



— PLANNING AND ZONING COMMISSION —

March 10, 2020  
6:00 P.M.  
City Council Chambers

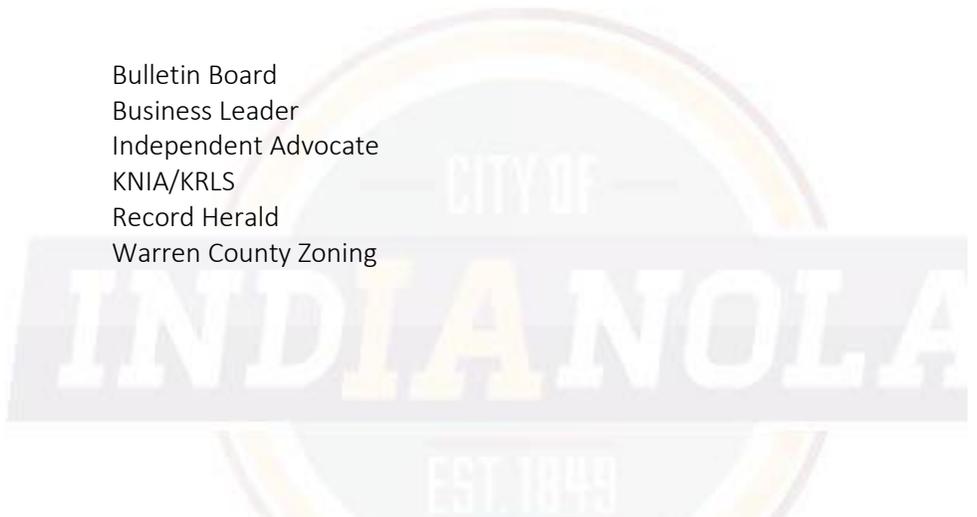
**AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
  - A. February 11, 2020
5. Public Comments
6. Old Business
  - A. Consider Recommendation on Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola.
7. New Business
  - A. Consider zoning regulation amendment to Chapter 165, regarding bulk storage of petroleum products.
  - B. Consider amendments to Planning and Zoning Commission Rules and Regulations.
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  
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Record Herald  
Warren County Zoning





— PLANNING AND ZONING COMMISSION —

MINUTES OF PLANNING AND ZONING MEETING

February 11<sup>th</sup>, 2020

6:00pm

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

Public Present: Mindy Moore, Doug Byland

Commissioner Butler moved to approve the minutes of the January 15<sup>th</sup>, 2020 meeting pending the added approval of Commissioner Misty Soldwisch being elected as Vice Chairman and Commissioner Ritchie seconded the motion. On roll call the vote was AYES: Rabe, Farris, Soldwisch, Pribil, Needles, Butler, Ritchie Opposed: None. Whereupon the Chairperson declared the motion carried unanimously.

**Consider Recommendation on Elevate Indianola, a Comprehensive Plan Update Prepared with the Citizens of Indianola**

Mr. Dissell provided an overview.

Commissioner Rabe opened the group for discussion.

Ms. Moore discussed Elevate Indianola goals and objectives.

Mr. Dissell mentioned the plan would be reviewed on an annual basis.

Commissioner Farris discussed email with questions and asked if they had been given to the consultant.

Mr. Dissell advised that they were and discussed questions and concerns from Commissioner Farris.

Commissioner Farris discussed how other governmental agencies and organizations play a role in the plan.

Ms. Moore advised that while the City can't force those organizations to do things, the City can work with them in certain initiatives.

Commissioner Rabe asked how zoning will be decided and line up with the transportation department.

Ms. Moore stated they started with the prior plan to gage future plans.

Commissioner Butler stated concerns about low density areas.

Ms. Moore advised Single Family Dwelling units don't always have to be right next to each other.

Mr. Dissell discussed design principals that can be implemented into site planning standards.

Commissioner Freeburg asked about best practices for land use depending on what speed an area will develop and if there is any protocol for that.

Ms. Moore stated no there are no guidelines in place for this.

Commissioner Rabe asked how many years there have been between last comp plan and now.

Mr. Dissell said the last one was in 2011 and before that it was in the 90's.

Commissioner Rabe asked if we would be updating it more often and Mr. Dissell stated this would be based of the growth of the community.

