AGENDA

City of Carter Lake

CITY COUNCIL WORKSHOP

City Hall Council Chambers

Monday, November 2, 2026 at 5:30 PM

1. Rachel Overby-Seldin Company
    - Vinyl banner at the Residences at Carter Lake
2. Planning & Zoning
    - List of properties with large scale overgrowth outside of City's current contractor-see attachment
    - Some progress made after violation notice was posted-council to decide if clean-up is adequate
3. Ordinances
    - Sidewalk Ordinance
    - Driveway Ordinance
        - BOA scheduled Thur. Nov. 12 @ 5:30
4. City Attorney Clint Fichter
    - 142 Carter Lake Club-abatement court date set 11/5. Needs council opinion to determine how to proceed. Attachments provided by P&Z Department on 10/30
    - TIF/UR update
    - Council procedures manual
5. Council member Tim Podraza
    - Zum bus transportation
6. Mayor Jason Gundersen
    - Request by a resident for chickens-request and animal code section attached

- Set date for Community Center policy
- City Administrator policy
- Finalize strategic plan

A. City Administrator Cameron Gales
    - Department head pay and job descriptions
    - Strategic Plan outline
    - Overview Community Center/Park Funding stack
    - Terrazzo update

Outlook

Item for CC Workshop Agenda

From City of Carter Lake Inspector <inspector@carterlake-ia.gov>
Date Wed 10/28/2026 12:11 PM
To Celane Hauser <celane.hauser@carterlake-ia.gov>
Cc City Administrator <cameron.gales@carterlake-ia.gov>

1 attachment (447 KB)
SKM_C30826102812360.pdf;

Hello,

Attached are a City Council workshop agenda application and associated documents for a temporary promotional banner @ the Residence (944 Ave K). A representative for the sign contractor said they would have someone attend the workshop to present and answer any questions. The banner was previously discussed with the Mayor back in September about whether or not he and the Council would entertain the idea of letting them keep the promotional banner up for longer than the allotted time designated by the city code. Jason had said he did not see any issue with the extension, but to have the contractor/property owner check in and give an estimate to the Council for the remaining time they would like to keep the banner up by no later than the Wednesday prior to the next CC workshop for the Council to reevaluate.

Italicized below are some excerpts from the municipal code that would apply to this case. Some of the code is a bit contradictory (e.g., 3 different timeframes as shown below), and with the Residence being a sort of new, special case, hopefully the Council can make some sort of concession agreement to ensure the City's population and relationship with the Residence continues to grow without hindrance.

171.01 SIGN PERMITS.

1. *Signs shall not be erected or installed without first obtaining a Building Permit.*
2. *All sign permits will be reviewed by the Planning and Zoning Commission for their recommendation.*
3. *A permit issued for a temporary sign shall designate the dates for use of the temporary sign.*
4. *The fee for a temporary sign permit is $10.00 per sign.*
5. *A temporary sign permit may be renewed only once, on the condition that the renewal shall last for no more than 45 days and that the applicant pays an additional permit fee of $100.00 for each temporary sign.*

171.03 TYPES OF PERMITTED SIGNS.

4. *Temporary Signs.*

A. A temporary sign shall be defined as a sign that is designed to inform the public that a new business is opening or will be opening. The use of a temporary sign shall be limited to three months unless otherwise extended herein.

B. A maximum of three temporary signs may be installed.

C. A temporary sign can be a maximum of 32 square feet.

D. Temporary Promotional Banners.

(1) A temporary banner is defined as a banner that may be used for no longer than 30 days.

(2) Temporary banners or cloth signs may be utilized as projecting graphics in certain zoning districts.

(3) A temporary banner sign may not project from a building and may not exceed the wall height of the building.

(4) Maximum projection for any temporary banner is five feet, with a minimum clearance of 10 feet.

(5) Maximum size of a temporary banner is 32 square feet.

Let me know if you have any questions. Thanks!

Savannah Olson

Permit Tech / Office Mgr
Building & Zoning Department – Carter Lake, IA
JDW Midwest, LLC
Municipal Code Consulting
Direct: (712) 847-0535
Email: savannah@jdwmidwest.com
Email: inspector@carterlake-ia.gov

CITY OF CARTER LAKE
APPLICATION FOR CITY COUNCIL AGENDA

Name: **Rachel Overby - Seldin Compnay**

Address: **2840 S. 123rd Court, Omaha, NE 68144**

Phone: **4026802978**

Mail request to:
City Clerk
950 East Locust Street
Carter Lake, IA 51510

Or Fax to: 712-347-5454

Or Email to:
jackie.carl@carterlake-ia.gov

Meeting Date Requested: **11/2/26**

Agenda Item Request (please give a detailed description of the request): __

Hang vinyl banner at the Residences at Carter Lake

Please submit any supporting documents with this application.

City Council Meetings are held the first and third Monday of each month. The City Clerk must receive agenda requests by 12:00 PM on the Wednesday prior to the meeting.

Signature: Rachel Overby **Date:** 10/28/26

For Office Use Only:

Date received in Clerk's office: 10/28/26

Received by: JO

COMMERCIAL CONSTRUCTION PERMIT APPLICATION

CITY OF CARTER LAKE, IOWA
Building & Zoning Department
950 Locust Street
Carter Lake, IA 51510
Telephone: 712.847.0535
Fax: 712.347.5454
Inspection Request: 712.847.0535

Permit Amount	Receipt #	Permit #

JOB SITE ADDRESS: 944 Ave K, Carter Lake, IA 51510

PARCEL NUMBER: 754421101012

LEGAL DESCRIPTION: ☐ *Attachment*

PROPERTY SIZE:

ZONING DISTRICT:
☒ R-3 Urban Residential Multi-Family District ☐ R/CC CL Club Special Residential District ☐ C/L Locust Street Mixed Use Corridor District ☐ C-1 Limited Commercial/Office District
☐ C-2 General Commercial District ☐ BP Business Park District ☐ T-C Town Center ☐ C/A Abbott Drive Corridor District ☐ M-1 Limited Industrial District ☐ M-2 General Industrial District
☐ MC Mixed Use District ☐ PUD Planned Unit Development Overlay District ☐ W Water-Oriented Development Overlay District ☐ FP/FW Floodplain Overlay District

PROPERTY OWNER: OPG

PHONE NUMBER: (913) 396-6310

PROPERTY OWNER ADDRESS: 5345 W. 151st Terrace, Leawood

STATE: Kansas **ZIP CODE:** 66224

GENERAL CONTRACTOR NAME: Koester Construction

STATE LICENSE #:

PHONE NUMBER: 515-986-5500

CONTRACTOR MAILING ADDRESS: 3050 SE Enterprise D r Grimes, IA 50111

STATE: IA **ZIP CODE:** 50111

SUB-CONTACTOR NAME & STATE LICENSE #'s:

Electrical: _____ **Plumbing:** _____ **Mechanical:** _____

State License #: _____ **State License #:** _____ **State License #:** _____

Building Type/Use: ☐ General Commercial ☐ Industrial ☒ Multi-Family ☐ Other _____

Class of Work: ☐ New Structure ☐ Addition ☐ Tenant Improvement ☐ Remodel ☐ Other _____

CONSTRUCTION INFORMATION

PROPOSED CONSTRUCTION DESCRIPTION:

Install vinyl banner *TEMPORARY*

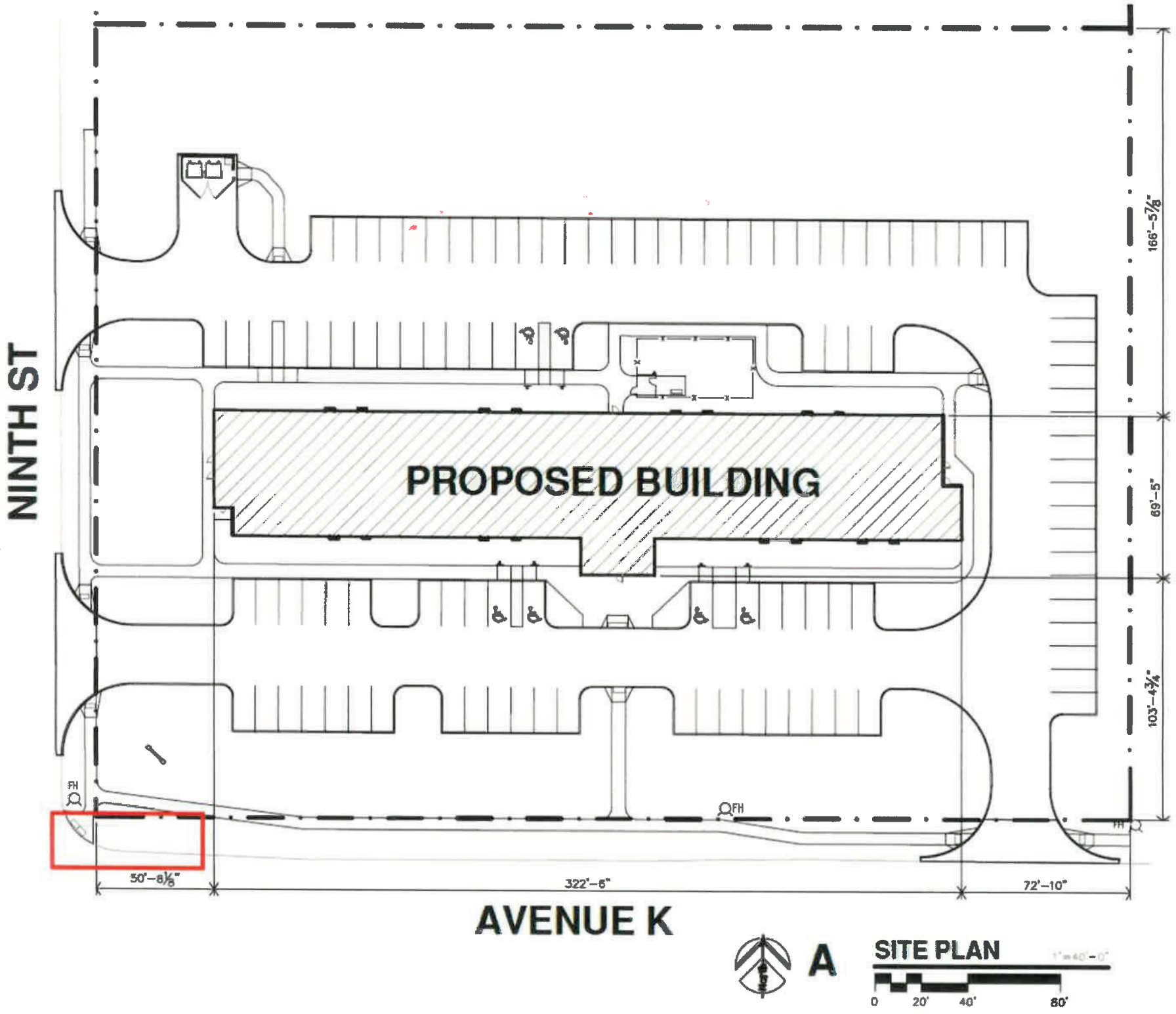
ESTIMATED CONSTRUCTION COST:	PROPOSED BUILDING AREA *(square footage)*:	CODE TYPE OF CONSTRUCTION:
$340.00	32 (8'x4')	

PERMIT FEES		AMOUNTS
Building Fee will be based on engineered estimated construction cost or permit valuation using the current Building Valuation Data and adopted Building Permit Fee Schedule. *(see next page to figure cost)*	**Building Fee** *Receipt #:*	$
Figuring the **Plan Review Fee at 25%** of the calculated Building Permit Fee cost. The Plan Review Fee will be a required deposit at the time of your permit application submittal. *(see next page to figure cost)*	**Plan Review Fee** *(submittal deposit)* *Receipt #:*	$
	Total Amount	$

Applicant is responsible for obtaining all other necessary permits or approvals related to the proposed activity, including those that may be required by the State or Federal Government. Applicant will save, indemnify, and keep harmless the City of Carter Lake, Iowa its officers, employees, and agents against all liabilities, judgments cost, and expenses which may accrue against them in consequence of the granting of this permit, inspections, or use of any on –site or off -site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules, ordinances, and laws. Signature constitutes an attestation by the applicant that application complies with all covenants, conditions, and restrictions.

APPLICANT SIGNATURE: Joelle Richardson DATE 10/06/2026

Issued By:	Date:

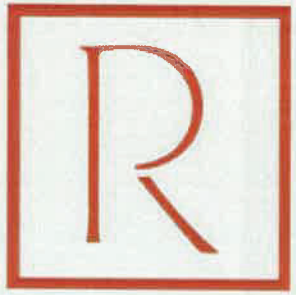


A SITE PLAN 1"=40'-0"

0 20' 40' 80'

8' x 4' TEMPORARY BANNER SIGN

NOW LEASING!



THE RESIDENCE

AT CARTER LAKE

712.471.2688

CALL US TODAY!

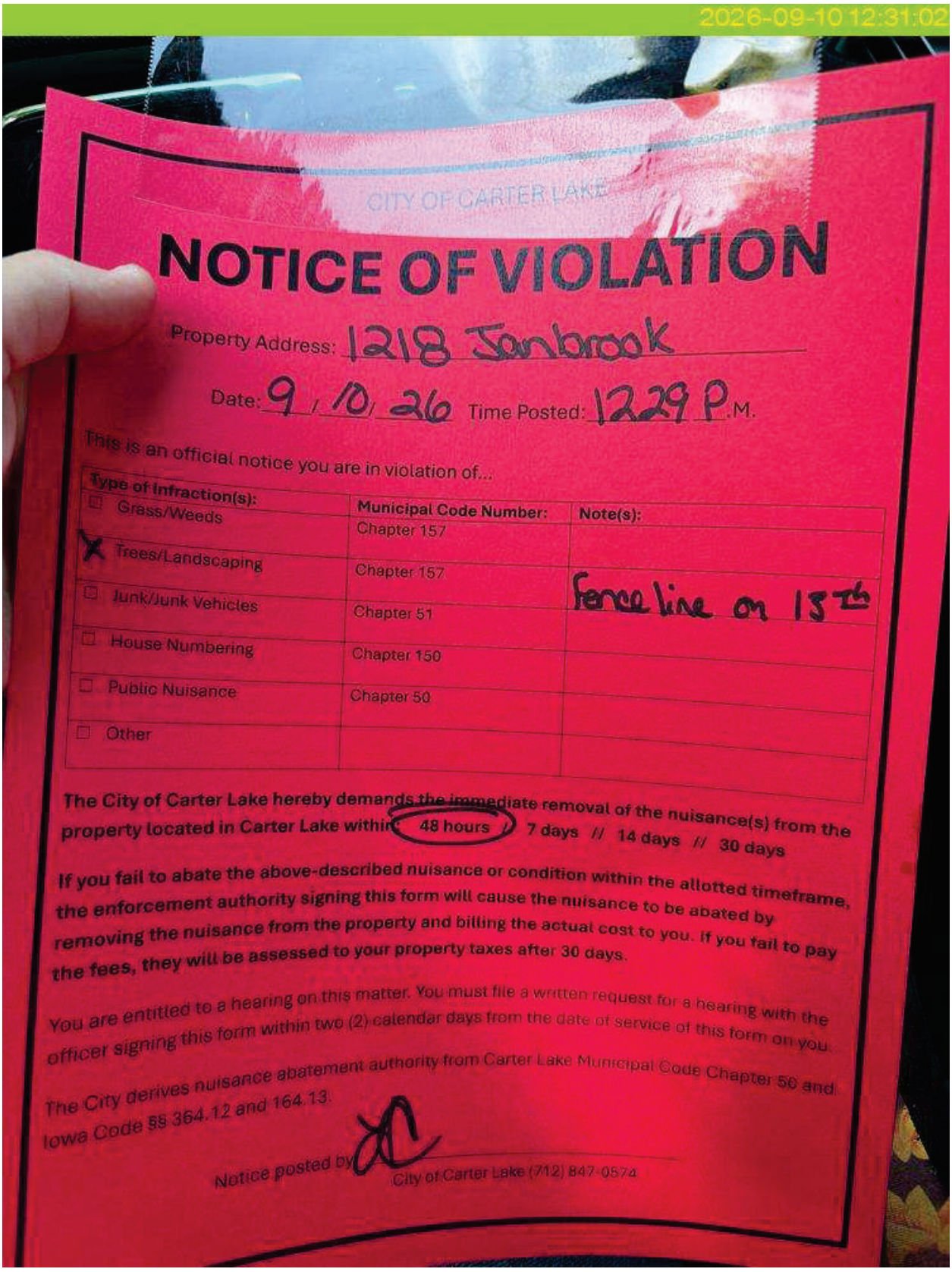
SELDIN COMPANY

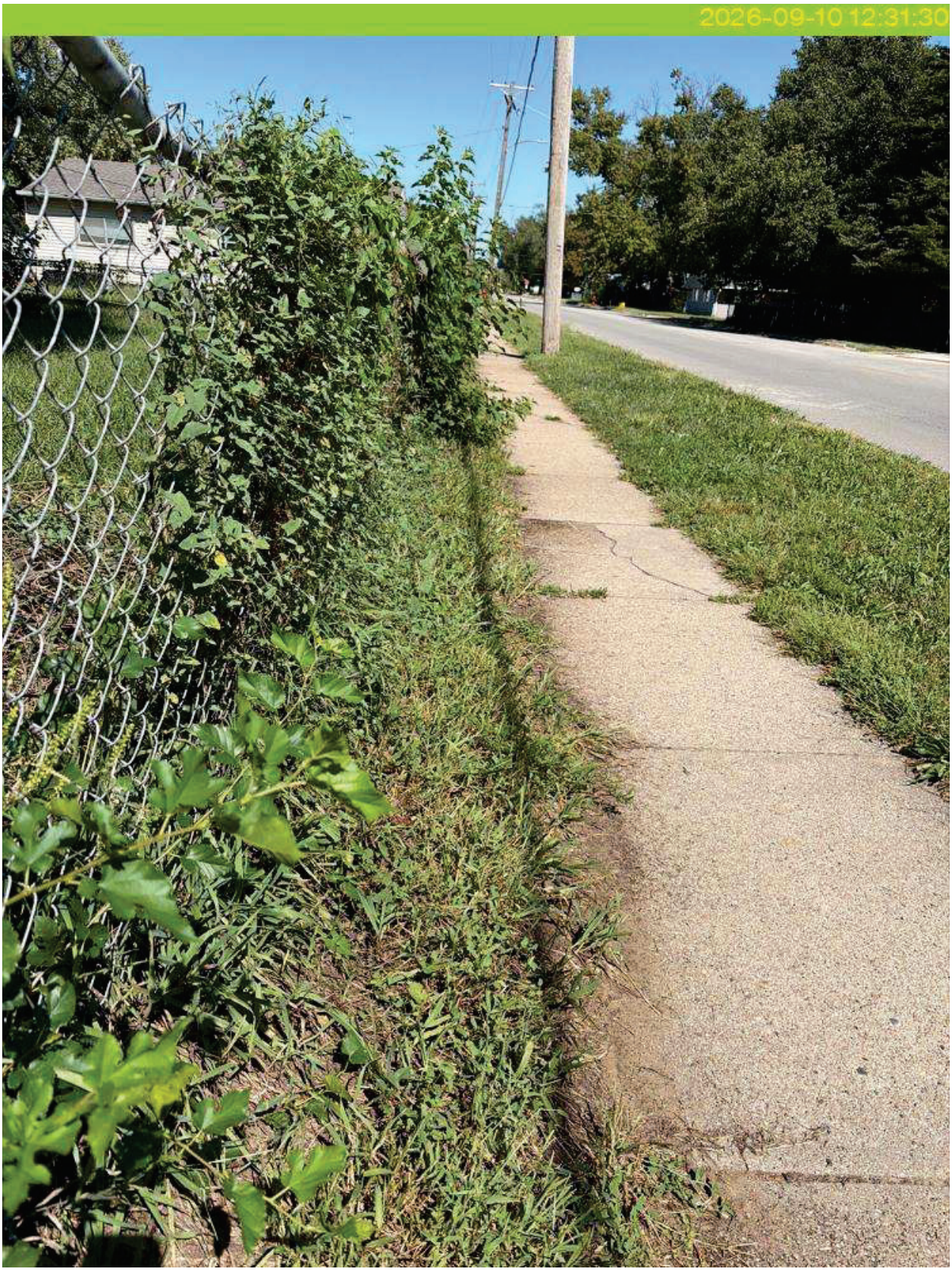
TheResidenceAtCarterLake.com

Properties with Large-Scale Overgrowth:

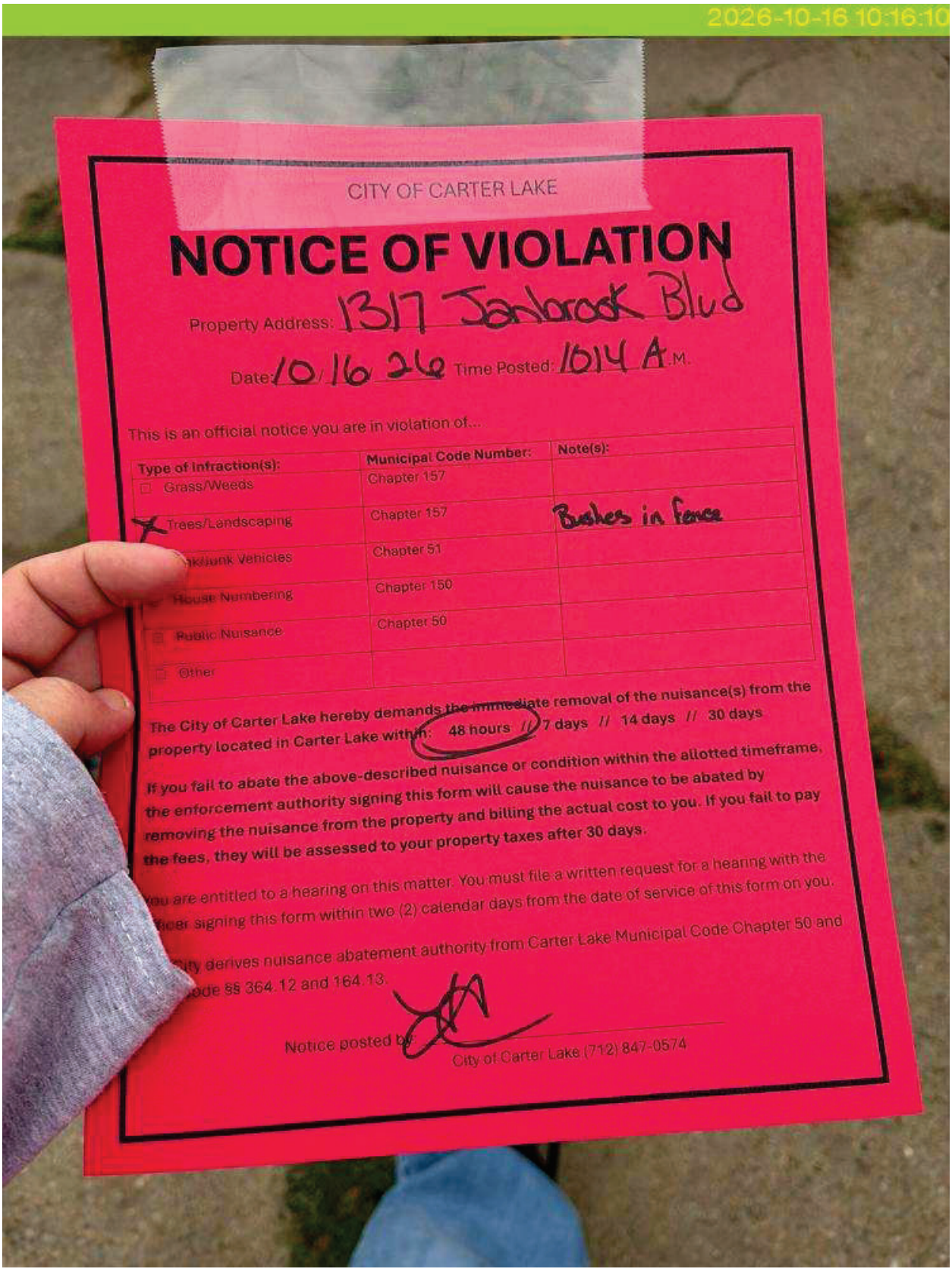
1. 1218 Janbrook Blvd. (p. 2-4)
2. 1317 Janbrook Blvd. (p. 5-8)
3. 702 Redick Blvd. (p. 9-14)
4. 1314 Silver Ln. (p. 15-24)
5. 93 Carter Lake Club (p. 25-27)
6. 3510 N. 9th St. Lot #115 (p. 28-31)
7. 3510 N. 9th St. Lot #308 (p. 32-36)

****Above are properties that could not be mowed/trimmed by our currently contracted company due to their larger scope.**


2026-09-10 12:31:02
CITY OF CARTER LAKE
NOTICE OF VIOLATION
Property Address: 1218 Sanbrook
Date: 9/10/26 Time Posted: 1229 P.M.
This is an official notice you are in violation of...
Type of Infraction(s):
Municipal Code Number:
Note(s):
Grass/Weeds
Chapter 157
X Trees/Landscaping
Chapter 157
fence line on 15th
Junk/Junk Vehicles
Chapter 51
House Numbering
Chapter 150
Public Nuisance
Chapter 50
Other
The City of Carter Lake hereby demands the immediate removal of the nuisance(s) from the property located in Carter Lake within 48 hours // 7 days // 14 days // 30 days
If you fail to abate the above-described nuisance or condition within the allotted timeframe, the enforcement authority signing this form will cause the nuisance to be abated by removing the nuisance from the property and billing the actual cost to you. If you fail to pay the fees, they will be assessed to your property taxes after 30 days.
You are entitled to a hearing on this matter. You must file a written request for a hearing with the officer signing this form within two (2) calendar days from the date of service of this form on you.
The City derives nuisance abatement authority from Carter Lake Municipal Code Chapter 50 and Iowa Code §§ 364.12 and 164.13.
Notice posted by
City of Carter Lake (712) 847-0574


2026-09-10 12:31:30

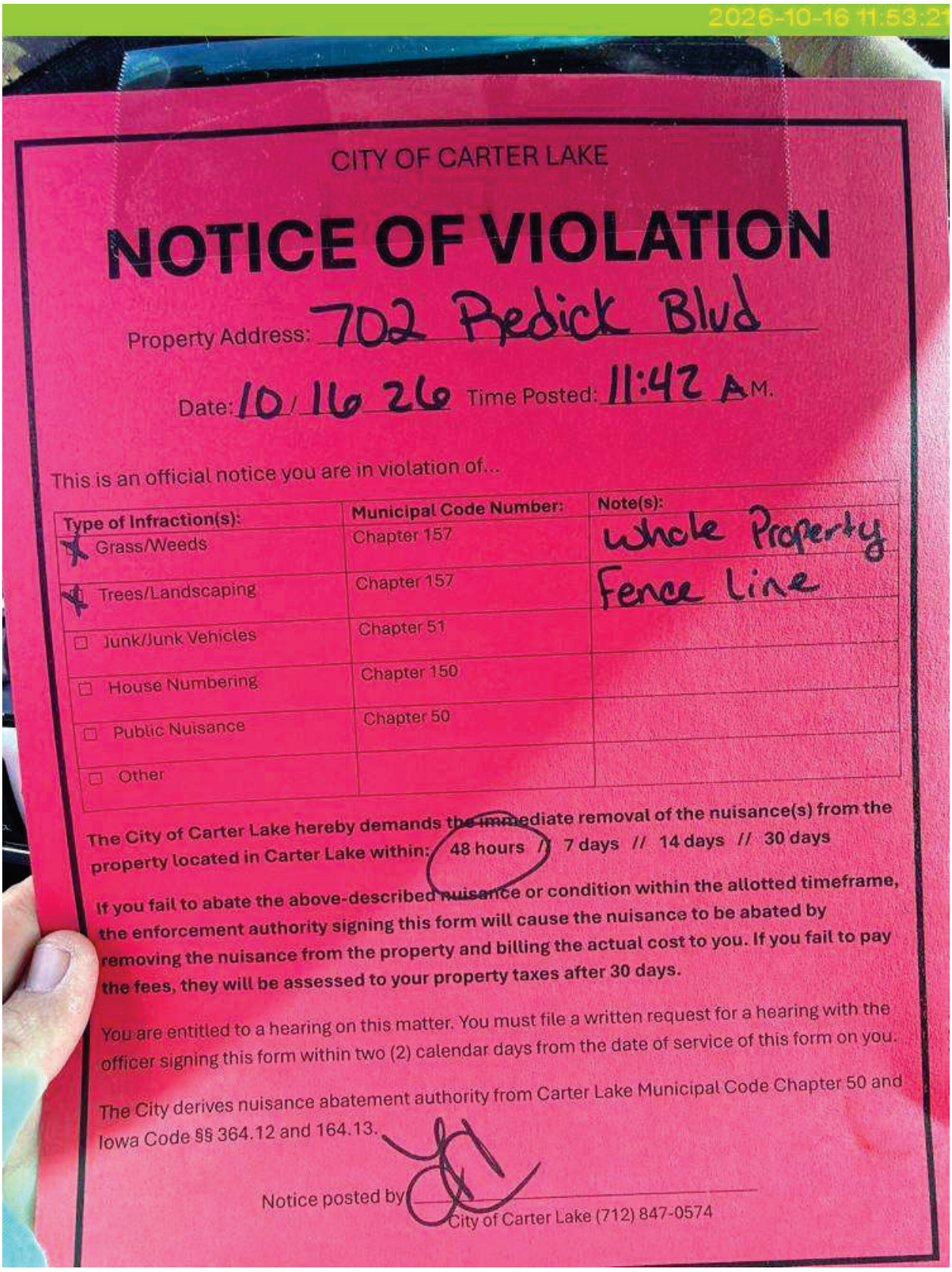

2026-09-10 12:31:36


2026-10-16 10:16:10
CITY OF CARTER LAKE
NOTICE OF VIOLATION
Property Address: 1317 Jamboree Blvd
Date: 10/16/26 Time Posted: 1014 A.M.
This is an official notice you are in violation of...
Type of Infraction(s):
Municipal Code Number:
Note(s):
Grass/Weeds
Chapter 157
Trees/Landscaping
Chapter 157
Bushes in fence
Junk/Junk Vehicles
Chapter 51
House Numbering
Chapter 150
Public Nuisance
Chapter 50
Other
The City of Carter Lake hereby demands the immediate removal of the nuisance(s) from the property located in Carter Lake within: 48 hours // 7 days // 14 days // 30 days
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Notice posted by:
City of Carter Lake (712) 847-0574


2026-10-16 10:15:55


2026-10-16 10:15:46


2026-10-16 10:15:40

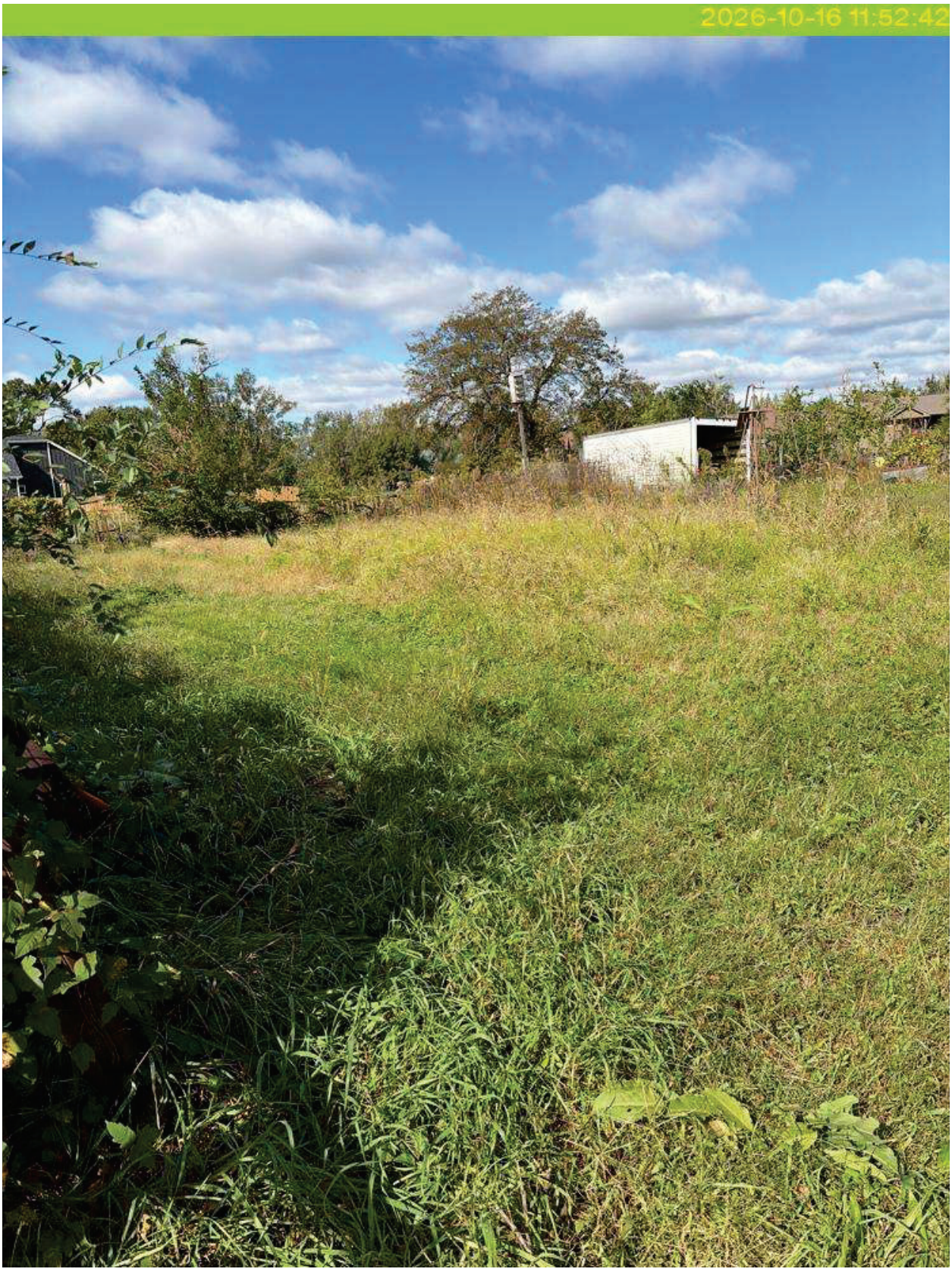

2026-10-16 11:53:21
CITY OF CARTER LAKE
NOTICE OF VIOLATION
Property Address: 702 Bedick Blvd
Date: 10/16/26 Time Posted: 11:42 A.M.
This is an official notice you are in violation of...
Type of Infraction(s): | Municipal Code Number: | Note(s):
X Grass/Weeds | Chapter 157 | Whole Property
X Trees/Landscaping | Chapter 157 | Fence Line
☐ Junk/Junk Vehicles | Chapter 51
☐ House Numbering | Chapter 150
☐ Public Nuisance | Chapter 50
☐ Other
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Notice posted by
City of Carter Lake (712) 847-0574

