

Notice of Meeting  
Polk City | Planning and Zoning Commission (P&Z)  
\*\*\*\*\*

June 20, 2022 | 6:00 pm  
City Hall | Council Chambers

**Public Meeting participation in person or via phone**  
**Call in #515-726-3598 Participant Code 535355**

**Public Members can provide comments directly to [support@polkcityia.gov](mailto:support@polkcityia.gov)**  
**\*any comments received before the time of the meeting will be made a part of the minutes**

*IF YOU WISH TO ADDRESS THE COMMISSION DURING THE MEETING please contact the City Clerk by 5pm on the date of the meeting by email at [jcoffin@polkcityia.gov](mailto:jcoffin@polkcityia.gov) with your name and address for the record, if you are calling in please include the phone number you will be calling in with. You will be recognized for five minutes of comment.*

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

*Doug Sires | Chair*

*Deanna Triplett | Vice Chair*

*P&Z Commission Members: Ron Hankins | Krista Bowersox | Doug Ohlfest | Justin Vogel | Amber Pringnitz*

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comments
5. Approval of P&Z Commission Meeting minutes for May 16, 2022
6. Recommend Council approve the Plat of Survey for parcels 2022-71, 2022-72 and 2022-1112 known as the Easter's properties
7. Recommend Council approve the Preliminary Plat for Holly Woods Plat 1
8. Discussion regarding Lakeside Products site plan amendment
9. Reports & Particulars  
Council Liaison, City Manager, Staff, and Commission
10. Adjourn until July 18, 2022

**MEETING MINUTES**  
**The City of Polk City**  
**Planning and Zoning Commission**  
**6:00 p.m., Monday, May 16, 2022**

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on May 16, 2022, in the City Hall Council Chambers.  
The agenda was posted at the City Hall office as required by law.

**These tentative minutes reflect all action taken at the meeting.**

1. **Call to Order** | Sires called the meeting to order at 6:00 p.m.
2. **Roll Call** | Hankins, Bowersox, Sires, Ohlfest, Vogel, Pringnitz | In attendance  
Triplett | Absent
3. **Approval of Agenda**  
**MOTION:** A motion was made by Bowersox and seconded by Ohlfest to approve the agenda.  
**MOTION CARRIED UNANIMOUSLY**
4. **Public Comments** | None
5. **Approval of Meeting Minutes**  
**MOTION:** A motion was made by Bowersox and seconded by Sires to approve P&Z Commission Meeting Minutes for April 18, 2022  
**MOTION CARRIED UNANIMOUSLY**
6. **Site Plan for The Move Youth Community Center**  
**MOTION:** A motion was made by Hankins and seconded by Vogel to recommend Council approve the Site Plan for The Move Youth Community Center subject to Engineering and Staff review comments dated May 11, 2022.  
**MOTION CARRIED UNANIMOUSLY**
7. **Amendment to the Future Land Use Plan (FLUP)**  
**MOTION:** A motion was made by Hankins and seconded by Pringnitz to recommend Council approve the Amendments to the Future Land Use Plan in Polk City's Comprehensive Plan as presented with two minor changes; (1) in area 9 the light industrial use should be extended south to the future local street and (2) in area 2 revise the designation for the City's property at S 3<sup>rd</sup> Street and Davis Street from commercial to civic use.  
**MOTION CARRIED UNANIMOUSLY**
8. **Reports & Particulars**  
P&Z Commission Member Hankins asked Staff to provide an update on Home State Bank's Site Plan. City Engineering Representative Kathleen Connor reported they have complied with the 3<sup>rd</sup> Street access for the trail, and the developer indicated they may be making some minor changes to architectural elevations prior to going forward to Council for approval.
9. **Adjournment**  
**MOTION:** A motion was made by Bowersox and seconded by Ohlfest to adjourn at 6:36 p.m.  
**MOTION CARRIED UNANIMOUSLY**

*Next Meeting Date – Monday, June 20, 2022*

Attest:

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Jenny Coffin - City Clerk

## PLAT OF SURVEY

Date: June 14, 2022

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

Project: 422 & 428 N. 3<sup>rd</sup> Street

Project No.: 122.0580

### GENERAL INFORMATION:

Owner: Scott & Carol Easter (2022-71)  
Zach Easter & Erin Baack (2022-72)

Location: 422 & 428 N 3<sup>rd</sup> Street

Zoning: M-1 Light Industrial

Use: SF Residential (non-conforming)

Area: 35,512 sf (2022-71)  
25,317 sf (2022-72)



### PROJECT DESCRIPTION:

The subject properties are located on N. 3<sup>rd</sup> Street, immediately north of Polk City's water plant. The north home was constructed in 1952 and the south home was constructed in 1991, both homes have belonged to members of the Easter family for many years. These two parcels were both zoned M industrial sometime prior to 2003, though we have found no information regarding the reason for this zoning.

In 2021, the David Easter estate sold the north residence to Zach Easter and Erin Baack. This made existing issues related to the driveway and large garage between the homes more apparent. With the redefined boundary line, this driveway and garage will now be located on Parcel 2022-71, owner's of the south residence. Parcel 2022-71 will use the existing access location on the north side of their parcel. Parcel 2022-1112 will be an unbuildable parcel for the floodplain which will be permanently tied to Parcel 2022-72.

N. 3<sup>rd</sup> Street is a municipal arterial street, requiring 100' of right-of-way per the Subdivision Regulations. The Acquisition Plat will provide the additional required 17' of right-of-way in front of both parcels. The driveway on Parcel 2022-72 will be paved in conjunction with the Building Permit for a new garage. The required public sidewalks along N. 3<sup>rd</sup> Street will be deferred by Agreement.

