



PLANNING AND ZONING COMMISSION MEETING

July 19, 2022

10:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
 - A. Approval of the July 2022 agenda.
- 4. Minutes Approval**
 - A. Approval of the meeting minutes from June 22nd.
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
 - A. Presentation Regarding Wonder on Buxton
 - B. Discussion and Direction on Downtown Parking Regulations
 - C. Discussion and Direction on Façade Grant Program
 - D. Consider Recommendation on WHO13 RVTV Street Closure
- 8. Comments**
- 9. Adjourn**



PLANNING AND ZONING COMMISSION MEETING

June 22, 2022

10:00 AM

City Council Chambers

Minutes

1. Call to Order

Meeting was called to order at 10:00

2. Roll Call

Commission members present: Doug Gaumer, Kamie Haynes, Erica Roberts, Amanda Ripperger, Jamie Parrott, Tim Bryan, Rob Keller

Staff present: Charlie Dissell, Miranda Chadwick

Presenter: Michael Wagler

3. Agenda Approval

A. Approval of the June 22nd, 2022 agenda.

Agenda is passed

4. Minutes Approval

A. Approval of the minutes from the May 17th, 2022 meeting.

Minutes approved

5. Public Comment

6. New Business

A. Presentation and Discussion on Main Street Iowa program- Michael Wagler, Main Street Iowa State Coordinator

Michael gave a presentation on Main Street Iowa and what they could do for Indianola.

7. Comments

A. 2022 Iowa Downtown Conference

8. Adjourn

Meeting adjourned at 11:32



MEMORANDUM

To: Planning and Zoning Commission
From:
Date: July 19, 2022
Subject: Presentation Regarding Wonder on Buxton

Recommendation:

Attachments: 1. Wonder on Buxton

Indianola *Hometown* *Pride*

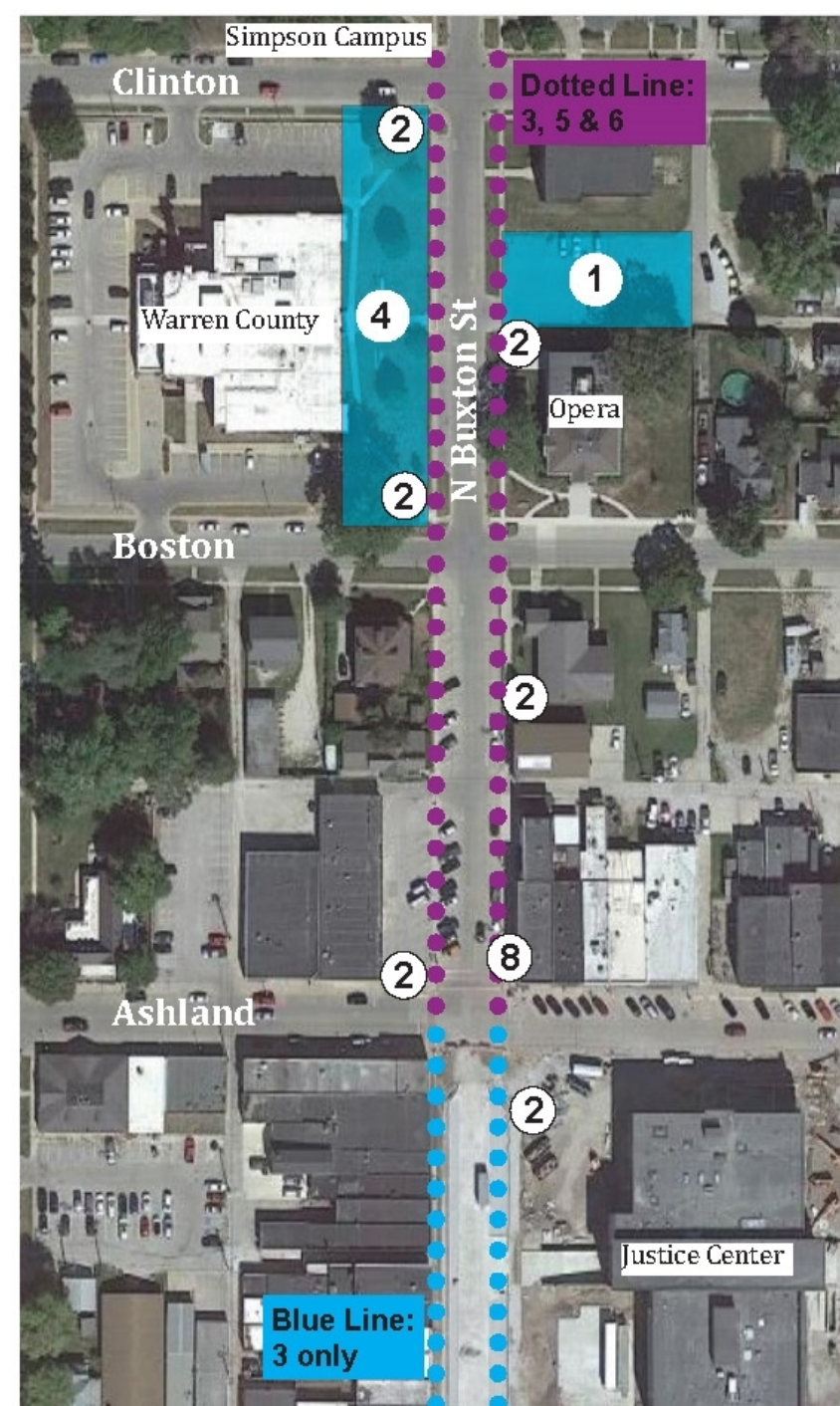


A KEEP IOWA BEAUTIFUL PROGRAM

WONDER ON BUXTON

Project Goals:

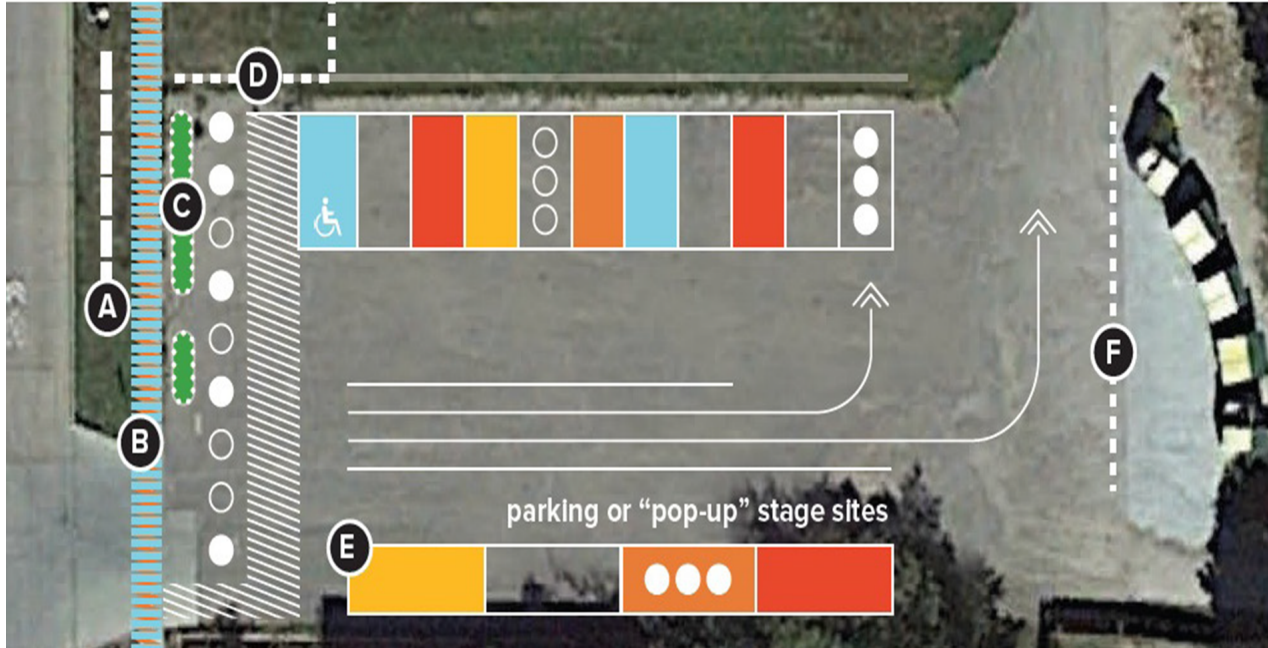
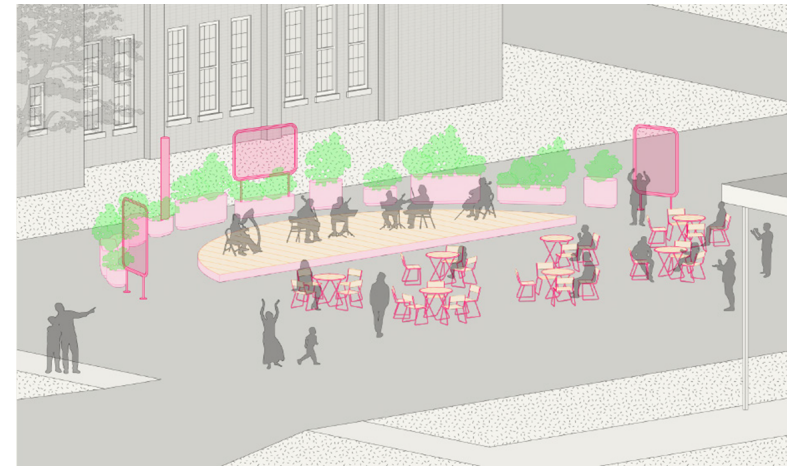
- Connect the downtown Square and Simpson college in a visible and celebratory way
- Provide gathering spaces for community events and impromptu gatherings and square events
- Attract visitors and residents to spend time here, visit our businesses, and get to know our story
- Celebrate and strengthen community pride and identity



