City of West Branch

~A Heritage for Success~

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PLANNING AND ZONING COMMISSION MEETING
Tuesday, September 23, 2014 ● 6:30 p.m.
West Branch City Council Chambers, 110 N. Poplar St.
Council Quorum May Be Present

1. Call to Order
2. Roll Call
3. Approve minutes from the June 11, 2014 Planning and Zoning Commission Meeting/Move to action.
4. Old Business
    a. City Administrator Matt Muckler - Discussion of proposed amendment to Section 170.15.5.D of the West Branch Zoning Ordinance.
    b. City Administrator Matt Muckler - Update on cemetery annexation.
    c. Chair Roger Laughlin - Discussion of revisions to future land use plan.
    d. City Engineer Dave Schechinger – West Main Traffic Study Update.
5. New Business
    a. City Engineer Dave Schechinger and Zoning Administrator Paul Stagg - Discussion of potential building permits enhancements:
        i. Building Permit Application, Single Family, Duplex & Townhouse Dwellings.
        ii. Driveway Permit Application.
        iii. Fence Permit Application.
        iv. Temporary Use Application.
        v. Subdivision Construction Permit Application.
        vi. Commercial/Industrial/Multi-Family Permit Application.
        vii. Demolition Permit Application.
        viii. Electrical Permit Application.
        ix. Plumbing Permit Application.
        x. Mechanical Permit Application.
        xi. City of West Branch Building Permit Application
    b. City Administrator Matt Muckler – City Council Goal Setting Session Results.
    c. City Engineer Dave Schechinger – Stormwater runoff at new park space in Pedersen Valley.
6. Adjourn

(These minutes are not approved until the next Commission meeting.)

City of West Branch Planning & Zoning Commission Meeting
June 11, 2014
West Branch City Council Chambers, 110 North Poplar Street

Chair Roger Laughlin opened the meeting of the West Branch Planning and Zoning Commission at 6:35 p.m. by welcoming the audience and the following City Staff: Zoning Administrator Paul Stagg, Administrative Assistant Shanelle Peden, and City Engineer Dave Schechinger. Commission members Roger Laughlin (Chair), LeeAnn Aspelmeier, Helen Dauber, John Fuller, and Gary Slach. Commission members Trent Hansen and Molly Menard were absent.

Approve minutes from the May 28, 2014 Planning and Zoning Commission Meeting
Motion by Fuller to approve the minutes from the May 28, 2014 Commission meeting, second by Slach. AYES: Fuller, Slach, Aspelmeier, Dauber, Laughlin. NAYS: None. ABSENT: Hansen, Menard. Motion carried.

Approve West Branch High School Phase I Parking and Site Improvements Site Plan
Brian Boelk, Professional Engineer with HBK Engineering LLC, addressed the Commission on behalf of his firm and in cooperation with Struxture Architects. Boelk noted that Phase I includes an expansion to the parking lot to include a total of 103 parking spaces. Boelk added that this would help with traffic flow, and the development of an additional turn lane would better organize traffic. Boelk said he had a request from the School District to add spaces for bus parking and a road to connect on the south side on school property, as well as removal of a crosswalk from the bus loading zone. Boelk noted that four new lights would be installed in the parking lot. Boelk mentioned that the topography of the land causes water to flow towards the creek, and that he is partnering with firms to develop stormwater detention cells and to complete the testing of soil infiltration rates. Boelk concluded his statements by saying that some future changes to curbs would also be necessary.

Laughlin asked if there would be water basins included. Boelk mentioned that if included, it would be an additional cost for the school district. Laughlin also asked about lighting on sidewalks, with Boelk noting that placement and connection to the rest of the city would be advisable. Fuller asked if a turning lane would be included, in which Boelk replied that it was not included in the proposed plans. Schechinger added that he met with the Metropolitan Planning Organization of Johnson County last week, and that he is awaiting additional recommendations based on their discussions. Aspelmeier asked if the student drop off area could be designed for better traffic flow. Aspelmeier also asked if the turn from the west could be modified so drivers would not have to make a sharp ninety degree turn into the campus. Fuller asked if a location for bicycle parking was included. Boelk noted that it was not requested but could be incorporated into a revision. Fuller also asked for placement of additional trees, to which Boelk responded that the superintendent had asked for placement of tall grasses on the property. In conclusion, Boelk noted that the project is proposed to begin late July, with an estimated completion of fall 2014.

Motion by Laughlin to approve the site plan, with stipulations to include the placement of bike racks and review of the lighting plan of the area, second by Fuller. AYES: Laughlin, Fuller, Aspelmeier, Dauber, Slach. NAYS: None. ABSENT: Hansen, Menard. Motion carried.

Old Business

Stagg provided some updates based on comments from the Commission's last meeting. Stagg noted that he visited with City Attorney Kevin Olson regarding the annexation of the Dog Park. Stagg noted that Olson indicated the property can only be annexed if adjacent property is to be included. Stagg added that annexation of the cemetery can be initiated by the Mayor through Council resolution. Fuller asked if recommendation from Commission would be useful. Stagg noted that he had asked Olson to draft a resolution for such. Stagg also mentioned that he and Public Works Director Matt Goodale observed the two homeowners on the new portion of North Maple Street as they back out of their driveways. Slach said he was satisfied with the feedback provided. Stagg also noted that he had discussion with Police Chief Mike Horihan and City Administrator Matt Muckler regarding vehicles being unloaded in front of West Branch Ford. Stagg said he also spoke with West Branch Ford, who offered to have staff place cones out when delivery drivers are parked for unloading in the street. Stagg mentioned that he sent notification to the property owner on North Downey Street to ask that the sidewalk be widened to match the north and south portions. Stagg concluded his statements by saying that he is in the process of developing a final plat checklist which incorporates information from both Chapter 170 and filing requirements from Cedar County, which would be presented at a future planning & zoning commission meeting.

New Business

Slach asked if staff had received any feedback from property owners regarding the annexation of the southwest portion of the industrial park area on the west side of South Downey/Baker Avenue. Stagg replied that information was sent, but no response has been received. Laughlin asked if the future land use map was in development. Schechinger noted that a basis exists within the Comprehensive Plan, and mentioned that he needs to have future discussion with Muckler regarding the map.

Motion by Slach to adjourn, second by Laughlin. Motion carried on a voice vote. Planning and Zoning Commission meeting adjourned at 7:21 pm.

RESOLUTION NO. 1235

RESOLUTION DIRECTING THE MAYOR TO EXECUTE AN APPLICATION FOR ANNEXATION OF THE WEST BRANCH MUNICIPAL CEMETERY; AND SETTING A PUBLIC HEARING ON SAID PROPOSED ANNEXATION.

WHEREAS, the West Branch Municipal Cemetery is owned by the City of West Branch, but is currently located in unincorporated Cedar County; and

WHEREAS, pursuant to Chapter 368 of the Code of Iowa, the City desires to annex the West Branch Municipal Cemetery into the corporate limits of the City of West Branch; and

WHEREAS, Section 368.7 requires that the City send all applications for applications to the Cedar County Board of Supervisors and hold a public hearing prior to formally approving said annexation; and

WHEREAS, it is now necessary for the City Council to direct the Mayor to execute an application for annexation for the West Branch Municipal Cemetery.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the Mayor is hereby directed to execute an application to annex the West Branch Municipal Cemetery into the City.

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to send said application, with legal description and a map, to the Cedar County Board of Supervisors at least fourteen business days prior to the hearing on said application.

BE IT FURTHER RESOLVED, that a public hearing on the proposed annexation is hereby set for 7:00 p.m. on Monday, November 3, 2014 at the Council Chambers, City Hall, 110 N. Poplar Street. The City Clerk is hereby directed to publish notice of the same at least fourteen days prior to said hearing.

Passed and approved this 6th day of October, 2014.

_____

Mark Worrell, Mayor

ATTEST:

_____

Matt Muckler, City Administrator/Clerk

Metropolitan Planning Organization of Johnson County

Date: June 17, 2014

To: Dave Schechinger, V-K Engineering
Greg Parker, Johnson County Engineer

From: Kris Ackerson, Assistant Transportation Planner
Brad Neumann, Assistant Transportation Planner

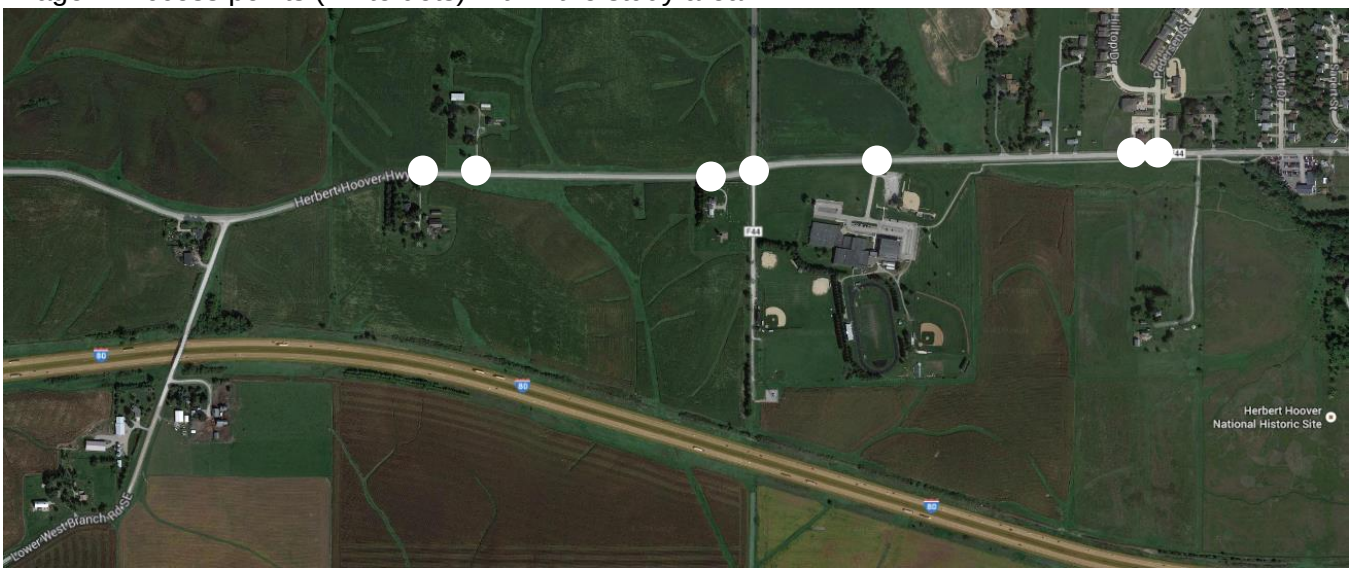
Re: The Meadows Subdivision traffic impact analysis

Per your request, the following memorandum provides our assessment of the potential traffic impacts related to The Meadows Subdivision in West Branch.

Existing conditions

The study area generally is along West Main Street (County Road F44) between Lower West Branch Road SE in Johnson County and Scott Drive in the City of West Branch. County Road F44 (Herbert Hoover Highway) turns into West Main Street within the West Branch city limits. The highway is a paved rural two-lane east-west corridor with open ditches and narrow shoulders. The study area includes three private farm access drives west of Johnson Cedar Road and six private drive access points between Johnson Cedar Road and Scott Drive. There is one four-way intersection at Johnson Cedar Road and three three-way intersections: at West Branch High School, at Community State Bank, and at Pedersen Street. Traffic does not stop at any point on West Main Street in the study area.

Image 1: Access points (white dots) within the study area



In 2010, the Iowa DOT conducted traffic counts on Main Street east of Johnson Cedar Road and calculated an average daily traffic volume of 3,160 vehicles per day.

In the past ten years, there have been three collisions at the intersection of F44 (Johnson Cedar Road) – see enclosed collision report. All three occurred during daylight hours and under snowy conditions. Two of the collisions involved two vehicles and one collision was a single vehicle incident.

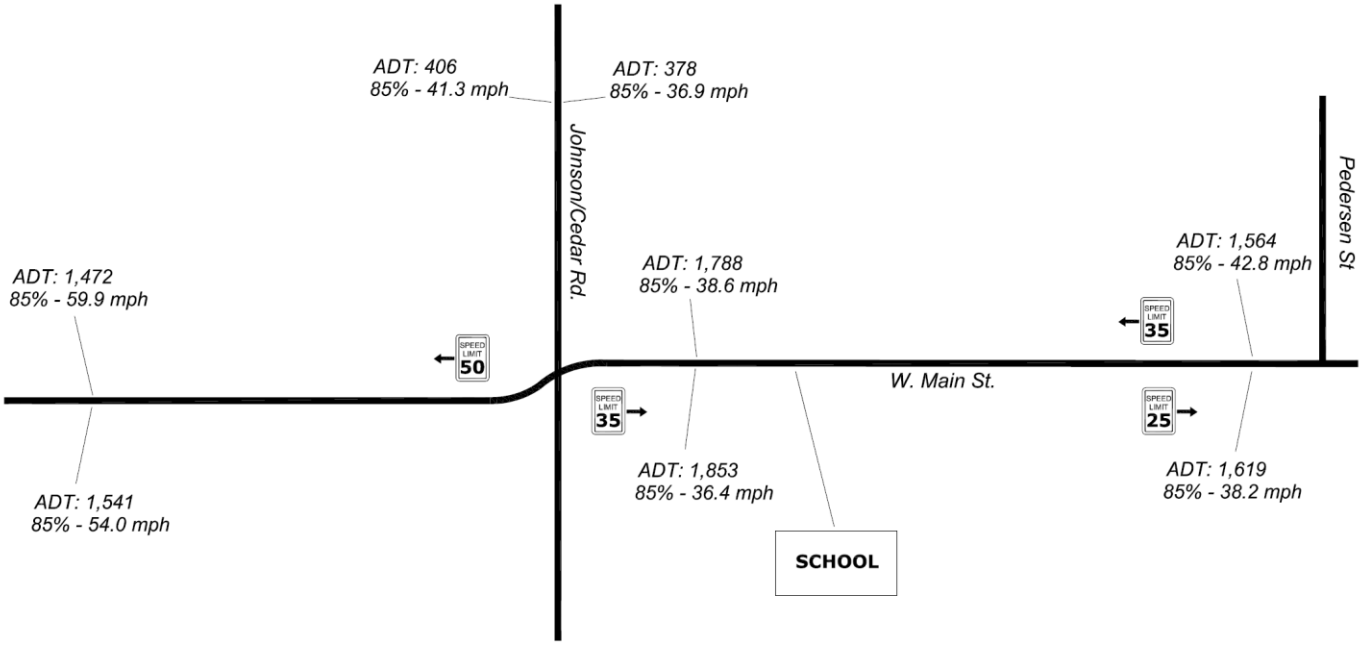
Speed and Volume Analysis

Staff recorded average daily traffic volumes and speeds over a three day period on West Main Street (F44) between Lower West Branch Road and Scott Drive on April 22-25, 2014. The 85th percentile speed is a term for the speed at which 85% of vehicles are traveling at or below, and is considered to be an indication of the speed of a safe and reasonable motorist (Speed Zoning information is attached).

The 85th percentile speeds on West Main Street in the 50 mph zone were recorded at 55 mph in the westbound lane and 54 mph in the eastbound lane. The 85th percentile speeds in the 35 mph speed zone (in front of the high school) were 36-37 mph. The 85th percentile speeds in the 25 mph speed zone were 38-42 mph. The 85th percentile speeds on northbound Johnson Cedar Road were 36 mph (ADT/speed summary pages are attached).

