



## **PLANNING AND ZONING COMMISSION**

### **Regular Meeting**

### **Monday, May 9, 2016**

Notice is hereby given that the **Planning and Zoning Commission** will hold a **Regular Meeting at 7:00 p.m. on Monday, May 9<sup>th</sup>, 2016**, in the Council Chambers of Johnston City Hall, 6221 Merle Hay Road, Johnston, Iowa, to discuss the following business:

#### **AGENDA:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Meeting Minutes:** Regular Meeting of April 25<sup>th</sup>, 2016
- 5. PZ 16-09; The Enclave Plat 3 Preliminary and Final Plat:** The applicant, The Enclave of Johnston, has proposed to subdivide 18.7 acres into three lots to be accessed from Enclave Circle and two outlots for future development.
- 6. PZ 16-10; Premier Lending Alliance Site Plan, 8831 Thomas Avenue:** The applicant, Premier Lending Alliance has submitted site plans for the development of a 9,342 square foot Credit Union on Lot 6 of The Windsor Office Park north of Thomas Avenue. The site is zoned Planned Unit Development, being part of the Windsor Office PUD.
- 7. PZ 16-11; Consider a recommendation of Ordinance 944 to add a definition of a raceway within Chapter 170, Zoning Sign Regulations of the City of Johnston Code of Ordinances:** In effort to clarify a key component in building signage installation and use, staff would request the definition of a "raceway" to be added to Chapter 170 of the Code of Ordinances.
- 8. Other Business**
- 9. Adjournment**

**Next Scheduled Regular Meeting: Monday, May 23<sup>rd</sup>, 2016.**

Posted on or before May 6<sup>th</sup>, 2016 at: Johnston City Hall, Johnston Public Library, Johnston Post Office, Johnston Public Works, Crown Point Community Center, and Johnston Website (<http://www.cityofjohnston.com/agendacenter>)



**PLANNING & ZONING COMMISSION**

City of Johnston  
 6221 Merle Hay Road, Johnston, IA 50131

Minutes  
 Regular Meeting: Monday, April 25, 2016

**AGENDA**

**1. Call to Order**

Chairman Petersma called the meeting to order at 7:00 p.m.

**2. Roll Call**

	Spencer	Severino	Johnson	Smith	Whitaker	Petersma	Anderson
<b>Present</b>	X	X		X	X	X	X
<b>Absent</b>			X				

**City Staff Present:** David Wilwerding, Aaron Wolfe, Rebekah Davis

**3. Approval of Agenda**

Petersma called for a vote to approve the amended agenda with item 6. PZ 16-08; Windsor Office Park PUD Amendment – Rezone removed as requested by the applicant.

	Spencer	Severino	Johnson	Smith	Whitaker	Petersma	Anderson
<b>Aye</b>	X	X		X	X	X	X
<b>Nay</b>							
<b>Abstain</b>							

**4. Approval of Meeting Minutes:** Regular Meeting of April 11, 2016.

**Roll Call Vote:**

	Spencer	Severino	Johnson	Smith	Whitaker	Petersma	Anderson
<b>Aye</b>	X	X		X	X	X	X
<b>Nay</b>							
<b>Abstain</b>							

**5. PZ 16-06; Grunsted Plat 1 Preliminary and Final Plat:** The applicant, Cody Grunsted, wishes to replat this property into two lots. Proposed Lot 1 would contain the existing home on the property. Proposed Lot 2 is intended for future home construction.

Wolfe presented the staff report.

Petersma opened for public comment.

No public comment was received.

Motion by Anderson, second by Whitaker to approve PZ 16-06; Grunsted Plat 1 Preliminary and Final Plat, subject to the following conditions:

1. The project shall conform to the requirements, standards and regulations of the City of Johnston.

**The Planning & Zoning Commission recommends approval of PZ Case No. 16-06, the Preliminary and Final Plat for Grunsted Plat 1, with the following conditions:**

1. The project shall be in conformance and in accordance with the requirements, standards and regulations of the City of Johnston, and any other requirement of state or federal law or administrative rule.
2. Council waiver of requirement to connect to sanitary sewer as none is currently available in the vicinity.
3. Indicate the location and size of the proposed domestic connection for lot 2 on the preliminary plat.
4. Revise the preliminary plat accordingly to show a 6” public water main within the ROW in lieu of 8”.
5. Submission of all final plat documentation to City’s Staff and Attorney, for review and approval, must occur six (6) working days prior to the City Council’s regular meeting.

**Roll Call Vote:**

	<b>Spencer</b>	<b>Severino</b>	<b>Johnson</b>	<b>Smith</b>	<b>Whitaker</b>	<b>Petersma</b>	<b>Anderson</b>
<b>Aye</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Nay</b>							
<b>Abstain</b>							

6. **Consider recommendation of a Complete Streets Policy:** The Des Moines Area MPO encourages metro City’s to adopt a complete streets policy (streets designed to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders) and has indicated future funding for road projects would likely be limited to City’s who have adopted such a policy. As a means of facilitating adoption, the MPO has created a model policy for consideration. The Johnston Public Works Council Ad Hoc Subcommittee has reviewed the template and suggested a number of amendments to the policy to fit our community. The Council has reviewed this policy and requested a recommendation from the Parks Board and the Planning and Zoning Commission.

Wilwerding presented the staff report.

Anderson inquired if the complete streets policy would concentrate pedestrian friendly streets around schools.

Wilwerding stated that the complete streets policy would not apply specifically to areas around schools. However, this policy will require us to take into consideration pedestrians and school traffic when designing roadways. The National Association of City Transportation Officials (NACTO) standards mentioned in the complete streets policy incorporates traffic calming measures and other stipulations to create safer roads for pedestrians.

Petersma noted that the City has invested into bike trails that are not being utilized; for example, the bike trail along 62<sup>nd</sup> Avenue. Despite this investment there are still bicyclists on busy streets. He inquired if the City had any tools to promote bicyclists to use the roadways just as easily, quickly and safely but not be on the busy thoroughfares?

Wilwerding noted that bicyclists have the right to use the thoroughfare along with motorists and that the City can't employ any prohibitive measures on bicyclists, even if there is a trail or other facilities near the road. As we look at road design in the future, if we have a large population of bicyclists on specific roads we may consider creating bike lanes, which would be consistent with the intent of the Complete Streets Ordinance.

Petersma asked if a bike lane on 62<sup>nd</sup> Avenue would be redundant considering that there is a 10 foot bike trail along both sides of the road.

Wilwerding noted that the trail is not exclusively for bicyclists. Pedestrians also use the bike trails.

Petersma affirmed his concern for the safety of bicyclists and inquired if there could be public safety campaign encouraging bicyclists to use the bike trails.

Wilwerding stated there could potentially be a legal issue involved in discouraging the use of certain roadways to bicyclists however; staff will research additional options for this recommendation.

Motion by Smith, second by Whitaker to approve the consideration of the recommendation of a Complete Streets Policy.

**Roll Call Vote:**

	<b>Spencer</b>	<b>Severino</b>	<b>Johnson</b>	<b>Smith</b>	<b>Whitaker</b>	<b>Petersma</b>	<b>Anderson</b>
<b>Aye</b>	<b>X</b>	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Nay</b>							
<b>Abstain</b>							

**7. Other Business.**

Petersma inquired if the City Code included restrictions on the painting finished materials.

**8. Adjournment**

Meeting adjourned at 7:22 PM.

\_\_\_\_\_ **Chair**

\_\_\_\_\_ **Secretary**



# Planning & Zoning Commission

COMMUNITY DEVELOPMENT DEPARTMENT

May 9, 2016 Meeting

**SUBJECT:** Consider recommending approval of PZ Case 16-09, the Preliminary and Final Plats for The Enclave Plat 3. The property is located east of NW Beaver Drive and north of NW 78<sup>th</sup> Avenue.

**SYNOPSIS:**

The Enclave of Johnston proposes to subdivide 18.7 acres into three lots to be accessed from Enclave Circle and two outlots for future development.

**RECOMMENDATION:**

Staff recommends approval and provides the following motion for the commission’s consideration:

**The Planning & Zoning Commission recommends approval of PZ Case No. 16-09, the Preliminary and Final Plat for The Enclave Plat 3, with the following conditions:**

1. The project shall be in conformance and in accordance with the requirements, standards and regulations of the City of Johnston, and any other requirement of state or federal law or administrative rule.
2. Submission of all final plat documentation to City’s Staff and Attorney, for review and approval, must occur six (6) working days prior to the City Council’s regular meeting.
3. Plat approval is contingent on annexation of the subject property. The final plat cannot be filed until acknowledgement of annexation is received from the Secretary of State.
4. Conservation easements are not required on Lots 1-3 provided a conservation easement of sufficient size is provided to protect existing trees and sensitive drainageways upon future subdivision of south-adjacent Outlot ‘X’.
5. Address comments from Foth’s review letter dated May 3, 2016.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to recommend approval of PZ Case No. 16-09, the Preliminary and Final Plat for The Enclave Plat 3, with the noted conditions.

**Attachments:**

- Vicinity Map
- Preliminary and Final Plat prepared by Associated Engineering Company of Iowa, Inc., received 4/27/16.
- Development Review Comments

APPLICANT/  
PROPERTY OWNER:

Kevin Kohles/Doug Siedenberg  
5500 Merle Hay Road, Suite G  
Johnston, IA 50131

REPRESENTATIVE:

Vic Piagentini  
Associated Engineering Company of Iowa, Inc.  
2917 Martin Luther King Jr. Parkway  
Des Moines, IA 50310

BACKGROUND &  
PRIOR APPROVALS:

The subject property consists of Outlot Z of The Enclave and Lot 4 Hughes Acres. Hughes Acres was platted in unincorporated Polk County in 1976.

Lot 1 of Hughes Acres was annexed into the City of Johnston on July 23, 1981, and given a zoning designation of R-1. In 1995, with the adoption of a new Zoning Ordinance, the property was zoned R-1(100). Lot 1 Hughes Acres was re-platted as The Enclave via Resolution 06-265 on 11/20/2006 (PZ Case 06-52) to subdivide 9.96-acres into 16 single-family residential lots and one outlot (Outlot Z).

*Annexation*

Lot 4 Hughes Acres remains in unincorporated Polk County. The City Council initiated a review of an application for voluntary annexation and establishment of zoning district classification at their March 21<sup>st</sup>, 2016, meeting and referred it to the Planning and Zoning Commission for review and recommendation.

On May 2<sup>nd</sup>, 2016, The Johnston City Council approved Resolution 16-89 approving the voluntary annexation of the subject property and establishing a zoning class of R-1(100). Because the annexation area is not within two miles of another city, the request bypasses the City Development Board and goes directly to the Secretary of State. Staff is awaiting confirmation of approval. Staff recommends a condition of approval to subject plat approval on successful annexation of the subject property.

ZONING DISTRICT &  
BULK  
REQUIREMENTS:

The property is zoned as R-1(100), Single Family Residential District, allowing the following bulk regulations:

- Minimum Lot Area = 15,000 Square Feet
- Minimum Lot Width = 100 Feet
- Front Yard Setback = 40 Feet
- Rear Yard Setback = 40 Feet
- Side Yard Setback = 10 Feet one side, 21 Feet total

TRAFFIC ACCESS &  
CIRCULATION:

The proposed lot consolidation does not impact existing traffic access or circulation patterns.

**PUBLIC UTILITIES:**

Utilities to serve lots 1-3 were constructed with the public improvements for Plat 1. Outlots X and Y are undevelopable without further platting action with provisions to provide water and sewer service.

Water: An 8-inch water main is present on the north side of Enclave Circle. Lots 1-3 will be served by individual connections to said main. Lines must be bored and cased under the roadway. The plat includes a note stipulating the future owner of each lot is responsible for connecting to the main.

Sanitary Sewer: Lots 1-3 will be served by individual connection to low pressure sewer on the south side of Enclave Circle. Each lot must be served by grinder pump. The plat includes a note indicating the future owner of each lot is responsible for purchasing a grinder pump from the City of Johnston and connecting to the low pressure main.

**OUTLOT 'Z':**

Staff has fielded questions from adjacent property owners in The Enclave regarding ownership of Outlot 'Z'. According to the Polk County Assessor's website, Outlot 'Z' is owned by The Enclave of Johnston, LLC. and not the homeowner's association.

Covenants filed with The Enclave Plat 1 stipulate Outlot 'Z' shall be maintained by the association and state the association is obligated to accept Outlot 'Z' when/if the Enclave of Johnston LLC chooses to convey said property to the association. Rather than convey Outlot 'Z', the owner is choosing instead to re-plat Outlot 'Z' in combination with the south-adjacent property to create proposed lots 1-3 of The Enclave Plat 3.

**CONSERVATION EASEMENTS:**

The Enclave Plat 1 was platted with conservation easements primarily around the perimeter of the site. The Conservation Easements were intended to protect existing trees and sensitive drainage areas by requiring area within the easement remain untouched, allowing only removal of dead or unsafe trees and prohibiting planting of sod. While the lots adjacent to proposed lots 1-3 do have a 35' overland flowage and conservation easement, no such easements are proposed with this plat. Staff suggests a condition of approval waiving any requirement for conservation easements on Lots 1-3 provided a conservation easement of sufficient size is provided on the south adjacent property when Outlot 'X' is subdivided in the future.

**DRAINAGE:**

Due to the limited impact, no further drainage analysis was required. A detailed drainage analysis will be required with further platting of Outlots X and Y.

**FLOODPLAIN:**

This property is within Zone X on the Flood Insurance Rate Map and is outside of the 500-year flood plain

ADJACENT OWNER  
NOTICE:

Notice was sent to the properties adjacent to this site to make them aware of the proposed development. A copy of the notice and mailing list are attached.

CONSULTANT  
COMMENTS:

Foth Infrastructure & Environment, LLC has reviewed the Site Plan and offered comments in their April 19, 2016 and May 3, 2016 review letters. Staff recommends a condition of approval requiring all outstanding issues be addressed prior to recordation of the final plat.

DOCUMENTS  
REQUIRED WITH  
THE FINAL PLAT:

In order to proceed to the City Council with the Final Plat, the following documents/payments are required:

1. Attorney's Title Opinion
2. Polk County Treasurer's Tax Certificate
3. Consent to Plat (Owner)
4. Consent to Plat (Lender) (If Applicable)
5. Trail Easement for extension of NW Beaver Drive Trail



# MEMORANDUM

## *City of Johnston, Iowa*

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### **SENT VIA EMAIL**

DATE: April 20, 2016

TO: Keven Kohles, Enclave of Johnston  
Vic Piagentini, AEC

FROM: Aaron Wolfe, AICP  
Senior Planner

### **RE: The Enclave Plat 3 Preliminary and Final Plats**

Staff has reviewed the submittal and provides the following comments in addition to those provided by consulting engineer Foth Infrastructure and Environment:

#### **Regarding the Preliminary Plat:**

1. Provide Tree inventory for all trees greater than 6" diameter on Lot 2 (can be limited to area to building envelope).
2. List bulk requirements on both preliminary and final plat (fys -40', rys - 40', sys - 10'/21').
3. Indicate proposed utility connections.
4. Include a note on the plat stipulating utility extensions must be completed prior to issuance of a building permit.
5. Include a note indicating grinder pumps are needed for sanitary sewer service and must be purchased from the City of Johnston.
6. Remove "ghost" lines depicting proposed future lot and cul-de-sac configurations.
7. Easements are needed for extension of the NW Beaver Drive Trail. When the trail project engineer communicates said needs, staff will relay to applicant and AEC for incorporation into the plat.

#### **Final Plat Comments:**

8. Following are the addresses to be assigned to lots 1-3:  
Lot 1 – 6264  
Lot 2 – 6256  
Lot 3 – 6248
9. Please note, in order to proceed to the City Council with the final plat, the following documents/payments will be required:
  - Attorney's Title Opinion
  - Polk County Treasurer's Tax Certificate
  - Consent to Plat (Owner)
  - Consent to Plat [Lender (If Applicable)]
  - Trail easement

All original executed final plat legal documentation must be submitted to the Community Development Department a minimum of 6 working days prior to the City Council meeting date. Copies of the final plat documents will then be routed to the City Attorney by the Community Development Department.

A development review meeting has been scheduled for Wednesday, April 20, 2016 at 1:30 p.m. to review this project. Upon resubmission of the revised plat, 2, 11 x 17 inch copies and 4 full size plats will be required along with a detailed cover letter detailing all changes to the plat.

Revisions submitted by April 27<sup>th</sup>, 2016 will proceed to the Planning and Zoning Commission on May 9<sup>th</sup>, 2016. The City Council will consider approval of this project at their May 16<sup>th</sup>, 2016 meeting. If you have any questions, please contact me at 727-7766 or by email at [awolfe@ci.johnston.ia.us](mailto:awolfe@ci.johnston.ia.us).



May 3, 2016

Aaron Wolfe, Senior Planner  
City of Johnston, P.O. Box 410  
6221 Merle Hay Road  
Johnston, IA 50131

RE: The Enclave Plat 3  
Development Review 2  
Case No. PZ 16-09

Foth Infrastructure and Environment, LLC has completed a review of the Preliminary Plat and Final Plat received April 27th, 2016 for the above referenced project. Based on our review, the following comments are offered:

**Preliminary Plat**

1. A note shall be added to specify all services under Enclave Circle shall be bored.

**Final Plat**

2. No further comments.

Please contact me at 515.251.2564 if you have questions or comments.

Sincerely,

**Foth Infrastructure & Environment, LLC**

A handwritten signature in blue ink, appearing to read "Joshua C. DeBower".

Joshua C. DeBower, P.E.  
*Lead Civil Engineer*

JCD: mms3



# Notice of Proposed Development *City of Johnston, Iowa*

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May 3, 2016

## **PZ Case No. 16-09; The Enclave Plat 3 Preliminary and Final Plat**

The Enclave of Johnston proposes to subdivide 18.7 acres into three lots to be accessed from Enclave Circle and two outlots for future development. The property is currently the subject of voluntary annexation into the city and a petition to establish the area as part of the R-1(100) Single Family Residential, zoning district.

The proposed site plan and building elevations are available below.

### **Applicant:**

Enclave of Johnston  
5500 Merle Hay Road  
Johnston, IA 50131

### **Meeting Schedule:**

Planning and Zoning Commission, Monday, May 9, 2016  
City Council Meeting (tentative), Monday, May 16, 2016

Both meetings will be held in the Council Chambers of Johnston City Hall, 6221 Merle Hay Road and begin at 7:00 p.m. The public is welcome and invited to attend the above noted meetings and an opportunity will be provided for you to make comments on the proposed request.

