



## **PLANNING AND ZONING COMMISSION MEETING**

November 8, 2022

6:00 PM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
  - A. Approval of November's 2022 Planning and Zoning Meeting Agenda.
- 4. Minutes Approval**
  - A. Approval of October's meeting minutes.
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
  - A. Consider recommendation on request for approval of an amendment to Chapter 167 titled '*Sign Code*'.
  - B. Consider the request from Tim Portzen, on behalf of Downing Family Investments, Inc., for recommendation of approval of a preliminary plat for Heritage Hills 12.
  - C. Consider the request from Jason Ledden, on the behalf of Indianola Industrial Park LLC. for recommendation of approval of a preliminary plat for Indianola Industrial Park 3.
  - D. Consider the request from Becky Niccum for rezoning from Highway Commercial (C-2) zoning district to the Single-Family Residential Attached (R-2) zoning district for land located at 902 West 3rd Avenue.
  - E. Consider recommendation on a major site plan application for a drive-through restaurant at 102 North Jefferson Way.
  - F. Discussion regarding future Planning and Zoning meeting schedule for 2023.
- 8. Comments**
  - A. Building Permit Report
  - B. Current Projects
- 9. Adjourn**





## **PLANNING AND ZONING COMMISSION MEETING**

October 11, 2022

6:00 PM

City Council Chambers

Minutes

### **1. Call to Order**

The meeting was called to order at 6:01

### **2. Roll Call**

Board members present: Misty Soldwisch, Al Farris, Erin Freeberg, Josh Rabe, Courtney Marmon, Lin Stecker.

Staff Present: Charlie Dissel, Emily Rizvic.

### **3. Agenda Approval**

A. Approval of October 2022 Planning and Zoning Meeting Agenda.

Al Farris made a motion to approve the agenda.

Lin Stecker seconded the motion.

### **4. Minutes Approval**

A. Approval of September's Planning and Zoning meeting minutes.

Josh Rabe made a motion to approve September's meeting minutes.

Cortney Marmon seconded the motion.

### **5. Public Comment**

### **6. Old Business**

### **7. New Business**

A. Consider the request from Josiah Robinson for recommendation of approval of a final plat for Robinson Subdivision

Al Farris made a motion to approve the request. Lin Stecker seconds the motion.

Passed unanimously.

B. Consider recommendation on request for a minor modification to the Summercrest Planned Unit Development (PUD)

Josh Rabe makes a motion to approve the request. Cortney Marmon seconds the motion.

Passed unanimously.

C. Consider recommendation on request for approval of a Final Plat for Summercrest Plat 1

Josh Rabe makes a motion to approve with conditions that the storm sewer issues are resolved prior to going council.

Cortney Marmon seconds the motion.

Al Farris votes no.  
Motion is passed.

D. Consider recommendation on request for approval of a Plat of Survey for Matt Thomas for a property located within two miles of the City of Indianola  
Courtney Marmon makes a motion to approve the request as submitted.. Al Farris seconds the motion.  
Passed unanimously.

E. Consider recommendation on request for approval of a Plat of Survey for Chad Daniels for a property located within two miles of the City of Indianola  
Al Farris makes a motion to approve the request. Lin Stecker seconds the motion.  
Passed unanimously.

## **8. Comments**

- A. Building Permit Report
- B. Current Projects

## **9. Adjourn**

Cortney Marmon makes a motion for the meeting to be adjourned. Erin Freeberg seconds the motion.

The meeting was adjourned at 6:56 PM.





## MEMORANDUM

**To:** Planning and Zoning Commission

**From:**

**Date:** November 8, 2022

**Subject:** Consider recommendation on request for approval of an amendment to Chapter 167 titled '*Sign Code*'.

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**Recommendation:**

**Attachments:**

1. Staff Report
2. Proposed - Indianola Sign Code



## COMMUNITY DEVELOPMENT

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

# STAFF REPORT

## PLANNING AND ZONING COMMISSION

**Date of Meeting:** November 8, 2022

**Agenda Item:** 7.A Consider recommendation on request for approval of an amendment to Chapter 167 titled '*Sign Code*'.

**Application Type:** Ordinance Amendment

**Applicant:** City of Indianola

### Application Summary

The proposed request would amend Chapter 167 titled '*Sign Code*' which regulates signs within the corporate limits of Indianola.

## APPLICABLE CODE SECTIONS

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

### 165.06 SITE PLAN REGULATIONS AND PROCEDURES

**165.02(5) AMENDMENTS.** The City Council may, from time to time, on its own action or on petition, after public notice and hearings as provided by law, and after report by the Zoning Commission, amend, supplement, or change the boundaries or regulations herein or subsequently established, and such amendment shall not become effective except by the favorable vote of a majority of all the members of the Council. The procedures for amendment are as follows:

#### A. Request by Petition.

Whenever any person desires that any amendment, or change be made in the Zoning Ordinance, including the text and/or map, as to any property covered by the Zoning Ordinance, and there is presented to the Council a petition requesting such change or amendment and clearly describing the property and its boundaries as to which the change or amendment is desired, duly signed by the owners of fifty percent (50%) of the area of all real estate included within the boundaries of said tract as described in said petition, and in addition, duly signed by the owners of fifty percent (50%) of the area of all real estate lying outside of said tract but within two hundred (200) feet of the boundaries thereof, and intervening streets and alleys not to be included in computing such two hundred (200) feet, it is the duty of the Council to receive and refer the request to the Zoning Commission for its review and consideration at a duly noticed public meeting in accordance to the Commission's rules of procedures and the noticing requirements contained herein. The findings and recommendations of the Zoning Commission shall then be forwarded to the City Council for consideration and action.

#### B. City Council Referral

The owner of a property may submit a written request to the Zoning Administrator for their property to be rezoned. If the requested rezoning is not consistent with the adopted Comprehensive Plan, the property owner may further request the Comprehensive Plan be amended as part of the requested rezoning. The Zoning Administrator will then present this request to the City Council, who, at their discretion, may adopt a motion to refer the request to the Zoning Commission for consideration at a duly noticed public meeting in accordance with their procedures and the noticing requirements contained herein. The findings and recommendations of the Zoning Commission shall then be forwarded to the City Council for consideration and action. The City Council may further by motion forward their own request to the Zoning Commission to review and consider an amendment to the adopted Comprehensive Plan, the rezoning of a given property or properties, or amendments to the zoning regulations.

#### C. Zoning Commission Disapproval or Protest Petition

In case the proposed amendment, supplement or change is disapproved by the Zoning Commission, or a protest is presented duly signed by the owners of twenty percent (20%) or more either of the area of the lots included in such proposed change, or of those immediately adjacent in the rear thereof, extending the depth of one lot or not to exceed two hundred (200) feet therefrom, or of those directly opposite thereto, extending the depth of one lot or not to exceed two hundred (200) feet from the street frontage of such opposite lots, such amendment shall not become effective except by the favorable vote of at least three-fourths ( $\frac{3}{4}$ ) of all members of the Council. Whenever any petition for amendment, supplement or change of the zoning districts or regulations herein contained or subsequently established has been denied by the Council, then no new petition covering the same property or the same property and additional property shall be filed with or considered by the Council until one year shall have elapsed from the date of filing of the first petition.

#### D. Public Hearing Noticing

Not less than seven nor more than 20 days' notice of the time and place of the City Council hearing to consider any proposed amendment or change in the Zoning Ordinance or zoning district boundaries shall be published in a newspaper having general circulation in the City. The Commission shall not make any recommendation to the Council on an amendment to any zoning district boundaries until a sign 18 inches by 24 inches indicating the amendment requested has been prepared and posted by the City in a visible location on the premises for a period of 10 days. Notice of the Commission meeting shall be mailed by first class mail 10 days prior to the meeting to all property owners within 200 feet of the boundary of the property requesting an amendment to its zoning district boundaries.

#### E. Filing Fees

Before any action is taken as provided in this section, the owner or owners of the property requesting the proposed changed in the district regulations or district boundaries shall pay to the City Clerk the fee as established by resolution of the City Council.

## ANALYSIS

As part of a multi-year zoning code review and update, phase 3 of this update consists of amendments to Chapter 167 titled 'Sign Code'. The City of Indianola's '*Elevate Indianola*' **Comprehensive Plan** guides the city to encourage and support local businesses through reviewing and updating zoning code ordinances to meet development best practices:

*"ED-2-C: Review zoning codes and ordinances, particularly as they relate to signage, parking, outdoor sales and storage, outdoor seating, permitted/conditional uses, and architectural guidelines, to ensure they are up-to-date with the current development best practices."*

This action item is also recommended in the Downtown Assessment Visit Report.

### Summary of Changes

The following summarizes proposed changes to the sign code:

- Generally, the proposed sign code will simplify sign code requirements and increases readability.
- Removes content-based regulations to comply with recent Supreme Court case decisions.
- Provides images to assist applicants with sign area calculations.
- The sign code will be placed within the Zoning Code – Rather than the City Council reviewing Sign Exemptions to the Sign Code, the Board of Adjustment will hear these cases as variances.
- Pole signage will no longer be an acceptable sign format.

The next zoning code review and update will include subdivisions, wireless communication towers, and street trees.

## ALTERNATIVES

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

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

## RECOMMENDATION

Staff recommends that the Indianola Planning and Zoning Commission move alternative 1, that the request be approved.

## CHAPTER 165.10 SIGN CODE

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|------------------------------------------|-----------------------------------|
| 1. Title                                 | 13. Application for Sign Permit   |
| 2. Purpose, Intent and Severability      | 14. Approval of Electrical Wiring |
| 3. Definitions                           | 15. Licensed Sign Contractor      |
| 4. General Requirements                  | 16. Permit Issuance; Expiration   |
| 5. Prohibited Signs                      | 17. Revocability of Permit        |
| 6. Exceptions to Sign Permit Requirement | 18. Right of Entry                |
| 7. Sign Types                            | 19. Inspection                    |
| 8. Sign Regulations                      | 20. Unsafe or Unlawful Signs      |
| 9. Sign Design Standards                 | 21. Nonconforming Signs           |
| 10. Sign Area Calculation                | 22. Removal of Irrelevant Signs   |
| 11. Enforcement Authority                | 23. Variances and Appeals         |
| 12. Permit Required                      |                                   |

### 1. TITLE.

This chapter shall be known as the “Sign Code” for the City of Indianola, Iowa, and may be cited as such and will be referred to herein as “this chapter.” This Sign Code is adopted as part of the City’s Zoning Ordinance per Iowa Code Chapter 414. Hereafter no sign shall be erected, constructed, altered, or modified except as regulated by the provisions of this chapter.

### 2. PURPOSE, INTENT AND SEVERABILITY.

The purpose of this chapter is to provide minimum standards to safeguard life, health, property and public welfare by regulating and controlling the design, quality of materials, construction, location, electrification and maintenance of all signs and sign structures not located within a building. The provisions of this chapter are intended to encourage opportunity for effective, aesthetically compatible, and orderly communications by reducing confusion and hazards resulting from unnecessary or indiscriminate use of communications facilities. It is the further intent of this chapter to regulate signs by their physical characteristics and not by their message.

If one or more provisions of this chapter is found by a court of jurisdiction to be unlawful, invalid, unenforceable, or preempted by applicable state or federal law or regulations, such provisions are deemed to be severed from this chapter. The remaining provisions of this chapter remain in full force and effect.

### 3. DEFINITIONS.

As used in this chapter, unless the context otherwise indicates, the following terms have the meanings ascribed herein:

- A. "Animated sign" means any sign with actual motion, the appearance or illusion of motion, or light or color changes by mechanical or electrical means.
- B. "Air-Activated Graphics" means a sign, all or any part of, which is designed to be moved by action of forced air so as to make the sign appear to be animated or otherwise have motion.
- C. "Awning" means any structure made of cloth type materials or metal with a metal frame attached to a building and projecting over a thoroughfare, when the same is so erected as to permit its being raised to a position flat against the building when not in use.
- D. "Bag sign" is a sign designed to temporarily cover an existing monument sign or pole sign.
- E. "Balloon sign" is a sign that is an air-inflated object, which may be of various shapes, made of flexible fabric, resting on the ground or a structure and equipped with a portable blower motor that provides a constant flow of air into the device. Balloon signs are restrained, attached, or held in place by a cord, rope, cable, or similar method. Also known as Inflatable Devices. See also the definition for air-activated graphics.
- F. "Banner sign" is a sign composed of fabric or other flexible substrate that is fastened to the exterior of a building, exterior structure, or wall, that is attached to the ground by secure attachments to stakes, poles, or similar devices and secured or mounted so as to limit movement of the sign caused by movement of the atmosphere. Banners do not include those signs which are defined as flags in this chapter.
- G. "Billboard" means any structure, regardless of material used in the construction of the same, that is erected, maintained, or used for public display of poster, painted signs, wall signs, whether the structure is placed on the wall itself, pictures, or other pictorial reading matter.
- H. "Blade sign" is a temporary sign constructed of cloth, canvas, plastic fabric, or similar lightweight, non-rigid material and supported by a single vertical pole mounted into the ground or on a portable structure. May also be known as a "feather sign."
- I. "Building sign" means a sign which is wholly supported by the building wall, parallel to the plane thereof, and which does not extend beyond the surface of said building wall more than twelve (12) inches. This definition includes walls signs, awning signs, canopy signs, fascia signs, parapet signs, painted signs and window signs as may be defined herein this chapter. Internally illuminated color panels, strips, or bands and neon lighting shall be considered building signs.
- J. "Business" means a place where different types of trade, commerce, etc., is carried on, usually under the ownership of one person, company or partnership.
- K. "Canopy" means any structure, other than an awning, made of cloth type materials or metal with metal frames attached to a building, projecting over a thoroughfare, and carried by a frame supported by the ground or sidewalk.

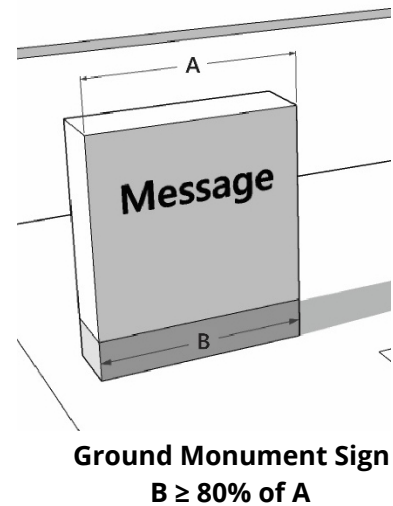
- L. "Canopy sign" is a building sign attached to or in any way incorporated with the face or underside of a canopy, marquee, or any other similar building projection, and which does not extend beyond the projection more than six inches.
- M. "Changeable message sign" means a sign that has the capability of sign copy being changed manually or mechanically.
- N. "Clear vision area" means the driveway clear vision area as defined within Chapter 135.14 of the City Code and the street intersection visibility area as defined in Chapter 165.04 of the City Code.
- O. "Commercial sign" means any sign not defined herein as a "non-commercial sign"
- P. "Corporate flag" means a flag, other than a government flag, that contains a logo, corporate name, or other identification.
- Q. "Directional sign" means any sign oriented internally intended to convey messages to internal users of a site and generally not intended to convey messages to persons off-site or from an adjoining street. Examples include directional or wayfinding signs, traffic directions and signs that provide parking instructions, security warning signs, business directories, or similar communications that are accessory to the use of the site and any building located thereon.
- R. "Directory sign" means a permanent diagrammed representation located near the entrance of a complex which shows the location and address of the unit designations within a complex.
- S. "Electronic message center" means a sign that is electronically or electrically controlled that displays a message center or reader board composed of a series of lights that may be changed through electronic means including LED or LCD displays.
- T. "Erect" means to build, construct, attach, hang, place, suspend, or affix, and also includes the painting of wall signs.
- U. "Feather sign" see "blade sign."
- V. "Flag" means any fabric, banner or bunting containing words, numbers, colors, patterns or symbols, or logos.
- W. "Free standing signs," including pole and ground monument signs, as regulated by this chapter, include any sign which is supported by one or more uprights or braces in or upon the ground and not attached to any building or wall.
- X. "Facing or surface" means the surface of the sign upon, against or through which the message is displayed or illustrated on the sign. The square footage of a sign, wherever the same is required to be computed for the purposes of this chapter, shall be determined by computing the square footage of the facing or surface of such sign.

- Y. "Free standing signs" means any sign supported by uprights or braces placed into the ground and not attached to any building and includes pole signs, ground signs, and monument signs.
- Z. "Government flag" means any fabric, banner or bunting containing words, numbers, colors, patterns or symbols, used as a symbol of a government or political subdivision, including flags of the United States, the State, the City, foreign nations having diplomatic relations with the United States, and other flags adopted or sanctioned by an elected legislative body of competent jurisdiction.
- AA. "Government sign" means any type of sign that is constructed, placed or maintained by or at the direction of the federal, state, county, or local government. Examples include traffic control and safety signs and devices, public notices and informational signs, all public parks and public facilities signs, and directional and identification signs such as tourist oriented directional signs approved and placed by the Iowa Department of Transportation, memorial plaques, signs of historical interest, signs designating hospitals, libraries, public parks, schools, colleges, airports, and other institutions or places of public interest or concern.
- BB. "Ground sign," see "free standing sign."
- CC. "Identification sign" means a sign that displays no more than the name, address, crest or insignia, occupation or profession of an occupant of the premises, name of any building on the premises or the trademark of the occupant.
- DD. "Illuminated sign" means any sign which has characters, letters, figures, designs or outlines illuminated by electric lights or luminous tubes as a part of the sign proper.
- EE. "Incombustible material" means any material which will not ignite at or below a temperature of 1200 degrees Fahrenheit and will not continue to burn or glow at that temperature.
- FF. "Logo" means a stylized group of letters, words, symbols, or combination thereof used to identify and represent a business, organization, group, team, or product and to differentiate it from others.
- GG. "Marquee" means any hood or awning of permanent construction projecting from the wall of a building above an entrance and extending over a thoroughfare.
- HH. "Mobile sign" means a sign affixed to an automobile, truck, trailer or other vehicle.



- II. "Monument ground sign" means a free standing sign which is anchored to the ground similar to a ground sign, but which has a monolithic or columnar line and which maintains essentially the same contour from grade to top with the base of the sign being a minimum of 80% of the width of the widest component of the sign. Said signs may be doubled signed, perpendicular or parallel to the adjoining roadway but in no case shall consist of more than 2 sign faces.

Figure 165.10.1



- JJ. "Non-commercial sign" means any sign containing an ideological, political issue, religious or other message not related to the promotion of a commercial or business activity. All signs not defined as a "non-commercial sign" shall be defined as a "commercial signs."
- KK. "Off-premises sign" means a commercial sign installed, erected, constructed, or hung on a site or property that is not appurtenant to the use of, products or services being sold on, work being performed on, or the sale, lease, or rental of the land or buildings on which the sign is located. This definition does not include non-commercial signs.
- LL. "On-premises sign" means a sign installed, erected, constructed, or hung on a site or property that is appurtenant to the use of, products or services being sold on, work being performed on, or the sale, lease, or rental of the land or buildings on which the sign is located.
- MM. "Other advertising structure" means any marquee, canopy or awning as further defined herein.
- NN. "Panel sign" means a sign consisting of a frame covered by a translucent material which may be internally illuminated. The entire sign structure is one unit and the copy is not intended to include three-dimensional individual letters.
- OO. "Permanent sign" means a sign constructed of durable materials and attached to a wall or imbedded in or constructed on a foundation in the ground, that does not allow removal

- without special tools or equipment and which is intended to exist on more than a temporary basis.
- PP. "Pole sign" means a freestanding sign that is supported by one or more uprights not attached to, or braced by, any other structure. Pole signs shall have a clear open space of not less than ten (10) feet between the base line of said sign and the ground level.
- QQ. "Political issue sign" means a sign announcing, promoting (for or against), or drawing attention to any personal or political issue or candidate(s) seeking public political office.
- RR. "Portable sign" means a freestanding sign not permanently anchored or secured to the ground or any building or wall, which may be moved from place to place, including, but not limited to, signs design to be transported by means of wheels, and is not expressly permitted under this chapter as a temporary sign.
- SS. "Projected-image sign" means a sign which involves an image projected on the face of a wall, structure, sidewalk, or other surface, from a distant electronic device, such that the image does not originate from the plane of the wall, structure, sidewalk, or other surface.
- TT. "Projecting sign" means any sign which is attached to a building or other structure and extends more than 12 inches beyond the building.

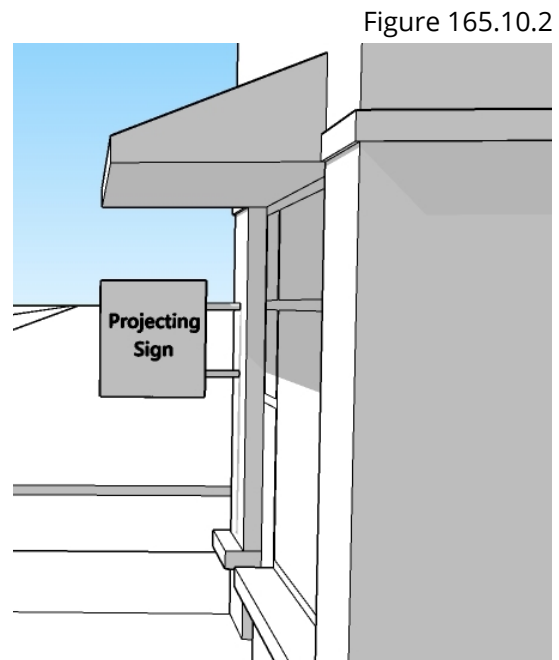


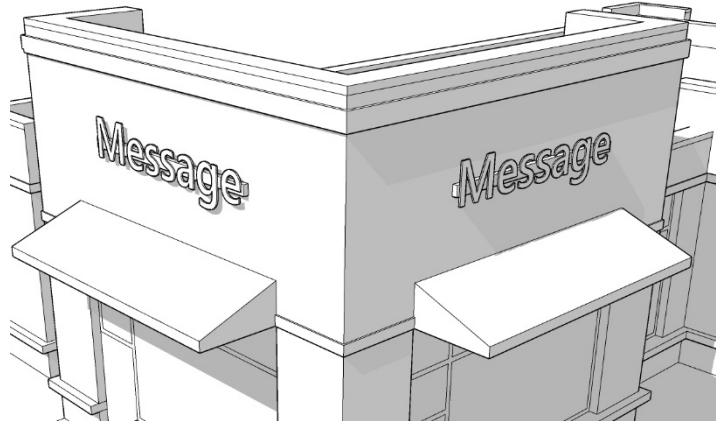
Figure 165.10.2

**Projecting Sign**

- UU. "Public school district sign" means any type of sign that is constructed or placed by a public school district on property owned or leased by that public school district.

- VV. "Raceway" means an enclosed channel designed expressly for holding wires, cables, or bus bars on which a sign is mounted.

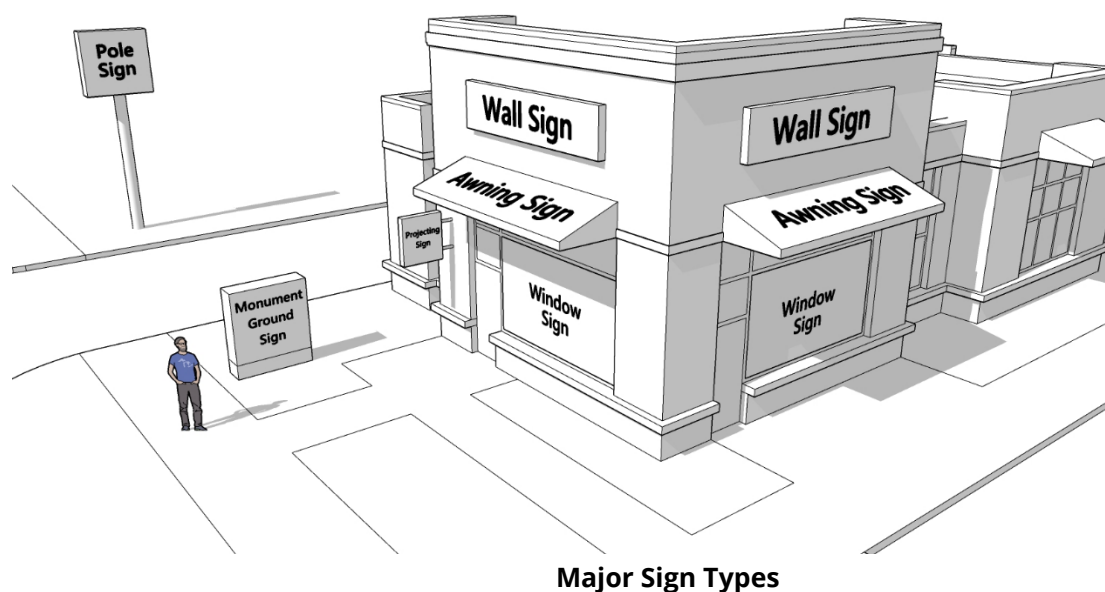
Figure 165.10.3

**Sign Mounted on Raceway**

- WW. "Raceway, pan style" is a sign raceway that is shaped and contoured to follow the outline of the sign to which is mounted to the raceway.
- XX. "Roof sign" means any sign erected, constructed and maintained wholly upon or over the roof of any building with the principal support on the roof structure.
- YY. "Sidewalk sign" means free standing portable sign. Typically designed as either A or T framed and to be used on daily basis and during business hours.
- ZZ. "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.
- AAA. "Sign area" means that area of a sign's exposed facing, determined by the Zoning Administrator using actual dimensions where practical, or approximate dimensions when irregularity of a sign shape warrants. Such area shall be measured using one of the formulas in Section 10 of this chapter.
- BBB. "Sign copy" means words, letters, logos figures, symbols, illustrations, or patterns that form a message or otherwise call attention to a business, product, service, or activity, or to the sign itself.
- CCC. "Structural trim" means the molding, battens, cappings, nailing strips, latticing, and platforms which are attached to the sign structure.

- DDD. "Temporary sign" means any portable sign, inflatable signs, bag or banner covering a permanent sign, or other sign, banner, pennant, valance or advertising display constructed of Vinyl, cloth, canvass, light fabric, cardboard, wallboard or other light materials, with or without frames, intended to be displayed for a short period of time only.
- EEE. "Trailer sign" means any sign mounted on a vehicle normally licensed by the State of Iowa as a trailer and used for advertising or promotional purposes.
- FFF. "Vehicle sign" means a message, inscription or logo painted, attached, or incorporated on a motor vehicle which advertises or promotes the interest of any private or public firm, person, organization, or other entity, or to draw attention to the use on the premises.
- GGG. "Wall sign" means any flat sign of solid face construction which is placed against a building or other structure and attached to the exterior front, rear or side wall of any building or other structure.
- HHH. "Window sign" means a sign posted, painted, placed, adhered, or affixed in or on a window or door, or a sign that is located on the interior of a structure that is exposed to public view from the exterior of the structure through a window or glass door.
- III. "Work of art" means any mural painting or decoration, inscription, mosaic, painted glass, base-relief, or other similar art form of a permanent character that is intended for decoration, ornament, or commemoration and that is applied to, placed upon, or erected on any lot or parcel or wall of any building or structure. A work of art shall not incorporate logos, advertisements, or other commercial speech nor shall a work of art contain images, letters, symbols or other representations designed to identify or market any commercial activities contained upon the site on which it is located.

Figure 165.10.4



#### 4. GENERAL REQUIREMENTS

- A. No sign shall be allowed except as permitted by this chapter.
- B. No sign shall be located within the clear vision area of a driveway or street intersection as defined in City Code. No sign shall be located so that the safety of a moving vehicle or pedestrian will be impaired by obscuring a driver's or pedestrian's vision.
- C. No person shall install, erect, construct, hang, or alter any sign within the City without first obtaining from the City a Sign Permit, unless such sign is otherwise exempt under this chapter.
- D. No person shall replace the sign copy or sign face without first obtaining from the City a Sign Permit, unless such sign is otherwise exempt under this chapter.
- E. Signs shall be properly erected or attached to a structure and kept in good repair. Any lettering, logo, design, and other markings placed upon the sign shall be clear, distinct, and readable and maintained in that condition.
- F. Any permanent or temporary commercial sign allowed in this chapter may be utilized as a non-commercial or political issue sign subject to the regulations contained herein.
- G. Strength of Signs. All signs and other advertising structures shall be designed and constructed to withstand a wind load and dead load as required in the Building Code or other ordinances of the City.
- H. Sign Maintenance: All signs and sign structures shall be properly maintained and kept in a safe, orderly condition. In addition, all parts and supports shall be properly painted. Any sign or sign structure which is rotted, unsafe, deteriorated, defaced, or otherwise altered, shall be repainted, repaired, or replaced by the property owner or agent of the owner of the property upon which the sign is located, within thirty (30) days after written notice by the City.
- I. Interference: No sign, nor any guys, stay or attachment thereto shall be erected, placed or maintained by any person on rocks, fences, or trees; nor in such a manner as to interfere with the effective use of firefighting equipment or personnel, or any overhead electrical power, telephone, fiber optic, or cable wires or supports thereof.
- J. Safe Ingress and Egress: No sign or part thereof shall be erected or maintained to prevent or deter free ingress and egress from any door, window, or fire escape. No sign or sign structure shall be attached to a standpipe or fire escape.
- K. Illumination: All externally illuminated signs shall be constructed to direct the source of light away from adjacent properties or public streets.

- L. Free-Standing Sign Height Computation: The height of free-standing signs (including all temporary and permanent signs) shall be computed to be the distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to mean the newly established grade after construction, exclusive of any filling, berming, mounding or excavating solely for the purpose of locating the sign.
- M. Free-Standing Sign Setback Measurement: The sign setback for free-standing signs (including all temporary and permanent signs) shall be measured from the nearest edge of the sign.

## 5. PROHIBITED SIGNS.

The following signs shall not be permitted, erected or maintained on any property within the City, unless located within the confines of a building, or not visible from outside the premises of the lot in which the sign is located.

- A. Air-Activated Graphics and Signs with Moving Parts. Any sign which has any visible moving part, visible revolving parts or visible mechanical movement of any description or other apparent visible movement achieved by electrical, or mechanical means, including intermediate electrical pulsations, or by action of normal wind currents.
- B. Animated Signs.
- C. Balloon Signs.
- D. Banners. Banners, pennants, spinners, and streamers, except as specified in this chapter as a permitted temporary sign.
- E. Billboards.
- F. Flashing or Glaring Lights. Flashing lights, strobe lights, or rotating beams shall be prohibited outside of a building or visible from the outside of a building in all zoning districts except when otherwise legally displayed as emergency lights or warning lights. Illumination of signs shall be designed in such a way as to reflect light away from residential properties and motorists' vision.
- G. Mobile Signs and signs attached to or painted on an inoperable or unlicensed vehicle, truck, or trailer.
- H. Moving Lights. Signs which incorporate in any manner any flashing, pulsating, rotating, beacons, or moving lights. Except for a special event approved by the City Council per the City's special event procedures.
- I. Off-Premise Signs, except a permitted temporary sign, as specified in this chapter, may be off-premise.
- J. Pole Signs.

- K. Portable Sign. Portable signs except as specified in this chapter as a permitted temporary sign.
- L. Projected-Image Signs.
- M. Roof Signs.
- N. String Lights. String lights used in connection with commercial premises from November 1 to January 15 on a temporary basis.
- O. Discontinued Use. Signs on a property that is vacant or un-occupied for a period of more than six (6) months.
- P. Hazardous Sign. Any sign or sign structure which:
  - (1) Is structurally unsafe;
  - (2) Constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation or abandonment;
  - (3) constitute an obstruction so as to prevent free ingress or egress through any door, window or fire escape;
  - (4) Is not kept in good repair; or,
  - (5) Is capable of causing electrical shocks to persons likely to come in contact with it.
- Q. Obscene Matter. Signs that display obscene matters in violation of Iowa Code 728.
- R. Signs Projecting over Public Right-of-Way. It is unlawful to erect or maintain any sign on, over, or above any land or right-of-way belonging to City or other governmental entity unless specifically permitted by said entity.
- S. Temporary Signs. All temporary signs except those that are specifically allowed by this chapter.
- T. Interference with Traffic. No sign or other advertising structure as regulated by this chapter shall be erected at the intersection of any street or alley in such a manner as to obstruct free and clear vision, or at any location, where, by reason of the position, shape or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device or which makes use of the words STOP, LOOK, DRIVE-IN, DANGER or any other word, phrase, symbol or character in such a manner as to interfere with, mislead or confuse traffic.
- U. Unlawful Signs. Any sign unlawfully installed, erected or maintained in violation of this chapter.

**6. EXEMPTIONS TO SIGN PERMIT REQUIREMENT.**

The following signs shall not require a sign permit.

- A. Government signs, government flags, and public school district signs as defined herein this chapter, are exempt from the Sign Regulations, the Sign Design Standards, and the Sign Permits and Fees requirement.
- B. Signs located within the confines of a building, except those that are defined as window signs.
- C. Building addresses on buildings and signs as required by the City are exempt from the Sign Regulations, the Sign Design Standards, and the Sign Permits and Fees requirement.
- D. Directory signs as required by the City Fire Department for emergency identification are exempt from the Sign Regulations, the Sign Design Standards, and the Sign Permits and Fees requirement.
- E. Works of art that meet the definition as provided herein this chapter.
- F. Temporary Signs, to the extent that they meet the standards herein this chapter, are exempt from the Sign Permits and Fees requirement.

**7. SIGN TYPES.**

For the purposes of this chapter, the following sign types as defined herein are placed into the following categories.

