

Agenda -Notice of Meeting

Polk City | City Council

January 9, 2023 | 6:00 pm

City Hall Council Chambers

Public Meeting participation in person or via phone

Call in # 515-726-3598 Participant Code 535355

Public members can also provide comments* directly to support@polkcityia.gov

**any comments received before the time of the meeting will be made a part of the public hearing*

Broadcast live and playback will be available at <https://www.youtube.com/c/polkcityiagovchannel>

Steve Karsjen | Mayor

Rob Sarchet | Pro Tem

City Council Members: Jeff Walters | Dave Dvorak | Mandy Vogel | Ron Anderson

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Hearings:

- a. Public Hearing on vacating a Storm Sewer and Overland Flowage Easement in Wolf Creek Townhomes Plat 13
 - i. First Reading of Ordinance 2023-1000 vacating a Storm Sewer and Overland Flowage Easement
 - ii. *(optional)* Waive second and third readings

5. Presentations:

- a. Jon Berg, Program Manager for the Iowa Department of Cultural Affairs

6. Public Comments: *This is the time and place for comments for any item other than those that are a Public Hearing. If you wish to speak, please contact the City Clerk by 6pm on the date of the meeting by email at jcoffin@polkcityia.gov include your name and address for the record. The Mayor will recognize you for five minutes of comment.*

7. Consent Items

- a. City Council Meeting Minutes for December 14, 2022
- b. City Council Work Session Meeting Minutes for December 14, 2022
- c. Receive and file P&Z Commission Meeting Minutes for December 19, 2022
- d. Claims listing January 9, 2023
- e. Twelve-month Class E Liquor License, Class C Beer Permit, Class B Wine Permit for Sara B&R LLC doing business as Polk City Liquor located at 201 N. 3rd Street with Sunday Sales effective February 1, 2023 through January 31, 2024
- f. Resolution 2023-01 setting Public Hearing on Amending the 2016 Polk City Comprehensive Plan by Updating the Future Land Use Map
- g. Resolution 2023-02 setting the Public Hearing on the Rezoning request for Gateway Crossings for 78 acres from A-1 to R-3 (27.86 acres) and C-2 (28.95 acres) and M-1 (24.15 acres)
- h. Receive and file the November 2022 Police Department Report
- i. Set pay for FD new hire paid-on-call Firefighter, Matthew Stern at a rate of \$16.75 per call
- j. Acknowledge revision of the Fire Department Policies and Procedures
- k. Pay increase for Fire Chief Karla Hogrefe to \$95,790 annual salary for six-month review

- l. Pay increase for Full-time Firefighter/Paramedic Riley Noggle at \$20.16 per hour for six-month review
- m. Receive and file the December 2022 Parks and Recreation Report
- n. Appoint Darren Ten Napel to the Parks Commission term ending 12/31/2028
- o. Set pay for FD new hire paid-on-call member, Matthew Reetz at a rate of \$16.00 per call

8. Business Items

- a. Resolution 2023-03 approving the Site Plan and Easements for Lake Front Office Park – Lot 1
- b. Second Reading of Ordinance 2022-2600 amending Chapter 165.18 Zoning Regulations. Off-Street Parking
- c. Third Reading of Ordinance 2022-2500 rezoning Leonard Senior Living from R-1, Single Family Residential to PUD, Planned Unit Development
- d. Snyder & Associates Engineering Invoice in the amount of \$29,962.75 for November Services

9. Reports & Particulars

Mayor, Council, City Manager, Staff, Boards, and/or Commissions

10. Adjournment

--next meeting date January 23, 2023



City of Polk City, Iowa

City Council Agenda Communication

Date: January 9, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager

Subject: Public Hearing on the Vacation of a storm sewer and overland flowage easement in Wolf Creek Townhomes Plat 13 & First Reading of Ordinance

BACKGROUND: On Monday evening, the City Council will hold a Public Hearing on a proposed vacation of a storm sewer and overland flowage easement. The developer in Wolf Creek Townhomes has requested the vacation of this easement. The city has reviewed this request, and has no need for the easement, and we recommend the vacation of said easement.

ALTERNATIVES: Do not approve

FINANCIAL CONSIDERATIONS: There are no financial considerations to vacate the storm sewer and overland flowage easement.

RECOMMENDATION: It is my recommendation that the Council approve the vacation of the easement. The City Council will have the option to waive the 2nd and 3rd readings of the Ordinance. If there are no objections from the public, I would recommend the City Council waive the future readings.

ORDINANCE NO. 2023-1000

**ORDINANCE VACATING A CERTAIN EASEMENT IN
WOLF CREEK TOWNHOMES PLAT 3 IN POLK CITY**

WHEREAS, on the 9th day of January 2023, pursuant to published notice as required by law, the City Council has held a public hearing on a proposal to vacate a Storm Sewer and Overland Flowage Easement attached hereto as Exhibit 'A'; and

WHEREAS, the City Council of the City of Polk City, Iowa, has determined that it is in the best interest of the City to vacate said easement.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Polk City, Iowa, as follows:

Section 1. The City of Polk City, Iowa, hereby vacates the Storm Sewer and Overland Flowage Easement described in said Exhibit 'A'.

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

Section 3. This Ordinance shall be in effect upon its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of _____ 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

First Reading:
Second Reading:
Third Reading:
Date Adopted:
Date of Publication by posting:

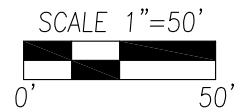
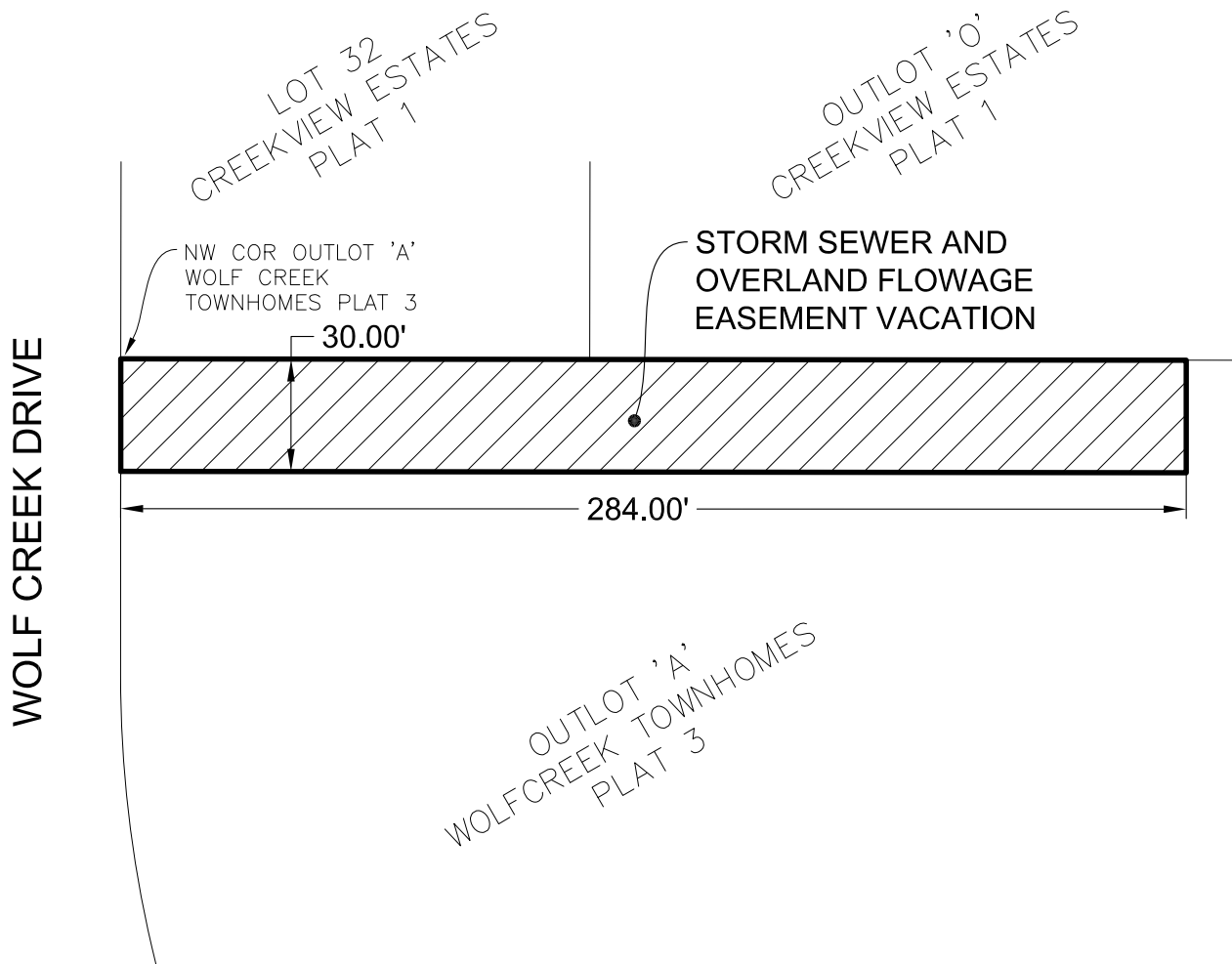
EXHIBIT 'A' - VACATION PLAT

OWNER

IOWA ASSET ACQUISITION LLC
2540 73RD ST
URBANDALE, IA 50322

STORM SEWER AND OVERLAND FLOWAGE EASEMENT VACATION DESCRIPTION

THE WESTERLY 284.00 FEET OF THE NORTHERLY 30.00 FEET OF OUTLOT 'A', WOLF CREEK TOWNHOMES PLAT 3, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA.



FILE: H:\2020\2006287\DWG\2006287-STM & OFE VAC.DWG
FILE DATE: 11/3/22 DATE PLOTTED: 11/3/2022 2:15 PM
PLOTTED BY: BOB GIBSON:

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m. December 14, 2022
City Hall – Council Chambers

Polk City, City Council held a meeting in the City Hall Council Chambers with public participation in person and via phone at 6:00 p.m., December 14, 2022. The agenda was posted at the City Hall office as required by law.

These tentative minutes reflect all action taken at the meeting.

1. **Call to Order** | Mayor Karsjen called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Dvorak, Anderson, Vogel, Sarchet | In attendance
3. **MOTION:** A motion was made by Vogel and seconded by Sarchet to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Presentations:**
 - a. **FEH presentation on Fire Station Remodel Project** | FEH Design, AIA/Principal, Cory Sharp reviewed the progress of the Fire Station Remodel Project and discussed estimated costs and options for bid day along with the timeline.
 - i. **MOTION:** A motion was made by Dvorak and seconded by Sarchet to approve Resolution 2022-152 Ordering Construction of Certain Public Improvements, Fixing Dates for Public Hearing and Taking of Bids for Polk City Fire Station Remodel Project
MOTION CARRIED UNANIMOUSLY
 - b. **Go Polk City Annual Chamber Report and request for FY23 funding** | Go Polk City, Executive Director, Monica Converse provided an overview of Go Polk City and the efforts she has made since she joined as Executive Director June 20, 2022.
 - i. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2022-153 obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations to Go Polk City for FY23 and FY24
MOTION CARRIED UNANIMOUSLY
 - c. **Saylorville Dam Snowmobile Club** | Craig Krapfl, trail coordinator and member of SDSC provided an overview of the club and the previous approved route in Polk City. On behalf of the club, Krapfl requested the route be moved due to the installation of the roundabout at N 3rd Street and Vista Lake Avenue as shown on provided Exhibit making the trail along the southernly right of way along E Northside Drive and the easterly right of way along N 3rd Street and stopping near the intersection of Bluff and N 2nd Street.
 - i. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve Resolution 2022-154 designating the route for the operation of snowmobiles within Polk City
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | None
6. **Consent Items** |
 - a. City Council Meeting Minutes for November 28, 2022
 - b. City Council Work Session Meeting Minutes for November 28, 2022
 - c. Receive and file Parks Commission Meeting Minutes for December 5, 2022
 - d. Claims listing December 14, 2022
 - e. Receive and file the November Parks & Recreation Department Report
 - f. Resolution 2022-155 approving the 2023 Polk County Joint E911 Service Board Appointment of the City of Polk City Representative and Alternate
 - g. Resolution 2022-156 appointment of a Member and Alternate Members to the Polk County Emergency Management Commission for 2023
 - h. Resolution 2022-157 appointing 2023 Polk City's Representatives to the Des Moines Area Metropolitan Planning Organization (MPO)

- i. Resolution 2022-158 appointing 2023 Polk City's Representatives on the Metro Waste Authority (MWA) Board of Directors
- j. Resolution 2022-159 appointing 2023 Polk City's Representatives on the Des Moines Metropolitan Wastewater Reclamation Authority Board Technical Committee (WRA)
- k. Appointment of Council Member, Mandy Vogel as Polk City Representative to Bravo Greater Des Moines
- l. Acknowledge Boards and Commission members term ending 12/31/2022 not seeking reappointment:
 - i. Josh Reed, Parks Commission
- m. Boards and Commission Reappointments, terms ending 12/31/2027:
 - i. Nick Otis, Parks Commission
 - ii. Kelley Haaland, Parks Commission
- n. N 3rd Street and Vista Lake Avenue Intersection Improvements Project
 - i. Resolution 2022-160 approving Change Order No. 2 in the reduction amount of ~~-\$63,771.67~~
 - ii. Resolution 2022-161 approving Pay Application No. 9 in the amount of \$50,311.20
- o. Resolution 2022-162 approving street name changes
- p. Resolution 2022-163 authorizing application for FY2027 STBG Funding
- q. Set pay for Public Works new hire Kurt Huber, Operations Specialist I at a rate of \$22 per hour effective 12/19/22 pending successful completion of background check and pre-employment drug screen
- r. Set pay for Public Works Seasonal Part-Time new hire Kurt Hohnstrater at a rate of \$14 per hour effective 12/19/22 pending successful completion of background check and pre-employment drug screen
- s. Receive and file November 2022 Water Department Report
- t. Resolution 2022-164 approving Final Plat including engineering exhibit, agreement to complete, easements, warranty deed and legal documents for Wolf Creek Townhomes Plat 13
- u. Resolution 2022-165 waiving enforcement of certain requirements of the PUD as they apply to building setbacks for certain lots in Wolf Creek Townhomes Plat 13
- v. Receive and file November 2022 Fire Department Report
- w. Set pay increase for Deputy City Clerk, Meri Merritt at \$24.17 per hour effective 12/12/2022
- x. Schedule the City Wide Clean Up Curbside Event for Monday-Wednesday, April 24-26, 2023

MOTION: A motion was made by Walters and seconded by Vogel to approve the consent agenda items

MOTION CARRIED UNANIMOUSLY

7. **Business Items**

- a. **MOTION:** No motion was made to approve Resolution 2022-166 approving termination of 28E agreement with Bravo Greater Des Moines
FAILED
- b. **MOTION:** A motion was made by Dvorak and seconded by Vogel to approve the first reading of Ordinance 2022-2600 amending Chapter 165.18 Zoning Regulations, Off-Street Parking
MOTION CARRIED UNANIMOUSLY
- c. **MOTION:** A motion was made by Vogel and seconded by Dvorak to approve the second reading of Ordinance 2022-2500 rezoning Leonard Senior Living from R-1, Single Family Residential to PUD, Planned Unit Development
MOTION CARRIED UNANIMOUSLY
- d. **MOTION:** A motion was made by Sarchet and seconded by Anderson to approve Snyder and Associates October 2022 Engineering Services Invoice in the amount of \$23,518.25
YES: Anderson, Vogel, Sarchet, Dvorak
ABSTAIN: Walters
MOTION CARRIED

8. **Reports & Particulars** | Mayor, Council, City Manager, Staff, Boards, and/or Commissions

- Mayor reviewed the Rotation and Flow chart regarding designations for 2023. He appointed a committee for Iowa Great Places to include Council Member Dvorak and Council Member Walters, City Manager Huisman and GO Polk City Executive Director Monica Converse.
- City Engineering Representative, Travis Thornburgh provided an update on the Roundabout project.
- Fire Chief Hogrefe reported the PCFD received DNR Forestry grant for \$4500 to purchase structural firefighting gloves and hoods
- Council Member Vogel shared a compliment she received from a non-resident regarding the Library and staff

- Council Member Anderson wished everyone a Happy New Year and Merry Christmas and good health.

9. *Adjournment*

MOTION: A motion was made by Anderson and seconded by Vogel to adjourn at 7:13 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date –January 9, 2023

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

MEETING MINUTES
The City of Polk City
Work Session
5:00 p.m., Monday, December 14, 2022
City Hall Council Chambers

A Council Work Session was held on December 14, 2022 at 5:00 p.m. at the City Hall Council Chambers in Polk City, Iowa.

<u>Mayor and City Council Members Present:</u> Steve Karsjen Mayor Ron Anderson (arrived 5:21p) Pro Tem Jeff Walters (arrived 5:15p) City Council Member David Dvorak City Council Member Mandy Vogel City Council Member Robert Sarchet City Council Member	<u>Staff Members Present:</u> Chelsea Huisman City Manager Jenny Coffin City Clerk/Treasurer Jeremy Siepker Police Chief
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Minutes

City Manager Huisman said the goal for strategic planning meeting with the City Council and Go Polk City Board is to create a working document of aligned priorities. Huisman reviewed the City’s contribution to the Chamber as a 501c6 and explained that financially that is the “norm” in Iowa. She said that with the City Council’s focus on adding commercial that this meeting will ensure alignment with Go Polk City Board top priorities.

Go Polk City Executive Director, Monica Converse introduced the Board Members in attendance.

Council Members and Mayor discussed their desire to continue public events and support of existing local businesses, while also focusing on recruiting business to come to town. Council and Mayor and the Go Polk City Board Members discussed some obstacles that the City needs to overcome and reviewed some opportunities to help partner with Go Polk City’s and increase commercial growth.

Motion was made by Dvorak and seconded by Vogel to Adjourn at 5:53p.m.

Motion carried Unanimously.

Steve Karsjen, Mayor

Attest

Jenny Coffin, City Clerk

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, December 19, 2022

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on December 19, 2022, in City Hall Council Chambers.

The agenda was posted at the City Hall office as required by law.

These tentative minutes reflect all action taken at the meeting.

1. **Call to Order** | Sires called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Bowersox, Triplett (via Zoom), Sires, Pringnitz (via Zoom), Vogel | In attendance
Ohlfest | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Hankins and seconded by Vogel to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Public Comments** | None
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Bowersox and seconded by Hankins to approve P&Z Commission Meeting Minutes for November 21, 2022
MOTION CARRIED UNANIMOUSLY
6. **Gateway Crossings**
 - a. **MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend Council amend the Comprehensive Plan as shown on the drawing from mixed use/medium to low density residential to commercial, light industrial, and high density residential
MOTION CARRIED UNANIMOUSLY
 - b. **MOTION:** A motion was made by Hankins and seconded by Bowersox to recommend Council approve the Rezoning Petition for 78 acre parcel; 27.86 acres to R-3, 28.95 acres to C-2, 24.15 acres to M1 with 14.35 acres restricted to exclude the following uses: mini-storage facilities and storage of RVs, boats and other recreational vehicles and equipment
MOTION CARRIED UNANIMOUSLY
7. **Kahler Golf Plat 1**
MOTION: A motion was made by Hankins and seconded by Sires to recommend Council approve the Preliminary Plat, Final Plat and Site Plan subject to Staff and Engineering comments dated December 15, 2022 and clarifying no exception of architectural standards
MOTION CARRIED UNANIMOUSLY
8. **MOTION:** A motion was made by Sires and seconded by Hankins to confirm Deanna Triplett as P&Z Commission Chairperson for 2023 and 2024
MOTION CARRIED UNANIMOUSLY
9. **MOTION:** A motion was made by Sires and seconded by Hankins to confirm Justin Vogel as P&Z Commission Vice-Chair for 2023 and 2024
10. **MOTION CARRIED UNANIMOUSLY**
11. **Reports & Particulars**
Commission Member Sires said he plans to attend January, February and March P&Z Meeting via Zoom while he is out of state.
City Manager Huisman reported that Council had the first reading amending parking requirements that align with the recent discussion regarding senior living developments, and also clarified that all improvements require paved

surfaces regardless of use. Huisman also confirmed for Commission Member Hankins that the Sign Ordinance was amended for business of certain smaller sizes.

Sires thanked staff, the city and the members of the commission for all of their support they showed him as Chairperson for the past year, and wished everyone a Merry Christmas and Happy New Year.

12. Adjournment

MOTION: A motion was made by Bowersox and seconded by Hankins to adjourn at 6:59 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday January 16, 2022

Attest:

Jenny Coffin - City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	1/9/2023
VENDOR	REFERENCE	AMOUNT
911 CUSTOM	BEAN BAG ROUNDS	\$ 344.50
ACCUJET LLC	2022 JET CLEANING	\$ 27,568.72
AMAZON BUSINESS	PART FOR FIRE DEPARTMENT TREADMILL	\$ 167.94
ARNOLD MOTOR SUPPLY	VEHICLE PARTS & SUPPLIES	\$ 1,478.19
AVESIS	CITY VISION INSURANCE	\$ 318.01
BAKER & TAYLOR	LIBRARY BOOKS	\$ 735.86
BOMGAARS	PUBLIC WORKS SUPPLIES	\$ 247.86
Bound Tree Medical	MEDICAL SUPPLIES	\$ 626.19
BRICK LAW FIRM	CITY ATTORNEY FEES	\$ 2,990.00
BURT DIRTWORKS	214 3RD SEWER ABANDONMENT	\$ 2,972.14
BUSINESS PUBLICATIONS CORP	PUBLICATIONS	\$ 21.28
CAROL THORNBURG	GYM REIMBURSEMENT 2022	\$ 200.00
CATCH DES MOINES	CATCH DES MOINES CONTRIBUTION	\$ 3,138.11
CHELSEA HUISMAN	GYM REIMBURSEMENT 2022	\$ 200.00
CHR TIRE AND AUTO	UNIT #212 REPAIRS	\$ 2,668.10
CHRISTIAN BROTHERS AUTOMOTIVE	PD VEHICLE REPAIRS/MAINTENANCE	\$ 1,393.05
CITY LAUNDERING	FLOOR MAT SERVICE	\$ 334.64
City of Ankeny	PARAMEDIC TIER WITH ANKENY	\$ 200.00
CITY OF DES MOINES	WRA HOOK-UP	\$ 30,922.05
CITY OF POLK CITY	UB ASSISTANCE-JANUARY 2023	\$ 331.80
City of West Des Moines	METRO HOME IMPROVEMENT PROGRAM	\$ 28,454.00
CODE 4	NEW PATCHES	\$ 950.00
CORE AND MAIN	BACKFLOW PREVENTER	\$ 5,150.00
Crystal Clear Water Co	PURCHASED WATER	\$ 90.16
Delta Dental	CITY DENTAL INSURANCE	\$ 1,375.56
Des Moines Water Works	PURCHASED WATER	\$ 29,538.72
EasyClocking	EASY CLOCKING SOFTWARE	\$ 960.00
ELECTRONIC ENGINEERING CO.	SHARED ALARM MONITORING	\$ 70.00
EMLSRC	BLS PROVIDER CARD	\$ 17.00
ETECH SOLUTIONS LLC	TECHNOLOGY SERVICE / PRO-IT COVERAGE	\$ 7,133.86
FIRST BANKCARD	CITY CREDIT CARD	\$ 4,579.07
GREATAMERICA FINANCIAL	SHARED COPIER LEASE	\$ 990.80
Gurnsey Electric Co	CITY PARKS/SIREN MAINTENANCE	\$ 1,140.00
HACH COMPANY	LAB SUPPLIES	\$ 474.69
HANDTEVY	PRE-HOSPITAL PEDIATRIC SOFTWARE	\$ 324.45
HAWKINS INC	CHLORINE	\$ 2,012.20
Henriksen Contracting	214 3RD WATER ABANDONMENT	\$ 225.00
HOME DEPOT	PUBLIC WORKS SUPPLIES	\$ 137.89
I.A.C.P.	CHIEF/LT IACP MEMBERSHIP	\$ 380.00
I.M.W.C.A.	WORKERS COMP INSURANCE	\$ 6,702.00
IOWA ONE CALL	UNDERGROUND LOCATIONS	\$ 266.70
IOWA PLAINS SIGNING INC	ROAD CLOSURE ON 3RD STREET	\$ 825.00
IOWA STATE UNIVERSITY	ULBRICH PROGRAM FEE	\$ 80.00

IOWA STATE UNIVERSITY TREASURE	LLOYD VETERINARY MEDICAL CENTER	\$ 2,386.10
IPCA	ASWEGAN MEMBERSHIP	\$ 75.00
IRON MOUNTAIN	SHREDDING SERVICE	\$ 190.61
JASON THRAEN	GYM REIMBURSEMENT 2022	\$ 200.00
Jeff Feller	GYM REIMBURSEMENT 2022	\$ 200.00
JENNY COFFIN	MILEAGE REIMBURSEMENT	\$ 41.26
KANSAS CITY LIFE INS. CO	CITY LIFE INSURANCE	\$ 1,200.08
KARL CHEVROLET	2 ANTENNAS FOR 461/450	\$ 152.12
KARLA HOGREFE	GYM REIMBURSEMENT 2022	\$ 168.06
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 99.75
KINZLER CONSTRUCTION SERVICES	OVERHEAD DOOR REPAIRS	\$ 2,747.00
LINDE GAS & EQUIPMENT INC	OXYGEN	\$ 157.95
MATT AICHER	MILEAGE REIMBURSEMENT	\$ 55.00
MENARD'S	PUBLIC WORKS SUPPLIES	\$ 1,853.55
MERI MERRITT	CANVA REIMBURSEMENT 2022	\$ 90.93
MI-FIBER	WATER PLANT TO TOWER FIBER	\$ 17,147.63
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 4,142.08
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 1,027.44
NCCA	FBI NCCA MEMBERSHIP 2023	\$ 50.00
NELSON AUTOMOTIVE	REPAIR PARTS	\$ 1,679.58
NOLTE SERVICE & REPAIR	STONE SAND	\$ 1,266.00
OMNISITE	WIRELESS ALARM SERVICE FEE	\$ 580.00
ONESOURCE	BACKGROUND CHECKS	\$ 146.00
PITNEY BOWES	POSTAGE METER RENTAL	\$ 164.97
POLICE LEGAL SCIENCES	POLICE LEGAL SCIENCES ACCOUNTS	\$ 960.00
Polk County Recorder	ANNEXATION RECORDING	\$ 562.00
PORTABLE PRO, INC.	PORTABLE SERVICE	\$ 450.00
POSTMASTER	UTILITY BILLING POSTAGE	\$ 2,000.00
RACOM	EDACS	\$ 862.92
RANGEMASTERS TRAINING CENTER	CLASS A RADIO HOLDERS	\$ 410.32
RELIANT FIRE APPARATUS	FD R458 REPAIRS	\$ 1,546.12
RENEWABLE ENERGY GROUP	PUBLIC WORKS FUEL	\$ 1,697.71
RUAN, INCORPORATED	PD VEHICLE LEASES-T10901/T11189	\$ 3,053.76
Safe Building Comp. & Tech	BUILDING INSPECTIONS	\$ 9,676.98
SBS SERVICES GROUP LLC	JANITORIAL - DECEMBER 2022	\$ 1,195.00
Schneider Graphics	PUBLIC WORKS/VINYL WRAP - TAHOE	\$ 2,626.04
SECRETARY OF STATE	SIEPKER NOTARY RENEWAL	\$ 30.00
STAPLES	CITY OFFICE SUPPLIES	\$ 86.54
STEVE KARSJEN	MILEAGE REIMBURSEMENT	\$ 51.38
STEW HANSEN	#25 LOF	\$ 64.90
TANNER OWEN	CONTINUING ED REIMBURSEMENT	\$ 125.00
TG TECHNICAL SERVICES	2-4 GAS DETECTORS	\$ 970.80
TRUCK EQUIPMENT INC.	PLOW CABLE	\$ 114.98
UPHDM OCCUPATIONAL MEDICINE	HEARING TESTS	\$ 371.35
USPCA	USPCA MEMBERSHIP	\$ 50.00
VAN-WALL EQUIPMENT	VEHICLE REPAIR PARTS	\$ 913.80
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 369.05

WAGeworks INC	FSA INSURANCE PAYMENTS	\$ 218.24
WELLMARK BLUE CROSS BLUE SHEIL	CITY HEALTH INSURANCE	\$ 32,047.01
WRIGHT EXPRESS FLEET SERVICES	FIRE DEPARTMENT FUEL	\$ 939.21
Accounts Payable Total		\$ 273,546.02
GENERAL		\$ 97,569.00
ROAD USE		\$ 7,882.22
L.M.I		\$ 28,785.80
CAPITAL IMPROVEMENTS		\$ 3,197.14
CAPITAL EQUIPMENT/VEHICLE		\$ 3,053.76
WATER		\$ 61,469.42
SEWER		\$ 71,588.68
TOTAL FUNDS		\$ 273,546.02



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
SARA B&R LLC	Polk City Liquor	(515) 984-9627		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
201 North 3rd Street	#A & #B	Polk City	Polk	50226
MAILING ADDRESS	CITY	STATE	ZIP	
PO Box 138	Polk City	Iowa	50226	

Contact Person

NAME	PHONE	EMAIL
Madhav Niraula	(214) 382-1082	matt6747@yahoo.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LE0003831	Class E Retail Alcohol License	12 Month	Submitted to Local Authority

EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS
Feb 1, 2023	Jan 31, 2024	

SUB-PERMITS

Class E Retail Alcohol License

PRIVILEGES



Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Madhav Niraula	Des Moines	Iowa	50316	Owner	100.00	No

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

RESOLUTION NO. 2023-01

A RESOLUTION SETTING A PUBLIC HEARING ON AMENDING THE 2016 POLK CITY COMPREHENSIVE PLAN BY UPDATING THE FUTURE LAND USE MAP

WHEREAS, City Council has deemed it necessary to update the Future Land Use Plan in the 2016 Polk City’s Comprehensive Plan by revising the future land use designated in the vicinity of N 3rd Street and NW 126th Avenue for the Parable Ventures, LLC property (to be known as Gateway Crossings) from mixed use, medium density residential, and low density residential land use to commercial, light industrial, and high density residential land use; and

WHEREAS, on December 19, 2022, the Planning & Zoning Commission met and recommended City Council approval of an amendment to the Future Land Use Plan in Polk City’s Comprehensive Plan’s Future Land Use Plan, as previously amended by Resolution of City Council, to the future land uses as shown on the attached Exhibit “A”; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held on January 23, 2023, at 6:00 p.m. in the City Hall Council Chambers, Polk City, Iowa, on amending the Polk City Comprehensive Plan by revising the Future Land Use Plan.

BE IT FURTHER RESOLVED, the City Council authorizes the City Clerk to publish notice of such hearing at the time and in the manner required by the law.

PASSED AND APPROVED this 9 day of January 2023.

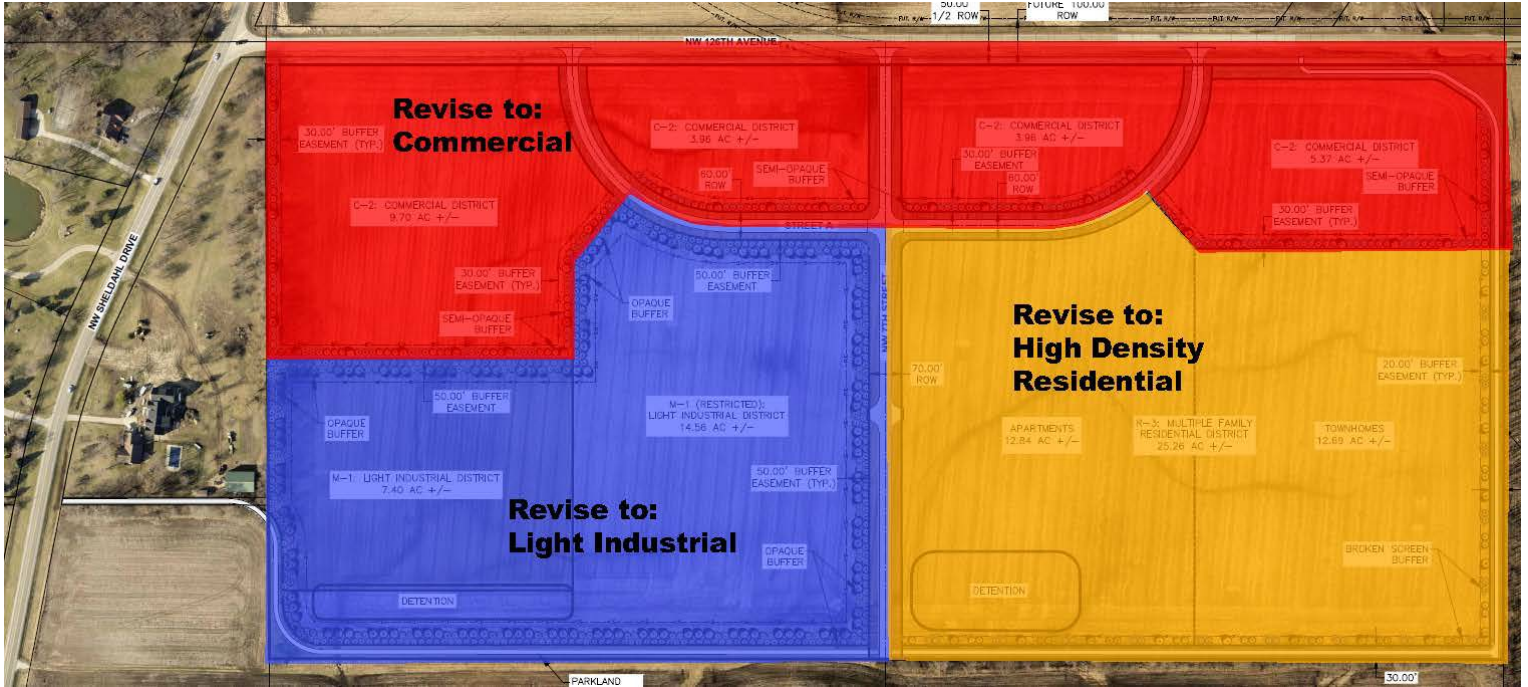
Steve Karsjen, Mayor

ATTEST:

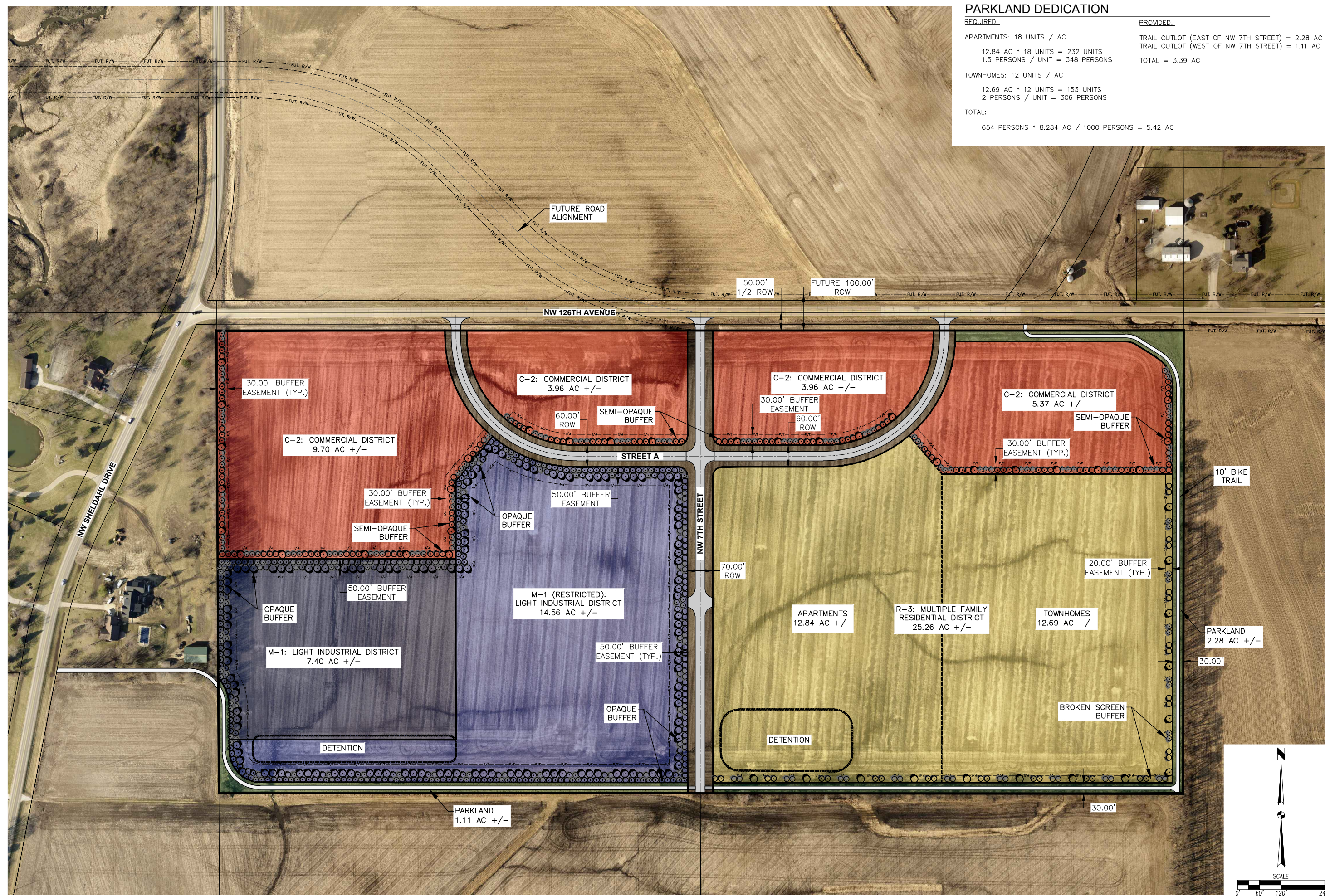
Jenny Coffin, City Clerk

EXHIBIT 'A'

Proposed Amendment to the Polk City Comprehensive Plan's approved Future Land Use Plan



FILE: H:\2022\2206429\DWG\2206429-LAND USE EXHIBIT.DWG
 DATE PLOTTED: 12/22/2022 12:52 PM
 PLOTTED BY: ANTHONY MACDONALD
 COMMENT: ENDS



PARKLAND DEDICATION

REQUIRED:	PROVIDED:
APARTMENTS: 18 UNITS / AC	TRAIL OUTLOT (EAST OF NW 7TH STREET) = 2.28 AC
12.84 AC * 18 UNITS = 232 UNITS	TRAIL OUTLOT (WEST OF NW 7TH STREET) = 1.11 AC
1.5 PERSONS / UNIT = 348 PERSONS	TOTAL = 3.39 AC
TOWNHOMES: 12 UNITS / AC	
12.69 AC * 12 UNITS = 153 UNITS	
2 PERSONS / UNIT = 306 PERSONS	
TOTAL:	
654 PERSONS * 8.284 AC / 1000 PERSONS = 5.42 AC	

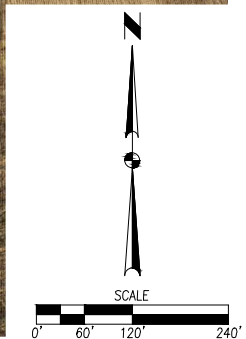
DATE	REVISIONS
12/06/2022	REVISED
11/18/2022	REVISED
06/29/2022	PREPARED

4121 NW URBANDALE DRIVE
 URBANDALE, IA 50322
 PHONE: (515) 369-4400
 ENGINEER: JMM TECH: MST



POLK CITY, IOWA

GATEWAY CROSSINGS LAND USE EXHIBIT



RESOLUTION NO. 2023-02

A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED REZONING OF THE PARABLE VENTURES, LLC PROPERTY LOCATED IN THE VICINITY OF N 3RD STREET AND NW 126TH AVENUE FROM A-1 AGRICULTURAL TO C-2 COMMERCIAL, M-1 LIGHT INDUSTRIAL, M-1 (RESTRICTED) LIGHT INDUSTRIAL, AND R-3 MULTIPLE-FAMILY RESIDENTIAL

BE IT RESOLVED, that the City Council of the City of Polk City, Iowa, hereby orders a public hearing and notice thereof to be held January 23, 2023 at 6:00 p.m. at the City Hall Council Chambers in Polk City, Iowa, on the proposal to rezone property located in the vicinity of N. 3rd Street and NW 126th Avenue and legally described as follows:

PROPOSED C-2 COMMERCIAL:

A PART OF THE NORTH HALF OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTH QUARTER CORNER OF SAID SECTION 36; THENCE SOUTH 89°59'41" EAST ALONG THE NORTH LINE OF SAID NORTHEAST QUARTER, 2665.43 FEET TO THE NORTHEAST CORNER OF SAID SECTION 36; THENCE SOUTH 00°04'23" WEST ALONG THE EAST LINE OF SAID NORTHEAST QUARTER, 445.75 FEET; THENCE NORTH 89°55'16" WEST, 665.99 FEET; THENCE NORTH 40°29'34" WEST, 169.04 FEET; THENCE WESTERLY ALONG A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 333.00 FEET, WHOSE ARC LENGTH IS 235.34 FEET AND WHOSE CHORD BEARS SOUTH 69°45'13" WEST, 230.47 FEET; THENCE NORTH 90°00'00" WEST, 680.12 FEET; THENCE WESTERLY ALONG A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 333.00 FEET, WHOSE ARC LENGTH IS 230.90 FEET AND WHOSE CHORD BEARS NORTH 70°08'09" WEST, 226.30 FEET; THENCE SOUTH 39°43'42" WEST, 187.95 FEET; THENCE SOUTH 00°00'17" EAST, 215.51 FEET; THENCE NORTH 90°00'00" WEST, 656.25 FEET TO THE WEST LINE OF SAID NORTHEAST QUARTER; THENCE NORTH 00°17'54" WEST ALONG SAID WEST LINE, 679.45 FEET TO THE POINT OF BEGINNING AND CONTAINING 28.96 ACRES (1,261,393 SQUARE FEET).

PROPOSED M-1(RESTRICTED) LIGHT INDUSTRIAL WITH RESTRICTIONS EXCLUDING MINI-STORAGE FACILITIES AND STORAGE FACILITIES FOR BOATS, RVS, AND SIMILAR VEHICLES AS A PERMITTED USE (16.70 ACRES):

A PART OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE NORTH 00°17'53" WEST ALONG THE WEST LINE OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER, 146.95 FEET; THENCE SOUTH 89°58'51" EAST, 653.69 FEET; THENCE NORTH 00°00'14" WEST, 498.77 FEET; THENCE NORTH 00°00'17" WEST, 215.51 FEET; THENCE NORTH 39°43'42" EAST, 187.95 FEET; THENCE EASTERLY ALONG A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 333.00 FEET, WHOSE ARC LENGTH IS 230.90 FEET AND WHOSE CHORD BEARS SOUTH 70°08'09" EAST, 226.30 FEET; THENCE NORTH 90°00'00" EAST, 340.09 FEET TO THE EAST LINE OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE SOUTH 00°00'16" EAST ALONG SAID EAST LINE, 929.49 FEET TO THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE NORTH 89°57'52" WEST ALONG SAID SOUTH LINE, 1326.01 FEET TO THE POINT OF BEGINNING AND CONTAINING 16.70 ACRES (727,261 SQUARE FEET).

PROPOSED M-1 LIGHT INDUSTRIAL (7.50 ACRES):

A PART OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER; THENCE NORTH 00°17'53" WEST ALONG THE WEST LINE OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER, 146.95 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING NORTH 00°17'53" WEST ALONG SAID WEST LINE, 498.56 FEET; THENCE NORTH 90°00'00" EAST, 656.25 FEET; THENCE SOUTH 00°00'14" EAST, 498.77 FEET; THENCE NORTH 89°58'51" WEST, 653.69 FEET TO THE POINT OF BEGINNING AND CONTAINING 7.50 ACRES (326,610 SQUARE FEET).

PROPOSED R-3 MULTIPLE-FAMILY RESIDENTIAL:

A PART OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER; THENCE NORTH 89°57'50" WEST ALONG THE SOUTH LINE OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER, 1330.74 FEET TO THE SOUTHWEST CORNER OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER; THENCE NORTH 00°00'23" WEST ALONG THE WEST LINE OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER, 929.49 FEET; THENCE NORTH 90°00'00" EAST, 340.06 FEET; THENCE EASTERLY ALONG A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 333.00 FEET, WHOSE ARC LENGTH IS 235.34 FEET AND WHOSE CHORD BEARS NORTH 69°45'13" EAST, 230.47 FEET; THENCE SOUTH 40°29'34" EAST, 169.04 FEET; THENCE SOUTH 89°55'16" EAST, 665.99 FEET TO THE EAST LINE OF SAID NORTHEAST QUARTER OF THE NORTHEAST QUARTER; THENCE SOUTH 00°04'44" WEST ALONG SAID EAST LINE, 880.62 FEET TO THE POINT OF BEGINNING AND CONTAINING 27.83 ACRES (1,212,446 SQUARE FEET).

The Clerk shall publish notice of such hearing at the time and in the manner required by law.

Passed and approved this 9th day of January 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk



Polk City Police Department

309 W Van Dorn St. P.O.Box 381

Polk City, Iowa 50226

Phone: 515-984-6565 Fax 515-984-6819 email: police@polkcityia.gov

Service Integrity Respect Quality

To: Honorable Mayor and Council Members

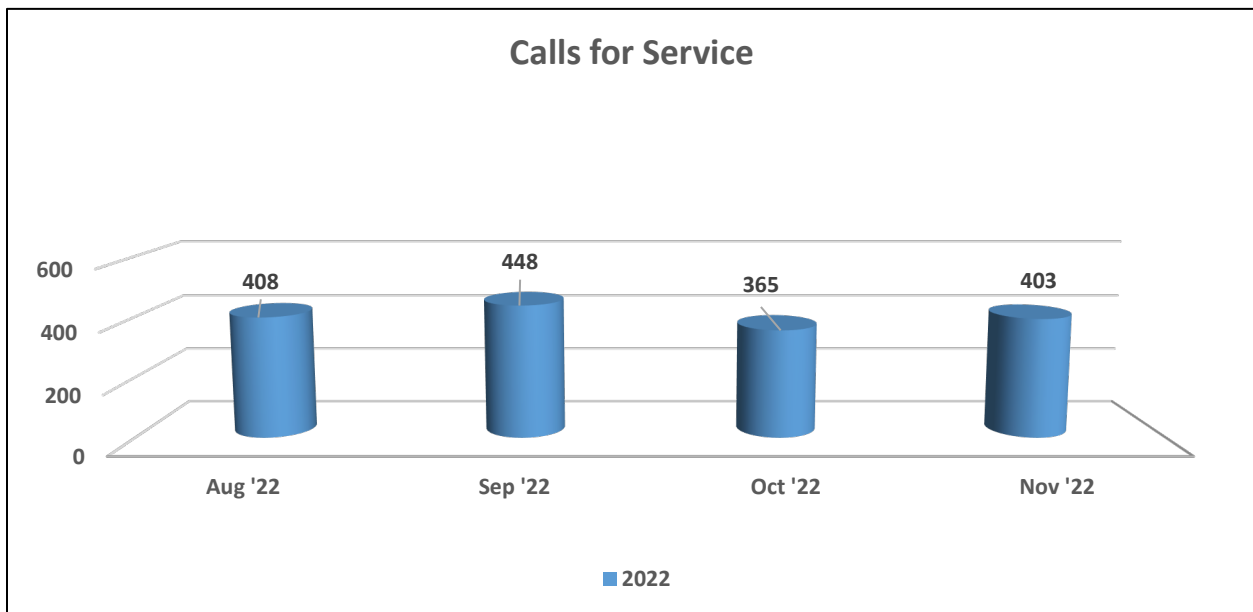
From: Lieutenant Aswegan

Date: December 7th, 2022

Re: November 2022 Monthly Report

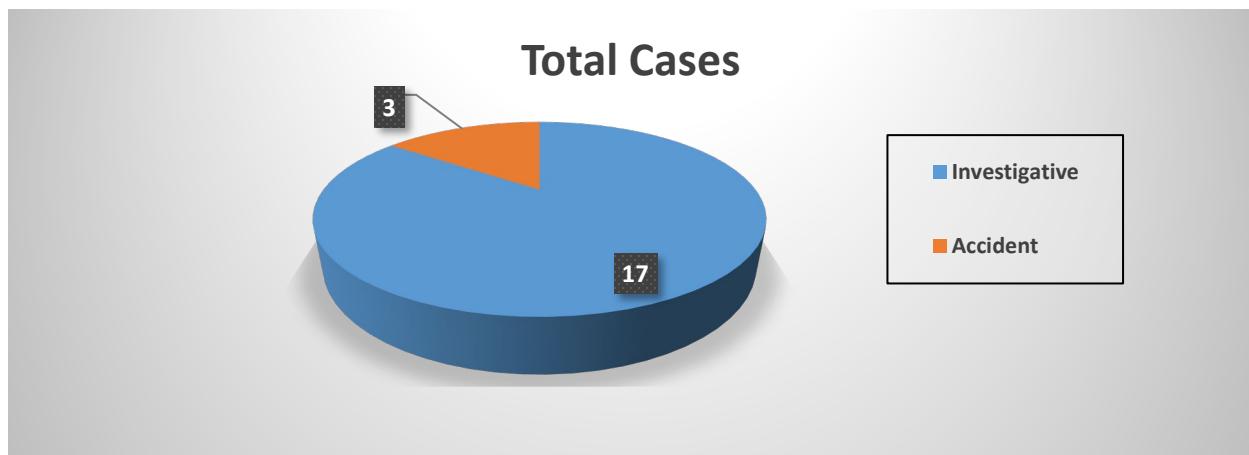
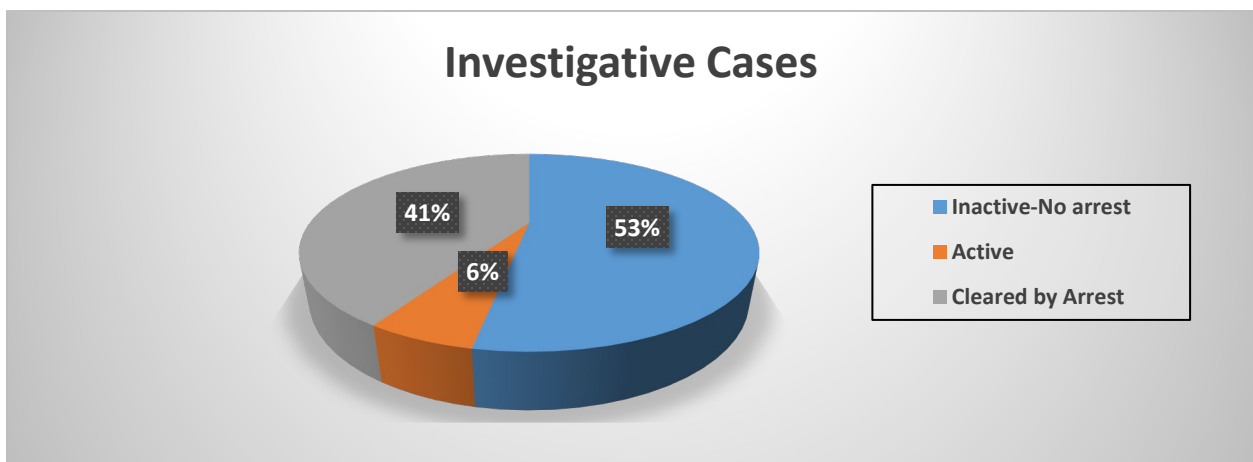
Calls for Service

The total calls for service for the month of November were **403**. This includes response to citizen complaints/reports, assists, self-initiated activities such as traffic stops, building checks, suspicious persons, and case follow up. Among these calls for service Polk City Officers conducted **103** traffic stops.



Cases Made

The Police Department had **20** total cases during the month of November. **17** of the cases were investigative incident reports and **3** were traffic collision investigations. There is **1** active investigation from this month. There was a **41%** rate of cases cleared by arrest, for investigative cases in November.



Arrests Made

The Police Department made **13** arrests and issued **16** citations and **92** warnings. The arrests consisted of **4** arrests for drug offenses and **9** arrests for driving offenses.



Notable Incidents

22-0289

On November 3rd at about 11:15 pm a Polk City Police Officer stopped a vehicle for a traffic violation. An investigation revealed that the driver, a 38-year-old Polk City man, was intoxicated. His blood alcohol concentration was found to be .288. He was arrested and charged with OWI-2nd Offense. During the arrest he was found in possession of marijuana and drug paraphernalia. He was additionally charged with Possession of Marijuana and Drug Paraphernalia. He was booked into the Polk County jail.

22-0296

On November 14th at about 1:15 pm a Polk City Police Officer found a disabled vehicle in the 200 block of Tyler Street. The vehicle had significant damage, which appeared fresh. The driver, later identified as a 28-year-old Ankeny man, was passed out behind the wheel. An investigation revealed the man was impaired by alcohol. He was arrested and charged with OWI-2nd Offense and Reckless Driving.

Officer Training

In-service training in November focused on low light firearms skills. Officers received training on target identification and acquisition in low light environments. Officers then qualified with their handguns on the ILEA Low Light Firearms Qualifications course.



Training Hours: 42

Aicher	21
Wilson	4
Delaney	4
Sherman	4
Siepkner	4
Aswegan	5

K9 Program

The Polk City K9 Team Officer Aicher and Eudoris conducted 17 hours of training together during November. During this training, the team worked on building searches, tracking and article search during their training session at Canine Tactical in Chariton. The team also conducted on-going basic obedience training throughout the month.



Code Enforcement

The Police Department addressed 14 Municipal Code violations during the months of October and November.



City of Polk City, Iowa City Council Agenda Communication

Date: January 9, 2023
To: Mayor, City Council, and City Manager
From: Karla Hogrefe – Fire Chief
Subject: New POC Hire Pay Rate Approval

BACKGROUND: We have the opportunity to hire a paid on call Firefighter, Matthew Stern. Matthew lives in Polk City and has his Fire Certifications. He is working on getting enrolled in the DMACC EMT program. Matthew currently works for the City of Ames as a Community Codes Liaison and is an active member of the Iowa Air National Guard. Matthew will be a great addition to the Polk City Fire Department.

We also have an opportunity to hire another Polk City resident as a paid on call member, Matthew Reetz. Matthew does not have any certifications as of yet, but is looking forward to being able to help his community. Matthew is also looking at getting enrolled in EMT class and we will be doing an in-house Firefighter I class for him. Matthew works for C.J. Foods as an Account Manager.

ALTERNATIVES: None

FINANCIAL CONSIDERATIONS: The only impact this will have is wages during orientation. Once a new employee is oriented, they will only work available shifts.

RECOMMENDATION: To hire both individuals as Paid On Call Members with the listed stipulation(s) and request approval of pay rate:

Matthew Stern, paid on call Firefighter position at a rate of \$16.75 per call.

Matthew Reetz, paid on call member position at a rate of \$16.00 per call.



City of Polk City, Iowa

City Council Agenda Communication

Date: January 9, 2023
To: Mayor, City Council, and City Manager
From: Karla Hogrefe – Fire Chief
Subject: Standard Operating Guidelines & Protocol Updates

BACKGROUND: The fire department has policies and procedures which provides an outline and direction to and for our members. These policies and procedure were established in 2005. Some have been revised throughout the years and others remain the same.

The fire department has had several changes in how we provide service to the community. This requires revising and removing SOGs. The 500 SOGs are the final revisions. We have attached the following revised SOGs for your review and acknowledgement:

- 501 – Continuous Quality Improvement
- 502 – Continuing Education Hours
- 503 – Confidentiality Agreement & HIPAA
- 504 – New Recruit Training Requirements
- 505 – Engineering Guidelines
- 509 – EMT Training Agreement
- 510 – Paramedic Training Agreement
- 513 – Continuous Quality Improvement – Fire

We have also updated/simplified some Medical Protocols. The protocols listed the same medication, but different dosages. We simplified to having only one dosage to help eliminate confusion and to avoid so much medication waste.

- 3.16 – Psychiatric and Behavioral Emergencies
- 3.17 – Seizures
- 5.01 – Cardiac Arrest Dysrhythmias
- 6.25 – Synchronized Cardioversion

ALTERNATIVES: Continue with the same policy and procedures.

FINANCIAL CONSIDERATIONS: No cost associated with these changes.

RECOMMENDATION: Acknowledge and accept these revisions so the operations of the fire department is up to date and appropriate for the times.



Polk City Fire Department Standard Operating Guidelines

#501 – Continuous Quality Improvement

Date Issued: 05/02/2005

Date Last Revised: 12/2/2022

Purpose: The purpose of this SOG is to clearly define the Polk City Fire Department's guidelines for Continuous Quality Improvement (CQI). CQI is defined as the process by which a minimum set of patient care standards are being met in a competent manner by all members of the department.

CQI Aspects:

1. Medical report documentation
2. EMS protocol adherence
3. EMS orientation for new members
4. EMS procedures and equipment
5. EMS protocol updates
6. EMS SOG updates

CQI Goals:

- A. Review of medical documentation for accuracy and completion
- B. Review of medical documentation for protocol adherence
- C. Implementation of EMS orientation policies
- D. Performance and documentation of EMS critical procedures
- E. Review and revision of EMS protocols
- F. Review and revision of EMS SOG's

CQI Process:

- I. All patient care related medical documentation will be reviewed by qualified personnel for accuracy and completion of documentation and to ensure that all personnel at each specific incident followed approved EMS protocols. Protocol driven incident review forms will be used and updated as needed. The following incidents will be reviewed by the medical director:
 1. Recommended for review by peer or officer reviewer.
 2. Responses where patient care is marked as inappropriate.
 3. Responses where care does not comply with protocols.
 4. Cardiac arrest.
 5. Trauma alerts.
 6. STEMI requests.
 7. Medication error or omission
 8. Stroke Alerts
- II. Any member of the CQI group may request an incident to be reviewed by the medical director.



Polk City Fire Department Standard Operating Guidelines

#501 – Continuous Quality Improvement

Date Issued: 05/02/2005

Date Last Revised: 12/2/2022

- III. The Company Officers will develop and implement an EMS orientation manual and procedure for all new members of the department. All existing staff of the department will complete the EMS probationary packet. All staff with an EMS certification must be signed off on the entire EMS Packet before responding as the only attendant. The orientation will be mandatory for all new staff on the Polk City Fire Department. All newly certified staff run reports will be reviewed by the officer in charge as necessary.

- IV. All medically certified staff will be required to perform certain skills within their scope of practice annually and this will be documented to prove proficiency. The preferred method of skill performance is on actual patients; however this is not always possible. Members who perform patient care in other employment may use that experience if proper documentation is provided. It is the responsibility of the CQI group and the departmental Company Officers to ensure this aspect of quality assurance is being completed.

- V. The department officers and all current EMS certified staff will be part of the CQI committee or as determined by the EMS Division Officers.

- VI. It is the responsibility of the CQI group, the Company Officers, and the medical director to review and revise medical protocols and SOG's as frequently as needed and possible.

Medical Director: _____ Date: _____



Polk City Fire Department Standard Operating Guidelines

#502 – Continuing Education Hours (CEH's)

Date Issued: 05/02/2005

Date Last Revised: 08/23/2022

Purpose:

The purpose of this SOG is to clearly outline the process of obtaining and documenting CEH hours for members of the Polk City Fire Department. This process will ensure that all EMS personnel have their CEH numbers at all times.

Guidelines:

1. CEH credits shall be applied for a minimum of 7 days before the class is conducted.
2. The designated Officer will be responsible for applying for the credits, bringing the roster sheets to class, and returning the rosters back for credit, unless an outside instructor applies for the CEH.
3. Credits may be applied for from Des Moines Area Community College. Outside instructors have the option to obtain CEHs from a training center of their choice.
4. The roster sheets must be returned within 7 days after the class is taught. The Training Officer will be responsible for emailing in the roster sheets and evaluation sheet and shall keep a master copy of each roster sheet in the training file. The file will be available to all members at any time.
5. The designated Officer is responsible for documenting the training rosters.
6. The Fire Chief will review training attendance quarterly.
7. On their designated recertification year members that are renewing their EMS certification will be provided two year total of their CEH record for renewal with Iowa Bureau of EMS.
8. It is the ultimate responsibility of each person to ensure they have met the state requirements for education and to keep proper documentation of such classes.
9. All members will have a training folder that will be kept at the station at all times. It is highly recommended that individual members place copies of certificates and proof of outside training into this folder.