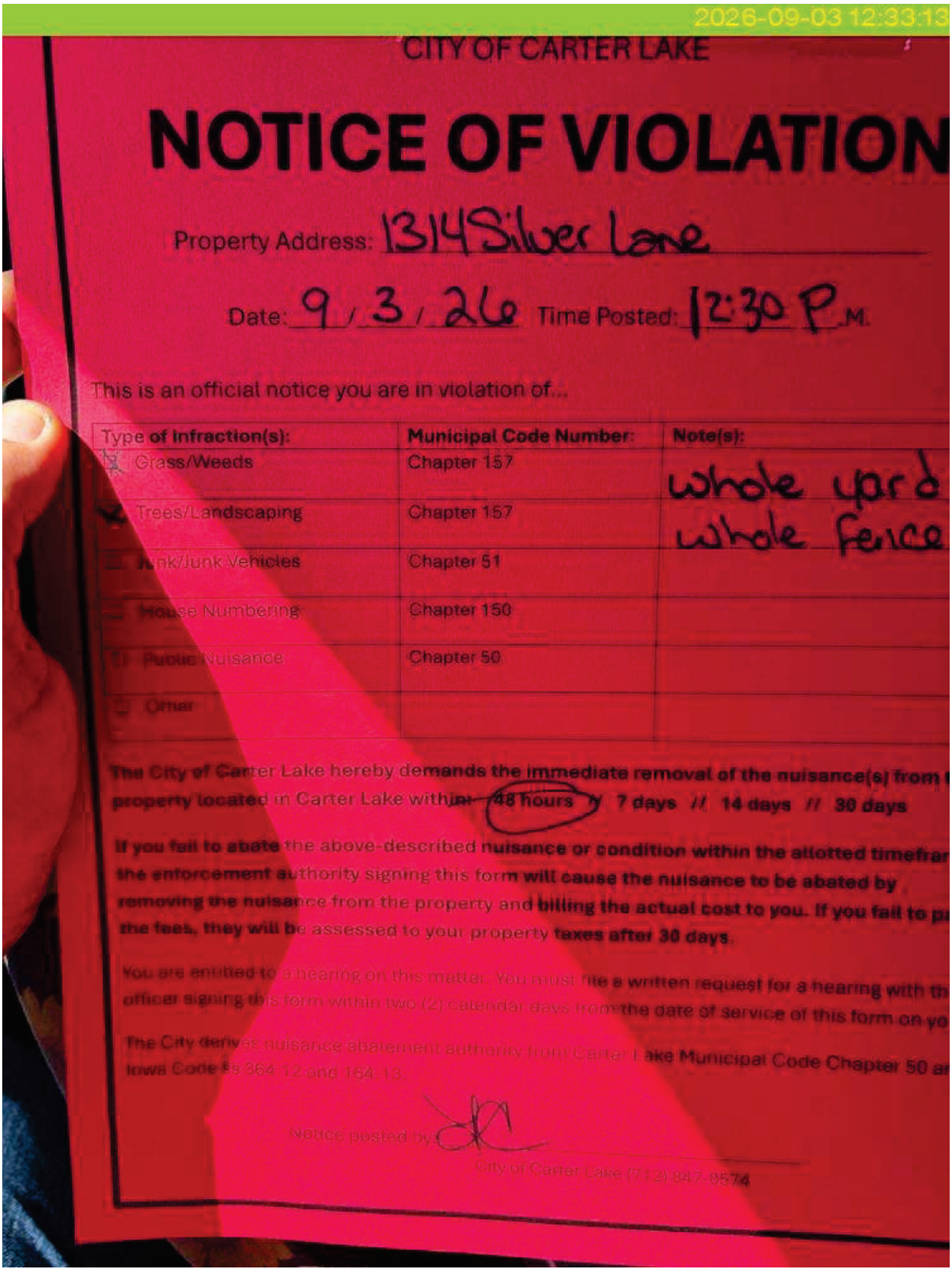

2026-10-16 11:51:09


2026-10-16 11:51:14

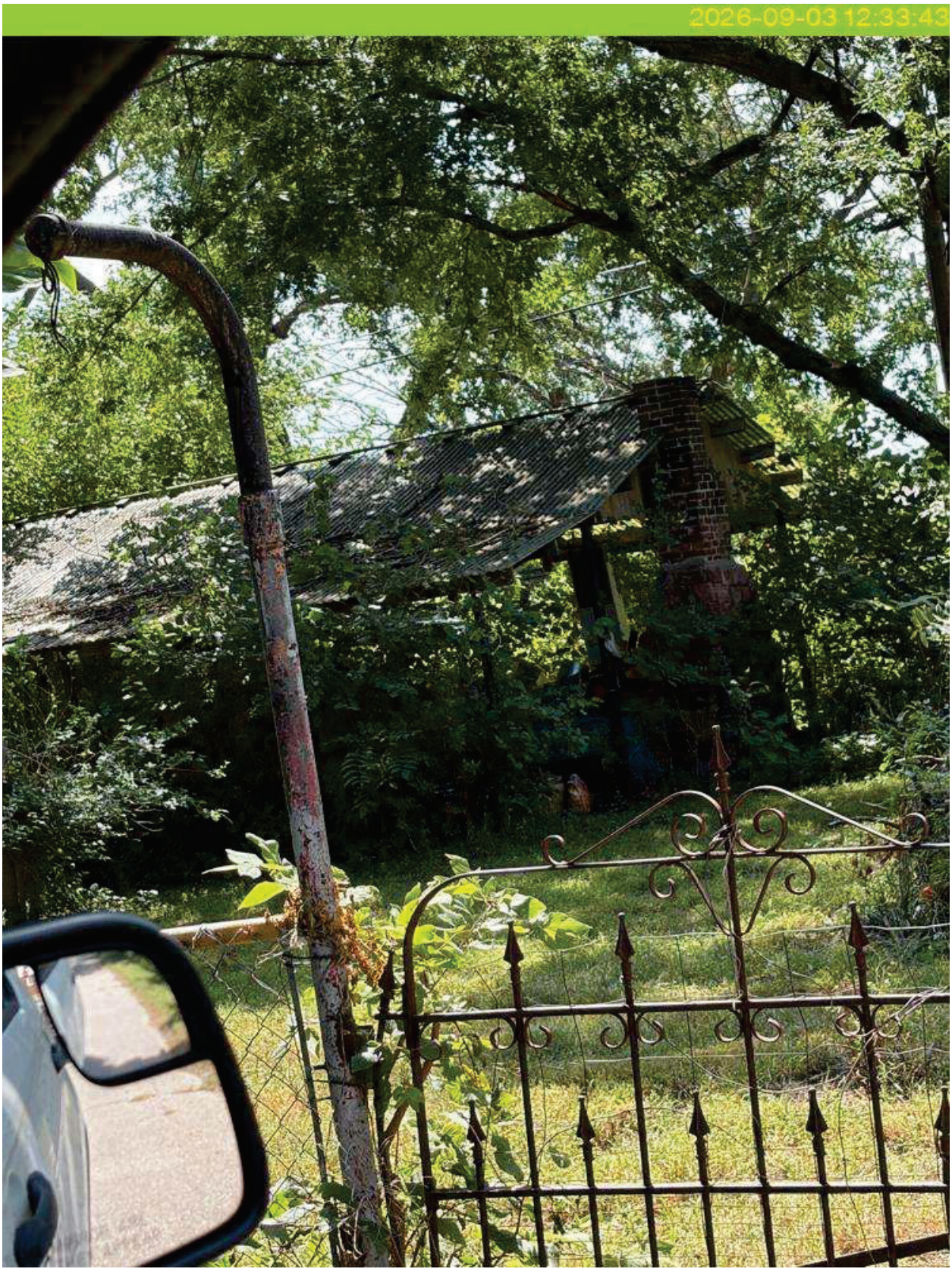

2026-10-16 11:51:47

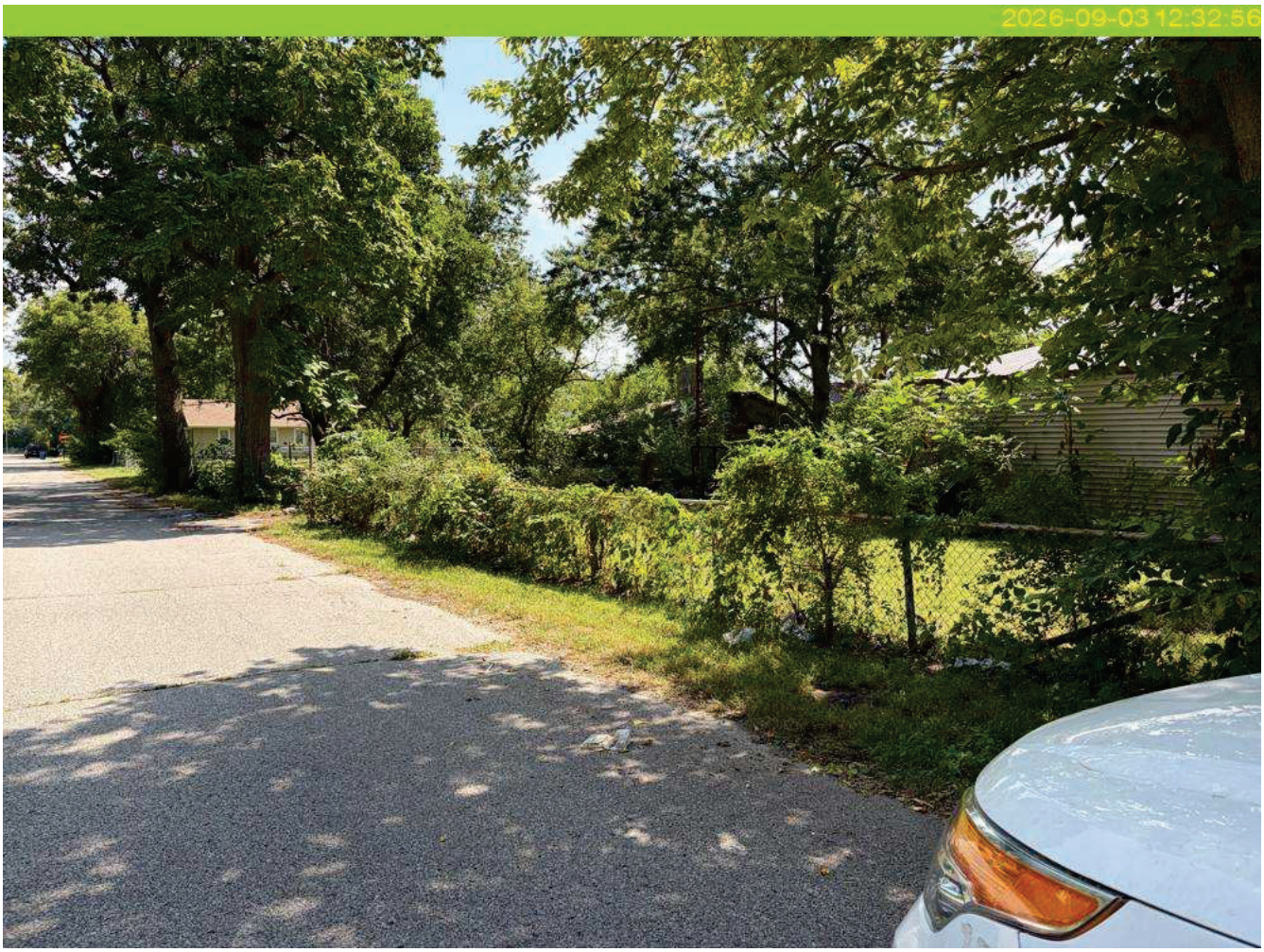

2026-10-16 11:52:02


2026-10-16 11:52:42

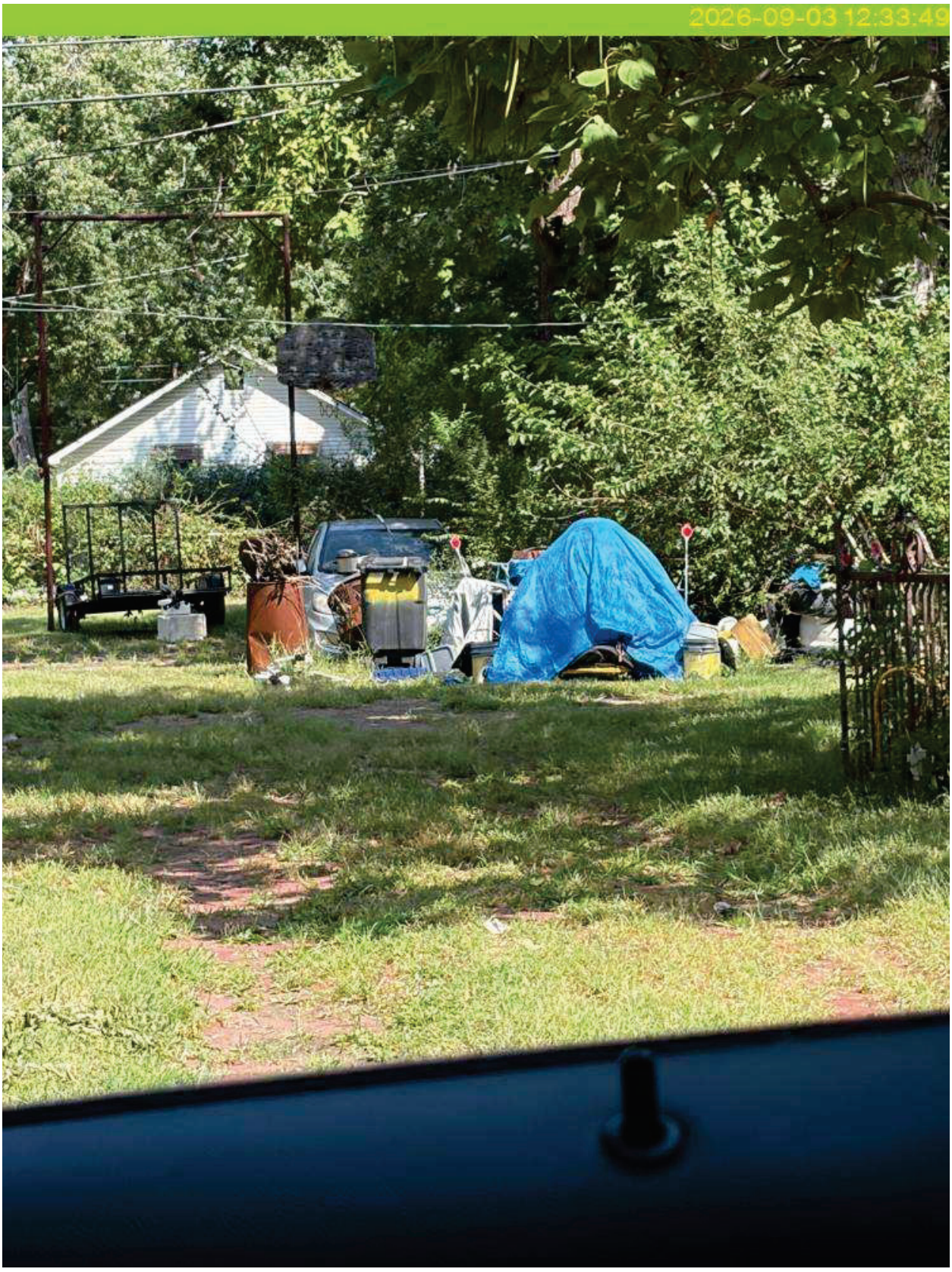

2026-09-03 12:33:13
CITY OF CARTER LAKE
NOTICE OF VIOLATION
Property Address: 1314 Silver Lane
Date: 9/3/26 Time Posted: 12:30 P.M.
This is an official notice you are in violation of...
Type of Infraction(s):
Municipal Code Number:
Note(s):
Grass/Weeds
Chapter 157
whole yard
Trees/Landscaping
Chapter 157
whole fence
Junk/Junk Vehicles
Chapter 51
House Numbering
Chapter 150
Public Nuisance
Chapter 50
Other
The City of Carter Lake hereby demands the immediate removal of the nuisance(s) from
property located in Carter Lake within: 48 hours // 7 days // 14 days // 30 days
If you fail to abate the above-described nuisance or condition within the allotted timefra
the enforcement authority signing this form will cause the nuisance to be abated by
removing the nuisance from the property and billing the actual cost to you. If you fail to p
the fees, they will be assessed to your property taxes after 30 days.
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officer signing this form within two (2) calendar days from the date of service of this form on yo
The City derives nuisance abatement authority from Carter Lake Municipal Code Chapter 50 a
Iowa Code §s 364.12 and 164.13.
Notice posted by:
City of Carter Lake (712) 847-8574

