

REGULAR PLANNING BOARD MEETING
Monday, July 8, 2013 - 7:00 P.M.
City Hall - 950 Locust St., Carter Lake, Iowa

Roll Call

Approval of the Agenda

1. Consent Agenda
 - a. Approve Planning Board Minutes – June 10, 2013.
 - b. Review City Council Minutes – June 17 and June 27, 2013.
 - c. Review Building Permits – June, 2013.
2. New Business
 - a. Student Transportation of America – 1655 Locust St – Temporary Trailer.
 - b. Comprehensive Plan Update.
 - c. Storm Water Committee Update.
3. Old Business (limit discussion 5 minutes per topic)
4. Special Meetings
5. Assignments
6. Comments

Adjourn

07/02/13

lr

Meeting called to order by Chairman Pauly at 7:00 PM.

Roll Call: Present: Jay Gundersen, Michelle Schaffer, Ray Pauly, Tim Podraza, Jackie Wahl and Ed Palandri (arrived at 7:11 PM).
Absent: Karen Fisher.

Approval of the Agenda – Moved by board member Podraza seconded by board member Schaffer to approve the agenda as presented. Ayes: Unanimous.

1. Consent Agenda

Moved by board member Gundersen seconded by board member Schaffer to approve the consent agenda as presented. Ayes: Unanimous.

2. New Business

- a. Lakeside Mobile Home Community – Allow short-term RV/Camper rental sites. Peggy was present to represent Lakeside Mobile Home Community. They have had requests to allow people park their campers there during the College World Series. They would like to offer short-term rental sites. The Board recommended that they go to the City Council. At this time the Board can't approve this because there is currently nothing in our ordinances, the ordinances would have to be updated.
- b. Storm Water Committee Update – Nothing to report at this time.

3. Old Business – There was no old business for discussion at this time.

4. Special Meetings – No special meetings are scheduled at this time.

5. Assignments – Chairman Pauly will present the planning board update at the next council meeting. Board member Wahl will attend the Storm Water Committee meetings.

6. Comments:

Board member Wahl stated that the Garden Walk is this Saturday. There is a map and more information on the Library's website. The maps are also available at the Library and City Hall. At every site on the Garden Walk there will be drawings for gift cards. They have a lot of nice yards out there this year.

Board member Podraza commented that there is corn growing on the East side of Abbott Drive. The Board is concerned of how it will look and also that it is not allowed in our ordinances.

Board member Schaffer commented on a stop sign on 15th and Silver Lane. The sign is covered by trees and people are not stopping. Also people have brought to her attention the mounds of dirt between Hiatt and Silver Lane. She will talk to the building inspector about the dirt.

Meeting adjourned at 7:20 PM.

Mayor Russ Kramer called the meeting to order at 7:00 PM.

The Pledge of Allegiance

- I. Roll Call: Present – Mayor Russ Kramer
Council members Ed Aldmeyer, Dave Huey, and Barb Hawkins
Absent – Council member Tim Parker and Barb Melonis
Also present – Attorney Joe Thornton and City Clerk Doreen Mowery
- II. Approval of the Agenda – Moved by council member Hawkins seconded by council member Huey to approve the agenda as presented. Ayes: Unanimous.
- III. Consent agenda – Moved by council member Aldmeyer seconded by council member Huey to approve the consent agenda as presented. Ayes: Unanimous.
- IV. New Business
 - A. Communications from the Public
 1. Lori Holste was present to discuss the benefits of joining WIDA for assistance with economic development. WIDA works directly with the State when a business expresses interest in coming to Iowa. WIDA manages RFPs from businesses. They assist in finding businesses for existing buildings. They have several resources available to their member cities. They provide technical assistance, marketing assistance, and various other resources. They have been instrumental in getting OSI in Oakland, Menards near Shelby, Jack Links in Underwood and Love's at the Shelby exit. They created the wAttAwAy logo. The cost to join WIDA is \$2 per capita, annually. Moved by council member Aldmeyer seconded by council member Hawkins to table this item until the July agenda for additional consideration. Ayes: Unanimous.
 2. American Tower has requested a lease on an additional section of property so they can add to their cell tower located on Hessman Drive. They are also proposing an increase in their monthly lease fee as well. Moved by council member Hawkins seconded by council member Aldmeyer to have Maintenance Supervisor Rothmeyer review their request and report back to the council at the July meeting. Ayes: Unanimous.
 3. Cigarette permit renewals were submitted to Spearmint Rhino, Carter Lake Improvement Club, Kwik Shop, Shoreline Golf Course, Jump Start LLC, Carter Lake Mini Mart Inc., and Dollar General. Moved by council member Huey seconded by council member Hawkins to approve renewal of the cigarette permits as submitted. Ayes: Hawkins, Huey. Nays: Aldmeyer.
 4. Mike Levell requested permission to install a 15 foot green net on the berm in the trees. They have experienced damage from golf balls. The berm is four foot high and the net would be 15' by 75' and woven through the trees. There is no ordinance that addresses the installation of netting along golf courses. The council suggested that the homeowner contact the Home Owners Association to see if it would be allowed in their covenants.

