

**PLANNING BOARD MEETING**  
**City Hall - 950 Locust St., Carter Lake, Iowa**  
**Monday, March 14, 2022 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. Lakeside Auto Recyclers – application and plan review
  - b. M-1 and M-2 Open Storage Requirements – height requirements
  - c. Election of Chairperson and Vice Chairperson
  - d. Right of Way ordinances
  - e. 1102 Dorene Blvd – Rick and Linda Tice
3. Old business
  - a. Right of Way ordinances
  - b. JDW Midwest - nonresidential projects plan review for ordinance compliance
  - c. Comprehensive Plan workshop @ Monday, March 14<sup>th</sup> at 6 p.m.
  - d. Lot split
4. Comments
5. Adjourn

03/10/22

jmc

PLANNING BOARD MEETING  
Monday, February 15, 2022 7:00 P.M.

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

Pauly moved to approve of the agenda, seconded by Gundersen; unanimous approval; Pauly moved to approve the consent agenda with the planning board, and city council minutes and building permit report for January, seconded by Dueling; approved unanimously.

New Business:

Lamp Rynearson prepared the storm water plan for the Community Center. The board reviewed and Pauly moved to approve and send to the City Council for review seconded by Dueling; approved unanimously.

Gundersen moved to table the proposed M-1 and M-2 open storage requirements to allow the attorney time to prepare a draft for next meeting; approved unanimously.

Gundersen moved to table election of chairperson and vice chairperson until Podraza can attend, seconded by Horan; approved unanimously.

The board discussed the need for the city to improve restrictions for right of way permits to have more control over the outside contractors working in the city. Gundersen, Evers and Horan are going to prepare a list of recommendations for the city council to consider.

Gundersen moved to adjourn at 8:25 p.m. seconded by Horan; unanimous approval.

CARTER LAKE CITY COUNCIL MEETING  
MONDAY, FEBRUARY 21, 2022

Mayor Ronald Cumberledge called the meeting to order at 7:00 p.m. Opened public hearing for the 2022 Budget Amendment, no comments received, therefore the hearing was closed upon motion of Paterson, seconded by Kessler; unanimously approved.

Roll of the council, present: Jackie Wahl, Pat Paterson, Keebie Kessler, and Victor Skinner; and city clerk Jackie Carl and city attorney Mike O'Bradovich present. Upon motion duly made by Kessler, and seconded by Paterson, the council's agenda was approved unanimously. Upon motion of Kessler seconded by Paterson, the consent agenda was approved that included minutes, department reports and overtime reports; receipts and financial reports for January; unanimously approved.

New Business: It was announced that Denise Teeple resigned from the city council last week. Attorney O'Bradovich reviewed the process to fill the vacancy. Paterson moved to fill by appointment, seconded by Kessler; Roll Call: Yes-Skinner, Kessler, Paterson No-Wahl. Clerk will publish notice in the paper for the March 21<sup>st</sup> meeting. Paterson moved to send out request for proposals for the solid waste collection contract, seconded by Skinner; unanimously approved. Paterson moved to table approval of the salvage yard permit for City Super Shop and issue an abatement for failure to repair the fence; seconded by Wahl; unanimously approved. Kessler moved to approve liquor license for Dollar General Store, seconded by Paterson; unanimously approved. Skinner moved to approve Ava Brandt for Fire Department membership, seconded by Kessler; unanimously approved.

Attorney Kyle McGinn spoke on behalf of Rick and Linda Tice regarding the fence issue at 1102 Dorene Blvd.

Mayor Cumberledge provided an update on the community center construction. Mayor asked for council support to appoint Sharon Paterson to the Library Board. Wahl moved to appoint, seconded by Kessler. Her husband Pat abstained from voting, Skinner, Kessler and Wahl approved appointment. Paterson recommends Bob McCloud for the Maintenance Supervisor position. Paterson motioned to authorize the mayor to negotiate an acceptable salary for the position, seconded by Kessler; unanimously approved. Kessler moved to recommend that Mayor be authorized to offer Jodi Sams the position as Community Center Director and negotiate an acceptable wage, seconded by Paterson; unanimously approved. Paterson moved to adopt the building permits fee schedule that is utilized by the City of Council Bluffs, seconded by Kessler; unanimously approved.

