



**AGENDA**  
**PLANNING AND ZONING MEETING**  
**Norwalk City Hall, 705 North Ave**  
**Monday, January 22, 2018**  
**5:45 P.M.**

1. Call meeting to order at 5:45 P.M.
2. Approval of Agenda
3. Approval of Minutes – January 8, 2018
4. Chairperson – Welcome of Guests
5. Public Comment – 3-minute limit for items not on the agenda (No action taken)
6. New Business
  - a. Request from Ryan & Nicole Boyington to approve the Minor Subdivision Plat for The Reserve at Middle Creek
  - b. Request from Hubbell Properties, LLC and McClure Engineering to approve the Preliminary Plat of Legacy Circle Villas Plat 2
7. City Council Update – Stephanie Riva, Planning and Zoning Commission Liaison
8. Economic Development Update – Hollie Askey, Economic Development Director
9. Future Business Items
  - a. Intro to Planning & Zoning Workshop – April 2<sup>nd</sup> @ 6:00 PM – Ankeny
  - b. Stark Property
  - c. Sign Ordinance Revisions – Project Finance Signs
  - d. Private Street Code Language
  - e. Walkability Design
  - f. Affordable Housing – Housing Trust Fund
10. Next Meeting Date: February 12, 2018
11. Adjournment

## **REGULAR NORWALK PLANNING AND ZONING MEETING 01-08-2018**

### **Call to order**

The regular meeting of the Norwalk Planning and Zoning Commission was held at the Norwalk City Hall, 705 North Avenue, Monday, January 8, 2018. The meeting was called to order at 5:45 p.m. by Chairperson Judy McConnell. Those present at roll call were Judy McConnell, Donna Grant, John Fraser, Brandon Foldes and Barbara Bellizzi. Absent: Elizabeth Thompson

Staff present included: Luke Parris, Community Development Director, Hillarie Ramthun, Community Development Coordinator and Elliot Klimowski, Intern. Brian Baker, the City Council liaison was also present.

*(Thompson arrived at 5:46 p.m.)*

### **Approval of Agenda – 18-01**

Motion by Bellizzi and seconded by Grant to approve the agenda. Approved 6-0.

### **Approval of Minutes – 18-02**

Motion by Bellizzi and seconded by Fraser to approve the minutes from the December 11, 2017 meeting. Approved 6-0.

Chairperson McConnell welcomed the 3 guests present.

With no one wishing to speak, McConnell moved onto the first item of business.

### **New Business**

#### **Public Hearing and consideration of a zoning amendment to add a section related to Cellular Communications Towers to the City of Norwalk zoning ordinance –18-03**

Public Hearing opened at 5:48 p.m.

Parris explained the draft that was created in 2013 that specifically addressed the siting and development of Cellular Communications Towers in Norwalk. The ordinance was finalized in 2014, and could have been adopted into the City's Zoning Ordinance. Before the City could consider adopting the amendment, the state announced potential legislative changes to state law that could have an impact on the amendment. In spring of 2017, the City received a request to place a tower pole in the public right-of-way along Iowa Highway 28. The City adopted a six month moratorium to allow for research time to address requests. In May of 2017, the Governor signed a bill that amends the Iowa Cell Siting Act to allow certain types of cell towers in the public right of way. The City Attorney, Jim Dougherty, spoke and explained further what was written and why. Public Hearing closed at 6:03 p.m.

McConnell entertained a motion. Grant motioned to approve the zoning amendment. Thompson seconded.

Approved 6-0

#### **Request from the Norwalk Community School District to approve the Preliminary Plat of the Norwalk Elementary #3 Plat**

##### **–18-04**

Parris explained the Preliminary Plat and the maps that show parking and infrastructure. Parris addressed the concerns of North Avenue and traffic flow as well as the traffic study that had taken place months ago. Dougherty spoke to address the concerns as well and explained City Council shared same concerns and required the traffic study. Parris explained that as construction continues toward the west the traffic issue will be revisited. A reduction in speed west of the school site on Iowa Highway G14 was passed at the January 4th Council meeting.

David Bentz, Bishop Engineering, 3501 104th Street, Des Moines, approached the dais. Bentz explained the looped driveway which acts as a cuing area.

Motion by Bellizzi to approve the Preliminary Plat. Seconded by Grant with recommendation to pay special attention to traffic flow and work out those issues prior to construction. Approved 6-0

*(Thompson left at 6:24 p.m.)*

**Request from the Norwalk Community School District to approve the Site Plan for the Norwalk Elementary #3 Plat**

**-18-05**

This is a request to approve the Site Plan for the Norwalk Community School Districts new elementary school south of W. North Avenue and west of the City Water Tower. Parris explained the Site Plan and what will be projected by the School District and the traffic study performed by a third party to expand W. North Avenue to add turn lanes. David Bentz spoke regarding the almost mile long driveway and cuing area which would help eliminate the overflow of traffic sitting on W. North Avenue. P&Z Commissioners inquired about the parking and number of stalls in conjunction with the number of students and staff at the new school. Tom Wallen, FRK Architects, 2600 Westown Parkway, West Des Moines, interpreted what the NCSD will plan for the new school as a swing school for a short time and clarified what is expected for the parking lot and driveway situation.