At this time, the two existing homes are non-conforming in the M-1 zoning district. The proposed Plat of Survey and accompanying documents will bring both parcels closer to compliance by cleaning up ownership lines.

**REVIEW COMMENTS:**

Submittal #3 addresses all review comments as required prior to P&Z's consideration of this Plat of Survey. Prior to this item being presented to Council for approval, the following comments will need to be addressed:

1. The additional right-of-way will be deeded to the City at the time the Plat of Survey is approved. Prior to this item being placed on the Council agenda, the property owners will need to sign applicable documents that will be prepared by the City Attorney for this right-of-way dedication.
2. The City has agreed the required 5' wide public sidewalk in front of all parcels may be deferred until such time as the city deems them necessary. Prior to this item being placed on the Council agenda, the property owners will need to sign the applicable documents that will have been prepared by the City Attorney for this sidewalk deferral.
3. Since Parcel 2022-1112 is not a stand-alone buildable parcel, a Record of Lot Tie Agreement is required to tie it to Parcel 2022-72. Prior to this item being placed on the Council agenda, the property owner will need to sign the Record of Lot Tie Agreement that will have been prepared by the City Attorney.

**RECOMMENDATION:**

Based on the foregoing, staff recommends P&Z approval of the Plat of Survey for Parcels 2022-71, 2022-72 and 2022-1112, including Acquisition Plat and Record of Lot Tie Agreement, subject to the following:

1. Dedication of Right-of-Way for N. 3<sup>rd</sup> Street as shown on the Acquisition Plat at the time of Council approval on the Plat of Survey.
2. Provision of a signed Record of Lot Tie Agreement that permanently ties Parcel 2022-1112 to Parcel 2-22-72 prior to Council action on the Plat of Survey.
3. Provision of signed Sidewalk Agreements that defer construction of the 5' wide public sidewalk in front of both Parcel 2022-71 and Parcel 2022-72 prior to Council action on the Plat of Survey.
4. The City Clerk's recordation of the Plat of Survey, Record of Lot Tie Agreement, Acquisition Plat, and Sidewalk Agreement. The applicant shall be responsible for payment of all fees associated with said recording to the City of Polk City.
5. All professional fees shall be paid in full to the City of Polk City prior to recordation.

# INDEX LEGEND

LOCATION : NW 1/4 1-80-25  
 REQUESTOR: SCOTT & CAROL EASTER  
 PROPRIETOR: SCOTT & CAROL EASTER  
 ZACHARY EASTER & ERIN BAACK  
 SURVEYOR: KEVEN J. CRAWFORD P.E., P.L.S.  
 COMPANY: COOPER CRAWFORD & ASSOCIATES  
 475 S 50th ST., STE. 800,  
 WDM, IA 500265  
 RETURN TO : KEVEN J. CRAWFORD

# LEGAL DESCRIPTION '2022-1112'

A TRACT OF LAND BEING A PART OF LOT 8 OF THE OFFICIAL PLAT OF THE NORTHWEST 1/4 AND NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 1, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5th P.M., POLK CITY, POLK COUNTY, IOWA. SAID TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

