

Agenda

Notice of Meeting

Polk City | City Council

October 26, 2020 | 6:00 pm

City Hall | Electronic Meeting

Due to Covid-19 Mayor and Council will meet via ZOOM

Public Meeting participation is via phone only

Call in local 515-329-8019

Toll-Free 833-329-8019

Participant Code 593054

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

Jason Morse | Mayor

David Dvorak | Pro Tem

City Council Members: Jeff Walters | Mandy Vogel | Ron Anderson | Rob Sarchet

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Public Hearings

a. Budget Amendment

i. Public Hearing

ii. Resolution 2020-119

b. Proposed Development Agreement with Polk City Chamber of Commerce

i. Public Hearing

ii. Resolution 2020-120 approving Development Agreement with Polk City Chamber of Commerce, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement

iii. Resolution 2020-121 Authorizing Internal Advance for Funding of Urban Renewal Admin Support Program

iv. Resolution 2020-122 Authorizing Internal Advance of Funding of Urban Renewal Polk City Chamber of Commerce Support Program

5. 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 5pm on the date of the meeting by email at jgibbons@polkcityia.gov with your name and address for the record including the phone number you will be calling in with. The Mayor will recognize you for five minutes of comment during which time your line will be unmuted.

6. Consent Items

a. City Council Meeting Minutes for October 12, 2020

b. City Council Work Session Meeting Minutes for October 12, 2020

c. Receive and file the October 19, 2020 P&Z Commission Meeting Minutes

d. Claims listing October 12, 2020

- e. September 2020 Finance Report
- f. Approve Bryce Duckett as Public Works winter seasonal part time worker at \$14.00 an hour effective
- g. Resolution 2020-128 setting a public hearing on a petition to rezone 13.09 acres from M-1 to R-1 and .26 acres from R-2 to R-1 located east of 220 E Vista Lake Avenue in the area known as Big creek Technology Campus (BCTC)
- h. Receive and file the September 2020 Police Report
- i. Receive and file the September 2020 Fire Department Report
- j. Approve budgeted purchase of 14 SCBAs, 40 face masks, a Rapid Intervention pack, various connection adapters, batteries, and charger in the amount of \$108,650
- k. Resolution 2020-130 adopting PA-41 Segregation of Duties Policy

7. Business Items

- a. Resolution 2020-123 approving Polk City Storage Site Plan
- b. Lakewoods
 - i. Resolution 2020-124 approving Construction Drawings Lakewoods Plat 2
 - ii. Resolution 2020-125 approving Site Plan Lakewoods Townhomes
- c. Resolution 2020-126 approving a Lot Tie Agreement and Site Plan for the North Polk Intermediate School
- d. Resolution 2020-127 approving an agreement to complete and Final Plat for Creekview Estates
- e. Resolution 2020-129 approving an amended Preliminary Plat for Bridgeview Plat 2
- f. Approve Engineering Services Agreement with Snyder and Associates in the amount of \$17,500 for the 2020 Trail Study – Trail Connections to Polk City Square
- g. Snyder & Associates, Inc invoice in the amount of \$40,245 for September 2020 Engineering Services
- h. Discuss proposed Polk City Subdivision Ordinance amendment

8. Reports & Particulars

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

9. Adjournment

--next meeting date November 9, 2020



City of Polk City, Iowa City Council Agenda Communication

Date: October 26, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Public Hearing & Resolution to approve the FY21 budget amendment #1

BACKGROUND: On Monday, the City Council will hold a public hearing related to the first budget amendment for FY21. After the public hearing, the Council will vote on a proposed budget amendment. The amendment includes amending for \$1,879,324 in revenue, and \$2,777,324 in expenditures. The City plans to utilize some general fund cash to offset the additional expenses proposed in the amendment. Explanation for each adjustment is as follows:

Revenue:

1. Amend for bond sales associated with our General Obligation loan for the Street overlay project in the amount of \$1,848,324
2. Amend for the comet cupboard grant received in the amount of \$31,000
3. Amend for solid waste revenue in the amount of \$176,630 (garbage was not budgeted for, however, recycling was)

Expenses:

1. Amend for property purchase in the amount of \$800,000
2. Amend for Fire Department SCBA (Self Contained breathing apparatus) in the amount of \$102,000
3. Amend for Fire Department & Police Department Server in the amount of \$13,000
4. Amend for Library AC/Furnace replacement in the amount of \$1,500
5. Amend for Comet cupboard expenses in the amount of \$31,000
6. Amend for Police vehicle repairs in the amount of \$5,500
7. Amend for Fire department health insurance (employee opt out) -\$24,000
8. Amend for Overlay street project expenses in the amount of \$1,848,324
9. Amend for solid waste expenditures in the amount of \$176,630 (garbage was not budgeted for, however, recycling was)

ALTERNATIVES: Do not approve the budget amendment

FINANCIAL CONSIDERATIONS: The financial considerations for this amendment are additional expenditures in the amount of \$898,000. The City will utilize general fund cash to pay for the additional expenses.

RECOMMENDATION: It is my recommendation that the Council approve budget amendment #1 for FY20-21.



City of Polk City, Iowa City Council Agenda Communication

Date: October 26, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager

Subject: Public Hearing & Resolution to approve Development Agreement with Polk City Chamber of Commerce & Internal advance approvals for funding urban renewal administrative support program and Chamber of Commerce support program

BACKGROUND: On Monday, the City Council will hold a public hearing related to entering into a development agreement with the Chamber. The development agreement is a 3 year agreement and outlines a yearly contribution of \$75,000 annually utilizing tax increment financing (TIF).

Two other items on the agenda are related to internal advances for funding of the Urban renewal administrative support program and the Chamber of Commerce support program for FY21. The expenses for this budget year will be paid for out of the City's general fund, and then we will reimburse the general fund next fiscal year with TIF. This allows us to certify these expenses spent this year for next years TIF Certification request.

In future years, we will certify the Chamber Contribution just like we do with other development agreements. The Administrative support program will be expenses paid, and then reimbursed the following fiscal year with TIF.

ALTERNATIVES: Do not approve development agreement or internal advances

FINANCIAL CONSIDERATIONS: The financial considerations for the development agreement and the internal advances are estimated at \$325,000 over a 3-year period, or \$125,000 annually. This could produce an estimated \$75,000-\$100,000 in new revenue for the City annually.

RECOMMENDATION: It is my recommendation that the Council approve the development agreement and both internal advances. Once these items have been completed the City will begin certifying for TIF for FY22.

HOLD HEARING ON AND APPROVE
DEVELOPMENT AGREEMENT AND
TAX INCREMENT PAYMENTS

(Polk City Chamber of Commerce)

511493-4

Polk City, Iowa

October 26, 2020

A meeting of the City Council of the City of Polk City, Iowa, was held at 6:00 o'clock p.m., on October 26, 2020, pursuant to the rules of the Council.

The City Council met electronically via Zoom, which was accessible at the following:

Call in 515-329-8019 code 593054

The City Council is conducting this meeting electronically due to federal and state government recommendations in response to COVID-19 pandemic conditions. Electronic access information was included in the posted agenda of this public meeting.

The Mayor presided and the roll was called, showing members present and absent as follows:

Present: _____

Absent: _____.

The City Council investigated and found that notice of the intention of the Council to conduct a public hearing on a Development Agreement between the City and Polk City Chamber of Commerce had been published according to law and as directed by the City Council and that this is the time and place at which the Council shall receive oral or written objections from any resident or property owner of the City. All written objections, statements, and evidence heretofore filed were reported to the Council, and all oral objections, statements, and all other exhibits presented were considered.

The following named persons presented oral objections, statements, or evidence as summarized below; filed written objections or statements, copies of which are attached hereto; or presented other exhibits, copies of which are attached hereto:

(Here list all persons presenting written or oral statements or evidence and summarize each presentation.)

There being no further objections or comments, the Mayor announced that the hearing was closed.

Council Member _____ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member _____; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of said resolution, and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared said resolution duly adopted, as follows:

RESOLUTION NO. 2020-120

Resolution Approving Development Agreement with Polk City Chamber of Commerce, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreement

WHEREAS, the City of Polk City, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this City Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal of and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, a certain development agreement (the “Agreement”) between the City and Polk City Chamber of Commerce has been prepared in connection with certain economic development initiatives (the “Projects”) being undertaken by the Chamber in the Urban Renewal Area; and

WHEREAS, under the Agreement, the City would provide annual appropriation tax increment payments to Polk City Chamber of Commerce in a total amount not exceeding \$225,000; and

WHEREAS, this City Council, pursuant to Section 403.9 of the Code of Iowa, has published notice, has held a public hearing on the Agreement on October 26, 2020, and has otherwise complied with statutory requirements for the approval of the Agreement; and

WHEREAS, Chapter 15A of the Code of Iowa (“Chapter 15A”) declares that economic development is a public purpose for which a City may provide grants, loans, tax incentives, guarantees and other financial assistance to or for the benefit of private persons; and

WHEREAS, Chapter 15A requires that before public funds are used for grants, loans, tax incentives or other financial assistance, a City Council must determine that a public purpose will reasonably be accomplished by the spending or use of those funds; and

WHEREAS, Chapter 15A requires that in determining whether funds should be spent, a City Council must consider any or all of a series of factors;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Polk City, Iowa, as follows:

Section 1. Pursuant to the factors listed in Chapter 15A, the City Council hereby finds that:

(a) The Projects will add diversity and generate new opportunities for the Polk City and Iowa economies;

(b) The Projects will generate public gains and benefits, particularly in the creation of new jobs, which are warranted in comparison to the amount of the proposed property tax incentives.

Section 2. The City Council further finds that a public purpose will reasonably be accomplished by entering into the Agreement and providing the incremental property tax payments to Polk City Chamber of Commerce.

Section 3. The Agreement is hereby approved and the Mayor and City Clerk are hereby authorized and directed to execute and deliver the Agreement on behalf of the City, in substantially the form and content in which the Agreement has been presented to this City Council, and such officers are also authorized to make such changes, modifications, additions or deletions as they, with the advice of bond counsel, may believe to be necessary, and to take such actions as may be necessary to carry out the provisions of the Agreement.

Section 4. All payments by the City under the Agreement shall be subject to annual appropriation by the City Council, in the manner set out in the Agreement. As provided and required by Chapter 403 of the Code of Iowa, the City's obligations under the Agreement shall be payable solely from the income and proceeds of the Urban Renewal Tax Revenue Fund attributable to incremental property tax revenue derived from the Urban Renewal Area.

Section 5. The City hereby pledges to the payment of the Agreement the Urban Renewal Tax Revenue Fund and the taxes referred to in Subsection 2 of Section 403.19 of the Code of Iowa to be paid into such Fund, provided, however, that no payment will be made under the Agreement unless and until monies from the Urban Renewal Tax Revenue Fund are appropriated for such purpose by the City Council.

Section 6. After the certification of indebtedness to the County Auditor of Polk County, Iowa and the continuing pledging of the Urban Renewal Tax Revenue Fund and the portion of taxes to be paid into such Fund and, pursuant to the direction of Section 403.19 of the Code of Iowa, the County Auditor shall allocate the taxes in accordance therewith and in accordance with the tax allocation ordinance referred to in the preamble hereof.

Section 7. All resolutions or parts thereof in conflict herewith are hereby repealed.
Passed and approved October 26, 2020.

Mayor

Attest:

City Clerk

•••••

On motion and vote the meeting adjourned.

Mayor

Attest:

City Clerk

STATE OF IOWA
COUNTY OF POLK
CITY OF POLK CITY

SS:

I, the undersigned, Clerk of the City of Polk City, hereby certify that the foregoing is a true and correct copy of the minutes of the Council of the City relating to holding a public hearing and adopting a resolution to approve a Development Agreement with the Polk City Chamber of Commerce.

WITNESS MY HAND this _____ day of _____, 2020.

City Clerk

October 22, 2020

VIA EMAIL

Chelsea Huisman
City Manager/City Hall
Polk City, IA

Re: Polk City Chamber of Commerce Development Agreement
File No. 511493-4

Dear Chelsea:

Attached please find the proceedings covering the City Council's public hearing on the proposed Development Agreement with Polk City Chamber of Commerce, followed by a resolution approving the Agreement and pledging certain incremental property tax revenues to the payment of the Agreement.

We would appreciate receiving one fully executed copy of these proceedings and of the executed Development Agreement as soon as they are available.

Please call John Danos, Severie Orngard, or me with questions.

Kind regards,

Amy Bjork

Attachments

cc: Jenny Gibbons

MINUTES PROVIDING FOR ADOPTION
OF RESOLUTION APPROVING
INTERNAL ADVANCE

511493-4

Polk City, Iowa

October 26, 2020

The City Council of the City of Polk City, Iowa met on October 26, 2020, at 6:00 o'clock p.m. The City Council met electronically via Zoom, which was accessible at the following:

Call in 515-329-8019 code 593054

The City Council is conducting this meeting electronically due to federal and state government recommendations in response to COVID-19 pandemic conditions. Electronic access information was included in the posted agenda of this public meeting.

The meeting was called to order by the Mayor, and the roll was called showing the following Council Members present and absent:

Present: _____

Absent: _____.

After due consideration and discussion, Council Member _____ introduced the following resolution and moved its adoption, seconded by Council Member _____. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted, as hereinafter set out.

• • • •

At the conclusion of the meeting and upon motion and vote, the City Council adjourned.

Mayor

Attest:

City Clerk

RESOLUTION NO 2020-121

Resolution Authorizing Internal Advance for Funding of Urban Renewal Admin Support Program

WHEREAS, the City of Polk City, Iowa (the “City”), has previously established the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”) and has established the Polk City Area II Urban Renewal Area Tax Increment Revenue Fund (the “Tax Increment Fund”) in connection therewith; and

WHEREAS, the City has authorized the 2021-2023 Urban Renewal Administration and Professional Support Program (the “Admin Support Program”); and

WHEREAS, costs (the “Program Costs”) have been and will be incurred in connection with the undertaking of the Admin Support Program; and

WHEREAS, in order to cover a portion of the Program Costs and to make such Program Costs eligible to be recouped from incremental property tax revenues, it is necessary to facilitate an internal advance (the “Advance”) of funds;

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Polk City, Iowa, as follows:

Section 1. It is hereby directed that an amount not in excess of Fifty Thousand Dollars (\$50,000) be advanced (the “Advance”) from the General Fund (the “Source Fund”) in order to fund a portion of the Admin Support Program. The Admin Support Program shall be repaid to the Source Fund, without interest, out of incremental property tax revenues received with respect to the Urban Renewal Area.

It is intended that the Advance shall be repaid in one (1) annual installment on June 1, 2022, provided however that repayment of the Advance is subject to the determination of future City Councils that there are incremental property tax revenues available for such purpose which have been allocated to or accrued in the Tax Increment Fund relative to the Advance, and the City Council reserves the right to appropriate funds to the repayment of the Advance, or to withhold such appropriation, at its discretion.

Section 2. A copy of this Resolution shall be filed in the office of the County Auditor of Polk County, Iowa to evidence the Advance described herein. Pursuant to Section 403.19 of the Code of Iowa, the City Clerk is hereby directed to certify, no later than December 1, 2020, the full amount of the Advance.

Section 3. All resolutions or parts thereof in conflict herewith, are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this October 26, 2020.

Mayor

Attest:

City Clerk



October 23, 2020

Via Email

Chelsea Huisman
City Manager/City Hall
Polk City, IA

Re: Internal Advance/Urban Renewal Program
Our File No. 511493-4

Dear Pam:

We have prepared and attach an Internal Advance Resolution for use by the City Council at their meeting on October 26, 2020. Please review the details in the Resolution to ensure that they match the City's current circumstances.

Please call John Danos or me with any questions you might have regarding this matter.

Kind regards,

Amy Bjork

Attachment

cc: Jenny Gibbons

MINUTES PROVIDING FOR ADOPTION
OF RESOLUTION APPROVING
INTERNAL ADVANCE

511493-4

Polk City, Iowa

October 26, 2020

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The City Council is conducting this meeting electronically due to federal and state government recommendations in response to COVID-19 pandemic conditions. Electronic access information was included in the posted agenda of this public meeting.

The meeting was called to order by the Mayor, and the roll was called showing the following Council Members present and absent:

Present: _____

Absent: _____.

After due consideration and discussion, Council Member _____ introduced the following resolution and moved its adoption, seconded by Council Member _____. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted, as hereinafter set out.

• • • •

At the conclusion of the meeting and upon motion and vote, the City Council adjourned.

Mayor

Attest:

City Clerk

RESOLUTION NO 2020-122

Resolution Authorizing Internal Advance for Funding of Urban Renewal Polk City Chamber of Commerce Support Program

WHEREAS, the City of Polk City, Iowa (the “City”), has previously established the Polk City Area II Urban Renewal Area (the “Urban Renewal Area”) and has established the Polk City Area II Urban Renewal Area Tax Increment Revenue Fund (the “Tax Increment Fund”) in connection therewith; and

WHEREAS, the City has authorized the 2021-2023 Polk City Chamber of Commerce Support Program (the “Chamber Support Program”); and

WHEREAS, costs (the “Program Costs”) have been and will be incurred in connection with the undertaking of the Chamber Support Program; and

WHEREAS, in order to cover a portion of the Program Costs and to make such Program Costs eligible to be recouped from incremental property tax revenues, it is necessary to facilitate an internal advance (the “Advance”) of funds;

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Polk City, Iowa, as follows:

Section 1. It is hereby directed that an amount not in excess of Seventy-Five Thousand Dollars (\$75,000) be advanced (the “Advance”) from the General Fund (the “Source Fund”) in order to fund a portion of the Chamber Support Program. The Chamber Support Program shall be repaid to the Source Fund, without interest, out of incremental property tax revenues received with respect to the Urban Renewal Area.

It is intended that the Advance shall be repaid in one (1) annual installment on June 1, 2022, provided however that repayment of the Advance is subject to the determination of future City Councils that there are incremental property tax revenues available for such purpose which have been allocated to or accrued in the Tax Increment Fund relative to the Advance, and the City Council reserves the right to appropriate funds to the repayment of the Advance, or to withhold such appropriation, at its discretion.

Section 2. A copy of this Resolution shall be filed in the office of the County Auditor of Polk County, Iowa to evidence the Advance described herein. Pursuant to Section 403.19 of the Code of Iowa, the City Clerk is hereby directed to certify, no later than December 1, 2020, the full amount of the Advance.

Section 3. All resolutions or parts thereof in conflict herewith, are hereby repealed, to the extent of such conflict.

PASSED AND APPROVED this October 26, 2020.

Mayor

Attest:

City Clerk



October 23, 2020

Via Email

Chelsea Huisman
City Manager/City Hall
Polk City, IA

Re: Internal Advance/Urban Renewal Program
Our File No. 511493-4

Dear Pam:

We have prepared and attach an Internal Advance Resolution for use by the City Council at their meeting on October 26, 2020. Please review the details in the Resolution to ensure that they match the City's current circumstances.

Please call John Danos or me with any questions you might have regarding this matter.

Kind regards,

Amy Bjork

Attachment

cc: Jenny Gibbons

MEETING MINUTES
The City of Polk City
City Council Meeting
6:00 p.m., October 12, 2020
City Hall – VIA ZOOM

Polk City, City Council held a meeting via ZOOM at 6:00 p.m., on October 12, 2020. 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 Morse called the meeting to order at 6:00 p.m.
2. **Roll Call** | Walters, Vogel, Dvorak, Anderson, Sarchet | In attendance via zoom
3. **Approval of Agenda**
MOTION: A motion was made by Walters and seconded by Anderson to approve the meeting agenda
MOTION CARRIED UNANIMOUSLY
4. **Ron Hinds, CEO Mi-Fiber** gave a presentation to Mayor and City Council regarding the background of Mi-Fiber, introductions to their staff and their intentions to implement service throughout Polk City.
5. **Public Hearings**
 - a. Proposed Amendment to the Polk City Area II Urban Renewal Area
 - i. Mayor Morse opened the Public Hearing at 6:17p.m. on the proposed amendment to the Polk City Area II Urban Renewal Area. City Clerk, Jenny Gibbons, said that the notice was published September 25 and no comments had been received for or against the amendment. City Manager, Chelsea Huisman, provided a report.
MOTION: A motion was made by Vogel and seconded by Dvorak to close the public hearing at 6:19 p.m.
MOTION CARRIED UNANIMOUSLY
 - ii. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Resolution 2020-114 to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Polk City Area II Urban Renewal Area
MOTION CARRIED UNANIMOUSLY
 - iii. **MOTION:** A motion was made by Sarchet and seconded by Walters to approve the First Reading of Ordinance 2020-1700 Providing for the Division of Taxes Levied on Taxable Property in the October 2020 Addition to the Polk City Area II Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa
MOTION CARRIED UNANIMOUSLY
 - a&b. **MOTION:** A motion was made by Sarchet and seconded by Walters to waive the Second and Third Reading and final consideration and adoption of Ordinance 2020-1700 Providing for the Division of Taxes Levied on Taxable Property in the October 2020 Addition to the Polk City Area II Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa
MOTION CARRIED UNANIMOUSLY
 - iv. **MOTION:** A motion was made by Walters and seconded by Vogel to approve the Resolution 2020-115 Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with the Polk City Chamber of Commerce, Including Annual Appropriation Tax Increment Payments
MOTION CARRIED UNANIMOUSLY
 - b. Proposed Sale of Property
 - i. Mayor Morse opened the Public Hearing at 6:25 p.m. on the proposed sale of property. City Clerk, Jenny Gibbons, said the notice was published October 2, 2020 and comments that had been received for or against the sale had been emailed to Mayor and Council for review. City Manager, Chelsea Huisman provided a report and reviewed the guidelines for conducting of the Public Hearing due to the number of people wishing to speak. The following residents made public comments:
Justin Young, 814 Edgewater Drive
Julie Hamm, 847 Edgewater Drive
Ben Johnson, 800 S 3rd Street
Tracy Lund, 100 W Grimes Street
Michael Tapper, 609 Davis Street
Kelly Hoffmeier, 818 Edgewater Drive
Ashley Delaney, 909 Twelve Oaks Court
Stephen Smith, 506 4th Street
MOTION: A motion was made by Anderson and seconded by Dvorak to receive and file all written comments received to be made part of the public hearing record.
MOTION CARRIED UNANIMOUSLY

MOTION: A motion was made by Vogel and seconded by Walters to close the public hearing at 6:50 p.m.

MOTION CARRIED UNANIMOUSLY

- ii. **MOTION:** A motion was made by Vogel and seconded by Walters to approve Resolution 2020-116 making final determination on sale of interest in real property to Hy-Vee
Rob Wadle, Director, Real Estate provided an overview of a conceptual plan for if Hy-Vee were allowed to purchase the lot. Council discussed the proposed sale.

Yes: Walters, Vogel

No: Dvorak, Anderson, Sarchet

MOTION FAILED

6. Public Comments | NONE

7. Consent Items

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

- a. City Council Meeting Minutes for September 28, 2020
- b. Receive and file the October 5, 2020 Parks Commission Meeting Minutes
- c. Parks and Recreation Director Report
- d. Claims listing October 12, 2020
- e. Accept Stephanie Campbell resignation from the Parks Commission effective immediately
- f. Accept tree carving gift from Polk City Community Foundation valued at \$2500
- g. Receive and file the following for the Polk City Library
 - i. September 2020 Director Report
 - ii. September 2020 Library Stats Report
 - iii. Annual Library Report
 - iv. Annual Survey FY 20
 - v. Library Patron Behavior Policy
- h. Resolution 2020-117 updating requested reimbursement for COVID19
- i. Approve pay increase for Dani Scott, Public Works Department GIS Specialist to \$24.22 per hour effective October 13, 2020
- j. Set Nick Furness pay at \$22.60 per hour for Construction Observer Position in Public Works effective October 13, 2020
- k. Receive and file the September 2020 Water Report
- l. Receive and file the NCG Meeting Minutes for October 5, 2020

MOTION CARRIED UNANIMOUSLY

8. Business Items

- a. **MOTION:** A motion was made by Sarchet and seconded by Dvorak to approve property purchase with Bruce Boland for 214 S 3rd Street in the amount of \$178,365.10

MOTION CARRIED UNANIMOUSLY

- b. **MOTION:** A motion was made by Anderson and seconded by Dvorak to approve Resolution 2020-118 approving an agreement on sidewalk expenses with North Polk Community School District

MOTION CARRIED UNANIMOUSLY

- c. **MOTION:** A motion was made by Walters and seconded by Vogel to approve Second Reading of Ordinance 2020-1600 Stop and No Parking

MOTION CARRIED UNANIMOUSLY

- i. **MOTION:** A motion was made by Sarchet and seconded by Walters to Waive the Third Reading

MOTION CARRIED UNANIMOUSLY

- d. **MOTION:** A motion was made by Anderson and seconded by Walters to approve Third Reading of Ordinance 2020-1500 rezoning 31.8 acres located in the vicinity of 220 E Vista Lake Avenue from M-1, C-2, R-2 and R-3 to R-1 Single Family

MOTION CARRIED UNANIMOUSLY

- e. **MOTION:** A motion was made by Dvorak and seconded by Anderson to approve Snyder and Associates Engineering August 2020 invoice in the amount of \$39,986

YES: Anderson, Sarchet, Vogel, Dvorak,

ABSTAIN: Walters

MOTION CARRIED

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

- Council Member Anderson said he was proud of the Council and their conduct
- Council Member Vogel thanked the Library for the annual report update and said it was impressive to see the efforts throughout the pandemic and appreciated the Library not having a full disruption of service.

- Council Member Walters encouraged residents to schedule an appointment with the Library to pick up a haunted house/gingerbread craft kit for the kiddos. He mentioned the vacancy on the Parks Commission and encouraged any residents interested should apply.
- Council Member Sarchet thanked Walters and Vogel for standing up for what they felt was right regarding the sale.
- Mayor Morse said the proposed sale and some comments around it had led to a challenging couple of weeks for everyone.

10. Adjournment

MOTION: A motion was made by Anderson and seconded by Walters to adjourn at 8:13 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – October 26, 2020

Attest

Jenny Gibbons, City Clerk

Jason Morse, Mayor

MEETING MINUTES
The City of Polk City
Work Session
5:00 p.m., Monday, October 12, 2020
City Hall Council Chambers – VIA ZOOM

A Council Work Session was held on October 12, 2020 at 5:00 p.m. via Zoom.

<p><u>Mayor and City Council Members Present:</u> Jason Morse Mayor Dave Dvorak Pro Tem Jeff Walters City Council Member Mandy Vogel City Council Member Ron Anderson City Council Member Robert Sarchet City Council Member</p>	<p><u>Staff Members Present:</u> Chelsea Huisman City Manager Jenny Gibbons City Clerk Mike Schulte Public Works Director Jamie Noack Library Director Jason Thraen Parks & Rec Director Jeremy Siepker Police Chief Jim Mitchell Fire Chief</p>
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Minutes

City Manager, Chelsea Huisman provided an overview of proposed fee implementation for the creation of a Stormwater Management program in Polk City. Council Members indicated their desire to strengthen Developer requirements to conserve black dirt and help retain water. Further discussion on available grants, city share, additional stormwater fee on the utility bill including amount and timing, and education prior to implementation. Staff will move Ordinance implementing additional fee forward to Council at the same time as the amendment to the Subdivision Ordinance.

Adjournment – Mayor closed the work session at 5:58 p.m.

Jason Morse, Mayor

Jenny Gibbons, City Clerk

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, October 19, 2020

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on October 19, 2020 via ZOOM. 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** | Chair Dietz called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Triplett, Bowersox, Dietz, Ohlfest, Vogel, Sires, | In attendance via ZOOM
3. **Approval of Agenda**
MOTION: A motion was made by Bowersox and seconded by Ohlfest to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Approval of Meeting Minutes**
MOTION: A motion was made by Ohlfest and seconded by Triplett to approve the September 21, 2020 meeting minutes.
MOTION CARRIED UNANIMOUSLY
5. **Public Comments** | City Clerk, Jenny Gibbons reported that no one had requested to address the Commission, however 10 written comments along with a petition signed by 85 residents had been received against the proposed PUD Amendment to Wolf Creek Townhomes.
6. **Polk City Storage Site Plan** | Kathleen Connor, City Engineering Representative reviewed the proposed Site Plan improvements and confirmed that all staff comments had been addressed on the last submittal.
MOTION: A motion was made by Hankins and seconded by Sires to recommend Council approval of the Site Plan for Polk City Storage subject to all staff and engineering comments dated October 15, 2020 being satisfactorily addressed.
MOTION CARRIED UNANIMOUSLY
7. **Lakewoods Townhomes Site Plan** | Caleb Smith, McClure Engineering on behalf of Todd & Christie Drake provided an overview of the project. Kathleen Connor, City Engineering Representative said the installation of the gazebo in the center of the project along with common sidewalks would be tied to a building permit. She said this project will require construction of Edgewater Dr and Roosevelt St and will trigger Lakeside Church driveway and sidewalk connections.
MOTION: A motion was made by Hankins and seconded by Bowersox to recommend Council approval of the Site Plan for Lakewoods Townhomes subject to all staff & engineering comments dated October 14, 2020 being satisfactorily addressed.
MOTION CARRIED UNANIMOUSLY
8. **Comp Plan Amendment and petition to rezone 13.35 acres from M-1 and R-2 to R-1 in Big Creek Technology Campus** | Kathleen Connor, City Engineering Representative reviewed the rezoning request and Commission Member Hankins requested Commission review the Comp Plan further at a future meeting to identify areas for commercial and industrial growth with the removal of some of those zoning areas in the current plan.
MOTION: A motion was made by Hankins and seconded by Vogel to recommend Council approval of rezoning subject to all staff & engineering comments dated October 8, 2020 being satisfactorily addressed.
MOTION CARRIED UNANIMOUSLY

- 9. North Polk Intermediate School Site Plan** | Erin Ollendike, Civil Design Advantage on behalf of North Polk School District presented the engineering details for the intermediate school to be located on 26 acres at 340 E Vista Lake Avenue. She said there will be two entrances including an upper parking area for student drop off and parent parking and a lower level for buses and staff. Erin said the building will occupy 71,000 sq feet with a playground to the west and three detention areas. She said that only 15 acres will be disturbed during grading and construction. Ken Hagen, OPN reviewed the elevations and design standards but said this is in the very early stage of design with plans to have construction completed by Fall of 2022. He said light fixtures and signage had not been finalized but anticipates those items to be similar to the Elementary School. He confirmed the building would be natural color tones and that there would be an elevator as required by ADA for the two-story building. He also confirmed that ventilation and air flow are large topics considering the recent pandemic.

MOTION: A motion was made by Hankins and seconded by Sires to recommend Council approve the Site Plan for North Polk Intermediate School subject to all staff & engineering comments dated October 16, 2020 being satisfactorily addressed.

MOTION CARRIED UNANIMOUSLY

- 10. PUD Amendment to Wolf Creek Townhomes** | Matt Eller, Eller Enterprises discussed his concept for revising the PUD to allow for higher density townhomes. Kathleen Connor, City Engineering Representative said that elevations have not been received yet and there were 16 staff comments that still needed addressed. The Commission discussed the concern of amending a PUD to a higher density after residents had already built and moved into single family homes in the nearby area. The consensus from the Commission and the Developer was to remove the item for consideration until the Developer reconsiders reduced density.

NO ACTION

- 11. Polk City Subdivision Ordinance** | Kathleen Conner, City Engineering Representative reviewed the significant proposed changes with the commission. Triplett recommended requiring sidewalks on both sides of private streets.

MOTION: A motion was made by Triplett and seconded by Hankins to recommend Council amend the Polk City Subdivision Ordinance

MOTION CARRIED UNANIMOUSLY

12. Reports & Particulars

- Council Member Anderson thanked staff and engineering for the work on the Subdivision Ordinance and he thanked the Commission for their review and recommendation. He thanked the Commission for their thoroughness in reviewing the Wolf Creek request.
- City Manager Huisman said she appreciates the Commission for their time commitment in reviewing the Subdivision Ordinance.
- Commission Member Hankins provided a report from the Community Visioning open house and said he has appreciated his role with the committee as they have finished their task and he looks forward to seeing what the City does with the ideas from the presentation and hopeful the City is able to find funding sources for some of the suggested projects.

13. Adjournment

MOTION: A motion was made by Triplett and seconded by Sires to adjourn at 7:36 p.m.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date – Monday, November 16, 2020

Attest:

Jenny Gibbons - City Clerk

CLAIMS REPORT		
CITY OF POLK CITY	DATED	10/26/2020
VENDOR	REFERENCE	AMOUNT
440-PRAXAIR DISTR. INC.	OXYGEN	\$ 37.14
911 CUSTOM	AMMUNITION	\$ 184.40
ADOBE INC.	ACROBAT PRO 4 STATIONS	\$ 815.52
Amazon	LIBRARY BOOKS	\$ 977.11
AMERICAN HOME SERVICES	FURNACE CHECKS SHOP FACILITY	\$ 980.00
American Test Center	ANNUAL LADDER TEST/INSPECTION	\$ 246.00
ATLAS BUSINESS SOLUTIONS	SCHEDULE SOFTWARE	\$ 300.00
AUREON TECHNOLOGY	MANAGED SERVICES	\$ 3,898.48
AXON ENTERPRISE INC	TASER ANNUAL PAYMENT	\$ 1,680.00
BAKER & TAYLOR	LIBRARY BOOKS	\$ 485.15
Bound Tree Medical	MEDICAL SUPPLIES	\$ 628.38
CAPITAL CITY EQUIPMENT CO.	ROCK BUCKET RENTAL	\$ 300.00
CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	\$ 42.54
CENTURY LINK	PHONE SERVICE	\$ 9.17
CFI TIRE SERVICE	TIRE REPAIR	\$ 1,650.00
CHR TIRE AND AUTO	UNIT 404 REPAIRS	\$ 1,619.82
CODE 4	UNIFORM PATCHES	\$ 500.00
DANIELS FILTER SERVICE INC.	FILTERS	\$ 81.12
Delta Dental	DENTAL INSURANCE	\$ 1,088.08
DES MOINES PUBLIC LIBRARY	LOST ILL BOOK	\$ 27.00
DOCTORS NOW WALK IN CARE	COVID TESTING	\$ 660.00
GRANGER MOTORS	ENGINE REPAIR #22	\$ 691.21
GRIMES ASPHALT	2020 OVERLAY PROJECT	\$ 92,000.00
HAWKINS INC	CHLORINE	\$ 488.00
I.M.W.C.A.	WORKERS COMP INSURANCE	\$ 12,132.00
ICMA MEMBER SERVICES	ICMA SUBSCRIPTION	\$ 902.00
IOWA DEPT OF TRANSPORTATION	SIGN POSTS - ANCHORS	\$ 1,701.00
IOWA LAW ENFORCEMENT ACADEMY	MMPI - WILSON	\$ 50.00
Iowa Prison Industries	PENCIL DRAWER - 3	\$ 148.50
JO-ANN STORES, LLC	ONLINE DATABASE	\$ 500.00
Keck Energy	FILL FUEL BARREL	\$ 461.82
KELTEK	MAINTENANCE/SUPPORT	\$ 300.00
KEYSTONE LABORATORIES INC.	WATER TESTING	\$ 75.00
LOGAN CONTRACTORS SUPPLY	OPERATING SUPPLIES	\$ 429.95
MEDIACOM	INTERNET SERVICE	\$ 113.68
MICROMARKETING, LLC	BOOKS ON CD	\$ 25.49
MIDAMERICAN ENERGY	ELECTRIC CHARGES	\$ 8,184.82
MIDLAND POWER CO-OP	STREET LIGHTING	\$ 487.90
MMIT BUSINESS SOLUTIONS GROUP	COPIER LEASE	\$ 260.32
OVERDRIVE INC	DOWNLOADABLE AUDIO BOOK	\$ 489.98
P & M APPAREL	EMPLOYEE CLOTHING	\$ 140.00
Perma-Bound	LIBRARY BOOKS	\$ 60.40
PITNEY BOWES	POSTAGE METER RENTAL	\$ 105.00

POLK COUNTY HEATING & COOLING	TOWN SQUARE FOUNTAIN	\$ 1,400.00
Polk County Recorder	RELEASE OF SIDEWALK/TWELVE OAKS	\$ 17.00
Protex Central Inc	ALARM SERVICE	\$ 300.00
SARIS	DERECHO BIKE RACK/REPAIR STAT	\$ 2,329.68
SCHOLASTIC	BOOK CLUB/1000 BEFORE K	\$ 156.50
Titan Machinery	PAYLOADER REPAIR	\$ 469.80
TRUCK EQUIPMENT INC.	REPAIRS	\$ 668.91
UNITED HEALTHCARE	HEALTH INSURANCE	\$ 25,735.27
VAN-WALL EQUIPMENT	VEHICLE REPAIR PARTS	\$ 77.51
VERIZON WIRELESS	PHONE AND DATA PLAN	\$ 751.12
Accounts Payable Total		\$ 167,862.77
GENERAL		\$ 50,800.21
ROAD USE		\$ 7,445.52
CAPITAL IMPROVEMENTS		\$ 94,329.68
WATER		\$ 8,347.66
SEWER		\$ 6,939.70
TOTAL FUNDS		\$ 167,862.77



POLK CITY - A City For All Seasons -

Monthly Finance Report September 2020

Prepared By: Jenny Gibbons

ACCOUNT TITLE	LAST REPORT END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILILTY	ENDING BALANCE
001 GENERAL	3,872,618.37	190,532.33	299,250.10	1,281.89	3,765,182.49
110 ROAD USE	176,752.42	48,541.42	22,109.86	67.31	203,251.29
111 I-JOBS	.00	.00	.00	.00	.00
125 TIF	42,574.37	8,161.26	.00	.00	50,735.63
135 L.M.I	1,635,579.06	.00	419.71	.00	1,635,159.35
167 PC COMM. LIB TRUST	13,874.34	.00	.00	.00	13,874.34
177 ASSET FORFEITURE	4,326.25	.00	.00	.00	4,326.25
200 DEBT SERVICE	226,951.99	14,396.17	.00	.00	241,348.16
301 CAPITAL IMPROVEMENTS	271,243.81	.00	47,780.00	.00	223,463.81
302 CAPITAL WATER PROJECT	2,255,960.40	.00	.00	.00	2,255,960.40
600 WATER	1,001,241.55	182,909.89	91,529.52	313.22	1,092,935.14
610 SEWER	997,847.43	149,611.73	53,030.00	277.39	1,094,706.55
670 SOLID WASTE/RECYCLING	43,047.50	22,285.51	.00	.00	65,333.01
920 ESCROW	.00	.00	.00	.00	.00
Report Total	10,542,017.49	616,438.31	514,119.19	1,939.81	10,646,276.42

**BANK CASH REPORT
2020**

BANK FUND	BANK NAME	AUGUST CASH BALANCE	SEPTEMBER RECEIPTS	SEPTEMBER DISBURSMENTS	SEPTEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	SEP BANK BALANCE
Grinnell State Bank							

BANK 001	Grinnell State Bank						6,029,694.57
110	CHECKING - GENERAL	160,950.61-	191,421.61	300,073.08	269,602.08-	85,209.49	
111	CHECKING - ROAD USE	176,752.42	48,541.42	22,042.55	203,251.29	5,957.42	
112	CHECKING - I-JOBS	0.00	0.00	0.00	0.00		
125	CHECKING - EMPLOYEE BENEFIT	0.00	0.00	0.00	0.00		
135	CHECKING - TIF	42,574.37	8,161.26	0.00	50,735.63		
167	CHECKING - L.M.I.	916,536.20	0.00	419.71	916,116.49		
177	CHECKING - PC COMM. LIB TRUST	13,874.34	0.00	0.00	13,874.34		
200	CHECKING - FORFEITURE	4,326.25	0.00	0.00	4,326.25		
301	CHECKING - DEBT SERVICE	226,951.99	14,396.17	0.00	241,348.16		
302	CHECKING - CAPITAL PROJECT	271,243.81	0.00	47,780.00	223,463.81	2,482.50	
600	CHECKING - CAPITAL WATER PROJ	2,255,960.40	0.00	0.00	2,255,960.40		
610	CHECKING - WATER UTILITY	1,001,240.55	191,624.92	99,931.33	1,092,934.14	9,484.50	
670	CHECKING - SEWER UTILITY	997,846.43	150,730.65	53,871.53	1,094,705.55	34,510.81	
920	CHECKING-SOLID WASTE/RECYCLING	43,047.50	22,364.80	79.29	65,333.01		
	CHECKING - ESCROW BANK ACCOUNT	0.00	0.00	0.00	0.00		
	DEPOSITS					720.79	
	WITHDRAWALS					323.65	
	Grinnell State Bank TOTALS	5,789,403.65	627,240.83	524,197.49	5,892,446.99	137,247.58	6,029,694.57
LUANA SAV. BK MONEY MARKET							

BANK 001	LUANA SAV. BK MONEY MARKET						1,644,517.30
135	Luana Savings Bank - M.M. Accto	924,259.85	1,215.59	0.00	925,475.44		
	Luana Money Market Account	719,041.86	0.00	0.00	719,041.86		
	LUANA SAV. BK MONEY MARKET TOT	1,643,301.71	1,215.59	0.00	1,644,517.30	0.00	1,644,517.30
GRINNELL STATE BK- C.D.							

BANK 001	GRINNELL STATE BK- C.D.						1,080,521.37
	GRINNELL STATE BANK CD	1,080,521.37	0.00	0.00	1,080,521.37		
	GRINNELL STATE BK- C.D. TOTALS	1,080,521.37	0.00	0.00	1,080,521.37	0.00	1,080,521.37
GRINNELL STATE BK-MONEY MARKET							

BANK 001	GRINNELL STATE BK-MONEY MARKET						452,269.60
	SUPER MONEY MKT II	452,269.60	0.00	0.00	452,269.60		
	GRINNELL STATE BK-MONEY MARKET	452,269.60	0.00	0.00	452,269.60	0.00	452,269.60
LUANA SAVINGS BANK CD							

BANK 001	LUANA SAVINGS BANK CD						1,576,082.16
	LUANA BANK C.D.-1.85%	1,576,082.16	0.00	0.00	1,576,082.16		
	LUANA SAVINGS BANK CD TOTALS	1,576,082.16	0.00	0.00	1,576,082.16	0.00	1,576,082.16

BANK CASH REPORT 2020

BANK NAME FUND GL NAME	AUGUST CASH BALANCE	SEPTEMBER RECEIPTS	SEPTEMBER DISBURSMENTS	SEPTEMBER CASH BALANCE	OUTSTANDING TRANSACTIONS	SEP BANK BALANCE
=====						
TOTAL OF ALL BANKS	10,541,578.49	628,456.42	524,197.49	10,645,837.42	137,247.58	10,783,085.00
=====						

BUDGET REPORT
CALENDAR 9/2020, FISCAL 3/2021

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	3,953,696.00	299,250.10	1,000,916.17	25.32	2,952,779.83
	ROAD USE TOTAL	444,573.00	22,109.86	83,216.99	18.72	361,356.01
	TIF TOTAL	335,461.00	.00	.00	.00	335,461.00
	L.M.I TOTAL	36,000.00	419.71	1,043.42	2.90	34,956.58
	DEBT SERVICE TOTAL	342,120.00	.00	300.00	.09	341,820.00
	CAPITAL IMPROVEMENTS TOTAL	759,793.00	47,780.00	1,687,023.96	222.04	927,230.96-
	CAPITAL WATER PROJECT TOTAL	500,000.00	.00	.00	.00	500,000.00
	WATER TOTAL	1,138,867.00	91,529.52	321,225.68	28.21	817,641.32
	SEWER TOTAL	1,473,685.00	53,030.00	198,271.98	13.45	1,275,413.02
	SOLID WASTE/RECYCLING TOTAL	87,370.00	.00	350.00	.40	87,020.00
	TOTAL EXPENSES BY FUND	=====	=====	=====	=====	=====
		9,071,565.00	514,119.19	3,292,348.20	36.29	5,779,216.80
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 9/2020, FISCAL 3/2021

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	976,321.00	79,290.62	298,057.14	30.53	678,263.86
	CIVIL DEFENSE TOTAL	6,500.00	111.29	336.44	5.18	6,163.56
	FIRE TOTAL	661,158.00	61,491.82	152,226.43	23.02	508,931.57
	BUILDING/HOUSING TOTAL	349,361.00	62,424.83	188,654.08	54.00	160,706.92
	DOG CONTROL TOTAL	2,000.00	315.72	379.34	18.97	1,620.66
	PUBLIC SAFETY TOTAL	1,995,340.00	203,634.28	639,653.43	32.06	1,355,686.57
	ROAD USE TOTAL	564,772.00	25,207.21	107,486.49	19.03	457,285.51
	STREET LIGHTING TOTAL	60,000.00	4,015.87	12,433.91	20.72	47,566.09
	PUBLIC WORKS TOTAL	624,772.00	29,223.08	119,920.40	19.19	504,851.60
	ENV.HEALTH SERVICES TOTAL	15,000.00	.00	.00	.00	15,000.00
	HEALTH & SOCIAL SERVICES TOTA	15,000.00	.00	.00	.00	15,000.00
	LIBRARY TOTAL	361,980.00	24,665.23	86,192.81	23.81	275,787.19
	PARKS TOTAL	432,518.00	32,004.48	95,750.04	22.14	336,767.96
	COMMUNITY CENTER TOTAL	15,000.00	1,419.55	3,977.40	26.52	11,022.60
	CULTURE & RECREATION TOTAL	809,498.00	58,089.26	185,920.25	22.97	623,577.75
	TIF/ECON DEV TOTAL	371,461.00	.00	.00	.00	371,461.00
	COMMUNITY & ECONOMIC DEV TOTA	371,461.00	.00	.00	.00	371,461.00
	MAYOR COUNCIL TOTAL	99,848.00	5,926.19	34,016.48	34.07	65,831.52
	POLICY ADMINISTRATION TOTAL	285,411.00	12,007.71	56,197.27	19.69	229,213.73
	CITY ATTORNEY TOTAL	61,000.00	1,485.00	7,421.64	12.17	53,578.36
	CITY HALL TOTAL	119,650.00	2,321.44	19,173.94	16.03	100,476.06
	OTHER CITY GOVERNMENT TOTAL	187,750.00	8,673.00	21,829.75	11.63	165,920.25
	GENERAL GOVERNMENT TOTAL	753,659.00	30,413.34	138,639.08	18.40	615,019.92
	DEBT SERVICE TOTAL	342,120.00	.00	300.00	.09	341,820.00
	DEBT SERVICE TOTAL	342,120.00	.00	300.00	.09	341,820.00
	CAPITAL IMPROVEMENT TOTAL	759,793.00	47,780.00	1,687,023.96	222.04	927,230.96-
	WATER UTILITY TOTAL	500,000.00	.00	.00	.00	500,000.00
	CAPITAL PROJECTS TOTAL	1,259,793.00	47,780.00	1,687,023.96	133.91	427,230.96-

BUDGET REPORT
CALENDAR 9/2020, FISCAL 3/2021

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	WATER UTILITY TOTAL	1,138,867.00	91,529.52	321,225.68	28.21	817,641.32
	SEWER UTILITY TOTAL	913,892.00	53,030.00	198,271.98	21.70	715,620.02
	RECYCLING TOTAL	87,370.00	.00	350.00	.40	87,020.00
	ENTERPRISE FUNDS TOTAL	2,140,129.00	144,559.52	519,847.66	24.29	1,620,281.34
	TRANSFER TOTAL	759,793.00	.00	.00	.00	759,793.00
	GENERAL REVENUES TOTAL	.00	419.71	1,043.42	.00	1,043.42-
	TRANSFER OUT TOTAL	759,793.00	419.71	1,043.42	.14	758,749.58
	TOTAL EXPENSES	9,071,565.00	514,119.19	3,292,348.20	36.29	5,779,216.80

REVENUE REPORT
CALENDAR 9/2020, FISCAL 3/2021

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	4,050,997.00	190,532.33	466,049.24	11.50	3,584,947.76
	ROAD USE TOTAL	445,000.00	48,541.42	142,175.67	31.95	302,824.33
	TIF TOTAL	335,461.00	8,161.26	8,161.26	2.43	327,299.74
	L.M.I TOTAL	.00	.00	5,586.43	.00	5,586.43-
	DEBT SERVICE TOTAL	339,525.00	14,396.17	20,840.53	6.14	318,684.47
	CAPITAL IMPROVEMENTS TOTAL	759,793.00	.00	1,821,511.85	239.74	1,061,718.85-
	WATER TOTAL	1,174,000.00	182,909.89	538,878.22	45.90	635,121.78
	SEWER TOTAL	1,475,360.00	149,611.73	455,679.20	30.89	1,019,680.80
	SOLID WASTE/RECYCLING TOTAL	87,370.00	22,285.51	65,683.01	75.18	21,686.99
	TOTAL REVENUE BY FUND	8,667,506.00	616,438.31	3,524,565.41	40.66	5,142,940.59

BALANCE SHEET
CALENDAR 9/2020, FISCAL 3/2021

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CHECKING - GENERAL	108,651.47-	269,602.08-
001-000-1725	ACCUM.DEPR. - LIBRARY BLDG	.00	.00
001-000-1745	ACCUM.DEPR. - PWD EQUIPMENT	.00	.00
001-000-1755	ACCUM.DEPR. - POLICE	.00	.00
001-000-1756	ACCUM.DEPR. - FIRE DEPT.	.00	.00
001-000-1805	ACCUM.DEPR. - SIDEWALKS	.00	.00
001-000-1806	ACCUM.DEPR.- PARKER BLVD	.00	.00
110-000-1110	CHECKING - ROAD USE	26,498.87	203,251.29
111-000-1110	CHECKING - I-JOBS	.00	.00
125-000-1110	CHECKING - TIF	8,161.26	50,735.63
135-000-1110	CHECKING - L.M.I.	419.71-	916,116.49
167-000-1110	CHECKING - PC COMM. LIB TRUST	.00	13,874.34
177-000-1110	CHECKING - FORFEITURE	.00	4,326.25
200-000-1110	CHECKING - DEBT SERVICE	14,396.17	241,348.16
301-000-1110	CHECKING - CAPITAL PROJECT	47,780.00-	223,463.81
302-000-1110	CHECKING - CAPITAL WATER PROJ	.00	2,255,960.40
600-000-1110	CHECKING - WATER UTILITY	91,693.59	1,092,934.14
600-000-1805	ACCUM. DEPR. - WATER	.00	.00
610-000-1110	CHECKING - SEWER UTILITY	96,859.12	1,094,705.55
610-000-1805	ACCUM. DEPR. - SEWER	.00	.00
670-000-1110	CHECKING-SOLID WASTE/RECYCLING	22,285.51	65,333.01
920-000-1110	CHECKING - ESCROW BANK ACCOUNT	.00	.00
	CHECKING TOTAL	103,043.34	5,892,446.99
600-000-1111	WAT.SINKING/CKG	.00	.00
610-000-1111	SEWER SINKING FUND	.00	.00
	WATER SINKING TOTAL	.00	.00
600-000-1112	WATER TRUST CHECKING	.00	.00
610-000-1112	SEW.IMPR.CHECKING	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1113	WAT.IMPR/CHECKING	.00	.00
610-000-1113	79 SANITARY SEWER DISTRICT	.00	.00
	CHECKING TOTAL	.00	.00
600-000-1115	Water Holding Account	.00	.00
	TOTAL	.00	.00
001-000-1120	LIBR.PETTY CASH	.00	35.00
600-000-1120	WATER PETTY CASH	.00	.00

BALANCE SHEET
CALENDAR 9/2020, FISCAL 3/2021

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	PETTY CASH TOTAL	.00	35.00
001-000-1121	GENERAL PETTY CASH	.00	100.00
	PETTY CASH TOTAL	----- .00	----- 100.00
001-000-1122	PETTY CASH-POLICE	.00	300.00
	PETTY CASH-POLICE TOTAL	----- .00	----- 300.00
001-000-1150	GENERAL RESERVE IPAIT A/C	.00	1.00
125-000-1150	TIF RESERVE IPAIT A/C	.00	.00
135-000-1150	LMI - IPAIT Account	.00	1.00
200-000-1150	DEBT/TIF/CHECKING	.00	.00
301-000-1150	TIF SPECIAL REVENUES	.00	.00
600-000-1150	WATER FUND IPAIT A/C	.00	1.00
610-000-1150	SEWER FUND IPAIT A/C	.00	1.00
	CHECKING TOTAL	----- .00	----- 4.00
001-000-1151	GENERAL INVESTMENT	.00	.00
600-000-1151	WATER RESERVE INVESTMENT	.00	.00
610-000-1151	Sewer Fund CD	.00	.00
	SAVINGS TOTAL	----- .00	----- .00
600-000-1152	WATER TRUST INVESTMT.	.00	.00
	WATER TRUST INVESTMENT TOTAL	----- .00	----- .00
001-000-1160	SUPER MONEY MKT II	.00	452,269.60
110-000-1160	SAVINGS	.00	.00
125-000-1160	SAVINGS	.00	.00
	SUPER MONEY MKT II TOTAL	----- .00	----- 452,269.60
001-000-1161	GRINNELL STATE BANK CD	.00	1,080,521.37
610-000-1161	Polk County Bank CD	.00	.00
	GRINNELL STATE BANK CD TOTAL	----- .00	----- 1,080,521.37
001-000-1162	LUANA BANK C.D. -1.85%	.00	1,576,082.16
		-----	-----

BALANCE SHEET
CALENDAR 9/2020, FISCAL 3/2021

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	TOTAL	.00	1,576,082.16
001-000-1163	Luana Savings Bank - M.M. Acco	1,215.59	925,475.44
135-000-1163	Luana Money Market Account	.00	719,041.86
600-000-1163	Luana Money Market Account	.00	.00
610-000-1163	Luana Money Market Account	.00	.00
	LUANA MONEY MARKET TOTAL	1,215.59	1,644,517.30
600-000-1220	ACCOUNTS RECEIVABLE	.00	.00
610-000-1220	ACCOUNTS RECEIVABLE	.00	.00
	TOTAL	.00	.00
301-750-6789	CDBG COMET CUPBOARD PROJECT	.00	770.62
	TOTAL	.00	770.62
	TOTAL CASH	104,258.93	10,647,047.04

RESOLUTION NO. 2020-128

A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED REZONING FOR PROPERTY LOCATED IN THE VICINITY OF 220 E. VISTA LAKE AVENUE WITHIN BIG CREEK TECHNOLOGY CAMPUS FROM ZONING CLASSIFICATIONS OF M-1 AND R-2 TO R-1 SINGLE FAMILY DETACHED DISTRICT

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 November 9, 2020 at 6:00 p.m. via Zoom and telephone conferencing on the proposal to rezone property located in the vicinity of 220 E. Vista Lake Avenue in Polk City, Iowa and legally described as follows:

- 1) 13.09 acres, located north and east of 220 E Vista Lake Avenue in the area known as Big Creek Technology Campus from zoning classification of M-1 to R-1, Single Family Detached; and**
- 2) 0.26 acres, located east of 220 E Vista Lake Avenue in the area known as Big Creek Technology Campus from zoning classification of R-2 to R-1, Single Family Detached.**

The properties are legally described as follows:

PARENT PARCEL

PARCEL 'L' OF THE SE1/4 & SW1/4 OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., AN OFFICIAL PARCEL RECORDED IN BOOK 12998, PAGE 269 AT THE POLK COUNTY RECORDER'S OFFICE, CITY OF POLK CITY, POLK COUNTY, IOWA.

M-1 TO R-1

A PARCEL OF LAND IN PARCEL 'L', AN OFFICIAL PARCEL RECORDED IN BOOK 12998, PAGE 269 AT THE POLK COUNTY RECORDER'S OFFICE, ALL BEING IN THE S1/2 OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH/ P.M., CITY OF POLK CITY, POLK COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AS A POINT OF REFERENCE AT THE NW CORNER OF OUTLOT 'Z', BIG CREEK TECHNOLOGY CAMPUS PLAT 3, AN OFFICIAL PLAT RECORDED IN BOOK 16665, PAGE 17-27 AT THE POLK COUNTY RECORDER'S OFFICE; THENCE S89°58'42"E, 589.75 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG THE NORTH LINE OF SAID PARCEL 'L' S89°58'42"E, 874.90 FEET TO A POINT; THENCE S00°01'18"W, 355.89 FEET TO A POINT; THENCE S89°58'42"E, 272.57 FEET TO A POINT; THENCE S00°30'25"E, 409.89 FEET TO A POINT; THENCE N89°58'42"W, 419.81 FEET TO A POINT; THENCE N00°07'19"W, 370.30 FEET TO A POINT; THENCE N89°58'47"W, 246.47 FEET TO A POINT; THENCE S71°34'40"W, 205.63 FEET TO A POINT; THENCE S70°01'12"W, 344.74 FEET TO A POINT; THENCE N89°58'48"W, 62.50 FEET TO A POINT; THENCE N07°04'29"W, 214.30 FEET TO A POINT; THENCE NORTHEASTERLY ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 1000.00 FEET AND A CHORD BEARING N77°35'48"E, AN ARC LENGTH OF 186.01 FEET TO A POINT; THENCE N17°43'56"W, 71.37 FEET TO A POINT OF CURVATURE; THENCE NORTHERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 750.00 FEET AND A CHORD BEARING N08°50'07"W, AN ARC LENGTH OF 232.92 FEET TO A POINT OF TANGENCY; THENCE N00°03'42"E, 28.63 FEET TO THE POINT OF BEGINNING AND CONTAINING 13.09 ACRES MORE OR LESS.

R-2 TO R-1

A PARCEL OF LAND IN PARCEL 'L', AN OFFICIAL PARCEL RECORDED IN BOOK 12998, PAGE 269 AT THE POLK COUNTY RECORDER'S OFFICE, ALL BEING IN THE S1/2 OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH/ P.M., CITY OF POLK CITY, POLK COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AS A POINT OF REFERENCE AT THE NE CORNER OF THE NW1/4 SE1/4 OF SAID SECTION 36; THENCE S00°07'19"E, 395.46 FEET ALONG THE EAST LINE OF SAID NW1/4 SE1/4 TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID EAST LINE S00°07'19"E, 370.30 FEET TO A POINT; THENCE N89°58'42"W, 30.74 FEET TO A POINT; THENCE N00°07'19"W, 370.30 FEET TO A POINT; THENCE S89°58'47"E, 30.74 FEET TO THE POINT OF BEGINNING ON SAID EAST LINE AND CONTAINING 0.26 ACRES MORE OR LESS.

; and

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

Passed and Approved this 26th day of October 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, 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

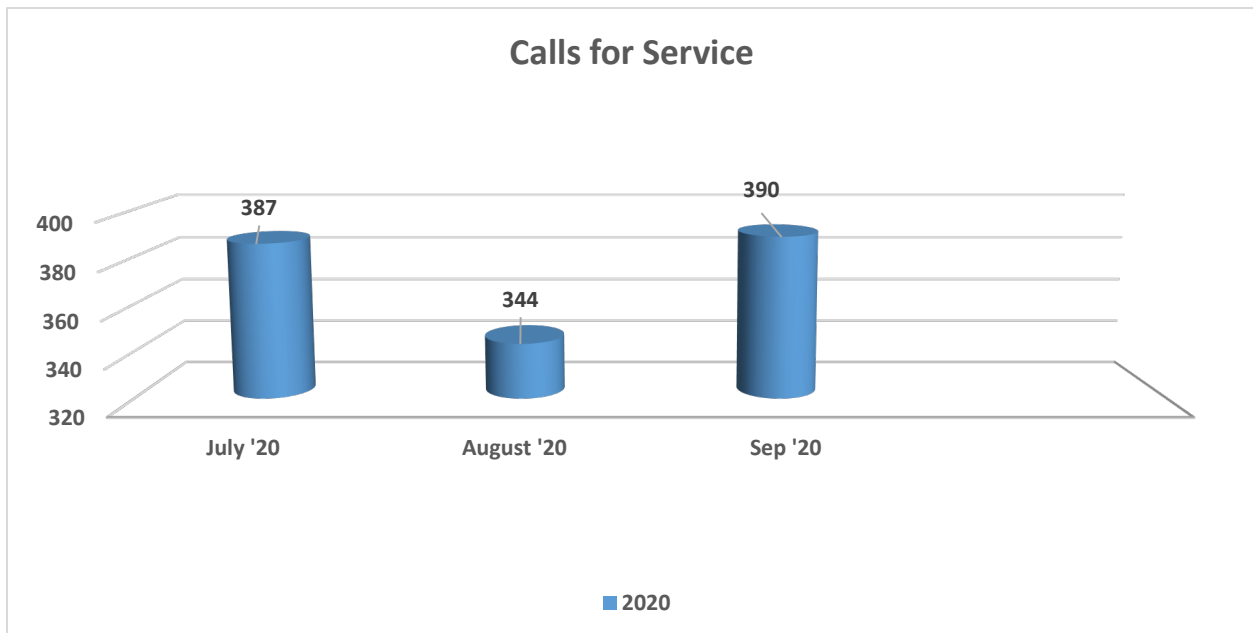
From: Lieutenant Aswegan

Date: October 19th, 2020

Re: September 2020 Monthly Report

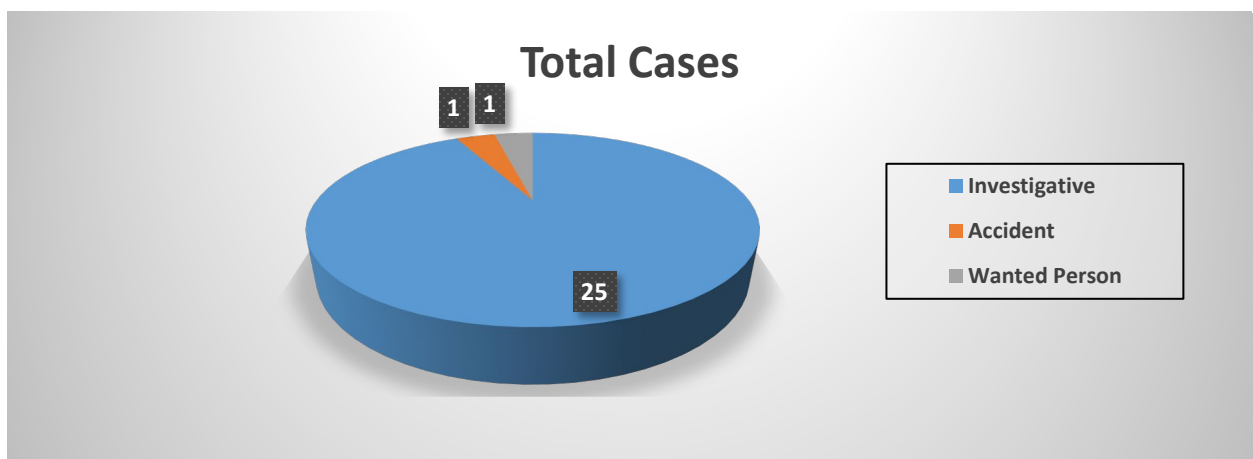
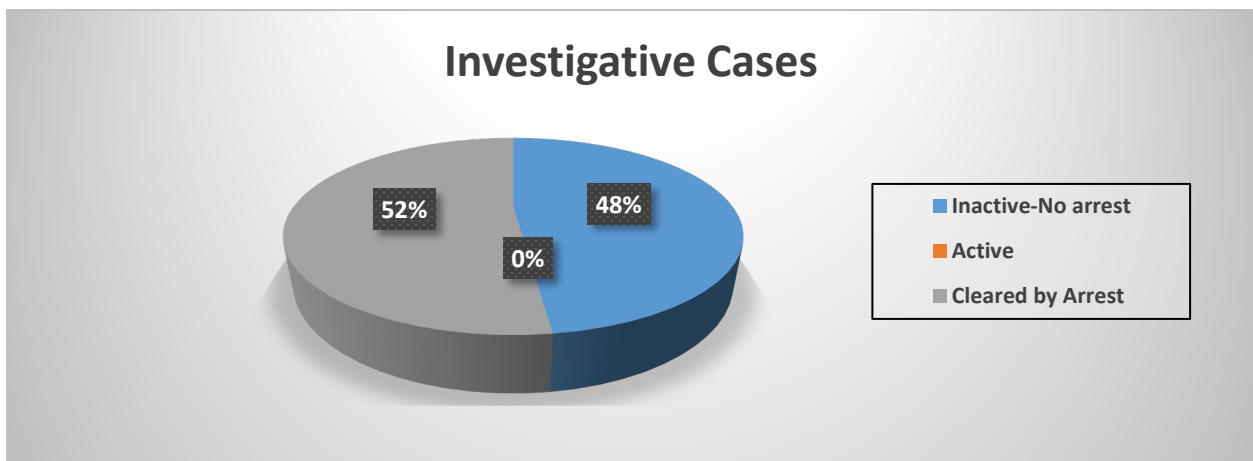
Calls for Service

The total calls for service for the month of September were **390**. 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 **95** traffic stops.



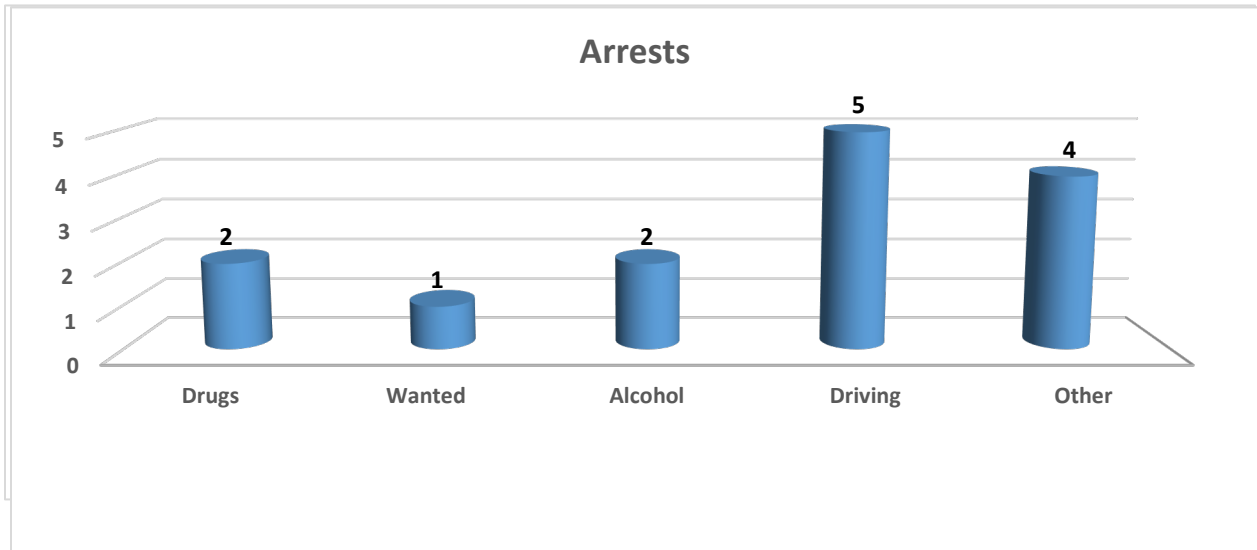
Cases Made

The Police Department had **27** total cases during the month of September. **25** of the cases were investigative incident reports and **1** was a traffic crash and **1** was an arrest of a wanted person. There are **0** active investigations from this month. There was a **52%** rate of cases cleared by arrest, for investigative cases in September.



Arrests Made

The Police Department made **15** arrests and issued **34** citations and **68** warnings. The arrests consisted of **2** drug related offenses, **5** driving offenses, **2** arrests for alcohol related offenses, **1** wanted person, **3** for weapons offenses, and



2 for theft.

Notable Incidents

On September 8th, Polk County Dispatch advised the Polk City Police Officer of a reckless driver coming into Polk City. The vehicle was located at the Casey's parking lot and the driver was found to be asleep in the driver's seat. An investigation revealed that the driver, a 26-year-old Des Moines resident, was in possession of marijuana and paraphernalia. An investigation into OWI was conducted but resulted in insufficient evidence for a charge. The driver was charged with Possession of Marijuana and Drug Paraphernalia.

On September 19th, a Polk City Police Officer conducted a traffic stop for excessive speed. An investigation revealed that the driver, an 18-year-old Bondurant resident, was intoxicated. The driver was charged with Operating While Intoxicated and released to a family member.

From August through mid-September, the Polk City Police Department was investigating numerous incidents of a subject shooting a shotgun in the 1400-2600 blocks of E. Southside Drive. The suspect had shot 3 stop signs in the area and residents had become concerned for their safety. On September 17th, the Polk County Sheriff's Office responded to a shots fired call north of Polk City and were able to stop the suspect vehicle. A Polk City Police Officer also responded and assisted.

Through an investigation it was determined that the 17-year-old driver of that vehicle had discharged a shotgun in a reckless manner from the roadway. There was sufficient evidence to link him to several incidents on E. Southside Drive and as such he was charged with 2 counts of Carrying Weapons and 2 counts of Reckless Use of a Firearm-Property Damage. The juvenile offender was referred to Juvenile Court Services.

In Service Training

September in-service training consisted of on-line training to renew our annual qualifications in Hazardous Communication and Bloodborne Pathogens. Each officer completed these courses which totaled 2 hours for each officer.

Individual Officer Training

Officer Delaney graduated from the Iowa Law Enforcement Academy in September. This is an intensive 15-week basic law enforcement course. Students are challenged both academically and physically throughout the course. Officer Delaney excelled in all areas of the academy. Numerous instructors provided positive comments on Officer Delaney. Officer Delaney entered the last portion of his field training after graduation and will be released for solo patrol.



Lieutenant Aswegan attended Drug Recognition Expert (DRE) re-certification. This is an 8-hour class that is required every 2 years. Lt. Aswegan is one of about 100 DRE's in Iowa. A DRE's specialty is in detecting driver's impaired by drugs other than alcohol. The DRE program is an international program.

Training Hours: 20

Lamfers	2
Untrauer	2
Aicher	2
Siepkner	2
Wilson	2
Aswegan	10

Canine Program



Officer Aicher and Eudoris were deployed 2 times in September. Both deployments were for narcotics detection.



City of Polk City, Iowa City Council Agenda Communication

Date: October 28, 2020
To: Mayor & City Council
From: Jim Mitchell – Fire Chief
Subject: September 2020 Monthly Report

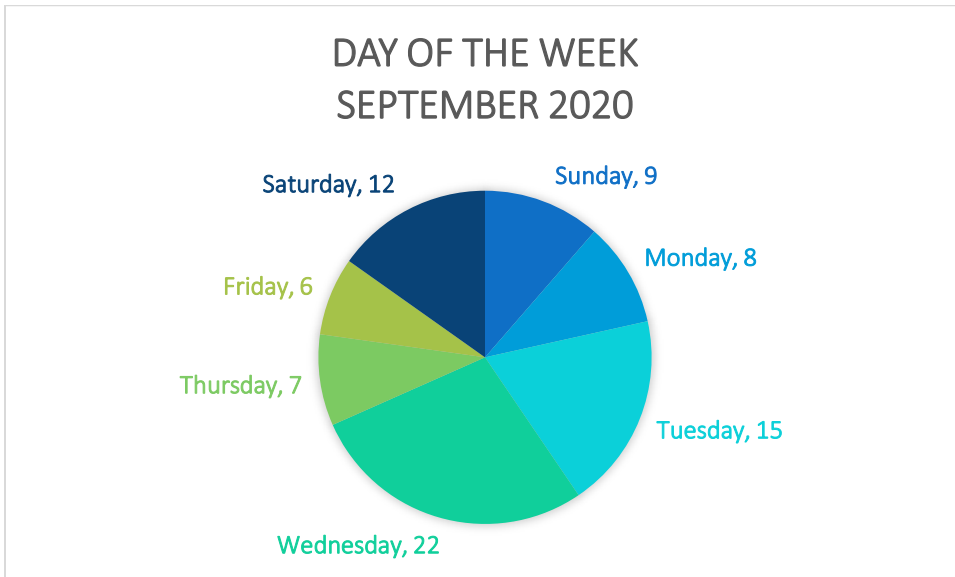
BACKGROUND: The Fire Department demonstrates average activity during September 2020. No special or unusual circumstances occurred this month!

September's training theme was vehicles. We started the month with training in the classroom (Zoom) on Safe Driving Operations followed by each member driving the fire engine and an ambulance through a driving course. This was conducted at Sandpiper beach parking lot. We concluded the month with classroom (Zoom) training on vehicle extrication techniques.



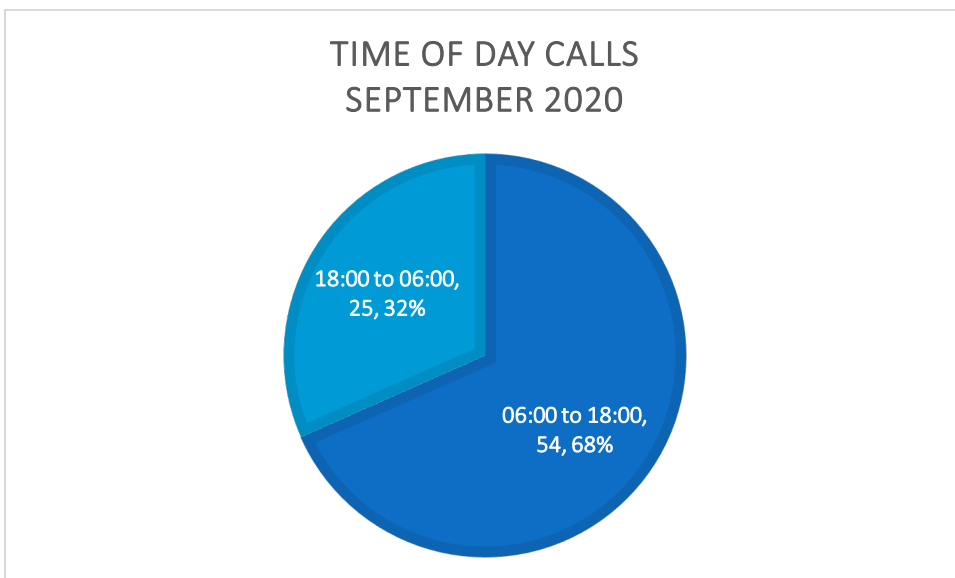
I am excited to announce that Dottie VanZee has successfully obtained the Firefighter I certification. Dottie now holds the rank of Firefighter/Paramedic. Congratulations Dottie!!!

The busiest call volume day, in September, was Wednesday with 22 calls for service per day, followed by Tuesday (15) and Saturday (12):

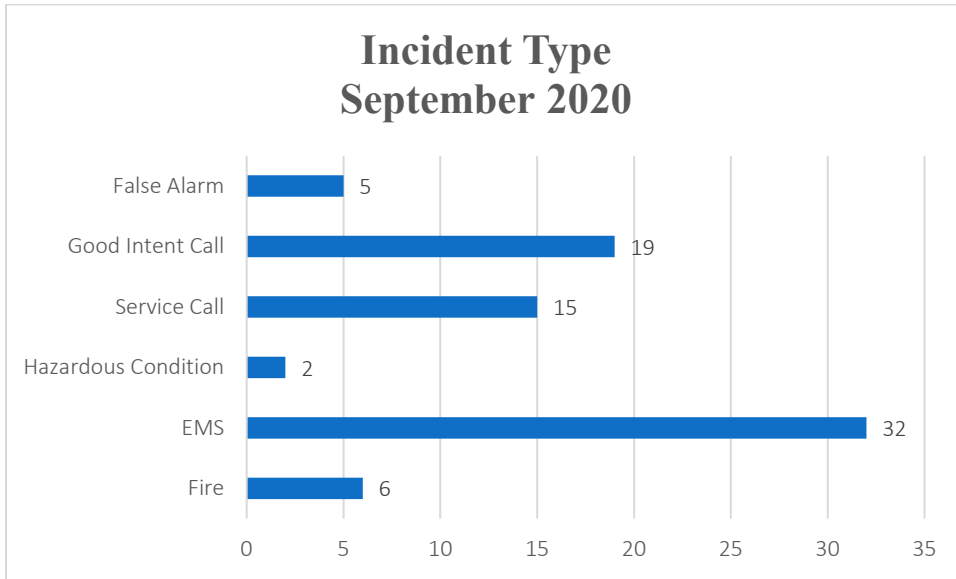


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
8	8	15	22	7	6	12	79

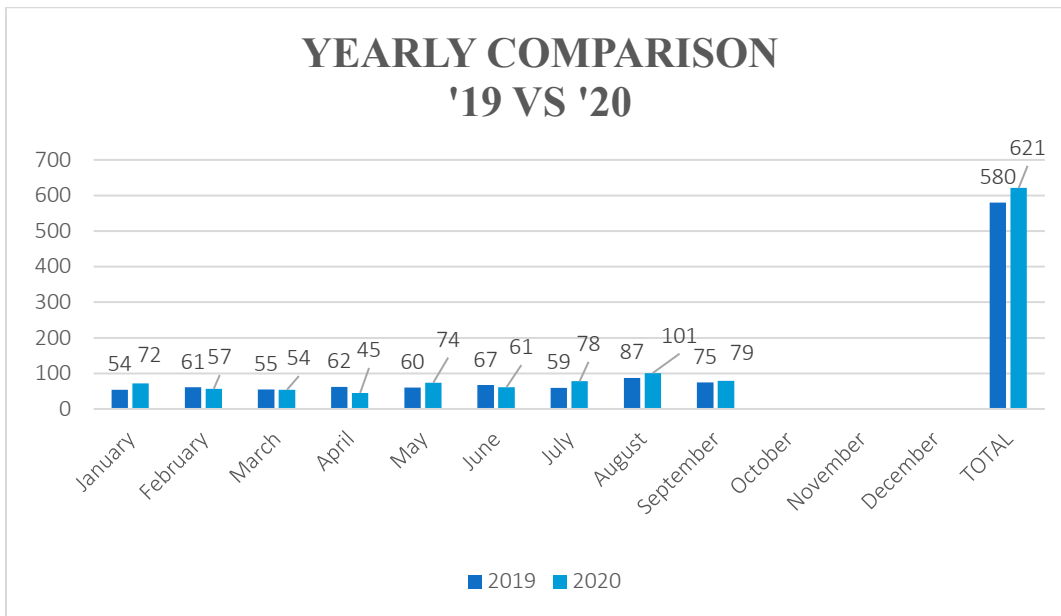
The day shift, between 06:00 hours to 18:00 hours (6:00 AM to 6:00 PM) continues to experience the majority of the calls at 68% and 32% during the night shift from 18:00 hours to 06:00 hours (6:00 PM to 6:00 AM):



The “Incident Type” of calls was predominately EMS related with a total of 79 calls for service in September:



The month of September involves the end of summer vacations and is typically slower than August. We responded to only 4 more calls in 2020 than in 2019. We have responded to 41 more calls in 2020 than 2019 year-to-date.



The end of summer and the beginning of the harvest. Another year with a trend of more calls for service than last year. We had several more “special events” in September with providing EMS coverage at the football games.



City of Polk City, Iowa City Council Agenda Communication

Date: October 26, 2020
To: Mayor & City Council
From: Jim Mitchell – Fire Chief
Subject: Purchase of Self-Contained Breathing Apparatus

BACKGROUND: The fire department's self-contained breathing apparatus (SCBA's) have met the end of their life. The National Fire Protection Association standard provides a life cycle for SCBA's of 15 years. We budgeted replacement of the SCBA's in FY '19/'20, but due to COVID-19 all major purchases were placed on hold. In addition we applied for a couple of grants that also were canceled due to COVID-19.

ALTERNATIVES: We recently had to opportunity to receive presentations of two different SCBA manufactures, MSA (which is what we have now) and Drager. Sandry Fire Supply sells the MSA product and Dinges Fire Company sells the Drager SCBA. We also was able to keep the new SCBA's for an evaluation period. We found that each brand offered great features and some pitfalls. However, both MSA and Drager are really good SCBA's.

FINANCIAL CONSIDERATIONS: I have received two quotes, Sandry Fire Supply and Dinges Fire Company. Again, Sandry Fire Supply provided a quote for the MSA G1 at \$108,650.00 and Dinges Fire Company provided a bid for the Drager 7000 at \$109,240.00. We budgeted \$102,000.00 originally. These quotes include 14 SCBA's, 40 face masks, a Rapid Intervention pack, various connection adapters and batteries and charger. The MSA provides a warranty of 15 years for all parts on the SCBA back pack, including the rechargeable battery. MSA's warranty does not include the face mask. Drager provides a variety of coverage for specific parts and does not include the face mask. Which leads to replacement of face masks. Over a 15 year period, the most common item replaced is the face mask. Also, there will be times that we have enough masks for the number of people on the department, but we don't have the correct size. So, I evaluated the price of each face mask. The Drager mask costs \$795.00 each. The MSA G1 face mask costs \$290.00 each. The electronics for the Drager SCBA is provided by alkaline batteries and non-rechargeable lithium ion batteries. We were informed that each SCBA will need to replace the batteries for the Drager approximately once per month. This will be an expense that we would not have with the MSA. Considering replacement of batteries alone is approximately a \$5,000.00 savings over the life of the SCBA.

RECOMMENDATION: With the comfort and functionality of the Drager and MSA being very similar, I believe either SCBA would serve the fire department very well. As far as cost savings over the life of the SCBA and the cost to maintain each brand, I feel the MSA G1 is the better deal. There are several fire departments in Polk County that have purchased the MSA G1 and been very pleased with their decision. My recommendation is to purchase the MSA G1.



Quote
EST-007208

Sandry Fire Supply LLC

618 6th Street
DeWitt, Iowa 52742
U.S.A
5636592357

Bill To
Polk City, IA FD
PO Box 34
309 West Van Dorn
Polk City, IA 50226

Estimate Date : 10/22/20
Expiry Date : 10/30/20
Reference# : PolkCity.G1.#3.10/22
/2020
Sales person : Joel Sandry

#	Item & Description	Qty	Rate	Amount
1	G1FS422MD2C0LAR G1 4500 SCBA	14.00 Each	4,885.00	68,390.00
2	msa10156468 Kit, Quick-Fill, G1, Right	14.00 Each	540.00	7,560.00
3	msa10156424-SP Cyl. Assy, G1,RC,4500 psig,45min,LP,Pkgd	14.00 Each	1,015.00	14,210.00
4	msa10156424-SP Cyl. Assy, G1,RC,4500 psig,45min,LP,Pkgd	14.00 Each	0.00	0.00
5	msa10161810 Fcpc, G1, FS, MD, MD NC, 4PT C-HARN,C-N	40.00 Each	290.00	11,600.00
6	msa10158385 KIT, CHARGING STATION, G1	1.00 Each	493.00	493.00
7	msa10148741-SP Battery Pack, G1, Rechargeable	6.00 Each	255.00	1,530.00
8	msa10144231-SP Kit, Filter Adapter Assy, G1 Facepiece	14.00 Each	0.00	0.00
9	msa10156426-SP CYL. ASSY, G1, RC, 4500 PSIG, 60MIN,PKG	1.00 Each	1,259.00	1,259.00
10	msa10206313 RIT SYS,G1,QF,FD17,Gauge,FCPC,Reg,4500	1.00 Each	3,322.00	3,322.00
11	fsTN-RBL20 True North L-2 RIT Bag	1.00 Each	286.00	286.00
			Sub Total	108,650.00

Total

\$108,650.00

Notes

Looking forward to earning your business.

Terms & Conditions

Shipping will be charged in addition when incurred.

RESOLUTION NO. 2020-130

**A RESOLUTION ADOPTING POLICY PA-41
SEGREGATION OF DUTIES POLICY**

WHEREAS, the City of Polk City recognizes the need for adopting a policy that establishes the city's internal control; and

WHEREAS, the policy outlines how the city segregates duties so the authorization, custody and recording of transactions are not under the control of the same employee.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Polk City, Iowa to adopt Policy PA-41 effective October 26, 2020.

PASSED AND APPROVED, this the 26th day of October 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

P&A – 41
CITY OF POLK CITY

SEGREGATION OF DUTIES POLICY

Goals, Policies, Criteria and Procedure Goals: The purpose of this policy is to establish and maintain internal control. A good system of internal control provides for adequate segregation of duties so no one individual handles a transaction from its inception to completion.

Policy:

State and Federal policies require that accounting transactions be authorized according to sound management practices, including segregation of duties. Segregation of duties is critical because it ensures separation of different functions and defines authority and responsibility over transactions. Segregation of duties is critical to effective internal control; it reduces the risk of both erroneous and inappropriate actions. The fundamental premise of segregated duties is that an individual should not be able to initiate, approve, and review the same action. Also, the accounting/reconciling function, and the asset custody function should be separated among employees. These are called incompatible duties when performed by the same individual.

To maintain proper internal control, duties should be segregated so the authorization, custody and recording of transactions are not under the control of the same employee. This segregation of duties helps prevent losses from employee error or dishonesty and maximizes the accuracy of the City's financial statements.

- Cash- preparing bank account reconciliations, cash receipt and disbursement functions and handling and recording cash.
- Receipts – collecting, depositing, recording, and posting.
- Disbursements – purchasing, check preparation, signing, recording, and posting.
- Payroll – recordkeeping and reviewing compensated absences records.
- Long-term debt- recordkeeping and reviewing compensated absences records.
- This policy will remain in effect until further notice but will more than likely be a long-term requirement for entering any city facilities.

Responsible managers must consider the principle of segregation of duties when designing and defining job duties. They must implement processes and control procedures that, to the extent feasible, segregate duties among employees and that include effective oversight of activities and transactions. Maintaining segregation of duties is especially challenging for units with small numbers of employees. When these functions cannot be separated, more reliance must be placed on manager oversight. A detailed supervisory review of activities involving finances, inventory, and other assets is required as a compensating control activity.



SITE PLAN REVIEW

Date: October 15, 2020
 Project: Polk City Storage – Phase 2

Compiled by: Kathleen Connor, Planner
 Project No.: 120.0457.01

GENERAL INFORMATION:

Applicant:	Polk City Storage
Property Owner:	RTM Properties, LLC
Requested Action:	Approval of Site Plan
Location	Lot 1, RTM Plat 1
Size:	4.093 acres
Zoning:	C-1 (Restricted), M-1
Propose Use:	Rental Indoor storage facility



PROJECT DESCRIPTION:

On November 28, 2016, Council approved both the Preliminary Plat and Final Plat for RTM Plat 1 which allowed Lot 2 to be sold to the abutting property owner. Lot 2 was retained by RTM, LLC, where Polk County Heating & Cooling is located. The main building also includes a separate tenant space which we understand is currently occupied by Polk County Heating & Cooling.

On September 26, 2016, Council approved a site plan for outdoor, rental parking stalls for RVs, campers, and boats on Lot 1. The parking area was located in an area historically used for storing materials and equipment related to the Polk County Heating & Cooling business. The proposed parking area was to be screened with a berm and buffer trees along N 2nd Street and enclosed with a 6' tall fence with vinyl slats. The vehicle parking area was permitted to remain gravel since it was grandfathered in, based on its then-current use for unscreened outdoor storage for the business. A Petition & Waiver was signed to defer construction of the required sidewalks along N. 2nd Street.

The property owner re-sided the existing metal shop building on the south side of the property in 2019. This building is an existing, non-conforming use as it is partially located in the C-1 Zoning District, where such uses are not permitted, and partially in the M-1 district.

The applicant now proposes to construct a new one-story metal storage building on the southwest corner of the property. The existing asphalt driveway will be re-paved with PCC to provide one shared access to all uses on the property, including Polk County Heating & Cooling and Polk city Storage. The existing gravel parking areas and driveways will also be paved. A sidewalk will be paved along N. 2nd Street. Landscaping will be installed in the buffer and on site. One wal-pack light will be placed above each overhead door, with no lights on the east, west, or south sides of the building.

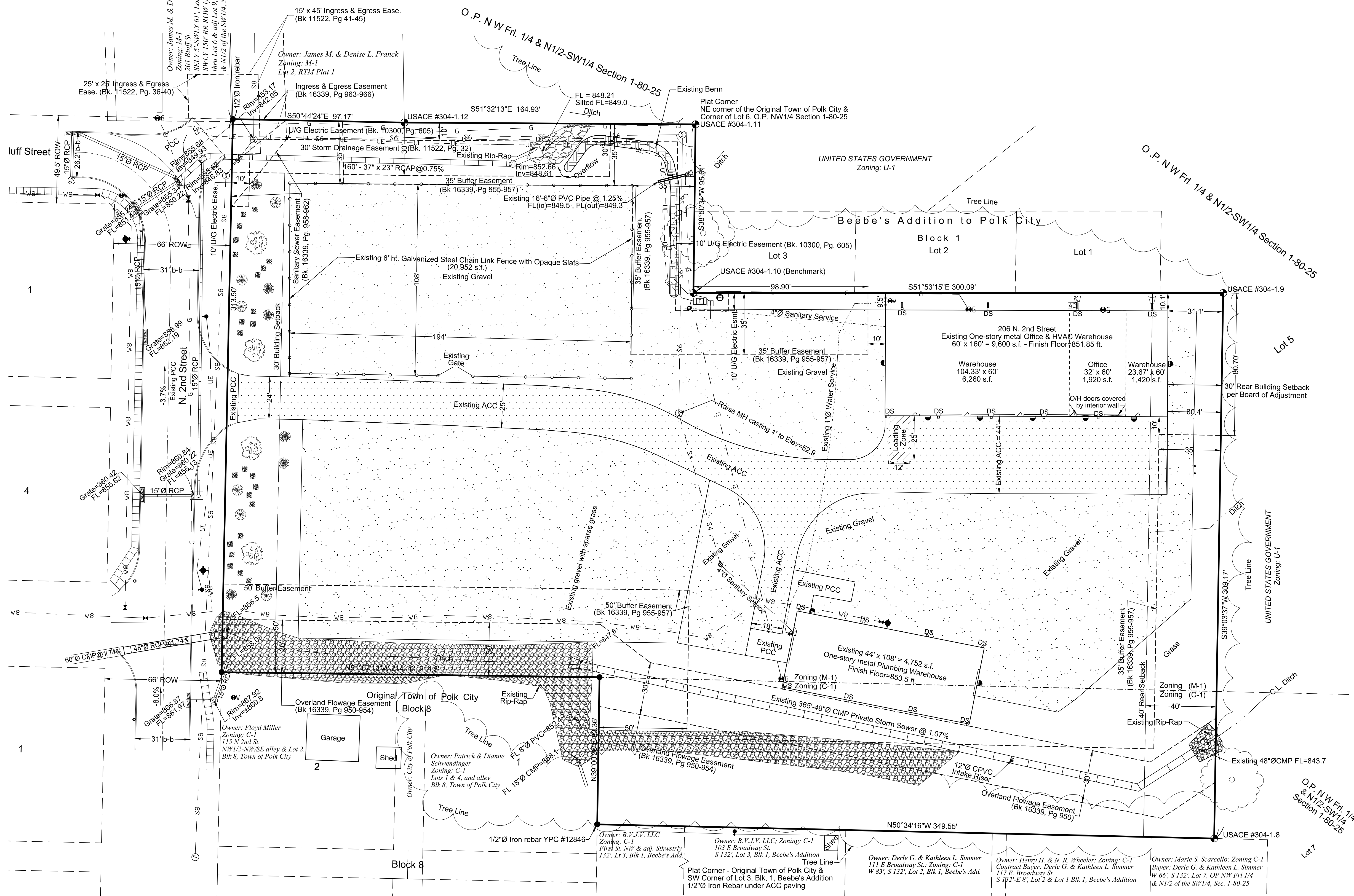
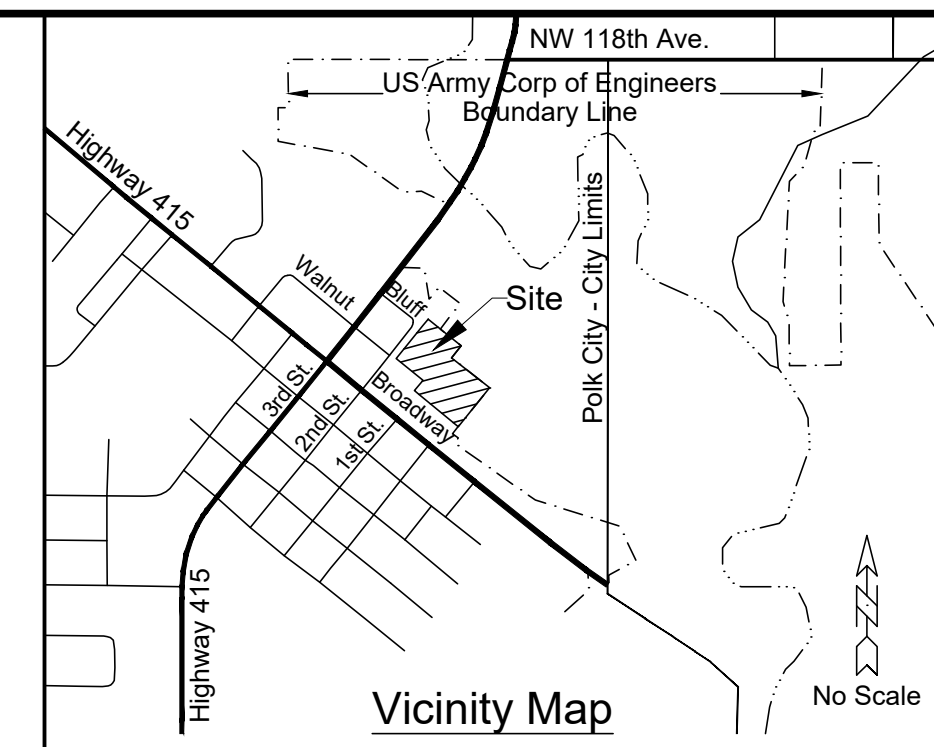
REVIEW COMMENTS:

All review comments were addressed on Submittal #6.

RECOMMENDATION:

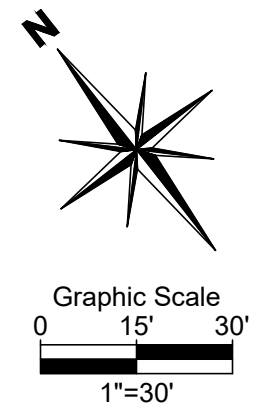
Staff recommends P&Z approval of the Site Plan for Polk City Storage. P&Z approval will need to be subject to the following:

1. P&Z recommendations, if any, shall be satisfactorily addressed prior to this Site Plan being placed on the Council agenda.
2. Payment in full of all fees to the City Clerk.



Legend	
	Downspout
	Air Conditioner Unit
	Chain Link Fence
	Wall Pack Light
	Light Pole
	Underground Electric
	Electric Transformer
	Electric Panel
	Telephone Box
	Underground Telephone
	Sanitary Sewer Manhole
	Sanitary Sewer Clean-out
	8" Public Sanitary Sewer
	6" Private Sanitary Sewer
	Asphalt Cement Concrete (ACC)
	Gravel
	Rip-Rap
	Storm Sewer Manhole
	Storm Sewer Intakes
	Natural Gas
	Natural Gas Valves
	Deciduous Tree
	8" Water Main
	Water Main Valve
	Water Service Valve
	Fire Hydrant
	Found 1/2" Iron rebar, unless noted
	Found U.S. Army Corps of Engineers (USACE) Marker - 3/4" Iron Pipe with Brass Cap and #

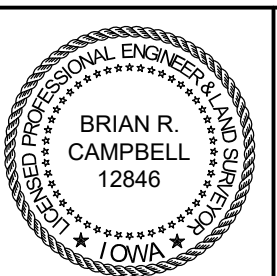
Abbreviations	
Ø	Diameter
b-b	Back to Back of Curb
ADA	Americans with Disabilities Act
ACC	Asphalt Cement Concrete
PCC	Portland Cement Concrete
CMP	Corrugated Metal Pipe
CPVC	Corrugated Polyvinyl Chloride
PVC	Polyvinyl Chloride
RCAP	Reinforced Concrete Arch Pipe
RCP	Reinforced Concrete Pipe
ROW	Right-of-Way
UIG	Underground



Benchmark:
1. USACE #304-1.10, Brass Cap at Government Boundary corner = 851.18 ft.

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.

Signed: _____
Date: _____ Lic. No.: 12846 Sheets: _____
License renewal date is December 31, 2021.



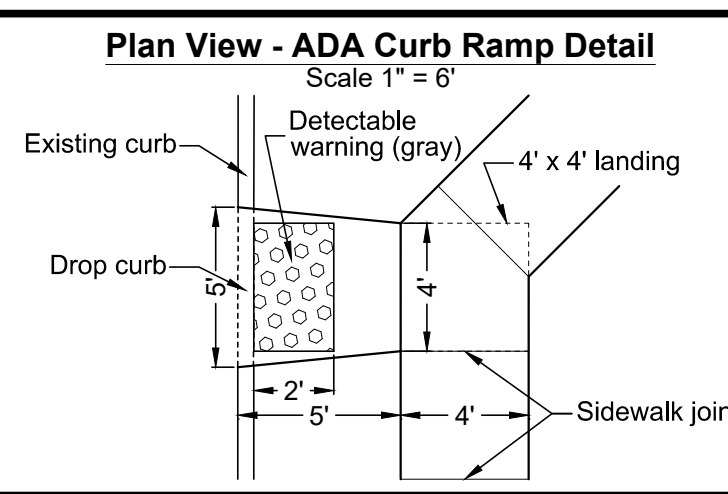
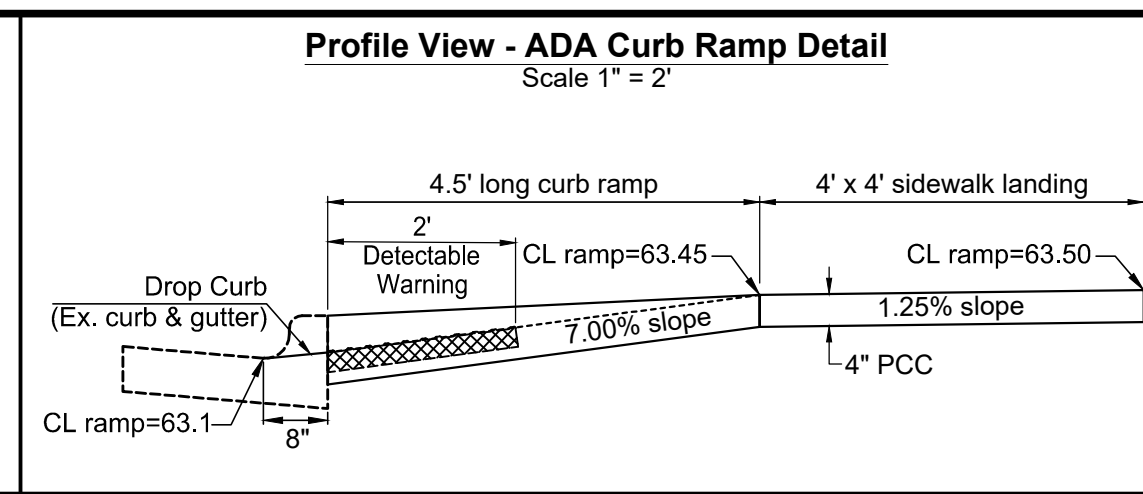
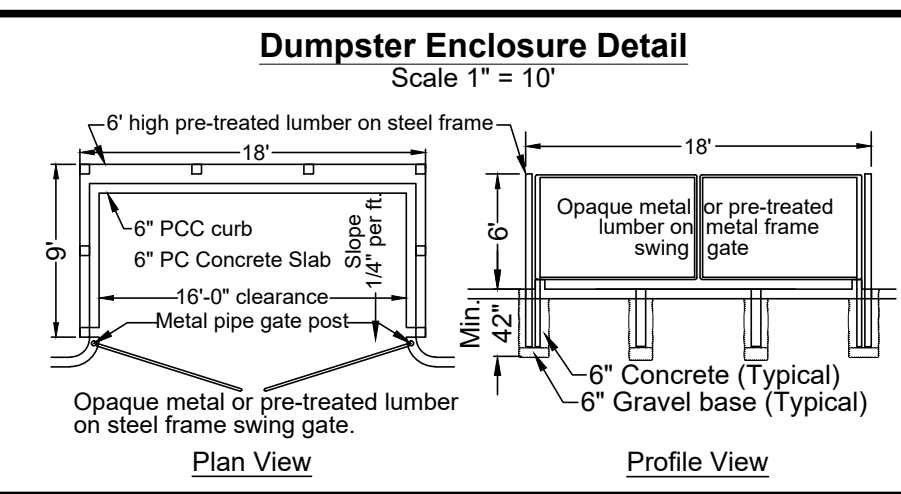
CES Campbell Engineering & Surveying
301 NE Trilein Drive, Suite 1
Ankeny, Iowa 50021
Phone: (515) 963-4385
e-mail: info@cesiowa.com

FIELD WORK:	BC/CC	3/19/2020
DRAWN BY:	BRC	9/22/2020
REVISED BY:		
REVISED BY:		
REVISED BY:		
REVISED BY:		

POLK CITY STORAGE (Phase 2)
EXISTING SITE LAYOUT
Lot 1, RTM Plat 1 - 206 N. 2nd Street, Polk City, IA 50226

Requested By: Mark Young
Titleholder: RTM Properties, LLC

PROJECT #:	RTM2001
FILE #:	SP2002-1
SCALE:	SHEET
VERT.:	1
HORIZ.:	1"=30'
	OF 3



PHASE 2 LANDSCAPE SCHEDULE*					
Existing (Phase 1)	Proposed (Phase 2)	COMMON NAME Botanical name	SIZE	QTY	SPACING
		BRANDYWINE MAPLE <i>Acer rubrum</i>	1-1/2" caliper	2	Per Plan
		CRABAPPLE <i>Malus</i>	1-1/2" caliper	0	Per Plan
		White Pine <i>Pinus strobus</i>	6" height	4	Per Plan
		BURNING BUSH <i>Euroymnus alatus</i>	24" height	12	Per Plan

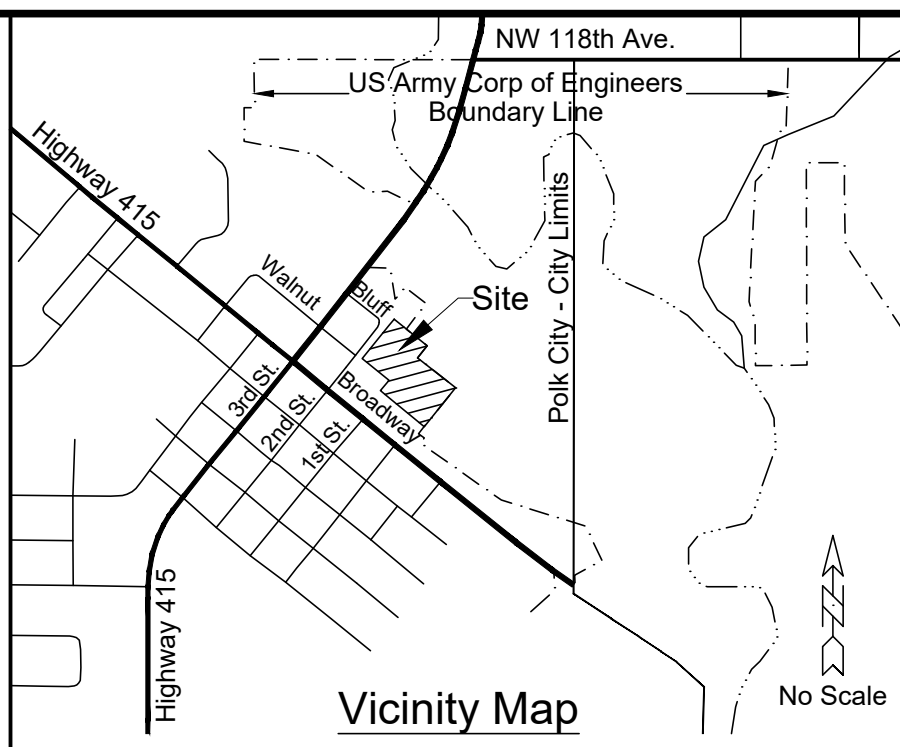
*EQUIVALENT SPECIES MAY BE SUBSTITUTED

Legal Description

Lot 1, RTM Plat 1, an Official Plat forming a part of the City of Polk City, Polk County, Iowa.

