



City Council Regular Business Meeting Agenda
Thursday, April 7th, 2016, 6:00 p.m.
City Hall – 705 North Avenue

COUNCIL MEETINGS

City Hall
Council Chambers
1st and 3rd
Thursdays at
6:00 P.M.

Tom Phillips
Mayor

Council Members:
Erika Isley
Ed Kuhl
David Lester
Jaki Livingston
Stephanie Riva

Vacant
City Manager

Jean Furler
Finance Director

Jodi Eddleman
City Clerk

Ryan Coburn
Fire Chief

Greg Staples
Police Chief

Tim Hoskins
Public Works Director

Nancy Kuehl
Parks & Recreation
Director

Wade Wagoner
Planning and
Economic
Development Director

Holly Sealine
Library Director

Jim Dougherty
City Attorney

1. Call to order.
2. Approval of agenda.
3. Presentations

Plaque presented to Robin Wagner, Planning and Zoning Commission Member.

Art Davis Waters And Company – new recruitment timeline and position profile of City Manager position
4. Welcome of guests and public comment.
(3 minute limit, no action)
5. Approve minutes –
[March 3, regular council meeting](#)
[March 31, special business meeting](#)
6. [Consent agenda –](#)
 - a) Expenditures
 - b) Tax abatements
 - c) [Liquor license renewals for Dollar General, Cals Fine Food & Spirits II, Gateway Market at the Wright Place](#)
 - d) [Proclamation declaring April as Child Abuse Awareness Month.](#)
 - e) [Resolution requesting changes to the Federal Classification system for three streets, Beardsley Street, 50th Avenue and 80th Avenue](#)
 - f) [Resolution approving permanent part time position in Planning & Economic Development department.](#)
 - g) [Monthly reports February](#)
7. Public hearing and consideration of a [request from Kelly Cortum of Cort Landing, LLC to rezone 2.31 acres of land at SW intersection of IA Hwy 28 and Elm Avenue from C-2 Commercial to R-1 Residential.](#)
8. Consideration of first reading of an ordinance amending the master plan and rules, regulation and guidelines for the Dobson Planned Unit Development as contained in Ordinance No. 15-05
9. Public hearing and consideration of a [request from United Properties LC to rezone approximately 28 acres of land at northeast corner of IA Hwy 28 and Beardsley Street from a mix of C-O, C-1, PC, R-4 AND R-3 to a mix of C-3, R-4, R-3, AND R-2 in the Echo Valley PUD.](#)
10. Consideration of first reading of an ordinance amending the master plan and rules, regulation and guidelines for the Echo Valley Community Planned Unit Development as contained in Ordinance No 03-08.

11. [Resolution approving the Preliminary plat Market Place at Echo Valley](#)
12. [Update on Subarea 1 Master Plan process.](#)
13. [Update and feedback from the Parks and Recreation Commission regarding the pool and results from Michael Fisher, Waters Edge](#)
14. Discussion regarding position profile of City Manager position and draft of new recruitment timeline.
15. Council Inquiries and staff updates.
16. Adjournment.

MINUTES OF THE NORWALK CITY COUNCIL MEETING ON 03-03-16
(Unabridged)

Mayor Pro Tem Erika Isley called the City Council meeting to order at 6:04 p.m.

Present at roll call: David Lester, Erika Isley, Stephanie Riva, Ed Kuhl and Jaki Livingston. (RC = roll call vote)

Mayor Phillips was absent

Staff present included: Marketa Oliver, City Manager; Jodi Eddleman, City Clerk; Jean Furler, Finance Director; Holly Sealine, Library Director; Tim Hoskins, Public Works Director; Nancy Kuehl, Parks and Recreation Director; Greg Staples, Police Chief; Wade Wagoner, Planning and Economic Development Director; Jen Vetterick, Fire Department; and Jim Dougherty, City Attorney.

16-034 Motion by Livingston, seconded by Riva to approve the **agenda**. Voice vote carried unanimously.

Mayor Pro Tem Isley presented a plaque to Jim Lane for his 24 years of service as the City's representative on The MPO.

Mayor Pro Tem Isley presented an award to Marketa Oliver showing the City's appreciation for her dedication and service to the City.

Presentations

Norwalk Chamber of Commerce

Deb Mineart, Executive Director, Joe Nguyen, President and Mark Miller, Vice President thanked the council for the opportunity to speak about the function of the Norwalk Chamber of Commerce. The chamber is a member of the Greater Des Moines Partnership and a member of the Iowa Chamber of Commerce Executives. Events throughout the year include RUNorwalk, Party Before the Works, Norwalktoberfest and a golf outing. The chamber has also donated to the welcome sign fund, recognized chamber businesses, citizens and teacher and student of the year and donated to the Special Olympics dodge ball tournament held in January. The chamber provides networking opportunities through volunteering at events and membership meetings throughout the year.

Metro Waste

Mike McCoy and Leslie Irlbeck addressed the council regarding the changes in yard waste collection from the curb. They addressed the environmental impact, public opinion and financial considerations. Haulers are willing to amend their solid waste contracts to provide comingled collection there will be no change in collection in 2016. Two studies have been conducted on the environmental impact regarding separate collection and comingled collection. It was determined in that study that comingled collection creates electricity and the reduction in collection trucks reduces greenhouse gas emissions by 11 percent. Leslie explained how comingle collection would work. Mike told the council that they are looking for a definitive direction from cities by July.

Welcome of Guests and Public Comment

Mayor Pro Tem Erika Isley welcomed guests and invited the public to speak to an item that is not on the agenda.

16-035 Motion by Livingston, seconded by Kuhl to approve the **minutes** of the February 11th council study session and the minutes of the February 18th regular council meeting. Voice vote carried unanimously.

Livingston asked that item 6.c be removed from the consent agenda and discussed at the end of the meeting.

Lester asked that items 6.g and 6.i be removed from the consent agenda and discussed at the end of the meeting.

16-036 Motion by Lester, seconded by Livingston to amend the consent agenda by removing items 6.c, 6g and 6i off of consent for discussion passed unanimously, RC.

Consent included **tax abatements, Board of Appeals appointment, A.J. Samuelson, receive and file annual storm water report, Resolution 0303-16-023** renaming Northside Drive to Hickory Drive, **LED lighting proposal for Library, two year contract with Norwalk Living Magazine** and expenditures:

ADVENTURE LTG	BLDG MAINT	197.98	MARYJANESHARP	REGISTRATIONS	891.80
ALADTEC INC	SUPPORT	1,570.00	MCHS EMS	CEH 3/9/16	10.00
ANIM RES LEAGUE	LIVE INTAKE	125.00	MEDIACOM	SERVICE	7.50
AUDITOR, STATE OF IA	FY 2015 AUDIT	625.00	MEDICAP	MEDICATIONS	49.98
BLUE TARP	REPAIR	59.98	MENARDS	PAINT SUPPLIES	125.54
BOBS TROPHIES	SERV AWARD	105.05	MENARDS	SUPPLIES	161.52
BOUND TREE MED	SUPPLIES	861.69	MERCY COLLEGE	E CARD	25.50
CAPITAL CITY EQUIP	BOBCAT	593.20	METRO WASTE	SUPPLIES	850.00
CARPENTER UNIFORM	UNIFORMS	49.99	MIDWEST K-9	CERTIFICATION	75.00
CONSTRUCTION & AG	TOOLS	153.35	MORGAN TAYLOR	VOLLEYBALL REF	60.00
COURTNEY WESTVOLD	COMPLIANCE CK	200.00	MPH INDUSTRIES	RADAR REPAIR	121.25
CRESCENT ELEC	THERMOSTAT	54.30	MUNICIPAL SUPPLY	METERS	6,064.00
DANKO EQUIPMENT	PARTS	821.79	NANCY KUEHL	REIMBURSEMENT	100.00
DAVIS EQUIPMENT	JAC MOWER	438.66	NOBLE FORD	SERVICE	200.34
DES MOINES IRON	PLOW REPAIR	54.17	NWTC	MINUTES	306.07
DOUGHERTY LAW FIRM	LEGAL 13-16	41,377.50	OHALLORAN	DUMP TRUCK	293.38
ELECTRICAL ENG	LIGHTS	89.56	OCCUP HEALTH	RANDOM TESTING	86.00
EXTERIOR SHEET METAL	LIBRARY ROOF	9,146.00	PLUMB SUPPLY	SUPPLIES	111.90
GE CAPITAL	LEASES	520.00	RUTH JOINER	SOCCER REFUND	216.45
GRIMES ASPHALT	COLD MIX	153.30	SHRED IT	SHRED IT	50.27
HOLMS RADIATOR	DUMP TRUCK	435.00	STANDRIDGE GROUP	BUSINESS CARDS	342.00
HOTSY	FLEETWASH	440.00	STOREY KENWORTHY	COUNCIL CHAIR	480.18
INDOFF INC	OFFICE SUPPLIES	1,450.65	STRAUSS SECURITY	BLDG MAINT	104.80
INTERSTATE BATTERY	REPAIR	62.50	TREAT AMERICA	MTG/CONF	23.61
IOWA PUBLIC HEALTH	REGISTRATIO	105.00	TRUCK EQUIP	BUCKET TRUCK	182.78
IOWA FIRE CHIEFS	REGISTRATIO	25.00	TYLER TECH	MAINTENANCE	177.50
IOWA LEAGUE CITIES	CONF	150.00	U S POSTAL	PD POSTAGE	300.00
IOWA WINDOW	BLDG MAINT	85.00	UNITYPOINT CLINIC	SUPPLIES	261.00
JAMES OIL	FUEL	6,076.23	V & K INC.	LEGACY PLAT 19	7,910.70
KABEL SERVICES	HRA CK	7,136.24	VERIZON	CELL SERVICE	1,431.12
KILEY WESTHOFF	VOLLEYBALL REF	60.00	WADE WAGONER	MTG/CONF	54.93
LANDS END	UNIFORMS	844.64	WASHER SYSTEMS	SHOP CAR WASH	36.10
LARUE	SERVICES	99.62	WAYNE DENNIS	PARTS	179.40

16-037 Motion by Lester, seconded by Livingston to approve the **consent** agenda passed unanimously, RC.

Public hearing urban renewal plan amendment

Mayor Pro tem Isley opened the Public hearing on the proposed urban renewal plan amendment with the Norwalk Community School District at 6:40 p.m. Eddleman reported receiving no comments.

With no one present wishing to speak, Isley closed the public hearing at 6:41 p.m.

Kuhl asked if Dougherty had reviewed the agreement. Kuhl wanted to make sure that the total amount collected from the incremental taxes received would not be divided between the city and the school.

Dougherty stated that he had reviewed the agreement and that the council could move forward contingent on Danos confirming that is how the agreement reads.

Kate Baldwin, Norwalk Schools stated that Oliver had worked diligently with Danos on the agreement and that it was Danos intent to protect the City.

Council approved the agreement contingent upon the City Attorneys satisfaction and clarification with bond counsel that the agreement only allocates to the School District the incremental tax amount the School District would have received from residential property had the tax increment district not existed.

16-038 Motion by Livingston, seconded by Lester to adopt **Resolution 0303-16-025 adopting the Urban Renewal Plan amendment related to providing economic development support to the Norwalk Community School District** passed unanimously, RC.

Public hearing Orchard View

Mayor Pro Tem Isley opened the Public hearing for approving plans and specification for Orchard View Regional detention facility at 6:54p.m. Eddleman reported receiving no comments.

With no one present wishing to speak, Isley closed the public hearing at 6:55 p.m.

Tim Hoskins explained that the regional retention facility is located near West Pine and Orchard Trail Drive and that it collects water where the Rottlund homes are located. A small neighborhood park will be located around the basin.

16-039 Motion by Livingston, seconded by Lester to adopt **Resolution 0303-16-026 approving and confirming plans, specifications, form of contract and estimate of cost for the Orchard View Regional Detention Project** passed unanimously, RC.

Isley asked Hoskins how many bids were received, Hoskins responded that five were received and that the successful bid was lower than the engineers estimate, the other bids all averaged higher. Isley asked for the accurate engineers estimate, Hoskins did not have that information. Livingston requested that accurate information be submitted to the council.

16-040 Motion by Lester, seconded by Riva to adopt Resolution **0303-16-027 awarding contract for the Orchard View Regional Detention Project** passed 3-2 with Livingston and Isley voting nay. RC.

16-041 Motion by Riva, seconded by Isley to adopt **Resolution 0303-16-028 approving contract and bond for Orchard View Regional Detention Project to Sandstone Management** passed 4-1 with Livingston voting nay, RC.

Public hearing approving the budget

Mayor Pro Tem Isley opened the Public hearing approving the City of Norwalk budget for the 2016-2017 fiscal year at 7:04p.m. Eddleman reported receiving no comments.

With no one present wishing to speak, Isley closed the public hearing at 7:05 p.m.

It was the consensus of the council to approve the budget removing the salary schedule. The council also requested that the job descriptions and salary schedule be discussed at a future work session that the new City Manager could be in attendance at.

16-042 Motion by Kuhl, seconded by Riva to adopt **Resolution 0303-16-029 adopting the annual budget for the Fiscal Year ending June 30, 2017, and certifying the proposed tax levy rate. Removing the words, "and the City of Norwalk Salary Schedule"** passed unanimously, RC.

Consideration of second reading of ordinance amending the code of ordinances of the City of Norwalk, Iowa Chapter 177 – Rates and Fees, by amending the existing section 177.01 2 Chapter 24 Parks and Recreation Fees.

John Chapman, Norwalk Thunder baseball informed the council that 89% of players and coaches in the 9-U league live within Norwalk's city limits.

Michael Borst, Iowa Capitals baseball asked the council to reconsider the start date for the rate increase stating that the teams had booked the tournaments based on the old rate schedule.

Troy Taylor, 2740 Windsor Drive also spoke in favor of the delay in the rate increase stating that those tournaments had been booked based on the old rate schedule.

16-043 Motion by Kuhl, seconded by Isley to pass the second reading of an ordinance amending the Code of Ordinances of the City of Norwalk, Iowa Chapter 177 – Rates and Fees, by amending existing section 177.01 2. Chapter 24 – Parks and Recreation Fees with the effective date of July 1, 2016. Passed 4-1 with Lester voting against, RC.

16-044 Motion by Lester, seconded by Livingston to waive the 3rd reading and to adopt **Ordinance 16-04 amending the Code of Ordinances of the City of Norwalk, Iowa Chapter 177 – Rates and Fees, by amending existing section 177.01 2. Chapter 24 – Parks and Recreation Fees with the effective date of July 1, 2016** passed unanimously, RC.

Silverado Ranch Estates Plat 2

Isley asked Hoskins about the runoff problems at Silverado estates that the detention pond is filling in.

Brad Kuehl, Civil Design Advantage Grimes, Iowa addressed the council regarding the plat. A storm management plan is in place, people will be monitoring the detention pond.

Ryan Wiederstein, WB Realty Company, developer of Silverado Estates stated that there is language in the covenants regarding the silt removal in the detention pond. That that would be assessed to the property owners and not the city.

Dougherty stated that he wanted to review the restrictive covenants and related documents addressing the association responsibilities related to the maintenance of the storm water detention areas.

16-045 Motion by Livingston, seconded by Isley to adopt **Resolution 0303-16-030 approving the Silverado Ranch Estates Plat 2 – final plat** passed unanimously, RC.

16-046 Motion by Lester, seconded by Livingston to adopt **Resolution 0303-16-031 approving an Administration and Compliance Services Agreement between Kabel Business Services and the City of Norwalk** passed unanimously, RC.

Riva informed council that she and councilmember Lester had met on Tuesday that the city had received 4 RFOs and that they had reviewed them using a scoring grid based on the key points of location, team credentials and experience. Riva and Lester had both chosen Waters & Company a firm located out of Kansas City, Missouri.

16-047 Motion by Livingston, seconded by Riva to adopt **Resolution 0303-16-032 approving a professional services agreement with Waters & Company for the City Manager executive recruitment** passed unanimously, RC.

Open Records Policy

Isley asked why this policy was being presented to the council.

Oliver stated that there had been several onerous requests recently made throughout the state for information and felt it necessary to set a policy; Riva mentioned that updating the policy had been discussed at the Metro Advisory Council.

Kuhl had concerns with the city clerk being named as the custodian of the records. Dougherty explained that that was referenced in chapter 22 of the Iowa Code. And that the clerk would coordinate response to all record requests with affected departments through the chain of command.

16-048 Motion by Livingston, seconded by Riva to adopt **Resolution 0303-16-033 adopting Open Records Policy and Fee Schedule** passed 4-1 with Kuhl voting nay, RC.

Isley asked for a 5 minute recess.

Meeting re adjourned at 8:07.

Discussion of pool renovations

Hoskins provided the council with an estimate for an engineer to take a look at the pool. The estimate was for \$3,500. The engineer will take staffs list and then determine what needs to take place to restore the pool for another 10 years of viability.

Kuhl asked if the engineer would be able to look under the pool, Hoskins stated that they can take core samples. Isley said the report from American Leak Detection stated that no leaks were found. Riva stated that she would like the engineer to take a look at the pool and not the list developed by staff.

Brandon Schulte, Senior Construction Manager, DCI, told the council that they were asked to take a look at the list Kuehl provided and put a price on it. DCI can help secure engineers and have a designer look at those items but that a general contractor may still be needed.

Oliver asked about the 400 hours of design work in the estimate, Schulte said that they had looked at the scale of the project and that the 400 hours would be investigative work needed to be done and design services. DCI built in contingencies because they do not know the specific scope.

Hoskins stated that for the council to make an informed decision the council needs accurate information. Isley asked if the engineer could assess if a pool closure would be warranted and asked for a sample of what their reports look like. Hoskins will get that information for the council. Riva stated that she would like a cost estimate from the engineer.

Riva doesn't believe the electrical problem should be fixed if the pool will not be reopened. Lester stated that he wants to know the cost to fix it.

Casey Bright, 639 Nantucket, asked why the city is going to the expense to fix and upgrade the pool. Isley responded saying that the city does not have the bonding capacity to replace the pool at this time.

Jessica Laurie, 917 High Road, asked if Warren County Economic Development could assist the city with the pool. Oliver responded that WCEDCs function is to attract businesses into the city and that the pool would be a public improvement project.

Administrative job descriptions

Oliver stated that over the past couple of years the job descriptions have been updated through the city and that when the City Clerk position was split the segregation of duties were updated to the administrative positions in the department.

Kuhl would like the administration department job descriptions to be reviewed by the new City Manager during a work session. Livingston would like to see the comparison between the old and new descriptions.

16-049 Motion by Kuhl, seconded by Riva to table item 6c, updating position descriptions for the Administration Department passed 4-1 with Lester voting nay, RC.

Pre levy resolution for pool renovation

Lester asked about the dollar amount listed. Oliver explained that is what is being levied on the budget. It limits the levy for certified debt at \$750,000. not the expenditures. That amount is the cut off between an automatic votes versus a non-vote. The council is adopting the pre levy resolution taking care of legal obligations by declaring the intent.

16-050 Motion by Kuhl, seconded by Livingston **to adopt Resolution 0303-16-024 pre levy for pool renovation**, passed unanimously, RC.

City Manager job description

Lester feels that Waters and Company could assist the city in refining the job description.

It was the consensus of the council to have Waters and Company review the City Manager job description.

16-051 Motion by Livingston, seconded by Riva to table item 6i, updating the City Manager job description, passed unanimously, RC.

Staff updates

Kuhl stated that he had had a good day on the hill.

Oliver reported that the LOSST vote had passed and the \$100,000. MPO grant had been granted. Oliver thanked the council for the award that was presented.

Isley asked Hoskins to provide a report to the council identifying streets that need to be overlaid. Hoskins will provide at the March 31st work session.

16-052 Motion by Riva, seconded by Lester to **adjourn** at 8:45 p.m. passed unanimously on a voice vote.

Tom Phillips, Mayor

Attest: _____

Jodi Eddleman, City Clerk

MINUTES OF THE NORWALK CITY COUNCIL WORKSESSION ON 03-31-16
(Unabridged)

Mayor Tom Phillips called the City Council meeting to order at 5:35 p.m. Present at roll call: David Lester, Erika Isley, Stephanie Riva, Ed Kuhl and Jaki Livingston. (RC = roll call vote)

Staff present included: Jodi Eddleman, City Clerk; Jean Furler, Finance Director; Tim Hoskins, Public Works Director; Nancy Kuehl, Parks and Recreation Director; Holly Sealine, Library Director; Greg Staples, Police Chief; Ryan Coburn, Fire Chief; Wade Wagoner, Planning and Economic Development Director and Jim Dougherty, City Attorney.

The consent agenda was amended to remove items c and d.

Item 6 was moved before the consent because of the expenditure to pay for the Homeland Defense Agreement.

16-053 Motion by Riva, seconded by Livingston to approve the agenda as amended passed unanimously, RC.

Homeland Defense Agreement

16-054 Motion by Isley seconded by Riva to adopt **Resolution 0331-16-036 authorizing the Mayor to execute a 28E agreement with the City of Des Moines for Homeland Defense Resources** passed unanimously, RC.

The consent included tax abatements, a refund on sewer charges for the resident at located at 1021 West North Avenue and expenditures:

AIA CORP	TSHIRTS	419.30	MATHESON TRI	MATERIALS	124.05
ALEXIS FIRE EQUIP	CO DETECTOR	372.20	MCCLURE	WAKONDA DR	38,897.81
ASHLEE BROOKS	ASHLEE BROOKS	10.70	MENARDS	PARTS	510.13
ELAN	FOR SERVICES	5,866.84	MERCY COLLEGE	CPR AED ECARD	202.50
CARPENTER UNI	UNIFORMS	722.85	METRO WASTE	WASTE DROP	119.90
CITY OF DSM	CIP/HOMELAND SEC	97,360.50	MIDWEST K-9	BOARDING	100.00
CONFLUENCE	SERVICES 01/21-02/20	4,500.00	NANCY KUEHL	REIMBURSEMENT	53.53
CONSTANT CONTACT	EMAIL MARKETING	588.00	NIKKEL & ASSOC	LIGHTING PANEL	64.85
CRESCENT ELECTRIC	SUPPLIES	21.39	NWTC	ORDINANCE 16-04	123.87
DATAMAXX	ANNUAL SERVICE	1,123.60	NORWALK SOCCER	REFEREE FEES	36.00
DELAGE LANDEN	LEASE #25276411	701.08	OREILLY AUTO	FILTERS #616	54.37
DES MOINES IRON	SHEET METAL	158.90	PAPER FREE	AVANTE	3,660.00
FERNO	EQUIPMENT	890.50	PHIL PARKER	REIMBURSEMENT	52.99
FIRE SERVICE	DARST REGISTRATION	25.00	PHYSIO CONTROL	EQUIPMENT	211.65
GAMETIME	COSMIX LINK	604.03	PIONEER	PVIP	560.00
GE CAPITAL	RETURN ASSET	75.00	PURCHASE POWER	LIBRARY POSTAGE	255.97
GRIMES ASPHALT	COLD MIX	687.66	SHRED IT	SHRED IT	50.24
HARVEY'S	BATTERIES	629.65	SPRINGER PEST	PEST SERVICE	68.00
HP INC	COMPUTERS	2,478.00	DSM REGISTER	DAILY PAPER	31.38
ILLINOIS FIRE	KOCHEK	62.27	GRAPHIC EDGE	2016 SOCCER	1,470.70
INDOFF INC	PRINTER INK	513.53	THOMPSONS IND	FITTINGS	37.69
IA LIVING	NORWALK LIVING	999.00	TYLER TECH	SUPPORT	990.00
IOWA ONE CALL	SERVICE	84.30	UNITY POINT OCCUP	RANDOM TESTING	74.00
IA WINDOW	CITY HALL	85.00	UNITYPOINT CLINIC	PHYSICAL	32.00
JEAN FURLER	MILEAGE REIMBU	136.08	WADE WAGONER	MILEAGE 3/9 - 3/18	371.52
JO SNYDER	SUPPLIES	69.90	WARREN CO AUDITOR	LOSST ELECTION	6,235.61
KABEL BUSINES	HRA CKS	7,004.19	WARREN CO EXTENSION	CLINIC	360.00
LANDS END	CITY LOGO SHIRT	62.90	WAYNE DENNIS	SUPPLIES	23.80
LASER RESOURCES	COPIER CONTRACTS	566.27	WDSM POLICE	CFMH LEWISTON	30.00
LUKE PARRIS	REIMBURSEMENT	520.00			

16-055 Motion by Lester seconded by Kuhl to approve the **consent agenda** passed unanimously, RC.

Southeast Trunk Sewer Phase 2 Project change order

Change Order No. 1 is for the Southeast Trunk Sewer Phase 2 and was necessary due to unforeseen conditions involving the well on Bedwell's property that is adjacent to the new sewer main installed. When the new sewer was installed it had a granular envelope placed around the pipe to secure it in place. There was also field tile installed on both sides of the excavation as

part of the easement agreement with the property owner. After the project was completed Bedwells noticed that their shallow well, which is used to provide water for the green houses, was not recharging. It is believed that the cause of the lack of ground water is due to the new sewer servicing as a drain in the area with water traveling in the rock envelope placed around the pipe. As an attempt to correct the situation, a soil/Bentonite Trench Plug was installed to seal off the water traveling around the sewer main.

Livingston asked if this was something the city would have known before the line was installed. Hoskins did not think so because the well was unrecorded. Livingston then asked why the city would be responsible for the consequence and asked if the city was legally responsible and asked for Jim Dougherty's legal opinion, recommendation, and ramification on setting precedence on any unforeseen consequences on private property. Dougherty stated that the work has already been done but would research and let council know. Legal easements were done, neighbor granted the city the right to put the pipe there might be a stretch to say the city is obligated to fix the well.

Livingston would like to know in the event that this would happen again that the city would have better direction and understanding. Livingston also stated that engineers are hired to tell the city what to expect and would like to understand why there are so many unforeseen surprises.

Kuhl asked if this would remedy the situation. Hoskins responded that he does not know that it will.

Hoskins also stated that some of the best laid plans there are always unforeseen circumstances. Lester asked about the engineering firm having insurance to cover the cost, Hoskins responded that most engineering contracts use AIA documents specifically designed to cover the engineers.

Livingston asked who the engineer on the project is. Hoskins responded that is Veenstra & Kimm.

16-056 Motion by Livingston seconded by Isley to adopt **Resolution 0331-16-034 approving a change order for Southeast Trunk Sewer Phase 2 Project**, passed unanimously, RC.

Holland Park Project change order

The change order is for additional tree removal that will allow the city a place to dispose excess dirt from the creation of the regional detention facility. Hauling the dirt out is too expensive and moving it to out lot U and V is a cheaper solution.

The developer has also agreed to donate to the city additional lands necessary for a future trail head. Out lot U, which lies to the east of the proposed Elizabeth Holland Park has been identified as a location to place and compact excess dirt. In order for this to be accomplished, the trees need to first be removed.

Livingston asked if this cost would have been included in what the city asked for on the bid documents. Wagoner responded that it would not have been.

Livingston asked who the engineer on the project was. Wagoner responded Veenstra & Kimm.

Wagoner responded that at that time the city had not yet analyzed the fact that the park design could be improved and be done more cost effectively.

Isley asked what would happen with the dirt, Wagoner stated that the current development agreement states that the soils are to be delivered to the surrounding property owners, the owners are responsible for erosion control.

Wade contemplates some modifications to the development agreement that will take care of the soils and will also improve the pad sites that are surrounding the park. That amended agreement will be presented to the council at the April 21st meeting.

Hoskins responded that the original design that was used in the process of developing the bid documents addressed only the storm water detention basin and did not involve the area surrounding it. That area has significantly impacted the amount of dirt and where it will go. And that is what has led up to this change order.

Isley responded that the point was to allow more land that could be developed commercially. The two projects are related, whether it was that bid that way or not, might be true but this concept was created with these sites in mind. The public/private parts of this are together.

Livingston stated that if the city was not doing the change order it would cost the city a million dollars to move the dirt neither of which was contemplated by the original engineering. Livingston would like to understand why it wasn't part of the original engineering.

Craig King responded saying that there was no way of conveying the water to the detention facility and doesn't know if there has ever been an estimate on what it would have cost. The bid was always for the detention facility.

Livingston would like the engineer to explain how this was missed. Council requested that an engineer from Veenstra & Kimm be at the April 21 council meeting.

16-057 Motion by Kuhl seconded by Livingston to adopt **Resolution 0331-16-035 approving a change order for grubbing of Holland Park Project** passed unanimously, RC.

Discussion and Study Items

Yard Waste collection from the curb

Metro Waste Authority staff presented the options of co-mingling yard waste with household waste at the March 3rd City Council meeting. The MWA board is seeking direction and feedback from the City Councils on whether or not they would support the change. Staff is asking the council whether or not they are opposed or in favor of blending yard waste into the regular stream of household waste.

Kuhl asked when a decision needed to be made, Hoskins responded by May.

Lester stated that he had received feedback from residents who live in townhomes, the residents weren't happy to be paying for something they wouldn't be using.

Kuhl asked what the impact would be to the residents; Hoskins responded that it will be an additional 9.36 per year.

Riva stated that under the new program if a resident chooses to use a yard cart in addition that their rate will go down from 105.00 per year to 84.00 per year.

Paper bags can still be purchased.

Isley stated that Metro Waste wants a 3 to 5 year commitment.

Kuhl asked about the impact to the people in the community.

Livingston stated that the vast majority of the residents are homes, some with significant yard waste and some not.

Isley asked if this would change the cities liability as to what is taken and goes into the landfill.

Hoskins responded saying that it would not.

Riva stated that the difference if you are eliminating the bags, comes out to be about 2.5 cents more per day for the customer to put yard waste in the can. Riva is in agreement with the change.

It was the consensus of the city council to agree to this contract change with Metro Waste Authority.

Street repair spending

Tim provided the council with a spreadsheet summarizing the amount of dollars that are available for street repairs. Public works has a document that shows what is intended to be accomplished within the following year; this is updated after the winter months. Tim takes that list and assigns costs to it.

Isley asked if this could be provided in his monthly reports. Hoskins said yes he would do that at the April 21st council meeting.

Councilmember Kuhl asked Jean if the amount of employees' salaries paid out of road use tax dollars could be moved to the general fund without exceeding the tax levy. That alleviating that expense would allow those dollars to be spent on street projects.

Hoskins stated that there is a RUT transfer out to the general fund.

Furler responded that it could be changed but it will increase the tax rate because it would then be a general fund expense.

Isley mentioned that a portion of the LOSST revenues could go towards street repairs. The cities statement was that 25% would go to property tax relief and 75% would go to other things.

The 20k that has been appropriated for overlays in capital projects will not do a 400 foot block.

Riva asked Hoskins how much it cost to overlay a block, Hoskins responded around 40k.

Kuhl asked if estimated cost be included and distributed to the council and how Hoskins prioritizes which street is done first.

Kuhl asked Hoskins about the street bonds his example was West Pine the curbing is shattered the concrete is settling that the street is too new to have that happen.

Isley believes that the council should make decisions to address the issues of maintenance of buildings, streets and equipment.

Water's Edge Aquatic Design report

Council had directed staff at the March 3rd, meeting to provide an update and report from Michael Fisher, Waters Edge Aquatic Design.

The report provided is just an opinion and does not have any costs estimates included. Kuehl told the council that Fisher had noted there was something under the basin that needed repaired but that was not included in his report. Ground water is coming up through the caulked joints, to remedy this a hydrostatic valve can be installed that would release pressure opening up and allowing water flow into the pool.

Riva asked why that was not mentioned in the report. Kuehl stated that the valve is mentioned. Kuehl talked about caulking the pool and Hoskins said that the engineer had indicated that that would be annual maintenance.

Livingston asked if the report had been shown to the Park and Recreation Commission, Kuehl stated that she would give it to them to review Wednesday, April 6th.

Mayor Phillips asked why there hasn't been a maintenance plan in place, Kuehl stated that whenever she had asked previous councils for money to maintain she was told that they wouldn't be spending money to do that because it was the intention to build a new facility. Kuehl added that Warren County had done an inspection and found no deficiencies with the pool.

The mayor stated that a project manager should be hired to manage the project and requested a cost estimate on what it will cost to keep the pool in working condition for an additional ten years.

Livingston asked that the council figure out what they are willing to do so that they can give direction to the project manager.

Riva would like to know what it will cost to do core drills to find the underlying problem and then the cost to repair said problem.

It was the consensus of the council to have Waters Edge get a core drill from under the basin of the pool and what it will take to restore the pool for an additional ten years.

Hoskins will ask Waters Edge to take the report that they have put together and assign costs to that.

Kuehl asked the council if she should plan on opening the pool for the 2016 season.

Livingston asked how soon the engineer could come get the core report done and asked Kuehl to wait for the answer until April 7th.

Kuehl said that she could wait until that meeting.

Livingston doesn't know what her position is on opening up the pool for the 2016 season until council and staff know what is going on underneath it.

It was the consensus from the council to get input from the Park and Recreation Advisory Commission and to have Michael Fisher provide the council with an update on the core report at the April 7th council meeting.

COLA and merit raises

Staff requests direction regarding cost of living adjustments for employees effective July 1, 2016. The COLA amounts included in the FY17 budget are 2% for union employees (per negotiated contract) and 3% for all other employees. Additionally, some employees are up for merit increases per department head approval.

Livingston asked about the salaries listed on the spreadsheet that was provided were current.

Furler responded that there are two separate union contracts that the police contract had agreed to 2% effective, January 1, 2016 and 2% July 1, 2016. The public works contract had agreed to 2% effective, July 1, 2016.

3% was put into the budget to allow for COLA raises.

Riva stated that inflation hadn't gone up 3% since 2005 and that the private sector hasn't seen a COLA raise increase.

Isley stated that she could agree to the 3% COLA, however, she would want salary comparable from the metro area to make a decision on the merit raises.

Kuehl believes that a new city manager should review the job descriptions and make a recommendation to the council.

Livingston asked Furler which employees would be getting the merit increase?

Furler named those positions.

The mayor asked the council to clarify if they wanted to wait for the new city manager to give direction on both the COLA and merit increase.

Kuehl feels that the city manager could look at the reorganization of the city and look at comparative study's to look at the COLA.

Riva stated that she would prefer to see employees rewarded on merit rather than COLA. That it would be worthwhile to wait for the new manager as some jobs may shift and requests that the manager look at the job descriptions.

Livingston asked if the city had ever had a merit scheme in place. That COLA should be addressed but does not agree with giving 3%.

Lester believes something should be done with the COLA before the new manager arrives but isn't sure what that number is. A new manager should be involved in the job description changes and merit increases.

It was the consensus of the council to have finance bring back comparables at the April 21st council meeting.

Local option sales tax

Discussion regarding the local option sales and service tax passed March 1, 2016. Furler provided the council with a spreadsheet showing projected LOSST revenues and related property tax relief amounts. The resolution that was adopted indicated that 25% be allocated to property tax relief and 75% to operation, construction and/or rehabilitation of public safety, public works, street maintenance and any other lawful purpose. Furler also provided the council with two additional spreadsheets showing the breakdown of revenues by area.

The first is what has been estimated to receive based on the final vote. The second sheet is included to demonstrate what all areas (city and unincorporated) would have received had all the electorate passed/approved the tax. The city should start seeing money in August.

Isley asked when the cops grant would be paid for. Chief Staples responded October of 2017.

The mayor cautioned the council against using the funds for ongoing expenses because they aren't a certain guarantee. The mayor encouraged department heads to look at capital expenditures they may need within the next 5 to 10 years. Mayor would like staff to present an improvement plan to the public that would show the benefit of the local option sales tax.

Isley reminded the council of the NCIS project.

Riva asked Furler how the property tax relief applies to each household.

Lester stated that it would equal to about 47.50 per 180,000 house.

Riva asked if the county takes off the tax bill.

Isley is curious if the emergency levy could be dropped also.

Furler does not know, it does go into effect July 1. She will look into the process to determine how that tax relief is applied and have that information to the council at the May 5th council meeting.

Permanent part time position in Planning and Economic Development Department

The Planning and Economic Development department is looking to add a part time staff member to their team.

Livingston asked why the job would merit change when council isn't willing to change any of the other job descriptions.

Wagoner stated that it wasn't a job title change that it was an adding an additional part time position to the department.

Isley asked how many hours a week the position would work.

Wagoner responded that it would be 20 hours a week.

Council policies/procedures

This was a request from councilmember Kuhl to review the policies and procedures of the City Council.

Kuhl presented a list of topics for the council to consider, the first being the change of time for the council meetings. He asked how council felt about changing the start time to 7 p.m.

Isley responded that she hadn't heard any complaints about the start time and felt that if people wanted to discuss an issue they would attend no matter what the time.

Council consensus to continue to have the council meetings begin at 6.

Livingston noted that that needed to be changed in the document, city council procedural rules.

Kuhl asked the council what they thought of putting together a fiscal committee. He believes that there are two qualified council members who could work with the financial director on reconciling items and investments.

Furler responded that it had been her experience to have an investment committee.

Isley can always give their opinion on the budget and expenditures and believes that if the council has a specific direction they can give Jean on what they would like presented to them that would be beneficial.

Kuhl asked Furler to put some thoughts down.

Furler will come up with some different ways to convey information to the council.

Kuhl requested that IT look into televising council meetings allowing the public to have greater access.

The mayor stated that he would ask Tim Geyer what equipment would be needed to do that. Kuhl stated that he would meet with Geyer.

Kuhl asked about public feedback on the city's website, that residents would have to list their name, address in order to make comments. An example would be for public hearings. A prompt would be added that would take residents to the packet and that would take them to a comments page. Public comments could be submitted to the city clerk and then brief the mayor and council.

Livingston stated that the agenda and the packet are available now to the public on the city's website. Residents are already able to submit public comments.

In process of upgrading the website, a website developer could look in to that option.

Kuhl looking for a vehicle for residents to communicate easier to the council. Livingston believes they currently have lots of avenues to do that via email, phone calls, Facebook and attending council meetings.

Kuhl asked about improving the agenda, packet and preparation process. The mayor and city manager meet at the Wednesday meeting the week prior to the council meeting, department directors would have to have the item and the supporting documents ready at that time. The next step would be to have the city attorney review ordinances, contracts, agreements. Kuhl would like a legal opinion on those documents.

Isley stated that the council and department directors make allowances to be good partners to developers and that there are deliverables that department heads are waiting on.

Kuhl believes that if council doesn't have those documents then they aren't able to make a good decision.

The items are into by Friday at noon and the packet is processed and distributed the Monday before the council meeting.

The mayor stated that an agenda can be posted up to 24 hours before a meeting and that everything is there in the packet on the website.

Kuhl stated that proof reading is an issue.

Hoskins asked Kuhl if he was asking staff to prepare documents 15 days prior to a council meeting and stated that it is a struggle to have items done by Friday.

Isley doesn't appreciate getting documents at the dais.

Livingston stated that council already has the authority to abstain or table an action if they do not feel they have sufficient information on a topic.

Mayor Phillips agrees with Livingston stating that the council has authority to approve or deny based on the information they receive. That if documents are received by the Monday or Tuesday prior to the meeting that should be enough time for council to review and make a decision. A reasonable line in the sand would be 24 hours before the meeting.

Staples stated that now department directors are submitting their staff reports directly.

Lester stated that councilmembers should also review that if there is more information needed council should be asking questions and contacting department directors also.

Kuhl asked if a check list is used on plat preparation.

