ALTOONA PLANNING AND ZONING COMMISSION MEETING
January 27, 2026
Altoona City Hall

Members Present in Person: Michelle Sloan, Jill Pudenz, Scott Henry, Dan Dove, Steve Chase
Members Present Virtually: None
Members Absent: Dan Narber, Alex Weigel
Staff: Jenn Naylor, Claire Habel, Justin Peterson, John Shaw, Scott Duer
Guests: Meeting was held in-person with a virtual Zoom option; In-person and online guests included Nathan Franje, Laurel Swanson, John Schulz Jr, Nikki Neal, Loren Steenhoek, Erin Fosdick, Eric Cannon, Cody Hall, Josh Trygstad, Ethan Marks, Marko's iPhone

Chairperson Scott Henry called the meeting to order at 6:30 p.m.

1. Roll Call. Roll call was taken. Five commissioners were present at roll call.

2. Perfecting and approval of the agenda.

Motion by Dove, seconded by Chase, to approve the agenda.

Votes: Yes – Dove, Chase, Sloan, Pudenz, Henry. No – None. Abstain – None. Motion approved, 5-0-0.

3. Election of Officers for 2026.
a. Nomination and Election of Chairperson for 2026

Motion by Henry, seconded by Pudenz, to nominate Dan Dove as Chairperson.

Votes: Yes – Henry, Pudenz, Sloan, Chase. No – None. Abstain – Dove. Motion approved, 4-0-1.

b. Nomination and Election of Vice Chairperson for 2026

Motion by Henry, seconded by Pudenz, to nominate Steve Chase as Vice Chairperson.

Votes: Yes – Henry, Pudenz, Sloan, Dove. No – None. Abstain – Chase. Motion approved, 4-0-1.

4. Public hearing to consider a rezoning request from IALCO Polk County Four, LLC and Brock A Rude and Kristin L Rude pertaining to 15 acres of land.

Erin Fosdick (Tract) presented the request for the rezoning of 15 acres to M-1. Last year the Commission approved the rezoning of approximately 737 acres, which encompasses this property on three sides. This fills out nearly 400 acres of this planned technology park. The conditions on this would be similar. Henry asked if they were okay with the conditions. Fosdick affirmed. Henry asked Shaw if there was anything he would like to add. Shaw reminded the Commission that the property was annexed into Altoona a year ago, and when properties are annexed, they come in designed as A-1 zoning. It would have the same conditions as the parent property surrounding it, and staff supports the rezoning. Dove asked if anyone from the audience had any comments.

Loren Steenhoek, (4063 NE 62nd Ave) said he lives across the street to the south of the property. He supported the previous rezoning and would like to see his property rezoned to M-1 in the future. He voiced his support for this rezoning.

With no other public comments, Dove asked for a motion.

Motion by Henry, seconded by Chase, for a rezoning request from IALCO Polk County Four, LLC and Brock A Rude and Kristin L Rude pertaining to 15 acres of land, subject to deficiencies.

Votes: Yes – Henry, Chase, Sloan, Pudenz, Dove. No – None. Abstain – None. Motion approved, 5-0-0.

5. Consideration and recommendation of a site plan for an addition to Lutheran Church of the Cross located at 1701 8th Street SW.

Eric Cannon (Snyder & Associates) presented the request. He explained it would be a two-story addition to the south side of approximately 12,000 square feet with a 6,000 square foot footprint. It would be a gathering space with restrooms for a growing church. He said there were a few outstanding comments they were working through with staff. Henry asked Shaw if there were any concerns. Shaw stated no and reminded them that a recommendation of approval should be subject to deficiencies.

Motion by Chase, seconded by Pudenz, for recommendation of a site plan for an addition to Lutheran Church of the Cross located at 1701 8th Street SW, subject to deficiencies.

Votes: Yes – Chase, Pudenz, Sloan, Henry, Dove. No – None. Abstain – None. Motion approved, 5-0-0.