Grant made a motion to approve the Site Plan for the Norwalk Elementary #3 Plat. Fraser seconded.

Approved 5-0

**Future Business Items-**

Stark Property

North Shore Preliminary Plat

Sign Ordinance Revisions

Private Street Code Language

Walkability Design

Affordable Housing Research

**City Council Update-** No update

**Next meeting Date – January 22, 2018.**

**Adjournment – 18-06**

Motion by Bellizzi and seconded by Fraser to adjourn the meeting at 6:46 p.m. Approved 5-0.

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Judy McConnell, Chairperson

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Luke Parris, Community Development Director



**PLANNING & ZONING COMMISSION  
AGENDA STATEMENT**

Item No. 6B  
For Meeting of 01.22.2018

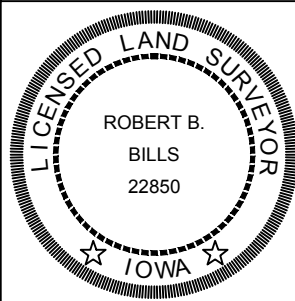
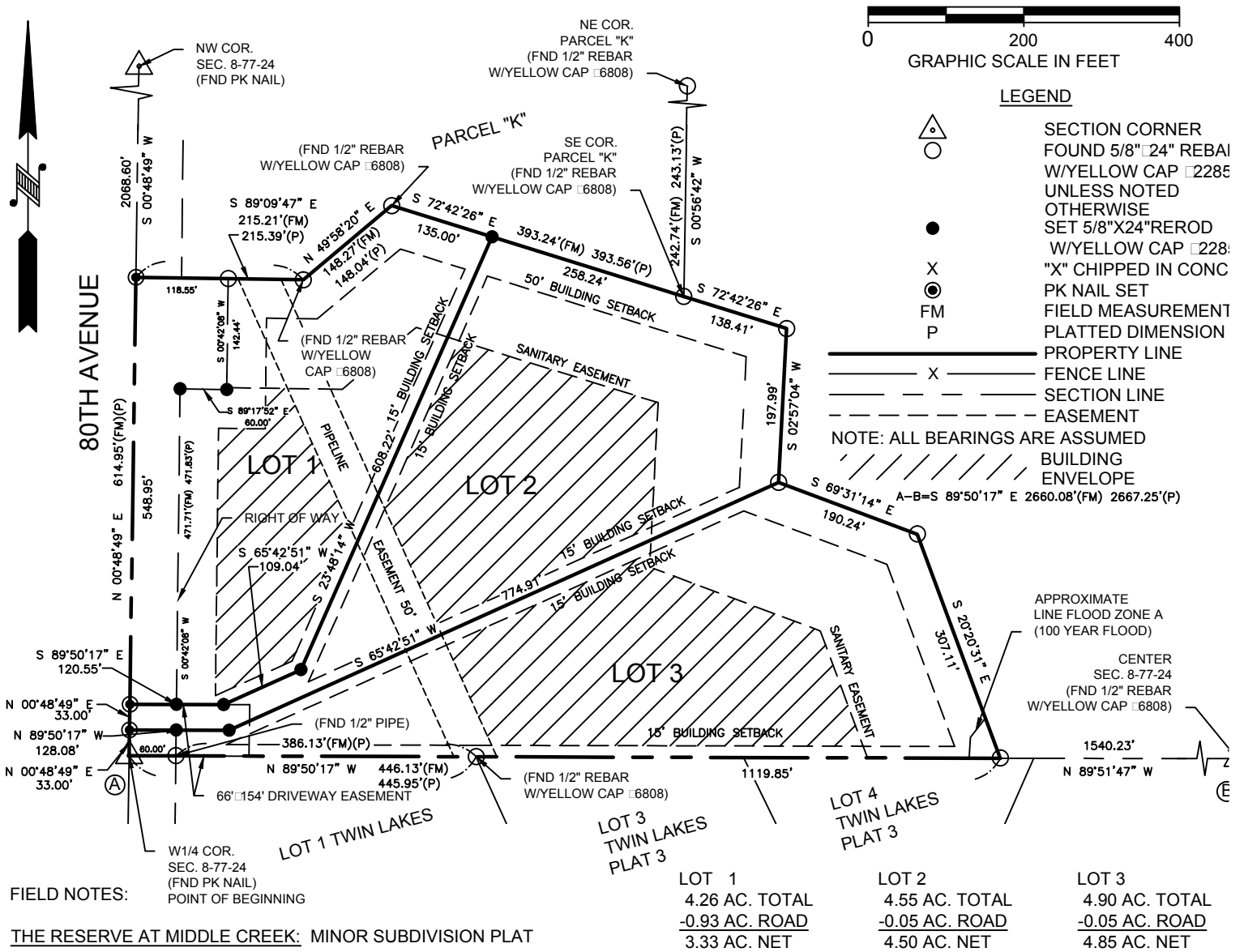
<b>ITEM TITLE:</b>	<b>Request from Ryan &amp; Nicole Boyington to approve the Minor Subdivision Plat for The Reserve at Middle Creek</b>
<b>CONTACT PERSON:</b>	<b>Luke Parris, AICP – Community Development Director</b>
<b>APPLICANT(S):</b>	Ryan and Nicole Boyington 204 SW Oakmont Street Ankeny, Iowa 50023
<b>GENERAL DESCRIPTION:</b>	In June 2016, the City received, reviewed, and approved a Neighborhood Sketch Plan for a potential subdivision outside of City limits. The proposed development was located north of the Twin Lakes Subdivision and to the east of 80 <sup>th</sup> Avenue. After approval from the City, the applicants have acquired the property and have brought forth a Minor Subdivision Plat to split the property into 3 residential lots. During approval of the Neighborhood Site Plan two stipulations were added to any potential development. The City requested that a driveway easement be shown of sufficient width to allow for a potential future street and that a sanitary sewer easement be identified for a potential future sanitary sewer main.
<b>VEHICULAR &amp; PEDESTRIAN TRAFFIC:</b>	The Minor Subdivision Plat identifies one driveway access onto 80 <sup>th</sup> Avenue/E. 27 <sup>th</sup> Street. That driveway access is covered by the requested easement from the City.
<b>UTILITIES: WATER, SANITARY SEWER, STORM SEWER.</b>	The subdivision does not include the installation of any City infrastructure and can therefore be platted as a Minor Subdivision Plat. The requested sanitary sewer easement has been shown at the rear of the lots. The City does not currently have plans for the installation of sewer in the area; however the location has been identified as a future corridor for sanitary sewer.
<b>ZONING HISTORY FOR SITE AND IMMEDIATE VICINITY:</b>	This site is not within Norwalk City Limits and therefore not zoned. Adjacent property to the south is existing rural estate development in the Twin Lakes subdivision. Property to the east and west is undeveloped agricultural ground currently being farmed. Directly to the north is another rural estate home and additional farm ground.

