



DOWNTOWN SQUARE COMMISSION MEETING

February 20, 2024

9:00 AM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
- 4. Minutes Approval**
 - A. Approval of the November 28, 2023 meeting minutes.
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
 - A. Consider recommendation on reimbursement for 102 W Ashland Avenue (The Zoo Bar) for the Downtown Facade and Interior Improvement Grant Program
- 8. Comments**
 - A. 2023 Annual Report
 - B. Update on CDBG Downtown Revitalization Grant
 - C. Update on Main Street Iowa Program
- 9. Adjourn**



MEMORANDUM

To: Downtown Square Commission
From:
Date: February 20, 2024
Subject: Approval of the November 28, 2023 meeting minutes.

Discussion:

Recommendation:

Attachments: 1. document (40)



DOWNTOWN SQUARE COMMISSION MEETING

November 28, 2023

9:00 AM

City Council Chambers

Minutes

1. Call to Order

The meeting was called to order at 9:04.

2. Roll Call

Board members present: Amanda Ripperger, Doug Gaumer, Rob Keller, Marvin Gribbins, Leslie Held, Tim Bryan.

Staff members present: Ben Reeves, Charlie Dissell, Miranda Chadwick

3. Agenda Approval

A. Approval of agenda for the November 28, 2023 meeting.

Rob Keller made a motion to approve the agenda.

Doug Gaumer seconded the motion.

Motion was passed.

4. Minutes Approval

A. Approval of August 15, 2023 meeting minutes.

Leslie Held made a motion to approve the meeting minutes.

Tim Bryan seconded the motion.

Motion was passed.

5. Public Comment

6. Old Business

7. New Business

A. Consider recommendation of a Special Event Application for Home for the Holidays event on December 9, 2023, submitted by Indianola Downtown Merchants.

Discussion was had on how the event planning has changed and updated to address most concerns.

A new map and plan was presented by Leslie Held.

Doug Gaumer made a motion to approve the event.

Time Bryan seconded the motion.

The motion was passed.

B. Consider recommendation on reimbursement for 216 West Salem Avenue (Bob's Custom Trophies) for the Downtown Facade and Interior Improvement Grant Program

Tim Bryan made a motion to approve the reimbursement.
Rob Keller seconded the motion.
Leslie Held abstained from the vote.
The motion was passed.

- C. Consider recommendation on reimbursement for 215 West Salem Avenue (Community Title LLC) for the Downtown Facade and Interior Improvement Grant Program.

Doug Gaumer made a motion to approve the agenda item
Tim Bryan seconded the motion
The motion was passed.

- D. Consider recommendation on reimbursement for 105 1/2 South Howard Street for the Downtown Facade and Interior Improvement Grant Program.

Tim Bryan made a motion to approve the agenda item.
Leslie Held seconded the motion.
The motion was passed.

8. Comments

- A. Updates regarding the City of Indianola's application for the Community Block Development Grant (CDBG) Downtown Revitalization Fund Program.

Charlie provided an update on the program and the proposed work that would be done.

9. Adjourn

Doug Gaumer made a motion to adjourn.
Tim Bryan seconded the motion.
The meeting was adjourned at 9:31.



MEMORANDUM

To: Downtown Square Commission

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

Date: February 20, 2024

Subject: Consider recommendation on reimbursement for 102 W Ashland Avenue (The Zoo Bar) for the Downtown Facade and Interior Improvement Grant Program

Discussion:

Recommendation: Staff recommends that the Indianola Downtown Square Commission recommend approval of the reimbursement request for 102 W Ashland Avenue for a total of \$25,000.

- Attachments:**
1. Memorandum
 2. Notice of Grant Award (NOGA)
 3. Signed Contract
 4. Line Item Financial Worksheet and Receipts
 5. Invoice



COMMUNITY DEVELOPMENT

To: Indianola Downtown Square Commission
From: Charlie E. Dissell, Deputy City Manager
Emily Rizvic, Associate Planner
Date: February 20, 2024
Re: 2023 Downtown Grant Reimbursement Request – 102 W Ashland Avenue (The Zoo Bar)

The City of Indianola, Iowa launched the Downtown Business and Façade Grant program on January 20th, 2023. The program allowed property owners to apply for up to \$25,000 in grant funding assistance for façade and interior improvements to buildings located in and adjacent to the Indianola Downtown Square. A total of six (6) applications were recommended for funding, including 102 W Ashland Avenue (The Zoo Bar).

This application proposed a renovation and improvement to the exterior façade of the building. The application was awarded 22 points on its initial review according to the Scoring Rubric. Improvements proposed on the application included:

- Removal of ventilation fan and air conditioner, located above the entryway door
- Façade material replacement
- Installation of new window
- Installation of new building signage

Ineligible expenses for the project included funding for LP SmartSide, as the Downtown Design Guidelines explicitly note composite wood, such as LP SmartSide, is considered a generally inappropriate building material for the downtown area.

The application requested \$25,000 in funding assistance for the project with an estimated total cost of the project being \$36,237. The total expense for the project was recorded at \$33,612. The project invoice and financial worksheet are provided to the agenda packet, as well as an itemized budget sheet.

Staff inspected the site on November 16, 2023, to confirm and verify that the scope of project has been completed, as noted in their application.