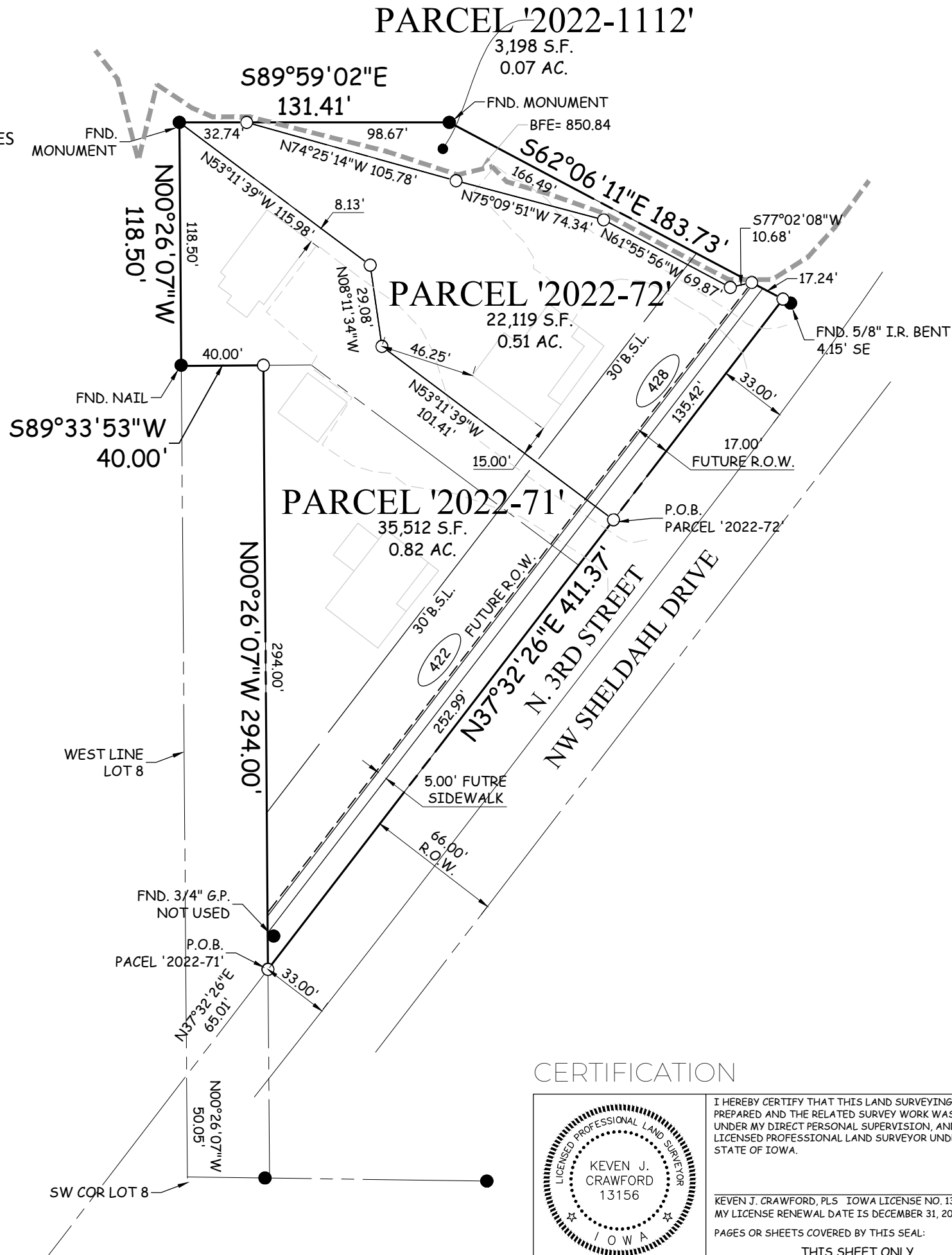
COMMENCING AT THE SOUTHWEST CORNER OF LOT 8 OF THE OFFICIAL PLAT OF THE NORTHWEST 1/4 AND NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 1, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5th P.M., POLK CITY, POLK COUNTY, IOWA; THENCE N00°26'07"W, 50.05 FEET ALONG THE WEST LINE OF SAID LOT 8, TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF NW SHELDAHL DRIVE AS IT IS PRESENTLY ESTABLISHED; THENCE N37°32'26"E, 318.00 FEET ALONG SAID NORTHERLY RIGHT-OF-WAY LINE; THENCE N53°11'39"W, 101.41 FEET; THENCE N08°11'34"W, 29.08 FEET; THENCE N53°11'39"W, 115.98 FEET TO THE WEST LINE OF SAID LOT 8; THENCE S89°59'02"E, 32.74 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING S89°59'02"E, 98.67 FEET; THENCE S62°06'11"E, 166.49 FEET; THENCE S77°02'08"W, 10.68 FEET; THENCE N61°55'56"W, 69.87 FEET; THENCE N75°09'51"W, 74.34 FEET; THENCE N74°25'14"W, 105.78 FEET TO THE POINT OF BEGINNING.

SAID TRACT OF LAND CONTAINS 0.07 ACRES MORE OR LESS.

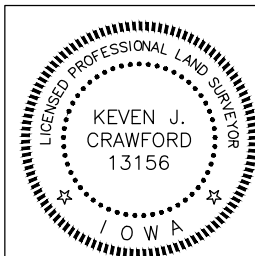
SAID TRACT OF LAND SUBJECT TO ALL EASEMENTS OF RECORD.

# SURVEYOR'S NOTES

1. THIS SURVEY HAS AN ERROR OF CLOSURE OF LESS THAN 1 IN 10,000.
2. EACH LOT IN THIS PLAT HAS AN ERROR OF CLOSURE OF LESS THAN 1 IN 5,000.
3. LOT CORNERS SHALL BE SET WITHIN ONE YEAR OF RECORDING.
4. BEARINGS ARE BASED ON AN ASSUMED BEARING.
5. FIELD WORK COMPLETED ON APRIL 1, 2022.
6. PURPOSE OF SURVEY IS FOR LOT LINE ADJUSTMENT ONLY.
7. THE DRIVEWAY FOR PARCEL '2022-71' WILL BE MODIFIED TO REMOVE THE ENCROACHMENT ONTO PARCEL '2022-72'.
8. NO NEW DRIVEWAYS ARE PERMITTED FOR PARCEL '2022-71' OR PARCEL '2022-72'.
9. INDIVIDUAL MAILBOXES SHALL NOT BE PERMITTED FOR PARCELS '2022-71' OR '2022-72'. MAIL DELIVERY SHALL BE PERMITTED IN A CLUSTER MAILBOX (CBU) ONLY AND THE LOCATION FOR SAID CBU SHALL BE AS APPROVED BY THE PUBLIC WORKS DIRECTOR.
10. THE FUTURE SIDEWALK SHALL BE INSTALLED AT SUCH TIME AS DIRECTED BY THE PUBLIC WORKS DIRECTOR.



# CERTIFICATION



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.