Commissioner Needles addressed concerns about development in the northwest corner of town and possibly having to add a school there at some point.

Mr. Dissell stated this would have to be discussed with a developer when a project reached that point in time.

Commissioner Ritchie asked about industrial growth and Mr. Dissell advised they would like to build off that on the west side of town, as well as the current industrial park.

Commissioner Butler wanted to know why privately-owned businesses and schools aren't factored into land percentage for recreation.

Commissioner Soldwisch asked what spaces are available for the public to use.

Commissioner Butler stated Deer Creek and the schools.

Ms. Moore stated if all these areas were factored in service it would be higher and Commissioner Butler wondered if we needed to invest that much into future parks.

Ms. Moore stated these areas were not included because they are not parks and a parks master plan was discussed

Mr. Dissell stated issues with this could be resolved later down the line if a parkland dedication ordinance is enacted.

Commissioner Rabe discussed having a lot of parks but making them more useable.

Mr. Bylund stated schools have funding for playgrounds and an upcoming bond, also discussed updating parks master plan, he also discussed the parks having variety.

Commissioner Ritchie discussed communication when there are partnerships involved and Mr. Dissell stated that open lines of communication are key.

Ms. Moore brought up Commission Farris's question on affordable housing and stated more affordable housing could still be needed and a deeper housing study could be done.

Commissioner Farris said there should be tax abatement for updating an existing home and Mr. Dissell advised that we do have that in place.

Commissioner Farris stated that it was only available over a certain price point and Ms. Moore stated they would be removing the tax abatement language.

Commissioner Needles stated the abatement program is not promoted for alterations and Mr. Dissell acknowledged that it is promoted for new builds, but the City can do better with alterations.

Commissioner Farris expressed concerns about comments on not needing more senior housing and Ms. Moore stated that we would look at the needs for more senior housing.

Commissioner Rabe stated the need for further review and goals and Ms. Moore advised that the most time should be spent on the implementation section.

Mr. Dissell stated this lays the framework for the comp plan.

Commissioner Pribil asked if there is an audit period and Mr. Dissell advised he would check.

Commissioner Pribil asked about public involvement and overall take away from the public.

Ms. Moore stated splash pads and sit-down restaurants were huge areas that people wanted to see more.

Mr. Dissell advised the survey comments are on the website.

Commissioner Butler addressed transportation and wanted clarification on terminology also wanted to know to take feeder streets and correct issues.

Mr. Dissell said we would need to lock down zoning code.

Commissioner Butler expressed concerns about only needing driveways every 300-400ft and Mr. Dissell advised that it is listed like that from the previous plan and will be updated but it needs to be reviewed and the map needs to be accurate.

Commissioner Rabe said we should take a closer look at the maps.

Commissioner Butler said transportation will overlap topographic challenges through the city.

Commissioner Ritchie asked if at the meeting in March they would review the maps.

Mr. Dissell said he would put together topics to review.

Commissioner Rabe asked if there would be topics on the next agenda.

Mr. Dissell said yes and that the transportation map doesn't show alignment for the future.

No Motion on this item

## Review and Approval of Planning & Zoning Commission Annual Report for 2019

Mr. Dissell provided an overview.

Commissioner Soldwisch moved to approve the Planning and Zoning Commission Annual Report for 2019 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

### Comments:

Commissioner Pribil stated he expired on 02/01/2020 and Mr. Dissell said council is looking at resetting all terms and changing the term to expire in July

Commissioner Butler moved to adjourn the meeting and Commissioner Needles seconded. Meeting was adjourned at 7:15pm.

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Josh Rabe, Chairperson

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Charlie Dissell, Director of Community Development



## COMMUNITY DEVELOPMENT

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

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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 15<sup>th</sup>, 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. Following the January 15<sup>th</sup> meeting, the Planning and Zoning Commission used its February 11<sup>th</sup> meeting to further discuss the Comprehensive Plan update. At the conclusion of the February 11<sup>th</sup> meeting, the Commission was asked to e-mail items they would like to be discussed at the Commission's March 10<sup>th</sup> meeting. The main topics that were e-mailed fall into the following categories that should lead the discussion at the March 10<sup>th</sup> meeting:

1. Differences between a zoning ordinance/map and Comprehensive plan/future land use map.
2. Annual review of comprehensive plan.
3. Intergovernmental Cooperation.
4. Parks, including location and future dedication for new parks.
5. Future street locations in relation to topography.
6. Classifications of existing and proposed streets.
7. Land use classifications.

