



AGENDA
PLANNING AND ZONING MEETING
Norwalk City Hall, 705 North Ave
Monday, May 9, 2016
5:45 P.M.

1. Call meeting to order at 5:45 P.M.
2. Approval of Agenda
3. Approval of Minutes – March 28, 2016
4. Approval of Minutes – April 25, 2016
5. Chairperson – Welcome of Guests
6. Public Comment – 3-minute limit for items not on the agenda (No action taken)
7. New Business
 - a. Request from Locust Center LTD to approve the Preliminary Plat of Twin Lakes Plat 4 (a subdivision outside of City limits within 2 miles)
 - b. Planning & Zoning Commission Member Representation on the Economic Development Committee
 - c. Discussion on Subdivision Regulations memo
 - d. Discussion on Sign Ordinance memo
8. Staff Development Update
9. Future Business Items
 - a. Cort Landing Final Plat
 - b. Old School Plat 2 Final Plat
 - c. SubArea 1 Master Plan Draft
 - d. Future Land Use Chapter Draft
 - e. R-F District Rezoning
10. Next Meeting Date: May 23, 2016
11. Adjournment

REGULAR NORWALK PLANNING AND ZONING MEETING 3-28-16

Call to order:

The Regular Meeting of the Norwalk Planning and Zoning Commission was held at the Norwalk City Hall, 705 North Avenue, Monday, March 28th, 2016. The meeting was called to order at 5:45 P.M. by Acting Chairperson Chad Ross. Those present at roll call were Jim Huse, John Fraser, Chad Ross, Elizabeth Thompson, Donna Grant and Brandon Foldes.

Absent was Judy McConnell

Staff present included: Luke Parris, City Planner; Wade Wagoner, Planning and Economic Development Director; and Brandt Johnson, Development Services Intern.

Council liaison present: Stephanie Riva.

Approval of Agenda –

Motion by Fraser and seconded by Grant to approve the agenda as presented. Approved 6-0.

Approval of Minutes –

Motion by Huse and seconded by Foldes to approve the minutes from the February 8, 2016 meeting. Approved 6-0.

Welcome of Guests

With no guests present and no one wishing to speak the business portion of the meeting was open.

Public Comment – None received for items not on the agenda.

New Business:

Public hearing and consideration of a request from Cort Landing, LLC to rezone 2.31 acres of land at SW intersection of IA Hwy 28 and Elm Ave from C-2 Commercial to R-1 Residential in the Dobson PUD

Public hearing was opened at 5:47 P.M.

Parris discussed the public hearing request for Cort Landing to the Commission. Parris noted that the majority of the area is residential and that commercial lots would be a conflict of Norwalk's future land use plan. Parris cited that the 30 ft

buffer, parking, and building envelope for potential commercial lots in this area would be potentially problematic for this site.

Parris also recognized the need to protect valuable commercial property in close proximity to Highway 28.

Paul Clauson, Civil Engineer with Civil Engineering Consultant speaking on behalf of Kelly Cortum, discussed how it would be hard to have access to this site from Highway 28 and provided lot details if they were residential lots.

Huse – Asked the civil engineer about potential green space and erosion control for this site.

Wagoner – Added another question, will this help out the gentleman near this site (Mike Grubb) with his drainage issues?

Paul Clauson – Yes it will since our plan calls to approve drainage to other lots. Clauson showed a pipe and an outlet providing potential relief to the area upstream.

Kelly Cortum, 520 Creasent Lane. Was asked if there was consideration for medium density in this area and responded that there was no consideration since no one approached him to do so.

Chris Mason, 415 Pine Ave. What do you mean by medium density?

Luke clarified what medium density is and provided what type of structures would classify as such.

Foldes – Is there a specific buffer requirement for this site?

Luke – Explained the requirements for this site. Double Frontage lot requires 30' buffer on the back side if the property develops residentially. Otherwise R-1 is not required to buffer from other R-1.

The Commission asked about easements leading into a detention center on private lands and Luke answered that if easements leading into a detention center are in private lands, then it is private.

Motion by Huse and seconded by Fraser to approve the PUD amendment to change from C-2 to R-1(60). Approved 6-0. (make sure this is right)

Public hearing and consideration of a request from United Properties LC to rezone approximately 28 acres of land at NE corner of IA Hwy 28 and Beardsley St 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.

Public hearing was opened at 6:09 P.M.

Parris went over what the details of this request are. Parris mentioned that within the standards and specifications of SUDAS, road widths are preferred to be 31' for a local street in a commercial area, but that the minimum is stated at 26'.

Parris further explained that narrower streets often create a better urban environment for the pedestrian, that they create a development with a better human scale.

Wagoner – What about the effect of traffic speeds on narrower streets?

Luke – Studies show that the number one thing that dictates speed on any road is its width, followed by the number of bends and curve radii. All other things the same, narrower streets would have reduced speeds which would result in fewer and less injurious accidents. Parris directed the Commission's attention to some attachments he included in the packet regarding the value of narrower streets.

Parris explained the decision to recommend C-3 zoning instead of C-2 to allow for maximum flexibility of commercial uses so we can pay off the TIF (road) as soon as possible. He explained that in the R-4 district it would be limited to senior housing builds and explained that in the R-2 district the density requested has increased to 6 units per acre instead of the original 5. Parris indicated he didn't have any concerns about the additional density and felt it may improve the walkability of the area and provide additional critical mass for the commercial uses.

Parris went over why there would be a buffering wall between commercial lots and residential lots on the north side of this site.

Huse – What would be the height of those buffer walls?

Luke – About 6 ft.

Scott McMurray, United Properties LLC. Provided a 3D overview of what the site could look like if developed with the designated commercial and residential zoning. He wants to get through finalizing the zoning and the preliminary plat this week.

Ross – Expanding Beardsley doesn't appear to be an issue according to the layout presented.

Grant – Would the buffer requirement be a problem for the road?

Scott – No.

Thompson – Have you done any traffic studies for this lot?

Scott – No, but the City is doing that now. We have done some stop lights/stop sign studies around the site.

Ross - Those residential units are with 2 car garages?

Scott – Yes.

Foldes – Can we zone it as a C-3 but with some limitations?

Laura Trembley, 1137 Pinehurst Circle. Is the minimum 3 stories for the buildings?

Luke – Answered the question regarding the minimum height for the area is 50' feet for commercial, 45 for R-4 senior housing but limited to 3 stories, and 35' for all other residential.

Thompson – What do you propose for the commercial units in the middle of the layout?

Scott – About four 8,000 square ft. units.

Ross – We have to be careful not to make changes/exceptions/special considerations every time someone wants higher density.

