



DOWNTOWN SQUARE COMMISSION MEETING

February 21, 2023

9:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
 - A. Approval of the agenda for February's meeting.
- 4. Minutes Approval**
 - A. Approval of January's meeting minutes.
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
 - A. Consider Approval of a Sidewalk Agreement with Copper and Fringe, located at 124 West Ashland Avenue.
 - B. Consider Approval of a Sidewalk Agreement with Brickhouse Tavern, located at 107 North Buxton Street.
- 8. Comments**
- 9. Adjourn**



MEMORANDUM

To: Downtown Square Commission
From:
Date: February 21, 2023
Subject: Approval of January's meeting minutes.

Discussion:

Recommendation:

Attachments: 1. January Meeting Minutes



DOWNTOWN SQUARE COMMISSION MEETING

January 17, 2023

9:00 AM

City Council Chambers

Minutes

1. Call to Order

The meeting was called to order at 9:00 AM.

2. Roll Call

Board members present: Amanda Ripperger, Rob Keller, Kamie Haynes, Erica Roberts, Marvin Gribbins, Erin Freeburg

Staff members present: Charlie Dissell, Emily Rizvic, Miranda Chadwick, Mike Metcalf

3. Agenda Approval

A. Approval of January's meeting agenda

Kamie Haynes made a motion to approve the agenda.

Rob Keller seconded the motion.

Motion was passed.

4. Minutes Approval

A. Approval of December's meeting minutes

Rob Keller made a motion to approve the meeting minutes.

Erica Roberts seconded the motion.

The motion was passed.

5. Public Comment

6. Old Business

7. New Business

A. Discussion and Direction on Pedestrian Alley Lighting Options

A discussion was had regarding the lighting design. The commission would like to see an alley plan before deciding on a lighting design.

B. Discussion and Direction on Creation of a Historic District in the Downtown

The commission is on board with this but would like to know if this would impact things with Home Town Pride. Charlie will be checking on that. It is brought up that they would like to include the corridor between Simpson and the square as part of the historic district.

8. Comments

9. Adjourn

The meeting was adjourned at 9:34 AM.



MEMORANDUM

To: Downtown Square Commission

From: Charlie Dissell, Community and Economic Development Director

Date: February 21, 2023

Subject: Consider Approval of a Sidewalk Agreement with Copper and Fringe, located at 124 West Ashland Avenue.

Discussion: Morgan Christowski, owner of Copper and Fringe, is requesting approval of a temporary sidewalk sign to be located on the sidewalk adjacent to her business at 124 West Ashland Avenue.

The proposed sign is a sandwich board that is roughly four (4) square feet and three (3) feet tall. The sign will only be located on the sidewalk during business hours where a five (5) foot free walking path shall remain.

The City is named as an additional insured on a commercial general liability policy of \$1,000,000.

Recommendation: Staff recommends approval of the public sidewalk use application.

Attachments: 1. Application

PUBLIC SIDEWALK USE IN THE DOWNTOWN MIXED-USE ZONING DISTRICT

CITY OF INDIANOLA



The City of Indianola allows for use of public sidewalks to adjoining businesses located within the Downtown Mixed-Use Zoning District (C-3). The use of the sidewalks is limited to temporary sidewalk signs, tables, chairs and displays associated with the adjoining business.

As part of a sidewalk use agreement or any other outdoor seating area, fences not exceeding four (4) feet in height are permitted, and shall be constructed of wrought iron, aluminum, wood, polyvinyl chloride (PVC).

The City, with the approval of the Downtown Square Commission, has the authority to enter into sidewalk agreements with square

businesses which will include the following:

- Hold harmless agreement (to be executed after approval of the application)
- City as a “name insured” on a \$1,000,000 (where no liquor license is involved)
- 50 cents per square foot of occupied space
- Term agreed to annually

Any agreements that are “outside” the conditions above will be brought to the City Council for consideration, along with a recommendation from the Downtown Square Commission.

TEMPORARY SIDEWALK SIGNS

Temporary sidewalk signs associated with the adjoining business may be permitted on the public sidewalk within the Downtown Mixed-Use Zoning District (C-3), subject to the following conditions:

- Signs are permitted on all sidewalks provided there remains a free walking path with a minimum walking surface of five feet in width (four feet which must be ADA compliant)
- Signs shall not exceed nine (9) square feet in area.
- Signs shall not exceed five (5) feet in height.
- Signs are allowed during business hours only.