WONDER ON BUXTON – PARKING LOT IMPROVEMENTS

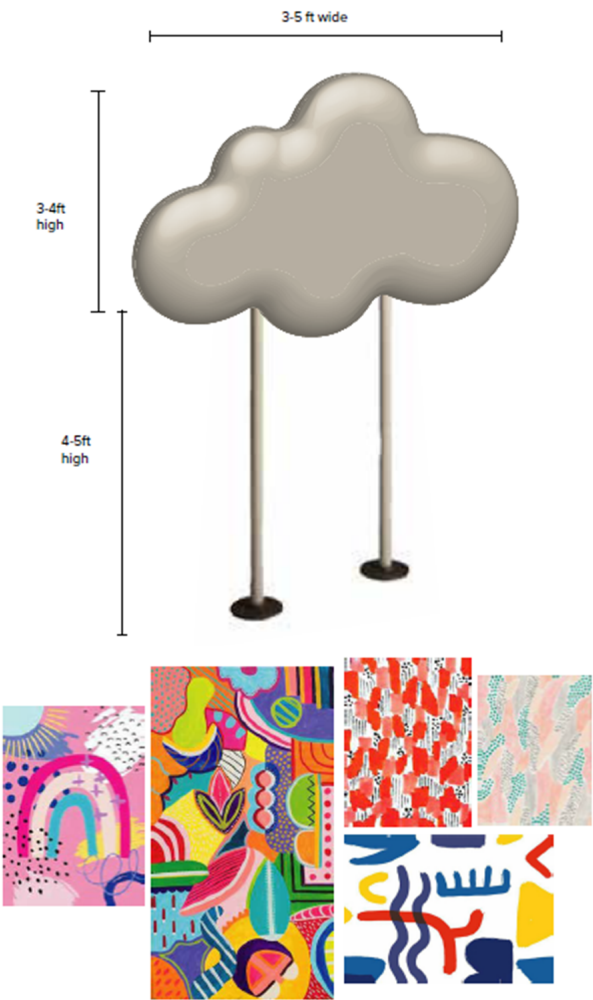
Allow use as special event space while maintaining parking for daily use.

Additions: Movable furniture, screens, and planters; custom sign; pavement paint, resealing/repaving.



WONDER ON BUXTON – SCULPTURE SERIES

CONCEPT



APPROACH

A series of six elevated art sculptures will be placed throughout the corridor. **These cloud shaped fiberglass structures will be commissioned to a local artist** whose work captures the themes of movement, and positive energy.

Cloud shapes were selected to connect to **WONDER** through a sense of elevation and lightness inspired by the Hot Air Balloon fest and sense of magic and celebration.

One artist would be enlisted to create six different, but connecting pieces using a palette that is bright and energetic. Color and abstract imagery could be used to bring a sense of whimsy, vibrancy, and bubbly variety to the streetscape. While multiple local artists could be engaged, we believe the consistency of different works from one artist would be more visually cohesive.

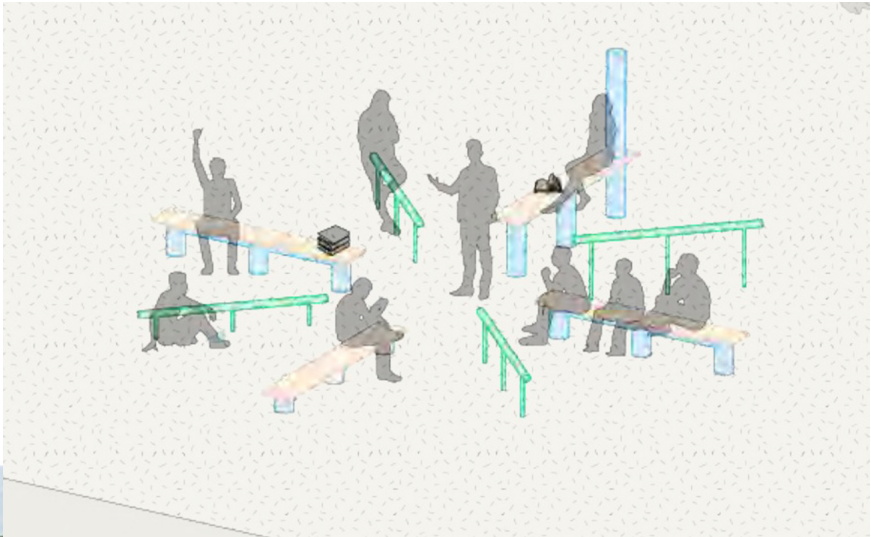


MATERIALS:
Fiberglass, paint,
coating

QTY:
6 sculptures

PARTNERS:
Local artist, fabricator,
selection committee.

WONDER ON BUXTON – COUNTY LAWN & STORYTELLING SIGNS



WONDER ON BUXTON

- Wind Sculptures on Light Poles
- Sidewalk Pattern
- Collaborative Mural
- Light/Sound Sculpture or Archway





MEMORANDUM

To: Planning and Zoning Commission
From:
Date: July 19, 2022
Subject: Discussion and Direction on Downtown Parking Regulations

Recommendation:

Attachments: 1. Parking Memo



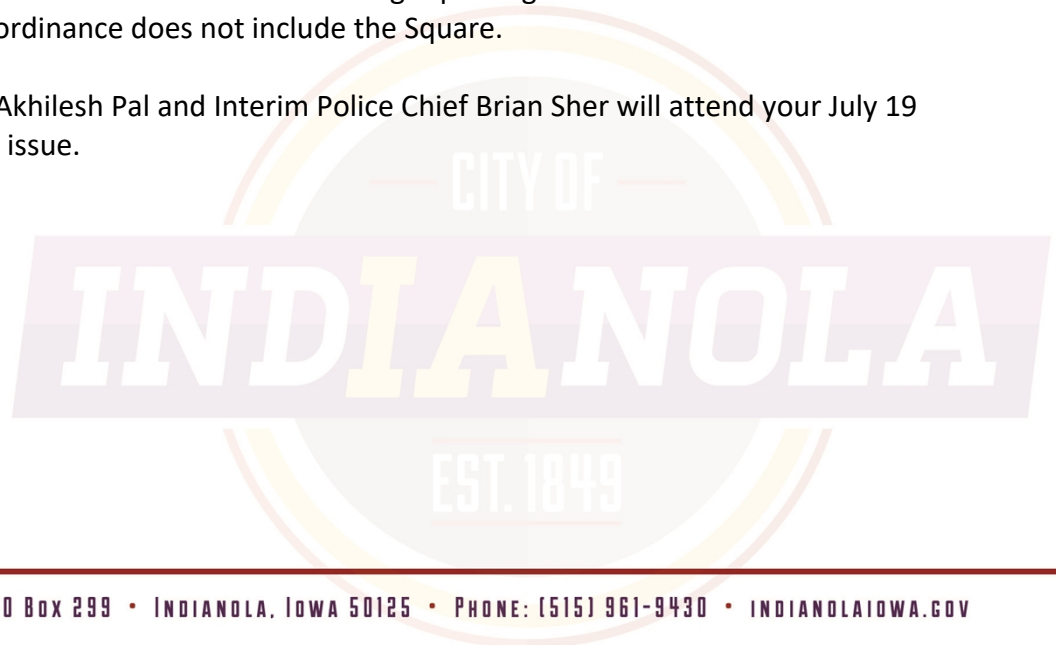
COMMUNITY DEVELOPMENT

To: Downtown Square Commission
From: Charlie Dissell, Community and Economic Development Director
Date: July 14, 2022
Subject: Discussion and Direction on Downtown Parking Regulations

Early this month, Mayor Stephanie Erickson received an e-mail from Warren County Sheriff Joe Carico requesting the allowance for overnight jail staff on the Square. According to Section 71.04 of the Code of Ordinances of Indianola, Iowa, “no person shall park a vehicle on the public square or on each street intersecting with the public square for a distance of one block from the intersection of the street with the public square between the hours of 2:00 a.m. to 5:00 a.m.” According to the Sheriff, there is currently six (6) overnight jail staff, and on any given day, there are usually three (3) to four (4) on a shift. The Sheriff also notes that parking in the NW and SW parking lot is limited, so most staff is required to park around the Square when they come in on shift.

The City uses the overnight parking restriction on the Square for two (2) reason. First, to assure those parking spaces do not have parking that is occurring for more than 24 hours. Second, to allow for the Public Works Department to do street cleaning during the overnight hours. To assure that these reasons continue to be addressed, staff is proposing to do an alternate side restriction which would allow the Sheriff’s office to park on one side of the Square and the street sweeper to run on the other side. Additionally, staff would recommend amending the City’s snow ordinance to include the Square. Currently, with the overnight restrictions on the Square, the Public Works Department is reliant on the overnight parking restrictions to clear snow in the Square, and the snow ordinance does not include the Square.

Public Works Director Akhilesh Pal and Interim Police Chief Brian Sher will attend your July 19 meeting to discuss this issue.





MEMORANDUM

To: Planning and Zoning Commission
From:
Date: July 19, 2022
Subject: Discussion and Direction on Façade Grant Program

Recommendation:

Attachments:

1. Staff Report
2. Project Introduction and Guidance Presentation
3. Extended Downtown Incentive Flyer - 2010
4. Downtown Incentive Policy - 2010
5. Downtown Incentive Brochure Info - 2010



COMMUNITY DEVELOPMENT

To: Downtown Square Commission
From: Emily Rizvic, Associate Planner
Charlie Dissell, Community and Economic Development Director
Date: July 15, 2022
Subject: Discussion and Direction regarding the Downtown Business Incentive Program

Background

In 2010, the City of Indianola first launched the Indianola Downtown Business Incentive Program which was “designed to help building owners revitalize and refresh the appearance of their businesses and improve the perception of Indianola as a progressive and attractive city to visitors and citizens in the central business district”. The program provided assistance in renovating and repairing commercial building structures within the city and was limited to only exterior remodeling work.