6. Consideration and recommendation of a preliminary plat for Prairie Crossing Plat 10.

Nikki Neal (Civil Design Advantage) presented the request. John Schulz was also in the audience representing the owner. Neal said this would be located south of the Outlets of Des Moines on approximately 39 acres. They would be creating three lots with three outlots, and today's item was just the preliminary plat with the site plan to be forthcoming. She explained there is off-site storm water detention in a couple of regional detention basins. The sanitary sewer would be extended to service these properties, and there is currently water readily available. They are working through staff comments, but they have no objections. Henry asked if they knew who was coming in. Neal said officially, no. Pudenz asked about a time frame for the site plan. Neal said the next meeting. Dove asked Shaw if he had any comments. Shaw said the applicant has been juggling cats regarding working out tenants, working on a quick turnaround for the build, and working with staff. He added that staff is trying to be as flexible as possible, as the applicant has a very narrow window to start construction for a fall opening. Pudenz asked if it was fall of this year. Shaw said no, not this year. He said the site plan would come next month, when they will hopefully have more public information on tenants. Pudenz commented that generally, the area for this project looks to be about the same size or greater than the original Outlets. Shaw stated it was roughly the same size or just a little bigger.

Dove asked for any public comments. Hearing none, he asked for a motion.

Motion by Henry, seconded by Sloan, for recommendation of a preliminary plat for Prairie Crossing Plat 10, subject to deficiencies.

Votes: Yes – Henry, Sloan, Pudenz, Dove, Chase. No – None. Abstain – None. Motion approved, 5-0-0.

7. Consideration and recommendation of drafted language for Accessory Dwelling Units (ADUs).

Assistant Community Development Director Justin Peterson presented the request. He reminded the Commission that this was presented informationally last May, as the State of Iowa had passed legislation directing all municipalities and counties in Iowa to allow for the use of ADUs. Following that, staff performed a lot of research into how other municipalities had adopted language to determine the best path forward. What they are presenting is drafted language to allow for attached and detached accessory dwelling units. It is in alignment with State-adopted legislation with protections for Altoona residents as well. Pudenz asked a question about the allowed size. She read, "…shall not exceed 1,000 square feet in size or exceed 50% in size of the principal dwelling unit, whichever is greater." Peterson said that the language was directly from State code. Pudenz stated that if you had a 5,000 square foot home, you could build a 2,500 square foot ADU. Peterson affirmed. Dove asked if he could have both a 1,000 square foot detached garage and a separate ADU. Pudenz added "and a shed." Peterson affirmed it is possible, but he explained that there is a certain overall area of rear yards that can be encompassed by buildings. Pudenz asked if this impacted anything regarding Airbnbs

or VRBOs. Peterson said should they choose to rent it out, they would have to go through the rental process just like any other rental.

Motion by Dove, seconded by Pudenz, for recommendation of drafted language for Accessory Dwelling Units (ADUs).

Votes: Yes – Dove, Pudenz, Sloan, Henry, Chase. No – None. Abstain – None. Motion approved, 5-0-0.

8. Minutes of the December 16th, 2025 meeting.

Motion by Henry, seconded by Dove, to approve the minutes.

Votes: Yes – Henry, Dove, Pudenz. No – None. Abstain – Sloan, Chase. Motion approved, 3-0-2.

9. Other Business

Shaw said there is a kickoff meeting on Thursday for the 1st Ave Corridor/Olde Town comp planning. He also added that the last annexation, which was almost 1,000 acres to the east, is official as of last week. Henry asked how far east it goes. Shaw said all the way out to 96th. Pudenz mentioned that the zoning map will look different next time.

Motion by Henry, seconded by Sloan, to adjourn.

Votes: Yes – Henry, Sloan, Pudenz, Dove, Chase. No – None. Abstain – None. Motion approved, 5-0-0.

Meeting adjourned at 6:48 p.m.

Next regular meeting is Tuesday, February 24, 2026 at 6:30 p.m.

Respectfully submitted,
Jennifer Naylor
Office Assistant