



PLANNING AND ZONING COMMISSION MEETING

September 20, 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 September 2022 Downtown Square Commission.
- 4. Minutes Approval**
 - A. Approval of the minutes from July and August's Downtown Square Commission Meeting
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
 - A. Downtown Design Guidelines
 - B. Special Event Application for Children's Costume Party
- 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.



Downtown Square Commission

August 16, 2022

10:00 AM

City Council Chambers

Minutes

1. Call to Order

The meeting was called to order at 10:30.

2. Roll Call

Commission Present: Doug Gaumer, Amanda Ripperger, Jamie Parrott, Rob Keller, Kamie Haynes, Erica Roberts, Tim Bryan, Erin Freeburg.

Staff: Charlie Dissell, Emily Rizvic, Miranda Chadwick

3. Agenda Approval

A. Approval of the agenda for the August 2022 Downtown Square Commission.

Doug makes a motion to approve the agenda. Erin Freeburg 2nds the motion.

4. Minutes Approval

A. Approval of the minutes from July's Downtown Square Commission

Approval of the minutes for July's meeting was missed. It will be on September's Agenda.

5. Public Comment

6. Old Business

7. New Business

A. Discussion of event applications on the Square

There was a discussion on how they would handle future event applications. There was a consensus to take each application as they came in and the things needed for those events. They acknowledge that things are not normal on the square and won't be until construction is complete. To set parameters right now without having an idea of what the normal will be would not be beneficial at this time.

B. Discussion of alcohol use on the Square

A discussion was had about who is liable and whether it is worth the risk.

C. Discussion of future agenda items

The commission is looking to permanently move the meeting to 9:00 am, excluding the upcoming one in September.

8. Comments

9. Adjourn

The meeting was adjourned at 11:13 am.



MEMORANDUM

To: Planning and Zoning Commission
From:
Date: September 20, 2022
Subject: Downtown Design Guidelines

Recommendation:

Attachments:

1. Downtown Design Guidelines
2. Historical Photos of Downtown Square
3. Photos of Downtown Square today



Downtown Square Design Guidelines

City of Indianola, IA
September 20, 2022

Downtown Design Guidelines

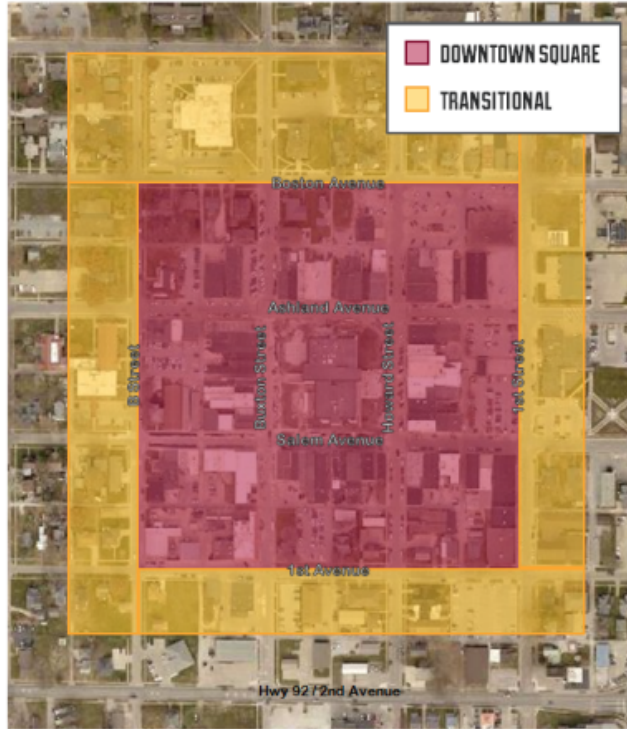
PURPOSE AND INTENT

- Promote a unified design
- Preserve the historic integrity of buildings
- Enhance visual appeal and aesthetics
- Promote tourism and activity within the Square.

“The Downtown Square intends on maintaining it’s unique and historic nature, while striving to become a destination where local businesses can thrive and people of all ages and backgrounds can connect, create, and celebrate.”