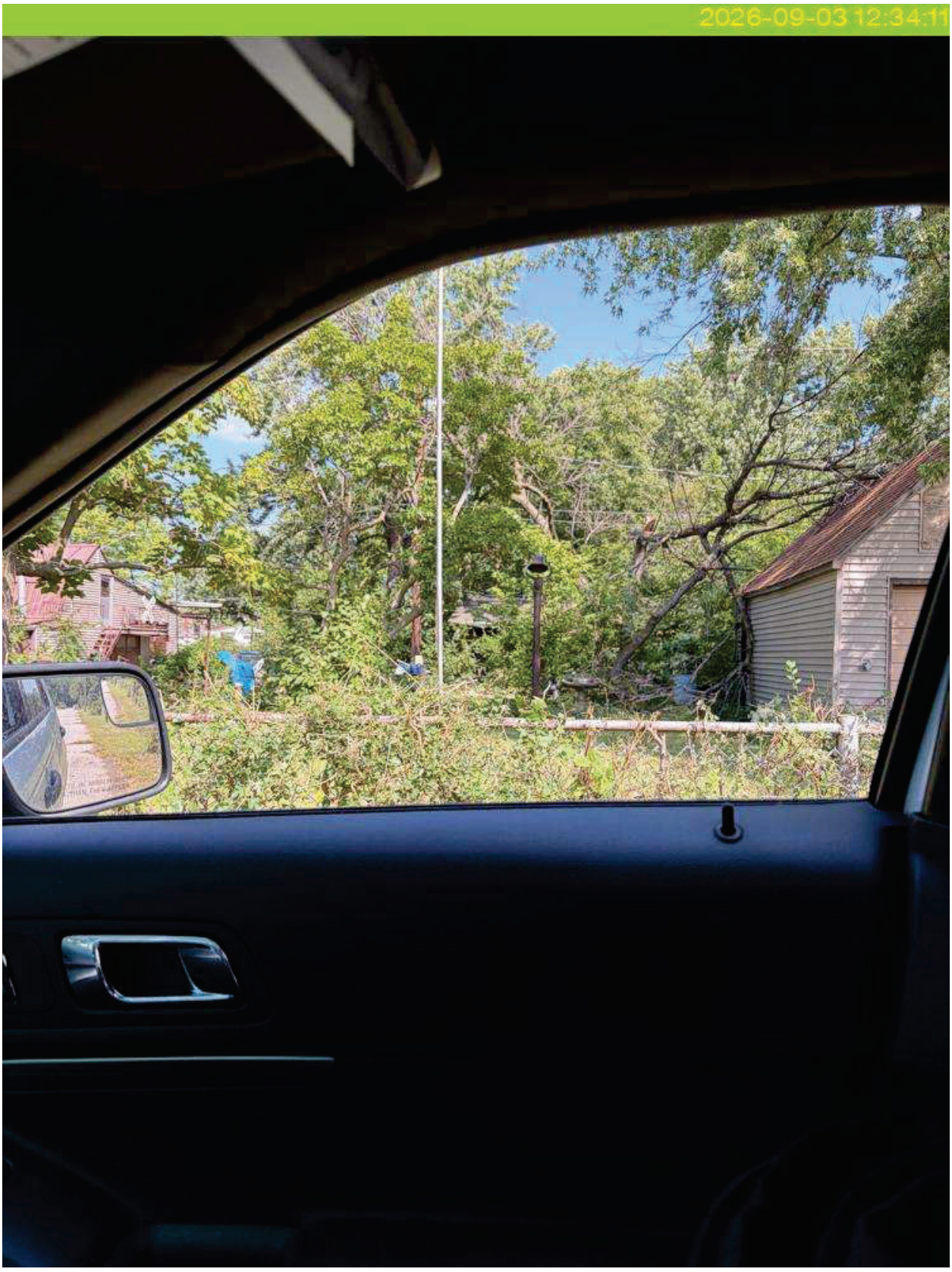

2026-09-03 12:33:36


2026-09-03 12:33:43


2026-09-03 12:32:56


2026-09-03 12:33:02

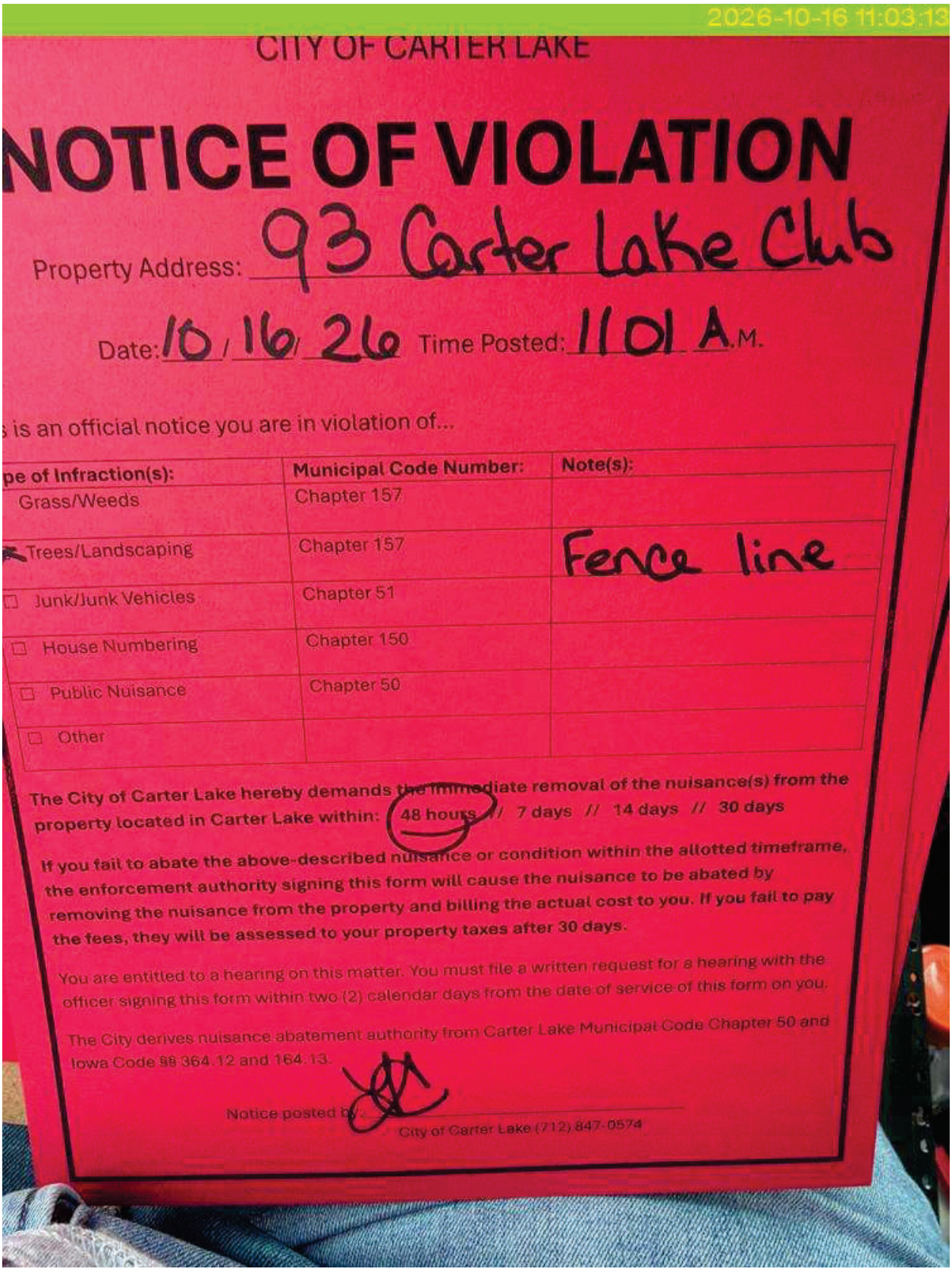

2026-09-03 12:33:49


2026-09-03 12:34:11


2026-09-03 12:33:30

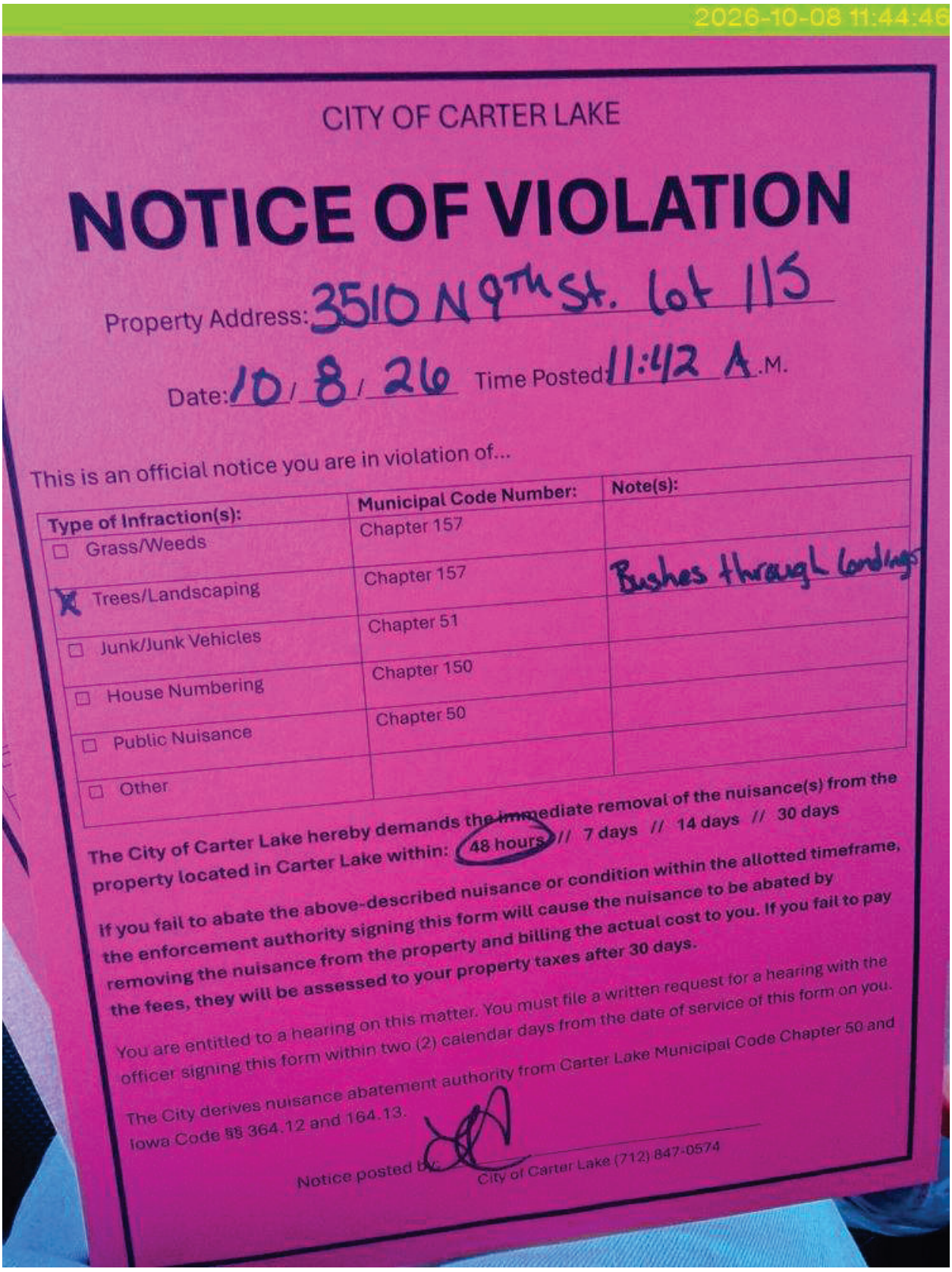

2026-09-03 12:34:04


2026-09-03 12:33:57


2026-10-16 11:03:13
CITY OF CARTER LAKE
NOTICE OF VIOLATION
Property Address: 93 Carter Lake Club
Date: 10 / 16 / 26 Time Posted: 1101 A.M.
is an official notice you are in violation of...
pe of Infraction(s):
Municipal Code Number:
Note(s):
Grass/Weeds
Chapter 157
Trees/Landscaping
Chapter 157
Fence line
Junk/Junk Vehicles
Chapter 51
House Numbering
Chapter 150
Public Nuisance
Chapter 50
Other
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Notice posted by:
City of Carter Lake (712) 847-0574


2026-10-16 11:03:17

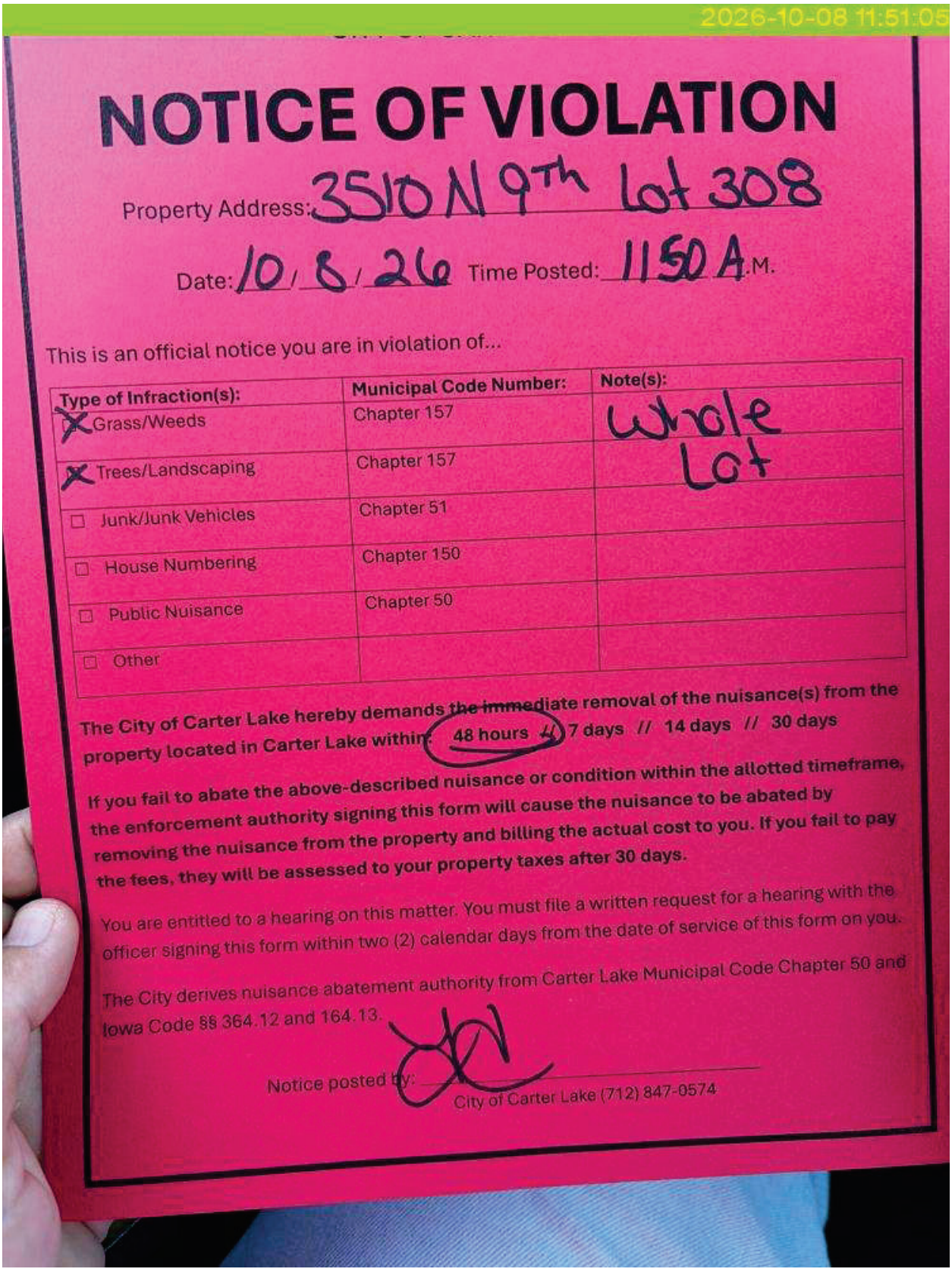

2026-10-16 11:03:22
PAPILLION
SANITATION
402-346-7800

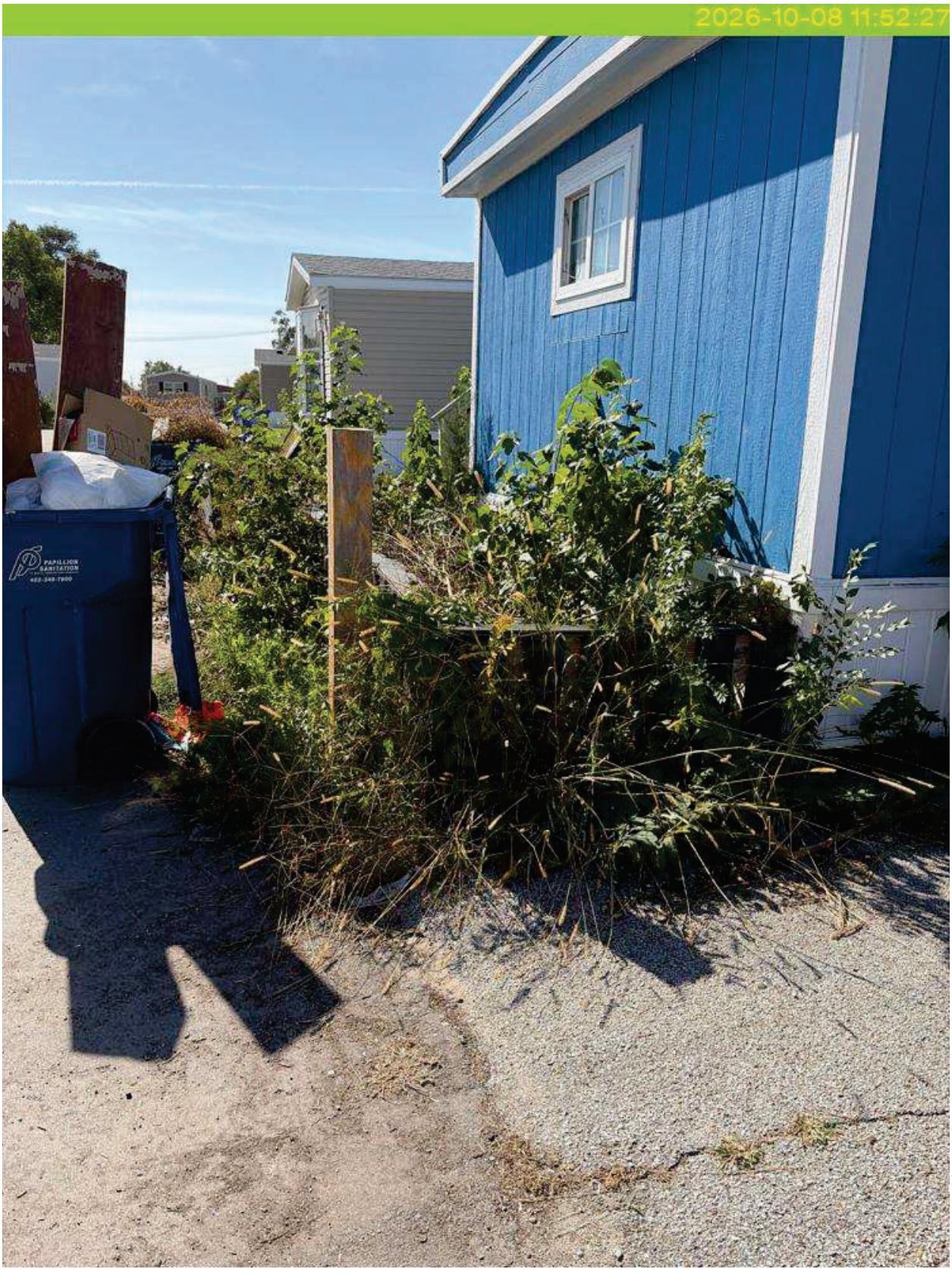

2026-10-08 11:44:46
CITY OF CARTER LAKE
NOTICE OF VIOLATION
Property Address: 3510 N 9th St. Lot 115
Date: 10 / 8 / 26 Time Posted: 11:42 A.M.
This is an official notice you are in violation of...
Type of Infraction(s): | Municipal Code Number: | Note(s):
☐ Grass/Weeds | Chapter 157 |
☒ Trees/Landscaping | Chapter 157 | Bushes through Landings
☐ Junk/Junk Vehicles | Chapter 51 |
☐ House Numbering | Chapter 150 |
☐ Public Nuisance | Chapter 50 |
☐ Other |
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Notice posted by: City of Carter Lake (712) 847-0574


