



PLANNING AND ZONING COMMISSION MEETING

January 23, 2024

6:00 PM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. Approval of November 14th's meeting minutes.
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
 - A. 2024 Annual Election of Officers
 - B. Approval of the 2024 Planning and Zoning Commission Calendar
 - C. Pickard Park Industrial Rezoning and FLUM Amendment
 1. Consider request from Eric Cannon for a Future Land Use Amendment for property identified 2103 E 2nd Avenue (Parcel #490/2329-0621)
 2. Consider the request from Eric Cannon to partially rezone property identified as 2103 E 2nd Avenue to the M-2 'General Industrial' Zoning District
 - D. Consider waiving right to review of a Land Division request for Matt Thomas, for a property located within two miles of the City of Indianola
 - E. Planning and Zoning Training
 - F. Annual Report
- 8. Comments**
 - A. Building Permit Report
 - B. Current Projects
- 9. Adjourn**



PLANNING AND ZONING COMMISSION MEETING

November 14, 2023

6:00 PM

City Council Chambers

Minutes

1. Call to Order

The meeting was called to order at 6:07.

2. Roll Call

Commission members present: Cortney Marmon, Misty Darling, Al Farris, Lin Stecker, Carrie Wordeman, Jake Vice, and Justin Noethe.

Staff members present: Ben Reeves, Charlie Dissell, Emily Rizvic, Miranda Chadwick.

There were many community members in attendance and a list is available if requested.

3. Agenda Approval

Al Farris made a motion to approve the agenda for the meeting.

Carrie Woerdeman seconded the motion.

Agenda was approved.

4. Minutes Approval

A. Approval of September 26th meeting minutes.

Misty Darling made a motion to approve the meeting minutes for Sept 26th.

Lin Stecker seconded the motion.

Motion was passed.

B. Approval of October 10th meeting minutes.

Al Farris made a motion to approve the meeting minutes for October 10th.

Jake Vice seconded the motion.

Motion was passed.

5. Public Comment

6. Old Business

7. New Business

A. Consider recommendation on request for approval of a Plat of Survey for Chad Daniels.

Al Farris made a motion to approve the request.
Misty Darling seconded the motion.
The motion was passed.

- B. Consider recommendation on a major site plan application for a General Industrial Use at 1601 E Orchard Place

Jake Vice made a motion to approve the request.
Lin Stecker seconded the motion.
The motion was passed.

- C. Consider the request from Eric Cannon to rezone property identified along North Jefferson Way and Kentucky Avenue to a Planned Unit Development (PUD) Zoning District.
- D. Emerald Bay Planned Unit Development (PUD)
 - 1. Consider the request from Wally Pelds for a Future Land Use Amendment for property identified as 2103 North Jefferson Way (Parcel #490/2413-0880)
 - 2. Consider the request from Wally Pelds to rezone property identified as 2103 North Jefferson Way to a Planned Unit Development (PUD) Zoning District.
- E. Deer Run Planned Unit Development (PUD)
 - 1. Consider the request from Wally Pelds for a Future Land Use Amendment for property identified as the Deer Run Golf Course.
 - 2. Consider the request from Wally Pelds to rezone property identified as the Deer Run Golf Course to a Planned Unit Development (PUD) Zoning District.
- F. Consider recommendation on the rezoning from the General Industrial (M-2) and Single Family Residential Attached (R-2) zoning districts to the Multi-family Residential (R-3) zoning district for land located at 704 N 6th Street, 810 N 6th Street, and 917 E Iowa Avenue.

8. Comments

- A. Building Permit Report
- B. Current Projects

9. Adjourn

The meeting was adjourned at 11:05.



MEMORANDUM

To: Planning and Zoning Commission

From: Charlie Dissell, Deputy City Manager Development and Operations, Emily Rizvic, Associate Planner

Date: January 23, 2024

Subject: 2024 Annual Election of Officers

Recommendation:

Attachments: None



MEMORANDUM

To: Planning and Zoning Commission

From: Charlie Dissell, Deputy City Manager Development and Operations, Emily Rizvic, Associate Planner

Date: January 23, 2024

Subject: Approval of the 2024 Planning and Zoning Commission Calendar

Recommendation: Staff recommends adopting the 2024 meeting schedule, as provided.

Attachments: 1. Planning and Zoning 2024

Planning and Zoning Commission — Submittal Schedule

The City of Indianola Planning and Zoning Commission (P&Z) meets the 2nd and 4th Tuesday of each month at 6:00PM in the City Council Chambers. The Commission reviews rezonings, land division requests, annexations, and vacations. Agenda packets are available to the public the Friday prior to the meeting. For more information, please contact the [Community Development Department](#).



2024 PLANNING AND ZONING SUBMITTAL SCHEDULE

P&Z MEETING DATES	REVIEW DEADLINE ¹	PUBLIC NOTICE MAILINGS AND SIGNAGE	CITY COUNCIL SITE PLANS AND LAND DIVISIONS	CITY COUNCIL PUBLIC HEARINGS	CITY COUNCIL ORDINANCE APPROVAL
January 9, 2024	December 22, 2023*	12/29/23	January 16, 2024*	February 5, 2024	March 4, 2024
January 23, 2024	January 8, 2024	1/12/24	February 5, 2024	February 20, 2024*	March 18, 2024
February 13, 2024	January 29, 2024	2/2/24	February 20, 2024*	March 18, 2024	April 15, 2024
February 27, 2024	February 12, 2024	2/26/24	March 4, 2024	April 1, 2024	May 6, 2024
March 12, 2024	February 26, 2024	3/1/24	March 18, 2024	April 15, 2024	May 20, 2024
March 26, 2024	March 11, 2024	3/15/24	April 1, 2024	May 6, 2024	June 3, 2024
April 9, 2024	March 25, 2024	3/29/24	April 15, 2024	May 6, 2024	June 3, 2024
April 23, 2024	April 8, 2024	4/12/24	May 6, 2024	June 3, 2024	July 1, 2024
May 14, 2024	April 29, 2024	5/3/24	May 20, 2024	June 17, 2024	July 15, 2024
May 28, 2024	May 13, 2024	5/17/24	June 3, 2024	July 1, 2024	August 5, 2024
June 11, 2024	May 24, 2024*	5/31/24	June 17, 2024	July 15, 2024	August 19, 2024
June 25, 2024	June 10, 2024	6/14/24	July 1, 2024	August 5, 2024	September 3, 2024*
July 9, 2024	June 24, 2024	6/28/24	July 15, 2024	August 5, 2024	September 3, 2024*
July 23, 2024	July 8, 2024	7/12/24	August 5, 2024	September 3, 2024*	October 7, 2024
August 13, 2024	July 29, 2024	8/2/24	August 19, 2024	September 3, 2024*	October 7, 2024
August 27, 2024	August 12, 2024	8/16/24	September 3, 2024*	October 7, 2024	November 4, 2024
September 10, 2024	August 26, 2024	8/30/24	September 16, 2024	October 7, 2024	November 4, 2024
September 24, 2024	September 9, 2024	9/13/24	October 7, 2024	November 4, 2024	December 2, 2024
October 8, 2024	September 30, 2024	10/4/24	October 21, 2024	November 18, 2024	December 16, 2024
October 22, 2024	October 7, 2024	10/11/24	November 4, 2024	December 2, 2024	January 6, 2025
November 12, 2024	October 28, 2024	11/1/24	November 18, 2024	December 16, 2024	January 20, 2025
November 26, 2024	November 8, 2024*	11/15/24	December 2, 2024	January 6, 2024	February 3, 2025
December 10, 2024	November 25, 2024	11/27/24*	December 16, 2024	January 6, 2025	February 17, 2025

1. ALL REQUIRED INFORMATION AND ATTACHMENTS AND PAYMENTS MUST BE PROVIDED AT TIME OF SUBMITTAL, IN ORDER TO BE CONSIDERED COMPLETE. STAFF COMMENTS AND REVIEWS MUST BE ADDRESSED OR ACKNOWLEDGED PRIOR TO P&Z REVIEW.

* DATES ADJUSTED FOR OBSERVED HOLIDAYS



MEMORANDUM

To: Planning and Zoning Commission

From: Charlie Dissell, Deputy City Manager Development and Operations, Emily Rizvic, Associate Planner

Date: January 23, 2024

Subject: Pickard Park Industrial Rezoning and FLUM Amendment

Recommendation: 7.C.1 Consider request from Eric Cannon for a Future Land Use Amendment for property identified as 2103 E 2nd Avenue (Parcel #490/2329-0621)

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

7.C.2 Consider request From Eric Cannon to partially rezone property identified as 2103 E 2nd Avenue to the M-2 'General Industrial' Zoning District

Staff recommends that the Indianola Planning and Zoning Commission move alternative 2, that the request be approved, with the following conditions:

1. That a buffer, according to Chapter 165.08 titled 'Open Space, Landscaping, and Buffering', be required between the proposed area for rezoning and dedicated parkland to the east.

Attachments:

1. 1. Staff Report
2. 2. Application
3. 3. Written Narrative
4. 4. Rezoning Map
5. 5. Conceptual Plan



COMMUNITY DEVELOPMENT

110 N. First Street, Indianola IA 50125-0299 • www.indianolaiowa.gov
(515) 961-9430 • comdev@indianolaiowa.gov

STAFF REPORT

PLANNING AND ZONING COMMISSION

Date of Meeting: January 23, 2024

Agenda Item: 7.C.1 Consider request from Eric Cannon for a Future Land Use Amendment for property identified 2103 E 2nd Avenue (Parcel #490/2329-0621)

7.C.2 Consider the request from Eric Cannon to partially rezone property identified as 2103 E 2nd Avenue to the M-2 '*General Industrial*' Zoning District

Application Type: Comprehensive Plan Amendment and Rezoning

Applicant: Eric Cannon

Property Owner: I-Town Investment Group LLC

Property Address/Parcel: 2103 E 2nd Avenue (Parcel #490/2329-0621)

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

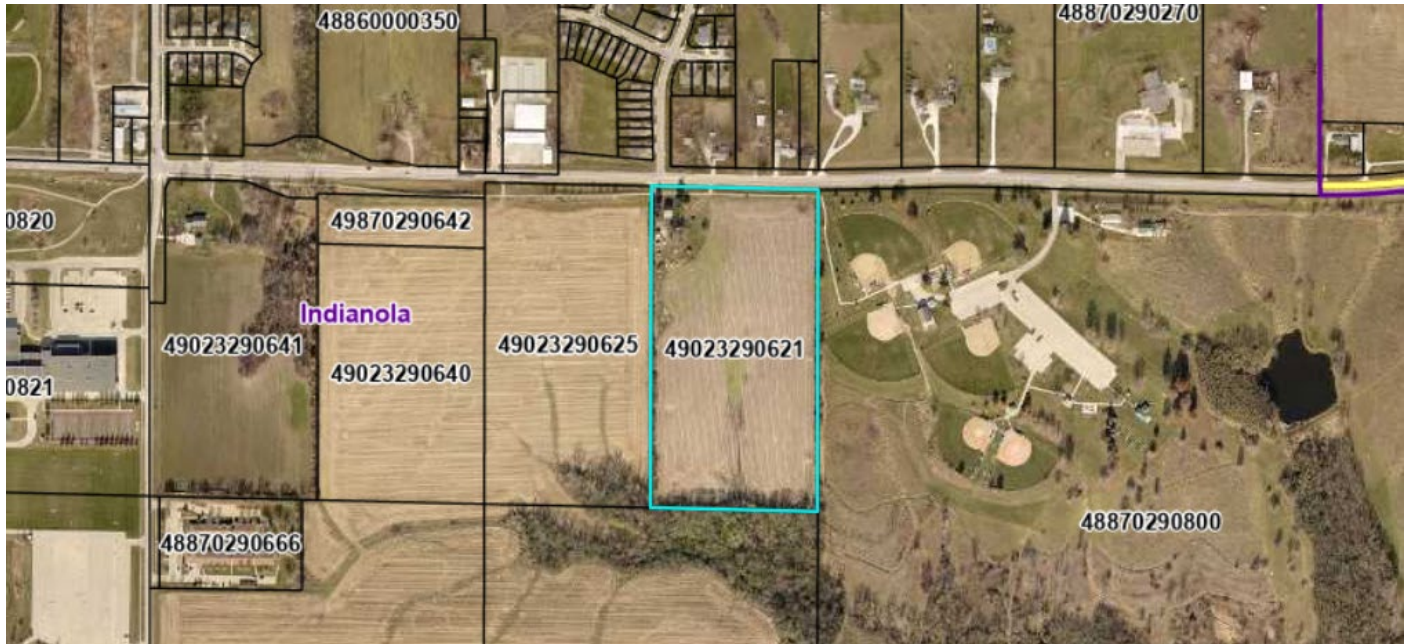
Application Summary

Eric Cannon is requesting an amendment to the Future Land Use Map (FLUM) in the 'Elevate Indianola' Comprehensive Plan and a partial rezoning to the M-2 '*General Industrial*' Zoning District.

Agenda Item: 7.C.1 Consider request from Eric Cannon for a Future Land Use Amendment for property identified 2103 E 2nd Avenue (Parcel #490/2329-0621)

7.C.2 Consider the request from Eric Cannon to partially rezone property identified as 2103 E 2nd Avenue to the M-2 'General Industrial' Zoning District

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, 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

Agenda Item: 7.C.1 Consider request from Eric Cannon for a Future Land Use Amendment for property identified 2103 E 2nd Avenue (Parcel #490/2329-0621)

7.C.2 Consider the request from Eric Cannon to partially rezone property identified as 2103 E 2nd Avenue to the M-2 'General Industrial' Zoning District

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

Subject Property

Eric Cannon has submitted a rezoning and comprehensive plan amendment request to the Future Land Use Map (FLUM), on behalf of I Town Investment Group LLC, for property addressed as 2103 E 2nd Avenue (Parcel #490/2329-0621). The request is to partially rezone the southern portion of the property to the M-2 '*General Industrial*' Zoning District and amend the FLUM to guide for future land uses as industrial. The property is currently zoned for the C-2 '*Highway Commercial*' Zoning District.

The property is approximately 18.95-acres in size and contains a single-family dwelling (1923) with multiple accessory structures. The applicant has indicated intent on demolishing the dwelling. The property is also in row-crop production. To the north of the subject property exists four properties with single-family dwellings. To the east is Pickard Park. To the south is an approximate 39.00-acre vacant property zoned for the A-1 '*Agricultural*' zoning district that is in row-crop production. To the west is an 18.33-acre vacant property zoned for the A-1 zoning district.

The property fronts along East 2nd Avenue (Highway 92). According to the Iowa Department of Transportation, this portion of Highway 92 has an Average Annual Daily Traffic (AADT) of 5,800 vehicles and was last counted in 2022.

The property does appear to contain environmentally sensitive features such as heavy woodlands and a creek near the south property line. No floodplain is recorded for the site.

Future Land Use

According to the 'Elevate Indianola' Comprehensive Plan, the future land use of this area is designated as Community Mixed Use, calling for low/medium density residential uses, commercial uses such as retail, office, restaurants, bars, and personal/business services, overnight accommodations, and automobile-oriented uses.

The amendment to the comprehensive plan would guide for Industrial, with uses such as office/warehouse buildings, manufacturing, and other industrial uses, as well as any

Agenda Item: 7.C.1 Consider request from Eric Cannon for a Future Land Use Amendment for property identified 2103 E 2nd Avenue (Parcel #490/2329-0621)

7.C.2 Consider the request from Eric Cannon to partially rezone property identified as 2103 E 2nd Avenue to the M-2 'General Industrial' Zoning District

accessory/support uses such as restaurants serving an adjacent office park. Uses for the site are speculative, however the applicant has indicated outdoor storage or storage units as a potential use for the site.

The applicant has provided a conceptual plan for the subject property which shows the following:

- Approximately 6-acres of commercial, to remain as C-2 '*Highway Commercial*' Zoning
- Approximately 10-acres of industrial, to be rezoned as M-2 '*General Industrial*' Zoning
- Street Lot 'A', which would provide a future connection and intersection from South 20th Street.
- Street Lot 'B' which would extend southernly and be terminated by cul-de-sac.

When considering a rezoning and future land use map amendment, the Planning & Zoning Commission should take into account the following: The Comprehensive Plan, Consistency with the Zoning Code, Spot-Zoning, and public input.

Comprehensive Plan

When a city considers a rezoning ordinance, it must find the rezoning is consistent with its Future Land Use Map (FLUM). The FLUM currently guides for Community Mixed Use, however the applicant is proposing to amend the FLUM designation to industrial. The amendment to the FLUM designation to industrial is necessary before rezoning the property to an industrial zoning to ensure consistency between the FLUM and Zoning Map.

The comprehensive plan currently states that "an additional 22-acres of industrial land use [is] needed" for the City of Indianola. Significant areas for future industrial uses should be identified on the FLUM map to support future economic growth and potential for large industrial development.

Compatibility guidelines on the FLUM map guide for avoiding "creating new areas of incompatibility between adjoining land uses, primarily through incorporating transitional land uses which reduce the degree of incongruity". Commercial FLUM designations and zoning are considered as transitional land use for industrial zoning districts, as intensity of land gradually increases. Additionally, the parkland to the east and highway to the north act as natural urban buffers from potential incompatibility that the potential industrial use may present.

Consistency with the Zoning Code

This item will be reviewed in detail if/when a subdivision/site plan application is received for the portion requested for M-2 'General Industrial' Zoning.

Spot Zoning

To determine whether illegal spot zoning has occurred, the courts consider the following:

1. The characteristics of surrounding property
2. The community's comprehensive plan
3. The protection and preservation of public health, justice, morals, order, safety and security, and welfare (police power)

Generally, as long as the FLUM amendment is approved as part of the rezoning ordinance, staff feel that spot zoning does not exist for this rezoning request. If the FLUM amendment were to be denied, staff would not support a rezoning request, as it would no longer be consistent with the comprehensive plan and could be considered as spot zoning.

