

City of West Branch

~A Heritage for Success~

110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

PLANNING AND ZONING COMMISSION MEETING

Tuesday, May 24, 2016 • 7:00 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 Agenda/Consent Agenda/Move to action.
 - a. Approve minutes from the April 12, 2016 Planning and Zoning Commission Meeting.
4. Public Hearing/Non-Consent Agenda
 - a. Approve the Plastic Products Site Plan./Move to action.
 - b. Approve the Kum N Go Retaining Wall Site Plan./Move to action.
 - c. Wayne and Steve Lynch, Lynch's Plumbing, Inc. – Lynch Heights Subdivision Update
 - d. Jerry Sexton – Presentation of Preliminary Concept Plan for the development of Cedars Edge Golf Course.
 - e. Jonny Stax, Jonny Stax Presents, Inc. – Promoting West Branch.
 - f. Discussion of future land use map, specifically for zoning on West Main Street.
 - g. Discussion on Update to the West Branch Comprehensive Plan.
 - h. Recommend approval of Ordinance 740, amending Chapter 165 "Zoning Regulations." /Move to action.
5. City Staff Reports
 - a. Zoning Administrator Paul Stagg - Updated West Branch Urban Renewal Plan
 - b. Zoning Administrator Paul Stagg – Rules of Procedure
 - c. Zoning Administrator Paul Stagg - Residential Plot Plan
 - d. Zoning Administrator Paul Stagg – Property Maintenance Code
6. Comments from Chair and Commission Members
7. Next Regularly Scheduled Commission Meeting – July 26, 2016 at 7:00 p.m.
8. Adjourn

Planning & Zoning Commission Members: Chair John Fuller, Vice Chair Ryan Bowers, LeeAnn Aspelmeier, Sally Peck, Clara Oleson, Liz Seiberling, Gary Slach • **Zoning Administrator:** Paul Stagg • **Deputy City Clerk:** Leslie Brick
Mayor: Roger Laughlin • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

City of West Branch Planning & Zoning Commission Meeting
April 12, 2016
West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:32 p.m. welcoming the audience and following City Staff; Zoning Administrator Paul Stagg and Deputy City Clerk Leslie Brick. Commission Members, Ryan Bowers, Liz Seiberling, Gary Slach, LeeAnn Aspelmeier and Clara Oleson. Absent: Sally Peck

Approve Agenda/Consent Agenda

Motion by Bowers, second by Oleson to approve the agenda. Absent Peck. Motion carried on a voice vote.

Approve minutes from the February 23, 2016 Planning & Zoning Commission Meeting./Move to action

Motion by Oleson, second by Bowers to approve the February 23, 2016 minutes. Absent: Peck. Motion carried on a voice vote.

Approve minutes from the March 22, 2016 Planning and Zoning Commission Meeting./Move to action.

Fuller noted that Zoning Administrator Paul Stagg was to remind the commission of the individual assignments on the Comp Plan review and requested that it be updated in the minutes.

Motion by Bowers, second by Slach to approve the minutes with the requested changes. Aspelmeier and Oleson abstained. Absent: Peck. Motion carried on a voice vote.

Approve a recommendation to the City Council for the rezoning of the following described parcels located in the Meadows Subdivision: Portions of Auditor Parcel G. Rezoning Parcel #1: R-1 to RB-1./Move to action.

DESCRIPTION - REZONING TRACT #1 (R-1 TO RB-1) - Beginning at the Southwest Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence N01°19'13"W, along the West Line of said Auditor Parcel "G", 755.33 feet; Thence N88°40'47"E, 157.95 feet; Thence S81°06'34"E, 108.86 feet; Thence S74°08'16"E, 365.98 feet; thence S57°30'03"E, 273.91 feet; Thence S02°51'42"E, 452.25 feet, to a Point on the South Line of said Auditor Parcel G; Thence S87°06'47"W, along said South Line, 854.78 feet, to the Point of Beginning. Said Rezoning Tract contains 12.77 Acres (556,235 square feet), and is subject to easements and restrictions of record.

Brad Larson of KLM Development described the approximately 12 acre zoning change would allow for more affordable housing such as apartments, multi-plex housing as well as some commercial uses.

Mayor Laughlin and school board member, Mike Owen spoke in favor of the zoning change.

Commission members Slach and Bowers spoke in favor of the change to enhance the cities future growth.

Fuller was opposed to the change citing his desire to see the downtown area be used for redevelopment.

Aspelmeier was opposed due to traffic safety concerns at the intersection of West Main Street and Cedar –Johnson Road.

Motion by Oleson, second by Bowers to approve recommendation for rezoning parcel #1: R-1 to RB-1.

AYES: Oleson, Bowers, Seiberling, Slach. NAYS: Aspelmeier and Fuller. Absent: Peck. Motion carried.

Approve a recommendation to the City Council for the rezoning of the following described parcels located in the Meadows Subdivision: Portions of Auditor Parcel G. Rezoning Parcel #3: R-1 to RB-1./Move to action.

DESCRIPTION - REZONING TRACT #3 (R-1 TO RB-1) - Commencing at the Southeast Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence N00°40'57"E, along the East Line of said Auditor Parcel "G", 46.71 feet; Thence S87°07'22"W, along said East Line, 350.51 feet, to the POINT OF BEGINNING; Thence continuing S87°07'22"W, 113.67 feet; Thence Northwesterly, 40.82 feet along a 25.00 foot radius curve, concave Northeasterly, whose 36.44 foot chord bears N46°05'56"W; Thence N00°40'47"E, 233.75 feet; Thence S89°19'13"E, 140.00 feet, to a Point on the East Line of said Auditor Parcel "G"; Thence S00°40'47"W, along said East Line, 251.65 feet, to the Point of Beginning. Said Rezoning Tract #3 contains 0.82 Acre (35,685 square feet), and is subject to easements and restrictions of record.

Brad Larson of KLM Development described the area that this zoning change would affect would be the first three lots on the east side of the future Dawson Drive. Larson also mentioned that they do have a potential buyer for the property and that it would be a small medical office business type. Fuller is opposed to the zoning change citing his desire to see the downtown area be used for development and new business.

Motion by Oleson, second by Bowers to approve recommendation for rezoning parcel #3: R-1 to RB-1. AYES: Oleson, Bowers, Slach, Seiberling, Aspelmeier. NAYS: Fuller. Absent: Peck. Motion carried.

Approve Meadows Subdivision – Part 2 Preliminary Plat./Move to action.

City Engineer Dave Schechinger provided an overview of the preliminary plat checklist and noted that several items had been addressed by the developers engineering firm. Schechinger also noted a recent concern to be addressed with lot 41 with regard to storm water which may affect other lot sizes.

Schechinger will work with the developers to finalize the needed changes. Oleson made a motion to approve the preliminary plat contingent upon a resolution of item 9 on the engineer's checklist and the revisions of the lot lines of lots 35-41. Bowers requested an amendment to the motion to include an approval of a variance for a mid-block crossing and street grade.

Motion by Bowers, second by Slach to amend the first motion by Oleson. AYES: Bowers, Slach, Seiberling, Oleson, Fuller, Aspelmeier. Absent: Peck. Motion carried.

Motion by Oleson, second by Bowers to approve the Meadows Subdivision –Part 2 Preliminary Plat based on the contingencies. AYES: Oleson, Bowers, Aspelmeier, Fuller, Seiberling and Slach. Absent: Peck. Motion carried.

Approve recommendation to the City Council to approve a variance on street grades for the Meadows Subdivision – Part 2./Move to action.

Motion by Bowers, second by Aspelmeier to approve a variance on street grades. AYES: Bowers, Aspelmeier, Fuller, Seiberling, Slach. Oleson abstained. Absent: Peck. Motion carried.

Zoning Administrator Paul Stagg – Discussion of Plastic Products Site Plan.

Stagg advised the commission that a site plan would be forth coming from Plastics Products. The company wishes to build a small building used for storage.

Public hearing on the matter of rezoning of the following described parcel, located at 203 N. Downey Street in West Branch, Iowa from Residence R-3 Multiple Family District to Central Business CB-1 District:

That part of Lots 5, 6, 11, 12 and a portion of the vacated alley all in Block 35 of the Town of Cameron now West Branch, Cedar County, Iowa being more particularly described as follows: Commencing as a point of reference at the Southeast corner of said Lot 12; thence South 89°05'06" West 97.20 feet along the North right-of-way line of Green Street (assumed bearing for this description only) to the point of beginning; thence continuing South 89°05'06" West 162.38 feet along said North right-of-way line to a point of intersection with the East line of Downey Street; thence North 0°56'52" West 94.00 feet along the East right-of-way line of Downey Street to the Northwest corner of the South 17 feet of said Lot 6; thence North 89°05'06" East 99.87 feet along the North line of the South 17 feet of said Lot 6; thence North 0°52'22" West 60.00 feet along the West line of the East 22 feet of said Lot 6 to a point of intersection with the South right-of-way line of a alley; thence North 89°05'06" East 62.30 feet along said South right-of-way line; thence South 1°00'03" East 154.00 feet to the point of beginning and containing 0.44 acre more or less.

Public Hearing opened at 8:50 p.m. Rev. Alexis Johnson presented the church's plan to add an elevator to increase accessibility to the building. The project also includes some structural changes including the entryway bridge to the building and a new retaining wall and additional lighting. There were no comments from the public. Public Hearing closed at 8:53 p.m.

Approve a recommendation to the City Council for the rezoning of the following described parcel, located at 203 N. Downey Street in West Branch, Iowa from Residence R-3 Multiple Family District to Central Business CB-1 District./Move to action.

That part of Lots 5, 6, 11, 12 and a portion of the vacated alley all in Block 35 of the Town of Cameron now West Branch, Cedar County, Iowa being more particularly described as follows: Commencing as a point of reference at the Southeast corner of said Lot 12; thence South 89°05'06" West 97.20 feet along the North right-of-way line of Green Street (assumed bearing for this description only) to the point of beginning; thence continuing South 89°05'06" West 162.38 feet along said North right-of-way line to a point of intersection with the East line of Downey Street; thence North 0°56'52" West 94.00 feet along the East right-of-way line of Downey Street to the Northwest corner of the South 17 feet of said Lot 6; thence North 89°05'06" East 99.87 feet along the North line of the South 17 feet of said Lot 6; thence North 0°52'22" West 60.00 feet along the West line of the East 22 feet of said Lot 6 to a point of intersection with the South right-of-way line of a alley; thence North 89°05'06" East 62.30 feet along said South right-of-way line; thence South 1°00'03" East 154.00 feet to the point of beginning and containing 0.44 acre more or less.

Commission members Seiberling and Bowers abstained from voting due to a professional conflict of interest. Commission member Oleson abstained due to a conflict in the proximity of her primary residence.

Motion by Slach, second by Aspelmeier to approve recommendation for rezoning. AYES: Slach, Aspelmeier, Fuller. Abstain: Bowers, Seiberling, Oleson. Absent: Peck. Motion carried.

Approve West Branch United Methodist Church Site Plan./Move to action.

Commission members Seiberling and Bowers abstained from voting due to a professional conflict of interest. Commission member Oleson abstained due to a conflict in the proximity of her primary residence.

