

PLANNING BOARD MEETING
City Hall - 950 Locust St., Carter Lake, Iowa
Monday, January 9, 2023 7:00 P.M.

AGENDA

Roll Call

Approval of the Agenda

1. Consent Agenda
 - a. Building Permits listing
 - b. City Council Minutes
 - c. Planning Board Minutes
2. New Business
 - a. Text Change for Zone C-1 – new definition use type
 - b. Election of Officers
3. Old Business
 - a.
4. Comments
5. Adjourn

01/05/23

jmc

PLANNING BOARD MEETING
Monday, December 12, 2022 7:00 P.M.

Board Chair Ed Palandri called the meeting to order at 7:00 p.m. Roll Call: Present: Ed Palandri, Jay Gundersen, Kathy Dueling, Tim Podraza, Ray Pauly Robert Horan, Drew Evers are present

Pauly moved to approve the agenda, seconded by Gundersen; unanimous approval; Gundersen moved to approve the consent agenda and seconded by Evers; unanimously approved.

New Business:

Representatives from Palm Shield were present to explain and answer questions regarding their product and manufacturing process. The requested use is not allowed in the C-1 District. The board is very supportive of the product and believe the use would be acceptable in that building. Gundersen moved to set hearing for January 9, 2023 seconded by Pauly; unanimously approved. Building official will work on drafting the text amendment for the board to review.

The board agreed to table privacy fence ordinance to a later date.

Dueling moved to adjourn at 7:50 p.m. and seconded by Pauly; unanimous approval.

CARTER LAKE CITY COUNCIL MEETING
MONDAY, DECEMBER 19, 2022

Mayor Ronald Cumberledge called the meeting to order at 7:00 p.m. Roll call of the council, present: Ashley Wilson, Jackie Wahl, Keebie Kessler, Victor Skinner and Pat Paterson appeared via phone; city clerk Jackie Carl was present; city attorney Mike O'Bradovich was present.

Upon motion duly made by Kessler, and seconded by Paterson, the council's agenda was approved unanimously. Upon motion of Skinner seconded by Kessler, the consent agenda was approved that included minutes and department reports, overtime reports, receipts and financial reports for November and December; unanimously approved.

New Business: Salvage Yard permits will be tabled to next month after inspection; Dave Huey was present to let the council know they are planning a joint active shooter training session with the police department at the school in March. Mayor gave update on the community center. Wastewater agreement with the city of Omaha is finally ready for review by city attorney. Council asked the city attorney to review prior to the next meeting. Kessler moved to move forward with purchasing the new equipment for Mabrey Park, seconded by Skinner; unanimously approved. Paterson provided an update on the cost of \$45,000 for a study to determine what can be done to resolve the lake level issue. Paterson asked for the council and public input on discontinuing recordings of council meetings, several residents have shared their dislike for the idea. The Council would like the city clerk to gather bids to make the improvements to resolve the ongoing recording issues. Clerk provided update on options for IT companies to manage the network for all city buildings. Kessler moved to hire BIZCO, seconded by Skinner; unanimously approved.

VI. ORDINANCES AND RESOLUTIONS:

Paterson moved to proceed with the water project up to \$2 million dollars in improvements, seconded by Kessler; unanimously approved. Kessler moved to accept and file the road use tax report for 2022 seconded by Wilson; unanimously approved. Kessler moved to approve and file the Urban Revitalization Annual Report, seconded by Skinner; unanimously approved. Kessler moved to approve pay application #15 for the Community Center, seconded Paterson; unanimously approved. Kessler moved to approve wage for Kim McMillen in the Community Center, seconded by Paterson; unanimously approved. Kessler moved to set wage for Adam Swinarski in the police department seconded by Paterson; unanimously approved. Paterson moved to approve resolution to set wage for Sandra Anderson, CL community center director, seconded by Kessler; unanimously approved.

Kessler moved to adjourn in to closed session at 7:50 p.m., seconded by Paterson, to discuss the police union contract; unanimously approved. At 8:10 p.m. the city council returned to open session, Paterson moved to adjourn for the evening seconded by Kessler; unanimously approved.

