



CITY OF INDIANOLA BOARD OF ADJUSTMENT MEETING

August 5, 2026

6:00 PM

City Council Chambers

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Approval**
 - A. Approval of the August 5, 2026 agenda.
- 4. Minutes Approval**
 - A. Approval of the June 3, 2026 meeting minutes.
- 5. New Business**
 - A. Approval of posting place for meeting agendas.
 - B. Consider variance request from Paul and Dalinda Miller at 1302 Country Club Road to permit construction of front deck that exceeds the maximum allowable encroachment into the front yard setback.
 - C. Consider variance request from Indianola Community School District at 1304 East 1st Avenue to allow rows of parking to exceed 15 continuous spaces without required landscape islands.
- 6. Comments**
- 7. Adjourn**



CITY OF INDIANOLA BOARD OF ADJUSTMENT MEETING

June 3, 2026

6:00 PM

City Council Chambers

Minutes

1. Call to Order

The meeting was called to order at 6:01 PM.

2. Roll Call

Board members present: Jane Whalen, Rene Soldwisch, Lee Bash, Sue Edwards.

Board members not present: Deidre Hoover.

Staff members present: Bryce Johnson, Bill Mettee, Tara Bosteder.

3. Agenda Approval

A. Approval of the June 3, 2026 agenda.

Soldwisch made a motion to approve the agenda.

Edwards seconded the motion.

Motion was passed with a unanimous vote.

4. Minutes Approval

A. Approval of the May 6, 2026 meeting minutes.

Soldwisch made a motion to approve the meeting minutes.

Edwards seconded the motion.

Motion was passed with a unanimous vote.

5. New Business

A. Consider variance request from Ryan Gross at 515 North I Street to permit construction of a new residential dwelling that will not meet the required setbacks for single-family residential dwellings.

Mettee presented the variance request and related staff report.

The new structure will face I Street, just as the current structure does. The same hardship would exist if the new structure faced Euclid Ave.

Ryan Gross, the property owner, added that the property lines and setback measurements start approximately one foot inside of the concrete sidewalk. Considering this, the new structure will still be setback over 30 feet from both streets.

Soldwisch made a motion to approve the variance request as submitted.

Edwards seconded the motion.
Motion was passed with a unanimous vote.

- B. Consider variance request from Ross Bauer at 104 East Franklin Avenue to waive the two required off-street parking requirements for a proposed single-family residential dwelling.

Mettee presented the variance request and related staff report.

This property has historically been used as a print shop, but is in a residential district. Developing a single family residence on this parcel, while is allowed per zoning, does prompt the requirement of two off-street parking spots. The date of when this parcel became zoned as residential is unknown.

There are several no-parking zones surrounding the one block radius of this parcel, and parking would be pushed out at least that far. During times of snow ordinance enforcement, the resident would have to make alternate off-street parking arrangements.

This lot meets none of the current bulk regulations. There were no surveys or subdivisions found that would have allowed this lot to be subdivided. At one point in time, this parcel was part of the lot abutting it on the west side.

Additionally, there is an existing access drive off of Franklin Avenue where if the alley was vacated, the vehicles wouldn't be able to access the parking space in the alley without crossing into another private property.

Ross Bauer, property owner, asked what issue exists with the utilities in the alley as related to vacating the alley. Bauer suggested no issues with moving vehicles if work needed to be completed. Mettee answered that access to the area is required 24/7 without needing to contact property owners.

Board Member Whalen voiced concern about the property being used as a residential dwelling without allowing a place to park.

Soldwisch made a motion to approve the variance request as submitted.

Whalen seconded the motion.

Motion failed by a unanimous vote.

- C. Consider variance request from Bishop Engineering on behalf of Culver's Restaurant at 1901 North Jefferson Way to permit construction of a commercial building that will not meet the required front yard setback.

Mettee presented the variance request and related staff report.

Board Member Soldwisch inquired about the possible placement of a stop sign at the intersection of the frontage road and Rolling Vista Place to address an existing blind spot at this location.

Brad Kuehl with Bishop Engineering answered that if there was anything that warranted the placement of a stop sign, they would place one there.

Board Member Bash asked about the location of the parking for dine-in customers. A site plan has been included in the meeting packet, but Kuehl explained that the current orientation of the building is what Culver's has deemed best for its operation and includes dine-in parking to the north and some to the west, and the drive comes down from Rolling Vista into the site and circles around the building. One drive-through lane will come around the curve and will separate into two on the south side of the building, leaving one lane of continuous circulation.

Bryce Johnson, Director of Community and Economic Development, commented that this parcel is a unique lot with a triple frontage road. He added that city's engineer team is working with Brad to identify and address the anticipated traffic patterns. Kuehl agreed they would work with the city to address any traffic control.

Shannon Rush, property owner adjacent to this site, addressed the Board. He said he is not opposed to the development of this site, but that a drive through restaurant, such as Culver's, is high use and not compatible this close to residential homes. He cited increased traffic throughout the day and evening, drive-through stacking, speaker noise, extended hours, and significant lighting - all of which directly impact nearby residents. He also confirmed the curve on Rolling Vista Place is a challenging traffic location.

Soldwisch made a motion to approve the variance request as submitted.

Edwards seconded the motion.

Motion was passed with a unanimous vote.

6. Comments

There were no comments.

7. Adjourn

Soldwisch made a motion to adjourn.

Edwards seconded the motion.

The meeting was adjourned at 6:26 PM.



COMMUNITY DEVELOPMENT

To: Board of Adjustment
From: Bill Mettee, Senior Planner
Date: July 31, 2026
Re: Public Meeting Notice Requirements

Board of Adjustment Members:

House File 2490 modified Chapter 21 Section 4 of Iowa Code relating to public meeting notice requirements. These amendments now require governing bodies to post open meeting notices in a prominent and conspicuous place that is annually designated for such purposes by the governmental body. Agendas must also be posted to the primary internet site owned or maintained and regularly updated by the governmental body. Agendas that have been "amended" must be marked and identify the amended provisions and notice provided.

To be in compliance, Board of Adjustment agendas shall be posted on the bulletin board at the north and south entrances to City Hall, which are always available to the public. The Board of Adjustment should identify and use a posting location for their agendas that is visible at all times. The Board of Adjustment agendas shall be posted to the Agendas and Minutes page of the City's website. Amended agendas of the Board of Adjustment shall be marked as amended, identify the amended provisions, and provide notice as requested.

The designation of the posting place for meeting agendas shall be passed annually by the Board of Adjustment.

