



— PLANNING AND ZONING COMMISSION —

February 11, 2020
6:00 P.M.
City Council Chambers

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
 - A. January 15, 2020
5. Public Comments
6. Old Business
7. New Business
 - A. Consider Recommendation on Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola.
 - B. Review and Approval of Planning & Zoning Commission Annual Report for 2019.
8. Comments
 - A. Commission Members
 - B. Staff
9. Adjournment

Distribution:

Planning and Zoning Commission
Mayor/ City Council
City Manager
City Clerk
City Attorney
IMU General Manager

Bulletin Board
Business Leader
Independent Advocate
KNIA/KRLS
Record Herald
Warren County Zoning





— PLANNING AND ZONING COMMISSION —

MINUTES OF REGULAR MEETING

January 15th, 2020

5:30 P.M.

The meeting was called to order by Chairperson Josh Rabe and on roll call the following members were present:

Josh Rabe

Al Farris

Misty Soldwisch

Jeromy Pribil

Becky Needles

Joe Butler

Sarah Ritchie

Erin Freeberg

Commission Members Absent: Bob Ormsby

Staff Present: Charlie Dissell, Cortney McAlexander

Public Present: Thomas Biddle 204 E Ashland, Barbara Biddle 904 E Ashland, Jeffery Gaddis (CEC) 2400 86th Suite 12, Urbandale, IA 50322 Bart Young Indianola, IA

Commissioner Farris moved to approve the agenda of the January 15th, 2020 meeting and Commissioner Pribil seconded the motion. On roll call the vote was AYES: Rabe, Farris, Soldwisch, Pribil, Needles, Freeberg, Butler, Ritchie
Opposed: None. Whereupon the Chairperson declared the motion carried unanimously.

Commissioner Needles moved to approve the minutes of the December 10th, 2019 meeting and Commissioner Ritchie seconded the motion. On roll call the vote was AYES: was AYES: Rabe, Farris, Soldwisch, Pribil, Needles, Butler, Ritchie
Opposed: None. Whereupon the Chairperson declared the motion carried unanimously.

Consider redcommendation on request from Daniels Land Surveying on behalf of William Dickerson Revocable Trust for approval of a Plat of Survey for property at 913, 915, and 1001 East Ashland Ave

Mr Dissell explained the request and provided an overview

Barbara Biddle 904 E Ashland wanted clarification on why lots were being combined.

Mr Dissell advised her to make it so the garage was on the property

Commission Member Soldwisch asked about the easement impacting access to the road

Mr Dissell stated there would be no issues

Commissioner Farris moved to approve the recommendation for the request from Daniels Land Surveying on behalf of William Dickerson Revocable Trust for approval of a Plat of Survey for the property at 913, 915, and 1001 East Ashland Ave. Commissioner Soldwisch seconded the motion. On roll call the vote was AYES: Rabe, Farris, Butler, Soldwisch, Pribil, Ritchie, Freeberg NAYS: None. Whereupon the Chairperson declared the motion approved unanimously.

Consider recommendation on request from Civil Engineering Consultants, Inc. on behalf of Peoples Company for approval of a Plat of Survey for property located in the South Half of the Southwest Quarter of Section 13, Township 76 North, Range 24 West of the 5th PM, City of Indianola, Warren County, IA

Mr. Dissell explained the request and provided an overview.

Bart Young Indianola, IA stated he is not in favor of construction. He asked who owns the property and how big the property is.

Mr. Dissell advised Downing owns the property which is 5.7 acres.

Jeff Gatis Urbandale, IA stated the property is owned by Downing and will transfer to Dilligent possibly to build homes.

Commissioner Pribil moved to approve the recommendation for the request Civil Engineering Consultants, Inc. on behalf of Peoples for approval of a Plat of Survey for property located in the South Half of the Southwest Quarter of Section 13, Township 76 North, Range 24 West of the 5th PM, City of Indianola, Warren County, IA. Commissioner Freeberg seconded the motion. On roll call the vote was AYES: Rabe, Farris, Butler, Soldwisch, Pribil, Ritchie, Needles, Freeberg NAYS: None. Whereupon the Chairperson declared the motion approved unanimously.

Consider recommendation on request from the City of Indianola to rezone property located in that part of the Northwest Quarter of the Southeast Quarter, west of the railroad, except the the North 100' and except Parcel E, in Section 18, Township 76 North, Range 23 West of the 5th PM, Warren County, Iowa. From the R-3, Mixed-Residential Zoning District to the C-2 Highway Commercial Zoning District.