Recommendation

Staff recommends that the Indianola Downtown Square Commission recommend approval of the reimbursement request for 102 West Ashland Avenue for a total of \$25,000.



July 11, 2023

Jesse Forbes
The Zoo Bar
1117 N 6th Street
Indianola, IA, 50125

RE: DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT PROGRAM – NOTICE OF GRANT AWARD (NOGA)

Dear Jesse Forbes,

The City of Indianola is pleased to announce that you have been awarded \$25,000 for your application to the City of Indianola’s Downtown Façade and Interior Improvement Program, specifically for the property located at 102 West Ashland Avenue.

You have been approved for renovation and exterior façade improvement work at 102 West Ashland Avenue (The Zoo Bar). Please review the information provided on this Notice of Grant Award (NOGA) letter and on the provided contract agreement to understand responsibilities, program payment method, and documents needed to satisfy the terms of this grant award.

- **Ineligible expenses for the project to include funding for LP SmartSide material as is called out in the Downtown Square Design Guidelines as a generally inappropriate building material.**

The City of Indianola will be hosting a Walking Tour on July 22, 2023, at 2:30PM to display grant recipients for the 2023 Downtown Façade and Interior Improvement Program. Please let us know if you are able to be in attendance for this event. The city will also showcase each project on the City’s Social Media accounts.

Should you have any questions about satisfying the terms of this NOGA letter, please contact the Community Development Department at comdev@indianolaiowa.gov or call the main line at (515) 961-9430 and ask to speak to Charlie Dissell or Emily Rizvic.

Sincerely,

Emily Rizvic
Associate Planner
City of Indianola Community Development Department
ERizvic@indianolaiowa.gov
(515) 962-5270

CITY OF INDIANOLA, IOWA
DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT PROGRAM



CITY OF INDIANOLA, IOWA DOWNTOWN FAÇADE AND INTERIOR IMPROVEMENT PROGRAM CONTRACT AGREEMENT FOR 2023 GRANT AWARD

This agreement made and entered into on this 13 day of July, 2023, between the City of Indianola, Iowa, hereinafter referred to as the "City" and Jesse Forbes, hereinafter referred to as the "Applicant" concerning the property located at 102 West Ashland Avenue in Indianola, Iowa.

The Applicant and the City certify and agree to the terms and conditions as set forth below:

1. The applicant agrees to be bound by the rules as outlined in the 2023 Downtown Façade and Interior Improvement Program Parameters, hereinafter referred to as the "Rules" and any conditions set forth in the notice of grant award (NOGA) letter, hereinafter referred to as the "Award Letter."
2. The Applicant is the owner of a property in the City's Downtown Mixed-Use Zoning District C-3, as identified in the Rules, or is a tenant with the property owner's written authorization to apply for and receive the grant.
3. The Applicant is in good standing with the City, being current in payment of taxes and utilities provided by the City.
4. All improvements shall be consistent with zoning and building codes currently in effect for the City. Any necessary reviews or issuance of permits by the City of Indianola Community Development Department, or the City of Indianola Planning and Zoning Commission, under the City of Indianola Zoning Ordinance, shall be approved before work on the façade improvements begin.
5. Only work that has been outlined in the Award Letter shall be eligible for reimbursement.
6. The Applicant must retain a licensed contractor within 90 days who will complete the project within 6 months of approval. Time duration increases may be approved by the Community Development Director on a case-by-case basis. The Applicant will not be eligible for reimbursement if the work is not completed during the approved time period.
7. The Applicant shall be responsible for the construction management of the entire project. If the property owner or tenant performs any of the work, the Applicant may not be eligible for reimbursement for this labor.
8. The Applicant is solely responsible for all safety conditions and compliance with all State and Municipal safety regulations, building codes, ordinances, and other applicable regulations.
9. Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only after the entire project is completed and certified by City staff to be in compliance with the approved design. The Applicant must submit copies of invoices, receipts, and an itemized statement of the total costs of the project, signed by the Applicant.
10. It is expressly understood and agreed to that the applicant will not seek to hold the City and/or its agents or employees liable for any property damage, personal injury, or other loss relating in any way to the Downtown Façade and Interior Improvement Program.

Jesse Forbes 7/13/23
Applicant's Signature and Date

Jesse Forbes
Applicant's Name in Print

[Signature] 8/14/2023
City Representative's Signature and Date

Benjamin A. Reeves City Mgr
City Representative's Name in Print



CITY OF INDIANOLA

DOWNTOWN FAÇADE EXTERIOR AND INTERIOR IMPROVEMENT PROGRAM LINE ITEM FINANCIAL WORKSHEET

Applicant Name
Property Address

The Zoo Bar (Jesse Forbes)
102 W Ashland Ave

Total Project Expense

33,612.00

Expense Category	Description	Cost	Quantity	Total Expense
<i>Example - Professional Service</i>	<i>Sign Install - Sign Company</i>	<i>\$0</i>	<i>0</i>	<i>\$0</i>
	Original Lump Sum Bid from			
Professional Service/Labor	Cambron Construction	1	36237	\$36,237
Professional Service/Labor	Masonry Repair Credit	1	-1000	(\$1,000)
Professional Service/Labor	Sign Credit	1	-1520	(\$1,520)
Professional Service/Labor	Address Plaque	1	145	\$145
Professional Service/Labor	Material Credit	1	-250	(\$250)