5. Gerald Waltrip believes the lake level is two foot too low. The Mayor reported the lake level was 968.9 today. Mr. Waltrip believes the airport disturbed the underground water supply and created problems with the lake. He also believes that dredging has hurt the lake. He reported the seaweed is thick. He believes the weed harvester creates problems. He believes the City of Carter Lake has caused all of the lake problems. Mr. Waltrip is opposed to the City charging a storm water fee. Council member Huey recommended that Gerald Waltrip review the MS4 program to get answers to his storm water concerns.

B. Communications from the Departments

1. Fire Department Update - Moved by council member Aldmeyer seconded by council member Hawkins to approve the volunteer application. Ayes: Unanimous.
2. The Planning Board received a request from the mobile home community to allow temporary parking for trailers and recreational vehicles on a month by month lease. They referred them to the council for consideration of the request. Additionally, the planning board expressed concern over the corn that was planted on Abbott Drive. This item will be reported to the building inspector for his review.
3. Mayor Kramer
 - a. The Mayor requested council approval to name the park at 13th and Ave. P Sherry Rydberg Park. Moved by council member Hawkins seconded by council member Aldmeyer to move forward with naming the park Sherry Rydberg Park. Ayes: Unanimous.
 - b. Mayor Kramer would like to appoint Kitty Buchanan to replace Sue Cudd on the Board of Adjustments. Moved by council member Hawkins seconded by council member Aldmeyer to approve the appointment. Ayes: Unanimous.
 - c. The Mayor would like to appoint Bob Wahl to replace Jan Ferrin and Ron Rothmeyer to replace Roger Wilson on the Library Board. Moved by council member Hawkins seconded by council member Huey to approve the appointments. Theresa Hawkins questioned if there was a conflict of interest by appointing a department head to a board that technically would be another department head's supervisor. The motion and second were amended to approve the appointments pending a legal opinion on a potential conflict of interest. Ayes: Unanimous.
 - d. The Mayor would like to reappoint Ernie Anfinson, Lauri Thompson and Ed Weber to the Urban Revitalization Board. Moved by council member Hawkins seconded by council member Huey to approve the appointments. Ayes: Unanimous.
 - e. The Mayor has been working with the Post Office to keep postal services in the City. The post office is soliciting proposals for the commercial establishments for either a Contract Station or a Village Post Office. This process may take awhile. During this process the Mayor would like for the citizens to be able to purchase stamps at City Hall. Moved by council

member Hawkins seconded by council member Huey to approve the purchase and sale of stamps at City Hall during the interim time period.

Ayes: Unanimous.

4. There are several items that need council consideration. A special meeting/workshop will be scheduled for Thursday, June 27th at 5:30 PM.