Mr. Dissell explained the request and provided an overview.

Commissioner Needles moved to approve request from the City of Indianola to rezone property located in that part of the Northwest Quarter of the Southeast Quarter, west of the railroad, except the the North 100' and except Parcel E, in Section 18, Township 76 North, Range 23 West of the 5th PM, Warren County, Iowa. From the R-3, Mixed-Residential Zoning District to the C-2 Highway Commercial Zoning District. Commissioner Farris seconded the motion. On roll call the vote was AYES: Rabe, Farris, Butler, Soldwisch, Pribil, Ritchie, Needles, Freeberg NAYS: None. Whereupon the Chairperson declared the motion approved unanimously.

Consider recommendation to City Council on amendment to Section 23.01 of the Code of Ordinances, Indianola, Iowa, regarding the number of members on the Planning and zoning Commission

Mr. Dissell explained the request and provided an overview.

Commissioner Farris asked for clarification.

Mr. Dissell explained that they were considering lowering or raising the amount of commission members but have agreed to keep the amount the same.

Commissioner Farris moved to Consider recommendation to City Council on amendment to Section 23.01 of the Code of Ordinances, Indianola, Iowa, regarding the number of members on the Planning and zoning Commission Commissioner Butler seconded the motion On roll call the vote was AYES: Rabe, Farris, Butler, Soldwisch, Pribil, Ritchie, Needles, Freeberg NAYS: None. Whereupon the Chairperson declared the motion approved unanimously

Election of 2020 Officers

Mr. Dissell explained, and everyone discussed Commissioner Rabe remaining in charge

Commissioner Ritchie moved to approve this motion Commissioner Butler seconded the motion On roll call the vote was AYES: Rabe, Farris, Butler, Soldwisch, Pribil, Ritchie, Needles, Freeberg NAYS: None. Whereupon the Chairperson declared the motion approved unanimously

Commissioner Ritchie moved to adjourn the meeting and Commissioner Butler seconded. Meeting was adjourned at 5:52pm.

Josh Rabe, Chairperson

Charlie Dissell, Director of Community Development



— PLANNING AND ZONING COMMISSION —

MINUTES OF JOINT MEETING

January 15th, 2020

6:00PM

The meeting was called to order by City Council Member Greta Southall and on roll call the following members were present:

City Council Members:

Heather Hulen
John Parker
Bob Kling
Greg Merchant
Greta Southall
Gwen Schroder

Council Members Absent: Mayor Kelly Shaw

Planning and Zoning Commission Members:

Josh Rabe
Al Farris
Misty Soldwisch
Jeromy Pribil
Becky Needles
Joe Butler
Sarah Ritchie

Commission Members Absent: Bob Ormsby

Staff Present: Charlie Dissell, Cortney McAlexander, Ryan Waller

Public Present: Mindy Moore, Brenda Easter, Dave Moeller, Casey Campbell, Kenny Haring, Rob Hawkins

A. Elevate Indianola, a Comprehensive Plan Update prepared with the Citizens of Indianola.

i. Presentation and Discussion on Comprehensive Plan Update

ii. Discuss Timeline of Adoption of Comprehensive Plan Update

Mindy Moore discussed Elevate Indianola and provided overview.

Ryan discussed 4 C's with emphasis on public engagement

Mindy discussed the planning process as well as the comprehensive plan and potential growth. She discussed land development regulations and how we should represent the community.

Mindy reviewed the public engagement feedback. Focused on Simpson students who stated the job market and affordability of housing were key elements. Also engaged retirees who stated good healthcare and accessibility are key.

Mindy discussed the vision statement. She also went over demographic information and stated that the household income is lower than the country average.

Mindy went over the streetscape and goals/objectives of this as well as transportation and mobility for college students.

City Council Member Bob Kling wanted to know when the old plan would be tossed out

Ryan Waller stated on 02/19/2020

Commission Member Al Farris wanted clarification on who came up with the plan and if all parties are ok with the changes being made.

Ryan stated this was everyone's plan and everyone including all departments and the public has been engaged and this plan is a work in progress.

Heather Hulen asked Mindy what was unique about Indianola

Mindy stated that education being a key factor in our mission statement was not something she had seen before

Commission Member Joe Butler asked Mindy how environmental constraints would impact where roads will connect

Mindy stated would need to overlay presentation map

Dave Moeller stated feasibility will be looked at and plans still under development, everyone will look at plans

City Council Member Greg Merchant moved to adjourn the meeting and City Council Member Bob Kling seconded.