2026-10-08 11:44:57


2026-10-08 11:45:03

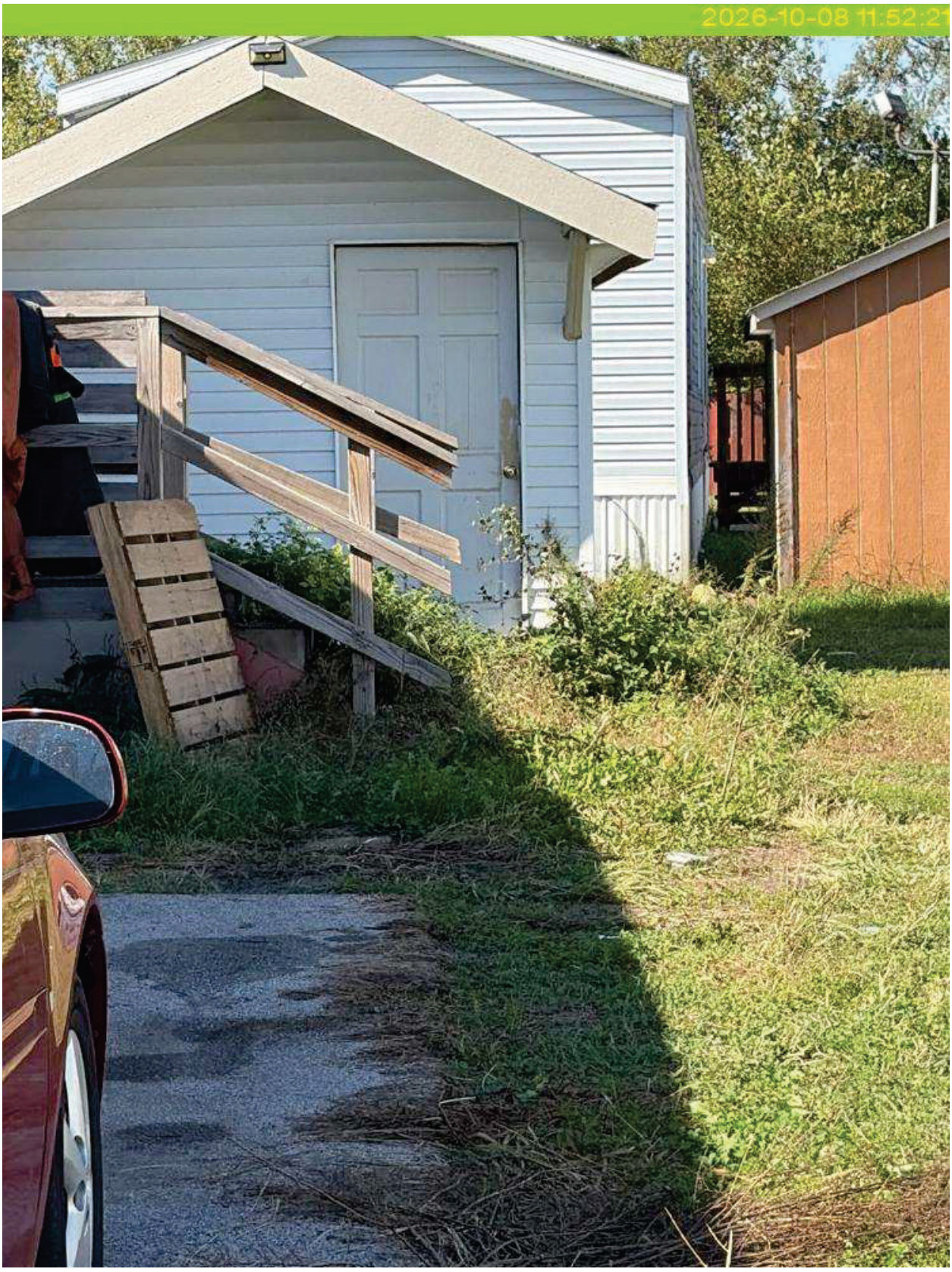

2026-10-08 11:45:18


2026-10-08 11:51:05
NOTICE OF VIOLATION
Property Address: 3510 N 9th Lot 308
Date: 10/8/26 Time Posted: 1150 A.M.
This is an official notice you are in violation of...
Type of Infraction(s):
Municipal Code Number:
Note(s):
X Grass/Weeds
Chapter 157
Whole Lot
X Trees/Landscaping
Chapter 157
☐ Junk/Junk Vehicles
Chapter 51
☐ House Numbering
Chapter 150
☐ Public Nuisance
Chapter 50
☐ Other
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Notice posted by:
City of Carter Lake (712) 847-0574


2026-10-08 11:52:27
PAPILLION SANITATION


2026-10-08 11:51:38


2026-10-08 11:51:47


2026-10-08 11:52:21

Outlook

Items for CC to Review @ Upcoming Workshop

From City of Carter Lake Inspector <inspector@carterlake-ia.gov>
Date Wed 10/28/2026 12:21 PM
To City Administrator <cameron.gales@carterlake-ia.gov>
Cc Celane Hauser <celane.hauser@carterlake-ia.gov>

2 attachments (8 MB)
Larger Scale Overgrowth Properties.pdf; 630 E Locust St.pdf;

Hello,

Attached are two documents that our department would like the Council to review to give guidance on some nuisance properties. The first document is a list of properties with large scale overgrowth that is outside the scope of the City's current contractor, Scott Lindhorst. The posted notices and pictures are included for each property for the Council to reference. The 2nd document is another property that had larger scale overgrowth, but progress was made after Tonya posted the violation notice. It appears that there is still some overgrowth present though, so we would like the Council to decide if the cleanup is adequate enough or not.

Let me know if you have any questions. Thanks!

Savannah Olson
Permit Tech / Office Mgr
Building & Zoning Department – Carter Lake, IA
JDW Midwest, LLC
Municipal Code Consulting
Direct: (712) 847-0535
Email: savannah@jdwmidwest.com
Email: inspector@carterlake-ia.gov

630 E. Locust St.

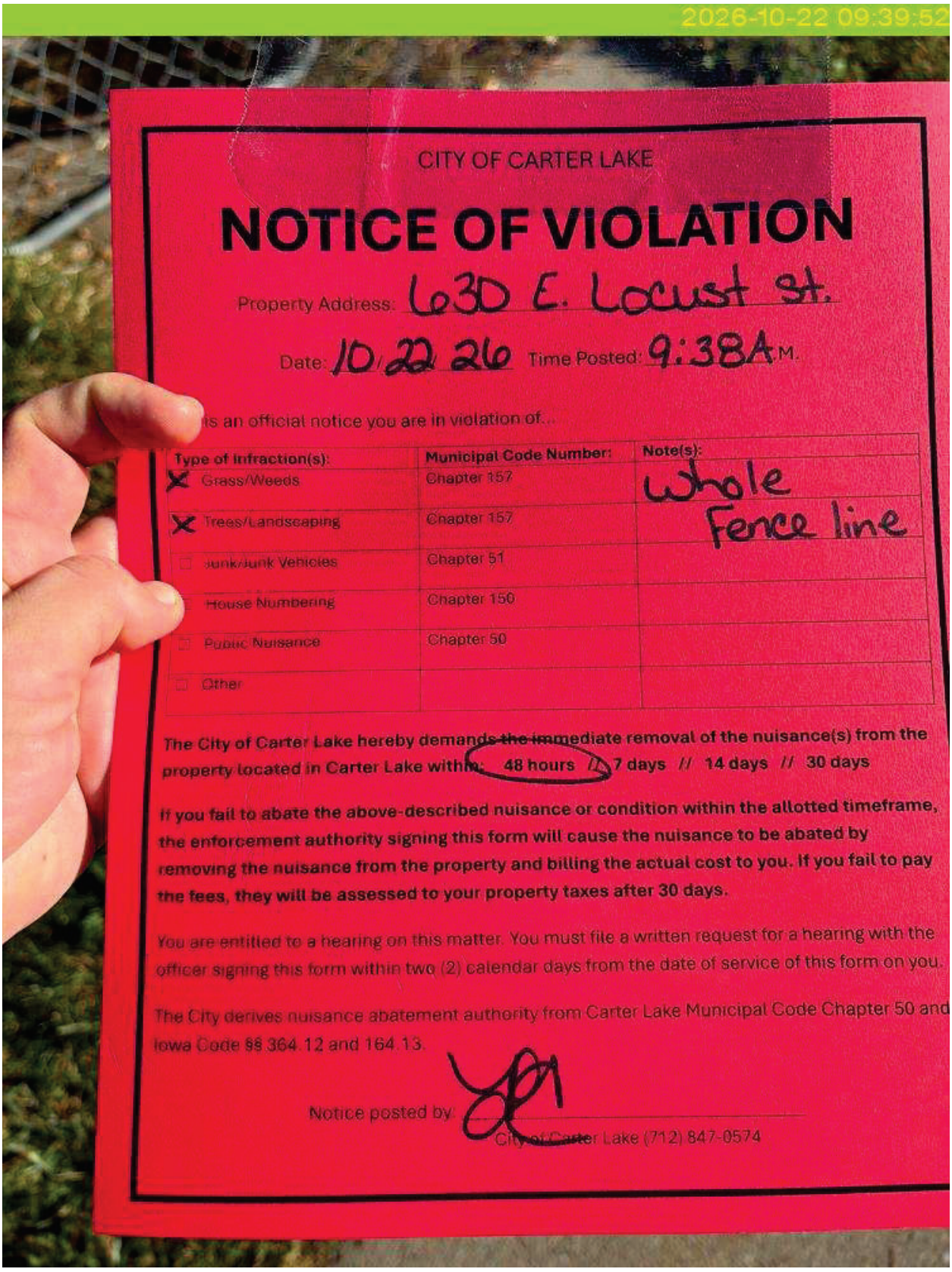
This property was originally given notice posted by our enforcement officer, Tonya, on 10/22. Upon following up on 10/26, it appeared that some progress had been made, but there is still overgrowth present.

Our department is requesting guidance on if the amount of cleanup progress is acceptable, or if it should be added to the list of larger-scale overgrown properties, as the majority of what is left are trees/shrubs.

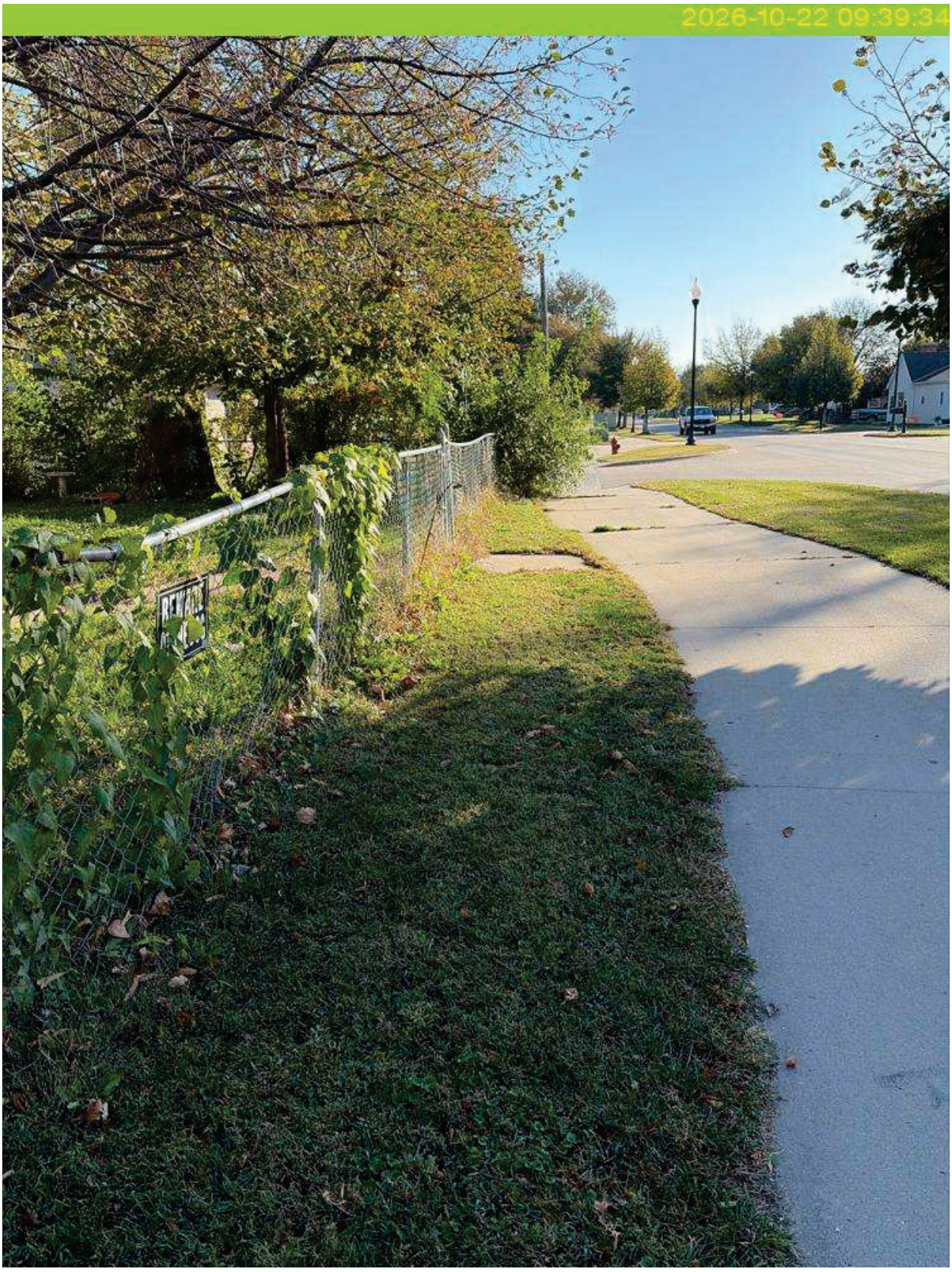
p. 2 – Violation notice posted on 10/22/26

p. 3-9 – Pictures from 10/22/26

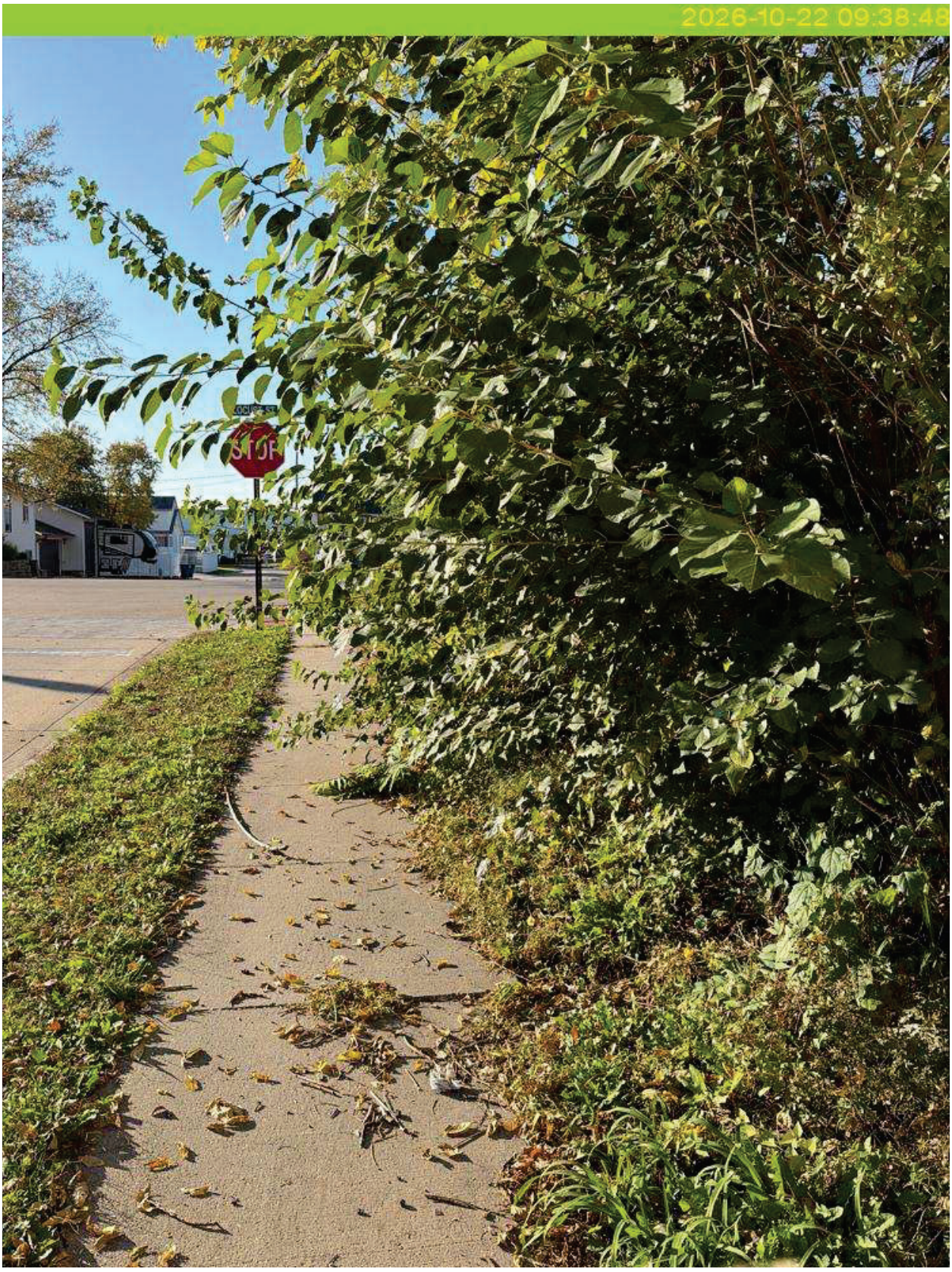
p. 10-13 – Pictures from 10/26/26


2026-10-22 09:39:52
CITY OF CARTER LAKE
NOTICE OF VIOLATION
Property Address: 630 E. Locust St.
Date: 10/22/26 Time Posted: 9:38 A.M.
is an official notice you are in violation of...
Type of Infraction(s):
Municipal Code Number:
Note(s):
X Grass/Weeds
Chapter 157
Whole Fence line
X Trees/Landscaping
Chapter 157
Junk/Junk Vehicles
Chapter 51
House Numbering
Chapter 150
Public Nuisance
Chapter 50
Other
The City of Carter Lake hereby demands ~~the immediate~~ removal of the nuisance(s) from the property located in Carter Lake within: 48 hours // 7 days // 14 days // 30 days
If you fail to abate the above-described nuisance or condition within the allotted timeframe, the enforcement authority signing this form will cause the nuisance to be abated by removing the nuisance from the property and billing the actual cost to you. If you fail to pay the fees, they will be assessed to your property taxes after 30 days.
You are entitled to a hearing on this matter. You must file a written request for a hearing with the officer signing this form within two (2) calendar days from the date of service of this form on you.
The City derives nuisance abatement authority from Carter Lake Municipal Code Chapter 50 and Iowa Code §§ 364.12 and 164.13.
Notice posted by:
City of Carter Lake (712) 847-0574