ORDINANCES AND RESOLUTIONS: Paterson moved to set public hearing for March 21 on the 2022-23 city budget, seconded by Kessler; unanimously approved. Paterson moved to approve wage resolution for Stephen Life at \$16.00 per hour seconded by Skinner; unanimously approved. Kessler moved to approve wage resolution for Elizabeth Byers at \$15 per hour seconded by Wahl; unanimously approved. Kessler moved to approve pay request application #003 for CDBG grant reimbursement, seconded by Paterson; unanimously approved. Kessler moved to approve resolution for pay request #005 for Rogge Construction for the community center project in amount of \$465,947.45, seconded by Skinner; unanimously approved. Kessler moved to approve resolution for pay request #006 for SJ LOUIS construction of sewer lining in amount of \$275,899.50, seconded by Paterson; unanimously approved. Paterson moved to table resolution accepting proposed sewer agreement with the City of Omaha until the USDA finishes its review process, seconded by Kessler; unanimously approved.

Adjourn at 8:20 p.m.

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	
C13-22	AMERICAN TOWER CORP 4410 N 17TH ST	C13-22		2-17-22	25,000.00	275.00	
Issued					2-23-22		.00
Owner					2-23-24		275.00
						-----	
					25,000.00	FEE 275.00	
						PAID .00	
						DUE 275.00	
C14-22	AMERICAN TOWER CORP 2614 N 5TH ST	Modifications to Tower		2-17-22	25,000.00	275.00	
Issued					3-02-22		.00
Owner					3-02-24		275.00
						-----	
					25,000.00	FEE 275.00	
						PAID .00	
						DUE 275.00	
MC09-22	SIGNWORKS AMERICAN NATIONAL BANK 1204 LOCUST ST	SIGN - NEW LETTERS ON SOUTH		2-25-22	6,588.00	95.00	
Issued					2-25-22		.00
Contractor					8-24-22		95.00
						-----	
					6,588.00	FEE 95.00	
						PAID .00	
						DUE 95.00	
MC10-22	SIGNWORKS AMERICAN NATIONAL BANK 1204 LOCUST ST	SIGN - NEW CABINET ON EXISTING		2-25-22	13,539.00	165.00	
Issued					2-25-22		.00
Contractor					8-24-22		165.00
						-----	
					13,539.00	FEE 165.00	
						PAID .00	
						DUE 165.00	
MR357-22	WINDOW WORLD LAMPE, RICHARD G 1326 JANBROOK BLVD	Replace Windows		2-28-22	2,114.00	13.50	
Issued					3-09-22		.00
Owner					9-05-22		13.50
						-----	
					2,114.00	FEE 13.50	
						PAID .00	
						DUE 13.50	
RM097-22	KPS HVAC SERVICE INC SCHAFFER, WILLIAM 850 KEY CIR		84&85	2-01-22		150.00	
Issued					2-15-22		.00
Contractor							150.00
						-----	
						FEE 150.00	
						PAID .00	
						DUE 150.00	
RM098-22	XTREME HEATING & COOLING MAXEINER, CATHERINE L 1218 DORENE BLVD	Replace Furnace		2-17-22		43.50	
Issued					2-09-22		.00
Contractor							43.50

