



Downtown Square Commission

August 16, 2022

10:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
 - A. Approval of the agenda for the August 2022 Downtown Square Commission.
- 4. Minutes Approval**
 - A. Approval of the minutes from July's Downtown Square Commission
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
 - A. Discussion of event applications on the Square
 - B. Discussion of alcohol use on the Square
 - C. Discussion of future agenda items
- 8. Comments**
- 9. Adjourn**



PLANNING AND ZONING COMMISSION MEETING

July 19, 2022

10:00 AM

City Council Chambers

Minutes

1. Call to Order

A meeting was called to order at 10:00 am.

2. Roll Call

Present: Erin Freeberg, Jamie Parrot, Doug Gamer, Erica Roberts, Kami Haynes, Tim Bryan, Amanda Ripperger, Rob Keller

Staff: Charlie Dissell, Emily Rizvic, Miranda Chadwick, Doug Byland, Ben Reeves, Brian Shier, Akelish Pal

3. Agenda Approval

A. Approval of the July 2022 agenda.

Kamie makes a motion. Tim seconds. Motion approved

4. Minutes Approval

A. Approval of the meeting minutes from June 22nd.

Kamie makes a motion to approve the minutes. Jamie seconded the motion. Motion approved.

5. Public Comment

6. Old Business

7. New Business

A. Presentation Regarding Wonder on Buxton

Doug Byland presents the information provided in the packet.

B. Discussion and Direction on Downtown Parking Regulations

There is a discussion on what can be done about the overnight parking needs of the employees. The street crews need to have the square cleared so they can do what they need to in the overnight hours to maintain that area. Currently, they have 3hrs overnight to accomplish all this. There are many variables with the staffing needs of the courthouse. It is brought up that this may be solved with an extra phone call when snow is projected to be 2 inches or more.

C. Discussion and Direction on Façade Grant Program

Emily Rizvic presents past projects in the community that have benefited from the grant program. What does Indianola's downtown investment look like? What are the expectations for the program?

D. Consider Recommendation on WHO13 RVTV Street Closure

Charlie talks about the commission reviewing the application for street closures and events in the downtown area and how those are brought to the commission and reviewed. With this particular event, they want a carnival kind of environment on the square. They will be there throughout the day but will be doing their night broadcasting at the football stadium. We are looking to close Howard, Buxton, and three blocks of Salem starting Friday at noon and will have everything open again by Saturday morning.

8. Comments

9. Adjourn

The meeting was adjourned at 11:50.



MEMORANDUM

To: Planning and Zoning Commission
From:
Date: August 16, 2022
Subject: Discussion of event applications on the Square

Recommendation:

Attachments: 1. Event Application- Fillable_202206141004282340



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: _____

Event Sponsor(s): _____

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: _____

Date/Time of event: _____

Location of event: _____

Anticipated Attendance: _____ Per Day _____ Total

Organization: _____

Contact Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email address: _____

Today's Date: _____

Please describe your request and event:

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

Set Up Begins	Date _____	Time _____	Day of Week _____
Event Starts	Date _____	Time _____	Day of week _____
Event Ends	Date _____	Time _____	Day of week _____
Dismantle	Date _____	Time _____	Day of week _____



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.

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

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

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: _____

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



MEMORANDUM

To: Planning and Zoning Commission
From:
Date: August 16, 2022
Subject: Discussion of alcohol use on the Square

Recommendation:

Attachments: 1. indianolaia-ia-1 (35)

CHAPTER 45

ALCOHOL CONSUMPTION AND INTOXICATION

45.01 Persons Under Legal Age

45.03 Open Containers in Motor Vehicles

45.02 Public Consumption or Intoxication

45.04 Social Host

45.01 PERSONS UNDER LEGAL AGE. As used in this section, “legal age” means 21 years of age or more.

1. A person or persons under legal age shall not purchase or attempt to purchase, consume, or individually or jointly have alcoholic beverages in their possession or control; except in the case of any alcoholic beverage given or dispensed to a person under legal age within a private home and with the knowledge, presence and consent of the parent or guardian, for beverage or medicinal purposes or as administered to the person by either a physician or dentist for medicinal purposes and except to the extent that a person under legal age may handle alcoholic beverages during the regular course of the person's employment by a liquor control licensee, or wine or beer permittee under State laws.

(Code of Iowa, Sec. 123.47[2])

2. A person under legal age shall not misrepresent the person's age for the purpose of purchasing or attempting to purchase any alcoholic beverage from any liquor control licensee or wine or beer permittee.

(Code of Iowa, Sec. 123.49[3])

45.02 PUBLIC CONSUMPTION OR INTOXICATION.

1. As used in this section unless the context otherwise requires:

A. “Arrest” means the same as defined in Section 804.5 of the *Code of Iowa* and includes taking into custody pursuant to Section 232.19 of the *Code of Iowa*.

B. “Chemical test” means a test of a person's blood, breath, or urine to determine the percentage of alcohol present by a qualified person using devices and methods approved by the Commissioner of Public Safety.

C. “Peace officer” means the same as defined in Section 801.4 of the *Code of Iowa*.

D. “School” means a public or private school or that portion of a public or private school that provides teaching for any grade from kindergarten through grade twelve.

2. A person shall not use or consume alcoholic liquor, wine or beer upon the public streets or highways. A person shall not use or consume alcoholic liquor in any public place, except premises covered by a liquor control license. A person shall not possess or consume alcoholic liquors, wine, or beer on public school property or while attending any public or private school-related function. A person shall not be intoxicated in a public place.

3. A person shall not simulate intoxication in a public place.

4. When a peace officer arrests a person on a charge of public intoxication under this section, the peace officer shall inform the person that the person may have a chemical test administered at the person's own expense. If a device approved by the Commissioner of Public Safety for testing a sample of a person's breath to determine the person's blood alcohol concentration is available, that is the only test that need be offered the person arrested. In a prosecution for public intoxication, evidence of the results of a chemical test performed under this subsection is admissible upon proof of a proper foundation. The percentage of alcohol present in a person's blood, breath, or urine established by the results of a chemical test performed within two hours after the person's arrest on a charge of public intoxication is presumed to be the percentage of alcohol present at the time of arrest.

(Code of Iowa, Sec. 123.46)

45.03 OPEN CONTAINERS IN MOTOR VEHICLES.

[See Section 62.01(49) and (50) of this Code of Ordinances.]

45.04 SOCIAL HOST.

A person who is the owner or lessee of, or who otherwise has control over, property that is not a licensed premises shall not knowingly permit any person, knowing or having reasonable cause to believe the person to be under the age of eighteen, to consume or possess on such property any alcoholic beverage. The provisions of this subsection shall not apply to a landlord or manager of the property or to a person under legal age who consumes or possesses any alcoholic beverage in connection with a religious observance, ceremony, or rite.

(Code of Iowa, Sec. 123.47)



MEMORANDUM

To: Planning and Zoning Commission
From:
Date: August 16, 2022
Subject: Discussion of future agenda items

Recommendation:

Attachments: None