Agenda Item: 7.C.1 Consider request from Eric Cannon for a Future Land Use Amendment for property identified 2103 E 2nd Avenue (Parcel #490/2329-0621)

7.C.2 Consider the request from Eric Cannon to partially rezone property identified as 2103 E 2nd Avenue to the M-2 'General Industrial' Zoning District

COMMENTS FROM THE GENERAL PUBLIC

Notification letters were mailed to surrounding property owners within 200 feet of the subject property on December 28, 2023, for the Planning and Zoning Commission meeting. At the time of writing this staff report, no public comment was received.

Notification letters were mailed to surrounding property owners again following the cancellation of the January 9, 2024, Planning and Zoning Commission meeting, which was cancelled due to inclement weather and lack of quorum on January 4, 2024. No public comment was 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

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

7.C.2 Staff recommends that the Indianola Planning and Zoning Commission move alternative 2, that the request be approved, with the following conditions:

1. That a buffer according to Chapter 165.08 titled 'Open Space, Landscaping, and Buffering' be required between the proposed area for rezoning and dedicated parkland to the east.

LAND USE CHANGE APPLICATION		Community Development 110 North 1 st Street, Indianola, Iowa 50125-0299 (515) 961-9430 • comdev@indianolaiowa.gov	
PROPERTY OWNER (Last Name) <u>I Town Investment Group LLC</u> (First Name) _____ (Address) <u>2103 E 2nd Ave</u> (City) <u>Indianola</u> (State) <u>IA</u> (Zip) <u>50125</u> (Phone) _____ (Email) _____		APPLICANT (if not Property Owner) (Last Name) <u>Same</u> (First Name) _____ (Address) _____ (City) _____ (State) _____ (Zip) _____	
☒ COMPREHENSIVE PLAN AMENDMENT Submittal Requirements: <i>All submittal requirements must be completed. Incomplete applications will not be considered</i> ☒ Completed Application ☒ Property Address: <u>2103 E 2nd Ave</u> ☒ Filing Fee: <u>\$300</u> ☒ Current Designation: <u>Community mixed use</u> Proposed Designation: <u>Industrial</u> ☒ 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: <i>All submittal requirements must be completed. Incomplete applications will not be considered</i> ☒ Completed Application ☒ Property Address: <u>2103 E 2nd Ave</u> ☒ Filing Fee: <u>\$300</u> ☒ Current Zoning: <u>C-2 Highway Commercial</u> Proposed Zoning: <u>M-2 General Industrial</u> ☒ Legal description (electronic in word format) ☒ All items as required by Section 165.39 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.		FOR OFFICE USE ONLY: Code to 45989 (Rezoning) 45681 (Comp Plan)	
Signature <u>[Signature]</u> Name (printed) <u>Lee T Adams Member</u> Date <u>1-2-2024</u>		Date Received: _____ Receipt No: _____ Receipt Amount: _____	

December 7, 2023

Mr. Charlie Dissell
Community & Economic Development Planning Director
City of Indianola
110 North 1st St
Indianola, Iowa 50125

RE: PICKARD INDUSTRIAL PARK
SOUTH HALF OF E 2103 E 2ND AVE CLUP AND REZONING
INDIANOLA, IOWA
S&A Project No. 123.1125.01

Dear Mr. Dissell,

On behalf of I Town Investment Group LLC, please find attached the accompanying documents outlining the requested Comprehensive Land Use Plan amendment and rezoning from C-2 Highway Commercial to M-2 General Industrial associated with the proposed development as previously discussed. The project will consist of a proposed 10-lot development with proposed detention basin, sidewalks, grading, pavements, and associated site infrastructure. The CLUP amendment and rezoning request is to allow for the development and zoning of industrial use lots.

Submittal materials are as follows:

1. Proposed Site Concept Plan,
2. Project Rezoning Map
3. CLUP Amendment and rezoning Application
4. Rezoning Fee for CLUP Amendment

Please place the CLUP and rezoning request on the next available Planning and Zoning Commission meeting in route to City Council for consideration for approval. Please let me know if you have any questions or require further information. Thank you.

Sincerely,

SNYDER AND ASSOCIATES, INC.



Eric D. Cannon, PE

Enclosure

Cc: Cody Sinclair, I Town Investment Group LLC



MEMORANDUM

To: Planning and Zoning Commission

From: Charlie Dissell, Deputy City Manager Development and Operations, Emily Rizvic, Associate Planner

Date: January 23, 2024

Subject: Consider request from Eric Cannon for a Future Land Use Amendment for property identified 2103 E 2nd Avenue (Parcel #490/2329-0621)

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

Attachments: None



MEMORANDUM

To: Planning and Zoning Commission

From: Charlie Dissell, Deputy City Manager Development and Operations, Emily Rizvic, Associate Planner

Date: January 23, 2024

Subject: Consider the request from Eric Cannon to partially rezone property identified as 2103 E 2nd Avenue to the M-2 'General Industrial' Zoning District

Recommendation: Staff recommends that the Indianola Planning and Zoning Commission move alternative 2, that the request be approved, with the following conditions:

1. That a buffer, according to Chapter 165.08 titled 'Open Space, Landscaping, and Buffering', be required between the proposed area for rezoning and dedicated parkland to the east.

Attachments: None



MEMORANDUM

To: Planning and Zoning Commission

From: Charlie Dissell, Deputy City Manager Development and Operations

Date: January 23, 2024

Subject: Consider waiving right to review of a Land Division request for Matt Thomas, for a property located within two miles of the City of Indianola

Recommendation: Staff recommends that the Indianola Planning and Zoning Commission move alternative 1, that the city waive subdivision authority.

Attachments:

1. Staff Report
2. Application
3. Plat of Survey
4. General Location



COMMUNITY DEVELOPMENT

110 N. First Street, Indianola IA 50125-0299 • www.indianolaiowa.gov
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STAFF REPORT

PLANNING AND ZONING COMMISSION

Date of Meeting: January 23, 2024

Agenda Item: 7.D Consider waiving right to review of a Land Division request for Matt Thomas, for a property located within two miles of the City of Indianola

Application Type: Land Division

Applicant: Matt Thomas

Property Owner: Donald and Deloris Vanryswyk Revocable Trust

Property Address/Parcel: 16867 Kendall Trail (Parcel #130/0027-0820)

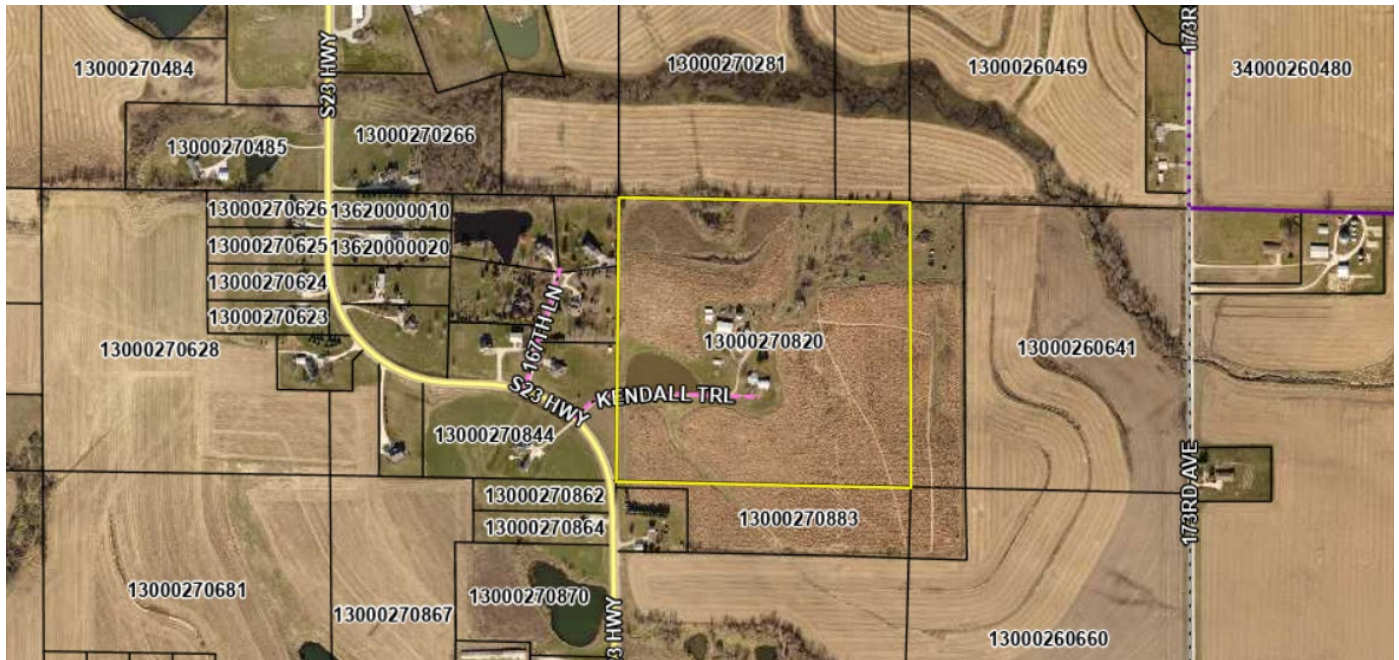
Current Zoning: A-1 'Agricultural' Zoning District (Unincorporated – Warren County)

Comprehensive Plan Designation: No Designation

Application Summary

Matt Thomas, on behalf of Mack Rankin, has submitted a land division request for property located outside of Indianola's Corporate limits but within the two-mile jurisdictional boundary of Indianola.

AERIAL MAP



APPLICABLE CODE SECTIONS

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

170.06 FINAL PLATTING PROCEDURE

1. A final plat shall be submitted within six months of the approval of the preliminary plat, or such approval shall expire and the preliminary plat shall be resubmitted for approval prior to the preparation of a final plat.
2. Procedures for final plats shall be the same as set out for preliminary plats in Section 170.05 above.
3. Upon approval of the final plat, a certification of approval signed by the Mayor and attested by the Clerk shall be affixed to the original tracing of the final plat and copies of the same filed with the Clerk, County Auditor and County Recorder, along with such other certifications and instruments that may be required by law.

170.10 FINAL PLAT REQUIREMENTS

The final plat shall meet the following specifications:

1. It may include all or only part of the preliminary plat.
2. The plat shall be drawn to the scale of 50 feet to one inch, provided that if the resulting drawing would be over 36 inches in its shortest dimension, a scale of 100 feet to one inch may be used. An electronic file is required to be filed prior to Planning and Zoning action with the Clerk.
3. The final plat shall contain the following:
 - A. Accurate boundary lines, with dimensions and angles, which provide a survey of the tract, closing with an error of not more than one foot in 3,000 feet.
 - B. Accurate references to known or permanent monuments, giving the bearing and distance from some corner of a congressional division of the county of which the subdivision is a part.
 - C. Accurate locations of all existing and recorded streets intersecting the boundaries of the tract.

**Agenda Item: 7.D Consider waiving right to review of a Plat of Survey for
Matt Thomas, for a property located within two miles of the City of Indianola**

- D. Accurate metes and bounds description of the boundary.
 - E. Street names.
 - F. Complete curve notes for all curves included in the plat.
 - G. Street right-of-way lines with accurate dimensions in feet and hundredths of feet with angles to right-of-way lines and lot lines.
 - H. Lot numbers and dimensions.
 - I. Accurate locations and descriptions of easements for utilities and any limitations on such easements.
 - J. Accurate dimensions for any property to be dedicated or reserved for public, semi-public or community use.
 - K. Building lines and dimensions.
 - L. The location, type, material and size of all monuments and markers.
 - M. The name of the subdivision.
 - N. The name and address of the owner and the subdivider.
 - O. North point, scale, and date.
 - P. Certification by a registered land surveyor of the State of Iowa.
 - Q. Certification of dedication of streets, easements and other public property.
 - R. A resolution and certificate of approval by the Council for signatures of the Mayor and Clerk, stating that the plat, as described, has been acted upon and approved as required by Chapter 354, Code of Iowa, and that all dedications of streets easements and public lands have been accepted by the City.
 - S. Location and dimensions of sidewalks to be installed prior to the occupancy of a developed lot.
4. The final plat shall be accompanied by the following instruments:
- A. A statement by the proprietors and their spouses, if any, that the plat is prepared with their free consent and in accordance with their desire, signed and acknowledged before an officer authorized to take the acknowledgments of deeds. The statement by the proprietors may also include a dedication to the public of all lands within the plat that are designated for streets, alleys, parks, open areas, school property, or other public use, if the dedication is approved by the Council.
 - B. A statement by the Auditor approving the name or title on the subdivision plat.
 - C. Either (i) a certificate bearing the approval of the Council stating that all improvements and installations in the subdivision required by this chapter have been made or installed in accordance with the City specifications, or (ii) a certificate from the owner or developer stating that all improvements required by this chapter shall be made or installed in accordance with City specifications before an occupancy compliance certificate is issued under the Zoning Ordinance, except as otherwise provided for in this chapter.
 - D. A petition by the subdivider to the Council to provide the necessary improvements and to assess the costs thereof against the subdivided property in accordance with the requirements regarding special assessments, provided, however, that the subdivider or property owners shall furnish the necessary waivers to permit the assessment of the entire cost of the improvement plus the necessary and reasonable cost of the assessment proceedings against the platted property even though the total amount exceeds the statutory limitations. The final plat shall state that the subdivider, the grantees, assignees and successors in interest agree that public services including but not limited to street maintenance, snow removal, rubbish, refuse and garbage collection will not be extended to this subdivision until the improvements have been completed and accepted by the City.
 - E. Easement(s) for Overland Drainage and/or Public Storm Sewer is required by and shall be in a form approved by the City.
 - F. A letter from the owner's engineer designing the public improvement stating that all public improvements completed have been made or installed in accordance with City Specifications prior to acceptance of maintenance bonds for such improvements.

Agenda Item: 7.D Consider waiving right to review of a Plat of Survey for Matt Thomas, for a property located within two miles of the City of Indianola

5. The final plat shall also be accompanied by the following at the time it is presented for filing at the Warren County Recorder's Office.

- A. A statement from the mortgage holders or lienholders, if any, that the plat is prepared with their free consent and in accordance with their desire, signed and acknowledged before an officer authorized to take the acknowledgment of deeds. An affidavit and bond as provided for in Section 354.12 of the Code of Iowa may be recorded in lieu of the consent of the mortgage or lienholder. When a mortgage or lienholder consents to the subdivision, a release of mortgage or lien shall be recorded for any areas conveyed to the City or dedicated to the public.
- B. An opinion by an attorney-at-law who has examined the abstract of title of the land being platted. The opinion shall state the names of the proprietors and holders of mortgages, liens or other encumbrances on the land being platted and shall note the encumbrances, along with any bonds securing the encumbrances. Utility easements shall not be construed to be encumbrances for the purpose of this section.
- C. A certificate of the County Treasurer that the land is free from certified taxes and certified special assessments or that the land is free from certified taxes and that the certified special assessments are secured by bond in compliance with Section 354.12 of the Code of Iowa.

The Council or Commission may request drafts or copies of any of the above instruments for examination at the time of processing the final plat if, in their opinion, the review of such instruments is deemed necessary to properly evaluate the proposed subdivision.

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

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Matt Thomas, for a property located within two miles of the City of Indianola**

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.
- 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 rain storm. 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 rain storm 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

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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 born 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

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Matt Thomas, for a property located within two miles of the City of Indianola**

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, set backs, 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.

170.38 ENFORCEMENT

In addition to other remedies and penalties as prescribed by law, the provisions of this chapter shall not be violated subject to the following:

1. No plat of survey or subdivision in the City of within two miles thereof shall be recorded or filed with the County Auditor or County Recorder, nor shall any plat of subdivision have any validity until it complies with the provisions of this chapter and has been approved by the Council as prescribed herein.

ANALYSIS

Subject Property

Matt Thomas has submitted a land division application, on behalf of Mack Rankin, a trustee of the Donald and Deloris Vanryswyk Revocable Trust for 16867 Kendall Trail (Parcel #130/0027-0820). The subject property currently has a single-family dwelling and is in row-crop production. Several buildings are located on the site.

Parcels involved do not appear to have public street frontage, however, is located closest to South 23 Highway, a county highway. According to the Iowa Department of Transportation, this highway has an Annual Average Daily Traffic (AADT) of 1,330 as of 2022. The road is classified as a Farm to Market Road.

The subject property does appear to contain environmentally sensitive features, including a water feature. No floodplain exists for the property.

Future Land Use

The subject property has not been assigned a future land use designation within the “Elevate Indianola” Comprehensive Plan. Additionally, the subject property is located outside of Indianola’s Annexation Priority Area. Priority annexation areas are those areas that have been identified by the city for future growth, due to site suitability and proximity to services such as utilities and transportation.

The proposed division, if approved, would create Parcel “AT”, a proposed 10.09-acre irregular shaped lot. The remainder portion of the property has two distinct areas of the property that are disjointed and separated by proposed Parcel “AT”. The applicant has indicated that the intent of the division would be for purposes of sale or transfer.

COMMENTS FROM THE GENERAL PUBLIC

Notification letters were mailed to surrounding property owners within 200 feet of the subject property regarding the request on December 28, 2023. No comments have been received by the general public at the time of writing this report.

Notification letters were mailed to surrounding property owners again following the cancellation of the January 9, 2024, Planning and Zoning Commission meeting, which was cancelled due to inclement weather and lack of quorum on January 4, 2024. No public comment was 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 approving a resolution waiving the City's subdivision authority.**
- 2) The City of Indianola Planning and Zoning Commission recommends declining to waive the City's subdivision authority.
- 3) 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 city waive subdivision authority.