Mayor stated that department directors go through a thorough process.

Wagoner will have that list to the council

16-058 Motion by Riva seconded by Livingston to adjourn the meeting at 8:12 p.m. passed unanimously, RC.

Tom Phillips, Mayor

Attest:

Jodi Eddleman, City Clerk



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 06
For Meeting of 04/07/2016

ITEM TITLE: Consent Agenda
CONTACT PERSON:

Expenditures

This item is on the agenda for the approval of payment per the attached claims list.

Tax abatement

The following tax abatement applications were submitted for approval:

Liquor license renewals

This item is on the agenda for approval per the attached request.

Cal's Fine Food & Spirits II – LC0034548

Dollar General Store #284 – BC0029868

Gateway Market MLK, event at the Wright Place – LCV64137

Proclamation

Declaring April as Child Abuse Awareness month

Resolutions

The attached resolutions are on the agenda for consideration:

Resolution requesting changes to the Federal Classification system for three streets, Beardsley Street, 50th Avenue and 80th Avenue

Resolution approving permanent part time position in the Planning & Economic Development Department

Action items

These items are on the agenda for approval by council:

Receive and file

The attached reports are submitted for informational purposes:

Monthly reports for February

STAFF RECOMMENDATION: Approve consent agenda on a roll call vote.

PACKET: 03576 0407 COUNCIL AP
VENDOR SET: 01 CITY OF NORWALK
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-002136	ACME TOOLS					
I-4055630		TOOLS	218.99			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TOOLS		110 5-210-2-6507	OPERATING SUPPLIES	218.99
		=== VENDOR TOTALS ===	218.99			

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01-003260	ADVENTURE LIGHTING					
I-056585		LIGHTING	247.29			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		LIGHTING		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	247.29
		=== VENDOR TOTALS ===	247.29			

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01-000764	BRIAN PETTIT					
I-201604012218		TRAINING LUNCH REIMBURSEMENT	10.17			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TRAINING LUNCH REIMBURSEMENT		110 5-210-1-6230	EDUCATION AND TRAINING	10.17
		=== VENDOR TOTALS ===	10.17			

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01-001436	BSN PASSONS GSC CONLIN SPORTS					
I-97223504		BALL FIELDS EQUIPMENT	1,446.88			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		BALL FIELDS EQUIPMENT		001 5-440-2-6507	OPERATING SUPPLIES	1,446.88
		=== VENDOR TOTALS ===	1,446.88			

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01-002281	CALHOUN BURNS AND ASSOC					
I-2015226.00-1		50TH AVE BRIDGE	2,116.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		50TH AVE BRIDGE		435 5-210-2-6407	ARCHITECTURE & ENGINEERI	2,116.00
		=== VENDOR TOTALS ===	2,116.00			

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01-000147	CAPITAL SANITARY SUPPLIES					
I-C205747		JANITORIAL SUPPLIES	229.22			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		JANITORIAL SUPPLIES		001 5-650-2-6310	BUILDING MAINTENANCE/REP	28.98
		JANITORIAL SUPPLIES		001 5-110-2-6310	BUILDING MAINTENANCE/REP	171.26
		JANITORIAL SUPPLIES		110 5-210-2-6507	OPERATING SUPPLIES	28.98
		=== VENDOR TOTALS ===	229.22			

PACKET: 03576 0407 COUNCIL AP
VENDOR SET: 01 CITY OF NORWALK
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003314	CHRIS MURILLO					
I-201604012219		TRAINING LUNCH REIMBURSEMENT	8.47			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TRAINING LUNCH REIMBURSEMENT		610 5-815-1-6230	EDUCATION AND TRAINING	8.47
		=== VENDOR TOTALS ===	8.47			

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01-002864	CIS ATHLETIC SUPPLY					
I-16-5984		PITCH MOUND REPAIR	600.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		PITCH MOUND REPAIR		001 5-460-2-6320	GROUNDS MAINTENANCE & RE	600.00
		=== VENDOR TOTALS ===	600.00			

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01-001162	CNM OUTDOOR EQUIPMENT					
I-119567		TOOLS MAINTENANCE	99.36			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TOOLS MAINTENANCE		001 5-299-2-6350	OPERATIONAL EQUIPMENT RE	99.36
		=== VENDOR TOTALS ===	99.36			

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01-003703	CODY RIES					
I-201604012220		TRAINING LUNCH REIMBURSEMENT	6.67			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TRAINING LUNCH REIMBURSEMENT		110 5-210-1-6230	EDUCATION AND TRAINING	6.67
		=== VENDOR TOTALS ===	6.67			

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01-003558	DAVIS EQUIPMENT CORPORATION					
I-JI06917		TOOLS MAINTENANCE	556.52			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TOOLS MAINTENANCE		001 5-299-2-6350	OPERATIONAL EQUIPMENT RE	556.52
		=== VENDOR TOTALS ===	556.52			

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01-000158	DES MOINES WATER WORKS					
I-201604012221		DMWW	290.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		DMWW		600 5-811-2-6413	PAYMENT FOR SERVICES	290.00
		=== VENDOR TOTALS ===	290.00			

PACKET: 03576 0407 COUNCIL AP
VENDOR SET: 01 CITY OF NORWALK
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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-003672		EXTERIOR SHEET METAL, INC.				
I-146068		MATERIALS	121.68			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		MATERIALS		600 5-810-2-6310	BUILDING MAINTENANCE/REP	121.68
		=== VENDOR TOTALS ===	121.68			

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01-000030		FREEDOM TIRE & AUTO CENTER				
I-49563		PW PICK UP	384.88			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		PW PICK UP		001 5-299-2-6331	VEHICLE OPERATIONS	384.88
		=== VENDOR TOTALS ===	384.88			

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01-001312		GE CAPITAL				
I-64559782		RETURN CHARGE	75.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		RETURN ASSET		001 5-150-2-6415	RENTS & LEASES	75.00
		=== VENDOR TOTALS ===	75.00			

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01-003328		GENERAL FIRE AND SAFETY EQUIPM				
I-21155		INSPECTION	252.45			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		INSPECTION		110 5-210-2-6331	VEHICLE OPERATIONS	252.45
I-21156		INSPECTION	1,446.45			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		INSPECTION		001 5-110-2-6310	BUILDING MAINTENANCE/REP	1,446.45
I-21157		INSPECTION	364.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		INSPECTION		001 5-650-2-6310	BUILDING MAINTENANCE/REP	66.75
		INSPECTION		001 5-410-2-6310	BUILDING MAINTENANCE/REP	141.50
		INSPECTION		001 5-440-2-6310	BUILDING MAINTENANCE/REP	103.50
		INSPECTION		001 5-110-2-6310	BUILDING MAINTENANCE/REP	52.25
		=== VENDOR TOTALS ===	2,062.90			

PACKET: 03576 0407 COUNCIL AP
VENDOR SET: 01 CITY OF NORWALK
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-001079		GRIMES ASPHALT AND PAVING CO				
I-10110		COLD MIX	226.30			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		COLD MIX		110 5-210-2-6417	STREET MAINTENANCE SUPPL	226.30
		=== VENDOR TOTALS ===	226.30			

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01-000352		HALLETT MATERIALS				
I-1309990		ROADSTONE	3,076.26			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ROADSTONE		110 5-210-2-6417	STREET MAINTENANCE SUPPL	3,076.26
I-1310003		ROADSTONE	306.02			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ROADSTONE		110 5-210-2-6417	STREET MAINTENANCE SUPPL	306.02
		=== VENDOR TOTALS ===	3,382.28			

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01-001695		HARLAND TECHNOLOGY SERVICES				
I-13845069		TONER	257.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TONER		001 5-650-2-6506	OFFICE SUPPLIES	257.00
		=== VENDOR TOTALS ===	257.00			

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01-003657		HILLTOP TIRE				
I-0138822		JAC MOWER TIRES	57.84			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		JAC MOWER TIRES		001 5-299-2-6350	OPERATIONAL EQUIPMENT RE	57.84
		=== VENDOR TOTALS ===	57.84			

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01-003673		JACKSON CREEK ENTERPRISES				
I-201604012222		FOUNDERS' DISTRICT	117,525.81			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		FOUNDERS' DISTRICT		600 5-810-3-6728	CAPITAL IMPROVEMENTS	117,525.81
		=== VENDOR TOTALS ===	117,525.81			

PACKET: 03576 0407 COUNCIL AP
 VENDOR SET: 01 CITY OF NORWALK
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003704	JEBRO, INC.					
I-94553		OIL FILTERS	30.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		OIL FILTERS		110 5-210-2-6331	VEHICLE OPERATIONS	30.00
		=== VENDOR TOTALS ===	30.00			
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01-003705	JERRILYN DAVEY-BECK					
I-201604012223		MAILBOX REIMBURSEMENT	54.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		MAILBOX REIMBURSEMENT		110 5-210-2-6417	STREET MAINTENANCE SUPPL	54.00
		=== VENDOR TOTALS ===	54.00			
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01-003337	LASER RESOURCES					
I-AR367752		RETURN CHARGE	495.16			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		RETURN CHARGE		001 5-150-2-6415	RENTS & LEASES	247.58
		RETURN CHARGE		001 5-650-2-6415	RENTS & LEASES	247.58
		=== VENDOR TOTALS ===	495.16			
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01-000644	MENARDS					
I-21672		SUPPLIES	21.95			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		SUPPLIES		001 5-299-2-6504	MINOR EQUIPMENT	21.95
I-22528		EQUIPMENT	110.47			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		EQUIPMENT		110 5-210-2-6417	STREET MAINTENANCE SUPPL	110.47
I-22919		PAINT SUPPLIES	257.78			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		PAINT SUPPLIES		110 5-210-2-6417	STREET MAINTENANCE SUPPL	257.78
		=== VENDOR TOTALS ===	390.20			
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01-002554	MERCY COLLEGE OF HEALTH SCIENC					
I-103167		CPR AED ECARDS	104.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		CPR AED ECARDS		001 5-160-1-6230	EDUCATION AND TRAINING	104.00
		=== VENDOR TOTALS ===	104.00			

PACKET: 03576 0407 COUNCIL AP
VENDOR SET: 01 CITY OF NORWALK
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-005343 METRO WASTE AUTHORITY						
I-50045281		TURF GOLD	176.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TURF GOLD		110 5-210-2-6417	STREET MAINTENANCE SUPPL	176.00
I-50045282		TURF GOLD	176.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TURF GOLD		110 5-210-2-6417	STREET MAINTENANCE SUPPL	176.00
I-50045301		TURF GOLD	176.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TURF GOLD		110 5-210-2-6417	STREET MAINTENANCE SUPPL	176.00
I-70006763		GARBAGE SERVICE	28,704.28			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		GARBAGE SERVICE		001 5-290-2-6404	COLLECTION COSTS	28,704.28
I-70006769		LARGE ITEM STICKERS	1,000.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		LARGE ITEM STICKERS		001 5-290-2-6404	COLLECTION COSTS	1,000.00
I-70006783		CURB IT SERVICE	8,715.35			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		CURB IT SERVICE		001 5-290-2-6404	COLLECTION COSTS	8,715.35
		=== VENDOR TOTALS ===	38,947.63			
=====						

01-003706 MICHAEL SCHULTZ

I-201604012224		TRAINING LUNCH REIMBURSEMENT	9.21			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TRAINING LUNCH REIMBURSEMENT		110 5-210-1-6230	EDUCATION AND TRAINING	9.21
		=== VENDOR TOTALS ===	9.21			
=====						

01-002660 MID IOWA SOLID WASTE EQUIPMENT

I-41129		SWEEPER PARTS	119.09			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		SWEEPER PARTS		110 5-270-2-6331	VEHICLE OPERATIONS	119.09
		=== VENDOR TOTALS ===	119.09			

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 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003707	MIKE MYER					
I-201604012225		TRAINING LUNCH REIMBURSEMENT	9.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TRAINING LUNCH REIMBURSEMENT		610 5-815-1-6230	EDUCATION AND TRAINING	9.00
		=== VENDOR TOTALS ===	9.00			

=====						
01-000618	MUNICIPAL SUPPLY					
I-0617018-IN		SUPPLIES	4,653.60			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		SUPPLIES		600 5-810-3-6728	CAPITAL IMPROVEMENTS	4,653.60
I-0617034-IN		POOL METER	602.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		POOL METER		600 5-810-3-6728	CAPITAL IMPROVEMENTS	602.00
		=== VENDOR TOTALS ===	5,255.60			

=====						
01-001502	NANCY KUEHL					
I-201604012226		CANDY / PRIZES	84.90			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		CANDY / PRIZES		001 5-440-2-6507	OPERATING SUPPLIES	84.90
		=== VENDOR TOTALS ===	84.90			

=====						
01-000664	NORWALK READY-MIXED CONCRETE,					
I-170226		MAIN ST & LEWIS	960.50			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		MAIN ST & LEWIS		110 5-210-2-6417	STREET MAINTENANCE SUPPL	960.50
		=== VENDOR TOTALS ===	960.50			

=====						
01-001690	OVERHEAD DOOR COMPANY					
I-65133		TOP DOOR SEAL	31.20			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TOP DOOR SEAL		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	31.20
		=== VENDOR TOTALS ===	31.20			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001018	PAUL SWIFT					
I-201604012227		VISION REIMBURSEMENT	219.80			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		VISION REIMBURSEMENT		110 5-210-1-6182	ALLOWANCES	219.80
		=== VENDOR TOTALS ===	219.80			

=====						
01-000768	PEEK SALES & SERVICE					
I-12449		GRASSHOPPER PARTS	32.35			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		GRASSHOPPER PARTS		001 5-299-2-6331	VEHICLE OPERATIONS	32.35
I-12460		CONCRETE SAW PARTS	114.13			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		CONCRETE SAW PARTS		110 5-210-2-6350	OPERATIONAL EQUIPMENT RE	114.13
		=== VENDOR TOTALS ===	146.48			

=====						
01-002576	PURCHASE POWER					
I-201604012228		POSTAGE	1,000.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		POSTAGE		001 5-650-2-6508	POSTAGE AND SHIPPING	105.49
		POSTAGE		001 5-599-2-6508	POSTAGE AND SHIPPING	98.34
		POSTAGE		600 5-811-2-6508	POSTAGE AND SHIPPING	504.02
		POSTAGE		610 5-816-2-6508	POSTAGE AND SHIPPING	170.29
		POSTAGE		740 5-865-2-6507	OPERATING SUPPLIES	56.17
		POSTAGE		001 5-150-2-6508	POSTAGE AND SHIPPING	21.66
		POSTAGE		001 5-110-2-6508	POSTAGE AND SHIPPING	17.27
		POSTAGE		001 5-410-2-6508	POSTAGE AND SHIPPING	16.86
		POSTAGE		001 5-440-2-6508	POSTAGE AND SHIPPING	9.90
		=== VENDOR TOTALS ===	1,000.00			

=====						
01-003350	SARA MYERS					
I-201604012229		BASKETBALL REFUND	57.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		BASKETBALL REFUND		001 5-440-2-6420	REFUNDS	57.00
		=== VENDOR TOTALS ===	57.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-003130 SARAH HOMMER						
I-201604012230		EGG HUNT REFUND	10.60			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		EGG HUNT REFUND		001 5-440-2-6420	REFUNDS	10.60
		=== VENDOR TOTALS ===	10.60			
=====						
01-005536 SCCIC						
I-201604012231		2016 DUES	100.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		2016 DUES		001 5-210-1-6230	EDUCATION AND TRAINING	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-002435 TYLER TECHNOLOGIES						
I-025-151340		SET UP	62.50			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		SET UP		001 5-670-2-6490	CONSULTANT & PROFESSIONA	62.50
I-025-151762		CONFIGURATION	250.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		CONFIGURATION		001 5-670-2-6490	CONSULTANT & PROFESSIONA	250.00
		=== VENDOR TOTALS ===	312.50			
=====						
01-001052 VEENSTRA & KIMM INC.						
I-14267-033-3		LEGACY PLAT 19	79.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		LEGACY PLAT 19		001 5-599-2-6490	CONSULTANT & PROFESSIONA	79.00
I-14267-037		ORCH HILLS VILLAS	159.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ORCH HILLS VILLAS		001 5-599-2-6490	CONSULTANT & PROFESSIONA	159.00
I-14267-040-2		TIMBER VIEW PLAT 1	79.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		TIMBER VIEW PLAT 1		001 5-599-2-6490	CONSULTANT & PROFESSIONA	79.00
I-14267-042-2		ESTATES ON THE RIDGE PLAT 2 F	40.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ESTATES ON THE RIDGE PLAT 2 FI		001 5-599-2-6490	CONSULTANT & PROFESSIONA	40.00
I-14267-044-2		OLD SCHOOL PLAT 2	28.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		OLD SCHOOL PLAT 2		001 5-599-2-6490	CONSULTANT & PROFESSIONA	28.00

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-001052	VEENSTRA & KIMM INC.	(** CONTINUED **)				
I-14267-045-1		MARKETPLACE AT ECHO VALLEY	56.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		MARKETPLACE AT ECHO VALLEY		001 5-599-2-6490	CONSULTANT & PROFESSIONA	56.00
I-14275-1		ORCH VIEW REG DET PARK	2,695.84			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ORCH VIEW REG DET PARK		420 5-865-2-6407	ARCHITECTURE & ENGINEER	2,695.84
I-14277-3		ORCH VIEW REG DET PARK	316.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ORCH VIEW REG DET PARK		420 5-599-2-6407	ARCHITECTURE & ENGINEERI	316.00
I-14283-5		WATER DIST SYS UPGRADE	309.61			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		WATER DIST SYS UPGRADE		600 5-810-3-6728	CAPITAL IMPROVEMENTS	309.61
I-14284-4		WATER DIST SYS UPGRADES	5,885.98			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		WATER DIST SYS UPGRADES		600 5-810-3-6728	CAPITAL IMPROVEMENTS	5,885.98
I-14287-4		BEARDSLEY REG DET FAC PH1	3,298.96			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		BEARDSLEY REG DET FAC PH1		305 5-210-2-6407	ENGINEERING EXPENSE	3,298.96
		=== VENDOR TOTALS ===	12,947.39			
=====						
01-001629	WADES AUTO GLASS					
I-12303		UNIT 127	173.00			
4/07/2016	AP	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		UNIT 127		001 5-110-2-6332	VEHICLE REPAIR	173.00
		=== VENDOR TOTALS ===	173.00			
		=== PACKET TOTALS ===	191,380.52			

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** T O T A L S **

INVOICE TOTALS 191,380.52
DEBIT MEMO TOTALS 0.00
CREDIT MEMO TOTALS 0.00

BATCH TOTALS 191,380.52

** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
					ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2015-2016		001-2020	ACCOUNTS PAYABLE	46,009.78-*						
		001-5-110-2-6310	BUILDING MAINTENANCE/REP	1,669.96	40,000	16,906.32				
		001-5-110-2-6332	VEHICLE REPAIR	173.00	17,500	9,074.01				
		001-5-110-2-6508	POSTAGE AND SHIPPING	17.27	1,300	114.41-	Y			
		001-5-150-2-6415	RENTS & LEASES	322.58	3,120	6.70				
		001-5-150-2-6508	POSTAGE AND SHIPPING	21.66	0	93.79-	Y			
		001-5-160-1-6230	EDUCATION AND TRAINING	104.00	5,800	5,202.00				
		001-5-210-1-6230	EDUCATION AND TRAINING	100.00	0	100.00-	Y			
		001-5-290-2-6404	COLLECTION COSTS	38,419.63	440,000	37,795.38				
		001-5-299-2-6331	VEHICLE OPERATIONS	417.23	15,000	7,132.33				
		001-5-299-2-6350	OPERATIONAL EQUIPMENT RE	713.72	4,500	1,538.41				
		001-5-299-2-6504	MINOR EQUIPMENT	21.95	2,500	2,141.83				
		001-5-410-2-6310	BUILDING MAINTENANCE/REP	141.50	14,000	6,307.70				
		001-5-410-2-6508	POSTAGE AND SHIPPING	16.86	3,500	2,818.63				
		001-5-440-2-6310	BUILDING MAINTENANCE/REP	103.50	500	396.50				
		001-5-440-2-6420	REFUNDS	67.60	3,000	2,349.90				
		001-5-440-2-6507	OPERATING SUPPLIES	1,531.78	30,000	5,264.61				
		001-5-440-2-6508	POSTAGE AND SHIPPING	9.90	500	1,326.68-	Y			
		001-5-460-2-6320	GROUNDS MAINTENANCE & RE	600.00	25,000	20,800.00				
		001-5-599-2-6490	CONSULTANT & PROFESSIONA	441.00	55,000	23,592.53				
		001-5-599-2-6508	POSTAGE AND SHIPPING	98.34	400	228.65-	Y			
		001-5-650-2-6310	BUILDING MAINTENANCE/REP	95.73	6,000	2,032.56-	Y			
		001-5-650-2-6415	RENTS & LEASES	247.58	5,000	491.17				
		001-5-650-2-6506	OFFICE SUPPLIES	257.00	2,250	1,370.36-	Y			
		001-5-650-2-6508	POSTAGE AND SHIPPING	105.49	4,500	3,413.77				
		001-5-670-2-6490	CONSULTANT & PROFESSIONA	312.50	43,000	16,851.41				
		110-2020	ACCOUNTS PAYABLE	6,807.31-*						
		110-5-210-1-6182	ALLOWANCES	219.80	1,200	707.20				
		110-5-210-1-6230	EDUCATION AND TRAINING	26.05	1,500	264.08				
		110-5-210-2-6331	VEHICLE OPERATIONS	282.45	37,000	13,806.59				
		110-5-210-2-6350	OPERATIONAL EQUIPMENT RE	392.62	12,000	16,692.81-	Y			

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** G/L ACCOUNT TOTALS **

BANK	YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
		110-5-210-2-6417	STREET MAINTENANCE SUPPL	5,519.33	80,000	17,953.94		
		110-5-210-2-6507	OPERATING SUPPLIES	247.97	15,000	9,266.80		
		110-5-270-2-6331	VEHICLE OPERATIONS	119.09	1,200	651.59		
		305-2020	ACCOUNTS PAYABLE	3,298.96-*				
		305-5-210-2-6407	ENGINEERING EXPENSE	3,298.96	0	4,447.46- Y		
		420-2020	ACCOUNTS PAYABLE	3,011.84-*				
		420-5-599-2-6407	ARCHITECTURE & ENGINEERI	316.00	151,940	108,697.35		
		420-5-865-2-6407	ARCHITECTURE & ENGINEER	2,695.84	26,750	134,951.09- Y		
		435-2020	ACCOUNTS PAYABLE	2,116.00-*				
		435-5-210-2-6407	ARCHITECTURE & ENGINEERI	2,116.00	30,000	27,884.00		
		600-2020	ACCOUNTS PAYABLE	129,892.70-*				
		600-5-810-2-6310	BUILDING MAINTENANCE/REP	121.68	2,000	1,586.09		
		600-5-810-3-6728	CAPITAL IMPROVEMENTS	128,977.00	332,000	98,667.43- Y		
		600-5-811-2-6413	PAYMENT FOR SERVICES	290.00	445,000	131,603.82		
		600-5-811-2-6508	POSTAGE AND SHIPPING	504.02	10,000	860.13- Y		
		610-2020	ACCOUNTS PAYABLE	187.76-*				
		610-5-815-1-6230	EDUCATION AND TRAINING	17.47	1,200	57.47- Y		
		610-5-816-2-6508	POSTAGE AND SHIPPING	170.29	7,000	2,753.22		
		740-2020	ACCOUNTS PAYABLE	56.17-*				
		740-5-865-2-6507	OPERATING SUPPLIES	56.17	8,500	8,067.27		
		999-1300	DUE FROM 001-GENERAL FUN	46,009.78 *				
		999-1303	DUE FROM 110-ROAD USE TA	6,807.31 *				
		999-1317	DUE FROM 600-WATER FUND	129,892.70 *				
		999-1324	DUE FROM 740-STORM WATER	56.17 *				
		999-1331	DUE FROM 610-SEWER FUND	187.76 *				
		999-1339	DUE FROM 305-STREET PROJ	3,298.96 *				
		999-1405	DUE FROM 420 STORM WATER	3,011.84 *				
		999-1435	DUE FROM 50TH STREET BRI	2,116.00 *				
			** 2015-2016 YEAR TOTALS	191,380.52				

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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
001	4/2016	46,009.78
110	4/2016	6,807.31
305	4/2016	3,298.96
420	4/2016	3,011.84
435	4/2016	2,116.00
600	4/2016	129,892.70
610	4/2016	187.76
740	4/2016	56.17

NO ERRORS

NO WARNINGS

** END OF REPORT **

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

Liquor license summary for April 7 council meeting

Name of Applicant/Corp, Sole Proprietor/Partnership:	Lindas Corp
Name of Business:	Cal's Fine Food & Spirits II
Address of Premises:	2351 Sunset Drive Suite 106 Norwalk IA
License #	LC 0034548
License And Privileges:	Class C Liquor License (LC) (Commercial), Sunday Sales
Type of Request:	Renewal
Dates:	05/01/2016 - 04/30/2017
Sketch on file	x
Lease, Final Sales Contract or Warranty deed on file	x
Premises Address correct	x
Notarized Statement	x
Premise zoned correctly	x
Dram Shop: provided by applicants insurance company.	x
Police background check run:	x
City Clerks office:	x

Name of Applicant/Corp, Sole Proprietor/Partnership:	DOLGENCORP, LLC
Name of Business:	Dollar General Store #284
Address of Premises:	1021 Sunset Drive, Norwalk IA
License #	BC 0029868
License And Privileges:	Class C Beer Permit (BC), Class B Wine Permit, Sunday Sales
Type of Request:	Change in ownership/ changing officer in the corporation.
Dates:	03/01/2016 - 02/28/2017
Sketch on file	x
Lease, Final Sales Contract or Warranty deed on file	x
Premises Address correct	x
Notarized Statement	x
Premise zoned correctly	x
Dram Shop: provided by applicants insurance company.	x
Police background check run:	x
City Clerks office:	x

Name of Applicant/Corp, Sole Proprietor/Partnership:	Orchestrate Management V, LLC
Name of Business:	Gateway Market MLK
Address of Premises:	Wright Place, 340 Wright Road, Norwalk IA
License #	LC V 64137
License And Privileges:	5 day license effective 4/23/2016
Type of Request:	5 day license effective 4/23/2016
Dates:	04/23/2016
Sketch on file	x
Lease, Final Sales Contract or Warranty deed on file	x
Premises Address correct	x
Notarized Statement	x
Premise zoned correctly	x
Dram Shop: provided by applicants insurance company.	x
Police background check run:	x
City Clerks office:	x

cc: Chief Staples
cc: Planning and Zoning

City Clerks office requires
Lease agreement/contract

Sketch/drawing of premises
Notarized Statement
Dram Shop: provided by applicants insurance company.
Zoning: Development office



CHILD ABUSE PREVENTION MONTH PROCLAMATION

WHEREAS, Iowa's Children are one of the most precious resources in our state and provide the hope for a brighter tomorrow in Iowa;

WHEREAS, protecting children is everyone's business and we can promote and support safe, healthy families in our community through partnering to protect children;

WHEREAS, child abuse is a community issue and finding solutions depends on involvement and partnerships among people throughout the community;

WHEREAS, effective child abuse prevention succeeds because of partnerships created between parents, practitioners, schools, faith communities, health care organizations, law enforcement agencies, community leaders, politicians, and the business community;

WHEREAS, all citizens need to be more aware of child abuse and neglect and its prevention within the community, and be involved in supporting parents to raise their children in a safe, nurturing society;

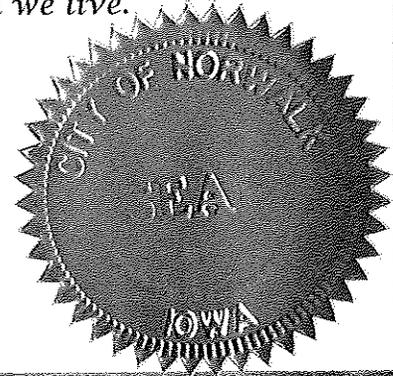
WHEREAS, public awareness regarding child abuse and neglect is encouraged by Prevent Child Abuse Iowa and The Child Abuse Prevention Council of Warren County;

THEREFORE, I, Tom Phillips, Mayor of Norwalk, Iowa, do hereby proclaim the month of April 2016 as Child Abuse Prevention Month in Norwalk and urge all citizens, community agencies, religious organizations, medical facilities, and businesses to partner in efforts to prevent child abuse and neglect, thereby strengthening the communities in which we live.



Tom Phillips, Mayor

April 7, 2016





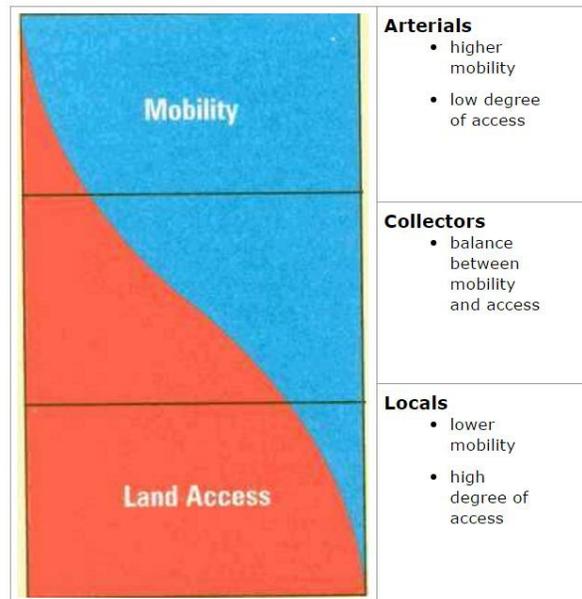
**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 6e
For Meeting of 4.7.2016

REQUEST: Consideration of a resolution requesting changes to the Federal Functional Classification System

STAFF CONTACT: Luke Parris, AICP
City Planner

SUMMARY: The Federal Functional Classification is a system that breaks down the range of mobility and access functions that roadways serve. Roads are classified amongst broad categories of arterials, collectors, and local streets based on the mobility and access provided. The image below illustrates the relationship between mobility and access.



Revising the classification of streets in town is key to better plan future upgrades to the street and control the development style accessing the street. Classification also opens the door for additional funding opportunities through federal grant programs.

<input checked="" type="checkbox"/> Resolution _____	<input type="checkbox"/> Ordinance _____	<input type="checkbox"/> Contract _____	<input type="checkbox"/> Other (Specify) _____
Funding Source: _____ NA _____			
APPROVED FOR SUBMITTAL _____			
City Manager			

RESOLUTION NO. ____

A RESOLUTION APPROVING REQUESTED CHANGES TO THE FEDERAL FUNCTIONAL CLASSIFICATION SYSTEM

WHEREAS, functional classification is the process by which streets and highways are grouped into classes according to the character of service they are intended to provide; and

WHEREAS, the City of Norwalk, periodically reviews the system of streets and highways for appropriate changes to classification of the various segments of the system; and

WHEREAS, a recent review of the system has revealed the need for a change to the federal functional classification of road segments due to increased growth in the community.

NOW, THEREFORE, BE IT RESOLVED that the City of Norwalk hereby requests the Iowa Department of Transportation to request the Federal Highway Administration to make the following changes in federal functional classification:

CHANGES TO FEDERAL FUNCTIONAL CLASSIFICATION SYSTEM

1. Revise the federal functional classification from Local to Collector.
 - Beardsley Street from 50th Avenue and 80th Avenue (2.98 miles)
2. Revise the federal functional classification from Local to Collector.
 - 50th Avenue from North Avenue to County Line Road (2.08 miles)
3. Revise the federal functional classification from Local to Collector.
 - 80th Avenue from North Avenue to County Line Road (1.5 miles)

PASSED AND APPROVED this 7th day of April, 2016.

Tom Phillips - Mayor

ATTEST:

JODI EDDLEMAN, CITY CLERK

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>
Kuhl	___	___
Lester	___	___
Isley	___	___
Riva	___	___
Livingston	___	___



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 6f
For Meeting of 4.07.2016

ITEM TITLE: Resolution adopting position descriptions and compensation for certain position
(Assistant Building Department Coordinator)

CONTACT PERSONS: Wade R. Wagoner, AICP LEED GA Planning & Economic Development Dir.
Tony Stravers, Chief Building Official

SUMMARY EXPLANATION:

Attached is a new position description for an Assistant Building Department Coordinator.

The new individual will report directly to the Development Services Administrative Assistant and will be her only direct charge. This position is in the Development Services Department and also ultimately reports to the Planning and Economic Development Director and Chief Building Official. The position will also provide administrative support to the City Planner when needed.

Also attached is a timeline for implementation.

The attached resolution adopts the position descriptions for the Assistant Building Department Coordinator. It also sets the compensation for the positions.

<p><input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Contract <input type="checkbox"/> Other (Specify) _____</p> <p>Funding Source: _____ General Fund _____</p> <p>APPROVED FOR SUBMITTAL _____   Planning and Economic Development Director Chief Building Official</p>
--

STAFF RECOMMENDATION: Adopt the resolution by roll call.

RESOLUTION NO. ____

Resolution adopting a position descriptions and compensation range for the Assistant Building Department Coordinator

WHEREAS, the city has employees who render valuable services in performing their duties; and,

WHEREAS, the city strives to maintain a workforce of knowledgeable, well-trained and motivated individuals; and,

WHEREAS, the city wishes to continue to provide superior municipal services to its residents, businesses and visitors; and,

WHEREAS, a position description and an updated pay scale are necessary for various positions to maintain the city's workforce; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORWALK, IOWA, that the position description for the "Assistant Building Department Coordinator" are adopted.

BE IT FURTHER RESOLVED, that the compensation rate effective April 15, 2016 for the Assistant Building Department Coordinator position is \$12 to \$16 per hour.

BE IT FINALLY RESOLVED, that the Chief Building Official and Planning and Economic Development Director are authorized to fill this position as soon as April 15, 2016.

PASSED AND APPROVED, this 7th day of April, 2016.

Tom Phillips, Mayor

ATTEST:

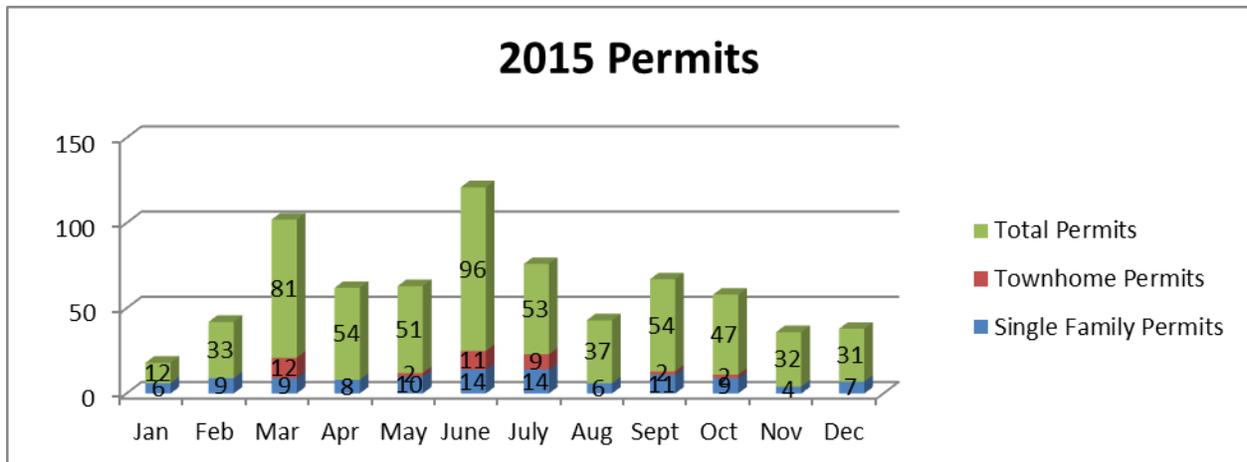
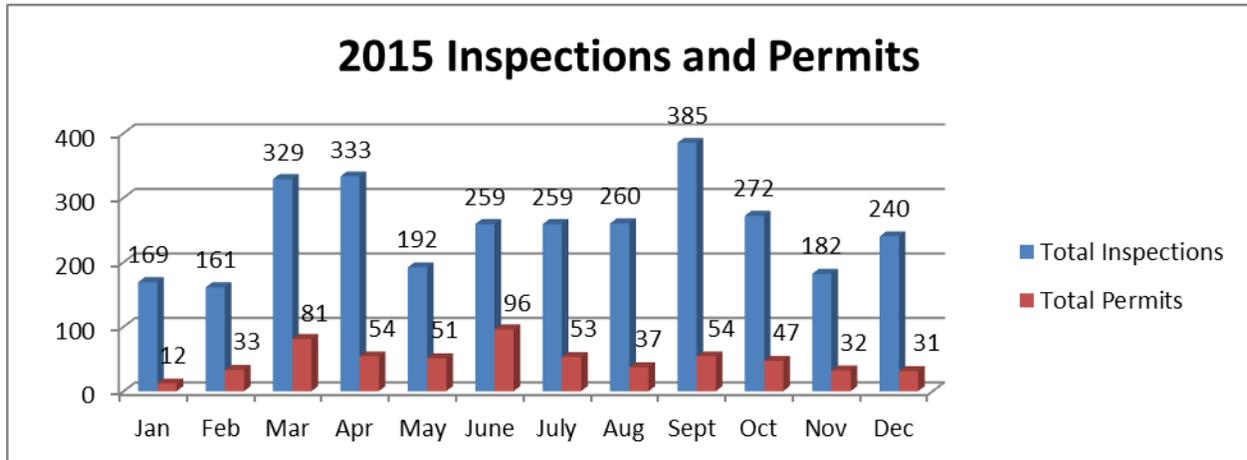
Jodi Eddleman, City Clerk

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Riva	___	___	___
Kuhl	___	___	___
Isley	___	___	___
Lester	___	___	___
Livingston	___	___	___

Narrative of Timeline:

As you can from the data below. The building department's busy season starts in February and really begins to pick up in March.

Inspection and Permit History



The addition of an additional building inspector in early December has caused the need for additional administrative staff.

The ideal time for this individual to be trained by the Development Services Administrative Assistant and the Chief Building Official would historically be in the slower months. We currently have a temporary person that has in fact been trained during the slower months. Staff is hopeful that this individual is interested in the permanent part time position. If she is interested, now, during the busy season is the ideal time to formalize this needed position.

PROPOSED
City of Norwalk
Job Description and Specifications

Job Title: Assistant Building Dept. Coordinator
Department: Development Services
Job Status: Part-Time 20 hours per week
Residency Requirement: Must live within
30 minutes response time area

Reports to: Planning & Economic Dev.
Director/Chief Building Official
Date: 3-4-16
Pay Range: On file with the City Clerk

Job Function:

Under general supervision of the Development Services Administrative Assistant, performs administrative and office duties. Responsible for maintaining standards of excellence in providing services to the community and support to staff members in the most effective and efficient manner. Performs other duties as may be required.

Equipment Used:

General office equipment and potentially a fleet vehicle.

