

Tiffin Planning & Zoning

Tiffin Planning & Zoning

February 11, 2026 06:30 pm



Planning & Zoning Commission Regular Meeting

Tiffin City Hall

300 Railroad Street, Tiffin, Iowa 52340

Board Chair: Gina Landau **City Administrator:** Doug Boldt
Board Member: Luther Parker **City Clerk:** Abigail Hora
Board Member: Travis Whitmore **Building Official:** Brian Shay
Board Member: Nick Ford
Board Member: VACANT

- A. **Roll Call**
File: [Agenda](#)

- B. **Agenda Additions/Agenda Approval**

- C. **Approval of November Meeting Minutes**
File: [Final Minutes](#)

- D. **D. Discussion and Consideration of Hickory Knoll Part Two-Preliminary Plat**
File: [Final Plat](#)
File: [Preliminary Plat](#)
File: [Preliminary Plat Application](#)

- E. **OPD Update**

- F. **Adjournment**

City of Tiffin, Iowa

Meeting:	Tiffin Planning & Zoning Commission Regular Meeting
Place:	Tiffin City Hall, Conference Room, 300 Railroad Street, Tiffin, Iowa 52340
Date/Time:	Wednesday, February 11, 2026 – <u>6:30 PM</u>
Web Page:	www.tiffin-iowa.org
Posted:	Monday, February 9, 2026 (front entry of City Hall & City Webpage)

Board Chair:	Gina Landau	City Administrator:	Doug Boldt
Board Member:		City Clerk:	Abigail Hora
Board Member:	Travis Whitmore	Building Official:	Brian Shay
Board Member:	Luther Parker		
Board Member:	Nick Ford		

Planning & Zoning Meeting

- A. Roll Call**
- B. Agenda Additions/Agenda Approval**
- C. Approval of November Meeting Minutes**
- D. Discussion and Consideration of Hickory Knoll Part Two-Preliminary Plat**
- E. OPD Update**
- F. Adjournment**

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

If anyone with a disability would like to attend the meeting, please call City Hall at 545-2572 to arrange for accommodations/transportation.

City of Tiffin, Iowa

Meeting:	Tiffin Planning & Zoning Commission Regular Meeting
Place:	Tiffin City Hall, Conference Room, 300 Railroad Street, Tiffin, Iowa 52340
Date/Time:	Wednesday, November 12, 2025 – <u>6:30 PM</u>
Web Page:	www.tiffin-iowa.org
Posted:	Friday, November 7, 2025 (front entry of City Hall & City Webpage)

Board Chair:	Gina Landau	City Administrator:	Doug Boldt
Board Member:	Tony Johnson	City Clerk:	Abigail Hora
Board Member:	Travis Whitmore	Building Official:	Brian Shay
Board Member:	Luther Parker		
Board Member:	Nick Ford		

Planning & Zoning Meeting

A. Roll Call

The City of Tiffin's Planning & Zoning Commission held a regular scheduled session on November 12th, 2025, at the City Hall Council Chambers. Board Chair Gina Landau called the meeting to order at 6:31 PM. Upon roll being called the following members were present: Tony Johnson, Nick Ford, Travis Whitmore, Gina Landau. Absent: Luther Parker. Others present Building Official Brian Shay and Deputy City Clerk Brianna Wilkerson.

B. Agenda Additions/Agenda Approval

Motion to approve agenda by Whitmore.
Second by Johnson.
All ayes, agenda approved.

C. Approval of May Meeting Minutes

Motion to approve May Meeting Minutes by Johnson.
Second by Ford.
All ayes, motion carried.

D. Discussion and Consideration of OPD Site District and Final Plat – Park Place City Center – Part One, Phase Four, Lot One

Discussion: All in favor, they felt it was a good fit. Wanted to verify parking and site requirements were met.
Motion to approve by Landau.
Second by Whitmore.
All ayes, motion carried.