Meeting was adjourned at 7:07pm.

Josh Rabe, Chairperson

Charlie Dissell, Director of Community Development



COMMUNITY DEVELOPMENT

To: Mayor, City Council and Planning and Zoning Commission
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Date: February 4, 2020
Subject: Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola

As you are aware, the City is in the process of updating its Comprehensive Plan. This document is important as it sets a baseline for policies on how the community will grow with regards to housing, land use, recreation, transportation and utilities, and sets the framework for new and updated City codes. At its meeting on January 15th, the Planning and Zoning Commission held a joint meeting with the City Council to review and provide input on the draft comprehensive plan. This meeting included a presentation from the consultant on the process used to update the comprehensive plan, as well as the elements that are a part of the draft comprehensive plan.

According to Iowa Code Section 414.3, zoning regulations shall be made in accordance with a comprehensive plan, the comprehensive plan shall be made with consideration of the smart planning principles under Iowa Code Section 18B.1, and a comprehensive plan recommended for adoption by the Planning and Zoning commission may be adopted by the City Council. The next step in the process is to present the final draft to the Planning and Zoning Commission for a recommendation of approval. It shall be noted that there is no established deadline for a recommendation of approval from the Planning and Zoning Commission, and such recommendation shall only be made once the Planning and Zoning Commission has fully vetted the draft comprehensive plan.

Once the Planning Commission formulates its recommendation, the final draft, along with the Commissions recommendation, will be forwarded to the City Council for final approval of Elevate Indianola Comprehensive Plan Update. Once approved, staff will begin working on implementation steps outlined in the plan and has already begun incorporating this into the proposed FY21 budget.

A copy of the draft comprehensive plan, the survey results and open house posters, as well as a timeline of key events throughout the planning process, may be viewed at www.elevateindianola.com. I will attend your February 11 meeting to answer any questions you may have.



COMMUNITY DEVELOPMENT

To: Mayor, City Council and Planning and Zoning Commission
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Date: February 4, 2020
Subject: Review and Approval of Planning & Zoning Commission Annual Report for 2019

According to Section 23.05 of the Code of Ordinances of Indianola, Iowa, the Commission shall each year make a report to the Mayor and Council of its proceedings, with a full statement of its receipts, disbursements and the progress of its work during the preceding fiscal year. The attached report is a summary of all proceedings undertaken by the Planning and Zoning Commission in calendar year 2019. As the Council does not appropriate any monies to the Planning and Zoning Commission, a statement of receipts and disbursements is not required.

I will attend your February 11 meeting to answer any questions you may have.





— PLANNING AND ZONING COMMISSION —

Annual Report – 2019

Planning and Zoning Commission Members:

<u>Name</u>	<u>Present</u>	<u>Absent</u>	<u>Term Expires</u>
Josh Rabe (Chairperson)	10	0	02/01/22
Misty Soldwisch (Vice Chairperson)	9	1	02/01/24
Joe Butler	7	3	02/01/23
Al Farris	10	0	02/01/24
Erin Freeberg	6	4	02/01/20
Ron Fridley	3	7	02/01/21
Becky Needles	9	1	02/01/21
Bob Ormsby	7	3	02/01/23
Jeromy Pribil	5	5	02/01/20
Sarah Ritchie	8	2	02/01/22

The Planning and Zoning Commission elected its 2019 Officers as Chairperson Josh Rabe and Vice Chairperson Misty Soldwisch.

The Planning and Zoning Commission held ten (10) regularly scheduled meetings in 2019. The Planning and Zoning Commission reviewed forty (40) items which included:

- Six (6) plat of surveys
- Six (6) alley vacation and conveyance
- Six (6) zoning ordinance amendments
- Five (5) site plans for residential development on a lot exceeding one (1) acre
- Five (5) preliminary plats
- Three (3) final plats
- Two (2) rezoning requests
- One (1) planned residential development amendment
- Six (6) other business items

The Planning and Zoning Commission forwarded thirty-four (34) recommendations to the City Council; thirty-one (31) were recommendations of approval, and three (3) were recommendations of denial.

The City Council ultimately approved twenty-nine (29) of the thirty-one (31) recommendations of approval from the Planning and Zoning Commission.

The City Council ultimately denied the three (3) recommendations of denial from the Planning and Zoning Commission.