Notes

- There shall be no outdoor storage on this property, other than within the 194' x 108' fenced-in area.
- Begin 4 ft. sidewalk at south end along N. 2nd Street as shown (5 ft. from face of curb), angle at 45 degrees to 1 ft. from property line.
- Prior to a Certificate of Occupancy for the new building, all proposed paving, sidewalks, parking lot striping, and landscaping shall be completed.
- Prior to a Certificate of Occupancy, the property owner shall coordinate with the Fire Chief regarding required Knox Box locations for rapid access.
- There are no existing signs or proposed signs. Before a sign can be constructed, a sign detail shall be provided showing dimensions, materials, and lighting. Maximum sign face area is 100 s.f. A sign permit is required from the city prior to construction of the sign.
- No additional lighting is proposed at this time. If lighting is proposed then lighting information will be provided.
- No sanitary or water service shall be extended to the proposed building.
- Proposed PC concrete thickness: Drives and Loading Zone = 6 inches; Parking = 5"; Sidewalks = 4" (6" in drive).
- The address for the new building will be 201 N. 2nd Street.
- Seed all disturbed areas with SUDAS Type 1, lawn mixture. All areas with grass will be mown.
- The property owner is responsible for maintaining the trees and shrubs in conformance with the approved site plan, including replacement of plant materials that are no longer living.
- The location of underground utilities must be considered, only, as approximate. Iowa One Call: 811 or www.iowaonecall.com



Site Information
 Owner/Developer: RTM Properties, LLC
 Contact: Mark Young
 206 N. 2nd Street
 Polk City, Iowa 50226
 (515) 984-6276
 Mark@PolkCountyHeating.com
 Zoning: Light Industrial District (M-1)
 Setbacks: 30 feet (Front)
 0 feet (Side)
 40 feet (Rear)
 Existing Use: Office & HVAC Warehouse (North building)
 Plumbing Warehouse (South building)
 Proposed New Use: Indoor Rental Storage (50'x160' Metal Bldg.)
 Site Area (Const. Limits): 2.3 acres
 Lot Area: 4.093 acres
 Open Space Required: 0.61 acres (15%)
 Open Space Provided: 1.83 acres (45%)
 Water: Polk City Water Dept. (515) 984-6311
 Wastewater Treatment: Polk City Public Sanitary Sewer
 Other Utilities: ONE CALL for utility locate 1-800-292-8989

Off Street Parking
 *No warehouse employees and no tenant spaces.
 30 service employees (15 service vans, 25 employees drive to job sites and home; parts loaded at bay doors).
 6 spare vans kept in warehouse or outdoor storage area.
 Warehouse/storage space = 41,384 sq/5000 sq = 9 spaces
 5 service employees parking on-site, work off-site = 5 spaces
 3 office/manager employees = 3 spaces
 2 field sales rep. x 1 space/2 employees = 1 space
 Required Total (Including 1 ADA) = 18 spaces
 Provided = 20 parking spaces (1 ADA) and 1 loading zone

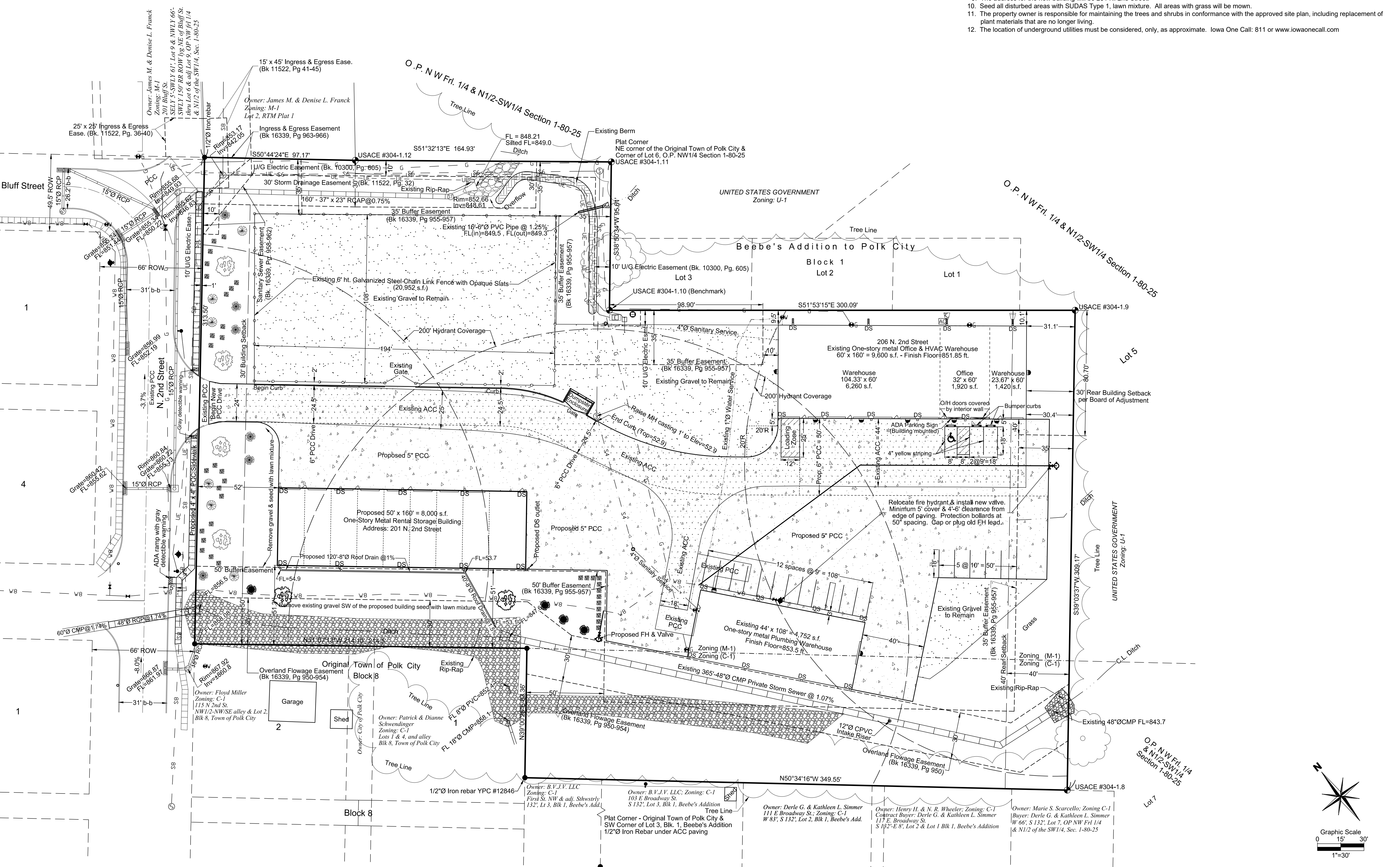
Time Schedule
 New Paving and Landscaping: ... Fall, 2020
 Proposed Building: ... Spring, 2021

Legend

	Existing Downspout
	Existing Air Conditioner Unit
	Existing Chain Link Fence
	Existing Wall Pack Light
	Existing Light Pole
	Existing Underground Electric
	Existing Electric Transformer
	Existing Electric Panel
	Existing Telephone Box
	Existing Underground Telephone
	Existing Sanitary Sewer Manhole
	Existing Sanitary Sewer Clean-out
	Existing 8" Public Sanitary Sewer
	Existing 6" Private Sanitary Sewer
	Existing Asphalt Cement Concrete (ACC)
	Existing Gravel
	Existing Rip-Rap
	Existing Storm Sewer Manhole
	Existing Storm Sewer Intakes
	Existing Natural Gas Main
	Existing Natural Gas Valves
	Existing Deciduous Tree
	Existing 8" Water Main
	Existing Water Main Valve
	Existing Water Service Valve
	Existing Fire Hydrant
	Existing Found 1/2" Iron rebar, unless noted
	Existing Found U.S. Army Corps of Engineers (USACE) Marker - 3/4" Iron Pipe with Brass Cap and #
	Proposed Bumper Curb
	Proposed Water Valve
	Proposed Fire Hydrant
	Proposed Gravel to Remain
	Proposed Portland Cement Concrete (PCC)

Abbreviations

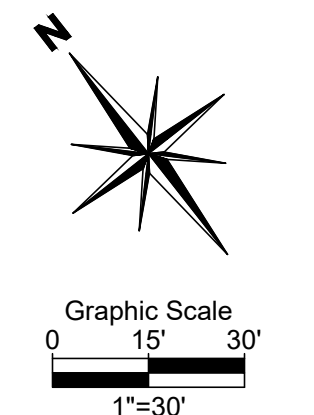
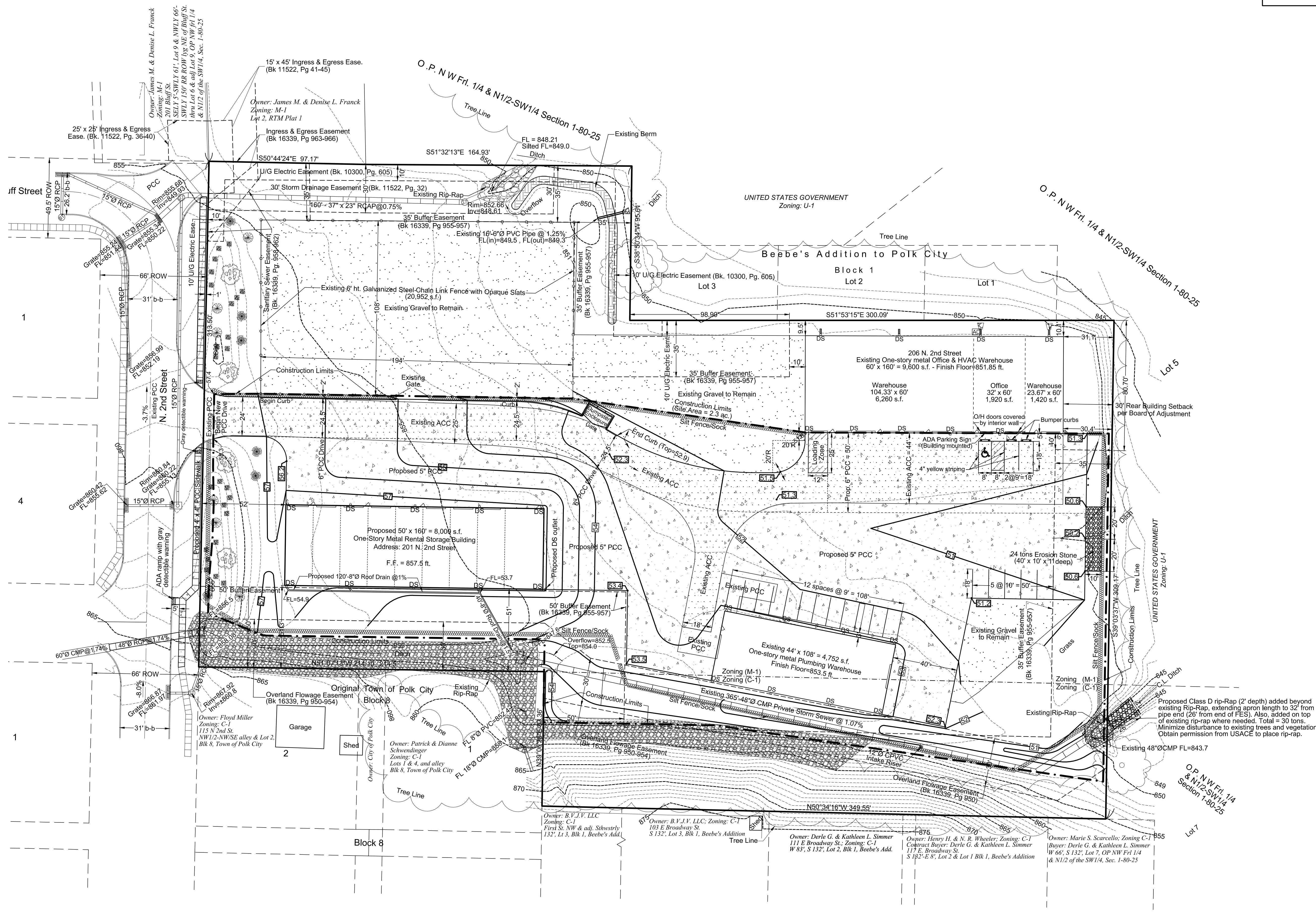
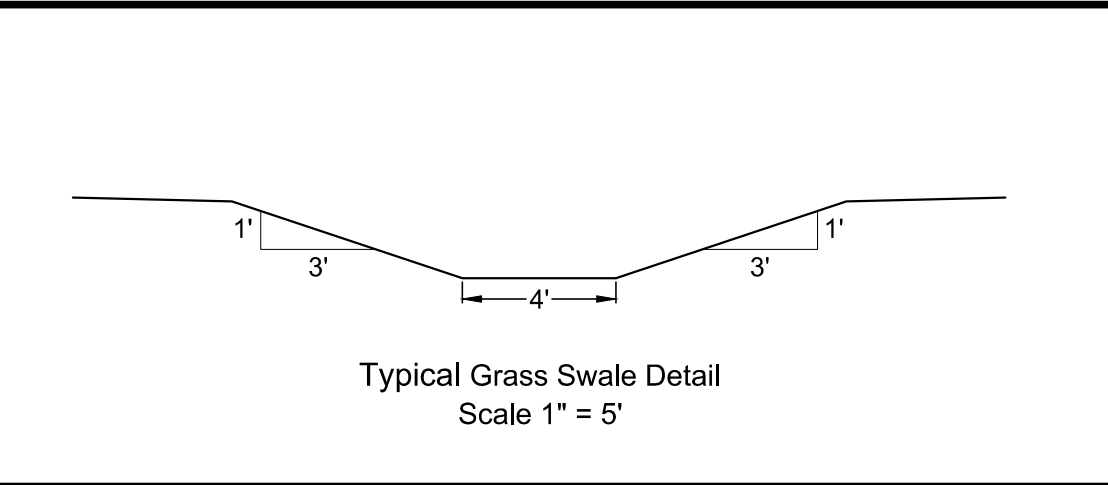
\emptyset	Diameter
b-b	Back to Back of Curb
ADA	Americans with Disabilities Act
ACC	Asphalt Cement Concrete
PCC	Portland Cement Concrete
CMP	Corrugated Metal Pipe
CPVC	Corrugated Polyvinyl Chloride
PVC	Polyvinyl Chloride
RCAP	Reinforced Concrete Arch Pipe
RCP	Reinforced Concrete Pipe
ROW	Right-of-Way
U/G	Underground



Benchmark:
 1. USACE #304-1.10, Brass Cap at Government Boundary corner = 851.18 ft.

Campbell Engineering & Surveying
 301 NE Trilein Drive, Suite 1
 Ankeny, Iowa 50021
 Phone: (515) 963-4385
 e-mail: info@cesiaowa.com

FIELD WORK: BC/CC	3/19/2020	POLK CITY STORAGE (Phase 2) SITE & LANDSCAPE PLAN Lot 1, RTM Plat 1 - 206 N. 2nd Street, Polk City, IA 50226 Requested By: Mark Young Titleholder: RTM Properties, LLC	PROJECT #: RTM2001	
DRAWN BY: CGC	3/20/2020		FILE #: SP2002-2	
REVISED BY: BRC	7/10/2020		SCALE	SHEET
REVISED BY: BRC	9/1/2020		VERT.:	2
REVISED BY: BRC	9/22/2020		HORIZ.:	1"=30'
REVISED BY: BRC	10/14/2020			OF 3



- Notes**
- 1-9. Site Plan Notes (Sheet 1).
 10. Seed all disturbed areas with SUDAS Type 1, lawn mixture. All areas with grass will be mown.
 11. The location of underground utilities must be considered, only as approximate. Iowa One Call: 811 or www.iowaonecall.com

Legend

Existing

- Chain Link Fence
- Downspout
- Asphalt Cement Concrete (ACC)
- Gravel
- Rip-Rap
- Storm Sewer Manhole
- Storm Sewer Intakes
- Deciduous Tree
- Contour
- Spot Elevation

Proposed

- Bumper Curb
- Contour
- Spot Elevation
- Portland Cement Concrete (PCC)
- Gravel to Remain
- Rip-Rap or Erosion Stone

Abbreviations

- Ø Diameter
- b-b Back to Back of Curb
- ADA Americans with Disabilities Act
- ACC Asphalt Cement Concrete
- PCC Portland Cement Concrete
- CMP Corrugated Metal Pipe
- CPVC Corrugated Polyvinyl Chloride
- PVC Polyvinyl Chloride
- RCAP Reinforced Concrete Arch Pipe
- RCP Reinforced Concrete Pipe
- ROW Right-of-Way
- UIG Underground

Benchmark:
1. USACE #304-1.10, Brass Cap at Government Boundary corner = 851.18 ft.

CES Campbell Engineering & Surveying
301 NE Trilein Drive, Suite 1
Ankeny, Iowa 50021
Phone: (515) 963-4385
e-mail: info@cesiowa.com

FIELD WORK:	BC/CC	3/19/2020	POLK CITY STORAGE (Phase 2) GRADING & STORM WATER MANAGEMENT Lot 1, RTM Plat 1 - 206 N. 2nd Street, Polk City, IA 50226	PROJECT #:	RTM2001
DRAWN BY:	CGC	6/29/2020		FILE #:	SP2002-3
CHECKED BY:	BRC	7/10/2020		SCALE:	SHEET
REVISED BY:	BRC	9/1/2020		VERT.:	3
REVISED BY:	BRC	9/22/2020		HORIZ.:	1"=30'
REVISED BY:	BRC	10/15/2020		Requested By: Mark Young	Titleholder: RTM Properties, LLC

Mark

From: Brent Ridnour <ridnourconstruction@gmail.com>
Sent: Thursday, September 17, 2020 4:52 PM
To: mark@polkcountyheating.com
Subject: Colors

Trim color is Hawaiiin Blue 26 GA
Body color is Brilliant White 26 GA
Roof is Galvalume 26 GA

RESOLUTION NO. 2020-123

**A RESOLUTION APPROVING THE SITE PLAN
FOR POLK CITY STORAGE**

WHEREAS, Campbell Engineering & Surveying on behalf of RTM Properties, LLC, has submitted a Site Plan for a proposed Indoor Rental Storage facility to be located at 206 N. 2nd Street, Polk City, Iowa; and

WHEREAS, on October 19, 2020, the Polk City Planning and Zoning Commission met and recommended approval of the Site Plan for Polk City Storage, subject to all review comments being satisfactorily addressed; and

WHEREAS, the City Engineer has reviewed the Site Plan and recommend its approval.

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 and City Engineer and deems it appropriate to approve the Site Plan for Polk City Storage.

PASSED AND APPROVED the 26th day of October 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

October 22, 2020

Honorable Mayor and City Council
City of Polk City
112 3rd Street
Polk City, Iowa 50226

RE: LAKEWOODS PLAT 2
APPROVAL OF CONSTRUCTION DRAWINGS

Dear Honorable Mayor and City Council:


On behalf of Todd and Christy Drake, McClure Engineering Company has submitted the construction drawings for the above referenced plat. These plans represent the construction of 20 single-family lots. The plans cover the construction of Edgewater Drive, Roosevelt Street, and the intersection of Roosevelt Street and Davis Street, along with the associated sanitary sewers, storm sewers, water main and services. The plans include grading of one dry-bottom detention pond and mass grading of the adjacent townhome site plan.

The revised construction drawings and Storm Water Management Plan appear to be in general conformance to the Subdivision Regulations, SUDAS and the approved Preliminary Plat. McClure Engineering Company remains solely responsible for their design and ensuring it is fully compliant with all applicable code and permit requirements. McClure Engineering Company is also responsible for construction staking and ensuring all locations, grades and slopes are in conformance with the approved construction drawings.

We recommend approval of the construction drawings for Lakewoods Plat 2. It shall be the developer's responsibility to obtain approval for all necessary permits prior to the start of applicable construction items. These permits include, but are not limited to, the Iowa DNR permits for water main and sanitary sewer construction, the NPDES Storm Water Discharge permit, and a Polk City grading permit.

Respectfully submitted,

SNYDER & ASSOCIATES, INC.



John W. Haldeman, P.E.

CC: Chelsea Huisman, City of Polk City
Mike Schulte, City of Polk City
Caleb Smith, McClure Engineering Co.

Todd Drake
Kathleen Connor, Snyder & Associates, Inc.

RESOLUTION NO. 2020-124

**A RESOLUTION APPROVING THE CONSTRUCTION DRAWINGS FOR
PUBLIC IMPROVEMENTS FOR LAKEWOODS PLAT 2**

WHEREAS, McClure Engineering, on behalf of Todd & Christie Drake has submitted the Construction Drawings for Public Improvements associated with Lakewoods Plat 2, including but not limited to grading, street paving, assessable sidewalk ramps along with associated storm sewers, sanitary sewers, water main and services; and

WHEREAS, said Construction Drawings appear to be in general conformance with Polk City's Subdivision Regulations, SUDAS and the approved Preliminary Plat for Lakewoods Plat 2; and

WHEREAS, it shall be the Developer's responsibility to obtain approval for all necessary permits including the Iowa DNR permits for water main and sanitary sewer construction, and the NPDES Storm Water Discharge permit; and

WHEREAS, the Developer's Engineer remains solely responsible for their design and ensuring it is fully compliant with all applicable code and permit requirements; and

WHEREAS, the Developer's Engineer is also responsible for construction staking and ensuring all locations, grades and slopes are in conformance with said standards and the approved construction drawings; and

WHEREAS, the City Engineer and City Manager have reviewed said Construction Drawings for Public Improvements and recommended their approval subject to all outstanding engineering comments being satisfactorily addressed; and

WHEREAS, the Storm Sewer Easement on the Van Doorn property requires acceptance of the City as part of this project.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the City Engineer and hereby approves the Construction Drawings for the Public Improvements associated with Lakewoods Plat 2 and accepts the Storm Sewer Easement located on the Van Doorn property.

PASSED AND APPROVED the 26th day October 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

SITE PLAN REVIEW

Date: October 20, 2020
 Project: Lakewoods Development Site Plan

Prepared by: Kathleen Connor, Senior Planner
 Project No.: 119.1107.01

GENERAL INFORMATION:

Applicant:	Todd & Christine Drake
Owner:	Todd R. & Christine Drake
Requested Action:	Approval of Site Plan
Location	Lots 10-50 of Lakewoods Plat 2
Size:	6.84 acres
Zoning:	Planned Unit Development
Proposed Use:	11 villas and 30 bi-attached townhomes



PROJECT BACKGROUND:

On December 12, 2016, City Council approved the rezoning of the west 7.62 acres of Outlot Y of Lakewoods Plat 1 to P.U.D. The P.U.D. Master Plan includes the extension of Edgewater Drive and Roosevelt Street. Fronting on the west side of Roosevelt Street, there will be 10 single family detached “villa” lots. Fronting on the private cul-de-sac, there will be 30 lots for bi-attached townhome lots. The villas and the bi-attached townhomes will be included in a Homeowners Association that will be responsible for maintenance of the private street and parking areas, private storm sewers, detention basin and gazebo.

Todd and Christie Drake now intend to move forward with development of Lakewoods Plat 2 and request approval of the Site Plan for Lakewoods Townhomes. This site plan submittal includes building elevations for optional villa and bi-attached buildings. All buildings will have a minimum of 15% brick or stone on the facades that face either a public or private street, including the south sides of buildings facing Edgewater Drive.

The sidewalks along Edgewater Drive and surrounding the visitor parking stalls will be installed by the developer at the time Lincoln Way is paved, prior to issuance of Building Permits for the bi-attached units. The gazebo and associated sidewalks and landscaping will be installed in conjunction with the first Building Permit issued for the bi-attached townhomes.

The developer’s engineer has also submitted the Construction Drawings for Public Improvements for City Council approval. These improvements include Edgewater Drive, Roosevelt Street, and the associated utilities as well as the public water main and sanitary sewer along Lincoln Way.

The 9 single-family lots on the east side of Roosevelt Street are zoned R-1A and are not included in this site plan.

The completion of the paving of Edgewater Drive will trigger the requirement for Lakeside Fellowship Church to pave their driveway connection to Edgewater Drive and to pave the 4' sidewalk on the south side of that street, including ADA ramp.

REVIEW COMMENTS:

All comments were addressed on Submittal #4 of the Site Plan for Lakewoods Townhomes Site Plan.

RECOMMENDATION:

At their October 19th meeting, P&Z recommended approval of the Site Plan for Lakewoods Townhomes Site Plan, subject to:

1. City Council acceptance of the public improvements for Lakewoods Plat 2 prior to any building permits being issued for Lots 10-50 of Lakewoods Plat 2.
2. Construction of the private storm sewers and paving of the private street and visitor parking stalls shall be completed prior to any building permits being issued for Lots 20-50 of Lakewoods Plat 2.
3. All fees being paid in full to the City Clerk prior to Council approval.

LAKEWOODS TOWNHOMES

SITE PLAN

POLK CITY, IOWA



building strong communities.

1360 NW 121ST. Street
Clive, Iowa 50325
515-964-1229
fax 515-964-2370

ENGINEER/SURVEYOR

McCLURE ENGINEERING
1360 NW 121ST ST
CLIVE, IOWA 50325
515-964-1229
ATTN: CALEB SMITH
csmith@mecluresolutions.com

APPLICANT/OWNER

TODD AND CHRISTY DRAKE
1718 NW 120TH STREET
CLIVE, IA 50325-8235

ZONING

PUD - LOTS 10 - 50, LOTS (LINCOLN AND GAZEBO)
AND LOT Y (DETENTION BASIN)

SETBACKS

LOTS 10-20	LOTS 21-50
FRONT: 30 FEET	FRONT: 25 FEET
REAR: 30 FEET	REAR: 30 FEET
SIDE: 8 FEET	SIDE: 7 FEET

DEVELOPMENT SUMMARY:

GROSS LAND AREA: = 297,891 SF (6.84 AC)

GROSS IMPERVIOUS AREA:

BUILDINGS

- = BI-ATTACHED UNITS = 15 @ 2,600 SF EA
- = 2-CAR VILLA UNITS = 11 @ 2,088 SF EA
- = 3-CAR VILLA UNIT = 1 @ 2,340 SF EA
- = 64,308 SF TOTAL (21.6%)

ROAD PAVING

- = 17,958 SF (6.0%)

SIDEWALK PAVING

- = 3,285 SF (1.1%)

DRIVEWAY PAVING

- = 18,494 SF (6.2%)

TOTAL

- = 104,045 SF (34.9%)

OPEN SPACE:

REQUIRED:

- = 15% LOT AREA
- = 297,891 SF X 15% = 44,684 SF

PROVIDED:

- = 193,846 SF (65.1%)

PARKING:

REQUIRED:

- = 2 STALLS PER UNIT & 1 VISITOR STALL PER 5 UNITS
- = (2*41 = 84) + (30/5 = 6 - BI-ATTACHED ONLY)
- = 90 STALLS

PROVIDED:

- = 84 GARAGE STALLS + 85 DRIVEWAY + 7 VISITORS (1 ADA)
- = 177 STALLS

LANDSCAPING:

REQUIRED:

- = 44,684 / 3000 = 15 UNITS
- = 2 TREES PER UNIT = 30 TREES
- = 6 SHRUBS PER UNIT = 75 SHRUBS

PROVIDED:

- = 51 TREES AND 88 SHRUBS

PROJECT ADDRESS

UNASSIGNED

SITE PLAN LEGAL DESCRIPTION

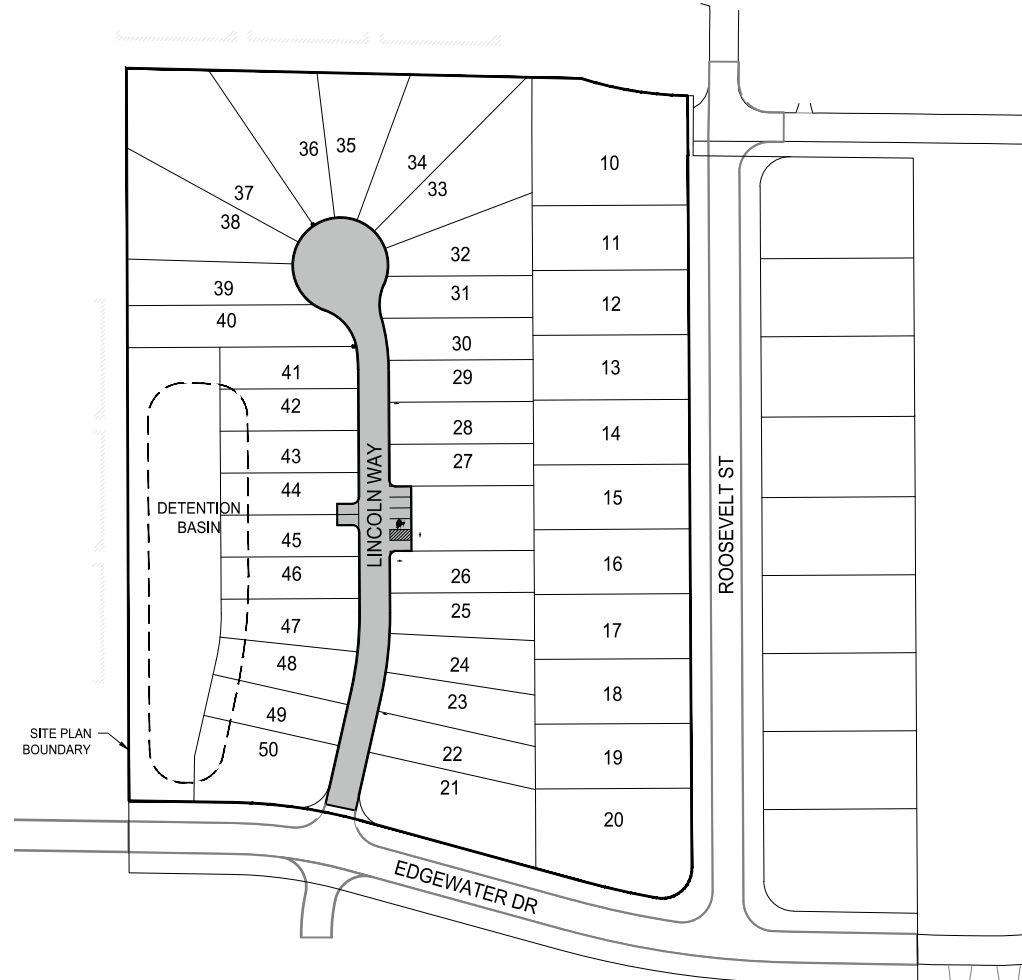
LOTS 10 - 50, LOT Z AND LOT Y OF LAKEWOODS PLAT 2

PRINCIPAL USES

DETACHED AND BI-ATTACHED TOWNHOME UNITS

DEVELOPMENT SCHEDULE

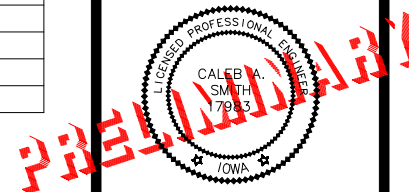
GRADING - SPRING 2021
UTILITIES/PAVING - SPRING TO EARLY SUMMER 2021
UNIT CONSTRUCTION - START SUMMER 2021



Sheet List Table		
Sheet Number	Sheet Title	Sheet Description
01	GN-01	COVER SHEET
02	GN-02	LEGEND AND NOTES
03	GN-03	EXISTING CONDITIONS AND SURVEY CONTROL
04	GN-04	GENERAL LAYOUT AND DIMENSION PLAN
05	GR-01	GRADING PLAN
06	ST-01	STORM SEWER PLAN AND PROFILE
07	PAV-01	PAVING PLAN AND PROFILE
08	JT-01	JOINTING PLAN
09	LA-01	LANDSCAPING PLAN
10	LA-02	LANDSCAPING DETAILS
11	LI-01	LIGHTING PLAN
12	DT-01	DETAILS

NOTICE:
McClure Engineering Company waives any and all responsibility and liability for problems which arise from failure to follow these Plans, Specifications, and the engineering intent they convey, or for problems which arise from failure to obtain and/or follow the engineers guidance with respect to any errors, omissions, inconsistencies, ambiguities, or conflicts which are alleged.

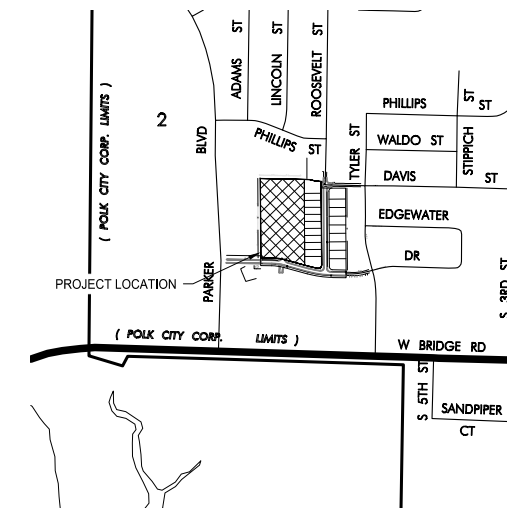
COPYRIGHT:
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I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

DATE: CALEB A. SMITH, PE NO. 17983
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2021

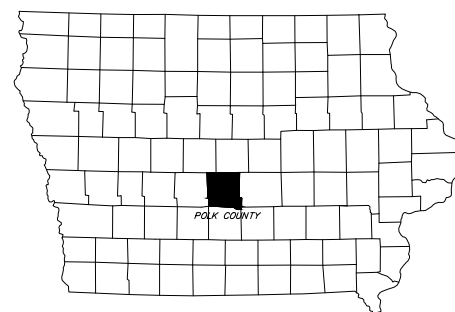
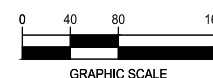
PAGES OR SHEETS COVERED BY THIS SEAL:
1 - 12



VICINITY SKETCH
NO SCALE

SITE PLAN NOTES

- NO BUILDING PERMITS SHALL BE ISSUED FOR LOTS 10-50 UNTIL THE FINAL PLAT FOR LAKEWOODS PLAT 2 HAS BEEN APPROVED AND THE PUBLIC IMPROVEMENTS HAVE BEEN ACCEPTED BY THE CITY OF POLK CITY
- NO BUILDING PERMITS SHALL BE ISSUED FOR LOTS 21-50 UNTIL THE PRIVATE STREETS AND PRIVATE STORM SEWERS ARE COMPLETE AND HAVE BEEN APPROVED BY THE CITY OF POLK CITY.
- THE SIDEWALKS ALONG EDGEWATER DRIVE, INCLUDING CROSSWALKS DETAILED IN THIS PLAN, AND SURROUNDING THE VISITOR PARKING STALLS WILL BE INSTALLED BY THE DEVELOPER AT THE TIME LINCOLN WAY IS PAVED
- THE GAZEBO AND ASSOCIATED SIDEWALKS AND LANDSCAPING WILL BE INSTALLED IN CONJUNCTION WITH THE FIRST BUILDING PERMIT TO BE ISSUED ON LOTS 21-50
- REFER TO THE CONSTRUCTION DRAWINGS FOR PUBLIC IMPROVEMENTS FOR LAKEWOODS PLAT 2 FOR INFORMATION RELATING TO THE PUBLIC STREETS (ROOSEVELT STREET AND EDGEWATER DRIVE), PUBLIC STORM SEWERS ALONG EDGEWATER DRIVE, PUBLIC WATER MAIN, PUBLIC SANITARY SEWER, AND PUBLIC STREET LIGHTS
- ALL TOWNHOME UNITS ALONG LINCOLN ARE TO BE TWO CAR GARAGES. THREE CAR GARAGES ARE NOT ALLOWED ON LOTS 21-50.
- THERE WILL BE NO MONUMENT SIGN IDENTIFYING THIS TOWNHOME PROJECT. IF SUCH A SIGN IS EVER PROPOSED, A SITE PLAN AMENDMENT WILL BE REQUIRED.



ALL CONSTRUCTION SHALL BE COMPLETED IN ACCORDANCE WITH 2020 IOWA STATEWIDE URBAN DESIGN STANDARD AND SPECIFICATIONS FOR PUBLIC IMPROVEMENTS AS ACCEPTED BY THE CITY OF POLK CITY.

CITY APPROVAL STAMP

LAKEWOODS TOWNHOMES
SITE PLAN

POLK CITY, IOWA
20216005-00
MARCH 2020

REVISIONS
SEPTEMBER 11, 2020
OCTOBER 12, 2020
OCTOBER 19, 2020

ENGINEER: C. SMITH
DRAWN BY: C. SMITH
CHECKED BY: FIELD BOOK NO. 20216005-00

DRAWING NO. GN-01
SHEET NO. 01 / 13

GENERAL LEGEND

EXISTING / PROPOSED		EXISTING / PROPOSED		EXISTING / PROPOSED	
SS	SS	SS	SS	SS	SS
SANITARY SEWER MAIN		SANITARY SEWER MANHOLE		BOLLARD (BUMPER POST)	
SANITARY SEWER SERVICE		SANITARY SEWER CLEANOUT		ROADWAY SIGN	
SANITARY SEWER FORCE MAIN		AIR RELEASE MANHOLE/DRAIN MANHOLE		MAILBOX	
STORM SEWER MAIN OR CULVERT		STORM SEWER MANHOLE		WELL	
SECONDARY STORM SEWER MAIN		STORM SEWER CLEANOUT		DECIDUOUS TREE	
SECONDARY STORM SEWER SERVICE		STORM SEWER INTAKE		EVERGREEN TREE	
WATER MAIN		STORM SEWER BEEHIVE INTAKE		SHRUB OR BUSH	
WATER SERVICE		FLARED END SECTION		TREE OR SHRUB LINE	
UNDERGROUND ELECTRIC		FIRE HYDRANT		STUMP	
OVERHEAD ELECTRIC		WATER VALVE		MONITORING WELL	
UNDERGROUND TELEPHONE		WATER VALVE MANHOLE		SOIL BORINGS	
UNDERGROUND FIBER OPTIC		CURB STOP		FLAG POLE	
UNDERGROUND CABLE TV		WATER METER MANHOLE		SATELLITE DISH	
GAS MAIN OR SERVICE		YARD HYDRANT		SLOPE INDICATORS	
CONTOUR LINES INTERMEDIATE		ELECTRIC MANHOLE / VAULT		CONTROL POINT	
CONTOUR LINES INDEX		ELECTRIC PEDESTAL / TRANSFORMER		BENCH MARK	
PROPERTY LINE / LOT LINE		OUTDOOR ELECTRIC POWER OUTLET		SECTION CORNER	
SECTION LINE		POWER POLE		IRON PIN SET	
EASEMENT		POWER POLE w/ STREET LIGHT		IRON PIN FOUND	
GUARD RAIL		STREET LIGHT POLE		DRAWING NUMBER	
FIELD FENCE		GUY WIRE			
CHAIN LINK FENCE		TRAFFIC SIGNAL			
WOODEN FENCE		TRAFFIC SIGNAL BOX			
ROAD CENTERLINE		TRAFFIC SIGNAL MANHOLE / VAULT			
GRADING LIMITS		RAILROAD CROSSING SIGNAL			
CONSTRUCTION LIMITS		TELEPHONE MANHOLE / VAULT			
AG LINE		TELEPHONE PEDESTAL			
WATERWAY FLOWLINE		CABLE TV MANHOLE / VAULT			
TOP OF SLOPE		CABLE TV PEDESTAL			
BOTTOM OF SLOPE		GAS VALVE			
SILT FENCE					

ABBREVIATIONS

T/S	TOP OF SLAB
BC	BACK OF CURB
TC	TOP OF CURB
FL	FLOWLINE
CL	CENTERLINE
C	CUT
F	FILL
⊖	OFFSET
TOP	TOP OF SLOPE
BOT	BOTTOM OF SLOPE
EP	EDGE OF PAVING

UTILITY COMPANIES

SERVICE	SUPPLIER	PHONE
GAS	MID-AMERICAN ENERGY CO. 500 EAST COURT AVENUE DES MOINES, IA 50309	515-242-3030
TELEPHONE	QWEST COMMUNICATIONS CO. 2103 EAST UNIVERSITY DES MOINES, IA 50312	515-263-7212
ELECTRIC	MID-AMERICAN ENERGY CO. 500 EAST COURT AVENUE DES MOINES, IA 50309	515-242-3030
CABLE TV	MEDIACOM CABLE 2205 INGERSOLL AVENUE DES MOINES, IA 50312	515-246-1555
WATER	CITY OF POLK CITY P.O. BOX 426 POLK CITY, IA 50226-0426	515-984-6233
SEWER	CITY OF POLK CITY P.O. BOX 426 POLK CITY, IA 50226-0426	515-984-6233
HIGH PRESSURE GAS	NORTHERN NATURAL GAS JOHN BURNS	1-515-230-2423
ALL	IOWA ONE-CALL	800-292-8989

EXISTING UTILITIES NOTE

THESE EXISTING UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS AND THEREFORE MUST BE CONSIDERED APPROXIMATE ONLY. IT IS POSSIBLE THERE MAY BE OTHERS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THEIR EXISTENCE AND EXACT LOCATION AND TO AVOID DAMAGING THEM. NO CLAIMS WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK. PAYMENT WILL BE ALLOWED FOR UNCHARTED UTILITIES PER THE SPECIFICATIONS.



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PRELIMINARY

General Notes:

- One week prior to construction, the contractor shall notify:
 - Snyder & Associates
 - Developer
 - Engineer
 - Iowa One-Call
- The contractor shall notify the Polk City Public Works Director and Snyder & Associates prior to commencing construction and prior to utility construction, subgrade preparation, main line paving and box-out paving. Construction Observation is the responsibility of the Developer, not the City of Polk City or the City Engineer.
- All design and construction shall be in accordance with the Statewide Urban Standard Specifications for Public Improvements, current at the commencement of construction.
- All Iowa DNR and Iowa DOT permits shall be obtained prior to the start of construction. The developer is responsible for obtaining the necessary NPDES Storm Water Discharge Permit and for maintaining erosion control measures in conformance with the SWPPP.
- The contractor shall verify the location and protect all utilities and structures. Damage to utilities and structures shall be repaired by the contractor at the contractor's expense to the satisfaction of the city and the owner.
- The contractor shall conduct clean-up operations on existing streets and adjacent private property at the end of each working day or more often as directed by the City.
- The contractor shall be responsible for installing and maintaining traffic control in accordance with the manual on uniform traffic control devices.
- Handicap Ramps, if any, for designated Bike Trails shall have brick red truncated domes; all other handicap ramps shall have charcoal gray truncated domes for detectable warnings.
- The developer shall be responsible for reimbursing the City of Polk City for materials costs for all street signs within this plat.
- The developer's surveyor shall provide a statement to the City Engineer certifying that all property corners have been set prior to Council acceptance of the public improvements.
- Construction shall not commence until signed easement documents for all off-site public improvements have been provided on a form acceptable to the City.
- Grading shall not commence until approval for grading on adjacent properties has been approved by applicable property owners.

Grading/Backfill typical notes:

- Reconnect any field tile that are intercepted during utility construction.
- The contractor shall take due precautionary measures to protect the utilities or structures at the site. It shall be the contractor's responsibility to notify the owners of utilities or structures concerned before starting work. The contractor shall notify the proper utility immediately upon damaging any utility line or appurtenance, or if there is any interruption of their service. If existing utility lines are encountered that conflict in location with new construction, the contractor shall notify the engineer so that the conflict may be resolved and approved by City.
- Strip topsoil from all areas which are to be filled or cut.
- Stockpile sufficient topsoil to respread to minimum of 4-inches on unpaved areas, including front, rear, and side yards of all lots.
- All areas to receive fill are to be benched. Prepare bottom of bench for fill by discing to a depth of 6-inches.
- All site grading fill shall be compacted to a density that is not less than 95% standard proctor density.
- The moisture content of the fill material shall not deviate from optimum by more than 1% below or 4% above.
- The contractor shall protect and backfill around underground utilities. Backfill shall be in 6-inch lifts, compacted to 95% standard proctor density.
- Maintain all cut and fill areas for surface drainage at all times.

- Final grades within paved areas shall be within 0.1' of plan grade, all other areas to be within 0.2' of plan grade.
- A minimum of one foot of compacted cohesive subgrade shall be provided beneath all pavements.
- All slopes within public easements, right-of-way, parks, or land to be publically owned shall be graded to a 4:1, maximum slope.
- All slopes on private property shall be 4:1 maximum, unless the specific location(s) have been labeled as 3:1, maximum.
- All existing roadside ditches shall be graded to drain.
- All swales within drainage or surface water flowage easements shall be graded to a 2% minimum slope, measured along the flowline of said swale. If the as-built condition of any swale has less than 2% minimum slope, a 6" subdrain will be required. The subdrain shall have clear-outs located near property lines where possible, but in no case having a spacing greater than 200 feet.
- Hydrants, manhole covers, and valve boxes shall be set to conform to finished pavement elevations.
- Existing trees shall be saved to the extent possible to accommodate grading, utility and street construction.
- Existing trees shall be removed from existing and proposed public right-of-way unless the Public Works Director provides specific approval to maintain certain trees within said right-of-way.
- Contractor shall obtain a grading permit prior to commencing construction.

Storm sewer notes:

- Additional rip-rap may be required at the FES based upon field review by City of Polk City.
- Provide subdrain behind back of curb on public streets as required based on subsurface moisture conditions. Any subdrain crossing under the pavement shall be RCP pipe.
- All curb intakes shall have Type "R" vane grates.
- All intakes shall be poured-in-place concrete or precast concrete.
- All 12" and larger storm sewers shall be RCP.
- 8-inch footing drains to be PVC, SDR 35.
- Footing drain services to be 4-inch PVC, SDR 35. Extend services 10' inside lot unless otherwise noted.
- All intakes shall be located a minimum of 7.5 feet from end of returns.
- The contractor shall provide a minimum of 3'-6" cover on all storm sewer, including sump services.
- Install continuous perforated subdrain in locations shown on plans.
- All subdrain, 6-inches or smaller, shall have critter guards.
- All clean-outs shall be set in a 12" x 12" concrete pad.
- Flared end sections and last 3 pipe sections must be tied. All flared end sections shall have 48-inch footings and apron guard.
- Additional rip rap may be required at any FES based upon field review by the City of Polk City.

Paving typical notes:

- All elevations are proposed finished grade at top of curb unless otherwise noted.
- Pavements shall be 7" pcc pavement.
- All streets shall have 6" integral curbs.
- Provide curb drops for sidewalks at intersections.

LEGEND AND NOTES

LAKEWOODS TOWNHOMES SITE PLAN

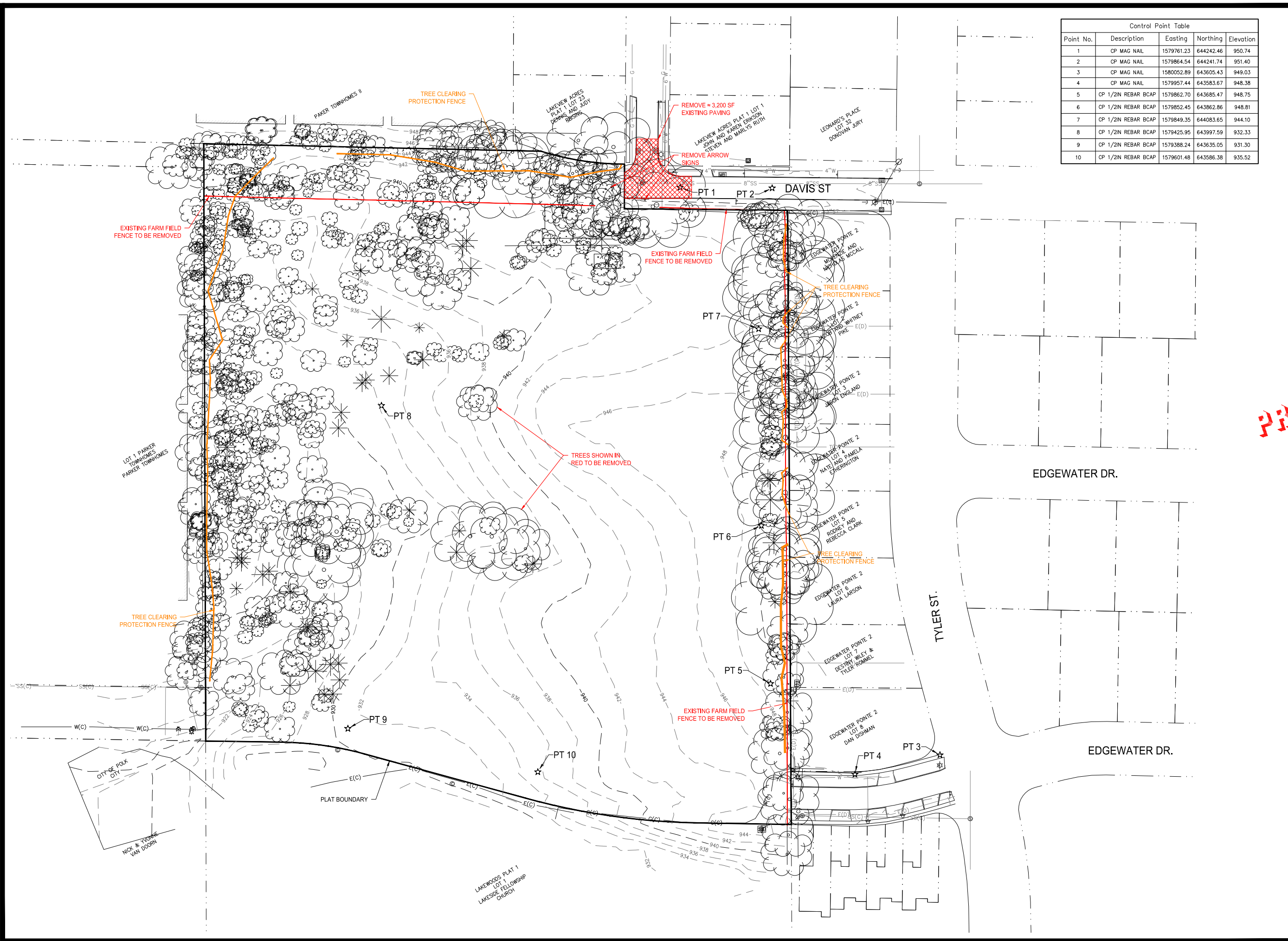
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MARCH 2020

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SHEET NO. 02 / 13

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Control Point Table				
Point No.	Description	Easting	Northing	Elevation
1	CP MAG NAIL	1579761.23	644242.46	950.74
2	CP MAG NAIL	1579864.54	644241.74	951.40
3	CP MAG NAIL	1580052.89	643605.43	949.03
4	CP MAG NAIL	1579957.44	643583.67	948.38
5	CP 1/2IN REBAR BCAP	1579862.70	643685.47	948.75
6	CP 1/2IN REBAR BCAP	1579852.45	643862.86	948.81
7	CP 1/2IN REBAR BCAP	1579849.35	644083.65	944.10
8	CP 1/2IN REBAR BCAP	1579425.95	643997.59	932.33
9	CP 1/2IN REBAR BCAP	1579388.24	643635.05	931.30
10	CP 1/2IN REBAR BCAP	1579601.48	643586.38	935.52



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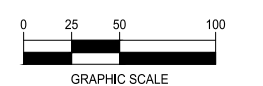
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PRELIMINARY

EXISTING CONDITIONS AND SURVEY CONTROL



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GRAPHIC SCALE

LAKEWOODS TOWNHOMES SITE PLAN

POLK CITY, IOWA
 20216005-00
 MARCH 2020

REVISIONS
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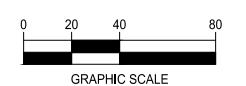
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PRELIMINARY

**GENERAL LAYOUT AND
DIMENSION PLAN**



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GRAPHIC SCALE

**LAKEWOODS TOWNHOMES
SITE PLAN**

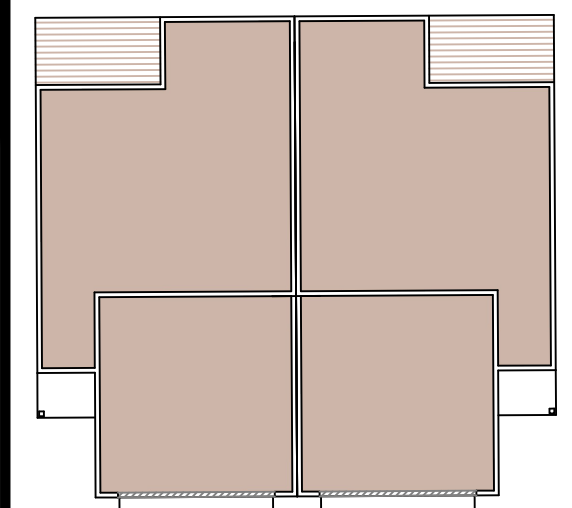
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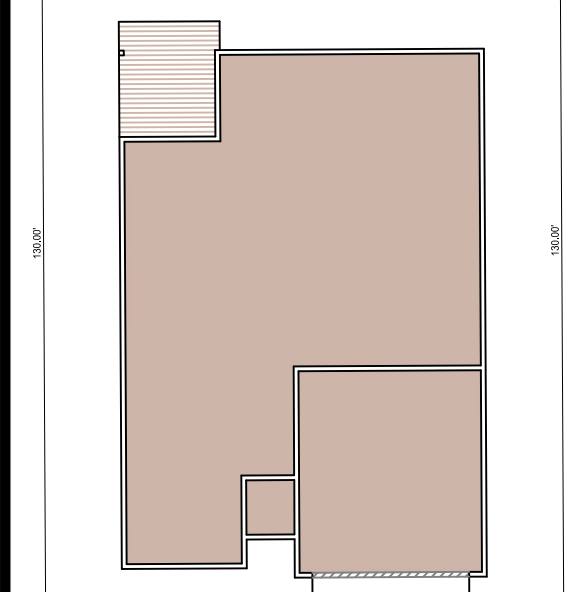
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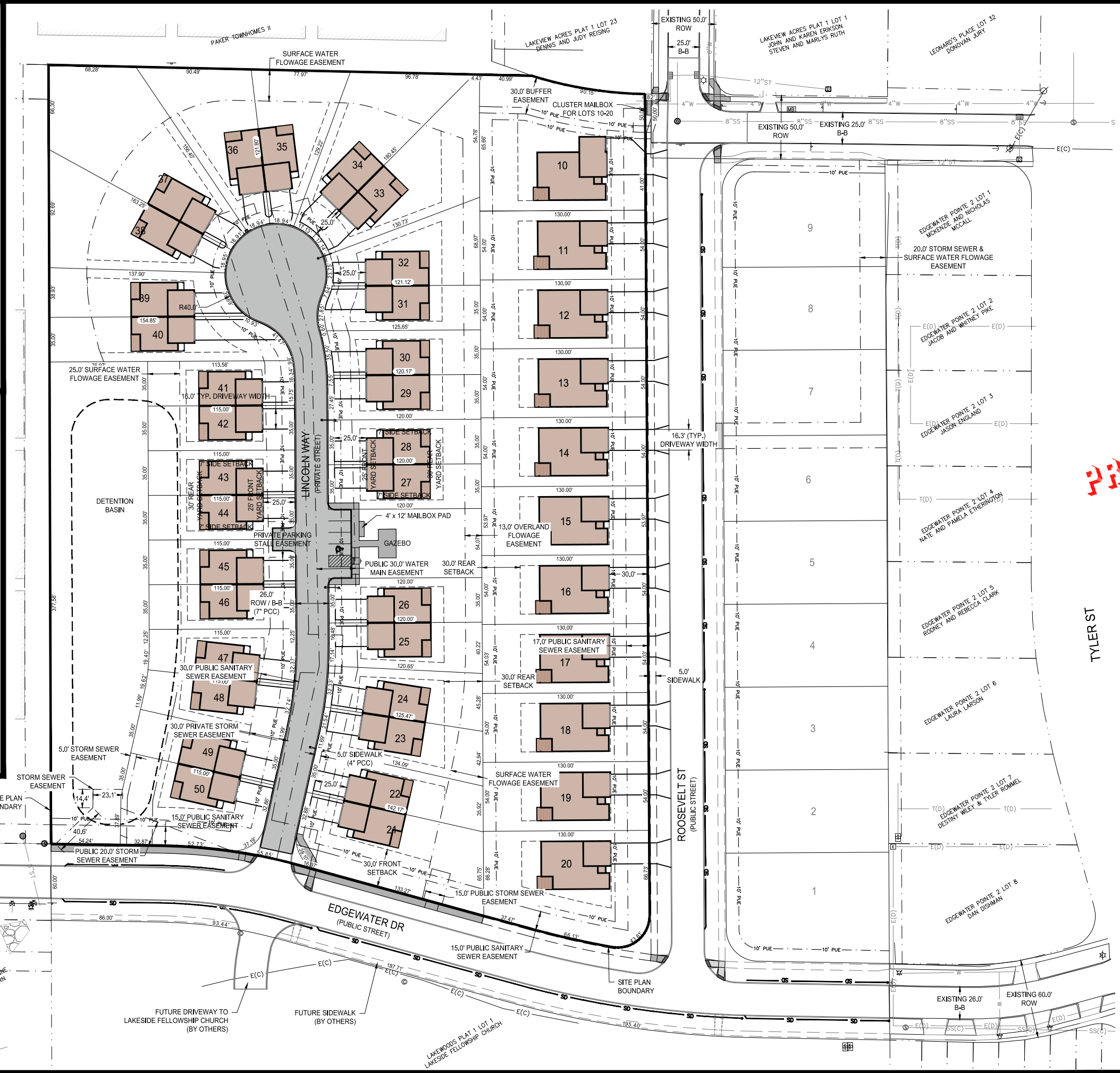


TOWNHOME UNIT DIMENSIONS
SCALE 1" = 10'



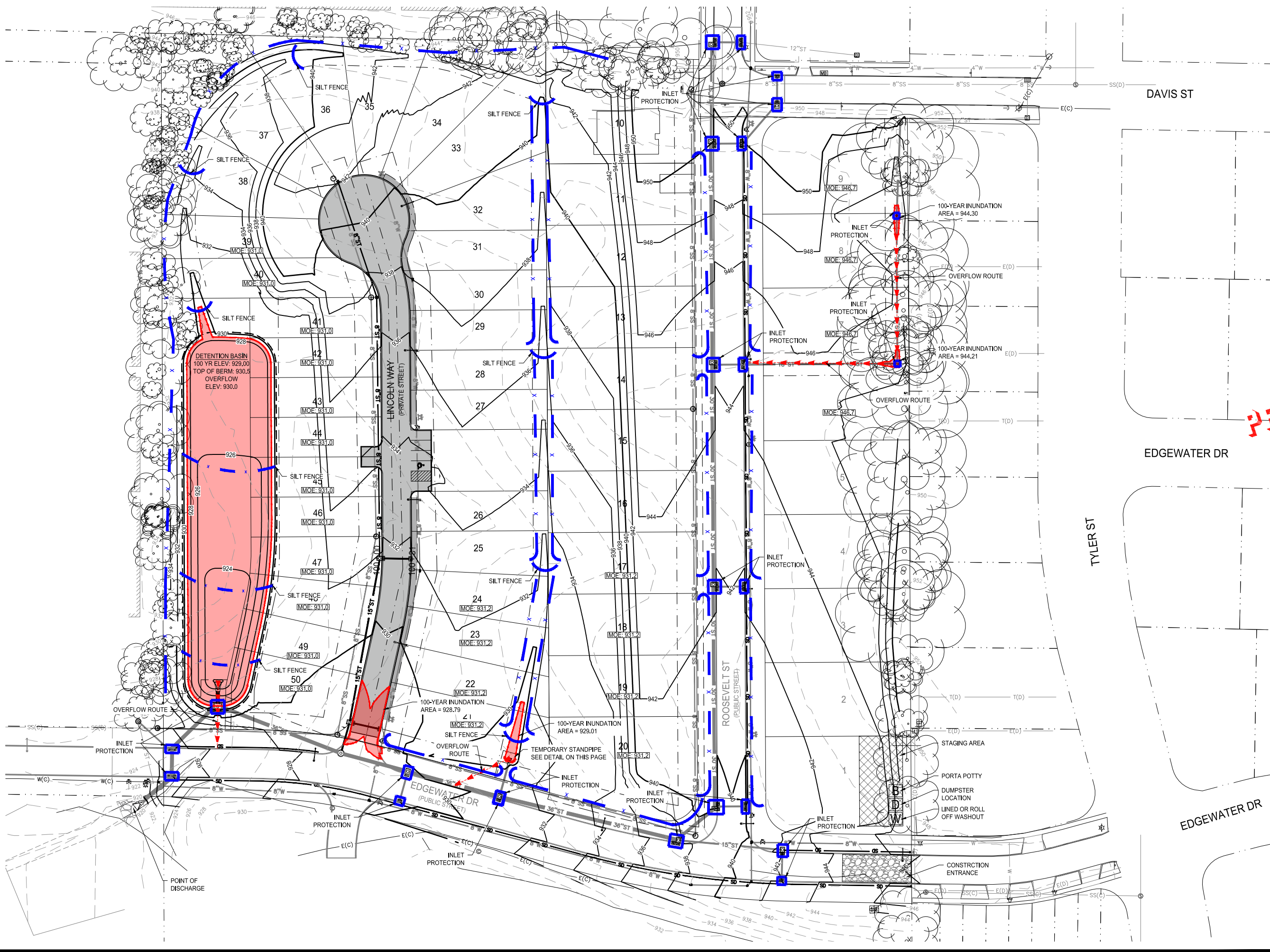
VILLA UNIT DIMENSIONS
SCALE 1" = 10'

- GENERAL NOTES:**
- 1) TOWNHOMES AND VILLAS WILL HAVE BASEMENTS.
 - 2) LINCOLN WAY WILL BE 7" PCC.
 - 3) SIDEWALKS WILL BE 4" PCC.
 - 4) DRIVEWAYS WILL BE 4" PCC.



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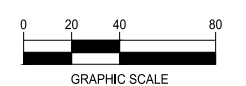
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GRADING PLAN



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GRAPHIC SCALE

**LAKEWOODS TOWNHOMES
SITE PLAN**

POLK CITY, IOWA
20216005-00
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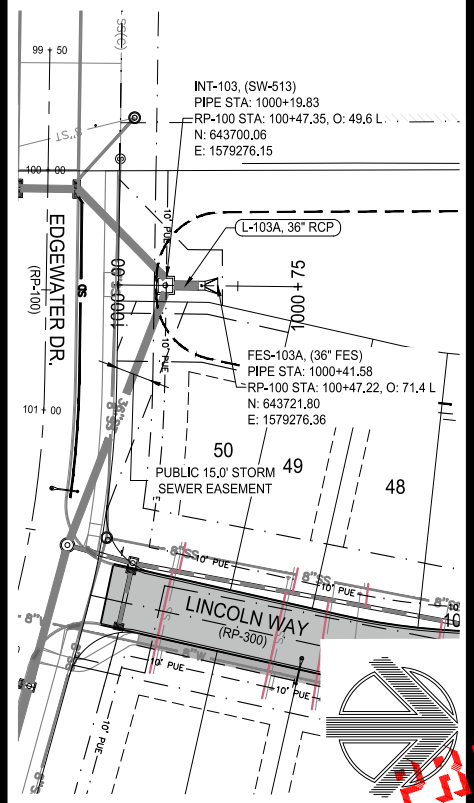
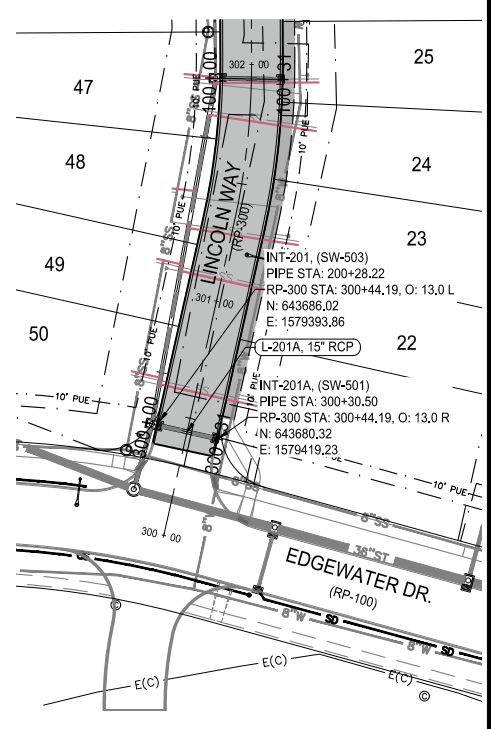
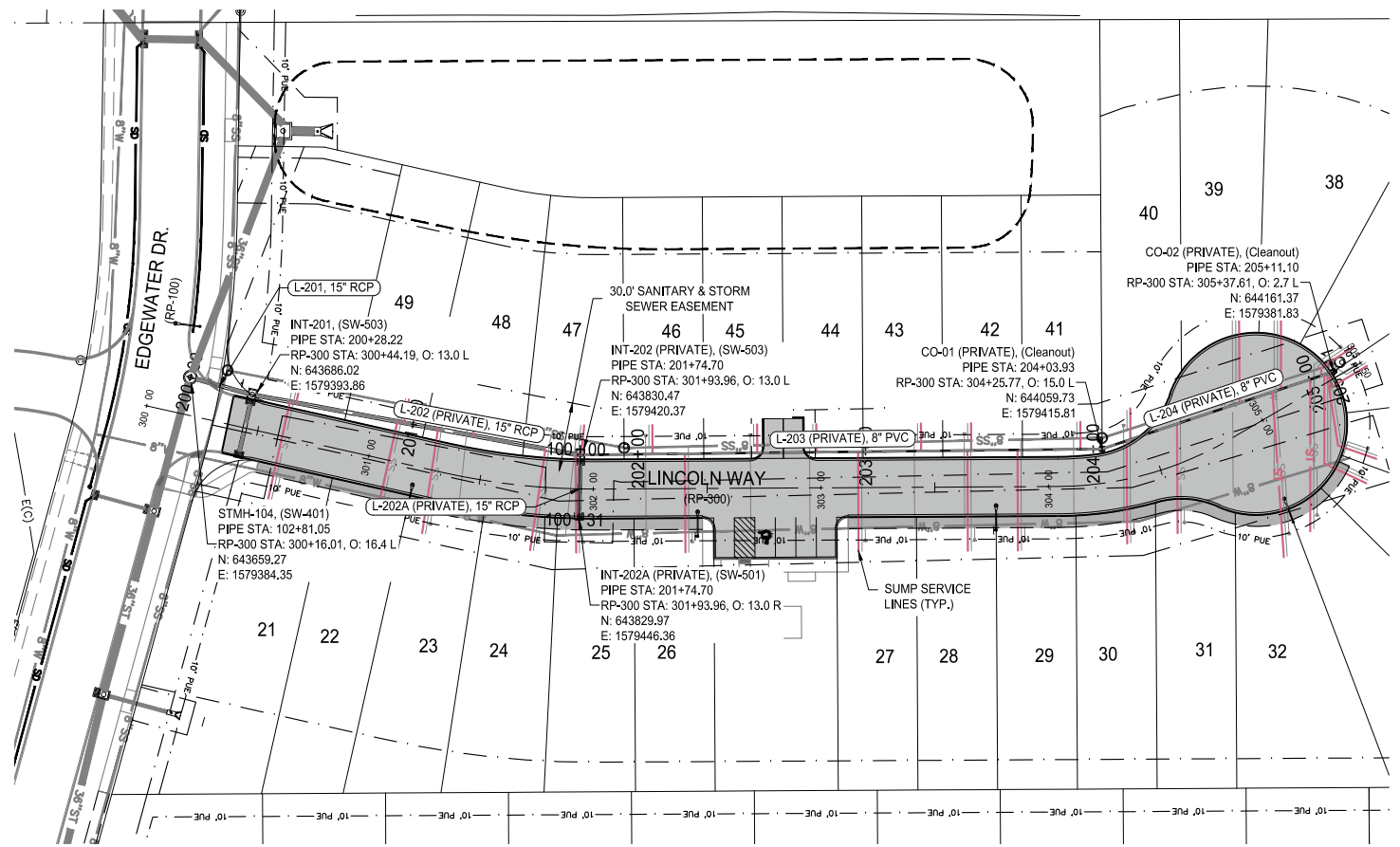
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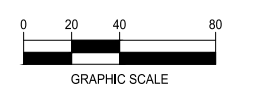
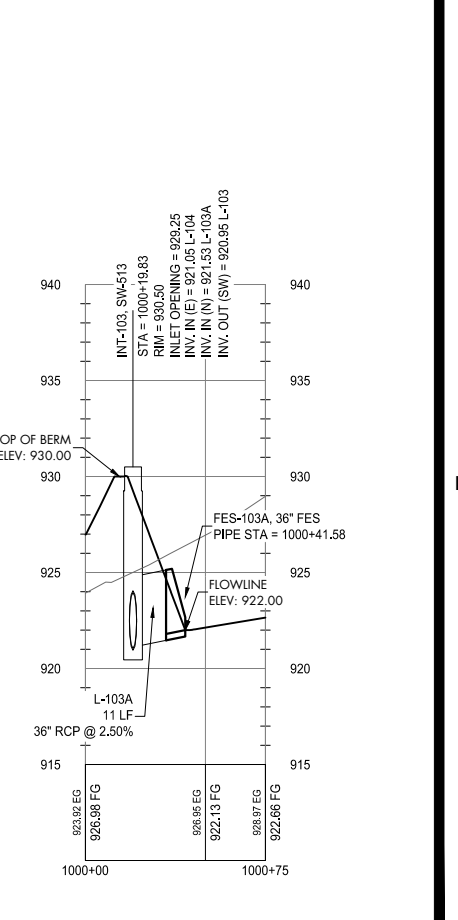
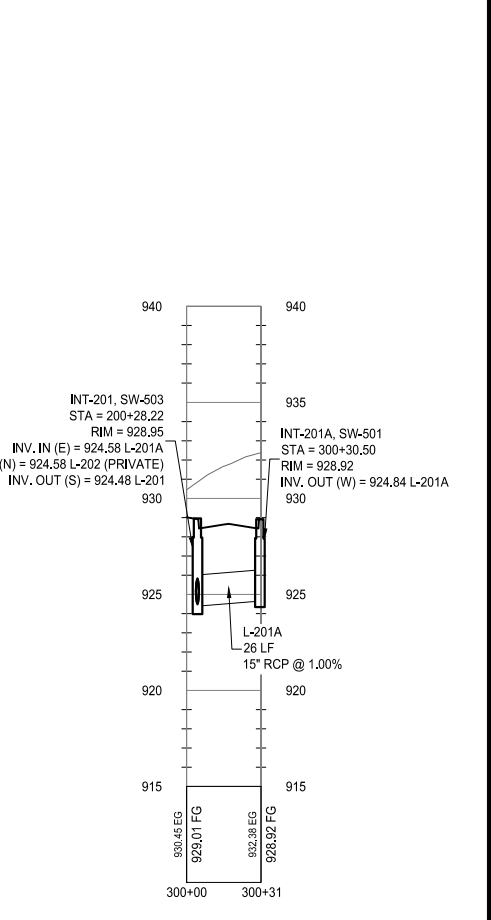
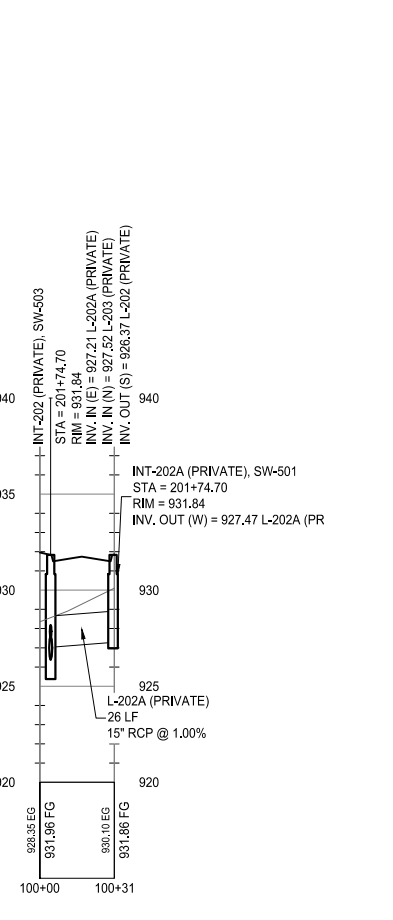
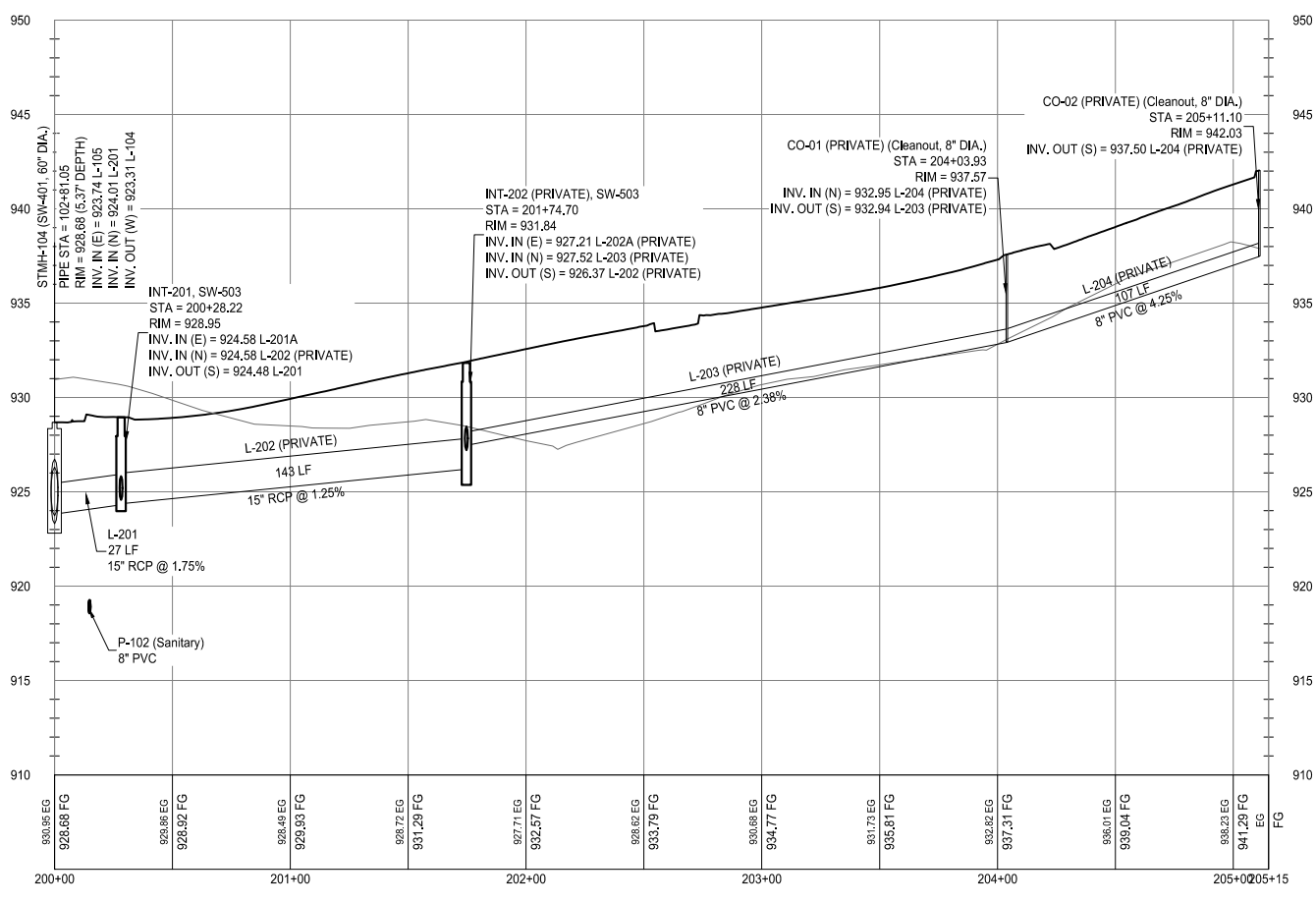
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STORM SEWER
PLAN AND PROFILE



LAKEWOODS TOWNHOMES
SITE PLAN

POLK CITY, IOWA
20216005-00
MARCH 2020

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SEPTEMBER 11, 2020
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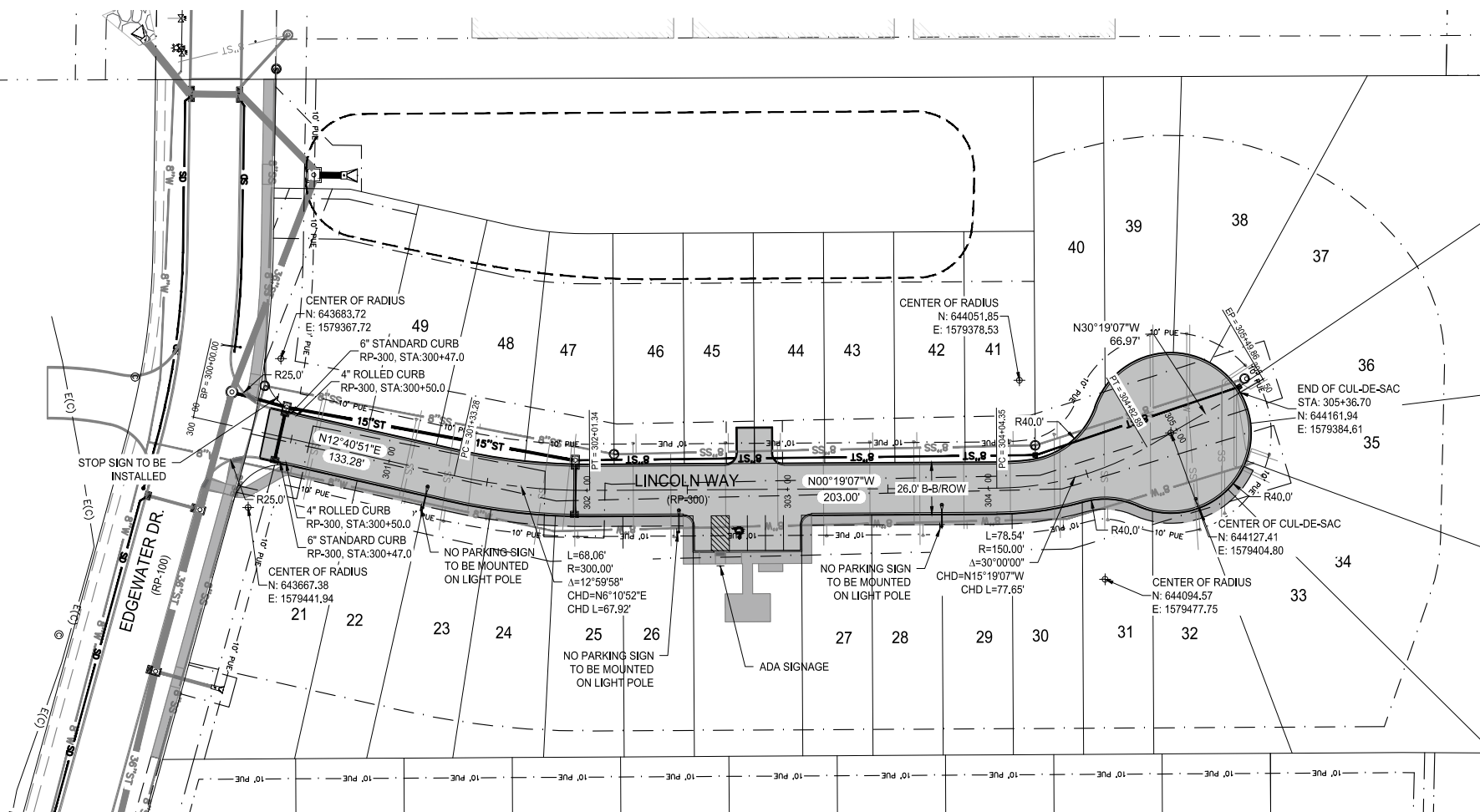
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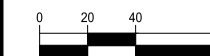
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AND PROFILE



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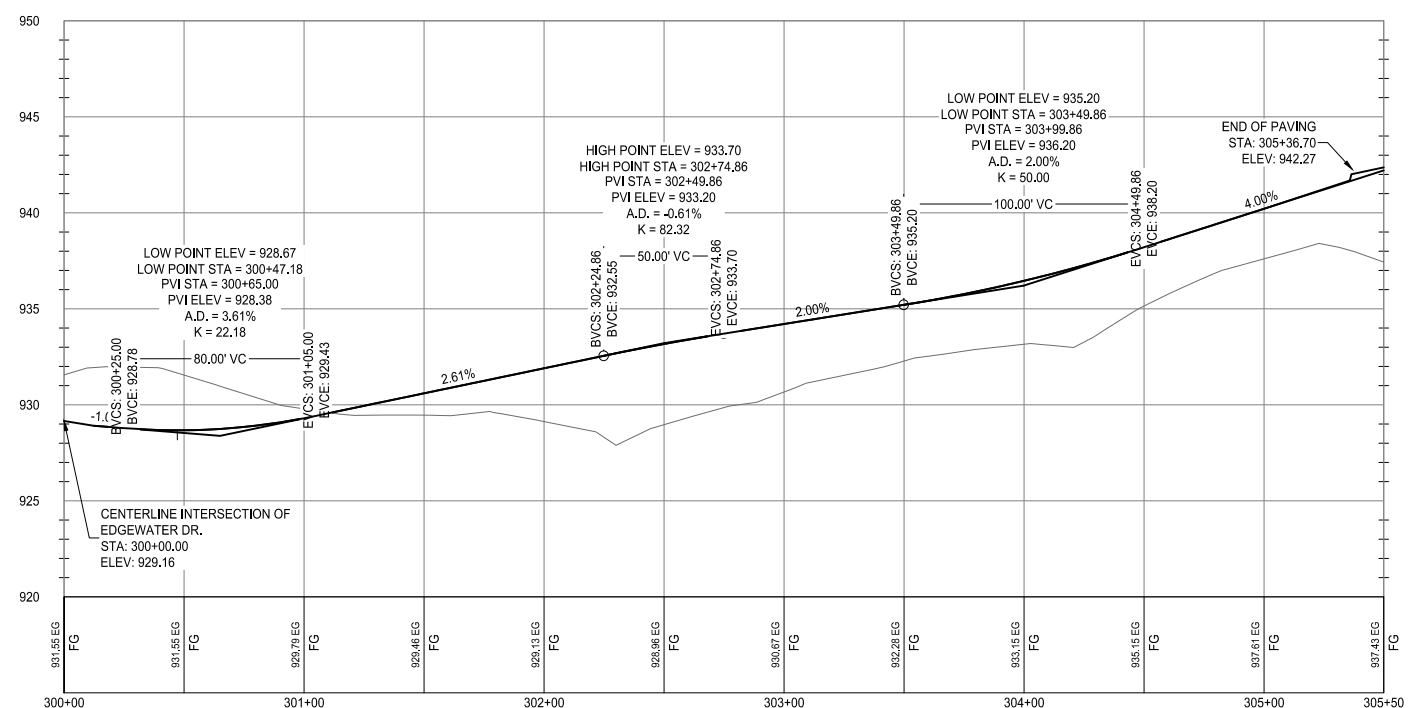
LAKEWOODS TOWNHOMES
SITE PLAN

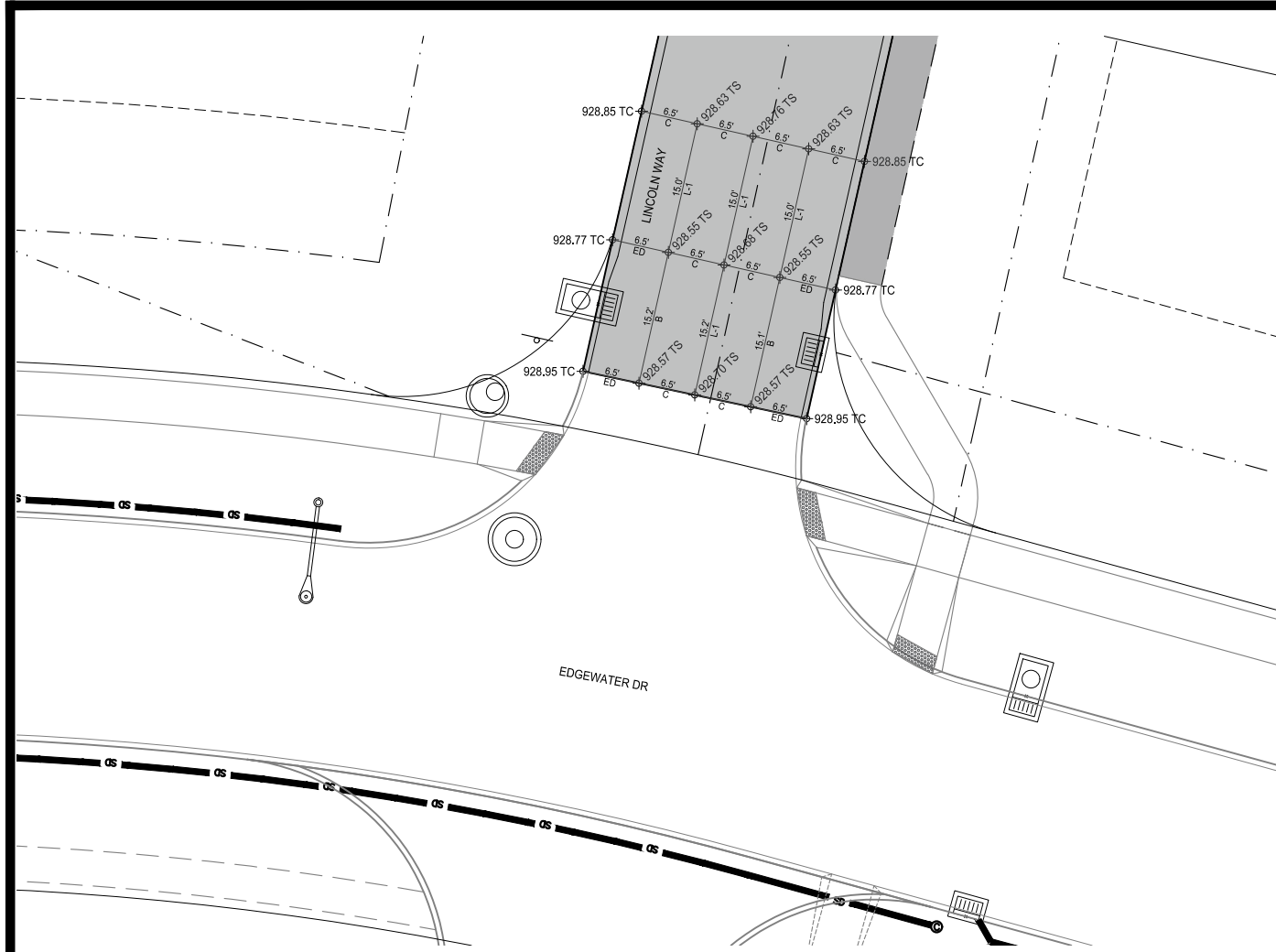
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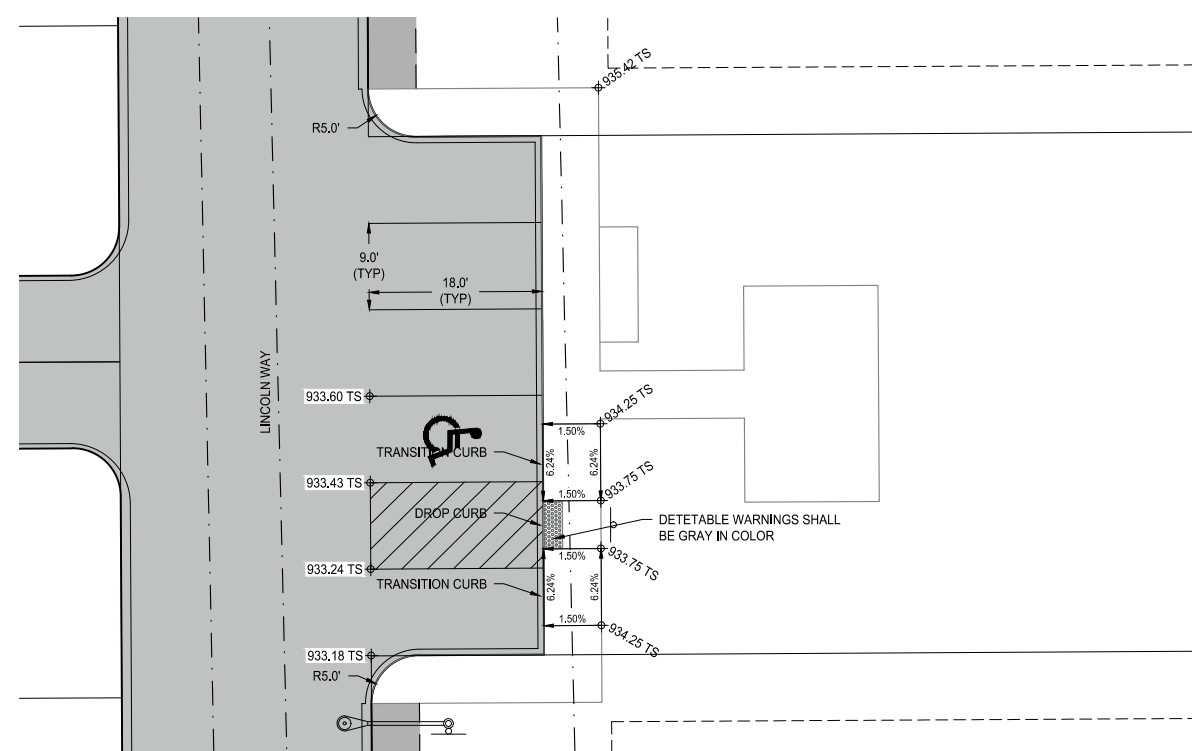
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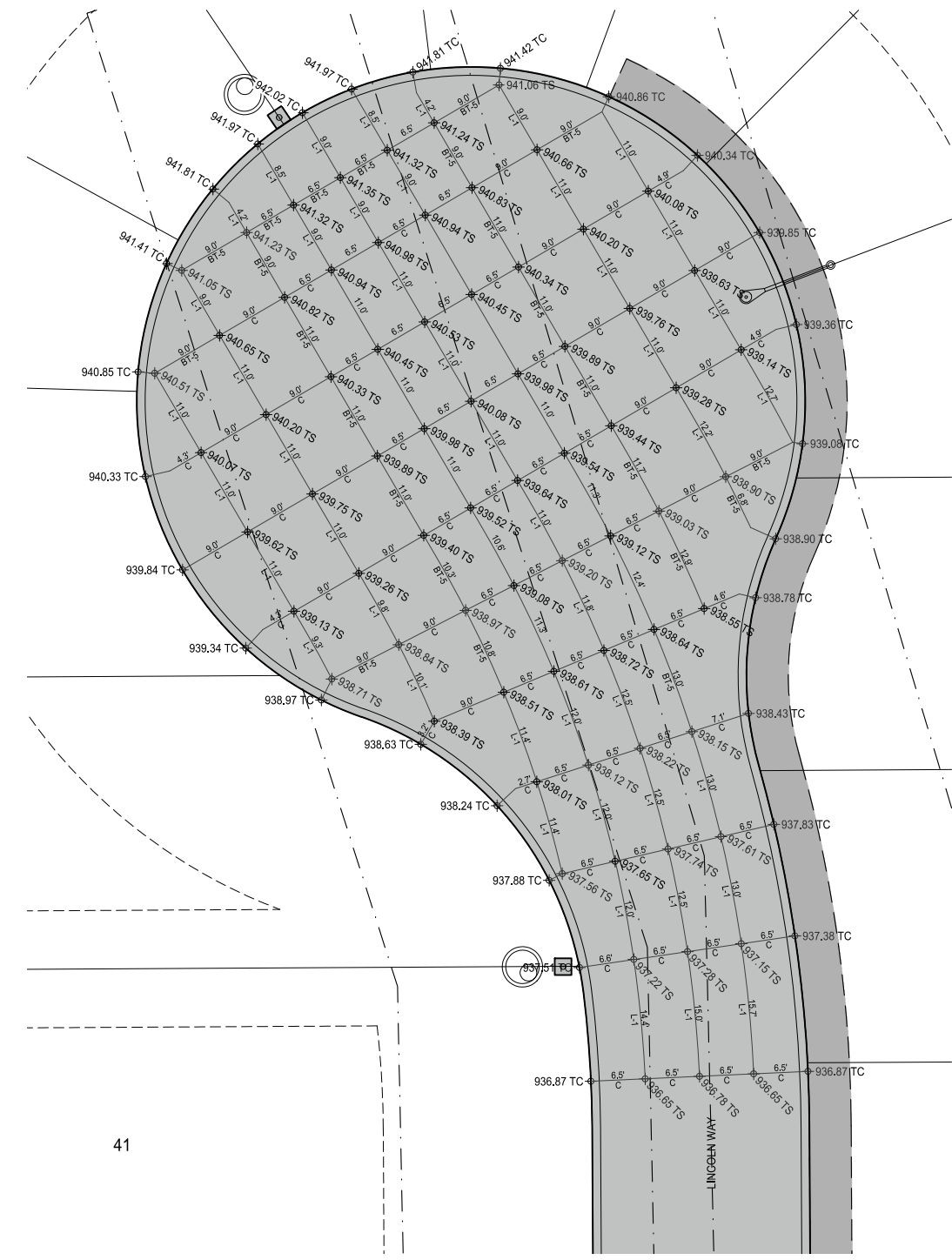




1 JOINT DETAIL - EDGEWATER DR AND LINCOLN WAY



2 PARKING DETAIL - GAZEBO PARKING AREA



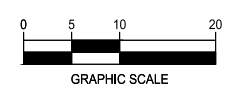
3 JOINT DETAIL - LINCOLN WAY CUL-DE-SAC

PRELIMINARY

JOINTING DETAILS



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GRAPHIC SCALE

**LAKEWOODS TOWNHOMES
SITE PLAN**

POLK CITY, IOWA
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SHEET NO.: 08 / 13

PLANT LEGEND (SEE FULL SCHEDULE ON LA-02)

TREES	
AW	Acer platanoides 'Warrenred'™ / Pacific Sunset Maple
AG	Amelanchier x grandiflora 'Autumn Brilliance' / 'Autumn Brilliance' Serviceberry
QB	Quercus bicolor / Swamp White Oak
SHRUBS	
BS	Buxus microphylla 'Sprinter' / Sprinter Boxwood
RG	Rhus aromatica 'Gro-Low' / Gro-Low Fragrant Sumac

GROUND COVERS	
	Fescue Sod / Heal-Tolerant Fescue Sod
	United Floodplain Mixture by United Seeds

NOTE - EACH EXTERNAL AC UNIT SHALL BE SCREENED FROM THE STREET WITH TWO (2) BS SHRUBS TO SCREEN THE MECHANICAL EQUIPMENT



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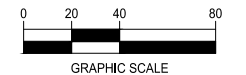
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LANDSCAPING PLAN



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GRAPHIC SCALE

LAKEWOODS TOWNHOMES
SITE PLAN

POLK CITY, IOWA
20216005-00
MARCH 2020

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LANDSCAPE PLAN NOTES:

- EXISTING UNDERGROUND (U/G), OVERHEAD (O.H.) UTILITIES AND DRAINAGE STRUCTURES HAVE BEEN PLOTTED FROM AVAILABLE INFORMATION AND THEREFORE, THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS THE RESPONSIBILITY OF THE INDIVIDUAL CONTRACTORS TO VERIFY EXISTENCE AND LOCATION OF ALL UTILITIES BEFORE STARTING ANY WORK.
- PRIOR TO COMMENCEMENT OF WORK, THE CONTRACTOR SHALL GIVE 72 HOURS ADVANCED NOTICE TO ALL THOSE COMPANIES/UTILITIES WHICH HAVE FACILITIES IN THE NEAR VICINITY OF THE CONSTRUCTION SITE.
- CONTRACTOR SHALL VERIFY ALL LANDSCAPE MATERIAL QUANTITIES AND SHALL REPORT ANY DISCREPANCIES IMMEDIATELY TO THE LANDSCAPE ARCHITECT.
- CONTRACTOR SHALL STAKE/LAYOUT PLANT LOCATIONS IN THE FIELD & HAVE APPROVAL BY LANDSCAPE ARCHITECT BEFORE PROCEEDING WITH INSTALLATION.
- NO SUBSTITUTIONS (INCL. CULTIVARS) SHALL BE ACCEPTED WITHOUT WRITTEN APPROVAL PER SPECIFICATIONS. PROPOSED PLANT SUBSTITUTIONS REQUIRE APPROVAL OF THE LANDSCAPE ARCHITECT, DES MOINES, IA & THE OWNER'S REPRESENTATIVE.
- ALL PLANT MATERIAL SHALL BE OF EXCELLENT QUALITY, FREE OF DISEASE & INFESTATION-TRUE TO TYPE, VARIETY, SIZE SPECIFIED, & FORM PER ANSA STANDARDS.
- ALL PROPOSED TREES AND SHRUBS SHALL BE LAID OUT IN A UNIFORM AND CONSISTENT PATTERN, FOLLOWING THE LANDSCAPE PLAN ACCURATELY. INSTALL ALL PLANTS PER PLANTING DETAILS.
- ALL TREES & MULCH BEDS (UNLESS ROCK MULCH) SHALL RECEIVE 3" MIN. OF SHREDDED DARK PREMIUM HARDWOOD MULCH, AS DETAILED, ADD PREEN OR SNAPSHOT TO BEDS BEFORE & AFTER MULCHING FROM MARCH 1 TO OCTOBER 1. IF WINTER INSTALLATION, RETURN NEXT SPRING & INSTALL PREEN/SNAPSHOT WITH NEW MULCH.
- TREE TIES SHALL BE DEWITT 20" STRAPS FOR TREE STAKING. USE 10 GAUGE ELECTRIC WIRE. TREES AND STAKES SHALL BE STRAIGHT, PLUMB AND TAUT. TREE STAKES TO BE REMOVED WINTER OF YEAR 2 AFTER INSTALLATION.
- CONTRACTOR SHALL THOROUGHLY WATER-IN EACH PLANT IMMEDIATELY FOLLOWING INSTALLATION AND CONTINUE WATERING UNTIL SUBSTANTIAL COMPLETION. CONTRACTOR REQUIRED TO COORDINATE WATERING WITH THE OWNER AFTER SUBSTANTIAL COMPLETION. PROVIDE HOURLY RATE TO WATER THE SITE, IF IRRIGATION NOT INSTALLED OR NOT WORKING.
- ALL AREAS OF THE SITE DISTURBED DURING CONSTRUCTION THAT ARE NOT DESIGNATED AS BEDS / PAVEMENT AREAS SHALL BE SODDED WITH 90% TURF-TYPE TALL FESCUE AND 10% BLUEGRASS MIX SOD (NATURE'S CARPET - L.C. BRIGGS TURF FARM. CAPEN BRIGGS 816.547.6214 OR EQUAL). AREAS TO THE EAST OF THE GREEN FACILITY AND ALONG THE TRAIL ONLY MAY BE SEEDED WITH A SIMILAR BLEND.
- ALL LANDSCAPED AND TURF AREAS SHALL BE IRRIGATED WITH AN AUTOMATED SYSTEM. THE CONTRACTOR SHALL PROVIDE A DESIGN TO COVER THE NEW LANDSCAPE AREAS WITH HEAD TO HEAD COVERAGE. ONLY RAINBIRD OR HUNTER IRRIGATION PARTS & EQUIPMENT ARE TO BE USED. DRIP IS PERMITTED. THE DESIGN SHALL PROVIDE ALL PIPES, HEADS, VALVES, CONTROLLER, WIRE, AND SLEEVES. SLEEVES SHALL BE INSTALLED BY THE GENERAL CONTRACTOR AND COORDINATED WITH THE LANDSCAPE / IRRIGATION CONTRACTOR. 4" PVC SLEEVES RECOMMENDED. PLACE SLEEVES AND MARK CLEARLY ABOVE GROUND FOR EASE OF FINDING. COORDINATE BACKFLOW, TAP & METER WITH THE GENERAL CONTRACTOR (GC) AND THE GC'S LICENSED PLUMBER. THE IRRIGATION DESIGN / SUBMITTALS SHALL BE SUBMITTED TO THE OWNER AND OWNER'S REPRESENTATIVE & LA FOR APPROVAL PRIOR TO ORDERING OR INSTALLING ANY MATERIALS FOR THE IRRIGATION SYSTEM. GC SHALL MAKE SURE THAT THE METER & BACKFLOW ARE COVERED IN THE BID. AS THE IRRIGATION CONTRACTOR IS LIKELY TO EXCLUDE THESE ITEMS FROM THE IRRIGATION BED. COORDINATE THESE ITEMS AND SLEEVES.
- CONTRACTOR SHALL BE RESPONSIBLE FOR CALCULATING ALL AREAS OF SOD, ROCK & MULCH AND THE AMOUNTS OF EACH NEEDED FOR OPTIMUM COVERAGE.
- NO TREES SHALL BE PLANTED OVER TOP OF ANY UTILITY LINES OR PIPES. CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS PRIOR TO PLANTING AND ANY MODIFICATIONS TO TREE LOCATIONS SHALL BE COORDINATED WITH THE LANDSCAPE ARCHITECT AND APPROVED BY THE CITY PRIOR TO PLANTING.
- ALL PLANT MATERIALS AND IRRIGATION SYSTEM SHALL BE GUARANTEED FOR 1 YEAR FROM DATE OF SUBSTANTIAL COMPLETION. PLANT MATERIALS WILL BE ONE TIME REPLACEMENT AND RECORDS KEPT BY THE LANDSCAPE CONTRACTOR FOR ALL REPLACEMENTS.
- THIS LANDSCAPE PLAN IS DESIGNED TO BE IN CONFORMANCE WITH THE CITY OF POLK CITY, IA CODE OF ORDINANCES. THE LANDSCAPE ARCHITECT WILL COORDINATE CLOSELY WITH THE CITY OF POLK CITY, IA TO MAKE SURE FINAL DEVELOPMENT AND PERMIT PLANS ARE IN CONFORMANCE WITH THIS CODE.