E. Discussion and Consideration of OPD Site District – Grove Park – Tiffin East, Lot 30

Discussion: Generally in favor. Want a physical barrier and gate between this property and the 7-plex to the south. Verification that the turn lanes on Hwy 6 would be part of this project. Also wanted to sure city staff was ok with the phasing plan.
Motion to approve by Whitmore.
Second by Johnson.
All ayes, motion carried.

F. OPD Update

Daytona Estates: Developer requesting 5 ft. side yard setback instead of 8 ft.

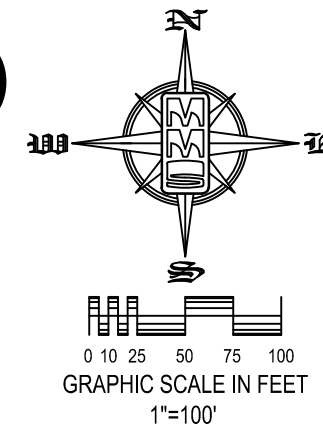
G. Adjournment

Motion to adjourn by Ford.

Second by Landau.

All ayes, meeting adjourned at 7:21 PM.

FINAL PLAT HICKORY KNOLL PART TWO TIFFIN, JOHNSON COUNTY, IOWA



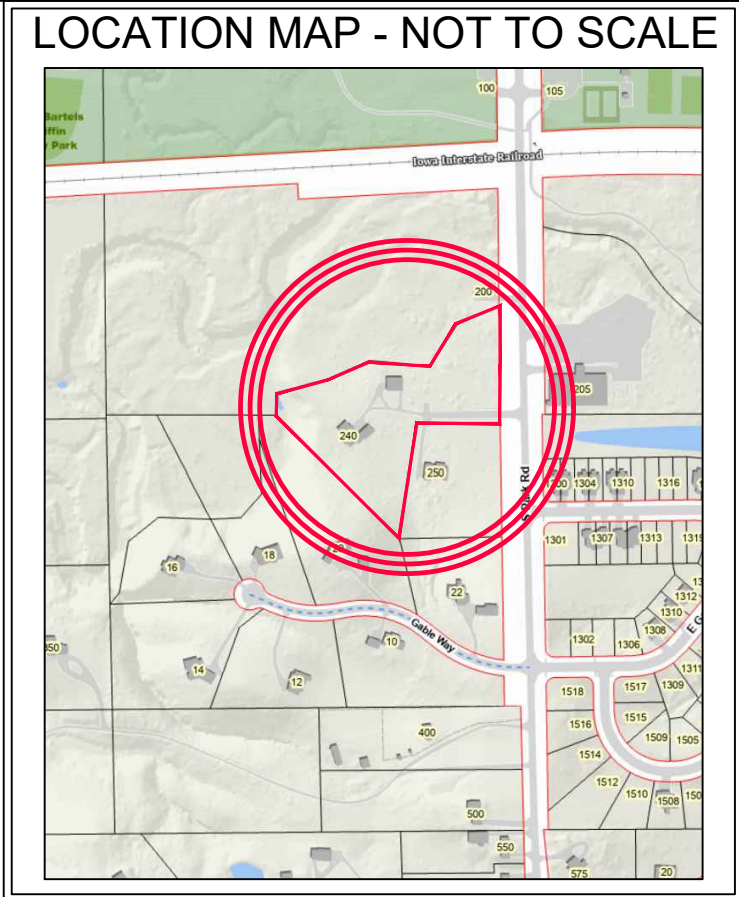
NOTE:
ALL PROPERTY CORNERS FOUND ARE 5/8" REBAR W/ YELLOW PLASTIC LS CAP 8165 UNLESS OTHERWISE NOTED.

