



— PLANNING & ZONING COMMISSION —

AGENDA

July 14, 2020

6:00 P.M.

City Council Chambers

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
 - A. June 9, 2020
5. Public Comments
6. Old Business
7. New Business
 - A. Consider recommendation on request from Cheryl Geurts of Indianola Preschool, Inc for approval of an amendment to Chapter 165, regarding preschools and childcare centers
 - B. Consider recommendation on request for approval of a Plat of Survey for Redeemer Lutheran Church located at 1410 West Boston Avenue
 - C. Consider recommendation on request for alternative method of approval for a site plan for Crow's Nest RV Park, located at 100 and 300 West 17th Avenue
 - D. Consider recommendation on request for approval of a Final Plat for Quail Meadows Plat 3
 - E. Consider recommendation on request for approval of for various amendments, including zoning regulation amendments to Chapter 165, regarding fees
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 & ZONING COMMISSION —

MINUTES OF PLANNING AND ZONING MEETING

June 9th, 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 (via Zoom)

Misty Soldwisch (via Zoom)

Joe Butler (via Zoom)

Sarah Ritchie (via Zoom)

Erin Freeberg (via Zoom)

Bob Ormsby (via Zoom)

Becky Needles (via Zoom)

Staff Present: Charlie Dissell, Cortney Marmon

Public Present: Paul Clausen (Engineer with Civil Engineering consultants) via Zoom, Fred Dowie Autumn Ridge Development Winterset, IA

Commissioner Ritchie moved to approve the agenda of the June 9th, 2020 meeting and Commissioner Ormsby seconded the motion. On roll call the vote was AYES: Rabe, Farris, Soldwisch, Ormsby, Butler, Ritchie, Needles Opposed: None. Whereupon the Chairperson declared the motion carried unanimously.

Commissioner Farris moved to approve the minutes of the May 12th, 2020 meeting and Commissioner Ritchie seconded the motion. On roll call the vote was AYES: Rabe, Farris, Soldwisch, Pribil, Ormsby, Butler, Ritchie, Needles Opposed: None. Whereupon the Chairperson declared the motion carried unanimously.

Consider recommendation on request for approval of a Final Plat of Prairie Glynn Plat 2

Mr. Dissell provided an overview

Commissioner Butler moved to approve the recommendation on the request for approval of a Final Plat of Prairie Glynn Plat 2 with the conditions that the City Council review the recommendation of approval after all improvements have been inspected and approved by staff, and all maintenance bonds have been secured. Commissioner Soldwisch seconded the motion. On roll call the vote was AYES: Rabe, Needles, Butler, Soldwisch, Ritchie, Ormsby, Freeberg, Farris NAYS: None. Whereupon the Chairperson declared the motion approved.

Consider recommendation on request for approval of a Final Plat for Heritage Hills Plat 10

Mr. Dissell Provided an overview.

Paul Clausen advised he was available if there were questions

Commissioner Farris moved to approve the request for approval of a Final Plat of Heritage Hills Plat 10 with the condition that the City Council review the recommendation of approval after all improvements have been inspected and approved by staff, and all maintenance bonds have been secured.

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

Consider recommendation on request for approval of a Final Plat for Autumn Ridge Plat 3

Chairperson Rabe recused himself from this item due to a potential conflict of interest. Commissioner Soldwisch took over as chairperson

Mr. Dissell provided an overview.

Commissioner Farris wanted clarification on the easements for the trail on the out lots and asked if the City Council agreed to that when they reviewed and approved the preliminary plat.

Mr. Dissell noted that the Commission provided a recommendation to include the recreational trail and that recommendation was approved by the City Council

Commissioner Farris stated this needed to be included in Final Plat.

Fred Dowie Autumn Ridge Development Winterset, IA stated there was no definitive direction on the trail. Mr. Dissell stated it is not unique to get easements along the way in compliance with the Comprehensive Plan, and then the City will then install the trail once all easements are obtained.

Mr. Dowie stated they would have no resistance to providing easements for that

Commissioner Butler moved to approve the request for approval of a Final Plat for Autumn Ridge Plat 3 with the following conditions:

1. The City Council review the recommendation of approval after all improvements have been inspected and approved by staff, and all maintenance bonds have been secured.
2. A recreational trail easement be shown on the final plat and dedicated to the City.
3. A note be placed on the final plat stating that lot tie agreements tying Lot 20 to Outlot W, Lot 21 to Outlot X, Lot 22 to Outlot Y and Lot 23 to Outlot Z shall be recorded with the final plat.
4. A note be placed on the final plat stating that Lots 20-23 shall be designed by a geotechnical engineer prior to issuance of a building permit.

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

Discussion and Direction regarding the Fiscal Year 21 Community Development Work Plan

Mr. Dissell provided an overview.

Commissioner Butler stated he would like updates of changes that are currently in process each month

Mr. Dissell stated that would not be a problem and staff can do a high-level overview monthly and a more detailed level quarterly.

Commissioner Rabe stated it seems like there are a big percentage of items included in the first year. Mr. Dissell stated a lot of the items are being checked done when code updates are happening. Commissioner Freeberg asked how the items are being prioritized as they come up. Mr. Dissell said a lot of them will be done by a consultant and we will probably prioritize a work program

Commissioner Ritchie moved to approve the request for approval of the Discussion and Direction regarding the Fiscal Year 21 Community Development Work Plan. Commissioner Soldwisch seconded the motion. On roll call the vote was AYES: Rabe, Farris, Butler, Soldwisch, Ritchie, Ormsby, Freeberg, Needles NAYS: None. Whereupon the Chairperson declared the motion approved unanimously

Comments: None

Commissioner Ritchie moved to adjourn the meeting and Commissioner Ormsby seconded. Meeting was adjourned at 6:36pm.

Josh Rabe, Chairperson

Charlie Dissell, Director of Community Development



Community Development

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Staff Report

Planning and Zoning Commission

Date of Meeting: July 14, 2020

Agenda Item: 7. A. Consider recommendation on request from Cheryl Geurts of Indianola Preschool, Inc for approval of an amendment to Chapter 165, regarding preschools and childcare centers.

Application Type: Ordinance Amendment

Applicant: Cheryl Geurts of Indianola Preschool, Inc

Application Summary: At its June 1st meeting, the Indianola City Council directed staff and the Planning and Zoning Commission to explore a possible amendment to the regulations regarding preschools and childcare centers. This request was made to Council by Cheryl Geurts of Indianola Preschool, Inc.

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 Cheryl Geurts of Indianola Preschool, Inc requesting a review of the zoning code as it pertains to preschools and childcare centers. More particularly, Ms. Geurts wishes to have preschools allowed in the R-1, Single Family Residential Zoning District by a special exception. Currently, the City of Indianola allows for "private kindergartens and day nurseries" as a permitted principal use in the R-2 (Single and Two- Family), R-3 (Mixed Residential), and R-4 (Multiple-Family Residential) Zoning Districts. Day care centers are allowed as an accessory use in the C-1 (Office Park Commercial) Zoning District, and as a special exception in the C-2 (Highway Commercial) Zoning District.

In review of Section 237A of the Iowa Code, there are generally four (4) different kinds of childcare. As defined in Iowa Code, a "childcare home" means a person or program providing childcare to five or fewer children at any one time that is not registered to provide childcare. A "child development home" means a person or program registered under section 237A.3A that may provide childcare to six or more children at any one time. A "childcare center" means a facility providing childcare or preschool services for seven or more children, except when the facility is registered as a child development home. A "preschool" means a child care facility which provides to children ages three through five, for periods of time not exceeding three hours per day, programs designed to help the children to develop intellectual skills, social skills, and motor skills, and to extend their interest and understanding of the world about them.

In reviewing this request to provide a recommendation, staff determined a modernization of the regulations as they pertain to preschools and childcare centers was necessary to better align the City's code with the Iowa Code. As such, staff proposes to delete the use of private kindergartens and day nurseries from the R-2, R-3 and R-4 zoning districts. Further, staff would recommend adding two new levels of childcare services. The first use would be a childcare home (following the definition of the Iowa Code) that would be allowed as a permitted principal use in the A-1, R-1, R-2, R-3, R-4 and R-6 zoning districts. To be consistent with Iowa Code, we would also recommend adding a definition for childcare home to state "a private residence where childcare is provided to five (5) or fewer children at

any one time and that is not registered with the State of Iowa. (See Chapter 237A.3 of the State Code of Iowa.) The second use would include all other childcare, including preschools, as a special exception in the R-1, R-2, R-3, C-2 and C-3 zoning districts and a permitted principal use in the R-4 and C-4 (class 2) zoning district. Staff proposed to allow these as a permitted principal use in the R-4 district as that district only allows multi-family housing, and in the C-4 as the C-4 district is a planned district, and an overall plan for development would need to be reviewed by the Planning and Zoning Commission and City Council.

The sections of code, and the proposed language of each, are attached with the new language underlined, and the deleted language struck out.

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 1, that the City of Indianola Planning and Zoning Commission recommends the zoning regulation amendment request be approved, as submitted.

Indianola Preschool, Inc

205 South Howard, Suite B

Indianola, IA 50125

515-961-3798

indianolapreschool@hotmail.com

www.indianolapreschool.com



May 28, 2020

To whom it may concern:

I am writing on behalf of Indianola Preschool, Inc. with a request for consideration for preschools and child care centers to be allowed to operate in R1 zoning under a special use permit. We have been searching throughout Indianola for the past several years for a location to relocate our preschool/child care business with no success. We have exhausted our options within the R2, R3, and C2 zoning and would like the opportunity to look at R1 zoned properties. Thank you for your consideration.

Cheryl Geurts, Director

Indianola Preschool, Inc.

165.03 DEFINITIONS.

“Childcare Home: means a private residence where childcare is provided to five (5) or fewer children at any one time and that is not registered with the State of Iowa. (See Chapter 237A.3 of the State Code of Iowa.)

A-1	AGRICULTURAL	A-1
PERMITTED PRINCIPAL USES AND STRUCTURES	MINIMUM REQUIRED OFF-STREET PARKING	
<u>Childcare Home</u>	<u>1 space plus 1 space per employee</u>	

R-1	SINGLE-FAMILY RESIDENTIAL	R-1
PERMITTED PRINCIPAL USES AND STRUCTURES	MINIMUM REQUIRED OFF-STREET PARKING	
<u>Childcare Home</u>	<u>1 space plus 1 space per employee</u>	

SPECIAL EXCEPTION USES AND STRUCTURES		
<p>Subject to Section 165.35(2) and the other requirements contained herein, the Board of Adjustment may permit the following:</p> <p><u>5. Preschools or other child care, but not including childcare homes, and provided that no operations shall commence in any building nearer than 150 feet to any building wherein there is the sale of beer, wine or liquor for consumption on the premises, and all preschools or day care centers shall be licensed by the State of Iowa, and all operations shall have one off-street parking stall per employee.</u></p>		

R-2	SINGLE- AND TWO- FAMILY RESIDENTIAL	R-2
PERMITTED PRINCIPAL USES AND STRUCTURES	MINIMUM REQUIRED OFF-STREET PARKING	
6. Childcare Home Private kindergartens and day nurseries	1 space plus 1 space per employee	
SPECIAL EXCEPTION USES AND STRUCTURES		
<p>Subject to Section 165.35(2) and the other requirements contained herein, the Board of Adjustment may permit the following:</p> <p><u>5. Preschools or other child care, but not including childcare homes, and provided that no operations shall commence in any building nearer than 150 feet to any building wherein there is the sale of beer, wine or liquor for consumption on the premises, and all preschools or day care centers shall be licensed by the State of Iowa, and all operations shall have one off-street parking stall per employee.</u></p>		

R-3	MIXED RESIDENTIAL	R-3
PERMITTED PRINCIPAL USES AND STRUCTURES	MINIMUM REQUIRED OFF-STREET PARKING	
14. Childcare Home Private kindergartens and day nurseries	1 space plus 1 space per employee	
SPECIAL EXCEPTION USES AND STRUCTURES		
<p>Subject to Section 165.35(2) and the other requirements contained herein, the Board of Adjustment may permit the following:</p> <p><u>7. Preschools or other child care, but not including childcare homes, and provided that no operations shall commence in any building nearer than 150 feet to any building wherein there is the sale of beer, wine or liquor for consumption on the premises, and all preschools or day care centers shall be licensed by the State of Iowa, and all operations shall have one off-street parking stall per employee.</u></p>		

R-4	MULTIPLE FAMILY	R-4
PERMITTED PRINCIPAL USES AND STRUCTURES	MINIMUM REQUIRED OFF-STREET PARKING	
11. <u>Childcare Home and other childcare services, including preschools</u> Private kindergartens and day nurseries	1 space plus 1 space per employee	

R-6	MOBILE HOME RESIDENTIAL DISTRICT	R-6
PERMITTED PRINCIPAL USES AND STRUCTURES	MINIMUM REQUIRED OFF-STREET PARKING	
3. <u>Childcare Home</u>	<u>1 space plus 1 space per employee</u>	

C-2	HIGHWAY COMMERCIAL	C-2
SPECIAL EXCEPTION USES AND STRUCTURES		
<p>Subject to Section 165.35(2) and the other requirements contained herein, the Board of Adjustment may permit the following:</p> <p>2. Preschools or <u>other child care, but not including childcare homes</u>day care centers, <u>and provided that no operations shall commence</u> provided that no preschool or day care center shall commence operations in any building nearer than 150 feet to any building wherein there is the sale of beer, wine or liquor for consumption on the premises, and all preschools or day care centers shall be licensed by the State of Iowa, and all day care and preschools centers<u>operations</u> shall have one off-street parking stall per employee.</p>		

C-3	GENERAL RETAIL AND OFFICE	C-3
SPECIAL EXCEPTION USES AND STRUCTURES		
<p>Subject to Section 165.35(2) and the other requirements contained herein, the Board of Adjustment may permit the following:</p> <p>1. Preschools <u>or other child care, but not including childcare homes</u> provided that no <u>preschool-operation</u> shall have a front or side yard abutting Highway 65-69 or Highway 92; no <u>preschool-operation</u> shall exist within a building fronting the City Square; and no <u>preschool-operation</u> shall commence operations in any building nearer than 150 feet to any building wherein there is the sale of beer, wine or liquor for consumption on the premises.</p>		

C-4	PLANNED COMMERCIAL DISTRICT	C-4
CLASS TWO	MINIMUM REQUIRED OFF-STREET PARKING	
<u>23. Childcare services, including preschools, but not including childcare homes</u>	<u>1 space plus 1 space per employee</u>	



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Staff Report

Planning and Zoning Commission

Date of Meeting: July 14, 2020

Agenda Item: 7. B. Consider recommendation on request for approval of a Plat of Survey for Redeemer Lutheran Church located at 1410 West Boston Avenue