Motion by Aspelmeier, second by Slach to approve. AYES: Aspelmeier, Slach, Fuller. Abstain: Bowers, Seiberling, Oleson. Absent: Peck. Motion carried.

Approve Wapsi Creek Park and Lions Field Park Improvements Site Plan./Move to action.

Brian Boelk of HBK Engineering presented the plans for Wapsi Creek and Lions Field. Improvements include a parking lot, sidewalk and playground at Wapsi Creek Park and restroom facility and concrete sidewalk to the soccer fields. Boelk noted that both walkways would be ADA compliant. Parks & Recreation Director Melissa Russell provided a timeline of bids to be taken in May with construction starting in June of 2016.

Motion by Oleson, second by Seiberling to approve the site plan. AYES: Oleson, Seiberling, Slach, Fuller, Bowers, Aspelmeier. Absent: Peck. Motion carried.

Discussion on Update to the West Branch Comprehensive Plan.

Stagg stated that he would send an email to the commission members on their assignments.

Discussion of the proposed Amended and Restated West Branch Urban Renewal Plan.

Stagg identified items that had been updated to the plan and asked if the commission had any recommendations for additions or deletions to projects listed. Fuller commented that he felt the commission should have adequate time to review and suggested that this item be placed on the next agenda.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

Slach identified areas that need to be addressed at the north end of Lions Field and the connection to Green View.

Next Commission Meeting – May 24, 2016 at 7:00 p.m.

Adjourn

Fuller adjourned the Planning & Zoning meeting at 9:22 p.m.

-001
26.74 AC

58.49 ft

57.33 ft

58.94 ft



Proposed building

-003
4 AC

-002
11.58 AC

RCIAL SUB., RESUB. OF LOTS 1 AND 2

RETAINING WALL REPLACEMENT



620 S. DOWNEY STREET
WEST BRANCH, IOWA 52358



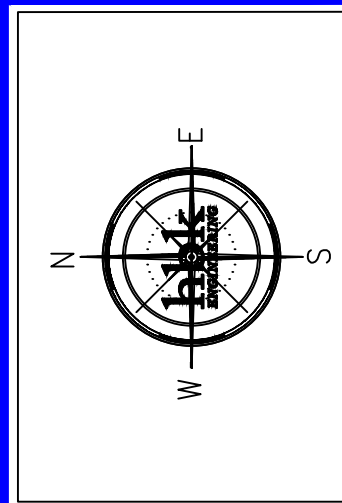
KUM & GO
STORE #254

INDEX OF SHEETS	
NO.	DESCRIPTION
	CIVIL
C1	TITLE SHEET
C2	GENERAL NOTES
C3	PROPOSED WALL PLAN & PROFILE
C4	PROPOSED WALL PLAN & PROFILE
	STRUCTURAL
S1	RETAINING WALL SECTIONS
S2	RETAINING WALL DETAILS

hbk ENGINEERING

**509 SOUTH GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557 FAX: (319) 358-2937
STATE OF IOWA, DEPARTMENT OF LABOR
WORKFORCE NO. 00527328**

[illegible]



PROJECT NUMBER:
15-1088

PROJECT:

**RETAINING WALL
REPLACEMENT**

ENGINEER:

hbk
ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
CHICAGO, IL 60605
PHONE: (312) 338-2857
FAX: (312) 358-2937

IOWA DEPARTMENT
OF LABOR
REGISTRATION
NC, 00327326

WWW.HBKENGINEERING.COM

OWNER:
COLE KG (254)
WEST BRANCH IA, LLC
620 S. DOWNEY ST
WEST BRANCH, IA
52358

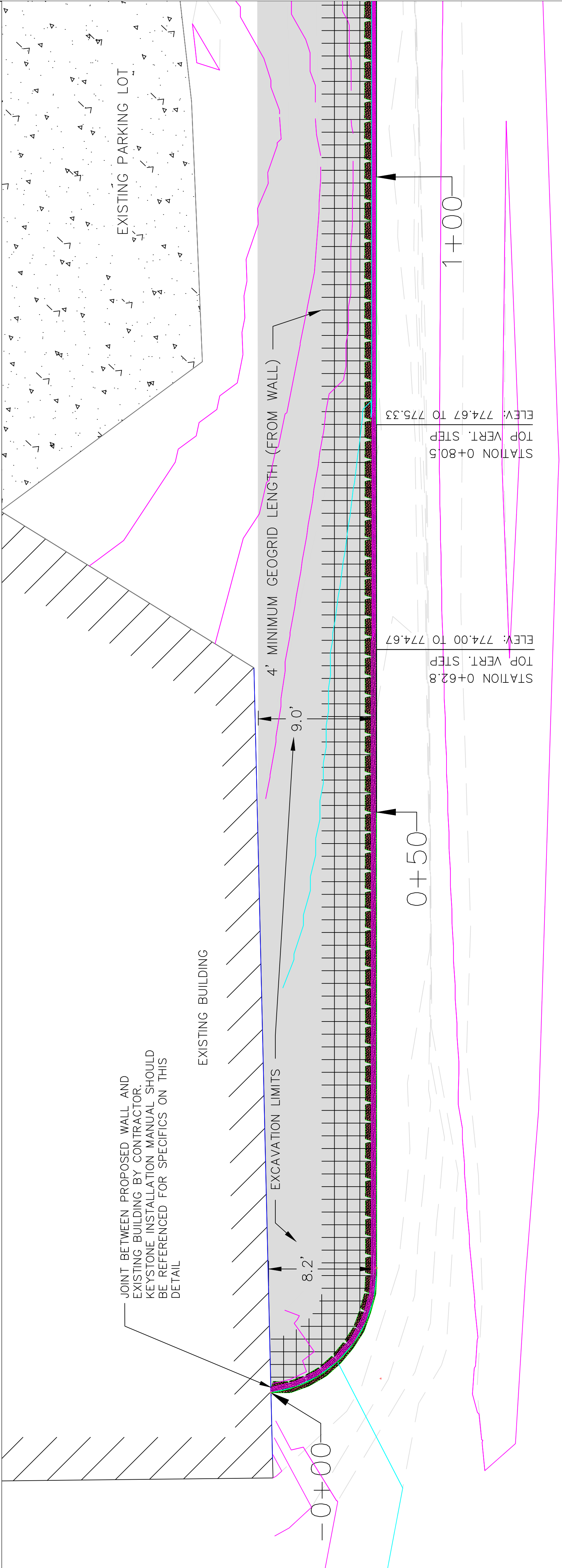
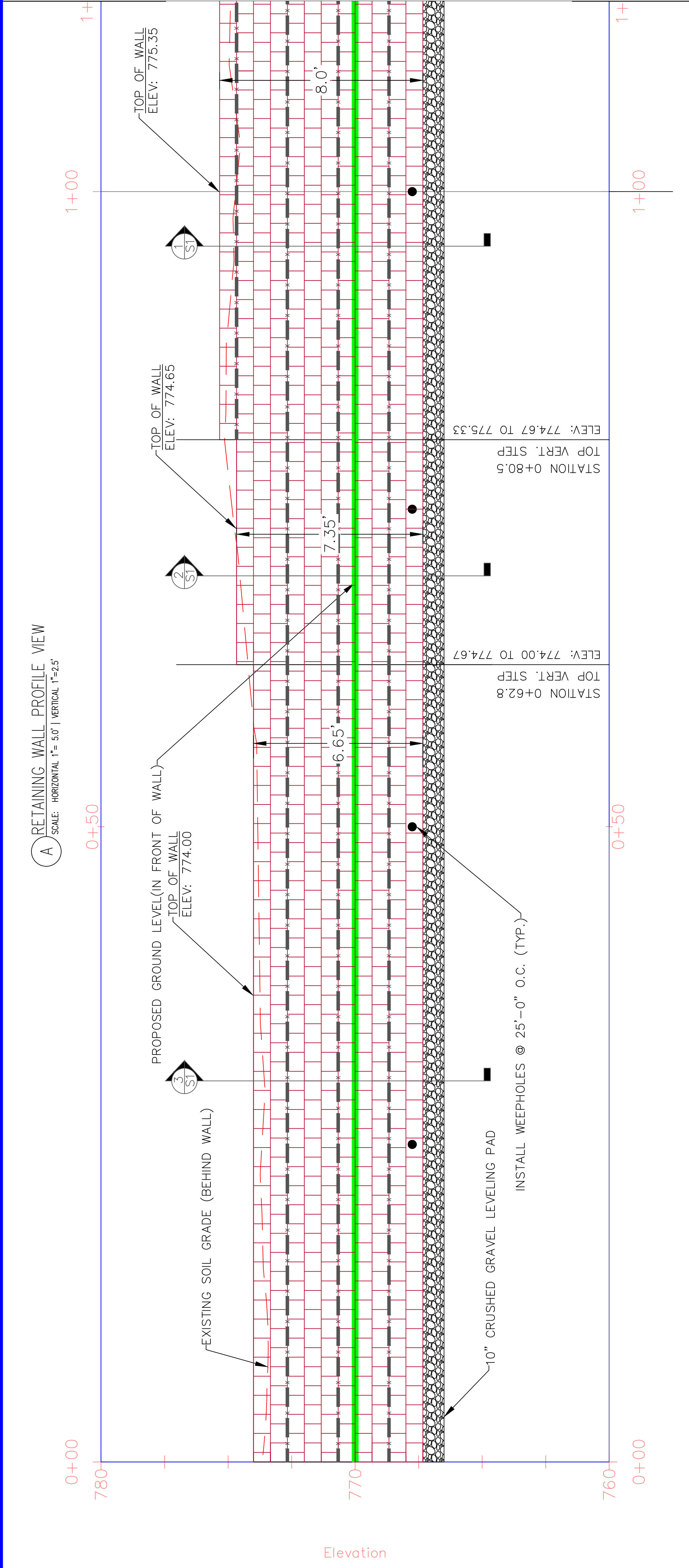
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FOLDER NAME:	151088
DATE CREATED:	1/22/16

[illegible]

PROJECT MANAGER:
RAD

SHEET: 03



RETAINING WALL PLAN VIEW

ENGINEER:

hbk

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

**IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328**

WWW.HBKENGINEERING.COM

OWNER:

COLE KG (254)
WEST BRANCH IA, LLC
620 S. DOWNEY ST
WEST BRANCH, IA
52358

CONTRACTOR:

TO BE DETERMINED

FOLDER NAME: 151088

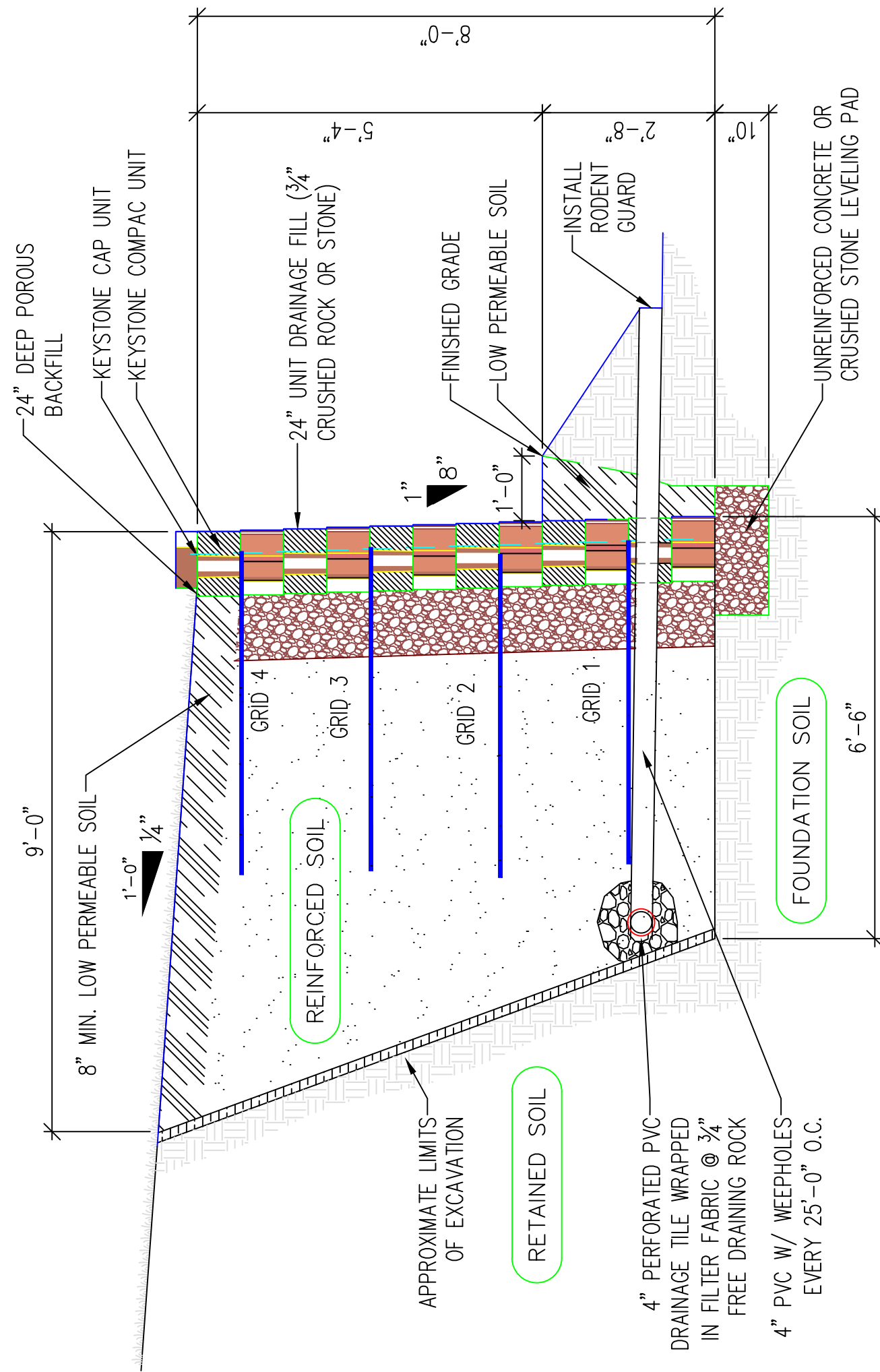
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PROJECT MANAGER

RAD

15



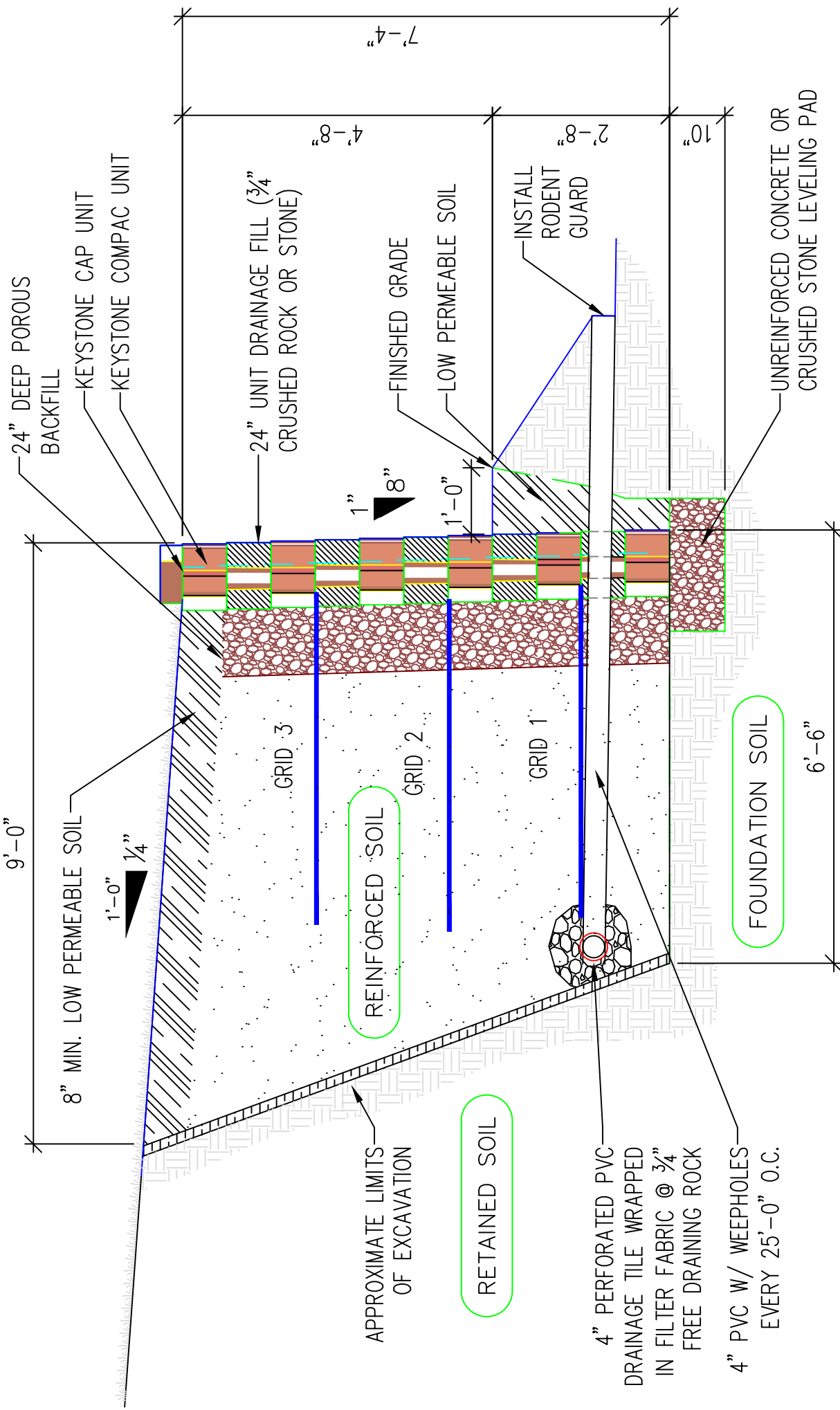
GRID DIMENSIONS		
GRID #	HEIGHT*	DEPTH
1	1.33 Ft	4.50 Ft
2	3.33 Ft	4.50 Ft
3	5.33 Ft	4.50 Ft
4	7.33 Ft	5.00 Ft

NOTE:

1. WRAP DRAINAGE TILE IN $\frac{3}{4}$ " AGGREGATE AND FILTER FABRIC WITH DRAINAGE COMPOSITE OR AGGREGATE BACK DRAIN SYSTEM
2. CONTRACTOR RESPONSIBLE FOR EXCAVATION PROTECTION
3. GEOGRID PRODUCT: MIRAFI 3XT GEOGRIDS OR APPROVED EQUAL
4. COMPAQ UNIT - 8V:1H BATTER

1 8'-0" REINFORCED WALL SECTION

SCALE: 1/2"=1'-0"



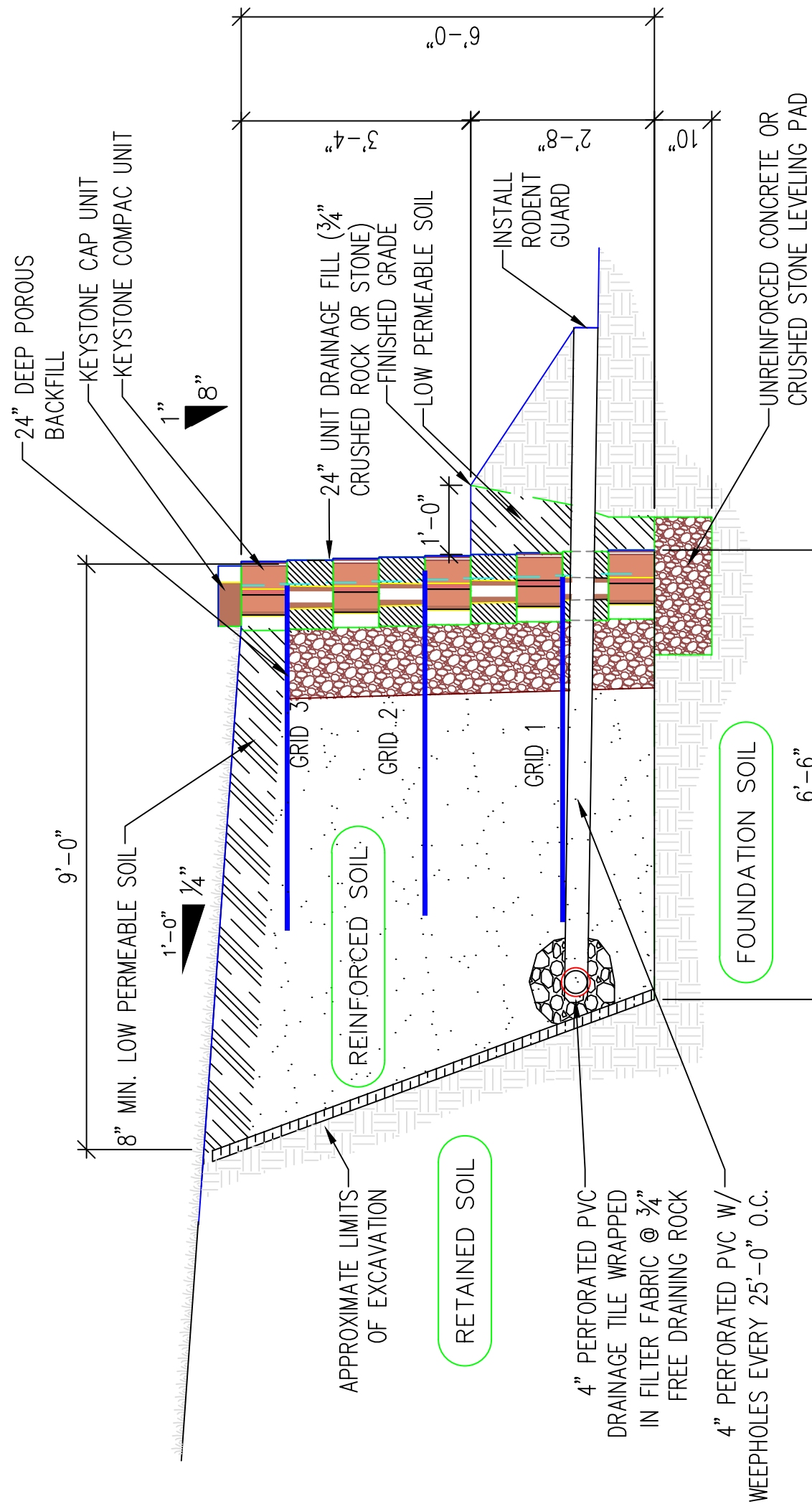
GRID DIMENSIONS			
GRID #	HEIGHT*	DEPTH	GEOGRID PRODUCT
1	1.33 Ft	4.50 Ft	MIRAFI 3XT GEOGRIDS
2	3.33 Ft	4.50 Ft	MIRAFI 3XT GEOGRIDS
3	5.33 Ft	5.00 Ft	MIRAFI 3XT GEOGRIDS