Bill Mettee
Senior Planner





STAFF REPORT

TO: Board of Adjustment**PREPARED BY:**

Bill Mettee, Senior Planner

RE: 1302 Country Club Road**DATE:**

August 5, 2026

GENERAL INFORMATION:**Applicant / Owner:** Paul and Dalinda Miller

Requested Action(s) Variance from §165.04(F)(7) of the Indianola Municipal Code which states that front stoops, stairs, open decks and unenclosed porches may encroach up to 6 ft into the required front yard setback. The applicant is seeking a variance to construct a front deck that extends 10.5' into the front yard.

Location and Size: Addressed as 1302 Country Club Road, property legally described as Lot 14 of Hedlunds Subdivision, which is located on the northeast corner of Country Club Road and West Lincoln Avenue and contains 11,250 square feet.

Land Uses and Zoning:

Location	Existing Land Use	Comprehensive Plan	Current Zoning
Property in Question	Single Family Residential	Low-Density Residential	R-1
North	Single Family Residential	Low-Density Residential	R-1
South	Single Family Residential	Low-Density Residential	R-1
East	Single Family Residential	Low-Density Residential	R-1
West	Single Family Residential	Low-Density Residential	R-1

BACKGROUND:

The subject property was platted in 1956 as Lot 14 of Hedlund's Subdivision and is 75' x 150' and 11,250 square feet. The property has an existing concrete stoop with two steps and a small walkway from the front door to the driveway. The applicant wishes to construct a 10.5' x 14' deck in the front of the structure with an accessible ramp to the driveway. The City of Indianola zoning ordinance permits open decks to encroach up to 6' into the required front yard. The applicant is seeking a variance for an additional 4.5' to allow a deck large enough to accommodate a wheelchair and added accessibility from the front door to the driveway.



ABOVE: Site plan of the property showing the requested setback variance.

ANALYSIS:

Variances are designed to grant relief from the Ordinance, which if strictly imposed would deny a property owner reasonable use of the land and would therefore create undo hardship. An applicant is required to prove that a hardship exists by demonstrating that the overall integrity of the area will not be diminished, a reasonable use cannot be made, the situation is unique, and the hardship is not self-imposed. Paul and Dalinda Miller, the property owners, have submitted the attached Board of Adjustment application form dated July 10, 2026, stating arguments in favor of the requested variance. Notice of the proposed variance request was mailed to surrounding property owners within a 200-foot radius on Thursday July 23, 2026. At the time this report was written, staff has not received any correspondence for or against the request.

A variance may be granted when a property owner, acting in good faith, demonstrates that unique physical conditions of the property make it impossible to comply with zoning regulations and prevent reasonable use comparable to other properties in the same district.

Furthermore, the following findings shall be made in order to grant a variance:

- i. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district;
- ii. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;

- iii. That the special conditions and circumstances do not result from the actions of the applicant;
- iv. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district. No nonconforming use of neighboring lands, structures or buildings in other districts shall be considered grounds for the issuance of a variance.

Hardship

In order to prove that a hardship exists and is not self-imposed, the applicants must prove that a literal interpretation of the provisions of the Ordinance deprive the applicants' rights commonly enjoyed by other properties in the same district.

The ADA requirement for wheelchair accessibility turning spaces is a minimum of 5' x 5'. The applicant's proposal of a 10.5' x 14' more than doubles the turning space area for a wheelchair user. The hardship appears to be self-imposed but is also a project that would not negatively affect the property or the neighborhood.

Uniqueness

In order to prove that the requested variance is unique to the property, the applicants must indicate proof of special conditions and circumstances that exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings.

The applicant stated that they would like approval to build a 10.5' x 14' deck that would be 18" in height with an 18' x 4' ramp for handicapped accessibility. The deck would cover the existing concrete steps and private sidewalk. The project does not have any special conditions or circumstances peculiar to the land or structure involved.

Public Interest and Integrity

The project, as proposed, will not go against public interest or integrity. The project is intended to provide a safe and structurally sound handicap accessible ramp and adequately sized deck for private use.

Staff Recommendation

Generally speaking, staff would always be in the position of recommending against variance requests because the request does not meet the requirements of the Zoning Ordinance of which staff is obligated to carry out. However, the zoning codes does allow variances *if* the property owner can show a hardship exists. Additionally, the Board of Adjustment must determine if the variance request meets the findings identified above in Chapter 165.02.3.B.3(b). Because of this, staff will not make a recommendation on the requested variance and will leave the decision to the Board of Adjustment based upon the merits and criteria of the requested variances. In lieu of making a recommendation, staff will provide the following list of items that staff feels are pertinent to the request and will aid the Board in making their decision:

- The property is 75' x 150' and 11,250 square feet in area and is zoned R-1 Single-Family Residential Detached.
- The zoning ordinance permits uncovered decks to encroach 6' into the required front yard. The applicant is requesting a deck encroach 10.5' into the required front yard setback, a variance of 4.5-feet.
- Similar requests were approved at 2025 Board of Adjustment meetings, including an 7' 8" encroachment and 11' encroachment at the February 19 and July 2, 2025, meetings, respectively.

CITY OF INDIANOLA

Bill Mettee
Senior Planner

July 31, 2026

Attachments

- Completed Board of Adjustment Application – Dated 07/10/2026
- Public Notice sent by City – 07/23/2026
- Aerial Map of Subject Property
- Site Plan
- Application

BOARD OF ADJUSTMENT APPLICATION

Community Development

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



PROPERTY OWNER

(Last Name) Miller
(First Name) Paul
(Address) 1302 Country Club Road
(City) Indianola (State) IA (Zip) 50125
(Phone) 641-662-2114 (Email) miata246@gmail.com

APPLICANT (if not Property Owner)

(Last Name) _____
(First Name) _____
(Address) _____
(City) _____ (State) _____ (Zip) _____
(Phone) _____ (Email) _____

APPEAL

Submittal Requirements:

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

- ☐ Completed Application
- ☐ Filing Fee: \$300 per request
- ☐ Written narrative indicating where it is alleged there is error in any order, requirement, decision, or determination made by the Administrative Officer in the enforcement of this Code of Ordinances of Indianola, Iowa.
- ☐ Other Information as required by Director

SPECIAL USE PERMIT

Submittal Requirements:

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

- ☐ Property Address: _____
- ☐ Completed Application
- ☐ Filing Fee: \$300 per request
- ☐ Site Plan and Elevations as outlined in 165.06
- ☐ Written narrative indicating the special use permit sought and response to the criteria outlined in Section 165.02(3)(B)(3)(c)(v) of the Code of Ordinances of Indianola, Iowa
- ☐ Other Information as required by Director

VARIANCE

Submittal Requirements:

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

- ☒ Property Address: 1302 Country Club Road
- ☒ Completed Application
- ☐ Filing Fee: \$300 per request
- ☒ Site Plan and Elevations
- ☒ Written narrative indicating justification for proposed variance and response to the criteria outlined in Section 165.02(3)(B)(3)(b) of the Code of Ordinances of Indianola, Iowa
- ☐ Other Information as required by Director

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owner(s) of the property. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection related to this application.