Indianola Downtown Business Incentive Program (2010)

The maximum a property could receive in grant funding was \$25,000 and the maximum loan that could be allotted per property was \$25,000. Properties were only allowed one grant and one loan. Grant funding was paid following the completion of a project. Funding packages and tiers are outlined in Figure 1. Projects costing over \$50,000 were eligible for a 50/50 grant and loan package for the first \$50,000 of their project but were required to pay the remaining balance.

Figure 1: Funding Package Guidelines and Tiers

Projected Cost of Project	Grant and Loan Percentages
\$0.00 - \$4,999	The entire cost is paid by the property owner
\$5,000 - \$9,999.99	10% Grant / 90% Loan
\$10,000 - \$19,999.99	20% Grant / 80% Loan
\$20,000 - \$29,999.99	30% Grant / 70% Loan
\$30,000 - \$39,999.99	40% Grant / 60% Loan
\$40,000 - \$50,000	50% Grant / 50% Loan
Over \$50,000*	50% Grant / 50% Loan*

* Any remaining balance over \$50,000 is to be paid by the property owner.

Restrictions were applied as to what projects would be funded for the program. For example, structures such as government agency buildings, cultural facilities and religious use buildings

were not eligible to participate in the program. Additionally, interior and stand-alone roof replacements were not eligible for financial assistance.

Program Participants

A total of 120 properties were identified as eligible for the downtown incentive program. Out of these properties, approximately twenty-five (25) participated in the program. Program participants were able to replace windows, replace roofs and shingles, replace deteriorated brick columns, paint exteriors, replace store front windows, add decorative features such as an awning, provide electrical and light fixtures, repair cracks, frame doors and windows, and install shutters. Examples of buildings located in the downtown square that have participated in the program includes 108 West Ashland, 113 East Salem, 115 North Buxton, and 219 West Salem.

Program Policies

The following policies were implemented as part of the Downtown Façade investment program:

1. Roof replacements were only considered as part of a major renovation including facades, windows, structural improvements, and lighting. If the cost of the roof replacement was less than 50% of the exterior renovation, the cost would be eligible for funding. The logic being that the emphasis of the program was to fund exterior portions of buildings visible to the public and therefore should carry the higher priority.
2. Government agency buildings, cultural facilities and religious use buildings were not eligible for the program.

Potential Grant Opportunities

The following are a list of potential grant opportunities that may relate to the downtown investment program:

- Main Street Iowa Challenge Grant
- Community Catalyst Program
- Downtown Housing Grant
- Downtown Revitalization Fund CDBG
- Downtown Load Guarantee Program
- Community Grant (Warren County Philanthropic Partnership)
- High Impact Grant (WCPP)
- Community Placemaking Grants (Project for Public Spaces)
- Enhance Iowa (IEDA)
- Wellmark MATCH Grant
- Resource Enhancement and Protection (REAP)
- Our Town Grant
- State Farm Neighborhood Assist Program
- Prairie Meadows Community Betterment Grant
- Prairie Meadows Legacy Grant



Downtown Business Incentive Program

City of Indianola, IA
July 19, 2022

PROGRAM SUMMARY

Any construction, rehabilitation, or renovation project within the Downtown area was eligible to apply for assistance.

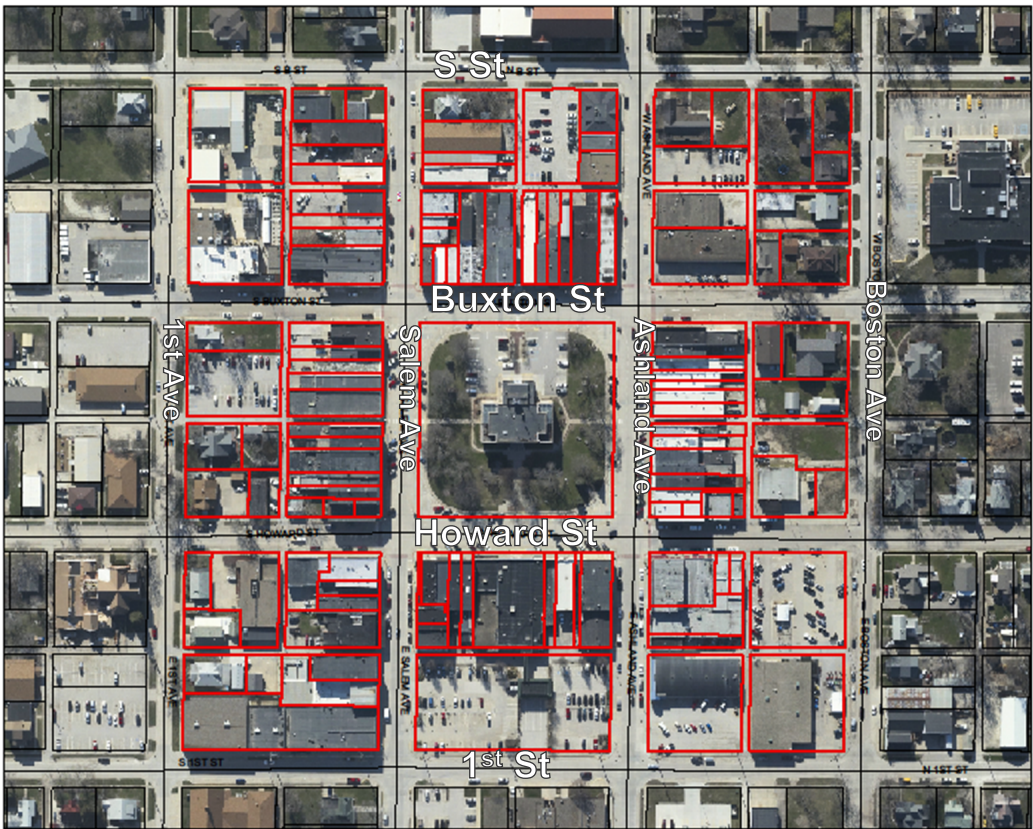
- Maximum Grant: \$25,000
- Maximum Loan: \$25,000
- Zero-interest loan program
- 25 Program Participants



Downtown Incentive Program (2010)

The Downtown Incentive Program was launched to help building owners revitalize and refresh the appearance of their businesses and attract people to visit the central business district.

Eligible projects that applicants could apply for funding included improvements to exterior such as window and door replacements, demolition of non-approved building materials, masonry renovation, storefront renovation, additions, signage, lighting, and in certain instances, roof replacement projects. Interior projects and stand-alone roof replacements were not eligible for funding.



Financial Package Guidelines (2010)



A summary of the financial packages that were offered to property owners within the downtown location.

PROJECTED COST OF PROJECT

- \$0.00 - \$4,999
- \$5000 - \$9,999.99
- \$10,000 - \$19,999.99
- \$20,000 - \$29,999.99
- \$30,000 - \$39,999.99
- \$40,000 - \$50,000
- Over \$50,000*

GRANT AND LOAN PERCENTAGES

The entire cost is paid by the property owner

- 10% grant // 90% loan
- 20% grant // 80% loan
- 30% grant // 70% loan
- 40% grant // 60% loan
- 50% grant // 50% loan
- 50% grant // 50% loan*

*50% loan (for the first \$50,000.00) the remaining balance is paid by the owner

BEFORE



AFTER



108 West Ashland
Construction Costs: \$53,032

BEFORE



AFTER



113 East Salem
Construction Costs: \$72,368

BEFORE



AFTER



115 North Buxton
Construction Costs: \$62,809

BEFORE



AFTER



219 West Salem
Construction Costs: Unknown

Future Downtown Incentive Program

\$125,000 in funding is reserved for a downtown incentive program. What will the program entail? What are the goals of the program?

- Does the program encourage building façade that encourages people-oriented uses?
- Will it encourage the creation of low-cost spaces that can be used to incubate new businesses that can hopefully turn into profitable business enterprises?
- Is there opportunity to activate underutilized alleyways?
- Will the program allow funding to be utilized for signage opportunities?



Future Downtown Incentive Program (Cont.)

\$125,000 in funding is reserved for a downtown incentive program. What will the program entail? What are the goals of the program?

- Is the intent of the program only to repair and rehabilitate existing features? Or does the program also incentivize features that are currently missing and desired by the community?
- Does the program provide funding to create retail ready locations and ready-to-move in commercial spaces?
- Does the program allow for opportunities to create co-retailing opportunities?
- Does the program provide incentives in creating downtown housing stock through upper-story housing?



Open-frontage/open-air café's



Onibus Coffee – Tokyo, Japan

Alley Activation through Public Art



Central Square – Boston, MA

Rooftop Dining and Bar



Montage – Cedar Falls, IA

Convertible commercial spaces



Lockwood Cafe – Ames, IA

Upper-story Housing



Bloomfield, IA

Storefront Facades



Minnow - London, UK

Future Downtown Incentive Program

\$125,000 in funding is reserved for a downtown incentive program. What incentive is being provided to meet program goals?

- What will the financial package consist of?
 - Will the program consist of a grant and/or loan program?
 - What will be the maximum award amount?
- Will there be a grant matching requirement?



Future Downtown Incentive Program

What expectations are set for an applicant applying to the program?

- What level of architectural detail and qualities will be required for applications?
- What role does historic and cultural preservation play?
- Are there any conditions that must be met prior to receiving funding?
- Will the program support the adaptive reuse buildings and structures?
- What considerations, if any, will there be regarding the transition between the downtown area and surrounding neighborhood?