The 85th percentile speeds in our study indicate that the current posted speeds are appropriately set except the 25 mph zone where the high speeds are likely due to the open, mostly undeveloped (fewer access points) nature of the area. Although the area is predominantly residential, the houses are set back similar to a more rural setting allowing for good sight distance. We recommend leaving the posted speed limits at their current levels and moving the 35 mph speed zone further east to Scott Drive. The data indicates that drivers are generally comfortable driving faster than 25 mph. Alternatively, increased enforcement should be considered if the speed limit remains at 25 mph. Radar feedback speed signs could also be considered in the 25 mph posted zone.

Figure 1: Traffic volume and speed data (April 22-25, 2014)



Proposed development

Based on the plat of The Meadows Subdivision, 151 dwelling units are proposed. As proposed, the development includes three access points to neighboring properties; one to the east, one access point on Main Street (south), and two on Johnson Cedar Road (west).

Table 1: Projected trip generation for The Meadows Subdivision

Description	Single Family
Dwellings	151
Weekday daily traffic rate/dwelling	9.57
Total Daily Trips	**1445**
AM peak period rate	0.75
PM peak period rate	1.01
Total AM Peak Trips	**113**
AM In*	28
AM Out*	85
Total PM Peak Trips	**153**
PM In*	95
PM Out*	58

* Rates and entering/exiting ratios from Institute of Transportation Engineers

Additionally, the school district proposes expanding the high school campus to also include middle school students at the same campus. The following table outlines the traffic volumes entering/exiting for the combined facility based on the current number of middle and high school students provided by the School District.

Table 2: Projected trip generation for combined middle/high school

Description	High School	Middle School	Total
Students	250	258	508
Weekday daily traffic rate	1.71	1.62	n/a
Total Daily Trips	**428**	**418**	**845**
AM peak period rate	0.41	0.53	n/a
PM peak period rate	0.14	0.15	n/a
Total AM Peak Trips	**103**	**137**	**239**
AM In*	71	75	146
AM Out*	32	62	93
Total PM Peak Trips	**35**	**39**	**74**
PM In*	16	20	37
PM Out*	19	19	37

* Rates and entering/exiting ratios from Institute of Transportation Engineers

Sight Distance

The posted speed limit is 50 mph at the intersection of West Main Street and Johnson Cedar Road – the *85th-percentile speed* is 55 mph. As development occurs eastbound vehicles are more likely to encounter a vehicle stopped in the roadway as it waits for an opportunity to turn left (north). In this case, trailing vehicles need adequate time to slow and/or stop without colliding; the *Geometric Design of Highways and Streets* manual recommends a stopping sight distance of 495 feet on roadways with design speeds of 55 mph. However, the existing sight distance for motorists looking west from the north and south legs is approximately 390 feet and 375 feet, respectively.

The sight distance concerns have not resulted in a collision history but could lead to collisions as development occurs and traffic volumes increase. To improve visibility, the west leg of the intersection could be lowered, the intersection could be moved east 150 feet or more, and/or a left-turn lane could be added for eastbound to northbound turning movements.

Turn-lane analyses

The following turn lane warrant analyses are based on the following assumptions and can be adjusted upon request by the city:

- To be conservative, school traffic projections are based on combined high school and middle school student body (508 students).
- Although afternoon peak hours are earlier for schools than residential development, to be conservative we used the peak hour traffic levels for both uses to evaluate the turn lane warrants.
- Incoming student traffic is split 60% coming from the east and 40% from the west.
- Based on the school district's preliminary concept plan for the joint middle and high school campus, we assume all entering/exiting traffic will utilize one driveway on Main Street – not via Johnson Cedar Road.
- We assume Dawson Drive and the new school access drive will be located across from each other, creating a four way intersection.

- Morning peak hour trips are split 25% entering and 75% exiting the development. Afternoon peak hour trips are split 63% entering and 37% exiting the development.

- We assume half of incoming and outgoing traffic from The Meadows Subdivision will utilize Dawson Drive and the other half will utilize Johnson Cedar Road.

Main Street / Dawson Drive / school campus access

We project this intersection would carry approximately 4,300 vehicles per day – existing traffic (3,160 vehicles), plus middle school traffic (418 vehicles) and half of The Meadows Subdivision traffic (722 vehicles) – if/when the school is expanded and The Meadows Subdivision is fully developed. This level of traffic on Main Street is substantially higher than the minor side streets (Dawson Drive and school access).

Based on projected volumes and the assumption that Dawson Drive and the new school access will meet at the same point on Main Street, turn lanes will not be warranted when The Meadows Subdivision is built-out and the middle school and high school are joined (Figures 2-5). However, as development north and east of The Meadows Subdivision continues the need for additional infrastructure (e.g. turn lanes, roundabouts, curb and gutter) on Main Street may arise.

The following outlines an all-way stop analysis for the Main Street/Dawson Drive/school campus access. To warrant an all-way stop controlled intersection, one of the following four criteria found in the *Manual on Uniform Traffic Control Devices* (MUTCD) must be satisfied:

A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.

    - A traffic signal is not planned; therefore **Warrant A is not met**.

B. A collision problem, as indicated by 5 or more reported collisions in a 12-month period that are correctable by a multi-way stop installation. Such collisions include right- and left-turn collisions as well as right-angle collisions.

    - Since the proposed intersection does not exist, we cannot evaluate this criterion, therefore **Warrant B is not applicable**.

C. Minimum volumes:

    1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day.

        - Traffic on the Main Street approaches entering the intersection do not exceed 300 vehicles per hour for eight hours, therefore **Warrant C1 is not met**.

    2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour.

        - We do not project traffic from the (north) Dawson Drive or school drive (south) approaches entering the intersection will average 200 vehicles per hour for eight hours. The delay to minor street traffic, especially vehicles

exiting the school property, could exceed 30 seconds per vehicle. Therefore, **Warrant C1 could be studied further by modeling the projected delay using Synchro Software. This should be monitored as development occurs.**

3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the above values.

    - The 85th percentile speeds in the 35 mph speed zone (in front of the high school) were 36-37 mph; therefore **Warrant C3 is not met**.

D. Where no single criterion is satisfied, but where Criteria B, C1, and C2 are all satisfied to 80 percent of the minimum values. Criterion C3 is excluded from this condition.

    - Criterion C2 requires further study; therefore **Warrant D is not evaluated.**

Four additional optional criteria are available to use based on engineering judgment.

I. The need to control left-turn conflicts

    - The intersection design does not create visibility issues. Staff does not anticipate a significant number of left-turn conflicts; therefore optional **Warrant I is not met**.

II. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;

    - We do not project a high volume of pedestrians at this intersection. As such, staff does not anticipate a high number of pedestrian conflicts. Therefore, **optional Warrant II is not met**.

III. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to reasonably safely negotiate the intersection unless conflicting cross traffic is also required to stop; and

    - The intersection design does not create visibility issues, therefore **optional Warrant III is not met.**

IV. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

    - Main Street is a higher volume, arterial street relative to the lower volume minor approaches. The addition of an all-way stop would impede traffic efficiency by introducing more delay to the eastbound and westbound traffic, therefore **optional Warrant IV is not met**.

Warrant Summary – Warrants A, B, C1, C3, and D were not met, nor were any of the four optional warrants; Warrant C2 could be studied further. As such, and all-way stop control is not recommended at this time as it would introduce more delay for eastbound and westbound motorists and lower the level of service throughout the day. Based on traffic engineering practices the side streets should be stop controlled and Main Street uncontrolled.

Figure 2: Morning peak hour westbound left turn lane warrant at Dawson/Main St/School

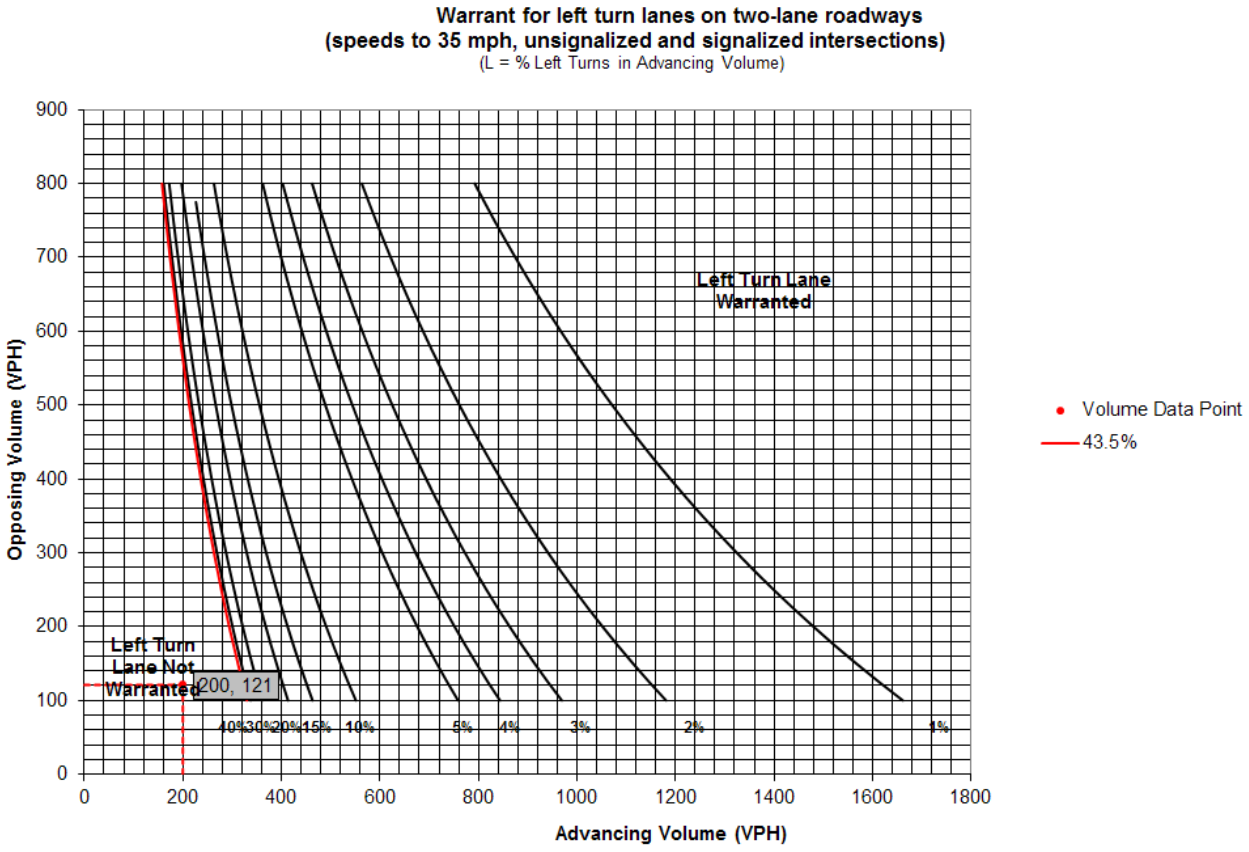


Figure 3: Afternoon peak hour westbound left turn lane warrant at Dawson/Main St/School