V. Ordinances

- A. Moved by council member Hawkins seconded by council member Aldmeyer to approve adopting an ordinance amending chapter 136 – Storm Water on the second consideration. Ayes: Unanimous.
- B. Moved by council member Huey seconded by council member Hawkins to approve adopting an ordinance amending chapter 20.05 – Manner of Publications on the second consideration. Ayes: Unanimous.
- C. Moved by council member Huey seconded by council member Hawkins to approve an ordinance amending chapter 69.08 – Designating No Parking on Nakoma Lane on the second consideration. Ayes: Unanimous.
- D. Moved by council member Hawkins seconded by council member Aldmeyer to approve an ordinance amending chapter 65.02 – Designating a Stop Required on Nakoma Lane on the second consideration. Ayes: Unanimous.

VI. Resolutions

- A. Moved by council member Huey seconded by council member Hawkins to adopt a resolution approving liens for unpaid snow removal bills. Ayes: Unanimous.
- B. Moved by council member Hawkins seconded by council member Huey to adopt a resolution approving liens for unpaid utility bills. Ayes: Unanimous.
- C. Moved by council member Hawkins seconded by council member Huey to approve a resolution to adopt the Pottawattmie Countywide Multi-Jurisdictional Hazard Mitigation Plan. Ayes: Hawkins and Huey. Nays: Aldmeyer
- D. Moved by council member Hawkins seconded by council member Huey to approve a resolution setting pay rates for FY July 1, 2013 to June 30, 2014. Ayes: Unanimous.
- E. Moved by council member Aldmeyer seconded by council member Hawkins to approve a resolution authorizing fund balance transfers as budgeted. Ayes: Unanimous.
- F. Moved by council member Hawkins seconded by council member Aldmeyer to approve a resolution adopting the Flexible Benefit Plan Cafeteria Plan for Colonial Insurance. Ayes: Unanimous.

VII. Comments

Mayor Kramer commented that the Community Days parade and festival was rained out for the first time in 19 years. The Resource Center is trying to see if they could reschedule the event later this summer, possibly a back to school event.

The Mayor also had the opportunity to be involved in the Garden Walk. There were several nice yards that were open for display.

Council member Huey stated that it was nice to see the large turnout for the fireworks that were postponed due to the rain. Summer is here. Be safe.

City of Carter Lake

City Hall – 950 Locust St.

Proceedings: Monday, June 17, 2013

Regular City Council Meeting – 7:00 PM

Council member Hawkins thanked the Parade and Festival Committee for all of their hard work. She also thanked the committee that put the garden walk together and all of the people that opened their yards to the public. She also thanked the fire department for the fireworks.

There have been several calls regarding swimmer's itch from people that have been in Carter Lake.

Bob Wahl stated that the road at Wavecrest Park is in bad shape and maybe should be black topped in the future. He also suggested that we should put some reflectors on the no wake buoys.

Meeting adjourned at 8:01 PM.

Doreen Mowery, City Clerk

Russ Kramer, Mayor

SPECIAL CITY COUNCIL MEETING

Mayor Russ Kramer called the special city council meeting to order at 5:30 PM.

Roll Call: Present – Council members Barb Melonis, Barb Hawkins, Ed Aldmeyer and Dave Huey

Absent – Council members Tim Parker

Also present – City Attorney Joe Thornton and City Clerk Doreen Mowery

1. Moved by council member Aldmeyer seconded by council member Hawkins to approve selling three vehicles that are no longer being used. These vehicles will be advertised for sale in the City Scape Magazine. Aye: Unanimous.
2. The Mayor and the Attorney updated the council on the progress being made on the proposed expansion of the PVS facility. PVS is contemplating building an additional plant on the property that they own to the north of their current facility. The proposal includes several improvements to 5th St., 9th St. and Ave. J. In exchange they would like to close Ave. H between 5th St. and 9th St. They will also be extending rail spurs to the new building site. Their plans include streets, sidewalks, gates, fencing, storm water, fire hydrants and landscaping. The storm water will be addressed with a pump station and landscaping. They are also contemplating some additional improvements on their existing property. The City is still working to address the storm water issues from Ave. H south to the river. The attorneys are working on a development agreement. The agreement will include several elements ie: TIF, minimum assessment, closure of Ave. H. If Ave. H is transferred to PVS there would still be utility easements for access to the area. There was some discussion regarding the proposed storm sewer south of Ave. H. We are working with Omaha to see if we can get a more cost effective solution to the storm water. Council member Aldmeyer would like citizen input on closing Ave. H. There will be public hearings on this matter prior to any action being taken. The majority of the traffic on Ave. H is currently trucks from Omaha companies.
3. The PVS project would include proposed improvements on 9th Street from Ave. J south to Ave. H. If that is done, there would be a section of 9th Street from Ave. J to Locust that would not have curb, gutter, sidewalk, and street overlay. We do not have a cost estimate however, it would be less expensive to do these improvements at the same time as the other improvements. We will have some engineering fees involved to design the extension and prepare cost estimates for the proposed extension. Council member Melonis would like to keep in mind possibly putting in a third lane on 9th St. to accommodate the traffic going into the salvage yard or turning onto Ave. J.
4. The clerk has been working on combining our current employee handbook with the employee handbook that the insurance company requested we consider implementing. There are some differences in the policies that the clerk requested council input. The clerk will make changes and provide the council with a highlighted version of the document showing the changes. The council would