COMPREHENSIVE PLAN AND ASSESSMENTS

Comprehensive Plan: ED-4-A: Offer programs for building maintenance, restoration, preservation and revitalization

- Reinstate the former Façade Grant program, possibly modifying program parameters to meet current needs, including business signage.
- Research minimum maintenance agreements to assist with deferred maintenance issues.

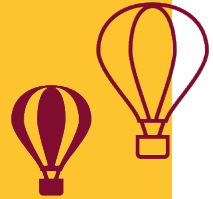
Downtown Assessment Visit Report

- Work with building owners to create retail-ready locations. Address maintenance issues and make improvements necessary to provide a “ready-to-move-in” commercial space.
- Create a list of available local grants and programs that assist in business development. Share these resources annually with all businesses.
- Implement murals, sculptures and other public art within the downtown square.

DISCUSSION AND DIRECTION

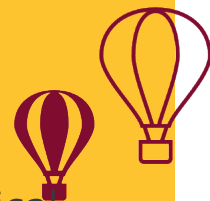
What does Indianola's next downtown investment program look like? What steps can staff take to assist in the creation and implementation of a successful program?

ADDITIONAL GRANT OPPORTUNITIES



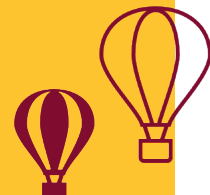
- Main Street Iowa Challenge Grant – Maximum grant \$100,000
- Community Catalyst Program – Redevelopment, rehabilitation, or deconstruction of buildings to stimulate economic growth or reinvestment in the community – Maximum grant \$100,000
- Downtown Housing Grant – Supports local downtown revitalization through new and renovated housing opportunities in communities under 30,000 – Maximum grant \$600,000
- Downtown Revitalization Fund CDBG --
- Downtown Loan Guarantee Program – Maximum loan guarantee of \$250,000
- Community Grant (WCPP) – Addresses a community need within Warren County – Maximum \$5,000
- High Impact Grant (WCPP) – Investment projects that benefit multiple community – Maximum \$25,000

ADDITIONAL GRANT OPPORTUNITIES



- Community Placemaking Grants (Project for Public Spaces) – Fund physical and programmatic improvements to a public space – Maximum \$40,000 with the addition of design, research, community engagement and implementation support from Project for Public Spaces.
- Enhance Iowa (Iowa Economic Development Authority) Grant – Funds construction projects related to recreation, education, entertainment and cultural activities – Maximum \$1 million
- Wellmark MATCH Grant – Funds pocket parks, outdoor recreation areas, hydration stations, walking paths and trails, wayfinding signage, community gardens, edible landscaping, learning kitchens, mobile food pantries, etc. -- Maximum \$50,000-100,000

ADDITIONAL GRANT OPPORTUNITIES



- Resource Enhancement and Protection (REAP) Grant – funding to preserve, conserve, interpret, enhance and educate the public about Iowa's Historical assets – Maximum \$50,000
- Our Town Grant – Creative placemaking program that supports activities that integrate arts, culture, and design into local efforts that strengthens communities – Maximum \$150,000
- State Farm Neighborhood Assist Program – Maximum \$25,000
- Prairie Meadows Community Betterment Grant Program – Funding for projects that may involve arts and culture, economic development, education, and health and human services – Maximum \$99,999
- Prairie Meadows Legacy Grant – Maximum \$1 million

Thank you!

Questions? Comments?

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(515) 962-5270

Charlie Dissell, Director
cdissell@indianolaiowa.gov
(515) 962-5276





EXTENDED! **INDIANOLA** **DOWNTOWN BUSINESS** **INCENTIVE PROGRAM**

This Incentive Program is designed to help building owners revitalize and refresh the appearance of their businesses and improve the perception of Indianola as a progressive and attractive city to visitors and citizens in the central business district.

The Incentive Program addresses the issues of renovation and repairing the existing commercial building structures and facades of property that is



properly zoned and located within Blocks 7 - 8 - 9 - 12 - 13 - 16 - 17 - 18 of the Original Town Plat, Indianola, Iowa. This includes items such as exterior

windows and door replacement, demolition of non-approved building materials, masonry renovation, storefront renovation, additions, signage, lighting and some roof replacements. Remodeling building facades are encouraged to compliment the brick fronts of downtown Indianola, the original architectural styling of the building or those of neighboring structures. Those buildings with secondary rear/alley entries will be eligible as a part of the project providing that priority is given to the renovation of the main façade.



Interior remodeling work is not eligible for this program; roof replacements will only be considered as part of a major renovation including facades, windows, structural improvements and lighting, etc.

Participants in this program are able to take advantage of a financing program consisting of a grant and a zero interest loan package. The percentage of grant and loan adjusts incrementally based upon project cost.

(See table below)

The city will use available USDA funds for the loan program outlined below:

- The local lender originates loans in amounts ranging from \$5,000 to \$25,000 with a maximum term of 10 years.
- Loans are subject to lender procedures and conditions
- The interest rate charged to the borrower will be 0%



FINANCIAL PACKAGE GUIDELINES

Projected Cost **Grant and Loan Percentages**

\$0.00 - \$4,999.00	0% grant	0% loan
\$5,000.00 - \$9,999.00	10% grant	90% loan
\$10,000.00 - \$19,999.00	20% grant	80% loan
\$20,000.00 - \$29,999.00	30% grant	70% loan
\$30,000.00 - \$39,999.00	40% grant	60% loan
\$40,000.00 - \$50,000.00	50% grant	50% loan
*Over \$50,000.00	50% grant	50% loan

*for the first \$50,000.00 the remaining balance is paid by the owner

MAXIMUM GRANT IS \$25,000 PER PROPERTY AND MAXIMUM LOAN IS \$25,000.00 PER PROPERTY AND ONLY ONE GRANT AND ONE LOAN WILL BE ALLOWED PER PROPERTY. GRANT FUNDS WILL BE PAID UPON COMPLETION OF PROJECT AND ISSUANCE OF A CERTIFICATE OF COMPLETION AND COMPLIANCE.

STARTING DATE OF THIS PROGRAM WILL BE JANUARY 1, 2012.

MAXIMUM AVAILABLE FUNDS FOR ALL PROJECTS IS \$200,000. PROGRAM WILL END WHEN FUNDS ARE COMMITTED. DISTRIBUTION OF FUNDS WILL BE ON A FIRST COME/FIRST SERVE BASIS FOR AVAILABLE FUNDS CALL 961-9430

CONSTRUCTION MUST BE COMPLETED BY DECEMBER 31, 2013.

APPLICATIONS ARE AVAILABLE FROM THE INDIANOLA COMMUNITY DEVELOPMENT DEPARTMENT.

COMPLETED APPLICATION MUST BE FILED AT THE INDIANOLA COMMUNITY DEVELOPMENT DEPARTMENT – 110 N. 1ST STREET. For More Information call 961-9430

EXTENDED PROGRAM

FINANCIAL PACKAGE GUIDELINES

Projected Cost

\$0.00 - \$4,999.00	0% grant
\$5,000.00 - \$9,999.00	10% grant
\$10,000.00 - \$19,999.99	20% grant
\$20,000.00 - \$29,999.99	30% grant
\$30,000.00 - \$39,999.99	40% grant
\$40,000.00 - \$50,000.00	50% grant
*Over \$50,000.00	50% grant

Grant and Loan Percentages

Entire cost is paid by the building owners
90% loan
80% loan
70% loan
60% loan
50% loan
50% loan

for the first \$50,000.00

the remaining balance is paid by the owner

MAXIMUM GRANT IS \$25,000 PER PROPERTY AND MAXIMUM LOAN IS \$25,000.00 PER PROPERTY AND ONLY ONE GRANT AND ONE LOAN WILL BE ALLOWED PER PROPERTY. GRANT FUNDS WILL BE PAID UPON COMPLETION OF PROJECT AND ISSUANCE OF A CERTIFICATE OF COMPLETION AND COMPLIANCE.

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FOR AVAILABLE FUNDS CALL 961-9430

CONSTRUCTION MUST BE COMPLETED BY DECEMBER 31, 2013.

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COMPLETED APPLICATION MUST BE FILED AT THE
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INDIANOLA DOWNTOWN BUSINESS INCENTIVE PROGRAM

This Incentive Program is designed to help building owners revitalize and refresh the appearance of their businesses and improve the perception of Indianola as a progressive and attractive city to visitors and citizens in the central business district.

The Incentive Program addresses the issues of renovation and repairing the existing commercial building structures and facades of property that is properly zoned and located within Blocks 7-8-9-12-13-16-17-18 of the Original Town Plat, Indianola, Iowa. This includes items such as exterior windows and door replacement, demolition of non-approved building materials, masonry renovation, storefront renovation, additions, signage, lighting and some roof replacements. Remodeling building facades are encouraged to compliment the brick fronts of downtown Indianola, the original architectural styling of the building or those of neighboring structures. Those buildings with secondary rear/alley entries will be eligible to be included as a part of the project providing that priority is given to the renovation of the main façade.

Interior remodeling work is not eligible for this program; roof replacements will only be considered as part of a major renovation including facades, windows, structural improvements and lighting, etc.

This program does not apply to new building construction, any repair or replacement of any portion of a building which has been damaged and is eligible for or receives an insurance reimbursement or any other public funding. In the case where no insurance policy applies or the property owners' insurance company does not award the claim, the Downtown Incentive funds are eligible for any repair or replacement of any portion of the building subject to the criteria in paragraph 2 above. It is the responsibility of the building owner to prove no insurance reimbursement or other public funds has been received for any repairs eligible under this program.

Any construction, rehabilitation or renovation project started after January 1, 2010 is eligible to apply for assistance. Specific line item estimates of materials and all labor costs for areas qualifying for the incentive must be submitted to the Community Development Director with the Pre-application.