4 GENERAL LANDSCAPE NOTES

NTS

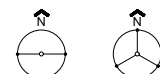
PLANT SCHEDULE

TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT	CAL
	AW	20	Acer platanoides 'Warrenred' TM / Pacific Sunset Maple	B & B	1.5"Cal
	AG	10	Amelanchier x grandiflora 'Autumn Brilliance' / 'Autumn Brilliance' Serviceberry	B & B	1.5"Cal
	QB	21	Quercus bicolor / Swamp White Oak	B & B	1.5"Cal
SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	CONT	
	BS	48	Buxus microphylla 'Sprinter' / Sprinter Boxwood	1 gal	
	RG	40	Rhus aromatica 'Gro-Low' / Gro-Low Fragrant Sumac	1 gal	
GROUND COVERS	CODE	QTY	BOTANICAL / COMMON NAME	CONT	
	FH	145,500 sf	Fescue Sod / Heal-Tolerant Fescue Sod	SF	
	FP	31,900 sf	United Floodplains Mixture	SF	

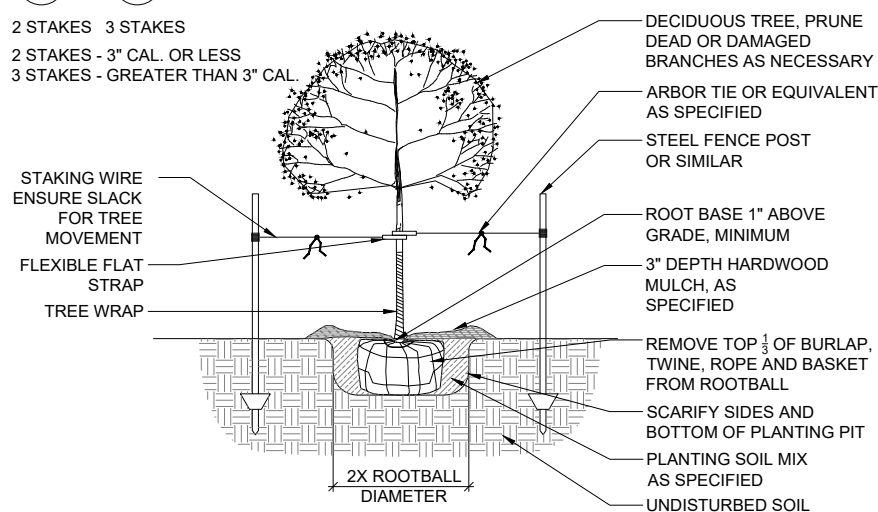
1 PLANT SCHEDULE

NTS

STAKING ORIENTATION



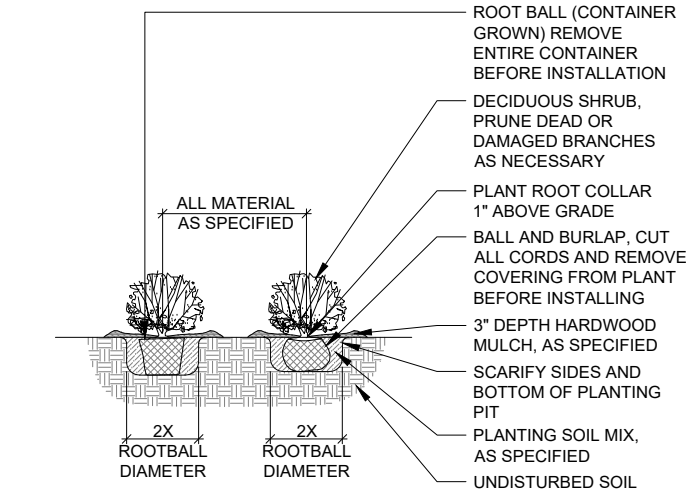
- 2 STAKES 3 STAKES
- 2 STAKES - 3" CAL. OR LESS
- 3 STAKES - GREATER THAN 3" CAL.



2 DECIDUOUS TREE PLANTING

1/2" = 1'-0"

329343.02-01



3 SHRUB AND PERENNIAL PLANTING

1/2" = 1'-0"

329333-04



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Clive, Iowa 50325
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fax 515-964-2370

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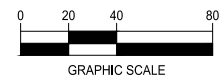
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PRELIMINARY

LANDSCAPING DETAILS



NORTH



LAKEWOODS TOWNHOMES SITE PLAN

POLK CITY, IOWA
20216005-00
MARCH 2020

REVISIONS
SEPTEMBER 11, 2020
OCTOBER 12, 2020
OCTOBER 19, 2020
...

ENGINEER: C. SMITH
DRAWN BY: C. SMITH
CHECKED BY: FIELD BOOK NO. 20216005-00

DRAWING NO. LA-02
SHEET NO. 10 / 13

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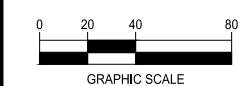
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PRELIMINARY

LIGHTING PLAN



NORTH



GRAPHIC SCALE

LAKEWOODS TOWNHOMES
SITE PLAN

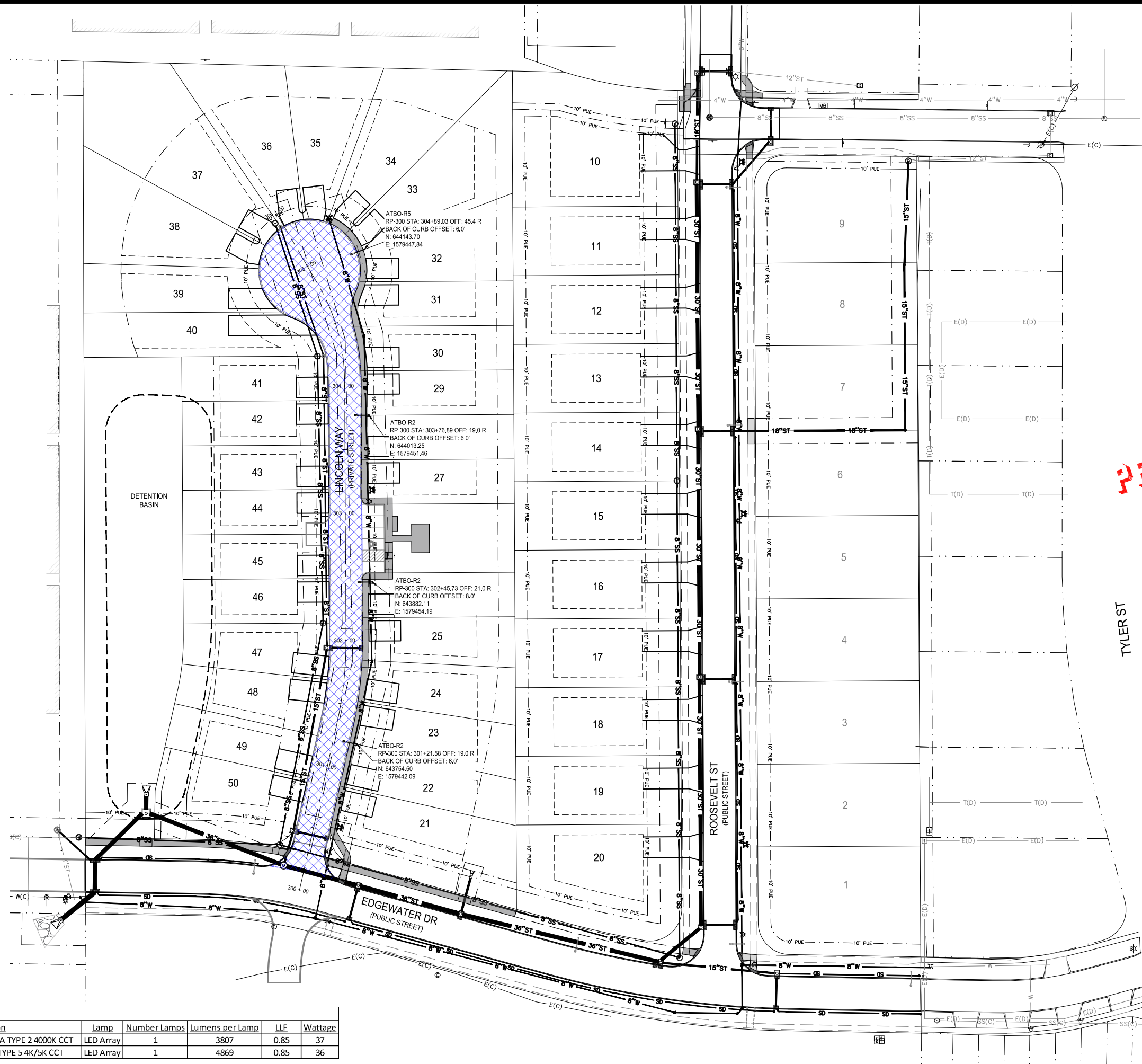
POLK CITY, IOWA
20216005-00
MARCH 2020

REVISIONS
SEPTEMBER 11, 2020
OCTOBER 12, 2020
OCTOBER 19, 2020

ENGINEER: C. SMITH
DRAWN BY: C. SMITH

CHECKED BY: ...
FIELD BOOK NO.: 20216005-00

DRAWING NO.: LI-01
SHEET NO.: 10 / 13



CALCULATION ZONE LEGEND

	LINCOLN WAY
--	-------------

- NOTES:**
- ALL LIGHT POLES SHALL BE AS FOLLOWS:
 - A) MIDAMERICAN CODE 21-1738 POLE w/6' MAST ARM.
 - B) 30.0' MOUNTING HEIGHT ABOVE FINISHED GRADE.
 - C) POLE AND MAST ARM SHALL BE GALVANIZED.
 - ALL LIGHTS SHALL BE LED FIXTURES.
 - TOTAL NUMBER OF LIGHTS PROPOSED = 4 LIGHTS
 - CALCULATION ZONES ARE REPRESENTED BY COLOR
 - LIGHT POLES TYPICALLY PLACED 4.0' - 8.0' FROM BACK OF CURB. ADJUST AS NECESSARY TO AVOID CONFLICTS WITH STORM SEWER.

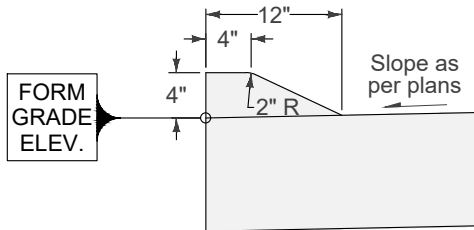
Statistics

Description	Avg	Min	Avg/Min
LINCOLN WAY	0.32 fc	.06 fc	5.3:1

Luminaire Schedule

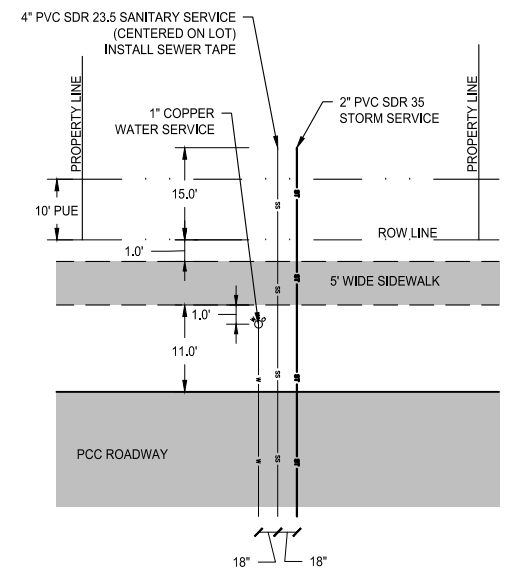
Qty.	Catalog Number	Description	Lamp	Number Lamps	Lumens per Lamp	LLF	Wattage
3	ATBO 20BLEDE53 XXXXX R2	ATBO SERIES 37W LED 525MA TYPE 2 4000K CCT	LED Array	1	3807	0.85	37
1	ATBO 20BLEDE53 XXXXX R5 4K/5K	ATBO SERIES LED 525MA TYPE 5 4K/5K CCT	LED Array	1	4869	0.85	36

N:\Projects\PEK 20216005\Drawings\Plan\SitePlan.dwg 10/19/2020 5:14 PM



4" SLOPED CURB

1 6" SLOPED CURB (SUDAS 7010.102)
NOT TO SCALE



2 TYPICAL UTILITY SERVICE LAYOUT
NOT TO SCALE

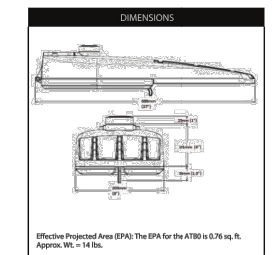
Autobahn Series ATB0
Roadway Lighting

ORDERING INFORMATION

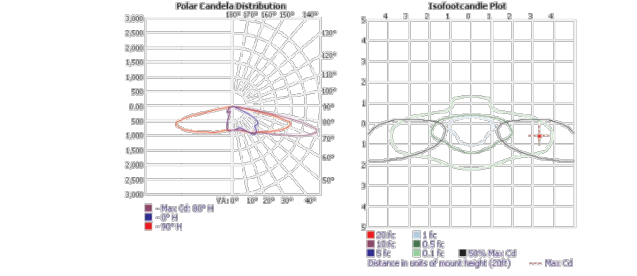
Example: ATB0 20BLEDE53 MVOLT R2

ATB0	20BLEDE53	MVOLT	R2
Series	Performance Packages	Voltage	Optics
ATB0 Autobahn LED Roadway, Small	20BLEDE53 20B Chips, 525mA Driver	MVOLT Multi-volt,120-277V	R2 Roadway Type II

BK / XL	RFD200704	RFD Description
MISC	RFD200704	100W HPS NEMA label, "1" decal mounted below NEMA label and Mark Carton: MEC Item ID 323-332791
BK Black		
XL Not CSA listed		



Performance Package	Drive Current	Input Watts	Optic	4000K CCT Delivered Lumens	4000K CCT Efficacy (LPW)
10B	1050mA	38	R2	3895	102.5



Note: Specifications subject to change without notice. Actual performance may differ as a result of end-user environment and application.

AEL American Electric Lighting
Acuity Brands Lighting, Inc.
3825 Columbus Rd. S.W., Granville, OH 43023
Phone: 800-537-5710 Fax: 740-587-6114
www.americanelectrictlighting.com

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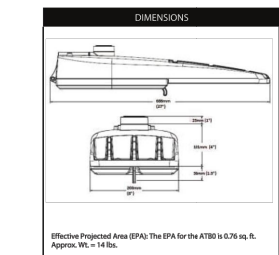
Autobahn Series ATB0
Roadway Lighting

ORDERING INFORMATION

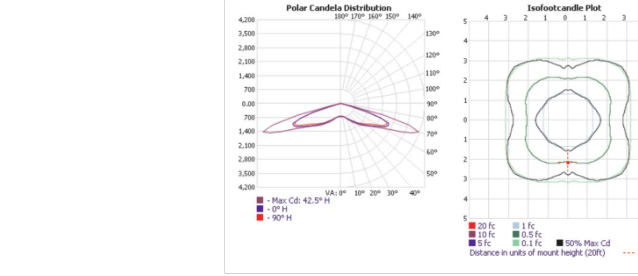
Example: ATB0 20BLEDE10 MVOLT R5

ATB0	20BLEDE10	MVOLT	R5
Series	Performance Packages	Voltage	Optics
ATB0 Autobahn LED Roadway, Small	20BLEDE10 20B Chips, 1050mA Driver	MVOLT Multi-volt,120-277V	R5 Roadway Type V

BK	RFD185114	RFD Description
Color	RFD185114	150W HPS NEMA label, "1" decal mounted below NEMA label and Mark Carton: MEC Item ID 323-332800
BK Black		



Performance Package	Drive Current	Input Watts	Optic	4000K CCT Delivered Lumens	4000K CCT Efficacy (LPW)
20B	1000	71	R5	8880	125



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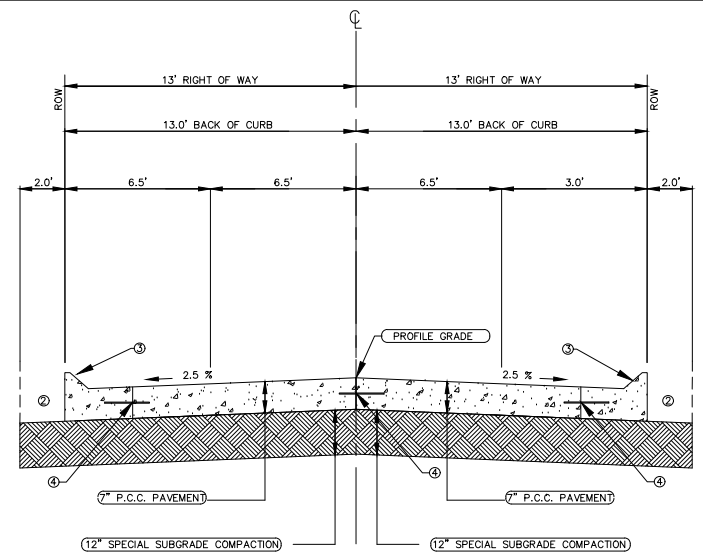
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PRELIMINARY

DETAILS

- ① CONTRACTOR RESPONSIBLE FOR SIDEWALK RAMP UP TO AND INCLUDING THE "COMMON SQUARE".
- ② EXCAVATE AND BACKFILL 2.0'.
- ③ 4" ROLLED CURB
- ④ L OR L-1 JOINT

NOTE:
1. NORMAL SECTIONS SHOWN MAY BE APPROPRIATELY MODIFIED FOR AREAS SPECIFICALLY DESIGNATED BY THE ENGINEER SUCH AS INTERSECTIONS. REFER TO OTHER DRAWINGS FOR DETAILS.



BI-ATTACHED - TYPICAL SECTION
26' BACK TO BACK PCC PAVEMENT
NO SCALE

LAKEWOODS TOWNHOMES
SITE PLAN

POLK CITY, IOWA
20216005-00
MARCH 2020

REVISIONS
SEPTEMBER 11, 2020
OCTOBER 12, 2020
OCTOBER 19, 2020

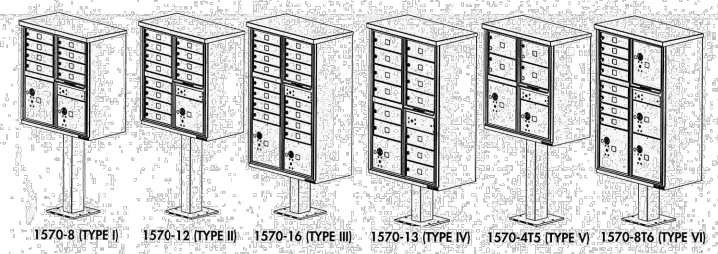
ENGINEER: C. SMITH
DRAWN BY: C. SMITH

CHECKED BY: FIELD BOOK NO. 20216005-00

DRAWING NO. DT-01
SHEET NO. 12 / 13

CBU PRODUCT INFORMATION
vital™ cluster box units - 1570 Series

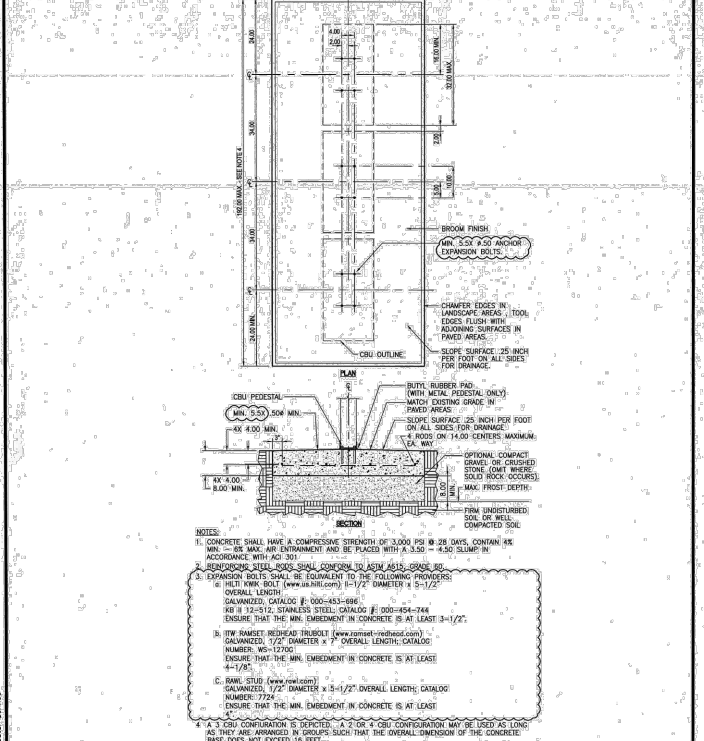
Florence vital™ cluster box units are an officially licenced product of the US Postal Service for centralized mail delivery.
License #1CDSEQ-08-B-0012



	TYPE I	TYPE II	TYPE III	TYPE IV	TYPE V	TYPE VI
INSTALLED HEIGHT	62"	62"	62"	62"	62"	62"
DEPTH	18"	18"	18"	18"	18"	18"
WIDTH	30-1/2"	30-1/2"	30-1/2"	30-1/2"	30-1/2"	30-1/2"
PEDESTAL HEIGHT	28-1/2"	28-1/2"	14-1/2"	14-1/2"	28-1/2"	14-1/2"
WEIGHT (WITHOUT PEDESTAL)*	107 LBS	111 LBS	147 LBS	107 LBS	112 LBS	148 LBS
WEIGHT (WITH PEDESTAL)*	125 LBS	129 LBS	162 LBS	152 LBS	130 LBS	163 LBS
QTY OF STANDARD COMPARTMENTS	8	12	16	13	4	8
STANDARD COMPARTMENT HEIGHT	3"	3"	3"	4-3/4"	6-1/2"	3"
QTY OF PARCEL COMPARTMENTS	2	1	2	1	2	4
PARCEL COMPARTMENT HEIGHT	10", 13"	10"	10", 13"	10"	10", 13"	10", 13"

* Weights do NOT include packaging - product only.
Note: For installation of Florence vogue™ decorative CBU accessories, please refer to manual located within the vogue™ product packaging.

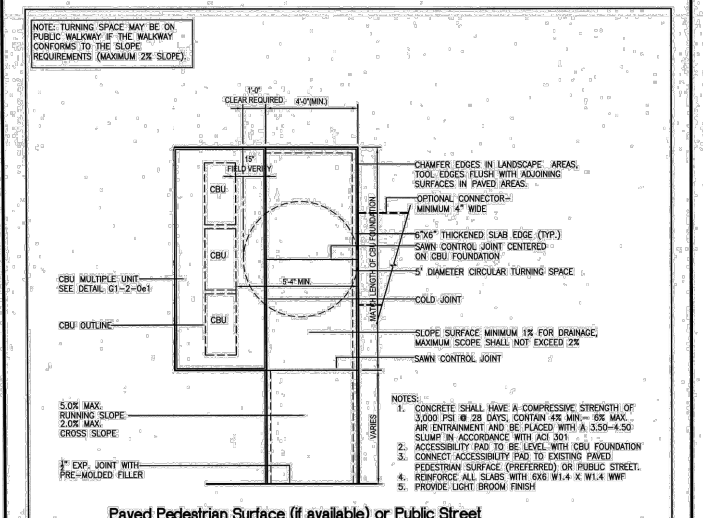
NOTES TO A/E



Detail: CLUSTER BOX UNIT (CBU) INSTALLATION - MULTIPLE UNIT
Scale: 1/2" = 1'-0"
USPS SDI Issue: 10/1/2016
Last Revised: 10/21/2016
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NOTES TO A/E

1. IF THE ACCESSIBLE ROUTE FROM THE CBU(S) CONNECTS WITH A STREET OR OTHER PAVED SURFACE AT A VERTICAL CURB, A CURB RAMP SHOULD BE INSTALLED IN ACCORDANCE WITH RE-4 REQUIREMENTS.



Detail: CLUSTER BOX UNIT (CBU) ACCESS MANUEVERING SPACE - MULTIPLE UNIT
Scale: 1/4" = 1'-0"
USPS SDI Issue: 10/1/2016
Last Revised: 7/14/2016
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PRELIMINARY

USPS
DETAILS

LAKEWOODS TOWNHOMES
SITE PLAN

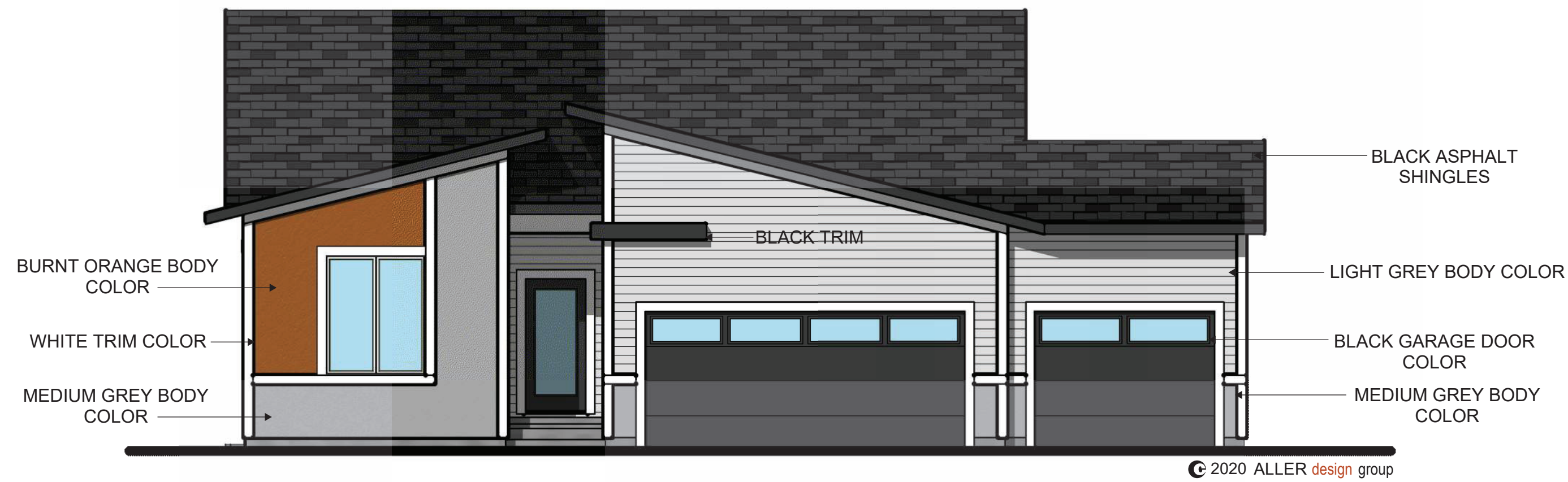
POLK CITY, IOWA
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OCTOBER 19, 2020
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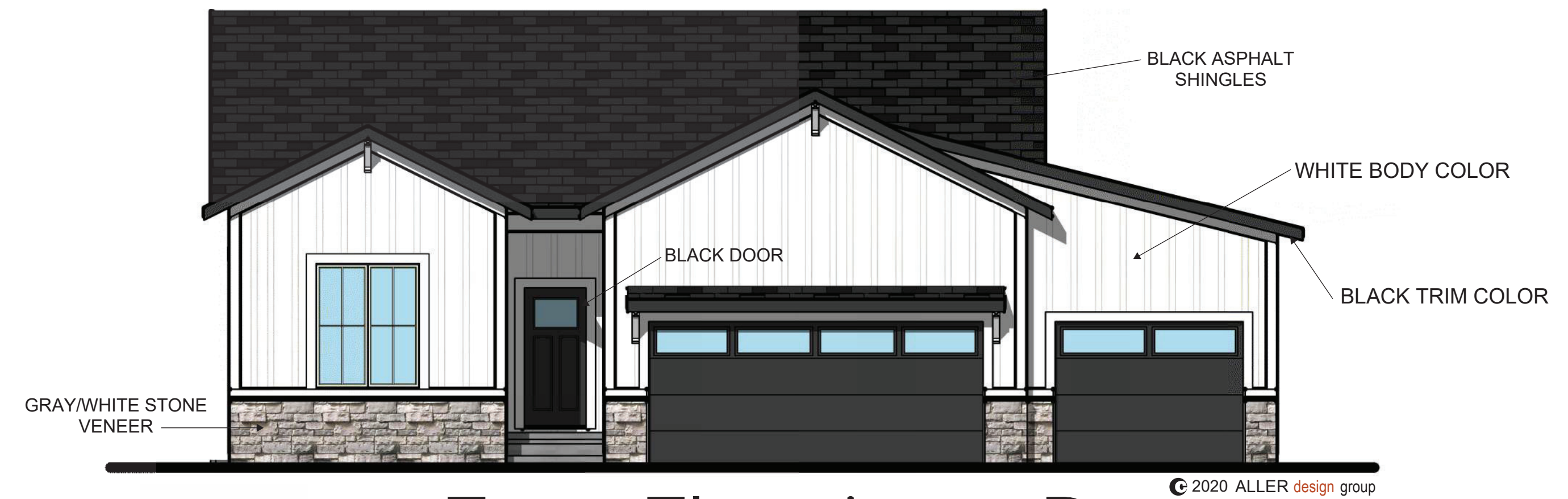
ENGINEER: C. SMITH
DRAWN BY: C. SMITH
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SHEET NO. 13 / 13

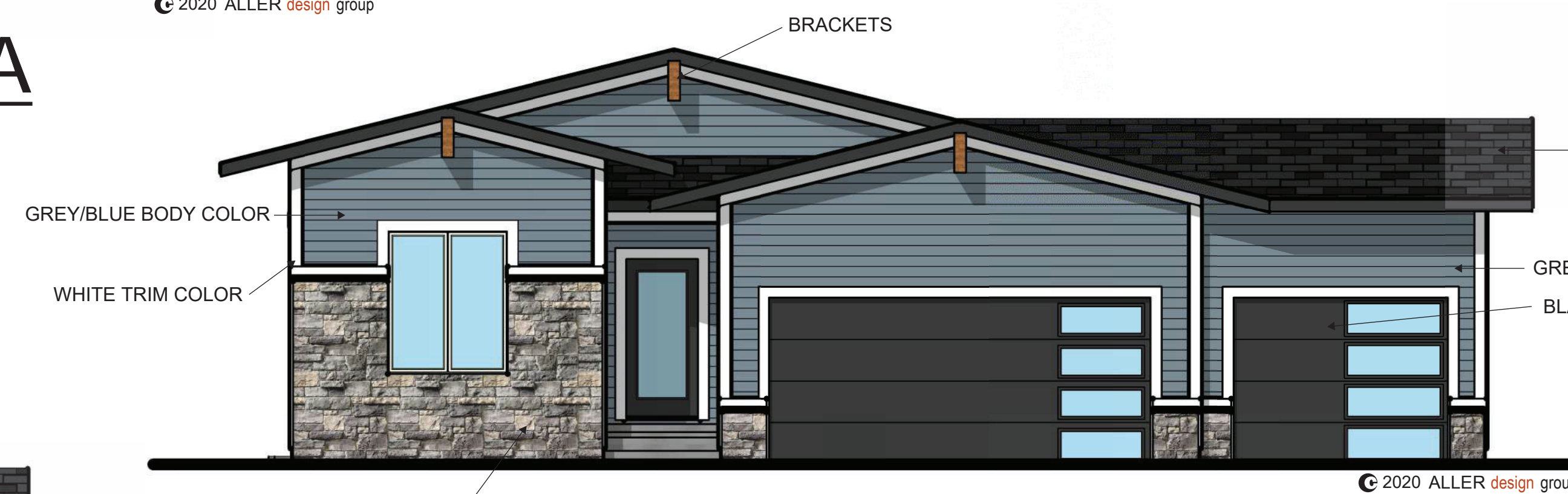
Lakewood Ranch Plans



Front Elevation - A
(3-car)



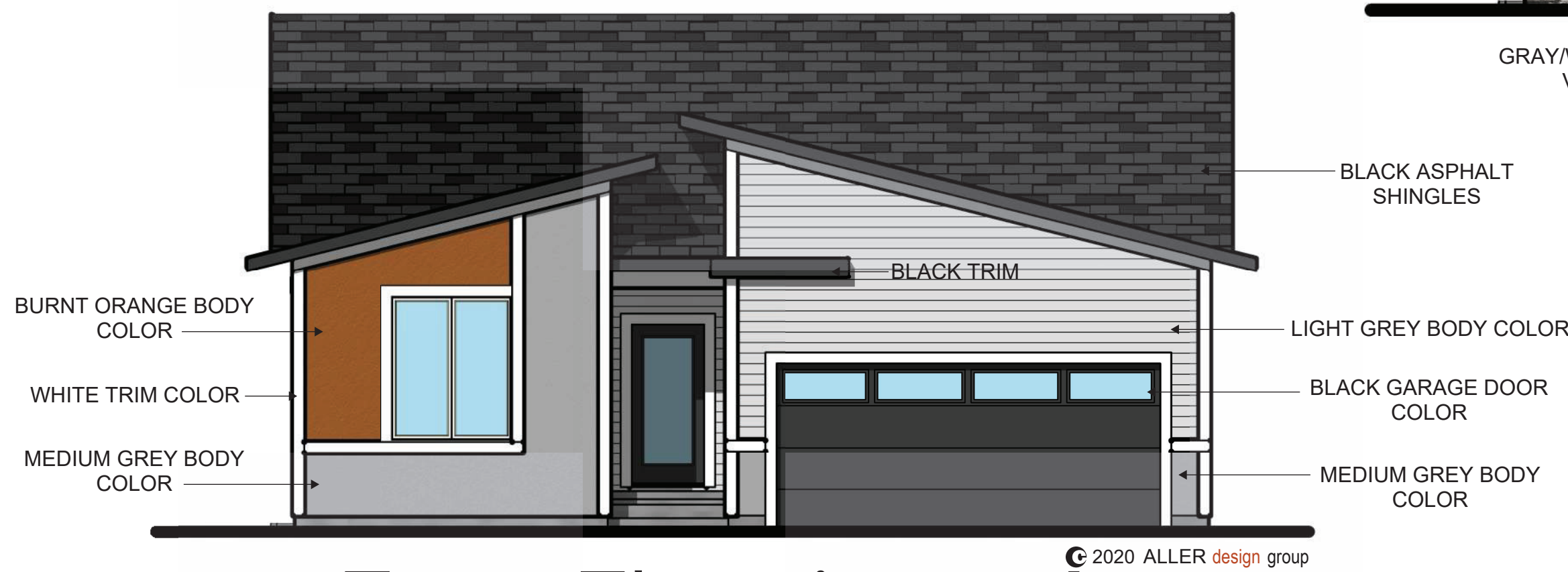
Front Elevation - B
(3-car)



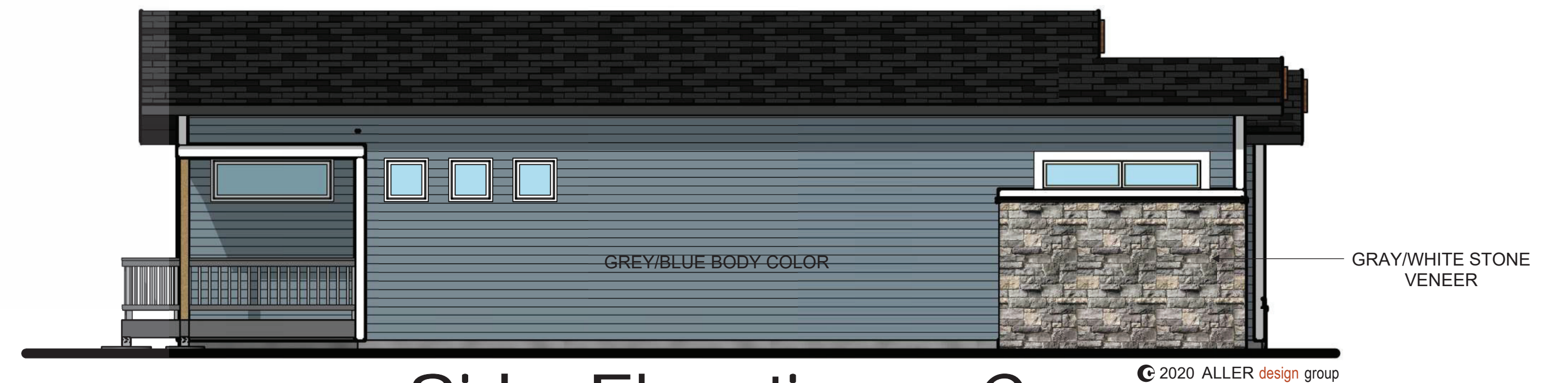
Front Elevation - C
(3-car)



Front Elevation - B
(2-car)



Front Elevation - A
(2-car)

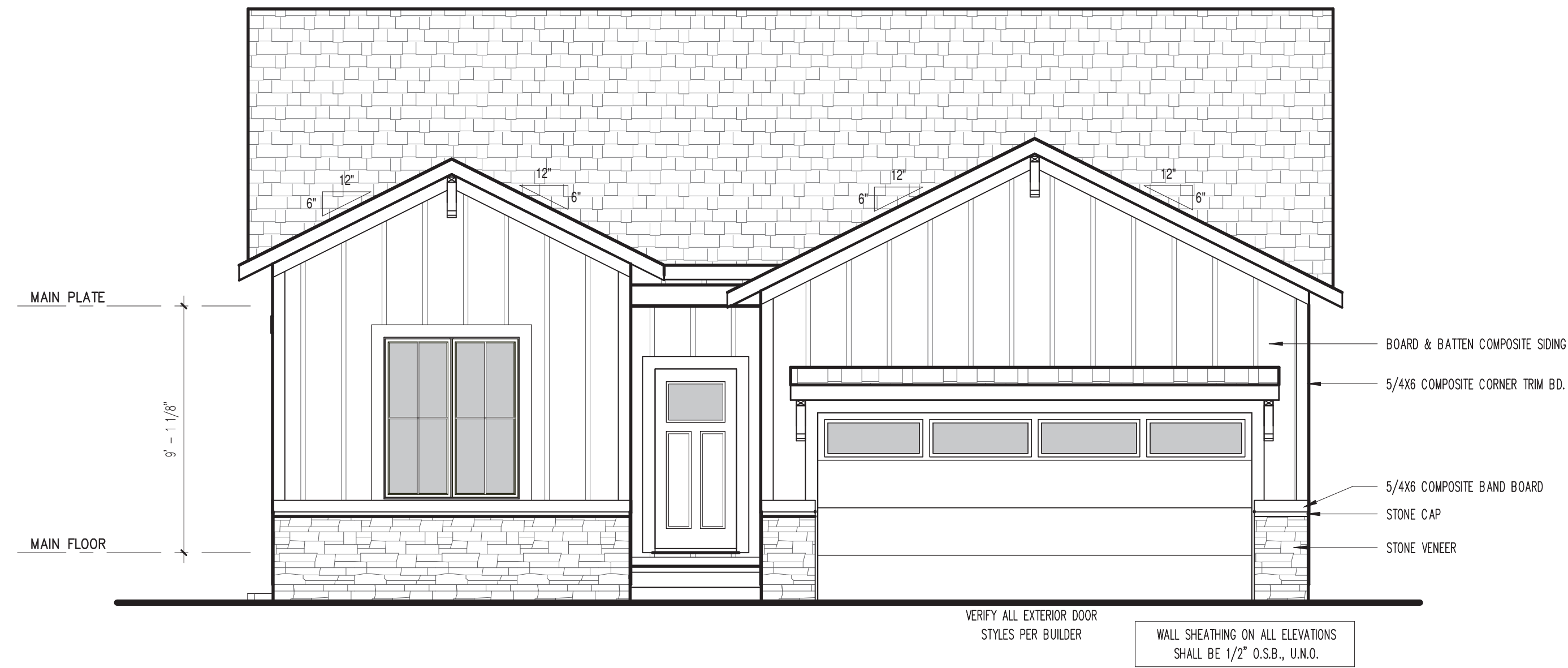


Side Elevation - C
(Street side Elevation)

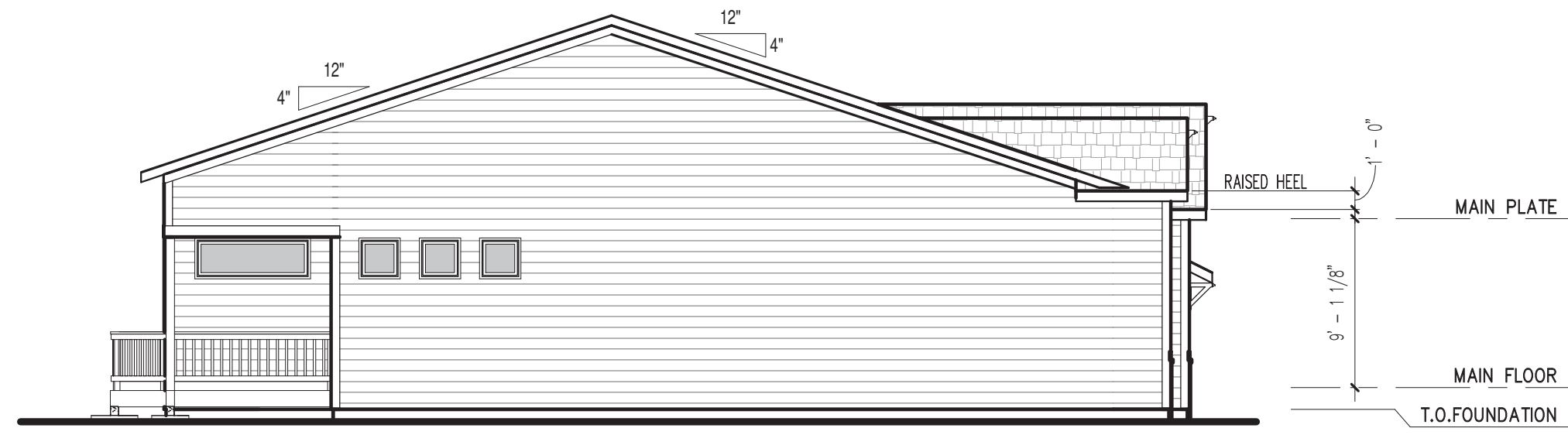


Front Elevation - C
(2-car)

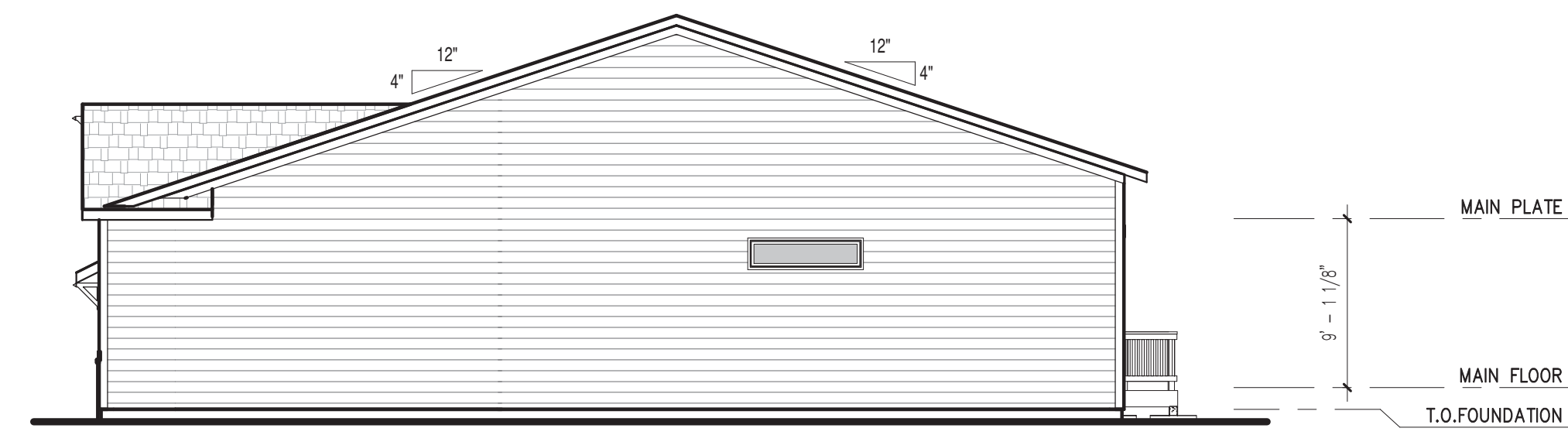
15% STONE OR EQUAL ON ALL FRONTS ELEVATIONS



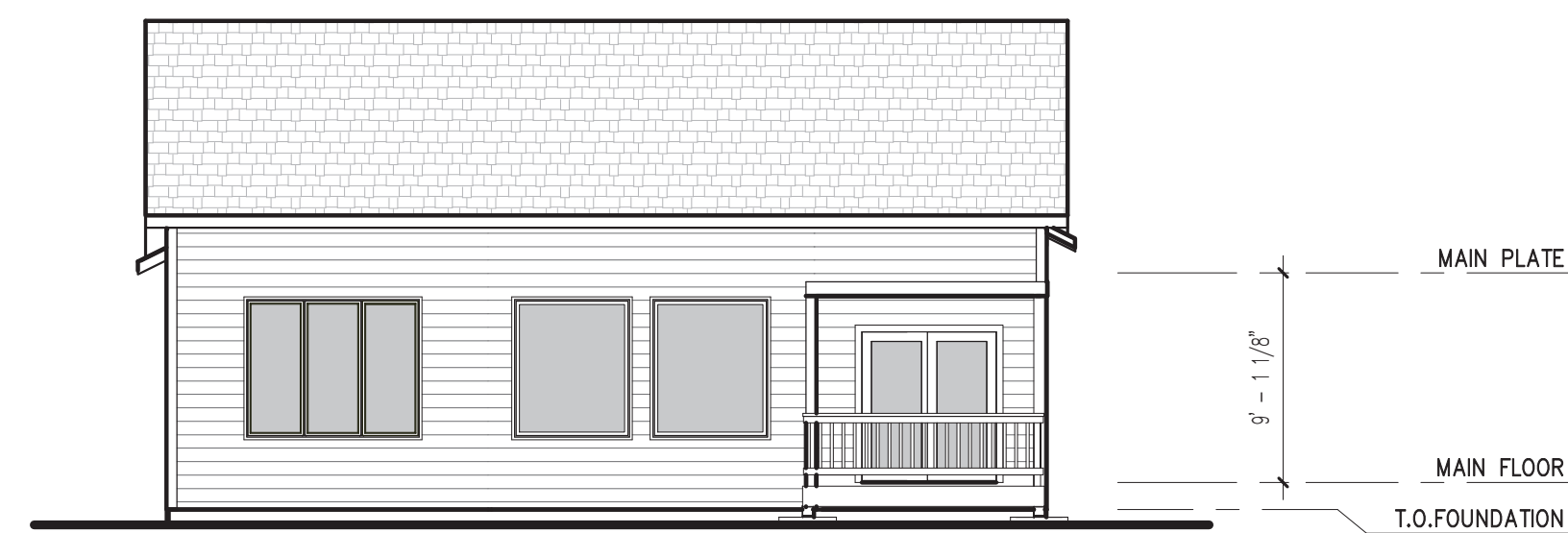
1 FRONT ELEVATION
1/4" = 1'-0"



2 LEFT ELEVATION
1/8" = 1'-0"



3 RIGHT ELEVATION
1/8" = 1'-0"



4 REAR ELEVATION
1/8" = 1'-0"

TYPICAL NOTES:

1. **TYPICAL CONSTRUCTION ASSEMBLIES:**
2. **ROOF CONSTRUCTION:**
COMPOSITION ROOF SHINGLES ON 30 # FEL (U.O.N.)
1/2" OSB ROOF SHEATHING ON ROOF FRAMING MEMBERS AS NOTED ON FLOOR PLANS.
- CEILING:**
FRAMING 16" D.C. : 1/2" GYPSUM WALL BOARD
FRAMING 24" D.C. : 5/8" GYPSUM WALL BOARD
3. **EXTERIOR SIDING WALL CONSTRUCTION:**
SIDING (AS NOTED ON ELEVATIONS) ON HOUSE WRAP ON EXTERIOR WALL SHEATHING AS NOTED BELOW:
1/2" OSB SHEATHING ON ALL ELEVATIONS
INTERIOR: 1/2" GYPSUM WALL BOARD
4. **EXTERIOR MASONRY WALL CONSTRUCTION:**
STONE VENEER w/ HOUSE WRAP ON 1/2" PLYWOOD WALL SHEATHING
INTERIOR: 1/2" GYPSUM WALL BOARD
5. **BASEMENT AND GARAGE FLOOR CONSTRUCTION:**
4" CONCRETE SLAB (MINIMUM) ON COMPACTED STRUCTURAL FILL
6. **FRAME FLOOR CONSTRUCTION:**
FINISH FLOOR (AS NOTED ON FLOOR PLANS) ON 3/4" 1/6" FLOOR SHEATHING ON 11 3/8" JOIST, U.O.N. (SPACING AS NOTED ON FLOOR PLANS) MAIN FLOOR
CEILING: 5/8" GYPSUM WALL BOARD
FRAMING 24" D.C. : 5/8" GYPSUM WALL BOARD
FRAMING 16" D.C. : 1/2" GYPSUM WALL BOARD
7. **WINDOWS:**
ROUGH OPENING OF WINDOWS TO BE NOTED IN FT./IN. ON FLOOR PLANS, U.O.N. (BUILDER TO DETERMINE R.O. SIZES FROM MANUFACTURE)
8. **CASEMENT WINDOWS:**
WINDOW HINGE NOTED ON EXTERIOR ELEVATION.
NOTED ON PLANS AS CSMT
9. **SLIDING WINDOWS:**
NOTED ON PLANS AS SL
10. **SINGLE HUNG WINDOWS:**
NOTED ON PLANS AS SH
11. **DOUBLE HUNG WINDOWS:**
NOTED ON PLANS AS DH
12. **DOORS:**
DOOR SIZES NOTED ON FLOOR PLANS IN FT./IN.
TYPICAL HEAD HEIGHT FOR DOORS TO BE 6'-11" (U.O.N.)
13. **WOOD JAMBS AND CASING:**
HINGED DOOR ROUGH OPENING TO BE MIN. 2" WIDER THEN DOOR SIZE NOTED ON PLANS.
BI-FOLD DOOR ROUGH OPENING TO BE MIN. 2 1/4" WIDER THAN DOOR SIZE NOTED ON PLANS.
BI-PASS DOOR ROUGH OPENING TO BE 1" WIDER THAN DOOR SIZE NOTED ON PLANS.
14. **GYPSUM WALL BOARD OPENINGS:**
ROUGH OPENING FOR BI-PASS DOORS TO BE SAME AS DOOR SIZE NOTED ON PLANS.
ROUGH OPENING FOR BI-FOLD DOORS TO BE 1 1/4" WIDER THAN DOOR SIZE NOTED ON PLANS.

ESTIMATED AREA - MATERIAL			
MATERIAL TYPE	MATERIAL SF	MATERIAL %	MATERIAL ELEVATION
Lap Siding - 8"	2340 SF	100.0%	
18" Board & Batten	310 SF	84.4%	Front
Stone Veneer	57 SF	15.6%	Front

ALL EXTERIOR FRAME DIMENSIONS INCLUDES 1/2" THICK WALL SHEATHING

ADJUST PLACEMENT OF FRAMING MEMBERS AS REQUIRED TO PROVIDE REQUIRED CLEARANCE FOR PLUMBING AND MECHANICAL SYSTEM

HOLD ALL DOORS AND WINDOWS ROUGH OPENINGS 5" (MIN.) FROM INTERSECTING WALLS TO ALLOW FOR TRIM

ALL STRUCTURE AND BEAMS TO BE SIZED BY TRUSS MANUFACTURER OR OTHERS

THE OWNER AND/OR CONTRACTOR OF THIS PLANS RELEASES ALLER DESIGN GROUP LLC, IT'S OFFICERS, OWNERS AND EMPLOYEES FROM ANY CLAIMS OR LAWSUITS AGAINST THAT MAY ARISE DURING THE CONSTRUCTION OF THIS STRUCTURE OR ANY THEREAFTER. ADDITIONALLY, ALLER DESIGN GROUP LLC, IT'S OFFICERS, OWNER AND EMPLOYEES DO NOT ACCEPT AND LIABILITY FOR THE ACCURACY OR OVERALL INTEGRITY OF THESE DOCUMENTS. THEREFORE THE OWNER AND/OR CONTRACTOR MUST CAREFULLY INSPECT ALL DIMENSIONS, STRUCTURE AND DETAILS IN THESE DOCUMENTS PRIOR TO CONSTRUCTION AND ASSUMES RESPONSIBILITY FOR THE SAME.

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RANCH - FARMHOUSE
2 CAR STANDARD

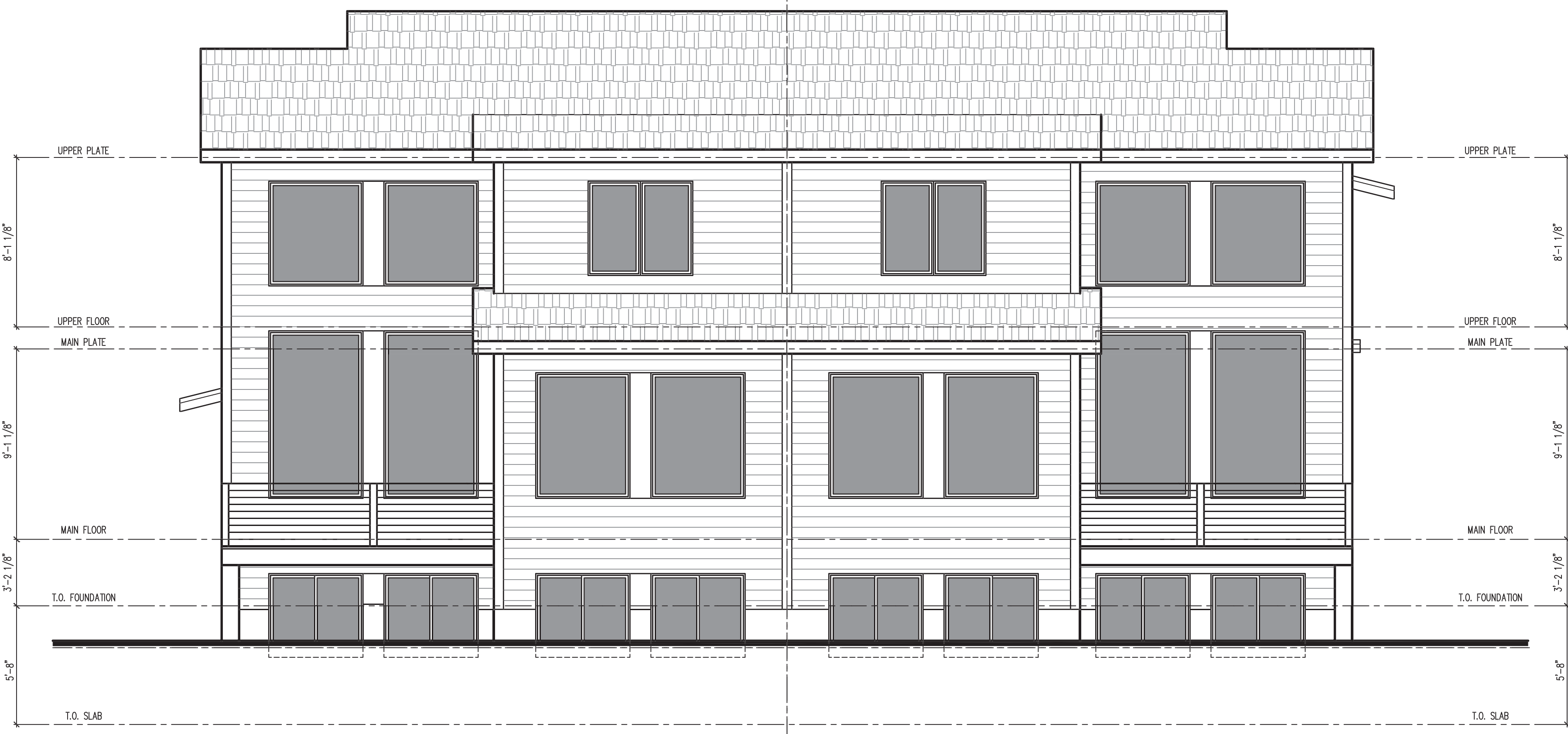
BUILDER:
DRAKE HOMES

JOB NO.: 34200218
ISSUE DATE: 09-03-20
DRAWN: DKF
CHECKED: Checker

Revisions

EXTERIOR ELEVATIONS

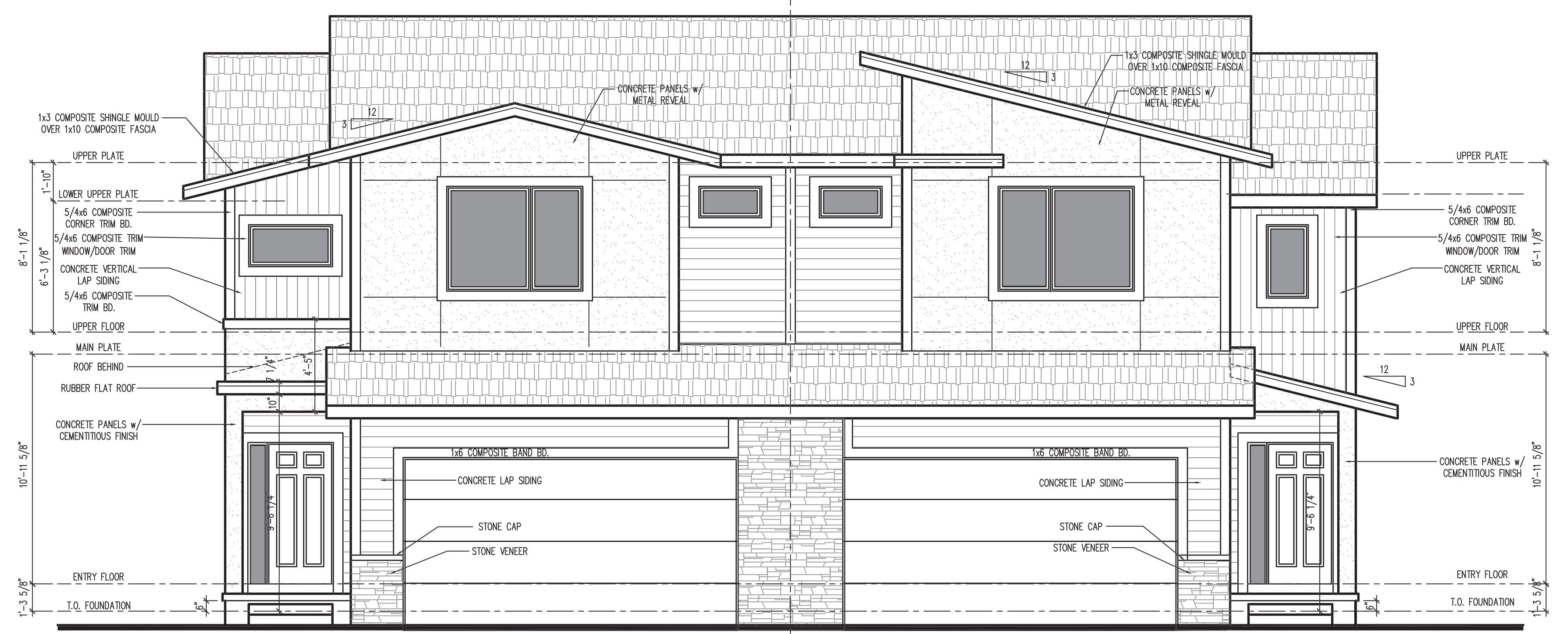
A4.1



UNIT A-REV. UNIT A

REAR ELEVATION

SCALE: 1/4"=1'-0"



UNIT A UNIT A-REV.

FRONT ELEVATION

SCALE: 1/4"=1'-0"

SIDING TOTAL	356.50 SF
STONE/STUCCO TYPE PANELS	232.00
TOTAL PERCENTAGE	71% STONE TYPE

WALL SHEATHING ON ALL ELEVATIONS SHALL BE 1/2" O.S.B., U.N.O.

SIDING TOTAL	331.50 SF
STONE/STUCCO TYPE PANELS	228.00
TOTAL PERCENTAGE	68% STONE TYPE

TYPICAL NOTES:
 2015 INTERNATIONAL RESIDENTIAL CODE:
 1. TYPICAL CONSTRUCTION ASSEMBLIES
 A ROOF CONSTRUCTION:
 COMPOSITE ROOF SHINGLES ON #30 FELT ON 1/2" OSB ROOF SHEATHING.
 1" FIRE RESISTIVE PLYWOOD ROOF SHEATHING REQUIRED ON ROOF FRAMING MEMBERS AS NOTED ON ROOF PLANS.
 CEILING:
 FRAMED 16" O.C. = 1/2" GYPSUM BOARD
 FRAMED 24" O.C. = 5/8" GYPSUM BOARD OR 1/2" CEILING GYPSUM BOARD
 B EXTERIOR WALL CONSTRUCTION
 SIDING (AS NOTED ON ELEVATIONS) ON HOUSE WRAP OVER EXTERIOR WALL SHEATHING AS NOTED BELOW:
 7/16" OSB ON FRONT ELEVATION, U.N.O.
 RIGID FOAM SHEATHING ON SIDE AND REAR WALLS
 7/16" OSB ON FACE OF ALL GABLES
 7/16" OSB ON ALL INSIDE AND OUTSIDE CORNERS
 INTERIOR: 1/2" GYPSUM WALL BOARD OVER 4 MIL POLY. VAPOR BARRIER
 C EXTERIOR MASONRY:
 STONE VENEER OVER HOUSE WRAP ON 7/16" OSB
 BRICK VENEER W/ MASONRY TIES 16" O.C. HORIZONTAL & VERTICAL OVER HOUSE WRAP ON 7/16" OSB
 D COMMONWALL CONSTRUCTION:
 2- HOUR FIRE RESISTIVE ASSEMBLY:
 2- PARALLEL 1 HOUR RATED 2X4 WALLS FRAMED 16" O.C. AND SPACED 2" APART (FRAME DIMENSION) WITH 1 LAYER OF 5/8" TYPE "X" GYPSUM WALLBOARD ON EACH FACE OF EACH WALL. MAINTAIN SEPARATION FROM TOP OF FOUNDATION TO UNDERSIDE OF ROOF DECK. (SEE DETAIL SHEET D1)
 E COMMON GARAGE WALL CONSTRUCTION:
 2- HOUR FIRE RESISTIVE ASSEMBLY:
 2- PARALLEL 1 HOUR RATED 2X4 WALLS FRAMED 16" O.C. AND SPACED 2" APART (FRAME DIMENSION) WITH 1 LAYER OF 5/8" TYPE "X" GYPSUM WALLBOARD ON EACH FACE OF EACH WALL. MAINTAIN SEPARATION FROM TOP OF FOUNDATION TO UNDERSIDE OF ROOF DECK. (SEE DETAIL SHEET D1)
 F BASEMENT AND GARAGE FLOOR CONSTRUCTION:
 4" CONCRETE SLAB (MINIMUM) ON COMPACTED GRANULAR FILL.
 G FRAME FLOOR CONSTRUCTION:
 FINISH FLOORING (AS NOTED ON FLOOR PLANS) ON 3/4" FLOOR SHEATHING ON ENGINEERED FLOOR TRUSSES OR AS NOTED (SIZE AND SPACING AS NOTED ON FLOOR PLANS)
 MAIN FLOOR CEILING: 5/8" GYPSUM BOARD OR 1/2" CEILING GYPSUM BOARD
 FRAMED 24" O.C.: 5/8" GYPSUM BOARD OR 1/2" CEILING GYPSUM BOARD
 FRAMED 16" O.C.: 1/2" GYPSUM BOARD

2. WINDOWS
 ROUGH OPENING OF WINDOWS TO BE NOTED IN FT./IN. ON FLOOR PLANS, U.N.O.
 TYPICAL HEAD HEIGHTS FOR WINDOWS TO BE 6'-11 1/2", U.N.O.
 A CASEMENT WINDOWS
 WINDOW HINGE NOTED ON EXTERIOR ELEVATIONS
 B SLIDING WINDOWS
 NOTED ON PLANS AS SL
 C SINGLE HUNG WINDOWS
 NOTED ON PLANS AS SH
 D DOUBLE HUNG WINDOWS
 NOTED ON PLANS AS DH

3. DOORS
 DOOR SIZES NOTED ON FLOOR PLANS IN FT./IN ON FLOOR PLANS, U.N.O.
 TYPICAL HEAD HEIGHT FOR DOORS TO BE 6'-11"
 A WOOD LAMBS AND CASING
 ROUGH OPENING FOR HINGED DOORS TO BE 2" WIDER THAN DOOR SIZES NOTED ON PLAN, BI-FOLD DOORS TO BE 2-1/4" WIDER THAN DOOR SIZE NOTED ON PLANS.
 ROUGH OPENING FOR BI-PASS DOORS TO BE 1" WIDER THAN DOOR SIZE NOTED ON PLANS.
 B GYPSUM BOARD OPENINGS
 ROUGH OPENINGS FOR BI-PASS DOORS TO BE SAME AS DOOR SIZE NOTED ON PLANS.
 ROUGH OPENINGS FOR BI-FOLD DOORS TO BE 1-1/4" WIDER THAN DOOR SIZE NOTED ON PLAN.

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2 Plex (Split) - Cluster - A - Lot 50
 Address Required for Permit

Project No.: 34200118
 Date: 10.10.20
 Drawn By: TK/S
 Revisions:
 Sheet Title:
 CLUSTER
 EXTERIOR ELEVATIONS
 Sheet No.: C4.1

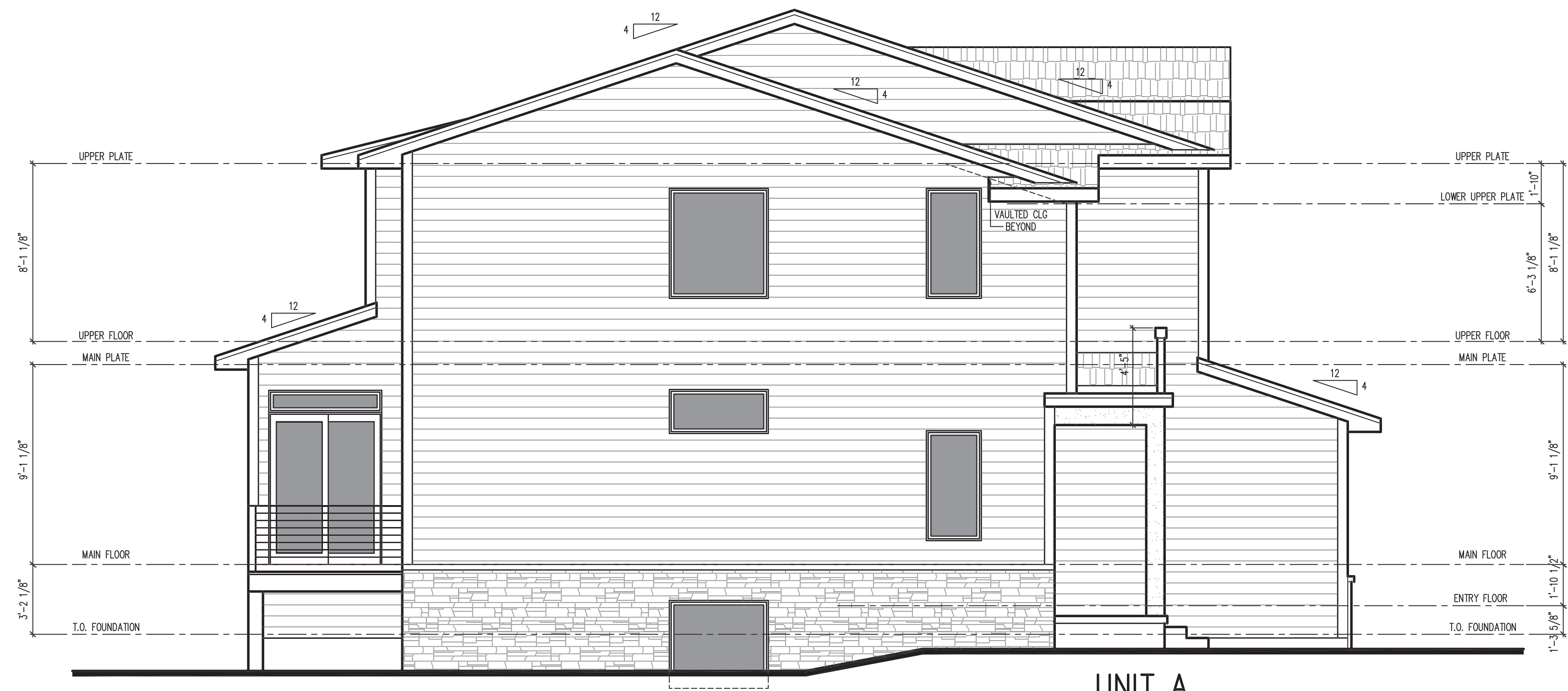
ALL STRUCTURE AND BEAMS TO BE SIZED BY TRUSS OR JOIST MANUFACTURER

- ALL EXTERIOR FRAME DIMENSIONS INCLUDE 1/2" THICK WALL SHEATHING
- ADJUST PLACEMENT OF FRAMING MEMBERS AS REQUIRED TO PROVIDE REQUIRED CLEARANCE FOR PLUMBING AND MECHANICAL SYSTEMS
- HOLD ALL DOOR AND WINDOW ROUGH OPENINGS 5" (MIN.) FROM INTERSECTING WALLS TO ALLOW FOR TRIM

TYPICAL NOTES:

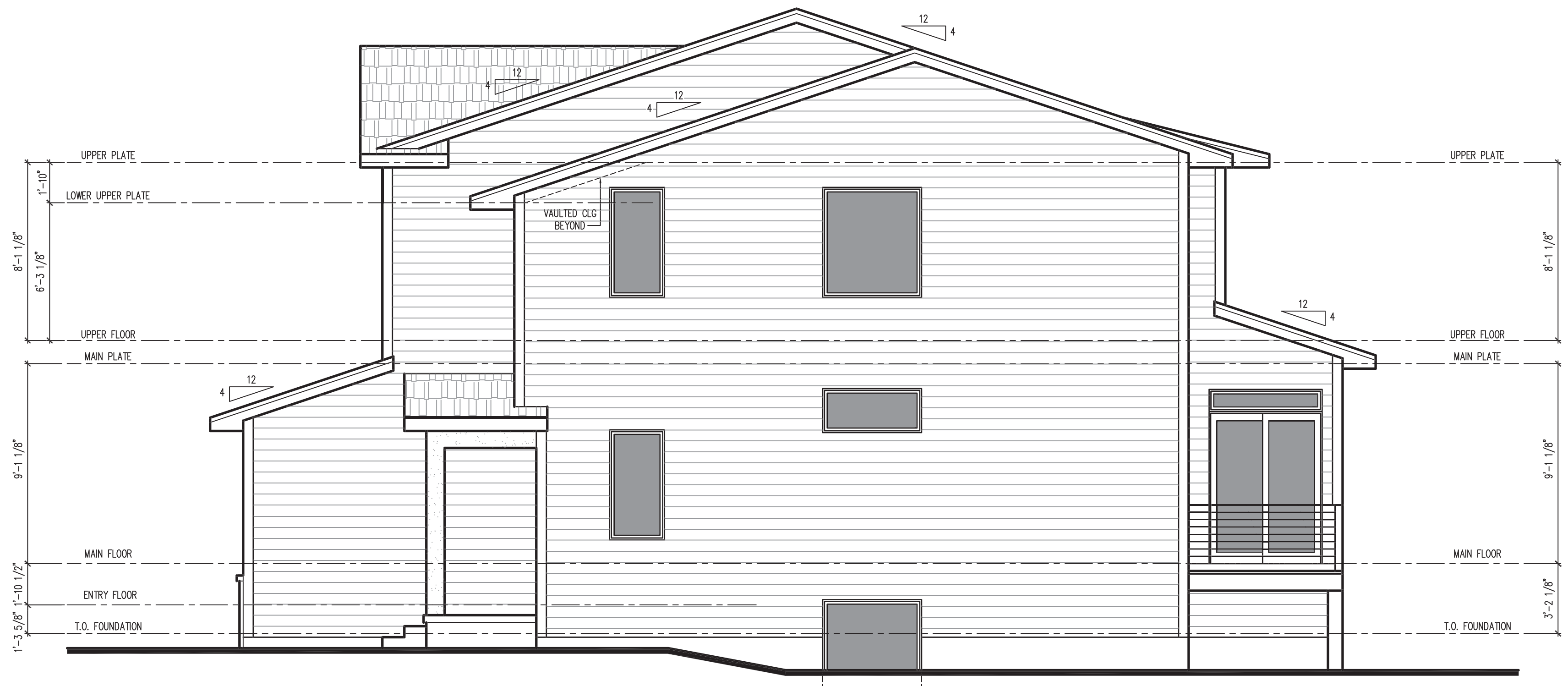
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 - FRAMED 24" O.C. = 5/8" GYPSUM BOARD OR 1/2" CEILING GYPSUM BOARD
 - B. EXTERIOR WALL CONSTRUCTION
 - SIDING (AS NOTED ON ELEVATIONS) ON HOUSE WRAP OVER EXTERIOR WALL SHEATHING AS NOTED BELOW:
 - 7/16" OSB ON FRONT ELEVATION, U.N.O.
 - RIGID FOAM SHEATHING ON SIDE AND REAR WALLS
 - 7/16" OSB ON FACE OF ALL GABLES
 - 7/16" OSB ON ALL INSIDE AND OUTSIDE CORNERS
 - INTERIOR: 1/2" GYPSUM WALL BOARD OVER 4 MIL POLY. VAPOR BARRIER
 - EXTERIOR MASONRY:
 - STONE VENEER OVER HOUSE WRAP ON 7/16" OSB BRICK VENEER W/ MASONRY TIES 16" O.C. HORIZONTAL & VERTICAL OVER HOUSE WRAP ON 7/16" OSB
 - C. COMMON WALL CONSTRUCTION
 - 2- HOUR FIRE RESISTIVE ASSEMBLY:
 - 2- PARALLEL 1 HOUR RATED 2X4 WALLS FRAMED 16" O.C. AND SPACED 2' APART (FRAME DIMENSION) WITH 1 LAYER OF 5/8" TYPE "X" GYPSUM WALLBOARD ON EACH FACE OF EACH WALL. MAINTAIN SEPARATION FROM TOP OF FOUNDATION TO UNDERSIDE OF ROOF DECK. (SEE DETAIL SHEET D1)
 - D. COMMON GARAGE WALL CONSTRUCTION
 - 2- HOUR FIRE RESISTIVE ASSEMBLY:
 - 2- PARALLEL 1 HOUR RATED 2X4 WALLS FRAMED 16" O.C. AND SPACED 2' APART (FRAME DIMENSION) WITH 1 LAYER OF 5/8" TYPE "X" GYPSUM WALLBOARD ON EACH FACE OF EACH WALL. MAINTAIN SEPARATION FROM TOP OF FOUNDATION TO UNDERSIDE OF ROOF DECK. (SEE DETAIL SHEET D1)
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 - 4" CONCRETE SLAB (MINIMUM) ON COMPACTED GRANULAR FILL.
 - F. FRAME FLOOR CONSTRUCTION
 - FINISH FLOORING (AS NOTED ON FLOOR PLANS) ON 3/4" FLOOR SHEATHING ON ENGINEERED FLOOR TRUSSES OR AS NOTED (SIZE AND SPACING AS NOTED ON FLOOR PLANS)
 - MAIN FLOOR CEILINGS: 5/8" GYPSUM BOARD OR 1/2" CEILING GYPSUM BOARD
 - FRAMED 24" O.C.: 5/8" GYPSUM BOARD OR 1/2" CEILING GYPSUM BOARD
 - FRAMED 16" O.C.: 1/2" GYPSUM BOARD
2. WINDOWS
 - ROUGH OPENING OF WINDOWS TO BE NOTED IN FT./IN. ON FLOOR PLANS, U.N.O.
 - TYPICAL HEAD HEIGHTS FOR WINDOWS TO BE 6'-11 1/2", U.N.O.
 - A. CASEMENT WINDOWS
 - WINDOW HIRE NOTED ON EXTERIOR ELEVATIONS
 - B. SLIDING WINDOWS
 - NOTED ON PLANS AS SL
 - C. SINGLE HUNG WINDOWS
 - NOTED ON PLANS AS SH
 - D. DOUBLE HUNG WINDOWS
 - NOTED ON PLANS AS DH
3. DOORS
 - DOOR SIZES NOTED ON FLOOR PLANS IN FT./IN ON FLOOR PLANS, U.N.O.
 - TYPICAL HEAD HEIGHT FOR DOORS TO BE 6'-11"
 - WOOD LAMES AND CASING
 - ROUGH OPENING FOR HINGED DOORS TO BE 2" WIDER THAN DOOR SIZES NOTED ON PLAN, BI-FOLD DOORS TO BE 2-1/4" WIDER THAN DOOR SIZE NOTED ON PLANS.
 - ROUGH OPENING FOR BI-PASS DOORS TO BE 1" WIDER THAN DOOR SIZE NOTED ON PLANS.
 - B. GYPSUM BOARD OPENINGS
 - ROUGH OPENINGS FOR BI-PASS DOORS TO BE SAME AS DOOR SIZE NOTED ON PLANS.
 - ROUGH OPENINGS FOR BI-FOLD DOORS TO BE 1-1/4" WIDER THAN DOOR SIZE NOTED ON PLAN.



SIDING TOTAL	667 SF
STONE/SILCOO TYPE PANELS	128.00
TOTAL PERCENTAGE	18% STONE TYPE

LEFT ELEVATION
SCALE: 1/4"=1'-0"



UNIT A-REV.

RIGHT ELEVATION
SCALE: 1/4"=1'-0"

- ALL EXTERIOR FRAME DIMENSIONS INCLUDE 1/2" THICK WALL SHEATHING
- ADJUST PLACEMENT OF FRAMING MEMBERS AS REQUIRED TO PROVIDE REQUIRED CLEARANCE FOR PLUMBING AND MECHANICAL SYSTEMS
- HOLD ALL DOOR AND WINDOW ROUGH OPENINGS 5" (MIN.) FROM INTERSECTING WALLS TO ALLOW FOR TRIM

ALL STRUCTURE AND BEAMS TO BE SIZED BY TRUSS OR JOIST MANUFACTURER

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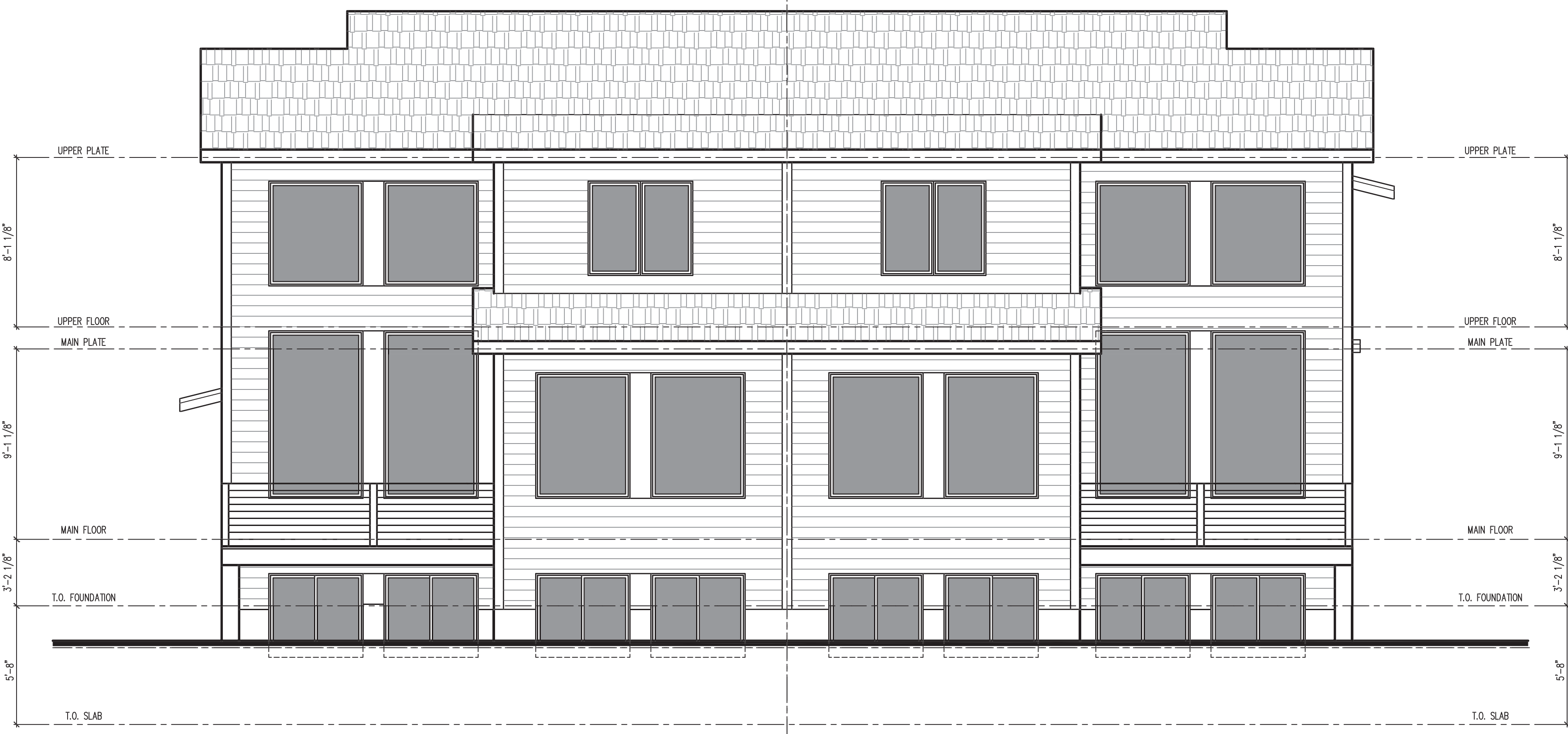
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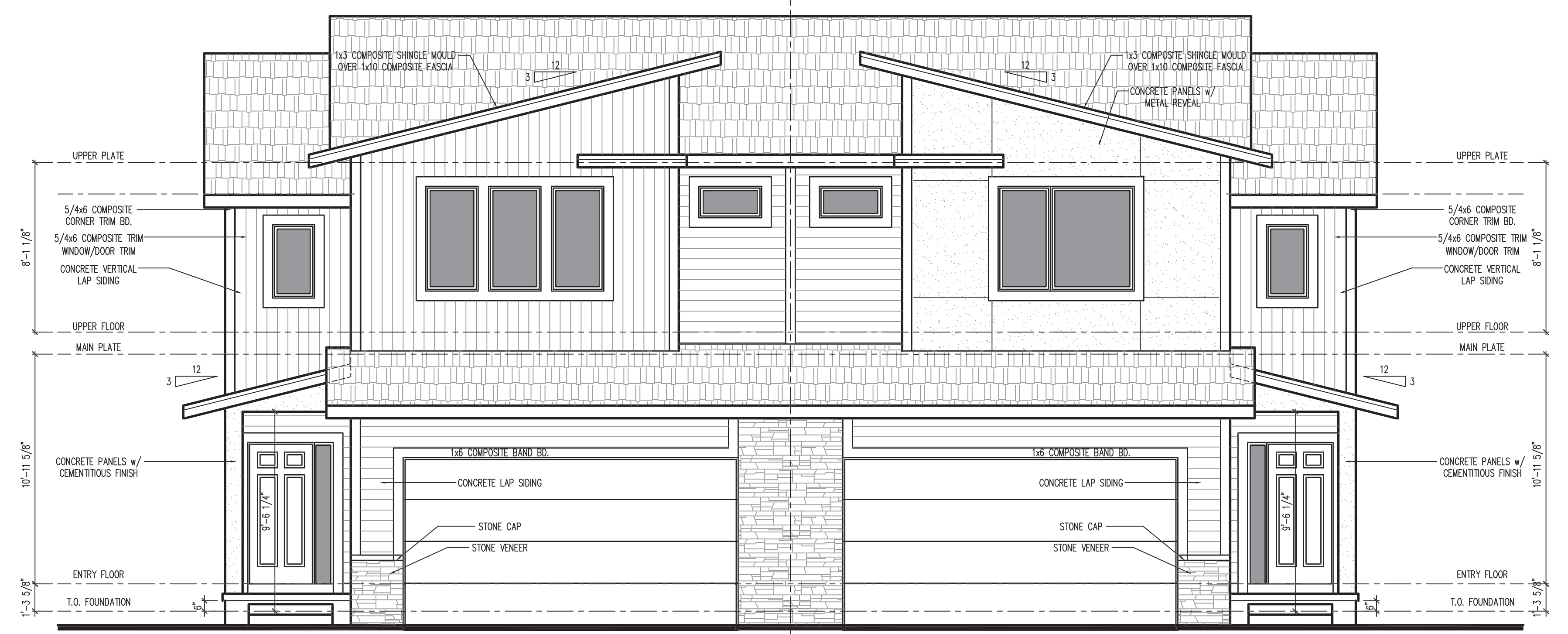
2 Plex (Split) - Cluster - A - Lot 50
Address Required for Permit

Project No.:	34200118
Date:	10.10.20
Drawn By:	TK/S
Revisions:	
Sheet Title:	CLUSTER EXTERIOR ELEVATIONS
Sheet No.:	C5.1



UNIT A-REV. UNIT A

REAR ELEVATION
SCALE: 1/4"=1'-0"



UNIT A UNIT A-REV.

FRONT ELEVATION
SCALE: 1/4"=1'-0"

SIDING TOTAL	327 SF
STONE/STUCCO TYPE PANELS	50.00
TOTAL PERCENTAGE	15% STONE TYPE

SIDING TOTAL	331.50 SF
STONE/STUCCO TYPE PANELS	228.00
TOTAL PERCENTAGE	68% STONE TYPE

TYPICAL NOTES:

2015 INTERNATIONAL RESIDENTIAL CODE:

- TYPICAL CONSTRUCTION ASSEMBLIES
 - ROOF CONSTRUCTION:
COMPOSITE ROOF SHINGLES ON #30 FELT ON 1/2" OSB ROOF SHEATHING.
1" FIRE RESISTIVE PLYWOOD ROOF SHEATHING REQUIRED ON ROOF FRAMING MEMBERS AS NOTED ON ROOF PLANS.
CEILING:
FRAMED 16" O.C. = 1/2" GYPSUM BOARD
FRAMED 24" O.C. = 5/8" GYPSUM BOARD OR 1/2" CEILING GYPSUM BOARD
 - EXTERIOR WALL CONSTRUCTION
SIDING (AS NOTED ON ELEVATIONS) ON HOUSE WRAP OVER EXTERIOR WALL SHEATHING AS NOTED BELOW:
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RIGID FOAM SHEATHING ON SIDE AND REAR WALLS
7/16" OSB ON FACE OF ALL GABLES
7/16" OSB ON ALL INSIDE AND OUTSIDE CORNERS
INTERIOR: 1/2" GYPSUM WALL BOARD OVER 4 MIL POLY. VAPOR BARRIER
 - EXTERIOR MASONRY:
STONE VENEER OVER HOUSE WRAP ON 7/16" OSB
BRICK VENEER W/ MASONRY TIES 16" O.C. HORIZONTAL & VERTICAL OVER HOUSE WRAP ON 7/16" OSB
 - COMMONWALL CONSTRUCTION:
2- HOUR FIRE RESISTIVE ASSEMBLY:
2- PARALLEL 1 HOUR RATED 2X4 WALLS FRAMED 16" O.C. AND SPACED 2' APART (FRAME DIMENSION) WITH 1 LAYER OF 5/8" TYPE "X" GYPSUM WALLBOARD ON EACH FACE OF EACH WALL. MAINTAIN SEPARATION FROM TOP OF FOUNDATION TO UNDERSIDE OF ROOF DECK. (SEE DETAIL SHEET D1)
 - COMMON GARAGE WALL CONSTRUCTION:
2- HOUR FIRE RESISTIVE ASSEMBLY:
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 - BASEMENT AND GARAGE FLOOR CONSTRUCTION:
4" CONCRETE SLAB (MINIMUM) ON COMPACTED GRANULAR FILL.
 - FRAME FLOOR CONSTRUCTION:
FINISH FLOORING (AS NOTED ON FLOOR PLANS) ON 3/4" FLOOR SHEATHING ON ENGINEERED FLOOR TRUSSES OR AS NOTED (SIZE AND SPACING AS NOTED ON FLOOR PLANS)
MAIN FLOOR CEILING: 5/8" GYPSUM BOARD OR 1/2" CEILING GYPSUM BOARD
FRAMED 24" O.C.: 5/8" GYPSUM BOARD OR 1/2" CEILING GYPSUM BOARD
FRAMED 16" O.C.: 1/2" GYPSUM BOARD
- WINDOWS
 - ROUGH OPENING OF WINDOWS TO BE NOTED IN FT./IN. ON FLOOR PLANS, U.N.O.
TYPICAL HEAD HEIGHTS FOR WINDOWS TO BE 6'-11 1/2", U.N.O.
 - CASEMENT WINDOWS
WINDOW HIRSE NOTED ON EXTERIOR ELEVATIONS
 - SLIDING WINDOWS
NOTED ON PLANS AS SL
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 - DOOR SIZES NOTED ON FLOOR PLANS IN FT./IN ON FLOOR PLANS, U.N.O.
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 - WOOD JAMBS AND CASING
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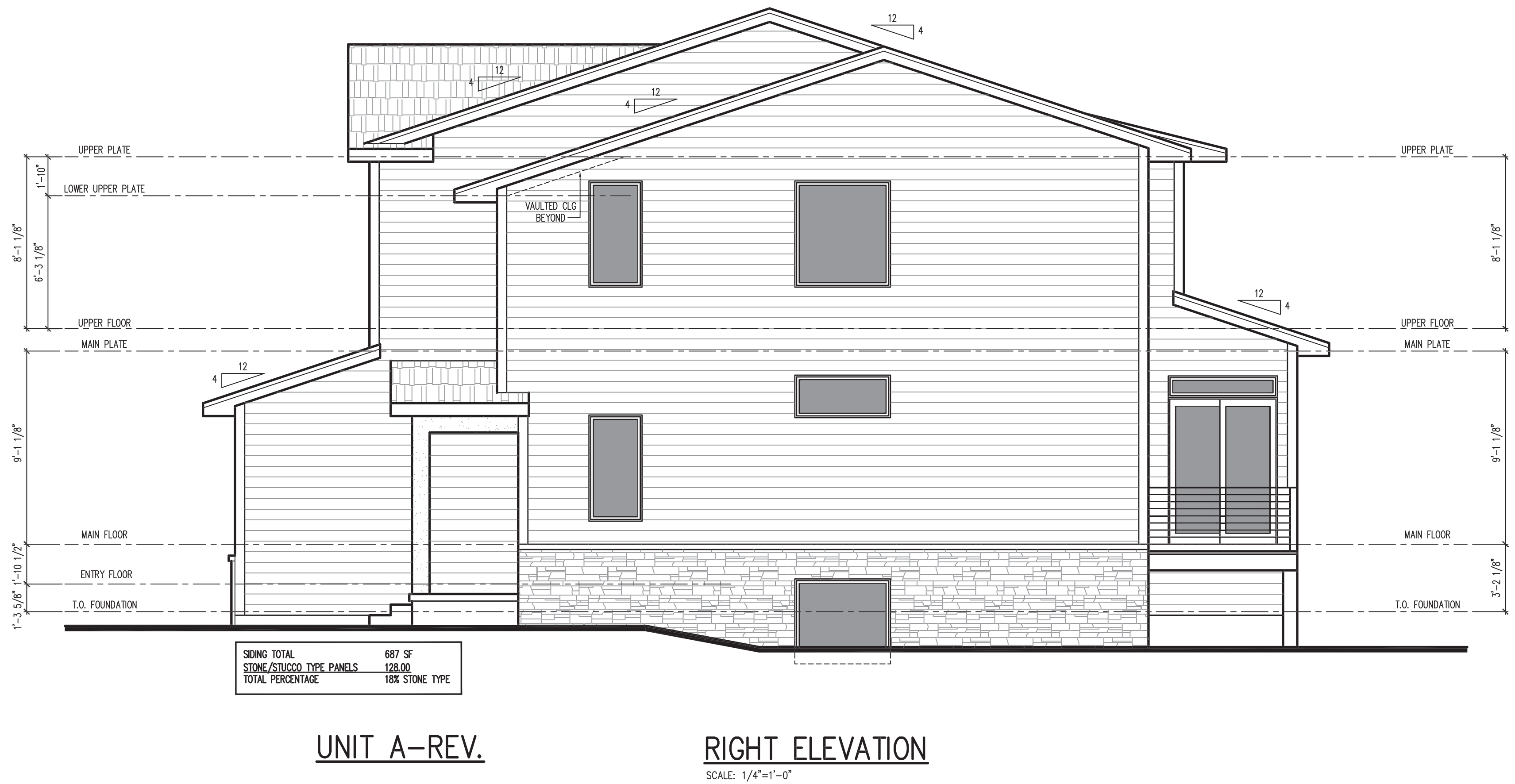
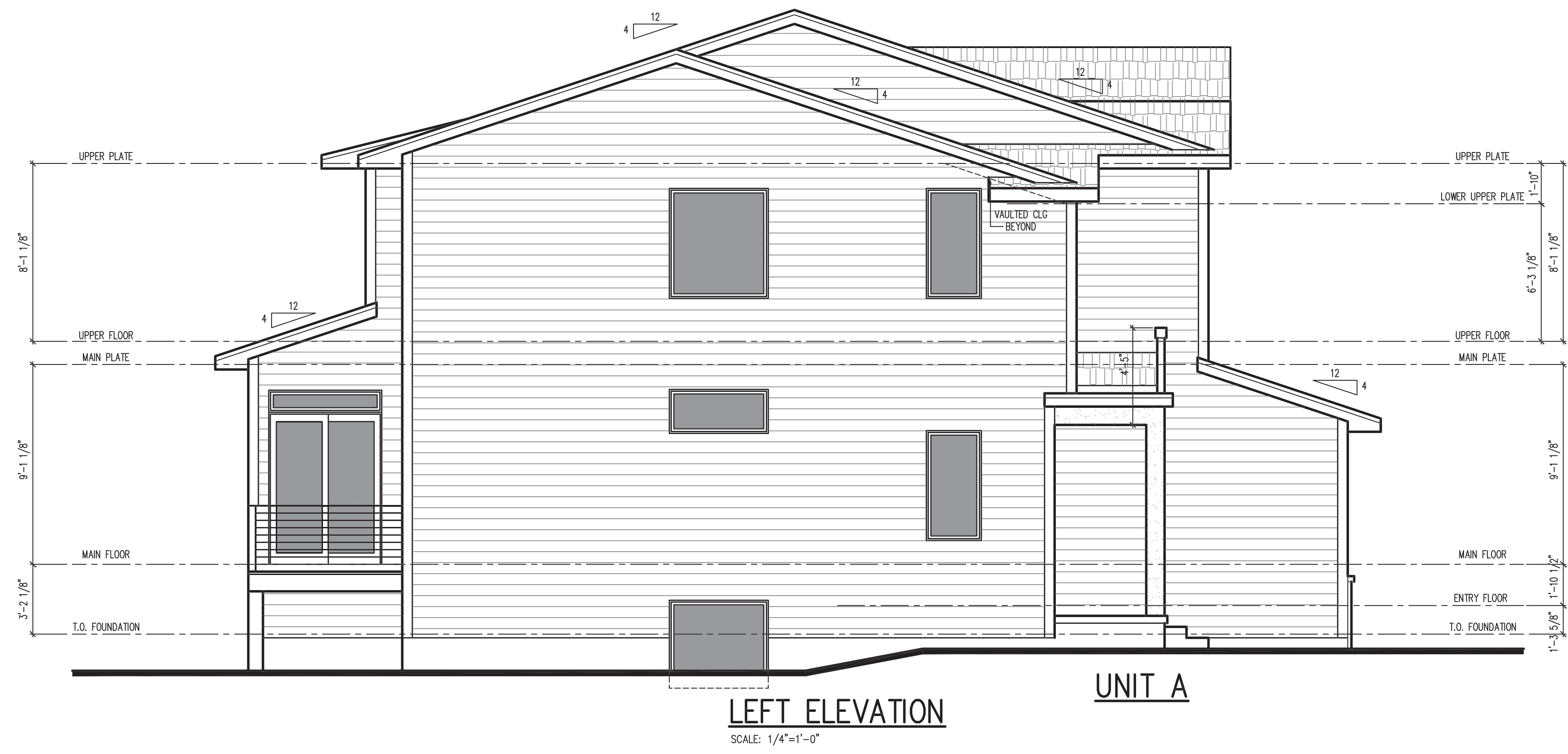
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2 Plex (Split) - Cluster - B Lot 21
Address Required for Permit

Project No.: 34200118
Date: --
Drawn By: TK/SJ
Revisions:
Sheet Title:
CLUSTER
EXTERIOR ELEVATIONS
Sheet No.: C4.1

ALL STRUCTURE AND BEAMS TO BE SIZED BY TRUSS OR JOIST MANUFACTURER

- ALL EXTERIOR FRAME DIMENSIONS INCLUDE 1/2" THICK WALL SHEATHING
- ADJUST PLACEMENT OF FRAMING MEMBERS AS REQUIRED TO PROVIDE REQUIRED CLEARANCE FOR PLUMBING AND MECHANICAL SYSTEMS
- HOLD ALL DOOR AND WINDOW ROUGH OPENINGS 5" (MIN.) FROM INTERSECTING WALLS TO ALLOW FOR TRIM



TYPICAL NOTES:

2015 INTERNATIONAL RESIDENTIAL CODE:

1. TYPICAL CONSTRUCTION ASSEMBLIES

A. ROOF CONSTRUCTION:
 COMPOSITE ROOF SHINGLES ON #30 FELT ON 1/2" OSB ROOF SHEATHING.
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 7/16" OSB ON FRONT ELEVATION, U.N.O.
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 7/16" OSB ON FACE OF ALL GABLES
 7/16" OSB ON ALL INSIDE AND OUTSIDE CORNERS
 INTERIOR: 1/2" GYPSUM WALL BOARD OVER 4 MIL POLY. VAPOR BARRIER

C. EXTERIOR MASONRY:
 STONE VENEER OVER HOUSE WRAP ON 7/16" OSB BRICK VENEER W/ MASONRY TIES 16" O.C. HORIZONTAL & VERTICAL OVER HOUSE WRAP ON 7/16" OSB COMMON WALL CONSTRUCTION

D. COMMON WALL CONSTRUCTION:
 2- HOUR FIRE RESISTIVE ASSEMBLY:
 2- PARALLEL 1 HOUR RATED 2X4 WALLS FRAMED 16" O.C. AND SPACED 2" APART (FRAME DIMENSION) WITH 1 LAYER OF 5/8" TYPE "X" GYPSUM WALLBOARD ON EACH FACE OF EACH WALL. MAINTAIN SEPARATION FROM TOP OF FOUNDATION TO UNDERSIDE OF ROOF DECK. (SEE DETAIL SHEET D1)

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 ROUGH OPENING OF WINDOWS TO BE NOTED IN FT./IN. ON FLOOR PLANS, U.N.O.
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 WINDOW HINGE NOTED ON EXTERIOR ELEVATIONS

B. SLIDING WINDOWS
 NOTED ON PLANS AS SL

C. SINGLE HUNG WINDOWS
 NOTED ON PLANS AS SH

D. DOUBLE HUNG WINDOWS
 NOTED ON PLANS AS DH

3. DOORS
 DOOR SIZES NOTED ON FLOOR PLANS IN FT./IN ON FLOOR PLANS, U.N.O.
 TYPICAL HEAD HEIGHT FOR DOORS TO BE 6'-11"

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2 Plex (Split) - Cluster - B Lot 21
 Address Required for Permit

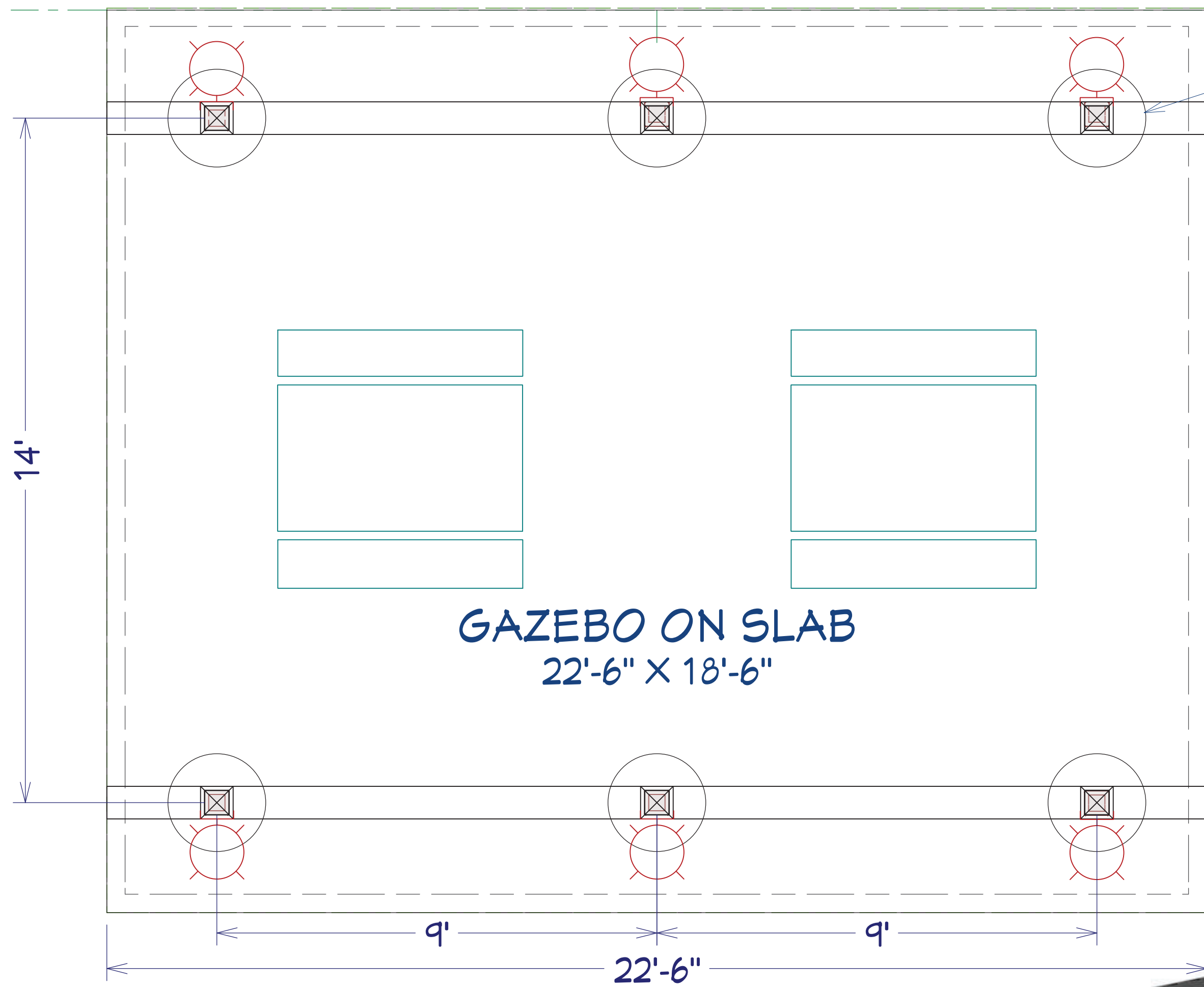
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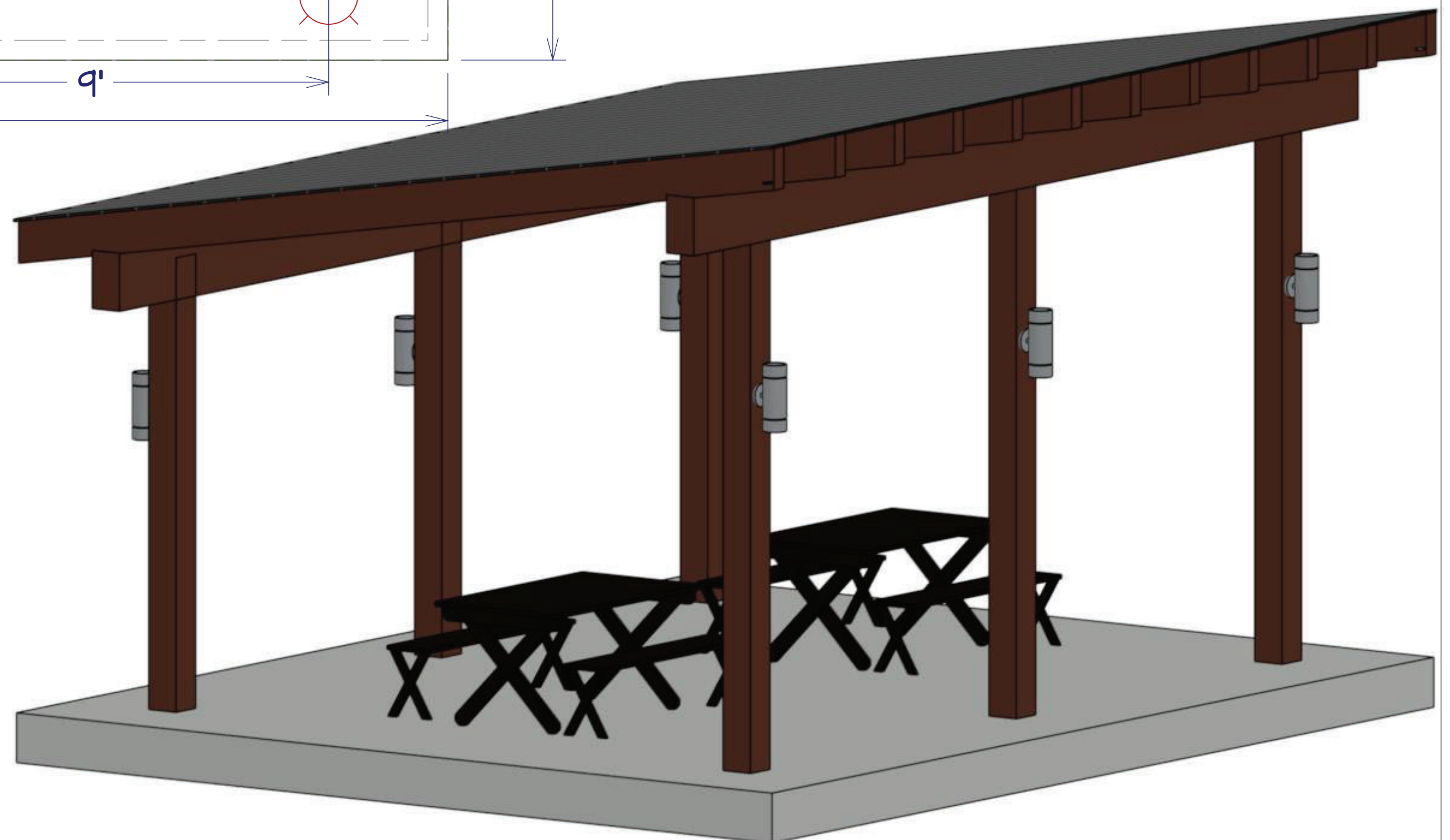
Project No.: 34200118
 Date: --
 Drawn By: TK/SJ
 Revisions:
 Sheet Title:
 CLUSTER
 EXTERIOR ELEVATIONS
 Sheet No.: C5.1



6 Total 24" Wide by 42" Deep Frost Footings

Building Materials:

- Slab: Concrete
- Posts: Stained Cedar
- Beams: Stained Cedar
- Roof: Standing Seam Black Metal Roof
- 1 Coachlight on each post.