Polk City Fire Department Standard Operating Guidelines

#503 – Confidentiality Agreement

Date Issued: 03/24/2005

Date Last Revised: 12/30/2022

Confidentiality Agreement & HIPAA Training

It is the expectation of the Polk City Fire Department for each member to follow the confidentiality guidelines set forth in the Department Policies of the Polk City Fire Department. I understand that failure to follow the confidentiality guideline may result in immediate termination from the Polk City Fire Department. I have read the Confidentiality Policy and I understand all procedures. I have also been trained on the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). I understand the implications of disclosing protected health information to non-covered entities and agree to follow all guidelines set forth and make every reasonable effort not to disclose protected health information.

- I have read and understand the Confidentiality Policy.
- I have been trained and understand the requirements if HIPAA.
- I understand that failure to follow the Confidentiality Policy of the Polk City Fire Department may result in immediate termination of my membership to the Polk City Fire Department.

Signed: _____

Date: _____



504a

Polk City Fire Department Standard Operating Guidelines

#504 – New Recruit Training Requirements

Date Issued: 05/17/2005

Date Last Revised: 11/02/2022

Purpose:

The purpose of this SOG is to clearly define the training requirements for the Polk City Fire Department.

Guidelines:

1. New recruits will begin their probationary period according once hired.
2. The recruit packets for the Polk City Fire Department will be issued by the Training Officer upon becoming a probationary member of the Fire Department.
3. The recruit packets are to be completed in **SIX** months from the date of being accepted onto the department as a Probationary Member. Once the packets are completed, they will go to the Chief Officers for review. The Chief Officers will make a recommendation to the department for the Probationary Members acceptance onto the department as an active member. The recruit may remain on probation for 1 year, unless released by the Chief.
4. Failure to complete packet in the allotted time frame gives the Fire Chief the right to dismiss the member at that time. Every effort will be made to ensure that failure to complete the packets is reviewed monthly with Corrective Action documentation.
5. Recruits may be allowed to take any fire or EMS classes before they have completed their probationary period at their own expense. At the end of the probationary period, recruits are required to obtain EMT and Firefighter I certification.
6. The department may pay for EMS and fire training classes for personnel. (Refer to SOG #509 and #510) The department will only pay for classes up to the level of our service.
 1. To have internal Instructors, PCFD may assist with the costs for Instructor classes, with approval by the Fire Chief.
 2. Special classes and seminars are also encouraged. Financial assistance may be permitted and approved by the Fire Chief.
 3. CPR certification is **REQUIRED** for all members.
 4. Fire Training - Members are encouraged to take any of the following, which are recognized by the Iowa Fire Service Training Bureau: Firefighter II, Inspector, Investigator, Instructor,



504b

Polk City Fire Department Standard Operating Guidelines

#504 – New Recruit Training Requirements

Date Issued: 05/17/2005

Date Last Revised: 11/02/2022

- Officer, and Driver/Pump Operator. Fire schools, special classes and seminars are encouraged.
5. If an individual takes a class and/or fails to complete the class, the member may be responsible to pay the department for the cost of the class. If the individual wishes to retake the class, he/she must pay all costs associated with the class.
 6. The amount of assistance is subject to budget and the level of training with a signed written SOG 509 EMT-B Training Agreement and/or SOG 510 Paramedic Training Agreement.
 7. Classes hosted by the Polk City Fire Department will be entitled to training pay. All additional classes are not entitled to training pay.

All training outside the department that requires expenditure of training funds must be coordinated and approved by the Fire Chief.



Polk City Fire Department Standard Operating Guidelines

#505 – Engineering Guidelines

Date Issued: 09/06/2022

Date Last Revised: N/A

Friction Loss (FL) –

1. Armtex Jafrib Red Rubber Attack Hose
 - a. 1 ¾ Handline – 26 PSI per 100 ft. @ 150 GPM
 - b. 2 ½ Handline – 21 PSI per 100 ft. @ 300 GPM
2. Armtex Jafrib LDH Supply Hose
 - a. 5” LDH Supply Line – Negligible under 1000 GPM

Polk City Handline Nozzle Pressures (NP) and Flows –

1. Chief 4000-17 Mid-Range Combination Nozzle – 150 GPM at 50 PSI at the tip
2. Akron 2.5” Nozzle with Chief 187-XD 1-3/16” Smooth Bore Tip – 300 GPM at 50 PSI at the tip

Appliances and Master Streams

1. Elkhart Brass Stacked Tip Master Streams will be run at 80 PSI at the tip
 - a. 1-3/8” Tip (Smallest) – 502 GPM at 80 PSI at the tip
 - b. 1-1/2” Tip – 598 GPM at 80 PSI at the tip
 - c. 1-3/4” Tip – 814 PSI at 80 PSI at the tip
 - d. 2” Tip (Largest) – 1063 GPM at 80 PSI at the tip
2. R.A.M. Monitor – 500 GPM at 75 PSI at the tip; at this flow rate, friction loss in a 2-1/2” hose is 55 PSI per 100 ft.
3. AFL = Appliance Friction Loss (Only account for over 350 GPM)
 - a. 5 psi - Wye/Siamese
 - b. 15 psi - Deck Gun
 - c. 10 psi - Portable Monitor
 - d. 25 psi - Stand Pipe/Sprinkler

Other Considerations

1. PDP = FL + NP + EL (if applicable) + AFL (if applicable)
2. **IF multiple lines**, calculate for the highest demanding line and then use individual valves to gate down all other lines as necessary
3. EL = Elevation Loss
 - a. +5 psi - every floor (excluding 1st)
 - b. - 5 psi - Below 1st floor (basements, etc.)
 - c. +5 psi - every 10’ of elevation
 - d. -5 psi - every 10’ drop of elevation
4. Rules of Thumb
 - a. Supplying other engines:....Start at 50 psi
 - b. Sprinkler systems:.....pump at 150 psi
 - c. **100’ of 1¾” hose (bumper line), pump at 75 psi**
 - d. **200’ of 1¾” hose (crosslay), pump at 100 psi**
5. Wye - Add GPMs from both nozzles



505b

Polk City Fire Department Standard Operating Guidelines

#505 – Engineering Guidelines

Date Issued: 09/06/2022

Date Last Revised: N/A

* For two equal lines, calculate PDP for only one.

6. Never exceed PDP of 250 psi
7. Intake (residual pressure) should never drop below 20 psi.

Flow In U.S. GPM	Pressure Loss in PSI per 100' Hose											Equal Length Siamesed Lines		
	.75"	1.0"	1.5"	1.75"	2.0"	2.5"	3.0"	3.5"	4.0"	5.0"	6.0"	2 x 2.5"	3 x 2.5"	2 x 3.0"
10	13.5	3.5												
20	50	12.5												
30	105	26												
40		44	4.5	3	1									
60		92	10	5	2.5									
95			22	11	5									
100			25	12	6	3	1							
125			37	21	10	4	1							
150			54	26	13.5	6	2							
175				34	18	8	3							
200				45	24	10	4	2						
225				57	30	12	4.5	2						
250				70	37.5	15	6	2.5						
275				82	45	17.5	7	3						
300				95	54	21	8	3.5	2			6	3	2
325					65	24.5	9.5	4	2.5			6.5	3	2.5
350					78	28	11	5	2.5			8	3.5	3
400					96	36	14	6	3	1		10	4.5	4
450						45	17.5	8	4	1.5		12.5	6	5
500						55	21	9.5	5	2		15.5	7	6
550							25.5	11.5	6	2		18.5	8.5	7
600							30	13.5	7	2.5		23	10	8.5
650							35	15.5	8.5	3		25.5	12	10
700							40.5	18	9.5	3.5	1	29.5	13.5	11.5
750							46	20	11.5	4	1	33.5	15.5	13
800							53	23	12.5	4.5	1.5	38	17.5	14.5
850								25.5	14.5	5	1.5	43	20	16.5
900								28	16	5.5	2	48	22.5	18.5
950								31	17.5	6	2		25	20.5
1000								34	19	6.5	2.5		28	22.5
1100								41	23	8	3		33	27
1200								49	27.5	9.5	4		39	32
1300								57	32.5	11	4.5		45	38
1400								66.5	38	13	5		52	44
1500								76.5	43	15	6		60	50
1750									59	20	8			
2000									77	26.5	10.5			
2500										41.5	16.5			

Solid Bore Nozzles

Nozzle Pressure* (PSI)	Gallons Per Minute (GPM)							Pounds Reaction Force † (RF)																										
	Solid Bore Diameter (Inches)																																	
	1/8"	1/4"	3/8"	1/2"	5/8"	3/4"	7/8"	1"	1 1/8"	1 1/4"	1 3/8"	1 1/2"	1 3/4"	2"	2 1/4"	2 1/2"	2 3/4"																	
40	26	47	73	106	144	165	188	238	294	355	423	575	752	951	1174	1421	gpm	9	16	25	35	48	55	63	79	98	119	141	192	251	318	393	475	rf
	45	28	50	78	112	153	175	199	252	311	377	448	610	797	1009	1246	1507	gpm	10	18	28	40	54	62	71	89	110	134	159	216	283	358	442	534
50		30	53	82	118	161	185	210	266	328	397	473	643	840	1064	1313	1589	gpm	11	20	31	44	60	69	79	99	123	148	177	240	314	397	491	594
	55	31	55	86	124	169	194	220	279	344	417	496	675	881	1115	1377	1666	gpm	12	22	34	49	66	76	86	109	135	163	194	264	345	437	540	653
60		32	58	90	129	176	202	230	291	360	435	518	705	921	1165	1438	1740	gpm	13	24	37	53	72	83	94	119	147	178	212	288	377	477	589	712
	65	34	60	94	135	183	211	240	303	374	453	539	734	958	1213	1497	1811	gpm	14	26	40	57	78	90	102	129	159	193	230	313	408	517	638	772
70		35	62	97	140	190	218	249	315	388	470	559	761	994	1258	1554	1880	gpm	15	27	43	62	84	97	110	139	172	208	247	337	440	556	687	831
	75	36	64	101	145	197	226	257	326	402	486	579	788	1029	1303	1608	1946	gpm	17	29	46	66	90	103	118	149	184	223	265	361	471	596	736	890
80		37	66	104	149	203	234	266	336	415	502	598	814	1063	1345	1661	2010	gpm	18	31	49	71	96	110	126	159	196	237	283	385	502	636	785	950
	85	39	68	107	154	210	241	274	347	428	518	616	839	1096	1387	1712	2071	gpm	19	33	52	75	102	117	133	169	209	252	300	409	534	676	834	1009
90		40	70	110	159	216	248	282	357	440	533	634	863	1127	1427	1762	2132	gpm	20	35	55	79	108	124	141	179	221	267	318	433	565	715	883	1069
	95	41	72	113	163	222	255	290	366	452	547	652	887	1158	1466	1810	2190	gpm	21	37	58	84	114	131	149	189	233	282	336	457	597	755	932	1128
100		42	74	116	167	227	261	297	376	464	562	668	910	1188	1504	1857	2247	gpm	22	39	61	88	120	138	157	199	245	297	353	481	628	795	981	1187
	105	43	76	119	171	233	268	304	385	476	576	685	932	1218	1541	1903	2302	gpm	23	41	64	93	126	145	165	209	258	312	371	505	659	835	1030	1247
110		44	78	122	175	239	274	312	394	487	589	701	954	1246	1577	1948	2356	gpm	24	43	67	97	132	152	173	219	270	327	389	529	691	874	1079	1306
	115	45	80	124	179	244	280	319	403	498	602	717	976	1274	1613	1991	2409	gpm	25	45	71	102	138	159	181	229	282	341	406	553	722	914	1128	1365
120		46	81	127	183	249	286	325	412	509	615	732	997	1302	1648	2034	2461	gpm	26	47	74	106	144	166	188	238	294	356	424	577	754	954	1178	1425
	125	47	83	130	187	254	292	332	420	519	628	747	1017	1329	1682	2076	2512	gpm	28	49	77	110	150	172	196	248	307	371	442	601	785	994	1227	1484
130		48	85	132	191	259	298	339	429	529	640	762	1037	1355	1715	2117	2562	gpm	29	51	80	115	156	179	204	258	319	386	459	625	816	1033	1276	1544
	135	49	86	135	194	264	303	345	437	539	653	777	1057	1381	1748	2157	2611	gpm	30	53	83	119	162	186	212	268	331	401	477	649	848	1073	1325	1603
140		49	88	137	198	269	309	352	445	549	665	791	1077	1406	1780	2197	2658	gpm	31	55	86	124	168	193	220	278	343	416	495	673	879	1113	1374	1662
	145	50	89	140	201	274	314	358	453	559	676	805	1096	1431	1811	2236	2706	gpm	32	57	89	128	174	200	228	288	356	430	512	697	911	1152	1423	1722
150		51	91	142	205	279	320	364	461	569	688	819	1114	1455	1842	2274	2752	gpm	33	59	92	132	180	207	236	298	368	445	530	721	942	1192	1472	1781
	175	55	98	154	221	301	345	393	497	614	743	884	1204	1572	1990	2456	2972	gpm	39	69	107	155	210	241	275	348	429	519	618	841	1099	1391	1717	2078
200		59	105	164	236	322	369	420	532	657	794	945	1287	1681	2127	2626	3177	gpm	44	79	123	177	240	276	314	397	491	594	707	962	1256	1590	1963	2375

PCFD Fireground Hydraulics

Smooth Bore Nozzle - 50 PSI Nozzle Pressure

Chief Combination Nozzle - 50 PSI Nozzle Pressure

Smooth Bore Master Stream - 80 PSI Nozzle Pressure

R.A.M. Ground Monitor - 75 PSI Nozzle Pressure

Hose Size	Flowing	Friction Loss per 100 Feet of Hose
1 3/4"	150 GPM	26 PSI
2 1/2"	300 GPM	21 PSI

Chief 4000-17 Combo Nozzle		1 3/16" Smooth Bore Nozzle	
	1 3/4"		2 1/2"
100 Feet	75 PSI	100 Feet	70 PSI
200 Feet	100 PSI	200 Feet	90 PSI

EL = Elevation Loss	Add 5 PSI per floor (or 10') going up	Subtract 5 PSI per floor (or 10') going down
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Master Stream Smooth Bore Tips	
1-3/8" Tip (Smallest)	502 GPM
1-1/2" Tip	598 GPM
1-3/4" Tip	814 GPM
2" Tip (Largest)	1063 GPM

R.A.M. Ground Monitor	
100 Feet 2 1/2"	130 PSI
200 Feet 2 1/2"	185 PSI
300 Feet 2 1/2"	240 PSI

AFL = Appliance Friction Loss
<u>Only account for over 350 GPM</u>
15 psi - Deck Gun
10 psi - R.A.M. Portable Monitor
25 psi - Standpipe/Sprinkler
5 psi - Wye/Siamese

5" Hose - Do Not Exceed 180 PSI Pump Discharge Pressure
Never exceed Pump Discharge Pressure of 250 psi
Intake (residual pressure) should never drop below 20 psi
Supplying other engines (relay pumping) :.....Start at 50 psi
Sprinkler Systems/FDC :.....Pump at 150 psi

Wye - Add GPMs from both nozzles
 * For two equal lines, calculate PDP for one

PDP = FL + NP + EL (if applicable) + AFL (if applicable)



509a

Polk City Fire Department Standard Operating Guidelines

#509 – Emergency Medical Technician (EMT) Training Agreement

Date Issued: 7/31/2007

Date Last Revised: 11/2/2022

This training agreement is entered into between the City of Polk City and _____. The agreement is for the member of the Polk City Fire Department to complete _____ that starts in _____ and for the City of Polk City to pay for the certification program.

Member agrees to:

1. Meet the requirements for successful course completion and certification by the Iowa Department of Public Health, Bureau of Emergency and Trauma Services.
2. While enrolled as a student in this program the member shall:
 - a. Complete all mandatory department training programs.
 - b. Maintain department participation standards.
3. Sign a “Grade Release Form” in order that the Department may track the student’s progress and status.
4. After obtaining EMT certification, the member shall participate as a EMT for the Polk City Fire Department for a minimum of one year from their certification date.
5. If he/she fails to successfully complete the training program including the certification process, the member shall reimburse the City of Polk City 100% of the program cost paid for by the city.
 - a. The Fire Chief may waive or modify this requirement to reimburse the City of Polk City should the member’s inability to complete the program or certification process be due to personal injury, illness, or family emergency.
 - b. The member’s signature to this agreement shall allow the City of Polk City to withhold this amount from their paycheck.
6. If he/she fails to participate as a EMT for a minimum of one year from the certification date, the member shall reimburse the City of Polk City 50% of the program cost paid for by the city.
 - a. The Fire Chief may waive or modify this requirement to reimburse the city should the member’s inability to complete the program or certification process be due to personal injury, illness or family emergency.
 - b. The member’s signature to this agreement shall allow the City of Polk City to withhold this amount from their paycheck.
7. If legal action must take place in order to enforce this agreement, the member who has signed this agreement shall be responsible for all fees and costs incurred, including but not limited to attorney fees for both parties and court costs.



509b

Polk City Fire Department Standard Operating Guidelines

#509 – Emergency Medical Technician (EMT) Training Agreement

Date Issued: 7/31/2007

Date Last Revised: 11/2/2022

The Polk City Fire Department agrees to:

1. Pay the registration fee for the member upon acceptance into the program.
2. Pay program tuition, textbooks, and applicable course fees.
3. Pay examination fees for the first examination. Subsequent attempts to pass the exams will only be paid for by city upon successful completion and certification. A maximum of three exam attempts will be paid for by the city.
4. Allow an exemption from the 50% training/meeting attendance requirement while the member is completing the didactic portion of the program.

Signatures below indicate acceptance by the member and the Polk City Fire Department to the terms of this training agreement.

Member Name

Date Signed

Karla Hogrefe, Fire Chief

Date Signed



510a

Polk City Fire Department Standard Operating Guidelines

#510 – Paramedic Training Agreement

Date Issued: 7/31/2007

Date Last Revised: 08/04/2022

This training agreement is entered into between the City of Polk City and _____. The agreement is for the member of the Polk City Fire Department to complete the _____ Paramedic program that starts in _____ and for the City of Polk City to assist with costs of the Paramedic Program.

Member agrees to:

1. Submit their request in writing to the Fire Chief expressing their interest in obtaining pre-approval for Paramedic Program assistance. This request will be reviewed by the Officer Group and approved at the Officer Group's discretion.
2. Meet the college requirements for successful course completion and certification by the Iowa Department of Public Health, Bureau of EMS.
3. While enrolled as a student in this program the member shall:
 - a. Complete all mandatory department training programs.
 - b. Maintain department participation standards.
4. After obtaining Advanced EMT or Paramedic certification, the member shall participate at the minimum requirements as an Advanced EMT or Paramedic for the Polk City Fire Department for a minimum of three years from their certification date.
5. If he/she fails to successfully complete the training program including the certification process, the member shall reimburse the City of Polk City 100% of the program cost paid for by the city.
 - a. The Fire Chief may waive or modify this requirement to reimburse the City should the member's inability to complete the program or certification process be due to personal injury, illness or family emergency.
 - b. The member's signature to this agreement shall allow the City of Polk City to withhold this amount from their paycheck.
6. If he/she fails to participate as an Advanced EMT or Paramedic for a minimum of three years from the certification date, the member shall reimburse the City of Polk City 50% of the program cost paid for by the city.
 - a. The Fire Chief may waive or modify this requirement to reimburse the City should the member's inability to complete the program or certification process be due to personal injury, illness or family emergency.



Polk City Fire Department Standard Operating Guidelines

#510 – Paramedic Training Agreement

Date Issued: 7/31/2007

Date Last Revised: 08/04/2022

- b. The member’s signature to this agreement shall allow the City of Polk City to withhold this amount from their paycheck.
- 7. In the event that legal action must take place in order to enforce this agreement, the member who has signed this agreement shall be responsible for all fees and costs incurred, including but not limited to attorney fees for both parties and court costs.

Eligibility

- 1. Must be off of Polk City orientation process to be eligible, unless hired as a POC member.
- 2. Must be in good standing (meeting and preferably exceeding the minimum shift and training requirements, without performance issues, and otherwise showing a strong commitment to the mission of the Polk City Fire Department).

Employed by Other Transport EMS Agencies

If a member is also employed by another transport EMS agency, consideration for payment will be based on an equal percentage shared by the other agency. (Example: Member A is also employed by Neighboring Community X Transport EMS Agency, Polk City would limit consideration of eligible expense to 50%).

Written Agreement

Any assistance program shall be made in writing and signed by the requesting member and the Fire Chief.

If approved, the Polk City Fire Department agrees to:

- 1. Pay the registration fee for the member upon acceptance into the program.
- 2. Pay 67% of the program tuition, textbooks and applicable course fees following the below schedule.
 - a. Term 1 payment of ¼ of the 67% paid directly to the school.
 - b. Term 2 payment of ¼ of the 67% paid directly to the school.
 - c. Term 3 payment of the remaining ½ of the 67% reimbursed to the student upon successful completion and certification.
- 3. Pay examination fees for the first examination. Any additional testing costs will be up to the student.
- 4. Allow an exemption from the training/meeting attendance requirement while the member is completing the didactic portion of the program.



510c

Polk City Fire Department Standard Operating Guidelines

#510 – Paramedic Training Agreement

Date Issued: 7/31/2007

Date Last Revised: 08/04/2022

Signatures below indicate acceptance by the member and the Polk City Fire Department to the terms of this training agreement.

Member Signature

Date Signed

Karla Hogrefe - Fire Chief

Date Signed



Polk City Fire Department Standard Operating Guidelines

#513 – Continuous Quality Improvement - Fire

Date Issued: 12/18/2008

Date Last Revised: 12/30/22

Purpose: The purpose of this SOG is to clearly define the Polk City Fire Department's guidelines for Continuous Quality Improvement (CQI) - Fire. CQI is defined as the process by which a minimum set of training standards are being met in a competent manner by all members of the department.

CQI Goals:

- A. Meet Polk City Fire Department SOP #112 – Membership Requirements
- B. Meet NFPA 1001, Standard for Fire Fighter Professional Qualifications
- C. Meet Iowa Administrative Code 661-251.101(100B) Minimum Training Standard
- D. Meet Polk City Fire Department SOG# 134 – Firefighter EMT Job Description

Definitions:

Emergency Incident – any incident to which personnel of the Polk City Fire Department respond involving a fire or other hazardous situation.

Structural Fire Fighting – fire fighting in a hazardous environment, requiring the use of self-contained breathing apparatus.

CQI Process:

Each member of the Polk City Fire Department shall have completed the training requirements identified in the job performance requirements for the Fire Fighter I classification in NFPA 1001 prior to member's engaging in structural fire fighting. The Training Division must ensure each member engaged in structural fire fighting has met the annual minimum training standards specified in this requirement prior to the member's engaging in structural fire fighting.

Each member shall participate in at least 24 hours of continuing training annually, which shall be selected from the following subject areas:

- Personal protective equipment and respiratory protection
- Structural fire fighting techniques including SOP or SOGs
- Ground ladders
- Hose and hose appliances
- Ventilation
- Forcible entry
- Search and rescue techniques
- Firefighter safety
- Incident management system or incident command system
- Emergency vehicle driver-operator



513b

Polk City Fire Department Standard Operating Guidelines

#513 – Continuous Quality Improvement - Fire

Date Issued: 12/18/2008

Date Last Revised: 12/30/22

- Hazardous materials first responder – operations level
- Emergency medical service (EMS) training
- Additional training based on SOP or SOGs
- Other OSHA related training, such as blood-borne pathogen protection
- Specialty training
- Emergency response to terrorism
- Any other training designed to meet local training needs

Any member of the Polk City Fire Department who serves in a capacity other than structural fire fighting at an emergency incident shall have received training based on the duties the member might perform at an emergency incident and meet their specific job description.

The Fire Chief has final CQI approval.

Recordkeeping:

Trainings are recorded by the Training Division in Image Trend. If there are any outside trainings, please let the training division know with proof of certification.



City of Polk City, Iowa City Council Agenda Communication

Date: January 9, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Chelsea Huisman, City Manager
Subject: Set pay for Fire Chief Karla Hogrefe

BACKGROUND: Karla Hogrefe was appointed Fire Chief July 11, 2022. She has successfully completed her first 6 months of employment and is eligible for an increase in pay at 6 months. I am recommending a 3% increase effective January 9, 2023, which is the beginning of the pay period for the increase to take effect. Her new salary will be \$95,790.

ALTERNATIVES: Do not approve

FINANCIAL CONSIDERATIONS: The increase in pay is a budgeted expense.

RECOMMENDATION: It is my recommendation that the City Council approve setting Karla's annual salary at the increased rate.



City of Polk City, Iowa

City Council Agenda Communication

Date: January 9, 2023
To: Mayor, City Council, & City Manager
From: Karla Hogrefe - Fire Chief
Subject: Full-Time Pay Increase Approval

BACKGROUND: Full-time Firefighter/Paramedic Riley Noggle is eligible for her 6-month review pay increase. Riley continues to go above and beyond for the department, and we are fortunate to have her. Riley currently makes \$19.57 per hour.

ALTERNATIVES: N/A

FINANCIAL CONSIDERATIONS: Increase Riley's pay from \$19.57 per hour to \$20.16 per hour, which is a 3% pay increase.

RECOMMENDATION: I recommend a pay increase for Riley Noggle to be approved for a 3% increase effective at the start of the next pay period, January 9, 2023.



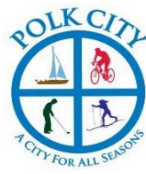
City of Polk City, Iowa

City Council Agenda Communication

Date: January 9, 2023 City Council Meeting
To: Mayor Steve Karsjen & City Council
From: Jason Thraen, Parks & Recreation Director

Subject: **Parks & Recreation Department Updates for December 2022**

1. Staff, along with Go Polk City, hosted “Light Up Polk City” on Friday, December 2nd. This family-friendly holiday event included the traditional lighting of the square, visits with Santa, character appearances, horse drawn “sleigh” rides, vendors and demonstrations, and local organization/business involvement. According to data provided by *Placer*, estimated attendance was 1800.
2. Staff applied for Tree City USA and the Growth Award for 2022. Both recognitions are offered by the Arbor Day Foundation.
3. December programming included Start Smart Basketball, Senior Social Hour, and a Winter Break Youth Day Trip.
4. Sports Complex baseball/softball fields had 0 reservations in December. 276 total field reservations in 2022.
5. Community Center had 0 private rentals in December. 9 total rentals in 2022.
6. Miller Park Shelter House had 7 private rentals in December. 47 total rentals in 2022.



**CITY OF POLK CITY
VOLUNTEER BOARDS & COMMISSIONS APPLICATION**

The City of Polk City has a variety of volunteer opportunities on boards and commissions for the following purposes:

- advise the City Council*
- hear and make decisions on appeals and variances*
- assist in the planning of parks, recreational programs, land use and zoning, and operations*
- assist in the promotion of educational, cultural, economic and general welfare of the public*
- assist in the promotion of performing and fine arts programming*
- assist with management of library services*

All board and commission members must be Polk City Residents. Applicants are appointed by the Mayor and confirmed by the City Council. Terms for the boards and commissions vary and are established by the Municipal Code. All meetings of the boards and commissions are open to the public and agendas are prepared and available for public viewing.

For more information, contact the City Clerk's Office by phone at 515-984-6233 or e-mail support@polkcityia.gov.

APPLICANT INFORMATION

Last Name Ten Napel	First Darren	MI L
Street Address 206 Burton Dr	City/State Polk City, IA	Zip 50226
Phone Number 515-370-2554	Email d10napel@gmail.com	
Employer Name Daimler Truck North America	Job Title Strategic Operations Supervisor	Length of residency in Polk City 10 months

Please check the following Board or Commission you are interested in serving:

<input type="radio"/> Library Board of Trustees	<input type="radio"/> Planning and Zoning Commission
<input checked="" type="radio"/> Park Commission	<input type="radio"/> Board of Adjustment
<input type="radio"/> Tree Board	<input type="radio"/> Other (please specify) _____

What knowledge and/or understanding of the Board/Commission do you have?

Very little, I am a Project Management Professional and have the interests of our city's youth at the top of my personal list of priorities. My goal is to provide the city a parent of young children viewpoints and opinions.

Please check the following areas of knowledge and/or expertise you possess:

Financial Management	x	Land Use Planning
Community Groups	x	Engineering
Conflict Resolution	x	Other: Project Management, Youth Sports Management

What education, experiences or activities qualify you for this volunteer position?

I am a certified Project Management Professional, I've managed several projects and have experience in Continuous Improvement, Lean, Management and Conflict Resolution. I am the Board President of Polk City Little League and have children that are currently 7 and 5, who I hope can use and enjoy the parks and recreation opportunities that are currently and will be available in Polk City for years to come.

Why do you wish to serve on the Board or Commission?

Positively impact the decisions that impact our cities youth. Grow the opportunities available in our city for parks and recreation. I think I can add a perspective that has observed and grown in similar sized communities that have differing options and opportunities for the area youth than what are currently available. I am objective and am willing to have my mind changed by data and facts, while also choosing to speak for the betterment of the community rather than having any personal agendas.

Please indicate

	yes	no
Would you be able to attend regularly scheduled meetings?	x	
Do you sell, contract or furnish supplies, material or labor to the City?		x
Have you ever been employed by the City?		x
Do you have any relatives working for the City?		x

References

Name Josh Reed
Name Jordan Mondt
Name Phillip Carpenter

Thank you for your interest in volunteering with the City of Polk City.

If not selected, your application will be retained for one year. This application is a public document and as such can be viewed, reproduced or distributed to the public.

In applying for appointment, you understand the City Council may make inquiries in the community pertinent to your appointment.



City of Polk City, Iowa City Council Agenda Communication

Date: January 9, 2023
To: Mayor, City Council, and City Manager
From: Karla Hogrefe – Fire Chief
Subject: New POC Hire Pay Rate Approval

BACKGROUND: We have the opportunity to hire a paid on call Firefighter, Matthew Stern. Matthew lives in Polk City and has his Fire Certifications. He is working on getting enrolled in the DMACC EMT program. Matthew currently works for the City of Ames as a Community Codes Liaison and is an active member of the Iowa Air National Guard. Matthew will be a great addition to the Polk City Fire Department.

We also have an opportunity to hire another Polk City resident as a paid on call member, Matthew Reetz. Matthew does not have any certifications as of yet, but is looking forward to being able to help his community. Matthew is also looking at getting enrolled in EMT class and we will be doing an in-house Firefighter I class for him. Matthew works for C.J. Foods as an Account Manager.

ALTERNATIVES: None

FINANCIAL CONSIDERATIONS: The only impact this will have is wages during orientation. Once a new employee is oriented, they will only work available shifts.

RECOMMENDATION: To hire both individuals as Paid On Call Members with the listed stipulation(s) and request approval of pay rate:

Matthew Stern, paid on call Firefighter position at a rate of \$16.75 per call.

Matthew Reetz, paid on call member position at a rate of \$16.00 per call.

SITE PLAN REVIEW

Date: January 6, 2023

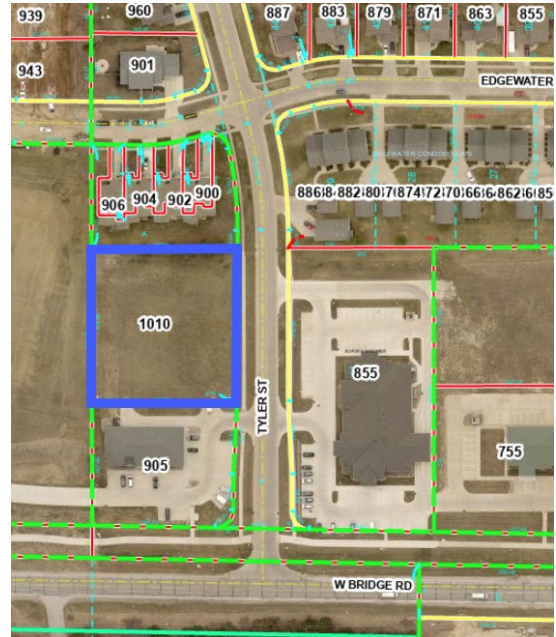
 Prepared by: Kathleen Connor
 Travis Thornburgh, P.E.

Project: Lake Front Office Park – Lot 1

Project No.: 122.1532.01

GENERAL INFORMATION:

Owner/ Applicant:	Iron House Properties, LLC
Requested Action:	Approval of Site Plan
Location	1010 Tyler Street North of Bridge Road & West of Tyler Street
Size:	0.99 acres
Zoning:	C-2 Commercial
Proposed Use:	Office/Retail (Low Volume) Restaurant (Drive-thru) Restaurant (Sit Down)



BACKGROUND:

Shane Torres on behalf of Iron House Properties, LLC, proposes construction of a single story, 7,700 square feet mixed use building with an approximately 1,000 square feet covered patio on the north end of the building. The proposed location was originally platted as Lot 1 of the Lake Front Office Park Plat 1 subdivision, recorded on May 23, 2016 and is zoned C-2 Commercial district.

The proposed building will offer 4 tenant spaces, with the northernmost space (3,448 SF indoor with 990 SF patio) being designated as a restaurant space with covered patio, the southernmost space (1,303 SF) being designated as a café restaurant space, and the middle two spaces being designated as future office or retail space (1,202 SF & 1,201 SF). The building includes sprinkler and mechanical rooms (50 SF) to serve all tenants. The proposed uses are in general compliance with the C-2 commercial district. The restaurant on the north side of the building will have a door on the west side of the building that will allow customers direct access from the west parking area.

The building will be constructed primarily of “Vintage Black” brick and wainscot masonry, along with accent stone around the retail entrances. Parapet walls will be extended to conceal the bulk of the roof-mounted mechanical units at the front and sides of the building and fiber cement screening wall will conceal the units at the rear (west side) of the building.

The Traffic Memo prepared by McClure Engineering estimated the trip generation to be 42 new trips during the AM peak, based on one high-turnover (sit down) restaurant and one coffee/donut shop with drive-thru with no more than 10 seats, and with the remainder as office or retail space.

The developer is proposing a parking lot that wraps around the building and provides space for five cars to queue at the drive-thru window without obstructing parking stalls. Since the proposed parking lot does not provide enough parking stalls to meet code, the developer signed an Agreement for shared parking and ingress/egress between Lots 1 and 2 Lake Front Office Park Plat 1. P&Z and staff believe this arrangement is acceptable, given the varying peak times based on use of these buildings. The Blanket Agreement is set up so the stalls in front of both buildings are primarily available for customer parking, with restrictions on the location for employee parking and company trailers and vehicles which can be enforced by the City. The Agreement also covers the shared trash enclosure, bike rack and access thereto, and monument sign.

As part of the construction, the developer will be modifying the existing detention basin located on Lot 1 of Lake Front Office Park Plat 1. Utilities will be extended to the building to serve the tenants, including a shared grease trap that will be maintained by the property owner.

Plant materials will be installed as part of the site plan to meet Polk City's open space and headlight screening requirements. The developer has proposed construction of a 6' wooden fence along the north property line in addition to the existing Type 'B' buffer trees to provide additional screening from the existing residential lots north of the proposed site.

The developer proposes protection of the existing 5' sidewalk along the Tyler Street and will replace any damaged sidewalk following construction operations.

The Polk City Zoning Regulations require site plans to provide adequate off-street parking based on the proposed uses that are developed. According to Section 165.17 of the Zoning Regulations, the uses of this site plan would require 58 total parking stalls. The developer has proposed installation of 49 new parking stalls and wishes to meet the required number of parking stalls through a shared parking agreement and easement to share parking stalls with the existing ReMax building on Lot 2 of the Lake Front Office Park. The current uses of Lot 2, an eye care clinic and real estate office, experience the heaviest traffic loading during the daytime hours, while the proposed uses of Lot 1 are most likely to experience heavy traffic in the early morning or evening hours.

REVIEW COMMENTS: Pursuant to P&Z's recommendation at their December meeting, all review comments have been addressed.

RECOMMENDATION:

Based on the foregoing, P&Z and staff recommend approval of the Site Plan for Lake Front Office Park Lot 1 Site Plan, subject to the following:

1. Council approval of the blanket agreement covering the parking stalls, ingress/egress, trash enclosure, bike rack, and monument sign that shall be shared between Lots 1 and 2.
2. Council approval of the Stormwater Management Facility Maintenance Covenant and Permanent Easement Agreement.
3. The developer shall record all Agreements and Easements and provide a copy of the recorded documents to the City Clerk prior to issuance of a Building Permit for this Lake Front Office Park Lot 1.
4. Payment in full of all fees and professional billings.

RESOLUTION NO. 2023-03

**A RESOLUTION APPROVING THE SITE PLAN AND EASEMENTS FOR
LAKE FRONT OFFICE PARK – LOT 1**

WHEREAS, Shane Torres on behalf of Iron House Properties LLC., submitted a Site Plan for Lake Front Office Park – Lot 1 in Lakefront Office Park Plat 1, located at 1010 Tyler Street; and

WHEREAS, on November 21, 2022 the Polk City Planning & Zoning Commission met and recommended approval of the Site Plan, subject to completion of the City Engineer’s review comments and recommendations being satisfactorily addressed; and

WHEREAS, the City Engineer has reviewed the Site Plan and accompanying documents including easements and agreements and recommends Council approval of the same subject to the following:

- there shall be no more than 10 seats permitted indoors in the Café tenant space;
- no restaurant uses of any type shall be permitted in the Future Tenant 1 and Tenant 2 low-volume office/retail spaces; and
- Developer shall provide recorded copies of all Agreements and Easements prior to issuance of a Building Permit.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the Planning and Zoning Commission, City Engineer and deems it appropriate to approve the Site Plan for Lake Front Office Park – Lot 1; including the Storm Water Management Facility Maintenance Covenant and Permanent Easement Agreement and the Blanket Easement re: Shared Facilities; subject to (1) a maximum of 10 indoor seats permitted within the Café tenant space, (2) no restaurant uses of any type are permitted in the tenant 1 and 2 office/retail spaces, and (3) Developer’s provision of recorded copies of all Agreements and Easements prior to issuance of a Building Permit on said Lot 1.

PASSED AND APPROVED the 9 day January 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

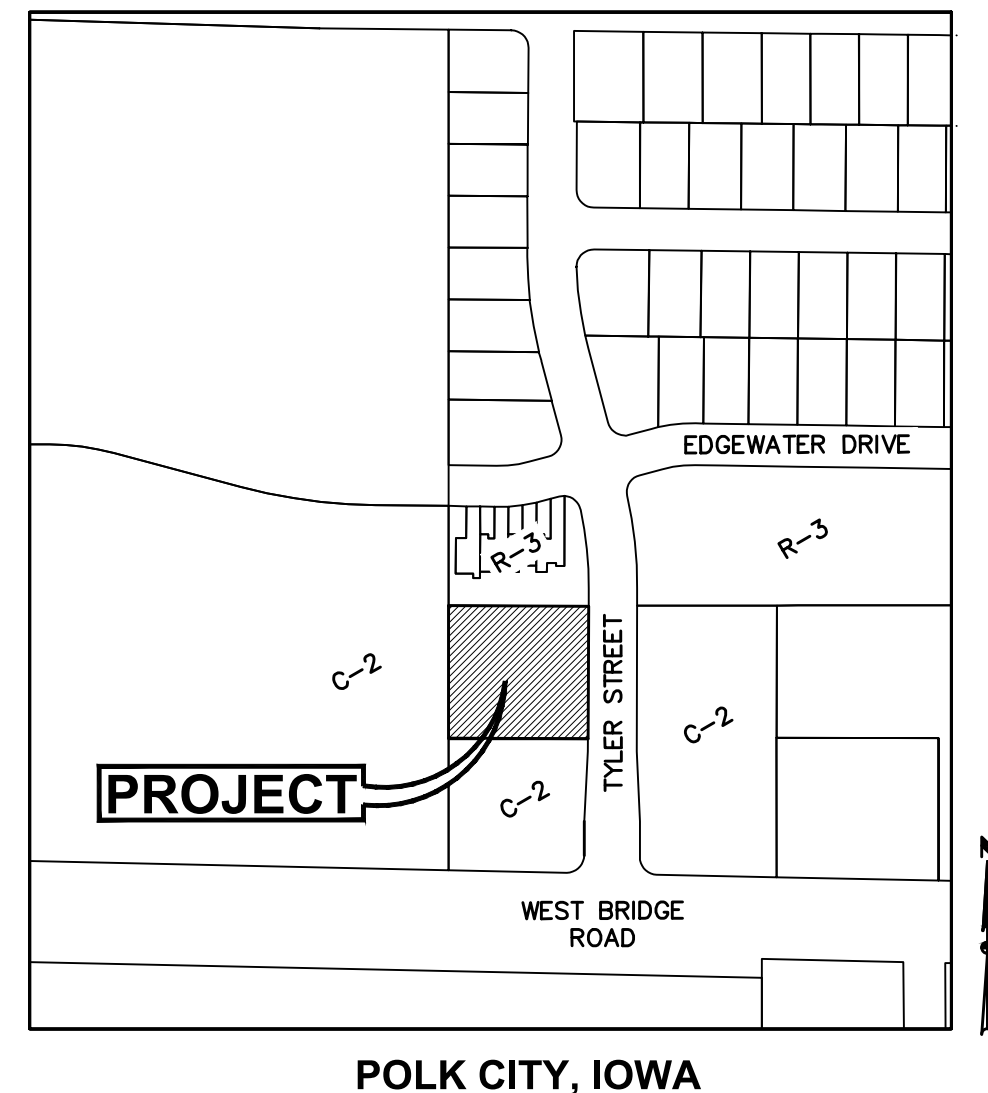
SITE PLAN & PRELIMINARY PLAT FOR:

LAKE FRONT OFFICE PARK - LOT 1

1010 TYLER STREET, POLK CITY, IOWA

VICINITY MAP

NOT TO SCALE



INDEX OF SHEETS

NO.	DESCRIPTION
1	COVER SHEET
2	DIMENSION PLAN
3	GRADING PLAN
4	UTILITY PLAN
5	EROSION AND SEDIMENT CONTROL PLAN
6	LANDSCAPE PLAN

GENERAL LEGEND

PROPOSED	EXISTING
PROJECT BOUNDARY	SANITARY MANHOLE
LOT LINE	WATER VALVE BOX
SECTION LINE	FIRE HYDRANT
CENTER LINE	WATER CURB STOP
RIGHT OF WAY	WELL
PERMANENT EASEMENT	STORM SEWER MANHOLE
TEMPORARY EASEMENT	STORM SEWER SINGLE INTAKE
TYPE SW-501 STORM INTAKE	STORM SEWER DOUBLE INTAKE
TYPE SW-503 STORM INTAKE	FLARED END SECTION
TYPE SW-505 STORM INTAKE	ROOF DRAIN/ DOWNSPOUT
TYPE SW-506 STORM INTAKE	DECIDUOUS TREE
TYPE SW-513 STORM INTAKE	CONIFEROUS TREE
TYPE SW-401 STORM MANHOLE	DECIDUOUS SHRUB
TYPE SW-402 STORM MANHOLE	CONIFEROUS SHRUB
TYPE SW-301 SANITARY MANHOLE	ELECTRIC POWER POLE
STORM/SANITARY CLEANOUT	GUY ANCHOR
WATER VALVE	STREET LIGHT
FIRE HYDRANT ASSEMBLY	POWER POLE W/ TRANSFORMER
SIGN	UTILITY POLE W/ LIGHT
DETECTABLE WARNING PANEL	ELECTRIC BOX
STORM SEWER STRUCTURE NO.	ELECTRIC TRANSFORMER
STORM SEWER PIPE NO.	ELECTRIC MANHOLE OR VAULT
SANITARY SEWER STRUCTURE NO.	TRAFFIC SIGN
SANITARY SEWER PIPE NO.	TELEPHONE JUNCTION BOX
SANITARY SEWER WITH SIZE	TELEPHONE MANHOLE/VAULT
SANITARY SERVICE	TELEPHONE POLE
STORM SEWER	GAS VALVE BOX
STORM SERVICE	CABLE TV JUNCTION BOX
WATERMAIN WITH SIZE	CABLE TV MANHOLE/VAULT
WATER SERVICE	MAIL BOX
SAWCUT (FULL DEPTH)	BENCHMARK
SILT FENCE	SOIL BORING
USE AS CONSTRUCTED	UNDERGROUND TV CABLE
FINISH GRADE AT HYDRANT	GAS MAIN
FINISH FLOOR ELEVATION	FIBER OPTIC
TOP OF WALL	UNDERGROUND TELEPHONE
FINISHED GRADE AT WALL	OVERHEAD ELECTRIC
DOWNSPOUT LOCATION	UNDERGROUND ELECTRIC
TOP OF CURB	FIELD TILE
FORM GRADE	SANITARY SEWER W/ SIZE
	STORM SEWER W/ SIZE
	WATER MAIN W/ SIZE

OWNER / DEVELOPER

IRON HOUSE PROPERTIES LLC
 CONTACT: SHANE TORRES
 905 W BRIDGE RD STE 2
 POLK CITY, IA 50226
 PH: (515) 984-0222

LEGAL DESCRIPTION

LOT 1 OF LAKE FRONT OFFICE PARK PLAT 1,
 CONTAINING 43,126 SF

ENGINEER

CIVIL DESIGN ADVANTAGE, LLC
 CONTACT: ERIN OLLENDIKE
 4121 NW URBANDALE DRIVE
 URBANDALE, IOWA 50322
 PH: (515) 369-4400
 FX: (515) 369-4410

ZONING

C2 - COMMERCIAL DISTRICT

PROJECT SITE ADDRESS

1010 TYLER STREET

SURVEYOR

CIVIL DESIGN ADVANTAGE, LLC
 CONTACT: CHARLIE MCGLOTHLEN
 4121 NW URBANDALE DRIVE
 URBANDALE, IOWA 50322
 PH: (515) 369-4400
 FX: (515) 369-4410

DEVELOPMENT SUMMARY

AREA: 0.99 ACRES (43,126 SF)

SETBACKS:

FRONT = 25'
 SIDE = 0'
 REAR = 35'

*FOR EACH FOOT THE FRONT YARD IS INCREASED OVER 25',
 THE REAR YARD MAY BE REDUCED PROPORTIONALLY.

PRINCIPAL USE:

OFFICE/RETAIL (LESS THAN 6,000 SF)
 CAFE (DRIVE-THROUGH)
 RESTAURANT (FULL SERVICE SITE-DOWN)

BUILDING FOOTPRINT:

TOTAL NET BUILDING = 7,220 SF
 TOTAL GROSS BUILDING = 7,700 SF

ESTIMATED NUMBER OF EMPLOYEES PER SHIFT FOR BUILDING:

EARLY MORNING: 4 EMPLOYEES
 LUNCH HOUR: 8 EMPLOYEES
 EVENING HOURS: 15 EMPLOYEES

PARKING REQUIREMENTS:

OFFICE/ RETAIL (LOW VOLUME)
 1 / 400 SF
 RESTAURANT
 1 SPACE PER 100 SQUARE FEET OF GROSS FLOOR AREA
 PLUS 1 SPACE FOR EVERY FOUR OUTSIDE SEATS PLUS
 RESERVOIR LANE CAPACITY EQUAL TO 5 SPACES PER
 DRIVE-IN WINDOW

REQUIRED:

4,817 SF OF RESTAURANT = 42 SPACES
 2,403 OFFICE/ RETAIL (LOW VOLUME) = 6 SPACES
 PATIO (40 SEATS) = 10 SPACES

TOTAL REQUIRED: = 58 SPACES

TOTAL PROVIDED:

= *49 SPACES (2 ADA SPACES)
 *SHARED PARKING
 AGREEMENT WITH LOT 2



UTILITY WARNING

ANY UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY AND RECORDS OBTAINED BY THIS SURVEYOR. THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN COMPRISE ALL THE UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UTILITIES SHOWN ARE IN THE EXACT LOCATION SHOWN.



CIVIL DESIGN ADVANTAGE
 4121 NW URBANDALE DRIVE, URBANDALE, IOWA 50322
 PH: (515) 369-4400 Fax: (515) 369-4410
 2207.507

DATE OF SURVEY

DECEMBER, 2015

BENCHMARKS

BM#1 BURY BOLT ON HYDRANT NE CORNER OF TYLER STREET AND WEST BRIDGE ROAD. ELEVATION=944.07

BM#2 BURY BOLT ON HYDRANT NE CORNER OF PARKER BLVD AND WEST BRIDGE ROAD. ELEVATION=904.04

CONSTRUCTION SCHEDULE

ANTICIPATED START DATE = SPRING 2023
 ANTICIPATED FINISH DATE = FALL 2023

SUBMITTAL DATES

-SITE PLAN SUBMITTAL TO CITY #1: 10/26/2022
 -SITE PLAN SUBMITTAL TO CITY #2: 11/09/2022
 -SITE PLAN SUBMITTAL TO CITY #3: 11/15/2022
 -SITE PLAN FINAL SUBMITTAL TO THE CITY: 01/05/2023

THE PROJECT REQUIRES AN IOWA NPDES PERMIT #2 AND CITY OF POLK CITY GRADING PERMIT. CIVIL DESIGN ADVANTAGE WILL PROVIDE THE PERMITS AND THE INITIAL STORM WATER POLLUTION PREVENTION PLAN (SWPPP) FOR THE CONTRACTORS USE DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR UPDATING THE SWPPP THROUGHOUT CONSTRUCTION AND MEETING LOCAL, STATE AND FEDERAL REQUIREMENTS.

ALL CONSTRUCTION MATERIALS, DUMPSTERS, DETACHED TRAILERS OR SIMILAR ITEMS ARE PROHIBITED ON PUBLIC STREETS OR WITHIN THE PUBLIC R.O.W.

THE 2022 EDITION OF SUDAS STANDARD SPECIFICATIONS, AND ALL CITY SUPPLEMENTALS, IF APPLICABLE, SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.

THIS DESIGN SPECIFICALLY PREPARED FOR USE AT THE LOCATION SHOWN. USE IN ANY OTHER MANNER EXCEEDS THE INTENDED PURPOSE OF THESE DRAWINGS AND ANY ACCOMPANYING SPECIFICATIONS.

ERIN K. OLLENDIKE
 16926
 IOWA

I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

Erin K. Ollendike
 ERIN K. OLLENDIKE, P.E. 01/05/2023
 DATE

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2023
 PAGES OR SHEETS COVERED BY THIS SEAL:
 SHEETS 1-5

LAKE FRONT OFFICE PARK - LOT 1

GENERAL NOTES

1. THE 2022 EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS, IF APPLICABLE, SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.
2. ALL WORK SHALL COMPLY WITH ADA ACCESSIBILITY GUIDELINES FOR BUILDINGS AND FACILITIES.
3. ALL WORK SHALL BE IN ACCORDANCE WITH OSHA CODES AND STANDARDS. NOTHING INDICATED ON THESE DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH ANY APPROPRIATE SAFETY REGULATIONS.
4. PRIOR TO ANY WORK AT THE SITE, CONTRACTOR SHALL EXAMINE ANY APPLICABLE DRAWINGS AVAILABLE FROM THE OWNER, ENGINEER, AND/OR ARCHITECT, AND CONSULT WITH OWNER'S PERSONNEL AND UTILITY COMPANY REPRESENTATIVES. NO COMPENSATION WILL BE ALLOWED FOR DAMAGE FROM FAILURE TO COMPLY WITH THIS REQUIREMENT.
5. ONE WEEK PRIOR TO CONSTRUCTION WITHIN CITY R.O.W. OR ANY CONNECTION TO PUBLIC SEWERS CONTRACTOR SHALL NOTIFY THE CITY'S CONSTRUCTION DIVISION.
6. ALL CONSTRUCTION WITHIN PUBLIC R.O.W./ EASEMENTS, AND/OR ANY CONNECTION TO PUBLIC SEWERS AND STREETS, SHALL COMPLY WITH THE CITY'S STANDARDS. ALL DIMENSIONS ARE TO BACK OF CURB, BUILDING FACE OR PROPERTY LINE UNLESS OTHERWISE NOTED.
7. CONTRACTOR TO VERIFY BUILDING DIMENSIONS WITH ARCHITECTURAL PLANS.
8. PLACE 3/4 INCH EXPANSION JOINT BETWEEN ALL P.C.C. PAVEMENT/SIDEWALKS AND BUILDING. PLACE 1/2 INCH EXPANSION JOINT BETWEEN SIDEWALKS AND P.C.C. PAVEMENT.
9. REMOVE ALL DEBRIS SPILLED INTO R.O.W. AT THE END OF EACH WORK DAY.
10. ALL PROPERTY PINS SHALL BE PROTECTED FROM GRADING OR OTHER OPERATIONS. ANY PINS DISTURBED SHALL BE RESET AT THE CONTRACTOR'S EXPENSE.
11. DO NOT STORE CONSTRUCTION MATERIALS AND EQUIPMENT IN THE RIGHT OF WAY.
12. THE CONTRACTOR SHALL NOT DISTURB DESIRABLE AND DESIRABLE TREES PARKING OUTSIDE THE CONSTRUCTION LIMITS. THE CONTRACTOR WILL NOT BE PERMITTED TO PARK OR SERVICE VEHICLES OR EQUIPMENT OR USE THESE AREAS FOR STORAGE OF MATERIALS. STORAGE, PARKING AND SERVICE AREAS WILL BE SUBJECT TO THE APPROVAL OF THE OWNER.
13. THE CONTRACTOR IS RESPONSIBLE FOR REPLACING ANY AREAS OF PAVEMENT OR SIDEWALK NOT TO BE REMOVED THAT IS DAMAGED DUE TO OPERATING EQUIPMENT ON THE PAVEMENT OR SIDEWALK.
14. THE CONTRACTOR MAY BE REQUIRED TO PLACE TEMPORARY WARNING DEVICES AND SAFETY FENCE AT CERTAIN LOCATIONS WHERE REPLACEMENT FEATURES ARE NOT INSTALLED THE SAME DAY, AS DIRECTED BY THE ENGINEER OR THE CITY.
15. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE COORDINATION OF WORK BETWEEN SUPPLIERS AND SUBCONTRACTORS INVOLVED IN THE PROJECT, INCLUDING STAGING OF CONSTRUCTION DETAILS.
16. CONCRETE REMOVAL FOR DRIVEWAY APPROACHES SHALL BE REMOVED TO THE NEAREST TRANSVERSE JOINT. CONTRACTOR SHALL VERIFY REMOVAL LIMITS WITH CITY'S CONSTRUCTION INSPECTOR PRIOR TO ANY CONCRETE REMOVAL.
17. ALL SCOUR STOP SHALL BE INSTALLED BY A CERTIFIED CONTRACTOR ACCORDING TO SCOUR STOP PRODUCT SPECIFICATIONS.
18. ALL PERMITS AND ADDITIONAL FEES REQUIRED TO COMPLETE THE WORK SHALL BE INCLUDED IN THE CONTRACTOR BID.
19. AN AGREEMENT SHALL BE RECORDED ACROSS ALL OF LOTS 1 AND 2 TO COVER SHARED PARKING SPACES, INGRESS/EGRESS, AND TRASH ENCLOSURE. EMPLOYEE PARKING FOR LOTS 1 AND 2 SHALL BE RESTRICTED TO THE SPACES ON THE WEST SIDE OF THE BUILDING ON LOT 1, THE FURTHEST WEST SPACES ON LOT 2 FOR THE WEST TENANT OF THE BUILDING ON LOT 2, AND THE SOUTH SPACES FOR THE EAST TENANT OF THE BUILDING ON LOT 2. PARKING OF COMPANY VEHICLES OR TRAILERS SHALL BE PROHIBITED ON LOT 2 AND ON THE EAST SIDE OF LOT 1. IF THE CITY DETERMINES PARKING HAS BECOME A CONCERN THE CITY MANAGER MAY REQUIRE COMPANY VEHICLES AND TRAILERS TO BE MOVED TO AN OFF-SITE LOCATION.
20. AN EXISTING CLUSTER MAILBOX IS LOCATED ON LOT 2 WHICH SHALL BE USED FOR MAIL COLLECTION FOR THE PROPOSED BUILDING ON LOT 1.
21. THE MAXIMUM SIGN AREA FOR EACH TENANT SHALL BE BASED UPON THE WIDTH OF THEIR INDIVIDUAL SPACE AS A PERCENTAGE OF THE TOTAL WIDTH OF THE BUILDING. EXCLUSIVE OF AWNING, TIMES 100 SQUARE FEET. NO MORE THAN 100 SQUARE FEET OF SIGNAGE SHALL BE ALLOCATED TO THE ENTIRE BUILDING. FOR EXAMPLE, IF THE RESTAURANT HAS 64 LF OF FRONTAGE OUT OF THE TOTAL 140.55 LF FOR THE ENTIRE BUILDING, THEY ARE ENTITLED TO UP TO 45.5 SQ FT OF SIGNAGE. (45.54% x 100 = 45.5 SQ FT).
22. SIGNAGE ON THE AWNING, IF ANY, SHALL BE CONSIDERED AS PART OF THE ALLOWABLE SIGNAGE FOR THE NORTH TENANT SPACE.
23. THERE SHALL BE NO MONUMENT SIGN ON LOT 1 WITHOUT APPROVAL OF A SITE PLAN AMENDMENT INCLUDING PROVISION OF AN EASEMENT IF THE LOT 1 SIGN WILL BE SHARED WITH LOT 2.
24. ALL DAMAGED SIDEWALKS SHALL BE REMOVED AND REPLACED PRIOR TO BUILDING OCCUPANCY.
25. ALL PROPOSED DETECTABLE WARNING PANELS SHOWN ON THIS PLAN SHALL BE CHARCOAL GREY COLOR.
26. THERE SHALL BE NO MORE THAN 10 SEATS PERMITTED INDOORS IN THE CAFE TENANT SPACE. NO RESTAURANT USES OF ANY TYPE SHALL BE PERMITTED IN THE FUTURE TENANT 1 AND TENANT 2 LOW-VOLUME OFFICE/RETAIL SPACES.