LAND DIVISION APPLICATION

Community Development

110 North 1st Street, Indianola, Iowa 50125-0299
(515) 961-9430 • comdev@indianolaiowa.gov



PROPERTY OWNER

(Last Name) Mack Rankin - Trust member
(First Name) C/O Donald Van Ryswyk
(Address) 16867 Kendall Trail
(City) Indianola (State) Iowa (Zip) 50125
(Phone) 515-729-9436 (Email) mack@spiritholdingsco.com

APPLICANT (if not Property Owner)

(Last Name) Thomas
(First Name) Matt
(Address) 4121 NW Urbandale Drive
(City) Urbandale (State) Iowa (Zip) _____
(Phone) 515-494-6663 (Email) MattT@cda-eng.com

☒ **PLAT OF SURVEY**

Submittal Requirements:

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

- ☒ Completed Application
- ☐ Filing Fee: \$125 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: \$350, plus \$10.00 for each lot in excess of 10 lots, land plus Outside Engineering
- ☒ 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

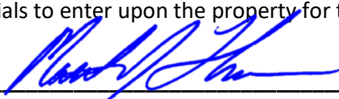
☐ **FINAL PLAT**

Submittal Requirements:

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

- ☐ Completed Application
- ☐ Filing Fee: \$200, plus \$10.00 for each lot in excess of 10 lots, land plus Outside Engineering
- ☒ 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) Matthew J Thomas - Land Surveyor

Date 12/14/2023

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

Date Received: _____

Receipt No: _____

Receipt Amount: _____

INDEX LEGEND

COUNTY: WARREN
LOCATION: PARCEL "AT"
A PART OF THE NE1/4 SE1/4 OF SECTION 27-T76N-R23W

PROPRIETOR:
DONALD R. VAN RYSWYK and DELORIS M. VAN RYSWYK
REVOCABLE TRUST
16867 KENDALL TRAIL, INDIANOLA, IOWA 50125

SURVEY REQUESTED BY:
MACKENZIE "MACK" RANKIN and LIBERTY F. RANKIN
13069 GARST TRAIL, INDIANOLA, IOWA 50125

RETURN TO AND PREPARED BY:
CIVIL DESIGN ADVANTAGE, LLC
MATT THOMAS, 6230 90th AVENUE,
4121 NW URBANDALE DRIVE
URBANDALE, IOWA 50322
C: (515) 494-6663 O: (515) 369-4400

DATE OF SURVEY: 12/27/2021 THRU 02/06/2022

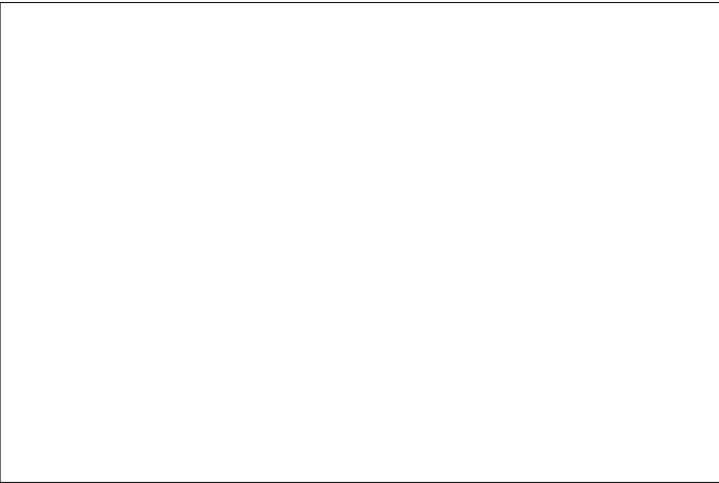
PROPERTY DESCRIPTION: PARCEL “AT”

A parcel of land located in and forming a part of the Northeast Quarter of the Southeast Quarter of Section 27, Township 76 North, Range 23 West of the 5th P.M., Warren County, Iowa, more particularly described as follows:

Beginning at the Southeast Corner of MARYWOOD ADDITION PLAT No. 1, an Official Plat, now included in and forming a part of Warren County, Iowa, also being the Centerline of Kendall Trail; thence South 88°04'08" East along the Centerline of Kendall Trail, 447.28 feet; thence South 66°39'34" East, 255.46 feet; thence North 41°17'36" East, 120.61 feet; thence South 88°04'08" East, 119.74 feet; thence North 00°14'31" West, 257.45 feet; thence South 88°50'45" East, 448.34 feet to a point on the East Line of the Northeast Quarter of the Southeast Quarter of said Section 27; thence South 00°14'31" East along said East Line, 660.20 feet to the Southeast Corner of the Northeast Quarter of the Southeast Quarter of said Section 27; thence North 88°50'45" West along the South Line of the Northeast Quarter of the Southeast Quarter of said Section 27, 448.34 feet; thence North 00°14'37" West, 66.19 feet; thence North 66°39'34" West, 510.40 feet; thence North 88°04'08" West, 413.37 feet to a point on the West Line of the Northeast Quarter of the Southeast Quarter of said Section 27; thence North 00°11'09" West along said West Line, 150.10 feet to the Point of Beginning, containing 10.49 Acres, which includes 0.04 Acres of Public Highway Easement and 0.36 Acres of Private Road Easement, subject to all easements, restrictions and covenants of record.

PLAT OF SURVEY - PARCEL "AT"

PART OF THE NE1/4 SE1/4
IN SECTION 27-T76N-R23W



AREA ABOVE RESERVED FOR COUNTY RECORDER

SURVEYOR'S NOTES:

1) ORIGINAL PUBLIC HIGHWAY EASEMENT WAS AN ESTABLISHED 66' WIDTH FOR FORMERLY KNOWN 168th AVENUE, KENDALL STREET AND 165th AVENUE. NO RECORD OR CONTRACT WAS FOUND AT THE OFFICES OF THE COUNTY RECORDER, COUNTY ENGINEER OR COUNTY SUPERVISOR FOR VACATION OF THE ORIGINAL 66' WIDE PUBLIC HIGHWAY RIGHT-OF-WAY EASEMENT OF FORMERLY KNOWN AS 168th AVENUE, KENDALL STREET AND 165th AVENUE FROM WARREN COUNTY TO GENERAL MILLS INC., MARYWOOD FARMS INC., CHARLES/NEVA McCOY OR DONALD VAN RYSWYK.

2) COUNTY HIGHWAY PROJECT C-1279 IN YEAR 1955 ACQUIRED ADDITIONAL RIGHT-OF-WAY FOR 10° CURVES AND SPECIAL DITCHES FROM GENERAL MILLS INC. BY A WAIVER OF OBJECTIONS AND GRANT OF RIGHT-OF-WAY TO THE BOARD OF SUPERVISORS OF WARREN COUNTY AS SIGNED BY VERBAL AGREEMENT ON MARCH 14, 1955 BY THE BOARD, MR. GAPO, MR. McVEY, RUTH B. SAYRE, GENERAL MILLS INC., LUDA S. HOLLINGSWORTH AND J.E. HOLLINGSWORTH. PROJECT WAS FOR THE FORMERLY KNOWN AS 168th AVENUE, KENDALL STREET AND 165th AVENUE TO BE UPGRADED TO A FARM TO MARKET ROAD ROUTE AND APPROVED BY THE STATE OF IOWA. THE CONSTRUCTION PLANS SUBMITTED TO THE STATE DOES NOT SHOW A 40' WIDE EASEMENT ALONG THE NORTH SIDE OF THE 10°CURVE FROM PC STA 302+86.00 TO PT STA 311+46.33. THE CONSTRUCTION PLANS ALSO DOES NOT SHOW A 40' WIDE EASEMENT ALONG THE SOUTH SIDE OF THE 10°CURVE FROM PC STA 313+89.72 TO PT STA 322+58.05. NOW KNOWN KENDALL TRAIL WAS EXTENDED TO THE WEST TO CONNECT TO THE 10° CURVE PER SAID PLAN. PROPOSED DYKES WERE ADDED AND THE ORIGINAL GRADE WAS FILLED FROM THE 10° CURVE TO THE ORIGINAL ROAD BED OF THE 66' WIDE PUBLIC HIGHWAY RIGHT-OF-WAY EASEMENT OF 168th AVENUE. NO DITCH WAS GRADED BETWEEN THE 10°CURVE AND THE ORIGINAL ROAD BED OF THE 66' WIDE PUBLIC HIGHWAY RIGHT-OF-WAY EASEMENT OF 168th AVENUE. THE ORIGINAL 66' WIDE PUBLIC HIGHWAY RIGHT-OF-WAY EASEMENT WAS NOT VACATED UNDER THIS WAIVER OR PROJECT.

SURVEYOR'S NOTES CONT'D:

3) COUNTY HIGHWAY PROJECT LGS-27-63 IN YEAR 1984 CONSTRUCTION PLANS ADDED ADDITIONAL RIGHT-OF-WAY EASEMENTS ON BOTH SIDES OF CENTERLINE OF FORMERLY KNOWN AS 168th AVENUE, KENDALL STREET AND 165th AVENUE. THE PROJECT UTILIZED THE ORIGINAL ROAD BED OF THE 66' WIDE PUBLIC HIGHWAY RIGHT-OF-WAY EASEMENT OF 168th AVENUE AS A DIVERSION DAM TO DIVERT THE DRAINAGE OF HWY S23 TO THE NORTH TO A CULVERT THE COUNTY'S CONTRACTOR INSTALLED ACROSS KENDALL TRAIL AT THE WEST PROPERTY LINE OF 16867 KENDALL TRAIL AND IS STILL USED AS CONSTRUCTED TODAY. ON THE CONSTRUCTION PLAN AND PROFILE SHEETS KENDALL TRAIL WAS LABELED AS A “LANE” ACCESS AND ALL OTHER ACCESS POINTS ONTO HWY S23 WERE LABELED AS “DRIVE” ACCESS. THE ORIGINAL 66' WIDE PUBLIC HIGHWAY RIGHT-OF-WAY EASEMENT WAS NOT VACATED UNDER THIS PROJECT.

4) NO PETITION OF KENDALL TRAIL WAS FOUND AT THE COUNTY AUDITOR, COUNTY ENGINEER OR COUNTY SUPERVISOR. HOWEVER, THE WARREN COUNTY (GIS) GEOGRAPIC INFORMATION SYSTEM'S LAYERS FOR PUBLIC/PRIVATE ROADS AND RIGHT-OF-WAY WERE/ARE MAINTAINED BY THE COUNTY ENGINEER FROM 1992 TO PRESENT. THE COUNTY ENGINEER'S OFFICE HAD CREATED THE LINework AND ASSIGNED KENDALL TRAIL AS A PRIVATE STREET UNDER THE ROADS ATTRIBUTE LAYER DESIGNATION IN THE WARREN COUNTY GIS DATABASE. WARREN COUNTY 911 EMERGENCY MANAGEMENT ASSIGNED THE ADDRESS OF 16867 KENDALL TRAIL. THE COUNTY ASSESSOR LISTS TO THE PUBLIC THE 911 ADDRESS FOR THE PROPERTY OWNED BY DON VAN RYSWYK AS 16867 KENDALL TRAIL. THE FEDERAL GOVERNMENT AND PRIVATE NAVIGATION COMPANIES HAVE ACCEPTED KENDALL TRAIL AS A ROAD BY ACCOUNT OF WARREN COUNTY PROVIDING THEIR GIS ROADS DATASET TO THE PUBLIC.

5) THERE IS 660 FEET OF ROAD FRONTAGE ALONG KENDALL TRAIL (PRIVATE ROAD) AND THERE IS 448 FEET OF ROAD FRONTAGE ALONG HWY S23 (PUBLIC ROAD) FOR THE PROPERTY OWNED BY DON VAN RYSWYK AS 16867 KENDALL TRAIL. BOTH PUBLIC AND PRIVATE ROAD FRONTAGES MEET THE 41.02.6 A-1 DISTRICT REGULATIONS MINIMUM REQUIREMENT OF 150 FEET.



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.

Matthew J. Thomas 12/13/2023
MATTHEW J. THOMAS, P.L.S. DATE

LICENSE NUMBER 19968
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2023
PAGES OR SHEETS COVERED BY THIS SEAL:
1 - 2

EA

DATE

11/03/21

REVISIONS

4121 NW URBANDALE DRIVE
URBANDALE, IOWA 50322
PHONE: (515) 369-4400

REVIEW:

TECH:

ENGINEER:

CIVIL DESIGN ADVANTAGE

WARREN COUNTY, IA

PLAT OF SURVEY - PARCEL "AT"
PART OF THE NE1/4 SE1/4
IN SECTION 27-T76N-R23W

1 / 2

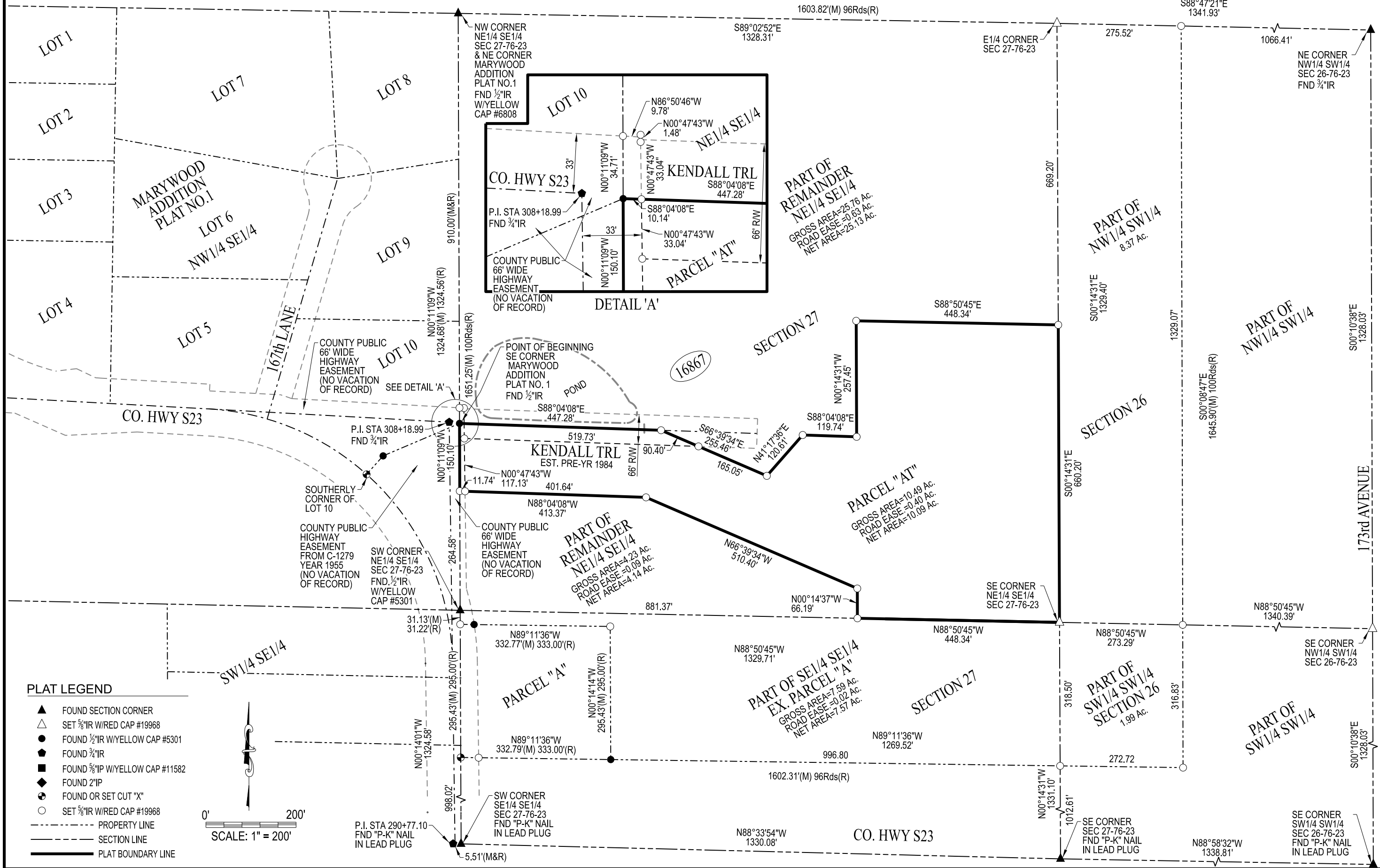
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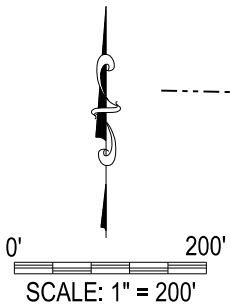
Page 31 of 72

PLAT OF SURVEY - PARCEL "AT"

PART OF THE NE1/4 SE1/4
IN SECTION 27-T76N-R23W



- PLAT LEGEND**
- ▲ FOUND SECTION CORNER
 - △ SET 5/8" IR WIRED CAP #19968
 - FOUND 1/2" IR W/YELLOW CAP #5301
 - ◆ FOUND 3/4" IR
 - FOUND 5/8" IP W/YELLOW CAP #11582
 - ◆ FOUND 2" IP
 - FOUND OR SET CUT "X"
 - SET 5/8" IR WIRED CAP #19968
 - PROPERTY LINE
 - SECTION LINE
 - PLAT BOUNDARY LINE



DATE

REVISIONS

4121 NW URBANDALE DRIVE
URBANDALE, IOWA 50322
PHONE: (515) 369-4400

2212.850

07/31/23

FIRST SUBMITTAL

TECH:

REVIEW:

ENGINEER:

WARREN COUNTY, IA

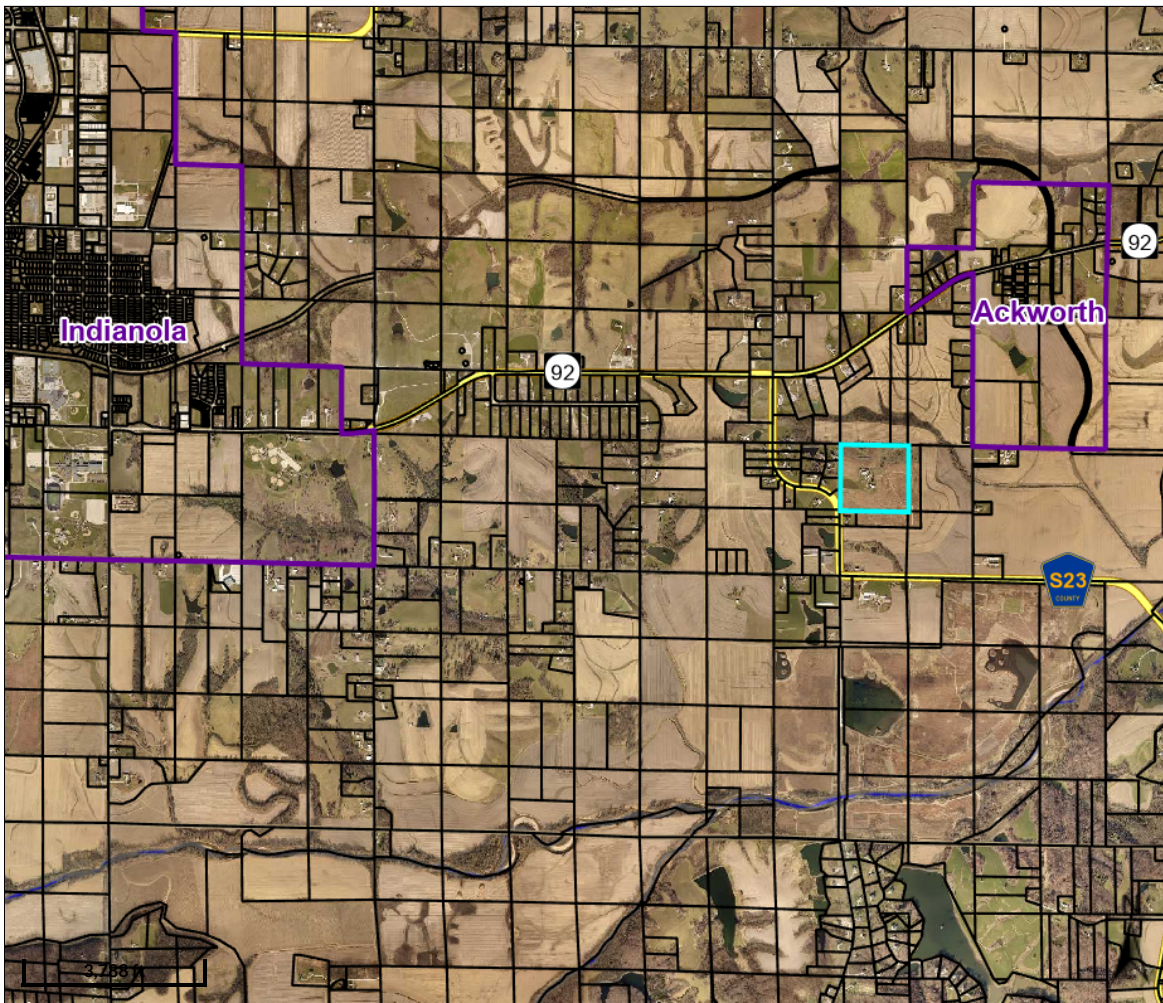
CIVIL DESIGN ADVANTAGE

PLAT OF SURVEY - PARCEL "AT"

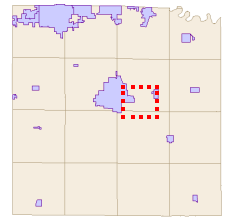
PART OF THE NE1/4 SE1/4
IN SECTION 27-T76N-R23W

2

2



Overview



Legend

Roads

- Interstate
 - Highway
 - Ramp
 - County Gravel
 - County Level B
 - County Level C
 - City Gravel
 - City Street
 - Private Street
 - <all other values>
 - Corporate Limits
 - Parcels
 - Political Townships
- ##### Major Roads
- County Hwy
 - State Hwy
 - US Hwy
 - Interstate
 - Water

Parcel ID	13000270820	Alternate ID	n/a	Owner Address	VANRYSWYK, DONALD R/DELORIS M REV TST
Sec/Twp/Rng	27-76-23	Class	AD		16867 KENDALL TRL
Property Address	16867 KENDALL TRL	Acreage	39.25		INDIANOLA, IA 50125
	INDIANOLA				
District	13350				
Brief Tax Description	27-76-23 NE SE				
	(Note: Not to be used on legal documents)				

Disclaimer:

The maps included in this website do not represent a survey and are compiled from official records, including plats, surveys, recorded deeds, and contracts, and only contain information required for government purposes. No warranties, expressed or implied, are provided for the data herein, its use or its interpretation. Warren County assumes no responsibility for use or interpretation of the data. Any person that relies on any information obtained from this site does so at his or her own risk. All critical information should be independently verified.

The 2,000 Foot Buffers layer is for law enforcement guidance only, and is based on the best information available at the time it was prepared. This layer should not be considered to be a complete and accurate representation of the locations of every school or child care facility, and will be changed as new information is available. The registered offender is responsible for ensuring that proposed residence is in compliance with the law, and may not rely solely on this layer. The registered offender should seek legal advice from a licensed attorney if needed.

Date created: 12/14/2023
Last Data Uploaded: 12/13/2023 10:20:59 PM

Developed by  **Schneider**
GEOSPATIAL



MEMORANDUM

To: Planning and Zoning Commission
From: Emily Rizvic, Associate Planner
Date: January 23, 2024
Subject: Planning and Zoning Training

Recommendation: No staff recommendation

Attachments: None



MEMORANDUM

To: Planning and Zoning Commission

From: Charlie Dissell, Deputy City Manager Development and Operations, Emily Rizvic, Associate Planner

Date: January 23, 2024

Subject: Annual Report

Recommendation: Staff recommends that the Planning and Zoning Commission receive and file.

Attachments: 1. 2023 Annual Report



2023 COMMUNITY DEVELOPMENT ANNUAL REPORT



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DIRECTORS LETTER

2023 was a record year for Indianola's development and growth. For the fourth consecutive year, permit valuations reached new heights, adding over \$43 million in valuation to our community.

That is a testament to the dedication and commitment of our volunteers that sit on our Boards and Commissions, our City Council, key collaborators and economic partners and our staff. This support undeniably led us to the achievements we see today and continue to lead us toward new heights.

This year saw the adoption and implementation of new programs and policies such as the Downtown Façade and Interior Improvement grant, which provided funding assistance to over six property owners. We continue to see an investment in our historic square through revitalization efforts.

The Rental Inspection and Certification Program also continued, phasing in rental housing units within Ward 1 and Ward 3. Nearly 830 rental units were inspected and certified by our inspectors, ensuring that our rental housing is safe for our community.

Our progress on increasing transparency and providing accessible information to the public has increased in bandwidth. The launching of a new interactive map allows for the public to view current development cases throughout the city and understand the proposal scope. In addition, strides were made to improve communication on our website to provide information to assist builders and homeowners with construction projects.

Construction and development processes are now streamlined through an online permitting software, allowing builders to apply for permits from the comfort of their home or

outside of city working hours. This software allows for the applicant to review staff comments as well as the status of the permit at their convenience.

This annual report celebrates Indianola's evolution and innovation throughout 2023, and the level of impact and investment the city has in providing a high quality of life for residents, laborers and children in our community. In 2024, we will preserve and improve upon the quality of life and community pride through the development of a Housing Needs Assessment and Gateway Study, as well as continuing our efforts toward completing the "Elevate Indianola" Comprehensive Plan's Implementation Plan.

Thank you to all of our Boards and Commissions, our City Council, key collaborators and economic partners and staff for their critical efforts in the healthy development of our community.



Charlie Dissell, AICP
Director of Community & Economic Development
City of Indianola, Iowa

COMMUNITY DEVELOPMENT DEPARTMENT

The department's mission statement is to contribute to public safety and community vitality by ensuring safe, quality structures compliant with code, providing excellent customer service in a timely manner, and being consistent and open to feedback and change. We are sensitive to meeting community needs, treating everyone fairly and equitably, creating a balance of development and hometown feel resulting in our customers being proud to be a part of our city.

The City of Indianola Community Development Department is responsible for a wide range of services regarding the physical development of the city such as new construction and land development. The Department consists of five staff members:

- **Department Director:** Charlie Dissell
- **Administrative Assistant:** Miranda Chadwick
- **Associate Planner:** Emily Rizvić
- **Building Official:** Tim Little
- **Code Enforcement Officer:** Mike Visser

The Administrative Assistant supports every aspect of the work that the Community Development Department does and maintains the interface between the public and the services that the Department provides, including organizing and supporting public meetings and hearings, publishing monthly/quarterly reports and record management.

The Associate Planner is responsible for application intake and pre-screening applications to ensure all submittal requirements are included, responding to planning and zoning inquiries as well as processing and reviewing land use applications.

The Building Official reviews permit applications for new construction, alterations and additions as well as conduct inspections to ensure that the built environment is safe and accessible.

The Code Enforcement Officer inspects rental housing and ensures that properties continue to comply with land use and zoning ordinances, health and housing codes, sign code and uniform building and fire codes to protect public health, safety and welfare within the community.

CITY OF INDIANOLA COMMUNITY DEVELOPMENT DEPARTMENT



MIRANDA CHADWICK
Administrative Assistant



EMILY RIZVIĆ
Associate Planner



TIM LITTLE
Building Official



MIKE VISSER
Code Enforcement
Officer

BOARDS AND COMMISSIONS

The Community Development Department provides staff support to the Planning and Zoning Commission (P&Z), Board of Adjustment (BOA) and Downtown Square Commission (DSC). These Boards and Commissions comprise of volunteers that dedicate their personal time to provide input on policies that shape our government and community.

The Planning and Zoning Commission (P&Z) is responsible for making decisions and recommendations regarding the development of the community. The Commission reviews development cases such as subdivision maps and development plans, annexation requests, rezoning and code-related amendments.

The Board of Adjustment (BOA) is tasked with upholding the integrity of the City of Indianola Zoning Regulations and the “Elevate Indianola” Comprehensive Plan. The Board makes decisions on applications for Special Use Permits and Variances. The Board also hears appeals concerning decisions and interpretations made by Community Development staff.

The Downtown Square Commission (DSC) is trusted with ensuring a vibrant and flourishing downtown center. The Commission reviews Special Event Applications, Right-of-Way Leases and Sidewalk Use Agreements in relation to the Downtown Indianola Square. When funding is available, the Commission serves as a reviewing body for the Downtown Façade and Interior Improvement Grant Program that is provided by the city to downtown properties and businesses.

To learn about opportunities in serving on a Commission or Board, please contact the Community Development Department.

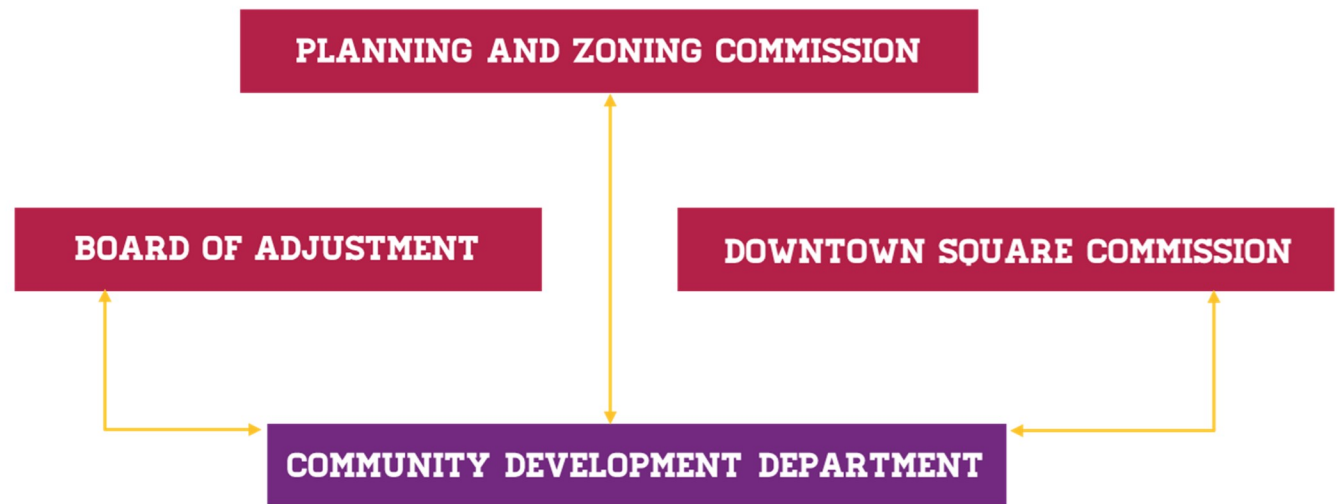


Figure 1.1: Board and Commissions where Community Development staff support is provided.

DEVELOPMENT PROJECT LOCATIONS

2023 was filled with new construction projects and planning projects for the Indianola community. The investment level throughout the city proves to continue a steady tradition of slow and steady sustainable growth patterns.

DESCRIPTIONS

1. IMU Ground Solar Energy System

Indianola Municipal Utilities requests a special use permit and variance application to allow for an electrical power distribution station. The application would allow for 10,464 module solar panels at the property.

2. Medicap Site Plan • 2105 N 3rd Lane

This 2,750-square-foot project proposes a new pharmacy with drive-up services.

3. Champion Xpress Site Plan • 1807 N Jefferson Way

This plan proposes a new 4,350-square-foot carwash facility.

4. Trubank Site Plan • 1401 N Jefferson Way

This 15,050-square-foot building rebuilds a new banking facility for TruBank.

5. Executive Laser Wash Site Plan • 2001 N 4th Street

Site plan approval for a new 9,891-square-foot car wash facility.

6. Multi-Tenant Building Site Plan • 1004 N Jefferson Way

This plan includes a new multi-tenant commercial building to house T-Mobile and 1 additional retail-use.

7. Pipsy's Site Plan • 1010 N Jefferson Way

This site plan proposes an approximate 5,324-square-foot building for a daycare.

8. Charlotte's Kitchen Site Plan • 102 N Jefferson Way

This site plan proposes additional impervious surface at an existing site to allow for a drive-thru restaurant facility.

9. Spirits World Special Use Permit • 410 S Jefferson Way

This special use permit proposes the development of an existing building to allow for a liquor retail store.

10. Indianola Industrial Park Site Plan

This subdivision provides 4 parcels for future industrial development.

11. Sternquist Site Plan • 1601 E Orchard Place

A new 18,000-square-foot industrial building for manufacturing.

12. DeYarman Ford Expansion • 2406 N Jefferson Way

This major site plan proposes additional impervious surface area to expand the current use by providing a Vehicle Display Lot, that will include an Electric Vehicle charging station.

13. Indianola School District Site Plan • 403 S 15th St

This plan includes a new auxiliary building and bus parking south of the Indianola Middle School campus.

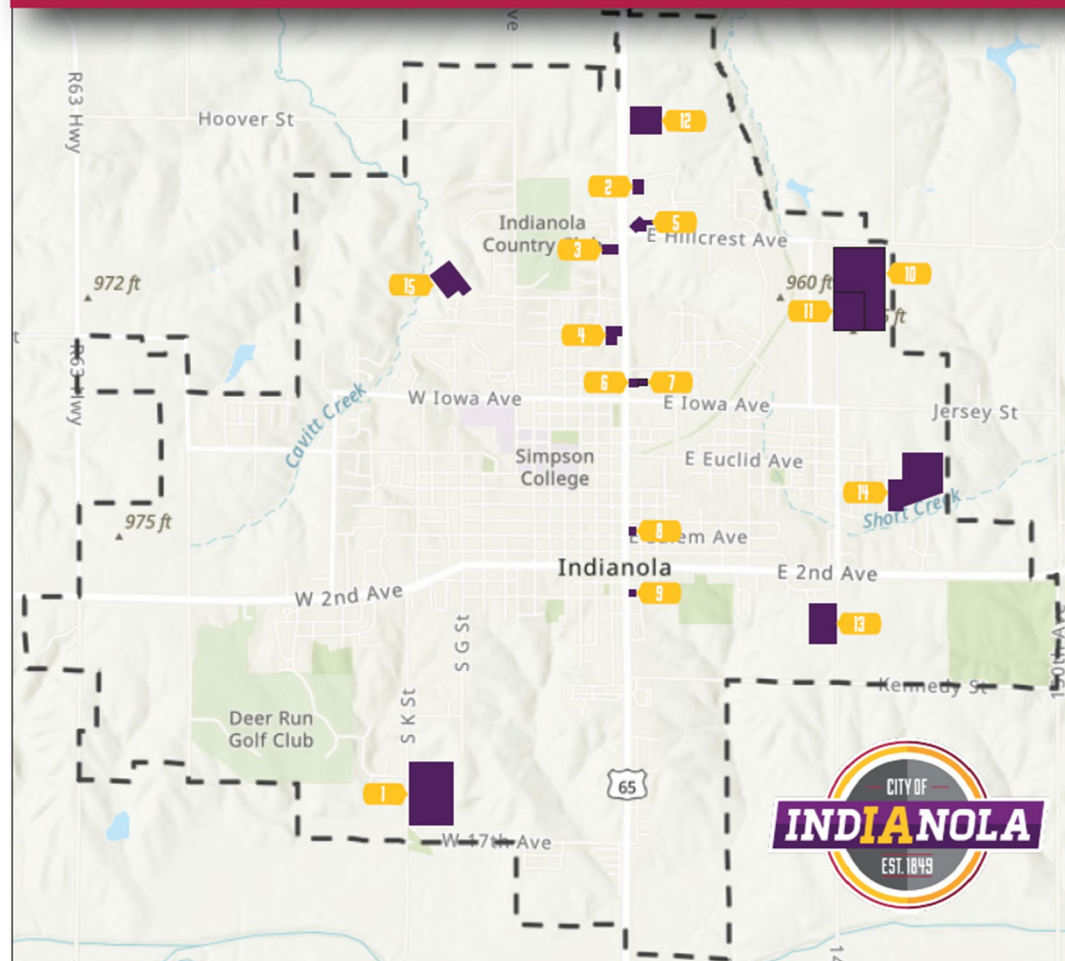
14. Ashton Park Subdivision

This subdivision proposes 76 residential lots.