CONSTRUCTION BY
CAMBRON LLC

Residential & Commercial General Contracting

Change order #1 / Final bill

Date: 1/22/2024

Owner: The Zoo

Contractor: Construction by Cambron llc

Project: Exterior front remodel

Original contract date: 4-20-23

1. Credit the masonry repair and tuckpointing allowance
-\$1,000
2. Credit the allowance for the sign. $\$3,500 - \$1,980 = \$1,520$
-\$1,520
3. Debit address plaque $\$126 + \19 (15% contractor mark up) = $\$145$
+\$145
4. Credit using 1 piece of plywood instead of paneling and some misc. interior painting
-\$250

The original contract sum was:	\$36,237
The Net amount of previous change orders:	\$0
The amount of this change order is:	-\$2,625
The new contract amount including this change order will be:	\$33,612
Draw #1	-\$7,500
Final bill	\$26,112

Construction by Cambron llc

Jesse Forbes (The Zoo)



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Construction by Cambron llc

Jesse Forbes (The Zoo)



MEMORANDUM

To: Downtown Square Commission
From: Charlie Dissell, Deputy City Manager Development and Operations, Emily Rizvic, Associate Planner
Date: February 20, 2024
Subject: 2023 Annual Report

Discussion:

Recommendation: 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.

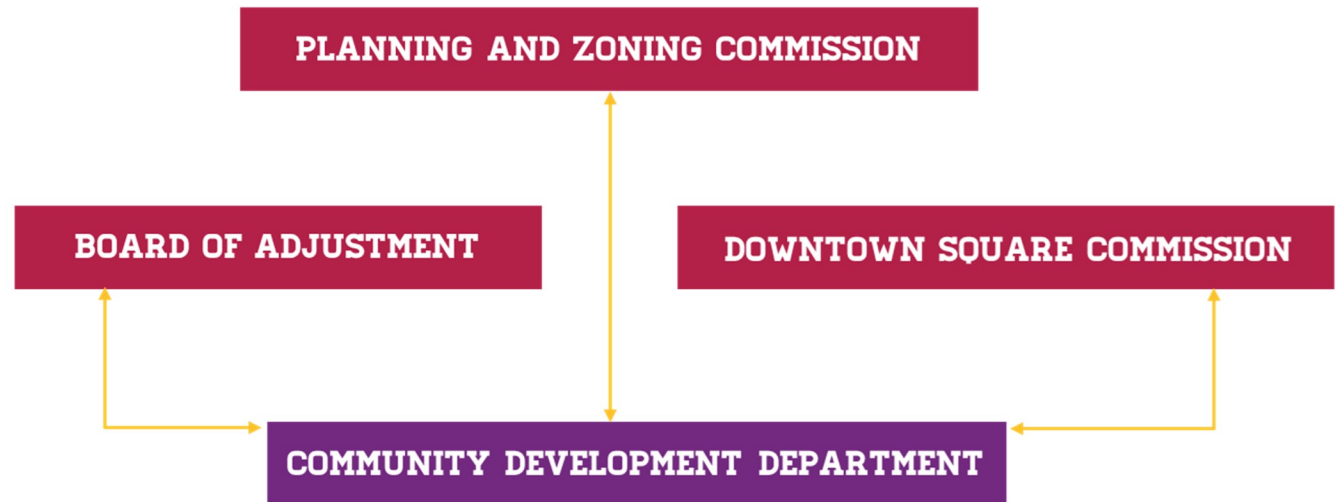


Figure 1.1: Board and Commissions where Community Development staff support is provided.

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.