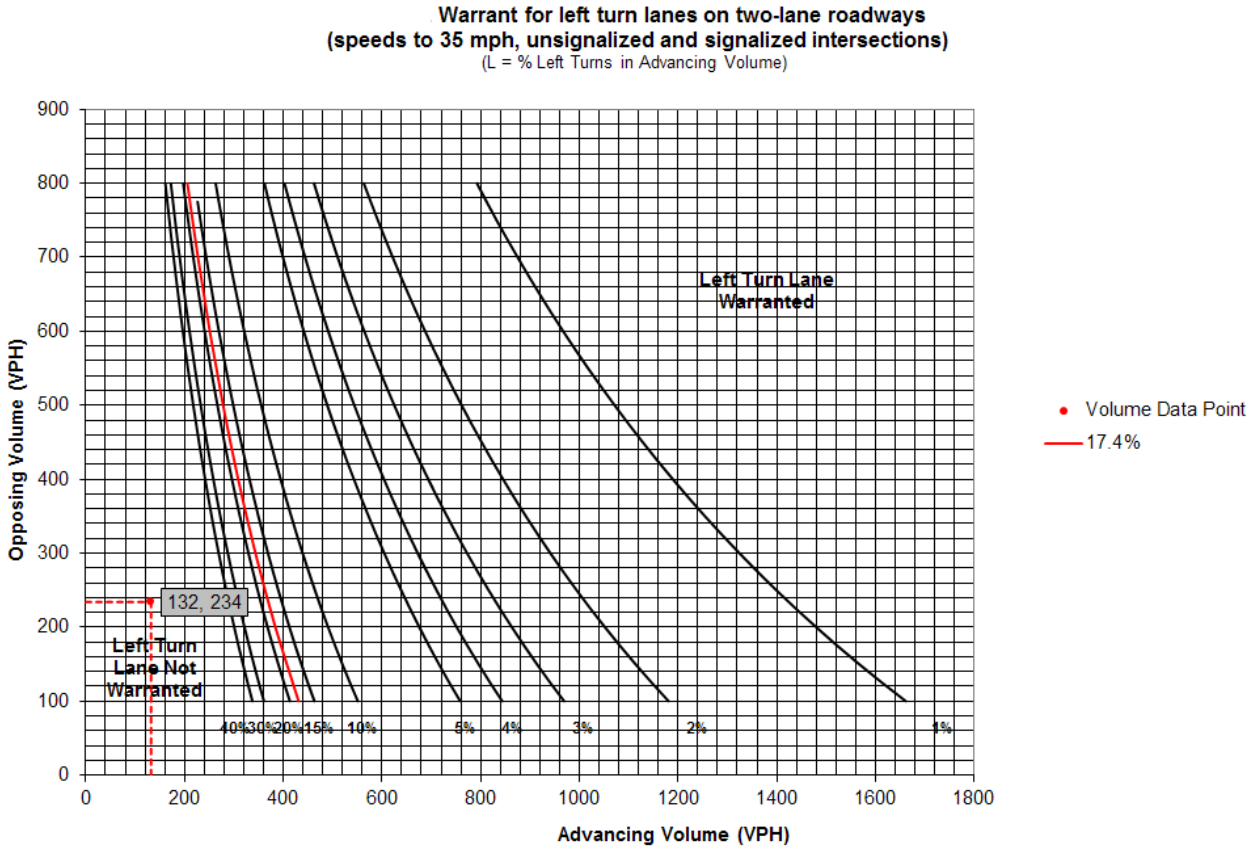


Figure 4: Morning peak hour eastbound left turn warrant at Dawson/Main St/School

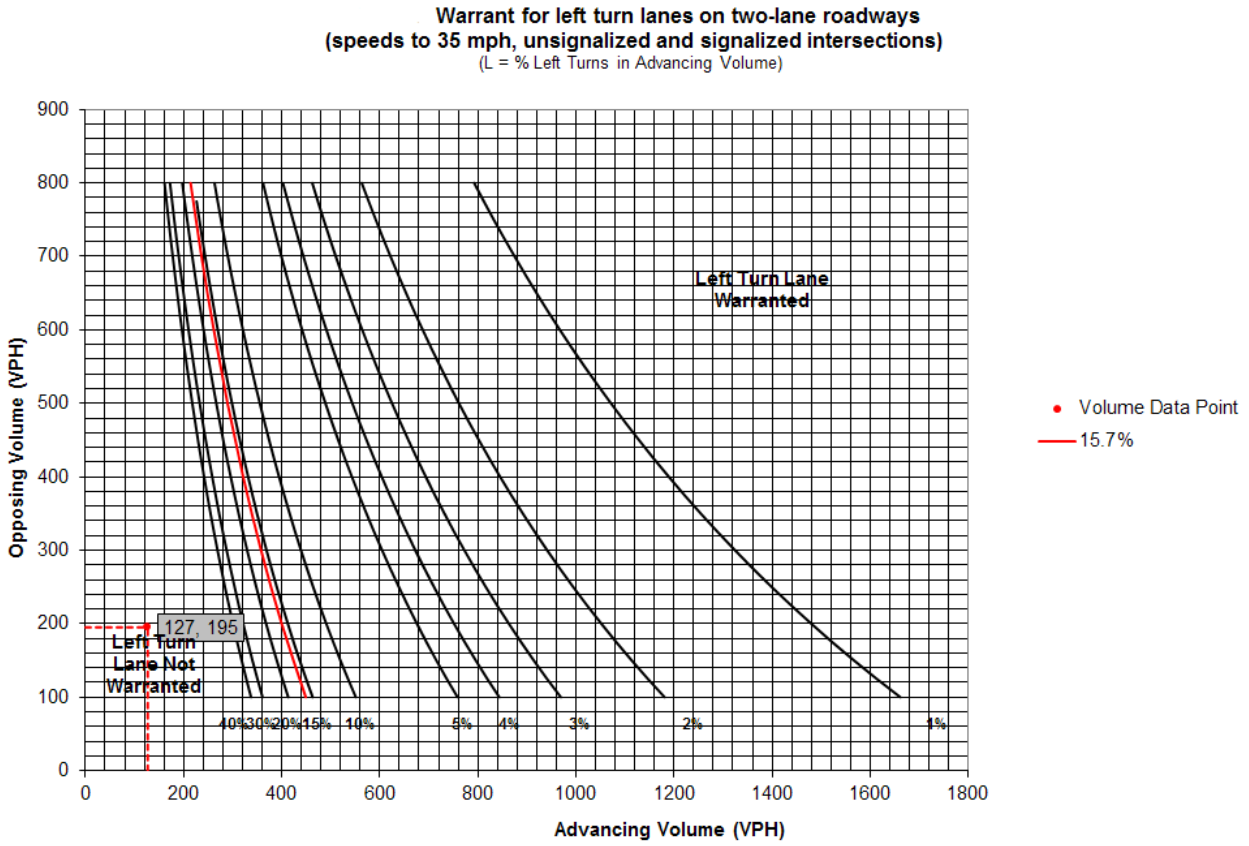
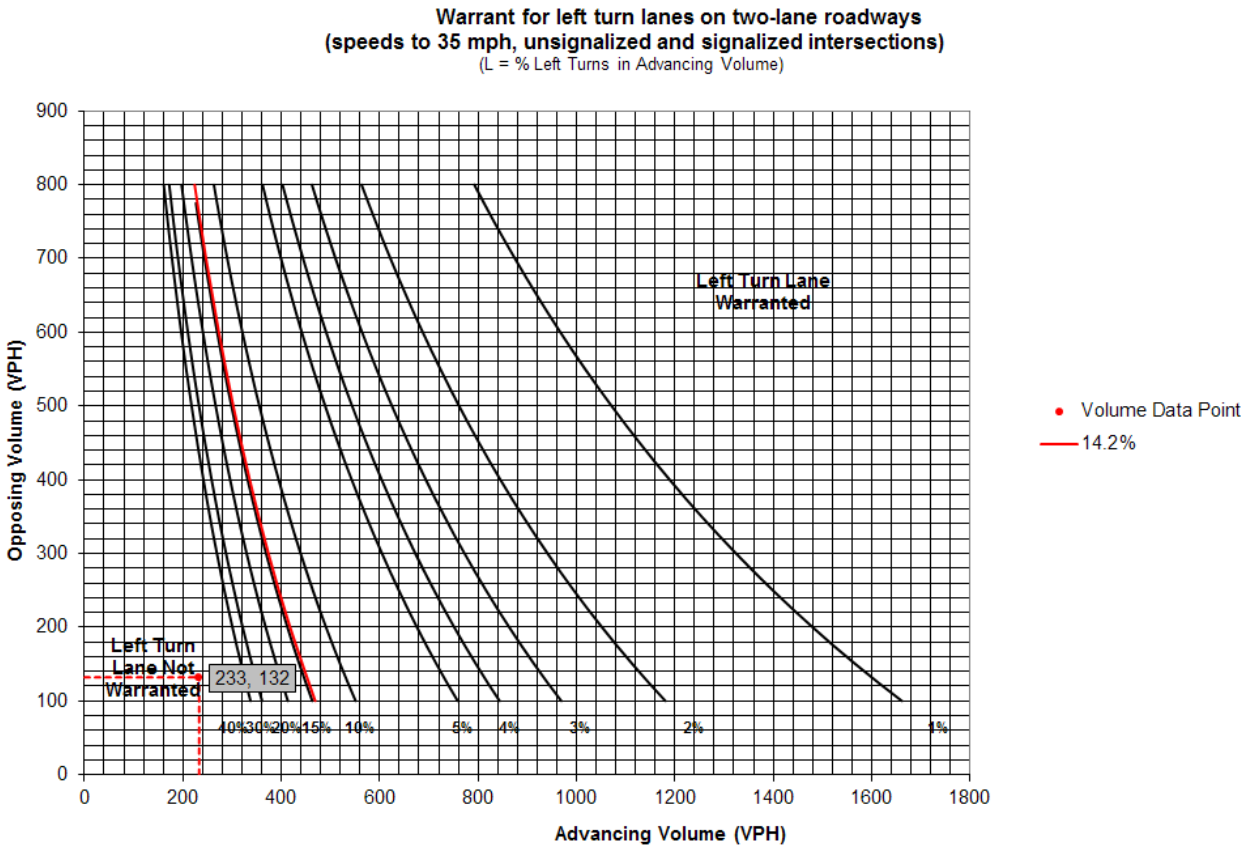


Figure 5: Afternoon peak hour eastbound left turn warrant at Dawson/Main St/School



Main Street / Johnson Cedar Road Intersection

Based on peak hour traffic counts (Tables 3 and 4) and the projected traffic volumes generated by The Meadows Subdivision, a left-turn lane is not warranted for eastbound traffic during the morning peak hour (Figure 5). The afternoon peak hour calculation indicates an eastbound left turn is also not warranted (Figure 6), but two additional factors should be considered. First, the intersection has limited sight distance for eastbound vehicles approaching the intersection, which could lead to an increase in rear-end collisions as the volume of left-turning (east- to northbound) traffic increases. Additionally, if the *actual* volume of left-turning traffic during the PM peak hour is eighteen or more cars higher than *projected* in this report due to adjacent development, then a left-turn lane will be warranted. As a result, staff recommends that the City install a left-turn lane for eastbound vehicles when Gilbert Drive and Orange Street are connected to Johnson Cedar Road, at which time Johnson Cedar Road should also be reconstructed.

Table 3: Morning peak hour data collected April 22, 2014

	HERBERT HOOVER Eastbound				HERBERT HOOVER Westbound				JOHNSON CEDAR Northbound				JOHNSON CEDAR Southbound			
Start Time	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds
07:15 AM	1	20	0	0	0	60	4	0	0	0	1	0	5	0	5	0
07:30 AM	2	25	0	0	1	47	2	0	0	0	0	0	6	0	10	0
07:45 AM	4	35	0	0	0	31	5	0	0	0	0	0	12	0	8	0
08:00 AM	6	27	1	0	0	57	2	0	0	0	0	0	13	0	7	0
Total	**13**	**107**	**1**	**0**	**1**	**195**	**13**	**0**	**0**	**0**	**1**	**0**	**36**	**0**	**30**	**0**

Table 4: Afternoon peak hour data collected April 24, 2014

	HERBERT HOOVER Eastbound				HERBERT HOOVER Westbound				JOHNSON CEDAR Northbound				JOHNSON CEDAR Southbound			
Start Time	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds
04:30 PM	3	50	0	0	0	25	10	0	0	0	0	0	3	0	5	0
04:45 PM	4	39	0	0	0	26	1	0	0	0	0	0	5	0	1	0
05:00 PM	4	43	0	0	0	33	6	0	0	0	0	0	8	0	6	0
05:15 PM	10	55	0	0	0	17	2	0	0	0	0	0	7	0	0	0
Total	**21**	**187**	**0**	**0**	**0**	**101**	**19**	**0**	**0**	**0**	**0**	**0**	**23**	**0**	**12**	**0**

Figure 6: Morning peak hour eastbound left turn warrant at Main St/Johnson Cedar Road

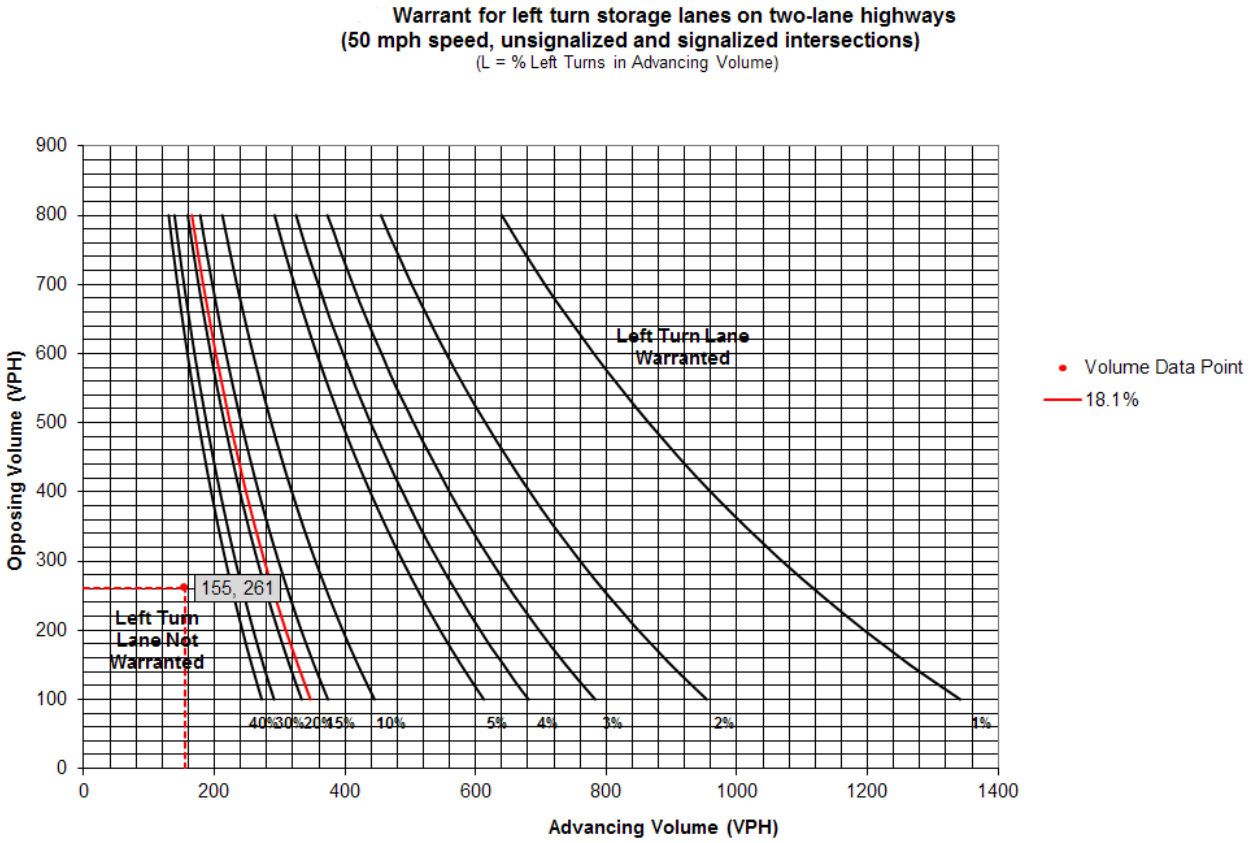
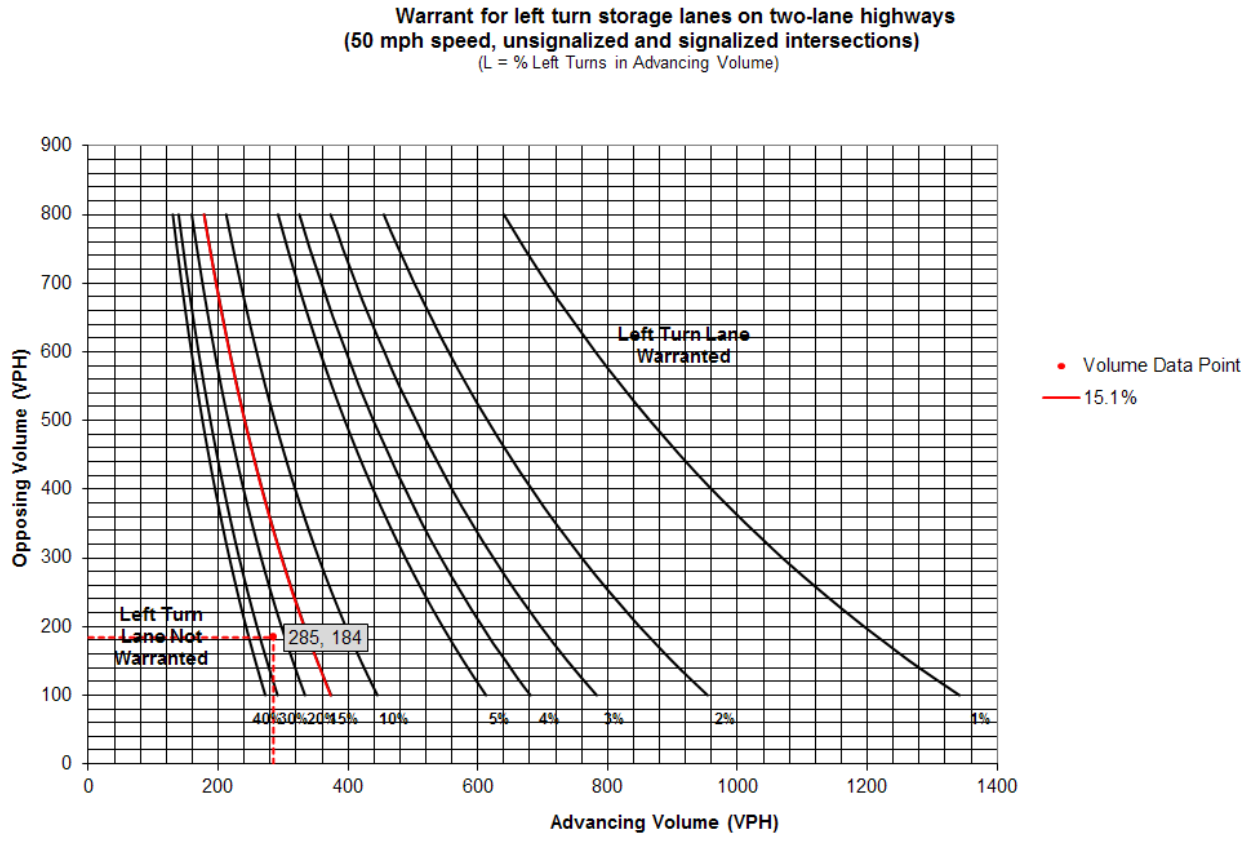


Figure 7: Afternoon peak hour eastbound left turn warrant at Main St/Johnson Cedar Road



Vehicle access control and street cross-sections

Main Street and Johnson Cedar Road are currently, and will continue to be, arterial roadways providing access through West Branch. As such, future access points should be limited. This approach will facilitate increasing traffic volumes and minimize collisions as development continues within West Branch.