Principal Duties and Responsibilities:

- Serve as the assistant customer service representative of the office assisting customers, guests or walk in traffic.
- Assists in the collection and reconciliation of daily revenues; prepares bank deposits and enter balance sheet data.
- Telephone support, directing calls to appropriate staff; customer service at the counter, addressing citizen inquiries, comments or complaints; communicate with citizens and other employees personally, over the telephone or in writing.
- Assist in locating information for citizens, department heads, other employees or consultants as necessary.
- Assists and provides principal backup to the Development Services Assistant.
- Ability to work in a fast paced environment and change priorities quickly.
- Receives and follows up on all permits; departmental records and schedules including work orders, inspections, licenses, filing, recording and related permitting.
- Assist other staff members as directed with correspondence, reports or projects as directed.
- Serves as backup secretary to the Planning & Zoning Commission, the Zoning Board of Adjustment, Construction Board of Appeals, and backup to the other boards and commissions as needed; assists in preparation of public hearing documentation and notices.
- Provides backup support in the purchase of office supplies citywide.
- Attend workshops and seminars as approved to further develop knowledge, skills and abilities.
- Comply with all safety rules and attend safety training as directed.
- Assist with preparation of monthly and annual reports in support of department.

- Performs administrative support during absences of Development Services Assistant or as assigned; utilize cross training to assist in this support. Perform other duties as apparent or assigned.
-

Entry Requirements and Skills:

Graduation from high school or GED equivalency and four years of general office experience involving scheduling, public contact and office equipment operation. College course work may be substituted for experience.

Required Special Qualifications:

- Knowledge of basic office procedures.
 - Ability to follow written, verbal or diagrammatic instructions with several concrete variables.
 - Strong organizational and detail-oriented skills.
 - Ability to set up, maintain and retrieve municipal files accurately and consistently.
-

Working Conditions:

- Works in an office setting.
 - Must be available for after hour meetings.
-

Physical Requirements/Essential Functions:

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Ability to read, speak, write and understand English to effectively communicate with citizens, City Manager, elected officials and employees by telephone, in written form or face-to-face.
- Must be able to operate computer keyboard, calculator, telephone and similar office machines.
- Must be able to use office software technology including spreadsheet and word programs.
- Ability to perform mathematics necessary for accounting and bookkeeping.

Note: This job description includes the primary job duties and requirements for this job. However, this job description is not intended to provide an exact description of all job duties and requirements. The City of Norwalk reserves the right to change this job description at any time. The City of Norwalk is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.

Metro Area Staffing Comparison

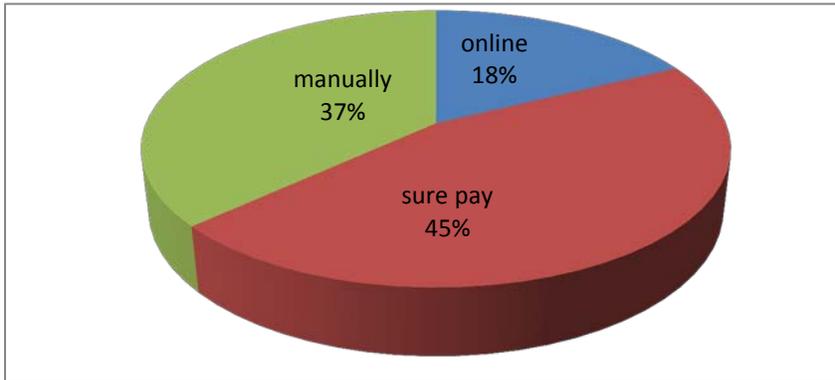
CITY	STAFF	Contact	BUILDING PERMITS 3/15	INSPECTIONS	STORMWATER?
NORWALK	1 Chief Building Official 1 Building Inspector	Tony Stravers	81 = total	329	No
	.5 Admin Asst		12 of those townhomes and 8 single family		
West Des Moines	Chief Building Official	Rod Van Genderen (rvangenderen@wdm.io wa.gov)	83 = total	422 Bldg; 217 Elec; 142 Mech; 149 Plumb; 759 rental housing	Public Works/Engineer handles storm water concerns.
	4 Building Inspector II (one serves as a Plans Examiner)		20 of those single family or townhomes	(NOTE - significant number of apartments and Microsoft Alluvion)	Once building permit is issued, then Building Division handles storm water (construction site erosion control)
	3 Building Inspector I (1 1/2 time performs rental insp 2 Secretaries				
Clive	Building Official Building Inspector	Ryan Mayer (rmayer@cityofclive.com)	40 = total	135	Yes - depending on issue
	2 Admin Asst		8 of those single family		Bldg Dept is most hands on.
Altoona	Building Official 2 Building Inspectors 1 Admin Asst	Jeff Harden (jharden@altoona- iowa.com)	60 = total 14 townhomes 14 single family	441	Staff member dedicated to storm water management for residential/commercial/ subdivision
Pleasant Hill	Building Official	Michael Pardekooper (mjp@pleasanthillowa.or g)	6 = total 6 of those were single family	70	Stormwater Coordinator and Building Inspector handle stormwater
	Building Inspector Stormwater Coordinator Building Clerk				
Waukee	2 Building Inspectors	Brad Deets (bdeets@waukee.org)	86 = total	373	Does NOT handle stormwater - all handled through Engineering Div in Public Works
	Admin Asst		52 of those single family and townhomes		
Grimes	Building Administrator 2 Building Inspectors 3 Admin Asst	Scott Clyce (sclyce@ci.grimes.ia.us)	41 = total 15 of those single family	278	Handles storm water unless Developmental SWPPP's issues, then Engineering Staff handles

CITY HALL –
Clerk's / Finance Office
FEBRUARY, 2016



Water Department

Meters were read on February 1st (for January consumption). Residents received bills in the mail around February 16th; payments were due, on these 3,641 **utility bills**, by March 4th. We received 2,138 payments in February. In all, 378 payments were received through our online payment site; 973 were processed through SurePay and the remaining 787 were receipted in manually by City Hall administrative staff from mail, drop box and walk-ins or call-ins.

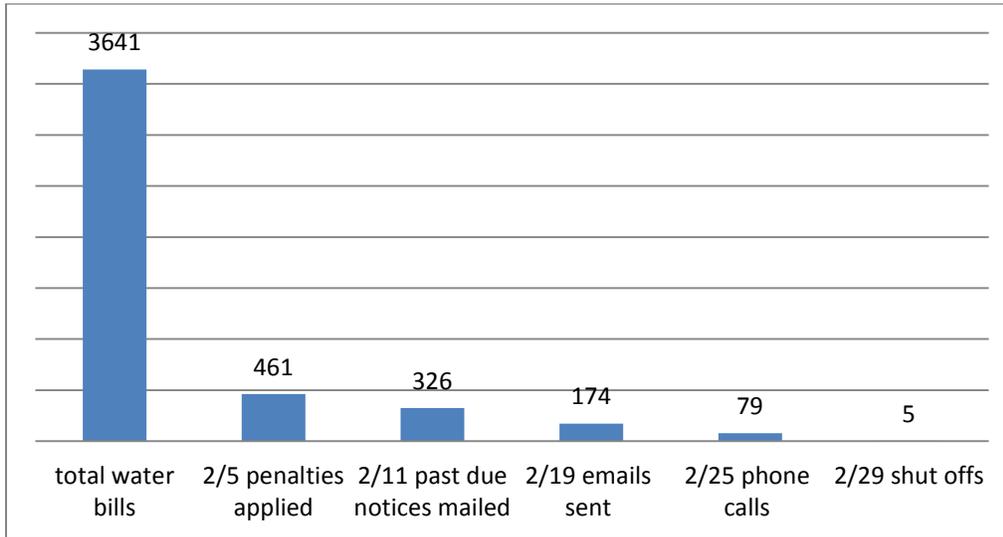


On February 5th, penalties were applied to 461 unpaid accounts. Past due notices were mailed out, on February 11th, to 326 utility customers. This included accounts that had made payment arrangements but were not yet paid and 63 rental properties. Copies were sent to the landlords as well.

As of February 19th, we had current email addresses on file for 174 of the past due accounts and reminders were sent. An additional 46 unpaid accounts did not receive this reminder because they did not provide this information to us.

A third reminder was sent February 25th. An automated phone message regarding their account being subject to shut off went out to 79 residents, who have given us current contact information. The calls were answered, or voicemail picked up, for all except 2.

Staff processed disconnections on February 29th for 5 shut offs; Curb Stop Repair letters will be sent to 1 resident who had a broken stop box.



This month the water department processed 44 **work orders** for meter reads and installations; new or transferred accounts; and disconnections. Included were 14 meters that were replaced. More meters continue to be changed out as residents call in with questions about their bills. If the total consumption is over 1 million gallons, or the meter is more than 13 years old, the water department is setting appointments to get the updated meters installed. Work orders also included 14 new residents, who signed up for service; and 2 current residents, who relocated within the city. There 10 were water meters installed for builders in February and 4 rental units reverted service back to the landlords.

Utility Advisory Commission did not meet in February. The UAC meeting agendas and minutes can be viewed on the website at:

<http://www.norwalk.iowa.gov/Departments/UtilityServices.aspx> .

City Hall Administration

Pick up for the **Compost it!** season will begin March 29th. Premium cart service stickers for 2016 will arrive and be available for purchase at City Hall on March 15th.

Forty-nine **Parking tickets** were paid at City Hall in February and citations, written more than 30 days ago, were returned to the Police Department for non-payment processing.

There were 131 **dog licenses** issued during the month of February, 464 year-to-date. Animal Control was not called out for any unidentified loose dogs this month.

Also at the front counter, during February, approximately 8 **new residents** came in to sign up for service and received a detailed explanation of the new resident packet. This information can also be found on our website at:

http://www.norwalk.iowa.gov/Portals/0/New%20Resident%20Packet/00_2015_07_01_NewResidentPacket_website.pdf

February included the usual monitoring of facebook pages; updates to the City website; preparation of Norwalk Living and Norwalk Notes publications. Media releases can be viewed at:

<http://www.norwalk.iowa.gov/AboutNorwalk/NewsItems.aspx>.

City Council held the regular 1st and 3rd Thursday meetings plus 1 study session in February. Agendas, packets and minutes for each of these meetings can be viewed on the city website at:

<http://www.norwalk.iowa.gov/YourGovernment/AgendasandMinutes.aspx>.

Finance Office

The City files with **Iowa Income Offset** to collect debt for utility bills and EMS fees. 1 new collection was added in February.

The city's bank accounts were **balanced and reconciled** for the current month. Additional FY 16-17 budget information was provided at the February 4th council meeting as follow up to the January presentation. A public hearing will be held March 3rd for further discussion, adoption and certification of the tax levy.



TO: HONORABLE MAYOR AND MEMBERS OF COUNCIL
FROM: RYAN COBURN, FIRE CHIEF
SUBJECT: MONTHLY REPORT – FEBRUARY 2016
DATE: APRIL 1, 2016

Significant Incidents

- There were no significant incidents in the month of November to report.

Training

- Norwalk Fire Department hosted EMS training with the topic of Substance Abuse.
- Olivia Kvitne, founder of Yoga for First Responders gave a presentation and workshop regarding the health benefits of yoga for stress debriefing and overall wellness for firefighter and EMS providers.

Statistical Reporting

- Total number of responses for February - 72
- Fire - 12
- EMS - 60
- Mutual Aid Responses - 5



**Board of Trustees
Fiscal Year 2016**

Board of Trustees

Tom Dunn
President

Andrea Johnson
Treasurer

Cindy Gavin
Secretary

Dyann Vilez

Elizabeth Thompson

Judy Corcoran

Steve Clarke

Holly Sealine
Director

**Norwalk Easter Public Library
Monthly Director's Report
March 2016**

Monthly Statistics (Used for Annual Report to State Library):

- Library Visitors during previous month: approx. 4,275
- Circulation of items during previous month:
 - 6,080 (items within library)
 - 625 (Bridges items)
 - 81 (Zinio items)
 - **6,786 Total**
- New Accounts during previous month:
 - 36 adult accounts
 - 4 juvenile accounts
- Meeting Room Rentals during previous month:
 - 11 rentals
- Reference Interactions during previous month:
 - 26 @ Circulation Desk
 - 42 @ Youth Services Desk
 - **68 Total**
- Library Volunteers during the previous month:
 - 3 participants
 - 8 number of hours volunteered
- Programming Statistics:

	# of Programs	# of Participants
Children's	17	448
Teen	1	18
Adult	3	22
Adult Outreach	3	24
Technology Help Sessions	3	3
Exam Proctoring	0	0

Assistant Director:

February Stats:	
Total # of Items Added	143
Total # of Items Withdrawn	358

Youth Services:

February was a fun month at the library! We hosted a kid's cooking class, an after-hours teen pizza and game night, drop-in activities when there was no school, and our regular after school and story time activities. We even had 11 babies at our monthly baby time for bubbles, bounces, and songs!

Adult Services:

February was a light month (no book club), but had fairly good attendance for the 3 programs, there were 22 participants:

1. 5 attended **Craft Night** – Stenciling (a couple were sick and couldn't come last moment)
2. 7 attended the **Foundation Outreach** program for the presentation on "Caddy Stacks." There was good support and discussion, and the date for this special summer read event and fundraiser will be July 1-3rd. Plans are moving forward and this month will be recruitment for sponsors.
3. 10 attended the second presentation in the **Trending Topics** series "Doing More With Less: Tiny Houses." Sean Spain, builder brought a slide show of 3 of the houses he's built for clients. There was a good conversation, with questions and answers from participants.
4. Most of this month was in preparation for a very busy March and other upcoming programs, including summer read.

February 2016 Park and Recreation Activities

February Highlights

February is the month that typically winds down our winter programs and get us motivated for Spring. Dream Team and Little Hoopers, Women's Volleyball, Sunday Open gym, Adult Volleyball and Adult exercise programs all ended. The Daddy Daughter Dance was held at St John's this year with an abundance of laughter, dancing, and a good time.

Park Commission Board

The board met on February 3. Five members were present. The pool, sports complex rental fees, brochure and Elizabeth Holland Park were the main topics discussed.

Staff

The brochure was complete and sent off to the printers. It should be back the first week of March for disbursement. Nancy and Jeff attended a one day pool school in Des Moines. Louise is back working at least half days, working her way up to full days.

Activity	Team	Participants
Craft Club		9
Art Class		10
Soccer: KB	6	38
soccer: KG	4	30
Soccer: J4K	20	117
Soccer: 1-2B	4	30
Soccer: 1-2G	4	42
Soccer: 3-4C	2	26
Soccer: 5-7C	2	21
Daddy Daughter Dance		188
OPALS Lunch		12
Fitness: SB, EB, Cir		36

Submitted by

Nancy Kuehl, Director

Norwalk Community Development February 2016 Monthly Report



Planning & Economic Development:

School Land Acquisition

City staff has been assisting the Norwalk School District in identifying potential sites for the location of a new elementary school. A demographic study completed for the school district identified a need for the new elementary school by 2020. The School District is currently working with Bishop Engineering to evaluate the feasibility of several sites to be serviced by the needed infrastructure for a school. The School District realizes the need for the new school is near and is working quickly to move forward with the project.

Comprehensive Plan and SubArea 1 Workshop

On February 11, 2016, the City Council and the Planning and Zoning Commission held a Joint Workshop to discuss an update to the City's Future Land Use Plan and the progress of the SubArea 1 Master Plan project. The discussion regarding the Future Land Use Plan revolved around residential growth policies, maintaining the current character of Norwalk, and identifying areas that need to be revisited on the Future Land Use map. The group focused on the following:

- Concern with large areas designated as high and medium residential development
- Controlling the development of large apartment complexes, perhaps several land use categories for townhomes and apartments
- Defining land use policies for high density residential development
- The 50th Street corridor as a main development corridor in the City, particularly along the north end near West Des Moines and the new Microsoft development
- The area near 50th Street and G14 as a potential node for development with more density and retail
- Add bike trail planning as part of the Comprehensive Plan
- Consider the impacts development has on storm water management and identify new locations for regional storm water detention facilities
- Identify neighborhoods to promote a sense of community ownership

Discussion on the SubArea 1 Master Plan focused on the type of development the City would want to see along the east side of Iowa Highway 28. There was a strong desire to avoid the corridor developing similar to the Merle Hay corridor in Des Moines, particularly wanting to limit a string a box retail. The highlight of the area was envisioned as a walkable main street/town center but also recognizing that the development needs to be economically viable and sustainable. This may mean a portion of the Iowa Highway 28 frontage may include a larger retail use. The SubArea would also contain a mix of uses including residential, office, civic, and park uses.

The City Staff has set a public input meeting for both projects on March 24, 2016 at 5:30 PM at the Norwalk Public Safety Building, 1100 Chatham Avenue. A flyer for the meeting is included at the end of this report.

Welcome Sign Update

Jonathan Martin with RDG Planning and Design has indicated that drawings, estimates, and bids should be reading in March. In seeking estimates, Mr. Martin indicated that prices for the decorative arches and manufactured stone on the back side of the sign would be broken out separately. The City Council will need to approve the final design. Once approved, Mr. Martin indicated that the construction of the sign would take a couple of months.



Proposed sign concept

Cort Landing rezoning

In 2015, the City rezoned property at the northwest corner of Wright Road and Iowa Highway 28 from commercial to single family residential, with one commercial parcel being left at the corner of Elm Avenue and Iowa Highway 28. The developer and engineer have analyzed the feasibility of developing this parcel commercially and determined that it would be difficult due to City buffer requirements. The developer is requesting that the City consider a rezoning of the parcel from C-2 commercial to R-1 single family residential.

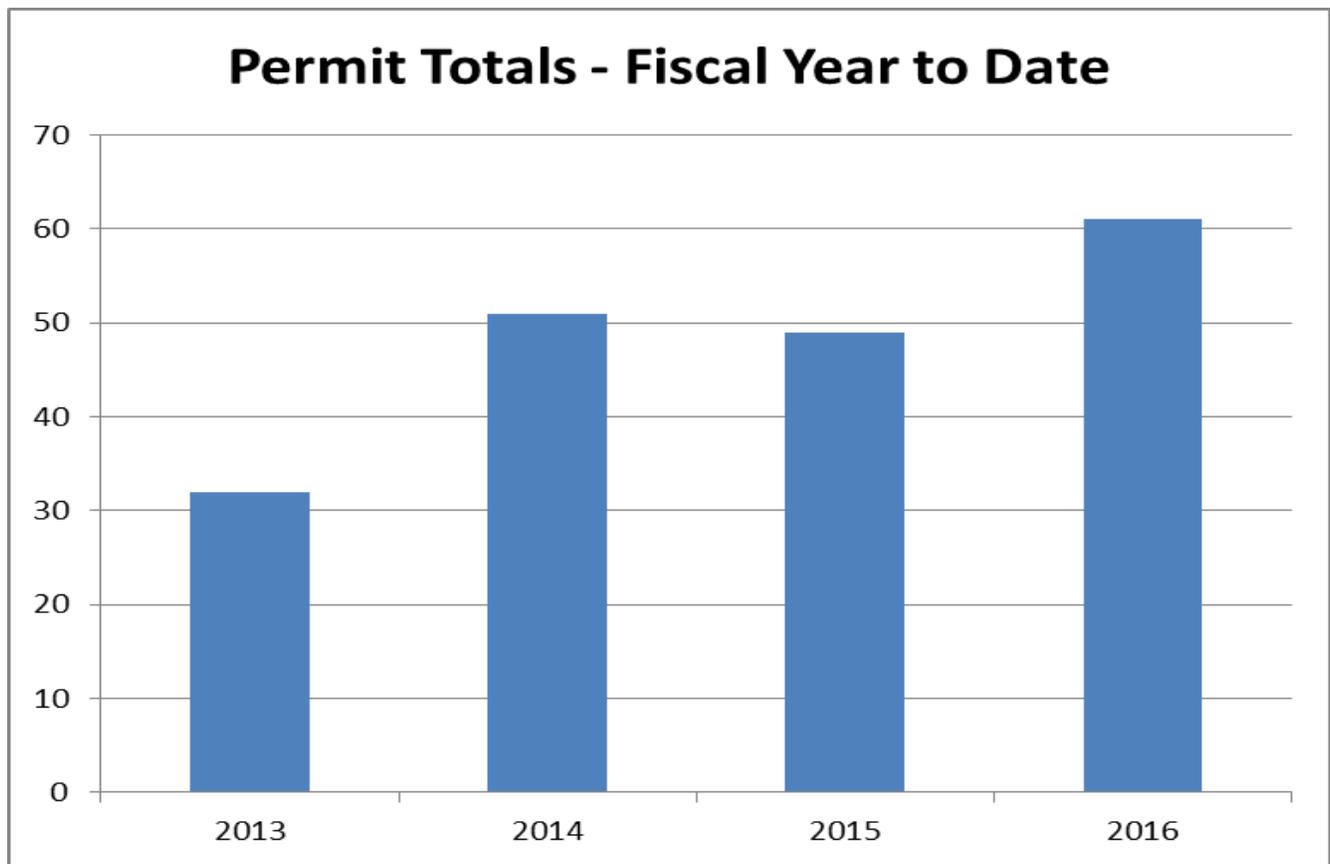
AmericInn

Representatives from AmericInn have been in contact with City staff regarding the potential development of a hotel in the City. On March 7, 2016, the AmericInn representatives held an informational meeting for the project seeking potential local investors. AmericInn would like to pull together 30% of the project cost through local investors before the project would begin. As of this time, AmericInn is considering multiple sites throughout the community.



Building Department - Permit Information:

City of Norwalk -February New Construction Building Permits								
BP Issued	Single Family	Value	Townhome	Value	Multi-Family	Value	Commercial	Value
2016								
This month	6	\$ 1,366,369	0	\$ -	0	\$ -	0	\$ -
YTD	10	\$ 2,314,945	0	\$ -	0	\$ -	0	\$ -
FYD	61	\$ 16,090,122	13	\$ 2,987,492	0	\$ -	0	\$ -
2015								
This month	9	\$ 2,997,108	0	\$ -	0	\$ -	0	\$ -
YTD	15	\$ 4,617,288	0	\$ -	0	\$ -	0	\$ -
FYD	49	\$ 15,277,168	6	\$ 1,556,396	4	\$ 12,340,784	1	\$ 1,233,986
2014								
This month	2	\$596,483	0	\$0	0	\$ -	0	\$0
YTD	5	\$2,000,434	0	\$0	0	\$ -	1	\$4,072,969
FYD	51	\$16,449,777	21	\$5,516,923	0	\$ -	1	\$4,072,969
2013								
This month	1	\$325,147	0	\$0	0	\$ -	0	\$0
YTD	3	\$811,512	0	\$0	0	\$ -	0	\$0
FYD	32	\$9,038,119	14	\$2,431,310	0	\$ -	1	\$144,720



Building Permit Revenue Report			
PERMIT TYPE	MONTHLY TOTAL	FEBRUARY REVENUE	FYD REVENUE
Apartment Building	0	\$ -	
Commercial Addition	0	\$ -	
Commercial Building	0	\$ -	
Commercial Remodel	0	\$ -	\$ 1,038.83
Deck	0	\$ -	\$ 450.00
Demolition	1	\$ 100.00	\$ 200.00
Driveway	1	\$ 25.00	\$ 425.00
Electrical	5	\$ 310.00	\$ 5,580.00
Fence	2	\$ 50.00	\$ 925.00
Garage	0	\$ -	\$ 1,504.32
Misc	1	\$ 25.00	\$ 193.99
Mechanical	1	\$ 80.00	\$ 5,703.00
Plumbing	5	\$ 335.00	\$ 5,892.00
Porch	0	\$ -	\$ 385.97
Pool	0	\$ -	\$ 40.00
Residential (Single Family)	6	\$ 13,829.33	\$ 146,011.66
Residential Addition	0	\$ -	\$ -
Residential Remodel	3	\$ 872.35	\$ 3,164.42
Shed	0	\$ -	\$ 175.00
Sidewalk	1	\$ 25.00	\$ 50.00
Sign	2	\$ 89.40	\$ 360.60
Townhome	0	\$ -	\$ 31,009.53
	28	\$ 15,741.08	\$ 203,109.32

FY 15-16 Budget	In the BLACK
\$120,000	\$ 83,109.32

Together Tony and Chris averaged 10 inspections a day during the 21 working days in January.

The department continues to work on some code enforcement issues with the City Attorney.

As spring is getting closer, the amount of building permits and inspections continue to slowly climb.

FEBRUARY BUILDING INSPECTIONS

Deck	1
Electrical	22
Final	65
Footing	11
Foundation Drain	1
Foundation Wall	8
Framing	23
Mechanical	22
Plumbing	41
Sheer Wall	7
Sidewalk/Approach	4
Tar/Tile/Gravel	2

TOTAL INSPECTIONS 207

Planning and Zoning Commission

The Planning Commission met on February 8, 2016 and discussed the following items:

- Review of Silverado Ranch Estates Plat 2 Final Plat
- Discussion of boundary for the Founder's Single Family District
- Update on the Subarea 1 Planning Process
- Joint City Council and Planning & Zoning Commission Workshop on Subarea 1 and Future Land Use Plan Update
- The Job of the Planning Commissioner by Albert Solnit
- Election of Commission Chair, Vice-Chair, and Secretary

Board of Adjustment

The Board of Adjustment did not meet in February.

Code Enforcement

City staff worked with Kim Paulsen, 1168 Columbine Circe, to address several nuisance complaints at his property. Staff and Mr. Paulsen agreed on a course of action to address the complaints and will revisit progress in the coming months.



Your Input is Needed - Share Your Ideas for Norwalk's Future Growth

Your input is crucial in assisting the City in determining the vision for future development in Norwalk. We are holding a public meeting to gather input from interested residents and business owners.

City staff and elected City leaders are working with the planning consultant firm Confluence to review and revise the plans for future growth of Norwalk and we need your help.

The meeting will focus on the Future Land Use Plan for the community, a part of the City's overall Comprehensive plan that identifies the projects and policies for the future development of the City. The Future Land Use Plan identifies the location of various land use categories in the City. This sets the stage for the location of future commercial and residential developments in the community.

Join us on Thursday, March 24, 2016 at 5:30 PM. The meeting will be held at the Norwalk Public Safety Building at 1100 Chatham Avenue. Everyone is encouraged to come out to the public input meeting and help us plan the future of our City.

Thursday, March 24 @ 5:30 P.M.

**Norwalk Public Safety Building
1100 Chatham Avenue**

**Discussion of future plans
for the City of Norwalk**





TO: HONORABLE MAYOR AND MEMBERS OF COUNCIL
FROM: GREG STAPLES, CHIEF OF POLICE
SUBJECT: MONTHLY REPORT –FEBRUARY 2016
DATE: APRIL 7, 2016
CC:

Significant Incidents

- A burglary to residence occurred where the suspect was caught on video. Warrants were obtained. The suspect has fled to Nebraska
- The department received several cases of identity theft where unknown persons applied for credit in others names or used others names to obtain services
- Officers continued to investigate leads associated with a string of theft from motor vehicle incidents reported in December. This case is almost completed
- Police calls for service continued the upward trend seen over the last years. Calls are up **59.3%** year to date over 2015

Community Policing / Involvement

- On the 2nd Chief Staples attended the Public Safety CIAC Meeting
- On the 3rd Chief Staples attended the Polk County Sexual Assault Response Team award luncheon
- On the 8th Chief Staples attended a preliminary meeting for the School Superintendent interview process
- On the 13th Chief Staples attended Community Chat
- On the 16th Chief Staples helped to present a training session on the laws involved with alcoholic beverage service. This was conducted in conjunction with employee and Family Resources
- On the 25th Chief Staples attended the Lakewood Village Association meeting
- On the 26th Chief Staples helped to raise money for Blank Children's Hospital – Child Life Programs
- On the 29th Chief Staples participated in the School Superintendent interview process
- The bike patrol did not operate in December

Training

- On Feb 1- Feb 5, Sergeant Downing attended phase 2 of the Leadership in Police Organizations class
- On Feb 10 and 17 the entire department received training in defensive tactics, use of force and use of the impact baton

Statistical Reporting

Traffic and General Activities

	Feb	Feb	
	2015	2016	Change
Traffic Related			
Traffic Stops	118	89	-29
Moving Violations	27	21	-6
<i>Speeding</i>	26	11	-15
Impaired Driving	0	4	4
Equipment / License Citations	10	14	4
<i>Occupant Protection</i>	2	1	-1
Written Warnings	58	42	-16
Crash Investigations	4	8	4
General Activities	2015	2016	Change
Drug Investigations	3	5	2
Officer Initiated Incidents	2	2	0
Public Service Calls	41	57	16
Calls For Service	337	616	279

Year to date calls for service have increased **59.3%** over 2015
 Calls for service for February have increased **82.7%** over 2015

Criminal Incidents

	Feb	Feb	
	2015	2016	Change
Crimes Against Person			
Assault Offenses	2	4	2
Sexual Assault Forcible	1	0	-1
Sexual Assault Non-Forcible	0	0	0
Robbery	0	0	0
Homicide	0	0	0
<i>Subtotal</i>	3	4	1
Crimes Against Property	2015	2016	Change
Burglary	0	1	1
Fraud / Forgery / Embezzle	2	6	4
Theft / Larceny	2	7	5
Motor Vehicle Theft	0	0	0
Property Damage	1	4	3
<i>Subtotal</i>	5	18	13
Total	8	22	14

3 of the 4 property damages cases were cleared

MEMORANDUM

TO: Tom Phillips, Mayor; Norwalk City Council
FROM: Tim Hoskins, Public Works Director
DATE: April 7, 2016
RE: Public Works Activity Report
Period: February, 2016

WATER ACTIVITIES:

- Daily master pit readings
- Installation of meters with new development and change-outs
- Utility locates as required
- Investigate water loss in Bedwell's well
- Assist with Founders District Water replacement project as needed
- Install additional barricades at pump station for security
- Perform chlorine samples as required for IDNR reporting
- Complete Monthly Operating Report for IDNR
- Transport bacterial tests to DMWW Lab

WASTEWATER ACTIVITIES:

- Perform lift station daily checks and recording
- Clean lift station grit baskets-weekly
- Inspect manholes in remote areas

BUILDING & BOUNDS:

- Perform monthly inspections
- Daily custodial duties
- Repairs to Polaris for snow removal activities
- Raise and lower flags as required
- Set up meeting room at safety complex for Council work sessions
- Perform snow and ice removal on all municipal sidewalks

ANIMAL CONTROL:

- Pick up dogs
- Tend to dogs held in kennel
- Clean and sanitize kennel

REQUESTS FOR SERVICE WORK ORDERS:

- Vehicle/Equipment maintenance & repair activities
 - 6-public works
 - 8-police
 - 6-fire
- Building maintenance/repair activities
 - 2-public works
 - 9-safety complex
 - 3-library
 - 3-city hall

02/01/2016	PD	P127	transmission issues
02/01/2016	Library		exterior light repair
	PD		photo cell failure
02/01/2016	PD	P127	service, check wheel /tire sensor

02/01/2016	PD	P130	driver's seat controls don't work
02/02/2016	Library		door counter not working
02/05/2016	PD		water leak in Charry St. garage
02/05/2016	PD		repair emergency light at west entrance
02/04/2016	PW	1044	repair lower right plow brace (made new)
02/05/2016	PW		repair to west entry emerg lite, Mechanical room emerg lite
02/08/2016	PW	1042	heater leaking antifreeze
02/07/2016	PD	P131	breaks making noise while driving
02/07/2016	PW	1035	plow hitch loose from frame, rotate tires
02/10/2016	PW	1043	transmission not down shifting
01/28/2016	PW		light over schools transportation entrance out
02/11/2016	PD		toilet in back of PD is not working
02/10/2016	PD		place no parking signs on both sides of drive into the middle school
02/09/2016	PD/FD		replace US flag at FD, replace IA flag at PD
02/10/2016	FD		install non-slip surface on steps
02/14/2016	PD	126	service & license plate out
02/14/2016	PD	130	service
02/15/2016	PD	P187	service
02/17/2016	PW	1053	repairs to damaged snow plow (Polaris)
VOID			
02/17/2016	City Hall		check-thermostat in conference room/stays cold
02/22/2016	PW	1036	bucket attachment not working
02/25/2016	City Hall		motion sensor in clerk's office not working
02/15/2016	Library		new door counter needed/water leak at toilet is staff restroom
02/25/2016	FD	615	service
02/25/2016	FD	610	service
02/25/2016	FD	611	service
02/25/2016	FD	617	service
02/25/2016	FD	627	service
02/25/2016	FD	616	service
02/26/2016	PD		repairs to heater in entrance area
02/29/2016	PD	130	repair radar power cord
02/29/2016	CH		repair holes in walls left from picture hangers
02/29/2016	FD		remove excess lights from conversion project

NUISANCE ABATEMENTS:

- 13 Nuisance complaints addressed

02/01/2016	701 BEARDSLEY ST	JAMES, VIEGINIA REV TST/JAMES, ROBERT FAMILY TST	JUNK VEHICLE
02/04/2016	1107 HUNTER DR	BASSETT, ROBERTA	SNOW ON WALK
02/04/2016	1203 HUNTER DR	MERRIMAN , DANIEL T/LESLIE D	SNOW ON WALK
02/04/2016	1102 HOLLY DR	BESSLER, JENNIFER L	SNOW ON WALK
02/05/2016	1409 MEADOW DR	SAMMON, L. CHRISTINE	SNOW ON WALK
02/09/2016	909 SOUTH AVE	HUGHES, LARRY L/BETTYE J	VEHICLE ON LAWN
02/09/2016	914 HUNTER DR	SHIPMAN, JAMES R	JUNK VEHICLE

02/11/2016	1619 N. AVE,817 & 909 E.17TH	GARWIN TRUST	STREET & SIDEWALK SNOW
02/11/2016	706 MARIE AVE	RUDOLF INVESTMENTS, LLC	VEHICLE ON LAWN
02/11/2016	4477 LAKEWOOD DR	RIBBLE, HEATHER M	SNOW ON WALK
02/15/2016	244 SNYDER	NO SUCH ADDRESS	STREET & SIDEWALK SNOW
02/24/2016	593 COUUMBINE DR	URLIS, KARA D	RUBBISH/DEBRIS
02/25/2016			LINE ACROSS CART PATH

ROADWAY RELATED ACTIVITIES:

- Snow & ice removal as needed
- Pre-storm brine applications
- Fill pot holes
- Snow fence maintenance
- Right of way clean-up
- Street sweeping
- Pavement repairs at water main break on Main Street
- Set up no parking signs at middle school drive for PD
- Perform vehicle inspections
- Rehabilitate arrow board trailer
- Install strobe lights on the end of each truck wing
- Conduct sign inventories in new subdivisions
- Equipment Fabrications
- Post storm equipment cleaning & inspections

STORMWATER INSPECTIONS AND REPORTING:

- Finalize annual report for submittal to the Iowa Department of Natural Resources
- Perform inspections as required
- Intake inspections for restrictions
- 40 site inspections performed in support the MS4 requirements on the City

Storm Inspections

DATE	LOCATION	OWNER/ CONTRACTOR	DISCRIPTION	INSPECTION TYPE
02/17/2016	304 BRAEBURN DR	COVENANT CONSTRUCTION SERVICES		RANDOM
02/17/2016	ORCHARD VIEW 1,2 & 3	NORWALK LAND COMPANY	EROSION CONTROLS	RANDOM
02/17/2016	MARKET PLACE AT ECHO VALLEY	UNITED PROPERTIES INVESTMENT CO		RANDOM
02/17/2016	BLOOMING HEIGHTS	DILLIGENT		RANDOM
02/17/2016	THE VILLAGE ON THE RIDGE	ECHO VALLEY REALTY		RANDOM
02/17/2016	ROLLING GREEN PLATS 5, 6 & 7	DAVE ALBRIGHT		RANDOM
02/18/2016	126 W HIGH RD	ORTON HOMES	MUD ON STREET	RANDOM
02/18/2016	214 W HIGH RD	GRAYHAWK HOMES	CONTROLS//ENTRANCE/EXIT ROCK	RANDOM
02/18/2016	112 BALFOUR DR	HUBBELL	POTTY/CONTROLS	RANDOM

02/18/2016	330 GEORGETOWN PLACE	HAPPE HOMES		RANDOM
02/18/2016	3367 SILVERADO DR	DAWN COLLINS		RANDOM
02/18/2016	2880 PARK PLACE	R.M. MADDEN		RANDOM
02/18/2016	2882 PARK PLACE	R.M. MADDEN		RANDOM
02/18/2016	2867 JADEN LANE	R.M. MADDEN		RANDOM
02/18/2016	703/ 704/ 711/ 715 & 719 NEWPORT	HUBBELL		RANDOM
02/18/2016	629/ 633/ 637/ 641 & 645 NEWPORT	HUBBELL		RANDOM
02/18/2016	LEGACY LANDING	HUBBELL		RANDOM
02/18/2016	1021 NORWOOD CT	BLUESKY CONSTRUCTION		RANDOM
02/29/2016	2707 SHADY LANE DR	JERRY'S HOMES	ENTRANCE/EXIT ROCK	RANDOM
02/29/2016	2711 SHADY LANE DR	JERRY'S HOMES	ENTRANCE/EXIT ROCK	RANDOM
02/29/2016	ROLLING GREEN PLATS 5, 6 & 7	DAVE ALBRIGHT		RANDOM
02/29/2016	1021 NORWOOD CT	BLUESKY CONSTRUCTION	DIRT ON STREETS/EROSION CONTROLS	RANDOM
02/29/2016	550 LEGACY CT	SHOWCASE HOMES	DIRT ON STREETS/EROSION CONTROLS	RANDOM
02/29/2016	200 HIGH RD	ORTON HOMES		RANDOM
02/29/2016	196 HIGH RD	ORTON HOMES		RANDOM
02/29/2016	114 W HIGH RD	ORTON HOMES		RANDOM
02/29/2016	122 W HIGH RD	ORTON HOMES		RANDOM
02/29/2016	126 W HIGH RD	ORTON HOMES		RANDOM
02/29/2016	1927 WETHERSFIELD DR	WOLF CONSTRUCTION	EROSION CONTROLS	RANDOM
02/29/2016	2018 WETHERSFIELD DR	SAWYER HOMES		RANDOM
02/29/2016	2053 WETHERSFIELD DR	HUBBELL	TRASH	RANDOM
02/29/2016	1802 WETHERSFIELD DR	HUBBELL	EROSION CONTROLS	RANDOM
02/29/2016	1722 WETHERSFIELD DR	HUBBELL		RANDOM

02/29/2016	1716 WETHERSFIELD DR	HUBBELL		RANDOM
02/29/2016	112 BALFOUR DR	HUBBELL	DIRT ON STREETS/EROSION CONTROLS	RANDOM
02/29/2016	304 BRAEBURN DR	COVENANT CONSTRUCTION SERVICES		RANDOM
02/29/2016	322 BRAEBURN DR	ALLEGIANT HOMES		RANDOM
02/29/2016	105 ORCHARD TRAIL	FLYNN DEVELOPMENTS	MUD ON STREET	RANDOM
02/29/2016	414 VALENCIA CT	DAVID MORAWSKI		RANDOM
02/29/2016	ORCHARD VIEW 1,2 & 3	NORWALK LAND COMPANY	14/21 EROSION CONTROLS	RANDOM

ADMINISTRATIVE:

- Prepare documents for council meetings
- Attend City Council meetings
- Attend Metro Waste Authority Executive Director Search Committee Meetings
- Attend Wakonda progress meeting
- Attend Metro Public Works Managers meeting
- Review & comment development construction plans
- Meet with postmaster on mail boxes for Wakonda project
- Participate in Beardsley Detention Phase I pre-construction meeting
- Meet with venders for asset management programs
- Conduct interviews for Public Works Superintendent position
- Participate in interview process for school superintendent position
- Participate in Orchard View Regional Detention Bid Letting
- Review plats
- Participate in depositions for upcoming employee litigation
- Attend WRA tech committee meeting
- Participate in CIRDWC Tech. Advisory Committee
- Participate in school facility site meeting
- Meet with consultant for LED light conversions
- Attend WRA Board meeting
- Meet with DOT regarding access for Masteller intersection at Hwy 28
- Meet with Des Moines Water Works engineer staff for future water options
- Attend MWA Board meeting
- Meet with RDG regarding community entrance signage project

TREASURER'S MONTHLY REPORT - CITY OF NORWALK JANUARY 2016							
FUND	Beginning Cash Balance	MTD Revenue	MTD Expenditures	Cash Basis Balance	Net Change Other assets	Net Change Liabilities	Accrual Ending Cash Balance
General	1,210,817.36	152,138.64	332,086.26	1,030,869.74		-17,504.11	1,013,365.63
Trust & Agency	36,202.24	-2,205.00	10.00	33,987.24			33,987.24
Road Use Tax	817,624.12	80,505.11	20,407.41	877,721.82		741.31	878,463.13
Special Revenue	886,179.73	4,180.34	115,908.08	774,451.99		-1,300.07	773,151.92
T&A Self funding	(9,832.24)		366.45	-10,198.69			-10,198.69
TIF	2,932,731.80	10,850.76	-171,849.50	3,115,432.06			3,115,432.06
HIDTA forfeiture	18,083.64	2,205.00	0.00	20,288.64			20,288.64
Economic Development	12,727.77	0.00	-3,191.83	15,919.60		0.42	15,920.02
Emergency Fund	32,038.47	0.00	0.00	32,038.47			32,038.47
T&A Plumbers Bonds	10,395.71	0.00	0.00	10,395.71			10,395.71
T&A Library Trust	28,923.79	263.17	10,112.00	19,074.96			19,074.96
T&A Park Trust	119,087.24	828.87	0.00	119,916.11			119,916.11
Debt Service	289,782.22	6,626.34	0.00	296,408.56			296,408.56
Capital Improvements	(319,518.28)	36,377.05	213,614.00	-496,755.23			-496,755.23
NCIS Infrastructure	762,115.17	56.83	0.00	762,172.00			762,172.00
Water Utility	860,699.22	118,676.07	90,315.61	889,059.68		-80,130.14	808,929.54
Water bond/sinking fund	41,378.77	0.00	0.00	41,378.77			41,378.77
Water Improvement	259,976.17	0.00	0.00	259,976.17			259,976.17
Water T&A	218,849.38	1,896.23	670.00	220,075.61			220,075.61
Water equipment replacement	60,288.00	0.00	0.00	60,288.00			60,288.00
Sewer Utility	812,540.86	169,528.18	206,084.58	775,984.46		12.87	775,997.33
Sewer bond/sinking fund	135,798.20	0.00	0.00	135,798.20			135,798.20
Sewer Improvement	164,537.22	0.00	0.00	164,537.22			164,537.22
Sewer Surplus	69,978.67	0.00	0.00	69,978.67			69,978.67
Northwest Sewer Trunk	(89,656.85)	5,314.00	-3,813.67	-80,529.18			-80,529.18
Sewer equipment replacement	90,683.77	0.00	0.00	90,683.77			90,683.77
Storm Water	1,006,895.99	27,870.81	-22,813.68	1,057,580.48		-109.53	1,057,470.95
Storm water equipment replacement	15,000.00	0.00	0.00	15,000.00			15,000.00
Warren Water Buyout	133,489.42	9.95	0.00	133,499.37			133,499.37
Equipment Revolving	(177,323.93)	0.00	1,898.00	-179,221.93			-179,221.93
Outstanding Deposits							-17,879.62
Outstanding Checks							107,570.57
Bank Balance							<u>10,247,213.97</u>
ACH CC PAYMENTS P&R							156.50
							126.58
Ending Cash Balance	10,430,493.63	615,122.35	789,803.71	10,255,812.27		-98,289.25	10,247,497.05
City State Bank	6,337,950.77						
City State Bank MM	3,226,621.41						
City State Dog Park	9,008.01						
City State HIDTA	20,288.64						
City State Local Forfeiture Fund	89.00						
Community State Bank	653,539.22						
Total Bank Balance	10,247,497.05						
						Finance Director: Jean Furler	



BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT

Item No. 7
For Meeting of 4.7.16

- REQUEST:** Public hearing and consideration of a request from Kelly Cortum of Cort Landing, LLC to rezone 2.31 acres of land at SW intersection of IA HWY 28 and Elm Avenue from C-2 Commercial to R-1 Residential.
- STAFF CONTACT:** Luke Parris, AICP
City Planner
- APPLICANT(S):** Cort Landing LLC
340 Wright Road Suite E
Norwalk, Iowa 50211
- LOCATION:** Southwest intersection of Iowa Highway 28 and Elm Avenue.
- CURRENT USE:** C-2 Commercial.
- PROPOSED USE:** R-1(60) Residential.
- ZONING HISTORY:** The site is zoned as Parcel D of the Dobson Planned Unit Development with a classification of "C-2" Community Commercial. This area has been zoned C-2 since the July 15, 2004 adoption of the Dobson PUD (Ordinance No. 04-08) and the amendment to the Dobson PUD (Ordinance No. 15-05) on June 4, 2015.
- LAND USE PLAN:** The future land use plan designates this location medium density residential.
- SURROUNDING LAND USE PLAN AND ZONING:** Surrounding land use planned for the area is:
- North – Medium Density Residential.
 - East – Medium Density Residential.
 - South – Medium Density Residential.
 - West – Medium Density Residential.
- Surrounding zoning for the area is:
- North – "R-1" Residential.
 - East – "R-1" Residential.
 - South – "R-1" Residential.
 - West – "R-1" Residential.