15. Heritage Hills 12 Subdivision

This residential subdivision proposes 13 residential lots.

2023 DEVELOPMENT PROJECT LOCATIONS



CODE ENFORCEMENT

A total of 318 code enforcement cases were opened for the year, with approximately 330 property maintenance and code violations observed. This number stays similar to the number of code enforcement cases opened for the previous year. Code enforcement complaints are in higher volumes during the warmer seasons (May through August). Approximately 70 were abated by the city.

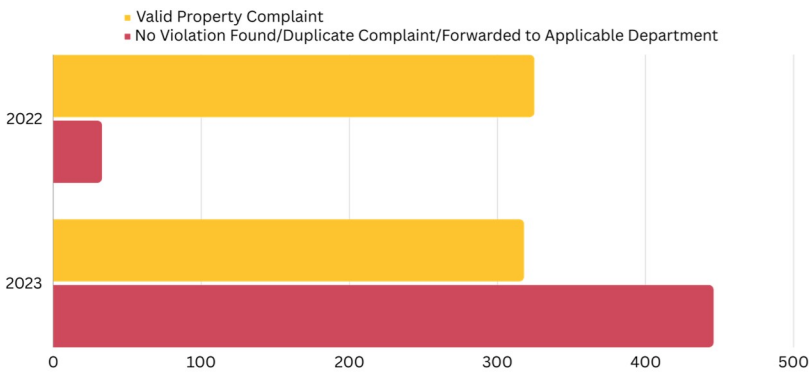
In 2023, staff did see a significant number of invalid cases submitted online throughout the year. This includes complaints that were not within the purview of the Community Development Department or instances where duplicate complaints were submitted when open cases on the area of concern were under review. by staff. Other times, complaints were submitted where upon windshield inspection, no violation was found. Many invalid cases/no violation cases were submitted out of retaliation, in response to original city action on the complainants' properties, including 255 submitted by one complainant. Staff continued to operate in normal condition, investigating each complaint thoroughly and acting where substantiated.

Two appeals were reviewed and adjudicated by the Board of Adjustment regarding code enforcement cases. Please see the Board of Adjustment section of this report for further details.

COMPLAINTS RECEIVED AND FILED BY CITY

The following data shows a comparison between the number of complaints received that were found to be within the Community Development Department's purview and those that were found to be invalid complaints. Invalid complaints include those where jurisdiction is of another department (such as the Indianola Police Department), no violation was found upon windshield inspection or where an active case was already opened.

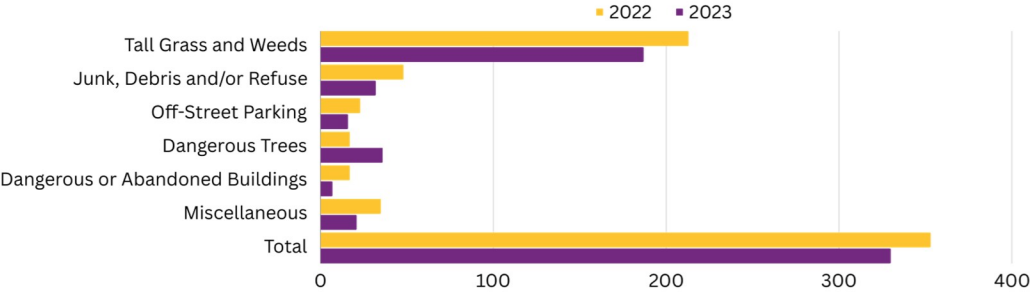
FIGURE 1.2: COMPARISON OF COMPLAINTS RECEIVED (2022-2023)



CODE ENFORCEMENT CASES CATEGORIZED

The following data categorizes the types of code enforcement cases received by staff and compares to the previous year. The most common complaint received by staff is regarding tall grass and weeds.

FIGURE 1.3: CODE ENFORCEMENT CASES BY CATEGORY (2022-2023)



BUILDING PERMITS

Though the overall number of building permits has decreased by 26% since its peak in 2020, the overall value of new construction, remodels, alterations and additions has increased by three quarters. Several new developments are anticipated to increase permitting and valuation in future years. Indianola is positioned for continued growth and a destination for families and visitors.

In addition to new developments on the horizon, there are available lots from development sites since 2018. There are 81 developable lots within the community for new construction.

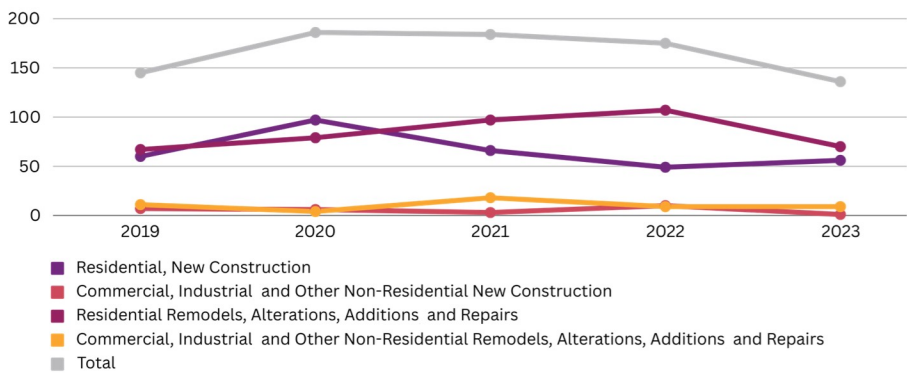
In addition to new construction, 2023 saw 31 sign permit applications, signifying new businesses and places being brought to the community (as well as expansions of existing sites).



BUILDING PERMITS

The following chart shows the total number of building permits submitted, classified by type. A total of 136 building permits were approved in 2023. This count does not include mechanical or plumbing permits.

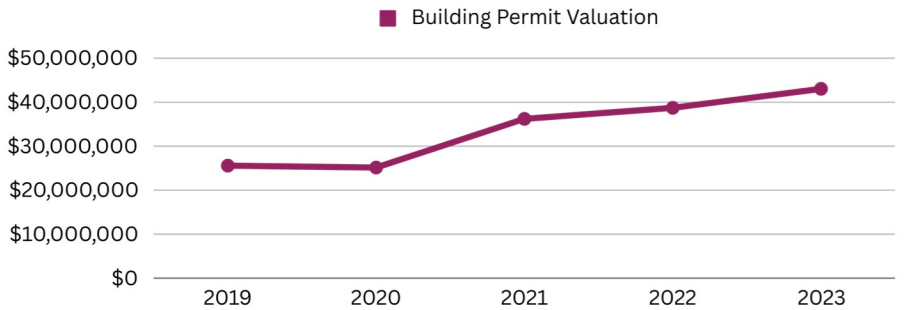
FIGURE 1.4: NUMBER OF BUILDING PERMITS BY TYPE (2019-2023)



TOTAL ADDED VALUATION PER YEAR

The following chart shows the total valuation added each year through building permits.

FIGURE 1.5: BUILDING PERMIT VALUATION (2019-2023)



RENTAL HOUSING

Indianola’s Rental Housing and Certification Program was adopted in 2021 after the city reached a population threshold of 15,000 in 2020. This threshold triggered a requirement of adopting a residential rental housing code to meet state requirements.

Rental properties and non-owner occupied residential units are required to be registered and inspected through the Rental Housing Registration and Certification program. An inspection is generally required every two years.

Rental properties within Indianola started to be phased into the program on July 1, 2022. Rental properties within Ward 1 and Ward 3 have passed their due date to register. Wards 2 and 4 are required to register by June 30, 2024. Rental properties were notified of the requirement through a series of mailings and notices.

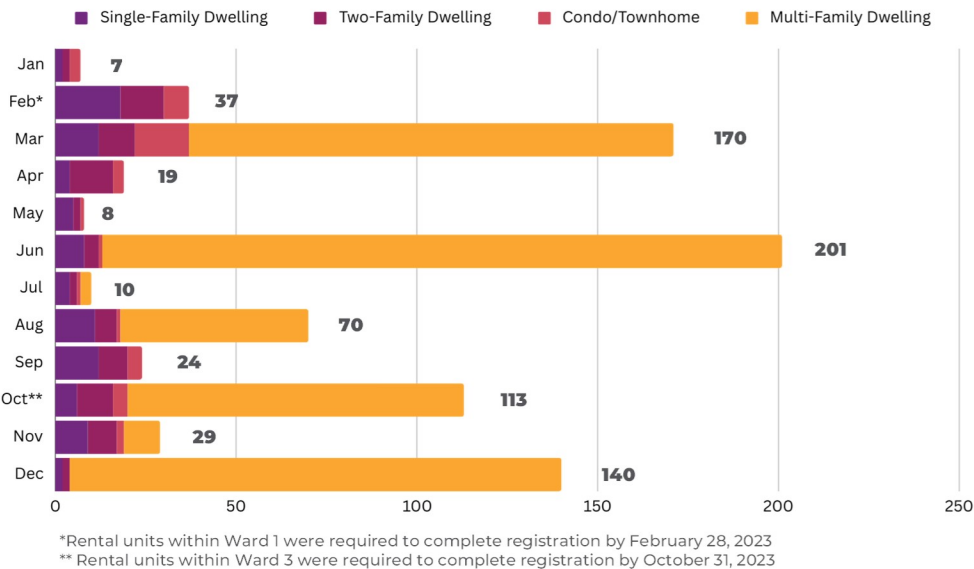
A total of 199 unique properties were registered in 2023 for the program, with 828 housing units being inspected and certified. A total of 2 rental properties were infractioned for failure to obtain certification under the program.



CERTIFICATION OF RENTAL HOUSING PER UNIT IN 2023

The following data shows the number of rental housing units certified under Indianola’s Rental Housing and Certification Program. A total of 828 rental units were certified in 2023 through 199 unique properties.

FIGURE 1.6: NUMBER OF CERTIFIED RENTAL HOUSING UNITS IN 2023 BY MONTH



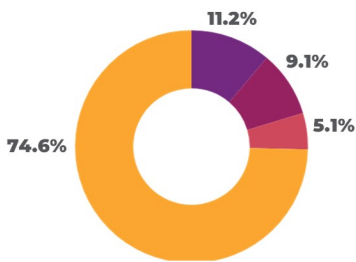
BREAKDOWN OF CERTIFICATION BY HOUSING TYPE

The following data shows the breakdown of rental housing certifications by housing type (i.e., Single-Family Dwelling, Two-Family Dwelling (Duplex), Multi-Family Dwelling (Apartments) and Condominiums/Townhomes).

FIGURE 1.7: PERCENTAGE OF RENTAL HOUSING CERTIFICATIONS

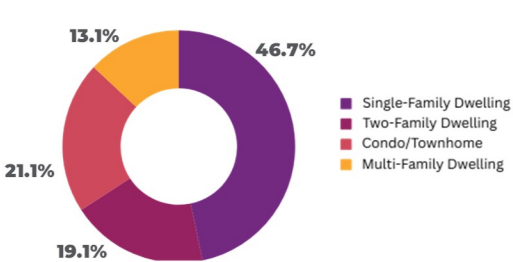
BY UNIT

This shows the total amount of certified rental units.



BY PROPERTY

This shows the amount of certifications by unique properties.



WEBSITE ANALYTICS AND ORGANIZATION

Website analytics for Community Development webpages were first recorded and tracked in March 2023. In this period, the Community Development website gathered over 13,997 page views, with the following top visited pages:

- **Community Development Main Page:** 3.2K
- **Current Development Projects:** 2.6K
- **Planning and Zoning Commission:** 1.4K
- **City Zoning Map:** 916
- **Rental Housing:** 823

5,000 distinct users were recorded on the site with approximately 911 returning users. Most users (1.4K) are located within the City of Indianola at the time of accessing the website. Other users are noted in the Des Moines metro area or other places within the Midwest such as Chicago, Minneapolis and Omaha.

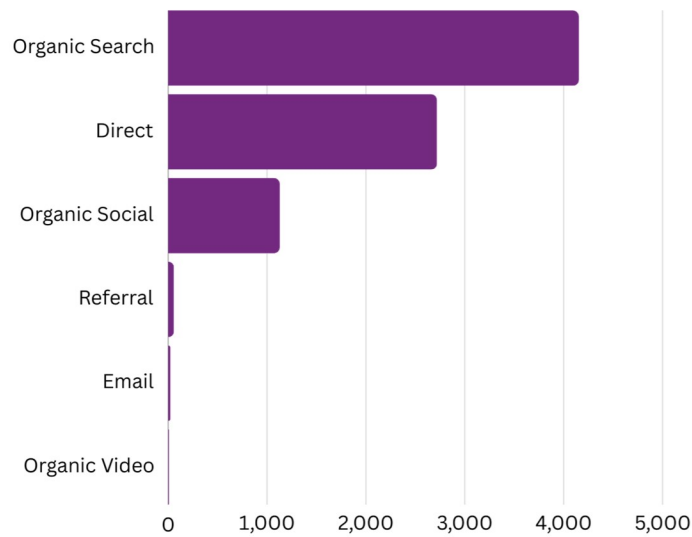
In 2023, the Community Development Department added new webpages available to increase transparency and accessibility of information to the public. This included creating a virtual [Long-Range Planning Library](#) where Comprehensive Plans and Studies are publicly available.

The website also hosts a new [FAQ Building Permit and Inspections Portal](#), where property owners and builders can learn and understand permitting requirements for construction projects.

USER ACQUISITION

The following data shows how users are accessing the website. The most common method is by doing an organic search through a search engine. The second is by direct URL.

FIGURE 1.7: Breakdown of User Acquisition to Community Development Webpages in 2023.

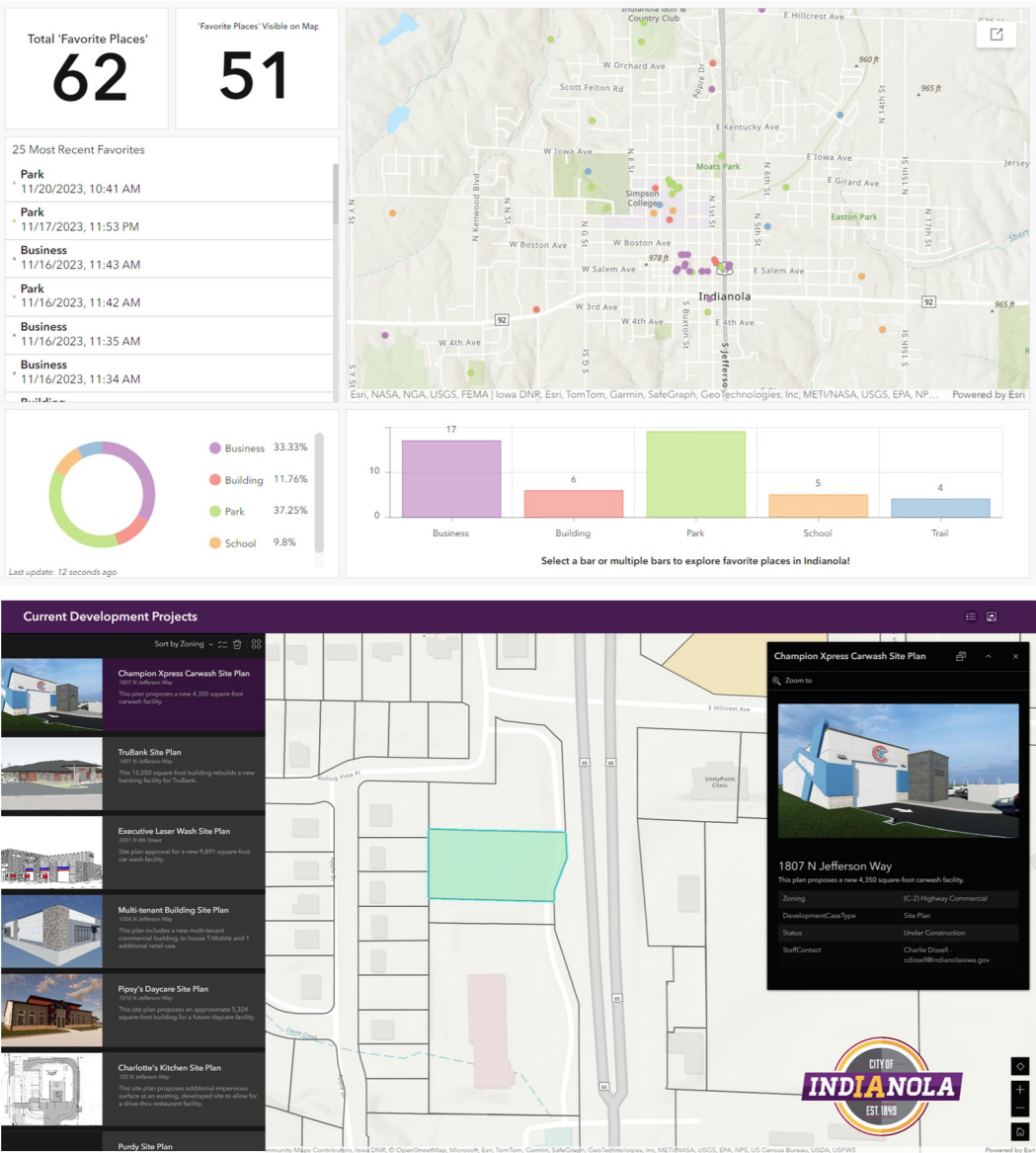


GEOGRAPHIC INFORMATION SYSTEMS (GIS)

In an effort to increase transparency and aid in the understanding and visualization of project proposals that may affect the community, the Department launched a [new interactive web-based application](#) that allows the public to track development proposals. Since launch, the app has generated almost 10,000 views and averages 26 views per day.