Luke – Discussed in detail about the units per acre and how it allows for flexibility per lot. Luke also pointed out the large green space to the east between the development and the golf course.

The Commission discussed street width with SUDAS in regards to private & public streets.

Parris wanted to bring up a statement from a resident that could not be present at the meeting that they had concerns with increased traffic in this particular area.

Foldes – I like the concept for this site but I have concerns for height in certain areas and C-2, C-3 distinctions.

Scott – Whats the problem with C-3 zoning?

Foldes – The easement requirements and the allowance of mini storage and car wash structures.

Dean Roghair, Civil engineer with Civil Design Advantage for Scott McMurray, discussed that he usually sees things excluded from C-3 rather than adding uses to a C-2 district.

McMurray said he needed to add uses 4-6 to the list of approved uses. All others can be excluded.

Motion by Thompson and seconded by Huse to approve the amendment as presented by staff and exclude C-3 uses 1-3 and 7-12 Approved 5-1, with Ross in dissent.

Request from United Properties LC to approve the Preliminary Plat of the Marketplace at Echo Valley.

Parris discussed the details of the Preliminary Plat of the Marketplace at Echo Valley. He recommends the approval of the Preliminary Plat with the C-3 provision exceptions from the previous item.

Ross – Doesn't someone own parts of Lot 5? What problems could we run into here?

Wagoner - This will likely be worked out by the time of final platting, if it isn't, all property owners need to sign consent to plat before Warren County will record. So there is no issue here

Ross – Mentioned that this Plat is encompassing everything residential & commercial zoning wise.

Luke – Development agreements restrict the development of residential lots that would front onto Marketplace Drive, ensuring that the west half develops commercially.

Motion by Huse and seconded by Foldes to approve the Preliminary Plat for Marketplace at Echo Valley with the C-3 exceptions provision). Approved 5-1 with Ross in dissent.

Jim Huse had to excuse himself from the Commission meeting at 7:00 P.M.

Update on the AmericInn meeting on March 7, 2016.

Luke updated the commission on what this hotel design could encompass. Luke said the AmericInn people believe this would be a feasible project for Norwalk.

Update on the SubArea 1 and future Land Use projects.

Luke provided an update regarding the SubArea 1 meeting on March 24th, 2016. Luke also talked about a meeting with the consultants on March 25th regarding the results from the March 24th meeting.

Staff Development Update

Wagoner gave a copy of "The Job of The Planning Commissioner" to Elizabeth Thompson. Wagoner provided an update on where schools can go. Wagoner got an email from Jonathan Martin that said they were trying to get electricity to the Norwalk welcome sign. If there are problems, solar would be an option that can be considered for the sign. Chad asked if this sign falls into Norwalk's beautification plan and Wade said it was separate. Wagoner went over the building permits issued so far and the growth Norwalk could expect. 61 single family permits have been issued so far this fiscal year. John asked about the welcome sign and if there could be a directional signage as well.

Future Business Items:

Orchard Trail Drive Final Plat was submitted.

Legacy Plat 19 Final Plat
West Grove Villas Final Plat
Estates on the Ridge Plat 2 Final Plat
Cort Landing Final Plat
Old School Plat 2 Final Plat

Next Meeting Date: April 11, 2016

Adjournment

Motion by Fraser and seconded by Grant to adjourn at 7:48 P.M. Approved 5-0.

Chad A. Ross, Chairperson

Luke Parris, City Planner

REGULAR NORWALK PLANNING AND ZONING MEETING 4-25-16

The Regular Meeting at the Norwalk Planning and Zoning Commission was held at the Norwalk City Hall, 705 North Avenue, Monday, April 25th, 2016. The meeting was called to order at 5:45 P.M. by Chairperson Chad Ross. Those present at roll call were Jim Huse, John Fraser, Chad Ross, Elizabeth Thompson, Donna Grant, Judy McConnell and Brandon Foldes.

Staff present included: Luke Parris, City Planner; Wade Wagoner, Planning and Economic Development Director; and Brandt Johnson, Development Services Intern.

Council Liaison present: Stephanie Riva.

Approval of Agenda – 16-14

Motion by Fraser and seconded by McConnell to approve the agenda as presented. Approved 7-0.

Approval of Minutes – 16-15

Motion by Thompson and seconded by Foldes to approve the minutes from the March 28, 2016 meeting as amended regarding the Echo PUD amendment. Approved 7-0.

Welcome of Guests

With no guests present and no one wishing to speak the business portion of the meeting was open.

P & Z Meeting Notes 4-25-16

Public Comment -

None received for items not on the agenda.

New Business:

Public hearing and consideration of a request from Norwalk Land Co to amend the setbacks, buffer requirements, and ownership requirement of Parcel 3 of the Orchard View Planned Unit Development – 16-16

Public hearing was opened at 5:47 P.M.

Parris explained the location of the request was northwest of the intersection of Wright Road and Orchard Hills Drive. The proposal is requesting to adopt a Master Plan with setbacks for each structure, change the required setback for the perimeter of the complex to 35', allow for a 15' buffer to overlap the setback, and delete the "owner occupied" requirement.

Parris discussed the need to change/adopt a new master plan for this area was due to the 25' setback requirement and its difficulty to achieve.

Parris noted the second request was in regards to buffers overlapping setbacks.

Parris informed Commission that Request number 3 is in regards to occupancy type. Staff recommends approval of these requests.

Ross asked why was this rezoned R-3? It was originally zoned as R-1 and was it rezoned as R-3 to allow for potential use of townhomes? He reported that citizens have concerns about rental property potentially being in this area.

Parris explained why City staff has concern with the language regarding occupancy types and especially the rental portion part. Parris read responses from surrounding metro communities when asked if they regulated occupancy type. The consensus from surrounding communities, and the opinion of Parris, is that regulating occupancy type if not land use and should not be regulated in City zoning ordinances.

McConnell noted that the Commission has examined this one time before in relation to another PUD.

Wagoner added the Farms of Holland agreement highlighted and that language like this would impact the ability for banks to issue mortgages to individuals in this area. The issue of who would be able to enforce this would be difficult.

Ross asked if there other ways for homeowners to have options for this?

Wagoner discussed some of the options to answers Ross's question, mostly private restrictive covenants.

Huse asked if we leave the language as is, would it potentially open up legal ramifications for the City?

Wagoner answered the best way to go from here if we want to leave the language in is to have a developer sign a covenant.

McConnell stated that it has been found that banks are hesitant to loan money on these properties if this particular language is included.

Parris stated that we are trying to keep the City's best interests in mind and also keep in mind the impacts such regulations would have on the future owners of property in the development.