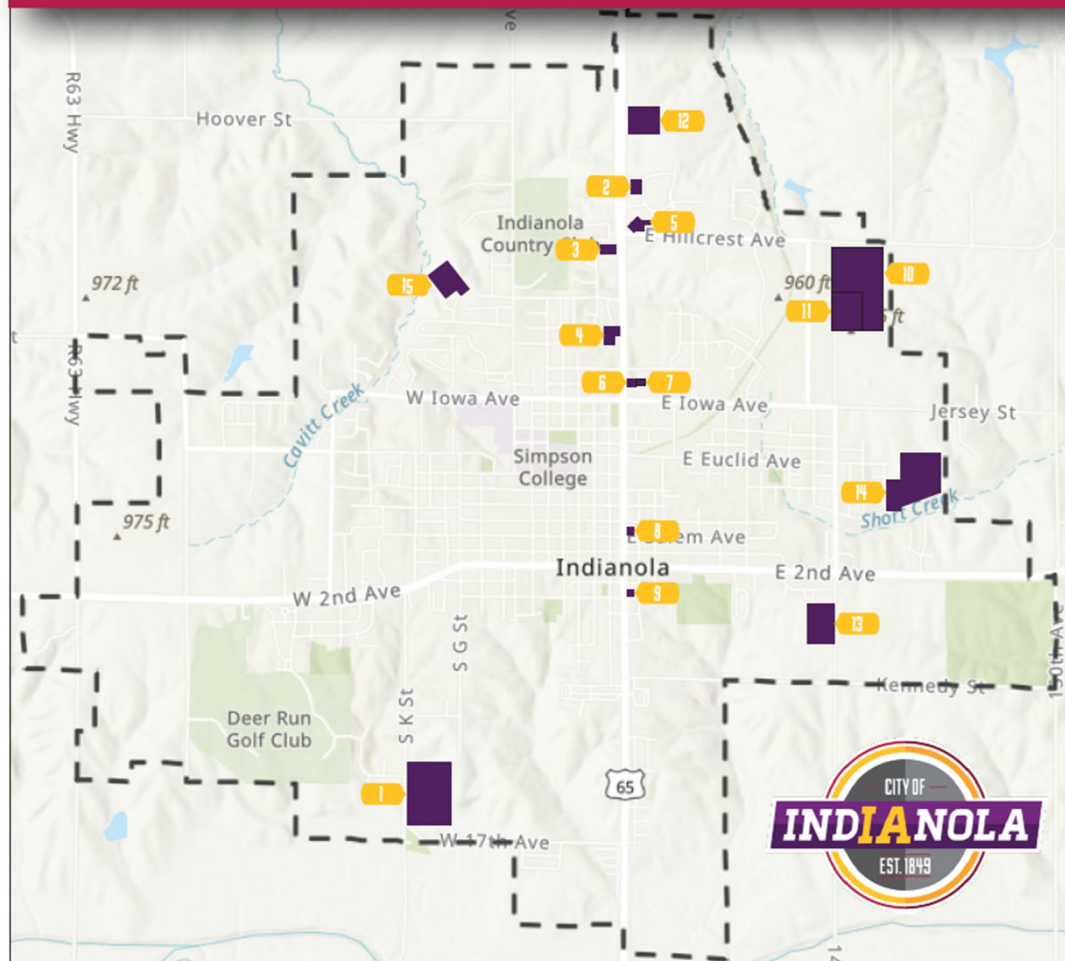
14. Ashton Park Subdivision

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.

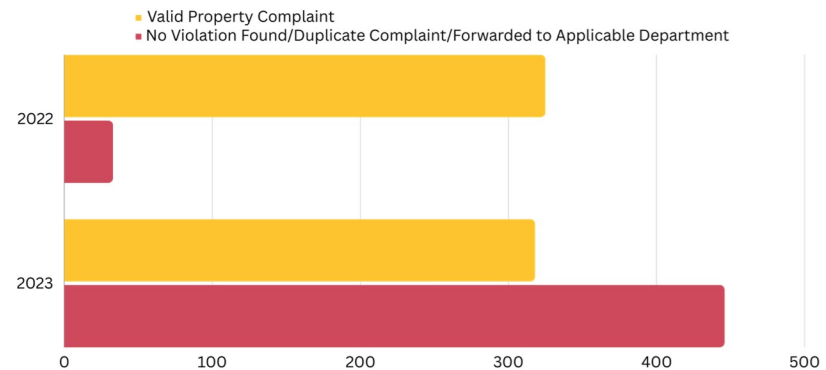
In 2023, staff did see a significant number of invalid cases submitted online throughout the year. This includes complaints that were not within the purview of the Community Development Department or instances where duplicate complaints were submitted when open cases on the area of concern were under 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.

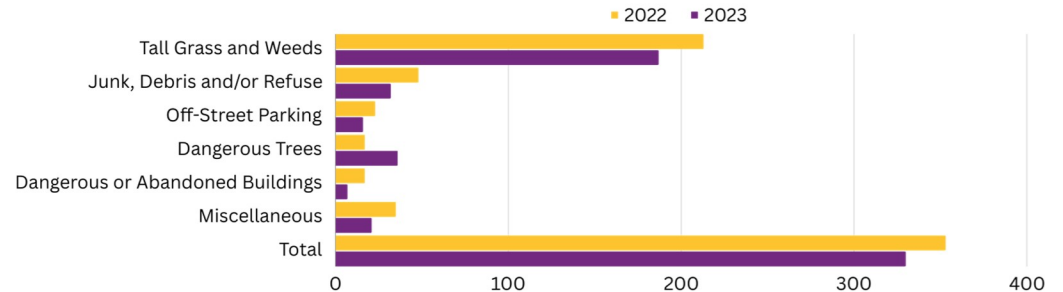
FIGURE 1.2: COMPARISON OF COMPLAINTS RECEIVED (2022-2023)



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.

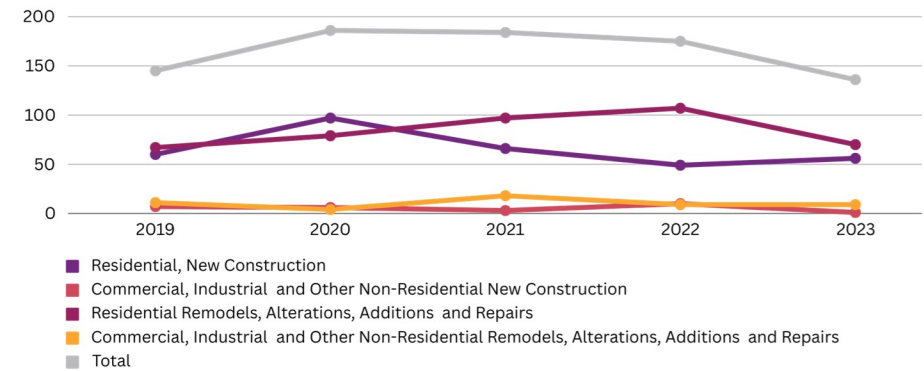
In addition to new construction, 2023 saw 31 sign permit applications, signifying new businesses and places being brought to the community (as well as expansions of existing sites).



