Chairperson. The Chairperson will restate the motion before a vote is taken.

2.6 Voting

Where Resolutions are required, voting will be by roll call, and will be recorded by yeas and nays. All other matters shall be passed by a voice vote. Every member of the Commission, including the Chairperson, is required to cast a vote upon each motion. However, a member may abstain if the member believes there is a conflict of interest, particularly if the conflict is of a financial nature. A member who elects to abstain from voting should so inform the Commission prior to discussion of topic, so that other Commission members can properly weigh the opinions given by a member who believes a conflict of interest exists.

2.7 Commission Action

Action by the Commission on any matter on which a hearing is held will not be taken until the hearing has been conducted.

2.8 Parliamentary Procedure

Roberts Rules of Order, revised will govern the Commission meetings in all cases where these rules do not provide the procedures to be followed.

SECTION 3.0 COMPREHENSIVE PLAN AND ZONING HEARINGS

Before the adoption or amendment of any part of the Comprehensive plan, or recommending approval of an amendment to the Zoning Ordinance to the City Council, the Commission will hold a public hearing on the matter.

SECTION 4.0 EXPENSES

Commission members may receive payment for actual expenses and mileage incurred only upon prior approval of expenditure by the City Council. Mileage shall be paid at the rate allowed by State Law.

4.1 Annual Appropriations

The Commission may request of the City Council an appropriate sum of money from the General Fund for payment at the expense of the Commission. The Commission has full and exclusive authority to expend, on behalf of the City of Robins, all the money so appropriated. The Zoning Administrator shall have authority to expend up to \$200.00 for items covered by the Commission's budget. All expenditures above that amount shall first be authorized by a vote of a majority of the Commission.

4.2 Gifts

Gifts, donations, and payments of every kind received by the City of Robins for planning purposes shall be appropriated solely for use by the Commission for the benefit of the City of Robins planning. Commission members may not receive any type of gift for their own personal use or enjoyment.

5.0 MEETING ATTENDANCE

Commission members are expected to attend all regular and special meetings of the Commission. If a member has a valid excuse for non-attendance, the member shall notify the Chairperson prior to the meeting. A Commission member will be asked to resign if at any time the member has three consecutive unexcused absences from a regular, special, or sub-committee meeting, or if total absences (whether excused or not) exceed forty percent (40%) of the total meetings in a calendar year. A review of attendance will be made at the end of each year.

6.0 COMMITTEES

The Commission may create by resolution, standing and special committees for certain purposes as determined by the Commission.

6.1 Appointment and Tenure of Committees.

The Chairperson will appoint three or more members to each committee. The committee will decide when and where to meet and announce these intentions to the Commission. Members of the committee will serve for one year and until their successors are appointed, or in the case of special committees, until their work is completed. Vacancies will be filled by the Chairperson.

6.2 Spokesperson position created.

Every committee will chose a spokesperson, which will assume the following duties:

1. Present the findings and recommendations of the committee to the whole Commission.
2. Insure that the committee meeting is open to the public and the public has been notified of each meeting, by posting at the Robins City Hall.
3. Guide the committee meeting and insure that proper minutes have been kept. The minutes can be forwarded to the Zoning Administrator to insure they are kept with other minutes and findings of the Commission.

7.0 AMENDMENTS

These rules may be amended at any regular or special meeting by a two-thirds (2/3) vote of the members present.

PASSED AND APPROVED this 13th, day of May 2026.

, Chairperson

ATTEST:

Lisa Goodin, City Clerk

**PLANNING & ZONING COMMISSION
CITY OF ROBINS, IOWA**

RESOLUTION NO. 2026-4

**A RESOLUTION APPROVING THE ADOPTION OF THE PLANNING & ZONING
COMMISSION AND STAFF ADMINISTRATIVE RULES**

WHEREAS, the Planning & Zoning Commission of the City of Robins, Iowa, finds it necessary and appropriate to establish administrative rules and procedures governing the operation of the Planning & Zoning Commission and staff; and

WHEREAS, the proposed Planning & Zoning Commission and Staff Administrative Rules establish procedures relating to officers, meetings, hearings, attendance, committees, amendments, and related administrative functions; and

WHEREAS, the Planning & Zoning Commission has reviewed the proposed Administrative Rules document and finds that adoption of the same will promote the orderly and efficient conduct of Commission business and public proceedings.