DOWNTOWN SQUARE PLANNING AREA



The City of Indianola is home to a unique and historic town square, located right in the heart of the community. The downtown square is a destination where people gather, spend time, and shop locally.

The Downtown Square consists of eight (8) blocks which are adjacent to the location of the Warren County Courthouse. Properties located within the Downtown Square are zoned for the C-3 'Downtown Mixed-use' Zoning District. The purpose and intent of this zoning district is to preserve and promote the Downtown area with pedestrian oriented, walkable environment with retail, office, and upper-story residential uses.

Transitional areas shown on the map act as a transition point as individuals exit or enter the downtown square. These areas are identified as having economic impact and interest to the downtown area, though are located outside of the square.



EXISTING ALLEYWAYS



The map to the left shows the existing alleyway network within the Downtown Square and adjacent areas. Alleyways are shown in yellow. Alleyways are utilized for a way to provide vehicular access to off-street parking areas but may also be utilized as an alternative pedestrian route that is sheltered from main roads intended for vehicular traffic.

Alleyways present a unique opportunity for placemaking initiatives and public art. Revitalization efforts in alleyways can aid in improving pedestrian experiences and enhance a place's character. Additionally, placemaking initiatives can increase engagement with public and private spaces. An example within Indianola of a revitalized alleyway includes Salem Court.



PARTS OF A STOREFRONT AND FACADE

WHAT IS IT MADE FROM?

WHAT DO YOU CALL IT?