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.

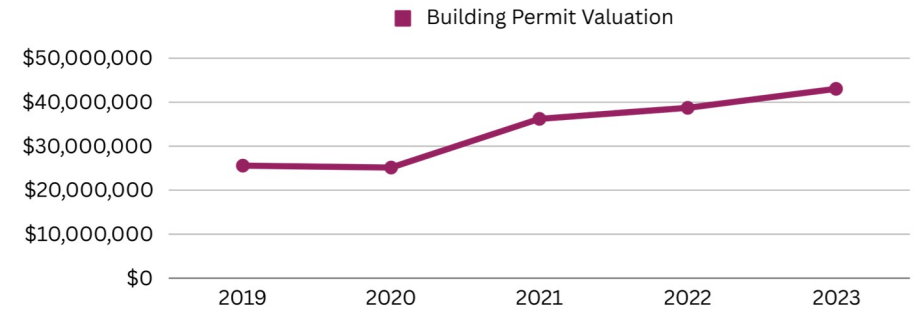
FIGURE 1.4: NUMBER OF BUILDING PERMITS BY TYPE (2019-2023)



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.

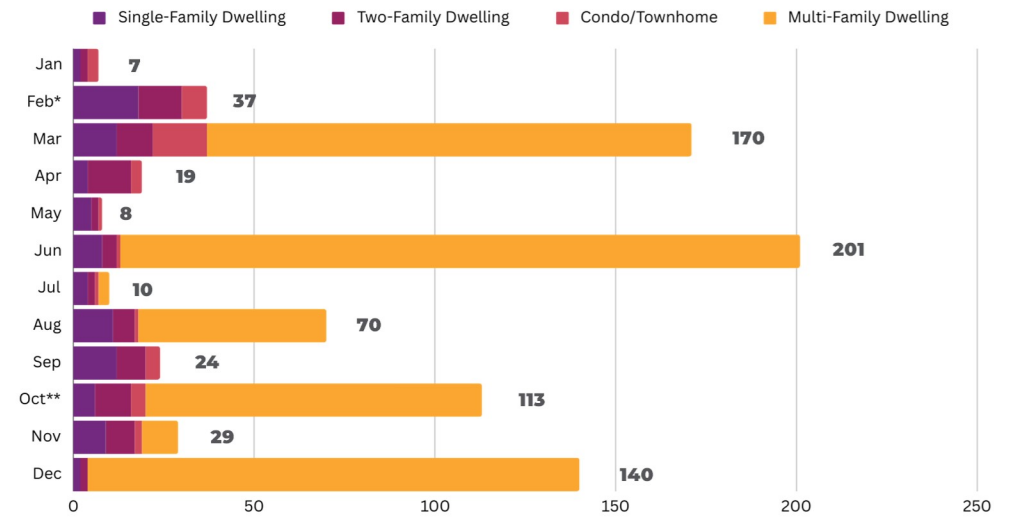
A total of 199 unique properties were registered in 2023 for the program, with 828 housing units being inspected and certified. A total of 2 rental properties were infractioned for failure to obtain certification under the program.



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



*Rental units within Ward 1 were required to complete registration by February 28, 2023
 ** Rental units within Ward 3 were required to complete registration by October 31, 2023

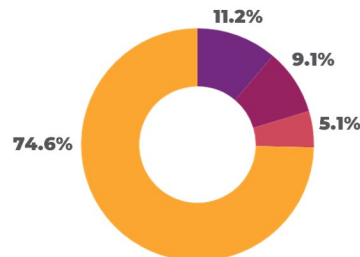
BREAKDOWN OF CERTIFICATION BY HOUSING TYPE

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

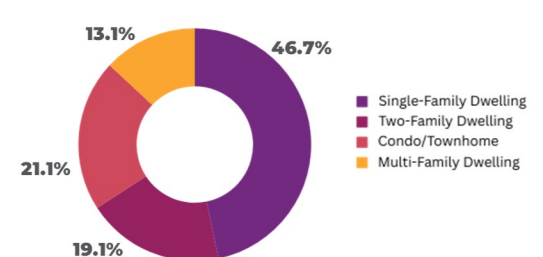
BY UNIT

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.

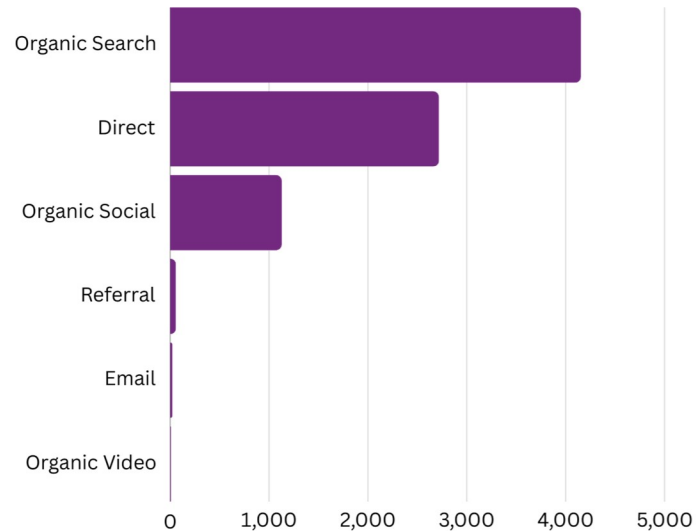
In 2023, the Community Development Department added new webpages available to increase transparency and accessibility of information to the public. This included creating a virtual [Long-Range Planning Library](#) where Comprehensive Plans and Studies are publicly available.