Carl Morton, 610 Tangelo Circle, spoke regarding a bad experience with a past issue and would like to know who Norwalk Land Co. is and what is their track record regarding owner occupancy/rental occupancy throughout the metro? Morton pointed out concerns on the map of where specifically the project is located at.

Parris highlighted to Mr. Morton where the project is at on the map in relation to the surrounding vicinity.

Morton is concerned about the traffic that could come from this. He is also concerned about the types of units there since it looks that the layout says there is about 800 square feet of living space. This would have a negative impact on surrounding property values and thinks that they should leave the language as is.

Pat Stoffel, 616 Tangelo Circle said she is living in the same development that Morton mentioned and the first proposed development was not a good fit for the area. Stoffel thinks this current proposed development will be a nice addition to the neighborhood. She asked the Planning and Zoning Commission to make sure the language exists so that the development attracts the right builders, developers, and occupants to keep the neighborhood the way the current residents expect it to be.

Jon Larson, Norwalk Land Co., questioned where the 800 square feet number is coming from? The first floor might be 800 square feet but there is a second floor as well so it's about 1400-1450 square feet for the townhomes. Larson stated he would be happy to answer any questions regarding this project. They want to change the language because the banks will want to have protection. The idea is not to rent these units, but as a result of the recession, people are sitting on properties and are forced to rent them out. There are covenants in place for Orchard Hills but there is no language in those covenants regarding rental units, so a home could be built and rented out.

Ross asked at what point the covenants are in place? Parris said that is during the Final Plat.

Mellisa Hills, Civil Engineering Consultants, answered some of Morton's concerns and questions. There is a limit to density in this PUD and would not be able to do more than the units shown.

Public hearing closed at 6:22 P.M.

Foldes asked if the future land use map has this area as high density residential?

Parris said it was.

Ross asked if the Comprehensive Plan was written after the PUD? Parris said it was.

Ross noted the language was a concern at the time the PUD was written. The PUD was written prior to the Future Land Use Plan in 2013 and making a change to the language in this PUD would open the door to more people wanting to change. Ross wants to be cautious regarding this issue.

McConnell asked what year was it changed? Parris said the PUD was put into place in 2012.

Parris further explained that staff feels it is problematic to have the language in the City ordinance.

Motion by Huse and seconded by McConnell to approve a request from Norwalk Land Co. to amend the setbacks, buffer requirements and ownership requirements of Parcel 3 of Orchard View PUD. Approved 4-3 with Fraser, Thompson and Ross in dissent.

Request from Norwalk Land Co. to approve the Preliminary Plat & Site Plan of the Norwalk Orchard View Townhomes – 16-17

Parris went over what the preliminary plat proposal from Norwalk Land Co. for the Norwalk Orchard View Townhomes.

Huse asked what the zoning is for this? Parris answered that the surrounding ground is R-1 with unincorporated farm fields to the south.

Parris went over more details regarding the buffers and drainage area of this location.

Ross noted that the two car garages don't look wide enough, and also questioned whether these units have basements? Larson answered there are not basements, they are slab on grade. The perimeter lots will be two stories, but the interior lots could be three stories.

Grant asked if there is there parking on both sides of the streets? Parris said he didn't know if there is enough room to park on the streets but that it would be up to the development to decide. Visitor stalls are in place.

Huse left the meeting at 6:47 P.M.

Foldes asked if architectural standards are being updated from time to time? Parris explained that they were updated in the last zoning code update that was just completed.

Foldes said it concerns him that there are no basements. Residents will store more items in their garages and this would leave more people to park on the street. Parris responded that the City did not have a requirement for units to have a basement.

Grant said for comparison, Legacy Point has a parking issue and she can see those issues arising in this development. Larson addressed some of the concerns about parking.

Motion by McConnell and seconded by Grant to approve the preliminary plat and site plan of the Norwalk Orchard View townhomes. Approved 5-1 with Ross in dissent.

Request from Estates on the Ridge LLC. to approve the Final Plat of the Estates on the Ridge Plat 2 – 16-18

Parris went over the details of the Final Plat to the Commission and stated that staff recommends approval of this Final Plat.

Ross had a question regarding sidewalks. Parris answered that 6' sidewalks were on the outer ring of lots with 5' sidewalks for the rest of the lots.

Foldes asked what the third item in the recommendation was? Parris answered the sign off on a plat and when it is recorded with the county.

Wagoner noted there is no consensus in the metro when developers can build regarding the release of plats to the courthouse.

Riva asked what is being done to address the drainage issues in some of the lots?

Dean Roghair, Civil Design Advantage outlined what the plans were to address the drainage issues.

Motion by Grant and seconded by McConnell to approve the final plat of the Estates on the Ridge plat 2. Approved 6-0.

Request from Hubbell Realty Company to approve the Final Plat of the Legacy Plat 19 – 16-19

Parris went over the details of the Final Plat for Legacy Plat 19.

Fraser stated that a road is needed to connect to G-14.

Ross asked if this is the pond where the golf course made weird modifications?
Parris confirmed that it was.

Staff recommends approval for this plat.

Grant questioned how soon will the roads connect in this area?

Ross asked when it is appropriate for City staff to recommend the construction of an outlet road? Parris addressed the question from Ross.

Motion by Grant and seconded by Fraser to approve the Final Plat of the Legacy Plat 19. Approved 6-0.

Request from Hubbell Realty Company to approve the Final Plat of the West Grove Villas – 16-20

Parris discussed the request from Hubbell Realty Company in regards to the Final Plat of the West Grove Villas to the Committee.

Ross clarified that there were no changes essentially from the Preliminary Plat to the Neighborhood meeting and Parris informed him there have been some minor changes.

Staff recommends approval for this Final Plat.

Wagoner noted that Cypress Drive would need to be corrected since we have had concerns from our public safety officials about similar street names in the vicinity. Parris agreed that this issue would be addressed.

Motion by Foldes and seconded by Thompson to approve the Final Plat of the West Grove Villas. Approved 6-0.

Discussion on Sign Ordinance memo

Parris began the discussion by giving an overview of the Sign Ordinance and future developments in regards to signs.

Riva asked what panel signs are? Parris explained that a panel sign is a print or painted sign mounted to the wall.

Fraser commented that it would be nice to see what other cities are doing regarding signage.

Riva wondered if other cities have certain location restrictions regarding signs?

Brandt Johnson noted that areas like the Merle Hay have certain restrictions regarding signs.

Ross asked if it was possible to table the rest of the discussions for tonight? Parris said that would not be a problem.

Discussions – 16-21

Motion by Fraser and seconded by McConnel to table the rest of the discussions for tonight's agenda. Approved 6-0.