Government agency buildings, cultural facilities and religious use buildings are not eligible for this program.

Program assistance is available from the Community Development Department. The Department can perform an on-site analysis of the existing property to a) help determine what factors/conditions would be recommended in order to meet the guidelines of this program, b) to review/discuss downtown design concepts in order to meet remodeling requirements and c) to review contractor information for line item pricing and services.

Building owners who desire to participate in the program need to fill out a pre-application describing the proposed renovation, design drawings and approximate costs. Pre-applications will be reviewed by the Community Development Department and recommended to Council for approval based upon meeting the established criteria of design indicated in the 2000 Urban

Design for Downtown Indianola, construction and timeline of work involved. When all criteria are met, a final application will be filed and the project presented to the City Council for approval.

Where the strict application of standards or requirements of this program would cause substantial hardship or impose unreasonable restrictions not created by the owner, the City Council may grant such variances from these standards or requirements as may be necessary to permit the reasonable redevelopment of the building.

Approved projects may file for an amendment to increase or decrease the scope of the project with approval of the Community Development Department prior to completion of the project. Approval by the Community Development Department of the design and construction features of the project in no way implies or indicates Council approval of the financial assistance portion of the project.

Participants in this program are able to take advantage of a one of two financing programs consisting of a grant and/or a zero interest loan package. The percentage of grant and loan adjust incrementally based upon the total investment for the projected.

The city will use available Downtown TIF funds for the loan program outlined below:

- The local lender originates loans in amounts ranging from \$10,001 to \$25,000 with a maximum term of 10 years.
- Loans are subject to lender procedures and conditions
- The interest rate charged the borrower will be 0%
- The interest rate charged the city will be 3% paid annually
- City will deposit funds equal to the principal amount of the loan at 0% interest.
- The deposit does not guarantee the loan nor is it collateral for the loan. The deposit is only to reduce the interest rate charged to the borrower.
- The lender will pay the city annually an amount equal to the principal repayment of the outstanding loan(s). As a result, the amount in the deposit account will equal the principal outstanding on the loan.

The city will use available USDA funds for the loan program outlined below:

- USDA funds may only be utilized to benefit small and emerging business. The definition of small and emerging businesses is those entities with 50 employees or less and less than \$1million in gross revenue.
- The city lends and approves loans in the amount of \$10,000 or less for a maximum term of 5 years.
- The interest rate charged the borrower will be 0%
- The lender will pay the city annually an amount equal to the loan divided by 5
- Should the borrower default on the loan (90 days or more) an interest rate equal to 6% shall be added to the principal amount

All costs directly related to the implementation of downtown development are eligible. Costs for interiors and stand-alone roof replacements are **not** eligible.

For those projects for which 100% of the financing has occurred through a non-participating financial institution, the city of Indianola will reimburse the interest to the institution for the qualifying amount for a period not to exceed 10 years.

This City reserves the right to modify, amend or terminate the Program. City is not obligated until after Certification of Project Completion and Compliance are issued by the City.

FINANCIAL PACKAGE GUIDELINES

<u>Projected Cost</u>	<u>Grant and Loan Percentages</u>	
\$0.00 - \$ 4,999.00	The entire cost is paid by the building owners	
\$5000.00 - \$9,999.00	10% grant	90% loan
\$10,000.00 - \$19,999.99	20% grant	80% loan
\$20,000.00 - \$29,999.99	30% grant	70% loan
\$30,000.00 - \$39,999.99	40% grant	60% loan
\$40,000.00 - \$50,000.00	50% grant	50% loan
Over \$50,000.00	50% grant	50% loan (for the first \$50,000.00) the remaining balance is paid by the owner

MAXIMUM GRANT IS \$25,000 PER PROPERTY AND MAXIMUM LOAN IS \$25,000.00 PER PROPERTY AND ONLY ONE GRANT AND ONE LOAN WILL BE ALLOWED PER PROPERTY. GRANT FUNDS WILL BE PAID UPON COMPLETION OF PROJECT AND ISSUANCE OF A CERTIFICATE OF COMPLETION AND COMPLIANCE.

All loans are repaid with equal payments over a ten year period at 0% interest **EXAMPLE:** Project cost of \$35,000.00 results in a \$14,000.000 grant and a \$21,000.00 loan. Loan repayments would be \$2,100.00 per year for ten years.

Upon completion of the renovation project the property owner will request a certificate of completion and compliance from the Community Development Department.

STARTING DATE OF THIS PROGRAM WILL BE JANUARY 1, 2010.

PROJECT APPLICATION DEADLINE WILL BE DECEMBER 31, 2011.

CONSTRUCTION MUST BE COMPLETED BY DECEMBER 31, 2012.

GRANT AND LOAN AMOUNTS WILL BE APPROVED AND PAID UPON FINAL COMPLETION AND ACCEPTANCE OF THE PROJECT.

PROJECT AMENDMENT MUST BE SUBMITTED PRIOR TO COMPLETION OF PROJECT.

PROJECT COMPLETION AND CERTIFICATE OF COMPLETION AND COMPLIANCE ISSUED NO LATER THAN 12 MONTHS AFTER PROGRAM ENDS.

APPLICATIONS ARE AVAILABLE FROM THE INDIANOLA COMMUNITY DEVELOPMENT DEPARTMENT.

COMPLETED APPLICATION MUST BE FILED AT THE INDIANOLA COMMUNITY DEVELOPMENT DEPARTMENT – 110 N. 1ST STREET.

INDIANOLA DOWNTOWN INCENTIVE PROGRAM
PRE-APPLICATION

DATE ____/____/20____

OWNER'S NAME _____

OWNER'S ADDRESS _____

PHONE NUMBER _____

CONTACT PERSON _____

PHONE NUMBER _____

SITE ADDRESS _____

BRIEF DESCRIPTION OF PROJECT INCLUDING PRELIMINARY DRAWINGS OR
PHOTOGRAPHS.

PRELIMINARY COST ESTIMATE _____

COMMUNITY DEVELOPMENT DEPARTMENT USE:

COMMENTS:

DATE ____/____/20____

Please attach a specific line item estimate of materials and all labor costs.

COMMUNITY DEVELOPMENT DIRECTOR

Approval of this application does not bind the City; only the Council can give Final Approval for
payment of Economic Development Grants or interest forgiveness [or Loans].

INDIANOLA DOWNTOWN BUSINESS INCENTIVE PROGRAM
APPLICATION

DATE ____/____/20____

OWNER'S NAME _____

OWNER'S ADDRESS _____

PHONE NUMBER _____

CONTACT PERSON _____

PHONE NUMBER _____

SITE ADDRESS _____

BRIEF DESCRIPTION OF PROJECT INCLUDING DRAWINGS AND/OR PHOTOGRAPHS.
INCLUDE PHOTOGRAPHS OF CURRENT BUILDING FRONTAGE.

FINAL COST ESTIMATE (ATTACH DETAILED COST ESTIMATE)

COMMUNITY DEVELOPMENT DEPARTMENT USE:

COMMENTS:

APPROVED ____ YES ____ NO

DATE ____/____/20____

COMMUNITY DEVELOPMENT DIRECTOR

Approval of this application does not bind the City; only the Council can give Final Approval for payment of Economic Development Grants or interest forgiveness [or Loans].

AMENDMENT TO APPLICATION

DATE ____/____/20____

OWNER'S NAME _____

OWNER'S ADDRESS _____

PHONE NUMBER _____

CONTACT PERSON _____

PHONE NUMBER _____

SITE ADDRESS _____

BRIEF DESCRIPTION OF PROJECT INCLUDING DRAWINGS AND/OR PHOTOGRAPHS.

AMENDED PROJECT WILL RESULT IN AN INCREASE OR DECREASE (CIRCLE ONE)
IN THE COST OF THE PROJECT TOTALING
\$ _____

COMMUNITY DEVELOPMENT DEPARTMENT USE:

COMMENTS:

APPROVED ____ YES ____ NO

DATE ____/____/20____

COMMUNITY DEVELOPMENT DIRECTOR

Approval of this application does not bind the City; only the Council can give Final Approval for payment of Economic Development Grants or interest forgiveness [or Loans].

INDIANOLA DOWNTOWN BUSINESS INCENTIVE PROGRAM
CERTIFICATION OF PROJECT COMPLETION AND COMPLIANCE

DATE ____/____/20____

OWNER'S NAME _____

OWNER'S ADDRESS _____

PHONE NUMBER _____

CONTACT PERSON _____

PHONE NUMBER _____

SITE ADDRESS _____

DATE OF PRE-APPROVAL BY COMMUNITY DEVELOPMENT DEPART. ____/____/20____

DATE OF FINAL APPROVAL BY COMMUNITY DEVELOPMENT DEPART. ____/____/20____

WAS THE PROJECT PLAN AMENDED? YES _____ NO _____

DATE OF APPROVED CHANGE ____/____/20____

DATE PROJECT COMPLETED ____/____/20____

ACTUAL COST OF PROJECT (with documentation such as invoices or statements of charges)

WILL YOU APPLY FOR A NO-INTEREST LOAN IN THE AMOUNT AVAILABLE FOR
THIS PROJECT? YES _____ NO _____

IF YES, WHICH OF THE INDIANOLA BANKS WILL ADMINISTER THE LOAN?

SIGNATURE OF CONFIRMATION _____

COMMENTS FROM THE COUNCIL:

MOTION TO APPROVE _____

DATE _____

SIGNATURE OF MAYOR _____

INDIANOLA DOWNTOWN BUSINESS INCENTIVE PROGRAM

Borrower shall sign a note with their bank of choice repayable in 10 equal annual installments. The loan date shall be indicated on the promissory note and interest shall begin accruing from that date. Upon payment of each of the 10 annual installments, borrower shall obtain a statement of interest due to the bank which will be submitted to the Director of Finance and Administrative Services. Upon receipt of a statement of interest due, the Indianola Clerk's Office will issue a check for that amount to the borrower's lender. The City's annual interest payments shall not exceed an interest rate at 3% when using the U.S.D.A. program funds.