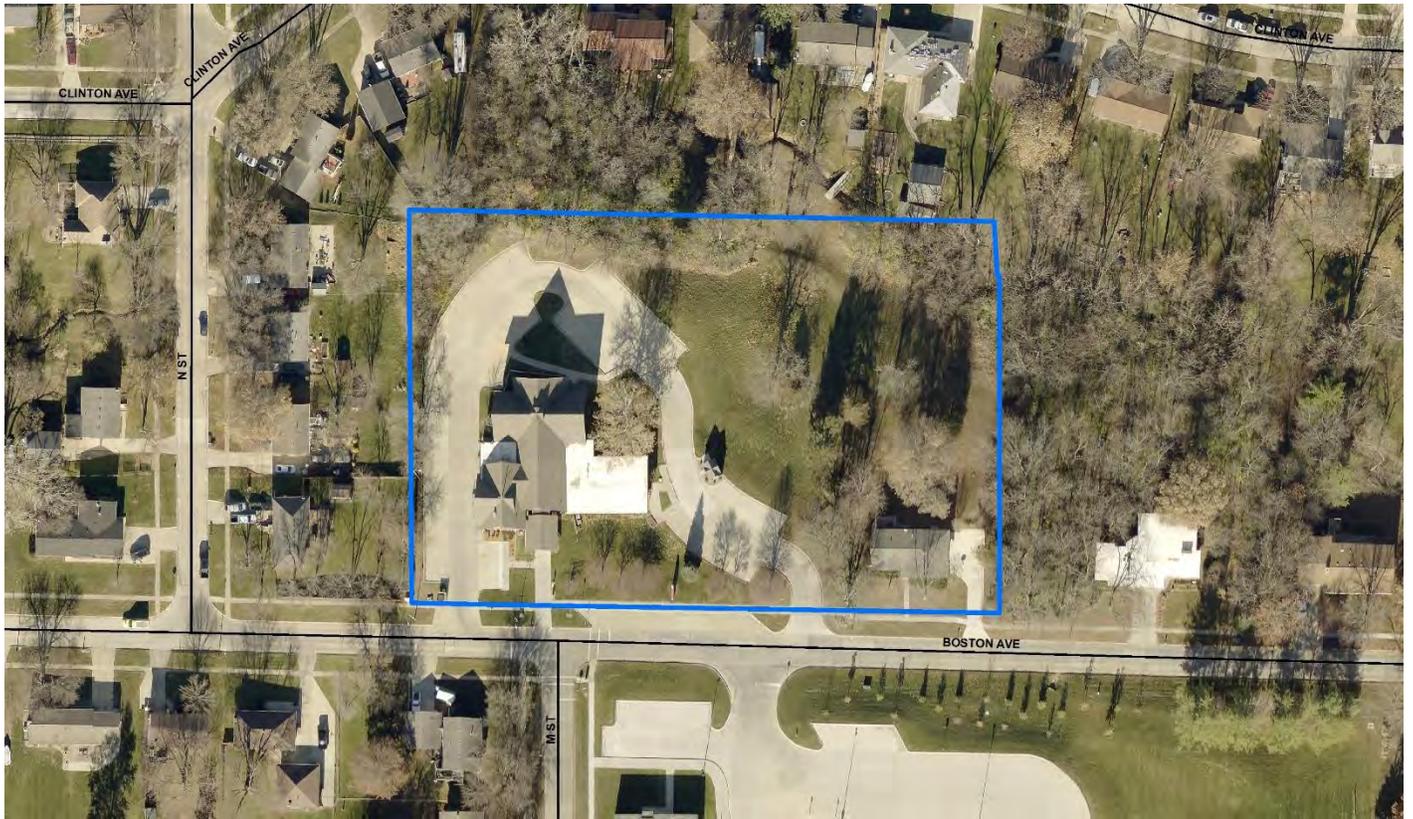
Application Type: Plat of Survey

Applicant: Chad A. Daniels of Daniels Land Surveying

Comprehensive Plan Designation: Public/Semi Public

Application Summary: Request for plat of survey approval for Redeemer Lutheran Church dividing the parsonage off from the church.

AERIAL MAP



APPLICABLE CODE SECTIONS

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

170.02 JURISDICTION. All plats of survey, plats, replats or subdivisions of land into three (3) or more parts for the purpose of laying out a portion of the City of Indianola, an addition thereto or suburban lots within two (2) miles of the corporate limits of the City for other than agricultural purposes shall be submitted to the Council and the Commission in accordance with the provisions of this chapter and shall be subject to the requirements established herein. This chapter shall regulate the subdividing of land within the City and all land within an area extending two miles beyond the corporate limits in accordance with the provisions of Section 354.9, Code of Iowa.

170.13 DESIGN STANDARDS — LOTS.

1. All lots shall abut on a street or place. Corner lots which abut on a thoroughfare or collector street shall have a minimum radius of 25 feet at the intersection.
2. Sidelines of lots shall approximate right angles to straight street lines and radial angles to curbed street lines except where a variation will provide better lot layout.
3. Lots with double frontage shall be avoided, except in specific locations where good planning indicates their use. In that event a planting screen shall be provided along the rear of the lot.
4. Corner lots shall not be less than 80 feet in width and interior lots shall not be less than 70 feet in width at the building line.
5. Lot depth shall not exceed $2\frac{1}{2}$ times the width.
6. No lot shall have less area than required by the Zoning Ordinance for the district in which it is located.

170.38 ENFORCEMENT. In addition to other remedies and penalties prescribed by law, the provisions of this chapter shall not be violated subject to the following:

1. No plat of survey, plat or subdivision in the City or within two (2) miles thereof shall be recorded or filed with the County Auditor or County Recorder, nor shall any plat or subdivision have any validity until it complies with the provisions of this chapter and has been approved by the Council as prescribed herein.

ANALYSIS

Redeemer Lutheran Church currently owns a 3.12-acre parcel, which includes an approximately 10,000 square foot church, and 1,576 square foot single-family dwelling that was previously used as a parsonage for the church. Redeemer Lutheran Church proposes to split off the single-family dwelling and sell it. Although the comprehensive plan calls for this area as public/semi-public, it should be noted that the use is shown because of the Church owning the entire parcel. The surrounding used on the north, east and west sides are low-density residential, which the proposed parcel would comply with. As the proposed lot split proposes no new development, no public improvements are being made. Letters were mailed to property owners within 200 feet of this property on July 1, 2020.

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

RECOMMENDATION

Staff recommends that the City of Indianola Planning and Zoning Commission move alternative 1, approving the plat of survey request, as submitted.

PLAT OF SURVEY

SURVEY LEGEND

INDEX LEGEND

LOCATION: NE 1/4 OF NE 1/4 OF SECTION 26
T 76N, R 24W, CITY OF INDIANOLA, WARREN COUNTY, IOWA

OWNER: REDEEMER LUTHERAN CHURCH
1410 W BOSTON AVE., INDIANOLA IA 50125

SURVEY FOR: (OWNER)

PREPARED BY CHAD A. DANIELS
DANIELS LAND SURVEYING, 22598 18TH AVE, NEW VIRGINIA IA 50210
RETURN TO: 515-577-2583

- () - Recorded Distance/Bearing
- — — — Interior Lot Line
- · - · - Section line
- x — x — Fence line

Monuments

- ▲ - Found section corner
- - Set 1/2" red plastic capped rebar, #17532
- - Found iron pipe
- - Found 1/2" Rebar
- - Found 5/8" YCR #3754

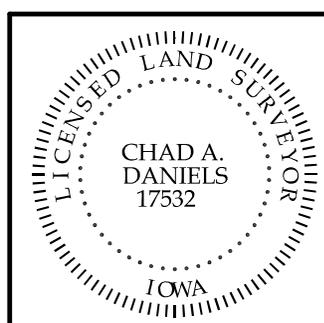
BASIS OF BEARINGS IS IA RCS ZONE 8

PARENT TRACT DESCRIPTION:

The West Four Hundred Feet (W 400') of the South Three Hundred Sixty feet (S 360') of Lot Three (3) and the East Fifty (E 50') of the South Three Hundred sixty feet (S 360') of Lot Two (2) except the South sixty feet (S 60') of the above description, being in the special plat of the Northeast Quarter of the Northeast Quarter (NE 1/4 NE 1/4) of Section Twenty-six (26) Township Seventy-six (76) North, Range Twenty-four (24), also described as beginning Sixty Feet (60') North and Two Hundred Thirty feet (230') West of the Southeast (SE) corner of the Northeast Quarter of the Northeast Quarter (NE 1/4 NE 1/4) of Section 26, Township 76 North, Range 24, thence North Three Hundred feet (300'), thence West Four Hundred Fifty feet (450'), thence South Three Hundred feet (300'), thence East Four Hundred Fifty feet (450') to place of beginning.

DESCRIPTION - PARCEL W:

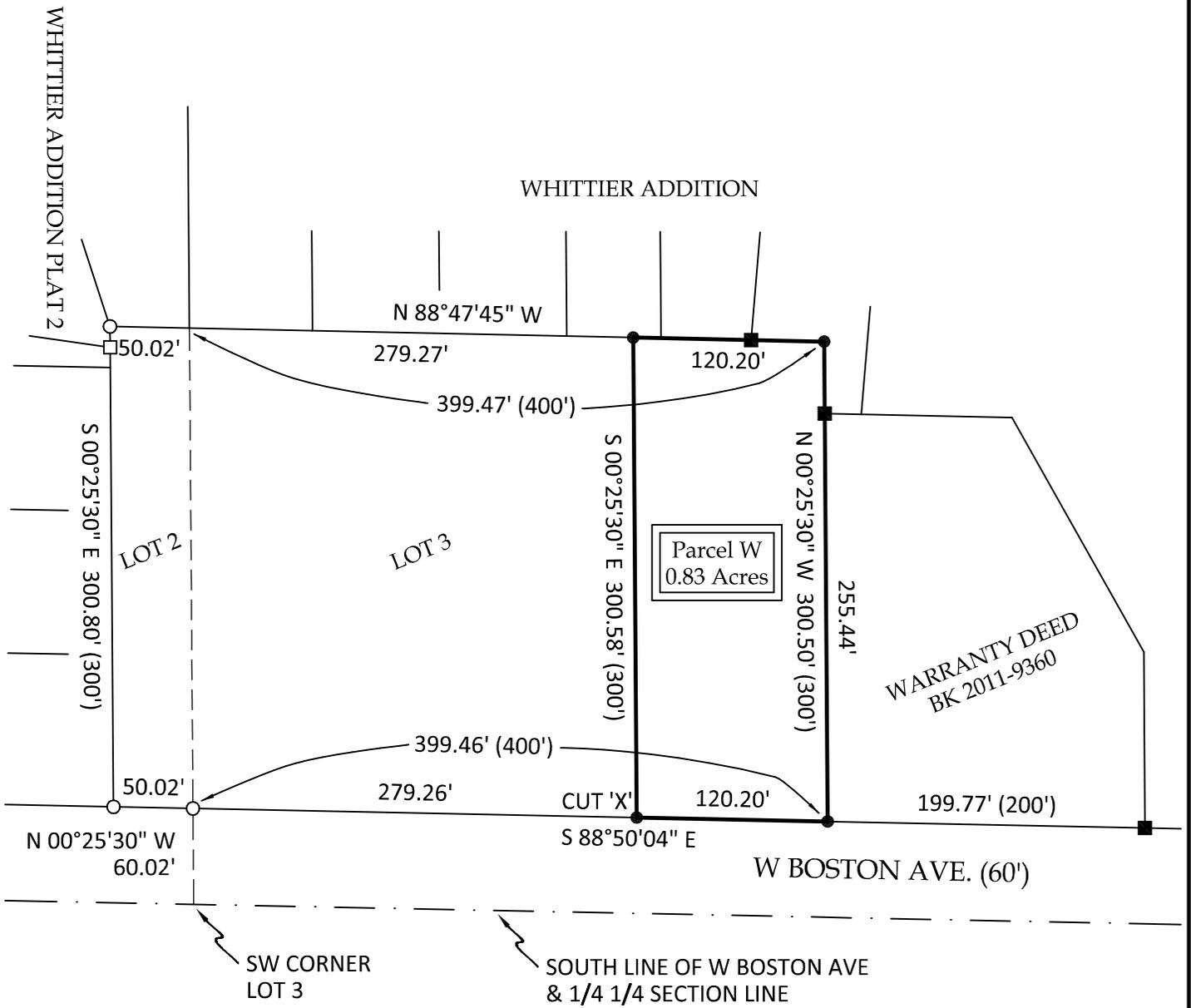
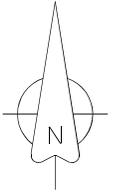
That part of the above Parent tract description of the Northeast Quarter of the Northeast Quarter of Section 26, Township 76 North, Range 24 West of the 5th P.M., City of Indianola, Warren County, Iowa, described as follows;
Commencing at the Southwest corner of Lot 3 of the Parent tract description; thence North 00 degrees 25 minutes 30 seconds West, 60.02 feet to the North line of West Boston Avenue; thence South 88 degrees 50 minutes 04 seconds East, 279.26 feet along the North line of said West Boston Avenue to the Point of Beginning; thence South 88 degrees 50 minutes 04 seconds East, 120.20 feet along said North line to the Southeast corner of said Parent tract description; thence North 00 degrees 25 minutes 30 seconds West, 300.50 feet to the Northeast corner of said Parent tract description; thence North 88 degrees 47 minutes 45 seconds West, 120.20 feet along the North line of said Parent tract description; thence South 00 degrees 25 minutes 30 seconds East, 300.58 feet to the Point of Beginning, having an area of 0.83 Acres.



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

Signed Chad A. Daniels 6/15/20
Chad A. Daniels Date

Iowa License No. 17532
My license renewal date is 12-31-2020
Page No.'s covered by this seal: 1 and 2





Community Development

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Staff Report

Planning and Zoning Commission

Date of Meeting: July 14, 2020

Agenda Item: 7. C. Consider recommendation on request for alternative method of approval for a site plan for Crow's Nest RV Park, located at 100 and 300 West 17th Avenue

Application Type: Site Plan

Applicant: Edward Arp of Civil Engineering Consultants, Inc.

Comprehensive Plan Designation: Mixed Residential/Low-Density Residential (2011 Comp Plan)

Application Summary: Request for alternative method of approval for a site plan for Crow's Nest RV Park, requesting that drives within the RV park be gravel instead of paved.

AERIAL MAP



APPLICABLE CODE SECTIONS

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

166.06 ALTERNATE METHOD FOR APPROVAL OF SITE PLAN.

1. If the Director of Community Development does not approve the site plan as presented and the applicant is unable or unwilling to meet the above criteria and specific design standards or provide the information as required, the applicant shall have the option of submitting the site plan to the Planning and Zoning Commission and Council for their review, in accordance with the following provisions: Applicant shall cause to be prepared a site plan for such development and submit a reproducible medium and three copies to the Community Development Department. The site plan shall be accompanied by a cover letter requesting review and approval of said plan and by a receipt from the Clerk's office as proof of payment of the application fee which is as follows:

Site plan review — one acre or less \$ 50.00

Site plan review — more than one acre \$ 100.00

The site plan shall contain all of the information required by Sections 166.03 and 166.04 of this chapter and, in addition, shall contain the following supplemental information:

- A. Existing and proposed contours at an interval not to exceed two feet, provided that at least two contours shall be shown.
- B. Location, shape, exterior dimensions and number of stories of each existing building to be retained and of each proposed building.
- C. A vicinity map at a scale of one inch equals 400 feet or larger, showing the general location of the property.
- D. Soil tests and similar information, if deemed necessary by the Director of Community Development to determine the feasibility of the proposed development in relation to the design standards set forth in this chapter.

