



CITY HALL  
124 W. COURT AVENUE  
WINTERSET, IOWA 50273-1545  
PHONE (515) 462-1422  
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Thomas J. Leners, Mayor  
Andrew J. Barden, City Administrator

## PLANNING AND ZONING COMMISSION AGENDA

Governmental Body: Planning and Zoning Commission

Date of Meeting: November 25, 2025

Time of Meeting: 3:30 P.M.

Place of Meeting: Winterset City Hall

**PUBLIC NOTICE IS HEREBY GIVEN** that the above-mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

**Agenda:**

1. Approve the minutes of the October 28, 2025 meeting
2. Review and recommendation on a Rezone request for the Winterset Fieldhouse/Police Department Project located just east of the intersection of E Court Avenue and N 10<sup>th</sup> Street.

By: Hollie Burgus  
Title: Code Enforcement Officer

Hollie Burgus

### City Council

Mary Ann Orr- North    Mike Fletcher- South

Christopher Fairholm-Mayor Pro Tem, At-Large    Michael Eller – At Large    Michael Cook- At Large



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## PLANNING AND ZONING COMMISSION MINUTES

Governmental Body: Planning and Zoning Commission

Date of Meeting: October 28, 2025

Time of Meeting: 3:30 P.M.

Place of Meeting: Winterset City Hall

**PUBLIC NOTICE IS HEREBY GIVEN** that the above-mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for said meeting is as follows:

### Agenda:

1. Approve the minutes of the September 30, 2025 meeting
2. Review and recommendation of plats of surveys located 1.5 miles outside of Winterset City Limits.
3. Review and recommendation of rezone for 411 E Lane Street from C-Commercial to R-3 Multi-Family Residential
4. Discussion on potential changes to the Winterset Municipal code regarding principal permitted uses in each zoning district

By: \_\_\_\_\_  
Title: Code Enforcement Officer

The Planning and Zoning Commission of the City of Winterset, Iowa met on October 28, 2025, in accordance with the above Notice and Call of Public meeting. The meeting was called to order at 3:30 PM by Interim Chairman Bush.

Present: Dan Bush, Jerry Parkin, Jeanne Jacobson, Dan Schwerts

Absent : JD McDonald, Jon Stetzel

Tardy : David LaGrange

### Agenda Item 1:

Interim Chairman Bush called for a motion to approve the minutes of the September 30, 2025, meeting. There was no discussion. Member Parkin made a motion to approve the

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previous meeting minutes, seconded by Member Schwerts. On a voice vote, all members present voted Aye.

Whereupon Interim Chairman Bush declared that the motion carried.

**Agenda Item 2:**

Interim Chairman Bush introduced agenda item 2, Review and recommendation for plats of surveys located 1.5 miles outside of Winterset City Limits. Code Enforcement Officer Burgus introduced Mr. Mike Brooner and allowed him to explain the Plats of Surveys. Mr. Brooner explained that the owner of the land has decided to combine some land so they can sell it off, however some of the parcels will need to remain in the same ownership per the County due to access concerns. There will be no improvements done, just a simple recording of new lot lines for the purposes of land sales. There is a part of this land that was previously platted under the Clark Tower Subdivision, that is why it needed to come to the City for approval. After no further discussion, Member Parkin made a motion to approve, seconded by Member Schwerts. On a voice vote, all members present voted Aye.

Whereupon Interim Chairman Bush declared that the motion carried.

At this time Chairman LaGrange joined the meeting.

**Agenda Item 3:**

Chairman LaGrange introduces agenda item 3, review and recommendation of rezone for 411 E Lane Street from C-Commercial to R-3 Multi-Family Residential. Code Enforcement Officer Burgus advised that this item was previously approved, but an error was made. The property was originally zoned commercial, not R-2 so the process needed to be started over. The petitioner's proposed project has not changed, just the technicality of the original zoning needed to be corrected. After no further discussion, Member Bush made a motion to approve the rezone petition for 411 E Lane Street to rezone from Commercial to R-3 Multi-Family, seconded by Member Schwerts. On a voice vote, all members present voted Aye.

Whereupon Chairman LaGrange declared that the motion carried.

**Agenda Item 4:**

Chairman LaGrange introduced agenda item 4, discussion on potential changes to the Winterset Municipal code regarding principal permitted uses in each zoning district. City Administrator Barden explained that city staff are in the process of amending the principal permitted uses in each zoning district to allow for new and future uses. This is not an action item for the Commission, just discussion at this point.