A brief review of each meeting and request follows:

January 08, 2019

- Consider request from Snyder and Associates for Preliminary Plat approval of the McConnell Subdivision
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Civil Engineering Consultants, Inc., on behalf of Doering Properties, LLC for Preliminary Plat and Site Plan approval of the Quail Meadows Townhomes
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from the Gilbert Johan Wigeland and Becky Sue Wigeland Trust and the City of Indianola for a vacation and conveyance of the north and south alley lying between 203 and 209 West Second Avenue
 - Planning and Zoning Commission recommended approval
 - City Council approved request

February 12, 2019

- Consider request from Daniels Land Surveying for approval of a Plat of Survey for William and Kathryn Thayer at 12332 158th Street
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Review and Discussion of Proposed Planning and Zoning Commission Rules and Regulations
 - Commission delayed action to next meeting
- Review and Approval Planning & Zoning Annual Report for 2018
 - Planning and Zoning Commission approved report
 - City Council received and filed report
- Election of Officers for 2019 Commission
 - Josh Rabe elected Chairperson
 - Misty Soldwisch elected Vice Chairperson

March 12, 2019

- Review and approval of proposed Planning and Zoning Commission Rules and Regulations
 - Commission delayed action to next meeting
- Consider request from Mark Putney with Putney Auction Services for an amendment to Chapter 165 (Zoning Regulations), Section 09 to include "Auction Sales" in the M-2, General Industrial Zoning District as a permitted principal use
 - Planning and Zoning Commission recommended approval
 - City Council approved request

April 9, 2019

- *No meeting held due to lack of items on the agenda*

May 14, 2019

- Review and request approval of proposed Planning and Zoning Commission Rules and Regulations
 - Planning and Zoning Commission approved Rules and Regulations
- Consider request from Chad and Christine Keller for a vacation and conveyance of the east/west alley lying between 204 and 206 North Jefferson Way
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Civil Engineering Consultants, Inc., on behalf of Doering Properties, LLC for Final Plat approval of the Quail Meadows Townhomes
 - Planning and Zoning Commission recommended approval
 - City Council approved request

- Consider amendment to Chapter 165 (Zoning Regulations), regarding notification procedures and timeliness of items brought forward to the Planning and Zoning Commission, Board of Adjustment and City Council
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider amendment to Chapter 165 (Zoning Regulations), regarding Bed and Breakfasts
 - Planning and Zoning Commission recommended approval
 - City Council denied request

June 11, 2019

- *No meeting held due to lack of items on the agenda*

July 09, 2019

- Consider request from Cooper Crawford & Associates, LLC., on behalf of Diligent Glynn, LLC for Preliminary Plat approval of the Prairie Glynn Plat 2
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Thomas Land Surveying, LLC for approval of a Plat of Survey for Robert M. Strovers at 410 East Clinton Avenue
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Capital Crossroads Workforce Housing Study Data Presentation

August 13, 2019

- Consider request from Paul D/Rheanna M Edenburn, Timothy J/Shelli R Mc Connell, John R/Linda H Benoit and Michael/Natalie Smothers for a right-of-way vacation and conveyance of the north and south alley lying adjacent to Lots 1-4, in Block 20 of College Addition to the City of Indianola
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Steger Construction Inc. to rezone property located in the Northeast Quarter of the Southwest Quarter and the Northwest Quarter of the Southeast Quarter of Section 18, Township 76 North, Range 23 West from R-3 (Mixed Residential) and C-2 (Highway Commercial) Zoning Districts to R-3 (Mixed Residential) Zoning District
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Capone Property Management, LLC for approval of a Plat of Survey at 1109 South K Street
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Civil Engineering Consultants, Inc., on behalf of Peoples Company, for preliminary plat approval of Heritage Hills Plat 10
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider zoning regulation amendment to Chapter 165, regarding fence regulations
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider zoning regulation amendment to Chapter 165, regarding Bed and Breakfast and Boardinghouse regulations
 - Planning and Zoning Commission remanded the request back to staff for further review and/or modifications