City of Carter Lake
City Hall – 950 Locust St.
Proceedings: Thursday, June 27, 2013 – 5:30 PM

like to review the employee benefits after they have negotiated new union contracts. That way any changes in employee policy would take effect July 1, 2014 at the same time as the union contracts. The clerk will continue to work on this project and provide council with additional information.

This special city council meeting was adjourned at 6:30 PM.

Doreen Mowery, City Clerk

Russell D. Kramer, Mayor

2013 June

Residential Building Permits

Permit #	Date	Applicant	Address	Description	Permit Amount	Dirt Haul Deposit	Date Paid	Recpt. #	Value of Permit	Permit Exp. Date
R51-13	06/04/13	Luis Garay	57 CLC	Fence	\$ 15.00		05/04/13	10592	\$ 1,500.00	08/04/13
R52-13	06/04/13	Joe Anderson	3706 N 13th	New Electrical Service Garage	\$ 75.00		06/04/13	10593	\$ 1,000.00	08/04/13
	06/04/13	Debbie	202 Carolina	Dumpster on Street/Clean out	\$ -					06/11/13
R53-13	06/04/13	Jose & Sheila Puentes	1009 Willow Dr	New Storage Shed	\$ 15.00		06/07/13	10617	\$ 3,000.00	09/04/13
R54-13	06/04/13	Michael Hoskovec	1019 Shoal Dr	Remodel/Addition Garage	\$ 412.00				\$ 35,600.00	12/04/13
R55-13	06/05/13	Robert Hamilton	812 Locust	Fence	\$ 15.00		06/07/13	10616	\$ 3,000.00	09/05/13
R56-13	06/07/13	Jennifer Sargent	4311 N 13th	Kitchen Remodel	\$ 43.50		06/07/13	10620	\$ 5,000.00	09/07/13
R57-13	06/07/13	Dave/Cynthia Huey	4316 N 9th	Deck	\$ 23.00		06/07/13	10623	\$ 3,000.00	09/07/13
R58-13	06/10/13	RJ Nelson	1001 Silver Lane	Replace Furnace & A/C	\$ 42.00		06/10/13	10645	\$ 6,000.00	08/10/13
R59-13	06/10/13	Amy Grove	1010 Hiatt	Roof	\$ 18.50		06/10/13	10646	\$ 4,000.00	09/10/13
R60-13	06/10/13	Kitty Buchanan/Barb Hawkins	4428 N 8th	Deck	\$ 23.00		06/11/13	10647	\$ 3,000.00	08/10/13
R61-13	06/11/13	April Smith	4315 N 13th	Privacy Fence	\$ 15.00		06/11/13	10644	\$ 2,000.00	08/11/13
R62-13	06/12/13	Lakeside MHC	3510 N 9th #64	Gas Line Pres. Test/ BHE Fax	\$ 25.00		06/27/13	10749		07/12/13
R62-13 Dup	06/17/13	TPC Const.	1022 Hiatt	Renovation	\$ 249.50		06/19/13	10703	\$ 6,000.00	09/17/13
R63-13	06/17/13	TPC Const.	3716 N 13th	Renovation	\$ 46.50		06/19/13	10704	\$ 8,000.00	09/17/13
R64-13	06/18/13	Kevin/Jessica Vosler	1511 Stella	Concrete replace	\$ 20.00		06/19/13	10715	\$ 1,700.00	08/18/13
R65-13	06/19/13	TPC Const.	720 Key Circle	Residential New Construction	\$ 4,629.89	\$ 200.00	06/19/13	10716	\$ 187,639.00	06/19/14
R66-13	06/19/13	Sandra Guss	1115 Hiatt St	Replace Roof & Siding	\$ 32.00		06/19/13	10708	\$ 6,000.00	09/19/13
R67-13	06/20/13	Greg Kopera	700 Key Key	Replace siding	\$ 13.50		06/20/13	10717	\$ 4,000.00	08/20/13
R68-13	06/20/13	Richard Auffart Electric	1317 Lindwood	Replace Elctric Panel/Install A,	\$ 52.00		06/20/13	10718	\$ 3,000.00	08/20/13
R69-13	06/25/13	Andrew/Robin Poole	914 Hiatt St	Replace Siding	\$ 13.50		06/25/13	10733	\$ 1,500.00	09/25/13
R70-13	06/26/13	Charles Naylor	917 Willow	Remove & Replace Shed	\$ 15.00		06/26/13	10735	\$ 1,200.00	06/26/13
R71-13	06/26/13	TPC Construction	3902 N 13th St	Gas Line Preasure Test / BHE	\$ 25.00		06/26/13	10740		07/29/13
R72-13	06/26/13	TPC Construction	3716 N 13th St	Gas Line Preasure Test / BHE	\$ 25.00		06/26/13	10741		07/29/13
R73-13	06/26/13	Pat Willey	3510 N 9th #130	Storage Shed	\$ 15.00		06/26/13	10742	\$ 1,300.00	08/26/13
R73-13 Dup	06/27/13	Lakeside MHC	3510 N 9th #135	Elect. Inspection / OPPD Fax	\$ 25.00		06/27/13	10750		07/27/13
R74-13	06/27/13	Lakeside MHC	3510 N 9th #135	Gas Line Preasure Test / BHE	\$ 25.00		06/27/13	10751		07/27/13
R75-13	06/28/13	Electrict Systems Inc	4311 N 13th	Rewire after fire	\$ 65.30		06/28/13	10760	\$ 4,000.00	08/28/13