KEVEN J. CRAWFORD, PLS IOWA LICENSE NO. 13156  
 MY LICENSE RENEWAL DATE IS DECEMBER 31, 2022

PAGES OR SHEETS COVERED BY THIS SEAL:  
 THIS SHEET ONLY

# PLAT OF SURVEY

## PREPARED FOR

SCOTT & CAROL EASTER  
 POB 322  
 POLK CITY, IOWA 50226-0322

## SETBACKS

FRONT: 30'  
 REAR: 40'  
 SIDE: 0'

## LEGAL DESCRIPTION '2022-71'

A TRACT OF LAND BEING A PART OF LOT 8 OF THE OFFICIAL PLAT OF THE NORTHWEST 1/4 AND NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 1, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5th P.M., POLK CITY, POLK COUNTY, IOWA. SAID TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF LOT 8 OF THE OFFICIAL PLAT OF THE NORTHWEST 1/4 AND NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 1, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5th P.M., POLK CITY, POLK COUNTY, IOWA; THENCE N00°26'07"W, 50.05 FEET ALONG THE WEST LINE OF SAID LOT 8, TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF NW SHELDAHL DRIVE AS IT IS PRESENTLY ESTABLISHED; THENCE N37°32'26"E, 65.01 FEET ALONG SAID NORTHERLY RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING; THENCE N00°26'07"W, 294.00 FEET PARALLEL WITH AND 40.00 FEET EAST OF THE WEST LINE OF SAID LOT 8; THENCE S89°33'53"W, 40.00 FEET TO THE WEST LINE OF SAID LOT 8; THENCE N00°26'07"W, 118.50 FEET ALONG SAID WEST LINE; THENCE S53°11'39"E, 115.98 FEET; THENCE S08°11'34"E, 29.08 FEET; THENCE S53°11'39"W, 101.41 FEET, TO SAID NORTHERLY RIGHT-OF-WAY LINE; THENCE S37°32'26"W, 252.99 FEET ALONG SAID NORTHERLY RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING.

SAID TRACT OF LAND CONTAINS 0.82 ACRES MORE OR LESS.

SAID TRACT OF LAND SUBJECT TO ALL EASEMENTS OF RECORD.

## LEGAL DESCRIPTION '2022-72'

A TRACT OF LAND BEING A PART OF LOT 8 OF THE OFFICIAL PLAT OF THE NORTHWEST 1/4 AND NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 1, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5th P.M., POLK CITY, POLK COUNTY, IOWA. SAID TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF LOT 8 OF THE OFFICIAL PLAT OF THE NORTHWEST 1/4 AND NORTH 1/2 OF THE SOUTHWEST 1/4 OF SECTION 1, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 5th P.M., POLK CITY, POLK COUNTY, IOWA; THENCE N00°26'07"W, 50.05 FEET ALONG THE WEST LINE OF SAID LOT 8, TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF NW SHELDAHL DRIVE AS IT IS PRESENTLY ESTABLISHED; THENCE N37°32'26"E, 318.00 FEET ALONG SAID NORTHERLY RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING; THENCE N53°11'39"W, 101.41 FEET; THENCE N08°11'34"W, 29.08 FEET; THENCE N53°11'39"W, 115.98 FEET TO THE WEST LINE OF SAID LOT 8; THENCE S89°59'02"E, 32.74 FEET; THENCE S74°25'14"E, 105.78 FEET; THENCE S75°09'51"E, 74.34 FEET; THENCE S61°55'56"E, 69.87; THENCE N77°02'08"E, 10.68 FEET; THENCE S62°06'11"E, 17.24 FEET TO A POINT OF SAID NORTHERLY RIGHT-OF-WAY LINE; THENCE S37°32'26"E, 135.42 FEET ALONG SAID NORTHERLY RIGHT-OF-WAY LINE TO THE POINT OF BEGINNING

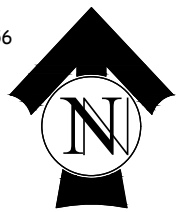
SAID TRACT OF LAND CONTAINS 0.51 ACRES MORE OR LESS.

SAID TRACT OF LAND SUBJECT TO ALL EASEMENTS OF RECORD.

# LEGEND

- PLAT BOUNDARY
- ▲ SECTION CORNER
- FOUND CORNER AS NOTED
- SET CORNER 5/8" IR W/ YELLOW CAP #13156
- I.R. IRON ROD
- G.P. GAS PIPE
- D. DEEDED DISTANCE
- M. MEASURED DISTANCE
- R. PREVIOUSLY RECORDED DISTANCE
- P.U.E. PUBLIC UTILITY EASEMENT

**COOPER CRAWFORD & Associates**  
 Civil Engineers & Land Surveyors  
 475 S. 50th STREET, SUITE 800, WEST DES MOINES, IOWA 50265  
 PHONE: (515) 224-1344 FAX: (515) 224-1345



0 25 50  
 SCALE: 1"=50'  
 DATE: 6-7-2022  
 JOB NUMBER  
 CC  
 2597

## PRELIMINARY PLAT REVIEW

Date: June 16, 2022

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

Project: Holly Woods

Project No.: 122.0450.01

### GENERAL INFORMATION:

<b>Applicant:</b>	Holly Woods, LLC
<b>Property Owner:</b>	Genevieve Lillskau
<b>Requested Action:</b>	Approval of Preliminary Plat
<b>Location</b>	West of NW 44 <sup>th</sup> Street & South of E. Southside Drive
<b>Size:</b>	20.39 acres
<b>Zoning:</b>	R-1 – Single Family Residential District
<b>Proposed Use:</b>	1 Single Family Lots; Street Right of Way



### PROJECT DESCRIPTION:

This Preliminary Plat includes 2 single family lots that are proposed as 13.69 and 6.40 acres. Both lots are in conformance with the frontage and square footage requirements of the R-1 zoning district.

The public improvements associated with this plat include the construction sanitary sewer, water main, and storm sewer required to service these lots as well as lots associated with the adjacent Antler Ridge subdivision.