NOTE:

1. WRAP DRAINAGE TILE IN 3/4" AGGREGATE AND FILTER FABRIC WITH DRAINAGE COMPOSITE OR AGGREGATE BACK DRAIN SYSTEM
2. CONTRACTOR RESPONSIBLE FOR EXCAVATION PROTECTION
3. GEORID PRODUCT: MIRAFI 3XT GEORIDS OR APPROVED EQUAL
4. COMPAQ UNIT – 8V:1H BATTER

7'-4" REINFORCED WALL SECTION

SCALE: 1/2"=1'-0"



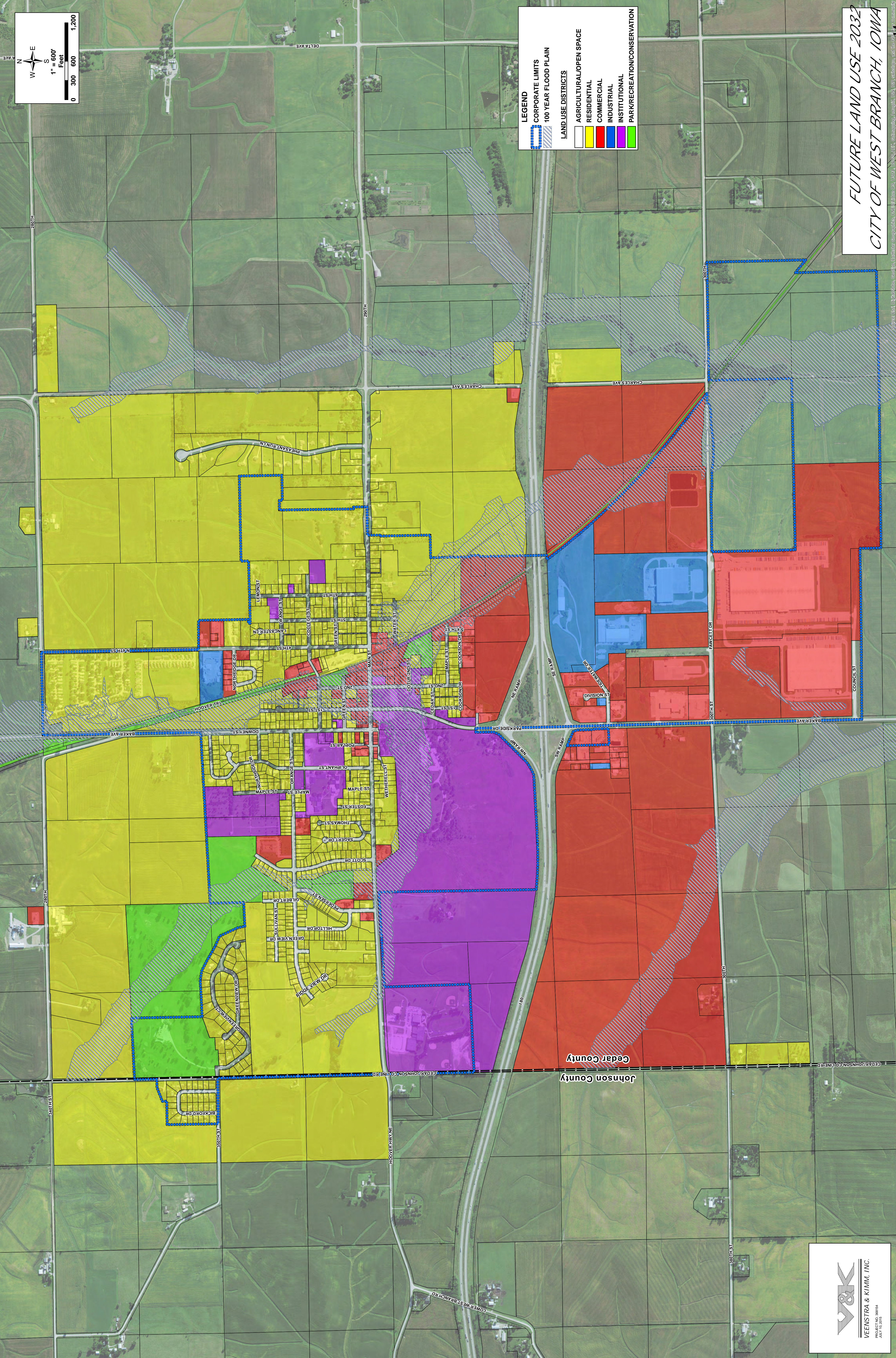
GRID DIMENSIONS			
GRID #	HEIGHT*	DEPTH	GEOGRID PRODUCT
1	3.33 Ft	4.00 Ft	MIRAFI 3XT GEOGRIDS
2	3.33 Ft	4.00 Ft	MIRAFI 3XT GEOGRIDS
3	5.33 Ft	4.50 Ft	MIRAFI 3XT GEOGRIDS

NOTE:

1. WRAP DRAINAGE TILE IN 3/4" AGGREGATE AND FILTER FABRIC WITH DRAINAGE COMPOSITE OR AGGREGATE BACK DRAIN SYSTEM
2. CONTRACTOR RESPONSIBLE FOR EXCAVATION PROTECTION
3. GEGRID PRODUCT: MIRAFI 3XT GEOGRIDS OR APPROVED EQUAL
4. COMPAQ UNIT - 8V:1H BATTER

6'-0" REINFORCED WALL SECTION

SCALE: 1/2"=1'-0"



N

W

E

S

1" = 600'

Feet

0 300 600 1,200

LEGEND

CORPORATE LIMITS

100 YEAR FLOOD PLAIN

LAND USE DISTRICTS

AGRICULTURAL/OPEN SPACE

RESIDENTIAL

COMMERCIAL

INDUSTRIAL

INSTITUTIONAL

PARK/RECREATION/CONSERVATION

FUTURE LAND USE 2032
CITY OF WEST BRANCH, IOWA

VEENSTRA & KIMM, INC.

PROJECT NO. 2018-04
DATE: 10/20/2018

From: [Paul Stagg](#)
To: [John-w Fuller](#); ["Ryan Bowers"](#); [Slachconstruction](#); ["LeeAnn Aspelmeier"](#); [Sallipeck](#); [Coleson](#); ["Elizabeth A. Seiberling"](#)
Cc: [Matt Muckler](#)
Subject: Comp plan review
Date: Wednesday, May 18, 2016 10:53:57 AM

Members of the Planning & Zoning Commission,

It was asked as a task for the members of the Commission at the September 22nd meeting to investigate the material in one of the subject area chapters of the comp plan so that the investigator could lead the group in a discussion of that chapter to jointly determine whether there is a reason to propose changes or additions to the chapter as part of a 2016 revision of the plan.

As a reminder before our upcoming meeting on the 24th, here is a list of the chapters of the comp plan and the member assigned to them:

Chapter 6: Housing (Liz)

Chapter 7: Economic Development (Clara)

Chapter 8: Public Infrastructure and Utilities (Ryan)

Chapter 9: Transportation (John)

Chapter 10: Hazard Mitigation (Sally)

Chapter 11: Parks, Recreational Facilities and Programs (Gary)

Chapter 12: Public and Community Facilities (Leann)

Thanks,
Paul

--

Paul Stagg

Zoning Administrator

City of West Branch

110 N. Poplar, PO Box 218

West Branch, IA 52358

319-643-5888 office

319-631-0716 cell

319-643-2305 fax

<mailto:pauls@westbranchiowa.org>

ORDINANCE NO. 740

AN ORDINANCE AMENDING CHAPTER 165 “ZONING REGULATIONS.”

WHEREAS, the city staff of the City of West Branch, Iowa, believes that allowances for temporary directional signage for open house events in the city right-of-way should be allowed the Code section related to “For Sale” and “To Rent” signs; and

WHEREAS, the city staff of the City of West Branch, Iowa, believes that a clarification in the language contained within *Section 165.43 SIGNS* in the Zoning Code will aide Realtors and others wishing to buy and sell homes; and

WHEREAS, local Realtors have reviewed and provided input on these recommendations; and

WHEREAS, the City Council of the City of West Branch, Iowa has reviewed these recommendations and concurs with the city staff.

NOW, THEREFORE, BE IT ORDAINED:

1. BE IT ENACTED by the City Council of West Branch, Iowa, that Chapter 165 “ZONING REGULATIONS” of the Code of West Branch, Iowa is hereby amended by revising the following subsection to Chapter 165:

165.43 SIGNS. – Amend as follows:

165.43(1) Permitted Signs, R District.

165.43(1) (B) “For Sale” and “To Rent” Signs, subject to the following:

165.43(1) (B) (2) No sign shall project beyond the property line into the public way, **except for an open house or similar event. For an open house, portable off-premises residential directional signs announcing directions to a specific residence open house for sale or rent shall not exceed 42 inches in height. These signs may be located on the right-of-way outside of vehicular and bicycle lanes, but shall only be permitted for 48 hours prior to the open house and must be removed immediately after the open house.**

2. This amendment to the ordinance shall be in full effect from and after its publication as by law provided.

3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
4. If any section, provision, or part of this ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any part, section, or provision thereof not adjudged invalid or unconstitutional.

Passed and approved this 6th day of June, 2016.

First Reading: June 6, 2016

Second Reading:

Third Reading:

Roger Laughlin, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

Prepared by: Kevin D. Olson, West Branch City Attorney, PO Box 5640, Coralville, Iowa 52241 (319)351-2277
Return to: City of West Branch, PO Box 218, West Branch, Iowa 52358 (319) 643-5888

West Branch Urban Renewal Plan

Amended and Restated

City of West Branch, Iowa

Prepared by the City of West Branch
May, 2016

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- III. District Boundaries
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- VIII. State and Local Requirements
- IX. Duration of the Approved Urban Renewal Plan Amendment
- X. Severability
- XI. Amendment of the Approved Urban Renewal Area
- XII. Attachments

I. INTRODUCTION

The purpose of the West Branch Urban Renewal Plan (“the Plan”) is to encourage the continued stability and vitality of the economic well being of the City of West Branch through economic development.

The primary goals of the plan are to stimulate, through public action and commitments, private investments and developments within the area, including, but not limited; commercial, industrial and retail activities and surrounding municipal facilities. In order to achieve the objectives of the West Branch Urban Renewal Plan, the City of West Branch will undertake the urban renewal actions specified in this Plan, pursuant to the powers granted to it under chapter 403 of the Iowa Code, Urban Renewal Law, and Chapter 15A of the Iowa Code.