Commercial Building Permits

C7-13	06/17/13	Student Transportation of Am	1655 E Locust	Repair & replace fence	\$ 15.00		06/18/13	10697	\$ 6,000.00	08/18/13
C8-13	06/24/13	Bluffs Electric	13th & P	Replace Transfer Switch	\$ -					06/30/13

Total \$ 5,989.19 \$ 200.00 \$ 297,439.00

FOR OFFICE USE: CASE# _____
Z.B.A. Public Hearing: _____
Signs Issued: _____/_____/by _____

Receipt # _____
Amount \$ _____
By _____ Date _____

=====


APPLICATION FOR PLANNING BOARD AGENDA

1. APPLICANT: STUDENT TRANSPORTATION OF AMERICA Phone: (402) 933-0661
Address: 5402 L. STREET OMAHA, NE 68117 *Status: _____
2. REPRESENTED BY: DAVID M. PRINCE Phone: (402) 709-4820
Address: 5402 L. STREET OMAHA, NE 68117
3. STREET ADDRESS/LOCATION: 1655 E. LOCUST ST., OMAHA, NE
4. LEGAL DISCRIPTION: PREMISES LOCATED AT 1655 E. LOCUST ST., OMAHA, NE
WITH DIMENSIONS OF 8.53 ACRES (6.49 ACRES IS IN OMAHA AND 2.04 ACRES ARE
IN CARTER LAKE, IA)
5. OWNERS NAME: FRONTIER SAVINGS BANK (GARY H. MATTERS)
6. OWNERS ADDRESS: 940 VALLEY VIEW DR. COUNCIL BLUFFS, IA 51503
7. REASONS FOR REQUEST AND INTENDED USES: TEMPORARY TRAILER TO HOUSE
MANAGER TO OVERSEE THE DISPATCHING OF BUSES.
8. ZONING DISTRICT: _____
9. PRESENT USE: TEMPORARY PARKING
10. COPY OF BLUEPRINTS OF INTENDED STRUCTURE.
11. ADMINISTRATIVE DECISION ISSUED: _____

FOR OFFICE USE

12. ATTACHED TO THE APPLICATION ARE:
 - a. Denied "Building Permit Application" form.....
 - b. Approves.....
 - c. Restrictions.....