Signature _____

Name (printed) _____

Date _____

FOR OFFICE USE ONLY:

Code to 45180

Date Received: 7/10/26

Receipt No: CHK 8643

Receipt Amount: \$300

BOA Agenda Date: 8/5/26

Paul Miller

**1302 Country Club Road
Indianola, Iowa 50125**

To whom it concerns:

Would like approval to build a 10.5' x 14' deck that would be 18" in height with an 18' x 4' ramp for handicapped accessibility for my 97 year old mother who lives with me part time.

This would cover the existing concrete steps and sidewalk.

Thank You





NOTICE OF PUBLIC HEARING

July 22, 2026

Re: Proposed Variance – 1302 Country Club Road

Dear Property Owner:

The City of Indianola has received a variance application from Paul and Dalinda Miller, property owners of 1302 Country Club Road, which is located south of West Orchard Avenue and west of North Jefferson Way. The owner has filed for a variance from §165.04(1)(F)(7) of the Indianola Municipal Code which states that “Front stoops, stairs, open decks and unenclosed porches may encroach up to 6 ft into the required front yard setback.” The applicant is requesting the variance to permit the construction of a deck that would encroach 10.5’ into the required front yard setback.

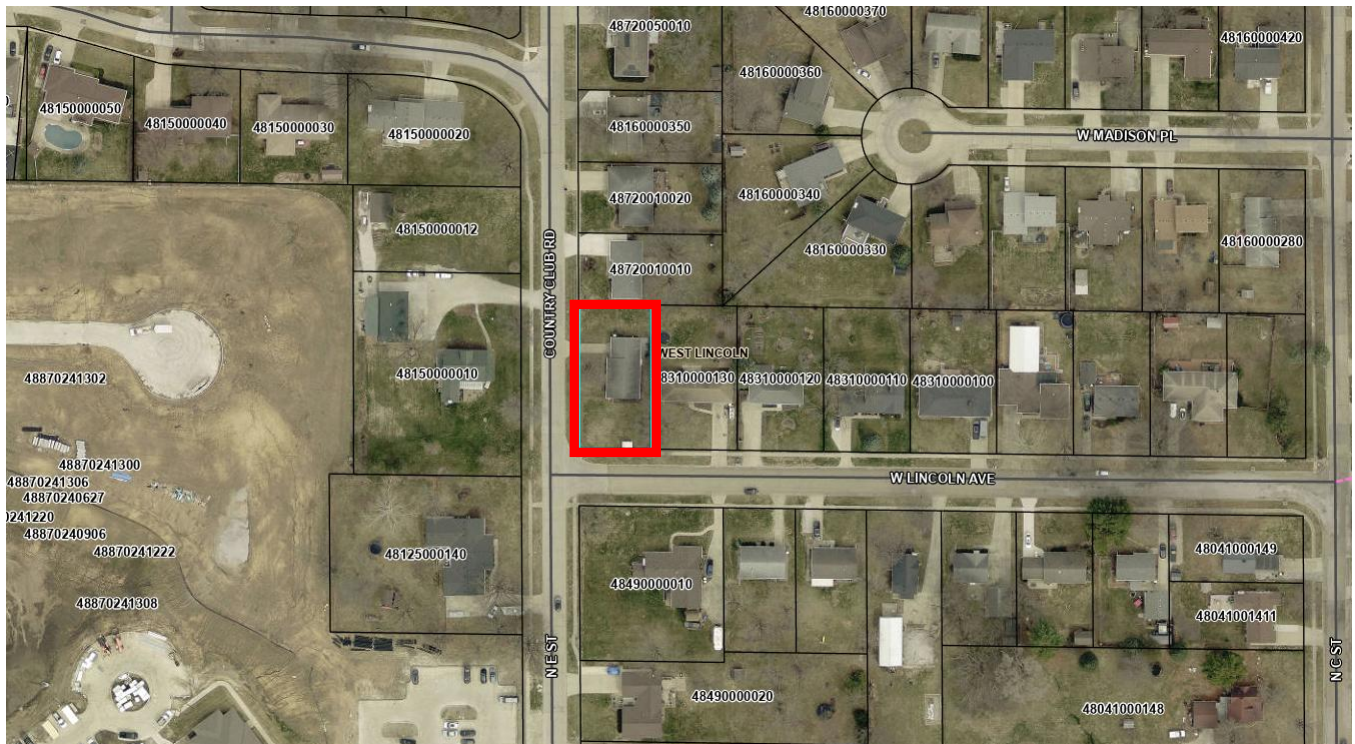
The Indianola Board of Adjustment will hold a public hearing at **6:00 p.m., Wednesday, August 5, 2026, at Indianola City Hall, City Council Chambers, 110 North 1st Street, Indianola, IA.**

§165.02 of the Indianola Municipal Code states that the Board of Adjustment has the power to “To grant a variance from the terms of the Zoning Ordinance when a property owner can show that the owner’s property was acquired in good faith and where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property, or where by reason of exceptional topographical conditions or other extraordinary or exceptional situation, the strict application of the terms of the Zoning Ordinance actually prohibits the use of such property in a manner reasonably similar to that of other property in the same district, and where the Board is satisfied under the evidence before it that a literal enforcement of the provisions of the Zoning Ordinance would result in unnecessary hardship; provided, however, all variations granted under this clause shall be in harmony with the general purpose and intent of the Zoning Ordinance..” Such a variance cannot be granted unless it meets certain criteria.

All interested parties are invited to attend the public hearing and express their opinions pro or con. Any written comments received on or before this date by the City Zoning Administrator will be considered to be part of the hearing as well. If you have any questions concerning the application or if you would like additional information, please call the Community Development Department at 515-961-9430.

Sincerely,

Bill Mettee
Senior Planner



ABOVE: Subject property (outlined in **RED**).