NOW, THEREFORE, BE IT RESOLVED by the Planning & Zoning Commission of the City of Robins, Iowa, as follows:

Section 1. The Planning & Zoning Commission and Staff Administrative Rules, attached hereto and incorporated herein by this reference, are hereby approved and adopted.

Section 2. Said Administrative Rules shall supersede any prior Planning & Zoning Commission procedural rules or administrative policies inconsistent therewith.

Section 3. These Administrative Rules shall become effective immediately upon adoption of this Resolution.

PASSED AND APPROVED by the Planning & Zoning Commission of the City of Robins, Iowa, this 13th day of May, 2026.

Chairperson

ATTEST:

Lisa Goodin, City Clerk/Treasurer

ORDINANCE NO. 2609

**AN ORDINANCE AMENDING CHAPTER 165 ZONING REGULATIONS OF THE
ROBINS MUNICIPAL CODE.**

BE IT ORDAINED BY CITY COUNCIL OF THE CITY OF ROBINS, IOWA:

SECTION 1. That Section 165.24.4 Bulk Regulations is amended by replacing the table:

	Minimum Lot Area	Minimum Lot Width ²	Minimum Front Yard	Minimum Side Yard	Corner Side Yard	Minimum Rear Yard	Maximum Height
Single-family dwelling	20,000 sq. ft.	90 feet	35 feet	15 feet	35 feet	35 feet	Principal building 35 feet
Agricultural and Farm Related Activities	5 acres	200 feet	75 feet	50 feet	50 feet	50 feet	Principal building 35 feet
Accessory Dwelling Units (ADU)		90 feet	40 feet	15 feet	35 feet	35 feet	35 feet
Accessory Buildings			35 feet	7 feet	30 feet	7 feet	20 feet
Special uses	As specified by the Board of Adjustment						
	<ol style="list-style-type: none"> 1 Plus one foot for each two feet by which the building or structure height exceeds 20 feet. 2 Minimum lot width shall be met at the Minimum Front Yard Setback for Irregular Lots on cul-de-sacs, courts or street centerline curves of less than three hundred (300) feet radius. 						

SECTION 2. That Section 165.24.6 Site Development Plan Requirements for Religious Institutions is deleted:

SECTION 3. That Section 165.26.4 Bulk Regulations is amended by replacing the table:

	Minimum Lot Area	Minimum Lot Width ¹	Minimum Front Yard	Minimum Side Yard	Corner Side Yard	Minimum Rear Yard	Maximum Height
Single-Family dwelling	7,000 square feet	65 feet	30 feet	7 feet	30 feet	25 feet	Principal building 35 feet
Duplex	6,250, square feet per dwelling unit	45 feet per dwelling unit	30 feet	7 feet except at common wall	30 feet	25 feet	Principal building 35 feet
Accessory Dwelling Units (ADU)		65 feet	30 feet	7 feet	30 feet	25 feet	35 feet
Accessory Buildings			30 feet	7 feet	20 feet	7 feet	20 feet

1. Minimum lot width shall be met at the Minimum Front Yard Setback for Irregular Lots on cul-de-sacs, courts or street centerline curves of less than three hundred (300) feet radius.

SECTION 4. That Section 165.27.4 Bulk Regulations is amended by replacing the table:

Minimum Lot Area	Minimum Lot Area	Minimum Lot Width ¹	Minimum Front Yard	Minimum Side Yard	Corner Side Yard	Minimum Rear Yard	Maximum Height
Single-Family dwelling	7,000 square feet	65 feet	30 feet	7 feet	30 feet	25 feet	Principal building 35 feet
Two-Family Dwelling	6,250, square feet per dwelling unit	45 feet per dwelling unit	30 feet	7 feet except at common wall	30 feet	25 feet	Principal building 35 feet
Accessory Dwelling Units (ADU)		65 feet	30 feet	7 feet	30 feet	25 feet	35 feet
Accessory Buildings			30 feet	7 feet	20 feet	7 feet	20 feet

1. Minimum lot width shall be met at the Minimum Front Yard Setback for Irregular Lots on cul-de-sacs, courts or street centerline curves of less than three hundred (300) feet radius.