--

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:
Gazebo

PROJECT DESCRIPTION:
LAKWOODS DEVELOPMENT

DRAWINGS PROVIDED BY:
DRAKE HOMES

DATE:

SCALE:

SHEET:

A-1

RESOLUTION NO. 2020-125

**A RESOLUTION APPROVING THE SITE PLAN FOR LAKEWOODS
TOWNHOMES**

WHEREAS, McClure Engineering, on behalf of Todd & Christie Drake, submitted a Site Plan for Lakewoods Townhomes located in lots 1-50 of Lakewoods Plat 2; and

WHEREAS, on October 19, 2020 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 and recommends its approval.

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 and the City Engineer and deems it appropriate to approve the Site Plan for Lakewoods Townhomes.

PASSED AND APPROVED the 26th day October 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

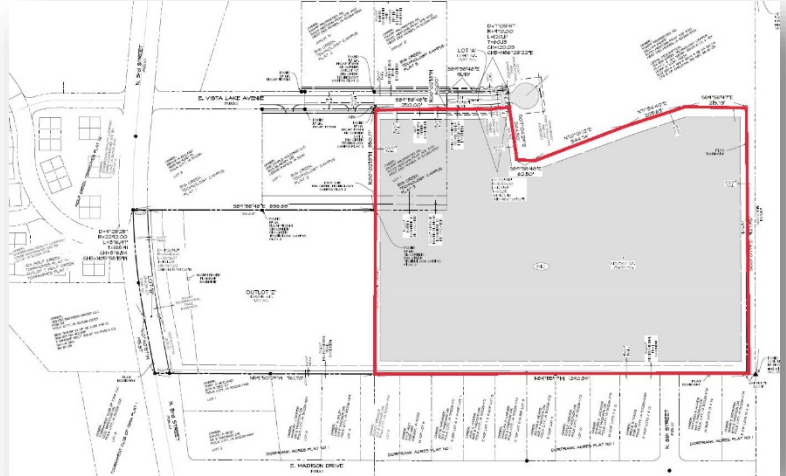
SITE PLAN REVIEW

Date: October 20, 2020
 Project: North Polk Intermediate School

Compiled by: Kathleen Connor, Planner
 Project No.: 120.0851.01

GENERAL INFORMATION:

Applicant:	North Polk CSD
Owner:	Knapp Properties
Requested Action:	Approval of Site Plan
Location	Lot 1, BCTC Plat 4
Size:	26 acres
Zoning:	M-1
Propose Use:	Upper Elementary School



PROJECT BACKGROUND:

On September 28, City Council approved the Preliminary and Final Plats for Big Creek Technology Campus Plat 4. On October 12, City Council approved the rezoning the property to R-1.

PROJECT DESCRIPTION:

North Polk Community School District is purchasing both Lot 1 and Outlot Z for construction of a new Intermediate School on E. Vista Lake Avenue. The building will be a two-story building, with 71,800 sf on upper floor and 30,800 sf on the lower floor. The building contains 14 classrooms for no more than 400 students. Building elevations have not yet been provided for staff review.

The parking lot includes separate parent and bus lanes, each with its own parking area. The parent drop-off/pickup lane has storage for 29 vehicles to serve this proposed building.

An 8" water main will be extended to the south side of the building and 3 fire hydrants will be installed. An emergency access drive encircles the building which will be sprinklered. An 8" sanitary sewer will be extended to the building. Detention will be provided in three basins, one near E. Vista Lake Avenue, one south of the building, and the third on Outlot Z.

A 5' sidewalk will be paved along E. Vista Lake Avenue. Street trees will be added at 40' on center along E. Vista Lake Avenue. Landscaping will be added around the building and parking lots. The applicant plans to save a majority of the existing trees on the south side of the property.

ISSUES & RECOMMENDED FUTURE INFRASTRUCTURE:

The Traffic Impact Study prepared by V&K on behalf of North Polk CSD indicates the need for a variety of future public improvements to accommodate the traffic generated by the school. These improvements include four turning lanes at the intersection of E. Vista Lake Avenue and N. 3rd

Street when the school opens. Other potential improvements include a crosswalk with RRFB, signage, and pavement markings at the intersection of E. Vista Lake Avenue and N. 3rd Street; and a midblock crosswalk with RRFB, signage, and pavement markings near the east school entrance. In addition, school zone speed limit signs and advanced signage will be needed on E. Vista Lake Avenue and/or N. 3rd Street. The TIS also indicates a traffic signal or roundabout may be warranted for the N 3rd Street/E Vista Lake Avenue intersection by 2040, therefore staff recommends Council determine whether a roundabout or traffic signal is preferred prior to proceeding with turn lane improvements at the intersection.

REVIEW COMMENTS: Pursuant to staff's review of Submittal #7:

1. Non-residential buildings in the R-1 district are required to have brick or acceptable alternative material for 60% of walls facing public streets and for 50% for all other walls, exclusive of glass. The majority of the building will be a pre-cast wall system, which appears to be an architectural concrete panel, some of which appears textured. Architectural concrete panels are an acceptable alternative for brick, however the applicant should be prepared to discuss the architectural elevations with the Commission. Since it not possible to present materials samples, materials cut-sheets would be helpful.
2. We question whether the architectural elevations have been approved by the Design Review Committee per the recorded Declaration of Development Criteria and Design Standards.
3. All roof-mounted equipment will need to include a parapet walls or similar to screen these units from view from the public street and adjacent residential areas.
4. Provide details regarding the wall signs and monument sign; including all dimensions, sign area, construction materials, sign type, and lighting; prior to issuance of a Sign Permit. Video display signs, if any, shall be set so their brightness is not intrusive to neighboring residential uses.
5. We understand North Polk CSD has not made a final determination on the building or monument sign at this time. Prior to issuance of a Sign Permit, the applicant will need to provide the following information to demonstrate conformance to the sign ordinance:
 - a. A detail of the monument sign, including dimensions and construction materials. Include information on the lighting of the sign and whether it will have changeable copy.
 - b. A detail of all building signs, including overall sign dimensions, materials, sign type, and lighting. The total of all building signage cannot exceed 100 square feet.

RECOMMENDATION:

P&Z and staff recommend Council approval of the Site Plan for North Polk Intermediate School, subject to:

1. Provision of a recorded Return of the Record of Lot Tie agreement tying Outlot Z to Lot 1, signed by North Polk CSD prior to issuance of a Building Permit.
2. No building permits shall be issued until a Record of Lot Tie Agreement is Recorded;
3. All roof-mounted mechanical units shall be effectively screened from view of the public street or residential zoning districts;

4. No changes shall be made to the architectural elevations or building materials without prior approval of the City Manager, and if the change is deemed significant, City Council; and
5. Video display signs, if any, shall be set so their brightness is not intrusive to neighboring residential uses.
6. Payment in full of all fees to the City Clerk.

SITE PLAN FOR: NORTH POLK INTERMEDIATE SCHOOL

POLK CITY, IOWA

VICINITY MAP

NOT TO SCALE



OWNER

KNAPP PROPERTIES
CONTACT: STUART RUDDY
5000 WESTOWN PKWY, SUITE 400
WEST DES MOINES, IA 50266
PH. (515) 223-4000

APPLICANT

NORTH POLK COMMUNITY SCHOOL DISTRICT
CONTACT: DR. DAN MART
13930 NE 6TH STREET
ALLEMAN, IA 50007
PH. (515) 984-3400
EMAIL: MART@NORTHPOLK.ORG

ENGINEER

CIVIL DESIGN ADVANTAGE, LLC
CONTACT: ERIN OLLENDIKE
3405 SE CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PH. (515) 369-4400
FX. (515) 369-4410
EMAIL: ERINO@CDA-ENG.COM

SURVEYOR

CIVIL DESIGN ADVANTAGE, LLC
CONTACT: CHARLIE MCGLOTHLEN
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PH. (515) 369-4400
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EMAIL: CHARLIEM@CDA-ENG.COM

ARCHITECT

OPN ARCHITECTS
CONTACT: KEN HAGEN
100 COURT AVENUE, SUITE 100
DES MOINES, IOWA 50309
PH. (515) 309-0722
EMAIL: KHAGEN@OPNARCHITECTS.COM

DATE OF SURVEY

MAY 20, 2020

SUBMITTAL DATES

-SITE PLAN SUBMITTAL TO CITY #1: 8/26/2020
-SITE PLAN SUBMITTAL TO CITY #2: 9/11/2020
-SITE PLAN SUBMITTAL TO CITY #3: 9/29/2020
-SITE PLAN SUBMITTAL TO CITY #4: 10/14/2020

LEGAL DESCRIPTION

ALL OF LOT 1, BIG CREEK TECHNOLOGY CAMPUS PLAT 3, AN OFFICIAL PLAT AND A PART OF AUDITOR'S PARCEL 1 AS SHOWN ON THE PLAT OF SURVEY RECORDED IN BOOK 12998, PAGE 269, ALL IN THE SOUTHEAST 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 NORTHWEST CORNER OF SAID LOT 1; THENCE SOUTH 89°58'48" EAST ALONG THE NORTH LINE OF SAID LOT 1 AND THAT PART EXTENDED EASTERLY, 341.89 FEET; THENCE EASTERLY ALONG A CURVE CONCAVE NORTHERLY WHOSE RADIUS IS 1030.00 FEET, WHOSE ARC LENGTH IS 127.54 FEET AND WHOSE CHORD BEARS NORTH 86°28'25" EAST, 127.46 FEET; THENCE SOUTH 07°04'29" EAST, 184.30 FEET; THENCE SOUTH 89°58'48" EAST, 62.50 FEET; THENCE NORTH 70°01'12" EAST, 344.74 FEET; THENCE NORTH 71°34'40" EAST, 205.63 FEET; THENCE SOUTH 89°58'47" EAST, 215.73 FEET; THENCE SOUTH 00°07'19" EAST, 927.95 FEET TO THE NORTH LINE OF DORFRANK ACRES PLAT 1, AN OFFICIAL PLAT; THENCE NORTH 89°55'16" WEST, 1290.39 FEET; THENCE NORTH 00°02'50" WEST, 568.50 FEET TO THE SOUTHWEST CORNER OF SAID LOT 1; THENCE NORTH 00°02'13" WEST ALONG THE WEST LINE OF SAID LOT 1, A DISTANCE OF 350.17 FEET TO THE POINT OF BEGINNING AND CONTAINING 26.00 ACRES (1,132,555 SQUARE FEET). THE PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

THIS PROPERTY WILL BE KNOWN AS LOT 1 OF BIG CREEK TECHNOLOGY CAMPUS PLAT 4.

PROJECT SITE ADDRESS

340 E. VISTA LAKE AVENUE

ZONING

R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT

DEVELOPMENT SUMMARY

AREA: 26.00 ACRES (1,132,555 SF)

ZONING: R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT

PRIMARY USE OF SITE: SCHOOL - SCHOOL BUILDING HAS 14 CLASSROOMS AND HAS A MAXIMUM CAPACITY OF 400 STUDENTS.

BUILDING SQUARE FOOTAGE: 71,800 SF (UPPER: 41,000 SF AND LOWER: 30,800 SF)

SETBACKS:

FRONT: 35'
SIDE: 20'
REAR: 45'

OPEN SPACE:

SITE AREA 1,132,555 SF
OPEN SPACE REQUIRED 0 SF (0%)
OPEN SPACE PROVIDED 217,126 SF (81%)

PARKING REQUIRED

1.75 SPACES PER CLASSROOM (29 ROOMS) = 51 SPACES
(5 REQUIRED ACCESSIBLE SPACES)

PARKING PROVIDED

= 122 SPACES
(INCLUDING 6 ACCESSIBLE SPACES)

BENCHMARKS

- POLK COUNTY BM #114 IN NW QUARTER OF SEC. 36-81-25 ON NW HUGGS DRIVE, 500' EAST OF NW 72ND STREET, AN IDOT PLUG IN THE TOP OF THE EAST HEADWALL OF ROB CULVERT. ELEVATION=866.06
- USGS BM 929.6: T81N-R-25W NEAR W 16TH CORNER BETWEEN SEC 27 & 34 31 FEET NORTH, 55 FEET EAST & 1.9 FEET HIGHER THAN T-DRIVE NORTH, ON CREST OF HILL IN TOP OF TOP CONCRETE POST; A STANDARD TABLET STAMPED "26 WMC 1964 930" PAINTED BM 929.6. ELEVATION=929.58
- BURY BOLT ON HYDRANT 150 FEET +/- SOUTH OF WOLF CREEK DRIVE ON EAST ROW OF NORTH 3RD STREET. ELEVATION=864.58

CONSTRUCTION SCHEDULE

ANTICIPATED START DATE = OCTOBER 2020
ANTICIPATED FINISH DATE = JULY 2022

INDEX OF SHEETS

NO.	DESCRIPTION
1.0	COVER SHEET
2.0	OVERALL SITE LAYOUT
3.0-3.1	DIMENSION PLAN
4.0-4.4	GRADING PLAN
5.0	EROSION AND SEDIMENT CONTROL PLAN
6.0-6.1	UTILITY PLAN
7.0-7.1	LANDSCAPE PLAN
8.0-8.3	DETAILS

GENERAL LEGEND

PROPOSED

PROJECT BOUNDARY	---
LOT LINE	---
SECTION LINE	---
CENTER LINE	---
RIGHT OF WAY	---R/W---
PERMANENT EASEMENT	---P/E---
TEMPORARY EASEMENT	---T/E---
TYPE SW-501 STORM INTAKE	
TYPE SW-503 STORM INTAKE	
TYPE SW-505 STORM INTAKE	
TYPE SW-506 STORM INTAKE	
TYPE SW-513 STORM INTAKE	
TYPE SW-401 STORM MANHOLE	
TYPE SW-402 STORM MANHOLE	
TYPE SW-301 SANITARY MANHOLE	
STORM/SANITARY CLEANOUT	
WATER VALVE	
FIRE HYDRANT ASSEMBLY	
SIGN	
DETECTABLE WARNING PANEL	
STORM SEWER STRUCTURE NO.	
STORM SEWER PIPE NO.	
SANITARY SEWER STRUCTURE NO.	
SANITARY SEWER PIPE NO.	
SANITARY SEWER WITH SIZE	8"S
SANITARY SERVICE	S-S-S
STORM SEWER	ST-ST
STORM SERVICE	ST-ST
WATERMAIN WITH SIZE	8"W
WATER SERVICE	W-W
SAWCUT (FULL DEPTH)	
SILT FENCE	
USE AS CONSTRUCTED	U.A.C.
FINISH GRADE AT HYDRANT	F.G.H.
FINISH FLOOR ELEVATION	FFE
BASEMENT FLOOR ELEVATION	BFE

EXISTING

SANITARY MANHOLE	
WATER VALVE BOX	
FIRE HYDRANT	
WATER CURB STOP	
WELL	
STORM SEWER MANHOLE	
STORM SEWER SINGLE INTAKE	
STORM SEWER DOUBLE INTAKE	
FLARED END SECTION	
ROOF DRAIN/ DOWNSPOUT	
DECIDUOUS TREE	
CONIFEROUS TREE	
DECIDUOUS SHRUB	
CONIFEROUS SHRUB	
ELECTRIC POWER POLE	
GUY ANCHOR	
STREET LIGHT	
POWER POLE W/ TRANSFORMER	
UTILITY POLE W/ LIGHT	
ELECTRIC BOX	
ELECTRIC TRANSFORMER	
ELECTRIC MANHOLE OR VAULT	
TRAFFIC SIGN	
TELEPHONE JUNCTION BOX	
TELEPHONE MANHOLE/VAULT	
TELEPHONE POLE	
GAS VALVE BOX	
CABLE TV JUNCTION BOX	
CABLE TV MANHOLE/VAULT	
MAIL BOX	
BENCHMARK	
SOIL BORING	
UNDERGROUND TV CABLE	
GAS MAIN	
FIBER OPTIC	
UNDERGROUND TELEPHONE	
OVERHEAD ELECTRIC	
UNDERGROUND ELECTRIC	
FIELD TILE	
SANITARY SEWER W/ SIZE	8"S
STORM SEWER W/ SIZE	15"RCP
WATER MAIN W/ SIZE	8"W



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.



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 2020 EDITION OF THE SUDAS STANDARD SPECIFICATIONS, THE PUBLIC RIGHTS-OF-WAY ACCESSIBILITY GUIDELINES (PROWAG) AND ALL CITY SUPPLEMENTALS, IF APPLICABLE, SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.

ERIN K. OLLENDIKE, P.E.
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.

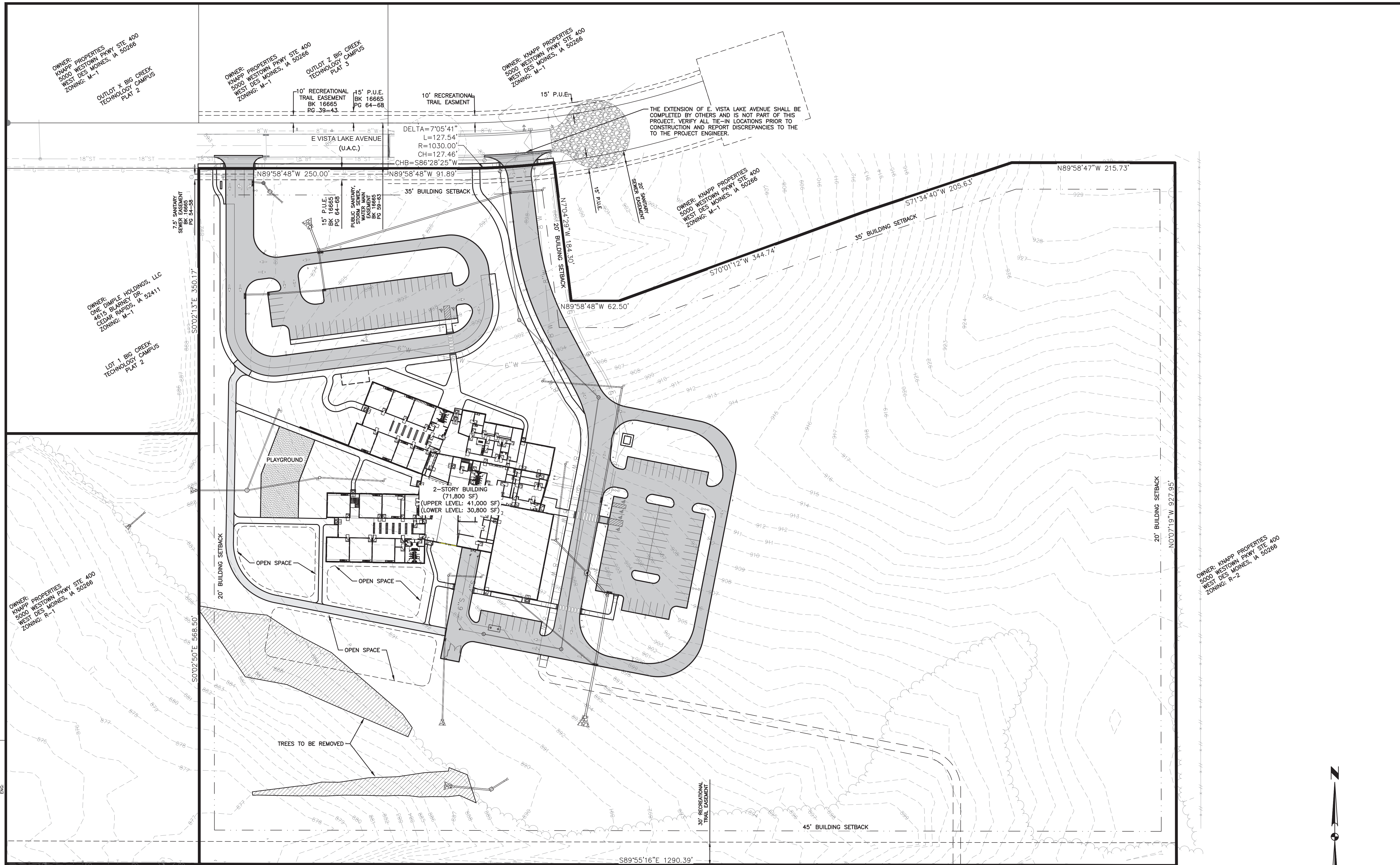
ERIN K. OLLENDIKE, P.E. DATE _____

LICENSE NUMBER 16926
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2021
PAGES OR SHEETS COVERED BY THIS SEAL:
1.0-6.1 & 8.0-8.3

FILE: H:\2020\2005226\NORTH POLK INTERMEDIATE SCHOOL\2005226-SITE.DWG PLOTTED BY: ERIN OLLENDIKE DATE: 10/14/2020 11:20 AM

NORTH POLK INTERMEDIATE SCHOOL

FILE: H:\2020\2005228\2005228-STEELING
 COMMENT: ENR
 PLOTTED: 10/14/2020 11:20 AM
 TECH: GARY HEURTZ



OWNER: LARRY A EPLEY
 ZONING: R-1
 DORFRANK ACRES
 LOT 4

OWNER: RICKEY BRIGGLE
 ZONING: R-1
 DORFRANK ACRES
 LOT 5

OWNER: SANGER SAMANTHA
 ZONING: R-1
 DORFRANK ACRES
 WEST LOT 6

OWNER: JUSTIN SPRINGER
 ZONING: R-1
 DORFRANK ACRES
 WEST LOT 6

OWNER: JACK SIMMER
 ZONING: R-1
 DORFRANK ACRES
 EAST LOT 6
 WEST LOT 7

OWNER: DOUGLAS LARSEN
 ZONING: R-1
 DORFRANK ACRES
 EAST LOT 8
 WEST LOT 9

OWNER: JOLYNN REAMS
 ZONING: R-1
 DORFRANK ACRES
 LOT 9

OWNER: DANIELLE BALES
 ZONING: R-1
 DORFRANK ACRES
 LOT 10

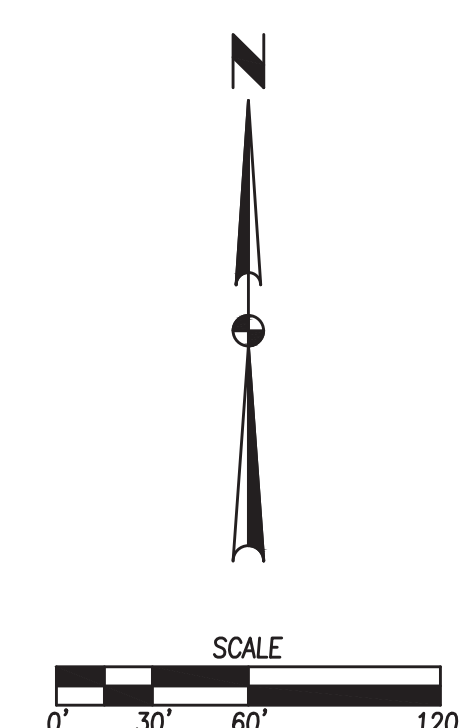
OWNER: STEVEN JACKSON
 ZONING: R-1
 DORFRANK ACRES
 WEST LOTS 11-12

OWNER: BRUCE B YOUNG
 ZONING: R-1
 DORFRANK ACRES
 EAST LOTS 11-12

OWNER:
 POLK CITY
 DORFRANK ACRES
 WEST LOTS 13-14

OWNER: GARY M HEURTZ
 ZONING: R-1
 DORFRANK ACRES
 WEST LOTS 13-14

OWNER: SUSAN BIENFANG
 ZONING: R-1
 DORFRANK ACRES
 EAST LOTS 13-14



DATE	10/14/2020
REVISIONS	4th SUBMITTAL
	3rd SUBMITTAL
	2nd SUBMITTAL
	1st SUBMITTAL

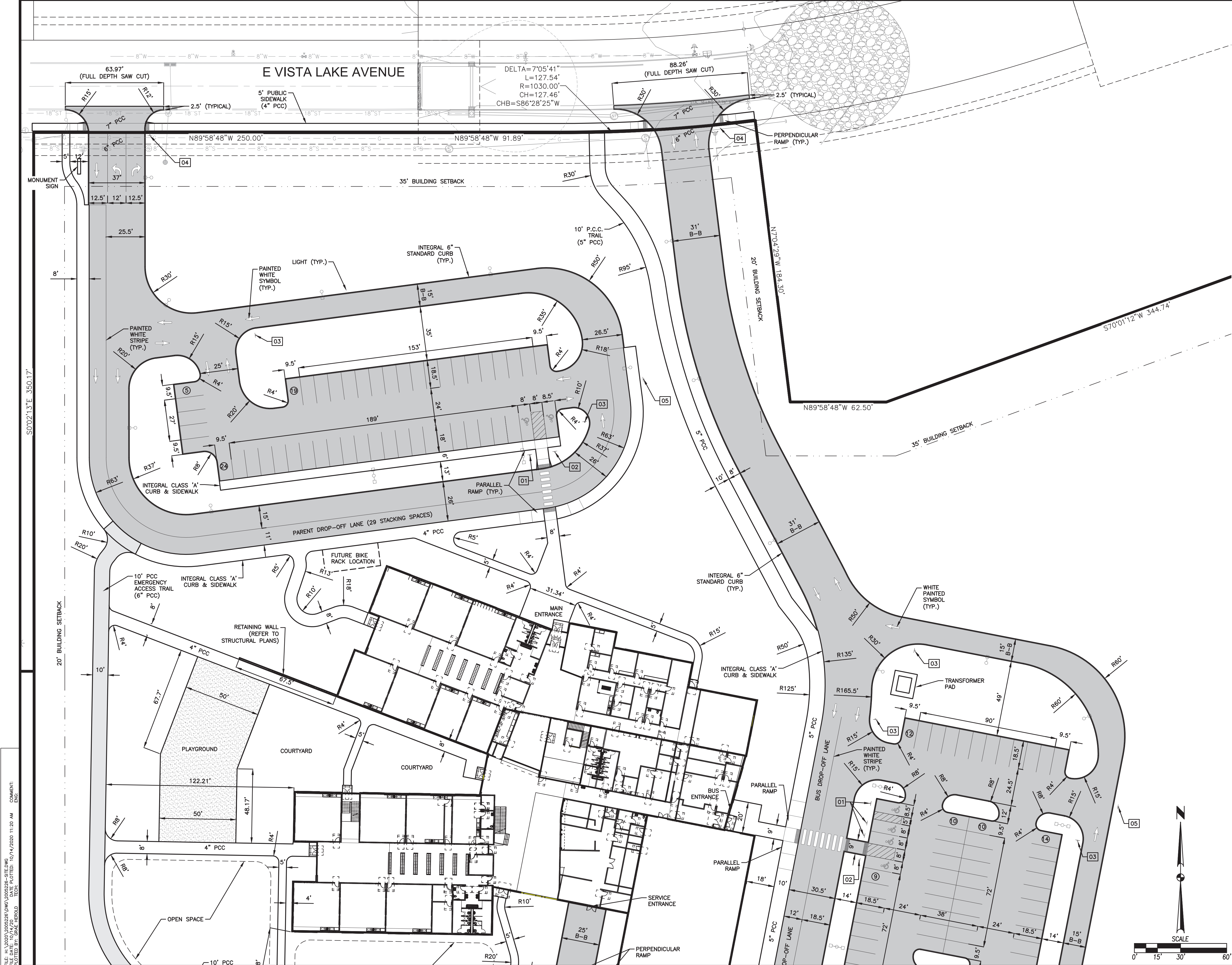
3405 S.E. CROSSROADS DRIVE, SUITE G
 GRIMES, IOWA 50111
 PHONE: (515) 369-4400 FAX: (515) 369-4410
 ENGINEER: EKO E.I.: GH

ESA
 CIVIL DESIGN ADVANTAGE

NORTH POLK INTERMEDIATE SCHOOL
OVERALL SITE LAYOUT

POLK CITY, IOWA

2.0
 2005.226



GENERAL NOTES

1. THE 2020 EDITION OF THE SDAS 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 THE 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.
7. ALL DIMENSIONS ARE TO BACK OF CURB, BUILDING FACE OR PROPERTY LINE UNLESS OTHERWISE NOTED.
8. CONTRACTOR TO VERIFY BUILDING DIMENSIONS WITH ARCHITECTURAL PLANS.
9. 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.
10. REMOVE ALL DEBRIS SPILLED INTO R.O.W. AT THE END OF EACH WORK DAY.
11. ALL PROPERTY PINS SHALL BE PROTECTED FROM GRADING OR OTHER OPERATIONS. ANY PINS DISTURBED SHALL BE RESET AT THE CONTRACTOR'S EXPENSE.
12. DO NOT STORE CONSTRUCTION MATERIALS AND EQUIPMENT IN THE RIGHT OF WAY.
13. THE CONTRACTOR SHALL NOT DISTURB DESIRABLE GRASS AREAS AND DESIRABLE TREES OUTSIDE THE CONSTRUCTION LIMITS. THE CONTRACTOR WILL NOT BE PERMITTED TO PARK OR SERVICE VEHICLES AND EQUIPMENT OR USE THESE AREAS FOR STORAGE OF MATERIALS. STORAGE, PARKING AND SERVICE AREAS WILL BE SUBJECT TO THE APPROVAL OF THE OWNER.
14. 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.
15. 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.
16. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE COORDINATION OF WORK BETWEEN SUPPLIERS AND SUBCONTRACTORS INVOLVED IN THE PROJECT, INCLUDING STAGING OF CONSTRUCTION DETAILS.
17. 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.
18. ALL SCOUR STOP SHALL BE INSTALLED BY A CERTIFIED CONTRACTOR ACCORDING TO SCOUR STOP PRODUCT SPECIFICATIONS.
19. ALL PERMITS AND ADDITIONAL FEES REQUIRED TO COMPLETE THE WORK SHALL BE INCLUDED IN THE CONTRACTOR BID.
20. A RAPID ENTRY LOCK BOX WILL BE INSTALLED AS REQUIRED BY THE FIRE DEPARTMENT.
21. THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL EMBANKMENTS ON THE PROPERTY INCLUDING THOSE WITHIN AN OVERLAND FLOWAGE EASEMENT.
22. DETENTION IS PROVIDED FOR THE PROPOSED IMPROVEMENTS. ANY FUTURE BUILDING ADDITIONS OR NEW BUILDINGS WILL REQUIRE THAT THE DETENTION BE REEVALUATED FOR CHANGES THAT MAY NEED TO OCCUR TO THE POND.
23. ANY FUTURE IMPROVEMENTS SHOWN ON THIS PLAN WILL REQUIRE A SITE PLAN AMENDMENT PRIOR TO CONSTRUCTION.
24. MAIL DELIVERY SHALL BE TO THE CLUSTER MAILBOX LOCATED ON E. VISTA LAKE AVENUE INSTALLED WITH BIG CREEK TECHNOLOGY CAMPUS PLAT 4. NO INDIVIDUAL MAILBOXES ARE PERMITTED.
25. THE NORTH POLK CSD SHALL PROVIDE BIKE RACKS OR AN AREA FOR BIKE PARKING IN THE FUTURE ONCE A TRAIL AND SIDEWALK CONNECTION IS MADE TO N. 3RD STREET TO THIS SITE.
26. MONUMENT AND BUILDING SIGNAGE SHALL BE SUBMITTED FOR APPROVAL AT A LATER DATE. THE MONUMENT SIGN SHOWN IS TO ILLUSTRATE LOCATION AND GENERAL SIZE.

TRAFFIC CONTROL NOTES

1. ALL APPLICABLE CITY PERMITS, INCLUDING BUT NOT LIMITED TO CURB 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 LATEST 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. 10' TRAIL	5" P.C.C.
3. EMERGENCY ACCESS TRAIL	6" P.C.C.
4. PARKING AREAS	6" P.C.C.
5. PRIVATE ACCESS DRIVES	6" P.C.C.
6. PRIVATE ROADS WITHIN R.O.W.	7" P.C.C.
7. DUMPSTER PAD	8" P.C.C.

* ALL PAVEMENT SHALL BE NON REINFORCED.
 ** ALL TRUNCATED DOMES SHALL BE CHARCOAL COLOR.

SIGN LEGEND

- [01] ACCESSIBLE PARKING SIGN (R7-B)
- [02] VAN ACCESSIBLE PARKING SIGN (R7-BA)
- [03] DO NOT ENTER
- [04] STOP SIGN (R1-1)
- [05] ONE WAY (LEFT ARROW)

DATE	REVISIONS
10/14/2020	4th SUBMITTAL
09/29/2020	3rd SUBMITTAL
09/11/2020	2nd SUBMITTAL
08/26/2020	1st SUBMITTAL

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 ENGINEER: EIO GH

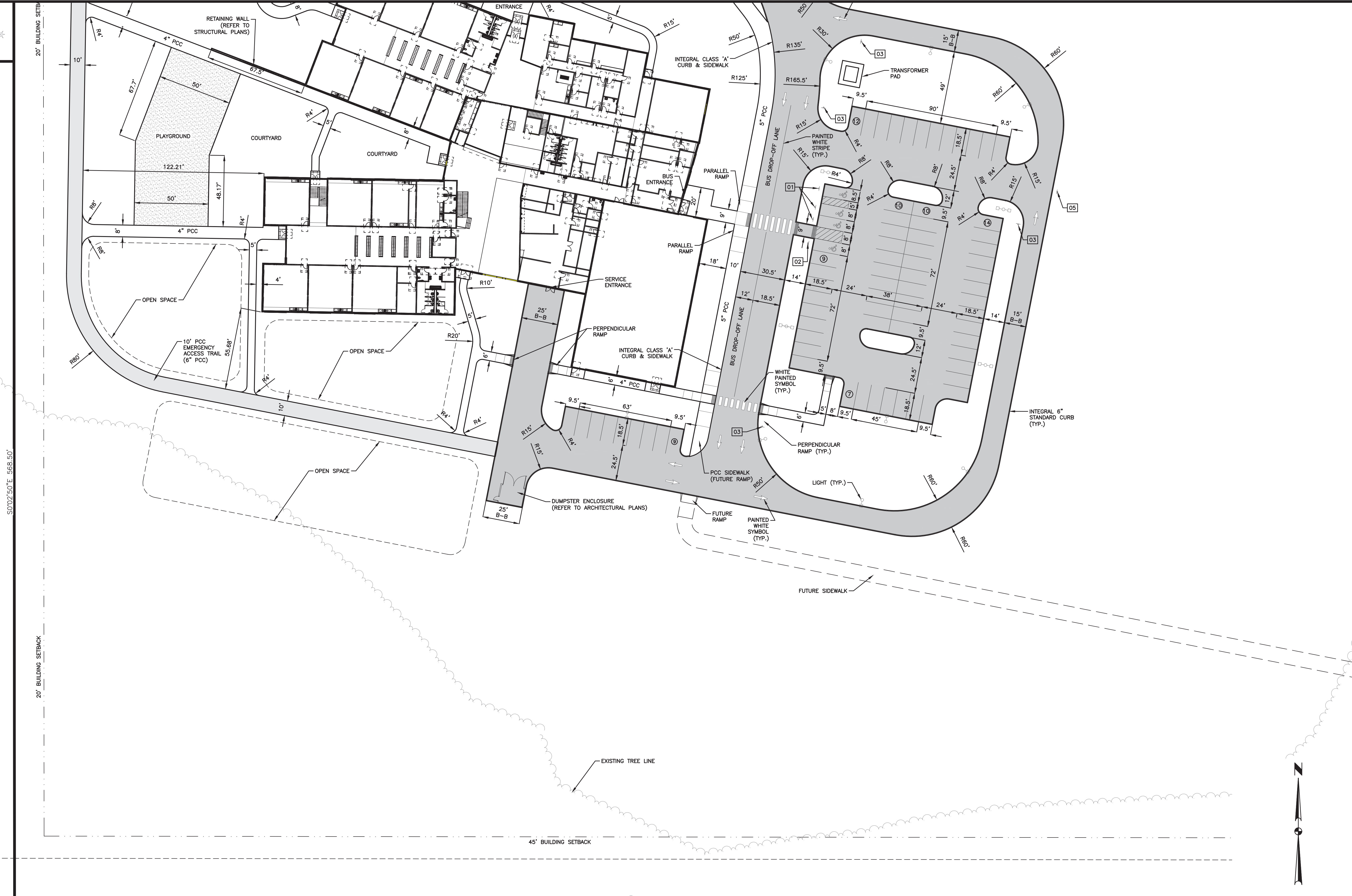


CIVIL DESIGN ADVANTAGE
 POLK CITY, IOWA

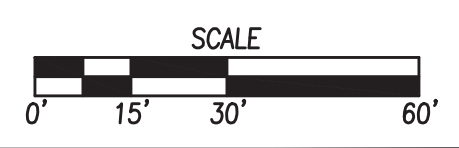
**NORTH POLK INTERMEDIATE SCHOOL
 DIMENSION PLAN**

FILE: H:\2020\2005226\DWG\2005226-STELDING
 COMMENTS: 10/14/2020 11:20 AM
 PLOTTED BY: GARY HEROLD
 TECH

FILE: H:\2020\2005228\2005228-STEELING
 PLOTTED BY: GARY HEROLD
 COMMENT: 10/14/2020 11:21 AM
 DATE:



S89°55'16"E 1290.39'

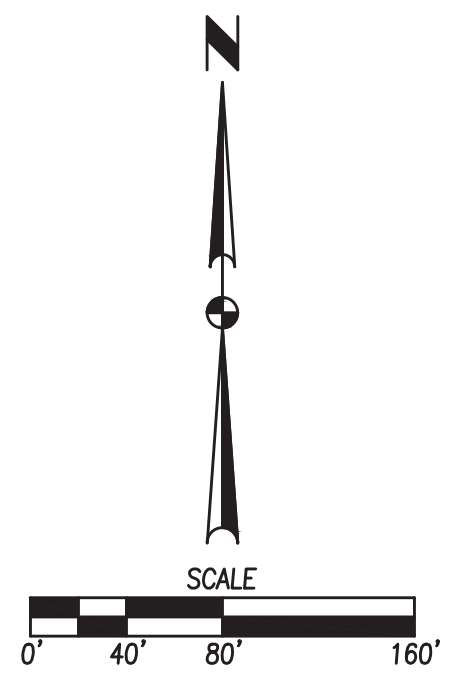


REVISIONS	DATE
4th SUBMITTAL	10/14/2020
3rd SUBMITTAL	09/29/2020
2nd SUBMITTAL	09/11/2020
1st SUBMITTAL	08/26/2020

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NORTH POLK INTERMEDIATE SCHOOL
DIMENSION PLAN



REVISIONS	DATE
4th SUBMITTAL	10/14/2020
3rd SUBMITTAL	09/29/2020
2nd SUBMITTAL	09/11/2020
1st SUBMITTAL	08/26/2020

3405 S.E. CROSSROADS DRIVE, SUITE G
 GRIMES, IOWA 50111
 PHONE: (515) 369-4400 FAX: (515) 369-4410
 ENGINEER: EKO EI: GH



NORTH POLK INTERMEDIATE SCHOOL
GRADING PLAN

E VISTA LAKE AVENUE

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 RESPREAD AFTER GRADING IS COMPLETE. CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING A SUITABLE TOPSOIL STOCKPILE SITE.
3. EXCAVATION SHALL BE IN ACCORDANCE WITH THE 2020 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. 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.
8. THE CONTRACTOR SHALL APPLY NECESSARY MOISTURE CONTROL TO THE CONSTRUCTION AREA AND HAUL ROADS TO PREVENT THE SPREAD OF DUST.
9. REFER TO SEPARATE STORM WATER POLLUTION PREVENTION PLAN FOR DETAILS ON EROSION CONTROL.
10. 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.
11. 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. SAW CUTS TO BE 1/8" TO 1/4" WIDE; DEPTH: LONGITUDINAL T/3, TRANSVERSE T/4.
12. 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.

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CIVIL DESIGN ADVANTAGE

POLK CITY, IOWA

NORTH POLK INTERMEDIATE SCHOOL

GRADING PLAN

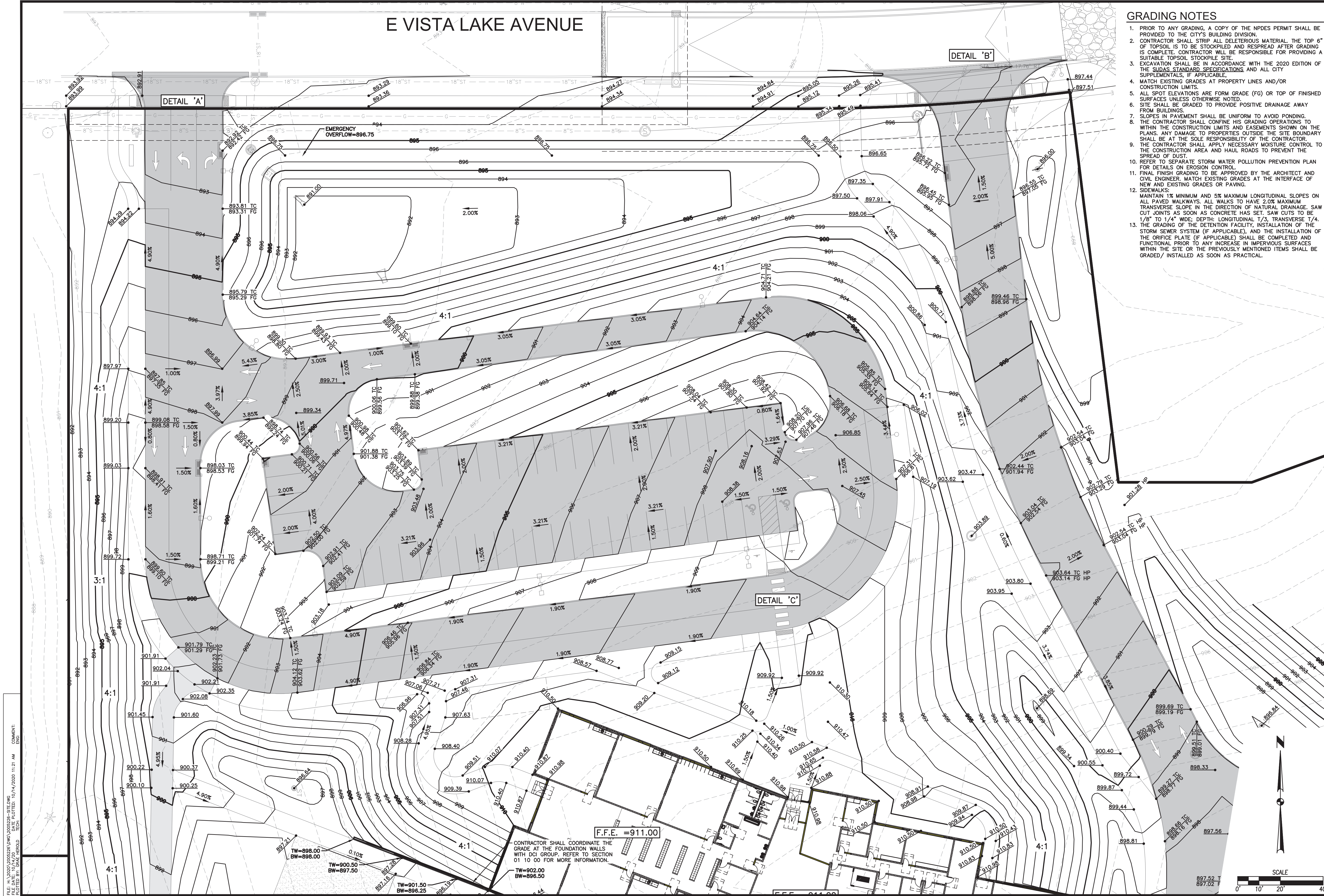
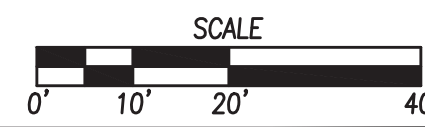
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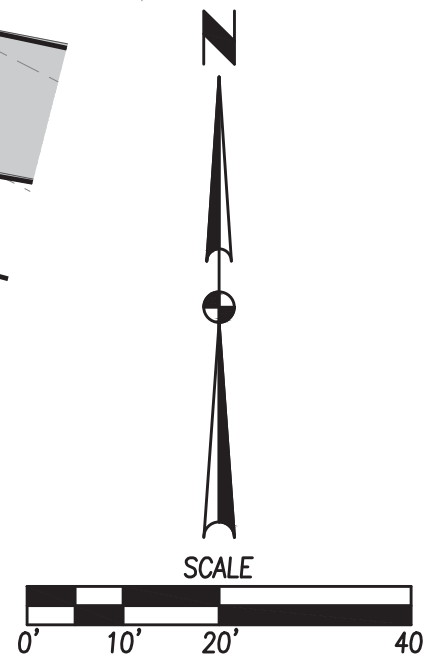
CONTRACTOR SHALL COORDINATE THE GRADE AT THE FOUNDATION WALLS WITH DCI GROUP. REFER TO SECTION 01 10 00 FOR MORE INFORMATION.

F.F.E. = 911.00



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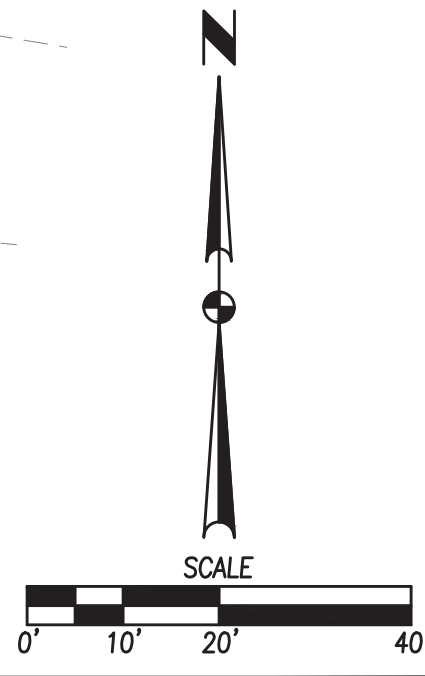
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E.I.: GH



NORTH POLK INTERMEDIATE SCHOOL GRADING PLAN



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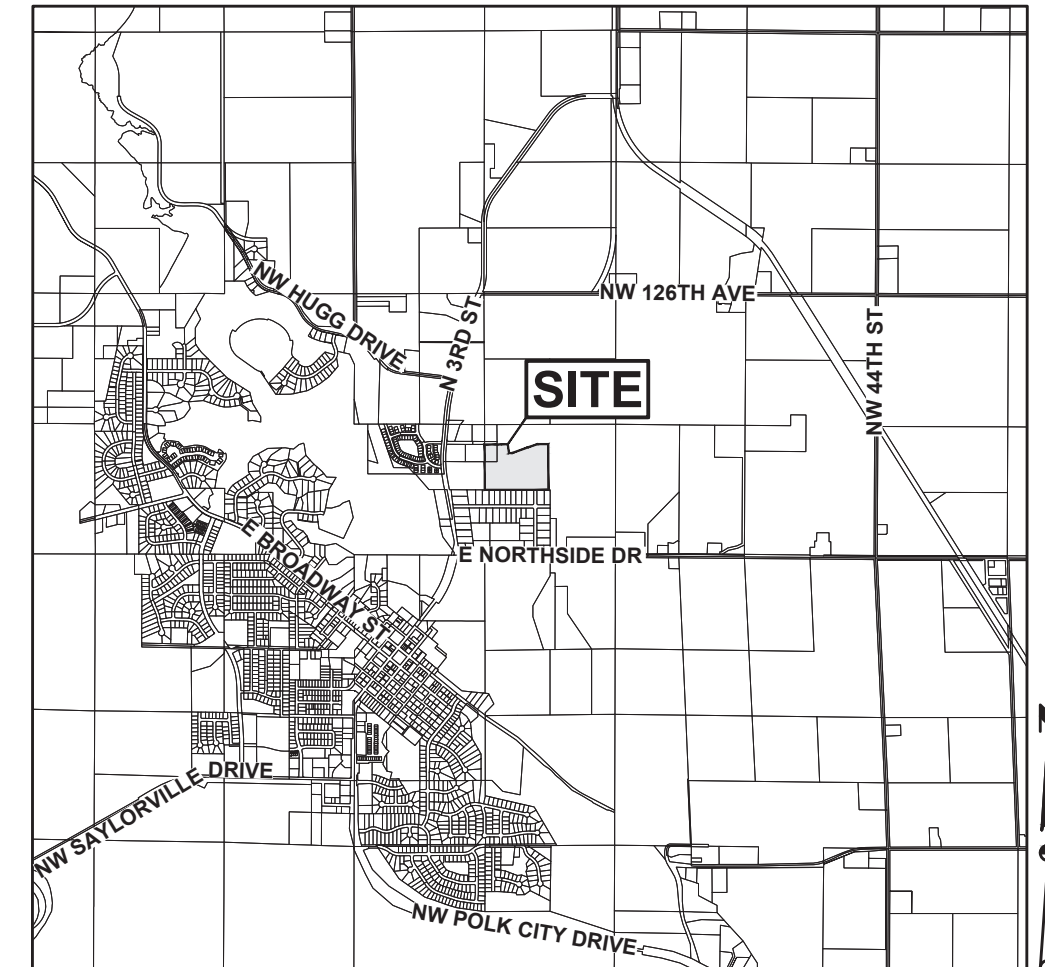
NORTH POLK INTERMEDIATE SCHOOL
GRADING PLAN

NORTH POLK ELEMENTARY SCHOOL

EROSION AND SEDIMENT CONTROL PLAN

VICINITY MAP

NOT TO SCALE



POLK CITY, IOWA

STABILIZATION QUANTITIES

ITEM NO.	ITEM	UNIT	TOTAL
1	SILT FENCE	LF	4,278
2	SEEDING, FERTILIZING, AND MULCHING	AC	8.32
3	INLET PROTECTION DEVICES	EA	11
4	CONCRETE WASHOUT PIT	EA	1
5	10" PVC TEMPORARY STANDPIPE	EA	1
6	12" PVC TEMPORARY STANDPIPE	EA	1

NOTES:

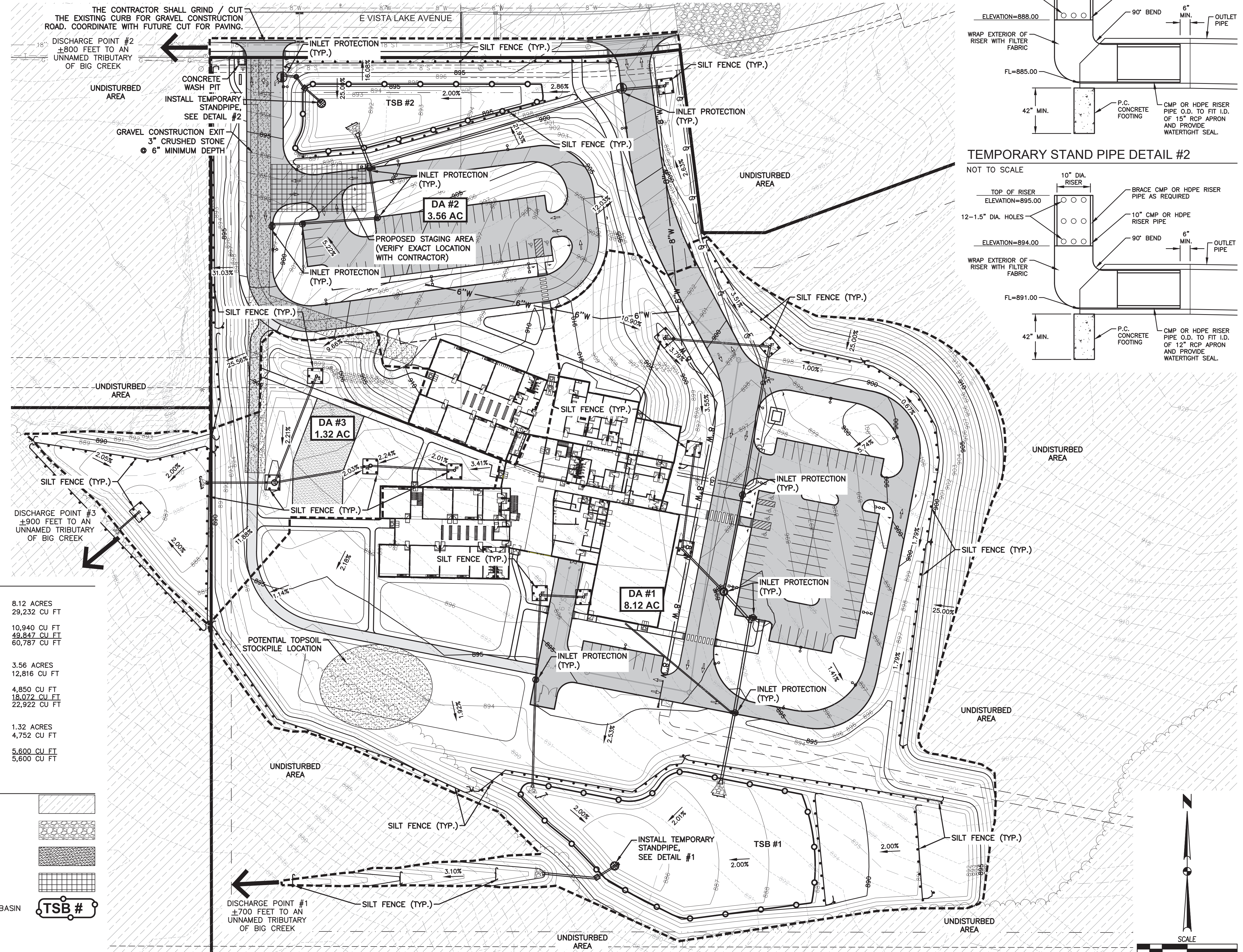
- IF DEWATERING IS NEEDED FOR ANY REASON, DISCHARGE OF WATER OFFSITE IS TO CONFORM WITH THE GENERAL PERMIT #2 REQUIREMENT.
- DISTURBED AREAS SHALL BE TEMPORARILY SEEDED OR MULCHED IMMEDIATELY WHENEVER CLEARING, GRADING, EXCAVATING, OR OTHER EARTH DISTURBING ACTIVITIES HAVE PERMANENTLY OR TEMPORARILY CEASED AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS.

DISCHARGE POINT SUMMARY

DISCHARGE POINT #	TO AN UNNAMED TRIBUTARY OF BIG CREEK ±	TOTAL AREA DISTURBED TO DISCHARGE POINT	STORAGE VOLUME REQUIRED (# OF ACRES*3600 CU FT)	VOLUME PROVIDED IN SILT FENCE (2,188 LF @ 5 CU FT/LF OF FENCE)	VOLUME PROVIDED IN TSB #	TOTAL VOLUME PROVIDED
#1	±700 FT	8.12 ACRES	29,232 CU FT	10,940 CU FT	49,847 CU FT	60,787 CU FT
#2	±800 FT	3.56 ACRES	12,816 CU FT	4,850 CU FT	18,072 CU FT	22,922 CU FT
#3	±900 FT	1.32 ACRES	4,752 CU FT	5,600 CU FT	5,600 CU FT	5,600 CU FT

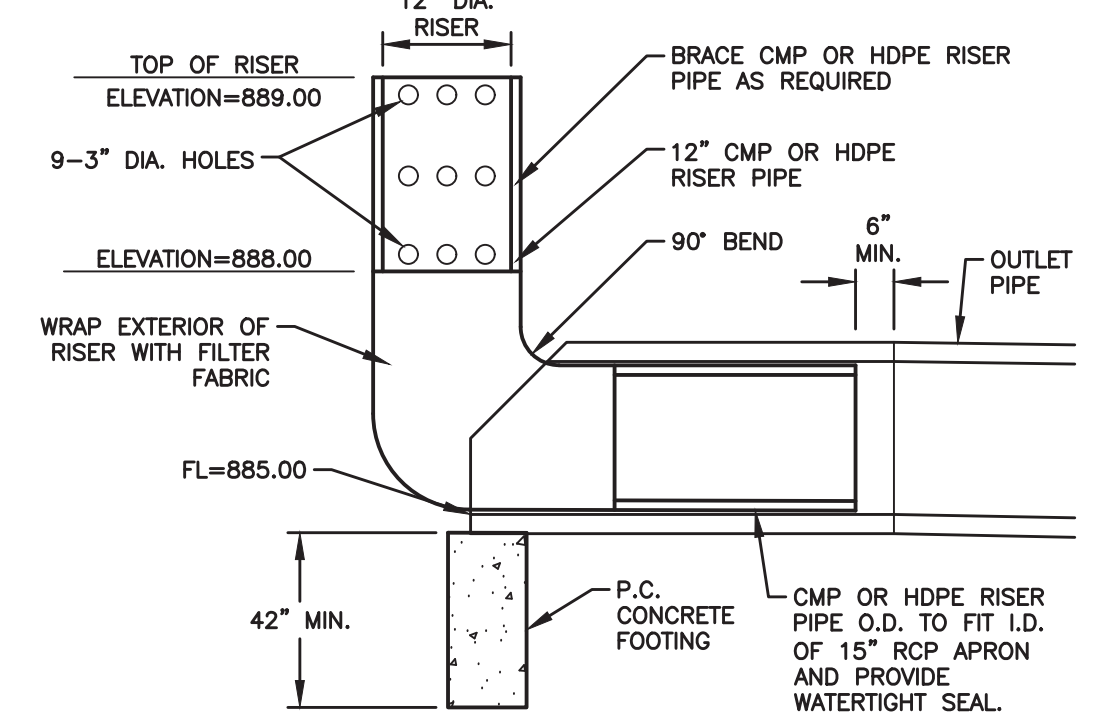
SWPPP LEGEND

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



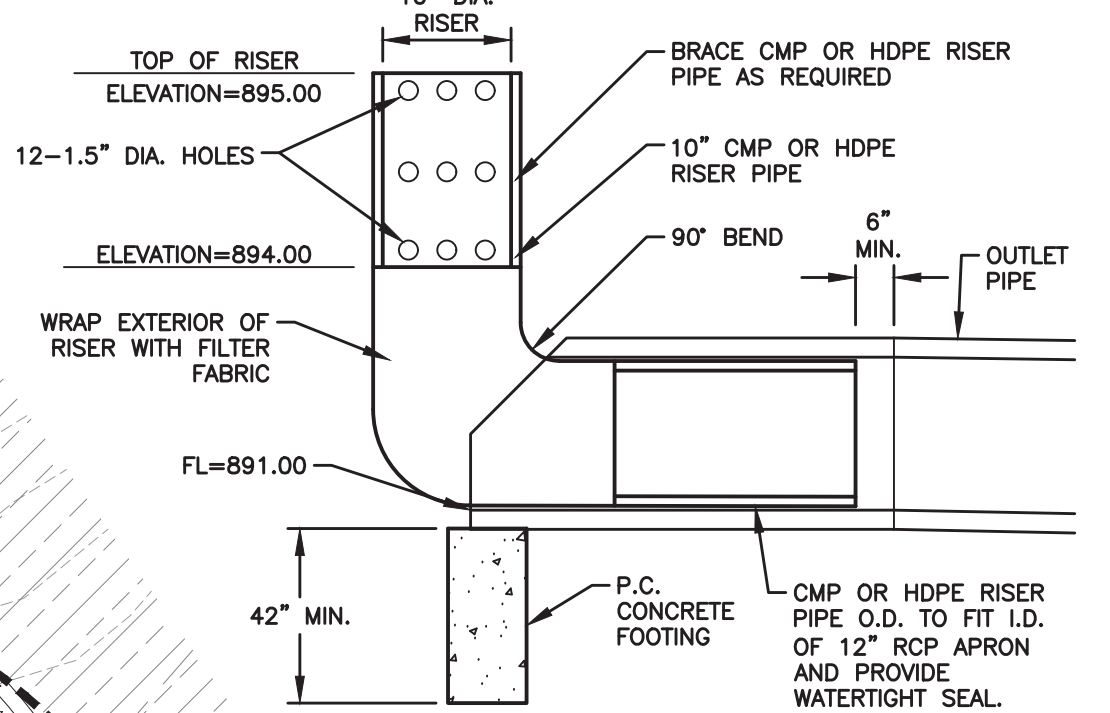
TEMPORARY STAND PIPE DETAIL #1

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TEMPORARY STAND PIPE DETAIL #2

NOT TO SCALE



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NORTH POLK INTERMEDIATE SCHOOL
EROSION AND SEDIMENT CONTROL PLAN
POLK CITY, IOWA

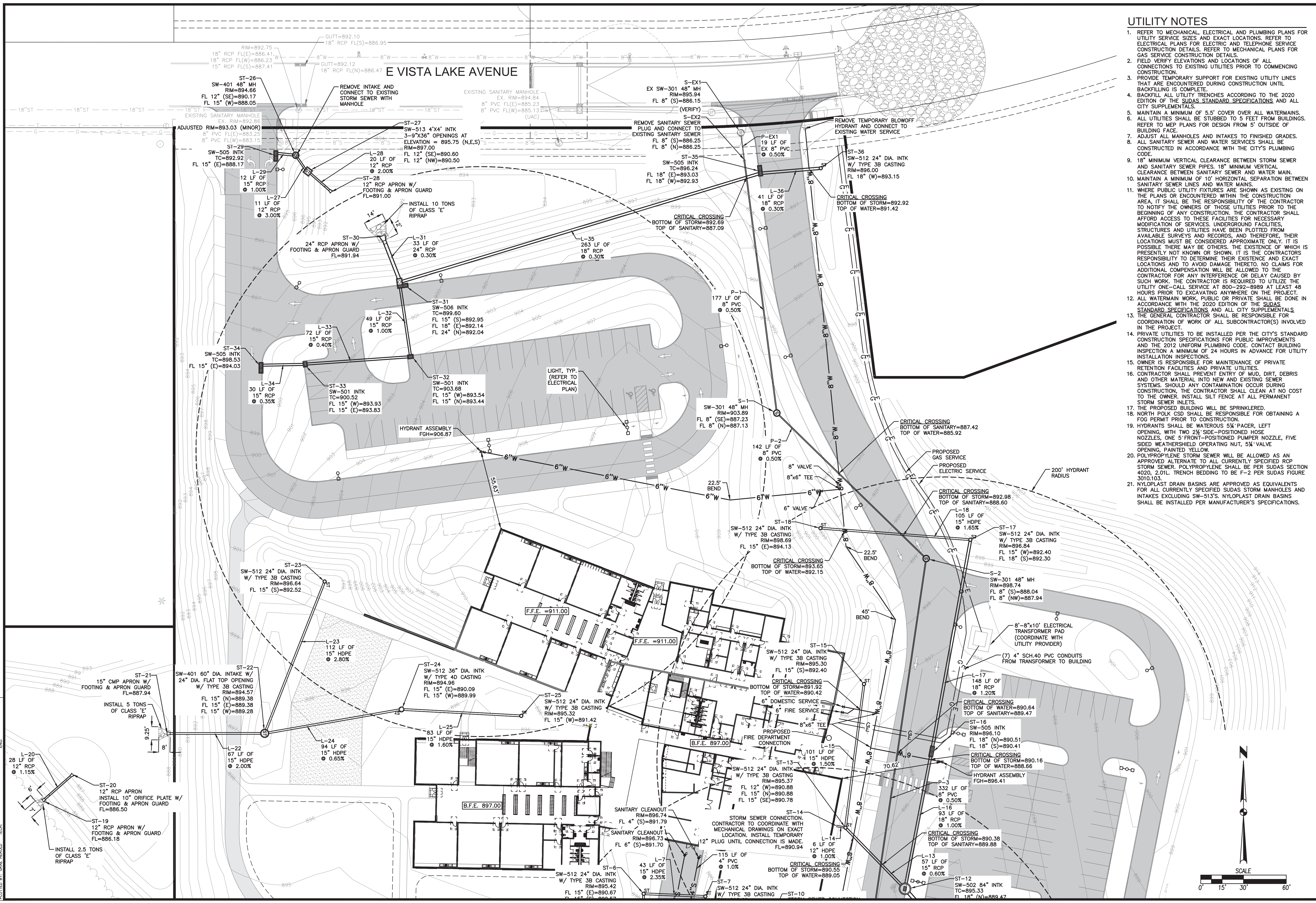
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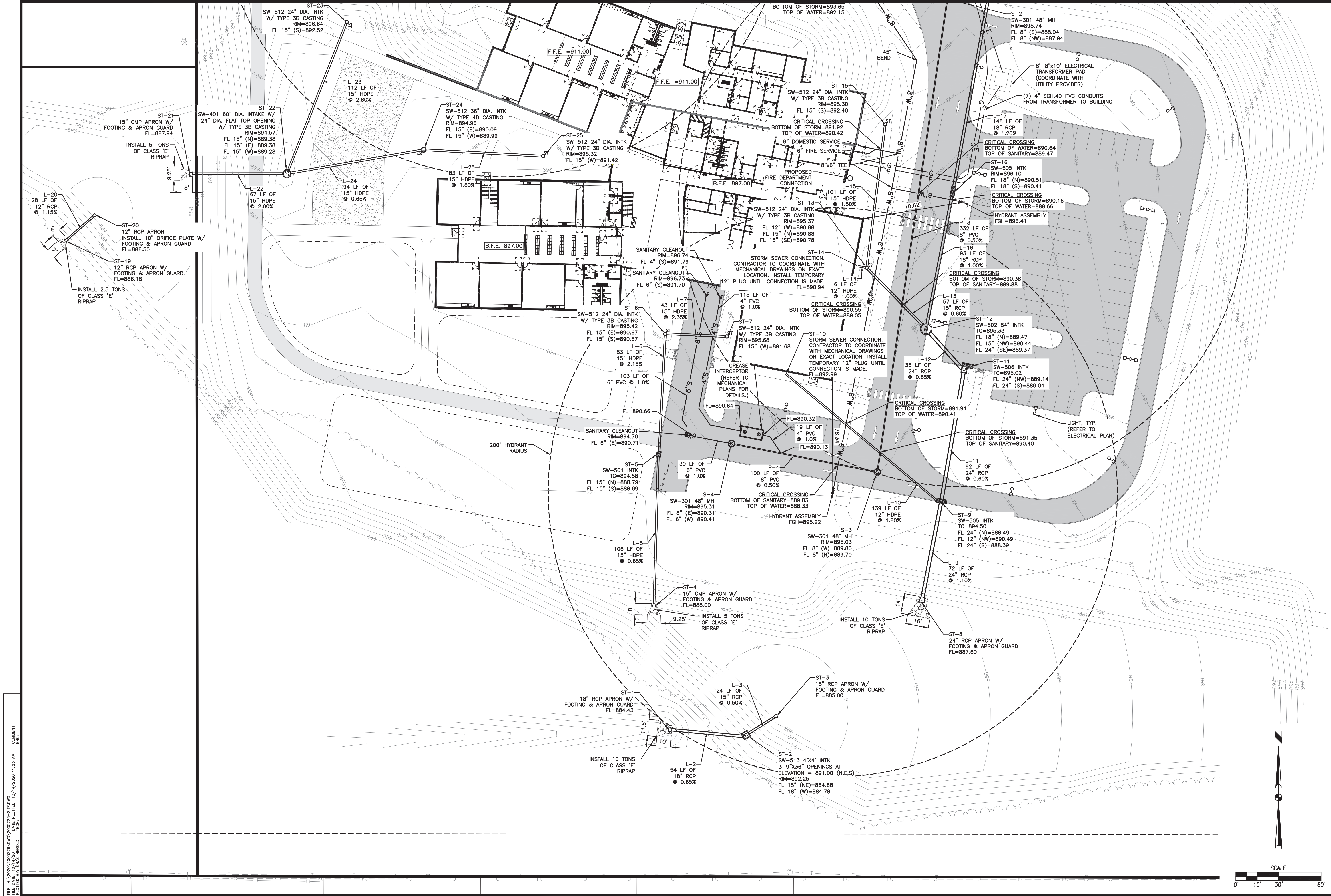
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UTILITY NOTES

- 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 COMPLETE.
- BACKFILL ALL UTILITY TRENCHES ACCORDING TO THE 2020 EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND ALL CITY SUPPLEMENTALS.
- MAINTAIN A MINIMUM OF 5.5' COVER OVER ALL WATERMANS.
- ALL UTILITIES SHALL BE STUBBED TO 5 FEET FROM BUILDINGS.
- 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 2020 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.
- THE PROPOSED BUILDING WILL BE SPRINKLERED.
- NORTH POLK CSD SHALL BE RESPONSIBLE FOR OBTAINING A FOG PERMIT PRIOR TO CONSTRUCTION.
- HYDRANTS SHALL BE WATEROUS 5/4" PACER, LEFT OPENING, WITH TWO 2 1/2" SIDE-POSITIONED HOSE NOZZLES, ONE 5' FRONT-POSITIONED PUMPER NOZZLE, FIVE SIDED WEATHERSHIELD OPERATING NUT, 5/4" VALVE OPENING, PAINTED YELLOW.
- POLYPROPYLENE STORM SEWER WILL BE ALLOWED AS AN APPROVED ALTERNATE TO ALL CURRENTLY SPECIFIED RCP STORM SEWER. POLYPROPYLENE SHALL BE PER SUDAS SECTION 4020, 2.01L. TRENCH BEDDING TO BE F-2 PER SUDAS FIGURE 3010.103.
- NYLOPLAST DRAIN BASINS ARE APPROVED AS EQUIVALENTS FOR ALL CURRENTLY SPECIFIED SUDAS STORM MANHOLES AND INTAKES EXCLUDING SW-513'S NYLOPLAST DRAIN BASINS SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS.



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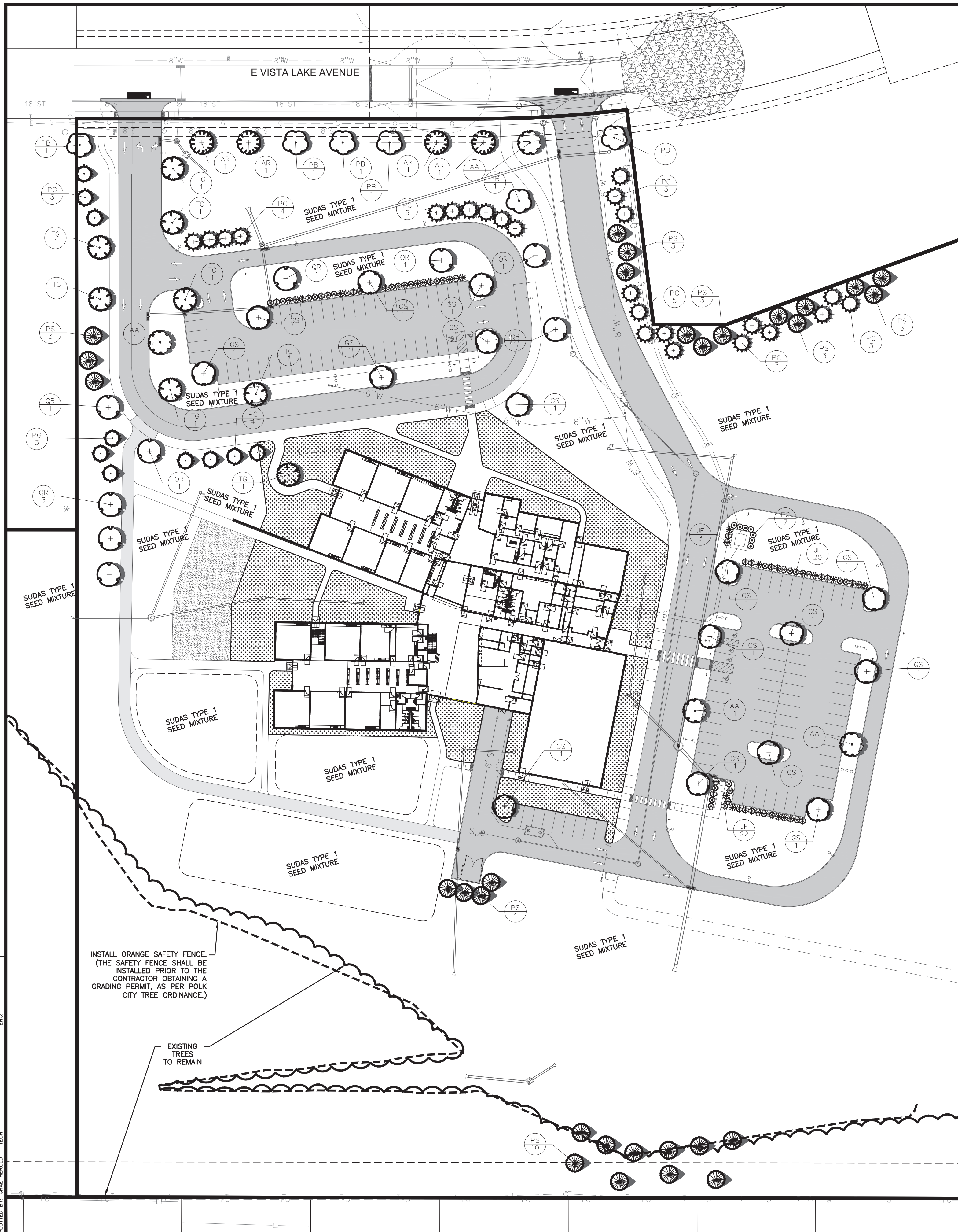
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NORTH POLK INTERMEDIATE SCHOOL
UTILITY PLAN
6.1
 2005.226



SEED MIXTURE

SUDAS TYPE 1 (PERMANENT LAWN MIXTURE):
 USED FOR RESIDENTIAL AND COMMERCIAL TURF SITE, FERTILIZED, AND TYPICALLY MOWED. USE BETWEEN MARCH 1 AND MAY 31 AND BETWEEN AUGUST 10 AND SEPTEMBER 30.

TABLE 9010.06:
 TYPE 1 SEED MIXTURE(1)

COMMON NAME	APPLICATION RATE LB/ACRE
KENTUCKY BLUEGRASS CULTIVAR(2)	65
KENTUCKY BLUEGRASS CULTIVAR(2)	65
KENTUCKY BLUEGRASS CULTIVAR(2)	65
CREeping RED FESCUE	25
FINE-LEAFED PERENNIAL RYEGRASS(3)	20
FINE-LEAFED PERENNIAL RYEGRASS(3)	20
ANNUAL RYEGRASS	40

- (1) A COMMERCIAL MIXTURE MAY BE USED IF IT CONTAINS A HIGH PERCENTAGE OF SIMILAR BLUEGRASSES; IT MAY OR MAY NOT CONTAIN CREEPING RED FESCUE.
- (2) CHOOSE THREE DIFFERENT CULTIVARS OF KENTUCKY BLUEGRASS.
- (3) CHOOSE TWO DIFFERENT CULTIVARS OF FINE-LEAFED PERENNIAL RYEGRASS, AT 20 POUNDS/ACRE EACH.

SEEDBED PREPARATION

TOPSOIL:
 IN ORDER TO PROVIDE AN ADEQUATE GROWING MEDIUM, A MINIMUM OF 6 INCHES OF TOPSOIL SHOULD BE PLACED OVER THE DISTURBED AREA PRIOR TO SEEDING. DEEPER TOPSOIL DEPTHS (8-12 INCHES OR GREATER) ARE DESIRABLE AS THEY INCREASE THE ORGANIC MATTER AVAILABLE FOR USE BY THE PLANTS, ALLOW FOR DEEPER ROOT PENETRATION AND INCREASE THE MOISTURE HOLDING ABILITY OF THE SOIL. THESE BENEFITS WILL INCREASE THE DROUGHT TOLERANCE AND LONG-TERM HEALTH OF THE VEGETATION. WHERE SUFFICIENT TOPSOIL IS NOT AVAILABLE, COMPOSTED MATERIAL MAY BE INCORPORATED AT THE RATE OF 1 INCH OF COMPOST FOR EVERY 3 INCHES OF DEFICIENT TOPSOIL. THIS WILL INCREASE THE ORGANIC MATTER CONTENT OF THE SOIL, AND PROVIDE AN ADEQUATE GROWING MEDIUM FOR VEGETATION.

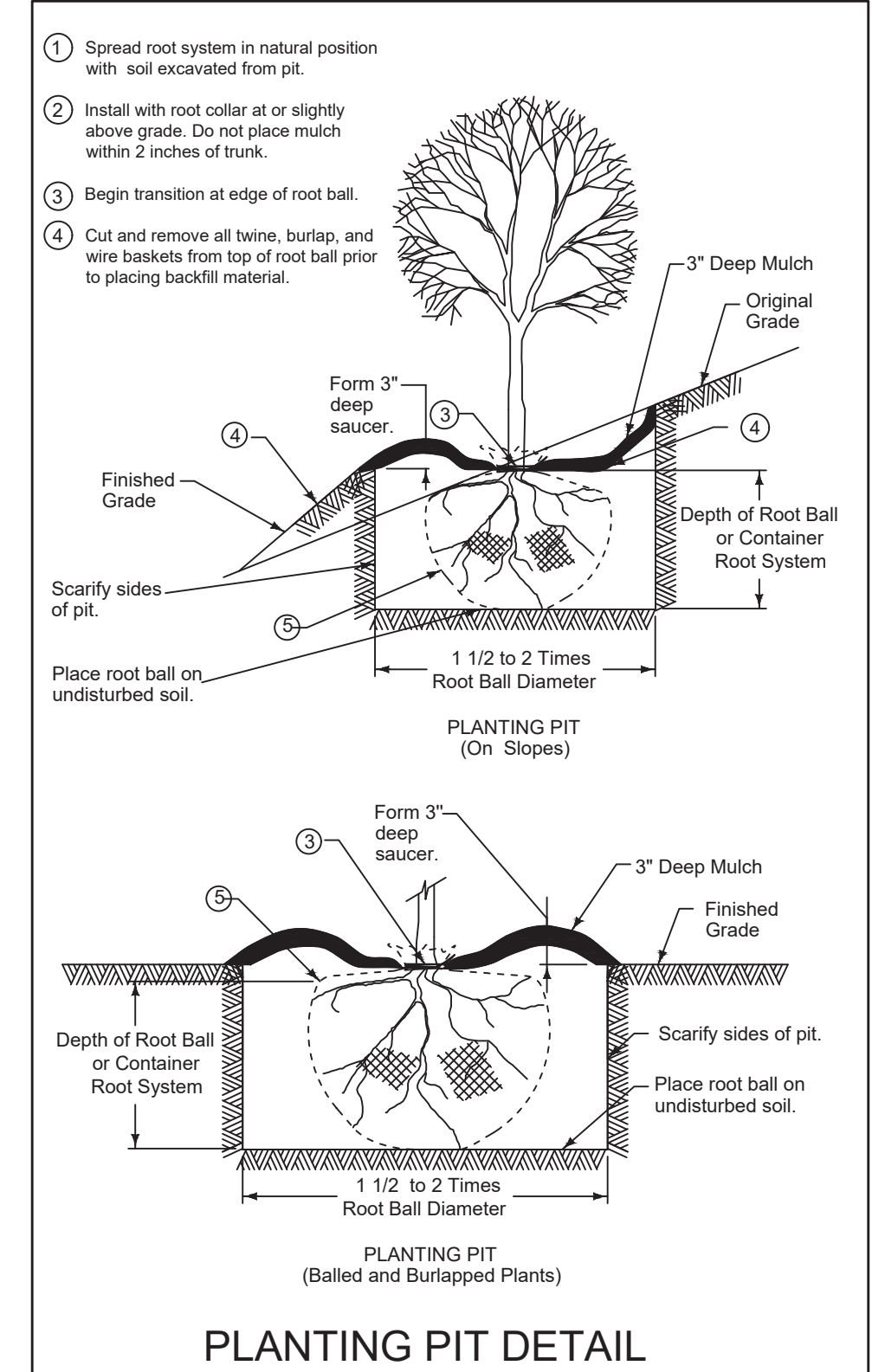
LANDSCAPE NOTES

1. THE 2020 EDITION OF THE SUDAS STANDARD SPECIFICATIONS AND CITY OF ANKENY SUPPLEMENTAL SPECIFICATIONS, IF APPLICABLE, SHALL APPLY TO ALL WORK ON THIS PROJECT UNLESS OTHERWISE NOTED.
2. LOCATE ALL UTILITIES BEFORE ANY PLANTING BEGINS.
3. TYPE, SIZE, AND QUALITY OF PLANT MATERIAL SHALL CONFORM TO THE MOST CURRENT EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK ANSI Z60.1
4. 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.
5. TYPE '1' SEED OR SOD ALL DISTURBED AREAS AS SHOWN ON PLAN.
6. BACKFILL TO TOP OF CURB. (MINUS 1 1/2" FOR SOD, IF REQ.)
7. WEED PREVENTER (PRE-EMERGENT) SHALL BE SPREAD OVER SOIL AFTER PLANTING AND BEFORE MULCHING IN ALL PLANTING BEDS PER MANUFACTURER'S RECOMMENDATIONS.
8. SHREDDED HARDWOOD MULCH SHALL BE PLACED AROUND ALL TREES, SHRUBS AND IN ALL PLANTING BEDS TO A MINIMUM DEPTH OF 3". ALL GROUPS OF MORE THAN ONE SHRUB SHALL BE MULCHED IN A CONTINUOUS BED, SEPARATED FROM TURF BY A 3" SPADE-CUT EDGE. MULCH AROUND ALL CONIFEROUS TREES SHALL BE A 6' DIAMETER CIRCLE. ALL EDGING SHALL BE SPADE-CUT EDGE.
9. PLANT QUANTITIES ARE SHOWN FOR INFORMATION ONLY, THE DRAWING SHALL PREVAIL IF ANY CONFLICTS ARISE.
10. ALL DEBRIS SPILLED IN THE PUBLIC R.O.W. SHALL BE PICKED UP BY THE CONTRACTOR AT THE END OF EACH WORK DAY.
11. CONTRACTOR SHALL WARRANTY ALL PLANT MATERIALS FOR A PERIOD OF ONE YEAR FROM DATE OF INSTALLATION.
12. CONTRACTOR SHALL PROVIDE IRRIGATION DESIGN TO OWNER FOR APPROVAL.
13. ALL GROUND MOUNTED MECHANICAL UNITS SHALL BE SCREENED FROM VIEW FROM THE PUBLIC STREET WITH LANDSCAPING.
14. ALL ROOF MOUNTED MECHANICAL UNITS SHALL BE SCREENED FROM VIEW FROM THE PUBLIC STREET WITH PARAPET WALLS.

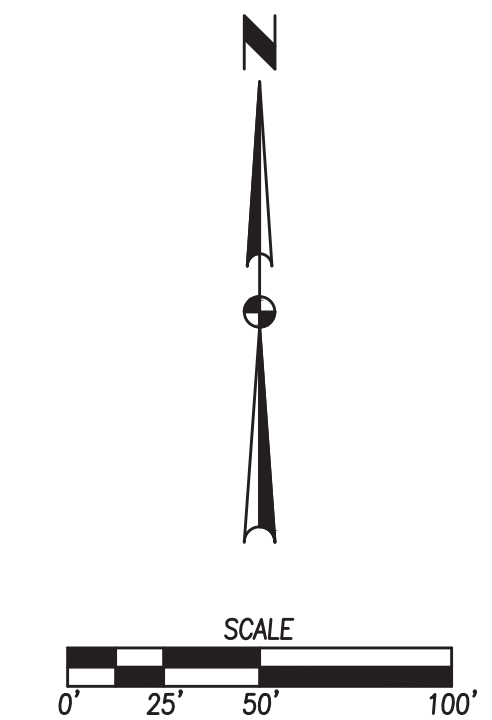
LANDSCAPE REQUIREMENTS

R-1 ZONING
 OPEN SPACE REQUIRED = 0 SF (0%)
 PARKING LOT LANDSCAPING
 20% OF PAVEMENT SHALL BE SHADED
 PAVEMENT = 104,871 SF
 104,871 x 20% = 20,974 SF
 20,974 / 700 = 30 TREES
 TREES PROVIDED = 30 TREES

PLANT SCHEDULE				
EVERGREEN TREES	QTY	COMMON NAME	BOTANICAL NAME	CONDITION AND SIZE
PC	24	Blue Spruce	<i>Picea pungens</i> 'Colorado Green'	B&B, 8' HEIGHT
PG	10	Colorado Blue Spruce	<i>Picea pungens</i> 'Glauca'	B&B, 6' HEIGHT
PS	29	White Pine	<i>Pinus strobus</i>	B&B, 8' HEIGHT
OVERSTORY TREES				
AA	QTY	COMMON NAME	BOTANICAL NAME	CONDITION AND SIZE
AA	4	Autumn Blaze Red Maple	<i>Acer rubrum</i> 'Autumn Blaze'	B&B, 2" CALIPER
AR	4	Red Maple	<i>Acer rubrum</i>	B&B, 2" CALIPER
GS	16	Skyline Honey Locust	<i>Gleditsia triacanthos</i> 'Skyline'	B&B, 2" CALIPER
PB	6	London Plane Tree	<i>Platanus x acerifolia</i> 'Bloodgood'	B&B, 2" CALIPER
QR	9	Red Oak	<i>Quercus rubra</i>	B&B, 2" CALIPER
TG	8	Greenspire Linden	<i>Tilia cordata</i> 'Greenspire'	B&B, 2" CALIPER
SHRUBS				
EC	QTY	COMMON NAME	BOTANICAL NAME	CONDITION AND SIZE
EC	7	Compact Burning Bush	<i>Euonymus alatus</i> 'Compactus'	18" HEIGHT
JF	73	Sea Green Juniper	<i>Juniperus chinensis</i> 'Sea Green'	18" HEIGHT



AREA TO BE SODDED



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NORTH POLK INTERMEDIATE SCHOOL LANDSCAPE PLAN

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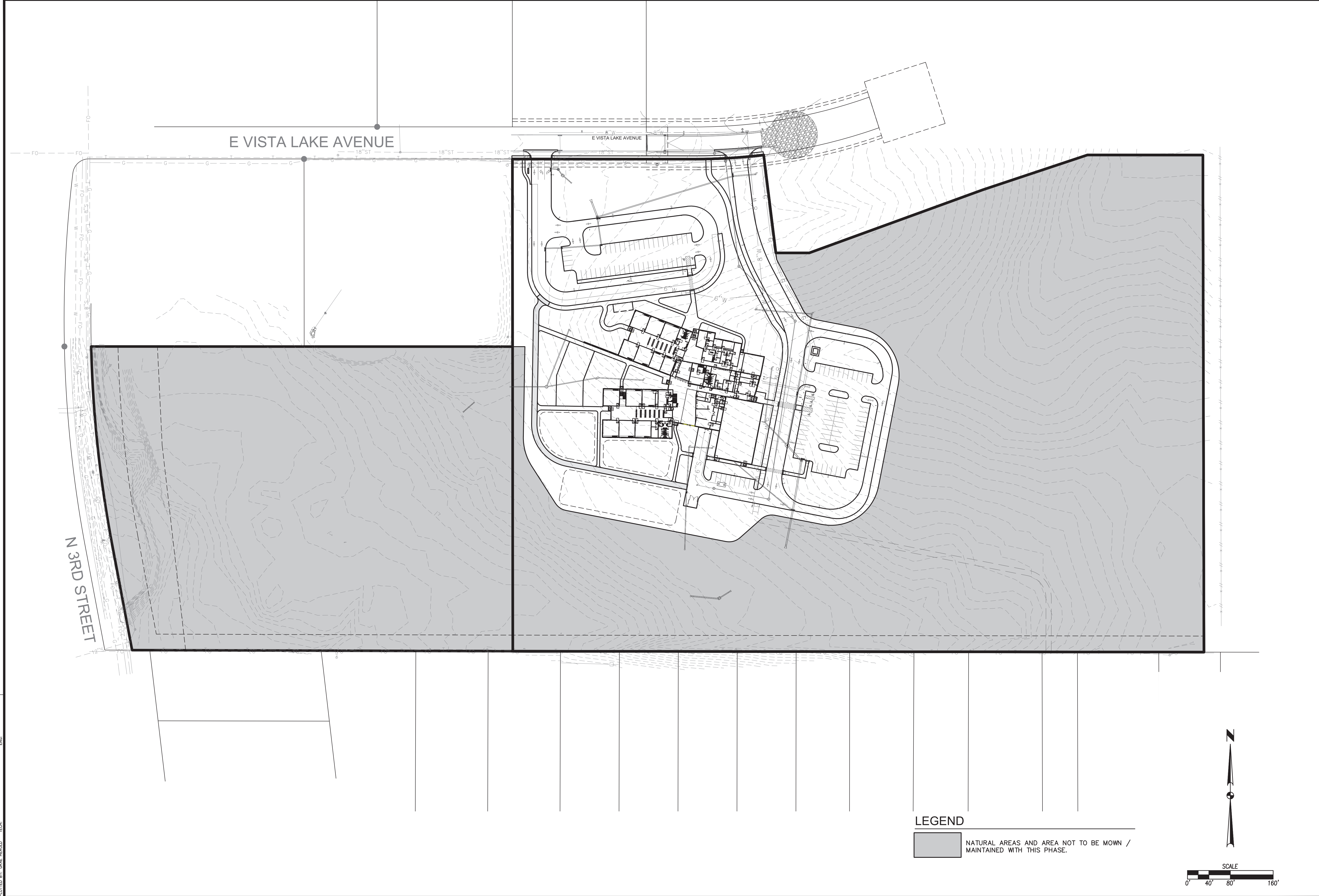
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CIVIL DESIGN ADVANTAGE
 POLK CITY, IOWA

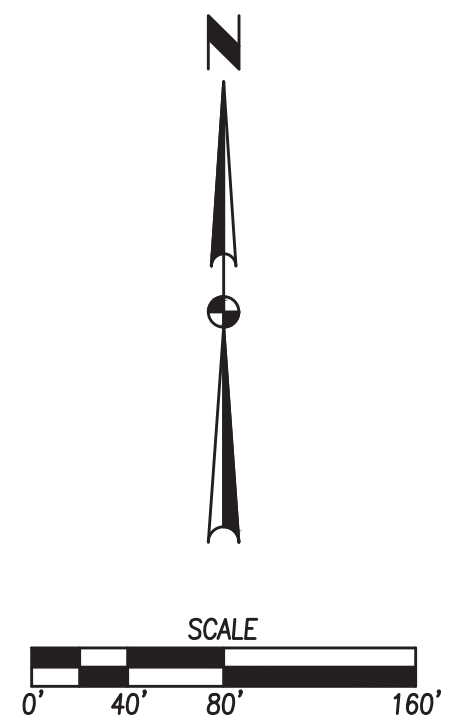
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LEGEND

 NATURAL AREAS AND AREA NOT TO BE MOWN / MAINTAINED WITH THIS PHASE.