Staff Development Update:

Wagoner discussed the street name situation with Market Street and Marketplace. Work with developers. Discussed about the conversation with Culvers regarding a new store in Norwalk. Discussed about the possible redevelopment of the intersection at North and Main.

Foldes asked if there is a need to discuss why a person would vote aye or nay regarding votes on the Commission? Wagoner said that staff would look into that matter.

Wagoner discussed the new maps that are available to look at.

Future Business Items:

Legacy Plat 19 Final Plat

West Grove Villas Final Plat

Estates on the Ridge Plat 2 Final Plat

Cort Landing Final Plat

Old School Plat 2 Final Plat

Next Meeting Date: May 9, 2016

Adjournment – 16-22

Motion by Fraser and seconded by Grant to adjourn at 8:12 P.M. Approved 6-0.

Chad A. Ross, Chairperson

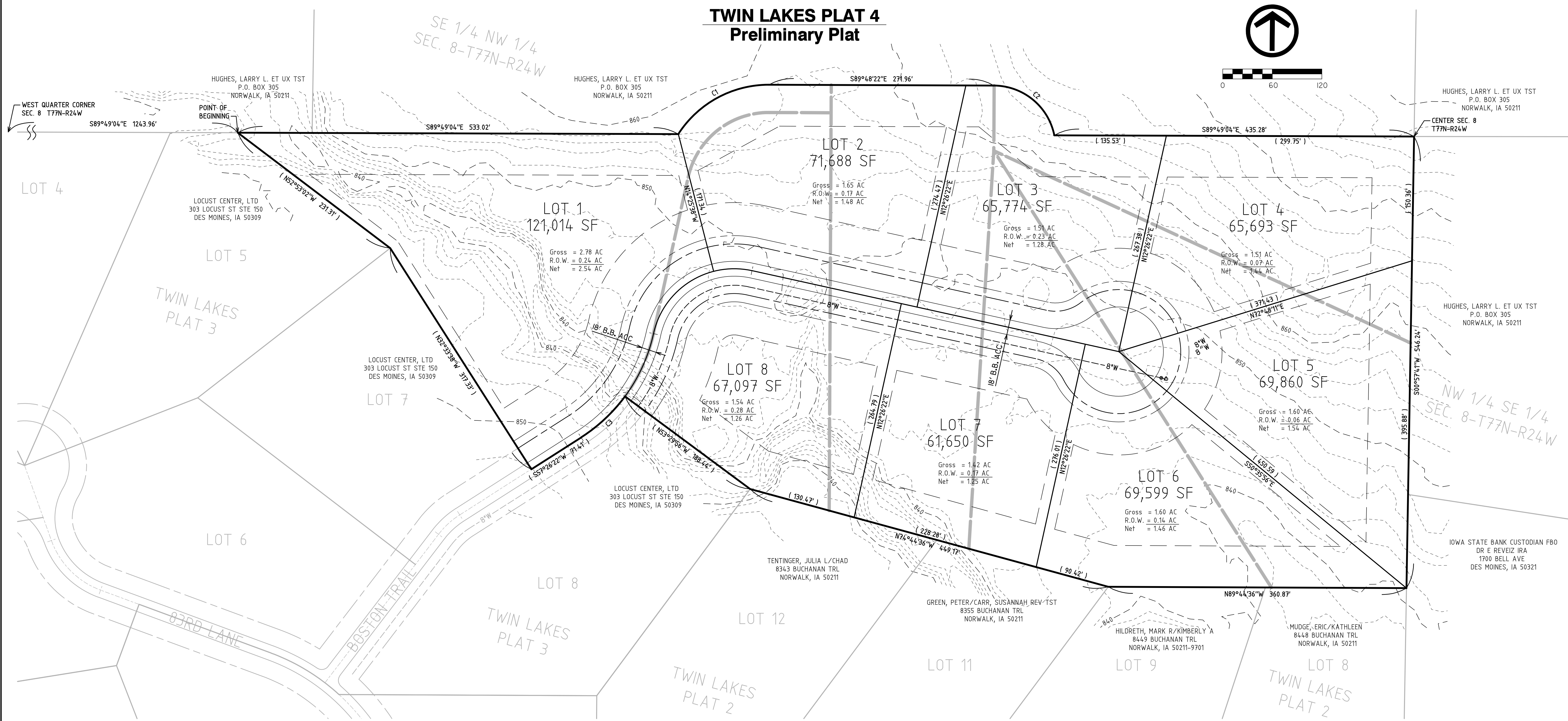
Luke Parris, City Planner

<p style="text-align: center;">CITY OF NORWALK REPORT TO THE NORWALK PLANNING COMMISSION</p>
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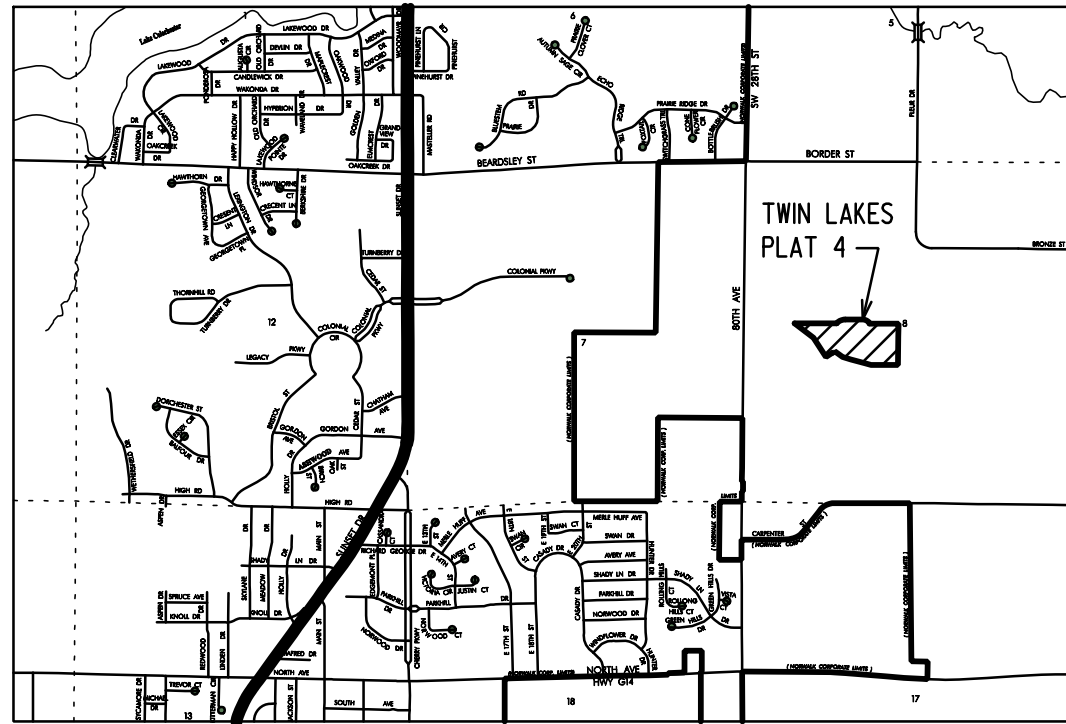
REQUEST:	Request from Locust Center, LTD to approve the Preliminary Plat of the <i>Twin Lakes Plat 4</i>	
MEETING DATE:	May 9, 2016	
STAFF CONTACT:	Luke Parris, AICP City Planner	
APPLICANT(S):	Locust Center, LTD 303 Locust St, Suite 150 Des Moines, Iowa 50309	Veenstra & Kimm, INC. 3000 Westown PKWY West Des Moines, Iowa 50266
GENERAL DESCRIPTION:	<p>This request would create 8 lots east of 80th Avenue that are outside Norwalk city limits.</p> <p>Under Norwalk's subdivision regulation section 16.05(8) the division of land within unincorporated areas within two (2) miles of the corporate limits of the City shall be reviewed in accordance with an established by agreement with Warren County pursuant to Chapter 28E of the Code of Iowa. The Subdivision Regulations state that proposed plats within two miles shall be reviewed under the City's normal plat review procedure.</p>	
IMPACT ON NEIGHBORHOOD:	This is an extension of a private cul-de-sac street with undeveloped ground to the north and east and an existing rural subdivision to the south. The street is an 18' wide private road, similar to the existing private streets in the development	
VEHICULAR & PEDESTRIAN TRAFFIC:	The plat shows the extension of a private cul-de-sac, Boston Trail.	
TRAIL PLAN:	N/A	
ZONING HISTORY FOR SITE AND IMMEDIATE VICINITY:	The Preliminary Plat for Twin Lakes Plat 4 is located outside of Norwalk City limits and is not currently zoned. If the city of Norwalk were to annex this land, the future land use plan identifies the area as medium density residential and any future zoning of this area would likely be RE-1.	
BUFFERS REQUIRED/ NEEDED:	No buffers are required since this is outside Norwalk city limits.	
DRAINAGE:	The County handles drainage requirements and does not require detention for small, low impact developments.	