PREPARED BY AND RETURN TO: MMS CONSULTANTS, INC. 1917 S. GILBERT ST. IOWA CITY, IOWA 52240 (319)351-8282

LOCATION: A RESUBDIVISION OF LOT 9 OF HICKORY KNOLL, TIFFIN, LOCATED IN THE SE 1/4 OF THE SW 1/4 OF SECTION 27 AND IN THE NE 1/4 OF THE NW 1/4 OF SECTION 34, ALL OF TOWNSHIP 80 NORTH, RANGE 7 WEST OF THE FIFTH PRINCIPAL MERIDIAN, JOHNSON COUNTY, IOWA.	APPLICANT: TIMOTHY AND LORI KASPAREK 240 S PARK ROAD TIFFIN, IOWA 52340
LAND SURVEYOR: RICHARD R. NOWOTNY P.L.S. MMS CONSULTANTS INC. 1917 SOUTH GILBERT STREET IOWA CITY, IOWA 52240 PHONE: 319-351-8282	SUBDIVIDER'S ATTORNEY: MICHAEL J. PUGH 425 E. OAKDALE BLVD, SUITE 201 CORALVILLE, IA 52241
DATE OF SURVEY: 06-05-2025	PROPRIETOR OR OWNER: TIMOTHY AND LORI KASPAREK 240 S PARK ROAD TIFFIN, IOWA 52340
	DOCUMENT RETURN INFORMATION: LAND SURVEYOR

PLAT/PLAN APPROVED by the City of Tiffin	
City Clerk	Date:
UTILITY EASEMENTS, AS SHOWN HEREON, MAY OR MAY NOT, INCLUDE SANITARY SEWER LINES, AND/OR STORM SEWER LINES, AND/OR WATER LINES; SEE CONSTRUCTION PLANS FOR DETAILS.	
UTILITY EASEMENTS, AS SHOWN HEREON, ARE ADEQUATE FOR THE INSTALLATION AND MAINTENANCE OF THE FACILITIES REQUIRED BY THE FOLLOWING AGENCIES:	
MIDAMERICAN ENERGY CO.	Date:
LINN COUNTY REC	Date:
SOUTH SLOPE CO-COP	Date:
MEDIACOM	Date:

LINE	BEARING	LENGTH
L1	S0°00'06"W	55.90'
L2	N89°59'54"W	50.00'
L3	N0°00'06"E	55.90'
L4	S89°59'54"E	50.00'



CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS
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IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net

Date	Revision
6/21/2025	PER RRN REVIEW - LSS

DESCRIPTION - HICKORY KNOLL PART TWO

LOCATED IN THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER IN SECTION 27 AND IN THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 34, ALL OF TOWNSHIP 80 NORTH, RANGE 7 WEST OF THE FIFTH PRINCIPAL MERIDIAN, JOHNSON COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

A RESUBDIVISION OF LOT 9, HICKORY KNOLL, IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN PLAT BOOK 58 AT PAGE 89 OF THE RECORDS OF THE JOHNSON COUNTY RECORDER'S OFFICE.

SAID HICKORY KNOLL PART TWO CONTAINS 5.14 ACRES (223,873 SF), AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

LEGEND AND NOTES	
	- CONGRESSIONAL CORNER, FOUND
	- CONGRESSIONAL CORNER, REESTABLISHED
	- CONGRESSIONAL CORNER, RECORDED LOCATION
	- PROPERTY CORNER(S), FOUND (as noted)
	- PROPERTY CORNERS SET (5/8" Iron Pin w/ yellow, plastic LS Cap embossed with "MMS")
	- CUT "X"
	- PROPERTY &/or BOUNDARY LINES
	- CONGRESSIONAL SECTION LINES
	- RIGHT-OF-WAY LINES
	- CENTER LINES
	- LOT LINES, INTERNAL
	- LOT LINES, PLATTED OR BY DEED
	- EASEMENT LINES, WIDTH & PURPOSE NOTED
	- EXISTING EASEMENT LINES, PURPOSE NOTED
	- RECORDED DIMENSIONS
	- MEASURED DIMENSIONS
	- CURVE SEGMENT NUMBER

UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS

Signed before me this _____ day of _____, 20____.
Notary Public, in and for the State of Iowa.

I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

RICHARD R. NOWOTNY
P.L.S. Iowa Lic. No. 17916
My license renewal date is December 31, 20____.