### **Staff Contact:**

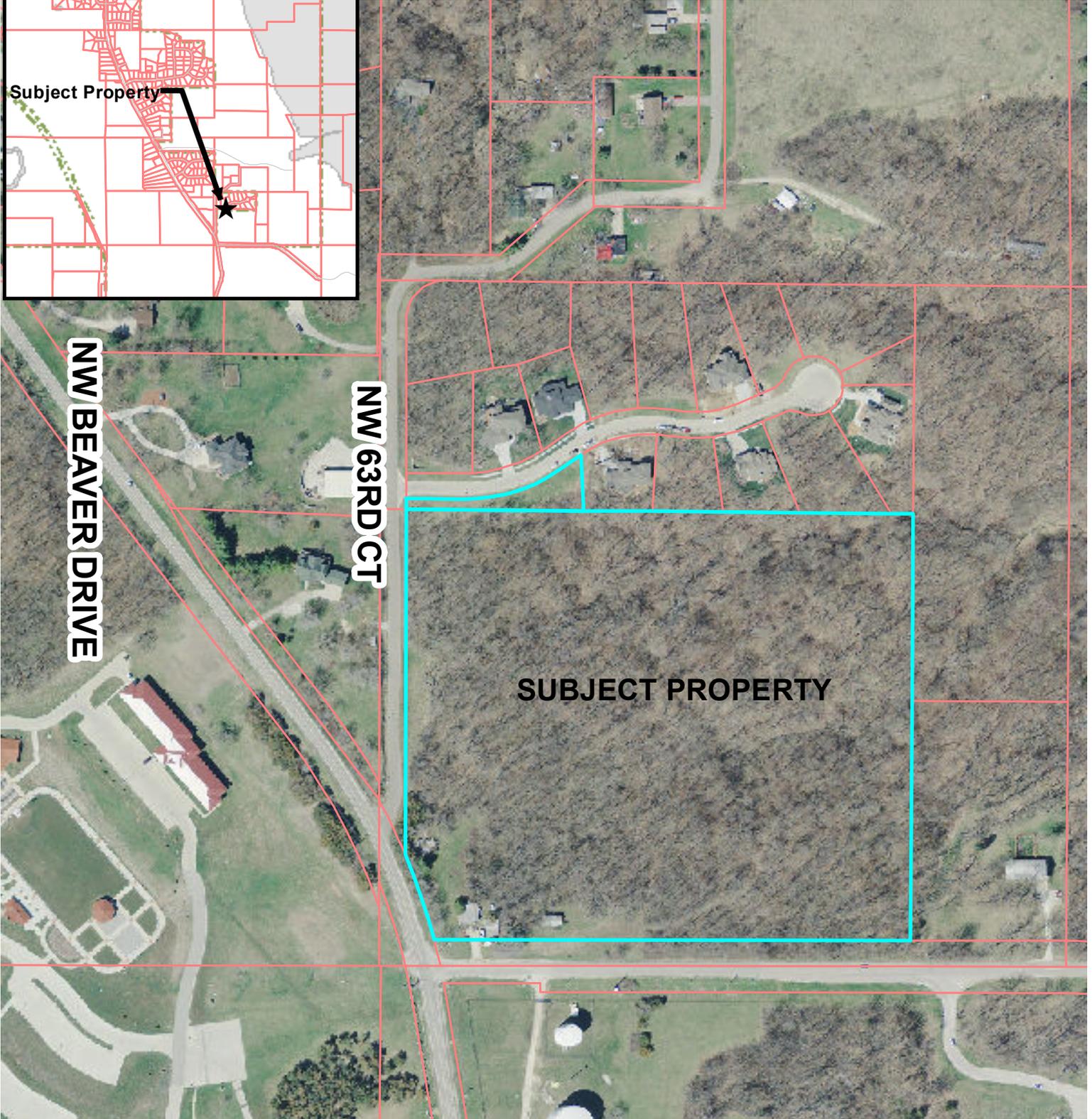
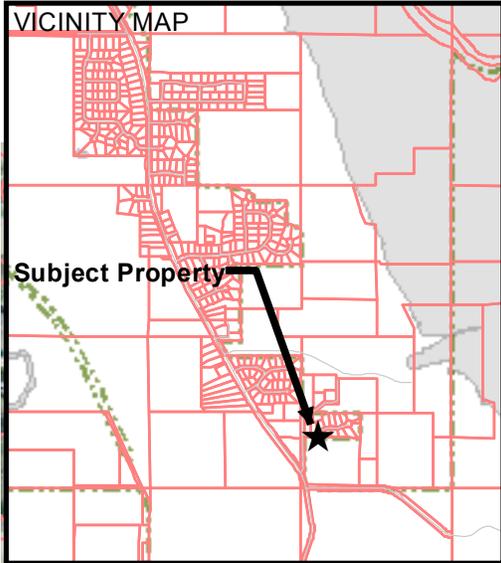
Comments and questions about this application may be directed to:

Aaron Wolfe, AICP  
Senior Planner  
City of Johnston  
6221 Merle Hay Road, Box 410  
Johnston, IA 50131  
Phone: (515) 727-7766  
Email: [awolfe@cityofjohnston.com](mailto:awolfe@cityofjohnston.com)

### **Attachments:**

Vicinity Map  
Preliminary and Final Plats

# PZ CASE 16-09 The Enclave Plat 3 Preliminary & Final Plat



Created by City of Johnston Department of Community Development  
6221 Merle Hay Road, P.O. Box 410, Johnston, IA, 50131-0410 (515)278-2344 Fax:(515)278-2033

PRELIMINARY PLAT  
**THE ENCLAVE**  
**PLAT 3**  
 SHEET 1 OF 1

OWNER/DEVELOPER  
 THE ENCLAVE OF JOHNSTON LLC  
 1850 NW 180TH ST STE 450  
 CLIVE, IA 50822-0511

CITY OF JOHNSTON  
 COMMUNITY DEV. DEPT.  
 DATE REC'D: 04/12/2010  
 CASE NO.: PZ 110-09

ZONING  
 R1-100 (PROPOSED)

BULK REGULATIONS  
 FRONT YARD SETBACK- 40'  
 REAR YARD SETBACK- 40'  
 SIDE YARD SETBACK- 21' TOTAL, 10' MIN

LEGAL DESCRIPTION  
 LOT 4, HUGHES ACRES, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF FOLK COUNTY, IOWA, CONTAINING 18.91 ACRES, MORE OR LESS,  
 AND  
 OUTLOT Z IN THE ENCLAVE, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF JOHNSTON, FOLK COUNTY, IOWA, CONTAINING 0.51 ACRES, MORE OR LESS.  
 SAID PARCELS CONTAIN 18.70 ACRES, MORE OR LESS.

- NOTES
1. CORNERS SHOWN TO BE SET ON THIS PLAT WILL BE ESTABLISHED WITHIN ONE YEAR OF THE RECORDING OF THIS PLAT.
  2. FEMA FLOOD ZONE INFORMATION:  
 ZONE X  
 COMMUNITY PANEL NUMBER 16040008D & 16048004D  
 REVISED 7/19/2000
  3. NO GRADING OR TREE REMOVAL IS PROPOSED WITH THIS PLAT.
  4. THE INDIVIDUAL LOT OWNERS ARE RESPONSIBLE FOR INSTALLATION OF THEIR OWN WATER, SANITARY, & STORM SEWER SERVICES. UTILITY EXISTENCES MUST BE COMPLETED PRIOR TO ISSUANCE OF A BUILDING PERMIT.
  5. SANITARY SEWER SERVICE WILL BE A GRINDER PUMP SYSTEM PURCHASED FROM THE CITY OF JOHNSTON.
  6. GRADING/STORM RENOFF  
 (A) INDIVIDUAL LOT OWNERS ARE RESPONSIBLE FOR GRADING THEIR LOT TO CONVEY RUNOFF GENERATED FROM THEIR LOT AND RUNOFF GENERATED FROM ADJACENT LOTS IN SUCH A MANNER AS TO NOT:  
 (G) DAMAGE DOWN STREAM PROPERTY.  
 (B) RESTRICT OFF SITE FLOW FROM BEING CONVEYED ACROSS THEIR LOT.  
 (C) CHANGE THE GENERAL DIRECTION OF FLOW OF RUNOFF.  
 (D) INDIVIDUAL LOT OWNERS ARE RESPONSIBLE FOR ENSURING THEIR SITE IS GRADED TO PROTECT THEIR PRIVATE PROPERTY FROM ANY AND ALL DAMAGE FROM STORM RENOFF GENERATE ONSITE OR OFF SITE.

BULK REQUIREMENTS  
 FRONT YARD SETBACK 40'  
 REAR YARD SETBACK 40'  
 SIDE YARD SETBACK 10'/21'

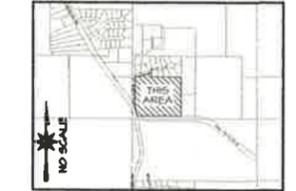
LINE TABLE

LINE	BEARING	DISTANCE
M-1	S04°24'41"E	12.42'
P-1		12.42'
M-2	N80°01'50"E	41.51'
P-2		41.51'

CURVE TABLE

CURVE	ARC	CHORD BEARING	RADIUS	DELTA	CHORD	TANGENT
M-1	301.02'	N12°48'43"E	325.00'	55°28'21"	171.88'	108.84'
M-2	200.80'		325.00'	55°28'06"	111.12'	
M-3	130.50'	N4°10'02"E	115.34'	8°49'54"	150.30'	40.51'
M-4	120.18'		115.34'			
C-1	21.62'	S68°51'34"E	325.00'	8°44'54"	21.61'	10.21'
C-2	121.80'	S71°45'55"E	325.00'	11°55'14"	121.84'	51.39'
C-3	111.15'	S61°58'43"E	325.00'	19°42'23"	111.50'	54.08'

VICINITY SKETCH

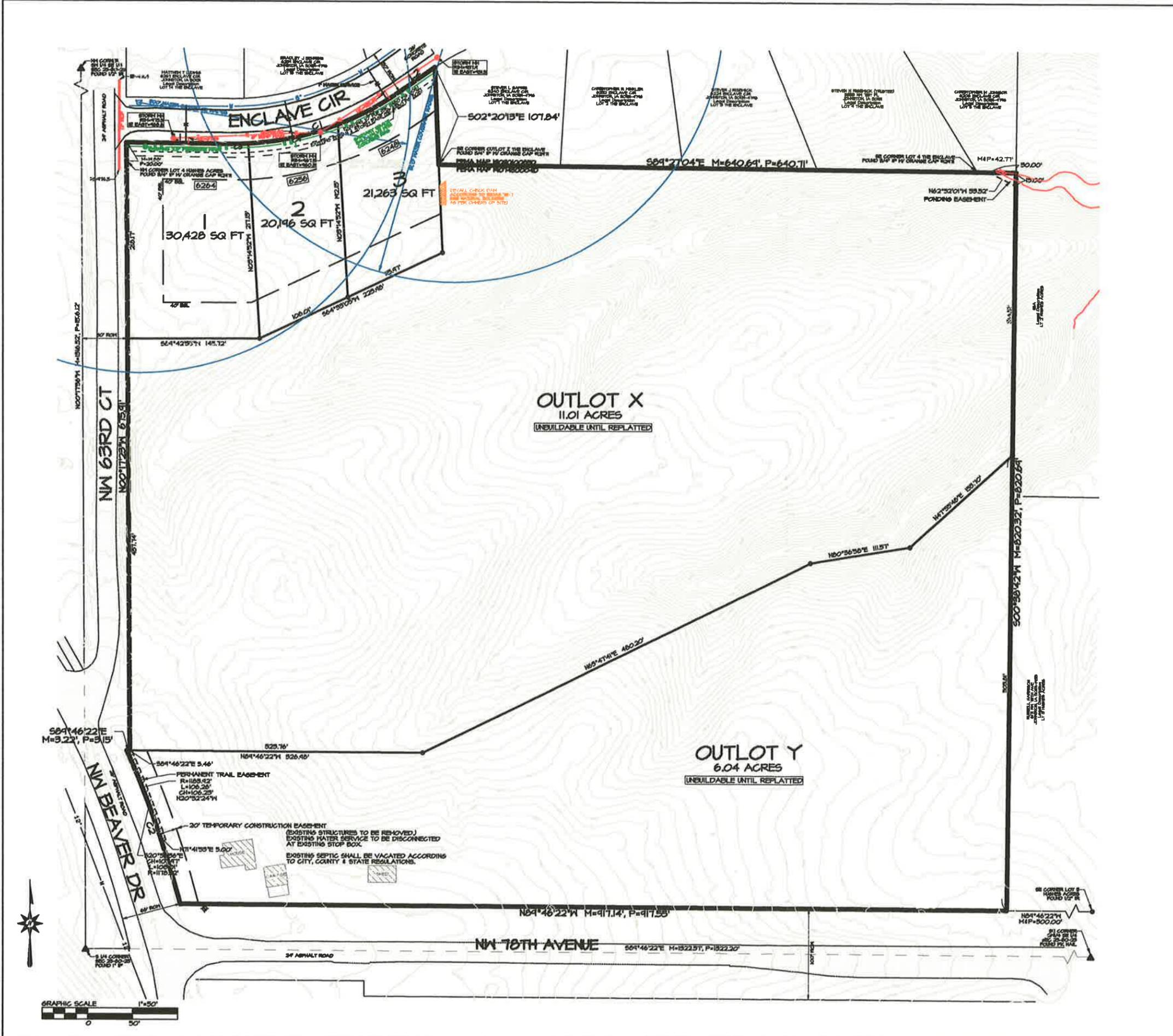


CERTIFICATION



LEGEND

- FOUND 3/4" IF HV GRANGE CAP NOTED
- SET 1/2" IR HV GRANGE CAP NOTED
- ▲ SECTION CORNER AS NOTED
- △ SECTION CORNER SET AS NOTED
- M=MEASURED DISTANCE OR BEARING
- P=RECORDED DISTANCE OF BEARING
- EXISTING CONTOUR
- - - PROPOSED CONTOUR
- X FENCE LINE AS NOTED
- BURIED TELEPHONE AS NOTED
- BURIED ELECTRIC AS NOTED
- OVER-HEAD UTILITIES
- GAS MAIN AS NOTED
- WATER MAIN AS NOTED
- STORM SEWER AS NOTED
- SANITARY SEWER AS NOTED
- BURIED TELEPHONE
- BURIED CABLE/UTILITIES
- EXISTING SPOT ELEVATION
- PROPOSED SPOT ELEVATION
- EXISTING TRANSFORMER BOX
- SANITARY TRAP AS NOTED
- STORM MANHOLE AS NOTED
- FIRE HYDRANT AS NOTED
- UTILITY MANHOLE AS NOTED
- WATER VALVE
- UTILITY BOX AS NOTED



# FINAL PLAT THE ENCLAVE PLAT 3 SHEET 1 OF 1

OWNER/DEVELOPER  
THE ENCLAVE OF JOHNSTON LLC  
1850 NW 180TH ST SITE 450  
CLIVE, IA 50525-6571

CITY OF JOHNSTON  
COMMUNITY DEV. DEPT.

DATE REC'D: 04/27/2010

CASE NO.: PZ 110-09

ZONING  
RI-100

BULK REGULATIONS  
FRONT YARD SETBACK- 40'  
REAR YARD SETBACK- 40'  
SIDE YARD SETBACK- 21' TOTAL, 10' MIN

LEGAL DESCRIPTION  
LOT 4, NINEE ACRES, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF  
FOLK COUNTY, IOWA, CONTAINING 18.91 ACRES, MORE OR LESS,  
AND  
OUTLOT 7 IN THE ENCLAVE, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF  
THE CITY OF JOHNSTON, FOLK COUNTY, IOWA, CONTAINING 0.51 ACRES, MORE OR LESS.  
SAID PARCELS CONTAIN 19.70 ACRES, MORE OR LESS.

### NOTES

- CORNERS SHOWN TO BE SET ON THIS PLAT WILL BE ESTABLISHED WITHIN ONE YEAR OF THE RECORDING OF THIS PLAT.
- FEMA FLOOD ZONE INFORMATION:  
ZONE X  
COMMUNITY PANEL NUMBER 160400085 & 160400040  
REVISED 1/15/2000
- NO GRADING OR TREE REMOVAL IS PROPOSED WITH THIS PLAT.
- THE INDIVIDUAL LOT OWNERS ARE RESPONSIBLE FOR INSTALLATION OF THEIR OWN WATER, SANITARY, & STORM SEWER SERVICES. UTILITY EXTENSIONS MUST BE COMPLETED PRIOR TO ISSUANCE OF A BUILDING PERMIT.
- SANITARY SEWER SERVICE WILL BE A GRINDER PUMP SYSTEM PURCHASED FROM THE CITY OF JOHNSTON.
- GRADING/STORM RAINOFF  
(A) INDIVIDUAL LOT OWNERS ARE RESPONSIBLE FOR GRADING THEIR LOT TO CONVEY RAINOFF GENERATED FROM THEIR LOT AND RAINOFF GENERATED FROM ADJACENT LOTS IN SUCH A MANNER AS TO NOT:  
(i) DAMAGE DOWN STREAM PROPERTY.  
(ii) RESTRICT OFF SITE FLOW FROM BEING CONVEYED ACROSS THEIR LOT.  
(iii) CHANGE THE GENERAL DIRECTION OF FLOW OF RAINOFF.  
(B) INDIVIDUAL LOT OWNERS ARE RESPONSIBLE FOR ENSURING THEIR SITE IS GRADED TO PROTECT THEIR PRIVATE PROPERTY FROM ANY AND ALL DAMAGE FROM STORM RAINOFF GENERATED ONSITE OR OFF SITE.