DEVELOPMENT HISTORY:	This Preliminary Plat is a replat of lots 9-14 of Twin Lakes Plat 3 which will go from 6 to 8 lots, the pond originally to be located in the northern part of Plat 3 is to be removed and realignment of the street farther to the south.
FLOODPLAIN:	None of the proposed lots are located within a floodplain.
PARKLAND:	No parkland dedication is required.
UTILITIES: WATER, SANITARY SEWER, STORM SEWER.	<ul style="list-style-type: none"> • An 8" water main is provided under Boston Trail. • Each lot will have their own septic tank for sanitary sewer usage. • One Hydrant is shown on Boston Trail at the end of the cul-de-sac, additional hydrants will be needed on lots as they develop to ensure adequate lot coverage.
RELATIONSHIP TO COMPREHENSIVE LAND USE PLAN:	The future annex land use plan for the majority of this area will be RE-1.
STAFF ANALYSIS – ZONING ORDINANCE:	The Preliminary Plat consists of a replating of 6 residential lots to 8 residential lots. The plat consists of 13.60 acres of land east of 80 th Avenue. The preliminary plat is outside of Norwalk's city limits and is not currently zoned. If the city of Norwalk were to annex this land, future land use planning would zone this area as RE-1.
STAFF ANALYSIS – SUBDIVISION ORDINANCE:	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.
STAFF RECOMMENDATION:	<p>Therefore, staff recommends that the request for the Preliminary Plat of Twin Lakes Plat 4 be approved for the following conditions:</p> <ul style="list-style-type: none"> • That the applicant provides all supporting documentation required within the Norwalk Subdivision Regulations. • That any significant modifications to the final plat be reviewed and approved by the Planning & Zoning Commission and City Council.

TWIN LAKES PLAT 4
Preliminary Plat



LOCATION MAP



NOTES:

STREET EASEMENT WIDTH IS 60 FEET. CUL-DE-SACS HAVE A DIAMETER OF 150 FEET
CUL-DE-SACS HAVE AN ASPHALT SURFACE DIAMETER OF 108 FEET.
STREET EASEMENT ALSO SERVES AS PUBLIC UTILITY EASEMENTS, IN ADDITION TO THE 10' P.U.E.

PROPERTY OWNER:

LOCUST CENTER, LTD (CONTRACT)
GERLEMAN, BRUCE W (DEED)
303 LOCUST STREET, SUITE 150
DES MOINES, IOWA 50309

ENGINEER / SURVEYOR:

VEENSTRA & KIMM, INC.
3000 WESTOWN PARKWAY
WEST DES MOINES, IOWA 50266

AREAS:

SE 1/4 NW 1/4 8-77-24
24,254 SQ. FT. (0.56 AC)

NE 1/4 SW 1/4 8-77-24
568,124 SQ. FT. (13.04 AC)

TOTAL: 592,378 SQ. FT. (13.60 AC)

ZONING:

R-1 RESIDENTIAL

BUILDING SETBACK:

FRONT YARD = 50'
REAR YARD = 50'
SIDE YARD = 12'

PROPOSED UTILITIES:

WATER - DES MOINES WATER WORKS
SANITARY - ONSITE TREATMENT SYSTEM
ON EACH LOT AS APPROVED
BY WARREN COUNTY

LEGEND

- PLAT BOUNDARY
- BUILDING SETBACK LINE
- 60 FOOT STREET EASEMENT
- 10 FOOT PUBLIC UTILITY EASEMENT
- PLATTED LOTS 9 THROUGH 14 - TWIN LAKES PLAT 3
- MEASURED
- RECORDED OR PLATTED
- WATER MAIN
- HYDRANT
- WATER VALVE

CURVE TABLE

CURVE	DELTA	RADIUS	ARC	TANGENT	CHORD	CHORD BEARING
C1	57°25'21"	130.00'	130.29'	71.21'	124.90'	N61°27'57"E
C2	78°27'57"	75.00'	102.71'	61.24'	94.87'	N50°35'24"E
C3	20°56'18"	200.00'	73.09'	36.96'	72.68'	S46°58'13"W