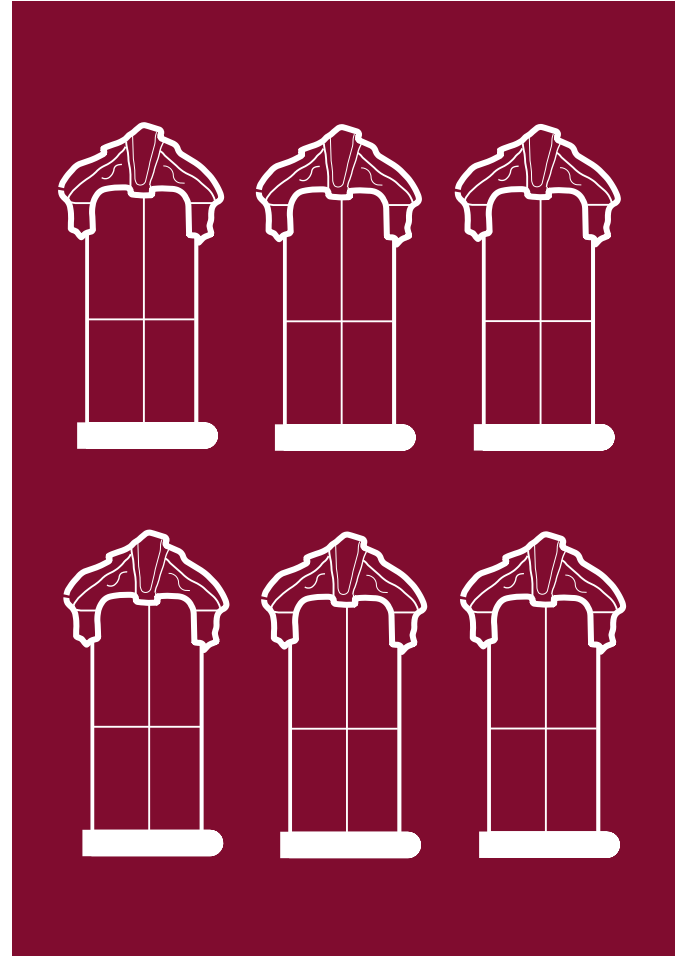


Decorative Lintels and Architrave Moldings

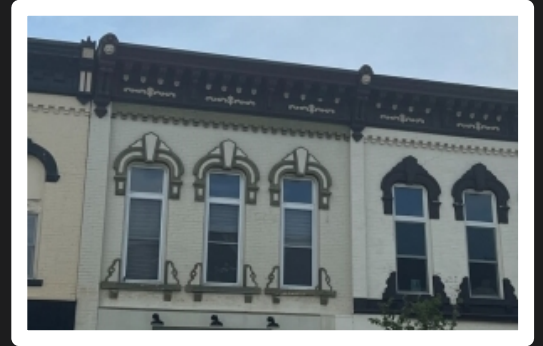
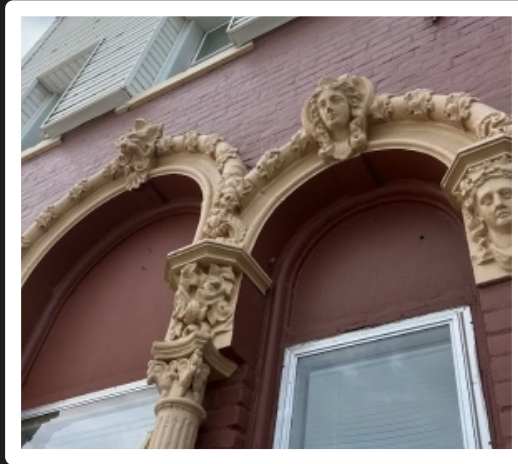
A lintel can be utilized as a decorative, architectural element for windows and doorways. A lintel (also known as an architrave) provides framing and in some cases offers structural support.

LOOK FOR ME

Looking for examples of architraves in The Square? Check out above 'Uncommon Grounds', 'People's Company', and 'Copper + Fringe'



EXAMPLES IN THE DOWNTOWN SQUARE



**WHAT FEATURES, IF LOST OR DAMAGED,
WOULD SIGNIFICANTLY CHANGE THE
CHARACTER OF THE DOWNTOWN SQUARE?**

Upper-story Housing

- Can subsidize cost of operating downstairs business and seasonal stability to offset retail revenue patterns
- Increase safety
- Provide needed housing and rental opportunities
- Can support economic activity by residents locating closer to the Downtown Square.

A 2014 Iowa Upper-Story Housing Feasibility Study prepared by the Iowa Economic Development Authority found that Indianola would be likely to support significant upper-story housing development in the downtown square.



Thank you!

Questions? Comments?

Emily Rizvic, Associate Planner
erizvic@indianolaiowa.gov
(515) 962-5270

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











WALTER PECK.

SOUTH SIDE OF SQUARE
INDIANOLA, IA-12-



SOUTH SIDE OF THE SQUARE — INDIANOLA — IOWA —

5561



NORTH SIDE OF THE SQUARE - INDIANAPOLIS - IN.



NORTH SIDE . INDIANAPOLIS, IN. 3A531





North Side Square, Indianola, Iowa



Howard Street looking North, Indianola, Iowa



EAST SIDE INDIANOLA, IA. 653



East Salem Avenue, Indianola, Iowa

450

C. J. WILLIAMS, PHOTOGRAPHER, BLOOMINGTON, ILL.

East Side of Square. Indianola, Iowa.





EAST SIDE OF SQUARE - INDIANOLA - IA -

5531



EAST SIDE OF SQUARE INDIANOLA IOWA 8710

Howard Street, Looking North, Indianola, Iowa.