Chairman LaGrange asked if there was any other business to discuss. Seeing none, Member Bush then made a motion to adjourn the meeting, seconded by Member Jacobson.

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**On a voice vote, all members present voted Aye.**

**Whereupon Chairman LaGrange declared that the motion carried and the meeting adjourned.**

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**Chairman David LaGrange**

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**Code Enforcement Officer  
Hollie Burgus**

**City Council**

**Mary Ann Orr- North    Mike Fletcher- South**

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## City of Winterset – Rezoning Request

**Project:** Winterset Fieldhouse and Police Department

**Owner:** City of Winterset

### Project Team:

#### Architecture / Project Lead

Studio Melee  
Jordan Collins, AIA, NCARB, LEED AP  
139 4<sup>th</sup> St.  
West Des Moines, IA 50265  
(515) 556-6584  
[jordan@studiomelee.com](mailto:jordan@studiomelee.com)

#### Civil Engineer

Bishop Engineering  
Rick Baumhover, PE, PLS  
3501 104<sup>th</sup> St.  
Urbandale, IA 50322  
(515) 276-0467  
[rbaumhover@bishopengr.com](mailto:rbaumhover@bishopengr.com)

#### Landscape Architecture

Confluence  
Denise Hurt, PLA  
525 17<sup>th</sup> St.  
Des Moines, IA 50309  
(515) 288-4875  
[dhurt@thinkconfluence.com](mailto:dhurt@thinkconfluence.com)

#### Structural Engineer

InfraStructure, LLC  
Brett Nickeson  
6910 Pacific St. Suite 310  
Omaha, NE 68106  
(402) 553-0234  
[bnickeson@is-ecg.com](mailto:bnickeson@is-ecg.com)

#### M/E/P Engineer

Alvine Engineering  
Jason Jones (M,P)  
Nick Andera (E)  
400 E. Court Ave., Suite 130  
Des Moines, IA 50309  
(515) 243-0569

## Project Overview

The project will consist of a facility for Winterset Parks and Recreation that will include sports courts, weightlifting, group fitness, indoor playground, multipurpose space, simulator, office space and storage, as well as a police department office for the Winterset PD. Site improvements include parking for the building.

## Property Description

Property Legal Description: *Lot Two (2) of Bellamy Addition Plat 4, an Addition to the City of Winterset, Madison County, Iowa; EXCEPT Parcel "N" located therein, containing 6,600 square feet, as shown in Amended Plat of Survey filed in Book 2015, Page 3257 on November 2, 2015, in the Office of the Recorder of Madison County, Iowa.*

Present Zoning Classification: Industrial  
Requested Zoning Classification: Commercial

Existing Use: Farmland  
Proposed Use: Community Fieldhouse and Police Department

## Request for Rezoning

The design team asks the Planning and Zoning Commission consider our request for rezoning of the designated property from its current classification of Industrial to Commercial. This zoning revision would allow for the planned land use (Community Fieldhouse and Police Department) to be developed on the property in compliance with the current municipal code.



11/13/2025

Signature & Date



JORDAN COLLINS, AIA, NCARB, LEED AP  
[jordan@studiomelee.com](mailto:jordan@studiomelee.com)  
CEL 515-556-6584

## Rezoning – Pre-Application Meeting Minutes

October 8<sup>th</sup>, 2025

### Attendees

Drew Barden – City of Winterset (Administrator)	Jordan Collins – Studio Melee
Sky Smothers – City of Winterset (Parks & Rec.)	Michael Stanley – Studio Melee
Steve Benshoof – Municipal Utilities (Water)	Ella Kannegiesser – Studio Melee
Chuck Johnson – Municipal Utilities (Elec.)	Denise Hurt – Confluence
Jay Gibson – Municipal Utilities (Elec.)	Roger Silver – Confluence
Nic Smith – City Utilities (Wastewater)	Rick Baumhover – Bishop Engineering

All –

Thanks for an extremely productive & necessary meeting (conducted 10/08). Please see below for a summary of this meeting with action items outstanding **bolded**. Feel free to note any additional comments or questions & forward onto any individuals I may have missed:

### ZONING

- Drew Barden noted that today's meeting would be considered the pre-application meeting to meet the City of Winterset's Rezoning Timeline & Tasks requirements
- Hollie Burgus (City's primary contact in regard to zoning) was not able to attend due to a scheduling conflict. Drew Barden advised the design team on the following:
  - The rezoning process worksheet was provided by Hollie & Sky prior to the meeting
  - The project site was adopted as public space in 2022. Will need to be rezoned as commercial.
  - Drew mentioned that if there is no public contest to the proposed project, second consideration & final passage are often irrelevant. This being said, the design team can anticipate roughly a 90-day rezoning approval process.
  - Drew noted that the City of Winterset will send out notices regarding rezoning to applicable parties
  - Applicable City of Winterset representative to give clarification on what deliverables are required from the design team (imagery, site plan, etc) for planning & zoning approval

- **Parking**

- Confluence noted they have studied a variety of parking calculations for the project comparing SUDAS, City of Winterset Municipal Code & City of Des Moines Code
  - SUDAS (177-230 req'd spaces), DSM (130), & City of Winterset (287)
  - Current parking layout as designed (228 spaces, prior to stormwater revisions)
- Based on this analysis, Sky inquired whether the existing parking to the south of Court Ave could be counted as overflow parking for the project. Drew noted he could see this as acceptable.
  - Conclusion: roughly 200 parking spaces on site to fall within SUDAS requirements. Additional parking can be advertised to the south of Court Avenue as well as informal parking to the North of the building if extreme events of occupancy occur

## **UTILITIES**

- **General**

- Storm/Sewer = City's Jurisdiction
- Power/Water = Municipal Jurisdiction
- Gas = MidAmerican
  - Design team to coordinate further as required to understand current site implications
- Fiber/Internet = TBD, Alvine (MEP) currently in coordination with BTWI for initial design scope
- Following the meeting, utility maps as well as clarifications regarding sewer main elevations were provided by the City of Winterset for design team's reference
- Following the meeting, Bishop inquired whether public improvements associated with this project will require maintenance bonds & therefore a separate contract with the city
  - Applicable City of Winterset representative to give clarification



- Water

- Steve Benshoof noted preferred route would for new 12" main extension from Buchanan Street N/S to site
  - All parties acknowledged that this would require an easement through adjacent property (MFI) to reach the site as well as some considerations in regard to the existing waterway on the North end of the property
    - Applicable City of Winterset representative(s) to further negotiate this easement prior to solidifying water main project scope.
  - Material purchase would be within the project scope. Labor would be provided by the utility department for scope that lies outside of the property boundary. Labor within the property boundary would be within the project scope.
  - Utility department would cover the upcharge to bring the 12" main all the way to the site in lieu of the minimum line sizing as designed as long as the project is bid both ways to have an understanding of material upcharge associated with this change
- Steve Benshoof recommended separate metering of police department and fieldhouse for ease of billing
  - Meters to be located within building
  - Separate water entries & associated tee off to occur outside of building footprint
- Following the meeting, Bishop noted that sizing of these lines will need to be verified by the city to align with their development & comprehensive plans for future expansion.
  - Applicable City of Winterset representative to review & approve once incorporated into the project drawing set.
- Following the meeting, Bishop noted that public water plans will need DNR review & approval
  - Applicable City of Winterset representative to give clarification on this review/application process

- Power

- 3 phase power currently exists South of Court Avenue. This would ideally be where primary power for the project is fed from
  - Material/labor from transformer to building would be within the project scope . Material/labor would be provided by the utility department for extension of primary service from South of Court Ave to transformer location
  - Chuck & Jay noted making the order for the transformer a priority to avoid additional temp power expenses. Current lead time is roughly 22 weeks.
  - Chuck & Jay noted they prefer the Police Department & Fieldhouse be metered separately. Potentially at the transformer location
- Design team noted preferred location would be at the NE corner of the Police Department.
  - All parties were in agreement that this appears to be an acceptable location
  - Chuck & Jay noted to keep access to the transformer in consideration & recommended providing thick enough sidewalk paving to accommodate a service truck
- Sky inquired about pedestrian walkway / signaling system on Court Avenue as an interest.
  - Chuck & Jay noted that this could be powered off of transformers off-site located near the soccer fields as a minimal electrical load is anticipated for this system
- Chuck & Jay inquired about voltage & phasing required for this project. Design team will follow up with power requirements needed.
  - Municipality will provide pricing based off this information

- Sewer

- Preferred option is to run primary sewer service south of Court Avenue to tie it to the main near 10<sup>th</sup> Avenue