BULK REQUIREMENTS  
FRONT YARD SETBACK 40'  
REAR YARD SETBACK 40'  
SIDE YARD SETBACK 10'/21'

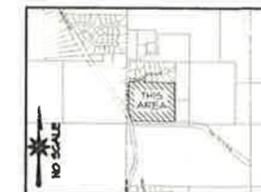
### LINE TABLE

LINE	BEARING	DISTANCE
1-1	S64°24'42"E	12.22'
1-2	N12°58'58"E	11.57'
1-3	N80°56'58"E	47.51'
1-4	N80°56'58"E	47.42'

### CURVE TABLE

CURVE	ARC	CHORD BEARING	RADIUS	DELTA	CHORD	TANGENT
1-1-1	22.02'	N12°48'43"E	325.00'	39°28'	112.84'	129.64'
1-1-2	200.00'	N12°48'43"E	325.00'	39°28'	307.2104'	111.57'
1-1-3	180.90'	N84°42'03"W	116.42'	84°58'31"	150.20'	40.51'
1-1-4	180.18'	N16°42'	116.42'	84°58'31"	150.20'	40.51'
1-2	31.22'	S68°11'18"W	325.00'	34°48'31"	212.11'	12.81'
1-3	12.64'	S71°43'58"W	325.00'	34°48'31"	112.84'	32.28'
1-4	11.57'	S61°50'42"W	325.00'	34°48'31"	115.00'	34.02'

### VICINITY SKETCH



### CERTIFICATION

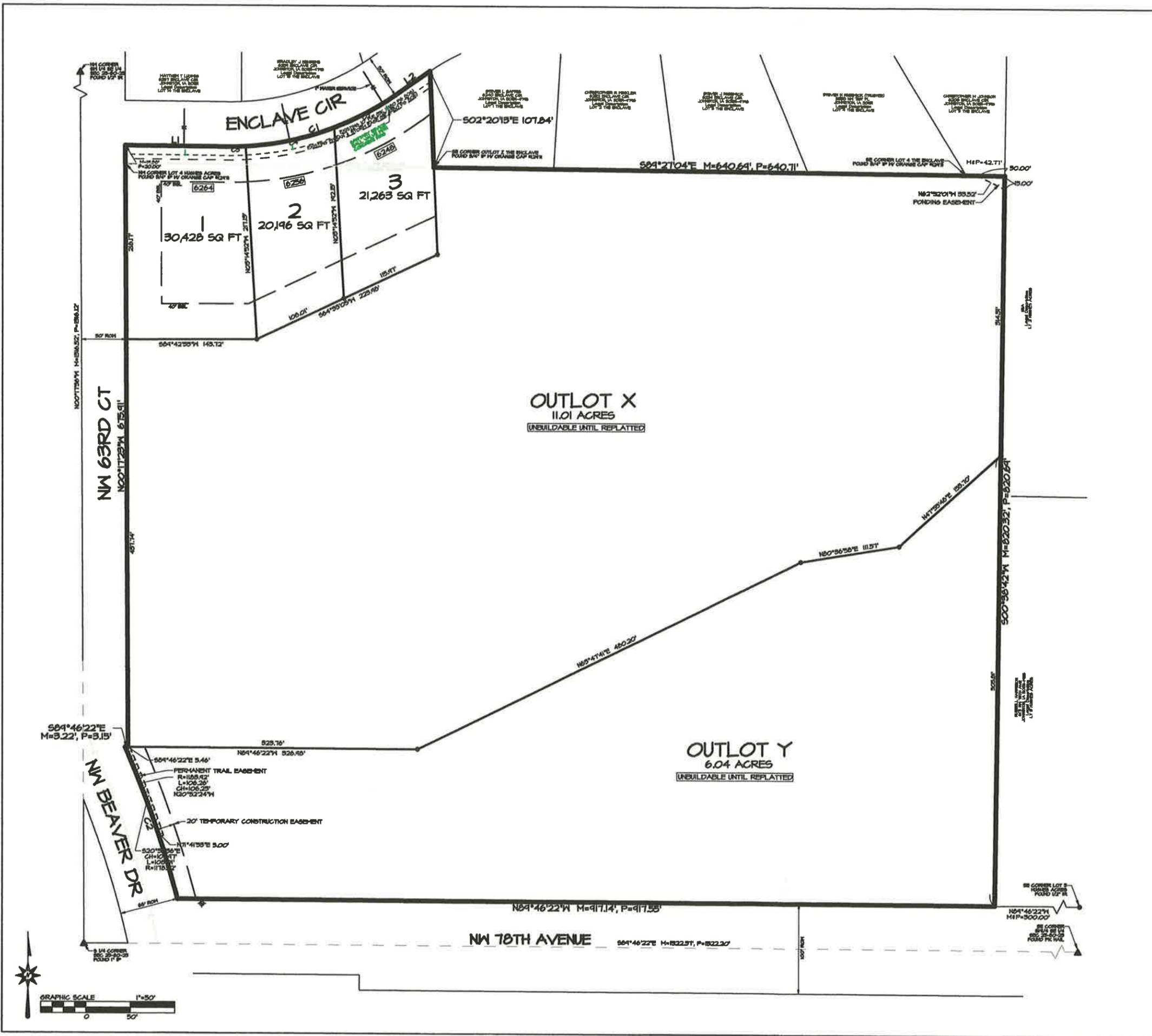


### LEGEND

- Ø FOUND 3/4" IR W/ ORANGE CAP RIGHTS UNLESS NOTED
- SET 1/2" IR W/ ORANGE CAP RIGHTS
- ▲ SECTION CORNER FOUND AS NOTED
- △ SECTION CORNER SET AS NOTED
- M= MEASURED DISTANCE OR BEARING
- P= RECORDED DISTANCE OR BEARING

**AEC ASSOCIATED ENGINEERING COMPANY OF IOWA**  
2917 Martin Luther King Jr. Pkwy Des Moines, IA 50310  
Phone: (515) 255-3156 Fax: (515) 255-3157

PROJECT #: 206219  
PRINT SERIAL DATE: 4/28





# Planning & Zoning Commission

COMMUNITY DEVELOPMENT DEPARTMENT

Monday, May 9<sup>th</sup>, 2016

Consider the following items related to development of Lot 6 in the Windsor Office Park:

- Recommending approval of the site plans for Premier Lending Alliance Credit Union located at 8831 Thomas Avenue (PZ Case 16-10).
- Recommending approval of a minor amendment to the Windsor Office Park PUD to accept the use of stone in lieu of brick toward satisfaction of the architectural requirements for building elevations facing public streets within the PUD for Lot 6.

**SYNOPSIS:**

Premier Lending Alliance has submitted site plans for the development of a 9,342 square foot Credit Union on Lot 6 of The Windsor Office Park north of Thomas Avenue. The site is zoned Planned Unit Development, being part of the Windsor Office PUD.

**RECOMMENDATION:**

The staff recommends approval and provides the following *two* motions for the commission’s consideration:

*Motion One*

**The Planning & Zoning Commission recommends approval of PZ Case 16-10, the Site Plans for 8831 Thomas Avenue with the following Conditions:**

1. The project shall be in conformance and in accordance with the requirements, standards and regulations of the City of Johnston, and any other requirement of state or federal law or administrative rule.
2. A Storm Water Pollution Prevention Plan, Evidence of NPDES Permit from the Iowa DNR and a City Grading Permit shall be provided prior to any ground disturbing activity on the site.
3. No exterior site lighting may be installed unless and until a photometric layout and manufacturer’s cut sheets for proposed lighting have been submitted in satisfaction of Johnston’s site lighting requirements as established by Resolution 99-56 for staff review.
4. **The site plans must be amended and the following items shall be completed prior to the issuance of a building permit:**

- a) Applicant submittal of a recorded ingress/egress access easement as depicted on site plans allowing cross-access with east-adjacent property.
- b) Applicant submittal of a recorded easement to discharge stormwater on north-adjacent property.
- c) Applicant shall provide a recorded stormwater management maintenance agreement for proposed stormwater basin detailing a long-term maintenance schedule and assigning responsibilities for such.
- d) Correct plant schedule to correctly label *Pseudotsuga Menziesii* as “Douglas Fir”, *Amelanchier Canadensis* as “Serviceberry” and to reconcile inconsistencies between the number of Red Maple shown on the site plan vs. the number listed in the plant schedule (4 vs. 3).
- e) Address comments 1-12 from Foth’s review letter dated May 3, 2016.

*Motion Two*

**The Planning & Zoning Commission recommends approval of a minor amendment to the Windsor Office Park PUD to accept use of stone in lieu brick toward satisfaction of the architectural requirements for building elevations facing public streets within the PUD for Lot 6.**

Attachments:

- Vicinity Map
- Site Plans, prepared by Cooper Crawford and Associates dated April 27, 2016;
- Elevations prepared by Slingshot Architecture, dated May 4, 2016;
- Development Review Comments by Staff dated April 19, 2016;
- Development Review Comments by Foth Infrastructure & Environment, LLC dated May 3, 2016;
- Mailing List and mailing notice.

<b>APPLICANT/OWNER:</b>	Premier Lending Alliance 3423 Delaware Avenue Des Moines, IA 50313		
<b>REPRESENTATIVES:</b>	<table border="0"> <tr> <td data-bbox="500 300 933 441"> Keven Crawford  Cooper Crawford &amp; Assoc., LLC.  475 S. 50<sup>th</sup> Street, Suite 800  West Des Moines, IA 50265 </td> <td data-bbox="987 300 1291 441"> Eric Wessels, AIA  Slingshot Architecture  305 East Court Avenue  Des Moines, IA 50309 </td> </tr> </table>	Keven Crawford Cooper Crawford & Assoc., LLC. 475 S. 50 <sup>th</sup> Street, Suite 800 West Des Moines, IA 50265	Eric Wessels, AIA Slingshot Architecture 305 East Court Avenue Des Moines, IA 50309
Keven Crawford Cooper Crawford & Assoc., LLC. 475 S. 50 <sup>th</sup> Street, Suite 800 West Des Moines, IA 50265	Eric Wessels, AIA Slingshot Architecture 305 East Court Avenue Des Moines, IA 50309		
<b>BACKGROUND &amp; PRIOR APPROVALS:</b>	<p>The subject property is located within the Windsor Office Park Planned Unit Development, approved by ordinance 652 on August 5, 2002.</p> <p>The Preliminary Plat for Windsor Office Park was approved on August 19, 2002 via Resolution 02-145.</p> <p>The Final Plat for Windsor Office Park was approved on November 18, 2002 via Resolution 02-212.</p> <p>The PUD was amended on October 3, 2005 via Ordinance 724.</p> <p>The PUD has been variously amended by resolutions 06-226 on October 16, 2006, 11-142 on October 17<sup>th</sup>, 2011, and 13-129 on July 15<sup>th</sup>, 2013.</p>		
<b>ZONING &amp; BULK REQUIREMENTS:</b>	<p>Windsor Office PUD. Allowed uses are those of the PC, Professional Commerce Park District. The PC district allows office buildings and associated uses as listed in the CO, Commercial Office District. The CO district allows office buildings for banks and financial institutions.</p> <p>Minimum Bulk Requirements for the subject lot are those of the PC, Professional Commerce Park District:</p> <p style="padding-left: 40px;">Front Setback: 50 ft.  Side yard: 20 ft.  Sum of both side yard setbacks = 40 ft.  Rear Yard: 50 ft.</p>		
<b>TRAFFIC ACCESS &amp; CIRCULATION:</b>	<p>The site is accessed from Thomas Avenue with a site entrance located near the west property line. Parking is situated at both the front and rear of the building. Access aisles for parking extend to the east property line to facilitate cross access with the east-adjacent property and 24' ingress/egress access easement is shown to facilitate such. Staff recommends a condition of approval requiring applicant submittal of a recorded ingress/egress/cross access easement prior to issuance of a building permit.</p>		
<b>PEDISTRIAN CIRCULATION &amp; SIDEWALKS:</b>	<p>A five-foot wide sidewalk is proposed along Thomas Avenue which will connect to adjacent properties as they develop.</p>		

**PARKING AND  
LOADING:**

Off-street parking and loading must meet the regulations found in Chapter 166.33.3.A.17 of the City of Johnston Code of Ordinances, which requires banks, businesses and professional offices have one parking space for each 200 square feet of gross floor area up to 5,000 square feet and one space for each 275 gross square feet thereafter. The building is 9,342 square feet in size and the required parking is summarized below:

- 5,000 sq. ft. / 200 = 25 spaces
- 4,342 sq. ft./275 = 16
- Total = 41 spaces

As indicated above, 41 spaces are required. The site plan is in compliance with 42 parking spaces. In addition, ADA requirements are met with two accessible stalls provided.

**PUBLIC UTILITIES:**

An 8" water main is present on the south side of Thomas Avenue and 8" sanitary is present on the north side. Water and sewer services were previously stubbed to the lot.

**FIRE PROTECTION:**

Based on the size of the building it must be sprinkled for fire protection. The fire department sprinkler connection is indicated on the site plans near the southeast corner of the building. One new fire hydrant will be installed internal to the site to provide hydrant coverage. Said hydrant is positioned appropriately for connection to the building's sprinkler system.

**FLOODPLAIN:**

The site is not located within the 100-year floodplain.

**DRAINAGE:**

A stormwater basin is depicted at the rear of the lot. Drainage intakes from the parking lot will discharge to said basin. The basin outlets to an existing channel which ultimately flows to Beaver Creek. The outlet is depicted on the north-adjacent property. Staff recommends a condition of approval requiring the applicant to furnish a recorded stormwater easement for that portion of the storm sewer shown on the adjacent property prior to issuance of a building permit.

The basin is sized appropriately to capture stormwater from 5 and 10 year storm events and release at a pre-settlement level and is designed to encourage infiltration of smaller storm events.

Staff recommends a condition of approval requiring applicant to provide a recorded stormwater management maintenance agreement detailing a long-term maintenance schedule for proposed stormwater basin and assigning responsibilities for such.

ARCHITECTURE:

Chapter 166.35 of the City Code requires 75% of the building's wall area (excluding glass) consist of permanent materials, to include a combination of brick, architectural concrete panels, textured concrete block, architectural steel, and stone panels.

The proposed elevation drawings depict use of stone, cedar siding, and metal panels on the building exterior. The use of stone and metal panels on each elevation exceeds the 75% permanent materials requirement.

Chapter 166.35.2.C of the Code of Ordinances does not recognize wood as a permanent material; therefore, cedar siding may only be used as "trim", and may not exceed 25% of any building elevation. The elevations provided indicate the use of cedar will not exceed the allowed percentages (East 21%, West 12%, North 11%, South 3%).

In addition to the above architectural requirements, the PUD requires the project adhere to the architectural requirements for buildings within 300' of NW 86<sup>th</sup> Street (Chapter 166.35.D), which states that nonresidential buildings shall utilize at least 50% brick on the wall area facing the public street (excluding glass). The south elevation (facing Thomas Avenue) exhibits 52% stone in lieu of brick. Please recall Slingshot Architecture approached the City Council at a worksession on March 21, 2016, to seek input on an amendment to the PUD that would allow use of stone in lieu of brick on the elevation facing a public street. The council expressed a willingness to approve such an amendment.

Chapter 168.11.7 of the City of Johnston Code of Ordinances allows minor modifications to a PUD to be approved by resolution. Staff recommends approval of a minor amendment to the PUD accepting use of stone on the Thomas Avenue building elevation in lieu of brick.

OPEN SPACE:

The open space ratio for this PUD requires a minimum of 30% of the total property area.

Site Area: 46,043 SF.

Open Space Required: 13,813 SF. (30%)

Open Space Provided: 17,107 SF. (37%)

The site plan is in compliance with 37% open space provided.

LANDSCAPING:

The open space landscape requirements are as follows:

- 9 Trees [1 per 1,500 sq. ft. of open space (at least six of which must be 8' to 10' in height and the remainder must be 2" to 2.5" caliper)].
- 14 Shrubs (1 per 1,000 sq. ft. of open space)

The site plan shows 9 trees and 31 shrubs, all of which meet the minimum required size at time of planting.

**BUFFERS:**

A 30’ buffer is required between the subject property and north-adjacent Crescent Chase Townhomes (15’ on subject property and 15’ on adjacent property). The north property line measures 208.49 lineal feet; therefore, the required plantings are as follow in accordance to Chapter 166.34:

<b>30' Buffer</b>		
<i>Plantings</i>	<i>Required</i>	<i>Provided</i>
Overstory Trees:	1	1
Understory Trees:	4	4
Evergreen Trees:	3	3
Shrubs:	8	8

The proposed plant schedule incorrectly lists 3 Pseudotsuga Menziesii as “Red Twig Dogwood”. Said plantings would more correctly be labeled by the common name “Douglas Fir”. Likewise the plant schedule lists Amelanchier Canadensis as “Red Twig Dogwood”. Said plantings would more correctly be labeled as a species of Serviceberry. The planting list also proposes three Red Maple Trees; however, four are shown on the site plans (three as open space plantings and one as a buffer planting). Four is the correct number of maple trees required to meet the open space and buffer planting requirements. Staff recommends a condition of approval to address the three deficiencies listed above.

**NPDES PERMIT:**

A SWPPP and NPDES Permit are required and must be approved by City Staff prior to any ground disturbing activity.

**SITE LIGHTING:**

No photometric layout has been submitted by the applicant. No exterior site lighting may be installed unless and until a photometric layout and manufacturer’s cut sheets for proposed lighting have been submitted in satisfaction of Johnston’s site lighting requirements as established by Resolution 99-56.

**ADJACENT OWNER NOTICE:**

Notice was sent to the properties adjacent to this site to make them aware of the proposed development. A copy of the notice and mailing list are attached; to date no comments have been received.

**CONSULTANT COMMENTS:**

Foth Infrastructure & Environment, LLC has reviewed the Site Plan and offered comments in their April 20, 2016 and May 3, 2016 review letters. Staff recommends a condition of approval requiring all outstanding issues be addressed prior to the issuance of a building permit.



May 3, 2016

Aaron Wolfe, Senior Planner  
City of Johnston, P.O. Box 410  
6221 Merle Hay Road  
Johnston, IA 50131

RE: Premier Lending Alliance  
Development Review No. 2  
Case No. PZ 16-10

Foth Infrastructure and Environment, LLC has completed a review of the Drainage Calculations and Site Plans submitted April 27, 2016 for the above referenced project. Based on our review of project reference above, the following comments are offered:

Storm Water Management Report

1. Drainage report states that the existing site has three drainage areas that drain from a central location, but according to the existing map provided the site has only two.
2. Proposed site releases entirely to the north, so while the total presettlement release equals the 0.92 cfs, the amount of flow that would flow to the north will be less.
3. According to the HydroCAD output the time of concentration assumed is less than the time step of the hydraulic analysis;  $T_c < 2dt$ , update setting to run the analysis with a smaller time step to make sure the peak flow is accurately modeled.
4. Applicant shall provide documentation verifying the assumed minimum time of concentration for the existing and proposed conditions.
5. According to the SUDAS Design manual, the minimum  $T_c$  for detention purposes is 10 minutes.
6. Provide documentation to verify the amount and size of outlet protection shown on the plans.

Site Plans

Sheet 1 – Dimension/Landscaping Plan

7. Applicant provided a maintenance schedule for a bio-swale; annual maintenance for that type of facility is required.

Sheet 2 – Grading/Utility Plan

8. Will pedestrian ramps be necessary at the driveway or is the driveway being sloped to match the sidewalk?
9. Truncated domes shall be shown and labeled.
10. Class D revetment is not allowed per the Johnston Supplemental Specifications, use Class E if required unless erosion stone can provide sufficient protection.
11. Provide bottom of pond elevations as it appears the bottom is 884 which is the pipe outlet.
12. According to storm sewer calculations provided the 12" pipe releasing into the detention pond will have a flow of 8.27 cfs which will have a very high exit velocity; provide outlet protection and supporting documentation in the storm water calculations.

Please contact me at 515.251.2564 if you have questions or comments.

Sincerely,

**Foth Infrastructure & Environment, LLC**

A handwritten signature in blue ink, appearing to read "John C. Blawie".

Page 2

Joshua C. DeBower  
*Lead Civil Engineer*

jcd:mms3



## MEMORANDUM

*City of Johnston, Iowa*

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SENT VIA EMAIL

DATE: April 19, 2016

TO: Todd Mendenhall  
Keven Crawford, Cooper Crawford & Associates, L.L.C.