E. In case of any conflicting requirements between this chapter and any existing ordinance of the City, the more restrictive requirement shall be met.

EXCEPTION: C-1, C-4, R-5 and R-6 zoning restrictions shall apply.

2. When improvements are made to existing structures that fall under the scope of Section 166.02 requiring the entire property to meet the applicable design standards of the site plan, the Planning and Zoning Commission and City Council may consider the following list of factors prior to approval:
 - A. The use of the land and building;
 - B. Building setback;
 - C. Lot area;
 - D. Cost of compliance; and
 - E. Existing development in the surrounding area

166.04 SPECIFIC DESIGN STANDARDS REQUIRED.

On approval by the Director of Community Development, building permits may be issued, as long as all other requirements of the City, State and County are met, and construction may commence. In order for the Director of Community Development to approve a site plan application, the following specific design standards must be met:

6. Parking lots and access shall be hard-surfaced, limited to a maximum slope of six percent in a direction perpendicular to the car. Driveways shall not exceed a 10 percent slope. Where Portland cement concrete pavement is used, the pavement shall comply with the materials and be constructed in such a manner as to provide an equivalent finished product as specified in the most current Standard Specifications for Highway and Bridge Construction, Iowa Department of Transportation, utilizing a "Class C Concrete" mix Class 2 or 3 durability coarse aggregate. Where asphaltic cement concrete pavement is used, the pavement shall comply with the materials and be constructed in such a manner as to provide an equivalent finished product as specified in the Standard Specifications for Highway and Bridge Construction, Iowa Department of Transportation. The pavement shall utilize nonrecycled virgin material which shall include Type B base and Type A surface courses and which shall comply with the most current Iowa Department of Transportation job-mix formula. Where asphaltic cement concrete is placed on a crushed stone base, the base shall comply with an approved Iowa Department of Transportation Class A or B crushed stone base material and gradation. All hard-surfacing shall be constructed on a prepared uniform subgrade compacted to 95 percent of maximum density (Standard Proctor Density). The parking lot and driveway design shall meet or exceed the following minimum paving thickness requirements:

Parking Lot	Full Depth Asphaltic Cement Concrete	Asphaltic Cement Concrete Over Crushed Stone Base				
	Type B Base	Type A Surface	Crushed Stone	Type B Base	Type A Surface	Portland Cement Concrete
Parking Lots 50 Stalls or Less	3 inches	2 inches	6 inches	0 inches	3 inches	4 inches
Parking Lots More than 50 Stalls Except Loading Dock or Drive Areas with Bus or Truck Traffic	3 inches	3 inches	6 inches	0 inches	4 inches	5 inches
Loading Dock Area	NOT ACCEPTABLE	NOT ACCEPTABLE	7 inches			
Driveway Areas with Bus or Truck Traffic	6 inches	2 ½ inches	6 inches	3 inches	3 inches	6 inches

ANALYSIS

Crow's Nest RV Park proposes a tourist/trailer campground for travel trailers, camping trailers, cabins and tents. A site plan for this RV park was submitted to the City on May 18, 2020. The current site plan shows a total of 148 RV spots, and nine (9) cabins that will be available to the general public. The current site plan proposes to establish gravel drives and RV parking spots throughout the campground. There is proposed to be a 50' paved approach from the north edge of West 17th Avenue to help control debris from entering West 17th Avenue from this site.

Section 166.04 (6) requires that parking lots and access shall be hard surfaced. This is required to help with general aesthetics of the City, to control runoff of gravel into the City storm sewers and create uniformity of parking surfaces throughout the City. However, as West 17th Avenue is gravel, does not contain any storm sewers and as this portion of the City is more rural than urban, the applicant is proposing to use a gravel surface rather than a hard surface.

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 alternative method of approval for a site plan be approved, as submitted.
- 2) The City of Indianola Planning and Zoning Commission recommends the alternative method of approval for a site plan be approved, with conditions.
- 3) The City of Indianola Planning and Zoning Commission recommends the alternative method of approval for a site plan be approved be denied.
- 4) The City of Indianola Planning and Zoning Commission remands the alternative method of approval for a site plan be approved, back to the applicant and/or staff for further review and/or modifications and directs staff to place this item on a future Planning and Zoning agenda.

RECOMMENDATION

Staff recommends that the City of Indianola Planning and Zoning Commission move alternative 1, approving the alternative method of approval for a site plan, as submitted.



Civil Engineering Consultants, Inc.

June 18, 2020

City of Indianola
110 N. First Street
Indianola, Iowa 50125

Attn: Charlie Dissell, Director of Community Development

RE: PAVING WAIVER REQUEST – CROW’S NEST R.V. PARK

Dear Charlie:

On behalf of Stacie Crow with LYELCA of Warren County; with this letter we are requesting a waiver of the paving requirement for drives at the Crow’s Nest RV Park. We plan on establishing gravel drives initially with dust control that can act as subbase for future paving. Once 17th Street is paved we would consider paving sections starting at the front of the project and working to the back over a period of time.

At this time, we ask for a Waiver by P&Z and City Council. Please let us know if you have any questions or comments.

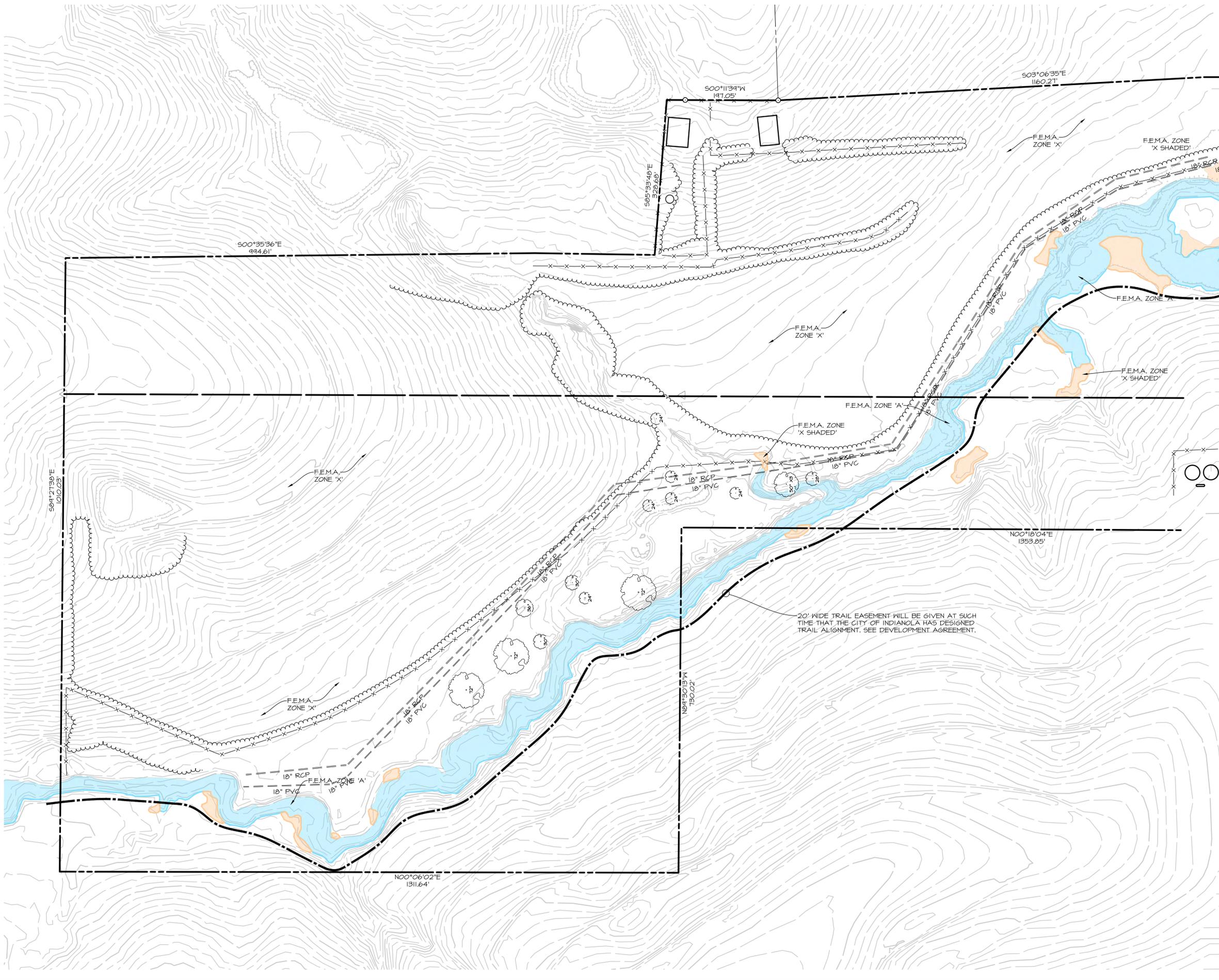
Sincerely,

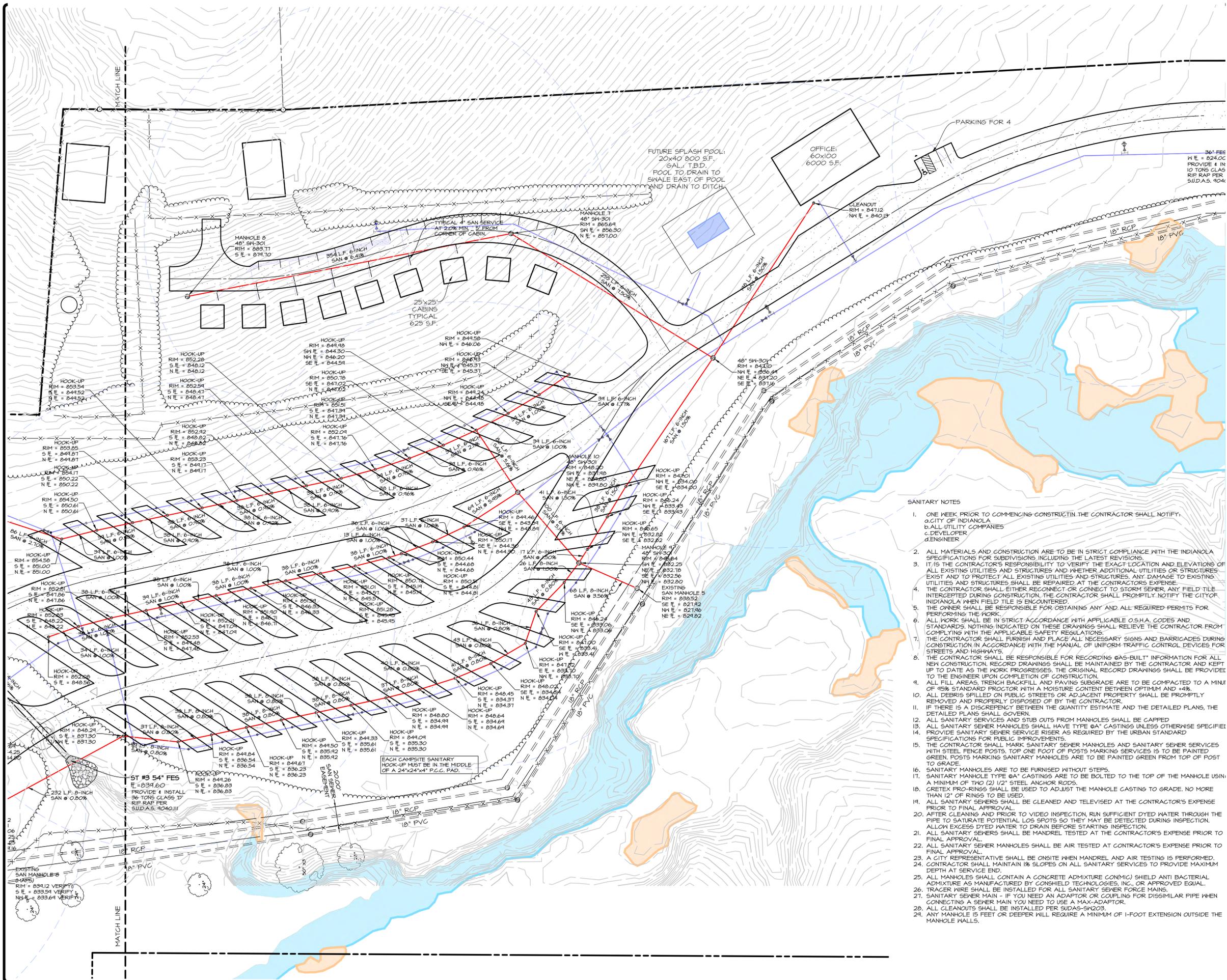
CIVIL ENGINEERING CONSULTANTS, INC.

