



PLANNING AND ZONING COMMISSION MEETING

April 23, 2024

6:00 PM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
 - A. Approval of the April 23rd, 2024 meeting agenda
- 4. Minutes Approval**
 - A. Approval of the April 9th, 2024 meeting minutes
- 5. Public Comment**
- 6. Old Business**
- 7. New Business**
 - A. Consider Amendments to the Zoning Code.
- 8. Comments**
 - A. Current Projects
 - B. Building Permit Report
- 9. Adjourn**



PLANNING AND ZONING COMMISSION MEETING

April 9, 2024

6:00 PM

City Council Chambers

Minutes

1. Call to Order

The meeting was called to order at 6:00 PM

2. Roll Call

Commission members present: Sarah Ritchie, Al Farris, Carrie Woerdeman, Jake Vice, Justin Noethe, Rich Piper

Staff members present: Emily Rizvic, Miranda Chadwick

3. Agenda Approval

Al Farris made a motion to approve the agenda.

Jake Vice seconded the motion.

Motion was passed.

4. Minutes Approval

A. Approval of March 26th, 2024 meeting minutes.

Carrie Woedeman made a motion to approve the meeting minutes.

Rich Piper seconded the motion.

The motion was passed.

5. Public Comment

6. Old Business

7. New Business

A. 7.A Consider approval of a plat of survey request for Chad Daniels, for property addressed as 600 South K Street

Jake Vice made a motion to approve the request.

Justin Noethe seconded the motion.

The motion was passed.

8. Comments

A. Building Permit Report

B. Current Projects

9. Adjourn

The meeting was adjourned at 6:03 PM



— PLANNING & ZONING COMMISSION —

To: City of Indianola Planning & Zoning Commission
From: Charlie Dissell, AICP, Community and Economic Development Director
Emily Rizvic, Associate Planner
Subject: Code Amendments

Background

Since adopting new zoning code regulations and standards in 2021, Community Development Staff have been monitoring and tracking these updates to determine if any relevant updates to the zoning code are needed. Staff have provided the following recommended zoning code changes for the Planning and Zoning Commission to consider and provide feedback. To view the current zoning code, [click here](#).



1. Code Section: 165.02(5)(C)- Zoning Commission Disapproval or Protest Petition

Area of Concern: Current language for protest petitions is confusing regarding property adjacent to a rezoning area can protest. Additionally, current City Code does not match Iowa Code Section 414.5, which simply states a protest petition may include all properties within 200 ft of the exterior boundary of the request, and that a protest petition shall be submitted to the City Clerk before or at the public hearing of the City Council. Staff proposes to split this current section of code into three (3) subsections; one for process where the zoning commission disapproves, one where a protest petition is submitted and one specifying where a new application can be submitted if a rezoning is ultimately denied by Council. Regarding the protest petitions, staff recommends language to stay consistent with the requirements of Iowa Code Section 414.5.

Proposed Language:

- (1) In case the proposed amendment, supplement or change is disapproved by the Zoning Commission, 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.
 - (2) ~~In case~~ ~~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 by the owners of the property which is located within two hundred (200) feet of the exterior boundaries of the property for which the change is proposed ~~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. Such petition shall be submitted to the City Clerk before or at the public hearing of the City Council.
 - ~~(1)~~(3) 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.
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2. Code Section: 165.02(5)(D)- Public Hearing Noticing

Area of Concern:

Current language for rezonings requires that a sign 18" x 24" regarding the amendment be placed in a visible location on the premises for at least 10 days before the Planning and Zoning Commission meeting. These signs are small and rather ineffective on larger properties. Furthermore, the City currently supplies these signs and places them on applicant's properties. These signs typically get removed, misplaced, and in some cases, city supply of this signage is limited. Staff proposes to split this current section of code into three (3) subsections by order that they occur. Additionally, staff proposes to specify the design standards of the notification signs and require that the applicant be responsible for the purchase and installation of the rezoning notification sign.

Lastly, on mailed notices, staff wishes to clarify that the notices shall be mailed/postmarked 10 days prior to the meeting.

Proposed Language:

- (1) 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~~ applicant. The sign shall be of such design that is approved by the zoning administrator and be in a visible location on the premises that is visible from all rights-of-way. The sign shall be posted at least for a period of 10 days prior to the Commission meeting and shall remain in place until the City Council has taken final action on the amendment.
- ~~(1)~~(2) Notice of the Commission meeting shall be mailed/postmarked 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.
- (3) 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.

Other Cities:

- **Urbandale:** No sign requirement
 - **Waukee:** Sign required to be installed by applicant
 - **Johnston:** Sign required to be installed by applicant
 - **Altoona:** Sign provided by City, installed by applicant
 - **Clive:** Sign required to be installed by City
 - **Newton:** Sign required to be installed by applicant
 - **Grimes:** No sign requirement
 - **Norwalk:** Sign required to be installed by applicant
 - **Pleasant Hill:** No sign requirement
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3. Code Section: 165.04(2)(D)- Accessory Structures – Setback Requirements

Area of Concern: Staff feels that this code section isn't clearly expressing its intent and could be condensed. No policy changes from previous interpretations of this code section would be affected if revised.

Proposed Language: Revise Code Section 165.04.2.D.(7)) to the following:

- (7) Accessory buildings and structures ~~shall maintain a minimum distance of~~ within ten (10) feet from any principal structure. ~~Otherwise, said accessory building or structure~~ must meet setback standards required of the principal structure.
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4. Code Section: 165.04(2)(E)- Accessory Building Area and Height Limitation

Area of Concern:

Current language regulates size and roof lines for detached accessory structures but does not regulate sizing of an attached garage. Recently, there have been a few new dwellings approved where the total attached garage space exceeded the total floors areas of the other portions of the dwelling, a few where nearly 70% of the structure was attached garage space. Staff proposes a regulation which would limit the size of an attached garage to no larger than the other areas of the principal structure.