- A. Permanent Signs. Permanent signs may be commercial or non-commercial signs as defined herein this chapter. Permanent, commercial signs must meet the definition of an on-premise sign. Permanent, commercial signs shall not include off-premise signs. Permanent signs are limited to the following sign types as defined and further regulated herein this chapter:
  - (1) Building Signs
  - (2) Ground Signs
  - (3) Directional Signs
  - (4) Drive-Thru Facility Signs
  - (5) Signs Affixed to Automated Teller Machines (ATM)
  - (6) Corporate Flags



B. Temporary Signs. Temporary signs may be commercial or non-commercial signs as defined herein this chapter. Temporary, commercial signs may be on-premise or off-premise signs. Temporary signs are limited to the following sign types as defined and further regulated herein this chapter:

- (1) Free-standing signs
- (2) Sidewalk signs
- (3) Blade signs and flags
- (4) Banner signs attached to a building wall or window or covering and affixed to an existing building sign
- (5) Bag signs covering and affixed to an existing monument ground sign

**8. SIGN REGULATIONS.****A. Permanent signs permitted by zoning district.**

| PERMANENT SIGNS                   |                                                                                                                                                                                                                    |     |     |     |     |                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                       |                                                            |                |     |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|----------------|-----|
| BUILDING SIGNS                    | ZONING DISTRICT                                                                                                                                                                                                    |     |     |     |     |                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                       |                                                            |                |     |
|                                   | A-1                                                                                                                                                                                                                | R-1 | R-2 | R-3 | R-4 | C-1                                                                                                                                                                                                                                                                                                                                                           | C-2                                                                                                                                   | C-3                                                        | M-1            | M-2 |
| Number of Signs Permitted         | 1 sign per principal building facing a public street for all permitted multi-family residential and non-residential uses.                                                                                          |     |     |     |     | Building signs may be located on any side of a building so long as the total sign area does not exceed the total allowed for the building (or building floor, in the case of the C-3 District). The area of all wall, awning, and window signs shall be included in the total building signage area calculation.                                              |                                                                                                                                       |                                                            |                |     |
| Projecting Signs Permitted        | Not permitted.                                                                                                                                                                                                     |     |     |     |     |                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                       | 1 per building entrance. Maximum 24 sq. ft. per sign face. | Not permitted. |     |
| Maximum Sign Area                 | 48 sq. ft.                                                                                                                                                                                                         |     |     |     |     | 10% of the total sq. ft. of the wall area of a principal building facing a public street. No more than two sides of a building facing a street shall be used to calculate the allowable signage. The sign area of all building signs (including wall, awning, and window signs) shall be calculated using sign area Formula A as defined herein this chapter. |                                                                                                                                       |                                                            |                |     |
|                                   |                                                                                                                                                                                                                    |     |     |     |     |                                                                                                                                                                                                                                                                                                                                                               | In the C-3 District, the total sign area shall exceed 10% of the wall area of the building floor on which the sign(s) is/are located. |                                                            |                |     |
|                                   |                                                                                                                                                                                                                    |     |     |     |     |                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                       |                                                            |                |     |
| GROUND SIGNS                      | ZONING DISTRICT                                                                                                                                                                                                    |     |     |     |     |                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                       |                                                            |                |     |
|                                   | A-1                                                                                                                                                                                                                | R-1 | R-2 | R-3 | R-4 | C-1                                                                                                                                                                                                                                                                                                                                                           | C-2                                                                                                                                   | C-3                                                        | M-1            | M-2 |
| Number of Signs Permitted         | 2 signs per public or private street entrance for single family residential subdivisions. 1 per public street frontage for each lot of record for all permitted multi-family residential and non-residential uses. |     |     |     |     | 1 per public street frontage for each lot of record. For lots with 500 ft or more of frontage, 1 sign shall be allowed for each 250 ft of frontage.                                                                                                                                                                                                           |                                                                                                                                       |                                                            |                |     |
| Maximum Sign Height               | 8 ft.                                                                                                                                                                                                              |     |     |     |     | 25 ft.                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                       |                                                            |                |     |
| Maximum Sign Width                | 8 ft.                                                                                                                                                                                                              |     |     |     |     | 20 ft.                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                       |                                                            |                |     |
| Maximum Sign Area                 | 48 sq. ft. calculated using sign area Formula B as defined herein this chapter.                                                                                                                                    |     |     |     |     | 150 sq. ft. calculated using sign area Formula B as defined herein this chapter.                                                                                                                                                                                                                                                                              |                                                                                                                                       |                                                            |                |     |
| Minimum Sign Setback Requirements | 10 ft. from all property lines.                                                                                                                                                                                    |     |     |     |     | Minimum setback from all property lines is equal to the sign height, but no less than 5 ft, and 200 ft. from any ground sign located on the same lot.                                                                                                                                                                                                         |                                                                                                                                       |                                                            |                |     |

| DIRECTIONAL SIGNS                               | ZONING DISTRICT                                                                                                                                                                                                     |     |     |     |     |                                                                                                                                                                                                                  |     |     |     |     |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|
|                                                 | A-1                                                                                                                                                                                                                 | R-1 | R-2 | R-3 | R-4 | C-1                                                                                                                                                                                                              | C-2 | C-3 | M-1 | M-2 |
| Number of Signs Permitted                       | 5 per each lot of record for all permitted multi-family residential and non-residential uses.                                                                                                                       |     |     |     |     | 5 per each lot or record.                                                                                                                                                                                        |     |     |     |     |
| Maximum Sign Height                             | 3 ft.                                                                                                                                                                                                               |     |     |     |     |                                                                                                                                                                                                                  |     |     |     |     |
| Maximum Sign Area                               | 9 sq. ft. calculated using sign area Formula B as defined herein this chapter.                                                                                                                                      |     |     |     |     |                                                                                                                                                                                                                  |     |     |     |     |
| Sign Setback                                    | 10 ft. from all property lines.                                                                                                                                                                                     |     |     |     |     |                                                                                                                                                                                                                  |     |     |     |     |
|                                                 |                                                                                                                                                                                                                     |     |     |     |     |                                                                                                                                                                                                                  |     |     |     |     |
| DRIVE-THRU FACILITY SIGNS                       | ZONING DISTRICT                                                                                                                                                                                                     |     |     |     |     |                                                                                                                                                                                                                  |     |     |     |     |
|                                                 | A-1                                                                                                                                                                                                                 | R-1 | R-2 | R-3 | R-4 | C-1                                                                                                                                                                                                              | C-2 | C-3 | M-1 | M-2 |
| Number of Signs Permitted                       | For sites with a permitted drive-thru facility, 2 drive-thru facility signs, as provided herein, shall be permitted for each drive-thru lane. Signs may be free-standing (one-sided only) or building/wall mounted. |     |     |     |     |                                                                                                                                                                                                                  |     |     |     |     |
| Maximum Sign Height                             | 8 ft.                                                                                                                                                                                                               |     |     |     |     |                                                                                                                                                                                                                  |     |     |     |     |
| Maximum Sign Area                               | Each sign shall be no greater than 36 sq. ft. using sign area Formula B as defined herein this chapter.                                                                                                             |     |     |     |     |                                                                                                                                                                                                                  |     |     |     |     |
| Minimum Sign Setback and Placement Requirements | 25 ft front yard and 10 ft from all property lines. Must be within 10 ft of the drive-thru lane.                                                                                                                    |     |     |     |     |                                                                                                                                                                                                                  |     |     |     |     |
|                                                 |                                                                                                                                                                                                                     |     |     |     |     |                                                                                                                                                                                                                  |     |     |     |     |
| SIGNS ON ATMS                                   | ZONING DISTRICT                                                                                                                                                                                                     |     |     |     |     |                                                                                                                                                                                                                  |     |     |     |     |
|                                                 | A-1                                                                                                                                                                                                                 | R-1 | R-2 | R-3 | R-4 | C-1                                                                                                                                                                                                              | C-2 | C-3 | M-1 | M-2 |
| Maximum Sign Area                               |                                                                                                                                                                                                                     |     |     |     |     | Sign copy may be adhered or placed upon any surface of a permitted ATM or ATM kiosk; however, the total area of all signage shall not exceed 48 sq. ft.                                                          |     |     |     |     |
|                                                 |                                                                                                                                                                                                                     |     |     |     |     |                                                                                                                                                                                                                  |     |     |     |     |
| CORPORATE FLAGS                                 | ZONING DISTRICT                                                                                                                                                                                                     |     |     |     |     |                                                                                                                                                                                                                  |     |     |     |     |
|                                                 | A-1                                                                                                                                                                                                                 | R-1 | R-2 | R-3 | R-4 | C-1                                                                                                                                                                                                              | C-2 | C-3 | M-1 | M-2 |
| Number Permitted                                | Not Permitted.                                                                                                                                                                                                      |     |     |     |     | 1 per lot of record or 1 per principal building.                                                                                                                                                                 |     |     |     |     |
| Maximum Height                                  |                                                                                                                                                                                                                     |     |     |     |     | 30 ft.                                                                                                                                                                                                           |     |     |     |     |
| Maximum Flag Size                               |                                                                                                                                                                                                                     |     |     |     |     | 15 sq. ft.                                                                                                                                                                                                       |     |     |     |     |
| Minimum Pole Setback                            |                                                                                                                                                                                                                     |     |     |     |     | Minimum setback from all property lines is equal to the pole height, but no less than 5 ft.                                                                                                                      |     |     |     |     |
| Other Requirements                              |                                                                                                                                                                                                                     |     |     |     |     | May only be displayed concurrent with the display of 1 or more government flag(s) attached either on a shared pole or separate pole located in close proximity to the pole(s) displaying the government flag(s). |     |     |     |     |

## B. Temporary signs permitted by zoning district.

| TEMPORARY SIGNS                                |                                                                                                                                                                                                         |     |     |     |     |                                                                                                                                                                                                                                          |     |     |     |     |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|
| COMMERCIAL SIGNS                               | ZONING DISTRICT                                                                                                                                                                                         |     |     |     |     |                                                                                                                                                                                                                                          |     |     |     |     |
|                                                | A-1                                                                                                                                                                                                     | R-1 | R-2 | R-3 | R-4 | C-1                                                                                                                                                                                                                                      | C-2 | C-3 | M-1 | M-2 |
| Number of Signs Permitted                      | 1 sign per public street frontage for each lot of record.                                                                                                                                               |     |     |     |     | 1 sign per public street frontage for each lot of record plus 1 per building or individual business. Each building or individual business may also display 1 "A-frame" or 1 "blade sign" during the hours in which the business is open. |     |     |     |     |
| Maximum Sign Area                              | 32 sq. ft. for permitted multi-family residential and non-residential uses and 8 sq. ft. for all other uses. Sign area shall be calculated by using sign area Formula B as defined herein this chapter. |     |     |     |     | 32 sq. ft. using sign area Formula B as defined herein this chapter.                                                                                                                                                                     |     |     |     |     |
| Maximum Free Standing Sign Height              | 6 ft.                                                                                                                                                                                                   |     |     |     |     | 8 ft.                                                                                                                                                                                                                                    |     |     |     |     |
| Maximum Free Standing Sign Setback Requirement | 5 ft. from all property lines.                                                                                                                                                                          |     |     |     |     |                                                                                                                                                                                                                                          |     |     |     |     |
|                                                |                                                                                                                                                                                                         |     |     |     |     |                                                                                                                                                                                                                                          |     |     |     |     |
| NON-COMMERCIAL SIGNS                           | ZONING DISTRICT                                                                                                                                                                                         |     |     |     |     |                                                                                                                                                                                                                                          |     |     |     |     |
|                                                | A-1                                                                                                                                                                                                     | R-1 | R-2 | R-3 | R-4 | C-1                                                                                                                                                                                                                                      | C-2 | C-3 | M-1 | M-2 |
| Maximum Sign Area                              | 8 sq. ft. using sign area Formula B as defined herein this chapter.                                                                                                                                     |     |     |     |     | 32 sq. ft. using sign area Formula B as defined herein this chapter.                                                                                                                                                                     |     |     |     |     |
| Maximum Free Standing Sign Setback Requirement | 5 ft. from all property lines.                                                                                                                                                                          |     |     |     |     |                                                                                                                                                                                                                                          |     |     |     |     |

## 9. SIGN DESIGN STANDARDS.

A. Permanent Signs. The following regulations are established for all permanent signs as may be permitted by this article.

- (1) Building Sign Regulations.
- (2) Prior to installation of any building signage, all multi-tenant buildings and multi-building commercial centers shall provide a signage plan detailing how and where signage will be allocated to each individual tenant space. This plan shall be adhered to unless an alternate plan is provided to the City by the building owner. In the case of commercial condominium or horizontal property regime, each owner shall be allocated an amount of signage proportional to the size of their unit.
- (3) No wall sign shall cover wholly or partially any wall opening, nor project beyond the ends of the wall to which it is attached.
- (4) All building signs, including projecting signs but not including awning and window signs, shall consist of solid individual letters and symbols that have a three-

dimensional appearance with a minimum dimensional depth of one (1) inch. The dimensional depth may be achieved by individual dimension letters or symbols, cut out, push through, engraved, embossed, pin mounted with stand-offs, or alternative acceptable to the Zoning Administrator. Said individual letters and symbols shall be made of anodized aluminum or similar materials or should consist of individual illuminated self-contained letters and symbols made of anodized aluminum or similar materials with translucent plastic faces.

- (5) Signs with exposed neon or exposed florescent tubes or light bulbs are prohibited.
- (6) Painted signs, including any lettering, graphics, images, and logos, are prohibited except as may be permitted on awnings and windows.
- (7) Signs in any A-1, R-1, R-2, R-3, or R-4 zoning district shall not be internally illuminated.
- (8) Panel signs are prohibited; however, a panel type sign of an individual logo or graphic may be permitted as part of a building sign provided the panel area does not exceed six (6) feet in height and six (6) feet in width and is designed as if it were an individual illuminated self-contained letter or symbol.
- (9) No individual letter or symbol shall exceed six (6) feet in height and six (6) feet in width. All letters and symbols should be individually attached to the building wall. Raceways are prohibited. In any situation where it is not physically practical to mount a wall sign without a raceway, a pan-style raceway may be authorized at the discretion of the Zoning Administrator.
- (10) Signs may be mounted on a uniform backing that is of no more than one (1) color and that projects no more than four (4) inches from the surface of the building wall.
- (11) Projecting Signs, where permitted, shall further comply with the following standards:
  - a. Application. Projecting signs as regulated by this article shall include any sign, other than a building sign, which projects from, and is supported by a wall of a building or structure.
  - b. Construction. Every projecting sign, including the frame, braces and supports thereof, shall meet the compliance of the building code regulations of the City.
  - c. Sign Width (Thickness). The thickness measured between the principal faces of any projecting sign shall not exceed twelve (12) inches.
  - d. Height of Signs. No part of any projecting sign shall be less than ten (10) feet above ground level, except as provided in subsection (e) of this

section, and shall not extend above the roof line.

- e. Location. Every projecting sign shall be at least ten (10) feet above any sidewalk area over which it is erected, and a distance not greater than six (6) feet from the wall to which it is attached, measuring from the point of the sign nearest thereto. Every projecting sign to be erected over public or private driveways or thoroughfares shall be placed not less than fifteen (15) feet above the level of same.
- f. Obstructions and Traffic Hazards. Every projecting sign shall be erected in a manner which does not constitute an obstruction or traffic hazard regulated by this chapter.
- g. Projection Over Public Property or Road Right-of-Way. It is unlawful for any projecting sign to be located over public property or road right-of-way unless approval is granted by the City Council or agency that owns or controls said public property or right-of-way.

(12) Ground Sign Regulations.

- a. Ground signs shall be restricted to monument grounds signs. Pole signs are prohibited.
- b. All sign structures shall be architecturally designed and incorporate design details, materials, and colors of the associated building.
- c. All ground signs shall consist of solid individual letters and symbols that have a three-dimensional appearance with a minimum dimensional depth of one (1) inch. The dimensional depth may be achieved by individual dimension letters or symbols, cut out, push through, engraved, embossed, pin mounted with stand-offs, or alternative acceptable to the Zoning Administrator. Said individual letters and symbols shall be made of anodized aluminum or similar materials or should consist of individual illuminated self-contained letters and symbols made of anodized aluminum or similar materials with translucent plastic faces.
- d. Signs with exposed neon or exposed florescent tubes or light bulbs are prohibited.
- e. Painted signs, including any lettering, graphics, images, and logos, are prohibited.
- f. Signs in any A-1, R-1, R-2, R-3, or R-4 zoning district shall not be internally illuminated.
- g. Panel signs are prohibited; however, a panel type sign of an individual logo or graphic may be permitted as part of a building sign provided the panel

area does not exceed six (6) feet in height and six (6) feet in width and is designed as if it were an individual illuminated self-contained letter or symbol.

- h. No individual letter or symbol shall exceed six (6) feet in height and six (6) feet in width. All letters and symbols should be individually attached to the ground sign. Raceways are prohibited. Signs may be mounted on a uniform backing that is of no more than one (1) color and that projects no more than four (4) inches from the surface of the ground sign.
- i. Permitted ground signs may include a changeable message sign that is double-sided (back-to-back) and no larger than 48 sq. ft. in size per sign face.
- j. Signs within any non-residential zoning district may include an electronic message center sign that is double-sided (back-to-back) and no larger 32 sq. ft. in size, per sign face, and subject to the design regulations herein this article. Electronic message centers are further regulated as follows:
  - i. Electronic message center messages and images may not include video, animation, scroll, or flash and shall not display full-motion graphics in a series of frames to give the illusion of motion or video.
  - ii. The images and messages displayed on an electronic message center must have a minimum dwell time of at least 30-seconds before changing to the next image or message. The transition or change from one message to another must be instantaneous and involve no animation or special effects.
  - iii. Electronic message centers shall be integral to and a part of an approved monument sign.
  - iv. An approved monument sign may have more than one individual electronic display provided the total area of all such displays does not exceed 32 sq. ft. of the total sign copy area.
  - v. The brightness of any electronic message center shall not exceed a maximum illumination of 5,000 candelas per square meter (nits) during daylight hours and a maximum illumination of 250 candelas per square meter (nits) between dusk and dawn, as measured from the brightest element on the sign's face. Electronic message centers must be equipped with a light detector or photocell that automatically adjusts the display's brightness according to natural ambient light conditions.

(13) Temporary Sign Regulations

- a. The following types of temporary signs may be permitted in accordance with the regulations herein this chapter. All other temporary sign types not listed herein below are prohibited.
  - i. Free-standing signs including sidewalk signs, flags, and blade signs.
  - ii. Banner signs attached to a building wall or window or covering and affixed to an existing building sign.
  - iii. Bag signs covering and affixed to an existing monument ground sign.
- b. Prohibited Within Public Street Right-of-Way and Public Property. No temporary sign shall be placed within a public street right-of-way nor on public property. Temporary sidewalk signs, as provided in this Chapter, may be permitted on the public sidewalk within the Downtown Mixed-Use Zoning District (C-3), subject to the following conditions:
  - i. Signs are permitted on all sidewalks provided there remains a free walking path with a minimum walking surface of five feet in width.
  - ii. Signs shall not exceed nine (9) square feet in area.
  - iii. Signs shall not exceed five (5) feet in height.
  - iv. Signs are allowing during business hours only.
- c. Time Limit. No temporary sign shall be in place for a period greater than six (6) months unless removed and replaced with a new sign.

**10. SIGN AREA CALCULATION.**

The area of a sign shall be as determined by the Zoning Administrator using actual dimensions where practical or approximate dimensions when irregularity of a sign shape warrants. The area of each sign type is to be measured with either Formula A or Formula B as noted below. The application of either Formula A or Formula B is established by sign type as defined elsewhere in this article.



- A. Formula A. The sign area is the sum of the area of two (2) contiguous rectangles, squares or circles that enclose the extreme points or edges of all copy, logos and symbols of said sign.

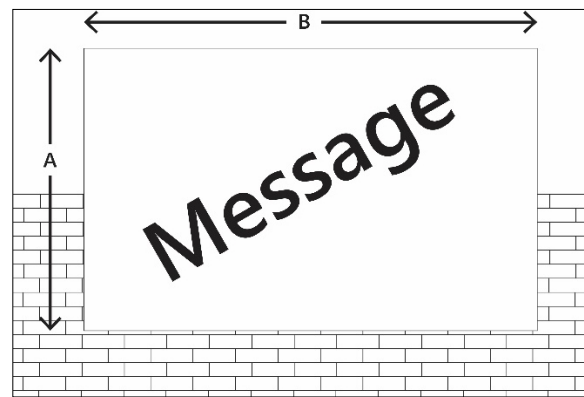
Figure 165.10.5



$$\text{Sign Area} = (A1 \times A2) + (B1 \times B2)$$

- B. Formula B. The sign area is the area of one rectangle, square or circle that encloses the extreme points or edges of all areas where copy may be placed on a sign. This area does not include structural or architectural features of the sign where copy will not be located.

Figure 165.10.6



$$\text{Sign Area} = A \times B$$

## 11. ENFORCEMENT AUTHORITY.

The Zoning Administrator is hereby authorized and directed to enforce all the provisions of this chapter.

## 12. PERMIT REQUIRED.

Except those signs as expressly exempted by Section 6 of this Chapter, it is unlawful for any person to erect, repair, alter, relocate or maintain within the City any sign or other advertising structure as defined in this chapter, without first obtaining an erection permit from the Community Development Department, and making payment of the fee required herein. All illuminated signs shall, in addition, be subject to the provisions of the Electrical Code of the City.

## 13. APPLICATION FOR SIGN PERMIT.

Application for sign erection permits shall be made upon forms as determined by the Zoning Administrator and shall contain or have attached thereto the following information unless any such information is deemed unnecessary by the Zoning Administrator:

- A. Application fee as established by resolution of the City Council.
- B. Name, address and telephone number of the applicant and building and/or property owner.
- C. Location of building, structure, or lot to which or upon which the sign or other advertising structure is to be attached or erected.
- D. Position of the sign or other advertising structure in relation to nearby buildings or structures.
- E. Site plan, sign elevations, details, and specifications and method of construction and attachment to the building or in the ground.
- F. Copy of stress sheets and calculations showing the structure is designed for dead load and wind pressure in any direction in the amount required by this chapter and all other laws and ordinances of the City.
- G. Name of person, firm, corporation or association erecting the structure.
- H. Written consent of the owner of the building, structure or land to which or on which the structure is to be erected if different from the applicant.
- I. Such other information as the Zoning Administrator shall require to show full compliance with this chapter and all other laws and ordinances of the City.

#### **14. APPROVAL OF ELECTRICAL WIRING.**

The application for a permit for erection of a sign or other advertising structure in which electrical wiring and connections are to be used shall be submitted to the Zoning Administrator. The Zoning Administrator shall examine the plans and specifications respecting all wiring and connections to determine if the same complies with the Electrical Code of the City, and the Zoning Administrator shall approve such permit if the said plans and specifications comply with said code, or disapprove the application if noncompliance with such code is found.

#### **15. LICENSED SIGN CONTRACTOR.**

All permanent, free standing and building signs shall be constructed by a professional sign contractor licensed to conduct business within the City of Indianola. The licensing application and insurance requirements shall be as determined by the Zoning Administrator. The licensing fee shall be established by resolution of the City Council.

#### **16. PERMIT ISSUANCE; EXPIRATION.**

It is the duty of the Zoning Administrator, upon the filing of an application for an erection permit, to examine such plans and specifications and other data and the premises upon which it is proposed to erect the sign or other advertising structure, and if all the requirements of this chapter and all other laws and ordinances of the City are complied with, the Zoning Administrator

shall then issue the erection permit. If the work authorized under an erection permit has not been completed within six months after date of issuance, the said permit shall become null and void.

#### **17. REVOCABILITY OF PERMIT.**

All rights and privileges acquired under the provisions of this chapter, or any amendment thereto, are mere permits revocable by the Council, and all sign permits shall contain this provision. In the event that by action of the Council any permit is revoked, it shall be unlawful thereafter to permit such sign to continue to remain on the premises, and it is the duty of the owner, agent, or person in possession of said premises, and each of them, to remove such sign forthwith.

#### **18. RIGHT OF ENTRY.**

Subject to constitutional limitations and upon presentation of proper credentials, the Zoning Administrator or any duly authorized representatives may enter at reasonable times any building, structure or premises in the City to perform any duty imposed upon the Zoning Administrator by this chapter.

#### **19. INSPECTION.**

All signs for which a permit is required by this chapter or any ordinance of the City shall be subject to inspection by the Zoning Administrator. Footing inspections will be required for all ground signs. Electric signs shall be inspected before erection.

#### **20. UNSAFE OR UNLAWFUL SIGNS.**

If the Zoning Administrator finds that any sign or other advertising structure regulated herein is unsafe or insecure, or is a menace to the public, or has been constructed or erected or is being maintained in violation of the provisions of this chapter, the Zoning Administrator shall give written notice to the permittee thereof. If the permittee fails to remove or alter the structure so as to comply with the standards herein set forth within 10 days after such notice, such sign or other advertising structure may be removed or altered to comply, by the Zoning Administrator at the expense of the permittee or owner of the property upon which it is located. The Zoning Administrator shall recommend to the City Manager the revocation of the permit covering such sign or other structure regulated herein, and thereupon said permit may be revoked by order of the Council. The Zoning Administrator may cause any sign or other advertising structure which is an immediate peril to persons or property to be removed summarily and without notice. Existing signs shall comply with the provisions of this section.

#### **21. NONCONFORMING SIGNS.**

- A. Every sign or other advertising structure lawfully in existence on July 1, 2015, but which is prohibited by the terms and conditions of this chapter, shall not be altered or moved except in compliance with this chapter. Provided, however, an existing sign or structure in an unsafe condition may be reconstructed to a safe condition that does not increase its height or area and meets all other requirements reasonably determined by the Community Development Department.

- B. Notwithstanding the foregoing, an application for Exemption as provided in Section 22 must be filed with the Zoning Administrator and approved by City Council prior to reconstruction.

## **22. REMOVAL OF IRRELEVANT SIGNS.**

Any sign now or hereafter existing which no longer advertises a bona fide business conducted, or a product sold, shall be taken down and removed by the owner, agent or person having the use of the building or structure upon which such sign may be found, within 10 days after written notification from the Zoning Administrator, and upon failure to comply with such notice within the time specified in such order, the Zoning Administrator is hereby authorized to cause removal of such sign, and any expense incident thereto shall be paid by the owner of the building or structure to which such sign is attached.

## **23. VARIANCES AND APPEALS.**

- A. Variances. The Board of Adjustment shall have jurisdiction for any requests for variances involving sign location, sign height, or sign size not consistent with this chapter. The Board shall rule on any request in accordance with Chapter 165.02.
- B. Appeals. Any person aggrieved by an order, requirement, decision or determination of the Zoning Administrator in the enforcement of this chapter may file an appeal with the Board of Adjustment in accordance with Chapter 165.02. The Board of Appeals shall have jurisdiction for any requests for an appeal related to the application of the City's adopted Building Code regulations in accordance with Chapter 163.08.



## MEMORANDUM

**To:** Planning and Zoning Commission

**From:**

**Date:** November 8, 2022

**Subject:** Consider the request from Tim Portzen, on behalf of Downing Family Investments, Inc., for recommendation of approval of a preliminary plat for Heritage Hills 12.

---

**Recommendation:**

**Attachments:**

1. 1. Staff Report
2. 2. Application
3. 3. Preliminary Plat



## COMMUNITY DEVELOPMENT

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

# STAFF REPORT

## PLANNING AND ZONING COMMISSION

**Date of Meeting:** November 8, 2022

**Agenda Item:** 7.B Consider the request from Tim Portzen, on behalf of Downing Family Investments, Inc., for recommendation of approval of a preliminary plat for Heritage Hills 12.

**Application Type:** Preliminary Plat

**Applicant:** Tim Portzen of Diligent Development

**Property Owner:** Downing Family Investments, Inc.

**Property Address/Parcel:** [#490/2413-0663](#)

**Current Zoning:** PUD 'Planned Unit Development' Zoning District

**Comprehensive Plan Designation:** Low / Medium Density Residential

### Application Summary

Tim Portzen of Diligent Development, on behalf of Downing Family Investments, Inc., is requesting preliminary plat approval for a property identified as parcel # 490/2413-0662, which would allow for thirteen (13) residential lots and two (2) outlots. Twelve (12) of the proposed residential lots will house bi-attached residential buildings or duplexes. Lot 9 is proposed as a single-family dwelling. Staff is recommending approval of the preliminary plat.

## AERIAL MAP



## APPLICABLE CODE SECTIONS

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

### 170.05 PRELIMINARY PLATTING PROCEDURE

1. The owner or developer of any tract of land to be subdivided shall cause a preliminary plat to be prepared, a plat of the subdivision containing the information specified herein and shall file twelve (12) copies and an electronic copy with the Clerk
2. Preliminary plats shall be filed with the Clerk at least fifteen (15) days prior to scheduled Commission meetings. Adjoining property owners shall be notified of preliminary plats by first class mail at least ten (10) days prior to Commission meetings.
3. The Clerk shall immediately transmit three (3) copies of the preliminary plat to the Commission for study and recommendation.
4. The commission shall examine the plat as to its compliance with this chapter and the comprehensive plan of the City and shall have thirty (30) days to submit a recommendation to the Council provided that the owner or developer may agree to an extension of time not to exceed sixty (60) days. A copy of the recommendation shall be forwarded to the owner or developer.
5. The Council, upon receipt of the Commission's recommendation, or after thirty (30) days, or any extension thereof shall have passed, shall by resolution grant approval or reject the preliminary plat. If the preliminary plat is rejected, the Council will advise the owner or developer of any changes which are desired or should have consideration before approval will be given. Upon making such changes, the developer may resubmit the preliminary plat for approval by the Commission and the Council. Approval of the preliminary plat by the Council shall constitute approval to proceed with the preparation of the final plat but shall not be deemed approval of the subdivision.

### 170.09 PRELIMINARY PLAT REQUIREMENTS

The preliminary plat shall contain the following information:

1. A location map showing:
  - A. The subdivision name



**Agenda Item:** 7.B to consider the request from Tim Portzen, on behalf of Downing Family Investments, Inc. for recommendation of approval of a preliminary plat for Heritage Hills 12.

- B. An outline of the area to be subdivided
- C. The existing streets and public or community utilities, if any, on adjoining property
- D. North point and scale
- 2. A preliminary plat of the subdivision drawn to scale of fifty (50) feet to one (1) inch, provided that if the resulting drawing would be over thirty-six (36) inches in its shortest dimension, a scale of one hundred (100) feet to one (1) inch may be used, said preliminary plat to show:
  - A. The legal description, acreage, and the name of the proposed subdivision
  - B. The name and address of the owner
  - C. The name of the person who prepared the plat, and the date thereof
  - D. The location of existing lot lines, streets, public utilities, water mains, sewers, drainpipes, culverts, watercourses, bridges, railroads, and buildings in the proposed subdivision
  - E. Contours at vertical intervals of not more than two (2) feet, based upon City datum, except that where the slope of the land exceeds twenty-five percent (25%), five (5) foot intervals shall be sufficient.
  - F. The location and widths, other dimensions and names of the proposed streets, utility easements and other open spaces or reserved areas.
  - G. A statement concerning the location and approximate size or capacity of utilities proposed to be installed.
  - H. Tract boundary lines showing dimensions, bearings, angles, and references to known lines or benchmarks.
  - I. The names and addresses of adjacent property owners.
  - J. Proposed building lines.
  - K. Grades of proposed streets.
  - L. A cross-section of the proposed streets showing the roadway location, type and width of surfacing, the type drainage and other improvements to be installed.
  - M. The location of proposed wells and/or water mains and sewage disposal system if a public or community system is used.
  - N. The drainage of the land including proposed storm sewers, ditches, culverts, bridges and other structures.
  - O. North point and graphic scale
  - P. The location and dimension of sidewalks to be installed.
  - Q. Indicate the current Iowa Department of Natural Resources requirement in a note placed on the plat, if applicable
  - R. Indicate current flood zones as determined by FEMA with the platted area.

**170.11 DESIGN STANDARDS – STREETS**

- 1. General Considerations that must comply with the current Iowa Statewide Urban Design Standards for Public Improvements (“SUDAS”).
  - A. The street and alley layout shall provide access to all lots and parcels of land within the subdivision.
  - B. Street jogs of less than 150 feet shall be avoided.
  - C. Cul-de-sacs shall not exceed 700 feet in length.
  - D. New subdivisions shall make provisions for continuation and extension of thoroughfares and collector streets and roads.
  - E. No dead-end streets will be permitted except at subdivision boundaries and in no event shall any dead-end street be in excess of 500 feet.
  - F. Thoroughfare and collector streets in a subdivision shall extend through to the boundaries thereof, unless a terminal point within the subdivision is shown in the master street plan.
  - G. Alleys shall be discouraged in residential areas but shall be provided in commercial and industrial areas unless other suitable public or private access to loading and service areas is provided.
  - H. Intersection of road centerlines shall be between 80 degrees and 100 degrees.
  - I. Intersection of more than two streets at a point shall not be permitted.



**Agenda Item:** 7.B to consider the request from Tim Portzen, on behalf of Downing Family Investments, Inc. for recommendation of approval of a preliminary plat for Heritage Hills 12.

- J. Where parkways or special types of streets are proposed, the Commission may apply special standards for the design of such parkways or streets.
- K. Proposed streets that are extensions of or in alignment with existing streets shall bear the name of the existing street. Names of new streets shall avoid duplication of or similarity to existing names of streets, or public and semi-public buildings and areas.
- L. Streets, avenues, places, and courts shall be named in the following manner:

| General Direction | Long Streets | Short Streets |
|-------------------|--------------|---------------|
| North and South   | Streets      | Courts        |
| East and West     | Avenues      | Places        |
| Diagonal          | Roads        | Ways          |
| Curving           | Drives       | Lanes         |

2. Minimum rights-of-way shall be provided as follows:

- A. Thoroughfares - 100 feet. In addition, access spacing on thoroughfares is as follows: (i) intersection spacing – 600 foot minimum; (ii) entrance spacing – 300 foot minimum; (iii) separation of entrance from intersection – 150 foot minimum.
- B. Residential collector streets - 70 feet.
- C. Commercial collector streets - 80 feet.
- D. Residential streets - 60 feet.
- E. Cul-de-sacs - 110 feet in diameter.
- F. Alleys - 20 feet.

3. The minimum width of surfacing to be provided shall be as follows:

- D. Residential Street – 25 feet or 31 feet within the discretion of the Council.
- E. Cul-de-sacs – 85 feet in diameter.
- F. Alleys – 20 feet.
- G. Sidewalks – 4 feet.

4. Grades. No street grade shall be less than one-half of one percent and shall not exceed the following limits:

- A. Thoroughfare streets – 4 percent.
- B. Collector streets – 6 percent.
- C. Residential streets – 8 percent.

**170.13 DESIGN STANDARDS – LOTS**

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

**170.14 EASEMENTS**

- 1. Easement not less than 15 feet in width shall be provided along each side of the front yard lot lines of all lots, and in the case of corner lots, the side street yard, and along such other lot liens as may be required by public and private utility companies.
- 2. Easements of greater width may be required for trunk lines, pressure lines, open drainage courses or high voltage lines and shall be provided as determined by the utility or Council.

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3. Utility easements shall convey to the City, its successors and assigns, the perpetual right within the areas shown on the plat and described in the easement, to construct, reconstruct, operate and maintain electric lines consisting of poles, wires, cables, conduits, fixtures, anchors and other similar equipment, including the right to trim or remove trees within such areas where necessary to secure a clearance of four feet from the wires or poles, together with the right to extend to any telephone, telegraph, electric or power company, the right to use separately or jointly with the City, the areas included in the easement for the purposes above enumerated.

#### **170.15 PARKS, SCHOOL SITES AND PUBLIC AREAS.**

In subdividing property, consideration shall be given to suitable sites for schools, parks, playgrounds and other common areas for public use so as to conform to any recommendations of the most current Comprehensive Plan. Any provision for schools, parks and playgrounds should be indicated on the preliminary plan in order that it may be determined when and in what manner such areas will be provided or acquired by an appropriate taxing agency.

#### **170.16 NATURAL DRAINAGE COURSES**

Whenever any stream or important surface drainage course is located in an area which is being subdivided, the subdivider shall provide an adequate easement along each side of the stream for the purpose of widening, deepening, sloping, improving or protecting the stream or drainage course.

#### **170.17 EROSION CONTROL (DESIGN STANDARDS)**

Methods for controlling soil erosion shall be in accordance with current Iowa Department of Natural Resources Standards and requirements of NPDES permit.

#### **170.18 PLANNED DEVELOPMENTS**

1. Purpose. The purpose of this provision is to permit and encourage subdivider's to utilize imaginative and innovative concepts in the design, layout and development of subdivisions.
2. Intent. It is not the intent of this provision to lessen the number, size, extent, or type of improvements required by this chapter, but to permit the reasonable and necessary modification of the requirements in order to allow development of subdivisions which do not utilize a conventional layout for blocks, lots, streets and other features. It is the intent of this provision that any such modification or change in requirements be in harmony with the spirit of this chapter.
3. Procedure. The procedure for the submission and approval of plats for planned developments shall be the same as for other plats as set forth elsewhere in this chapter.

#### **170.19 SANITARY SEWERS**

The subdivider shall at the subdivider's expense provide the subdivision with a complete sanitary sewer system including all necessary pumping stations, force mains, pumping equipment and other appurtenances, which shall connect with a sanitary sewer outlet or treatment facility approved by the Council. The sewers shall extend to the subdivision boundaries as necessary to provide for the extension of the sewers by adjacent property. Where sewers in excess of 15 inches in diameter are required, the additional cost shall be borne by the City.

#### **170.20 PROHIBITED DISCHARGE**

No storm water, surface water, ground water, roof runoff, swimming pool, subsurface drainage, cooling water or unpolluted water shall be discharged into the City sanitary sewer system. Any such discharge into the City sanitary sewer system shall be deemed a public nuisance and a municipal infraction.

#### **170.21 STORM DRAINS**

1. The subdivider shall, at the subdivider's expense, provide the subdivision with adequate drains, ditches, culverts, complete bridges, storm sewers, intakes and manholes to provide the collection and removal of all surface waters. These improvements shall extend to the boundaries of the subdivision so as to provide for extension by adjoining properties. Where oversized storm sewers or drainage structures are required to serve other areas of the watershed, the additional cost shall be borne by the developer.
2. The subdivider shall, at the subdivider's expense, provide the subdivision with a storm sewer system to adequately handle a five-year rainstorm. The system shall include culverts, ditches, intakes, manholes, or any

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structure deemed necessary. All such structures shall meet the City of Indianola Standard Specifications. In addition, the subdivider shall, at the subdivider's expense, provide the subdivision with overland drainage courses and easements to adequately handle storm water in excess of a five-year rainstorm and up to a 100-year rain storm. For any subdivision containing new streets, the system shall be designed by a licensed engineer registered to practice in the State of Iowa.

- A. Each lot shall be provided with minimum six-inch diameter storm sewer service line that is a minimum of four feet below ground level, stubbed to the property line, unless the Director of Community Development determines that sump lines can be taken to an existing overland drainage area. The sump pump line shall be a minimum of one and one-half inches in diameter.
- B. The storm sewer system line shall be made of reinforced concrete pipe or polyvinyl chloride (PVC) pipe. The sump pump lines shall be made of PVC, PVC Truss, or PVC corrugated pipe. All structures shall be built in accordance with City of Indianola Standard Construction Specifications for Subdivisions.
- C. The storm sewer system shall be large enough to provide for anticipated extension of use to serve additional areas, as set out in Indianola Comprehensive Plan.
- D. Storm sewer service lines shall be connected to the City storm sewer system at intakes, manholes, or directly into the City storm sewer pipe. Tapping storm sewer service lines into the City storm sewers shall be by using approved methods.

Should it not be possible to install a storm sewer service, as described above, alternate plans may be submitted for review by the City's consulting engineer and City staff.

#### **170.22 WATER**

The subdivider shall at the subdivider's expense provide the subdivision with a complete water main supply system including hydrants, valves and other appurtenances which shall be extended into and through the subdivision to the boundary lines, and which shall provide a water connection for each lot, and shall be connected to the City water system. Fire hydrants shall be uniform throughout the subdivision and shall meet the standards and design approved by the Utilities Board of Trustees. Where water mains in excess of eight inches are required, the additional cost shall be borne by the City if the area is zoned R-2 or R-3. If at the time the main is to be installed the area in question is zoned R-4, any commercial or any industrial classification, the subdivider may be required to put in a water main in excess of eight inches at the subdivider's own expense. Whether the City shall pay a portion of the additional cost shall be discretionary with the Board of Trustees. Water mains shall extend to the boundaries of the subdivision so as to provide for extension by adjoining properties.

#### **170.23 SIDEWALKS**

The subdivider, developer or owner of the lot shall at their expense provide a four-foot wide concrete sidewalk along each lot frontage prior to the occupancy of the structure on the lot except as otherwise provided herein. In commercial or industrial areas where it can be demonstrated that there will be limited or no need for sidewalks, the Council may waive or modify the requirement for the installation of sidewalks after review and report from the Commission. The Council may waive the sidewalk requirement on cul-de-sacs. Any such waiver shall not be acted upon until the Council has received the recommendation of the Commission.

#### **170.24 MARKERS**

The subdivider shall at the subdivider's expense place an iron rod not less than one-half inch in diameter and 24 inches in length as follows:

1. Set in concrete three feet deep at the intersection of all lines forming angles in the boundary of the subdivision, and at all street intersections.
2. At lot corners and changes in direction of block and lot boundaries.

#### **170.25 GRADING**

The subdivider shall at the subdivider's expense bring all streets and alleys with the platted area which are being dedicated for public use to the grade approved by the Council.

#### **170.26 CURB AND GUTTER**

**Agenda Item:** 7.B to consider the request from Tim Portzen, on behalf of Downing Family Investments, Inc. for recommendation of approval of a preliminary plat for Heritage Hills 12.

The subdivider shall at the subdivider's expense install curb and gutter on all streets in the plat being dedicated for public use. Curb and gutter shall be constructed of Portland cement concrete in accordance with designs and specifications and at grades approved by the Council.

**170.27 EROSION CONTROL (REQUIRED IMPROVEMENTS)**

The subdivider shall be responsible for controlling soil erosion and surface water runoff within the subdivision during its construction and development and shall provide erosion and runoff control measures as work progresses on site grading, the installation of sewers or other improvements or phases of work. Insofar as practical, erosion control measures shall be undertaken prior to any other development within the subdivision which will contribute to runoff or erosion.