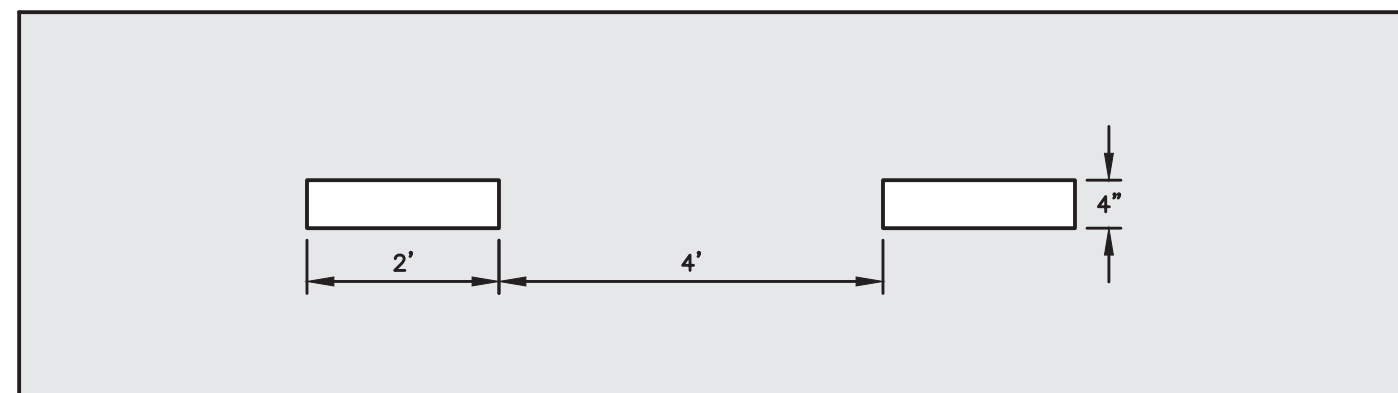


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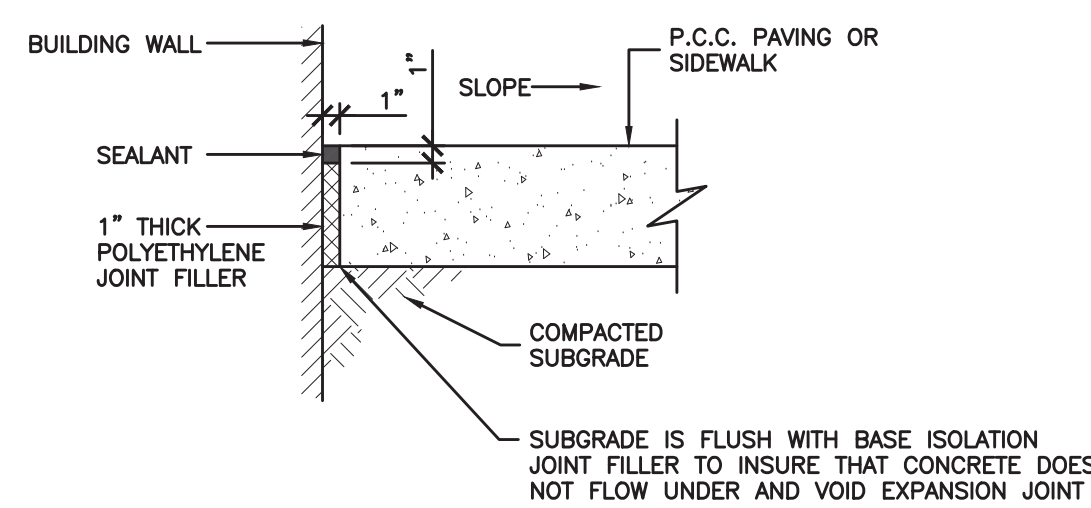


**NORTH POLK INTERMEDIATE SCHOOL
 LANDSCAPE PLAN**

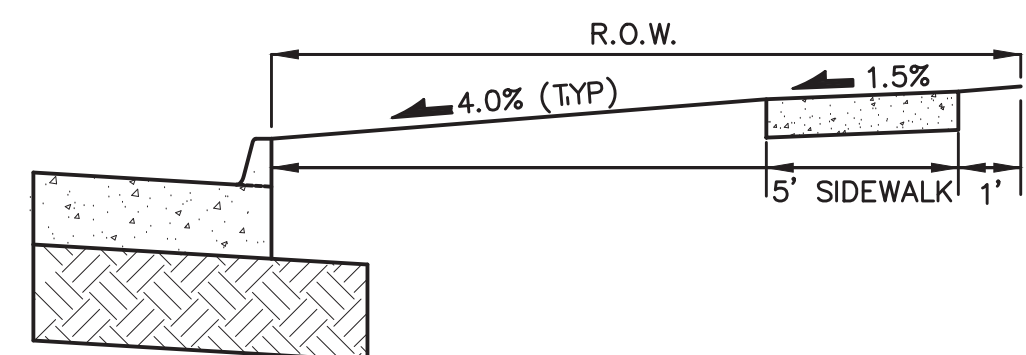


NOTE:
1. REFER TO IOWADOT STANDARD ROAD PLAN PM-110 FOR MORE DETAILS.

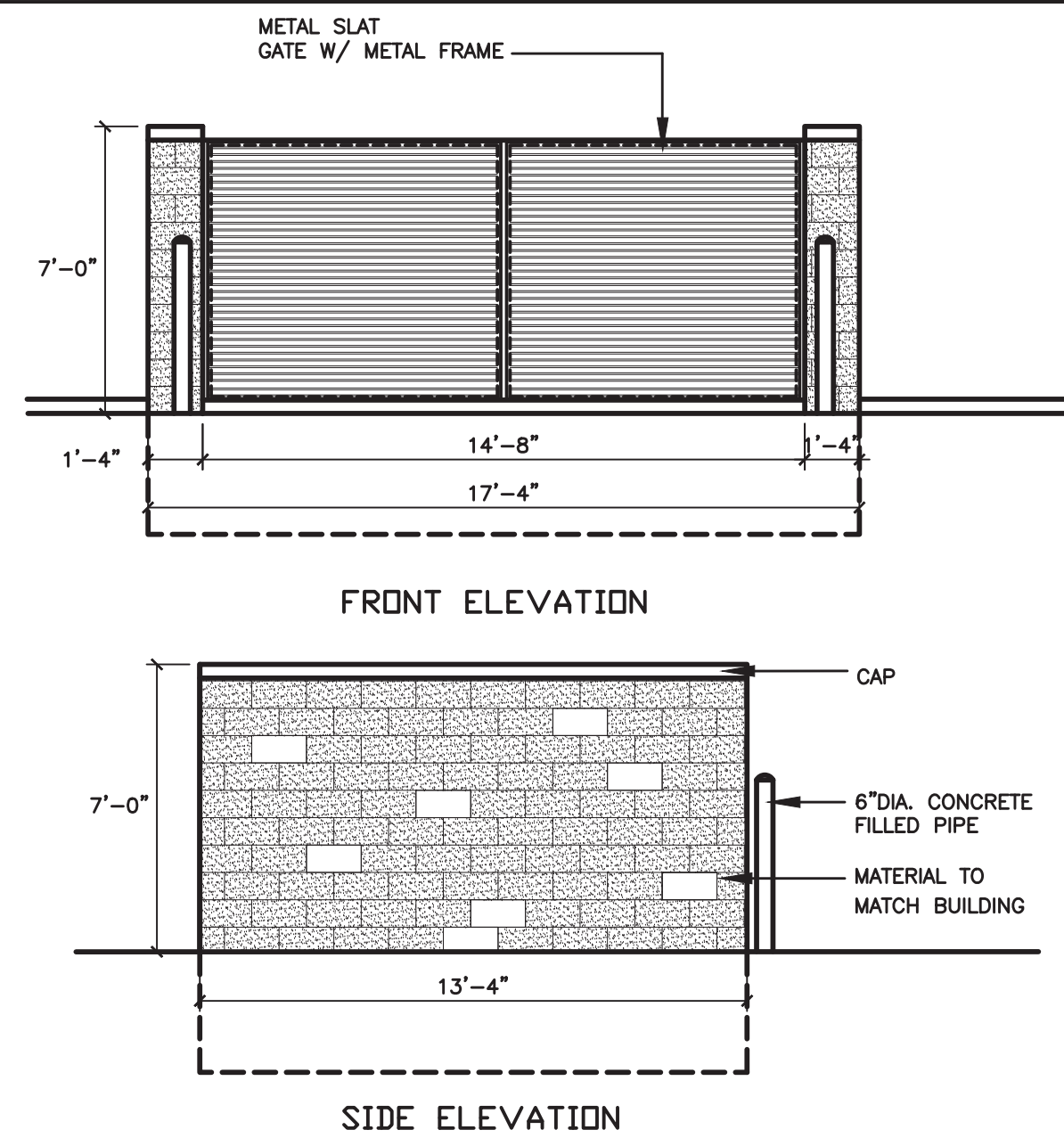
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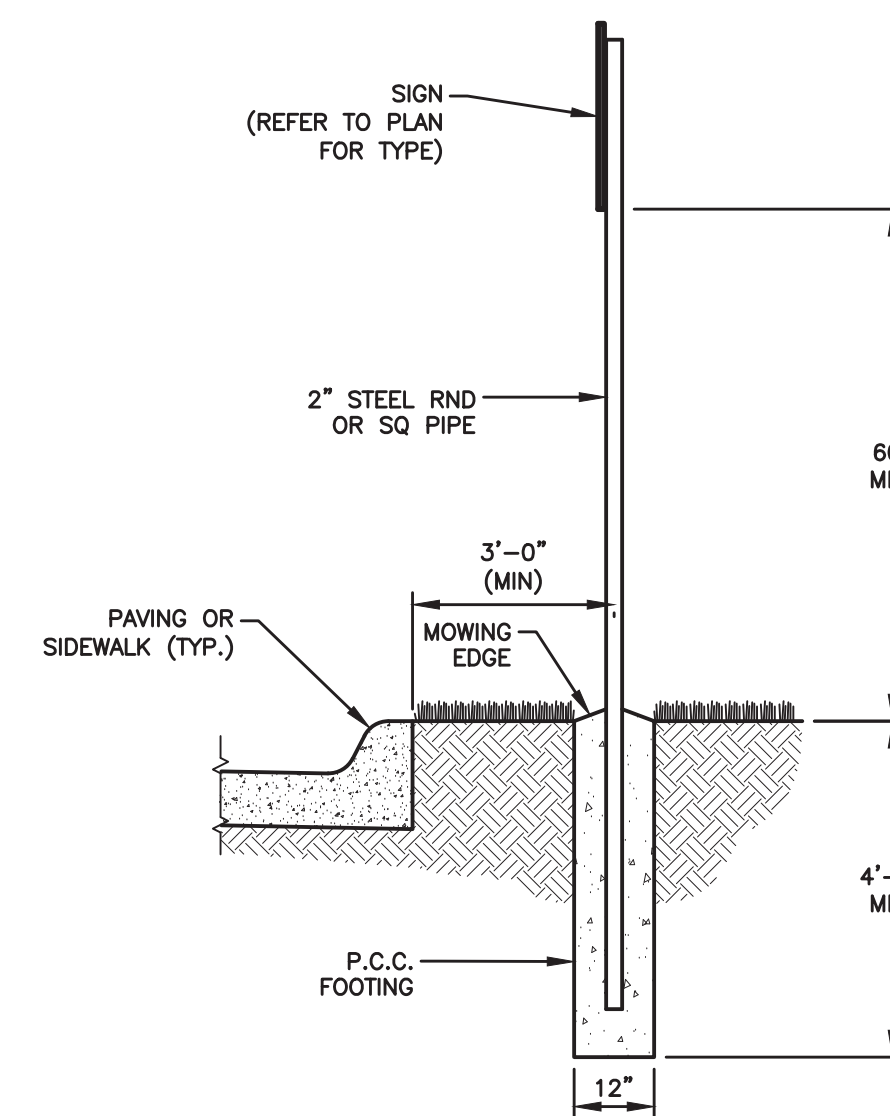


8 R.O.W. GRADING SECTION
NOT TO SCALE

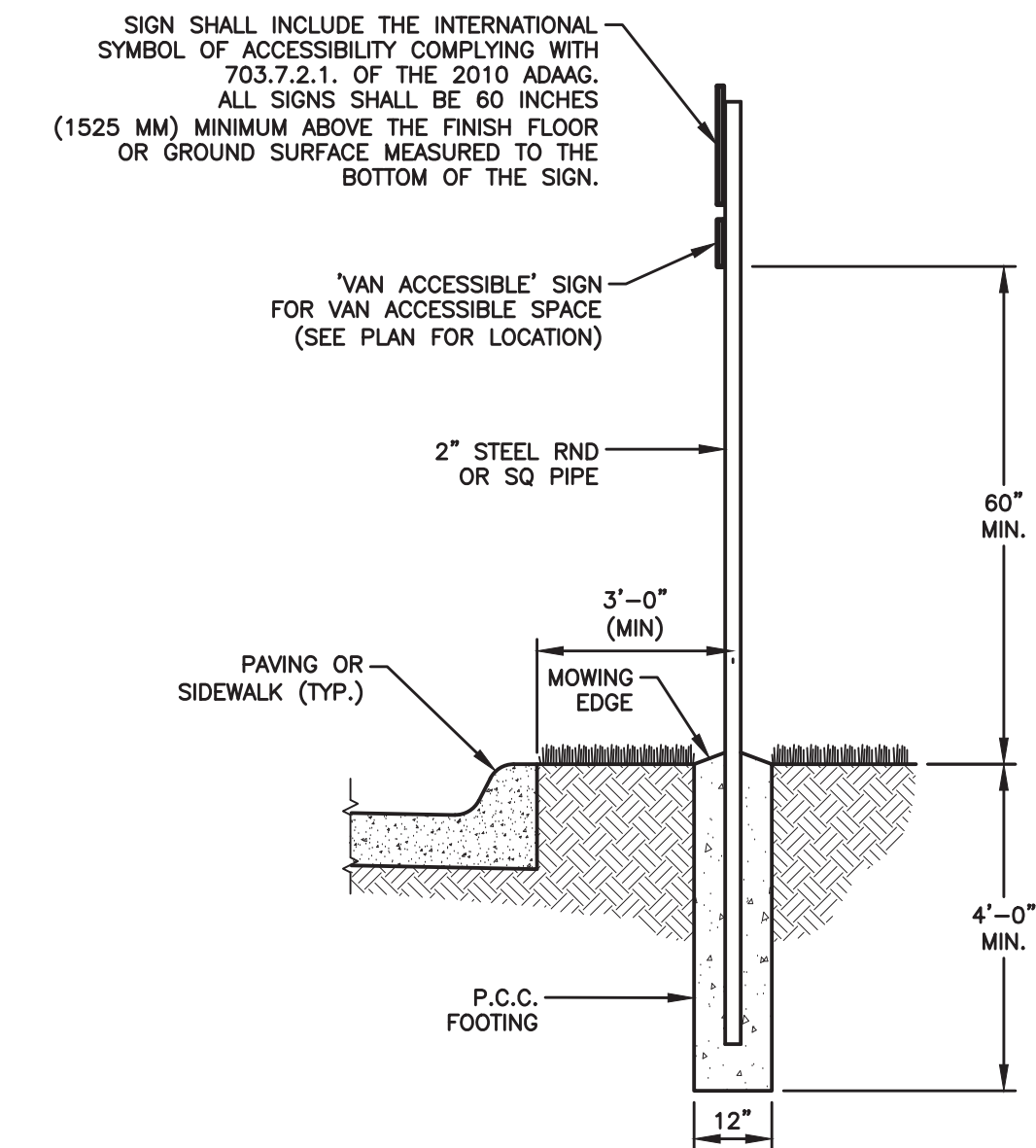


2 DUMPSTER ENCLOSURE
NOT TO SCALE

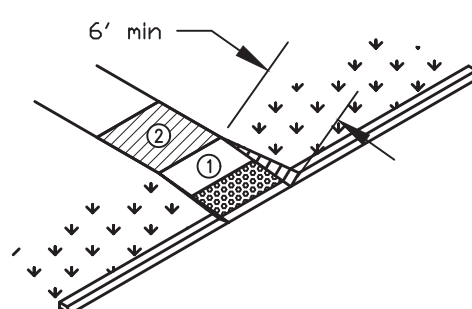
FOR REFERENCE ONLY. REFER TO ARCHITECTURAL PLANS FOR CONSTRUCTION DETAILS



3 DIRECTIONAL SIGN ON POST
NOT TO SCALE



4 ACCESSIBLE PARKING SIGN ON POST
NOT TO SCALE

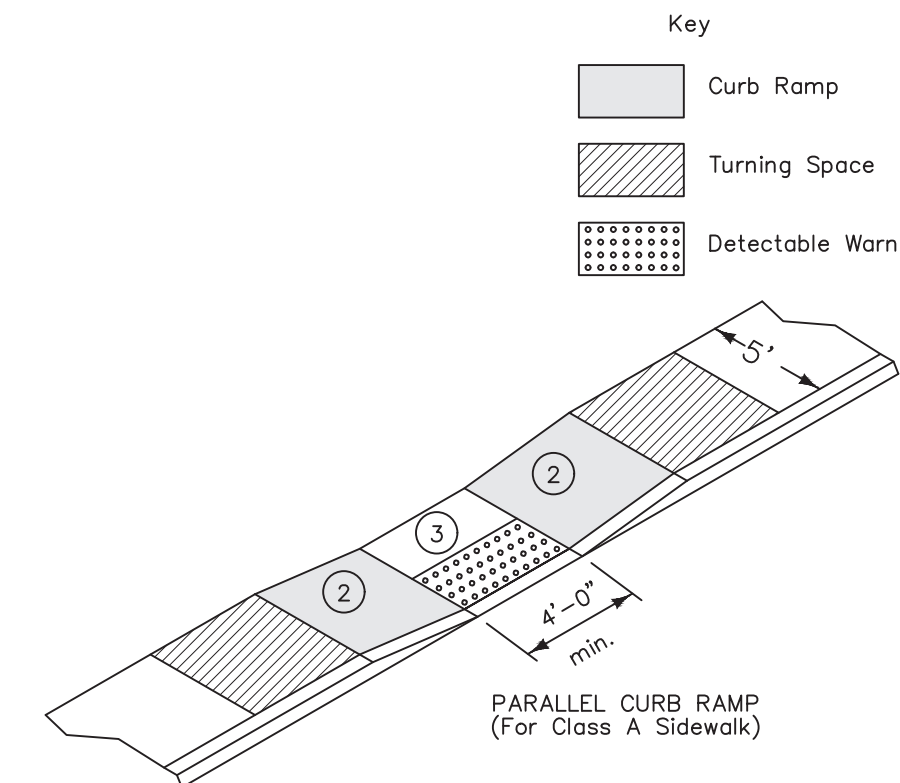


Key
Curb Ramp
Turning Space
Detectable Warning

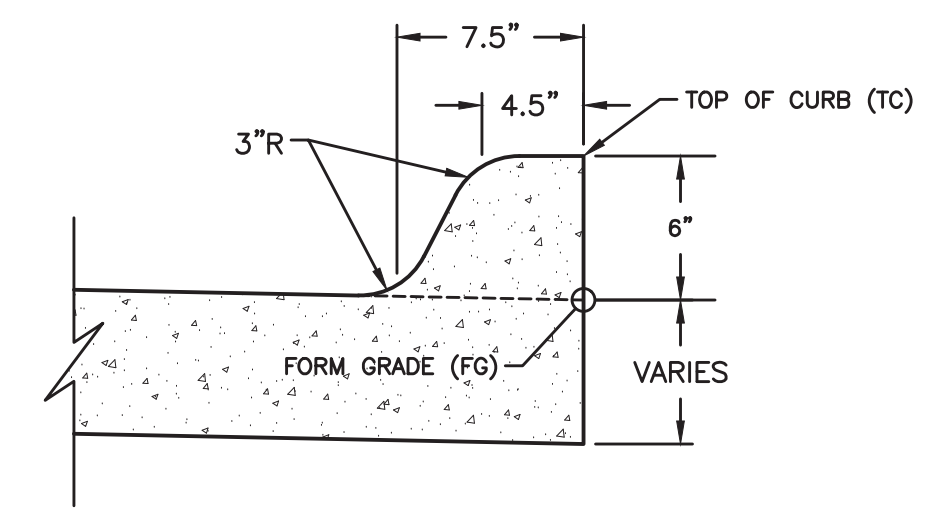
① Perpendicular Curb Ramp: Target running slope of 6.25% with a maximum running slope of 8.3%. Match pedestrian street crossing cross slope at back of curb.
② Turning Space: Target slope of 1.5% with a maximum slope perpendicular to the travel directions of 2.0%. At mid-block crossings, cross slope of landing may exceed 2.0% to match the roadway grade. Minimum 4 feet by 4 feet.

PERPENDICULAR RAMP (For Class A Sidewalk)

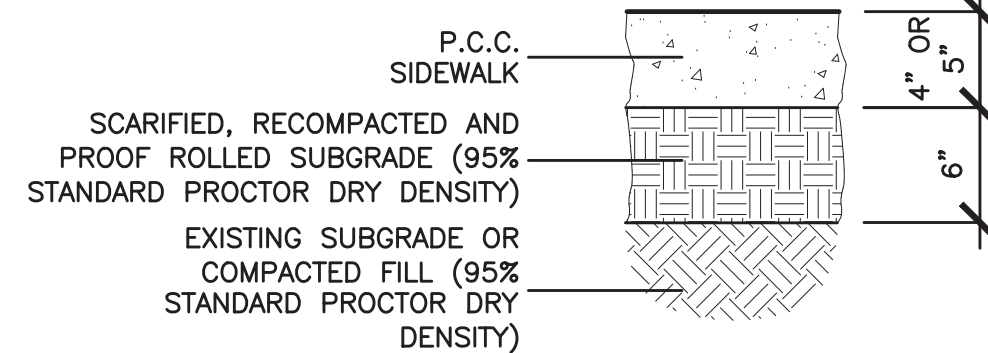
REFER TO PLANS FOR SIDEWALK DIMENSIONS



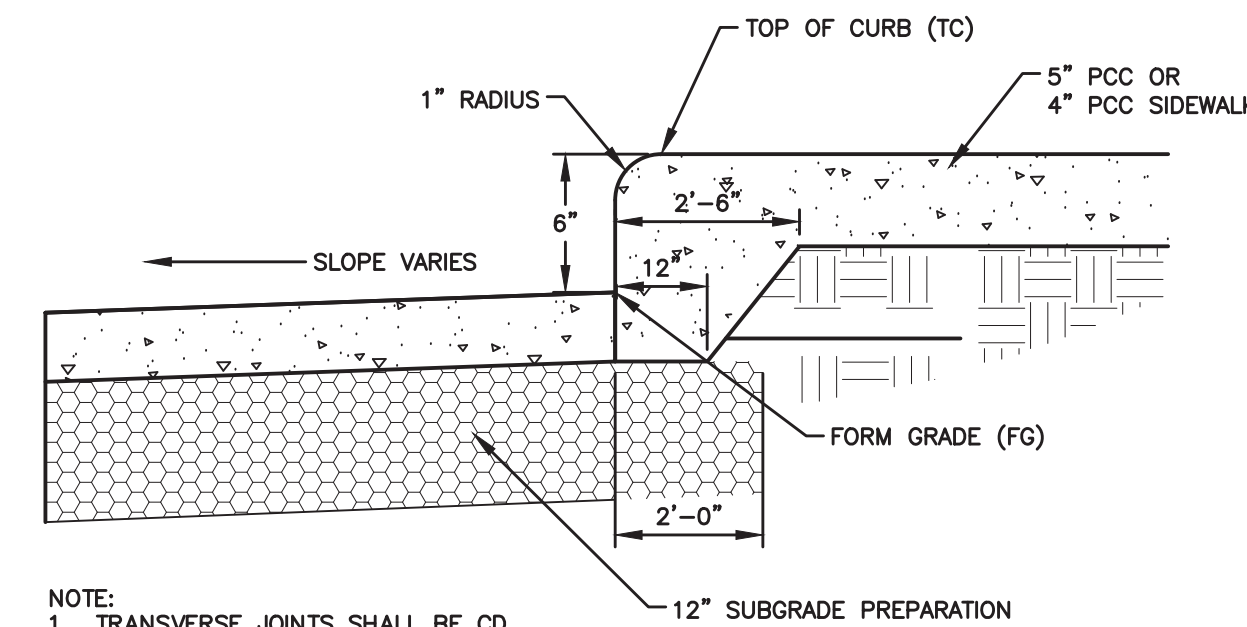
6 CURB RAMP DETAILS
NOT TO SCALE



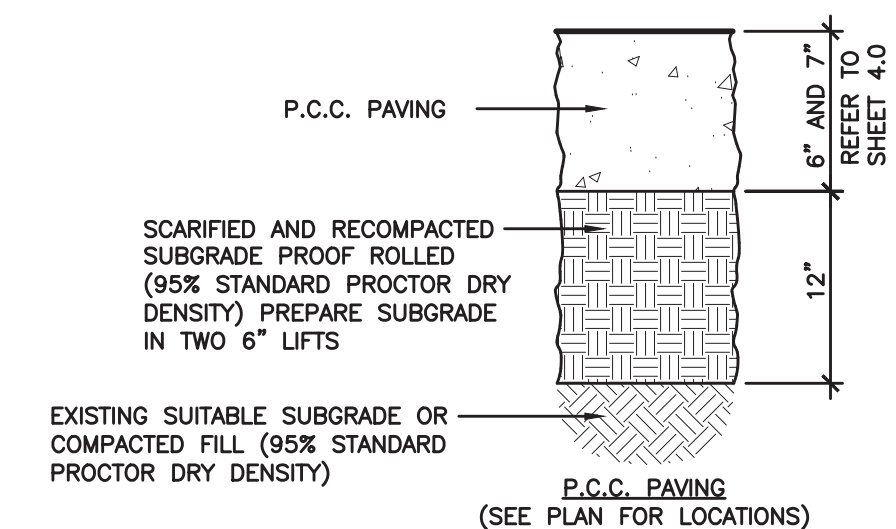
7 INTEGRAL 6" STANDARD CURB
NOT TO SCALE



9 P.C.C. SIDEWALK DETAIL
NOT TO SCALE



10 CLASS A CURB & SIDEWALK
NOT TO SCALE



11 TYPICAL SECTION - P.C.C. PAVEMENT
NOT TO SCALE

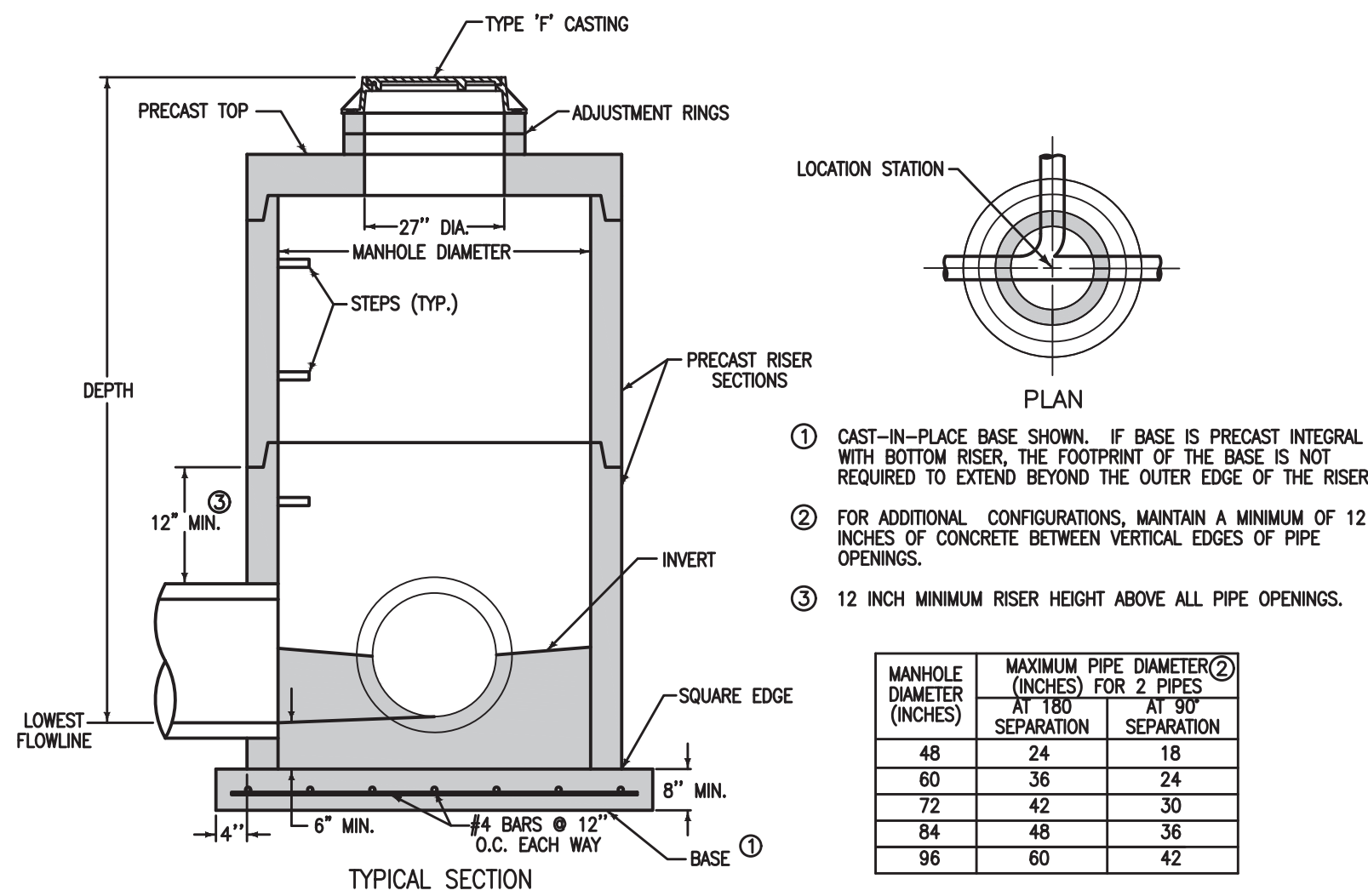
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COMMENT: 10/14/2020 11:24 AM
DRAWN BY: J. GRAY
CHECKED BY: J. GRAY
PLOTTER: HP
SCALE: AS SHOWN

DATE	REVISIONS
10/14/2020	4th SUBMITTAL
09/29/2020	3rd SUBMITTAL
09/11/2020	2nd SUBMITTAL
08/26/2020	1st SUBMITTAL

3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410
ENGINEER: EKO
EI: GH



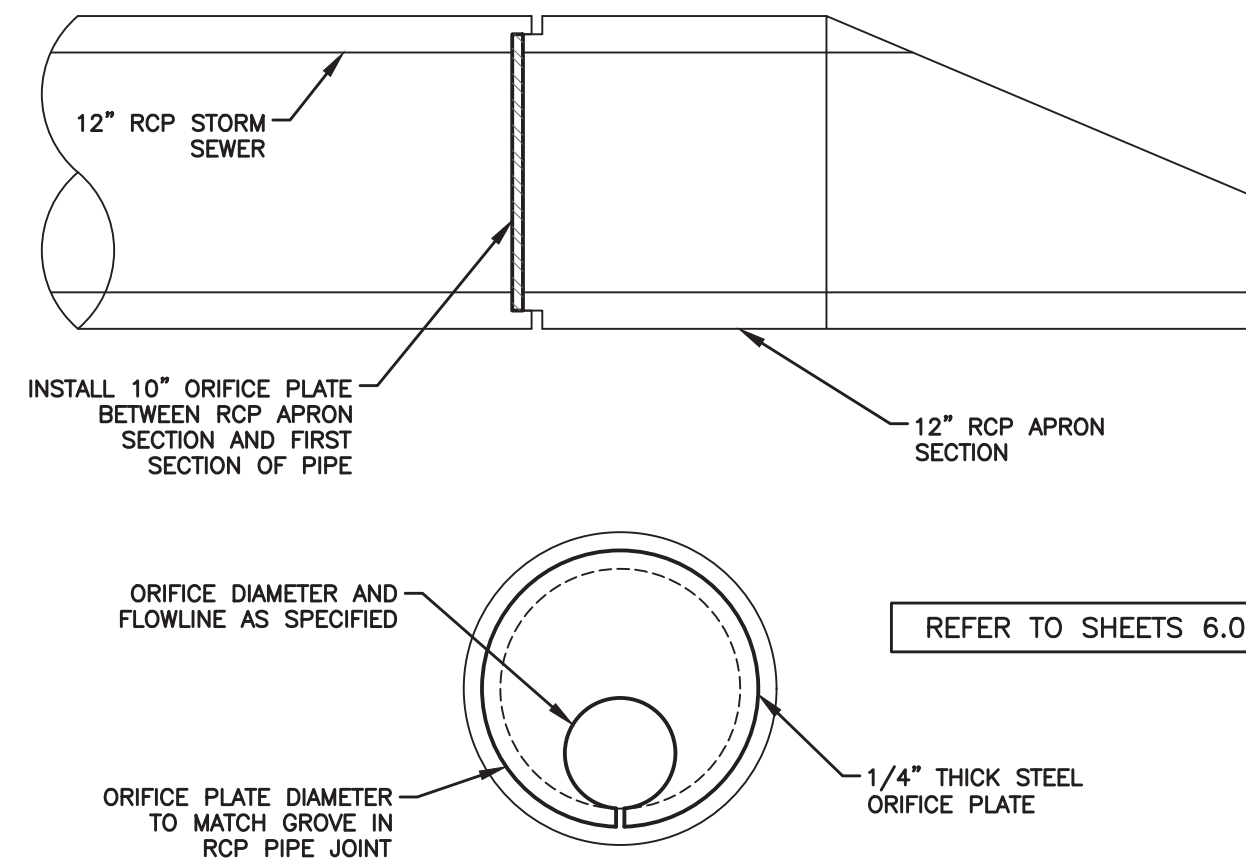
NORTH POLK INTERMEDIATE SCHOOL
POLK CITY, IOWA
DETAILS



- CAST-IN-PLACE BASE SHOWN. IF BASE IS PRECAST INTEGRAL WITH BOTTOM RISER, THE FOOTPRINT OF THE BASE IS NOT REQUIRED TO EXTEND BEYOND THE OUTER EDGE OF THE RISER.
- FOR ADDITIONAL CONFIGURATIONS, MAINTAIN A MINIMUM OF 12 INCHES OF CONCRETE BETWEEN VERTICAL EDGES OF PIPE OPENINGS.
- 12 INCH MINIMUM RISER HEIGHT ABOVE ALL PIPE OPENINGS.

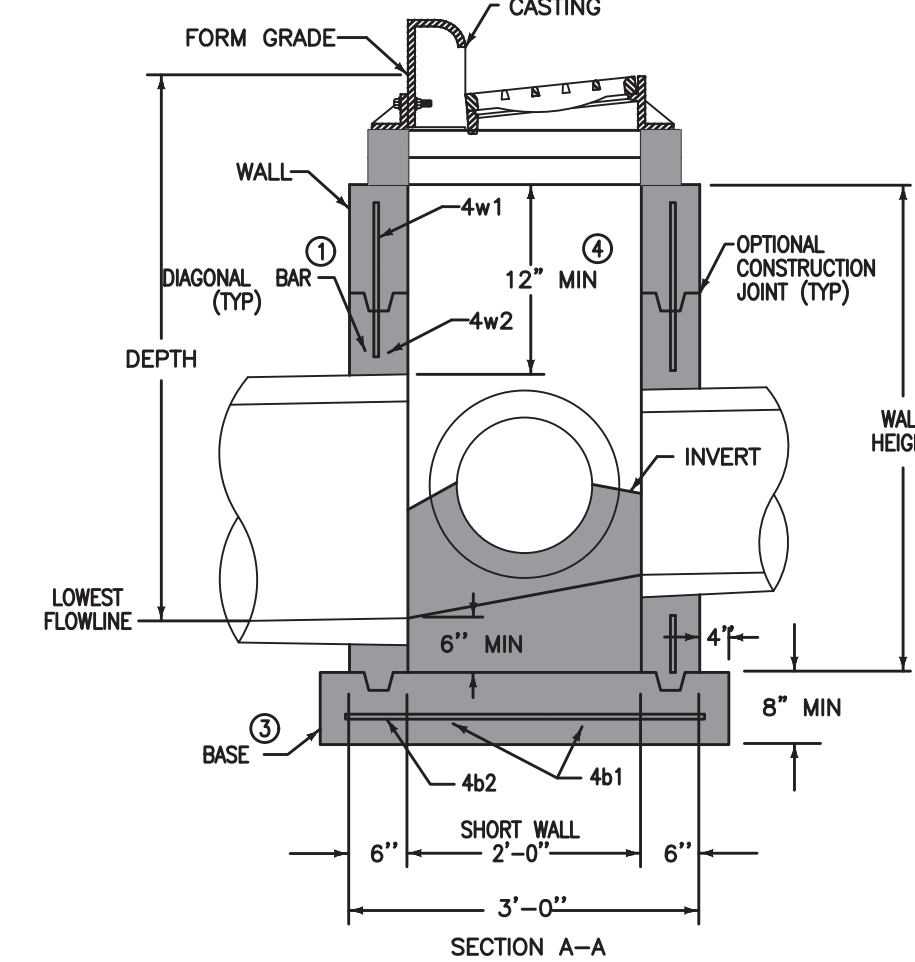
MANHOLE DIAMETER (INCHES)	MAXIMUM PIPE DIAMETER (INCHES) FOR 2 PIPES	
	AT 180° SEPARATION	AT 90° SEPARATION
48	24	18
60	36	24
72	42	30
84	48	36
96	60	42

12 SW-401 STORM SEWER MANHOLE
NOT TO SCALE



13 ORIFICE PLATE
NOT TO SCALE

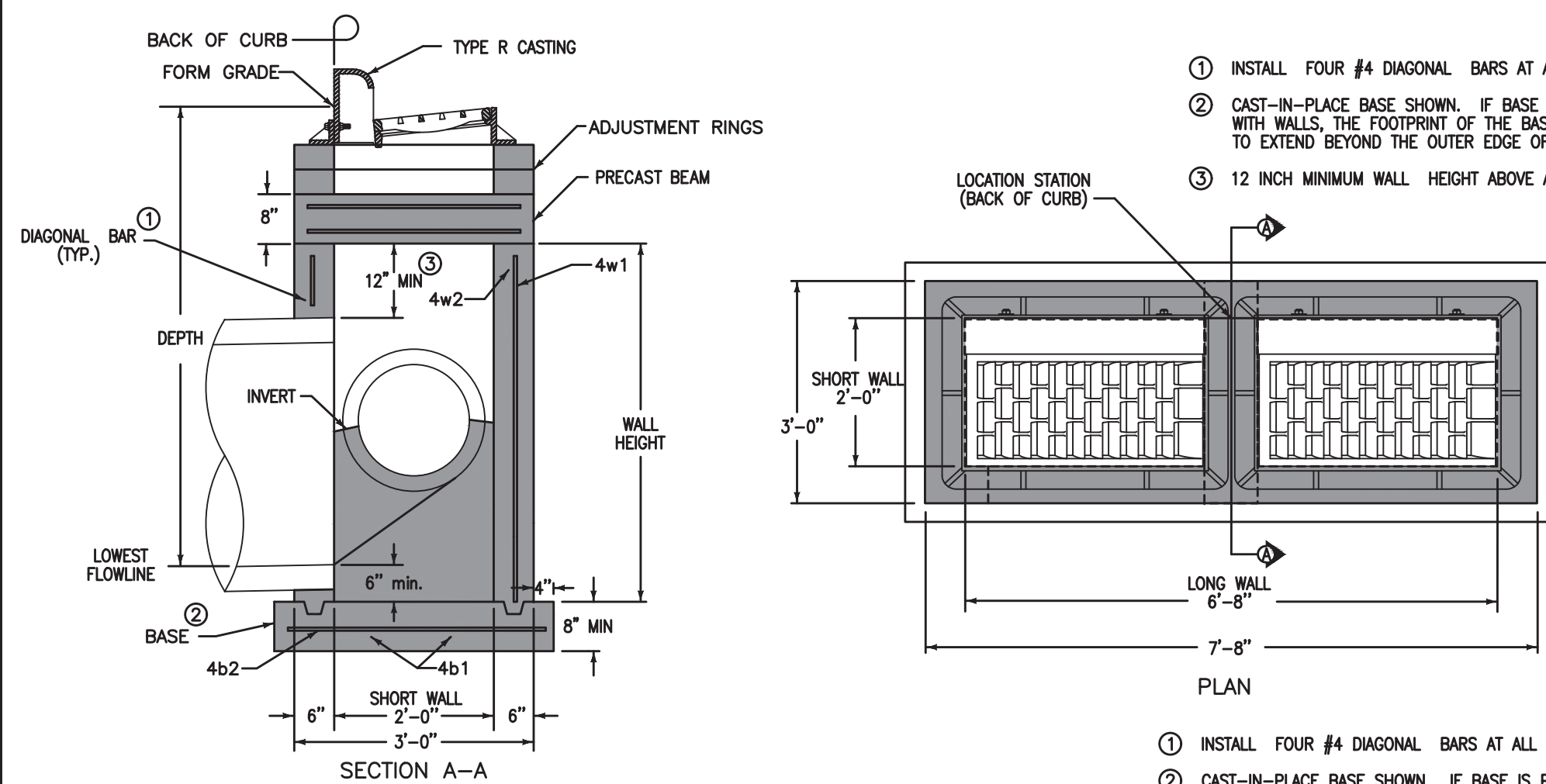
- INSTALL FOUR #4 DIAGONAL BARS AT ALL PIPE OPENINGS.
- TYPE R UNLESS TYPE Q IS SPECIFIED IN THE CONTRACT DOCUMENTS.
- CAST-IN-PLACE BASE SHOWN. IF BASE IS PRECAST INTEGRAL WITH WALLS, THE FOOTPRINT OF THE BASE IS NOT REQUIRED TO EXTEND BEYOND THE OUTER EDGE OF THE WALLS.
- 12 INCH MINIMUM WALL HEIGHT ABOVE ALL PIPES.



MAXIMUM PIPE DIAMETERS			
PIPE LOCATION	PRECAST STRUCTURE	CAST-IN-PLACE STRUCTURE	
SHORT WALL	15"	18"	
LONG WALL	24"	30"	

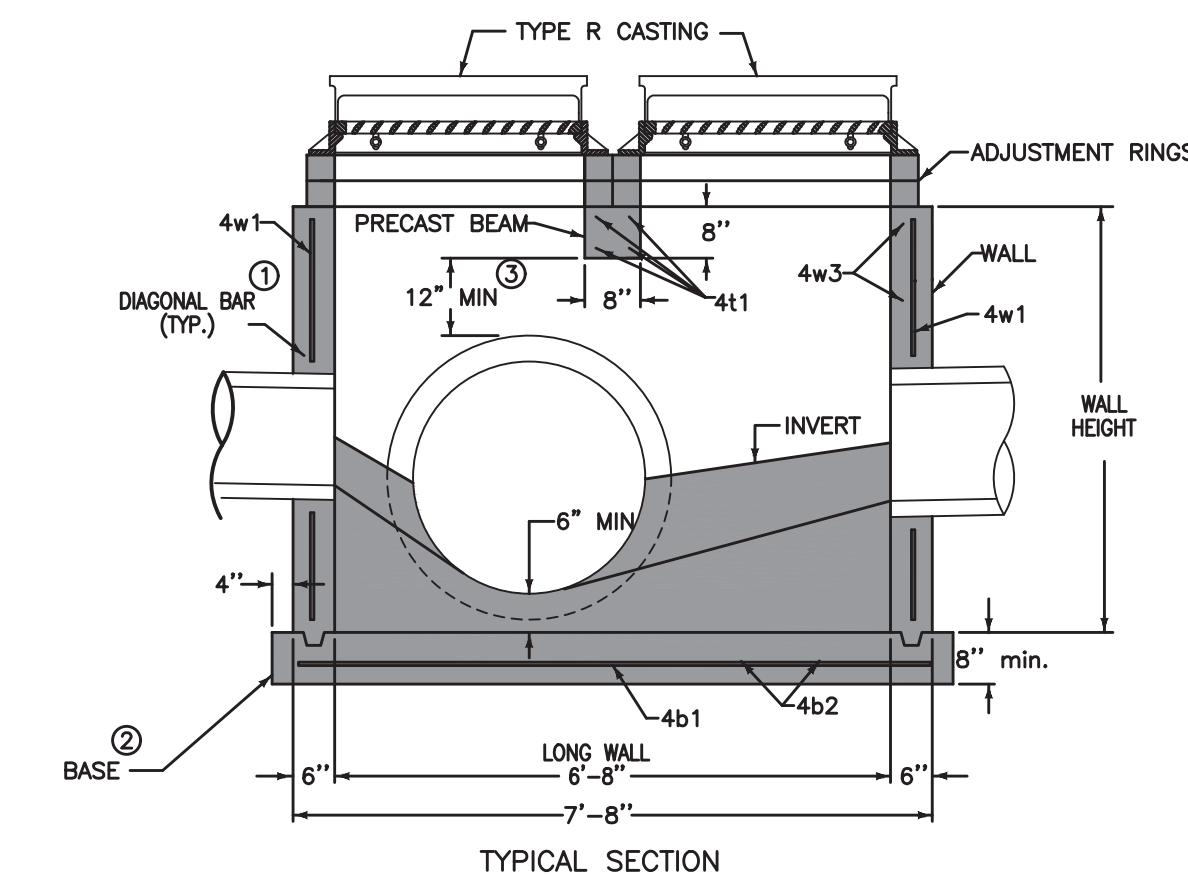
REINFORCING BAR LIST						
MARK	SIZE	LOCATION	SHAPE	LENGTH	COUNT	SPACING
4w1	4	WALLS	---	WALL HEIGHT MINUS 4"	14	12"
4w2	4	LONG WALLS	---	3'-8"	VARIES	12"
4w3	4	SHORT WALLS	---	2'-8"	VARIES	12"
4b1	4	BASE	---	4'-2"	4	10"
4b2	4	BASE	---	3'-2"	5	10"

14 SW-501 INTAKE
NOT TO SCALE



- INSTALL FOUR #4 DIAGONAL BARS AT ALL PIPE OPENINGS.
- CAST-IN-PLACE BASE SHOWN. IF BASE IS PRECAST INTEGRAL WITH WALLS, THE FOOTPRINT OF THE BASE IS NOT REQUIRED TO EXTEND BEYOND THE OUTER EDGE OF THE WALLS.
- 12 INCH MINIMUM WALL HEIGHT ABOVE ALL PIPES.

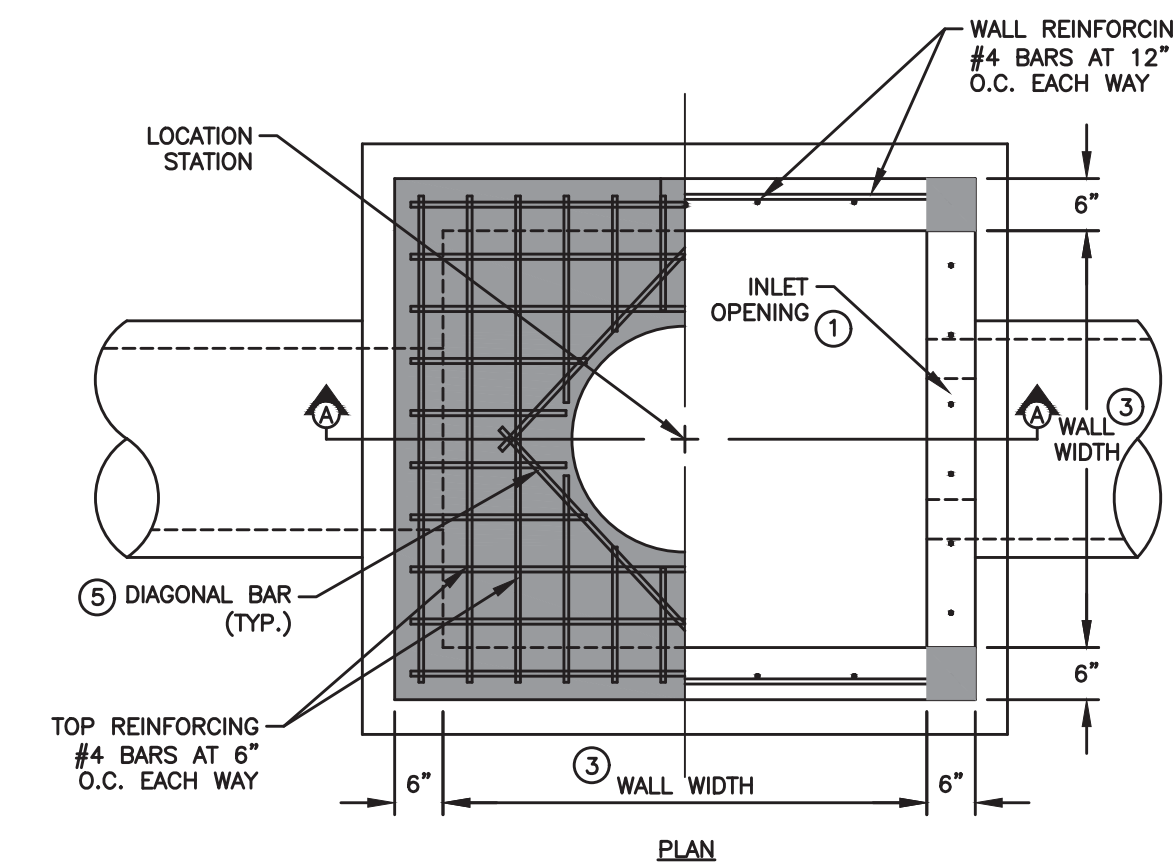
- INSTALL FOUR #4 DIAGONAL BARS AT ALL PIPE OPENINGS.
- CAST-IN-PLACE BASE SHOWN. IF BASE IS PRECAST INTEGRAL WITH WALLS, THE FOOTPRINT OF THE BASE IS NOT REQUIRED TO EXTEND BEYOND THE OUTER EDGE OF THE WALLS.
- 12 INCH MINIMUM WALL HEIGHT ABOVE ALL PIPES.



REINFORCING BAR LIST						
MARK	SIZE	LOCATION	SHAPE	COUNT	LENGTH	SPACING
4t1	4	BEAM	---	4	2'-8"	4"
4b1	4	BASE	---	4	7'-10"	10"
4b2	4	BASE	---	8	3'-2"	12"
4w1	4	WALLS	---	20	WALL HEIGHT MINUS 4"	12"
4w2	4	LONG WALLS	---	VARIES	7'-4"	12"
4w3	4	SHORT WALLS	---	VARIES	2'-8"	12"

MAXIMUM PIPE DIAMETERS			
PIPE LOCATION	PRECAST STRUCTURE	CAST-IN-PLACE STRUCTURE	
SHORT WALL	15"	18"	
LONG WALL	60"	66"	

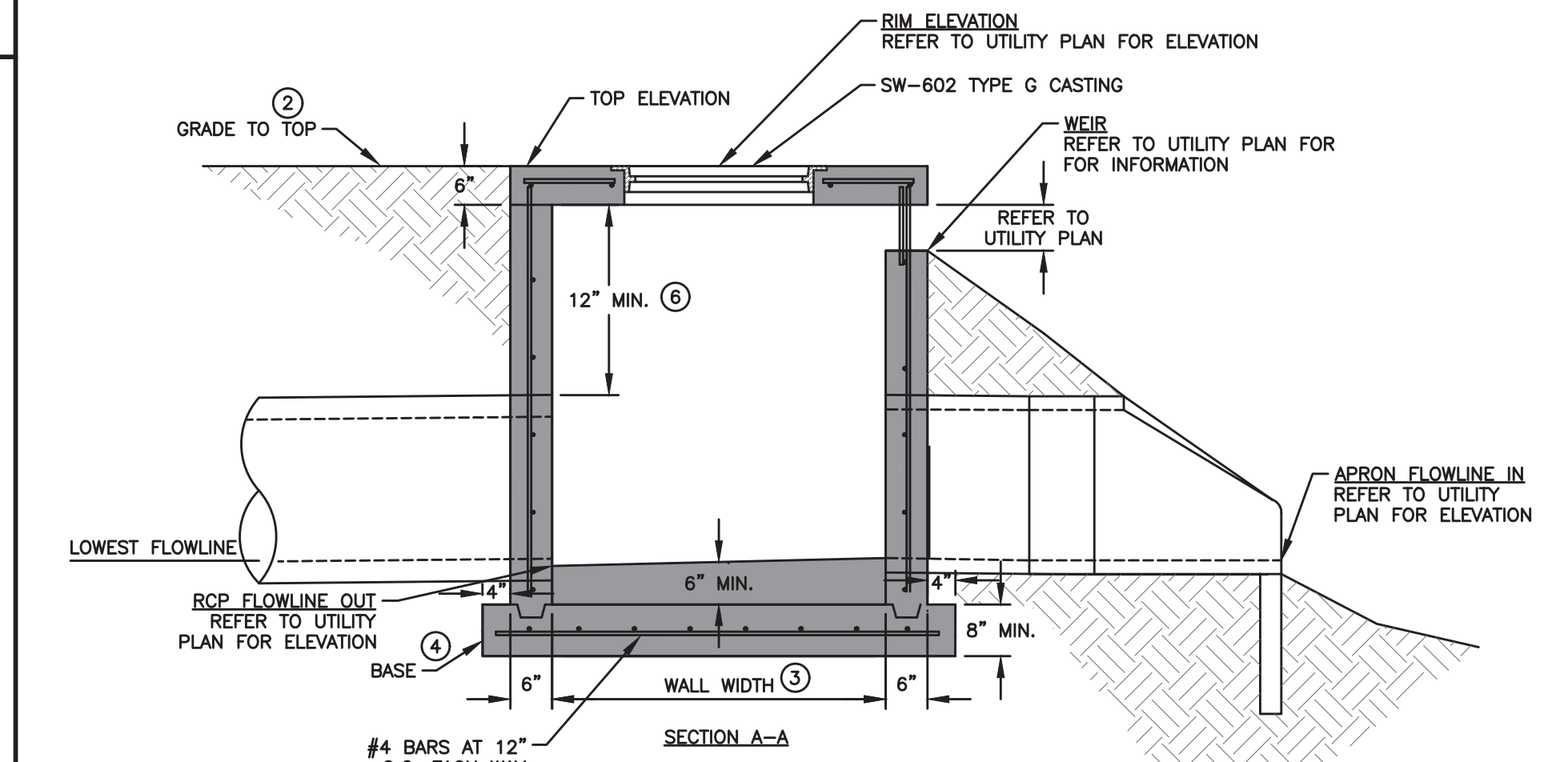
15 SW-505 INTAKE
NOT TO SCALE



STRUCTURE MAY BE BUILT WITH OPENINGS ON ANY OR ALL SIDES. PROVIDE OPENINGS AND ORIENTATION AS SPECIFIED IN THE CONTRACT DOCUMENTS.

ADJACENT WALLS MAY HAVE DIFFERENT WIDTHS BASED UPON PIPE CONFIGURATION, BUT STRUCTURE MUST BE RECTANGULAR.

- CONSTRUCT INLET OPENINGS WITH 15-INCH #4 EPOXY-COATED BARS AT 8 INCHES ON CENTER. EMBED BARS A MINIMUM OF 3 INCHES INTO WALLS AND TOP AT ALL OPENINGS.
- GRADE TO TOP ELEVATION ON CLOSED SIDES.
- WALL WIDTHS VARY WITH PIPE DIAMETER. PROVIDE 6 INCHES OF WALL WIDTH (MINIMUM) EACH SIDE OF PIPE OPENING. MINIMUM WALL WIDTH IS 36 INCHES. MAXIMUM WALL WIDTH IS 72 INCHES.
- CAST-IN-PLACE BASE SHOWN. IF BASE IS PRECAST INTEGRAL WITH WALLS, THE FOOTPRINT OF THE BASE IS NOT REQUIRED TO EXTEND BEYOND THE OUTER EDGE OF THE WALLS.
- INSTALL FOUR #4 DIAGONAL BARS AT ALL PIPE OPENINGS.
- 12" MINIMUM WALL HEIGHT ABOVE ALL PIPES.



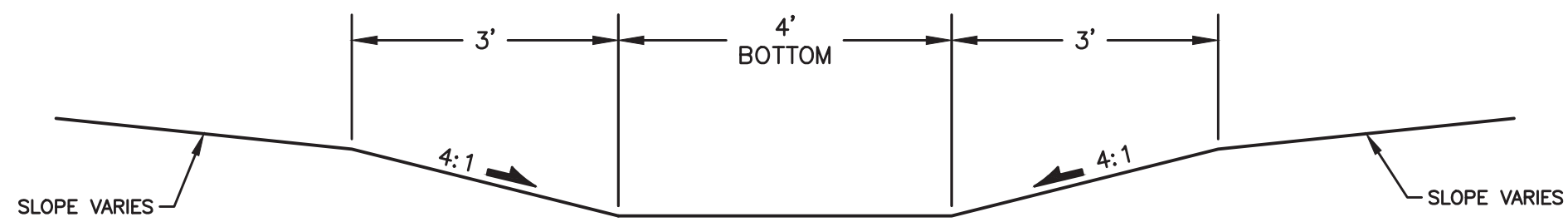
16 SW-502 INTAKE
NOT TO SCALE

- REFER TO SW-514 FOR BOXOUT DETAILS.
- SW-603 TYPE R UNLESS TYPE Q IS SPECIFIED IN THE CONTRACT DOCUMENTS.
 - CAST-IN-PLACE BASE SHOWN. BASE MAY BE SQUARE. IF BASE IS PRECAST INTEGRAL WITH WALL, THE FOOTPRINT OF THE BASE IS NOT REQUIRED TO EXTEND BEYOND THE OUTER EDGE OF THE WALLS.
 - FOR ADDITIONAL CONFIGURATIONS, MAINTAIN A MINIMUM OF 12 INCHES OF CONCRETE BETWEEN VERTICAL EDGES OF PIPE OPENINGS.
 - 12 INCH MINIMUM RISER HEIGHT ABOVE ALL PIPES.

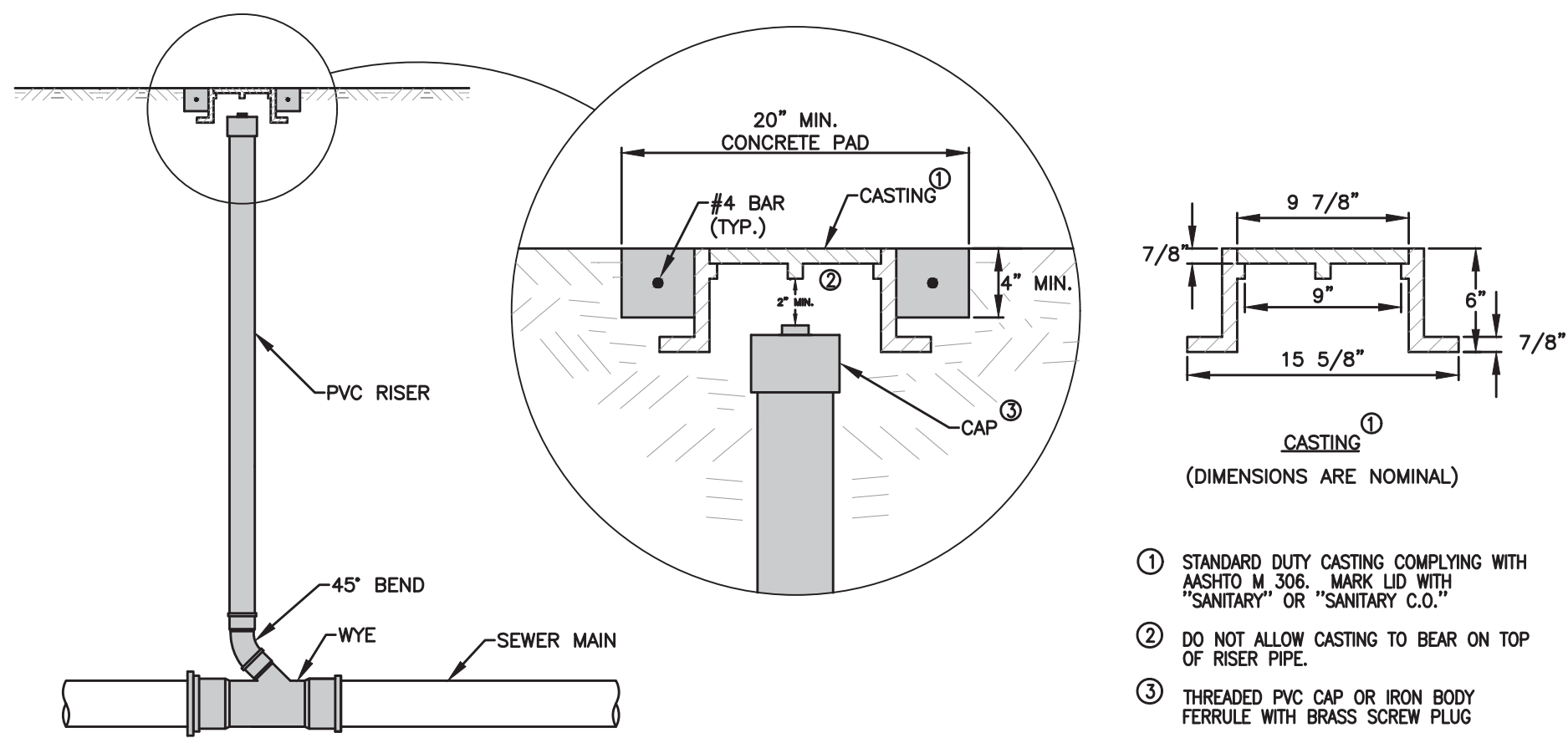
Manhole Diameter (inches)	Maximum Pipe Diameter (inches) for 2 Pipes	
	at 180° Separation	at 90° Separation
48	24	18
60	36	24
72	42	30
84	48	36
96	60	42

17 SW-513 INTAKE
NOT TO SCALE

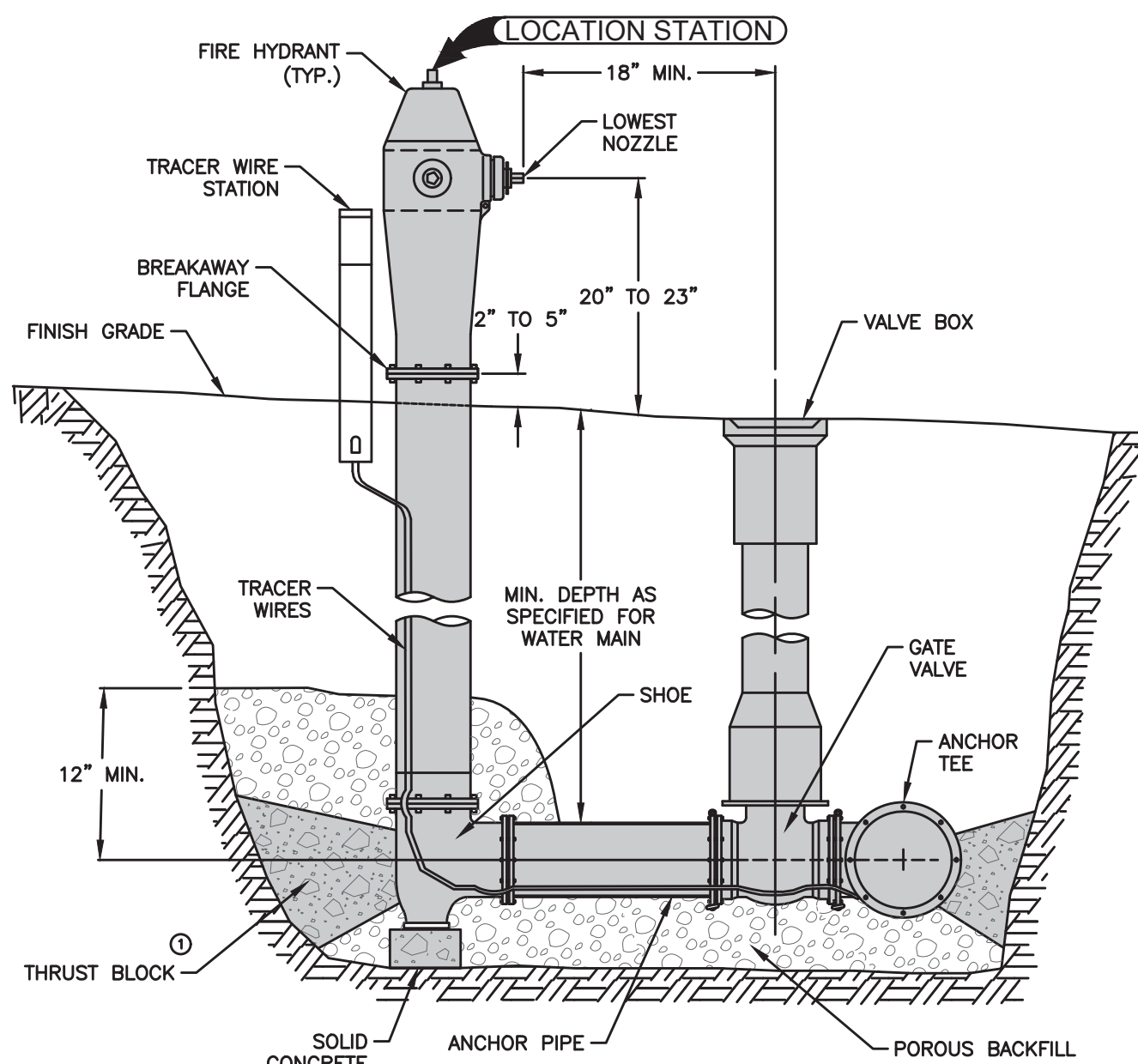
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 PLOTTED BY: J. GRACE HEROLD
 PLOT DATE: 10/14/2020 11:24 AM



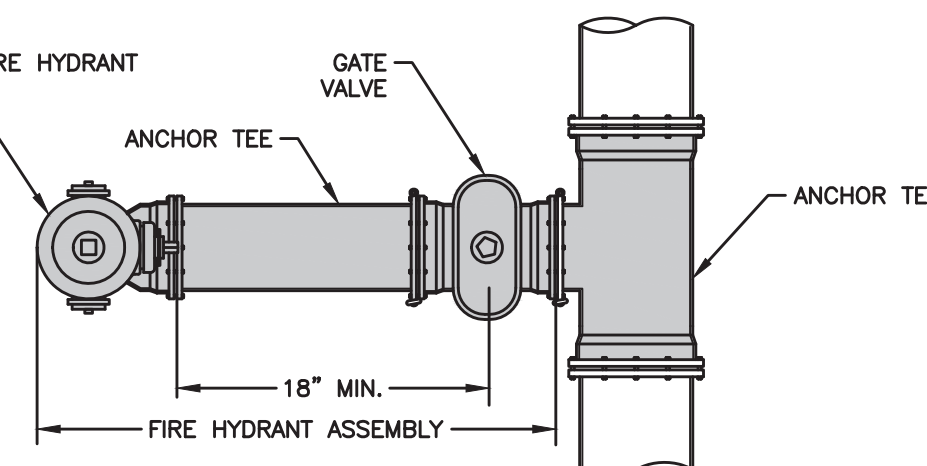
18 TYPICAL CROSS SECTION - DRAINAGE SWALE
NOT TO SCALE



20 SW-203 SANITARY MANHOLE
NOT TO SCALE



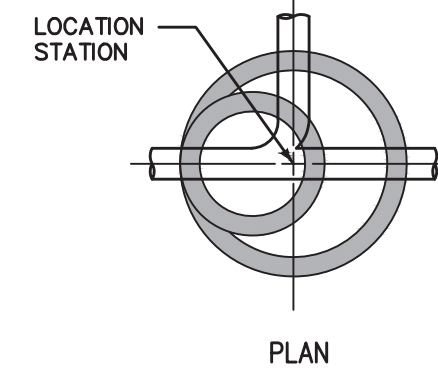
TYPICAL SECTION



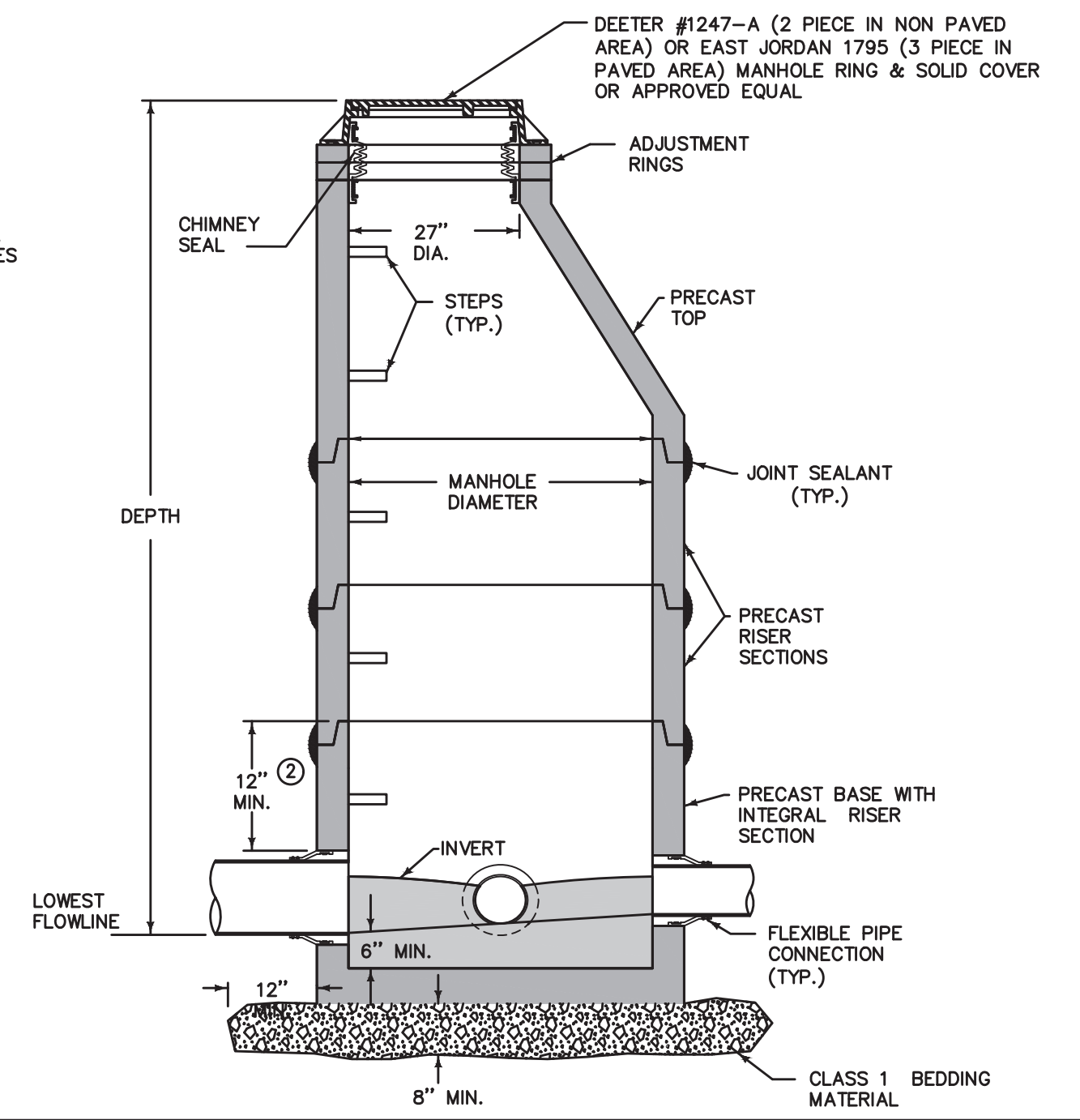
TYPICAL PLAN

21 FIRE HYDRANT ASSEMBLY
NOT TO SCALE

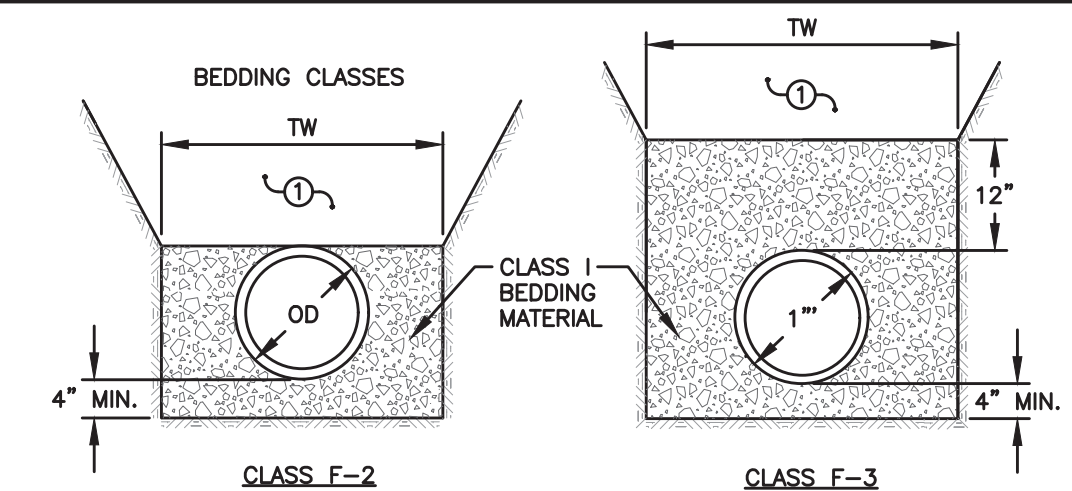
- FOR ADDITIONAL CONFIGURATIONS, MAINTAIN A MINIMUM OF 12 INCHES OF CONCRETE BETWEEN VERTICAL EDGES OF PIPE OPENINGS.
- 12 INCH MINIMUM RISER HEIGHT ABOVE ALL PIPE OPENINGS.



MANHOLE DIAMETER (INCHES)	MAXIMUM PIPE DIAMETER (INCHES) FOR 2 PIPES	
	AT 180° SEPARATION	AT 90° SEPARATION
48	24	18
60	36	24
72	42	30
84	48	36
96	60	42



19 SW-301 MANHOLE
NOT TO SCALE



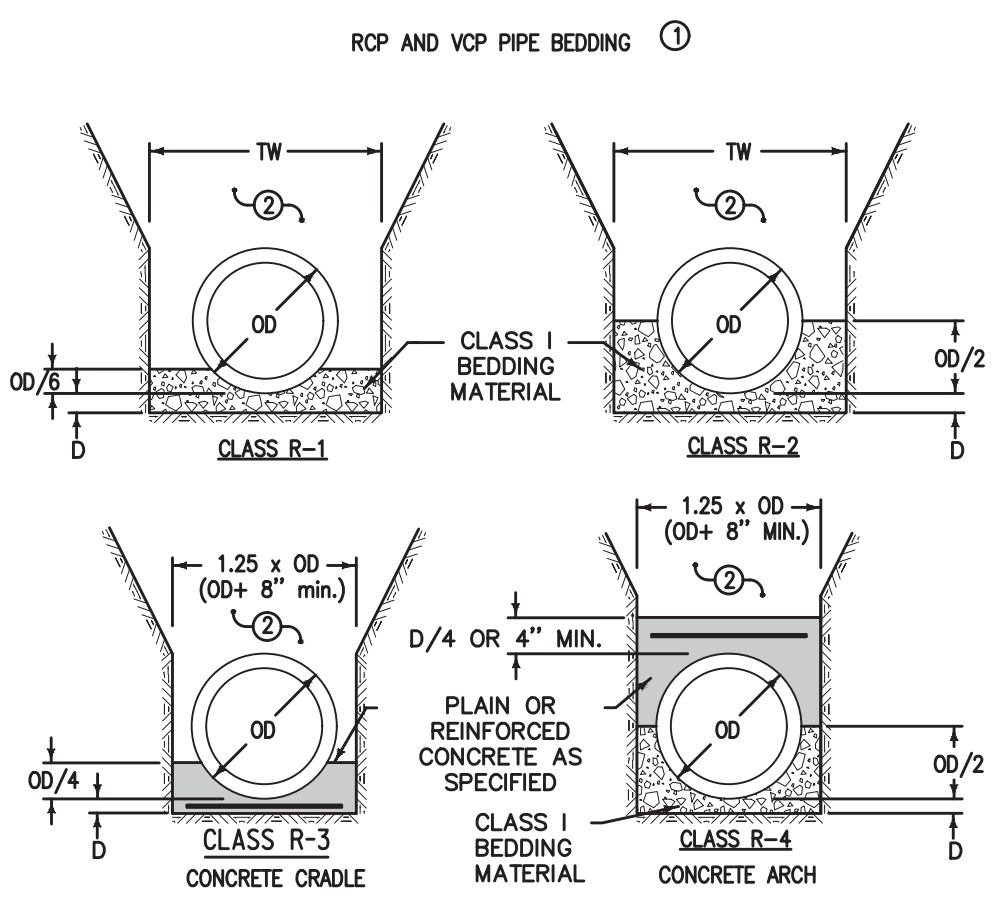
- PLACE REMAINDER OF BEDDING AND BACKFILL MATERIALS AS SPECIFIED IN THE CONTRACT DOCUMENTS.

ALLOWABLE BEDDING CLASSES		
PIPE MATERIAL	STORM SEWER	SANITARY SEWER
HDPE	F-2, F-3	NOT ALLOWED
PVC	NOT ALLOWED	F-3

PIPE (BEDDING CLASS F-2 OR F-3)	
PIPE DIAMETER (INCHES)	AASHTO M 294
2-12	8"
15	9"
18	9"
24	9"

KEY
OD = OUTSIDE DIAMETER OF PIPE
TW = TRENCH WIDTH AT TOP OF PIPE:
MIN. = OD+18 INCHES OR 1.25XOD+12 INCHES (WHICHEVER IS GREATER)

22 FLEXIBLE GRAVITY PIPE TRENCH BEDDING
NOT TO SCALE



KEY
OD = OUTSIDE DIAMETER OF PIPE
OS = OUTSIDE SPAN OF PIPE
TW = TRENCH WIDTH AT TOP OF PIPE:
MIN. = OD+18 INCHES
MAX. = 1.25XOD+12 INCHES OR 54 INCHES (WHICHEVER IS GREATER)
D = DEPTH OF BEDDING MATERIAL BELOW PIPE:
OD/8 OR OS/8, OR 4 INCHES (WHICHEVER IS GREATER)

- USE BEDDING CLASS R-1 OR R-2 UNLESS SPECIFIED OTHERWISE.
- PLACE REMAINDER OF BEDDING AND BACKFILL MATERIALS AS SPECIFIED IN THE CONTRACT DOCUMENTS.

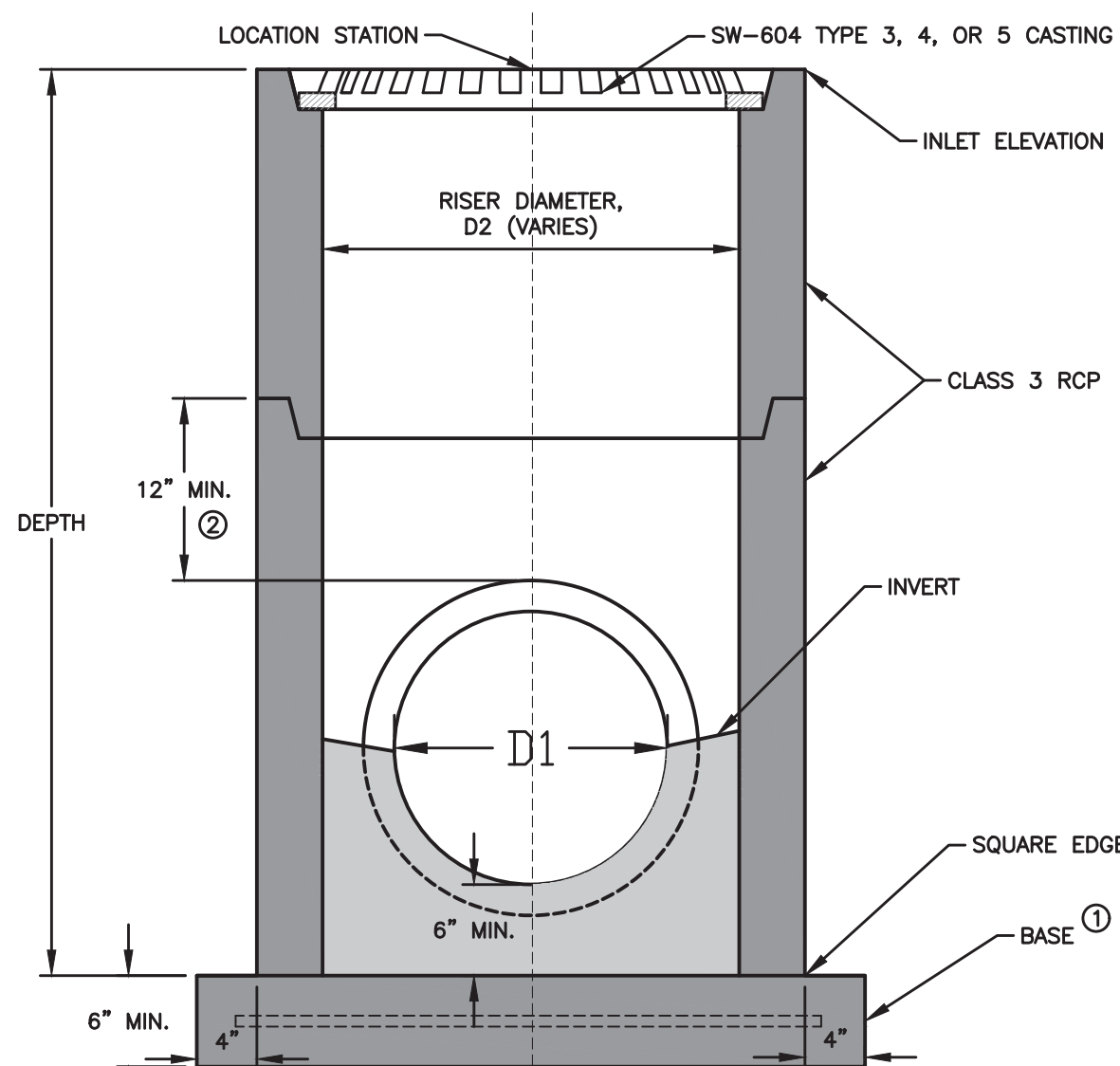
23 RIGID GRAVITY PIPE TRENCH BEDDING
NOT TO SCALE

CLASS III RCP				
Pipe Diameter (Inches)	Class R-1 Bedding	Class R-2 Bedding	Class R-3 & R-4 Bedding No Steel	Class R-3 & R-4 Bedding As=0.4% As=1.0%
12	7'	10'	15'	19'
15	8'	10'	16'	19'
18	8'	11'	16'	20'
21	8'	11'	18'	26'
24	8'	12'	23'	36'
27	10'	15'	30'	40'
30	11'	15'	29'	40'
33	11'	15'	28'	40'
36	11'	15'	27'	40'
42	11'	15'	26'	38'
48	11'	15'	26'	36'
54	11'	15'	25'	34'
60	11'	15'	25'	33'
66	11'	15'	24'	32'
72	11'	15'	24'	32'

EXTRA STRENGTH VCP				
Pipe Diameter (Inches)	Class R-1 Bedding	Class R-2 Bedding	Class R-3 & R-4 Bedding No Steel	Class R-3 & R-4 Bedding As=0.4% As=1.0%
6	25'	30'	30'	30'
8	20'	26'	30'	30'
10	18'	23'	30'	30'
12	16'	20'	30'	30'
15	15'	19'	28'	30'
18	14'	18'	30'	30'
21	15'	22'	30'	30'
24	18'	28'	30'	30'
27	20'	30'	30'	30'
30	19'	29'	30'	30'
33	20'	30'	30'	30'
36	20'	30'	30'	30'
39	19'	29'	30'	30'
42	18'	28'	30'	30'

CLASS IV RCP				
Pipe Diameter (Inches)	Class R-1 Bedding	Class R-2 Bedding	Class R-3 & R-4 Bedding No Steel	Class R-3 & R-4 Bedding As=0.4% As=1.0%
12	12'	15'	23'	28'
15	12'	16'	23'	30'
18	13'	16'	23'	40'
21	13'	18'	40'	40'
24	16'	23'	40'	40'
27	19'	30'	40'	40'
30	19'	29'	40'	40'
33	19'	28'	40'	40'
36	19'	28'	40'	40'
42	18'	27'	40'	40'
48	18'	26'	40'	40'
54	18'	25'	40'	40'
60	18'	25'	40'	40'
66	18'	25'	40'	40'
72	18'	24'	40'	40'

CLASS V RCP				
Pipe Diameter (Inches)	Class R-1 Bedding	Class R-2 Bedding	Class R-3 & R-4 Bedding No Steel	Class R-3 & R-4 Bedding As=0.4% As=1.0%
12	18'	23'	35'	40'
15	19'	24'	40'	40'
18	19'	30'	40'	40'
21	25'	40'	40'	40'
24	34'	40'	40'	40'
27	40'	40'	40'	40'
30	40'	40'	40'	40'
33	40'	40'	40'	40'
36	40'	40'	40'	40'
42	37'	40'	40'	40'
48	35'	40'	40'	40'
54	33'	40'	40'	40'
60	32'	40'	40'	40'
66	31'	40'	40'	40'
72	31'	40'	40'	40'



- PRECAST (SHOWN) OR CAST-IN-PLACE BASE:
PRECAST: 6-INCH THICK CONCRETE WITH #6 WELDED WIRE MESH ON 4-INCH CENTERS (W/ 4" X 4"). CENTER MESH VERTICALLY WITHIN BASE.
CAST-IN-PLACE: 8-INCH THICK NON-REINFORCED CONCRETE.
- 12-INCH MINIMUM RISER HEIGHT ABOVE ALL PIPES.

INTAKE SIZE - CASE 1		
OUTLET PIPE DIAMETER, D1	MINIMUM RISER DIAMETER, D2	
12"	18"	
15"	24"	
18"	24"	
21"	30"	
24"	30"	
27"	36"	

24 SW-512 CIRCULAR AREA INTAKE
NOT TO SCALE

COMMENT: 10/14/2020 11:24 AM
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 PLOTTED BY: GRAE HEROLD
 TECH

SA
CIVIL DESIGN ADVANTAGE

POLK CITY, IOWA

DETAILS

8.2

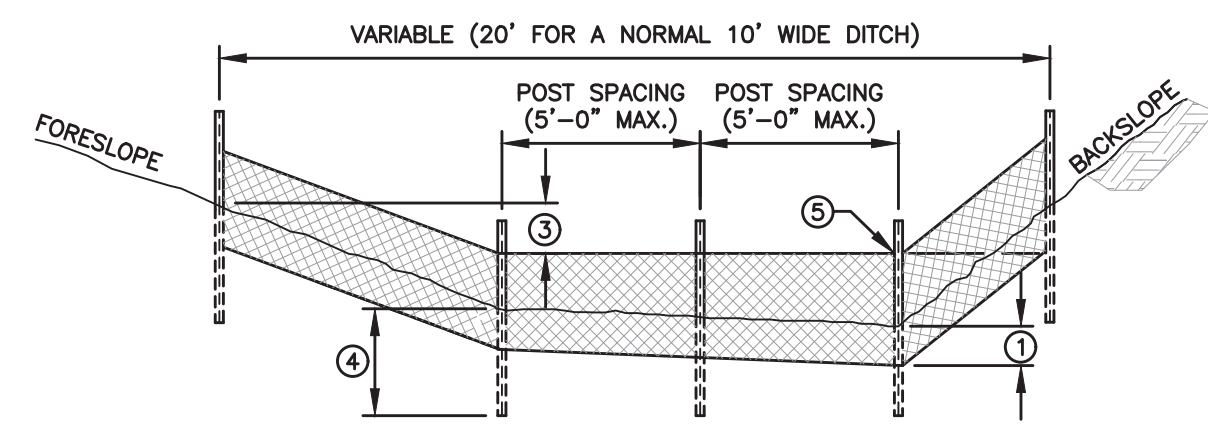
2005.226

NORTH POLK INTERMEDIATE SCHOOL

3405 S.E. CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PHONE: (515) 369-4400 FAX: (515) 369-4410

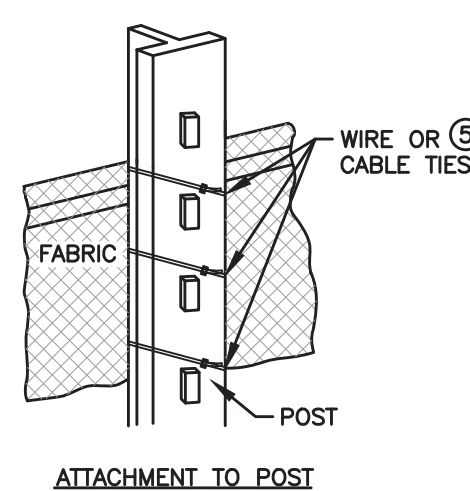
ENGINEER: EKO
EI: GH

DATE	REVISIONS
10/14/2020	4th SUBMITTAL
09/29/2020	3rd SUBMITTAL
09/11/2020	2nd SUBMITTAL
08/26/2020	1st SUBMITTAL

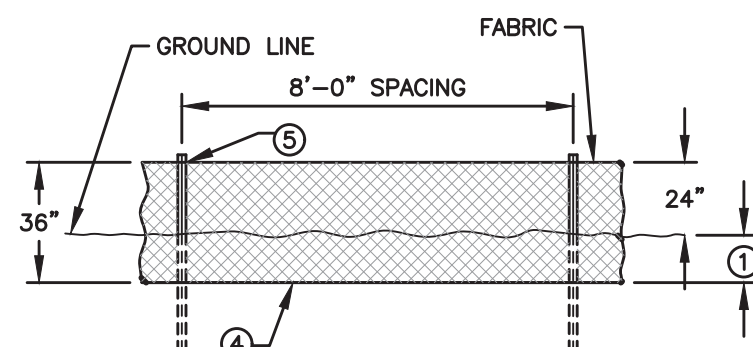


TYPICAL SILT FENCE DITCH CHECK

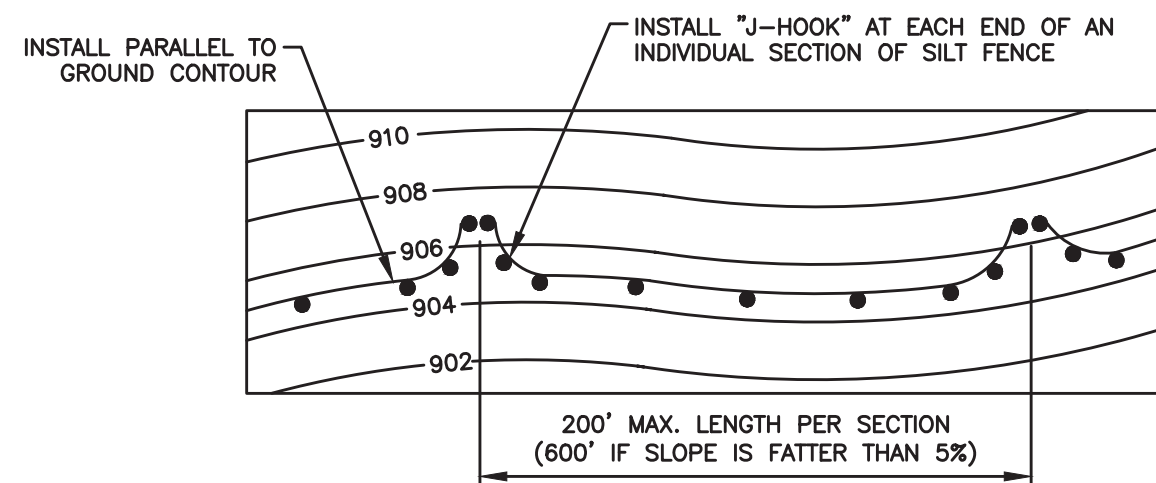
- GENERAL NOTES:**
 INSTALL SILT FENCE ACCORDING TO THE REQUIREMENTS OF THE PROJECT SPECIFICATIONS AND AT LOCATIONS SHOWN IN THE CONTRACT DOCUMENTS OR AS DIRECTED BY THE JURISDICTIONAL ENGINEER.
- INSERT 12 IN. OF FABRIC A MINIMUM OF 6 IN. DEEP (FABRIC MAY BE FOLDED BELOW THE GROUND LINE)
 - COMPACT GROUND BY DRIVING ALONG EACH SIDE OF THE SILT FENCE AS REQUIRED TO SUFFICIENTLY SECURE THE FABRIC IN THE TRENCH TO PREVENT PULLOUT AND FLOW UNDER THE FENCE.
 - IN DITCHES, EXTEND SILT FENCE UP SIDE SLOPE SO THE BOTTOM ELEVATION AT THE END OF THE FENCE IS A MINIMUM OF 2 IN. HIGHER THAN THE TOP OF THE FENCE IN THE LOW POINT OF THE DITCH.
 - STEEL POSTS TO BE EMBEDDED 20 IN. UNLESS OTHERWISE ALLOWED BY THE JURISDICTIONAL ENGINEER.
 - SECURE TOP OF ENGINEERING FABRIC TO STEEL POSTS USING WIRE OR PLASTIC TIES (50 LB. MIN.). SEE DETAILS OF "ATTACHMENT TO POSTS."



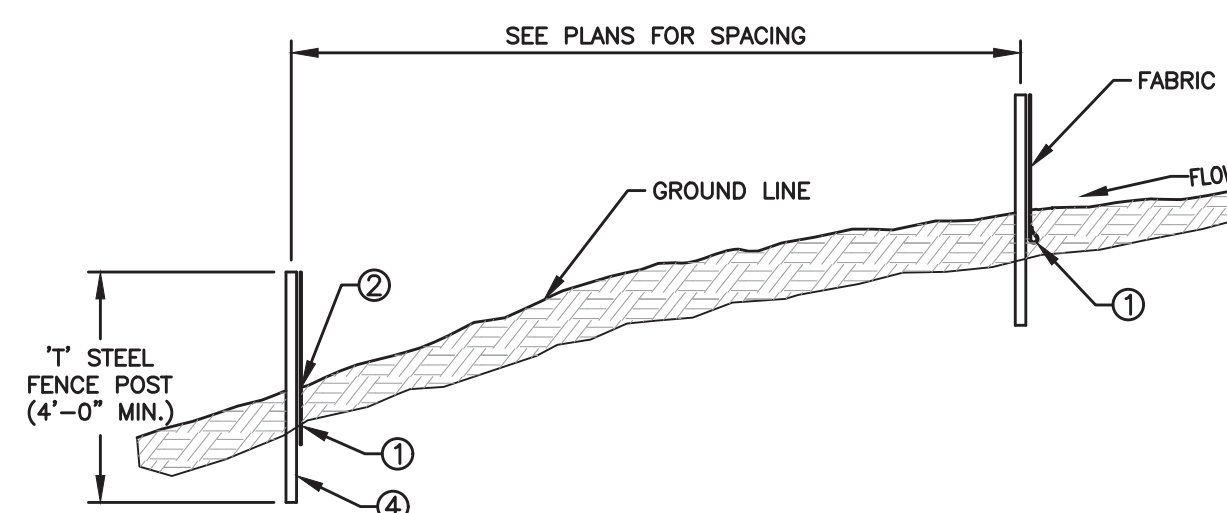
ATTACHMENT TO POST



DETAILS OF SILT FENCE ON LONGITUDINAL SLOPES
 *REDUCE POST SPACING TO 5'-0" AT WATER CONCENTRATION AREAS, OR AS REQUIRED TO ADEQUATELY SUPPORT FENCE

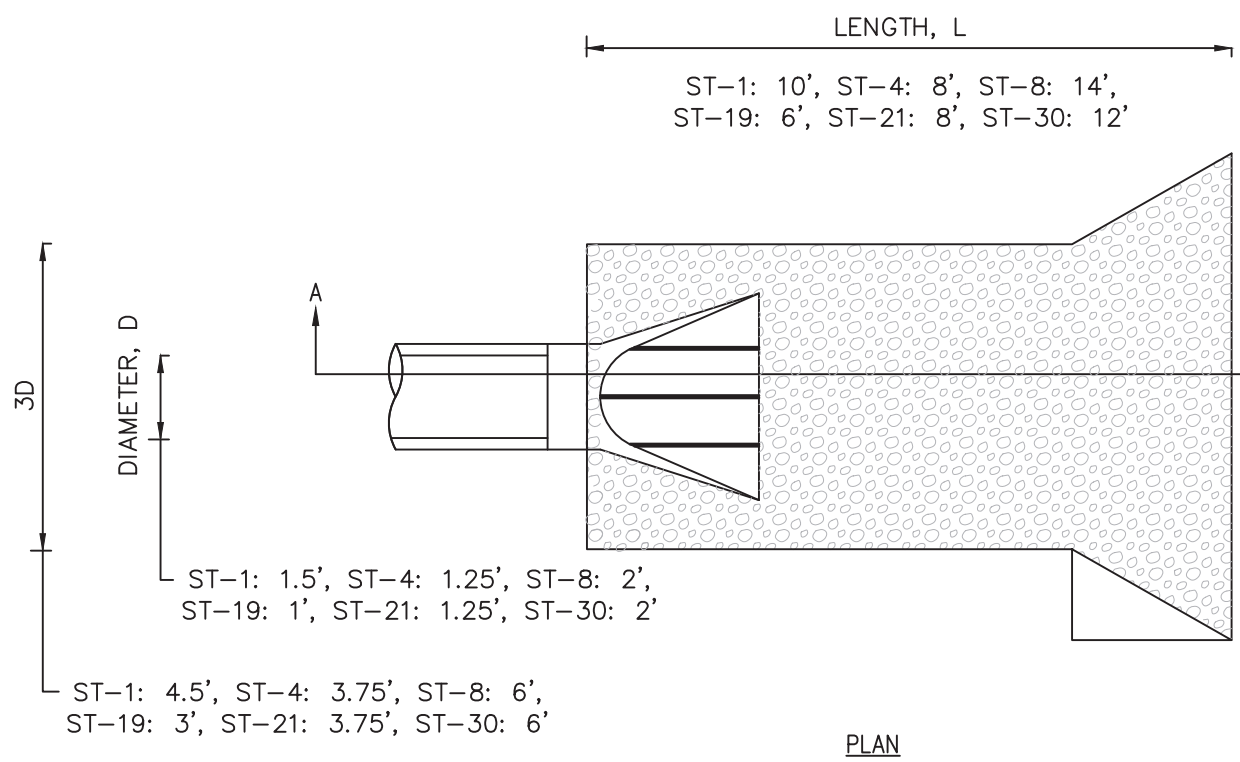


TYPICAL SILT FENCE INSTALLATION ON LONGITUDINAL SLOPES (PLAN VIEW)

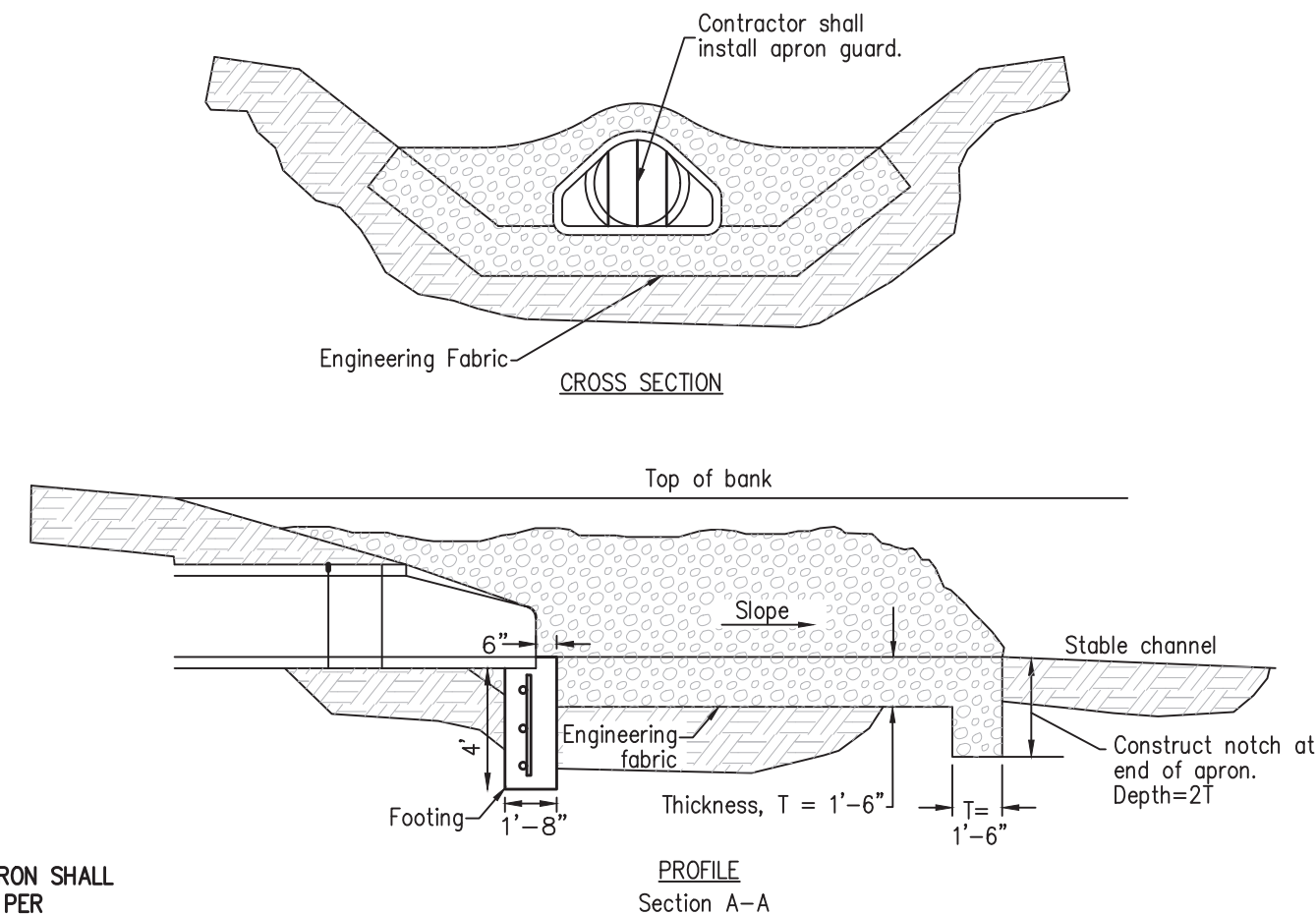


TYPICAL SILT FENCE INSTALLATION ON LONGITUDINAL SLOPES (PROFILE VIEW)

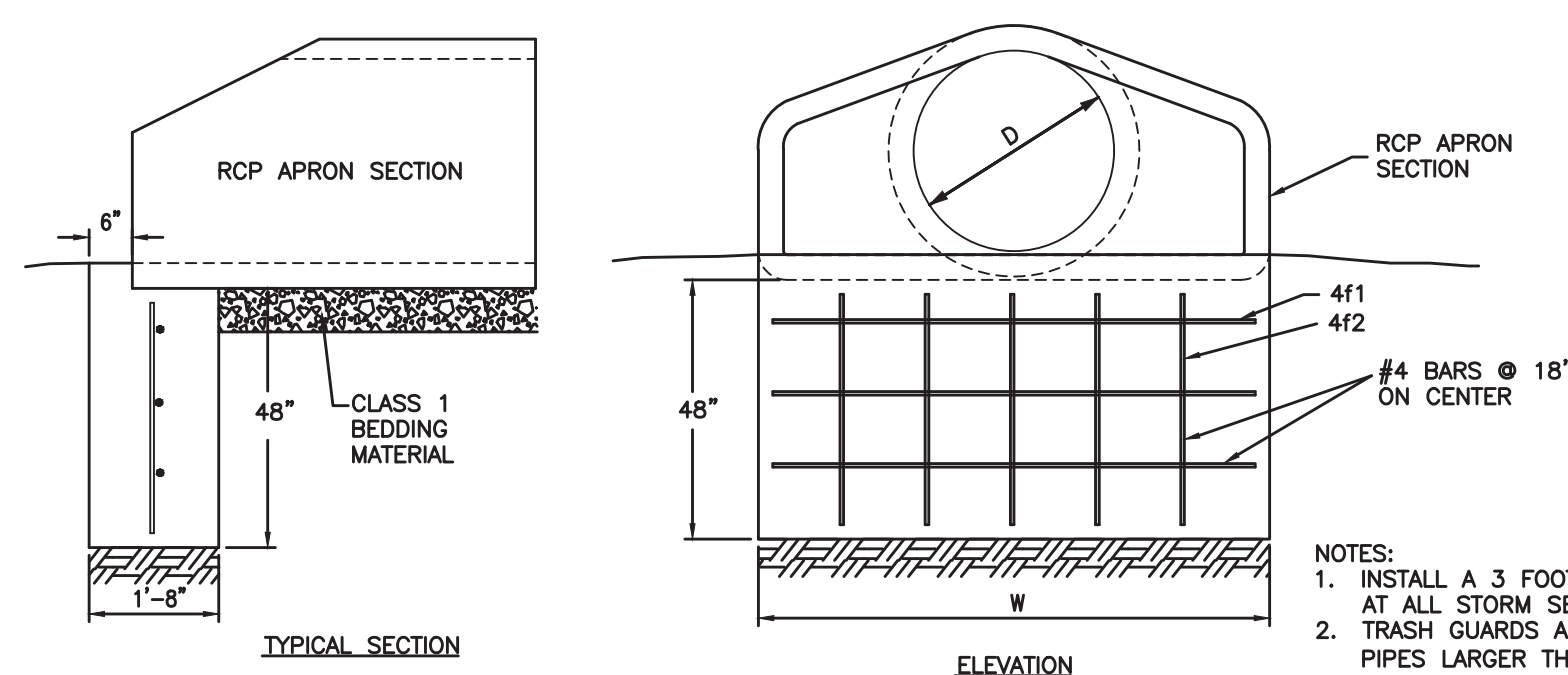
25 SILT FENCE
 NOT TO SCALE



26 RIP RAP INSTALLATION
 NOT TO SCALE



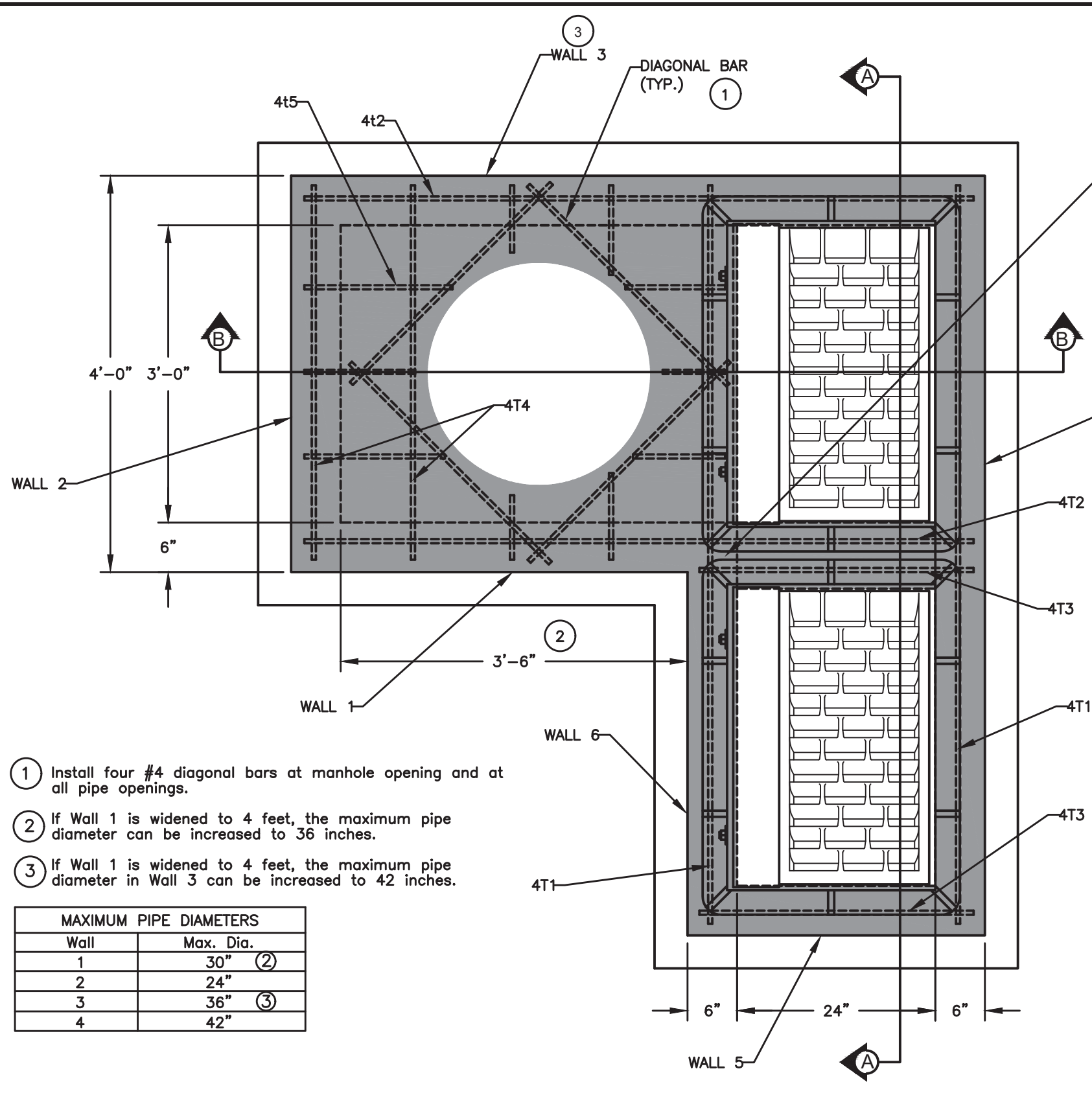
- NOTE:**
 1. THE LAST THREE SECTIONS AND THE APRON SHALL BE CONNECTED WITH PIPE CONNECTIONS PER SECTION 4030.302C OF SUDAS.
 2. INSTALL A 3' CLAY WATERSTOP AT ALL STORM SEWER OUTLETS.