Additionally, the Board of Adjustment has reviewed, and approved a few variance requests pertaining to accessory structures on large A-1 zoned properties where property owners have needed more than 1,800 sq ft of accessory building area to store materials to maintain the larger properties. As such, staff proposes an exception for A-1 zoned properties over 15 acres, where property owners would be able to have detached accessory buildings, which are not exceed a total square footage of 1.5 times the total gross living area of the principal structure, or exceed 2,700 square feet, whichever is less.

Lastly, the code section currently limits accessory buildings and structures to two (2) per property. As the code is currently written, it includes buildings such as detached garages and sheds, but also includes trash enclosures, play structures, trellises, and hot tubs. Staff recommends updating the code to limit up to two (2) accessory buildings for detached garages, sheds, and above-ground pools, and to exclude accessory structures such as play structures, trellises, hot tubs, and underground shelters from the maximum allowance count.

Proposed Language:

- (1) Detached Accessory buildings and structures shall be limited to a maximum of two (2) total buildings, including a detached garages, sheds, and above-ground pools, but not including play structures, trellises, hot tubs, or underground shelters. In -of which all total, detached accessory buildings shall not occupy more than ten (10) percent of the total lot area nor exceed a total square footage of 1,800 square feet. However, this regulation shall not prohibit the construction of at least one detached garage not to exceed six hundred (600) square feet gross building area and at least one detached accessory storage building not to exceed one hundred twenty (120) square feet gross building area.
 - a. On properties zoned agricultural that have a minimum lot size of 15 acres, detached accessory buildings may exceed 1,800 square feet, given the detached accessory buildings shall not exceed a total square footage of 1.5 times the total gross living area of the principal structure or 2,700 square feet, whichever is less.
 - (2) Detached Accessory buildings and structures shall not be taller nor encompass more floor area than the principal structure that is located on the same and shall in no case more than one and one-half (1.5) stories in height and shall not exceed a height of 24-feet.
 - (3) Attached garages in residential districts shall not extend above the roofline of the principal structure and shall occupy less than fifty percent (50%) of the total principal structure area.
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5. Code Section: 165.04(4)- Fences

Area of Concern:

The current language does not regulate fence setbacks from public alley ways or trail/sidewalk easements, nor does it regulate fencing of a vacant lot. Recently, staff have seen fences built on the property lines adjacent to alleys, which has caused problems for traffic upon the alleyways. Staff proposes to require a five (5)-foot setback from all alleys for fences.

Additionally, staff have seen vacant lots in town become fenced, which can typically lead to illegal storage of materials. Staff proposes to only allow the fencing of vacant lots by special exception of the Board of Adjustment.

Proposed Language:

D. Fence Setbacks. In all districts, fences and walls shall be built wholly on the owner's property and outside of any sidewalk or recreational trail easement.

a. Fences and walls adjacent to a sidewalk or recreational trail shall be setback two (2) feet from the edge of the sidewalk or trail surface.

b. Fences and walls adjacent to a public alley shall be setback five (5) feet from the property line.

E. Vacant Lots. In all districts, fences and walls shall not be constructed on a vacant lot unless it is permitted by special exception of the Board of Adjustment or by City Council approval as part of a site plan application.

6. Code Section: 165.05(2)- Setback Averaging – Residential Properties

Area of Concern: The Zoning Code currently establishes setbacks for residentially zoned and properties. These setbacks are dependent on the type of use/density being proposed for a particular site. No setback exceptions or flexibility is provided for infill development or vacant lots within an established residential subdivision. If an older subdivision was platted out before zoning or subdivision regulations were in place, or if zoning regulations allowed for a shorter front yard setback requirement, any new construction builds would be required to meet current day setback requirements. This, however, may not be feasible for a lot because the lot itself may have been graded for a particular setback.

Setback averaging is a zoning tool that allows for flexibility for these types of instances. Setback averaging takes the average setback of the adjacent dwellings and creates a setback based upon those averages. Generally, setback averages will not allow for garages to encroach within the specific zoning districts setback, to accommodate for off-street parking for the residence and prevent vehicles from parking on the public sidewalk.

Proposed Language: Insert the following text as 165.05.2.A and 165.05.2.A.(1)

A. Setback Averaging. Where the average, legal, front yard setback differs than that required for the specific residential zoning district and excluding non-residential structures and dwellings within the A-1 Zoning District, the front yard setback for the subject lot shall be equal to the average of the front yard depths of any existing immediate adjacent dwellings on the same side of the street.

(1) The front yard setback measured from the face of any garage accessed from the street shall be a minimum of twenty-five (25) feet, regardless of the averaged front yard depth.

7. Code Section: 165.05(2)- Residential/Non-Residential Bulk And Density Regulations.

Area of Concern: Current zoning code does not match the Comprehensive Plan's goals for density within the City, specifically with higher density properties. The Comprehensive Plan calls for Low/Medium Density Residential, which includes multi-family dwellings, to be up to 15 dwelling units per acre, and Medium/High Density Residential, which again includes multi-family dwellings, to be up to 25 dwelling units per acre. Current regulations cap townhouse/row-dwelling at 8 units per acre. The city has had two developments for townhouses on a single lot (508 W 2nd and Schoolyard) that exceeded 8 units per acre, but were under 9 units per acre. Current regulations also cap all multi-family dwellings at 20 units per acre.