Edward H. Arp, PLA, ASLA
Landscape Architect
Chairman

Enclosure

Cc: Stacie Crow, LYELCA of Warren County





- SANITARY NOTES**
- ONE WEEK PRIOR TO COMMENCING CONSTRUCTION THE CONTRACTOR SHALL NOTIFY:
 - CITY OF INDIANOLA
 - ALL UTILITY COMPANIES
 - DEVELOPER
 - ENGINEER
 - ALL MATERIALS AND CONSTRUCTION ARE TO BE IN STRICT COMPLIANCE WITH THE INDIANOLA SPECIFICATIONS FOR SUBDIVISIONS INCLUDING THE LATEST REVISIONS.
 - IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE EXACT LOCATION AND ELEVATIONS OF ALL EXISTING UTILITIES AND STRUCTURES AND WHETHER ADDITIONAL UTILITIES OR STRUCTURES EXIST AND TO PROTECT ALL EXISTING UTILITIES AND STRUCTURES. ANY DAMAGE TO EXISTING UTILITIES AND STRUCTURES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
 - THE CONTRACTOR SHALL EITHER RECONNECT OR CONNECT TO STORM SEWER. ANY FIELD TILE INTERCEPTED DURING CONSTRUCTION, THE CONTRACTOR SHALL PROMPTLY NOTIFY THE CITY OF INDIANOLA WHEN FIELD TILE IS ENCOUNTERED.
 - THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ANY AND ALL REQUIRED PERMITS FOR PERFORMING THE WORK.
 - ALL WORK SHALL BE IN STRICT ACCORDANCE WITH APPLICABLE O.S.H.A. CODES AND STANDARDS. NOTHING INDICATED ON THESE DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH THE APPLICABLE SAFETY REGULATIONS.
 - THE CONTRACTOR SHALL FURNISH AND PLACE ALL NECESSARY SIGNS AND BARRICADES DURING CONSTRUCTION IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS.
 - THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING @AS-BUILT" INFORMATION FOR ALL NEW CONSTRUCTION. RECORDS SHALL BE MAINTAINED BY THE CONTRACTOR AND KEPT UP TO DATE AS THE WORK PROGRESSES. THE ORIGINAL RECORD DRAWINGS SHALL BE PROVIDED TO THE ENGINEER UPON COMPLETION OF CONSTRUCTION.
 - ALL FILL AREAS, TRENCH BACKFILL, AND PAVING SUBGRADE ARE TO BE COMPACTED TO A MINIMUM OF 95% STANDARD PROCTOR WITH A MOISTURE CONTENT BETWEEN OPTIMUM AND +4%.
 - ALL DEBRIS SPILLED ON PUBLIC STREETS OR ADJACENT PROPERTY SHALL BE PROMPTLY REMOVED AND PROPERLY DISPOSED OF BY THE CONTRACTOR.
 - IF THERE IS A DISCREPANCY BETWEEN THE QUANTITY ESTIMATE AND THE DETAILED PLANS, THE DETAILED PLANS SHALL GOVERN.
 - ALL SANITARY SERVICES AND STUB CUTS FROM MANHOLES SHALL BE CAPPED
 - ALL SANITARY SEWER MANHOLES SHALL HAVE TYPE "A" CASTINGS UNLESS OTHERWISE SPECIFIED
 - PROVIDE SANITARY SEWER SERVICE RISER AS REQUIRED BY THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS.
 - THE CONTRACTOR SHALL MARK SANITARY SEWER MANHOLES AND SANITARY SEWER SERVICES WITH STEEL FENCE POSTS. TOP ONE FOOT OF POSTS MARKING SERVICES IS TO BE PAINTED GREEN. POSTS MARKING SANITARY MANHOLES ARE TO BE PAINTED GREEN FROM TOP OF POST TO GRADE.
 - SANITARY MANHOLES ARE TO BE FURNISHED WITHOUT STEPS.
 - SANITARY MANHOLE TYPE "A" CASTINGS ARE TO BE BOLTED TO THE TOP OF THE MANHOLE USING A MINIMUM OF TWO (2) 1/2" STEEL ANCHOR RODS.
 - CRETEX PRO-RINGS SHALL BE USED TO ADJUST THE MANHOLE CASTING TO GRADE. NO MORE THAN 12" OF RINGS TO BE USED.
 - ALL SANITARY SEWERS SHALL BE CLEANED AND TELEVIEWED AT THE CONTRACTOR'S EXPENSE PRIOR TO FINAL APPROVAL.
 - AFTER CLEANING AND PRIOR TO VIDEO INSPECTION, RUN SUFFICIENT DYED WATER THROUGH THE PIPE TO SATURATE POTENTIAL LOG SPOTS SO THEY MAY BE DETECTED DURING INSPECTION. ALLOW EXCESS DYED WATER TO DRAIN BEFORE STARTING INSPECTION.
 - ALL SANITARY SEWERS SHALL BE MANDREL TESTED AT THE CONTRACTOR'S EXPENSE PRIOR TO FINAL APPROVAL.
 - ALL SANITARY SEWER MANHOLES SHALL BE AIR TESTED AT CONTRACTOR'S EXPENSE PRIOR TO FINAL APPROVAL.
 - A CITY REPRESENTATIVE SHALL BE ONSITE WHEN MANDREL AND AIR TESTING IS PERFORMED.
 - CONTRACTOR SHALL MAINTAIN 1% SLOPES ON ALL SANITARY SERVICES TO PROVIDE MAXIMUM DEPTH AT SERVICE END.
 - ALL MANHOLES SHALL CONTAIN A CONCRETE ADMIXTURE (CONMIC) SHIELD ANTI BACTERIAL ADMIXTURE AS MANUFACTURED BY CONSHIELD TECHNOLOGIES, INC., OR APPROVED EQUAL.
 - TRACER WIRE SHALL BE INSTALLED FOR ALL SANITARY SEWER FORCE MAINS.
 - SANITARY SEWER MAIN - IF YOU NEED AN ADAPTOR OR COUPLING FOR DISSIMILAR PIPE WHEN CONNECTING A SEWER MAIN YOU NEED TO USE A MAX-ADAPTOR.
 - ALL CLEANOUTS SHALL BE INSTALLED PER SUDAS-SW203
 - ANY MANHOLE 15 FEET OR DEEPER WILL REQUIRE A MINIMUM OF 1-FOOT EXTENSION OUTSIDE THE MANHOLE WALLS.



TYPICAL CAMPSITE WATER CONNECTION.
3/4" WOODFORD Y34 FARM HYDRANT.



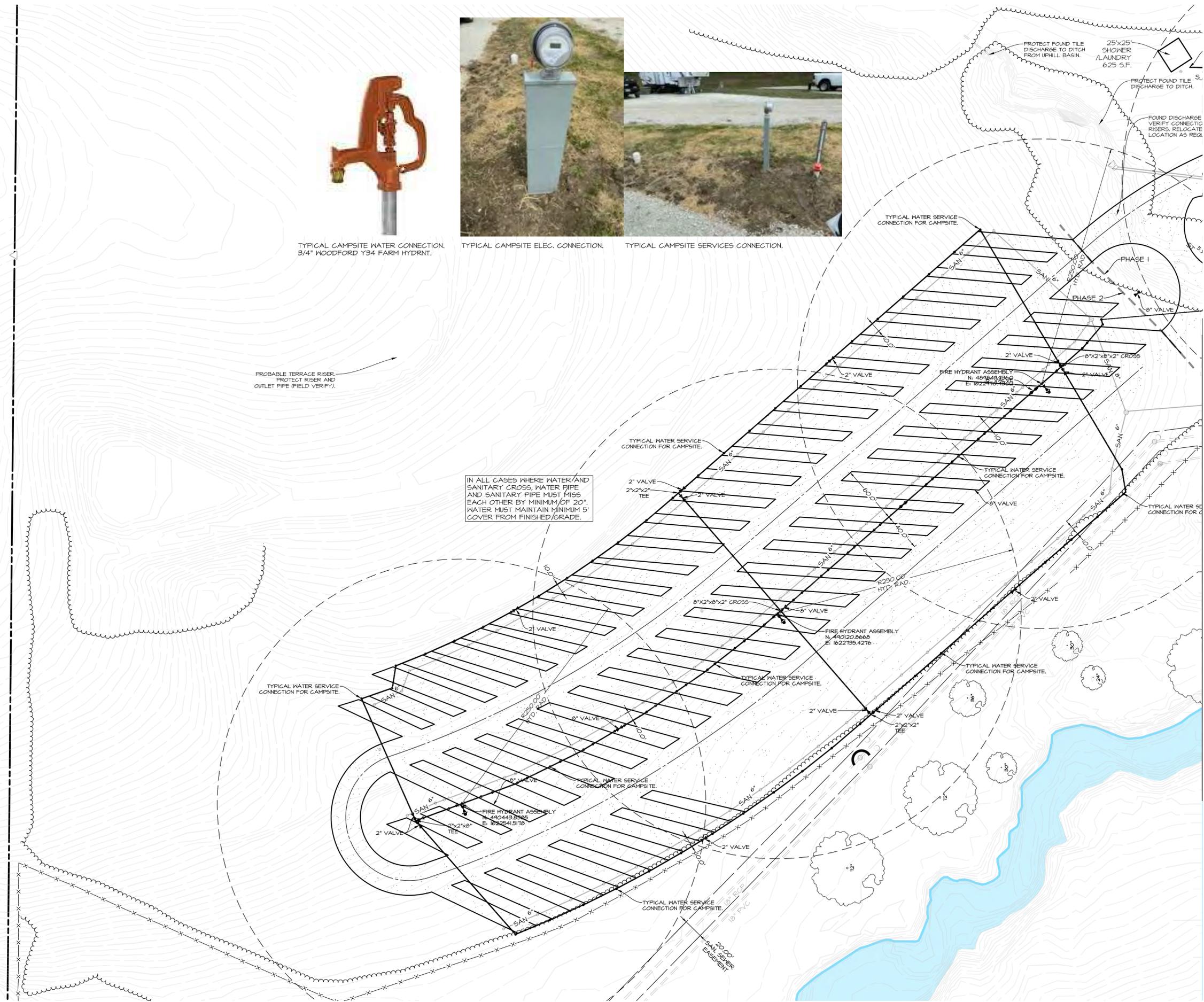
TYPICAL CAMPSITE ELEC. CONNECTION.

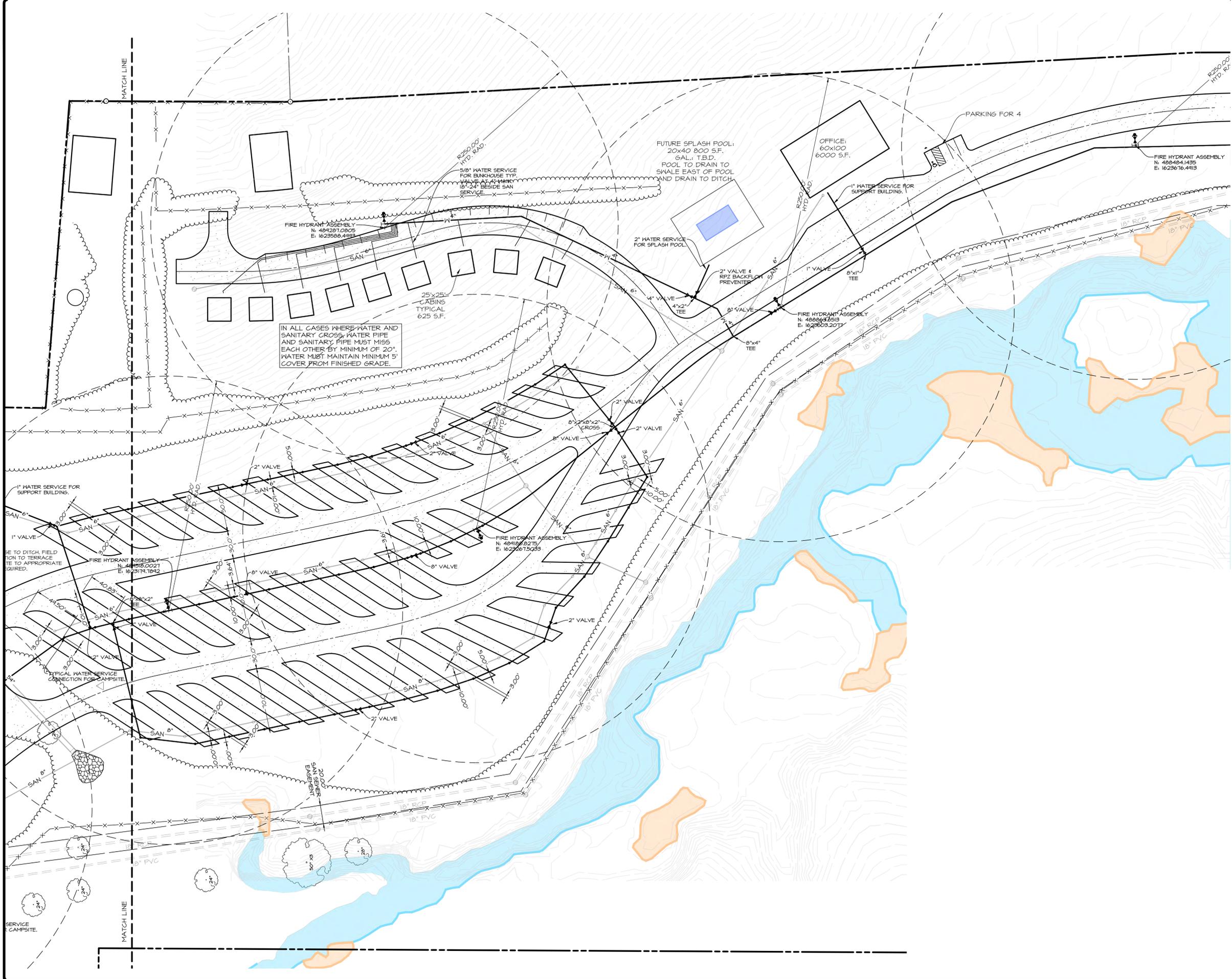


TYPICAL CAMPSITE SERVICES CONNECTION.

PROBABLE TERRACE RISER.
PROTECT RISER AND
OUTLET PIPE (FIELD VERIFY).

IN ALL CASES WHERE WATER AND
SANITARY CROSS, WATER PIPE
AND SANITARY PIPE MUST MISS
EACH OTHER BY MINIMUM OF 20".
WATER MUST MAINTAIN MINIMUM 5'
COVER FROM FINISHED GRADE.





IN ALL CASES WHERE WATER AND SANITARY CROSS, WATER PIPE AND SANITARY PIPE MUST MISS EACH OTHER BY MINIMUM OF 20". WATER MUST MAINTAIN MINIMUM 5" COVER FROM FINISHED GRADE.

FIRE HYDRANT ASSEMBLY
N: 484267.0005
E: 1623500.4005

FUTURE SPLASH POOL:
20x40 800 S.F.
GAL.: T.B.D.
POOL TO DRAIN TO SWALE EAST OF POOL AND DRAIN TO DITCH

OFFICE:
60x100
6000 S.F.

FIRE HYDRANT ASSEMBLY
N: 488484.1435
E: 1623676.4413

25'x25'
CABING
TYPICAL
625 S.F.

FIRE HYDRANT ASSEMBLY
N: 484188.8275
E: 1623267.5033

1" WATER SERVICE FOR SUPPORT BUILDING.

1" VALVE

6" SAN

8" VALVE

2" VALVE

8" VALVE

6" SAN

2" VALVE

MATCH LINE

MATCH LINE

SERVICE CAMPSITE

PARKING FOR 4

1" WATER SERVICE FOR SUPPORT BUILDING.