Pages of sheets covered by this seal: _____

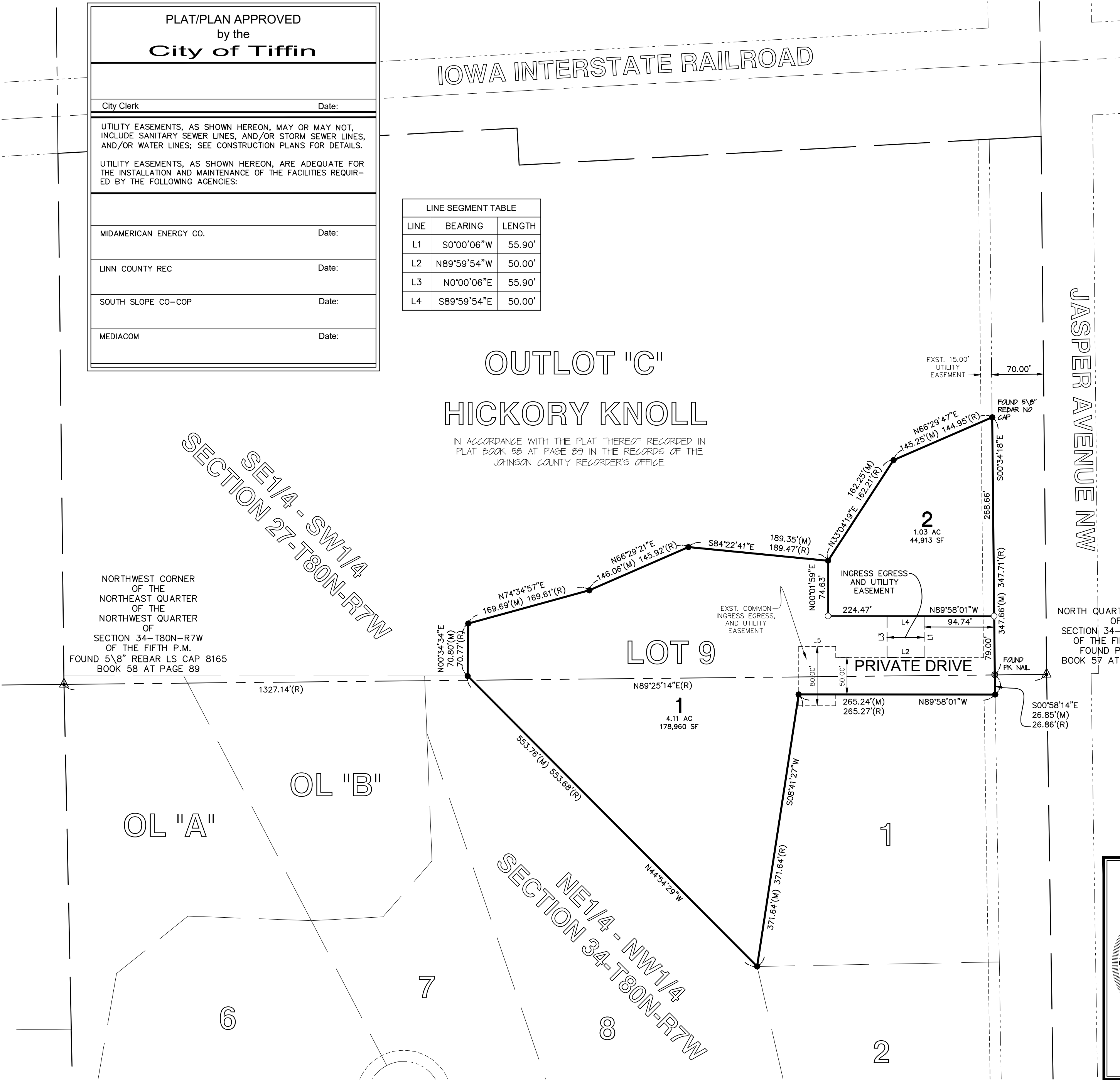
FINAL PLAT

HICKORY KNOLL PART TWO

TIFFIN
JOHNSON COUNTY
IOWA

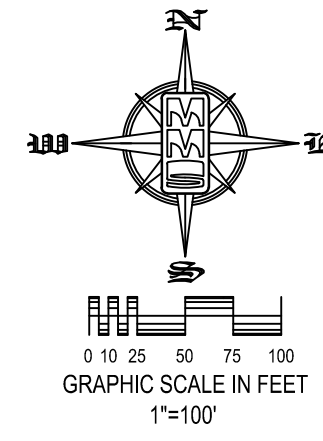
MMS CONSULTANTS, INC.