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](http://www.elevateindianola.com). I will attend your March 10<sup>th</sup> meeting to answer any questions you may have.



# Community Development

110 N. First St., Indianola, IA 50125-0299 • [www.indianolaiowa.gov](http://www.indianolaiowa.gov)  
515-961-9430 • [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)

## Staff Report

## Planning and Zoning Commission

**Date of Meeting:** March 10, 2020

**Agenda Item:** 7.A. Consider zoning regulation amendment to Chapter 165, regarding bulk storage of petroleum products.

**Application Type:** Ordinance Amendment

**Applicant:** Terry R. Davis of Country Propane

**Application Summary:** At its February 4<sup>th</sup> meeting, the Indianola City Council directed staff and the Planning and Zoning Commission to explore the possibility of amending the regulations regarding bulk storage of petroleum products. This request was made to Council by Terry R. Davis of Country Propane.

## APPLICABLE CODE SECTIONS

The following sections of the Code of Ordinances of Indianola, Iowa apply to this request:

**1.07 AMENDMENTS.** All ordinances which amend, repeal or in any manner affect this Code of Ordinances shall include proper reference to chapter, section, subsection or paragraph to maintain an orderly codification of ordinances of the City.

**165.38 CHANGES AND AMENDMENTS.** The regulations and restrictions imposed in the districts, and the boundaries of the districts created by this chapter may be amended from time to time by the Council, but no such amendment shall be made without public hearing before the Council and after a report has been made upon the amendment by the Commission. Not less than seven nor more than 20 days' notice of the time and place of such hearing shall be published in a newspaper having general circulation in the City. The Commission shall not make any recommendation to the Council on an amendment to the zoning district boundaries until a sign 18 inches by 24 inches indicating the amendment requested has been prepared and posted by the City in a visible location on the premises for a period of 10 days. Notice of the Commission meeting shall be mailed by first class mail 10 days prior to the meeting to all property owners within 200 feet of a proposed amendment to the zoning district boundaries. In case the Commission does not approve the amendment or, in the case of a protest filed with the Council against an amendment to district boundaries signed by the owners of 20 percent or more either of the area of the lots included in such proposed amendment or of those immediately adjacent thereto and within 200 feet of the boundaries thereof, such amendment shall not be passed except by the favorable vote of three-fourths of all the members of the Council.

## ANALYSIS

Attached to this staff report is the letter that was presented to the City Council from Terry R. Davis of Country Propane requesting a review of the zoning code as it pertains to motor fuel storage and filling stations. More particularly, Mr. Davis wishes to use a piece of ground located at 2312 West 2<sup>nd</sup> Avenue, which is zoned C-2 Highway Commercial, as a liquefied petroleum (LP) gas storage and filling station. Mr. Davis proposes to have two (2) LP tanks on this piece of property; the first being a 1,000-gallon tank located towards the front of the property along 2<sup>nd</sup> Avenue that will be used to dispense LP gas to customers. The second tank, which could be sized up to 30,000 gallons, would be located towards the back side of the property, and would be used for bulk purchase/storage of LP gas. As a few members of the Planning and Zoning Commission may recall, this issue was brought to the Commission at its May and June meetings in 2015. At both meetings, the item was tabled and ultimately was never reconsidered by the Commission. Currently, gas stations and convenience stores are allowed in the C-2 Highway Commercial zoning district, however, that use explicitly excludes the dispensing of liquefied propane for vehicles. Additionally, the bulk storage of petroleum products and liquid fertilizer under pressure is allowed as a special exception in the M-2 General Industrial zoning district, so long as it is not located within 300 feet of any existing dwelling, park, school, church or place of public assembly.