FIRE HYDRANT ASSEMBLY
N: 488484.1435
E: 1623676.4413

2" WATER SERVICE FOR SPLASH POOL

2" VALVE & RZV BACKFLOW PREVENTER

1" VALVE

8"x4" TEE

2" VALVE

8"x2"x2" CROSS

2" VALVE

8" VALVE

BARN SITE NOTES:

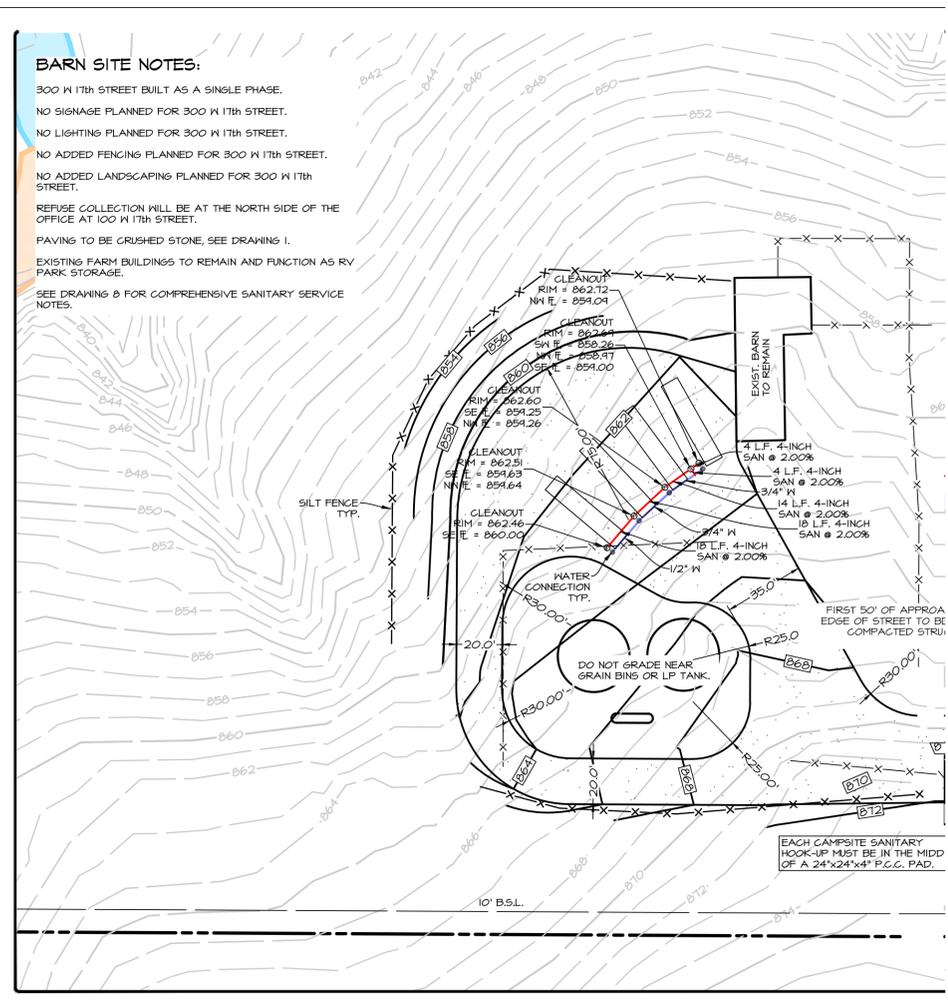
300 W 17th STREET BUILT AS A SINGLE PHASE.
NO SIGNAGE PLANNED FOR 300 W 17th STREET.
NO LIGHTING PLANNED FOR 300 W 17th STREET.
NO ADDED FENCING PLANNED FOR 300 W 17th STREET.
NO ADDED LANDSCAPING PLANNED FOR 300 W 17th STREET.

REFUSE COLLECTION WILL BE AT THE NORTH SIDE OF THE OFFICE AT 100 W 17th STREET.

PAVING TO BE CRUSHED STONE, SEE DRAWINGS 1.

EXISTING FARM BUILDINGS TO REMAIN AND FUNCTION AS RV PARK STORAGE.

SEE DRAWING 8 FOR COMPREHENSIVE SANITARY SERVICE NOTES.





Community Development

110 N. First St., Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9430 • comdev@indianolaiowa.gov

Staff Report

Planning and Zoning Commission

Date of Meeting: July 14, 2020

Agenda Item: 7.D. Consider recommendation on request for approval of a Final Plat for Quail Meadows Plat 3

Application Type: Final Subdivision Plat

Applicant: Jon Hanson of Snyder & Associates, Inc.

Zoning: R-3, Mixed Residential

Comprehensive Plan Designation: Mixed Residential (2011 Comprehensive Plan)

Application Summary: Request for final plat approval of a 21-lot residential subdivision

AERIAL MAP



APPLICABLE CODE SECTIONS

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

170.06 FINAL PLATTING PROCEDURE.

1. A final plat shall be submitted within six (6) months of the approval of the preliminary plat, or such approval shall expire and the preliminary plat shall be resubmitted for approval prior to the preparation of a final plat.
2. Procedures for final plats shall be the same as set out for preliminary plats in Section 170.05 above.
3. Upon approval of the final plat, a certification of approval signed by the Mayor and attested by the Clerk shall be affixed to the original tracing of the final plat and copies of the same filed with the Clerk, County Auditor and County Recorder, along with such other certifications and instruments as may be required by law.
4. Final platting of townhome lots and as built surveys shall be completed and recorded prior to occupancy of the units.

170.10 FINAL PLAT REQUIREMENTS. The final plat shall meet the following specifications:

1. It may include all or only part of the preliminary plat.

2. The plat shall be drawn to the scale of fifty (50) feet to one (1) inch, provided that if the resulting drawing would be over thirty-six (36) inches in its shortest dimension, a scale of one hundred (100) feet to one (1) inch may be used. An electronic file is required to be filed prior to Planning and Zoning action with the Clerk.
3. The final plat shall contain the following:
 - A. Accurate boundary lines, with dimensions and angles, which provide a survey of the tract, closing with an error of not more than one (1) foot in three thousand (3,000) feet.
 - B. Accurate references to known or permanent monuments, giving the bearing and distance from some corner of a congressional division of the county of which the subdivision is a part.
 - C. Accurate locations of all existing and recorded streets intersecting the boundaries of the tract.
 - D. Accurate metes and bounds description of the boundary.
 - E. Street names.
 - F. Complete curve notes for all curves included in the plat.
 - G. Street right-of-way lines with accurate dimensions in feet and hundredths of feet with angles to right-of-way lines and lot lines.
 - H. Lot numbers and dimensions.
 - I. Accurate locations and descriptions of easements for utilities and any limitations on such easements.
 - J. Accurate dimensions for any property to be dedicated or reserved for public, semi-public or community use.
 - K. Building lines and dimensions.
 - L. The location, type, material and size of all monuments and markers.
 - M. The name of the subdivision.
 - N. The name and address of the owner and the subdivider.
 - O. North point, scale and date.
 - P. Certification by a registered land surveyor of the State of Iowa.
 - Q. Certification of dedication of streets, easements and other public property.
 - R. A resolution and certificate of approval by the Council for signatures of the Mayor and Clerk, stating that the plat, as described, has been acted upon and approved as required by Chapter 354, Code of Iowa, and that all dedications of streets easements and public lands have been accepted by the City.
 - S. Location and dimensions of sidewalks to be installed prior to the occupancy of a developed lot.

ANALYSIS

The request is for final plat approval of a 21-lot residential subdivision. The preliminary plat of this subdivision was approved by the City Council on November 18, 2019 and included a total of 53 lots. This first phase matches the preliminary plat that was approved. The plat includes an extension of North 8th Street to the north, where it will terminate in a dead-end on the north end of the awaiting future development. This plat also includes new roads of East Rail Ridge Avenue and North 9th Court

This plat also includes a recreational trail easement to connect this subdivision to the Summerset Trail. No recreational trail easement document was provided. This plat also includes a detention basin (Outlot X) on the north side, but no detention basin easement/maintenance agreement was submitted. Grading, paving and utilities are underway for this subdivision, and City staff has yet to inspect those improvements. No maintenance bonds for the improvements have been received.

Letters were mailed to property owners within 200 feet of this property on July 1, 2020.

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 final plat be approved, as submitted.
- 2) The City of Indianola Planning and Zoning Commission recommends the final plat be approved, with conditions.
- 3) The City of Indianola Planning and Zoning Commission recommends the final plat be denied.

- 4) The City of Indianola Planning and Zoning Commission remands final plat, back to the applicant and/or staff for further review and/or modifications and directs staff to place this item on a future Planning and Zoning agenda.

RECOMMENDATION

Staff recommends that the City of Indianola Planning and Zoning Commission move alternative 2, recommending the final plat be approved with the following conditions:

1. The City Council review the recommendation of approval after all improvements have been inspected and approved by staff, and all maintenance bonds have been secured.
2. The City Council review the recommendation of approval after a Recreational Trail Easement document has been agreed upon.
3. The City Council review the recommendation of approval after easement documentation regarding the maintenance of the basins has been submitted. The document shall give the city the right, but not the obligation, to maintain the easement areas if the property owners do not, and then assess the property owners for the cost of said maintenance.
4. All other easement documents, as well as all attachments as required by Section 354.11 of the Iowa Code shall be reviewed by staff prior to recordation and then recorded with the final plat.

June 26, 2020

Mr. Charlie Dissell
City of Indianola - Community Development Director
110 N. First Street
Indianola, Iowa 50125-0299

RE: FINAL PLAT – TECH SUBMITTAL
QUAIL MEADOWS PLAT 3
S&A Project No. 119.0740

Dear Charlie:

On behalf of Steger Construction Inc., as Applicant, please find accompanying the Final Plat submittal for the above referenced project. We respectfully request the City's review and approval of this documents to be placed on the July 8, 2020 mtg. agenda of the Planning and Zoning Commission.

Submittal materials are as follows:

1. 1 pdf. copy of the final plat.

Please let me know if you have any questions or require further information. Thank you.

Sincerely,

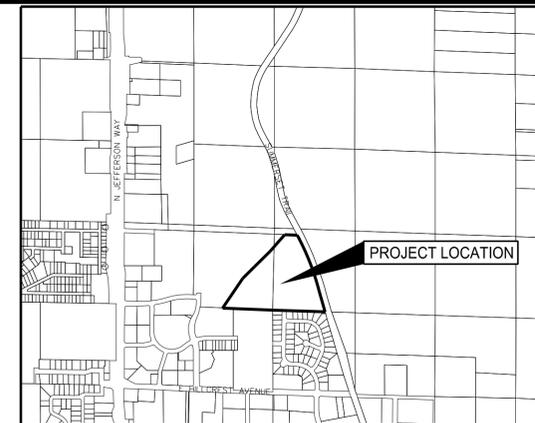
SNYDER & ASSOCIATES, INC.



Jon L. Hanson, P.E.

Cc: Phil Steger, Steger Construction, Inc.
file

QUAIL MEADOWS PLAT 3 FINAL PLAT



VICINITY MAP
INDIANOLA, IOWA

MARK	REVISION	DATE	BY
Engineer: EDC	Checked By: EDG	Scale: 1" = 100'	
Technician: SGK	Date: 06/25/20	Field Bk:	
Project No:	1190740	Sheet	1 of 1

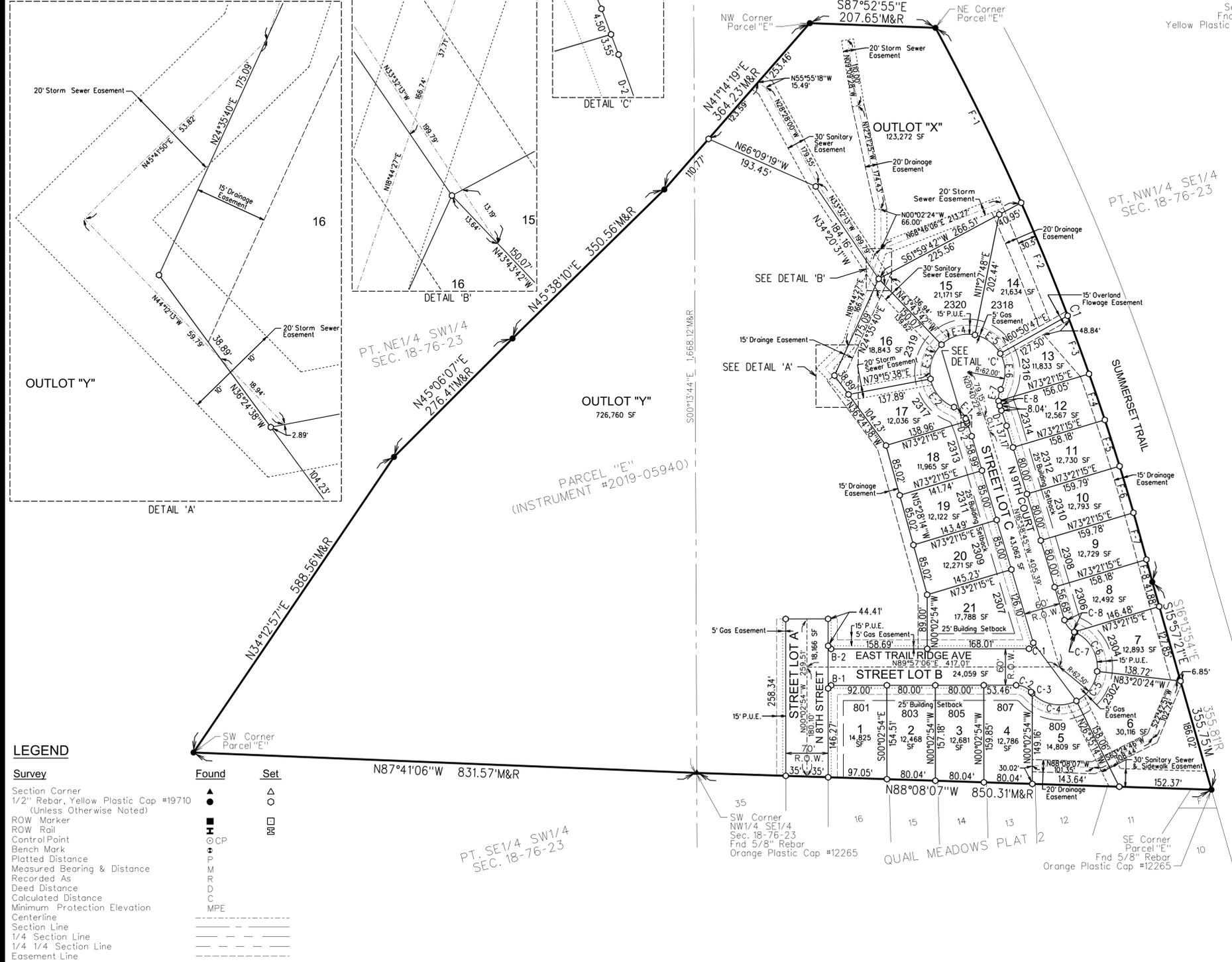
AREA ABOVE RESERVED FOR RECORDER

INDEX LEGEND
 SURVEYOR'S NAME / RETURN TO:
 ERIN GRIFFIN
 SNYDER & ASSOCIATES, INC.
 2727 SW SNYDER BOULEVARD
 ANKENY, IOWA 50023
 515-964-2020
 ERIN@SNYDER-ASSOCIATES.COM

SERVICE PROVIDED BY:
 SNYDER & ASSOCIATES, INC.

SURVEY LOCATED:
 PARCEL "E"
 PT. NE 1/4 SW 1/4 &
 PT. NW 1/4 SE 1/4
 SEC. 18-76-23
 FND 5/8" REBAR

REQUESTED BY:
 STEGER CONSTRUCTION, INC.



PROPERTY DESCRIPTION

PARCEL "E" OF THE NE 1/4 OF THE SW 1/4 AND THE NW 1/4 OF THE SE 1/4 OF SECTION 18, TOWNSHIP 76 NORTH, RANGE 23 WEST OF THE 5TH P.M., WARREN COUNTY, IOWA AS SHOWN IN PLAT OF SURVEY FILED IN THE OFFICE OF THE RECORDER OF WARREN COUNTY, IOWA ON AUGUST 5, 2019 IN BOOK 2019, PAGE 05940 SUBJECT TO ALL ZONING, EASEMENTS, AND COVENANTS OF RECORD, IF ANY.