**STAFF  
RECOMMENDATION:**

Staff recommends that the request for the Minor Subdivision Plat of The Reserve at Middle Creek be approved with the following conditions:

- 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.

INDEX LEGEND	
COUNTY:	WARREN
DESIGNATION:	THE RESERVE AT MIDDLE CREEK (MINOR SUBDIVISION)
LOCATION:	IN PARCEL "K" SW1/4 NW1/4 SECTION 8, T77N, R24W
SITE ADDRESS:	N/A
PROPRIETOR:	RYAN AND NICOLE BOYINGTON AND MARK A. AND AUTUMN A. KLINE
REQUESTOR:	RYAN BOYINGTON
SURVEYOR COMPANY:	CENTRAL IOWA SURVEYING, LLC
RETURN TO:	ROBERT B. BILLS, P.O. BOX 67, JEFFERSON, IA 50129 PH: (515) 370-2399



I hereby certify that this land surveying document and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

Signature

Date

Robert B. Bills

License number 22850

My license renewal date is Dec, 31, 2018

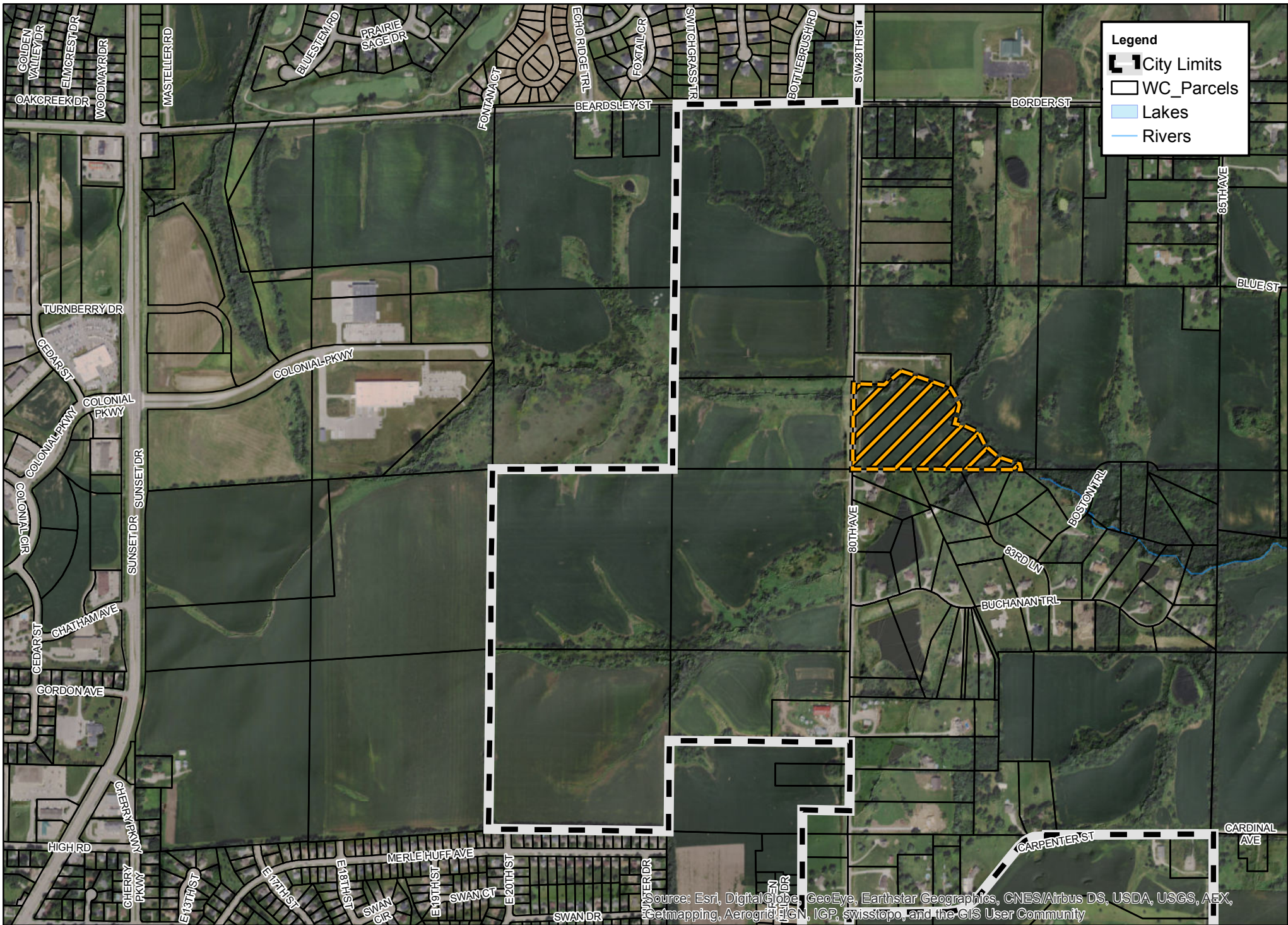
Pages or sheets covered by this seal:

1

CENTRAL IOWA SURVEYING, LLC  
P.O. BOX 67 JEFFERSON, IOWA 50129  
PHONE (515) 370-2399 EMAIL rbills@centraliowasurveying.com

FIELD WORK DATE: 1/18



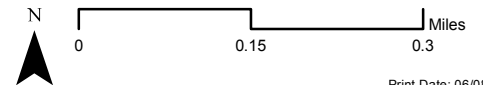


**Legend**

- City Limits
- WC\_Parcels
- Lakes
- Rivers



# Boyington Neighborhood Plan Vicinity Map



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



**PLANNING & ZONING COMMISSION  
AGENDA STATEMENT**

Item No. 6B  
For Meeting of 1.22.2018

<b>ITEM TITLE:</b>	<b>Request from Hubbell Properties, LLC and McClure Engineering to approve the Preliminary Plat of Legacy Circle Villas Plat 2.</b>	
<b>CONTACT PERSON:</b>	<b>Elliot Klimowski – Community Development Intern</b>	
<b>APPLICANT(S):</b>	Hubbell Properties II, LLC 6900 Westown Parkway West Des Moines, Iowa 50266	McClure Engineering 1360 NW 121 <sup>st</sup> St Clive, Iowa 50325
<b>GENERAL DESCRIPTION:</b>	This request would create 36 residential lots and private street right-of-way for Sawgrass Drive, as well as a paving addition for public street right-of-way for Colonial Circle.	