**170.28 SURFACING**

The subdivider shall at the subdivider's expense surface all streets being dedicated for public use from curb to curb. Surfacing shall consist of not less than six inches of Portland cement concrete over a prepared subgrade and shall be constructed in accordance with designs and specifications and at grades approved by the Council. Where a surface width in excess of 31 feet is required, the cost of the additional surface width, which shall be assumed to be the center portion of the roadway surface, shall be paid by the City. On collector and thoroughfare streets where a higher standard than is herein required or a thickness of greater than eight inches is deemed necessary by the Council, the additional cost shall be borne by the City. Where unimproved street right-of-way exists the owner or developer at the owner's or developer's own expense shall improve such right-of-way as required by this section for the entire width of the lot or lots (or for the entire width and the length of the lot or lots in the case of lot or lots bordered by more than one street) prior to or contemporaneous with the development of the lot or lots. The owner or developer shall also improve all other portions of unimproved street right of way serving such areas.

**170.29 SPECIFICATIONS**

The type of construction, the materials, the methods, the standards of subdivision improvements and the maintenance bonds shall be in accordance with the specifications found in a bound volume which is entitled Iowa Statewide Urban Design and Specification for Public Improvements which is on file in the Clerk's office. The Council may from time to time amend by resolution the standard construction specifications for subdivisions found in the volume. The Clerk shall keep a record of all amendments made to the specifications. Plans and specifications for subdivisions shall be submitted to the Community Development for approval prior to construction, accompanied by a fee as set by resolution of the City Council, and construction shall not be started until the plans and specifications have been approved.

**170.30 APPROVAL OF PLANS AND SPECIFICATIONS**

The approval of plans and specifications relative to improvements required by this chapter shall be effective for a period of two years after the approval. If the required improvements are not in place and accepted by the City within the times specified, the approval shall lapse, and construction shall not be started and construction under way shall cease until resubmitted plans and specifications have been approved. The City shall have the right, at the time of the new request for approval, to require the subdivider to use the type of construction, the materials, the methods and standard of subdivision improvements equal to the specifications of the City for like work which are in effect at that time. The City may also require that the subdivider comply with any amended ordinance or ordinances relative to improvements under this chapter or any successor chapter relative to subdivision improvements which have been adopted between the time of initial approval and the renewed approval as herein required. The reapproval as required by this section specifically applies only to the plans and specifications relative to subdivision improvements and has no application as to lot sizes, setbacks, lot boundaries, street location or other platting requirements which shall be final on Council approval unless changed by some other method permitted by law.

**170.31 INSPECTION**

The subdivider or developer shall cause the installation of all improvements to be inspected to ensure compliance with the requirements of this chapter. The cost of the inspection shall be borne by the subdivider or developer. All inspection reports and certificates of compliance shall be filed with the Clerk before any improvements are accepted by the Council. Before accepting any portion of paving, storm water improvement or sanitary sewer system and maintenance thereof which has been constructed under the provisions of Sections 170.19 and Section 170.29 above, the Council reserves the right to have all mains within the sewer system to be dedicated, televised in order

**Agenda Item:** 7.B to consider the request from Tim Portzen, on behalf of Downing Family Investments, Inc. for recommendation of approval of a preliminary plat for Heritage Hills 12.

to determine whether they have been properly constructed. The televising shall be at the expense of the subdivider or party making the dedication.

#### **170.32 ACCEPTANCE**

All of the improvements required in this chapter under **Sections 170.19** through **170.28** shall, upon their completion, inspection, approval and acceptance by the City of Indianola, become the property of the City.

#### **170.33 ELECTRICAL SERVICE**

The City, by and through Indianola Municipal Utilities, shall extend electric service to the subdivision and shall make electric service available to each lot in the subdivision that is within Indianola Municipal Utilities' assigned area of service pursuant to Code of Iowa Chapter 476. The City, by and through Indianola Municipal Utilities, shall install street lighting that is within Indianola Municipal Utilities' assigned area of service pursuant to Code of Iowa Chapter 476 to current Indianola Municipal Utilities' standards and specifications. In residential subdivisions, all electric lines, including individual house service lines installed by the owner or developer, shall be placed underground.

#### **170.34 CHARGE FOR INSTALLATION OF ELECTRICAL SERVICE**

The City, by and through Indianola Municipal Utilities, reserves the right to make a reasonable charge to be paid by the developer, builder or owner for any service extended as provided by Section 170.33 above. Said charges may be changed from time to time but shall be in accordance with a schedule of charges set by the Indianola Municipal Utilities Board of Trustees.

#### **170.36 FEES**

Each plat of survey, preliminary plat and final plat submitted for approval shall be accompanied by a fee as set by Resolution of the City Council.

## **ANALYSIS**

### **Subject Property**

Tim Portzen of People's Company has submitted a preliminary plat application to subdivide parcel **#490/2413-0663**, a 12.77-acre lot. The proposed subdivision would create thirteen (13) residential lots, twelve of which would be reserved for bi-attached / duplex residential structures. Lot 9 of the proposed subdivision would be reserved for a single-family dwelling. This property is currently zoned for the PUD '*Planned Unit Development*' Zoning District and would permit both bi-attached and single-family detached dwellings. Outlot 'Y', shown on the preliminary plat, exists as a storm sewer, overland flowage, and detention easement. The applicant has indicated that Outlot 'Z' is being reserved for future development.

To the north of the subject property exists two agricultural properties currently in row crop production, which collectively contain over 40 acres in size. To the east are four (4) residential properties, each containing bi-attached duplex properties. To the south contains a 51.36-acre property which is the location of the Indianola Country Club Golf Course. To the west is a 30.83-acre agricultural property in row crop production and contains natural environmental features such as heavy woodlands.

Historic aerial imagery collected by the Iowa Department of Natural Resources (IDNR) shows that the subject property has historically been in row-crop production. The subject property does contain a floodplain alongside Cavitt Creek, which runs through the western portion of the property. The applicant shows a 50' wide drainage course easement for the meandering creek on the plat. Additionally, the subject property also contains heavy woodlands alongside the waterway.

The property is proposed to take access off of Trail Ridge Road, a local road. The Iowa Department of Transportation (IDOT) does not have data for this street's Annual Average Daily Traffic (AADT).

**Agenda Item:** 7.B to consider the request from Tim Portzen, on behalf of Downing Family Investments, Inc. for recommendation of approval of a preliminary plat for Heritage Hills 12.

The development stubs the road to the northern property line to allow for future development and provides a temporary turnaround for emergency services.

Staff has reviewed the plat as to its conformance to the City of Indianola's Zoning Code. Additionally, the subdivision plat has been routed to the development review team (consisting of city departments and related agencies) for review.

### **Future Land Use**

According to the "Elevate Indianola" Comprehensive Plan, the future land use of this area is designated as low / medium density residential. Low/medium density residential guides for a density of 15 dwelling units per gross acre that incorporates a mix of housing types, including single-family detached and attached, multi-family condominiums and apartments, and student housing. Civic uses, and places of worship may also be allowed if compatibility standards are met through a special exception review.

The applicant has indicated that the request for subdividing the parcel is to create twelve (12) residential lots allowing for duplex residential buildings and one (1) single-family detached dwelling. The detached residential dwelling aims to serve as a transitional point to future development in the north that the applicant has indicated may include single-family detached dwellings. A total of twenty-five (25) residential units are proposed in this development.

## **COMMENTS FROM THE GENERAL PUBLIC**

Notification letters were mailed to surrounding property owners within 200 feet of the subject property regarding the request on October 26, 2022. At the time of writing this report, one property owner inquired about the request but has not submitted comments.

## **ALTERNATIVES**

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

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

## **RECOMMENDATION**

Staff recommends that the Indianola Planning and Zoning Commission move alternative 1, that the request be approved.



# LAND DIVISION APPLICATION

## Community Development

110 North 1<sup>st</sup> Street, Indianola, Iowa 50125-0299  
(515) 961-9430 • [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)



### PROPERTY OWNER

(Last Name) Downing Family Investments, Inc.  
(First Name) \_\_\_\_\_  
(Address) 509 E Scenic Valley Avenue  
(City) Indianola (State) IA (Zip) 50125  
(Phone) \_\_\_\_\_ (Email) \_\_\_\_\_

### APPLICANT (if not Property Owner)

(Last Name) Diligent c/o Peoples Co  
(First Name) Attn: Tim Portzen  
(Address) 12119 Stratford Drive, Suite B  
(City) Clive (State) IA (Zip) 50325  
(Phone) 515-222-1347 (Email) tim@peoplescompany.com

### ☐ PLAT OF SURVEY

#### Submittal Requirements:

*All submittal requirements must be completed.  
Incomplete applications will not be considered*

- ☐ Completed Application
- ☐ Filing Fee: \$75 per request
- ☐ Proposed plat of survey (hard copy)
- ☐ Proposed plat of survey (electronic copy)
- ☐ Legal description (electronic in word format)
- ☐ Other Information as required by Director

### ☒ PRELIMINARY PLAT

#### Submittal Requirements:

*All submittal requirements must be completed.  
Incomplete applications will not be considered*

- ☒ Completed Application
- ☒ Filing Fee: \$250, plus \$10.00 for each lot in excess of 10 lots, land plus Outside Engineering Costs
- ☒ Proposed preliminary plat (hard copy)
- ☒ Proposed preliminary plat (electronic copy)
- ☒ Legal description (electronic in word format)
- ☒ All items as required by Section 170.09 of the Code of Ordinances of Indianola, Iowa
- ☒ Other Information as required by Director

### ☐ FINAL PLAT

#### Submittal Requirements:

*All submittal requirements must be completed.  
Incomplete applications will not be considered*

- ☐ Completed Application
- ☐ Filing Fee: \$150, plus \$10.00 for each lot in excess of 10 lots, land plus Outside Engineering Costs
- ☐ Proposed plat of survey (hard copy)
- ☐ Proposed plat of survey (electronic copy)
- ☐ Legal description (electronic in word format)
- ☐ All items as required by Section 170.10 of the Code of Ordinances of Indianola, Iowa
- ☐ Other Information as required by Director

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owner(s) of the property. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection related to this application.

Signature Tim Portzen

Digitally signed by Tim Portzen  
DN: C=US, E=tim@indigentdevelopment.com, O=Diligent Development, OU=Diligent Development, CN=Tim Portzen  
Date: 2022.08.08 13:39:45-05'00'

Name (printed) Tim Portzen

Date 8/8/22

**FOR OFFICE USE ONLY:** Code to 45685 (prelim & final)  
Code to 45686 (plat of survey)

Date Received: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Receipt Amount: \_\_\_\_\_



PRELIMINARY PLAT

# HERITAGE HILLS PLAT 12

# INDIANOLA, IOWA

DOWNING FAMILY INVESTMENTS, INC. P.O. BOX 196, INDIANOLA, IOWA 50125



VICINITY SKETCH NORTH  
SCALE: 1"=1000'

#### GENERAL NOTES

- ONE WEEK PRIOR TO CONSTRUCTION, CONTRACTOR SHALL CONTACT:
  - CITY OF INDIANOLA (515-961-9410)
  - DILIGENT TIM PORTZEN (515) 222-1347
  - CIVIL ENGINEERING CONSULTANTS INC. (515-276-4884)AND IOWA ONE CALL.
- LOCATION OF EXISTING FACILITIES AND APPURTENANCES SHOWN ON PLAN ARE BASED ON AVAILABLE INFORMATION WITHOUT UNCOVERING AND MEASURING TO DETERMINE EXACT FACILITIES LOCATIONS. CIVIL ENGINEERING CONSULTANTS, INC. DOES NOT GUARANTEE LOCATIONS OF EXISTING FACILITIES AS SHOWN, OR THAT ALL EXISTING FACILITIES ARE SHOWN. IT IS CONTRACTOR'S RESPONSIBILITY TO CONTACT ALL PUBLIC AND PRIVATE UTILITY PROVIDERS SERVING AREA, AND IOWA ONE CALL, TO DETERMINE EXTENT AND PRECISE LOCATION OF EXISTING FACILITIES BEFORE CONSTRUCTION BEGINS.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH IOWA STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS), CITY OF INDIANOLA SUDAS SUPPLEMENTAL SPECIFICATIONS, AND THE CITY CODE OF INDIANOLA, IOWA.
- CONTRACTOR SHALL VERIFY LOCATION AND PROTECT ALL UTILITIES AND STRUCTURES, DAMAGE TO UTILITIES AND STRUCTURES SHALL BE REPAIRED BY CONTRACTOR AT CONTRACTOR'S EXPENSE TO SATISFACTION OF OWNER.
- CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING AS-BUILT LOCATIONS OF UTILITY SERVICES. CONTRACTOR SHALL RECONNECT ALL FIELD TILE INTERCEPTED DURING CONSTRUCTION.
- ALL STATIONING IS BASED ON STREET CENTERLINE MEASUREMENT AND SPECIFICATIONS.
- LOTS 'A' & 'B' TO BE DEDICATED TO CITY OF INDIANOLA.
- ALL UTILITIES INDICATED ON PLAT ARE PUBLIC UNLESS OTHERWISE NOTED.
- ALL PAVEMENT DESIGNS SHALL BE BASED UPON AN IN-SITU SUBGRADE SOILS INVESTIGATION HIRED BY THE CITY AND PERFORMED BY A QUALIFIED GEOTECHNICAL ENGINEERING CONSULTING FIRM AND LICENSED PROFESSIONAL ENGINEER IN THE STATE OF IOWA.
- NO PAVING ACTIVITIES, INCLUDING PLACEMENT OF CURB AND GUTTER, WILL BE ALLOWED UNTIL SOIL REPORTS HAVE BEEN SUBMITTED, APPROVED AND/OR CORRECTIVE ACTION TAKEN ON DEFICIENT TEST RESULTS.
- UTILITY EASEMENTS SHALL CONVEY TO THE CITY, ITS SUCCESSORS AND ASSIGNS, THE PERPETUAL RIGHT WITHIN THE AREAS SHOWN ON THE PLAT AND DESCRIBED IN THE EASEMENT, TO CONSTRUCT, RECONSTRUCT, OPERATE AND MAINTAIN ELECTRIC LINES CONSISTING OF POLES, WIRES, CABLES, CONDUITS, FIXTURES, ANCHORS, AND OTHER SIMILAR EQUIPMENT, INCLUDING THE RIGHT TO TRIM OR REMOVE TREES WITHIN SUCH AREAS WHERE NECESSARY, TO SECURE A CLEARANCE OF 4 FEET FROM THE WIRES OR POLES, TOGETHER WITH THE RIGHT TO EXTEND TO ANY TELEPHONE, TELEGRAPH, ELECTRIC OR POWER COMPANY, THE RIGHT TO USE SEPARATELY OR JOINTLY WITH THE CITY, THE AREAS INCLUDED IN THE EASEMENT FOR THE PURPOSES ABOVE ENUMERATED.

#### SANITARY NOTES

- SANITARY MANHOLES ARE TO BE FURNISHED WITHOUT STEPS, ANY INTERNAL LIFTING RINGS NEED TO BE GROUTED SHUT.
- SANITARY MANHOLE CASTINGS ARE TO BE BOLTED TO THE TOP OF THE MANHOLE USING A MINIMUM OF TWO (2) 1/2" STEEL ANCHOR RODS AND ADEQUATE WASHERS.
- GRETEK PRE-RINGS SHALL BE USED TO ADJUST THE MANHOLE CASTING TO GRADE, NO MORE THAN 12" OF RINGS TO BE USED, CONTACT CITY STAFF ON PROPER INSTALLATION.
- ALL SANITARY SEWERS SHALL BE CLEANED AND TELEVIEWED AT THE CONTRACTOR'S EXPENSE PRIOR TO FINAL APPROVAL.
- AFTER CLEANING AND PRIOR TO VIDEO INSPECTION, RUN SUFFICIENT DYED WATER THROUGH THE PIPE TO SATURATE POTENTIAL LOW SPOTS SO THEY MAY BE DETECTED DURING INSPECTION. ALLOW EXCESS DYED WATER TO DRAIN BEFORE STARTING INSPECTION.
- ALL SANITARY SEWERS SHALL BE MANDREL TESTED AT THE CONTRACTOR'S EXPENSE PRIOR TO FINAL APPROVAL.
- ALL SANITARY SEWER MAINS AND MANHOLES SHALL BE AIR TESTED AT CONTRACTOR'S EXPENSE PRIOR TO FINAL APPROVAL.
- A CITY REPRESENTATIVE SHALL BE ONSITE WHEN MANDREL AND AIR TESTING IS PERFORMED.
- ALL MANHOLES SHALL CONTAIN A CONCRETE ADMIXTURE CON(M/C) SHIELD ANTI BACTERIAL ADMIXTURE AS MANUFACTURED BY CONSHIELD TECHNOLOGIES, INC., OR APPROVED EQUAL.
- TRACER WIRE SHALL BE INSTALLED FOR ALL SANITARY SEWER FORCE MAINS.
- SANITARY SEWER MAIN - IF AN ADAPTOR OR COUPLING IS REQUIRED TO CONNECT TO THE SEWER MAIN YOU WILL NEED TO USE A MAX-ADAPTOR TO JOIN THE TWO PIPES.
- ALL CLEANOUTS SHALL BE INSTALLED PER SUDAS-SK203.
- ANY MANHOLE 15 FEET OR DEEPER WILL REQUIRE A MINIMUM OF 1-FOOT EXTENSION OUTSIDE THE MANHOLE WALLS, UNLESS NOTED OTHERWISE ON THE CONTRACT DOCUMENTS.
- MANHOLES IN PAVEMENT WILL BE EAST JORDAN E-3025 SELF-LEVELING MANHOLES, ONCE CASTING IS SET TO PROPER HEIGHT, CITY STAFF NEEDS TO INSPECT THEM BEFORE PAVING CAN COMMENCE. NO BOX OUTS ARE REQUIRED WHEN USING THESE MANHOLES. CONTACT CITY STAFF ON PROPER INSTALLATION.
- MANHOLES OUTSIDE OF PAVING CAN BE EITHER DEETER OR NENNAH 2 PIECE CASTINGS. IF THE MANHOLE IS IN THE FLOODPLAIN, IT MUST HAVE A BOLT DOWN LID.
- ALL LIDS FOR THE SANITARY SEWER SHOULD SAY "SANITARY SEWER".

#### NPDES/SWPPP

- OWNER AND/OR CONTRACTOR ARE REQUIRED TO OBTAIN NPDES PERMIT AND FOLLOW REQUIREMENTS OF ASSOCIATED STORM WATER POLLUTION PREVENTION PLAN PRIOR TO COMMENCING CONSTRUCTION ACTIVITIES.

#### GRADING NOTES

- STRIP TOPSOIL FROM ALL AREAS WHICH ARE TO RECEIVE STRUCTURAL FILL.
- ALL AREAS TO RECEIVE FILL TO BE BENCHED.
- PREPARE BOTTOM OF BENCH FOR FILL BY DISCING TO A DEPTH OF 6-INCHES.
- ALL SITE GRADING FILL SHALL BE COMPACTED TO DENSITY THAT IS NOT LESS THAN 95% STANDARD PROCTOR. MOISTURE CONTENT OF FILL MATERIAL SHALL MATCH URBAN STANDARD.
- MAINTAIN ALL CUT AND FILL AREAS FOR SURFACE DRAINAGE AT ALL TIMES.
- FINAL GRADES WITHIN PAVED AREAS SHALL BE WITHIN 0.1' OF PLAN GRADE, ALL OTHER AREAS TO BE WITHIN 0.2' OF PLAN GRADE.
- STRIP BLACK DIRT AND RE-SPREAD, (8" MINIMUM)
- ADDITIONAL SILT FENCING MAY BE REQUIRED BY CITY AFTER FIELD INSPECTION.

#### WATER NOTES

- PIPE MATERIALS: ANNA C900 DR - 18 PVC INSTALL NO. 10 THIN STANDARD COPPER TRACER WIRE TO SURFACE AT FIRE HYDRANTS.
- CONTRACTOR SHALL PROTECT AND BACKFILL, AROUND ALL UTILITIES AND STRUCTURES. BACKFILL SHALL BE IN 6-INCH LAYERS AND COMPACTED TO 95% STANDARD PROCTOR DENSITY, ± 0% TO +4% OPTIMUM MOISTURE CONTENT.
- HYDRANTS, MANHOLE COVERS AND VALVE BOXES SHALL BE SET TO CONFORM TO FINISHED PAVEMENT ELEVATIONS.
- SERVICES TO BE 1-INCH COPPER, STOP BOXES TO BE FORD BALL VALVE TYPE CURB STOPS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR RECORDING AS-BUILT LOCATION OF ALL WATER SERVICES AND PROVIDING THIS INFORMATION TO ENGINEER.
- HYDRANTS SHALL BE SET NOT MORE THAN 4 FEET FROM CENTER OF WATER MAIN.
- AN APPROVED SADDLE SHALL BE USED FOR ALL WATER SERVICE TAPS.
- VALVES SHALL BE GLOW RIN GATE.
- HYDRANTS SHALL BE GLOW MEDALLION. ALL HYDRANTS SHALL BE SAFETY YELLOW IN COLOR.
- CURB STOPS SHALL BE LOCATED NO FURTHER THAN 10' INSIDE R.O.W. FROM PROPERTY LINE. UNDER NO CIRCUMSTANCES SHALL THEY BE LOCATED IN SIDEWALK.
- ALL SERVICE LINES SHALL BE TESTED WITH WATER MAIN.
- WHERE SEWERS CROSS OVER OR LESS THAN 18-INCHES BELOW A WATER MAIN, FOR STORM SEWERS FLEXIBLE O-RING GASKET JOINTS RATED AT 15 PSI OR GREATER SHALL BE UTILIZED UNTIL THE NORMAL DISTANCE FROM THE SEWER TO THE WATER MAIN IS AT LEAST 10'.
- ONE FULL LENGTH OF WATER MAIN SHALL BE LOCATED SO THAT BOTH JOINTS AREA AS FAR AS POSSIBLE FROM THE SEWER.
- THE SEWER MUST BE ADEQUATELY SUPPORTED.
- A LOW PERMEABLE SOIL SHALL BE USED FOR BACKFILL WITHIN 10' OF THE POINT OF CROSSING.
- ALL STORM SEWER CROSSINGS ABOVE THE WATER MAIN WILL NEED TO INSTALL O-RING JOINT PIPE FOR 20' CENTERED OVER THE WATER MAIN. SEWER CROSSINGS MAY ALSO FOLLOW THE IDNR WATER SUPPLY ENGINEERING SECTION ALTERNATIVE SOLUTIONS TO MEETING REQUIREMENTS FOUND IN SUBPARAGRAPH 561 IAC 43.3(2) "A" (3).

#### STORM NOTES

- PROVIDE APRON GUARDS & CONCRETE FOOTINGS ON ALL FLARED END SECTIONS.
- CONTRACTOR SHALL TIE LAST THREE PIPE JOINTS AT FLARED END SECTION.
- ALL STORM SEWER ARE TO BE CLEANED AND VIDEO TAPED UPON COMPLETION. COPY OF VIDEO SHALL BE PROVIDED TO CITY OF INDIANOLA PUBLIC WORKS DEPARTMENT.
- PAVEMENT REINFORCEMENT IS REQUIRED WHERE EARTH COVER OVER STORM SEWERS IS LESS THAN 2 FEET.
- STORM SERVICES INSTALLED INTO STORM STRUCTURES MUST BE CORE DRILLED AND INSTALLED WITH RODENT GUARD. KEEP SERVICE AS MUCH ABOVE STRUCTURE FLOW LINE AS POSSIBLE TO AVOID SURCHARGE.

#### PROPERTY APPLICANT:

DILIGENT  
C/O PEOPLES CO  
12114 STRATFORD DRIVE  
SUITE B  
CLIVE IA 50325

#### ZONING

RUD - PLANNED UNIT DEVELOPMENT

#### SETBACKS:

FRONT - 25'  
SIDE - 8' MINIMUM  
REAR - 30'

#### FLOOD ZONE

ZONE 'X'

FEMA FIRM FLOOD INSURANCE RATE MAP NUMBER

1918IC0164F, REVISED 11-16-2018.

#### LEGAL DESCRIPTION

A PARCEL OF LAND IN THE SW1/4, SW1/4 OF SECTION 13, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH P.M. IN THE CITY OF INDIANOLA, WARREN COUNTY, IOWA, THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NW CORNER OF THE SW1/4, SW1/4 OF SECTION 13, TOWNSHIP 76 NORTH, RANGE 24 WEST OF THE 5TH P.M.; THENCE S89°03'20"E, 1091.61 FEET ALONG THE NORTH LINE OF THE SAID SW1/4, SW1/4 OF SECTION 13 TO A POINT, SAID POINT BEING THE NW CORNER OF HERITAGE HILLS PLAT 10, AN OFFICIAL PLAT RECORDED IN BOOK 2020, PAGE 07108 AT THE WARREN COUNTY RECORDER'S OFFICE; THENCE S00°54'02"W, 317.67 FEET ALONG THE WEST LINE OF SAID HERITAGE HILLS PLAT 10 TO A POINT; THENCE S24°44'01", 277.00 FEET ALONG THE WEST LINE OF SAID HERITAGE HILLS PLAT 10 TO THE SW CORNER OF SAID HERITAGE HILLS PLAT 10, SAID POINT ALSO BEING ON THE NORTH LINE OF HERITAGE HILLS PLAT 5, AN OFFICIAL PLAT RECORDED IN BOOK 2002, PAGE 13221 AT THE WARREN COUNTY RECORDER'S OFFICE; THENCE S65°56'21"W, 45.86 FEET ALONG THE NORTH LINE OF SAID PLAT 5 TO A POINT; THENCE S82°52'46"W, 184.45 FEET ALONG THE NORTH LINE OF SAID PLAT 5 TO A POINT; THENCE N84°38'34"W, 166.20 FEET ALONG THE NORTH LINE OF SAID PLAT 5 TO A POINT; THENCE N63°18'49"W, 640.83 FEET ALONG THE NORTH LINE OF SAID PLAT 5 TO A POINT; THENCE N55°05'25"W, 271.21 FEET ALONG THE NORTH LINE OF SAID PLAT 5 TO THE NW CORNER OF SAID PLAT 5, SAID POINT ALSO BEING ON THE WEST LINE OF SAID SECTION 13; THENCE N00°43'43"W, 166.55 FEET TO THE POINT OF BEGINNING AND CONTAINING 11.79 ACRES MORE OR LESS.

| SUBMITTAL TABLE    |                   |
|--------------------|-------------------|
| SUBMITTAL DATE     | SUBMITTAL NOTES   |
| AUGUST 04, 2022    | INITIAL SUBMITTAL |
| SEPTEMBER 06, 2022 |                   |
| OCTOBER 04, 2022   |                   |
| OCTOBER 12, 2022   |                   |
| -----              |                   |
|                    |                   |
|                    |                   |

#### UTILITIES

WATER MAIN - INDIANOLA MUNICIPAL UTILITIES  
CONTACT: LOU ELBERT  
TITLE: WATER SUPERINTENDENT  
PHONE: 515-961-4444, EXT. 5330

ELECTRIC - INDIANOLA MUNICIPAL UTILITIES  
CONTACT: MIKE METCALF  
TITLE: ELECTRIC SUPERINTENDENT  
PHONE: 515-961-4444, EXT. 5305

SANITARY SEWER - CITY OF INDIANOLA  
CONTACT: RICK GRAVES  
TITLE: WATER POLLUTION CONTROL SUPERINTENDENT  
PHONE: 515-961-4416

STORM SEWER - CITY OF INDIANOLA  
CONTACT: AKHILESH PAL  
TITLE: PUBLIC WORKS DIRECTOR  
PHONE: 515-962-5242

#### GENERAL LEGEND

##### PROPOSED

- PLAT BOUNDARY
- SECTION LINE
- LOT LINE
- CENTERLINE
- EASEMENT LINE
- FLARED END SECTION
- TYPE SW-501 STORM INTAKE
- TYPE SW-502 STORM INTAKE
- TYPE SW-503 STORM INTAKE
- TYPE SW-504 STORM INTAKE
- TYPE SW-505 STORM INTAKE
- TYPE SW-506 STORM INTAKE
- TYPE SW-511 STORM INTAKE
- TYPE SW-512 STORM INTAKE
- TYPE SW-513 STORM INTAKE
- TYPE SW-401 STORM MANHOLE
- TYPE SW-402 STORM MANHOLE
- TYPE SW-403 STORM MANHOLE
- TYPE SW-403 STORM MANHOLE
- TYPE SW-301 SANITARY MANHOLE
- TYPE SW-302 SANITARY MANHOLE
- TYPE SW-304 SANITARY MANHOLE
- STORM/SANITARY CLEANOUT
- WATER VALVE
- FIRE HYDRANT ASSEMBLY
- BLOW-OFF HYDRANT
- DETECTABLE WARNING PANEL
- SANITARY SEWER WITH SIZE
- SANITARY SERVICE
- ST- STORM SEWER WITH SIZE
- ST- STORM SERVICE
- W- WATER MAIN WITH SIZE
- W- WATER SERVICE
- PROPOSED CONTOUR
- RIP RAP
- ADDRESS

##### EXISTING

- LOT LINE
- SANITARY/STORM MANHOLE
- WATER VALVE
- FIRE HYDRANT
- STORM SEWER SINGLE INTAKE
- STORM SEWER DOUBLE INTAKE
- STORM SEWER ROUND INTAKE
- FLARED END SECTION
- DECIDUOUS TREE
- CONIFEROUS TREE
- SHRUB
- POWER POLE
- STREET LIGHT
- GUY ANCHOR
- ELECTRIC TRANSFORMER
- GAS METER
- TELEPHONE RISER
- SIGN
- UNDERGROUND TELEVISION
- UNDERGROUND ELECTRIC
- UNDERGROUND GAS
- UNDERGROUND FIBER OPTIC
- UNDERGROUND TELEPHONE
- OVERHEAD ELECTRIC
- SANITARY SEWER WITH SIZE
- STORM SEWER WITH SIZE
- WATER MAIN WITH SIZE
- EXISTING CONTOUR
- TREELINE
- BUILDING SETBACK LINE
- PUBLIC UTILITY EASEMENT
- MINIMUM OPENING ELEVATION
- TREES TO BE REMOVED
- TREE REMOVAL AREA



#### Sheet List Table

| SHEET NUMBER | SHEET TITLE              |
|--------------|--------------------------|
| 01           | COVER SHEET              |
| 02           | DIMENSION SHEET          |
| 03           | GRADING AND UTILITY PLAN |

#### CERTIFICATIONS

|             |                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PRELIMINARY | I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.<br><br>this sheet only                                                                                                                                                                          |
|             | I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.<br><br>October 12, 2022<br>JEFFREY A. GADDIS, IOWA LICENSE NO. 18381 DATE MY LICENSE RENEWAL DATE IS DECEMBER 31, 2022.<br><br>SHEETS 1 - ??? |

#### BENCHMARKS

BM #1 - ARROW ON HYDRANT ON EAST SIDE OF COUNTRY CLUB DRIVE ACROSS THE STREET FROM 600 SCENIC VALLEY DRIVE.  
ELEVATION \_\_\_\_\_ 860.910

BM #2 - ARROW ON HYDRANT ON NORTH SIDE OF SCENIC VALLEY DRIVE BETWEEN LOT 6 & OUTLOT 11.  
ELEVATION \_\_\_\_\_ 865.150

Civil Engineering Consultants, Inc.

2400 86th Street - Unit 12 - Des Moines, Iowa 50322  
515-276-4884 - Fax: 515-276-7084 - mail@cecinc.com



PUBLISH DATE: October 12, 2022

PC

MEH

DESIGNED BY:

DRAWN BY:

DATE OF SURVEY: JULY 6, 2021

PRELIMINARY

HERITAGE HILLS PLAT 12

INDIANOLA, IOWA

PRELIMINARY PLAT - COVER SHEET

SHEET

01

OF

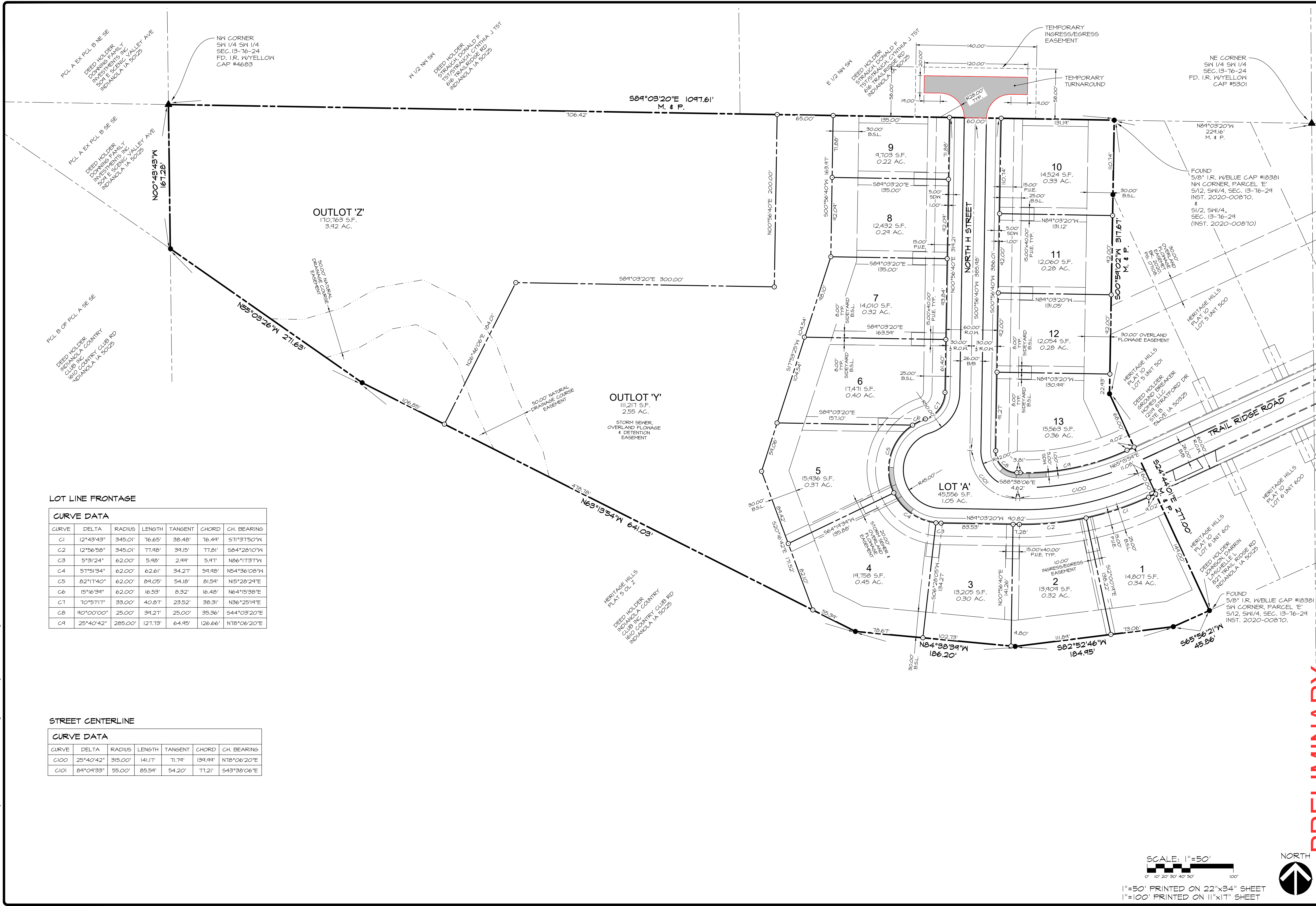
03

E-86591



q:\E-FILES\8000\B651\_c3d drawings\ Preliminary Plat B651 PP DIM.dwg, 10/12/2022 3:18:25 PM, mscann, 1:1

PLOT BY: CARL MCCANN - 2022/10/12 - Q:\E-FILES-8000\B651\_c3d drawings\ Preliminary Plat B651 PP DIM.dwg / - ANSI EXPAND D (84.00 X 22.00 INCHES) - AUTOCAD PDF (GENERAL DOCUMENTATION) PC9 - CEC-XES TEST.GTB - PLOT SCALE = 1:1

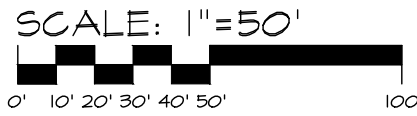


LOT LINE FRONTAGE

| CURVE DATA |           |         |         |         |         |             |
|------------|-----------|---------|---------|---------|---------|-------------|
| CURVE      | DELTA     | RADIUS  | LENGTH  | TANGENT | CHORD   | CH. BEARING |
| C1         | 12°43'43" | 345.01' | 76.65'  | 30.48'  | 76.44'  | S71°37'50"W |
| C2         | 12°56'58" | 345.01' | 77.48'  | 39.15'  | 77.81'  | S84°28'10"W |
| C3         | 5°31'24"  | 62.00'  | 5.98'   | 2.99'   | 5.91'   | N86°17'37"W |
| C4         | 57°51'34" | 62.00'  | 62.61'  | 34.27'  | 59.98'  | N54°36'08"W |
| C5         | 82°17'40" | 62.00'  | 89.05'  | 54.18'  | 81.59'  | N15°28'29"E |
| C6         | 15°16'39" | 62.00'  | 16.53'  | 8.32'   | 16.48'  | N64°15'38"E |
| C7         | 70°57'17" | 33.00'  | 40.87'  | 23.52'  | 38.31'  | N36°25'19"E |
| C8         | 90°00'00" | 25.00'  | 39.27'  | 25.00'  | 35.36'  | S44°03'20"E |
| C9         | 25°40'42" | 285.00' | 127.73' | 64.95'  | 126.66' | N78°06'20"E |

STREET CENTERLINE

| CURVE DATA |           |         |         |         |         |             |
|------------|-----------|---------|---------|---------|---------|-------------|
| CURVE      | DELTA     | RADIUS  | LENGTH  | TANGENT | CHORD   | CH. BEARING |
| C100       | 25°40'42" | 315.00' | 141.17' | 71.79'  | 139.99' | N78°06'20"E |
| C101       | 89°04'33" | 55.00'  | 85.59'  | 54.20'  | 77.21'  | S43°38'06"E |



1"=50' PRINTED ON 22"x34" SHEET  
1"=100' PRINTED ON 11"x17" SHEET



PRELIMINARY

HACKNEY HILLS  
NORMALK, IOWA

SHEET  
02  
OF  
03

E-8492

PUBLISH DATE: October 12, 2022

|                 |              |
|-----------------|--------------|
| DATE OF SURVEY: | JULY 6, 2021 |
| DESIGNED BY:    | PC           |
| DRAWN BY:       | MEH          |

Civil Engineering Consultants, Inc.