THE FACTS PRESENTED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:

13. SIGNATURE:  Date: 6/26/13
TYPED OR PRINTED NAME: DAVID M. PRINCE *Status: _____

*NOTE: P.O. = Property Owner
O.H. = Legal Optionholder

C.P. = Contract Purchaser
A. = Owner's authorized agent

Commercial Building Permit Application



City of Carter Lake

950 Locust Street
Carter Lake, IA 51510

Office (712) 847-0535 Fax (712) 347-5454

Address of Project:

Legal Description:	Lot	Block	Subdivision	Zoned

Property: ☐ Platted ☐ Unplatted
Size: Width _____ Length _____ Square Ft. _____
Structure: Yes ☐ No ☐ Current Use: _____
Proposed Use: _____

Property Owner: FRONTIER SAVINGS BANK Phone: ()

Address: 940 VALLEY VIEW DR. COUNCIL BLUFFS, IA
(City, State, Zip)

General Contractor: STUDENT TRANSPORTATION & AMERICA Phone: (402) 933-0661

Address: 5402 L. STREET OMAHA, NE 68117
(City, State, Zip)

Occupant / Tenant: STA Phone: (402) 709-4820

Contact Name: DAVID PRINCE

Type of Construction / Description of Work: TEMPORARY PARKING SITE
(WILL PROVIDE RESTROOM FACILITIES)

TOTAL: Value of Finished Product \$ _____ Required Field

The property shall comply with all applicable City of Carter Lake zoning ordinances. All covenants and easements are the responsibility of the builder or property owner.

All property owners, HOA and others having interest in this project been contacted: Yes ☐ No ☐

I hereby state that the information submitted on this application is accurate and correct. I recognize that the issuance of this building permit shall not grant approval to violate any of the provisions of the building codes or zoning ordinances enforced by this jurisdiction, state or federal law; and that this permit shall not prevent the building official from requiring construction to be in compliance with all applicable code provisions during field inspections. This building permit is issued for the express purpose of work stated on this application and shown on the approved plans. Any changes to the construction plans that effect area or scope of work shall be approved by the building official's prior to construction and may require another permit application. No building shall be occupied until a certificate of occupancy has been issued by the Building Official.

Applicant Name: DAVID M. PRINCE | [Signature] Date: 6/26/13
(Print Clearly) (Signature)

Please Note that this application must be approved by the following:

Planning Board: _____ Date: _____
Fire Department: _____ Date: _____
Building Official: _____ Date: _____

Documents Needed for Construction:

1. Three sets of Engineered plans and specifications. (1/4" Scale)
2. A certified certificate of survey of the property.
3. A plot plan drawn to scale showing building location on the lot.
4. A Copy of SWPPP (Storm Water Pollution Prevention Plan)

Impervious Coverage:

Total (sq ft) of Property: _____
Total (sq ft) of All Structures: _____
Total (sq ft) of Impervious Paving: _____
Impervious Coverage Percentage: _____