As you may be aware, the City is in the process of updating various building related codes. Two such codes include the adoption of NFPA 54, which is the 2015 Edition of the National Fuel Gas Code and NFPA 58, which is the 2014 Edition of the Liquefied Petroleum Gas Code. NFPA 54 regulates the installation and operation of gas piping and gas equipment on consumers premises and promotes public safety by providing requirements for the safe and satisfactory utilization of gas. NFPA 58 is the industry benchmark for safe LP-Gas storage, handling, transportation, and use, and mitigates risks and ensures safe installations, to prevent failures, leaks, and tampering that could lead to fires and explosions. Both codes, when adopted, implemented and applied in applications, will go above and beyond protecting the health, safety and welfare of the public than will be achieved by restricting its use in the City's zoning code.

Knowing that there will be other codes in place to regulate the safety aspects of gas stations to a greater extent, staff would first propose amending the permitted principal use in the C-2 Highway Commercial Zoning District to state:

2. Gas Station/Convenience Store, ~~not~~ including the dispensing of liquefied propane for vehicles, but not including any above ground storage tanks over 1,000 gallons in size.

Further, to address the bulk storage of petroleum products, staff proposes the following be added to the list of special exceptions in the C-2 Highway Commercial Zoning District:

Subject to Section 165.35(2) and the other requirements contained herein, the Board of Adjustment may permit the following:

4. Bulk storage of petroleum products and liquid fertilizer under pressure not located within 300 feet of any existing dwelling, business, public right-of-way, park, school, church or place of public assembly. For purposes of this section, the bulk storage includes any above ground storage tank over 1,000 gallons in size.

With the proposed amendment, Mr. Davis would be allowed to have the proposed 1,000-gallon LP tank anywhere on the property for the purposes of selling/dispensing LP gas to individual customers. The use of the proposed tank over 1,000 gallons would be required to go through the special exception process, which is approved through the Board of Adjustment, and would be subject to a 300 foot separation from existing dwellings, businesses, public rights-of-way, parks, schools, churches or places of public assembly. This proposed amendment would give business owners the freedom to have smaller sized LP tanks as part of their business model in the C-2 Highway Commercial Zoning District but would require those tanks over 1,000-gallon to meet certain standards before being allowed in the C-2 Highway Commercial Zoning. Again, with the anticipated adoption of NFPA 54 and NFPA 58, staff is of the opinion there will be more stringent safeguards in place to control all types of fuel stations.

## ALTERNATIVES

The City of Indianola Planning and Zoning Commission may consider the following alternatives:

- 1) The City of Indianola Planning and Zoning Commission recommends the zoning regulation amendment request be approved, as submitted.
- 2) The City of Indianola Planning and Zoning Commission recommends the zoning regulation amendment request be approved, with changes.
- 3) The City of Indianola Planning and Zoning Commission recommends the zoning regulation amendment request be denied.
- 4) The City of Indianola Planning and Zoning Commission remands the zoning regulation amendment request, back to staff for further review and/or modifications and directs staff to place this item on a future Planning and Zoning agenda.

## RECOMMENDATION

Staff recommends alternative number 2, that the City of Indianola Planning and Zoning Commission recommends the zoning regulation amendment request be approved, with the condition that the new regulations do not go into effect until the City adopts NFPA 54 and NFPA 58.

# Country

Propane • Heating • Cooling • Plumbing

P.O. Box 95  
Milo, Iowa 50166  
(641) 942-6320

1/28/2020

**To:** City of Indianola, IA  
Charlie Dissell  
Director of Community & Economic Development.

**From:** Terry R. Davis  
President of Country Propane.

I am requesting a review of the application for a propane motor fuel filling station and storage located at 2312 W. 2nd. Indianola, IA.

Respectfully.



Terry R. Davis  
President of Country Propane.