STAFF REPORT

TO: Board of Adjustment**PREPARED BY:**

Bill Mettee, Senior Planner

RE: 1304 East 1st Avenue**DATE:**

August 5, 2026

GENERAL INFORMATION:

Applicant / Owner:

Indianola Community School District

Requested Action(s)

Variance from §165.08(4)(B)(4)(a)(i) of the Indianola Municipal Code which states “All rows of parking shall be terminated with a curbed landscaped island that is a minimum nine (9) feet wide and no less than 16 feet in length (32 feet in length for head-to-head parking stalls located so as to prevent more than 15 vehicles from being parked side by side in an abutting configuration.” The applicant is requesting the variance to permit parking lot configurations that exceed the maximum amount of 15 continuous spaces.

Location and Size:

Addressed as 1304 East 1st Avenue, property is located between South 9th Street and South 15th Street and between East 2nd Avenue and McVey Trail and contains 43.72 acres.

Land Uses and Zoning:

Location	Existing Land Use	Comprehensive Plan	Current Zoning
Property in Question	Indianola High School	Low-Density Residential	R-1 / R-2
North	Single Family Residential	Low-Density Residential	R-1
South	Single Family Residential	Low-Density Residential	R-2 / R-3
East	Single Family Residential	Low-Density Residential	R-2 / C-2
West	Single Family Residential	Low-Density Residential	R-1 / R-2

BACKGROUND:

The Indianola Community School District is currently in the process of updating their high school facilities through a 3-phase approach – Phase I, Phase IB and Phase 2. Phase I and IB are substantially completed, pending final inspections. A site plan has not yet been submitted for Phase 2. Phase I and IB were approved with a Special Use Permit approved by the Board of Adjustment at their April 3, 2024, meeting.

Phase I included the demolition of the north parking lot, two tennis courts and other various site demolitions. The phase also included the construction of the southwest parking lot, new academic wing, north parking lot for faculty and a perimeter shared drive and access path. Phase I also included upsizing the existing detention basin

and constructing a new detention basin west of the academic wing. Phase I was intended to be completed by April 2026.

Phase IB included the demolition of the southeast portion of the building and existing circular student drop-off area. This phase included the construction of a new secured entrance on the south side of the facility and a passenger loading zone. This phase was intended to be completed by February 2027.

Also included with Phase I and IB were two variance requests. The first request was a reduction of the front yard parking setback from 30' to 15', which the Board approved at their April 3, 2024, meeting. The second request was a material waiver for the proposed trash enclosure. This request was denied at their April 3, 2024, meeting.

Phase 2 of the project will include the construction of the east parking lot, reconstruction of the southern parking lot, a new competition gymnasium facility and two new tennis courts. A site plan has not yet been submitted for these improvements. The Special Use Permit (SUP) that was approved for Phase I and IB will also apply to Phase 2 and will not need to be heard again because the SUP runs with the land.

The applicant is seeking a variance for Phase 2 from Chapter 165.08(4)(B)(4)(a)(i) which states that "All rows of parking shall be terminated with a curbed landscaped island that is a minimum nine (9) feet wide and no less than 16 feet in length (32 feet in length for head-to-head parking stalls) located so as to prevent more than 15 vehicles from being parked side by side in an abutting configuration."

This zoning ordinance requirement was not in effect when the original SUP was approved. However, on May 5, 2025, the City Council adopted a zoning code amendment establishing this requirement.

The staff report for the original SUP specifically stated that the approval was limited to Phases I and IB. Because the Phase 2 application was submitted after May 5, 2025, when the zoning code amendment became effective, it is subject to the current provisions of the zoning ordinance, including the referenced code section.

The purpose of this zoning code is to promote additional greenspace and reduce impervious surface within developments containing large parking areas, such as school and athletic facilities, large-format retail establishments, and multi-tenant commercial centers. These landscaping standards are intended to improve site aesthetics, enhance stormwater management, reduce heat island effects, and break up large expanses of pavement.

The concept plan for Phase 2 identifies improvements to two parking lots on site. The first parking lot is immediately to the west of the baseball field at the southeast side of the site. Nine rows of parking exceeding the 15 space maximum without a landscape island are identified in this parking lot. The row counts are: 29, 25, 25, 23, 21, 20, 17, 16 and 16, therefore requiring nine landscape islands. The second parking lot at the west end of the site identifies all four rows of parking having 27 continuous spaces, requiring four landscape islands. The applicant would not be responsible for retroactively installing landscape islands in previously approved Phase I and IB parking areas.



ABOVE: Site plan of the property showing the requested variance.

ANALYSIS:

Variances are designed to grant relief from the Ordinance, which if strictly imposed would deny a property owner reasonable use of the land and would therefore create undo hardship. An applicant is required to prove that a hardship exists by demonstrating that the overall integrity of the area will not be diminished, a reasonable use cannot be made, the situation is unique, and the hardship is not self-imposed. Indianola Community School District, the property owner, has submitted the attached Board of Adjustment application form dated July 22, 2026, stating arguments in favor of the requested variance. Notice of the proposed variance request was mailed to surrounding property owners within a 200-foot radius on Thursday, July 23, 2026. At the time this report was written, staff received one phone call requesting clarification on where the parking lots were that were subject to this request.

A variance may be granted when a property owner, acting in good faith, demonstrates that unique physical conditions of the property make it impossible to comply with zoning regulations and prevent reasonable use comparable to other properties in the same district.

Furthermore, the following findings shall be made in order to grant a variance:

- i. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district;
- ii. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance;

- iii. That the special conditions and circumstances do not result from the actions of the applicant;
- iv. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district. No nonconforming use of neighboring lands, structures or buildings in other districts shall be considered grounds for the issuance of a variance.

Hardship

In order to prove that a hardship exists and is not self-imposed, the applicants must prove that a literal interpretation of the provisions of the Ordinance deprive the applicants' rights commonly enjoyed by other properties in the same district.

The applicant stated that City code Chapter 165.08(4)(B)(4)(a)(i) was not in effect when the comprehensive project plan was initially presented to and approved by the City in 2024. Since this project scope was approved under the ordinances in effect at the time of initial submission, enforcing the new ordinance deprives the applicant of the rights that were in effect at the initial time of application.