The web-based map is built using Esri Experience Builder and allows citizens to view and track the progress of active development cases within the city. The map tool is user-friendly and easy to navigate: It offers detailed information about each project and, where available, includes development renderings and photos. The development cases shown on the map includes land divisions, site plans, variances and special use permit applications. The map does not include short-duration projects, or minor utility/private work performed in the right-of-way.

The City also celebrated GIS Day on November 15, 2023 with an [educational online activity](#) available to the public. The activity walked through users on what GIS is and is used for, as well as its capabilities through a mapping activity. The activity asked residents to map their favorite places within Indianola. These places were then analyzed as users progressed through the application. Sixty-two ‘favorite places’ were recorded on the map, including places such as Buxton Park and the Downtown Indianola Square.



Top: Screen capture of results from the online mapping activity for GIS Day celebrated on November 15, 2023.
Bottom: Screen capture of Current Development Projects map, an interactive web-based application showcasing development proposals within the City of Indianola.

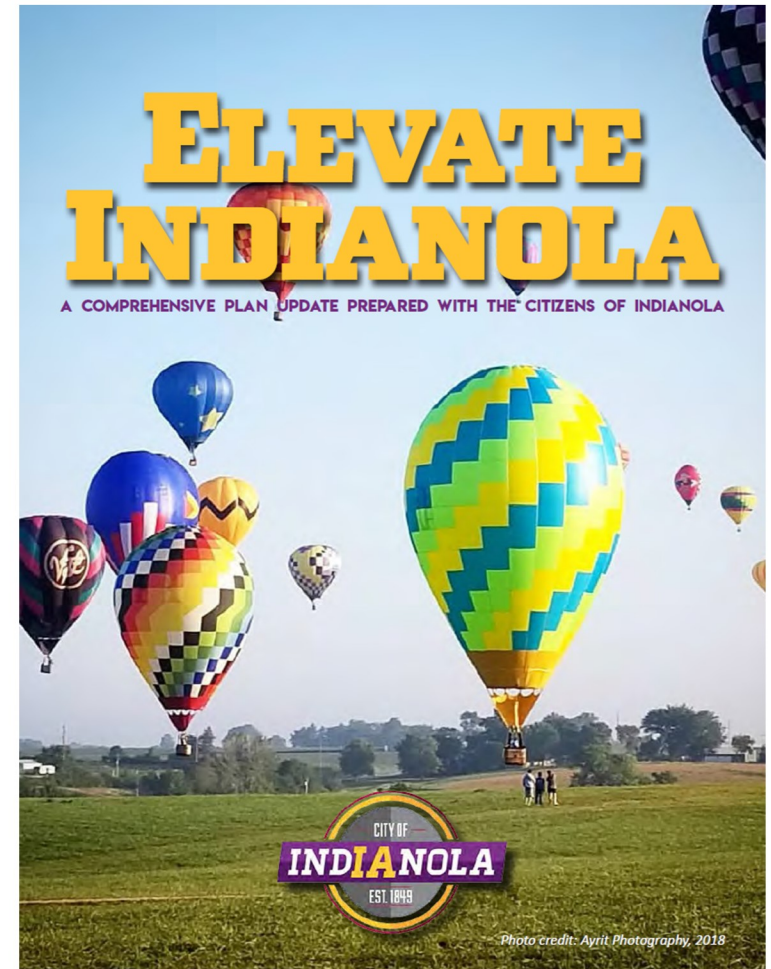
COMP PLAN UPDATE

The comprehensive plan is the community's visual guide to future planning. It includes a long-range planning policy to guide decisions about the development of a community. A comprehensive plan includes a Future Land Use Map (FLUM), which describes the types of uses, intensity and spatial arrangements for areas within the city. These land use designations help us achieve a vision described in the Comprehensive Plan.

An implementation matrix helps cities bring to life the vision outlined in the Comprehensive Plan. This tool allows the city to pursue measurable and strategic actions and policies that help the city and community meet their goals and desired outcomes.

This year, the City of Indianola accomplished the following goal benchmarks:

- **EARLY 2023, THE CITY REINSTATED THE DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT GRANT PROGRAM TO SUPPORT BUILDING MAINTENANCE, RESTORATION, PRESERVATION, AND REVITALIZATION IN THE DOWNTOWN INDIANOLA SQUARE — ACTION ITEM ED-4-A(III)**
- **IN NOVEMBER 2023, THE CITY APPLIED TO THE COMMUNITY DEVELOPMENT BLOCK GRANT DOWNTOWN REVITALIZATION FUND. THIS PROGRAM WILL PROVIDE AN \$1 MILLION-PLUS INVESTMENT INTO THE DOWNTOWN INDIANOLA SQUARE ON ELIMINATING BLIGHT AND PRESERVING HISTORIC DOWNTOWN BUILDINGS IF AWARDED — ACTION ITEM ED-4-A(II)**



COMPREHENSIVE PLAN UPDATES

C	= Complete		= Not Started
IP	= In Progress	O	= Ongoing

			Status
GOAL ED-1: ATTRACT, RETAIN, AND EXPAND COMMERCIAL AND INDUSTRIAL BUSINESSES.			
ED-1-A: ESTABLISH A BUSINESS-FRIENDLY ENVIRONMENT	Develop new and expand relationships with economic development partners, such as colleges, school districts, non-profits, and lenders to provide resources to support business growth		
	Identify workforce development needs to satisfy market demands		
	Develop financial incentives to support business development		
	Review site development and business licensing procedures to identify opportunities to streamline applications and reduce review timelines		
	Use land use and zoning regulations in a variety of scenarios, including mixed uses and home-based businesses to attract diverse businesses		C
	Maintain use of landscaped buffers between incompatible uses		C
	Develop a code that uses architecture and urban design to establish compatibility between existing and future land uses		C
ED-1-B: PROACTIVELY SEEK NEW BUSINESSES THAT WILL DIVERSIFY AND STRENGTHEN THE ECONOMY	Identify sites suitable for new restaurants and market those sites to restaurateurs		
	Work with the Iowa Economic Development Authority to designate "Certified Sites" which are ready for industrial development		O
	Identify sites suitable for new, licensed, child daycare centers and market those to existing and future providers		
	Establish a business incubator		
	Support development of businesses that relate to the nearby parks, conservation, and recreational resources, such as equipment rental, overnight accommodations, restaurants, convenience stores, transportation services, and tour operators		
GOAL ED-2: ENCOURAGE AND SUPPORT LOCAL BUSINESSES			
ED-2-A: USE CITYWIDE MARKETING TO PROMOTE TOURISM AND LOCAL BUSINESSES	Develop a brand and update the logo for the city		
	Use the brand and logo in marketing (e.g., signage, maps, website, social media, individual business marketing etc.)		
	Use public relations to generate interest in downtown (e.g. Interesting facts, business owner profiles, historical anniversaries, etc.)		
	Establish a Convention & Visitors Bureau and hire a Tourism Director		
	Use existing services (e.g. Travel Iowa, Google Maps) to promote local businesses and special events		

COMPREHENSIVE PLAN UPDATES

C	= Complete	■	= Not Started
IP	= In Progress	O	= Ongoing

			Status
GOAL ED-2: ENCOURAGE AND SUPPORT LOCAL BUSINESSES (CONTINUED)			
ED-2-C: REVIEW ZONING CODES TO MAKE SURE THAT THEY ARE UP-TO-DATE WITH CURRENT DEVELOPMENT BEST PRACTICES	Develop architectural standards to improve building appearance		O
	Incorporate more landscaping and streetscaping standards to improve views from roadway and walkability of neighborhoods		O
GOAL ED-3: MAKE THE DOWNTOWN SQUARE A VIBRANT AND ACTIVE RETAIL NODE			
ED-3-A: PROACTIVELY SEEK NEW BUSINESSES THAT WILL DIVERSIFY AND STRENGTHEN THE ECONOMY	Create a customized brand and logo specifically for the downtown square, but which relates to the city logo		C
	Explore shared marketing campaigns, including print, radio, and social media		
	Market the downtown square in special events throughout the city		O
	Establish a standard of cross-promotion		
	Install public art (e.g., murals, sculptures, interactive exhibits, selfie stations, etc.) to support the brand and establish a unique sense of place		IP
ED-3-B: DEVELOP THE DOWNTOWN STREETSCAPE DESCRIBED IN THE CITY SQUARE MASTER PLAN	Implement a customized wayfinding system that includes signage from Highway 92 and Highway 65		IP
	Explore unique design elements for the wayfinding system that could include archway/gateway elements		IP
	Implement a phased approach to extend the common design elements of the streetscape into other areas of the downtown		
	Pursue the grant funding opportunities to finance the streetscape enhancement project		IP
	Allow for outdoor dining and limited outdoor sales		C
ED-3-C: USE SPECIAL EVENTS TO DRAW PEOPLE TO THE SQUARE	Use North Howard Street as a community gathering space in conjunction with the new Justice Center		O
	Establish an event committee for keeping the square programmed throughout the year		O
	Create a new signature event in downtown		C
	Support businesses ability to host experiential events to draw customers		O
ED-3-D: SUPPORT AN ONGOING DOWNTOWN BUSINESS ASSOCIATION	Meet on a monthly basis		O
	Establish an email distribution list for businesses and support organizations, including a city representative		O
	Offer regular tours of each business		
	Develop goals and action plans for the Downtown Square Business Association		

COMPREHENSIVE PLAN UPDATES

C	= Complete		= Not Started
IP	= In Progress		= Ongoing

			Status
GOAL ED-4: ENHANCE AND STABILIZE THE HISTORICAL VALUE OF THE DOWNTOWN SQUARE AND HISTORIC BUILDINGS CITYWIDE			
ED-4-A: OFFER PROGRAMS FOR BUILDING MAINTENANCE, RESTORATION, PRESERVATION, AND REVITALIZATION	Apply for a Community Catalyst Building Remediation Grant to spur further development		O
	Consider applying for a CDBG Downtown Revitalization Fund grant from the Iowa Economic Development Authority for historically sensitive façade improvements		C
	Reinstate the former Façade Grant program, possibly modifying program parameters to meet current needs, including business signage		C
	Research minimum maintenance agreements to assist with deferred maintenance issues		
	Establish design and landscaping standards to create a desired transition in aesthetic between the Downtown Square and surrounding area		
GOAL HN-1: PROVIDE A VARIETY OF ATTRACTIVE HOUSING OPTIONS FOR RESIDENTS, ACCOMODATING ALL INCOME LEVELS AND IN ALL STAGES OF LIFE			
HN-1-A: INCREASE THE AVAILABILITY OF HOUSING TARGETED TOWARD HOUSEHOLDS EARNING MORE THAN THE CITY'S MEDIAN INCOME	Maintain and promote tax abatement for new housing		O
	Maintain and promote tax abatement for renovations and upgrades to housing		O
	Reevaluate housing needs to determine if the tax abatement programs continue to be justified in their current form		IP
HN-1-B: ENSURE THAT HOUSING STOCK IS SAFE AND ATTRACTIVE	Establish property maintenance standards that address safety, maintenance, parking, and aesthetics		O
	Develop a policy for identification, notification, and required compliance timeline for properties that are in violation		O
	Consider a forgivable loan program for safety and repair of exterior elements that could compromise the health and well-being of the occupants, such as roofs, windows, and doors		
	Partner with nonprofit agencies to provide residential clean up, maintenance, and repair services		
	Develop an official neighborhood association program in which residents can organize and be recognized by the City as representatives for their neighborhoods		
	Create a neighborhood improvement mini-grant program for neighborhood associations to be awarded funds for beautification and improvement projects on public property		
	Establish building and site design criteria for multifamily development and major modifications to existing developments		C
	Adopt a City Housing Code in compliance with Section 364.17 of the Iowa Code once the city reaches a population of 15,000, as determined by the decennial census		C

COMPREHENSIVE PLAN UPDATES

C	= Complete		= Not Started
IP	= In Progress		= Ongoing

		Status
GOAL HN-1: PROVIDE A VARIETY OF ATTRACTIVE HOUSING OPTIONS FOR RESIDENTS, ACCOMODATING ALL INCOME LEVELS AND IN ALL STAGES OF LIFE (CONTINUED)		
HN-1-C: EXPAND THE VARIETY OF HOUSING TYPES	Create a mixed use zoning district for the area surrounding downtown and for neighborhoods (Neighborhood Mixed Use) that allows for a combination of residential and limited office or limited retail uses	C
	Create a mixed use zoning district for transportation nodes and corridors (Community Mixed Use) that allows for medium/high density residential, office, and commercial use	C
	Amend the zoning code to allow for accessory dwelling units in existing neighborhoods and new developments	C
	Amend the zoning code to allow for smaller lot sizes and smaller setbacks	C
	Amend the zoning and subdivision regulations to allow for cluster development techniques, particularly for the purpose of preservation of natural areas, provision of parks or open space, or urban agricultural uses	IP
	Evaluate the potential of tiny housing and various cooperative housing models	IP
	Promote mixed-density housing developments	O
GOAL TR-1: ENABLE ALL AGES AND ABILITIES TO MOVE ABOUT THE CIY WITHOUT THEIR OWN VEHICLE		
TR-1-A: DEVELOP A NON-MOTORIZED CONNECTIVITY FOR TRANSPORTATION PURPOSES	Adopt a complete streets policy	
	Develop trails that separate bicyclists and pedestrians from the roadway and connect trip ends to commercial, residential, educational, and recreational destinations	O
	Develop codes or policies that provide end of trip bicycle facilities, such as bicycle parking in compliance with guidelines provided by the Association of Pedestrian and Bicycle Professionals	
	Evaluate the need for sidewalks and crosswalks where currently lacking and in new developments	O
	Prepare a bicycle and pedestrian master plan covering engineering, education, enforcement, encouragement, equity, and evaluation of the system	
TR-1-B: SUPPORT MOTORIZED TRAVEL WITHOUT INDIVIDUAL MOTORIZED VEHICLE OWNERSHIP	Create a city licensing system to enable transportation network companies to provide on-call transportation services	
	Revise the zoning code to establish licensing requirements and specify parking areas for car-share programs	
	Advertise the option of DART's RideShare Vanpooling program and provide a park and ride location	
	Coordinate with DART to extend the Heart of Iowa Regional Transit Agency (HIRTA) operating hours to include the evenings and weekend	
	Coordinate with DART to evaluate the potential of bus service to Des Moines	

COMPREHENSIVE PLAN UPDATES

C	= Complete		= Not Started
IP	= In Progress		= Ongoing

			Status
GOAL TR-2: CONTINUE TO EXPAND AND IMPROVE THE STREET NETWORK TO IMPROVE TRANSPORTATION SAFETY, EFFICIENCY, EQUITABLE MOBILITY, AND ESTABLISH COMMUNITY CHARACTER			
TR-2-A: EVALUATE EXISTING ROADWAYS AND MAKE NECESSARY IMPROVEMENTS	Create a pavement management plan to guide road repairs		C
	Create a detailed transportation system master plan		
	Identify problematic areas and necessary improvements		O
	Continue coordination with the Iowa DOT on signal operation		O
	Evaluate the sidewalk network for gaps and the need for improved crossings, with focus on areas near schools and community services		O
	Evaluate the bicycle network for gaps, with focus on connections to commercial, residential, educational, and recreational destinations and recommended improvements		O
	Consider Intelligent Transportation Systems (ITS) to improve the network transportation network		
	Reevaluate the city's road classifications		O
TR-2-B: PROMOTE DEVELOPMENT OF A GRID STREET NETWORK	Extend streets into priority growth areas while maintaining a grid pattern		O
	Prioritize the extension of Hoover Street between Country Club Road and US Highway 65/69		IP
	Require all streets in new subdivisions to be connected whenever feasible		O
	Adopt access management plans for the existing and future arterial streets to maintain the capacity of those streets		
	Prioritize the development of access management plans for East Hillcrest Avenue and Hoover Street		IP
	Manage access to Highway 92 and 65/69 for new development and redevelopment		O
	Establish a policy to identify when there should be a city contribution to road improvements or new road construction that is necessary to support new development, rather than being completely funded by the developer		
TR-2-C: USE THE STREET DESIGN TO ESTABLISH A CHARACTER FOR THE CITY AND NEIGHBORHOODS	Bury utilities with all new development and with redevelopment whenever possible		O
	Revise the street tree ordinance, including tree planting guidelines, to improve aesthetics while ensuring that street trees will not interfere with utilities, sidewalks, or the adjacent roadway		IP
	Plant street trees adjacent to all publicly-owned properties whenever possible		
	Adopt a zoning overlay to establish the parkway design guidelines		
	Develop and use Complete Streets and traffic calming policies and design guidelines for new streets and rehabilitation of existing streets		