Date:	6/10/2025
Surveyed by:	JRD Field Book No: 1415
Drawn by:	LSS Scale: 1"=100'
Checked by:	RRN Sheet No: 1
Project No:	10292-002 of: 1



PRELIMINARY PLAT HICKORY KNOLL PART TWO

TIFFIN, JOHNSON COUNTY, IOWA



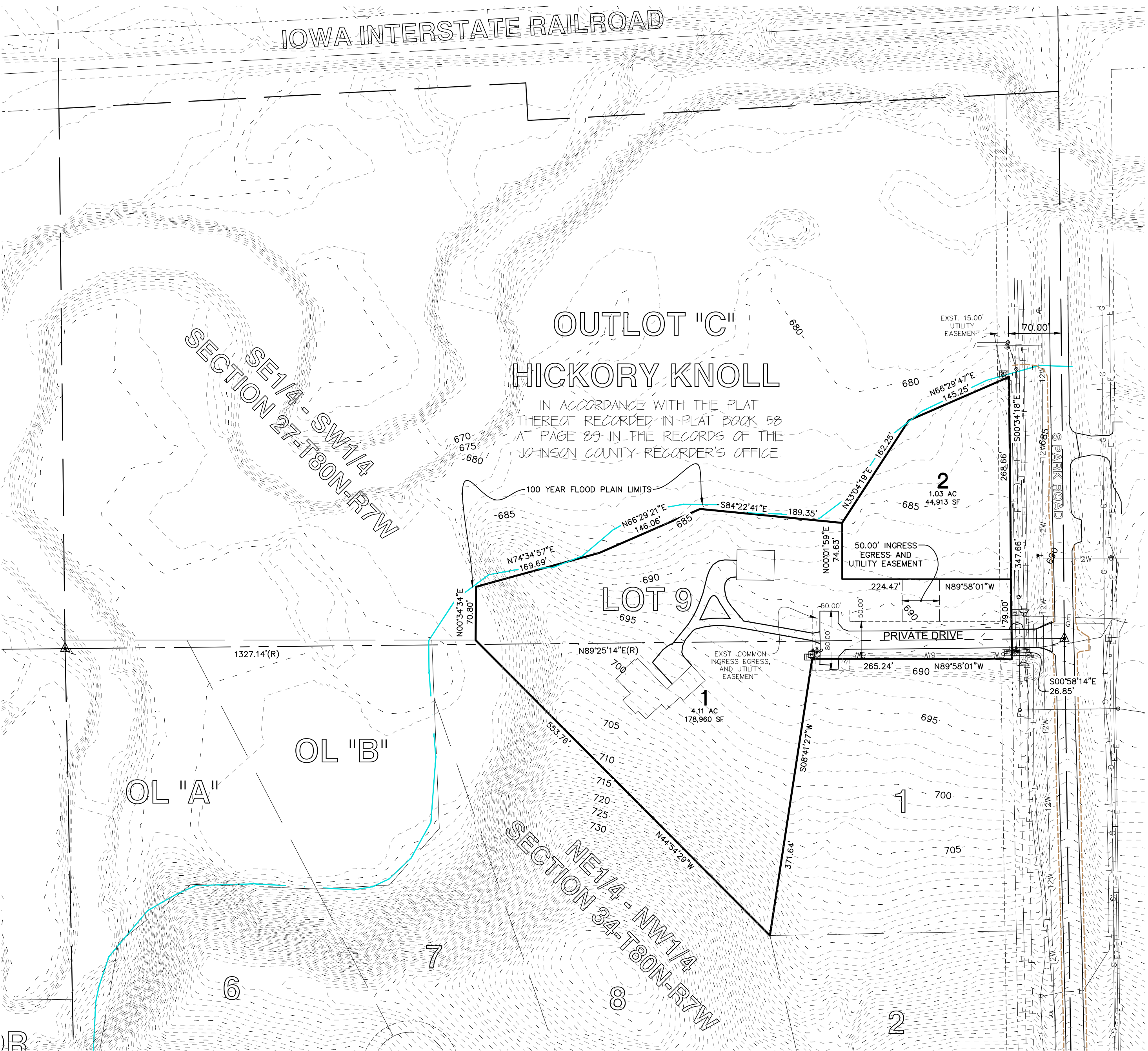
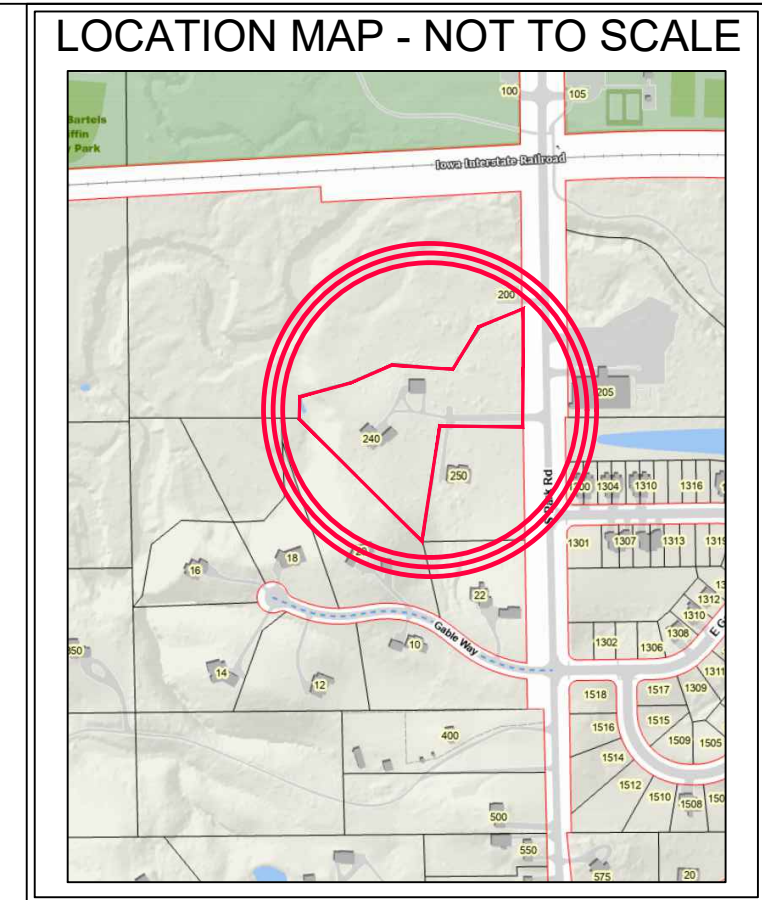
PLAT/PLAN APPROVED
by the
City of Tiffin