## COMMUNITY DEVELOPMENT

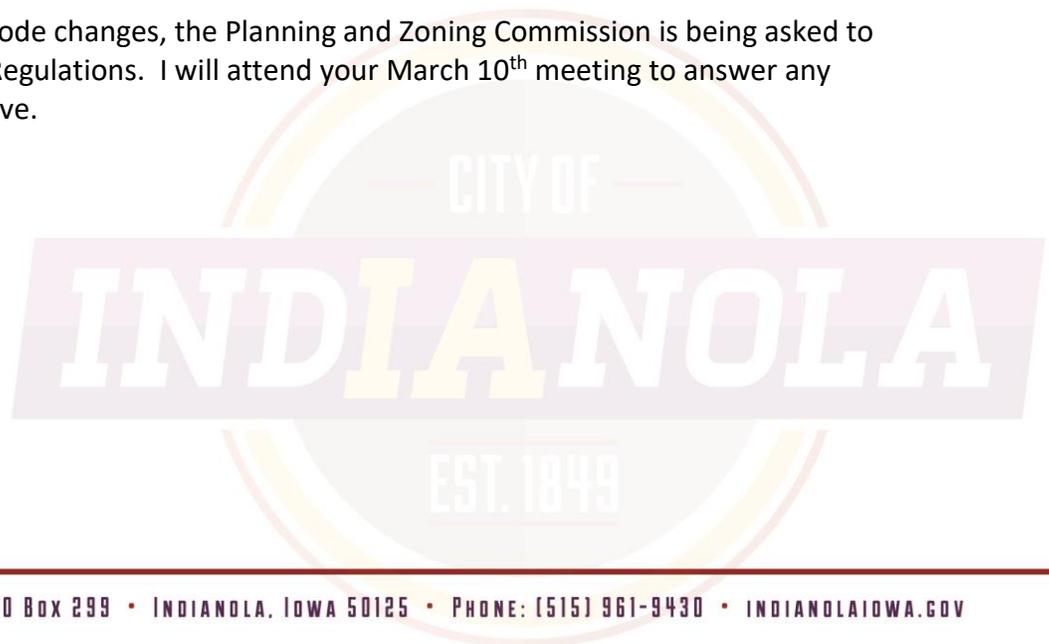
**To:** Planning and Zoning Commission  
**From:** Charlie E. Dissell, AICP, Community and Economic Development Director  
**Date:** March 4, 2020  
**Re:** Consider amendments to Planning and Zoning Commission Rules and Regulations

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Last year at its May meeting, the Planning and Zoning Commission approved rules and regulations to govern its organization and procedure. At its January 15<sup>th</sup> meeting, the Planning and Zoning Commission moved to recommend to the City Council that membership of the Commission be changed from 10 members to 9 members. At its meeting on February 18<sup>th</sup>, the City Council concurred with the Planning and Zoning Commission's recommendation and approved an ordinance amending the City Code of the City of Indianola, Iowa to change the number of members of the Planning and Zoning Commission from 10 to 9.

Furthermore, at its meeting on February 18<sup>th</sup>, the City Council approved an ordinance amending the City Code of the City of Indianola, Iowa to change the term dates of members of the Planning and Zoning Commission. Previously, terms for the Planning and Zoning Commission began on February 1 and ended on January 31. To get most of the Board and Commissions within the City on the same term schedule, the City Council amended the code for terms to begin at the beginning of the fiscal year (July 1) and end at the end of the fiscal year (June 30). Additionally, a clause was added that terms would not end until a successor is appointed, but in no event more than six (6) months following the end of the term

To reflect these two code changes, the Planning and Zoning Commission is being asked to amend its Rules and Regulations. I will attend your March 10<sup>th</sup> meeting to answer any questions you may have.





## PLANNING AND ZONING COMMISSION

### Rules and Regulations

**Section 1: Creation.** Pursuant to the provision of statutes and regulations of the *Iowa Code*, Chapter 23 of the Code of Ordinances of Indianola, Iowa, and as hereinafter set forth, there is hereby created and established a Planning and Zoning Commission consisting of ~~ten (10)~~nine (9) members appointed by the City Council. All members of the Planning and Zoning Commission meeting shall serve without compensation.

**Section 2: Membership and Terms of Office.** All members shall be residents of the City of Indianola. The term of office of the members of the Commission shall commence on July 1 beginning with appointments made in 2020 and shall be five (5) years, or until a successor is appointed but in no event more than six (6) months following the end of the term. The terms of not more than one-third of the members will expire in any one year.~~The term of office shall be five (5) years. The expiration date for all terms of office shall be February 1. The five (5) year term of office shall be effective as of February 2.~~ Vacancies shall be filled in the same manner as the original appointee for the unexpired term.

**Section 3: Officers.** The Planning and Zoning Commission shall annually elect a Chairperson and a Vice-Chairperson from among its members at first calendar meeting of the year.