Iowa



WEST SIDE OF SQUARE - INDIANOLA - IA -

5577

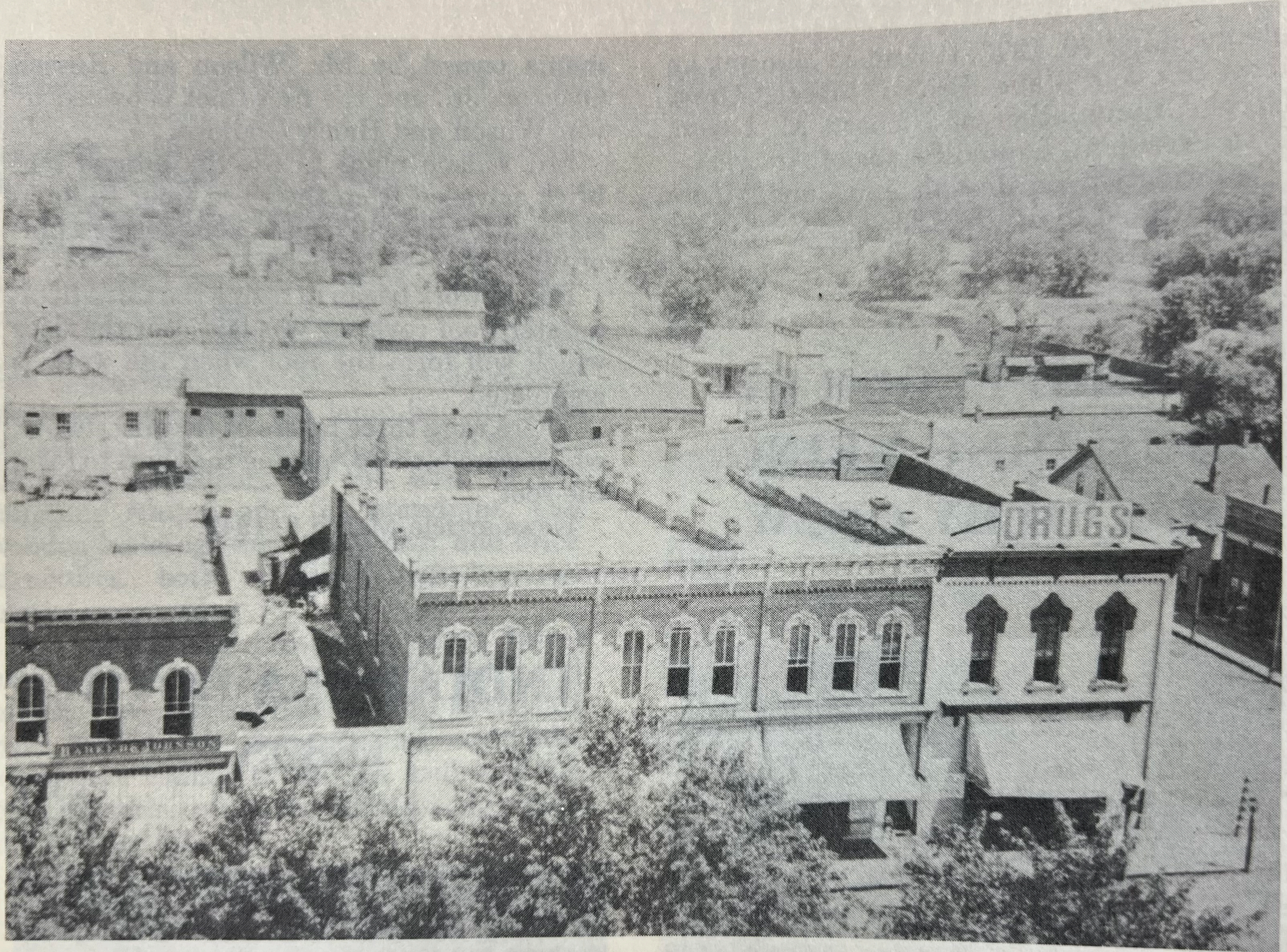


WEST SIDE OF THE SQUARE - INDIANOLA - IOWA -

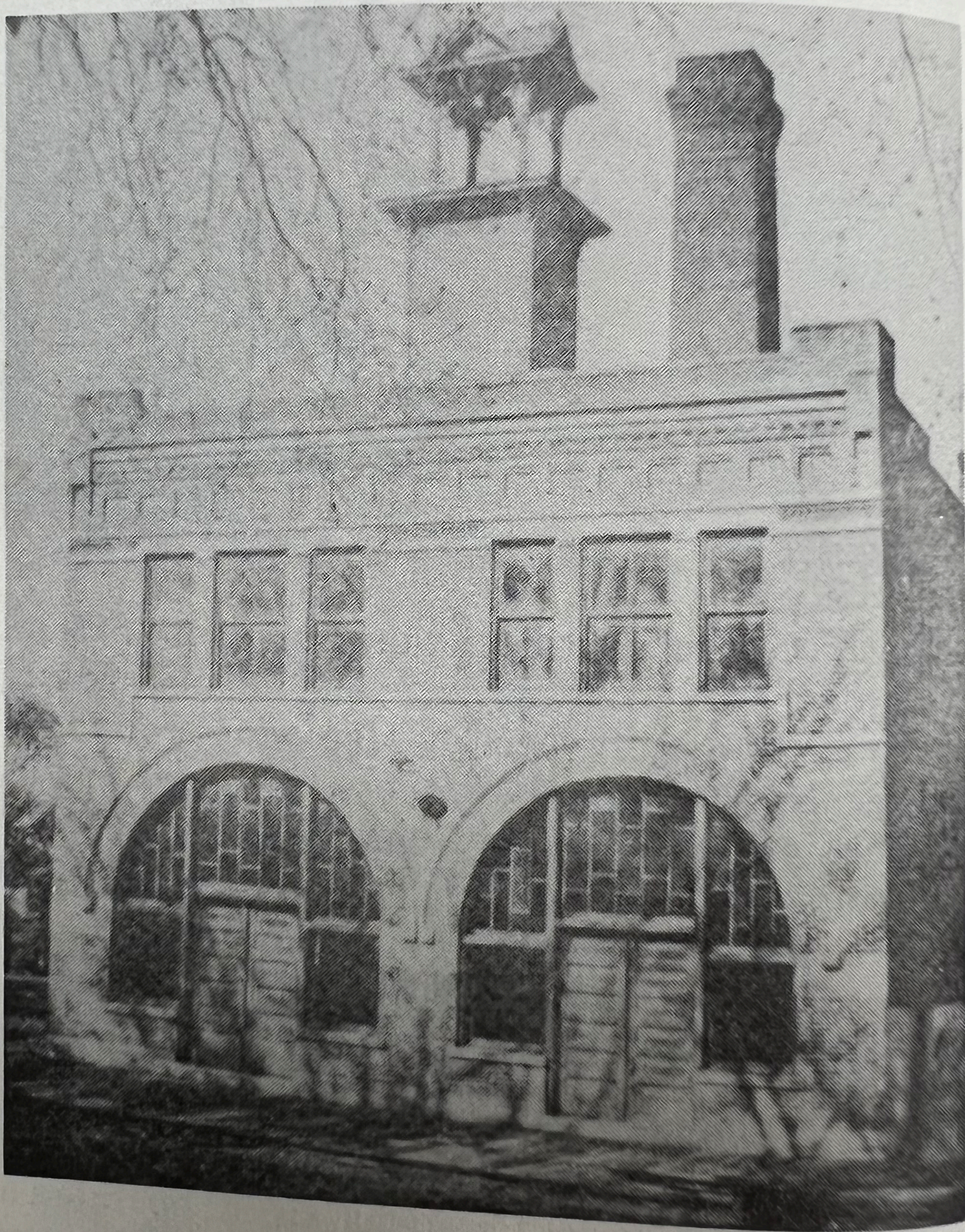
5577.



Keeney Livery once located on the southeast corner of First and Ashland. Photo: Record-Herald and Indianola Tribune.



South end of the east side of the square before 1886. Far left in the Barker and Johnson (Goods) Store. The Palace Shoe Store is next to the Corner Drug Store. Center background is the first established meeting place of First Presbyterian Church, also known as the Seminary Building, which was located on the southeast corner of Salem and Jefferson. Photo: WCHS.