FROM: Aaron Wolfe, Senior Planner

**RE: Premier Lending Alliance, 8831 Thomas Avenue**

We have reviewed the proposed site plan for Premier Lending Alliance, 8831 Thomas Avenue, and would note the following:

1. The Zoning classification is correctly listed as PUD, but the Ordinance number and the date of approval for the PUD are not listed on the site plan. The Ordinance number is 724 with approval on October 5, 2005. Also, name of PUD should be listed (Windsor Office PUD).
2. Please label the right-of-way width for Thomas Avenue.
3. An ingress/egress easement should be provided at the site entrance and across the drive aisle to the east property line to enable shared access with future development of the property to the east.
4. An overland flowage easement is required where the storm sewer outlets onto the adjacent property.
5. Indicate the size of the existing water, sanitary sewer and storm mains which run along Thomas Avenue.
6. Include the 150 foot coverage radius of all hydrants on the site plan.
7. Please include a note that indicates the type of surface treatment that will be used for open space areas.
8. The site plans indicate 12 Burning Bush will be installed on north side of building; however plant schedule indicates 10. Please reconcile the inconsistency.
9. A 30' buffer is required between the subject property and north-adjacent R-4 property (15' either side of property line). ½ of the following plantings must be installed within per 100' lineal feet: 3 evergreens, 1 overstory, 4 understory, 8 shrubs.
10. Due to the size and use of the building, a sprinkler system is required. Please include such a note on the site plan and indicate location of the sprinkler connection for the Fire Department.

11. A fire hydrant must be located within 100 feet of the Fire Department Connection. If located in the parking area, one parking space must be marked as "No Parking" to allow unobstructed access to the FDC.
12. A KNOX box will be required for emergency access. Indicate location on site plan.
13. An executed NPDES Permit, full SWPPP and City Grading Permit will need to be provided prior to any ground disturbing activities.
14. All HVAC units must be shown on the site plan and must be screened from view. If located on rooftop, elevation drawings should indicate rooftop systems and screening.
15. The PUD must be amended to allow the use of stone in lieu of brick. The City Council was receptive to the idea at a worksession meeting. Staff will present said request with site plan for consideration.
16. All stormwater management facilities (swales, basins, bioretention, etc.) require a recorded maintenance agreement detailing the necessary ongoing maintenance of the facility.
17. The applicant shall include 2 photometric plans as an overlay on the proposed site: (1) entire site and (2) paved areas only. Include a written statement of percentages from initial to maintained foot-candle levels. Also include manufacturer's cut sheets for all proposed site lighting materials. <http://cityofjohnston.com/index.aspx?NID=288>
18. Please include a cover sheet to accompany revisions which lists corrections made to the site plan.
19. Please see additional comments on the site plan as provided by Foth Infrastructure and Environment, LLC.

This project is scheduled for a development review meeting on Wednesday, April 20, 2016 at 3:30p.m. Four full size copies of revised plans, four 11 x 17 inch reductions and a PDF version of all site plans and building elevations and two copies of any revised stormwater management reports must be submitted by Wednesday, April 27, 2016 in order to proceed to the Planning and Zoning Commission on May 9, 2016 and to the City Council on May 16, 2016.

If you have any questions, please contact me at 727-7766 or by email at [awolfe@cityofjohnston.com](mailto:awolfe@cityofjohnston.com).

cc: Josh DeBower, Foth  
Matt Greiner, Construction Inspector  
David Wilwerding, Community Development Director



# Notice of Proposed Development *City of Johnston, Iowa*

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May 3, 2016

## **PZ Case No. 16-10; Premier Lending Alliance Site Plan, 8831 Thomas Avenue**

Premier Lending Alliance has submitted site plans for the development of a 9,342 square foot Credit Union on Lot 6 of The Windsor Office Park north of Thomas Avenue. The site is zoned Planned Unit Development, being part of the Windsor Office PUD. Allowed uses are those of the Professional Commerce Park District and limited C-1, Neighborhood Commercial District uses. The proposed site plan and building elevations are available below.

### **Applicant:**

Premier Lending Alliance  
3423 Delaware Avenue  
Des Moines, IA 50313

### **Meeting Schedule:**

Planning and Zoning Commission, Monday, May 9, 2016  
City Council Meeting (tentative), Monday, May 16, 2016

Both meetings will be held in the Council Chambers of Johnston City Hall, 6221 Merle Hay Road and begin at 7:00 p.m. The public is welcome and invited to attend the above noted meetings and an opportunity will be provided for you to make comments on the proposed request.

### **Staff Contact:**

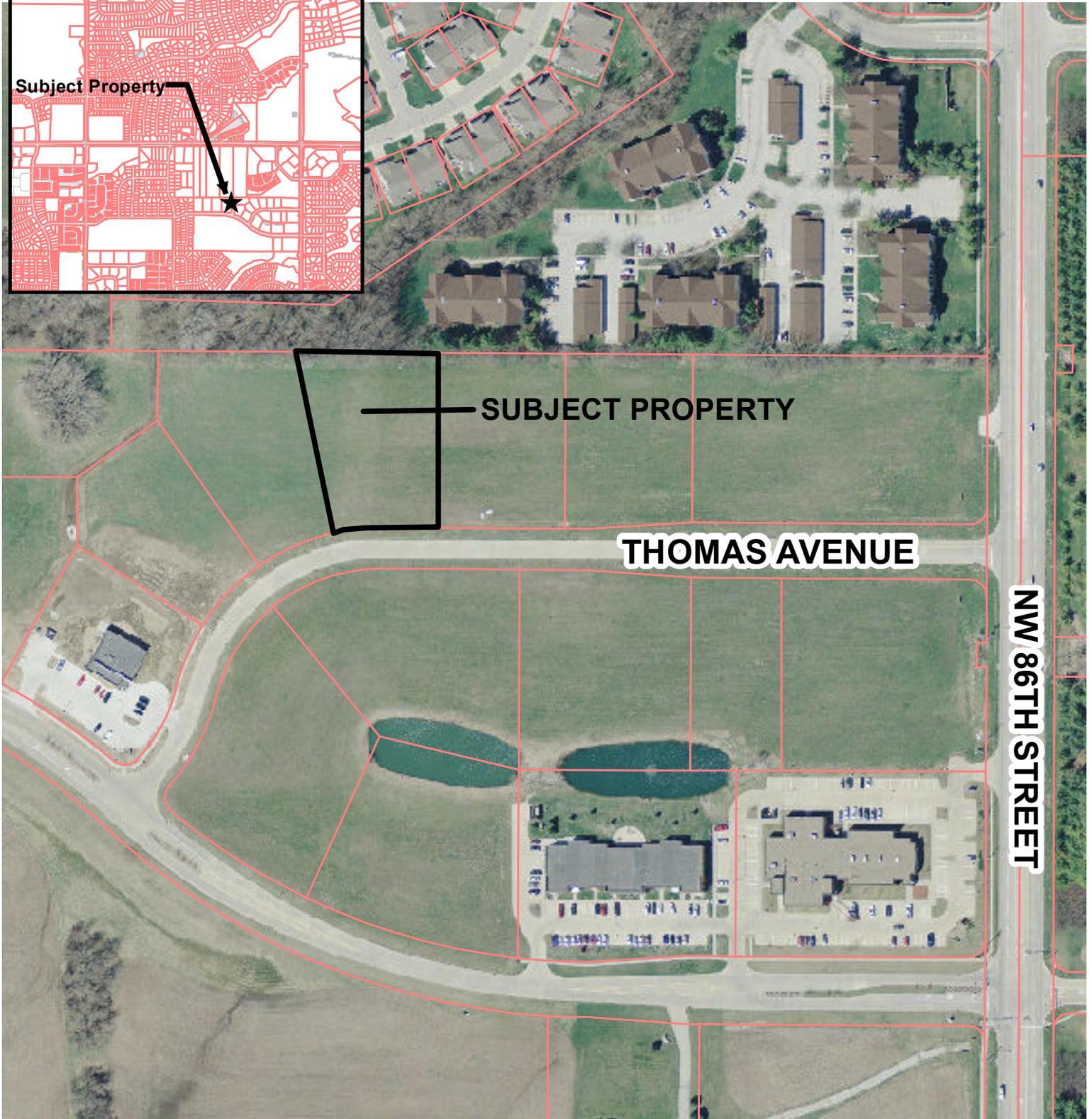
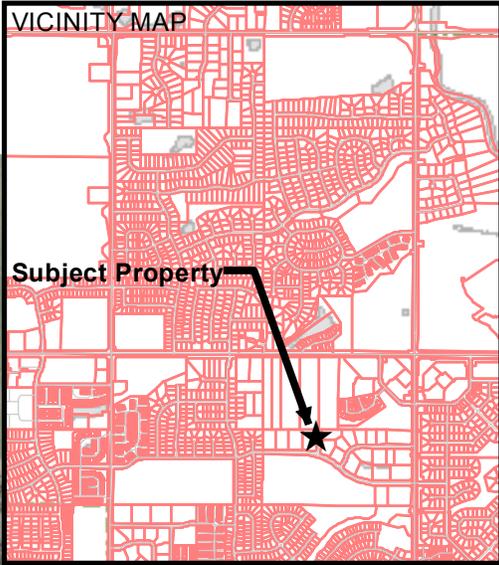
Comments and questions about this application may be directed to:

Aaron Wolfe, AICP  
Senior Planner  
City of Johnston  
6221 Merle Hay Road, Box 410  
Johnston, IA 50131  
Phone: (515) 727-7766  
Email: [awolfe@cityofjohnston.com](mailto:awolfe@cityofjohnston.com)

### **Attachments:**

Vicinity Map  
Site Plan  
Building Elevation Drawings

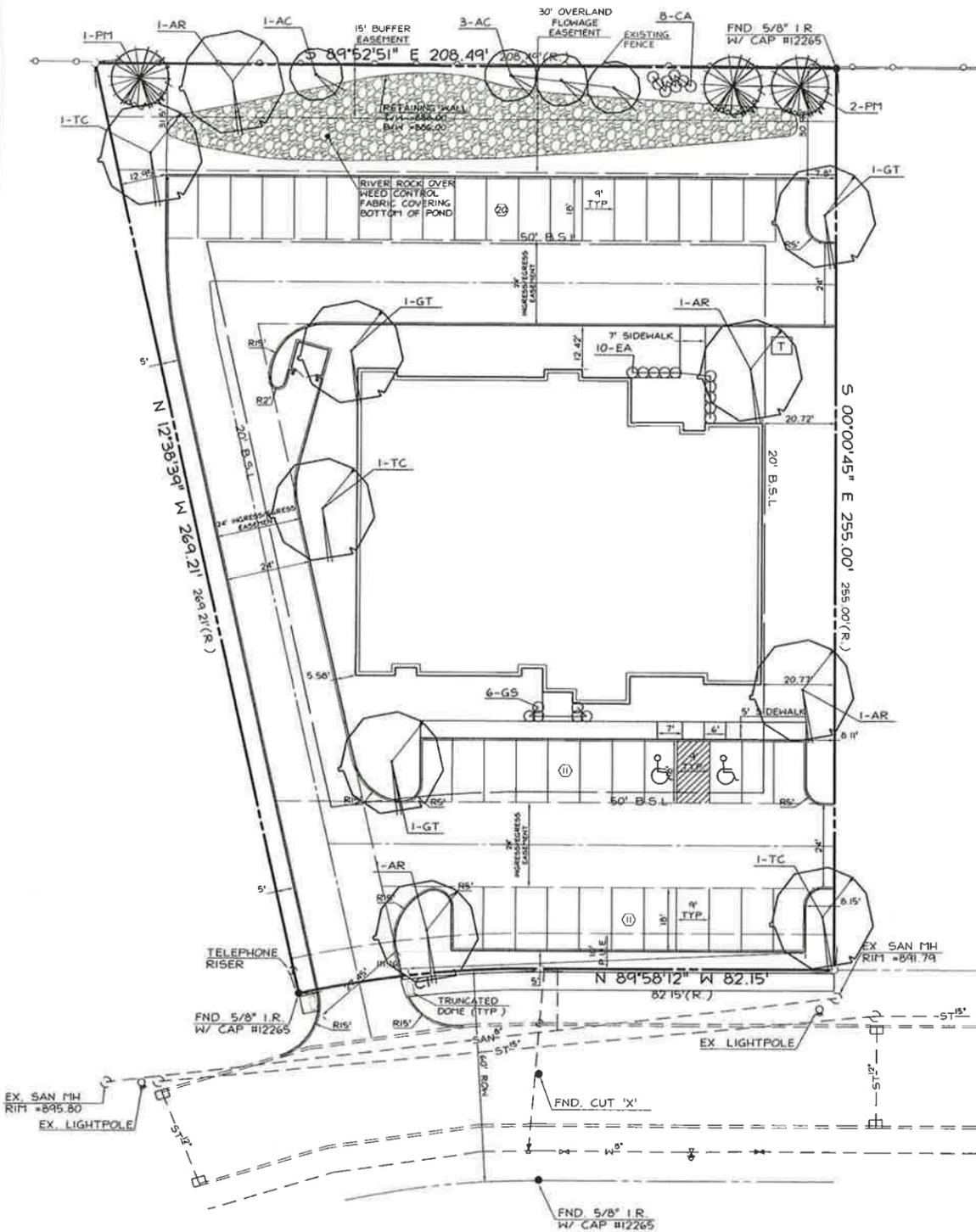
# PZ CASE 16-10 Premier Lending Alliance Site Plan



1 inch = 3,333 feet

Created by City of Johnston Department of Community Development  
6221 Merle Hay Road, P.O. Box 410, Johnston, IA, 50131-0410 (515)278-2344 Fax:(515)278-2033

M:\Land Projects\3\Projects\CC1800\CC1841\dwg\DIM-LANDSCAPE, 4/27/2016 1:54:06 PM, krawford, 1:2:19048



**LANDSCAPING NOTES**

- 1 ALL EXISTING AND PROPOSED LANDSCAPING SHALL BE MAINTAINED OR REPLACED FOR THE LIFE OF THE CERTIFICATE OF OCCUPANCY
- 2 ALL SITEWORK, SODDING AND LANDSCAPING SHALL BE IN ACCORDANCE WITH SUDAS, 2014 EDITION
- 3 ALL PLANT MATERIAL SHALL AT LEAST MEET MINIMUM REQUIREMENTS SHOWN IN THE 'AMERICAN STANDARD FOR NURSERY STOCK' (ANSI Z60.1-1990)
- 4 THE CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIALS FOR A PERIOD OF ONE YEAR FROM THE DATE OF INSTALLATION
- 5 THE CONTRACTOR SHALL REMOVE THE TREE STAKES ONE YEAR AFTER INSTALLATION
- 6 NO PLANT MATERIAL SHALL BE SUBSTITUTED WITHOUT AUTHORIZATION OF THE LANDSCAPE ARCHITECT
- 7 ALL TREES, SHRUBS, BEDS AND GROUND COVERS SHALL BE MULCHED WITH AT LEAST 3-INCHES SHREDDED BARK MULCH
- 8 ONE WEEK PRIOR TO INSTALLATION, THE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT
- 9 THE CONTRACTOR SHALL STAKE LOCATION OF PLANTS FOR LANDSCAPE ARCHITECT'S APPROVAL BEFORE DIGGING HOLES
- 10 ALL DECIDUOUS TREES SHALL BE PLANTED AT LEAST 5 FEET FROM R.O.W. AND CONIFEROUS TREES AT LEAST 10 FEET FROM R.O.W
- 11 THIS SITE SHALL BE MAINTAINED IN COMPLIANCE WITH ALL CITY CODE APPLICABLE ON THE DATE OF SITE PLAN APPROVAL
- 12 ANY AMENDMENTS OR CHANGES TO THE PROJECT SITE THAT DO NOT MEET WHAT IS SHOWN ON THE SITE PLAN NEED TO BE APPROVED WITH THE PERMIT AND DEVELOPMENT CENTER PRIOR TO INSTALLATION / CONSTRUCTION
- 13 ALL DISTURBED SITE AREA SHALL BE RESTORED BY SEEDING, SODDING, OR OTHER APPROVED MEANS OF GROUND COVER
- 14 OPEN SPACE TO BE SODDED

**PROPOSED PLANT SCHEDULE**

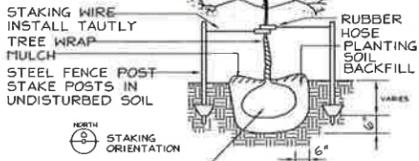
COUNT	KEY	Botanical name/COMMON NAME	SIZE	CONDITION	REMARKS
3	TC	Tilia cordata LITTLE-LEAF LINDEN	8' HT MIN	TS/B4B	SEE PLAN
3	AR	Acer rubrum RED MAPLE	2' cal	TS/B4B	SEE PLAN
3	GT	Gleditsia triacanthos THORNLESS HONEYLOCUST	8' HT MIN	TS/B4B	NO FRUIT
4	AC	Amelanchier canadensis RED TWIG DOGWOOD	5'-6' ht	TS/B4B	MULTI-STEM
3	PM	Pseudotsuga menziesii RED THIG DOGWOOD	6'-8' ht	TS/B4B	SEE PLAN
8	CA	Cornus alba RED TWIG DOGWOOD	18"-24" ht	CONT	SEE PLAN
10	EA	Euonymus alatus 'Compactus' BURNING BUSH	18"-24" ht	CONT	SEE PLAN
6	G5	Spiraea x goldmound 'Goldmound' GOLDMOUND SPIREA	18"-24" ht	CONT	SEE PLAN