<b>IMPACT ON NEIGHBORHOOD:</b>	The properties currently surrounding are residential in nature, with the High Pointe apartment complex to the south, Legacy Circle Villas Plat 1 to the west, and the Townhomes at the Legacy to the southwest. A future commercial area bounds the plat to the north and east. The addition of the plat will be consistent with ongoing development in the Colonial Circle area.	
<b>VEHICULAR &amp; PEDESTRIAN TRAFFIC:</b>	The plat shows the continuation of Sawgrass Drive, a private street, bisecting the plat from Bristol to Cedar streets. The new right-of-way for Sawgrass Drive will be bound by speed bumps and private drive signage as shown in the construction documents. Colonial Circle will be completed with a paving addition outside of the plat boundary. Pedestrian routes will be consistent with existing trails and sidewalks on adjacent plats.	
<b>TRAIL PLAN:</b>	The plat shows a 5-foot sidewalk will be added on the south side of Sawgrass Drive, and an 8-foot sidewalk trail will be added to the south side of the Colonial Circle paving addition.	
<b>ZONING HISTORY FOR SITE AND IMMEDIATE VICINITY:</b>	This site was rezoned from TC – Town Center Commercial to R-3 Multi-Family Residential in late 2017. This zoning designation matches the neighboring townhomes plats, and the High Pointe apartment complex south of the plat is zoned R-4. The remainder of the “Circle” is zoned TC – Town Center Commercial, and the land immediately east of the Circle and the plat under review is zoned C-2 Community Commercial.	
<b>BUFFERS REQUIRED/ NEEDED:</b>	There are no buffering requirements for this plat.	
<b>DRAINAGE:</b>	Drainage from the plat flows into a local storm sewer system that empties into detention basins labeled Outlot Y and Outlot Z on the west side of the plat.	