September 10, 2019

- Consider request from Steve Darr for an amendment to R-5, Planned Residence District plan for Lots 3-6 of Deer Run Plat 7
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Shelly A. Bevard and Deon Walker for a right-of-way vacation and conveyance of the East and West alley lying North of Lot 1, in Sinderson's Subdivision
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Tim J/Laura L Davison, Timothy G Grimm, and Jeanenne E Glascock Revocable Trust for a right-of-way vacation and conveyance of the East 75' of the West Half of the East and West alley in Block Ten of the Steele and Granthams Addition to Indianola, Iowa, and the North Half of the North and South alley in Block Ten of the Steele and Granthams Addition to Indianola, Iowa
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Wouter Hertzberger and Jessica E Halgren-Hertzberger for a right-of-way vacation and conveyance of the South half of the North and South alley in Block 19 of College Addition to the City of Indianola
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Mark Lee of Lee Chamberlin Consultant Engineers, on behalf of Kading Properties LLC, for final plat approval of Cavitt Creek Plat I
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Mark Lee of Lee Chamberlin Consultant Engineers, on behalf of Kading Properties LLC, for final plat approval of Cavitt Creek Plat II
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Kading Properties LLC for site plan approval of Cavitt Creek Condominiums I, a residential development on a lot exceeding one (1) acre, between 1404 and 1500 North 9th Street
 - Planning and Zoning Commission recommended denial
 - City Council denied request
- Consider request from Kading Properties LLC for site plan approval of Cavitt Creek Condominiums II, a residential development on a lot exceeding one (1) acre, west of 1500 North 9th Street
 - Planning and Zoning Commission recommended denial
 - City Council denied request

October 08, 2019

- Consider request from Keven J. Crawford of Cooper Crawford & Associates, LLC for approval of a Plat of Survey at 1305, 1307 and 1313 South L Court
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Matt Thomas of Thomas Land Surveying, LLC for approval of a Plat of Survey at 306 North 5th Street
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider zoning regulation amendment to Chapter 165, regarding Bed and Breakfast, Boardinghouse and Short-term Rental regulations
 - Commission delayed action to next meeting

November 12, 2019

- Consider zoning regulation amendment to Chapter 165, regarding Bed and Breakfast, Boardinghouse and Short-term Rental regulations
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Jon L. Hanson of Snyder & Associates, Inc. for approval of a Preliminary Plat for Quail Meadows Subdivision
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider zoning regulation amendment to Chapter 165, regarding breweries
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Stacy Crow on behalf of Lyelca Of Warren Co Et Al to rezone property located in the North Half of the Southeast Quarter and the South Half of the Northeast Quarter of Section 36, Township 76 North, Range 24 West from A-1, Agricultural Zoning District to A-2 Mixed Agricultural Zoning District
 - Planning and Zoning Commission recommended approval
 - City Council approved request
- Consider request from Thomas Land Surveying, LLC, on behalf of Marywood Farms, Inc. for approval of a Plat of Survey for property at the northwest corner of Kennedy Street and County Highway S23
 - Planning and Zoning Commission recommended approval
 - City Council approved request

December 10, 2019

- Consider request from Kading Properties LLC for site plan approval of Cavitt Creek Condominiums I, a residential development on a lot exceeding one (1) acre, between 1404 and 1500 North 9th Street
 - Planning and Zoning Commission recommended approval
 - City Council denied request
- Consider request from Kading Properties LLC for site plan approval of Cavitt Creek Condominiums II, a residential development on a lot exceeding one (1) acre, west of 1500 North 9th Street
 - Planning and Zoning Commission recommended denial
 - City Council denied request
- Discuss options regarding final review of Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola
- Review 2020 Calendar

IOWA STATE UNIVERSITY

Extension and Outreach

Community and Economic Development

Intro to Planning and Zoning Workshops

About the Introduction to Planning and Zoning Workshops

The Introduction to Planning and Zoning for Local Officials workshop is a three-hour session designed to introduce the basic principles of land use planning and development management to elected officials, planning and zoning officials, and board of adjustment members without formal training in the subjects. Using case scenarios in a highly-interactive format, the workshop highlights issues frequently faced in the land use process, such as the roles and responsibilities of the planning and zoning commission, the board of adjustment, and the elected council and board of supervisors. It also will highlight legal issues frequently faced by local officials, such as variances, special uses, nonconforming uses, spot zoning, hearing procedures, and conflicts of interest.

The workshop is offered annually in multiple locations across the state. Locations change from year-to-year so that city and county officials are able to attend a location near them at least once every two years. All workshops begin with registration and a light supper at 5:30 p.m. The program begins at 6:00 p.m. and concludes by 8:45 p.m. The registration fee is \$65 per individual. This fee is reduced to \$55 per individual if a city or county registers 5 or more officials to attend. The fee covers the workshop instruction, workshop materials, and supper.

