



— PLANNING AND ZONING COMMISSION —

July 9, 2019
6:00 P.M.
City Council Chambers

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
 - A. May 14, 2019
5. Public Comments
6. Old Business
7. New Business
 - A. Consider request from Cooper Crawford & Associates, LLC., on behalf of Diligent Glynn, LLC for Preliminary Plat approval of the Prairie Glynn Plat 2.
 - B. Consider request from Thomas Land Surveying, LLC for approval of a Plat of Survey for Robert M. Strovers at 410 East Clinton Avenue.
 - C. Capital Crossroads Workforce Housing Study Data Presentation.
8. Comments
 - A. Commission Members
 - B. Staff
9. Adjournment

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— PLANNING AND ZONING COMMISSION —

MINUTES OF REGULAR MEETING

May 14, 2019

6:00 P.M.

1.-2. The meeting was called to order by Chairperson Josh Rabe and on roll call the following members were present:

Josh Rabe
Misty Soldwisch
Al Farris
Erin Freeberg
Sarah Ritchie
Becky Needles

Commission Members Absent: Jeromy Pribil, Joe Butler, Ron Fridley, Rob Ormsby

Staff Present: Charlie Dissell, Kristin Brekelmans

Public Present: Melissa Hills, Larry Pierce

3. Chairperson Rabe requested approval of the agenda for this evenings meeting, May 14, 2019. Agenda was approved on a motion made by Commissioner Needles and seconded by Commissioner Farris. Question was called for and on a voice vote, Chairperson Rabe declared the motion carried unanimously. 6-0

4. Chairperson Rabe requested approval of the minutes from the March 12, 2019 meeting. The minutes were approved on a motion made by Commissioner Ritchie and seconded by Commissioner Needles. Question was called for and on voice vote, Chairperson Rabe declared the motion carried unanimously. 6-0

5. Chairperson Rabe asked if there were any from the public that would like to speak on an item not listed on the agenda. Hearing none, Chairperson Rabe moved to the next item on the agenda.

6.A Review and request approval of proposed Planning and Zoning Commission Rules and Regulations.

Mr. Dissell explained the proposed Rules and Regulations that have been reviewed in previous meetings, explaining that the number of members on the board will be taken out and re visited at another time, such as when the next term is up, and that member decides not to continue the Commission. This will give an opportunity for the Commission to discuss and decide whether they want to continue with the number they would currently have at that time of 9 or if they are wanting to add two commissioners to the board to make 11.

Commissioner Farris asked if this would need to be approved by the City Council. Mr. Dissell responded, no.

Chairperson Rabe asked Commissioners if they had any additional items that they would like to have changed or had any comments they would like to make. Hearing none, Chairperson Rabe requested a motion to be made.

Motion was made to approve the Planning and Zoning Rules and Regulations by Commissioner Soldwisch and seconded by Commissioner Ritchie. Question was called for and on voice vote, Chairperson Rabe declared the motion carried unanimously. 6-0

7.A Consider request from Chad and Christine Keller for a vacation and conveyance of the east/west alley lying between 204 and 206 North Jefferson Way.

Mr. Dissell presented this request to the Commission. Staff recommends approval of the alley vacation.

Commissioner Farris asked about the quantity of the block this vacation would consist of. Mr. Dissell responded that it would be just over half of the alley block.

Larry Pierce of 2400 86th Street in Urbandale, stood to speak regarding the vacation as he has rental properties that he owns abutting to and around the alleyway. Mr. Pierce explained to the Commission that he is against this vacation because one of the lots has been empty for some time, and he has a trailer that he would not be able to get into his garage if he is not allowed to use this part of the alley.

Chairperson Rabe asked if there were any others from the public that would like to speak on this, hearing none, a call for motion was made.

Motion was made by Commissioner Needles to approve the vacation of the east/west alley lying between 204 and 206 North Jefferson Way. This motion was seconded by Commissioner Farris. Question was called for and on voice vote, Chairperson Rabe declared the motion carried unanimously 6-0.

7.B Consider request from Civil Engineering Consultants, Inc., on behalf of Doering Properties, LLC for Final Plat approval of the Quail Meadows Townhomes.