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

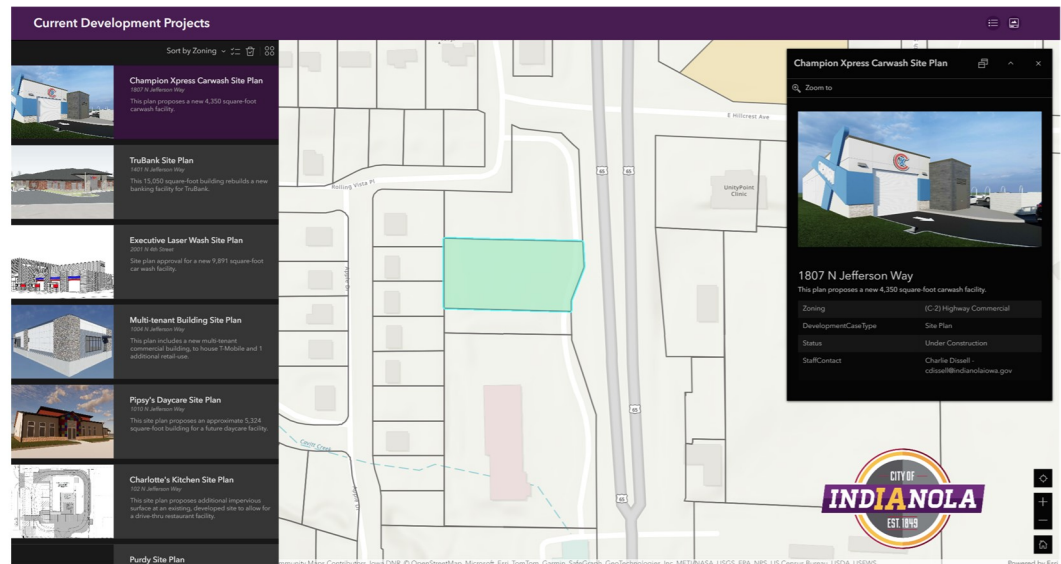
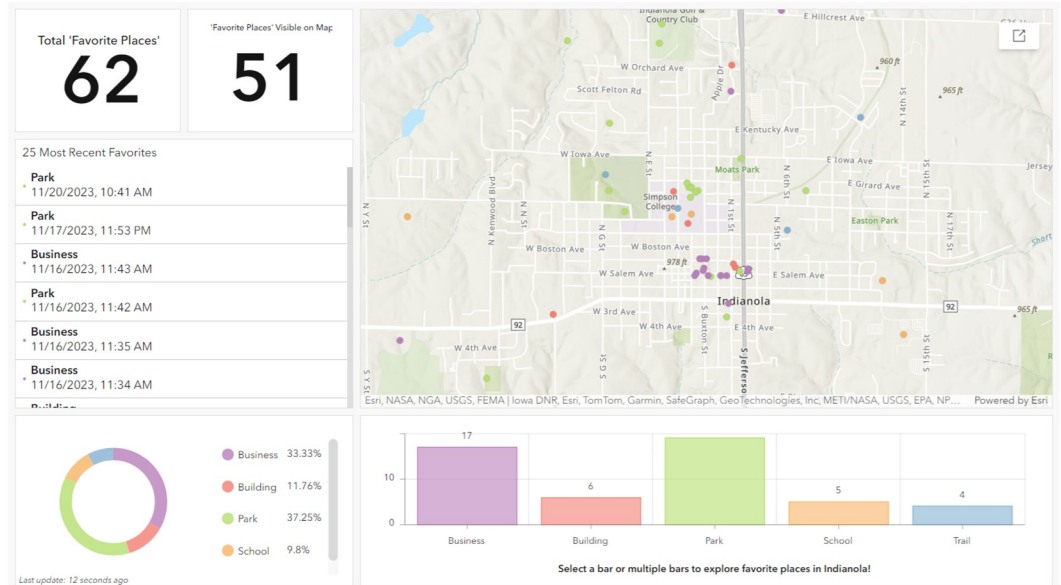


GEOGRAPHIC INFORMATION SYSTEMS (GIS)

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.