<b>DEVELOPMENT HISTORY:</b>	Legacy Circle Villas Plat 1 was approved mid-2013.
<b>FLOODPLAIN:</b>	None of the proposed lots are located within a floodplain.
<b>PARKLAND:</b>	A parkland dedication agreement is in place within the PUD, specifically to dedicate land in the middle of Colonial Circle as park space.
<b>UTILITIES: WATER, SANITARY SEWER, STORM SEWER.</b>	<ul style="list-style-type: none"> <li>• A water main is provided tapping into two existing stub on the circle and then running around the plat edges and along the north side of Sawgrass Drive.</li> <li>• Hydrants are shown along Lookout Street and Peaceful Circle with adequate coverage.</li> <li>• A sanitary sewer runs along the south side of Sawgrass Drive and feeds into an existing sanitary sewer between lots 8 &amp; 9, and 26 &amp; 27.</li> <li>• An appropriate storm sewer and retention basin system was designed to convey water from the lots and street into the existing and new stormwater management system.</li> </ul>
<b>RELATIONSHIP TO COMPREHENSIVE LAND USE PLAN:</b>	This area is part of the Legacy PUD development area and is in keeping with the intended development of the neighborhood.
<b>STAFF ANALYSIS – ZONING ORDINANCE:</b>	<p>The Preliminary Plat consists of 36 residential lots. The plat consists of roughly 5 acres of land. The unit density is 7.2 du/acre.</p> <p>Sawgrass Drive will be a 26-foot-wide street in a 30-foot private right-of-way. The paving addition on Colonial Circle will be a 45-foot road in an 80-foot combined public right-of-way.</p>
<b>STAFF ANALYSIS – SUBDIVISION ORDINANCE:</b>	<p>The Subdivision Ordinance requires that Preliminary Plat submissions include such criteria as boundaries of property, engineer's certificate, easements and right-of-way widths. All information has been submitted by the applicant. The Final Plat shows platted building lines, property lines with dimensions, easements and right-of-way widths.</p> <p>The applicant will need to submit all other required documents prior to release of the final plat for recording.</p>
<b>STAFF RECOMMENDATION:</b>	<p>Staff recommends that the request for the Preliminary Plat of Legacy Circle Villas Plat 2 be approved with the following conditions:</p> <ul style="list-style-type: none"> <li>• That the applicant provides all supporting documentation required within the Norwalk Subdivision Regulations.</li> <li>• That any significant modifications to the plat be reviewed and approved by the Planning &amp; Zoning Commission and City Council.</li> </ul>

RESOLUTION NO. \_\_\_\_\_

**Resolution approving the Preliminary Plat of Legacy Circle Villas Plat 2**

WHEREAS, the Planning & Zoning Commission strives to; and,

WHEREAS, the Planning & Zoning Commission wishes to; and,

WHEREAS, the Preliminary Plat of Legacy Circle Villas Plat 2 has been reviewed by Planning & Zoning Commission at their regular meeting on January 22, 2018 and recommends approval of the Final Plat; and

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

WHEREAS, any significant modification to the Preliminary Plat be reviewed and approved by the Planning & Zoning Commission and City Council;

**NOW, THEREFORE, BE IT RESOLVED by the Planning & Zoning Commission of the City of Norwalk, Iowa, that**

**Section 1:** The Preliminary Plat of Legacy Circle Villas Plat 2 be approved as described and shown in Attachment "A" attached hereto and made a part thereof by reference.

Passed and approved this 22<sup>nd</sup> day of January, 2018.