OUTDOOR ACCESSORIES AND DISPLAYS

Tables, chairs, and displays associated with the adjoining business shall be allowed in the C-3 zoning (Downtown Mixed-Use Zoning District) subject to the following conditions:

- Permitted on all sidewalks provided there remains a free walking path with a minimum walking surface of five feet in width (four feet which must be ADA-compliant)
- Allowed during business hours only (unless specifically authorized by the City of Indianola as part of an approved sidewalk agreement)
- Provide proof of public liability insurance in the amount of \$100,000.00

PUBLIC SIDEWALK USE APPLICATION

CITY OF INDIANOLA



BUSINESS INFORMATION

Business Name			
Business Address			
Owner Full Name			
Owner Address			
Owner City		State	
		Zip	

☐ TEMPORARY SIDEWALK SIGNS

SUBMITTAL REQUIREMENTS

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

- ☐ Completed Application
- ☐ Detailed plans indicating the following:
 - ☐ Length, width, height, and square feet of sign (may provide picture)
 - ☐ Location of sign and width of walking surface around sign
- ☐ Proof of public liability insurance in the amount of \$100,000 with the City named as additional insured.
- ☐ Filing fee: \$25

☐ OUTDOOR ACCESSORIES AND DISPLAYS

SUBMITTAL REQUIREMENTS

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

- ☐ Completed Application
- ☐ Detailed plans indicating the following:
 - ☐ Location of space used, showing total sq. ft. and width of walking surface remaining
 - ☐ Days/hours of when equipment will be located on sidewalks.
 - ☐ Pictures of equipment that will be placed on sidewalk
 - ☐ If a fence is proposed, plans showing material and height of fence
- ☐ Approved state liquor license, if alcohol is to be used in space
- ☐ Proof of public liability insurance in the amount of \$100,000 with City named as additional insured.
- ☐ Filing Fee: \$0.50/ sq. ft. of occupied space.







CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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

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

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
INSURER E :			
INSURER F :			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

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

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

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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MEMORANDUM

To: Downtown Square Commission

From: Charlie Dissell, Community and Economic Development Director

Date: February 21, 2023

Subject: Consider Approval of a Sidewalk Agreement with Brickhouse Tavern, located at 107 North Buxton Street.

Discussion: Amanda Ripperger, owner of Brickhouse Tavern, is requesting approval of two (2) temporary sidewalk signs and an outdoor seating area to be located on the sidewalk adjacent to her business at 107 North Buxton Street.

The proposed signs are sandwich boards that are roughly six (6) square feet and three (3) feet tall. The signs will only be located on the sidewalk during business hours where a five (5) foot free walking path shall remain. Additionally, the proposed outdoor seating area includes four (4) round tables that are four (4) feet in size, and include five (5) chairs each. The site plan shows that a nine (9) foot free walking path will remain.

The City is named as an additional insured on a commercial general liability policy of \$1,000,000, and the applicant does have outdoor service included in their State of Iowa alcoholic beverage license.

Recommendation: Staff recommends approval of the public sidewalk use application.

Attachments: 1. Application

PUBLIC SIDEWALK USE APPLICATION

CITY OF INDIANOLA



BUSINESS INFORMATION

Business Name	Brickhouse Tavern		
Business Address	107 North Buxton Street		
Owner Full Name	Amanda Ripperger		
Owner Address	6346 Kennedy Street		
Owner City	Prole	State	IA Zip 50229

☒ TEMPORARY SIDEWALK SIGNS

SUBMITTAL REQUIREMENTS

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

- ☒ Completed Application
- ☒ Detailed plans indicating the following:
 - ☐ Length, width, height, and square feet of sign (may provide picture)
 - ☐ Location of sign and width of walking surface around sign
- ☒ Proof of public liability insurance in the amount of \$100,000 with the City named as additional insured.
- ☒ Filing fee: \$25

☒ OUTDOOR ACCESSORIES AND DISPLAYS

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 - ☒ Days/hours of when equipment will be located on sidewalks.
 - ☒ Pictures of equipment that will be placed on sidewalk
 - ☒ If a fence is proposed, plans showing material and height of fence
- ☒ Approved state liquor license, if alcohol is to be used in space
- ☒ Proof of public liability insurance in the amount of \$100,000 with City named as additional insured.
- ☒ Filing Fee: \$0.50/ sq. ft. of occupied space. 24

PUBLIC SIDEWALK USE IN THE DOWNTOWN MIXED-USE ZONING DISTRICT

CITY OF INDIANOLA



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- Signs shall not exceed five (5) feet in height.
- Signs are allowed during business hours only.