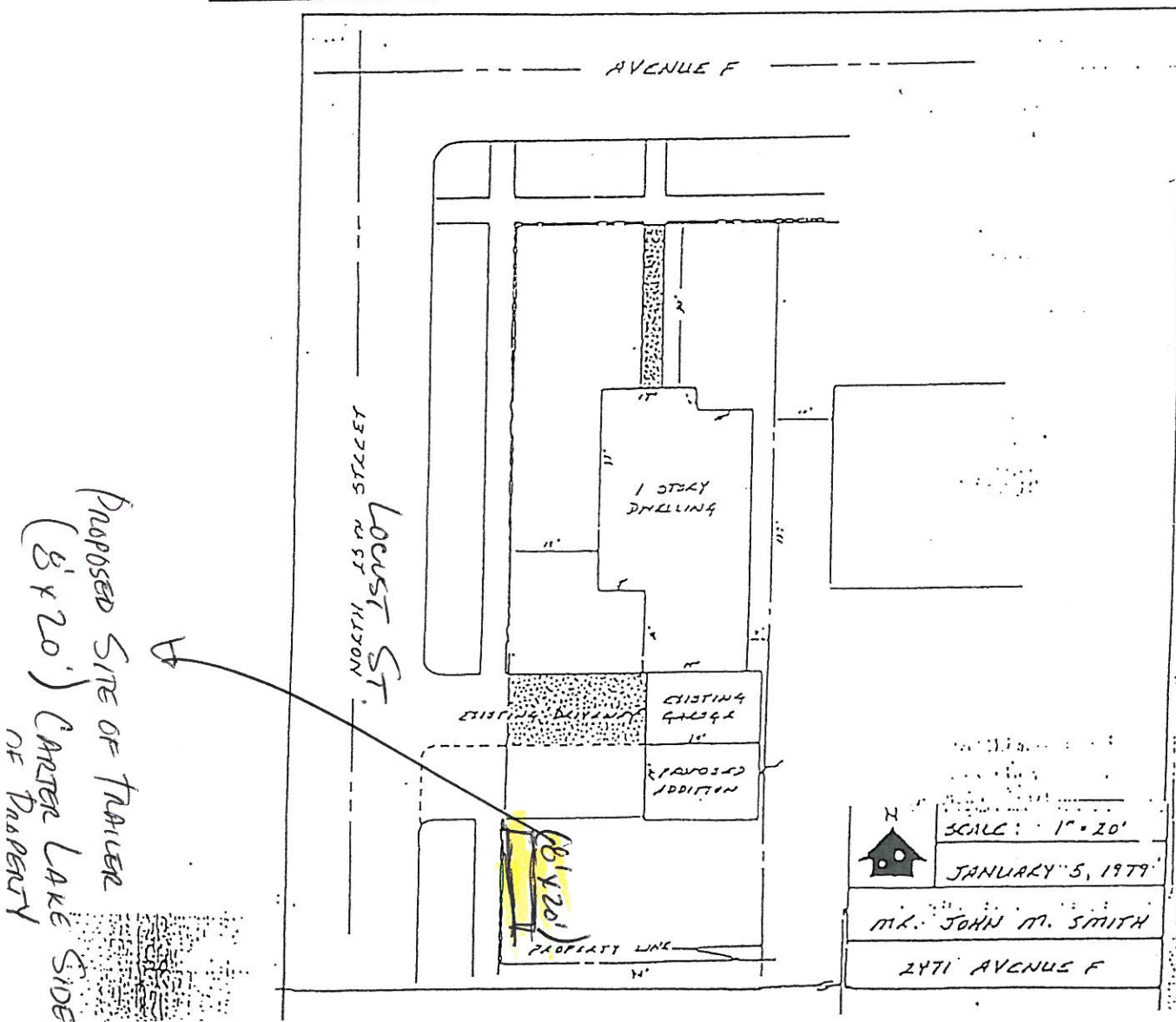
A. Minimum Required Information (to be shown on the site plan):

The site plan shall be legibly and accurately drawn on paper suitable for reproduction. The plan shall be drawn to a scale of 1 inch to 50 feet or less, and should have an overall size of 8 1/2" X 11" (or if not possible, then a maximum size of 11" X 17"). The plan shall contain the following information:

FOR OFFICE USE

1. The name and address of the person filing the application.....
2. The date, scale and north arrow.....
3. Property lines.....
4. Street, sidewalks, and alleys.....
5. Blueprint of proposed structure (copy to be left with Planning Board or Building Inspec.).....
6. Existing structures within 20 feet of the property.....
7. Accurate dimensions of the property and all structures involved.....

B. EXAMPLE OF AN ACCEPTABLE SITE PLAN:



Site Plan

(8' x 12')

PROPOSED SITE OF TRAILER