LEGAL DESCRIPTION

A REPLAT OF LOTS 9 THROUGH 14 OF TWIN LAKES PLAT 3 LOCATED IN THE NORTH HALF OF THE SOUTHWEST QUARTER AND IN THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 8, TOWNSHIP 77 NORTH, RANGE 24 WEST OF THE 5TH P.M., WARREN COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE WEST QUARTER CORNER OF SECTION 8, TOWNSHIP 77 NORTH, RANGE 24 WEST OF THE 5TH P.M., WARREN COUNTY, IOWA;
THENCE SOUTH 89°49'04" EAST, 1243.96 FEET ALONG THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 8 TO THE POINT OF BEGINNING; THENCE SOUTH 89°49'04" EAST, 1331.03 FEET ALONG THE NORTH LINE OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF SAID SECTION 8; THENCE NORTHEASTERLY 130.29 FEET ALONG A 130.00 FOOT RADIUS CURVE, CONCAVE SOUTHEASTERLY, WITH A CHORD OF NORTH 61°27'57" EAST, 124.90 FEET; THENCE SOUTH 89°48'22" EAST, 271.96 FEET; THENCE SOUTHEASTERLY 102.71 FEET ALONG A 75.00 FOOT RADIUS CURVE, CONCAVE SOUTHWESTERLY, WITH A CHORD OF SOUTH 50°35'24" EAST, 94.87 FEET TO A POINT ON THE NORTH LINE OF SAID SECTION 8; THENCE SOUTH 89°49'04" EAST, 435.28 FEET TO THE CENTER OF SAID SECTION 8; THENCE SOUTH 00°57'41" WEST, 546.24 FEET ALONG THE EAST LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 8; THENCE NORTH 89°44'36" WEST, 360.87 FEET; THENCE NORTH 74°44'36" WEST, 449.17 FEET; THENCE NORTH 53°29'56" WEST, 188.44 FEET; THENCE SOUTHWESTERLY 73.09 FEET ALONG AN 200.00 FOOT RADIUS CURVE, CONCAVE NORTHWESTERLY WITH A CHORD OF SOUTH 46°58'13" WEST, 72.68 FEET; THENCE SOUTH 57°26'22" WEST, 71.41 FEET; THENCE NORTH 32°33'38" WEST, 317.33 FEET; THENCE NORTH 52°53'02" WEST, 231.31 FEET TO THE POINT OF BEGINNING. SAID PARCEL CONTAINS 13.60 ACRES, WHICH IS DIVIDED INTO EIGHT LOTS.

DATE

REVISIONS

SCALE AS NOTED

DRAWN CLV

CHECKED HRV

APPROVED HRV

DATE 4-29-16

A.C.



VEENSTRA & KIMM, INC.

PRELIMINARY PLAT
TWIN LAKES PLAT 4
WARREN COUNTY, IOWA

3000 Westown Parkway • West Des Moines, Iowa 50266-1320
515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

DWG. NO.

PP-1

PROJECT 234689





VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

April 29, 2016

Luke Parris, AICP
City Planner
City of Norwalk
705 North Avenue
Norwalk, Iowa 50211

**TWIN LAKES PLAT 4
PRELIMINARY PLAT SUBMITTAL**

Enclosed is a copy of the preliminary plat of Twin Lakes Plat 4. Twin Lakes Plat 4 is a replat of the northeast portion of the already platted Twin Lakes Plat 3. The property owner Bruce Gerleman is proposing to replat a portion of the undeveloped area of Plat 3 to better utilize the area.

Under the proposed Plat 4 the six lots on the easterly side of the creek in Plat 3 will be replatted to eight lots. The pond originally to be located in the northern part of Plat 3 is being deleted and the street is being realigned to shift the street farther to the south. With this change there will be eight lots of a more regular shape compared to the original seven lots.

Water service is provided by the Des Moines Water Works as a continuation of the water service in the existing Twin Lakes Plat 1, 2 and 3. The roadway will be an 18-foot HMA pavement. The road is a continuation of the road design. The road would be a rural design with no storm sewer system provided in the plat. The plat would be developed with minimal lot grading. Sanitary sewer service would be provided by onsite treatment systems as a continuation of the design in the existing Twin Lakes.

Twin Lakes Plat 4 involves no additional area not included in Twin Lakes Plat 3. The only change is the alignment of the road to delete the pond and to increase the number of lots from six to eight. In all other respects the design for the existing Twin Lakes development is continued in Twin Lakes Plat 4.

Luke Parris
April 29, 2016
Page 2

If you have any questions or comments concerning the project, please contact the writer at 225-8000.

VEENSTRA & KIMM, INC.

A handwritten signature in black ink, appearing to read 'H. R. Veenstra Jr.', with a stylized flourish at the end.

H. R. Veenstra Jr.

HRVJr:pjh
234689
Enclosure
cc: Bruce Gerleman

<p style="text-align: center;">CITY OF NORWALK REPORT TO THE NORWALK PLANNING COMMISSION</p>
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ITEM: Planning & Zoning Commission Member Representation on the Economic Development Committee

MEETING DATE: May 9, 2016

STAFF CONTACT: Wade Wagoner, AICP
Planning & Economic Development Director

GENERAL DISCUSSION: The City has an Economic Development Subcommittee that meets prior to each City Council meeting. This Subcommittee is advisory in nature and does not hold any approval authority. The Subcommittee exists to provide insight to staff on Economic Development projects and to provide guidance to developers on various projects.

In the past, Stephanie Riva had been involved with the Subcommittee through her role on the Planning & Zoning Commission. With Ms. Riva's new role on the City Council, she is still involved with the Subcommittee, but an opening has arisen for new involvement for the Planning & Zoning Commission. Anyone interested in being involved in the Subcommittee should contact Wade Wagoner at 981-9530.



MEMO

TO: Planning and Zoning Commission Members

FROM: Luke Parris, City Planner

DATE: April 12, 2016

RE: Subdivision Regulations

The City's Subdivision Regulations are a key piece of city code that guides the type of development in the City. Whereas the Zoning Ordinance specifically deals with allowable uses, the subdivision regulations deal with how land is divided and the criteria to do so. As with all regulations, it is important to revisit the language frequently to ensure that the code is in line with the goals of the City. The current Subdivision Regulations were adopted in October 2006. After recently updating the City's Zoning Ordinance, and with the current work updating the Land Use chapter of the Comprehensive Plan, staff feels it is important to look at the Subdivision Regulations to determine which areas might need updating. Below are a list of sections and some background on why we feel an update may be needed.