FLOOD INFORMATION:	None.
MAJOR STREET PLAN/TRAFFIC:	The request would not appear to have a negative impact on traffic conditions. Vehicles would access the lots from the extension of Pine Avenue as shown on the preliminary plat for Cort Landing. All roads are classified as local streets.
DEVELOPMENT SECTOR ANALYSIS:	Parcel D is currently a C-2 area with frontage along Iowa Highway 28. While Iowa Highway 28 frontage exists, access to Iowa Highway 28 from the site is unlikely to be permitted by the Iowa DOT. Access would be off of the internal street, Pine Avenue. The commercial site is adjacent to existing and planned single family homes on all sides.
STAFF ANALYSIS:	<p>The parcel is currently zoned C-2 and fronts along Iowa Highway 28. The parcel is only undeveloped C-2 parcel south of North Avenue. The majority of neighboring property is zoned for single family residential with some industrial ground farther to the south along Iowa Highway 28.</p> <p>The future land use plan for the area is identified as Medium Density Residential. In these areas, the Comprehensive Plan does not call for any commercial type uses.</p> <p>There is a conflict between the current zoning and the future land use plan. In the recent PUD amendment, the parcel retained the C-2 zoning because the initial PUD had been approved prior to the 2013 Comprehensive Plan. Rezoning the parcel to R-1(60) would more closely match the future land use plan approved in the 2013 Comprehensive Plan.</p> <p>The developer is also concerned about the developability of the parcel for C-2 uses. The concern is mainly due to a PUD requirement that the site has a 30' buffer adjacent to any single family uses. A staff analysis determined that the building envelope could likely fit a commercial building but that the buffer requirement hampers the ability to provide appropriate parking on the site. To approve a commercial site plan for the site, the City would need to be willing to reduce the 30' buffer requirement in the PUD.</p>
STAFF RECOMMENDATION:	<p>The rezone proposal to R-1(60) is in accordance with the future land use identified in the Comprehensive Plan and would be cohesive with the existing uses and zoning that is already single family residential.</p> <p>Staff recognizes the potential difficulties in developing the parcel as a commercial site due to buffer requirements. Additionally, staff also recognizes that the City has limited commercial ground along Iowa Highway 28 and that the proposal would reduce that number further.</p>

Staff recommends that consideration be given to the developability of the parcel, the loss of commercial ground, and the context of the existing land uses nearby when making a decision on the proposal.

PLANNING AND ZONING RECOMMENDATION:

The Planning and Zoning Commission recommends approval of the request to rezone Parcel D of the Dobson PUD from C-2 to R-1(60).

ATTACHMENTS:

Attachment "A" – Dobson PUD Parcel D Rezoning Map
Attachment "B" – C-2 Parcel Maps with Building & Parking Envelopes
Attachment "C" – Ord. 15-05 – Dobson PUD Amendment

____Resolution	<input checked="" type="checkbox"/>	____Ordinance	____Contract	____Other (Specify)_____
Funding Source: _____ NA _____				
APPROVED FOR SUBMITTAL _____				
City Manager				

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE MASTER PLAN AND RULES, REGULATION,
AND GUIDELINES FOR THE DOBSON PLANNED UNIT DEVELOPMENT AS
CONTAINED IN ORDINANCE NO. 15-05**

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF NORWALK, IOWA:

SECTION 1. PURPOSE. The purpose of this ordinance is to amend the master plan and rules, regulation, and guidelines for Dobson Planned Unit Development as contained in Ordinance No. 15-05.

SECTION 2. AMENDMENT. The Dobson Planned Unit Development is hereby amended with the following:

Section 5: Land Use Design Criteria:

Amend the land use and density schedule for Parcel D, as shown below:

LAND USE AND DENSITY SCHEDULE					
Parcel #	Land Use/ Zoning	Max Density	Area/Acres	# Units	Density DU/Acre
Parcel D	R-1(60)	4 DU/Acre	2.3	9	3.9

Amend the bulk regulations for Parcel D and add Parcel E, as shown below:

BULK REGULATIONS						
Parcel #	Lot Area	Lot Width	Yard			Height
	Minimum Sq. Ft.	Feet	Front Feet	Side Feet	Rear Feet	Feet
Parcel D	7,500	60'	30'	15' total (min. 7' one side)	35'	35'

Under "Specific Information Not In Tables" remove Parcel D and replace with the following:
"Parcel D. A public street meeting City standards is required to connect Elm Avenue to Parcel E to the south and to Outlot Y of Arbor Glynn Plat 2.

SECTION 3. SEVERABILITY CLAUSE. In any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

Passed and approved by the City Council of the City of Norwalk, Iowa on the _____ day of _____, 2016.

Tom Phillips, Mayor

ATTEST:

Jodi Eddleman, City Clerk

PREPARED BY: Luke Parris, City Planner

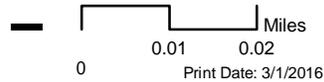
<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>
Isley	_____	_____
Kuhl	_____	_____
Lester	_____	_____
Livingston	_____	_____
Riva	_____	_____



Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



CORT LANDING LLC REZONE REQUEST MAP



ELMAVE

203'

123'

PARKING

83'

BUILDING ENVELOPE

483'

412'

376'

387'

427'

507'

SUNSET DR

77'

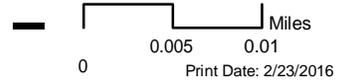
110'

186'

Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



Dobson PUD C-2 Parcel Building & Parking



ELMAVE

203'

30 FOOT BUFFERYARD

10 FOOT PARKING SETBACK

123'

PARKING ENVELOPE

483'

412'

427'

507'

SUNSET DR

110'

186'

Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

Dobson PUD C-2 Parcel Parking Envelope

0 0.005 0.01 Miles
 Print Date: 2/23/2016

ELMAVE

203'

30 FOOT BUFFERYARD

30 FOOT SETBACK

83'

BUILDING ENVELOPE

483'

376'

387'

507'

SUNSET DR

77'

186'

Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

Dobson PUD C-2 Parcel Building Envelope

0 0.005 0.01 Miles
 Print Date: 2/23/2016

ORDINANCE NO. 15-05

AN ORDINANCE AMENDING THE MASTER PLAN AND RULES, REGULATIONS AND GUIDELINES FOR THE DOBSON PLANNED UNIT DEVELOPMENT AS CONTAINED IN ORDINANCE NO. 04-08

BE IT ENACTED by the City Council of the City of Norwalk, Iowa.

SECTION 1. PURPOSE. The purpose of this ordinance is to amend the master plan and rules, regulation, and guidelines for Dobson Planned Unit Development as contained in Ordinance No. 04-08.

SECTION 2. AMENDMENT. The Dobson Planned Unit Development is hereby amended with the following:

Include the amended Dobson Planned Unit Development map attached as Exhibit "A".

Section 5: Land Use Design Criteria:

Amend the land use and density schedule for Parcel D and add Parcel E, as shown below:

LAND USE AND DENSITY SCHEDULE					
Parcel#	Land Use/ Zonin	Max Densit	Area/Acres	# Units	Density DU/Acre
Parcel D	C-2 Commercial	N/A	3.0		
Parcel E	R-1 60	4 DU/Acre	11.4	35	3.1

Amend the bulk rEill,ulations for Parcel D and add Parcel E as shown below:

r BULK REGULATIONS						
Parcel #	Lot Area	Yard				
		Lot Height	Width	Side Feet	Rear Feet	Feet
	Minimum Sc. Ft.	Feet	Front Feet			
Parcel D	20,000	100'	30'	20' total (0'	35'	50'
Parcel E	7,500	60'	30'	15' total (min. 7' one s i d e	35'	35'

Under "Specific Information Not In Tables" remove Parcel D and replace with the following:

"Parcel D. Uses in this parcel are limited to C -2 district uses and are encouraged to be lower traffic generating uses due to their proximity to single family residential uses. The parcel is for light intensity Commercial uses described in the C-2 zoning district. A public

street meeting City standards is required to connect Elm Avenue to Parcel E to the south and to Outlot Y of Arbor Glynn Plat 2. Proximity to adjacent single family residential uses will require appropriate buffers. Any part of Parcel D that is adjacent to a single family lot shall be required to have a 30' landscaped buffer that meets the requirements of Chapter 17.50 of the City of Norwalk Zoning Ordinance. All setbacks shall be measured from the landscaped buffer, if required. Access to Parcel D from a public street to the west shall align with the access for Outlot Y of Arbor Glynn Plat 2.

Allowed Uses: All permitted principal and accessory uses and special uses as provided in the City Code for the C-2 district except the following:

- i. Bars and Night Clubs, including after-hour businesses
- ii. Convenience Stores, Gas Stations and Service Stations
- iii. Delayed Deposit Service Businesses
- iv. Liquor Stores
- v. Pawnshops
- vi. Smoking Lounges and Dens
- vii. Tobacco Stores

Under "Specific Information Not In Tables" add the following:

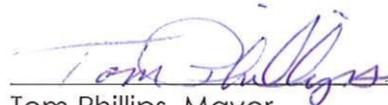
"Parcel E. Access off of Wright Road will not be required due to geographic concerns. Access into the parcel from Iowa Highway 28 shall meet the standards Iowa Department of Transportation. A public street shall provide access to north to Elm Avenue ."

SECTION 3. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. SEVERABILITY CLAUSE. In any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

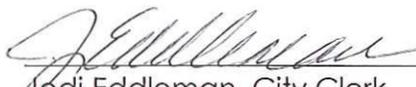
SECTION 5. EFFECTIVE DATE. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

Passed and approved by the City Council of the City of Norwalk, Iowa on the 4th day of June, 2015.



Tom Phillips, Mayor

ATTEST:



Jodi Eddleman, City Clerk

f
First Reading: May 21, 2015
Second Reading: June 4, 2015
Third Reading: "w"a,,_iv"e"d"----

I certify that the foregoing was published as Ordinance No. 15-05 on the 11th day of June, 2015.


Jodi Eddleman, City Clerk

AFFIDAVIT OF PUBLICATION

COPY OF NOTICE

- OFFICIAL PUBLICATION -

City of Norwalk

ORDINANCE NO; 15-05

Ordinance 15-05 Amending the Master Plan and Rules, Regulations and Guidelines for the Dobson Planned Unit Development as contained in Ordinance No. 04-08

Passed by City Council on June 4, 2015

For information, the Ordinance is available on the City of Norwalk website at www.norwalk.iowa.gov/YourGO

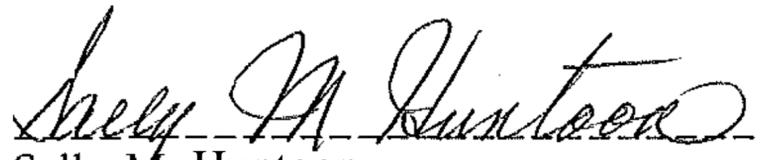
I, Sally M. Huntoon on oath, do say that I am the Editor of the NORTH WARREN TOWN AND COUNTY NEWS, a weekly newspaper of general circulation, published at Norwalk, in Warren County, Iowa and that the attached Official Publication of the City of Norwalk in re: Ordinance 15-05 on Amending Master Plan and Rules, Regulations and Guidelines for Dobson Planned Unit Development and published in the above-named newspaper as follows:

First Publication: June 11, 2015

Second Publication:

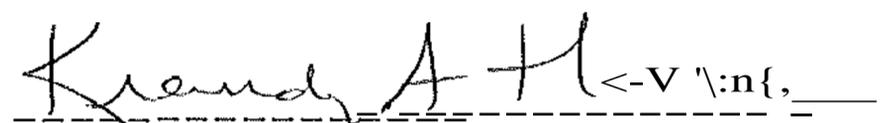
Third Publication:

Printer's Fee: \$6.98


Sally M. Huntoon

Sworn to before me and signed by
Sally M. Huntoon

Dated this 12th day of June, 2015.


Notary Public in and for Warren County Iowa

4/6/18



BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT

Item No. 09
For Meeting of 4.7.16

- REQUEST:** Public hearing and consideration of a request from United Properties LC to rezone approximately 28 acres of land at northeast corner of IA HWY 28 and Beardsley Street from a mix of C-O, C-1, PC, R-4 and R-3 to a mix of C-3, R-4, R-3, and R-2 in the Echo Valley PUD.
- STAFF CONTACT:** Luke Parris, AICP
City Planner
- APPLICANT(S):** United Properties LC
- LOCATION:** Northeast of the intersection of Iowa Highway 28 and Beardsley Street
- CURRENT USE:** Echo Valley Community PUD Parcel J with a mix of C-O, C-1, PC, and R-4.
- PROPOSED USE:** Add the lots along Iowa Highway 28 into Parcel J of the PUD and change the uses to a mix of C-3, R-2, R-3, and R-4. Restrict the R-4 uses to senior housing and assisted living.
- ZONING HISTORY:** The site is zoned as Parcel J of the Echo Valley Community PUD in 2003 (Ordinance 03-08). At that time Parcel J did not include the lots along Iowa Highway 28. Those lots along Iowa Highway 28 are currently zoned as C-O.
- LAND USE PLAN:** The future land use plan the majority of this area as General Commercial with a portion shown as Park/Recreation near the Golf Course.
- SURROUNDING LAND USE PLAN AND ZONING:** Surrounding land use planned for the area is:
- North – Medium Density Residential.
 - East – Park/Recreation & Medium Density Residential.
 - South – Sub Area 1.
 - West – High Density Residential.
- Surrounding zoning for the area is:
- North – R-1 Residential.

- East – R-1 Residential.
- South – C-O, C-1, C-2 commercial.
- West – R-1 Residential.

FLOOD INFORMATION: None.

MAJOR STREET PLAN/TRAFFIC:

The request is in conjunction with a recently approved development agreement with United Properties LC for the removal of Masteller Road and the construction of the new Marketplace Drive. The new Marketplace Drive will have access onto Beardsley Street at a point east of the current access to Masteller Road. The current intersection with Iowa Highway 28 will be maintained and upgraded with a traffic signal.

The street is designated as a 28' local street to promote a more walkable scale in the development. An 8' trail will be located on the east side of Marketplace Drive and future pedestrian considerations will be made as sites develop.

The City currently uses the Statewide Urban Design and Specifications (SUDAS) for details on various City infrastructure. SUDAS would require a 31' local street in a commercial area and a 26' local street in a residential area. The PUD process allows for the deviation of road width standards. The request for a 28' street is less than the SUDAS standard for commercial but more than the SUDAS standard for residential. This site is a mixed use site that will contain both commercial and residential uses. Additionally, the 28' width matches the City's Subdivision Ordinance for street design standards of a general local street.

DEVELOPMENT SECTOR ANALYSIS:

In the development agreement with United Properties LC, the City anticipates that a significant portion of Parcel J will develop commercially in order to provide TIF revenue to pay for Marketplace Drive, the traffic signal, acquisition of the James Oil site, and the expansion of Beardsley Street.

STAFF ANALYSIS:

The future land use plan for the area is identified as General Commercial. The C-3 component of the rezoning request matches with the future land use plan.

The request also contains residential components. United Properties LC has indicated that the residential components are to support the commercial, provide a transition between the existing developments to the east, and provide a walkable style of development in connecting with the existing development. The residential component is not consistent with the future land use plan but does have consistency with the Echo Valley Community PUD that was approved in 2003, prior to the adoption of the 2013 Comprehensive Plan.

It is staff opinion that allowing the residential component will maintain the intent of the original Echo Valley Community PUD while providing an appropriate land use transition between the neighboring single family homes and the proposed commercial sites.

The amendment proposal also includes several changes to the land use densities and bulk regulations that would be standard in the Zoning Ordinance for each district. The full tables can be found on the attached PUD amendment document.

For land use densities, United Properties is proposing the R-2 be allowed 6 dwelling units per acre, up from the 5 allowed in the Zoning Ordinance. They are also proposing an increase in the density of any R-4 area to 20 dwelling units per acre, up from the 18 allowed in the Zoning Ordinance.

For bulk regulations, the rear setback for C-3 is proposed to be 10'. For double frontage lots along Iowa Highway 28, this would be measured from the lot line along Iowa Highway 28. The side setback is proposed to be 20' for R-4. The maximum height for the R-4 is proposed to be 45' but with a limit of 3 stories for any building. The R-3 is proposed to allow postage stamp lots with a minimum size of 1,250 square feet. The building separation in the R-3 is proposed to be 12' for sides and 20' for the rear of structures. The minimum lot width in the R-2 district is proposed as 40' for one side of a two-family dwelling unit. Side setbacks for one- and two-family units are proposed to be 5' on one side and a total of 10'.

The request for increased density and relaxed setbacks are related to the creation of a more walkable development. Allowing for uses to be closer together and increasing the density, both residentially and commercially, is a key component of creating walkable design.

The PUD also includes additional information that alters the standard requirements of the Zoning Ordinance. First, the R-4 in the PUD is restricted to only senior living and assisted living type facilities. The PUD amendment also addresses buffering of the uses on the Parcel. The amendment requires a buffer wall be built along the northern property boundary to buffer the existing residential from any commercial development. Buffers between uses internal to the site do not require a minimum distance and will be achieved via landscaping.

The buffering on the site is to provide separation from existing uses while allowing the mix of uses on the site to be developed cohesively into one mixed use development.

**STAFF
RECOMMENDATION:**

Staff recommended that the Planning and Zoning Commission approve of the amendment to Parcel J of the Echo Valley Community PUD.

**PLANNING AND ZONING
RECOMMENDATION:**

The Planning and Zoning Commission recommends approval of the proposed amendment with the condition that principal permitted uses in the C-3 district be limited to:

- Any principal permitted use in the C-2 zoning district, provided such use shall comply with the minimum requirements of the C-3 Zoning District;
- Car Washes, including self-service;
- Gas stations or Service Stations
- Lumber yards, retail only

ATTACHMENTS:

Attachment "A" – Echo Valley Community PUD Parcel J Rezoning Map

Attachment "B" – List of allowable uses in the C-2 and C-3 districts

Attachment "C" – Ord. 03-08 – Echo Valley Community PUD

<p><input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Contract <input type="checkbox"/> Other (Specify) _____</p> <p>Funding Source: _____ NA _____</p> <p>APPROVED FOR SUBMITTAL _____</p> <p style="text-align: right;">City Manager</p>

ORDINANCENO. _____

AN ORDINANCE AMENDING THE MASTER PLAN AND RULES, REGULATION, AND GUIDELINES FOR THE ECHO VALLEY COMMUNITY PLANNED UNIT DEVELOPMENT AS CONTAINED IN ORDINANCE NO. 03-08

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF NORWALK, IOWA:

SECTION 1. PURPOSE. The purpose of this ordinance is to amend the master plan and rules, regulation, and guidelines for Echo Valley Community Planned Unit Development as contained in Ordinance No. 03-08.

SECTION 2. AMENDMENT. The Echo Valley Community Planned Unit Development is hereby amended with the following:

Echo Valley Community Planned Unit Development Master Plan Map:

Add the property along Iowa Highway 28 owned by United Properties LC as depicted in the map in Attachment "A"

Section 6: Land Use Design Criteria:

Delete Parcel J from the land use and density schedule and amend with the new Parcel J, as shown below:

Parcel #	Land Use/ Zoning	Density	Area/Acres	# Units	Density DU/Acre
Parcel J	Mix of C-3, R-4, R-3 & R-2	R-2 6 DU/Ac	27.85	N/A	N/A
		R-3 12 DU/Ac			
		R-4 20 DU/Ac			

Delete Parcel J from the bulk regulations and amend with the new Parcel J, as shown below:

	Lot Area	Lot Width	Setbacks				Height Feet
			Front Feet	Side Each Feet	Side Total Feet	Rear Feet	
Parcel J	C-3 – 20,000 SF	100'	30'	10'	20'	10'	50'
	R-4 – 80,000 SF & 1,250/unit	200' Project	35'	20' Project*	N/A	35'	45'***
	R-3 – 3,125/unit or Postage Stamp Lots 1,250/unit	200' project and 20' individual unit	30' Project or 25' to Curb (for private streets)***	0' shared wall and 12' building separation	N/A	30' Project and 20' for lots internal to the project	35'
	R-2 - Two- Family = 12,500	40' with a 0' side yard or 80' for two units on one lot	25'***	5' or 0' shared wall	10'	30'	35'
	R-2 - One- Family = 8,125	65'	25'***	5'	10'	30'	35'

*20' minimum separation between buildings in a complex

**Principal structure may be 45' in height but not exceed 3 floors above grade

***Covered front porches that are fully open and not enclosed may encroach eight (8) feet into the front yard setback.

Under “Specific Information Not In Tables” remove Parcel J and replace with the following:

PARCEL J. This is considered a mixed use parcel that will be primarily commercial in nature. Lots located along Iowa Highway 28 shall conform to the standards of the C-3 Highway Service Commercial District. The rest of the parcel shall be allowed to be a mix of C-3, R-2, R-3, and R-4. No R-2 or R-3 residential units shall be allowed to front on to the new Marketplace Drive. C-3 uses shall be limited to:

- Any principal permitted use in the C-2 zoning district, provided such use shall comply with the minimum requirements of the C-3 Zoning District;
- Car Washes, including self-service;
- Gas stations or Service Stations
- Lumber yards, retail only

For any R-3 uses, postage stamp lots shall be allowed. Postage stamp lots refer to lots that only encompass the dwelling unit of a multi-unit townhome structure with any open space owned by a common home owner’s association entity. R-4 uses shall be limited to:

- Assisted Living Residential Facilities, Boarding House, Nursing or Convalescent Home, Dormitories, or other group quarters, not exceeding eighteen (18) dwelling units per acre of lot area exclusive of public street right-of-way, or for those facilities which do not provide separate living quarters defined as dwelling units within the zoning ordinance, a maximum of thirty-six (36) beds or residents per acre of lot area exclusive of public right-of-way.

Buffering

Any commercial development along the northern boundary of the parcel shall have a buffer wall installed that includes masonry columns with framed wood slats similar to the images included below. Buffers between uses internal to the parcel will be determined as development proceeds. Internal buffers may be achieved via simple landscaping with no minimum buffer width requirement.



Examples on acceptable buffer wall

Road Widths

To promote a more walkable scale, Marketplace Drive is planned to be a 28’ wide street through the majority of the corridor with it widening to a 37’ wide street at the intersection with Beardsley Street. Pedestrian movements will be accommodated by an 8’ wide trail along the east side of Marketplace Drive. Further pedestrian considerations will be made as each site develops.

SECTION 3. SEVERABILITY CLAUSE. In any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

Passed and approved by the City Council of the City of Norwalk, Iowa on the _____ day of _____, 2016.

Tom Phillips, Mayor

ATTEST:

Jodi Eddleman, City Clerk

PREPARED BY: Luke Parris, City Planner

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>
Isley	_____	_____
Kuhl	_____	_____
Lester		
Livingston		
Riva	_____	



USES ALLOWED IN THE C-2 DISTRICT

All C-O uses:

- A. Professional and semi-professional office buildings for the following:
1. Abstract title
 2. Accountants and Bookkeeping
 3. Actuaries
 4. Advertising (no shops)
 5. Adjusters (insurance)
 6. Aerial survey and photography
 7. Appraisers - no sale or rental of any type of merchandise or equipment
 8. Architects
 9. Attorneys
 10. Auditors
 11. Banks and financial institutions
 12. Business analysts - counselors or brokers
 13. Building contractors, office only (no shops or storage)
 14. Chiropractors
 15. Consulates
 16. Counseling, child guidance and family service
 17. Court reporter and public stenographers
 18. Credit reporting
 19. Dentists
 20. Detective agencies and investigating services
 21. Drafting and plan services
 22. Engineers, professional
 23. Insurance and bonds
 24. Manufacturer's agents
 25. Market research
 26. Medical doctors and practitioners
 27. Model agencies or schools
 28. Mortgage brokers
 29. Notary public
 30. Opticians
 31. Optometrists
 32. Podiatrists
 33. Public libraries
 34. Public relations
 35. Radio and television production and broadcast studios
 36. Real estate
 37. Real estate management
 38. Secretarial services
 39. Shoppers information services
 40. Social service bureaus
 41. Stock broker exchanges, investment services
 42. Tax consultants
 43. Telephone answering services
 44. Theater ticket agencies
 45. Travel agencies
 46. Zoning consultants

- B. Clinics or group medical centers, including dental clinics, but not including animal clinics.
- C. Day care center, day nursery or nursery school, licensed in the State of Iowa, provided no building, structure, or accessory use for property so used is located less than twenty-five (25) feet from any other principal building on any other lot in an R District; and provided there is established and well maintained in connection therewith a completely fenced play lot of no fewer than one thousand (1,000) square feet in area for the first twenty (20) or less children under care, with twenty-five (25) square feet added to such play lot area for each additional designated child capacity of the principal building.
- D. Public and parochial schools (elementary and secondary), colleges and universities.
- E. Professional business training school, whose functions are wholly contained within the structures, or otherwise effectively conceals its functions from visual, olfactory, or auditory observation outside the premises.
- F. Health and athletic fitness centers and clubs with all indoor facilities.
- G. Church, chapel, temple, synagogue and similar place of worship, and associated residence of clergy or ordained official of the religious organizations.
- H. Funeral homes and mortuaries.
- I. Buildings and uses owned by a county, city and county, city or other political subdivision which are operated for the social benefit or convenience of the public, but excluding equipment storage yards and garages which are operated and maintained for the necessary business and industrial service of the community.
- J. Museums and libraries not operated for profit.
- K. Swimming, athletic, and tennis clubs or country clubs and similar public and privately owned uses with outdoor facilities, by Special Use Permit.

All C-1 uses:

The following neighborhood retail commercial and service establishments and uses:

1. Apparel (specialty) shops
2. Bakeries (retail), including baking for sale on premises
3. Beauty shops and barber shops, but not including schools
4. Book stores and stationery stores
5. Camera and photographic supply stores, including photo finishing services for the general public
6. Candy, nut, and confectionery stores
7. Coffee shops
8. Coin operated laundries and dry cleaning establishment using nonflammable solvents

9. Convenience store; provided fuel sales facilities have a minimum separation of one thousand (1,000) feet between similar businesses with fuel sales and there is no vehicle washing or repair on site
10. Dairy product and ice cream stores and parlors; retail over-the counter sales only
11. Drug stores
12. Florists, including potted house plants
13. Gift, novelty, and souvenir shops
14. Hobby and game shops
15. Home accessories, such as glassware and linens
16. Home video equipment and movie rentals
17. Jewelry stores
18. Liquor stores
19. Meat and seafood specialty shops
20. News dealers and newsstands
21. Optical goods and hearing aids
22. Restaurants and cafes, provided there is no drive-through or drive-in facility
23. Retail coin, philatelist, and autograph shops
24. Sewing, needlework, and piece goods stores
25. Shoe repair shop, shoe shining
26. Tobacco stores
27. Tailor shops, including clothing alteration and repair shops
28. Watch, clock and jewelry repair
29. Any use which is found by the Zoning Administrator to be similar to one of the above named uses, and in his/her opinion, conforms to the intent of this section.

All C-2 uses:

The following retail commercial and service establishments and uses:

1. Antique stores, but not including refinishing or refurbishing.
2. Artists' and architectural supply
3. Automobile parts store; no repair work on site permitted.
4. Banks, savings and loans and other financial institutions with drive-in facilities and free-standing ATM machines permitted
5. Bars and night clubs
6. Billiard parlors and pool halls
7. Bowling alleys
8. Clothing and accessory stores, including storage and repair of fur garments, but not including trading in furs
9. Commercial art galleries
10. Computers, typewriters, copiers, and similar office equipment retail sales and service
11. Convenience stores
12. Construction Contractor's Office, with up to 90 percent of the building devoted to interior storage of materials, tools, and equipment. No external storage of materials, tools, or equipment shall be permitted
13. Department or variety stores
14. Electrical repair shops

15. Floor covering stores, primarily engaged in retail sales and incidental installation, but not including establishments primarily engaged in installing or supplying building contractors
16. Formal wear and costume rental
17. Fruit stores and vegetable markets, provided that no outdoor or open-air display, sales, or storage shall be permitted except by special use permit
18. Grocery and food stores
19. Hardware stores
20. Hospitals
21. Hot tub or sauna sales, but not including swimming pools
22. Hotels and motels
23. Household appliance stores
24. Household furniture, retail sales but not including cabinets
25. Household improvement products stores, i.e., paint, glass and wallpaper stores, retail sales to the general public only
26. Ice and roller skating rinks, indoor only
27. Interior decorations, including retail sales of draperies and curtains
28. Luggage and leather goods
29. Music or dance schools or studios, including children's or amateur instruction and exercise classes, but not including ballrooms or dance halls
30. Office furniture, and supplies, retail sales only
31. Pet shops, but not including boarding or outdoor kennels
32. Postal service (local substation of United States) or private parcel post delivery service
33. Radio, television, and music stores
34. Restaurants, drive-in facilities permitted
35. Sporting goods stores and bicycle shops, but not including sales of motorized vehicles
36. Swimming, athletic, and tennis clubs or country clubs, and similar public and privately owned uses with outdoor facilities
37. Theaters; does not include drive-in theaters
38. Toy stores
39. Veterinarian clinics for household pets on an out-patient basis only; no overnight boarding or lodging except by special use permit
40. Any use which is found by the Zoning Administrator to be similar to one of the above named uses, and in his/her opinion, conforms to the intent of this section.

USES ALLOWED IN THE C-3 DISTRICT

All uses in the C-O, C-1, and C-2, plus:

The following retail, commercial, and service establishments and uses:

1. Amusement Parks, and outdoor stadiums and arenas.
2. Automobile, trailer, motorcycle, boat, and farm implement establishments for display, hire, rental, and sales (including sales lots); including all repair work in connection with personal or customers' vehicles
3. Carpenter and cabinetmaking shops
4. Car Washes, including self-service
5. Gas Stations or Service Stations
6. Lumber yards, retail only
7. Monument sales yards
8. Public auction buildings or rooms. (Does not include animal, vehicle auctions.)
9. Mini-Warehouse
10. Transportation terminal or truck stops, including minor repairs as accessory use
11. Small repair shop, including but not limited to bicycle, motorcycle, lawn mower, and garden tractor repair. All activities must be confined inside the building(s), including storage of parts and machines.
12. Any use which is found by the Zoning Administrator to be a use similar to one of the above named uses, and in his/her opinion, conforms to the intent of this section.

ORDINANCE NO. ~~1~~3-D

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP TO REZONE CERTAIN PROPERTY FROM R-1(60), R-1(80), AND R-3 TO PUD AND TO ADOPT THE MASTER PLAN AND ESTABLISH THE RULES, REGULATIONS AND GUIDELINES FOR THE DEVELOPMENT OF THE ECHO VALLEY COMMUNITY PLANNED UNIT DEVELOPMENT.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF NORWALK, IOWA:

- SECTION 1. PURPOSE. The purpose of this ordinance is to change the Official Zoning Map of the City of Norwalk, Iowa, under the provisions of Title 17 (Zoning Regulations), Chapter 17.04 (General Provisions), Section 17.04.060 (Zoning District Boundaries and Official Zoning Map) of the Norwalk Municipal Code, and to adopt a master plan pursuant to Chapter 17.10 (Zoning District Regulations), Section 17.10.170 (PUD, Planned Unit Development), Subsection 17.10.170.3 (Master Plan).
- SECTION 2. OFFICIAL ZONING MAP AMENDED. The official zoning map is amended from R-1(70) and R-1(80), Single Family Residential District, and R-3 Medium Density Residential District, to PUD, Planned Unit Development District. The following legally described property is hereby rezoned from, R-3, R-1(60), and R-1(80) to PUD:

Legal Description

"Exhibit A"

- SECTION 3. PROJECT DESCRIPTION. See Narrative "Exhibit B"
- SECTION 4. PUD AND MASTER PLAN ADOPTION. Attached hereto and made a part of this ordinance for delineation is the Master Plan document for "ECHO VALLEY COMMUNITY" Planned Unit Development, marked Exhibit "C". The Master Plan is adopted to establish rules, regulations, and development guidelines for land use, and performance standards pursuant to Subsection 17.10.170.4 of the Municipal Code of the City of Norwalk, Iowa, for the development of the Echo Valley Community Planned Unit Development (PUD).

Individual parcels within the PUD may be developed independent of other parcels, provided minimum requirements are met, unless modified herein, and the development of the parcel allows for the proper development of adjoining parcels. It is recognized, shifts or modifications to the Master Plan layout may be necessary and compatible with the need to acquire workable street patterns, grades and usable building sites, but the Master Plan layout, including the relationship of uses to each other and the relationship of land use to the general plan framework, and development requirements shall be used as the implementation guide. All modifications shall be made pursuant to Subsection 17.10.170.7 of the Municipal Code.

SECTION 5. GENERAL CONDITIONS. The following general site development criteria shall be integrated into and made a part of the development criteria for the Echo Valley Community Planned Unit Development.