Mr. Dissell presented this request to the Commission reporting that this began with the review of the preliminary plat back in January of 2019 and a waiver was approved for the depth to width ratio. A buffer easement was also included on the west side of the plat. They requested a vacation of the buffer easement. Staff recommended approval of the Final Plat.

Commissioner Farris asked about overflow parking and if any changes had been made to the Final Plat.

Melissa Hills, C.E.C. with Civil Engineering Consultants, Inc stood before Commission to speak regarding the Final Plat. Ms. Hills responded to the question regarding parking by stating that each lot had a two-car garage, and the driveway would also hold two cars, for a total of 4 car parking.

Chairperson Rabe asked if there were any others from the public that would like to speak on this, hearing none, a call for motion was made.

Motion was made by Commissioner Needles to approve the Final Plat of Quail Meadows Townhomes. This motion was seconded by Vice Chair Soldwisch. Question was called for and on voice vote, Chairperson Rabe declared the motion carried unanimously 6-0.

7.C Consider amendment to Chapter 165 (Zoning Regulations), regarding notification procedures and timeliness of items brought forward to the Planning and Zoning Commission, Board of Adjustment and City Council.

Mr. Dissell presented this request to the Commission and recommended approval to reduce the notification time from 15 days to 10 days allowing the City to shorten deadlines.

Commissioner Farris questioned the reasoning behind changing the notification process regarding the newspaper. Mr. Dissell explained how other more effective methods such as social media and online, will be used and will continue to include mailing notifications to neighbors when required by State Code.

Chairperson Rabe asked if there were any others from the public that would like to speak on this, hearing none, the motion was made by Commissioner Ritchie to approve the amendment to Chapter 165 regarding notification procedures and timelines. This motion was seconded by Commissioner Freeberg. Question was called for and on voice vote, Chairperson Rabe declared the motion carried 5-1. Commissioner Farris opposed the amendment.

7.D Consider amendment to Chapter 165 (Zoning Regulations), regarding Bed and Breakfasts.

Mr. Dissell presented this request to the Commission explaining the definition of Bed and Breakfast is currently inconstantly defined in Chapter 165. The proposed regulations would bring further consistency to Bed and Breakfast regulations, specifically in the R-1 Zoning District. Bed and Breakfast in the R-1 Zoning District will still be required to go to the Board of Adjustment for approval. Staff recommended approval of the amendment.

Vice Chair Soldwisch explained her experience with a specific property within the R1 zoning that this amendment would positively effect. She explained to other Commissioners a brief history of the building that could benefit by being utilized under this amendment.

Commissioner Farris asked questions regarding parking and the requirement of being within 600 feet from Simpson College or in a lot of at least 3 acres. Commissioner Farris also questioned the remarks regarding the term "apartment."

Motion was made by Commissioner Farris to approve the amendment to Chapter 165, regarding Bed and Breakfasts with the condition of language modification that the term "apartment" is added to the first sentence of the amendment. This motion was seconded by Commissioner Needles. Question was called for and on voice vote, Chairperson Rabe declared the motion carried unanimously 5-0. Vice Chair Soldwisch abstained from voting.

8. Other Business

Mr. Dissell provided updates to the Commission regarding current projects including: progress on subdivisions and preliminary plats. Also included was an invitation to the Square Street Scape Open House. The Planning and Zoning Workshop was discussed in appreciation for the information and training that was provided regarding motions.

Kristin Brekelmans presented Commissioners with copies of the training materials for review, for those that were not able to attend the Planning and Zoning Workshop. Building Permit reports for April 2019 were also presented and discussed.

8. Adjournment

Meeting adjourned on a motion by Commissioner Needles and seconded by Commissioner Freeberg.

Josh Rabe, Chairperson

Charlie Dissell, Director of Community Development



— PLANNING AND ZONING COMMISSION —

To: Planning and Zoning Commission
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Subject: July 9, 2019 Meeting
Re: Item # 7.A: Consider request from Cooper Crawford & Associates, LLC., on behalf of Diligent Glynn, LLC for Preliminary Plat approval of the Prairie Glynn Plat 2.

Cooper Crawford & Associates, LLC., on behalf of Diligent Glynn, LLC, have requested approval of the Preliminary Plat of Prairie Glynn Plat 2, located on the east side of the intersection of East Franklin Avenue and North 15th Street.