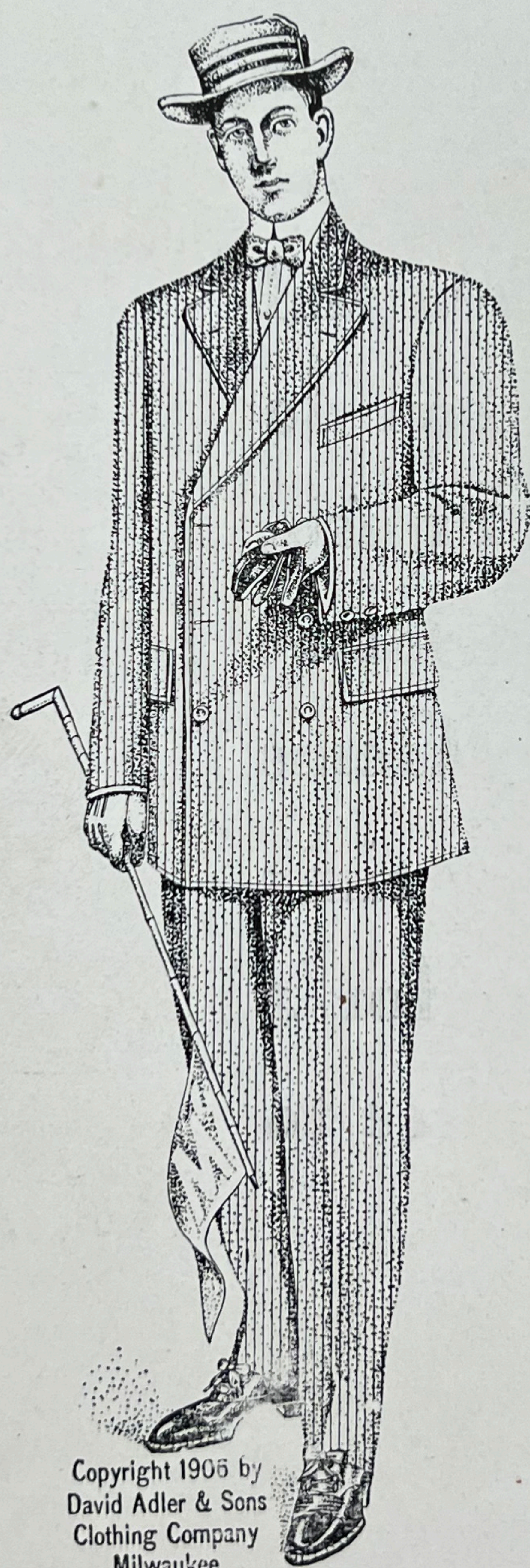


1890 Municipal Electric Plant

SAM CHESHIRE

—Dealer in—

Clothing
and
Furnishings



Copyright 1906 by
David Adler & Sons
Clothing Company
Milwaukee

SAM CHESHIRE

N. W. Cor. ☐

INDIANOLA, - IOWA.

THERE'S
A
DIFFERENCE
IN STAPLE
GROCERIES

Did you ever notice
it? Have you ever
realized it? Our lines
of staple groceries
are as GOOD,
CHOICE and
FRESH as money
can buy. We carry
fancy groceries that
are FANCY.

The Best line
of Chocolates
and Bon Bons
in Town.

WATSON BRO

Issued by the United States Commercial Map Company.

[EAST.]

(Copyright Applied for.)

10





A photograph of the exterior of an Edward Jones building. The building features a red brick facade with a decorative cornice consisting of a row of dark, rectangular bricks. Below the cornice, the name "Edward Jones" is displayed in large, white, three-dimensional letters. The building has a flat roof with a dark metal edge. A small tree is visible in the foreground, partially obscuring the building. The sky is blue with scattered white clouds.