If it has not already, the city may want to consider adopting a policy to obtain right-of-way from abutting properties as they develop along Main Street and Johnson Cedar Road to accommodate future turn lanes, roundabouts, and/or curb and gutter. Developing a concept plan for future infrastructure needs, based on broader traffic forecasting, could be a helpful tool at this stage to identify potential right-of-way needs. Additionally, as development occurs the city should continue requiring sidewalks along all streets to provide pedestrian connectivity.

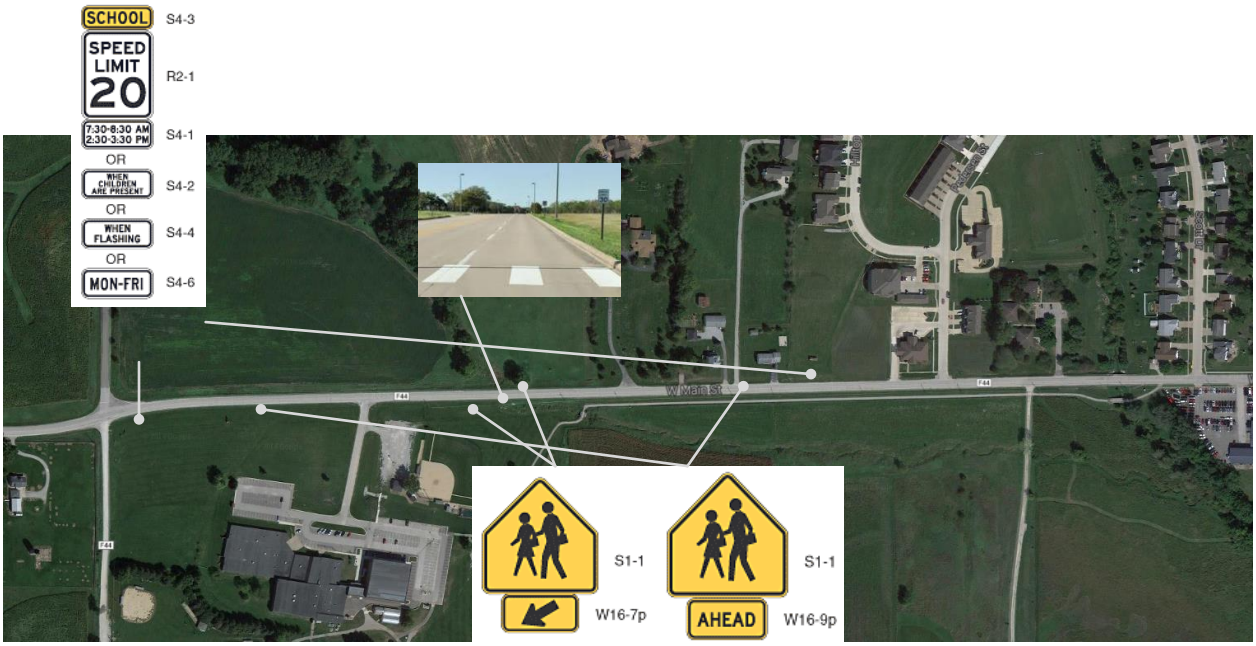
The cross-section for the Main Street corridor will ultimately depend on the frequency of access points. A two lane cross-section that is 35 feet from back-of-curb to back-of-curb would provide two travel lanes (24 feet) and two bike lanes (10 feet), and at intersections where turn lanes are warranted two travel lanes (24 feet) and one turn lane (11 feet) could be striped. The provision of bike lanes and sidewalks will enable the City to access grant funds, including DOT's Iowa Clean Air Attainment Program (ICAAP), for 'complete streets' projects, and allow students to bike to school.

If the City permits single family residences to front West Main Street with driveways at the street, then a three lane cross-section should be considered.

The recommended street cross-section on Johnson Cedar Road could be a 31-foot (back of curb to back of curb) neighborhood collector, including flattening of the vertical curves to ensure proper sight distances are provided.

Pedestrian crosswalk location and signage

The preferred location for crosswalks is at street intersections. Staff recommends a school crosswalk at a single intersection of Main Street, Dawson Drive, and the school access drive. To highlight the crosswalk, the following signage and pavement markings should be considered on Main Street: school speed zone (20-25 mph); continental crosswalk markings; school *advance* warning signs; and school *crosswalk* warning (see flashing LED sign option enclosed).



Currently there are no sidewalk connections across Main Street at Pedersen Street and Scott Drive, although bot intersections have sidewalks on both the north and south side of the street. These intersections could be enhanced with north-south sidewalk extensions, and no signs or pavements markings would be necessary.

Recommendations

The following list of recommendations summarizes the potential improvements and enhancements that should be considered as The Meadows Subdivision is developed:

Speeds

- Staff recommends leaving the posted speed limits at their current levels.
- Consider moving the 35 mph speed zone on Main Street further east to Scott Drive. The data indicates that drivers are generally comfortable driving at much higher speeds in this 25 mph zone. Increased enforcement should be considered if the speed limit remains 25 mph.
- Consider installing radar feedback speed signs in the 25 mph posted zone.

Dawson Drive/School Access

- Align Dawson Drive with the new school entrance to create a four-leg intersection, which will improve traffic circulation.
- Consider requesting a detailed analysis from the school district evaluating the pros and cons of separated entrance and exit points from the school property to improve circulation, reduce queuing, and prevent turning conflicts from motorists entering the school driveway from the east at the same time motorists are attempting to turn left (toward employment centers) out of the school exit.
- Install a signed and painted crosswalk at this new four-way intersection. Consider LED crosswalk warning system and proper signage.
- Connect existing trail along the south side of West Main Street to this intersection.

Main Street/Johnson Cedar Road Intersection

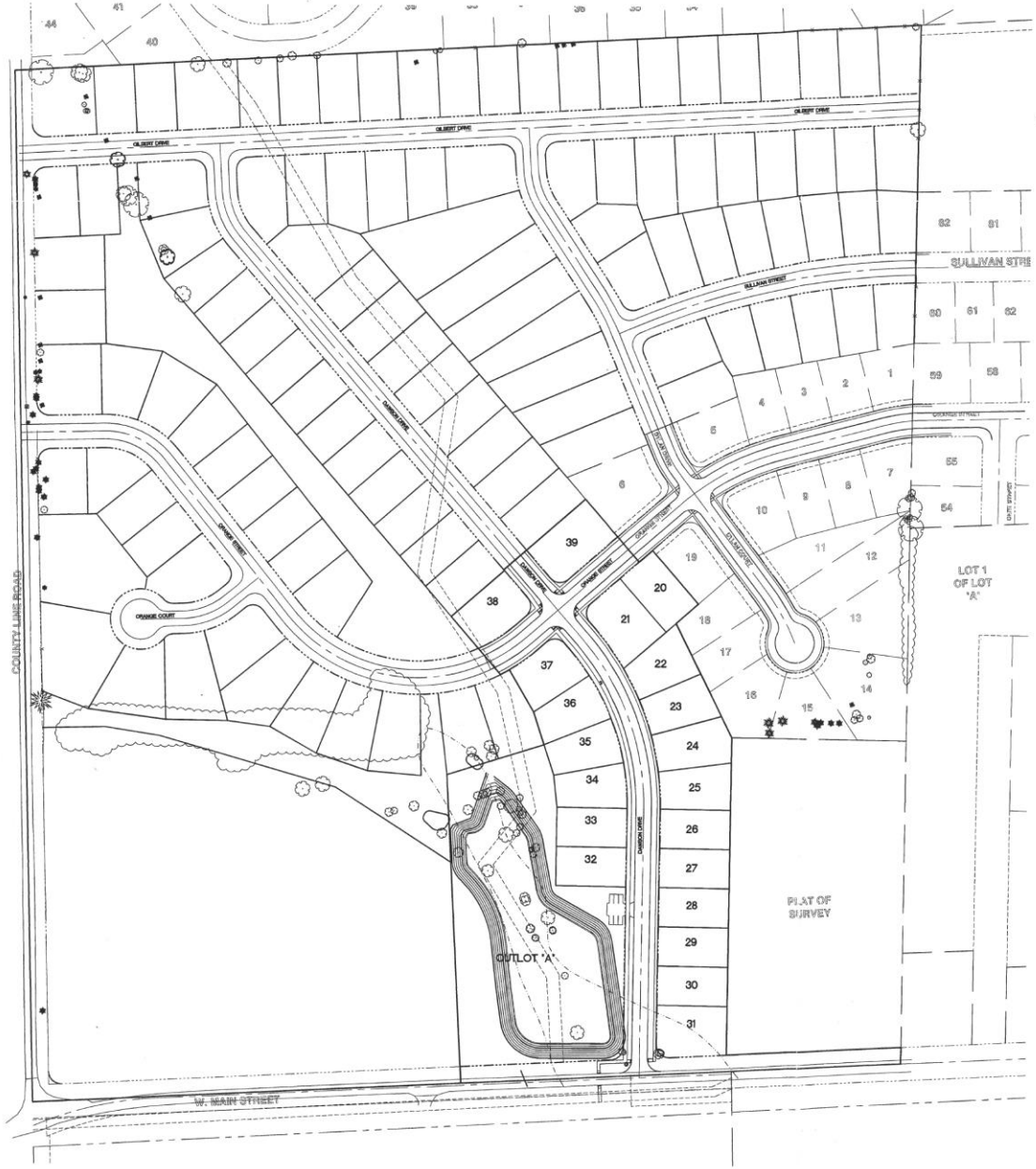
- The preferred option is to flatten the s-curve, including modifications to the vertical curve, of the west leg to improve sight distance. This would reduce the potential for rear end collisions on Main Street and improve visibility for entering traffic on Johnson Cedar Road – allowing the school to utilize the south leg as a secondary access to their property.
    - Staff recommends that the City install a left-turn lane for eastbound vehicles when Gilbert Drive and Orange Street are connected to Johnson Cedar Road, at which time Johnson Cedar Road should also be reconstructed.
- Alternatively, shift the north leg of Johnson Cedar Road east approximately 150-200 feet, based on engineering analysis, to achieve the minimum stopping sight distance of 495 feet.
    - Consider vacating the south leg of Johnson Cedar Road, but provide access to ball fields from campus; and/or
    - Consider a secondary access point for the school. If the intersection is realigned it could be provided by Johnson Cedar Road.

Street Section

- As development proposals are submitted to the City, consider obtaining additional right-of-way as needed for long term capacity of West Main Street and Johnson Cedar Road.

- A two lane cross-section that is 35 feet from back-of-curb to back-of-curb would provide two travel lanes (25 feet) and two bike lanes (10 feet), and at intersections where turn lanes are warranted two travel lanes (24 feet) and one turn lane (11 feet) could be striped.
- Utilize the *Statewide Urban Design and Specifications* manual for cross section recommendations.
- Consider lowering some of the hills on Johnson Cedar Road near the development access.
- The recommended street cross-section on Johnson Cedar Road would be a 31-foot (back of curb to back of curb) neighborhood collector, including flattening of the vertical curves to ensure proper sight distances are provided. This project is recommended at the time when Orange Street and Gilbert Drive intersect at Johnson Cedar Road.
- Continue the city's policy of requiring sidewalks on both sides of streets as development occurs, including the north side of Main Street between Scott Drive and Dawson Drive.

Source: http://www.tapconet.com/solar-led-division/rectangular-rapid-flash-beacons/



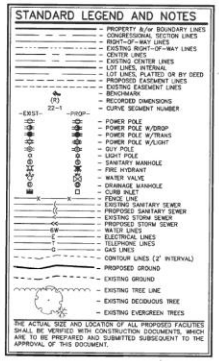
LOT LAYOUT EXHIBIT
THE MEADOWS SUBDIVISION
WEST BRANCH, IOWA

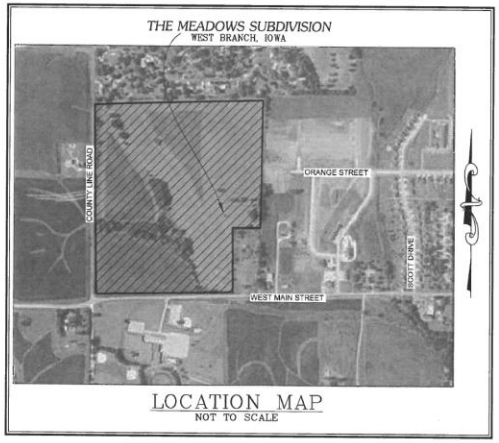
GRAPHIC SCALE IN FEET
1"=100'

PLAT PREPARED BY:
MMS CONSULTANTS INC.
1917 S. GILBERT STREET
IOWA CITY, IOWA 52240

OWNER/SUBDIVIDER:
KLM INVESTMENTS, INC.
25 EASTVIEW PLACE NE
IOWA CITY, IOWA 52240

SUBDIVIDER'S ATTORNEY:
MICHAEL W. KENNEDY
920 S. DUBUQUE STREET
IOWA CITY, IOWA 52240





LOCATION MAP
NOT TO SCALE

MMS
CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS
1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282
www.mmsconsultants.net

Date | Revision

LOT LAYOUT EXHIBIT

THE MEADOWS SUBDIVISION
WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.
Date: 01-02-14
Designed by: PVA | Field Book No.:
Drawn by: JDM | Scale: 1"=100'
Checked by: PVA | Sheet No.: 1
Project No.: IOWA CITY 8815002 | of: 1

1 SITE PLAN
SCALE: 1" = 80'-0"

STRUXTURE ARCHITECTS

West Branch High School
West Branch, Iowa

ARCHITECTURE
INTERIOR DESIGN
MASTER PLANNING
www.struxture.com

Iowa Department of Transportation

Crash Detail Report

2004265457 12/31/2004 07:57 CEDAR/JOHNSON CO LINE RD AND IOWA 0979 / HOOVER HWY
County:16 City:West Branch

Major Cause: Ran off road - left
Roadway Type: Intersection: Other intersection
Severity: PDO
Manner of Crash: Non-collision
Fatalities: 0
Surface Conditions: Ice
Major Injuries: 0
Light Conditions: Daylight
Minor Injuries: 0
Weather Conditions: Clear
Possible Injuries: 0
Drug/Alc Involved: none indicated
Unknown Injuries: 0
Property Damage: $5000
Number of Vehicles: 1

	Unit 1	Unit 2	Unit 3
Init Trav Dir:	East	0	0
Veh Action:	Essentially straight	0	0
Configuration:	Sport utility vehicle	0	0
Driver Age:	16	0	0
Driver Gender:	M		
Driver Cond:	Normal	0	0
Drivr Contr 1:	Lost control	0	0
Drivr Contr 2:	not reported	0	0
Fixed Object:	none	0	0

2008421162 01/18/2008 07:55 F044 / HOOVER HWY NE and MAIN ST and CEDAR/JOHNSON CO LINE RD
County:16 City:West Branch

Major Cause: FTY from stop sign
Roadway Type: Intersection: T - intersection
Severity: PDO
Manner of Crash: Broadside
Fatalities: 0
Surface Conditions: Snow
Major Injuries: 0
Light Conditions: Daylight
Minor Injuries: 0
Weather Conditions: Clear
Possible Injuries: 0
Drug/Alc Involved: none indicated
Unknown Injuries: 0
Property Damage: $4000
Number of Vehicles: 2

	Unit 1	Unit 2	Unit 3
Init Trav Dir:	South	East	0
Veh Action:	Stopped for sign/signal	Essentially straight	0
Configuration:	Passenger car	Passenger car	0
Driver Age:	17	33	0
Driver Gender:	M	F	
Driver Cond:	Normal	Normal	0
Drivr Contr 1:	FTY from stop sign	none	0
Drivr Contr 2:	not reported	not reported	0
Fixed Object:	none	none	0

Iowa Department of Transportation

Crash Detail Report

2009510504 03/29/2009 02:30 F044 / HOOVER HWY NE
County: 52 City:

Major Cause: unknown
Roadway Type: Non-intersection: No special feature
Severity: Poss/Unk
Manner of Crash: Sideswipe, same direction
Fatalities: 0
Surface Conditions: Snow
Major Injuries: 0
Light Conditions: Dark - roadway not lighted
Minor Injuries: 0
Weather Conditions: Snow
Possible Injuries: 1
Drug/Alc Involved: none indicated
Unknown Injuries: 0
Property Damage: $10087
Number of Vehicles: 2

	Unit 1	Unit 2	Unit 3
Init Trav Dir:	North	North	0
Veh Action:	unknown	Slowing/stopping	0
Configuration:	Passenger car	Sport utility vehicle	0
Driver Age:	31	unknown	0
Driver Gender:	M	M	
Driver Cond:	not reported	Normal	0
Drivr Contr 1:	unknown	unknown	0
Drivr Contr 2:	not reported	not reported	0
Fixed Object:	none	none	0

Speed Zoning Information

A Case of "Majority Rule"
(Within the United States)

EXECUTIVE SUMMARY

What Realistic Speed Limits Do:

- Encourage compliance from the majority of drivers;
- Give a clear reminder of reasonable and prudent speeds;
- Provide an effective enforcement tool to the police;
- Minimize public antagonism toward police enforcement, which results from obviously unreasonable regulations; and
- Encourage drivers to travel at the speed where the risk of crash involvement is the lowest.