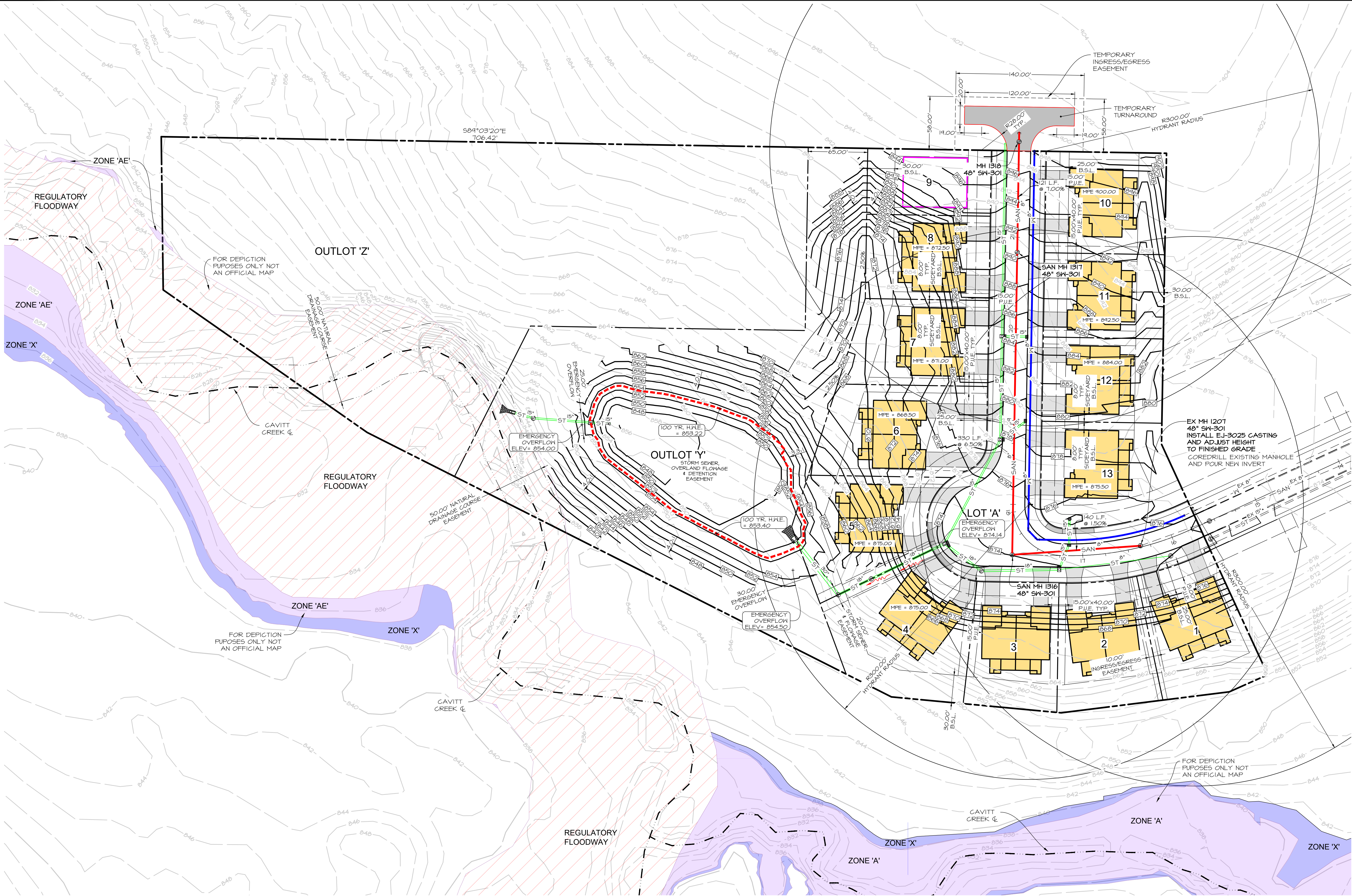
2400 86th Street, Unit 12, Des Moines, Iowa 50322  
515.276.4884 . Fax: 515.276.7084 . mail@cecinc.com

PRELIMINARY PLAT - DIMENSION SHEET



q:\E-FILES\8000\B651\_cad drawings\Heritage Hills Preliminary Plat\B651\_Preliminary Plat.dwg, 10/12/2022 3:18:53 PM, uncsum, 1:1

PLOT BY: CARL MCCANN - 2022/10/12 - q:\E-FILES\8000\B651\_cad drawings\Heritage Hills Preliminary Plat\B651\_Preliminary Plat.dwg, 10/12/2022 3:18:53 PM, uncsum, 1:1



SCALE: 1"=50'  
0' 10' 20' 30' 40' 50' 100'

1"=50' PRINTED ON 22"x34" SHEET  
1"=100' PRINTED ON 11"x17" SHEET



**PRELIMINARY**

HERITAGE HILLS PLAT 12

INDIANOLA, IOWA

PRELIMINARY PLAT - GRADING AND UTILITY PLAN

SHEET  
03  
OF  
03  
E-8651

PUBLISH DATE: October 12, 2022

|                 |              |
|-----------------|--------------|
| DATE OF SURVEY: | JULY 6, 2021 |
| DESIGNED BY:    | PC           |
| DRAWN BY:       | MEH          |

Civil Engineering Consultants, Inc.



2400 86th Street, Unit 12, Des Moines, Iowa 50322  
515.276.4884, Fax: 515.276.7084, mail@cecinc.com





## MEMORANDUM

**To:** Planning and Zoning Commission

**From:**

**Date:** November 8, 2022

**Subject:** Consider the request from Jason Ledden, on the behalf of Indianola Industrial Park LLC. for recommendation of approval of a preliminary plat for Indianola Industrial Park 3.

---

**Recommendation:**

**Attachments:**

1. Staff Report
2. Application
3. Preliminary Plat



## COMMUNITY DEVELOPMENT

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

# STAFF REPORT

## PLANNING AND ZONING COMMISSION

**Date of Meeting:** November 8, 2022

**Agenda Item:** 7.D Consider the request from Jason Ledden, on the behalf of Indianola Industrial Park LLC. for recommendation of approval of a preliminary plat for Indianola Industrial Park 3.

**Application Type:** Preliminary Plat

**Applicant:** Jason Ledden of Snyder & Associates

**Property Owner:** Indianola Industrial Park, LLC

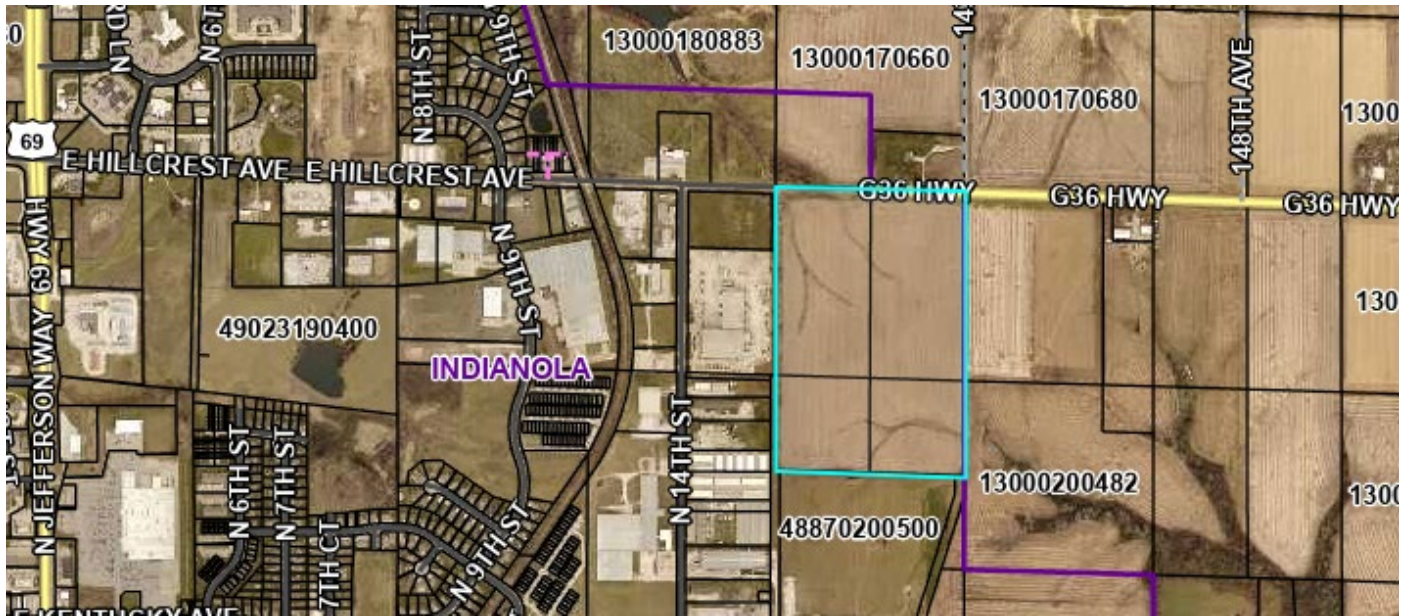
**Property Address/Parcel:** #490/2320-0440, #490/2320-0441, #490/2320-0460, and #490/2320-0462

**Current Zoning:** M-2 'General Industrial' Zoning District

**Comprehensive Plan Designation:** Industrial

### Application Summary

Jason Ledden of Snyder & Associates, on the behalf of Indianola Industrial Park LLC. is requesting preliminary plat approval for a property as identified above. The subdivision application proposes three (3) industrial lots.



## APPLICABLE CODE SECTIONS

### 170.05 PRELIMINARY PLATTING PROCEDURE

- ## 170.09 PRELIMINARY PLAT REQUIREMENTS

1. A location map showing:
  - A. The subdivision name
  - B. An outline of the area to be subdivided
  - C. The existing streets and public or community utilities, if any, on adjoining property
  - D. North point and scale
2. A preliminary plat of the subdivision drawn to scale of fifty (50) feet to one (1) inch, provided that if the resulting drawing would be over thirty-six (36) inches in its shortest dimension, a scale of one hundred (100) feet to one (1) inch may be used, said preliminary plat to show:
  - A. The legal description, acreage, and the name of the proposed subdivision
  - B. The name and address of the owner
  - C. The name of the person who prepared the plat, and the date thereof

**Agenda Item: 7.D to consider the request from Jason Ledden for recommendation of approval of a preliminary plat for Indianola Industrial Park 3.**

- D. The location of existing lot lines, streets, public utilities, water mains, sewers, drainpipes, culverts, watercourses, bridges, railroads, and buildings in the proposed subdivision
- E. Contours at vertical intervals of not more than two (2) feet, based upon City datum, except that where the slope of the land exceeds twenty-five percent (25%), five (5) foot intervals shall be sufficient.
- F. The location and widths, other dimensions and names of the proposed streets, utility easements and other open spaces or reserved areas.
- G. A statement concerning the location and approximate size or capacity of utilities proposed to be installed.
- H. Tract boundary lines showing dimensions, bearings, angles, and references to known lines or benchmarks.
- I. The names and addresses of adjacent property owners.
- J. Proposed building lines.
- K. Grades of proposed streets.
- L. A cross-section of the proposed streets showing the roadway location, type and width of surfacing, the type drainage and other improvements to be installed.
- M. The location of proposed wells and/or water mains and sewage disposal system if a public or community system is used.
- N. The drainage of the land including proposed storm sewers, ditches, culverts, bridges and other structures.
- O. North point and graphic scale
- P. The location and dimension of sidewalks to be installed.
- Q. Indicate the current Iowa Department of Natural Resources requirement in a note placed on the plat, if applicable
- R. Indicate current flood zones as determined by FEMA with the platted area.

**170.11 DESIGN STANDARDS – STREETS**

- 1. General Considerations that must comply with the current Iowa Statewide Urban Design Standards for Public Improvements (“SUDAS”).
  - A. The street and alley layout shall provide access to all lots and parcels of land within the subdivision.
  - B. Street jogs of less than 150 feet shall be avoided.
  - C. Cul-de-sacs shall not exceed 700 feet in length.
  - D. New subdivisions shall make provisions for continuation and extension of thoroughfares and collector streets and roads.
  - E. No dead-end streets will be permitted except at subdivision boundaries and in no event shall any dead-end street be in excess of 500 feet.
  - F. Thoroughfare and collector streets in a subdivision shall extend through to the boundaries thereof, unless a terminal point within the subdivision is shown in the master street plan.
  - G. Alleys shall be discouraged in residential areas but shall be provided in commercial and industrial areas unless other suitable public or private access to loading and service areas is provided.
  - H. Intersection of road centerlines shall be between 80 degrees and 100 degrees.
  - I. Intersection of more than two streets at a point shall not be permitted.
  - J. Where parkways or special types of streets are proposed, the Commission may apply special standards for the design of such parkways or streets.
  - K. Proposed streets that are extensions of or in alignment with existing streets shall bear the name of the existing street. Names of new streets shall avoid duplication of or similarity to existing names of streets, or public and semi-public buildings and areas.
  - L. Streets, avenues, places, and courts shall be named in the following manner:

| General Direction | Long Streets | Short Streets |
|-------------------|--------------|---------------|
| North and South   | Streets      | Courts        |
| East and West     | Avenues      | Places        |
| Diagonal          | Roads        | Ways          |
| Curving           | Drives       | Lanes         |

- 2. Minimum rights-of-way shall be provided as follows:
  - A. Thoroughfares - 100 feet. In addition, access spacing on thoroughfares is as follows: (i) intersection spacing – 600 foot minimum; (ii) entrance spacing – 300 foot minimum; (iii) separation of entrance from intersection – 150 foot minimum.
  - B. Residential collector streets - 70 feet.
  - C. Commercial collector streets - 80 feet.
  - D. Residential streets - 60 feet.
  - E. Cul-de-sacs - 110 feet in diameter.
  - F. Alleys - 20 feet.
- 3. The minimum width of surfacing to be provided shall be as follows:
  - D. Residential Street – 25 feet or 31 feet within the discretion of the Council.
  - E. Cul-de-sacs – 85 feet in diameter.

**Agenda Item: 7.D to consider the request from Jason Ledden for recommendation of approval of a preliminary plat for Indianola Industrial Park 3.**

- F. Alleys – 20 feet.
- G. Sidewalks – 4 feet.

4. Grades. No street grade shall be less than one-half of one percent and shall not exceed the following limits:

- A. Thoroughfare streets – 4 percent.
- B. Collector streets – 6 percent.
- C. Residential streets – 8 percent.

**170.13 DESIGN STANDARDS – LOTS**

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

**170.14 EASEMENTS**

1. Easement not less than 15 feet in width shall be provided along each side of the front yard lot lines of all lots, and in the case of corner lots, the side street yard, and along such other lot liens as may be required by public and private utility companies.
2. Easements of greater width may be required for trunk lines, pressure lines, open drainage courses or high voltage lines and shall be provided as determined by the utility or Council.
3. Utility easements shall convey to the City, its successors and assigns, the perpetual right within the areas shown on the plat and described in the easement, to construct, reconstruct, operate and maintain electric lines consisting of poles, wires, cables, conduits, fixtures, anchors and other similar equipment, including the right to trim or remove trees within such areas where necessary to secure a clearance of four feet from the wires or poles, together with the right to extend to any telephone, telegraph, electric or power company, the right to use separately or jointly with the City, the areas included in the easement for the purposes above enumerated.

**170.15 PARKS, SCHOOL SITES AND PUBLIC AREAS.**

In subdividing property, consideration shall be given to suitable sites for schools, parks, playgrounds and other common areas for public use so as to conform to any recommendations of the most current Comprehensive Plan. Any provision for schools, parks and playgrounds should be indicated on the preliminary plan in order that it may be determined when and in what manner such areas will be provided or acquired by an appropriate taxing agency.

**170.16 NATURAL DRAINAGE COURSES**

Whenever any stream or important surface drainage course is located in an area which is being subdivided, the subdivider shall provide an adequate easement along each side of the stream for the purpose of widening, deepening, sloping, improving or protecting the stream or drainage course.

**170.17 EROSION CONTROL (DESIGN STANDARDS)**

Methods for controlling soil erosion shall be in accordance with current Iowa Department of Natural Resources Standards and requirements of NPDES permit.

**170.19 SANITARY SEWERS**

The subdivider shall at the subdivider's expense provide the subdivision with a complete sanitary sewer system including all necessary pumping stations, force mains, pumping equipment and other appurtenances, which shall connect with a sanitary sewer outlet or treatment facility approved by the Council. The sewers shall extend to the subdivision boundaries as necessary to provide for the extension of the sewers by adjacent property. Where sewers in excess of 15 inches in diameter are required, the additional cost shall be borne by the City.

**170.20 PROHIBITED DISCHARGE**

No storm water, surface water, ground water, roof runoff, swimming pool, subsurface drainage, cooling water or unpolluted water shall be discharged into the City sanitary sewer system. Any such discharge into the City sanitary sewer system shall be deemed a public nuisance and a municipal infraction.

**170.21 STORM DRAINS**

1. The subdivider shall, at the subdivider's expense, provide the subdivision with adequate drains, ditches, culverts, complete bridges, storm sewers, intakes and manholes to provide the collection and removal of all surface waters. These improvements shall extend to the boundaries of the subdivision so as to provide for extension by adjoining properties. Where oversize storm sewers or drainage structures are required to serve other areas of the watershed, the additional cost shall be borne by the developer.
2. The subdivider shall, at the subdivider's expense, provide the subdivision with a storm sewer system to adequately handle a five-year rainstorm. The system shall include culverts, ditches, intakes, manholes, or any structure deemed necessary. All such structures shall meet the City of Indianola Standard Specifications. In addition, the subdivider shall, at the subdivider's expense, provide the subdivision with overland drainage courses and easements to adequately handle storm water in excess of a five-year rainstorm and up to a 100-year rain storm. For any subdivision containing new streets, the system shall be designed by a licensed engineer registered to practice in the State of Iowa.



**Agenda Item: 7.D to consider the request from Jason Ledden for recommendation of approval of a preliminary plat for Indianola Industrial Park 3.**

- A. Each lot shall be provided with minimum six-inch diameter storm sewer service line that is a minimum of four feet below ground level, stubbed to the property line, unless the Director of Community Development determines that sump lines can be taken to an existing overland drainage area. The sump pump line shall be a minimum of one and one-half inches in diameter.
- B. The storm sewer system line shall be made of reinforced concrete pipe or polyvinyl chloride (PVC) pipe. The sump pump lines shall be made of PVC, PVC Truss, or PVC corrugated pipe. All structures shall be built in accordance with City of Indianola Standard Construction Specifications for Subdivisions.
- C. The storm sewer system shall be large enough to provide for anticipated extension of use to serve additional areas, as set out in Indianola Comprehensive Plan.
- D. Storm sewer service lines shall be connected to the City storm sewer system at intakes, manholes, or directly into the City storm sewer pipe. Tapping storm sewer service lines into the City storm sewers shall be by using approved methods.

Should it not be possible to install a storm sewer service, as described above, alternate plans may be submitted for review by the City's consulting engineer and City staff.

**170.22 WATER**

The subdivider shall at the subdivider's expense provide the subdivision with a complete water main supply system including hydrants, valves and other appurtenances which shall be extended into and through the subdivision to the boundary lines, and which shall provide a water connection for each lot, and shall be connected to the City water system. Fire hydrants shall be uniform throughout the subdivision and shall meet the standards and design approved by the Utilities Board of Trustees. Where water mains in excess of eight inches are required, the additional cost shall be borne by the City if the area is zoned R-2 or R-3. If at the time the main is to be installed the area in question is zoned R-4, any commercial or any industrial classification, the subdivider may be required to put in a water main in excess of eight inches at the subdivider's own expense. Whether the City shall pay a portion of the additional cost shall be discretionary with the Board of Trustees. Water mains shall extend to the boundaries of the subdivision so as to provide for extension by adjoining properties.

**170.23 SIDEWALKS**

The subdivider, developer or owner of the lot shall at their expense provide a four-foot wide concrete sidewalk along each lot frontage prior to the occupancy of the structure on the lot except as otherwise provided herein. In commercial or industrial areas where it can be demonstrated that there will be limited or no need for sidewalks, the Council may waive or modify the requirement for the installation of sidewalks after review and report from the Commission. The Council may waive the sidewalk requirement on cul-de-sacs. Any such waiver shall not be acted upon until the Council has received the recommendation of the Commission.

**170.24 MARKERS**

The subdivider shall at the subdivider's expense place an iron rod not less than one-half inch in diameter and 24 inches in length as follows:

- 1. Set in concrete three feet deep at the intersection of all lines forming angles in the boundary of the subdivision, and at all street intersections.
- 2. At lot corners and changes in direction of block and lot boundaries.

**170.25 GRADING**

The subdivider shall at the subdivider's expense bring all streets and alleys with the platted area which are being dedicated for public use to the grade approved by the Council.

**170.26 CURB AND GUTTER**

The subdivider shall at the subdivider's expense install curb and gutter on all streets in the plat being dedicated for public use. Curb and gutter shall be constructed of Portland cement concrete in accordance with designs and specifications and at grades approved by the Council.

**170.27 EROSION CONTROL (REQUIRED IMPROVEMENTS)**

The subdivider shall be responsible for controlling soil erosion and surface water runoff within the subdivision during its construction and development and shall provide erosion and runoff control measures as work progresses on site grading, the installation of sewers or other improvements or phases of work. Insofar as practical, erosion control measures shall be undertaken prior to any other development within the subdivision which will contribute to runoff or erosion.

**170.28 SURFACING**

The subdivider shall at the subdivider's expense surface all streets being dedicated for public use from curb to curb. Surfacing shall consist of not less than six inches of Portland cement concrete over a prepared subgrade and shall be constructed in accordance with designs and specifications and at grades approved by the Council. Where a surface width in excess of 31 feet is required, the cost of the additional surface width, which shall be assumed to be the center portion of the roadway surface, shall be paid by the City. On collector and thoroughfare streets where a higher standard than is herein required or a thickness of greater than eight inches is deemed necessary by the Council, the additional cost shall be borne by the City. Where unimproved street right-of-way exists the owner or developer at the owner's or developer's own expense shall improve such right-of-way as required by this section for the entire width of the lot or lots (or for the entire width and the length of the lot or lots in the case of lot or lots bordered by more than one street) prior to or contemporaneous with the development of the lot or lots. The owner or developer shall also improve all other portions of unimproved street right of way serving such areas.

**170.29 SPECIFICATIONS**

The type of construction, the materials, the methods, the standards of subdivision improvements and the maintenance bonds shall be in accordance with the specifications found in a bound volume which is entitled Iowa Statewide Urban Design and Specification for Public Improvements which is on file in the Clerk's office. The Council may from time to time amend by resolution the standard construction specifications for subdivisions found in the volume. The Clerk shall keep a record of all amendments made to the specifications. Plans and specifications for subdivisions shall be submitted to the Community Development for approval prior to construction, accompanied by a fee as set by resolution of the City Council, and construction shall not be started until the plans and specifications have been approved.

**170.30 APPROVAL OF PLANS AND SPECIFICATIONS**

**Agenda Item: 7.D to consider the request from Jason Ledden for recommendation of approval of a preliminary plat for Indianola Industrial Park 3.**

The approval of plans and specifications relative to improvements required by this chapter shall be effective for a period of two years after the approval. If the required improvements are not in place and accepted by the City within the times specified, the approval shall lapse, and construction shall not be started and construction under way shall cease until resubmitted plans and specifications have been approved. The City shall have the right, at the time of the new request for approval, to require the subdivider to use the type of construction, the materials, the methods and standard of subdivision improvements equal to the specifications of the City for like work which are in effect at that time. The City may also require that the subdivider comply with any amended ordinance or ordinances relative to improvements under this chapter or any successor chapter relative to subdivision improvements which have been adopted between the time of initial approval and the renewed approval as herein required. The reapproval as required by this section specifically applies only to the plans and specifications relative to subdivision improvements and has no application as to lot sizes, setbacks, lot boundaries, street location or other platting requirements which shall be final on Council approval unless changed by some other method permitted by law.

**170.31 INSPECTION**

The subdivider or developer shall cause the installation of all improvements to be inspected to ensure compliance with the requirements of this chapter. The cost of the inspection shall be borne by the subdivider or developer. All inspection reports and certificates of compliance shall be filed with the Clerk before any improvements are accepted by the Council. Before accepting any portion of paving, storm water improvement or sanitary sewer system and maintenance thereof which has been constructed under the provisions of Sections 170.19 and Section 170.29 above, the Council reserves the right to have all mains within the sewer system to be dedicated, televised in order to determine whether they have been properly constructed. The televising shall be at the expense of the subdivider or party making the dedication.

**170.32 ACCEPTANCE**

All of the improvements required in this chapter under **Sections 170.19** through **170.28** shall, upon their completion, inspection, approval and acceptance by the City of Indianola, become the property of the City.

**170.33 ELECTRICAL SERVICE**

The City, by and through Indianola Municipal Utilities, shall extend electric service to the subdivision and shall make electric service available to each lot in the subdivision that is within Indianola Municipal Utilities' assigned area of service pursuant to Code of Iowa Chapter 476. The City, by and through Indianola Municipal Utilities, shall install street lighting that is within Indianola Municipal Utilities' assigned area of service pursuant to Code of Iowa Chapter 476 to current Indianola Municipal Utilities' standards and specifications. In residential subdivisions, all electric lines, including individual house service lines installed by the owner or developer, shall be placed underground.

**170.34 CHARGE FOR INSTALLATION OF ELECTRICAL SERVICE**

The City, by and through Indianola Municipal Utilities, reserves the right to make a reasonable charge to be paid by the developer, builder or owner for any service extended as provided by Section 170.33 above. Said charges may be changed from time to time but shall be in accordance with a schedule of charges set by the Indianola Municipal Utilities Board of Trustees.

**170.36 FEES**

Each plat of survey, preliminary plat and final plat submitted for approval shall be accompanied by a fee as set by Resolution of the City Council.

## **ANALYSIS**

### **Subject Property**

Jason Ledden of Snyder & Associates has submitted a preliminary plat application on behalf of Indianola Industrial Park LLC for the following parcels: **#490/2320-0440**, **#490/2320-0441**, **#490/2320-0460**, and **#490/2320-0462**. In total, the four parcels equate to approximately 59.06 acres in size. The proposed subdivision would result in three parcels, which would be reserved for industrial development in the future. Future uses on the site are speculative. The property is currently zoned M-2 for '*General Industrial*'.

To the north of the subject property exists one agricultural property currently in row crop production and one residential property approximately 5.75 acres in size and containing a single-family dwelling. To the east exists two agricultural properties that are in row crop production. To the south exists the Missouri Valley Line Apprenticeship and Training facility. To the west are several industrial properties, including storage facilities and manufacturing businesses.

Historic aerial imagery collected by the Iowa Department of Natural Resources (IDNR) shows that the subject property has historically been in row-crop production. The subject property does not contain a floodplain or other sensitive environmental features.

The property fronts East Hillcrest Avenue / G36 Highway. According to the Iowa Department of Transportation (IDOT), this Major Collector has an Annual Average Daily Traffic (AADT) of 1,140. The subdivision request proposes a new street, North 17<sup>th</sup> Street, which would be publicly

**Agenda Item:** 7.D to consider the request from Jason Ledden for recommendation of approval of a preliminary plat for Indianola Industrial Park 3.

dedicated and stub out to the south for future development. A temporary turnaround is provided on the site plan for emergency services.

Staff has reviewed the plat as to its conformance to the City of Indianola's Zoning Code. Additionally, the subdivision plat has been routed to the development review team (consisting of city departments and related agencies) for review.

#### **Future Land Use**

According to the "Elevate Indianola" Comprehensive Plan, the future land use of this area is designated as Industrial, which calls for office/warehouse buildings, manufacturing, and other industrial uses, and outdoor storage operations when screened from public rights-of-way and adjacent properties.

The applicant has indicated that future use on the property is speculative.

### **COMMENTS FROM THE GENERAL PUBLIC**

Notification letters were mailed to surrounding property owners within 200 feet of the subject property regarding the request on October 25, 2022. At the time of writing this report, no public comment has been received.

### **ALTERNATIVES**

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

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

### **RECOMMENDATION**

Staff recommends that the Indianola Planning and Zoning Commission move alternative 1, that the request be approved.

# LAND DIVISION APPLICATION



## Community Development

110 North 1<sup>st</sup> Street, Indianola, Iowa 50125-0299  
(515) 961-9430 • [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)

### PROPERTY OWNER

(Last Name) Sternquist  
(First Name) Britt  
(Address) 1110 N. 14th Street  
(City) Indianola (State) IA (Zip) 50125  
(Phone) (515)975-6954 (Email) bsternquistconstruction.com

### APPLICANT (if not Property Owner)

(Last Name) \_\_\_\_\_  
(First Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_  
(Phone) \_\_\_\_\_ (Email) \_\_\_\_\_

### PLAT OF SURVEY

☐

#### Submittal Requirements:

*All submittal requirements must be completed.*  
*Incomplete applications will not be considered*

- ☐ Completed Application
- ☐ Filing Fee: \$75 per request
- ☐ Proposed plat of survey (hard copy)
- ☐ Proposed plat of survey (electronic copy)
- ☐ Legal description (electronic in word format)
- ☐ Other Information as required by Director

☒

### PRELIMINARY PLAT

#### Submittal Requirements:

*All submittal requirements must be completed.*  
*Incomplete applications will not be considered*

- ☒ Completed Application
- ☐ Filing Fee: \$250, plus \$10.00 for each lot in excess of 10 lots, land plus Outside Engineering Costs
- ☒ Proposed preliminary plat (hard copy)
- ☒ Proposed preliminary plat (electronic copy)
- ☒ Legal description (electronic in word format)
- ☒ All items as required by Section 170.09 of the Code of Ordinances of Indianola, Iowa
- ☒ Other Information as required by Director

☐

### FINAL PLAT

#### Submittal Requirements:

*All submittal requirements must be completed.*  
*Incomplete applications will not be considered*

- ☐ Completed Application
- ☐ Filing Fee: \$150, plus \$10.00 for each lot in excess of 10 lots, land plus Outside Engineering Costs
- ☐ Proposed plat of survey (hard copy)
- ☐ Proposed plat of survey (electronic copy)
- ☐ Legal description (electronic in word format)
- ☐ All items as required by Section 170.10 of the Code of Ordinances of Indianola, Iowa
- ☐ Other Information as required by Director

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owner(s) of the property. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection related to this application.

Signature   
Name (printed) Britt Sternquist

Date 10-28-2022

**FOR OFFICE USE ONLY:** Code to 45685 (prelim & final)  
Code to 45686 (plat of survey)

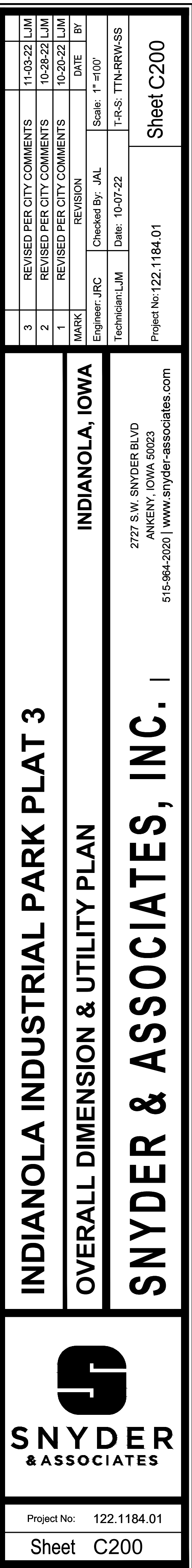
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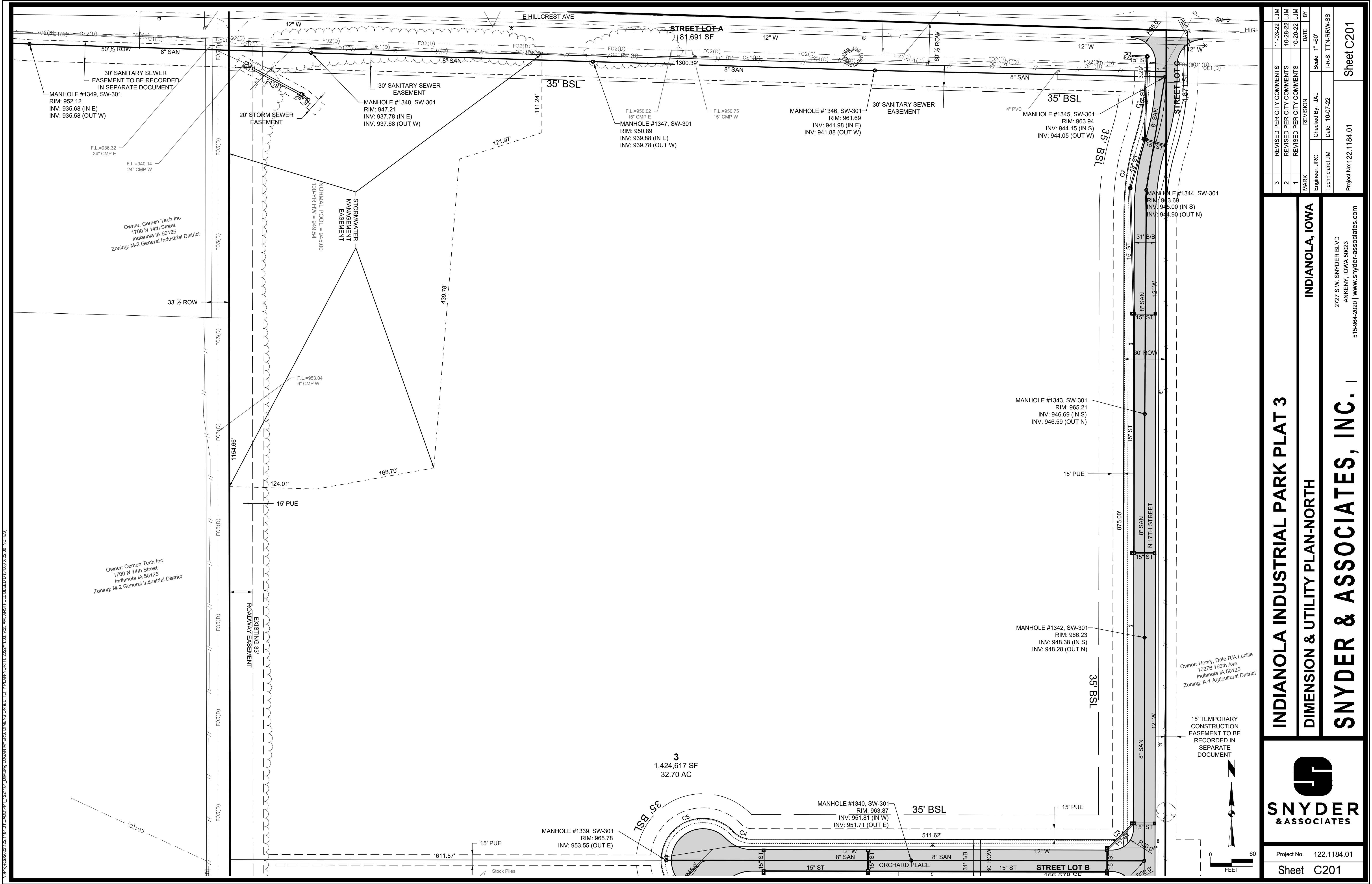
# PRELIMINARY PLAT - 2022

## Page 56 of 103









INDIANOLA INDUSTRIAL PARK PLAT 3

DIMENSION & UTILITY PLAN-NORTH



SNYDER & ASSOCIATES

INDIANOLA, IOWA

2727 S.W. SNYDER BLVD  
ANKENY, IOWA 50023  
515-364-2020 | [www.snyder-associates.com](http://www.snyder-associates.com)

Project No: 122.1184.01

Sheet C201

|                 |                           |                   |     |
|-----------------|---------------------------|-------------------|-----|
| 3               | REVISED PER CITY COMMENTS | 11-03-22          | LJM |
| 2               | REVISED PER CITY COMMENTS | 10-28-22          | LJM |
| 1               | REVISED PER CITY COMMENTS | 10-20-22          | LJM |
| MARK            | REVISION                  | DATE              | BY  |
| Engineer: JRC   | Checked By: JAL           | Scale: 1" = 60'   |     |
| Technician: LJM | Date: 10-07-22            | T-R-S: TTN-RRW-SS |     |

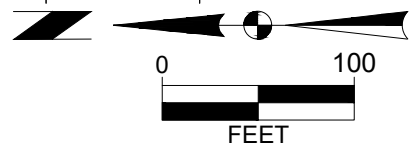
Project No: 122.1184.01

Sheet C201









Project No: 122.1184.01

Sheet C300

# OVERALL GRADING & EROSION CONTROL PLAN

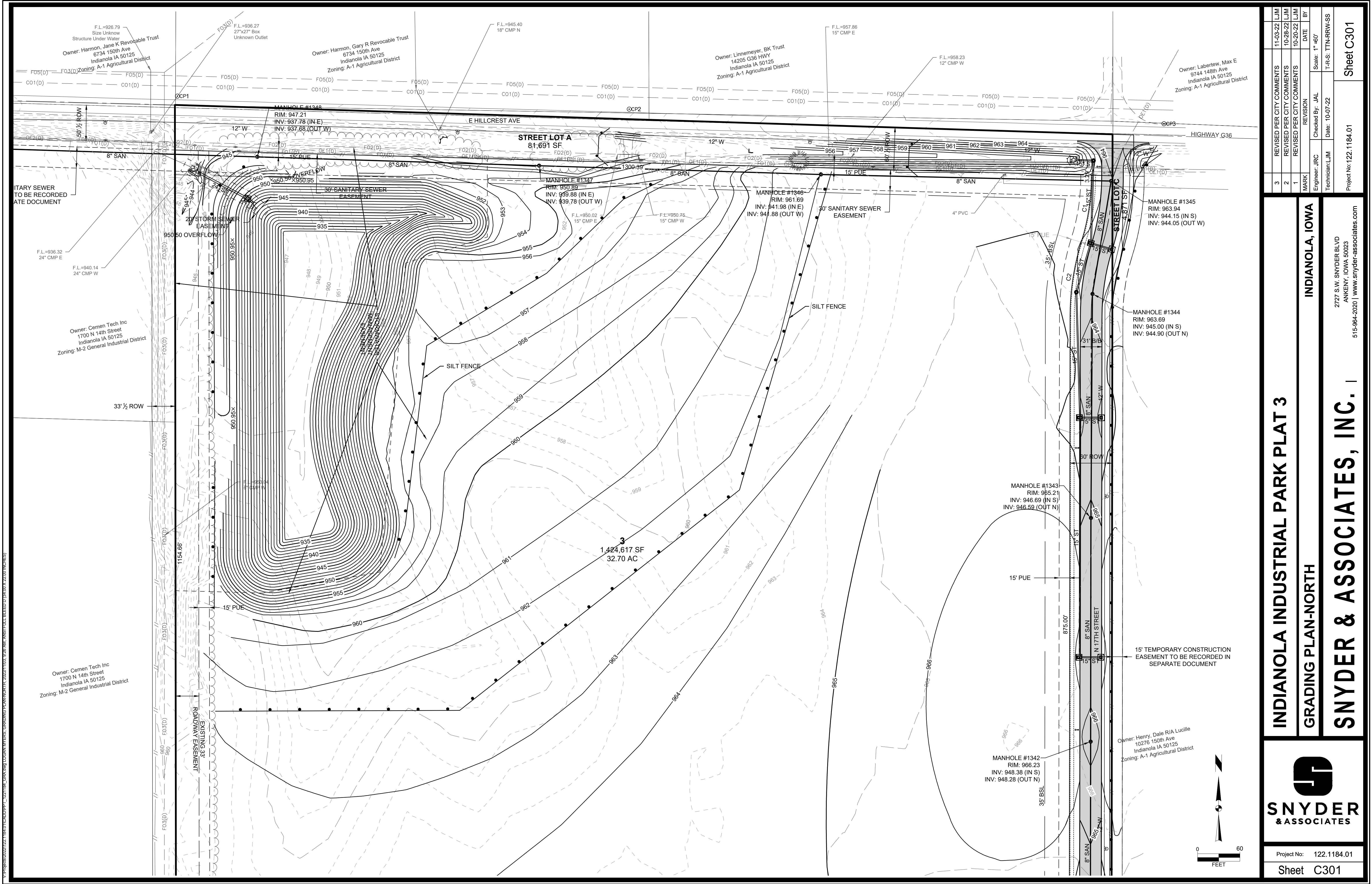
**INDIANOLA, IOWA**

2727 S.W. SNYDER BLVD  
ANKENY, IOWA 50023  
515-964-2020 | [www.snyder-associates.com](http://www.snyder-associates.com)

Project No:122.1184.01

Sheet C300





INDIANOLA INDUSTRIAL PARK PLAT 3

GRADING PLAN-NORTH

SNYDER & ASSOCIATES, INC. |



Project No: 122.1184.01  
Sheet C301

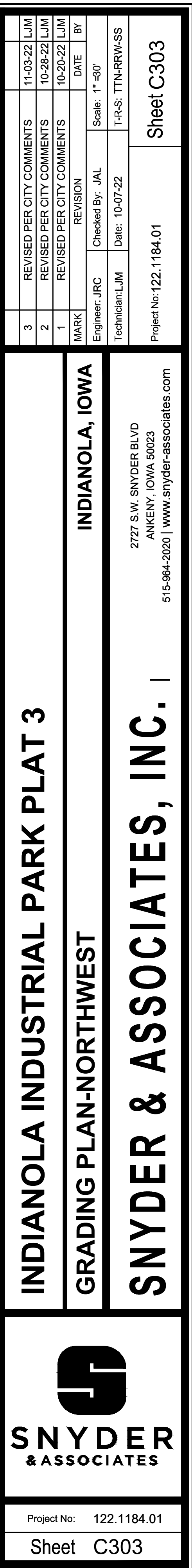
INDIANOLA, IOWA  
2727 S.W. SNYDER BLVD  
ANKENY, IOWA 50023  
515-964-2020 | www.snyder-associates.com

| REVISION                |                           | DATE             | BY  |
|-------------------------|---------------------------|------------------|-----|
| 3                       | REVISED PER CITY COMMENTS | 11-03-22         | LJM |
| 2                       | REVISED PER CITY COMMENTS | 10-28-22         | LJM |
| 1                       | REVISED PER CITY COMMENTS | 10-20-22         | LJM |
| MARK                    | REVISION                  | DATE             | BY  |
| Engineer: JRC           | Checked By: JAL           | Scale: 1"=60'    |     |
| Technician: LJM         | Date: 10-07-22            | T-R-S: TTN-RW-SS |     |
| Project No: 122.1184.01 |                           | Sheet C301       |     |











## MEMORANDUM

**To:** Planning and Zoning Commission

**From:**

**Date:** November 8, 2022

**Subject:** Consider the request from Becky Niccum for rezoning from Highway Commercial (C-2) zoning district to the Single-Family Residential Attached (R-2) zoning district for land located at 902 West 3rd Avenue.