**Section 4: Quorum.** A majority of the current membership of the Planning and Zoning Commission shall constitute a quorum and a quorum shall be required to conduct the business of the Planning and Zoning Commission. Actions on items required to be reviewed by the Planning and Zoning Commission shall require a majority vote of the Planning and Zoning Commission membership present at the meeting. At the request of a member of the Planning and Zoning Commission and with approval of the Chairperson, the City may make provisions for members of the Planning and Zoning Commission to participate in a meeting via a conference call or other telecommunication device.

**Section 5: Meetings.** The Planning and Zoning Commission shall meet monthly on the second Tuesday of each month at 6:00 PM, or on call in the Indianola City Council Chambers. However, the Chairperson, as needed, may revise the time and/or place of meeting, or may call a special meeting, and such changes noted in accordance with the notification procedures contained herein. The Chairperson may request from the Mayor a meeting with the City Council to discuss the Planning and Zoning Commission's proceedings and activities, suggestions for policy and zoning ordinance revisions and other items relating to the Planning and Zoning Commission's duties.

**Section 6: Meeting Cancellation**

A Planning and Zoning Commission meeting may be canceled due to a lack of substantive agenda items to be addressed, meeting location scheduling conflicts, emergency conditions, inclement weather, or other acts of nature beyond the City's control. It is the responsibility and prerogative of the Chairperson of the Planning

and Zoning Commission to cancel such meeting, and the Chairperson will notify the Community and Economic Development Director or his/her designee who will assume responsibility for notifying the media and persons affected by the cancellation, posting notice of the cancellation as appropriate, and rescheduling the meeting as appropriate. If a scheduled meeting is canceled, the Chairperson may schedule a special meeting of the items scheduled to be conducted at the canceled meeting shall be deferred until such rescheduled meeting.

**Section 7: Procedure of Meetings.** The Planning and Zoning Commission shall follow the following procedure for each meeting.

**1. Call to Order**

- a. The Chairperson calls the meeting to order.

**2. Roll Call**

- a. The recording secretary states each member's name, who responds in turn with "present".

**3. Approval of Agenda**

- a. The Chairperson determines if there are any changes or additions to the draft agenda. The Chairperson calls for a vote by roll call and the recording secretary calls each name, and the vote is recorded.

**4. Approval of minutes**

- a. The Chairperson determines if there are any changes or additions to the draft minutes. The Chairperson calls for a vote by roll call and the recording secretary calls each name, and the vote is recorded.

**5. Public Comments**

- a. This is time for members of the public present to address to Planning and Zoning Commission regarding matters not on the agenda. Also, correspondences received by staff regarding items not on the agenda are brought forth to the Planning and Zoning Commission at this time.

**6. Old Business**

- a. This includes review of motions and business not settled at the last meeting when it was adjourned.
- b. If there is old business, each item is acted upon individually.

**7. New Business**

- a. At this point, the Planning and Zoning Commission is considering new business. Each item listed on the agenda is addressed separately.
  - i. The Chairperson first directs staff to present the case.
  - ii. Once staff is finished, the Chairperson asks the Planning and Zoning Commission members if there are any questions for staff.
  - iii. Once all questions have been reviewed, the Chairperson then allows the applicant to present.
  - iv. Once applicant is finished, the Chairperson asks the Planning and Zoning Commission members if there are any questions for the applicant.
  - v. Once all questions have been reviewed, the Chairperson asks whether any members of the public wish to address the Planning and Zoning Commission regarding this application. The Chairperson may rule repetitious comments out of order and may limit the amount of time each member of the public has to speak.
  - vi. Once all public members have been given the opportunity to speak, the Chairperson asks the

Planning and Zoning Commission if there are any additional questions of staff or the applicant.