What Unrealistic Speed Limits Do:

- Discourage voluntary compliance;
- Create the perception of "speed traps;"
- Cause public antagonism toward the police;
- Create a bad image for a community in the eyes of tourists; and
- May increase the potential for crashes.

WHY SPEED LIMITS?

Generally, traffic laws that reflect the behavior of the majority of motorists are found to be successful, while laws that arbitrarily restrict the majority of motorists encourage violations, lack public support and usually fail to bring about desirable changes in driving behavior. This is especially true of speed zoning.

Speed zoning is based on several fundamental concepts deeply rooted within the American system of government and law:

A. Driving behavior is an extension of social attitude and the majority of drivers respond in a safe and reasonable manner as demonstrated by consistently favorable driving records;
B. The normally careful and competent actions of a reasonable person should be considered appropriate;
C. Laws are established for the protection of the public and the regulation of unreasonable behavior on the part of individuals; and
D. Laws cannot be effectively enforced without the consent and voluntary compliance of the public majority.

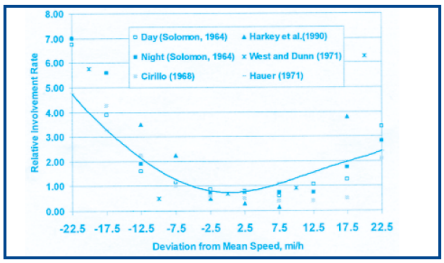
COMMON MISCONCEPTIONS

The public normally accepts the concepts noted above. However, when emotionally aroused in a specific instance, the same public will often reject these fundamentals and rely instead on more comfortable and widely-held misconceptions such as:

A. Reducing the speed limit will slow the speed of traffic;
B. Reducing speed limits will decrease the number of crashes and increase safety;
C. Raising the posted speed limit will cause an increase in the speed of traffic;
D. Any posted speed limit must be safer than an unposted speed limit; and
E. Drivers will always go 5 mph over the posted speed limit.

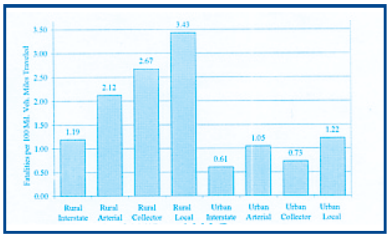
INTENT OF SPEED ZONING

The most widely accepted method by state and local agencies is to set the limit at or below the speed at which 85 percent of the traffic is moving. The 85th percentile speed is how drivers "vote with their feet." Studies have shown crash rates are lowest at around the 85th percentile speed. Drivers traveling significantly faster OR slower than this speed are at a greater risk for being in a crash. It is not high speeds alone that relate to crash risk; it is the variation of speed within the traffic stream.



Source: U.S. DOT PUBLICATION NO. FHWA-RD-98-154, 1998.

In fact, on a per mile driven basis, high speed roadways, like interstates, have a lower speeding related fatality rate than low speed roadway. Large variations in speed within the traffic stream create more conflicts and passing maneuvers.



Source: U.S. DOT Year 2000 Data.

HOW SPEED LIMITS ARE ESTABLISHED

According to a Federal Highway Administration study, all states and most local agencies use the 85th percentile speed of free flowing traffic as the basic factor in establishing speed limits.

Radar, laser and other methods are used to collect speed data from random vehicles on a given roadway. This speed is subject to revision based upon such factors as: crash experience, roadway geometrics, parking, pedestrians, curves, adjacent development and engineering judgment. This practice is in accordance with the MUTCD.

In the final analysis, it is the judgment of the traffic engineer that determines which, if any, of the factors in the speed study warrant an adjustment of the 85th percentile speeds. After all variables are considered and a speed limit is established, traffic should flow at a safe and efficient level.

Members of the Committee:

Rick Staigle, *Chair*
Andrew O'Brien
Bruce Ward Jr.
Dave Wong-Toi
David Clark
Dennis Morford
Kent Collins
Robert Turner
Steve Taylor
Steven Jones Jr.
Jim Hansen
Kay Fitzpatrick
Dustin Qualls
James Cheeks Jr., *ITE Staff*

ite Institute of Transportation Engineers

CITY OF WEST BRANCH
COMMISSION ACTION REPORT

MEETING DATE: September 23, 2014 AGENDA ITEM: 5a

DATE PREPARED: September 18, 2014

STAFF LIAISON: Matt Muckler, City Administrator

ACTION TITLE:
City Engineer Dave Schechinger and Zoning Administrator Paul Stagg – Discussion of potential building permit enhancements.

RECOMMENDATIONS:
Discussion Only.

PROJECT DESCRIPTION:
This item will allow discussion on whether or not commission members support potential building permit enhancements.

ATTACHMENTS:
Building Permit Application, Single Family, Duplex & Townhouse Dwellings (2 pages)
Driveway Permit Application (1 Page)
Fence Permit Application (1 page)
Temporary Use Application (2 pages)
Subdivision Construction Permit Application (2 pages)
Commercial/Industrial/Multi-Family Permit Application (6 pages)
Demolition Permit Application (1 page)
Electrical Permit Application (1 page)
Plumbing Permit Application (1 page)
Mechanical Permit Application (1 page)
City of West Branch Building Permit Application (3 pages)

STAFF USE ONLY
RECEIVED BY:
DATE:

Building Permit Application
Single Family, Duplex & Townhouse Dwellings
BUILDING, ELECTRICAL, PLUMBING, MECHANICAL , BUILDING SEWER & WATER SERVICE
(Form #1 Dated 5/27/2014)

Applicant must complete numbered items and highlighted spaces.

1	**JOB ADDRESS:**			
2	OWNER	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL
3	APPLICANT	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL
4	GENERAL CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL
5	ELECTRICAL CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL STATE LICENSE #
6	PLUMBING CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL STATE LICENSE # BEGINNING 7/1/09
7	HVAC CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL STATE LICENSE # BEGINNING 7/1/09
8	SEWER & WATER CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL STATE LICENSE # BEGINNING 7/1/09
9	DESCRIBE WORK:			

10	TOTAL SQ. FT OF HABITABLE FINISHED AREAS	11	TOTAL SQ. FT OF UNFINISHED / STORAGE	12	TOTAL SQ. FT OF GARAGE AREA		
13	USE OF BUILDING OR STRUCTURE	14	VALUATION:	15	NUMBER OF WATER METERS:		

STATE OF IOWA ENERGY EFFICIENCY REQUIRMENTS
Compliance shall be demonstrated by either meeting the requirements below or meeting the requirements of International Energy Conservation Code Section 405 by providing a ***Compliance Report***

CLIMATE ZONE	FENESTRATION U-FACTOR B	SKYLIGHT U-FACTOR B	CEILING R-VALUE	WOOD FRAME WALL R-VALUE	MASS WALL R-VALUE I	FLOOR R-VALUE	BASEMENT WALL R-VALUE C	SLAB R-VALUE AND DEPTH D	CRAWL SPACE WALL R-VALUE C
5	**0.32**	**0.55**	**49**	**20 or 13 + 5 (See footnote h)**	**13/17**	**30 (See footnote g)**	**15/19**	**10,2 ft**	**15/19**

Minimum Requirements
for Residential Plot Plan

The plot plan must be accurately drawn to an engineer scale displaying the following information:

Minimum paper size 8 ½"x11"
Maximum paper size 11" x 17"

General Information:

1. Applicant(s) name.
2. Legal description.
3. Site address.
4. Current zoning classification.
5. Zoning setback lines.
6. An indentified scale.
7. North directional arrow.
8. Property line dimensions and bearing directions.
9. Official property iron pins.
10. Existing structures including decks, porches, garages and sheds.
11. Proposed structures or additions including decks, porches, sunrooms, garages and sheds.
12. Dimensions of all buildings.
13. Roof overhangs.
14. Existing or proposed fences.
15. Driveways, sidewalks, patios and retaining walls. (engineering required for retaining walls when the height exceeds 4-ft from the bottom of the footing to the top of the wall)
16. Distances between building walls and lot lines.
17. Water service size and location.
18. Building sewer size and location.
19. The sump pump discharge line location. (minimum 3" diameter)
20. Place two points on the side line lots where the front wall intersects the side lot lines. Indicate the distances from the front corner iron pins to the two points and from the two points to the building corners.
21. Statement on the site plan that all property iron pins shall be visible and marked during the entire construction process.

Engineering Information :

1. Public utilities abutting the property. (storm sewers, sanitary sewers & water mains)
2. Location and dimensions of all public and private easements. (see property title and subdivision final plat)
3. Flood zones.
4. Minimum low opening elevations.
5. Elevations of top of foundation walls, final grade at foundation walls, final grade at 10 feet from foundation walls, top of lowest floor elevation, top of curb, property corner elevations and storm sewer conveyance openings.
6. Storm water surface flow arrows.

REQUIREMENTS FOR SUBMITTING DRAWINGS
(one set of plans required for each application)

1. Scaled floor plans with designated room uses, square footage of habitable space, square footage of unfinished/storage spaces, doors and windows.
2. Indicate locations of smoke and carbon monoxide detectors.
3. Foundation plan showing all footings, stem walls, basement walls, slabs, foundation damp proofing material, drainage system and slab vapor barrier. Sizes, locations and cross sections showing reinforcement of each. All bearing load number from engineered girders and beams shall be noted. If engineered foundation is used or required, stamped plans shall be submitted with the permit application for approval.
4. Floor framing plans, which include size, type of material, spans, and bearing points of all joist, girders, beams and columns. Show method of all connections to the footings or foundation.
5. Wall cross sections providing framing details showing interior wall finish, vapor barrier, insulation, wall bracing, sheathing, weather barrier, flashing and exterior wall coverings.
6. Header sizes and materials of openings exceeding 4-feet in width.
7. Roof framing details indicating roof system to be used, sheathing, underlayment, ice dam, covering.
8. Stair details showing rise, run, guards and handrails.
9. Decks and porches showing footing locations, depth and size, columns, floor and roof framing materials and connection methods throughout the entire structures.
10. Location of all heating appliances and type of fuel to be used.
11. Location of electrical service and panel boards.
12. Show all insulation materials used to comply with energy code requirements.
13. If mail order plans are used and changes are made, the plans will need to be modified prior to submittal for permit.
14. Show all design standard requirements of Section 1612 of the Zoning Code.

Requirements to Maintain a Valid Permit

- Address placard shall be placed so that the address number is visible from the public street.
- The approved set of plans, specifications and other data must be kept on the job site and protected from weather.
- Advance one day notice is required for inspection request. See inspection policy for exceptions.
- Contractors shall maintain required business license, contractor's license, bonds and insurances.
- The permit holder is required to review and follow the approved plans, specifications.
- The permit holder is responsible to ensure plan review comments are communicated to all subcontractors and provided or resolved before scheduling an inspection.
- A common rule of thumb for inspections is **"never cover anything until the City Inspector has seen it and signed off."**

The undersigned has submitted the required plans, specifications and plot plan which are hereto attached, incorporated into and part of this application. The undersigned agrees to comply with all applicable codes; give full notification to the building inspector when required inspections are needed; that he or she will not use or occupy this structure or structures covered by the permit until the certificate of occupancy has been issued; and will not proceed with construction until the permit is issued.

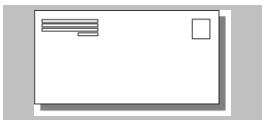
I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or waive the provisions of any other laws required by Federal, State, and City or covenants regulating construction or the performance of construction.

_____

Signature of Owner or Authorized Agent Date

PLEASE PRINT ABOVE NAME HERE: _____

Application Fee $25.00



DRIVEWAY PERMIT APPLICATION

PART A IDENTIFICATION	
Owner Name	
Property Address	
Legal Description of Property	
Contact Name of Owner	
Phone Number	**Email Address**

PART B DETAILED INFORMATION		
Material Type ☐ Portland Cement ☐ Asphalt Concrete ☐ Other_____	**DETAILS** Thickness:_____ Distance from side lot line:_____ Width:_____	**ADDITIONAL INFORMATION** Subject Property is a (check one) ☐ CORNER lot ☐ INTERIOR lot

PART C CHECK LIST AND APPLICANT INFORMATION		
Applicant		
Address		
City	**State**	**Zip Code**
Phone Number	**Email Address**	

Please include a SITE PLAN detailing the following items with your completed application:

☐ North Arrow ☐ Lot Size with Dimensions ☐ Street Names ☐ All Structures on Property
☐ Right-of-Ways ☐ Location of the Proposed Driveway ☐ Identify Concrete Material & Thickness

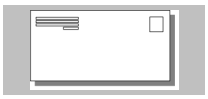
Owner's Certification: I certify that the information contained in this application and on any accompanying documents is true and correct and that he or she is the owner or has the permission of the property owner of record to perform the work herein described.

Applicant's Signature: X_____ Date:_____

Check with your subdivision association for any covenant restrictions!

FOR OFFICE USE ONLY		
Received by	**Date received**	**Permit fee paid**
Permit Number		**Approval Date**

Application Fee $25.00



FENCE PERMIT APPLICATION

PART A IDENTIFICATION	
Owner Name	
Fence Location Address	
Legal Description of Property	
Contact Name of Owner	
Phone Number	**Email Address**

PART B DETAILED INFORMATION		
FENCE MATERIAL ☐ Wood ☐ Vinyl ☐ Chain Link ☐ Metal ☐ Privacy ☐ Other_____	**FENCE DETAIL** **Height:** Feet: _____ Inches: _____ **Overall height from grade:** Feet:_____ Inches: _____	**ADDITIONAL INFORMATION** Installation of the fence shall not obstruct the storm water flow thru the drainage areas and easements. Locate and expose all property corner pins prior to installation of the fence to ensure the placement of the fence will be within the lot boundaries of the described property on the record final plat. Wood fences shall have a finish side face towards adjoining properties and public right of way.The installation fence shall not restrict access rights granted by easements.Check for development restrictions before installing the fence.Call for utility locates before installation begins. Maintain required 25-ft triangle clearance at the corner of streets

PART C CHECK LIST AND APPLICANT INFORMATION		
Applicant		
Address		
City	**State**	**Zip Code**
Phone Number	**Email Address**	

Please include a SITE PLAN detailing the following items with your completed application:

☐ North Arrow ☐ Lot Size with Dimensions ☐ Street Names ☐ All Structures on Property
☐ Right-of-Ways ☐ Location of Fence and Setback Distances from all Property Boundary Lines

Owner's Certification: I certify that the information contained in this application and on any accompanying documents is true and that I have the permission of the property owner to perform the work herein described and I will comply with covenant restrictions for this property.