Proposed Language:

- 2. RESIDENTIAL ZONING DISTRICTS BUILDING BULK AND DENSITY REGULATIONS.** The following table details the minimum lot sizes, building setbacks, building size and height limitations, minimum open space, and maximum density requirements for each building type constructed within the residential zoning districts established herein.

RESIDENTIAL ZONING DISTRICTS BUILDING BULK AND DENSITY REGULATIONS TABLE						
BULK AND DENSITY REGULATION BY BUILDING TYPE	BUILDING TYPE					
	A-1 Zoned Single Family Dwelling	Single Family Dwelling (Detached and Semi-Detached)	Two Family Dwelling	Townhouse or Row Dwelling	Multiple-Family Dwelling (Apartment)	Non-Residential Structure in a Residential Zoning District
Min. Lot Size	15 acres	7,200 sq ft	8,400 sq ft	n/a	n/a	40,000 sq ft
Min. Lot Width ¹	300 ft	60 ft	70 ft	24 ft.	80ft	100 ft
Min. Lot Street Frontage ²	20 ft	20 ft	20 ft	20 ft	20 ft	40 ft
Front Yard Setback ³	40 ft	30 ft	25 ft	25 ft	30 ft.	35 ft.
Side Yard Setback ⁴	10 ft	8 ft min one side, 18 ft total sum of both side yards	10 ft ⁶	8 ft. ⁶	30 ft	30 ft
Rear Yard Setback ⁵	35 ft	35 ft	30 ft	30 ft	30 ft	35 ft
Min. Separation Between Principal Buildings	n/a	n/a	n/a	16 ft side to side, 46 ft back to back or back to side	30 ft	20 ft
Min. Setback from Private Street or Common Private Roadway	n/a	n/a	20 ft from back of curb or street sidewalk whichever is closest	20 ft from back of curb or street sidewalk whichever is closest	n/a	n/a
Min. Setback from the Perimeter of the Development	n/a	n/a	30 ft	30 ft	30 ft	30 ft
Max. Building Height	35 ft	35 ft	35 ft	35 ft	50 ft	40 ft
Min. Open Space	n/a	20%	20%	25%	25%	25%
Max. Dwelling Units Per Acre	0.067	n/a	n/a	8 10	20 25	n/a
¹ Measured at the front yard building setback line						
² Postage Stamp Lots: Direct street frontage not required; All yard setbacks for postage stamp lots shall be 5 ft, excluding shared walls located along a common lot line						
³ Front stoops, stairs, decks and porches may encroach up to 6 ft into the required front yard setback						
⁴ Horizontally projecting roof overhangs and other similar building projections may extend up to 3 ft into a required side yard setback provided no part of a building is closer than 5 ft to a lot line						
⁵ Stoops, stairs, decks, and patios, not enclosed or covered by a roof, may encroach up to 20 ft into the required rear setback						
⁶ Zero feet from common lot lines of attached structures						

3. **NON-RESIDENTIAL BULK AND DENSITY REGULATIONS.** The following table details the minimum lot sizes, building setbacks, building size and height limitations, minimum open space, and maximum density requirements for each non-residential zoning district.

NON-RESIDENTIAL BULK AND DENSITY REGULATIONS TABLE					
BULK AND DENSITY REGULATION BY ZONING DISTRICT	ZONING DISTRICTS				
	C-1	C-2	C-3	M-1	M-2
Min. Lot Size	n/a	n/a	n/a	n/a	n/a
Min. Lot Width	150 ft	150 ft	n/a	n/a	n/a
Min. Lot Street Frontage ⁴	40 ft	40 ft	40 ft	40 ft	40 ft
Front Yard Setback	30 ft	40 ft	0 ft	35 ft	35 ft
Side Yard Setback ¹	10 ft	10 ft	0 ft	20 ft	20 ft
Rear Yard Setback ²	10 ft	10 ft	0 ft	35 ft	35 ft
Min. Separation Between Buildings Not Attached	20 ft	20 ft	20 ft	20 ft	20 ft
Max. Building Height	50 ft ³	50 ft ³	50 ft	50 ft ³	50 ft ³
Min. Building Height	n/a	n/a	28 ft	n/a	n/a
Min. Open Space	20%	20%	0%	15%	15%
Max. Dwelling Units Per Acre	n/a	n/a	18 25	n/a	n/a
¹ 30 feet when said yard adjoins a residential zoning district or existing residential property					
² 40 feet when said yard adjoins a R-1 or R-2 zoning district or existing single-family property					
³ An additional 10 ft of height is permitted for every 10 ft of additional building setback provided to a maximum height of 60 ft					
⁴ Postage Stamp Lots: Direct street frontage not required; All yard setbacks for postage stamp lots shall be 5 ft, excluding shared walls located along a common lot line					

8. Code Section: 165.05(5)(F)- Screening/Fencing of Outdoor Storage Areas

Area of Concern: Current language requires that an outdoor storage area be enclosed by a fully opaque fence. Recently, a site plan was submitted where a large outdoor storage area was completely in the rear of a yard, fully surrounded by industrial property, and proposed nearly 2,000 lineal feet of fencing. Staff propose to increase buffer regulations on screening requirements and not require an opaque fence.