BORROWER'S NAME _____

BORROWER'S ADDRESS _____

BANK _____

SIGNATURE OF BORROWER _____

SIGNATURE OF BANK OFFICER _____

DATE _____

APPROVED BY _____
DIRECTOR OF FINANCE AND ADMINISTRATION SERVICES

DATE _____

THIS FORM WILL BE KEPT ON FILE IN THE INDIANOLA COMMUNITY DEVELOPMENT DEPARTMENT AND WILL NOT REQUIRE FILING ON EACH ANNIVERSARY DATE OF LOAN PAYMENT AND INTEREST DUE.

Approval of this application does not bind the City; only the Council can give Final Approval for payment of Economic Development Grants or interest forgiveness [or Loans].

DEFINITIONS

ALLEY – A public thoroughfare not more than thirty feet in width for the use of vehicles which has been dedicated to the public for its use.

BUSINESS OR COMMERCIAL USE – An activity involving the sale, rental, production, storage, service and distribution of goods, carries out for pecuniary gain.

COMMERCIAL BUILDING – A building whose principal use has been determined to be related to a business or commercial use that is properly zoned for that activity and located within Blocks 7-8-9-12-13-16-17-18 of Original Town Plat, Indianola, Iowa.

CULTURAL FACILITIES – A library, museum, art gallery or similar non-profit use affording display, preservation and exhibition of objects of permanent interest in one or more of the arts and sciences.

DWELLING – Any building or portion thereof which is designed or used primarily for residential purpose but not including a tent or trailer.

ELEVATION – A flat scale drawing of the front, rear or side of a building.

FAÇADE – The exterior wall of a building exposed to public view or that wall viewed by persons not within the building.

FINAL APPROVAL – The last official action by the City Council on a development plan which has been given preliminary approval, after all conditions and requirements have been met.

FRATERNAL ORGANIZATION – A group of people formally organized for a common interest, usually cultural, religious or entertainment, with regular meetings, rituals and formal written membership requirements.

GOVERNMENT AGENCY – Any department, commission, independent agency of instrumentality of the United States, of a state, county, incorporated or unincorporated _____ or other governmental unit.

HISTORIC BUILDING – Any building or structure which is historically or architecturally significant.

MULTIUSE BUILDING – A building containing two or more distinct uses

NEW CONSTRUCTION – A commercial building that did not exist at least one calendar year prior to an application being filed with the Indianola Downtown Incentive Program.

PRELIMINARY FLOOR PLANS AND ELEVATIONS – Architectural drawings prepared during early and introductory stages of the design of a project, illustrating in schematic form the scope, scale and relation of the project to its site and immediate environs.

PROJECT – A development with the necessary site improvements on a particular parcel of land.

PROPERTY – As listed by the Warren County Assessor as having a separate parcel number.

REHABILITATION – The upgrading of a building previously in a dilapidated or substandard condition for human habitation or use.

RELIGIOUS USE – A structure or place of worship, ceremonies, rituals and education pertaining to a particular system of beliefs are held.

SIGN – Means any and every advertising sign, identification sign, freestanding sign, ground sign, wall sign, roof sign, illuminated sign, projecting sign, temporary sign, marquee, awning and canopy and includes any announcement, declaration, demonstration, display, illustration or insignia used to advertise or promote the interests of any person when the same is placed out-of-doors in view of the general public.

STREET, PUBLIC – A public thoroughfare more than thirty feet in width.

INDIANOLA DOWNTOWN BUSINESS INCENTIVE PROGRAM OVERVIEW OF LOAN PROGRAMS

1. **Loan Amount:** All loans must be qualified by the Community Development Department and approved by the city and/or a local bank.
2. **Rate:** The rate of interest shall be 3% (paid by the city) by the borrower's bank when using Tax Increment Financing funds. The rate will be 0% when utilizing USDA funds. The rate must be a fixed interest rate.
3. **Term:** The loans will be for a maximum of 10 years with annual payments of principal and interest. There shall be no prepayment penalty. Principal payments are payable by the borrower, qualified interest will be paid by the City of Indianola as long as the borrower is not in default. Principal and interest payments shall be made annually.
4. **Security:** Determined by an agreement between the borrower and the lender.
5. **Downtown Business Loan Agreement:** Borrower shall sign a note at the stated interest rate with either the city and/or their bank of choice. Borrower shall then establish a separate agreement with the Director of Finance and Administrative Services indicating that the interest will be paid within 10 days of the bank presenting a certification letter from their bank that all payments on the Indianola Downtown Business Incentive loan have been paid, including the current principal payment due for that annual year. The certification letter will also include the interest owed to the bank. The Director of Finance and Administrative Services will then issue a check payable jointly to the bank and borrower for the interest rebate for that year. This will make the loan a zero interest loan as long as all payments are paid timely.
6. **Default:** Defined as 90 days delinquent, foreclosure, and/or bankruptcy. The first interest subsidy payment shall be paid on the anniversary date of the loan. All future interest payments will be paid so long as the loan is current with all payments as of the prior year's anniversary date. If the borrower defaults on the loan, the Indianola Downtown Business Program would be responsible for 15 months worth of interest. This applies whether it is year 2 or years 3-9. Please review the following example.
 - Loan approval date 4/1/10
 - Project is completed and approved by the city council. Borrower received applicable grant amount.
 - First principal payment made by borrower on 4/1/11. This payment is computed using a 10-year amortization on the balance remaining after the grant funds are received.
 - Interest paid by Indianola Downtown Business Incentive Program by 4/11/11.
 - Loan now has 9 years remaining.
 - Borrower does not make principal payment 4/1/12.
 - The loan is in default on 7/1/12 if no principal payment made before that date.
 - The Indianola Downtown Business Incentive Program pays interest through 7/1/12 because the customer was current as of 4/1/11. As of 7/1/12 the Indianola Downtown

Business Incentive Program will no longer pay interest and the borrower will be responsible for future interest payments. The interest rate will be set at the respective bank's penalty rate at this time. In addition, any late payment penalty fees will be assessed to the borrower at this time.

INDIANOLA DOWNTOWN BUSINESS INCENTIVE PROGRAM

This Incentive Program is designed to help building owners revitalize and refresh the appearance of their businesses and improve the perception of Indianola as a progressive and attractive city to visitors and citizens in the central business district.

The Incentive Program addresses the issues of renovation and repairing the existing commercial building structures and facades of property that is properly zoned and located within Blocks 7-8-9-12-13-16-17-18 of the Original Town Plat, Indianola, Iowa. This includes items such as exterior windows and door replacement, demolition of non-approved building materials, masonry renovation, storefront renovation, additions, signage, lighting and some roof replacements. Remodeling building facades are encouraged to compliment the brick fronts of downtown Indianola, the original architectural styling of the building or those of neighboring structures. Those buildings with secondary rear/alley entries will be eligible to be included as a part of the project providing that priority is given to the renovation of the main façade.

Interior remodeling work is not eligible for this program; roof replacements will only be considered as part of a major renovation including facades, windows, structural improvements and lighting, etc.

Participants in this program are able to take advantage of a financing program consisting of a grant and a zero interest loan package. The percentage of grant and loan adjust incrementally based upon the total investment for the projected.

The city will use available USDA funds for the loan program outlined below:

- The local lender originates loans in amounts ranging from \$5,000 to \$25,000 with a maximum term of 10 years.
- Loans are subject to lender procedures and conditions
- The interest rate charged the borrower will be 0%
- The interest rate charged the city will be 3% paid annually
- City will deposit USDA funds equal to the principal amount of the loan at 0% interest.
- The deposit does not guarantee the loan nor is it collateral for the loan. The deposit is only to reduce the interest rate charged to the borrower.
- The lender will pay the city annually an amount equal to the principal repayment of the outstanding loan(s). As a result, the amount in the deposit account will equal the principal outstanding on the loan.

This City reserves the right to modify, amend or terminate the Program. City is not obligated until after Certification of Project Completion and Compliance are issued by the City.

FINANCIAL PACKAGE GUIDELINES

<u>Projected Cost</u>	<u>Grant and Loan Percentages</u>	
\$0.00 - \$ 4,999.00	The entire cost is paid by the building owners	
\$5000.00 - \$9,999.00	10% grant	90% loan
\$10,000.00 - \$19,999.99	20% grant	80% loan
\$20,000.00 - \$29,999.99	30% grant	70% loan
\$30,000.00 - \$39,999.99	40% grant	60% loan
\$40,000.00 - \$50,000.00	50% grant	50% loan
Over \$50,000.00	50% grant	50% loan (for the first \$50,000.00) the remaining balance is paid by the owner

MAXIMUM GRANT IS \$25,000 PER PROPERTY AND MAXIMUM LOAN IS \$25,000.00 PER PROPERTY AND ONLY ONE GRANT AND ONE LOAN WILL BE ALLOWED PER PROPERTY. GRANT FUNDS WILL BE PAID UPON COMPLETION OF PROJECT AND ISSUANCE OF A CERTIFICATE OF COMPLETION AND COMPLIANCE.

STARTING DATE OF THIS PROGRAM WILL BE JANUARY 1, 2010.

PROJECT APPLICATION DEADLINE WILL BE DECEMBER 31, 2011.

CONSTRUCTION MUST BE COMPLETED BY DECEMBER 31, 2012.

APPLICATIONS ARE AVAILABLE FROM THE INDIANOLA COMMUNITY DEVELOPMENT DEPARTMENT.

COMPLETED APPLICATION MUST BE FILED AT THE INDIANOLA COMMUNITY DEVELOPMENT DEPARTMENT – 110 N. 1ST STREET.