**GENERAL NOTES**

- 1 ONE WEEK PRIOR TO CONSTRUCTION THE CONTRACTOR SHALL NOTIFY A CITY OF JOHNSTON ENGINEER
- 2 ALL DIMENSIONS ARE TO BACK OF CURB, OUTSIDE OF BUILDING WALL, AND TO PROPERTY LINES
- 3 THE LOCATIONS AND DIMENSIONS SHOWN ON THE PLANS FOR EXISTING FACILITIES ARE IN ACCORDANCE WITH AVAILABLE INFORMATION WITHOUT UNCOVERING AND MEASURING. THE ENGINEER DOES NOT GUARANTEE THE ACCURACY OF THIS INFORMATION OR THAT ALL EXISTING UNDERGROUND FACILITIES ARE SHOWN. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT ALL PUBLIC AND/OR PRIVATE UTILITIES SERVING THE AREA TO DETERMINE THE PRESENT EXTENT AND EXACT LOCATION OF THEIR FACILITIES BEFORE BEGINNING WORK
- 4 THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES OR STRUCTURES AT THE SITE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNERS OF UTILITIES OR STRUCTURES CONCERNED BEFORE STARTING WORK. THE CONTRACTOR SHALL NOTIFY THE PROPER UTILITY IMMEDIATELY UPON BREAKING OR DAMAGE TO ANY UTILITY LINE OR APPURTENANCE, OR THE INTERRUPTION OF THEIR SERVICE. HE SHALL NOTIFY THE PROPER UTILITY INVOLVED IF EXISTING UTILITY LINES ARE ENCOUNTERED THAT CONFLICT IN LOCATION WITH NEW CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER SO THAT THE CONFLICT MAY BE RESOLVED
- 5 ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH SUDAS, 2014 EDITION
- 6 SIDEWALK AND DRIVE APPROACH INSTALLATIONS TO BE INSPECTED BY CITY OF JOHNSTON ENGINEERING DEPARTMENT, MINIMUM 24 HOUR NOTICE
- 7 PROVIDE 2' CONCRETE BOXOUT AROUND ALL INTAKES AND MANHOLES WITHIN PAVED AREAS
- 8 ALL DEBRIS SPILLED ON CITY R.O.W. AND ADJOINING PROPERTY SHALL BE REMOVED BY OWNER/CONTRACTOR IN TIMELY FASHION
- 9 VERIFY COORDINATES AND BUILDING CORNERS WITH ARCHITECTURAL DRAWINGS PRIOR TO CONSTRUCTION
- 10 ALL SITE WORK, SODDING AND LANDSCAPING SHALL BE IN ACCORDANCE WITH SUDAS, 2014 EDITION
- 11 DRIVE AISLES SHALL BE 6-INCH NON-REINFORCED P.C.C. AND PARKING STALLS SHALL BE 6-INCH NON-REINFORCED P.C.C
- 12 EXISTING TREES WILL BE SAVED TO THE EXTENT POSSIBLE TO ACCOMMODATE GRADING, UTILITY AND STREET CONSTRUCTION
- 13 ALL LIGHTING MUST SHINE DOWN FROM RESIDENTIAL USES
- 14 ANY TRANSFORMERS, JUNCTION BOXES, OR OTHER SUCH UTILITY USES OVER 3 FEET IN HEIGHT CANNOT BE LOCATED WITHIN THE REQUIRED SETBACK. OTHER SUCH USES NOT ABOVE 3 FEET IN HEIGHT MUST BE SCREENED BY LANDSCAPING MATERIALS
- 15 ACCESSORY BUILDINGS AND SCREENING WILL NOT BE ALLOWED
- 16 A KNOX BOX WILL BE REQUIRED ON THE NEW BUILDING FOR EMERGENCY ACCESS, SPECIFICATIONS ARE AVAILABLE FROM THE FIRE CHIEF
- 17 SIDEWALK AND DRIVEWAY APPROACH INSTALLATIONS TO BE INSPECTED BY THE CITY OF JOHNSTON ENGINEERING DEPARTMENT, MINIMUM OF 24 HOURS NOTICE
- 18 A FIRE SPRINKLER SYSTEM IS REQUIRED

NOTE: STAKING OF STREET TREES LOCATED IN THE CITY R.O.W. IS NOT ALLOWED

DO NOT CUT OR DAMAGE LEADER ALL MATERIALS SPECIFIED



ROOT BALL REMOVE ENTIRE CONTAINER (CONTAINER GROWN) OR CUT ALL CORDS AND REMOVE COVERING FROM TOP OF ROOT BALL (BALL & BURLAPPED)

**DECIDUOUS TREE PLANTING & STAKING DETAIL**

NO SCALE

**OPEN SPACE LANDSCAPE REQUIREMENTS**

BASED ON 30% OPEN SPACE = 13,018 S.F. (EXCLUDES BUFFER AREA)  
 REQUIRED 1 TREE PER 1,500 S.F. OF OPEN SPACE = 9  
 1 SHRUB PER 1,000 S.F. OF OPEN SPACE = 14  
 TREES - 9  
 SHRUBS - 14  
 PROPOSED TREES - 9  
 SHRUBS - 16

**BUFFER REQUIREMENTS**

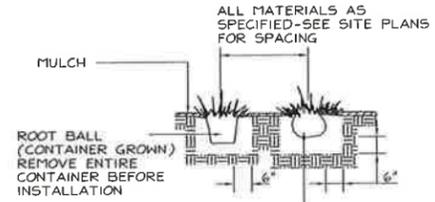
REQUIRED 208 L.F. BUFFER  
 15 EVERGREENS, 5 OVERSTORY, 1 UNDERSTORY, 4 SHRUBS PER 100 L.F.  
 REQUIRED 3 EVERGREENS, 1 OVERSTORY, 2 UNDERSTORY, 8 SHRUBS  
 PROPOSED 3 EVERGREENS, 1 OVERSTORY, 2 UNDERSTORY, 8 SHRUBS

**CURVE TABLE**

CURVE	DELTA	RADIUS	LENGTH	TANGENT	CHORD	CH BEARING
C1	12°46'27"	305.00	68.00	34.14	67.86	S83°49'58"W

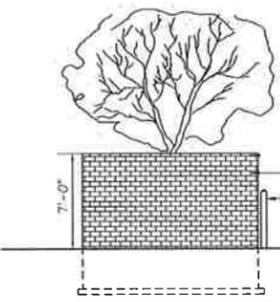


VICINITY SKETCH NORTH  
**CITY OF JOHNSTON COMMUNITY DEV. DEPT.**  
 DATE REC'D: 04/27/16  
 CASE NO.: PZ 110-10

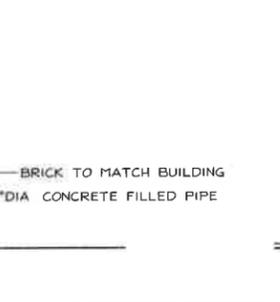


**SHRUB PLANTING DETAIL**

NO SCALE



SIDE ELEVATION



FRONT ELEVATION

**LEGEND**

- EXISTING/PROPOSED
- PLAT BOUNDARY
- W 8" WATER MAIN & SIZE
- SAN 8" SANITARY SEWER & SIZE
- ST 8" STORM SEWER & SIZE
- UGE UNDERGROUND ELECTRIC CABLE
- UGT UNDERGROUND TELEPHONE CABLE
- CTV UNDERGROUND CABLE TV
- G 4 GAS MAIN & SIZE
- MANHOLE
- INTAKE
- HYDRANT
- POWER POLE/LIGHT POLE
- UTILITY BOX/TELEPHONE RISER
- EXISTING CONTOURS
- PROPOSED CONTOURS
- SILT FENCE OR APPROVED FILTRATION SOCK
- TREES

**PREMIER LENDING ALLIANCE**

OWNER: PREMIER CREDIT UNION, 800 9th STREET, DES MOINES, IOWA 50309-1202  
 APPLICANT: TODD MENDENHALL, 3423 DELAWARE AVENUE, DES MOINES, IOWA 50313, PH (515)727-1303

ZONING: EXISTING P.U.D. - WINDSOR OFFICE PUD, ORDINANCE # 724, APPROVED OCTOBER 5, 2005  
 FRONT SETBACK - 50 FEET  
 SIDE SETBACK - 20 FEET  
 REAR SETBACK - 50 FEET

LEGAL DESCRIPTION: LOT 6, WINDSOR OFFICE PARK PLAT 1, AN OFFICIAL PLAT, CITY OF JOHNSTON, POLK COUNTY, IOWA

SAID TRACT OF LAND CONTAINS 1.057 ACRES MORE OR LESS.  
 SAID TRACT OF LAND SUBJECT TO ALL EASEMENTS OF RECORD  
**UTILITIES**

WATER - JOHNSTON WATER SYSTEM  
 SANITARY SEWER - JOHNSTON SANITARY SEWER SYSTEM  
 STORM SEWER - JOHNSTON STORM SEWER SYSTEM  
 ELECTRIC - MIDAMERICAN ENERGY  
 TELEPHONE - CENTURYLINK  
 GAS - MIDAMERICAN ENERGY

**SITE AREAS**  
 BUILDINGS 9,342 S.F. 20%  
 PAVING 19,611 S.F. 43%  
 OPEN SPACE 17,107 S.F. 37% (30% REQUIRED)  
 TOTAL 46,060 S.F. 100%

**PARKING REQUIREMENTS**  
 REQUIRED 9,342 S.F. OFFICE  
 1 SPACE / 200 S.F. FOR THE 1st 5,000 S.F. = 25 SPACES  
 1 SPACE / 275 S.F. FOR ANYTHING OVER 5,000 S.F. = 16 SPACES  
 41 TOTAL SPACES

PROPOSED 42 INCLUDING 2 HANDICAP STALLS

**FLOOD PLAIN DESIGNATION**  
 THIS SITE IS WITHIN ZONE 'X' (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN) AS REFERENCED ON FLOOD INSURANCE RATE MAP (FIRM), MAP NO. 1907450005D, MAP REVISED JULY 19, 2000

**CERTIFICATIONS**

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

KEVEN J. CRAWFORD, P.E. IOWA LICENSE NO. 13156  
 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2016  
 PAGES OR SHEETS COVERED BY THIS SEAL (SHEETS 1-2)

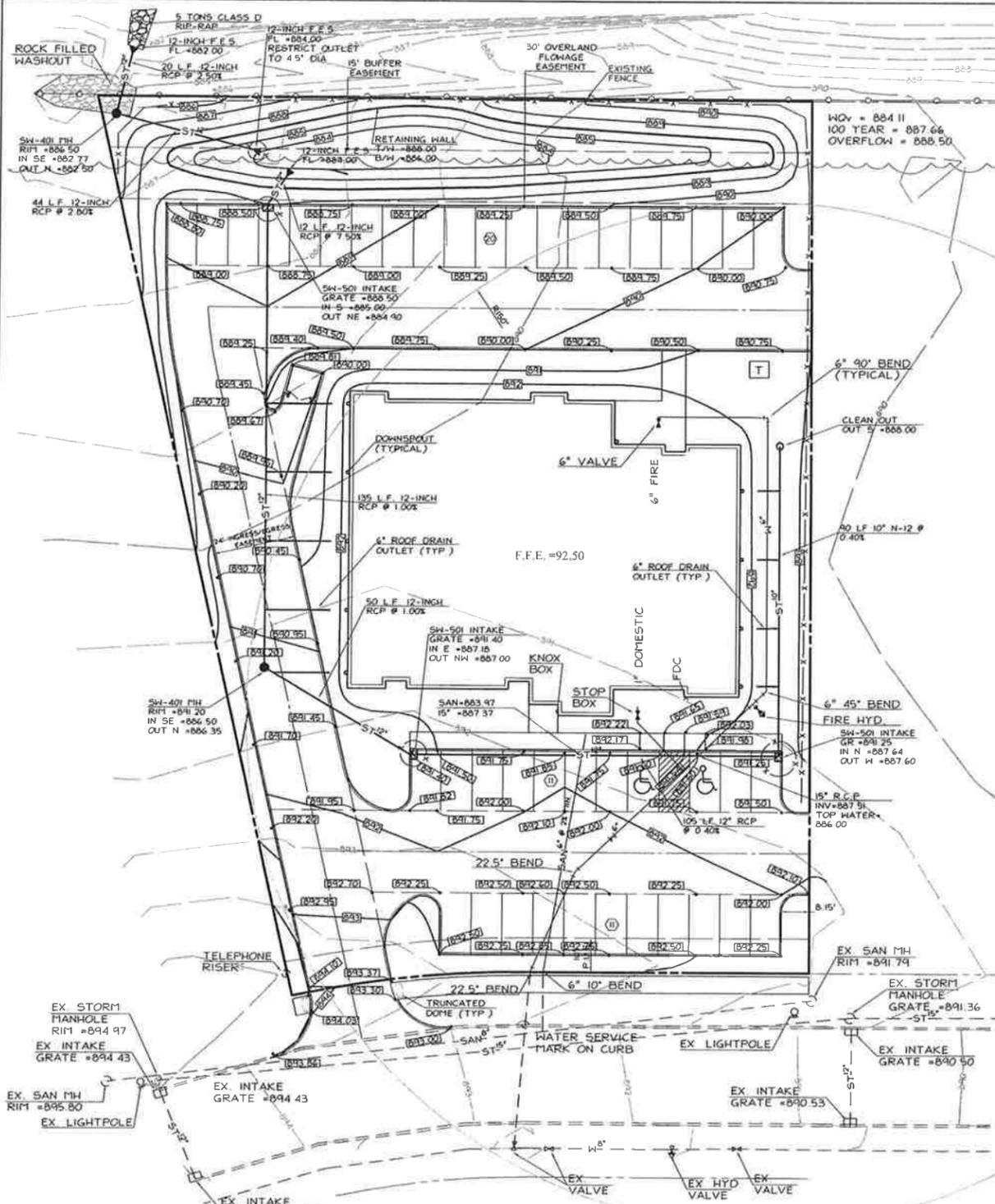
**COOPER CRAWFORD & ASSOCIATES, L.L.C.**  
 CIVIL ENGINEERS  
 475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265  
 PHONE: (515)224-1344 FAX: (515)224-1345

APPROVED (X-X-2003) INITIALED XXX AS-BUILT (X-X-2003)  
 DIMENSION / LANDSCAPE  
 LOT 6 WINDSOR OFFICE PARK PLAT 1

DATE: 4-8-2016  
 REVISIONS

JOB NUMBER  
**CC 1841**  
 SHEET 1 OF 2





**EROSION & POLLUTION CONTROL NOTES**

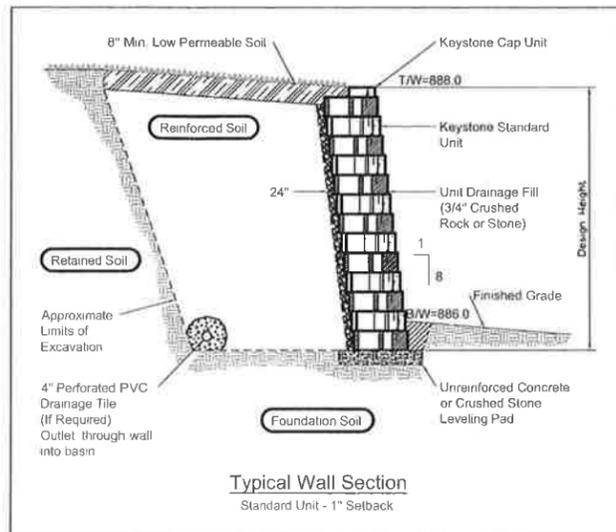
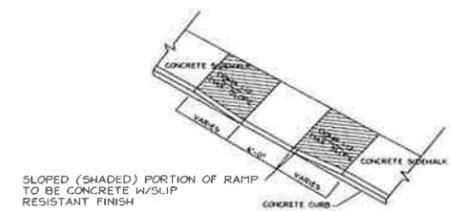
- 1 THE SUBCONTRACTOR RESPONSIBLE FOR EROSION AND POLLUTION CONTROL SHALL CARRY OUT THE MEASURES DETAILED ON THIS SITE PLAN.
- 2 CONTROLS MUST BE IN GOOD OPERATING CONDITION UNTIL THE CONSTRUCTION ACTIVITY IS COMPLETE AND FINAL STABILIZATION HAS BEEN REACHED.
- 3 THE SUBCONTRACTOR SHALL INSPECT THE SITE AT MINIMUM ONCE EVERY 7 DAYS. ALL DISTURBED AREAS OF THE SITE, AREAS OF MATERIAL STORAGE, LOCATIONS WHERE VEHICLES ENTER/EXIT THE SITE, ALL OF THE EROSION AND SEDIMENT CONTROLS THAT ARE IDENTIFIED AS PART OF THIS PLAN AND ACCESSIBLE DISCHARGE LOCATIONS MUST BE INSPECTED.
- 4 THE SUBCONTRACTOR IS TO TAKE NECESSARY ACTIONS TO CORRECT DEFICIENCIES FOUND DURING INSPECTIONS AS SOON AS PRACTICAL BUT IN NO CASE LATER THAN 7 DAYS AFTER THE INSPECTION IN WHICH THE DEFICIENCY WAS FOUND.
- 5 THE SUBCONTRACTOR SHALL KEEP LOG AND PREPARE WEEKLY REPORTS DETAILING THE INSPECTIONS AND MEASURES TAKEN TO CORRECT ANY AND ALL DEFICIENCIES FOUND IN THE EROSION AND POLLUTION CONTROL MEASURES. THE REPORTS SHALL CONFORM TO THE STANDARDS SET BY THE IOWA DEPARTMENT OF NATURAL RESOURCES. COPIES OF THESE REPORTS SHALL BE FORWARDED TO THE DEVELOPER AND TO COOPER CRAWFORD & ASSOCIATES, L.L.C.
- 6 AFTER INITIAL GRADING PRIOR TO UTILITY CONSTRUCTION - ALL DISTURBED AREAS OUTSIDE OF THE PROPOSED R.O.W.'S ARE TO HAVE TEMPORARY SEEDING AND MULCHING (SEE SEEDING DETAIL FOR TIMETABLE). CONTRACTOR AND SUBS ARE TO TRY TO MINIMIZE DISTURBANCE TO THESE SEEDED AREAS THROUGH THE USE OF SPECIFIC ACCESS ROUTES WITHIN THE SITE.
- 7 DURING CONSTRUCTION, IF IT BECOMES EVIDENT THAT A DISTURBED AREA WILL NOT BE DISTURBED FOR 21 DAYS, IT SHALL BE SEED BY DAY 7.
- 8 PERMANENT SEEDING TO BE DONE IMMEDIATELY AFTER FINAL GRADING.
- 9 ANY FAILED AREAS OF SEEDING/MULCHING SHALL BE REAPPLIED.
- 10 ANY SOIL OR SPILL WASHED, TRACKED OR DROPPED ONTO ADJOINING RIGHT-OF-WAYS AND PROPERTY WILL BE CLEANED UP BY THE OWNER/CONTRACTOR WITHIN 24 HOURS.
- 11 FILTER SOCKS ARE TO BE INSPECTED ONCE A WEEK AND AFTER EACH RAINSTORM, LOOK FOR UNDERCUTTING AND FAILURES IN FABRIC. REPLACE/REPAIR AS NECESSARY.
- 12 ADDITIONAL FILTER SOCKS (TO THAT SHOWN ON THIS PLAN) MAY BE REQUIRED IN AREAS WHERE EROSION IS EVIDENT.
- 13 FILTER SOCKS ARE TO BE CLEANED UP WHEN THEY HAVE LOST 50% OF THEIR CAPACITY.
- 14 ALL INTAKES SHALL HAVE FILTER SOCKS PRIOR TO PAVING AND INLET FILTERS AFTER PAVING. THESE FILTERS REMAIN IN PLACE UNTIL THE SITE HAS A PERMANENT PERENNIAL GROUND COVER.
- 15 ALL INTAKES SHALL BE COVERED DURING CONSTRUCTION TO PREVENT SEDIMENTATION DEPOSITS WITHIN THE STORM SEWER.
- 16 IN THE EVENT THAT SEEDING/MULCHING DOES NOT OCCUR PRIOR TO WINTER, ALL DISTURBED AREAS WILL BE MULCHED.