COMPREHENSIVE PLAN UPDATES

C	= Complete	Not Started	= Not Started
IP	= In Progress	O	= Ongoing

			Status
GOAL CS-1: PROVIDE HIGH QUALITY EDUCATION AT ALL LEVELS FOR ALL MEMBERS OF THE COMMUNITY			
CS-1-A: ENSURE THAT HIGH SCHOOL STUDENTS ARE PREPARED FOR COLLEGE, POST-SECONDARY TRAINING, OR THE WORKFORCE	Maintain AP course offerings, concurrent credit courses, and partnership with the DMACC Career Academy		
	Increase career technical education course opportunities and partnerships such as registered apprenticeships and school-to-work programs		
CS-1-B: ENRICH THE WORKFORCE	Increase and promote a diversity of trainings, classes, and certifications		
	Offer mentoring programs for personal and professional development		
	Support business associations and networking programs, including city representatives on committees		
CS-1-C: PROMOTE AND ACCOMMODATE LIFELONG LEARNING	Allow businesses to incorporate on-site child care		C
	Consider pre-school programming through the City		
	Provide retirement age and senior classes		O
GOAL CS-2: CONTINUALLY AIM TO IMPROVE PUBLIC COMMUNITY SERVICES			
CS-2-A: IMPROVE AND EXPAND LOCAL LIBRARY FACILITIES AND OPERATIONS	Expand library spaces to accommodate entrepreneurship and small business work space/programming		
	Develop a plan for future expansion of library facilities		IP
	Dedicate annual funding to the enhancement of library services, media, and technology		
CS-2-B: MAINTAIN A HIGH LEVEL OF COMMUNICATION WITH THE COMMUNITY	Provide proactive and transparent communication, easy-to-access information and materials about government activities and policies		O
	Strengthen communication with underserved groups		
	Craft communication materials to promote existing services		O
	Hire a communications and marketing professional for the City		C
CS-2-C: ENSURE THAT THE HEALTH NEEDS, BOTH PHYSICAL AND MENTAL, OF ALL RESIDENTS ARE BEING MET	Provide common medical services locally		

COMPREHENSIVE PLAN UPDATES

C	= Complete		= Not Started
IP	= In Progress		= Ongoing

		Status
GOAL CS-2: CONTINUALLY AIM TO IMPROVE PUBLIC COMMUNITY SERVICES (CONTINUED)		
CS-2-D: ENSURE THAT PUBLIC UTILITIES ARE SUFFICIENT TO SERVE EXISTING AND FUTURE NEEDS	Conduct a potable water service infrastructure study to determine where to invest in upgrades to facilitate growth and redevelopment	
	Follow through with the development of the Water Resource Recovery Facility	C
	Complete a feasibility study of the South Plant service area, including adjoining growth areas, to address capacity issues in the system	C
	Maintain the inflow and infiltration policy	O
	Maintain the Collection Systems Maintenance Policy	O
	Complete a hydraulic analysis and feasibility study for all sanitary service areas in the city at least every five years	
	Continue to build and expand the Fiber Optic System	O
	Prepare for the Stormwater Utility Audit	C
	Explore the best practices of refuse, recycling, and lawn waste collection, including the location of the City's brush facility	
GOAL CS-3: PROVIDE HIGH QUALITY PARKS AND RECREATION AMENITIES FOR ALL RESIDENTS OF ALL AGES AND ABILITIES		
CS-3-A: MAINTAIN AND IMPROVE EXISTING PARK AMENITIES AND ADD AMENITIES TO NEW PARKS	Adopt a citywide Park System Master Plan to direct active and passive recreation facilities and programs	IP
	Dedicate annual funding in the Capital Improvement Plan	O
	Inspect grounds, facilities, and equipment to ensure compliance with safety standards	
	Add at least 1 splash pad/wading pool by 2025	
	Add at least 1 enclosed shelter for year-round rentals by 2030	
CS-3-B: CONNECT THE EXISTING AND FUTURE PARK SYSTEM WITH RECREATIONAL TRAILS	Apply for trail grants on an annual basis	
	Require dedication of recreational trail easements concurrent with plat approvals by 2021	IP
	Continue to refer to the 2008 Trails Master Plan for trail design details	O
CS-3-C: PROVIDE PARK SPACE AT A RATE OF 16 ACRES PER 1,000 POPULATION AND LOCATED WITHIN A 1/2 MILE WALK OF EVERY RESIDENT	Modify the parkland dedication ordinance to include maintenance of 16 parkland acres / 1,000 population; minimum acreage, location, and accommodation of amenities; and mechanisms for dedication in lieu of land by 2023	IP
	Develop parks concurrent with new residential development to meet level of service needs	IP

COMPREHENSIVE PLAN UPDATES

C	= Complete		= Not Started
IP	= In Progress		= Ongoing

		Status
GOAL ES-1: PROMOTE THE USE OF RENEWABLE ENERGY SOURCES		
ES-1-A: REDUCE GREENHOUSE GAS EMISSIONS	Conduct an energy audit of all public buildings to identify areas for improvement	
	Create a city-wide climate action plan	
	Promote biking, walking and transit for transportation purposes	
	Incorporate electric vehicles and/or those powered by other renewable energy sources into the City's vehicle fleet	
ES-1-B: PROMOTE RENEWABLE ENERGY PRODUCTION SUCH AS SMALL SCALE WIND AND SOLAR	Promote the small scale wind energy code	
	Amend the zoning code to allow solar panels	C
	Incorporate renewable energy technologies in public projects	
	Create programs to improve energy efficiency and promote use of renewable energy sources	
GOAL ES-2: PROMOTE SUSTAINABLE BUILDING DEVELOPMENT AND GREEN INFRASTRUCTURE		
ES-2-A: PROMOTE SUSTAINABLE DEVELOPMENT PRACTICES	Develop a list of environmentally sustainable practices and resource tools for implementation (e.g. bioswales/rain gardens, native plantings, recycled/repurposed or renewable building materials, rainwater harvesting, gray water systems, renewable energy production, permeable pavers, etc.)	
	Provide education for city staff, elected officials, developers, and property owners on the benefits and resources for sustainable development	
	Integrate environmental sustainability elements in all public projects and strive for LEED certification	
	Create a fast-track review process for private projects incorporating environmentally sustainable elements	
	Develop an incentive program for private projects to incorporate sustainable development practices and to obtain LEED certification	
	Develop a rain barrel program	
GOAL ES-3: PRESERVE AND RESTORE NATURAL RESOURCES AND WILDLIFE HABITATS		
ES-3-A: PROTECT WETLANDS, PRAIRIES, STREAM CORRIDORS, AND OTHER WILDLIFE HABITAT	Create a natural resource zoning district to establish protection measures	
	Acquire environmentally sensitive land for protection	
	Enter into conservation easement agreements with private land owners	
	Foster community connection, access and awareness of natural resources through wildlife parks, trails, and programs	
	Develop watershed management plans and best practices	

COMPREHENSIVE PLAN UPDATES

C	= Complete		= Not Started
IP	= In Progress		= Ongoing

		Status
GOAL ES-3: PRESERVE AND RESTORE NATURAL RESOURCES AND WILDLIFE HABITATS (CONTINUED)		
ES-3-B: Expand urban tree canopy	Establish an annual tree-planting program for public and private properties	
	Adopt a tree preservation ordinance	C
	Establish minimum landscaping standards for new developments	C
ES-3-C: Discourage sprawled urban development of open space and agricultural land	Provide incentives for redevelopment (using existing buildings) and infill over greenfield development	
	Create a transfer of development rights program	
	Reevaluate the Annexation Moratorium Agreement with City of Des Moines and Warren County in 2025	
GOAL ES-4: REDUCE THE NEGATIVE EFFECTS OF HAZARDS AND IMPROVE THE RESPONSE AND RECOVERY TIME OF HAZARDS		
ES-4-A: Reduce the extent of property losses on properties with current and future development and reduce the likelihood of personal injury or loss of life	Ensure that public infrastructure and critical assets are protected from hazards	
	Use the most effective approaches to protect buildings from flooding, including acquisition or relocation where warranted	
	Use the most effective approaches to protect buildings from other hazards using both structural and non-structural methods	
	Ensure that building codes protect against fire, severe storms, and other hazards	O
	Use zoning and building codes to regulate the nature of development in hazard-prone areas	O
	Educate the public on self-protection measures for their properties and their personal safety	
	Ensure that emergency shelters are well-equipped and available for all residents in need	O
ES-4-B: Improve public response to hazards and make recovery easier	Enhance the continuity of government during and after storms by prioritizing the recovery of governmental buildings and essential services	IP
	Enhance cross-agency and intra- and inter- county communications	IP
	Review and then either continue, enhance, or establish mutual aid agreements, training, and exercises	IP
	Ensure proper and adequate equipment for first responders	O
	Continue to participate in the Warren County Hazard Mitigation Plan updates	O

PLANNING AND ZONING COMMISSION



COMMISSION MEMBERS

The Planning and Zoning Commission consists of up to nine seated members.

To learn about opportunities in serving on the Commission, please contact the Community Development Department.



RESPONSIBILITIES

The Commission is responsible for providing recommendations to the City Council regarding land use and development cases.

This includes rezonings, site plans, subdivision plats, and zoning code amendments.



MEETINGS

The Commission meets twice a month. Meetings are livestreamed on the City of Indianola's YouTube Channel and can be accessed at any time.

Watch online: [youtube.com/CityofIndianolaIowa](https://www.youtube.com/CityofIndianolaIowa)



PLANNING AND ZONING COMMISSION

Over 40 development cases were reviewed by staff and the Planning and Zoning Commission. Plat of Survey applications were the most common application type for the year, many being located outside of city jurisdiction in Warren County, but within the two-mile jurisdictional boundary. Land division applications in 2023 were temporarily held on a moratorium, as the county developed a new land use plan and zoning ordinance. Notable cases received and reviewed include:

- **EMERALD BAY PLANNED UNIT DEVELOPMENT**
- **DEER RUN PLANNED UNIT DEVELOPMENT**
- **KENTUCKY RIDGE PLANNED UNIT DEVELOPMENT**
- **WESLEYLIFE VILLAGE PLANNED UNIT DEVELOPMENT**
- **PIPSY’S DAYCARE SITE PLAN**
- **DEYARMAN FORD EXPANSION SITE PLAN**
- **STERNQUIST SITE PLAN**

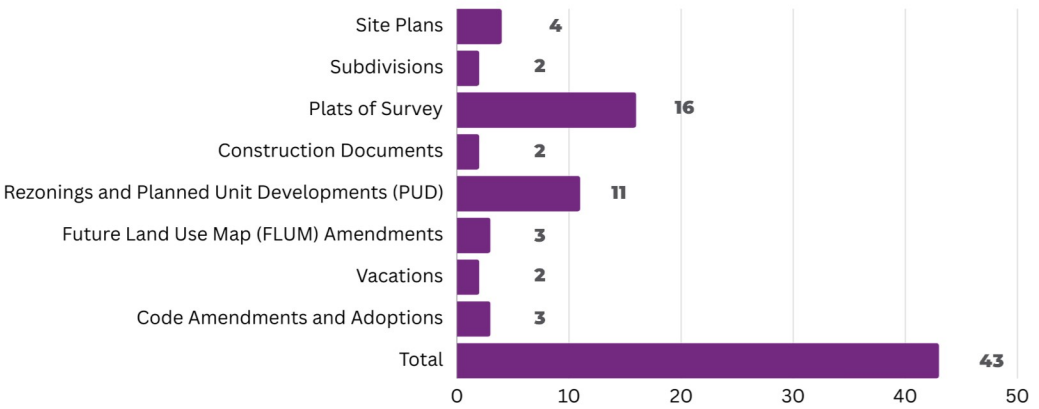
In addition to development cases, the Planning and Zoning Commission reviewed multiple administrative and policy guidelines and code amendments, including the [6th Street Sub-Area Plan](#), zoning code updates to the sign code and commercial vehicle parking in residential neighborhoods.

In 2024, look out for a Housing Study and Needs Assessment, a Gateway Improvement Study and future updates to the zoning code — including the land division code.

OVERVIEW OF PLANNING AND DEVELOPMENT CASES

The following data shows the number of Planning and Development cases, by type, in 2023. Plat of Surveys were the most common case submitted in the year, many being out of City jurisdiction. A total of 43 cases were reviewed.

FIGURE 2.1: BREAKDOWN OF DEVELOPMENT CASES IN 2023, BY TYPE.



PLANNING AND ZONING COMMISSION

P	= Present
AE	= Absence—Excused
UE	= Absence—Unexcused

2023 OVERVIEW

The Planning and Zoning Commission met a total of 14 times in 2023. The commission welcomed four new P&Z members: Carrie Woerdeman, Mellisa Sones, Jake Vice and Justin Noethe. Welcome to P&Z and thank you for your time in volunteering!

THANK YOU FOR YOUR SERVICE!

Your involvement as an active Commission member helps to shape the future of our city. The role of a Commission member plays a pivotal role in advising on key issues, influencing policy decisions, and making a positive impact on our community's direction.

Thank you for your voluntary service on the City of Indianola Planning and Zoning Commission!

- **JOSH RABE (2014)**
- **BOB ORMSBY (2018)**
- **MELLISA SONES (2023)**

Thank you for thinking Indianola first by serving to make an impact in our community!

	1/10	1/24	2/28	3/14	3/28	4/11	5/09	5/23	7/25	8/22	9/26	10/10	11/14	12/12
Cortney Marmon	P	P	P	P	P	P	P	P	P	AE	P	P	P	
Excused Absences: 1											Attendance 92%			
Sarah Ritchie	AE	P	P	P	P	P	P	AE	AE	P	P	AE	AE	
Excused Absences: 5											Attendance 62%			
Al Farris	P	P	AE	P	P	P	P	P	P	P	P	P	P	
Excused Absences: 1											Attendance 92%			
Misty Darling	P	P	P	P	AE	AE	AE	P	AE	P	P	P	P	
Excused Absences: 4											Attendance 70%			
Lin Stecker	P	P	P	AE	AE	P	AE	P	P	P	AE	P	P	
Excused Absences: 4											Attendance 70%			
Carrie Woerdeman	*	*	P	P	P	P	AE	P	P	P	AE	AE	P	
Excused Absences: 3											Attendance 72%			
Mellisa Sones*	*	*	*	*	*	*	*	*	P	P	P	P	*	
Excused Absences: 0											Attendance 100%			
Jake Vice	*	*	*	*	*	*	*	*	P	P	P	AE	P	
Excused Absences: 1											Attendance 80%			
Justin Noethe	*	*	*	*	*	*	*	*	*	*	*	P	P	
Excused Absences: 0											Attendance 100%			
Josh Rabe*	P	AE	AE	P	P	P	*	*	*	*	*	*	*	
Excused Absences: 2											Attendance 66%			
Bob Ormsby*	P	P	P	P	AE	P	P	AE	*	*	*	*	*	
Excused Absences: 2											Attendance 75%			

*Indicates that the Commission member was not seated into the position at the time of the meeting.

PLANNING AND ZONING COMMISSION

A	= Approve	AWC	= Approve with Conditions
D	= Deny	WA	= Waive Authority

2023 P&Z AGENDA ITEMS		Staff Recommendation	P&Z Recommendation	Council Action
SITE PLANS				
RES No. #2023-022	Pipsy's Daycare Site Plan	AWC	AWC	AWC
-	Many Hands for Haiti Minor Site Plan	A	-	-
RES No. #2023-180	DeYarman Ford Site Plan	AWC	AWC	AWC
RES No. #2023-243	Sternquist Site Plan	AWC	AWC	AWC
SUBDIVISIONS				
RES No. #2023-088	Laura's Timber Ridge Subdivision	A	A	A
RES No. #2023-236	Indianola Industrial Park 3	A	A	A
PLATS OF SURVEY				
RES No. #2023-040	Schletzbaum Plat of Survey #1	WA	WA	WA
RES No. #2023-041	Schletzbaum Plat of Survey #2	WA	WA	WA
RES No. #2023-042	Schletzbaum Plat of Survey #3	WA	WA	WA
RES No. #2023-043	Schletzbaum Plat of Survey #4	WA	WA	WA
RES No. #2023-045	TS Investments Plat of Survey	A	A	A
RES No. #2023-060	Westbrook Plat of Survey	WA	WA	WA
RES No. #2023-071	Warren County Plat of Survey	A	A	A
RES No. #2023-110	Higgins Plat of Survey	WA	WA	WA
RES No. #2023-116	Henry Plat of Survey	A	A	A
-	Reynolds-Yoder Plat of Survey	D	A	D
RES No. #2023-130	Deer Run Plat of Survey	A	A	A
RES No. #2023-129	Inception Group Plat of Survey	A	A	A
RES No. #2023-179	Sanford Plat of Survey	A	AWC	AWC
RES No. #2023-177	Walters Plat of Survey	WA	WA	WA
RES No. #2023-197	Phillips Plat of Survey	WA	WA	WA
RES No. #2023-242	Wilkens-Andrus Plat of Survey	A	A	A

Continued on the next page.