- vii. After all questions are answered, the Chairperson will ask for a motion. Once a motion has been stated, the Chairperson asks for a second to the motion. After motion has been made and seconded, the Chairperson restates the motion for the record.
  - viii. The motion may be changed through an amendment. If no amendments are proposed, and the discussion has ended, the Chairperson calls for a vote by roll call and the recording secretary calls each name, and the vote is recorded.
  - ix. Once the recording secretary has completed roll call vote, the Chairperson announces the results.
  - x. The Chairperson may address the applicant with an overview of the result of all motion (i.e., "the Planning and Zoning Commission has approved/recommended for approval your application to the City Council. Please coordinate the next steps with the staff.)
- b. The same procedure is used for the next new business item.
- 8. Comments**
- a. This item on the agenda allows the planning and zoning Planning and Zoning Commission members to note any announcements or offer comments regarding items not on the agenda.
  - b. This item on the agenda allows the staff to note any announcements or offer comments regarding items not on the agenda.
- 9. Adjournment**
- a. The Chairperson asks if there is any further business, and if not, the Chairperson may adjourn the meeting. If the Planning and Zoning Commission wishes to adjourn the meeting before all business is completed, the meeting must be adjourned by motion, and a second is required.

**Section 8: Amending Motions.** Motions can be amended only by the following:

- 1) Inserting or adding a word, phrase or sentence;
- 2) Striking out a word, phrase or sentence;
- 3) Striking out and inserting (substituting) words, phrases, sentences or paragraphs.

After a main motion has been made and seconded, any member can propose an amendment, after being recognized by the Chairperson, by stating, "I move to amend the motion by...". Each proposed amendment must be seconded by another member to proceed. If there is a statement, the Chairperson states the main motion and the amendment, so members will understand how the proposed amendment will change the main motion. The Chairperson then ask for Planning and Zoning Commission discussion on the proposed amendment. After the discussion has ended, a vote on the proposed amendment is taken. A roll call vote is then taken, and the Chairperson announces the outcome of the vote.

**Section 9: Ex-parte Contacts.** Any contact though e-mail, phone, in-person, or in such similar fashion that a Planning and Zoning Commission member may have with a party involved, or potentially involved, in a matter before the Planning and Zoning Commission and outside of the meeting is known as an "ex-parte" contact. Any substantive information or facts that a Planning and Zoning Commission member may receive during those contacts that relates to the matter at hand shall be made a part of the public record so that it can be available for consideration or challenge by all interested parties. This shall be done by way of a public statement by the Planning and Zoning Commission member prior to the presentation of the matter under consideration at the Planning and Zoning Commissions meeting.

**Section 10: Conflict of Interest.** A Planning and Zoning Commission member shall abstain if the member believes there is a conflict of interest, particularly if the conflict is of a financial nature or otherwise. A

member who elects to abstain from voting shall discuss the reason for the abstention with the Planning and Zoning Commission prior to the presentation of the matter under consideration. During the presentation and discussion of the matter under consideration, a member who plans to abstain from voting should remove him/herself from the proceedings and from taking any action on the issue or attempting to persuade any other member of the Planning and Zoning Commission to act in any specific direction. Planning and Zoning Commission members may not receive any type of gift for their own personal use or enjoyment related to transaction of their official Planning and Zoning Commission duties.

**Section 11: Continuances.** The Planning and Zoning Commission may continue a case until the next scheduled meeting to enable additional testimony to be heard, a site visit, or for other good cause by an affirmative vote of a majority of the members present and voting.

**Section 12: Removal of Planning and Zoning Commission Members.** Planning and Zoning Commission members are appointed by the City Council and may be removed at any time in accordance to Section 5.09 of the Code of Ordinances of Indianola, Iowa. The Chairperson may recommend to the City Council that a Planning and Zoning Commission member be removed for failure, (1) to attend three consecutive meetings or (2) to attend at least 1/2 of the meetings within any 12-month period.

**Section 13: Notification Procedures.** Notice of the time and place of the meetings shall be posted in the display case at the north entrance of City Hall and shall also be posted on the City's website. Notice shall be posted no later than twenty-four hours before the scheduled meeting, but every effort shall be made to post the agenda once it has been finalized by staff and meeting packets have been dispersed to the Commission. If a member of the news media has filed a request for notice with the City, they should also be notified in the same manner as outlined in this section.