**GRADING NOTES**

- 1 ALL DIMENSIONS ARE TO BACK OF CURB, OUTSIDE OF BUILDING WALL, AND TO PROPERTY LINES.
- 2 THE LOCATIONS AND DIMENSIONS SHOWN ON THE PLANS FOR EXISTING FACILITIES ARE IN ACCORDANCE WITH AVAILABLE INFORMATION WITHOUT UNCOVERING AND MEASURING. THE ENGINEER DOES NOT GUARANTEE THE ACCURACY OF THIS INFORMATION OR THAT ALL EXISTING UNDERGROUND FACILITIES ARE SHOWN. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT ALL PUBLIC AND/OR PRIVATE UTILITIES SERVING THE AREA TO DETERMINE THE PRESENT EXTENT AND EXACT LOCATION OF THEIR FACILITIES BEFORE BEGINNING WORK.
- 3 THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES OR STRUCTURES AT THE SITE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNERS OF UTILITIES OR STRUCTURES CONCERNED BEFORE STARTING WORK. THE CONTRACTOR SHALL NOTIFY THE PROPER UTILITY IMMEDIATELY UPON BREAKING OR DAMAGE TO ANY UTILITY LINE OR APPURTENANCE, OR THE INTERRUPTION OF THEIR SERVICE. HE SHALL NOTIFY THE PROPER UTILITY INVOLVED. IF EXISTING UTILITY LINES ARE ENCOUNTERED THAT CONFLICT IN LOCATION WITH NEW CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY THE ENGINEER SO THAT THE CONFLICT MAY BE RESOLVED.
- 4 STRIP TOPSOIL FROM ALL AREAS WHICH ARE TO BE FILLED OR CUT, 4' OUTSIDE OF R.O.W. AND 6' WITHIN R.O.W.
- 5 SOCKPILE SUFFICIENT TO PREPARE A MINIMUM OF 4-INCHES ON UNPAVED AREAS.
- 6 ALL AREAS TO RECEIVE FILL TO BE BENCHED.
- 7 PREPARE BOTTOM OF BENCH FOR FILL BY DISCING TO A DEPTH OF 6-INCHES.
- 8 ALL SITE GRADING FILL SHALL BE COMPACTED TO A DENSITY THAT IS NOT LESS THAN 95% STANDARD PROCTOR.
- 9 THE MOISTURE CONTENT OF THE FILL MATERIAL SHALL NOT DEVIATE FROM OPTIMUM BY MORE THAN 2%.
- 10 MAINTAIN ALL CUT AND FILL AREAS FOR SURFACE DRAINAGE AT ALL TIMES.
- 11 FINAL GRADES WITHIN PAVED AREAS SHALL BE WITHIN 0.1' OF PLAN GRADE, ALL OTHER AREAS TO BE WITHIN 0.2' OF PLAN GRADE.
- 12 A MINIMUM OF ONE FOOT OF COMPACTED COHESIVE SUBGRADE SHALL BE PROVIDED BENEATH ALL PAVEMENTS.
- 13 ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH SUDAS, 2014 EDITION.
- 14 TILL BOTTOM OF DETENTION BASIN PRIOR TO LAYING FILTER FABRIC AND INSTALL ROCK. CARE SHOULD BE TAKEN TO LIMIT COMPACTION DURING INSTALLATION OF THE FABRIC AND ROCK.

**UTILITY NOTES**

- 1 ONE WEEK PRIOR TO CONSTRUCTION THE CONTRACTOR SHALL NOTIFY:
  - A CITY OF JOHNSTON ENGINEER
  - B TODD MENDENHALL
  - C COOPER CRAWFORD & ASSOCIATES, L.L.C.
- 2 ALL DIMENSIONS ARE TO BACK OF CURB, OUTSIDE OF BUILDING WALL, AND TO PROPERTY LINES.
- 3 THE LOCATIONS AND DIMENSIONS SHOWN ON THE PLANS FOR EXISTING FACILITIES ARE IN ACCORDANCE WITH AVAILABLE INFORMATION WITHOUT UNCOVERING AND MEASURING. THE ENGINEER DOES NOT GUARANTEE THE ACCURACY OF THIS INFORMATION OR THAT ALL EXISTING UNDERGROUND FACILITIES ARE SHOWN. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT ALL PUBLIC AND/OR PRIVATE UTILITIES SERVING THE AREA TO DETERMINE THE PRESENT EXTENT AND EXACT LOCATION OF THEIR FACILITIES BEFORE BEGINNING WORK.
- 4 THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES OR STRUCTURES AT THE SITE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNERS OF UTILITIES OR STRUCTURES CONCERNED BEFORE STARTING WORK. THE CONTRACTOR SHALL NOTIFY THE PROPER UTILITY IMMEDIATELY UPON BREAKING OR DAMAGE TO ANY UTILITY LINE OR APPURTENANCE, OR THE INTERRUPTION OF THEIR SERVICE. HE SHALL NOTIFY THE PROPER UTILITY INVOLVED. IF EXISTING UTILITY LINES ARE ENCOUNTERED THAT CONFLICT IN LOCATION WITH NEW CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY THE ENGINEER SO THAT THE CONFLICT MAY BE RESOLVED.
- 5 ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH SUDAS, 2014 EDITION.
- 6 SIDEWALK AND DRIVE APPROACH INSTALLATIONS TO BE INSPECTED BY CITY OF JOHNSTON ENGINEERING DEPARTMENT, MINIMUM 24 HOUR NOTICE.
- 7 PROVIDE 2" CONCRETE BOXOUT AROUND ALL INTAKES AND MANHOLES WITHIN PAVED AREAS.
- 8 ALL DEBRIS SPILLED ON CITY R.O.W. AND ADJOINING PROPERTY SHALL BE REMOVED BY OWNER/CONTRACTOR IN TIMELY FASHION.
- 9 VERIFY COORDINATES AND BUILDING CORNERS WITH ARCHITECTURAL DRAWINGS PRIOR TO CONSTRUCTION.
- 10 ALL SITE WORK, SODDING AND LANDSCAPING SHALL BE IN ACCORDANCE WITH SUDAS, 2014 EDITION.
- 11 ALL LIGHTING MUST SHINE DOWN FROM RESIDENTIAL USES.
- 12 ALL EXTERIOR PARKING LOT AND BUILDING MOUNTED LIGHT FIXTURES MUST BE LOW GLARE, "CUT OFF" FIXTURES.



**LEGEND**

EXISTING/PROPOSED

- PLAT BOUNDARY
- W 6" WATER MAIN # SIZE
- SAN 6" SANITARY SEWER # SIZE
- ST 6" STORM SEWER # SIZE
- UGE UNDERGROUND ELECTRIC CABLE
- UGT UNDERGROUND TELEPHONE CABLE
- CTV UNDERGROUND CABLE TV
- G 4" GAS MAIN # SIZE
- MANHOLE
- INTAKE
- HYDRANT
- POWER POLE/LIGHT POLE
- UTILITY BOX/TELEPHONE RISER
- EXISTING CONTOURS
- PROPOSED CONTOURS
- SILT FENCE OR APPROVED FILTRATION SOCK
- TREES

IOWA ONE-CALL  
816.293.8979  
CALL BEFORE YOU DIG

# PREMIER LENDING ALLIANCE

## STORM WATER POLLUTION PREVENTION PLAN

**SITE DESCRIPTION**  
Location: Part of Sec 10, T74N, R25W  
Nature of Construction Activity: Commercial  
Area: Total site area = 1.057 acres  
Site area affected = 1.057 acres  
Runoff coefficient = 0.64 (rational method)  
Approximate slopes anticipated: 3:1, or flatter  
Runoff from the project will flow into unnamed ditches and waterways, which then flows into Beaver Creek.

**CONTROLS**

**Erosion and sediment controls**

- Stabilization practices
- Existing vegetation is preserved whenever possible
- Permanent seeding and/or sodding
- Structural practices
- Filter Socks
- Drainage basins
- Rock outlet protection (riprap)
- Storm water management
- Installation of runoff onsite
- Velocity dissipation devices at discharge locations to provide non-erosive velocity flows
- Waste disposal
- All building material wastes must be removed from the site
- Off-site vehicle tracking of sediments shall be minimized

**MAINTENANCE**  
Maintain effective operating conditions of all protective measures identified in this plan.  
Filter Sock is cleaned when they have lost 50% of their capacity.  
Drainage basins remain undisturbed.  
Rock outlet protection (riprap) remains intact.

**INSPECTIONS**  
Qualified personnel shall inspect disturbed areas of the construction site that have not been finally stabilized at least once every seven calendar days and within 24 hours of the end of a storm that is 0.5 inches or greater.  
Inspect site for evidence of, or the potential of, pollutants entering the drainage system from stored materials.  
Observe erosion and sediment controls to ensure that they are operating correctly.  
Locations where vehicles enter or exit the site shall be inspected for evidence of off-site sediment tracking.  
Inspect discharge locations to ascertain whether erosion control measures are effective in preventing significant impacts to receiving waters.  
Any modifications to the plan as a result of an inspection shall be implemented within 7 calendar days of the inspection.  
An inspection report shall be prepared and retained as part of the prevention plan until project termination, this report will contain the following:  
- A summary of the scope of the inspection.  
- Qualifications of the personnel making the inspection.  
- Major observations relating to the implementation of the prevention plan.  
- Any actions taken.  
- Signature.

**NON-STORM WATER DISCHARGES**  
Water main flushing  
- Flushed water will be discharged into the storm sewer system where, when discharged, it will undergo erosion and sediment controls consisting of:  
- Rock outlet protection (riprap)  
- Filter socks  
- Existing vegetation

**CONTRACTORS**  
The grading contractor shall have the responsibility of implementing the measures contained in this plan.  
All contractors and subcontractors shall sign a certification statement before conducting any professional service at the site relating to the National Pollutant Discharge Elimination System (NPDES) permit.

**CONTACT PERSON**  
GRADING CONTRACTOR WHICH IS YET TO BE DETERMINED

**COOPER CRAWFORD & ASSOCIATES, L.L.C.**  
CIVIL ENGINEERS

475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265  
PHONE: (515) 224-1344 FAX: (515) 224-1345

DATE 4-8-2016  
REVISIONS

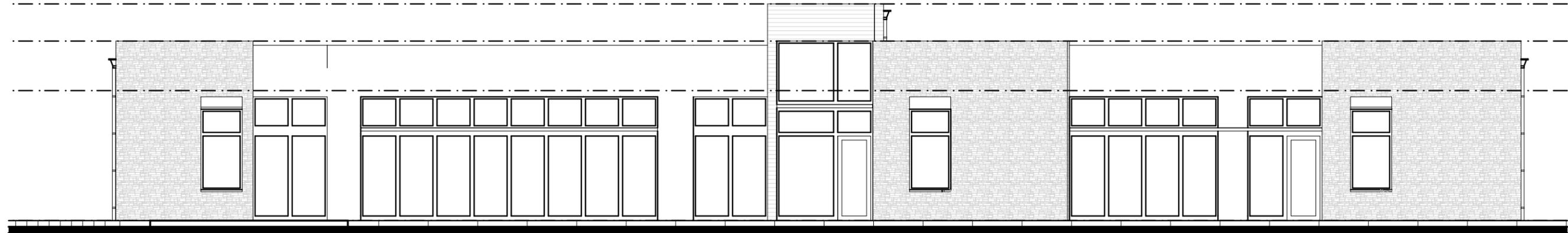
SCALE: 1"=20'

APPROVED: (X-X-2003) INITIALED XXX AS-BUILT (X-X-2003)

**GRADING / UTILITY**  
LOT 6 WINDSOR OFFICE PARK PLAT 1

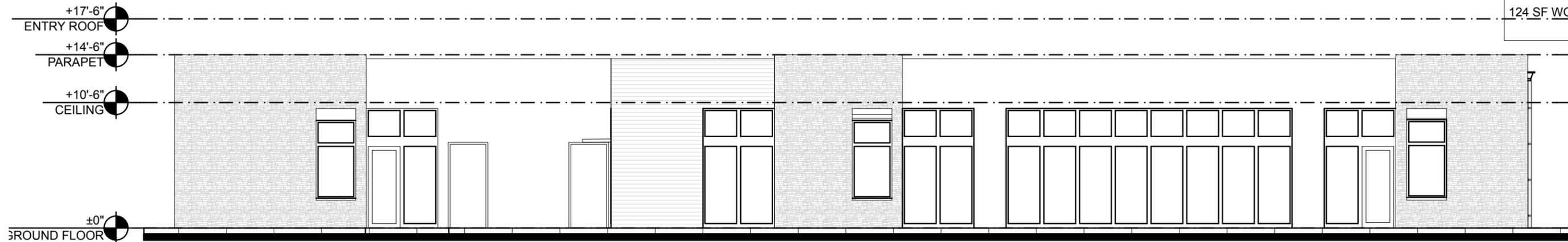
JOB NUMBER  
**CC 1841**  
SHEET  
2 OF 2

MATERIALS	
1675 SF TOTAL	
585 SF GLASS	
1090 SF PERM.	
554 SF STONE	52%
498 SF METAL	45%
38 SF WOOD	3%

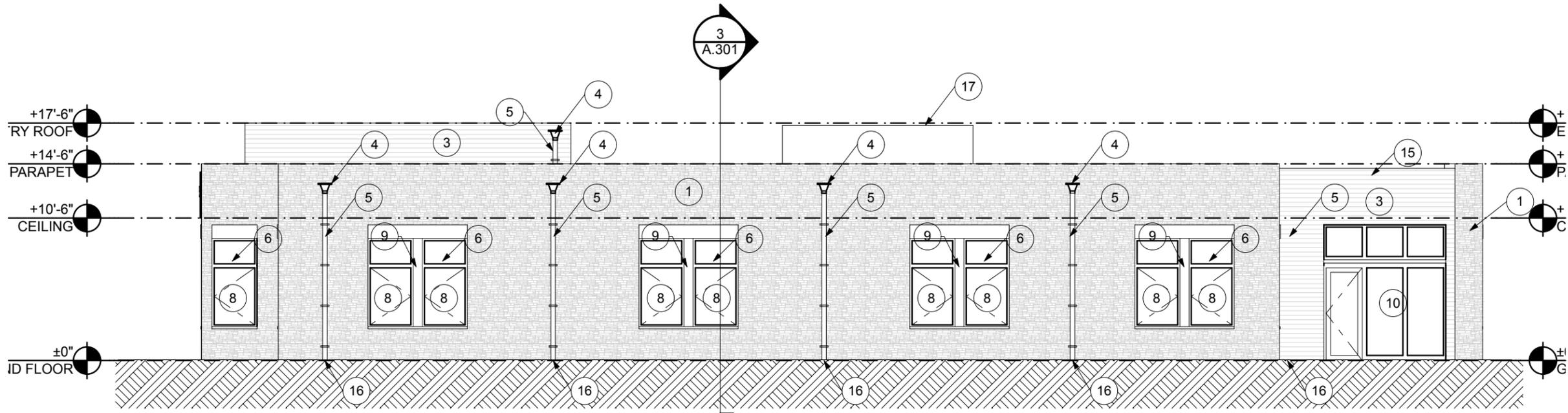


2 SOUTH ELEVATION  
A.0.6 SCALE: 1/8" = 1'-0"

MATERIALS	
1442 SF TOTAL	
525 SF GLASS	
1150 SF PERM.	
475 SF STONE	41%
551 SF METAL	48%
124 SF WOOD	11%

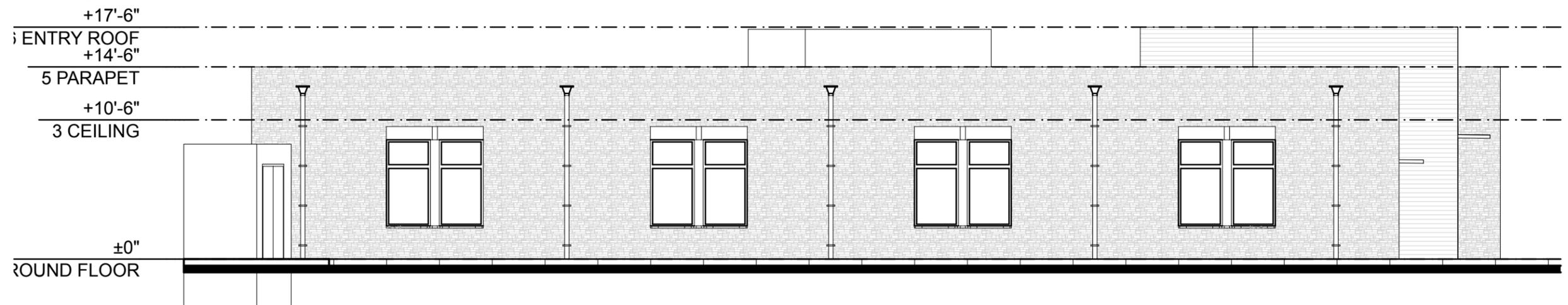


1 NORTH ELEVATION 1/8"  
A.0.6 SCALE: 1/8" = 1'-0"



MATERIALS	
1442 SF TOTAL	
210 SF GLASS	
1232 SF PERM.	
907 SF STONE	74%
64 SF METAL	5%
261 SF WOOD	21%

1 EAST ELEVATION  
A.0.5 SCALE: 1/8" = 1'-0"



MATERIALS	
1442 SF TOTAL	
120 SF GLASS	
1322 SF PERM.	
1104 SF STONE	83%
64 SF METAL	5%
154 SF WOOD	12%

2 WEST ELEVATION  
A.0.5 SCALE: 1/8" = 1'-0"



# Planning & Zoning Commission

COMMUNITY DEVELOPMENT DEPARTMENT

May 9<sup>th</sup>, 2016

**SUBJECT:** Consider making a recommendation of Ordinance 944 to add a definition of a raceway within Chapter 170, Zoning Sign Regulations of the City of Johnston Code of Ordinances:

**SYNOPSIS:**

In effort to clarify a key component in building signage installation and use, staff would request the definition of a “raceway” to be added to chapter 170 of the Code of Ordinances.

As part of the council work session meeting on April 18, 2016, discussion regarding this amendment to this chapter language was heard. Mayor Dierenfeld and Council Members were in agreeance the addition of the new definition was appropriate. Further, on May 2<sup>nd</sup>, 2016 the City Council has set a public hearing date of May 16<sup>th</sup>, 2016 to accept and hear any comments regarding this proposed addition to the chapter.

**PROPOSED LANGUAGE:**

Attached is additional language proposed to chapter 170 of the City of Johnston Code of Ordinances.

Chapter 170.03 would be amended by adding the following definition:

28. “Raceway” means a channel for enclosing electrical wires and/or other equipment used for the operation of illuminated signage or mounting non-illuminated signage including but not limited to letters, logos, or symbols; that is not larger than the letters, logos, or symbols nor creates a background for the letters, logos, or symbols and is colored to match the building’s exterior materials.

Chapter 170.03 would be further amended with the renumbering of this section to reflect this above insertion, specifically items 28 through 40.

The above definition does help to dissuade the creation of “raceways” that in part could double as a background area for the text as well as textually reinforce the use and coloration of raceways in signage applications.

**RECOMMENDATION:**

Staff recommends approval of the proposed language for ordinance amendment.