---

**Recommendation:**

**Attachments:**

1. 1. Staff Report
2. 2. Application
3. 3. Rezoning Map
4. 4. Legal Description
5. 5. Ordinance 934 - Approved in 1991



## COMMUNITY DEVELOPMENT

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

# STAFF REPORT

## PLANNING AND ZONING COMMISSION

**Date of Meeting:** November 8, 2022

**Agenda Item:** 7.D Consider the request from Becky Niccum for rezoning from Highway Commercial (C-2) zoning district to the Single-Family Residential Attached (R-2) zoning district for land located at 902 West 3<sup>rd</sup> Avenue.

**Application Type:** Rezoning

**Applicant:** Becky Niccum

**Property Owner:** Becky and Peter Niccum

**Property Address/Parcel:** 902 West 3<sup>rd</sup> Avenue

**Current Zoning:** C-2 'Commercial Highway' Zoning District

**Proposed Zoning:** R-2 'Single-family Residential Attached' Zoning District

**Comprehensive Plan Designation:** Low Density Residential

### Application Summary

Becky Niccum is requesting rezoning property addressed as 902 West 3<sup>rd</sup> Avenue from the C-2 'Highway Commercial' zoning district to the R-2 'Single-family Residential Attached' zoning district. The applicant is requesting the rezoning to reflect existing uses on the property.



**Agenda Item:** 7.D to consider the request from Becky Niccum for rezoning from Highway Commercial (C-2) zoning district to the Single-Family Residential Attached (R-2) zoning district for land located at 902 West 3rd Avenue.

## AERIAL MAP



## APPLICABLE CODE SECTIONS

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

### 165.02.5 AMENDMENTS

The City Council may, from time to time, on its own action or on petition, after public notice and hearings as provided by law, and after report by the Zoning Commission, amend, supplement, or change the boundaries or regulations herein or subsequently established, and such amendment shall not become effective except by the favorable vote of a majority of all the members of the Council. The procedures for amendment are as follows:

#### A. Request by Petition

Whenever any person desires that any amendment, or change be made in the Zoning Ordinance, including the text and/or map, as to any property covered by the Zoning Ordinance, and there is presented to the Council a petition requesting such change or amendment and clearly describing the property and its boundaries as to which the change or amendment is desired, duly signed by the owners of fifty percent (50%) of the area of all real estate included within the boundaries of said tract as described in said petition, and in addition, duly signed by the owners of fifty percent (50%) of the area of all real estate lying outside of said tract but within two hundred (200) feet of the boundaries thereof, and intervening streets and alleys not to be included in computing such two hundred (200) feet, it is the duty of the Council to receive and refer the request to the Zoning Commission for its review and consideration at a duly noticed public meeting in accordance to the Commission's rules of procedures and the noticing requirements contained herein. The findings and recommendations of the Zoning Commission shall then be forwarded to the City Council for consideration and action.

#### B. City Council Referral

The owner of a property may submit a written request to the Zoning Administrator for their property to be rezoned. If the requested rezoning is not consistent with the adopted Comprehensive Plan, the property owner may further request the Comprehensive Plan be amended as part of the requested rezoning. The Zoning Administrator will then present this request to the City Council, who, at their discretion, may adopt a motion to refer the request to the Zoning Commission for consideration at a duly noticed public meeting in accordance with their procedures and the noticing requirements contained herein. The findings and recommendations of the Zoning Commission shall then be forwarded to the City Council for consideration and action. The City Council may further by motion forward their own request to the Zoning Commission to review and consider an amendment to the adopted Comprehensive Plan, the rezoning of a given property or properties, or amendments to the zoning regulations.

#### C. Zoning Commission Disapproval or Protest Petition

In case the proposed amendment, supplement or change is disapproved by the Zoning Commission, or a protest is presented duly signed by the owners of twenty percent (20%) or more either of the area of the lots included in such proposed change, or of those immediately adjacent in the rear thereof, extending the depth of one lot or not to exceed two hundred (200) feet therefrom, or of those directly opposite thereto, extending the depth of one lot or not to exceed two hundred (200) feet from the street frontage of such opposite lots, such amendment shall not become effective except by the favorable vote of at least three-fourths ( $\frac{3}{4}$ ) of all members of the Council. Whenever any petition for amendment, supplement or change of the zoning districts or regulations herein contained or



**Agenda Item:** 7.D to consider the request from Becky Niccum for rezoning from Highway Commercial (C-2) zoning district to the Single-Family Residential Attached (R-2) zoning district for land located at 902 West 3rd Avenue.

subsequently established has been denied by the Council, then no new petition covering the same property or the same property and additional property shall be filed with or considered by the Council until one year shall have elapsed from the date of filing of the first petition.

**D. Public Hearing Noticing**

Not less than seven nor more than 20 days' notice of the time and place of the City Council hearing to consider any proposed amendment or change in the Zoning Ordinance or zoning district boundaries shall be published in a newspaper having general circulation in the City. The Commission shall not make any recommendation to the Council on an amendment to any zoning district boundaries until a sign 18 inches by 24 inches indicating the amendment requested has been prepared and posted by the City in a visible location on the premises for a period of 10 days. Notice of the Commission meeting shall be mailed by first class mail 10 days prior to the meeting to all property owners within 200 feet of the boundary of the property requesting an amendment to its zoning district boundaries

**E. Filing Fees**

Before any action is taken as provided in this section, the owner or owners of the property requesting the proposed changed in the district regulations or district boundaries shall pay to the City Clerk the fee as established by resolution of the City Council.

## ANALYSIS

### Subject Property

Becky Niccum has submitted a rezoning request for their property located at 902 West Third Avenue (Parcel #481/8001-0031). If approved, the rezoning request would amend the zoning for this parcel from C-2 '*Highway Commercial*' to R-2 '*Single-family Residential Attached*'. The property currently contains a single-family dwelling that was constructed in 1978.

To the north of the subject property exists one commercial property used for auto sales. To the east exists one residential property containing a single-family dwelling. To the south exists a residential property containing a detached garage structure. To the west exists a commercial property housing a sign manufacturing business.

Historic aerial imagery collected by the Iowa Department of Natural Resources (IDNR) shows that the subject property has historically contained residential dwellings, including single-family dwellings that have existed at the property prior to the 1978 being constructed.

The property fronts West 3<sup>rd</sup> Avenue. According to the Iowa Department of Transportation (IDOT), this local street has an Annual Average Daily Traffic (AADT) of 640. This AADT was last counted in 1998.

A request for rezoning on this property from the C-2 '*Highway Commercial*' to the R-3 'Single- and Two-Family Residential' was approved and recorded in August 1991 (Ordinance No. 934). The former request was brought by a previous property owner, Leo Thornton. The zoning was reverted back to C-2 '*Highway Commercial*' when the current zoning map was amended and approved. The current property owner would like to rezone the property to reflect the existing uses of the property.

### Future Land Use

According to the "Elevate Indianola" Comprehensive Plan, the future land use of this area is designated as low density residential, which calls for a density of 2-5 dwelling units per gross acre and uses such as single-family detached dwellings, accessory dwelling units, non-traditional single-family forms, and civic uses/places of worship. The historic and existing uses on this property are consistent with the city's future land use map.

**Agenda Item:** 7.D to consider the request from Becky Niccum for rezoning from Highway Commercial (C-2) zoning district to the Single-Family Residential Attached (R-2) zoning district for land located at 902 West 3rd Avenue.

## COMMENTS FROM THE GENERAL PUBLIC

Notification letters were mailed to surrounding property owners within 200 feet of the subject property regarding the request on October 26, 2022. Additionally, a rezoning sign was placed at the subject property on October 26, 2022. At the time of writing this report, only one (1) public comment was received:

- 1) A residential property owner within 200 feet of the subject property, Kyle Myers, inquired about the rezoning and the rezoning process.

## ALTERNATIVES

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

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

## RECOMMENDATION

Staff recommends that the Indianola Planning and Zoning Commission move alternative 1, that the request be approved.

## LAND USE CHANGE APPLICATION

### Community Development

110 North 1<sup>st</sup> Street, Indianola, Iowa 50125-0299  
(515) 961-9430 • [comdev@indianolaiaowa.gov](mailto:comdev@indianolaiaowa.gov)



#### PROPERTY OWNER

(Last Name) Niccum  
(First Name) Becky  
(Address) 902 W 3rd Ave  
(City) Indianola (State) IA (Zip) 50125  
(Phone) 515-979-7546 (Email) elskebecky@hotmail.com

#### APPLICANT (if not Property Owner)

(Last Name) \_\_\_\_\_  
(First Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

#### ☐ COMPREHENSIVE PLAN AMENDMENT

##### Submittal Requirements:

*All submittal requirements must be completed. Incomplete applications will not be considered*

- ☐ Completed Application
- ☐ Property Address: \_\_\_\_\_
- ☐ Filing Fee: \$225
- ☐ Current Designation: \_\_\_\_\_ Proposed Designation: \_\_\_\_\_
- ☐ A plat showing the locations, dimensions and use of the property and all property within two hundred (200) feet thereof, including streets and other physical features
- ☐ Written justification for proposed amendment
- ☐ Other Information as required by Director

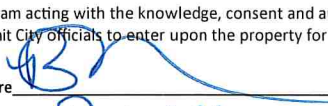
#### ☒ REZONING

##### Submittal Requirements:

*All submittal requirements must be completed. Incomplete applications will not be considered*

- ☐ Completed Application
- ☐ Property Address: 902 W 3rd Ave, Indianola, IA 50125
- ☐ Filing Fee: \$250
- ☐ Current Zoning: C-2 Proposed Zoning: R-2
- ☐ Legal description (electronic in word format)
- ☐ All items as required by Section 165.02(5) of the Code of Ordinances of Indianola, Iowa
- ☐ Other Information as required by Director

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owner(s) of the property. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection related to this application.

Signature 

Name (printed) Becky L. Niccum

Date 10-20-2022

FOR OFFICE USE ONLY: Code to 45989 (Rezoning)  
45681 (Comp Plan)

Date Received: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Receipt Amount: \_\_\_\_\_

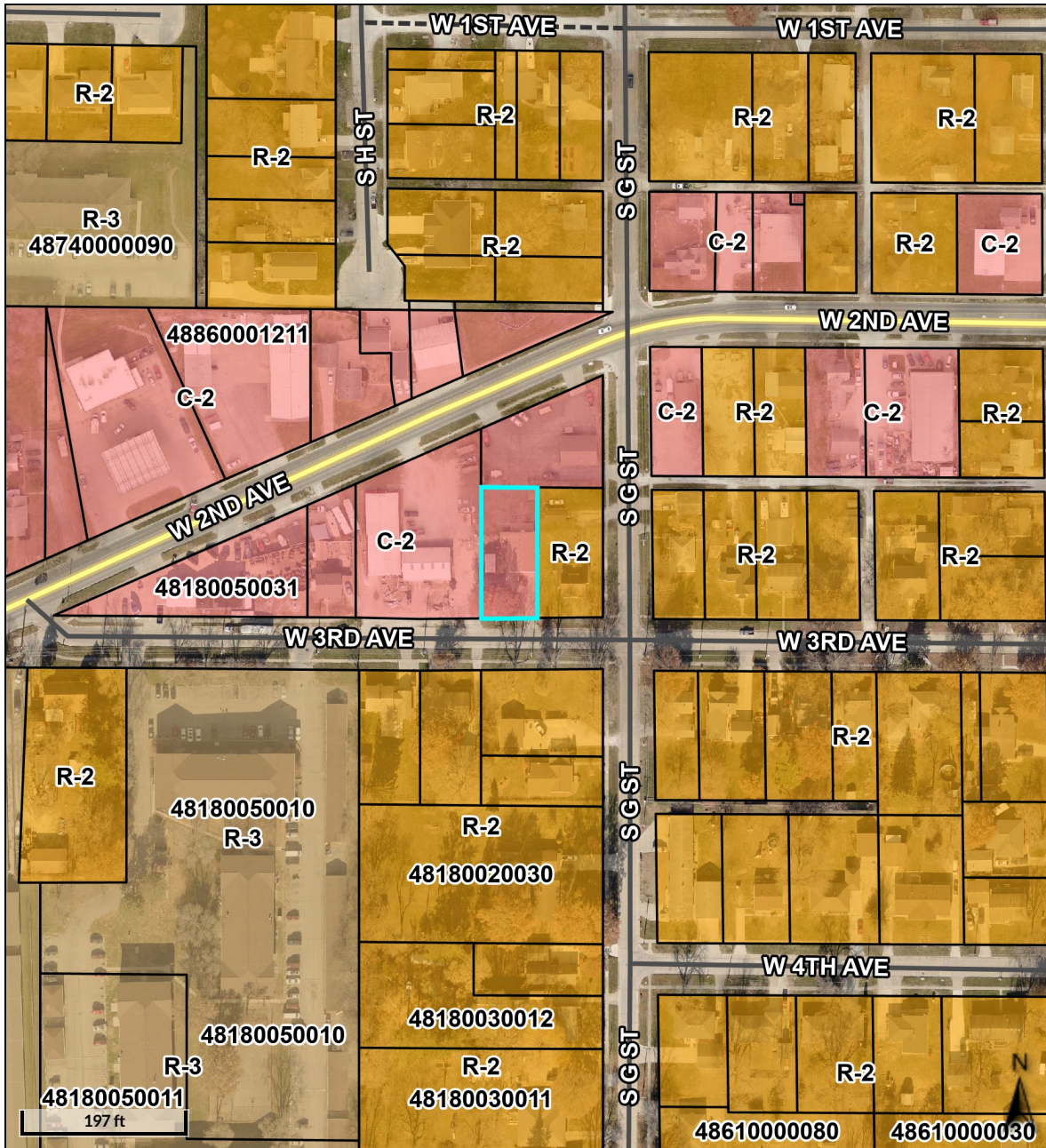




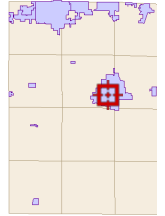
# 902 W 3rd Avenue

## Rezoning Application - Map

Created by: Becky Niccum



### Overview



Parcel ID 48180010031  
 Sec/Twp/Rng n/a  
 Property Address 902 W 3RD AVE  
 INDIANOLA

Alternate ID n/a  
 Class R  
 Acreage n/a

Owner Address NICCUM, PETER P/BECKY L  
 902 W 3RD  
 INDIANOLA, IA 50125

District 48300  
 Brief Tax Description 25-76-24 DAYS ADD W 65' LOT 3 BLK 1  
 (Note: Not to be used on legal documents)

The West 65 feet of Lot 3 in Block 1, DAY'S ADDITION to Indianola, Warren  
County, Iowa



|             |                  |      |                      |               |                   |          |
|-------------|------------------|------|----------------------|---------------|-------------------|----------|
| I<br>S<br>C | RECORDING FEE \$ | 5.00 | August               | 19 91 AT 9:53 | Judith K. Lathrop | Recorder |
|             | TRANSFER FEE \$  |      | O'CLOCK A. M. BOOK 4 | PAGE 192      | By                | Deputy   |

ORDINANCE NO. 934

AN ORDINANCE AMENDING ZONING ORDINANCE NUMBER 341 AND CHANGING  
A PORTION OF THE ZONING MAP OF THE CITY OF INDIANOLA, IOWA

BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY  
OF INDIANOLA, IOWA:

1. Amendment. Ordinance No. 341 and the zoning map referred  
to in it is amended by changing from C-2 (Highway Commercial) to  
R-3 (Single- and Two-Family Residential) an area within the City of  
Indianola locally known as 900 and 902 West Third Avenue and  
legally described as:

The West 65' of Lot 3, Block 1, Days Addition, Indianola,  
Iowa.

and

The East 76 1/2' of Lot 3, Block 1, Days Addition,  
Indianola, Iowa.

2. Repeal. Any ordinance or parts of ordinances in conflict  
with this ordinance are repealed.

3. Effective Date. This ordinance shall take effect from and  
after its passage and publication as provided by law.

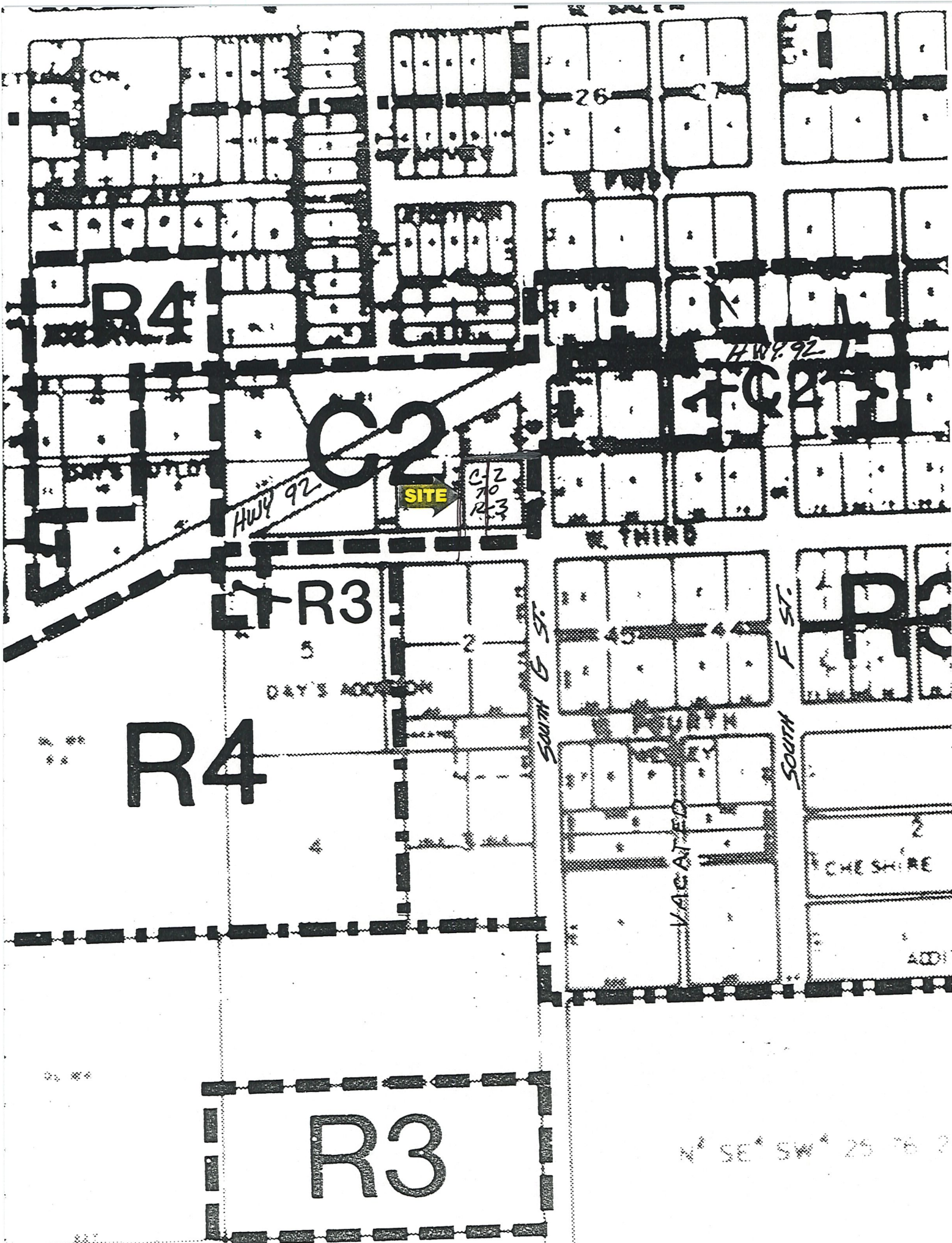


*George Hladky*  
\_\_\_\_\_  
GEORGE HLADKY, Mayor

*Mark A. Ramthun*  
\_\_\_\_\_  
MARK A. RAMTHUN, City Clerk

The foregoing Ordinance No. 934 was adopted by the Council  
of the City of Indianola, Iowa, on the 15th day of July,  
1991, was signed by the Mayor on the 16th day of July,  
1991, and was published in the Record Herald and Indianola Tribune,  
a newspaper of general circulation and published in the City of  
Indianola, Iowa, on the 31st day of July, 1991.

*Mark A. Ramthun*  
\_\_\_\_\_  
MARK A. RAMTHUN, City Clerk





# REZONING APPLICATION

1. \$50.00 fee

Receipt No. - \_\_\_\_\_

2. Local address: 902 west 3rd. and 900 west 3rd. Indianola, Ia.  
Legal description

West 65 feet of lot 3 block one(1) Dats addition  
East 76½ feet of lot 3 block one(1) days addition.

2. Present zoning C2

Zoning Requested: ~~R4~~ R-3

4. Existing Use. Single family dwelling

Proposed Use. 2 or 3 party residence.

5. Names and address of all property owners within 200 feet of the property for which the change is requested. Attach additional sheet if necessary.

1. Ankey State Bank of Ankeny Iowa (Contract holder is Cecil Osland(deceased))

2. Easter P Hull and Lyle P Hull 1008 west Ashland Indianola, Iowa

3. Vicki Ann Reeves and Kimberly K Lovell 1000 west 3rd. Ave. Indianola, Ia.

4. William A and Beverly Dickerson 106 North 8th. Indianola, Iowa

5. Heron O B and Herbert W herron (Contract to Laland Pricket 403 So. G Indiano la, Iowa

6. Norman Dillman 911 West 3rd. Ave. Indianola, Ia. and Contract Marianna L Drake.

7. Kevin E and Linda L Wicket 907 West 3rd, Ave. Indianola, Ia.

8. Harry C McIntyre and Marilyn G McIntyre 811 West 3rd. Indianola, Iowa

9. Harry and Margorie Nelson 815 West 3rd. Indianola, Ia.

10. Earl W and Jeanne E King 813 west 2nd. Indianola, Ia.

11. Robert L and Edith V Benson 204 West Hillcrest, INDIANOLA, IA.

12. Beverly Johnson 815 West 2 Ave, Indianola, Ia.

13. Robert L and Roger L More RR #4 Indianola, Ia.

14. Carl R and Georgia M Turner 308 So. G st. Indianola, Ia.  
J and D Enterprises 808 West 3rd. Ave. (contract Gary L May)

6. A statement of reasons why the applicant feels the present zoning classification is no longer valid.

For more then 20 years the two properties 900 and 902 West 3rd. Ave.  
have been used as residential Dwelling. on C2 zoning.

Since the present zoning is noncompatible to and for its present use it is requested that it be rezoned to conformity.

7. A plat showing the locations, dimensions and the use of the application property within 200 feet thereof, including streets, alleys, railroads and other physical features. Please attach Plat.

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

Signature of Applicant

9618681 Page 74 of 103

Re: Mayor  
Council  
am  
cc  
AA

INDIANOLA PLANNING & ZONING COMMISSION  
REGULAR SESSION  
MAY 14, 1991  
7:00 P.M.

The meeting was called to order by Chairperson Duane Clark.  
On roll call the following members were present:

|                 |                |
|-----------------|----------------|
| Dave Zwanziger  | Duane Clark    |
| Vivian Richmond | Brad Butler    |
| Dianne Liepa    | Neale Sinclair |
| Carol Shull     | Marilyn Bender |

Absent: Dean Iverson  
Tom Curtis

Also present: Chuck Burgin, Building and Zoning Official, Diana Bowlin, Secretary, Ed McLuen, Carl and Georgia Turner, Ruth Veatch, Audrey Miller, Leo Thornton and Danny Turner.

The minutes of April 9th and 30, 1991 were approved.

The Planning and Zoning Commission discussed the request from Ruth Veatch to amend parking requirements in C-2. Ruth Veatch and Audrey Miller spoke in favor of this request. Sinclair moved and Liepa seconded to add floral shops as a separate principal use with a parking requirement of one stall per every 200 square feet of floor space. Question was called for and on voice vote the Chairman declared the motion carried.

Leo Thornton spoke to the Planning and Zoning Commission in regards to his request to rezone 900 and 902 West 3rd from C-2 (highway commercial) to R-3 (mixed residential). Mr. Thornton was requesting this rezoning to make his property compatible with other properties and this rezoning would enable him to have an apartment in his home. Danny and Georgia Turner spoke against this request, stating that if this was approved, an apartment building would be able to be built at this property which would increase the traffic flow. Bender moved and Liepa seconded to approve rezoning 900 and 902 West 3rd from C-2 (highway commercial) to R-3 (mixed residential). Question was called for and on voice vote the Chairman declared the motion carried.

Carol Shull was excused from the meeting.

Sinclair moved and Bender seconded to approve the preliminary plat of The Crossing subject to the following being changed:

1. Street Names - North/South street on the east edge of the plat should be named North 7th Street, the east/west street directly north of Kentucky Avenue be changed to a street name that would begin with "L" and the furthest east/west street to the north be changed to a street name that would begin with "M" (preferably names of states)

Council Agenda Review  
Page 3  
June 28, 1991

B. Rezoning: This is the second of three readings on the request to change the zoning at 900 and 902 West 3rd from C-2 (highway commercial) to R-3 (single and two family)

The original request by Leo Thornton was to rezone this area to R-4 (mixed residential). In fact, the letter to the area residents went out showing R-4. After further discussion with Chuck, however, Mr. Thornton changed the request to R-3 (one and two family).

The area is within the triangular piece of property west of South "G" Street between Highway 92 and West 3rd (see maps). Currently C-2 zoning borders to the north and west, with R-3 zoning to the east and south. There are two dwelling units within the area requested to be changed. As you can see, if the change is approved the R-3 zoning line would simply extend west across South "G" Street and then turn south to West 3rd Avenue. This is a valid request due to the existing dwelling units and that both properties do not have highway frontage but instead have residential frontage.

Danny and Georgia Turner appeared at the P&Z meeting in opposition to the request saying that an apartment complex would be built. As a matter of fact, the Board of Adjustment could allow up to 12-unit complex in R-3 under special circumstances. However, the lot requirements are much stricter than R-4 and therefore only four plexes could be built on each lot. An eleven unit complex could, however, be built on both lots combined.

Simple motion for the second reading is in order.

C. Bed & Breakfast: This is the public hearing and first of three readings to consider this request as originated in P&Z. The purpose is to add this item for future uses. The definition as approved by P&Z is as follows: A building other than a hotel where, for compensation and by arrangement, meals and lodging are provided for two or less family(ies) that are overnight guests and where no food is served to the general public. I feel this addition will be beneficial.

Simple motion for the first reading is in order unless you decide to suspend the rules.

IX. City Clerk

A. Ambulance Bills: We need to write off the past due bills and turn them over to the collection agency. They total \$41,486.09 for a three year period. \$11,193.21 is due to Title XIX (we have to accept their payment and cannot seek the difference) and therefore will not be given to the collection agency.



## REGULAR SESSION - JULY 1, 1991 (Continued)

provement, replacements or reconstruction occurs and where curb and gutter is present. There were no objections either oral or written. Veasman moved and McLuen seconded to approve the first consideration of this amendment. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Upon the final consideration of a request to amend the parking requirements in C-2 by adding floral shops as a separate principal use and allowing one space per 300 square feet, Veasman moved and Kellogg seconded to adopt ORDINANCE NO. 933 entitled, "AN ORDINANCE ALLOWING FLORAL SHOPS IN THE C-2 (HIGHWAY COMMERCIAL) ZONING CLASSIFICATION OF THE INDIANOLA CODE OF ORDINANCES." On roll call the vote was, AYES: Ruble, Richardson, McLuen, Johnson, Kellogg and Veasman. NAYS: None. Whereupon the Mayor declared the motion carried and the ordinance adopted to be effective upon publication.

The second consideration of a request from Leo Thornton to rezone 900 and 902 W. 3rd from C-2 (highway commercial) to R-3 (mixed residential) was approved on a motion by Kellogg and seconded by McLuen. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

~~A public hearing was held to consider an ordinance for a Bed and Breakfast. There were no objections either oral or written. Kellogg moved and Johnson seconded to approve the first consideration of a Bed and Breakfast ordinance. Question was called for and on voice vote the Mayor declared the motion carried unanimously.~~

Council member Johnson moved and Kellogg seconded to authorize the City Clerk to write off and turn over to the collection agency, CIC Plan, ambulance bills totaling \$41,486.09. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

A handwritten warrant to Dennis Schrader for the down payment on the Schrader property in the amount of \$35,000 and a handwritten warrant to Bob Brown Chevrolet in the amount of \$11,463.42 for a new police vehicle were approved on a motion by Johnson and seconded by Kellogg. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Richardson moved and Veasman seconded to approve a handwritten warrant to the Youth Commission in the amount of \$155.00 for a trip subject to the City Attorney's approval. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

It was moved by Kellogg and seconded by Ruble to approve a renewal Class "C" Liquor License for David Ladd dba Redmen Inn. Question was called for and on voice vote the Mayor declared the

Continued on Page 115

Council Agenda Review  
Page 3  
July 12, 1991

Again, this year we should watch our accounts closely. With potential cuts in state aid as well as a couple other issues, I feel things will be somewhat tight. In fact, the League has sent out new calculations which indicate our revenue will be cut by about \$19,000 compared to the original \$3,200. I will place this on a future committee agenda.

VIII. Planning and Zoning

A. Rezoning: This is the final of three readings on the request to change the zoning at 900 and 902 West 3rd from C-2 (highway commercial) to R-3 (single and two family)

The original request by Leo Thornton was to rezone this area to R-4 (mixed residential). In fact, the letter to the area residents went out showing R-4. After further discussion with Chuck, however, Mr. Thornton changed the request to R-3 (one and two family).

The area is within the triangular piece of property west of South "G" Street between Highway 92 and West 3rd (see maps). Currently C-2 zoning borders to the north and west, with R-3 zoning to the east and south. There are two dwelling units within the area requested to be changed. As you can see, if the change is approved the R-3 zoning line would simply extend west across South "G" Street and then turn south to West 3rd Avenue. This is a valid request due to the existing dwelling units and that both properties do not have highway frontage but instead have residential frontage.

As previously discussed, the Board of Adjustment could allow up to a 12-unit complex in R-3 under special circumstances. However, the lot requirements are stricter than R-4 and therefore only four plexes could be built on each lot. An eleven unit complex could, however, be built on both lots combined.

Roll call for the final reading is in order.

B. Rezoning: This is the public hearing and first of three readings to consider the request from Shirley Baker to rezone 1302 East 2nd Avenue from C-2 (highway commercial) to R-4 (mixed residential).

Enclosed is a map showing the surrounding zoning classifications that border this property. Currently R-4 zoning borders the north, east and the west and C-2 zoning to the south.

It is our understanding that this building was used as a restaurant in the late sixties and early seventies which would explain the commercial zoning classification. Due to the lack of commercial development in this area, the fact that this property has residential zoning on three of four sides and the residential

## REGULAR SESSION - JULY 15, 1991 (Continued)

replacements or reconstruction occurs and where curb and gutter is present was approved on a motion by Kellogg and seconded by Ruble. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Kellogg moved and Johnson seconded to approve setting August 5, 1991 at 7:00 p.m. as the public hearing date to consider ward boundary adjustments and an amendment to the speed limit ordinance for Highway 65/69. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Eugene Smith presented the June, 1991 City Treasurer's Report. A motion was made by Johnson and seconded by McLuen to approve the City Treasurer's Report for June, 1991. Question was called for and on voice vote the Mayor declared the motion carried.

Upon the final consideration of a request to rezone 900 and 902 W. 3rd from C-2 to R-3, Kellogg moved and McLuen seconded to adopt ORDINANCE NO. 934 entitled, "AN ORDINANCE AMENDING ZONING ORDINANCE NUMBER 341 AND CHANGING A PORTION OF THE ZONING MAP OF THE CITY OF INDIANOLA, IOWA." On roll call the vote was, AYES: Ruble, McLuen, Johnson and Kellogg. NAYS: None. ABSENTEE: Richardson and Veasman. Whereupon the Mayor declared the motion carried and the ordinance adopted to be effective upon publication.

The preliminary plat for Maple Ridge Sub. was approved on a motion by McLuen and seconded by Ruble subject to an agreement for a street right-of-way being reached between the Mikulanec's and Brennen's. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

It was moved by McLuen and seconded by Kellogg to approve an amendment to the site plan for the Doctors Park, 108 N. Jefferson, as follows: replace the 6' board fence with greenery and to also place 15 Canadian Lilacs along the south property line. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Council Member Kellogg moved and Johnson seconded to approve the second consideration of a Bed and Breakfast ordinance. Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Kellogg moved and Ruble seconded to set August 5, 1991 at 7:00 p.m. as the date and time for a public hearing to consider an amendment to the subdivision ordinance (lengths of blocks). Question was called for and on voice vote the Mayor declared the motion carried unanimously.

Continued on Page 122



# MEMORANDUM

**To:** Planning and Zoning Commission

**From:**

**Date:** November 8, 2022

**Subject:** Consider recommendation on a major site plan application for a drive-through restaurant at 102 North Jefferson Way.