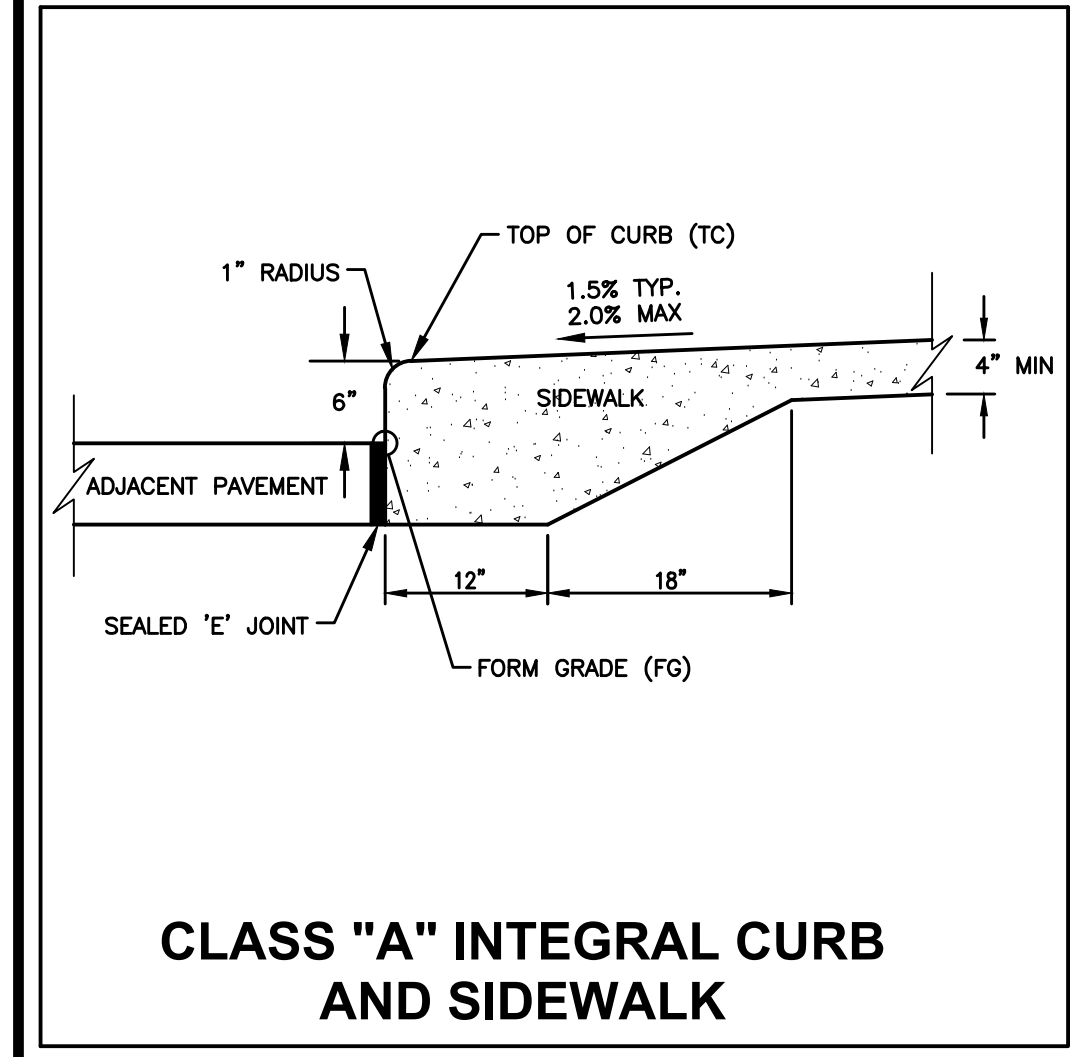
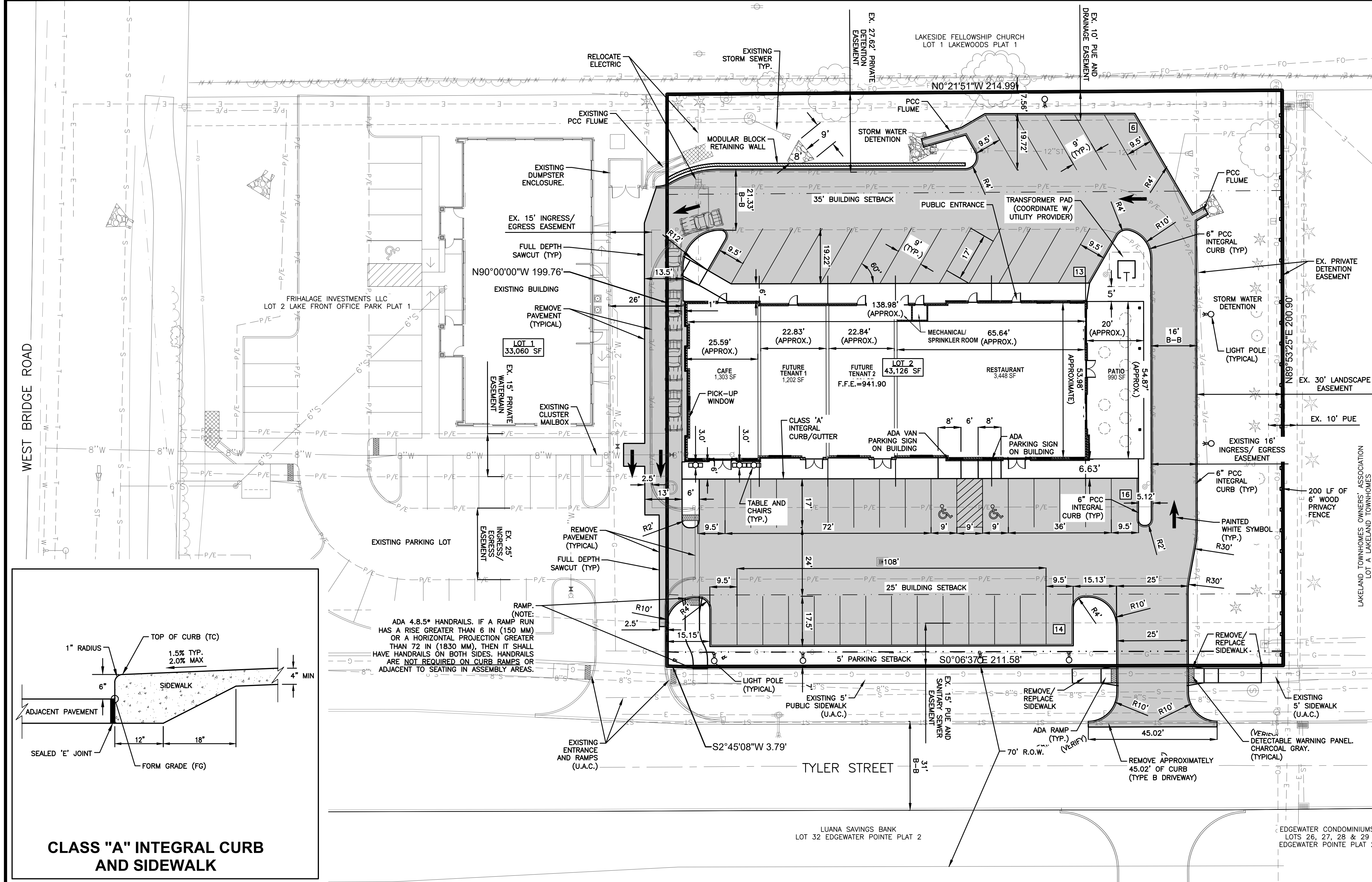
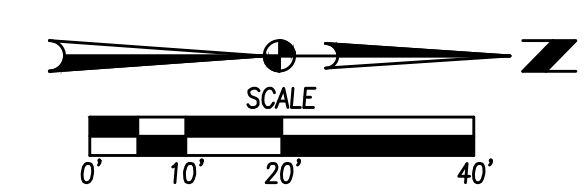
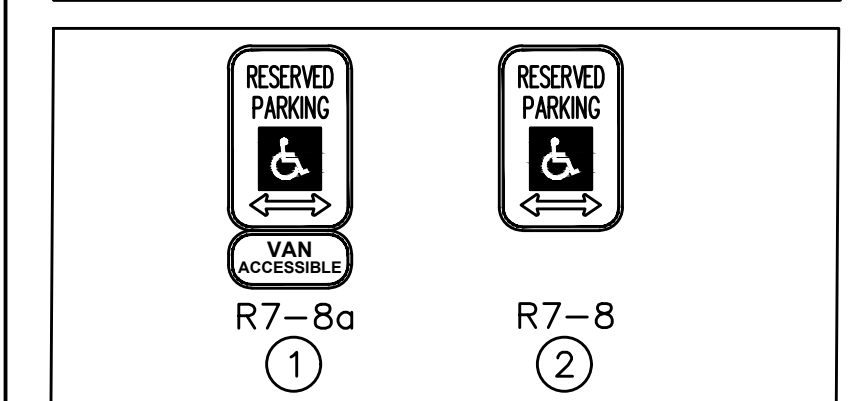
TRAFFIC CONTROL NOTES

1. ALL APPLICABLE CITY PERMITS, INCLUDING BUT NOT LIMITED TO CLOSURE PERMITS, SHALL BE OBTAINED PRIOR TO ANY CONSTRUCTION WITHIN CITY R.O.W. OR LANE CLOSURES.
2. ALL TRAFFIC CONTROL SHALL BE IN ACCORDANCE WITH THE 2009 EDITION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
3. PERMANENT SIGNING THAT CONVEYS A MESSAGE CONTRARY TO THE MESSAGE OF TEMPORARY SIGNING AND NOT APPLICABLE TO THE WORKING CONDITIONS SHALL BE COVERED BY THE CONTRACTOR WHEN DIRECTED BY THE CITY.
4. THE CONTRACTOR SHALL COORDINATE HIS TRAFFIC CONTROL WITH OTHER CONSTRUCTION PROJECTS IN THE AREA.
5. SIDEWALK CLOSED SIGNS REQUIRED FOR ALL SIDEWALK CLOSURES.
6. THE CONTRACTOR IS CAUTIONED NEITHER TO OBSTRUCT NOR REMOVE ANY EXISTING PAVEMENT, NOR TO DISTURB THE EXISTING TRAFFIC PATTERNS MORE THAN IS NECESSARY FOR THE PROPER EXECUTION OF THE WORK.
7. ALL SIGNING AND LANE STRIPING WILL NEED TO COMPLY WITH MUTCD. MAINTENANCE AND REPLACEMENT OF THE SIGNING AND STRIPING WILL BE THE RESPONSIBILITY OF THE APPLICANT.

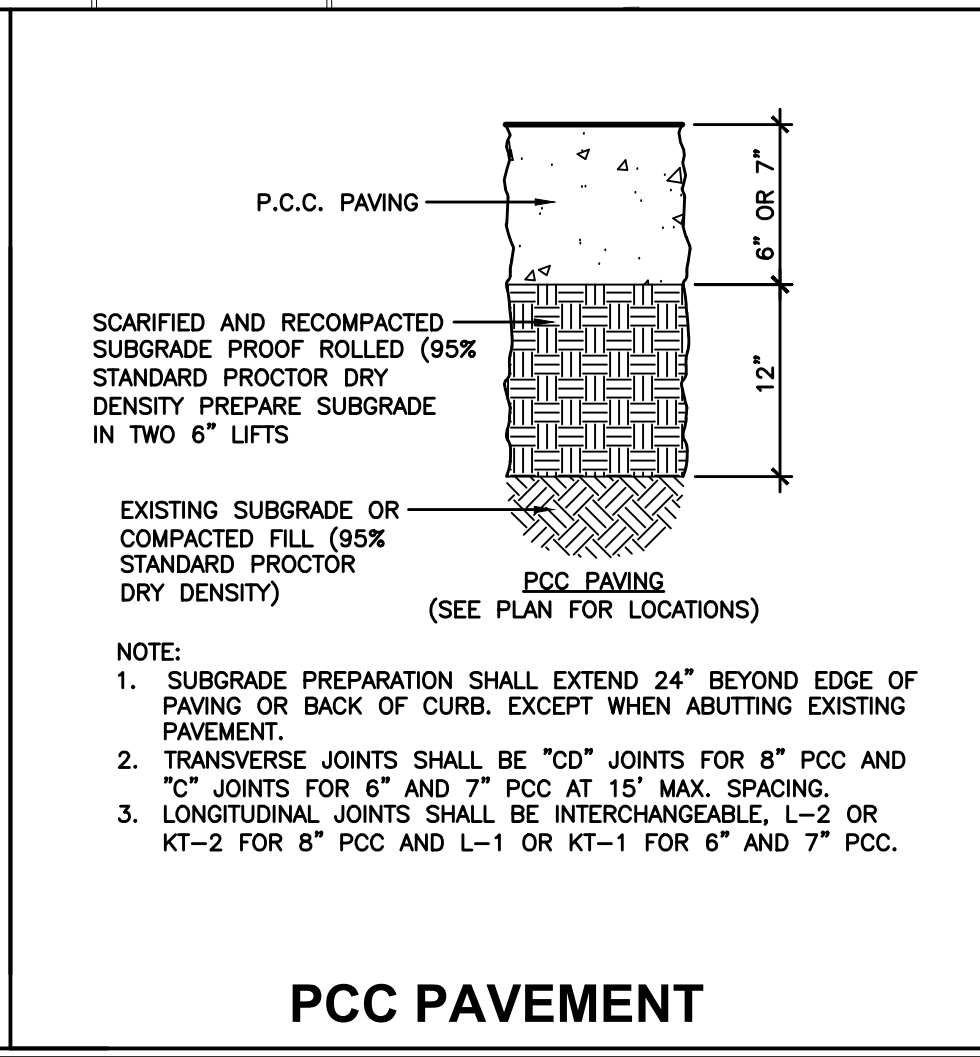
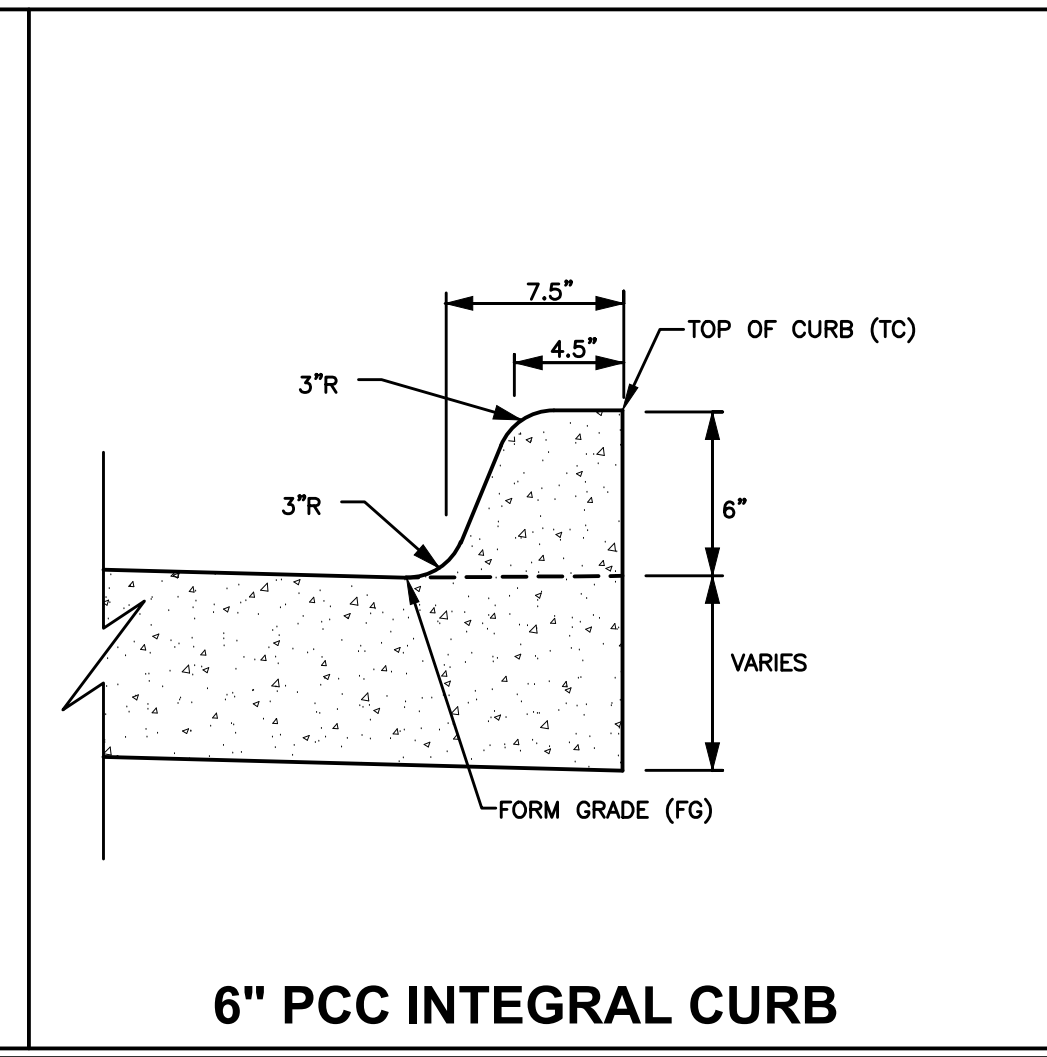
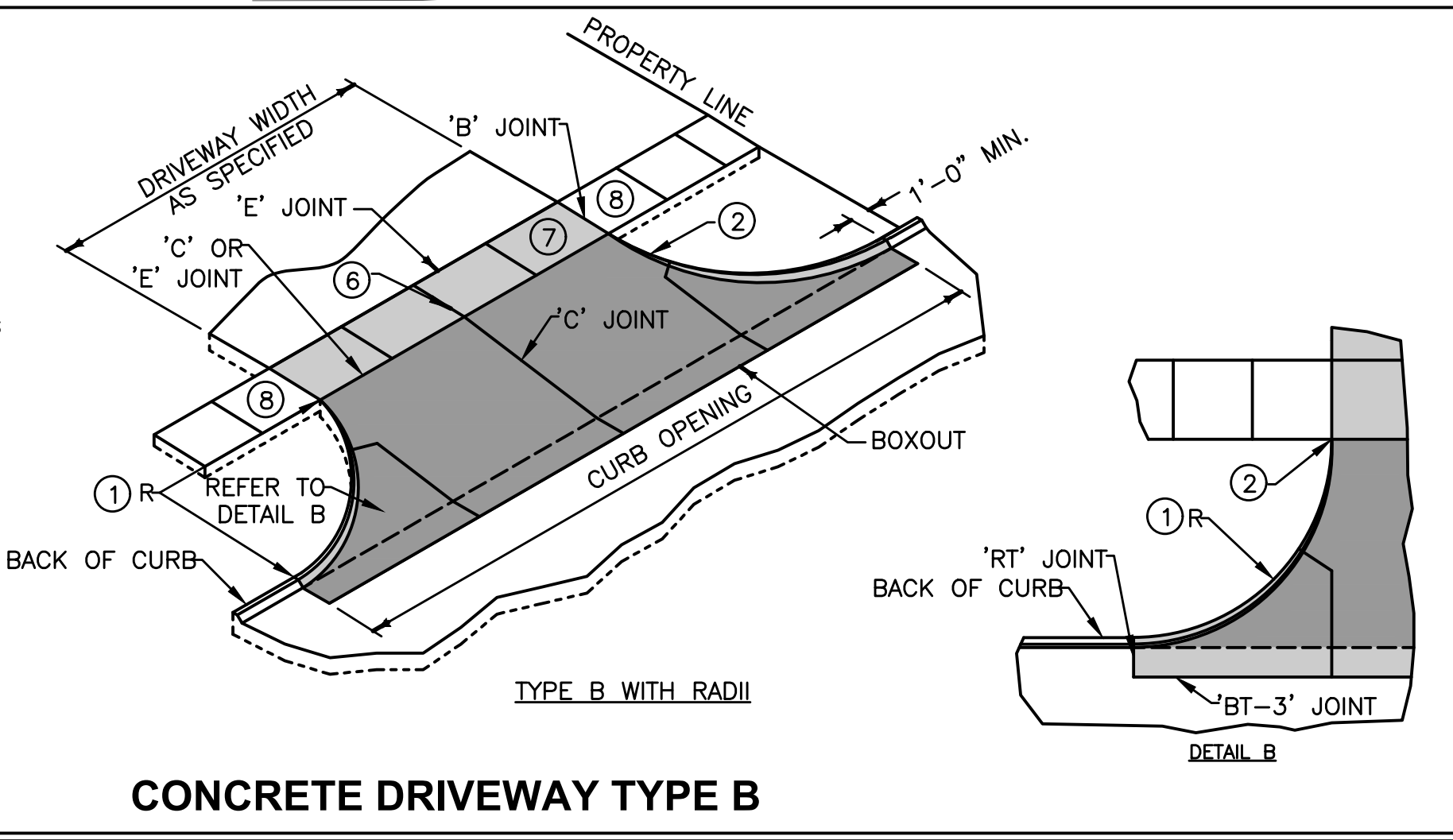
PAVEMENT THICKNESS

1. SIDEWALKS 4" P.C.C.
2. PARKING LOT 6" P.C.C.
3. DRIVEWAY WITHIN R.O.W. 7" P.C.C.

SIGN LEGEND



1. DRIVEWAY RADIUS (R). RESIDENTIAL: 10 FOOT MINIMUM, 15 FOOT MAXIMUM. COMMERCIAL AND INDUSTRIAL: AS SPECIFIED IN THE CONTRACT DOCUMENTS.
2. TRANSITION THE CURB HEIGHT TO 0 INCHES AT END OF TAPER/RADIUS OR AT THE FRONT EDGE OF SIDEWALK. DO NOT EXTEND RAISED CURB CROSS SIDEWALK.
3. PAVEMENT THICKNESS. RESIDENTIAL: 6 INCHES MINIMUM. COMMERCIAL AND INDUSTRIAL: 7 INCHES MINIMUM.
4. SIDEWALK THICKNESS THROUGH DRIVEWAY TO MATCH THICKNESS OF DRIVEWAY.
5. IF LONGITUDINAL JOINT IS LOCATED 48 INCHES OR LESS FROM THE BACK OF CURB, EXTEND BOXOUT TO JOINT LINE. FULL DEPTH SAW CUT IS STILL REQUIRED.
6. FOR ALLEYS, INVERT THE PAVEMENT CROWN 2% TOWARD THE CENTER OF THE ALLEY.
7. TARGET CROSS SLOPE OF 1.5% WITH A MAXIMUM CROSS SLOPE OF 2.0%. IF SPECIFIED IN THE CONTRACT DOCUMENTS, CONSTRUCT THE SIDEWALK THROUGH THE DRIVEWAY 5 FEET WIDE TO SERVE AS A PASSING SPACE.
8. IF CROSS SLOPE OF ADJACENT SIDEWALK PANEL EXCEEDS 2.0%, REMOVE AND REPLACE TO TRANSITION FROM EXISTING SIDEWALK TO SIDEWALK THROUGH DRIVEWAY. IF THE ELEVATION CHANGE REQUIRES A CURB RAMP, COMPLY WITH FIGURE 7030.205; VERIFY NEED FOR DETECTABLE WARNING PANEL WITH ENGINEER.
9. TRANSITION STREET CURB AT MINIMUM 1:1 SLOPE TO MEET DRIVEWAY CURB



LAKE FRONT OFFICE PARK LOT 1
DIMENSION PLAN

2 / 6

2207.507

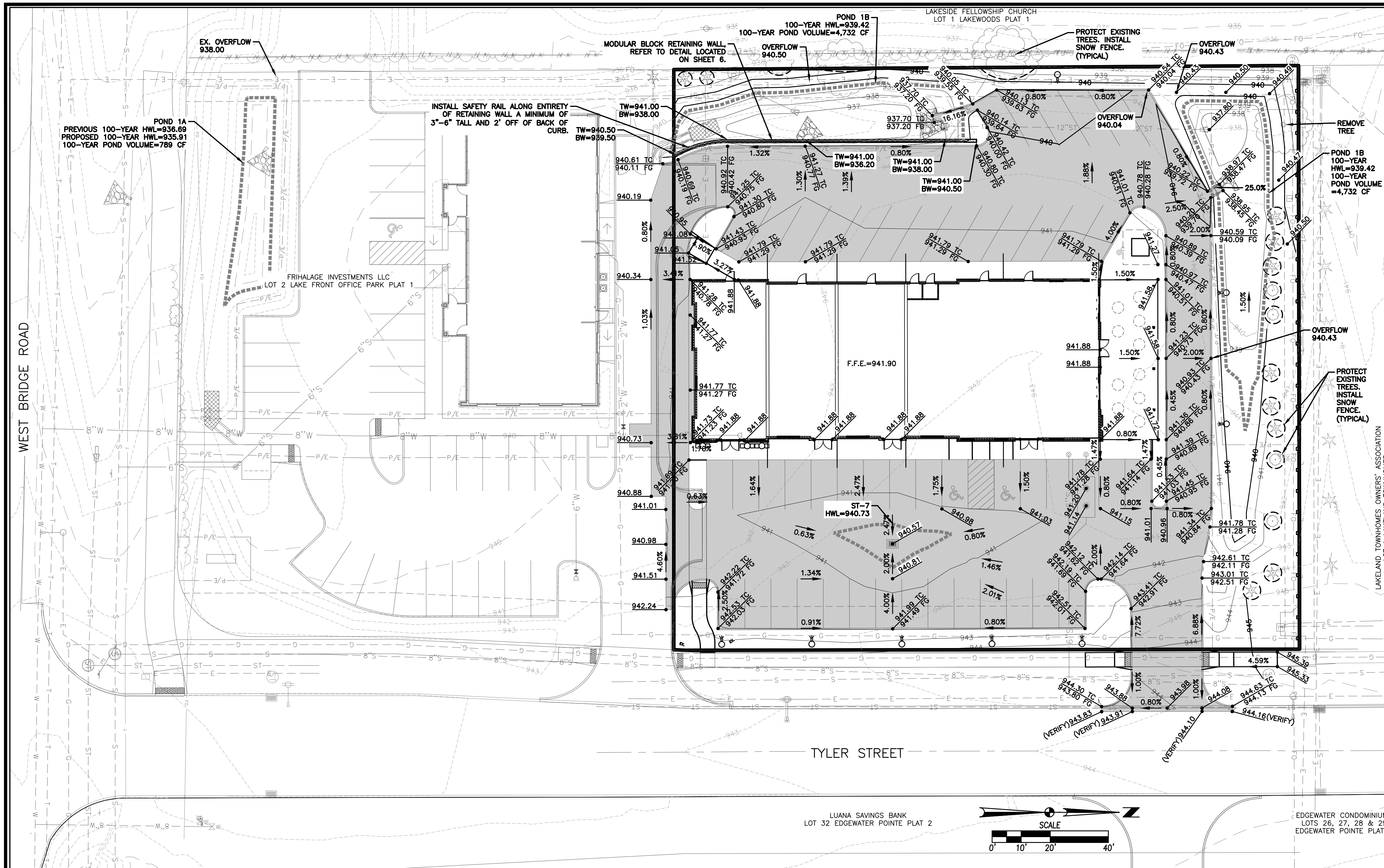
CIVIL DESIGN ADVANTAGE

ENGINEER: EKO

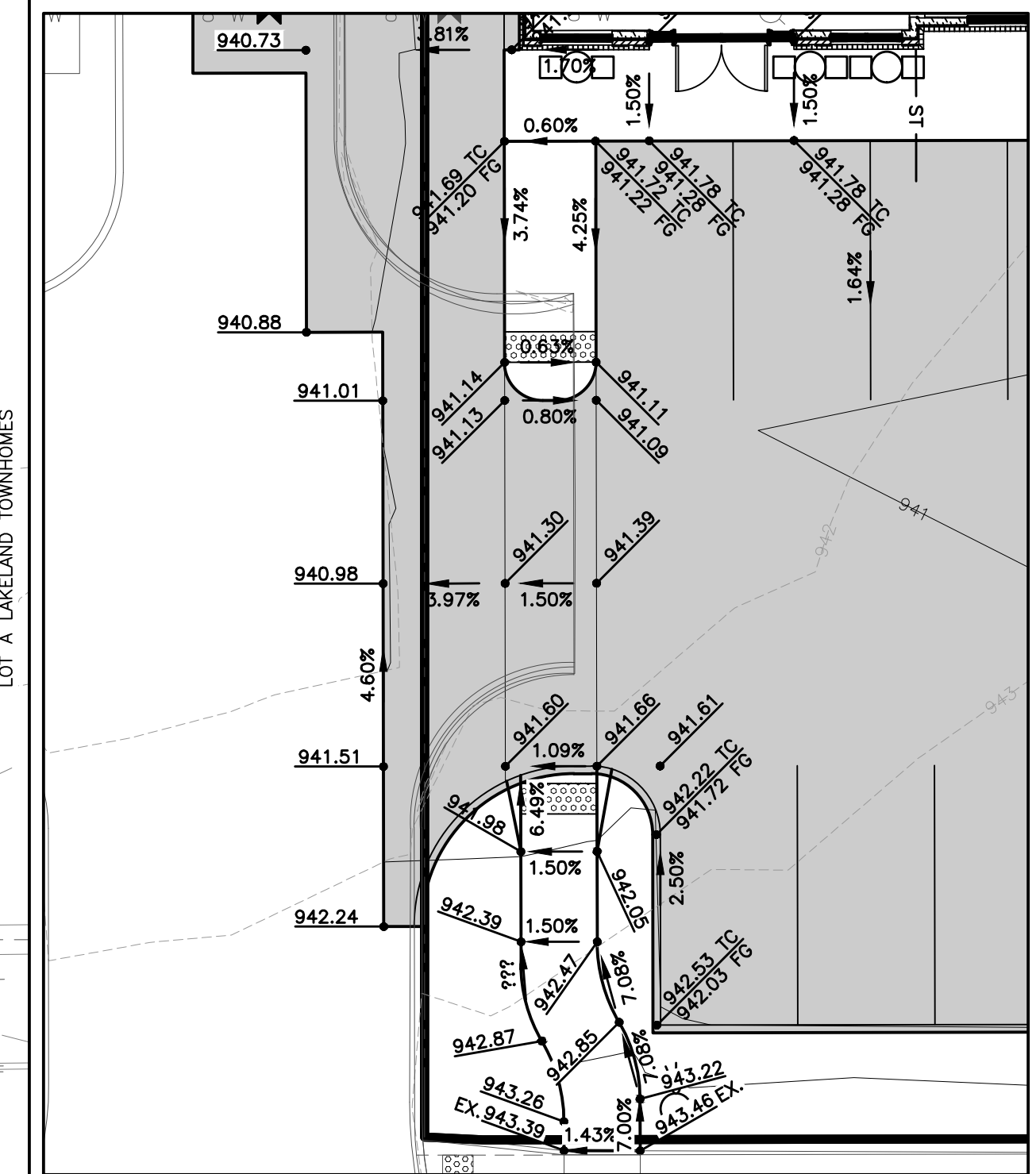
TECH: RL

4121 NW URBANDALE DRIVE
URBANDALE, IOWA 50322
PHONE: (515) 369-4400 FAX: (515) 369-4410

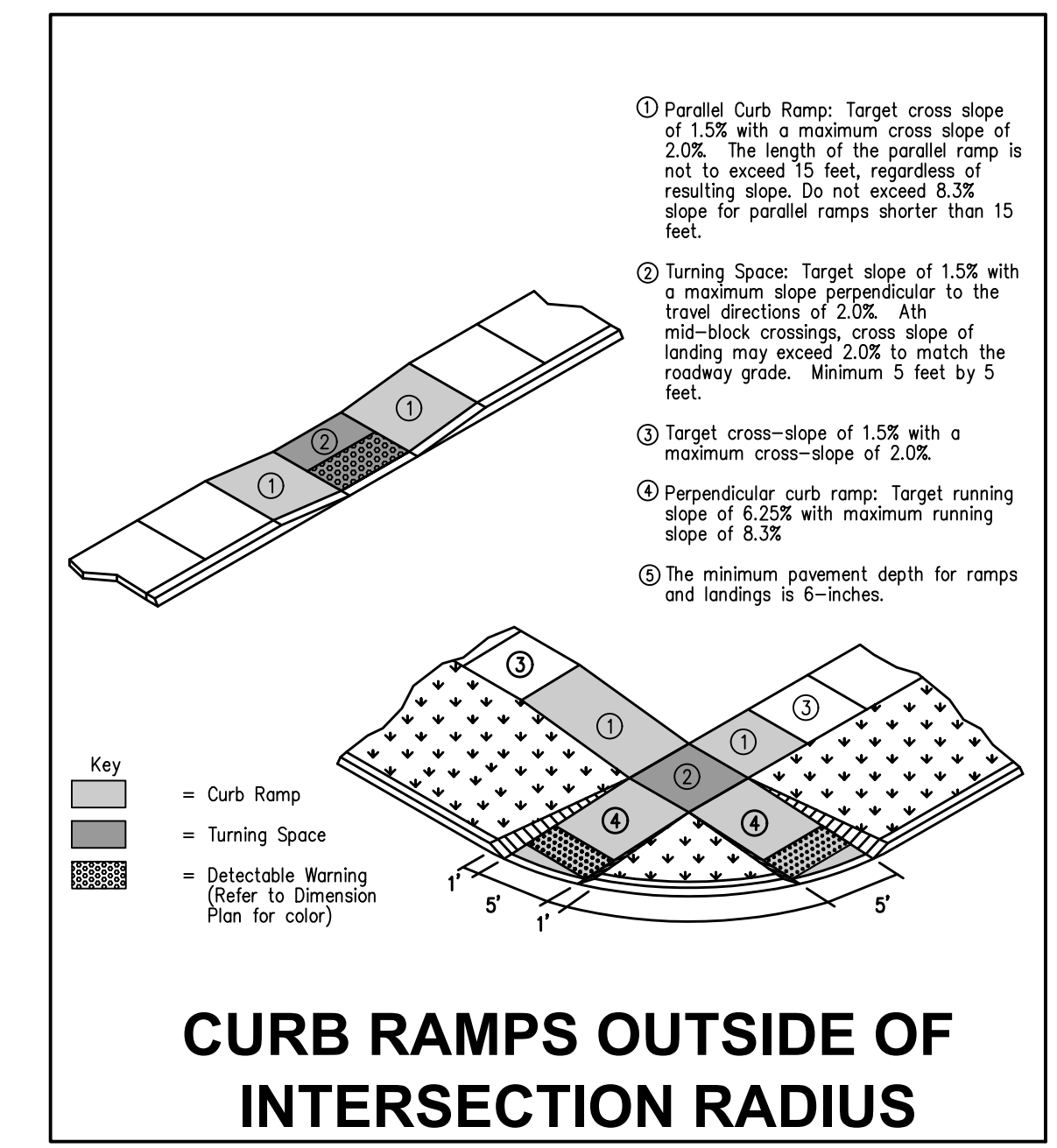
DATE	REVISIONS
01/05/2023	FINAL SUBMITTAL
11/15/2022	THIRD SUBMITTAL
11/09/2022	SECOND SUBMITTAL
10/26/2022	FIRST SUBMITTAL



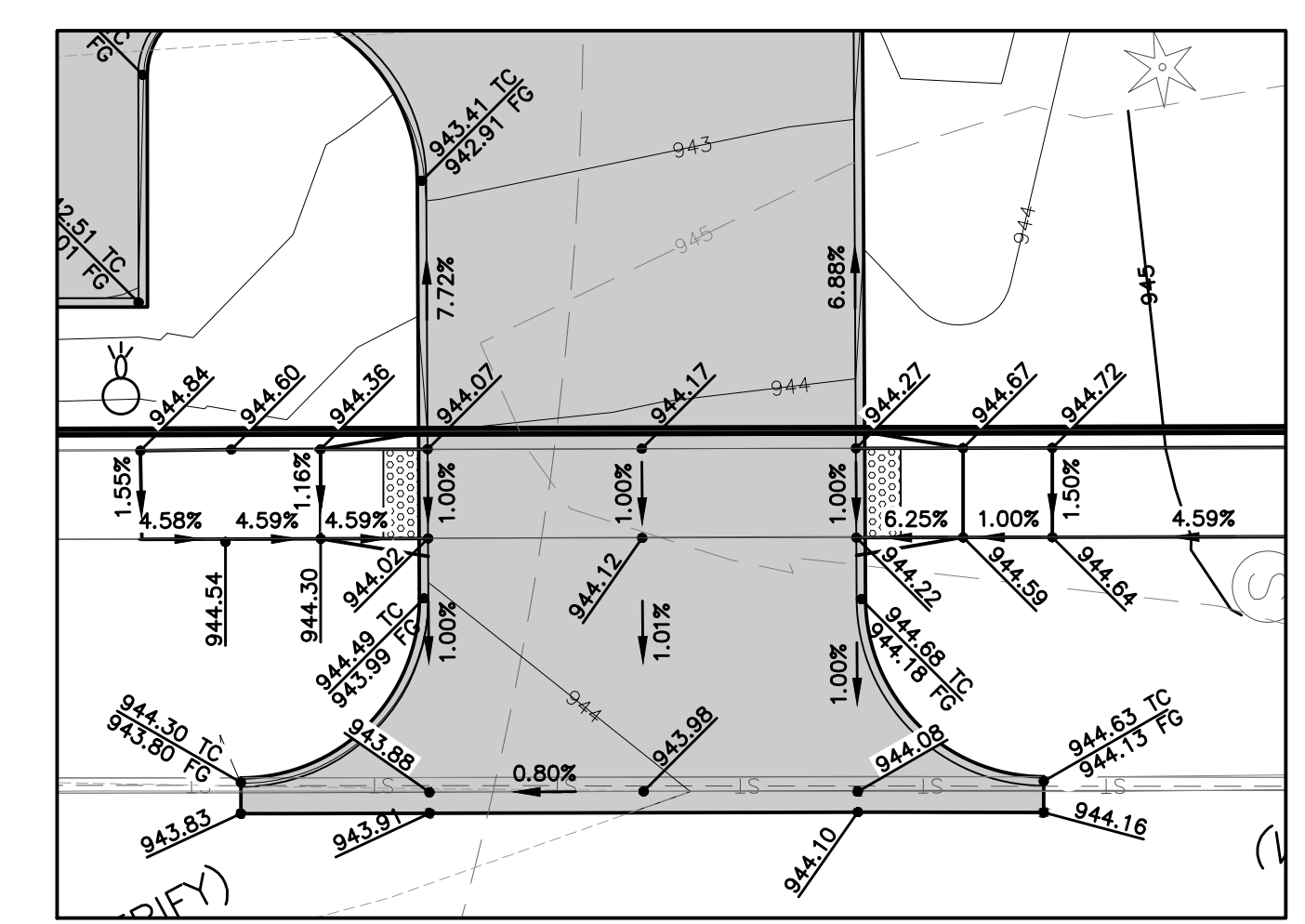
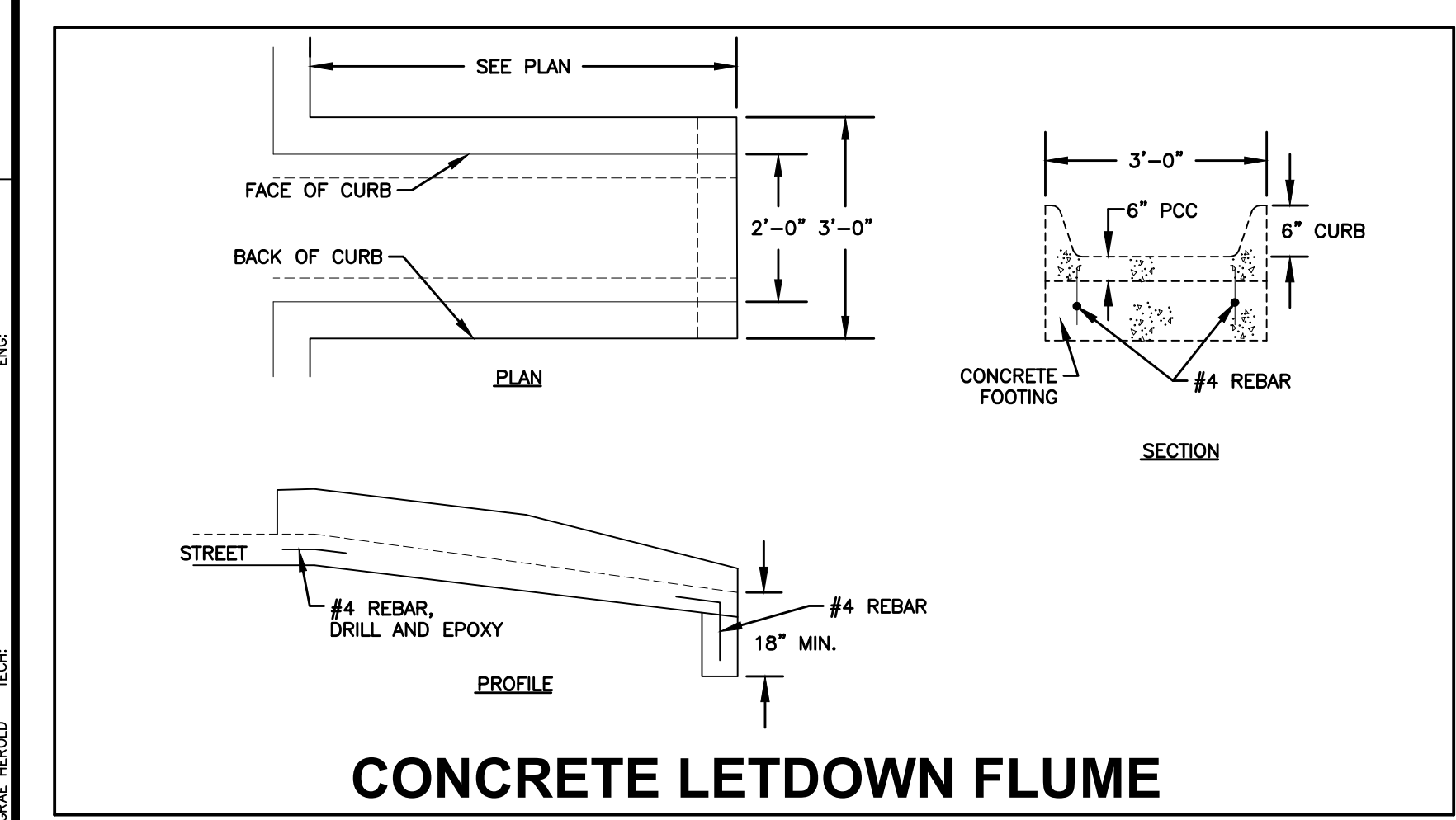
- ### GRADING NOTES
1. PRIOR TO ANY GRADING, A COPY OF THE NPDES PERMIT SHALL BE PROVIDED TO THE CITY'S BUILDING DIVISION.
 2. CONTRACTOR SHALL STRIP ALL DELETERIOUS MATERIAL. THE TOP 6" OF TOPSOIL IS TO BE STOCKPILED AND RESPAID AFTER GRADING IS COMPLETE. CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING A SUITABLE TOPSOIL STOCKPILE SITE.
 3. EXCAVATION SHALL BE IN ACCORDANCE WITH THE 2022 EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS, IF APPLICABLE.
 4. MATCH EXISTING GRADES AT PROPERTY LINES AND/OR CONSTRUCTION LIMITS.
 5. ALL SPOT ELEVATIONS ARE FORM GRADE (FG) OR TOP OF FINISHED SURFACES UNLESS OTHERWISE NOTED.
 6. SITE SHALL BE GRADED TO PROVIDE POSITIVE DRAINAGE AWAY FROM BUILDINGS.
 7. SLOPES IN PAVEMENT SHALL BE UNIFORM TO AVOID PONDING.
 8. THE CONTRACTOR SHALL CONFINE HIS GRADING OPERATIONS TO WITHIN THE CONSTRUCTION LIMITS AND EASEMENTS SHOWN ON THE PLANS. ANY DAMAGE TO PROPERTIES OUTSIDE THE SITE BOUNDARY SHALL BE AT THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
 9. THE CONTRACTOR SHALL APPLY NECESSARY MOISTURE CONTROL TO THE CONSTRUCTION AREA AND HAIL ROADS TO PREVENT THE SPREAD OF DUST.
 10. REFER TO SEPARATE STORM WATER POLLUTION PREVENTION PLAN FOR DETAILS ON EROSION CONTROL.
 11. FINAL FINISH GRADING TO BE APPROVED BY THE ARCHITECT AND CIVIL ENGINEER. MATCH EXISTING GRADES AT THE INTERFACE OF NEW AND EXISTING GRADES OR PAVING.
 12. SIDEWALKS: MAINTAIN 1% MINIMUM AND 5% MAXIMUM LONGITUDINAL SLOPES ON ALL PAVED WALKWAYS. ALL WALKS TO HAVE 2.0% MAXIMUM TRANSVERSE SLOPE IN THE DIRECTION OF NATURAL DRAINAGE. SAW CUT JOINTS AS SOON AS CONCRETE HAS SET. SLO CUTS TO BE 1/8" TO 1/4" WIDE; DEPTH: LONGITUDINAL 1/3, TRANSVERSE 1/4.
 13. THE GRADING OF THE DETENTION FACILITY, INSTALLATION OF THE STORM SEWER SYSTEM (IF APPLICABLE), AND THE INSTALLATION OF THE ORIFICE PLATE (IF APPLICABLE) SHALL BE COMPLETED AND FUNCTIONAL PRIOR TO ANY INCREASE IN IMPERVIOUS SURFACES WITHIN THE SITE OR THE PREVIOUSLY MENTIONED ITEMS SHALL BE GRADED/ INSTALLED AS SOON AS PRACTICAL.
 14. DISTURBED AREA = 1.002 ACRES



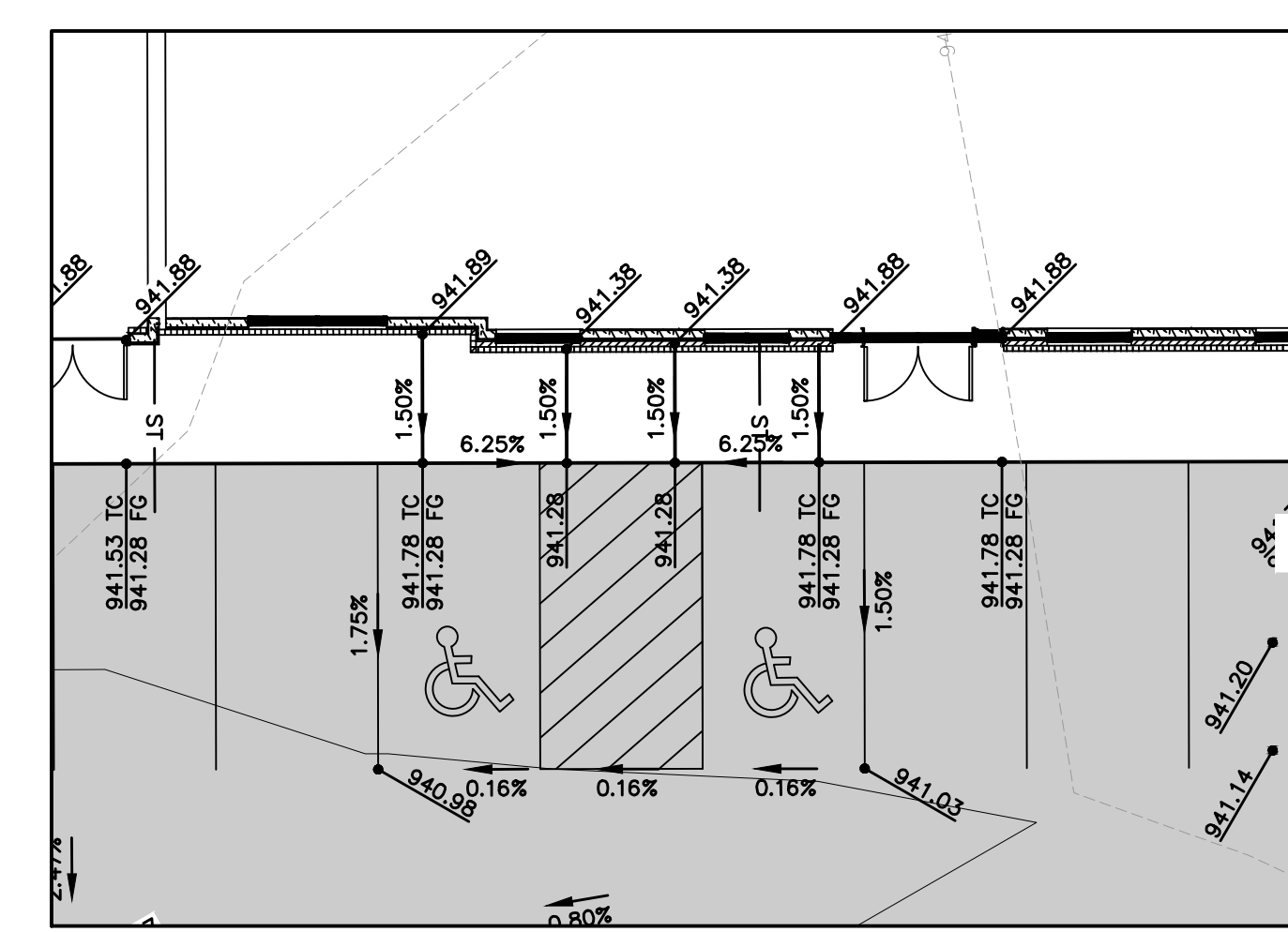
DETAIL 'A' SCALE 0' 5' 10' 20'



CURB RAMPS OUTSIDE OF INTERSECTION RADIUS



DETAIL 'B' SCALE 0' 5' 10' 20'



DETAIL 'C' SCALE 0' 5' 10' 20'

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11/09/2022	10/26/2022
REVISIONS	
FINAL SUBMITTAL	
THIRD SUBMITTAL	
FIRST SUBMITTAL	

4121 NW URBANDALE DRIVE
 URBANDALE, IOWA 50322
 PHONE: (515) 369-4400 FAX: (515) 369-4410

ENGINEER: EKO ENGINEER: JWM TECH: RL

CIVIL DESIGN ADVANTAGE

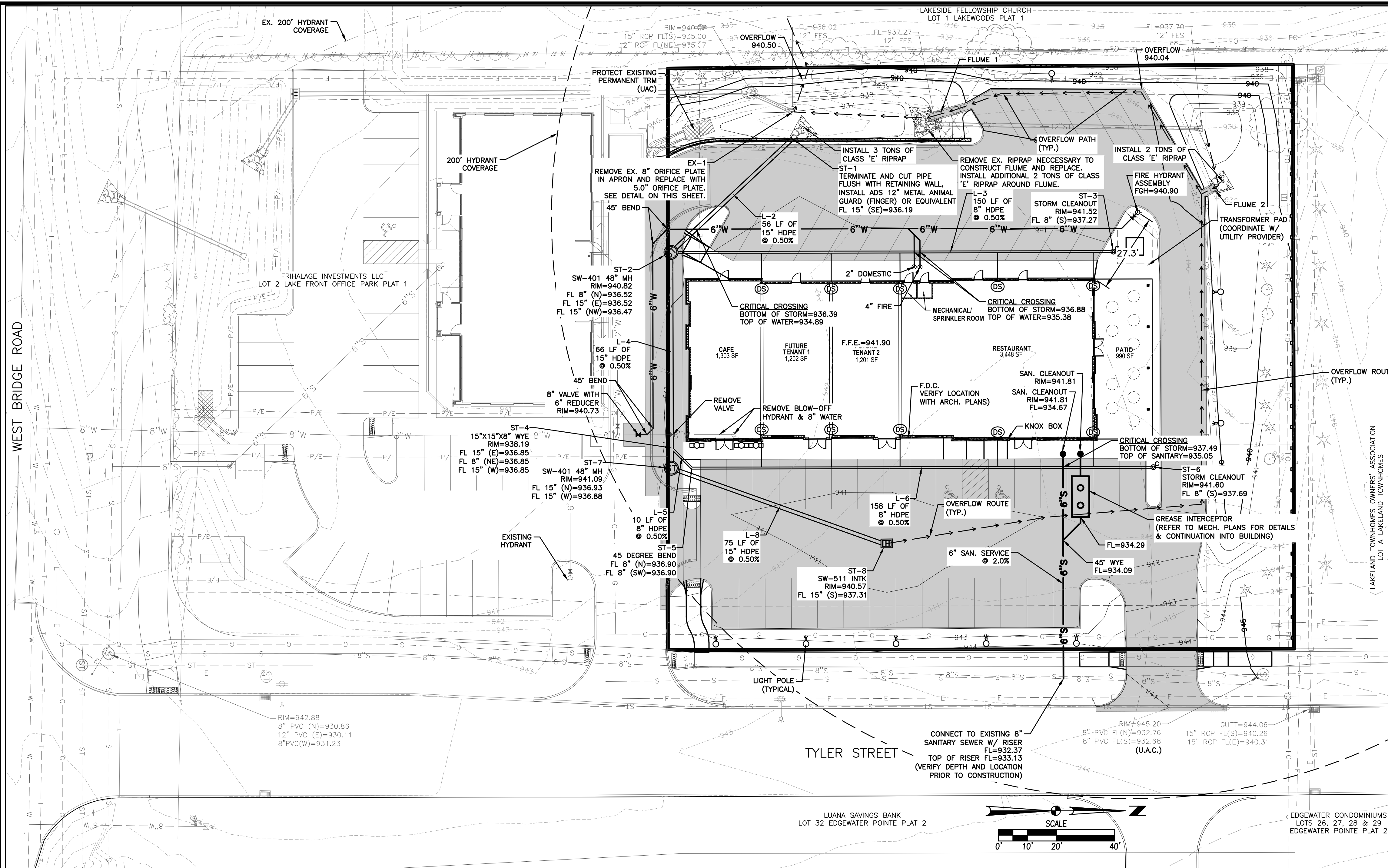
POLK CITY, IOWA

LAKE FRONT OFFICE PARK LOT 1

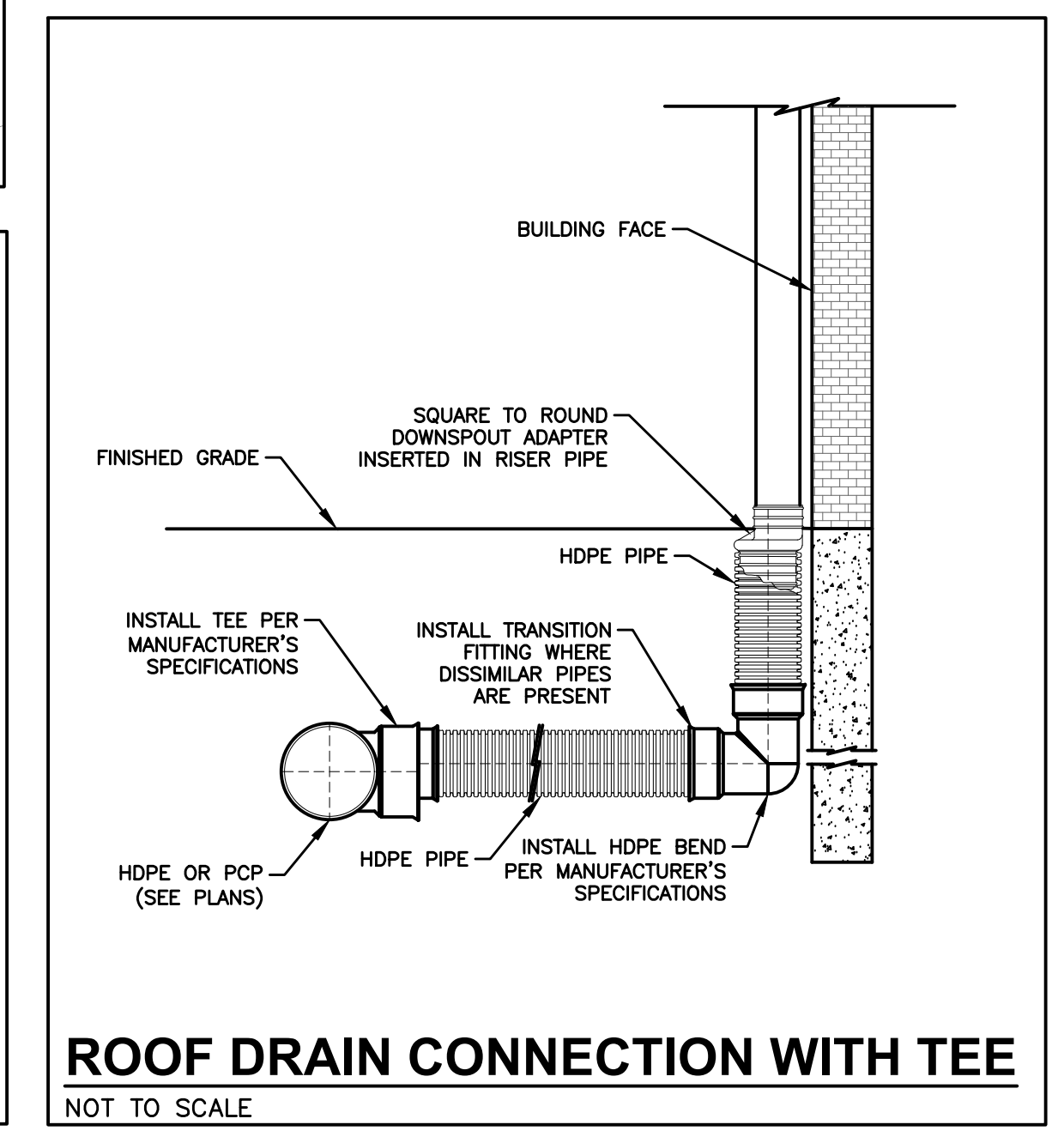
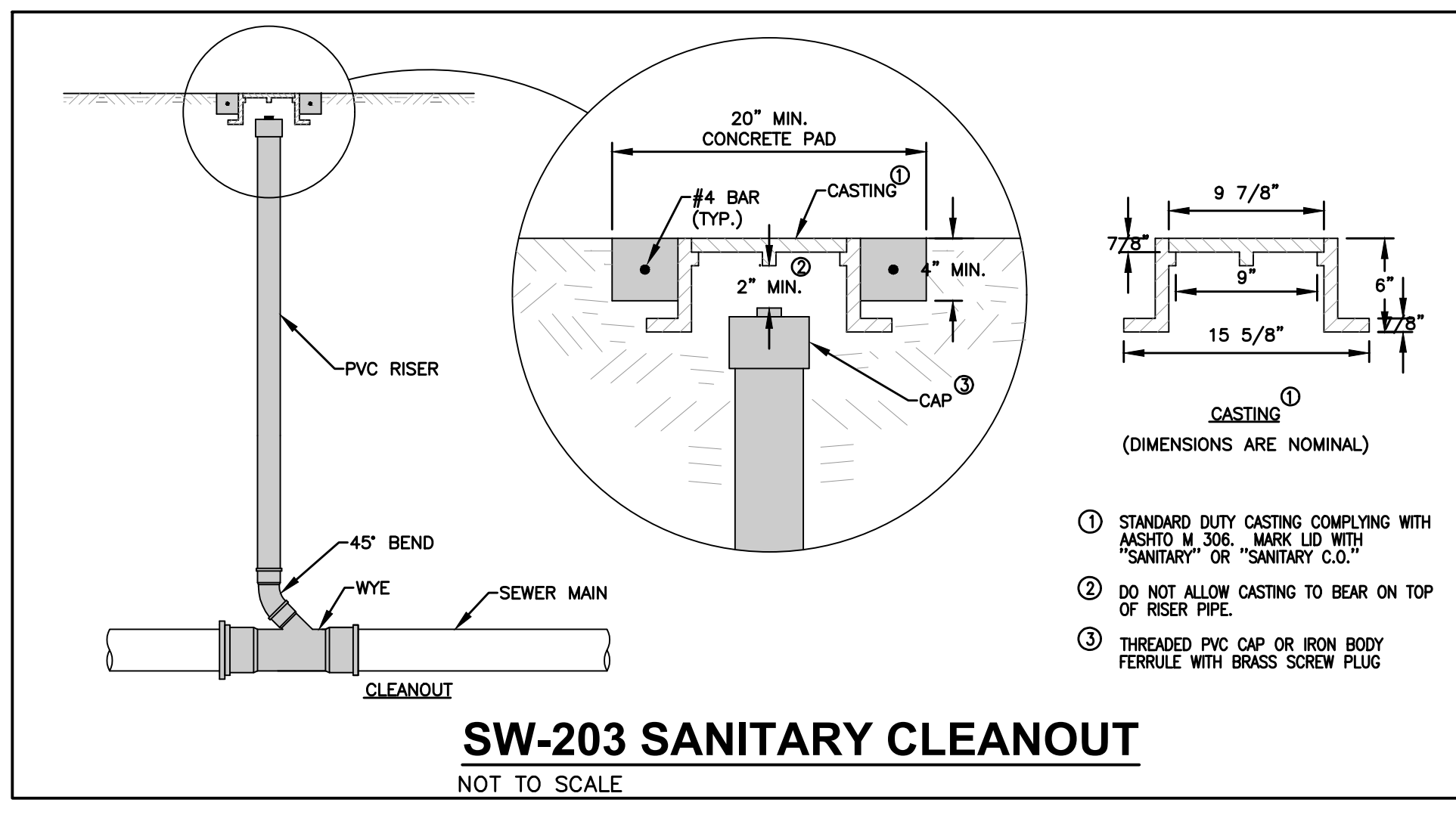
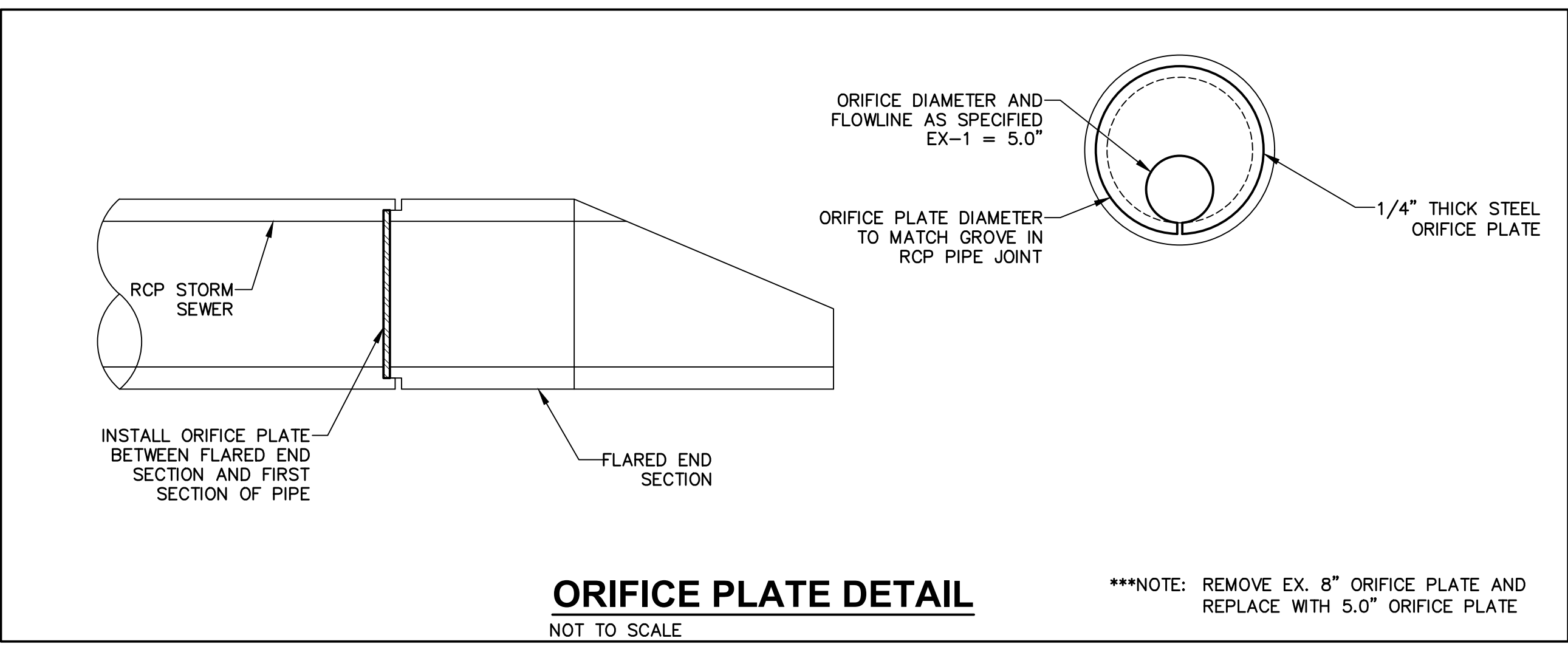
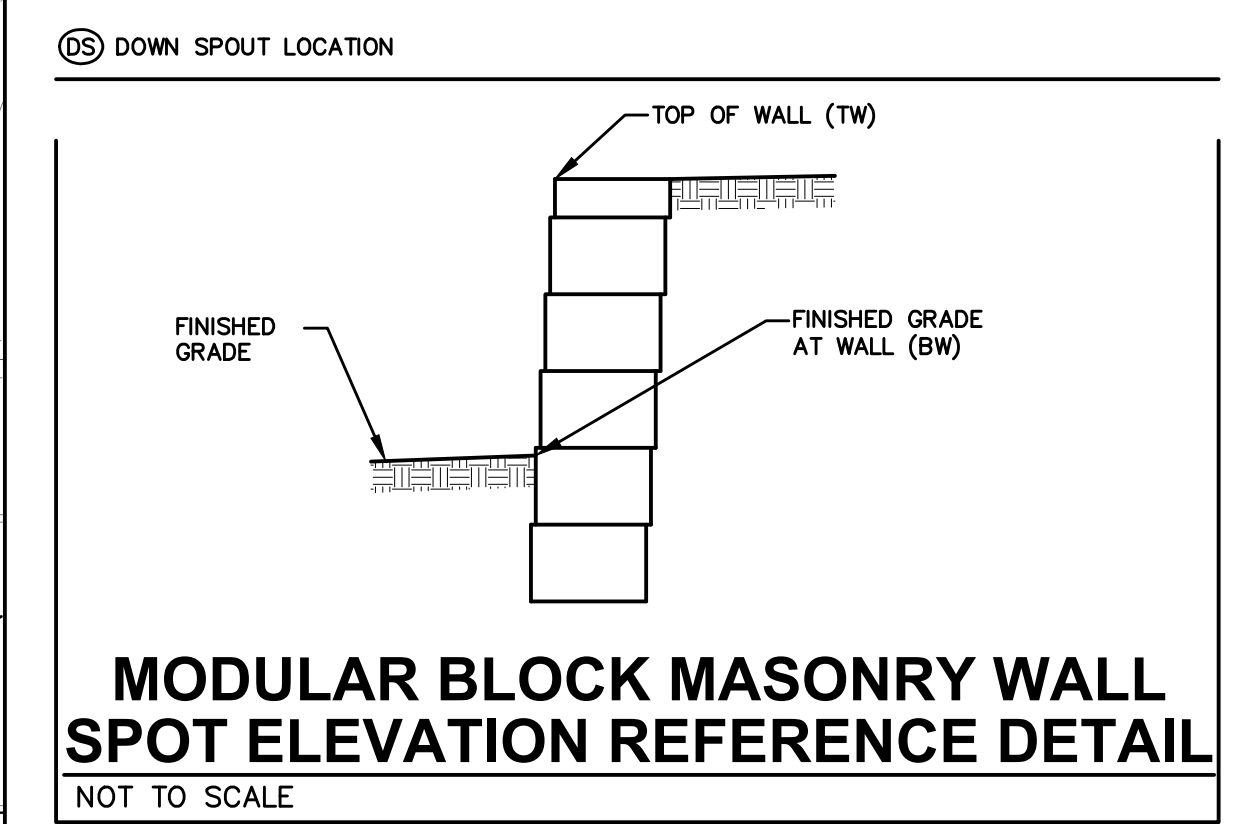
GRADING PLAN

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2207.507



- ### UTILITY NOTES
- REFER TO MECHANICAL, ELECTRICAL AND PLUMBING PLANS FOR UTILITY SERVICE SIZES AND EXACT LOCATIONS. REFER TO ELECTRICAL PLANS FOR ELECTRIC AND TELEPHONE SERVICE CONSTRUCTION DETAILS. REFER TO MECHANICAL PLANS FOR GAS SERVICE CONSTRUCTION DETAILS.
 - FIELD VERIFY ELEVATIONS AND LOCATIONS OF ALL CONNECTIONS TO EXISTING UTILITIES PRIOR TO COMMENCING CONSTRUCTION.
 - PROVIDE TEMPORARY SUPPORT FOR EXISTING UTILITY LINES THAT ARE ENCOUNTERED DURING CONSTRUCTION UNTIL BACKFILLING IS COMPLETED.
 - BACKFILL ALL UTILITY TRENCHES ACCORDING TO THE 2022 EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS. MAINTAIN A MINIMUM OF 5.5' COVER OVER ALL WATERMAINS.
 - ALL UTILITIES SHALL BE STUBBED TO 5 FEET FROM BUILDINGS. REFER TO MEP PLANS FOR DESIGN FROM 5' OUTSIDE OF BUILDING FACE.
 - ADJUST ALL MANHOLES AND INTAKES TO FINISHED GRADES.
 - ALL SANITARY SEWER AND WATER SERVICES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE CITY'S PLUMBING CODE.
 - 18" MINIMUM VERTICAL CLEARANCE BETWEEN STORM SEWER AND SANITARY SEWER PIPES. 18" MINIMUM VERTICAL CLEARANCE BETWEEN SANITARY SEWER AND WATER MAIN.
 - MAINTAIN A MINIMUM OF 10' HORIZONTAL SEPARATION BETWEEN SANITARY SEWER LINES AND WATER MAINS.
 - WHERE PUBLIC UTILITY FIXTURES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WITHIN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE, THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATIONS AND TO AVOID DAMAGE THERETO. NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK. THE CONTRACTOR IS REQUIRED TO UTILIZE THE UTILITY ONE-CALL SERVICE AT 800-292-8899 AT LEAST 48 HOURS PRIOR TO EXCAVATING ANYWHERE ON THE PROJECT.
 - ALL WATERMAIN WORK, PUBLIC OR PRIVATE SHALL BE DONE IN ACCORDANCE WITH THE 2022 EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS.
 - THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF WORK OF ALL SUBCONTRACTOR(S) INVOLVED IN THE PROJECT.
 - PRIVATE UTILITIES TO BE INSTALLED PER THE CITY'S STANDARD CONSTRUCTION SPECIFICATIONS FOR PUBLIC IMPROVEMENTS AND THE 2012 UNIFORM PLUMBING CODE. CONTACT BUILDING INSPECTION A MINIMUM OF 24 HOURS IN ADVANCE FOR UTILITY INSTALLATION INSPECTIONS.
 - OWNER IS RESPONSIBLE FOR MAINTENANCE OF PRIVATE RETENTION FACILITIES AND PRIVATE UTILITIES.
 - CONTRACTOR SHALL PREVENT ENTRY OF MUD, DIRT, DEBRIS AND OTHER MATERIAL INTO NEW AND EXISTING SEWER SYSTEMS. SHOULD ANY CONTAMINATION OCCUR DURING CONSTRUCTION, THE CONTRACTOR SHALL CLEAN AT NO COST TO THE OWNER. INSTALL SILT FENCE AT ALL PERMANENT STORM SEWER INLETS.
 - BUILDING WILL BE SPRINKLED.
 - ALL SERVICES SHALL BE BURIED AND CONSTRUCTED UNDERGROUND. OVERHEAD SERVICES WILL NOT BE ALLOWED.
 - THE DEVELOPER SHALL OBTAIN ALL NECESSARY PERMITS FOR OPERATION OF THE BUILDING, INCLUDING BUT NOT LIMITED TO A WRA FOG PERMIT.
 - THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR ANY MAINTENANCE AND/OR REPAIRS TO THE GREASE INTERCEPTOR.
 - MECHANICAL UNITS FOR THIS BUILDING WILL BE ROOF MOUNTED. REFER TO ARCHITECTURAL DRAWINGS FOR LOCATION AND SCREENING.