Applicant's Signature: X_____ Date:_____

FOR OFFICE USE ONLY		
Received by	**Date received**	**Permit fee paid**
Permit Number		**Approval Date**

APPLICATION FEE: $50.00

TEMPORARY USE APPLICATION

Property Address

Applicant's Name | Daytime Phone

Applicant's Address | Email

Property Owner's Name & Address (if different)

Use Requested. See page 2.

Opening Date | End Date | Hrs of Operation

Details of the temporary use or uses. See page 2 of this application for references

The undersigned owner or authorized agent of the owner of the property described herein request permission to use the property as set forth in detail above. The owner or authorized agent agrees that the use of the property will be in accordance with the City of North Liberty Zoning Code and any other local, state or federal regulations, which may apply.

I hereby certify that I have read and examined this application and know the same to be true and correct. I understand that all provisions of laws and ordinances governing this property will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating the use of a property.

Signature of Authorized Agent | Date

Signature of Owner | Date

Application Accepted By | Date

Staff Comments/Instructions, Conditions of Approval

TEMPORARY USES AND RESTRICTIONS

2108.1 Retail sales of Christmas trees.

1. Permitted zone locations: ID, C-1-B, C-2-A, I-1 and I-2.
2. Maximum duration: forty (40) calendar days prior to December 25.

2108.2 Retail sales of pumpkins.

1. Permitted zone locations: ID, C-1-B, C-2-A, I-1 and I-2.
2. Maximum duration: October 1 through November 1.

2108.3 Lot and sidewalk commercial activities.

1. Permitted zone locations: C-1-A, C-1-B, C-2-A, I-1 and I-2.
2. Maximum duration: Four (4) consecutive days, not to exceed four (4) events in a twelve (12) month period.
3. Setbacks: All merchandise, trucks, trailers, etc. shall be set back a minimum of thirty-five feet (35') from all property lines.
4. Area of operation: The area of operation shall not exceed eight hundred (800) square feet and no dimension shall exceed forty (40) linear feet.
5. Transient merchants: Transient merchants shall be subject to the license requirements of the City of North Liberty. Said license shall be secured prior to issuance of a temporary permit.

2108.4 Grand openings and special events.

1. Permitted zone locations: All zoning districts.
2. Maximum duration: Four (4) consecutive days.
3. Other: All such events shall be conducted by a business located on the property.

2108.5 Group assembly activities.

1. Permitted zone locations: All zoning districts.
2. Maximum duration: Fourteen (14) consecutive days.
3. Hours of operation: Residential zones: seven o'clock (7:00) A.M. to ten o'clock (10:00) P.M. except on Fridays and Saturdays to midnight. All other zones seven o'clock (7:00) A.M. to twelve o'clock (12:00) P.M.

2108.6 Real estate sales office and model homes.

1. Permitted zone location: All residential zones.
2. Maximum duration: Twenty-four months (24) months.
3. On-site sales office: On-site temporary real estate office or temporary model home complex may be established only within the boundaries of a residential subdivision, as an accessory facility, for the limited purpose of conducting sales of lots within the same subdivision.
4. Off-site sales office: Off-site sales or offers to sell off-site lots or dwelling units, from any temporary office or trailer complex established pursuant to this section shall not be permitted unless a conditional-use permit is approved by the governing body.
5. Definition of off-site sales office: Off-site lots shall mean those lots outside the boundaries of a residential subdivision which subdivision contains an approved real estate sales office or model home complex, and which lots are not adjacent to or contiguous with the subdivision.
6. Requirements: Any temporary real estate sales office or model home established or maintained pursuant to this section shall meet all of the following requirements:
   a. Receipt by the City of North Liberty of an agreement and cash deposit or surety bond in a form approved by the city in an amount sufficient to guarantee to the city the removal of the sales office or model home complex, or the restoration of the premises in conformity with the approved development plan and with the applicable provisions of this code within sixty (60) days after the last residence or lot within the subdivision has been sold and escrow closed. If after sixty (60) days, no action has been taken to restore the site or premises, the city may take action to restore the site by utilizing the bond or monies deposited or other methods at its disposal.
   b. Screening of parking areas by walls, fencing. Landscaping or other methods shall be provided as approved by the governing body.
7. Maximum duration: The temporary real estate sales office and temporary model home complex may be maintained until all of the on-site lots in the subdivision have been sold and escrow closed.

2108.7 Agricultural produce stands:

1. Permitted zone locations: C-2-A, I-1 and I-2.
2. Termination: Stands and displays shall be removed when not used for a period of thirty (30) consecutive days.

2108.8 Construction yards and offices.

1. Permitted locations: All zoning districts, provided that said yards and offices are located on or immediately adjacent to the site development.
2. Duration: During construction of a phase of a project and until sixty (60) days thereafter.

2108.9 Caretaker's dwelling.

1. Permitted zone location: All zoning districts.
2. Maximum duration: Only during the construction phase of a building or site.
3. Other: Only one adult caretaker may reside on the site during construction hours, provided sanitary facilities are available to said individual.

2108.10 Retail sales of landscaping nursery materials.

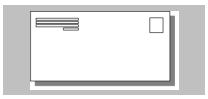
1. Permitted zone locations: C-1-B, C-2-A, I-1 and I-2.
2. Maximum duration: One event, not to exceed ninety (90) consecutive days in a calendar year.

2108.11 Temporary Portable Storage Container.

1. Permitted zone location: All zones.
2. Maximum duration: No more than 30 days in any calendar year.
3. Requirements: Any temporary portable storage container considered pursuant to this section shall meet all of the following requirements:
   a. No container shall be more than 8 feet in height, nor more than 16 feet in length in residential districts or 40 feet in length in all other districts.
   b. Containers shall not be stacked vertically.
   c. Containers shall be located so as to minimize visibility from both public streets and residential land uses, and shall not be located in any required setback area.
   d. Containers shall be located totally on the owner's lot, and no part of any container shall be located on any public property.

CONSTRUCTION PERMIT APPLICATION FORM

CITY OF NORTH LIBERTY



Applicant must complete numbered and shaded spaces.

FILING FEE $25.00

Project Name:

1	CONTACT INFORMATION	MAILING ADDRESS	PHONE#	EMAIL
	0WNER			
2	APPLICANT			
3	CONSTRUCTION MANAGER			
4	ENGINEERING FIRM			
5	GRADING CONTRACTOR			
6	PAVING CONTRACTOR (5-yr maintenance bond required)			
7	SANITARY SEWER CONTRACTOR (2-yr maintenance bond required)			
8	STORM SEWER CONTRACTOR (5-yr maintenance bond required)			
9	WATER MAIN CONTRACTOR (2-yr maintenance bond required)			
10	SEEDING/EROSION CONTROL CONTRACTOR			
11	DESCRIPTION OF WORKED TO BE COVERED UNDER THIS PERMIT			
12	ATTACH A COPY OF THE FOLLOWING APPROVALS	CITY ENGINEER , DNR PUBLIC WASTEWATER SYSTEM CONSTRUCTION PERMIT, DNR WATER SYSTEM CONSTRUCTION PERMIT, NPDES ERSION CONTROL PERMIT, SIGNED DEVELOPER'S AGREEMENT, RECORED COPY OF OFFSITE EASEMENTS (if applicable), AND OTHER APPLICABLE STATE/FEDERAL PERMITS.		
13	I AGREE TO THE CONDITIONS SET FORTH AND UNDERSTAND THAT THE WORK MUST BE DONE IN CONFORMANCE WITH APPLICABLE LAWS, SPECIFICATIONS, AND APPROVED PLANS.			
	Signature of Owner or Authorized Agent :	DATE:	PRINT NAME:	

STAFF USE ONLY	ACCEPTED BY:	DATE:	PERMIT NUMBER:	APPROVAL DATE:

Notes:

1. Two sets of City approved plans shall accompany this permit application. One paper copy and one portable document format.
2. This permit is issued for the purpose described in this application with the express condition that every agreement and covenant in this permit application is faithfully performed and that the work shall be performed in accordance with approved plans including City of North Liberty Municipal Design Standards and Specifications and any special provisions attached, which are hereby made part of this permit.
3. A copy of the subdivision Construction Permit along with a City approved set of plans must be maintained at the jobsite and available upon request.
4. The City Engineer may require preconstruction meeting.
5. State Statutes require proper notification of Iowa One Call at 1-800 292-8989 prior to excavation.
6. During construction of this project the developer/contractor shall be required to perform daily dust control, clean-up and maintenance of all adjacent and offsite roadways used during the course of construction.

City of North Liberty

Subdivision Construction General information:

1. A City of North Liberty subdivision construction permit must be acquired before beginning any work on new subdivisions.

2. The City inspects improvements as constructed. **Call 626-5713 to schedule inspections.**

3. The stormwater pollution prevention plan (SWPPP) shall be implemented prior to starting work. The SWPPP shall be kept on site at all times, and revised as needed to accommodate phasing or additional erosion or sediment controls. If a problem is noted by the City, the construction manager will be notified. The developer is responsible for designing and implementing changes needed to rectify any erosion problems.

4. Construction manager shall notify the City Engineer at least 48-hours prior to paving in order to arrange for concrete testing. No paving shall be placed until the sub grade has passed sub grade inspection.

5. City inspector shall witness all sewer and watermain testing.

6. The construction manager and/or developer's engineer shall inspect the subdivision before contacting the City for final walk through of the subdivision to ensure that the improvements have in fact been satisfactorily completed.

7. The construction manager shall contact the City Inspector at least 14 calendar days prior to a City Council meeting date to schedule a final walk thru. City Council generally meets on the second and fourth Tuesday of each month. Subsequent walk thru's may be necessary.

8. The subdivision construction manager should be aware of any additional requirements of the subdivision that may be contained in the Developer's Agreement with the City.

9. All improvements must be completed including, but not limited to: lot staking, private utility installations, streetlights, as-builts, final grading, seeding and other erosion control measures before acceptance of the subdivision.

10. The developer may petition the City Council on a case-by-case basis for acceptance of the subdivision prior to 100% completion of the improvements. Approval will be strictly subjective and likely for only "minor" item(s) that have not been completed. Acceptance shall be in accordance with Section 16.20.020 of the Municipal Code.

11. If the Council allows acceptance prior to installation of a private utility or streetlight, the developer shall provide written documentation from the applicable utility company that all deposits/costs have been paid and also provide a schedule for when the utility shall be installed.

12. Record as-built drawings including surveyed as-constructed utility locations and elevations, topographic surveyed information for all ponds and drainage swales shall be approved prior to acceptance of the subdivision. Both hard copy and electronic AutoCAD as-builts shall be submitted.

13. Subdivision acceptance by the City does not release the Owner/Developer from the NPDES erosion control or other State/Federal permit obligations.

14. Before final acceptance by Council, the owner shall reimburse the City for all fees associated with plan reviews and inspections.

I have read and understand the Subdivision Construction General Information.

_____ _____

Signature of Owner or Authorized Agent Date

STAFF USE ONLY
RECEIVED BY:
DATE:

Permit Application
Commercial / Industrial / Mutli-Family
BUILDING, ELECTRICAL, MECHANICAL, PLUMBING, BUILDING SEWER & WATER SERVICE
(Form #2)

Applicant must complete numbered items and highlighted spaces.

1	**JOB ADDRESS:**			
2	OWNER	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL
3	APPLICANT	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL
4	GENERAL CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL
5	ELECTRICAL CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL STATE OF IOWA LICENSE #
6	PLUMBING CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL STATE OF IOWA LICENSE #
7	HVAC CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL STATE OF IOWA LICENSE #
8	COMMERCILA EXHAUST HOOD CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL STATE OF IOWA LICENSE #

9	SEWER & WATER CONTRACTOR ($5,000.00 BOND REQUIRED FOR EXCAVATIONS IN THE R.O.W.)	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL STATE OF IOWA LICENSE #
10	ARCHITECT OR ENGINEER (WHEN REQUIRED BY IOWA CODE 544A)	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL
11	DESCRIBE WORK:		12	STRUCTURE USE:
13	VALUATION:			

The undersigned has submitted the required plans and specifications which are hereto attached, incorporated into and part of this application. The undersigned agrees to construct in accordance with the approved plans and specifications; notify the Building Inspection Department when required inspections are needed; will not use or occupy this structure or structures covered by the permit until the certificate of occupancy has been issued; and will not proceed with construction until the permit is issued.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or waive the provisions of any other laws required by Federal, State, and City or covenants regulating construction or the performance of construction. Any unapproved changes made herein shall make the application invalid.

Signature of Owner or Authorized Agent Date

PLEASE PRINT ABOVE NAME HERE:

Commercial/Industrial/Multi-Family Permit Submittal Checklist

This checklist contains the standard information required on submittals for commercial construction projects. For additional information, please contact Department of Building Safety, 3 Quail Circle, North Liberty IA 52317 (319) 626-5713

All submittals for commercial building permits should be appropriately scaled and should provide the following information:

Project Description

- New Building
- New Shell Building
- Addition
- Remodel (verify existing occupancy)
- Tenant Improvement (T.I.)
- Miscellaneous Work
- Complete description of business operation
- Provide an hazardous material data for storage and manufactured

Project Location

- State the actual address of the project and legal description of the property. If an address has not been established, the City will assign a permanent or temporary address.

Owner/Applicant/Information

- Owner's Name
- Owner's Mailing Address

- Contact Person (Owner or Owner's Rep.)
- Phone Number
- Email Address

Contractor Information: Required prior to Permit Issuance

- Contractor Name
- Contractor Address
- Phone Number
- Email Address
- State Contractor License Number (Electrical, Fire Alarm, Fire Sprinkler, Mechanical & Plumbing)

One complete set of plans, drawn to scale, are to be submitted for a plan review. The permit fees are to be paid at the time of permit issuance, after review and approval of the plans.

The plans required are as follows:

SITE PLAN

Site plan in accordance with the North Liberty's Zoning Code.

GENERAL CODE DATA

The code information required on plans:

- Provide a building information block containing:

Occupancy Type	Fire alarms / Yes or No
Separated use or non-separated use	Emergency lighting / Yes or No
Type of construction	Number of exits required
Square footage (of each building/tenant space)	Exits provided
	Number of floors in the building
Allowable area calculation	Sprinklers / Yes or No
Floor number on which work is being performed	Governing Codes as follows:

ARCHITECTURAL PLAN

Sealed by a registered architect in State of Iowa (see Iowa Code 544A.18 for exceptions)

- Provide complete architectural floor plans, roof plans and reflected ceiling plans:
- Show complete floor layout including equipment.
- Identify the use of each room.
- Identify the complete exiting system, including the occupant load of each room.
- Provide a wall schedule to identifying walls to be new/existing, bearing/non-bearing, and different height walls.
- Provide dimensions of rooms, corridors, doors, etc.
- State the occupancy classification of the adjoining suites.
- Provide energy code requirement for the building envelope and related details.
- Identify fire rated assemblies (if applicable) and provide architectural details, referred UL/Gypsum Board Association number and standard details.
- Show accessibility information to include:
  - the location and dimensions of the accessible restroom facilities
  - the location and dimensions of elevators (if applicable)
- Provide four sides building elevations.
- Provide building cross-sectional views.
- Provide general architectural details.
- Provide wall details (top and bottom connection details with approved listed anchors).
- Provide window schedule, door schedule and hardware schedule.
- Provide floor/wall finish schedule.
- Performance requirements.