---

**Recommendation:**

- Attachments:**
- 1. 1. Staff Report
  - 2. 2. Application
  - 3. 3. Site Plan
  - 4. 4. Elevations
  - 5. 5. Dumpster Enclosure Elevations





## COMMUNITY DEVELOPMENT

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

# STAFF REPORT

# PLANNING AND ZONING COMMISSION

**Date of Meeting:** November 8, 2022

**Agenda Item:** 7.E Consider recommendation on a major site plan application for a drive-through restaurant at 102 North Jefferson Way

**Application Type:** Site Plan

**Applicant:** Paul Speed of LT Leon Associations, Inc.

**Property Owner:** Danlee Corporation C/O Lee Adams

**Property Address/Parcel:** 102 North Jefferson Way

**Current Zoning:** C-2 'Highway Commercial' Zoning District

**Comprehensive Plan Designation:** Regional Mixed Use

### Application Summary

Paul Speed, on behalf of Danlee Corporation, is requesting approval for a major site plan application for a property located at 102 North Jefferson Way. The request would allow for an additional 19,239 square feet of impervious surface area to allow for a drive-through facility for a new restaurant.

## AERIAL MAP



## APPLICABLE CODE SECTIONS

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

### 165.06 SITE PLAN REGULATIONS AND PROCEDURES

**1. SITE PLAN REQUIRED.** Site plans, as provided herein this section, are required prior to approval of a building permit for the erection, relocation, or alteration of any structure or for the change in use of any structure or parcel.

**2. SITE PLAN APPLICATION.** The following site plans are required for all uses:

**A. All other new uses, buildings, and structures.** All other new uses, buildings, structures, conversions or changes of use, changes or modifications to building facades, and related additions and accessory structures that are not included in Section A herein above shall require the following:

(1) Major Site Plan. A Major Site Plan application is required for the development of a property, the construction of a new building or improvement, the redevelopment of an existing property (including a significant change in use), or an amendment or change to a previously approved site plan.

**a. Major Site Plan Application** – A site plan (including required site plan details and number of copies), application form, and any additional information and details as specified and required by the Zoning Administrator as necessary to determine compliance with all applicable codes and requirements shall be submitted to the Zoning Administrator along with the Major Site Plan Application fee as established by resolution of the City Council.

**b. Major Site Plan Review Procedure** – The Major Site Plan Application shall be reviewed by the Zoning Administrator, or their designee, for completeness. Incomplete applications shall be returned to the applicant with a list of the missing items or details. Applications deemed completed shall be distributed to other city departments and other agencies as necessary for review and comment as to its compliance with all zoning regulations and other pertinent city codes, regulations, and policies.

**c. Major Site Plan Review by Zoning Commission** – Subsequent to review by the Zoning Administrator and other city departments and agencies, the Zoning Administrator, or their designee, shall submit to all members of the Zoning Commission a copy of the Major Site Plan Application along with a written recommendation as to the plan's conformity with the rules and regulations of the city.

**d.** The Commission shall subsequently hold a meeting as prescribed by their rules of procedures and review the Major Site Plan Application for conformity with the zoning regulations and standards and may confer with the applicant on changes deemed advisable in such Site Plan.

**Agenda Item: 7.E to consider recommendation on a major site plan application for a drive-through restaurant at 102 North Jefferson Way**

e. The Commission shall forward its recommendation to the City Council for approval, approval with conditions, or denial of the Major Site Plan Application within 45 days of the receipt of a Major Site Plan Applicant deemed complete by the Zoning Administrator. If the Commission does not act within the 45 days as prescribed above, the Major Site Plan Application shall be deemed to be recommended for approval by the Commission unless the applicant agrees to an extension of time.

**f. Findings for Approval** – In order for the Commission to make a recommendation for approval of a Major Site Plan, the Commission shall make the following findings:

- i. The proposed use, site improvements, and site plan comply with the minimum requirements of the zoning district in which it is proposed to be located;
- ii. The property is of adequate size to accommodate the proposed use and site improvements including setbacks, open space, stormwater management, and off-street parking;
- iii. The proposed use and site improvements will not unduly impact the health, safety, and general welfare of persons residing or working in adjoining property or surrounding area;
- iv. The proposed use and site improvements shall not unduly increase traffic congestion;
- v. The proposed use and site improvements will not unduly burden public utilities or increase risk to flooding;
- vi. The proposed use and site improvements are compatible with the surrounding neighborhood and shall not diminish or impair established property values in adjoining or surrounding property; and,
- vii. The proposed use and site improvements will not endanger, jeopardize or harm the health, safety or welfare of the properties and the community.

**g. Major Site Plan Review by City Council** – the City Council, upon receipt of the recommendation of the Commission, shall either approve, approve with conditions, or disapprove the Major Site Plan Application. In order for the Council to approve a Major Site Plan, the Council shall confirm or make the aforementioned findings in *subsection f.* herein above.

## ANALYSIS

### Subject Property

Paul Speed of LT Leon Associations Incorporated, on behalf of Danlee Corporation, has submitted a major site plan application for a property located at 102 North Jefferson Way, a 0.49-acre lot containing an existing 2,840-square-foot commercial building. The proposed site plan would increase impervious surface area by 19,239 square feet. The existing commercial building hosts one (1) tenant, Core Nutrition. The building anticipates hosting an additional tenant in the second unit, Charlotte's Kitchen.

To the north of the subject property exists a place of worship. This property's parking lot is interconnected with the subject property's parking lot. To the east is a two-family duplex dwelling. To the south contains two properties. The first contains a dwelling. The second is a commercial property used for automobile services. To the west exists Indianola's Sesquicentennial Park, a public park owned by the City of Indianola.

The property is a corner lot with multiple accessways off North Jefferson Way and East Salem Avenue. North Jefferson Way is a major arterial road that primarily provides through traffic and limits access to adjacent land. The Iowa Department of Transportation (IDOT) reports that North Jefferson Way contains an Annual Average Daily Traffic AADT of 15,700 as of 2021. East Salem Avenue is a minor collector road that provides connections to major collectors and arterial streets. As of 2012, the IDOT reports an AADT of 770 vehicles. The site plan shows that the total number of accessways into the development will reduce from four (4) to a total of two (2).

Chapter 165.07 requires one (1) off-street parking spot per 150 sq. ft. of ground floor area (GFA). A total of nineteen (19) parking spaces is required for this development. A total of fifteen (15) parking spaces is proposed on the site plan. The site plan does not meet minimum parking requirements. A

drive-through facility is also provided for the site. A minimum of ten (10) vehicle queuing spaces are required per drive-through and are provided on the site plan.

The total area of this site is 24,340 square feet or 0.56 acres. With the 20% required open space, the site would require two deciduous shade trees, four deciduous ornamental trees, and four shrubs. In addition, four shade trees and eight ornamental trees are required within the parking lot setback area. The plan proposes seven deciduous shade trees, four ornamental trees, and thirty-two shrubs, which do not meet minimum landscaping requirements. The site plan does not contain any floodplain or environmentally sensitive features such as a stream or waterway.

The existing building shows little to minor changes to the exterior facades of the building. Of the proposed work to the exterior facades, the applicant has proposed repainting the existing metal fascia and adding an additional doorway entry to the primary façade along North Jefferson Way. At least one street-facing façade contains a minimum of 20% clear glass fenestrations.

Building materials for the primary building facades contain painted metal (class 4), brick veneer (class 3), stone tile (class 2), board and batten siding (class 4), and wood (class 4). The primary building facades do not meet the minimum requirements for class 1 or 2 façade materials. Lastly, no EIFS is proposed or exists on the building. In the future, should the building be renovated, it will be required to meet minimum façade material requirements.

Staff has reviewed the plat as to its conformance to the City of Indianola's Zoning Code. Additionally, the site plan has been routed to the development review team (consisting of city departments and related agencies) for review.

### **Future Land Use**

According to the "Elevate Indianola" Comprehensive Plan, the future land use of this area is designated as Regional Mixed Use. Regional Mixed Use guides for uses such as retail, office, restaurants, bars, personal and business services, and similar commercial uses, generally of a large scale. These uses may also be automobile oriented.

The applicant has indicated that the request for the site plan is for additional impervious surface, which would allow for a drive through facility to be built for a future restaurant at the location. The applicant has indicated that the future restaurant would be for Charlotte's Kitchen. A change-of-use permit has been submitted for the site as a result.

## **COMMENTS FROM THE GENERAL PUBLIC**

No notification letters were sent out as part of this request. No public comments have been submitted at the time of writing this report.

## **FINDINGS OF FACT**

In order for the Commission to make a recommendation for approval of a Major Site Plan, the Commission shall make the following findings:

**i. The proposed use, site improvements, and site plan comply with the minimum requirements of the zoning district in which it is proposed to be located**

The applicant has provided a site plan with their application that shows the proposed use and proposed site improvements. Not all minimum requirements are met on this site plan. However, the site is a pre-existing site with an existing structure, which may constrain the site regarding the feasibility of meeting these requirements. The proposed plan on the site is limited to minimal

exterior façade changes and the addition of impervious surface area. All members of the City's development review team have reviewed this site plan, including Community Development, Fire, Parks and Recreation, Public Works, Water Pollution Control, and IMU Electric, Fiber, and water.

**ii. The property is of adequate size to accommodate the proposed use and site improvements including setbacks, open space, stormwater management, and off-street parking**

The total area of this site is 24,340 square feet (0.56 acres). The site plan has been reviewed for proposed setbacks, open space requirements, stormwater management, and off-street parking. The site cannot accommodate minimum off-street parking requirements however, with the restaurant facility being a drive-through, parking conflicts on-site may be minimal. The site complies with a minimum open space requirement of 20% and meets minimum landscaping requirements associated with open space however does not meet minimum parking lot setbacks.

**iii. The proposed use and site improvements will not unduly impact the health, safety, and general welfare of persons residing or working in adjoining property or surrounding areas**

Although the proposed use and site are located adjacent to a residential property, there is an existing fence between the residential and commercial property, providing screening between the two. Based on the proposed use and improvements, citizens' health, safety, and welfare should not be impacted.

**iv. The proposed use and site improvements shall not unduly increase traffic congestion**

The property fronts North Jefferson Way and East Salem Avenue. The site plan proposes one access on each street frontage. A drive-through for the proposed restaurant use is provided and allows for the stacking of at least ten vehicles. Traffic congestion may increase with the proposed improvements, however not unduly.

**v. The proposed use and site improvements will not unduly burden public utilities or increase risk to flooding**

The proposed use will not unduly burden the existing public utilities in this area, as the site and structure are serviced by pre-existing utility infrastructure. The impervious surface area on the site is proposed to increase by 19,239 square feet; however, water collected from storm events will be piped into the stormwater sewer to prevent pooling on the property or adjacent properties.

**vi. The proposed use and site improvements are compatible with the surrounding neighborhood and shall not diminish or impair established property values in adjoining or surrounding property**

To the north and south of the subject property is zoned C-2 Highway Commercial and is consistent with the guided use indicated on the future land use map for the City of Indianola. Though the property is undergoing a change of use, these improvements should not diminish or impair established property values to adjoining or surrounding property.

**vii. The proposed use and site improvements will not endanger, jeopardize, or harm the health, safety or welfare of the properties and the community.**

As previously mentioned, the proposed use and site improvements will not endanger or harm the health, safety, and welfare of properties or the community.

## **ALTERNATIVES**

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



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

## **RECOMMENDATION**

---

Staff recommends that the Indianola Planning and Zoning Commission move alternative 1, that the request be approved as submitted.

# SITE DEVELOPMENT APPLICATION

## Community Development

110 North 1<sup>st</sup> Street, Indianola, Iowa 50125-0299  
(515) 961-9430 • [comdev@indianolaiowa.gov](mailto:comdev@indianolaiowa.gov)



### PROPERTY OWNER

(Last Name) Danlee Corp  
(First Name) Lee Adams  
(Address) 101 S Jefferson Way  
(City) Indianola (State) IA (Zip) 50125  
(Phone) 515-961-64 (Email) leetadams@msn.com

### APPLICANT (if not Property Owner)

(Last Name) LT Leon Associates, Inc  
(First Name) Paul Speed  
(Address) 500 E Locust St. Suite 400  
(City) Des Moines (State) IA (Zip) 50309

### ☐ CONSTRUCTION DOCUMENTS

#### Submittal Requirements:

*All submittal requirements must be completed. Incomplete applications will not be considered*

- ☐ Completed Application
- ☐ Filing Fee: \$100, plus OEC
- ☐ Subdivision: \_\_\_\_\_
- ☐ Proposed construction documents (hard copy)
- ☐ Proposed construction documents (electronic copy)
- ☐ Stormwater Management Plan
- ☐ Other Information as required by Director

### ☒ SITE PLAN

#### Submittal Requirements:

*All submittal requirements must be completed. Incomplete applications will not be considered*

- ☒ Completed Application
- ☒ Property Address: 102 N Jefferson Way
- ☒ Filing Fee: \$225, plus OEC
- ☒ Current Zoning: C-2
- ☒ All items as required by Chapter 165.06 of the Code of Ordinances of Indianola, Iowa
- ☐ Proposed site plan hard copy
- ☒ Proposed site plan (electronic copy)
- ☒ Stormwater Management Plan
- ☐ Other Information as required by Director

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owner(s) of the property. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection related to this application.

Signature Paul Speed

Digitally signed by Paul Speed  
DN: cn=Paul Speed, o=City of Indianola, ou=City of Indianola, email=pspeed@indianola.gov  
Reason: I am approving this document with my legally binding signature  
Location: your signing location here  
Date: 2022.09.22 10:33:00  
E-Mail: pspeed@indianola.gov, 9 15

Name (printed) Paul Speed, P.E.

Date 9/22/2022

**FOR OFFICE USE ONLY:** Code to 45683 (Const Docs)  
45680 (Site Plan)

Date Received: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Receipt Amount: \_\_\_\_\_



# CHARLOTTE'S KITCHEN SITE PLAN

## 102 N. JEFFERSON WAY

## INDIANOLA, IOWA 50125

| NO.           | REVISION               | BY | DATE |
|---------------|------------------------|----|------|
|               |                        |    |      |
|               |                        |    |      |
|               |                        |    |      |
|               |                        |    |      |
| DESIGNED: PDS | PROJECT NO.: 112.001   |    |      |
| DRAFTED: RAH  | FILE NUMBER: 112.001   |    |      |
| CHECKED: PDS  | SHEET NO.: G000        |    |      |
| SCALE: N/A    | DATE: NOVEMBER 2, 2022 |    |      |

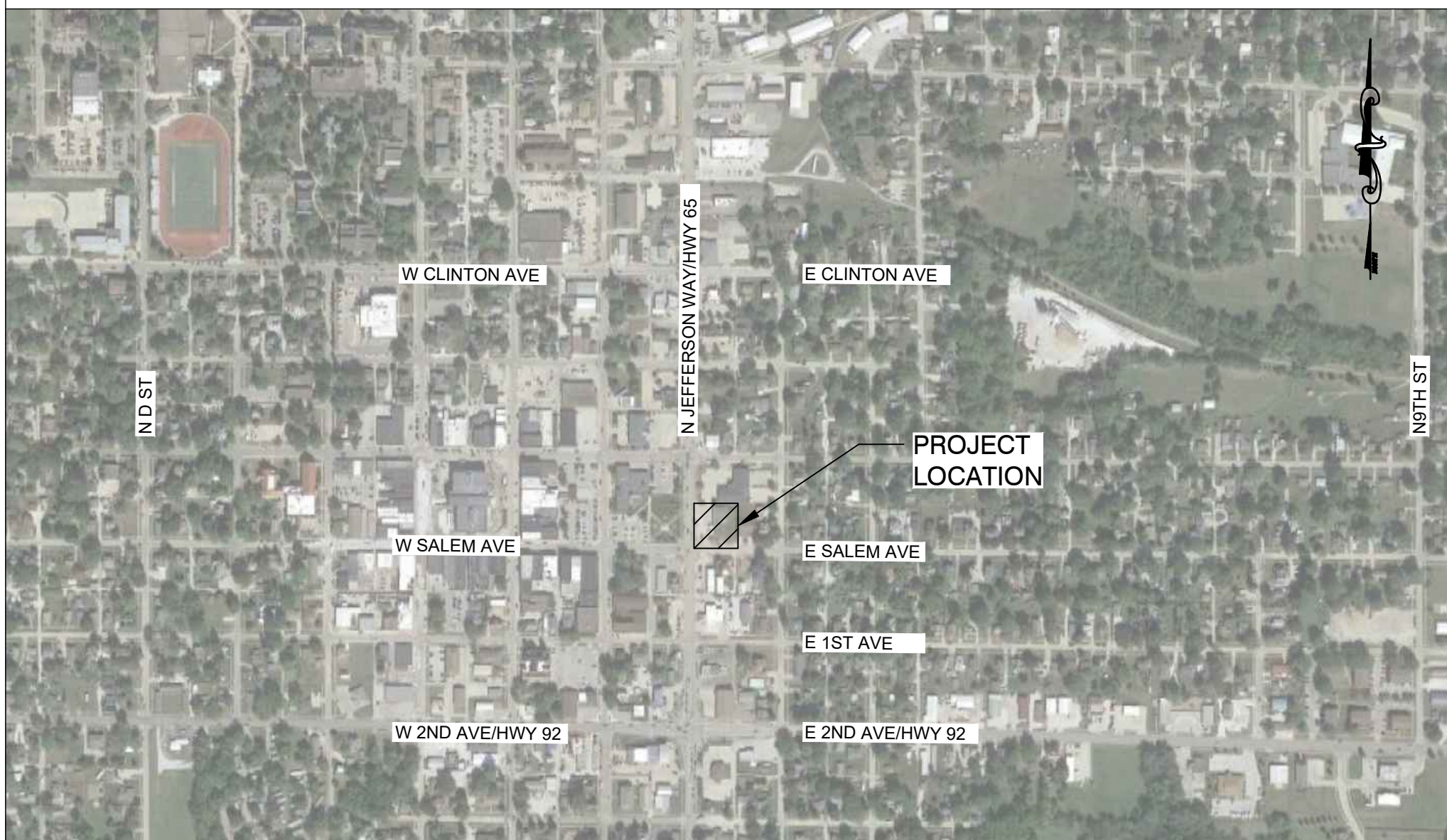
### PROPERTY OWNER

DANLEE CORP  
101 S JEFFERSON WAY  
INDIANOLA, IOWA 50125  
CONTACT: LEE ADAMS  
PH: (515) 961-6470  
EMAIL: LEETADAMS@MSN.COM

### CIVIL ENGINEER

LT LEON ASSOCIATES, INC.  
500 EAST LOCUST STREET, SUITE 400  
DES MOINES, IOWA 50309  
CONTACT: PAUL SPEED, P.E.  
PH: (515) 422-7016  
EMAIL: PSPEED@LTLEON.COM

### VICINITY MAP - NO SCALE



### INDEX OF SHEETS

|        |                      |
|--------|----------------------|
| G000   | COVER SHEET          |
|        | SITE SURVEY          |
| C100   | DEMO PLAN            |
| C101   | SITE PLAN            |
| C101.1 | VEHICLE TRACKER      |
| C102   | GRADING PLAN         |
| C103   | UTILITY PLAN         |
| C104   | CONSTRUCTION DETAILS |
| L500   | LANDSCAPE PLAN       |
| L501   | LANDSCAPE DETAILS    |

|                                                     |                                                                                                                                                                                                                                     |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                     | I HEREBY CERTIFY THAT THIS TECHNICAL DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND RESPONSIBLE CHARGE AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF IOWA. |
|                                                     | RACHEL A. HARRIS, PLA #LA00775                                                                                                                                                                                                      |
|                                                     | SIGNATURE _____ DATE _____                                                                                                                                                                                                          |
|                                                     | DISCIPLINE: LANDSCAPE ARCHITECT<br>REGISTRATION EXPIRES: JUNE 22, 2024                                                                                                                                                              |
| PAGES OR SHEETS COVERED BY THIS SEAL: L500 AND L501 |                                                                                                                                                                                                                                     |

### UTILITY CONTACTS

#### ONE CALL

1-800-292-8989

CITY OF INDIANOLA MUNICIPAL UTILITIES  
LOU ELBERT - WATER  
515.962.5330  
LELBERT@INDIANOLA.IOWA.GOV

VERIZON  
JOHN BACHELDER  
972.729.7000  
JOHN.BACHELDER@VERIZON.COM

INDIANOLA PUBLIC WORKS  
AKHILESH PAL, P.E.  
515.961.9415  
APAL@INDIANOLA.IOWA.GOV

RICK GRAVES - WASTEWATER  
515.961.9416  
RGRAVES@INDIANOLA.IOWA.GOV

AUREON NETWORK SERVICES  
JEFF KLOCKO  
515.830.0445  
JEFF.KLOCKO@AUREON.COM

CENTURYLINK  
SADIE HULL  
918.547.0147  
SADIE.HULL@LUMEN.COM

KURT RIPPERGER - FIBER  
515.962.5283  
KRIPPERGER@INDIANOLA.IOWA.GOV

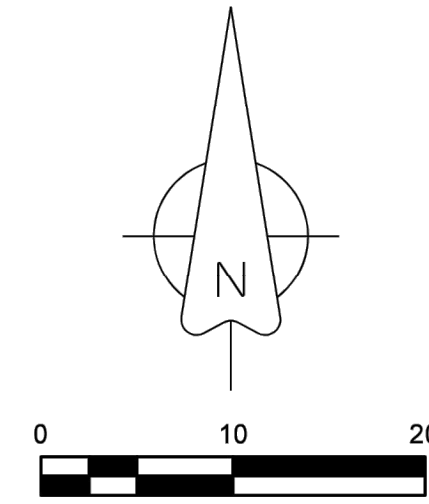
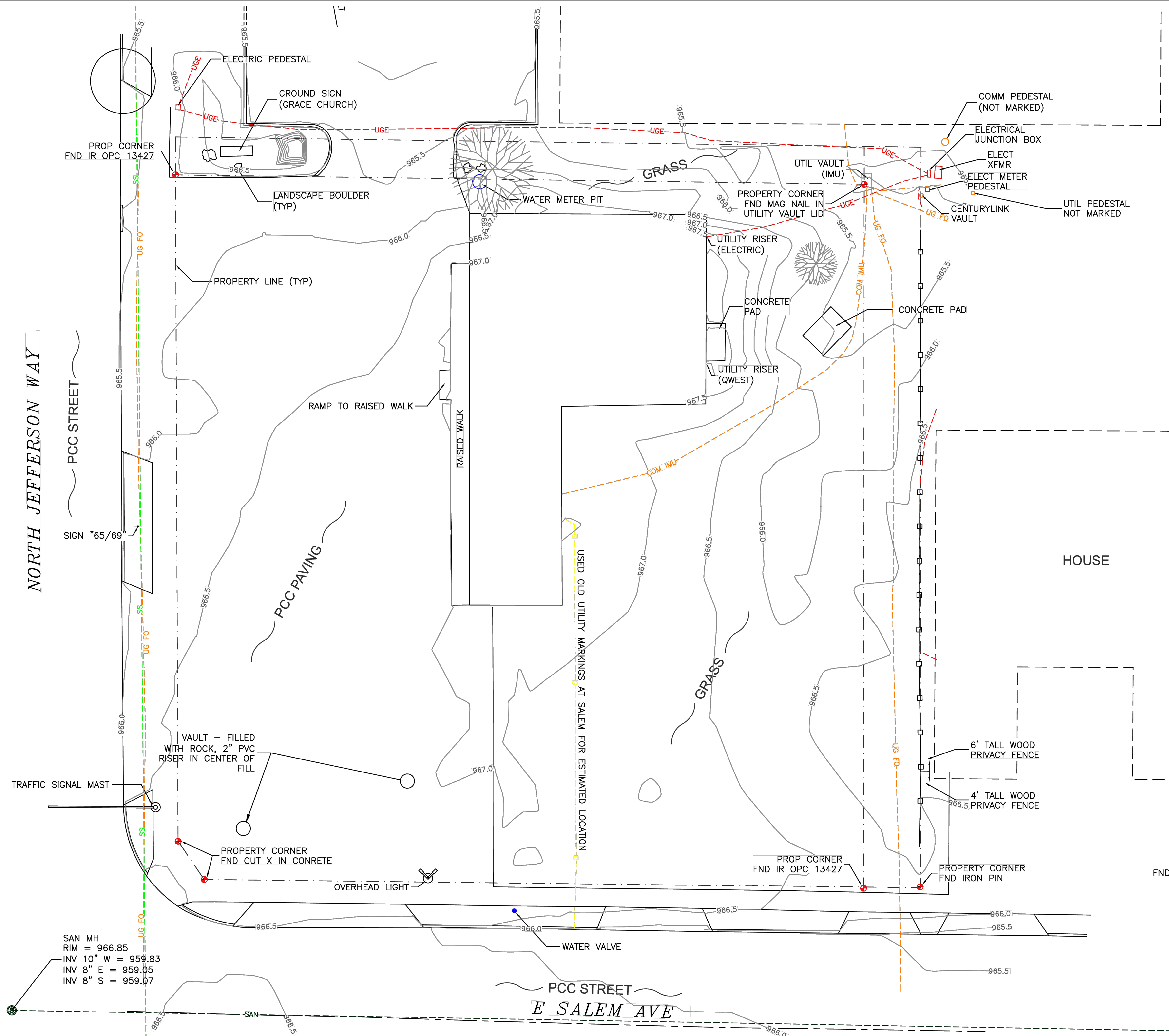
MIDAMERICAN - GAS  
CRAIG RANFELD  
515.252.6632  
MECDSDDESIGNLOCATES@MIDAMERICAN.COM

MIKE METCALF - ELECTRIC  
515.962.5305  
MMETCALF@INDIANOLA.IOWA.GOV



|  |                                                                                                                                                                                                     |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa. |
|  | Signature _____ Date _____                                                                                                                                                                          |
|  | Paul D. Speed, P.E.<br>Iowa License Number P24725<br>My license renewal date is December 31, 2023.                                                                                                  |
|  | Pages or sheets covered by this seal: ALL SHEETS EXCEPT L500 AND L501                                                                                                                               |





SURVEY NOTES:

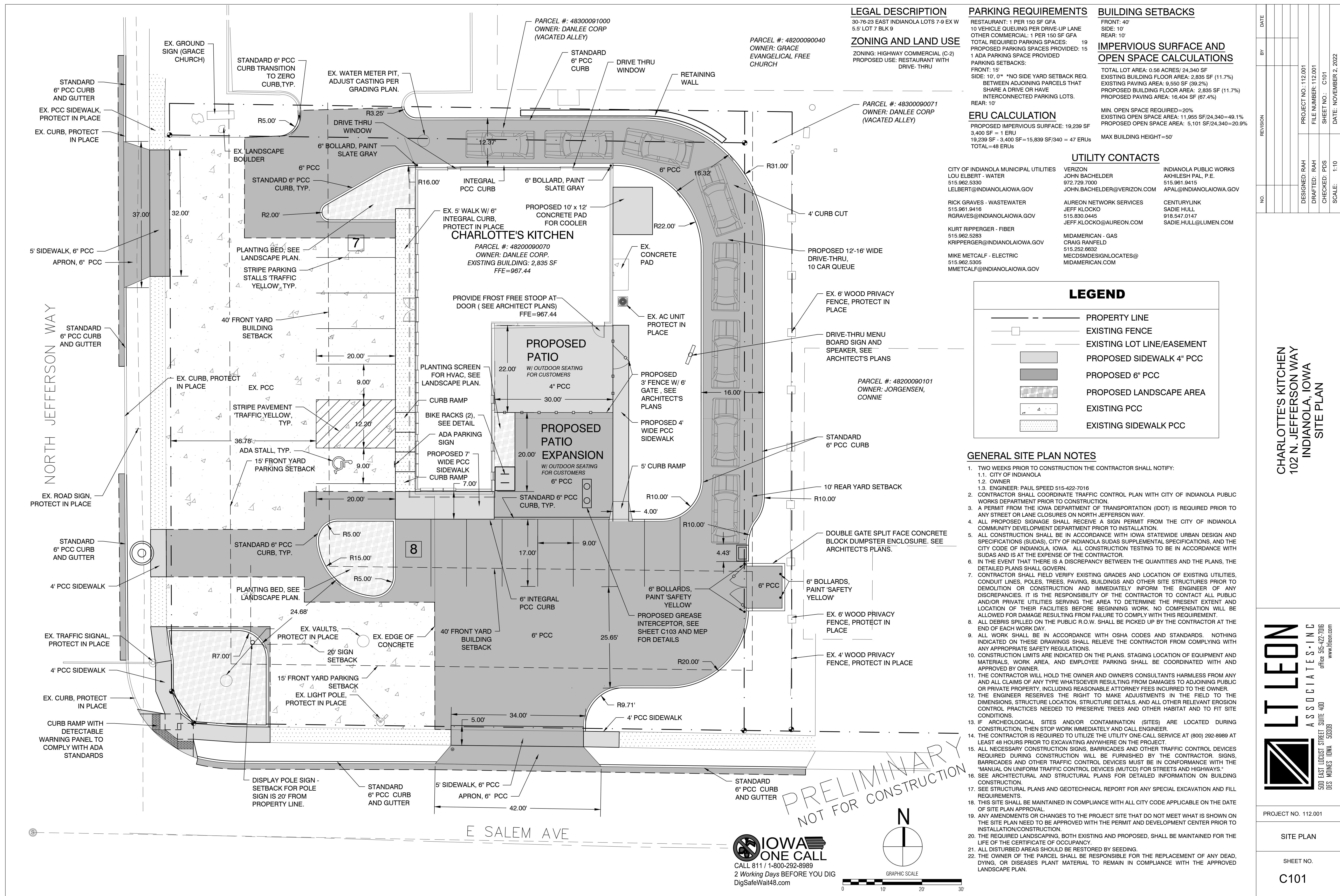
1. ADJACENT BUILDING LOCATIONS ARE DRAWN BASED ON AERIALS
2. DATE OF FIELD SURVEY: JULY 9, 2022.

|                                                                                                                   |                                                                                                                                                                               |                                                                                                                                               |                                                                                                         |                                                                   |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <p>CARTER SURVEYING &amp; CONSTRUCTION SERVICES, LLC<br/>8755 NE 27TH AVE, ALTOONA, IA 50009<br/>515-343-6756</p> | <p>UTILITY<br/>LEGEND</p> <p>--SS-- STORM SEWER<br/>--SAN-- SANITARY SEWER<br/>--W-- WATER<br/>--DHE-- OVERHEAD ELECTRIC<br/>--COM-- COMMUNICATION LINE<br/>---F--- FENCE</p> | <p>TOPOGRAPHIC SURVEY - CHARLOTTE'S KITCHEN<br/>102 NORTH JEFFERSON WAY, INDIANOLA, IA<br/>PART OF SECTION 30, T76N, R23W OF THE 5TH P.M.</p> | <p>BENCHMARK</p> <p>DRAWN DATE<br/>7-8-2022</p> <p>DRAWN BY<br/>N. Carter</p> <p>SCALE<br/>1" = 10'</p> | <p>REVISIONS</p> <p>PAGE 1 OF 1</p> <p>PROJECT NO.<br/>22-136</p> |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|











NORTH JEFFERSON WAY

Chevrolet Suburban 3/4 Ton LS

CHARLOTTE'S KITCHEN  
PARCEL #: 48200090070  
OWNER: DANLEE CORP.  
EXISTING BUILDING: 2,835 SF  
FFE=967.44

PROPOSED  
PATIO  
W/ OUTDOOR SEATING  
FOR CUSTOMERS

PROPOSED  
PATIO  
EXPANSION  
W/ OUTDOOR SEATING  
FOR CUSTOMERS

Chevrolet Suburban 3/4 Ton LS

E SALEM AVE

### LEGEND

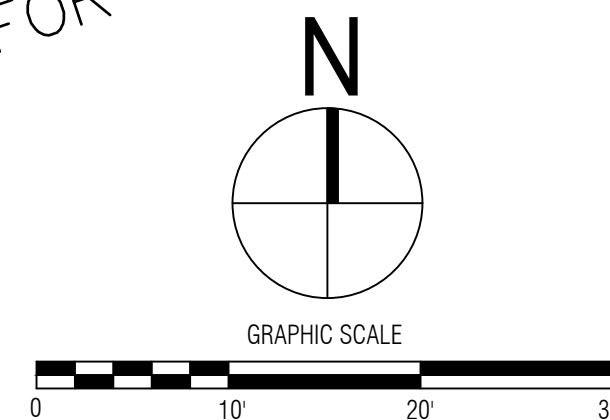
- PROPERTY LINE
- EXISTING FENCE
- EXISTING LOT LINE/EASEMENT
- PROPOSED SIDEWALK 4" PCC
- PROPOSED 6" PCC
- PROPOSED LANDSCAPE AREA
- EXISTING PCC
- EXISTING SIDEWALK PCC

FOR REFERENCE ONLY

VEHICLE TRACKER PERFORMED WITH A 3/4  
TON SUBURBAN

PRELIMINARY  
NOT FOR CONSTRUCTION

**IOWA**  
**ONE CALL**  
CALL 811 / 1-800-292-8989  
2 Working Days BEFORE YOU DIG  
DigSafeWait48.com



CHARLOTTE'S KITCHEN  
102 N. JEFFERSON WAY  
INDIANOLA, IOWA  
VEHICLE TRACKER



PROJECT NO. 112.001

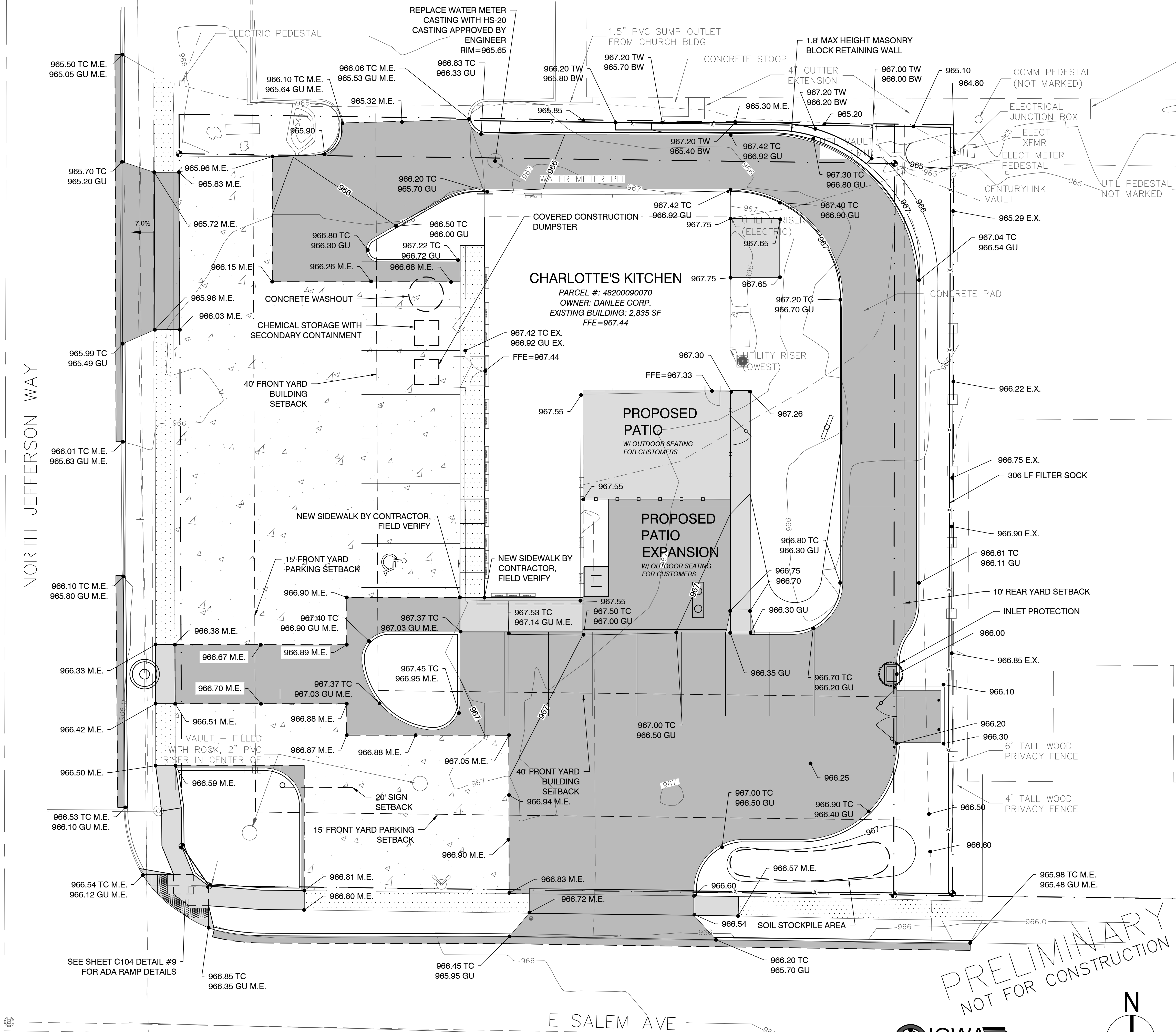
VEHICLE TRACKER

SHEET NO.