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DATE	01/05/2023
FINAL SUBMITTAL	11/19/2022
THIRD SUBMITTAL	11/09/2022
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 URBANDALE, IOWA 50322
 PHONE: (515) 369-4400 FAX: (515) 369-4410

CIVIL DESIGN ADVANTAGE
 POLK CITY, IOWA

ENGINEER: EKO
 TECH: RL

LAKE FRONT OFFICE PARK LOT 1

UTILITY PLAN

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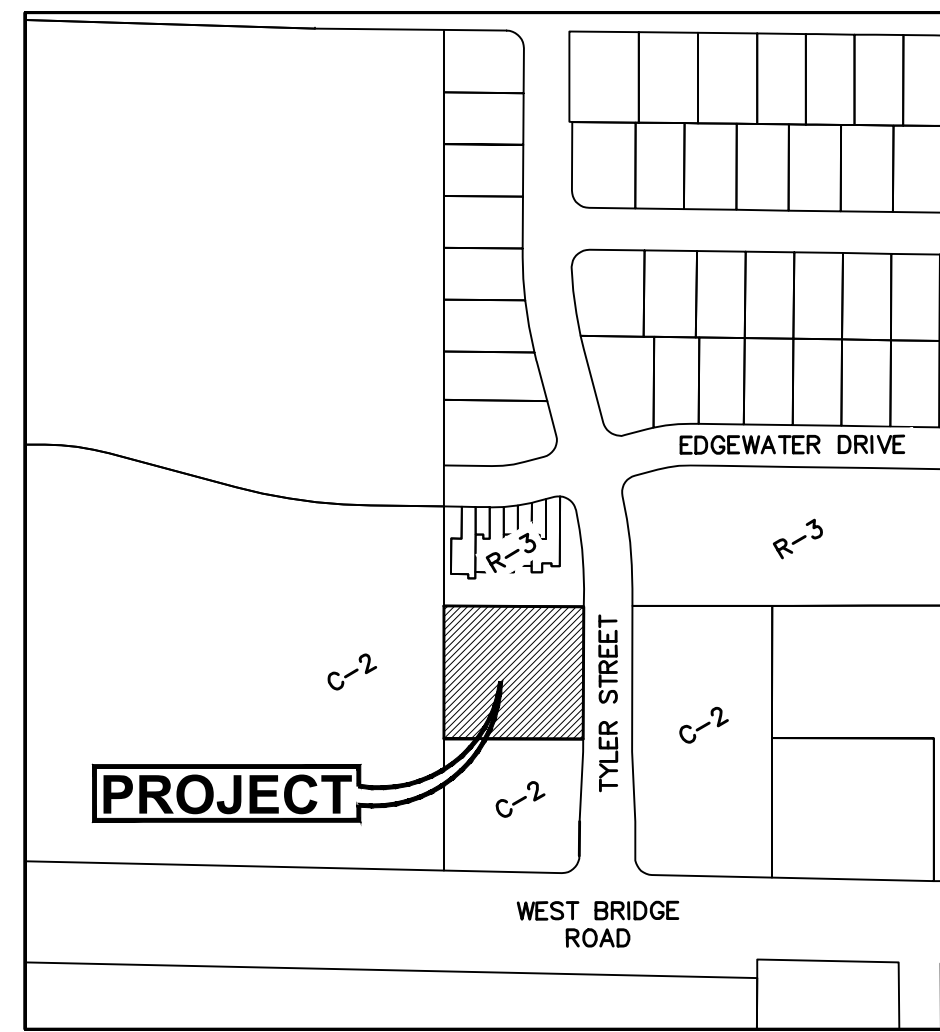
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LAKE FRONT OFFICE PARK LOT 1

EROSION AND SEDIMENT CONTROL PLAN

VICINITY MAP

NOT TO SCALE



POLK CITY, IOWA

STABILIZATION QUANTITIES

ITEM NO.	ITEM	UNIT	TOTAL
1	SILT FENCE	LF	548
2	DITCH CHECKS	LF	96
3	SEEDING, FERTILIZING, AND MULCHING	AC	0.75
4	INLET PROTECTION DEVICES	EA	1
5	CONCRETE WASHOUT PIT	EA	1

DISCHARGE POINT SUMMARY

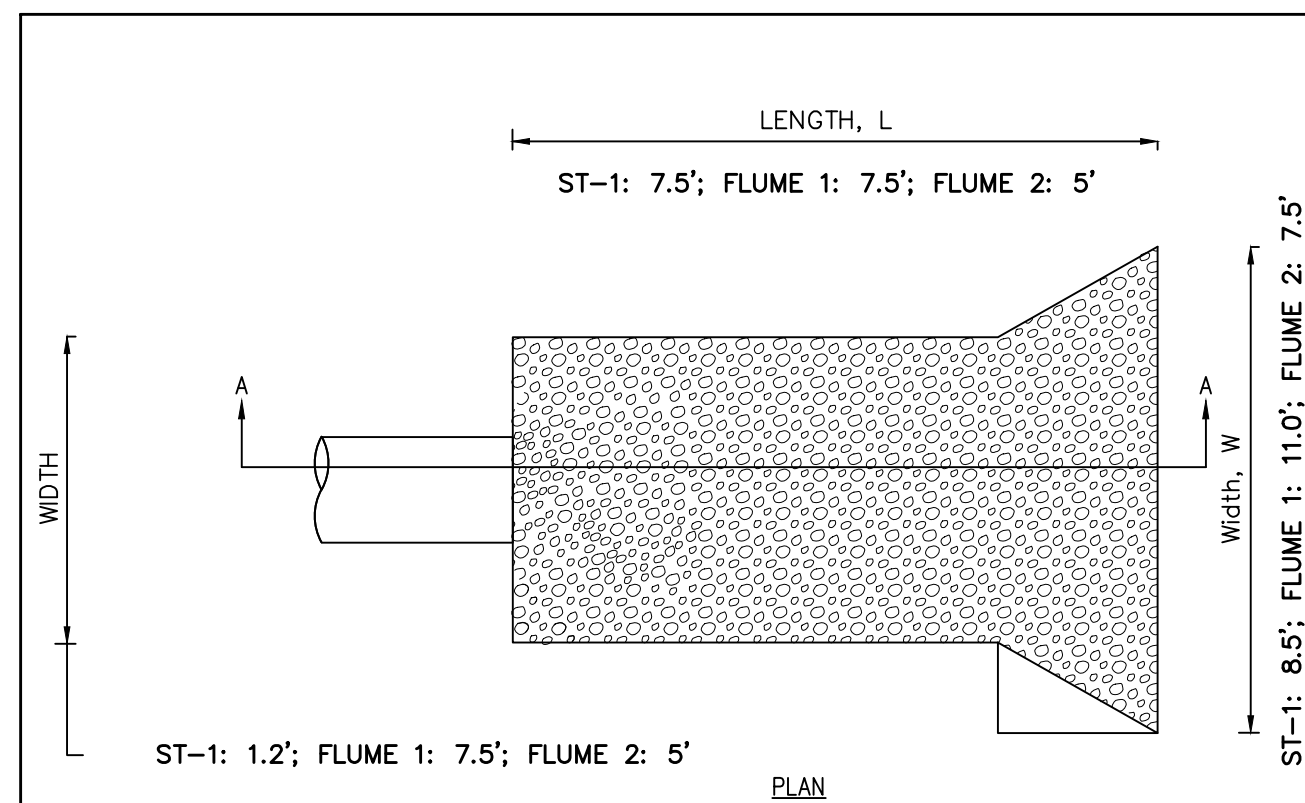
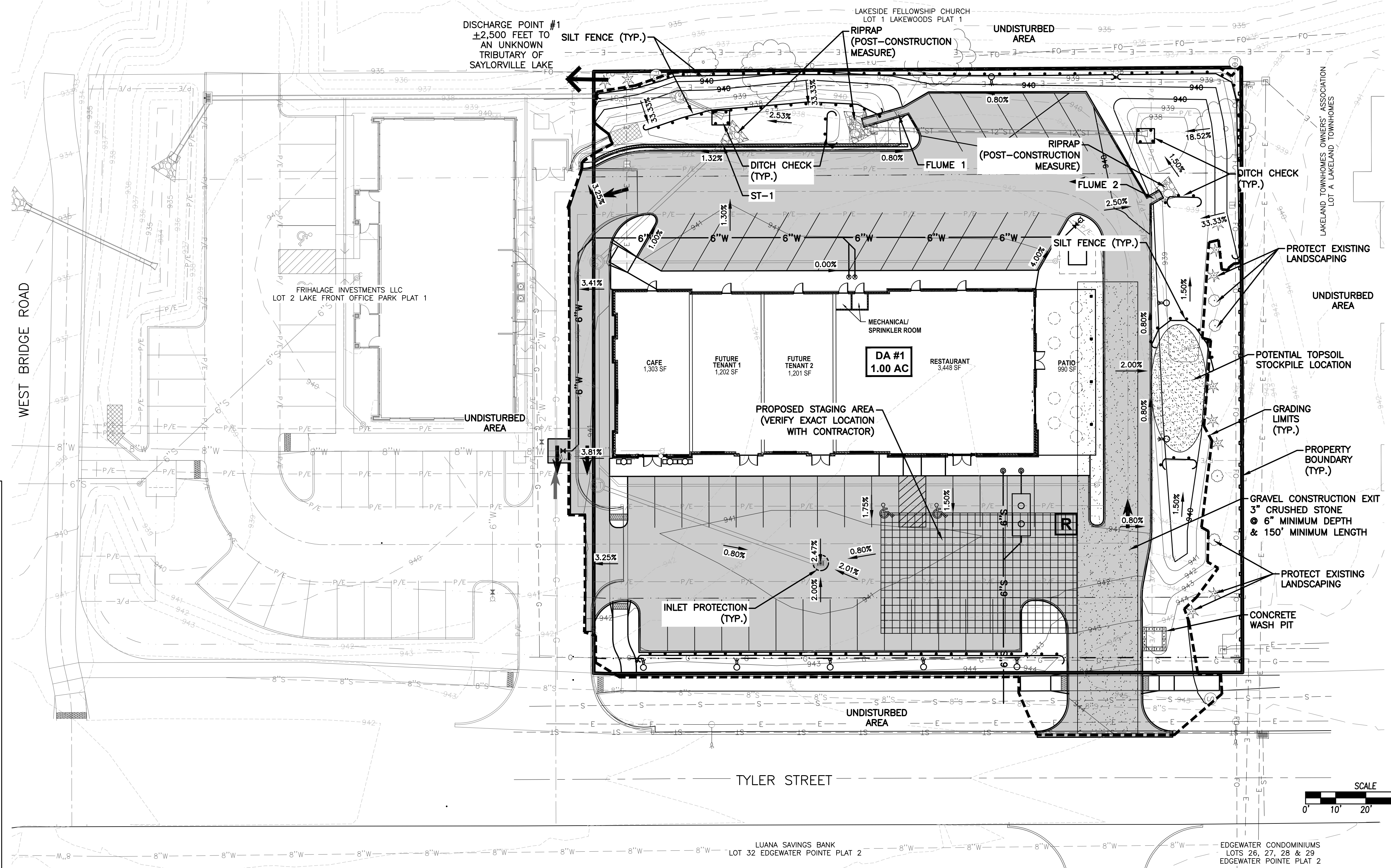
DISCHARGE POINT #1 TO AN UNKNOWN TRIBUTARY OF SAYLORVILLE LAKE ±2,500 FT		1.00 ACRES
TOTAL AREA DISTURBED TO DISCHARGE POINT		3,600 CU FT
STORAGE VOLUME REQUIRED (# OF ACRES*3600 CU FT)		
VOLUME PROVIDED IN SILT FENCE (548 LF @ 4.5 CU FT/LF OF FENCE)		5,480 CU FT
VOLUME PROVIDED IN DITCH CHECK (96 LF @ 4.5 CU FT/LF)		1,440 CU FT
TOTAL VOLUME PROVIDED		6,920 CU FT

NOTES:

- IF DEWATERING IS NEEDED FOR ANY REASON, DISCHARGE OF WATER OFFSITE IS TO CONFORM WITH THE GENERAL PERMIT #2 REQUIREMENT.
- DISTURBED AREAS SHALL BE TEMPORARILY SEEDED OR MULCHED IMMEDIATELY WHENEVER CLEARING, GRADING, EXCAVATING, OR OTHER EARTH DISTURBING ACTIVITIES HAVE PERMANENTLY OR TEMPORARILY CEASED AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS.
- STORM SEWERS AND DRAINAGE WAYS SHALL BE PROTECTED FROM CONCRETE SLURRY PRODUCED BY SAWCUTTING AND CONCRETE GRINDING.
- TREE PROTECTION FENCE SHALL BE INSTALLED AND INSPECTED BY A POLK CITY CONSTRUCTION OBSERVER PRIOR TO CONSTRUCTION STARTING.

SWPPP LEGEND

DRAINAGE ARROW	←X.XX %	UNDISTURBED AREA	
GRADING LIMITS		RIP-RAP	
FILTER SOCK		GRAVEL ENTRANCE	
SILT FENCE		STAGING AREA	
INLET PROTECTION		CONCRETE WASHOUT PIT	
PORTABLE RESTROOM			
TEMPORARY STANDPIPE			



NOTE:
1. INSTALL A 3' CLAY WATERSTOP AT ALL STORM SEWER OUTLETS.

ROCK APRON FOR OUTLET
NOT TO SCALE

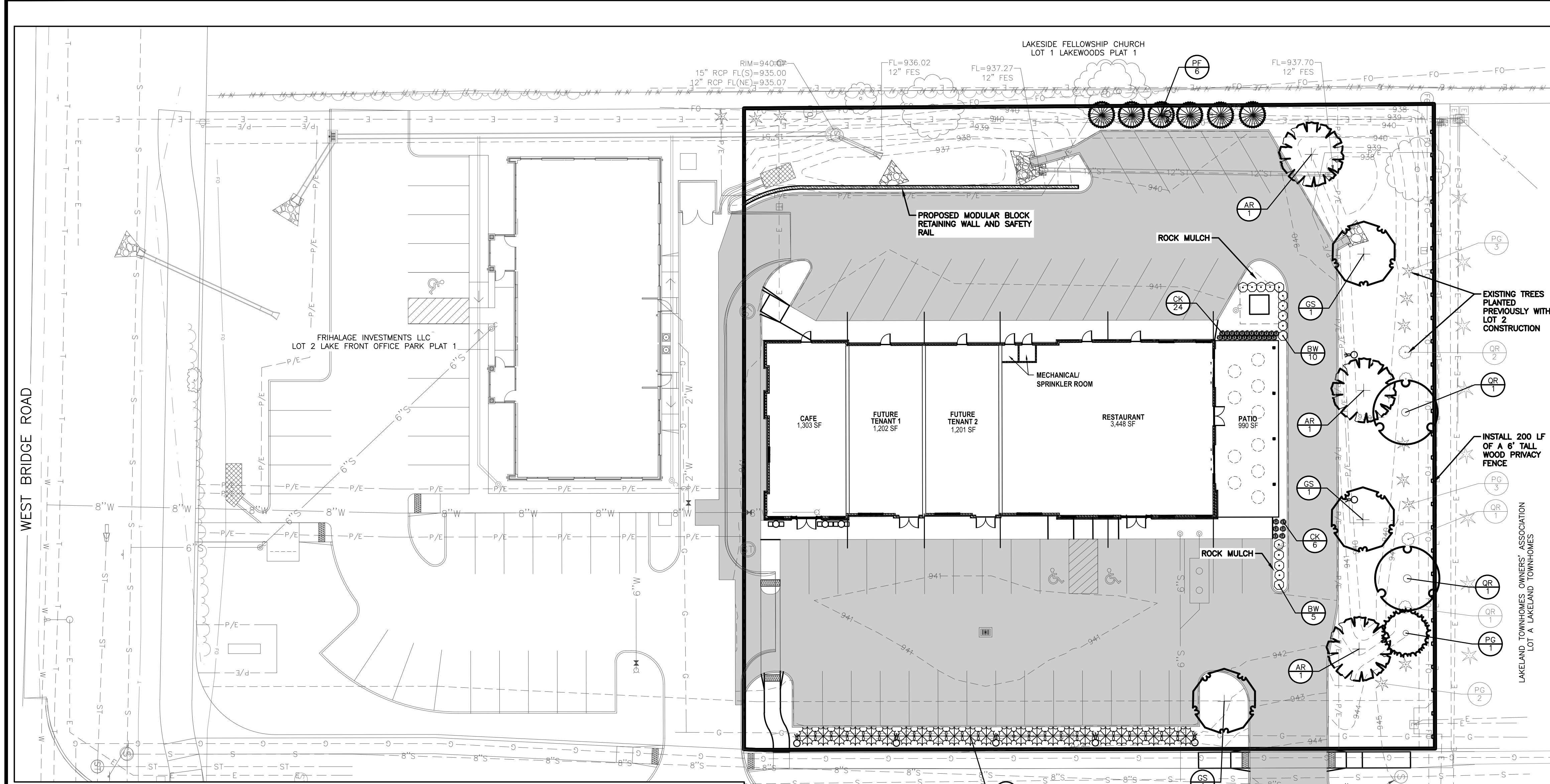
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CIVIL DESIGN ADVANTAGE
POLK CITY, IOWA

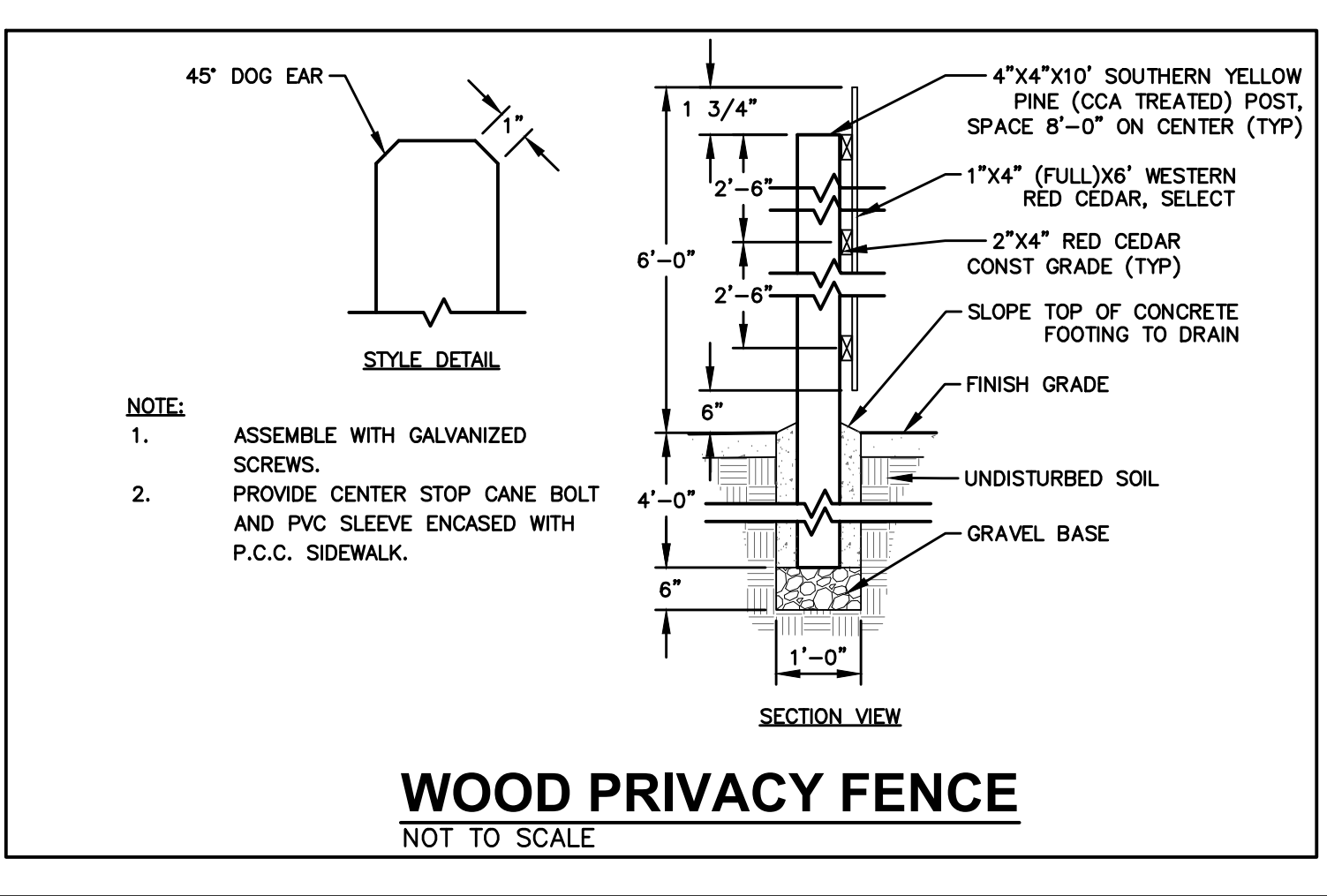
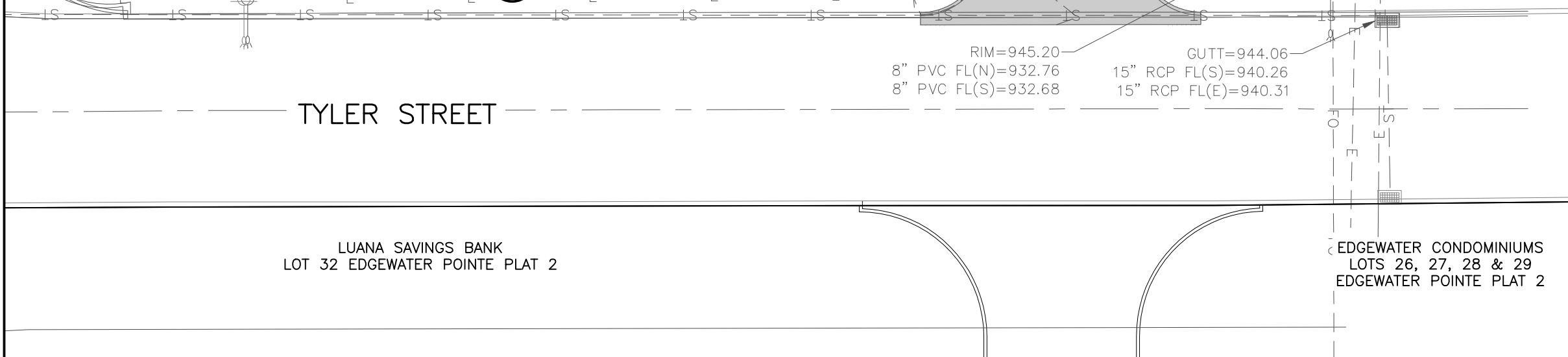
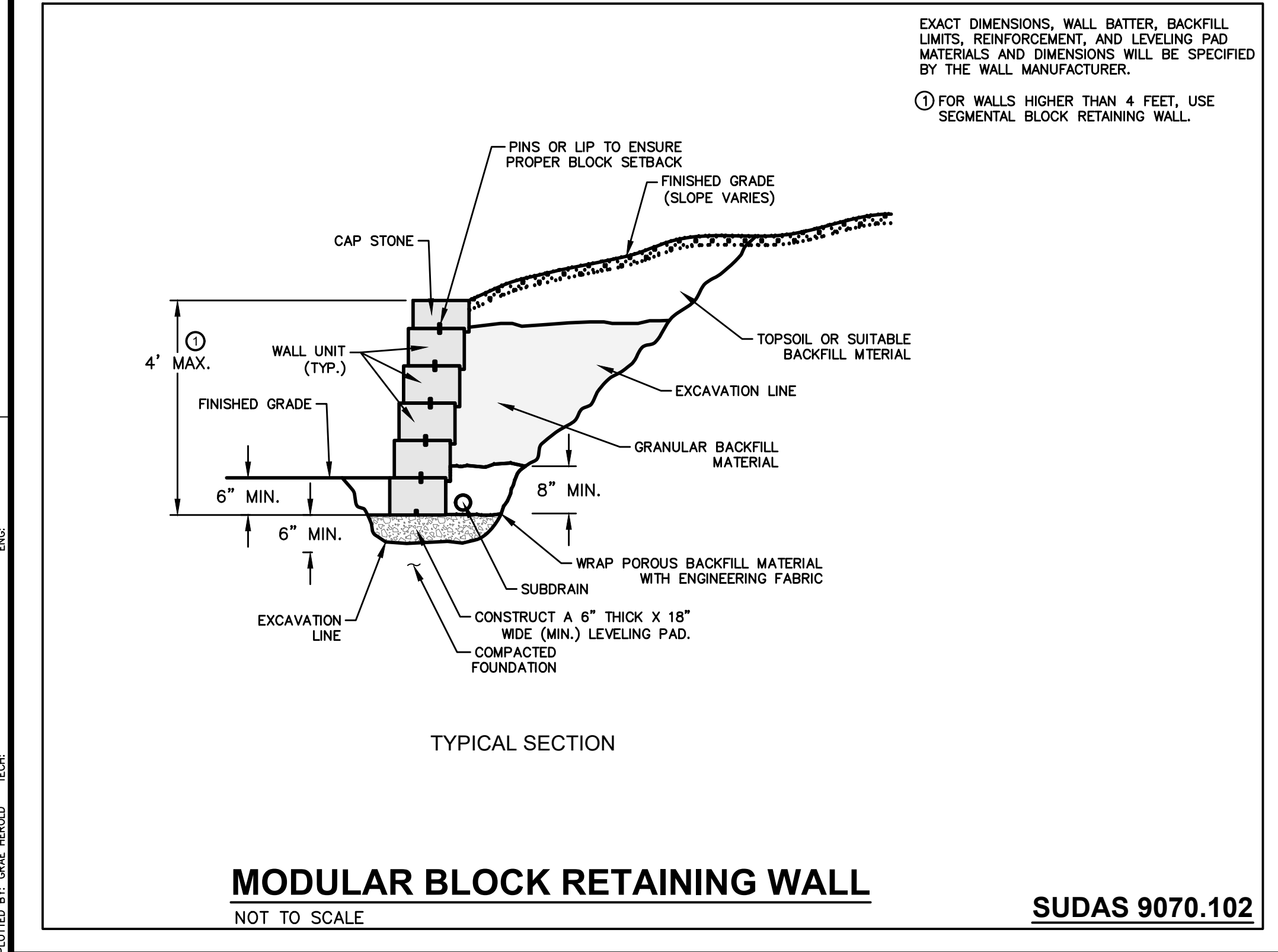
LAKE FRONT OFFICE PARK LOT 1
EROSION AND SEDIMENT CONTROL PLAN

5
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2207.507



- ### LANDSCAPE NOTES
- LOCATE ALL UTILITIES BEFORE ANY PLANTING BEGINS.
 - THE MOST RECENT EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS, IF APPLICABLE, SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.
 - TYPE, SIZE, AND QUALITY OF PLANT MATERIAL SHALL CONFORM TO THE MOST CURRENT EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK ANSI Z60.1
 - ALL PLANT MATERIAL SHALL BE HEALTHY SPECIMENS WITHOUT DEFORMITIES, VOIDS AND OPEN SPACES, WITH WELL DEVELOPED BRANCH AND ROOT SYSTEMS; TRUE TO HEIGHT, SHAPE AND CHARACTER OF GROWTH OF THE SPECIES OR VARIETY.
 - SEED (TYPE 1) OR SOD ALL DISTURBED AREAS AS DIRECTED BY OWNER.
 - BACKFILL TO TOP OF CURB (MINUS 1 1/2\"/>

- ### LANDSCAPE REQUIREMENTS
- OPEN SPACE**
 LOT 1 AREA = 43,126 SF
 OPEN SPACE REQUIRED = 6,469 SF (15%)
 OPEN SPACE PROVIDED = 15,515 SF (36%)
- 2 TREES AND 6 SHRUBS PER 3,000 SF OF REQ. OPEN SPACE**
 TREES REQUIRED = 6 TREES
 SHRUBS REQUIRED = 18 SHRUBS
- TREES PROVIDED**
 SHRUBS PROVIDED = 39 SHRUBS
 GRASSES PROVIDED = 30 GRASSES
- PARKING LOT LANDSCAPING**
 20% OF PAVEMENT SHALL BE SHADED PAVEMENT
 19,921 x 20% = 3,984 SF
 3,984 SF / 700 = 6 TREES
 TREES PROVIDED = 6 TREES
- SCREENING REQUIRED:**
 TYPE 'B' SCREEN ON NORTH.
 3' OPAQUE SCREEN WITH INTERMITTENT VISUAL OBSTRUCTION TO A HEIGHT OF 20 FEET. NO OPENINGS SHALL BE MORE THAN TEN FEET IN WIDTH.
- PROVIDED:**
 6' TALL WOOD PRIVACY FENCE AND EXISTING TREES.
 NORTH BUFFER TREES REPLACED = 3 TREES



SCALE: 0' 10' 20' 40'

PLANT SCHEDULE	QTY	COMMON NAME	BOTANICAL NAME	CONDITION AND SIZE
EVERGREEN TREES	6	Pyramidal White Pine	Pinus strobus 'Fastigiata'	B&B, 6' HEIGHT
PF	1	Colorado Blue Spruce	Picea pungens 'Glauca'	B&B, 6' HEIGHT
OVERSTORY TREES	QTY	COMMON NAME	BOTANICAL NAME	CONDITION AND SIZE
AR	3	Red Maple	Acer rubrum	B&B, 8' HEIGHT
GS	3	Skyline Honey Locust	Gleditsia triacanthos 'Skyline'	B&B, 8' HEIGHT
QR	2	Red Oak	Quercus rubra	B&B, 8' HEIGHT
SHRUBS	QTY	COMMON NAME	BOTANICAL NAME	CONDITION AND SIZE
BW	15	Wintergreen Boxwood	Buxus microphylla 'Wintergreen'	15" HT
JF	24	Sea Green Juniper	Juniperus chinensis 'Sea Green'	24" HT.
GRASSES	QTY	COMMON NAME	BOTANICAL NAME	CONDITION AND SIZE
CK	30	Feather Reed Grass	Calamagrostis x acutiflora 'Karl Foerster'	GAL

This instrument prepared by:

SARAH BAUMGARTNER, TRESA, 7101 VISTA DRIVE, WEST DES MOINES IA 50266 Phone # (515)278-2226

Return document to and mail tax statements to:

SARAH BAUMGARTNER, TRESA, 7101 VISTA DRIVE, WEST DES MOINES IA 50266 Phone # (515) 278-2226

BLANKET EASEMENT RE SHARED FACILITIES

KNOW ALL MEN BY THESE PRESENTS: That Frihalage Investments, LLC, a limited liability company (hereinafter "Grantor"), in consideration of the sum of One Dollar (\$1.00) to be paid by the City of Polk City, Iowa, and other good and valuable consideration, the receipt of which is hereby acknowledged by the Grantor, does hereby sell, grant and convey the Easements described in this Blanket Easement Re Shared Facilities (hereinafter the "Easement").

WHEREAS, Grantor owns legal title to the real property legally described as follows:

Lot 1 and Lot 2 in Lake Front Office Park Plat 1, an Official Plat, in the City of Polk City, Polk County, Iowa

Locally known as: 905 West Bridge Road, Polk City, Iowa 50226 and 1010 Tyler ST, Polk City, Iowa 50226

WHEREAS, Grantor desires to encumber the Lots with perpetual Easement and right-of-way under, over, on, through, across and within the Lots describes as follows:

See Easement Plat in Exhibit "A"

(hereinafter the "Easement Area"), for the purpose of the shared parking, ingress/egress, trash enclosure, monument sign, and bike rack, together with necessary appurtenances thereto, over, under, through and across said Easement Area.

This Easement shall be subject to the following terms and conditions:

1. Parking stalls in front of both buildings shall be available for customer parking at all times, with the exception of limited employee as follows:
 - a. Employee parking on Lake Front Office Park Plat 1, Lot 1 shall be restricted to only the parking stalls located on the west side of the building on Lot 1 only.
 - b. Employee parking on Lake Front Office Park Plat 1, Lot 2 shall be restricted to only the furthest west parking stalls on Lot 2 for the west tenant of the building on said Lot 2, and the south stalls for the east tenant of the building on said Lot 2.
2. Parking of company vehicles or trailers shall be prohibited on Lake Front Office Park Plat 1, Lots 1 and 2, with the exception of the parking stalls on the west side of the building on Lot 1.
 - a. In the scenario the City Manager determines parking has become a concern for either lot in Lakefront Office Park Plat 1, the City Manager may require unhitched company trailers be moved to an off-site location
3. Both properties are entitled to the use of the trash enclosure, bike rack, and monument sign.
4. Both properties are entitled to the use of the ingress/egress. The ingress/egress also gives access rights to emergency vehicles.
5. **Erection of Structures Prohibited.** Grantor shall not erect any structure, building, or fence over or within the Easement Area without obtaining the prior written approval of the City Engineer, except Grantor may construct driveway over the surface of such Easement area.
6. **Change of Grade Prohibited.** Grantor shall not change the grade, elevation or contour of any part of the Easement area without obtaining the prior written consent of the City Engineer.
7. **Maintenance of Easement.** Each owner or occupant of a Lot upon which this Easement Area lies shall keep and preserve that portion of the Easement Area within such owner or occupant's property in good repair and condition at all times, and shall not plant or permit to grow any trees or vegetative growth which might reasonably be expected to obstruct or impair the sanitary sewers.
8. **Right of Access.** The City shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area as herein described, including, but not limited to, the right to remove any unauthorized obstructions or structures placed or erected on the Easement Area.
9. **Easement Runs With Land.** The Easement shall be deemed to run with the land and shall be binding upon Grantor and Grantor's successors and assigns.

Grantor does hereby covenant with the City that Grantor holds said real estate described in this Easement by title in fee simple; that Grantor has good and lawful authority to convey the same; and said Grantor covenants to Warrant and Defend the said premises against the lawful claims of all persons whomsoever, except for the rights of the electric company or companies, the gas company or companies, the telephone company or companies, and the cable television company or companies providing electrical, gas, telephone or cable television services and the public utility easements over the same easement area as granted in this document.

Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share, if any, in and to the interest conveyed by this Easement.

Words and phrases herein, including the acknowledgement hereof, shall be construed as in the singular or plural number, as masculine or feminine gender, according to the context.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.


Signed this 3rd day of January 2023.

Grantor: Frihalage Investments, LLC

By: 
Shane Torres, Member

STATE OF IOWA, COUNTY OF POLK, ss:

On this 3rd day of January 2023 before me, the undersigned, a Notary Public in and for said County and State personally appeared Shane Torres, to me personally known, who being by me duly sworn, did say that he Member, executing the within and foregoing instrument and acknowledged that he executed the same as his voluntary act and deed of Frihalage Investments, LLC, by it and by him) voluntarily executed.


Notary Public in and for the State of Iowa



3rd - January 2003

[Handwritten signature]


3rd - January 2003

[Handwritten signature]

THERRSA M SINCLAIR
Commission Number 284798
My Commission Expires
June 26, 2003




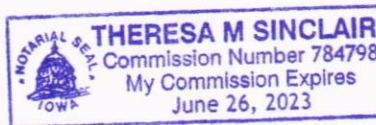
Lake Front Office Park

By: 
Shane Torres, President

STATE OF IOWA, COUNTY OF POLK, ss:

On this 3rd day of January 2023 before me, the undersigned, a Notary Public in and for said County and State personally appeared Shane Torres, to me personally known, who being by me duly sworn, did say that he President, executing the within and foregoing instrument and acknowledged that he executed the same as his voluntary act and deed of Lake Front Office Park, by it and by him) voluntarily executed.


Notary Public in and for the State of Iowa



CITY OF POLK CITY, IOWA

I, _____, City Clerk of the City of Polk City, Iowa, do hereby certify that the within and foregoing easement was duly approved and accepted by the City Council of said City of Polk City by Resolution and Roll Call No. _____ passed on (date) _____, and this certificate is made pursuant to authority contained in said resolution

Printed Name:
Clerk of City of Polk City

EXHIBIT A

All of Lot 1 in Lake Front Office Park Plat 1, an Official Plat, in the City of Polk City, Polk County, Iowa

All of Lot 2 in Lake Front Office Park Plat 1, an Official Plat, in the City of Polk City, Polk County, Iowa



PROJECT: Lake Front Office Park - Lot 1 JOB NO. 2207.507 Page of Pages
SUBJECT: Stormwater Calculations DATE: 11/15/22 COMP. BY: JWM OK'D BY:

Project Description:

Existing Site Conditions

The proposed site is located at 1010 Tyler Street and contains 0.99 acres. The site was mass graded with Lake Front Office Park construction and is slated for commercial uses. Refer to the attached time of concentration, existing drainage map, and Hydraflow Hydrographs for detailed analysis of the existing site conditions.

Proposed Site Conditions

Proposed site improvements include one commercial building, private streets, parking, and associated utilities. Stormwater for the entire property will be conveyed via overland flowage and storm sewer to one of two existing detention basins installed with Lake Front Office Park ultimately outletting south to the road ditch along West Bridge Road. The off-site area will be allowed to pass through the detention basins without being detained. Due to the re-design of Pond 1B, DB 1A and DB 1B have been re-analyzed to confirm the post-developed release rates still meet allowable release rates.

Storm Water Analysis:

Detention Analysis

The first discharge point (DB 1A) is located on the west property boundary of Lake Front Office Park Lot 2. Originally designed to detain 0.74 acres, this discharge point has been modified to detain 0.55 acres per the updated topographic survey and proposed improvements. Detention is provided by a dry-bottom detention basin (Pond 1A) graded with Lake Front Office Park construction.

The second discharge point (DB 1B) is located near the northwest property boundary of Lake Front Office Park Lot 1. Originally designed to detain 0.91 acres, this discharge point has been modified to detain 1.10 acres per the updated topographic survey and proposed improvements. Detention is provided by a dry-bottom detention basin (Pond 1B), originally graded with Lake Front Office Park construction, that is proposed to be regraded with Lake Front Office Park Lot 1 improvements.

Detention Summary

DB 1 (EXISTING AREA = 1.75 AC, PROPOSED AREA=1.75 AC)

Rainfall Return Frequency (Yrs)	(Allowable Release), cfs*	Post-Developed Runoff Release, cfs*
5	3.55	2.82
100	3.63	3.54

* INCLUDES ROUTING OF DB-1 OFFSITE (5-, 100-YEAR)

Detention Basin Summary

	Bottom of Basin Elevation	100-yr Elevation	Detention Overflow Elevation	Detention Freeboard, Feet	100-year Release Rate, cfs	100-year detention volume, cf	Ponding Depth, Feet
POND 1A	933.68	935.91	938.00	2.09	4.16	789	2.23
POND 1B	936.02	939.42	940.50	1.08	1.17	4,732	3.40



CIVIL DESIGN ADVANTAGE

4121 NW Urbandale Dr Urbandale, Iowa 50322

PROJECT: Lake Front Office Park - Lot 1 JOB NO. 2207.507 Page of Pages

SUBJECT: Stormwater Calculations DATE: 11/15/22 COMP. BY: JWM OK'D BY:

Storm Water Analysis:

Storm Sewer Analysis

Since the original analysis called for a 5-year design storm and the storm sewer pipes have already been installed, the proposed storm sewer pipes are designed to convey the 5-year post-developed storm event with overflow paths defined to provided routing for larger storm events. The Rational Method will be used to determine the flow rate for each drainage area. Manning's equation will be used to size pipes.

Assumptions:

- * See attached Hydrologic Soil Map in the Appendix. For this analysis, Hydrologic Soil Group C will be used.
- * Assumed a 15 minute time of concentration for storm sewer design and post-developed conditions.
- * The runoff coefficients used to determine flow rates for the site are listed in the following table.

Land Use or Surface Characteristics	C Soils	
	<u>5-yr</u>	<u>100-yr</u>
Open Space - Fair Condition	0.45	0.55
Open Space - Good Condition	0.35	0.55
Commercial and Business	0.85	0.90
Impervious	0.95	0.98



CIVIL DESIGN ADVANTAGE

4121 NW Urbandale Dr Urbandale, Iowa 50322

PROJECT: Lake Front Office Park - Lot 1 JOB NO. 2207.507 Page of Pages

SUBJECT: Stormwater Calculations DATE: 11/15/22 COMP. BY: JWM OK'D BY:

Storm Sewer
Post-Developed Composite C-factor Calculations
5-Year/100-Year

Drainage Area ID	Lawn C-factor	Lawn Area, SF	Imperv. C-factor	Imperv. Area, SF	Total Area SF	Total Area Acres	Composite C-factor
DB 8	0.35	1227	0.95	8774	10001	0.23	0.88
DB 8	0.55	1227	0.98	8774	10001	0.23	0.93

Detention Basin
Post-Developed Composite C-factor Calculations
100-Year

Drainage Area ID	Lawn C-factor	Lawn Area, SF	Imperv. C-factor	Imperv. Area, SF	Total Area SF	Total Area Acres	Composite C-factor
DB 1A	0.55	7948	0.98	16179	24127	0.55	0.84
DB 1A UND	0.55	894	0.98	0	894	0.02	0.55
DB 1B	0.55	10307	0.98	37609	47916	1.10	0.89
DB 1B UND	0.55	3590	0.98	0	3590	0.08	0.55

Hydrologic Soil Group—Polk County, Iowa
(1010 Tyler Street)




Map Scale: 1:699 if printed on A portrait (8.5" x 11") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 15N WGS84

MAP LEGEND

Area of Interest (AOI)









 Area of Interest (AOI)

Soils

Soil Rating Polygons




 A
 A/D
 B
 B/D
 C
 C/D
 D
 Not rated or not available

Soil Rating Lines

 A
 A/D
 B
 B/D
 C
 C/D
 D
 Not rated or not available

Soil Rating Points






 A
 A/D
 B
 B/D

 C
 C/D
 D
 Not rated or not available

Water Features

 Streams and Canals

Transportation

 Rails
 Interstate Highways
 US Routes
 Major Roads
 Local Roads

Background

 Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:12,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
 Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Polk County, Iowa
 Survey Area Data: Version 17, Sep 15, 2015

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Data not available.

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Hydrologic Soil Group

Hydrologic Soil Group— Summary by Map Unit — Polk County, Iowa (IA153)				
Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
L236B	Lester loam, Bemis moraine, 2 to 6 percent slopes	C	1.0	52.6%
L236C2	Lester loam, Bemis moraine, 6 to 10 percent slopes, moderately eroded	C	0.9	47.4%
Totals for Area of Interest			1.9	100.0%

Description

Hydrologic soil groups are based on estimates of runoff potential. Soils are assigned to one of four groups according to the rate of water infiltration when the soils are not protected by vegetation, are thoroughly wet, and receive precipitation from long-duration storms.

The soils in the United States are assigned to four groups (A, B, C, and D) and three dual classes (A/D, B/D, and C/D). The groups are defined as follows:

Group A. Soils having a high infiltration rate (low runoff potential) when thoroughly wet. These consist mainly of deep, well drained to excessively drained sands or gravelly sands. These soils have a high rate of water transmission.

Group B. Soils having a moderate infiltration rate when thoroughly wet. These consist chiefly of moderately deep or deep, moderately well drained or well drained soils that have moderately fine texture to moderately coarse texture. These soils have a moderate rate of water transmission.

Group C. Soils having a slow infiltration rate when thoroughly wet. These consist chiefly of soils having a layer that impedes the downward movement of water or soils of moderately fine texture or fine texture. These soils have a slow rate of water transmission.

Group D. Soils having a very slow infiltration rate (high runoff potential) when thoroughly wet. These consist chiefly of clays that have a high shrink-swell potential, soils that have a high water table, soils that have a claypan or clay layer at or near the surface, and soils that are shallow over nearly impervious material. These soils have a very slow rate of water transmission.

If a soil is assigned to a dual hydrologic group (A/D, B/D, or C/D), the first letter is for drained areas and the second is for undrained areas. Only the soils that in their natural condition are in group D are assigned to dual classes.