Jackie Carl, City Clerk

Ronald Cumberledge, Mayor

PERMITS MASTER FILE LISTING

Permit #	Contractor	Description	Appl Date	Fee(s)		
Status	Owner	Sub-Division	Lot	Issued Date	Cost of Work	Paid
App'l Type	Location	Type of Use		Expire Date		Amount Due
ROW074-22	THIELE GEOTECH	SOIL BORINGS		12-05-22	1,000.00	100.00
Issued	CITY OF CARTER LAKE			12-05-22		.00
Contractor	ABBOTT DR FRONTAGE ROAD			6-03-23		100.00
		ABBOTT DR FRONTAGE ROAD			1,000.00	100.00
						FEE PAID DUE 100.00
M017-22	SKRADSKI HEATING & COOLIG	FURNACE REPLACEMENT		11-22-22	5,254.00	38.30
Issued	STEVE MCALPINE			11-22-22		.00
Contractor	611 AVENUE Q			5-21-23		38.30
		AVENUE Q 611			5,254.00	38.30
						FEE PAID DUE 38.30
M019-22	AKSARBEN HTG/AIR	REPLACE FURNACE & A/C		12-13-22	10,000.00	53.00
Issued	BARB KIMBALL			12-13-22		.00
Contractor	1009 CACHELIN DR			6-11-23		53.00
		CACHELIN DR 1009			10,000.00	53.00
						FEE PAID DUE 53.00
P008-22	AKSARBEN HTG/AIR	REPLACE WATER LINE FROM		11-21-22		48.15
Issued	ANNIN, WILLIAM P			11-21-22		.00
Contractor	48 CARTER LAKE CLB			5-20-23		48.15
		CARTER LAKE CLB 48				48.15
						FEE PAID DUE 48.15
M023-22	CONTROLLED COMFORT	INSTALLING A GOODMAN 80K BTU		12-28-22	5,500.00	38.30
Issued	HAUSNER, EDWARD & MELANIE			12-28-22		.00
Contractor	154 CARTER LAKE CLB			6-26-23		38.30
		CARTER LAKE CLB 154			5,500.00	38.30
						FEE PAID DUE 38.30
RA010-22	OWNER AS GEN CONTRACTOR	GC-TBD : REPLACE REAR DECK &		11-22-22	20,000.00	174.06
Issued	BANKS, MARK	Residential, Multiple Family		11-23-22		.00
Contractor	690 KEY CIR			5-22-23		174.06
		KEY CIR 690			20,000.00	174.06
						FEE PAID DUE 174.06
P007-22	ROTO ROOTER	SPOT REPAIR IN SIDEWALK		11-21-22		48.15
Issued	JAMES PEOPLES			11-21-22		.00
Contractor	1310 LINDWOOD DR			5-20-23		48.15

PERMITS MASTER FILE LISTING

Permit #	Contractor	Description	Appl Date	Fee(s)		
Status	Owner	Sub-Division	Lot	Issued Date	Cost of Work	Paid
Appl Type	Location	Type of Use		Expire Date		Amount Due
		LINDWOOD DR 1310				FEE 48.15 PAID .00 DUE 48.15
P009-22 Issued Contractor	HENSON HEATING & COOLING BILL SCHEWE 4320 N 11TH ST	NEW GAS LINE FROM OUTDOOR		12-06-22 12-06-22 6-04-23		54.65 .00 54.65
		N 11TH ST 4320				FEE 54.65 PAID .00 DUE 54.65
RE020-22 Issued Contractor	BLACK CIRCLE GROUP FETT, JASON S 3711 N 13TH ST	REFRAME 21' WALL, 13 WINDOWS Residential, Multiple Family		11-21-22 11-21-22 5-20-23	7,500.00	153.75 .00 153.75
		N 13TH ST 3711			7,500.00	FEE 153.75 PAID .00 DUE 153.75
M018-22 Issued Contractor	STANDARD HEATING AND A/C CARTER LAKE BOYS/GIRLS CL 4101 N 17TH ST	REPLACEMENT		11-22-22 11-22-22 5-21-23	10,000.00	38.30 .00 38.30
		N 17TH ST 4101			10,000.00	FEE 38.30 PAID .00 DUE 38.30
M021-22 Issued Contractor	STANDARD HEATING AND A/C STANDARD HEATING AND A/C 4411 N 6TH ST	REPLACE FURNACE		12-29-22 12-29-22 6-27-23	4,000.00	38.30 .00 38.30
		N 6TH ST 4411			4,000.00	FEE 38.30 PAID .00 DUE 38.30
M020-22 Withdrawn Contractor	BURTON A/C HEATING JESUS ORTIZ 3510 259 N 9TH ST	GAS PRESSURE TEST/FAX BHE		12-28-22		48.50 48.50 .00
P010-22 Issued Contractor	BURTON A/C HEATING JESUS ORTIZ 3510 259 N 9TH ST	GAS PRESSURE CHECK		12-28-22 12-28-22 6-26-23		48.50 .00 48.50
		N 9TH ST 3510 259				FEE 97.00 PAID 48.50 DUE 48.50
RA011-22 Issued Contractor	OWNER AS GEN CONTRACTOR SCOTT LINDHORST 802 REDICK BLVD	REBUILD GARAGE FROM FIRE - Residential, Multiple Family		12-15-22 12-19-22 6-17-23	30,000.00	729.56 .00 729.56