The development contains detention facilities to serve both lots as well as the lots associated with the adjacent Antler Ridge subdivision. All pond outlets will be designed to control runoff velocity and mitigate erosion. All detention basins will be contained within their own Storm Water Management Facility Maintenance Covenant and Permanent Easement. A Homeowner's Association will be established as part of the Antler Ridge development and for Holly Woods Plat 1 that together will be responsible for maintaining detention basins, including pipes and structures. These ponds and basins will not be considered part of the required park land dedication.

Water mains will be extended to provide fire protection and service to both lots. The two homes will temporarily have private septic systems but will connect to the sanitary sewer in Antler Ridge as soon as it is available.

The developer proposes to fulfill the 1,992 square feet parkland dedication requirement through a cash donation.

The homeowners will be responsible for paving a 5' wide sidewalk along NW 44<sup>th</sup> Street adjacent to their lot in conjunction with the Building Permit. At the time of Final Platting, the developer will be required to sign a Petition and Waiver deferring sidewalk construction until the City orders them to be paved or, should the City decide to pave a 10' wide recreational trail along NW 44<sup>th</sup> Street, require the property owner to pay for one-half the cost of said trail where it abuts their property.

### **ISSUES:**

1. Prior to approval of Final Plat, the developer will be required to sign a development agreement requiring this lot to connect to the Polk City sanitary sewer system once notified to do so by the City of Polk City. Development Agreement terms will also require the removal of septic tanks once homes are connected to sanitary sewer.
2. Prior to approval of Final Plat, the developer will be required to sign a Petition & Waiver for half the construction cost of a 10' recreational trail along NW 44<sup>th</sup> Street or 100% of a 5' sidewalk. The developer's responsibility will be determined based on the location of the trail to be constructed as part of the Antler Ridge subdivision.
3. Prior to approval of the construction drawings, the Storm Water Management Plan will need to be revised and coordinated with the revised SMWP for Antler Ridge. The existing watershed map will need to define and number individual drainage areas within the site, including overlap onto neighboring properties. All discharge locations will need to be identified with numbered arrows. The proposed watershed map will need to show all drainage areas and discharge locations within both subdivisions, including undisturbed areas, with separate drainage areas for each basin. Post-developed conditions will need to consider the front half of the homes and driveways draining toward the street. The executive summary will need to include a table comparing the pre-developed and post-developed runoff at each discharge location for appropriate storms. The overall layout will need to show flow patterns and routing of 100-year flows, multi-stage outlet structures, drainage areas for each basin, and other pertinent information for both developments, including planned sequence of construction. Calculations will need to be provided for all OFE to ensure they contain flows during 100-year storm events, including the 40' OFE at the northeast corner of the site.
4. The future construction drawings will need to note that, prior to construction of the new staged outlet for Basin E, the private 15" cmp shall be inspected and the City may require this pipe to be repaired and/or replaced.

### **REVIEW COMMENTS:**

City staff and Snyder & Associates have reviewed the Preliminary Plat for conformance with Polk City's Subdivision Regulations, Polk City's Comprehensive Plan, SUDAS, and other applicable city codes. Pursuant to our review of Submittal #3, we offer the following comments:

1. Revise the STMFE to include a 30' easement area for the off-site 15" cmp storm sewer at the southwest corner of the property, including proposed riprap at the outlet. The STMFE will need to extend onto Lot

3 of Red Cedar Prairie Plat 1 at least 10' beyond proposed grading limits on the north and west sides of Basin D and at least 10' east of proposed grading limits on the east side of Basin F.

2. Label all storm sewers within the STMFE as private. Assuming ST-401 will be constructed with Antler Ridge, label this pipe as "by others" and remove the green color. Show all future Antler Ridge storm sewers in black, rather than green, to clarify they will not be constructed by this developer.
3. The water service will need to be revised to a 1" line. Alternatively, add a note stating "calculations will need to be provided with the Building Permit application demonstrating the need for a water service line and meter that are larger than a 1-inch service". Relocate fire hydrant closer to the tee to be more accessible and not within the fall distance to the home.
4. The note on the private sanitary sewer service states it is "by others" and to "transition to installation as part of this plat" which seems contradictory. Add a note stating the portion of the sanitary sewer service line lying between Lots 16 and 17 shall be installed prior to final platting of Antler Ridge. Show the portion of the sanitary sewer service line to be constructed by this developer in pink and the portion that will be constructed by Antler Ridge developer in black. Show all future Antler Ridge sanitary sewers in black to clarify they will not be constructed by this developer.
5. Label the Recreational Trail Easement along NW 44<sup>th</sup> Street.
6. Show and label a 30' recreational trail easement across the north side of Lot 1 to provide connectivity from the trail on NW 44<sup>th</sup> Street to Antler Ridge Park unless an acceptable alternative trail location has been approved by the city through the Antler Ridge subdivision.
7. Revise Note 26 to state "no individual or cluster mailboxes will be permitted in the NW 44<sup>th</sup> Street right-of-way".
8. Add a note stating that "Commercial uses, if any, on Lot 1 shall be limited to home occupations that are in conformance with Polk City Zoning Regulations".