- Following the meeting, Nic Smith confirmed that the elevations of manholes #207 & #579 are roughly 8ft and 13ft below street elevation respectively. Design team to keep these elevations in consideration in development of primary service.
- Following the meeting, Nic Smith noted that manhole structures every 300-320 feet are preferred for new sewer main maintenance
- Material purchase would be within the project scope. Labor would be provided by the utility department for scope that lies outside of the property boundary. Labor within the property boundary would be within the project scope.
- Following the meeting, Bishop noted that sizing of these lines will need to be verified by the city to align with their development & comprehensive plans for future expansion.
  - Applicable City of Winterset representative to review & approve once incorporated into the project drawing set.
- Following the meeting, Bishop noted that public sewer plans will need DNR review & approval
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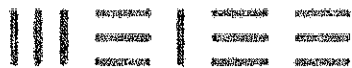
- Storm

- In coordination prior to the meeting, Confluence, Bishop & Sky went through a variety of concepts to resolve stormwater requirements on the project site.
- From these studies, all parties were in agreement that the preferred solution is to shift the easternmost access drive westward & locate the primary stormwater detention area at the SE corner of the property
  - Drew noted that a storm outlet under Court Avenue currently exists at this location
  - Drew noted that a dry detention system is preferred to avoid mosquito issues & other standing water issues
  - Sky noted that native grasses would be ideal at this location for aesthetic purposes

- Confluence noted that these detention footprint may need to grow slightly from the proposed sketch
  - Drew noted to consider SUDAS required buffer zone minimums in designing of parking lot separation from Court Avenue
- Site Design:
  - Sky noted that preference is to paint/stripe all parking islands in lieu of curbs & landscaping with the exception of the primary sidewalk island from Court Ave to the main entrance. Perimeter curbs are still acceptable to ease watershed.
    - Rolled curbs were noted as not preferred for perimeter
  - Sky noted limited vegetation is preferred as the City of Winterset doesn't have the staffing to maintain. Native grasses & other vegetation selections shall be minimal maintenance.
    - Confluence noted that this will be considered in respect to the City of Winterset's Municipal Code minimums for vegetation

Thanks!