Proposed Language:

Outdoor Storage

The outdoor storage of any materials, goods, shipping containers, construction equipment, trucks or trailers over 30 feet in length, inoperable vehicles, inoperable trucks, other inoperable equipment, parts, containers, pallets, ~~construction equipment~~, debris, or other materials is prohibited in all zoning districts except where expressly permitted by the Zoning Regulations. When permitted, outdoor storage is subject to site plan review and approval and shall comply with the following standards:

- (1) Must be located on a surface paved with PCC or HMA in accordance with City Code. The City Council may, at their full discretion, approve a gravel surface for a storage yard in the M-2 zoning district provided the storage yard is wholly located within the rear yard of the site and mitigation measures are established to prevent dust and gravel from leaving the site.
 - (2) Shall comply with the Open Space, Landscaping and Buffering requirements of the Zoning Code.
 - (3) Shall be screened from view from all adjoining public street rights-of-way and all adjoining residentially developed or zoned properties, schools and similar sensitive uses and properties by a buffer that includes a minimum of 1-overstory tree, 2-evergreen trees, and 6-shrubs be planted for every 25 linear feet.
 - (4) Shall be enclosed by ~~an opaque~~ fence no less than six (6) feet in height, eight (8) feet for an industrially zoned property. Outdoor storage areas located in the front yard shall be enclosed by an opaque fence.
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9. Code Section: 165.05(5)(G)- Loading Docks, Delivery and Service Overhead Doors

Area of Concern: The current code allows overhead vehicle doors to face the public street if the requirement is waived by the City Council. Staff recommends providing language so that when this requirement is waived, potential negative visual effects would be appropriately screened. Screening could include a combination of earth berming, masonry fencing, and landscaping.

Proposed Language: Revise Code Section 165.05.5.G to the following:

In all zoning districts, with the exception of the M1 and M-2 Zoning Districts, loading docks and overhead doors for delivery, distribution and service, including vehicle repair service bay doors, shall not face a public street. This requirement may be waived by the City Council upon review of a site plan if adequate measures are taken to minimize visual impacts when visible from street views and adjacent residential uses.

10. Code Section: 165.05(5)(H)- Trash and Recycling Collection

Area of Concern: Staff is concerned that the current text and language is vague and could lead to the undersizing of trash enclosures and waste facilities on sites. The proposed text amendment is aimed at encouraging sustainable and successful waste collection infrastructure and prevent or require enclosure upgrades to prevent nuisances related to waste collection.

The proposed text also provides guidance for the location of collection containers and associated trash enclosures, as well as ensuring that an accessible path of travel is secured between the waste collection facility and other facilities on site.

Proposed Language: Revise Code Section 165.05.5.H to the following:

“(1) Provisions Required. All buildings and dwellings shall have adequate provisions for the collection of trash, grease, and recyclable materials with sufficient numbers and locations of collection containers, as determined by the Zoning Administrator, at their sole discretion. Enclosure upgrades may be required at the discretion of the Zoning Administrator for unscreened, dilapidated, overflowing, or inappropriately sited waste containers.

(2) Screening of Collection Containers. All outdoor trash and recycling receptacles, dumpsters, and grease collection containers shall be opaquely screened on all sides by the use of a permanent enclosure, with gates for disposal truck access. The enclosure shall be constructed of permanent materials such as textured block, split-faced concrete block, brick, or stone. Colors shall be compatible with the dominant architectural materials of buildings on site and shall be integral to a building on site whenever possible. The enclosure shall be located out of public view and constructed to visibly screen the views from the adjoining properties. The enclosure shall be appropriately sized to screen the entirety of the collection container(s).

(3) Siting of Collection Containers. For commercial and industrial uses, collection containers shall be located within two hundred and fifty (250) feet from the nearest building served. For residential complexes with shared waste facilities, collection containers must be placed within one-hundred and fifty feet (150’) of the nearest building served. Collection containers shall be accessible, including an accessible path of travel provided to the enclosure. The path of travel cannot take place behind parked vehicles.”

11. Code Section: 165.05(5)(J)- Exterior Lighting

Area of Concern: Wall-pack type light fixtures can assist in general site illumination, however, are not considered proper façade lighting due to the luminaires landing on areas other than the building façade. For building and site design, staff recognizes that wall-pack lighting can be helpful to illuminate a parking lot area, if the lighting will not cause glare to adjacent properties and roadway by providing guard shields. Simultaneously, staff recognizes that wall-pack type lighting fixtures do not provide enough entrance lighting to sites and site entrances and alternative lighting methods would provide a greater architectural quality and value to the city. As such, the city is recommending the following:

- Include language to require that wall-packs to be installed with glare-shields if utilized.
- Include language to prohibit wall-pack type light fixtures along primary facades.

Proposed Language: Revise Code Section 165.05.5.J.(2) to the following:

All light fixtures shall be downcast in nature and must possess sharp, cut-off qualities to limit off-site glare. Wall-pack type light fixtures are prohibited along primary facades. If utilized on non-primary facades, All wall-pack type light fixtures must include glare-shields-if utilized.

12. Code Section: 165.05(5)(K)- Attached and Free-Standing Drive-Thru Canopies

Area of Concern: Current language requires that the minimum vertical clearance for all canopies is 14 ft. Medicap Pharmacy's canopy was built to meet this requirement where it was realized that a 14 ft canopy height did not meet the design standards the City was seeking. In review of the language, staff realized that the intention of the proposed language was likely to require that fuel pump canopy island had a minimum clearance of 14 feet for both fire department access, and larger vehicle access. In review of other drive-thru facilities, a nine-foot vertical clearance seems to be normal.

Proposed Language:

Attached and Free-Standing Drive-Thru Canopies

The following regulations shall apply to all vehicle drive-thru or drive-up canopies, including bank ATM and teller service canopies, fuel pump island canopies, and restaurant drive-thru and drive-up canopies.