II. URBAN RENEWAL PLAN OBJECTIVES

The overall goal of the West Branch Urban Renewal Plan, as amended from time to time, is to encourage economic development by providing infrastructure improvements to accommodate development of commercial and industrial uses in the City of West Branch.

The following objectives have been established for this Urban Renewal Area:

- A. To preserve and create an environment within the area which will protect the health, safety and general welfare of the residents of West Branch.
- B. To provide a safe and efficient circulation system for both vehicles and pedestrian linkages.
- C. To encourage attractive, convenient, and suitable development.
- D. To ensure that the area is adequately served with public utilities and streets; including storm and sanitary sewers, water, power, gas and telephone.
- E. To facilitate the development and maintenance of open spaces, park spaces, and recreational facilities and opportunities for its citizens and the businesses located in said Urban Renewal Area.

III. DISTRICT BOUNDARIES

1989 West Branch Urban Renewal Area

Tract A:

The West 259.00 feet of a parcel of land in the north ½ of the SW ¼ of Section 8, Township 79 North, Range 4 West of the 5th P.M. in Cedar County, Iowa as recorded in Plat Book 5, page 320 in the Auditor's Office of Cedar County, Iowa, except the south 40.00 feet thereof more particularly described as follows: Commencing at a point of reference at the southwest corner of the north ½ of the SW ¼ of Section 8; thence north 90° 00' 00" E, 50.00 feet along the south line of said north ½ to a found 5/8" iron pin at a point of intersection with the easterly right-of-way line with County Road "D"; thence N 0° 33' 00" W, 304.00 feet along the easterly right-of-way line to an iron pin being the point of beginning of Parcel "A"; thence N 90° 00' 00" E, 259.00 feet to an iron pin; thence N 0° 33' 00" W, 585.25 feet to an iron pin along the southerly right-of-way line of Interstate 80; thence S 74° 51' 00" W, 215.9 feet along the southerly right-of-way line to an iron rail; thence S 24° 43' 00" W, 118.90 feet along said southerly right-of-way line to an iron rail along the easterly right-of-way line of County Road "D"; thence S 0° 33' 00" E, 421.00 feet to the point of beginning, and also

Tract B:

Also a parcel of land in the SE corner of said recorded plat in Plat Book 5, page 320 more particularly described as follows: Commencing at a point of reference at the SW corner of the north ½ of the SW ¼ of Section 8, Township 79 North, Range 4 West of the 5th P.M. in Cedar County, Iowa; thence N 90° 00' 00" E, 50.00 feet along the south line of said north ½ to a found 5/8" iron pin at the point of intersection with the easterly right-of-way line of County Road "D"; thence N 0° 33' 00" W, 264.00 feet along said easterly right-of-way line to a found 5/8" iron pin; thence N 90° 00' 00" E, 453.19 feet to an iron pin being the point of beginning of Parcel "B"; thence N 90° 00' 00" E, 465.98 feet to a found 5/8" iron pin; thence N 31° 21' 00" W, 270.20 feet to an iron pin; thence S 54° 39' 30" W, 398.92 feet to the point of beginning, subject to easements and restrictions of record.

Tract C:

A tract of land located in the SW ¼ and the SW ¼ of Section 8, Township 79 North, Range 4 West of the 5th P.M., Cedar County, Iowa, and more particularly described as follows: Commencing at the southwest corner of the SE ¼ of said Section 8; thence N 00° 21' West (assumed bearing 1805.0 feet on the west line of the SE ¼ of said Section 8) to the point of beginning of the tract herein described; thence N 90° 00' West 1717.4 feet; thence North 00° 33' West 380.00 feet; thence S 74° 51' W, 350.0 feet; thence N 00° 33' W, 213.5 feet to the intersection with the southerly right-of-way of Interstate 80; thence N 74° 51' East 668.1 feet along said southerly right-of-way line; thence N 81° 36' E, 228.5 feet along said southerly right-of-way; thence N 88° 47' East 1122.8 feet along said southerly right-of-way; thence S 36° 10' East 107.6 feet to a point on the east line of the SW ¼ of said Section 8 and a point 50 feet radially distant westerly of the centerline of the C.R.I. & P. Railroad, said point being on the westerly right-of-way of said Railroad and the beginning of an 11,904.3 foot radius non-tangent curve whose center bears N 53° 04' 17" E; thence southerly along

said curve and said right-of-way through a central angle of 04° 00' 11" an arc distance of 831.71 feet; thence N 90° 00' W, 518.6 feet to the point of beginning. Said tract contains 33.1 acres.

Tract D:

Commencing at the SW corner of the north ½ of the SW ¼ of Section 8, Township 79 North, Range 4 West of the 5th P.M., Cedar County, Iowa, thence in an easterly direction along the south line of the north ½ of the SW ¼ of said Section 8 a distance of 50 feet to a point on the east right-of-way line of County Road "D" and the point of beginning of the tract herein described; thence continuing in an easterly direction along the said south line of the north half of the SW ¼ of said Section 8, a distance of 1,119.17 feet to a point; thence in a northerly direction along a line which is parallel with the west line of the north ½ of the SW ¼ of said Section 8, a distance of 264.00 feet to a point; thence in a westerly direction along a line parallel with the south line of the north ½ of the SW ¼ of said Section 8, a distance of 1,119.17 feet to a point on the east right-of-way line of County Road "D"; thence in a southerly direction along said east right-of-way line of County Road "D" a distance of 264.00 feet to the point of beginning, containing 6 acres more or less, subject to zoning, easements of record, if any, public roads, and real estate taxes for 1971 and succeeding years.

1994 Amendment to West Branch Urban Renewal Area

Part A:

Deleted by this Amended and Restated Urban Renewal Plan.

Part B:

All of the right-of-way of Main Street within the City of West Branch to the east of the westerly boundary of Cedar Addition Part Two;

Part C:

All of the right-of-way of North Second Street between Main and College Street; all of the right-of-way of College Street between North Second Street and North Fourth Street;

Part D:

All property located in an area bounded on the south by a line extended of west of the northern right-of-way boundary of Orange Street to the Hoover Trail; bounded to the west and including the former Railroad right-of-way, Hoover Trail and the eastern right-of-way line of Downey Street, bounded to the north by the West Branch Corporate Limits and bounded to the east and including all of the right-of-way of North Fourth Street north of College Street; these properties described as follows:

Sidwell Parcel Numbers 13-05-100-001; 13-05-100-004; 13-05-302-003; 13-05-302-004, 13-05-302-005, 13-05-302-006; 13-05-302-007; 13-05-302-008; 13-05-302-009 and Sidwell Parcel Numbers 13-05-353-001 Hawkeye Land Co.; 13-05-335-027 Hoover Trail, Inc.; 13-05-352-013 Hoover Trail, Inc.; 13-05-352-015 Private Owner; 13-05-302-001 Former RR, owner unknown; 13-05-302-002 Former RR, owner unknown; 13-05-301-004 Hoover Trail, Inc.; and an unnumbered parcel running parallel to Parcel 13-05-301-004 on its east side and part of the former railroad properties.

Part E

All of the City of West Branch right-of-way of Poplar Street south of Main Street.

Part F:

All of the City of West Branch right-of-way of both Downey Street north of the northwest corner of Lacina Subdivision connecting to and including Parkside Drive north to Main Street.

Part G:

All of the property of the City of West Branch Sewage Treatment Lagoon site described as Parcel No. 13-08-400-005.

2002 Amendment to the West Branch Urban Renewal Area

The NW ¼ of the NW ¼ of Section 17, Township 79 North, Range 4 West of the 5th P.M., Cedar County, Iowa; the NE ¼ of the NW ¼ of Section 17, Township 79 North, Range 4 West of the 5th P.M., Cedar County, Iowa; the SW ¼ of the NE ¼ of Section 17, Township 79 North, Range 4 West of the 5th P.M., Cedar County, Iowa; and the North sixty (60) acres in the south ½ of the NW ¼ of Section 17, Township 79 North, Range 4 West of the 5th P.M., Cedar County, Iowa.

2014 Amendment to the West Branch Urban Renewal Area

The right of way of West Main Street from the corporate limits easterly to the existing boundary of said Urban Renewal Area; and

The right-of-way of Cedar-Johnson Road from its intersection with West Main Street northerly to the corporate limits of the City; and

The NW1/4 of the SE 1/4 of Section 6, Township 79 North, Range 4 West of the 5th P.M., West Branch, Cedar County, Iowa, except the following:

1. The east 300.17 feet of the north 1161.51 feet thereof; and
2. That part of Pedersen Valley, Part Two, Addition to West Branch, Cedar County, Iowa, located therein; and
3. That part of Pedersen Valley, Part Four, Addition to West Branch, Cedar County, Iowa, located therein; and
4. Commencing at the NE corner of said Pedersen Valley, Part Four, Addition to West Branch, Cedar County, Iowa, thence South 88°40'44"W, 166.43 feet along the North line of said Pedersen Valley, Part Four, to the west line of the SE 1/4 of said Section 6, thence North 01° 17'36"W, 313.89 feet, thence N 86°39'40"E, 166.38 feet, thence S 01°19'16"E, 319.75 feet to the point of beginning,

Said parcels now being referred to as the "May 2014 Parcels."

IV. PUBLIC PURPOSE ACTIVITIES

To meet the objectives of the Plan Amendment, the City of West Branch is prepared to initiate and support development through the following public purpose activities:

- Pre-development planning, including feasibility analysis and engineering, and consulting;
- Installation, construction and reconstruction of streets, utilities (including water, sanitary sewer systems and storm sewer systems), parking facilities, park spaces, open spaces, recreational trails and facilities, and other public improvements, including but not limited to the streetscape improvements;
- Site preparation, including planning, design, and engineering;
- Environmental Assessment and remediation and related purposes;
- Acquisition, sale or lease of real property for development purposes;
- Provide financial assistance for eligible public and private development and development efforts;
- Library;
- Community Center.

All public purpose activities shall meet the development restrictions and limitations placed upon it by the Plan.

V. DEVELOPMENT AREA

Land Use Development and Redevelopment Requirements:

The intent of the West Branch Urban Area is to promote the development and redevelopment of quality commercial and industrial uses in the Area.

Land Use and Zoning

The Zoning Map for the City of West Branch is attached hereto as Attachment “B”. The major land use categories in the Urban Renewal Areas are public, industrial and commercial uses.

I-2 Industrial Zoning District.

- A. Permitted Uses. Any uses allowed in an I-1 Industrial Zoning District
- B. Special Exception Uses. The following uses are allowed by Special Exception from the Zoning Board of Adjustment. These uses are manufacturing, fabricating and processing which has not previously been listed provided the proposed use will not constitute a fire hazard or emit objectionable smoke, noise, vibration, odor or dust.

HCI – Highway Commercial Industrial District.

- A. Permitted Uses.
 - 1. Tow Truck service business and impound lots, with restrictions
 - 2. Uses allowed in a B-2 District
 - 3. Uses allowed in an I-1 District
- B. The signage for the District shall be governed by Section 306B of the Code of Iowa.
- C. The regulations of the B-2 District shall apply for B-2 uses, except no rear or side yards are required.
- D. The regulations of the I-1 District shall apply for I-1 uses, except no rear or side yards are required.