1. All subdivisions, public streets, public street rights-of-way and general development shall adhere to the standards and design criteria set forth in the Norwalk Subdivision Ordinance and the Des Moines Metropolitan Design Standards as adopted or as amended by the City of Norwalk, pertaining thereto, unless otherwise stated within this Ordinance.
2. Any regulation, standard, provision or requirement that is not specifically addressed within this document that is regulated elsewhere in the Municipal Code of Norwalk, the requirements of the Municipal Code shall be enforced.
3. Throughout the PUD, the compatibility of certain project features will be maintained so that the different parcels and densities will all relate to each other and create a sense of a common overall community. Those features will include architectural character and unifying treatment of roadways and curbs, signage, landscaping, lighting and a common pedestrian orientation.
4. Transitioning and buffering of land uses and residential densities shall be addressed as time of site plan or plat approval. A transfer of density up to 20% may be approved through staff not including parcels A, B, or E. Any greater transfer of density or a change of land use shall require an amendment to this Ordinance and the master Plan for the PUD, pursuant to Subsection 17.10.170.7 of the Municipal Code.
5. No building shall be erected within twenty-five (25) feet of any major drainageway, storm water detention basin, or pond areas subject to flooding, or area designated to be within the 100-year zone of Middle Creek or other tributary. This project and all proposed residential plats are subject to review by the Iowa Department of Natural Resources for FEMA Compliance.
6. All subdivisions and streets will adhere to the standards and design criteria set forth in the Norwalk Subdivision Ordinance and the Des Moines Metropolitan Design Standards, as adopted or amended by the City of Norwalk unless noted otherwise in this Ordinance.

The major entry street, is a four-lane divided boulevard at its entrance into the project. This street tapers to a 31' wide minor collector. Due to the unique development and its dependence on limited street connections, all critical street segments shall have a street width of 31' including the primary east-west street through parcel F. All other street right-of-way and paving widths shall adhere to the following standards recommended by the City's Comprehensive Plan for specific street classifications, which shall be determined at the time of platting based on the street's function and projected traffic volumes on the street.

Cul-de-sac streets for Parcels A, B, D, and E shall be allowed to be over 600' in length provided that the "throat" of the cul-de-sac street is constructed as a 31' wide street or boulevard with two 16 ft. lanes between the loop and the base of the cul-de-sac "bulb" or loop, or if no loop exists, to a point that is 600 feet from the terminus or cul-de-sac.

All lots used for single family residential construction shall have direct street frontage. A few exceptions may be provided where street construction is prohibitive due to topographic constraints. The unique terrain and unique development may allow for the use of flag lots in very limited cases within parcels A, B, D. To safeguard the public and future property owners, public services will need to be extended to the lots including water and adequate fire protection. The easement of access or stem of the lot may only serve one lot, have a length of no more than 100 feet and width of no less than 40 feet at the right-of-way line.

Any lots where the dwelling is located more than 200 feet from the street right-of-way or located on a flag lot, shall have a vehicular turnaround located on the end of the driveway. Such turnaround shall have a similar turning radius as a cul-de-sac.

7. The landscape element of the Master Plan identifies proposed open spaces and recreational areas and any environmentally sensitive areas that should be protected and preserved as part of the uniqueness of the area. A street tree planting plan shall be prepared and implemented with a variety of trees as the PUD is developed. Open space is designed extensively into the development to provide the identification and the utilization of the golf course, drainage ways, and utility corridors as passive open space and recreation areas.
8. Lighting within the PUD will be incorporated along the internal residential streets as "theme" lighting for the entire development. The "theme" lighting could be used for multi-family residential, commercial retail, and office projects to encourage continuity from one area to the other.

Up-lighting for landscape material will be incorporated into the entrance designs and shall be designed so as to not direct light into vehicles within the public right-of-way. Detailed lighting plan for both city streetlights and supplemental "theme" lighting shall be submitted to the City and installed at the time of site plan and plat approval.

SECTION 6. LAND USE DESIGN CRITERIA. In addition to the General Conditions set forth within Section 3 herein, the following land use design criteria shall apply to each development area designated by parcel on the Master Plan. The Master Plan document, which is made a part of this Ordinance per Section 4 of this Ordinance, delineates 12 parcels of the PUD, each denoted with a specific parcel number. The parcels hereinafter referred to as "Parcels", are identified for application of specific standards for land use and the development regulations. Interconnecting all the parcels and integrating within them are the streets,

pedestrian walkways/bikeways, and the golf course. Each parcel will be designed, submitted, and then evaluated by the Plan and Zoning Commission and City Council to bring a continuity of the total PUD in design characteristics, separation and transition of land uses, and flow of traffic and pedestrians.

LAND USE AND DENSITY SCHEDULE					
Parcel#	Land Use/ Zoning	Density	Area/Acres	#Units	Density DU/Acre
Parcel A	SFR R-1(100)	1DU/Acre	50.09	50	1
Parcel B	SFR (80)	1.5DU/Acre	28.30	43	1.5
Parcel E	SFR (80) Only residential uses	2.5DU/Acre	28.44	71	2.5
Parcel C	Medium Density R-3	6DU/Acre	15.10	91	4
Parcel D	Multi Family Res. R-4	10 DU/Acre	8.94	89	10
Parcel F	SRF R-1(70) Only residential use	4DU/Acre	41.15	165	2
Parcel H	50% C-2 commercial, 50% Office and/or PC, or Limited IC	N/a	35.93		
Parcel G	Commercial/Office High Density	10 DU/Acre	7.55	76	10
Parcel I (Greens of E.V)	Medium Density R-3	3 DU/Acre	10.82	32	3
Parcel K	Existing Country Club	N/a	229.21		
Parcel L	New 9 holes Passive open space		87.45		
Parcel J (mix)	Mix including 35% R-3, 35% R-4, 10% limited C-1, 10% CO or PC, and 10% public open space.	R-3 10DU/lac R-4 16DU/lac	21.01	R-3: 73 R-4: 118 More units may be added as more land is assembled	For entire area 9 Du/Acre
TOTAL				808 dwelling units	

BULK REGULATIONS							
Parcel#	Lot Area	Lot Width	Yard				Height
	Minimum Sq. Ft.	Feet	Front Feet	Side Feet	Rear Feet	Golf Feet	Feet
Parcel A	15,000	100'	40'	25' total	40'	50'	35' or 40'
Parcel B	10,000	80'	35'	20' total	35'	50'	
Parcel E	10,000	80'	35'	20' total	35'	50'	
Parcel C	Lots or proj. clust	50' or project	25'	0' lot line or 30' project	30'	50'	35'
Parcel D	Plan for R-4	200'	40'	30' boundary 20' between buildings	35'	50'	35' to max of 125'
Parcel F	8,750	70'	30'	15' total	35'	50'	35'
Parcel H	80,000 complex or 20,000 indiv. pads	200'	50'	10'	50'	50'	Unlimited or restricted by Airport overlay 17.20.050
Parcel G	Commercial See parcel G		50	50'	50	50'	35'
	R-4		40	20' 20' between buildings	35	50	
Parcel I (Greens of EV)	10.82 acres 3,570 sflot	N/a	Already established (approved plat)				35'
Parcel J	R-3	50' or project	25'	0' lot 30' project	35'	50'	35'
	R-4	200'	40'	30' bound	30'	50'	35'
	C-O/PC	100'	30'	10'	35'	50'	35'
	C-1	100'	30'	10'	35'	50'	35'
Parcel K/L	N/a	N/a	N/a	N/a	N/a	N/a	N/a

SPECIFIC INFORMATION NOT IN TABLES

1. PARCELS A, B, E. Detached accessory floor may be allowed up to 1,200 sq. ft. before the application of a special use permit is required. The accessory building may not exceed principal structure in floor area. In order to have the full number of permitted units, Parcel E must have an emergency access to 80th Avenue.
2. PARCEL C. For "cluster home developments project proposals" see exhibit "D"
3. PARCEL D. All buffering shall meet the requirements of the zoning ordinance. Where windows or doors face the wall of another building there

shall be a minimum open space separation of at least 30 feet between the two buildings.

4. PARCEL G. All buffering shall meet the requirements of the zoning ordinance. Where windows or doors face the wall of another building there shall be a minimum open space separation of at least 30 feet between the two buildings.
5. PARCEL H. Buffering Limited IC (17.10.150.2) include: A, B, D, E, G, H and J. All buffering shall meet the requirements of the zoning ordinance. Where windows or doors face the wall of another building there shall be a minimum open space separation of at least 30 feet between the two buildings.
6. PARCEL I. Existing development shall adhere to the approved final plat that was fined with Warren County in 1986. Any re-subdivision of the parcels shall adhere to the Norwalk Zoning and Subdivision Regulations.
7. PARCEL K & L. There shall be no principal buildings within the floodplain for Middle Creek. Accessory Structures or uses may require the approval of a flood plain development permit.
8. PARCEL J. This is considered a mixed use parcel and may incorporate additional land in the future. In order to develop, defined development guidelines and a redevelopment plan for this parcel will need to be prepared including acquisition or partnership of properties, detail of and transition of uses, bulk regulations, vacation of ROW, and necessary easements. Such redevelopment plan shall require an amendment to the PUD. The overall land use breakdown shall be the following percentages: 35% HDR, 35% MDR, 10% CO or PC, 10% limited C-1. 10% public open space/park (city vacation of Masteller/E. Wakonda right-of-way).

SECTION 6. PHASING. See Exhibit "B"

SECTION 7. PLATTING REQUIREMENTS. The splitting of any lot within a Parcel of the PUD shall require the submittal of a subdivision plat for review and approval by the City of Norwalk prior to, or in conjunction with development of that portion of the PUD. Said Parcel shall be platted in accordance with the City's Subdivision Ordinance and the Des Moines Metropolitan Design Standards as adopted by the City of Norwalk to delineate within a Plat the lot to be developed or sold separately or any portion there of. Should the planning and platting of the property create common or community wide usage of a private street, drive, parking lot, utility, or common area, a property owner's association document, easement or similar instrument, shall be submitted to the City for review. Said document shall address on going usage, maintenance and upkeep of the shared drives, parking lots, utilities or common areas, and recorded at the County Recorders Office.

SECTION 8. STORM WATER MANAGEMENT. There shall be submitted to, and approved by the City of Norwalk, a complete storm water management plan for each Parcel of the PUD to be prepared by the Developer prior to development within a Parcel.

- SECTION 9. STREET RIGHT-OF-WAY. Adequate street right-of-way shall be provided for the construction, reconstruction and widening of adjoining streets adjacent to, or within the PUD. Said right-of-way shall be dedicated to the City at the time of platting.
- SECTION 10. BUILDING RESTRICTIONS, EASEMENTS AND COVENANTS. Where the City deems appropriate, the landowner shall on each subdivision, adopt building restrictions, easements and/or covenants in a form approved by the City.
- SECTION 11. SOIL TEST REQUIREMENTS. If required, the developer shall be responsible for supplying to the City, information prepared by a qualified soils engineering firm, indicating that existing soil conditions are adequate in stability and strength for construction of public and private improvement. If determined by the soils engineering firm that adequate soils conditions do not exist, the developer shall indicate what measures shall be taken to achieve adequate soil strength and stability for both public and private improvements.
- SECTION 12. TRAFFIC STUDY. A traffic study has been prepared for this project by Howard R. Green Company. Such study is incorporated and a part of the overall project.
- SECTION 14. DEVELOPMENT AGREEMENTS. With the complexity and scale of the master plan, development agreements may need to be developed for a number of aspects including specific development and public improvements including proportional share of off-site improvements that are attributable to this project.
- SECTION 15. STREET NAMES/ADDRESSING. All street names shall be determined at the time of platting. Street names stated in this ordinance are in reference to street names noted on the Master Plan. A general addressing scheme shall be developed for the project and approved by both the Fire and Police Departments. Detailed addressing shall take place at the time of the final plat.
- SECTION 16. DEFINITION. The term "Developer" for the purpose of the Ordinance, shall mean any person, individual, firm, partnership, association, corporation, estate, trust, entity, or agent or same acting or proposing to subdivide land or develop a parcel of land for the construction of a building or buildings.
- SECTION 17. VIOLATIONS AND PENALTIES. Any person who violates the provision of this Ordinance upon conviction shall be punished as set forth in the Municipal Code of the City of Norwalk, Iowa.
- SECTION 18. OTHER REMEDIES. In addition to the provisions set out in Violation and Penalties Section herein, the City may proceed in law or equity against any person, firm or corporation for violation of any section or subsection of this Ordinance.
- SECTION 19. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
- SECTION 20. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect

the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 21. EFFECTNE DATE. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

Passed by the City Council on the 5th day of June, 2003.

Jerry Starkweather
Jerry Starkweather, Mayor

ATTEST:

Joyce Cortum
Joyce Cortum, City Clerk

1st Reading: s./Q3
2nd Reading: 5-15-00
3rd Reading: to.S.D3

Passed: _____
Signed: _____
Published: _____

ROLL CALL VOTE:	1st Reading		2nd Reading		3rd Reading	
	Aye	Nay	Aye	Nay	Aye	Nay
Wahl	<u>✓</u>		<u>✓</u>		
Greteman	<u>✓</u>		<u>✓</u>			
Hixenbaugh			<u>✓</u>			
McClarnon	<u>✓</u>		<u>7-</u>			
Lankford						

Exhibit "A"

A portion of the SW 1/4 of the SW fractional 1/2 and the South 2 acres of the NW 1/4 of the SW fractional 1/2, all in Section 6, Township 77 North, Range 24 West of the 5th P.M., Warren County, Iowa being described as follows:

Commencing at the SW corner of the SW fractional 1/2 of said Section 6; thence N86°37'30"E along the south line of the SW fractional 1/2 of said Section 6, 49.7 feet to a point on the east right-of-way line of Highway 28, as it is presently established and to the point of beginning; thence N00°00'45"E along the east right-of-way line of said Highway 28, 27.2 feet; thence N86°40'45"E, 132.0 feet; thence N00°00'45"E, 727.0 feet; thence N90°00'00"E, 18.3 feet; thence N00°00'00"W, 428.5 feet; thence S90°00'00"W, 147.8 feet to a point on the east right-of-way line of said Highway 28; thence N00°18'00"E along the east right-of-way line of said Highway 28, 201.4 feet to a point on the north line of the south 2 acres of the NW 1/4 of the SW fractional 1/2 of said Section 6, said point being the southwest corner of Lot I, Echo Valley Estates, an official plat; thence N87°49'41"E along the south line of Lots I, 2, 3, 4, 5, 6, 7, and 8, all in said Echo Valley Estates and along the north line of the south 2 acres of the NW 1/4 of the SW fractional 1/2 of said Section 6, 1291.13 feet to a point on the east line of the NW 1/4 of the SW fractional 1/2 of said Section 6, said point being the northeast corner of the south 2 acres of the NW 1/4 of the SW fractional 1/2 of said Section 6; thence S01°44'21"W along the east line of the NW 1/4 of the SW fractional 1/2 of Section 6, 66.00 feet to the SE corner of the NW 1/4 of the SW fractional 1/2 of said Section 6, said point being NE corner of the SW 1/4 of the SW fractional 1/2 of said Section 6; thence S01°03'35"W along the east line of the SW 1/4 of the SW fractional 1/2 of said Section 6, 1300.14 feet to the SE corner of the SW 1/4 of the SW fractional 1/2 of said Section 6; thence S86°37'30"W along the south line of the SW fractional 1/2 of said Section 6, 1269.96 feet to the point of beginning.

And

The Northwest fractional 1/2 of Section 6, Township 77 North, Range 24 West of the 5th P.M., except Echo Valley Estates, an official plat, Warren County, Iowa;

And

The Southeast 1/2 of said Section 6, Township 77 North, Range 24 West of the 5th P.M. Warren County, Iowa, except the South 450.43 feet of the East 326.94 feet thereof;

And

The West 1/2 of the Northeast 1/4 of said Section 6, Township 77 North, Range 24 West of the 5th P.M., Warren County, Iowa;

And

The East 1/2 of the Northeast 1/4 of said Section 6, Township 77 North, Range 24 West of the 5th P.M., Warren County, Iowa; except that portion annexed into the City of Des Moines.

ECHO VALLEY COMMUNITY
PLANNED UNIT DEVELOPMENT
NORWALK, IOWA

INTRODUCTION

Echo Valley Community is over 500 acres of Planned Development with a vast majority of the land devoted to recreation and residential uses. The early vision of Eddie Coppola is evident by the rolling hills, scattered woodland, open fields, and natural creeks and ponds. It is perfectly suited for a golf course community.

The existing Echo Valley Country Club is a full-service private club with all of the recreational facilities expected 18 holes of golf, tennis, swimming, and major banquet facilities for weddings and large parties.

THE SOUTH DEVELOPMENT

The new golf facilities include an additional 9 holes of golf and a clubhouse. The new course wraps around the natural topography and rich tree cover in a figure-eight pattern. In the first phase development over 75% of the homes will be on the golf course or have breathtaking views of it.

This south central part of the Planned Unit Development is designed for large lots of one acre or more. This will provide executive settings for luxury houses. Golf course views are virtually all around this neighborhood. To the south, one-half acre lots are provided with the same visual access to the course. Just to the east of the neighborhood are the up-scale townhouses. This setting, just off the main entry, is convenient and has extensive visual access to the course.

The west corner of the project is a mixed-use development of residential, commercial and office uses. Again, there is great visibility to the open space and golf course all along the east border.

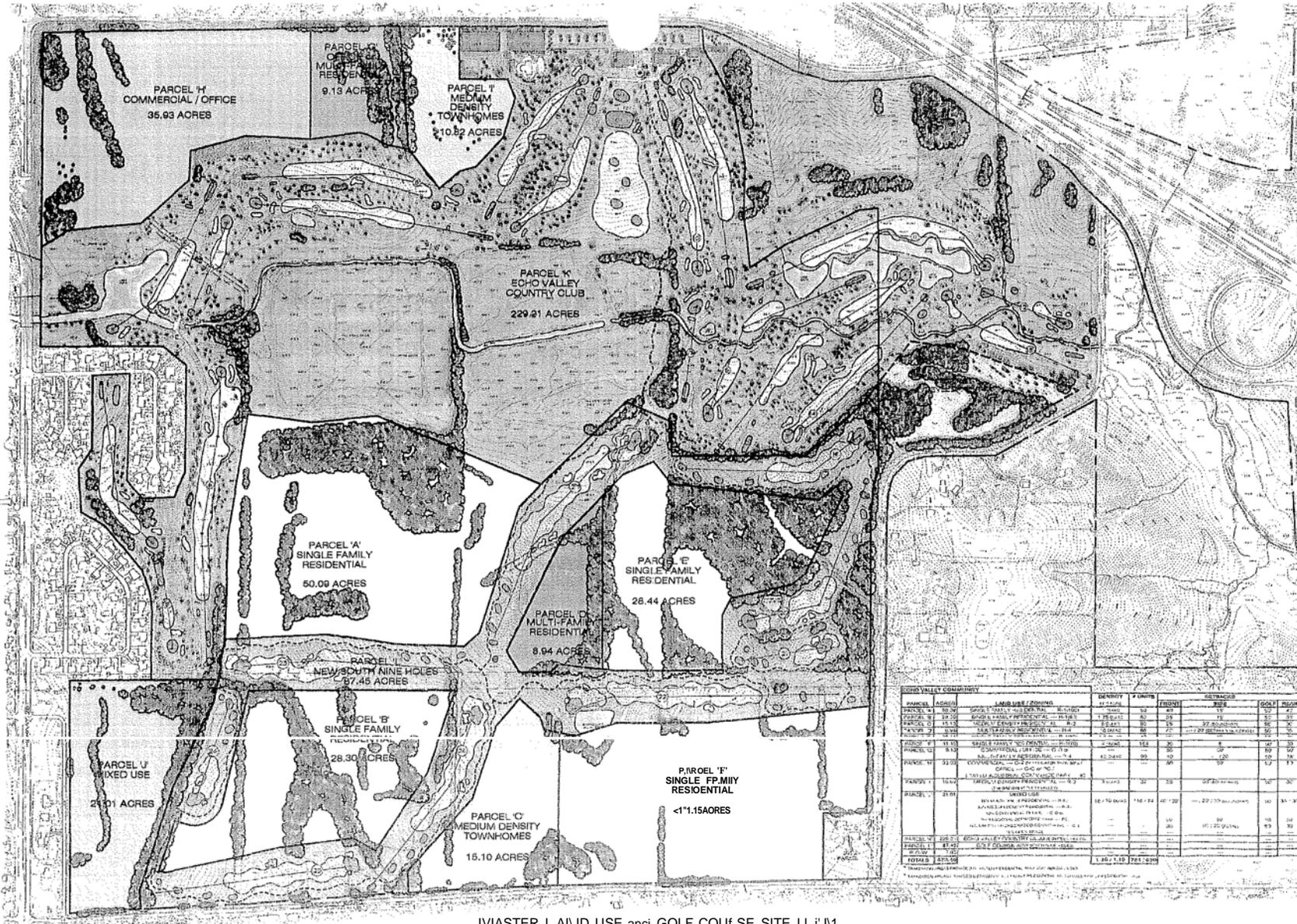
NORTHWEST DEVELOPMENT

Finally, the northwest corner is envisioned as a mixture of commercial, office, light industrial, and multi-family. The intent is to keep this mixture flexible to allow the market to determine the percentages of each use. Until more population base occurs throughout Norwalk, this area will need time for development.

DESIGN APPROACH

At Echo Valley Community, overall quality and aesthetic harmony will be maintained while allowing for individual expressions and tastes one would expect in a custom-home community. All homes in Echo Valley will be built with a strong emphasis on maintaining architectural integrity. While a custom home ultimately is the expression of the homeowner's taste and style, it is imperative in a community of this caliber that the housing styles complement the neighboring homes and overall appearance of the community.

The theme and quality of the community is established at the Beardsley Street entrance with extensive landscaping and carries through with custom-designed neighborhood entrances, street signs, street lighting and even custom-designed mailboxes. Careful attention to landscaping of cul-de-sacs and key intersections in the community provides a style of living that parallels the metropolitan Des Moines. The goal is to create this elegance in a very casual setting.

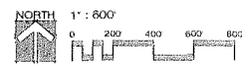


PARCEL	ACRES	LAND USE / ZONING	DENSITY	STORIES	FLOOR	BASE	GOV	PROG
PARCEL A	50.09	SINGLE FAMILY RESIDENTIAL - R-1	1	1.5	1.5	1.5	1.5	1.5
PARCEL B	28.30	SINGLE FAMILY RESIDENTIAL - R-1	1	1.5	1.5	1.5	1.5	1.5
PARCEL C	15.10	MEDIUM DENSITY TOWNHOMES - M-2	20	2	2	2	2	2
PARCEL D	8.94	MULTI-FAMILY RESIDENTIAL - MF-1	20	3	3	3	3	3
PARCEL E	28.44	SINGLE FAMILY RESIDENTIAL - R-1	1	1.5	1.5	1.5	1.5	1.5
PARCEL F	11.15	MULTI-FAMILY RESIDENTIAL - MF-1	20	3	3	3	3	3
PARCEL G	9.15	OFFICE RESIDENTIAL - O-1	10	3	3	3	3	3
PARCEL H	35.93	COMMERCIAL - C-1	10	3	3	3	3	3
PARCEL I	10.82	MEDIUM DENSITY TOWNHOMES - M-2	20	2	2	2	2	2
PARCEL J	10.82	MEDIUM DENSITY TOWNHOMES - M-2	20	2	2	2	2	2
PARCEL K	229.21	ECHO VALLEY COUNTRY CLUB	---	---	---	---	---	---
PARCEL L	37.45	NEW SOUTH NINE HOLES	---	---	---	---	---	---
PARCEL M	21.01	MIXED USE - MU-1	---	---	---	---	---	---
PARCEL N	21.01	MIXED USE - MU-1	---	---	---	---	---	---
PARCEL O	21.01	MIXED USE - MU-1	---	---	---	---	---	---
PARCEL P	21.01	MIXED USE - MU-1	---	---	---	---	---	---
PARCEL Q	21.01	MIXED USE - MU-1	---	---	---	---	---	---
PARCEL R	21.01	MIXED USE - MU-1	---	---	---	---	---	---
PARCEL S	21.01	MIXED USE - MU-1	---	---	---	---	---	---
PARCEL T	21.01	MIXED USE - MU-1	---	---	---	---	---	---
PARCEL U	21.01	MIXED USE - MU-1	---	---	---	---	---	---
PARCEL V	21.01	MIXED USE - MU-1	---	---	---	---	---	---
TOTAL	1,307.12							

MASTER LAND USE and GOLF COURSE SITE PLAN
 The SOUTH NINE HOLES at ECHO VALLEY COMMUNITY CLUB

ECHO VALLEY COMMUNITY

NORWALK, IOWA



ENVIRONMENTAL DESIGN GROUP, LTD.
 ARCHITECTS - LANDSCAPE ARCHITECTS - ENGINEERS
 500 Walnut Park, Suite 100, Norwalk, Iowa 52201 (515) 281-4100
 Fax: (515) 281-4101 • Email: edg@edg.com • Web: www.edg.com

Exhibit "D"

"Detached" Cluster Home Development Guidelines

- a. Minimum setback from all boundaries of the site shall be at least 30 feet. No structures including decks, patios, or other ground structures shall project into this area. Exceptions to this provision would be any association owned entry feature including signage and landscaping.
- b. Minimum distance between buildings shall be at least 10 feet (roof overhangs, fireplaces, etc. may encroach up to 2 feet)
- c. The maximum density for these parcels will be 6 du/acre.
- d. The owner of the cluster-home will also own the lot beneath the dwelling unit.
- e. The minimum lot area for the dwelling unit shall be 1,400 square feet and the minimum width 20 feet.
- f. The parking per unit shall be at least 2 in the garage and 2 in driveway for a total of 4.
- g. Additional overflow parking will be required in small parking areas spread evenly throughout the site. The site shall provide at least 1 parking stall for every five dwelling units.
- h. The minimum driveway dimensions shall be 16 feet in width and 25 feet in length.
 1. The private streets serving the cluster-homes shall be at least 22 feet wide.
- J. Minimum amount of common open space for the complex shall be 30 percent.
- k. No buffer will be required for these parcels since they will developed into individual detached units and extensive landscaping and berming techniques will be utilized to enhance the sites.
 1. All accessory structure or uses as permitted within Section 17.10.050.3 of the Norwalk Zoning Ordinance are permitted.

CITYFIXER

10-Foot Traffic Lanes Are Safer—and Still Move Plenty of Cars

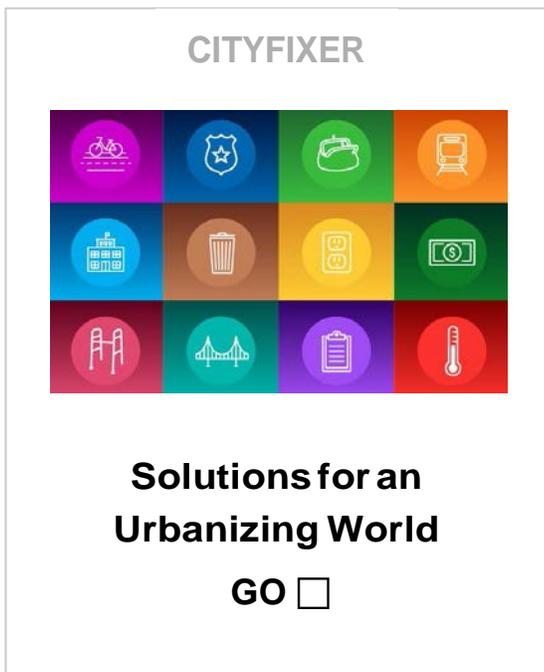
The case against 12-foot lanes in cities, in 3 charts.

ERIC JAFFE | [@e_jaffe](#) | Jul 28, 2015 | [43 Comments](#)



Raphael Desrosiers / Flickr

At first glance, it makes sense that wider traffic lanes could be safer traffic lanes. Drivers are prone to bad decisions and sleepiness and text messages and fits of rage. Providing some buffer room seems a reasonable way to keep them from veering into anything else sharing the road.



But as Jeff Speck [persuasively argued](#) during our Future of Transportation series, the conventional engineering wisdom that favors 12-foot traffic lanes to 10-foot lanes is deadly wrong—especially for city streets. The problem largely comes down to speed: when drivers have more room, cars go faster; when cars go faster, collisions do more harm. The evidence cited by Speck on the safety hazards of wider lanes is powerful, though to date it remains pretty scarce.

That body of work just got a bit thicker, thanks to a new study by civil engineer Dewan Masud Karim ([spotted by](#) Chris McCahill at the State Smart Transportation Initiative). Evaluating dozens of intersections in Toronto and Tokyo, Karim linked lower crash rates to narrower lanes—those closer to 10- or 10.5-feet wide than to 12-feet. Sure enough, wider lanes meant speedier cars, and yet narrower lanes were perfectly capable of moving high volumes of traffic.

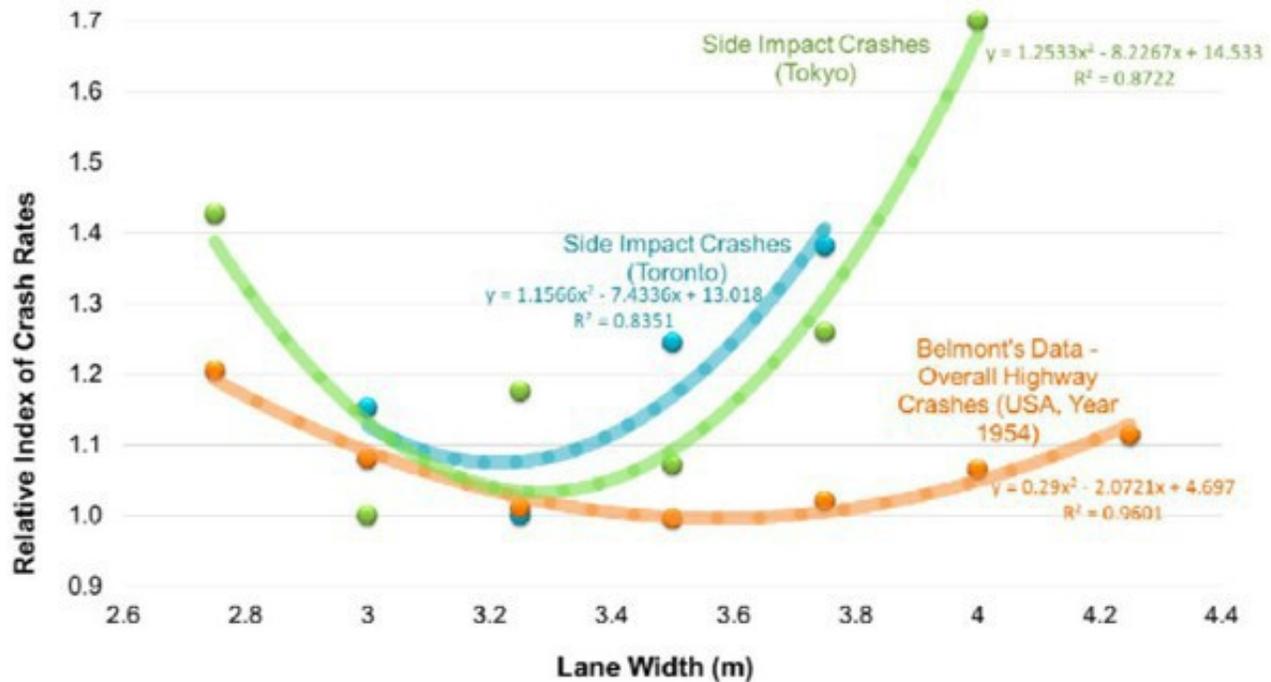
He [concludes](#):

Given the empirical evidence that favours ‘narrower is safer’, the ‘wider is safer’ approach based on intuition should be discarded once and for all. Narrower lane width, combined with other livable streets elements in urban areas, result in less aggressive driving and the ability to slow or stop a vehicle over shorter distances to avoid a collision.

Let’s take a closer, chart-filled look at the details.

Narrow lanes are safer

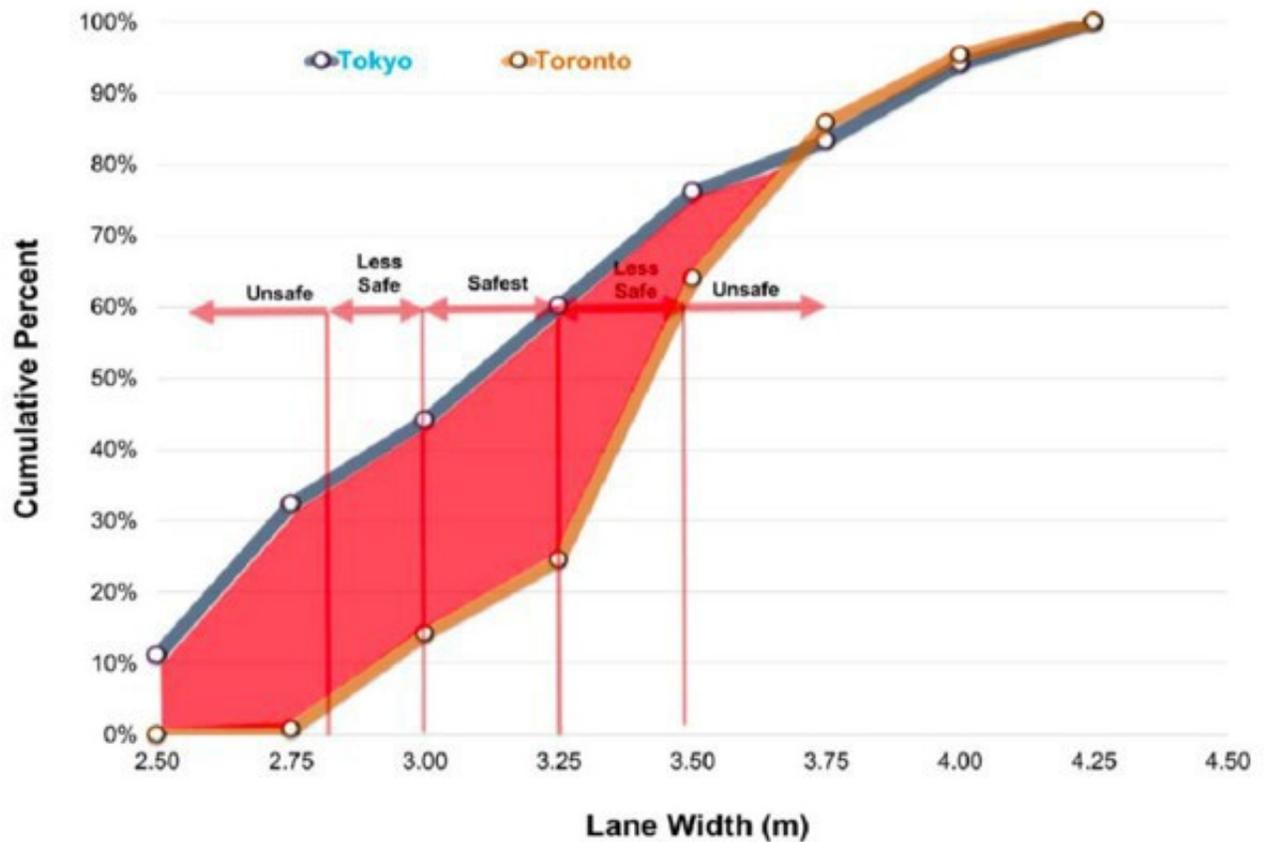
An analysis of several years of crash data in both cities showed a clear sweet spot for lane width around 10.2 feet in Tokyo (3.1 meters) and 10.5 feet in Toronto (3.2 meters). Crash rates increased as lanes got too slim and drivers ran out of space; they also rose as lanes got wider. Karim writes that these results “clearly demonstrate why ‘conventional wisdom of lane width’ does not hold up to scientific scrutiny.”



Crash rates in Toronto (blue) and Tokyo (green) were lowest in lanes between 10 and 10.5 feet wide.

Cars in wider lanes tend to go faster

Generally speaking, traffic lanes in Tokyo are narrower than those in Toronto, with a much greater percentage falling into what Karim calls the “safest” width range. He believes wider lanes, and the faster traffic that comes with them, explains why Tokyo’s collision rates were lower than those in Toronto, despite the fact that Tokyo is a much more populous city with a greater traffic volume. At the time of a collision, the average speed of a car in Toronto was 34 percent higher than it was in Tokyo, according to Karim’s figures.



Tokyo (blue) tends to have narrower travel lanes than Toronto (orange), which might explain why collisions occur there at slower speeds.

Narrow lanes still carry lots of traffic

A common rebuttal to reducing lanes from 12 to 10 feet is that doing so will produce congestion. But smart design can accommodate slim lanes and traffic alike—something New York City recently [discovered](#) when it narrowed car lanes to make way for bike lanes. Karim found that traffic capacity in Toronto was actually highest for lanes right around 10-foot wide.

“Traffic delays on urban roads are principally determined by junctions, not by midblock free flow speeds,” he writes. “Reducing lane width to 3.0 m [~10 feet] in urban environments should therefore, not lead to congestion.”

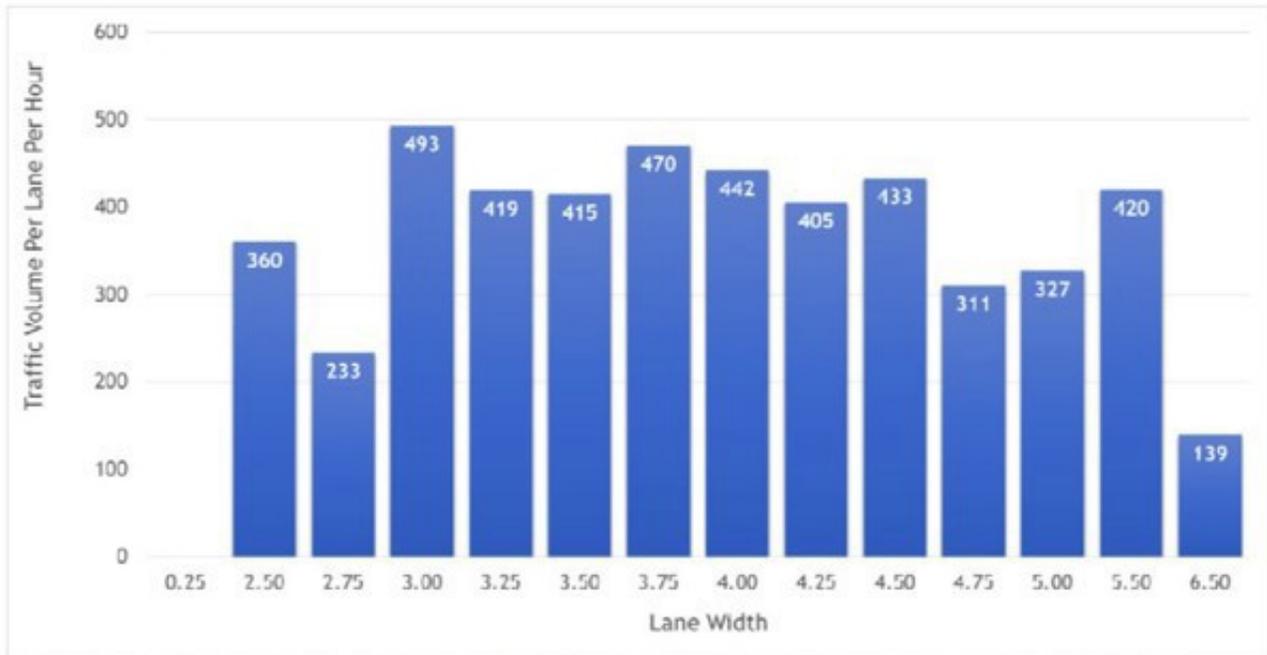


Figure 6: Distribution of traffic capacity (per lane per hour) demand and lane width (Toronto)

Plenty of cars still moved through lanes that were roughly 10-feet wide.

About the Author



Eric Jaffe is the former New York bureau chief for CityLab. He is the author of *A Curious Madness* and *The King's Best Highway*.