Attachments:

1. Ordinance 944 (proposed)
2. Proposed amendment to Chapter 170 (Original chapter showing proposed changes)

**ORDINANCE NO. 944**

**AN ORDINANCE AMENDING THE JOHNSTON REVISED ORDINANCES OF 2007 BY AMENDING SECTION 170.03 OF THE ZONING SIGN REGULATIONS.**

**Be It Enacted by the City Council of the City of Johnston, Iowa That:**

**Section 1. PURPOSE.** The purpose of this ordinance amendment is to update the definitions of Chapter 170 of the Code of Ordinances.

**Section 2. Chapter 170.03 is hereby amended to insert the following definition:**

**“28. “Raceway” means a channel for enclosing electrical wires and/or other equipment used for the operation of illuminated signage or mounting non-illuminated signage including but not limited to letters, logos, or symbols; that is not larger than the letters, logos, or symbols nor creates a background for the letters, logos, or symbols and is colored to match the building’s exterior materials.”**

**Section 3. Chapter 170.03 is further amended by:**

**Chapter 170.03 is further amended with the renumbering of this section to reflect the above insertion, specifically items 28 through 40.**

**Section 4. 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 5. WHEN EFFECTIVE.** This ordinance shall be in full effect from and after its final passage, approval, and publication as provided by the law.

Passed and approved by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
PAULA S. DIERENFELD, MAYOR

ATTEST:

\_\_\_\_\_  
CYNDEE RHAMES, CITY CLERK

1st Reading: \_\_\_\_\_

2nd Reading: \_\_\_\_\_

3rd Reading: \_\_\_\_\_

Passed: \_\_\_\_\_

Signed: \_\_\_\_\_

Published: \_\_\_\_\_

## CHAPTER 170

# ZONING – SIGN REGULATIONS

170.01 Title	170.16 Flags and Banners
170.02 Statement Of Intent	170.17 Temporary Signs
170.03 Definitions	170.18 Permits and Fees
170.04 General Prohibitions	170.19 Inspection
170.05 Sign Area Formulas	170.20 Unsafe and Unlawful Signs
170.06 Prohibited Signs	170.21 Painting Required
170.07 Exemptions	170.22 Wind Pressure and Dead Load Requirements
170.08 On-Premises Sign Regulations	170.23 Removal of Obsolete Signs
170.09 Freestanding Identification Signs	170.24 Maintenance
170.10 Interstate Oriented Signs	170.25 Signs not to Constitute Traffic Hazard
170.11 Directory Signs	170.26 Signs on City Property and Right-Of-Way
170.12 Building Signs	170.27 Nonconforming Signs
170.13 Projecting Signs	170.28 Revocation of Permits
170.14 Marquees, Awnings and Canopy Signs	170.29 Jurisdiction of Board of Adjustment
170.15 Directional Signs	170.30 Jurisdiction of Board of Appeals

**170.01 TITLE.** This chapter shall be known and may be cited and referred to as the “Sign Ordinance” of the City of Johnston, Iowa, and shall apply to all properties within the City.

**170.02 STATEMENT OF INTENT.** In the interest of promoting the general welfare of the community and public safety, it is recognized that the community should be aesthetically attractive as well as financially prosperous. The purpose of this chapter is to regulate signs in such a way as to establish a compatibility of sign usage with the land use patterns and standards for the zoning district, and to permit such signs which will not, by reason of their size, location, construction or manner of display cause an annoyance or disturbance to citizens, detract from the community’s aesthetic attractiveness, create a hazard, confuse or mislead traffic, obstruct vision necessary for traffic safety, or otherwise endanger the public morals, health or safety.

**170.03 DEFINITIONS.**

1. “Awning sign” means a sign painted on or incorporated into an awning. The area of an awning sign shall be the area of the inscription or message incorporated into the awning, provided the awning is not internally illuminated. For an awning sign incorporated on an awning internally illuminated, the area of the entire awning shall be considered the sign area.
2. “Banner” means any fabric, banner or bunting containing words, numbers, colors, patterns or symbols, either enclosed in a rigid frame, secured or mounted so as to allow movement of the sign caused by movement of the atmosphere. Banners do not include those signs which are defined as flags in this chapter.
3. “Billboard” means any structure, regardless of material used in the construction of the same, that is erected, maintained, or used for public display of poster, painted signs, wall signs, whether the structure is placed on the wall itself, pictures, or other pictorial reading matter which advertise a business, a commodity sold, service, or attraction which is not carried on or manufactured in or upon the premises upon which said signs or billboards are located.

4. “Building sign” means a sign which is wholly supported by the building wall, parallel to the plane thereof, and which does not extend beyond the surface of said building wall more than twelve (12) inches. A building sign may be painted on, incorporated in, or affixed to the building wall, or any sign consisting of cut-out letters or devices affixed to the building wall with no background defined on the building wall.
5. “Changeable copy sign (manual)” means a sign on which copy is changed manually in the field, i.e., reader boards with changeable letters or changeable pictorial panels.
6. “Changeable copy sign (automatic)” – see “electronic message center.”
7. “Construction sign” means signs identifying the architects, engineers, contractors and other individuals involved in the construction of a building or subdivision and such signs announcing the character of the building enterprise or the purpose for the development is intended but not including product advertising.
8. “Directional sign” means any sign that does not advertise a product or place of business, but exists solely to direct vehicular or pedestrian traffic to a location of a business or part of a business. A directional sign shall not contain names or logos.
9. “Directory sign” means a permanent diagrammed representation located near the entrance of a complex which shows the location and address of the unit designations within a complex.
10. “Electronic message center” means a sign that is electronically or electrically controlled that displays a message center or reader board composed of a series of lights that may be changed through electronic means.
11. “Flag” means any fabric, banner or bunting containing words, numbers, colors, patterns or symbols, used as a symbol of a government or political subdivision, including flags of the United States, the State, the City, foreign nations having diplomatic relations with the United States, and other flags adopted or sanctioned by an elected legislative body of competent jurisdiction.
12. “Free standing signs,” including pole and ground signs, as regulated by this chapter, include any sign which is supported by one or more uprights or braces in or upon the ground and not attached to any building or wall.
13. “Identification sign” means an on-premises sign that displays no more than the name, address, crest or insignia, occupation or profession of an occupant of the premises, name of any building on the premises or the trademark of the occupant.
14. “Illuminated sign” means any sign which has characters, letters, figures, designs or outline illuminated by electric lights or luminous tubes as part of the sign proper.
15. “Interstate high rise sign” means an on-premises pole sign which is constructed to attract the attention of interstate travelers and is located within 1,200 feet of the centerline of Interstate 35/80 and identifies or advertises the use of the principal building(s).
16. “Interstate oriented sign” means an on-premises sign which is constructed to attract the attention of interstate travelers and is located within 1,000 feet of the centerline of Interstate 35/80 and identifies or advertises the use of the principal building(s).

17. “Memorial sign” means memorial signs or tablets, names of buildings and date of erection when engraved into any masonry surface or when constructed of bronze or other incombustible materials. Memorial signs shall not contrast in color from the material of which said sign is constructed.
18. “Monument sign” means an on-premises sign, other than a pole sign, where the sign and its encasement and structural trim are fully supported at the sign’s base by its supporting column and where the width of the supporting column is no less than 80 percent of the average width of the sign it supports.
19. “Obsolete signs” means such signs that advertise an activity, business, product or service no longer conducted on the premises on which the sign is located.
20. “On-premises sign” means a sign the primary purpose of which is to advertise, identify, and/or direct attention to a profession, business, service, activity, product, campaign or attraction which is carried on, sold, offered or manufactured in or upon the premises.
21. “Panel sign” means a message, inscription or logo which is painted or affixed to a panel of wood, plastic, cloth, fiberglass, or other material which is not part of the building’s exterior materials, is of greater area than the message, inscription or logo, and provides a background for the message, inscription or logo.
22. “Pole sign” means an on-premises freestanding sign that is supported by one or more uprights not attached to, or braced by, any other structure. Pole signs shall have a clear open space of not less than ten (10) feet between the base line of said sign and the ground level.
23. “Political issue sign” means a sign announcing, promoting (for or against), or drawing attention to any personal or political issue or candidate(s) seeking public political office.
24. “Portable sign” means a freestanding sign not permanently anchored or secured to the ground or any building or wall.
25. “Project identification sign” means a sign identifying the name of a complex, development or subdivision, which is incorporated with a landscape feature such as planter beds, fountains, decorative walls, fences or other landscape features.
26. “Projecting sign” means a sign, other than a wall sign, which projects from and is supported by a wall of a building or structure.
27. “Public sign” means such a sign of a non-commercial nature and in the public interest, erected by or upon the order of a public officer in the performance of such officer’s public duty, such as safety signs, danger signs, trespassing signs, traffic signs, memorial plaques, signs of historical interest and all other similar signs, including signs designating hospitals, libraries, schools, airports and other institutions or places of public interest or concern.
28. “Raceway” means a channel for enclosing electrical wires and/or other equipment used for the operation of illuminated signage or mounting non-illuminated signage including but not limited to letters, logos, or symbols; that is not larger than the letters, logos, or symbols nor creates a background for the letters, logos, or symbols and is colored to match the building’s exterior materials.

(All following numbering from this point have been revised for this insertion.)

29. “Real estate signs” means such signs advertising the sale, rental or lease of the premises or part of the premises on which the signs are displayed.
30. “Roof sign” means a sign erected upon or above a roof or parapet of a building.
31. “Service sign” means a sign identifying rest rooms, public telephone facilities, first aid stations, emergency shelters and other similar public service facilities.
32. “Sign” means any device fixed to, painted on, or incorporated into the building surface or displayed from or with a building or structure, or free standing upon the site and which is visible from the public right-of-way and designed to convey or direct a message to the public concerning the identification of the premises, to advertise or promote the interests of any private or public firm, person, organization, or other entity, or to draw attention to the use on the premises.
33. “Sign area” means that area of a sign’s exposed facing, determined by the Zoning Administrator using actual dimensions where practical, or approximate dimensions when irregularity of a sign shape warrants. Such area shall be measured using one of the formulas in Section 170.05 of this chapter.
34. “Sign copy” means words, letters, logos figures, symbols, illustrations, or patterns that form a message or otherwise call attention to a business, product, service, or activity, or to the sign itself.
35. “Sign perimeter” means the external boundary of a sign at its widest point per plan view.
36. “Temporary sign” means any construction, real estate, political, portable or other sign, banner, pennant, streamer, inflatable signs, valance or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard or other materials, with or without frames, intended to be displayed for a short period of time only.
37. “Temporary window sign” means a sign, banner, pennant, streamer, or advertising display constructed of cloth, canvas, light fabric, cardboard, wall board or other materials which is displayed but not permanently installed or painted on or behind any window for the purposes of viewing from a public street. This term does not include merchandise located in a window.
38. “Vehicle sign” means a message, inscription or logo painted, attached, or incorporated on a motor vehicle which advertises or promotes the interest of any private or public firm, person, organization, or other entity, or to draw attention to the use on the premises.
39. “Vision triangle” means that area bounded by the street right-of-way lines of a corner lot and a straight line joining points on said right-of-way lines 25 feet from the point of intersection of said right-of-way lines. Greater dimensions may be required on streets with higher traffic volumes, based upon the standards of the Institute of Transportation Engineers or the Association of American State Highway Officials.
40. “Wall area” means that area of a building as calculated by multiplying the height of the building, as measured from the average ground level to the roof eave line times the width of the building, which is the width of the building facing the street as measured from an elevation view.
41. “Window sign” means a sign installed inside or painted upon a building or window for purposes of viewing from a public street. This term does not include

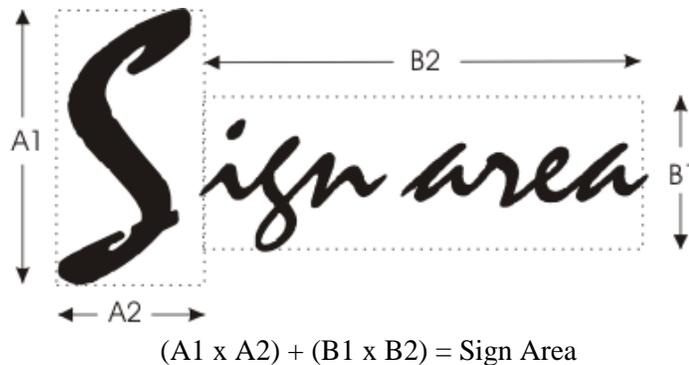
merchandise located in a window, holiday displays, open/closed signs or other signs, which are temporary in nature.

**170.04 GENERAL PROHIBITIONS.**

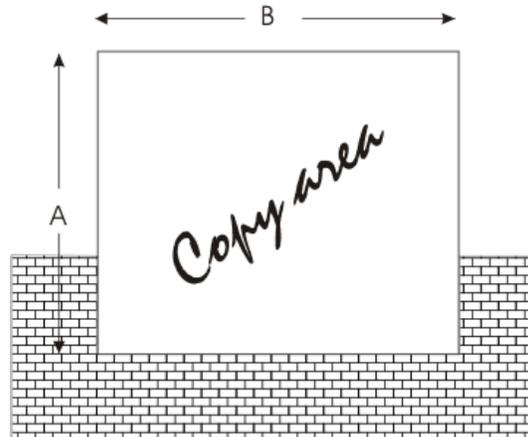
1. No sign shall be allowed except as permitted by this chapter.
2. No sign shall be located so that the safety of a moving vehicle or pedestrian will be impaired by obscuring a driver’s or pedestrian’s vision.
3. Signs shall be properly erected or attached to a structure and kept in good repair. Any lettering, logo, design, and other markings placed upon the sign shall be clear, distinct, and readable and maintained in that condition.

**170.05 SIGN AREA FORMULAS.** The area of a sign is determined by the Zoning Administrator, using actual dimensions where practical or approximate dimensions when irregularity of a sign shape warrants. The area of each sign type is to be measured with either Formula A or Formula B as noted below.

Formula A: The sign area is the sum of the area of two (2) contiguous rectangles, squares or circles that enclose the extreme points or edges of all copy, logos and symbols of said sign.



Formula B: The sign area is the area of one rectangle, square or circle that encloses the extreme points or edges of all areas where copy may be placed on a sign. This area does not include structural or architectural features of the sign where copy will not be located.



$$(A \times B) = \text{Sign Area}$$

**170.06 PROHIBITED SIGNS.** The following signs shall not be permitted, erected or maintained on any property within the City, unless located within the confines of a building, or not visible from outside the premises of the lot in which the sign is located.

1. Moving Lights. Signs which incorporate in any manner any flashing, pulsating, rotating, beacons, or moving lights.
2. Banners. Banners, pennants, spinners, and streamers, except as specified in the Temporary Sign Section 170.17.
3. String Lights. String lights used in connection with commercial premises for commercial purposes, other than Christmas decorations used from November 1 to January 15 on a temporary basis.
4. Moving Parts. Any sign which has any visible moving part, visible revolving parts or visible mechanical movement of any description or other apparent visible movement achieved by electrical, or mechanical means, including intermediate electrical pulsations, or by action of normal wind currents.
5. Hazardous Sign. Any sign or sign structure which:
  - A. Is structurally unsafe, or
  - B. Constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation or abandonment, or
  - C. Is not kept in good repair, or
  - D. Is capable of causing electrical shocks to persons likely to come in contact with it.
6. Traffic Hazard. Signs that constitute a traffic hazard, as noted in Section 170.25.
7. Obstructions. Signs that constitute an obstruction so as to prevent free ingress or egress through any door, window or fire escape.
8. Prohibited Attachment. No sign or other advertising structure of any kind shall be attached to a standpipe or fire extinguisher.
9. Obscene Matter. Signs that display obscene, indecent or immoral matter that illustrates or states specified anatomical areas or specified sexual activities.
10. Portable Sign. Portable signs except as specified in the Temporary Sign Section 170.17.
11. Roof Signs.
12. Billboards.
13. Pole Signs.
14. Signs Projecting over Public Right-of-Way. It is unlawful to erect or maintain any sign on over, or above any land or right-of-way belonging to City or other governmental entity unless specifically allowed by Section 170.26.
15. Discontinued Use. On-premises signs that advertise an activity, business, product, or service no longer offered or conducted on the premises on which the sign

is located for a period of more than six (6) months after such activity, business, product, or service has ceased being offered or conducted.

16. **High Intensity or Glaring Lights.** High intensity lights, strobe lights, or rotating beams shall be prohibited outside of a building or visible from the outside of a building in all zoning districts except when otherwise legally displayed as emergency lights or warning lights. Illumination of signs shall be designed in such a way as to reflect light away from residential properties and motorists' vision.

17. **Conflicting Signs.** Signs with a format which resembles or conflicts with traffic signs or signals.

18. **Unlawful Signs.** Any sign unlawfully installed, erected or maintained in violation of this chapter.

19. **Vehicle Signs.**

20. **Temporary Signs.** All temporary signs except those that are specifically allowed by this chapter.

**170.07 EXEMPTIONS.** The following signs shall not require a sign permit.

1. Professional nameplates not exceeding one square foot in area.
2. Signs located within the confines of a building, except those that are defined as window signs.
3. Bulletin boards not over eight (8) square feet in area for public, charitable or religious institutions when the same are located on the premises of said institution.
4. Memorial signs or plaques, names of buildings, and date of erection when cut into any masonry surface or when constructed of bronze or other noncombustible and maintenance free materials, and not exceeding fifty (50) square feet in area.
5. Traffic or other municipal signs, legal notices, railroad crossing signs, danger, and such temporary emergency or non-advertising signs as may be installed or approved by the City.
6. Service signs identifying restrooms, public telephone facilities, first aid stations, emergency shelters and other similar public service facilities.
7. Building addresses on buildings and signs.

**170.08 ON-PREMISES SIGN REGULATIONS.** The standards and regulations set forth within Sections 170.08 through 170.13 apply to all on-premises signs, which advertise, identify, and/or direct attention to a profession, business, service, activity, product, campaign or attraction which carried on, sold, offered, or manufactured in or upon the premises.

**170.09 FREESTANDING IDENTIFICATION SIGNS.** There shall be permitted one (1) freestanding identification sign for each street frontage of a lot; for lots with street frontage exceeding 600 feet, one (1) sign shall be allowed for each three hundred (300) feet of street frontage. No freestanding identification sign shall be located within the vision triangle. Freestanding identification signs shall include on-premises monument signs, and project identification signs as defined within this chapter. The following type, size, height, and setback for freestanding identification signs shall be permitted within the following zoning districts by use.