Planning and Design Criteria

Except as specifically contemplated above, the bulk standards, parking requirements and signage restrictions established within the City of West Branch's Zoning Ordinance for applicable zoning districts shall apply to all development and redevelopment activities. Specific design standards applicable to the West Branch Development Area may also be developed to ensure compatible development of the area.

The planning criteria to be used to guide the physical development of the West Branch Development Area are those standards and guidelines contained within the City of West Branch's Zoning Ordinance, the West Branch Community Plan and other local, state, and federal codes and ordinances

VI. URBAN RENEWAL PROJECTS

The urban renewal powers to be exercised to achieve the objectives of the plan include, without limitation, provision of public improvements and facilities, dedication of public right of way, the establishment and enforcement of controls, standards and restrictions on land use, building and signage, arrangement of financing and any other activity pertaining to planning and implementing an urban renewal project authorized under the Urban Renewal Law of the State of Iowa.

. Proposed Activities

1. Improvement, installation, construction and reconstruction of curbs and gutters, sidewalks, landscaping, lighting, signage, water mains, storm sewer mains and detention facilities, and sanitary sewer mains within the area.
2. Acquisition of property for public improvements and private development and redevelopment.
3. Demolition and clearance of improvements not compatible with or necessary for future public, commercial, and or industrial redevelopment.
4. Disposition of any property acquired in the Urban Renewal Area, including without limitation, sale and initial leasing or retention by the City itself, at such property's fair market value.
5. Building and maintenance of recreational facilities and other public improvements, including, but not limited to, open spaces, park spaces, a community center, library, athletic fields, parking facilities and landscaping.

The following projects will be paid for using monies generated from the tax increment pursuant to Chapter 403 of the Code of Iowa:

- 1) Procter & Gamble Hair Care, LLC, Phases 2 and 3 (abatement only)
- 2) Water Tower #2 (\$481,373)
- 3) Casey's Marketing Company TIF Rebate Agreement (\$512,709.25)
- 4) South Downey Road Improvements Project (\$1,500,000)
- 5) Parkside Drive Road Improvements Project (\$118,708)
- 6) Tidewater Drive Road Improvements Project (\$200,000)
- 7) Pedersen Valley Park and Recreation & Library Complex (\$2,300,000). The City purchased 18.6 acres of land in Pedersen Valley for the purpose of providing community members with a community park, called for in the West Branch Comprehensive Plan, amended April 1, 2013. This project will construct athletic fields, concession stand, restrooms, trails and community center for a total cost of \$7,000,000. The TIF contribution will be capped at \$2,300,000. TIF revenues would only be

appropriated for the street and utility portions of the project to include water, sewer and stormwater. No TIF funds will be used on any public buildings, ball fields or trails.

The City is proposing to use incremental property tax revenues to pay for approximately 33% of the Project, and proposed to use monies from the Local Option Sales Tax and a Bond Referendum to fund the additional pieces. This project is only feasible if the city uses tax increment revenues to fund a portion of the Project. The LOST will generate \$1,700,000. To fund the rest with GO Bond revenues would raise the City's property taxes by 25.75%, which is not feasible. The TIF revenues are the final piece of funding. If the bond referendum or LOST does not pass through city voters, the TIF funding will still be capped at \$2,300,000, which means the entire project does not get constructed.

- 8) Fawcett Drive Road Improvements Project (\$1,000,000)
- 9) Slach's Commercial Subdivision Project (\$1,000,000)
- 10) Tidewater Rebate Agreement (\$100,000)
- 11) Acciona legal fees and administrative costs (\$250,000)
- 12) Johnson-Cedar Road (\$2,500,000)
- 13) 4th Street Reconstruction Phase 2 (\$750,000)
- 14) Downtown East Redevelopment Project (\$400,000)

B. Standards and restrictions

All development in the urban renewal area will comply with existing zoning, subdivision and building code ordinances.

C. Special Financing Activities

To meet the objectives of this Amended and Restated Urban Renewal Plan and to encourage the development of the Urban Renewal Area and private investment therein, the City of West Branch is prepared to provide financial assistance to qualified industries and businesses through the making of loans or grants under chapter 15A of the Iowa Code and through the use of tax increment financing under 403 of the Iowa Code.

1. Chapter 15A Loan or Grants

The City of West Branch has determined that the making of loans or grants of public funds to industries and businesses within the Urban Renewal Area may be necessary to aid in the planning, undertaking, and carrying out of the urban renewal projects authorized under this Urban Renewal Plan within the meaning of Section 384.24(3) of the Iowa Code.

2. Tax Increment Financing

The City of West Branch is prepared to utilize tax increment financing as a means of financing the development costs associated with the development

of the Urban Renewal Area. Bonds or notes may be issued by the City under the authority of section 403.9 of the Iowa Code (tax increment revenue bonds), section 384.24A (loan agreements), or section 384.24(3)(q) and Section 403.12 (general obligation bonds) and tax increment reimbursement may be sought for, among other things, the following costs (if and to the extent incurred by the city):

- A. The construction of public improvements, such as streets and bridges, sanitary sewers, storm sewers, water mains, sidewalks, or streetscape in the Urban Renewal Area;
 - B. Acquisition and preparation of land for development and redevelopment by private developers and the City;
 - C. Acquisition and development of open spaces and park spaces for the benefit of the citizens of West Branch;
 - D. The making of loans or grants to industries and businesses under 15A of the Iowa Code, including debt service payments on any bonds or notes issued to finance such loans or grants; and
 - E. Providing the local matching share for CEBA, RISE. IEDA or other state and federal grants and loans.
3. Attachment A (Urban Renewal Areas), Attachment B (Current Zoning), and Attachment C (List of Obligations) of the West Branch Urban Renewal Plan are hereby amended to be included to the existing exhibits to the Urban Renewal Development Area.

All other provisions of the West Branch Urban Renewal Plan, as amended, shall remain in full force and effect as provided therein.

VII. FINANCING ACTIVITIES

The City of West Branch intends to utilize the various financing tools to finance physical improvements within the Urban Renewal Area. These include:

A. Tax Increment Financing

Under Section 403.19 of the Iowa Code, urban renewal areas may utilize the tax increment mechanism (TIF) to finance the costs of public improvements associated with redevelopment projects. Upon creation of a tax increment district, the assessment base is frozen and the same amount of the tax revenue collected just prior to the creation of the district is segregated in a separate fund for the benefit of each taxing jurisdiction. The increased taxes generated by any development that takes place in the tax increment district after the TIF establishment date is placed in a special fund to pay the indebtedness incurred by the City in furtherance of an urban renewal project. Once such indebtedness is retired, the taxing jurisdiction may collect its proportionate share of the increased tax revenue generated from the district.

B. General Obligation Bonds

Under Sections 384.23-384.36 of the Iowa Code, the City has the authority to issue and sell G.O. bonds for the specified essential and general corporate purposes, including the acquisition and construction of certain public improvements within the Urban Renewal Area. Such bonds are payable from the levy of taxes on all taxable property within the City of West Branch.

C. Proposed Amount of Indebtedness

At this time the extent of improvements and new development within the Urban Renewal Area is only generally known. At such, the amount and duration of use of the tax increment revenues for public improvements and or private improvements can only be estimated. The actual use and amount of tax increment revenues to be used by the City of district activities will be determined at the time specific development is proposed.

It is anticipated that the maximum amount of indebtedness, including principal, interest and City advances, which will qualify for tax increment revenue reimbursement during the duration of this Plan, including acquisition, public improvements and private development assistance, will not exceed \$5,000,000.00.

At the time of adoption of the Plan, the City of West Branch's current general obligation debt is \$3,798,132 (a list of general obligations is found on Attachment C) and the applicable constitutional debt limit is \$9,174,616.

VIII. STATE AND LOCAL REQUIREMENTS

The City of West Branch in the adoption of this AMENDED AND RESTATED URBAN RENEWAL PLAN and its supporting documents has complied with all provisions necessary to conform to state and local law.

IX. DURATION OF THE APPROVED URBAN RENEWAL PLAN

This Amended and Restated West Branch Urban Renewal Plan and West Branch Urban Renewal Areas shall remain in full force and effect and will continue until such time that the City of West Branch has received full reimbursement from all incremental taxes of its advances, principal, and interest payable on all Tax Increment Financing or general obligations issues to carry out the objectives and projects of the area.

X. SEVERABILITY

In the event that one or more provisions contained in this Plan shall be held for any reason to be invalid, illegal, unauthorized, or unenforceable in any respect, such invalidity, illegality, unauthorized, or unenforceability shall not effect any other provision of this Plan and this Plan shall be construed and implemented as if such provision had never been contained herein.

XI. AMENDMENT OF THE APPROVED URBAN RENEWAL PLAN

This Plan may be amended by the City Council from time to time to respond to development opportunities. Any such amendment shall be completed in accordance with Chapter 403 of the Iowa Code, Urban Renewal Law.

XII. ATTACHMENTS

- A. Urban Renewal District Location Map
- B. Zoning Map
- C. List of Obligations