2026-10-22 09:39:29


2026-10-22 09:39:34


2026-10-22 09:38:41


2026-10-22 09:38:48
STOP


2026-10-22 09:39:05


2026-10-22 09:39:11


2026-10-22 09:39:20









ORDINANCE NO. _____
ESTABLISHING A TEMPORARY WAIVER PROCESS FOR ORDERED SIDEWALK CONSTRUCTION

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARTER LAKE, IOWA:

Section 1. Amendment. Chapter 136, Section 136.06 of the Code of Ordinances of the City of Carter Lake, Iowa, is hereby amended by repealing Section 136.06 and adopting in lieu thereof the following:

136.06 SIDEWALK CONSTRUCTION ORDERED; TEMPORARY WAIVER.

1. Construction Ordered. The Council may order the construction of permanent sidewalks upon any street or court in the City and may specially assess the cost of such improvement to abutting property owners in accordance with the provisions of Chapter 384 of the Code of Iowa.
(Code of Iowa, Sec. 384.38)

2. Application for Waiver. An owner of property subject to an order issued under this section may submit a written application for a temporary waiver to the City Clerk before the construction deadline stated in the order. The application shall identify the property and the sidewalk ordered to be constructed, state the grounds for the requested waiver, and include any supporting information reasonably requested by the City. The City Clerk shall place a complete application on an agenda for Council consideration. A timely application stays the construction deadline until the Council acts on the application.

3. Council Action. The Council may grant a temporary waiver by resolution approved by the affirmative vote of not less than three-fourths of all members of the City Council. The resolution shall identify the factor or factors supporting the waiver and may impose reasonable conditions. A waiver is discretionary, and no applicant is entitled to a waiver merely because one or more factors are present.

4. Factors. In deciding whether to grant a waiver, the Council shall consider the following factors. A waiver may be granted only when the Council finds that one or more of the factors materially justify a temporary deferral and that the waiver will not unreasonably impair public safety or the orderly development of pedestrian facilities:

A. No Existing Sidewalk Connectivity. No existing sidewalks are located nearby with which the ordered sidewalk would connect, and construction would not provide practical pedestrian connectivity.

B. Physical or Environmental Constraints. Topography, drainage, floodplain conditions, wetlands, trees, utilities, structures, soil conditions, or other physical or environmental conditions make construction unusually difficult, impractical, or likely to cause a significant adverse impact.

C. Insufficient Right-of-Way. The available public right-of-way is insufficient to construct a sidewalk that meets applicable City standards without acquiring additional property, relocating existing improvements, or creating an encroachment.

D. Safety Concerns. The construction, location, or use of the sidewalk would create or materially increase a safety hazard for pedestrians, motorists, adjoining property, or public infrastructure.

E. Planned Future Improvements. Planned future street, utility, drainage, grading, or other public improvements are reasonably expected to alter the location or design of the sidewalk so that immediate construction would likely be removed, relocated, damaged, or unnecessarily duplicated.

5. Term and Effect. A waiver is effective from the date of the resolution granting it and remains in effect until revoked by the Council. The waiver temporarily suspends the requirement to construct the sidewalk under the specific order but does not cancel the order or create a permanent exemption.

6. Revocation. The Council may revoke a waiver by resolution. The resolution shall establish a new deadline for construction of the sidewalk. The City Clerk shall provide written notice of the revocation and the new construction deadline to the property owner.

Section 2. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 3. Severability. If any section, provision, or part of this Ordinance is adjudged invalid or unconstitutional, such adjudication shall not affect the validity of this Ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

Section 4. Effective Date. This Ordinance shall be in full force and effect from and after its final passage, approval, and publication as provided by law. Under Iowa Code Section 380.6, an ordinance signed by the mayor becomes effective when the ordinance or a summary is published unless a later effective date is stated in the ordinance.

Passed and approved on 1st reading: _____.
Passed and approved on 2nd reading: _____.
Passed and approved on 3rd reading: _____.
Additional readings waived: ____ Yes ____ No Date: _____.
PASSED AND APPROVED this _____ day of _____, 2026.

CITY OF CARTER LAKE, IOWA

By: _____
Mayor

ATTEST:

By: _____
City Clerk

ORDINANCE NO. _____
AN ORDINANCE AMENDING SECTION 170.03(2)(G) OF THE CODE OF ORDINANCES OF THE CITY OF CARTER LAKE, IOWA, RELATING TO DRIVEWAY SEPARATION FROM STREET INTERSECTIONS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CARTER LAKE, IOWA:

1. **Amendment.** Paragraph G of subsection 2 of Section 170.03 of the Code of Ordinances of the City of Carter Lake, Iowa, is amended as shown below. Stricken text is deleted and underlined text is added. The section and subsection headings are reproduced for reference.

170.03 RESIDENTIAL OFF-STREET PARKING.

2. Parking Provisions for Personal Vehicles. All vehicles in one-, two-family, and multi-family residential uses shall be parked or stored in the following manner, unless otherwise permitted herein:

G. Driveways shall have a maximum grade of 10 percent. Driveways and curb cuts shall be located not less than three feet from the side lot line. Curb cuts for straight curbs and the flare for rolled curbs shall be three feet wider than the driveway pavement on each side. ~~Curb cuts shall be prohibited within 50 feet of an intersecting corner.~~ Curb cuts shall be separated from an intersecting street by a distance not less than the minimum front-yard or street-side-yard setback applicable along that intersecting street in the zoning district in which the property is located. Separation shall be measured along the frontage of the street served by the driveway, from the extended nearest right-of-way line of the intersecting street to the nearest edge of the curb cut, including any flare. The Zoning Administrator may require a greater separation, including 50 feet or more, upon determining that the greater distance is reasonably necessary to protect pedestrian, bicycle, or vehicular safety. The determination shall consider sight distance, traffic speeds and volumes, intersection configuration and traffic controls, turning movements, vehicle queues, pedestrian and bicycle crossings, and other relevant physical conditions affecting safe access. Any requirement for greater separation shall be provided to the applicant in writing and shall identify the required distance, the specific conditions supporting that requirement, and the reasons the additional separation is reasonably necessary. A decision of the Zoning Administrator under this paragraph may be appealed to the Board of Adjustment in accordance with Section 165.13. The Board shall apply the standards of this paragraph in reviewing the decision. For purposes of this paragraph, "Zoning Administrator" means the official designated under Section 165.14 to administer and enforce the Unified Land Development Code.

2. **Unchanged Provisions.** Except for the amendment to Section 170.03(2)(G), all provisions of the Code of Ordinances remain unchanged.

3. **Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remaining provisions and their application to other persons or circumstances shall not be affected.

4. **Effective Date.** This Ordinance shall take effect upon passage, approval, and publication as provided by law.

Passed and approved on 1st reading: _____.

Passed and approved on 2nd reading: _____.

Passed and approved on 3rd reading: _____.

Additional readings waived: ____ Yes ____ No Date: _____.

Passed and approved this _____ day of _____, 20____.

_____
Mayor

ATTEST:

_____
City Clerk

Outlook

Junk Abatement Case for CC to Review

From City of Carter Lake Inspector <inspector@carterlake-ia.gov>
Date Fri 10/30/2026 12:25 PM
To Celane Hauser <celane.hauser@carterlake-ia.gov>; City Administrator <cameron.gales@carterlake-ia.gov>

1 attachment (3 MB)
142 Carter Lake Club CC Item.pdf;

Hello,

Attached is a document for the Council to please review and determine if the degree of clean-up is acceptable or not. Clint needs a decision to be made by them, as he has court with the property owner on 11/5. Let me know if you have any questions. Thanks!

Savannah Olson

Permit Tech / Office Mgr
Building & Zoning Department – Carter Lake, IA
JDW Midwest, LLC
Municipal Code Consulting
Direct: (712) 847-0535
Email: savannah@jdwmidwest.com
Email: inspector@carterlake-ia.gov

142 Carter Lake Club
Tom Johnson
Junk Nuisance

The Building & Zoning Department, Code Enforcement Officer, Police Chief, and City Attorney have all been working together over the past several months on a junk abatement located at 142 Carter Lake Club.

Our department is requesting the Council to determine if the actions taken by Mr. Johnson were adequate, or if the City Attorney needs to proceed with legal actions to get the property further cleaned up.

p. 2-6 – Pictures from 04/21/26 (initial on-site investigation after receiving a citizen complaint)

p. 7-16 – Pictures from 08/18/26 (Follow up investigation by Code Enforcement Officer & Police Chief)

p. 17-24 – Pictures from 10/29/26 (Most recent follow up investigation by Code Enforcement Officer)