- (1) Canopies shall meet the building setback requirements for the property on which it is located.
 - (2) The minimum vertical clearance for all canopies shall be ~~14 ft~~ nine (9) ft, except fuel pump island canopies shall have a minimum vertical clearance of 14 ft.
 - (3) The maximum height for all free-standing canopies shall be 20 ft.
 - (4) All structural and supporting columns shall be wrapped in a material consistent with or complementary to the primary building material of the principal building or buildings located on the same site. Canopies clad in any architectural metal panel shall consist of no more than two different colors.
 - (5) Under-canopy lighting shall be flush mounted.
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13. Code Section: 165.06- Site Plan

Area of Concern:

Current language does not require site plans for new builds to be submitted by a professional Civil Engineer, Land Surveyor, Landscape Architect, or Architect who is licensed in the State of Iowa. Occasionally, this will lead to site plans that are difficult to read and interpret for staff, which leads to longer duration of reviews and staff time.

Proposed Language:

1. SITE PLAN REQUIRED

Site plans, as provided herein this section, are required prior to approval of a building permit for the erection, relocation, expansion, or alteration of any structure ~~or for the change in use of any structure or parcel~~. All site plans shall be prepared and signed by a professional Civil Engineer, Land Surveyor, Landscape Architect, Architect, or other licensed professional with competency in preparing site plans, who is licensed in the State of Iowa.

2. SITE PLAN APPLICATION

The following site plans are required for all uses:

A. Agricultural Related and Single-Family Dwellings. New agricultural related uses and buildings, single-family dwellings, two-family dwellings, townhouse dwellings with four (4) or less units, conversion of existing single-family dwellings into two-family dwellings, accessory dwellings units, and related additions and accessory structures shall require the following:

(1) Sketch Plan. A Sketch Plan Application is required prior to the construction or erection of a new building, building addition, fence, accessory structure, or other permitted structure or improvement.

a. Sketch Plan Application - Each application to the Building Official for a building permit to construct or erect a new building, building addition, fence, accessory structure, or other permitted structure or improvement shall be accompanied by a sketch plan ~~(including required sketch plan details)~~, application form, and any additional information and details as specified and required by the Zoning Administrator as necessary to determine compliance with all applicable codes and requirements ~~including building setbacks and off-street parking requirements~~.

a. Sketch Plans for new single-family dwellings, two-family dwellings, or townhouse dwellings with four (4) or less units shall be prepared and signed by a professional Civil Engineer, Land Surveyor, Landscape Architect, Architect, or other licensed professional with competency in preparing sketch plans who is licensed in the State of Iowa.

b. Sketch Plan Details – The Sketch Plan shall show the following:

a. Lot dimensions.

b. All existing structures on the site.

c. Size and location of new construction.

d. Setback distance of new construction to all lot lines and from all structures.

e. All easements encumbered on the property, including their type, length, and width.

f. All proposed driveway locations and widths and their setback from all existing driveways.

~~a.c.~~ **Sketch Plan Procedure** - The Sketch Plan Application shall be reviewed by the Zoning Administrator, or their designee, for compliance with all applicable City Codes as part of the review of the corresponding building permit application.

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

(1) **Major Site Plan.** A Major Site Plan Application is required for the development of a property, the construction of a new building or improvement, or the redevelopment/change of use of an existing property ~~(including a significant change in use)~~ where the cost of the alteration of the existing building would equal or exceed fifty percent (50%) of the assessed value of the building, or an amendment or change to a previously approved site plan.

- a. **Major Site Plan Application** - A site plan (including required site plan details and number of copies), application form, and any additional information and details as specified and required by the Zoning Administrator as necessary to determine compliance with all applicable codes and requirements shall be submitted to the Zoning Administrator along with the Major Site Plan Application fee as established by resolution of the City Council.
- b. **Major Site Plan Review Procedure** - The Major Site Plan Application shall be reviewed by the Zoning Administrator, or their designee, for completeness. Incomplete applications shall be returned to the applicant with a list of the missing items or details. Applications deemed completed shall be distributed to other city departments and other agencies as necessary for review and comment as to its compliance with all zoning regulations and other pertinent city codes, regulations, and policies.
- c. **Major Site Plan Review by Zoning Commission** - Subsequent to review by the Zoning Administrator and other city departments and agencies, the Zoning Administrator, or their designee, shall submit to all members of the Zoning Commission a copy of the Major Site Plan Application along with a written recommendation as to the plan's conformity with the rules and regulations of the city.
- d. The Commission shall subsequently hold a meeting as prescribed by their rules of procedures and review the Major Site Plan Application for conformity with the zoning regulations and standards and may confer with the applicant on changes deemed advisable in such Site Plan.
- e. The Commission shall forward its recommendation to the City Council for approval, approval with conditions, or denial of the Major Site Plan Application within 45 days of the receipt of a Major Site Plan Applicant deemed complete by the Zoning Administrator. If the Commission does not act within the 45 days as prescribed above, the Major Site Plan Application shall be deemed to be recommended for ~~approved~~approval by the Commission unless the applicant agrees to an extension of time.
- f. **Findings for Approval** – In order for the Commission to make a recommendation for approval of a Major Site Plan, the Commission shall make the following findings:
 - i. The proposed use, site improvements, and site plan comply with the

minimum requirements of the zoning district in which it is proposed to be located;

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

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

- (2) Minor Site Plan. A Minor Site Plan Application may be submitted to the Zoning Administrator for minor changes to an existing developed site or to an approved site plan, including changes or modifications to the building facades and landscape plan or minor changes in use, provided that all code requirements are met and the following:
 - i. The application does not include a new building, building expansion, or building addition of more than 2,000 sq. ft., and does not increase the total building gross floor area of the site by more than 20% of the existing building gross floor area. Both the 2,000 sq. ft. and the 20% expansion limits for a Minor Site Plan cannot be exceeded by sequential Minor Site Plans.
 - ii. The application does not include the expansion or addition of more than 4,000 sq. ft. of paving or impervious area including cumulatively by multiple Minor Site Plans.
 - iii. As part of a change of use where the cost of the alteration of an existing building is more than thirty percent (30%), but less than fifty percent (50%) of the assessed value of the building.
 - ~~iii.~~iv. _____ The application does not increase the total number of dwelling units.