Staff understands that the overall three-phase plan was prepared prior to the ordinance amendment, but the SUP approval and permit approvals covered the scopes for Phase 1 and Phase 1B, not Phase 2 as the applicant's response letter specifically acknowledges. Phase 2 will be required to undergo the full site plan approval process, and this item was identified during a pre-application meeting as an item that needs to be remedied prior to an official submittal. At full build out, the school would have 746 total parking spaces where 450 are required per the parking ordinance (1 per 4 student desks or seats at max capacity plus 1 per max number of employees concurrently on site). The site would remain in compliance with the installation of the required landscape islands.

Uniqueness

In order to prove that the requested variance is unique to the property, the applicants must indicate proof of special conditions and circumstances that exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures or buildings.

The applicant stated that the comprehensive project plan was submitted for City review in early 2024 with Phase 1 being permitted for construction. Phase 2 was designated for construction in 2027 and was not permitted for construction at that time. The code was amended on June 3, 2025, to include greenspace per 15-vehicle requirement. Further, the applicant states a special circumstance exists where the comprehensive project plan and overall scope of the project was submitted and approved under the previous ordinances which did not include this requirement. Therefore, it is requested this particular requirement be waived for this project.

While a large-scale expansion and renovation project like the high school is unique and provides its own sets of challenges, staff does not feel special conditions or circumstances apply to the site. The site is overparked, according to the parking requirements, so the removal of 13 spaces won't take the site out of compliance. Staff is empathetic of the fact that the overall fully-built concept was developed and presented without landscape islands, however, with only Phase 1 and 1B receiving approval, the code applies to the final remaining parking areas.

Public Interest and Integrity

The applicant states that the comprehensive plan and Phase 1 of the 2-phase project was approved by the city prior to the aforementioned city code section being enacted. Granting the variance would not confer on the applicant any special privilege because the overall comprehensive plan was developed and approved prior to the code section being enacted.

Staff would encourage the applicant to install the required landscape islands in the public interest and integrity of the school district. Adding the landscape islands and required overstory deciduous trees will provide relief to the impervious surface that would otherwise be there and will add shade to the parking lots, as well as providing extra

greenspace to the area.

Staff Recommendation

Generally speaking, staff would always be in the position of recommending against variance requests because the request does not meet the requirements of the Zoning Ordinance of which staff is obligated to carry out. However, the zoning codes does allow variances *if* the property owner can show a hardship exists. Additionally, the Board of Adjustment must determine if the variance request meets the findings identified above in Chapter 165.02.3.B.3(b). Because of this, staff will not make a recommendation on the requested variance and will leave the decision to the Board of Adjustment based upon the merits and criteria of the requested variances. In lieu of making a recommendation, staff will provide the following list of items that staff believes are pertinent to the request and will aid the Board in making their decision:

- The Board of Adjustment approved the Special Use Permit for Phase I and Phase IB of the school project in April of 2024. That SUP was not for Phase 2, which is the subject of this meeting.
- The zoning ordinance was amended in June of 2025 to restrict the number of continuous parking spaces to 15 before a landscape island is required. Phase 2 was not submitted or approved prior to the effective date of this regulation; therefore, the zoning ordinance applies to the parking lot improvements.
- The parking lot improvements from Phase I and IB are not subject to the landscape island requirement as they were approved prior to the ordinance amendment.

CITY OF INDIANOLA

Bill Mettee

Senior Planner

Attachments

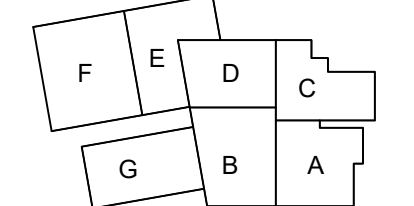
- Completed Board of Adjustment Application – Dated 07/22/2026
- Public Notice sent by City – 07/23/2026
- Aerial Map of Subject Property
- Site Plan
- Application

REVISIONS:

Description	Date	No.
ADD 2	02/06/24	1
ADD 3	02/13/24	2
ADD 4	02/20/24	3
ADD 5	02/27/24	4
AS1.001	04/09/24	5
PR 003R1	07/02/24	6
PR 004	05/09/24	7
PR 003R2	07/29/24	8
PR 006R1	06/27/24	9
PR 007	06/26/24	10
PR 009	07/24/24	11
PR 010	08/26/24	12
PR 011	09/13/24	13
PR 012	09/27/24	14
PR 019	03/07/25	15
PR 022	06/02/25	16
PR 026	07/17/25	17
AS1.011	03/11/26	18

OWNER SIGN-OFF:

DATE	NAME



INDIANOLA COMMUNITY SCHOOL DISTRICT
**INDIANOLA HIGH SCHOOL ADDITIONS
AND RENOVATIONS**
1304 E 1ST AVENUE
INDIANOLA, IA 50125