PERMITS MASTER FILE LISTING

Permit #	Contractor	Description	Appl Date	Fee(s)		
Status	Owner	Sub-Division	Lot	Issued Date	Cost of Work	Paid
App'l Type	Location	Type of Use		Expire Date		Amount Due
RE022-22	OWNER AS GEN CONTRACTOR	ROOFING, SIDING, WINDOW, DOOR		12-12-22	15,000.00	75.00
Issued	SCOTT LINDHORST			12-12-22		.00
Contractor	802 REDICK BLVD	Residential, Multiple Family		6-10-23		75.00
		REDICK BLVD 802			45,000.00	804.56
						.00
						804.56
RE021-22	OWNER AS GEN CONTRACTOR	STANDARD ROOF REPLACEMENT		11-29-22	3,000.00	30.00
Issued	STUBBS, SHIRLEY			11-29-22		.00
Contractor	1210 REDICK BLVD	Residential, Multiple Family		5-28-23		30.00
		REDICK BLVD 1210			3,000.00	30.00
						.00
						30.00
M022-22	SERVICE ONE	REPLACE FURNACE & A/C		12-29-22	14,262.00	53.00
Pending	LUTHER HENSON			12-29-22		53.00
Contractor	1080 WATERS EDGE CT			6-27-23		.00
		WATERS EDGE CT 1080			14,262.00	53.00

PERMITS MASTER FILE LISTING

Permit #	Contractor	Description	Appl Date	Fee(s)		
Status	Owner	Sub-Division	Lot	Issued Date	Cost of Work	Paid
Appl Type	Location	Type of Use		Expire Date		Amount Due
		ABBOTT DR FRONTAGE ROAD		1	1,000.00	FEE PAID DUE 100.00 .00 100.00
		AVENUE Q 611		1	5,254.00	FEE PAID DUE 38.30 .00 38.30
		CACHELIN DR 1009		1	10,000.00	FEE PAID DUE 53.00 .00 53.00
		CARTER LAKE CLB 154		1	5,500.00	FEE PAID DUE 38.30 .00 38.30
		CARTER LAKE CLB 48		1		FEE PAID DUE 48.15 .00 48.15
		KEY CIR 690		1	20,000.00	FEE PAID DUE 174.06 .00 174.06
		LINDWOOD DR 1310		1		FEE PAID DUE 48.15 .00 48.15
		N 11TH ST 4320		1		FEE PAID DUE 54.65 .00 54.65
		N 13TH ST 3711		1	7,500.00	FEE PAID DUE 153.75 .00 153.75
		N 17TH ST 4101		1	10,000.00	FEE PAID DUE 38.30 .00 38.30
		N 6TH ST 4411		1	4,000.00	FEE PAID DUE 38.30 .00 38.30
		N 9TH ST 3510 259		2		FEE PAID DUE 97.00 48.50 48.50
		REDICK BLVD 1210		1	3,000.00	FEE PAID DUE 30.00 .00 30.00

PERMITS MASTER FILE LISTING

Permit # Contractor Description Appl Date Fee(s)