**Violation Letters Sent to Property Owner

1st Violation Letter: 05/01/26

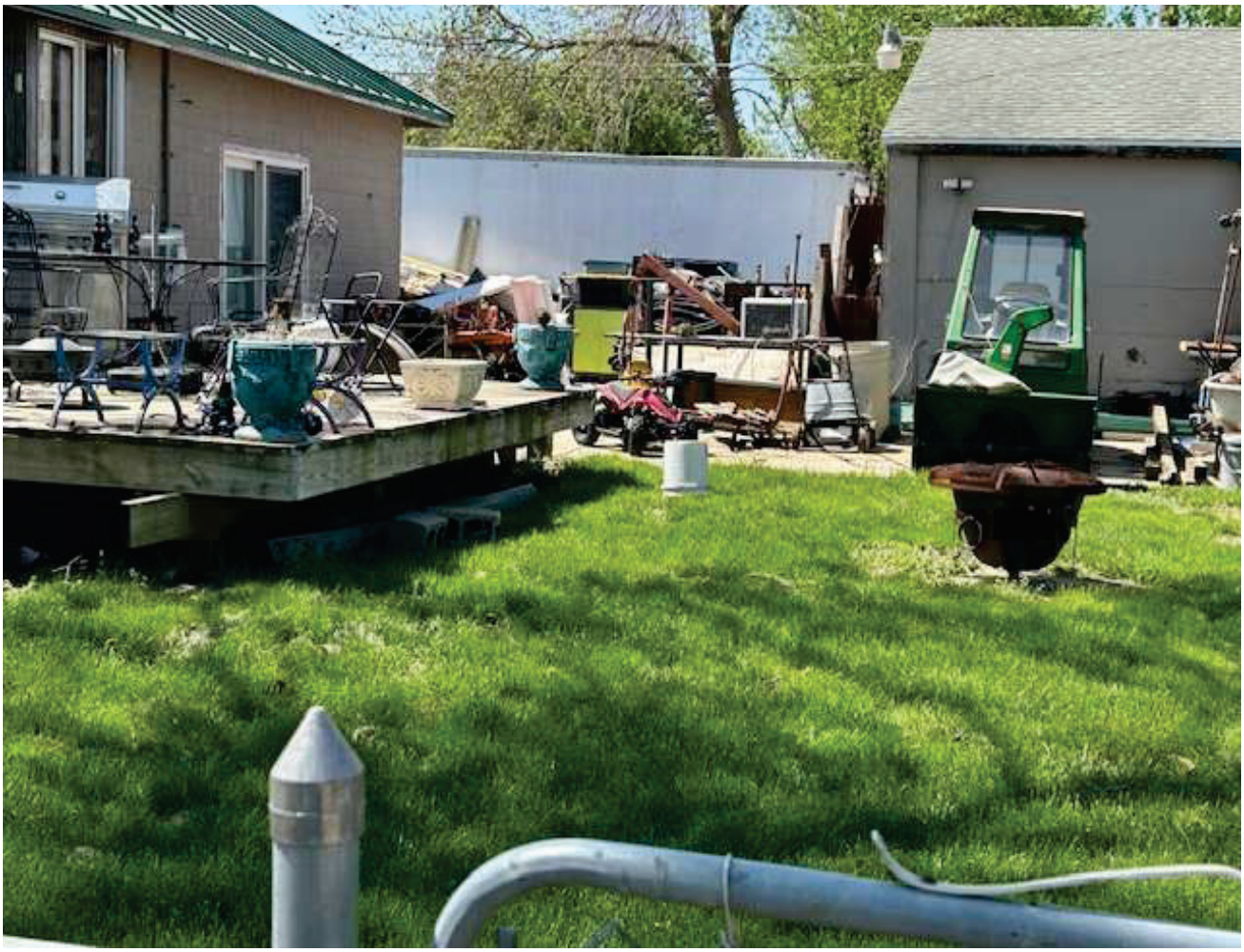
2nd Violation Letter: 06/29/26

3rd & Final Violation Letter: 07/22/26



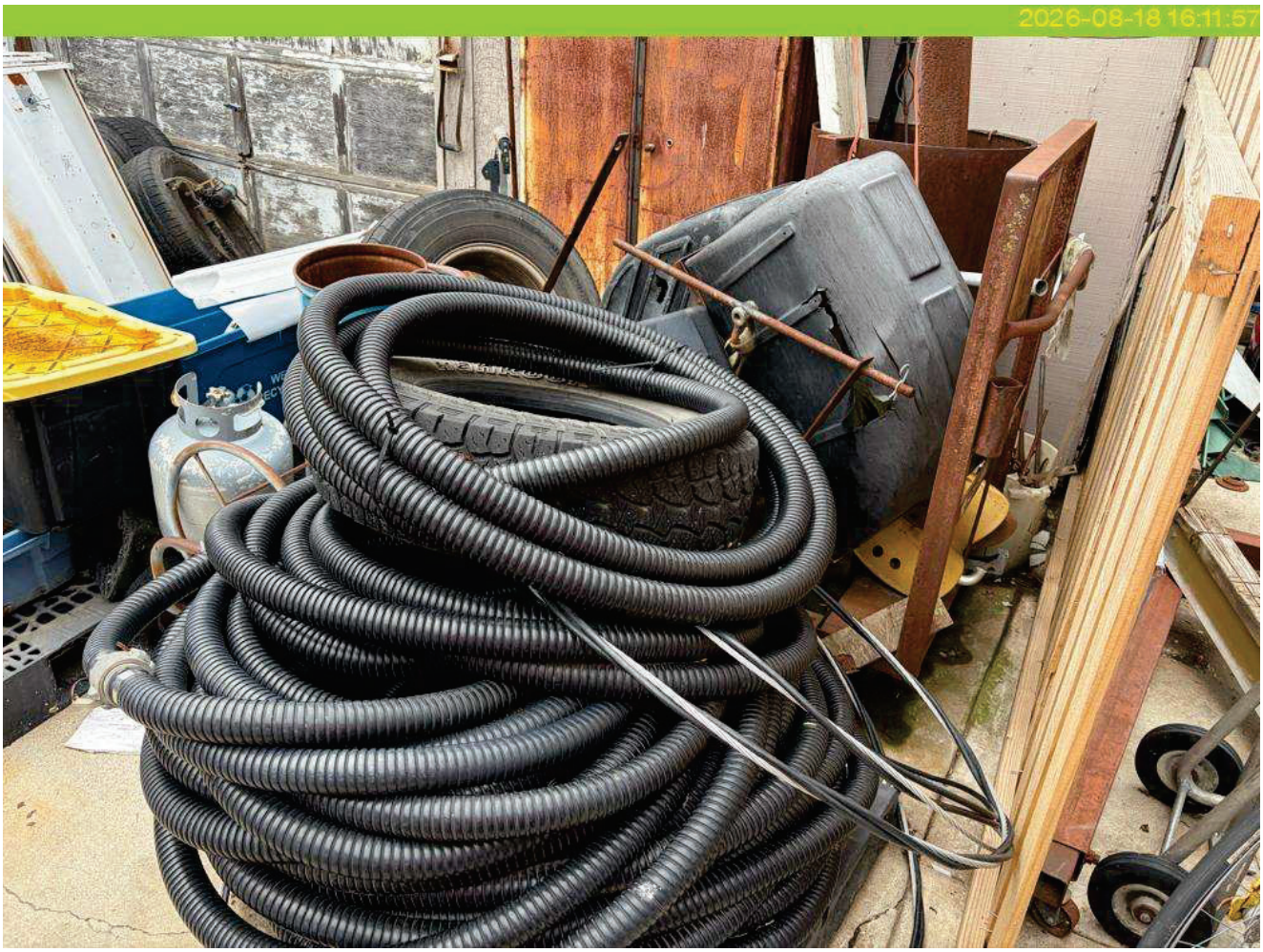




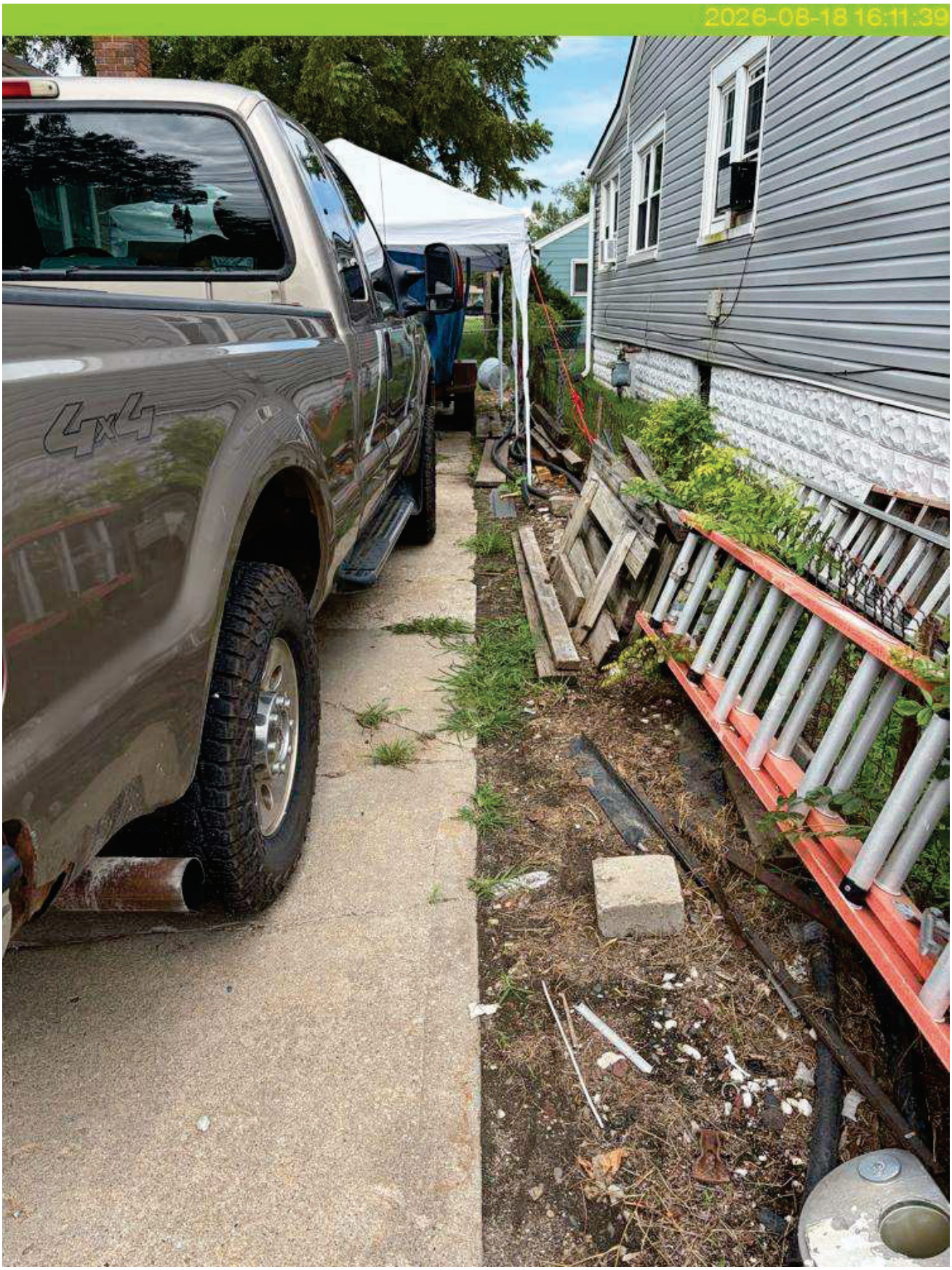


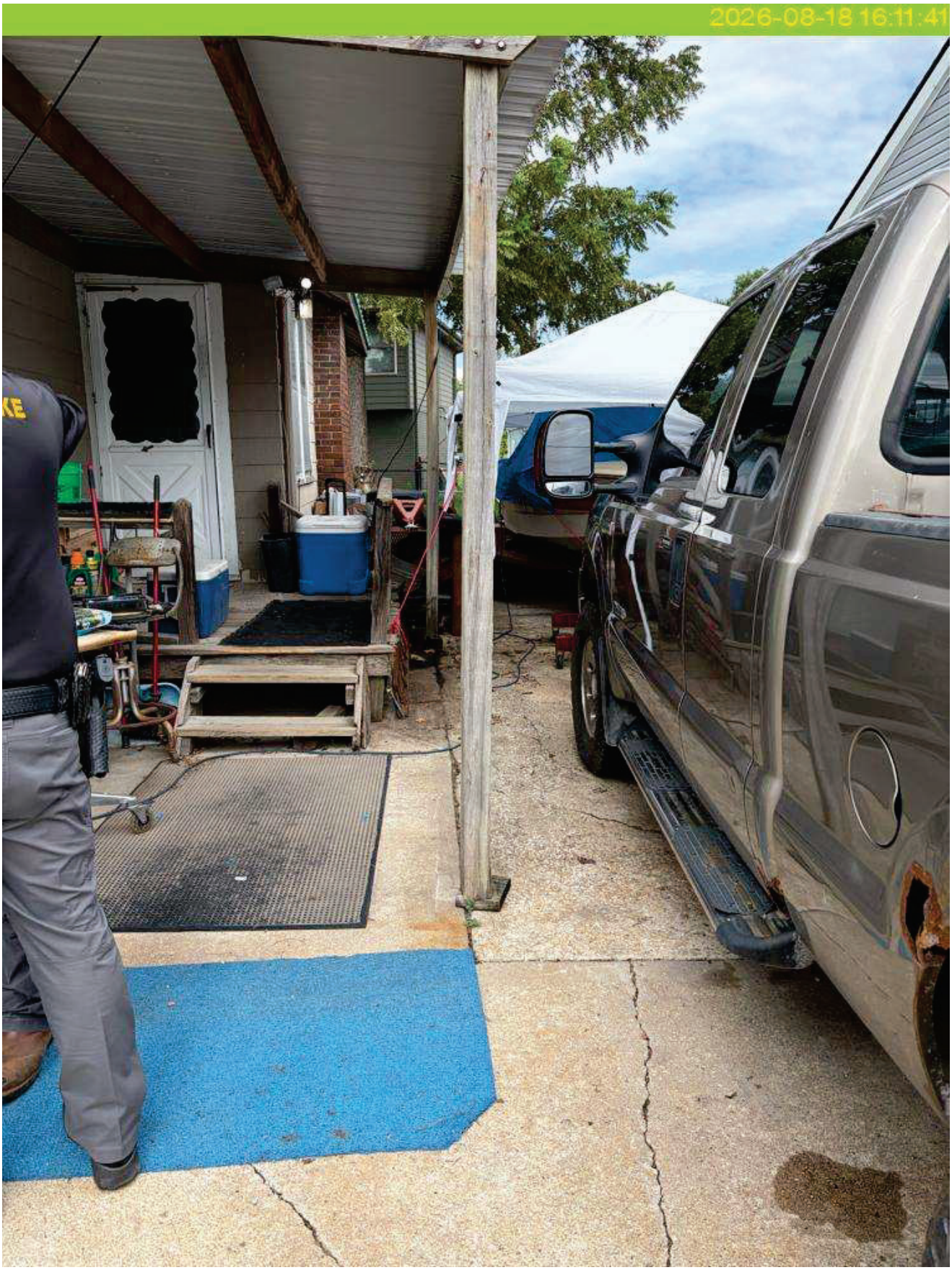


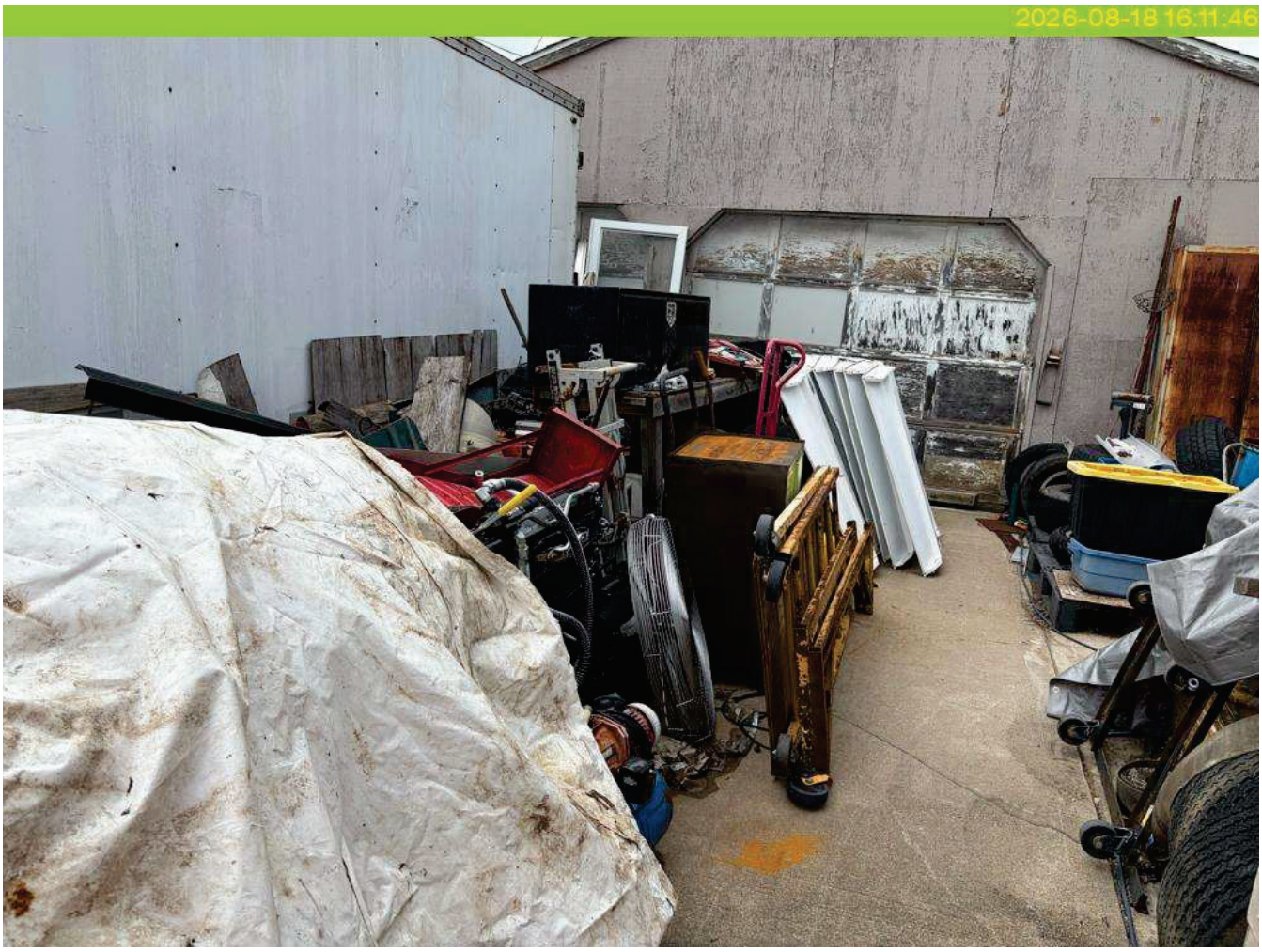
END OF 04/21/26 PICTURES.