Michael



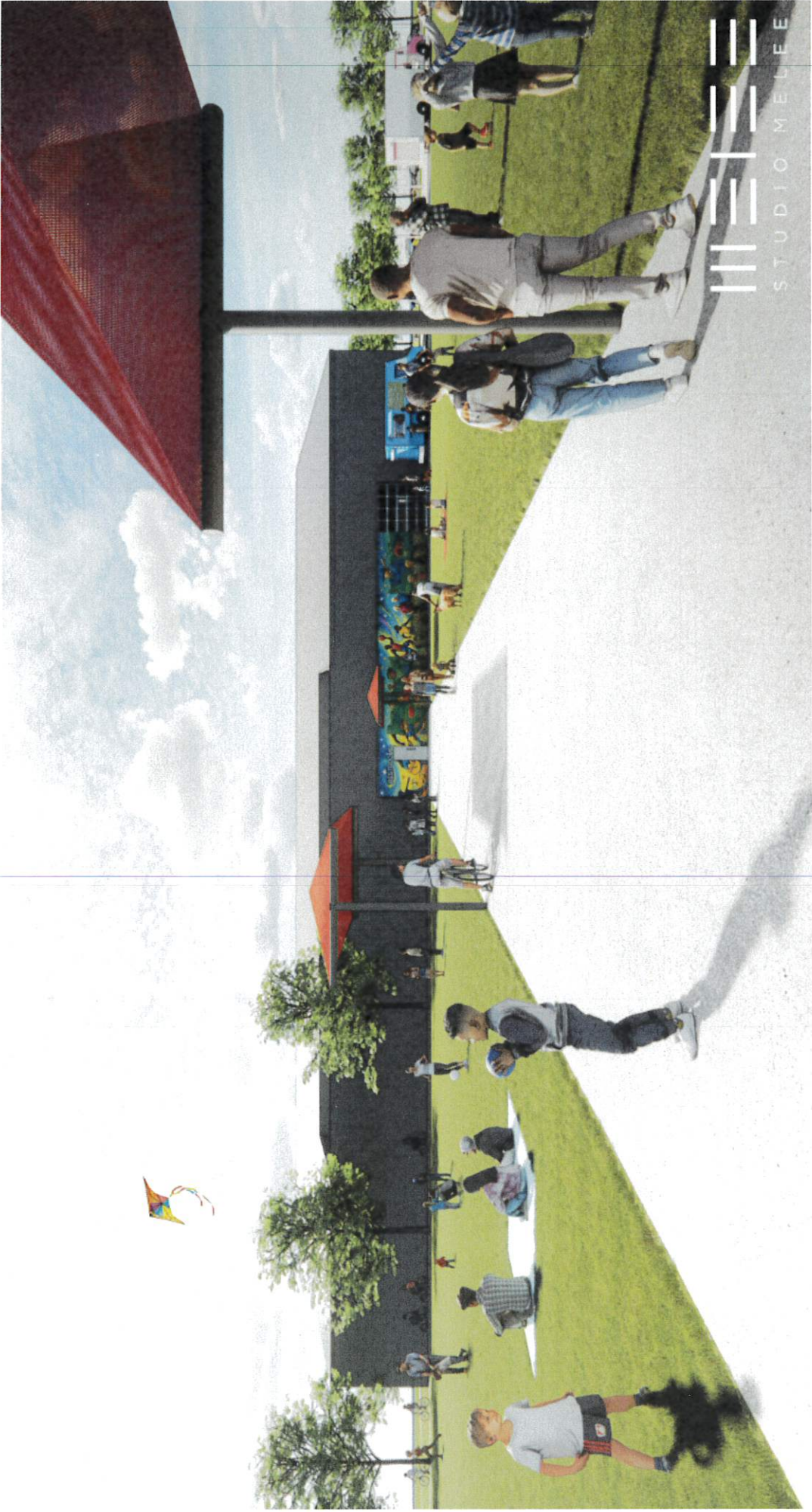
MICHAEL STANLEY, AIA, NCARB

STUDIO MELEE – ARCHITECTURE, PLANNING, INTERIORS

139 4<sup>TH</sup> STREET – WEST DES MOINES, IOWA 50265

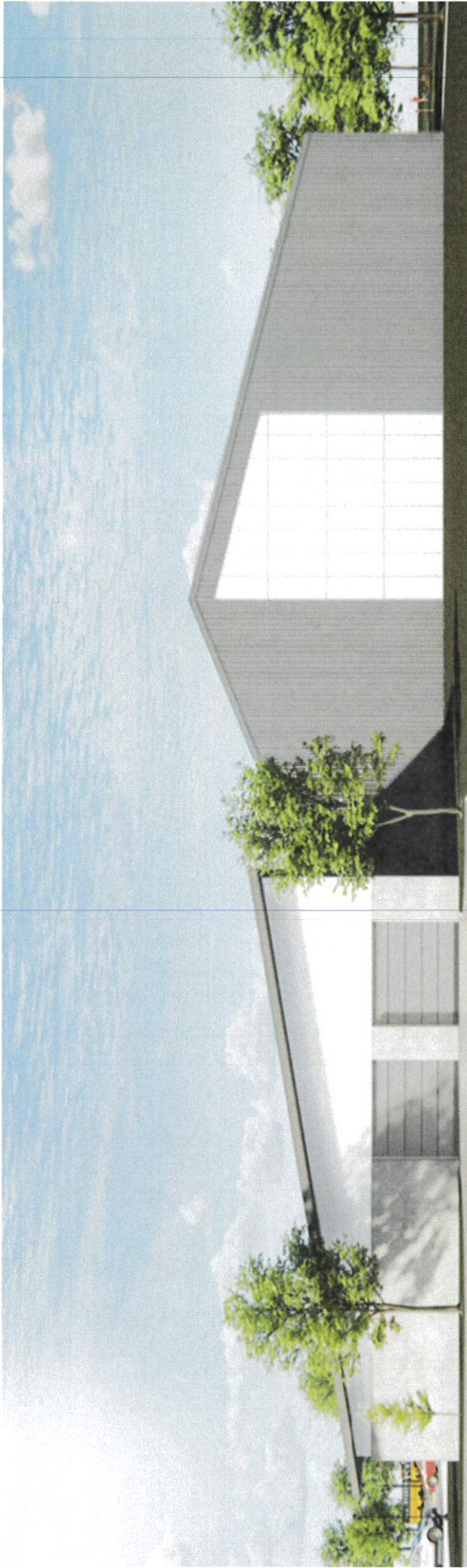
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STUDIO MELEE





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POLICE DEPARTMENT