C101.1

| NO.           | REVISION               | BY | DATE |
|---------------|------------------------|----|------|
|               |                        |    |      |
|               |                        |    |      |
| DESIGNED: RAH | PROJECT NO.: 112.001   |    |      |
| DRAFTED: RAH  | FILE NUMBER: 112.001   |    |      |
| CHECKED: PDS  | SHEET NO.: C101.1      |    |      |
| SCALE: 1"=10' | DATE: NOVEMBER 2, 2022 |    |      |





- EROSION CONTROL NOTES**
- THIS EROSION CONTROL PLAN IS PART OF A STORM WATER POLLUTION PREVENTION PLAN (SWPPP) THAT HAS BEEN ISSUED BY THE DESIGNER. A SWPPP IS REQUIRED AS PART OF THE GENERAL NPDES PERMIT. THE PERMIT IS INCLUDED IN THE SWPPP. A SWPPP IS A LIVING DOCUMENT THAT NEEDS TO BE UPDATED ON A REGULAR BASIS TO MONITOR THE INSTALLATION AND MAINTENANCE OF EROSION CONTROL MEASURES IMPLEMENTED ON THE SITE FOR THE DURATION OF THE PROJECT.
  - ALL SEDIMENT AND EROSION CONTROL PRACTICES WILL BE INSPECTED AT LEAST ONCE EVERY SEVEN (7) CALENDAR DAYS BY RESPONSIBLE PERSONNEL. ANY NECESSARY REPAIRS OR CLEANUP TO MAINTAIN THE EFFECTIVENESS OF THE BEST MANAGEMENT PRACTICES SHALL BE MADE IMMEDIATELY.
  - INSPECTIONS ARE THE RESPONSIBILITY OF THE CONTRACTOR. INSERT COPIES OF THE INSPECTION FORMS INTO THE ONSITE SWPPP AND SEND A COPY TO DANLEE CORP.
  - PER IOWA NPDES GENERAL PERMIT #2, PART III.C.3, "STABILIZATION OF DISTURBED AREAS MUST, AT A MINIMUM, BE INITIATED IMMEDIATELY WHENEVER ANY CLEARING, GRADING, EXCAVATION OR OTHER EARTH DISTURBING ACTIVITIES HAVE PERMANENTLY CEASED ON ANY PORTION OF THE SITE OR TEMPORARILY CEASED ON ANY PORTION OF THE SITE AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS..."
  - SEEDING FOR TEMPORARY SOIL STABILIZATION SHALL BE WITH OATS - 2 TO 3 BUSHELS PER ACRE - AND MULCH.
  - GENERAL CONTRACTOR SHALL IMPLEMENT ALL POLLUTION PLAN ACTIVITY WITH THE ASSISTANCE OF THE UTILITY SUBCONTRACTORS, BUILDING CONTRACTORS AND SUPPLIERS.
  - APPLY FREQUENT LIGHT WATERING TO GROUND SURFACE AS REQUIRED TO CONTROL DUST.
  - UPON COMPLETION OF CONSTRUCTION, SEED ALL DISTURBED AREAS PER PROJECT SPECIFICATIONS.
  - MAINTENANCE OF ALL TEMPORARY AND PERMANENT EROSION CONTROL MEASURES IS THE RESPONSIBILITY OF THE CONTRACTOR AND/OR CONTRACTORS. CLEANING OF CONTROL DEVICES SHALL BEGIN WHEN THEY HAVE LOST 50% OF THEIR CAPACITY.
  - LOCATION OF SOLID WASTE CONTAINER AND PORTABLE RESTROOM TO BE SPECIFIED BY CONTRACTOR AND UPDATED IN SWPPP.
  - WHERE CONSTRUCTION VEHICLE ACCESS ROUTES INTERSECT PAVED PUBLIC ROADS, PROVISIONS SHALL BE MADE TO MINIMIZE THE TRANSPORT OF SEDIMENT BY VEHICULAR TRACKING ONTO THE PAVED SURFACE. WHERE SEDIMENT IS TRANSPORTED ONTO A PUBLIC ROAD SURFACE, THE ROAD SHALL BE CLEANED THOROUGHLY AT THE END OF EACH DAY AND PRIOR TO A RAIN EVENT. SEDIMENT SHALL BE REMOVED FROM THE ROADS BY SHOVELING OR SWEEPING AND TRANSPORTED TO A SEDIMENT CONTROL DISPOSAL AREA. STREET WASHING SHALL BE ALLOWED ONLY AFTER SEDIMENT IS REMOVED IN THIS MANNER.
  - ALL TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION OR AFTER THE TEMPORARY MEASURES ARE NO LONGER NEEDED, UNLESS OTHERWISE AUTHORIZED BY THE IMPLEMENTING AGENCY. TRAPPED SEDIMENT AND THE DISTURBED SOIL AREAS RESULTING FROM THE DISPOSITION OF TEMPORARY MEASURES SHALL BE PERMANENTLY STABILIZED TO PREVENT FURTHER EROSION AND SEDIMENT.
  - LIMIT DUST GENERATION BY CLEARING ONLY THOSE AREAS WHERE IMMEDIATE ACTIVITY WILL TAKE PLACE, LEAVING THE REMAINING AREA(S) IN THE ORIGINAL CONDITION, IF STABLE. MAINTAIN THE ORIGINAL GROUND COVER AS LONG AS PRACTICAL. VEGETATE OR MULCH AREAS WITH EXPOSED SOILS THAT WILL NOT RECEIVE VEHICLE TRAFFIC. IN AREAS WHERE PLANTING, MULCHING OR PAVING IS IMPRACTICAL, APPLY GRAVEL OR LANDSCAPING ROCK. ADD SURFACE GRAVEL TO REDUCE THE SOURCE OF DUST EMISSION. LIMIT THE AMOUNT OF FINE PARTICLES (THOSE SMALLER THAN 0.075MM) TO 10 TO 20 PERCENT. SPRINKLE THE SITE WITH WATER UNTIL SURFACE IS WET. REPEAT AS NEEDED TO PREVENT CARRYOUT OF MUD ONTO STREET. USE VACUUM STREET SWEEPERS TO SWEEP UP ANY TRACKED SEDIMENT. REMOVE MUD AND OTHER DIRT PROMPTLY SO IT DOES NOT DRY AND THEN TURN INTO DUST. LIMIT DUST CAUSING WORK ON WINDY DAYS.
  - SAWCUTTING AND GRINDING SLURRY SHALL NOT BE ALLOWED TO ENTER THE STORM SEWER SYSTEM. SLURRY SHALL BE COLLECTED AND DISPOSED OF PROPERLY.

**AREA TO BE DISTURBED: 0.37 ACRES**

- STRIP TOPSOIL FROM ENTIRE PROJECT AREA. TOPSOIL TO BE REUSED AS TOP DRESSINGS ON ALL UNSURFACED AREA UPON COMPLETION OF THE ROUGH GRADING. TOP DRESSING SHALL BE A MINIMUM UNIFORM THICKNESS OF 6".
- PROVIDE AND MAINTAIN EROSION CONTROL DEVICES WHERE SHOWN ON PLANS. DEVICES TO REMAIN IN PLACE UNTIL PAVEMENT AND INTAKES ARE CONSTRUCTED AND UNTIL LAWN IS ESTABLISHED.
- PROVIDE COMPACTED NON-EXPANSIVE COHESIVE SOIL BENEATH ALL PAVEMENT PER DESIGN DETAILS. FILL TO BE COMPACTED PER SDAS.
- ALL FILL AND BACKFILL MATERIALS SHALL BE APPROVED BY THE ENGINEER. UTILIZE EXISTING SITE FILL SOILS WHEN FEASIBLE. EXISTING SITE FILL SOILS SHALL BE SORTED TO REMOVE ANY RUBBLE OR DEBRIS. MOISTURE CONDITIONING OF EXISTING SITE FILL SOILS IS ANTICIPATED. PLACE ALL FILL IN LIFTS PER SDAS. ALL FILL SHALL BE PLACED WITHIN 4% OF THE OPTIMUM MOISTURE CONTENT.
- FINISH CONTOURS SHOWN ARE TOP OF PAVEMENT OR TOP OF TOPSOIL. SEE CONSTRUCTION DETAILS FOR FINISHED SUBGRADE AND PAVEMENT SECTIONS.
- SCARIFY SUBGRADE TO DEPTH OF 6" WHERE TOPSOIL IS SCHEDULED. SCARIFY IN AREAS WHERE EQUIPMENT USED FOR HAULING AND SPREADING TOPSOIL HAS CAUSED COMPACTED SUBSOIL.
- CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UTILITIES PRIOR TO CONSTRUCTION, BOTH PUBLIC AND PRIVATE.
- SPOT ELEVATIONS ARE SHOWN AT TOP OF FINISHED GRADE.

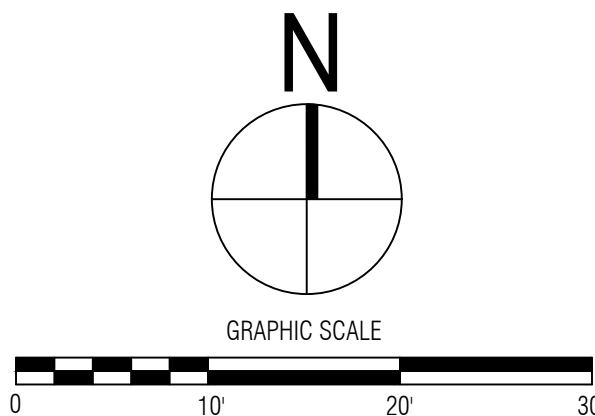
**EROSION CONTROL TABLE**

|                                                |    |     |
|------------------------------------------------|----|-----|
| 1. FILTER SOCK                                 | LF | 306 |
| 2. 4X4 FLOW TRANSITION MATS                    | EA | 3   |
| 3. CONCRETE WASHOUT                            | EA | 1   |
| 4. CHEMICAL STORAGE WITH SECONDARY CONTAINMENT | EA | 1   |
| 5. CONSTRUCTION ENTRANCE                       | EA | 1   |

**LEGEND**

|  |                                               |
|--|-----------------------------------------------|
|  | FILTER SOCK                                   |
|  | EXISTING CONTOUR                              |
|  | PROPOSED CONTOUR                              |
|  | SPOT ELEVATION                                |
|  | TOP OF CURB ELEV / BOTTOM OF CURB/GUTTER ELEV |
|  | FILTER SOCK                                   |
|  | INLET PROTECTION                              |
|  | PROPOSED SIDEWALK 4" PCC                      |
|  | PROPOSED 6" PCC                               |
|  | PROPOSED LANDSCAPE AREA                       |
|  | EXISTING PCC                                  |
|  | EXISTING SIDEWALK PCC                         |

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2 Working Days BEFORE YOU DIG  
DigSafeWait48.com



CHARLOTTE'S KITCHEN  
102 N. JEFFERSON WAY  
INDIANOLA, IOWA  
GRADING PLAN



PROJECT NO. 112.001

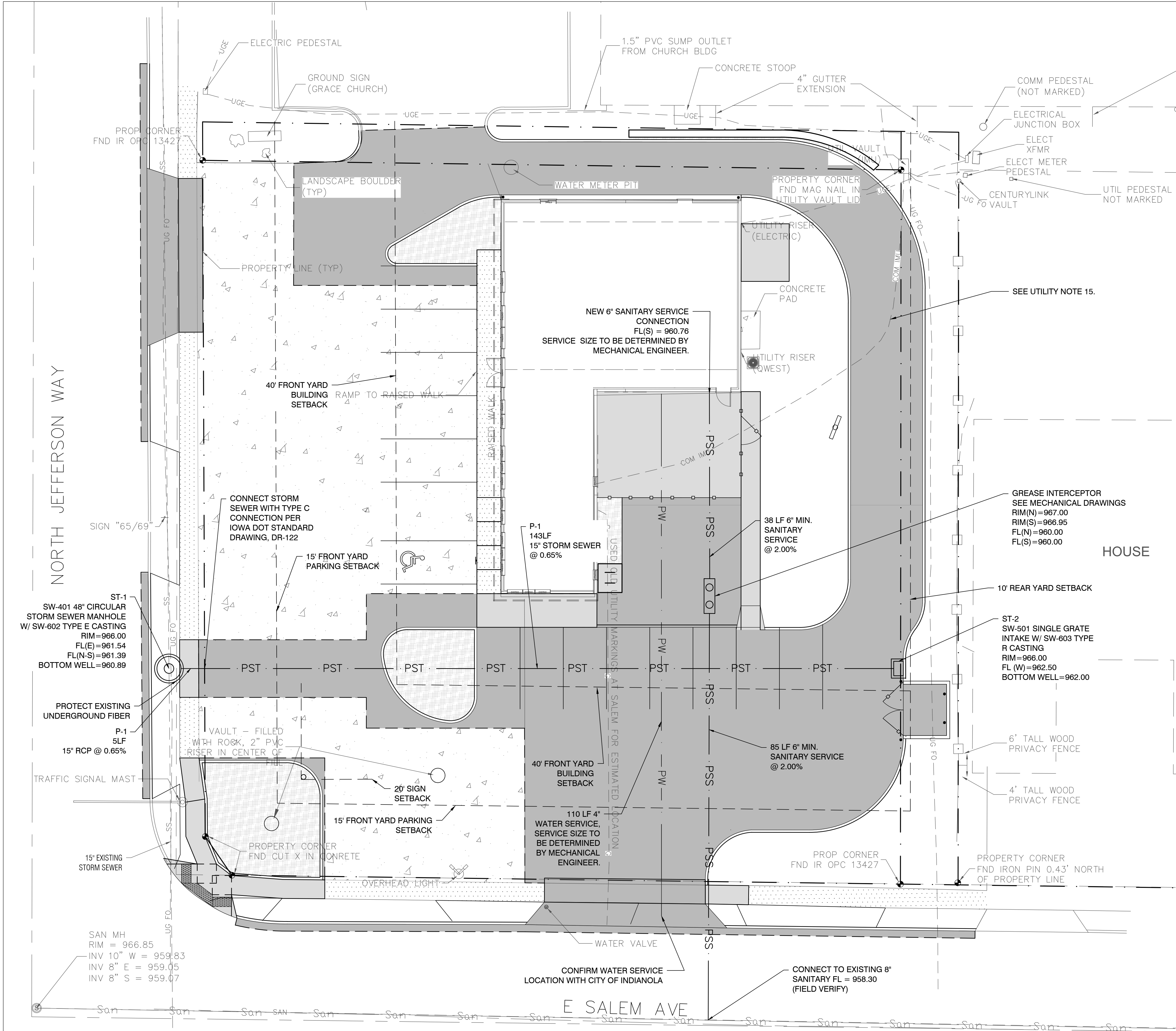
GRADING PLAN

SHEET NO.

C102

| NO.           | REVISION               | BY | DATE |
|---------------|------------------------|----|------|
|               |                        |    |      |
|               |                        |    |      |
|               |                        |    |      |
| DESIGNED: RAH | PROJECT NO.: 112.001   |    |      |
| DRAFTED: RAH  | FILE NUMBER: 102.001   |    |      |
| CHECKED: PDS  | SHEET NO.: C102        |    |      |
| SCALE: 1"=10' | DATE: NOVEMBER 2, 2022 |    |      |



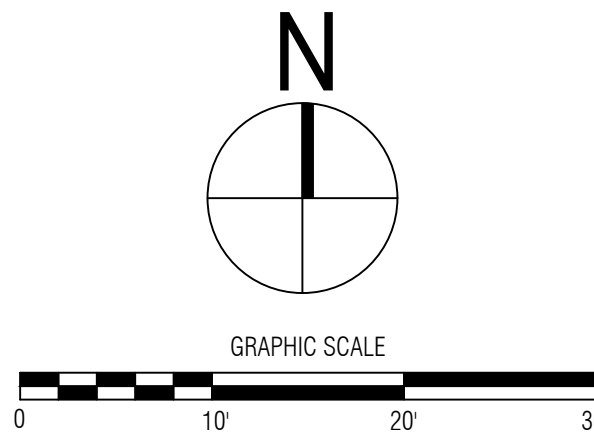


- UTILITY NOTES**
- THE CONTRACTOR IS REQUIRED TO UTILIZE THE UTILITY ONE-CALL SERVICE AT (800) 292-8989 AT LEAST 48 HOURS PRIOR TO EXCAVATING ANYWHERE ON THE PROJECT. UTILITY CONFLICTS DISCOVERED DURING CONSTRUCTION WILL BE ADDRESSED AT THE TIME OF DISCOVERY.
  - NOTIFY UTILITY COMPANIES PRIOR TO COMMENCING WORK. AVOID DAMAGE TO UTILITIES AND SERVICES DURING CONSTRUCTION. REPAIR ANY DAMAGE CAUSED BY THE CONTRACTOR'S CARELESSNESS AT THE CONTRACTOR'S EXPENSE. COORDINATE AND COOPERATE WITH UTILITY COMPANIES DURING CONSTRUCTION.
  - PROTECT EXISTING UTILITIES WHICH ARE TO REMAIN. THE LOCATIONS OF ALL UTILITIES INDICATED ON THE PLANS ARE TAKEN FROM EXISTING RECORDS. THE EXACT LOCATION AND ELEVATION OF ALL UTILITIES MUST BE DETERMINED BY THE CONTRACTOR. IT SHALL BE THE DUTY OF THE CONTRACTOR TO ASCERTAIN WHETHER ANY ADDITIONAL FACILITIES OTHER THAN THOSE SHOWN ON THE PLAN MAY BE PRESENT AND TO AVOID DAMAGE TO UTILITIES. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY DAMAGE.
  - SITE WORK UTILITY CONTRACTOR TO EXTEND ALL PIPING TO WITHIN 5' OF BUILDING AND CAP FOR CONNECTION BY BUILDING UTILITY CONTRACTOR. COORDINATE ALL INVERT ELEVATIONS AND PIPING LOCATIONS WITH BUILDING PLANS.
  - ALL WATER SERVICE CONSTRUCTION AND PRODUCTS SHALL COMPLY WITH INDIANOLA MUNICIPAL UTILITIES STANDARD SPECIFICATIONS FOR WATER MAIN CONSTRUCTION, JANUARY 2021 EDITION, SUDAS, AND CITY OF INDIANOLA SUDAS SUPPLEMENTAL SPECIFICATIONS.
  - SEE DETAILS FOR UTILITY TRENCH CONSTRUCTION REQUIREMENTS.
  - CONTRACTOR SHALL PROTECT EXISTING CURB AND PAVEMENT.
  - ALL WATER PIPING SHALL HAVE A MINIMUM OF 5'-0" COVER.
  - HYDRANT EXTENSIONS TO BE PERFORMED BY INDIANOLA MUNICIPAL STANDARD. CONTRACTOR SHALL COORDINATE WITH INDIANOLA MUNICIPAL STANDARD.
  - TAPPING WATER SERVICE 2" AND LARGER MUST BE APPROVED BY INDIANOLA MUNICIPAL STANDARD.
  - COORDINATE WATER SERVICE CONSTRUCTION WITH INDIANOLA MUNICIPAL STANDARD AND OWNER.
  - PROVIDE 1.5' MINIMUM VERTICAL CLEARANCE AT UTILITY CROSSINGS. CONTACT ENGINEER IF CONFLICT EXISTS.
  - PRIVATE WATER AND SEWER SERVICES MUST MEET UNIFORM PLUMBING CODE (UPC) AND ALL CITY OF INDIANOLA AMENDMENTS TO UPC. DEVELOPER/CONTRACTOR IS RESPONSIBLE FOR VERIFYING PIPE MATERIAL REQUIREMENTS PRIOR TO CONSTRUCTION.
  - ANY NEW WATER SERVICE WORK WILL NEED TO BE REVIEWED AND INSPECTED BY INDIANOLA MUNICIPAL STANDARD.
  - CONTACT KURT RIPPERGER AT 515-962-5283 TO DISCUSS FIBER RELOCATION PRIOR TO POURING CONCRETE.
  - CONTRACTOR SHALL OBTAIN A TEMPORARY ROAD CLOSURE PERMIT FOR CONSTRUCTION OF THE SANITARY SEWER CONNECTION ON EAST SALEM AVENUE. THE PERMIT APPLICATION SHALL INCLUDE A TRAFFIC SIGNAGE PLAN FOR THE TEMPORARY ROAD CLOSURE COMPLYING WITH MUTCD STANDARDS.

| LEGEND |                            |
|--------|----------------------------|
|        | FILTER SOCK                |
|        | INLET PROTECTION           |
|        | PROPERTY LINE              |
|        | EXISTING FENCE             |
|        | EXISTING LOT LINE/EASEMENT |
|        | PROPOSED WATER SERVICE     |
|        | PROPOSED SANITARY SERVICE  |
|        | PROPOSED STORM SEWER       |
|        | PROPOSED SIDEWALK 4" PCC   |
|        | PROPOSED 6" PCC            |
|        | PROPOSED LANDSCAPE AREA    |
|        | EXISTING PCC               |
|        | EXISTING SIDEWALK PCC      |

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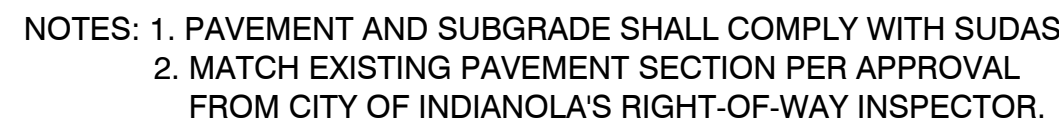
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| PROJECT NO. 112.001 | DATE                   |  |
|                     | BY                     |  |
|                     | REVISION               |  |
|                     | NO.                    |  |
| DESIGNED: RAH       | PROJECT NO.: 112.001   |  |
| DRAFTED: RAH        | FILE NUMBER: 112.001   |  |
| CHECKED: PDS        | SHEET NO.: C103        |  |
| SCALE: 1"=10'       | DATE: NOVEMBER 2, 2022 |  |

CHARLOTTE'S KITCHEN  
102 N. JEFFERSON WAY  
INDIANOLA, IOWA  
UTILITY PLAN

**LT LEON ASSOCIATES, INC.**  
500 EAST LOCUST STREET, SUITE 400  
DES MOINES, IOWA 50309  
office 515-427-7016  
www.ltleon.com

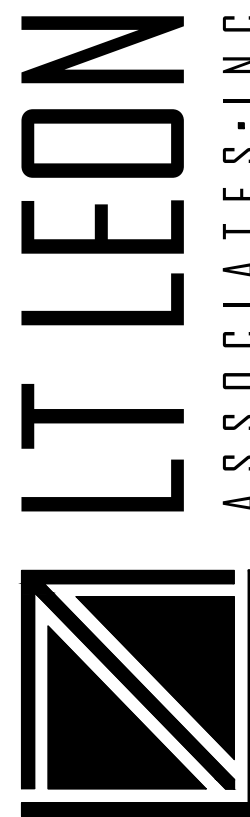
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| PROJECT NO. 112.001 |
| UTILITY PLAN        |
| SHEET NO.           |
| C103                |





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CHARLOTTE'S KITCHEN  
102 N. JEFFERSON WAY  
INDIANOLA, IOWA  
CONSTRUCTION DETAILS



500 EAST LOCUST STREET SUITE 400  
DENVER, CO 80202  
OFFICE 303.733.1100  
FAX 303.733.1101  
WWW.BENEFITCOUNCIL.ORG

PROJECT NO. 112.001

## CONSTRUCTION DETAILS

SHEET NO.

C104



NORTH JEFFERSON WAY

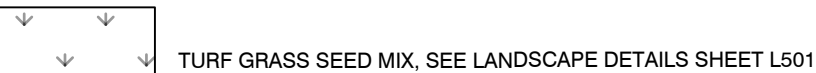
E SALEM AVE

**EXISTING LANDSCAPE:**  
LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY REPAIRS TO EXISTING SITE LANDSCAPING DUE TO NEW CONSTRUCTION INCLUDING, BUT NOT LIMITED TO:  
1. RE-SODDING/SEEDING OF DAMAGED/DISTURBED TURF GRASS SWALES;  
2. REPLACEMENT OF DAMAGED/DISTURBED TREES;AND  
3. RECONNECTION, REPLACEMENT, AND REINSTALLATION OF EXISTING IRRIGATION LINES AND EQUIPMENT THAT ARE BROKEN, INTERRUPTED, AND DEMOLISHED. CONTRACTOR SHALL INSTALL SLEEVING ACROSS NEW ROADWAY(S) AND SIDEWALK(S) TO RECONNECT EXISTING SYSTEM IF NECESSARY. FIELD VERIFY.

PLANT LIST

| KEY                    | QTY | PLANT NAME                                                                 | SIZE          | REMARKS                    | IOWA NATIVE |
|------------------------|-----|----------------------------------------------------------------------------|---------------|----------------------------|-------------|
| TREES                  |     |                                                                            |               |                            |             |
| NS                     | 2   | NYSSA SYLVATICA<br>BLACK TUPELO                                            | 2" GAL. B&B   | DECIDUOUS SHADE TREE       | NO          |
| QB                     | 5   | QUERCUS X BIMUNDORUM 'CRIMSCHMIDT'<br>CRIMSON SPIRE OAK                    | 2" GAL. B&B   | DECIDUOUS SHADE TREE       | NO          |
| CC                     | 4   | CERCIS CANADENSIS<br>EASTERN REDBUD                                        | 2" GAL. B&B   | ORNAMENTAL TREE            | YES         |
| SHRUBS                 |     |                                                                            |               |                            |             |
| SB                     | 10  | SPIRAEA X BUMALDA 'GOLDFLAME'<br>GOLDFLAME SPIREA                          | #3 GAL. CONT. | SHRUB SPACING PER PLAN     | NO          |
| LH                     | 20  | ITEA VIRGINICA 'LITTLE HENRY'<br>LITTLE HENRY SWEETSPIRE                   | #3 GAL. CONT. | SHRUB SPACING PER PLAN     | YES         |
| VT                     | 3   | VIBURNUM TRILOBUM 'ALFREDO'<br>AMERICAN CRANBERRYBUSH VIBURNUM             | #3 GAL. CONT. | SHRUB SPACING PER PLAN     | YES         |
| PERENNIALS AND GRASSES |     |                                                                            |               |                            |             |
| EC                     | 9   | ECHINACEA PURPUREA<br>PURPLE CONEFLOWER                                    | #1 CONT.      | PERENNIAL SPACING PER PLAN | YES         |
| PA                     | 12  | PENNISETUM ALOPECUROIDES 'LITTLE BUNNY'<br>DWARF FOUNTAIN GRASS            | #1 CONT.      | GRASS SPACING PER PLAN     | NO          |
| SS                     | 28  | SCHIZACHYRIUM SCOPARIUM<br>LITTLE BLUESTEM                                 | #1 CONT.      | GRASS SPACING PER PLAN     | YES         |
| CA                     | 32  | CALAMAGROSTIS ACUTIFLORA KARL<br>FOERSTER KARL FOERSTER FEATHER REED GRASS | #1 CONT.      | GRASS SPACING PER PLAN     | NO          |

GRAPHIC SYMBOLS SUPERSEDE WRITTEN QUANTITIES WHERE DISCREPANCIES OCCUR.



TURF GRASS SEED MIX, SEE LANDSCAPE DETAILS SHEET L501

LANDSCAPE CALCULATIONS

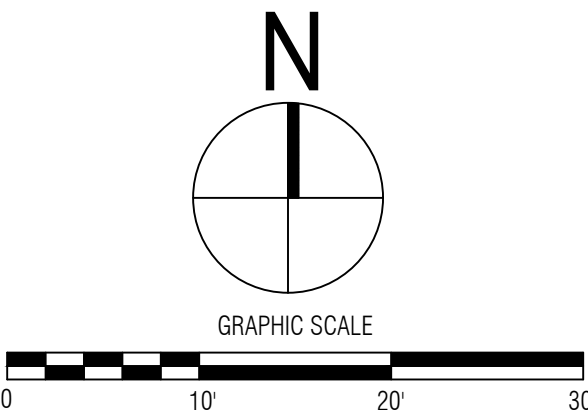
- NATIVE SPECIES: 64/125 = 51.2%  
NON-NATIVE SPECIES: 61/125 = 48.8%
- OPEN SPACE REQUIRED = 4,868 SF/24,340 = 20.0%  
OPEN SPACE PROPOSED = 5,101 SF/24,340 = 20.9%  
OPEN SPACE PLANTINGS REQUIRED:
- ONE (1) DECIDUOUS SHADE TREE, TWO(2) DECIDUOUS ORNAMENTAL TREES, AND TWO(2) SHRUBS FOR EVERY 2,000 SF OF REQUIRED OPEN SPACE
  - ONE(1)DECIDUOUS SHADE TREE, TWO(2) DECIDUOUS ORNAMENTAL TREES EVERY 50' WITHIN PARKING LOT SETBACK AREA = 200LF/50LF = 4
  - 4,868 SF REQUIRED OPEN SPACE / 2,000SF = 2
  - OPEN SPACE PLANTINGS REQUIRED =
    - 2 DECIDUOUS SHADE TREES
    - 4 DECIDUOUS ORNAMENTAL TREES
    - 2 SHRUBS
  - OPEN SPACE PLANTINGS PROPOSED =
    - 5 DECIDUOUS SHADE TREES
    - 4 DECIDUOUS ORNAMENTAL TREES
    - 30 SHRUBS
  - PARKING LOT SETBACK PLANTINGS REQUIRED =
    - 4 DECIDUOUS SHADE TREES
    - 8 DECIDUOUS ORNAMENTAL TREES
  - PARKING LOT SETBACK PLANTINGS PROPOSED =
    - 2 DECIDUOUS SHADE TREES
    - NO ADDITIONAL ROOM ON SITE THAT IS NOT WITHIN 4' OF A PAVED AREA FOR TREES.

LANDSCAPE NOTES

- SEE SHEET L501 FOR TREE PLANTING, SEEDING, DETAILS, AND IRRIGATION NOTES.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH ALL CITY OF INDIANOLA STANDARDS AND SPECIFICATIONS.
- LOCATE ALL EXISTING UTILITIES PRIOR TO INSTALLATION OF PLANT MATERIAL. NOTIFY OWNER OF ANY DISCREPANCIES BETWEEN FIELD CONDITIONS AND THOSE SHOWN ON THE PLAN.
- VERIFICATION OF TOTAL QUANTITIES AS SHOWN ON THE PLANT LIST SHALL BE THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR AND THE TOTAL QUANTITIES SHALL BE AS SHOWN ON THE PLAN.
- CONTRACTOR SHALL WARRANTY ALL PLANTS FOR ONE YEAR FROM FAILURE TO THRIVE, DEFECTS, DEATH, AND DISEASE.
- ALL PLANT MATERIAL SHALL CONFORM WITH THE STANDARDS SET FORTH IN THE LATEST EDITION OF THE 'AMERICAN STANDARD NURSERY STOCK' ANSI Z60 PUBLISHED BY THE AMERICAN ASSOCIATION OF NURSERYMEN.
- INSTALL HARDWOOD MULCH ROCK IN ALL PLANTING BEDS TO A MINIMUM DEPTH OF 3". MULCH SHALL BE INSTALLED 2" BELOW FINISH SURFACE. MULCH SAMPLE TO BE SUBMITTED TO OWNER FOR APPROVAL PRIOR TO INSTALLATION.
- ESTABLISH POSITIVE DRAINAGE IN ALL PLANTING BEDS AND AWAY FROM BUILDINGS AND STRUCTURES.
- APPLY PRE-EMERGENT HERBICIDE TO ALL NEW PLANTING BEDS AT AT MANUFACTURER'S RECOMMENDED RATE PRIOR TO INSTALLATION OF MULCH.
- DO NOT INSTALL PLANT MATERIAL IN IMPERVIOUS SOILS, (i.e. HOLES WHICH , WHEN FILLED WITH WATER, DO NOT COMPLETELY DRAIN WITHIN TWO HOURS.)
- ANY TREE WRAP SHALL BE REMOVED IMMEDIATELY AFTER INSTALLATION.
- TURF AREAS SHALL BE BACKFILLED WITH IMPORTED TOPSOIL TO WITHIN 1" OF THE TOP OF CURBS AND FINISHED SURFACES (SIDEWALKS, TRAILS, ETC.) WHERE APPLICABLE. COORDINATE WITH CIVIL ENGINEER PLANS FOR SUBGRADE ELEVATIONS.
- SHRUB AREAS SHALL BE BACKFILLED WITH IMPORTED TOPSOIL TO WITHIN 2" OF THE TOP OF CURBS AND FINISHED SURFACES (SIDEWALKS, TRAILS, ETC.) WHERE APPLICABLE. COORDINATE WITH CIVIL ENGINEER PLANS FOR SUBGRADE ELEVATIONS.
- ALL PLANTING BEDS TO BE EXCAVATED DOWN TO DEPTH OF 12" MINIMUM. BACKFILL WITH TOPSOIL PER SUDAS SPECIFICATIONS.
- SPADE EDGE ALONG ALL PLANTING BEDS WHERE THE BEDS ARE ADJACENT TO TURF GRASS.
- BEFORE BACKFILLING WITH IMPORTED TOPSOIL, LANDSCAPE CONTRACTOR SHALL LOOSEN THE TOP 4-6" OF COMPACTED SUBGRADE BY ROTOTILLING OR OTHER APPROVED METHOD.
- ALL TURF AREAS/DISTURBED AREAS TO BE SEEDDED/SODDED PER SPECIFICATIONS.
- ALL LANDSCAPE AREAS TO RECEIVE AUTOMATIC IRRIGATION.
- THE OWNER OF THE PARCEL SHALL BE RESPONSIBLE FOR THE REPLACEMENT OF ANY DEAD, DYING, OR DISEASES PLANT MATERIAL TO REMAIN IN COMPLIANCE WITH THE APPROVED LANDSCAPE PLAN.
- TREES MAY NOT BE LOCATED ANY CLOSER THAN FOUR(4) FEET TO THE EDGE OF ANY PARKING LOT, SIDEWALK, OR WALKWAY.
- 50% OF PLANTINGS SHALL BE SPECIES NATIVE TO IOWA.

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CHARLOTTE'S KITCHEN  
102 N. JEFFERSON WAY  
INDIANOLA, IOWA  
LANDSCAPE PLAN



PROJECT NO. 112.001

LANDSCAPE PLAN

SHEET NO.

L500



GENERAL PLANTING AND TOPSOIL NOTES:

1. THE CONTRACTOR SHALL MAINTAIN A QUALIFIED SUPERVISOR ON THE SITE AT ALL TIMES DURING CONSTRUCTION THROUGH COMPLETION OF FINAL PUNCHLIST WORK.
2. THE CONTRACTOR SHALL VERIFY ALL PLANT MATERIAL QUANTITIES PRIOR TO INSTALLATION. ANY PLANT MATERIAL QUANTITIES LISTED ARE FOR THE CONVENIENCE OF THE CONTRACTOR. ACTUAL NUMBER OF SYMBOLS SHALL HAVE PRIORITY OVER QUANTITY DESIGNATED.
3. THE CONTRACTOR SHALL FURNISH AND PAY FOR ALL CONTAINER OR FIELD GROWN TREES, SHRUBS AND VINES, INCLUDING SEEDED AND SODDED TURF, HYDROMULCHES AND FLATTED GROUNDCOVERS. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE AND PAY FOR: PLANTING OF ALL PLANT MATERIALS; THE SPECIFIED GUARANTEE OF ALL PLANT MATERIALS; THE STAKING AND GUYING OF TREES AND THE CONTINUOUS PROTECTION OF ALL PLANT MATERIALS UPON THEIR ARRIVAL AT THE SITE. CONTRACTOR SHALL PROVIDE A WARRANTY ON ALL TREES, SHRUBS, AND PERENNIALS FOR ONE YEAR.
4. ALL PLANT MATERIAL SHALL BE SUBJECT TO APPROVAL BY THE LANDSCAPE ARCHITECT AND/OR OWNER PRIOR TO INSTALLATION.
5. TOPSOIL: TOPSOIL TO BE PLACED BY GENERAL/GRADING CONTRACTOR. COORDINATE TOPSOIL PLACEMENT WITH GENERAL/GRADING CONTRACTOR AND REFERENCE CIVIL SHEETS FOR MORE INFORMATION.

- ALL TURF GRASS AND NATIVE GRASS AREAS SHALL RECEIVE A MIN. OF 6" OF RESERVED OR IMPORTED TOPSOIL.
- ALL SHRUB AND GROUNDCOVER AREAS SHALL RECEIVE A MIN. OF 8" OF RESERVED OR IMPORTED TOPSOIL.
- TOPSOIL SHALL BE FREE OF ROCKS, BOULDERS, BRANCHES, STICKS, GARBAGE, ETC. AND SHALL BE SCREENED TO ELIMINATE ROCKS LARGER THAN 2" DIAMETER. IMPORTED TOPSOIL MIX IF USED SHALL CONTAIN 10% ORGANIC MATTER (40% COMPOST). SOIL PORTION MUST BE SANDY LOAM AS DEFINED BY THE USDA.
- SHRUB BEDS: PLACE 4" IMPORTED TOPSOIL MIX ON SURFACE AND TILL INTO 2" OF SOIL. PLACE SECOND LIFT OF 4" IMPORTED TOPSOIL MIX ON SURFACE. RAKE BEDS TO SMOOTH AND REMOVE SURFACE ROCKS OVER 2" DIAMETER.
- TURF GRASS AREAS: PLACE 3" IMPORTED TOPSOIL MIX ON SURFACE AND TILL INTO 2" OF SOIL. PLACE SECOND LIFT OF 3" IMPORTED TOPSOIL MIX ON SURFACE. WATER OR ROLL TO COMPACT SOIL TO 85% OF MAXIMUM. RAKE TO LEVEL AND SMOOTH AND REMOVE SURFACE ROCKS OVER 1" DIAMETER.
- NATIVE GRASS AREAS: PLACE 6" IMPORTED TOPSOIL MIX ON SURFACE AND DRAG OR RAKE TO SMOOTH. WATER OR ROLL TO COMPACT SOIL TO 85% OF MAXIMUM. RAKE TO LEVEL AND SMOOTH AND REMOVE SURFACE ROCKS OVER 1" DIAMETER.

6. FOR AREA TO BE LANDSCAPED, THE FOLLOWING AMENDMENTS SHALL BE UNIFORMLY BROADCAST AND THOROUGHLY INCORPORATED BY MEANS OF A ROTOTILLER OR EQUAL.

AMOUNT PER 1,000 SQUARE FEET: 15 LBS. 18-0-10 FERTILIZER

7. THIRTY (30) DAYS AFTER INSTALLATION ALL LANDSCAPE SHALL BE FERTILIZED WITH BEST FERTILIZER COMPANY 18-0-10 OR APPROVED EQUAL, APPLIED AT THE RATE OF SIX POUNDS (6 LBS.) PER 1,000 SQUARE FEET. FERTILIZER APPLICATION SHALL BE CONTINUED THEREAFTER AT MONTHLY INTERVALS.

HYDROSEEDING NOTES:

1. THE SEEDS TO BE DELIVERED TO THE JOB SITE IN UNOPENED BAGS BEARING THE SEED SUPPLIER'S TAG SHOWING THE PROPORTIONS AND MIX COMPONENTS OF THE SEED CONTAINED IN EACH BAG INCLUDING THE AREA TO BE COVERED BY THE SEED CONTAINED IN EACH BAG.

2. CONTRACTOR TO BRING TO THE JOB SITE THE PACKING LIST FROM THE SEED SUPPLIER LISTING ALL THE SEED DELIVERED TO THE JOB SITE. APPLICATION AND SEED SPECIES LISTED IN SPECIFICATIONS.

