



March 20, 2025

**VIA EMAIL**

Matthew Schmitz  
City Manager/City Hall  
Independence, Iowa

Re: 2025 Pines Housing Urban Renewal Area  
Our File No. 419440-111

Dear Matthew:

We have prepared the attached materials which will enable the City Council to act on March 24, 2025, to set April 28, 2025, as the date for a public hearing on the establishment of the 2025 Pines Housing Urban Renewal Area and on an urban renewal plan for the Area.

The notice which is included in the attached resolution must be published once, not less than four (4) and not more than twenty (20) days prior to the date selected for the hearing. **The last date on which the notice can effectively be published is April 24, 2025.** Please print a separate copy of the notice for delivery to the newspaper. Please email a copy of the published notice to [wingfield.nathaniel@dorsey.com](mailto:wingfield.nathaniel@dorsey.com).

In addition to publishing the notice of a hearing, a copy of the urban renewal plan must be submitted to the Planning and Zoning Commission, and the Commission must provide a written recommendation to the City Council with respect to whether the urban renewal plan is in conformance with the City's general or comprehensive plan.

Also, a "consultation session" must be set up with the local county and school district. Please refer to my separate letter attached for further details.

Please send us one fully executed set of the proceedings once all the actions have been taken. Please contact John Danos or me if you have any questions.

Kind regards,

Amy Bjork

Attachments

cc: Susi Lampe



March 20, 2025

Matthew Schmitz  
City Manager/City Hall  
Independence, Iowa

Re: 2025 Pines Housing Urban Renewal Area/Consultation Session  
Our File No. 419440-111

Dear Matthew:

The Iowa Urban Renewal Law requires that a city provide information concerning a proposed urban renewal plan to any other governmental bodies which might be affected by the use of tax increment financing within your urban renewal area. Specifically, the City must send a copy of the urban renewal plan and an invitation to attend a meeting to discuss the urban renewal plan to any county and school district whose jurisdiction covers any property to be included within the urban renewal area. This consultation must be held at least two weeks prior to the public hearing on April 28, 2025.

It is our understanding that the property within the City's proposed urban renewal area would affect Buchanan County and the Independence Community School District.

Attached is a draft letter which the City may use in order to provide notification to these governmental entities of the date, time and place of a meeting at which they may discuss the urban renewal plan. The law does not require that this be a meeting of the City Council, and the City Council may use your discretion about who represents the City at the meeting.

**The letter should be sent by ordinary US Mail, and we recommend mailing the letter at least seven (7) days before the consultation session. Along with the letter, the City should send a copy of the urban renewal plan and a copy of the notice of the public hearing on the urban renewal plan.**

According to our records, here are the mailing addresses for the individuals who should receive the notification letter and the enclosures:

Page 3

Board of Supervisors  
c/o Buchanan County Auditor  
Buchanan County Courthouse  
210 5th Avenue NE  
P.O. Box 317  
Independence, IA 50644

Superintendent  
Independence Community School District  
1207 1st Street W  
Independence, IA 50644

Please call John Danos or me if you have any questions.

Kind regards,

Amy Bjork

Attachments

cc: Susi Lampe

[City letterhead]

DATE: \_\_\_\_\_

TO: Board of Supervisors, Buchanan County  
Superintendent, Independence Community School District

FROM: City Council  
City of Independence, Iowa

RE: 2025 Pines Housing Urban Renewal Area

The City of Independence is in the process of establishing an urban renewal area, and, pursuant to Section 403.5 of the Code of Iowa, the City is sending you the enclosed copy of its urban renewal plan and scheduling a meeting at which you will have the opportunity to discuss this plan.

The meeting to discuss our urban renewal plan has been set for \_\_\_\_\_, 2025, at \_\_:\_\_\_\_ \_\_.m. at the City Hall in Independence. If you are unable to send a representative to the meeting, we invite your written comments. In addition, Section 403.5 gives your designated representative the right to make written recommendations concerning the urban renewal plan no later than seven days following the date of the meeting.

The City will also hold a public hearing on this urban renewal plan at 5:00 p.m. on April 28, 2025, at the City Hall, Independence, Iowa and a copy of the notice of hearing is enclosed for your information.

Please call our City Manager at (319) 334-2780 if you have questions.

Enclosure

**MEMORANDUM**

To: City of Independence Planning & Zoning Commission

From: Amy Bjork and John Danos, Bond Counsel for the City

Date: March 24, 2025

Re: 2025 Pines Housing Urban Renewal Area

A public hearing will be held by the City Council on April 28, 2025, on the adoption of an urban renewal plan for the 2025 Pines Housing Urban Renewal Area. 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 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, nor does it require that the Commission take any action to either approve or reject the proposed plan. It directs that the Commission meet to review the plan and comment to the City Council as to whether the plan 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 April 28, 2025.