OWNER/DEVELOPER

STEGER CONSTRUCTION, INC.
 PHIL STEGER
 1425 WARRIOR RUN DRIVE
 NORWALK, IOWA 50211
 (515) 988-6027

ZONING

R-3 MIXED RESIDENTIAL

BULK REGULATIONS

FRONT YARD SETBACK= 25'
 REAR YARD SETBACK= 30'
 SIDE YARD SETBACK=
 ONE & TWO-FAMILY= 8'
 MULTI-FAMILY, 3-12 UNITS= 10'
 MULTI-FAMILY, OVER 12 UNITS= 15'
 SIDE STREET, CORNER LOT=20'
 MINIMUM LOT WIDTH= 60'
 MINIMUM LOT AREA= 7,200 SF
 MAXIMUM HEIGHT= 4 STORIES OR 50'

AREA SUMMARY

PT. NE 1/4 SW 1/4 = 10.55 AC (459,637 SF)
 PT. NW 1/4 SE 1/4 = 18.12 AC (789,234 SF)
 TOTAL AREA = 28.67 AC (1,248,871 SF)

NOTES

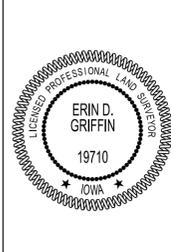
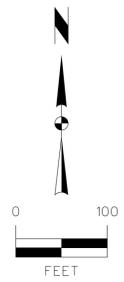
1. STREET LOTS A, B, & C TO BE DEDICATED TO THE CITY.
2. OUTLOT 'X' TO PROVIDE STORMWATER DETENTION AND DRAINAGE FOR PLAT 3 AND FUTURE QUAIL MEADOWS PLATS, AND WILL BE OWNED AND MAINTAINED BY THE HOMEOWNERS ASSOCIATION.

CURVE TABLE

CURVE NO.	DELTA	RADIUS	ARC LENGTH	TANGENT	CHORD BEARING/DISTANCE
C1 (M)	14° 05' 54" RT	3,993.00'	982.53'	493.76'	S 21° 25' 26" E 980.06'
C1 (R)	14° 05' 58" RT	3,993.00'	982'	493.65'	S 21° 29' 29" E 979.85'
B-1	90° 00' 00" RT	5.00'	7.85'	5.00'	N 44° 57' 08" E 7.07'
B-2	90° 00' 00" RT	5.00'	7.85'	5.00'	N 45° 02' 54" W 7.07'
C-1	106° 35' 51" RT	7.50'	13.95'	10.06'	S 36° 39' 11" W 12.03'
C-2	48° 51' 38" RT	32.50'	27.72'	14.76'	S 65° 37' 05" E 26.88'
C-3	2° 47' 43" LT	62.50'	3.05'	1.52'	S 42° 35' 08" E 3.05'
C-4	72° 36' 15" LT	62.50'	79.20'	45.91'	S 80° 17' 07" E 74.01'
C-5	56° 45' 09" LT	62.50'	61.91'	33.76'	N 35° 02' 11" E 59.41'
C-6	72° 09' 59" LT	62.50'	78.72'	45.55'	N 29° 25' 23" W 73.62'
C-7	2° 57' 59" RT	33.00'	1.71'	0.85'	N 64° 00' 01" W 1.71'
C-8	45° 06' 55" RT	33.00'	25.98'	13.71'	N 39° 34' 12" W 25.32'
D-1	4° 01' 38" LT	380.00'	26.71'	13.36'	N 18° 39' 34" W 26.70'
D-2	4° 01' 38" RT	320.00'	22.49'	11.25'	S 18° 39' 34" E 22.49'
E-1	48° 27' 32" RT	33.00'	27.91'	14.85'	S 44° 54' 08" E 27.09'
E-2	58° 23' 32" LT	62.00'	63.19'	34.65'	S 39° 56' 08" E 60.49'
E-3	57° 00' 40" LT	62.00'	61.69'	33.67'	S 17° 45' 58" W 59.18'
E-4	55° 11' 30" LT	62.00'	59.72'	32.41'	S 73° 52' 03" W 57.44'
E-5	49° 22' 59" LT	62.00'	53.44'	28.51'	N 53° 50' 43" W 51.80'
E-6	56° 56' 23" LT	62.00'	61.61'	33.62'	N 0° 41' 02" W 59.11'
E-7	34° 17' 56" RT	33.00'	19.75'	10.18'	N 0° 38' 11" E 19.46'
E-8	14° 09' 35" RT	33.00'	8.16'	4.10'	N 13° 35' 35" W 8.13'
F-1	4° 36' 23" RT	3,993.00'	321.03'	160.60'	S 26° 10' 12" E 320.94'
F-2	2° 53' 19" RT	3,993.00'	201.32'	100.68'	S 22° 25' 21" E 201.29'
F-3	1° 27' 46" RT	3,993.00'	101.94'	50.97'	S 20° 14' 48" E 101.94'
F-4	1° 08' 56" RT	3,993.00'	80.07'	40.03'	S 18° 56' 27" E 80.06'
F-5	1° 08' 53" RT	3,993.00'	80.02'	40.01'	S 17° 47' 32" E 80.02'
F-6	1° 08' 53" RT	3,993.00'	80.00'	40.00'	S 16° 38' 39" E 80.00'
F-7	1° 08' 53" RT	3,993.00'	80.02'	40.01'	S 15° 29' 46" E 80.02'
F-8	0° 32' 50" RT	3,993.00'	38.14'	19.07'	S 14° 38' 54" E 38.14'
CL1	4° 01' 38" LT	350.00'	24.60'	12.31'	N 18° 39' 34" W 24.60'

LEGEND

Survey	Found	Set
Section Corner	▲	△
1/2" Rebar, Yellow Plastic Cap #19710 (Unless Otherwise Noted)	●	○
ROW Marker	■	□
ROW Rail	—	—
Control Point	⊙	⊙
Bench Mark	⊕	⊕
Plotted Distance	P	P
Measured Bearing & Distance	M	M
Recorded As	R	R
Deed Distance	D	D
Calculated Distance	C	C
Minimum Protection Elevation	MPE	MPE
Centerline	—	—
Section Line	—	—
1/4 Section Line	—	—
1/4 1/4 Section Line	—	—
Easement Line	—	—



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.

Erin D. Griffin, PLS Date _____
 License Number 19710
 My License Renewal Date is December 31, 2021
 Pages or sheets covered by this seal:
 Sheet 1 of 1

QUAIL MEADOWS PLAT 3
FINAL PLAT
SNYDER & ASSOCIATES, INC.
 INDIANOLA, IA
 2727 S.W. SNYDER BLVD.
 ANKENY, IOWA 50023
 515-964-2020 | www.snyder-associates.com

SNYDER & ASSOCIATES

Project No: 1190740
 Sheet 1 of 1



Community Development

110 N. First St., Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9430 • comdev@indianolaiowa.gov

Staff Report

Planning and Zoning Commission

Date of Meeting: July 14, 2020

Agenda Item: 7 E. Consider recommendation on request for approval of for various amendments, including zoning regulation amendments to Chapter 165, regarding fees.

Application Type: Ordinance Amendment

Applicant: City of Indianola

Application Summary: At its March 25th meeting, the Indianola City Council amended various fees related to applications reviewed by the Community Development Department. This proposed amendment would remove those fees from the Code of Ordinances and adds language that notes that fees are determined by the most recently adopted fee schedule by the City Council.

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

As part of the FY 2021 budget process, various fees related to Community Development were reviewed. During this review, staff researched the amount of staff time involved in reviewing these types of applications and compared each fee to what other communities in the Des Moines Metro, as well as other similar sized cities in Central Iowa, charge. On March 25 of this year, the City Council adopted the FY 2021 schedule of fees, which included an adjustment to various fees charged by Community Development. Since that time, it has been realized that many of those fees are written into the Code of Ordinances. In an effort to not have to amend the Code of Ordinances every time a fee is proposed to be adjusted, Staff is recommending that each fee be taken out of the Code of Ordinances, and replaced with language that notes that fees are determined by the most recently adopted fee schedule by the City Council.

The sections of code, and the proposed language of each, are attached with the new language underlined, and the deleted language struck out.

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 1, that the City of Indianola Planning and Zoning Commission recommends the zoning regulation amendment request be approved, as submitted.

96.02 PERMIT FEE.

There are two classes of building sewer permits:

1. For residential and commercial service; and
2. For service to establishments producing industrial waste.

A permit and inspection fee ~~required by this section shall be determined by the most recently adopted fee scheduled by the City Council of \$100.00 for a residential or commercial building sewer permit when a "Y" is available in the public sewer for connection of the building sewer, and \$200.00 when a "Y" is not available in the public sewer for connection of the building sewer, and \$300.00 for an industrial building sewer permit and~~ shall be paid to the City at the time the application is filed. ~~In the event a portion of the sanitary sewer service line is replaced, a permit and inspection fee of \$20.00 is required.~~

134.04 RIGHT-OF-WAY INSTALLATION PERMITS.

1. A right-of-way user shall obtain, by application to the Building and Zoning Department, a permit for installation in the City right-of-way whenever the right-of-way user desires to place, construct, or bury anything in the City right-of-way. No permit is required if the Building and Zoning Official determines that the work is routine maintenance. Such application shall be accompanied by:
 - a. Written and graphic material that states and shows the particular part of or point on the City right-of-way where placement, construction, or excavation is proposed to occur.
 - b. A statement of the beginning and ending dates for the time during which the work is to be done and completed.
 - c. Notification to all other registered right-of-way users, the City of Indianola, with facilities (adjacent to/within 30 feet) in the vicinity of the proposed installation or repair work have reviewed the plan for the proposed work and have no objection. So as not to have undue delay, the right-of-way user making application for the permit need only wait ten working days from the time of submitting its plans to the other right-of-way users. Failure by a right-of-way user to respond to Building and Zoning Official such requested plan review within ten days shall constitute an expression of no objection. If there is a dispute between right-of-way users as to location of the respective facilities in a manner reasonably consistent with how various kinds of facilities of each segment of City right-of-way, the Building and Zoning Official shall determine the placement of such facilities in a manner reasonable.
 - d. Plans and specifications for the proposed work in such detail as the Building and Zoning Official shall reasonably require to show that the work as proposed conforms to City ordinances, regulations, and policies.
 - ~~d.e.~~ A fee for a permit required by this section as determined by the most recently adopted fee scheduled by the City Council
2. In making excavations in the City right-of-way, the right-of-way user shall do the work in a manner devised to cause the least possible inconvenience to the public.

3. The right-of-way user shall properly protect, according to safety standards generally accepted at the time that the installation in the City right-of-way occurs, all excavations and obstructions by proper placement of barricades, warning lights, and such other or additional devices in accordance with *The Manual on Uniform Traffic Control Devices*, as circumstances may warrant. If, in the opinion of the Building and Zoning Official, such excavation or obstruction is not properly and safely protected, the Building and Zoning Official shall notify the right-of-way user and the right-of-way user shall comply immediately with the instructions of the Building and Zoning Official. Failure or refusal by the right-of-way user to follow such instructions shall constitute a violation of this section.
4. Any trenches or excavations opened by a right-of-way user in the City right-of-way shall be filled by the right-of-way user. All backfilling in the City right-of-way shall be done in accordance with City specifications.
5. Temporary street surfacing shall be placed in excavations in a City street as soon as the same has been backfilled. Pavements, sidewalks, curbs and gutters, or other portions of streets and public places opened, disturbed, or damaged shall be promptly restored and replaced with like materials at the expense of the right-of-way user and left in as good a condition as before the opening, disturbance, or damage occurred. In the event that like materials for replacement are not available, the Building and Zoning Official may approve the use of an alternative material that is reasonably close in effect to the original material. The Building and Zoning Official will consider and evaluate for approved use, on a case by case basis, such alternative methods that meet standards of good engineering practice.
6. Where a cut or disturbance is made by a right-of-way user to a section of a street or a sidewalk paving, rather than replacing only the area cut, the right-of-way user shall replace the full width of the existing sidewalk or street paving and the full length of the section or sections cut, a section being that area marked by expansion joints or scoring, or as directed by the City.
7. Right-of-way users shall maintain, repair, and keep in good condition for a period of two years following such disturbance all portions of the City street surface disturbed by a right-of-way user.
8. No right-of-way user or any person acting on the right-of-way user's behalf shall commence any non-emergency work on the City right-of-way without five working days' advance notice to the City. In the event of an emergency involving public safety, the Building and Zoning Official may issue the permit orally, but the written documentation of the application for and issuance of the permit shall be completed as soon as practicable after the work has started.
9. Street crossings and sidewalk crossings by right-of-way user facilities shall be bored at those locations where reasonably required by the Building and Zoning Official. Some examples of where such boring may be required are: major streets, new streets, and locations of major events that conflict with construction.
10. No permit shall be issued for the installation of right-of-way user facilities in the City right-of-way unless the right-of-way user has filed with the City a registration statement in accordance with Section 134.02 above.

11. No permit for installation of right-of-way user facilities in the City right-of-way shall be issued by the Building and Zoning Official unless the right-of-way user has paid such installation permit fee as shall be established from time to time by resolution of the City Council.
12. All trees, landscaping and grounds removed, damaged or disturbed as a result of installations by a right-of-way user in the City right-of-way shall be replaced or restored as soon as reasonably possible, unless it is determined by the Building and Zoning Official to be unnecessary or landscaping is in violation of this Code of Ordinances.

135.14 CURB CUTS.

1. Permit Required. It is unlawful for any person to break out or remove a concrete curb along any paved street in the City or to construct a private drive from an unpaved street, without first obtaining a permit therefor from the City. No permit required by this section shall have any force or effect unless approval of the proposed work shall be endorsed on the permit by the Street Superintendent.

2. Fee. The fee for a permit required by this section ~~is \$20.00.~~ shall be determined by the most recently adopted fee scheduled by the City Council.

3. Paving. In all cases where a permit has been granted pursuant to this section and the concrete curb removed, the driveway shall be paved by concrete extending from the curb to the inside of the existing sidewalk line within 30 days from the removal of the curb with not less than six inches of concrete. If it is shown to the satisfaction of the Street Superintendent that the existing sidewalk has substantially the same strength as six-inch concrete, the paving need only extend to the outside of the sidewalk line. All work is to be done in a workmanlike manner, inspected and approved by the Street Superintendent.

4. Failure to Reconstruct Pavement. If, after 30 days after the breaking out or removal of any concrete curb, the person doing the work fails or refuses to pave the driveway as required by this section, the City shall have the right to do so without notice, and assess the cost thereof as a special tax against the abutting property and collect the tax according to law.

136.07 PERMIT REQUIRED.

No person shall remove, reconstruct, or install a sidewalk unless such person has obtained a permit from the City and has agreed in writing that said removal, reconstruction, or installation will comply with all ordinances and requirements of the City for such work. A written application for such permit shall be filed with the City. The fee for a permit required by this section shall be determined by the most recently adopted fee scheduled by the City Council.