ALL POSTS | [@e_jaffe](#)

Healthy Neighborhoods and Healthy Streets

Their design and effect on safety, environment and first responder times

By Dan Burden, Principal with Glattig Jackson Kercher Anglin, Co-Founder of Walkable Communities

Compact Neighborhoods, Healthy Streets

Livability, affordability, sustained home values, environmental issues incident response times and “deployment” are linked to neighborhood and street designs. In general, neighborhoods with higher connectivity (more blocks and intersections per square mile) provide easier access, are safer, have higher rates of walking, are more transit friendly and more sustainable. Meanwhile, streets with lower lane and curb-to-curb widths are more safe, affordable, sociable, economically sound and environmentally friendly. *Healthy Streets* assure low speeds and volumes increase walking, bicycling and socializing. To do this *Healthy Streets* must be part of a well-connected street system. These street designs are not for developers failing to apply Smart Growth, sustainability, and well integrated street systems. A combination of market forces, geography and other issues call for the widest possible selection of street options. These options call for more tools.

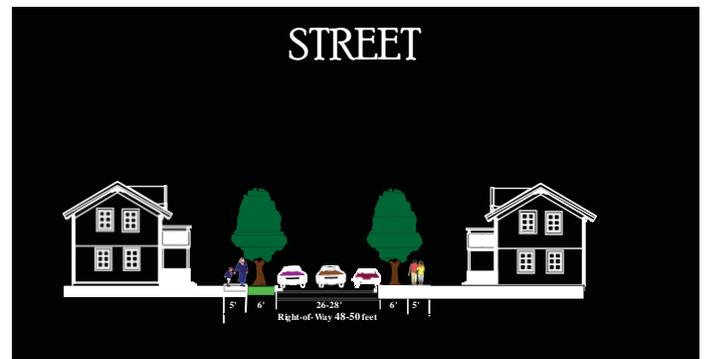
Correctly designed healthy streets protect access, provide movement of large equipment and support deployment of equipment. However, attention to design details is essential.

Basic features of these *streets, lanes, alleys and avenues* are summarized in this section. Block entry turn radii, (preventing parked cars from blocking access near corners), thoughtful spacing of trees, saturation levels of on-street parking, widening on curves, even driveway placements are among the complexities requiring choices and precise design details.

Emphasis is placed on keeping designs flexible. Being too prescriptive creates problems for developers, designers and responders. Thus, a focus on adherence to performance (not prescribed numbers) is stressed in these pages. Performance measures keep streets flexible in their design; meeting the widest range of uses and address complex home buying markets. Presence of trees, on-street parking, curves, block length, terminating vistas and street connectivity are a few elements influencing motorist speed.

Healthy street designs for local, collector and arterial streets must provide each of the following: (1) assure large equipment access and movement, (2) provide appropriate speed and volume, (3) allow motorists to pull over to let responders by, and (4) allow sufficient width for incident “deployment” (generally 16-20 feet).

Safety. Studies by Swift, Noland and Dunbaugh (among others) point out how better connected street systems and narrower streets and lanes (generally 26-28 foot wide local streets or 9-10 foot lanes (for Avenues) are the most safe.



Images from top to bottom: One of Chico, California’s most loved streets is 24 feet wide with parking on both sides. In order for this street to meet fire access and operations needs (1) entries must protect access with protected entering radii and (2) street parking cannot be saturated. A plan view provides two models: (1) Left, traditional streets with 26-28 foot width protects access and provides a 20 foot clear zone midblock, (2) Conventional streets protect access but keep 20 foot clear the entire length. Bottom photo shows how use of driveways allows operations and access on a 28’ wide street.

For local streets, curb-to-curb widths of 26-28 foot create the greatest livability, walkability and safety, especially when parking is included on each side of the street. Also, as a general rule, the fewer the number of lanes in a neighborhood collector or arterial road, the lower the speeds and the safer the roadway to travel along or to cross.

Use of Minimums. Minimum recommendations shown in text below can be exceeded, still providing safety and livability. Beyond a certain range, however, design interventions must be added. Otherwise, significant safety and other values are lost. In the scene to the right narrow streets with parking on both sides create access issues on curves. Widening streets through curves, or parking removal from one side addresses this problem.

Local Streets, Option One. The safest local street design is a “yield street”, where one motorist pulls over, allowing the opposing to continue. Yield streets work well when street connectivity keeps traffic volumes to 400 or fewer cars per day. (.6 cars per minute). Yield streets allow 50-foot R-O-W’s, which are ideal for minimizing hard surface materials, water runoff and other environmental impacts. These dimensions also maximize safety, active transportation, shade energy conservation and socializing. Lane lines are generally not marked on yield streets. When curbs are used, 26-28 foot widths allow 6 feet per side for parking (most cars are 5-6 feet wide) allowing a 12-14 foot space for travel. When parking is moderate or light. Streets as narrow as 24 feet still allow a 12 foot travel lane. If parking is not dense (often assured when alleys are used) there is plenty of space for motorists to pull over. If parking is dense and blocks are long (over 600 feet) parking is restricted to one side, or one-way streets are used.

Access Assurance: Access is assured through use of curb extensions on corners. Use of one or two curb extensions (curb bulbs) narrow entry throats to as little as 14 feet. Properly placed curb extensions push parking back, allowing the largest vehicles easy entries.

Local Streets, Option Two. The second safest street eliminates yield practices, but remains safe and environmentally friendly using short blocks, and narrow 20 foot wide carriage-ways. Parking is inserted between tree wells, spaced each 20 feet. Parking deck materials are permeable, and water can be channeled into swales or rain gardens. An amount of green equal to yield streets is achieved through use of tree wells. A growing canopy keeps speeds low. Many variations are applied, including “permeable curbs” allowing water to flow into retention/absorbtion areas or other spaces for local water treatment and percolation.

Access Assurance: Access is assured through use of curb extensions on corners. Use of one or two curb extensions (curb bulbs) narrow entry throats to as little as 14 feet. Properly placed curb extensions push parking back, allowing the largest vehicles easy entries. Narrow travel ways of 12 feet also assure people will not park in the lane blocking access.



Above: Option One: *Healthy and safe streets must be more precise. Narrow streets must either be widened on curves, or parking must be removed from one side. If block lengths exceed 400 feet and parking is saturated, streets must be one-way, or other provisions (curb extensions or driveway patterns) should create “deployment stations” each 200-300 feet.*

Below: Option Two. *In some cases safe, walkable, sociable and environmentally friendly streets are achieved through alternative surface materials (pavers), use of inset pervious parking, ample tree wells and related measures. Streets can be wider. Both options can be fit in a 50 foot right-of-way.*



Curb Radii and Midblock Curb Extensions

Access and operations are protected through use of proper width street entries. A combination of curb extensions, sometimes combined with an added "effective radius" from use of bike lanes or inset parking, and other tools assure oversized vehicles gaining entry to neighborhoods. The actual turn radius of fire apparatus must accommodate the front overhang of equipment. Auto-Turn and other engineering tools must be calibrated to local fire equipment. The effective turning radius on equipment is



Overhang 14 feet'



Street



Lane

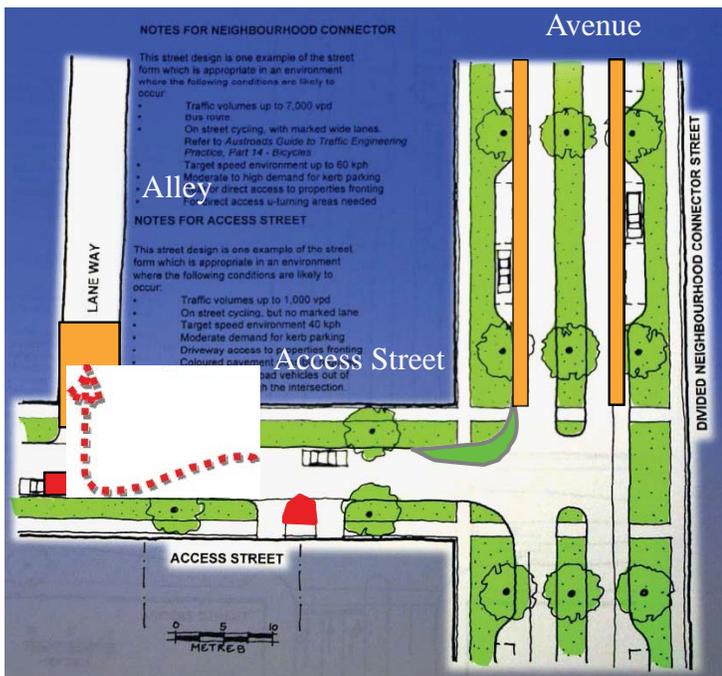
Tools Assuring Access

Lower Left: Uses of curb extensions, mountable medians, and in select locations mountable curbs (and other tools) are used to prevent parking in unwanted locations, or to otherwise a responder stay in motion. Healthy streets require more tools than wider conventional tools. Upper right: Curb extensions which narrow entries prevent motorists from parking in undesired locations. Bottom right: Correct use of a mountable curb when medians are used.



Bike Lanes provide more turn radius

Avenue



Avenue



Avenue

Mountable Curb

Lanes. An even narrower travel way than a “street” is a “lane.” Lanes are generally 16-20 feet wide, with parking limited to one side. Lanes are often one-ways but can be two way. Lanes are generally found near parks or parkways, but can be found as short connectors in other locations.

Alleys. Alleys have very low volumes, typically under 200 vehicles per day, or less than one car every two minutes. Alleys with a 12 foot wide paved area minimizes materials and sets a design eliminating motorists from parking and blocking the alleyway. These dimensions required 8 foot building setbacks on each side. This design creates platforms for emergency responders to have a 28 foot operations space. Narrow travel ways of 12 feet also assure people will not park in the lane blocking access.

Access Assurance: Access is assured by dropping curbs on corners and hardening edges, creating a wider effective radius on corners.

Collector or Minor Arterial Streets.

R-O-W as narrow as 60 feet can allow a Complete Street, giving full access to walking, bicycling, and all vehicles, including cars, freight and responders. These streets also allow necessary movement and deployment for first responders. This width still allows for 10 foot turn lanes using crossing islands where needed. Two 10 foot travel lanes and two 5 foot bike lanes/shoulders are added. The presence of bike lanes creates a wider effective turning radius. Planter strips for trees are limited to 5 feet, and sidewalks are also limited to 5 feet.

When full length medians are desired, bike lanes are widened to 7 feet, allowing motorists to pull over to allow responders to pass.

New roads or re-striped roadways can use reduced lane widths (9-10' lane widths, versus 11'-12'). With narrow lanes motorists tend to lower their speed and remain more vigilant. In combination a slight reduction in crash rates can result. Lane widths of connectors or arterials are striped with 4-6 foot wide bicycle lanes. When bike lanes are not desired the edge line provides paved shoulders of any width. If widths of 6 or more feet can be provided sufficient space is created to allow motorists to pull over to allow fire equipment to get by. These treatments make the driving area appear to be narrow without adding curbing to physically narrow the roadway. The street can also be physically narrowed by extending sidewalks, providing landscaped areas, or adding on-street parking within the former curb lines. This often reduces vehicle speeds along a roadway section and enhances movement and safety for pedestrians. Adding bicycle lanes on higher-volume streets with speeds in excess of 20 mph enhances bicycle travel by increasing the predictability of both car and bicycle movements. Such treatments are particularly desirable for a neighborhood when several streets are treated in this way to create a connected system of bike lanes.





Connected Neighborhood

Above: Healthy Streets are part of neighborhoods with connected street systems. Avenues surround this Chico, California neighborhood, providing multiple points of entry. Nineteen entries disburse traffic, keeping intersections free to do their work. High performance avenues allow responders to keep steady movement. This keeps response times low. Upon entering the neighborhood well connected internal streets provide redundant points of access to each property. Easy movement, protected access and assured “deployment” can be planned for both first and subsequent responders. Many state, regional and even local codes currently discourage or dissalow disbursed entry patterns.

Other Photos: A variety of avenue, lane and street types are shown. Developers, designers and responders require maximum flexibility in design. This calls for performance, not overly prescriptive code.



Avenue



Avenue



Avenue



Lane



Street



Lane

Proposed changes to the National Fire Code

503.2 Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through 503.2.7.

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

503.2.2 Authority. The fire code official shall have the authority to require an increase in the minimum access widths where they are inadequate for fire or rescue operations.

503.2.2.1 The fire code official shall have the authority to approve a decrease in the minimum access width when all of the following conditions are met:

1. The street network provides support for the movement and deployment of the emergency vehicles of the local jurisdiction's fire department and emergency medical services.
2. All buildings, including residences, are equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.

503.2.2.2. The fire code official is authorized to require the owner or agent to provide, without charge to the jurisdiction, a technical opinion and report to support requests for reduced access widths. The opinion and report shall be prepared by a qualified engineer, specialist, or fire safety specialty organization acceptable to the fire code official and shall include an analysis of the access provisions of the streetscape design, building or premises uses and fixed protection, and recommend approval, denial, or necessary changes.

503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all weather driving capabilities.

503.2.4 Turning radius. The required turning radius of a fire apparatus access road shall be determined by the fire code official.

503.2.5 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.

503.2.6 Bridges and elevated surfaces. Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges when required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, approved barriers, approved signs or both shall be installed and maintained when required by the fire code official.

503.2.7 Grade. The grade of the fire apparatus access road shall be within the limits established by the fire code official based on the fire department's apparatus.

STREETS

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StreetsWiki Writer's Guidelines

Skinny Streets

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Skinny Streets



Skinny Streets is the name of a movement aimed at reducing the dimensions of streets in municipal standards. Since the 1990's, many cities have revisited their overly wide street design standards and adopted narrower profiles. Reducing the width of streets provides a number of benefits. Skinny streets reduce: speeding, vehicle crashes, street construction costs, pedestrian crossing distances, impervious surfaces (and therefore stormwater drain capacity), street maintenance and resurfacing costs, and heat re-radiation which contributes to the urban heat island effect.

New urbanist traffic engineer James Charlier of Boulder, Colorado, notes that street dimensions from the last century grew increasingly wide to accommodate what are now obsolete requirements: providing room for a four-horse wagon team to make a U-turn, or providing sufficient width for military vehicles to respond to a national emergency. Fire departments, citing public safety concerns, deploy ever longer and wider vehicles and then insist on wider streets to accommodate turns and the passing of two such vehicles on a single street. These single-minded "safety" concerns overlook the increase in crashes, injuries, and fatalities that come with wider street dimensions. They also ignore the steady reduction in house fires that has occurred over the last several decades with the phasing in of better building materials, indoor sprinkler systems, and less frequent cooking.

Defining the Ideal Street

In the early 1990's, pedestrian and bicycle planner Dan Burden worked with a team of traffic engineers to define ideal street dimensions for street types ranging from residential to multi-lane boulevards. Burden and his team examined streets in older, traditional neighborhoods, specifically those that seemed to serve traffic effectively while encouraging low speeds and safety for other users. The results were compiled in a deceptively simple

guidebook entitled *Street Design Guidelines for Healthy Neighborhoods* [1]. The guidebook provides street dimensions for the entire right-of-way, from the outside edge of the sidewalk inward. The recommended street dimensions are narrower and far safer than conventional standards allow. For example, the recommended residential street is 26 feet wide with parking on both sides. By comparison, most city street standards require 36-40 foot widths.

Proliferation of Skinny Street Standards

Municipalities throughout the US, weary of multiple complaints of speeding on residential streets, have replaced their wide street standards with narrower standards. Under the auspices of the [Congress for the New Urbanism](#), architect Donald Cohen assembled a [list of example localities](#) . The state of Oregon has adopted skinny street standards as a recommendation for the entire state. It is important to note that state fire officials were involved in the creation of these standards.



Obstacles to Skinny Streets

A previous major obstacle to adopting narrow street standards -- or perhaps just an excuse -- has been the question of legal liability for municipal traffic engineers who are asked to approve narrow standards. This is because the narrower standards are thought to be in conflict with national recommended standards such as those of the American Association of Highway and Transportation Officials (AASHTO) -- the so-called "Green Book". Courts tend to favor national guidelines over "deviations." However, the Green Book provides a great deal of flexibility, to the point of encouraging narrow widths (e.g., 26') on low-volume residential streets, and traffic engineers are learning that narrow street standards make a great deal of sense in most cases.

By contrast, fire departments present a more formidable obstacle to the adoption and use of skinny streets standards. As Ewing, et al. note, "[t]he main obstacle to skinny streets in the United States is no longer the city traffic engineer, but rather the local fire chief, who enforces the fire code with singular purpose." [2] This is quite unnecessary, since in most cases it can be shown that fire apparatus can usually navigate narrow streets. Where this is in doubt, driving tests can show where parking prohibitions, wider corner radii, or smaller fire equipment can be deployed as a solution. A useful guide for fire departments - or for those working to convince the local fire chief - is Dan Burden's manual on the topic [3].

ALSO ON THE LIVABLE STREETS NETWORK

- [Lane Width](#)
-

REFERENCES

- Each source is referred to by the same number every time it is cited. Please keep citation style consistent.
- [1] Burden, Dan, with Michael Wallwork, Ken Sides, Ramon Trias, and Harrison Bright Rue. 1999. *Street Design Guidelines for Healthy Neighborhoods*, Local Government Commission Center for Livable Communities.
- [2] Ewing, Reid, Ted Stevens, and Steven J. Brown. [Skinny Streets and Fire Trucks](#) .(pdf). *Urban Land*, August 2007.
- [3] Burden, Dan. 2001. *Emergency Response: Traffic Calming and Traditional Neighborhood Streets*, available as a free download from the [Local Government Commission](#) .
- [4]

PICTURE REFERENCES

- Pictures are cited in the order they appear above. Please keep citation style consistent.
- [1] Kalamazoo, MI. Photo by Dan Burden via the Pedestrian and Bicycle Information Library.
- [2] Rt. 62, Hamburg, NY. Photo by Dan Burden

FURTHER READING

- Girling, Cynthia and Kellet, Ronald. 2006. *Skinny Streets and Green Neighborhoods*, Island Press.

- [Charlier and Associates](#), a firm specializing in skinny street and new urban designs.
- [Sierra Club web page on narrow streets](#)
- American Association of State Highway and Transportation Officials. 1994. *A Policy on Geometric Design of Highways and Streets*.
- Institute of Transportation Engineers (ITE). 1993. *Guidelines for Residential Subdivision Street Design*.
- Institute of Transportation Engineers (ITE). 1994. *Traffic Engineering for Neo-Traditional Neighborhood Design*.
- American Society of Civil Engineers (ASCE), National Association of Home Builders (NAHB), Urban Land Institute (ULI), 1990. *Residential Streets*.

KEYWORDS

movements, skinny streets, lane width, traffic engineers, emergency response, narrow streets, speeding, traffic calming, safety

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**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 11
For Meeting of 4.7.2016

- REQUEST:** Request from United Properties LC to approve the Preliminary Plat of the Marketplace at Echo Valley
- STAFF CONTACT:** Luke Parris, AICP
City Planner
- APPLICANT(S):** United Properties LC Civil Design Advantage, LLC
4521 Fleur Drive, Suite C 34-5 SE Crossroads Dr. Suite G
Des Moines, Iowa 50321 Grimes, Iowa 50111
- GENERAL DESCRIPTION:** This request would create 5 lots along Iowa Highway 28 that are proposed to be zoned C-3 as part of the Echo Valley Community PUD amendment request. The request would also create a large outlot to the east of Marketplace Drive for future development.
- IMPACT ON NEIGHBORHOOD:** Single family homes are to the north of the proposed development. The majority of the single family homes are adjacent to Outlot Y. Three lots are adjacent to the proposed commercial lot 1. This lot would require a buffer wall per the proposed Echo Valley Community PUD amendment. To the west across Iowa Highway 28 are single family homes and the New Life Lutheran Church.
- VEHICULAR & PEDESTRIAN TRAFFIC:** The plat shows the construction of a new street, Marketplace Drive. Marketplace Drive maintains the current intersection with Iowa Highway 28. The City is currently working with the Iowa DOT on a warrant study for a traffic signal at the intersection. There is a new intersection with Beardsley Street that is approximately 350' from Iowa Highway 28. Removing the Masteller intersection with Beardsley and relocating further to the east should improve traffic operation through the area. The street is 28' wide on the plat with it widening to 37' at the intersection of Beardsley Street. The proposed PUD amendment sets the street widths. Statewide Urban Design and Standards would typically require a 31' wide street in a commercial area.

TRAIL PLAN:	An 8' wide trail is shown on the east side of Marketplace Drive. A 10' wide trail easement is shown along Beardsley Street. The trail along Beardsley Street would eventually connect back to the east.
ZONING HISTORY FOR SITE AND IMMEDIATE VICINITY:	A portion of the site is zoned as Parcel J of the Echo Valley Community PUD in 2003 (Ordinance 03-08). The frontage along Iowa Highway 28 is zoned C-O. There is currently a PUD amendment being considered to make the entire site part of Parcel J of the Echo Valley Community PUD with a mix of C-3, R-2, R-3, and R-4, while restricting the R-4 uses to senior housing and assisted living.
BUFFERS REQUIRED/ NEEDED:	The proposed Echo Valley Community PUD amendment would require any C-3 lots along the northern boundary of the site to have a buffer wall. Buffering of uses interior to the site may be achieved via landscaping with no distance requirement to prompt a cohesive, mixed use development.
DRAINAGE:	<p>Drainage for the commercial lots is identified in two detention areas located on Outlot Y. Drainage is collected in a storm sewer system and discharged overland to the detention areas. There is no concern on the overland flow because the project is a single owner and Outlot Y will require further platting to be developed. At that time the overland flow will need to be addressed, either through the creation of easements or the development of an additional storm sewer system.</p> <p>Details of the design of the storm sewer system will be reviewed with the Construction Plans to ensure that detention areas are sized correctly.</p>
DEVELOPMENT HISTORY:	The area was planned as a PUD on July 14, 2004 and amended on June 4, 2015.
FLOODPLAIN:	None of the proposed lots are located within a floodplain.
PARKLAND:	No parkland dedication is required for the platting of commercial lots.
UTILITIES: WATER, SANITARY SEWER, STORM SEWER.	<ul style="list-style-type: none"> • An 8' water main is provided on the east side of Marketplace Drive. • Hydrants are shown along Marketplace Drive, additional hydrants will be needed on lots as they develop to ensure adequate lot coverage. • Sanitary sewer on the north end of the development runs in a 8' sewer on the west side of Marketplace Drive, servicing lots 1-3. The sewer connects across outlot Y to an existing sanitary sewer main on the east side of outlot Y. • On the south side of the development, an 8' sewer is along the west side of Marketplace Drive, serving lots 4 and 5. This sewer continues along the north side of Beardsley Street and connects to existing sanitary sewer to the east. • Several 15' storm sewers are throughout the site that collect drainage from lots 1-5 and the street. This systems outlets onto outlot Y and flows overland to the detention areas.

**RELATIONSHIP TO
COMPREHENSIVE LAND
USE PLAN:**

The future land use plan the majority of this area as General Commercial with a portion shown as Park/Recreation near the Golf Course. The plat will create commercial lots that are in accordance with the future land use plan.

**STAFF ANALYSIS –
ZONING ORDINANCE:**

The Preliminary Plat consists of 5 commercial lots and 1 outlot for future development. The plat consists of 27.85 acres of land east of Iowa Highway 28 and north of Beardsley Street. The commercial lots vary in size measuring from 37,044 SF to 107,296 SF. Outlot Y is 643,480 SF of future development ground and will require further platting.

Streets shown will be dedicated to the City for street use upon approval of the Final Plat. The designated street right-of-way is 60 feet with a 28' wide road. At the intersection of Marketplace Drive and Beardsley Street, the right-of-way widens to 65' with a 37' wide road to allow for turn lanes.

The area is currently being considered for a rezoning amendment to the Echo Valley Community PUD. The proposed PUD amendment would be for any commercial lots to be in the C-3 district with the following bulk regulations:

- Minimum lot area – 20,000 SF
- Minimum lot width – 100'
- Front Setback – 30'
- Side setback – 10' and 20' total
- Rear setback – 10'
- Height – 50'

**STAFF ANALYSIS –
SUBDIVISION
ORDINANCE:**

The proposed PUD amendment also allows for R-2, R-3, and R-4 type uses. These would potentially be developed in outlot Y. The Subdivision Ordinance requires that Preliminary Plat submissions details on lot design, street layout, sanitary sewer layout, water main layout, grading, and storm water management. All information has been submitted by the applicant.

**PLANNING AND ZONING
RECOMMENDATION:**

The Planning and Zoning Commission recommends that the request for the Preliminary Plat of Marketplace at Echo Valley be approved for the following conditions:

- That the details of the amendment to the Echo Valley Community PUD be incorporated into the Preliminary Plat.
- That the applicant provides all supporting documentation required within the Norwalk Subdivision Regulations.
- That any significant modifications to the plat be reviewed and approved by the Planning & Zoning Commission and City Council.

ATTACHMENTS:

Attachment "A" – Marketplace at Echo Valley Preliminary Plat
Attachment "B" – Marketplace at Echo Valley Vicinity Map

<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Contract	<input type="checkbox"/> Other (Specify)
Funding Source: <u>NA</u>			
APPROVED FOR SUBMITTAL			
			City Manager

RESOLUTION NO. ____

A RESOLUTION APPROVING THE MARKETPLACE AT ECHO VALLEY PRELIMINARY PLAT

WHEREAS, the Planning & Zoning Commission reviewed this request at their regular meeting on March 28, 2016 and recommends approval of the Preliminary Plat; and

WHEREAS, that the details of the amendment to the Echo Valley Community PUD be incorporated into the Preliminary Plat; and

WHEREAS, that the applicant provides all supporting documentation required within the Norwalk Subdivision Regulations; and

WHEREAS, that any significant modifications to the plat be reviewed and approved by the Planning & Zoning Commission and City Council; and

NOW, THEREFORE, BE IT RESOLVED: That the City Council does hereby approve the Preliminary Plat for the Marketplace at Echo Valley as described and shown in Attachment "A" attached hereto and made a part thereof by reference.

PASSED AND APPROVED this 7th day of April, 2016.

Tom Phillips - Mayor

ATTEST:

JODI EDDLEMAN, CITY CLERK

<u>ROLL CALL VOTE:</u>	<u>Aye</u>	<u>Nay</u>
Kuhl	___	___
Lester	___	___
Isley	___	___
Riva	___	___
Livingston	___	___

MARKETPLACE AT ECHO VALLEY

PRELIMINARY PLAT (SHEET 1 OF 3)

OWNER / DEVELOPER

UNITED PROPERTIES INVEST CO LC
C/O MICHAEL COPPOLA
4521 FLEUR DRIVE, SUITE C
DES MOINES, IOWA 50321

ENGINEER / SURVEYOR

CIVIL DESIGN ADVANTAGE, LLC
3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PH: 515-369-4400

BENCHMARK

BM#1
BURY BOLT ON HYDRANT NE CORNER OF BEARDSLEY STREET AND MASTELLER ROAD. ELEVATION=895.14

BM#2
BURY BOLT HYDRANT ON WEST SIDE OF ECHO RIDGE TRAIL 500'+- NORTH OF BEARDSLEY STREET. ELEVATION=936.02

ZONING

ECHO VALLEY COMMUNITY PLANNED UNIT DEVELOPMENT
PARCEL J - MIX OF C-3, R-4, R-3 & R-2

BULK REGULATIONS

MIN LOT AREA:
C-3 = 20,000 SF
R-4 = 80,000 SF & 1,250 SF/UNIT
R-3 = 3,125 SF/UNIT OR POSTAGE STAMP LOTS 1,250 SF/UNIT
R-2 TWO-FAMILY = 12,500 SF
R-2 ONE-FAMILY = 8,125 SF

MIN LOT WIDTH:
C-3 = 100'
R-4 = 200' PROJECT
R-3 = 200' PROJECT & 20' INDIVIDUAL UNIT
R-2 TWO-FAMILY = 40' WITH 0' SIDE YARD OR 80' FOR TWO UNITS ON ONE LOT
R-2 ONE-FAMILY = 65'

FRONT SETBACK:
C-3 = 30'
R-4 = 35'
R-3 = 30' PROJECT OR 25' TO CURB FOR PRIVATE STREETS ***
R-2 TWO-FAMILY = 25' ***
R-2 ONE-FAMILY = 25' ***

SIDE SETBACK (EACH SIDE):
C-3 = 10'
R-4 = 20' PROJECT *
R-3 = 0' SHARED WALL & 12' BUILDING SEPARATION
R-2 TWO-FAMILY = 5' OR 0' SHARED WALL
R-2 ONE-FAMILY = 5'

SIDE SETBACK (TOTAL):
C-3 = 20'
R-4 = N/A
R-3 = N/A
R-2 TWO-FAMILY = 10'
R-2 ONE-FAMILY = 10'

REAR SETBACK:
C-3 = 10'
R-4 = 35'
R-3 = 30' PROJECT OR 20' FOR LOTS INTERNAL TO THE PROJECT
R-2 TWO-FAMILY = 30'
R-2 ONE-FAMILY = 30'

HEIGHT:
C-3 = 50'
R-4 = 45' **
R-3 = 35'
R-2 TWO-FAMILY = 35'
R-2 ONE-FAMILY = 35'

* 20' MINIMUM SEPARATION BETWEEN BUILDINGS IN A COMPLEX.
** PRINCIPAL STRUCTURE MAY BE 45' IN HEIGHT BUT NOT EXCEED 3 FLOORS ABOVE GRADE.
*** COVERED FRONT PORCHES THAT ARE FULLY OPEN AND NOT ENCLOSED MAY ENCRUCH EIGHT (8) FEET INTO THE FRONT YARD SETBACK.

NOTES

- NO LOTS SHALL HAVE DIRECT ACCESS TO HIGHWAY 28 OR BEARDSLEY STREET.
- ANY USE OF A PUBLIC UTILITY EASEMENT BY A PARTY OTHER THAN THE CITY OF NORWALK IS SUBORDINATE TO THE CITY'S USE OF THE EASEMENT FOR A DESIGNATED CITY UTILITY PURPOSE. ANY PARTY OTHER THAN THE CITY USING THE PUBLIC UTILITY EASEMENT MUST RELOCATE THEIR FACILITIES AT NO COST TO THE CITY TO ACCOMMODATE THE CITY'S USE OF ITS DESIGNATED UTILITY.
- STREET LOTS A & B TO BE DEDICATED TO THE CITY OF NORWALK FOR RIGHT-OF-WAY PURPOSES.

PRELIMINARY PLAT DESCRIPTION

A PART OF THE SOUTH 2 ACRES OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER AND A PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER, ALL IN SECTION 6, TOWNSHIP 77 NORTH, RANGE 24 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF NORWALK, WARREN COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 6; THENCE NORTH 86°27'27" EAST ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER, 49.70 FEET TO THE SOUTHWEST CORNER OF AN EXISTING ROADWAY EASEMENT RECORDED IN BOOK 218, PAGES 85-86 AND THE POINT OF BEGINNING; THENCE NORTH 01°11'04" WEST ALONG THE WESTERLY LINE OF SAID ROADWAY EASEMENT, 27.20 FEET; THENCE NORTH 86°30'01" EAST CONTINUING ALONG SAID WESTERLY LINE, 20.00 FEET TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF IOWA HIGHWAY NO. 28; THENCE NORTH 46°50'31" WEST ALONG SAID EAST RIGHT-OF-WAY LINE, 27.45 FEET; THENCE NORTH 01°11'04" WEST CONTINUING ALONG SAID EAST RIGHT-OF-WAY LINE, 475.88 FEET; THENCE NORTH 0°05'52" WEST CONTINUING ALONG SAID EAST RIGHT-OF-WAY LINE, 232.00 FEET; THENCE NORTH 0°07'01" EAST CONTINUING ALONG SAID EAST RIGHT-OF-WAY LINE, 435.51 FEET; THENCE NORTH 0°27'19" EAST CONTINUING ALONG SAID EAST RIGHT-OF-WAY LINE, 80.00 FEET; THENCE NORTH 0°05'45" EAST CONTINUING ALONG SAID EAST RIGHT-OF-WAY LINE, 121.40 FEET TO A POINT ON THE NORTH LINE OF SAID SOUTH 2 ACRES OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER, SAID POINT BEING THE SOUTHWEST CORNER OF LOT 1, ECHO VALLEY ESTATES, AN OFFICIAL PLAT IN SAID CITY OF NORWALK; THENCE NORTH 87°39'43" EAST ALONG SAID NORTH LINE AND THE SOUTH LINE OF SAID ECHO VALLEY ESTATES AND THE EASTERLY EXTENSION THEREOF, 1146.08 FEET TO THE WESTERLY LINE OF PARCEL 'C' AS SHOWN ON THE PLAT OF SURVEY RECORDED IN IRREGULAR PLAT BOOK 19, PAGE 6 OF 77-24; THENCE SOUTH 9°46'10" WEST ALONG SAID WESTERLY LINE, 98.72 FEET; THENCE SOUTH 25°15'42" WEST CONTINUING ALONG SAID WESTERLY LINE, 601.62 FEET; THENCE SOUTH 17°45'32" WEST CONTINUING ALONG SAID WESTERLY LINE, 654.41 FEET; THENCE SOUTH 3°08'26" EAST CONTINUING ALONG SAID WESTERLY LINE, 132.09 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL 'C'; THENCE SOUTH 86°27'27" WEST ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER, 680.21 FEET TO THE POINT OF BEGINNING AND CONTAINING 27.85 ACRES (1,213,358 SQUARE FEET).

PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

VICINITY MAP



NORWALK, IOWA

SHEET INDEX

SHEET 1: PRELIMINARY PLAT (DIMENSION PLAN)
SHEET 2: PRELIMINARY PLAT (GRADING PLAN)
SHEET 3: PRELIMINARY PLAT (UTILITY PLAN)

GENERAL LEGEND

PROPOSED FEATURES

- TYPE SW-501 STORM INTAKE
- TYPE SW-503 STORM INTAKE
- TYPE SW-505 STORM INTAKE
- TYPE SW-506 STORM INTAKE
- TYPE SW-513 STORM INTAKE
- TYPE SW-401 STORM MANHOLE
- TYPE SW-402 STORM MANHOLE
- TYPE SW-301 SANITARY MANHOLE
- STORM/SANITARY CLEANOUT
- WATER VALVE
- FIRE HYDRANT ASSEMBLY
- SIGN
- DETECTABLE WARNING PANEL
- SANITARY SEWER WITH SIZE
- SANITARY SERVICE
- STORM SEWER
- STORM SERVICE
- WATERMAIN WITH SIZE
- WATER SERVICE
- SAWCUT (FULL DEPTH)
- SILT FENCE

EXISTING FEATURES

- SANITARY MANHOLE
- WATER VALVE BOX
- FIRE HYDRANT
- WATER CURB STOP
- WELL
- STORM SEWER MANHOLE
- STORM SEWER SINGLE INTAKE
- STORM SEWER DOUBLE INTAKE
- FLARED END SECTION
- DECIDUOUS TREE
- CONIFEROUS TREE
- DECIDUOUS SHRUB
- CONIFEROUS SHRUB
- ELECTRIC POWER POLE
- GUY ANCHOR
- STREET LIGHT
- POWER POLE W/ TRANSFORMER
- UTILITY POLE W/ LIGHT
- ELECTRIC BOX
- ELECTRIC TRANSFORMER
- ELECTRIC MANHOLE OR VAULT
- TRAFFIC SIGN
- TELEPHONE JUNCTION BOX
- TELEPHONE MANHOLE/VAULT
- TELEPHONE POLE
- GAS VALVE BOX
- CABLE TV JUNCTION BOX
- CABLE TV MANHOLE/VAULT
- MAIL BOX
- BENCHMARK
- SOIL BORING
- UNDERGROUND TV CABLE
- GAS MAIN
- FIBER OPTIC
- UNDERGROUND TELEPHONE
- OVERHEAD ELECTRIC
- UNDERGROUND ELECTRIC
- FIELD TILE
- SANITARY SEWER W/ SIZE
- STORM SEWER W/ SIZE
- WATER MAIN W/ SIZE

SURVEY

- SECTION CORNER
- 1/2" REBAR, YELLOW CAP #18660 (UNLESS OTHERWISE NOTED)
- ROW MARKER
- ROW RAIL
- PLATTED DISTANCE
- MEASURED BEARING & DISTANCE
- RECORDED AS
- DEED DISTANCE
- CALCULATED DISTANCE
- CURVE ARC LENGTH
- MINIMUM 100 YEAR FLOOD PROTECTION ELEVATION
- CENTERLINE
- SECTION LINE
- 1/4 SECTION LINE
- 1/4 1/4 SECTION LINE
- EASEMENT LINE
- LOT LINE
- PLAT BOUNDARY

- FOUND
- SET
- SECTION CORNER
- ROW MARKER
- ROW RAIL
- PLATTED DISTANCE
- MEASURED BEARING & DISTANCE
- RECORDED AS
- DEED DISTANCE
- CALCULATED DISTANCE
- CURVE ARC LENGTH
- MINIMUM 100 YEAR FLOOD PROTECTION ELEVATION
- CENTERLINE
- SECTION LINE
- 1/4 SECTION LINE
- 1/4 1/4 SECTION LINE
- EASEMENT LINE
- LOT LINE
- PLAT BOUNDARY

1507.367

1 3

1507.367

18660

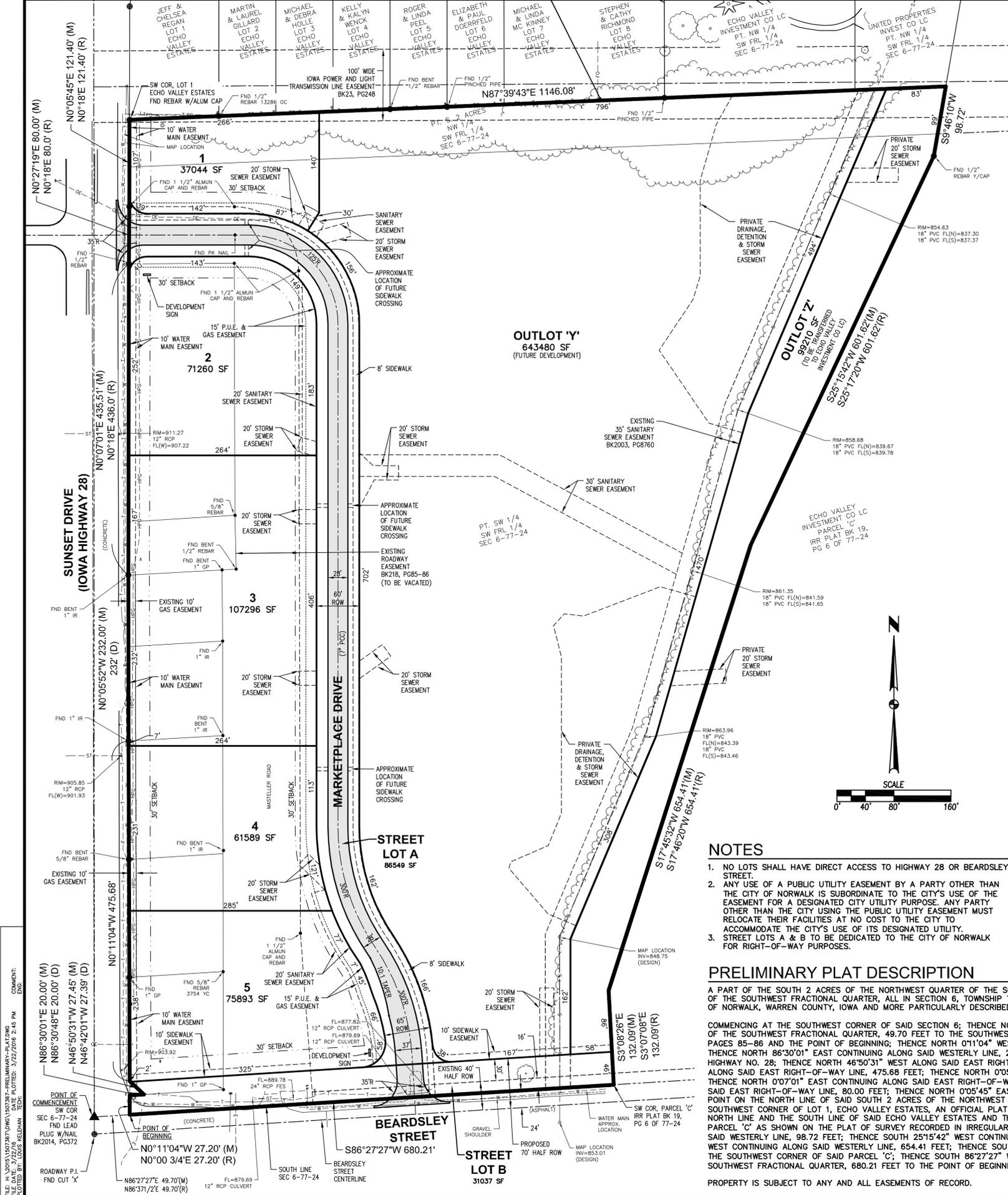
PRELIMINARY

NOT FOR CONSTRUCTION

I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

DATE

THIS SHEET



DATE

03/22/16

02/17/16

REVISIONS

SECOND SUBMITTAL

FIRST SUBMITTAL

3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410

TECH: LMK

ENGINEER: RDR

CIVIL DESIGN ADVANTAGE

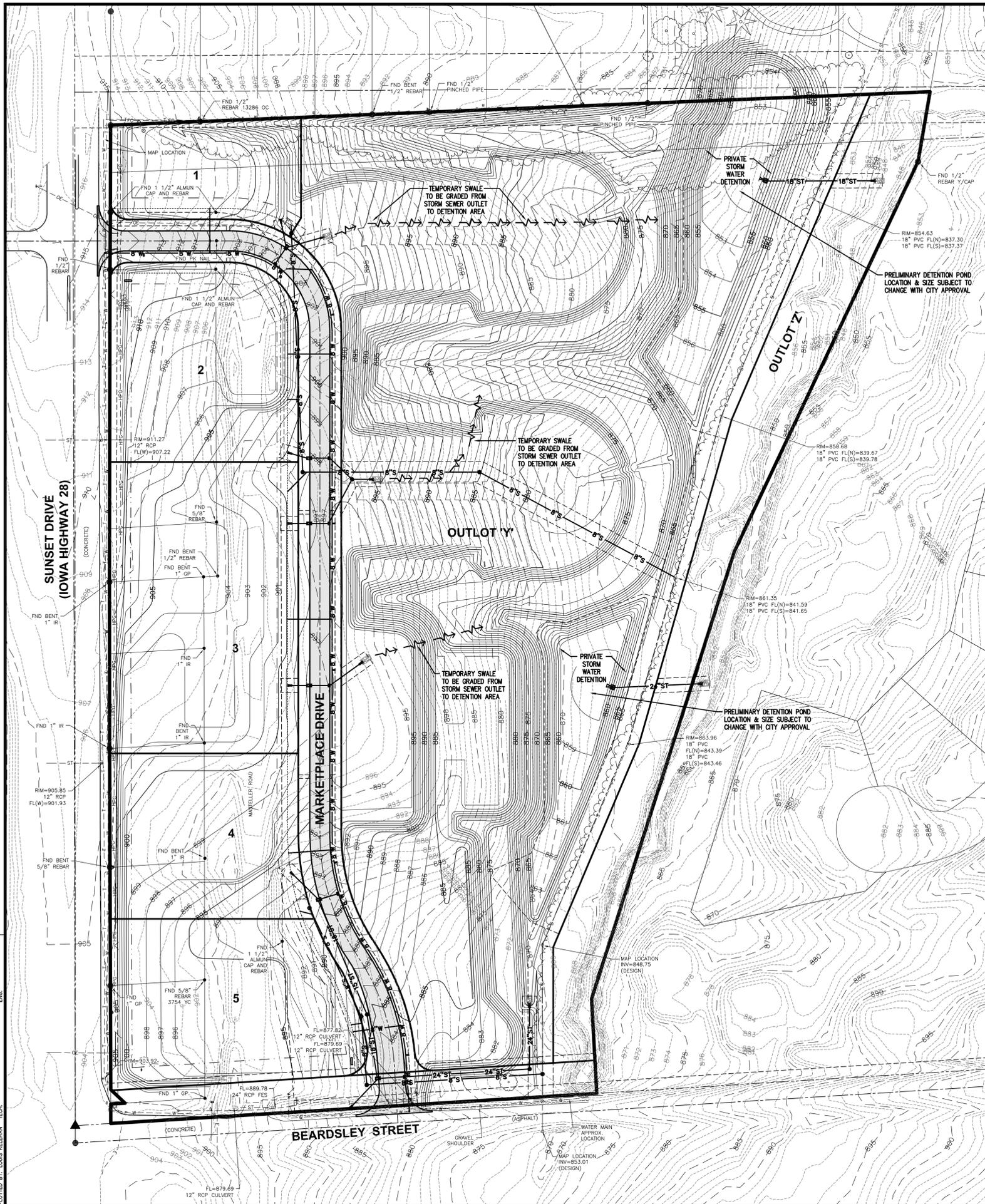
NORWALK, IOWA

MARKETPLACE AT ECHO VALLEY

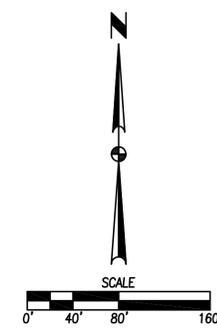
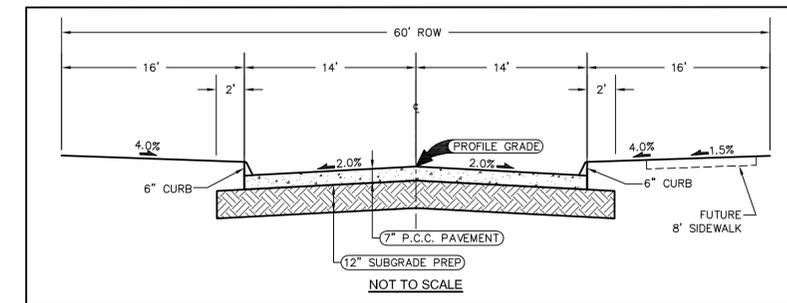
PRELIMINARY PLAT (DIMENSION PLAN)

MARKETPLACE AT ECHO VALLEY

PRELIMINARY PLAT (SHEET 2 OF 3)



TYPICAL 28' B/B STREET SECTION (60' ROW)



FILE: H:\1507367\1507367.DWG - PRELIMINARY - PLAT.DWG
 PLOTTED BY: (1048) ALEKHAN
 DATE: 3/27/2016 2:45 PM
 COMMENT: DWG

REVISIONS	DATE
	03/22/16
	02/17/16

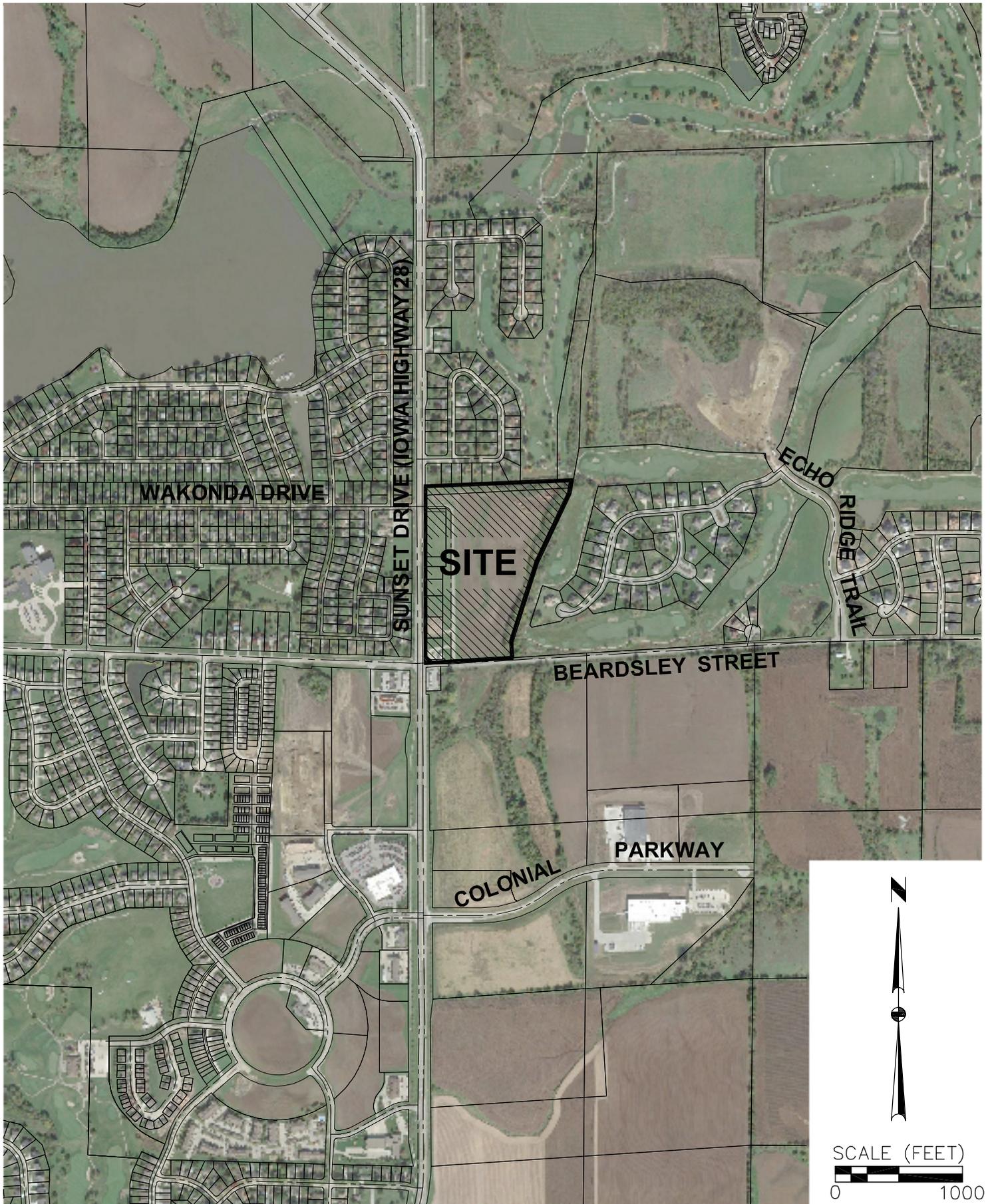
3405 S.E. CROSSROADS DRIVE, SUITE G
 GRIMES, IOWA 50111
 PHONE: (515) 369-4400 FAX: (515) 369-4410



MARKETPLACE AT ECHO VALLEY
PRELIMINARY PLAT (GRADING PLAN)
 NORWALK, IOWA

SECOND SUBMITTAL
 FIRST SUBMITTAL

ENGINEER: RDR
 TECH: LMK



SCALE (FEET)





**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 12
For Meeting of 4.7.2016

ITEM TITLES: Sub Area One Update

CONTACT PERSONS: Wade R. Wagoner, AICP LEED GA, Planning and Economic Development
Director
Luke D. Parris, AICP, City Planner

SUMMARY EXPLANATION

The City has begun working on the Subarea 1 Master Plan with the following Consultant Team to update our Land Use Chapter and to flesh out Sub Area 1 with the goal of creating a main street type of development that Norwalk currently lacks. Our Team consists of :

Chris Shires, with Confluence;
Keith Marvin, with Marvin Planning Consultants;
Bob Olson, with Olsen Consultants; and,
David Bentz of Bishop Engineering.

The City and the Consultant Team held a meeting on March 24th to gather input from the public regarding the City's Comprehensive Plan and the Subarea 1 Master Plan. The meeting was structured to gather input from the public on what their preferences were for various types of architectural designs for single-family homes, commercial, etc.

The Consultant Team has started discussions with various stakeholders related to the concepts presented in the City's Comprehensive Plan for the Subarea 1. So far, discussions have centered on interest in the development of denser commercial and residential uses within Subarea 1. These discussions have been favorable and confirm that the concepts identified in the Comprehensive Plan are realistic.

The Consultant Team has also gathered some preliminary information and created a base map that includes the current plans that are related to Subarea 1. The base map is attached.

The scope of the work proposed is divided into three phases, as follows:

Phase 1: Public and Stakeholder Input

- Project Kick-Off Meeting with Steering Committee
- Joint City Council and Planning and Zoning Commission Review and Visioning Workshop
- Key Stakeholder Interviews
- Public Workshop
- Public Input Review Meeting with Steering Committee

We are currently through phase 1, and you'll find attached a record of those proceedings.

The items below will be completed in the near future; no date is set yet as the consultants are working to draft the plan.

Phase 2: Draft Plan

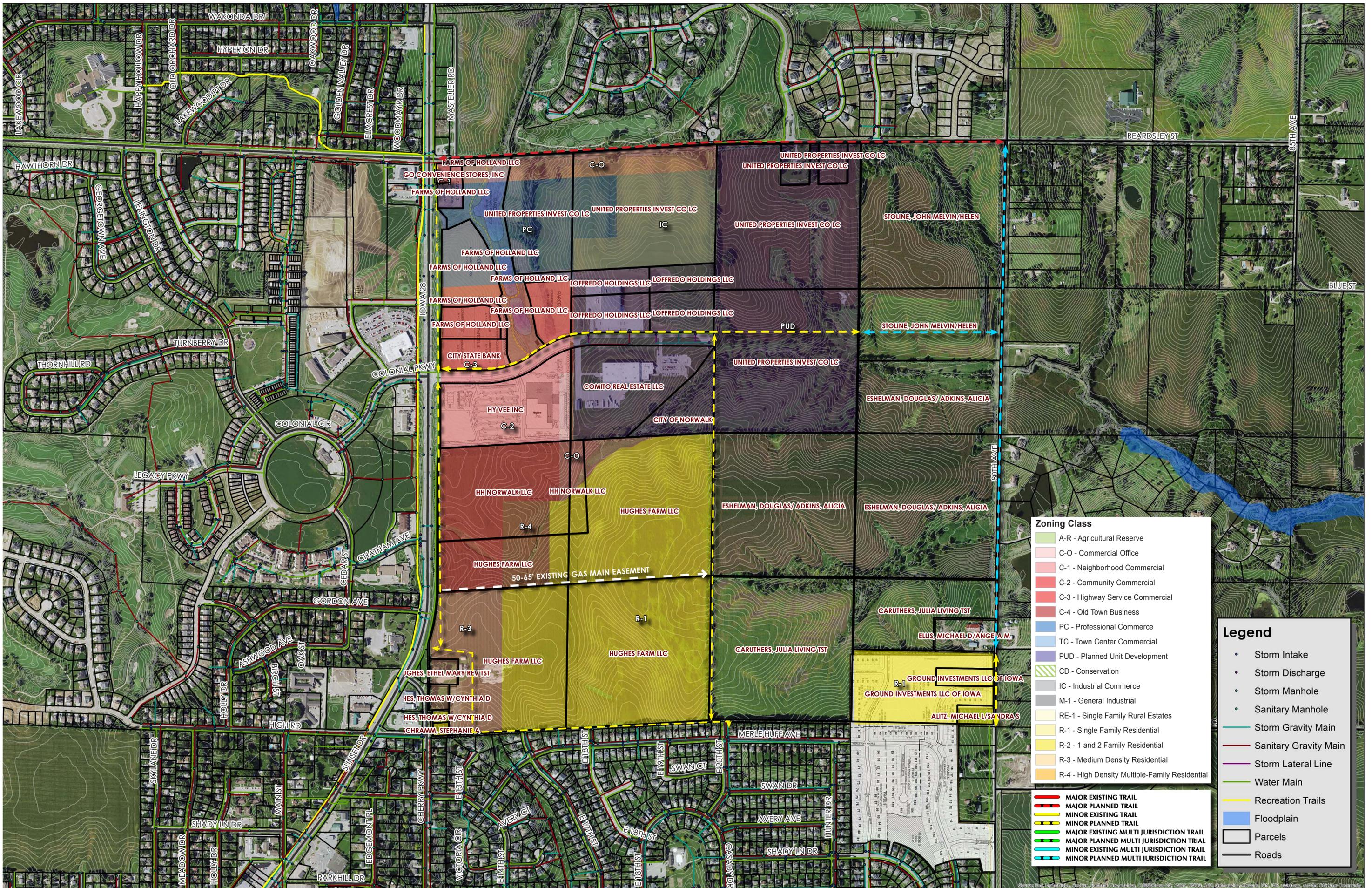
- Consultant prepares draft Master Plan including:
 1. Land Uses
 2. Building Form
 3. Transportation
 4. Utilities
 5. Implementation
- Draft submitted to staff for review, comment, and further revision
- Draft Plan Presentation and Meeting with Steering Committee
- Joint City Council and Planning and Zoning Commission Draft Review Workshop

Phase 3: Final Draft Plan

- Consultant prepares final draft Master Plan
- Planning and Zoning Commission Public Hearing
- City Council Public Hearing

____Resolution____Ordinance____Contract____Other (Specify)_____
Funding Source: _____NA_____
 
APPROVED FOR SUBMITTAL _____ Planning Director and City Planner

STAFF RECOMMENDATION: No action needed, as this is a discussion item.



Zoning Class

[Green]	A-R - Agricultural Reserve
[Light Blue]	C-O - Commercial Office
[Light Red]	C-1 - Neighborhood Commercial
[Red]	C-2 - Community Commercial
[Dark Red]	C-3 - Highway Service Commercial
[Orange]	C-4 - Old Town Business
[Blue]	PC - Professional Commerce
[Light Blue]	TC - Town Center Commercial
[Purple]	PUD - Planned Unit Development
[Green with diagonal lines]	CD - Conservation
[Grey]	IC - Industrial Commerce
[Dark Grey]	M-1 - General Industrial
[Light Yellow]	RE-1 - Single Family Rural Estates
[Yellow]	R-1 - Single Family Residential
[Light Orange]	R-2 - 1 and 2 Family Residential
[Orange]	R-3 - Medium Density Residential
[Dark Orange]	R-4 - High Density Multiple-Family Residential

Legend

- Storm Intake
- Storm Discharge
- Storm Manhole
- Sanitary Manhole
- Storm Gravity Main
- Sanitary Gravity Main
- Storm Lateral Line
- Water Main
- Recreation Trails
- Floodplain
- ▭ Parcels
- ▭ Roads

Trail Legend

- MAJOR EXISTING TRAIL
- MAJOR PLANNED TRAIL
- MINOR EXISTING TRAIL
- MINOR PLANNED TRAIL
- MAJOR EXISTING MULTI JURISDICTION TRAIL
- MAJOR PLANNED MULTI JURISDICTION TRAIL
- MINOR EXISTING MULTI JURISDICTION TRAIL
- MINOR PLANNED MULTI JURISDICTION TRAIL



**LAND USE PLAN UPDATE &
SUB AREA 1 MASTER PLAN
PUBLIC INPUT MEETING COMMENTS**

**Thursday, March 24th @ 5:30 P.M.
Norwalk Public Safety Building 1100 Chatham Avenue**

Land Use Plan Update

- Slow growth – we are growing too fast.
- Open poll residents on future expansion.
- No industrial plants.
- Apartments lowering house values.
- No payday loans or liquor stores.
- Save land for future expansion.
- Need more retail and less focus on residential.
- Retain small-town atmosphere.
- Need a vision for the community – could this come from the P&Z and Council?
- Need to plan for growth.
- Need better transitions between single family homes and apartments.
- Don't zone high CSR (ag.) value land for high density residential.
- Why is the area west of Sub Area 3 show high density residential?
- Update plan to reflect areas already developed with single family residential.
- Why is a large area on the south side of town designated as Commercial/Industrial Flex? This is a long way from Hwy 5.
- Need to update the plan around the old golf course to reflect the current development.

Sub Area 1 Master Plan

- Old railroad right-of-way near Holland Park (along tree line east of park) is an opportunity.
- Connect development/sidewalk/safe crossing for kids on bikes to get to gas stations, Wendy's, etc.
- Sound barrier between commercial and residential (at Hwy 28 and Beardsley).
- We need open park land and a playground.
- Quite zone Hwy 28 – maybe add signage.

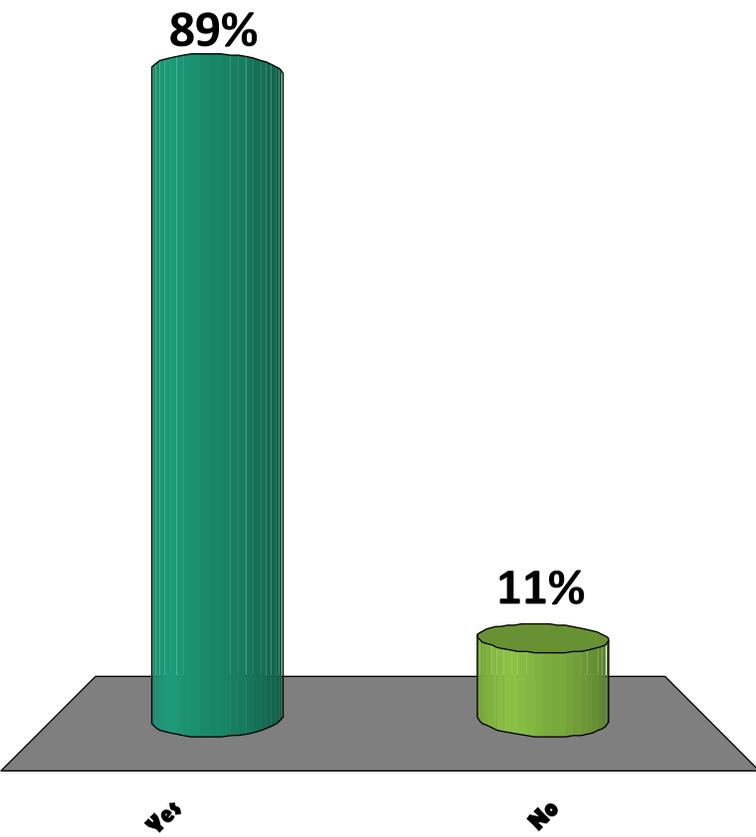
KEY PAD POLLING

General Questions



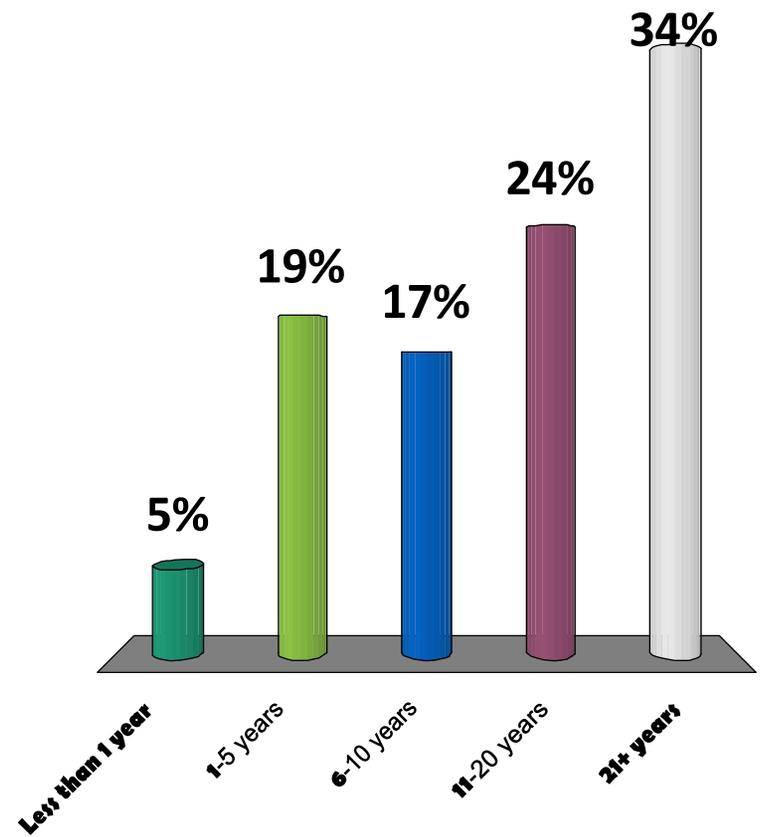
Do you live in Norwalk?

- A. Yes
- B. No



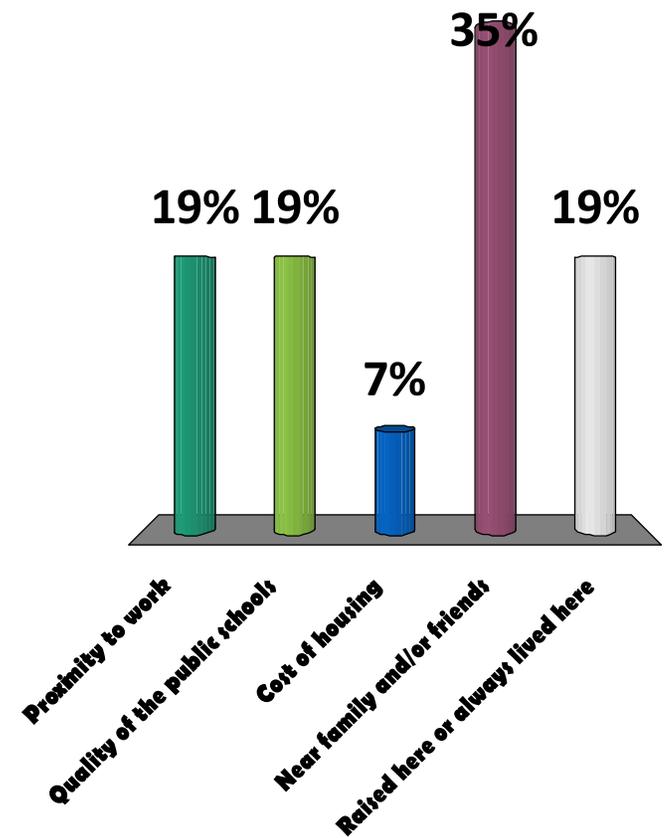
How long have you lived in Norwalk?

- A. Less than 1 year
- B. 1-5 years
- C. 6-10 years
- D. 11-20 years
- E. 21+ years



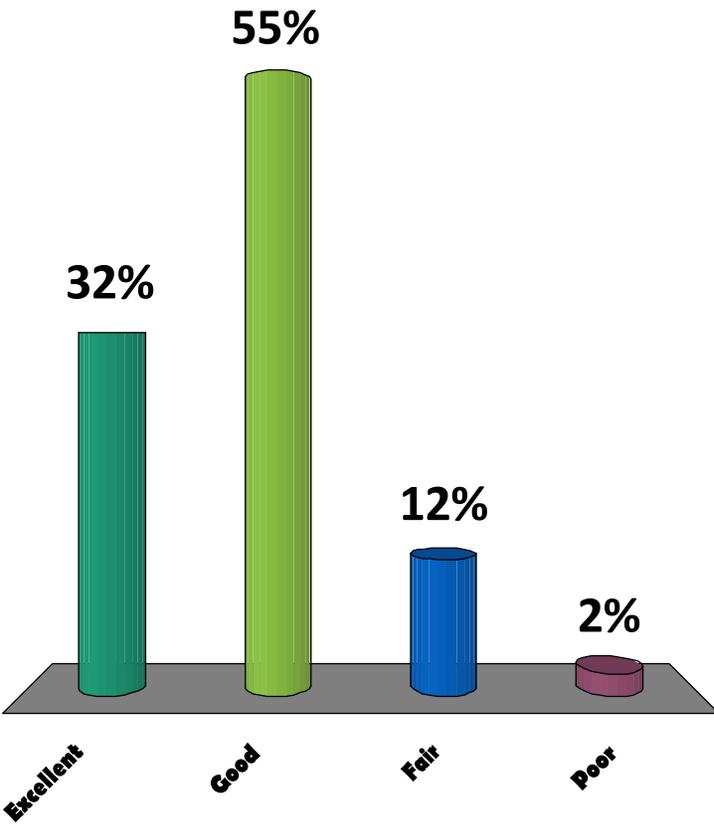
Why did you choose to live in Norwalk?

- A. Proximity to work
- B. Quality of the public schools
- C. Cost of housing
- D. Near family and/or friends
- E. Raised here or always lived here



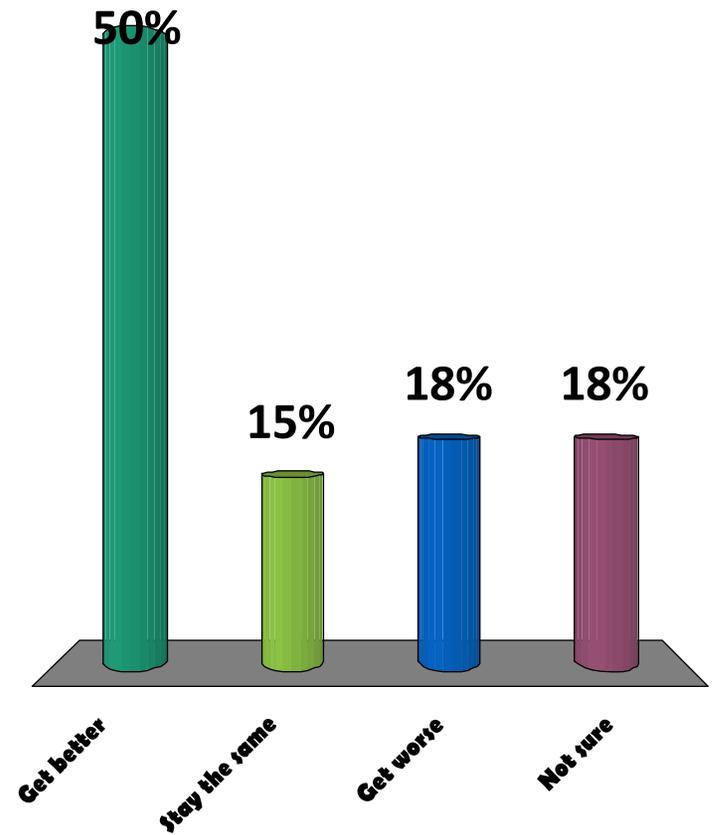
How would you rate the quality of life in Norwalk?

- A. Excellent
- B. Good
- C. Fair
- D. Poor



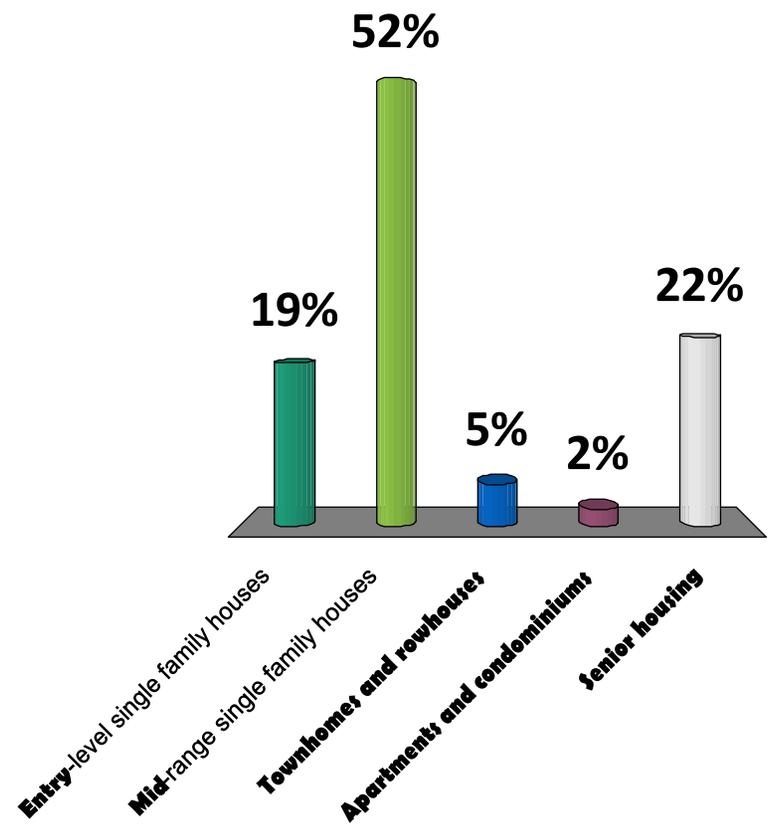
Do you expect that the quality of life in Norwalk will over time _____?

- A. Get better
- B. Stay the same
- C. Get worse
- D. Not sure



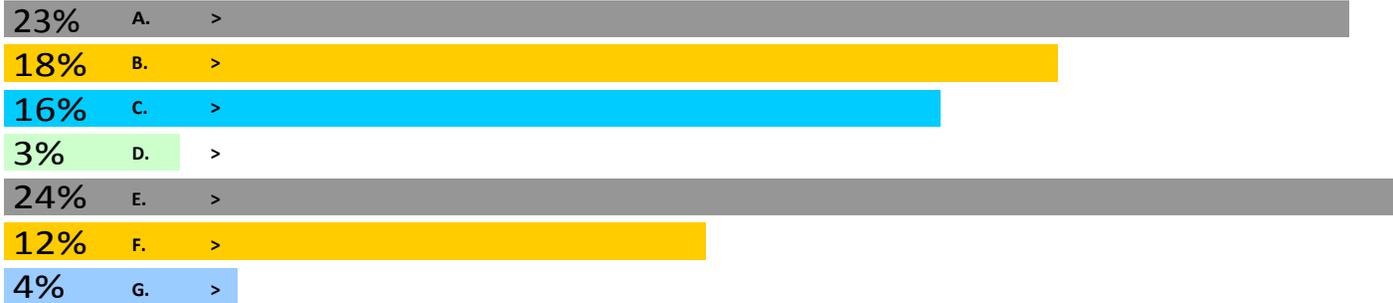
What types of housing are most needed in Norwalk?

- A. Entry-level single family houses
- B. Mid-range single family houses
- C. Townhomes and rowhouses
- D. Apartments and condominiums
- E. Senior housing



ARCHITECTURAL PREFERENCING: SINGLE-FAMILY RESIDENTIAL

PLEASE CHOOSE TWO



ARCHITECTURAL PREFERENCING: MULTI-FAMILY RESIDENTIAL



65% **A.** >

15% **B.** >

20% **C.** >



ARCHITECTURAL PREFERENCING: MULTI-FAMILY RESIDENTIAL



10% **A.** >

49% **B.** >

41% **C.** >



ARCHITECTURAL PREFERENCING: MULTI-FAMILY RESIDENTIAL



22% **A.** >

20% **B.** >

59% **C.** >



ARCHITECTURAL PREFERENCING:
TOWNHOUSE/ROWHOUSE

PLEASE CHOOSE TWO



8% **A.** >

20% **B.** >

24% **C.** >

27% **D.** >

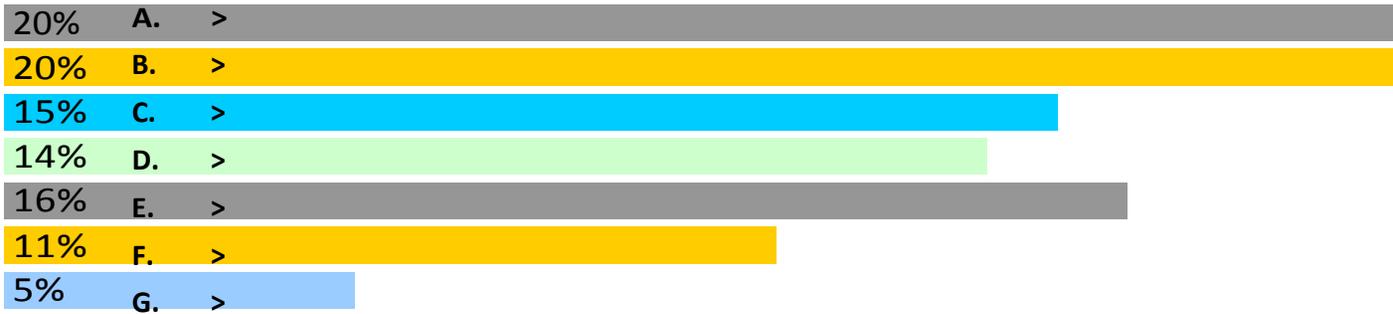
15% **E.** >

6% **F.** >



ARCHITECTURAL PREFERENCING: CIVIC BUILDINGS

PLEASE CHOOSE TWO



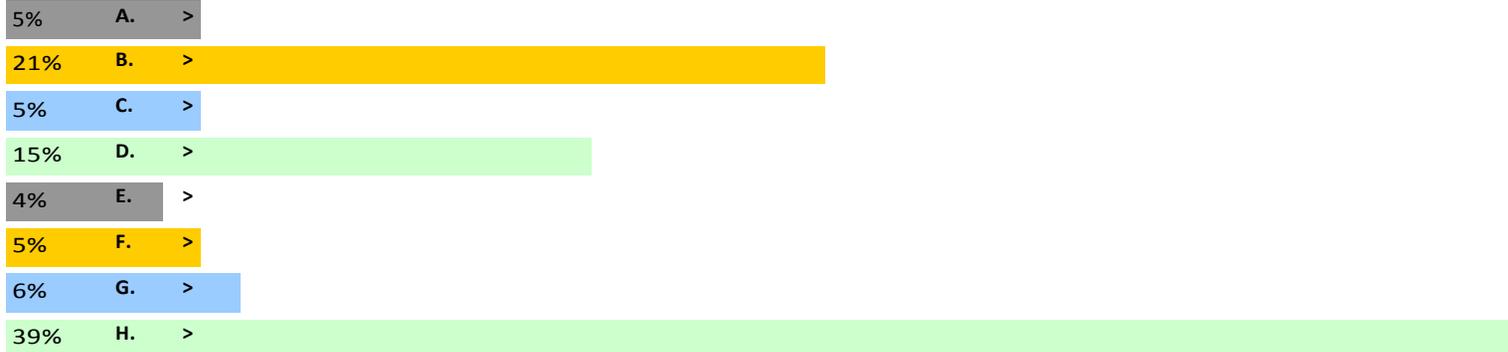
ARCHITECTURAL PREFERENCING: COMMERCIAL BUILDINGS

PLEASE CHOOSE TWO



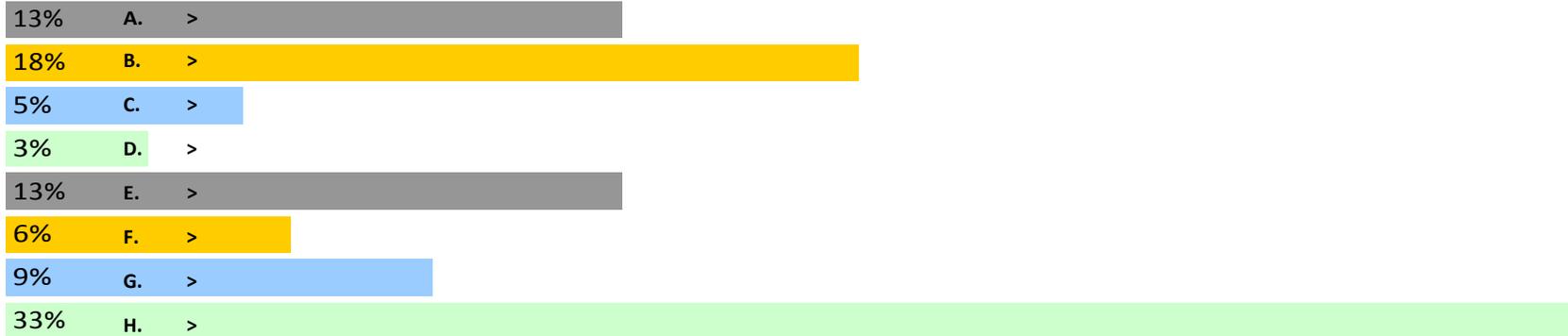
ARCHITECTURAL PREFERENCING: MIXED-USE BUILDINGS

PLEASE CHOOSE TWO



ARCHITECTURAL PREFERENCING: ROADWAY AESTHETICS

PLEASE CHOOSE TWO



**PLANNING AND ZONING COMMISSION
COMPREHENSIVE PLAN WORKSHOP
2-11-2016**

Call to order

The Comprehensive Plan Workshop of the Norwalk Planning and Zoning Commission was held at the Norwalk Public Safety Building, 1100 Chatham Avenue, on Thursday, February 11, 2016. The meeting was called to order at 5:35 P.M. Chairperson Chad Ross. Those present at roll call were John Fraser, Chad Ross, Judy McConnell, Donna Grant and Brandon Foldes.