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

SET DATE FOR HEARING ON  
DESIGNATION OF URBAN RENEWAL  
AREA AND URBAN RENEWAL PLAN  
AND PROJECT

419440-111

Independence, Iowa

March 24, 2025

The City Council of the City of Independence, Iowa, met on March 24, 2025, at 5:00 p.m., at the City Hall, in Independence, Iowa, for the purpose of setting a date for a public hearing on the designation of an urban renewal area and on a proposed urban renewal plan and project. The Mayor presided and the roll being called, the following members of the Council were present and absent:

Present: \_\_\_\_\_

Absent: \_\_\_\_\_.

The Mayor announced that a plan had been prepared for a proposed project and that it was now necessary to set a date for a public hearing on the designation of the 2025 Pines Housing Urban Renewal Area and on that plan and the project outlined therein. Accordingly, Council Member \_\_\_\_\_ moved the adoption of the following resolution entitled “Resolution Setting Date for a Public Hearing on Designation of the 2025 Pines Housing Urban Renewal Area and on Urban Renewal Plan and Project,” and the motion was seconded by Council Member \_\_\_\_\_.

Following due consideration, the Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted, as follows:

RESOLUTION NO. 2025-\_\_\_\_\_

Resolution Setting Date for a Public Hearing on Designation of the 2025 Pines Housing Urban Renewal Area and on Urban Renewal Plan and Project

WHEREAS, a proposal has been made which shows the desirability of designating certain real property situated in the City of Independence, Iowa (the “City”) as the 2025 Pines Housing Urban Renewal Area (the “Urban Renewal Area”) in order to facilitate projects for the promotion of economic development, pursuant to the provisions of Chapter 403, Code of Iowa; and

WHEREAS, under the proposal, the real property (the “Property”) described on Exhibit A hereto would be designated as the Urban Renewal Area; and

WHEREAS, this City Council is desirous of obtaining as much information as possible from the residents of the City before making this designation; and

WHEREAS, a proposed urban renewal plan (the “Plan”) has been prepared for the governance of projects and initiatives to be undertaken in the Urban Renewal Area and which authorizes an initial urban renewal project to be undertaken therein consisting of providing tax increment financing support to Steve Gee Construction, Inc. (the “Developer”) in connection with the construction by the Developer of public infrastructure necessary for the development of a residential subdivision; and

WHEREAS, it is now necessary that a date be set for a public hearing on the designation of the Urban Renewal Area and on the Plan;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Independence, Iowa, as follows:

Section 1. This City Council will meet at the City Hall, Independence, Iowa, on April 28, 2025, at 5:00 p.m., at which time and place it will hold a public hearing on the designation of the proposed Urban Renewal Area described in the preamble hereof and on the proposed Plan for said Area.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the form attached to this resolution, which publication shall be made in a legal newspaper of general circulation in Independence, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for the hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Manager, or his designee, is hereby designated as the City's representative in connection with the consultation process which is required under that section of the urban renewal law. It is hereby directed that representatives of Buchanan County and the Independence Community School District be invited to participate in the consultation.

Section 4. The Plan is hereby submitted to the City's Planning and Zoning Commission for review and recommendations, as required by Section 403.5, Code of Iowa.

Passed and approved March 24, 2025.

---

Mayor

Attest:

---

City Clerk



NOTICE OF A PUBLIC HEARING ON DESIGNATION OF THE 2025 PINES  
HOUSING URBAN RENEWAL AREA, AND ON PROPOSED URBAN  
RENEWAL PLAN AND PROJECT

Notice Is Hereby Given: That at 5:00 p.m., at the City Hall, Independence, Iowa, on April 28, 2025 the City Council of the City of Independence, Iowa (the “City”) will hold a public hearing on the question of designating as the 2025 Pines Housing Urban Renewal Area (the “Urban Renewal Area”), pursuant to Chapter 403 of the Code of Iowa, certain real property situated in the City of Independence, Buchanan County, State of Iowa, more particularly described, as follows:

Beginning at the SE corner of Lot 5, Hummingbird Court at the Pines, Second Addition to the City of Independence, Buchanan County, Iowa; thence along the East line of said Hummingbird Court at the Pines, Second Addition, N00°43’24”W, 45.49 feet; thence continuing along said East line N00°25’10”W, 269.98 feet to the SW corner of Lot 6, Goldfinch Court at the Pines, First Addition; thence along the southerly line of said Goldfinch Court at the Pines, First Addition, N61°11’21”E, 736.70 feet; thence N65°25’41”E, 88.35 feet to the SW corner of Lot 4, Cardinal Court at the Pines; thence along the southerly boundary of Cardinal Court at the Pines N81°16’41”E, 193.75 feet; thence N89°50’03”E, 263.16 feet to the west right-of-way line of 6<sup>th</sup> Avenue Southwest; thence along said west right-of-way line S00°09’57”E, 277.74 feet to the Northeast corner of Tract A of the Pines First Addition; thence along the northerly line of said Pines First Addition S89°50’08”W, 251.57 feet; thence S61°22’57”W, 936.33 feet to the NE corner of Lot 1 of the Pines Second Addition; thence S75°25’08”W, 41.49 feet; thence N89°59’47”W, 65.11 feet to the point of beginning. Described land contains 9.12 acres and is subject to easements and restrictions of record.

The subject matter of the public hearing will also include a proposed urban renewal plan and project for the Urban Renewal Area identified above, pursuant to Chapter 403, Code of Iowa, a copy of which plan is on file for public inspection in the office of the City Clerk.

The general scope of the proposed urban renewal plan (the “Plan”), as more specifically described therein, includes the following:

Increasing the tax base and promoting economic growth in the City by encouraging economic development, constructing necessary public improvements and assisting private enterprise through tax increment financing incentives in the Urban Renewal Area. The initial project to be undertaken under the Plan will consist of providing tax increment financing support to Steve Gee Construction, Inc. (the “Developer”) in connection with the construction of public infrastructure by the Developer necessary for the development of a residential subdivision in the Urban Renewal Area.

At the hearing any interested person may file written objections or comments and may be heard orally with respect to the subject matter of the hearing.

Susi Lampe  
City Clerk

• • • • •

On motion and vote the meeting adjourned.

---

Mayor

Attest:

---

City Clerk

**EXHIBIT A  
LEGAL DESCRIPTION  
2025 PINES HOUSING URBAN RENEWAL AREA**

Beginning at the SE corner of Lot 5, Hummingbird Court at the Pines, Second Addition to the City of Independence, Buchanan County, Iowa; thence along the East line of said Hummingbird Court at the Pines, Second Addition, N00°43'24"W, 45.49 feet; thence continuing along said East line N00°25'10"W, 269.98 feet to the SW corner of Lot 6, Goldfinch Court at the Pines, First Addition; thence along the southerly line of said Goldfinch Court at the Pines, First Addition, N61°11'21"E, 736.70 feet; thence N65°25'41"E, 88.35 feet to the SW corner of Lot 4, Cardinal Court at the Pines; thence along the southerly boundary of Cardinal Court at the Pines N81°16'41"E, 193.75 feet; thence N89°50'03"E, 263.16 feet to the west right-of-way line of 6<sup>th</sup> Avenue Southwest; thence along said west right-of-way line S00°09'57"E, 277.74 feet to the Northeast corner of Tract A of the Pines First Addition; thence along the northerly line of said Pines First Addition S89°50'08"W, 251.57 feet; thence S61°22'57"W, 936.33 feet to the NE corner of Lot 1 of the Pines Second Addition; thence S75°25'08"W, 41.49 feet; thence N89°59'47"W, 65.11 feet to the point of beginning. Described land contains 9.12 acres and is subject to easements and restrictions of record.

**ATTESTATION CERTIFICATE:**

STATE OF IOWA  
BUCHANAN COUNTY  
CITY OF INDEPENDENCE

SS:

I, the undersigned, City Clerk of City of Independence, do hereby certify that as such I have in my possession or have access to the complete corporate records of the City and of its officers; and that I have carefully compared the transcript hereto attached with the aforesaid records and that the attached is a true, correct and complete copy of the corporate records relating to the action taken by the City Council preliminary to and in connection with setting a date for a public hearing on designating the 2025 Pines Housing Urban Renewal Area for the City and on an urban renewal plan and project.

WITNESS my hand this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
City Clerk

**PUBLICATION CERTIFICATE:**

STATE OF IOWA  
BUCHANAN COUNTY  
CITY OF INDEPENDENCE

SS:

I, the undersigned, City Clerk of the City of Independence, do hereby certify that pursuant to the resolution of its Council fixing the date of a public hearing on designating the 2025 Pines Housing Urban Renewal Area for the City and on a proposed urban renewal plan and project, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City, and copies were sent to the county and school district.

WITNESS my hand this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
City Clerk

**(Attach here publisher's affidavit of publication of notice.)**

**(PLEASE NOTE: This certificate must not be dated until the publication has been made and you have reviewed it to be sure that the notice was published on the date indicated in the attached affidavit.)**