PROJECT NO:
22135

DATE:
07/22/2026

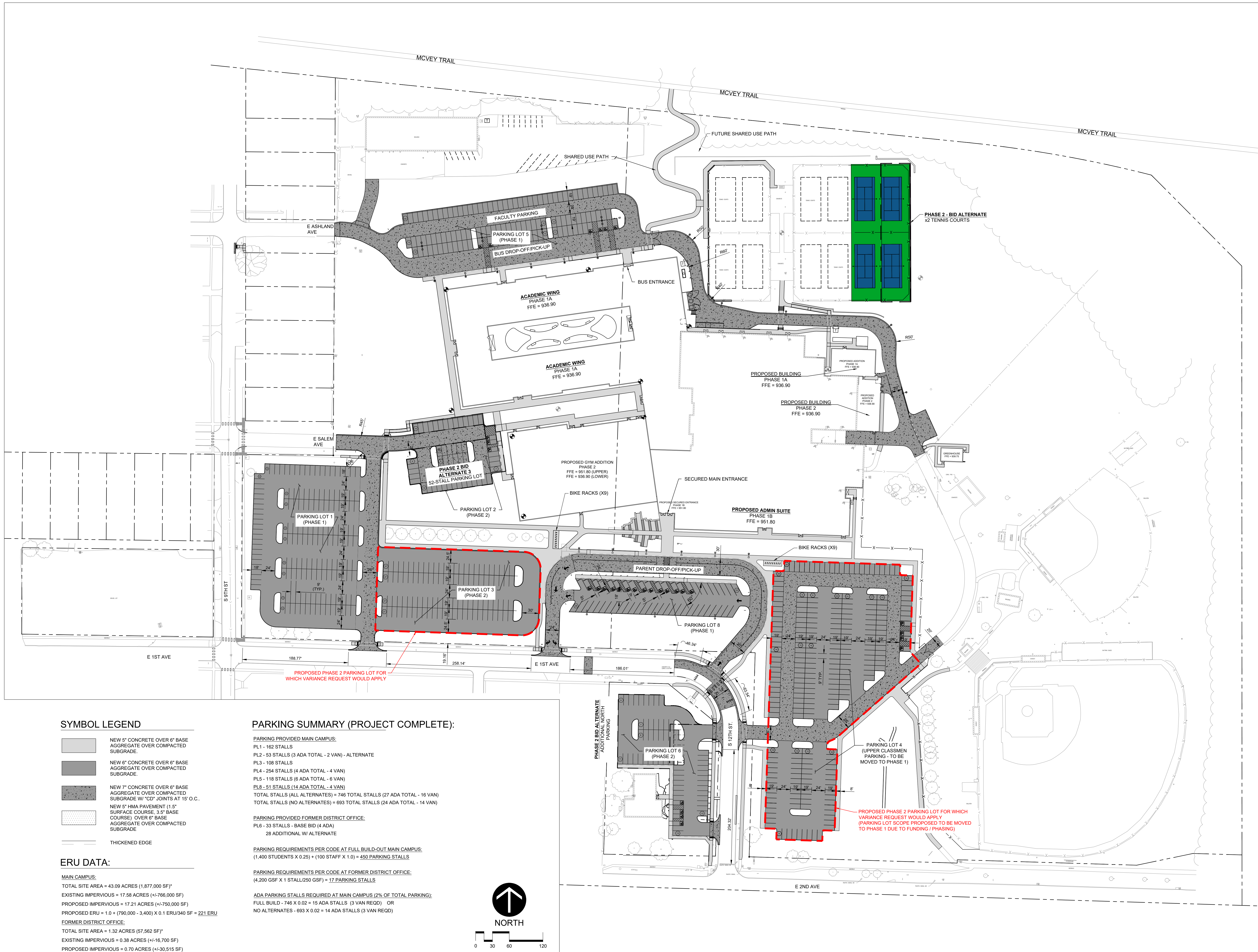
SHEET SET:
CONSTRUCTION
DOCUMENTS

SHEET NAME:
OVERALL PAVING
PLAN

SHEET:

C-2.1

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SYMBOL LEGEND

	NEW 5' CONCRETE OVER 6" BASE AGGREGATE OVER COMPACTED SUBGRADE
	NEW 6' CONCRETE OVER 6" BASE AGGREGATE OVER COMPACTED SUBGRADE
	NEW 7' CONCRETE OVER 6" BASE AGGREGATE OVER COMPACTED SUBGRADE W/ 1'0" JOINTS AT 15' O.C.
	NEW 5' HMA PAVEMENT (1.5' SURFACE COURSE, 3.5' BASE COURSE) OVER 6" BASE AGGREGATE OVER COMPACTED SUBGRADE
	THICKENED EDGE

ERU DATA:

MAIN CAMPUS:
TOTAL SITE AREA = 43.09 ACRES (1,877,000 SF)
EXISTING IMPERVIOUS = 17.58 ACRES (+/-766,000 SF)
PROPOSED IMPERVIOUS = 17.21 ACRES (+/-750,000 SF)
PROPOSED ERU = 1.0 + (790,000 - 3,400) X 0.1 ERU/340 SF = **221 ERU**

FORMER DISTRICT OFFICE:
TOTAL SITE AREA = 1.32 ACRES (57,562 SF)
EXISTING IMPERVIOUS = 0.38 ACRES (+/-16,700 SF)
PROPOSED IMPERVIOUS = 0.70 ACRES (+/-30,515 SF)
PROPOSED ERU = 1.0 + (30,515 - 3,400) X 0.1 ERU/340 SF = **9 ERU**

PARKING SUMMARY (PROJECT COMPLETE):

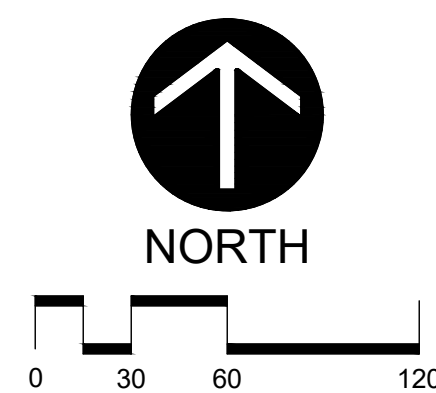
PARKING PROVIDED MAIN CAMPUS:
PL1 - 162 STALLS
PL2 - 53 STALLS (3 ADA TOTAL - 2 VAN) - ALTERNATE
PL3 - 108 STALLS
PL4 - 254 STALLS (4 ADA TOTAL - 4 VAN)
PL5 - 118 STALLS (6 ADA TOTAL - 6 VAN)
PL8 - 51 STALLS (14 ADA TOTAL - 4 VAN)
TOTAL STALLS (ALL ALTERNATES) = 746 TOTAL STALLS (27 ADA TOTAL - 16 VAN)
TOTAL STALLS (NO ALTERNATES) = 693 TOTAL STALLS (24 ADA TOTAL - 14 VAN)