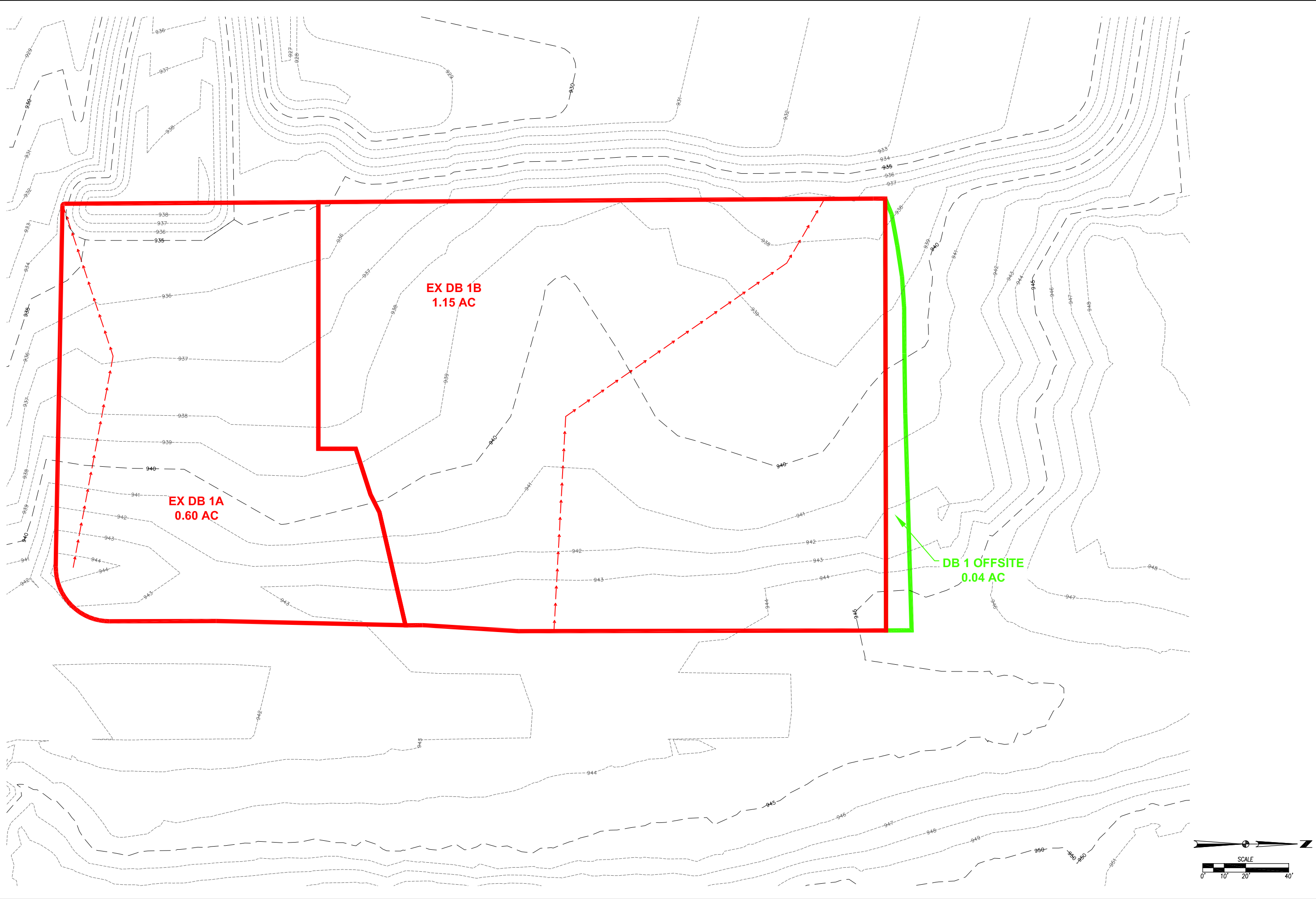
Rating Options

Aggregation Method: Dominant Condition

Component Percent Cutoff: None Specified

Tie-break Rule: Higher

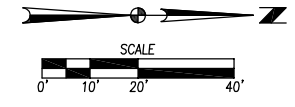
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DRAWN BY: JAWHON MCDONALD
CHECKED BY: ENCS



EX DB 1A
0.60 AC

EX DB 1B
1.15 AC

DB 1 OFFSITE
0.04 AC



LAKE FRONT OFFICE PARK - LOT 1
PRE-DEVELOPED MAP

2207.507

ESA
CIVIL DESIGN ADVANTAGE

POLK CITY, IOWA

4121 NW URBANDALE DRIVE
URBANDALE, IOWA 50322
PHONE: (515) 369-4400 FAX: (515) 369-4410
ENGINEER: JWM

REVISIONS	DATE



PROJECT: Lake Front Office Park Lot 1 JOB NO. 2207.507 Page of Pages

SUBJECT: Storm Water Calculations DATE: 11/15/22 COMP. BY: OK'D BY:

Pre-Developed Time of Concentration:

Drainage Area: EX DB 1A

Sheet Flow:

Flow length, L_1 = 100 feet
Land slope, s_1 = 7.25 %
Manning's n = 0.17
2-Year 24-hr p_2 = 3.08
Travel time, t_1 = 6.6 minutes

Design Equation:
$$t_1 = \frac{0.007[(n)(L_1)]^{0.8}}{\sqrt{p_2(s)}^{0.4}}$$

Shallow Concentrated Flow:

Flow length, L_2 = 74 feet
Land slope, s_2 = 3.88 %
Ground Cover No. = 3 Table 1

Flow velocity, v_2 = 1.37 ft/sec
Travel time, t_2 = 0.9 minutes

Table 1:

Ground Cover:	No.	Equation	
Forest w/ heavy ground litter & meadow	1	$v_2 = s_2^{1/2} \times$	2.516
Minimum tillage cultivation and woodland:	2	$v_2 = s_2^{1/2} \times$	5.032
Short grass pasture & lawns	3	$v_2 = s_2^{1/2} \times$	6.962
Cultivated straight row crops	4	$v_2 = s_2^{1/2} \times$	8.726
Nearly bare ground	5	$v_2 = s_2^{1/2} \times$	9.965
Grassed waterway	6	$v_2 = s_2^{1/2} \times$	16.135
Paved area & shallow gutter flow	7	$v_2 = s_2^{1/2} \times$	20.238

Channel Flow:

Flow length, L_3 = 0 feet
Land slope, s_3 = 6.5 %
Manning's n = 0.035
Left Slope = 6 :1
Bottom Width = 5 feet
Right Slope = 3 :1
Flow depth = 2 feet
Flow area, a = 28 ft²
Wetted perim., P_w = 23.49 ft
Flow velocity, v_3 = 12.17 ft/sec
Travel time, t_3 = 0.0 minutes

Design Equation:
$$v_3 = \frac{1.486(a/P_w)^{2/3} s_3^{1/2}}{n}$$

$q = 340.733$

Time of Concentration, t_c = 7.49 minutes $t_c = t_1 + t_2 + t_3$



PROJECT: Lake Front Office Park Lot 1 JOB NO. 2207.507 Page of Pages

SUBJECT: Storm Water Calculations DATE: 11/15/22 COMP. BY: OK'D BY:

Pre-Developed Time of Concentration:

Drainage Area: EX DB 1B

Sheet Flow:

Flow length, L_1 = 100 feet
Land slope, s_1 = 3.5 %
Manning's n = 0.17
2-Year 24-hr p_2 = 3.08
Travel time, t_1 = 8.8 minutes

Design Equation:
$$t_1 = \frac{0.007[(n)(L_1)]^{0.8}}{\sqrt{p_2(s)}^{0.4}}$$

Shallow Concentrated Flow:

Flow length, L_2 = 150 feet
Land slope, s_2 = 2.41 %
Ground Cover No. = 3 Table 1

Flow velocity, v_2 = 1.08 ft/sec
Travel time, t_2 = 2.3 minutes

Table 1:

Ground Cover:	No.	Equation	
Forest w/ heavy ground litter & meadow	1	$v_2 = s_2^{1/2} \times$	2.516
Minimum tillage cultivation and woodland:	2	$v_2 = s_2^{1/2} \times$	5.032
Short grass pasture & lawns	3	$v_2 = s_2^{1/2} \times$	6.962
Cultivated straight row crops	4	$v_2 = s_2^{1/2} \times$	8.726
Nearly bare ground	5	$v_2 = s_2^{1/2} \times$	9.965
Grassed waterway	6	$v_2 = s_2^{1/2} \times$	16.135
Paved area & shallow gutter flow	7	$v_2 = s_2^{1/2} \times$	20.238

Channel Flow:

Flow length, L_3 = 0 feet
Land slope, s_3 = 6.5 %
Manning's n = 0.035
Left Slope = 6 :1
Bottom Width = 5 feet
Right Slope = 3 :1
Flow depth = 2 feet
Flow area, a = 28 ft²
Wetted perim., P_w = 23.49 ft
Flow velocity, v_3 = 12.17 ft/sec
Travel time, t_3 = 0.0 minutes

Design Equation:
$$v_3 = \frac{1.486(a/P_w)^{2/3} s_3^{1/2}}{n}$$

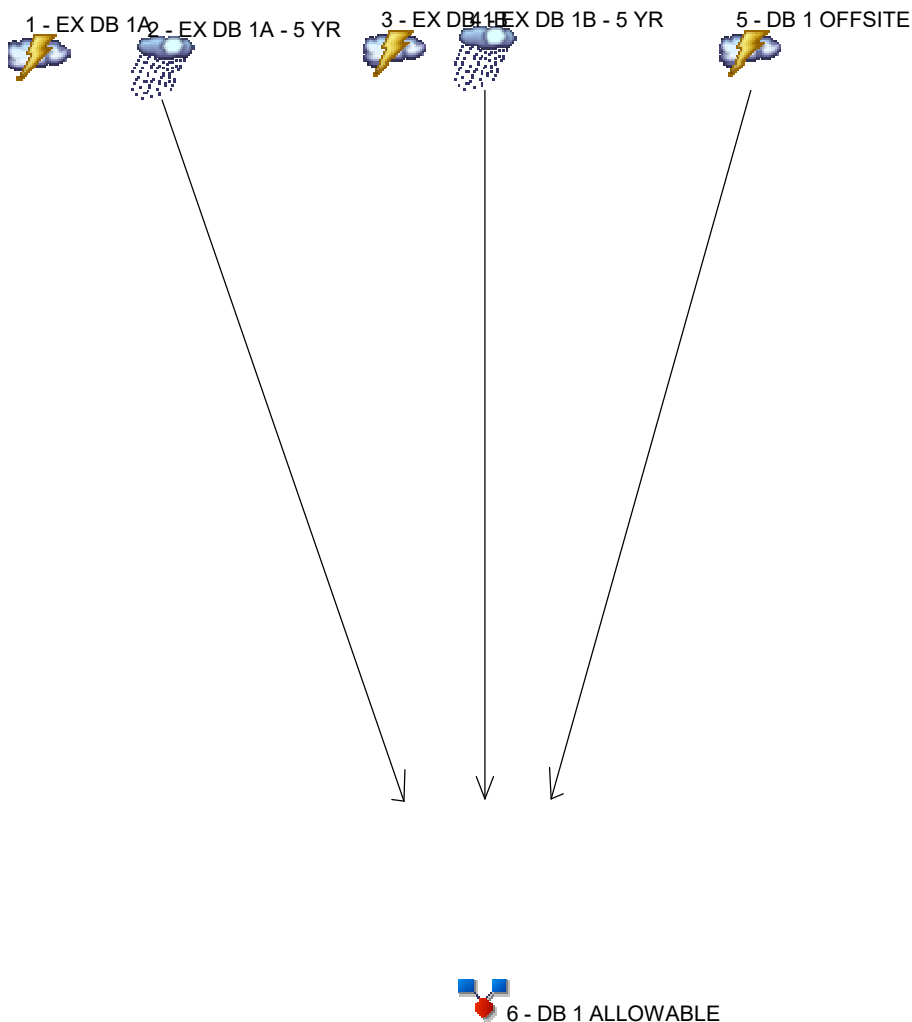
$q = 340.733$

Time of Concentration, t_c = 11.1 minutes $t_c = t_1 + t_2 + t_3$

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Hydrograph Return Period Recap.....	2
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Summary Report.....	3
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Hydrograph No. 3, Rational, EX DB 1B.....	6
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Watershed Model Schematic

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022



Legend

Hyd. Origin	Description
1	Rational EX DB 1A
2	Manual EX DB 1A - 5 YR
3	Rational EX DB 1B
4	Manual EX DB 1B - 5 YR
5	Rational DB 1 OFFSITE
6	Combine DB 1 ALLOWABLE

Hydrograph Return Period Recap

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Hyd. No.	Hydrograph type (origin)	Inflow hyd(s)	Peak Outflow (cfs)								Hydrograph Description
			1-yr	2-yr	3-yr	5-yr	10-yr	25-yr	50-yr	100-yr	
1	Rational	-----	-----	-----	-----	1.635	-----	-----	-----	2.478	EX DB 1A
2	Manual	-----	-----	-----	-----	1.640	-----	-----	-----	1.640	EX DB 1A - 5 YR
3	Rational	-----	-----	-----	-----	2.719	-----	-----	-----	4.203	EX DB 1B
4	Manual	-----	-----	-----	-----	2.720	-----	-----	-----	2.720	EX DB 1B - 5 YR
5	Rational	-----	-----	-----	-----	0.152	-----	-----	-----	0.234	DB 1 OFFSITE
6	Combine	2, 4, 5	-----	-----	-----	3.557	-----	-----	-----	3.634	DB 1 ALLOWABLE

Hydrograph Summary Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	Rational	1.635	1	7	687	----	----	----	EX DB 1A
2	Manual	1.640	1	7	871	----	----	----	EX DB 1A - 5 YR
3	Rational	2.719	1	11	1,795	----	----	----	EX DB 1B
4	Manual	2.720	1	11	1,912	----	----	----	EX DB 1B - 5 YR
5	Rational	0.152	1	10	91	----	----	----	DB 1 OFFSITE
6	Combine	3.557	1	11	2,875	2, 4, 5	----	----	DB 1 ALLOWABLE
Pre-Developed.gpw					Return Period: 5 Year			Tuesday, 11 / 15 / 2022	

Hydrograph Report

Hyd. No. 1

EX DB 1A

Hydrograph type	= Rational	Peak discharge	= 1.635 cfs
Storm frequency	= 5 yrs	Time to peak	= 7 min
Time interval	= 1 min	Hyd. volume	= 687 cuft
Drainage area	= 0.600 ac	Runoff coeff.	= 0.45
Intensity	= 6.057 in/hr	Tc by User	= 7.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



Hydrograph Report

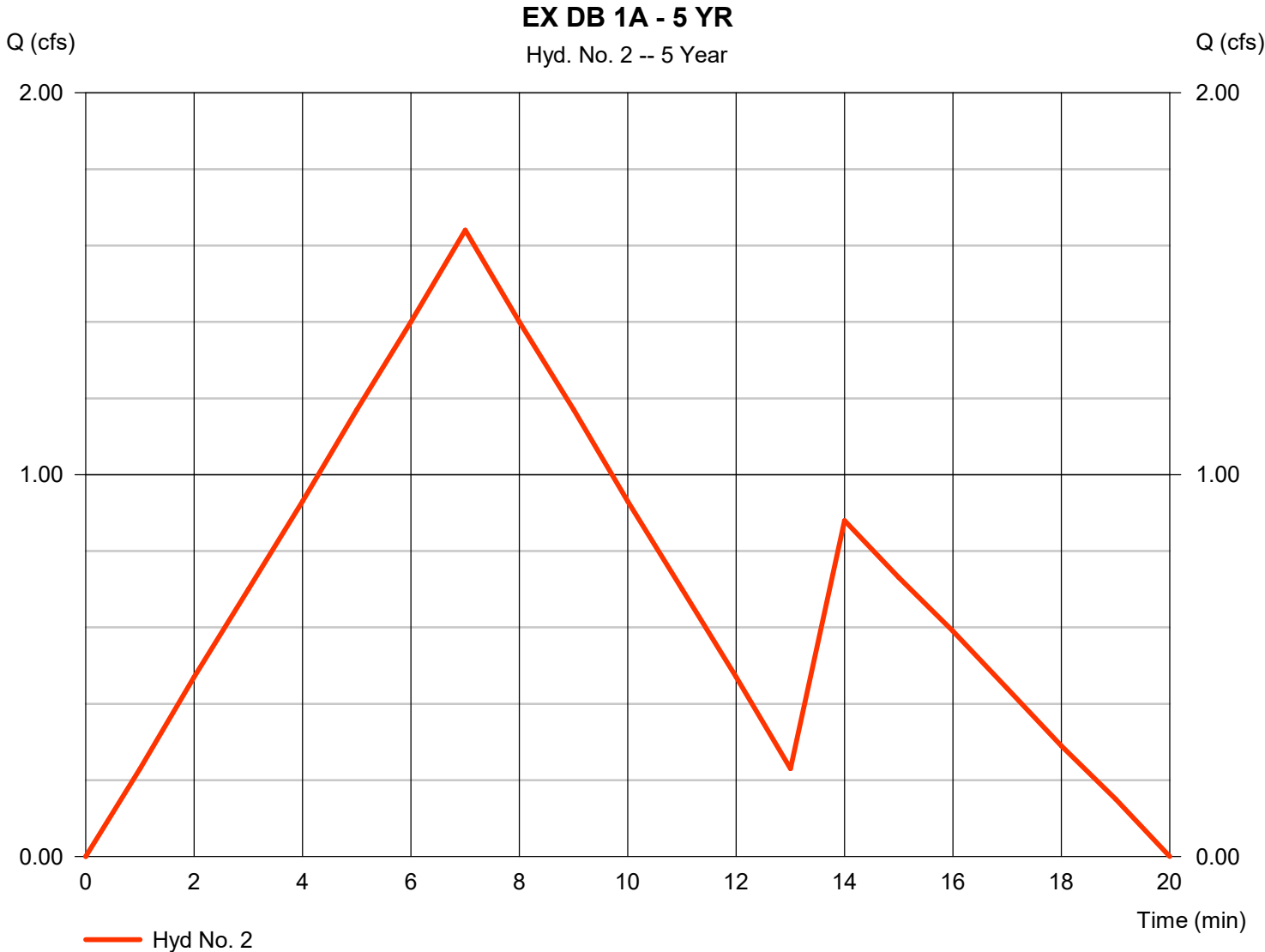
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Tuesday, 11 / 15 / 2022

Hyd. No. 2

EX DB 1A - 5 YR

Hydrograph type	= Manual	Peak discharge	= 1.640 cfs
Storm frequency	= 5 yrs	Time to peak	= 7 min
Time interval	= 1 min	Hyd. volume	= 871 cuft



Hydrograph Report

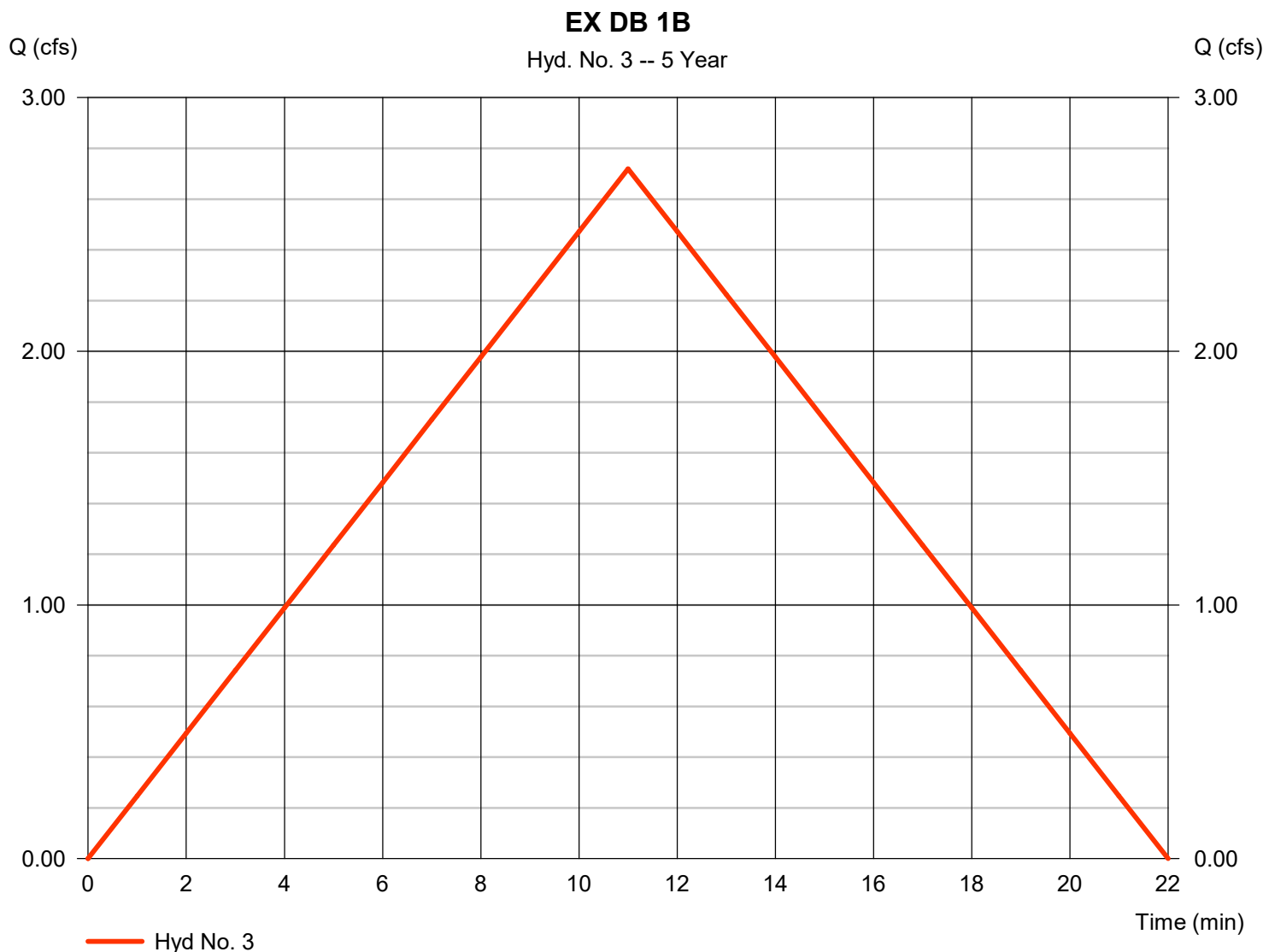
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Tuesday, 11 / 15 / 2022

Hyd. No. 3

EX DB 1B

Hydrograph type	= Rational	Peak discharge	= 2.719 cfs
Storm frequency	= 5 yrs	Time to peak	= 11 min
Time interval	= 1 min	Hyd. volume	= 1,795 cuft
Drainage area	= 1.150 ac	Runoff coeff.	= 0.45
Intensity	= 5.254 in/hr	Tc by User	= 11.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

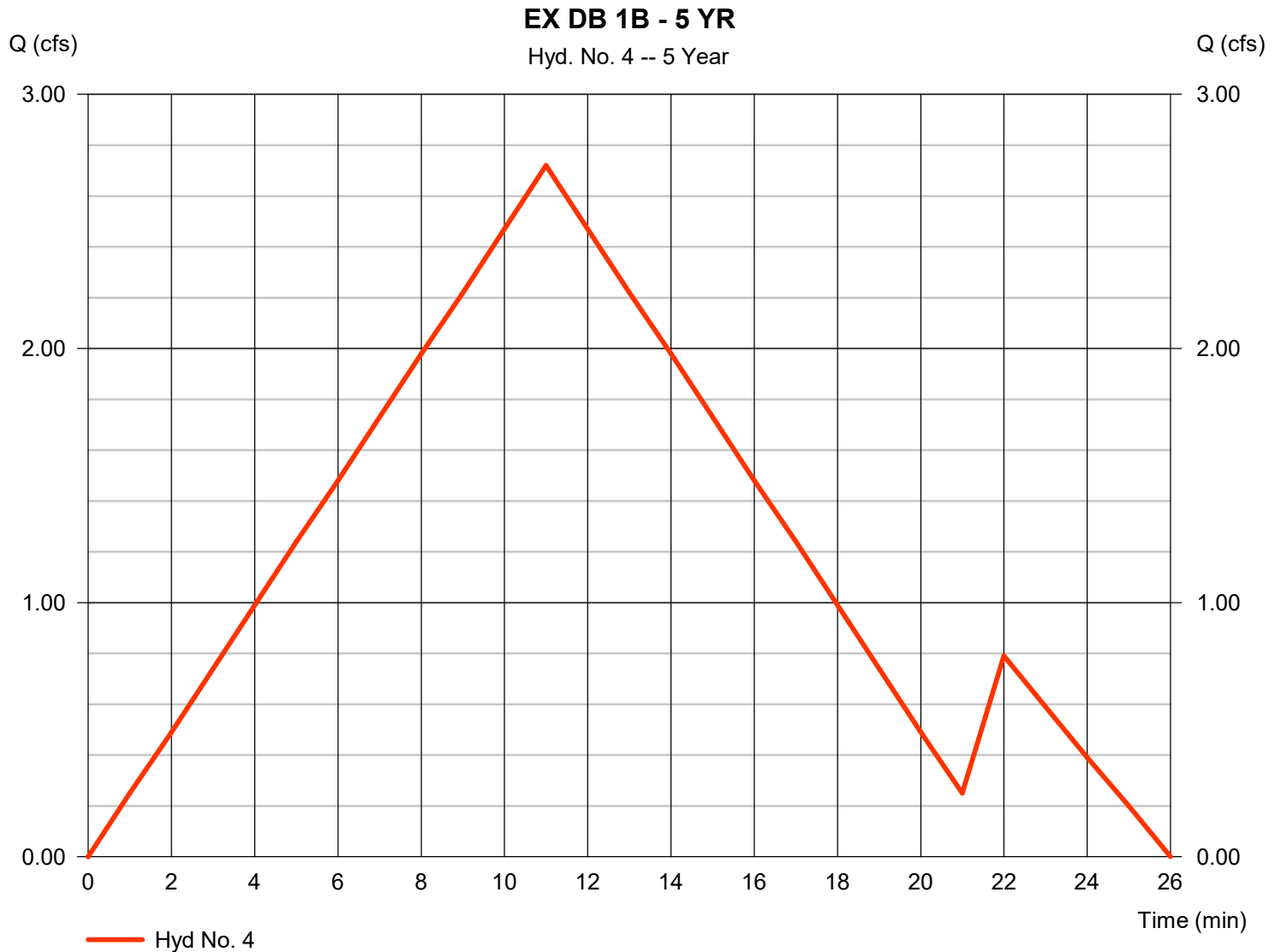
Tuesday, 11 / 15 / 2022

Hyd. No. 4

EX DB 1B - 5 YR

Hydrograph type = Manual
Storm frequency = 5 yrs
Time interval = 1 min

Peak discharge = 2.720 cfs
Time to peak = 11 min
Hyd. volume = 1,912 cuft



Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Tuesday, 11 / 15 / 2022

Hyd. No. 5

DB 1 OFFSITE

Hydrograph type	= Rational	Peak discharge	= 0.152 cfs
Storm frequency	= 5 yrs	Time to peak	= 10 min
Time interval	= 1 min	Hyd. volume	= 91 cuft
Drainage area	= 0.040 ac	Runoff coeff.	= 0.7
Intensity	= 5.432 in/hr	Tc by User	= 10.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



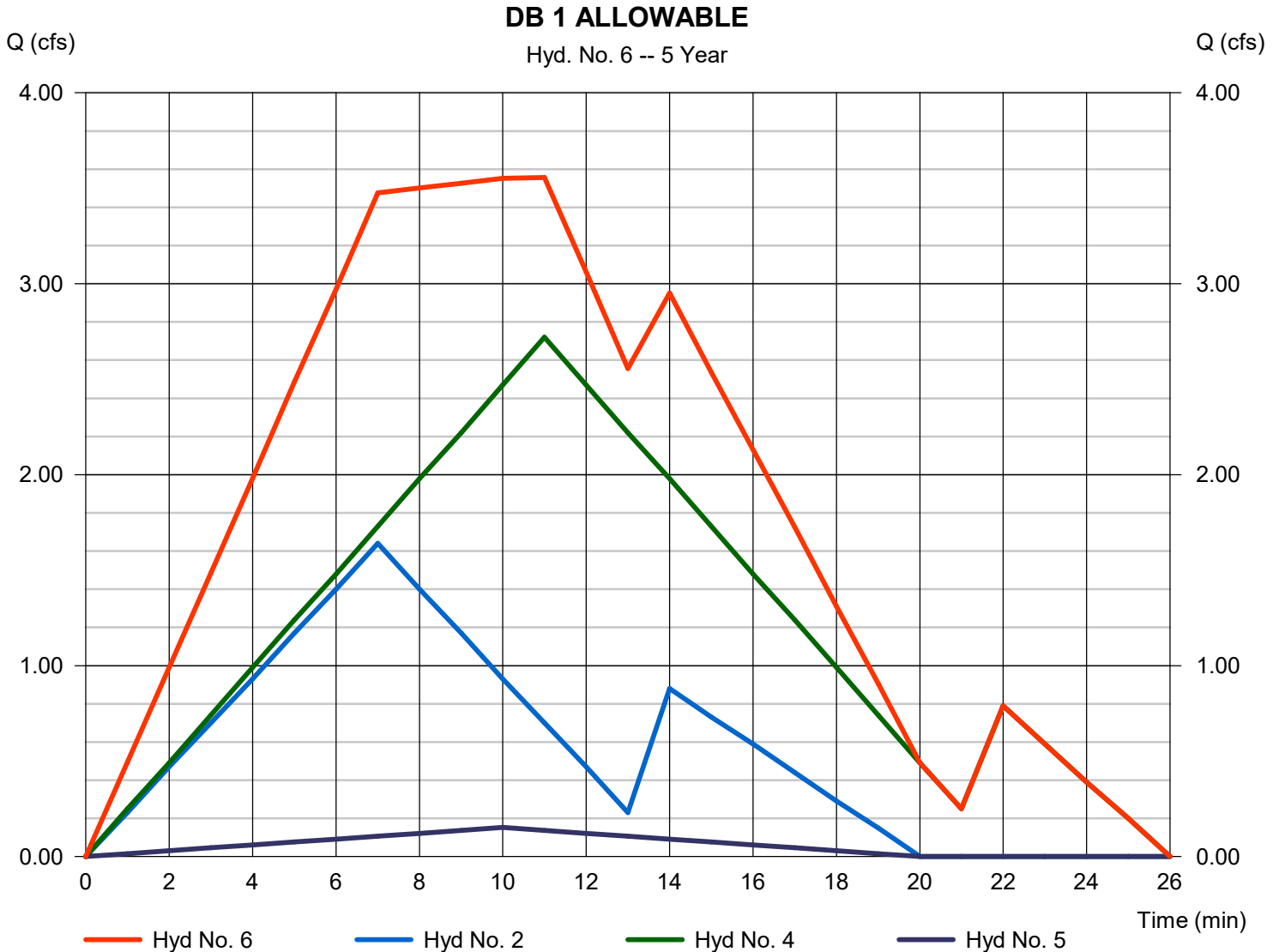
Hydrograph Report

Hyd. No. 6

DB 1 ALLOWABLE

Hydrograph type = Combine
Storm frequency = 5 yrs
Time interval = 1 min
Inflow hyds. = 2, 4, 5

Peak discharge = 3.557 cfs
Time to peak = 11 min
Hyd. volume = 2,875 cuft
Contrib. drain. area = 0.040 ac



Hydrograph Summary Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

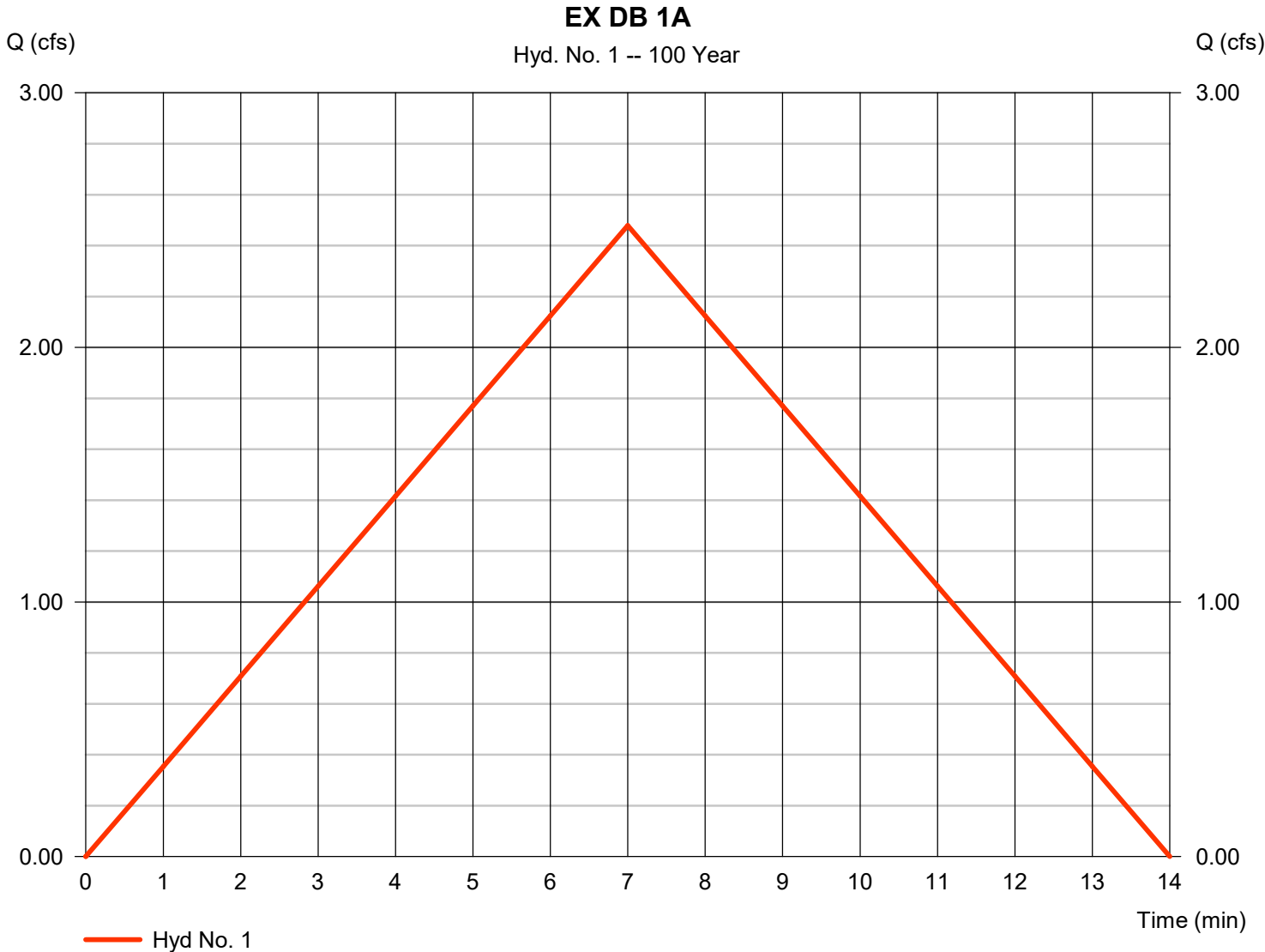
Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	Rational	2.478	1	7	1,041	----	----	----	EX DB 1A
2	Manual	1.640	1	7	871	----	----	----	EX DB 1A - 5 YR
3	Rational	4.203	1	11	2,774	----	----	----	EX DB 1B
4	Manual	2.720	1	11	1,912	----	----	----	EX DB 1B - 5 YR
5	Rational	0.234	1	10	140	----	----	----	DB 1 OFFSITE
6	Combine	3.634	1	10	2,924	2, 4, 5	----	----	DB 1 ALLOWABLE
Pre-Developed.gpw					Return Period: 100 Year			Tuesday, 11 / 15 / 2022	

Hydrograph Report

Hyd. No. 1

EX DB 1A

Hydrograph type	= Rational	Peak discharge	= 2.478 cfs
Storm frequency	= 100 yrs	Time to peak	= 7 min
Time interval	= 1 min	Hyd. volume	= 1,041 cuft
Drainage area	= 0.600 ac	Runoff coeff.	= 0.45
Intensity	= 9.179 in/hr	Tc by User	= 7.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

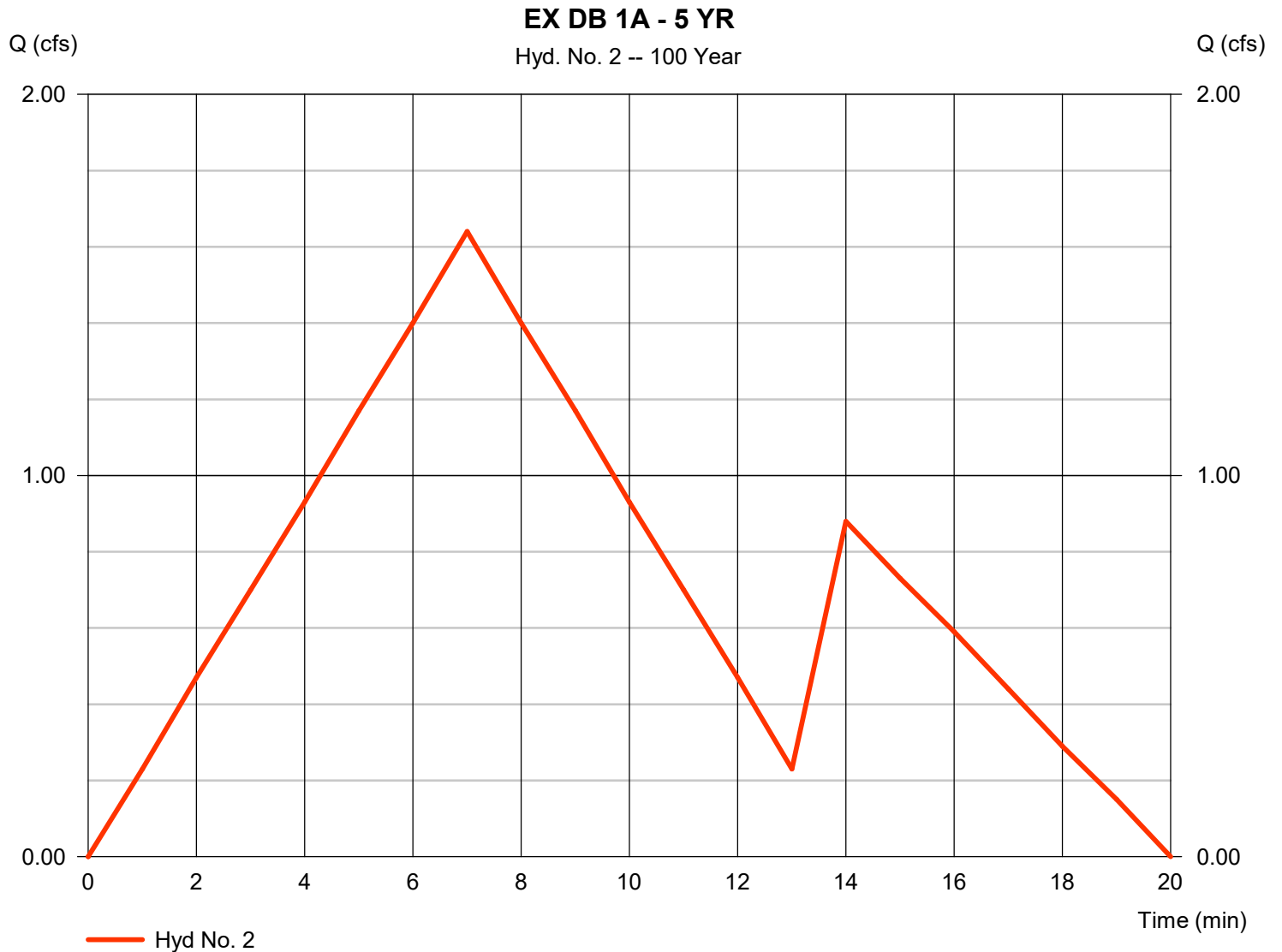
Tuesday, 11 / 15 / 2022

Hyd. No. 2

EX DB 1A - 5 YR

Hydrograph type = Manual
Storm frequency = 100 yrs
Time interval = 1 min

Peak discharge = 1.640 cfs
Time to peak = 7 min
Hyd. volume = 871 cuft



Hydrograph Report

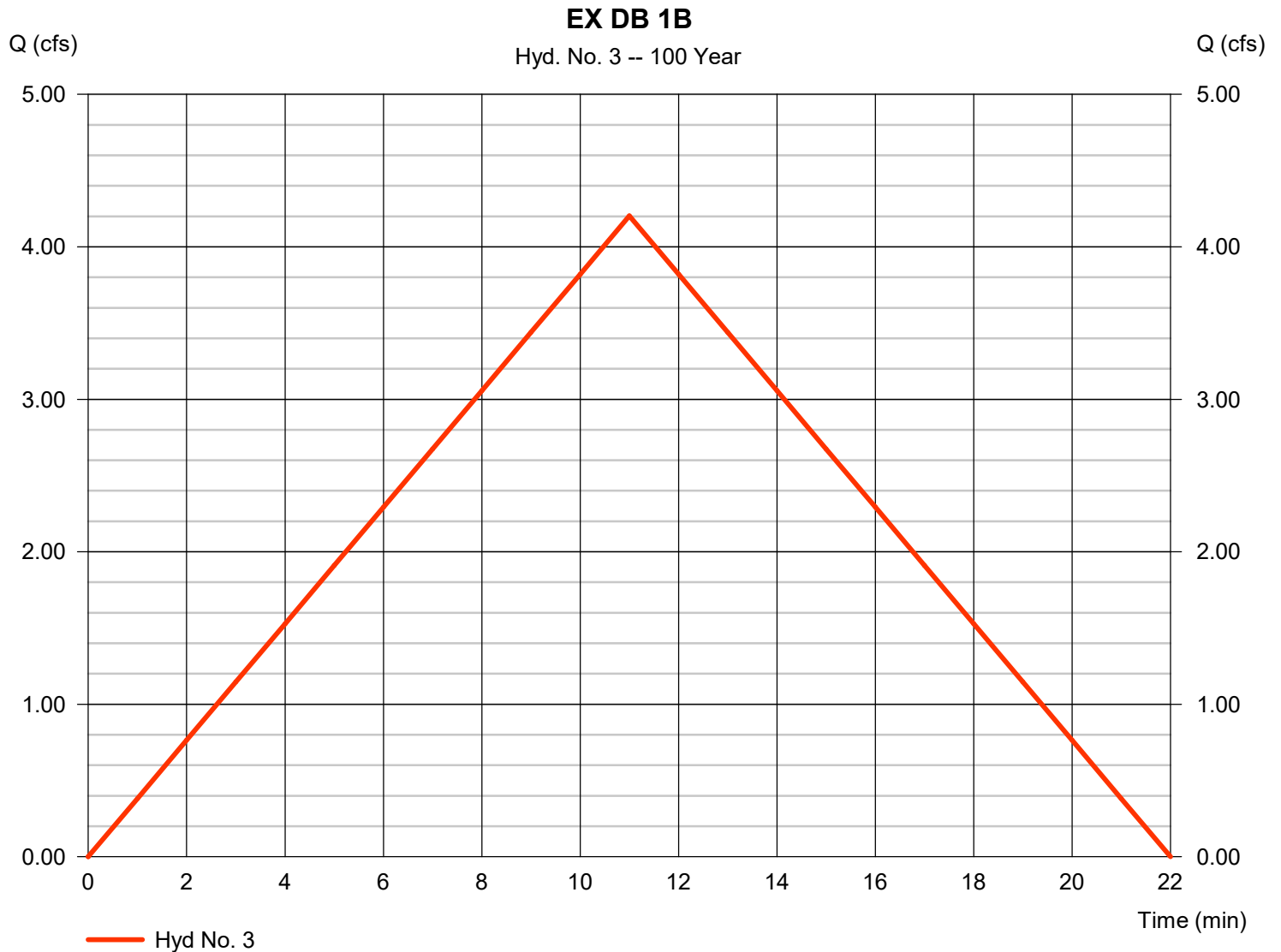
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Tuesday, 11 / 15 / 2022

Hyd. No. 3

EX DB 1B

Hydrograph type	= Rational	Peak discharge	= 4.203 cfs
Storm frequency	= 100 yrs	Time to peak	= 11 min
Time interval	= 1 min	Hyd. volume	= 2,774 cuft
Drainage area	= 1.150 ac	Runoff coeff.	= 0.45
Intensity	= 8.121 in/hr	Tc by User	= 11.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

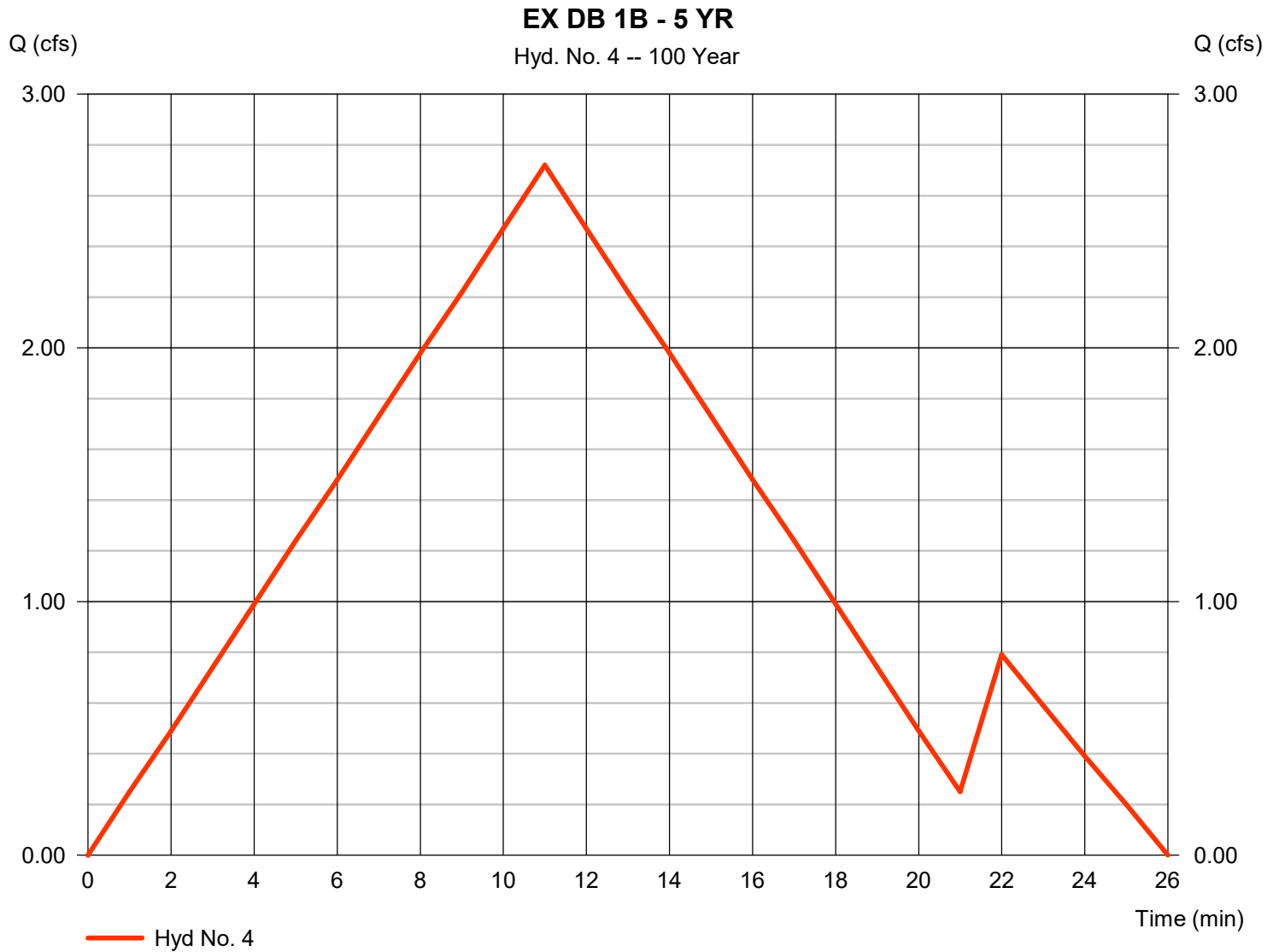
Tuesday, 11 / 15 / 2022

Hyd. No. 4

EX DB 1B - 5 YR

Hydrograph type = Manual
Storm frequency = 100 yrs
Time interval = 1 min

Peak discharge = 2.720 cfs
Time to peak = 11 min
Hyd. volume = 1,912 cuft



Hydrograph Report

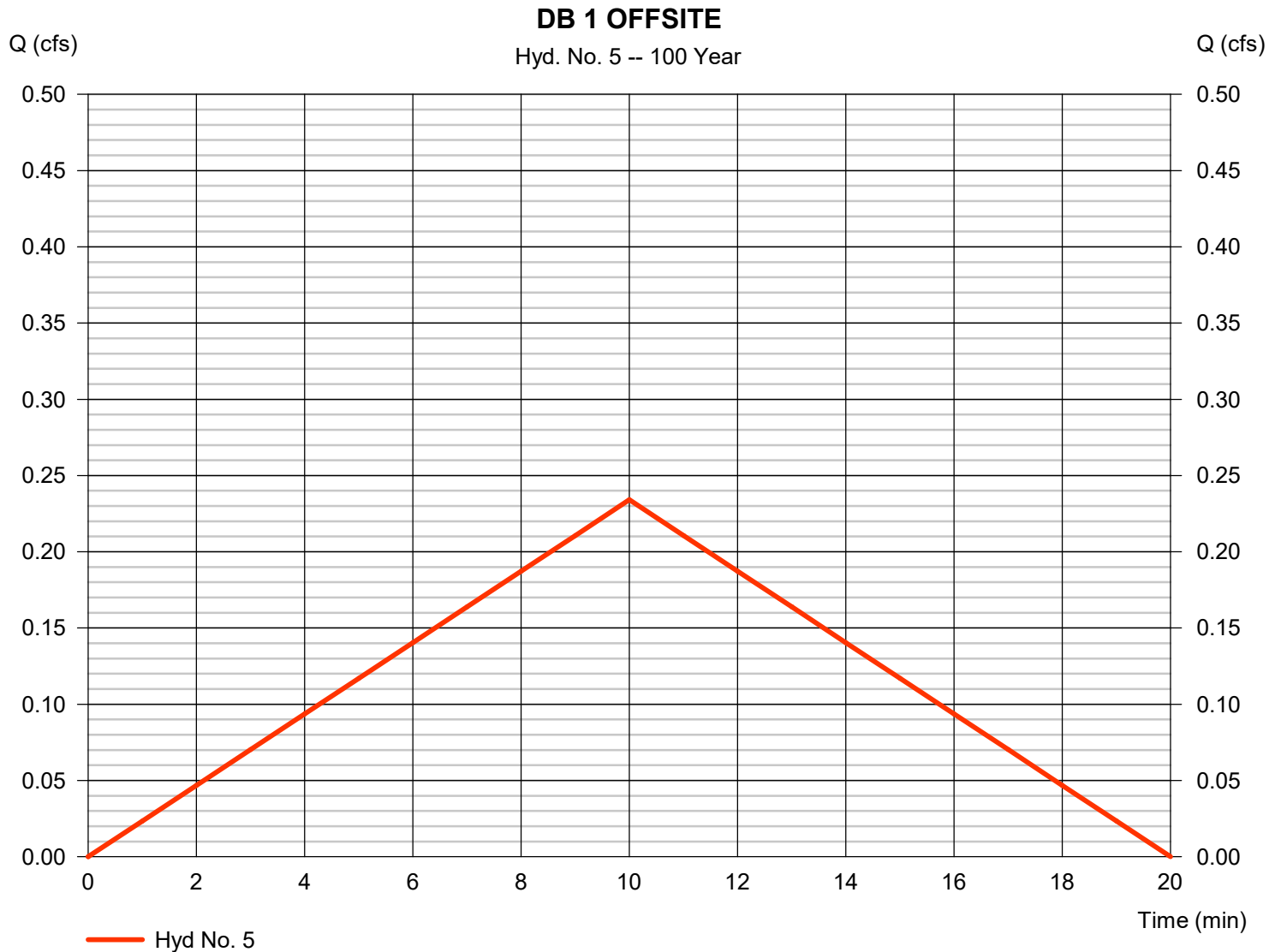
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Tuesday, 11 / 15 / 2022

Hyd. No. 5

DB 1 OFFSITE

Hydrograph type	= Rational	Peak discharge	= 0.234 cfs
Storm frequency	= 100 yrs	Time to peak	= 10 min
Time interval	= 1 min	Hyd. volume	= 140 cuft
Drainage area	= 0.040 ac	Runoff coeff.	= 0.7
Intensity	= 8.360 in/hr	Tc by User	= 10.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

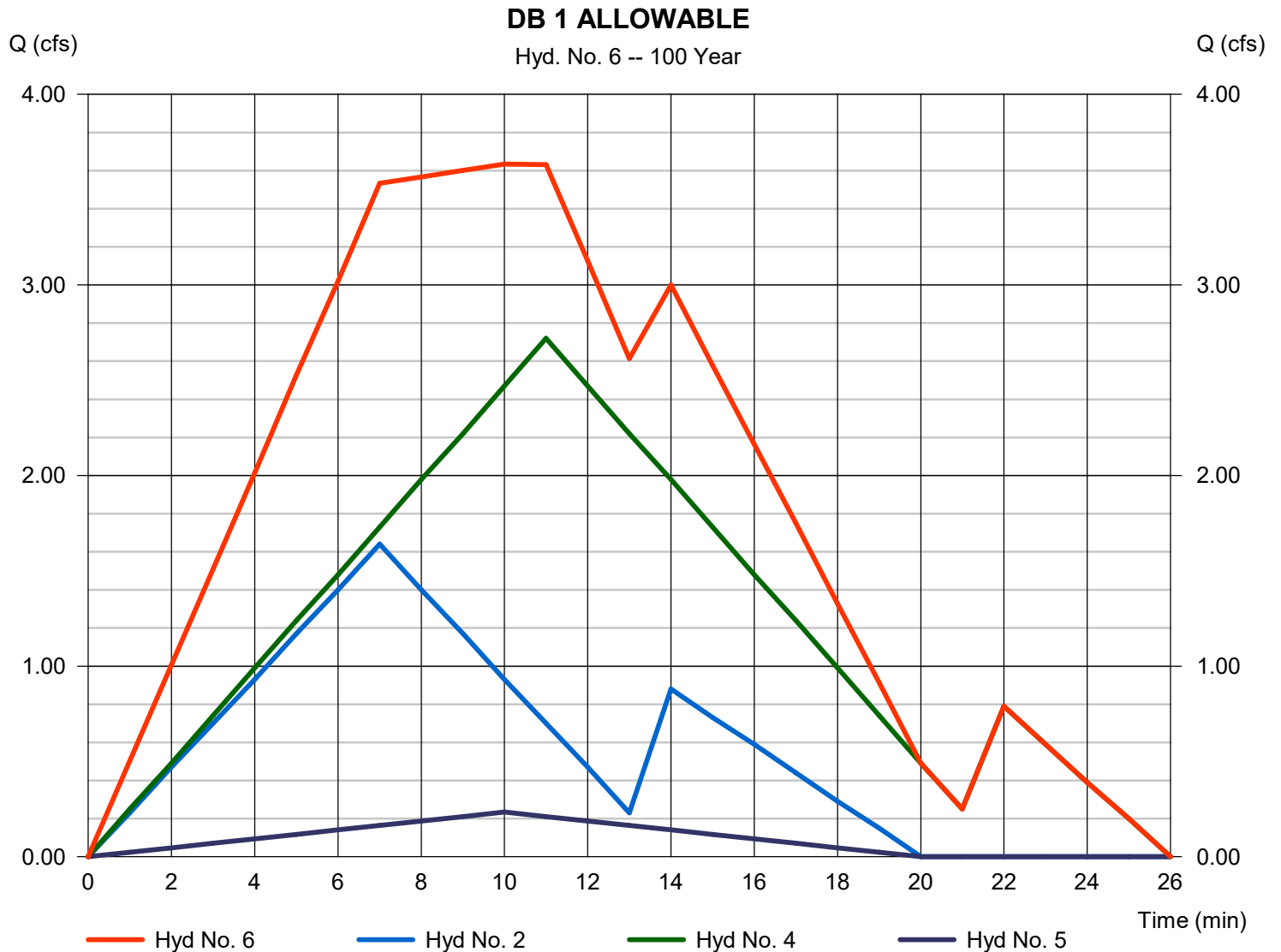
Tuesday, 11 / 15 / 2022

Hyd. No. 6

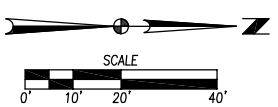
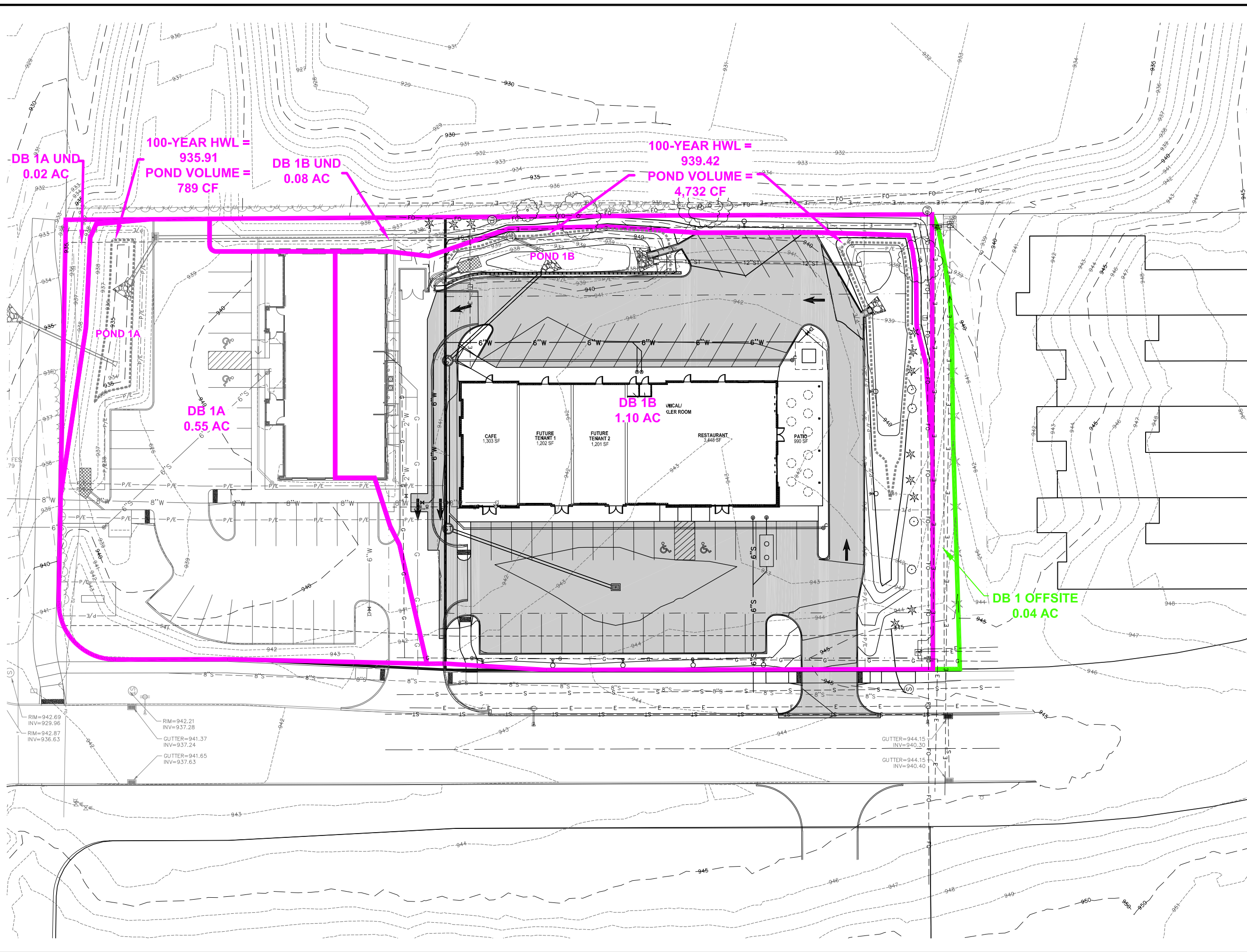
DB 1 ALLOWABLE

Hydrograph type = Combine
 Storm frequency = 100 yrs
 Time interval = 1 min
 Inflow hyds. = 2, 4, 5

Peak discharge = 3.634 cfs
 Time to peak = 10 min
 Hyd. volume = 2,924 cuft
 Contrib. drain. area = 0.040 ac



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 PLOTTED BY: ANTHONY MCCONALD
 PLOTTED: 11/15/2022 3:57 PM



LAKE FRONT OFFICE PARK - LOT 1
POST-DEVELOPED MAP

2207.507

1

CIVIL DESIGN ADVANTAGE

POLK CITY, IOWA

ENGINEER: EKO

ENGINEER: JWM

4121 NW URBANDALE DRIVE
 URBANDALE, IOWA 50322
 PHONE: (515) 369-4400 FAX: (515) 369-4410

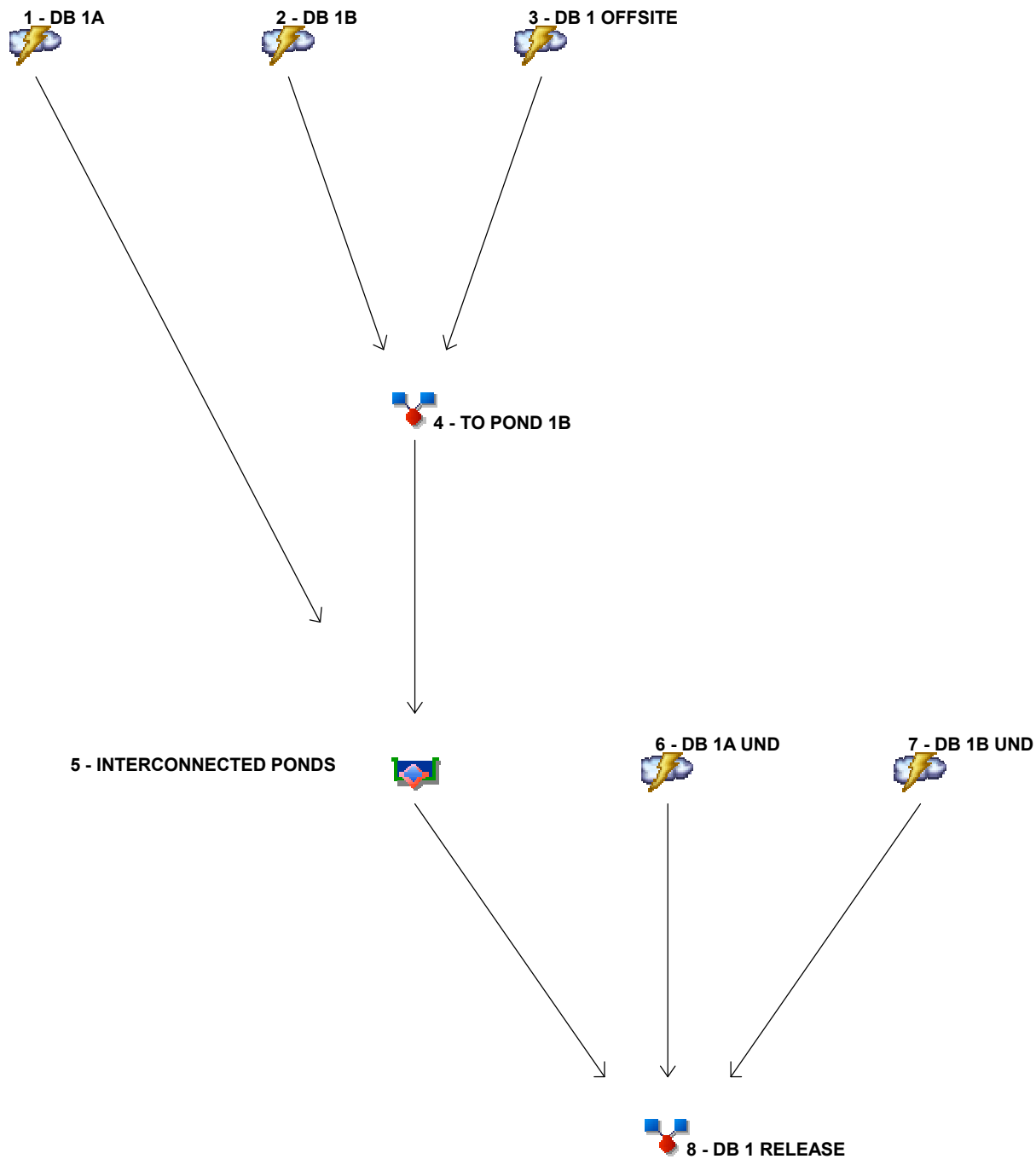
REVISIONS

NO.	DATE	DESCRIPTION

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Pond Report - POND 1B.....	9
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Hydrograph No. 7, Rational, DB 1B UND.....	14
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Hydrograph No. 7, Rational, DB 1B UND.....	23
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IDF Report.....	25

Watershed Model Schematic

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022



Legend

Hyd.	Origin	Description
1	Rational	DB 1A
2	Rational	DB 1B
3	Rational	DB 1 OFFSITE
4	Combine	TO POND 1B
5	Reservoir(i)	INTERCONNECTED PONDS
6	Rational	DB 1A UND
7	Rational	DB 1B UND
8	Combine	DB 1 RELEASE

Hydrograph Return Period Recap

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Hyd. No.	Hydrograph type (origin)	Inflow hyd(s)	Peak Outflow (cfs)								Hydrograph Description
			1-yr	2-yr	3-yr	5-yr	10-yr	25-yr	50-yr	100-yr	
1	Rational	-----	-----	-----	-----	2.510	-----	-----	-----	3.862	DB 1A
2	Rational	-----	-----	-----	-----	5.208	-----	-----	-----	8.083	DB 1B
3	Rational	-----	-----	-----	-----	0.152	-----	-----	-----	0.234	DB 1 OFFSITE
4	Combine	2, 3	-----	-----	-----	5.329	-----	-----	-----	8.270	TO POND 1B
5	Reservoir(i)	4, 1	-----	-----	-----	2.606	-----	-----	-----	3.254	INTERCONNECTED PONDS
6	Rational	-----	-----	-----	-----	0.060	-----	-----	-----	0.092	DB 1A UND
7	Rational	-----	-----	-----	-----	0.239	-----	-----	-----	0.368	DB 1B UND
8	Combine	5, 6, 7	-----	-----	-----	2.821	-----	-----	-----	3.544	DB 1 RELEASE