Status Appl Type	Owner Location	Sub-Division Type of Use	Lot	Issued Date Expire Date	Cost of Work	Paid Amount Due
		REDICK BLVD 802		2	45,000.00	FEE 804.56 PAID .00 DUE 804.56
		WATERS EDGE CT 1080		1	14,262.00	FEE 53.00
GRAND TOTAL				=====	=====	=====
				17	125,516.00	FEE 1,769.52 PAID 101.50 DUE 1,668.02

TOTAL TYPE	DESCRIPTION	PERMIT COUNT	FEE	AMOUNT PAID	AMOUNT DUE
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UNDEFINED	UNDEFINED DESCRIPTION	17	1769.52	101.50	1668.02

**CITY OF CARTER LAKE
950 LOCUST STREET
CARTER LAKE, IOWA 51510
Phone: (712)347-6320 Fax: (712)347-5454**

**RON CUMBERLEDGE, Mayor
KEEBIE KESSLER, Mayor Pro-tem
JACKIE CARL, City Clerk
LISA RUEHLE, Deputy City**

**COUNCIL MEMBERS:
JOHN PATERSON
JACKIE WAHL
VICTOR SKINNER
ASHLEY WILSON**

January 9th, 2023

City of Carter Lake, IA – City Planning Board

Type of Application: Text Amendment

Project / Site Address: 300 E. Locust St.

Applicant: American Fence/PalmShield

At the December 12th, 2022 Planning Board meeting, the Board asked us to configure a definition change that would accommodate the business needs of PalmShield within the current zoning district of Limited Commercial/Office District (C-1). The Board recommended we try to re-work the definition use type “Custom Manufacturing”; after working with the Applicant on this definition re-work, it was decided to create a new definition use type because we felt “Custom Manufacturing” was too restrictive. The Applicant worked closely with the Building and Zoning Department to generate a new definition use type called, “Custom Industry” for Commercial use. This new definition use type will allow the Applicant to work within the current zoning district of Limited Commercial/Office District (C-1).

Unified Land Development Ordinance Being Addressed:

Proposed new Definition Use:

d. Custom Industry

Establishments primarily engaged in designed, engineered, and manufactured unique products that are meant to fit specific functions or requirements, within enclosed structures, involving:

1. The use of hand tools, arch welding, saws, benders, laser jets, or
2. The use of mechanical equipment not exceeding 100 horsepower, or
3. A single appliance apparatus not exceeding 10 KW, or
4. No more than 5 Tractor Trailer deliveries within 1 business day

Additionally this category requires minimal outdoor storage that is required to be screened-in and not to exceed a period of 60 days.

Proposed Matrix Changes – See Attached.

*Note – The other changes within the Matrix are from the Ordinance change #686 but the Matrix was never updated.

PalmShield will present their proposed expansion plans for future review. Attached Correspondence with the Applicant.

Staff Recommendation:

Our recommendation is to approve this new text amendment for the Limited Commercial/Office District (C-1) and any other recommendations the Planning Board may require or modify. Since this is a developed building and site, other general new development requirements are not applicable.

Darin Whatcott

Darin Whatcott, *RA CBO*

City Building & Zoning Official/Inspector

Use Matrix: Industrial and Transportation Uses

Use Types	R-1	R-2	R-3	R/CC	RM	C/L	C-1	C-2	TC	C/A	BP	M-1	M-2	P-I
Industrial Uses														
Agricultural Industry*												C	C	
Auto rental/Sales*												C		
Construction Yards*												C	C	
Custom Manufacturing						C	C/P	C	C	C		P	P	P
Custom Industry*						C/P 2.	C/P 2.	C/P 2.		C/P 2.				
Equip Rental/Sales												C	C	C
Light Industry												P	P	C
General Industry*												P	P	
Heavy Industry*													C	
Recycling Collection*													C	
Recycling Processing*													C	
Vehicle Storage (Long-term)*												C	C	
Warehousing (Enclosed)							C 1.					P	P	C
Warehousing (Open)*												C	C	
Aviation*											C	C	P	C
Railroad Facilities													C	
Truck Terminal*												C	P	
Transportation Terminal*								P		P		P	P	C
Alternative Energy Production Devices													C	
Amateur Radio Tower	C	C	C	C	C									
Communications Tower*												C	C	C
WECS*													C	

P Permitted by right or by right subject to supplemental regulations

C Permitted by Conditional Use Permit

***** Use Permitted after Site Plan Approval

Blank Use not permitted in zoning district, unless established as a lawful nonconforming use

C/P Planning Board will decide if this is a P or C.