### **RECOMMENDATION:**

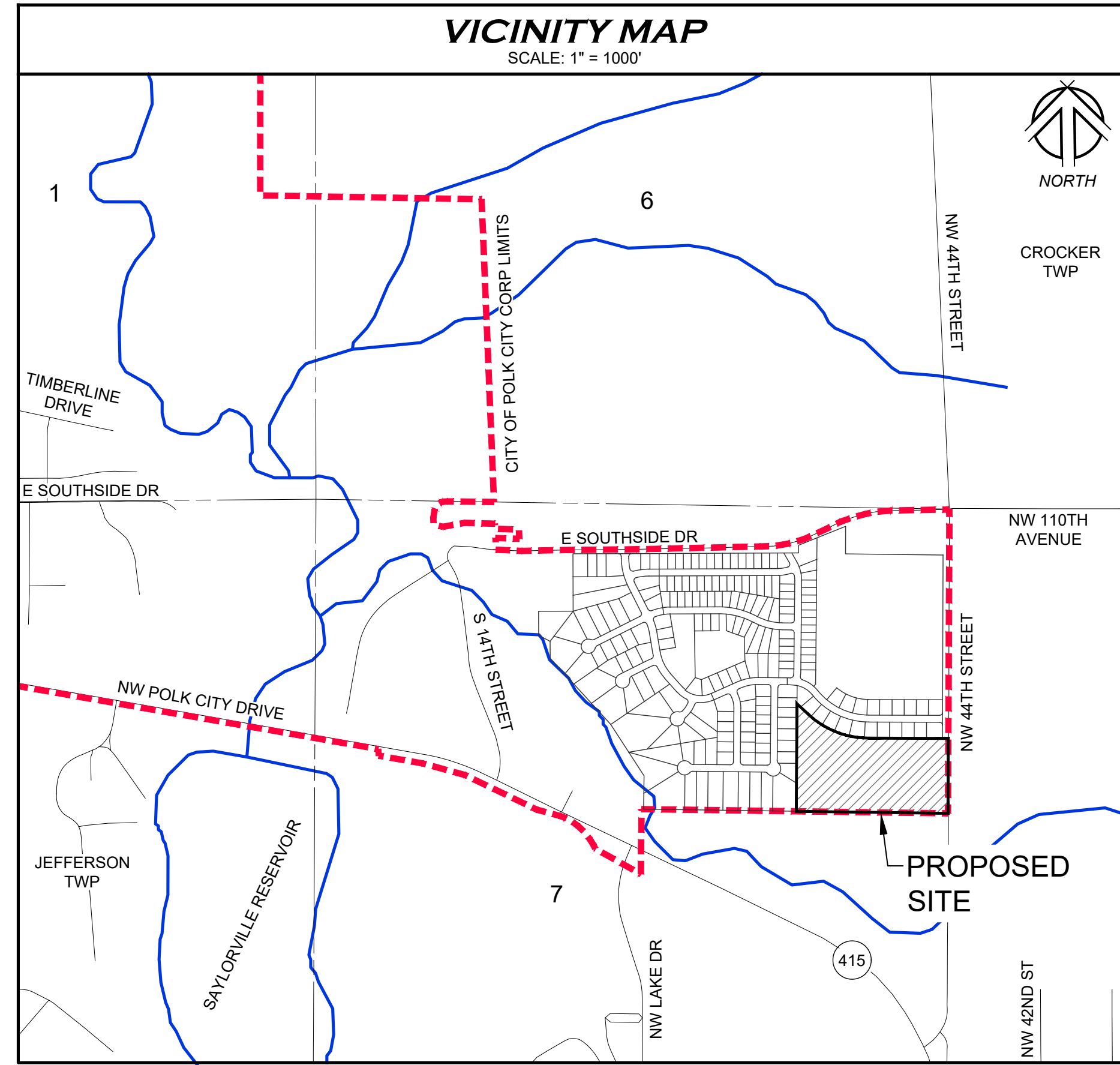
Based on the foregoing, staff recommends P&Z approval of the Preliminary Plat for Holly Woods, subject to the following:

1. All review comments shall be addressed prior to this preliminary plat being presented to P&Z for their recommendation.
2. P&Z recommendations, if any, shall be addressed prior to this item being placed on the City Council agenda.
3. All professional billings being paid in full to the City of Polk City prior to Council action.



# HOLLY WOODS PLAT 1

## PRELIMINARY PLAT



ZONING
R-1 Single Family Detached Residential District
Front Yard Setback - 35 feet
Rear Yard Setback - 35 feet (dwellings)
45 feet (other principal structures)
Side Yard Setback - 8 feet (one family detached)
20 feet (other principal structures)

DEVELOPMENT SCHEDULE	
Final Plat and Construction Drawings	Summer 2022
Removal of existing structures	Summer - Fall 2022
grading & construction	Fall 2022
Lot 1 Home construction	Summer 2022-Spring 2023

PARKLAND DEDICATION
Parkland dedication is not required (3 lots or fewer).

BENCHMARK
1. East Quarter corner of Section 07, Township 80 North, Range 24 West; Stubby nail in centerline of NW 44th Street. Elevation = 965.53 feet (NGVD88)

OWNERS	DEVELOPER
Genevieve Lillskau 10616 NW 44th Street Polk City, Iowa 50226-1119 Contact - Andy Snetselaar Ph: 515-240-7827	Holly Woods LLC 106 SW Linden Street, Suite 1B Ankeny, Iowa 50023 Contact - Dean Quirk Ph: 515-965-6093 slcankenyooffice@gmail.com

### LEGAL DESCRIPTION

That part of Outlot X, WHITE PINE PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa; AND the South 601.5 feet of the East Half of the Northeast Quarter of Section 07, Township 80 North, Range 24 West, of the 5th P.M., located in Polk County, Iowa, all of which being more particularly described as follows:

Beginning at the East Quarter corner of said Section 07; thence North 89 degrees 14 minutes 21 seconds West, along the south line of said South 601.5 feet of the East Half of the Northeast Quarter of Section 07, a distance of 1320.50 feet, to the east line of Lot 3, RED CEDAR PRAIRIE PLAT 1, an official plat, located in Polk City, Polk County, Iowa; thence North 00 degrees 34 minutes 17 seconds East, along said east line of Lot 3, RED CEDAR PRAIRIE PLAT 1, a distance of 751.54 feet; thence South 89 degrees 25 minutes 43 seconds East, a distance of 125.44 feet; thence North 37 degrees 23 minutes 28 seconds East, a distance of 54.28 feet; thence southeasterly 500.16 feet along a curve to the left, not tangent to the last described line, having a radius of 770.00 feet, a delta angle of 37 degrees 13 minutes 00 seconds and a chord distance of 491.41 feet which bears South 71 degrees 13 minutes 02 seconds East; thence South 89 degrees 49 minutes 32 seconds East, tangent to the last described curve, a distance of 641.23 feet, to the east line of said Outlot X, WHITE PINE PRAIRIE PLAT 1; thence South 00 degrees 10 minutes 28 seconds West, along said north line of the South 601.5 feet of the East Half of the Northeast Quarter of Section 07, a distance of 48.54 feet, to the north line of said South 601.5 feet of the East Half of the Northeast Quarter of Section 07; thence South 89 degrees 14 minutes 21 seconds East, along said north line of the South 601.5 feet of the East Half of the Northeast Quarter of Section 07, a distance of 50.00 feet, to the east line of said South 601.5 feet of the East Half of the Northeast Quarter of Section 07; thence South 00 degrees 10 minutes 28 seconds West, along said east line of the South 601.5 feet of the East Half of the Northeast Quarter of Section 07, a distance of 601.53 feet, to said south line of the South 601.5 feet of the East Half of the Northeast Quarter of Section 07 and the Point of Beginning.

Contains 20.393 acres more or less, including 0.456 acres of road right-of-way.

Said parcel is subject to any and all restrictions, covenants and easements of record.

### GENERAL NOTES

- All materials and construction shall be in accordance with 2022 statewide urban design and specifications (SUDAS).
- The owner shall be responsible for obtaining all necessary permits for the project.
- The east line of the Northeast 1/4 of Section 07, Township 80 North, Range 24 West, is assumed to bear South 00°10'28" West.
- Only 1 access / entrance will be allowed from Holly Woods Plat 1 onto NW 44th Street. No additional access shall be permitted for any future platting or lot subdivision within Holly Woods Plat 1. Any future platting or lot subdivision will be required to share the single access location and establish an ingress / egress easement.
- All field fences shall be removed, with the exception of the fence along the south plat boundary, as a plat improvement.
- Water Service: City of Polk City, Iowa.
- Interim septic service shall be as approved by Polk City and shall be removed upon connection to the municipal sanitary sewer system.
- All existing wells will be removed according to Iowa DNR standards. All existing septic systems and structures will be removed according to Iowa DNR standards and in conjunction with the plat improvements unless Polk County has approved the use of said system(s) in writing prior to final plat approval. Lot 1 will connect to sanitary sewer proposed with the Antler Ridge development once it has been installed and accepted.
- All utility services shall be underground.
- It shall be the developer's responsibility to apply for and obtain any storm water discharge permits from the Iowa Department of Natural Resources if said permits are required of this project.
- Overland Flowage Easement areas shall be maintained by the applicable property owner, including removal of obstructions of flow, maintenance of any ponds and pond outlet structures, and repair of any damage caused by erosion. The City shall have the right, but not the obligation, to enter the easement area to remove obstructions.
- The site lies outside of areas of minimal flood hazard, as shown on the Flood Insurance Rate Map Community Panel Number 19153 C0045 F, with an effective date of February 1, 2019.
- No street lights are proposed as part of this development.
- Franchise utility design and distribution will be coordinated at the time of final platting.
- The approximate area of proposed tree clearing is 1.32 acres for plat construction. Additional clearing may be necessary during the time when individual homes are constructed.
- All public improvements and private storm sewers for pond outlets will require construction observation by the City of Polk City or their designated representative.
- All public improvements will require a 4-year maintenance bond prior to acceptance of the public improvements.
- All proposed storm water management facilities, including basins, embankments, pipes, and structures will be maintained by the property owners of all lots in Holly Woods Plat 1 and in the Antler Ridge subdivision. At the time of final platting, a Storm Water Management Facility Maintenance Covenant and Permanent Easement Agreement will be executed that covers all property within both plats that will be updated with each subsequent final plat to specifically include the additional facilities and lots being final platted. Property owners will be responsible for annual inspections by a professional engineer and for maintaining and repairing all facilities. The Agreement will specify the method used to determine each lot's share of the costs for said inspections, maintenance, and repairs.
- Driveway paving shall meet Polk City Fire Department requirements for access to proposed Hydrant. Access to the fire hydrant will be paved in conjunction with the public improvements.
- Right-of-Way radii at all intersections are 25 feet.
- A 10' wide recreational trail will be required along NW 44th Street.
- A full Storm Water Management Plan will be submitted along with construction drawings for Antler Ridge or Holly Woods Plat 1, whichever is submitted first.
- No home owners association is planned with this plat.
- Prior to approval of a Final Plat, The developer will be required to sign a development agreement requiring the lot to connect to the Polk City sanitary sewer system once notified to do so by the City of Polk City.
- Prior to approval of a Final Plat, The developer will be required to sign a petition and waiver for half the construction cost of a 10' recreational trail along NW 44th or 100% of a 5' sidewalk.
- Prior to issuance of a building permit, the owner shall provide written approval from the United States Postal Service for a single mailbox OR shall be provided a mailbox within the Antler Ridge Development.
- Construction fence shall be installed by contractor and inspected by a Polk City Construction Observer, within the area to be developed, prior to issuance of a grading permit or beginning construction.
- Building permits will not be issued and construction drawings will not be approved until the developer has provided off-site easements that have been signed by the appropriate property owners and provided to the City.