MECHANICAL PLAN

Sealed by a registered mechanical engineer in State of Iowa (when applicable)

- Complete mechanical floor plan for the entire project area.
- Mechanical energy conservation code compliance.
- Mechanical layout (ductwork, A/C units, air-handlers, diffusers, etc.).
- Mechanical equipment listings, specifications and weight.
- Outside air ventilation calculations.
- Air-balance schedule.
- Air-balance report note.
- HVAC equipment specifications.
- HVAC duct detector automatic shutoffs.
- HVAC duct detector audible/visual alarms and trouble lights.
- HVAC automatic shutoff test report note.
- Restroom exhaust ventilation systems.
- Hazardous exhaust ventilation systems (if applicable).
- Make-up air openings [sizes and locations] (if applicable).
- Combustion-air openings [sizes and locations] (if applicable).

PLUMBING PLAN

Sealed by a registered mechanical engineer in State of Iowa (when applicable)

- Complete on-site water & sewer plans.
- Complete plumbing floor plan and roof drainage systems for the entire project area.
- Minimum plumbing fixture analysis.
- Plumbing fixture specifications.
- Plumbing fixture connection schedule.
- Drain, waste, and vent sizing isometrics.
- Water pipe and meter sizing calculations.
- Backflow Devices [as required] – Type(s) and Location(s).
- Expansion Tanks [as required] -- Size(s) and Location(s).
- Gas pipe sizing calculations and isometric (if applicable).
- Provide a scaled site plan clearly denoting project location and gas meter locations.
- Provide a floor/roof plan documenting ALL appliance types and locations.
- Provide a one-line gas pipe, sizing diagram:
    - Identify ALL second stage regulators (if applicable).
    - Identify ALL appliance locations and Btu/hr input ratings.
    - Identify on the one-line, ALL branch pipe lengths and sizes.
    - Identify the total developed length of piping from the gas meter, or LPG tank, to the most remote appliance on the entire system.
    - Identify ALL gas pipe materials and locations, i.e., underground, building wall, roof, etc.
    - Specify gas pipe support method and spacing.
    - Address gas venting and combustion air.

ELECTRICAL PLAN

Sealed by a registered engineer registered in Iowa (when applicable)

- Provide a symbol schedule of all symbols and abbreviations used.
- Provide complete electrical site plans showing utility transformer(s) and SES location(s) and all exterior lighting or other wiring.
- Provide a one-line drawing of the complete electrical system showing:
    - System voltage, phase configuration, and available fault current.
    - All subpanels and feeders with conductor sizes and types.
    - Fault current calculations from SES to lowest rated overcurrent device or equipment.
    - Ampere rating of all overcurrent devices.
    - Grounding detail(s).
    - Provide a lighting floor plan including fixture types & wattage.
    - Provide a power floor plan showing receptacles, switches, outlets, etc. (identify if new, existing, relocated).

Label all rooms/areas on all floor plans.
Show the location of all electrical equipment (IE, SES, panels, transformers, etc).
Provide nameplate ratings of all motors, elevators, AC units, and equipment.

- Provide a schedule for each panel showing:
  Voltage, phase configuration, and interrupting rating.
  NEMA enclosure type.
  Ampere rating of all overcurrent devices.
  Load calculations for the SES and all panels.
  Identify any hazardous or classified areas by NEC type.
  Provide lighting power calculations and controls per IECC or ASHRAE 90.1.

STRUCTURAL DRAWINGS

Sealed by a registered engineer registered in the State of Iowa (when applicable)

- General structural notes.
- Design dead loads.
- Design live loads.
- Wind design data.
- Seismic design data.
- Special Loads (if applicable) that are specified by the code.
- Identify all Deferred Submittal Items.
- Identify all special inspection and structural observation requirements.
- Material Specifications
- Geotechnical Information, i.e. Soils Class, Allowable Bearing Pressure, Reference to Geotechnical

- Foundation Plan:
  Indicate shear wall and hold down locations.
  Include separate sheets for “mirrored” plans.
  Footing bearing or top of footing elevations.
  Reinforcement size and placements.
  Anchor size and placements.

- Floor Framing Plan:
  Indicate shear wall and hold down locations
  Include separate sheets for “mirrored” plans
  Framing floor layout and sizes
  Section and detail cuts
  Fire rated assemblies

- Wall Framing Information and Details:
  Shear wall details.
  Brace wall details.
  Header details.
  Section and detail cuts.
  Fire rated assemblies.
  Performance requirements.

- Roof Framing Plan:
  Framing roof layout and sizes.
  Section and detail cuts.
  Fire rated assemblies.
  Performance requirements.

- Structural Details:
  General structural details, connection details and all cut structural details called out from structural.

- Geotechnical Investigation Report:
  Provide one copy of soil report sealed by the geotechnical engineer of record (if applicable).

- Prefabricated Metal Building:

Provide separate manufacturer's construction drawings and calculations that are sealed by the structural engineer of record for the prefabricated metal building.

- Additional drawings may be required depending on the complexity of the project.

Application Fee $25.00

DEMOLITION
PERMIT APPLICATION

PART A IDENTIFICATION	
Owner Name	
Address	
Address Location of the Building(s) to be Removed	
Contact Name of Owner	
Phone Number	**Email Address**

PART B DETAILED INFORMATION
Construction documents and a schedule for demolition must be submitted with this application. The work of demolishing any building shall not be commenced until pedestrian protection is in place and all asbestos material is removed from the site prior to demolition of the structure by a licensed abatement contractor. Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade or in accordance with the code. Provision shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property. Service utility connections shall be discontinued and capped in accordance with the requirements of the applicable utility provider.

PART C CHECK LIST AND APPLICANT INFORMATION		
Applicant		
Address		
City	**State**	**Zip Code**
Phone Number	**Email Address**	

Provide the Following Information: Material Disposal Site Electric & Gas Utility Termination Letters Asbestos Report

Name of Sewer & Water Contractor

Owner's Certification: I certify that the information contained in this application and on any accompanying documents is true and that I have the permission of the property owner to perform the work herein described.

Applicant's Signature: X_____ Date:_____

FOR OFFICE USE ONLY		
Received by	**Date received**	**Permit fee paid**
Permit Number		**Approval Date**

CITY OF TIPTON
ESTABLISHED 1840
407 Lynn Street – Tipton, IA 52772
Phone: (563) 886-6187 Fax: (563) 886-2759

ELECTRIC PERMIT APPLICATION

Building Address _____

Lot No. _____

Owner _____

Electrical Contractor _____ Phone: _____

Date _____ Lic # _____ IA Contractor Reg. # _____

Permit Fees

	Dollar Volume of Work *	Fee
1.	$1 – 1,500	$ 25.00
2.	$1,501 – 5,000	50.00
3.	$5,001 – 25,000	75.00
4.	$25,001 – 50,000	100.00
5.	$50,001 – 75,000	125.00
6.	$75,001 – 100,000	150.00
7.	$100,001 – 125,000	175.00 +

+ Add $25.00 per every $25,000 of valuation thereafter

Description of Work: _____

Your contract price: $ _____ Permit Fee: $ _____

NOTICE: Separate permits are required for building, electrical, plumbing, heating and air conditioning, or signs. This permit becomes null and void if the work or construction authorized has not commenced within 90 days, or if construction or work is suspended or abandoned for a period of 90 days at any time after work is commenced.

I agree to perform the work described herein in accordance with the plans and/or specifications submitted, and with all provisions of the Electrical Code of the City of Tipton

Total Fee _____

Permit No. _____

_____
Signature of Applicant *Date*

Date _____

A PERMIT MUST BE ISSUED PRIOR TO COMMENCEMENT OF WORK.

Please contact the City of Tipton's Inspector, Terry Goerdt at 319-330-9806 with permit questions and for inspections

CITY OF TIPTON
ESTABLISHED 1840
407 Lynn Street – Tipton, IA 52772
Phone: (563) 886-6187 Fax: (563) 886-2759

PLUMBING PERMIT APPLICATION

Building Address _____

Lot No. _____

Owner _____

Plumbing Contractor _____ Phone: _____

Date _____ Lic # _____ IA Contractor Reg. # _____

Quantity	*Quantity*	*Quantity*
___ Sinks	___ Floor Sinks	___ Interceptors
___ Lavatories	___ Water Heaters	___ Other Fixtures
___ Tubs/Showers	___ Water Softeners	
___ Water Closets	___ Laundry Tubs	___ Request for Water Meter
___ Dish Washers	___ Urinals	
___ Clothes Washers	___ Floor Drains	
___ Gas Fired Heating Appl's	___ Grease Traps	

Permit Fees

	Dollar Volume of Work *	Fee
1.	$1 – 1,500	$ 25.00
2.	$1,501 – 5,000	50.00
3.	$5,001 – 25,000	75.00
4.	$25,001 – 50,000	100.00
5.	$50,001 – 75,000	125.00
6.	$75,001 – 100,000	150.00
7.	$100,001 – 125,000	175.00 +

+ Add $25.00 per every $25,000 of valuation thereafter

Description of Work: _____

_____

_____

Value of Plumbing Work: $ _____ Permit Fee: $ _____

NOTICE: Separate permits are required for building, electrical, plumbing, heating and air conditioning, or signs. This permit becomes null and void if the work or construction authorized is not commenced within 90 days, or if construction or work is suspended or abandoned for a period of 90 days at any time after work is commenced.

I agree to perform the work described herein in accordance with the plans and/or specifications submitted, and with all provisions of the Plumbing Code of the City of Tipton

Total Fee _____

Permit No. _____

_____

Signature of Applicant *Date*

Date _____

A PERMIT MUST BE ISSUED PRIOR TO COMMENCEMENT OF WORK.

Please contact the City of Tipton's Inspector, Terry Goerdt at 319-330-9806 with permit questions and for inspections

CITY OF TIPTON
ESTABLISHED 1840
407 Lynn Street – Tipton, IA 52772
Phone: (563) 886-6187 Fax: (563) 886-2759

MECHANICAL PERMIT APPLICATION

Building Address _____

Lot No. _____

Owner _____

Plumbing Contractor _____ Phone: _____

Date _____ Lic # _____ IA Contractor Reg. # _____

Quantity
___ Furnace
___ Geothermal
___ Backflow Preventers
___ Building Sewer/Main Connection
___ Building Water/Main Connection
___ Gas Pipe Outlets
___ Water Heater

Quantity
___ Central Air Units/Cooling Systems
___ Other

Permit Fees

	Dollar Volume of Work *	Fee
1.	$1 – 1,500	$ 25.00
2.	$1,501 – 5,000	50.00
3.	$5,001 – 25,000	75.00
4.	$25,001 – 50,000	100.00
5.	$50,001 – 75,000	125.00
6.	$75,001 – 100,000	150.00
7.	$100,001 – 125,000	175.00 +

+ Add $25.00 per every $25,000 of valuation thereafter

Description of Work: _____

Value of Mechanical Work: $ _____ Permit Fee: $ _____

NOTICE: Separate permits are required for building, electrical, plumbing, heating and air conditioning, or signs. This permit becomes null and void if the work or construction authorized is not commenced within 90 days, or if construction or work is suspended or abandoned for a period of 90 days at any time after work is commenced.

I agree to perform the work described herein in accordance with the plans and/or specifications submitted, and with all provisions of the Plumbing Code of the City of Tipton

Total Fee _____

Permit No. _____

_____
Signature of Applicant *Date*

Date _____

A PERMIT MUST BE ISSUED PRIOR TO COMMENCEMENT OF WORK.

Please contact the City of Tipton's Inspector, Terry Goerdt at 319-330-9806 with permit questions and for inspections

CITY OF WEST BRANCH

BUILDING PERMIT APPLICATION

Project Address_____

Project Description_____

Project Square Feet_____ Project Valuation_____

Note: The Project Valuation shall include total value of work, including materials and labor, for which the permit is being issued, including electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the Building Official, the valuation is underestimated on the application, the final building permit valuation shall be set by the Building Official.

Applicant Name _____ Phone _____

Address_____ Email _____

General Contractor _____ Phone_____

Address_____ Email _____

Subcontractors who will also perform work on this project:

Electrical_____ Plumbing_____ Mechanical_____

Applicant Signature_____ Date_____

FOR OFFICE USE ONLY

Approved / Denied Permit No._____

Zoning Administrator _____ Date_____

Permit fee_____

Sewer connection_____

Water connection _____

Water Meter_____

Radio read_____ Total Cost_____

INSTRUCTIONS FOR BUILDING CONSTRUCTION

1. It is the responsibility of the owner and/or contractor to locate and be able to substantiate exact locations of lot pins.

2. Confirming property lines, buried utilities, easements, restrictive covenants, or association requirements are strictly the responsibility of the owner and/or contractor.

3. The yellow inspection sheet must be displayed in a conspicuous place on the job.

4. The building inspector must be given 48 hours notice by calling city hall (319-643-5888) prior to any of the following inspections and all inspections must be done during regular working hours of 7:00 a.m.-3:00 p.m., Monday – Friday unless otherwise scheduled by the zoning administrator.

5. A Construction Site Erosion and Sediment Control plan and signed acknowledgement form shall be submitted with all new residential building permit applications. No permit will be issued until an initial inspection of the site is conducted and required controls are properly installed.

6. Required inspections for any structure:
   -**Plan Review** (In addition to the site plan sketch 2 sets of blueprints and an energy audit shall be submitted with all new residential construction permit applications to be reviewed prior to issuance of building permit, for all other permits the site plan sketch included with the permit application will be sufficient)
   -**Footings** (must be inspected prior to being poured)
   -**Under slab Plumbing** (must be inspected prior to backfilling trenches)
   -**Rough in** (inspection of rough plumbing, electrical, mechanical and framing must be done prior to the installation of insulation and drywall.
   - **Final** (a final inspection must be passed before any certificate of occupancy will be issued)

7. IOWA ONE CALL (800-292-8989) must be notified prior to excavation of any kind.

8. The permit will expire after one year from date of issuance.

Failure to comply with these instructions will result in the immediate revocation of building permit.

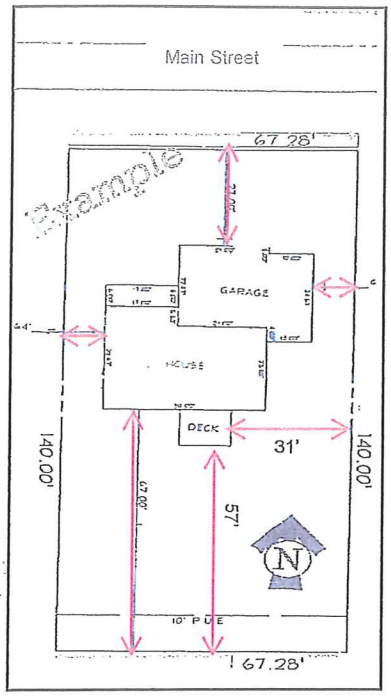
I hereby acknowledge that I have read this document and agree to schedule all inspections that are required for this project and said project will be constructed to meet all applicable codes and ordinances.

Applicant Signature: _____ **Date:** _____

Site Plan - Required

You must show these items:

- the proposed alteration *i.e.: addition, deck, porch, pool, fence.*
- Address including streets and street names.
- Property Lines and dimensions of the property.
- Setbacks: the distance to the property lines (front, rear, sideyards) of the proposed alteration or existing buildings.
- North directional arrow.