Dates of the Spring 2020 workshops:

Tuesday March 3-- Iowa City Location: Johnson County Extension Office, 3109 Old Highway 218 S, Iowa City

Thursday March 5-- Clear Lake Location: Best Western Holiday Lodge, 2023 7th Ave, Clear Lake

Tuesday March 10-- Sioux City Location: Hilton Garden Inn, Sioux City
Riverfront, 1132 Larsen Park Road, Sioux City

Tuesday March 24-- Ankeny Location: Courtyard by Marriott, 2405 SE Creekview
Dr., Ankeny

Thursday March 26-- Okoboji Location: Arrowwood, 1405 Hwy 71, Okoboji

Thursday, April 7-- Carroll Location: Region XII Council of Governments, 1009
East Anthony Street, Carroll

Tuesday, April 14-- Decorah Location: Hotel Winneshiek, 104 East Water
Street, Decorah

Tuesday April 21-- Oskaloosa Location: Library, Room A-B, 301 S. Market St.,
Oskaloosa

[Click here to register](#) ↗

Download the brochure here

Certification Credits

The workshop has been pre-approved by the Iowa Municipal Finance Officers Association and the Iowa League of Cities for credits toward certification.

Other matters?

New board or commission members? We will conduct a workshop tailored to your community's needs anytime throughout the year. Contact for costs and scheduling: (515) 231-6513 or ejchr@iastate.edu

Category: [Local Government and Nonprofits](#)

Tags: [workshops](#), [class](#), [land use planning](#), [elected officials](#)



COMMUNITY DEVELOPMENT

To: Ryan J. Waller, City Manager
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Date: January 31, 2020
Subject: Current Projects Update

The purpose of this memorandum is to provide a brief synopsis of different projects that may be of interest to the Council.

- **Apple Tree Inn (1215 North Jefferson Way)**
 - Building permit application for interior remodel submitted on January 10.
- **Wal-Mart (1500 North Jefferson Way)**
 - Building Permit application and plans submitted on October 29 for a remodel of this building.
 - Building plans approved on November 7
 - Building Permit issued on January 16.
 - Applicant has indicated a start date of January 19.
- **Proposed Campground (Northwest Corner of South Jefferson Way and East 17th Avenue)**
 - Staff held a preapplication meeting on a proposed campground on October 3
 - A rezoning petition was submitted on October 25 for a proposed campground
 - The Planning and Zoning Commission recommended the rezoning for approval at its November 12 meeting.
 - The City Council held a public hearing on the request at its December 16 meeting.
 - Council approved the rezoning on January 21.
- **Cabin Coffee (910 East 2nd Avenue)**
 - Sale of D&D lot and development agreement was approved by Council on October 21.
 - Staff hosted a preapplication meeting with the developers on October 22.
 - Developer closed on the property on November 22.
- **Scooters Coffee (1112 North Jefferson Way)**
 - Site plan and building permit were submitted on October 9.
 - Site plan comments returned to applicant on November 4.
 - Updated site plan submitted on November 18.
 - Staff continues to work with the property owner on a solution for the storm sewer pipe located on this property.

- **Cavitt Creek Condominiums I & II (1400 and 1500 block of North 9th Street)**
 - Site plan and stormwater management plan were submitted on June 3.
 - Site plan and stormwater management plan comments were returned to the applicant on June 20.
 - Both site plans will need to be reviewed by the Planning and Zoning Commission and approved by the City Council.
 - Revised site plans for Cavitt Creek Condominiums I were submitted on June 28.
 - Revised site plans for Cavitt Creek Condominiums II were submitted on July 10.
 - Kading Properties hosted a neighborhood meeting on July 16.
 - Revised site plan comments were returned on July 26.
 - Revised site plans for both sites were submitted on July 31.
 - Revised site plan comments were returned on August 6.
 - These items were reviewed by Planning and Zoning Commission Meeting at its September 10 meeting.
 - The Planning and Zoning Commission recommended the site plans be denied at its September 10th meeting.
 - The City Council denied the site plan at its September 16 meeting.
 - New and Revised site plans have been submitted.
 - Site plan comments returned to applicant on October 29.
 - Revised site plans submitted on November 11.
 - Revised site plan comments were returned on November 20.
 - Revised site plan submitted on November 21.
 - Revised site plan comments were returned on November 27.
 - The Planning Commission recommended approval, with conditions, of Cavitt Creek I and recommended denial of Cavitt Creek II.
 - The City Council did not adopt a resolution of approval for the site plans at its January 21 meeting.
- **Indianola Pediatric Dentist (2001 North 6th Street)**
 - Site plan and stormwater management plan were submitted on May 23.
 - Comments were returned to the applicant on June 2.
 - Building permit application submitted on June 13.
 - Site plan and stormwater management plan were approved on June 18.
 - Building permit comments returned on July 3.
 - Revised building permit plans were resubmitted on July 11.
 - Building permit was issued on July 15.