1. = Ordinance # 686 (Matrix not updated)

2. = PalmShield Ordinance Change (Custom Industry, C-1 specifically)

City of Carter Lake Inspector

From: Hannah Petersen <h.petersen@americafence.com>
Sent: Wednesday, January 4, 2023 2:54 PM
To: City of Carter Lake Inspector; Darin Whatcott (darin@jdwmidwest.com); Clerk Assistant
Cc: Todd Lavigne; Bowers, Bill @ Omaha; Nability, Graham @ Omaha; Ronald Cumberledge
Subject: RE: 300 E Locust St - Text Amendment & Special Use Permit
Attachments: 300 E Locust St-Speculative Expansion Plan.pdf

Shelby,

I've attached the proposed expansion plan for you to look over. At this point, it is purely speculative but provides some anticipation of future growth from an overall square footage and timing perspective. We anticipate two phases. The first will be additional fabrication similar to our current use within the next 2-4 years. Phase two will be for expanded powder coating in 5-8 years.

We understand that any new construction would require us to submit a full set of construction documents that comply with the city's current codes. We also understand that the current codes allow for the construction of steel-metal buildings similar to what is currently constructed on site. We need some assurance that barring us meeting the current codes at the time of proposal, the city will allow us future expansion for like-kind activities. If this approval is tentative and not to be determined, it makes it extraordinarily difficult to consider this purchase seriously.

Regards

Hannah Petersen

Property Manager

H.Petersen@americafence.com

Desk | 531-329-4400 ext. 267

Mobile | 402-237-8218



From: City of Carter Lake Inspector <inspector@carterlake-ia.gov>
Sent: Wednesday, January 4, 2023 8:38 AM
To: Hannah Petersen <h.petersen@americafence.com>; Darin Whatcott (darin@jdwmidwest.com) <darin@jdwmidwest.com>; Clerk Assistant <clerk.assistant@carterlake-ia.gov>
Cc: Todd Lavigne <t.lavigne@americafence.com>; Bowers, Bill @ Omaha <Bill.Bowers@cbre.com>; Nability, Graham @ Omaha <Graham.Nability@cbre.com>; Ronald Cumberledge <Ronald.Cumberledge@carterlake-ia.gov>
Subject: RE: 300 E Locust St - Text Amendment & Special Use Permit