SECTION 5. That Section 165.28.4 Bulk Regulations is amended by replacing the table:

	Minimum Lot Area	Minimum Lot Width ¹	Minimum Front Yard	Minimum Side Yard	Corner Side Yard	Minimum Rear Yard	Maximum Height
Single-Family Dwelling	7,000 square feet	65 feet	30 feet	7 feet	30 feet	25 feet	Principal building 35 feet
Two-Family Dwelling	6,250, square feet per dwelling unit	45 feet per dwelling unit	30 feet	7 feet except at common wall	30 feet	25 feet	Principal building 35 feet
Multi-Family Dwelling	4,500 square feet per dwelling unit	45 feet per dwelling unit ²	30 feet	7 feet except at common wall	30 feet	25 feet	Principal building 45 feet
Accessory Dwelling Units (ADU)		65 feet	30 feet	7 feet	30 feet	25 feet	35 feet
Accessory Buildings			30 feet	7 feet	20 feet	7 feet	20 feet
Religious institutions ³	40,000 sq. ft.	150 feet	40 feet	20 feet ¹	30 feet	50 feet	Principal building 35 feet

1. Minimum lot width shall be met at the Minimum Front Yard Setback for Irregular Lots on cul-de-sacs, courts or street centerline curves of less than three hundred (300) feet radius.

2. Minimum Dwelling Unit width shall be the Minimum Lot Width, minus the Minimum Side Yards at common walls. i.e. middle unit with 2 common walls minimum width is 25ft

3. Additional Development Standards and Site Development Plan Requirements apply.

SECTION 6. That Section 165.28 is amended by adding:

6. Site Development Plan Requirements for Religious Institutions.

a. In addition to Site Development Plan submittals, a Use Analysis Report shall be prepared by the applicant that shows the following:

- (1) Approximate number of patrons, daily and weekly services;
- (2) Approximate utility needs and effect upon existing systems, e.g., projected water demand (Gallons Per Minute or Gallons Per Day), waste water generation (Gallons Per Day + Chemical oxygen Demand or Biochemical oxygen Demand), electricity demand (Kilowatts), storm water increase (Cubic Feet Per Second), solid waste generation (tons);
- (3) Possible nuisance factors and means for alleviating those factors, such as noise, odor, smoke, dust, fumes, vibration, or heat.

SECTION 7. That the changes as provided in this Ordinance shall be made a part of the replacement pages of the Municipal code, City of Robins, Iowa and made a part of said Code as provided by law.

SECTION 8. Effective Date. That this Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

PASSED AND APPROVED THIS ____th, day of _____, 2026.

Chuck Hinz, Mayor

ATTEST:

Lisa Goodin, City Clerk/Treasurer

PLANNING & ZONING COMMISSION

RESOLUTION NO. 2026-5

**A RESOLUTION RECOMMENDING APPROVAL OF AN AMENDMENT TO CHAPTER 165 –
ZONING REGULATIONS OF THE ROBINS MUNICIPAL CODE**

WHEREAS, the City of Robins Planning and Zoning Commission has reviewed proposed amendments to Chapter 165 – Zoning Regulations of the Robins Municipal Code pertaining to bulk regulations, side yard setbacks, and site development plan requirements for religious institutions; and

WHEREAS, the proposed amendments revise minimum side yard setback requirements and related bulk regulations within the R-3 Multiple Family Residential District and R-4 High-Density Multi-Family Residential With Association; and

WHEREAS, the proposed amendments further remove Section 165.24.6 regarding Site Development Plan Requirements for Religious Institutions from the A-1 Agricultural District and establish updated Site Development Plan Requirements for Religious Institutions within Section 165.28; and

WHEREAS, the City of Robins Planning and Zoning Commission finds that the proposed amendments are consistent with the intent of the Robins Municipal Code and are in the best interests of the City of Robins and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Planning & Zoning Commission of the City of Robins, Iowa, as follows:

SECTION 1. The Planning & Zoning Commission hereby recommends approval of Ordinance No. 2609 amending Chapter 165 – Zoning Regulations of the Robins Municipal Code, as presented.