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

the Zoning Administrator, or their designee, for compliance with all applicable City Code. In order for the Zoning Administrator to approve a Minor Site Plan, the Zoning Administrator shall make the following findings:

- i. The proposed use, site improvements, and site plan comply with the minimum requirements of the zoning district in which it is proposed to be located;
 - ii. The property is of adequate size to accommodate the proposed use and site improvements including setbacks, open space, stormwater management, and off-street parking;
 - iii. The proposed use and site improvements will not unduly impact the health, safety, and general welfare of persons residing or working in adjoining property or surrounding area;
 - iv. The proposed use and site improvements shall not unduly increase traffic congestion;
 - v. The proposed use and site improvements will not unduly burden public utilities or increase risk to flooding;
 - vi. The proposed use and site improvements are compatible with the surrounding neighborhood and shall not diminish or impair established property values in adjoining or surrounding property; and,
 - vii. The proposed use and site improvements will not endanger, jeopardize or harm the health, safety or welfare of the properties and the community.
- c. Any application which exceeds the prescribed limitations outlined in this section shall require a Major Site Plan Application and review by the Zoning Administrator as prescribed in Subsection a hereinabove.

- (3) Site Plans Required for Change of Use- To address special or unique circumstances with an existing site, alternative standards may be requested. The City Council, upon receipt of the recommendation of the Commission, shall either approve, approve with conditions, or disapprove a Site Plan Application with alternative standards, provided the aforementioned findings in subsection 1.f. herein above are satisfied.
-

14. Code Section: 165.07(1) and (2)- Off-Street Parking Regulations

Area of Concern: Current language requires that all driveways in the City be paved with hot mix asphalt (HMA), Portland cement concrete (PCC), or pavers; gravel is not an allowed surface for driveways.

Proposed Language:

1. STATEMENT OF INTENT

It is the intent of this article to prevent traffic congestion and to provide for proper traffic safety by preserving the public thoroughfares for the unimpaired movement of pedestrian and vehicular traffic. In all districts, there shall be provided at the time any new building or structure is erected, off-street parking spaces in accordance with the requirements set forth herein. The requirements of this Article are minimum standards, and in certain uses these requirements may be inadequate. Where review of the site plans and intended land use indicate through the application of proven standards or experienced statistics that the requirements herein are inadequate for the specific land use adaptation, a ~~greater~~-different requirement for off-street parking may be required or approved to preserve the intent of this ordinance.

2. OFF-STREET LOADING AND PARKING SPACES REQUIRED

A. Off-Street Loading Spaces

- (1) In any district, in connection with every building or part thereof hereafter erected, having a gross floor area of 10,000 square feet or more, which is to be occupied by manufacturing, storage, warehouse, goods display, retail store, wholesale store, market, hotel, hospital, mortuary, laundry, dry cleaning or other uses similarly requiring the receipt or distribution by vehicles of material or merchandise, there shall be provided and maintained on the same lot with such building, at least one off-street loading space plus one additional such loading space for each 20,000 square feet, or major fraction thereof, of gross floor area, so used, in excess of 10,000 square feet.
- (2) Each loading space shall be not less than 12 feet in width and 40 feet in length.
- (3) Such space may occupy all or any part of any required rear or side yard, except where adjoining a residentially zoning property, and shall be setback and screened as required within this chapter and elsewhere within the Zoning Regulations.
- (4) All loading yards and access drives to loading yards and loading docks shall be paved with asphaltic or Portland cement concrete pavement in accordance with surfacing requirements set forth in this section.

B. Off-Street Parking Spaces

- (1) All parking and storage of vehicles, trailers, recreational vehicles, campers, boats and similar recreation equipment shall occur only upon paved surfaces designed and constructed per the regulations contained herein this Chapter. Unlicensed or inoperable vehicles and equipment shall not be stored outside unless part of an approved storage area on a property located within the M-1 or M-2 zoning districts. In all zoning districts space for parking and storage of vehicles and trailers shall be provided in accordance with the Off-Street Parking Required Table and the standards contained herein this Chapter. Required off-street parking facilities shall be primarily for the parking of private passenger automobiles of occupants, patrons, or employees of the principal use served.
- (2) Off-Street Parking Required Table: The following table identifies the minimum number of parking spaces required for the specified use. In no case shall the parking provided on a site

| be more than 150% of the minimum that is required. The intent of these standards is to provide the appropriate number of parking spaces on site for the given use and to accommodate changes in uses over time. No off-street parking shall be required in the C-3 Zoning District. At the discretion of the Zoning Administrator, the City may require the amount of parking required for a site be based on the parking standards contained within the latest edition of the ITE Parking Generation manual or by an alternative parking study and analysis.

|

15. Code Section: 165.07(3)(A)(4)- Access and Driveways

Area of Concern: Current language requires that all driveways in the City be paved with hot mix asphalt (HMA), Portland cement concrete (PCC), or pavers; gravel is not an allowed surface for driveways.