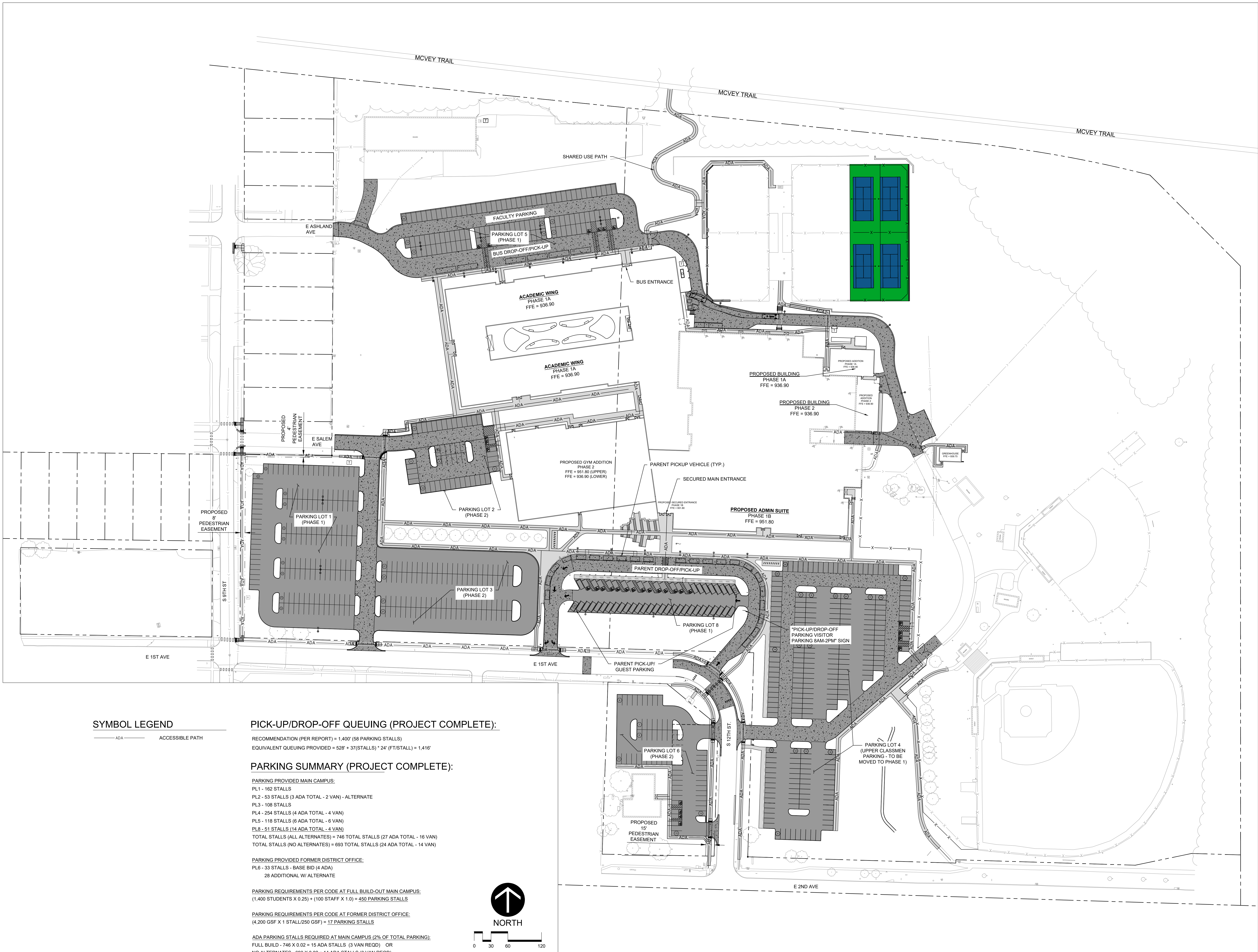
PARKING PROVIDED FORMER DISTRICT OFFICE:
PL6 - 33 STALLS - BASE BID (4 ADA)
28 ADDITIONAL W/ ALTERNATE

PARKING REQUIREMENTS PER CODE AT FULL BUILD-OUT MAIN CAMPUS:
(1,400 STUDENTS X 0.25) + (100 STAFF X 1.0) = 450 PARKING STALLS

PARKING REQUIREMENTS PER CODE AT FORMER DISTRICT OFFICE:
(4,200 GSF X 1 STALL/250 GSF) = 17 PARKING STALLS

ADA PARKING STALLS REQUIRED AT MAIN CAMPUS (2% OF TOTAL PARKING):
FULL BUILD - 746 X 0.02 = 15 ADA STALLS (3 VAN REQD) OR
NO ALTERNATES - 693 X 0.02 = 14 ADA STALLS (3 VAN REQD)





SYMBOL LEGEND

— ADA — ACCESSIBLE PATH

PICK-UP/DROP-OFF QUEUING (PROJECT COMPLETE):

RECOMMENDATION (PER REPORT) = 1,400' (58 PARKING STALLS)
EQUIVALENT QUEUING PROVIDED = 528' + 37(STALLS) * 24' (FT/STALL) = 1,416'

PARKING SUMMARY (PROJECT COMPLETE):

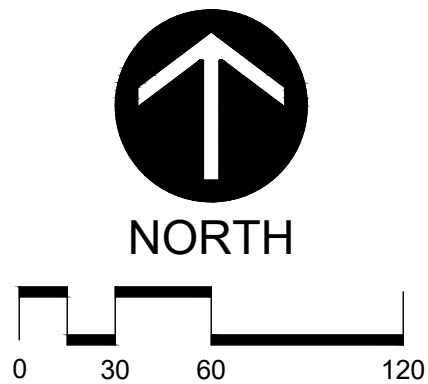
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PARKING PROVIDED FORMER DISTRICT OFFICE:
PL6 - 33 STALLS - BASE BID (4 ADA)
28 ADDITIONAL W/ ALTERNATE

PARKING REQUIREMENTS PER CODE AT FULL BUILD-OUT MAIN CAMPUS:
(1,400 STUDENTS X 0.25) + (100 STAFF X 1.0) = 450 PARKING STALLS

PARKING REQUIREMENTS PER CODE AT FORMER DISTRICT OFFICE:
(4,200 GSF X 1 STALL/250 GSF) = 17 PARKING STALLS

ADA PARKING STALLS REQUIRED AT MAIN CAMPUS (2% OF TOTAL PARKING):
FULL BUILD - 746 X 0.02 = 15 ADA STALLS (3 VAN REQD) OR
NO ALTERNATES - 693 X 0.02 = 14 ADA STALLS (3 VAN REQD)

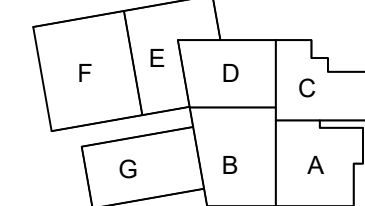


REVISIONS:

Description	Date	No.
ADD 2	02/06/24	1
ADD 3	02/13/24	2
ADD 4	02/20/24	3
ADD 5	02/27/24	4
ASI 001	04/09/24	1
PR 003R1	07/02/24	1
PR 004	05/09/24	1
PR 003R2	07/29/24	1
PR 006R1	06/27/24	10
PR 007	06/26/24	11
PR 009	07/24/24	12
PR 010	08/26/24	13
PR 011	09/13/24	14
PR 012	09/27/24	15
PR 019	03/07/25	16
PR 022	06/02/25	17
PR 026	07/17/25	18
ASI 011	03/11/26	19

OWNER SIGN-OFF:

DATE	NAME





July 22, 2026

Board of Adjustments
City of Indianola
110 N 1st Street
Indianola, IA 50125

Re: Indianola High School Additions and Renovations Phase 2 – BOA Findings of Facts Response
LEI Project No: 92220097.000

To Whom it May Concern,

The Indianola High School Additions and Renovations project located at 1304 E 1st Avenue includes building demolition, building additions/renovations, and parking lot improvements. The proposed Phase 2 of the project generates the following variance request to exclude requirements set forth by city code section 165.08.4.B(4)a.i, specifically the requirement stating “located so as to prevent more than 15 vehicles from being parked side by side in an abutting configuration”. The following finding of facts responses are provided:

- i. That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, structures, or buildings in the same district.