PLANNING AND ZONING COMMISSION

A	= Approve	AWC	= Approve with Conditions
D	= Deny	WA	= Waive Authority

2023 P&Z AGENDA ITEMS		Staff Recommendation	P&Z Recommendation	Council Action
CONSTRUCTION DOCUMENTS				
-	Indianola Industrial Park 3	A	-	-
-	Indianola Mixed Use Ditch Improvements	A	-	-
REZONING AND PLANNED UNIT DEVELOPMENT (PUD)				
ORD No. #1704	Niccum Rezoning from C-2 to R-2	A	A	A
RES No. #2023-008	Deer Run PUD Modification	A	A	A
ORD No. #1706	Warren County Historical Society Rezoning from R-1 to C-2	A	A	A
ORD No. #1707	Missouri Valley PUD	A	A	A
ORD No. #1709	WesleyLife Village PUD	A	A	A
RES No. #2023-127	Summercrest PUD Modification	A	A	A
ORD No. #1719	Sanford Rezoning from A-1 to R-1	A	AWC	AWC
-	Emerald Bay PUD	AWC	AWC	-
-	Deer Run PUD	AWC	AWC	-
-	Kentucky Ridge PUD	AWC	AWC	-
-	6th Street Sub-Area Rezoning	A	A	-
FUTURE LAND USE MAP (FLUM) AMENDMENTS				
RES No. #2023-009	6th Street Sub-Area Plan	A	A	-
-	Emerald Bay FLUM Amendment	A	A	-
-	Deer Run FLUM Amendment	A	A	-
VACATIONS				
RES No. #2023-230	Wickett Vacation	A	A	A
RES No. #2023-201	East Boston ROW Vacation	A	A	A
CODE AMENDMENTS AND ADOPTIONS				
RES No. #2023-009	Comprehensive Plan Amendment for 6th Street Sub-Area Plan	A	A	A
ORD No. #1701	Indianola Sign Code	A	A	A
-	Commercial Parking in Residential Zoning Districts	A	A	A
				TOTAL: 43

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BOARD OF ADJUSTMENT



BOARD MEMBERS

The Board of Adjustment consists of up to five seated members.

To learn about opportunities in serving on the Board, please contact the Community Development Department.



RESPONSIBILITIES

The Board is responsible for upholding the integrity of the City of Indianola Zoning Regulations and the “Elevate Indianola” Comprehensive Plan.

The Board does this through hearing variance and special use permit requests, as well as hearing appeals to staff decisions.



MEETINGS

The Board meets once a month. Meetings are livestreamed on the City of Indianola’s YouTube Channel and can be accessed at any time.

Watch online: [youtube.com/CityofIndianolaIowa](https://www.youtube.com/CityofIndianolaIowa)



BOARD OF ADJUSTMENT

The Board of Adjustment saw 15 cases in 2023 — 10 of which were variances to the zoning code and three special use permit applications. Notable cases received and reviewed include the following:

- **INDIANOLA MUNICIPAL UTILITIES SPECIAL USE PERMIT APPLICATION FOR THE DEVELOPMENT OF A LARGE-SCALE SOLAR ARRAY SYSTEM.**
- **AULAKH SPECIAL USE PERMIT APPLICATION FOR LIQUOR RETAIL SALES**

In addition to these development cases, the Board also heard two appeal cases. These appeal cases were regarding violation determinations made by Community Development staff:

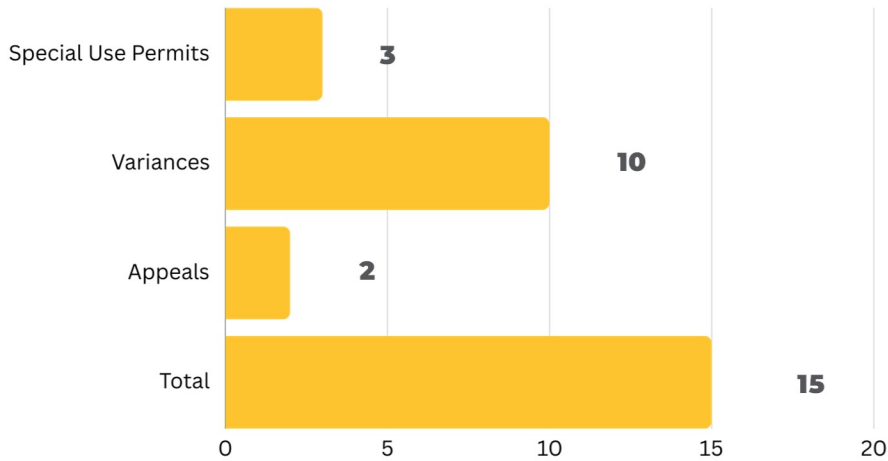
- **APPEAL REGARDING REQUIRED FIRE AND BUILDING CODE SAFETY REQUIREMENTS FOR RESIDENTIAL TENANT UNITS. THE BOARD OF ADJUSTMENT STAYED STAFF DECISION.**
- **APPEAL REGARDING VIOLATION DETERMINATION ON VACANT PROPERTY SOUTH OF TOWN. THE BOARD OF ADJUSTMENT STAYED STAFF DECISION.**

In these appeal cases, the Board of Adjustment decided to stay staff interpretation, or the case was withdrawn by the applicant.

OVERVIEW OF BOARD OF ADJUSTMENT CASES

The following shows the number of Board of Adjustment cases, by type, in 2023. A total of 15 cases were reviewed by the Board.

FIGURE 3.1: BREAKDOWN OF BOARD OF ADJUSTMENT CASES IN 2023 BY TYPE.



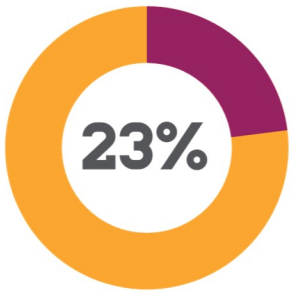
BOARD OF ADJUSTMENT ACTIONS

In three separate occasions, the Board of Adjustment voted in contrast to staff recommendation. These cases consisted of requests for a variance.

FIGURE 3.2: PERCENTAGE OF DEVELOPMENT CASES WHERE BOARD VOTED IN CONTRAST TO STAFF RECOMMENDATION

23% OF DEVELOPMENT CASES WERE VOTED IN CONTRAST TO STAFF RECOMMENDATION

Cases included requests for oversized accessory structures and accessory structures to be placed and located within the front yard area.



BOARD OF ADJUSTMENT

2023 OVERVIEW

The Board of Adjustment met a total of eight times in 2023. The board welcomed one new BOA member: Deidre Hoover. Welcome to the Board of Adjustment and thank you for your time in volunteering!

THANK YOU FOR YOUR SERVICE!

Your involvement as an active Board member helps to shape the future of our city. The role of a Board member plays a pivotal role in advising on key issues, influencing policy decisions and making a positive impact on our community's direction.

Thank you for your voluntary service on the City of Indianola Board of Adjustment!

► BILL METTEE (2019)

Thank you for thinking Indianola first by serving to make an impact in our community!

P	= Present
AE	= Absence—Excused
UE	= Absence—Unexcused

	1/4	2/1	4/5	5/3	6/7	7/5	8/2	9/6
Rene Soldwisch	P	AE	P	P	P	P	AE	P
Excused Absences: 1						Attendance 75%		
Amy Mitchell	P	P	AE	P	P	P	P	AE
Excused Absences: 5						Attendance 75%		
Jane Whalen	P	P	P	P	AE	P	P	P
Excused Absences: 1						Attendance 87%		
Lee Bash	P	P	P	P	P	AE	P	P
Excused Absences: 4						Attendance 87%		
Bill Mettee	P	P	*	*	*	*	*	*
Excused Absences: 0						Attendance 100%		
Deidre Hoover	*	*	*	*	*	*	*	*
Excused Absences: 0						Attendance N/A		

*Indicates that the Board member was not seated into the position at the time of the meeting.

BOARD OF ADJUSTMENT

A	= Approve	AWC	= Approve with Conditions
D	= Deny	S	= Stayed Staff Decision

2023 BOA AGENDA ITEMS		Staff Recommendation	BOA Action
SPECIAL USE PERMITS			
	Brown Special Use Permit for Ground Mounted Solar Array System	A	A
	Indianola Municipal Utilities (IMU) Special Use Permit for Large Scale Ground Mounted Solar Energy System	AWC	AWC
	Aulakh Special Use Permit for Liquor Store	AWC	AWC
VARIANCES			
	Brown Variance for Ground Mounted Solar Array System Location	A	A
	Huston Variance for Rear-yard Setback	A	A
	McKelvey Variance for Oversized Accessory Structure on Vacant Lot	D	D
	McKelvey Variance for Accessory Structure on Vacant Lot	D	D
	Robinson Variance for Gravel Driveway	D	D
	Horstman-Rosenberger Variance for Oversized Accessory Structure	D	A
	Horstman-Rosenberger Variance for Accessory Structure in Front Yard	AWC	AWC
	Da Costa Variance to Minimum Driveway Separation Requirements	A	A
	Schulte-Fox Variance for an Oversized Accessory Structure	D	A
	Schulte-Fox Variance for an Accessory Structure in Front Yard	D	AWC
APPEALS			
CASE #2023-6	Smothers Appeal on Violation Determination	–	S
CASE #2023-11	McKelvey Appeal on Zoning and Violation Determination	–	*
		TOTAL: 15	

*Applicant withdrew application.

DOWNTOWN SQUARE COMMISSION



COMMISSION MEMBERS

The Downtown Square Commission consists of up to nine seated members.

To learn about opportunities in serving on the Commission, please contact the Community Development Department.



RESPONSIBILITIES

The Commission is responsible for providing recommendations to the City Council regarding events and the use of Indianola's Downtown Square.

This includes sidewalk use agreements, right-of-way leases and special event applications.



MEETINGS

The Commission meets once a month. Meetings are livestreamed on the City of Indianola's YouTube Channel and can be accessed at any time.

Watch online: [youtube.com/CityofIndianolaIowa](https://www.youtube.com/CityofIndianolaIowa)



DOWNTOWN SQUARE COMMISSION

It's happening in the Square! The Downtown Square Commission reviewed nine Special Event Applications, attracting community members and tourism to the City center. In addition, big strides were made to revitalizing the Square. Take a look back at all that was accomplished in 2023:

- **REINSTATEMENT OF THE DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT PROGRAM**

This program allowed property owners and businesses to apply for up to \$25,000 in grant funding, with the goal of maintaining, preserving, or improving aesthetics downtown. The program works to build a destination where local businesses can thrive and people of all backgrounds can connect, create and celebrate.

- **APPROVAL OF THE DOWNTOWN SQUARE DESIGN GUIDELINES**
- **DOWNTOWN SQUARE RECONSTRUCTION PROJECT NEARING COMPLETION.**

Phase 8/9 (north and south alleyways) of the Downtown Square Reconstruction Project finished in September 2023. The last remaining Phases 5 and 6 (east and west alleyways) are anticipated to be finished in 2024.

- **APPLICATION TO THE DOWNTOWN REVITALIZATION PROGRAM (CDBG)**

The City of Indianola has engaged the Des Moines Area Metropolitan Planning Organization (MPO) and Curtis Architecture and Design P.C for a project seeking funding under the Community Development Block Grant (CDBG) Program. This project will rehabilitate facades within the Downtown Square and revitalize downtown buildings, if awarded.

In 2024, watch out for the completion of the Downtown Square Reconstruction Project, including the east and west alleyways, updates regarding the City's application to the DTR CDBG Grant, and the Main Street Iowa Program!



Top: Preliminary design rendering for 126 North Howard Street, as part of the DTR CDBG Application
Bottom: Lighting being installed at 216 West Salem Avenue (Bob's Custom Trophies), as part of a grant awarded to renovate the existing storefront

DOWNTOWN SQUARE COMMISSION

P	= Present
AE	= Absence—Excused
UE	= Absence—Unexcused

2023 OVERVIEW

The Downtown Square Commission met a total of 8 times in 2023. The commission welcomed one new commission member, Leslie Held. Welcome to the Downtown Square Commission and thank you for your time in volunteering!

THANK YOU FOR YOUR SERVICE!

Your involvement as an active Commission member helps to shape the future of our city. The role of a Commission member plays a pivotal role in advising on key issues, influencing policy decisions and making a positive impact on our community's direction.

Thank you for your voluntary service on the City of Indianola Downtown Square Commission!

- **ERICA ROBERTS (2022)**
- **KAMIE HAYNES (2022)**
- **ERIN FREEBURG (2022)**

Thank you for thinking Indianola first by serving to make an impact in our community!

	1/17	2/21	3/21	4/18	5/16	6/20	8/15	11/28	
Amanda Ripperger	P	P	P	P	P	P	P		
Excused Absences: 0						Attendance 100%			
Tim Bryan	AE	AE	AE	P	P	P	AE		
Excused Absences: 1						Attendance 0%			
Leslie Held	*	*	P	P	AE	AE	P		
Excused Absences: 2						Attendance 0%			
Jaime Parrott	AE	P	P	P	P	P	P	P	
Excused Absences: 1						Attendance 87%			
Marvin Gribbins	P	P	AE	P	P	P	AE		
Excused Absences: 2						Attendance 75%			
Doug Gaumer	AE	P	P	P	P	AE	P		
Excused Absences: 2						Attendance 75%			
Erin Freeburg*	P	P	AE	AE	AE	AE	*	*	
Excused Absences: 4						Attendance 33%			
Kamie Haynes*	P	P	P	P	P	P	*	*	
Excused Absences: 0						Attendance 100%			
Rob Keller	P	P	P	P	P	AE	P		
Excused Absences: 1						Attendance 87%			
Erica Roberts*	P	P	AE	*	*	*	*	*	
Excused Absences: 0						Attendance N/A			

*Indicates that the Commission member was not seated into the position at the time of the meeting.

DOWNTOWN SQUARE COMMISSION

A = Approve **AWC** = Approve with Conditions
D = Deny

2023 DSC AGENDA ITEMS		Staff Recommendation	DSC Recommendation	Council Action
SIDEWALK USE AGREEMENTS				
	Copper and Fringe Temporary Sidewalk Sign	A	A	A
	Brickhouse Tavern Temporary Sidewalk Signs and Outdoor Seating Area	A	A	A
	Willowmoon Apothecary Temporary Sidewalk Sign	A	A	A
	Adorn Temporary Sidewalk Sign	A	A	A
	Feed and Foster Temporary Sidewalk Sign	A	A	A
	Tiny Tots and Teens Temporary Sidewalk Sign	A	A	A
	West Hill Brewery Temporary Sidewalk Sign	A	A	A
	Pageturners Temporary Sidewalk Sign	A	A	A
RIGHT-OF-WAY LEASE				
RES No. #2023-064	Brickhouse Tavern Streetery	A	A	A
RES No. #2023-065	The Local Vine Streetery	A	A	A
SPECIAL EVENT APPLICATIONS				
	American Legion's 'Veterans Day Parade'	A	A	A
	Indianola Hometown Pride's 'Hometown Pride Parade'	A	A	A
	Indianola Chamber of Commerce 'Chamber Concert Series'	A	A	A
	Indianola Downtown Merchants 'Ridiculous Days'	A	A	A
	Warren County Historical Society's Annual Log Cabin Festival Parade	A	A	A
	Indianola Parks and Recreation's Annual Children's Costume Party	A	A	A
	West Hill Brewing Companies' Oktoberfest	A	A	A
	Indianola Downtown Merchants 'Wine, Witches, and Brews'	A	A	A
	Indianola Downtown Merchants 'Home for the Holidays'	A	A	A
CODE AMENDMENTS AND ADOPTIONS				
ORD No. #1713	Sidewalk Use Regulations	A	A	A
ORD No. #1715	Snow Emergency Regulations in the Downtown Square	A	A	A
RES No. #2023-015	Downtown Square Design Guidelines	A	A	A
				TOTAL: 21



COMMUNITY DEVELOPMENT CONTACT INFO

 110 N 1st Street, Indianola, IA 50125

 comdev@indianolaiowa.gov

 515-961-9430

 www.indianolaiowa.gov/community-development





Community Development

110 N. First St., Indianola, IA 50125-0299 • www.indianolaiowa.gov
515-961-9430 • comdev@indianolaiowa.gov

December 2023

Code	Type	Permits Issued	# of Units	Amount	Average	Non-Taxable
101	Single Family Home	8		\$2,602,930.00	\$325,366.25	
102	Single Family Attach	0		\$0.00		
103	Two Family	0		\$0.00		
104	Three or More Families	0		\$0.00		
	Mobile Homes	0		\$0.00		
322	Service Stations	0		\$0.00		
324	Office	0		\$0.00		
328	Non-resident buildings	0		\$0.00		
329	Pool	0		\$0.00		
434	Residential Add/Alt	1		\$11,950.61	\$11,950.61	
437	Non-residential add/alt	0		\$0.00	#DIV/0!	
438	Res garage/carports	0		\$0.00		
645	Demo - residential	1		\$0.00		
649	Demo - commercial	0		\$0.00		
December Total		10		\$2,614,880.61		
<u>Residential Value</u>		<u>Commercial Value</u>				<u>All Non-Taxable</u>
0.0%		27.9%				0.0%

YEAR TO DATE TOTAL						
Code	Type	Permits Issued	# of Units	Amount	Average	Non-Taxable
101	Single Family Home	52	0	\$19,978,234.00	\$384,196.81	
102	Single Family Attach	3	4	\$821,000.00	\$273,666.67	
103	Two Family	0	0	\$0.00		
104	Three or More Families	1	0	\$250,000.00		
	Mobile Homes	0	0	\$0.00		
322	Service Stations	0		\$0.00		
324	Office	0		\$0.00		
328	Non-resident buildings	1		\$845,000.00	\$845,000.00	
329	Pool	6		\$274,799.00	\$45,799.83	
434	Residential add/alt	66		\$1,815,494.88		
437	Non-residential add/alt	9		\$18,866,311.00	#REF!	
438	Res garage/carports	4		\$182,000.00	\$45,500.00	
645	Demo - sfd	7		\$0.00		
649	Demo - commercial	1		\$0.00		
YTD TOTAL		150	4	\$43,032,838.88		
<u>Residential Value</u>		<u>Commercial Value</u>				<u>All Non-Taxable</u>
54.2%		45.8%			0.0%	0.0%