Edward Jones

Edward Jones
INVESTMENTS





























UNCOMMON GROUNDS
Coffee House

PEOPLES
COMPANY

PEOPLES COMPANY.COM

PEOPLES
COMPANY





INDIANOLA
VISION
CENTER
WILSON PETERSON
DOCTOR OF
OPTOMETRY









Local
Vine

COPPER + FRINGE













MEMORANDUM

To: Planning and Zoning Commission
From:
Date: September 20, 2022
Subject: Special Event Application for Children's Costume Party

Recommendation:

Attachments: 1. 2022 Children's Costume Party Application



City of Indianola

Special Event Application

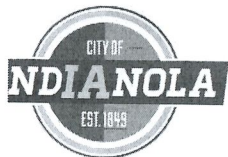
Dear Event Organizer:

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 Manger, 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: Annual Childrens Costume Party

Event Sponsor(s): Indianola Parks and Recreation

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: Annual Halloween Party on the square

Date/Time of event: Saturday, October 29, 2022

Location of event: Indianola Square

Anticipated Attendance: _____ Per Day 600 Total

Organization: Indianola Parks & Recreation

Contact Name: Afton Bradley

Address: 2204 West 2nd Avenue

Telephone Number: office: 515-961-9420, cell: 515-681-0260

Fax Number: _____

Email address: abradley@indianolaiowa.gov

Today's Date: 9/7/2022

Please describe your request and event:

The annual Halloween Children's Costume Party attracts over 600 people on the streets around the Indianola square. We will only utilize the streets that are currently open (Buxton St., Salem Ave, and Howard St.) due to the construction taking place. Games and Activities will be specifically on these 3 streets and trick-or-treating will be taking place around the square to local businesses.

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

We will block off the corners of Buxton to Salem and Salem to Howard using three to four street barricades per area. If the Corner of Howard and Ashland is open before October 29th, we will need to block off the corner there too using three to four street barricades. Drivers will be able to turn right at these three areas, so they won't get stuck at the barricades and are able to go down another street. We will borrow barricades and cones from the street department.

** If Ashland is open before Oct. 29, we would need to barricade the corner of Buxton & Ashland. We would utilize Ashland between Buxton & Howard for games & activities.*

Set Up Begins	Date <u>10/29</u>	Time <u>6am</u>	Day of Week <u>Saturday</u>
Event Starts	Date <u>10/29</u>	Time <u>10am</u>	Day of week <u>Saturday</u>
Event Ends	Date <u>10/29</u>	Time <u>12pm</u>	Day of week <u>Saturday</u>
Dismantle	Date <u>10/29</u>	Time <u>1pm</u>	Day of week <u>Saturday</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.

Staff and volunteers will supervise each activity. Streets will be blocked off. Signage pertaining to event will be posted around the square and we will follow normal department procedures.

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

We will follow normal department procedures and provide a 1st Aid kit at our Park & Rec Tent.

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

No vendors will be involved. Clean up will be minimal.

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 **No vendors**
- ☒ 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: [Signature] Date: 9/7/2022

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

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: Indianola Parks and Recreation

Application date: 9/7/2022

Company Address: 2204 West 2nd Avenue, Indianola, IA 50125

Contact Name: Afton Bradley

Emergency Phone # (After hours): 515-681-0260

Phone #: (515) 961-9420

Fax #: ()

Email Address: abradley@indianolaiowa.gov

Details for street or lane closure:

Exact Location: Corners of Buxton & Salem, Salem & Howard, Howard & Ashland and Ashland & Buxton (Depending on if construction is complete).

Check All that applies for this request:

☐ Utility Construction

☐ Sidewalk / Trail Construction

☐ Drainage Improvements

☐ Driveway Construction

☐ Pavement Repairs Maintenance

☒ Other

☐ None of above

Provide details for request: It's the Annual Children's Costume Party on the Indianola square. We will only utilize the streets that are open.

We request to borrow street barricades and cones; if you could place them on trailer on the square like in the past that would be great.

Attached map shows where we want to place barricades along with where traffic can go during the event.