27 RCP APRON FOOTING DETAIL
 NOT TO SCALE

REINFORCING BAR LIST					REINFORCING BAR LIST						
D	W	Mark	Size	Length	Count	D	W	Mark	Size	Length	Count
12"	2'-4"	4f1	4	2'-0"	3	48"	7'-10"	4f1	4	7'-6"	3
		4f2	4	3'-8"	2	48"	4	4f2	4	3'-8"	6
15"	2'-10"	4f1	4	2'-6"	3	54"	8'-5"	4f1	4	8'-1"	3
		4f2	4	3'-8"	2	60"	8'-11"	4f2	4	3'-8"	6
18"	3'-5"	4f1	4	3'-1"	3	66"	8'-11"	4f1	4	8'-7"	3
		4f2	4	3'-8"	3	72"	10'-0"	4f2	4	3'-8"	6
24"	4'-6"	4f1	4	4'-2"	3	66"	8'-11"	4f1	4	8'-7"	3
		4f2	4	3'-8"	3	72"	10'-0"	4f2	4	3'-8"	6
30"	5'-7"	4f1	4	5'-3"	4	72"	10'-0"	4f1	4	9'-8"	3
		4f2	4	3'-8"	3	84"	11'-1"	4f2	4	3'-8"	7
36"	6'-8"	4f1	4	6'-4"	3	78"	10'-7"	4f1	4	10'-3"	3
		4f2	4	3'-8"	5	84"	11'-1"	4f2	4	3'-8"	7
42"	7'-3"	4f1	4	6'-11"	3			4f1	4	10'-9"	3
		4f2	4	3'-8"	5			4f2	4	3'-8"	8

- NOTES:**
 1. INSTALL A 3 FOOT CLAY WATER STOP AT ALL STORM SEWER OUTLETS.
 2. TRASH GUARDS ARE NOT REQUIRED ON PIPES LARGER THAN 48" IN DIAMETER.

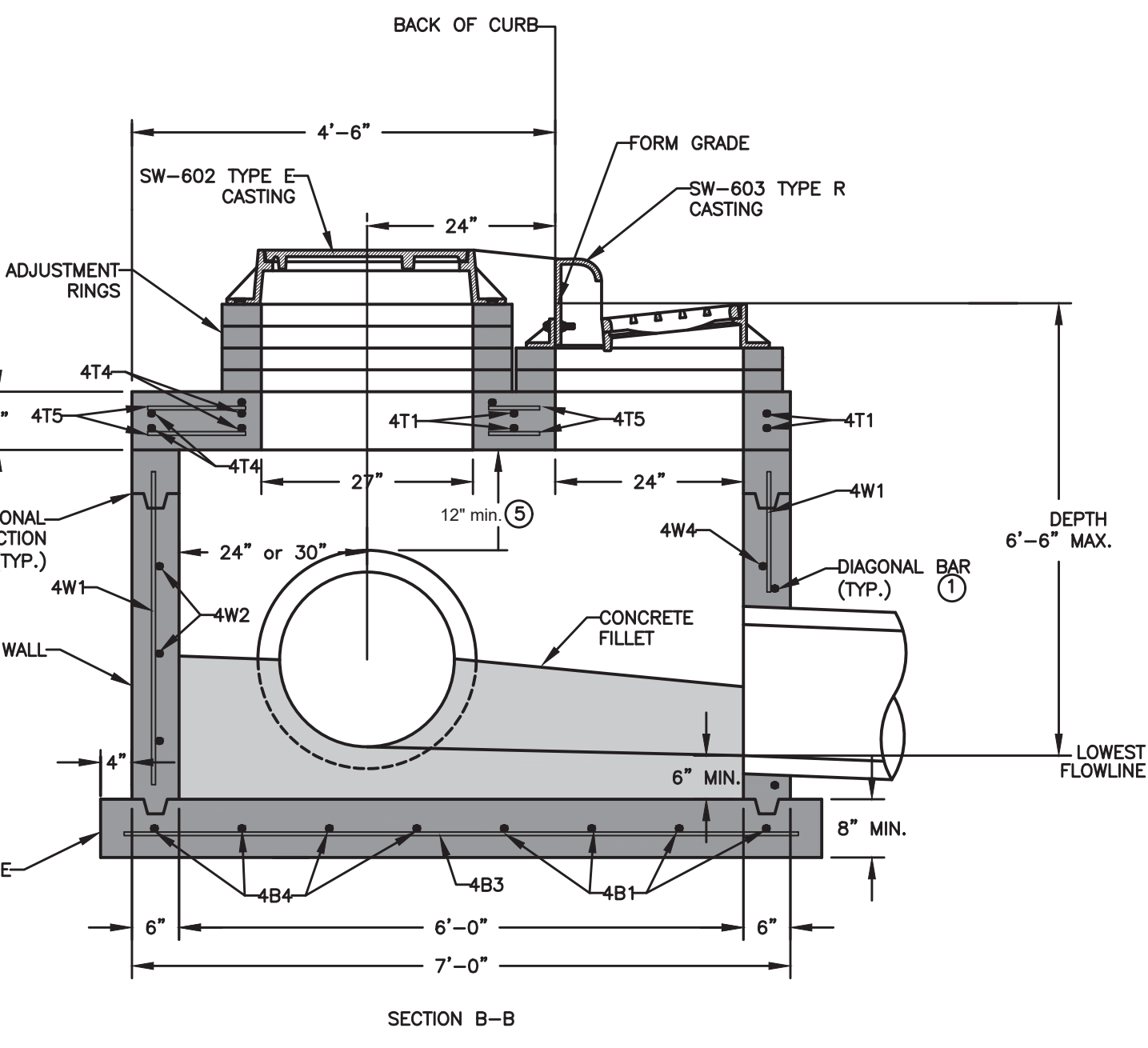
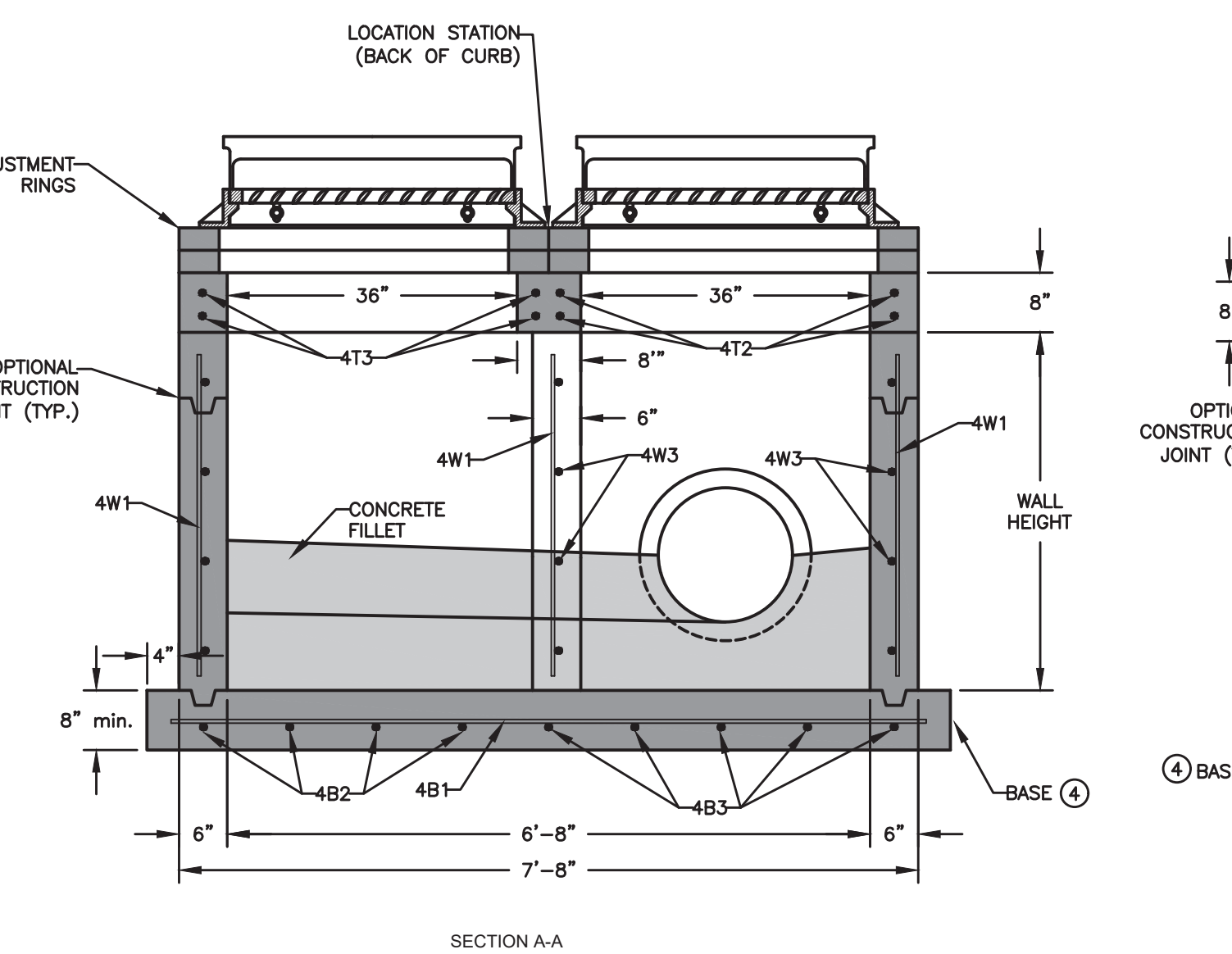


Maximum pipe diameters are set based on maximum structure depth of 6 feet-6 inches and the objective of placement of the centerline of the pipe on the centerline of the manhole opening for maintenance purposes.
 Refer to SW-514 for boxout details.

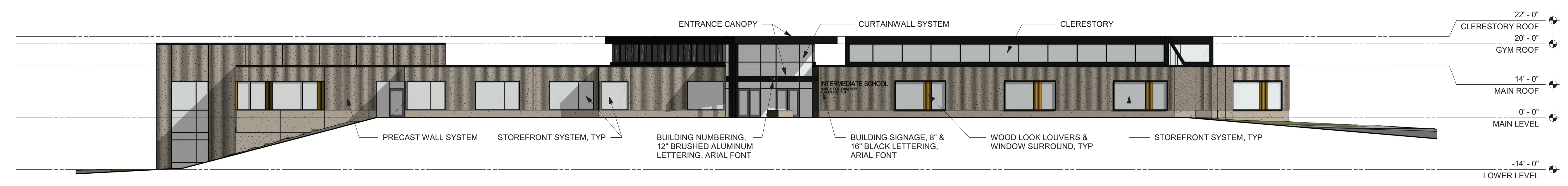
- Install four #4 diagonal bars at manhole opening and at all pipe openings.
- Cast-in-place base shown. If base is precast integral with walls, the footprint of base is not required to extend beyond the outer edge of the walls.
- 12 inch minimum wall height above all pipes.

MARK	SIZE	LOCATION	SHAPE	COUNT	LENGTH	SPACING
4T1	4	TOP	---	4	7'-4"	SEE DETAIL
4T2	4	TOP	---	4	6'-8"	SEE DETAIL
4T3	4	TOP	---	4	2'-8"	SEE DETAIL
4T4	4	TOP	---	8	3'-8"	12"
4T5	4	TOP	---	6	4'-2"	12"
4B1	4	BASE	---	4	7'-10"	12"
4B2	4	BASE	---	4	3'-2"	12"
4B3	4	BASE	---	5	7'-2"	12"
4B4	4	BASE	---	4	4'-2"	12"
4W1	4	WALLS	---	29	WALL HEIGHT MINUS 4"	12"
4W2	4	WALL 2	---	VARIABLES	3'-8"	12"
4W3	4	WALLS 1 AND 3	---	VARIABLES	6'-8"	12"
4W4	4	WALL 4	---	VARIABLES	7'-4"	12"
4W5	4	WALL 5	---	VARIABLES	2'-8"	12"
4W6	4	WALL 6	---	VARIABLES	3'-10"	12"

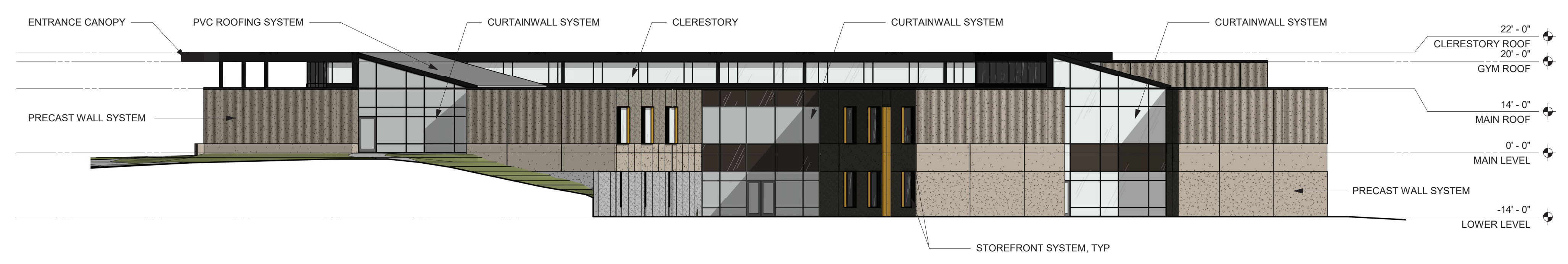
28 SW-506 DOUBLE GRATE INTAKE WITH MANHOLE
 NOT TO SCALE



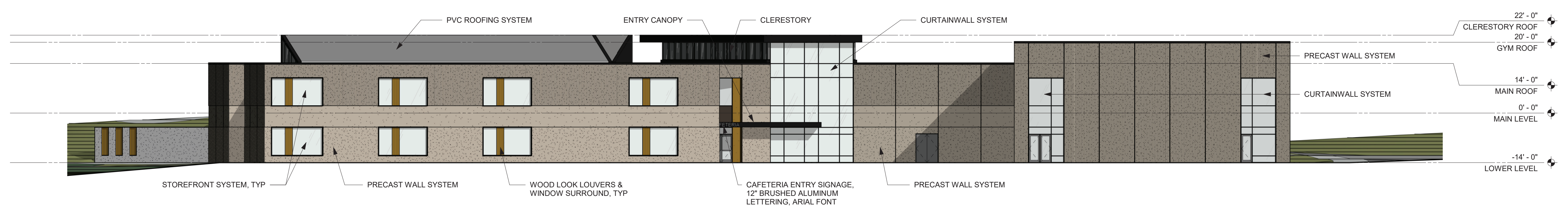
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 COMMENT: 4
 DATE: 10/14/2020 11:24 AM
 PLOTTED BY: GSKA HEROLD
 TECH:



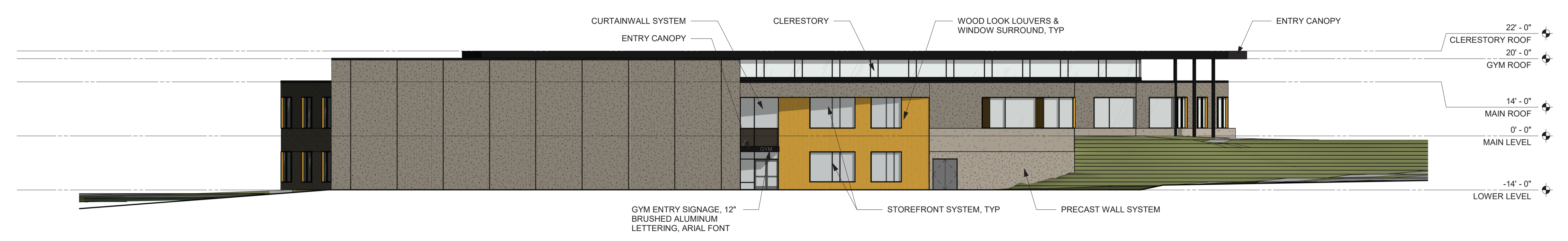
K5 NORTH ELEVATION
 1/16" = 1'-0"



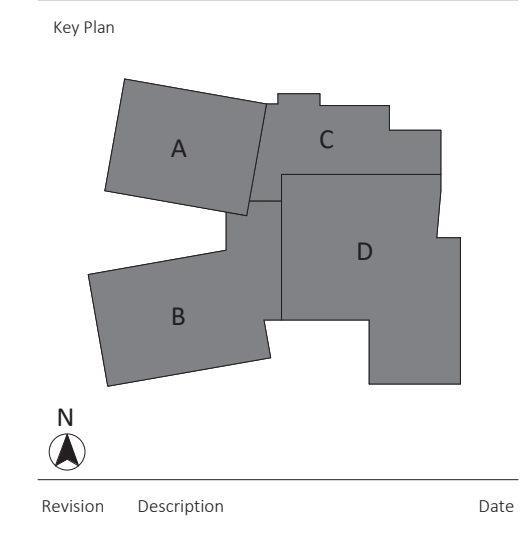
L8 WEST ELEVATION
 1/16" = 1'-0"



E3 SOUTH ELEVATION
 1/16" = 1'-0"



A6 EAST ELEVATION
 1/16" = 1'-0"



Revision	Description	Date



- CAFETERIA/ KITCHEN
- CLASSROOM
- MEDIA CENTER
- PHYSICAL EDUCATION
- SPECIAL EDUCATION
- SPECIALS - BAND
- SUPPORT SPACE

NORTH POLK INTERMEDIATE SCHOOL - FLOOR PLAN - LOWER LVL





- ADMINISTRATION
- CIRCULATION
- CLASSROOM
- LEARNING LAB
- MEDIA CENTER
- PHYSICAL EDUCATION
- SPECIAL EDUCATION
- SPECIALS - ART
- SPECIALS - VOCAL
- SUPPORT SPACE

NORTH POLK INTERMEDIATE SCHOOL - FLOOR PLAN - UPPER LVL



Prepared by: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 (515) 274-1450

RECORD OF LOT TIE

WHEREAS, the City Council of Polk City approved the Final Plat for Big Creek Technology Campus Plat 4 on September 28, 2020; and

WHEREAS, the City Council of Polk City approved the Site Plan for North Polk Intermediate School, located on Lot 1 in Big Creek Technology Campus Plat 4 on _____, 2020; and

WHEREAS, Outlot Z in Big Creek Technology Campus Plat 4 contains certain required improvements associated with Site Plan for North Polk Intermediate School, including but not limited to private detention facilities, storm sewer pipes and structures, and drainage ways; and

WHEREAS, North Polk Community School District (“School”) is the owner of Lot 1 and Outlot Z in Big Creek Technology Campus Plat 4, an official plat in the City of Polk City, Polk County Iowa; and

WHEREAS, it is the desire of the City of Polk City and the School to put on notice any future purchaser of the restrictions to be placed upon said Outlot Z and to tie said Outlot Z to said Lot 1 and that such Outlot Z is to be made part and parcel of said Lot 1;

NOW, THEREFOERE, the following agreement is made:

The City of Polk City and Owner do hereby impose the following restrictions:

1. That said Outlot Z shall be part and parcel of said Lot 1 (“Properties”); and
2. That no portion of the Properties shall be transferred, sold, or conveyed independent of the remainder of the Properties, without the approval of the City Council of the City of Polk City, Iowa.
3. That this Record of Lot Tie shall be recorded within 30 days following the date of the transfer of title for Lot 1 and Outlot Z from Knapp Properties, LLC to the School.

This Agreement shall be deemed to run with the land and shall be binding on the School and on the School’s occupants, successors and assigns.

This Agreement shall not be binding until it has received the final approval and acceptance by the City Council of Polk City by Resolution which approval and acceptance shall be noted on this Agreement by the City Clerk.

The School does HEREBY COVENANT with the City of Polk City that it will hold said real estate described in this Agreement by title in fee simple; that it has good and lawful authority to convey the same; and that it covenants to WARRANT AND DEFEND the said premises against the claims of all persons whomsoever.

SIGNED on this _____ day of _____ 2020.

North Polk Community School District

By: _____

Title: _____

STATE OF IOWA)
) ss:
COUNTY OF POLK)

On this ___ day of ___, 2020, before me, the undersigned, a Notary Public in and for said County and State, personally appeared _____, to me personally known, who being by me duly sworn, did say that he is the _____ of North Polk Community School District executing the within and foregoing instrument; that said instrument was signed on behalf of said organization by authority of its Board of Directors; and that _____, as such officer, acknowledged the execution of said instrument to be the voluntary act and deed of said organization; by it and by him voluntarily executed.

Notary Public in and for the State of Iowa

My Commission expires _____

ACCEPTANCE BY CITY

STATE OF IOWA)
) ss:
COUNTY OF POLK)

I, Jenny Gibbons, City Clerk of the City of Polk City, Iowa, do hereby certify that the within and foregoing Agreement was duly approved and accepted by the City Council of said City of Polk City by Resolution No. _____, passed on the ___ day of _____, 2020, and this certificate is made pursuant to authority contained in said Resolution.

Signed this _____ day of _____, 2020.

Jenny Gibbons, City Clerk

RESOLUTION NO. 2020-126

**A RESOLUTION APPROVING THE SITE PLAN FOR NORTH POLK
INTERMEDIATE SCHOOL**

WHEREAS, Civil Design Advantage, on behalf of North Polk Community School District has submitted a Site Plan for North Polk Intermediate School located on Lot 1 of Big Creek Technology Campus Plat 4; and

WHEREAS, on October 19, 2020 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 and recommends its approval subject to the following:

- No building permits shall be issued until a Record of Lot Tie Agreement is Recorded;
- All roof-mounted mechanical units shall be effectively screened from view of the public street or residential zoning districts;
- No changes shall be made to the architectural elevations or building materials without prior approval of the City Manager, and if the change is deemed significant, City Council; and
- Video display signs, if any, shall be set so their brightness is not intrusive to neighboring residential uses.

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 and the City Engineer and deems it appropriate to approve the Site Plan for North Polk Intermediate School subject to the above stipulations.

PASSED AND APPROVED the 26th day October 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

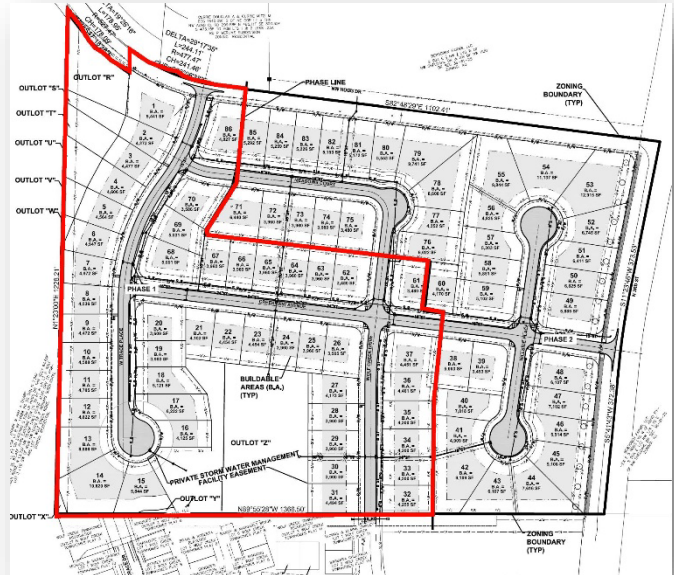
FINAL PLAT REVIEW

Date: October 20, 2020
 Project: Creekview Estates Plat 1

Compiled by: Kathleen Connor
 Project No.: 119.0842.01

GENERAL INFORMATION:

Applicant: North Polk Development LLC.
 Request: Approval of Final Plat
 Location: SW corner of Hugg Dr/N 3rd St.
 Size: 33.46 Acres
 Zoning: R-2
 Proposed use: 48 Single Family lots
 1 Outlot – Detention pond
 8 Outlots – Tied to abutting lots
 3 Outlots – Future development
 4 Lots – Public Right-of-way



BACKGROUND & DECSRIPTION:

The subject parcel (outlined in red above) represents the first phase of development of the Creekview Estates subdivision. Plat 1 includes 48 single family lots and is consistent with the approved Preliminary Plat and construction drawings. The lots range in size from 8,250 sf for a 70’ wide lot to 18,936 sf for a lot on the cul-de-sac. Three outlots are set aside for future development.

The public improvements include paving of Wolf Creek Drive, West Trace Place, Creekview Avenue, and Meadows Court along with associated water main, sanitary sewer, storm sewer and services. The improvements also includes a private pond located on Outlot Z. This Private Storm Water Management Facility will be maintained by the Homeowners Association.

The Parkland Dedication for this subdivision will be fulfilled in part by upsizing the required 4’ sidewalk along N. 3rd Street to a 10’ shared use path which would be constructed as part of the public improvements for Creekview Estates Plat 2. The parkland dedication will be based on the additional pavement cost for a 10-foot wide, 5” thick pcc trail over a 4-foot wide, 4” thick pcc sidewalk. The remainder of the park land dedication, if any, will be a cash donation equivalent to the fair market value of the land, paid in at the time Plat 2 is final platted. Since the park land dedication for Plat 1 will be deferred until Plat 2 is developed, a Development Agreement may be required prior to approval of the Final Plat for Creekview Estates Plat 1.

At this time, the developer is requesting Final Plat approval in order to begin selling lots in time for home construction to begin this fall. The developer has signed an Agreement to Complete all outstanding punchlist items prior to issuance of any Building Permits in this plat.

FINAL PLAT REVIEW COMMENTS:

A. **Final Plat Drawing.** Based on our review of Submittal #5, the following comments will need to be addressed:

1. Prior to this Final Plat being placed on the Council agenda, revise the floodplain location based on as-built survey. Record Drawings will need to be provided with spot elevations demonstrating the lowest elevation on applicable lots is higher than the Base Flood Elevation.
2. Prior to this item being placed on the Council agenda, the developer's engineer shall provide a signed letter stating the calculated Base Flood Elevation (BFE), lowest as-built elevation on the lot, and the Minimum Basement Elevation (MBE) for each applicable lot, demonstrating the MBE is a minimum of 1.0 foot above the BFE.

B. **Legal Documents.** Prior to City Council consideration of this Final Plat, all legal documents, shall be reviewed and approved by the City Attorney prior to this item being placed on the Council agenda. These documents include:

1. *Easement documents* for all public and private easements shown on the Final Plat, revised per the City Attorney's comments:
 - a. Storm Water Management Facility Maintenance Covenant and Permanent Easement Agreement
 - b. Public Storm Sewer and Overland Flowage Easement
 - c. Public Water Main Easement
 - d. Public Sanitary Sewer Easement
 - e. Overland Flowage Easement
 - f. Temporary Easement to accommodate utilities that were stubbed out for future extension, end-of-pavement markers, and snow removal.
 - g. Public Utility Easement
2. *Parkland Dedication agreement* acknowledging the amount of the parkland dedication fee based on fair market value of the land, with a credit for the incremental cost of the 10' wide recreational trail along N. 3rd Street over the cost of a 4' sidewalk.
3. *Record of Lot Tie Agreements*, permanently tying each of the following Outlots to the adjoining Lot: R/1, S/2, T/3, U/4, V/5, W/6, X/14, and Y/15.
4. *Covenants and Homeowners Association*, required since the HOA will be responsible for maintenance of the Storm Water Management Facility as well as maintenance of the monument signs and associated lighting or landscaping, if any.
5. *Platting legal documents* including Title Opinion, Consent(s) to Plat, and Certificate of Treasurer.
6. A *Warranty Deed* for dedication of Lots A, B, and C (Street) along with Groundwater Hazard Statement.
7. *Engineering Exhibit* to establish MOE and MBE elevations for recordation with the Final Plat.

8. *Contract with Midland Power Cooperative* for streetlights and the electrical distribution system.

C. **Public Improvements Construction.** Construction of the public improvements is substantially complete with the exception of punchlist items. The deve.

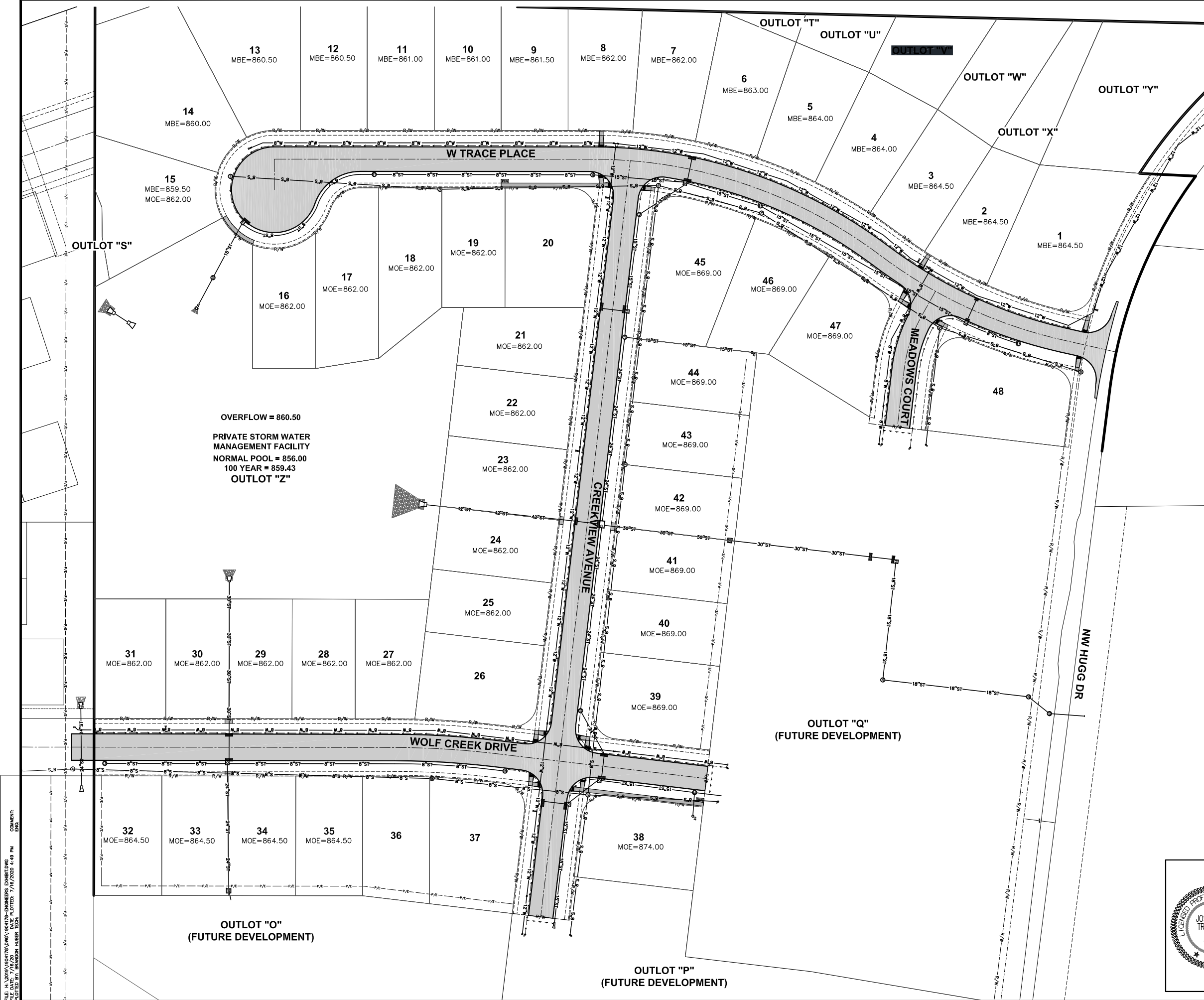
The developer's contractors have provided the required four-year Maintenance bonds for all of the public improvements and the Service Locates' table.

The developer's engineer/surveyor will need to certify that all property corners have been set; provide as-built Record Drawings with spot elevations at each property line for all drainage swales, at critical locations on sidewalks within Overland Flowage Easements, and to confirm all portions of the buildable lots are elevated above the base flood elevation; and a letter certifying the completed construction is in conformance with the approved Storm Water Management Plan.

RECOMMENDATION:

Based on the City Attorney's approval, P&Z and staff recommend approval of the Final Plat for Creekview Estates Plat 1, subject to the following:

1. Prior City Council approval of an Agreement to Complete the outstanding punchlist items including the developer's provision of security, prior to Council action on the Final Plat.
2. The Final plat shall not be released for recording until an as-built grading survey has been provided that demonstrates all applicable lots have been filled above the calculated Base Flood Elevation, tThe floodplain location has been adjusted accordingly, and the Developer's Engineer has certified a table defining the calculated Base Flood Elevation, lowest as-built elevation on the lot, and the Minimum Basement Elevation for all applicable lots.
3. No Building Permits shall be issued for any lot within Creekview Estates Plat 1 until the public improvements are ready for acceptance by City Council.
4. Recordation of the plat and all legal documents, including Engineer's Exhibit, prior to issuance of any Building Permits within this plat.
5. Payment in full of all fees to the City of Polk City.

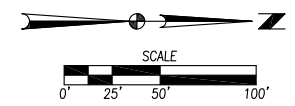


ENGINEER / SURVEYOR
 CIVIL DESIGN ADVANTAGE
 3405 SE CROSSROADS DRIVE, SUITE G
 GRIMES, IOWA 50111

OWNER / DEVELOPER
 NORTH POLK DEVELOPMENT, LLC
 CONTACT: BRUCE GATES
 2208 WOODLANDS PARKWAY
 CLIVE, IA 50325

PLAT DESCRIPTION
 THE SOUTH 20.34 ACRES OF THE EAST 25 ACRES OF THE SOUTHWEST QUARTER (SW1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, LYING SOUTH OF THE PUBLIC HIGHWAY, OVER AND ACROSS SAID 25 ACRES, A/K/A LOT 1 LYING SOUTH OF HUGG DRIVE, P. WERUMS SUBDIVISION, POLK COUNTY, IOWA, LOCALLY KNOWN AS 12370 NW HUGG DRIVE, POLK CITY, IOWA,
 AND
 THE SOUTHWEST 12.69 ACRES OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, SUBJECT TO EASEMENTS OF RECORD.
 ALL CONTAINING 33.46 ACRES (1,457,617 SQUARE FEET).

- NOTES:**
1. THE MINIMUM OPENING ELEVATION (M.O.E.) SHALL BE THE ELEVATION OF THE LOWEST OPENING IN THE FOUNDATION.
 2. THE MINIMUM BASEMENT ELEVATION (M.B.E.) SHALL BE THE ELEVATION OF THE LOWEST FLOOR, INCLUDING BASEMENT.
 3. AN ELEVATION CERTIFICATE SHALL BE PROVIDED TO THE CITY PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY ON ALL LOTS WITH A DESIGNATED M.B.E. OR M.O.E TO DEMONSTRATE PROTECTION ELEVATION REQUIREMENTS HAVE BEEN MET.



JOSHUA A. TRYGSTAD
 19228
 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.

 JOSHUA A. TRYGSTAD, P.E. DATE

LICENSE NUMBER 19228
 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2020
 PAGES OR SHEETS COVERED BY THIS SEAL:
 _____ THIS SHEET

FILE: H:\2019\1904178\1904178-ENGINEERS EXHIBIT.DWG COMMENT:
 PLOTTED BY: BRANDON HUBER TECH: DATE: 07/16/20
 PLOTTED: 7/16/2020 4:48 PM

REVISIONS
 DATE
 PREPARED

3405 S.E. CROSSROADS DRIVE, SUITE G
 GRIMES, IOWA 50111
 PHONE: (515) 369-4400 FAX: (515) 369-4410

TECH:

ENGINEER: JAT

CIVIL DESIGN ADVANTAGE

POLK CITY, IOWA

CREEKVIEW ESTATES - PLAT 1
 ENGINEERING EXHIBIT

1904.178

INDEX LEGEND

LOCATION: SEC 36-81-25, PT SW1/4 NW1/4
SEC 36-81-25, PT SE1/4 NW1/4

REQUESTOR: NORTH POLK DEVELOPMENT LLC

PROPRIETOR: NORTH POLK DEVELOPMENT LLC
2208 WOODLANDS PKWY
CLIVE IA 50325

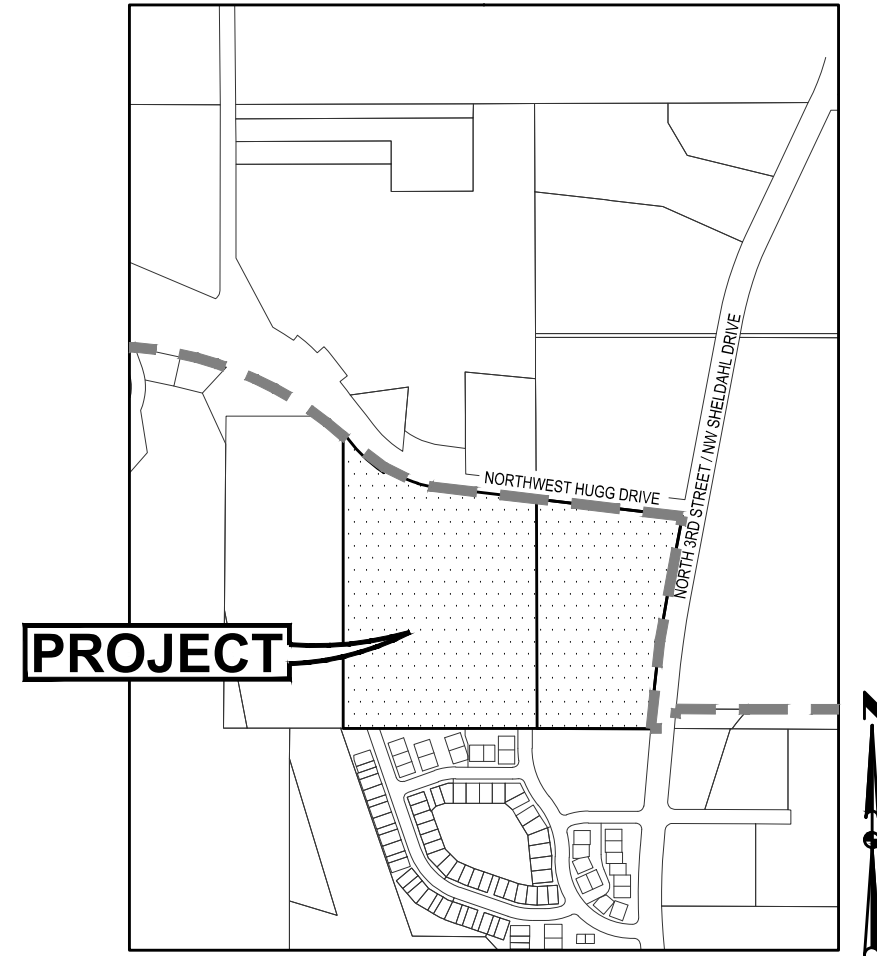
SURVEYOR: MICHAEL A. BROONER

SURVEYOR COMPANY: CIVIL DESIGN ADVANTAGE

PREPARED BY & RETURN TO: CIVIL DESIGN ADVANTAGE
3405 SE CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111
PH: 515-369-4400

VICINITY MAP

NOT TO SCALE



POLK CITY, IOWA

CREEKVIEW ESTATES PLAT 1

FINAL PLAT

NOTES

1. ANY SET MONUMENTATION SHOWN ON THIS PLAT WILL BE COMPLETED WITHIN ONE YEAR FROM THE DATE THIS PLAT WAS RECORDED.
2. LOTS MAY BE SUBJECT TO MINIMUM PROTECTION ELEVATIONS AND OTHER ELEVATION RESTRICTIONS NOT SHOWN ON THIS PLAT. REFER TO THE ENGINEERING EXHIBIT FOR ANY ELEVATION RESTRICTIONS.
3. OUTLOTS R-W WILL BE INDIVIDUALLY, PERMANENTLY TIED TO LOTS 1-6 AT THE TIME OF FINAL PLATTING.
4. OUTLOTS X AND Y WILL BE INDIVIDUALLY, PERMANENTLY TIED TO LOTS 14 AND 15 AT THE TIME OF FINAL PLATTING.
5. NO LOTS WITHIN THIS PLAT SHALL BE PERMITTED TO HAVE A DRIVEWAY OFF NW HUGG DRIVE OR N 3RD STREET.
6. OUTLOT Z WILL BE OWNED BY THE HOMEOWNER'S ASSOCIATION.
7. NO LOT WITHIN THIS PLAT SHALL BE PERMITTED TO HAVE AN INDIVIDUAL MAILBOX.
8. NO LOT WITHIN THIS PLAT SHALL BE PERMITTED MORE THAN ONE DRIVEWAY.
9. THE CITY SHALL HAVE THE RIGHT, BUT NOT THE OBLIGATION, TO REMOVE DRAINAGE OBSTRUCTIONS FROM OVERLAND FLOWAGE EASEMENT AREAS.
10. THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR MAINTENANCE OF ALL EMBANKMENTS, INCLUDING REPAIR OF ANY DAMAGE DUE TO EROSION, WITHIN ALL DETENTION EASEMENTS OR OVERLAND FLOWAGE EASEMENTS.
11. THE PROPERTY OWNERS OF LOTS 19 AND 38 SHALL BE RESPONSIBLE FOR SNOW REMOVAL AND SIDEWALK REPAIR AT EACH CLUSTER MAILBOX ADJACENT TO THEIR LOT.
12. LOTS A, B, C, D SHALL BE DEDICATED TO THE CITY OF POLK CITY FOR STREET RIGHTS-OF-WAY.
13. THE FLOODPLAIN DEPICTED ON THIS FINAL PLAT IS BASED ON AS-BUILT SURVEY COMPLETED BY CIVIL DESIGN ADVANTAGE AND BASE FLOOD ELEVATIONS IN ACCORDANCE WITH THE BIG CREEK/WOLF CREEK STUDY DATED OCTOBER 25, 2018.

ENGINEER / SURVEYOR

CIVIL DESIGN ADVANTAGE
3405 SE CROSSROADS DRIVE, SUITE G
GRIMES, IOWA 50111

OWNER / DEVELOPER

NORTH POLK DEVELOPMENT, LLC
CONTACT: BRUCE GATES
2208 WOODLANDS PARKWAY
CLIVE, IA 50325

ZONING

R-2
AND
FLOODPLAIN OVERLAY DISTRICT

BULK REGULATIONS

R-2 REGULATIONS SHALL APPLY:

MINIMUM LOT AREA	=	8,000 SF
MINIMUM LOT WIDTH	=	65 FT
SETBACKS:		
FRONT YARD	=	30 FT
REAR YARD	=	35 FT
SIDE YARD	=	8 FT

DATE OF SURVEY

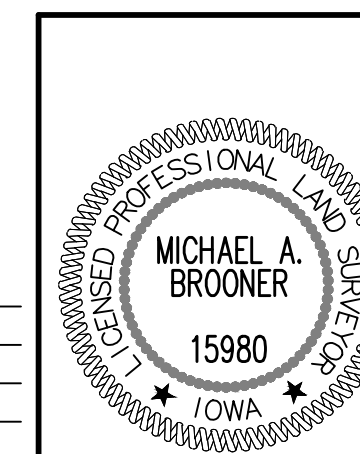
JUNE 10, 2020

CURVE DATA

CURVE	DELTA	RADIUS	LENGTH	BEARING	CHORD	CURVE	DELTA	RADIUS	LENGTH	BEARING	CHORD
C1	6°40'52"	900.00'	104.95'	S3°24'58"W	104.89'	C26	90°00'00"	25.00'	39.27'	S38°14'36"E	35.36'
C2	4°29'52"	500.00'	39.25'	N2°15'59"E	39.24'	C27	5°22'47"	930.00'	87.32'	S4°04'01"W	87.29'
C3	32°28'37"	500.00'	283.41'	N20°45'14"E	279.64'	C28	1°18'05"	930.00'	21.13'	S0°43'35"W	21.13'
C4	7°52'03"	500.00'	68.66'	N33°03'30"E	68.60'	C29	2°25'00"	870.00'	36.69'	N1°17'02"E	36.69'
C5	15°48'57"	500.00'	138.02'	N21°13'00"E	137.58'	C30	4°15'52"	870.00'	64.75'	N4°37'28"E	64.74'
C6	22°22'05"	150.00'	58.56'	S72°03'34"E	58.19'	C31	90°00'00"	25.00'	39.27'	N51°45'24"E	35.36'
C7	15°35'54"	517.47'	140.88'	S64°10'41"E	140.44'	C32	90°00'00"	25.00'	39.27'	N38°14'36"W	35.36'
C8	85°24'45"	25.00'	37.27'	S29°16'16"E	33.91'	C33	90°00'00"	25.00'	39.27'	S51°45'24"W	35.36'
C9	10°22'09"	470.00'	85.06'	S18°37'11"W	84.94'	C34	94°34'07"	25.00'	41.26'	N35°57'33"W	36.74'
C10	8°59'39"	470.00'	73.78'	S28°18'05"W	73.70'	C35	9°54'46"	470.00'	81.32'	N16°16'54"E	81.21'
C11	4°11'37"	470.00'	34.40'	S34°53'43"W	34.39'	C36	10°36'21"	470.00'	87.00'	N26°32'28"E	86.88'
C12	3°49'22"	530.00'	35.36'	S35°04'51"W	35.35'	C37	5°08'54"	470.00'	42.23'	N34°25'05"E	42.22'
C13	7°07'52"	530.00'	65.96'	S29°36'14"W	65.92'	C38	2°18'13"	530.00'	21.31'	N35°50'25"E	21.31'
C14	7°10'00"	530.00'	66.29'	S22°27'18"W	66.25'	C39	78°15'48"	25.00'	34.15'	N73°49'13"E	31.56'
C15	7°10'00"	530.00'	66.29'	S15°17'19"W	66.25'	C40	16°11'43"	180.00'	50.88'	S75°08'44"E	50.71'
C16	9°10'00"	530.00'	66.29'	S8°07'19"W	66.25'	C41	9°10'56"	120.00'	19.23'	N78°39'08"W	19.21'
C17	4°31'15"	530.00'	41.82'	S2°16'41"W	41.81'	C42	97°14'18"	25.00'	42.43'	N25°26'31"W	37.52'
C18	27°49'33"	62.00'	30.11'	S13°53'43"E	29.82'	C43	9°58'51"	530.00'	92.33'	N18°11'13"E	92.21'
C19	45°15'04"	62.00'	48.97'	S50°26'02"E	47.70'	C44	83°59'44"	25.00'	36.65'	N55°11'39"E	33.46'
C20	45°24'59"	62.00'	49.15'	N84°13'56"E	47.87'	C45	94°12'16"	25.00'	41.10'	S35°42'21"E	36.63'
C21	39°48'32"	62.00'	43.08'	N41°37'11"E	42.22'	C46	5°42'03"	1960.00'	195.02'	S8°32'45"W	194.94'
C22	65°42'34"	62.00'	71.10'	N11°08'23"W	67.27'	C47	87°16'08"	25.00'	38.08'	S37°56'21"E	34.50'
C23	26°56'34"	62.00'	29.15'	N57°27'57"W	28.89'	C48	1°40'12"	970.00'	28.27'	S82°24'30"E	28.27'
C24	70°57'17"	33.00'	40.87'	N35°27'35"W	38.31'						
C25	96°44'21"	25.00'	42.21'	N48°23'14"E	37.37'						

LEGEND

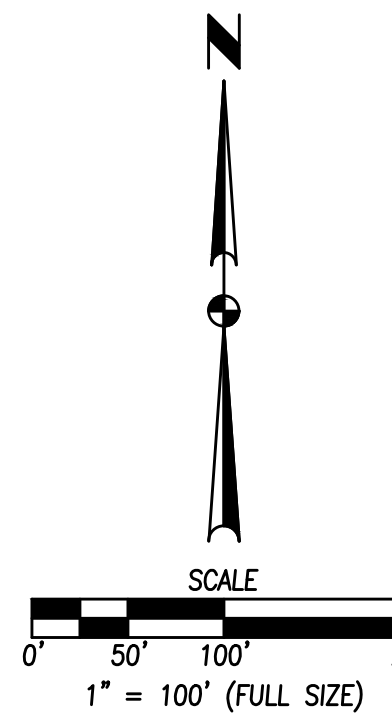
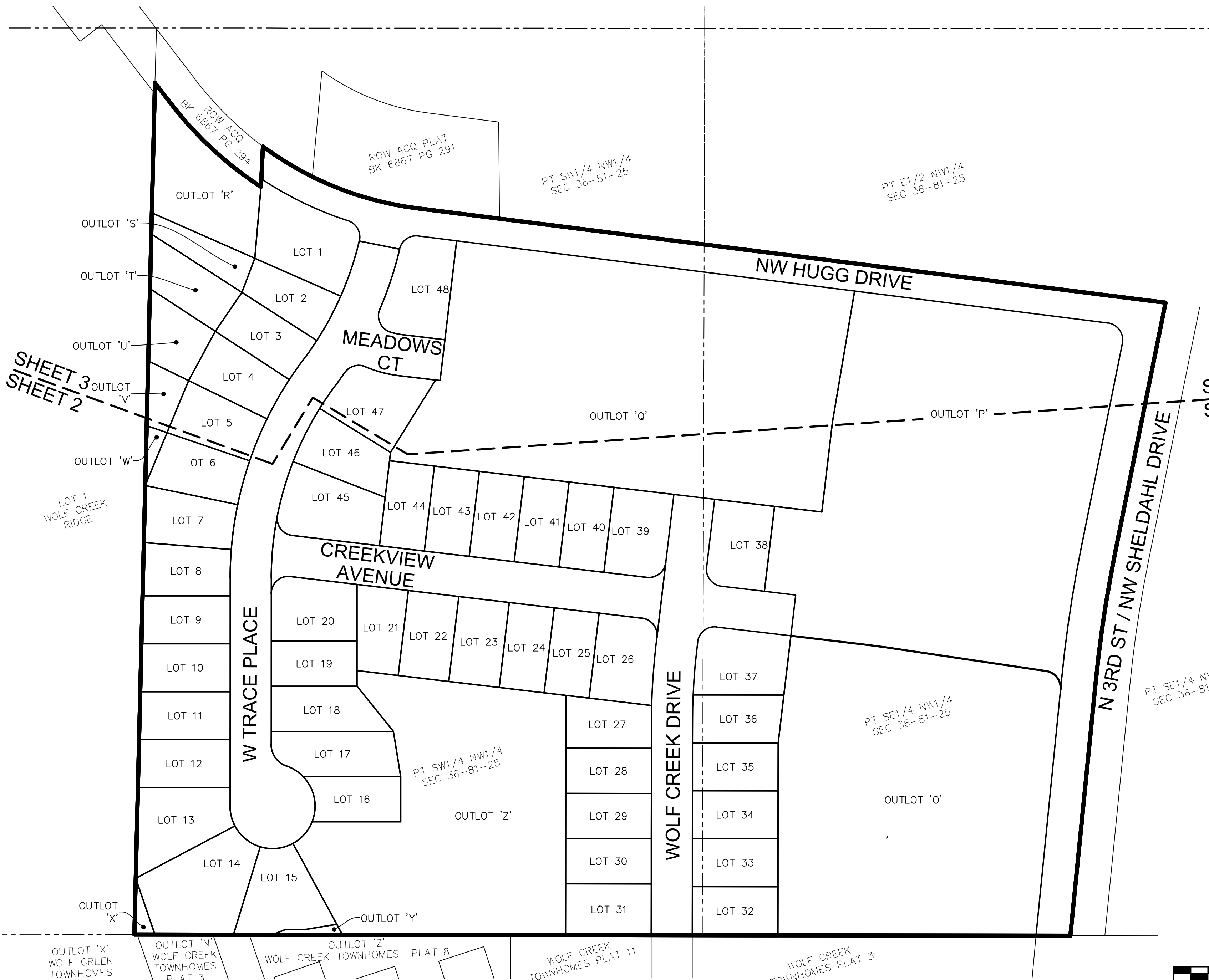
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RECORDED BEARING & DISTANCE	R	
DEEDED BEARING & DISTANCE	D	
PUBLIC UTILITY EASEMENT	P.U.E.	
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LOT ADDRESS	(1234)	
CENTERLINE	---	
SECTION LINE	----	
EASEMENT LINE	----	
BUILDING SETBACK LINE	----	
PLAT BOUNDARY	----	
FLOODPLAIN LINE	----	



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

MICHAEL A. BROONER, P.L.S. DATE

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2020
PAGES OR SHEETS COVERED BY THIS SEAL:
SHEETS 1 THROUGH 3



FILE: H:\2019\1904178\1904178-FINAL PLATTING.DWG
 PLOTTED BY: SAK BROONER
 DATE: 10/22/2020 2:14 PM
 COMMENTS: ENCL

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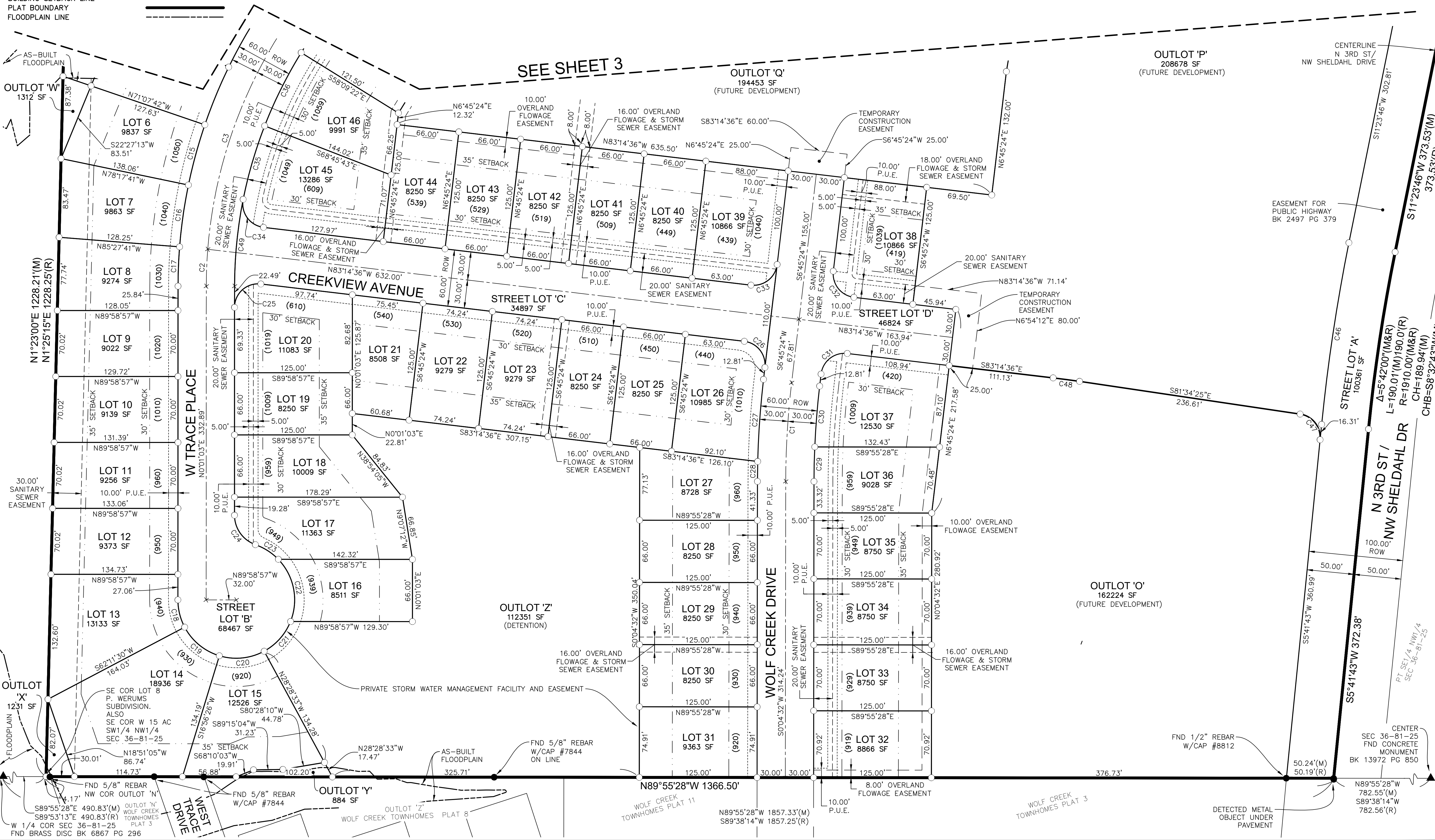
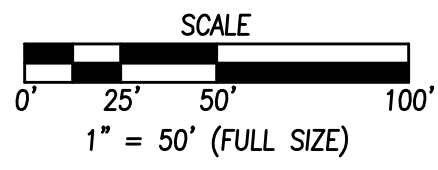
3405 S.E. CROSSROADS DRIVE, SUITE G
 GRIMES, IOWA 50111
 PHONE: (515) 369-4400 FAX: (515) 369-4410

CIVIL DESIGN ADVANTAGE
 POLK CITY, IOWA

CREEKVIEW ESTATES PLAT 1

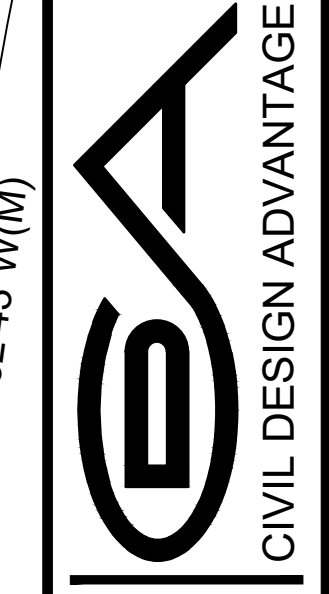
FINAL PLAT

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FLOODPLAIN LINE	----	



REVISIONS	DATE

3405 S.E. CROSSROADS DRIVE, SUITE G
 GRIMES, IOWA 50111
 PHONE: (515) 369-4400 FAX: (515) 369-4410



CREEKVIEW ESTATES PLAT 1
FINAL PLAT

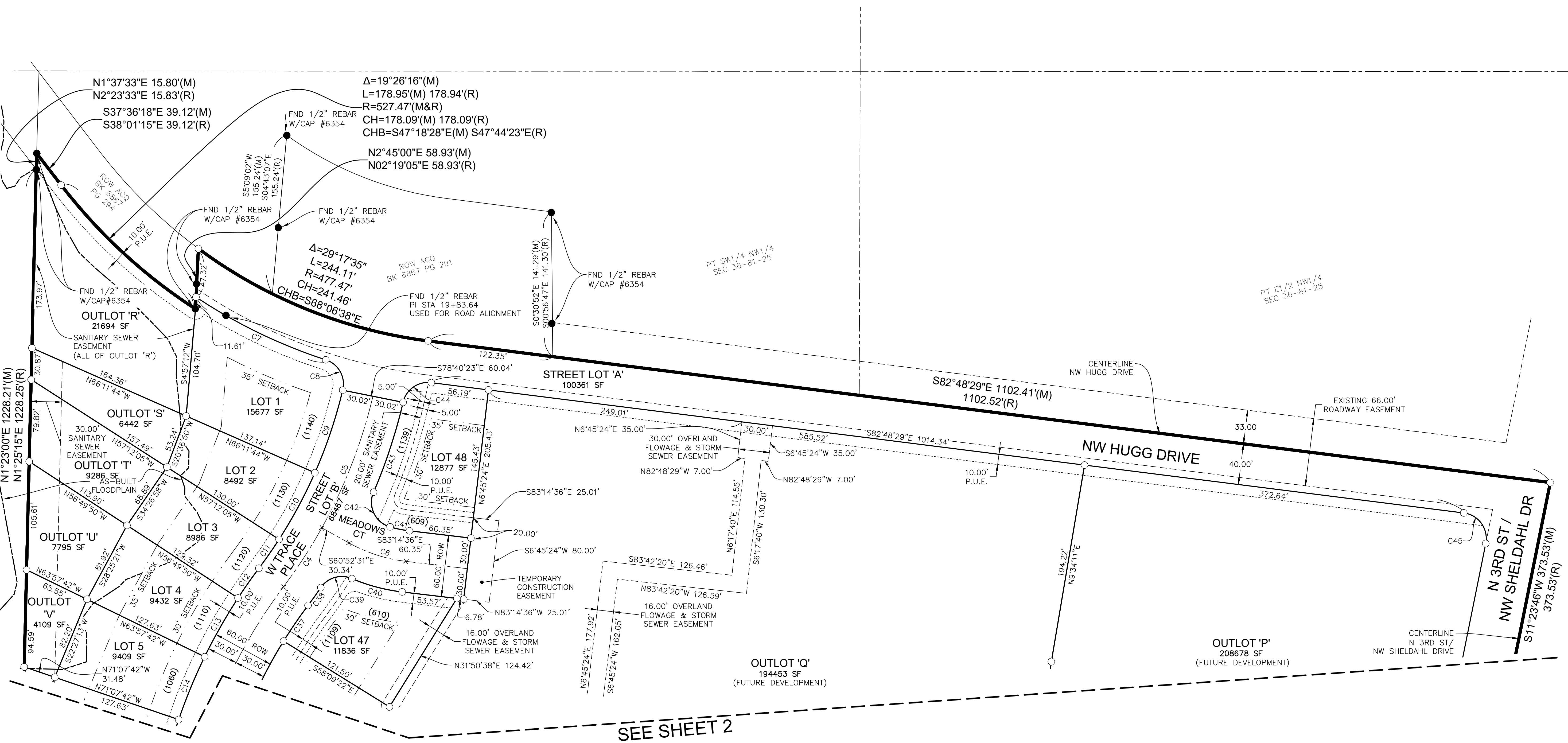
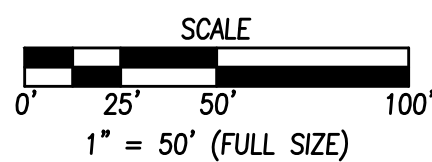
POLK CITY, IOWA

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CREEKVIEW ESTATES PLAT 1

FINAL PLAT

LEGEND	FOUND	SET
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MEASURED BEARING & DISTANCE	M	
RECORDED BEARING & DISTANCE	R	
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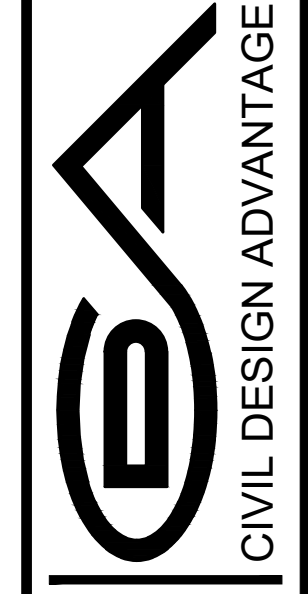


SEE SHEET 2

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 PLOTTER: HP DesignJet 5000PS

REVISIONS	DATE

3405 S.E. CROSSROADS DRIVE, SUITE G
 GRIMES, IOWA 50111
 PHONE: (515) 369-4400 FAX: (515) 369-4410
 ENGINEER: TECH: JAE REVIEW:



RESOLUTION NO. 2020-127

A RESOLUTION APPROVING THE FINAL PLAT INCLUDING AN AGREEMENT TO COMPLETE, EASEMENTS, WARRANTY DEED AND LEGAL DOCUMENTS FOR CREEKVIEW ESTATES PLAT 1

WHEREAS, Civil Design Advantage, on behalf of North Polk Development, LLC., submitted a Final Plat including an agreement to complete, easements, warranty deed and legal documents for Creekview Estates Plat 1; and

WHEREAS, on July 20, 2020 the Polk City Planning and Zoning Commission met and recommended approval of the Final Plat for Creekview Estates, subject to completion of the City Engineer's review comments and recommendations being satisfactorily addressed; and

WHEREAS, the developer has completed the public improvements except for items enumerated on the punchlist dated October 16, 2020 and the developer has signed an Agreement to Complete which covers their responsibility for completing the outstanding punchlist items; and

WHEREAS, the developer has provided a Security Check in the amount of \$16,425.00 to cover the cost of completing the public improvements except for establishment of seeding, said check to be returned by the City Manager following City Council acceptance of the public improvements and the developer has paid all fees; and

WHEREAS, the developer has provided a Certified Check in the amount of \$6,500.00 to cover the cost of establishing of seeding, said check to be returned by the City Manager once grass is established and all fees are paid; and

WHEREAS, the Final Plat will not be release for recording until the following conditions have been met:

- An as-built grading survey has been provided that demonstrates all applicable lots have been filled above the calculated Base Flood Elevation
- The floodplain location has been adjusted accordingly
- The Developer's Engineer has certified a table defining the calculated Base Flood Elevation, lowest as-built elevation on the lot, and the Minimum Basement Elevation for all applicable lots; and

WHEREAS, no Building Permits shall be issued until the public improvements are ready to be accepted by City Council; and

WHEREAS, the City Engineer and City Attorney have reviewed the Final Plat and all necessary legal documents including warranty deeds, agreements, and easements and finds that all review comments have been satisfactorily addressed and therefore recommends approval of said Final Plat.

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 and the City Engineer and the City Attorney and deems it appropriate to approve the Final Plat including Agreements, Easements and Warranty Deed for Creekview Estates Plat 1.

PASSED AND APPROVED the 26th day October 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk

AGREEMENT TO COMPLETE PUBLIC IMPROVEMENTS
CREEKVIEW ESTATES PLAT 1

THIS AGREEMENT made and entered into as of the 26th day of October, 2020, by and North Polk Development, LLC, c/o Bruce Gates, 2208 Woodlands Parkway, Clive IA 50325, an Iowa limited liability company ("Developer") and the City of Polk City, Iowa, an Iowa municipal corporation ("Polk City").

WHEREAS, on April 27, 2020, the City of Polk City approved the Construction Drawings for Public Improvements for Creekview Estates Plat 2; and

WHEREAS, the Developer has submitted to Polk City the final plat entitled Creekview Estates Plat 1 for its consideration and approval; and

WHEREAS, the Developer has substantially completed construction of the public improvements in accordance with said approved Construction Drawings for Creekview Estates Plat 1, however certain public improvements have not yet been completed by the Developer to the satisfaction of Polk City; and

WHEREAS, Polk City is desirous of approving the final plat to expedite lots sales within said Plat 1 in accordance with the regulations and requirements of Polk City subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of Polk City approving said plat and in further consideration of the mutual promises and covenants herein contained, the parties hereto do hereby agree as follows:

1. Developer has not yet completed the attached Punchlist dated October 16, 2020. Developer shall complete these Punchlist items (the "Improvements") in accordance with Polk City specifications and the approved Construction Drawings. All Improvements shall be completed and ready for Council acceptance, with the exception of the establishment of seeding, on or before November 30, 2020.
2. Developer has provided a certified check in the amount of **\$ 16,425.00** to Polk City as security for the completion of the Improvements, except the seeding.
3. Developer has provided a certified check in the amount of **\$ 6,500.00** to Polk City as security for the completion of the seeding.
4. Developer agrees that in the event Developer fails to complete the Improvements in accordance with this Agreement, upon receipt of any invoice therefor, Polk City shall use the funds provided by the Developer to pay any and all actual costs incurred by Polk City for legal services, engineering services including construction observation, street signs, and services of other persons or entities

employed by Polk City (other than Polk City staff personnel) for, or any way involved in, the review and inspection of Creekview Estates Plat 1 and all Improvements intended for public use or benefit or to be constructed or caused to be constructed by the Developer.

- 5. Developer agrees that the Final Plat will not be released for recording until (a) an as-built grading survey has been provided that demonstrates all applicable lots have been filled above the calculated Base Flood Elevation; (b) the floodplain location has been adjusted accordingly; and (c) the developer’s engineer has certified a table defining the calculated Base Flood Elevation, lowest as-built elevation on the lot, and the Minimum Basement Elevation for all applicable lots.
- 6. Developer agrees that no Building Permits will be issued until the Improvements are ready for acceptance by City Council, based on the recommendation of the City Engineer.
- 7. Following completion of the Improvements and payment of all fees, the public Improvements for Creekview Estates Plat 1 shall be placed on the agenda for approval by the City Council of Polk City and upon approval, the City shall return the Developer’s check provided as security for the completion of the Improvements, except the seeding.
- 8. Following establishment of grass and payment of all fees, the City Manager shall return the Developer’s check provided as security for seeding.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

NORTH POLK DEVELOPMENT, LLC

CITY OF POLK CITY, IOWA

By: _____

By: _____
Jason Morse, Mayor

Name: _____

ATTEST:

Title: _____

Jenny Gibbons, City Clerk

POLK CITY: CREEKVIEW ESTATES PLAT 1
PUNCH LIST
Walk-Thru / Punchlist #1: October 16, 2020

The following items shall be completed prior to Council acceptance of the public improvements:

CONTRACTOR ITEMS:

General:

1. Seed all disturbed areas.
2. Following completion of all punchlist items, sweep all streets.
3. Install straw wattles to protect all FES to be used as inlets.
4. Remove construction materials and debris from site. This includes all stones and rocks found during grading operations, concrete slurry debris, and all washouts and dumpsters.
5. Complete all punchlist items added based on a future walk-thru to be completed after curbs are backfilled and the majority of these punchlist items are complete.
6. Developer shall be responsible for mowing the access easement until public improvements are accepted.
7. City Staff to coordinate with the Polk City Police Department to drive through the development at speed to ensure proper rideability.
8. City of Polk City to confirm tracer wire now can be used to hydrant located in W. Trace Place cul-de-sac. Repair as required.
9. Reinstall three (3) signs along Hugg Drive – speed limit sign, Wolf Creek identification sign, curve indicator sign
10. Provide a “Service Locates” table listing water, sanitary sewer and sump service locations for each lot, measured from specified lot corners.
11. Provide 4-year Maintenance Bonds for sanitary sewers, storm sewers, water main and pavement.
12. Remove gravel access west of the tie-in on Hugg Drive (Northwest Property Corner) unless otherwise approved by the City Manager.

Sanitary Sewer:

13. Install infiltration barrier in sanitary manhole S-6. Remove and reinstall surrounding pavement and casting.
14. Install expanding foam between casting and infiltration barrier on S-7.
15. Install casting bolts on sanitary manhole S-9 following construction of adjacent sidewalk ramps.
16. Clear debris from invert of manhole S-2.
17. Repair casting lid seal of manhole S-1.
18. Clear debris from invert of manhole S-3.

Storm Sewer:

19. Clear mud from FES ST-1.
20. Clear debris from invert of ST-14.
21. Remove and reinstall casting on ST-17. Remove and replace damaged adjusting rings as required.
22. Install missing rodent guard in ST-5.
23. Adjust to grade and clear debris from all subdrain cleanouts. Install concrete pads around all subdrain cleanouts.
24. Install area intake castings in accordance with the approved construction drawings on ST-22 and ST-23. Provide necessary inlet protection until seed establishment has been achieved.
25. Grout walls of ST-22 and ST-23.
26. Clear debris from ST-22 and ST-23.
27. Install a reinforced beam (angle iron) in ST-11 and ST-19.
28. Install grout slope below the back of casting in ST-11 to eliminate buildup of debris under casting hood.
29. Trim plywood down to flush with grade on east side of ST-50.

30. Clear debris from ST-54.
31. Install pop-its in pick holes on ST-54.
32. Clear mud from ST-8.
33. Address any remaining concerns following review of pipe televising submitted at walkthrough by Legacy Excavation on October 16.

Water Main:

34. Remove chains from hydrants.
35. Install valve nut extension on hydrant valve near the intersection of W. Trace Place and Hugg Drive.
36. Install valve nut extension on valve in NW quadrant of Wolf Creek Drive and Creekview Avenue intersection.
37. The City will provide direction for adjusting hydrant near the Sharp property along Hugg Drive upon Mike Schulte's return. Adjust hydrant as directed by Polk City Public Works.

Grading:

38. Backfill all sidewalks, curb ramps, and back of curbs.
39. Grade ditch to drain upstream of ST-48.

Paving:

40. Remove plastic from detectable warning panels.
41. Install all ADA ramps, lowered sidewalk portions, and sidewalk. CDA to submit revised plans for all sidewalk ramps.
42. Provide additional saw cut halfway between turning space and back of curb for ADA sidewalk ramp SW of intersection of W. Trace Place and Meadows Court.
43. Seal joints near the intersection of W. Trace Place and Hugg Drive.
44. Seal joints in W. Trace Place cul-de-sac.
45. Seal area intake ST-33.

ENGINEERING ITEMS:

46. Provide as-built Record Drawings, based on as-built survey. Revise as required per Code to include as-built spot elevations of swale flowlines at each property lines and sufficient shots on the pavement as required for developer's engineer to confirm the street grades and slopes are in accordance with their design.
47. Provide revised as-built Record Drawings, based on as-built survey that has been updated as necessary following completion of the above punchlist items. Submittal shall include signed pdf plan set.
48. Provide certified statement that as-built grading and swales fulfill the requirements of the SWMP.
49. Provide CADD file of all public improvements so improvements can be added to Polk City's GIS database.
50. Provide surveyor's certification all property corners have been set.
51. Provide a cost opinion for completion of the outstanding punchlist items at the time the Agreement to Complete is prepared. This cost opinion should be split into two divisions, one to include all punchlist items excluding seeding/surface restoration and one to include seeding and surface restoration.

DEVELOPER ITEMS:

52. The developer shall be responsible for ongoing mowing of all grass and weeds in accordance with the Polk City Weed Ordinance.
53. Provide a recorded copy of all permanent, off-site easements to City Clerk.
54. Provide recorded copy of all required documents, including but not limited to:
 - a. Easement documents and plats
 - b. Engineer's exhibits to accompany plat
 - c. Petition of Waivers
 - d. Warranty Deeds

55. Contact Kathleen Connor or Travis Thornburgh for punch list update when all contractor items have been addressed. (\$200 fee per update required.)
56. Reimburse City for cost of all street signs.
57. Engineering review fees must be paid in full.

NOTE: This walk-thru was done at the request of the developer prior to completion of construction operations and represents a preliminary inspection of the work completed to date. Snyder & Associates reserves the right to, on a subsequent walk-thru, add additional punch list items that do not appear on the original punchlist upon full inspection of the completed public improvements.

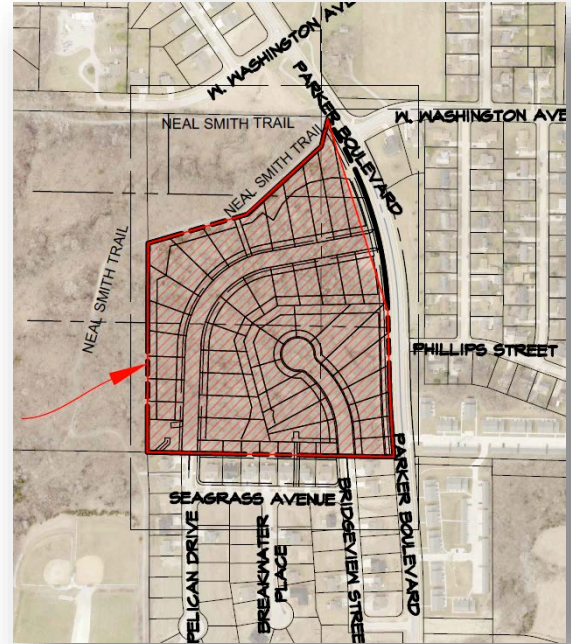
PRELIMINARY PLAT REVIEW

Date: October 23, 2020
 Project: Bridgeview Plat 2

Prepared by: Kathleen Connor, Planner
 Project No.: 119.0294.01

GENERAL INFORMATION:

Applicant/Owner:	All Points Development L.C.
Requested Action:	Approval of Preliminary Plat
Location	West of Parker Blvd,; North of Bridgeview Plat 1
Size:	20.65 acres
Zoning:	Planned Unit Development
Proposed Use:	43 single family lots; 7 Outlots to be tied to Bridgeview Plat 1 lots



BACKGROUND:

The Preliminary Plat for Bridgeview Plat 2 was approved by City Council on May 28, 2019. This plat has now expired, but the developer is interested in proceeding with construction next year and would like to begin tree removal this fall. Once the trees are removed, the developer's geotechnical engineer will take soil borings. The construction drawings will be presented to Council for approval once the geotechnical report has been completed and reviewed by the City Engineer.

This Preliminary Plat represents no changes to the previously approved lots or public improvements. The tree removal limits have been adjusted to allow construction equipment to move between Bridgeview Street and Pelican Drive without driving through neighborhoods or using city streets. Areas will be cleared within the building pad for the future homes on Lots 4/5 and 24/25 for construction staging. Tree removal limits will be marked in the field prior to issuance of a grading permit.

At this time, the developer requests re-approval of this Preliminary Plat so the development can move forward with this project.

PROJECT DESCRIPTION:

This Preliminary Plat is in conformance with the previously-approved Preliminary Plat, The 43 lots range in size from 10,835 sf to 27,727 sf. Front yard setbacks are 30' deep, providing the opportunity to save trees in rear yards. By agreement with the abutting property owners, Outlots Y-S will be individually tied to Lots 9-15 of Bridgeview Plat 1 to provide a buffer to those existing residences.

The public improvements associated with this plat include the extension of Pelican D northeasterly to Parker Blvd and the extension of Bridgeview Street northwesterly where it will terminate in a cul-de-

sacs. Water mains, sanitary sewers, and storm sewers will be extended to provide service to each lot. The developer indicates this subdivision may be constructed and platted in two separate phases.

An 8' wide recreational trail will connect to the Neal Smith Trail from Pelican Drive. The park land dedication for this development will partially satisfied through dedication of Lot 'C' and construction of the trail and sidewalk in front of Lot C, any remainder will be a cash donation.

Parkway trees will be planted along Parker Blvd by the developer. The property owners will be responsible for maintaining these parkway trees. In addition, construction fencing will be installed around the grading limits prior to issuance of a grading permit to protect the trees that are to be saved.

Detention basin will be located on Lot 15 and on Lots 29 and 30 to control runoff velocity and mitigate erosion. These basins have been designed to keep tree removal a minimum for these facilities. The property owners or Homeowner's Association will be responsible for maintaining these detention basins while the city will be responsible for maintaining pipes and structures.

No subdivision identification signs are proposed. Prior to Final Plat approval, the developer may wish to vacate the Temporary Construction Easement (Bk 15613 Page 186) on the south side of Lot 15.

RECOMMENDATION:

We recommend Council re-approval of the Preliminary Plat for Bridgeview Plat 2, subject to all fees being paid in full to the City Clerk.

PRELIMINARY PLAT BRIDGEVIEW PLAT 2

POLK CITY, IOWA

ALL POINTS DEVELOPMENT L.C.

KNAPP PROPERTIES

5000 WESTOWN PARKWAY, SUITE 400 WEST DES MOINES, IA 50266-5921

Sheet List Table

SHEET NUMBER	SHEET TITLE
01	COVER SHEET
02	SOUTH SITE - DIMENSION PLAN
03	NORTH SITE - DIMENSION PLAN
04	SOUTH SITE - GRADING & UTILITIES
05	NORTH SITE - GRADING & UTILITIES

GENERAL NOTES:

- CONTRACTOR SHALL ARRANGE FOR TESTING AND INSPECTION AND NOTIFY FOLLOWING AT LEAST ONE WEEK PRIOR TO BEGINNING CONSTRUCTION:
 - CITY OF POLK CITY - PUBLIC WORKS DEPARTMENT
 - ALL POINTS DEVELOPMENT, L.C.
 - CIVIL ENGINEERING CONSULTANTS, INC. PHONE: 515.276.4884
 - IOWA ONE-CALL
- ALL CONSTRUCTION (PUBLIC & PRIVATE) SHALL BE IN ACCORDANCE WITH 2020 EDITION OF THE SUDAS STANDARD SPECIFICATIONS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS AND LEASES NEEDED TO CONSTRUCT PROJECT.
- LOCATION OF EXISTING FACILITIES AND APPURTENANCES SHOWN ON PLAN ARE BASED ON AVAILABLE INFORMATION WITHOUT UNCOVERING AND MEASURING TO DETERMINE EXACT FACILITIES LOCATIONS. CIVIL ENGINEERING CONSULTANTS, INC. DOES NOT GUARANTEE LOCATION OF EXISTING FACILITIES AS SHOWN, OR THAT ALL EXISTING FACILITIES ARE SHOWN. IT IS CONTRACTOR'S RESPONSIBILITY TO CONTACT ALL PUBLIC AND PRIVATE UTILITY PROVIDERS SERVING AREA, AND IOWA ONE CALL, TO DETERMINE EXTENT AND PRECISE LOCATION OF EXISTING FACILITIES BEFORE CONSTRUCTION BEGINS.
- CONTRACTOR SHALL PROTECT EXISTING ON-SITE FACILITIES FROM DAMAGE RESULTING FROM CONTRACTOR'S WORK. IF DAMAGE, BREAKAGE, INTERRUPTION OF SERVICE, ETC. OF EXISTING FACILITIES DOES OCCUR CONTRACTOR SHALL IMMEDIATELY CONTACT UTILITY'S OWNER.
- CONTRACTOR SHALL RECONNECT ALL FIELD TILE INTERCEPTED DURING CONSTRUCTION AND RECORD LOCATION FOR AS-BUILT PLANS.
- CIVIL ENGINEERING CONSULTANTS, INC. IS NOT A GEOTECHNICAL ENGINEER.
- ALL TRENCH BACKFILL SHALL BE 95% STANDARD PROCTOR DENSITY.
- IT IS RESPONSIBILITY OF CONTRACTOR TO ARRANGE FOR INSPECTIONS AS NEEDED.
- ALL PROPOSED CHANGES TO PLAN SET DURING CONSTRUCTION SHALL RECEIVE WRITTEN APPROVAL FROM THE CITY ENGINEER FOR POLK CITY AND CONTRACTOR IS RESPONSIBLE FOR ALL CHANGES THAT HAVE NOT BEEN GRANTED APPROVAL.
- CONTRACTOR IS REQUIRED TO SET UP PRECONSTRUCTION MEETING WITH THE CITY ENGINEER FOR POLK CITY ONE WEEK PRIOR TO COMMENCING CONSTRUCTION ACTIVITIES.
- PARKLAND DEDICATION WILL BE SATISFIED BY COMBINATION OF LOT 'C' DEDICATION, CONSTRUCTION OF THE 8.0 FOOT WIDE TRAIL, AND ADDITIONAL LAND AND/OR CASH PAYMENT.
- LOTS 'A', 'B' & 'C' WILL BE DEDICATED TO CITY OF POLK CITY FOR STREET PURPOSES AND PARKLAND DEDICATION.
- ALL PUBLIC STREETS SHALL BE 6-INCH REINFORCED P.C.C.
- SOILS INVESTIGATION WILL BE REQUIRED AT CONSTRUCTION PLAN PHASE.
- DEVELOPER IS RESPONSIBLE FOR OBTAINING RECREATIONAL TRAIL EASEMENT U.S.A.C.E. PROPERTY FOR TRAIL CONNECTION AT NORTH END OF LOT 'C'.
- PARKWAY TREES ALONG PARKER BOULEVARD SHALL BE INSTALLED BY DEVELOPER AS PART OF PLAT IMPROVEMENTS.
- OUTLOTS 'S' THRU 'Y' SHALL BE INDIVIDUALLY AND PERMANENTLY TIED TO LOTS 4 THRU 15 OF BRIDGEVIEW PLAT 1.
- 8.0 FOOT P.C.C. TRAIL IN LOT 'C' SHALL BE CONSTRUCTED AS PART OF PLAT IMPROVEMENTS, AS WELL AS THE PUBLIC SIDEWALK ADJACENT TO LOT 'C'. COST OF CONSTRUCTION OF TRAIL SHALL BE CREDITED TOWARD PARKLAND DEDICATION.

NPDES/SWPPP

- OWNER AND/OR CONTRACTOR ARE REQUIRED TO OBTAIN NPDES PERMIT AND FOLLOW REQUIREMENTS OF ASSOCIATED STORM WATER POLLUTION PREVENTION PLAN PRIOR TO COMMENCING CONSTRUCTION ACTIVITIES.

GRADING NOTES

- ALL SPOT ELEVATIONS ARE AT GUTTER, UNLESS NOTED OTHERWISE.
- LOCATIONS AND DIMENSIONS SHOWN ON PLANS FOR EXISTING UTILITIES ARE IN ACCORDANCE WITH AVAILABLE INFORMATION WITHOUT UNCOVERING AND MEASURING. ENGINEER DOES NOT GUARANTEE ACCURACY OF INFORMATION OR THAT ALL EXISTING UNDERGROUND FACILITIES ARE SHOWN. IT IS RESPONSIBILITY OF CONTRACTOR TO CONTACT ALL PUBLIC AND/OR PRIVATE UTILITIES SERVING AREA TO DETERMINE PRESENT EXTENT AND EXACT LOCATION OF FACILITIES BEFORE BEGINNING WORK.
- CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT UTILITIES OR STRUCTURES AT SITE. IT SHALL BE CONTRACTOR'S RESPONSIBILITY TO NOTIFY OWNERS OF UTILITIES OR STRUCTURES CONCERNED BEFORE STARTING WORK. CONTRACTOR SHALL NOTIFY PROPER UTILITY IMMEDIATELY UPON BREAKING OR DAMAGE TO ANY UTILITY LINE OF APPURTENANCE, OR INTERRUPTION OF SERVICE. HE SHALL NOTIFY PROPER UTILITY INVOLVED. IF EXISTING UTILITY LINES ARE ENCOUNTERED THAT CONFLICT IN LOCATION WITH NEW CONSTRUCTION, CONTRACTOR SHALL NOTIFY ENGINEER SO THAT CONFLICT MAY BE RESOLVED.
- STRIP TOPSOIL FROM ALL AREAS WHICH ARE TO RECEIVE STRUCTURAL FILL.
- AREAS TO RECEIVE FILL TO BE BENCHED.
- PREPARE BOTTOM OF BENCH FOR FILL BY DISCS TO DEPTH OF 6-INCHES AND COMPACT. ANY LOCALIZED AREAS WHICH CANNOT BE SATISFACTORILY COMPACTED OR WHICH SHOW EVIDENCE OF PUMPING ACTION SHALL BE UNDERCUT AND RECOMPACTED WITH ON-SITE FILL.
- ALL SITE GRADING FILL SHALL BE COMPACTED TO DENSITY THAT IS NOT LESS THAN 95% STANDARD PROCTOR.
- ALL AREAS WHICH ARE TO RECEIVE PAVING SHALL HAVE TOP 12-INCHES DISCD AND RECOMPACTED TO 95% STANDARD PROCTOR DENSITY.
- MOISTURE CONTENT OF FILL MATERIAL SHALL MATCH URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS, BETWEEN 0% AND 4% OVER OPTIMUM MOISTURE.
- MAINTAIN ALL CUT AND FILL AREAS FOR SURFACE DRAINAGE AT ALL TIMES.
- ALL AREAS SHALL BE GRADED WITHIN 0.1' OF PLAN GRADE.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING ALL TOPSOIL REQUIREMENTS OF GENERAL PERMIT #2 ARE MET.
- BACKFILL TO TOP OF ALL CURBS.
- CONSTRUCTION FENCING IS REQUIRED ALONG CLEARING AND GRADING LIMITS AND SHALL BE INSTALLED PRIOR TO ISSUANCE OF GRADING PERMIT.

UTILITY NOTES:

- LOCATIONS AND DIMENSIONS SHOWN ON PLANS FOR EXISTING FACILITIES ARE IN ACCORDANCE WITH AVAILABLE INFORMATION WITHOUT UNCOVERING AND MEASURING. ENGINEER DOES NOT GUARANTEE ACCURACY OF INFORMATION OR THAT ALL EXISTING UNDERGROUND FACILITIES ARE SHOWN. IT IS RESPONSIBILITY OF CONTRACTOR TO CONTACT ALL PUBLIC AND/OR PRIVATE UTILITIES SERVING AREA TO DETERMINE PRESENT EXTENT AND EXACT LOCATION OF FACILITIES BEFORE BEGINNING WORK.
- CONTRACTOR SHALL CALL IOWA ONE CALL (MINIMUM OF 48 HOURS NOTICE). CONTRACTOR SHALL NOTIFY PROPER UTILITY IMMEDIATELY UPON BREAKING OR DAMAGE TO ANY UTILITY LINE OR APPURTENANCE, OR INTERRUPTION OF SERVICE. IF EXISTING UTILITY LINES ARE ENCOUNTERED THAT CONFLICT IN LOCATION WITH NEW CONSTRUCTION, CONTRACTOR SHALL NOTIFY ENGINEER SO THAT CONFLICT MAY BE RESOLVED.
- IT IS RESPONSIBILITY OF CONTRACTOR TO ARRANGE FOR INSPECTIONS.
- COORDINATE EXISTING CITY UTILITIES TIE-INS WITH CITY PUBLIC WORKS DEPARTMENT.
- ALL UTILITIES TO BE TESTED TO CITY OF POLK CITY STANDARDS.
- HYDRANTS SHALL BE SET NOT MORE THAN 4 FEET FROM CENTER OF WATER MAIN.
- SUBDRAINS SHALL PROVIDED ON BOTH SIDES OF ALL PUBLIC STREETS.

UTILITIES

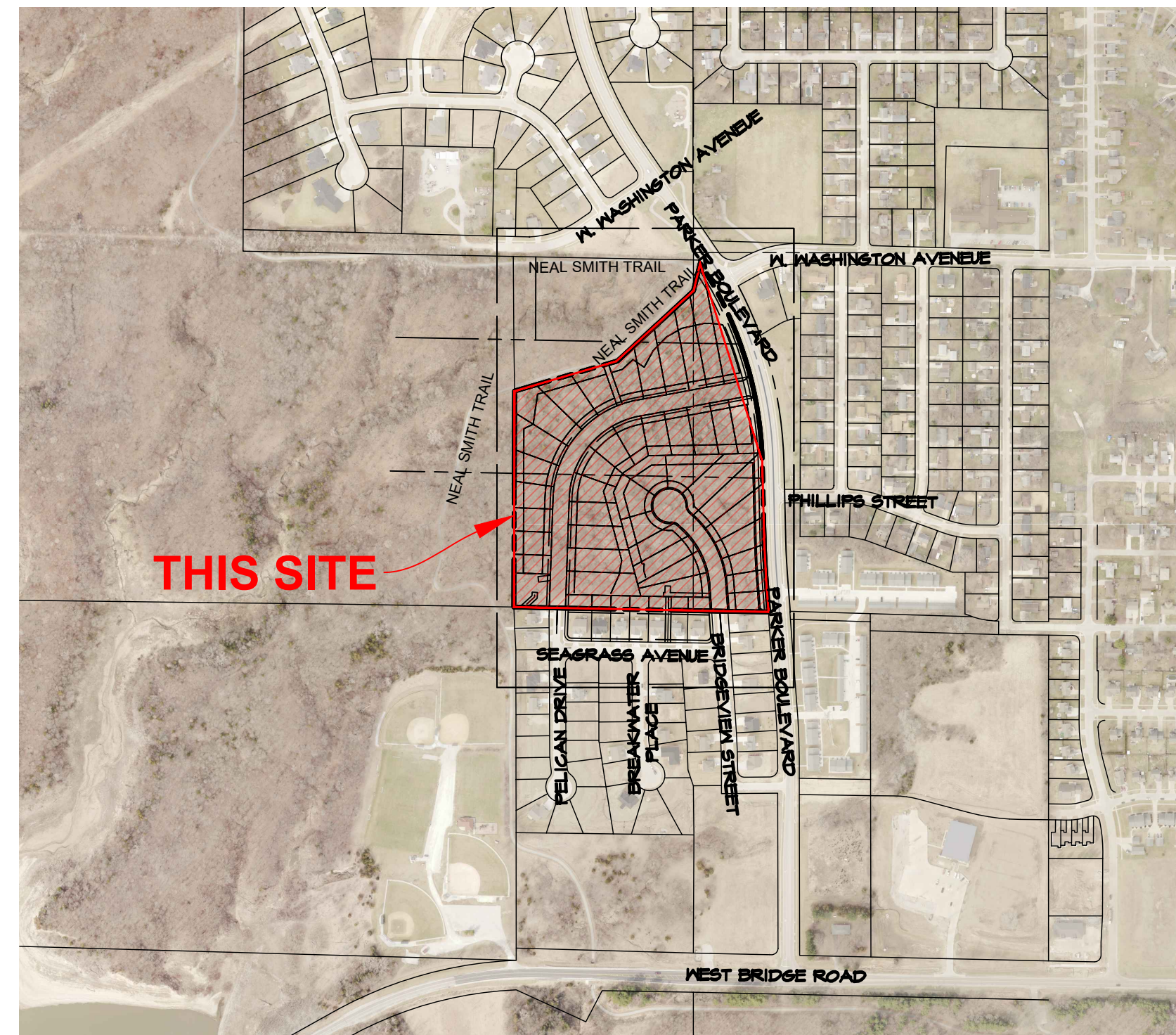
- SANITARY SEWER - CITY OF POLK CITY
- STORM SEWER - CITY OF POLK CITY
- WATER - CITY OF POLK CITY

DEVELOPMENT SCHEDULE

- RUD APPROVAL - MARCH 2020
- PRELIMINARY PLAT APPROVAL - APRIL 2020
- CONSTRUCTION PLAN APPROVAL - JUNE 2020
- CONSTRUCTION - SUMMER/FALL 2020
- FINAL PLAT APPROVAL - OCTOBER 2020

PHASING

THIS PROJECT MAY BE DIVIDED INTO TWO PHASES. THE CUL-DE-SAC COULD BE ONE PHASE AND THE LOOP STREET COULD BE ONE PHASE



PROPERTY OWNER:

ALL POINTS DEVELOPMENT L.C.
KNAPP PROPERTIES
5000 WESTOWN PARKWAY SUITE 400
WEST DES MOINES, IA 50266-5921
CONTACT: AIMEE STAUDT
PH. 515-223-4000
EMAIL: aimee.staudt@knappproperties.com

DEVELOPER:

ALL POINTS DEVELOPMENT L.C.
KNAPP PROPERTIES
5000 WESTOWN PARKWAY SUITE 400
WEST DES MOINES, IA 50266-5921
CONTACT: AIMEE STAUDT
PH. 515-223-4000
EMAIL: aimee.staudt@knappproperties.com

PROJECT MANAGER:

PAUL CLAUSEN, PE
CIVIL ENGINEERING CONSULTANTS, INC.
2400 86TH STREET, #12
DES MOINES, IOWA 50322
PH. 515-276-4884 EXT 217
EMAIL: clausen@ceclac.com

ZONING / LAND USE:

RUD - SINGLE FAMILY RESIDENTIAL

LAND USE

- SINGLE FAMILY RESIDENTIAL DEVELOPMENT
- MINIMUM LOT AREA = 8,000 SQ. FT.
- MINIMUM LOT WIDTH = 65 FEET
- MINIMUM FRONT YARD SETBACK = 30 FEET
- MINIMUM REAR YARD SETBACK = 35 FEET
- MINIMUM SIDE YARD SETBACK = 0 FEET
- MAXIMUM DENSITY = 2.6 D.U. / ACRE
- MAXIMUM HEIGHT = 2-1/2 STORIES

FRANCHISE UTILITIES

- CONTRACT FOR STREET LIGHTING SHALL BE EXECUTED WITH FINAL PLAT.
- STREET LIGHTS SHALL BE ON THE SAME SIDE OF THE STREET AS WATER MAIN.
- CONTRACT FOR ELECTRIC DISTRIBUTION SYSTEM SHALL BE EXECUTED WITH FINAL PLAT.
- NATURAL GAS, TELEPHONE, CABLE OR OTHER UTILITIES SHALL BE INSTALLED AFTER COMPLETION OF PLAT IMPROVEMENTS.