Hannah,

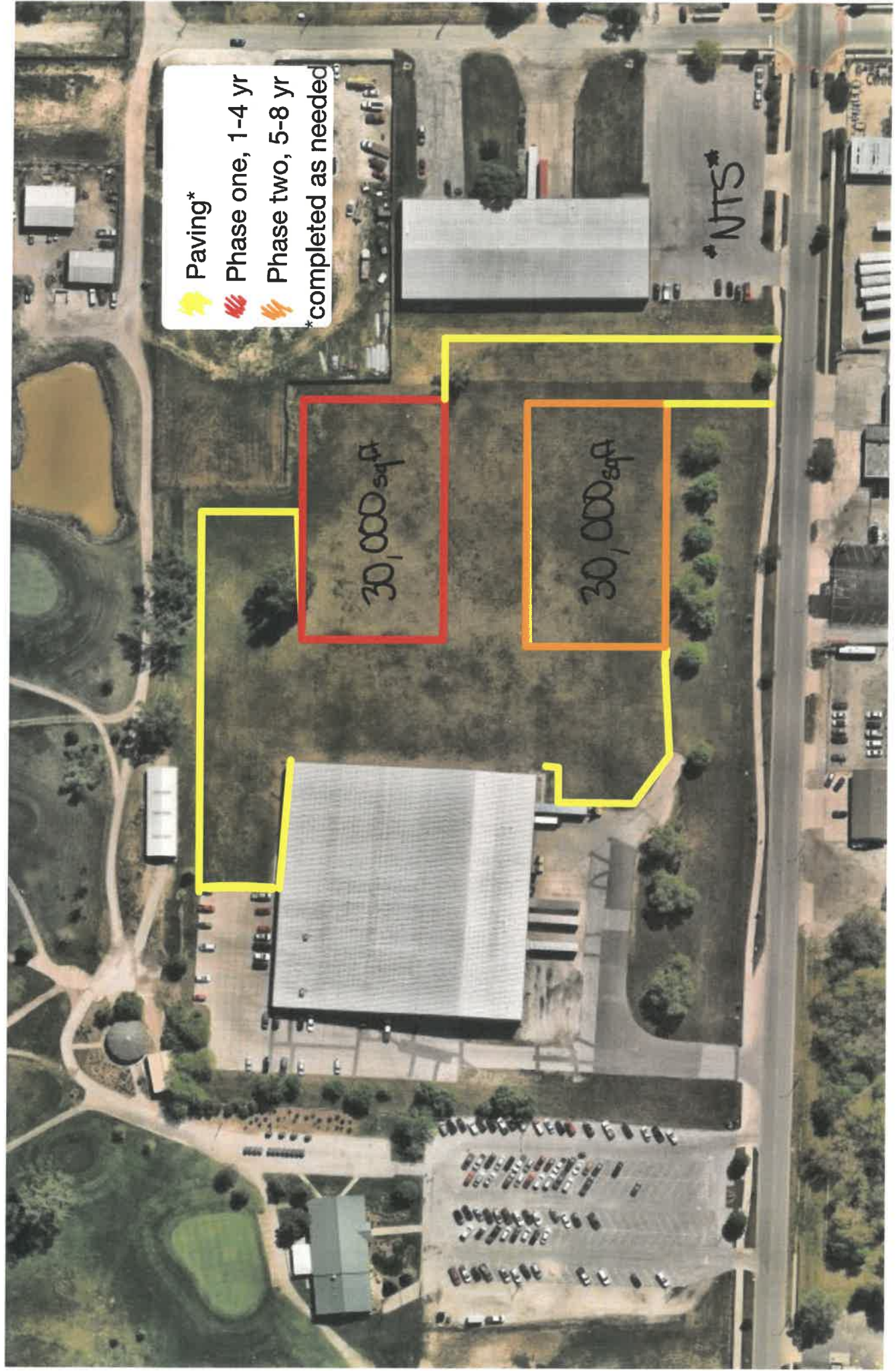
Thank you for speaking with me yesterday over on the phone and I do apologize for the late reply as I was on vacation last week and I'm playing catch-up.

- 🟡 Paving*
- 🔴 Phase one, 1-4 yr
- 🟠 Phase two, 5-8 yr
- *completed as needed

30,000 sqft

30,000 sqft

NTS



Use Matrix: Industrial and Transportation Uses

Use Types	R-1	R-2	R-3	R/CC	RM	C/L	C-1	C-2	TC	C/A	BP	M-1	M-2	P-I
Industrial Uses														
Agricultural Industry*												C	C	
Auto rental/Sales*												C		
Construction Yards*												C	C	
Custom Manufacturing						C	<u>C/P</u>	C	C	C		P	P	P
Custom Industry*						<u>C/P</u> 2.	<u>C/P</u> 2.	<u>C/P</u> 2.		<u>C/P</u> 2.				
Equip Rental/Sales												C	C	C
Light Industry												P	P	C
General Industry*												P	P	
Heavy Industry*													C	
Recycling Collection*													C	
Recycling Processing*													C	
Vehicle Storage (Long-term)*												C	C	
Warehousing (Enclosed)							<u>C</u> 1.					P	P	C
Warehousing (Open)*												C	C	
Aviation*											C	C	P	C
Railroad Facilities													C	
Truck Terminal*												C	P	
Transportation Terminal*								P		P		P	P	C
Alternative Energy Production Devices													C	
Amateur Radio Tower	C	C	C	C	C									
Communications Tower*												C	C	C
WECS*													C	

P Permitted by right or by right subject to supplemental regulations

C Permitted by Conditional Use Permit

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