Start date: Saturday, October 29, 2022

End date: Saturday, October 29, 2022

of days needed: 1/2 day

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: Afton Bradley

Signature

Afton Bradley

Print Name

Office Use Only:

Received By: _____

Permit Number: _____

Payment Type: _____

Permit Fee: _____

☐ Approved

☐ Denied

By: _____

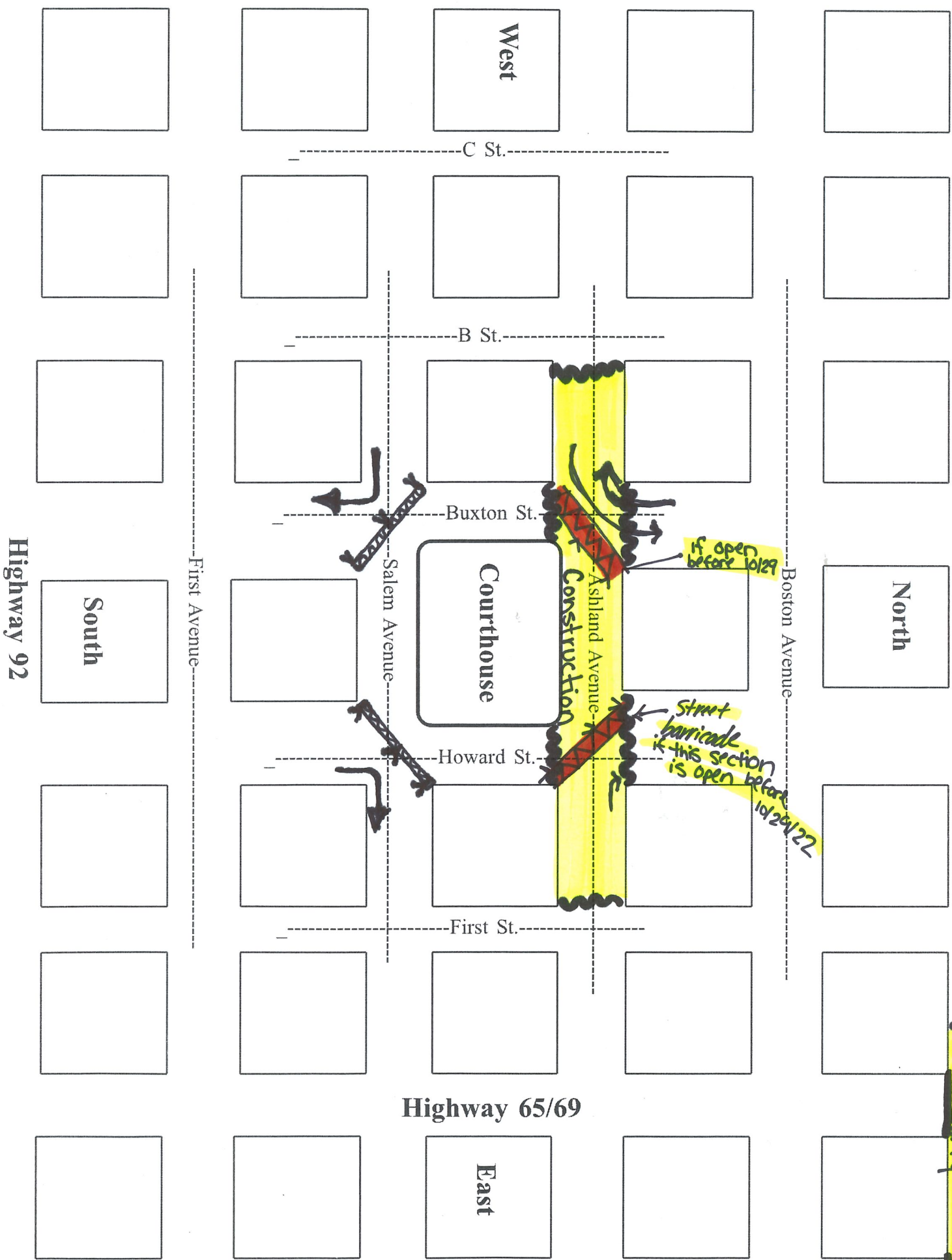
Signature

Date

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

Highway 92

Highway 65/69



West

C St.

B St.

Buxton St.

Courthouse

Howard St.

First St.

East

North

South

First Avenue

Boston Avenue

Ashland Avenue

Construction

if open before 10/12/22

Street barricade if this section is open before 10/24/22