



Planning & Zoning Commission

Meeting Minutes Monday, June 16, 2025

The Linn County Planning and Zoning Commission meeting was called to order at 6:00 p.m. by Chair, Tina DuBois. The meeting was held in the Jean Oxley Public Service Center Formal Board Room, 935 2nd Street SW, Cedar Rapids, Iowa.

QUORUM DETERMINED:

PRESENT:	Tina DuBois, Chair	2025
	Brock Grenis, Vice-Chair	2028
	Diane Brecht	2025
	Griffin Kuntz	2026
	Mike Sadler II	2029
	Samuel Kratz	2029

ABSENT:

STAFF: Stephanie Lientz, Planning & Zoning Division Manager
Sue Bennett, Recording Secretary

See attendance sheet for community sign in

APPROVAL OF MINUTES:

The minutes of May 19, 2025, Planning & Zoning Commission meeting were approved as submitted.

CONSENT AGENDA:

PPS25-0014	Kemper First Addition	Residential Parcel Split
PF25-0007	Andrle Second Addition	Final Plat
PF25-0006	Toomsen Addition	Final Plat

**Motion by Grenis to approve the consent agenda, subject to the conditions of the staff reports.
Second by Kuntz.**

Grenis	Aye
Brecht	Aye
DuBois	Aye
Kuntz	Aye
Sadler	Aye
Kratz	Aye

REGULAR AGENDA:

PA25-0002

RURAL LAND USE MAP AMENDMENT

Stephanie Lientz presented the staff report.

The applicant is proposing to amend the Linn County Land Use Map designation of the approximately 1.03-acre subject property from Critical Natural Resources Area (CNRA) to Metro Urban Services Area (MUSA).

A final plat case (PF25-0008) is running concurrently with the map amendment case to replat Parcel A, Plat of Survey #2738 and N100' S405' E 14A SE NE, LYG S OF PUB RD, EX P.O.S. #2738 SEC 22 TWP 83 R 8 into one buildable lot and one nonbuildable outlot. The final plat includes a proposed Lot 1 (1.0 acres) and a proposed Outlot A (0.3 acres). The inclusion of an outlot is required to account for the remainder acres greater than the 1.0 maximum allowable in the Urban Services Residential (USR) zoning district. An additional 0.11 acres (proposed Lot A) is shown as dedicated road right-of-way.

A rezoning case (PR25-0003) is running concurrently with the map amendment case to rezone the subject property from Rural Residential One-Acre (RR1) to Urban Services Residential (USR) and correctly align with the amended land use map designation.

This proposal meets the standards for approval in Article IV Section 107-75 of the Linn County Unified Development Code (UDC). Rural Land Use Map Amendments are not subject to MLS or LESA requirements.

Staff recommends approval subject to the conditions of the staff report.

Motion by Brecht to recommend approval of case PA25-0002 subject to the conditions of the staff report. Second by Grenis.

DuBois	Aye
Kuntz	Aye
Grenis	Aye
Sadler	Aye
Brecht	Aye
Kratz	Aye

**PR25-0003
REZONING**

Stephanie Lientz presented the staff report.

The applicant is proposing to rezone the approximately 1.03-acre property from the Rural Residential One-Acre (RR1) zoning district to Urban Services Residential (USR). The property is currently located within the Critical Natural Resource Area (CRNA) area on the Linn County Rural Land Use Map. A land use map amendment case (PA25-0002) is also running concurrently with the rezoning case to amend the map designation from CRNA to Metro Urban Services Area (MUSA) and thereby more appropriately align with surrounding residential uses, and due to a lack of delineated critical natural resources on the property.

A final plat case (PF25-0008) is running concurrently with the map amendment case to replat Parcel A, Plat of Survey #2738 and N100' S405' E 14A SE NE, LYG S OF PUB RD, EX P.O.S. #2738 SEC 22 TWP 83 R 8 into one buildable lot and one nonbuildable outlot. The final plat includes a proposed Lot 1 (1.0 acres) and a proposed Outlot A (0.3 acres). The inclusion of an outlot is required to account for the remainder acres greater than the 1.0 maximum allowable in the Urban Services Residential (USR) zoning district. An additional 0.11 acres (proposed Lot A) is shown as dedicated road right-of-way.