\_\_\_\_\_  
Tom Phillips, Mayor

\_\_\_\_\_  
ATTEST:  
Jodi Eddleman, City Clerk

<b>ROLL CALL VOTE:</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kuhl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Livingston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Riva	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





OWNER  
HUBBELL PROPERTIES II, L.L.C.  
6900 WESTOWN PARKWAY  
WEST DES MOINES, IOWA 50266  
515-243-3228

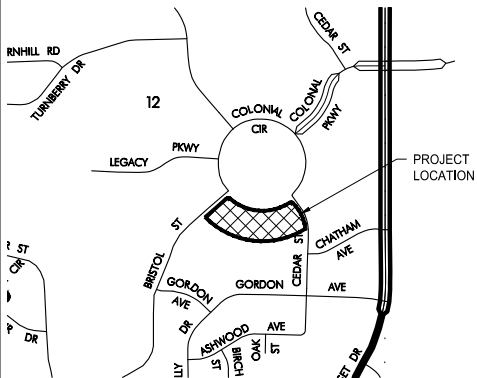
ENGINEER/SURVEYOR  
McCLURE ENGINEERING  
1360 NW 121ST ST  
CLIVE, IOWA 50325  
515-964-1229  
ATTN: CALEB SMITH  
csmith@mcclureengineering.com

ZONING  
EXISTING = PLANNED UNIT DEVELOPMENT

UTILITIES  
WATER: CITY OF NORWALK  
SEWER: CITY OF NORWALK  
NATURAL GAS: MID-AMERICAN ENERGY CO.  
ELECTRIC: MID-AMERICAN ENERGY CO.  
CABLE TV: MEDIACOM CABLE  
PHONE: CENTURY LINK  
ALL: IOWA ONE-CALL

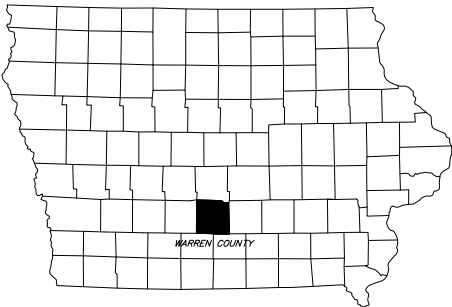
SETBACKS  
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NORTH OF SAWGRASS DR. 18.0'  
SIDE = 7.5'  
REAR = SOUTH OF SAWGRASS DR. 25.0'  
NORTH OF SAWGRASS DR. 10.0'

LEGAL DESCRIPTION  
OUTLOT B OF LEGACY PLAT 12



VICINITY MAP CITY OF NORWALK  
NOT TO SCALE

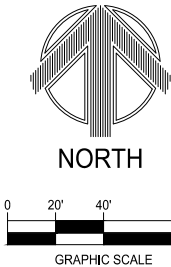
ALL CONSTRUCTION SHALL BE COMPLETED  
IN ACCORDANCE WITH 2017 IOWA STATEWIDE  
URBAN DESIGN STANDARD AND  
SPECIFICATIONS FOR PUBLIC IMPROVEMENTS  
AS ACCEPTED BY THE CITY OF NORWALK.