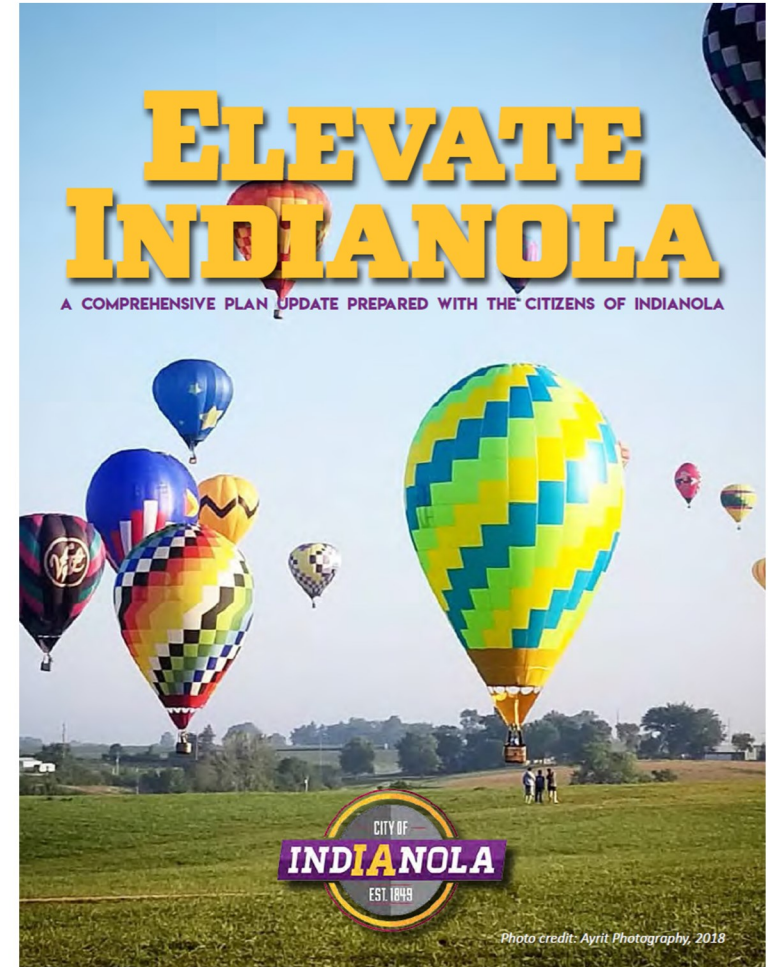
COMP PLAN UPDATE

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)**
- **HIRE A COMMUNICATIONS AND MARKETING PROFESSIONAL FOR THE CITY – ACTION ITEM CS-2B(IV)**



COMP PLAN UPDATE

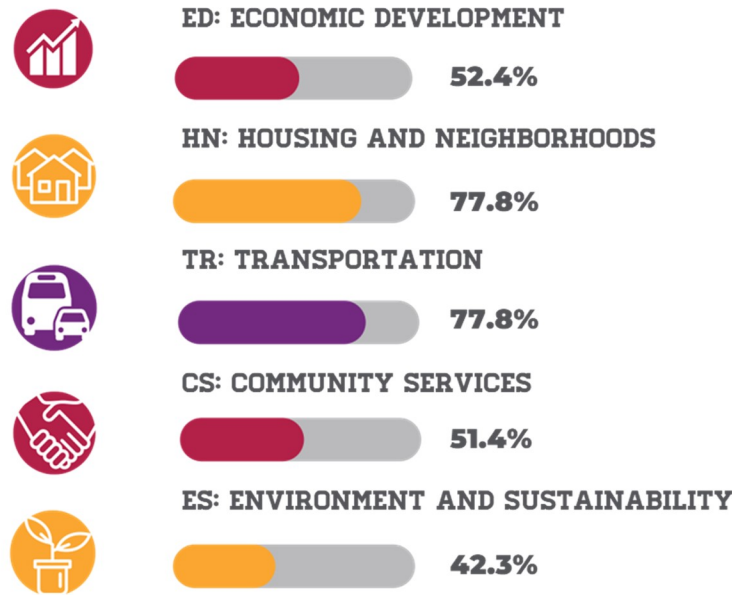
The Implementation Matrix provides measurable and strategic actions and policies to help the city and community meet the goals and desired outcomes shown in the Comprehensive Plan. There are 162 tasks within the plan, with nearly half completed or in progress/ongoing.

The Matrix consists of five categories, including Economic Development, Housing and Neighborhoods, Transportation, Community Services and Environment and Sustainability. The

COMPLETION BY CATEGORY

The Implementation Matrix is broken down into five categories: Economic Development, Housing and Neighborhoods, Transportation, Community Services, and Environment and Sustainability. The following shows completion of action items based on category:

FIGURE 1.9: COMPLETION OF IMPLEMENTATION STRATEGIES AND TASKS, BY CATEGORY.

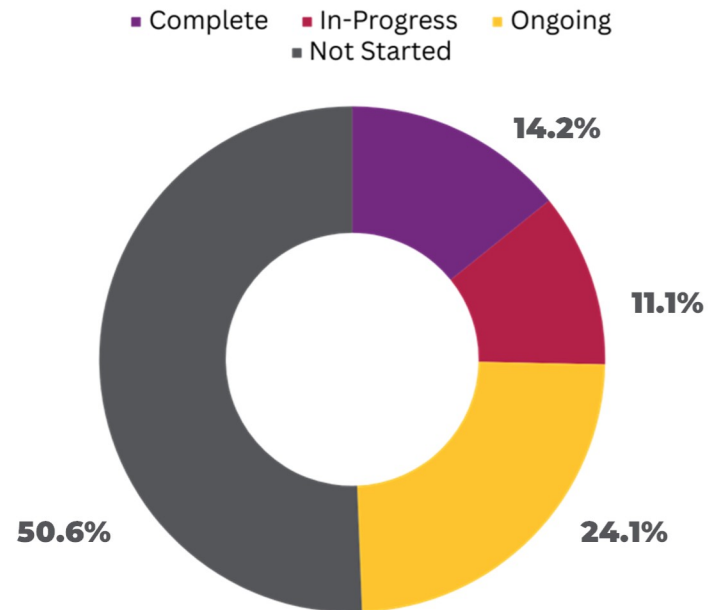


City has made progress in the Economic Development category, through the Downtown Façade and Interior Improvement Grant Program and applying to the Community Development Block Grant (CDBG) Downtown Revitalization Grant (DTR).