This proposal meets the standards for approval per Article IV, Section 107-69 and Section 107-70 of the Linn County Unified Development Code (UDC). The proposal meets Minimum Levels of Service (MLS) and Land Evaluation and Site Assessment (LESA) requirements in the UDC and earned a LESA score of 169.4 (the minimum threshold score needed to pass in areas designated as MUSA is 105).

Staff recommends approval subject to the conditions of the staff report.

Motion by Brecht to recommend approval of case PR25-0003, subject to the conditions of the staff report. Second by Kuntz.

Grenis	Aye
Sadler	Aye
DuBois	Aye
Kratz	Aye
Kuntz	Aye
Brecht	Aye

**PF25-0008
FINAL PLAT**

Stephanie Lientz presented the staff report.

The proposed final plat is a 1-lot re-plat combining Parcel A, Plat of Survey #2738 and N100' S405' E 14A SE NE, LYG S OF PUB RD, EX P.O.S. #2738 SEC 22 TWP 83 R 8. The final plat includes a proposed Lot 1 (1.0 acres) and a proposed Outlot A (0.3 acres). The inclusion of an outlot is required to account for the remainder acres greater than the 1.0 maximum allowable in the Urban Services Residential (USR) zoning district. An additional 0.11 acres (proposed Lot A) is shown as dedicated road right-of-way.

The subject property is currently zoned Rural Residential One-Acre (RR1). A Rezoning case PR25-0003 is running concurrently with this final plat case, to rezone proposed Lot 1 and Outlot A to USR.

The land use map designation of the subject property is currently Critical Natural Resource Area (CNRA). A Land Use Map Amendment case PA25-0002 is running concurrently with the final plat case, to amend the designation to Metro Urban Services Area (MUSA) to more appropriately align with the surrounding residential uses.

This proposal meets the standards for approval per Article IV, Section 107-72 of the Linn County Unified Development Code (UDC). Minor subdivisions that do not create any additional buildable lots are not subject to Minimum Levels of Service (MLS) or Land Evaluation Site Assessment (LESA) requirements.

Staff recommends approval subject to the conditions of the staff report.

Motion by Kuntz to recommend approval of case PF25-0008, subject to the conditions of the staff report. Second by Sadler.

DuBois	Aye
Kratz	Aye
Grenis	Aye
Sadler	Aye
Kuntz	Aye
Brecht	Aye

PA25-0003
UDC TEXT AMENDMENT

Stephanie Lientz presented the case.

Staff is proposing several text amendments to the Unified Development Code (UDC) due to recent State legislative changes. These state-level changes related to Variances/Special Exceptions and Accessory Dwelling Units. New proposed variance/special exception language requires an applicant to meet a practical difficulty standard for all requests for relief associated with area, dimensional, or other numerical limitations in the UDC. Staff is also using this update as an opportunity to streamline standards for approval for both variances and special exceptions, although the general intent and purpose of the standards will not change.

Proposed changes associated with Accessory Dwelling Units (ADU) include: revising language related to the allowed size of the ADU, which will now include a provision that the ADU shall not exceed 1200 square feet in floor area, or 50% of the size of the associated single-family detached dwelling, whichever is larger; removing the requirement that either the ADU or associated principal dwelling be owner occupied; and allowing a mobile/manufactured home to be used as an ADU in any zoning district where a single-family dwelling is allowed. The mobile/manufactured home must be on a permanent foundation and must assessed for real estate taxes.

Motion by Grenis to recommend approval of case PA25-0003, subject to the conditions of the staff report. Second by Kratz.

Brecht	Aye
Kuntz	Aye
Sadler	Aye
Grenis	Aye
Kratz	Aye
DuBois	Aye

OTHER BUSINESS:

COMMISSION COMMENTS:

STAFF COMMENTS:

PUBLIC COMMENTS:

ADJOURNMENT:

The meeting was adjourned at 6:23 p.m.

Respectfully submitted,



Tina Dubois, Chair


Sue Bennett, Recording Secretary