IOWA STATE MAP  
NO SCALE



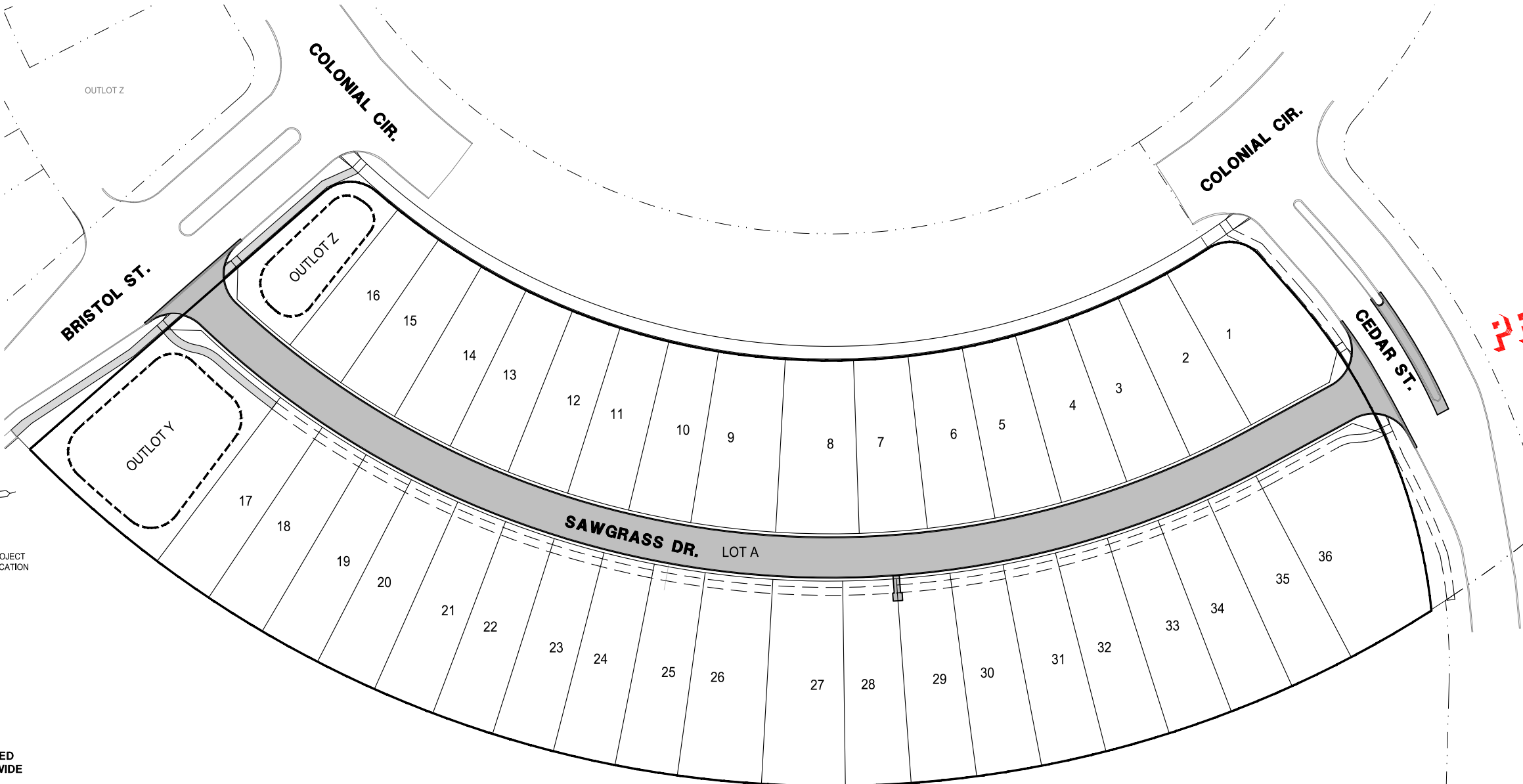
Sheet List Table		
Sheet No.	Sheet Title	Sheet Description
01	PP-01	COVER SHEET
02	PP-02	DIMENSION PLAN
03	PP-03	UTILITY, PAVING & UNIT LAYOUT
04	PP-04	GRADING PLAN



# LEGACY CIRCLE VILLAS PLAT 2

## PRELIMINARY PLAT

### NORWALK, IOWA



1360 NW 121ST. Street  
Clive, Iowa 50325  
515-964-1229  
fax 515-964-2370

NOTICE:  
McClure Engineering Company waives any and all  
responsibility and liability for problems which arise from  
failure to follow these Plans, Specifications, and the  
engineering intent they convey, or for problems which arise  
from failure to obtain and/or follow the engineers guidance  
with respect to any errors, omissions, inconsistencies,  
ambiguities, or conflicts which are alleged.

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reproductions, changes, or copies in any manner shall be  
made without obtaining prior written consent from McClure  
Engineering Company.



I HEREBY CERTIFY THAT THIS  
ENGINEERING DOCUMENT WAS  
PREPARED BY ME OR UNDER MY  
DIRECT PERSONAL SUPERVISION AND  
THAT I AM A DULY LICENSED  
PROFESSIONAL ENGINEER UNDER  
THE LAWS OF THE STATE OF IOWA.

DATE:  
CALEB A. SMITH, PE NO. 17983  
MY LICENSE RENEWAL DATE IS  
DECEMBER 31, 2019  
PAGES OR SHEETS COVERED BY THIS  
SEAL:  
01 - 04

LEGACY CIRCLE VILLAS PLAT 2  
PRELIMINARY PLAT

NORWALK, IA  
20217030  
November 2017

REVISIONS  
January 10, 2018 (City Comments)  
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ENGINEER  
C. SMITH  
DRAWN BY  
J. BECKER  
CHECKED BY  
C. SMITH  
FIELD BOOK NO.

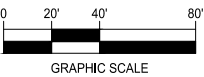
DRAWING NO.  
PP-01  
SHEET NO.  
01 / 04

**PRELIMINARY**

DIMENSION PLAN



NORTH



GRAPHIC SCALE

LEGACY CIRCLE VILLAS PLAT 2  
PRELIMINARY PLAT

NORWALK, IA  
20217030  
November 2017

REVISIONS  
January 10, 2018 (City Comments)