TURF GRASS HYDROSEED MIX: **TURF HYDRO-SEEDING MIX**

GRASS SEED - PROVIDE FRESH, CLEAN, NEW-CROP SEED COMPLYING WITH TOLERANCE OF PURITY AND GERMINATION ESTABLISHED BY THE OFFICIAL SEED ANALYSIS OF NORTH AMERICA. PROVIDE SEED MIXTURE COMPOSED OF GRASS SPECIES AND PERCENTAGES AS FOLLOWS:"

| GRASS SPECIES                 | PERCENTAGE |
|-------------------------------|------------|
| SUPER BLUE KENTUCKY BLUEGRASS | 40%        |
| CHIPSHOT PERENNIAL RYEGRASS   | 30%        |
| CREEPING RED FESCUE           | 30%        |

PROVIDE MIXTURE COMPOSED OF GRASS AND FERTILIZER IN PERCENTAGES AS FOLLOWS:

GRASS SEED: 6 LBS. PER 1000 SF  
ANY FERTILIZER USED FOR HYDROSEEDING WILL BE PHOSPHORUS FREE, 18-0-10+19S.

ALL SEEDING OF SLOPES SHALL BE INSTALLED WITH AN APPROVED TACKIFIER OR EQUIVALENT.

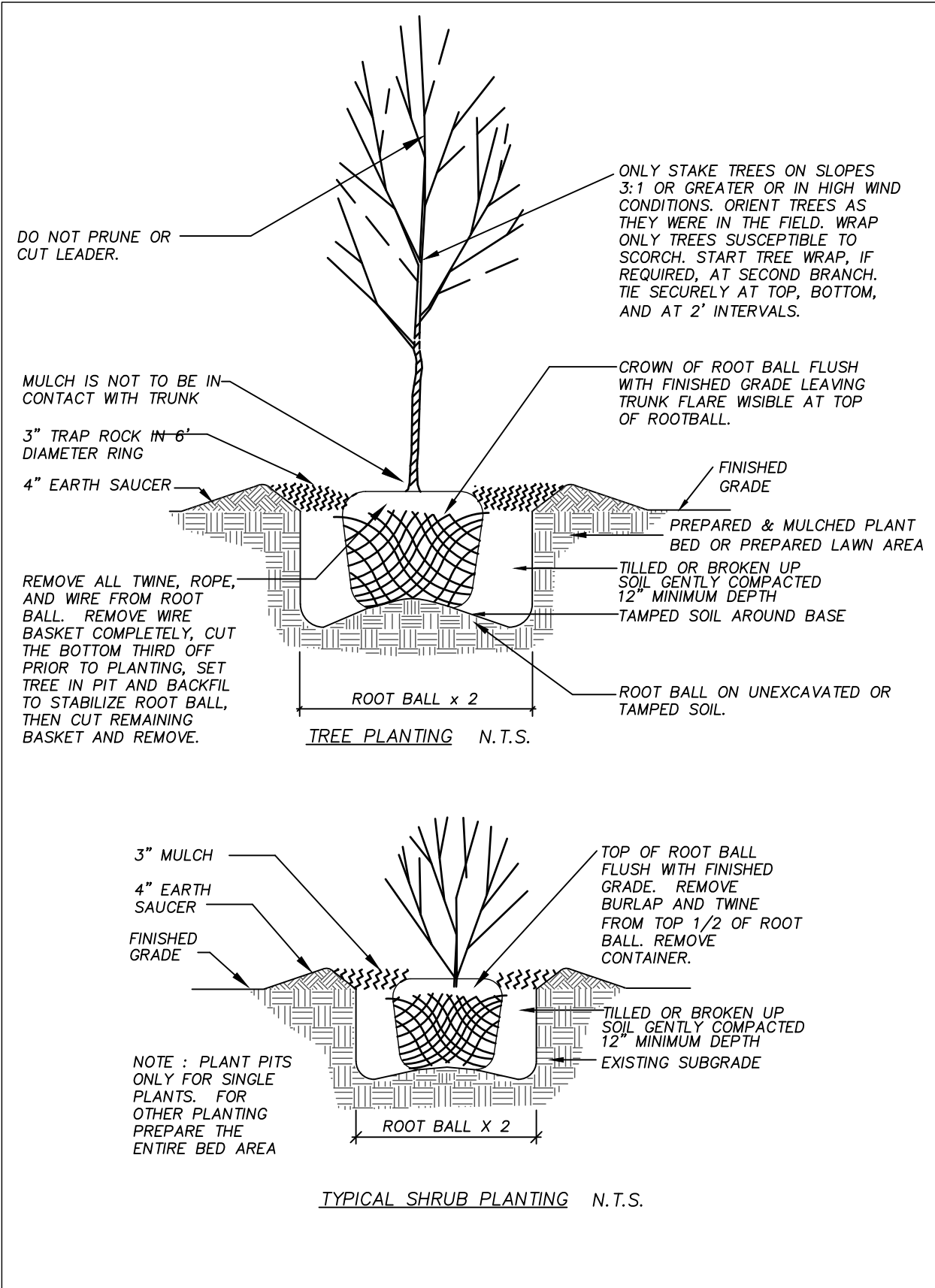
GENERAL TREE PLANTING NOTES:

1. PLANTING MATERIALS MUST MEET THE MINIMUM ACCEPTABLE STANDARD SET BY THE AMERICAN ASSOCIATION OF NURSERYMEN'S AMERICAN STANDARD FOR NURSERY STOCK.
2. ONLY CLASS 1 (SMALL GROWING) TREES ARE PERMITTED TO BE PLANTED UNDER OR WITHIN FIFTEEN FEET (15') OF OVERHEAD UTILITY LINES.
3. PRUNE ONLY BROKEN OR DAMAGED BRANCHES.
4. DO NOT APPLY FERTILIZER AT TIME OF PLANTING.
5. THE DEPTH OF THE ROOT BALL SHALL BE MEASURED FROM THE BOTTOM OF THE TRUNK FLARE TO THE BOTTOM OF THE BALL. HANDLE B&B PLANTS CAREFULLY WHEN TRANSFERRING TO PLANTING HOLE. DO NOT DROP. LIFT OR CARRY BY HOLDING THE ROOT BALL, NOT THE TRUNK.
6. REMOVE ANY EXCESS SOIL FROM TOP OF ROOT BALL TO EXPOSE THE TRUNK FLARE. PLANT WITH TRUNK FLARE LEVEL WITH OR UP TO 1" ABOVE FINISHED GRADE.
7. REMOVE ALL WIRE BASKETS, BURLAP, AND ROPE FROM ROOT BALL.
8. STRAIGHTEN OR CUT AND REMOVE ANY CIRCLING ROOTS.
9. BACKFILL PLANTING HOLE 2/3 FULL WITH EXISTING SOIL, SETTLE WITH WATER, CONTINUE TO FILL WITH SOIL, WATER AGAIN. WATER THOROUGHLY AFTER INSTALLATION TO ELIMINATE AIR POCKETS.
10. STAKES AND TIES. USE ONLY IF NECESSARY FOR STABILITY. SET STAKES PARALLEL TO PREVAILING WIND AND OUTSIDE THE ROOT BALL. TIES MUST BE WIDE (MINIMUM 1") FLEXIBLE BELT-LIKE STRAPPING. DO NOT USE ROPE OR WIRE. DO NOT OVER-TIGHTEN AROUND TREE. TIES SHOULD BE TIGHT ENOUGH TO SUPPORT THE TREE WHILE ALLOWING IT TO SWAY. REMOVE STAKES AND TIES WITHIN ONE YEAR.

PLANTING THE TREE:

PREPARE THE TREE

- REMOVE TAGS, TRUNK WRAP, TWINE FROM CROWN.
  - PRUNE BROKEN BRANCHES (TO LATERAL BRANCH, MAIN BRANCH, OR TREE TRUNK)
  - CHECK FOR GOOD TERMINAL LEADER. PRUNE TO A BUD IF TERMINAL IS BROKEN.
  - DIG TO FIND ROOT FLARE OF ALL TREES.
- PREPARE THE HOLE
- DETERMINE CORRECT DEPTH - MEASURE FROM BOTTOM OF POT/ROOTBALL TO BOTTOM OF ROOT FLARE OF ALL TREES.
  - ENLARGE WIDTH OF HOLE TO AT LEAST 3 TIMES WIDTH OF ROOTBALL.
  - ADJUST DEPTH OF HOLE ACCORDING TO ROOT BALL DEPTH (BOTTOM TO ROOT FLARE)
  - BE SURE TO COMPACT BOTTOM OF HOLE SO THAT TREE DOES NOT SINK LATER.
- TREE IN THE HOLE
- IF CONTAINER TREE - REMOVE FROM CONTAINER; CHECK FOR CIRCLING ROOTS - PULL THEM OUT OR, IF TOO LARGE TO STRAIGHTEN, CUT THEM TO BREAK CIRCLING
  - IF B&B - CUT/REMOVE BURLAP, REMOVE ENTIRE CAGE AND ALL BURLAP. BACKFILL HOLE. YOU MAY USE HANDS TO TAMP THE SOIL, BUT DO NOT OVER-COMPACT IT BY STOMPING, ETC. WATER
  - LIFT TREE INTO HOLE BY ROOT BALL;
  - PROVIDE ENOUGH WATER TO FILL THE HOLE
  - WAIT FOR WATER TO DRAIN THROUGH
  - APPLY MORE SOIL IF SETTING CAUSES THE FILL TO BE BELOW GRADE
  - USE ANY EXCESS SOIL TO FORM A BERM AROUND THE EDGES OF THE ROOT BALL
  - WATER AGAIN



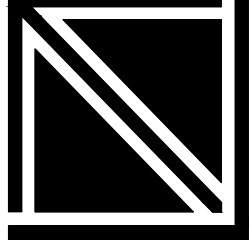
1 PLANTING DETAIL  
NOT TO SCALE



CALL 811 / 1-800-292-8989  
2 Working Days BEFORE YOU DIG  
DigSafeWait48.com

PRELIMINARY  
NOT FOR CONSTRUCTION

CHARLOTTE'S KITCHEN  
102 N. JEFFERSON WAY  
INDIANOLA, IOWA  
LANDSCAPE DETAILS



500 EAST LODGE STREET, SUITE 400  
DES MOINES, IOWA 50309  
www.ltleon.com

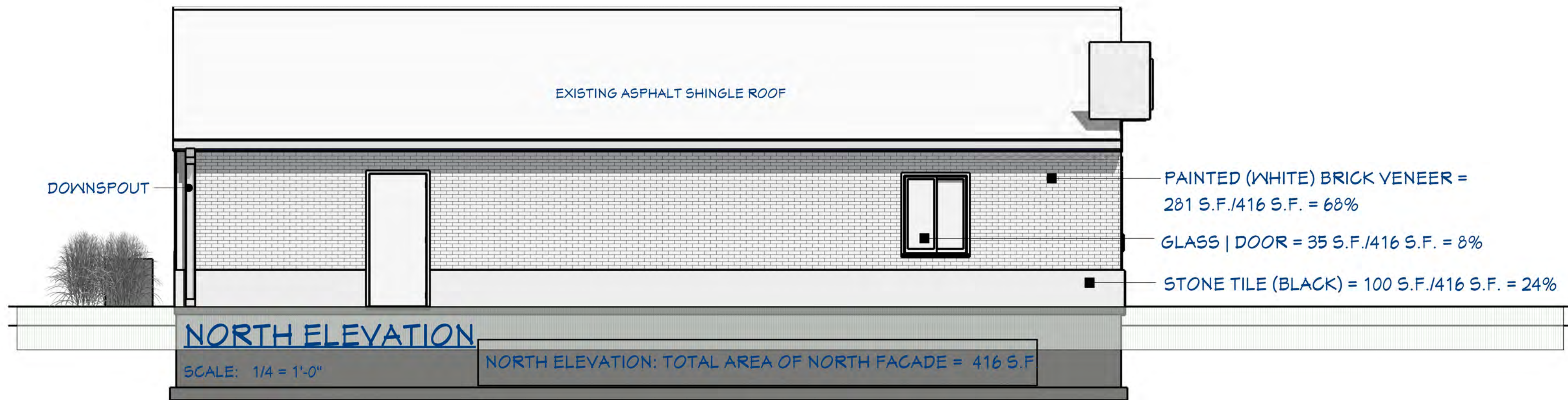
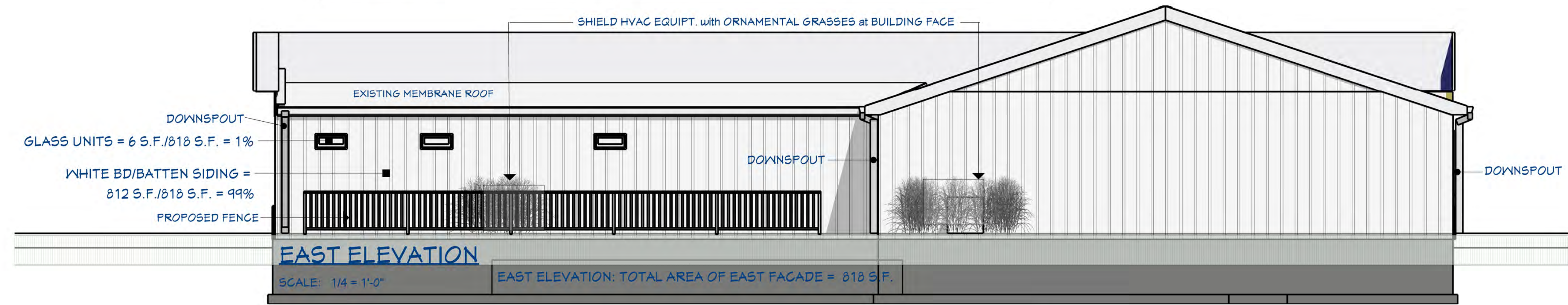
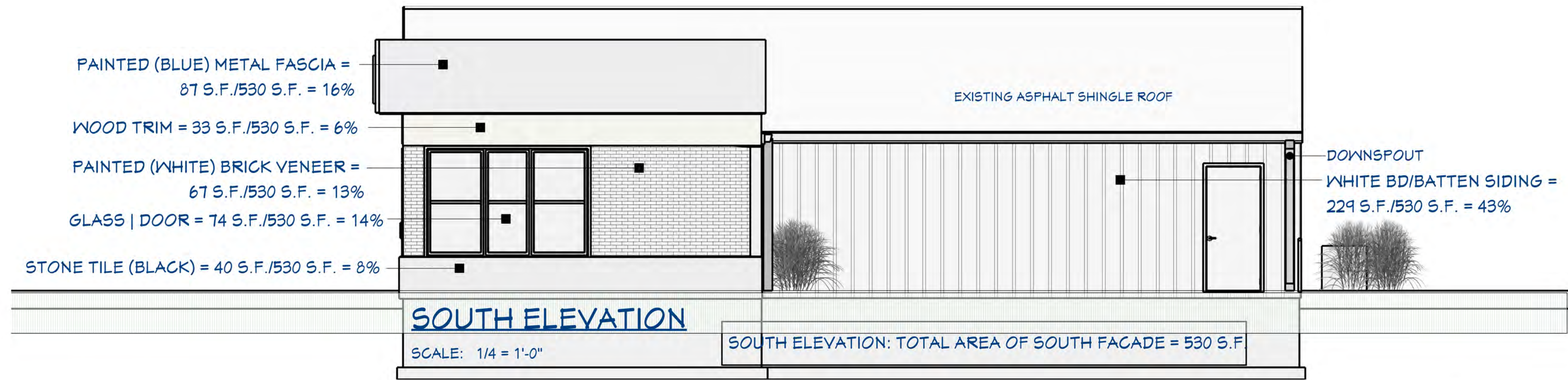
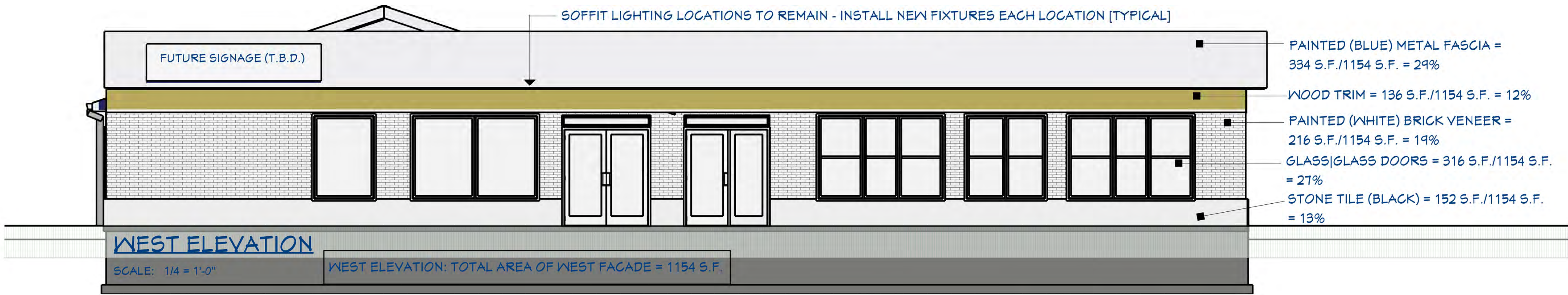
PROJECT NO. 112.001

LANDSCAPE DETAILS

SHEET NO.  
L501

Page 97 of 103





GRAYSCALE ARCHITECTURE, LLC

13762 MCGREGOR STREET  
INDIANOLA, IA 50125-8118  
515.423.8439

CIVIL ENGINEER  
LT Leon Associates Inc.  
500 E. Locust St. - Ste. 400  
DES MOINES, IA 50309-1900  
515.422.7016

GENERAL CONTRACTOR  
NEW ERA HOMES  
105 S. 20th STREET  
INDIANOLA, IA  
50125  
515.238.2877

PROJECT NAME

RENOVATION OF  
BUILDING FOR:

DANLEE CORP.  
102 N. JEFFERSON WAY  
INDIANOLA, IA  
50125

CHARLOTTE'S KITCHEN  
EPIC

DRAWING  
INFORMATION

ISSUED FOR:

ISSUE DATE:

06 | 06 | 2022

THIS DRAWING IS THE PROPERTY  
OF GRAYSCALE ARCHITECTURE, LLC.  
ANY USE WITHOUT WRITTEN  
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PROJECT INFORMATION

PROJECT No.:

22009

SHEET TITLE:

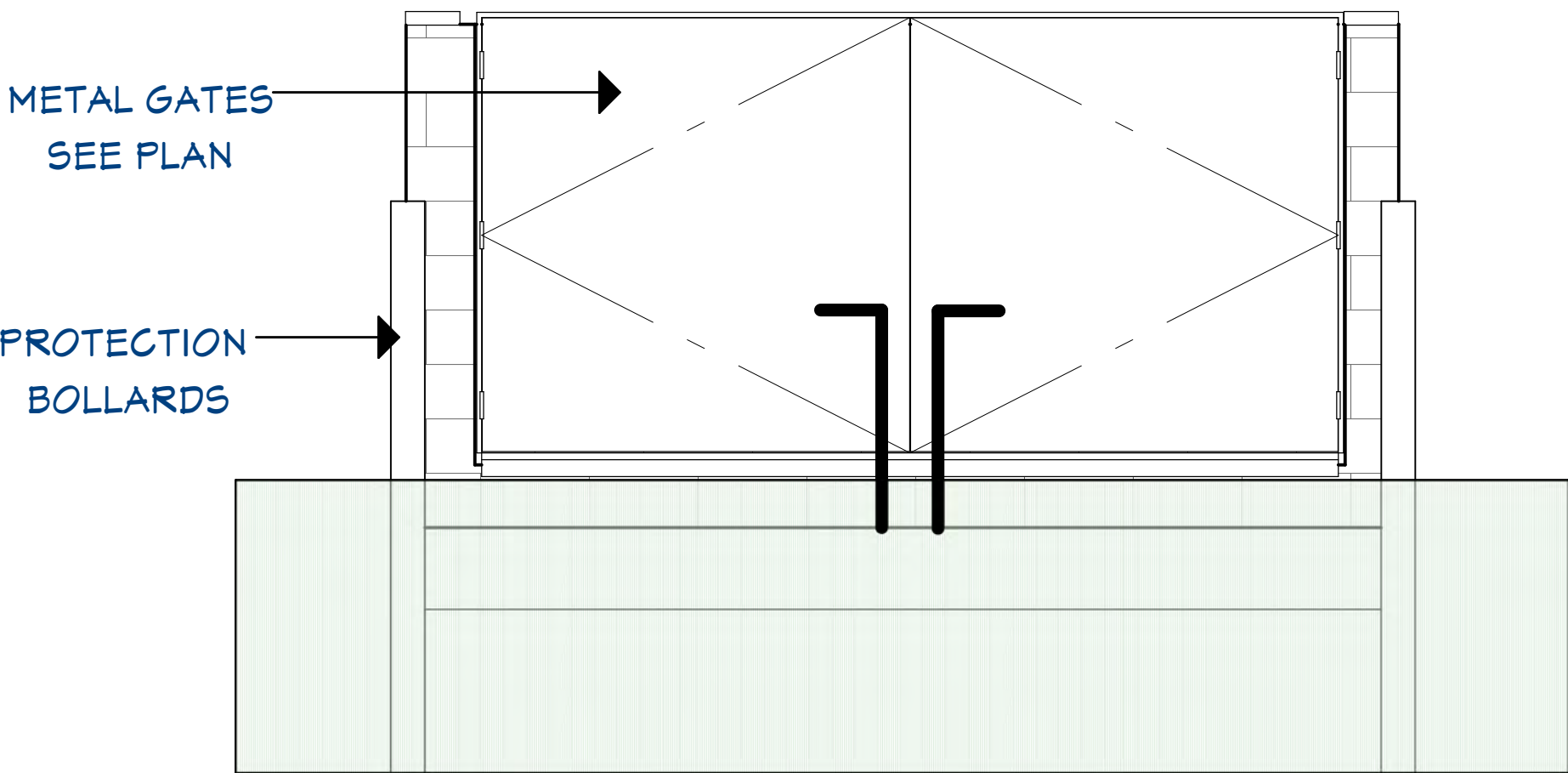
EXTERIOR  
ELEVATIONS

SHEET No.:

A.200

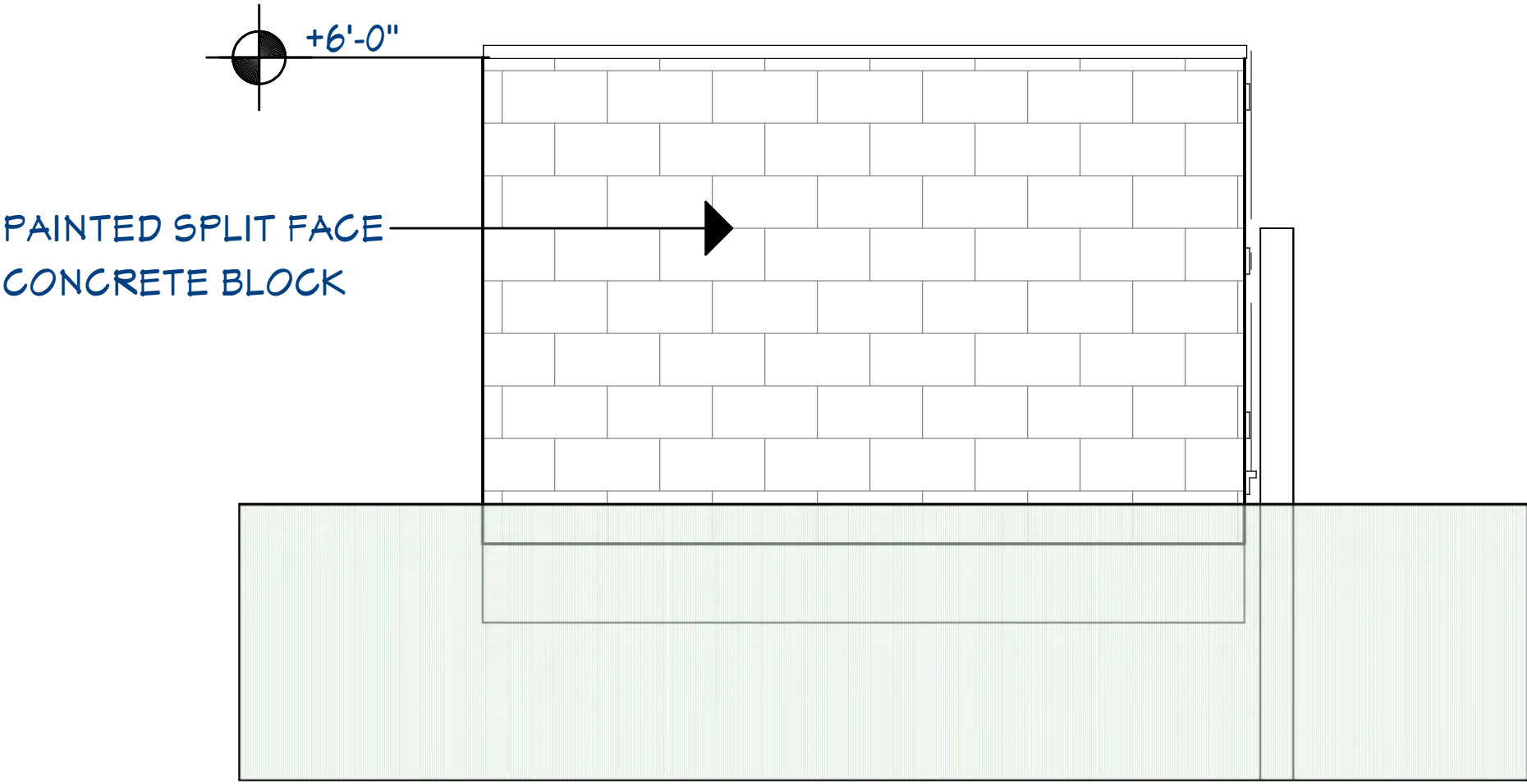


# SUPPLEMENTAL DRAWING



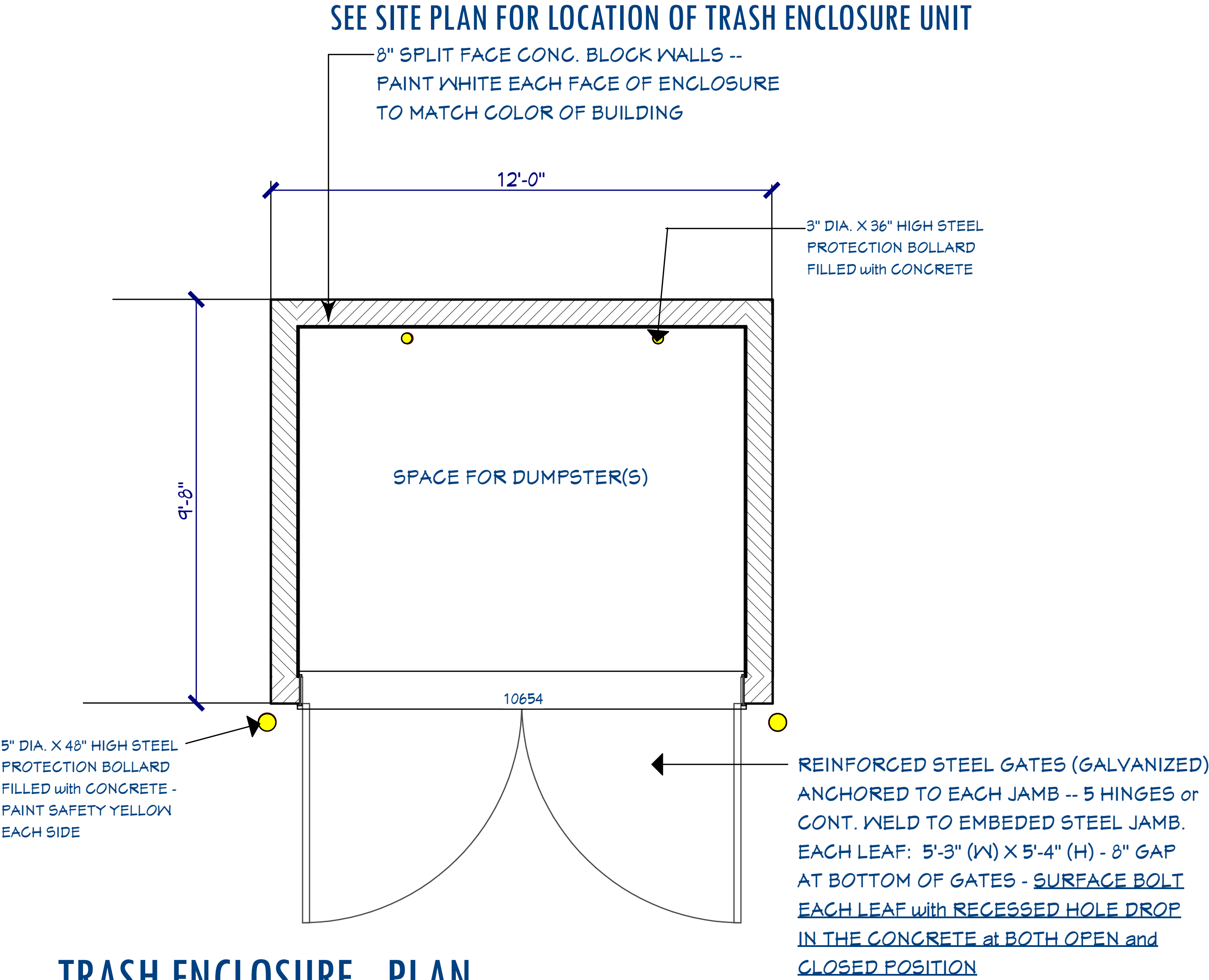
FRONT SIDE (WEST) ELEVATION

SCALE: 1/2" = 1'-0"



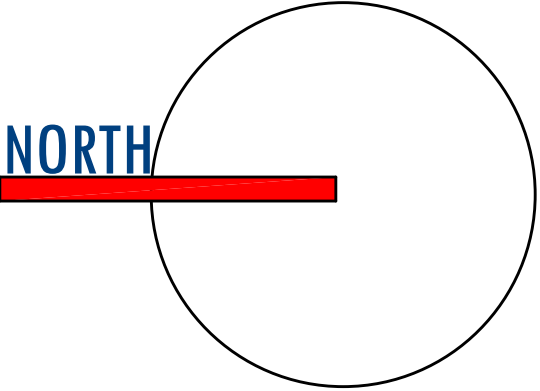
LEFT SIDE (NORTH) ELEVATION

SCALE: 1/2" = 1'-0"



TRASH ENCLOSURE - PLAN

SCALE: 1/2" = 1'-0"



GRAYSCALE ARCHITECTURE, LLC

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INDIANOLA, IA 50125-8118  
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INDIANOLA, IA  
50125  
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PROJECT NAME  
RENOVATION OF  
BUILDING FOR:  
  
DANLEE CORP.  
102 N. JEFFERSON WAY  
INDIANOLA, IA  
50125

CHARLOTTE'S KITCHEN  
EPIC

DRAWING  
INFORMATION  
ISSUED FOR:

ISSUE DATE:  
10 | 21 | 2022  
  
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PROJECT INFORMATION  
PROJECT No.:  
22009  
SHEET TITLE:  
TRASH  
ENCLOSURE

SHEET No.:  
SD.100



# MEMORANDUM

**To:** Planning and Zoning Commission

**From:**

**Date:** November 8, 2022

**Subject:** Discussion regarding future Planning and Zoning meeting schedule for 2023.

---

**Recommendation:**

**Attachments:** 1. 1. Memorandum



## COMMUNITY DEVELOPMENT

**To:** Planning and Zoning Commission  
**From:** Emily Rizvic, Associate Planner  
Charlie Dissell, Director  
**Date:** November 1, 2022  
**Subject:** Discussion regarding future Planning and Zoning meeting schedule for 2023

### Background

The City of Indianola Planning and Development Commission currently meets once a month, for a total of approximately 12 meetings per year. For the 2023 session, the commission met the 2<sup>nd</sup> Tuesday of each month, beginning at 6:00 p.m. This discussion is to discuss future meeting schedules for the Planning and Zoning Commission meetings in 2023.

### Cities Reoccurring Meeting Dates and Times

The following are reoccurring dates and times that other cities within the Des Moines Metro Area hosts Planning and Zoning Commission meetings:

| Municipality      | Number of Meetings per Month | Reoccurring meeting days and time                       |
|-------------------|------------------------------|---------------------------------------------------------|
| Altoona           | 1                            | 4 <sup>th</sup> Tuesday at 6:30 PM                      |
| Ankeny *          | 2                            | 1 <sup>st</sup> and 3 <sup>rd</sup> Monday at 6:30 PM   |
| Bondurant         | 2                            | 2 <sup>nd</sup> and 4 <sup>th</sup> Thursday at 6:00 PM |
| Clive             | 1                            | 1 <sup>st</sup> Thursday at 5:30 PM                     |
| Des Moines        | 2                            | 1 <sup>st</sup> and 3 <sup>rd</sup> Thursday at 6:00 PM |
| Grimes            | 1                            | 1 <sup>st</sup> Tuesday at 5:30 PM                      |
| Johnston *        | 2                            | 2 <sup>nd</sup> and last Monday at 7:00 PM              |
| Norwalk           | 2                            | 2 <sup>nd</sup> and 4 <sup>th</sup> Monday at 5:45 PM   |
| Pleasant Hill *   | 1                            | 1 <sup>st</sup> Monday at 5:30 PM                       |
| Urbandale         | 2-3                          | Every other Monday at 5:30 PM                           |
| Waukee            | 2                            | 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday at 6:00 PM  |
| West Des Moines * | 2                            | 2 <sup>nd</sup> and 4 <sup>th</sup> Monday at 5:30 PM   |
| Windsor Heights   | N/A – Held as needed         | N/A – 5:30 PM                                           |

\* Meeting schedules are adjusted for observed holidays

### City Observed Holidays

The following is a list of holidays that the city observes. On these dates, City Hall is closed to the public. These observed holidays can be found in the City of Indianola Employee Handbook.

- New Year's Day – January 1, 2023 (Sunday)\*
- Memorial Day – May 29, 2023 (Monday)
- President's Day – February 20, 2023 (Monday)

- Labor Day – September 4, 2023 (Monday)
- Thanksgiving Day – November 23-24 (Thursday and Friday)
- Independence Day – July 4, 2023 (Tuesday)
- Christmas Day – December 24-26 (Monday and Tuesday)





## Community Development

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

### Oct 2022 Permit Report

| Code                     | Type                    | Permits Issued          | # of Units | Amount         | Average      | Non-Taxable            |
|--------------------------|-------------------------|-------------------------|------------|----------------|--------------|------------------------|
| 101                      | Single Family Home      | 3                       | 3          | \$1,955,000.00 | \$651,666.67 |                        |
| 102                      | Single Family Attach    | 0                       | 0          | \$0.00         |              |                        |
| 103                      | Two Family              | 1                       | 1          | \$375,000.00   |              |                        |
| 104                      | Three or More Families  | 0                       | 0          | \$0.00         |              |                        |
|                          | Mobile Homes            | 0                       | 0          | \$0.00         |              |                        |
| 322                      | Service Stations        | 0                       |            | \$0.00         |              |                        |
| 324                      | Office                  | 0                       |            | \$0.00         |              |                        |
| 328                      | Non-resident buildings  | 1                       |            | \$3,970,000.00 | \$0.00       |                        |
| 329                      | Pool                    | 3                       |            | \$247,650.00   |              |                        |
| 434                      | Residential Add/Alt     | 8                       |            | \$62,263.00    | \$7,782.88   |                        |
| 437                      | Non-residential add/alt | 2                       |            | \$530,000.00   | \$265,000.00 |                        |
| 438                      | Res garage/carports     | 1                       |            | \$10,000.00    |              |                        |
| 645                      | Demo - sfd              | 0                       |            | \$0.00         |              |                        |
| 649                      | Demo - commercial       | 0                       |            | \$0.00         |              |                        |
| October Total            |                         | 19                      | 4          | \$7,149,913.00 |              |                        |
| <u>Residential Value</u> |                         | <u>Commercial Value</u> |            |                |              | <u>All Non-Taxable</u> |
| 37.1%                    |                         | 62.9%                   |            |                |              | 0.0%                   |

| YEAR TO DATE TOTAL       |                         |                         |            |                 |                |                        |
|--------------------------|-------------------------|-------------------------|------------|-----------------|----------------|------------------------|
| Code                     | Type                    | Permits Issued          | # of Units | Amount          | Average        | Non-Taxable            |
| 101                      | Single Family Home      | 39                      | 39         | \$14,289,771.00 | \$366,404.38   |                        |
| 102                      | Single Family Attach    | 0                       | 0          | \$0.00          |                |                        |
| 103                      | Two Family              | 1                       | 1          | \$375,000.00    |                |                        |
| 104                      | Three or More Families  | 0                       | 0          | \$0.00          |                |                        |
|                          | Mobile Homes            | 0                       | 0          | \$0.00          |                |                        |
| 322                      | Service Stations        | 0                       |            | \$0.00          |                |                        |
| 324                      | Office                  | 0                       |            | \$0.00          |                |                        |
| 328                      | Non-resident buildings  | 6                       |            | \$7,149,540.00  | \$1,191,590.00 |                        |
| 329                      | Pool                    | 9                       |            | \$557,785.00    |                |                        |
| 434                      | Residential add/alt     | 91                      |            | \$821,352.89    | \$9,025.86     |                        |
| 437                      | Non-residential add/alt | 7                       |            | \$3,240,500.00  | \$462,928.57   |                        |
| 438                      | Res garage/carports     | 10                      |            | \$197,600.00    |                |                        |
| 645                      | Demo - sfd              | 6                       |            | \$0.00          |                |                        |
| 649                      | Demo - commercial       | 1                       |            | \$0.00          |                |                        |
| YTD TOTAL                |                         | 170                     | 40         | \$26,631,548.89 |                |                        |
| <u>Residential Value</u> |                         | <u>Commercial Value</u> |            |                 |                | <u>All Non-Taxable</u> |
| 61.0%                    |                         | 39.0%                   |            |                 |                | 0.0%                   |