The proposed subdivision includes extensions of East Franklin Avenue east of North 15th Street and North 17th Street North of Prairie Glynn Plat 1. Sanitary Sewer and Water will be provided to the site from Prairie Glynn Plat 1, north on North 17th Street and West on East Franklin Street. The plat includes 18 lots along East Franklin Street and 5 lots along North 17th Street. Stormwater will flow into detention basins on the northeast, northwest, southwest and east sides of the plat.

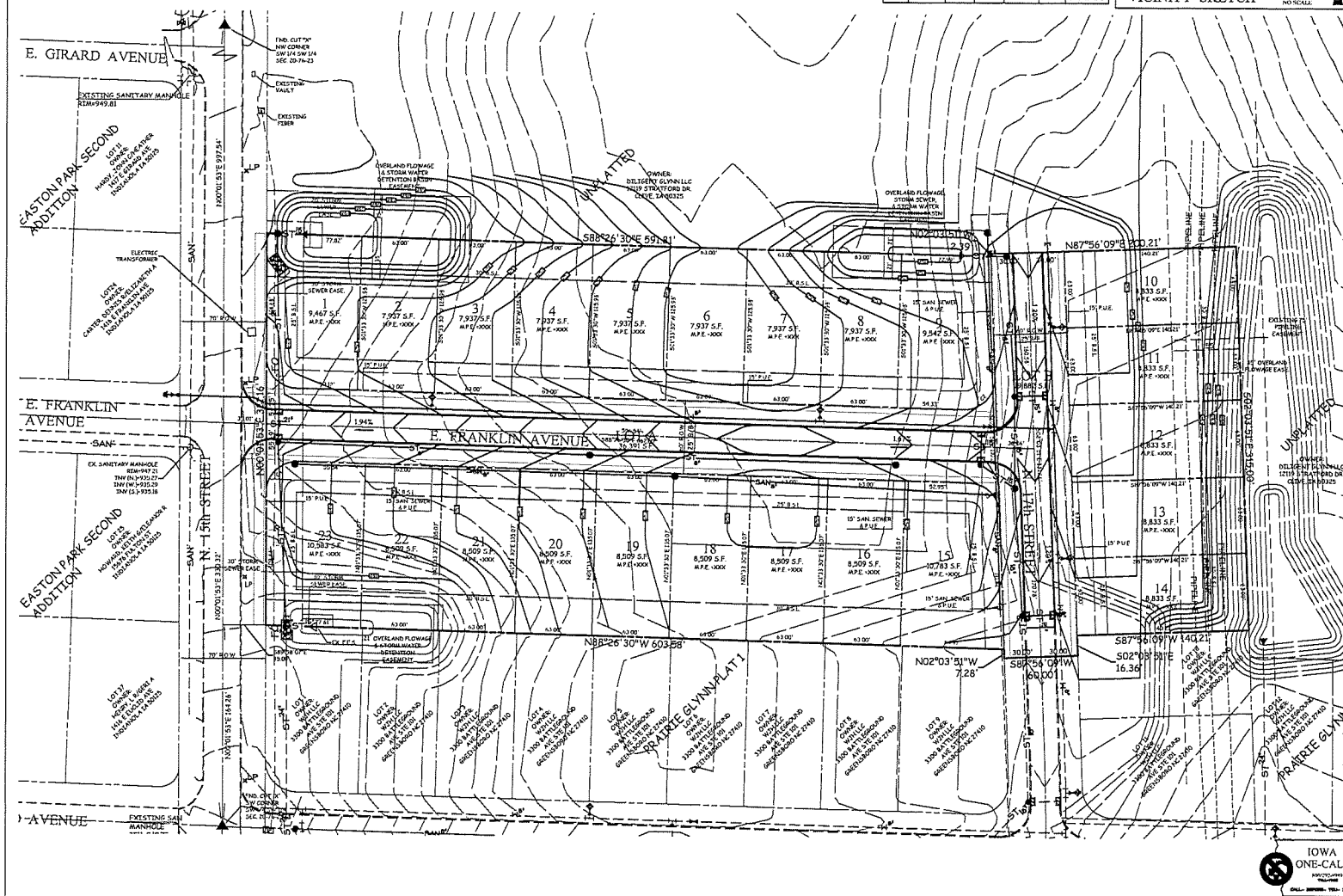
Upon review by Staff, the preliminary plat meets all the requirements of City Code. Staff would like clarification on the proposed 8' sidewalk along North 15th Street. Staff requests that this sidewalk be installed as part of the installation of improvements for the subdivision. As such, Staff recommends approval of Prairie Glynn Plat 2 Preliminary Plat with the following conditions:

1. The sidewalk along North 15th Street be installed as part improvements required for the subdivision rather than when homes are built on Lots 1 and 22.