141.03 ISSUANCE OF PERMIT.

The Building Official may, after review and consideration of any application as above required, issue a permit to an applicant. Any such permit issued shall be to plant trees in strict compliance with terms and provisions of this chapter. A copy of the application and plan or drawing as finally approved by the Building Official shall be kept on file in the office of the Building Official. All such permits shall be issued upon the express condition that they may be revoked at any time by the Building Official and that all trees planted pursuant to said permit

may be removed by the City without liability to any person or property for such removal. Further, no such permit shall be issued until the applicant shall have executed and filed with the Building Official an indemnification agreement whereby said applicant agrees to save and hold harmless the City from any and all liability for damage or injury to person or property proximately caused by trees planted, moved or removed pursuant to said permit. All street trees shall be planted within 120 days after approval unless an extension is requested in writing by the applicant and approved by the Building Official. An extension of one year can be granted for good reasons. If the 120 days elapses, a new permit with fee shall be required to plant street trees. The fee for a permit required by this section shall be determined by the most recently adopted fee scheduled by the City Council and ~~A \$5.00 fee for each permit~~ shall be paid prior to application approval.

165.33 HEARINGS, APPEALS AND NOTICE.

Appeals to the Board of Adjustment concerning interpretation or administration of this chapter may be taken by any person aggrieved or by any officer or bureau of the governing body of the City affected by any decision of the Administrative Officer. Such appeals shall be taken within a reasonable time, not to exceed 60 days, by filing with the Administrative Officer and with the Board of Adjustment a notice of appeal specifying the grounds thereof. The Administrative Officer shall forthwith transmit to the Board all papers constituting the record upon which the action appealed from was taken. The Board of Adjustment shall fix a reasonable time for the hearing of appeal, give public notice thereof as well as due notice to the parties in interest, and decide the same within a reasonable time. At the hearing any party may appear in person or by agent or attorney. A fee as determined by the most recently adopted fee scheduled by the City Council ~~of \$100.00~~ shall be paid to the Administrative Officer at the time the notice of appeals is filed, which the Administrative Officer shall forthwith pay over to the credit of the General Revenue Fund of the City.

165.39 APPLICATION FOR CHANGE OF ZONING DISTRICT BOUNDARIES.

Any person may submit to the Council an application requesting a change in the zoning district boundaries as shown on the official zoning district map. Such application shall be filed with the Administrative Officer accompanied by a fee as determined by the most recently adopted fee scheduled by the City Council ~~of \$200.00~~ and shall contain the following information:

1. The legal description and local address of the property.
2. The present zoning classification and the zoning classification requested for the property.
3. The existing use and proposed use of the property.
4. The names and addresses of the owners of all property within 200 feet of the property for which the change is requested.
5. A statement of the reasons why the applicant feels the present zoning classification is no longer valid.
6. A plat showing the locations, dimensions and use of the applicant's property and all property within 200 feet thereof, including streets, alleys, railroads, and other physical features.

7. If the requested zoning change is from A-1 (Agricultural) to any other classification, the application shall contain the number of acres in each soil type for which a rezoning change is requested and the crop suitability rating of each. The soil type and its crop suitability rating shall be determined by the latest cooperative soil survey and accompanying data.

8. Prior to rezoning any property the Planning and Zoning Commission and the City Council shall consider the following relative to orderly regulated development: adequate size and location of public sanitary sewer, adequate size and location of public water and the presence of existing hard surfaced streets. Nothing in this chapter shall be construed to mean the City has any regulatory power for property used for agricultural purposes outside the City limits.

All fees shall be deposited to the General Revenue Fund of the City. Failure to approve the requested change shall not be deemed cause to refund the fee to the applicant.

166.06 ALTERNATE METHOD FOR APPROVAL OF SITE PLAN.

1. If the Director of Community Development does not approve the site plan as presented and the applicant is unable or unwilling to meet the above criteria and specific design standards or provide the information as required, the applicant shall have the option of submitting the site plan to the Planning and Zoning Commission and Council for their review, in accordance with the following provisions: Applicant shall cause to be prepared a site plan for such development and submit a reproducible medium and three copies to the Community Development Department. The site plan shall be accompanied by a cover letter requesting review and approval of said plan and by a receipt from the Clerk's office as proof of payment of the application fee ~~which as determined by the most recently adopted fee scheduled by the City Council. is as follows:~~

~~Site plan review — one acre or less — \$ 50.00~~

~~Site plan review — more than one acre — \$ 100.00~~

The site plan shall contain all of the information required by Sections [166.03](#) and [166.04](#) of this chapter and, in addition, shall contain the following supplemental information:

A. Existing and proposed contours at an interval not to exceed two feet, provided that at least two contours shall be shown.

B. Location, shape, exterior dimensions and number of stories of each existing building to be retained and of each proposed building.

C. A vicinity map at a scale of one inch equals 400 feet or larger, showing the general location of the property.

D. Soil tests and similar information, if deemed necessary by the Director of Community Development to determine the feasibility of the proposed development in relation to the design standards set forth in this chapter.

E. In case of any conflicting requirements between this chapter and any existing ordinance of the City, the more restrictive requirement shall be met.

EXCEPTION: C-1, C-4, R-5 and R-6 zoning restrictions shall apply.

167.14 FEES.

Every applicant for a sign permit shall pay such fee to the Clerk as determined by the most recently adopted fee scheduled by the City Council. ~~in the following amount:~~

- ~~1. Signs 24 square feet or less—\$25.00~~
- ~~2. Signs over 24 square feet and not more than 100 square feet—\$50.00~~
- ~~3. Signs over 100 square feet—\$75.00 plus 20 cents per square foot over 100 square feet.~~

In computing the area of a sign, only one face of a double face sign shall be taken as the area of the sign.

167.22 EXEMPTION; APPLICATION TO COUNCIL.

Whenever, because of unusual circumstances, there are practical difficulties involved in carrying out the provisions of this chapter, the Council may grant a specific exemption for individual situations, provided the Council shall first find that a special and unusual, individual circumstance makes the strict application of this chapter impractical and that the exemption granted with appropriate safeguards is in conformity with the intent and purpose of this chapter. Any person requesting an exemption from the strict application of this chapter may make application to the Council for the granting of such application, provided that:

1. A written application for such an exemption is submitted indicating the section of this chapter from which the applicant requests the exemption and stating the grounds on which it is requested. The application shall be filed with the Clerk and shall be accompanied by a fee as determined by the most recently adopted fee scheduled by the City Council. ~~of \$30.00.~~
2. No such exemption shall be granted by the Council without a public hearing. Notice thereof shall be given at least four days but no more than 20 days in advance of the hearing by a single publication in a newspaper of general circulation within the City.
3. The Council may grant the exemption with such safeguards as it feels are necessary in order to conform with the intents and purposes of this chapter provided that the Council finds that granting of the exemption will not adversely affect the public interest.

167.23 APPEAL PROCEDURE.

If an applicant is aggrieved by a decision of the administrative officer which involves the interpretation or administration of this chapter said applicant may appeal the decision to the Council, as follows:

1. A written application stating the decision appealed from, the date of the decision and the reason that the applicant feels that the administrative officer was in error shall be filed with the Clerk. The application shall be accompanied by a fee as determined by the most recently adopted fee scheduled by the City Council. ~~of \$30.00.~~

2. No such appeal shall be granted by the Council without a public hearing. Notice thereof shall be given at least four days, but no more than 20 days in advance of the hearing by a single publication in a newspaper of general circulation within the City.

3. On the filing of an appeal, the administrative officer shall immediately transfer all papers constituting the record to the office of the Clerk for submission to the Council. An aggrieved applicant shall have 60 days within which to appeal the decision of the administrative officer.

167.30 TEMPORARY SIGNS.

1. Permit Required; Duration. Permits for temporary signs, when required, shall authorize the erection of such signs and their maintenance for a period not exceeding 10 days, two times per calendar year. Two consecutive 10-day periods are permissible. Also, permits for temporary signs may be issued for the erection of such signs and their maintenance for two additional three-day periods per calendar year separated by at least one day. Any other section of this chapter notwithstanding, no permit shall be required for a sign which is of a civic, political or religious nature providing they are removed immediately after the event in which the organization is notifying the public.

2. Contents Permitted; Exception. The advertisement contained on any temporary sign shall pertain only to the business, industry or pursuit conducted on or within the premises on which such sign is erected or maintained. This provision shall not apply to signs of civil, political or religious nature.

3. Area; Materials. No temporary sign of combustible material shall in more than one of its dimensions exceed four feet or 100 square feet in area, and such signs in excess of 60 square feet shall be made of rigid materials, that is, of wallboard or other light materials with frames.

4. Projection. No temporary wall sign shall extend over or into any street, alley, sidewalk or other public thoroughfare a distance greater than three inches from the wall upon which it is erected.

5. Obstructing Openings. No temporary sign shall be erected so as to prevent free ingress to or egress from any door, window or fire escape, nor shall such sign be attached to any standpipe or fire escape, nor shall such sign be placed over any wall opening.

6. Attachment. Every temporary sign shall be attached to the wall or the ground with wire, steel cables or other materials acceptable to the administrative officer; and no strings, ropes or wood slats for anchorage or support purposes shall be permitted.

7. Fees. Every applicant for a temporary sign permit shall pay a fee to the Clerk as determined by the most recently adopted fee scheduled by the City Council. ~~follows: \$25.00 for the first 10 day period; \$5.00 for the second 10 day period; and \$25.00 for each 3 day period.~~

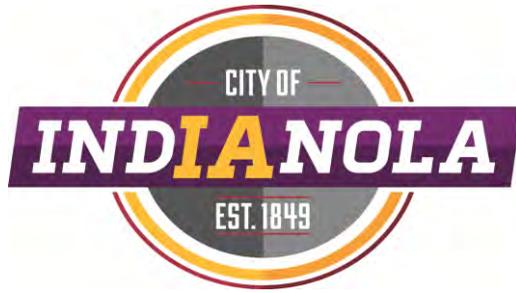
170.29 SPECIFICATIONS.

The type of construction, the materials, the methods, the standards of subdivision improvements and the maintenance bonds shall be in accordance with the specifications found in a bound volume which is entitled *Iowa Statewide Urban Design and Specification for Public Improvements* which is on file in the Clerk's office. The Council may from time to time amend by

resolution the standard construction specifications for subdivisions found in the volume. The Clerk shall keep a record of all amendments made to the specifications. Plans and specifications for subdivisions shall be submitted to the Community Development for approval prior to construction, accompanied by a fee as determined by the most recently adopted fee scheduled by the City Council, and construction shall not be started until the plans and specifications have been approved.

170.36 FEES.

Each plat of survey, preliminary plat and final plat submitted for approval shall be accompanied by a fee as determined by the most recently adopted fee scheduled by the City Council.~~of \$150.00 and an additional charge of \$10.00 for each lot in excess of 10 included within the plat, which shall be credited to the General Fund of the City. Each plat of survey submitted for approval shall be accompanied by a fee of \$25.00 which shall be credited to the General Fund of the City. In addition, each final plat submitted for approval shall be accompanied by a fee of \$100.00 and an additional charge of \$10.00 for each lot in excess of 10 included within the plat, which shall be credited to the General Fund of the City.~~



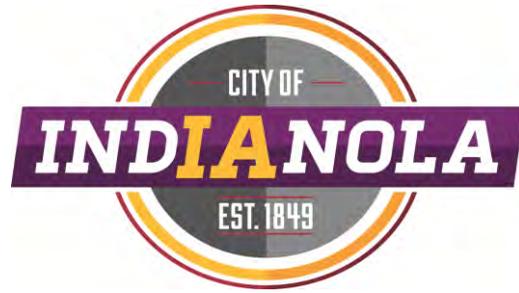
Community Development

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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	C.O.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		5/29/2020		\$859,560
1/7/2020	9	1/13/2020	Kurt Ripperger	804 N B	Construction by Cambron	Remodel				\$80,000
10/29/2019	10	1/16/2020	Wal Mart	1500 N Jefferson Way	Midland	Commercial Remodel		4/15/2020		\$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
1/31/2020	17	2/3/2020	Sherwin and Leeann Back	808 W Salem	Vanderpool	Alteration				\$15,158
2/10/2020	18	2/10/2020	Dusty Jordan	1107 N 6th Street	Jordan Building & Design LLC	Screened In Porch	192			\$15,000
1/10/2020	19	2/12/2020	Pritesh Patel	1215 N Jefferson Way	Rod Curtis	Commercial Remodel				\$80,000
2/12/2020	20	2/12/2020	KC Inc	404 W Jefferson	Iowa Demolition	DEMO				
2/13/2020	21	2/18/2020	Top Hat Homes	810 W Orchard	Top Hat Homes	Single Family Dwelling	2404			\$448,000
2/21/2020	22	2/28/2020	North American MHC LLC	29 Alfred	Heartland Living	Mobile Home				\$38,494
3/2/2020	23	3/2/2020	Kyle Tipling	411 W Sunset	Dirt Work	Garage Demo				
2/22/2020	24	3/2/2020	Horton-Robinson	709 Sunset	Horton-Robinson	Single Family Dwelling	1850			\$257,000
3/11/2020	25	3/11/2020	North American MHC LLC	24 Leonard	Miller Scrap Metal	DEMO				
3/11/2020	26	3/11/2020	North American MHC LLC	6 Leonard	Miller Scrap Metal	DEMO				
3/11/2020	27	3/11/2020	Jerry's Homes	400 N 18th	Jerry's Homes	Basement Finish				\$15,000
3/9/2020	28	3/9/2020	Tyler Christonski	1319 S O	Crosscut Custom Carpentry	Four Seasons Room				\$41,500
3/13/2020	29	3/13/2020	North American MHC LLC	38 Alfred	Miller Scrap Metal	DEMO				
3/13/2020	30	3/13/2020	North American MHC LLC	52 Lincoln	Miller Scrap Metal	DEMO				
3/13/2020	31	3/13/2020	Jerry's Homes	1703 Euclid	Jerry's Homes	Basement Finish				\$7,000
3/13/2020	32	3/13/2020	Steger Construction	608 S Y	Steger Construction	Duplex	18400			\$100,000
3/13/2020	33	3/13/2020	Steger Construction	610 S Y	Steger Construction	Duplex	18400			\$100,000
3/13/2020	34	3/13/2020	Rory and Kathy Crooks	1209 W Euclid	Rory and Kathy Crooks	Deck				\$1,650