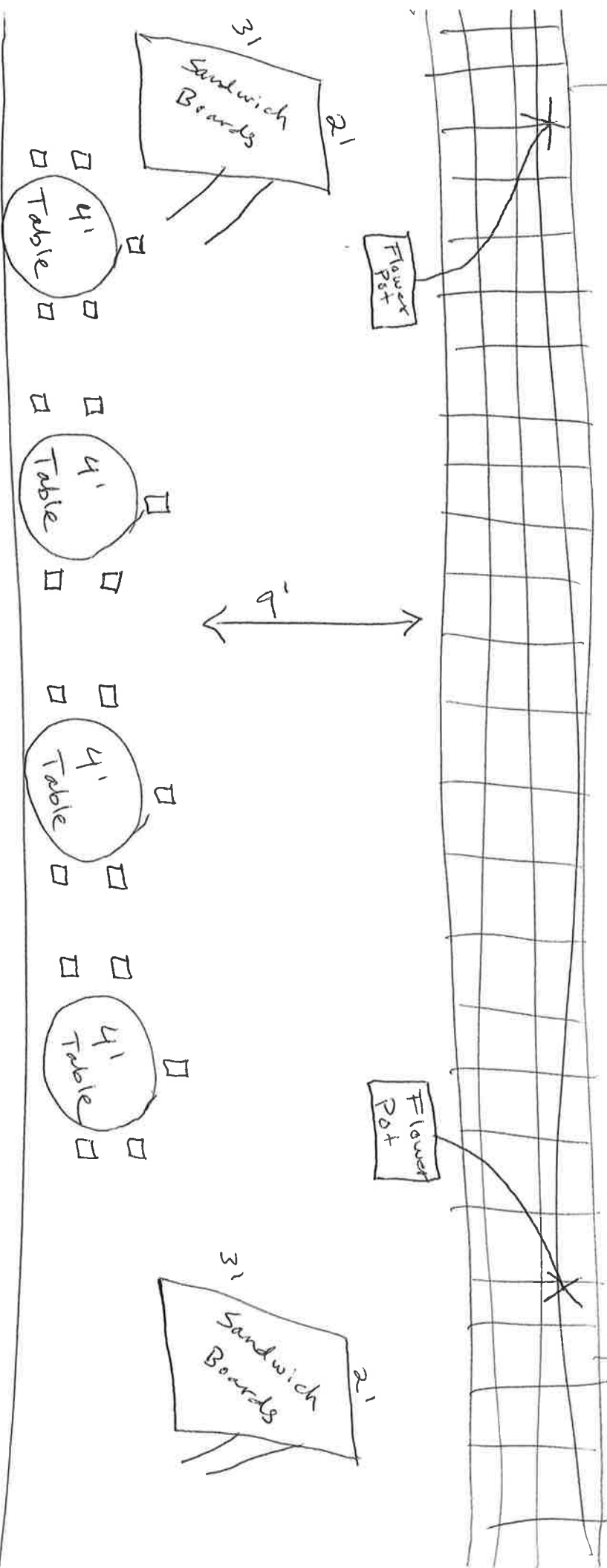
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- Allowed during business hours only (unless specifically authorized by the City of Indianola as part of an approved sidewalk agreement)
- Provide proof of public liability insurance in the amount of \$100,000.00

Hours -
 M-TH 4-10 pm
 F-Sun 11-10 pm

Patio



Brickhouse Building



State of Iowa

Alcoholic Beverages Division

LC0038878

January 1, 2023

December 31, 2023

LICENSE NUMBER

THE SP GRILL, INC.
Brickhouse Tavern
107 North Buxton St.
Indianola, Iowa 50125

EFFECTIVE DATE

EXPIRATION DATE

This license is a personal privilege and is subject to civil penalty, suspension, revocation or cancellation, as authorized pursuant to Iowa Code Ch. 123.

This license is not deemed to be property, nor is it subject to attachment, execution, assignment, nor is it alienable.

LICENSE AND PRIVILEGES		FEES
Class C Retail Alcohol License (Regular Fee)	01/01/2023 to 12/31/2023	\$1,690.00
Outdoor Service	01/01/2023 to 12/31/2023	\$0.00
Catering Privilege	01/01/2023 to 12/31/2023	\$0.00
TOTAL FEE:		\$1,690.00

IOWA ALCOHOLIC BEVERAGES DIVISION

STEPHEN LARSON

Administrator





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/25/2023

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PRODUCER	CONTACT NAME: Penny Fisher
RUDOLF INSURANCE CONSULTANTS	PHONE (A/C, No, Ext): 515-961-5085
123 N BUXTON	FAX (A/C, No): 515-961-5052
	E-MAIL ADDRESS: PFISHER@RUDOLFINSURANCE.COM
INDIANOLA IA 50125	INSURER(S) AFFORDING COVERAGE
	INSURER A: CONTINENTAL WESTERN INS CO
	INSURER B: Markel Insurance Company
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: 20230125082535190 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ LIQUOR LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	Y	CPA3155292-26	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☒ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y	Y	CPA3155292-26	01/01/2023	01/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$	Y	Y	CPA3155292-26	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	AWC0008806-03	01/01/2023	01/01/2024	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	BLANKET BUILDING & BPP \$1,000 DEDUCTIBLE	Y	Y	CPA3155292-26	01/01/2023	01/01/2024	\$5,926.500

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

THE CITY OF INDIANOLA IS NAMED AS AN ADDITIONAL INSURED

CERTIFICATE HOLDER	CANCELLATION
THE CITY OF INDIANOLA 110 N. 1ST ST. INDIANOLA IA 50125	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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