VICINITY SKETCH

NORTH
ARROW





— PLANNING AND ZONING COMMISSION —

To: Planning and Zoning Commission
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Subject: July 9, 2019 Meeting
Re: Item # 7.B: Consider request from Thomas Land Surveying, LLC for approval of a Plat of Survey for Robert M. Strovers at 410 East Clinton Avenue.

Thomas Land Surveying, on behalf of Robert M. Strovers, has requested approval of a Plat of Survey located at 410 East Clinton Avenue.

The Strovers currently own Parcel A, which is a 0.88-acre parcel lying behind (north) of 406, 410 and 412 East Clinton Avenue. The Strovers wish to construct an accessory building on a portion of Parcel A. The definition of “accessory building” found in Section 165.03 of the Code of Ordinances on Indianola, Iowa, states that an accessory building is a structure subordinate to the principal use of a building on the same lot or parcel of ground and serving a purpose customarily incidental to the use of the principal building. As such, the Strovers propose, by the proposed Plat of Survey, to combine their two lots that front East Clinton Avenue (410 and 412) with that portion of Parcel A which is adjacent to those lots, creating a 0.83-acre parcel (Parcel J) which would be retained by the Strovers. The remaining portion of Parcel A, which is shown as a separate parcel (Parcel H) in this Plat of Survey, will be sold to the neighboring property at 406 East Clinton. For the Commission’s reference, an aerial photo showing current property boundaries is provided on the next page.

The Code of Ordinances establishes jurisdictional review for all plats of survey, plats, replats or subdivisions of land laying out a portion of the City of Indianola. Such plats shall be submitted to the City Council and the Planning and Zoning Commission, who shall examine the Plat of Survey as to its compliance with the Code and the Comprehensive Plan. The Commission shall submit a recommendation to the City Council within thirty (30) days. The Comprehensive Plan reserves this area for low density residential.

Staff recommends approval of the Plat of Survey.