Hydrograph Summary Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

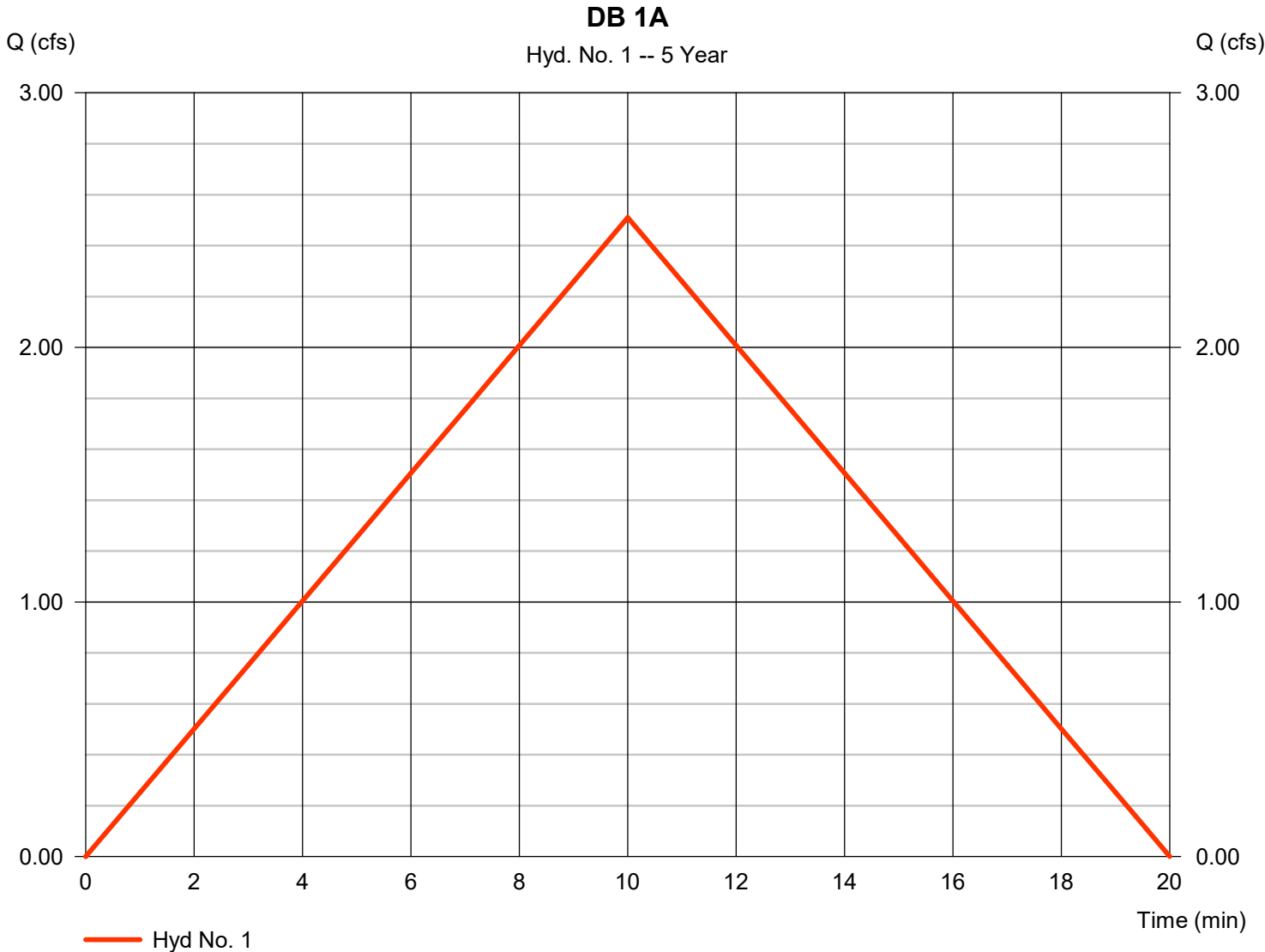
Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	Rational	2.510	1	10	1,506	-----	-----	-----	DB 1A
2	Rational	5.208	1	12	3,750	-----	-----	-----	DB 1B
3	Rational	0.152	1	10	91	-----	-----	-----	DB 1 OFFSITE
4	Combine	5.329	1	12	3,841	2, 3	-----	-----	TO POND 1B
5	Reservoir(i)	2.606	1	13	5,346	4, 1	938.83	3,143	INTERCONNECTED PONDS
6	Rational	0.060	1	10	36	-----	-----	-----	DB 1A UND
7	Rational	0.239	1	10	143	-----	-----	-----	DB 1B UND
8	Combine	2.821	1	12	5,525	5, 6, 7	-----	-----	DB 1 RELEASE
Post-Developed.gpw					Return Period: 5 Year			Tuesday, 11 / 15 / 2022	

Hydrograph Report

Hyd. No. 1

DB 1A

Hydrograph type	= Rational	Peak discharge	= 2.510 cfs
Storm frequency	= 5 yrs	Time to peak	= 10 min
Time interval	= 1 min	Hyd. volume	= 1,506 cuft
Drainage area	= 0.550 ac	Runoff coeff.	= 0.84
Intensity	= 5.432 in/hr	Tc by User	= 10.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



Hydrograph Report

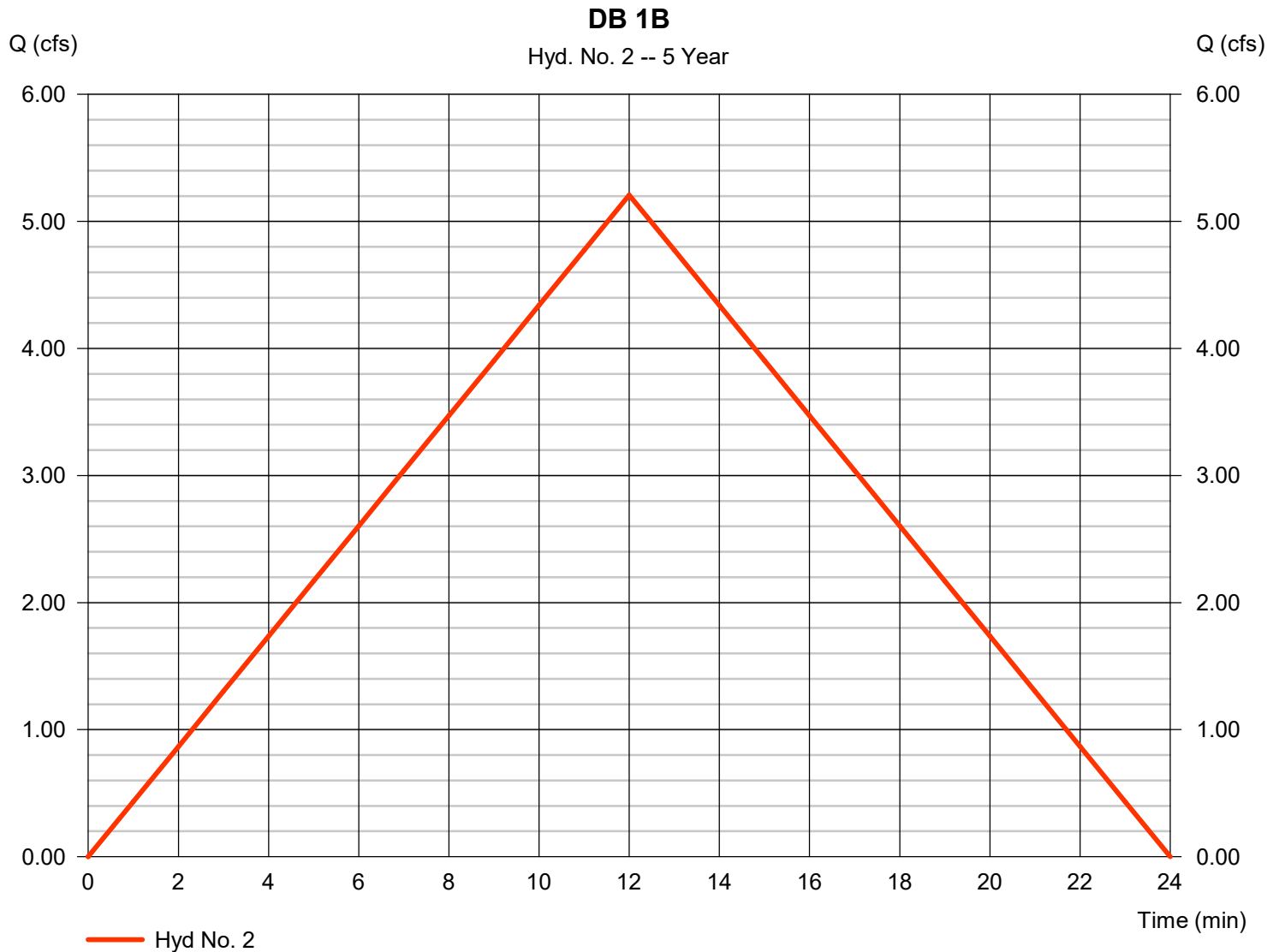
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Tuesday, 11 / 15 / 2022

Hyd. No. 2

DB 1B

Hydrograph type	= Rational	Peak discharge	= 5.208 cfs
Storm frequency	= 5 yrs	Time to peak	= 12 min
Time interval	= 1 min	Hyd. volume	= 3,750 cuft
Drainage area	= 1.150 ac	Runoff coeff.	= 0.89
Intensity	= 5.088 in/hr	Tc by User	= 12.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



Hydrograph Report

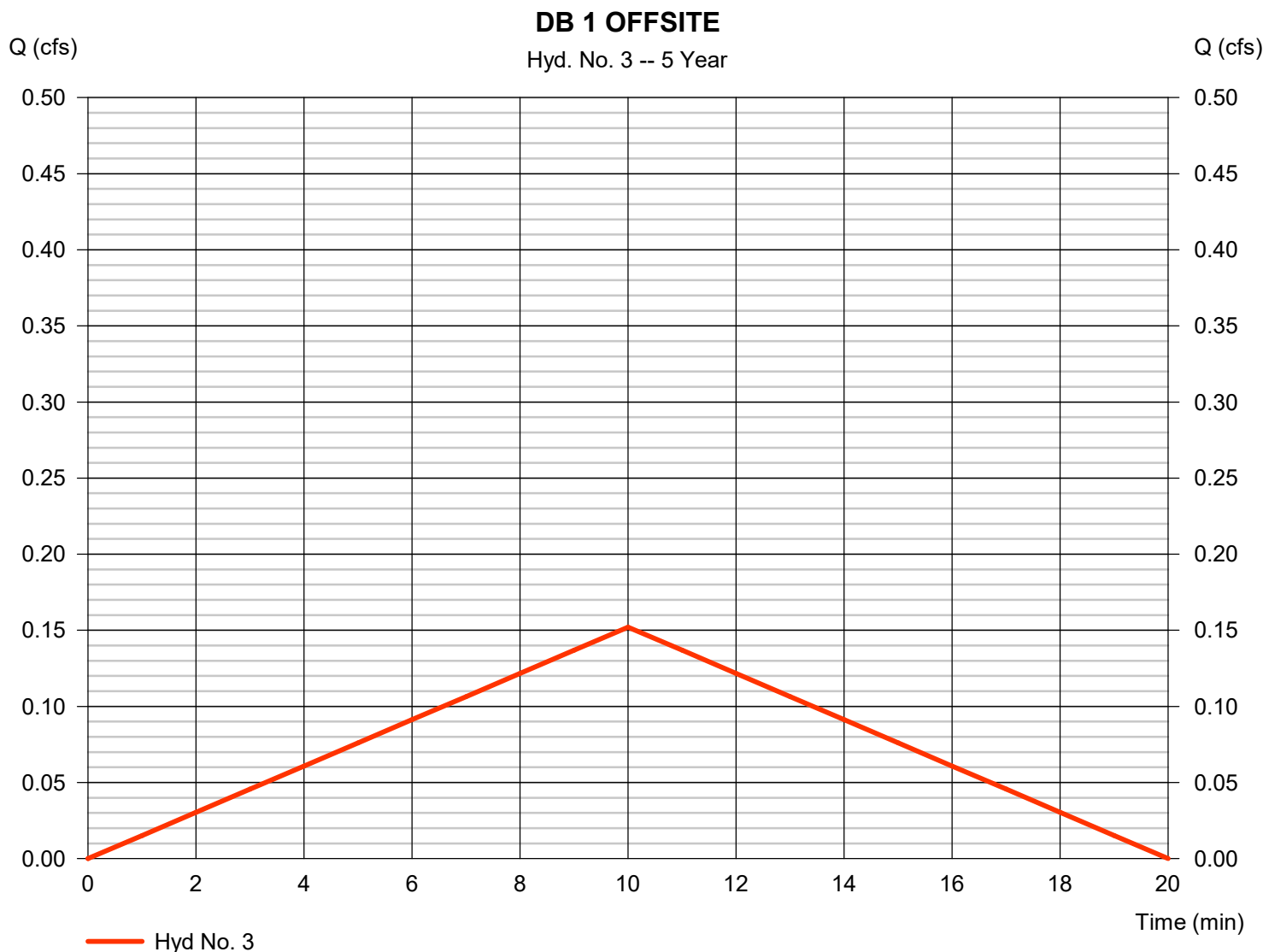
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Tuesday, 11 / 15 / 2022

Hyd. No. 3

DB 1 OFFSITE

Hydrograph type	= Rational	Peak discharge	= 0.152 cfs
Storm frequency	= 5 yrs	Time to peak	= 10 min
Time interval	= 1 min	Hyd. volume	= 91 cuft
Drainage area	= 0.040 ac	Runoff coeff.	= 0.7
Intensity	= 5.432 in/hr	Tc by User	= 10.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



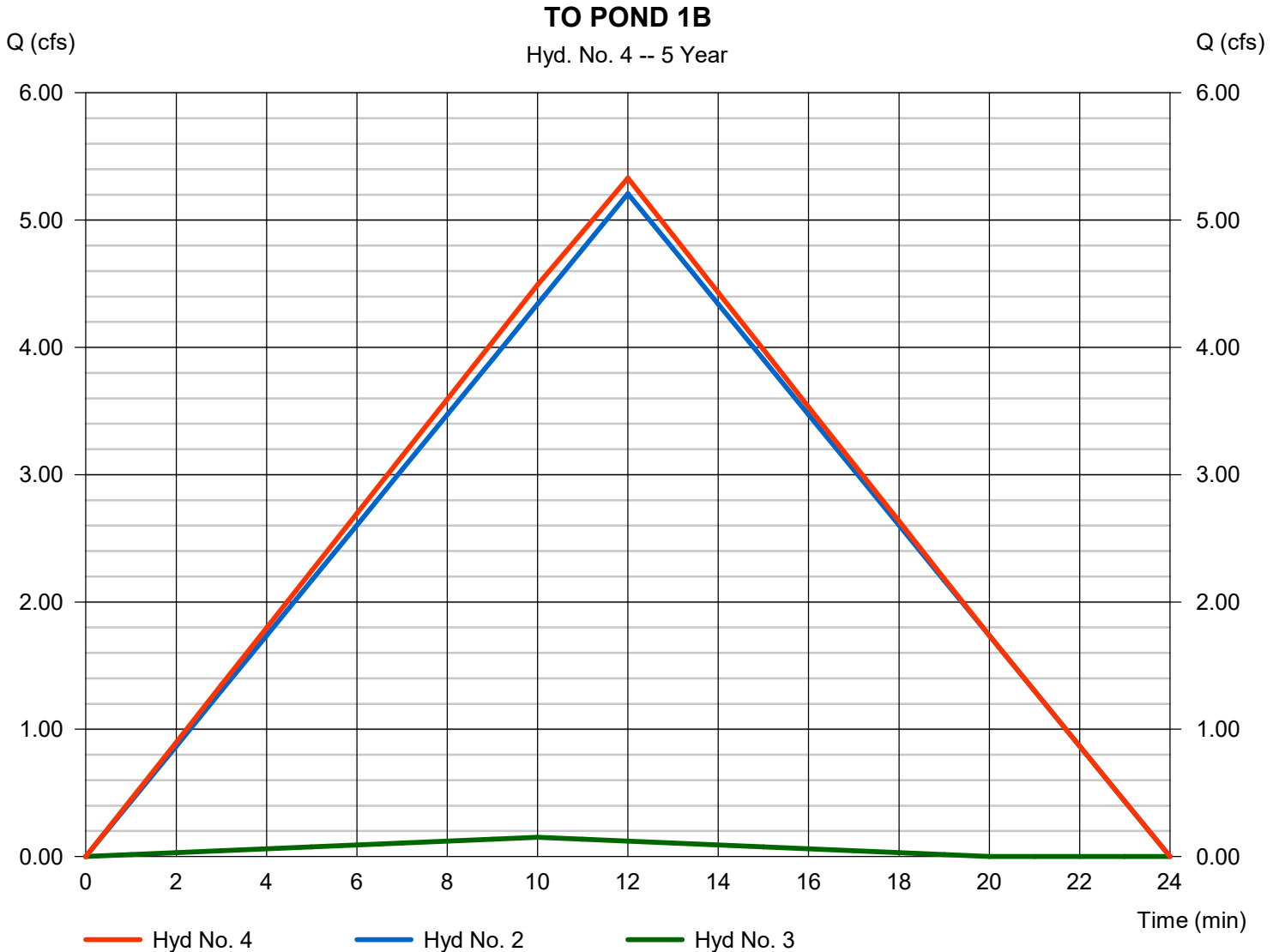
Hydrograph Report

Hyd. No. 4

TO POND 1B

Hydrograph type = Combine
Storm frequency = 5 yrs
Time interval = 1 min
Inflow hyds. = 2, 3

Peak discharge = 5.329 cfs
Time to peak = 12 min
Hyd. volume = 3,841 cuft
Contrib. drain. area = 1.190 ac



Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

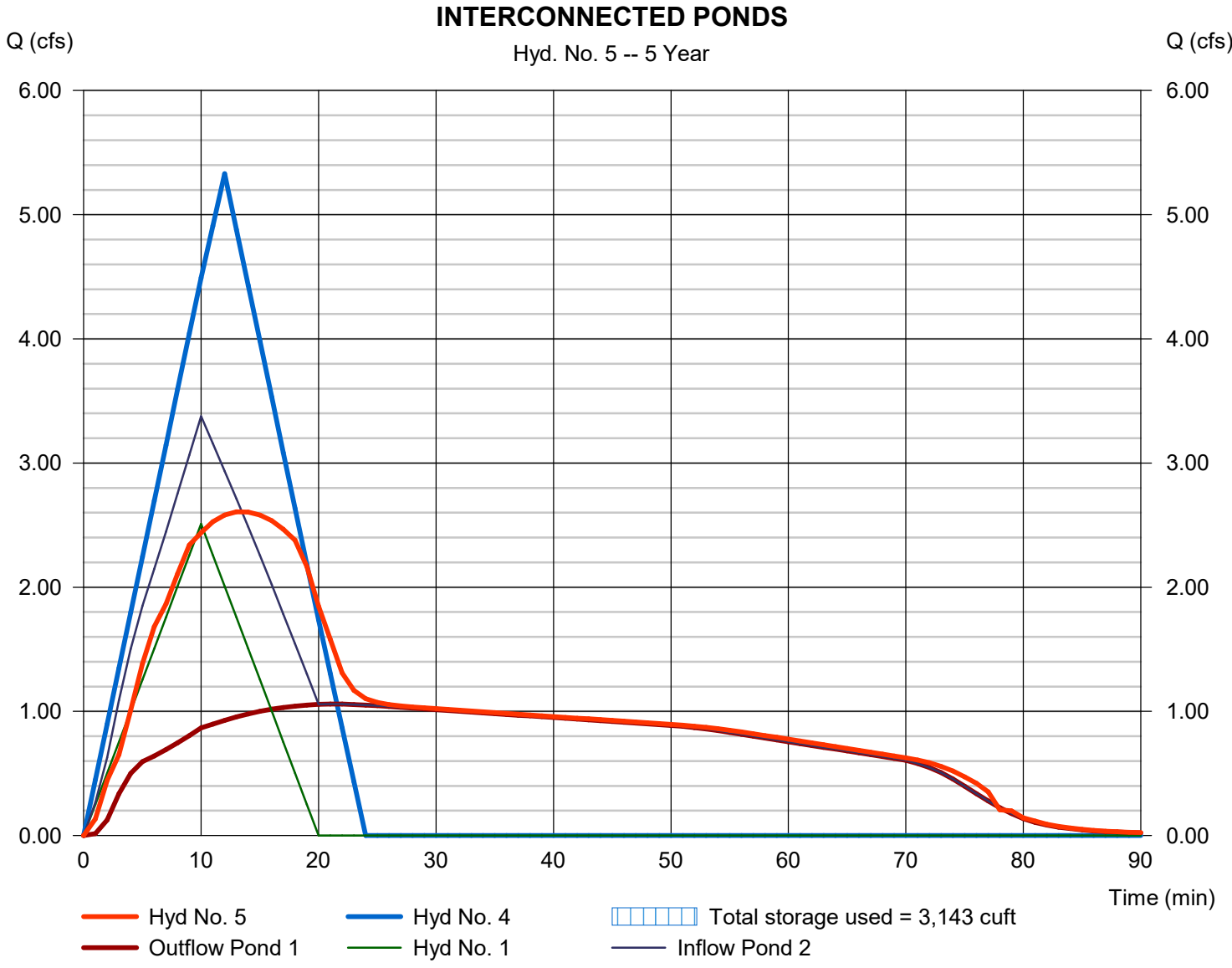
Tuesday, 11 / 15 / 2022

Hyd. No. 5

INTERCONNECTED PONDS

Hydrograph type	= Reservoir (Interconnected)	Peak discharge	= 2.606 cfs
Storm frequency	= 5 yrs	Time to peak	= 13 min
Time interval	= 1 min	Hyd. volume	= 5,346 cuft
Upper Pond	= POND 1B	Lower Pond	= POND 1A
Inflow hyd.	= 4 - TO POND 1B	Other Inflow hyd.	= 1 - DB 1A
Max. Elevation	= 938.83 ft	Max. Elevation	= 935.24 ft
Max. Storage	= 2,776 cuft	Max. Storage	= 367 cuft

Interconnected Pond Routing. Storage Indication method used.



Pond Report

Pond No. 1 - POND 1B

Pond Data

Contours -User-defined contour areas. Average end area method used for volume calculation. Beginning Elevation = 936.02 ft

Stage / Storage Table

Stage (ft)	Elevation (ft)	Contour area (sqft)	Incr. Storage (cuft)	Total storage (cuft)
0.00	936.02	00	0	0
0.98	937.00	436	214	214
1.98	938.00	1,290	863	1,077
2.98	939.00	2,791	2,040	3,117
3.98	940.00	4,876	3,834	6,951

Culvert / Orifice Structures

	[A]	[B]	[C]	[PrfRsr]
Rise (in)	= 15.00	0.00	5.00	0.00
Span (in)	= 15.00	0.00	5.00	0.00
No. Barrels	= 1	0	1	0
Invert El. (ft)	= 935.00	0.00	936.02	0.00
Length (ft)	= 155.00	0.00	14.00	0.00
Slope (%)	= 0.20	0.00	6.79	n/a
N-Value	= .013	.013	.013	n/a
Orifice Coeff.	= 0.60	0.60	0.60	0.60
Multi-Stage	= n/a	No	Yes	No

Weir Structures

	[A]	[B]	[C]	[D]
Crest Len (ft)	= 0.00	0.00	0.00	0.00
Crest El. (ft)	= 0.00	0.00	0.00	0.00
Weir Coeff.	= 3.33	3.33	3.33	3.33
Weir Type	= ---	---	---	---
Multi-Stage	= No	No	No	No
Exfil.(in/hr)	= 0.000 (by Wet area)			
TW Elev. (ft)	= 0.00			

Note: Culvert/Orifice outflows are analyzed under inlet (ic) and outlet (oc) control. Weir risers checked for orifice conditions (ic) and submergence (s).

Stage / Storage / Discharge Table

Stage ft	Storage cuft	Elevation ft	Clv A cfs	Clv B cfs	Clv C cfs	PrfRsr cfs	Wr A cfs	Wr B cfs	Wr C cfs	Wr D cfs	Exfil cfs	User cfs	Total cfs
0.00	0	936.02	0.00	---	0.00	---	---	---	---	---	---	---	0.000
0.10	21	936.12	2.33 oc	---	0.03 ic	---	---	---	---	---	---	---	0.027
0.20	43	936.22	2.33 oc	---	0.10 ic	---	---	---	---	---	---	---	0.097
0.29	64	936.31	2.33 oc	---	0.19 ic	---	---	---	---	---	---	---	0.192
0.39	85	936.41	2.33 oc	---	0.28 ic	---	---	---	---	---	---	---	0.284
0.49	107	936.51	2.33 oc	---	0.35 ic	---	---	---	---	---	---	---	0.348
0.59	128	936.61	2.33 oc	---	0.40 ic	---	---	---	---	---	---	---	0.405
0.69	150	936.71	2.33 oc	---	0.45 ic	---	---	---	---	---	---	---	0.454
0.78	171	936.80	2.33 oc	---	0.50 ic	---	---	---	---	---	---	---	0.498
0.88	192	936.90	2.33 oc	---	0.54 ic	---	---	---	---	---	---	---	0.539
0.98	214	937.00	2.33 oc	---	0.58 ic	---	---	---	---	---	---	---	0.577
1.08	300	937.10	2.33 oc	---	0.61 ic	---	---	---	---	---	---	---	0.613
1.18	386	937.20	2.33 oc	---	0.65 ic	---	---	---	---	---	---	---	0.647
1.28	473	937.30	2.33 oc	---	0.68 ic	---	---	---	---	---	---	---	0.680
1.38	559	937.40	2.33 oc	---	0.71 ic	---	---	---	---	---	---	---	0.711
1.48	645	937.50	2.33 oc	---	0.74 ic	---	---	---	---	---	---	---	0.740
1.58	731	937.60	2.33 oc	---	0.77 ic	---	---	---	---	---	---	---	0.769
1.68	818	937.70	2.33 oc	---	0.80 ic	---	---	---	---	---	---	---	0.796
1.78	904	937.80	2.33 oc	---	0.82 ic	---	---	---	---	---	---	---	0.823
1.88	990	937.90	2.33 oc	---	0.85 ic	---	---	---	---	---	---	---	0.849
1.98	1,077	938.00	2.33 oc	---	0.87 ic	---	---	---	---	---	---	---	0.874
2.08	1,281	938.10	2.33 oc	---	0.90 ic	---	---	---	---	---	---	---	0.898
2.18	1,485	938.20	2.33 oc	---	0.92 ic	---	---	---	---	---	---	---	0.922
2.28	1,689	938.30	2.33 oc	---	0.94 ic	---	---	---	---	---	---	---	0.945
2.38	1,893	938.40	2.33 oc	---	0.97 ic	---	---	---	---	---	---	---	0.967
2.48	2,097	938.50	2.33 oc	---	0.99 ic	---	---	---	---	---	---	---	0.989
2.58	2,301	938.60	2.33 oc	---	1.01 ic	---	---	---	---	---	---	---	1.011
2.68	2,505	938.70	2.33 oc	---	1.03 ic	---	---	---	---	---	---	---	1.032
2.78	2,709	938.80	2.33 oc	---	1.05 ic	---	---	---	---	---	---	---	1.053
2.88	2,913	938.90	2.33 oc	---	1.07 ic	---	---	---	---	---	---	---	1.073
2.98	3,117	939.00	2.33 oc	---	1.09 ic	---	---	---	---	---	---	---	1.093
3.08	3,500	939.10	2.33 oc	---	1.11 ic	---	---	---	---	---	---	---	1.112
3.18	3,884	939.20	2.33 oc	---	1.13 ic	---	---	---	---	---	---	---	1.132
3.28	4,267	939.30	2.33 oc	---	1.15 ic	---	---	---	---	---	---	---	1.151
3.38	4,651	939.40	2.33 oc	---	1.17 ic	---	---	---	---	---	---	---	1.169
3.48	5,034	939.50	2.33 oc	---	1.19 ic	---	---	---	---	---	---	---	1.187
3.58	5,417	939.60	2.33 oc	---	1.21 ic	---	---	---	---	---	---	---	1.205
3.68	5,801	939.70	2.33 oc	---	1.22 ic	---	---	---	---	---	---	---	1.223

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POND 1B

Stage / Storage / Discharge Table

Stage ft	Storage cuft	Elevation ft	Clv A cfs	Clv B cfs	Clv C cfs	PrfRsr cfs	Wr A cfs	Wr B cfs	Wr C cfs	Wr D cfs	Exfil cfs	User cfs	Total cfs
3.78	6,184	939.80	2.33 oc	---	1.24 ic	---	---	---	---	---	---	---	1.241
3.88	6,567	939.90	2.33 oc	---	1.26 ic	---	---	---	---	---	---	---	1.258
3.98	6,951	940.00	2.33 oc	---	1.27 ic	---	---	---	---	---	---	---	1.275

...End

Pond Report

Pond No. 2 - POND 1A

Pond Data

Contours -User-defined contour areas. Average end area method used for volume calculation. Beginning Elevation = 933.68 ft

Stage / Storage Table

Stage (ft)	Elevation (ft)	Contour area (sqft)	Incr. Storage (cuft)	Total storage (cuft)
0.00	933.68	00	0	0
0.32	934.00	43	7	7
1.32	935.00	391	217	224
2.32	936.00	807	599	823
3.32	937.00	1,512	1,159	1,982
4.32	938.00	2,245	1,878	3,861

Culvert / Orifice Structures

	[A]	[B]	[C]	[PrfRsr]
Rise (in)	= 10.00	0.00	0.00	0.00
Span (in)	= 10.00	0.00	0.00	0.00
No. Barrels	= 1	0	0	0
Invert El. (ft)	= 933.68	0.00	0.00	0.00
Length (ft)	= 48.00	0.00	0.00	0.00
Slope (%)	= 1.00	0.00	0.00	n/a
N-Value	= .013	.013	.013	n/a
Orifice Coeff.	= 0.60	0.60	0.60	0.60
Multi-Stage	= n/a	No	No	No

Weir Structures

	[A]	[B]	[C]	[D]
Crest Len (ft)	= 0.00	0.00	0.00	0.00
Crest El. (ft)	= 0.00	0.00	0.00	0.00
Weir Coeff.	= 3.33	3.33	3.33	3.33
Weir Type	= ---	---	---	---
Multi-Stage	= No	No	No	No
Exfil.(in/hr)	= 0.000 (by Wet area)			
TW Elev. (ft)	= 0.00			

Note: Culvert/Orifice outflows are analyzed under inlet (ic) and outlet (oc) control. Weir risers checked for orifice conditions (ic) and submergence (s).

Stage / Storage / Discharge Table

Stage ft	Storage cuft	Elevation ft	Clv A cfs	Clv B cfs	Clv C cfs	PrfRsr cfs	Wr A cfs	Wr B cfs	Wr C cfs	Wr D cfs	Exfil cfs	User cfs	Total cfs
0.00	0	933.68	0.00	---	---	---	---	---	---	---	---	---	0.000
0.03	1	933.71	0.00 ic	---	---	---	---	---	---	---	---	---	0.004
0.06	1	933.74	0.02 ic	---	---	---	---	---	---	---	---	---	0.017
0.10	2	933.78	0.04 ic	---	---	---	---	---	---	---	---	---	0.037
0.13	3	933.81	0.06 ic	---	---	---	---	---	---	---	---	---	0.065
0.16	3	933.84	0.10 ic	---	---	---	---	---	---	---	---	---	0.100
0.19	4	933.87	0.14 ic	---	---	---	---	---	---	---	---	---	0.142
0.22	5	933.90	0.19 ic	---	---	---	---	---	---	---	---	---	0.190
0.26	6	933.94	0.24 ic	---	---	---	---	---	---	---	---	---	0.245
0.29	6	933.97	0.31 ic	---	---	---	---	---	---	---	---	---	0.305
0.32	7	934.00	0.37 ic	---	---	---	---	---	---	---	---	---	0.372
0.42	29	934.10	0.61 ic	---	---	---	---	---	---	---	---	---	0.609
0.52	50	934.20	0.88 ic	---	---	---	---	---	---	---	---	---	0.879
0.62	72	934.30	1.17 ic	---	---	---	---	---	---	---	---	---	1.167
0.72	94	934.40	1.45 ic	---	---	---	---	---	---	---	---	---	1.447
0.82	115	934.50	1.68 ic	---	---	---	---	---	---	---	---	---	1.676
0.92	137	934.60	1.79 oc	---	---	---	---	---	---	---	---	---	1.788
1.02	159	934.70	1.94 oc	---	---	---	---	---	---	---	---	---	1.939
1.12	180	934.80	2.08 oc	---	---	---	---	---	---	---	---	---	2.079
1.22	202	934.90	2.21 oc	---	---	---	---	---	---	---	---	---	2.211
1.32	224	935.00	2.34 oc	---	---	---	---	---	---	---	---	---	2.335
1.42	284	935.10	2.45 oc	---	---	---	---	---	---	---	---	---	2.453
1.52	344	935.20	2.57 oc	---	---	---	---	---	---	---	---	---	2.565
1.62	404	935.30	2.67 oc	---	---	---	---	---	---	---	---	---	2.673
1.72	463	935.40	2.78 oc	---	---	---	---	---	---	---	---	---	2.777
1.82	523	935.50	2.88 oc	---	---	---	---	---	---	---	---	---	2.876
1.92	583	935.60	2.97 oc	---	---	---	---	---	---	---	---	---	2.973
2.02	643	935.70	3.07 oc	---	---	---	---	---	---	---	---	---	3.066
2.12	703	935.80	3.16 oc	---	---	---	---	---	---	---	---	---	3.157
2.22	763	935.90	3.24 oc	---	---	---	---	---	---	---	---	---	3.245
2.32	823	936.00	3.33 oc	---	---	---	---	---	---	---	---	---	3.331
2.42	939	936.10	3.41 oc	---	---	---	---	---	---	---	---	---	3.414
2.52	1,055	936.20	3.50 oc	---	---	---	---	---	---	---	---	---	3.496
2.62	1,171	936.30	3.58 oc	---	---	---	---	---	---	---	---	---	3.576
2.72	1,287	936.40	3.65 oc	---	---	---	---	---	---	---	---	---	3.654
2.82	1,403	936.50	3.73 oc	---	---	---	---	---	---	---	---	---	3.730
2.92	1,519	936.60	3.81 oc	---	---	---	---	---	---	---	---	---	3.805

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POND 1A

Stage / Storage / Discharge Table

Stage ft	Storage cuft	Elevation ft	Civ A cfs	Civ B cfs	Civ C cfs	PrfRsr cfs	Wr A cfs	Wr B cfs	Wr C cfs	Wr D cfs	Exfil cfs	User cfs	Total cfs
3.02	1,635	936.70	3.88 oc	---	---	---	---	---	---	---	---	---	3.878
3.12	1,750	936.80	3.95 oc	---	---	---	---	---	---	---	---	---	3.950
3.22	1,866	936.90	4.02 oc	---	---	---	---	---	---	---	---	---	4.021
3.32	1,982	937.00	4.09 oc	---	---	---	---	---	---	---	---	---	4.091
3.42	2,170	937.10	4.16 oc	---	---	---	---	---	---	---	---	---	4.159
3.52	2,358	937.20	4.23 oc	---	---	---	---	---	---	---	---	---	4.227
3.62	2,546	937.30	4.29 oc	---	---	---	---	---	---	---	---	---	4.293
3.72	2,734	937.40	4.36 oc	---	---	---	---	---	---	---	---	---	4.358
3.82	2,922	937.50	4.42 oc	---	---	---	---	---	---	---	---	---	4.422
3.92	3,109	937.60	4.49 oc	---	---	---	---	---	---	---	---	---	4.485
4.02	3,297	937.70	4.55 oc	---	---	---	---	---	---	---	---	---	4.548
4.12	3,485	937.80	4.61 oc	---	---	---	---	---	---	---	---	---	4.609
4.22	3,673	937.90	4.67 oc	---	---	---	---	---	---	---	---	---	4.670
4.32	3,861	938.00	4.73 oc	---	---	---	---	---	---	---	---	---	4.730

...End

Hydrograph Report

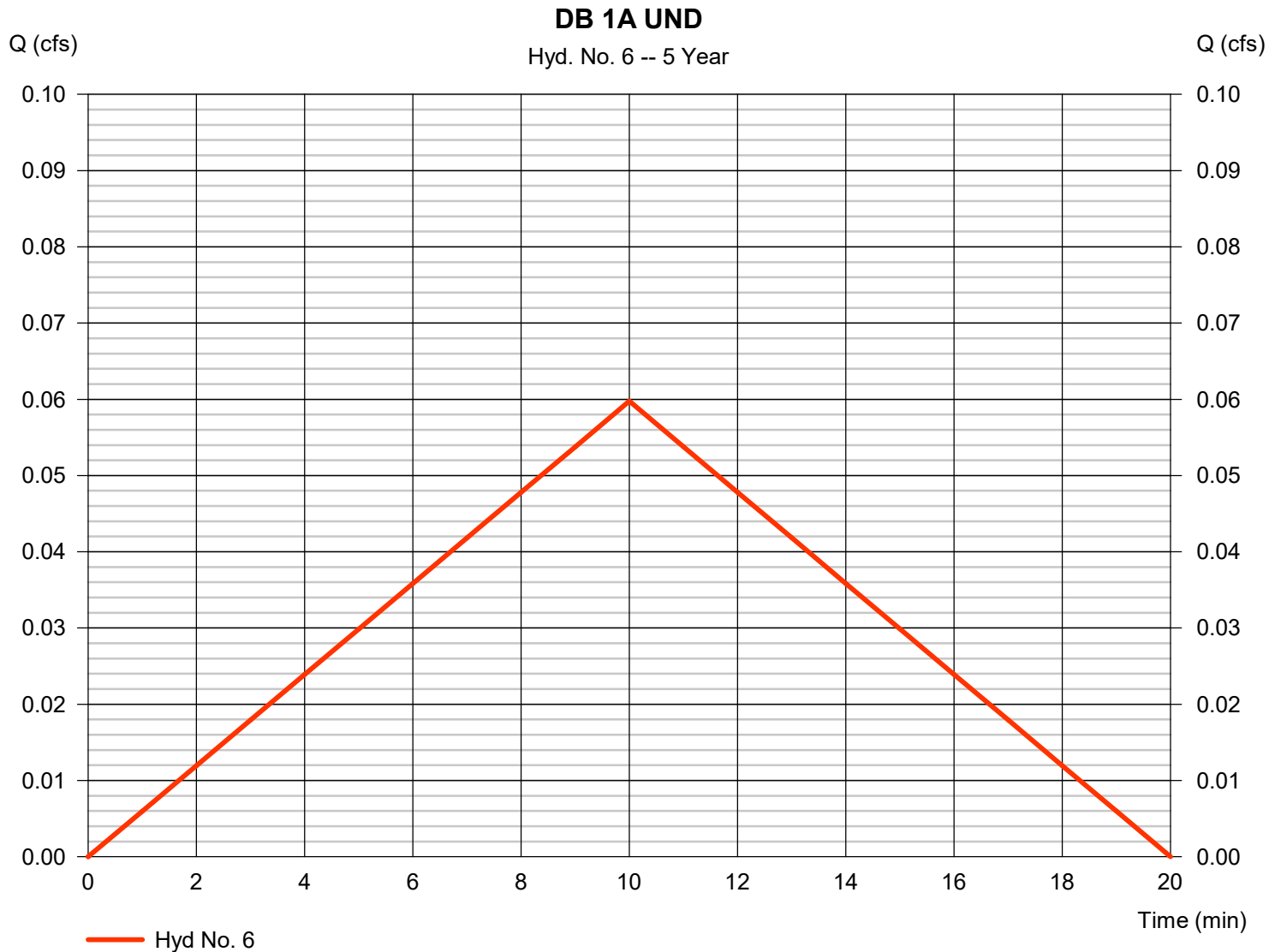
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Tuesday, 11 / 15 / 2022

Hyd. No. 6

DB 1A UND

Hydrograph type	= Rational	Peak discharge	= 0.060 cfs
Storm frequency	= 5 yrs	Time to peak	= 10 min
Time interval	= 1 min	Hyd. volume	= 36 cuft
Drainage area	= 0.020 ac	Runoff coeff.	= 0.55
Intensity	= 5.432 in/hr	Tc by User	= 10.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



Hydrograph Report

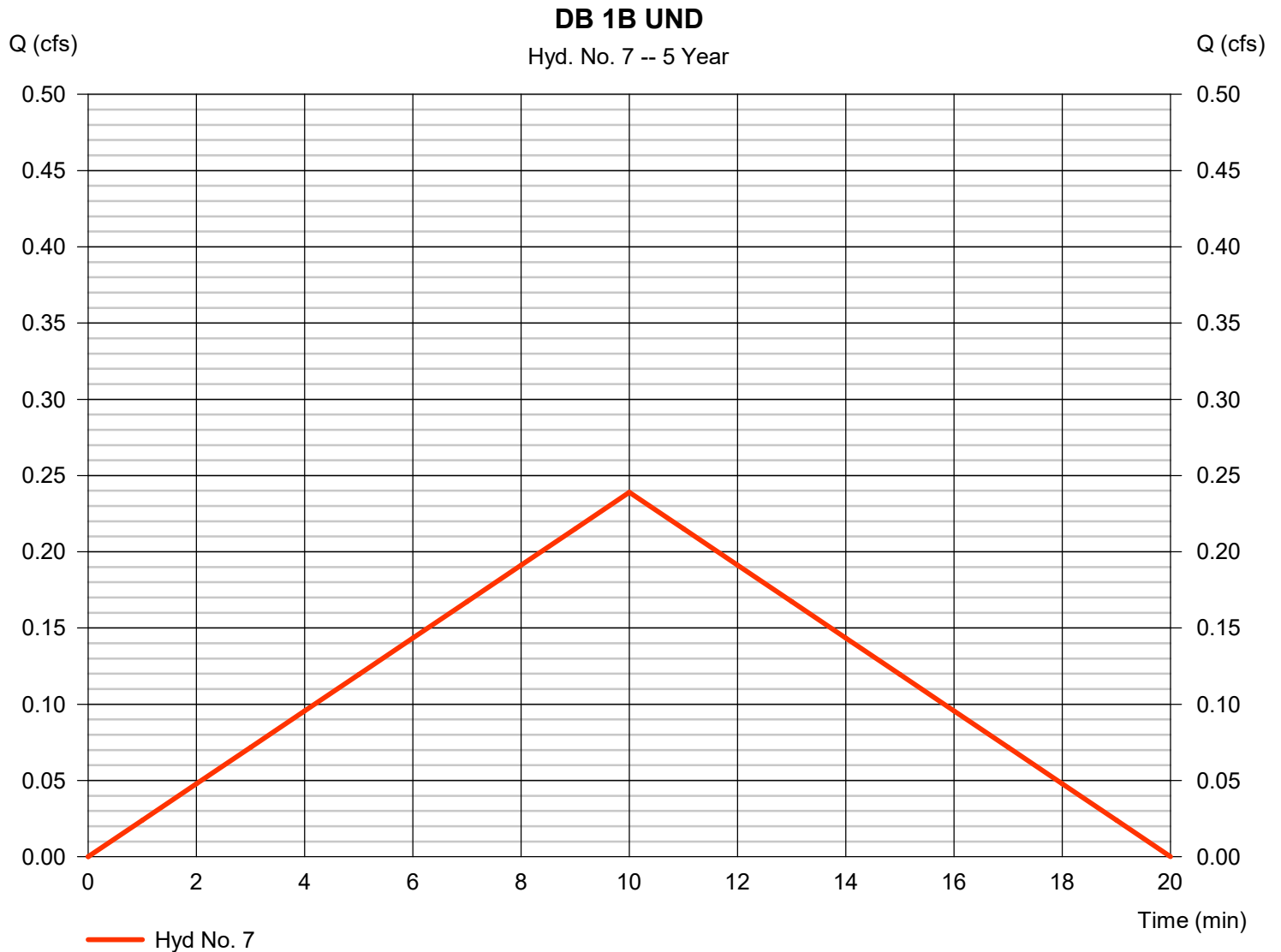
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Tuesday, 11 / 15 / 2022

Hyd. No. 7

DB 1B UND

Hydrograph type	= Rational	Peak discharge	= 0.239 cfs
Storm frequency	= 5 yrs	Time to peak	= 10 min
Time interval	= 1 min	Hyd. volume	= 143 cuft
Drainage area	= 0.080 ac	Runoff coeff.	= 0.55
Intensity	= 5.432 in/hr	Tc by User	= 10.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

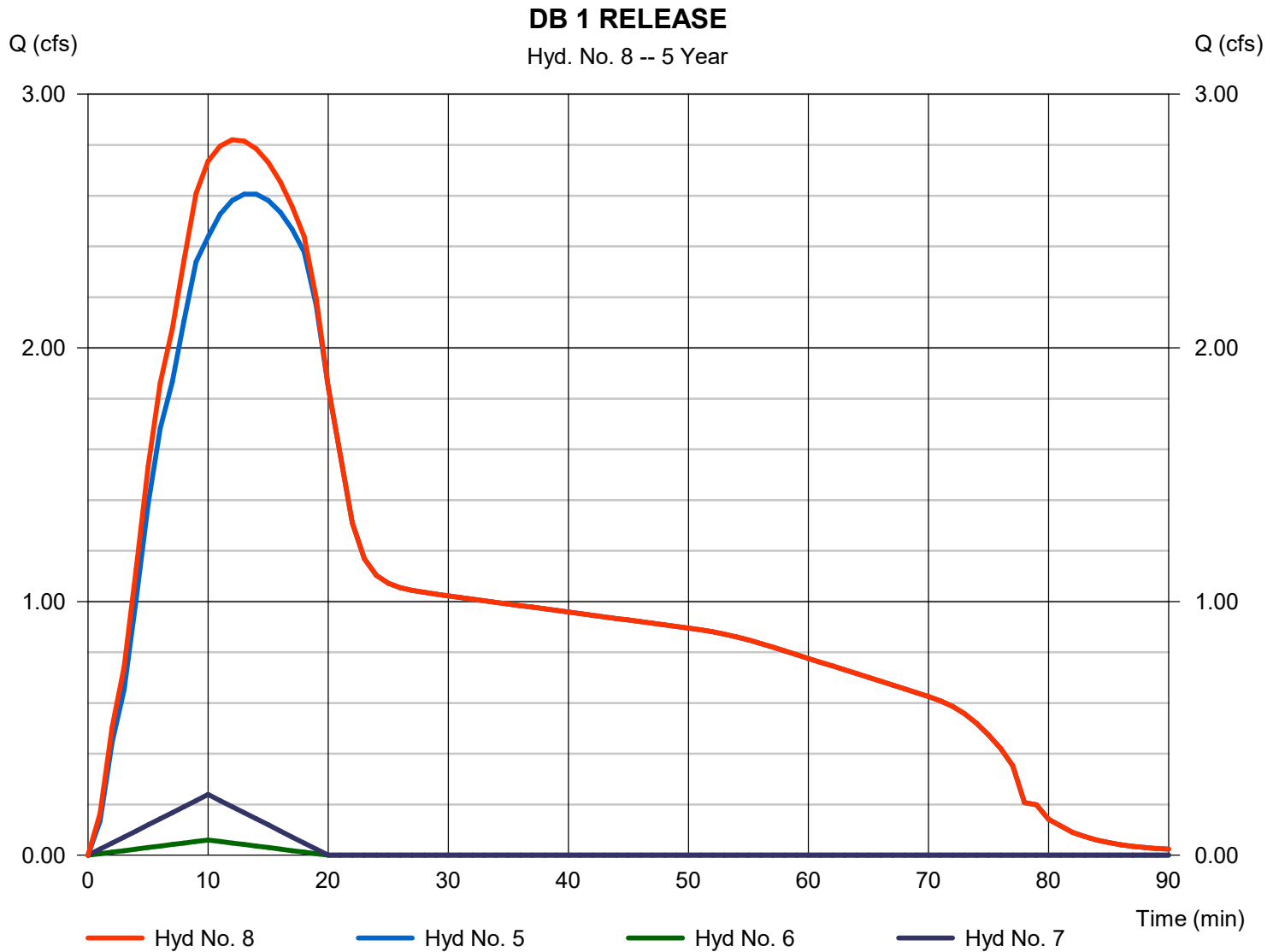
Tuesday, 11 / 15 / 2022

Hyd. No. 8

DB 1 RELEASE

Hydrograph type = Combine
Storm frequency = 5 yrs
Time interval = 1 min
Inflow hyds. = 5, 6, 7

Peak discharge = 2.821 cfs
Time to peak = 12 min
Hyd. volume = 5,525 cuft
Contrib. drain. area = 0.100 ac



Hydrograph Summary Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Hyd. No.	Hydrograph type (origin)	Peak flow (cfs)	Time interval (min)	Time to Peak (min)	Hyd. volume (cuft)	Inflow hyd(s)	Maximum elevation (ft)	Total strge used (cuft)	Hydrograph Description
1	Rational	3.862	1	10	2,317	-----	-----	-----	DB 1A
2	Rational	8.083	1	12	5,820	-----	-----	-----	DB 1B
3	Rational	0.234	1	10	140	-----	-----	-----	DB 1 OFFSITE
4	Combine	8.270	1	12	5,960	2, 3	-----	-----	TO POND 1B
5	Reservoir(i)	3.254	1	14	8,277	4, 1	939.42	5,502	INTERCONNECTED PONDS
6	Rational	0.092	1	10	55	-----	-----	-----	DB 1A UND
7	Rational	0.368	1	10	221	-----	-----	-----	DB 1B UND
8	Combine	3.544	1	13	8,552	5, 6, 7	-----	-----	DB 1 RELEASE
Post-Developed.gpw					Return Period: 100 Year			Tuesday, 11 / 15 / 2022	

Hydrograph Report

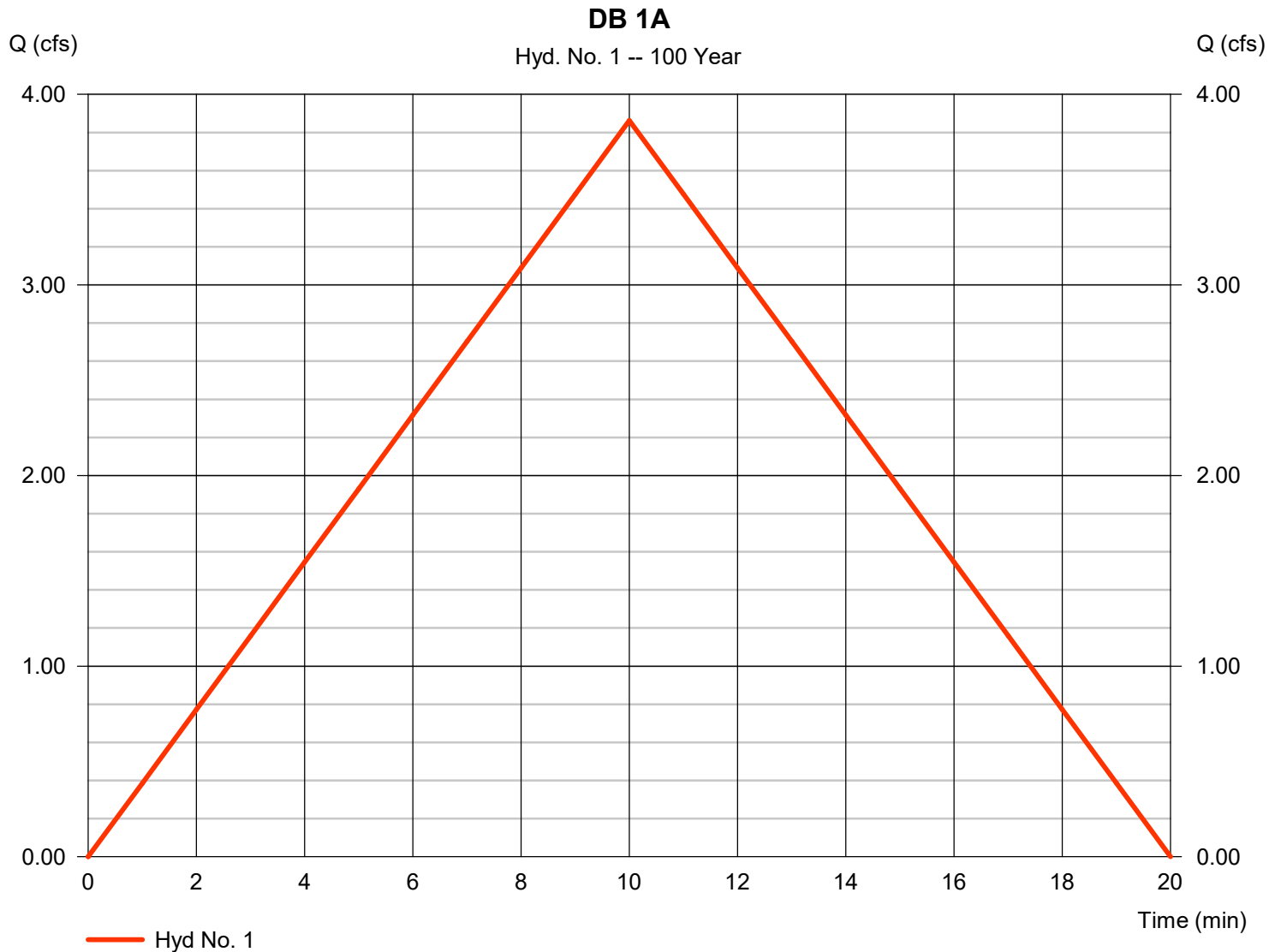
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Tuesday, 11 / 15 / 2022

Hyd. No. 1

DB 1A

Hydrograph type	= Rational	Peak discharge	= 3.862 cfs
Storm frequency	= 100 yrs	Time to peak	= 10 min
Time interval	= 1 min	Hyd. volume	= 2,317 cuft
Drainage area	= 0.550 ac	Runoff coeff.	= 0.84
Intensity	= 8.360 in/hr	Tc by User	= 10.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



Hydrograph Report

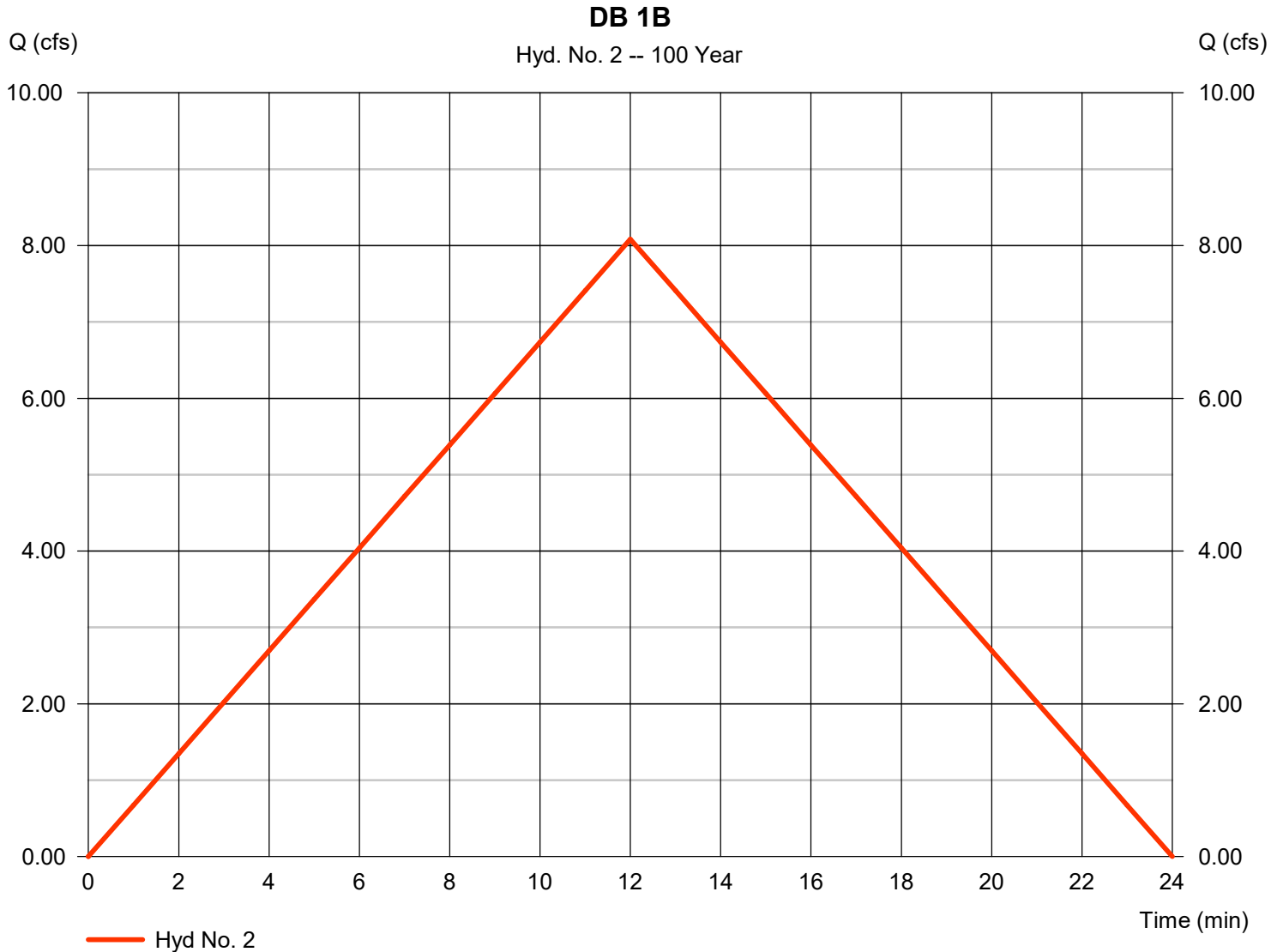
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Tuesday, 11 / 15 / 2022

Hyd. No. 2

DB 1B

Hydrograph type	= Rational	Peak discharge	= 8.083 cfs
Storm frequency	= 100 yrs	Time to peak	= 12 min
Time interval	= 1 min	Hyd. volume	= 5,820 cuft
Drainage area	= 1.150 ac	Runoff coeff.	= 0.89
Intensity	= 7.897 in/hr	Tc by User	= 12.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



Hydrograph Report

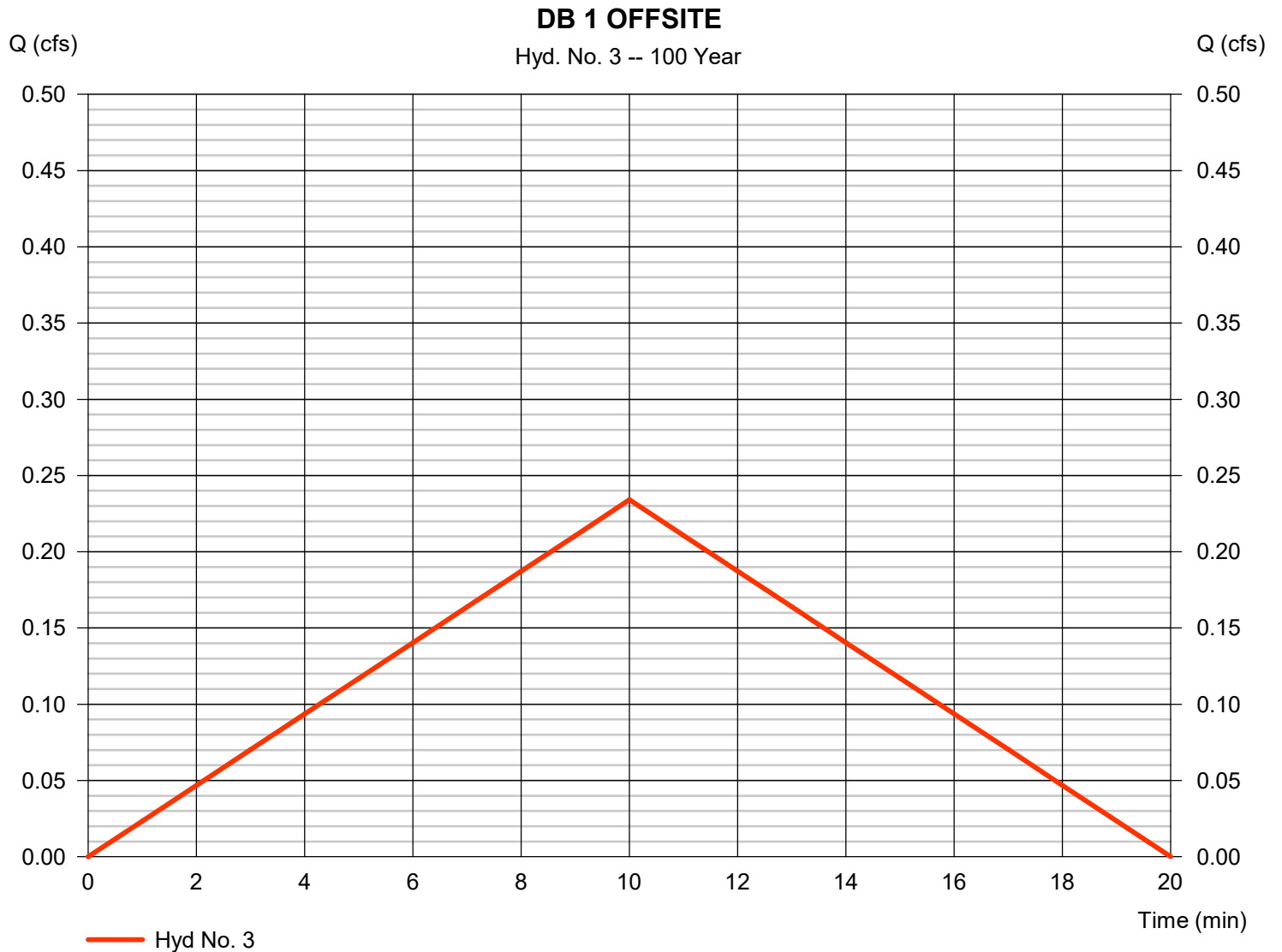
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Tuesday, 11 / 15 / 2022

Hyd. No. 3

DB 1 OFFSITE

Hydrograph type	= Rational	Peak discharge	= 0.234 cfs
Storm frequency	= 100 yrs	Time to peak	= 10 min
Time interval	= 1 min	Hyd. volume	= 140 cuft
Drainage area	= 0.040 ac	Runoff coeff.	= 0.7
Intensity	= 8.360 in/hr	Tc by User	= 10.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

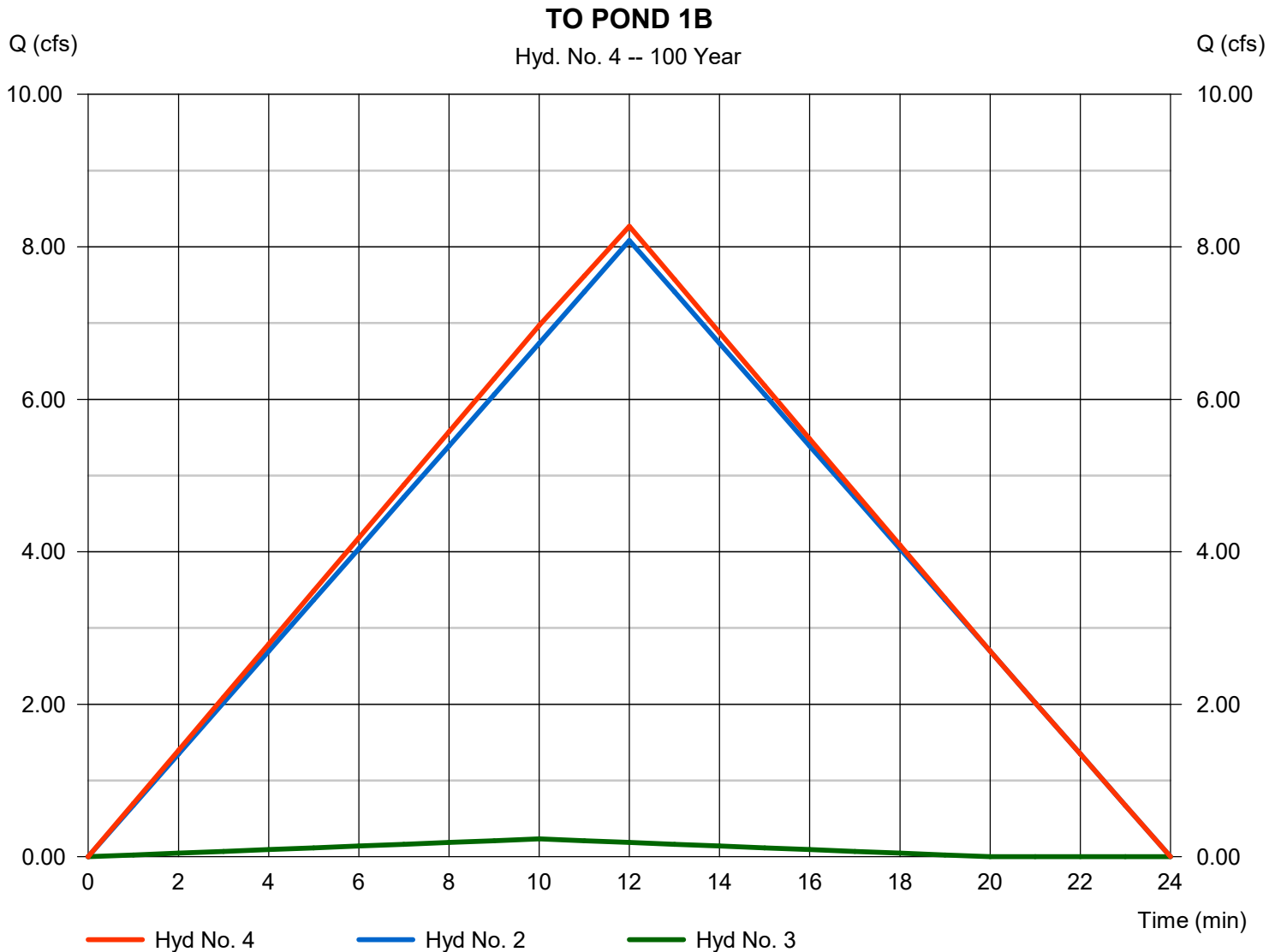
Tuesday, 11 / 15 / 2022

Hyd. No. 4

TO POND 1B

Hydrograph type = Combine
Storm frequency = 100 yrs
Time interval = 1 min
Inflow hyds. = 2, 3

Peak discharge = 8.270 cfs
Time to peak = 12 min
Hyd. volume = 5,960 cuft
Contrib. drain. area = 1.190 ac



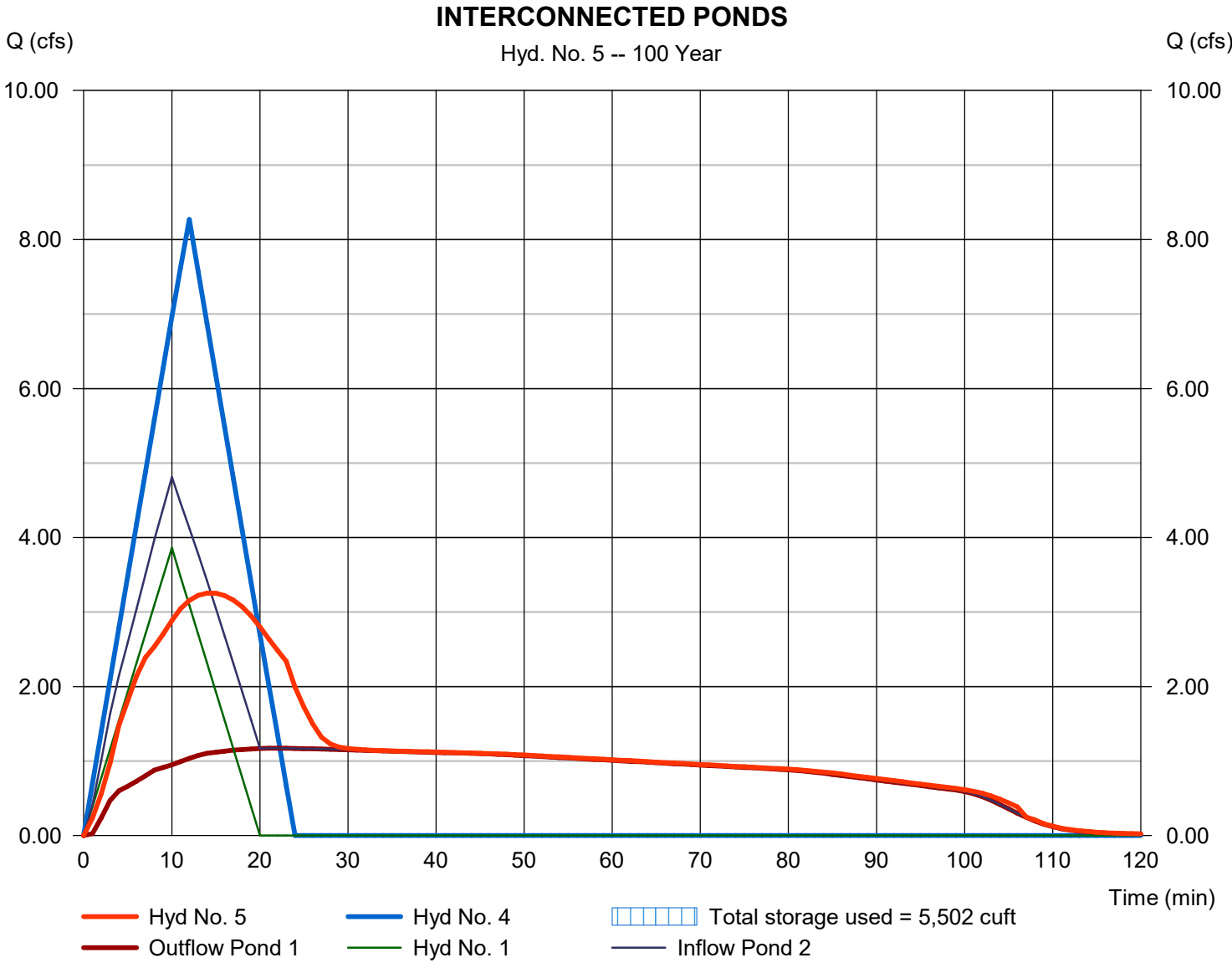
Hydrograph Report

Hyd. No. 5

INTERCONNECTED PONDS

Hydrograph type	= Reservoir (Interconnected)	Peak discharge	= 3.254 cfs
Storm frequency	= 100 yrs	Time to peak	= 14 min
Time interval	= 1 min	Hyd. volume	= 8,277 cuft
Upper Pond	= POND 1B	Lower Pond	= POND 1A
Inflow hyd.	= 4 - TO POND 1B	Other Inflow hyd.	= 1 - DB 1A
Max. Elevation	= 939.42 ft	Max. Elevation	= 935.91 ft
Max. Storage	= 4,732 cuft	Max. Storage	= 769 cuft

Interconnected Pond Routing. Storage Indication method used.