Address: _____

GOAL SETTING SESSION RESULTS: 2010-2014

The City Council adopted the following set of goals at their September 15, 2014 Goal Setting Session:

1. Street Upkeep (14)
2. Complete I&I Phase II Work (13)
3. Funding for HHTD Inflatables and Fireworks (12)
3. Pilot 5 Stormwater Best Management Practices (12)
3. Flood Retention Structures (12)
6. Mayor/Council Pay Ordinance (11)
6. Trail Expansion (11)
8. Municipal Golf Course (10)
9. Add 4th Full-Time Police Officer (9)
9. Implement CIP into FY16 Budget (9)
9. Code Revisions (9)
12. Provide online payment option for utility bills (8)
13. Creek Clean-Up (7)
14. Adopt a PTO Plan, Disability and Maternity/Adoption Policy (4)
14. Place Cemetery Information Online (4)
16. Later Office Hours (3)

The City Council adopted the following set of goals at their September 3, 2013 Goal Setting Session:

1. Capital Improvement Plan (CIP) to include sidewalks (20)
2. Bus Barn/Library discussion between Council and School Board (17)
3. Park planning process (14)
4. Renew partnership with CEDCO (13)
5. Street upkeep (11)
6. Funding for HHTD inflatables and fireworks (10)
6. Place cemetery information online (10)
6. Creek Clean-Up (litter clean-up, stream bank stabilization, brush removal, and native plantings, especially at Main Street Bridge (10)
9. Adopt a stormwater utility (9)
10. Electronic Council packets (IPads, Kindles, Nooks or notebook computers) (8)
10. Continue trail expansion (8)
12. Bike racks downtown (4)

The City Council adopted the following set of goals at their October 9, 2012 Goal Setting Session:

1. Make repairs to wastewater infrastructure identified in I & I Study (27)
2. Continue I&I work (21)
3. New lift station (12)
4. Develop comp plan and CIP plan (11)
5. Acquire automated water meter reading equipment (10)
6. Two pedestrian bridges across the Wapsi Creek - WB Village to Hoover Trail and Beranek Park to the proposed dog park (10)
7. Street Upkeep (10)
8. Plan for future community center site acquisition and/or purchase (9)
9. Creek clean up (8)
10. Work with School District to increase safety of children going to and from the elementary/middle school complex (7)
11. Adopt plan for Wapsi Creek Park based on recommendations from the Park & Rec Commission (6)
12. Work with Animal Control Commission and community organizations to construct a dog park (5)
13. Update City's Zoning Map (3)

The City Council adopted the following set of goals at their September 19, 2011 Goal Setting Session:

1. Offer for sale the Cookson Center Property and plan for future community center site acquisition and/or purchase. (10 votes)
2. Parking on Main Street between Parkside Dr and Second Street. (9 votes)
3. Creek clean up. (8 votes)
4. Create stormwater utility. (7 votes)
5. Adopt plan for park space (Wapsi View Trailer Court) based on recommendations from the Park & Rec Commission. (7 votes)
6. Continue I&I work (7 votes)
7. Develop comp plan and CIP plan. (7 votes)
8. Adopt financial and purchasing policies including spending limits and debt limits. (7 votes)
9. Increase funding for Hoover's Hometown Days, including band for fireworks and larger fireworks display. (6 votes)
10. Make repairs to wastewater infrastructure identified in I & I Study. (6 votes)
11. New lift station (6 votes)
12. Provide raises for employees in FY 11 & 12 (6 votes)
13. Update resolution and ordinance books (5 votes)
13. Clear site of Wapsi View Trailer Court and plant grass. (4 votes)
14. Continue second year of funding of the three-year plan to bring up salaries at Library. (4 votes)

September 19, 2011 Goal Setting Session Results (continued):

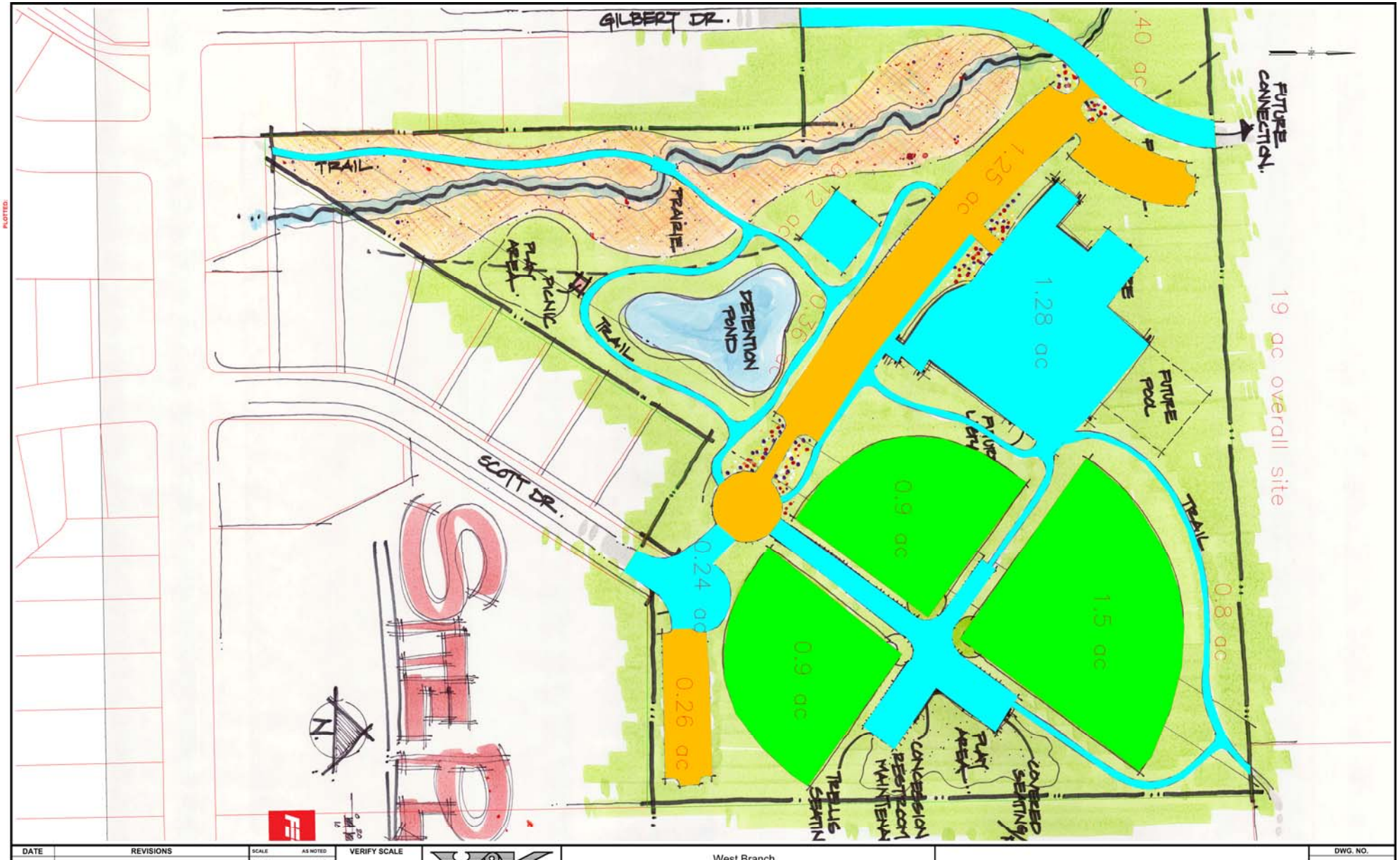
15. Work with School District to increase safety of children going to and from the elementary/middle school complex. (4 votes)
16. Increase partnership and level of support for West Branch Main Street. (4 votes)

The City Council adopted the following set of goals at their September 1, 2010 Goal Setting Session:

1. Consolidate City offices (19 votes)
2. Provide raises for employees in FY 2011/2012 (17 votes)
3. New lift station (15 votes)
4. Continue I&I work (15 votes)
5. Plan for Park and Rec building – Cookson. (15 votes)
6. Look at consolidating cleaning services (10 votes)
7. Adopt a PTO plan. Comp to be used as time off only (9 votes)
8. Contract with independent financial advisor (7 votes)
9. Have a teen program for summer (7 votes)
10. Library expansion (7 votes)
11. Acciona to build wind turbine to power City buildings. &/or whole town. (7 votes)
12. Make administrative assistant full time position. (6 votes)
13. Develop comp plan and CIP plan (6 votes)
14. Update resolution and ordinance books (6 votes)
15. Sidewalk plan - repair current sidewalks. Build new sidewalks. (4 votes)
16. Growing population. Need more police officers. (4 votes)
17. Repaint water tower (3 votes)
18. Annex the interstate (3 votes)
19. Conduct an annexation study. (1 vote)
20. Increase revenue for the City (1 vote)

Storm Study Results for Pedersen Valley

	Pedersen Valley Storm Study			
	On site			
	Pre	**Post**	**Post**	**Post**
Size (acre)	14.5	14.5	14.5	14.5
Land Use	Row Crop (SR+CR)	Ball Field & Park	Residential Housing	Residential Housing
Impervious Area (Acre)	0	8 acre	Sudas (recommendation)	Weighted
Water Shed Length (ft)	970	970	970	970
TOC (Min)	15	15	15	15
Runoff Coefficient	0.17	0.41	0.41	0.41
NRCS CN	82	98 & 80	87	98 & 65 (1/2 lawn ½ imp)
CN (average)	82	89.9 (84 w/ bmp)	87	82
Hyd. Volume (Cuft)				
5yrs	49,791	64,648	52,827	49,791
50yrs	71,321	78,278	75,670	71,321
100yrs	78128	85,750	82,892	78,128
Runoff Q (cfs)				
5yrs	55.32	60.72	58.70	55.32
50yrs	79.25	86.98	84.08	79.25
100yrs	86.81	95.28	92.10	86.81
Detention Volume (cuft)		62,459		
Pipe Size (inch)		15		
Free Board (ft)		0.6		
Release Rate (100 yr)		10.61		



DATE	REVISIONS		
		SCALE	AS NOTED
		DRAWN	DRS
		CHECKED	####
		APPROVED	####
		DATE	1-6-12
		ISSUED FOR	ESTIMATE

VERIFY SCALE

BAR IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

VEENSTRA & KIMM, INC.

860 22nd Avenue • Suite 4 • Coralville, Iowa 52241-1565
319-466-1000 • 319-466-1008(FAX) • 888-241-8001(WATS)

West Branch
Iowa

PEDERSEN VALLEY PARK CONCEPT

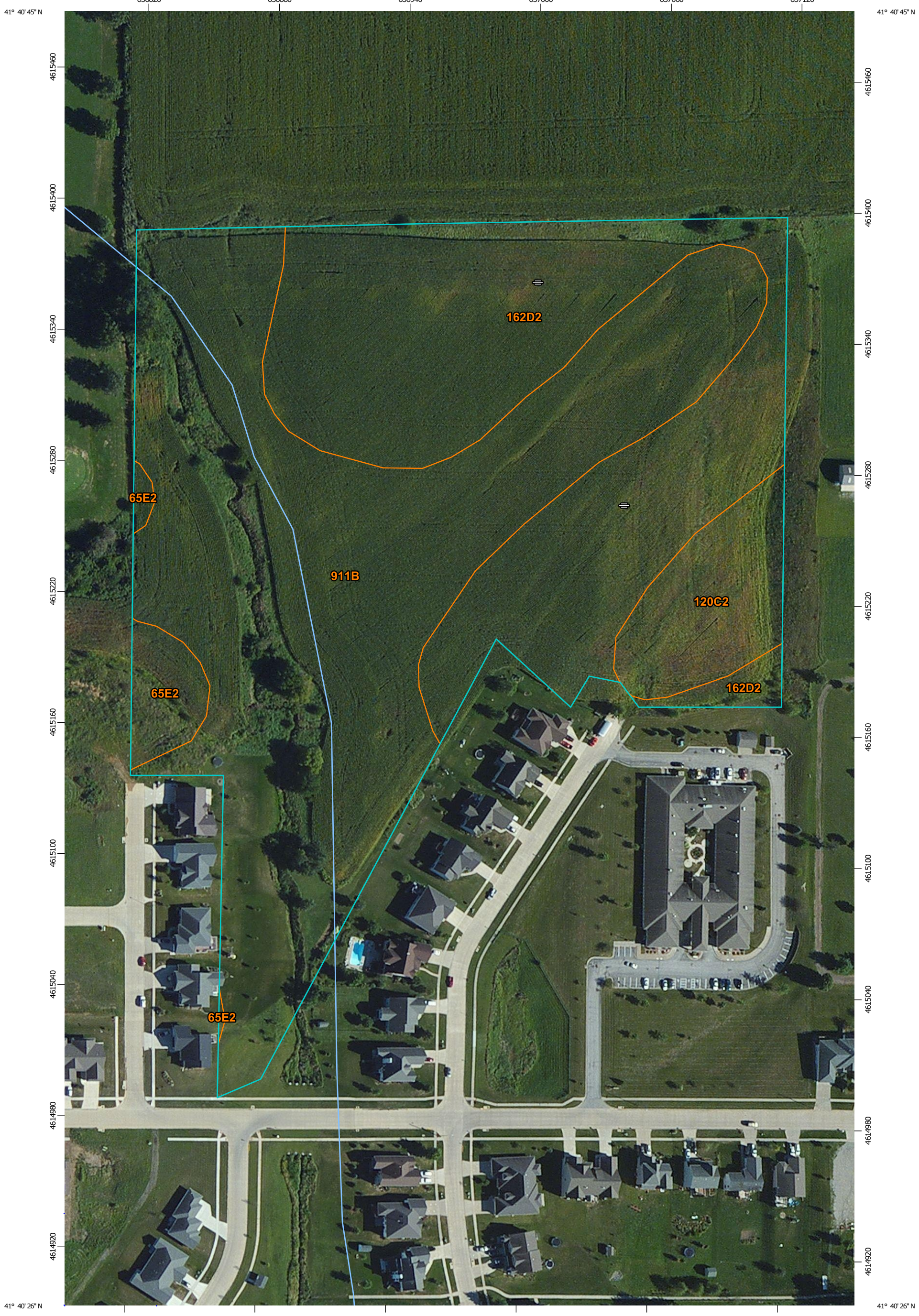
DWG. NO. 1

PROJECT ####

PLOTTED:

FILE PATH:

Soil Map—Cedar County, Iowa
(Pederson Valley Storm Study)



Map Scale: 1:1,660 if printed on B portrait (11" x 17") sheet.

N

Meters
0 20 40 80 120

Feet
0 50 100 200 300

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 15N WGS84

MAP LEGEND

Area of Interest (AOI)
- Area of Interest (AOI)

Soils
- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

Special Point Features
- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

Water Features
- Streams and Canals

Transportation
- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

Background
- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:12,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL: http://websoilsurvey.nrcs.usda.gov
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Cedar County, Iowa
Survey Area Data: Version 18, Dec 11, 2013

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Apr 12, 2011—Sep 11, 2011

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Cedar County, Iowa (IA031)			
Map Unit Symbol	**Map Unit Name**	**Acres in AOI**	**Percent of AOI**
65E2	Lindley loam, 14 to 18 percent slopes, moderately eroded	0.5	2.6%
120C2	Tama silty clay loam, 5 to 9 percent slopes, moderately eroded	1.2	6.5%
162D2	Downs silt loam, 9 to 14 percent slopes, moderately eroded	7.1	37.1%
911B	Colo-Ely complex, 2 to 5 percent slopes	10.3	53.8%
Totals for Area of Interest		**19.2**	**100.0%**