Staff present included: Luke Parris, City Planner; Wade Wagoner, Planning and Economic Development Director; Marketa Oliver, City Manager; and Jim Dougherty, City Attorney; and Brandt Johnson Planning Intern

Mayor Tom Phillips was in attendance

Council present: Stephanie Riva, Ed Kuhl, David Lester,

Consultants Chris Shires and Shannon Gapp of Confluence, Keith Marvin of Marvin Planning Consultants, Bob Olson and Austin Fisher of Olson Consultants.

Hollie Askey from Warren County Economic Development Corporation.

Hank Norem from the Economic Development CIAC committee.

Approval of Agenda – 16-06

Motion by Fraser and seconded by McConnell to approve the agenda as presented. Approved 5-0.

Consultant Team Introductions: Wagoner introduced the consultants and gave a brief overview of tonight's meeting.

Future Land Use Plan Update Process: The consultants prepared a power point presentation which is on file in the Planning Department outlining the Land Use Plan Update. Wagoner gave an overview of past rezoning's that were met with strong opposition from surrounding property owners (Kruse & Old School)

Comprehensive Planning 101: Marvin gave a presentation on Comp Planning 101 which is on file in the planning department. The highlights of that presentation include:

- The importance of Comprehensive Planning, Tomorrow Plan, Iowa Smart Planning, and review of Norwalk's 2013 Comprehensive Plan.
- Discussion of Norwalk's population projections and strong economic base.

Review of the City of Norwalk's 2013 Comprehensive Plan Marvin and Shires gave an presentation on and took comments from the Commission and Council on the following:

- High Density Residential discussion – the value of density and various housing styles.
- What amenities does the community want to see?
 - Residential growth policies.
 - Controlled growth – avoid expensive infrastructure.
 - Desire to maintain the character of Norwalk.
 - Concern with current typical apartment complexes.
 - Can 50th Street be a major entry?
 - Use commercial/high density residential to screen Microsoft.
 - Flex zoning for future development.
- What areas need to be re-worked in the Land Use plan?
 - West Rural Estates (off of 50th).
 - Between Norwalk, 50th, and Cummings (Sub Area 3).
 - Concern with large areas designated with HDR / MDR.
 - Break down land use categories (refine/focus land use categories).
 - Add more defined land use policies/aesthetic standards for HDR.
 - Concern with water (Storm water management plan needed).
 - Determine locations/options for regional detention/storm water conveyance).
 - Bike/trail planning as part of the comprehensive plan – future subdivision ordinance. Relate to parkland dedication for future developments.
 - Identify neighborhoods to promote a sense of community ownership.
 - Concern with the size/scale of current apartments being proposed – Can we regulate with zoning?
 - Can we create separate land use designations to separate apartments, townhouses, senior housing, etc. – Set a % standard.
- Thoughts on Sub Area 3?
 - Potential to be a future node – Still viable (add open/public space)
 - Add density and retail.
 - History of concern with apartments near existing single family residential.
 - Refine high density residential locations to be more targeted.

Sub-Area 1 Master Plan Process Update Shires gave a presentation on Sub Area 1 which is on file in the planning department. Highlights of the presentation and comments received are as follows:

- What should be considered for Sub Area 1?
 - Not a line of box retail along highway 28 – will not keep the character of Norwalk.
 - Not Merle Hay Rd – Size limitations of any boxes.
 - A main street/town center – Center of the community gateway.
 - Pedestrian mall with parking on the outside.
 - Professional office space – with retail / restaurants to support.
 - Schools and parks – with good traffic flow.
 - Have a small town Iowa feel and be walkable.
 - Have smaller mixed-use options.
 - Needs to be economically viable/sustainable – be built in phases.

Next Steps:

The next steps will be to hold a public workshop (not a public hearing, those will follow later, but a meeting where the public is invited to give feedback, P&Z and council will be invited as well) on March 24, 2016 at 5:30 p.m. at the public safety building followed by a meeting of the Steering Committee (City Staff, Stephanie Riva, Mayor, P&Z representative) on the morning of March 25.

Adjournment – 16-07

Motion by McConnell and seconded by Grant to adjourn at 7:34 P.M.

Approved 5-0.

Chad Ross, Chairperson

Luke Parris, City Planner



**BUSINESS OF THE CITY COUNCIL
AGENDA STATEMENT**

Item No. 13

For Meeting of 04.07.2016

ITEM TITLE: Information from Waters Edge on estimated costs associated with the swimming pool.

CONTACT PERSON: Tim Hoskins, Public Works Director

SUMMARY EXPLANATION:

Michael Fisher, P.E. from Waters Edge Design has provided estimated costs assigned to modifications needed to 1) open the facility for the 2016 season; 2) recommended improvements for extending the facility another 10 years. In the report he has assigned costs associated with individual bullet points identified in his original evaluation. He has also reached out to area contractors who have experience in the field to seek verification of his estimated amounts.

He has also received an estimate to perform 5 4" cores in the basin for approximately \$900.00 if so desired by the City. He reports that with notice the contractor can do this work within 2 to 3 days. He is prepared to discuss this process at the council meeting.

Included with this agenda statement are pictures from the facility, Mr. Fisher's resume, and the estimate of probable costs. He will be available for questions at the meeting.

<p>____ Resolution ____ Ordinance ____ Contract ____ Other (Specify) ____ <u>X</u> ____</p> <p>Funding Source: _____</p> <p>APPROVED FOR SUBMITTAL _____</p>
--

STAFF RECOMMENDATION: Discussion and provide direction.

Project Manager Michael Fisher, PE



Education

BS | Civil Engineering
University of Missouri
Columbia, Missouri

Registrations

Professional Engineer (PE): *Iowa, Kansas, Missouri*

- National Council of Examiners for Engineering and Surveying (N.C.E.E.S.)

Professional Training

- Certified Pool Operator
- OSHA Construction Safety + Health

Since 1996, Michael has been involved in providing evaluation, design, and construction administration services for aquatic facilities. He understands that both high quality customer service and products are extremely important to his clients. He also realizes that maintaining the project budget and schedule is necessary for his clients to achieve their overall goals. He has continually demonstrated that innovation and creativity can be applied in practical designs without increasing costs or extending schedules.

Michael is recognized by his peers, clients, and contractors as being thorough and having a notable attention to detail in both the design and construction phases. Understanding the importance of communication in achieving a high quality product, Michael developed a pre-construction presentation designed to educate contractors and clients about the specifics of swimming pool construction. Due to an improved awareness and attention to construction efforts, he has seen an overall substantial increase in construction quality.

Michael's experience in the aquatics industry has allowed him to provide expert witness services for pool design and pool construction related litigation.

Projects of Note

The Bay Water Park
new outdoor aquatic center
Kansas City, Missouri

Hampton Aquatic Center
new outdoor aquatic center
Hampton, Iowa

Chillicothe Water Park
outdoor renovation
Chillicothe, Missouri

Garner Aquatic Center
new outdoor aquatic center
Garner, Iowa

Weed Park Aquatic Center
new outdoor aquatic center
Muscatine, Iowa

Winterset Aquatic Center
new outdoor aquatic center
Winterset, Iowa

Eldora Community Pool
new outdoor community pool
Eldora, Iowa

Ada Aquatic Centers
2 new outdoor aquatic centers
Ada, Oklahoma

Wellmark YMCA
new competitive swimming pools
Des Moines, Iowa

Waukee Family YMCA
indoor swimming pools
Waukee, Iowa

Algona YMCA
indoor swimming pools
Algona, Iowa

Stuart Aquatic Center
outdoor swimming pool
Stuart, Iowa

Norwalk Aquatic Center Evaluation Report
Norwalk, Iowa

March 24, 2016

By Michael J. Fisher, P.E.

Opinions of Probable Construction Costs reflect current values that could reasonably be associated with the scope of work identified. Many variables could impact actual costs for Contractors interested in the work.

Michael J. Fisher, WEAD, April 4, 2016

Background

Michael Fisher, a Professional Engineer from Water's Edge Aquatic Design visited the Norwalk pool facility on March 10, 2016 to review the pool, bathhouse, and pool mechanical components and to speak with operating staff. This report summarizes the findings and offers opinions on improvements for the facility.

This facility was constructed in 1991 and consists of three pools (main pool, plunge pool, and baby pool) a bathhouse and a filter building.

The purpose of this report is to convey the findings of the evaluation of the Norwalk Aquatic Center. And based on these findings, identify the deficiencies that could prevent safe and efficient operation of this facility for the upcoming 2016 swim season as well as the deficiencies that should be addressed for continued operations for another 10 years.

Standards and Guidelines Summary

This report focuses on the physical condition of facility, but also compares the existing facilities to current state, federal and international design standards, guidelines, and building codes where necessary. Following is a list of the major regulations, codes, and standards that are of consideration in this report.

- Swimming Pool Rules by Iowa Department of Public Health (IDPH)
- Federal Virginia Graeme Baker Pool and Spa Safety Act (VBGA)
- The Americans with Disabilities Act (ADA)

The most applicable swimming pool health department standard is from the Iowa Department of Public Health, as well as the VBGA- which was passed in 2008 requiring all public swimming pools meet minimum safety standards pertaining to submerged outlets.

ADA requirements were originally passed in 1990; however, recreations facilities, such as swimming pools, were not specifically addressed. In 2004, guidelines addressing recreational venues were published. In 2010, the 2004 guidelines were officially signed into law by the U.S. Department of Justice.

Basic Description of Existing Facility

Basic Pool Data:

- Main Pool: 4,540 S.F. water surface area, 300 L.F. perimeter, 130,260 gallons, 425 gpm recirculation flowrate, depths varying from 0 to 10’.
- Plunge Pool: 377 S.F. water surface area, 84 L.F. perimeter, 8,565 gallons, 74 gpm recirculation flowrate, depths varying from 2’-10” to 3’-6”.
- Baby Pool: 490 S.F. water surface area, 78 L.F. perimeter, 1,730 gallons, 33 gpm recirculation flowrate, depths varying from 0” to 8”.

The Main Pool consists of a zero-depth entry at the north end and a diving well at the south end. In the middle is an area designed for lap swimming. The pool has a raised-deck gutter with PVC grating and is designed for in-pool surge. Surface is a plaster coating. Features include a 1 meter diving board. Ladders, an ADA lift, and portable lifeguard chairs are also components included in this pool. The pool includes underwater lighting. Water remained in the deeper portions of the pool during observations.

The plunge pool consists of a rectangular basin with raised-deck gutter with PVC grating. It too is designed for in-pool surge and has a plaster surface. A waterslide enters at the north end and stairs along the south end. The surface between the deck and the gutter grating has ceramic tile. Water covered the bottom at the time of observation.

The baby pool is a small round basin with zero-depth entry around the perimeter. A concrete dolphin spray feature is at the edge of the pool and a PVC pipe spray feature is at the center.

The deck around the pools consists of broom-finished concrete. Four light poles with 2 fixtures each provide for overhead lighting. Underwater light transformers are also placed on the deck at the deck perimeter. The perimeter fence is 6 foot tall, some fence with galvanized finish and some with PVC coating. There is a 4 foot tall interior fence separating the concessions area and the baby pool from the rest of the facility.

The pool water treatment systems consist of three horizontal sand filters for the main pool, and single vertical sand filters for each of the other two pools. Horizontal centrifugal pumps are floor mounted above the pool water level along with strainer baskets. Pool heaters are included within the two larger pool systems. A calcium hypochlorite system provides disinfection for each of the three systems. The water treatment system for the baby pool has not been in operation for some years. The water feature pump on the baby pool has been disconnected from the piping. Water fill systems include both manual feed and an automated water feed system for each pool.

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The filter building consists of a masonry wall construction on one end with the majority of the wall construction being wood. The building has a chemical room, filter room, and a storage room. The roof structure is wood with composition shingles.

The existing bathhouse includes a male restroom, a female restroom, a lifeguard restroom, a manager office, admissions/lifeguard room, a concessions room, and other utility rooms. The roof structure is wood with composition shingles. The walls are concrete masonry units. The floor is concrete.

General Summary and Considerations

The main pool basin and plunge pool basin are both in good shape overall. There are some relatively minor repairs that need to be made such as repairs to a few areas of delaminated plaster surface and tile replacement. Simple bolt-on type features could certainly help the pool to be more attractive with more modern trends. The waterslide appears to be in good shape, with some attention to the metal support structure.

The baby pool could be restored, but the extent of construction to do so may not be worth the value to the public for only 10 years, especially since the main pool has zero depth already. A more costly renovation of this area could include a sprayground. A lower cost option for dealing the baby pool would be to remove it and the adjacent deck and replace it with a grass deck. Grass decks are a welcomed trend in today's aquatic facilities.

The concrete pool deck is also in good shape overall, but could use some minor repairs. There's a good chance that the deck drainage issue could be resolved without extensive replacement of the trench drain system, but with a focus on the drain path after leaving the pool facility. Original design did not connect the drain discharge to a storm sewer system. Current lighting is likely inadequate for night swimming.

The issues associated with the pool mechanical systems are probably the major issue with this facility. Operations could be made much simpler with having pumps located below water level so that they don't need primed. While the filters are rated to handle the flows required, a larger size filter would do so with less hassle and more effectively filter. Replacement of the chemical feed systems and controller with a more operator friendly and safer one would help operations. New, more efficient pool heating systems will be much less challenging to operate and will reduce utility costs. The backwash waste is believed to flow into the nearby stream in lieu of the sanitary sewer system. This is likely not acceptable unless permitted with DNR.

The building structures are in need of some typical periodic maintenance – replace select plumbing fixtures, replace rot, paint and re-roof. The bathhouse is has plenty of overall square footage, but could function better for the staff and for the patrons with some internal renovations such as expanding concession storage, create a corridor entrance, add lockers, create family change room, include mens shower partitions, and include new admissions, office, and lifeguard rooms.

Recommended specific modifications to be performed for the 2016 swim season

Total: \$90K to \$100K

Pool Water Treatment Systems

- \$20K**

 - The primary pool chemical treatment system currently used is a Calcium Hypochlorite based system (Pulsar). Treatment using calcium hypochlorite (“solid”) is generally more costly and labor intensive than other forms (liquid and gas) of treatment using chlorine as the source disinfectant. The current system is in need of replacement, so replacement with a more efficient form of a disinfection chemical system is recommended prior to the 2016 swim season. Sodium hypochlorite (often referred to as bleach or liquid chlorine) is the most common disinfection used for municipal pools as it is more effective than calcium hypochlorite and safer for the operators than gas chlorine and calcium hypochlorite. It requires bulk storage tanks and an appropriate chemical feed pump to inject into the pool piping. Also it will require a pH balance chemical such as Muriatic Acid, which also require a bulk storage tank and a pump. (Note that the chemical room floor drain appears to go to storm sewer instead of sanitary – so secondary containment of the chemicals is recommended and could be accomplished by double wall tanks.) Enhancements to the chemical room ventilation system will need to be performed to accommodate the more corrosive environment that these chemicals introduce.
- \$1K**

 - Potable water is added to the pools by operating existing valves located in the chemical room. One of these manual PVC valves and one of the automatic water feed systems is not functioning properly and should be replaced prior to the start of the next season.
- \$1K**

 - The existing plunge pool heater flue has come apart and should be fixed prior to operation.
- \$1K**

 - Replacement hardware on the strainer basket of the waterslide pump have degraded and should be replaced prior to the upcoming season.
- \$1K**

 - The electrical disconnect panel for the slide pump is not secure to the wall and should be secured with stainless hardware prior to the 2016 season.
- \$0K**

 - The baby pool system has not been in operation for a number years primarily due to offsets within the pool and deck slabs. Restricting the access to the baby pool by the public continues to be a reasonable option and therefore no changes to baby pool system.

Pool Structures

- \$0K** • The baby pool has been closed to the public and has significant offsets at the surface of the pool/deck that are trip hazards. Obviously, vertical movement of the slabs at these joint has occurred, likely due to settlement of the subgrade. Gutter grating has been broken and is hazardous. The pool has two spray features that physically appear to be safe for operation. It is recommended to continue to deny patrons access to this baby pool for the 2016 swim season.
- \$1K** • Both the plunge pool and the main pool have floor and wall inlets that are missing diffusers and orifices, respectively. These should be replaced prior to operation.
- \$2K** • The structural integrity of the pool gutter grating has been compromised in some areas and needs to be replaced prior to the next swim season.
- \$1K** • One of the pool caulk joints has been compromised and should be re-caulked to reduce the potential for pool leakage during the upcoming season.

Bathhouse and Filter Building Structures

- \$15K** • Ventilation of the Filter Building is inadequate for combustion air for the pool heaters. And forced ventilation should be installed in the chemical room to remove the more concentrated chemical laden air. Ventilation should be addressed prior to operation of the pool heaters and delivery of chemicals.
- \$1K** • Chemical warning signage on the exterior of the filter building are inadequate and should be addressed prior to chemical delivery.
- \$1K** • A light on the motor starter panel for the slide pump is missing, leaving a hole in the face of the panel. A new light should be installed or the hole plugged prior to operation.
- \$1K** • A fan has been set up to circulate air across the motor starter panels in order to keep the electrical systems operating. An electrician should check to see if the thermal overload protection settings of the panels can be adjusted to allow operation at a higher temperature. If not, the fan will still be needed to cool the panels for the coming swim season.
- \$1K** • The roll-up door at the entrance window of the bathhouse has been problematic to staff when it is raised too high. Custom stop hardware could be installed to limit the height that the door can raise.

Pool Deck and Site

- \$3K** • Much of the chainlink fence within and around the perimeter of the facility has open selvage at the bottom and there's a notable gap between from the fence fabric to the deck surface. This could allow punctures to feet that get under the fence fabric. The fence fabric should be lowered to reduce and/or eliminate the gap prior to allowing patrons in the facility.
- \$8K** • The metallic edge on some of the waterslide step treads has corroded to the point that it has sharp edges. Removal of the corroded metals, rounding off any sharp

edges, and applying a protective coating should be performed prior to allowing patrons to use the slide.

- \$1K** • One of the PVC conduits to an electrical box above the deck along the perimeter fence is broken, exposing the wiring within. This conduit should be repaired before allowing patrons near it.
- \$3K** • Lighting for use of the facility after dark appears to be inadequate based on the apparent size and quantity of overhead light fixtures. Verification of the light levels on the deck and at the water surface should be verified with a light meter. Electricians often have light meters and could take readings. Recorded readings should be compared to the Iowa Department of Public Health (IDPH) requirements. Swimming after dark should be restricted until light levels are confirmed to be adequate. Light fixtures have been removed at the front entrance of the bathhouse.
- \$7K** • There are a few locations within the deck that there are offsets at deck joints. These can be a trip hazard, toe-stubber, and restrict deck drainage. At a minimum, these offsets should be ground down prior to allowing access by the public.
- \$2K** • Some trench drain grates in the deck are broken and should be repaired prior to the 2016 swim season.
- \$5K** • The trench drains do not drain quickly enough and should have the trench drain discharge piping cleaned out to prevent ponding on the deck.
- \$2K** • Additional painted-on depth/warning markings should be added around the perimeter of the pool in order to meet requirement of the IDPH. Depth markings shall be spaced at no more than 20 feet, "no diving" markings shall be at no more than 25 feet, and "max. depth" marking should be added.
- \$15K** • The existing 1-meter diving board does not have enough pool water depth for its continued use by the public based on the minimum depth requirements of the state of Iowa. However, it appears that the existing depths would accommodate a 2/3 M board.

Recommended specific improvements for an additional 10 years of facility operations. Total: \$655K

\$260K *Pool Water Treatment Systems*

- Replace filters, pool heaters, pumps, pump motor starters, strainers, chemical controllers, valves, flowmeters, associated piping, and associated electrical.
- Install a pump pit.
- Install a backwash tank (for new sand filters)
- Install new manual fill and auto-fill systems
- Install additional pipe supports to existing piping that remains
- Install labels to the pool mechanical components.
- Test recirculation piping associated with the plunge pool due to the current need to frequently add water.

\$50K *Pool Structures*



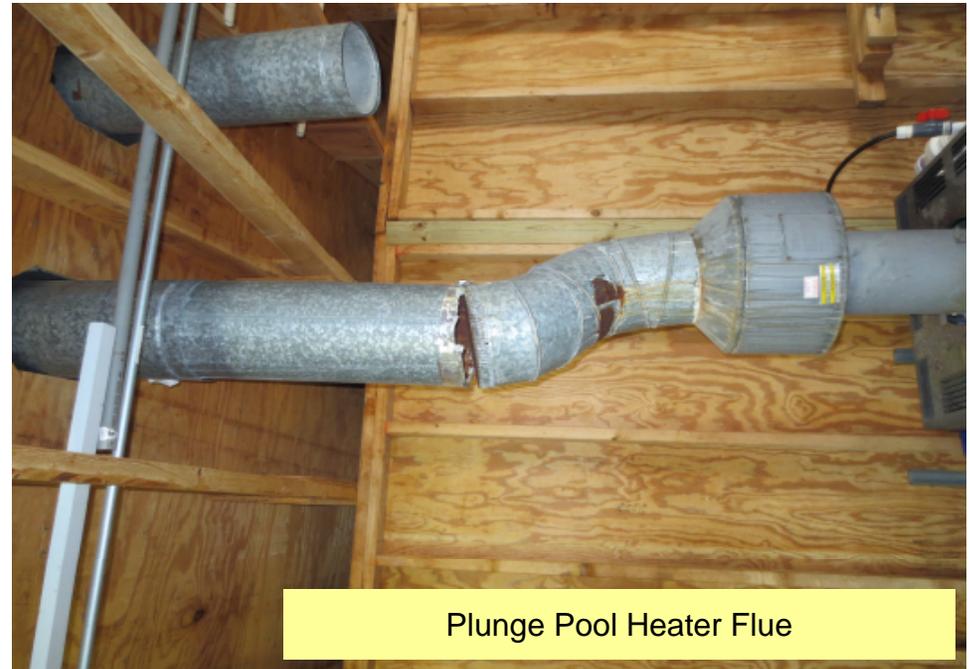
Plunge Pool Filtration Equipment



Plunge Pool Heater



Overhead Lights



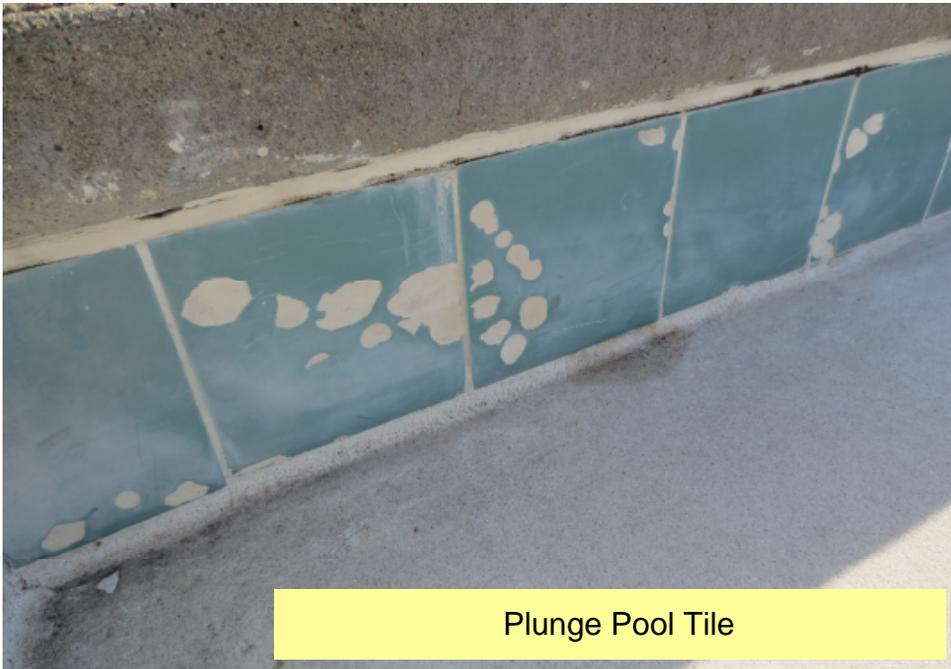
Plunge Pool Heater Flue



Pool Chemical Controllers



Potable Water Pipe Support



Plunge Pool Tile



Pool Equipment Electrical Panels and Fan



Slide Pump Pit



Abandoned Baby Pool



Shower Units



Abandoned Baby Pool Filtration Equipment



Backwash Pit



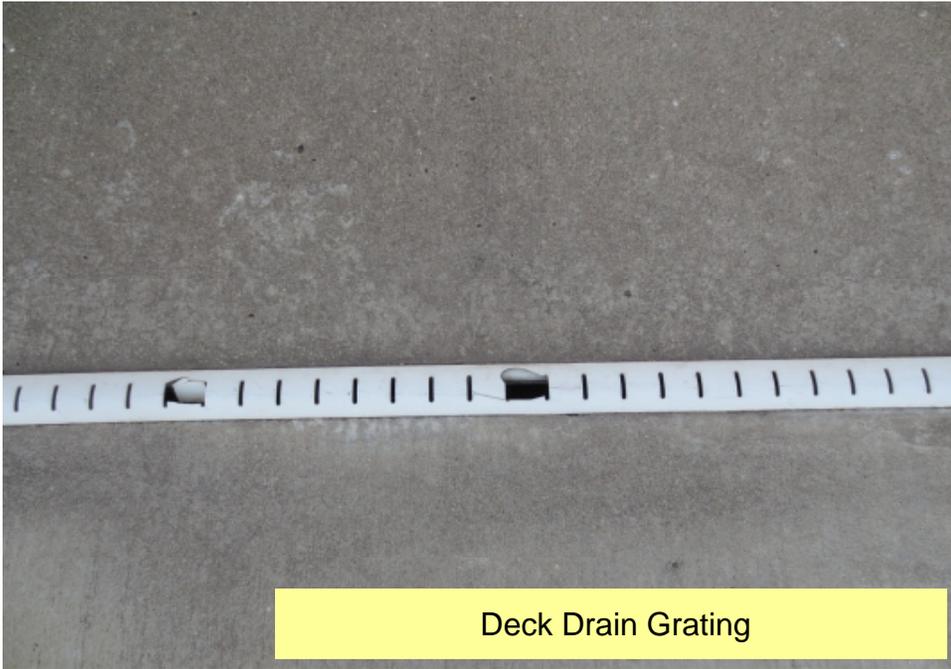
Chemical Signage



Auto-Fill Sensors



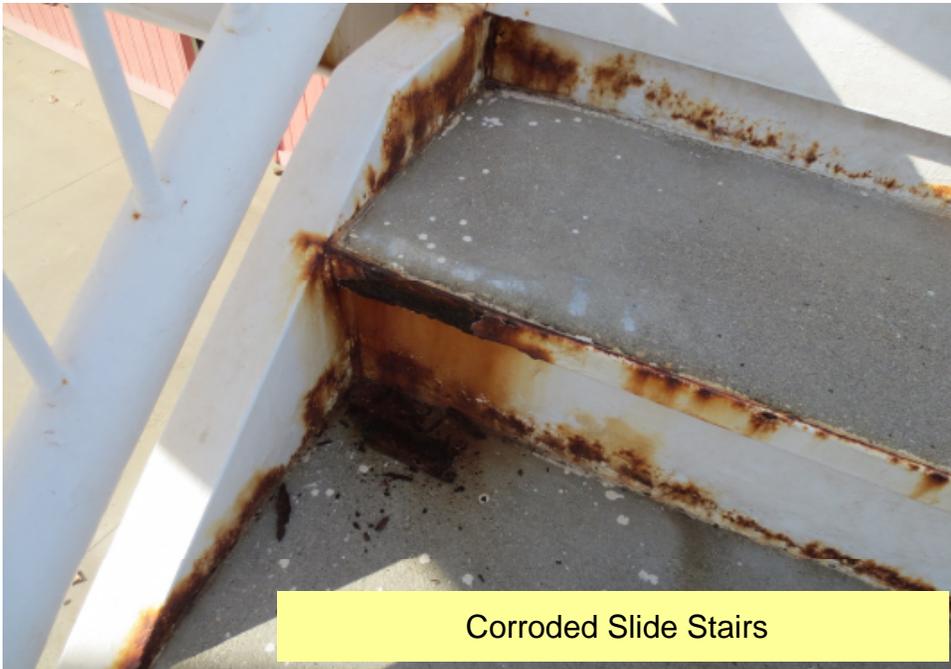
Broken Conduit



Deck Drain Grating



Fence Gaps



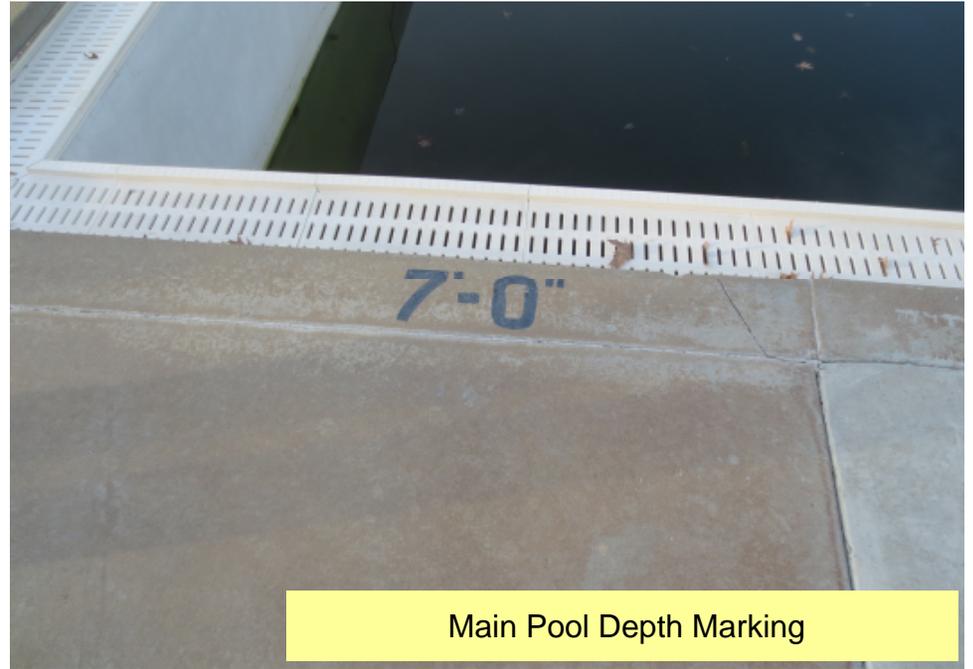
Corroded Slide Stairs



Fence Fabric Open-Selvage and Gap



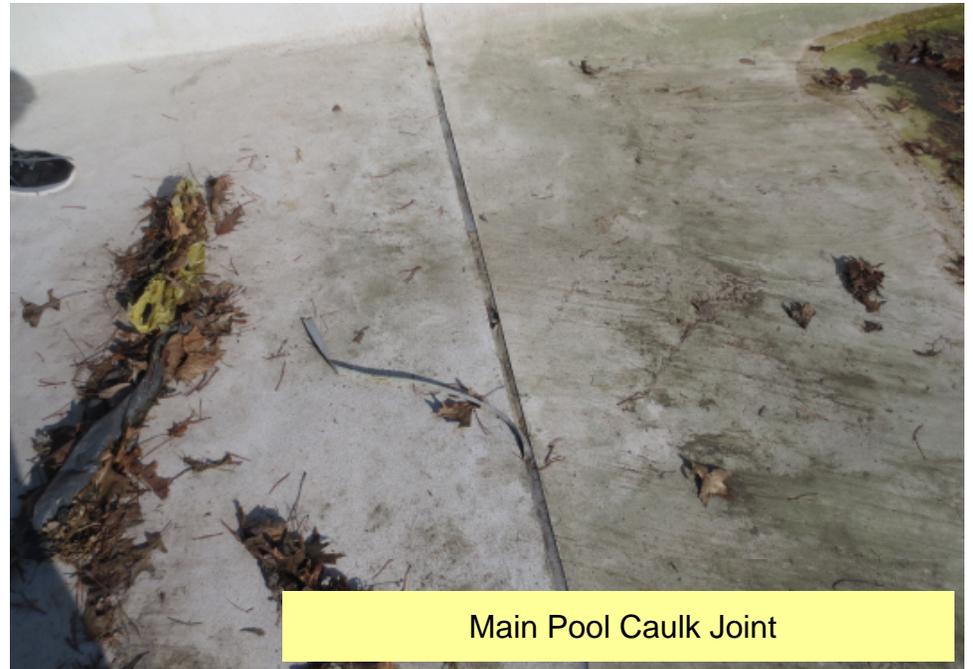
Lifeguard Seat



Main Pool Depth Marking



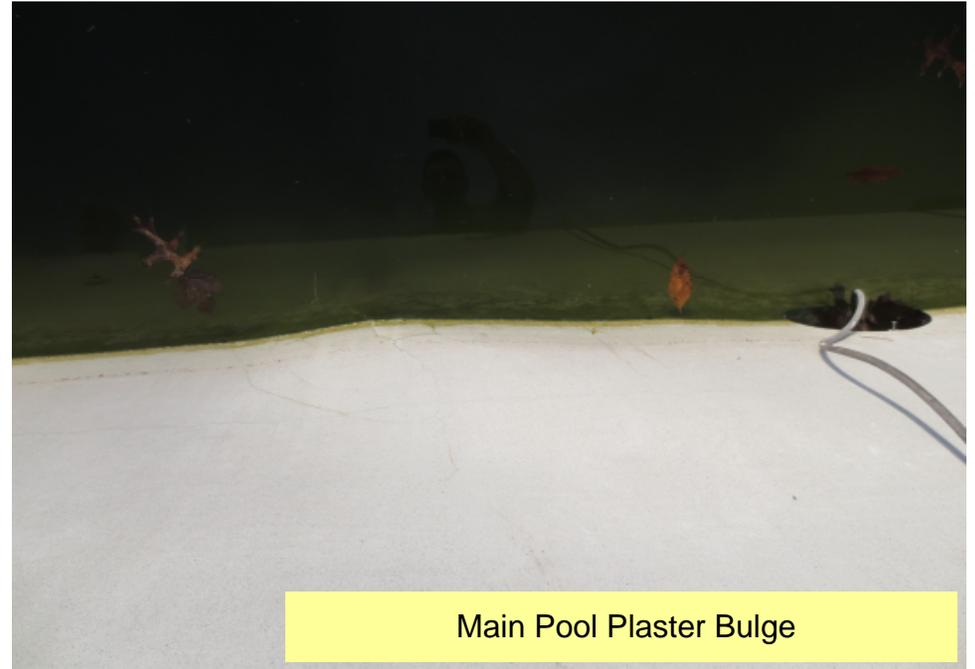
Front Entry Roll-up Door



Main Pool Caulk Joint



Main Pool Gutter Grating



Main Pool Plaster Bulge



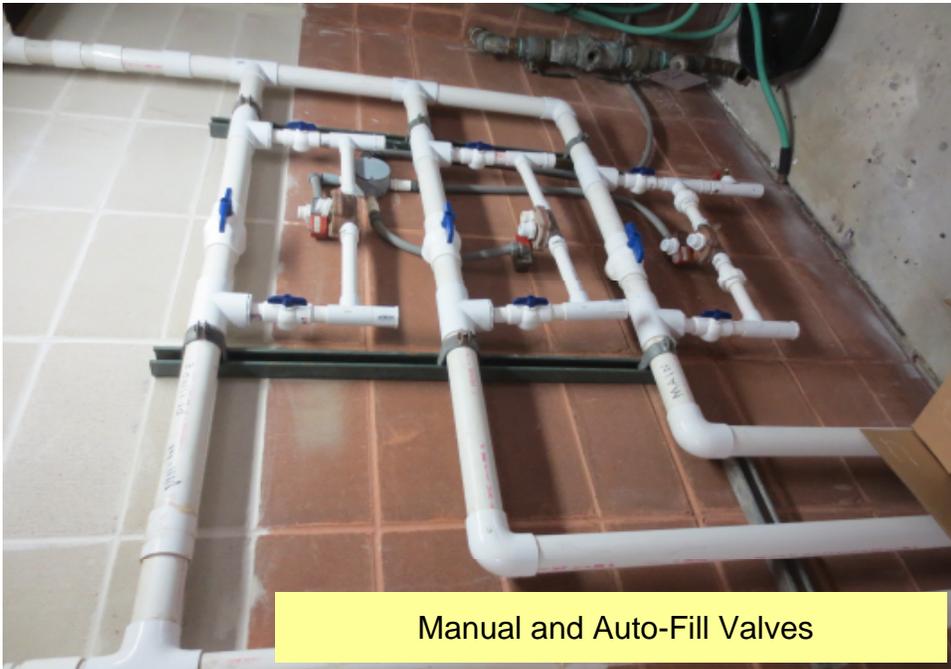
Main Pool Filtration Equipment



Main Pool Heater



Masonry Columns



Manual and Auto-Fill Valves



Missing Chemical Room Door Louver



Memo to: City Council

Memo from: Nancy Kuehl, Parks Director

Date: April 7, 2016

Subject: Commission Pool Vote

On April 6, at the regular commission meeting, Nat Tagtow motioned to proceed with the Water's Edge proposal to renovate the Norwalk Aquatic Center. It was seconded by Al Lammers. It was approved 4-0 with one abstained. Two members were missing. The consensus of the discussion was that annual maintenance needs to be done. It was understood that it will be two phase process using \$90-100K for the opening in June '16 with the remainder of the money \$650K to be used in the fall '16.

Nancy Kuehl, Director
Norwalk Parks and Rec