- **Missouri Valley JATC Training Facility (1600 East Iowa Avenue)**
 - Site Plan for this project was submitted on April 3 to the City and comments were returned on April 22.
 - City Staff has also held internal meetings regarding new road alignment within the industrial park expansion.
 - City staff met with the Missouri Valley on May 1 to discuss access to this site and possible road upgrades/funding.
 - A revised site plan was submitted on May 20.
 - Revised comments were returned on June 4.
 - A second revised site plan was submitted on June 11.
 - Site Plan was approved on June 11.
 - Building permit application was submitted on June 14.
 - Building permit comments were returned on July 2.
 - Staff has meet with Missouri Valley on a development agreement related to future infrastructure improvements.
 - Building permit application submitted on August 2
 - Staff meet with the contractor on August 23 to discuss building/inspection process.
 - Fire review comments returned to applicant on September 23.
 - Response to fire review comments received on October 29.
 - Full building permit issued on November 13.
- **Chumbley's Auto Care (110 South Jefferson Way)**
 - Staff met with the business owner on March 15 to discuss plans for future building.
 - Staff has submitted preliminary comments on the site plan to the business owner.
 - Site plan and building permit application plan were submitted on May 10.
 - Comments were returned to the applicant on May 22.
 - Revised site plans and building permit plans were resubmitted on July 10.
 - Site plan and building permit were issued on July 17.
 - Temp CO issued on November 26. Awaiting seed/sod and landscaping before final CO will be issued.
- **Ace Hardware (506 North Jefferson Way)**
 - City staff held a pre-development meeting on this project on February 22.
 - The old car wash was demolished the week of July 15.
 - The existing Mudslingers Coffee Shop would remain.
 - A code review was submitted to the City for review by the architect on July 29.
 - The City returned comments on that code review on July 31.
 - Engineer inquired about site plan approval process on August 23.
 - Site plan submitted on September 5.
 - Initial comments on the site plan were returned on September 19.

- Variance application for parking submitted on September 24. Will be placed on November 6 agenda.
- Revised site plan submitted on October 4.
- Building Permit application and plans submitted on October 14.
- 2nd review comments on the site plan were returned on October 17.
- Building permit comments returned on October 18.
- Revised building permit plans received on October 23.
- Revised site plan submitted on October 25.
- Variance request for parking was approved by the Board of Adjustment on November 6.
- Site plan approved and building permit issued on November 7.
- **New Heights Church (309 East Hillcrest Avenue)**
 - The project engineer contacted the City on February 7 to clarify plan review comments.
 - Updated site plan was received on March 7.
 - Updated comments returned to applicant on March 20.
 - The project engineer contacted the City on July 11 to clarify plan review comments.
 - Staff responded to those questions on July 12.
 - An updated site plan was submitted on July 29.
 - Staff responded to fire code requirements on August 21.
 - An updated site plan was submitted on August 30.
 - Site plan comments were returned on September 2.
 - Revised site plan submitted on September 20.
 - Site plan comments returned on October 18.
- **Quail Meadows 3**
 - Located north of North 8th Street and East Trail Ridge Place.
 - Staff has been notified that about 30 acres of land in the Summercrest Hills development was sold to a developer who intends to develop single family lots.
 - A rezoning application was submitted on July 1 to change a portion on this land from C-2 to R-3. The Planning and Zoning Commission recommended approval of this request at its August 13 meeting.
 - The City Council held a public hearing and first consideration at its September 16 meeting.
 - This development will require the City to relocate the current lift station north of the Quail Meadows Subdivision to the north of the Summercrest Hills development. The tentative schedule is to have the new lift station designed by this fall, bid by next spring, and completion by fall of 2020.
 - Staff meet with HR Green and Developer engineer to discuss timing of improvements and new lift station on September 9.
 - The developer submitted a preliminary plat to the City on September 24.