**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
		RM098-22				FEE 43.50 PAID .00 DUE 43.50
RN015-22 Issued Owner	TERRY LESLEY SCHAFFER, WILLIAM 850 KEY CIR	NEW SFD	84&85	2-01-22 2-15-22 2-15-23	525,000.00	1,786.50 .00 1,786.50
		RN015-22			525,000.00	FEE 1,786.50 PAID .00 DUE 1,786.50
RN016-22 Issued Contractor	SENTRY ELECTRIC INC HILLARY PARKER 1010 SHOAL DR	Install Rooftop Solar and		2-17-22 3-02-22 3-02-23	61,540.00	465.50 .00 465.50
		RN016-22			61,540.00	FEE 465.50 PAID .00 DUE 465.50
RN017-22 Issued Owner	CARL WILSON 4310 N 11TH ST	SFD Manufactured Home	11-120	2-11-22 3-09-22 3-09-23	175,000.00	809.50 .00 809.50
		RN017-22			175,000.00	FEE 809.50 PAID .00 DUE 809.50
ROW054-22 Issued Contractor	SCHAFFER, WILLIAM LESLEY, TERRY 850 KEY CIR	Driveway / Sidewalk / Sewer &	84&85	2-23-22 2-23-22 8-22-22	1,000.00	100.00 .00 100.00
		ROW054-22			1,000.00	FEE 100.00 PAID .00 DUE 100.00
RP114-22 Issued Contractor	GRELL PLUMBING SCHAFFER, WILLIAM 850 KEY CIR	New Constructin - All Plumbing	84&85	2-15-22 2-15-22 5-16-22	525,000.00	952.00 .00 952.00
		RP114-22			525,000.00	FEE 952.00 PAID .00 DUE 952.00
<b>**GRAND TOTAL**</b>				<b>12</b>	<b>1,359,781.00</b>	<b>FEE 5,130.50 PAID .00 DUE 5,130.50</b>



**CITY OF CARTER LAKE**  
**Building & Zoning Department**

950 Locust Street  
Carter Lake, IA 51510  
Telephone: (712) 847-0535  
Fax: (712) 347-5454  
Inspection Request: (712) 347-6320  
<https://www.carterlake-ia.gov>

March 10<sup>th</sup>, 2022

City of Carter Lake, IA  
Attn: City Planning Board  
Planning Board Meeting of March 14<sup>th</sup>, 2022

## **SITE PLAN REVIEW**

**Project Name:** Lakeside Auto Recyclers Warehouse/Office/Retail Building

**Location At:** 1001 E. Locust Street

The current zoning district at that location is **Locust Street Corridor Mixed Use District (C/L)**. And the proposed development use of a new warehouse, office and limited retail building to be presented to the Planning Board for the purpose of Site Plan Approval and as follows with the required development cited ordinances below:

### **Unified Land Development Ordinance Being Addressed:**

#### ***C/L LOCUST STREET CORRIDOR MIXED USE DISTRICT***

##### ***1001 Purpose***

*This district recognizes the mixed-use character of the Locust Street urban corridor. Locust Street is Carter Lake's principal commercial corridor and represents the boundary between the north part of the city, which is primarily residential in use, and the south part, which is principally industrial. In some ways, Locust serves as a central business district for the city. Therefore, this district helps the corridor accommodate a combination of commercial, and office uses. Design standards will gradually upgrade the appearance of the street, as it becomes a service corridor for the nearby airport and convention center. Some uses in the C/L District will require development above normal standards in order to assure compatibility with surrounding uses.*

##### ***1002 Site Development Regulations***

###### ***Regulator – Permitted Uses***

***Minimum Lot Width (feet) @ 75***

***Minimum Yards (feet)***

- ***Front Yard @ \*Note 1***
- ***Side Yard @ 10***
- ***Street Side Yard @ 15***
- ***Rear Yard @ 25***

***Maximum Height (feet) @ 55 (Ord. #663 02/18/2019 from 35' to 55')***

***Maximum Building Coverage @ 60%***

***Maximum Impervious Coverage @ 80%***

***Floor Area Ratio @ 1.0***

***Maximum Percentage of Total Parking Located in Street Yard @ 50%***

***Minimum Depth of Landscaping Adjacent to Street Right-of-Way Line (feet) @ 10***

***\*Note 1: Setbacks along Urban Corridors – Normal minimum setback is 25 feet. Front yard setback may be reduced to 15 feet if:***

- 1. No parking is placed within the street yard.***

2. The entire street yard area is landscaped, with the exception of driveways to parking areas or pedestrian accesses to the principal building on the site. This setback flexibility shall not be applied on any street without the specific approval of the City Council.

#### Performance Point Requirements

In order to receive a permit to proceed with development, project must attain a minimum of 30 performance points, achieved as indicated in the tables in Section 1403 of this document.

#### **1003 Special Regulations and Standards**

- a. Architectural details, including materials, textures, patterns, colors, and design features used on any façade
- b. facing a street or easily seen by the public shall be included in the plans and approved by the planning board.
- b. All service and loading areas shall be entirely screened from view.
- c. All buildings and developments shall include a direct, clear, and safe pedestrian connection from adjacent public sidewalks to the entrances of buildings within the development.