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ENGINEER  
C. SMITH

DRAWN BY  
J. BECKER

CHECKED BY  
C. SMITH

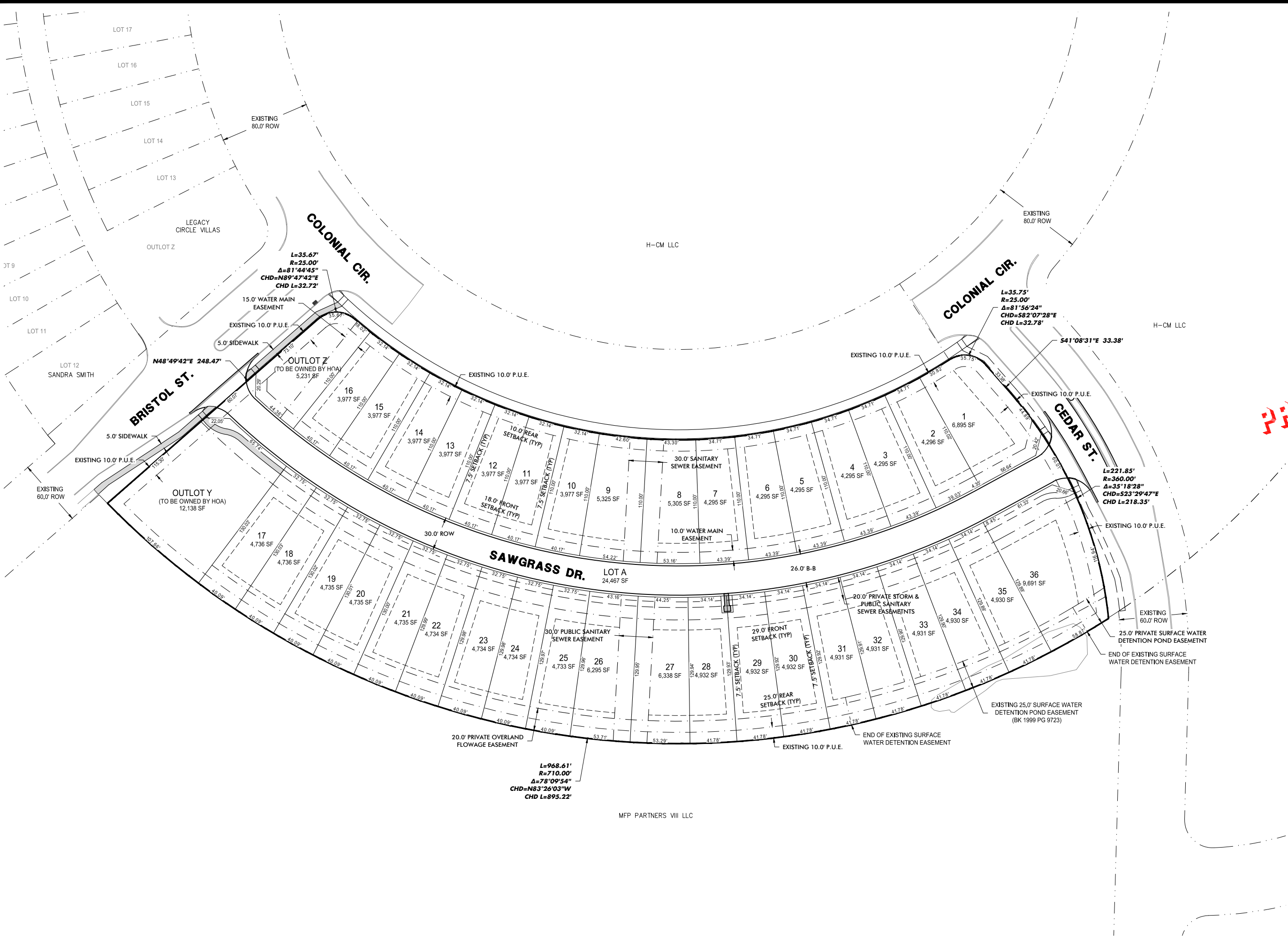
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DRAWING NO.

SHEET NO.

PP-02

02 / 04



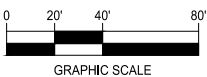


**PRELIMINARY**

UTILITY, PAVING &  
UNIT LAYOUT



NORTH



GRAPHIC SCALE

LEGACY CIRCLE VILLAS PLAT 2  
PRELIMINARY PLAT

NORWALK, IA  
20217030  
November 2017

REVISIONS  
January 10, 2018 (City Comments)

ENGINEER  
C. SMITH

DRAWING NO.

DRAWN BY  
J. BECKER

CHECKED BY  
C. SMITH

SHEET NO.

PP-03

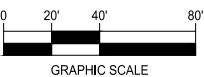
03 / 04

**PRELIMINARY**

GRADING PLAN



NORTH



GRAPHIC SCALE

LEGACY CIRCLE VILLAS PLAT 2  
PRELIMINARY PLAT

NORWALK, IA  
20217030  
November 2017

REVISIONS  
January 10, 2018 (City Comments)

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ENGINEER  
C. SMITH

DRAWING NO.  
PP-04

DRAWN BY  
J. BECKER

CHECKED BY  
C. SMITH

SHEET NO.  
04 / 04