Response: The Indianola High School Building Additions and Renovations project consists of two project phases; Phase 1 which consists of the northwest academic wing, parking improvements, and building demolition at the south portion of the existing building, and Phase 2 which consists of a new competition gym and parking lot expansion. The comprehensive project plan was submitted for City review in early 2024 with Phase 1 being permitted for construction concurrently. Phase 2 of the project was designated for construction in 2027 and therefore was not permitted for construction purposes at the time. Now, Phase 2 of the total project is to be permitted for construction purposes. However, city code section 165.08.4.B(4)a.i was amended on June 3, 2025 to include the 15-vehicle requirement. A special circumstance exists where the comprehensive plan and overall scope of the project was submitted and approved under the previous ordinances which did not include this requirement. Therefore, it is requested this particular requirement be waived for this project.

- ii. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance.

Response: As noted above, city code section 165.08.4.B(4)a.i was not in effect when the comprehensive plan was initially presented to, and approved by, the City in 2024. Since this project scope was approved under the ordinances in effect at the time of initial submission, enforcing the new ordinance deprives the applicant of the rights that were in effect at the initial time of application.

iii. That the special conditions and circumstances do not result from the actions of the applicant.

Response: The ordinance section of which the variance is being requested was not in effect when the comprehensive site plan was created. The applicant had no control over the enactment of the new ordinance. Furthermore, the time delay between the initial comprehensive plan submission and the Phase 2 construction permitting is not a delay caused by inaction by the applicant, but rather the time required to complete Phase 1 of the project.

iv. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district. No nonconforming use of neighboring lands, structures, or buildings in other districts shall be considered grounds for issuance of a variance.

Response: As noted above, the comprehensive plan and Phase 1 of the 2-phase project was approved by the city prior to the aforementioned city code section being enacted. Granting the variance would not confer on the applicant any special privilege because the overall comprehensive plan was developed and approved prior to the code section being enacted.

Sincerely,
Larson Engineering, Inc.



Gage L. DeCook, P.E. (IA)
Project Manager

BOARD OF ADJUSTMENT APPLICATION

Community Development

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



PROPERTY OWNER

(Last Name) _____
(First Name) _____
(Address) _____
(City) _____ (State) _____ (Zip) _____
(Phone) _____ (Email) _____

APPLICANT (if not Property Owner)

(Last Name) _____
(First Name) _____
(Address) _____
(City) _____ (State) _____ (Zip) _____
(Phone) _____ (Email) _____

☐ APPEAL

Submittal Requirements:

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

- ☐ Completed Application
- ☐ Filing Fee: \$300 per request
- ☐ Written narrative indicating where it is alleged there is error in any order, requirement, decision, or determination made by the Administrative Officer in the enforcement of this Code of Ordinances of Indianola, Iowa.
- ☐ Other Information as required by Director

☐ SPECIAL USE PERMIT

Submittal Requirements:

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

- ☐ Property Address: _____
- ☐ Completed Application
- ☐ Filing Fee: \$300 per request
- ☐ Site Plan and Elevations as outlined in 165.06
- ☐ Written narrative indicating the special use permit sought and response to the criteria outlined in Section 165.02(3)(B)(3)(c)(v) of the Code of Ordinances of Indianola, Iowa
- ☐ Other Information as required by Director

☐ VARIANCE

Submittal Requirements:

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

- ☐ Property Address: _____
- ☐ Completed Application
- ☐ Filing Fee: \$300 per request
- ☐ Site Plan and Elevations
- ☐ Written narrative indicating justification for proposed variance and response to the criteria outlined in Section 165.02(3)(B)(3)(b) of the Code of Ordinances of Indianola, Iowa
- ☐ Other Information as required by Director

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owner(s) of the property. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purpose of inspection related to this application.

Signature _____

Name (printed) _____

Date _____

FOR OFFICE USE ONLY:

Code to 45180

Date Received: 7/22/2026
Receipt No: #05478954 PSN
Receipt Amount: \$300
BOA Agenda Date: 8/5/2026



NOTICE OF PUBLIC HEARING

July 22, 2026

Re: Proposed Variance – 1304 East 1st Avenue

Dear Property Owner:

The City of Indianola has received a variance application from Indianola Community School District, property owners of 1304 East 1st Avenue, which is located north of East 2nd Avenue / Highway 92 and east of North 9th Street. The owner has filed for a variance from §165.08(4)(B)(a)(i) of the Indianola Municipal Code which states that “All rows of parking shall be terminated with a curbed landscaped island that is a minimum nine (9) feet wide and no less than 16 feet in length (32 feet in length for head-to-head parking stalls) located so as to prevent more than 15 vehicles from being parked side by side in an abutting configuration.” The applicant is requesting the variance to permit Phase 2 of the Indianola Community School District project to allow rows of parking exceeding 15 continuous spaces without landscape islands.

The Indianola Board of Adjustment will hold a public hearing at **6:00 p.m., Wednesday, August 5, 2026, at Indianola City Hall, City Council Chambers, 110 North 1st Street, Indianola, IA.**

§165.02 of the Indianola Municipal Code states that the Board of Adjustment has the power to “To grant a variance from the terms of the Zoning Ordinance when a property owner can show that the owner’s property was acquired in good faith and where by reason of exceptional narrowness, shallowness, or shape of a specific piece of property, or where by reason of exceptional topographical conditions or other extraordinary or exceptional situation, the strict application of the terms of the Zoning Ordinance actually prohibits the use of such property in a manner reasonably similar to that of other property in the same district, and where the Board is satisfied under the evidence before it that a literal enforcement of the provisions of the Zoning Ordinance would result in unnecessary hardship; provided, however, all variations granted under this clause shall be in harmony with the general purpose and intent of the Zoning Ordinance..” Such a variance cannot be granted unless it meets certain criteria.

All interested parties are invited to attend the public hearing and express their opinions pro or con. Any written comments received on or before this date by the City Zoning Administrator will be considered to be part of the hearing as well. If you have any questions concerning the application or if you would like additional information, please call the Community Development Department at 515-961-9430.

Bill Mettee
Senior Planner



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