Proposed Language:

Outdoor Storage

Paving. All driveways, access drives, and off-street parking and loading areas shall be paved with hot mix asphalt (HMA), Portland cement concrete (PCC), or pavers (including permeable pavement and paver systems).

- a. The design and construction of said pavement or pavers shall be of sufficient thickness, reinforcement, and sub-base necessary to provide a durable, dustless surface designed and rated for the traffic it is anticipated to carry.
- b. All paved areas shall be so graded and drained as to dispose of all surface water accumulation within the area and shall be so arranged and marked as to provide for orderly and safe loading or unloading and parking and storage of self-propelled vehicles.
- c. On properties zoned agricultural that have a minimum lot size of 15 acres, aggregate may be used for driveways given that the driveway approaches are paved through the right-of-way line.
- a.d. No vehicles or trailers shall be parked or ~~storage~~stored upon an unpaved surface except as may be permitted within a designated and approved outdoor storage area. See Chapter 165.06, Section 4 for specific design standards.

16. Code Section: 165.09(7)(B)- Buildings Design Standards by Building Use Type

Area of Concern: Currently, office and civic uses, such as schools, places of assembly, community centers, and singular/multi-tenant office buildings do not have a minimum amount of required clear glass fenestrations. Other building use types, such as commercial/retail and mixed-use buildings require a minimum amount of glass fenestrations to be provided on the first floor of the building.

- Staff recommend requiring a minimum of 20% clear glass fenestrations for office and civic buildings.

Proposed Language: Insert Code Section 165.09.7.B.(7)b:

b. At least one street-facing façade and the façade containing the main building entry, if different from the street façade, shall consist of no less than 20% clear glass fenestrations (windows and full glass doors) on the first level.

17. Code Section: 165.10(3) Sign Definitions

Area of Concern: The commonly accepted definition by sign professionals and city planners for “Blade Signage” refers to a permanent sign that is attached to a building or building elements, such as a roof, canopy, awning, marquee, or wall. The current definition by code refers to blade signage as including temporary signage, including feature signs or portable structures.

Staff is recommending updating the definition to what is widely accepted and referred to for blade type signage, by referring it back to the sign’s current definition for a “projecting sign”. Staff is also recommending that the definition of a “feather sign” be updated to include the Sign Code’s current definition of a blade sign.

Proposed Language:

- H. ~~“Blade sign” is a temporary sign constructed of cloth, canvas, plastic fabric, or similar lightweight, non-rigid material and supported by a single vertical pole mounted into the ground or on a portable structure. May also be known as a “feather sign.”~~see “projecting sign.”
 - U. ~~“Feather sign” is a temporary sign constructed of cloth, canvas, plastic fabric, or similar lightweight, non-rigid material and supported by a single vertical pole mounted into the ground or on a portable structure. see “blade sign.”~~
-

18. Code Section: 165.10(8)B Temporary Signs Table

Area of Concern: Staff is recommending updating the table which outlines sign code allowances per zoning district, for temporary signage. This recommended update is to reflect the previous recommendation accordingly.

Staff is recommending updating the definition to what is widely accepted and referred to for blade type signage, by referring it back to the sign's current definition for a "projecting sign". Staff is also recommending that the definition of a "feather sign" be updated to include the Sign Code's current definition of a blade sign.

Proposed Language:

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

19. Code Section: 165.10(7)B Temporary Signs

Area of Concern: The recommended code update would reflect the previous recommended code adjustments to temporary signage as it relates to feather signage. The proposed language would allow for a feather sign to be considered as temporary signage, as long as it is non-movable or wind-activated.

Proposed Language:

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

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

20. Code Section: 165.10(8) Sign Regulations (Building Signs)

Area of Concern: To standardize sign permit allowances, staff is recommending that the allowance count is updated based on the linear feet of the building wall area rather than the overall square footage of the building primary façade(s). This sign allowance calculation is in line with other communities within the Des Moines metro, including West Des Moines, Waukee, Grimes, and Bondurant. Updating the formula calculation will also assist staff and licensed sign contractors to calculate sign allowances for new building signs.

Staff is also recommending an overall cap to square footage to encourage appropriately scaled signage based upon the size of the facility and its setback to the road. Additional sign allowance is allowed when the street frontage is over 200 feet, and the setback is 250 feet.

Lastly, the recommended adjustment fixes code language which states that signage within the downtown must exceed a certain size amount, when the original intent of the code was to limit the size

Proposed Language:

PERMANENT SIGNS										
BUILDING SIGNS	ZONING DISTRICT									
	A-1	R-1	R-2	R-3	R-4	C-1	C-2	C-3	M-1	M-2
Number of Signs Permitted	1 sign per principal building facing a public street for all permitted multi-family residential and non-residential uses.					Building signs may be located on any side of a building so long as the total sign area does not exceed the total allowed for the building (or building floor, in the case of the C-3 District). The area of all wall, awning, and window signs shall be included in the total building signage area calculation.				
Projecting Sings Permitted	Not permitted.							1 per building entrance. Maximum 24 sq. ft. per sign face.	Not permitted.	
Maximum Sign Area	48 sq. ft.					1.5 sq. ft./lin. ft. 10% of the total sq. ft. of the wall area of a principal building facing a public street, <u>for a maximum sign area of 100 Square Feet. For properties which exceed 200 feet in street frontage and is setback from the front property line over 250 feet, the maximum sign area shall be 200 square feet.</u> No more than two sides of a building facing a street shall be used to calculate the allowable signage. The sign area of all building signs (including wall, awning, and window signs) shall be calculated using sign area Formula A as defined herein this chapter.				
						In the C-3 District, the total sign area shall <u>not</u> exceed <u>1.5 sq. ft./lin. ft.</u> 10% of the wall area of the building floor on which				

			the sign(s) is/are located	
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21. Code Section: 165.10(9)(A)(1) Building Sign Regulations

Area of Concern: Anodized aluminum is a type of sign material which produces a durable, corrosion-resistant, finish. Material that is corrosion-resistant is ideal for signage, as it is more durable and will not deteriorate as opposed to weaker materials. Staff recommends clarifying text in the language to set the intent of the code section and permit alternative materials, so long as they are non-corrosive.