Hydrograph Report

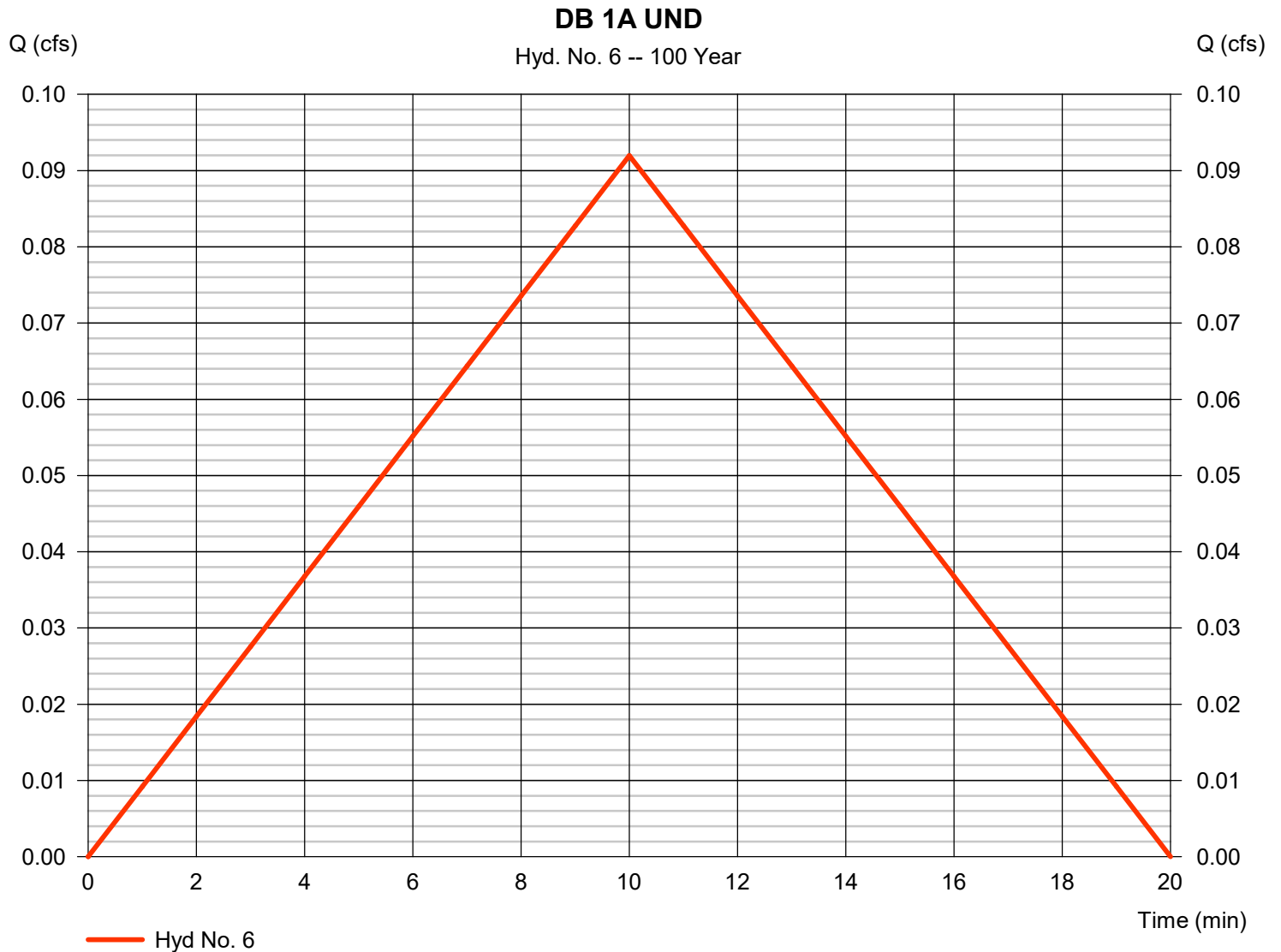
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Tuesday, 11 / 15 / 2022

Hyd. No. 6

DB 1A UND

Hydrograph type	= Rational	Peak discharge	= 0.092 cfs
Storm frequency	= 100 yrs	Time to peak	= 10 min
Time interval	= 1 min	Hyd. volume	= 55 cuft
Drainage area	= 0.020 ac	Runoff coeff.	= 0.55
Intensity	= 8.360 in/hr	Tc by User	= 10.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



Hydrograph Report

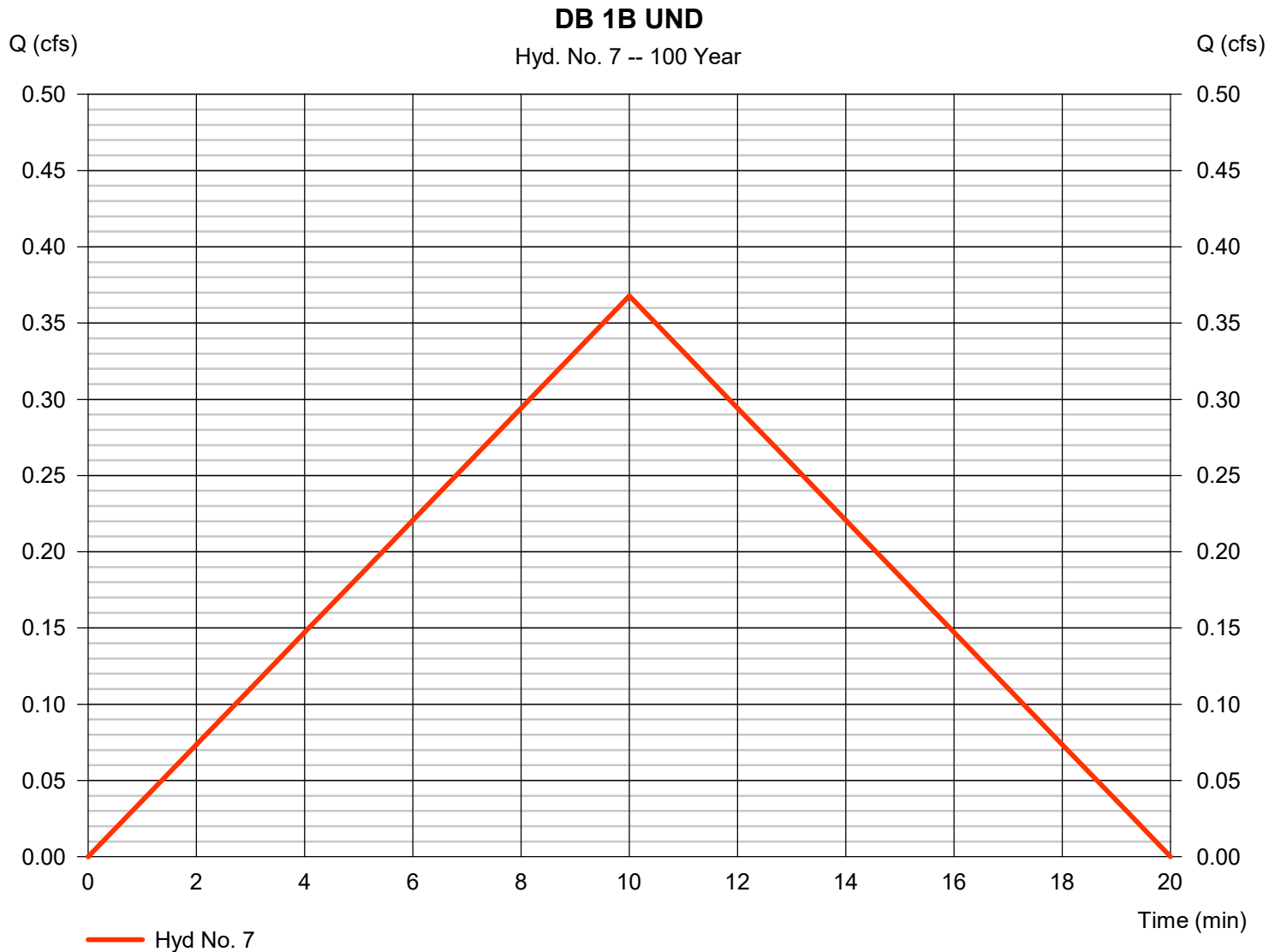
Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

Tuesday, 11 / 15 / 2022

Hyd. No. 7

DB 1B UND

Hydrograph type	= Rational	Peak discharge	= 0.368 cfs
Storm frequency	= 100 yrs	Time to peak	= 10 min
Time interval	= 1 min	Hyd. volume	= 221 cuft
Drainage area	= 0.080 ac	Runoff coeff.	= 0.55
Intensity	= 8.360 in/hr	Tc by User	= 10.00 min
IDF Curve	= SampleFHA.idf	Asc/Rec limb fact	= 1/1



Hydrograph Report

Hydraflow Hydrographs Extension for Autodesk® Civil 3D® by Autodesk, Inc. v2022

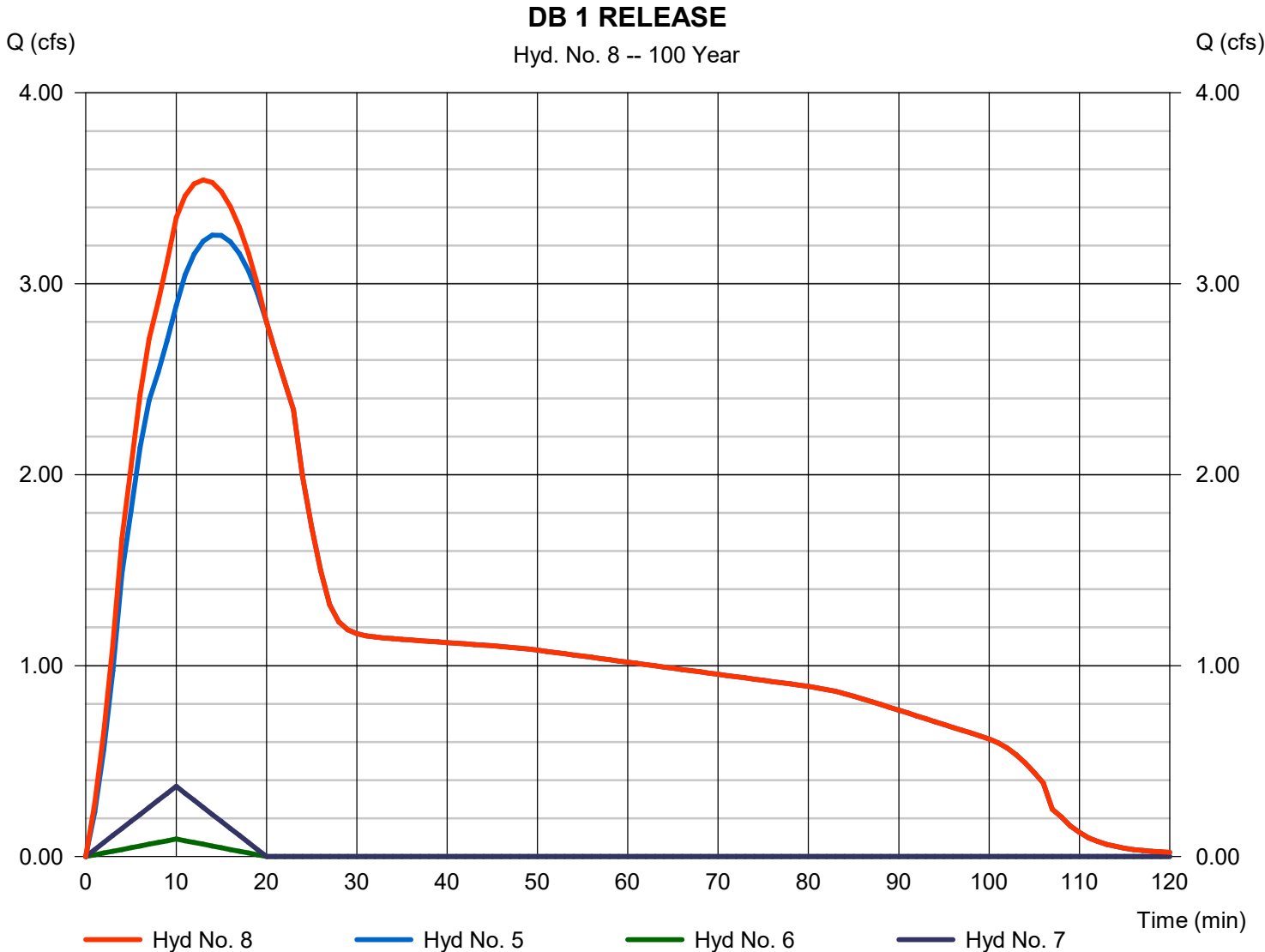
Tuesday, 11 / 15 / 2022

Hyd. No. 8

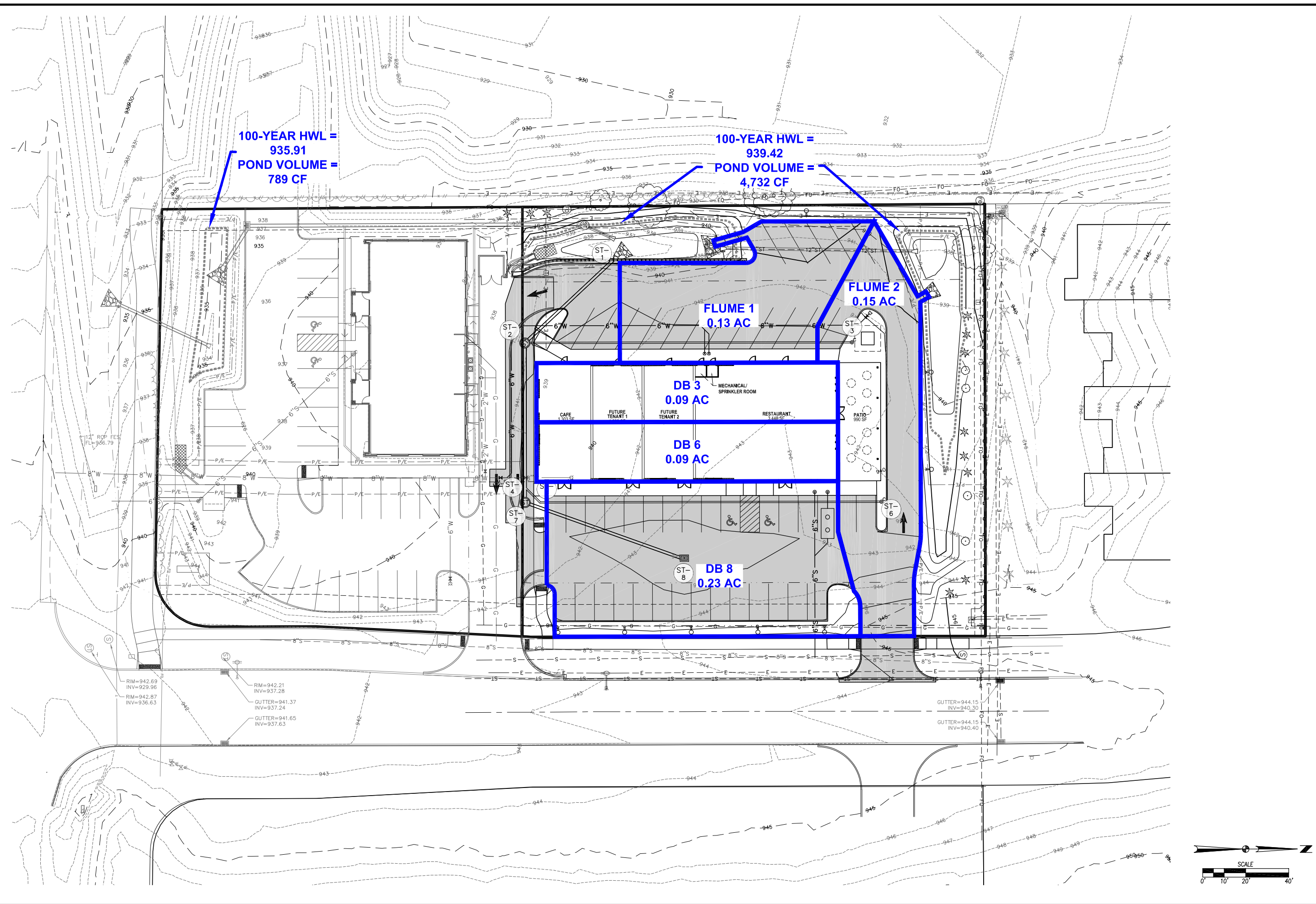
DB 1 RELEASE

Hydrograph type = Combine
Storm frequency = 100 yrs
Time interval = 1 min
Inflow hyds. = 5, 6, 7

Peak discharge = 3.544 cfs
Time to peak = 13 min
Hyd. volume = 8,552 cuft
Contrib. drain. area = 0.100 ac



FILE: H:\2022\2207507\DWG\2207507-SIMP.DWG
 COMMENT: ENR
 PLOTTED BY: ANTHON MCDONALD
 DATE: 11/15/2022 3:56 PM



100-YEAR HWL =
 935.91
 POND VOLUME =
 789 CF

100-YEAR HWL =
 939.42
 POND VOLUME =
 4,732 CF

FLUME 1
 0.13 AC

FLUME 2
 0.15 AC

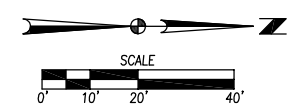
DB 3
 0.09 AC

DB 6
 0.09 AC

DB 8
 0.23 AC

RIM=942.69
 INV=929.96
 RIM=942.87
 INV=936.63
 GUTTER=941.37
 INV=937.24
 GUTTER=941.65
 INV=937.63

GUTTER=944.15
 INV=940.30
 GUTTER=944.15
 INV=940.40



LAKE FRONT OFFICE PARK - LOT 1
STORM SEWER MAP

4121 NW URBANDALE DRIVE
 URBANDALE, IOWA 50322
 PHONE: (515) 369-4400 FAX: (515) 369-4410
 ENGINEER: JWM

CIVIL DESIGN ADVANTAGE
 POLK CITY, IOWA

2207.507

REVISIONS	DATE



PROJECT: Lake Front Office Park Lot 1 JOB NO. 2207.507 Page of Pages

SUBJECT: Storm Water Calculations DATE: 11/15/22 DESIGNED: JWM CHECKED:

INTAKE CAPACITY CALCULATIONS

EQUATIONS

1. ORIFICE: $Q = 0.67 A_g (2gd)^{0.5}$ (SUDAS Equation 2C-3.12)

WHERE - Q = flow, cfs
A_g = Clear opening of the grate, ft²
g = gravitational constant (32.16 ft/s²)
d = average depth across the grate, ft

Q = C * I * A	
C =	0.93
I =	9.15
A =	0.23
Q =	1.96

2. WEIR: $Q = 3.0 P d^{1.5}$ (SUDAS Equation 2C-3.11)

WHERE - Q = flow, cfs
P = Perimeter of the grate disregarding the side against the curb, ft
d = average depth across the grate, ft

CALCULATIONS

1. Solve for required head given flow and open area for casting using Orifice Equation:

LOCATION: **ST - 8**

INPUT: Q₁₀₀ = **1.96** cfs (From Rational Equation)
A_g = **6** sq. ft. (Open Area of Casting)

Required Depth at Gate: d = 0.004 ft.

2. Solve for required head given flow and open perimeter of casting using Weir Equation:

LOCATION: **ST - 8**

INPUT: Q₁₀₀ = **1.96** cfs (From Rational Equation)
P = **10** ft. (Open Perimeter of Casting)

Required Depth at Gate: d = 0.162 ft.

GOVERNING EQUATION: **Weir Equation**

Required Depth = 0.162 ft = 2 inches

The 100-year elevation is 940.57 + 0.16 = 940.73



PROJECT: Lake Front Office Park - Lot 1 JOB NO. 2207.507 Page of Pages

SUBJECT: Storm Water Calculations DATE: 11/15/22 COMP. BY: JWM OK'D BY:

Flume Capacity: Flume 1

Channel Slope, s =	16.16 %	Runoff Coefficient, C =	0.98
Manning's n =	0.013	Rainfall Intensity, I =	9.15
Left Slope, R =	1 :1	Area, A =	0.13 AC
Bottom Width, w =	2 feet	Q = CIA	
Right Slope, L =	1 :1		
Minimum Depth =	0.001 feet	Q100=	1.17 cfs
Depth Increment =	0.001 feet		

Depth d, feet	Wetted Perimeter P _w , feet	Flow Area a, feet ²	Hydraulic Radius R, feet	Channel Capacity Q, cfs	Flow Velocity v, ft/sec
0.001	2.00	0.00	0.00	0.00	0.46
0.002	2.01	0.00	0.00	0.00	0.73
0.003	2.01	0.01	0.00	0.01	0.95
0.004	2.01	0.01	0.00	0.01	1.16
0.005	2.01	0.01	0.00	0.01	1.34
0.006	2.02	0.01	0.01	0.02	1.51
0.007	2.02	0.01	0.01	0.02	1.67
0.008	2.02	0.02	0.01	0.03	1.83
0.009	2.03	0.02	0.01	0.04	1.98
0.01	2.03	0.02	0.01	0.04	2.12
0.011	2.03	0.02	0.01	0.05	2.26
0.012	2.03	0.02	0.01	0.06	2.39
0.013	2.04	0.03	0.01	0.07	2.52
0.014	2.04	0.03	0.01	0.07	2.65
0.015	2.04	0.03	0.01	0.08	2.77
0.016	2.05	0.03	0.02	0.09	2.89
0.5	3.41	1.25	0.37	29.40	23.52

←----- Q100=1.17 cfs

*The 100-year flow depth of 0.005' is less than the curb height of 0.50'. Therefore the flow is contained within in flume.

←--- Ultimate flow capacity and velocity.

Design Equations:

$$P_w = w + [d^2 + (dR)^2]^{1/2} + [d^2 + (dL)^2]^{1/2}$$

$$a = wd + d^2(R+L)/2$$

$$R = a/P_w$$

$$Q = \frac{1.486aR^{2/3}s^{1/2}}{n}$$

$$v = Q/a$$



PROJECT: Lake Front Office Park - Lot 1 JOB NO. 2207.507 Page of Pages

SUBJECT: Storm Water Calculations DATE: 11/15/22 COMP. BY: JWM OK'D BY:

Flume Capacity: Flume 2

Channel Slope, s =	25.00 %	Runoff Coefficient, C =	0.98
Manning's n =	0.013	Rainfall Intensity, I =	9.15
Left Slope, R =	1 :1	Area, A =	0.15 AC
Bottom Width, w =	2 feet		
Right Slope, L =	1 :1	Q = CIA	
Minimum Depth =	0.001 feet	Q100=	1.35 cfs
Depth Increment =	0.001 feet		

Depth d, feet	Wetted Perimeter P _w , feet	Flow Area a, feet ²	Hydraulic Radius R, feet	Channel Capacity Q, cfs	Flow Velocity v, ft/sec
0.001	2.00	0.00	0.00	0.00	0.57
0.002	2.01	0.00	0.00	0.00	0.91
0.003	2.01	0.01	0.00	0.01	1.19
0.004	2.01	0.01	0.00	0.01	1.44
0.005	2.01	0.01	0.00	0.02	1.67
0.006	2.02	0.01	0.01	0.02	1.88
0.007	2.02	0.01	0.01	0.03	2.08
0.008	2.02	0.02	0.01	0.04	2.28
0.009	2.03	0.02	0.01	0.04	2.46
0.01	2.03	0.02	0.01	0.05	2.64
0.011	2.03	0.02	0.01	0.06	2.81
0.012	2.03	0.02	0.01	0.07	2.97
0.013	2.04	0.03	0.01	0.08	3.14
0.014	2.04	0.03	0.01	0.09	3.29
0.015	2.04	0.03	0.01	0.10	3.45
0.016	2.05	0.03	0.02	0.12	3.59
0.5	3.41	1.25	0.37	36.56	29.25

<----- Q100=1.35 cfs

*The 100-year flow depth of 0.004' is less than the curb height of 0.50'. Therefore the flow is contained within in flume.

<--- Ultimate flow capacity and velocity.

Design Equations:

$$P_w = w + [d^2 + (dR)^2]^{1/2} + [d^2 + (dL)^2]^{1/2}$$

$$a = wd + d^2(R+L)/2$$

$$R = a/P_w$$

$$Q = \frac{1.486aR^{2/3}s^{1/2}}{n}$$

$$v = Q/a$$

ST-1

DESIGN OF OUTLET PROTECTION MINIMUM TAIL WATER CONDITION ($T_w < 0.5$ diameter)

Median Stone Diameter, d_{50} , represents the size at which 50% of the stones, by weight, are smaller than the specified diameter.

d = pipe diameter for pipes flowing full, or depth of flow for partially full pipes and box culverts.

v = velocity of flow for partially full pipes and box culverts.

Source: USDA NRCS, 2004

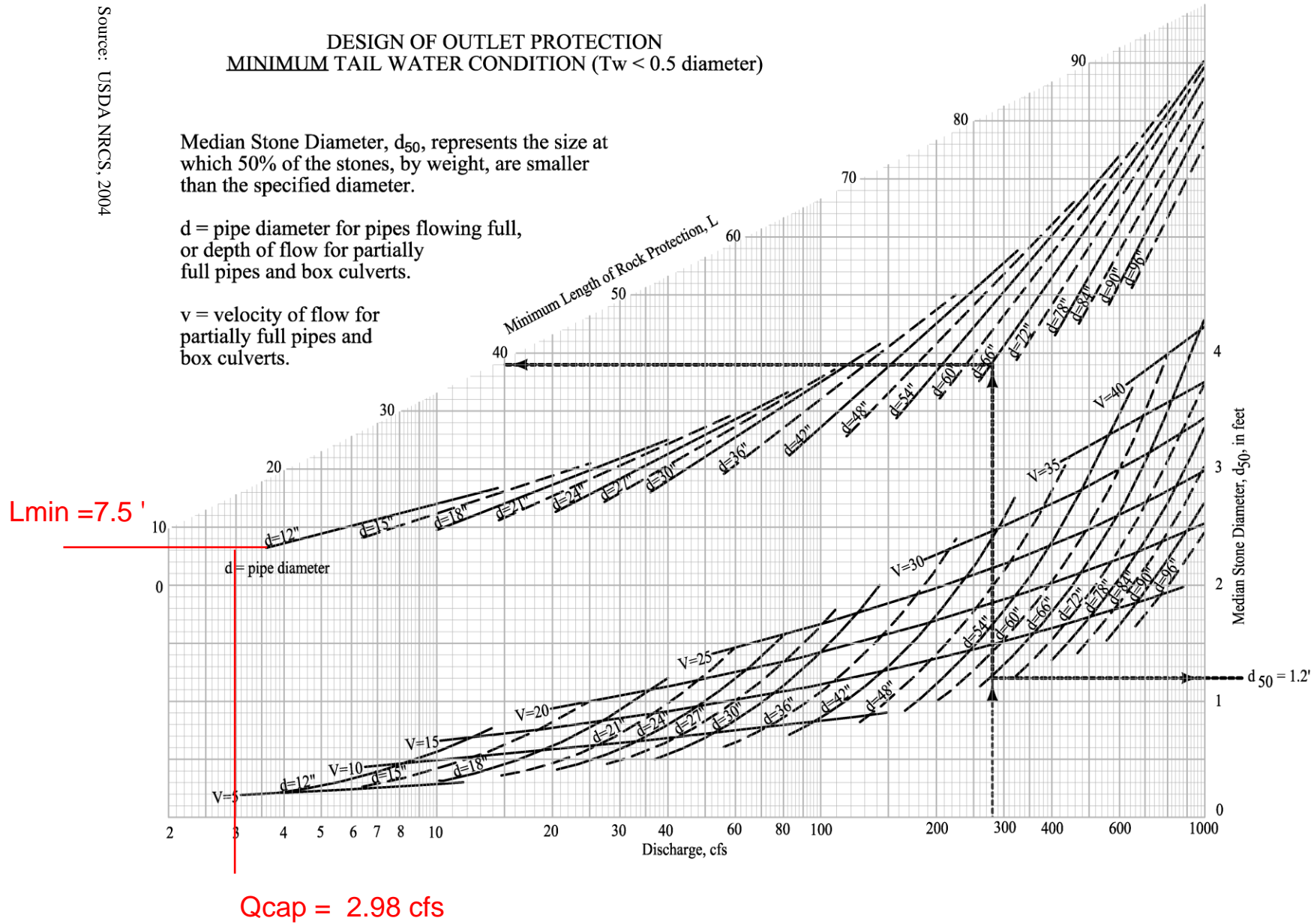


Figure 7E-10.03: Design of Outlet Protection, Minimum Tailwater Condition

FLUME 1

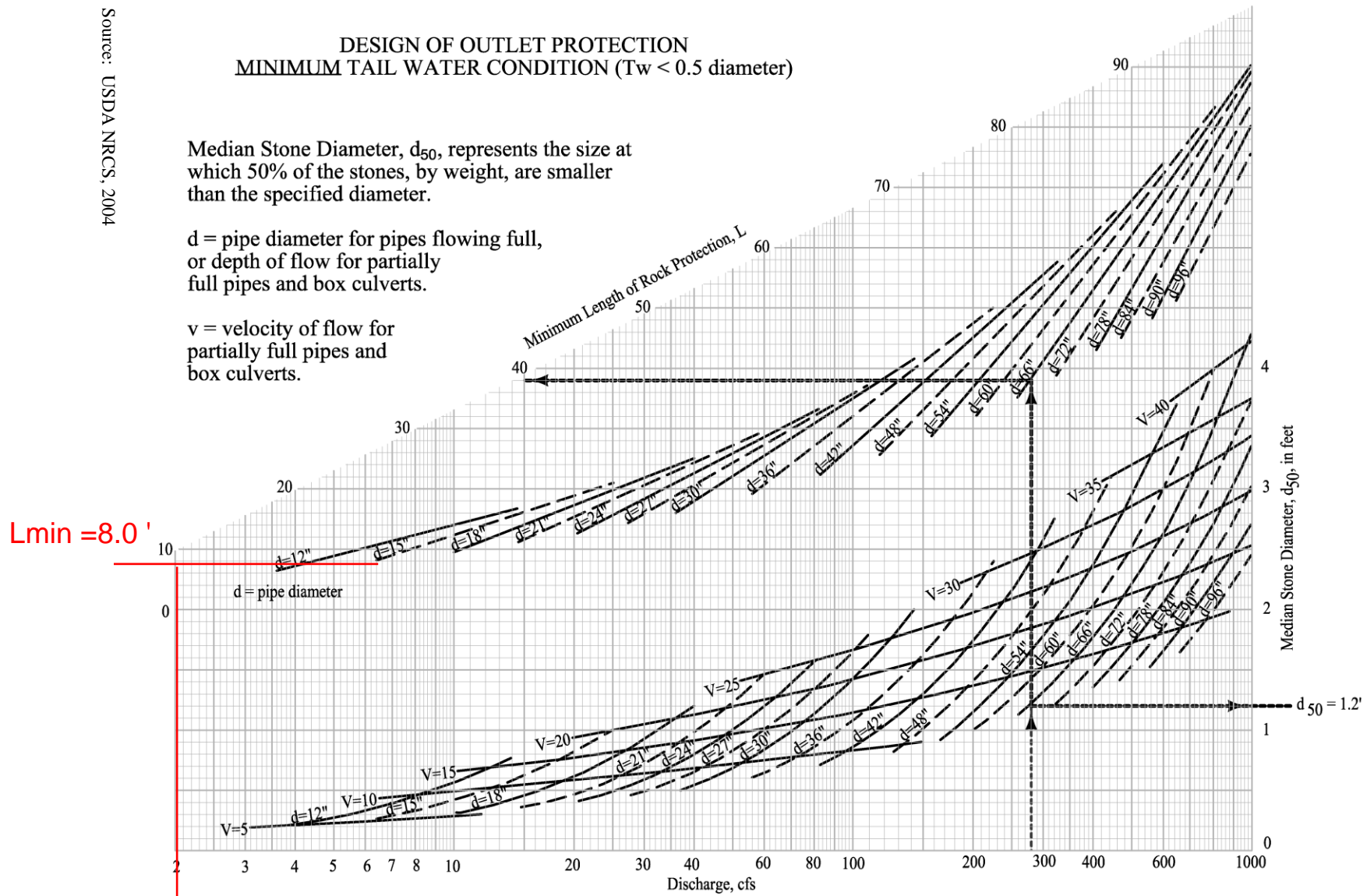
DESIGN OF OUTLET PROTECTION MINIMUM TAIL WATER CONDITION ($T_w < 0.5$ diameter)

Median Stone Diameter, d_{50} , represents the size at which 50% of the stones, by weight, are smaller than the specified diameter.

d = pipe diameter for pipes flowing full, or depth of flow for partially full pipes and box culverts.

v = velocity of flow for partially full pipes and box culverts.

Source: USDA NRCS, 2004



$L_{min} = 8.0'$

$Q_{100} = 1.17$ cfs, flume cross sectional area is similar to a 15" diameter pipe, therefore this size will be used in design

Figure 7E-10.03: Design of Outlet Protection, Minimum Tail water Condition

FLUME 2

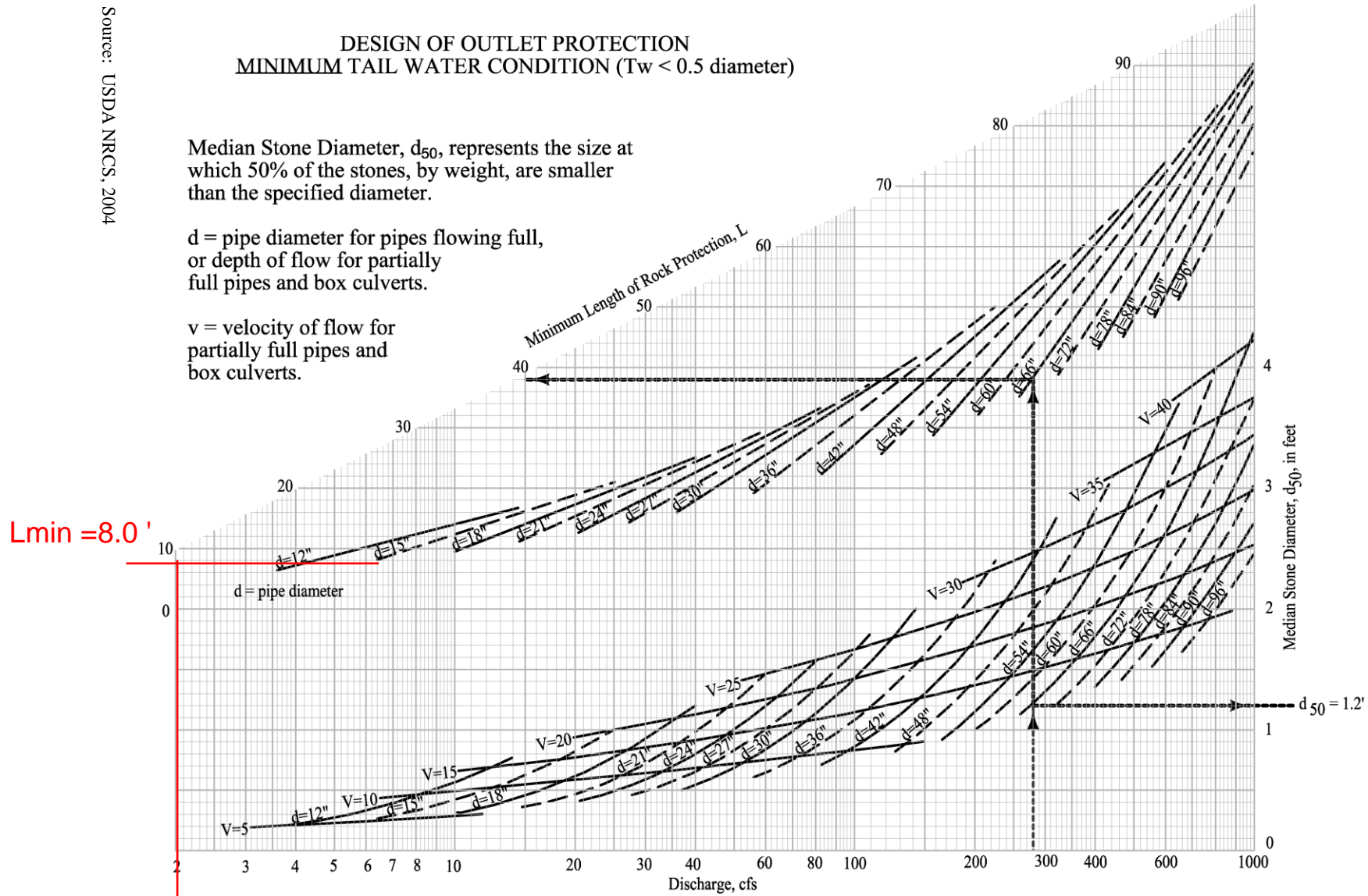
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Median Stone Diameter, d_{50} , represents the size at which 50% of the stones, by weight, are smaller than the specified diameter.

d = pipe diameter for pipes flowing full, or depth of flow for partially full pipes and box culverts.

v = velocity of flow for partially full pipes and box culverts.

Source: USDA NRCS, 2004



$Q_{100} = 1.35$ cfs, flume cross sectional area is similar to a 15" diameter pipe, therefore this size will be used in design

Figure 7E-10.03: Design of Outlet Protection, Minimum Tail water Condition

This instrument prepared by:

SARAH BAUMGARTNER, THE REAL ESTATE SERVICE CENTER, 7101 VISTA DRIVE, WEST DES MOINES IA 50266

Phone # (515) 278-2226

Return document to and mail tax statements to:

SARAH BAUMGARTNER, THE REAL ESTATE SERVICE CENTER, 7101 VISTA DRIVE, WEST DES MOINES IA 50266

Phone # (515) 278-2226

STORM WATER MANAGEMENT FACILITY MAINTENANCE COVENANT AND PERMANENT EASEMENT AGREEMENT

THIS STORM WATER MANAGEMENT FACILITY MAINTENANCE COVENANT AND PERMANENT EASEMENT AGREEMENT is entered into between Frihalage Investments, LLC, an Iowa limited liability company (hereinafter referred to as "Grantor") and the City of Polk City, Iowa (hereinafter referred to as "City"), in consideration for the approval by the City of Polk City Iowa of the Lake Front Office Park Plat 1 ("Plat").

Grantor is obligated by the Municipal Code of the City of Polk City, Iowa, to control storm water runoff for the proposed development as a part of the final plat permit approval process. In consideration for the City's approval of the Grantor's Final Plat, the parties enter into this Storm Water Management Facility Maintenance Covenant and Permanent Easement Agreement to control and address storm water runoff for the following described property:

Lot 1 and Lot 2 in Lake Front Office Park Plat 1, an Official Plat, in the City of Polk City, Polk County, Iowa

Locally known as: 905 West Bridge Road, Polk City, Iowa 50226 and 1010 Tyler ST, Polk City, Iowa 50226

(hereinafter the "Benefitted Property")

PART I—COVENANTS ON THE BENEFITED PROPERTY

The following provisions are covenants running with the land to the City of Polk City, binding on all successors and assigns of the Benefitted Property and shall only be amended or released with the written permission of the City.

1. Grantor hereby agrees that the storm water runoff for the subdivision/site shall be controlled through installation, construction and maintenance of a Storm Water Management Facility upon, over, under, through and across the following described property:

SEE EXHIBIT "A" ATTACHED HERETO

(hereinafter referred to as the "Easement Area").

2. Grantor covenants and agrees that the design, construction and maintenance of the Storm Water Management Facility shall meet the storm water runoff control requirements of the Municipal Code of the City of Polk City, Iowa. Grantor covenants and agrees that the design, construction and maintenance of the Storm Water Management Facility shall meet the storm water runoff control requirements of the Municipal Code of the City of Polk City, Iowa.
3. It is hereby agreed that Grantor is responsible for constructing, installing and ensuring that the Storm Water Management Facility meets the standard set forth in the Municipal Code of the City of Polk City, Iowa. Grantor's obligations under this Agreement may not and shall not be transferred to the Association (as described in paragraph 4 below) until the City provides written consent to Grantor acknowledging that construction of the Storm Water Management Facility has been completed.
4. It is hereby agreed and covenanted that the above-described Benefited Property receives benefit from the Storm Water Management Facility by controlling runoff from the Easement Area to meet the requirements of the Municipal Code of the City of Polk City, Iowa. In recognition of such benefit and to meet the maintenance, repair and replacement obligations of the Municipal Code of the City of Polk City, Iowa, Grantor has created "Lake Front Office Park". (hereinafter referred to as "Association") organized pursuant to Chapter 504 of the Code of Iowa. The owner of Lots 1 and 2 become a members of the Association. In recognition of such benefit and to meet the maintenance, repair and replacement obligations of the Municipal Code of the City of Polk City, Iowa. Every owner of a Benefited Property hereby consents and agrees to the covenants and obligations of this Agreement and by virtue of their ownership of a portion of the Benefited Property.
5. Grantor hereby designates, appoints and agrees on behalf of Grantor and all successors and assigns that the Association is designated as the responsible party for replacement, reconstruction, repair, grading and maintenance of the Storm Water Management Facility. It is furthered covenanted and agreed that the Association shall not be dissolved, discontinued or any obligations transferred or assigned without the consent of the City of Polk City.
6. Grantor hereby covenants and agrees that the Association is hereby designated and authorized by Grantor and all successors and assigns to accept notices and service of process for all Benefited Property Owners as it relates to the inspection, replacement, reconstruction, repair, grading and

maintenance of the Storm Water Management Facility or permanent easement or notice of assessment for replacement, reconstruction, repair, grading and maintenance of the Storm Water Management Facility. If at any time the Association fails to comply with this Agreement or is for any reason not in existence in violation of this Agreement, the owners of the Benefited Property are responsible for complying with this Agreement.

7. The Association shall be responsible for all maintenance, repair and replacement of the Storm Water Management Facility, including obligations set forth in Part II, paragraph 12, subsections (a) and (b) herein that are the obligation of the property owner of the Easement Area, should any property owner of the Easement Area not perform or fail to perform such obligations. The Owners are responsible for performing all other items listed in Part II, paragraph 12, subsections (c) through (i). Should any property owner do anything in conflict with paragraphs 12 through 17 herein, the Owners shall have the responsibility to remove such conflict to assure effectiveness of the Storm Water Management Facility. Grantor and all successors and assignees of the Benefited Property shall comply with all terms of the Easement set forth in Part II herein.
8. The Association shall inspect the Storm Water Management Facility on an annual basis, including but not limited to all pipes, inlets and outlets for defects, obstructions or changes in the Storm Water Management Facility from the original design of the Facility. The inspection shall be conducted by a licensed professional engineer in the state of Iowa and documented with date stamped photographs of the Storm Water Management Facility. The Association shall document such inspection by completing the Inspection Report Form available from the City of Polk City Public Works Department. Any deficiencies or defects noted by the inspection shall be corrected by the Owners.
9. Grantor hereby agrees and consents on behalf of itself and all successors and assigns of the Benefited Property to assessment of the costs of maintaining, reconstructing, repairing, grading or dredging the Easement Area and Storm Water Management Facility on all Benefited Property established by the Grantor pursuant to the formula set forth in paragraph 10, below. Grantor, on behalf of itself and all successors and assigns of the Benefited Property, shall execute an Agreement in favor of the City to allow the City to recover any costs expended for action taken as set forth in paragraph 10, below, to address the maintenance, reconstruction, repair, grading or dredging of the Storm Water Management Facility or Easement Area.
10. Should the Association fail to maintain, reconstruct, repair, grade or dredge the Storm Water Management Facility or the Easement Area upon notice from the City, the City may cause such action to be done and assessed to each Benefited Property pursuant to the formula set forth below:

½ cost share assessed to each Benefited Property

The assessments on each Benefited Property shall be immediately due and payable to the City pursuant to the terms of the Agreement and Waiver (see Exhibit B, attached hereto and made a part hereof).

PART II – EASEMENT FOR STORM WATER MANAGEMENT FACILITY AND DRAINAGE

The following provisions in Part II herein are for a permanent easement over the Easement Area running with the land to the City of Polk City and the Owners.

11. Grantor hereby grants the Owners and the City a Permanent Drainage Easement under, over, through and across the Easement Area described above for the purpose of constructing, reconstructing, repairing, grading and maintaining the Storm Water Management Facility and the surface of the Easement Area in a manner that will permit the free and unobstructed flow of surface water over the Easement Area described above.
12. It is the obligation of the Grantor and all subsequent owners of the above-described easement area to maintain the Easement Area and the Storm Water Management Facility as set forth below. The Grantor and all subsequent owners of the Easement Area shall perform the maintenance obligations set forth below in items (a) and (b). The Owners shall perform all maintenance obligations set forth below in items c through i. The Grantor and all subsequent property owners of the Easement Area shall maintain the Easement Area so not to conflict with the maintenance requirements of the Owners or the Owners' right to perform those maintenance obligations. The maintenance obligations for the Storm Water Management Facility are as follows: Storm water detention and retention ponds or basins:

Storm water detention and retention ponds or basins:

- a. Mow on a regular basis to maintain the vegetation at the height designated on the original design to prevent erosion.
- b. Remove all trash, litter, debris or obstructions in the basin in the Easement Area and any inlets or outlets located within the Easement Area.
- c. Plant, maintain and replant as necessary permitted vegetation.
- d. Inspect for any defects, obstructions, or any changes in the original design.
- e. Inspect and determine the depth of the pond or basin on an annual basis.
- f. Remove any accumulated sediment from the outlet structures and remove any sediment which may accumulate greater than 12 inches in ponds or basins and greater than 6 inches in an underground detention basin.
- g. Till the soil at the bottom of the riparian buffer if it does not drain out within the time established in the design plan and replant vegetation as designated on the original design.
- h. All repairs shall conform to the original design.

- i. Till the soil at the bottom of the riparian buffer if it does not drain out within the time established in the design plan and replant vegetation as designated on the original design.
- j. All repairs shall conform to the original design.
- k. Maintaining the storm water and retention pond or basin to assure the effectiveness for storm.

Grass and Bioretention Swales:

- a. Mow on a regular basis to maintain the vegetation at the height designated on the original design to prevent erosion.
- b. Remove all trash, litter, debris or obstructions in the grass or bioretention swale and Easement Area.
- c. No chemicals or substances shall be applied to the Easement Area that shall harm or impair the effectiveness of the swale as a storm water runoff control measure.
- d. Replant vegetation as soon as practical when any vegetation dies.
- e. Inspect and determine the depth of the swale on an annual basis.
- f. Remove any sediment accumulated greater than 6 inches which may accumulate in the swale.
- g. Till the soil at the bottom of the swale if the grass swale does not drain out within the time established in the design plan and replant vegetation as designated on the original design.
- h. All repairs shall conform to the original design.
- i. Maintain the grass and/or bioretention swale to assure the effectiveness for storm water runoff for the subdivision/site.

Riparian Buffer:

- a. Mow on a regular basis to maintain the vegetation at the height designated on the original design to prevent erosion.
- b. Replant the vegetation in the Easement Area as soon as practical when any vegetation dies.
- c. Remove all trash, litter, debris or obstructions in the Easement Area.
- d. Inspect for erosion in the riparian buffer on an annual basis.
- e. Inspect and determine the depth of the riparian buffer on an annual basis.
- f. Remove any sediment accumulated greater than 25% of the original design depth.
- g. Till the soil at the bottom of the riparian buffer if it does not drain out within the time established in the design plan and replant vegetation as designated on the original design.
- h. All repairs shall conform to the original design.
- i. Maintain the riparian buffer to assure the effectiveness for storm water runoff for the subdivision/site.

13. No chemicals or any substance shall be applied to the storm water maintenance facility that shall harm or impair the effectiveness of the storm water maintenance facility as a storm water runoff control measure.
14. No structure shall be erected over or within the Easement Area without obtaining the prior written approval of the City Engineer.
15. No structure, material, device, thing or matter which could possibly obstruct or impede the normal flow of surface water over the Easement Area shall be erected or caused to be placed on the Easement Area without obtaining the prior written approval of the City Engineer.
16. No planting of trees and shrubs is allowed within the easement area (other than planting allowed and required by the City of Polk City).
17. No change shall be made to the grade, elevation or contour of any part of the Easement Area without obtaining the prior written consent of the City Engineer.
18. The Owners, the City and their agents, contractors, employees and assigns shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area as herein described, including, but not limited to, the right to remove any unauthorized plantings or structures placed or erected on the Easement Area and the right to do maintenance, repair, reconstruction, grading and dredging.
19. Grantor covenants on behalf of the Benefited Properties and the Owners that the Easement Area or any other area appurtenant to or necessary for the operation of the Storm Water Management Facility shall not be sold, transferred, donated or in any other manner conveyed in order to relieve the Grantor, the Benefited Properties or the Owners from complying with the requirements of this Agreement.
20. This Storm Water Management Facility Maintenance Covenant and Permanent Easement Agreement shall be deemed to run with the land and shall be binding on Grantor and on Grantor's successors and assigns.

Grantor does hereby covenant with the City that Grantor holds said real estate described in this Storm Water Management Facility Maintenance Covenant and Permanent Easement Agreement by Title In Fee Simple; that Grantor has good and lawful authority to convey the same; and said Grantor covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever.

Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share, if any, in and to the interests conveyed by this Storm Water Management Facility Maintenance Covenant and Permanent Easement Agreement.

Words and phrases herein including acknowledgment hereof shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

21.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

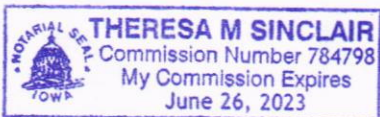
Signed this 3rd day of January, 2023.


Grantor: **Frihalage Investments, LLC**

By: 
Shane Torres, Member

STATE OF IOWA, COUNTY OF POLK, ss:

On this 3rd day of January 2023 before me, the undersigned, a Notary Public in and for said County and State personally appeared Shane Torres, to me personally known, who being by me duly sworn, did say that he Member, executing the within and foregoing instrument and acknowledged that he executed the same as his voluntary act and deed of Frihalage Investments, LLC, by it and by him) voluntarily executed.




Notary Public in and for the State of Iowa

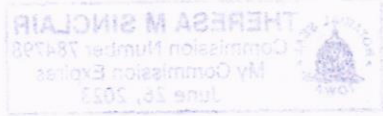
2023 January 3rd

[Signature]

STATE OF TEXAS COUNTY OF DALLAS

in the County of Dallas, State of Texas, do hereby certify that the within and foregoing is a true and correct copy of the original as the same appears in the records of the County of Dallas, State of Texas, and that the same is a true and correct copy of the original as the same appears in the records of the County of Dallas, State of Texas, and that the same is a true and correct copy of the original as the same appears in the records of the County of Dallas, State of Texas.

[Signature]



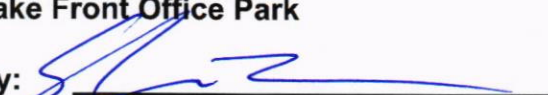
CITY OF POLK CITY, IOWA

I, _____, City Clerk of the City of Polk City, Iowa, do hereby certify that the within and foregoing easement was duly approved and accepted by the City Council of said City of Polk City by Resolution and Roll Call No. _____ passed on (date) _____, and this certificate is made pursuant to authority contained in said resolution

Printed Name:
Clerk of City of Polk City

Lake Front Office Park

By:


Shane Torres, President

STATE OF IOWA, COUNTY OF POLK, ss:

On this 3rd day of January 2023 before me, the undersigned, a Notary Public in and for said County and State personally appeared Shane Torres, to me personally known, who being by me duly sworn, did say that he President, executing the within and foregoing instrument and acknowledged that he executed the same as his voluntary act and deed of Lake Front Office Park, by it and by him) voluntarily executed.