MEMORANDUM

To: Planning and Zoning Commission
From:
Date: July 19, 2022
Subject: Consider Recommendation on WHO13 RVTV Street Closure

Recommendation:

Attachments: 1. RVTV App



City of Indianola

Special Event Application

Dear Event Organizer:

Thank you for your interest in planning and holding an event in Indianola. Through public events and activities a sense of community and pride is developed. Public events are also a means to stimulate our local economy. The following pages provide key information for a safe, fun and successful event.

Please take time to read the information in the application form thoroughly. Please contact City Hall at 515-961-9410 or email cityclerk@indianolaiowa.gov. We appreciate your time and interest in planning an event whether for local residents or the entire south central region of Iowa. A well planned event translates to a successful activity that benefits both public and private interests.

General Event Information:

- If an event is held on City Streets applications will be reviewed by the City Manager, Public Works, Human Resources/Risk Manager, Fire and Police Departments.
- If the event is held on a combination of City streets and trails applications will be reviewed by the City Manager, Public Works, Human Resources/Risk Manager, Fire, Police as well as the Parks and Recreation Departments.
- If an event is held exclusively within City Parks or Trails the Parks and Recreation Department will review the event application to verify if it is in accordance with City park policies as well as rules and regulations.
- Applications for events held on City streets or combination of streets and trails are sent to City Council for approval or denial. Applications need to be received no later than **60 days prior to your event**. If received less than 60 days prior to the event, staff will deny the application. It may be appealed to the City Council with a \$50 late fee.
- All applicants will need to complete a map (A) showing street/lane closures, and parks and trails you will be using, and locations of barriers/barricades, stages, platforms, parking etc. If the event involves a moving route, indicate the direction of travel.
- The Sheriff's Department shall have complete and unobstructed access to the entrance of the Warren County Justice Center.
- If the Square is blocked off, west bound traffic on Ashland should be able to turn north on Howard; south bound traffic on Buxton should be able to turn west on Ashland, east bound traffic on Salem should be able to turn south on Buxton and north bound traffic on Howard should be able to turn east on Salem.
- If the Square and one block in each direction are blocked-off, be sure to include plans for barricades one block west and east of the Square on Ashland and Salem, one block north and south of the Square on Howard and Buxton.
- When a street is closed off for the event an access lane needs to be maintained at a minimum of 20' wide per IFC 503.1.1 for emergency vehicles. If the event has a moving route this requirement is not applicable.
- Vendors are expected to park vehicles off of the Square once their booths/trailers have been set up— applicants will need to complete a map (B) showing parking of vehicles which also includes address of parking lot.
- Always be sensitive to neighbors and area businesses when interrupting normal traffic flow and using amplified music.
- An insurance certificate showing the City as an additional insured in the amount of \$1,000,000 or more will be required.
- You will receive communication after the request has been to Council unless there are questions regarding your application.



Event Details:

Event Name: WHO 13 RVTv- Indianola

Event Sponsor(s): City of Indianola/Indianola Downtown Merchants

Event Type (Check all that apply): ☐ Parade ☐ Bike Ride/Race ☒ Concert

Running Event: Fun Run ☐ Timed Race ☐ Will trails/sidewalks be utilized? Yes ☒ No ☐

Other: Tailgate/Street Party in the Downtown Square ahead of the Indianola/Pella and Iowa/Iowa State

Date/Time of event: Friday, September 9, 2022. 3PM to 11PM

Location of event: Indianola Downtown Square

Anticipated Attendance: 5000 Per Day 5000 Total

Organization: City of Indianola/Indianola Downtown Merchants

Contact Name: Charlie Dissell/Leslie Held

Address: 110 North 1st Street

Telephone Number: 515-962-5276

Fax Number: _____

Email address: cdissell@indianolaiowa.gov

Today's Date: July 15, 2022

Please describe your request and event:

WHO 13 has chosen Indianola as one of their five RVTv stops for 2022. As part of this event, WHO 13 TV requests a street party to accompany their live shots during the 4, 5 and 6 PM newscasts. This event will be geared towards people of all ages, and will include activities/games, food trucks, music/band, live stream of the Indianola/Pella football game. Alcohol will be allowed.

Please describe what streets, trails or parks you are planning to close or use:

See attached map

Salem Avenue from B Street to alley between Howard Street and 1st Street

Howard Street between Ashland and Salem (includes intersections with Ashland and Salem)

Buxton Street between Ashland and Salem (includes intersection with Salem)

Set Up Begins	Date <u>9/9/2022</u>	Time <u>11 AM</u>	Day of Week <u>Friday</u>
Event Starts	Date <u>9/9/2022</u>	Time <u>3 PM</u>	Day of week <u>Friday</u>
Event Ends	Date <u>9/9/2022</u>	Time <u>11 PM</u>	Day of week <u>Friday</u>
Dismantle	Date <u>9/9/2022</u>	Time <u>11 -12 PM</u>	Day of week <u>Friday</u>



Please describe your safety plan including crowd control. The Indianola Police and Fire Departments will review your safety plans to determine if safety is adequate for the planned event. In reviewing the application, they will be looking at anticipated crowd size, demographics, entertainment, alcohol, prior history with this event or similar events and other criteria. Attach additional sheets if necessary.

See Attached

Please describe your emergency/medical plan, including your communication procedures. Attach additional sheets if necessary.

See Attached

Please describe your plan for clean up and removal of recyclable goods and garbage during and after your event.

See Attached

Before submitting this application be sure to complete the following:

- ☒ The event application is completely filled out
- ☒ Map A attached – showing streets/trails/parks/lane closures, location of barrier/barricades, stages, platforms, parking, etc.
- ☒ Map B attached – shows where vendors are expected to park vehicles off the Square
- ☒ Street closure permit application if applicable, attached to application. Application is on [website](#) under “How Do I submit”.
- ☒ Noise permit application if applicable, attached to application. Application available on [website](#) under “How do I apply for noise permit”.
- ☒ Insurance certificate showing the City as an additional insured in the amount of \$1,000,000 is attached to the application.

As the event sponsor(s) I have read through the rules and certify that our event abides by the rules and regulations set by the Indianola Iowa City Council.

Applicant Signature: _____ Date: 9/9/2022

Thank you for your interest in holding a neighborhood or community event!

Return Application with attachments to:

City of Indianola

Attn: Event Applications

110 N 1st St PO Box 299

Indianola, Iowa 50125

email cityclerk@indianolaiowa.gov

City website indianolaiowa.gov

Event: WHO13 RVTV Indianola

Date: September 9 **Time:** 3PM-11PM

Safety Plan:

As this event plans to be both kid and adult friendly, we are requesting closure of the following streets to ensure safety of community:

- Salem Avenue from B Street to alley between Howard Street and 1st Street
- Howard Street between Ashland and Salem (includes intersections with Ashland and Salem)
- Buxton Street between Ashland and Salem (includes intersection with Salem)

This will allow room for WHO13's caravan of vehicles, food trucks, big projection screen, band, activities, and games.

Crowd Control:

- **Communication** –Communicating parking options and areas where certain events will be located within the street closures. This will allow visitors to plan their routes, parking and minimize confusion.
- **Map & Signage** – To manage crowd flow is to communicate with your attendees. Put important information in key locations where people are looking for a map, restrooms, seating, or food and beverages.
- **Flow** - offer a range of ways and places to start and finish their visit to drastically reduce the impression of congestion. A clear 20' path will be maintained down the center lines of each road to allow for pedestrian movements, as well as access for emergency vehicles. Access from South Buxton for the County Sheriff will also be maintained when needed through this 20' path.
- **Strategic planning** - place food trucks and popular events away from each other to manage the visitor experience and avoid overcrowding. For example, RVTV will be located along Howard in front of the Justice Center, KNIA's Big Red Radio will be at the intersection of Howard and Ashland, Food Trucks will be located on Salem between Howard and Buxton.

Emergency/medical plan:

- **Indianola PD**- Indianola PD will have officers on site to assist with public safety.
- **Contact onsite CPR**– Have a minimum of 1 volunteer on site certified in CPR. Qualified event supervisors will have a direct line of communication via radio/phone.
- **Call 911**, Ask if anyone onsite is trained to assist in the interim.

Clean up/Removal of recyclable goods/garbage:

- Downtown garbage cans will be assessed regularly and emptied to dumpsters, as needed. TRM has also agreed to provide additional trash receptacles through the area to account for the influx of people. We will also look to have a few porta potties spread out the site.