INDIANOLA

PARCEL A

CLINTON AVE

410

400

406

410

412

500

504

COUNTY: WARREN
LOCATION: PARCEL "H" and PARCEL "J" of PARCEL "A" and AUDITOR'S
OUTLOTS 91, 92 and 93, CITY OF INDIANOLA

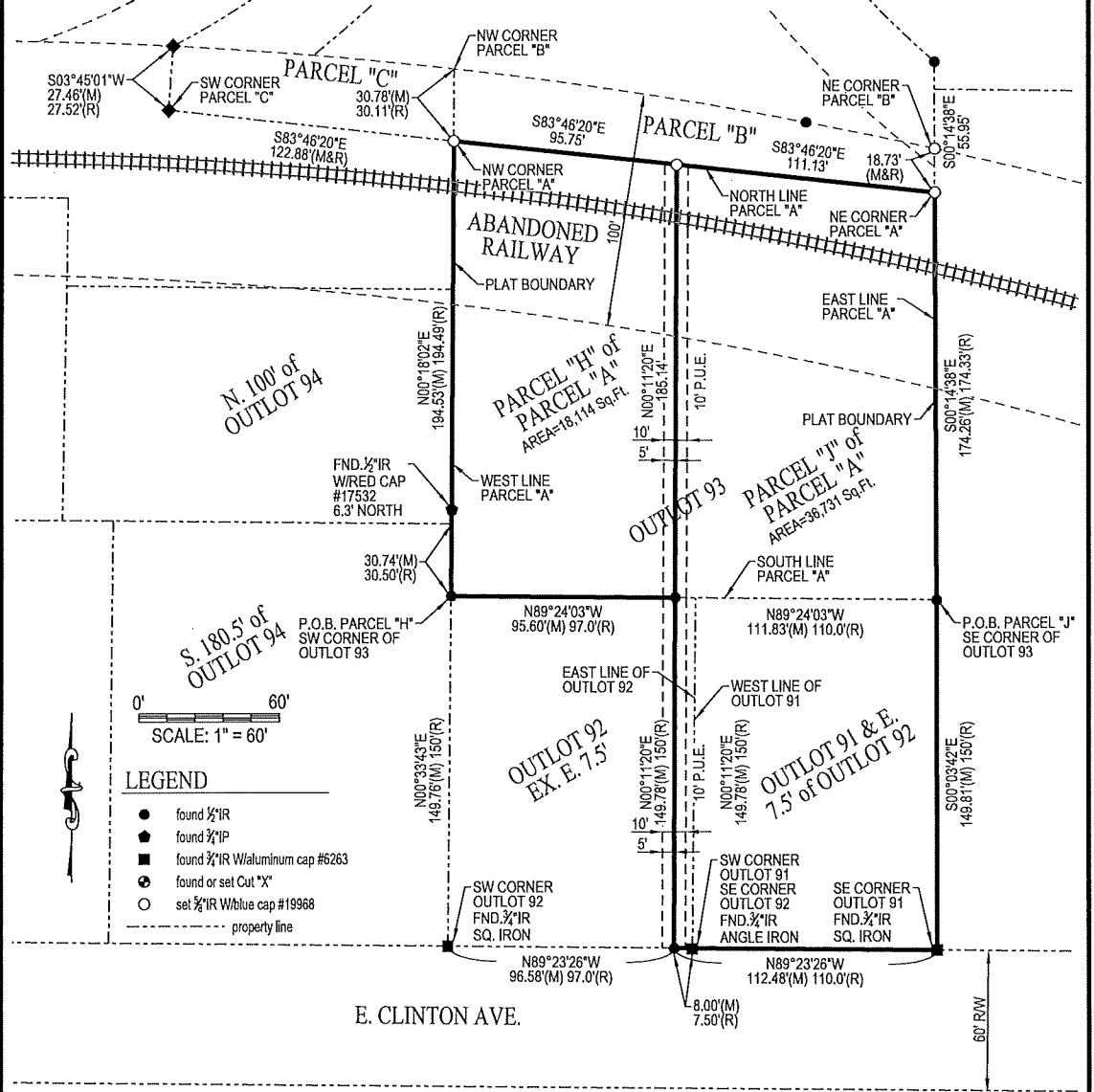
SURVEY FOR PROPRIETOR: ROBERT M. STROVERS
410 E. CLINTON AVENUE, INDIANOLA, IOWA 50125

SURVEYOR AND SURVEY COMPANY:
MATT THOMAS, PLS
THOMAS LAND SURVEYING, LLC
6230 90th AVENUE, INDIANOLA, IA 50125

RETURN TO AND PREPARED BY:
MATT THOMAS, 6230 90th AVENUE,
INDIANOLA, IOWA 50125
(515) 494-6663

DATE OF SURVEY: 03-11-2019 THRU 05-15-2019

PLAT OF SURVEY - PARCEL "H" and PARCEL "J" of PARCEL "A" and AUDITOR'S OUTLOT 93



TLS

THOMAS
LAND
SURVEYING, LLC

6230 90th AVENUE
INDIANOLA, IA 50125
TELE.: 515.494.6663



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

Signature:

Date:

Name: (Printed or typed)

Matthew J. Thomas

License Number: 19968

My license renewal date is December 31, 2019.

Pages or sheets covered by this seal:

1-2

PROJECT NUMBER

18049

COUNTY

WARREN

DATE DRAWN

06-03-2019

YEAR

2019

SHEET NO.

1 OF 2

PLAT OF SURVEY - PARCEL "H" and PARCEL "J" of PARCEL "A" and AUDITOR'S OUTLOT 93

LEGAL DESCRIPTION: PARCEL "H"

A parcel of land now included in and forming a part of the PARCEL "A" of AUDITOR'S OUTLOT 93 , now included in and forming a part of the City of Indianola, Warren County, Iowa, and a portion of adjoining abandoned railway, more particularly described as follows:

Beginning at the Southwest Corner of PARCEL "A" of AUDITOR'S OUTLOT 93, now included in and forming a part of the City of Indianola, Warren County, Iowa; thence North 00°18'02" East along the West Line of said PARCEL "A", a distance of 194.53 feet to the Northwest Corner of said PARCEL "A"; thence South 83°46'20" East along the North Line of said PARCEL "A", a distance of 95.75 feet; thence South 00°11'20" West, a distance of 185.14 feet to a point on the South Line of said PARCEL "A" thence North 89°24'03" West along said South Line, a distance of 95.60 feet to the Point of Beginning, containing 18,114 Square Feet, subject to all easements, restrictions and covenants of record.