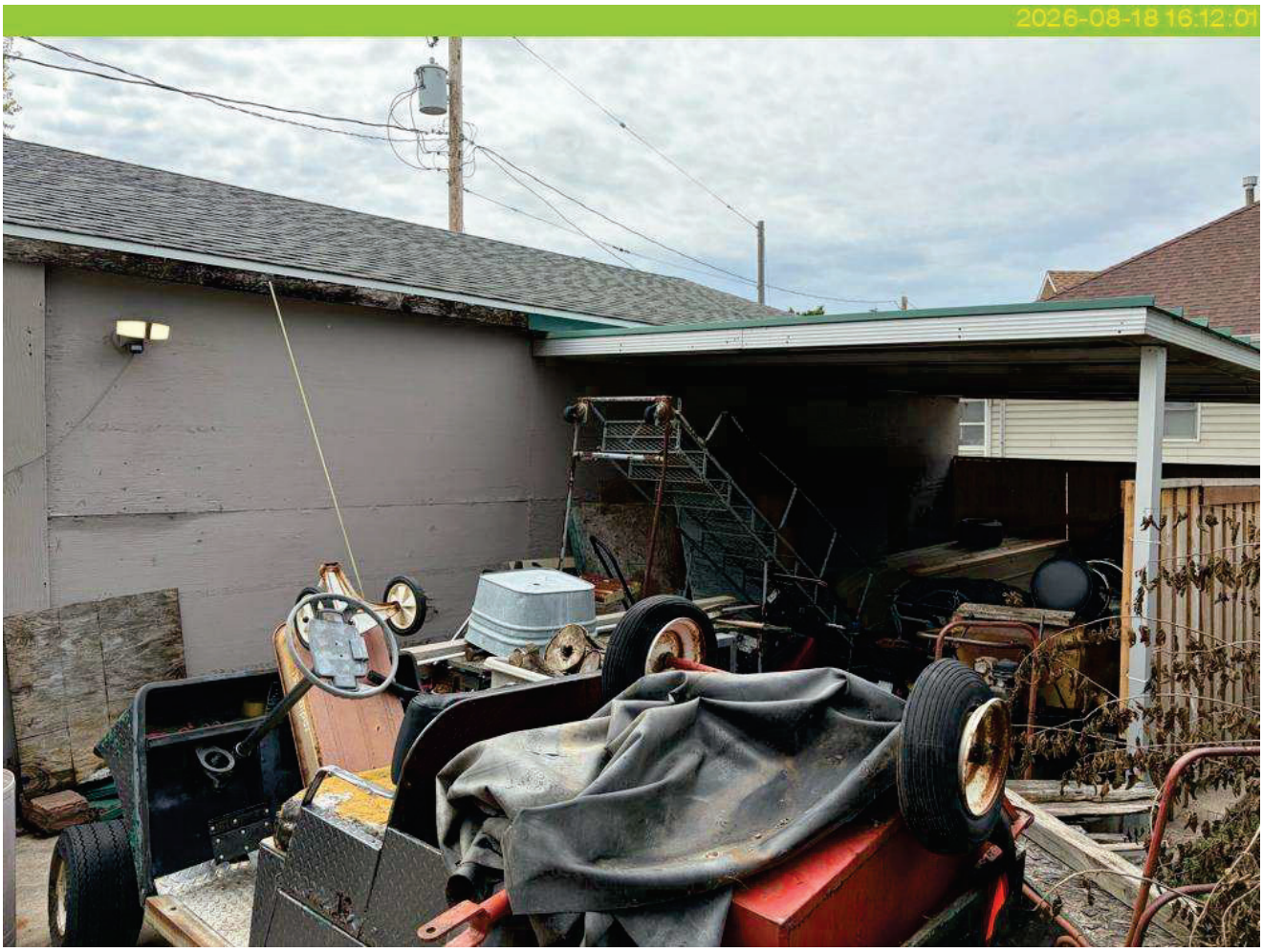

2026-08-18 16:11:57


2026-08-18 16:11:58


2026-08-18 16:11:39
4x4


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2026-08-18 16:12:01

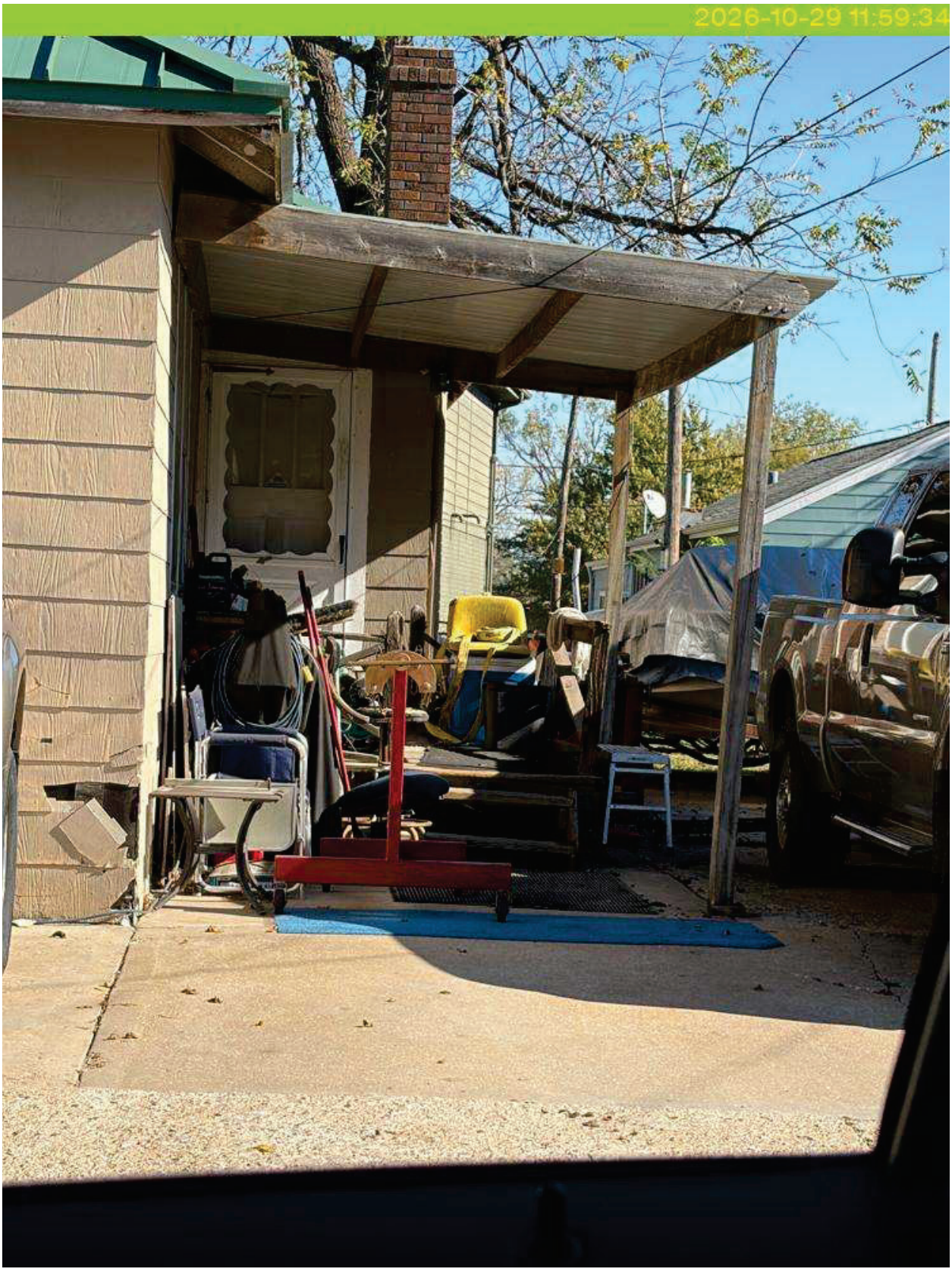

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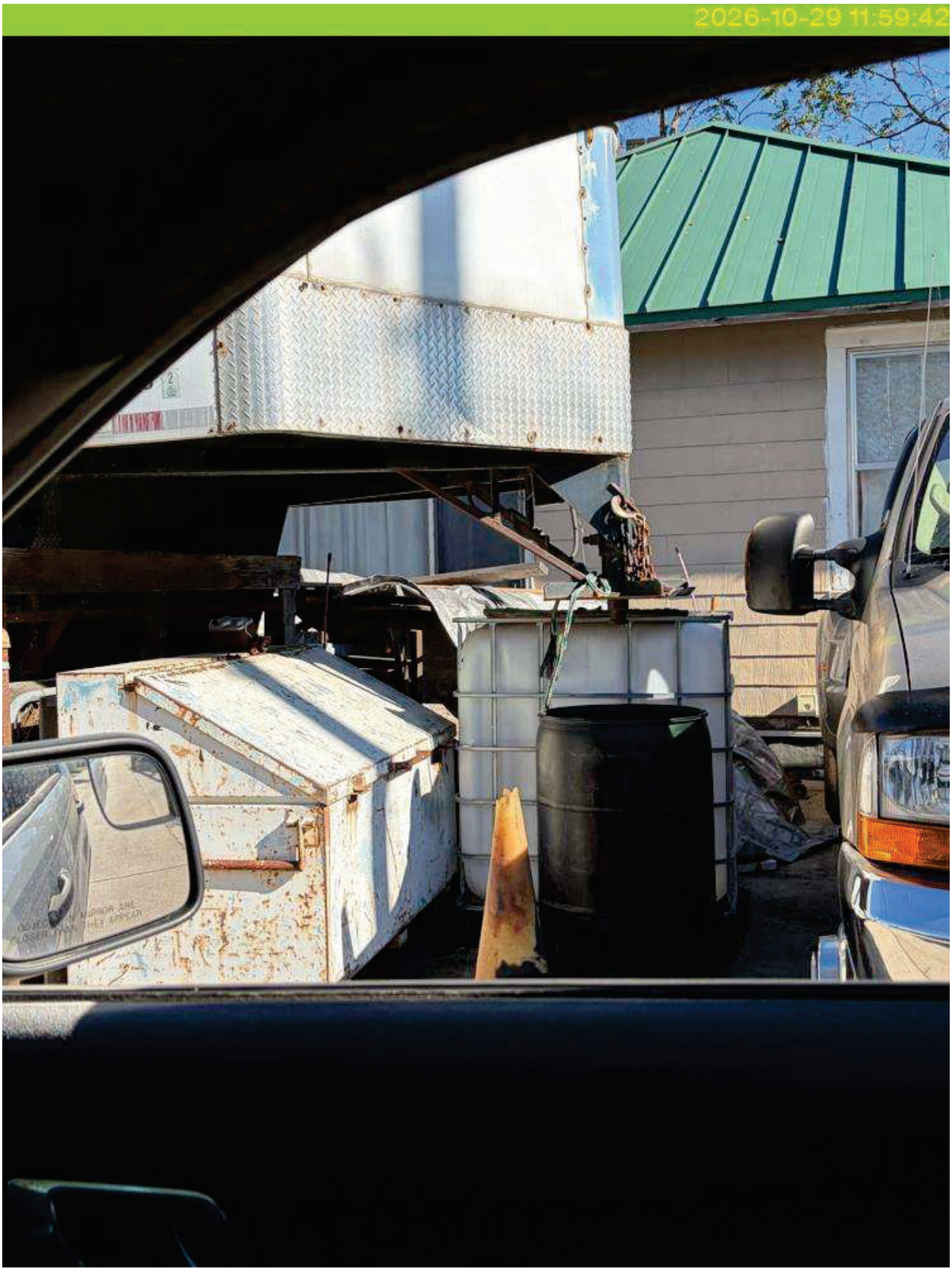

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Managed by

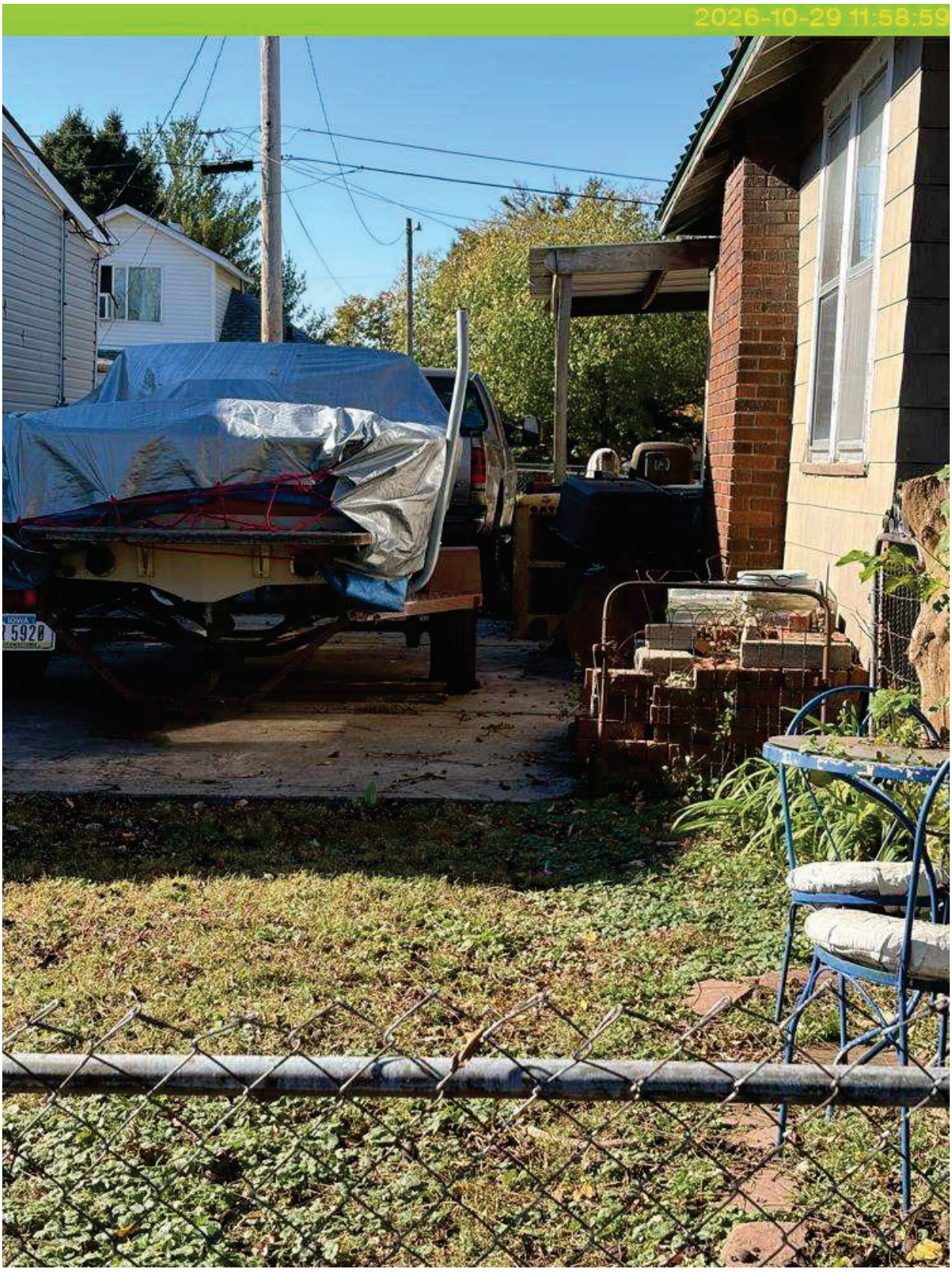

2026-08-18 16:12:09



END OF 08/18/26 PICTURES.

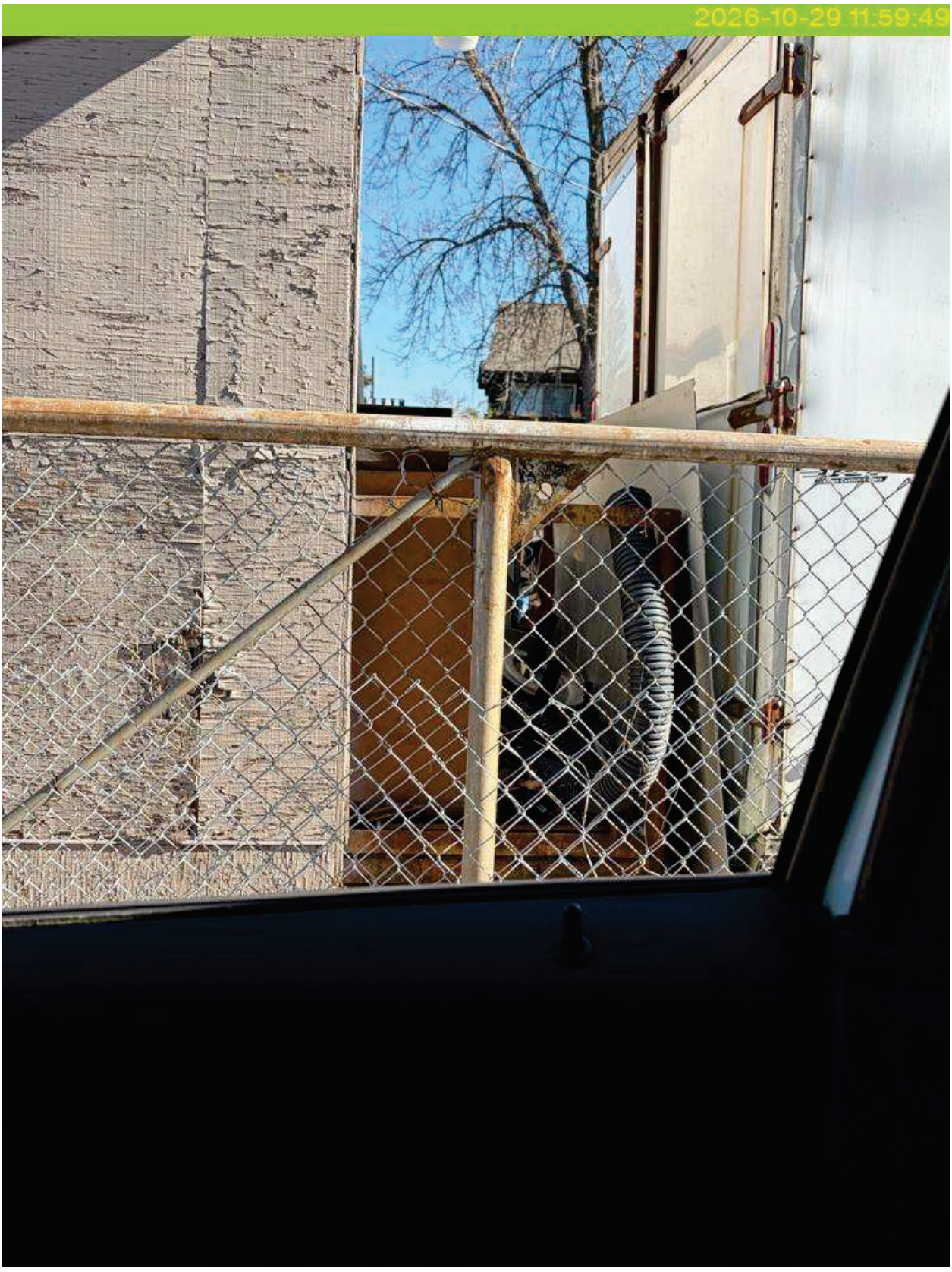

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2026-10-29 11:59:07


2026-10-29 11:59:15
SHREDDER


2026-10-29 11:59:49


2026-10-29 11:59:23


2026-10-29 11:59:26
SHREDDER

Outlook

Fw: City code

From Jason Gundersen <Jason.Gundersen@carterlake-ia.gov>
Date Wed 10/28/2026 4:58 PM
To Celane Hauser <celane.hauser@carterlake-ia.gov>
Cc City Council <CityCouncil@carterlake-ia.gov>

Celane, please add backyard chickens to the workshop agenda. Also setting dates for Community center policy, city admin policy and strategic plan finalization

---

From: morgan nemec <nemecmorgan2001@gmail.com>
Sent: Wednesday, October 28, 2026 4:09 PM
To: Jason Gundersen <Jason.Gundersen@carterlake-ia.gov>
Subject: City code

Request for Written Permission to Keep Backyard Hens and Consideration of Ordinance Amendment

To the Carter Lake City Council,

I am a Carter Lake resident requesting written permission under Municipal Code Section 55.05 to keep backyard chickens at my residential property.

I currently have two chickens and would like permission to keep a maximum of six hens. My property has a fenced backyard and an established chicken coop.

I understand the City's concerns regarding noise, sanitation, property maintenance, and potential disturbances to neighboring residents. I am willing to follow reasonable regulations to address these concerns.

I respectfully propose the following conditions:

- Maximum of six hens per residential property.
- No roosters permitted.
- Chickens must remain in a secure backyard enclosure.
- Coop and surrounding area must be maintained in a clean and sanitary condition.
- No excessive odors, noise, or nuisance conditions.
- Appropriate setbacks from neighboring properties, subject to City requirements.
- Compliance with any reasonable permitting requirements established by the City.

I also respectfully request that the City Council consider amending its current ordinance to allow residents to keep a limited number of backyard hens under reasonable regulations.

I believe residents should have the opportunity to responsibly raise a small number of hens on their residential properties, provided they maintain their property and respect their neighbors.

I am requesting an opportunity to address the Council and discuss both my individual request for written permission and the possibility of changing the existing ordinance.

Thank you for your consideration.

Respectfully,
Carter Lake Resident

CAUTION: This email originated from **OUTSIDE** of the organization. Please use caution when clicking links or opening attachments. Call the sender by phone if there is any uncertainty.

55.05 LIVESTOCK.

It is unlawful for a person to keep livestock within the City except by written consent of the Council or except in compliance with the City's zoning regulations.

PARKS AND RECREATION BOARD

The Board shall consist of seven members, all residents of the City, appointed by the Mayor with the approval of the Council, for overlapping terms of five years. The Board shall include, in addition, two junior members, all residents of the City aged 16 to 18 years at the time of appointment, appointed by the Council following the recommendation of the Mayor, for terms of two years.

Tim (Keebie) Kessler (Pres)	Appointed 02/2007 EXPIRES: 02/2027
Misty Smith	Appointed: 04/2023 EXPIRES: 04/2028
Risa Putnam (VP)	Appointed 03/2024 EXPIRES: 03/2029
Katie Smith	Appointed: 05/2024 EXPIRES: 05/2029
Janette Banks (Secretary)	Appointed: 06/2024 EXPIRES: 06/2029
Ashley Wilson	Appointed: 10/2025 EXPIRES: 10/2030
Kari Giles	Appointed:10/2025 EXPIRES: 10/2030
Junior Members	
Addileigh Garbez	Appointed:10/2025 EXPIRES: 10/2030
Gracie Moreno	Appointed:10/2025 EXPIRES: 10/2030

BOARD OF ADJUSTMENT

The Board of Adjustment shall consist of five members appointed by the Council for a term of five years, excepting when the Board shall first be created one member shall be appointed for a term of five years, one for a term of four years, one for a term of three years, one for a term of two years, and one for a term of one year.

Josh Walker		Appointed 02/2024 Expires 04/2026
Bill Schewe		Appointed 02/2024 Expires 04/2027
Gregory Stephans		Appointed 04/2024 Expires 04/2028
Steve Wilbur		Appointed 2019 Expires 04/2029
Dave Huey		Appointed 2020 Expires 04/2030

LIBRARY BOARD OF TRUSTEES

Term of Office. All appointments to the Board shall be for six years, except to fill vacancies. Each term shall commence on July 1. Appointments shall be made every two years of one-third the total number or as near as possible, to stagger the terms.

Patti Midkiff		07/27

Bonnie Freeman		07/27
Mary Allen		07/29
Pam Christensen		07/26
Delbert Settles		07/27
Linda Wetherby		07/29

PLANNING AND ZONING COMMISSION

The term of office of the members of the Commission shall be five years. The terms of not more than one-third of the members will expire in any one year. Recommendations on Improvements. The design and proposed location of public improvements shall be submitted to the Commission for its recommendations prior to any actions being taken by the City for the construction or placement of such improvements. Such requirements and recommendations shall not act as a stay upon action for any such improvement if the Commission, after 30 days' written notice requesting such recommendations, has failed to file the same.

Ed Palandri Edward,	Appointed 7/93 Expires 11/29
Ray Pauly,	Appointed 05/94 Expires 11/29
Jay Gundersen,	Appointed 5/95 Expires11/25
Tim Podraza,	Appointed10/01 Expires 11/26
Katherine Dueling,	Appointed 01/15 Expires 11/27
Drew Evers,	Appointed 07/21 Expires 11/28
Robert Horan,	Appointed 09/2021 Expires 11/29