ADOPTED: May 14, 2019

REVISED: March 10, 2020

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Josh Rabe, Chairperson

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Charlie Dissell,  
Director of Community & Economic Development

# IOWA STATE UNIVERSITY

## Extension and Outreach

### Community and Economic Development

## Intro to Planning and Zoning Workshops

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### **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

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## COMMUNITY DEVELOPMENT

**To:** Ryan J. Waller, City Manager  
**From:** Charlie E. Dissell, AICP, Community and Economic Development Director  
**Date:** February 28, 2020  
**Subject:** Current Projects Update

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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.
  - Review comments were returned on January 13.
  - Revised building plans submitted on February 5.
  - Building Permit issued on February 12.
- **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.
- **Cabin Coffee (910 East 2<sup>nd</sup> 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.
- **Indianola Pediatric Dentist (2001 North 6<sup>th</sup> 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.
- 2<sup>nd</sup> 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 8<sup>th</sup> 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 it to have the new lift station designed by this fall, bid of 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 18<sup>th</sup> meeting.
  - Construction plans were submitted on December 2.
  - Comments on construction plans returned on December 17.
  - Revised construction plans submitted on February 7.
  - Comments on construction plans returned on February 18

- **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 15<sup>th</sup> 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 9<sup>th</sup> 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.
- **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

110 N. First St., Indianola, IA 50125-0299 • [www.indianolaiowa.gov](http://www.indianolaiowa.gov)  
 515-961-9430 • [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)

## Feb 2020 Permit Report

<u>Code</u>	<u>Type</u>	<u>Permits Issued</u>	<u>Amount</u>	<u>Average</u>	<u>Non-Taxable</u>
101	Single Family Home	1	\$448,000	\$448,000.00	\$0
102	Single Family Attach	0	\$0		\$0
103	Two Family	0	\$0		\$0
104	Three or More Families	0	\$0		\$0
	Mobile Homes	1	\$38,494	\$38,494.00	\$0
322	Service Stations	0	\$0		\$0
324	Office	0	\$0		\$0
328	Non-resident buildings	0	\$0		\$0
329	Pool	0	\$0		\$0
434	Residential Add/Alt	2	\$30,158	\$15,079.00	\$0
437	Non-residential add/alt	1	\$80,000	\$80,000.00	\$0
438	Res garage/carports	0	\$0		\$0
645	Demo - sfd	1	\$0		\$0
649	Demo - commercial	0	\$0		\$0
<b>September Total</b>		<b>6</b>	<b>\$596,652</b>		<b>\$0</b>
<b><u>Residential Value</u></b>		<b><u>Commercial Value</u></b>		<b><u>All Non-Taxable</u></b>	
<b>80.1%</b>		<b>13.4%</b>		<b>0.0%</b>	

<b><u>YEAR TO DATE TOTAL</u></b>					
<u>Code</u>	<u>Type</u>	<u>Permits Issued</u>	<u>Amount</u>	<u>Average</u>	<u>Non-Taxable</u>
101	Single Family Home	6	\$1,489,000	\$248,167	
102	Single Family Attach				
103	Two Family				
104	Three or More Families	0			
	Mobile Homes	6	\$269,382	\$46,178	
322	Service Stations	0			
324	Office	0			
328	Non-resident buildings				
329	Pool	0			
434	Residential add/alt	5	\$987,718	\$197,544	
437	Non-residential add/alt	2	\$1,971,511	\$985,756	
438	Res garage/carports				
645	Demo - sfd	3			
649	Demo - commercial				
<b>YTD TOTAL</b>		<b>22</b>	<b>\$4,717,611</b>	<b>\$214,437</b>	
<b><u>Residential Value</u></b>		<b><u>Commercial Value</u></b>		<b><u>All Non-Taxable</u></b>	
<b>52.5%</b>		<b>41.8%</b>		<b>0.0%</b>	



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## Building Permit Detail February 2020

17	Sherwin and Leeann Back Alteration 808 W Salem 25-76-24 CHESIRE ADD S 100' E 60' LOT 4 BLK 25	\$15157.95	2/3/2020
18	Dusty Jordan Screened In Porch 1107 N 6th Street	\$15000	2/10/2020
19	Prilesh Patel Commercial Remodel 1215 N Jefferson Way BERRYS OUT LOTS N 204' OL 3 & N 204' OL 4'	\$80000	2/12/2020
20	KC Inc DEMO 404 W Jefferson	\$	2/12/2020
21	Top Hat Homes Single Family Dwelling 810 W Orchard	\$448000	2/18/2020
22	North American MHC LLC Mobile Home 29 Alfred	\$38494	2/28/2020