LEGAL DESCRIPTION: PARCEL "J"

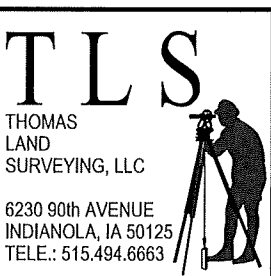
A parcel of land now included in and forming a part of the PARCEL "A" of AUDITOR'S OUTLOT 91, 92 and 93 , now included in and forming a part of the City of Indianola, Warren County, Iowa, and a portion of adjoining abandoned railway, more particularly described as follows:

Beginning at the Southeast Corner of PARCEL "A" of AUDITOR'S OUTLOT 93 and the Northeast Corner of AUDITOR'S OUTLOT 91, now included in and forming a part of the City of Indianola, Warren County, Iowa; thence South 00°03'42" East along the East Line of said OUTLOT 91, a distance of 149.81 feet to the Southeast Corner of said OUTLOT 91; thence North 89°23'26" West along the South Line of said OUTLOT 91, a distance of 112.48 feet to the Southwest Corner of the East 7.5 feet of said OUTLOT 92; thence North 00°11'20" East along the West Line of the East 7.5 feet of said OUTLOT 92, a distance of 149.78 feet to the Northwest Corner of the East 7.5 feet of said OUTLOT 92; thence continuing North 00°11'20" East, a distance of 158.14 feet to a point on the North Line said PARCEL "A" thence South 83°46'20" East along said North Line, a distance of 111.13 feet to the Northeast Corner of said PARCEL "A" thence South 00°14'38" East along the East Line of said PARCEL "A", a distance of 174.26 feet to the Point of Beginning, containing 36.731 Square Feet, subject to all easements, restrictions and covenants of record.

LEGAL DESCRIPTION: 10' WIDE PUBLIC UTILITY EASEMENT

A parcel of land now included in and forming a part of the AUDITOR'S OUTLOT(S) 91, 92 and PARCEL "A" of AUDITOR'S OUTLOT 93 , now included in and forming a part of the City of Indianola, Warren County, Iowa, and a portion of adjoining abandoned railway, , more particularly described as follows:

Commencing at the Southeast Corner of AUDITOR'S OUTLOT 91, now included in and forming a part of the City of Indianola, Warren County, Iowa; thence North 89°23'26" West along the South Line of said OUTLOT 91, a distance of 112.48 feet to the Point of Beginning of the Centerline of a 10' Wide Public Utility Easement; thence North 00°11'20" East, a distance of 149.78 feet to a point on the South Line of said OUTLOT 93; thence continuing North 00°11'20" East, a distance of 158.14 feet to North Line of said OUTLOT 93 and the Point of Termination, containing 3,349 Square Feet.



PROJECT NUMBER	18049	COUNTY	DATE DRAWN	YEAR	SHEET NO.
		WARREN	06-03-2019	2019	2 OF 2



— PLANNING AND ZONING COMMISSION —

To: Planning and Zoning Commission
From: Charlie E. Dissell, AICP, Community and Economic Development Director
Subject: July 9, 2019 Meeting
Re: Item # 7.C: Capital Crossroads Workforce Housing Study Data Presentation

Nikki Syverson, Director of Capital Crossroads will be on hand to share the data results from the Workforce Housing Study done by Capital Crossroads. Capital Crossroads is an effort the Greater Des Moines Partnership, the Community Foundation of Greater Des Moines, United Way of Central Iowa and the Des Moines Area MPO to create a vision plan for the Greater Des Moines area and Central Iowa. Data will be shared on the current state of regional housing and will also include forecasts for the next 20 years. The Workforce Housing Study is the first step in creating a comprehensive housing strategy for the broader region of the Des Moines Metro area. As Indianola moves forward with the update of our Comprehensive Plan, and as the Commission is responsible for providing recommendations to the City Council on rezoning and subdivision applications, this information is important to share with the Commission.