Review and Approval Procedures for Final Plats

Review and approval of a final plat is the last stage of the development process before building permits can be pulled. Smooth transition from the platting process to the building permit process is important to land developers. Often times at this stage the land developer has commitments for lots and has a desire to record the final plat so that abstracts can be created and land can be transacted upon. For the City, the final plat is a key step to ensuring that all public infrastructure is built in an acceptable manner. At times the City's interest and the developer interest come into conflict. Having a clear approval process can reduce the conflicts and provide a clear set of expectations to the developer.

The approval process as identified in the Subdivision Regulations is as follows:

1. Developer submits final plat to the City for review
2. Staff coordinates review and provides comments to the developer
3. Planning & Zoning Commission review and referral to Council with a recommendation
4. City Council consideration and approval
 - a. The Council shall not give final approval of the plat until all improvements serving the area of the final plat have been constructed and accepted by the Council.
 - b. The Council can give tentative approval of a final plat to approve the plat's street and lot layout prior to construction of required improvement with the condition the improvements will be completed prior to releasing the plat for recording at the county.
 - c. Approval of the final plat and final acceptance of improvements shall be given by resolution of the Council.
 - d. The Council directs the Mayor and City Clerk to certify the resolution and the plat as approved.

The process as described above has not been precisely followed during the current staff's administration of the code, nor has it been precisely followed when reviewing records of plat approval going back to 2006. The approval process used in practice has been as follows:

1. Developer submits final plat to the City for review
2. Staff coordinates review and provides comments to the developer
3. Planning & Zoning Commission review and referral to Council with a recommendation

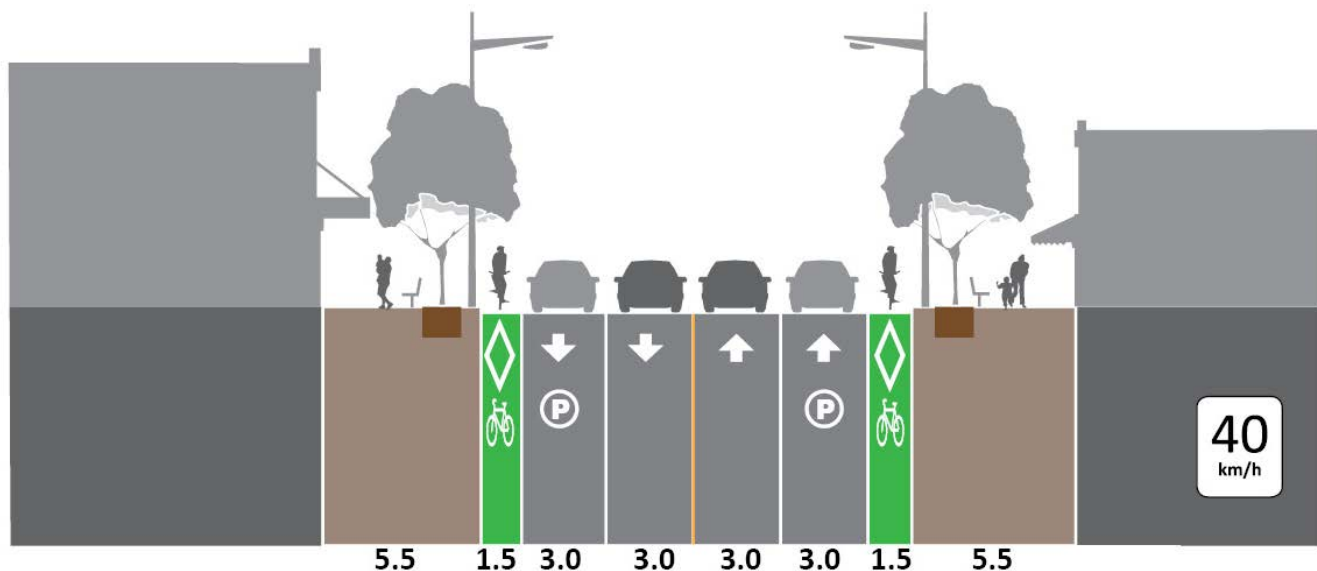
4. City Council consideration and approval

- a. The Council resolution includes a condition that the developer adheres to all provisions in the Subdivision Regulations. This has allowed staff to obtain Council approval and hold the final plat for recording until the City accepts the public infrastructure.
- b. The Public Works Department takes the acceptance of the public infrastructure to Council, usually on a separate timeline at a separate meeting.
- c. The Council resolution includes language allowing for the Planning & Economic Development Director, or his designee, to stamp, sign and release the final plat once all conditions of the Subdivision Ordinance are released.

Recent discussions with local developers have called to issue a concern with the need to wait for the City Council to formally approve the public infrastructure at a separate meeting. The development community contends that approval by Council is a formality as long as the Public Works Department has inspected the infrastructure and is recommending acceptance to the Council. A potential solution would be to allow City staff to release a plat for recording once the Public Works Department has inspected and decided to recommend acceptance to the Council.

Complete Streets Policy

The City of Norwalk was one of the first metro communities to adopt a complete streets policy into its subdivision regulations. The idea of Complete Streets is that a street should be designed to accommodate all users of the public right-of-way, such as bicyclists, pedestrians, automobiles, and transit use. Norwalk's Complete Streets Policy was adopted 10 years ago and large amount of additional research has gone into how Complete Streets should be designed. This section could be bolstered by looking at current examples of Complete Street policies and implementing some of the best practices.



Example cross section of a complete street

Street Design Standards

The Subdivision Regulations includes a long section describing the criteria for the design of streets in the City of Norwalk. The design of our streets has just as much impact on the aesthetic of the community as the Zoning Codes Architectural Standards. The section provides standards for:

- Compatibility with the Comprehensive Plan
- Continuity of Existing Streets or Planned Streets
- Traffic Circulation
- Street Intersection Design
- Block Length
- Cul-de-sac use and length
- Street Names

- Topographic Features
- Alleys
- Access to Major Thoroughfares
- Traffic Impact Studies
- Dedication to the City
- Street Widths
- Rural Cross Section Streets
- Street Grade
- Temporary Turnarounds

This section should be looked at in conjunction with the Complete Streets policy to ensure that the design standards are compatible with Complete Streets. Additionally, the City has adopted the Statewide Urban Designs and Standards (SUDAS) guidelines for public infrastructure. SUDAS is a great resource for general practices on design throughout the state of Iowa; however, with the current street design standards and the adoption of SUDAS, there are many cases of inconsistency between the two.

Lot Design Standards

This section will need a brief review to ensure that any changes made in the Zoning Ordinance update are incorporated into the lot design standards.