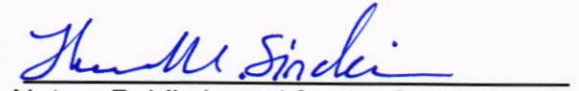

Notary Public in and for the State of Iowa

EXHIBIT B

**AGREEMENT AND WAIVER
POST CONSTRUCTION STORM WATER MANAGEMENT**

THIS AGREEMENT made and entered into by and between the City of Polk City, Iowa, hereinafter referenced the CITY, and Shane Torres, hereinafter referenced the PROPERTY OWNERS.

WITNESSETH:

WHEREAS, the City desires to encourage orderly community development and provide for the regulation and control of the extension of public improvements, public services, and utilities; and

WHEREAS, the Property Owner, as the developer and/or owner of a construction or reconstruction project in the City of Polk City, is subject to the program implemented by the City to address storm water runoff from the project; and

WHEREAS, in order to comply with the program implemented by the City, the Property Owner has executed a Storm Water Management Facility Maintenance Covenant and Permanent Easement Agreement (hereinafter "Agreement") with the City to address the rights and obligations of the parties regarding control of post-construction storm water runoff from the project; and

WHEREAS, a provision of the Agreement requires the Property Owner to execute this Agreement and Waiver in favor of the City to allow the City to recover any costs expended for action taken by the City, its consultants, contractors and assigns to address the maintenance, reconstruction, repair, grading or dredging of the Storm Water Management Facility or Easement Area if the Property Owner or the Property Owner's successors and assigns fail to do so; and

WHEREAS, this Agreement and Waiver is made in conjunction with the Storm Water Management Facility Maintenance Covenant and Permanent Easement Agreement located:

SEE EXHIBIT "A" ATTACHED HERETO

And applies to the property described as:

Lot 1 and Lot 2 in Lake Front Office Park Plat 1, an Official Plat, in the City of Polk City, Polk County, Iowa


NOW, THEREFORE, BE IT AGREED AMONG THE PARTIES AS FOLLOWS:

1. In the event the Property Owner or its successors and assigns fail to comply with the requirements of the Storm Water Management Facility Maintenance Covenant and Permanent Easement Agreement regarding any action necessary for the maintenance, reconstruction, repair, grading or dredging of the Storm Water Management Facility or Easement Area, the City shall have the right to cause the above-described actions completed in accordance with such plans and specifications as it shall deem appropriate.
2. For the purpose of this Agreement, the City may elect to enter into a contract for the completion of such actions as a part of any contract(s) and assess the cost of such actions to the Property Owner or its successors and assigns pursuant to the formula established in the Storm Water Management Facility Maintenance Covenant and Permanent Easement Agreement.
3. In consideration for the completion of such actions by the City, the undersigned Property Owners hereby WAIVE the following:
 - a. All legal formalities of whatsoever kind or character required by the laws of Iowa to be observed by cities in the completion of said actions where the expense of such Improvements is to be assessed against private property; and
 - b. Each and every question of jurisdiction, the intention of the Property Owners being to authorize and direct said City to complete such actions without requiring any of the formalities or legal proceedings required of cities by the statutes of Iowa; and
 - c. Any limitation of the amount of said assessment as a percentage of valuation as provided in the Code of Iowa; and
 - d. Any right to defer or postpone the payment for any such action.
4. It is further agreed that:
 - a. When said actions have been constructed or completed in accordance with the plans and specifications, the City may make assessments against the properties of the undersigned Property Owners, or their successors or assigns, for their pro-rata share of the entire cost of the construction and/or completion of said actions.
 - b. Said assessments shall be due immediately and will be paid to the City of Polk City and shall constitute a lien upon the properties hereinafter described. Further, each of the undersigned Property Owners hereby agree to accept responsibility for the assessment which is thus assessed against the Owner's property.
 - c. Said assessments shall have the same legal force and effect as if all the legal formalities provided by law in such cases had been fully and faithfully performed and observed.
5. The amount and proportion of the cost of the actions completed by the City to be paid shall be ascertained and determined by the Engineers and reported to the City Council, which shall make such changes or alterations as they may require. When said costs are determined and approved by the City Council, they shall constitute the assessments against the properties.
6. The Property Owners retain the right to request of the City a review of the mathematical calculations made to ensure their accuracy.

7. Property Owners hereby authorize the City Council to pass any Resolution requisite or necessary to order and secure said actions, to provide for the construction of the same and to make the assessments herein provided for, without further notice to said Property Owners or any of them. Any such Resolution may contain recitals that said actions are ordered or made by the Council without petition of Property Owners, without in any way qualifying this Agreement or releasing the Property Owners from their obligation to pay the assessments levied against their property for the cost of said action.
8. Each Property Owner warrants that the real estate described below is free and clear of all liens and encumbrances other than for ordinary taxes, except for such liens as are held by lienholders hereinafter listed and designated as signers of this Agreement and Waiver. Each lienholder designated below, by execution of this Agreement and Waiver, consent to the subordination of its lien to the lien of the assessment levied pursuant hereto.
9. Each Property Owner further agrees that the terms of this Agreement and Waiver shall become a covenant which runs with the land of the below-referenced property, and shall be binding upon all successors and assigns. Furthermore, each Property Owner shall give a copy of this Agreement and Waiver to all successors and assigns.
10. The signatories and the City agree this document will be recorded in the office of the Polk County recorder to ensure that any and all future purchasers of property are put on notice of the above conditions.

Description of Property: Lot 1 and Lot 2 in Lake Front Office Park Plat 1, an Official Plat, in the City of Polk City, Polk County, Iowa.

PROPERTY OWNERS NAME: Frihalage Investments, LLC

By: 
Shane Torres, Member

LENDER NAME:(Print Name):

By: 
Name:
Title:

EXHIBIT A

A PART OF LOT 2, LAKE FRONT OFFICE PARK PLAT 1, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 2; THENCE SOUTH 88°56'47" EAST ALONG THE SOUTH LINE OF SAID LOT 2, A DISTANCE OF 4.75 FEET TO THE POINT OF BEGINNING; THENCE NORTH 00°21'51" WEST, 34.76 FEET; THENCE SOUTH 88°10'25" EAST, 72.07 FEET; THENCE SOUTH 11°50'51" EAST, 15.34 FEET; THENCE SOUTH 89°44'40" EAST, 39.46 FEET; THENCE SOUTH 01°03'13" WEST, 19.37 FEET TO THE SOUTH LINE OF SAID LOT 2; THENCE NORTH 88°56'47" WEST ALONG SAID SOUTH LINE, 114.09 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.08 ACRES (3,298 SQUARE FEET).

AND

A PART OF LOTS 1 AND 2, LAKE FRONT OFFICE PARK PLAT 1, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 1; THENCE NORTH 00°21'51" WEST ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 109.81 FEET; THENCE SOUTH 58°33'48" EAST, 32.69 FEET; THENCE SOUTH 00°00'00" EAST, 99.78 FEET; THENCE SOUTH 89°38'09" WEST, 27.15 FEET TO THE WEST LINE OF SAID LOT 2; THENCE NORTH 00°21'51" WEST ALONG SAID WEST LINE, 7.19 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.07 ACRES (2,980 SQUARE FEET).

AND

A PART OF LOT 1, LAKE FRONT OFFICE PARK PLAT 1, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 1; THENCE NORTH 89°53'25" EAST ALONG THE NORTH LINE OF SAID LOT 1, A DISTANCE OF 15.13 FEET TO THE POINT OF BEGINNING; THENCE NORTH 89°53'25" EAST ALONG SAID NORTH LINE, 115.38 FEET; THENCE SOUTH 00°06'35" EAST, 26.42 FEET; THENCE SOUTH 87°20'46" WEST, 76.18 FEET; THENCE SOUTH 67°43'55" WEST, 21.78 FEET; THENCE NORTH 78°29'49" WEST, 19.50 FEET; THENCE NORTH 00°06'35" WEST, 34.10 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.08 ACRES (3,518 SQUARE FEET).

MEMO

Date: December 12, 2022
 To: Mayor Steve Karsjen & City Council
 Chelsea Huisman, City Manager
 From: Kathleen Connor, City Engineering Representative
 Subject: Amended Parking Regulations

BACKGROUND:

In conjunction with the staff review of the P.U.D. Master Plan for Leonard Senior Living, the developer requested consideration of a reduction to Polk City's zoning code requirement for off-street parking stalls for independent living, assisted living, and memory care facilities. As a result, we researched the parking regulations for these uses in other cities in the metro area and our findings were outlined in the November 8, 2022 Memo provided in the packets for the November 28, 2022 Council meeting. Staff has prepared a draft Ordinance for Council consideration based on those findings, with the proposed parking requirements summarized below, along with other minor cleanup items to clarify the code requirements related to off-street parking areas. The proposed Ordinance also increases the setback for parking lots along public streets from a five feet setback to a ten feet setback to allow more space for trees as discussed by the Planning and Zoning Commission at their November meeting.

Use	Off-Street Parking Requirement
Independent Living Facilities	1 stall per dwelling unit, a minimum of 50% of which shall be garage spaces, plus 1 stall per staff member on maximum shift, plus 1 visitor parking stall per 10 dwelling units
Assisted Living Facilities	1 stall per every two dwelling units, a minimum of 50% of which shall be garage spaces, plus 1 stall per staff member on maximum shift, plus 1 visitor parking stall per 10 dwelling units
Memory Care Units in Senior Living Facility	1 stall per staff member on maximum shift, plus 1 visitor parking stall per 10 dwelling units"
Nursing care institutions, intermediate care institutions, transitional facilities for infirm persons, and facilities for persons with disabilities	1 stall per employee on maximum shift, plus 1 visitor parking stall per 10 beds"

ALTERNATIVES:

Approve the proposed Ordinance amending parking regulations as presented.
 Amend the proposed Ordinance prior to adoption.
 Do not approve the proposed Ordinance amending parking regulations.

RECOMMENDATION:

Staff recommends City Council approval of the Ordinance amending parking regulations.

ORDINANCE NO. 2022-2600

**AN ORDINANCE AMENDING CHAPTER 165 ZONING REGULATIONS,
SECTION 165.18 OFF-STREET PARKING AREA**

BE IT ORDAINED by the City Council of the City of Polk City, Iowa, as follows:

Section 1. Chapter 165, of the Polk City Code of Ordinances; Zoning Regulations, is hereby amended by replacing the existing requirements in subsection 1.D, Table of Parking Requirements of Section 165.18, Off-Street Parking Area, under the classification of Residential use, with the following requirements:

“Independent Living Facilities: 1 space per dwelling unit, a minimum of 50% of which shall be garage spaces, plus 1 space for every employee on maximum shift, plus 1 visitor parking space per 10 dwelling units

Assisted Living Facilities: 1 space for every two dwelling units, a minimum of 50% of which shall be garage spaces, plus 1 space for every employee on maximum shift, plus 1 visitor parking space per 10 dwelling units”

Section 2. Chapter 165, of the Polk City Code of Ordinances; Zoning Regulations, is hereby amended by adding the following requirements to subsection 1.D, Table of Parking Requirements of Section 165.18, Off-Street Parking Area, under the classification of Institutional Residence or Care or Confinement Facilities use:

“Memory Care Units in Senior Living Facility: 1 space for every employee on maximum shift, plus 1 visitor parking space per 10 dwelling units”

Section 3. Chapter 165, of the Polk City Code of Ordinances; Zoning Regulations, is hereby amended by deleting the following requirements in subsection 1.D, Table of Parking Requirements of Section 165.18, Off-Street Parking Area, under the classification of Institutional Residence or Care or Confinement Facilities:

“Nursing care institutions, intermediate care institutions, institutions for infirm persons or persons with disabilities, childcare institutions: 3 spaces for every five beds. Multi-family units developed or sponsored by a public or nonprofit agency for limited income families, or the elderly require only 1 space per unit”

and replacing it instead with the following requirements:

“Nursing care institutions, intermediate care institutions, transitional facilities for infirm persons, or facilities for persons with disabilities: 1 space per employee on maximum shift, plus 1 visitor parking space per 10 beds”

Section 4. Chapter 165, of the Polk City Code of Ordinances; Zoning Regulations, is hereby amended by adding the following clause to the end of subsection 7.A of Section 165.09:

“and except for independent and assisting living units in a senior living facility.”

Section 5. Chapter 165, of the Polk City Code of Ordinances; Zoning Regulations, is hereby amended by replacing the first sentence of sub section 4.A of Section 165.18, Off-Street Parking Area with the following sentence:

“No part of any parking space shall be closer than ten feet to any established public street right-of-way or five feet to any established alley line.”

Section 6. Chapter 165, of the Polk City Code of Ordinances; Zoning Regulations, is hereby amended by deleting the following clause in subsection 3.C.:

“Mini-storage units, including access drives and parking areas, shall be on paved surfaces.”

and replacing it with the following clause:

“Mini-storage facilities, mini-warehouses, and outdoor storage spaces for recreational vehicles of any kind, including all access drives and parking areas, shall be on paved surfaces”.

Section 7. Chapter 165, of the Polk City Code of Ordinances; Zoning Regulations, is hereby amended by amending subsection 1.D, Table of Parking Requirements of Section 165.18, Off-Street Parking Area, under the classification of Office, Clerical, Research and Services not Primarily Related to Goods or Merchandise, by deleting the following use:

“Operations designed to attract and serve customers or clients on the premises, such as the offices of attorneys, physicians, other professions, insurance and stockbrokers, travel agents, government office buildings, etc.”

and replacing it with the following:

“Operations designed to attract and serve customers or clients on the premises, such as the offices of attorneys, insurance agents, financial professionals and stockbrokers, travel agents, government offices, and similar professional offices”

Section 8. Chapter 165, of the Polk City Code of Ordinances; Zoning Regulations, is hereby amended by amending subsection 1.D, Table of Parking Requirements of Section 165.18, Off-Street Parking Area, under the classification of Office, Clerical, Research and Services not Primarily Related to Goods or Merchandise, by deleting the following use:

“Office or clinics of physicians or dentists with no more than 10,000 square feet of gross floor area.”

and replacing it with the following:

“Clinics of physicians, dentists or similar medical professionals with no more than 10,000 square feet of gross floor area.”

Section 9. All Ordinances or parts of any Ordinance in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict.

Section 10. This Ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2023.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

Date Adopted: _____

Date of Publication: _____

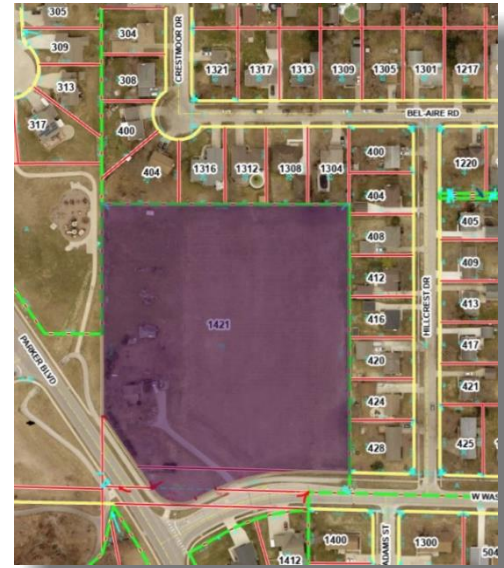
	Polk City	Ankeny	Grimes	Johnston	Pleasant Hill	Bondurant	Altoona	Urbandale	Clive	Waukee	Norwalk
Vehicle Sales & Service	1/200 sqft	1/ 200 sqft	4/service bay	1/300 Sqft	2/bay plus 1/empl	1/200sqft	1/200sqft	-	1/1000sqft	3/bay 1per serv vehicle 2.5/1000 sqft	1/300 Sqft 1/empl working
Banks, Business and Pro Services	1/200 sqft		3/1000sqft	1/200 sqft	1/250 sqft + 3 per drive up and ATM	1/200sqft	1/200sqft + 5per window	-	3/ 1000sqft	3/1000sqft 3/ drive through lane	1/250 sqft 1/empl working
Bowling Allys	1 per 3 people plus 1 per 200 sqft	1 per 3 people plus 1 per 200 sqft	3/lane	5/alley	4/lane	5/lane	5/lane	5/lane	5/lane	5/lane	5/alley 1/ 4 spectators
Churches	1/ 80sqft plus 1 per 2 empl	1/ 80sqft plus 1 per 2 empl	1/3 seats	1 each 3 seats	1/4 seats	1/80sqft	1/80sqft + 1/2empl	1/3seats	1/4 seats	1/4seats	1/ 3seats 1/classroom
Event Centers	1/ 4 seats	1/ 300 sqft	1/4 seats 20/1000sqft	1/ 100 sqft	1/4 seats	1/100sqft	1/100sqft	1/50sqft	1/3 seats if under 399 seats plus 1 per 4 over 400	1/3 seats or 20/1000	1/100 sqft 4/seat
Child Care Centers	1 per employee plus 1/300 sqft	1 per employee plus 1/300 sqft	1/staff plus loading for 1/6children	5 or 1 per 5 client	1/employee plus 1/10kids	1/2empl + 1/5kids	1/empl + 1.5/10 clients	1/empl + 1/6 kids	1/6 students +1/van 5 min	1/6 students +1/van 5 min	5 or 1/each 5
Funeral Homes	1/ 100 sqft	1/ 100 sqft	1/4 seats 10/1000sq	15 or 1/each 4 seats	1/250sqft 1/4seats	1/5seats	1/5 seats	1/5 seats	1/4 fixed seats or 10/1000 sqft	1/4 fixed seats or 10/1000 sqft	15 or 1/each 4 seats
Furniture, Appliance, Large Item Stores	1/400 sqft			5 or 1 for each 400 sqft	1/ 250 sqft	1/400sqft	1/200sqft	-	2.5/1000 sqft	2.5/1000 sqft	1/250 sqft to 2000 sqft and 1/ 200 thereafter
Gas Stations	1/ 150 sqft	1/ 200 sqft	3/ 1000sqft	3 or 1/175 sqft whichever is greater	2/bay plus 1/empl	1/150sqft	1/150sqft	-	5/1000 sqft	5/1000 sqft	3 or 1/175 sqft whichever is greater
Golf Course	1/200 sqft of buildings plus 1/3 persons outdoor capacity	1/ 200 sqft of buildings plus 1/ 3 person		6 for each whole and 1/empl	4/hole or tee	-	-	-	6/hole	6/hole	6 for each whole and 1/empl
Driving Range	1/tee plus 1/200sq	1 per 200 sqft		1.5/ each tee	4/hole or tee	-	-	-	2/tee		1.5/ each tee
Health clubs			2.25/1000sqft	10 plus 1/each 200 sqft	1/250 sqft	-	-	-	2.25/1000sqft	1/2 units + 1/staff	10 plus 1/each 200 sqft
Hospitals and Nursing homes	2/ bed or 1per 150 sqft	2/ bed or 1per 150 sqft		1/ each 4 patient beds and 1/ each empl	3/bed	2/bed or 1/150sqft	2/bed 1/150sqft	1/2beds +1/empl	1/2 units +1/staff		1/ each 4 patient beds and 1/ each empl
Hotels, Motels and Boarding houses			1.25/ room	1/ each guest room and 1/ each 2 empl	1/bedroom	1/room	1/room	1/room	1/room	1/room	1/ each guest room and 1/ each 2 empl
Industrial Plants			1/3employees working no less 1/1000	1.5/ each 2 empl max working or 1/ 500 sqft	1/1000 sqft	1/1.5 empl + 1	1/empl	1/1000sqfr	1.5/1000 sqft	1/1000 sqft 2/2 employees	1.5/ each 2 empl max working or 1/ 500 sqft
Schools	1.75 per classroom	1.75 per classroom	elem: 1/staff plus 1/4seats in auditorium/gym	elem/middle: 1/ each staff 1/ 10 student desks HS: 1/each staff 1/ 9 desks	1/4 student desks + 1/employee at peak	1/2empl or 1/8seats in auditorium	1/2empl or 1/8seats in auditorium	2/emp + 1/5 students	1/2empl or 1/8seats in auditorium	1/empl 1/classroom 1/4 seats in auditorium	elem/middle: 1/ each staff 1/ 10 student desks HS: 1/each staff 1/ 9 desks

PETITION FOR REZONING TO P.U.D.

Date: November 7, 2022 Prepared by: Kathleen Connor
Travis D. Thornburgh, P.E.
Project: Leonard Senior Living Project No.: 122.1349.01
Rezoning & PUD Master Plan

GENERAL INFORMATION:

Property Owner: Clifford Leonard
Applicant: Maven Crux Development
Area: 6.044 Acres
Current Zoning: R-1 Single Family Detached Residential District
Requested Zoning: P.U.D
Existing Land Use: Single Family Residential
Future Land Use: Low Density Residential (1-4 Dwelling Units/Acre)
Requested Future Land Use: High Density Residential (8-24 Dwelling Units/Acre)



BACKGROUND:

The subject parcel is shown in purple above. This property contains one existing home, built in 1905, on a large lot which leaves the bulk of the lot vacant. When Polk City later adopted zoning regulations, the parcel was zoned to R-1 residential. The owner is now interested in selling his property for development purposes.

PETITION TO REZONE TO P.U.D.

On behalf of Clifford Leonard, Maven Crux Development has submitted a Petition for Rezoning of the subject property from R-1 to P.U.D. The purpose of this request is for development of a senior living facility. While such facilities are permitted in the R-3 zoning district, the developer believes PUD zoning will better accommodate the variety of dwelling types and uses being proposed as part of this development in this location adjacent to an established residential neighborhood. In addition, a PUD will allow more efficient use of the available land by reducing parking requirements to better reflect the actual anticipated traffic loading of the intended residents.

The applicant has obtained consent to the proposed rezoning from the owners of 53.4% of the area contained within the 250' buffer surrounding the proposed rezoning. The City Clerk will provide notice of the public hearing, the date of which has not yet been set by Council.

PROJECT DESCRIPTION:

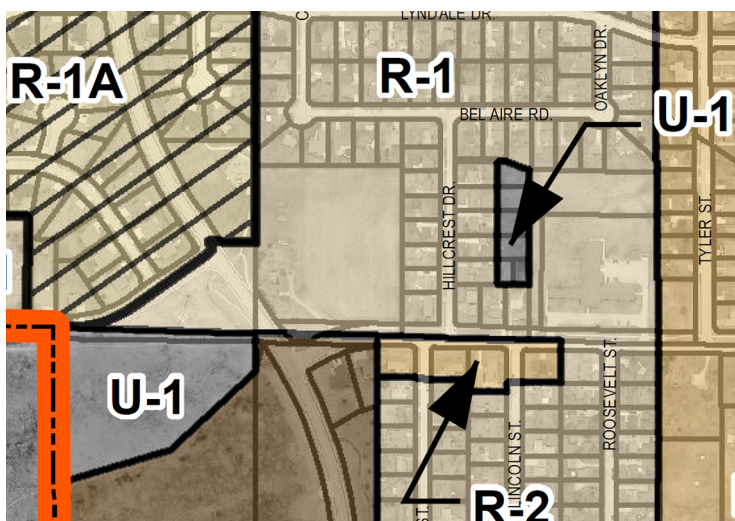
Maven-Crux Development intends to construct a Senior Living Center, with various levels of care. The developer plans for the center to include three connected buildings that together will include approximately 33 independent living units, 51 assisted living units, and 42 memory care units along with common facilities that will be used by residents and their guests. Each of these care levels will offer multiple floor plans, with a variety of unit sizes. The common facilities will be located in the Town Center building and will offer amenities such as the primary kitchen and dining facilities, multi-purpose gathering spaces, offices, mail delivery, maintenance, and other related uses. The Master Plan indicates the planned location for parking, including underground parking, and a fire apparatus road that will also serve as a recreational trail that will connect to Leonard Park and the Neal Smith Trail. Landscape buffers will be planted along the north and east boundaries of the development and parkway trees will be planted along Parker Boulevard.

COMPREHENSIVE PLAN:

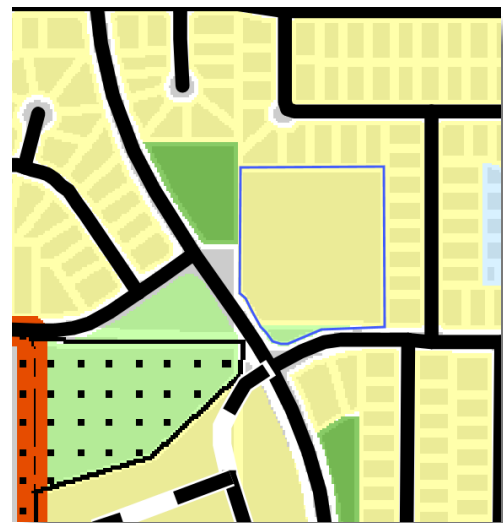
The provision of additional housing options was identified in the Comprehensive Plan and City Staff as a needed area of growth in the City of Polk City. There appears to be a need for senior living options within the city.

The current zoning and existing and future land use of the properties surrounding the area proposed to be rezoned are as follows:

<u>Adjacency</u>	<u>Zoning</u>	<u>Existing Land Use</u>	<u>Future Land Use</u>
Southwest (SW)	R-1 & U-1	Open Space	Open Space
Northwest (NW)	R-1A	Leonard Park	Parks and Recreation
North (N)	R-1	SF Residential	Low Density Residential
East (E)	R-1	SF Residential	Low Density Residential
South (S)	PUD & R-2	SF Residential	Low Density Residential



Zoning Map Excerpt



Future Land Use Plan Excerpt

A Comprehensive Plan Amendment will be required prior to approval of the rezoning to PUD since the proposed use of this lot exceeds the maximum density for low density residential use of four (4) dwelling units per acre. The conceptual layout for the PUD Master Plan shows 20.8 dwelling units per acre. As a result, the Future Land Use Plan would need to be amended to designate this parcel as a High Density Residential used, intended for use in districts with 8-24 dwelling units per acre, prior to rezoning this parcel to PUD for the senior living center.

P.U.D. MASTER PLAN & RESTRICTIONS:

As required for all P.U.D. rezonings, the developer has provided a P.U.D. Master Plan for this development. The master plan shows construction a large, senior living center intended to contain 126 dwelling units of various care levels. The facility would provide a continuum of care, including Independent Living, Assisted Living, and Memory Care. The assisted and independent living units will be in a 3-story, 94,386 sq. ft. building on the west side of the site. The 1-story, 30,271 sq. ft. memory care building will be on the east side of the site. Between these buildings will be a 18,700 sq. ft. 1-2 story building for common uses, referred to as the Town Center. The three buildings are interconnected with enclosed breezeways. The developer has provided conceptual architectural elevations to demonstrate the character of the building, including pitched rooflines with gables to soften the mass of the building and a combination of brick and stone veneers to enhance the horizontal lap siding.

The master plan calls for a fire apparatus road that also serves as a recreational trail. The plan calls for removable bollards at each end of this trail to restrict non-emergency vehicular traffic on this pavement. The existing type, size, and quantity of these bollards will be determined by the City at the time of site plan approval. City Staff will also provide additional fire truck information at the time of site plan review to ensure that the fire lane is appropriately designed to accommodate emergency services.

There is an existing paved recreational trail along the entire street frontage of this lot. Prior to site plan or plat approval staff will review the need for a Petition & Waiver for reconstruction of this as a PCC trail, along with the need for easements where the trail encroaches on private property.

The P.U.D. Master Plan, and future Ordinance, include the following stipulations:

- a. The proposed setbacks shall be a 30' front yard along W. Washington Street and Parker Blvd., 40' yard on the north and east sides of the lot, and 12.5' side yard on the west side adjacent to the park. For comparison, the R-3 district requires a of 30' front yard, 40' rear yard (east), and 12.5' side yard (north).
- b. A Type 'B' semi-opaque landscape buffer shall be provided within a 20' wide easement on the north and east property lines to provide screening for existing R-1 zoning districts. For comparison, the R-3 district requires a Type "A" open screen within a 20' easement abutting R-1 properties.
- c. The south and west sides of the 3-story independent/assisted living building will be 30% brick (or acceptable alternative) and the north and east will be 15% brick. The south elevation of the 1-2 story Town Center will be 30% brick and the north elevation of this building will be 15% brick, while the less visible east and west sides would not be required to have any brick. All elevations of the 1-story Memory Care building will be 15% brick. For

comparison purposes, Code requires all R-3 residential buildings with more than 4 dwelling units to be 30% brick on the facades facing public streets, but there is no requirement for brick on other facades.

- d. Pursuant to discussion at the last P&Z meeting, the developer agreed to increase the proposed visitor parking stalls to one per ten units. The parking requirements for this use shall be based on:

Parking Regs	Proposed		Per Zoning Code (2 bedrooms/unit, max)	
	Requirement	Stalls	Requirement	Stalls
Independent Living (33 units)	1 stall/unit	33	1.25 stalls / unit + 1 garage stall / unit + 1 visitor stall / 5 units	81
Assisted Living (51 units)	0.5 stalls/unit	25	1 stall / 2 units + 1/on-duty staff member	35
Memory Care (42 units)	1 stall/staff @ max shift	30	3 stalls/5 beds	26
Visitor Parking (126 total units)	1 stall/10 units	13		
Total Stalls	Per Master Plan	101	Per Code	142
Stalls Provided	Per Master Plan	105		
Garage	<i>Included in above total</i>	55	<i>Included in above total</i>	33

Following the Polk City Planning & Zoning meeting on October 17, staff reviewed parking requirements for this facility as if it were to be proposed in several other Des Moines Metropolitan Area cities. Included in the packet are the findings of that review for P&Z's consideration.

Based on the findings summarized in the attached memo, city staff is in agreement that parking requirements for Assisted Living facilities in Polk City are comparably high to other Des Moines Metropolitan Area communities. City staff will review this code requirement and a proposed change to this section of Polk City's code will be placed on a future City Council agenda.

- e. In addition to the above-described parking, the developer proposes use of off-site parking and a shuttle service to provide additional parking accommodations for particularly busy days, planned events, and holidays at the facility. The owner would contact a local church or business to rent their parking lot and provide a shuttle service from that remote parking to the proposed facility. The developer has used a similar at other facilities they own and manage with great success.
- f. The parkland dedication shall be fulfilled by a fee that is equivalent to the fair market value of the land, based on 360.851 square feet of land per dwelling unit. The fair market value will be determined by the City Manager when the property is platted. City staff has discussed the

possibility of the developer installing a previously planned parking lot at Leonard Park, with the actual cost of the parking lot being credited against the required parkland dedication fee.

- g. This property shall be platted in accordance with the Subdivision Regulations prior to Site Plan approval.
- h. The PUD area is 6.04 acres. Per Code, Council may waive the requirement for PUD's to be a minimum of 10 acres due to site constraints. From staff's perspective, waiving the 10-acre minimum seems reasonable given the developed nature of the area surrounding this largely undeveloped lot.

REVIEW COMMENTS:

All of staff's review comments on the rezoning and PUD Master Plan have been addressed, with the exception of revising the proposed visitor parking stalls requirement to one stall per 10 units which results in 13 visitor parking stalls and a total of 101 stalls required for the facility. This item will be updated prior to presentation of this project to City Council, along with updates following P&Z's recommendation.

The proposed regulations and restrictions for the Leonard Senior Living PUD are included in the "P.U.D. Master Plan & Restrictions" section above.

RECOMMENDATION ON COMPREHENSIVE PLAN AMENDMENT:

At their meeting, the Planning & Zoning Commission should make a recommendation to City Council on the proposed amendment to the Comprehensive Plan's Future Land Use Plan which would change the future land use for the subject property from low density residential to high density residential, based on one of the following options:

- A. Approve the applicant's request to amend the future land use of the subject area to high density residential use.
- B. Deny the applicant's request to amend the future land use of the subject area to high density residential use.
- C. Approve the applicant's request to amend the future land use of the subject area to high density residential use, subject to certain modifications or restrictions as specified in P&Z's recommendation(s).

RECOMMENDATION ON REZONING:

Based on prior approval of the above Comprehensive Plan amendment, the Planning & Zoning Commission should also make a recommendation to City Council regarding the proposed rezoning for the subject property from R-1 to PUD, based on one of the following options:

- A. Approve the applicant's request to rezone their property to Planned Unit Development (PUD) as presented, subject to the following:
 - 1. Approval of the associated PUD Master Plan, including the above-described stipulations, in conjunction with the rezoning.
 - 2. Council waiver of 10-acre minimum requirement for PUD District.

3. Payment of all professional billings to the City of Polk City.
- B. Deny the applicant's request to rezone their property to Planned Unit Development (PUD) as presented.
 - C. Approve the applicant's request to rezone their property to Planned Unit Development (PUD) subject to certain revisions to the Master Plan and/or the above-described stipulations or additional restrictions as specified in the P&Z's recommendation, provided the applicant agrees to said amended recommendation(s).

ORDINANCE NO. 2022-2500

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF POLK CITY, IOWA, BY REZONING PROPERTY LOCATED AT 1421 W WASHINGTON AVE FROM R-1 SINGLE FAMILY DETACHED RESIDENTIAL TO PUD PLANNED UNIT DEVELOPMENT

WHEREAS, on the 10th day of November 2022, the Planning and Zoning Commission of the City of Polk City, Iowa, recommended to the City Council that the property legally described as:

THAT PART OF LOTS 13 AND 17, THE OFFICIAL PLAT OF THE NORTH HALF OF SECTION 2, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA, LYING NORTH OF THE CENTERLINE OF W WASHINGTON AVENUE AND EAST OF THE CENTERLINE OF PARKER BOULEVARD.

ALL CONTAINING 6.044 ACRES MORE OR LESS.

be considered for rezoning from zoning classification R-1 Single Family detached Residential to PUD Planned Unit Development; and

WHEREAS, after due notice and hearing as provided by law, the City Council now deems it reasonable and appropriate to rezone said property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLK CITY, IOWA:

Section 1: That the Municipal Code of the City of Polk City, Iowa, be and is hereby amended by rezoning the 6.044 acres from R-1 Single Family detached Residential to PUD Planned Unite Development.

Section 2: All Zoning Regulations, other than those specifically amended, waived, or replaced on an approved P.U.D. Planned Unit Development Master Plan, shall apply.

Section 3: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ of _____ 2022.

Steve Karsjen, Mayor

ATTEST:

Jenny Coffin, City Clerk

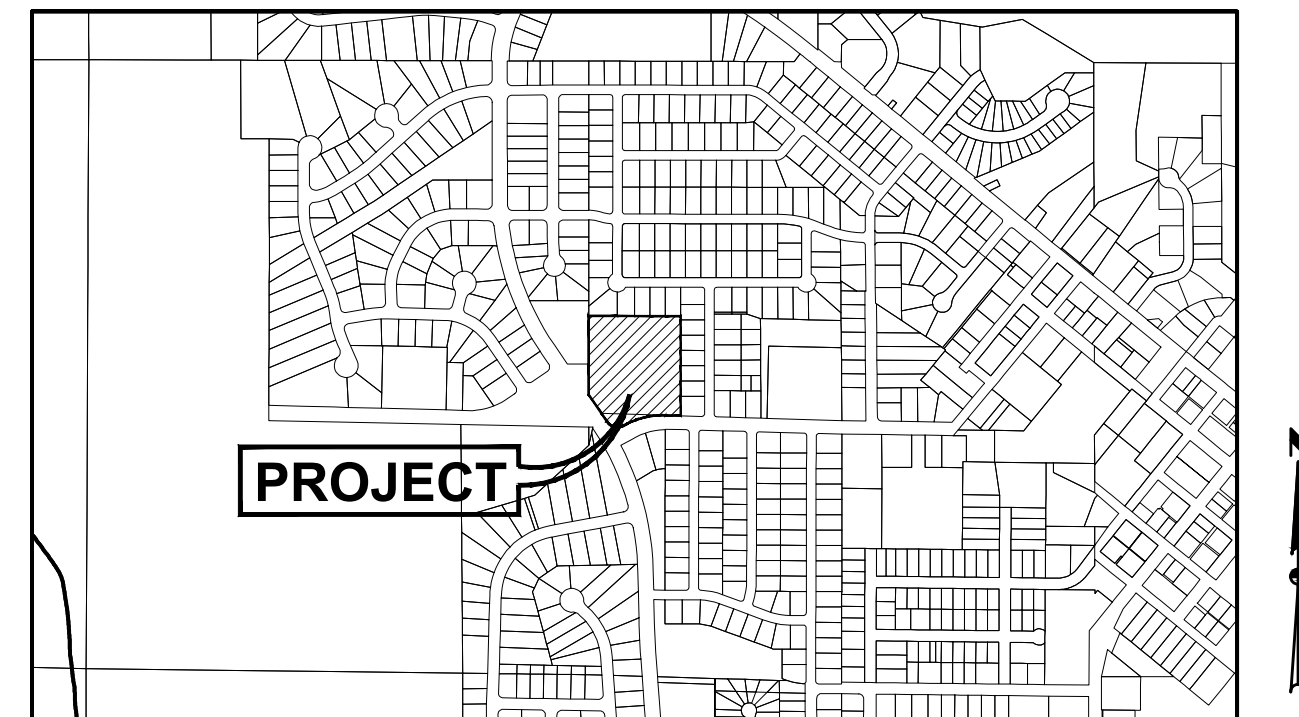
First Reading:
Second Reading:
Third Reading:
Date of Publication by posting

P.U.D MASTER PLAN FOR: LEONARD SENIOR LIVING

POLK CITY, IOWA

VICINITY MAP

NOT TO SCALE



POLK CITY, IOWA

INDEX OF SHEETS

NO.	DESCRIPTION
1	COVER SHEET
2	MASTER PLAN
3	ELEVATIONS
4	SPACE PROGRAM
5-7	PRECEDENT IMAGES

OWNER

CLIFFORD A LEONARD
1421 W WASHINGTON AVENUE
POLK CITY, IA 50226

DEVELOPER

MAVEN CRUX DEVELOPMENT
CONTACT: BRYAN SCHNURR
16852 AURORA COURT
CLIVE, IA 50325

ENGINEER/ SURVEYOR

CIVIL DESIGN ADVANTAGE
CONTACT: EMILY HARDING
4121 NW URBANDALE DRIVE
URBANDALE, IA 50322
PH. (515) 369-4400
FX. (515) 369-4410

ARCHITECT

POPE ARCHITECTS
1295 BANDANA BLVD N, SUITE 200
ST. PAUL, MN 55108-2735
CONTACT: JEFFREY A. AVILES
EMAIL: JAVILES@POPEDESIGN.COM
PH: (651) 789-1595

PROJECT SITE ADDRESS

1421 W WASHINGTON AVE
POLK CITY, IA 50226

ZONING

EXISTING: R-1 SINGLE FAMILY DETACHED
RESIDENTIAL DISTRICT

PROPOSED: PUD PLANNED UNIT DEVELOPMENT
WITH UNDERLYING R-3 ZONING

SUBMITTAL DATES

FIRST SUBMITTAL:	09/21/2022
SECOND SUBMITTAL:	10/10/2022
THIRD SUBMITTAL:	11/03/2022
FOURTH SUBMITTAL:	11/18/2022
FIFTH SUBMITTAL:	12/07/2022

REZONING DESCRIPTION

THAT PART OF LOTS 13 AND 17, THE OFFICIAL PLAT OF THE NORTH HALF OF SECTION 2, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE FIFTH PRINCIPAL MERIDIAN, AN OFFICIAL PLAT IN THE CITY OF POLK CITY, POLK COUNTY, IOWA, LYING NORTH OF THE CENTERLINE OF W WASHINGTON AVENUE AND EAST OF THE CENTERLINE OF PARKER BOULEVARD.
ALL CONTAINING 6.044 ACRES MORE OR LESS.

PROJECT TIMETABLE

ANTICIPATED START DATE = SPRING 2023
ANTICIPATED FINISH DATE = SPRING 2024

GENERAL NOTES

- THE BUILDER AND OWNER IS RESPONSIBLE FOR THE MAINTENANCE, EROSION CONTROL, AND ADHERENCE TO ALL EPA AND DNR STANDARDS.
- THE IMPACT TO EXISTING VEGETATION ON SITE SHALL BE MINIMIZED WHEN LOCATING AND DESIGNING THE STORM WATER DETENTION BASIN.
- TYPE B SCREENING PLANTINGS SHALL BE PROVIDED WITHIN THE 20' BUFFER ON THE EAST AND NORTH SIDES OF THE PROPERTY.
- THIS DEVELOPMENT IS PLANNED TO BE CONSTRUCTED IN ONE PHASE.
- THIS PARCEL SHALL BE PLATTED IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS PRIOR TO APPROVAL OF THE SITE PLAN.
- THE SUBDIVISION REGULATIONS REQUIRE 8.284 ACRES PER 1,000 PEOPLE OR 360.851 SQUARE FEET PER RESIDENT OF PARKLAND DEDICATION. DUE TO THE LIMITED MOBILITY OF RESIDENTS IN THIS FACILITY, PARKLAND DEDICATION REQUIREMENTS FOR THIS P.U.D. SHALL BE CALCULATED BASED ON THE FOLLOWING EQUIVALENT DWELLING UNITS (EDU'S):
MEMORY CARE (42 UNITS) AT 1.00 EDU/UNIT
ASSISTED LIVING (51 UNITS) AT 1.10 EDU/UNIT
INDEPENDENT LIVING (33 UNITS) AT 1.25 EDU/UNIT
TOTAL PARKLAND REQUIRED:
= (42*1.00 + 51*1.10 + 33*1.25)*360.851 SF/RESIDENT
= 50,285 SF
- BUILDING ELEVATIONS SHALL INCLUDE BRICK OR AN ACCEPTABLE ALTERNATIVE IN THESE LOCATIONS:
- AL/IL: 30% MIN. ON SOUTH & WEST SIDES
- AL/IL: 15% MIN. ON NORTH & EAST SIDES
- TC: 30% MIN. ON SOUTH SIDE
- TC: 15% MIN. ON NORTH SIDE
- MC: 15% MIN. ON ALL SIDES
- THE BUILDING WILL BE SPRINKLED USING NFPA 13R. NFPA 13R FACILITIES ARE 'PARTIALLY SPRINKLERED' TO PROVIDE LIFE SAFETY AND A MODERATE LEVEL OF BUILDING PROTECTION. NFPA 13R COMMONLY ALLOWS FOR THE ELIMINATION OF FIRE PROTECTION IN ATTICS, CLOSETS, AND BATHROOMS.

GENERAL DEVELOPMENT CONCEPT

WE ARE PROPOSING TO DEVELOP AND CONSTRUCT A MULTI-LEVEL CARE SENIOR LIVING COMMUNITY CONSISTING OF APPROXIMATELY 33 UNITS OF INDEPENDENT LIVING (I.L.) (THREE STORY), 51 ASSISTED LIVING (A.L.) (THREE STORY), AND 42 MEMORY CARE UNITS (M.C.) (ONE STORY) ON APPROXIMATELY 5.81 ACRES (APPROXIMATELY 22 UNITS PER ACRE). PROVIDING EACH OF THESE LEVELS OF CARE ON THE SAME CAMPUS ALLOWS FOR A RESIDENT TO MOVE FROM ONE LEVEL OF NEED TO THE HIGHER LEVEL OF CARE AS NEEDED. DUE TO THE TYPICAL AGE, PHYSICAL CONDITION, AND MENTAL ACUITY OF SOME RESIDENTS IT IS IMPORTANT TO HAVE THIS SENIOR LIVING COMMUNITY CLOSE TO THE ACTIVITIES AND SERVICES THE GREATER POLK CITY AREA HAS TO OFFER. (OFFSITE DINING OPTION, HAIR AND NAIL SALONS, CHURCHES, PARKS, ETC.) THE PROPOSED COMMUNITY WILL HAVE A COMMON AMENITIES BUILDING (TOWN CENTER) FOR USE BY SENIOR LIVING COMMUNITY RESIDENTS AND THEIR GUESTS THAT CONTAINS THE PRIMARY KITCHEN, DINING AREAS, SOCIAL ACTIVITIES SPACES SUCH AS INFORMAL DINING OPTIONS, MULTI-PURPOSE GATHERING SPACES, OFFICES, MAIL DELIVERY, MAINTENANCE, AND OTHER RELATED SPACES. THERE IS NO ANCILLARY USE OF THIS SPACE PLANNED FOR AND NO TRANSITIONAL USE OF THE SPACE IS NEEDED. THE SECOND STORY OF THE BUILDING WILL ALSO CONTAIN SPACES TO BE USED BY THE SENIOR LIVING RESIDENTS AND THEIR GUESTS. THE TOWN CENTER IS NOT OPEN TO THE GENERAL PUBLIC. THE CURRENT PROGRAM PROVIDED INDICATES THE APPROXIMATE SQUARE FOOTAGES FOR EACH AMENITY TO BE INCLUDED BUT FURTHER DESIGN WILL BE REQUIRED TO DETERMINE WHICH OF THESE IS LOCATED ON LEVELS 1 OR 2.

THE MARKET STUDY COMMISSIONED FOR THIS PROJECT STATES THERE IS A NEED IN POLK CITY FOR A PROJECT MUCH LARGER IN SIZE THAN WHAT WE CAN PROVIDE ON THIS SITE. THE SITE IS SLIGHTLY SMALLER THAN WE WOULD IDEALLY LIKE, BUT PROVIDING THE FULL CONTINUUM OF CARE IS CRITICAL AND IN ORDER TO ACCOMPLISH THIS THE PROJECT HAS TO BE OF ENOUGH SIZE TO MAKE IT FINANCIALLY FEASIBLE. THAT IS DRIVING THE NEED TO BUILD THREE STORIES ON A PORTION OF THE BUILDING. IN AN EFFORT TO BUFFER THIS AS MUCH AS POSSIBLE, WE HAVE WORKED TO POSITION THE TALLER BUILDINGS ON THE FAR EDGE OF THE SITE, AWAY FROM MOST OF THE EXISTING HOMES. THE M.C. NEEDS TO REMAIN A SINGLE STORY DUE TO THE MOBILITY ISSUES OF THE RESIDENTS AND TO PREVENT AN ADDITIONAL LEVEL OF CODE-REQUIRED COST ISSUES IF MORE THAN ONE STORY. WE ARE REQUESTING A ZONING CHANGE FROM R1 TO PUD FOR THIS COMMUNITY, AND UNDER THE PUD THE BUILDING HEIGHTS APPEAR TO BE WITHIN THE LIMITS OF THE CODE.

THE PROJECT IS ESTIMATED TO GENERATE 70-80 PAID POSITIONS WHICH WILL OPERATE IN THREE SHIFTS. DUE TO THE TIMING OF THE SHIFTS, ONLY ONE GENERALLY WOULD HIT PEAK TRAFFIC TIMES. TRAFFIC GENERATED BY THIS COMMUNITY TYPE IS MUCH LIGHTER THAN TYPICAL DEVELOPMENTS. WE ARE THEREFORE REQUESTING A DEVIATION FROM THE TYPICAL PARKING COUNTS REQUIRED FOR THIS COMMUNITY. FOR INDEPENDENT LIVING WE REQUEST 1 STALL PER UNIT (33 STALLS), FOR A.L. DRIVING IS EXTREMELY LIMITED FOR RESIDENTS AND WE REQUEST 0.5 STALLS PER UNIT (25 STALLS). FOR M.C., THERE ARE NOT DRIVING RESIDENTS, SO NO STALLS ARE NEEDED. IN REGARDS TO STAFF, WE REQUEST A DEVIATION TO ALLOW FOR 30 STALLS BASED ON THE THREE SHIFTS MENTIONED FOR THE 70-80 STAFF MEMBERS. ONE VISITOR PARKING STALL WILL BE PROVIDED PER 10 UNITS. THAT WOULD BRING THE TOTAL REQUIRED PARKING COUNT TO 101 STALLS. WE ARE CURRENTLY SHOWING A DRAFT SITE PARKING PLAN THAT ALLOWS FOR 50 SURFACE PARKING SPACES AND THE BALANCE WOULD BE PROVIDED UNDER THE INDEPENDENT LIVING BUILDING.

IN ADDITION TO THE PARKING DEVIATION, WE ARE REQUESTING THE WALKING PATH SHOWN AROUND THE PERIMETER OF THE BUILDING BE APPROVED FOR AN EMERGENCY ONLY FIRE TRUCK ACCESS. REMOVABLE BOLLARDS WOULD BE PLACED ON THE PATH ENTRANCE TO RESTRICT ITS USE AS PEDESTRIAN ONLY UNDER NORMAL CIRCUMSTANCES. IN THE EVENT OF NEED, THE FIRE DEPARTMENT WOULD HAVE THE ABILITY TO REMOVE THE BOLLARDS AND ACCESS THE PATH WITH THE FIRE TRUCKS. A HAMMERHEAD AREA AT THE NORTHWEST CORNER OF THE SITE WOULD BE INSTALLED TO ALLOW THE FIRETRUCK TO TURN AROUND AND EXIT THE SITE.

WE APPRECIATE YOUR CONSIDERATION FOR THIS REZONING AND LOOK FORWARD TO PROVIDING THE MUCH NEEDED SERVICES OF CARE FOR POLK CITY RESIDENTS.

DEVELOPMENT SUMMARY

PARKING

REQUIRED:	
1 STALL PER IL UNIT * 33 UNITS =	33 STALLS
0.5 STALLS PER AL UNIT * 51 UNITS =	25 STALLS
1 STALL PER EMPLOYEE ON MAXIMUM SHIFT =	30 STALLS
1 STALL PER 10 UNITS FOR VISITORS =	13 STALLS
TOTAL REQUIRED =	101 STALLS

PROVIDED:	
UNDERGROUND STALLS =	55 STALLS
SURFACE STALLS =	50 STALLS
TOTAL PROVIDED =	105 STALLS

BULK REGULATIONS

SETBACKS:	
FRONT YARD =	30' MIN.
REAR YARD =	40' MIN.
SIDE YARD =	12.5' MIN.



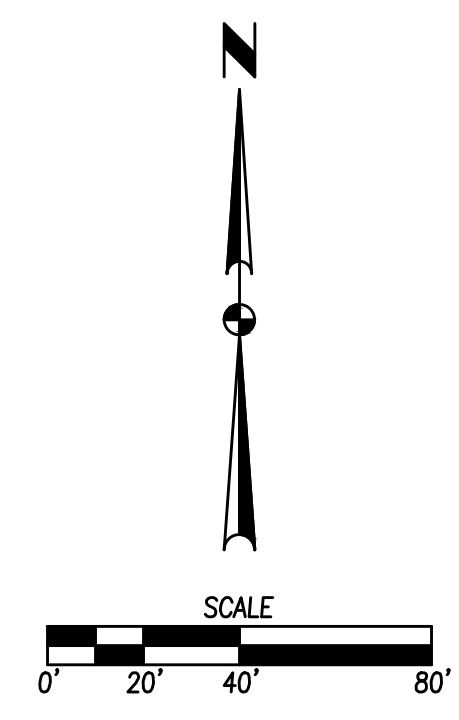
CIVIL DESIGN ADVANTAGE

4121 NW URBANDALE DRIVE, URBANDALE, IOWA 50322

PH: (515) 369-4400 Fax: (515) 369-4410

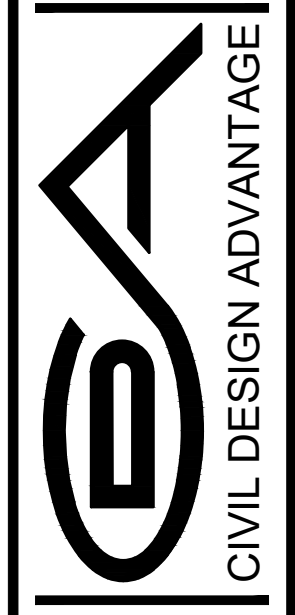
PROJECT NO. 2205.396

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 PLOTTED BY: TONY HARDING
 TECH: ENR



REVISIONS	DATE
FIFTH SUBMITTAL	12-07-2022
FOURTH SUBMITTAL	11-18-2022
THIRD SUBMITTAL	11-03-2022
SECOND SUBMITTAL	10-10-2022
FIRST SUBMITTAL	09-21-2022

4121 NW URBANDALE DRIVE
 URBANDALE, IA 50322
 PHONE: (515) 369-4400

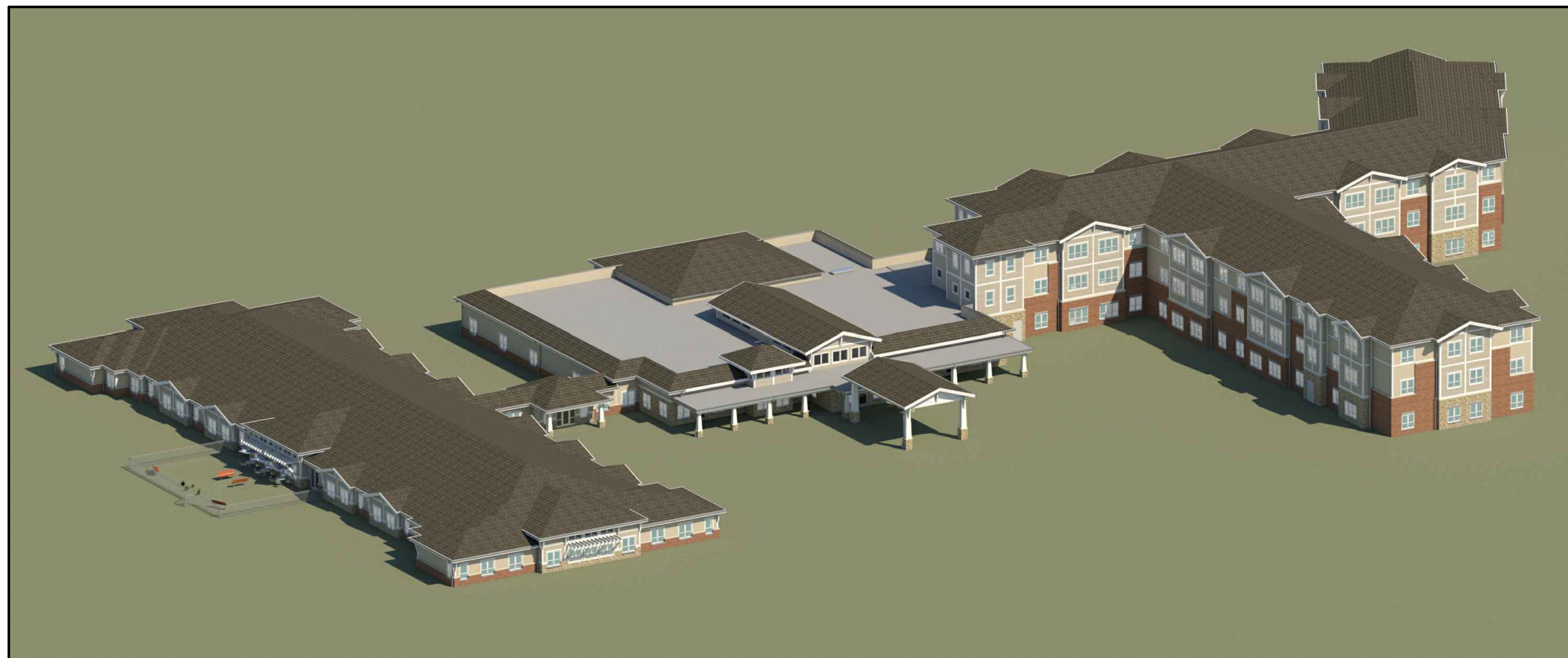


POLK CITY, IOWA

LEONARD SENIOR LIVING
MASTER PLAN

ENGINEER: _____
 TECH: _____

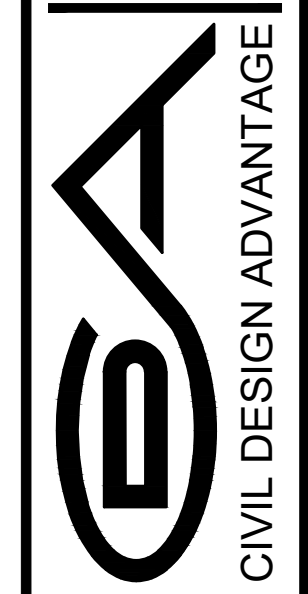
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 COMMENT: EXC.



REVISIONS	DATE
FIFTH SUBMITTAL	12-07-2022
FOURTH SUBMITTAL	11-18-2022
THIRD SUBMITTAL	11-03-2022
SECOND SUBMITTAL	10-10-2022
FIRST SUBMITTAL	09-21-2022

4121 NW URBANDALE DRIVE
 URBANDALE, IA 50322
 PHONE: (515) 369-4400

ENGINEER:
 TECH:



POLK CITY, IOWA

LEONARD SENIOR LIVING
MASTER PLAN

PRECEDENT IMAGES - LAVISTA



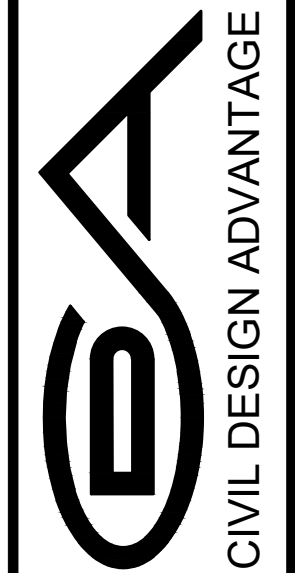
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 PLOTTED BY: JAVIER HERNANDEZ
 DATE: 12/7/2022 9:45 AM

COMMENT:
 END

REVISIONS	DATE
FIFTH SUBMITTAL	12-07-2022
FOURTH SUBMITTAL	11-18-2022
THIRD SUBMITTAL	11-03-2022
SECOND SUBMITTAL	10-10-2022
FIRST SUBMITTAL	09-21-2022

4121 NW URBANDALE DRIVE
 URBANDALE, IA 50322
 PHONE: (515) 369-4400

ENGINEER:
 TECH:



POLK CITY, IOWA

LEONARD SENIOR LIVING
MASTER PLAN

PRECEDENT IMAGES - LAVISTA

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REVISIONS	DATE
FIFTH SUBMITTAL	12-07-2022
FOURTH SUBMITTAL	11-18-2022
THIRD SUBMITTAL	11-03-2022
SECOND SUBMITTAL	10-10-2022
FIRST SUBMITTAL	09-21-2022

4121 NW URBANDALE DRIVE
 URBANDALE, IA 50322
 PHONE: (515) 369-4400
 ENGINEER:
 TECH:



POLK CITY, IOWA

LEONARD SENIOR LIVING
MASTER PLAN



Date December 22, 2022

To: Chelsea Huisman
 City of Polk City
 P.O. Box 426
 Polk City, IA 50226-0426

INVOICE SUMMARY - NOVEMBER SERVICES

Services from November 1, 2022 through November 30, 2022

GENERAL ENGINEERING

<u>Meetings</u>	122.0001.01	\$	1,200.00
<i>Council and P&Z Meetings, City staff meetings, and meetings with developers and developer's engineers.</i>			
<u>Development and Building:</u>	122.0001.01	\$	450.00
<i>Coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects, and building permits.</i>			
<u>Water Dept:</u>	122.0001.01	\$	50.00
<i>Coordination with Fire Chief re: fire apparatus roads and research water service locates.</i>			
<u>Sanitary Sewers:</u>	122.0001.01	\$	1,300.00
<i>Research sanitary sewer availability and provide water service locates.</i>			
<u>Storm Sewers:</u>	122.0001.01	\$	-
<u>Street Dept.</u>	122.0001.01	\$	400.00
<i>Coordinate with Iowa DOT regarding their request for additional ROW in annexation territory and research PUE and trail easements.</i>			
<u>General:</u>	122.0001.01	\$	1,600.00
<i>Coordination with City staff and City Attorney re: agendas, minutes, resolutions, and miscellaneous issues.</i>			
<u>GIS</u>	122.0001.01	\$	-
 SUBTOTAL		\$	5,000.00

CAPITAL IMPROVEMENT PROJECTS / WORK ORDERS

N. 3rd Street & Vista Lake Avenue Intersection Improvements	121.0455.01	\$	2,200.50
Northeast Trunk Sewer Study	122.0001.01B	\$	1,544.00
North Trunk Sewer Study	122.0001.01C	\$	4,404.50
Woodhaven Trail - Potholing and Design Locates Survey	122.0001.01I	\$	1,412.25
W. Broadway & 3rd Street Intersection Study	122.0001.01J	\$	3,600.00
SUBTOTAL		\$	13,161.25

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Antler Ridge: Development Agr, Prelim Plat, and Const Dwgs	122.0178.01	\$	3,954.50
Gateway Crossings: Rezoning	122.1398.01	\$	1,085.00
Kahler Golf Maintenance Building Site Plan	122.1488.01	\$	410.50
Lakefront Office Park Lot 1 Site Plan	122.1532.01	\$	3,844.50
Leonard Rezoning & PUD Master Plan	122.1349.01	\$	1,903.00
Mack: ETJ Plat of Survey	122.1533.01	\$	604.00
SUBTOTAL		\$	11,801.50

TOTAL

\$ 29,962.75