APPLICATION FOR TEMPORARY STREET /OR LANE CLOSURE



110 North 1st Street
Indianola, IA 50125
Phone #: 961-9430
Fax #: 961-9402

Check which applies:

- | | |
|---|--|
| ☒ STREET CLOSURE | ☐ RIGHT-OF-WAY/LANE CLOSURE |
| ☐ TRAILER/DUMPSTER/ STORAGE UNIT | ☐ SIDEWALK CLOSURE |

Applicant Details

Company Name: <u>City of Indianola/Indianola Downtown Merchants</u>	Application date: <u>July 15, 2022</u>
Company Address: <u>110 North 1st Street</u>	
Contact Name: <u>Charlie Dissell/Leslie Held</u>	Emergency Phone # (After hours): <u>515-635-1023</u>
Phone #: <u>(515) 962-5276</u>	Fax #: <u>()</u>
Email Address: <u>cdissell@indianolaiowa.gov</u>	

Details for street or lane closure:

Exact Location: <u>Salem Avenue from B Street to alley between Howard Street and 1st Street/Howard Street between Ashland and Salem (includes intersections with Ashland and Salem)/Buxton Street between Ashland and Salem (includes intersection with Salem)</u>	
Check All that applies for this request:	
☐ Utility Construction	☐ Sidewalk / Trail Construction
☐ Driveway Construction	☐ Pavement Repairs Maintenance
☐ Drainage Improvements	☐ Other
☐ None of above	
Provide details for request: <u>WHO 13 has chosen Indianola as one of their five RVTV stops for 2022. As part of this event, WHO 13 TV requests a street party to accompany their live shots during the 4, 5 and 6 PM newscasts.</u>	
This event will be geared towards people of all ages, and will include activities/games, food trucks, music/band, live stream of the Indianola/Pella football game.	
Start date: <u>September 9, 2022</u>	End date: <u>September 9, 2022</u>
# of days needed: <u>1</u>	Including weekends: ☐ Yes ☒ No
All Street and Lane Closures require a site map depicting the exact area to be closed, along with all applicable detour information and proposed signage in accordance with MUTCD guidelines.	
Site map included: ☒ Yes ☐ No	Detour route map included: ☐ Yes ☐ No
Hold Harmless Clause: The City shall not be liable to applicant's employees, agents, invitees, licensee, visitors, or to any other person, for injury to person or damage to property caused by the negligence or misconduct of user, its agents, servant or employees. The applicant agrees to indemnify and hold harmless the City from any loss, attorney's fees, and expenses or claims arising out of any such damage or injury. The City reserves the right to revoke this application at any time. I do hereby agree to all terms and stipulations as listed in this application:	
Requested By: _____	<u>Charlie Dissell</u>
Signature	Print Name

Office Use Only: Received By: _____ Permit Number: _____ Payment Type: _____ Permit Fee: _____	☐ Approved ☐ Denied By: _____ <u>9/9/2022</u> Signature Date
---	--

A copy of this permit must always be kept on site during the street or lane closure.



City of Indianola

Noise Permit Application

Dear Event Organizer:

From time to time residents and visitors to our community wish to hold events that would normally be in violation of laws and ordinances pertaining to noise. In an effort to allow such events and still maintain quality of life issues for our residents, the City developed this process to allow outdoor events that have music or extraordinary noise.

This application provides the information to petition the Police Chief for a noise permit. Please read the application thoroughly and contact City Hall with any questions at 515-961-9410 or email cityclerk@indianolaiowa.gov.

Rules and Regulations:

- The City Manager and Police Department shall review all applications.
- All applications will be approved or denied by the Police Chief.
- Events that have received prior complaints, or are multiple days in length shall have City Council approval.
- The City Clerk's Office reserves the right to reject any applications that have not been timely submitted to the City Clerk's Office.
- Multiple events may be requested on one application, i.e. 6 events in a single year.
- The Indianola Police Department reserves the right to order noise reduction or to cancel any permit, dependent upon the activity or complaints related to the event.
- In the event that the Police Department discovers an outdoor music event without a permit, the Department shall cause the source of the noise to cease.
- The application must include a cell phone number for the contact person.
- Bands, DJs and any source of loud noise should be directed away from residential areas to every extent possible.
- For information regarding City Code, please click [here](#). Or visit <http://indianolaiowa.gov/151/City-Code-and-Policies>

Return completed noise application to:

City of Indianola
Attn: Noise Permit Application
110 N 1st Street
PO Box 299
Indianola, Iowa 50125
Email: cityclerk@indianolaiowa.gov
Phone: 515-961-9410



City of Indianola

Noise Permit Application

Today's Date: July 15, 2022

Event Name: WHO 13 RVTv- Indianola

Date/Time/ Location of Event: September 9, 2022, 3PM to 11PM, Indianola Square

Event Sponsor(s): City of Indianola/Indianola Downtown Merchants

Contact Information

Organization: City of Indianola/Indianola Downtown Merchants

Contact Name: Charlie Dissell/Leslie Held

Address: 110 North 1st Street

Telephone Number: 515-962-5276

Cell Phone: 515-635-1023

Email Address: cdissell@indianolaiowa.gov

Anticipated Attendance: 5000 Per Day 5000 Total

Event Information:

Event Starts: Date: 9/9/2022

Time: 3 PM

Day of Week: Friday

Event Ends: Date: 9/9/2022

Time: 11 PM

Day of Week: Friday

Previous Event Information:

Date of Event: _____

Time of Event: _____

Please provide a map showing the event location and location of band/music, please specify:

X Band

_____ DJ

X (Big Screen TV)

Other (please specify)

Applicant Signature: _____

Office Use Only:

Date Received in office: _____

Return completed noise application to:

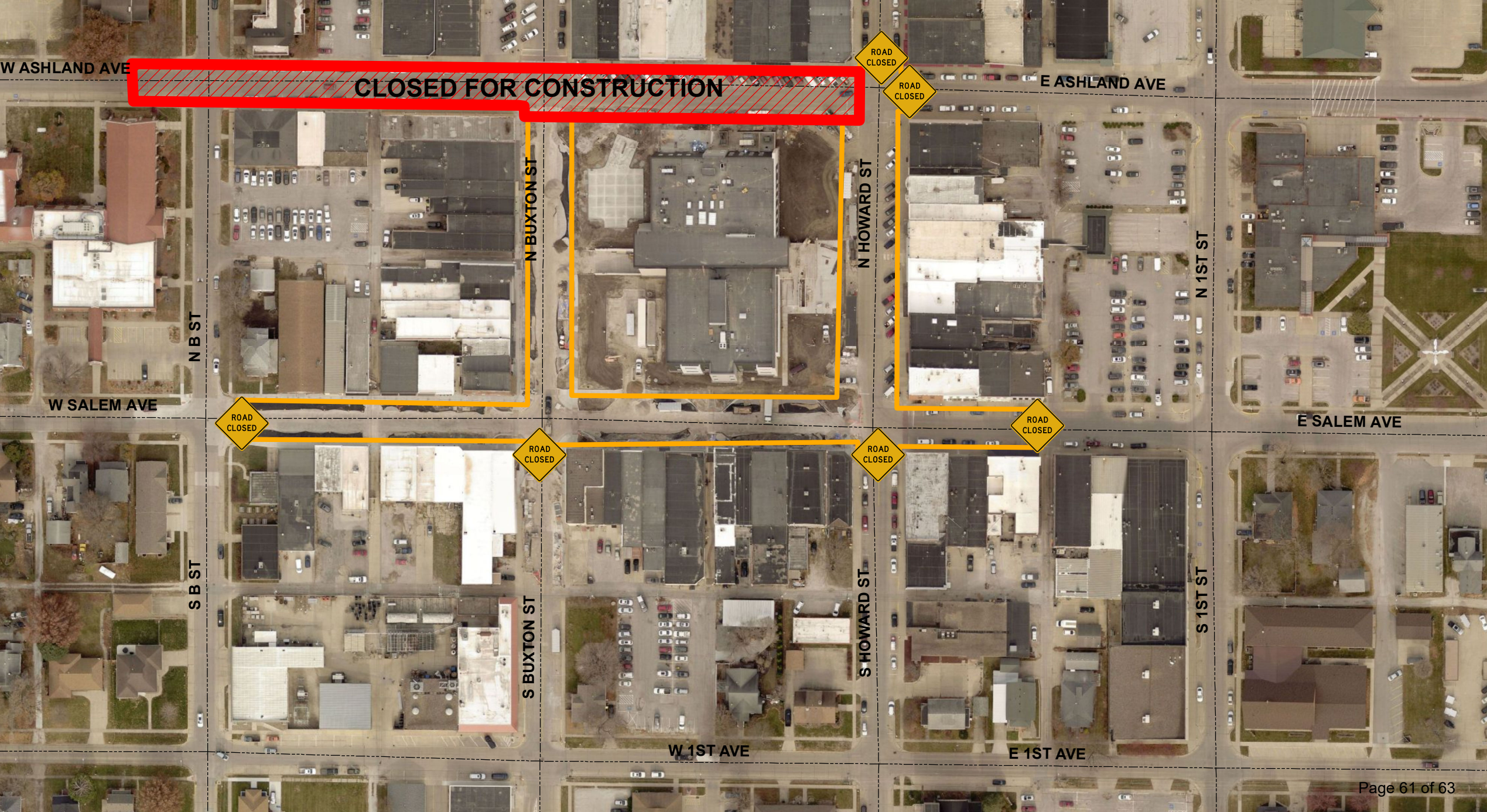
City of Indianola
Attn: Noise Permit Application

110 N 1st Street

PO Box 299

Indianola, Iowa 50125

Email: cityclerk@indianolaiowa.gov



CLOSED FOR CONSTRUCTION

ROAD
CLOSED

ROAD
CLOSED

ROAD
CLOSED

ROAD
CLOSED

ROAD
CLOSED

ROAD
CLOSED

CLOSED FOR CONSTRUCTION

W ASHLAND AVE

**KNIA
Big
Red
Radio**

ROAD
CLOSED

E ASHLAND AVE

**Big
Screen
Viewing
Area**

N BUXTON ST

Band

**WHOTV
Staging
Area**

N HOWARD ST

Food Trucks

W SALEM AVE

E SALEM AVE



INDIA-2

OP ID: BB

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/12/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER River Valley Insurance, LLC. 819 Main St. Adel, IA 50003 Angela Johnston		515-993-3515		CONTACT NAME: River Valley Ins PHONE (A/C, No, Ext): 515-993-3515 FAX (A/C, No): E-MAIL ADDRESS:	
INSURED Indianola Downtown Merchants Jenny Bauer Treasurer 120 N Howard St Indianola, IA 50125				INSURER(S) AFFORDING COVERAGE INSURER A: Auto-Owners Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
				NAIC # 18988	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☐ ☐ GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		222307-39854164-22	05/10/2022	05/10/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVENT September 9, 2022
RVTV

CERTIFICATE HOLDER

CANCELLATION

City of Indianola 110 North 1st St Indianola, IA 50125	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 