GENERAL LEGEND

- PROPOSED**
- PLAT BOUNDARY
 - SECTION LINE
 - LOT LINE
 - CENTERLINE
 - EASEMENT LINE
 - BUILDABLE AREA
 - FLARED END SECTION
 - DRAIN BASIN OR SEDIMENT RISER
 - DRAIN BASIN WITH SOLID GRATE
 - WATER VALVE
 - FIRE HYDRANT ASSEMBLY
 - BLOW-OFF HYDRANT
 - SCOUR STOP MAT
 - STORM SEWER WITH SIZE
 - WATER SEWER WITH SIZE
 - WATER SERVICE
 - PROPOSED CONTOUR
 - SILT FENCE
 - ADDRESS
 - RIPRAP

EXISTING

- LOT LINE
- SANITARY/STORM MANHOLE
- WATER VALVE
- FIRE HYDRANT
- STORM SEWER SINGLE INTAKE
- STORM SEWER DOUBLE INTAKE
- STORM SEWER ROUND INTAKE
- FLARED END SECTION
- DECIDUOUS TREE
- CONIFEROUS TREE
- SHRUB
- POWER POLE
- STREET LIGHT
- GUY ANCHOR
- ELECTRIC TRANSFORMER
- GAS METER
- TELEPHONE RISER
- SIGN
- UNDERGROUND TELEVISION
- UNDERGROUND ELECTRIC
- UNDERGROUND GAS
- UNDERGROUND FIBER OPTIC
- UNDERGROUND TELEPHONE
- OVERHEAD ELECTRIC
- SANITARY SEWER WITH SIZE
- STORM SEWER WITH SIZE
- WATER MAIN WITH SIZE
- EXISTING CONTOUR
- TREELINE
- B.S.L. BUILDING SETBACK LINE
- P.U.E. PUBLIC UTILITY EASEMENT
- M.O.E. MINIMUM OPENING ELEVATION

LEGAL DESCRIPTION

A PARCEL OF LAND IN PARTS OF LOTS 17, 18, 19, 42, 43, AND 44 OF THE OFFICIAL PLAT OF THE NORTH HALF OF SECTION 2, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 3RD P.M., RECORDED IN BOOK B, PAGE 380, CITY OF POLK CITY, POLK COUNTY, IOWA, THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE CENTER OF SAID SECTION 2; THENCE N88°50'51"W, 664.52 FEET ALONG THE NORTH LINE OF BRIDGEVIEW PLAT 1; AN OFFICIAL PLAT RECORDED IN BOOK 15683, PAGE 621 TO THE NORTHWEST CORNER OF SAID BRIDGEVIEW PLAT 1; THENCE N00°12'08"E, 749.85 FEET TO A POINT; THENCE N13°42'53"E, 341.35 FEET TO A POINT; THENCE N41°20'27"E, 382.64 FEET TO A POINT; THENCE N13°46'24"E, 104.32 FEET TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF PARKER BOULEVARD; THENCE SOUTHERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 1392.40 FEET AND A CHORD BEARING OF S17°23'34"E, AN ARC LENGTH OF 770.85 FEET ALONG SAID WEST RIGHT-OF-WAY LINE TO A POINT OF TANGENCY; THENCE S01°22'06"E, 282.34 FEET ALONG SAID WEST RIGHT-OF-WAY LINE TO A POINT OF CURVATURE; THENCE SOUTHERLY ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 2304.73 FEET AND A CHORD BEARING OF S02°14'01"E, AN ARC LENGTH OF 145.71 FEET ALONG SAID WEST RIGHT-OF-WAY LINE TO A POINT OF TANGENCY; THENCE S04°14'33"E, 124.22 FEET ALONG SAID WEST RIGHT-OF-WAY LINE TO THE NORTHEAST CORNER OF SAID BRIDGEVIEW PLAT 1; THENCE N88°50'30"W, 274.34 FEET ALONG THE NORTH LINE OF SAID BRIDGEVIEW PLAT 1 TO THE POINT OF BEGINNING AND CONTAINING 20.65 ACRES MORE OR LESS.

LAND AREA

20.65 ACRES.

PARKLAND DEDICATION

REQUIRED: 499.45 S.F. / LOT X 50 LOTS = 44,948 S.F. (1,147⁸ ACRES) @ \$25,000/ACRE = \$28,700
PARKLAND DEDICATION WILL BE A COMBINATION OF LOT 'C' PLUS THE COST OF THE TRAIL IN LOT 'C' PLUS OTHER PROPERTY.

BENCHMARK

(THE VERTICAL DATUM FOR BENCHMARKS ARE ACCORDING TO THE NAVD83 VERTICAL DATUM)
POLK COUNTY BENCHMARK 14; IN NM & OF SEC. 36-81-25, ON N4 HUGG DR, 500' E OF N4 T2ND ST AN IDOT FLAG IN TOP OF THE E HEADWALL OF A RCB GULCH.

ELEV. = 866.03

USGS BENCH MARK BM 429.6; T-8IN, R-25M, NEAR W 16TH COR. BETWEEN SEC. 21 & 34, 31' N, 55' E & 1'4" HIGHER THAN T-DRIVE N, ON CREST OF HILL IN TOP OF IN TOP CONCRETE POST; A STANDARD TABLET STAMPED "26NVC 1464 430" PAINTED "BM 429.6"

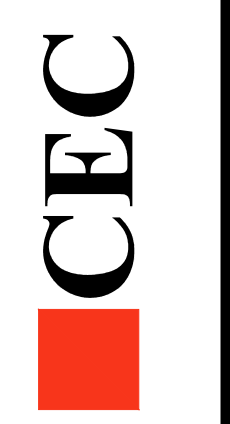
ELEV. = 924.58

CERTIFICATIONS

<p style="color: red; font-size: 2em; transform: rotate(-45deg); opacity: 0.5;">PRELIMINARY</p>	<p>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.</p> <p>PAUL J.D. CLAUSEN, IOWA LICENSE NO. 23712 DATE MY LICENSE RENEWAL DATE IS DECEMBER 31, 2021 PAGES OR SHEETS COVERED BY THIS SEAL:</p> <p style="text-align: center;">this sheet only</p>
	<p>I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.</p> <p style="text-align: right;">October 19, 2020</p> <p>JEFFREY A. GADDIS, IOWA LICENSE NO. 10381 DATE MY LICENSE RENEWAL DATE IS DECEMBER 31, 2020</p> <p style="text-align: center;">SHEETS 1 - ???</p>



Civil Engineering Consultants, Inc.
2400 86th Street Unit 12 Des Moines, Iowa 50322
515.276.4884 Fax: 515.276.7084 mail@ceclac.com



DATE:	REVISIONS	COMMENTS
OCTOBER 14, 2020	1	
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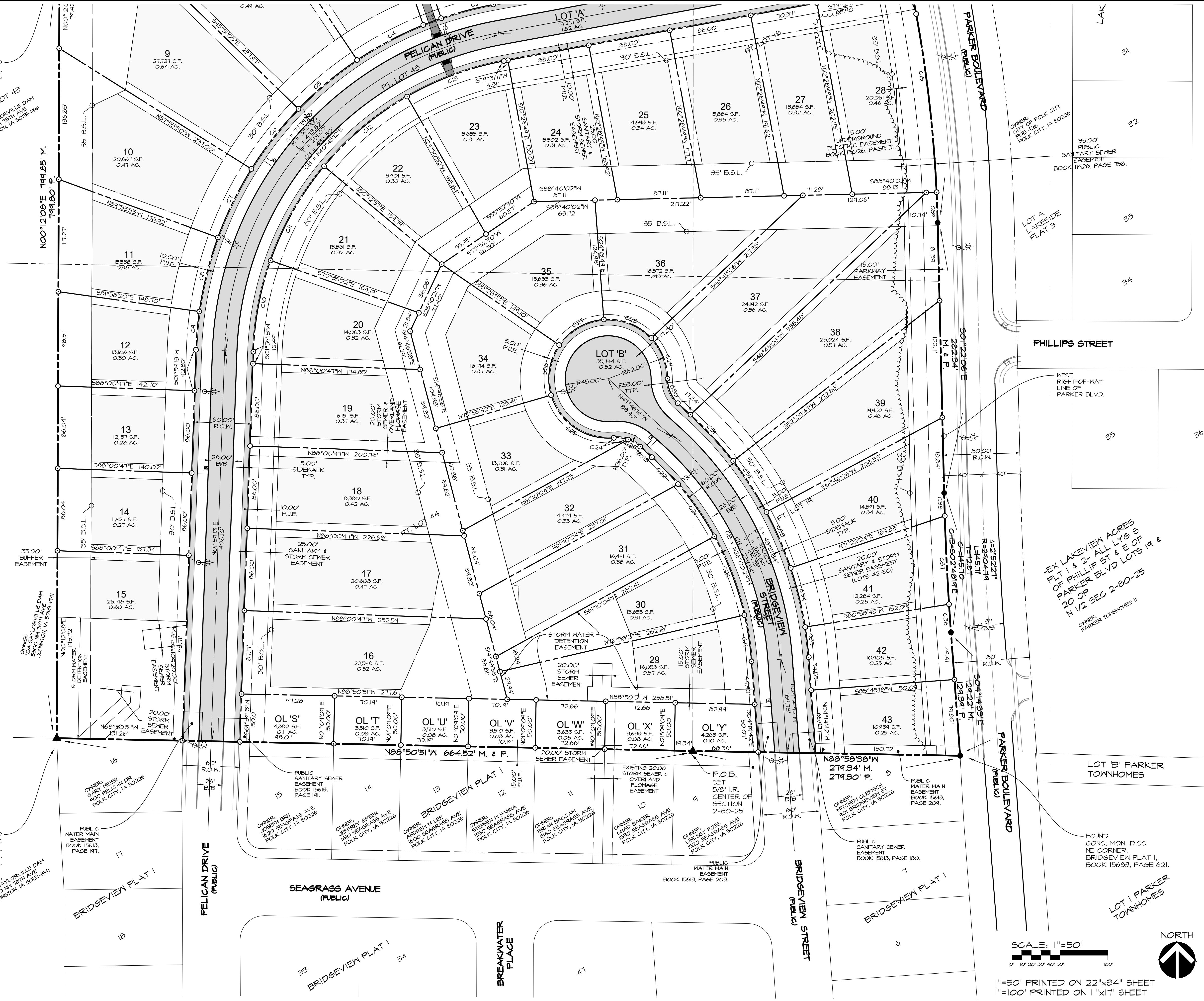
DATE OF SURVEY: DEC. 2018
DESIGNED BY: PC
DRAWN BY: KEH

BRIDGEVIEW PLAT 2
 POLK CITY, IOWA
 COVER SHEET

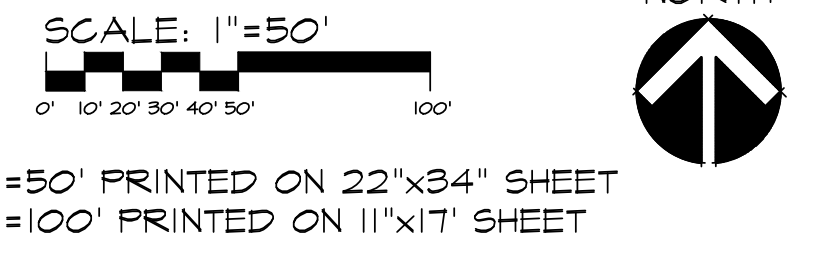
SHEET
01
OF 05

E-8072

CURVE	DELTA	RADIUS	LENGTH	TANGENT	CHORD	CH. BEARING
C1	44°58'02"	30.00'	44.72'	32.72'	44.23'	S32°02'10"W
C2	8°24'40"	380.00'	56.34'	28.22'	56.29'	S75°16'21"W
C3	3°01'01"	380.00'	20.01'	10.01'	20.01'	S64°31'00"W
C4	11°41'10"	380.00'	78.39'	34.33'	78.25'	S62°05'55"W
C5	12°02'25"	380.00'	74.85'	40.07'	74.71'	S50°10'08"W
C6	12°02'25"	380.00'	74.85'	40.07'	74.71'	S38°07'43"W
C7	12°02'25"	380.00'	74.85'	40.07'	74.71'	S26°05'18"W
C8	12°02'25"	380.00'	74.85'	40.07'	74.71'	S14°02'53"W
C9	6°02'28"	380.00'	40.07'	20.05'	40.05'	S05°00'26"W
C10	11°25'25"	320.00'	47.31'	44.03'	46.94'	S10°41'55"W
C11	20°22'25"	320.00'	91.31'	51.50'	113.19'	S24°35'50"W
C12	20°22'25"	320.00'	91.31'	51.50'	113.19'	S44°58'16"W
C13	1°21'43"	320.00'	108.14'	54.59'	107.62'	S64°50'19"W
C14	9°05'08"	30.00'	30.04'	41.17'	42.46'	N55°26'15"W
C15	1°42'56"	1342.40'	181.50'	43.84'	181.36'	S06°32'13"E
C16	0°43'54"	1342.40'	11.78'	8.84'	11.78'	S33°03'04"E
C17	17°14'15"	1342.40'	418.91'	211.05'	417.33'	S24°03'54"E
C18	5°03'10"	1342.40'	122.74'	61.44'	122.75'	S12°55'16"E
C19	8°46'51"	320.00'	44.04'	24.57'	48.91'	S08°38'08"E
C20	15°48'23"	320.00'	88.28'	44.42'	88.00'	S20°55'45"E
C21	11°54'10"	320.00'	66.48'	33.36'	66.36'	S34°47'01"E
C22	1°02'10"	320.00'	34.30'	19.67'	34.27'	S44°15'11"E
C23	23°26'10"	36.00'	14.73'	7.47'	14.62'	S54°24'21"E
C24	24°13'43"	36.00'	15.22'	7.73'	15.11'	S83°19'17"E
C25	14°21'51"	62.00'	85.88'	51.44'	79.18'	S55°45'13"E
C26	50°35'24"	62.00'	54.74'	24.30'	52.98'	S04°13'24"W
C27	51°15'04"	62.00'	55.46'	24.74'	53.63'	S60°08'39"W
C28	50°56'55"	62.00'	55.13'	24.54'	53.33'	N68°45'22"W
C29	43°10'31"	62.00'	46.72'	24.53'	45.62'	N21°41'34"W
C30	45°28'35"	36.00'	28.57'	15.04'	27.83'	N22°47'07"W
C31	4°56'03"	380.00'	65.84'	33.03'	65.80'	N42°48'15"W
C32	4°36'14"	380.00'	63.70'	31.93'	63.63'	N33°02'04"W
C33	4°36'14"	380.00'	63.70'	31.93'	63.63'	N23°25'45"W
C34	4°36'14"	380.00'	63.70'	31.93'	63.63'	N13°44'27"W
C35	4°46'35"	380.00'	31.68'	15.85'	31.67'	N06°38'00"W
C36	0°34'51"	2404.74'	24.45'	14.72'	24.45'	S03°57'07"E
C37	1°44'15"	2404.74'	42.31'	46.16'	42.30'	S02°45'05"E
C38	0°28'21"	2404.74'	23.96'	11.98'	23.96'	S01°36'17"E
C39	1°18'40"	1342.40'	31.86'	15.93'	31.86'	S02°01'26"E



EX LAKEVIEW ACRES
 PLT 1 & 2 - ALL LOTS
 PARKER BLVD LOTS 19 &
 20 OR
 N 1/2 SEC 2-80-25
 OWNER: PARKER TOWNHOMES II



FOUND CONC. MON. DISC
 NW CORNER,
 BRIDGEVIEW PLAT I,
 BOOK 15683, PAGE 621.

OWNER: SEA TAYLORVILLE DAM
 5500 W. 17TH AVE
 JOHNSON, IA 50131-1841

OWNER: GARY WEBER
 400 PELICAN DR
 POLK CITY, IA 50226

SEAGRASS AVENUE
 (PUBLIC)

BRIDGEVIEW PLAT I

BRIDGEVIEW PLAT I

BRIDGEVIEW PLAT I

BRIDGEVIEW PLAT I

LOT 'B' PARKER
 TOWNHOMES

LOT 1 PARKER
 TOWNHOMES

DATE	REVISIONS	COMMENTS
OCTOBER 14, 2020	1	
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DATE OF SURVEY: DEC. 2018
 DESIGNED BY: JFO
 DRAWN BY: MEH

CURVE	DELTA	RADIUS	LENGTH	TANGENT	CHORD	CH. BEARING
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C4	11°44'10"	380.00'	78.34'	34.33'	78.25'	S62°05'55"W
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C17	17°14'15"	1342.40'	418.41'	211.05'	417.33'	S24°03'54"E
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C26	50°35'24"	62.00'	54.74'	24.30'	52.48'	S04°13'24"W
C27	51°15'04"	62.00'	55.46'	24.74'	53.63'	S60°08'34"W
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C39	1°18'40"	1342.40'	31.86'	15.43'	31.86'	S02°01'26"E



SCALE: 1"=50'
 0' 10' 20' 30' 40' 50' 100'
 NORTH

Civil Engineering Consultants, Inc.
 2400 86th Street, Unit 12, Des Moines, Iowa, 50322
 515.276.4884, Fax: 515.276.7084, mail@cecinc.com

CEC

DATE:	REVISIONS	COMMENTS
OCTOBER 14, 2020	1	
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DATE OF SURVEY: DEC. 2018
 DESIGNED BY: JFO
 DRAWN BY: MEH

BRIDGEVIEW PLAT 2
 POLK CITY, IOWA

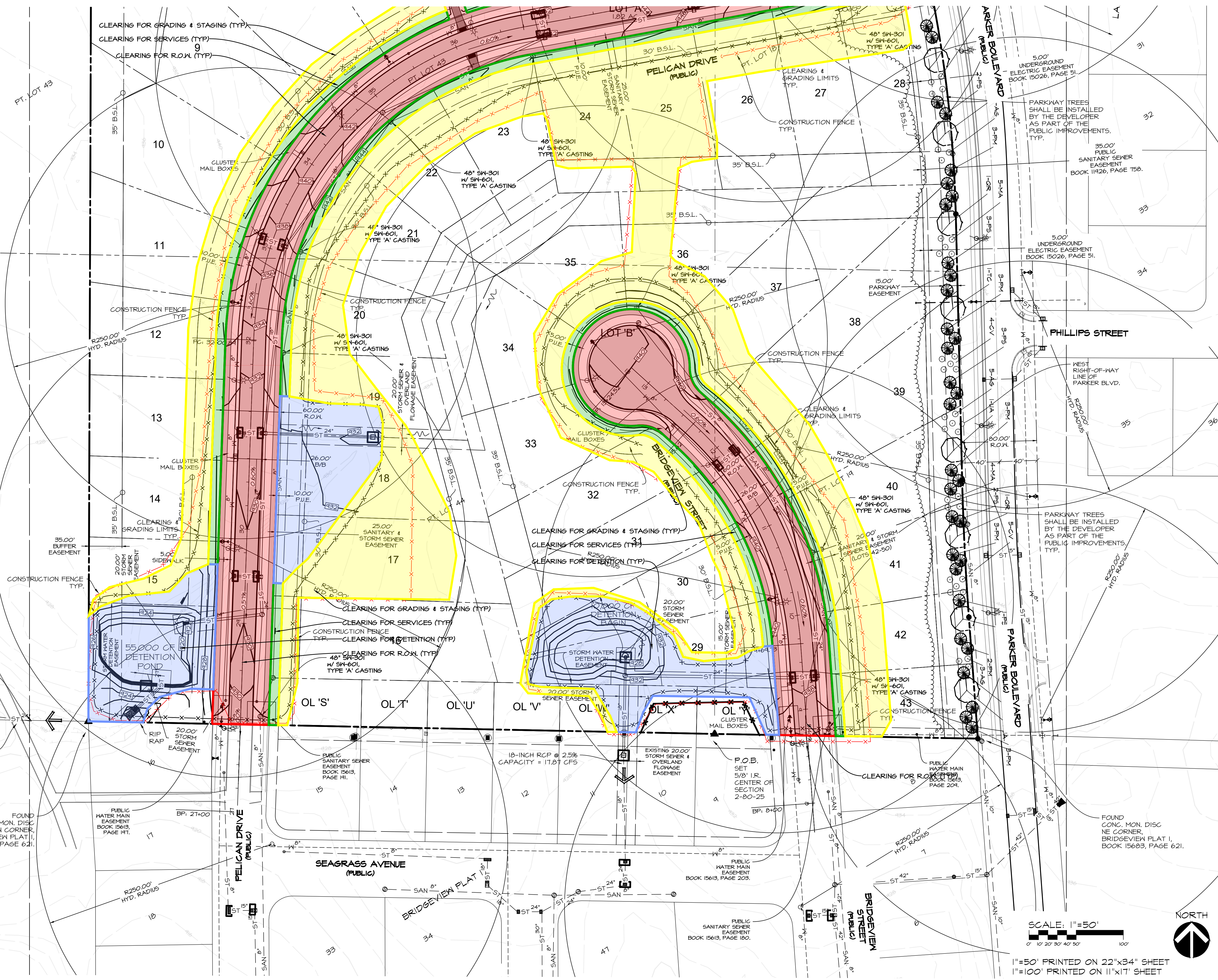
03
 OF 05

SHEET
 NORTH SITE - DIMENSION PLAN
 E-8072

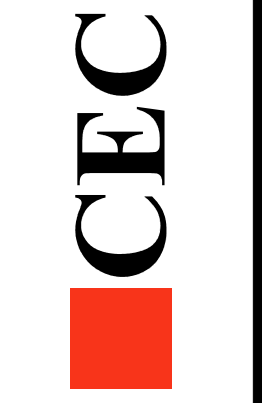
LEGEND

- CLEARING ATTRIBUTABLE TO DETENTION
- CLEARING ATTRIBUTABLE TO RIGHT-OF-WAY
- CLEARING ATTRIBUTABLE TO UTILITY SERVICES
- CLEARING ATTRIBUTABLE TO GRADING AND STAGING

TOTAL TREE CLEARING
± 9.1 AC.



Civil Engineering Consultants, Inc.
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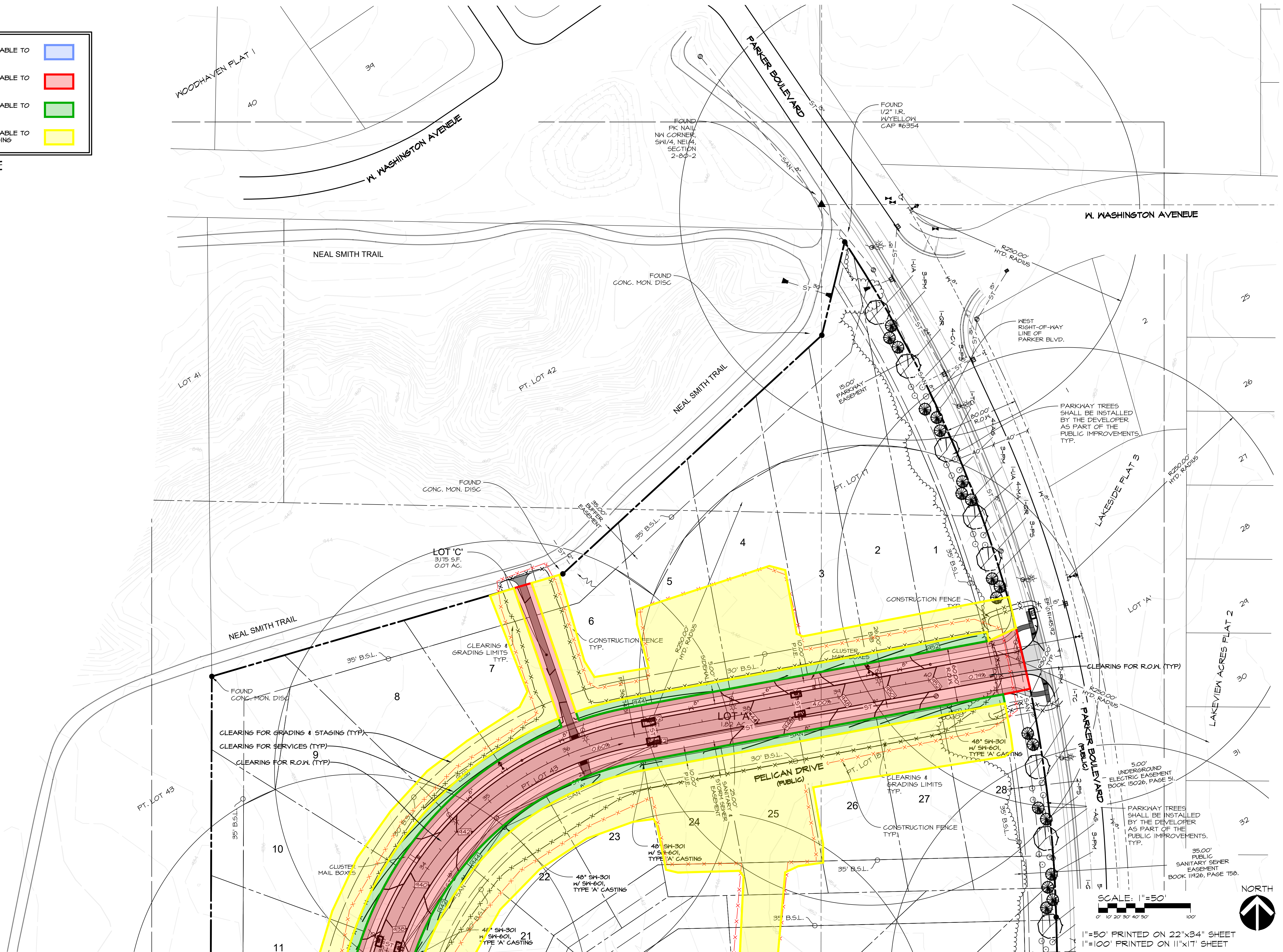
BRIDGEVIEW PLAT 2
POLK CITY, IOWA
SOUTH SITE - GRADING & UTILITIES

SHEET **04** OF 05
E-8072

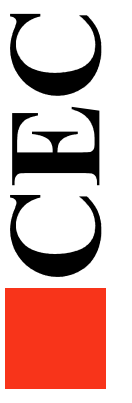
LEGEND

CLEARING ATTRIBUTABLE TO DETENTION	
CLEARING ATTRIBUTABLE TO RIGHT-OF-WAY	
CLEARING ATTRIBUTABLE TO UTILITY SERVICES	
CLEARING ATTRIBUTABLE TO GRADING AND STAGING	

TOTAL TREE CLEARING
± 9.1 AC.



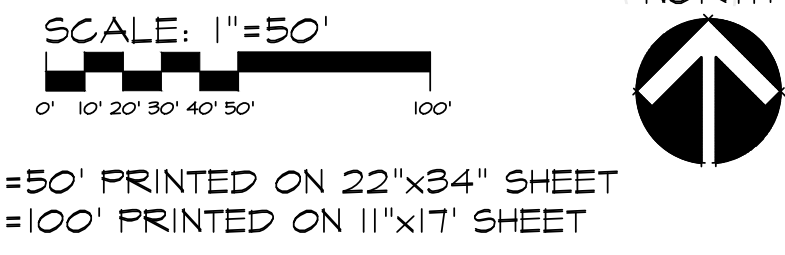
Civil Engineering Consultants, Inc.
2400 86th Street Unit 12 Des Moines, Iowa 50322
515.276.4884 Fax: 515.276.7084 mail@cecinc.com



DATE:	REVISIONS	COMMENTS
OCTOBER 14, 2020	1	
	2	
	3	
DATE OF SURVEY: DEC. 2018	4	
DESIGNED BY: JFO	5	
DRAWN BY: MEH	6	

BRIDGEVIEW FLATS 2
POLK CITY, IOWA
NORTH SITE - GRADING & UTILITIES

SHEET **05** OF 05
E-8072



RESOLUTION NO. 2020-129

**A RESOLUTION APPROVING THE AMENDED PRELIMINARY PLAT FOR
BRIDGEVIEW PLAT 2**

WHEREAS, the City Council approved a Preliminary Plat for Bridgeview Plat 2 on May 28, 2019 which has now expired; and

WHEREAS, Civil Engineering Consultants, Inc., on behalf of All Points Development L.C., submitted an amended Preliminary Plat for Bridgeview Plat 2 that represents no changes to the previously approved lots or public improvements; and

WHEREAS, the City Engineer has reviewed the Preliminary Plat and finds that all review comments have been satisfactorily addressed and therefore recommends approval of said Preliminary Plat.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Polk City, Iowa hereby accepts the recommendations of the City Engineer and deems it appropriate to approve the amended Preliminary Plat for Bridgeview Plat 2.

PASSED AND APPROVED the 26th day October 2020.

Jason Morse, Mayor

ATTEST:

Jenny Gibbons, City Clerk



City of Polk City, Iowa City Council Agenda Communication

Date: October 26, 2020 City Council Meeting
To: Mayor Jason Morse & City Council
From: Chelsea Huisman, City Manager
Subject: Trail Study-Connections to the Town Square

BACKGROUND: For your consideration on Monday, Snyder & Associates has put together a proposal for a trail study for connectivity to the Town Square. In your packet is a proposal from Snyder & Associates, as well as a map of where the study will focus on. This is a project the Council prioritized during Goal Setting 2019, and it is a budgeted expense in the current FY21 budget.

ALTERNATIVES: Do not approve the proposal

FINANCIAL CONSIDERATIONS: The lump sum fee for the project is \$17,500.

RECOMMENDATION: It is my recommendation that the Council approve the proposal so that we may begin on this project.

ENGINEERING SERVICES AGREEMENT

This agreement made between The City of Polk City, Iowa

the CLIENT and SNYDER & ASSOCIATES, INC., Consulting Engineers, The ENGINEER, for services concerning the following PROJECT:

2020 Trail Study – Trail Connections to Polk City Square

See Attached Exhibit "A" which by this reference is made a part hereof.

SNYDER & ASSOCIATES, INC. agrees to perform the following professional services in connection with the PROJECT;

See Attached Exhibit "A"

The CLIENT hereby agrees to provide the ENGINEER all criteria, design and construction standards, and full information as to the CLIENT'S requirements for the PROJECT. Other terms and conditions of this contract, including time of performance are as follows:

See Attached Exhibit "A"

The CLIENT agrees to compensate the ENGINEER for the engineering services rendered under this agreement on the following basis:

See Attached Exhibit "A"

Progress payments shall be made in proportion to services as rendered and as indicated within this agreement, and shall be due and owing within 10 days of the ENGINEER'S submittal of his monthly statement. Past due amounts owed shall accrue interest at 1.5% per month from the 30th day. If the CLIENT fails to make monthly payments due the ENGINEER, the ENGINEER may after giving seven (7) days written notice to the CLIENT suspend services under this agreement.

THIS AGREEMENT IS SUBJECT TO ALL THE TERMS AND CONDITIONS LISTED ON THE REVERSE SIDE OF THIS PAGE.

This agreement represents the entire and integrated agreement between the CLIENT and the ENGINEER and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by both the CLIENT and the ENGINEER.

FOR CLIENT

City of Polk City, Iowa
CLIENT NAME

DATE

FOR SNYDER & ASSOCIATES, INC.

DATE

ROUTE EXECUTED COPY TO: Kathleen Connor

TERMS AND CONDITIONS

1. The ENGINEER intends to render its services under this agreement in accordance with the generally accepted professional practices for the intended use of the PROJECT.
2. Upon full payment of all monies due to ENGINEER under the terms of this agreement, the ENGINEER grants to CLIENT a nonexclusive license to reproduce the ENGINEER'S final certified copy of the Instruments of Service, if any, solely for purposes of designing, administering, using and maintaining the Project.
 - 2.1 ENGINEER agrees to allow transfer of its electronic media file(s) to the CLIENT, CLIENT understands and agrees that as a condition precedent, it will sign the ENGINEER'S "Electronic Media Transfer Agreement" form prior to the transfer of an electronic media file. A copy of the "Electronic Media Transfer Agreement" will be made available to CLIENT upon CLIENT'S request.
 - 2.2 All reports, plans, specifications, designs, field data, notes, drawings, computer files, construction documents and other documents and instruments prepared by the ENGINEER, if any, are acknowledged by CLIENT to be instruments of service and shall remain the property of the ENGINEER. Unless otherwise provided, ENGINEER shall retain all common law, statutory and other reserved rights, including copy rights.
 - 2.3 The CLIENT shall not reuse or make any modification to the Instruments of Service without the prior written consent of the ENGINEER.
 - 2.4 OWNERSHIP OF DOCUMENTS – All final documents and electronic media (hereinafter referred as "documents") pertaining to the PROJECT prepared under this agreement, including but not limited to survey, reports, design plans, specifications and special studies shall become the property of the CLIENT upon completion or termination of the services and full and final payment to the ENGINEER. The ENGINEER may make copies of these documents for their records. The ENGINEER will not be responsible for any claim, liability, or other costs arising out of any unauthorized reuse or modification to the documents from, or through, the CLIENT without written authorization of the ENGINEER.
3. Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, walkouts, accidents, Government acts, or other events beyond the control of the other or the other's employees and agents.
4. **CONSTRUCTION OBSERVATION.** If Construction Observation is included in the scope of services, the ENGINEER shall visit the Project site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the CLIENT and the ENGINEER, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of Contractor's work but rather are to allow the ENGINEER, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the construction Contract Documents.
 - 4.1 Based on this general observation, the ENGINEER shall keep the CLIENT informed about the progress of the Work and shall endeavor to guard the CLIENT against deficiencies in the Work.
 - 4.2 Construction Observation will follow the "Critical Path" services as outlined in Exhibit "D" attached to this Agreement. If CLIENT desires more extensive project observation or full-time project representation, the CLIENT shall request that such the services be provided by the ENGINEER as Additional Services on a Work Order or as Additional Services by way of a Change Order.
 - 4.3 The ENGINEER shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Construction Contract Documents.
 - 4.4 The ENGINEER shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The ENGINEER does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Construction Contract Documents or any applicable laws, codes, rules or regulations.
5. Any Opinion of the Construction Cost prepared by the ENGINEER represents his judgment as a design professional and is supplied for the general guidance of the CLIENT. Since the ENGINEER has no control over the cost of labor and material or over competitive bidding or market conditions, the ENGINEER does not guarantee the accuracy of such opinions as compared to Contractor bids or actual cost to the CLIENT.
6. The CLIENT will require any Contractor or Subcontractor performing work in connection with drawings and specifications produced under this agreement to hold harmless, indemnify and defend the CLIENT and the ENGINEER their consultants, and each of their officers, agents and employees from any and all liability claims, losses, or damages arising out of or alleged to arise from the Contractor's (or Subcontractor's) negligence in the performance of the work described in the construction contract documents.
7. Normal and customary engineering and related services do not include services defined as Additional Services. Additional Services shall be performed as requested in writing by the CLIENT and shall be billed to the CLIENT on an hourly basis at hourly fees set forth in the Standard Fee Schedule attached hereto or as set forth in a written Scope of Services defined by the CLIENT and the ENGINEER.

8. The ENGINEER shall maintain insurance to protect the ENGINEER from claims under Workmen's Compensation Acts; claims due to personal injury or death of any employee or any other person; claims due to injury or destruction of property; and claims arising out of errors, omissions, or negligent acts for which the ENGINEER is legally liable. The minimum amounts and extent of such insurance is as follows:

<u>Type of Coverage</u>	<u>Limits of Liability</u>
1. Worker's Compensation	Statutory
Bodily Injury by Accident	\$500,000 each Accident
Bodily Injury by Disease	\$500,000 each Employee
Bodily Injury by Disease	\$500,000 Policy Limit
2. Commercial General Liability	
Bodily Injury (including death) and Property Damage	\$1,000,000 Combined Single Limit
3. Business Auto Liability	
Bodily Injury (including death) And Property Damage	\$1,000,000 Combined Single Limit
4. Professional Liability	\$1,000,000 per claim \$1,000,000 annual aggregate

- 8.1 Policies providing the insurance specified in number 2 and 3 above may be endorsed to include CLIENT as an additional insured upon CLIENT'S request. CLIENT shall pay for any additional premium charged by the insurer for this endorsement.
- 8.2 All policies may include, upon CLIENTS request, a provision restricting the right of the insurer to cancel such coverage except upon written thirty (30) day's notice to CLIENT.
- 8.3 Certificates evidencing the coverage above shall be delivered, upon CLIENT'S request, to CLIENT prior to performing any Services under this Agreement.
9. Any direct expenses in connection with submittal of fees to any and all regulatory agencies required by the PROJECT shall be paid for directly by CLIENT. Any and all soils or other testing and analysis performed by an independent testing laboratory shall be billed directly to the CLIENT for payment.
10. All services performed on an hourly basis shall be performed in accordance with the current fiscal year Snyder & Associates, Inc. Standard Fee Schedule in affect at the time of actual performance. All services quoted on a lump sum basis shall be valid for one year from the contract date.
11. If the CLIENT fails to pay the undisputed portion of the ENGINEER'S invoices within 30 days of presentation, the ENGINEER shall cease work on the project and the CLIENT shall waive any claim against the ENGINEER, and shall defend and hold the ENGINEER harmless from any claims for loss resulting from cessation of service. In the event of remobilization, the CLIENT and ENGINEER shall renegotiate appropriate terms and conditions of the AGREEMENT, such as those associated with budget, schedule or scope of service. In the event any bill or portion thereof is disputed by the CLIENT, the CLIENT shall notify the ENGINEER within ten (10) days of receipt of the invoice in question, and the CLIENT and ENGINEER shall work to resolve the matter within sixty (60) days of notification by the CLIENT of the dispute. If resolution is not attained within sixty (60) days, either party may terminate this AGREEMENT, in accordance with the Termination Section of this AGREEMENT.
12. The ENGINEER or CLIENT may, after giving seven (7) days written notice to the other party, terminate this agreement and the ENGINEER shall be paid for services provided to the termination notice date, including reimbursable expenses due, plus termination expenses. Termination expenses are defined as reimbursable expenses directly attributed to the termination.
13. In the event of any litigation arising from or related to the services provided under this Agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees and other related expenses. It is further agreed that any legal action between the Client and the Engineer arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the State of Iowa.
14. Neither the CLIENT nor the ENGINEER shall delegate, assign, or otherwise transfer his duties under this agreement without the written consent of the other.
15. In the event any provisions of this agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.
16. ENGINEER shall not be responsible or liable for compliance with any storm water discharge requirements at the site, if any, other than the preparation of the Notice of Intent for Storm Water Discharge Permit No. 2 applicable to the site and creation of the initial storm water pollution prevent plan (SWPPP) for the site.

EXHIBIT A**2020 TRAIL STUDY – TRAIL CONNECTIONS TO POLK CITY SQUARE
POLK CITY, IOWA**

CLIENT: MS. CHELSEA HUISMAN, CITY MANAGER
POLK CITY CITY HALL
112 3RD STREET, PO BOX 426
POLK CITY, IOWA 50226

PROFESSIONAL: SNYDER & ASSOCIATES, INC.
2727 SW SNYDER BLVD
ANKENY, IOWA 50023

DATE: OCTOBER 22, 2020

PROJECT DESCRIPTION

This project consists of a study of proposed trail connections to the square in Polk City. This study will evaluate previously completed work as it pertains to the study locations, including the 2016 Comprehensive Plan, Iowa Living Roadways Community Visioning design boards, and the concept plans developed for the City's Capital Improvement Program. The project study areas include:

1. N. 3rd Street, from the existing trail near the south side of Polk City iron lagoons to the north corner of the square
2. S. 3rd Street, from the existing trail on the north side of Crossroads Townhomes to the north corner of the square at Broadway
3. E. Broadway, from the northwest end of the city-owned property near Summer Street to the north corner of the square at 3rd Street, also including the option of a potential trail through the U.S. Army Corps of Engineers land.

SCOPE OF SERVICES**I. BASIC PROFESSIONAL SERVICES**

- A. ADMINISTRATION – PROFESSIONAL will provide monthly progress reports and on-going communication and coordination to ensure that the project remains on schedule. PROFESSIONAL will present all concepts and cost opinions to the CLIENT.
- B. SITE VISIT – PROFESSIONAL will make a site visit to each study area with the CLIENT and any other interested parties for the purpose of a site inventory of existing conditions, opportunities, and challenges.

- C. CONCEPT EXHIBITS – PROFESSIONAL will prepare a conceptual design for each of the study areas showing proposed alignment, property lines, and describing challenges (including potential conflicts and design constraints) and benefits of each concept. Concepts may include an illustrative cross section if needed for clarification.
- D. CONCEPTUAL CONSTRUCTION COST OPINION – PROFESSIONAL shall prepare a statement of the total probable construction cost for the PROJECT based upon the conceptual design developed, including a 20% construction contingency.

Statements of probable construction costs prepared by the PROFESSIONAL represent the best judgment as a design professional familiar with the construction industry. It is recognized that the PROFESSIONAL has no control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding or market conditions. Accordingly, the PROFESSIONAL does not guarantee that any actual cost will not vary from any cost estimate prepared by the PROFESSIONAL.

- E. CONCEPT DEVELOPMENT – The level of effort for each study area will vary based upon existing and needed information as described below:
 - 1. N. 3rd Street – between Broadway and the existing trail terminating near the south side of the Polk City iron lagoon.
 - a. Existing Study Documents
 - i. A concept plan includes a trail on the east side of North 3rd Street between E. Vista Lake Avenue and Kiwanis Park. An associated cost opinion has been completed.
 - ii. The Community Visioning Study proposes a “cycle track” (aka Separated Bike Lanes) between the south end of the existing trail south of Northside Drive and Broadway.
 - b. Proposed Scope of Work
 - i. Evaluate the “cycle track” concept for feasibility.
 - ii. Propose one other conceptual trail/bikeway/pedestrian option between the existing trail in Kiwanis Park and Broadway for further development.
 - 2. S. 3rd Street – between existing trail on north side of Crossroads Townhomes and Broadway
 - a. Existing Study Documents
 - i. Crossroads at the Lake Plat 1 includes constructed 10’ wide trail.

- ii. Crossroad at the Lake Plat 2 includes trail easements, but no constructed trail.
 - iii. West side of 3rd Street has area suitable for 8' wide trail between Van Dorn Street and W. Bridge Road.
 - iv. The Community Visioning Study proposes a "cycle track" (aka Separated Bike Lanes) between Broadway and Van Dorn Street.
 - b. Proposed Scope of Work
 - i. Evaluate the "cycle track" concept for feasibility
 - ii. Propose one other conceptual trail/bikeway/pedestrian option for this route.
3. E. Broadway – between existing trail near Summer Street and 3rd Street
- a. Existing Study Documents
 - i. A concept plan shows one option for a trail extending from the existing trail to 3rd Street. A cost opinion has been completed.
 - ii. The Community Visioning Study proposes a "cycle track" (aka Separated Bike Lanes) between the existing trail and 3rd Street.
 - iii. The Community Visioning Study and the City's Comprehensive Plan also propose a trail through the US Army Corps of Engineers land north of the commercial area.
 - b. Proposed Scope of Work
 - i. Evaluate the "cycle track" concept for feasibility.
 - ii. Evaluate the feasibility of the trail route going through the U.S. Army Corps of Engineers land.
 - iii. Propose one other conceptual trail/bikeway/pedestrian option for this route.
 - iv. Hold one informational meeting with impacted property owners along route.

II. DELIVERABLES

PROFESSIONAL will deliver the results of the work in pdf documents consisting of:

- Concept Plans for Each Study Area (11" x 17" sheets)
- Engineer's Opinion of Probable Construction Costs – Concept Level

III. COMPENSATION

The professional services fee shall be on the basis of lump sum amount based upon the PROFESSIONAL'S Standard Fee Schedule. The current fee schedule is shown in the attached Exhibit B. The Lump Sum fee shall be \$17,500.

Total fees of services shall not exceed the lump sum amounts without approval of the CLIENT. If the PROFESSIONAL anticipates that actual costs will exceed estimated costs, the PROFESSIONAL shall immediately notify the CLIENT, in writing, of such proposed increase and the reasons therefore. The CLIENT shall thereupon review such proposed increase and either accept or reject it.

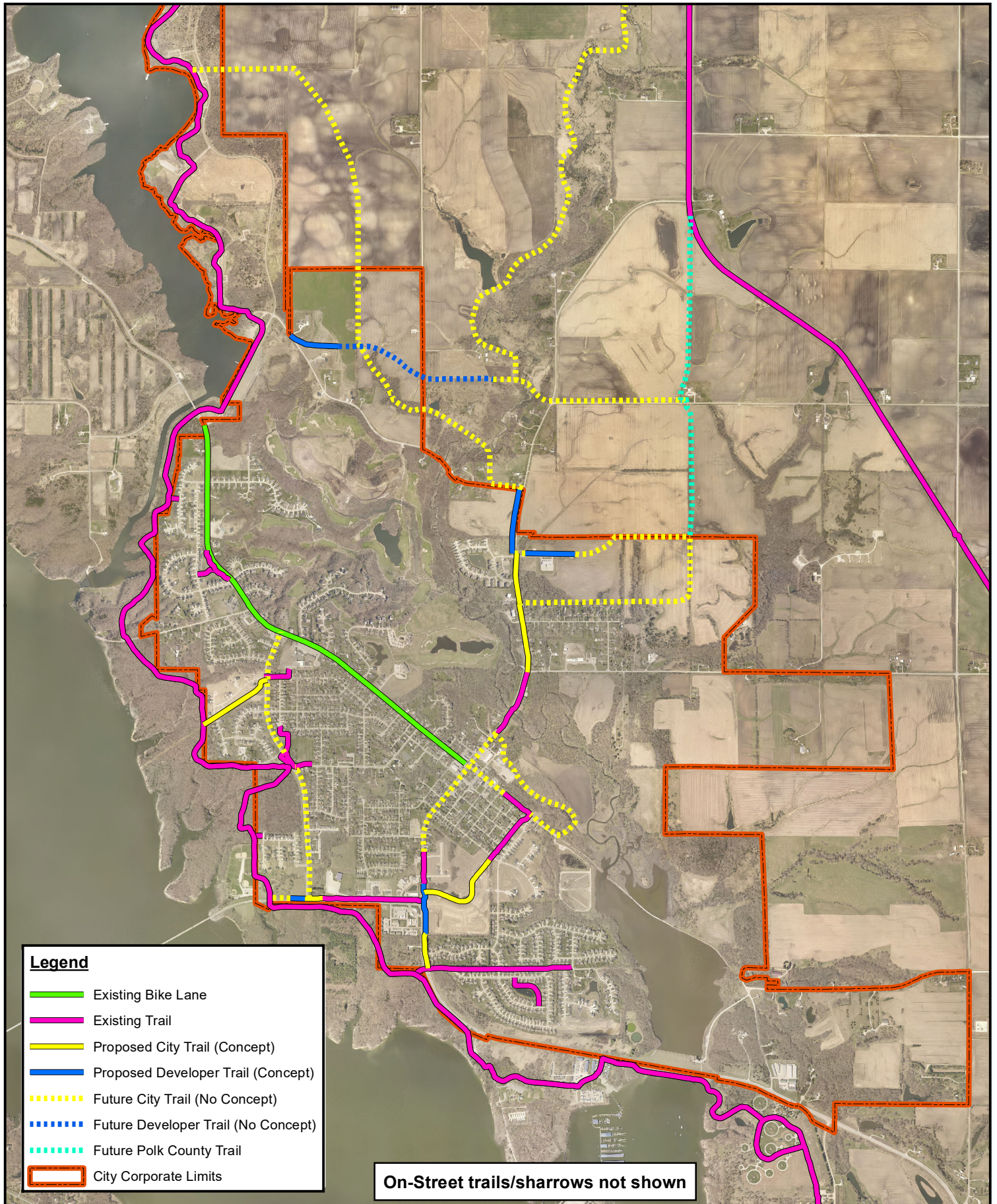
IV. ADDITIONAL SERVICES

- A. The CLIENT may request Additional Services from the PROFESSIONAL that are not included in the Scope of Services as outlined. Authorization for additional services shall be evident by the CLIENT in writing in the form of a supplemental agreement. Any item requested by the CLIENT that expands the scope of the project and work to be completed may be considered additional services.
- B. Upon initiation of Additional Services, the PROFESSIONAL will submit the estimated cost. Such costs will be based on the current hourly rates and fixed expenses as outlined in the PROFESSIONAL's current Standard Fee Schedule.
- C. Other Additional services may include, but not be limited to:
 - 1. Trail study of additional areas including:
 - a. Big Creek Technology Campus – between E Vista Lake Avenue and city park
 - b. Parker Boulevard – between Bridge Road and N Broadway
 - c. West Bridge Road – Kwik Star to Neal Smith Trail
 - 2. Client-requested meetings in addition to those specified herein
 - 3. Client-requested major revisions
 - 4. Resident meetings or other public engagement beyond those specified herein
 - 5. Engineering design and construction plans
 - 6. Bidding documents and bidding assistance
 - 7. Submittal fees to any and all regulatory agencies or jurisdictions
 - 8. Environmental analysis
 - 9. Construction observation and administration

EXHIBIT B

**SNYDER & ASSOCIATES, INC.
2020-21
STANDARD FEE SCHEDULE**

Billing Classification/Level	Billing Rate
Professional	
<i>Engineer, Landscape Architect, Land Surveyor, GIS, Environmental Scientist Project Manager, Planner, Right-of-Way Agent, Graphic Designer</i>	
Principal II	\$214.00 /hour
Principal I	\$203.00 /hour
Senior	\$182.00 /hour
VIII	\$169.00 /hour
VII	\$160.00 /hour
VI	\$152.00 /hour
V	\$142.00 /hour
IV	\$132.00 /hour
III	\$120.00 /hour
II	\$109.00 /hour
I	\$96.00 /hour
Technical	
<i>CADD, Survey, Construction Observation</i>	
Lead	\$129.00 /hour
Senior	\$123.00 /hour
VIII	\$115.00 /hour
VII	\$106.00 /hour
VI	\$95.00 /hour
V	\$85.00 /hour
IV	\$78.00 /hour
III	\$66.00 /hour
II	\$58.00 /hour
I	\$50.00 /hour
Administrative	
II	\$66.00 /hour
I	\$54.00 /hour
Reimbursables	
Mileage	<i>current IRS standard rate</i>
Outside Services	<i>As Invoiced</i>





Date October 21, 2020

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

INVOICE SUMMARY - SEPTEMBER SERVICES

Services from September 1, 2020 through September 30, 2020

GENERAL ENGINEERING

<u>2020 General Engineering</u>	120.0001	\$ 1,182.00
<i>Council Meetings, P&Z meeting, and coordination with staff re: agendas, resolutions, minutes.</i>		
<u>Building and Development issues:</u>	120.0001	\$ 1,576.00
<i>Meetings and coordination with developers, engineers, building inspector, and staff regarding various potential and ongoing projects including zoning and PUD issues, site development, subdivisions, floodplain regulations, and building permits.</i>		
<u>Water Dept:</u>	120.0001	\$ 492.50
<i>Water main looping in BCTC and pressure calculations needed for school.</i>		
<u>Sanitary Sewer Dept:</u>	120.0001	\$ 303.00
<i>Proposed encroachments into sanitary sewer easements and broken sewer wye.</i>		
<u>Miscellaneous Projects:</u>	120.0001	\$ 6,161.50
<i>Projects include second amendment to URA Area II, and alternative alignments for future north/south collector street through BCTC and park site.</i>		

SUBTOTAL \$ 9,715.00

CAPITAL IMPROVEMENT PROJECTS

2019 Street Repairs	119.0449	\$ 100.00
2021 Street Repairs	120.0908	\$ 2,350.00
Subdivision Ordinance Update	119.0835	\$ -
Wetlands Delineation for Proposed Park Site	120.0828	\$ 4,500.00
SUBTOTAL		<u><u>\$ 6,950.00</u></u>

REIMBURSABLE DEVELOPMENT REVIEW PROJECTS

Creekview Estates Plat 1: Construction Observation, Final Plat	119.0842	\$ 7,120.00
Edgewater Drive Extension (Lefkow): Const. drawings, SWMP	120.0804	\$ 1,949.00
Lakes Early Learning Center: Site Plan, SWMP	120.0850	\$ 1,550.00
Lakewoods Plat 2: Site Plan, Construction Drawings, SWMP	119.1107	\$ 2,660.50
NP Intermediate School: Site Plan, SWMP, Traffic Study, SWMP	120.0851	\$ 7,869.25
Polk City Storage Phase 2 (Building): Site Plan Amendment, SWMP	120.0475	\$ 686.00
Twelve Oaks Plat 3: Final Plat, Construction Observation	115.0170	\$ 1,745.25
SUBTOTAL		<u><u>\$ 23,580.00</u></u>

TOTAL \$ 40,245.00

AMENDED SUBDIVISION REGULATIONS

The Development Review Committee has been working on a new Chapter 170 – Subdivision Regulations intended to replace the current regulations in their entirety. On October 19, 2020, the Planning & Zoning Commission recommended Council approval, subject to requiring sidewalks on both sides of private streets, similar to public streets. This change has been incorporated into Draft #6. The major modifications incorporated into the Subdivision Regulations include, but are not limited to the following summarized items:

170.01 TITLE AND PURPOSE

1. Sections 170.01, 170.02, and 170.03 170.01.
2. The intent for balancing the rights of landowners with the economic, social, and environmental concerns of the public was added.

170.02 JURISDICTION AND APPLICATION

3. Includes an Implementation Schedule to clarify when new regulations will be applied.
4. Continues to incorporate the definition of extra-territorial area, and excludes area west of the Mile-Long bridge.

170.03 DEFINITIONS

5. Provides for a Development Review Committee, the makeup of which may vary as determined by the City Manager based on the scope of the development project.
6. Eliminates references to a Zoning Enforcement Officer.
7. Continues to defines a Subdivision as the division of a tract of land into 2 or more parcels.

170.04 CLASSIFICATION OF LAND DIVISIONS

8. Specifically allow for Minor Plats of Survey for subdivisions with no public improvements.
9. Describes and distinguishes the various classifications of land divisions (Plat of Subdivision, Minor Plat of Subdivision, Plat of Survey, Acquisition Plat, Auditor's Plat, or Condominium)
10. Grants staff the authority to determine the method required to subdivide the land.

170.05 REVIEW AND APPROVAL PROCEDURE

11. Clarifies the Preliminary Plat, Construction Drawings, and Final Plat fall under the umbrella of a Plat of Subdivision.
12. Requires Pre-application conferences with the City Manager, and other staff as deemed necessary.
13. Allows staff to require a Neighborhood Sketch Plan when there is a need to look at future development beyond the proposed subdivision for items such as land use relationships, street and trail connectivity, and utility extensions.
14. Plats of Survey that do not include new buildable lots now be approved by staff.
15. The Development Schedule will be developed annually by staff rather than codified in this Chapter.
16. States there shall be no automatic approval for development applications that do not follow the typical schedule.

17. The number of copies and format of all submittals is included in one table, requiring pdf submittals whenever possible to minimize paper.
18. Final submittals shall include a digital file for incorporation into the city's GIS.
19. When municipal services will serve a subdivision within the 2-mile area surrounding the city, a Petition for Voluntary Annexation shall now be required to be signed by the property owner and recorded.

170.06 PARK AND OPEN SPACE DEDICATION

20. The parkland dedication rate has remains the same, with a 995.95 square foot dedication for each single-family lot. (Polk City's dedication is about the same as Clive and Norwalk and more than Ankeny, West Des Moines, Johnston Grimes Pleasant Hill and Waukee; but less than Urbandale and Altoona.)
21. Parks are required to have a minimum of 100 feet of frontage to a public street.
22. At least 75% of the park area must be designed for active recreation. In areas designated as open space on the Comp Plan, open space may be accepted as parkland provided a minimum of 3-acres is set aside for development of a neighborhood park.
23. Active Recreation areas and lawn must now have 4 inches of clean, lightly compacted topsoil.
24. A dedicated parks shall be at least 1-acre in size instead of 10,000 square feet.
25. The City may require the aggregation of park land to create fewer, larger parks.
26. The embankments for detention basins are no longer be considered parkland; previously only the water surface area was excluded.
27. If cash is accepted in lieu of land dedication, the amount will now be based on the fair market value of the land plus the cost of grading and seeding a similarly sized parcel plus one-half the cost of paving and utilities for 100 LF of street frontage.
28. Private recreational facilities may be used to fulfill the park dedication, based on 50% of their cost, provided perpetual public access is granted via permanent easement. Previously, private facilities could account for 100% of the required dedication.
29. Recreational Trail Easements will still count as park land, but must be in an outlot owned by the city. In unique situations, the city may accept an easement but only if building setbacks are increased along said easement.
30. A Master Agreement allows the City more flexibility in addressing park land dedications, particularly with phased developments.
31. Condominium regimes created after this ordinance is adopted shall be required to fulfill the park land dedication requirement.
32. Allows for alternative locations for park land, provided it is within the same neighborhood park district and is at least 5 acres in size.
33. Allows the developer to present an alternative plan to fulfill the park land dedication requirement for review by staff and approval by City Council.
34. The method of fulfilling the parkland dedication is required to be determined at the time of Preliminary Plat approval.

170.07 REQUIRED IMPROVEMENTS

35. Clarifies the developer may now be required to extend or expand existing off-site public infrastructure as necessary to fully improve a proposed subdivision, or require a proposed subdivision be delayed until such extension may be completed by the City.
36. Continues to require construction to be complete prior to Final Plat approval,

37. Clarifies the City may now issue Building Permits prior to acceptance of the public improvements only if the developer signs an Agreement to Complete the punchlist items and if the City Engineer has determined the outstanding punchlist items do not negatively impact health, safety, or welfare of the builders, construction workers, future inhabitants, or general public. Previously, only an all-weather roadway was required.

170.08 DESIGN STANDARDS

38. General:

- a. All design and construction shall be as per Statewide Urban Design and Specifications Program (SUDAS). Clarifies that, if any conflict exists between SUDAS and the city's Subdivision Ordinance, the city's Subdivision Ordinance shall prevail.
- b. The developer is now required to record a permanent easement providing for perpetual maintenance of all non-public subdivision improvements and to establish an Owner's Association to be responsible for such maintenance.

39. Site Suitability:

- a. A Geotechnical Report is now required.
- b. Easements are now required along major drainage ways and or steep or unstable embankments of sufficient size to allow for slopes to be laid back at 4:1.

40. Blocks:

- a. Allows the City Engineer to require a radii greater than 25' where needed at arterial streets intersections.

41. Lots:

- a. Double frontage lots are required to have a 20' wide buffer along arterial streets.
- b. Building envelopes must now be shown on the Preliminary Plat.
- c. Where municipal sanitary sewers are not reasonably available, lots shall be shall be 125' wide and 40,000 sf in size, rather than 10,000 sf in size.
- d. Lots shall be at least 10 acres in size where on-site private well and septic is proposed, rather than 10,000 sf.

42. Grading & Seeding:

- a. New subsection added to design standards. This chapter requires a grading permit, but Grading permits and erosion control (old 170.36) will now be in a new Chapter so that these requirements will also apply to site plans and properties that do not require platting prior to development.
- b. Requires a minimum of 4 inches of top soil across the entire subdivision. If Geotechnical Report demonstrates an existing deficiency, a mitigation plan is required.
- c. Prohibits removal of topsoil from the site.
- d. Prohibits burial of trees and debris.
- e. The developer's engineer are clearly required to establish the Minimum Floor Elevations at an elevation one-foot above the base flood elevation for a flood having a one percent or less chance of occurring in any one year for all applicable lots.
- f. The developer's engineer are clearly required to establish the Minimum Opening Elevations to protect property from localized flooding, including detention basins, for all applicable lots.

43. Streets:

- a. Requires connectivity between neighborhoods per the Comp Plan.
- b. Secondary access required for 30 or more homes, or 300 average daily trips.

- c. The developer is now responsible for paving 15.5' of the width of existing gravel roads that abut the subdivision or, where paving is not practical as a subdivision improvement, providing security for the developer's share of the paving improvements in the form of a Subdivision Bond, cash payment to be held in escrow, or similar.
- d. A Traffic Impact Study is now required when a proposed subdivision will generate 100 or more new trips during peak hour, in conformance with the Institute of Transportation Engineers (ITE) standards, rather than by a new trip generation of 1000 average daily trips (ADT). The Traffic Impact Study will be an independent report prepared by the city's designated engineer, with the fees paid by the developer.
- e. The developer will be responsible for the engineer cost of traffic signals, turn lanes, and street widening when such improvements are required by the Traffic Impact Study.
- f. Cul-de-sacs are still limited to 600 feet in length, however Council may waive this regulation based on recommendation of City Manager and Fire Chief.
- g. Pavement thickness shall be as per SUDAS, based on functional classification as per the City Engineer, based on a 50-year analysis period. The City Engineer may require a pavement thickness design.
- h. Pavement shall be continuously reinforced P.C.C. per recent policy.
- i. Street right-of-way widths are now in general conformance with SUDAS.
- j. The Final Plat shall note access restrictions for driveways for single-family residences onto arterial and collector streets.

44. Water Mains:

- a. The developer is responsible for the cost of all water mains that are 8-inches in diameter and water mains of larger size if needed to serve their development.
- b. The minimum size for a water service is now specified as 1-inch line.
- c. Duplexes, bi-attached residences, townhomes, and condominiums are now required to have a separate water service line to each dwelling unit to allow for separate metering.
- d. Fire hydrant coverage shall be in conformance to the city fire code or SUDAS, whichever is more restrictive; eliminates current conflict between regulations.
- e. Clarifies that building setback lines may be adjusted based on hydrant coverage per recent policy.

45. Sanitary Sewers:

- a. The developer is responsible for the cost of all sanitary sewers that are 8-inches in diameter and water mains of larger size if needed to serve their development.
- b. Subdivisions in the extra-territorial area that cannot reasonably connect to the city's sanitary sewer system, construction of dry sewers are now required unless specifically waived by City Council in which case a 100' wide easement is required to allow for future construction.

46. Storm Sewers and Drainage:

- a. A Storm Water Management Plan is now specifically required.
- b. Single-family and two-family residential developments are no longer exempt from detention requirements.
- c. Subdrains shall now be provided along both sides of all public streets unless waived by the City Engineer based on the findings of the geotechnical report.. Open jointed storm sewers may be permitted in lieu of a separate subdrain.
- d. Storm sewers shall now be designed as per SUDAS.
- e. Special backfill is now required beneath pavement around structures and pipes.
- f. Clean-outs now required to be in a 12"x12" concrete pad.
- g. Flowable mortar cutoff walls now required where street grade is 6% or greater.

- h. Provisions are clearly required for design of the routing of runoff during large storm events, as per current policy.
 - i. Adds numerous requirements for detention basins, including use of regional basins whenever possible, private ownership and maintenance of basins, paved trickle channels if pond is not designed to facilitate absorption, 10' easement around ponds for maintenance, staged outlet control to restrict flows during 5-year storms as well as 100-year storms. If City agrees to own pond, developer must sign an agreement to complete, with security provided, so remove sediment with subdivision is 80% developed.
 - j. Requires 2% minimum slope in swales to maintain positive drainage.
47. Franchise Utilities:
- a. Public utility easements are no longer required along the rear property lines and are therefore be adjacent to the street right-of-way, as per current MidAmerican Energy policy.
 - b. The width of the Public Utility Easement will now be 5' minimum along side yard and remains 10' minimum along front and rear lot lines.
 - c. PUE's can no longer overlap the city's easements for water, sanitary sewer, storm sewer, or overland flowage.
48. Sidewalks:
- a. All sidewalks shall now be 5 feet wide, minimum, rather than 4' sidewalks.
 - b. Public sidewalks are now required on both sides of both public and private streets.
 - c. Developer is responsible for paving sidewalks along arterial streets as a plat improvement.
 - d. Developer is responsible for paving sidewalks adjacent to non-buildable lots, all depressed sidewalks across drainage easements, all sidewalk ramps, as a plat improvement.
 - e. Sidewalk surety is required for all remaining sidewalks, with a performance bond based on 15% of the cost of installation, and requiring sidewalks to be constructed within 4 years of final plat approval.
49. Recreational Trails:
- a. New subsection was added to cover developer's obligation for trail construction.
 - b. When reasonably available, developer to construct a 10' trail connector from the subdivision to a regional or municipal trail in a 20' wide lot dedicated to the city.
 - c. Developer responsible for constructing 10' trail when trail is designated along an arterial or collector street.
 - d. Developer is responsible for grading a platform for future trails within parks and open space to accommodate a future 10' trail.
50. Cluster Mailboxes.
- a. Requires developer to be responsible for paving the mailbox pad, making arrangements with the Post Office, and for installing the CBU and sidewalks as a plat improvement, as per current policy.
51. Street lights:
- a. Clarifies the developer is responsible for the lighting design, for approval by the City and MidAmerican Energy or Midland Coop.
52. Street and traffic control signs.
- a. New subsection.
 - b. The developer continues to be responsible for street signs and traffic control signs; but is now also responsible for pavement markings.
53. Easements

- a. The requirements for each type of easement.
 - b. Requires easements to be on the City's standard form of easement rather than a form prepared by the developer's engineer.
54. Benchmarks and Datum Plane:
- a. Development plans now must be on the Iowa Regional Coordinate System to be compatible with the city's GIS.
 - b. Survey elevations shall now be based on benchmarks established on NAVD 88 datum rather than local datum.

170.09 CONSTRUCTION OF IMPROVEMENTS

- 55. A pre-construction conference with the developers' engineer, and contractors is now required.
- 56. Construction observation shall be provided by the Public Works Department or City Engineer with the developer responsible for the cost of construction observation and testing services.
- 57. The developer's engineer is now required to review all materials submittals and shop drawings and provide a copy of the accepted documents to the City Engineer, as per policy.
- 58. A performance surety, for a period of no more than one year, may still be permitted if the developer desires final plat approval prior to completion of construction.
- 59. Separate performance surety shall be provided for sidewalks.
- 60. Four year maintenance bonds are required; however the City Engineer may require a longer duration and/or greater amount in lieu of immediate replacement and reconstruction of any improvement that is non-compliant.
- 61. Allows the City Council to require a longer maintenance bond duration or greater amount, in lieu of reconstruction of any improvement not fully compliant.

170.10 NEIGHBORHOOD SKETCH PLAN REQUIREMENTS

- 62. New code section, including plan requirements.

170.11 PLAT OF SUBDIVISION REQUIREMENTS

- 63. The Preliminary Plat requirements were condensed but not significantly changed.
- 64. The requirements for construction drawings were defined in more detail, including the requirement for a Storm Water Management Plan, a landscape plan for required buffers, provision of all required permits (DNR, IDOT, NPDES) for city review prior to approval.
- 65. The Final Plat must note all established Minimum Floor Elevations and Minimum Opening Elevations on all applicable lots.

170.12 PLAT OF SURVEY OR ACQUISITION PLAT REQUIREMENTS

- 66. The Plat of Survey and Acquisition Plats were added.
- 67. Allows the City Engineer to require remnant parcel to be platted if needed to demonstrate code compliance for that parcel.
- 68. Requires existing features such as buildings and septic fields to be shown on the plat, along with dimensions as necessary to demonstrate compliance with setbacks, as per current policy.

170.13 FEES

69. Lists the fees the developer for which the developer is responsible in one place.
70. Fees are typically as adopted from time to time by Resolution of City Council and are not codified into this ordinance.
71. States that fees are not refundable after the development plans have been distributed for review. Denial of an application shall not entitle developer to a refund.

170.14 VARIATIONS AND EXCEPTIONS

72. Allows Council to modify the requirements of the Subdivision Ordinance based on the unique topography, size, or shape of the tract, but now states the variation or exception shall be limited to the minimum relief necessary to create lots for reasonable development.
73. The Applicant must request a variance or exception in writing at the time the preliminary plat is submitted.

170.15 VALIDITY AND EXPIRATIONS

74. Preliminary plats remain valid for two years after Council approval however now automatically extends that approval for one year for each phase of development when the preliminary plat is final platted in more than one phase.
75. Final Plat expires if not rerecorded within 180 days after Council approval.
76. Expiration dates for preliminary plats, construction drawings, final plats and plats of survey are included in one section.

170.16 VIOLATIONS AND ENFORCEMENT

77. Serial or chain land divisions cannot be used to circumvent the subdivision regulations.
78. The penalty for violation of the subdivision regulations shall constitute a civil infraction or misdemeanor.



SUBDIVISION REGULATIONS

Table of Contents

170.01 TITLE AND PURPOSE.....1

170.02 JURISDICTION AND ENFORCEMENT.....1

170.03 DEFINITIONS3

170.04 CLASSIFICATION OF SUBDIVISIONS.....8

170.05 REVIEW AND APPROVAL PROCEDURE

 1. *Pre-Application Conference*.....10

 2. *Neighborhood sketch plan*.....10

 3. *Plat of Subdivision*

 A. *Preliminary Plat*10

 B. *Construction Drawings*.....12

 C. *Final plat*.....14

 D. *Recording of final plat to become an official plat*.....15

 4. *Minor Plat of Subdivision*.....17

 5. *Plat of survey*.....17

 6. *Acquisition plat*.....17

 7. *Auditor’s plat*.....17

 8. *Subdivisions Outside of Corporate Limits*.....17

 9. *Schedule for Development Review and Approval*.....18

 10. *Number and Format of Submittals*18

 11. *Digital files of Plat Improvements Required*.....18

170.06 PARK AND OPEN SPACE DEDICATION

 1. *Dedicate Land For Park And Recreational Purposes*19

 2. *Alternative Location For Dedication*22

 3. *Dedication Requirement Less Than One Acre*.....23

 4. *Alternate Plan*.....23

170.07 REQUIRED IMPROVEMENTS.....24

170.08 DESIGN STANDARDS

 1. *General requirements*25

 2. *Site Suitability*.....27

3. *Blocks*.....27

4. *Lots*.....28

5. *Grading and Seeding*.....29

6. *Streets*.....30

7. *Water Mains and appurtenances*.....37

8. *Sanitary Sewer System*.....38

9. *Storm Sewers and Drainage*.....39

10. *Franchise Utilities*.....42

11. *Sidewalks*.....43

12. *Recreational Trails*.....43

13. *Cluster Mailboxes*.....44

14. *Street lights*.....44

15. *Street and traffic control signs and markings*.....44

16. *Easements*.....44

17. *Benchmarks and Datum Plane*.....47

170.09 CONSTRUCTION OF IMPROVEMENTS.

Construction Observation.....48

Materials Submittals and Shop Drawings.....48

Performance Surety.....48

Maintenance Bonds.....49

Acceptance of Completed Public Improvements.....50

170.10 NEIGHBORHOOD SKETCH PLAN REQUIREMENTS.....51

170.11 PLAT OF SUBDIVISION REQUIREMENTS.

 1. *Preliminary Plat*.....52

 2. *Construction Drawings*.....55

 3. *Record Drawings*.....56

 4. *Final Plat*.....57

170.12 PLAT OF SURVEY OR ACQUISITION PLAT REQUIREMENTS.....59

170.13 FEES.....60

170.14 VARIATIONS AND EXCEPTIONS.....61

170.15 VALIDITY AND EXPIRATION.....62

170.16 VIOLATIONS AND ENFORCEMENT.....64

DRAFT

CHAPTER 170

SUBDIVISION REGULATIONS

170.01 Title and Purpose	170.09 Construction of Improvements
170.02 Jurisdiction and Application	170.10 Neighborhood Sketch Plan Requirements
170.03 Definitions	170.11 Plat of Subdivision Requirements
170.04 Classification of Land divisions	170.12 Plat of Survey or Acquisition Plat Requirements
170.05 Review and Approval Procedure	170.13 Fees
170.06 Park and Open Space Dedication	170.14 Variations and Exceptions
170.07 Required Improvements	170.15 Validity and Expiration
170.08 Design Standards	170.16 Violations and Enforcement

170.01 TITLE AND PURPOSE

1. This chapter shall hereafter be known as the “Subdivision Code” or “Subdivision Regulations” and may be cited as such, and may be referred to herein as “chapter” or “Code” The city has adopted this Code in accordance with the provisions of Chapter 18B and Chapter 354 of the *Code of Iowa* and amendatory acts thereto.
2. The purpose and intent of this Code is to establish minimum standards for the division of land and for the design and construction of all subdivision improvements within the jurisdiction of the City of Polk City to provide for:
 - A. A balance between the land use rights of individual land owners and the economic, social, and environmental concerns of the public while enforcing land use and subdivision regulations; and
 - B. Accurate, clear, and concise legal descriptions of real estate consistent with zoning and land use regulations and to prevent, wherever possible, land boundary disputes or real estate title problems; and
 - C. Regulation of the design and construction of public improvements and extensions thereto in a manner consistent with the Comprehensive Plan, Zoning Ordinance, and other plans as may be adopted by the City Council of Polk City; and
 - D. Provide adequate land and infrastructure for building sites, transportation, parks, recreational trails, drainage ways, open space, and public facilities for orderly community development and adequate capacity for streets and utilities serving developable land within the jurisdiction of the City.

170.02 JURISDICTION AND APPLICATION

1. This chapter governs the division, subdivision, and platting of all lands within the corporate limits of the City and the unincorporated extra-territorial jurisdiction as defined herein.

DRAFT

2. It is the specific intent and purpose of this provision to extend all applicable regulations concerning the division, subdivision, and platting of land as set forth in this chapter to all land within the city's extra-territorial jurisdiction and to establish the City's jurisdiction for review and approval of all plats of subdivision, minor plats of subdivision, auditor's plats, acquisition plats, and plats of survey in accordance with the provisions of Section 354.9 of the *Code of Iowa* and as may be established by mutual agreement with Polk County or neighboring cities pursuant to Chapter 28E of the *Code of Iowa* in order to set forth reasonable standards and conditions for review of subdivisions within areas of overlapping jurisdiction.
3. No plat of survey, plat of subdivision, minor plat of subdivision, acquisition plat, auditor's plat, or other division of land within the City, or within the city's extra-territorial jurisdiction, shall be recorded or filed with the County Auditor, County Recorder and/or County Assessor, nor shall any plat or subdivision have any validity until it has been approved in the manner prescribed herein. If it is determined that a proposed division of land is outside the city's planning area for annexation or extension of municipal services, the city's review authority may be waived by Resolution of City Council.
4. No improvements or development shall be commenced within any proposed subdivision until all provisions set forth in this Code have been satisfied in full; including but not limited to approval of a preliminary plat and construction drawings; and all approvals required by this Code have been obtained and remain valid.
5. No building permits shall be applied for on any lot or tract until all provisions set for or issued until in this Code have been satisfied in full and all approvals required by this Code have been obtained and remain valid.
6. No public funds shall be expended or municipal services provided within any proposed subdivision until all provisions set forth in this Code have been satisfied in full; including but not limited to approval of a preliminary plat and construction drawings; and all approvals required by this Code have been obtained and remain valid.
7. Implementation for Plats of Subdivision. The Subdivision Regulations defined herein shall be effective on January 1, 2021. Any preliminary plat submitted to the City Clerk prior to said date shall be permitted to comply with the Subdivision Regulations in effect on September 30, 2020 for all phases of development; provided the preliminary plat remains valid in accordance with Section 170.15 of this chapter and provided the required public improvements for the initial phase of development have been accepted by City Council and the Final Plat approved by City Council prior to January 1, 2022. On January 1, 2023, all Plats of Subdivision shall comply with the Subdivision Regulations defined herein for all remaining phases of the plat, even if the preliminary plat was approved under the Subdivision Regulations previously in effect; unless otherwise approved by City Council.
8. Implementation for Plats of Survey, Acquisition Plats, Auditor's Plats, and Condominiums. The Subdivision Regulations defined herein shall be effective on January 1, 2021. Any plat of survey, acquisition plat, auditor's plat, or condominium

subdivision submitted to the City Clerk prior to said date shall be permitted to comply with the Subdivision Regulations in effect on September 30, 2020.

170.03 DEFINITIONS

1. **Access.** The location, place, means or way by which vehicles or pedestrians have ingress and egress to a property, roadway, parking or loading area, sidewalk, or recreational trail.
2. **Aliquot Part.** A fractional part of a section within the United States public land survey system; only the fractional parts one-half, one-quarter, one half of one-quarter, or one-quarter of one-quarter shall be considered an aliquot part of a section.
3. **Alley.** A minor way other than a street that is intended to provide a secondary means of vehicular access to more than one abutting property and that is open to common use.
4. **Building.** A structure that is designed, used or intended to be used for the protection, shelter, enclosure or support of persons, animals, or property.
5. **Building Envelope.** The contiguous area of a lot of sufficient shape to accommodate a principal building, exclusive of setbacks, easements, flood hazard areas, required open space, required buffers, or areas set aside for on-site wells or sewage disposal areas.
6. **City.** The City of Polk City, Iowa.
7. **City Engineer.** The City Engineer of the City of Polk City, or a consulting civil engineering firm designated to fulfill and/or assist the function of the City Engineer.
8. **Code of Iowa.** The State Code of Iowa and amendatory
9. **Commission.** The Planning and Zoning Commission of the City of Polk City.
10. **Comprehensive Plan.** The city's long-range plan for land use and development, as formally adopted and amended from time to time by the City Council.
11. **Cul-de-sac.** A street having one end open to traffic and the other end permanently terminated and provided with a turn-around for vehicles.
12. **Developer.** Any person, individual, firm, partnership, association, corporation, estate, trust or other entity that proposes or acts to grade, improve, or otherwise prepare a parcel of land of possible use for any purpose other than agricultural uses that are exempted from local regulation by the Code of Iowa or to create a subdivision.
13. **Development.** The act or result of improving a parcel of land for possible use as a building site, or for the use of the land itself, for any purpose except an agricultural use that is exempted from local regulation by the Code of Iowa and public projects

DRAFT

that are subject to approval by the City Council or State of Iowa under the requirements of other codes or regulations. Development includes, but is not limited to, any form of construction, renovation, redevelopment, or expansions of buildings or other structures; paving, water mains, storm sewers, sanitary sewers, or other improvements to the site; and clearing and other removal of vegetation, grubbing, contouring of land and other grading activities for any land use except an active agricultural use that is exempted from local regulation by the Code of Iowa.

14. ***Development Application.*** A request from a developer or proprietor for city approval of the subdivision of land by means of plat of subdivision, final plat; minor plat of subdivision, plat of survey, or acquisition plat, including submittal of all related documentation required by this chapter including but not limited to neighborhood sketch plans, preliminary plats, construction drawings, record drawings, and final plats.
15. ***Development Review Committee (or Committee).*** A committee or staff members, or designees thereof, established by the City Manager for the purpose of reviewing development applications to include the City Engineer and Public Works Director and may include the Fire Chief, Police Chief and Parks and Recreation Director; members of the committee may vary as determined by the City Engineer based on the scope of the proposed project.
16. ***Easement.*** A grant of a right to use a defined portion of a property for a specified purpose or purposes.
17. ***Elevation, Minimum Floor (or MFE).*** The lowest elevation of the enclosed area of a building, including but not limited to a basement or crawl space and specifically with respect to the requirements of the National Flood Insurance Program.
18. ***Elevation, Minimum Opening (or MOE).*** The lowest opening into an enclosed area of a building as measured to the rough opening for a door, window, opening for mechanical equipment or ventilation, or other opening into said lowest area, and irrespective of any grade, structure or shutter fastened to or placed around the door or window or whether the door, window, or other opening is operable or inoperable, but not including footing drains or sewers serving the building.
19. ***Extra-Territorial Jurisdiction.*** The unincorporated area of Polk County within a two-mile radius of the corporate limits of Polk City with the exception of those areas lying southwesterly of the Des Moines River and Saylorville Lake and having street access to Polk City via the Mile-Long Bridge currently on Highway 415 (W. Bridge Road).
20. ***Frontage Road.*** A street that is generally parallel to and separate from a major limited-access thoroughfare or highway, the primary purpose of which is to provide access to adjoining properties.
21. ***Functional Classification.*** The classification of a street or roadway at the sole discretion of the City Engineer as an arterial street, collector street, or local street.

DRAFT

22. **Horizontal Property Regime.** A subdivision that is created by declaration as provided by and in accordance with Chapter 499B of the *Code of Iowa* and including cooperative housing that is declared as provided by and in accordance with Chapter 499B of the *Code of Iowa*, usually but not necessarily for individual use, lease or to transfer ownership, whether immediate or future, and regardless of whether the division is by deed, description, devise, lease, map, plat, plan, other recorded instrument, previous division or subdivision or condominium or cooperative creation or conversion.
23. **Improvement (or Subdivision Improvement).** Any one or more of the following that is required by this chapter or by a development, the need for which is generated by a development project: clearing and other removal of vegetation; grubbing; contouring of land and other grading activities; streets and roadways; recreational trails, and sidewalks; signage for traffic control or other governmental purposes; traffic-control devised on roadways, trails, or paths; street, sidewalk, path, or trail lighting; water mains and appurtenances; sanitary sewers; storm sewers and other drainage improvements; erosion control including channel stabilization and sediment control; utility lines and appurtenances; landscaping, berms, fences, retaining walls and other buffers; parks, recreation, and opens space facilities and playgrounds; grading; and other improvements, whether on or off-site; as permitted by the *Code of Iowa* to mitigate impacts created by development.
24. **Lot.** A parcel of land that, exclusive of any outlot parcels, is of sufficient size and dimensions to comply with all requirements of the Zoning Ordinance and all other requirements and specifications for its intended use, whether or not its boundaries have been established by a plat of subdivision or plat of survey, and that has been fully improved in accordance with the subdivision improvement requirements of this Code.
25. **Maintenance Bond.** Surety or other security instrument that is in a form that is acceptable to the city and that is in such amount, duration and terms as to ensure that any and all subdivision improvements names in such surety will remain free from defects or failure of any sort, and in satisfactory and good repair for the duration of the periods of time specified by this Code.
26. **Metes and Bounds description.** A description of the boundaries of a parcel of land by use of distances and angles; distances and bearings; references to physical features of the land; or a combination thereof.
27. **Outlot.** A parcel of land that is not sufficient if size, dimensions, or physical character to comply with all requirements of the Zoning Code and/or all other Code requirements and specifications, or that has not been fully improved in accordance with the subdivision improvement requirements of this Code.
28. **Person.** Any individual, corporation, associations, firm, partnership or other legal entity, whether singular or plural.

DRAFT

29. **Park and Open Space Plan.** The city’s comprehensive long-range plan for parks, recreational trails, and open space as formally adopted and amended from time to time by the City Council.
30. **Plat.** A map or set of maps that delineate the locations, boundaries, geometry, dimensions, bearings and other necessary information for lots, parcels, sites, units, condominiums, tracts or other real property interests that are to be created by a subdivision, or of existing parcels within an Auditor’s plat.
31. **Plat of Subdivision.** A subdivision proposed by a developer who owns the real property being subdivided, or is acting with the consent and on behalf of the owner.
32. **Plat of Survey.** A graphical representation of a survey of one or more parcels of land, together with a complete and accurate description of each parcel, that is prepared by a licensed professional public land surveyor.
33. **Plat, Acquisition.** A plat that is prepared for or as the result of a conveyance or condemnation of a parcel of land or other corporal real property by the city; other governmental entity; or other persons having the power of eminent domain.
34. **Plat, Auditor’s.** A plat that is prepared by order of a County Auditor or Assessor to clarify boundaries and descriptions of existing real property interests for the purposes of assessment and taxation, and that does not create any new parcels of land or other divisions of real property, except for conveyance to the city or other public jurisdiction.
35. **Plat, Final.** A complete and exact plat prepared in accordance with the accuracy required by the *Code of Iowa* and this Code for a subdivision, for the purpose of obtaining city approval of the proposed subdivision and subsequently recording it as an official plat.
36. **Plat, Minor.** A plat of subdivision that does not create or necessitate the creation of a new street and that does not contain more than ten lots or other parcels, excluding parcels being dedicated to the city or other governmental entity.
37. **Plat, Major.** Any plat of subdivision that is not a minor plat.
38. **Plat, Official.** A plat of subdivision or Auditor’s plat that complies with this Code and the *Code of Iowa* and that has been filed and made of legal record in the offices of the appropriate County Recorded, Auditor, and Assessor.
39. **Plat, Preliminary.** A plat that delineates a developer proposed designs for a proposed subdivision and development improvements that are required for or related to the subdivision, including lot layout and supporting infrastructure.
40. **Recreational Trail (or Shared Use Path).** Public pathways restricted to pedestrians and non-motorized vehicles for the purpose of separating automobile traffic from

pedestrian and non-motorized vehicles and/or providing connectivity for other public land uses.

41. **Replat (or Re-subdivision).** A plat consisting in whole or in part of land that has previously been included in a plat of record.
42. **Right-of-Way.** Property that is set aside for a public purpose or common use by more than one property or person if held in private ownership, that has an express or implied property interest such as by fee title or easement and that is separate and distinct from adjoining lots or parcels.
43. **Roadway.** The improved portion of a street right-of-way that is designed, intended and improved for use by vehicular traffic and where curbs are laid, the pavement between a set of curbs.
44. **Setback.** The horizontal distance between a property line and the nearest point of a structure, as measured along a straight line that is perpendicular or radial to the property line at the point of measurement, in accordance with the Zoning Code excluding any encroachments permitted by said Zoning Code.
45. **Street.** A roadway together with right-of-way that is the principal means of vehicular access to abutting properties or that is a corridor for vehicular travel and circulation, whether improved or unimproved and whether designated as a highway, street, avenue, road, drive, place, court, way, lane, or other vehicular way.
46. **Street, Arterial.** A street that is designed to connect major centers of activity within and beyond the city's boundaries by performing as a part of an interconnected system of major streets and highways, and accordingly to carry the highest volumes of traffic and the longest trips; including major and major arterial streets.
47. **Street, Collector.** A street that is designed to provide direct vehicular access to abutting properties and to collect traffic from local streets and to convey such traffic to the arterial street system.
48. **Street, Local.** A street that is designed to primarily provide direct vehicular access to abutting properties.
49. **Street, Parkway.** A street that is designed with amenities to enhance the pedestrian experience including elements such as street trees, trails, benches, landscaping, lighting, and wayfinding signage within public right-of-way or easement.
50. **Street, Right-of-Way Width.** The distance between the boundary lines of a street as measured at a right angle or along a line that is a normal line to the centerline of the street at the point of measurement.
51. **Structure.** Anything constructed or a combination of materials that form a construction for use, occupancy or ornamentation, whether installed on, above, or below the surface of land or water.

DRAFT

52. **Subdivision.** The act or result of dividing a single interest in a parcel of land or other corporal real property into two or more lots, parcels, sites, units, condominiums, tracts or interests usually but not necessarily for individual use, lease or to transfer ownership, whether immediate or future, and regardless of whether the division is by deed, metes and bounds description, devise, lease, map, plat, declaration for the establishment of a horizontal property regime under Chapter 499B of the *Code of Iowa*, other recorded instrument, previous division or subdivision, or condominium or cooperative creation or conversion, except for the minimum division necessary under intestacy or a testator's division of real property amongst heirs; partners' division of firm real property amongst themselves upon dissolution by reason of insolvency; and other cases of similar nature. For purposes of this chapter, division of an aliquot part for agricultural purposes only shall not be considered as subdivision.
53. **SUDAS.** The Statewide Urban Design and Specifications program, including the design manual and standard specifications, maintained by the Institute for Transportation at Iowa State University.
54. **Surety.** A security instrument including, but not limited to, a bond, letter of credit, escrow deposit, or other financial guarantee, that the city finds acceptable in form and amount to ensure that all public and nonpublic improvements will be satisfactorily completed in full compliance with plans and specifications that are approved by the city, whether such improvements are required by this Code or as a condition of approval of a subdivision or other development.
55. **Surveyor.** A professional land surveyor who is licensed in the state of Iowa and who engages in the practice of land surveying pursuant to Iowa Code Chapter 542B.
56. **Tract.** An aliquot part of a section, a lot within and official plat, or a government lot.
57. **Utility Fixture.** Any structure or appurtenance associated with a utility system including but not limited to water valves, fire hydrants, curb stops, manholes, intakes, flared end section, clean-outs, handhole, pole, or pedestal.
58. **Zoning Ordinance (or Zoning Code).** The zoning regulations of the City of Polk City, Iowa and amendments thereto as codified in Chapter 175 of the municipal code.

170.04 CLASSIFICATION OF LAND DIVISIONS

1. *Plat of Subdivision.*

A. A plat of subdivision shall be required for any division of land that proposes either of the following actions or outcomes, regardless of whether it is a major plat, minor plat or a replat:

- (1) To divide a single interest in a parcel of land or other corporal real property into two or more interests, including declarations and establishments of horizontal property regimes and cooperative housing. For the purpose of making such determination, a conveyance

of one or more parcels to the city or other public entity for use as right-of-way shall not be counted as one of said three interests; or

- (2) To create a new street, whether by choice or by necessity in order to comply with minimum frontage or other code requirements, and regardless of whether the street is to be dedicated for public ownership and maintenance, or held in common private ownership and use.

B. *Minor Plat of Subdivision.* A subdivision that divides a single parcel of land or other interest in corporal real property into not more than four (4) parcels or interest that each front onto an existing, paved public street(s) may be classified as a minor subdivision. The City Engineer shall have the authority to classify a subdivision as a minor subdivision provided said subdivision:

- (1) Does not require any new public streets for access to any lot or parcel;
- (2) Does not require extension of public sanitary sewer, storm sewer, or water mains; and
- (3) Does not require grading or drainage improvements, including detention, to control runoff that may adversely affect downstream properties; and
- (4) Does not adversely affect the future development or platting of the remainder of the property or adjoining property; and
- (5) Is not in conflict with provisions of this Code, the Zoning Ordinance, or Comprehensive plan.

C. Preliminary plats and final plats for minor plats of subdivision, horizontal property regimes, and cooperatives may be filed for concurrent review and approval.

2. *Plat of Survey.* A subdivision that divides a single parcel of land or other interest in corporal real property into not more than two parcels or interests; a plat that combines several parcels into a single parcel to clarify or simplify its legal description; or a plat that clarifies the boundaries of one or more parcels of land that have metes and bounds descriptions and that does not create any subdivision, may be done by plat of survey if approved by the City Engineer. Consecutive plats of survey on a single tract of land shall not be used to circumvent the requirement for a plat of subdivision.
3. *Acquisition Plat.* An acquisition plat may be completed in the same manner as a plat of survey, regardless of the number or new parcels of land or other corporal real property that are created by the subdivision, if all of the new parcels or interests will be held in public ownership by the city or other governmental entity, or by other persons having the power of eminent domain for the purpose of acquiring such corporal real property.

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4. ***Auditor's Plat.*** An auditor's plat shall comply with all of the submittals and procedures that are required for a plat of subdivision.
5. ***Condominiums.*** The establishment of a condominium, including the conversion of existing building(s) or construction of new building(s), with the intent to establish a horizontal property regime with interest in real property shared by co-owners owners shall comply with the requirements, conditions, and restrictions of Chapter 499B of the Code of Iowa and all applicable building codes, fire codes, zoning regulations, and subdivision regulations. All required documents including declaration of horizontal regime, articles of incorporation, bylaws, and rules and regulations shall be provided to the City Engineer for review by Development Review Committee, and approval by City Council prior to recordation.

170.05 REVIEW AND APPROVAL PROCEDURE

1. ***Pre-Application Conference.*** Whenever a developer proposes a plat of subdivision, the developer shall contact the City Manager to schedule a pre-application conference. The pre-application conference shall include the developer and representatives, representatives from the department of community development and the engineering department, and such other city departments that express a desire to be included in such pre-application conferences on a regular basis, or that are deemed helpful or necessary by the City Manager. The purpose of the pre-application conference shall be to acquaint the city staff with the proposed subdivision, and to acquaint the developer with the procedures and requirements of this code along with issues and regulations that pertain to the subdivision. The developer shall furnish a reasonably specific description of the property to be subdivided at the time of requesting the pre-application conference and is encouraged to prepare and submit a conceptual layout plan for the proposed subdivision prior to the conference in order to facilitate the pre-application conference.
2. ***Neighborhood sketch plan.*** If the City Engineer determines there is no existing master plan or neighborhood sketch plan or other plan that fulfills the intent of this section by adequately demonstrating how a proposed land development will be compatible with the development of adjoining lands and the Comprehensive Plan, the developer shall submit a neighborhood sketch plan to the City Clerk prior to or in conjunction with the development application for a preliminary plat. Requirements for a neighborhood sketch plan shall be as set forth in Section 170.10 of this Chapter. The procedure for review and approval of a neighborhood sketch plan shall be the same as for a preliminary plat specified in subsection 3.A of this section.
3. ***Plat of Subdivision***
 - A. ***Preliminary Plat.*** Following one or more pre-application conferences as determined to be necessary by the City Engineer or as requested by the developer, a preliminary plat of subdivision (“preliminary plat”) shall be prepared by the developer and submitted to the City Clerk in accordance with this chapter. Preliminary plats shall be reviewed and presented to the Planning

and Zoning Commission in general accordance with the Submittal and Meeting Schedule further defined in Section 170.05, paragraph 9, of this Chapter.

- (1) The City Engineer shall review the preliminary plat and the City Clerk shall promptly convey one copy of it to each member of the Development Review Committee for their review and recommendations. The Committee shall review the preliminary plat for conformance to all of the city codes, ordinances and specifications that they customarily enforce, and for conformance to applicable professional standards. Upon completion of their reviews, each member of the Committee shall forward their recommendations for action on the preliminary plat to the City Engineer for inclusion in a consolidated, written staff report and recommendation that is to be prepared by the City Engineer. The Committee may recommend that the plat be approved, approved subject to conditions and revisions, or that the preliminary plat application be denied for reasons that shall be set forth in the written Committee recommendation.
- (2) The City Engineer shall provide a copy of the written staff report and the consolidated recommendations from the Development Review Committee to the developer prior to providing the report and recommendations to the Planning and Zoning Commission to afford the developer the opportunity to make any revisions deemed necessary or appropriate prior the preliminary plat being provided to the Commission. After consulting with the developer and City Engineer, the City Clerk shall forward the Development Application along with the Committee report and recommendations, each as revised if applicable, to the Commission.
- (3) The Planning and Zoning commission shall review the Development Application and the recommendations of the Development Review Committee and act on the proposed preliminary plat in a timely manner, and may recommend to the City Council that it approve, approve subject to conditions or revisions, or deny the preliminary plat application, whether or not such recommendations are in accordance with the recommendations of the Development Review Committee. If the commission does not act on the preliminary plat in a timely manner, the developer may request the City Council to consider the preliminary plat and recommendations of the Development Review Committee without the provision of any recommendations by the Planning and Zoning commission.
- (4) The Planning and Zoning Commission and City Council may, at their discretion, hold public hearings on a preliminary plat and may provide notice to nearby property owners or tenants in whatever manner or amount of time that the commission or council deems appropriate.

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- (5) Once a preliminary plat has been reviewed and acted on by the Planning and Zoning Commission, the City Engineer shall forward the commission's recommendations and the Development Review Committee report and recommendations to the City Council for consideration at its next available meeting, subject to any notifications that may be directed by the Commission or Council and revisions to the preliminary plat to satisfy all recommended revisions and conditions, provided the City Council desires to have all such revisions completed to the Development Review Committee's satisfaction prior to the Council's consideration of the preliminary plat. The City Council may adopt the recommendations of the Development Review Committee; recommendations of the Commission if at variance with the Committee on one or more points; or act freely of their own volition, provided that, the Council shall have no authority to waive any requirements of the zoning code, or of any other city code unless provisions are expressly set out in the pertinent code to grant the council the powers to waive or make exceptions to or from such code.
 - (6) Upon approval by the City Council and filing of a revised preliminary plat that satisfies all conditions of approval, the City Engineer shall retain a copy of the approved preliminary plat in the city files and provide a copy to members of the Development Review Committee and to the developer if requested.
- B. *Construction Drawings.* Following approval of the preliminary plat and during such time that the plat remains valid, the developer shall cause detailed construction drawings of and specifications for the subdivision improvements to be prepared by a professional civil engineer who is licensed in the state of Iowa (herein "developer's engineer") and submitted for review and approval by the city engineer.
- (1) The developer's engineer shall incorporate all of the subdivision improvements that are required by this code and other applicable regulations, and any that may be required by the City Council as a condition of approval of the subdivision, in the subdivision improvement plans and specifications and shall certify said plans and specifications as being fully compliant with this code and all other applicable regulations.
 - (2) Said plans and specifications may allow for phased construction, provided such phasing was depicted on a valid preliminary plat. In order to facilitate such phasing, the City Engineer may require certain improvements, including but not limited to temporary turn-around(s) and extension of utilities to structures set beyond pavement limits, to ensure each phase remains each fully compliant with this code and all other applicable regulations.

DRAFT

- (3) Said plans and specifications shall be fully compliant with the valid preliminary plat and the conceptual design of the improvements as depicted therein. If the improvement plans and specifications deviate substantially from the valid preliminary plat, the plans and specifications shall be revised to conform, or the preliminary plat shall be revised and resubmitted for review and approval by the planning and zoning commission and city council, in full compliance with the requirements of this code.
- (4) Any improvement that is proposed to be constructed in accordance with special provisions that are in variation with or from the city's standard specifications shall first be reviewed and approved by the City Engineer, or their designated agent, as part of the full and complete set of subdivision improvement plans and specifications, and the City Engineer may require any such variation to be submitted for review and approval by the City Council in accordance with Section 170.14 of this chapter.
- (5) No improvement or development, or work preparatory thereto except clearing, grubbing and grading, shall be done prior to the city engineer's finding that the subdivision improvement plans and specifications are complete and in full compliance and have been properly certified by the developer's engineer, and are therefore approved; and that all required permits have been issued by the city engineer and all other applicable regulatory agencies. Grading may be commenced at developer's sole risk if the City Engineer concurs with conceptual grading plans and storm water management plans that have been prepared by the developer's engineer.
- (6) The developer shall be responsible for applying for and obtaining approval of all required permits from federal, state, and local governmental agencies or jurisdictions prior to commencing construction of the subdivision improvements.
- (7) The developer's engineer shall be solely responsible and liable for ensuring that the subdivision improvement plans and specification are fully compliant with the requirements of this code and all other applicable requirements and permits. The City Engineer's approval of the subdivision improvement plans and specifications, or concurrence with conceptual grading plans, shall only be deemed to allow the developer to commence work on the correlating subdivision improvements or grading, in accordance with the approved plans and specifications and all requirements of this code. The City Engineer's approval or concurrence shall not be found to assume, alleviate, or relieve the developer or developer's engineer from any liability or responsibility for said plans or grading plans and the requirement to construct the improvements in full compliance with this code; to create

any vested right to proceed with any development or improvement that is not in full compliance with this code by reason of oversight, error or other reason; to waive any requirement of this code unless this code expressly allows a waiver to be made and any said waiver is made in writing; or to in any way create or assume any liability by or for the City or any of its employees and agents.

C. *Final plat.* Following the approval of a preliminary plat; approval of the construction drawings and specifications for subdivision improvement plans and specifications and acquisition of all required permits; and while the preliminary plat remains valid, the developer shall cause a final subdivision plat (“final plat”) to be prepared for all of the preliminary plat or for a phase thereof as previously identified on the valid preliminary plat, and submitted to the City Engineer in general accordance with the Submittal and Meeting Schedule further defined in Section 170.05, paragraph 9, of this Chapter.

(1) The City Engineer shall review the final plat and the City Clerk shall promptly convey one copy of it to each member of the Development Review Committee for their review and recommendations. The Committee shall review the final plat for conformance to the valid preliminary plat; conformance to the approved construction drawings and specifications; for conformance to all of the city codes, ordinances and specifications that they customarily enforce, and for conformance to applicable professional standards. Upon completion of their reviews, each member of the Committee shall forward their recommendations for action on the final to the City Engineer for inclusion in a consolidated, written staff report and recommendation that is to be prepared by the City Engineer. The Committee may recommend that the final plat be approved, approved subject to conditions and revisions, or that the final plat application be denied for reasons that shall be set forth in the written Committee recommendation.

(2) The City Engineer shall provide a copy of the written staff report and the consolidated recommendations from the Development Review Committee to the developer prior to providing the report and recommendations to the Planning and Zoning Commission to afford the developer the opportunity to make any revisions deemed necessary or appropriate prior the final plat being provided to the Commission. After consulting with the developer, the City Engineer shall forward the Development Application along with the Committee report and recommendations, each as revised if applicable, to the Commission.

(3) The Planning and Zoning commission shall review the Development Application and the recommendations of the Development Review Committee and act on the proposed final plat in a timely manner, and may recommend to the City Council that it approve, approve subject to

conditions or revisions, or deny the final plat application, whether or not such recommendations are in accordance with the recommendations of the Development Review Committee. If the commission does not act on the final plat in a timely manner, the developer may request the City Council to consider the final plat and recommendations of the Development Review Committee without the provision of any recommendations by the Planning and Zoning commission.