1. Monument Signs. Monument signs shall be allowed in the CO, C-1, C-2, C-3, IC, M-1, M-2, MHR, R-O, ROC-1, ROC-2, and PC Zoning Districts. The following standards and regulations shall be applied:

- A. Monument signs shall not exceed ten (10) feet in height.
- B. The sign area of monument signs shall not exceed eighty (80) square feet as calculated using Formula B as defined in Section 170.05.
- C. Monument signs shall have a minimum front yard setback of fifteen (15) feet from the right-of-way line, and a side yard setback of ten (10) feet from the property line.
- D. On lots where more than one monument sign is allowed, such signs shall be separated by a minimum of one hundred fifty (150) feet.
- E. Monument signs may contain areas for manual changeable copy or electronic message centers, provided such sign area does not exceed fifty percent (50%) of the sign area of the sign. Electronic message centers are further regulated as follows:
  - (1) Electric message center copy may change no more than one time in a 24-hour period and shall not include any flashing, flowing, alternating or blinking lights.
  - (2) Electric message centers shall be integral to and a part of an approved monument sign.
  - (3) Electric message center copy shall be limited to one (1) color.

2. Project Identification Signs. Project identification signs shall be allowed in all Zoning Districts. The following standards and regulations shall be applied:

- A. Project identification signs shall not exceed ten (10) feet in height.
- B. The sign area of project identification signs shall not exceed forty (40) square feet as calculated using Formula A as defined in Section 170.05.
- C. Project identification signs shall have a minimum front yard setback of ten (10) feet from the right-of-way line, and a side yard setback of ten (10) feet from the property line.
- D. Project identification signs shall be separated from any other freestanding sign by a minimum of fifty (50) feet.

**170.10 INTERSTATE ORIENTED SIGNS.** There shall be permitted one (1) additional on-premises sign for all lots within 1,000 feet of the Interstate 35/80 right-of-way centerline. The following standards and regulations shall be applied:

- 1. Interstate oriented signs shall be permitted for lots within the C-3 District only.
- 2. Interstate oriented signs shall not exceed the greater of thirty (30) feet in height above the grade of Interstate 35/80 or sixty five (65) feet in height.
- 3. The sign area of an interstate oriented sign shall not exceed one hundred (100) square feet as calculated using Formula B as defined in Section 170.05.

4. Interstate oriented signs shall have a minimum setback from any public right-of-way of fifty (50) feet, and shall meet the other setbacks required in the C-3 District for a primary structure.
5. The faces of interstate oriented signs shall be oriented perpendicular (facing east/west) to the right-of-way of the nearest section of Interstate 35/80.
6. Interstate oriented signs shall be constructed as monument signs and supported at the sign's base by a supporting column where the width of the supporting column is no less than forty percent (40%) of the average width of the sign it supports, with the minimum base width of three (3) feet. Such supporting columns shall be constructed with colors and materials that are compatible with the building materials of the principal buildings.

**170.11 DIRECTORY SIGNS.** One (1) freestanding directory sign shall be permitted within the lot of any permitted use in any zoning district, except within the lots of one- and two-family dwellings. Directory signs shall not be greater than ten (10) feet in height and shall not contain more than thirty-two (32) square feet of sign area as calculated using Formula B as defined in Section 170.05. Directory signs must be at least twenty-five (25) feet from a public street right-of-way and be oriented towards vehicular and pedestrian traffic within a complex or development.

**170.12 BUILDING SIGNS.** The following standards and regulations shall be applied to building signs as permitted by use and zoning district:

1. Residential Zoning Districts. Building signs shall be allowed in residential zoning districts as follows:
  - A. For apartment complexes, provided the total building sign area does not exceed thirty (30) square feet per complex as calculated using Formula A as defined in Section 170.05.
  - B. For other permitted nonresidential uses, provided the total building sign area does not exceed five percent (5%) of the total square footage of any wall area of the principal building facing street frontage, provided the total building sign area does not exceed 30 square feet per complex. The sign area shall be calculated using Formula A as defined in Section 170.05.
  - C. No backlit signs shall be allowed in residential districts.
2. CO, C-1, C-2, C-3, IC, M-1, M-2, MHR, R-O, ROC-1, ROC-2, and PC Zoning Districts. The following maximum building sign area requirements shall apply to the CO, C-1, C-2, C-3, IC, M-1, M-2, R-O, ROC-1, ROC-2, and PC zoning districts.
  - A. The sign area of building signs shall not exceed five percent (5%) of the total square footage of any wall area of the principal building facing street frontage. The sign area shall be calculated using Formula A as defined in Section 170.05.
  - B. No more than two sides of the principal building facing street frontage shall be used to calculate the total building sign area allowed for a building.

- C. Building signs may be located on any side of a building so long as the total sign area square footage of all signs does not exceed the total building sign area allowed for a building.
  - D. Building signs shall incorporate aesthetic features compatible with the overall character of the zoning district and neighborhoods.
  - E. The sign area of window signs shall be included in the total building sign area allowed for a building. The sign area shall be calculated using Formula A as defined in Section 170.05.
3. CO, C-1, C-2, IC, MHR, R-O, ROC-1, ROC-2, and PC Zoning Districts. Building signs in the CO, C-1, C-2, IC, MHR, R-O, ROC-1, ROC-2 and PC zoning districts are further restricted as follows.
- A. All building signs shall be composed of solid individual letters and logos or individual illuminated self-contained letters and logos attached to the building's exterior wall fascia.
  - B. Panel signs with letters incorporated or painted upon a panel or wall area shall be prohibited.
  - C. The use of a uniform panel sign system to identify occupants of a multi-tenant retail shopping center may be approved by the City Council, after receiving a recommendation by the Planning and Zoning Commission, that the use of a uniform panel sign system maintains the aesthetic quality and character of the development, zoning district and neighborhood.

#### **170.13 PROJECTING SIGNS.**

1. Application. Projecting signs as regulated by this chapter shall include any sign, other than a building sign, which projects from, and is supported by a wall of a building or structure.
2. Construction. Every projecting sign, including the frame, braces and supports thereof, shall meet the compliance of the Building Code of the City.
3. Thickness Limitation. The thickness measured between the principal faces of any projecting sign shall not exceed twelve (12) inches.
4. Height of Projecting Signs. No part of any projecting sign shall be less than ten (10) feet above ground level, except as provided in subsection 5 of this section.
5. Location. Every projecting sign shall be at least ten (10) feet above any sidewalk area over which it is erected, and a distance not greater than two (2) feet from the wall to which it is attached, measuring from the point of the sign nearest thereto. Every projecting sign to be erected over public or private driveways or thoroughfares shall be placed not less than fifteen (15) feet above the level of same.
6. Obstructions and Traffic Hazards. Every projecting sign shall be erected in a manner which does not constitute an obstruction or traffic hazard regulated by this chapter.
7. Projection over Public Property. It is unlawful for any projecting sign to be located over public property or a public easement unless approval is granted by the City Council.

**170.14 MARQUEES, AWNINGS AND CANOPY SIGNS.** The term “sign” in this section applies to a marquee, awning and canopy accompanied by lettering or a logo, when projecting from a wall of a building. The area of the letters or logo encompassing the sign message incorporated upon the marquee, awning or canopy shall be applied toward the maximum building sign area permitted for the use in that zoning district.

**170.15 DIRECTIONAL SIGNS.** Directional signs shall be allowed in all Zoning Districts. The following standards and regulations shall be applied:

1. Directional signs shall not exceed three (3) feet in height.
2. The sign area of directional signs shall not exceed eight (8) square feet as calculated using Formula B as defined in Section 170.05.
3. Directional signs shall have a minimum front yard setback of five (5) feet from the right-of-way line.
4. Two freestanding directional signs intended to identify an access into or out of a lot shall be permitted per access.
5. No more than five (5) directional signs shall be allowed per property.

**170.16 FLAGS AND BANNERS.**

1. The following flags are permitted: flags of the United States, the State, the City, foreign nations having diplomatic relations with the United States, and other flags adopted or sanctioned by an elected legislative body of competent jurisdiction, provided that such flags are flown in accordance with protocol established by the Congress of the United States for the Stars and Stripes.
2. All other Banners are regulated as follows:
  - A. A banner identifying a corporate, business, commercial enterprise, educational institution, or any other entity or organization is allowed provided it satisfies the following requirements:
    - (1) Size shall not be greater than three (3) feet by five (5) feet.
    - (2) Banner shall be flown horizontally.
    - (3) Banner shall be flown in conjunction with and at the same time as a flag of the United States and the State of Iowa flown on the premises.
    - (4) Banner shall be displayed on a separate flagpole located in close proximity to and no higher than the flagpoles of the United States and the State of Iowa and in no event higher than thirty (30) feet. One commercial banner shall be allowed in connection with any nonresidential lot of record.
  - B. No banner of a commercial nature or purpose may be flown in a residential zone.
  - C. Flags and banners flown in a residential zone for non-commercial purposes shall not be regulated by this chapter.
  - D. All flags and banners shall be kept in good repair at all times.

**170.17 TEMPORARY SIGNS.**

1. Application. Temporary signs shall include any construction, real estate, political, portable or other sign, banner, pennant, streamer, inflatable signs, valance or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard or other materials, with or without frames, intended to be displayed for a short period of time only.
2. Temporary Signs Requiring a Permit. All temporary signs, except for construction, real estate, or political issue signs, may be used for special occasions upon the issuance of a sign permit and shall meet the following regulations:
  - A. There shall be no more than two (2) such occasions per year; such occasions shall not exceed ten (10) days. In the discretion of the Zoning Administrator, one extension per year, of no more than twenty (20) days, may be granted for extenuating circumstances provided good cause can be shown; an example of such an event would be the grand opening for a new business.
  - B. There shall be no more than one temporary sign per lot; such sign shall not exceed 100 square feet and shall not be mounted above the roof parapet.
3. Temporary Signs Not Requiring a Permit:
  - A. Temporary construction signs not exceeding ten (10) feet in height and thirty-two (32) square feet in sign area as calculated using Formula B as defined in Section 170.05 do not require a sign permit provided such signs meet the following regulations:
    - (1) Temporary construction signs shall be located on the lot under construction. In residential zoning districts temporary construction signs shall be located within the subdivision under construction.
    - (2) Temporary construction signs in residential districts shall be removed within seven (7) days after the issuance of the last certificate of occupancy in the subdivision. Temporary construction signs in all other districts shall be removed within seven (7) days after the issuance of a certificate of occupancy.
    - (3) Temporary construction signs may not be illuminated.
  - B. Real estate signs not exceeding twelve (12) square feet in sign area in any R-1, R-1A and R-2 zoning district and not exceeding thirty-two (32) square feet in sign area and ten (10) feet in height in all other zones, which advertise the sale, rental, or lease of the premises upon which said sign is located only. Such real estate signs shall not be located on public right-of-way and shall be limited to one sign for each street frontage. The sign area shall be calculated using Formula B as defined in Section 170.05.
  - C. Political issue signs shall not be located on public right-of-way and shall not be within the vision triangle.
  - D. Temporary window signs, provided that such signs do not cover more than twenty-five percent (25%) of the window area. The display of temporary window signs shall not exceed thirty (30) total (but not necessarily consecutive) days per calendar year.

4. Temporary signs and banners affixed to City light and utility poles by the City shall not be regulated by this chapter. Temporary signs for community festivals or other similar events may be exempted from the provisions of this section at the discretion of the Zoning Administrator.

**170.18 PERMITS AND FEES.** It is unlawful for any person to erect, alter, or relocate within the City any sign except as otherwise specified in this chapter without first obtaining a permit from the Community Development Department and paying the fee required herein.

1. Application for Permit. Application for permits shall be made in such form as required by the Community Development Department, and shall contain or have attached thereto the following information unless such information shall be deemed unnecessary by the Zoning Administrator.
  - A. Name, address, and telephone number of the applicant.
  - B. Location of building, structure or lot to which or upon which the sign is to be attached or erected.
  - C. Position of sign in relation to nearby buildings, structures or streets.
  - D. One blueprint or drawing of the plans, specifications, and method of construction and attachment to the building or ground.
  - E. Copy of stress sheets and calculations showing the sign is designed for live and dead loads and wind pressure loads in any direction in the amount required by this and all other applicable laws and ordinances.
  - F. Name of person, firm, corporation, or association erecting structure.
  - G. Such other information as the Zoning Administrator shall require to show full compliance with this and all other laws and ordinances of the City.
2. Permit Fees. Sign permit fees shall be paid to the City Clerk in an amount as established by resolution of the City Council.

**170.19 INSPECTION.** The Zoning Administrator may inspect, from time to time as deemed necessary, each sign or other advertising structure regulated by this chapter for the purpose of ascertaining whether the same is secure or insecure, and whether it is in need of removal or repair.

**170.20 UNSAFE AND UNLAWFUL SIGNS.** If the Zoning Administrator finds that any sign or other advertising structure regulated herein is unsafe, insecure, a menace to the public, prohibited, or is in violation of the provisions of this chapter; such official shall promptly give written notice to the permittee thereof or to the owner of premises on which the sign is located. If the permittee or owner fails to remove or alter the sign structure so as to comply with the standards herein set forth within three (3) working days after such notice, such sign or other advertising structure may be removed or altered to comply by the Zoning Administrator at the expense of the permittee or owner of the property upon which it located. However, if the owner of the sign has promptly ordered the necessary parts to repair the sign and has not received them or has promptly ordered the repair work done by an authorized erector and the erector has failed to respond within the three-day period, then a further extension of time may be granted upon a verified statement that such delay is not the result of any act of the permittee or owner of the premises. If the Zoning Administrator finds that any sign or other advertising structure regulated herein has been constructed or erected in violation of the provisions of this chapter, such official shall promptly give written notice to the owner of the

premises on which the sign is located. If the owner fails to remove or alter the structure so as to comply with the standards herein set forth within three (3) working days after such notice, such sign or billboard may be removed or altered to comply by the Zoning Administrator at the expense of the owner of the property upon which it is located. The Zoning Administrator may refuse to issue a permit to any permittee or owner who refuses to pay costs so assessed provided such authority is confined to the premises where the violation occurred.

**170.21 PAINTING REQUIRED.** The owner of any sign as defined and regulated by this chapter shall be required to have properly painted all parts and supports of said sign, unless the same are otherwise treated to prevent rust or decay.

**170.22 WIND PRESSURE AND DEAD LOAD REQUIREMENTS.** All signs and other advertising structures shall be designed and constructed to withstand a wind pressure of not less than thirty (30) pounds per square foot of area, or as further regulated by the Building Code of the City, and shall be constructed to receive dead loads as required in the Building Code or other ordinances of the City.

**170.23 REMOVAL OF OBSOLETE SIGNS.** Any obsolete sign now or hereafter existing shall be taken down and removed by the owner, agent or person having the beneficial use of the building or land upon which such sign may be found within thirty (30) days after written notification from the Zoning Administrator, and upon failure to comply with such notice within the time specified in such order, the building inspector is hereby authorized to cause removal of such sign, and any expense thereto shall be paid by the owner of the building or structure to which such sign is attached.

**170.24 MAINTENANCE.** All signs and other advertising structures, together with all of their supports, braces, guys and anchors, shall be kept in good repair and in proper state of preservation and working order. The display surfaces of all signs shall be kept neatly painted or posted at all times. The Zoning Administrator, after ten (10) days' notice to the sign or billboard owner, may order the removal of any signs or billboards that are not maintained in accordance with the provisions of this chapter and the cost assessed against the property where said sign or billboard is located. However, if the owner of the sign or billboard has promptly ordered the necessary parts to repair the sign or other advertising structure and has not received them, or has promptly ordered the repair work done by an authorized erector and the erector has failed to respond within the ten-day period, then a further extension of time may be granted, upon filing a verified statement of that such delay is not a result of any act of the sign or billboard owner.

**170.25 SIGNS NOT TO CONSTITUTE TRAFFIC HAZARD.** No sign or other advertising structure on private property as regulated by this chapter shall be erected: (a) at or near the intersection of any streets or near a private access to a public street in such a manner as to obstruct free and clear vision; or (b) at any location where, by reason of the position, shape or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device; or (c) which makes use of the words "STOP," "LOOK," "DRIVE-IN," "DANGER," or any other word, phrase, symbol or character in such manner as to interfere with, mislead or confuse the motoring public. Notwithstanding the general requirements set forth in this section, no sign or other advertising structure shall be located: (i) on a corner lot in all districts, in such a manner as to impede vision between a height of two and one-half (2-1/2) feet and ten (10) feet above the centerline elevations of the affected street and within an area bounded by the street right-of-way lines of a corner lot and a straight line joining points on said right-of-way lines twenty-five (25) feet from the point of intersection of

said right-of-way lines; or (ii) in all districts and one- and two-family residential lots, if erected within five (5) feet of a public right-of-way and within twenty-five (25) feet of a private access drive or adjoining building site boundary.

**170.26 SIGNS ON CITY PROPERTY AND RIGHT-OF-WAY.** It is unlawful for any person to paint, print or in any way affix any picture, bill, sign, signboard, poster or advertising material on any post, utility pole, fire escape, hydrant, curb, sidewalk, tree, lamppost or other structure of any kind on, or so as to overhang or protrude over, any property owned by the City or any easement of the City unless otherwise authorized by this chapter. Any sign on, or located so as to overhang or protrude over, any property owned by the City or any right-of-way easement of the City without City approval shall be forfeited to the public and subject to confiscation. In addition to other remedies hereunder, the City shall have the right to recover from the sign owner or person placing such a sign the full costs of removal and disposal of such sign.

**170.27 NONCONFORMING SIGNS.** Any sign or billboard in existence at the time of the adoption of this ordinance which does not conform with the provisions of this chapter shall be considered nonconforming. Any structural modifications or replacement of a nonconforming sign, not including the replacement of sign copy, shall conform to the requirements and standards of this chapter.

**170.28 REVOCATION OF PERMITS.** The Zoning Administrator is hereby authorized and empowered to revoke any permits issued by said official upon failure of the holder thereof to comply with any provisions of this chapter.

**170.29 JURISDICTION OF BOARD OF ADJUSTMENT.** The Board of Adjustment shall have jurisdiction for any requests for variances involving sign location, sign height, or sign size not consistent with this chapter. The Board shall rule on any request in accordance with Section 166.16.

**170.30 JURISDICTION OF BOARD OF APPEALS.** Any person aggrieved by an order, requirement, decision or determination of the Zoning Administrator in the enforcement of this chapter may, within thirty (30) calendar days thereof, appeal such action to the Board of Appeals by filing with the Board of Appeals an appeal specifying the grounds thereof. The Zoning Administrator or other designated official of the City shall forthwith transmit to the Board of Appeals all papers constituting the record upon which the action appealed from is taken. Before an appeal is filed with the Board of Appeals, the appellant shall pay to the City a fee in accordance with a duly approved resolution. Upon receipt of such an appeal, and payment of the fee, the Board of Appeals or its designated representative shall establish a date, time and place for a public hearing on the appeal and shall cause the preparation, publication, posting and distribution of a public notice of said hearing. The public hearing shall be attended by the appellant or his agent, and by the Building Official or other designated official of the City. The Board of Appeals may modify, reverse or affirm, wholly or partly, the order, requirement, decision or determination appealed from. It shall not have the power to grant exceptions or variances to the requirements of this chapter. A majority vote of the members of the Board of Appeals present at the hearing shall be necessary to reverse any order, requirement, decision or determination appealed from.

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