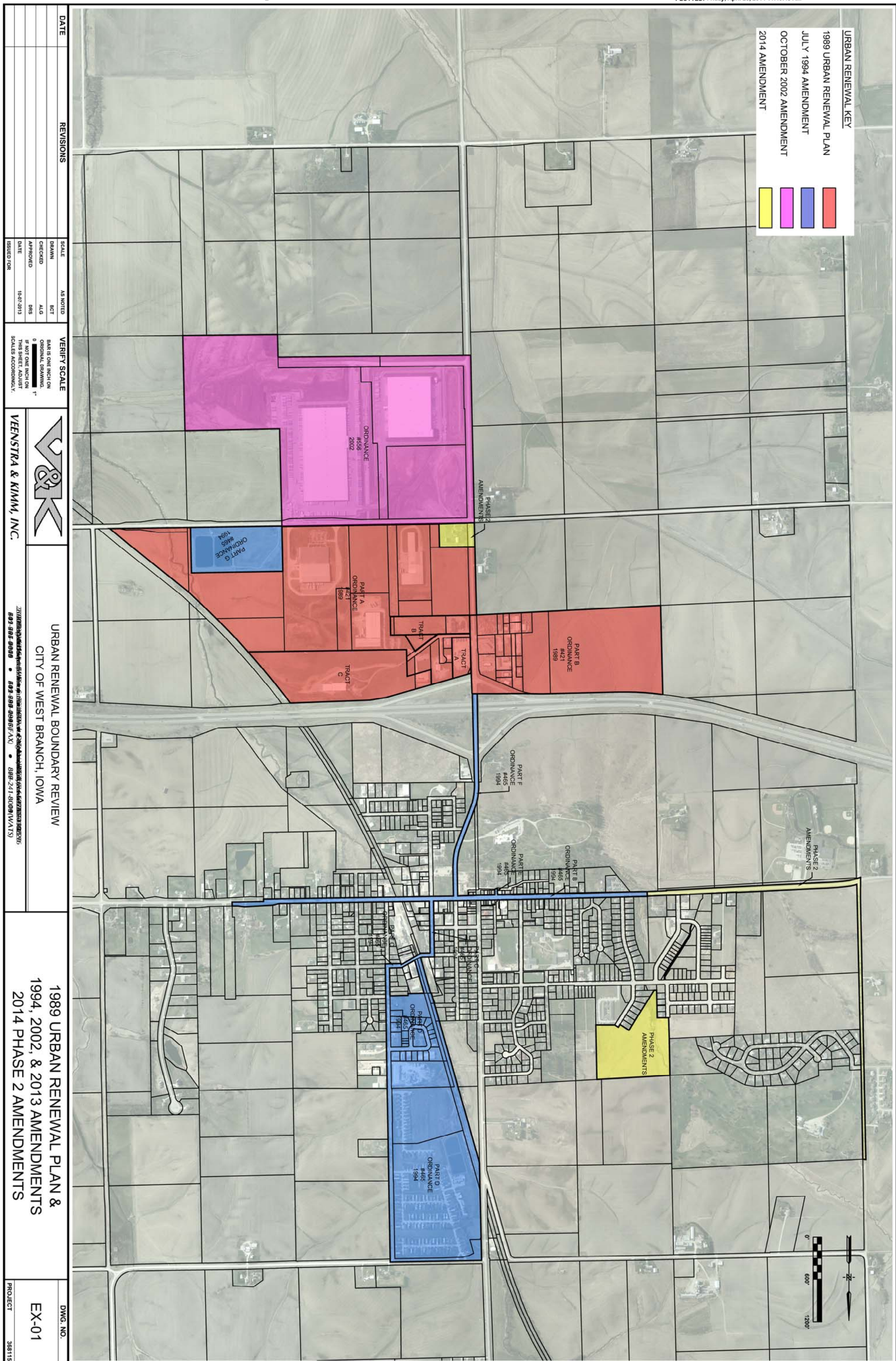
ATTACHMENT A – URBAN RENEWAL AREA MAPS

Attachment A

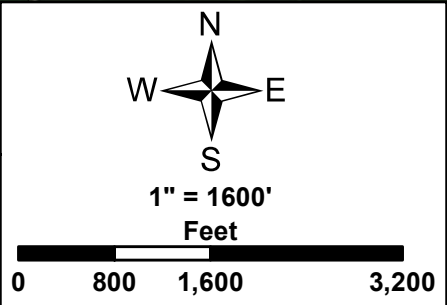
X-REFS: Parcels

FILE PATH: Z:\WEST BRANCH 368115 URBAN RENEWAL BOUNDARY REVIEW\DRAWINGS\DESIGN DRAWINGS\URBAN RENEWAL BOUNDARY

PLOTTED: Friday, April 25, 2014 11:40:48 AM



ATTACHMENT B – WEST BRANCH ZONING MAP



LEGEND

ZONING DISTRICTS

A-1	AGRICULTURAL DISTRICT
R-1	SINGLE FAMILY RESIDENCE DISTRICT
R-2	TWO FAMILY RESIDENCE DISTRICT
R-3	MULTIPLE RESIDENCE DISTRICT
RB-1	RESIDENCE/BUSINESS DISTRICT
B-1	BUSINESS DISTRICT
B-2	BUSINESS DISTRICT
CB-1	CENTRAL BUSINESS DISTRICT
CB-2	CENTRAL BUSINESS DISTRICT
HCI	HIGHWAY COMMERCIAL INDUSTRIAL DISTRICT
I-1	INDUSTRIAL DISTRICT
I-2	INDUSTRIAL DISTRICT
CI-2	CENTRAL INDUSTRIAL DISTRICT
P-1	PUBLIC USE DISTRICT



VEENSTRA & KIMM, INC.

PROJECT NO. 368100
MARCH 13, 2014

ZONING MAP
CITY OF WEST BRANCH, IOWA

Source: swisstopo, and the GIS User Community

ATTACHMENT C – LIST OF OBLIGATIONS

Debt Limit.

The amount of general obligation debt a political subdivision of the State of Iowa can incur is controlled by the constitutional debt limit, which is an amount equal to 5% of the actual taxable value of property within the corporate limits, taken from the last County tax list. The issuer's debt limit, based upon said valuation, amounts to the following:

100% Valuation by Individual
Levy Authority as of 1/1/2012

\$ 183,492,329
X 5%

Statutory Debt Limit

\$ 9,174,616

General Obligation Bonds	\$ 2,624,432
Water Revenue Bonds	\$ 673,000
Loan Agreement – Streetsweeper/Skid	\$ 149,364
Loan Agreement – Lawsuit Settlement	\$ 156,855
Loan Agreement – Fire Station Expansion	\$ 194,481

Total debt subject to limit \$ 3,125,132

Percentage of debt limit consumed 34.1%

RESOLUTION NO. 968

A RESOLUTION TO ADOPT PROCEDURAL RULES FOR THE WEST BRANCH CITY COUNCIL

WHEREAS, the City Council, of the City of West Branch, Iowa deems it advisable to adopt Procedural Rules for the West Branch City Council; and

WHEREAS, the adoption of these rules will provide for orderly, fair, open and efficient deliberation on issues before the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch as follows:

Section 1. That the Procedural Rules for the West Branch City Council set forth in Exhibit “A” attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 3rd day of January, 2012.

Don Kessler, Mayor

Attest:

Matt Muckler, City Administrator/Clerk

EXHIBIT “A”

PROCEDURAL RULES OF THE WEST BRANCH CITY COUNCIL

Part I. General Provisions

Rule 1. Scope of Rules. These rules shall govern the conduct of the Council and shall be interpreted to ensure fair and open deliberations and decision making.

Rule 2. Technical Parliamentary Forms Abolished. Except as specifically provided in these rules, the Council shall not use any formal points of parliamentary order, personal privilege, parliamentary inquiry or other technical forms. Only motions specified within these rules are allowed.

Rule 3. Matters Not Covered. Any matter or order or procedure not covered by these rules shall be referred to the presiding officer, who shall decide the matter with or without the assistance and advice of the City Attorney and/or the City Administrator in conformity with the purpose of these rules in a fair and expeditious manner. The decision of the presiding officer may be reversed by a majority vote of the Council.

Rule 4. Interpretation. These rules are intended to supplement and shall be interpreted to conform to the statutes of the State of Iowa and the ordinances of the City of West Branch.

Part II. Time and Place of Meeting

Rule 5. Regular Meetings. The regular meetings of the Council are on the first of third Mondays of each month in the Council Chambers at City hall. The time of said meetings shall be 6:30 p.m. when held during the months of November through March and shall be at 7:00 p.m. when held during the months of April through October. If such day falls on a legal holiday, the meeting is held at a mutually agreeable time, as determined by the Council. (City Code Chapter 17.04.1, Ord. 650 – Aug. 08 Supp.)

Rule 6. Special Meetings. Special meetings shall be held upon call of the Mayor or upon the written request of a majority of the members of the Council submitted to the Administrator/Clerk. Notice of a special meeting shall specify the date, time, place and subject of the meeting and such notice shall be given personally or left at the usual place of residence of each member of the Council. A record of the service of the notice shall be maintained by the Administrator/Clerk. (City Code Chapter 17.04.2, Code of Iowa, Sec. 372.13[5])

Rule 7. Quorum. A majority of all Council members is a quorum. (City Code Chapter 17.04.3, Code of Iowa, Sec.372.13[1])

Rule 8. Attendance. The Mayor or Council Members may attend either in person or by telephone conference call or video communications. The video conference or telephonic participation must be available to be heard by members of the public.

Part III. Agenda

Rule 9. Preparation of Agenda. Prior to each regular Council meeting the City Administrator/Clerk shall publish an Agenda which contains all items the Council anticipates acting upon at the meeting. The Council may adopt the agenda as presented, or may amend the agenda as provided by these rules and may adopt the agenda as amended.

Rule 10. Consent Agenda. In preparing an Agenda the City Administrator/Clerk shall separately designate items as "Consent Agenda" which may be acted upon by the Council under Rule 50. The "Consent Agenda" shall consist of routine non-controversial items which in the City Administrator/Clerk's determination can be appropriately considered in bulk at the Council meeting.

Rule 11. Agenda Requests and Deadline. The Mayor, any member of the Council and the City Administrator/Clerk may have an item included upon the Agenda by requesting the City Administrator/Clerk to include the item by noon on the Tuesday preceding the Council meeting. Citizens may address the Council, pursuant to Part V of these rules, to request an agenda item at a future Council Meeting or contact one of their elected officials to request that they include an item on a future agenda.

Rule 12. Extra Items. Items requested or filed after noon on the Tuesday preceding a Council meeting shall not be included upon the Agenda unless the Mayor, a Council Member or the City Administrator/Clerk shall deem the item of sufficient urgency to warrant immediate Council action. These items shall be designated as "Extra" items and will be considered at the appropriate place on the regular Agenda (prior to or after a related item) or at the end of the regular Agenda. The City Administrator/Clerk shall record on the item the name of the sponsoring Council member.

Rule 13. Sponsor Required. The City Administrator/Clerk shall not place upon the Agenda any matter for reconsideration unless sponsored by a Council member who voted on the originally prevailing side or who was absent at the time of the original action, provided said Council member made the motion at the next Council Meeting that Council member attended.

Rule 14. Withdrawal of Items. Only the City officer requesting the placement of an item on the Agenda may withdraw the item prior to the Council meeting, but in withdrawing the item shall state the reason therefore which reason shall be transmitted to the Council. An item withdrawn by the City Administrator/Clerk may nonetheless, in the discretion of the Council, be acted upon in its regular order.

Rule 15. Order of Consideration of Agenda. Except as otherwise provided in these rules, each Agenda item shall be considered in the numerical order assigned by the City Administrator/Clerk. Each Agenda item shall be separately announced by the presiding officer, or City Administrator/Clerk, for purposes of discussion and consideration. To announce an item, it shall be sufficient to identify the item by the number assigned by the City Administrator/Clerk, unless greater specificity is requested by some person in attendance. This rule shall not apply to consideration of items under Rule 50 or Rule 51. The following is the order of business of the City Council at its meetings:

- 1) Call to order
- 2) Roll call
- 3) Welcome
- 4) Approve Agenda/Consent Agenda/Move to action
- 5) Communications/Open Forum
- 6) Public Hearings/Non-Consent Agenda
- 7) City Staff Reports
- 8) Comments from Mayor and Council Members
- 9) Adjournment

The following is the order of business of the City Council at its work sessions:

- 1) Call to order
- 2) Roll call
- 3) Work Session Agenda Items
- 4) Adjournment

Part IV. Conduct of Meetings

Rule 16. Presiding Officer. The Mayor, or in the Mayor's absence or incapacity, the Mayor Pro Tem, shall be the presiding officer at all Council meetings. If both the Mayor and Mayor Pro Tem are absent the most senior Council member present shall preside. In the event two or more members equally possess the greatest seniority then the eldest person among them shall preside. The presiding officer is also known as the chair.

Rule 17. Control of Discussion. The presiding officer shall control discussion of the Council on each Agenda item to assure full participation in accordance with these rules.

Rule 18. Discussion. A Council member shall speak only after being recognized by the presiding officer. A Council member recognized for a specific purpose shall limit remarks to that purpose. A Council member, after being recognized shall not be interrupted except by the presiding officer to enforce these rules, or by another Council member raising a point of order.