SECTION 2. The Planning & Zoning Commission hereby recommends that the Robins City Council approve the proposed ordinance amendments.

SECTION 3. This Resolution shall be effective upon its passage and approval as provided by law.

PASSED AND APPROVED this 13th day of May, 2026.

, Chairperson

ATTEST:

Lisa Goodin, City Clerk/Treasurer

**PLANNING & ZONING COMMISSION
CITY OF ROBINS, IOWA**

RESOLUTION NO. 2026-6

**A RESOLUTION APPROVING AN AMENDMENT TO THE URBAN RENEWAL PLAN AND
RECOMMENDING APPROVAL TO THE CITY COUNCIL**

WHEREAS, the City of Robins has established an Urban Renewal Area pursuant to Chapter 403 of the Code of Iowa; and

WHEREAS, the City is considering an amendment to the Urban Renewal Plan for the purpose of including additional territory consisting of **all of the public right-of-way of North Center Point Road situated within the corporate limits of the City of Robins, Linn County, Iowa**; and

WHEREAS, the proposed amendment has been submitted to the Planning & Zoning Commission for review and recommendation in accordance with Section 403.5 of the Code of Iowa; and

WHEREAS, the Planning & Zoning Commission has reviewed the proposed Urban Renewal Plan Amendment and finds that the inclusion of said public right-of-way is consistent with the goals and objectives of the City's Comprehensive Plan and supports orderly growth, infrastructure planning, and economic development within the City; and

WHEREAS, the Planning & Zoning Commission further finds that the proposed amendment promotes the health, safety, and welfare of the residents of the City of Robins.

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

Section 1. The Planning & Zoning Commission hereby approves the proposed amendment to the Urban Renewal Plan to include the following described area:

“All of the public right-of-way of North Center Point Road situated within the corporate limits of the City of Robins, Linn County, State of Iowa.”

Section 2. The Planning & Zoning Commission hereby recommends approval of the proposed Urban Renewal Plan Amendment to the City Council of the City of Robins, Iowa.

Section 3. This Resolution shall be effective immediately upon its passage and approval.

PASSED AND APPROVED this 13th day of May, 2026.

, Chairperson

ATTEST:

Lisa Goodin, City Clerk / Treasurer

MEMORANDUM

To: City of Robins Planning & Zoning Commission
From: Amy Bjork and John P. Danos, Bond Counsel for the City
Date: April 20, 2026
Re: Robins Urban Renewal Area

A public hearing will be held by the City Council on May 18, 2026 on a proposed amendment to the urban renewal plan for the Robins Urban Renewal Area to add the property legally described in the proposed amendment and to approve new urban renewal projects. We have prepared this memorandum to assist the Commission in performing its role in this process.

Section 403.5 of the Code of Iowa requires that, before they hold a public hearing, the City Council must submit a copy of the proposed plan amendment to the Commission, “for review and recommendations as to its conformity with the general plan for the development” of the City. The statute does not require that the Commission hold a hearing on the proposed plan amendment, nor does it require that the Commission take any action to either approve or reject the proposed plan amendment. It directs that the Commission review the plan amendment and comment to the City Council as to whether the plan amendment conforms to, or is consistent with, the City’s Comprehensive Plan. Please convene a quorum of the Commission, complete your review and submit any comments to the City Council by Noon on May 18, 2026.

Please call us at (515) 283-1000 if you have questions about the statutory process.



EXHIBIT A
Legal Description
Expanded Robins Urban Renewal Area
May, 2026 Addition

All of the public right-of-way of North Center Point Road situated in the corporate limits of the City Robins, Linn County, State of Iowa.