City Clerk _____ Date: _____

NOTES:
1) DIRECT ACCESS ON TO S PARK ROAD FROM LOT 2 IS NOT PERMITTED.

PREPARED BY AND RETURN TO: MMS CONSULTANTS, INC. 1917 S. GILBERT ST. IOWA CITY, IOWA 52240 (319)351-8282

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DATE OF SURVEY: 06-05-2025	PROPRIETOR OR OWNER: TIMOTHY AND LORI KASPAREK 240 S PARK ROAD TIFFIN, IOWA 52340
	DOCUMENT RETURN INFORMATION: LAND SURVEYOR



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Date	Revision

PRELIMINARY PLAT

HICKORY KNOLL
SECOND

TIFFIN
JOHNSON COUNTY
IOWA

MMS CONSULTANTS, INC.

Date:	6/10/2025
Surveyed by:	JRD
Field Book No:	1415
Drawn by:	LSS
Scale:	1"=100'
Checked by:	RRN
Sheet No:	1
Project No:	10292-002
of:	1



PRELIMINARY PLAT APPLICATION

CITY OF TIFFIN · 300 RAILROAD ST, PO BOX 259 · TIFFIN, IA 52340

Name: _____ Signature: _____

Address: _____
Street or PO Box City State Zip Code

Phone: _____ Email: _____

Additional Contact

Name: _____

Phone: _____ Email: _____

Property Owner (if other than applicant)

Name: _____

Address: _____
Street or PO Box # City State Zip Code

Phone: _____ Email: _____

During the review process City staff, Planning & Zoning Commission or City Council Members may visit the property. If the property owner does not wish to allow visitors onto the property, please sign below:

Property Information

Address (if none, list name of closest streets): _____

Assessor's Parcel # (Attach Legal Description): _____

Subdivision Name: _____

Number of Lots: _____ Property Size: _____ Current Zoning: _____

For Staff Use

____ Submitted to City Hall \$ _____ in fees paid on _____
 Copy to Building Inspector _____ Received Building Inspector Review
 Copy to City Attorney _____ Received City Attorney's Review
 Copy to City Engineer _____ Received City Engineer's Review
 Copy to Fire Chief _____ Received Fire Chief's Review
____ Date of first Council Meeting _____ Recommend & Resolution # _____ - ____ Approved
____ Developer's Agreement Approved by Council
City Official Signature: _____ Date: _____

PRELIMINARY CHECKLIST

Please attach following items. Additional materials may be required during the review process. Failure to submit the complete application materials may result in delays in processing, use the following checklist to confirm that application is complete.

Submittal Deadline: 1st Working Day of each month at 12:00

Submittal Requirements:

- 1 completed copy of this application form, including checklist.
- Application Fee: \$600 plus 50.00/Lot. Applicant is responsible for actual cost of the City Engineer's review and additional engineering reviews.
- 7 Scalable copies folded to 8.5"x11" & Acrobat "PDF" files.
- Other information requested by City Staff for review of the proposed project.
- If the applicant is other than the legal owner, the applicant interest shall be indicated legal owners' authority to apply shall be included in a certified legal form.

Preliminary Plat Checklist:

- Location map of the property showing subdivision name and outline of area to be sub-divided
- Legal description
- Acreage and name of proposed subdivision
- Name and address of owner, and person(s) who prepared the plat, owner's attorney, representative, or agent if any and date prepared
- North point and graphic scale
- Contours of 5' intervals or less
- Locations of existing lot lines, streets, public utilities, water mains, sanitary sewers, storm sewers, drain pipes, culverts, watercourses, storm water detention facilities, and any other public improvements in the proposed subdivision
- Existing streets and utilities on adjoining properties
- Layout of proposed blocks and lots, including the dimensions of each and the lots and block number in numerical order, for lots where the lot width is different from the frontages, the lot width must be included on the plat
- Locations, names, widths, and other dimensions of the proposed streets, utility and other easements, parks, and other open spaces or reserved areas
- Grades of proposed streets
- A cross-section of the proposed streets showing the roadway locations, the type of curb and gutter, the paving, sidewalks to be installed
- The layout of proposed water mains and sanitary sewers
- The drainage of the land, including proposed storm sewers, ditches, swales, culverts, storm water management facilities, and other structures
- A signature block for endorsement by the City Clerk certifying the City Council's approval of the plat
- Three sets of construction plans
- A grading plan pursuant to the Tiffin Design Standards
- Two copies of plans and proposed methods for the prevention and control of soil erosion pursuant to City requirements
- Copy of DNR NPDES Permit for Storm Water and subsequent annual renewal copies (until at such time that area is no longer required to hold permit) upon receipt of permit by Owner.
- Names and addresses of all property owners within 200 feet of the proposed sub-division

Process: Staff will review the first submittal and issue a preliminary report listing required and recommended changes, and will include a date by which a revised complete set of 7 copies is required to be submitted for final staff review and for Planning Commission and Council consideration. Along with a revised set, Acrobat "PDF" files of all materials are required.