#### **1403 Performance Points System for projects in the C/A District (and all zoning districts located south of Ave. K – R-3, C/L, C-1, C-2, TC, C/A, BP, M-1, M-2)**

##### a. Purpose

The Performance Point Evaluation System is designed to ensure that projects in the highly visible Abbott Drive corridor provide an impression of high quality design and amenity. This approach reinforces the major private investments that have been made in the design of the public right-of-way along Abbott Drive. The system requires attainment of a specified number of Performance Points in order for a project to receive a permit to proceed. It further provides a variety of optional design features and enhancements to permit a developer considerable flexibility in choosing appropriate enhancements.

#### **2902 Site Plan Review Procedure**

##### 1. PLAN REVIEW.

All required plans and specifications for residential, multi-family, commercial, industrial, and manufacturing building projects shall be reviewed by the Building Inspector for completeness and compliance. Except for residential projects, (single-family and two-family structures) the Building Inspector or his or her designee will forward these plans and specifications on to other City departments or personnel to determine whether or not such plans and specifications are in compliance with the laws and ordinances under their jurisdictions.

##### 2. MULTI-FAMILY, COMMERCIAL, INDUSTRIAL, AND MANUFACTURING BUILDING PROJECT PLANS AND SPECIFICATIONS REVIEWED BY THE PLANNING AND ZONING COMMISSION.

The Planning and Zoning Commission (Planning Board) shall review the plans and specifications for multi-family, commercial, industrial and manufacturing building projects before the Building Inspector approves the building permit...the Planning Board shall convene to review the proposed plans and specifications and make its recommendations. Recommendations by the Planning Board shall be considered by the Building Inspector before approval.

##### f. Review and Evaluation

1. The Building Inspector or his/her designee (or the Board of Adjustment in cases of appeal), shall review and approve the site plan based on the criteria established in Table 29-1 and conformance with applicable regulations in these Zoning Regulations.
2. The Building Inspector, or his/her designee (or the Board of Adjustment in cases of appeal), shall make the following findings before approval of the site plan:
  - a) The proposed development, together with any necessary modifications, is compatible with the criteria established in Table 29-1.

- b) Any required modifications to the site plan are reasonable and are the minimum necessary to minimize potentially unfavorable effects.
- c) The site plan conforms to the Zoning Regulations.

**Staff Recommendation:**

With the current City Development Ordinance sections listed above in this report as they relate to this proposed project development and seeing all zoning development regulations adhered to; we would like to recommend consent APPROVAL of this Site Plan Review for construction and building permit issuance. Based on the project exceeding the minimum performance points of 30 and has addressed all other development city zoning regulations.

I hereby authorize this written Staff Report presented to the Planning Board for the Site Plan Procedures approval for this new project development.

Respectfully,

*Darin Whatcott*

Darin Whatcott, *RA CBO*  
City Building & Zoning Official

FOR OFFICE USE: CASE # \_\_\_\_\_ Receipt # \_\_\_\_\_  
Z.B.A. Public Hearing: \_\_\_\_\_ Amount \_\_\_\_\_

**CITY OF CARTER LAKE**

**APPLICATION FOR PLANNING BOARD AGENDA**

1. APPLICANT: Rick Tice Phone: 402-706-2517  
Address: 1101 Dorene \*Status: P.O.
2. REPRESENTED BY: N/A Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
3. STREET ADDRESS/LOCATION: N/A
4. LEGAL DESCRIPTION: N/A
5. OWNERS NAME: N/A
6. OWNERS ADDRESS: N/A
7. REASONS FOR REQUEST AND INTENDED USES: Fence (Denied)
8. ZONING DISTRICT: N/A
9. PRESENT USE: N/A
10. COPY OF BLUEPRINTS OF INTENDED STRUCTURE. N/A
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: \_\_\_\_\_

TYPED OR PRINTED NAME: \_\_\_\_\_ \*Status: \_\_\_\_\_

\*NOTE: P.O. = Property Owner C.P. = Contract Purchaser  
O.H. = Legal Optionholder A. = Owner's authorized agent