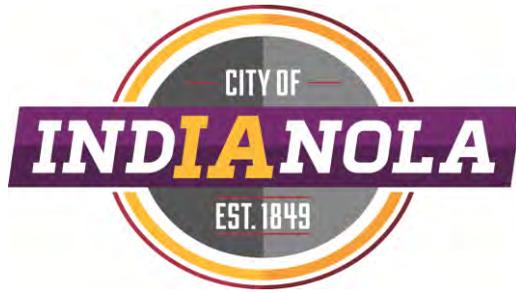
Community Development

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2020 Building Permit Report

3/4/2020	35	3/16/2020	WJH LLC	1800 E Euclid	Century Complete	Single Family Dwelling	1810		\$92,047
3/4/2020	36	3/16/2020	WJH LLC	1710 E Euclid	Century Complete	Single Family Dwelling	1417		\$84,942
3/4/2020	37	3/16/2020	WJH LLC	1708 E Euclid	Century Complete	Single Family Dwelling	2009		\$98,876
3/4/2020	38	3/16/2020	WJH LLC	1706 E Euclid	Century Complete	Single Family Dwelling	1810		\$92,047
3/4/2020	39	3/16/2020	WJH LLC	1704 E Euclid	Century Complete	Single Family Dwelling	1625		\$90,935
3/4/2020	40	3/16/2020	WJH LLC	1606 E Euclid	Century Complete	Single Family Dwelling	1417		\$84,942
3/4/2020	41	3/16/2020	WJH LLC	1504 E Euclid	Century Complete	Single Family Dwelling	2009		\$98,876
3/4/2020	42	3/16/2020	WJH LLC	1502 E Euclid	Century Complete	Single Family Dwelling	1810		\$92,047
3/4/2020	43	3/16/2020	WJH LLC	1500 E Euclid	Century Complete	Single Family Dwelling	1417		\$84,942
3/4/2020	44	3/16/2020	WJH LLC	602 N 17th	Century Complete	Single Family Dwelling	1417		\$84,942
3/4/2020	45	3/16/2020	WJH LLC	600 N 17th	Century Complete	Single Family Dwelling	1602		\$90,542
3/20/2020	46	3/23/2020	Scott and Janelle Greene	1512 W Salem	self	Shed			\$2,000
3/6/2020	47	3/26/2020	Giovanti Homes	1401 W 14th	Giovanti Homes	Single Family Dwelling	3940		\$401,000
3/26/2020	48	3/26/2020	North American MHC LLC	45 Lincoln	Heartland Living	Mobile Home			\$37,080
3/26/2020	49	4/2/2020	Stephen Muldrow	400 E 1st	Stephen Muldrow	Single Family Dwelling	2022		\$109,300
3/26/2020	50	4/2/2020	Carlson Homes LLC	1107 S O	Carlson Homes	Single Family Dwelling	1675		\$275,000
3/26/2020	51	4/2/2020	North American MHC LLC	41 Alfred	Heartland Living	Mobile Home			\$37,679
3/26/2020	52	4/2/2020	North American MHC LLC	58 Lincoln	Heartland Living	Mobile Home			\$37,080
3/26/2020	53	4/2/2020	North American MHC LLC	11 Leonard	Heartland Living	Mobile Home			\$37,080
4/3/2020	54	4/6/2020	GroundBreaker Homes	1001 W Orchard	GroundBreaker Homes	Single Family Dwelling	1751		\$220,000
4/3/2020	55	4/6/2020	GroundBreaker Homes	1108 S O	GroundBreaker Homes	Single Family Dwelling	2781		\$210,000
10/9/2019	56	4/9/2020	Brew Enterprises (Scooters)	1112 N Jefferson Way	Huff Contracting	Commercial Building	561		\$75,000
4/9/2020	57	4/13/2020	Five Seven Enterprises/Eagle Homes	1306 S L	Eagle Homes	Single Family Dwelling	1642		\$322,080
4/13/2020	58	4/17/2020	Cody McKasson	1312 E Detroit	Cody McKasson	Deck Overhang			\$1,000
3/13/2020	59	4/17/2020	People's Bank	500 E iowa	Downing	Commerical	5616		\$1,050,000
4/17/2020	60	4/20/2020	Orton Homes	1304 S L	Orton Homes	Single Family Dwelling	2244		\$320,000
4/23/2020	61	4/27/2020	Dan Corsair	1611 W Iowa	Top Notch Renovations	Deck addition			\$4,050
4/27/2020	62	4/29/2020	Chris Bauer	811 N U	Chris Bauer	Deck			\$550
4/23/2020	63	4/30/2020	Mark Gaddls	1605 W Detroit	Crosscut Construction Co	Deck			\$6,500
4/29/2020	64	4/30/2020	Sam Bedwell	1204 Ann Pkwy	Sam Bedwell	Deck			\$2,500
4/29/2020	65	4/30/2020	Shelly Spponer	509 S Freeman	Risetter Construction	Deck			\$5,000
4/27/2020	66	5/1/2020	Fisher Decker	403 W 18th Pl	Fisher Decker	Deck			\$1,500
5/5/2020	67	5/5/2020	Marice and Dwight Freeman	104 S 4th	Marice and Dwight Freeman	DEMO			\$5,000
4/29/2020	68	5/5/2020	Pamela Hodges	805 W 4th	Pamela Hodges	Deck			\$1,100
5/5/2020	69	5/6/2020	Jerry's Homes	1709 Clinton	Jerry's Homes	Basement Finish			\$14,500



Community Development

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2020 Building Permit Report

4/15/2020	70	5/7/2020	Bunnell Properties	1003 E Lincoln	Gruringre Construction	Single Family Dwelling	2734		\$336,000
4/13/2020	71	5/11/2020	Construction By Cambron	1602 S K	Construction by Cambron	Commerical Building	2500		\$299,950
5/7/2020	72	5/12/2020	Brian Marron	303 N 16th	Brian Marron	Deck			\$12,000
5/14/2020	73	5/14/2020	James Oakes	607 W 1st	James Oakes	Deck			\$1,500
5/6/2020	74	5/14/2020	Tony Hixson	1227 S 3rd St	Self	Fence			
5/14/2020	75	5/19/2020	Darko Blazevic	308 S G	Darko Blazevic	Deck			\$3,000
5/18/2020	76	5/20/2020	Kimberly Development	1208 S O	Kimberly Development	Single Family Dwelling	1582		\$310,000
5/19/2020	77	5/20/2020	Wade Williams	1206 S O	Cornerstone Construction Ser	Single Family Dwelling	1585		\$276,100
4/17/2020	78	5/25/2020	Bill Bussanmas	1409 W 6th	Marvin Van Dam	Single Family Dwelling	2400		\$589,000
5/21/2020	79	5/27/2020	Joseph and Rhonda Casazza	712 W Ashland	Joseph Casazza	Garage			\$24,500
5/21/2020	80	5/27/2020	Todd Koeppan	911 W Boston	Wet Paint Co Inc	Deck			\$2,000
5/25/2020	81	5/27/2020	Jerry's Homes	502 N 18th	Jerry's Homes	Single Family Dwelling	1605		\$212,900
5/25/2020	82	5/27/2020	Jerry's Homes	504 N 18th	Jerry's Homes	Single Family Dwelling	1297		\$199,900
5/27/2020	83	6/1/2020	Will Miller	1200 N E	Will Miller	Deck Expansion			\$834
5/27/2020	84	6/1/2020	Greg Rhoulhac	1522 W Salem	Beardmore Construction	Deck Expansion			\$2,000
5/28/2020	85	6/1/2020	Chris and Darla Freshly	1219 S 4th	Pro1 Construction LLC	Deck remodel			\$4,000
6/4/2020	86	6/4/2020	Maranda and Doug Greenwalt	1506 W Kentucky	John Peters	Deck			\$1,200
6/10/2020	87	6/10/2020	Dustin Ostrander	1107 E Henderson	Dustin Ostrander	Deck			\$4,000
6/10/2020	88	6/10/2020	Mike Greubel	202 1/2 N Kenwood	Mike Greubel	Garage			\$35,000
6/11/2020	89	6/11/2020	Jeremy King	709 W 2nd	Jeremy King	Deck			\$500
6/10/2020	90	6/11/2020	Craig Rodgers	1509 W Kentucky	Midwest Builders	Deck			\$25,000
5/20/2020	91	6/15/2020	Chad Amos	1200 S O	Chad Amos	Single Family Dwelling	3569		\$560,000
6/17/2020	92	6/17/2020	Melinda Leggins	410 W Lincoln	Brock Leggins	Deck			\$7,349
6/11/2020	93	6/17/2020	Michelle Lynn Chaplin	1406 Jackson Cir	Michelle Chaplin	Deck			\$12,963
6/11/2020	94	6/17/2020	Maryellen Andersen	808 W Iowa	Maryellen Andersen	Deck			\$750
6/11/2020	95	6/17/2020	Shelby Benge	609 N O	Rupiper Construction	Deck			\$2,000
6/17/2020	96	6/22/2020	Joe Switzer	509 S D	Kimball Construction	Basement finish			\$11,000
6/18/2020	97	6/22/2020	Savannah Homes	695 N N	Savannah Homes	Single Family Dwelling	1292		\$221,900
6/18/2020	98	6/22/2020	Savannah Homes	635 N N	Savannah Homes	Single Family Dwelling	1290		\$215,900
6/18/2020	99	6/22/2020	Savannah Homes	702 N Kenwood	Savannah Homes	Single Family Dwelling	1219		\$209,900
6/22/2020	100	6/24/2020	Denise Parsons	1801 Apple Lane	Midwest Builders	Deck			\$3,500
7/1/2020	101	7/1/2020	Mike Christensen	1600 W 3rd	Morton Buildings	Garage (detached)			\$22,000
6/10/2020	102	7/6/2020	Dan Flaherty	603 Scott Felton	Dan Flaherty	Garage			\$6,500
7/6/2020	103	7/6/2020	Haille Bettuo	104 S P	Haille Bettuo/Brandon Goode	Deck			\$2,500
7/9/2020	104	7/9/2020	Jeremiah Kruckenberg	704 N O	Jeremiah Kruckenberg	Deck			\$3,600



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6/29/2020		IR	Tony May	1607 W Girard	Blum Group	Single Family Dwelling	1700			\$275,000
7/6/2020		IR	Mauricio Aguilera	1005 Ann Pkwy	Jake Dorland	Deck				\$5,150
7/6/2020		IR	Scott Creators	609 N N	Scott Creators	Deck				\$1,483
7/8/2020		IR	Marc Black	106 W Orchard	Remodeling Contractors	Kitchen Remodel				\$86,950



COMMUNITY DEVELOPMENT

To: Ryan J. Waller, City Manager
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Date: July 9, 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.

1. Retail Building (1508 North Jefferson Way)

- Variance to parking requirements submitted on June 12.
- Site plan submitted on June 25
- Site plan comments returned on July 9

2. Williams Terrace (1600 Block of North 9th Street)

- Developer hosted a neighborhood meeting on March 9.
- Rezoning petition received on April 6.
- The Planning and Zoning Commission reviewed the rezoning request at its April 21 meeting, and recommended approval to the Council.
- The City Council approved the rezoning request.

3. People Bank Administration Building (500 East Iowa Avenue)

- Site plan and building permit submitted on March 13.
- Site plan review comments returned on March 24.
- Building permit comments returned on April 6.
- Updated building permit and site plan submitted on April 16.
- Site plan approved on April 17.
- Building permit issued on April 17.
- Site work has begun.
- A change to the landscaping plan was approved on June 18.

4. Peterson Annexation (south of Inwood Street, west of 110th Avenue (North Y Street) and east of County Highway R-63)

- Application for annexation was received on February 25th, 2020.
- The applicant has indicated that this property, if annexed, would be developed residentially.
- At its meeting on March 25th, the City Council forwarded this applicant to the Board of Trustees and Planning and Zoning Commission for its review.

- The Board of Trustees reviewed the request at its April 14 meeting.
- The Planning and Zoning Commission reviewed the request at its April 21 meeting and recommended approval of the request.
- The City Council approved the annexation on June 1.
- The City Council held first consideration of an ordinance establishing a zoning district on July 6.

5. 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.

6. 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.
- On March 16, developer notified City that, due to the COVID 19 pandemic, this project is being suspended until further notice.
- On April 23, the developer requested a 90-day extension to the approved development agreement.
- Council approved the extension at its May 18 meeting.

7. 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.
- Revised site plan submitted on February 28.
- Site plan comments returned on March 9.
- Revised site plan submitted on March 9.
- Site plan approved on March 11.
- Building Permit issued on April 9.
- Site work has begun.

8. Crow's Nest 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.
- The City Council approved the request at its January 21 meeting.
- A plat of survey to split ground for the campground was submitted on April 1.
- A rezoning petition was submitted on April 3 for additional ground for the campground.
- The Planning and Zoning Commission reviewed the Plat of Survey and rezoning at its April 21 meeting and recommended approval of both to the City Council.
- The City Council approved the rezoning on June 1.
- Site plan submitted on May 18.
- Site plan comments returned on June 8.
- Revised site plan submitted on June 30.

9. 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.

10. 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.
- Certificate of Occupancy issued on July 6.

11. 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.
- An updated site plan was submitted on April 22.
- Site plan approved on May 18.

12. Ashton Park Plat 7

- Located east of the intersections of East Euclid Avenue and North 18th Street and East Boston Avenue and North 18th Street
- Preliminary plat submitted on April 27.
- The Planning and Zoning Commission recommended approval of the preliminary plat at its May 12th meeting.
- City Council approved the preliminary plat at its May 18th meeting.
- Revised preliminary plat submitted on July 6.

13. Summercrest

- Located north of the intersection of North 7th Street and East Hillcrest Avenue.
- Rezoning/PRD plan and preliminary plat received on April 3.

- Rezoning/PRD plan was reviewed by the Planning and Zoning Commission at its April 21 meeting and was recommended approval, with conditions, to the Council.
- The Planning and Zoning Commission recommended approval of the preliminary plat at its May 12th meeting.
- The City Council approved the Rezoning/PRD plan on July 6.
- The City Council approved the preliminary plat on July 6.

14. Treeline Plat 1

- Located north of East Iowa Avenue and south of North 7th Court
- Preliminary Plat and Construction Plans submitted on March 16.
- Comments on Preliminary Plat and Construction Plans returned on April 3.
- Updated Preliminary Plat submitted on April 8.
- Preliminary Plat was reviewed by Planning and Zoning Commission at its April 21 meeting and was recommended for approval to the Council.
- The City Council approved the preliminary plat at its May 4 meeting.
- Site work has begun.

15. Quail Meadows Plat 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 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 18th 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.
- Revised construction plans submitted on March 2.
- Pre-construction meeting for both the Lift Station project and the Qual Meadows 3 development was held on March 11.
- Construction plans approved on March 13.
- Final plat submitted on July 26.

16. 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.
- Final Plat submitted on May 8.
- Staff inspected the public improvements and sent a punchlist on June 5.
- The Planning and Zoning Commission recommended approval the final plat at its June 9 meeting.
- The City Council approved the final plat on July 6.

17. 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.
- Final Plat submitted on April 2.
- The Planning and Zoning Commission recommended approval of the final plat at its June 9 meeting.

18. 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.
- Final Plat submitted on May 22

- The Planning and Zoning Commission recommended approval of the final plat at its June 9 meeting.
- Staff inspected the public improvements on June 15 and sent a punchlist on June 17.
- Staff conducted a follow-up inspection on June 26.
- The City Council approved the final plat on July 6.