Rule 19. Members May Speak – How Often. No member shall speak more than once on the same question until all other members desiring to speak have spoken.

Rule 20. Members Address the Presiding Officer. Members will address their comments to the presiding officer, not to each other, staff or public attending the meeting.

Rule 21. Presiding Officer's Right to Enter into Discussion. The Mayor (or other presiding officer) may enter into any discussion.

Rule 22. Remarks to be Germane. Comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of comments. Members making personal, impertinent, or slanderous remarks may be barred, at the presiding officer's discretion, from further comment on the item under consideration.

Rule 23. No side conversations between members. Members shall not have side conversations with each other during any Council Meeting. Should a member of Council wish to share information with other members, that member should seek the recognition of the chair.

Rule 24. Profanity. No member shall use profanity while speaking in any Council Meeting.

Rule 25. Motive. No member shall question the motive of another.

Rule 26. Dress Code for members of the Council. At all times during meetings of the Council, proper attire for men shall be a combination of collared shirt (such as a dress shirt or polo shirt), and dress slacks with a belt or jeans. Proper attire for women includes a skirt or trousers (including denim) combined with a top. This rule applies only to members of Council.

Part V. Citizen Participation

Rule 27. Citizen's Right to Address Council. Persons other than Council Members shall be permitted to address the Council in the open forum section of the agenda for items not on the agenda, or prior to Council discussion of an item for specific Agenda items, if he or she completes a Citizen Comment Form. Citizen Comment Forms will be provided by the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant, and must be completed and provided to the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant prior to the start of the meeting.

Rule 28. Manner of Addressing Council. A person desiring to address the Council shall stand up (unless that person has physical limitations which prevents the person from doing so), state his or her name, address, and group affiliation (if any), speak clearly and address his or her comments to the presiding officer.

Rule 29. Time Limit on Citizen's Remarks. Citizens shall be limited to three minutes speaking time per item. Total citizen input on any subject under Council consideration can be limited to a fixed period by the presiding officer. A majority vote of the Council may extend the time limitations of this rule.

Rule 30. Remarks of Citizens to be Germane. Citizen comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of citizen comments. Citizens making personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment

before the Council during the meeting.

Part VI. Council Action

Rule 31. Call to Order. The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. In the absence of the Mayor and the Mayor Pro Tem the City Administrator/Clerk shall call the meeting to order and a temporary presiding officer shall then be selected under Rule 16. The selected temporary presiding officer shall serve as successor Mayor Pro Tem for the meeting for purposes of being authorized to sign all measures passed and contracts approved at the meeting.

Rule 32. Roll Call. Before proceeding with the business of the Council, the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant shall call the roll call of members present, and enter those named in the minutes. The City Administrator/Clerk, Deputy City Clerk or Administrative Assistant shall determine the presence of a quorum as required by law and these rules.

Rule 33. Motion Required. All action requiring a vote shall be moved by a member of the Council.

Rule 34. Motions. Allowable motions include the following: 1) Motion to approve, 2) motion to amend, 3) motion to adjourn, 4) motion to recess, 5) motion to postpone to a certain time, 6) motion to postpone indefinitely, 7) motion to appeal the rule of the chair, 8) motion to suspend the rules, 9) motion to reconsider and 10) motion for the previous question. Form and example:

Motion to approve: I move the adoption of item 6b.

Motion to amend: I move to amend by inserting the words “and grade” after “purchase.” Discussion and a vote would then take place on the amendment, i.e. the addition of the words “and grade.” Whether the amendment is or is not adopted, a subsequent vote would be taken on the underlying item.

Motion to adjourn: I move to adjourn.

Motion to recess: I move that the meeting recess until 9:00 p.m. Or, I move to recess for ten minutes.

Motion to postpone to a certain time: I move to postpone the motion to the next meeting.

Motion to postpone indefinitely: I move that the item be postponed indefinitely.

Motion to appeal the rule of the chair: I appeal from the decision of the chair. If seconded, the chair shall clearly state the exact question at issue, the reason for his or her decision and states the question, “Shall the decision of the chair be sustained?”

Motion to suspend the rules: I move that the rules be suspended which interfere with ... [stating the object of the suspension].

Motion to reconsider: I move to reconsider the vote on the resolution relating to the annual banquet. I voted for [or against] the resolution.

Motion for the previous question: I move the previous question.

Rule 35. Motions – Requiring a second. No motion shall be debated until another member has seconded the motion. After a motion has been made, another member who wishes it to be considered says, “I second the motion,” and may do so without obtaining the floor.

Rule 36. Must be read or stated before debate. After a motion is made and seconded, it shall be stated by the presiding officer before being debated.

Rule 37. Points of Order. Members of Council, who notice a breach of these rules, may raise a point of

order to insist upon their enforcement. (If the presiding officer notices a breach, he or she corrects the matter immediately; but if he or she fails to do so, any member can make the appropriate point of order.) Points of order are ruled upon by the presiding officer. Points of order are not debatable.

Rule 38. Appeal from a Ruling of the Presiding Officer. Should there be an appeal from any ruling of the presiding officer, the question, "Shall the chair be sustained?" shall be immediately put and determined before the Council proceeds to other business.

Rule 39. Previous Question. Any member may move the previous question. The motion shall be restated by the presiding officer in this form: "Shall the question under immediate consideration be now put?" It shall only prevail when supported by four-fifths of the Council and until decided shall preclude debate. If the motion is sustained, the proponent of the matter under consideration shall have one minute in which to make a closing statement before the Council votes on the question. A failure to sustain the motion shall not take the matter under consideration from further consideration of the Council; but the Council shall proceed as if the motion had not been made.

Rule 40. Not debatable. The following motions shall be decided without debate: 1) motion to adjourn, 2) motion for the previous question, 3) motion to suspend the rules and 4) motion to recess.

Rule 41. Indefinite postponement. When a question is postponed indefinitely, that item shall not be acted on again in the same calendar year except when supported by four-fifths of the Council.

Rule 42. Presiding Officer's Right to Speak Last. The presiding officer has the right to close debate and speak last on any item.

Rule 43. Closing Debate. Discussion shall be closed on any item by the presiding officer with the concurrence of a majority of the Council. Except as provided by Rule 22, a call for the vote shall not close discussion if any member of the Council still wishes to be heard.

Rule 44. Motion to Reconsider. A motion to reconsider must be made by a Council member who was on the prevailing side in the original action or by a Council Member absent at the time of the original action.

Rule 45. Call for Vote. At the conclusion of debate the presiding officer shall call for a vote, provided however, a majority of the Council may require a vote at any time.

Rule 46. Separate Consideration. Except as otherwise required by these rules each Agenda item shall be voted upon separately and each separate vote shall be recorded by the City Administrator/Clerk.

Rule 47. Action on Consent Agenda. Except as herein provided the "Consent Agenda" shall be considered in bulk and voted upon in single motion. Each Council Member shall separately note upon a form provided by the City Administrator/Clerk any matter on the "Consent Agenda" upon which he or she wishes to speak or to vote no. At the time of consideration of the "Consent Agenda" the presiding officer shall announce the items upon which Council members have indicated they wish to speak or vote no. The presiding officer shall also recognize any person in attendance who has indicated on the Citizen Comment Form their wish to speak upon a particular consent item. Items upon which any Council Member or citizen wishes to speak shall be considered separately and not as a portion of any motion calling for action upon the remainder of the "Consent Agenda". The City Administrator/Clerk, Deputy City Clerk or Administrative Assistant, on all matters contained in the "Consent Agenda," shall record the yes and no votes on each item separately as if each item had been moved and voted upon separately. Rule 15 shall not apply.

Rule 48. Action to Multiple Items. With the consent of a majority of the Council, Rule 46 hereof notwithstanding, the Council may consider for voting purposes more than one item, but in such event the vote upon each item will be separately recorded by the City Administrator/Clerk noting specific yes or no votes of each Council member on each item.

Rule 49. Recording Names of Moving Members. The City Administrator/Clerk, Deputy City Clerk, or Administrative Assistant shall record the name of the Council Member making and seconding each motion.

Rule 50. Consideration of Matters Not on Agenda. Except as to matter which by law require the publication of notice before consideration by the Council any member of the Council may, at the close of the regular Agenda, bring a matter not on the Agenda to the Council's attention. Council may not act upon such matters, rather direct such matter be included upon a later Agenda.

Part VII. Miscellaneous

Rule 51. Motions. At any appropriate place on the Agenda any member of the Council may make a motion for the Council to act upon any matter if the motion is germane to the matter under consideration.

Rule 52. Waiver of Ordinance Readings.

A Council member may move the final passage of an ordinance, with waiver of first or second consideration of the ordinance or waiver or both, by reciting the following motion.

"Moved by (insert the moving Council member's name) that the rule requiring that ordinances must be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended; that the first and second consideration and vote be waived; that the ordinance be placed upon its final passage and that the ordinance do now pass."

or may move waiver by reference to the language of this section to be known as "the waiver rule".

Rule 53. Name of Sponsor on Roll Call. Any time these rules require an action to be sponsored by a Council member, the City Administrator/Clerk shall note the name of the sponsoring Council member on the face of the roll call for said item.

Rule 54. Suspension of Rules. These rules or any part hereof, may be suspended for a specific purpose by a two-thirds majority of the Council.

Rule 55. Hearings. Any other rule to the contrary notwithstanding, unless required by statute or necessary to conform to proceedings required for a special purpose, a hearing shall commence when declared open by the presiding officer and shall close when closed by the presiding officer or by other formal action of the Council.

Rule 56. Informal Requests. A member of the Council, before or during the consideration of any matter, or in the course of a hearing, may request and receive information, explanations or the opinions of the City Attorney, City Administrator/Clerk or any City employee.



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	<u>OWNER</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u> <u>EMAIL</u>					
3	<u>APPLICANT</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u> <u>EMAIL</u>					
4	<u>GENERAL CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u> <u>EMAIL</u>					
5	<u>ELECTRICAL CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u> <u>EMAIL</u> <u>STATE LICENSE #</u>					
6	<u>PLUMBING CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u> <u>EMAIL</u> <u>STATE LICENSE #</u> <u>BEGINNING 7/1/09</u>					
7	<u>HVAC CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u> <u>EMAIL</u> <u>STATE LICENSE #</u> <u>BEGINNING 7/1/09</u>					
8	<u>SEWER & WATER CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u> <u>EMAIL</u> <u>STATE LICENSE #</u> <u>BEGINNING 7/1/09</u>					
9	<u>DESCRIBE WORK:</u>								
10	<u>TOTAL SQ. FT OF HABITABLE FINISHED AREAS</u>		11	<u>TOTAL SQ. FT OF UNFINISHED / STORAGE</u>		12	<u>TOTAL SQ. FT OF GARAGE AREA</u>		
13	<u>USE OF BUILDING OR STRUCTURE</u>			14	<u>VALUATION:</u>			15	<u>NUMBER OF WATER METERS:</u>
STATE OF IOWA ENERGY EFFICIENCY REQUIREMENTS Compliance shall be demonstrated by either meeting the requirements below or meeting the requirements of International Energy Conservation Code Section 405 by providing a <i>Compliance Report</i>									
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 identified 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: _____