Proposed Language:

- c. All building signs, including projecting signs but not including awning and window signs, shall consist of solid individual letters and symbols that have a three-dimensional appearance with a minimum dimensional depth of one (1) inch. The dimensional depth may be achieved by individual dimension letters or symbols, cut out, push through, engraved, embossed, pin mounted with stand-offs, or alternative acceptable to the Zoning Administrator. Said individual letters and symbols shall be made of anodized aluminum or similar corrosion-resistant materials or should consist of individual illuminated self-contained letters and symbols made of anodized aluminum or similar corrosion-resistant materials with translucent plastic faces.
-

22. Code Section: 165.10(9)A(1)i Building Sign Uniform Backings

Area of Concern: The sign code currently has conflicting requirements for building signage as it relates to acceptable mounting methods for signage. The sign code allows for a pan-style raceway (contoured raceways) by Administrators discretion, when physically impractical to mount a wall sign without a raceway. The sign code also separately notes that signage may be mounted on a separate backing and restricts the backing to one color and the maximum amount of projection the backing may have.

Staff recommends adjusting code to clarify the intent of the code requirement, as well as provide flexibility in design requirements for signage, while still promoting effective and aesthetically pleasing signage within the community.

The recommended code adjustment proposes clarifying that a uniform backing should be contoured (pan-style), and also provides clarification and direction on when a backer panel should be considered as part of a sign area calculation. It is recommended that if the backing contrasts against the wall that it is attached to, that the signage be included as part of the sign area calculation as it relates to messaging and signage for the site. If it blends into the surface of which it is attached to, staff recommends that the area is not considered as part of the sign calculation.

Proposed Language:

Signs may be mounted on a contoured, uniform backing that is of no more than one (1) color and that projects no more than four (4) inches from the surface of the building wall. If the backer panel is a contrasting color from the attached wall, the backer panel shall be included in the sign area calculation.

23.Code Section: 165.10(9) Licensed Sign Contractor

Area of Concern: Staff is recommending condensing language and clarifying that signage to be installed or erected needs to do so by a professional sign contractor that is licensed.

Proposed Language:

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

24.Code Section: 165.10(9)A(1) Building Signs – Window Signage

Area of Concern: The current code regulates window signage as building signage. Staff is recommending that language be included in the code to specify requirements for window signage based to provide staff and sign contractors with direction and clarification on the code, as well as meeting the intent and purpose of the sign code, which includes promoting effective and aesthetically pleasing signage within the community.

The proposed recommended code outlines that window signage on primary facades is acceptable but cannot exceed more than twenty-five (25%) of the window area of the façade that it is proposed on. This language is recommended to ensure that there is no sign clutter along primary facades, as well as ensuring that the façade fronts reserve clear glass.

The proposed language also allows for secondary facades to have window signage, with coverage of up to 100% for privacy or sunscreen, however graphics/symbology cannot exceed twenty-five percent (25%) of window area, requiring that the remainder seventy-five percent (75%) be of a solid, neutral color.

Proposed Language:

j. Window Signage. Permanent window signs, including vinyl, located on primary facades shall not exceed twenty-five percent (25%) of the window area of that façade of the building. For secondary facades, up to one-hundred percent (100%) of the window area may be covered for the purpose of privacy or sunscreen, but only a maximum of twenty-five percent (25%) may include a graphic with the balance of the background being a solid neutral color.



Community Development

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

March 2024

<u>Code</u>	<u>Type</u>	<u>Permits Issued</u>	<u># of Units</u>	<u>Amount</u>	<u>Average</u>
101	Single Family Home	1	1	\$267,175.00	\$267,175.00
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	9		\$97,152.00	
437	Non-residential add/alt	2		\$76,000.00	\$38,000.00
438	Res garage/carports	0		\$0.00	
645	Demo - residential	0		\$0.00	
649	Demo - commercial	0		\$0.00	
March Total		12		\$440,327.00	
Residential Value			Commercial Value		
17.3%			0.0%		

YEAR TO DATE TOTAL					
<u>Code</u>	<u>Type</u>	<u>Permits Issued</u>	<u># of Units</u>	<u>Amount</u>	<u>Average</u>
101	Single Family Home	6	6	\$1,826,452.00	\$304,408.67
102	Single Family Attach	0	0	\$0.00	
103	Two Family	0	0	\$0.00	
104	Three or More Families	0	0	\$0.00	
	Mobile Homes	0	0	\$0.00	
322	Service Stations	0		\$0.00	
324	Office	0		\$0.00	
328	Non-resident buildings	1		\$3,721,875.00	
329	Pool	0		\$0.00	
434	Residential add/alt	14		\$249,307.00	
437	Non-residential add/alt	4		\$145,550.00	
438	Res garage/carports	0		\$0.00	
645	Demo - sfd	0		\$0.00	
649	Demo - commercial	0		\$0.00	
YTD TOTAL		25	6	\$5,943,184.00	
Residential Value			Commercial Value		
30.7%			65.1%		17.3%