- (4) Once a final plat has been reviewed and acted on by the Planning and Zoning Commission, the City Engineer shall forward the commission's recommendations and the Development Review Committee report and recommendations to the City Council for consideration at its next available meeting, subject to any notifications that may be directed by the Commission or Council and revisions to the final plat to satisfy all recommended revisions and conditions, provided the City Council desires to have all such revisions completed to the Development Review Committee's satisfaction prior to the Council's consideration of the preliminary plat. The City Council may adopt the recommendations of the Development Review Committee; recommendations of the Commission if at variance with the Committee on one or more points; or act freely of their own volition, provided that, the Council shall have no authority to waive any requirements of the zoning code, or of any other city code unless provisions are expressly set out in the pertinent code to grant the council the powers to waive or make exceptions to or from such code.
- (5) Upon approval by the City Council and filing of a revised final that satisfy all conditions of approval, the City Engineer shall retain a copy of the approved preliminary plat in the city files and provide a copy to members of the Development Review Committee and to the developer if requested.

D. Recording of final plat to become an official plat.

- (1) No final plat shall be submitted for filing of record in the offices of the appropriate county recorder, auditor and assessor; officially recognized by the city; improvements within a subdivision shall not be accepted for public ownership and maintenance; building permits shall not be applied for; and public funds shall not be expended or services provided within a subdivision, until all provisions set forth in this code have been satisfied in full and all approvals required by this code have been obtained and remain valid.
- (2) No final plat shall be released for filing of record unless and until:

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- (a) The required subdivision improvements shall be satisfactorily completed to the full satisfaction of the city engineer, all Record Drawings have been provided in accordance with Section 170.11 paragraph 3, and all maintenance bonds shall be posted therefore in accordance with Section 170.09 paragraph 6, and performance surety shall be posted for any subdivision improvements that are incomplete and not ready for in accordance with 170.09 paragraph 3;
 - (b) All fees and charges due to the city for review of all Development Applications, construction observation of the subdivision improvements; connection fees and other impact fees; assessments for streets and other improvements; reimbursements for water mains; and any other costs and financial obligations have been paid in full;
 - (c) The developer has paid for the installation of streetlights;
 - (d) The developer has reimbursed the city for all street name signs, traffic-control signs, and pavement markings;
 - (e) Deeds and easements have been submitted to, and reviewed and approved by, the City Engineer, in consultation with the City Attorney, in accordance with this code for all streets, parkland, recreational trails, public utilities and subdivision improvements that are to be dedicated to the city or owners' association, as the case may be;
 - (f) All attachments to subdivision plats as required by Chapter 354.11 of the *Code of Iowa* code chapter 354.11 or contents of declaration as required by Chapter 499b.4 if the *Code of Iowa* as the case may be, development agreements, covenants and declarations establishing an owners' association, and any other attachments, declarations, certifications or other documents that may be required as a matter of the filing of a plat whether by the code or the city, have been submitted to, and reviewed and approved by, the City Attorney in consultation with the City Engineer;
 - (g) All conditions of approval of the final plat by the City Council have been satisfied in full.
- (3) The final acceptance of the plat shall not be deemed to constitute final acceptance by the city of any improvements or dedications except as expressly set forth in a City Council resolution. The improvements shall only be expressly accepted by separate action by the City Council after the City Engineer submits a statement advising the Council that

all of the improvements have been inspected and found to have been completed in substantial conformance with city specifications and the approved subdivision improvement plans.

- (4) Upon finding by the City Engineer and City Engineer that all requirements of this code and of the code of Iowa have been satisfied, the City Clerk shall release the final plat, Council resolution approving said plat, and all necessary documents for recording to the developer, and the developer shall promptly submit same for filing of record in the offices of the appropriate county recorder, auditor and assessor. Be it also provided that, the City Clerk may choose to file any and all deeds and easements for the plat itself, to ensure that they are in fact promptly and properly filed, and may charge the developer for all costs associated with said filing.
- (5) The developer shall submit to the City Clerk a certificate of recording from the County Recorder's office. or book and page of recordation, to the City Clerk prior to issuance of any building permits within the platted area.
4. **Minor Plat of Subdivision.** A minor plat of subdivision shall comply with all of the requirements for a plat of subdivision, except that the developer may incorporate the preliminary plat and final plat into a single submittal for concurrent review and action by the city.
5. **Plat of survey.** A plat of survey shall comply with the requirements of a final plat with the exception of the provision of legal documents. However, a plat of survey that does not create a new buildable parcel may be reviewed by the City Engineer for compliance with this code and approved by City Council.
6. **Acquisition plat.** An acquisition plat may be reviewed and approved by the City Manager, with concurrency by the City Engineer, in the same manner as a plat of survey.
7. **Auditor's plat.** An Auditor's plat shall be submitted, reviewed, and acted upon by the Planning and Zoning Commission and City Council in the same manner as a plat of subdivision.
8. **Subdivisions Outside of Corporate Limits.** All plats of subdivision, minor plats of subdivision, plats of survey, acquisition plats, and auditor's plats located in the unincorporated area within two (2) miles of the corporate limits of the City shall be reviewed and approved in the same manner as a like Development Application located within the corporate limits of the City. The Development Application for such subdivisions that necessitate the extension and/or the provision of municipal services, whether at the time of platting or at some point in the future, shall be required to submit an application for voluntary annexation, signed by the owner of the real property included in such subdivision, which shall be recorded and kept on file in

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the city offices until such time as City Council approves the petition for voluntary annexation.

9. **Schedule for Development Review and Approval.** All development applications; with the exception of construction drawings, storm water management plan and record drawings; shall be reviewed by the Development Review Committee and then presented to the Planning and Zoning Commission and City Council in accordance with the Submittal and Meeting issued each year by the City Engineer. It shall be the developer’s responsibility to coordinate with the City Engineer regarding the schedule for their development application. There shall be no automatic approval granted for development applications that do not strictly adhere to the Submittal and Meeting Schedule.

10. **Number and Format of Submittals.** All development applications; including construction drawings, storm water management plan and record drawings; shall be provided to the City Engineer in pdf format. After final approval by the City, a certified pdf copy of the approved application shall be provided to the City Clerk and City Engineer.

Refer to the following table for the specific number and format of required submittals for various development applications.

Number and Format of Development Applications				
Submittal Type	For Review by Development Review Committee	For Planning & Zoning Commission Review	For City Council Review	Certified Copies Following Approval
Neighborhood Sketch Plan	pdf only	pdf only	pdf only	1 - 22” x 34” pdf
Preliminary Plat	pdf only	pdf only	pdf only	1 - 22” x 34” pdf
Construction Drawings	pdf only	-	pdf only	1 - 22”x34” pdf
Final Plat	pdf only	pdf only	pdf only	2 - 22”x34” Pdf
Record Drawings	pdf only	-	-	1 - 22”x34” pdf
Plat of Survey, Acquisition Plats	pdf only	pdf only	pdf only	1 - Full Size pdf

11. **Digital files of Plat Improvements Required.** The developer’s engineer shall provide the digital copies of the computer-aided design (CAD) files to the City Engineer in ArcView shapefiles format; such file shall include all information shown on the

DRAFT

approved Construction Drawing. An additional CAD file shall be provided to the City Engineer including all information shown on the approved as-built Record Drawings.

170.06 PARK AND OPEN SPACE DEDICATION

1. This section shall not apply to any development application, or portion thereof, which does not include residential development and is not zoned to permit residential use.
2. The method for fulfilling the developer’s obligation for dedication of park and open space shall be determined in conjunction with the Preliminary Plat. An agreement regarding said dedication, if required, shall be approved at the time of Preliminary Plat approval unless otherwise directed by the City Engineer.
3. For purposes of this section, the term “Comprehensive Plan” shall be deemed to mean the City of Polk City’s Comprehensive Plan together with its companion document, the City of Polk City’s Comprehensive Park and Open Space Plan, including updates and amendments thereto as may be adopted from time to time by City Council.
4. ***Dedicate Land For Park And Recreational Purposes.***
 - A. All persons making a development application shall dedicate to public use 8.284 acres of land for park purposes for each one thousand (1,000) people, based upon the projected population of the completed development application as calculated in accordance with this section. Therefore, the dedication of land for park purposes shall be equivalent to 361 square feet per resident. Such dedication shall be prorated to the amount indicated by the projected population to the nearest one thousand (1,000) square feet of land to be dedicated, but in any event, no dedication of such parkland shall contain less than ten thousand (10,000) square feet of land to be dedicated for park usage.
 - B. For purposes of this section, population in the completed area covered by the development will be determined by multiplying the number of housing units projected in the area covered by the development application for each type of dwelling unit times the anticipated average number of persons per unit as given below times the required square footage per resident. The quantity calculated for each type of dwelling unit shall be added together and the sum shall be the projected population for purposes of the development application. The selected dwelling unit type shall be based on the physical characteristics of the structure rather than on the type of ownership planned for the dwellings.
 - C. The parkland dedication for each dwelling unit type shall be as listed below. If any proposed dwelling unit types are not listed below, the City Engineer shall determine which dwelling unit type(s) shall be used for purposes of calculating the parkland dedication for the development.

DRAFT

Parkland Dedication Requirements		
Dwelling Unit Type (As per Zoning Ordinance)	Population Per Dwelling Unit	Land Dedication Per Dwelling Unit
Single-Family Detached	2.76 persons	995.95 Square Feet
Single-Family Attached (Bi-attached, duplex, townhomes)	2.00 persons	721.70 Square Feet
Multiple Family (Apartments)	1.50 persons	541.28 Square Feet

- D. The city may require that all land dedicated under this section be configured or located to optimize aggregations of land and thus may require that the dedicated land be adjacent to the land affected by other development applications or otherwise maximize usefulness of the land in accordance with the Comprehensive Plan. The city may place similar requirements upon dedications under this section in order to assure useful aggregations of land for open space.

- E. Only in locations where open space has been designated on the Comprehensive Plan, such open space may be considered as parkland in fulfilling the parkland dedication requirement, or portion thereof. On large tracts of land where a future neighborhood park has been designated on Comprehensive Plan, at least three (3) acres of the required parkland dedication should be usable for development of a neighborhood park. For purposes of this paragraph, land dedicated for open space purposes includes natural resource areas, watershed areas, wooded ravines or embankments, recreational trails, or similar open spaces but shall be exclusive of floodplains.

- F. In locations where recreational trails have been designated on the Comprehensive Plan, trail right-of-way may be considered as parkland in fulfilling the parkland dedication requirement. If said right-of-way exceeds thirty feet in width, and the city agrees to accept the excess right-of-way area, the area to be considered as parkland for purposes of fulfilling the parkland dedication requirement shall be based on a corridor no more than thirty feet wide. In certain unique circumstances, the City Council may agree to accept a Recreational Trail Easement in lieu of dedicated right-of-way and building setbacks shall be adjusted such that there is no encroachment by foundations, roofs, or cantilevered structures into the easement area.

- G. For purposes of this section, the water area of ponds, streams, detention basins, and other bodies of water as well as surrounding embankments shall not be counted toward any required dedication for park or open space purposes. Further, the land area within any floodway or designated as a required buffer or open space shall not be included in determining any dedication for park purposes.

DRAFT

- H. The dedication of any land for park or open space purposes shall include dedication of a corridor or point of connection from public pedestrian access, the area of which shall be included in determining compliance with this section. A minimum of one hundred (100) feet of frontage to a public street is required for each park dedicated in accordance with this section, with the exception of land dedicated for open space purposes which shall have a corridor or point of connection that is at least thirty (30) feet wide to accommodate recreational trails and at least sixty (60) feet wide where required by the City to accommodate park access drives and trail.
- I. Master Agreement. If the land to be developed is part of a larger area being developed by a single developer or by a group of developers who enter into a single agreement with the City, the developer or developers may enter into a written agreement with the City providing for the dedication of the land relating to the present development in a future subdivision plat, which land shall be dedicated for recreational facilities serving the larger area under development by the developer or developers. The written agreement between the City and the developer or developers shall establish the timetable for the dedication of the land by the developer. The amount of land dedicated and the method of dedication shall be in accordance with the provisions of this section.
- J. Approval of a development application shall be conditioned upon the construction of (or providing sufficient surety for the construction of) the following improvements in accordance with the city's design standards:
- (1) Streets abutting any dedicated land.
 - (2) Utility services (including hookups) to the boundary of any dedicated parkland, with the exception of open space land, including water lines, sanitary sewers, storm sewers, drainage structures, gas lines, electric lines, communications lines, and other such utilities as are (or will be upon completion) available to adjacent tracts.
 - (3) Sidewalks abutting any public street including recreational trail connections as appropriate.
 - (4) Site grading and seeding. A minimum of 75% of the required parkland area, with the exception of areas designated as open space per subsection 4.E. of this section, shall be graded to accommodate active recreation. The active recreation area shall be graded such that slopes are not less than 1.5% or greater than 5%, except under special conditions when greater slopes are desired to enhance recreation, such as a sledding hill, as determined by the City Council. On-site drainage patterns shall be designed and constructed to ensure runoff is not directed across active recreation areas and approved by the City Engineer. Active recreation areas and lawns shall have a minimum of

4 inches of clean, lightly compacted topsoil. Seeding shall be completed using permanent seed mixtures based on planned use of the property.

(5) Streetlights on public streets abutting the parkland and open space land, with streetlights designed to illuminate park access location(s).

- K. If land dedication under this section requires an amendment to the Comprehensive Plan, the need for such an amendment will be reported to the Planning and Zoning Commission which shall make a recommendation to the City Council on the development application.
- L. The required land dedication under this section shall be reduced when the person making the development application provides perpetual public access by permanent easement to recreational facilities, playgrounds, unobstructed open spaces, ball fields, soccer fields, tennis courts, basketball courts, volleyball courts, picnic shelters, recreational trails and other similar non-duplicated recreational facilities which have been (or will be) constructed and maintained by the applicant and are not shown on the master parks and trails plan. There shall not be any credit for swimming pools, clubhouses and other recreational facilities not provided in public parks or open spaces unless such recreational facilities are specifically designated on the Comprehensive Plan. In order to determine the credit the city shall ascertain the fair market value of the land required to be dedicated under this section and from such value subtract 50% of the cost of the recreational facilities constructed by the applicant and provided under this section. The person making the development application shall then only be required to dedicate land equal in value to the remainder.
- M. Property subject to public access for recreational trails shown on, or proposed by the city to be shown on, the Comprehensive Plan shall be included in the calculation of parkland dedicated under this section.
- N. The dedication of land for recreational trails required under by this chapter shall be platted as an outlet to be owned by the city upon final platting. If specifically approved by City Council, the dedication may include easements to the public of land used, provided such easement is in conformance with Section 170.08, subparagraph 16(G) of this Chapter. The dedication of land shall be made by the applicant by provision of a warranty deed transferring title of an outlet or outlets to the City at the time of final approval of the plat. In the case where the parkland dedication will be fulfilled, at least in part, by dedication of an easement, the applicant shall provide an easement document granting right of use to the City and the general public at the time of final approval of the plat.

5. ***Alternative Location for Dedication.*** As an alternative to land dedication under subsection 4 of this section, any person filing a development application may provide

DRAFT

- jointly with other persons for the dedication of land in an amount at least equal to the amount required under subsection 4 of this section, at a location which is not part of the land for which approval is sought, provided such alternative is within the same neighborhood park district as the land for which a development application has been made, that the alternative jointly provided will provide for a park with a total land area of at least five (5) acres and contiguous connective open space consistent with the Comprehensive Plan, and that such alternative dedication of land is or has actually been dedicated to the city and has been accepted by the city for use in accord with the said plans.
6. ***Dedication Requirement Less Than One acre.*** Where application of the formula set forth in subsection 4 of this section results in a dedication requirement of less than one acre, the person making or filing the development application may elect to dedicate one acre of land or fulfill their obligation by participating in an option provided by subsection 5 of this section, but such alternative participation shall be based upon the actual calculation under subsection 4 of this section and not upon the equivalent of one acre of land.
 7. ***Alternate Plan.*** Subsections 4, 5 and 6 of this section notwithstanding, any entity required to comply with this section may present an alternate plan that meets the purposes of this section as a means of complying herewith. Such alternate plans may include (a) the developer's payment of a fee in lieu of land dedication that is based on the fair market value of land that has been graded and seeded and includes one-half the cost of typical public improvements based on the minimum one-hundred linear feet of frontage to a public street; or (b) the developer's construction of park amenities or trails. It will be the burden of the entity presenting such plan to establish that such plan meets the purposes of this section. The Development Review Committee shall review such plan and make a recommendation to the City Council. Any alternate proposal must directly and proportionately benefit the development and must be approved by City Council in conjunction with the Preliminary Plat.
 8. ***Single-Family Residential Units:*** This section shall not apply to any development application containing three (3) or fewer single-family residential units. A person making or filing a development application shall not divide land into separate plats in order to seek a waiver under this provision. Where a development application is made for multiple contiguous tracts within any two (2) years, the city may treat all the development applications as one for the purposes of this section.
 9. ***Horizontal Property Regime:*** No declaration of a condominium regime under Chapter 499B of the *Code of Iowa*, nor any conversion of an apartment to a condominium under said Chapter shall be completed after the date of the adoption of this ordinance unless the person or entity filing the declaration shall have complied with the land dedication requirements of this chapter.
 10. ***Severability.*** If any subsection or provision of this section is held invalid by a court of competent jurisdiction, such holding shall not affect the validity of any other

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provisions of this section which can be given effect without the invalid portion or portions and to this end each subsection and provision of this section is severable.

11. *Appeal Procedure.*

- A. Notice of Appeal; Fee. Any person making or filing a development application or any person, entity, or developer affected by any decision made by any department acting under Section 170.06, may appeal to City Council by filing notice of appeal with the City Clerk and a filing fee of one hundred dollars (\$100.00) payable to the City of Polk City to be credited to the general fund of the city. Such appeal shall be filed within ten (10) days from the decision of the department acting under this chapter and shall set out in detail the reasons and grounds for the appeal. The City Clerk shall forthwith transmit to the City Council all papers constituting the record upon which the action appeal is taken. An appeal stays all proceedings in furtherance of the appeal.
- B. Public Hearing. The City Council shall upon the filing of an appeal fix a reasonable time for a hearing, giving public notice thereof as well as due notice to the parties in interest. All interested persons may offer oral or written testimony at the public hearing on the appeal. A vote of three (3) members of the City Council may affirm, modify, or reverse any decision of the Development Review Committee or any department acting under this chapter.

170.07 REQUIRED IMPROVEMENTS

1. The developer shall install and construct all public and private improvements required by this Chapter prior to Council approval of the Final Plat except as may be provide for in Section 170.07-5. All required improvements shall be installed and constructed in accordance with the approved specifications and under the supervision of the City Council and to its satisfaction.
2. All improvements required to be installed pursuant to this chapter and the approved construction drawings shall be installed prior to the issuance of building permits for buildings or structures lying within the plan unless the developer signs and Agreement to Complete covering the developer's obligation to complete all outstanding punch list items and has provided to the City Engineer a performance bond, certified check or letter of credit to cover the cost of completing such punch list items, provided the City Engineer determines none of the outstanding punch list items negatively impacts the health, safety, or welfare of builders and construction workers, future inhabits of the subdivision, or the general public.
3. Plats of subdivision shall be improved by the developer to provide all lots within the subdivision with adequate streets and access, public water mains and fire hydrants, public sanitary sewers, storm sewers and other drainage improvements, streets, sidewalks, recreational trails, parks and park infrastructure, mailboxes, streetlights, street signs, and traffic control signs, all to be designed and constructed by the

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developer as subdivision improvements in full accordance with the chapter and particularly in accordance with design standards set forth in Section 170.08.

4. A developer may be required to extend or expand existing off-site public infrastructure as necessary to fully improve a proposed subdivision, or the City Council may, at its sole discretion, require a proposed subdivision to be delayed until such extension or expansion can be funded and constructed by the city or other developer or governmental entity.
5. Developers shall provide for the perpetual maintenance of any and all subdivision improvements that are not dedicated to the city or other governmental entity, by establishing an owners' association or other person, whether an individual or individuals, in a manner and form that is acceptable to the city. Such improvements may include but are not limited to storm water detention basins, ponds, bioswales, and infiltration basins; buffer yards, landscaping, fencing or walls, and other screening; subdivision signs, directional signs, traffic signs and pavement markings; and on-site lighting.

170.08 DESIGN STANDARDS

1. *General requirements.*

- A. Subdivisions shall not endanger health, safety or general welfare of the public or of persons residing or working on nearby properties, and shall not impair an adequate supply of light and air to nearby properties.
- B. Subdivisions shall be designed to locate and configure subdivision improvements in a manner that will not unduly diminish or impair the use and enjoyment of nearby properties. No subdivision shall be designed or improved in a manner that impedes or appears to impede the development of nearby properties that are within the city or the designated area of review.
- C. Subdivisions and all subdivision improvements shall conform to the Comprehensive Plan, Zoning Ordinance, Post-Construction Storm Water Management regulations, and all other applicable city, state, and federal regulations.
- D. Developers shall provide for the perpetual maintenance of any and all subdivision improvements that are not dedicated to the city or other governmental entity, by establishing an owners' association or other person, whether an individual or individuals, in a manner and form that is acceptable to the city. Such improvements may include but are not limited to storm water detention and infiltration basins; buffer yards, landscaping, fencing or walls, and other screening; subdivision signs, directional signs, traffic signs and pavement markings; and on-site lighting. All such private improvement shall be established within a permanent easement that defines maintenance responsibilities for same.

DRAFT

- E. Every subdivision shall be designed with regard for existing and proposed topography and drainage patterns, by blending grading for the subdivision smoothly into the land forms on adjoining properties; considering and providing for drainage into and through the subdivision, both existing conditions and at full development of the drainage basin; and by controlling runoff.
- (1) An attempt should be made to preserve mature upland forestation and other natural vegetation and geological features, while recognizing that the developer is required to substantially grade and contour a subdivision to construct the required subdivision improvements and properly grade streets, alleys, and lots to comply with this and other city codes and regulations, and state and federal regulations, and recognizing that the probability of post-development survival of trees and other existing vegetation may be greatly diminished by such necessary site modifications and disturbances.
 - (2) Clear cutting shall not be permitted, particularly in areas identified as agricultural reserve/open space or park/recreation on the Comprehensive Plan, unless specifically approved by City Council and in consideration of quality of species.
 - (3) Where preservation does not appear to be practical, subdivision and development landscaping should select overstory tree species that will create or reestablish the dominant tree species that would be native to the environ when possible, or alternatively to create subdivision character that is in keeping with the city as a whole, or that will uniquely identify the subdivision.
 - (4) The timing of tree clearing operations shall be in compliance with Iowa Department of Natural Resources regulations.
- F. Subdivisions shall not create or perpetuate outlots that are intended to prevent adjoining properties from having access to subdivision improvements that are or will be dedicated to the city unless such outlot is expressly approved by the City Council at the time of preliminary plat approval.
- G. Subdivisions and all subdivision improvements shall conform to the Comprehensive Plan, Zoning Code, and all other applicable city and state regulations.
- H. *Standard Specifications.* All design and construction shall be in accordance with the Statewide Urban Design and Specifications program [“SUDAS”]. The term “SUDAS” shall be interpreted to include both the SUDAS Design Manual and the SUDAS Standard Specifications, each as current at the time the preliminary plat was approved by City Council, including any amendments approved by the City of Polk City. Where any conflict exists

between SUDAS and the design standards prescribed by this chapter, the requirements of this chapter shall govern.

2. *Site Suitability.*

- A. Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood or other menace, and shall not be subdivided until showing can be made that those public utilities and improvements will be provided as required by this chapter and/or other applicable ordinances of the city, and proper provision has been made for drainage, water, sewage, transportation facilities and other improvements, to the greatest extent possible, attention shall be directed to the prevention of pollution of air, water, including streams, ponds, and subsurface water aquifer(s).
 - (1) Areas along major drainage ways and/or areas having steep or unstable embankments shall be required to provide easements of sufficient size to allow for slopes to be laid back at a 4:1 slope should regrading be required in the future, unless such requirement is waived by the City Engineer.
- B. Land which the city finds to be unsuitable for subdivision or development due to flooding, improper drainage, steep slopes, rock formations, adverse earth formations or topography, utility easements, or other features which will reasonably be harmful to the health, safety and general welfare of the present or future inhabitants of the subdivision, surrounding areas, or both, shall not be subdivided or developed unless adequate methods are formulated by the developer and approved by City Council, upon recommendation of the Planning and Zoning Commission to solve the problems created by the unsuitable land conditions.
- C. Soil tests and geotechnical report are required in accordance with Section 170.11, subsection 1(E); to ascertain whether expansive soils or other conditions exist that may affect the suitability and design of the subdivision and subdivision improvements.

3. *Blocks.*

- A. No block shall be longer than 1,320 feet, measured from street centerline to street centerline.
- B. At street intersections, block corners shall be rounded with a radius of not less than 25 feet as measured at the right-of-way line. However, the right-of-way radii at intersections involving one or more arterial street shall require special design as consideration and approval by the City Engineer.

DRAFT**4. Lots.**

- A. Minimum lot dimensions and size shall conform to the requirements of the Zoning Code for the applicable zoning district.
- B. A subdivision may establish setback lines that are greater than the minimum requirements of the Zoning Code or other city requirements for any or all lots. By so drawing or designating such setback lines on the plat, such setback lines shall thereafter be the minimum setback requirements for said lots.
- C. Setback lines shall parallel the street right-of-way. Minimum lot widths and frontage shall be measured parallel or radial to the right-of-way line respectively for straight or curved segments.
- D. Side lot lines shall be at right angles to the street right-of-way, or radial to the street right-of-way on curved streets.
- E. *Minimum street frontage.* All lots shall front onto a street and obtain vehicular access from a street. Lots that front onto a public street shall have the minimum street frontage required by the Zoning Code, including lots that front on cul-de-sac turnarounds.
- F. *Corner lots.* All corner lots shall have a minimum width of 20 feet greater than the minimum lot width required by the Zoning Code in order to permit adequate building setbacks on both front and side streets.
- G. *Double Frontage Lots.* Double frontage lots shall be prohibited, except where such lots back onto a major thoroughfare or highway or in the case of large commercial or industrial lots. Such double frontage lots shall have a 20' wide landscape buffer easement adjoining the rear street frontage. The building setback shall be measured from the boundary of landscape buffer easement.
- H. *Flag Lots.* The division of land into a flag lot or lots shall generally be discouraged by the City; and only permitted to provide access to lots where there exists unique topography, an unusual configuration of land ownership, adjoining developed land will not allow access from a public street, public land or environmentally sensitive land that is planned to be left undisturbed, or to minimize streets or public infrastructure to reduce maintenance responsibilities. Flag lots shall be permitted only when specifically approved by City Council.
- I. *Buffers.* Buffers and improvements thereto shall be provided by the developer in accordance with the minimum requirements of the Zoning Code, or such additional requirements that the City Council may stipulate as a condition of approval of a plat. All fences, berms and buffer yard plantings and improvements shall conform to the Zoning Code.

DRAFT

- J. *Lot Size where Public Services Are Not Available.* For the purpose of complying with minimum health standards, lots which cannot be reasonably served by an off-site public or common sanitary sewer system shall have a minimum width of 125 feet measured at the front yard setback line and an area of not less than 40,000 square feet. Lots shall be a minimum of 10 acres where there is proposed an on-site well for potable water and on-site sewage disposal is proposed.
- K. *Building Envelope.* Every lot, with the exception of townhome lots, shall have at least 2,000 square feet of contiguous area, hereinafter referred to as the "building envelope", of a shape sufficient to hold a principal building unless otherwise approved on a Planned Unit Development Master Plan. The building envelope shall be exclusive of setbacks, floodway, and easements and shall be shown on the preliminary plat.

5. ***Grading and Seeding.***

- A. The developer and/or his contractors shall be responsible for obtaining approval of a Grading Permit from the City prior to commencing any tree removal or grading operations. All tree removal and grading shall be in conformance with the requirements of SUDAS, tree ordinance, grading ordinance, and this chapter.
- B. During grading operations, existing topsoil shall be stripped and stockpiled on site. No topsoil shall be removed from the property without prior approval of the City Council. A minimum of 4 inches of topsoil shall be spread across the entire subdivision, exclusive of streets and wet-bottom detention basins or ponds unless the geotechnical report clearly demonstrates there is insufficient existing topsoil on site; in which case the developer shall develop a mitigation plan for review by the City Engineer and approval by City Council in conjunction with the Construction Drawings. The developer shall provide verification of compliance with topsoil requirements.
- C. All lots in subdivisions shall be graded to be entirely one foot or more above the base flood elevation as determined by the Federal Emergency Management Agency (FEMA) for a regulatory flood having a one percent or less chance of occurring in any one year, or any such higher standard that may hereafter be adopted by FEMA, and to allow basements that will be not less than one foot above the base flood elevation of the regulatory flood to be included in single-family detached residential and any and all other development that customarily is constructed with basements or other low enclosed building areas, on all lots. The developer shall cause minimum floor elevations (MFE) that are fully compliant with city and FEMA regulations to be noted on the final plat, or an engineer's exhibit attached to the final plat, and the final plat shall state that the property owner is responsible for maintaining their lot in in perpetual compliance with said minimum floor elevations (MFE).

DRAFT

- D. When a portion of a proposed lot lies less than one foot above the FEMA-established base flood elevation, said area shall be designated as an unbuildable Outlot and perpetually tied to the adjoining buildable lot by a record of lot tie agreement that shall be recorded with the final plat.
- E. Minimum opening elevation (MOE) requirements are intended to protect property only from localized storm runoff, detention basins and ponds, or shallow flooding, and shall not be allowed or construed to satisfy or comply with FEMA requirements or city code requirements and intent to protect persons and property from the dangers and adverse effects of flooding, regardless of whether a LOMR-F has been obtained for a property. MOE requirements shall be construed to apply to an entire lot and all portions of every building unless an exception is expressly noted and approved with whatever conditions and limitations that are deemed appropriate for any such exception, including, but not limited to, a case where MOE protection is necessary for surface water flowage or storm water management that is contained within a public easement on a portion of a lot, and does not affect the entire lot. The developer shall cause minimum opening elevations (MOE) to be noted on the final plat, or an engineer's exhibit recorded with the final plat, and the final plat shall state that the property owner is responsible for maintaining their lot in in perpetual compliance with said minimum opening elevations (MOE).
- F. No cut trees, timber, debris, contaminated soil, waste concrete, junk, rubbish, sewage, garbage, or food waste shall be buried, or left deposited on any private or public lot or outlot at the time the public improvements are accepted. Debris and soil deposited on existing public streets during construction shall be removed by the developer before the end of each work day.
- G. As soon as practicable following completion of grading, the entire site shall be seeded with an erosion control seed mixture in accordance with SUDAS. However, areas designated for parks or similar areas that will be owned by the City or under common ownership by an Owners Association shall be seeded with a permanent lawn mixture. Detention basins and ponds shall be seeded with a permanent seed mixture that is deemed suitable to wet conditions by the City Engineer.

6. *Streets.*

- A. The street layout in proposed plats and subdivisions shall conform to the Comprehensive Plan and Zoning Regulations.
- B. *General.* Streets shall be platted with appropriate regard for topography, creeks, wooded areas, and other natural features which would lend themselves to attractive treatment whenever possible.

DRAFT

- C. *Connectivity.* Public streets in all subdivisions shall be designed and configured to provide connectivity between adjoining properties and subdivisions to facilitate access and circulation within neighborhoods; to be in conformance with the Comprehensive Plan and Complete Streets Policy; and to thereby minimize and reduce traffic congestion, improve the efficiency of providing municipal services and enhance public health, safety and welfare together with protecting and increasing property values. Subdivisions of large parcels shall be designed and phased accordingly, to establish such connectivity at the earliest reasonable date.
- D. *Functional Classification.* The City Engineer shall have the sole authority to establish the municipal functional classification of a street as a major arterial, minor arterial, collector or local street for the purposes of this Code. The municipal functional classification may deviate from the federal functional classification for the same street.
- E. *Right-of-Way.* All new street rights-of-way shall be conveyed by warranty deed and without any conditions or limitations, in accordance with the following:
- (1) Major arterial street rights-of-way shall be designed to have a total minimum right-of-way width of 120 feet, or wider if so required by the City Engineer or City Council, and subdivisions on each side of the centerlines thereof shall dedicate one-half of such width;
 - (2) Minor arterial street rights-of-way shall be designed to have a total minimum right-of-way width of 100 feet, or wider if so required by the City Engineer or City Council;
 - (3) Parkway shall be designed to include a continuous 15 feet wide Parkway Easement on both sides of the parkway.
 - (4) Collector street rights-of-way for residential subdivisions shall be designed to have a total minimum right-of-way width of 70 feet, and collector street rights-of-way for nonresidential subdivisions shall be designed to have a total minimum right-of-way width of 80 feet, or wider if so required by the City Engineer or City Council.
 - (5) Local street rights-of-way for residential subdivisions shall be designed to have a total minimum right-of-way width of 60 feet, and local street rights-of-way for nonresidential subdivisions shall be designed to have a total minimum right-of-way width of 70 feet, or wider if so required by the City Engineer or City Council.
 - (6) Additional street rights-of-way widths may be required to be dedicated at the intersections of streets and access points, in order to accommodate turn lanes and sidewalks within the rights-of-way.

DRAFT

- (7) Additional street rights-of-way widths may be required to accommodate alternative of forms of transportation, including but not limited to pedestrians and bicycles, in accordance with the City of Polk City's Complete Streets Policy.
 - (8) The foregoing street rights-of-way widths may be amended if previously approved by the City of Polk City on a Master Plan or Planned Unit Development (PUD) plan.
- F. *Costs; responsibilities.* Developers shall be fully responsible for the following costs related to street improvements, all of which shall be designed and constructed in accordance with SUDAS:
- (1) The entire cost of providing and installing all collector and local streets within a subdivision.
 - (2) A portion of the cost of improving any existing, unimproved granular street that abuts the proposed subdivision. The developer's cost share shall be fifty percent (50%) of the cost of the street improvement project up to a maximum width of 15.5 feet of P.C.C. pavement, along with associated storm sewers grading and engineering, and shall be based on the a cost opinion prepared by the City Engineer for design and reconstruction of the existing street to meet city standards. If the City Engineer determines it is impractical for the developer to pave said abutting, unimproved street as a subdivision improvement, generally based on the status of development on the opposite side of the unimproved street, the City shall require the developer to provide a Subdivision Bond, a cash payment to the City to be held in escrow for future paving of the unimproved street, or similar security as may be approved by the City Attorney to cover the developer's responsibility for paving of the unimproved street.
 - (3) The cost for providing and installing turn lanes, street widening, medians, traffic signals and similar traffic and transportation improvements based on a Traffic Impact Study if required for the subdivision in accordance with Section 170.08, subsection 6(T) and other issues as may be determined by the City Manager.
 - (4) The cost of planting street trees at approximately 40 feet on center on each side of the street on all designated parkways.
- G. *Continuation of existing and planned streets.* Subdivisions shall be designed to provide for the continuation of existing and planned public streets, and those in valid preliminary plats, in whatever manner is deemed appropriate by the City Engineer. Streets shall be designed and configured to conveniently channel local traffic onto collector and arterial streets and to discourage through traffic, being that which does not have an origin or destination within

the subdivision or nearby area, from utilizing collector or local streets as a means of traveling from arterial street to arterial street.

- H. *Intersections.* Street intersections shall be in conformance with SUDAS and shall be at right angles wherever possible and not less than an 90-degree angle or shall be in conformance with SUDAS requirements if said requirements are more restrictive. The minimum offset between street intersections shall be in conformance with SUDAS.
- I. *Improvement and dedication.* Streets shall be so located and designed as to be improved and dedicated to the full rights-of-way and roadway widths as required by this Code. No street shall be designed or accepted for half-width paving or right-of-way dedication.

J. *Limited access to arterial and collector streets.*

- (1) Streets and other vehicular accesses shall be designed to intersect or otherwise connect to arterial streets at points measuring not less than a nominal minimum distance of 600 feet between full movement accesses and of 300 feet between any access and right-turn only or other limited-movement accesses to said arterial street; provided that access shall be in conformance with SUDAS requirements if they are more restrictive.
- (2) Single-family lots in plats of subdivision shall not be allowed to have driveway access to an arterial street, except where no other streets are reasonably available to provide access and subject to the locations of any such accesses being shown on the plat and approved by the City Council. Such access restriction shall be noted on the final plat.
- (3) The final plat shall restrict access to corner lots and double-frontage lots to the lower-order street unless otherwise approved by City Council.

K. *Turn lanes and traffic-control devices.*

- (1) Right and left turn lanes shall be provided at all points that provide or are intended to provide access to an arterial street from existing or proposed nonresidential or multi-family residential development, unless such requirement is waived by the City Engineer. The City Engineer may require right and left turn lanes to be provided for access to a collector street based on the design of the subdivision or neighborhood and expected traffic volumes.
- (2) The City Engineer may require traffic signalization or other traffic control devices to be included in the subdivision improvements for any

plat of subdivision if zoned or planned for nonresidential or multi-family development.

- L. *Shared access and alignment.* Streets and other vehicular accesses shall be designed to align with existing or proposed, approved streets and other vehicular access points on the opposing frontage of arterial and collector streets. Cross-access easements shall be provided, in whatever configuration, dimension, and manner that the City Engineer deems necessary and appropriate, to allow and facilitate the sharing of access to public streets by multiple properties, whether the properties are within or outside of the subdivision boundaries, in order to reduce traffic conflicts and congestion, and improve safety.
- M. *Cul-de-sacs.*
- (1) Cul-de-sacs shall not exceed a length of 600 feet as measured from the centerline of the intersecting street to the center of the turnaround, and shall not serve more than 30 dwelling units, unless a longer length or larger numbers of units is approved by the City Council, upon recommendation of the City Manager and Fire Chief, in accordance with Section 170.14 of this chapter.
 - (2) Land uses generating a maximum of 300 average daily trips (“ADT”) or a maximum of 30 single-family detached dwelling units will be permitted access to a cul-de-sac street without a second means of access. Traffic generation will be based upon trip generation in accordance with the Institute of Traffic Engineers. Land uses exceeding said maximums shall have secondary access unless otherwise approved by City Council in accordance with Section 170.14 of this chapter.
 - (3) A permanent turn around shall be provided at the end of each cul-de-sac in accordance with SUDAS, except that the minimum cul-de-sac radii shall be 45 feet as measured at the back of curb of the roadway and 62 as measured at the street right-of-way. Permanent dead-end street other than cul-de-sacs are prohibited, and no lots shall take their access from a dead-end street other than a cul-de-sac, permanent or temporary, unless waived by City Engineer or if driveway access is restricted. Hammerheads shall not be considered an acceptable alternative to a cul-de-sac.
 - (4) “Eyebrow” cul-de-sacs. A cul-de-sac bulb used at an “L-shaped” intersection in the street shall be discouraged, and only permitted to improve access to lots at the “eyebrow” cul-de-sac intersection due to the unique topography of the area, unusual configuration of land ownership, or existing adjoining developed land will not allow access from a through street or traditional cul-de-sac, or the

existence of public land or environmentally sensitive land that is planned to be left undisturbed. The "eyebrow cul-de-sac" at an intersection shall be designed with dimensions, radii and curve standards as used for cul-de-sacs with the center of the cul-de-sac bulb located at the intersection of the street centerlines and shall have a minimum radius of 50 feet as measured at the back of curb of the roadway and 65 feet as measured at the street right-of-way.

- (5) Temporary Cul-de-sacs. Streets that are temporary dead-end streets shall be provided with a turnaround having a cul-de-sac with radii no less than 40 feet and of a design that is satisfactory to the City Engineer. A gravel turnaround shall be considered acceptable if the temporary dead-end street is part of a larger subdivision by the same developer, provided the street is extended within two years and provided the developer maintains the gravel turnaround in a manner that is acceptable to the City Engineer until such time as the street is extended. Hammerheads shall not be considered an acceptable alternative to a cul-de-sac unless specifically approved by City Engineer for short-term applications only.

- N. *Access to Bi-attached or Townhomes from public streets.* Any subdivision designed to accommodate townhomes and bi-attached homes shall provide driveways off private streets rather than public streets whenever possible. In unique cases, the City may approve driveway access for bi-attached dwellings or townhomes off a public street provided the driveway approaches with public right-of-way are spaced no closer than 80 feet on center. Shared driveways may be required to achieve said driveway approach spacing.
- O. *Secondary access required.* Land uses generating a more than 300 average daily trips or more than 30 single-family detached dwelling units shall have a secondary means of access to the lots, unless otherwise approved on a valid preliminary plat. Traffic generation will be based on actual traffic counts or upon trip generation in accordance with the Institute of Traffic Engineers.
- P. *Pavement width.* The width of the street or roadway shall be in accordance with SUDAS, based on the functional classification of the roadway as determined by the City Engineer or unless otherwise approved by the City of Polk City on a Planned Unit Development (PUD) Master Plan.
- Q. *Pavement and Subbase Material.* All proposed public streets shall be paved with Portland cement concrete (PCC) and shall have 6" integral curb and gutter, unless an alternative paving material or design is approved by the City Council in accordance with Section 170.14 of this chapter. All streets shall be continuously reinforced pavement in accordance with the city's standard detail(s) as may provided by the City Engineer. Pavement thickness shall be per SUDAS, based on the municipal functional classification of an equivalent street as determined by the City Engineer. The City Engineer may require the

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developer’s engineer to complete a pavement thickness design per SUDAS to determine required thickness of materials, subdrain requirements, and other design parameters based on a 50-year analysis period.

- R. *Extension to Plat Boundary.* All public streets shall be extended to the plat boundary unless otherwise specifically approved by City Council upon recommendation by the City Engineer. In such unique cases, the responsibility for future extension of the public street may be addressed through a Development Agreement approved by City Council.

- S. *Private Streets.* Unless otherwise approved by City Council, private streets serving commercial uses shall be a minimum of 24 feet wide unless the City Engineer determines greater width is necessary due to expected traffic volume or truck traffic. Private streets serving residential uses shall be in conformance with Zoning Code. Pavement thickness shall be per SUDAS, based on the functional classification of an equivalent street as determined by the City Engineer. All public utilities shall be located outside the pavement unless otherwise approved by the City Engineer and the easement for said public utilities specifies the City shall not be responsible for removal and/or replacement of the street pavement should utility repair, replacement, upsizing, or similar work be deemed necessary by the city.

- T. *Street Names.* All newly platted streets shall be named and in a manner conforming to the City's street naming system. A proposed street that is in alignment with other existing streets shall bear the same name. The proposed names of new streets shall be shown on the plats and such names shall not duplicate or sound similar to existing street names. Street names using commonly used words, such as Lake or Prairie, shall be avoided. Horseshoe-shaped streets shall change names in a location deemed most appropriate by the Development Review Committee. In no case shall there be two or more intersections with the street same names. Cul-de-sacs shall not bear the same name as a perpendicular street. City Council reserves the right to alter the proposed names of streets before acceptance of the final plat.

(1) Public streets shall be designated as follows:

General Direction	Long Streets	Short Streets (600’ or less)
North - South	Street	Place
East - West	Avenue	Court
Random Curving	Drive	Lane

(2) Cul-de-sacs shall bear the same name as the entering street, but may be designated as “Circle”.

(3) Private streets shall be designated as “Way”.

DRAFT

- U. *Half Streets.* Dedication of half streets will not be permitted. Where there exists a dedicated or platted half street or alley adjacent to the property to be subdivided, the other half shall be platted if deemed necessary by the Council.
- V. *Alleys.* Alleys may be permitted in commercial areas provided the alley is privately owned and maintained. Alleys may be permitted in residential areas to provide access to the rear of the lots where said lot also has frontage on a public street. Alleys serving multiple properties shall be maintained by a property owner(s) or property owners association. Dead-end alleys shall be provided with a means of turning around at the end of the alley. Public utilities shall not be located within an alley.
- W. *Driveways.* Driveways for single-family residential uses shall not be permitted to access arterial streets or, to the extent possible, collector streets. Such access restrictions shall be noted on the final plat.
- X. *Traffic Impact Study.* A Traffic Impact Study shall be required when a proposed subdivision will generate 100 or more added (new) trips during the adjacent roadway's peak hour or at the development's peak hour. The developer will be responsible for completing an application for traffic analysis including the preliminary plat or detailed concept plan; building locations, types, quantity, and land use; and all proposed access locations; and peak hour trips in accordance with Institute of Transportation Engineers (ITE) standards. The Traffic Impact Study, when required, will be completed by the City Engineer. The developer will be responsible for the entire cost of said Traffic Impact Study, with these costs paid in full prior to any work being commenced on the study in accordance with Section 170.13. The City Engineer has the authority to waive the requirement for a Traffic Impact Study if deemed appropriate.

7. *Water Mains.*

- A. Water mains shall be a minimum of eight inches in diameter, or larger if increased size is determined to be necessary to provide domestic and fire flows as determined to be satisfactory and necessary by the City Engineer. Developers shall be fully responsible for the costs of all mains that are 8 inches or less in diameter, however developers shall not be responsible for the cost of upsizing the water main to a larger pipe unless the larger pipe is needed to serve the developer's subdivision or property. The cost of the water main shall include the pipe and bedding, together with all hydrants, valves and other appurtenances thereto, and as may be otherwise required to be in full accordance with the requirements of SUDAS and applicable city codes.
- B. Water service lines shall be extended to each lot. The minimum size for a water service line serving a single-family dwelling shall be one (1) inch and shall terminate at a curb stop located one foot inside the right-of-way line.

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Duplexes, bi-attached residences, townhomes, and condominiums shall have a separate water service line to each dwelling unit. No lot shall have more than one service line, whether or not in actual use, unless expressly approved by the City Engineer.

- C. Fire hydrants shall be provided in the number and locations required by the City Engineer, in consultation with the Fire Department, and shall be supplied with appropriate connections as may be specified by the Fire Department. Fire hydrant coverage shall be in conformance with city fire code or SUDAS, whichever is more restrictive. The City Engineer may approve adjustment to building setback lines on the preliminary and final plats to ensure adequate hydrant coverage is provided to the buildable areas of the lots.
- D. Water mains shall be located within public right-of-way wherever possible. If the City allows a fire hydrant to be located on private property, the developer shall provide paved access to said hydrant, with pavement designed to support fire trucks and including a turn-around as approved by the Fire Chief.
- E. *Extension to boundary.* Water mains and appurtenances thereto shall be extended to the boundary of the plat of subdivision where necessary to accommodate future extensions as determined by the City Engineer.
- F. For subdivisions that cannot reasonably be served by a public water system, a private water system shall be installed to meet city standards, including provision of fire flows and construction observation, and an agreement shall be executed and recorded providing for conveyance of the water system to the city without cost upon annexation. All such private facilities shall be restricted to personal household and agricultural uses, and shall be subject to approval by Polk County Board of Health or to certification by an independent professional engineer and qualified testing laboratory if not subject to county regulation or if the county lacks the ability to perform the necessary testing and approval of the facility's design and construction.

8. *Sanitary Sewers.*

- A. Sanitary sewers shall be a minimum of eight inches in diameter, or larger if increased size is determined to be necessary to serve the entire service area as determined by the City Engineer. Developers shall be fully responsible for the costs of all sanitary sewers that are 8 inches or less in diameter, however developers shall not be responsible for the cost of upsizing the sanitary sewer to a larger pipe unless the larger pipe is needed to serve the developer's subdivision or property. The cost of the sanitary sewer shall include the pipe and bedding, together with all structures and other appurtenances thereto, and as may be otherwise required to be in full accordance with the requirements of SUDAS and applicable city codes.

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- B. Sanitary sewer service lines shall be extended to each lot. The minimum size for a sanitary sewer service line serving a single-family dwelling shall be four (4) inches and shall terminate ten (10) feet inside the lot. Duplexes, bi-attached, and townhomes shall have a separate sanitary sewer service line to each dwelling unit. No lot shall have more than one service line, whether or not in actual use, unless expressly approved by the City Engineer.
- C. Sanitary sewers shall be constructed outside the limits of the street pavement wherever possible.
- D. The minimum grade for a sanitary sewer shall be 0.5%, or as specified by SUDAS, whichever is steeper.
- E. Truss pipe shall not be permitted for public sanitary sewers.
- F. The end of all sanitary sewer service lines shall be marked with a wood 2x4, set at the flowline elevation at the end of the pipe and extending up to the surface elevation of the ground at that location.
- G. Where sanitary sewer services are added to an existing sanitary sewer line or when a new manhole is constructed on top of an existing sanitary sewer line, the developer shall be responsible for re-testing the existing line following construction.
- H. *Extension to boundary.* Sanitary sewers and appurtenances thereto shall be extended to the boundary of the plat of subdivision where necessary to accommodate future extensions as determined by the City Engineer.
- I. Subdivisions within corporate limits shall be connected to the city's sanitary sewer system. Subdivisions without sanitary sewer service shall only be permitted by special approval of City Council and shall require construction of dry sanitary sewers within a 50' wide easement or provision of a 100' wide easement for construction and maintenance of future sanitary sewers.
- J. For subdivisions outside corporate limits that cannot reasonably be served by a public sanitary sewer system, dry sanitary sewers shall be installed to meet city standards, and an agreement shall be executed and recorded providing for conveyance of the sanitary sewer system to the city without cost upon annexation. The sanitary sewer easement for such dry sewers shall be 50' wide, minimum. In certain unique cases, City Council may waive the requirement for dry sewers provided a sanitary sewer easement not less than 100' wide shall be provided to allow for construction and maintenance of future sanitary sewers.

9. Storm Sewers and Drainage.

- A. Storm Water Management Plan. A storm water management plan, prepared and certified by the developer's engineer, shall be provided for review and

approval by the City Engineer. Such plan shall be in conformance with SUDAS and municipal code including but not limited to the tree ordinance, floodplain management ordinance, storm water management ordinance, grad ordinance, and this chapter.

- B. Developers shall be fully responsible for the cost of all storm sewers, structures, and appurtenances thereto, drainage ways and other surface water flows, and storm water detention facilities; all of which shall be designed and constructed in accordance with SUDAS and applicable city codes. Sump pump collector lines conveying no surface drainage shall be 8 inches minimum in size and shall contain clean-outs set in a 12" x 12" concrete pad.
- C. All curb intakes, storm sewer cross runs, structures, and manholes shall include placement and compaction of a layer of special backfill. For curb intakes, the layer of special backfill shall be placed from 0.5 feet below the finished grade elevation, measured behind the curb, to a depth of 3.5 feet. This layer shall be 2 feet in width installed on all sides of intake outside of pavement. For area intakes and manholes, the layer of special backfill shall be placed from the finished grade elevation to a depth of 3 feet. This layer shall be 2 feet in width installed on all sides of the structure. For storm sewer cross runs, the layer of special backfill shall be placed from the bottom of subgrade to a depth of 3 feet. This layer shall be 2 feet wide on each side of the pipe's outside diameter.
- D. Subdrains shall be provided along both sides of all public streets unless waived the City Engineer and approved by the Public Works Director. Open jointed storm sewers may be considered as an alternative to subdrains if approved by the City Engineer.
- E. In areas where the longitudinal slope of the proposed roadway meets or exceeds 6.0 percent, flowable mortar cutoff walls per SUDAS Figure 7040.105 are required located at a spacing not to exceed 150 feet. Lateral subdrains will be continues longitudinally along pavement to the nearest intake or approved free outlet.
- F. All lots that are zoned or planned for single-family residential development shall be provided with a storm sewer service line that is capable of collecting and conveying footing drain discharges to an appropriate outlet. Open discharge of footing drains shall not be permitted unless specifically approved by the City Engineer and only if an acceptable drainage way with overland flowage easement is available on the same lot.
- G. The end of all storm sewer service lines shall be marked with a wood 2x4, set at the flowline elevation at the end of the pipe and extending up to the surface elevation of the ground at that location.

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- H. *Provisions for large storm events.* Provisions shall be made and maintained for surface passage of runoff from storms that exceed the design capacity of the storm sewer system, without causing flooding or damage to public streets or nearby properties. Surface water flowage easements shall be provided over any and all such areas of flow that convey any off-site runoff through a lot, of sufficient dimensions to cover the runoff resulting from a storm having a 1% chance of occurrence in any single year, as defined by SUDAS.
- I. *Detention.* Storm water detention shall be calculated and provided in accordance with SUDAS.
- (1) Whenever possible, storm water detention shall be accommodated in regional basins serving multiple parcels of land rather than individual lots; and shall be constructed as a subdivision improvement whenever possible rather than being deferred as a future site improvement.
 - (2) Storm water detention basins and/or ponds shall be privately owned and maintained unless otherwise specifically approved by City Council on a valid preliminary plat.
 - (3) Storm water detention shall not be located within a Federal Emergency Management Agency (FEMA) designated 1% floodplain. Unless otherwise approved by the City Engineer, storm water detention shall be located adjacent to, rather than within natural drainageways. Storm detention shall not be located within minimum required buffer yards or landscape setbacks unless the detention is located within a subsurface structure of sufficient depth below the surface to allow required landscaping to be planted and maintained over such buried detention.
 - (4) Low flows shall be piped through detention basins whenever possible, and a paved trickle channel shall be provided to convey the low flows if piping is not practical, to facilitate maintenance of the basin unless the basin is expressly designed to facilitate the absorption or infiltration of runoff storm detention.
 - (5) The high water level, based on a 100-year storm event, shall be noted on the preliminary plat and construction drawings. Easement area shall be based on one foot of freeboard above said high water level. Wet-bottom detention ponds shall have a 10 feet wide easement area around the perimeter of the pond to allow full access for maintenance and repair purposes. All easements shall connect to the public right-of-way.
 - (6) Staged outlet control of detention basins shall be required to insure discharge is restricted during both 5-year and 100-year rainfall events.
 - (7) Detention facilities and/or ponds shall be privately owned and maintained. However, in certain unique circumstances with

demonstrated recreational needs, the City Council may consider taking ownership of a detention facility or pond. In such unique cases, the developer shall sign an Agreement to Complete with appropriate security that obligates the developer to certify the grading of said facility or pond is complete at the time the subdivision is 80% developed, with the timing of said certification to be as determined by the City Engineer. This Agreement shall specifically require the developer to remove accumulated silt and sediment may be necessary to demonstrate the as-built conditions correspond to the approved design in accordance with the approved Construction Drawings.

- J. *Lot drainage.* Drainage swales shall be developed as necessary to ensure positive drainage away from each lot; such required drainage swales shall be preserved by an overland flowage easement. Vegetated areas shall have a 2% minimum slope to maintain positive drainage throughout each lot and the subdivision as a whole. Subsurface drainage shall be provided in such locations and manner as may be required by the City Engineer, which may include but is not limited to the rear lot lines of any or all lots.
- K. *Erosion control.* Erosion control improvements shall be installed in and along all surface drainage channels to reduce flow velocities and protect channel bottoms and banks from scouring and cutting, and at storm sewer outfalls and discharge points, in whatever matter and extent that the City Engineer finds necessary to prevent channel and sheet erosion to a reasonable extent. Such improvements may include, but are not limited to, drop structures, stilling basins, check dams, placement of rip-rap and weirs.
- L. *Off-site discharge.* If it is necessary to discharge a concentration of surface runoff onto an adjoining property, provisions shall be made to dissipate the erosive energy from said concentration of runoff and to maintain the general drainage pattern as it existed prior to construction of the subdivision improvements. It shall be the developer's responsibility to acquire permanent easements from the adjoining property owner.
- M. *Extension to boundary.* Storm sewers and appurtenances thereto shall be extended to the boundary of the plat of subdivision where necessary for collecting and/or discharging runoff as determined by the City Engineer.
10. *Franchise Utilities.* All public utility lines and appurtenances thereto; including, but not limited to, electrical, gas, and telecommunication lines; shall be buried underground within public utility easements provided for said public utilities in accordance with city code. The developer shall be responsible for making the necessary arrangements with each of the serving utilities to comply with this requirement, including payment of any construction or installation charges or fees by any utility company.

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11. **Sidewalks.** Public sidewalks with a minimum width of five feet are required along the frontages of all public streets and along both sides of all common private access drives, unless alternative routing such as a rear lot walkway or open space trail system is approved by the City Council on a valid preliminary plat. The developer shall be responsible for constructing two ADA-compliant ramps and the common square at each corner of all intersections, unless otherwise specifically approved on the preliminary plat. The developer shall be responsible for constructing all sidewalks within the subdivision that do not front on a buildable lot as a plat improvement. The developer shall be responsible for constructing sidewalks across drainage swales or flow paths where a depressed sidewalk is required to maintain unobstructed flowage. The developer shall be responsible for constructing public sidewalks along arterial streets and parkways as a subdivision improvement. A sidewalk performance bond shall be posted for all sidewalks not constructed with the subdivision.

12. **Recreational Trails.**

- A. Where access to a regional or municipal trail is reasonably available, the developer shall be responsible for installing a 10' wide pcc trail connector from the public sidewalks within the subdivision to the regional or municipal trail as a subdivision improvement. The trail connector shall be located in a minimum 20 feet wide lot that is dedicated to the City.
- B. Where a recreational trail is designated along an arterial or collector street in front of any multiple-family residential, commercial or industrial lot, the developer shall be responsible for paving the 10' wide PCC trail along said lots.
- C. In accordance with the Comprehensive Plan or other applicable plan, all required recreational trails shall be paved to a minimum width of ten feet (10') when located within a park or open space corridor, or a width of ten feet (10') when located within or in proximity to a street right-of-way, and shall be constructed of PCC unless an alternative material is approved by the City Engineer. Base preparation and all other construction specifications shall be fully compliant with SUDAS.
- D. Costs; responsibilities. When paving of a recreational trail is not the responsibility of the developer, the developer shall grade a platform to accommodate future trail construction. When recreational trails are constructed by the developer as a subdivision improvement, the developer shall be responsible for all construction costs. In certain unique circumstances, the City Council may agree to allow the construction of the trail to be deferred until a building permit is issued for specific lot(s), the requirement for the property owner of said lots to pave the recreational trail shall be noted on the final plat, including specifications for the type, width, and thickness of pavement.

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13. **Cluster Mailboxes.** All lots in all subdivisions shall be served by a cluster box unit (“CBU”); private mailboxes serving individual lots shall not be permitted in new subdivisions. The developer shall be responsible for paving an ADA compliant Portland Cement Concrete pad and the accessory four (4) feet wide sidewalk that connects to the public sidewalk system. The developer shall be responsible for making the necessary arrangements with the United States Postal Service, including but not limited to obtaining approval from the Postmaster and the Public Works Director for the CBU locations prior to submitting construction drawings for subdivision improvements. The developer shall be responsible the cost of providing and installing each CBU and associated sidewalks as a subdivision improvement.
14. **Streetlights.** The developer shall cause plans and specifications to be prepared for street lighting on all new public streets within the subdivision, for approval by the City Engineer and MidAmerican Energy or Midland Cooperative and their successors in interest. Upon approval of said plans and specifications, the developer shall cause the lights to be installed in accordance with said plans and specifications, as part of the required subdivision improvements along all streets in the subdivision, all in accordance with city street lighting policies, SUDAS, and the Manual on Uniform Traffic Control Devices (MUTCD). Street lights shall be designed to prioritize lighting of intersections, turn lanes, and major access points, including park and school entrances and shall not be more than 300 feet apart. Wooden poles and overhead wiring shall be prohibited.
15. **Street and traffic control signs and markings.** Street name signs; traffic-control signs including but not limited to speed limit signs, stop signs, and no parking signs; and pavement markings are the responsibility of the developer as subdivision improvements and shall be designed and shown on all construction documents. Said improvements shall be provided at all new intersections within and bordering the subdivision, and traffic control signs and pavement markings including parking prohibitions and restrictions shall be installed and provided along all streets in the subdivision, all in accordance with SUDAS and the Uniform on Uniform Traffic Control Devices (MUTCD). Street name signs and traffic control signs shall be installed by the city and shall be reimbursed by the developer to the city prior to acceptance of the public improvements.
16. **Easements.** Easements shall be provided for all subdivision improvements that serve or benefit more than one property owner, to enable access to, use of, service from or by, operation, maintenance and any and all other benefits that may be obtained from or provided by such improvements. Subdivision improvements for which easements shall be provided include but are not limited to those improvements that are to be dedicated to the city, other governmental entity or an owners’ association. Easements for improvements being dedicated to the city shall be dedicated by legal instrument on the city’s standard form for such easements, in addition to being drawn on the final plat that is made of record. The developer shall make no changes to the requirements and responsibilities defined in the city’s forms.

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- A. *Buffer Easement.* Easements for buffer areas required by Zoning Code and/or as shown on previously approved documents. Buffer easements shall clarify the homeowners' association or property owners' association shall be responsible for perpetual maintenance and replacement of plant materials and all other elements of the buffer.
- B. *Conservation.* Easements as may be required in accordance with the Comprehensive Plan to retain land or water areas predominantly in their natural, scenic, open, wooded, and/or topographic conditions; or retaining such areas as suitable habitat for fish, plants, or wildlife; or maintaining existing slopes and land use.
- C. *Monument sign.* Easements for monument signs used to designate or identify a subdivision, residential neighborhood, group of businesses or business park shall be of sufficient size to include the monument sign, lighting for said sign, and associated landscaping but shall be designed to exclude any required vision triangles at intersections or access locations. Monument signs shall not be permitted to have changeable lettering and this limitation shall be noted in the easement document and shall be enforceable whether or not so noted. Such easements shall stipulate that the monument sign, along with lighting and landscaping are private improvements and shall be perpetually repaired and maintained by the property owner(s) and not the city.
- D. *Municipal utilities.* Easements for sanitary sewers, storm sewers, and water mains shall have a width that is not less than twice the depth of the pipe as measured between the finished ground surface and flow line of the sewer or main, or 30 feet, whichever is greater. Easements shall be centered over the sewer or main, unless an alternative alignment is stipulated by the City Engineer. Easements for municipal utilities shall not be overlapped by easements for public or private utilities, including, but not limited to, electricity, natural gas and telecommunications, unless allowed by the City Engineer. Easements shall be designed and located such that the city shall have reasonable access to the easement area across abutting properties as approved by the City Engineer. In the case where municipal utilities are located beneath the pavement of a private street or alley, the easement for said public utilities shall specifically state that the City shall not be responsible for removal and/or replacement of the street pavement should utility repair, replacement, upsizing, or similar work be deemed necessary by the city.
- E. *Parkway Easement.* Easements along designated Parkways shall be a minimum of 15 feet wide and shall require the property owner, or owners' association if applicable, shall be responsible for perpetual maintenance and replacement of parkway trees and planting. The easement shall permit the City or its agents to install amenities such as benches, signage, and lighting which the City shall be responsible to maintain.

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- F. *Public utilities.* Easements for the mutual and nonexclusive use of all public and private utilities, including, but not limited to, electricity, natural gas, and telecommunications, shall be provided to serve all lots and condominium units, and as necessary to energize street light lights, unless an acceptable alternative is submitted to and approved by the City Attorney prior to the filing of a final plat. Such easements shall be a minimum of ten feet in width when located along front or rear lot lines, and a minimum of five feet in width when located along side lot lines, and shall not overlay or overlap any easement for public infrastructure, surface drainage, storm water management or recreational trails except with the express approval of the City Engineer.
- G. *Recreational trails.* Easements for recreational trails shall be 30 feet or more in width unless the paved portion of the walkway or trail is located within or in close proximity to a public street right-of-way, in which case the City Engineer may allow the easement width to be reduced. Said easements shall be a minimum of ten feet (10') away from any building or 4' side yard, other structure or parking lot on the site with such setbacks established on the applicant's final plat of the affected property or properties. The city shall restore any land disturbed by maintenance or reconstruction, provided however, the owner of the property shall be responsible for all trimming, planting and maintenance of vegetation including the responsibility to keep the recreational trail unobstructed, and passage unimpeded by vegetation.
- H. *Shared access or Ingress/Egress.* Easements shall be provided in accordance with whatever location, size, configuration and dimensions as approved on the Preliminary Plat or Site Plan in order to achieve and implement shared access to public streets, improve vehicular circulation in the area as a whole, permit Public Works access for maintenance of public improvements and private fire hydrants, and facilitate emergency access to properties. Such easements shall stipulate that the private street, driveway, roadway, or access shall be perpetually repaired and maintained by the property owner and not the city.
- I. *Storm water detention.* Easement and Maintenance Agreements for storm water detention shall require the owners' association; or only in certain unique circumstances as may be approved by Council, the owner of the property on which the easement is located; to have perpetual responsibility for the repair and maintenance of all facilities associated with the detention basin or pond; including storm sewer pipes and structures unless the city has agreed to accept ownership of said pipes and structures in which case said pipes and structures shall be located in a separate storm sewer easement. In cases where the responsible party(s) fail to perform necessary maintenance as required by the city, the storm water detention easement shall allow the city to make any necessary repairs or maintenance and assess the responsible party(s) for such work. Where a detention basin is maintained by multiple lots or parcels, said assessment shall be prorated to all responsible property owners by the City Engineer based on the area and use of each the lot or parcels, whether or not the shared maintenance responsibilities are under the control of an owners'

association, unless otherwise stipulated in the easement document. The Maintenance Agreement shall require annual reporting to the Public Works Director to ensure compliance with the agreement.. Covenants shall not be considered an acceptable alternative to an easement.

- J. *Surface water flowage.* Easements for surface water flowage shall also include storm sewers, subdrains, and appurtenances thereto as a permitted purpose and use, in the event that storm sewers may be necessary at some future date. Surface water flowage easement shall require the property owner to maintain all embankments and make repairs related to erosion and shall grant the city the right, but not the obligation, to remove drainage obstructions. Based on prior approval of the Public Works Director, such easements may permit fences to be constructed provided the design of the fence includes appropriate gaps and/or clearance below the fence allowing for proper flow of drainage within the easement area.
- K. *Wastewater treatment facility buffer.* A buffer easement and agreement shall be provided for all areas located with 1,000 feet of the city’s wastewater treatment facility or planned future facilities. Such easement and agreement shall include a waiver of separation distance for each lot located wholly or partially within said 1,000 feet buffer area. Such easement and agreement shall be recorded in such a manner that it will appear on the title opinion of each lot located wholly or partially within said 1,000 feet buffer area.
- L. Other easements as may be deemed necessary by the City of Polk City to sustain the development and/or public facilities.

17. ***Benchmarks and Datum Plane.*** The developer shall cause all subdivision and lot corners, points of curvature, et al., to be installed in accordance with the Code of Iowa. The developer shall cause a minimum of one permanent benchmark to be set, certified, and made of record by a land surveyor who is licensed in the state as part of the subdivision improvements for a plat of subdivision, unless the City Engineer determines that sufficient benchmarks exist within the general vicinity.

- A. All survey, plats, construction drawings, GIS, and CAD files shall use survey feet based on the Iowa Regional Coordinate System Zone 9 Ames-Des Moines.
- B. All survey elevations and construction drawings shall be based on benchmarks established on the North American Vertical Datum of 1988 (NAVD 1988).

170.09 CONSTRUCTION OF IMPROVEMENTS.

1. All construction shall be in accordance with SUDAS, as defined herein, and applicable state and city codes.
2. ***Pre-construction Conference and Permits.*** A pre-construction conference shall be scheduled by the City Engineer and attended by the developer’s engineer, contractors

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and subcontractors, and others as deemed appropriate. The developer is encouraged to attend said conference. The developer's engineer shall provide a copy of all approved permits to the City Engineer prior to the pre-construction conference being scheduled, unless otherwise approved by the City Engineer, provided however that construction shall not commence until the appropriate permits have been approved by the applicable federal, state, or local agency.

- A. The developer and his contractors shall be responsible for ensuring construction is in conformance with the approved construction drawings, SUDAS, and project-specific information provided to the contractors and/or discussed at the pre-construction conference, including but not limited to the Contractor Check List.
 - B. No grading permit shall be issued for any property that the developer intends to subdivide until the Preliminary Plat has been approved by City Council and construction or snow fence has been installed in accordance with said plat.
3. **Construction Observation.** Construction observation is deemed necessary to assure quality workmanship on all portions of the construction of plat improvements. Construction observation services shall be provided by the Public Works Department or, at the direction of the Public Works Director, by the City Engineer. The developer shall be responsible for all costs associated with construction observation and testing services. The results from all tests required by SUDAS shall be bound into a Construction Observation Record and provided to the City Engineer for review. Moisture and density test locations shall be indicated on a map for reference and to confirm sufficiency of the number and location of such tests; all included in the Construction Observation Record. All storm sewers and sanitary sewers shall be televised and the City Engineer or authorized representative shall review the video of such televising and make a written report recommending any repairs to be made to said sewers prior to city acceptance of the project; said report to be included in the Construction Observation Report along with a digital copy of all televising, and re-televising if necessary. Once all construction has been completed, including necessary repairs and punch list work generated from a walk-through of the completed subdivision improvements, the professional engineer shall certify that construction of the public improvements has been completed in substantial conformance with the approved construction drawings and specifications and in accordance with SUDAS.
 4. **Materials Submittals and Shop Drawings.** The developer's engineer shall review all materials submittals and shop drawings provided by the contractor and require revisions as necessary to ensure compliance with SUDAS and project specifications. A copy of all materials submittals and shop drawings, stamped as accepted by the developer's engineer, shall be provided to the City Engineer.
 5. **Performance Surety.** The developer shall complete all subdivision improvements to the full satisfaction of the City Engineer, and shall be ready for acceptance prior to City Council approval of the final plat.

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- A. In certain unique circumstances, the developer may request approval of the final plat prior to completion of the public improvements provided the developer posts a performance surety (“surety”) with the city to guarantee that the uncompleted subdivision improvements will be satisfactorily completed within not more than one calendar year after the date of the City Council’s approval of the final plat. The posting of surety shall not be deemed to constitute or ensure the city’s acceptance of any improvements, either upon posting of the surety or at any future date; approve the issuance of building permits, or of certificates of zoning compliance or occupancy; or approve the expenditure of city funds within any part of the subdivision.
- B. The surety shall be provided in the form of a performance or subdivision bond, letter of credit, cash escrow held in city trust account or other collateral that is acceptable to City Attorney and approved by the City Council, and shall be of an amount that the City Engineer determines to be necessary and sufficient to cover all of the city’s costs for constructing the uncompleted subdivision improvements, including inspections and tests that customarily would be conducted by the city, at some future date.
- C. The surety shall remain in full force and effect until the subdivision improvements have been completed to the satisfaction of the City Engineer, and have been accepted by the City Council, provided that surety may be called by the city for any subdivision improvements that have not been completed within six years after the date of City Council approval of a final plat without any further finding beyond the factual passing of such date, and further provided that surety that is not called at such time shall not be deemed to have been released or voided. Maintenance bonds for completed work shall be provided in accordance with subsection 5 of this section.
- D. Sidewalk surety. Separate surety shall be provided for all public sidewalks that have not been constructed at the time of final plat approval. The surety for sidewalks along arterial streets shall be based on 100% of the total cost of installation, including inspection and testing and shall be in the form of cash escrow only. Surety for sidewalks along collector and local street frontages of lots being platted shall be calculated at 15% of the total cost of installation, including inspection and testing. The surety shall guarantee that all sidewalks that are not constructed within four (4) years of final plat approval shall be constructed within 90 days unless an extension is granted due to weather. The 15% surety shall remain in place until the value of the uncompleted sidewalks is reduced to the value of the surety. At that point, the value of the surety can be reduced as sidewalks are completed. Sidewalk surety shall not be totally released until all sidewalks in the plat are completed.

6. *Maintenance Bonds.*

- A. The developer shall be responsible for ensuring their contractors warrant the design, material, workmanship, installation and construction of all of the

subdivision improvements for a minimum of four years from and after satisfactory completion and City Council acceptance of roadway payment, sanitary sewers, storm sewers and other public improvements that are related to drainage, and park infrastructure, and shall cause the warranty to be ensured by independent bond or by other collateral that is found to be acceptable by City Attorney (herein “bond”). The bond shall specifically ensure the expedient repair or replacement of any and all improvements that the City Engineer finds to be defective following completion and acceptance, and shall indemnify and hold the city harmless from any and all costs or losses resulting from, attributed to or otherwise arising from the defective improvements. The start date of the maintenance bond shall be the date of City Council Resolution accepting the public improvements.

- B. The City Council may, based on the recommendation of the City Engineer, require any bond to run for a duration of more than four years, and to be posted in a greater amount, in lieu of immediate replacement and reconstruction of any improvement that is not fully compliant.

7. *Acceptance of Completed Public Improvements.*

- A. Provision of Record Drawings as required by Section 170.11, paragraph 3 of this chapter, including digital ArcView shapefiles of Record Drawings, GPS coordinates for all utility fixtures and service stubs, and the developer’s engineer’s certification the as-built subdivision is in compliance with the approved storm water management plan and grading plan.
- B. Signed statement by a public land surveyor licensed in the State of Iowa certifying that all property corners have been set and grading has been completed according to the design approved by the City of Polk City.
- C. Provision of maintenance bonds as required by Section 170.09, paragraph 6 of this chapter for completed public improvements.
- D. Provision of an Agreement to Complete as required by Section 170.08, subparagraph 9(F) of this chapter obligating the developer to certify grading of city-owned detention facilities or pond, if any, at the time the subdivision is considered 80% developed.
- E. Provision of Construction Observation Record as required by Subsection 3 of this section and materials submittals and shop drawings as required by Subsection 4 of this section.
- F. Provision of a Service Locates Table listing the location of the end of the water service stub, sanitary sewer service stub, and storm sewer service stub serving each lot within the subdivision as measured from the nearest lot corner. A 2’x4’ board shall be buried at the end of each sanitary sewer and sump service line, installed from the end of the pipe invert up to the surface of the ground.

- G. Payment in full of all fees associated with the plat of subdivision, including but not limited to fees related to construction observation services and testing.

170.10 NEIGHBORHOOD SKETCH PLAN REQUIREMENTS.

1. When required by the City Manager or City Engineer, the developer shall provide a neighborhood sketch plan prior to platting the property. The purpose of the Neighborhood Sketch Plan is to show conceptually on a drawing how a proposed plat or subdivision will be compatible with the potential development of adjoining lands in a manner that is compliant with the Comprehensive Plan, other approved Neighborhood Sketch Plans or concept plans, zoning regulations, the requirements of this chapter, and other applicable land use plans, policies, and regulations of the City.
2. The boundary of the overall area to be covered by the Neighborhood Sketch Plan shall be as required by the City Engineer.
3. Applications shall be made in the number of copies and format as set forth in Section 170.05, paragraph 10 of this chapter.
4. *Contents of the Neighborhood Sketch Plan (“sketch plan”)*
 - A. Name and address of the developer and plan preparer.
 - B. A plan showing the location and boundary of the proposed subdivision and other properties to be included the sketch plan; the name and address of the developer, property owners within sketch plan limits, and property owners abutting the sketch plan boundary, zoning classification (s) of properties within and abutting the sketch plan; existing and proposed land use of properties within and abutting the sketch plan.
 - C. A plan showing existing and proposed buildings, and planned use of all buildings, existing and proposed streets and classification of same, recreational trails, parks, open space, and buffers.
 - D. A grading plan including existing grades, based on LiDAR or USGS, based on a contour interval no greater than ten (10) feet; proposed grades at like interval; general location of floodway, floodway fringe, drainage ways, detention basins, and similar existing and proposed features.
 - E. A utility plan indicating the existing and proposed water mains sanitary sewers of sufficient detail to clarify how each property within the sketch plan will be served and applicable sanitary sewer service areas.
 - F. The sketch plan shall be drawn and printed at a scale that is not smaller than 1” = 100 feet. Each plan sheet shall include a date of preparation, date of revision(s), north arrow, and scale.

170.11 PLAT OF SUBDIVISION REQUIREMENTS. Applications for approval of a subdivision shall be submitted to the City Clerk , and shall include all plats, drawings, illustrations, plans, documents and information that the City Engineer determines to be necessary to ensure that the proposed subdivision will comply with this Code and all other applicable codes and regulations, including, but not limited to, the following, in addition to payment of all fees specified by this chapter for the type of subdivision and any other administrative costs and impact fees that may be legally established by the City Council.

1. *Preliminary Plat*

- A. Preliminary plats shall be submitted for entire subdivisions , even if the developer intends to final plat the subdivision in more than one phase. If approved by the City Engineer, exceptions may be made for parcels that are more than 160 acres in area or that have unique characteristics. By this requirement the city intends to ensure that every subdivision will, in its entirety, be optimized in all respects to protect and increase property values and public health, safety and welfare presently and in the future, particularly by optimizing vehicular and pedestrian circulation systems; the extension of infrastructure to establish connectivity at an early date, and facilitate the subdivision and development of other properties; and the locations and improvement of parks and open spaces, to efficiently serve and satisfy the needs of the subdivision and of the public as a whole.
- B. One purpose of a preliminary plat is to determine whether the proposed subdivision appears to comply in preliminary, conceptual form with the requirements of this Code and its design standards. Accordingly, plat maps and drawings for the proposed subdivision are not required to be of construction-quality, but shall be of sufficient accuracy and detail to enable the city and its staff to determine whether the proposed subdivision appears to comply. The city hereby reserves final and binding determinations of compliance to rest with the City Engineer’s review and approval of the detailed plans and specifications for the subdivision improvements, and with the City Council’s approval of a final plat.
- C. Applications shall be made in the number of copies and format as set forth in Section 170.05, paragraph 10 of this chapter.
- D. *Contents of the Preliminary Plat.* Multiple plan sheets to clearly convey the required information, including, but not limited to:
 - (1) A cover sheet containing the name of subdivision, name and address of the property owner and developer, legal description for the real property that is proposed to be subdivided, area of subdivision, professional certifications, vicinity map, zoning classification (s) of the property with boundary lines between districts where applicable, and

other project information that may be pertinent to review as determined by the City Engineer.

- (2) The vicinity map shall be at a legible scale that shows the boundaries of all parcels located within 300 feet of the plat boundary, land use and zoning of all parcels, parcel address for each parcel, property owner names for each parcel along with address if different than parcel address.
- (3) A dimension plan, including lot and outlot dimensions, areas, and building envelopes; intended purpose for each outlot; required easements, setbacks, street rights-of-way and roadway widths; access controls; recreational trails, sidewalks and ramps; buffer locations; designations of parcels and rights-of-way that are proposed to be dedicated to the city, other governmental entity or for common ownership and use by persons as designated by the plat documents that are included in the preliminary plat submittal.
 - (a) Bearing and distance data, with curve data provided in a table, shall be provided for the subdivision boundary and for each planned phase, if phasing is proposed.
 - (b) Pavement thickness and reinforcing materials shall be noted.
 - (c) Access restrictions, such as no private driveways shall be permitted to connect to arterial or collector streets, must be noted on the preliminary plat. Single-family lots shall be limited to no more than one driveway, except on certain corner lots.
 - (d) All existing streets and driveways on the opposite side of the existing public or private street from the subdivision shall be shown for review of access spacing and alignment. Existing street centerlines and lane lines shall be shown.
 - (e) Existing sidewalks shall be shown to ensure proper extension.
- (4) A grading plan, including proposed overland drainage routes, detention basins, aquifer recharge areas, and erosion control measures. Floodway and floodway fringe boundaries, base flood elevations (“BFE”), minimum floor elevations (MFE) as defined and required by the Federal Emergency Management Agency (“FEMA”), together with any areas of localized flooding or wetland. If no FEMA-determined flood hazard areas, areas of localized flooding or wetlands existing within the subdivision plan, the developer’s engineer shall certify on the preliminary plat that no such areas exist. The City Engineer may require minimum opening elevations (MOE) to be defined where lots

may be impacted by detention and/or drainage facilities based upon 1' above the HWL during 100-year storm event.

- (a) Existing features, including buildings, buildings, wells, septic system, shall be shown on the grading plan. A demolition plan may be required to clarify intent.
 - (b) The subdivision shall be designed to preserve existing trees to the extent possible in accordance with the Tree Ordinance. Existing trees and tree driplines shall be shown. Trees to be removed shall be identified. Trees to be protected shall be identified and delineated by construction fence or snow fence, unless otherwise approved by City Council.
 - (c) The concept for drainage and detention should be illustrated on the grading plan.
 - (d) Proposed grading for parks and trails shall be shown on the grading plan.
- (5) A utility plan indicating the existing and proposed water mains and fire hydrants, sanitary sewers, and storm sewers; including size of each. The utility plan may be combined with the grading plan if the proposed subdivision is not of such size, complexity or nature as to necessitate separate sheets to appropriately depict such improvements.
- (a) The source of water supply and wastewater disposal service shall be noted. Storm sewers and storm water management facilities shall be denoted as public or private.
- (6) Each plan sheet shall include the boundary of the plat of subdivision in a heavy line and, if phasing is proposed, the boundaries of each phase shall be clearly marked on all sheets.
- (7) The preliminary plat shall be drawn and printed at a scale that is not smaller than 1" = 50 feet. Each plan sheet shall include a date of preparation, date of revision(s), north arrow, and scale.
- (8) The preliminary plat shall be certified by a professional engineer licensed in the State of Iowa.

E. *Accompanying documents.* Accompanying documents and information shall include:

- (1) Payment in full of all fees in accordance with Section 170.13 of this chapter or as subsequently set by resolution of the City Council, together with payment of any other administrative costs and impact fees that may be legally established by City Council.

DRAFT

- (2) A letter, signed by the developer and his engineer, requesting that City Council waive each of the proposed variations from the regulations included in this Code, including but not limited to design standards specified in Section 170.08. Variations indicated on the plans but not formally requested in said letter shall not be deemed as granted. A traffic study may be required at the sole discretion of the City Engineer, for such matters and of such scope that may be directed by the City Engineer.
- (3) Soil tests and geotechnical report shall be required to ascertain whether expansive soils or other conditions exist that may affect the suitability and design of the subdivision and subdivision improvements, which have been certified by a professional engineer licensed in the State of Iowa.

2. *Construction Drawings*

- A. Applications shall be made in the number of copies and format as set forth in Section 170.05, paragraph 10 of this chapter.
- B. The submittal shall include all drawings, plans, profiles, specifications and references to SUDAS, special conditions, and supplemental information for all proposed subdivision improvements and shall be certified by a professional engineer licensed in the State of Iowa.
- C. The developer's engineer shall be solely responsible and liable for ensuring that the construction drawings and specifications are fully compliant with the requirements of this chapter and all other applicable requirements and permits in accordance with Section 170.05-3-B(7) herein.
- D. The submittal shall include a storm water management plan in conformance with SUDAS and shall be certified by a professional engineer licensed in the State of Iowa.
- E. The submittal shall include a public street light layout plan that is designed based on the city's streetlight design standards; including fixture type, mounting height, pole type, and pole height; as appropriate. The street light layout plan can be a separate plan, rather than included in the plan set for the public improvements, provided the public streetlights will be installed by the service provider rather the developer's contractor.
- F. In cases where a landscape buffer or other plant materials are required in accordance with the Zoning Ordinance or approved Master Plan and/or Preliminary Plat, the construction drawings shall include a planting plan detailing the location, species, and size at planting, and size at maturity of all plant materials. Plant materials shall be installed as a subdivision improvement or their installation guaranteed by a performance surety.

DRAFT

- G. The construction drawings shall be drawn and printed at a horizontal scale that is not smaller than 1" = 50 feet and, where applicable, a vertical scale that is not smaller than 1" = 5 feet. Each plan sheet shall include a date of preparation, date of revision(s), north arrow, and scale.
- H. Payment in full of all fees related to the review of the construction drawings, storm water management plan, and all supplemental information by the City Engineer or his authorized agent accordance with Section 170.13 of this chapter or as subsequently set by resolution of the City Council.
- I. The submittal shall include a copy of the application forms for all required permits including, but not limited to, permits from Iowa Department of Natural Resources and Iowa Department of Transportation for review and approval by the City Engineer. The developer shall be solely responsible for obtaining approval of all necessary federal, state, and local permits.

3. *Record Drawings.*

- A. As-built record drawings shall be submitted for approval by the City Engineer prior to acceptance of the public improvement by the City Council.
- B. Record drawings require certification by a professional engineer licensed in the State of Iowa.
- C. Certified as-built grading drawings shall be submitted verifying the as-built elevations of critical locations on the site, to include verification of all spot elevations shown on the public improvement construction drawings; including but not limited to the rear corners, the mid-point of the side yard lines, the front lot corners where the storm water flows from the rear yard to the front yard, overflow locations, and along the proposed drainage ways and easements; sanitary sewer manholes; and all storm water management facilities including but not limited to detention areas, intakes, structures, sub-drain cleanouts, and flared end sections; are in compliance with the approved grading plan. The as-built grading drawings shall include spot elevations along the flowline of drainage swales and ditches at each property line and sufficient spot elevations to confirm detention volume.
- D. Elevations shall be within 0.2 feet of the approved grading plan. The location of all utility fixtures and the end of all utility service lines shall be labeled with survey-grade coordinates.
- E. A certification statement signed by the applicant's engineer and land surveyor indicating that the grading and storm water management facilities were constructed as designed and in accordance with the approved construction drawings and Storm Water Management Plan shall also be submitted.

DRAFT**4. Final Plat.**

- A. Applications shall be made in the number of copies and format as set forth in Section 170.05, paragraph 10 of this chapter. The developer shall be responsible for additional copies for approval as may be required by Polk County for recording purposes.
- B. *Contents of the Final Plat.* The final plat application shall at a minimum consist of the following to be considered to be a complete submittal, provided however that the City Engineer allow minor exceptions that preserve the intent and purpose of the submittal:
- (1) The name under which the subdivision will be recorded, compass point, scale, property owners name and address, applicant's name and address, engineer's and/or land surveyor's name and address, and date;
 - (2) Complete metes-and-bounds legal description of the area being platted, including acreage, with boundary depicted by a heavy line and said boundary shall be accurately tied to a minimum of two section corners;
 - (3) All proposed monumentation as required by Chapter 354, Code of Iowa, shall be designated on the plat and a legend provided describing said monuments and the date the monuments were or will be set;
 - (4) All parcels of land that are to be dedicated to the city or an owners' association for street or alley rights-of-way, walkways, parks or open space, school property, or other public uses shall be clearly shown, labeled with a lot letter and lot area, and described by bearings and dimensions, and the plat shall include a certified statement by the proprietor that said parcels are intended for and being dedicated by the proprietor for such uses;
 - (5) All parcels of land that are to be considered as buildable lots shall be clearly shown, labeled with a lot number and lot area, and described by bearings and dimensions;
 - (6) All parcels of land that are intended to be set aside for future development, or are considered undevelopable, and shall not be considered buildable lots until said parcel has been re-platted shall be clearly shown, labeled with an outlot letter and lot area, and described by bearings and dimensions;
 - (7) Setback lines shall be shown along the street frontages of all lots and outlots, and any other locations where deemed appropriate by the City Engineer, at locations that are equal to or greater than the minimum setback requirements of the Zoning Code;

DRAFT

- (8) All existing and proposed easements shall be clearly drawn and labeled, and the centerlines or boundaries thereof shall be described by dimensions and bearings for each segment, with book and page noted for existing easements;
- (9) Floodway and floodway fringe boundaries, base flood elevations (BFE), minimum floor elevations (MFE), minimum opening elevations (MOE) and other minimum or maximum elevations as may be required by the City Engineer shall be noted for each lot on the final plat or engineer's exhibit;
- (10) Access and other restrictions imposed by the city shall be noted for each lot; and
- (11) The final plat shall be certified by a public land surveyor licensed in the State of Iowa. When the final plat or an attached exhibit contains information related to engineering items, said plat or exhibit shall be certified by a professional engineer licensed in the State of Iowa.

C. *Accompanying documents.* Accompanying documents and information shall include the following, all properly executed and notarized as may be appropriate to the document:

- (1) An application fee, in the amount in accordance with Section 170.13 of this chapter or as subsequently set by resolution of the City Council, together with payment of any other administrative costs and impact fees that may be enabled by the *Code of Iowa* and legally established by the City Council;
- (2) Warranty deeds for all street rights-of-ways and other parcels that are to be dedicated to the city, and quit claim deeds for all existing street rights-of-way that adjoin the subdivision and that are not clearly held by the city in fee simple title, all said deeds to be submitted on a form acceptable to the City Attorney.
- (3) Easements documents and other legal documents using the city's standard forms for such purposes if available, to establish easements for shared accesses, public or common private infrastructure including walkways and similar purposes; to create an owners' association or similar entity, if determined to be necessary to own, possess, operate or maintain common private infrastructure; hold-harmless agreements; development agreements; and other purposes as deemed necessary to fully comply with this Code;
- (4) Maintenance bonds for all subdivision improvements that have been completed to the full satisfaction of the City Engineer, and surety for any subdivision improvements that are incomplete;

DRAFT

- (5) Sidewalk bond for all sidewalks not constructed as a subdivision improvement.
- (6) Engineering Exhibit, if applicable, for recordation with the Final Plat.
- (7) Prior acceptance of the completed public improvements or approved surety or agreement to complete as specified in this chapter.
- (8) Payment for all fees and charges due to the city for inspection of the subdivision improvements and review of the subdivision improvement plans and specifications; connection fees and other impact fees; assessments for streets and other improvements; reimbursements for water mains; and any other costs and financial obligations have been paid in full;
- (9) Documentation showing that the developer has arranged and paid for the installation of streetlights, street name and traffic-control signs; and
- (10) All attachments to subdivision plats as required by Chapter 354.11 of the *Code of Iowa* or contents of declaration as required by Chapter 499B.4 of the *Code of Iowa*, development agreements, covenants and declarations establishing an owners' association, and any other attachments, declarations, certifications or other documents that may be required as a matter of the filing of a plat whether by the Code or the city, have been submitted to, and reviewed and approved by the City Manager.

170.12 PLAT OF SURVEY OR ACQUISITION PLAT REQUIREMENTS

1. Applications shall include payment of all fees in accordance with Section 170.13 of this chapter or as subsequently set by Resolution of City Council , together with payment of any other administrative costs and impact fees that may be legally established by City Council.
2. Applications shall be made in the number of copies and format as set forth in Section 170.05, paragraph 10 of this chapter.
3. The plat of survey or acquisition plat shall be an exact duplicate of the plat proposed to be filed for record in the Polk County Recorder's office.
4. The City Engineer may require any remnant parcels to be platted as part of the plat of survey in order to ensure said remnant parcels shall conform to the Zoning Code and other applicable codes after the parcel is subdivided.
5. ***Contents of the Plat of Survey or Acquisition Plat.*** The plat shall comply with the *Code of Iowa*, specifically Chapter 354, and including, but not limited to:

DRAFT

- A. A parcel letter or number designation approved by the County Auditor. A lot designation of any street right-of-way to be platted.
- B. The name(s) and address(s) of the proprietors.
- C. A heavy line indicating the boundaries of each parcel; addresses for each parcel; a legal description for each parcel including distances, bearings, boundary angles, and curve data in a table; total area of each parcel in acreage and square feet; and front yard setbacks, and rear yard setback.
- D. Bar graph scale and compass point; current zoning districts.
- E. Street name, location, right-of-way width, and centerline of all streets within or adjoining the plat.
- F. Existing features, including but not limited to buildings, wells, and septic systems, and dimensions as necessary to demonstrate compliance with setbacks and other zoning code requirements.
- G. Floodway and floodway fringe boundaries, base flood elevations (BFE), and minimum floor elevations (MFE) shall be accurately and clearly plotted on the plat of survey from the best available information, as defined and required by the Federal Emergency Management Agency (FEMA). If no FEMA-determined flood hazard areas, areas of localized flooding or wetlands exist within the plat, the developer shall so certify on the plat.
- H. Existing and proposed easements in accordance with this chapter.
- I. Access restrictions and other restrictions shall be noted for each parcel.
- J. Certification by a public land survey licensed in the State of Iowa; date of survey, and revision dates

170.13 FEES.

1. **Application Fee.** An application fee shall be paid for each development application in an amount that shall be established from time to time by resolution of the City Council. A check, payable to the City of Polk City, shall be submitted to the City Clerk at the time of initial submittal of the application.
2. **Engineering Review Fees.** The developer shall be responsible for reimbursing the City for the cost of reasonable professional fees for services provided by a consulting engineer designated by the City for their review of preliminary plats, final plats, plats of survey, acquisition plats, auditor's plat, construction drawings, storm water management plans, geotechnical reports, engineering exhibits, legal descriptions, and similar documents prepared by the applicant's engineer and/or surveyor. A check, payable to the City of Polk City, shall be submitted to the City Clerk prior to final approval of the development application that was reviewed.

DRAFT

3. **Traffic Impact Study.** When a Traffic Impact Study is required, the developer shall be responsible for reimbursing the City for the cost of reasonable professional fees for services provided by a consulting engineer designated by the city, based on a scope of services approved by the City Engineer. A check, payable to the City of Polk City, shall be submitted to the City Clerk prior to any work being commenced on said study.
4. **Construction Observation Fees.** The developer shall be responsible for reimbursing the City for the cost of reasonable professional fees for services provided by the Polk City Public Works Department or a consulting engineer designated by the City for construction observation of the public improvements as depicted on the construction drawing prepared and certified by the applicant's engineer, review of all testing and results, and making a recommendation to City Council regarding acceptance of the public improvements. A check, payable to the City of Polk City, shall be submitted to the City Clerk prior to City Council acceptance of the public improvements for the subdivision.
5. **City Attorney Review Fees.** The developer shall be for reimbursing the City for the cost of reasonable professional fees provided by the City Attorney for their preparation or review of various legal documents associated with the Development Application, including but not limited to development agreements, warranty deeds, title opinions, mortgage and lien holder releases, consents to plat, easement documents, performance and maintenance bonds or sureties, and similar documents prepared by the applicant's attorney. A check, payable to the City of Polk City, shall be submitted to the City Clerk prior to final approval of the development application or document that was reviewed.
6. **Recording Fees.** The developer shall be responsible for recording the final plat and all accompanying material including but not limited to easement documents and agreements. If the City Manager deems it necessary for the City Clerk to record any documents, the developer shall pay to the City all costs for recording said documents prior to issuance of Building Permits.
7. **Street Signs.** The developer shall be responsible for reimbursing the City for the cost of all street signs installed in the subdivision by the City of Polk City Public Works Department. A check, payable to the City of Polk City, shall be submitted to the City Clerk prior to City Council acceptance of the public improvements.
8. **Non-refundable.** Fees paid to the City in accordance with this section shall not be refunded after the initial submittal has been distributed to various city departments for review or other costs have been incurred by the city. Denial of approval of a development project shall not entitle the applicant to a refund.

170.14 VARIATIONS AND EXCEPTIONS.

1. Whenever the tract proposed to be subdivided is characterized by unique and unusual topography, size, or shape, or is surrounded by such development or unusual

DRAFT

conditions that the strict application of the requirements contained in this chapter would result in substantial hardships or injustices that are not self-created by the developer, the city council, upon recommendation of the commission, may vary or modify such requirements so that the subdivider is allowed to develop the property in a reasonable manner; but so, at the same time, the public welfare and interest of the city and surrounding area are protected and the general intent and the spirit of this chapter are preserved.

2. Any such variation or exception shall be limited to the minimum relief that is necessary for a subdivision that creates lots for reasonable development of the real property. Variations or exceptions that may be indicated on the plans but have not been formally requested shall not be considered as approved.
3. The request for such variation or exception shall be provided by the developer in writing and filed with the City Engineer prior to or concurrently with the filing of a preliminary plat. The request shall be reviewed by the City Manager and City Engineer, and a joint recommendation made to the Planning and Zoning Commission as part of the staff report for action on the preliminary plat, or in like manner if filed prior to the preliminary plat.
4. The Commission shall act on the request concurrently with the preliminary plat, or in like manner if filed prior to the preliminary plat, and the Commission and staff recommendations shall be forwarded to the City Council for consideration and action concurrently with the preliminary plat, or in like manner if filed prior to the preliminary plat.

170.15 VALIDITY AND EXPIRATION.

1. *Validity of Preliminary Plat.*

- A. A preliminary plat that has been approved in accordance with this Code shall remain valid for two calendar years after the date upon which the City Council approved the preliminary plat, and its validity and approval shall thereafter expire unless a final plat has been submitted in accordance with this section expressly, and in accordance with this Code as a whole, or unless a time extension has been approved in the manner provided by this section.
- B. During its time of validity, the developer shall cause construction drawings for subdivision improvements to be prepared and submitted for review and approval by the City Engineer, and a final plat to be filed for one or more phases of the preliminary plat as had been designated on the approved plat, or for the entire preliminary plat.

2. *Expiration of preliminary plat.*

- A. Failure to file a proper and complete final plat submittal with the City Engineer within two calendar years from the date of approval of the

preliminary plat shall render said preliminary plat approval null and void, unless the preliminary plat's validity has been extended in accordance with this section.

B. A final plat submittal shall not be deemed to be properly filed unless the City Council has first approved the construction drawings for subdivision improvements for the real property that is included in the final plat. It shall be the developer's duty to ensure said plans and specifications are filed with the City Engineer sufficiently in advance of the preliminary plat's expiration to enable the plans and specifications to be reviewed, and revised to whatever extent that may be necessary to attain full compliance with all applicable requirements and approval by the City Council upon recommendation of the City Engineer.

C. *Time extension for a preliminary plat.*

(1) The approval and recording of a final plat for one phase of a valid preliminary plat shall be deemed to automatically extend the validity and approval of the remainder of the preliminary plat for a period of one calendar year beyond the date of the City Council's approval of such final plat. For plats having more than two phases, the validity of the preliminary plat shall be automatically extended one year each time the City Council approves a final plat within the boundary of the approved preliminary plat.

(2) The City Council may, upon request from the developer and following review and recommendation by the Planning and Zoning Commission, re-approve and thereby grant a time extension for a valid preliminary plat, but only if the preliminary plat and the subdivision improvement plans and specifications are updated to comply with and conform to all codes, regulations, requirements and specifications that have been revised or adopted since the original date of approval of the preliminary plat.

3. *Expiration of construction drawings.*

A. Approval of the construction drawings by resolution of the City Council shall be null and void if construction of the actual improvements, other than clearing and grading, has not commenced within one year of the date of said resolution.

4. *Expiration of final plat.*

A. Approval of a final plat by resolution of the City Council, the developer shall fully satisfy any and all conditions of such approval and all provisions of this Code, and shall cause the final plat to be properly submitted for filing of record in the offices of the appropriate County Recorder, Auditor and Assessor, within one hundred and eighty (180) days of the date of the City

Council's resolution; noncompliance shall render the City Council's approval and resolution to be null and void.

5. *Expiration of Plat of Survey or Acquisition Plat.*

- A. Approval of a plat of survey or acquisition plat by resolution of the City Council, the developer shall fully satisfy any and all conditions of such approval and all provisions of this Code, and shall cause the plat to be properly submitted for filing of record in the offices of the appropriate County Recorder, Auditor and Assessor, within one hundred and eighty (180) days of the date of the City Council's resolution; noncompliance shall render the City Council's approval and resolution to be null and void.

170.16 VIOLATIONS AND ENFORCEMENT.

1. Serial or chain land divisions, whereby three or more interests are created from a single parcel of land or other corporal real property through two or more acts of subdividing a parcel, shall not be allowed, and shall be deemed a violation of this Code. Such violation shall be remedied only by the preparation of a Plat of Subdivision covering all of the original, single parcel of land or other corporal real property and complying with all of the requirements of this Code for a proprietor's plat, including, but not limited to, the construction and dedication of public or common infrastructure; dedications of right-of-way; mitigation of impacts by dedications, provision of infrastructure or payment of fees; payment of or otherwise resolving liens, taxes, judgments and other encumbrances upon the title; payment of all customary administrative fees; and full satisfaction of all penalties set forth in this Code and the Code of Iowa.
2. Permits shall not be issued for any development, or building or other structure, on any lot, parcel or other interest that is created by a serial or chain subdivision, or by any other subdivision that is not fully compliant with this Code
3. Permits shall not be issued for any development, building or structure, on any lot, parcel or other real property interest that is part of or is being created by a subdivision, until:
 - A. All subdivision improvements have been satisfactorily completed in accordance with all development agreements and approved plans and specifications, as solely determined by the City Engineer;
 - B. All requirements of this Code, including the provision of surety and maintenance bonds, have been fully satisfied;
 - C. All fees and costs have been paid in full for city services provided to the subdivision during its development, including, but not limited to, fees for city inspections and reimbursement for testing or other costs; and

DRAFT

- D. The subdivision and accompanying documents has been has been properly and satisfactorily filed for record in the offices of the appropriate County Recorder, Auditor and Assessor.
4. No certificate of occupancy or of zoning compliance shall be issued unless and until the subdivision has been properly recorded and public improvements accepted in full compliance with this Code.
 5. No plat, declaration or other instrument for any subdivision shall be submitted to the Polk County Recorder, Auditor or Assessor filing for recording, or have any validity, unless and until the City Engineer certifies in writing that the plat, declaration or instrument has been found to be in full compliance with the requirements of this Code. City funds shall not be expended for improvements to or maintenance of any street or other infrastructure that directly serves a subdivision that has is in violation of this Code, or that has not been accepted by the city as public infrastructure.
 6. Any subdivision that is filed and recorded in violation of this Code shall be subject to annulment under the provisions of Iowa Code Chapter 354.20.
 7. Streets and alleys that are created by a subdivision shall not be open for public access until the plat has been made an official plat, or at any time thereafter unless and until the street has been fully improved in accordance with this Code and said improvements have been accepted by the City Council, for public safety reasons.
 8. **Penalty.** Any violation of any of the terms or conditions of this Code, or any failure to comply with any of its requirements, shall constitute a civil infraction or misdemeanor and shall be accordingly subject to fines or imprisonment in accordance with the provisions of the Code of Iowa, in addition to the remedies, restrictions, limitations and enforcement set forth in § 159.16. Each day a violation exists may be considered a new and separate infraction or misdemeanor.