Drainage

This section provides details on how the City requires property to be drained. The City has recently started requiring that drainage easement be labeled as private when they are not leading into a public facility. This language should be formalized in the code. Further review of best practices in storm water management will be reviewed and considered for incorporation.

Parkland Dedication

This section provides details the requirement for dedicating parkland to the city. Developers currently have three options to meet the dedication requirement if they don't provide the parkland space in their development. Those options are:

1. Dedicate land owned elsewhere in the City for use as parks or trails.
2. Construct or install park improvements equal to the fair market value of the park land required.
3. Pay a cash deposit as a performance surety in an amount equal to the fair market value of the park land required.

These three options need to be reviewed to ensure they are still allowed under state law. If the options continue to be used, a definition of the fair market value of the land should be developed.

Fees

This section details the fees for the various development review activities conducted by the City. The fee structure should be reviewed in relation to the fees charged by other communities to determine if any adjustment is needed.



MEMO

TO: Planning and Zoning Commission Members

FROM: Luke Parris, City Planner

DATE: April 11, 2016

RE: Sign Regulations

The City of Norwalk has seen steady residential growth for the last few years. We have recently started to see development projects that will begin to grow the commercial side of Norwalk as well. Most of this commercial growth will be focused on the Iowa Highway 28 corridor and nearby ground. This new development will shape the look of the City for years to come. One way that the aesthetic of the community will be affected is through the signage put up for these new commercial developments. This memo serves as an overview of the City's sign regulations and as a discussion point for the type of signage that the community will desire in the future.

The City's sign regulations are included in Chapter 17.70 of the Zoning Ordinance (pages 201-212). The regulations cover prohibited signs, exemptions, on-premise signs, freestanding identifications signs, directory signs, building signs, projecting signs, marquees and awnings, directional signs, and temporary signs. The signs that will impact the aesthetics of the community the most are building signs and freestanding identification signs associated with commercial businesses.

Section 17.70.060 describes the regulations for freestanding signs. This section allows one freestanding sign for each street frontage of a lot, or one sign for each 300 feet of street frontage, whichever is greater. Commercial lots zoned C-O, C-1, C-2, and C-3 are allowed to have a monument sign or project identification sign. The C-3 district is also allowed to have a pole sign.

Monument Signs

A monument sign is a low to the ground sign for a specific business. Below are several examples of monument signs:



In the commercial districts, a monument sign is allowed size of 80 square feet and height of 7 feet. The monument sign must be setback from the front lot line a minimum of 10 feet. The code does allow for a monument sign to be larger than 80 square feet and 7 feet tall if it is setback further than 10 feet from the front lot line. For each one foot in additional setback, the height of the sign may increase by one foot, to a maximum of 15 feet. Additionally, for each one foot in additional setback, the area of the sign may increase by 4 square feet, to a maximum of 80 square feet (this may be an error in the code as the standard area identified and the area a sign can increase are the same).

Project Identification Signs

A project identification sign is a sign that identifies the name of a retail shopping center, or office, or industrial complex that has more than one tenant on a lot of 100,000 square feet or more and a minimum 300 feet of street frontage. Below are some examples of project identification signs:



A project identification sign is allowed to be 200 square feet in area, 25 feet high, and must be setback 15 feet from the front lot line. There is no provision to allow for a project identification sign to be larger than described.

Pole Signs

The only commercial district that allows a pole sign is the C-3 district. Pole signs are not defined by the zoning ordinance. Common knowledge states that a pole sign would be a sign elevated to a height on a pole. Below are some examples of pole signs:



A pole sign is allowed to be 80 square feet in area, 25 feet high, and must be setback 10 feet from the front lot line. There is no provision to allow for a pole sign to be larger than described.

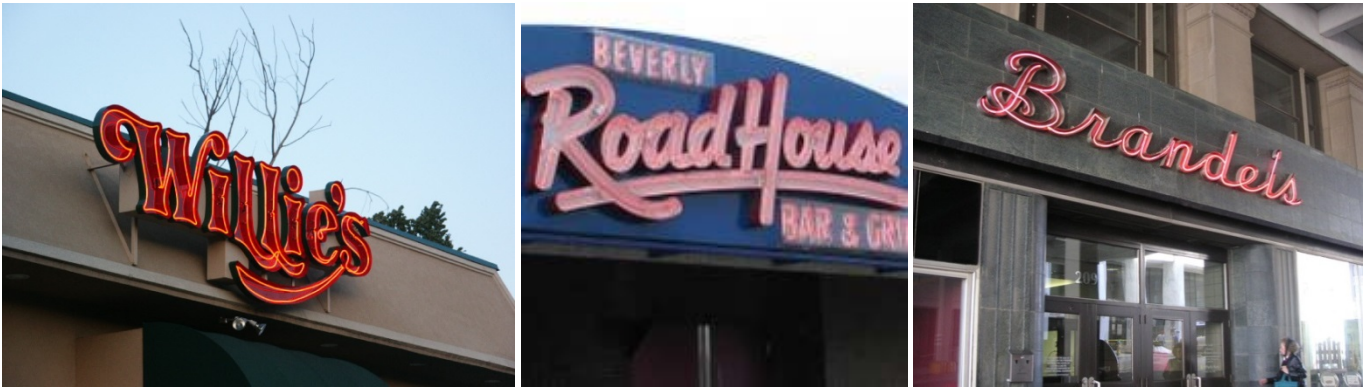
Building Signs

Buildings on commercial lots are allowed to have building signs in addition to any freestanding signs. Each street facing wall is allowed to have a building sign. Each wall may have multiple signs provided that the combined area of all building signs not exceeds 5 percent of the total square footage of the wall façade.

The code encourages building signs to be composed of solid individual letters and logos or individual illuminated self-contained letters and logos attached to the building exterior. Open-channel neon signs are permitted provided the neon does not flash. Panel signs are allowed for buildings with one occupant. Uniform panel sign systems for a multi-use building may be allowed if approved by Council with a recommendation by the Commission. Signs painted on the exterior wall are prohibited.



Examples of solid individual letter and logo signs



Examples of open-channel neon signs



Examples of panel signs

Style and Content of Signs

The types of signs allowed in the City greatly affect the aesthetic of commercial property in the community. For freestanding signs, the regulations require that they are constructed of materials which are acceptable to the City and compatible with the principal building's exterior wall materials. Building signs are required to incorporate aesthetic features compatible with the overall character of the zoning district and neighborhoods. Both of these statements offer guidelines for City staff when reviewing sign permits, though some thought could be given towards tying the language to the City's new architectural standards.

The content of a sign is considered to be protected speech and cannot specifically be regulated by the City. The sign regulation does prohibit signs that display obscene, indecent or immoral matter.