- Comments on preliminary plat returned on October 4.
- Preliminary plat recommended for approval by Planning and Zoning Commission on November 12.
- City Council approved the preliminary plat at its November 18th meeting.
- Construction plans were submitted on December 2.
- Comments on construction plans returned on December 17.
- **Heritage Hills Plat 10**
 - Located at the west end of Trailridge Road.
 - Preliminary plat for a 10-lot residential subdivision was submitted to the City on July 12.
 - The Planning and Zoning Commission recommended approval of this plat at its August 13 meeting.
 - The City Council approved the preliminary plat at its August 19 meeting.
 - Construction Plans were submitted on August 27.
 - Comments on construction plans returned on September 11.
 - Revised construction plans were submitted on September 18
 - Construction plans were approved on October 8.
 - Plat of survey to convey property to developer was submitted on January 2. This Plat of survey was reviewed by the Planning Commission on January 15 and the City Council adopted a resolution of approval on January 21.
- **Prairie Glynn Plat 2**
 - Located east of East Franklin Avenue and North 15th Street.
 - Construction plans have been submitted and will be approved once changes are made.
 - A second revised preliminary and final plat were submitted on June 5. The Planning and Zoning Commission reviewed the preliminary plat at its July 9 meeting, and the Council approved the preliminary plat at its July 15 meeting.
- **Quail Meadows Townhomes Preliminary Plat**
 - Located on the north side of East Hillcrest Avenue between North 9th Street and the Summerset Trail.
 - Final Plat approved by Council on May 20.
 - Building permits for north side issued on May 23.
 - Site development is taking place and work is progressing.
- **McConnell Subdivision Preliminary Plat**
 - Located west of Meadow Brooke Subdivision located at East 2nd Ave and South 20th St.
 - City Council approved on January 22, 2019.
- **Autumn Ridge Subdivision Plat 3**
 - Located north of North O Street and West Kentucky Avenue.
 - City Council approved a Development Agreement on June 17.
 - Staff meet with developer on November 14 to outline utility installs and final approvals.



Community Development

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2020 Building Permit Report

Date Application Submitted	Permit	DATE Permit Issued	NAME	ADDRESS	CONTRACTOR	CONSTRUCTION	SQUARE FEET *new residential only	Final Date	VALUE
12/31/2019	1	1/2/2020	North American MHC LLC	9 Leonard Avenue	Heartland Living	Mobile Home			\$51,300
12/31/2019	2	1/2/2020	North American MHC LLC	21 Leonard Avenue	Heartland Living	Mobile home			\$51,300
1/7/2020	3	1/7/2020	Chad Keller	206 N Jefferson	B and D	DEMO			
1/7/2020	4	1/7/2020	Chad Keller	208 N Jefferson	B and D	DEMO			
1/7/2020	5	1/8/2020	North American MHC LLC	24 Leonard	Heartland Living	Mobile Home			\$51,300
1/7/2020	6	1/8/2020	North American MHC LLC	26 Alfred	Heartland Living	Mobile Home			\$38,494
1/7/2020	7	1/8/2020	North American MHC LLC	6 Leonard	Heartland Living	Mobile Home			\$38,494
1/14/2020	8	1/14/2020	Foxwood Apts	1005 W 3rd	Rainbow International	Remodel			\$859,560
1/7/2020	9	1/13/2020	Kurt Ripperger	804 N B	Construction by Cambron	Remodel			
10/29/2019	10	1/16/2020	Wal Mart	1500 N Jefferson Way	Midland	Commercial Remodel			\$1,891,511
1/15/2020	11	1/20/2020	Jerry's Homes	506 N 17th	Jerry's Homes	Basement Finish			\$18,000
1/15/2020	12	1/27/2020	Jerry's Homes	402 N 18th	Jerry's Homes	Single Family Dwelling	1435		\$208,000
1/15/2020	13	1/27/2020	Jerry's Homes	406 N 18th	Jerry's Homes	Single Family Dwelling	1339		\$203,000
1/15/2020	14	1/27/2020	Jerry's Homes	408 N 18th	Jerry's Homes	Single Family Dwelling	1474		\$217,000
1/15/2020	15	1/27/2020	Jerry's Homes	1708 Detroit	Jerry's Homes	Single Family Dwelling	1644		\$201,000
1/15/2020	16	1/27/2020	Jerry's Homes	1704 Detroit	Jerry's Homes	Single Family Dwelling	1605		\$212,000
1/10/2020			IR Prilesh Patel	1215 N Jefferson Way	Rod Curtis	Commercial Remodel			\$80,000
10/9/2019			IR Brew Enterprises (Scooters)	1112 N Jefferson Way	TBD	Commercial			\$75,000