IMPLEMENTATION MATRIX COMPLETION STATUS

The following shows the status of completion for the Comprehensive Plan's Implementation Matrix. With 162 tasks, the City has completed or started nearly half of the action items.

FIGURE 1.10: PERCENTAGE OF COMPLETION OF ALL IMPLEMENTATION STRATEGIES AND TASKS.



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 O = 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 O = 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
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		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
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

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IP = In Progress O = 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 O = 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 O = 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

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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**

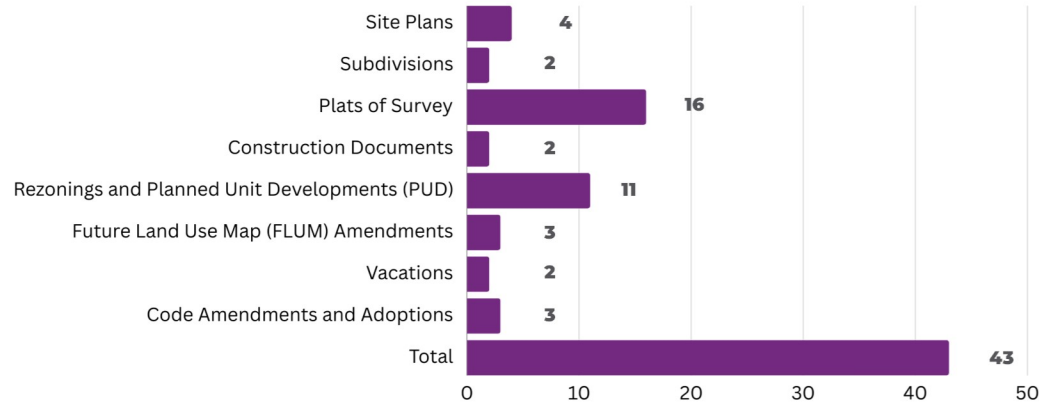
In addition to development cases, the Planning and Zoning Commission reviewed multiple administrative and policy guidelines and code amendments, including the [6th Street Sub-Area Plan](#), zoning code updates to the sign code and commercial vehicle parking in residential neighborhoods.

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:

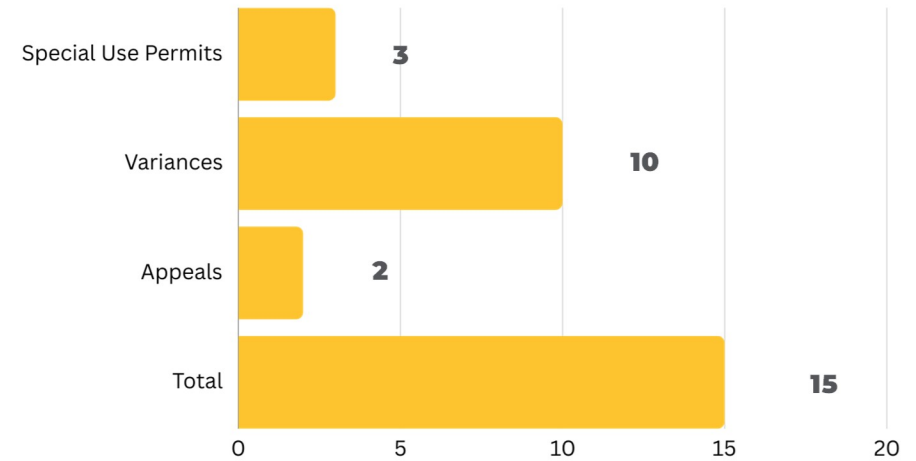
- **APPEAL REGARDING REQUIRED FIRE AND BUILDING CODE SAFETY REQUIREMENTS FOR RESIDENTIAL TENANT UNITS. THE BOARD OF ADJUSTMENT STAYED STAFF DECISION.**
- **APPEAL REGARDING VIOLATION DETERMINATION ON VACANT PROPERTY SOUTH OF TOWN. THE BOARD OF ADJUSTMENT STAYED STAFF DECISION.**

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.



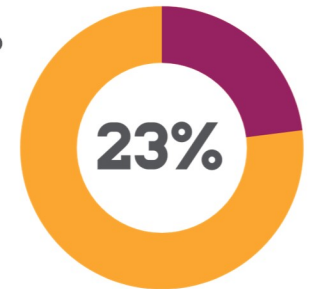
BOARD OF ADJUSTMENT ACTIONS

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

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

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!

	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





MEMORANDUM

To: Downtown Square Commission
From: Emily Rizvic, Associate Planner
Date: February 20, 2024
Subject: Update on CDBG Downtown Revitalization Grant

Discussion:

Recommendation: No action required.

Attachments: None



MEMORANDUM

To: Downtown Square Commission
From: Emily Rizvic, Associate Planner, Charlie Dissell, Deputy City Manager Development and Operations
Date: February 20, 2024
Subject: Update on Main Street Iowa Program

Discussion:

Recommendation: No action required.

Attachments: None