### LEGEND

Existing / Proposed	Existing / Proposed	Existing / Proposed
IR Round iron rebar	IP Round iron pipe	PCC Portland cement concrete
ACC Asphaltic cement concrete	FL Pipe flowline elevation	RCP Reinforced concrete pipe
CMP Corrugated metal pipe	CPP Corrugated plastic pipe	PVC Polyvinyl chloride pipe
CIP Cast iron pipe	P.U.E. Public utility easement	S.W.F.E. Surface Water Flowage easement
S.T.M.F.E. Storm Water Management Facility Easement	O.F.E. Overland Flowage Easement	G.E. Gas easement
I.E.E. Ingress / Egress easement	L.E. Landscape buffer easement	R.T.E. Recreational trail easement
P.W.E. Parkway easement	S.W.E. Sidewalk easement	S.S.E. Sanitary sewer easement
S.T.S.E. Storm sewer easement	W.E. Water main easement	B/B Back of curb to back of curb
Section line	Proposed boundary line	Existing boundary line
Future boundary line	Proposed easement line	Existing easement line
Setback line	Special Flood Hazard Area Zone AE line	Flood Hazard Area Zone X line
Edge of delineated wetland line	Zoning boundary line	Barbed wire fence line
Chain-link fence line	Edge of water	Straw Wattle
Silt fence	Sanitary sewer & size	Storm sewer & size
Water main & size	Gas main & size	Overhead electric & wires
Overhead electric	Underground electric	Underground television
Underground communication	Contour elevation	Trees to be cleared for plat construction
Found monument 5/8" IR with red cap #18530 unless otherwise noted	Set monument 5/8" IR with blue cap #26306 unless otherwise noted	Spot elevation
Sanitary sewer manhole	Cleanout	Storm sewer manhole
Storm sewer intake	Storm sewer beehive	Flared end section
Fire hydrant assembly	Water valve	Water service shut-off
Water main manhole	Monitoring well	Yard hydrant
Well	Gas meter	Gas valve
Air conditioning unit	Electric manhole	Electric meter
Electric pedestal	Electric transformer	Utility hand hole
Utility pole	Utility pole with light	Light pole
Guy wire	Traffic signal	Traffic signal with light
Traffic manhole	Communication pedestal	Telephone booth
TV pedestal	Billboard sign	Street sign
Down spout	Tree shrub	Deciduous tree and trunk diameter
Coniferous tree and trunk diameter	Swale flowline	Edge of tree dripline
Proposed construction fence	200 feet hydrant radius	

### CERTIFICATIONS

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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: Adam D. Schoeppner, P.L.S. No. 26306  
 My license renewal date is December 31, 2023 Date of survey: 02/28/22  
 Pages or sheets covered by this seal: This sheet only

I hereby certify that this engineering document was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Iowa.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: Jacob T. Nilles, P.E. No. 26369  
 My license renewal date is December 31, 2023  
 Pages or sheets covered by this seal: All sheets

1250 SW STATE STREET, SUITE A  
 ANKENY, IOWA 50023-2555  
 (515) 965-0123 phone - (515) 965-3322 fax  
 Civil Engineering - Land Surveying  
 Landscape Architecture

REVISIONS:  
 1) 11/20/22 REVISED PER COMMENTS RECEIVED 4-1-22  
 2) 06-15-22 REVISED PER COMMENTS RECEIVED 6-14-22

NOTE: NILLES ASSOCIATES, INC. WAIVES ANY AND ALL LIABILITY FOR ANY ERRORS OR OMISSIONS WHICH MAY BE CAUSED BY THE ENGINEERING INTENT OF THIS COUNTY, OR TO OBTAIN AND/OR FOLLOW THE ENGINEERING OMISSIONS, INCONSISTENCIES, AMBIGUITIES OR CONFLICTS WHICH ARE ALLEGED.

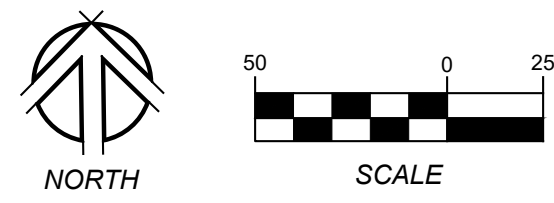
HOLLY WOODS PLAT 1  
 PART OF OUTLOT X, WHITE PINE PRAIRIE PLAT 1, IS THE SOUTH 601.5 FEET OF EAST 1/2 OF THE 1/4 OF SECTION 07-24-80N, POLK COUNTY, IOWA

PROJECT NAME: HOLLY WOODS PLAT 1  
 DESCRIPTION: PRELIMINARY PLAT

DATE: 03/23/22  
 DRAWN BY: TJH  
 CHECKED BY: RJS  
 SHEET SIZE: 24" X 36"  
 SHEET TITLE: PP-1  
 SHEET NO.: 1/2

# HOLLY WOODS

## PRELIMINARY PLAT



1250 SW STATE STREET, SUITE A  
 ANKENY, IOWA 50023-2555  
 (515) 965-0123 phone - (515) 965-3322 fax  
 Civil Engineering - Land Surveying  
 Landscape Architecture



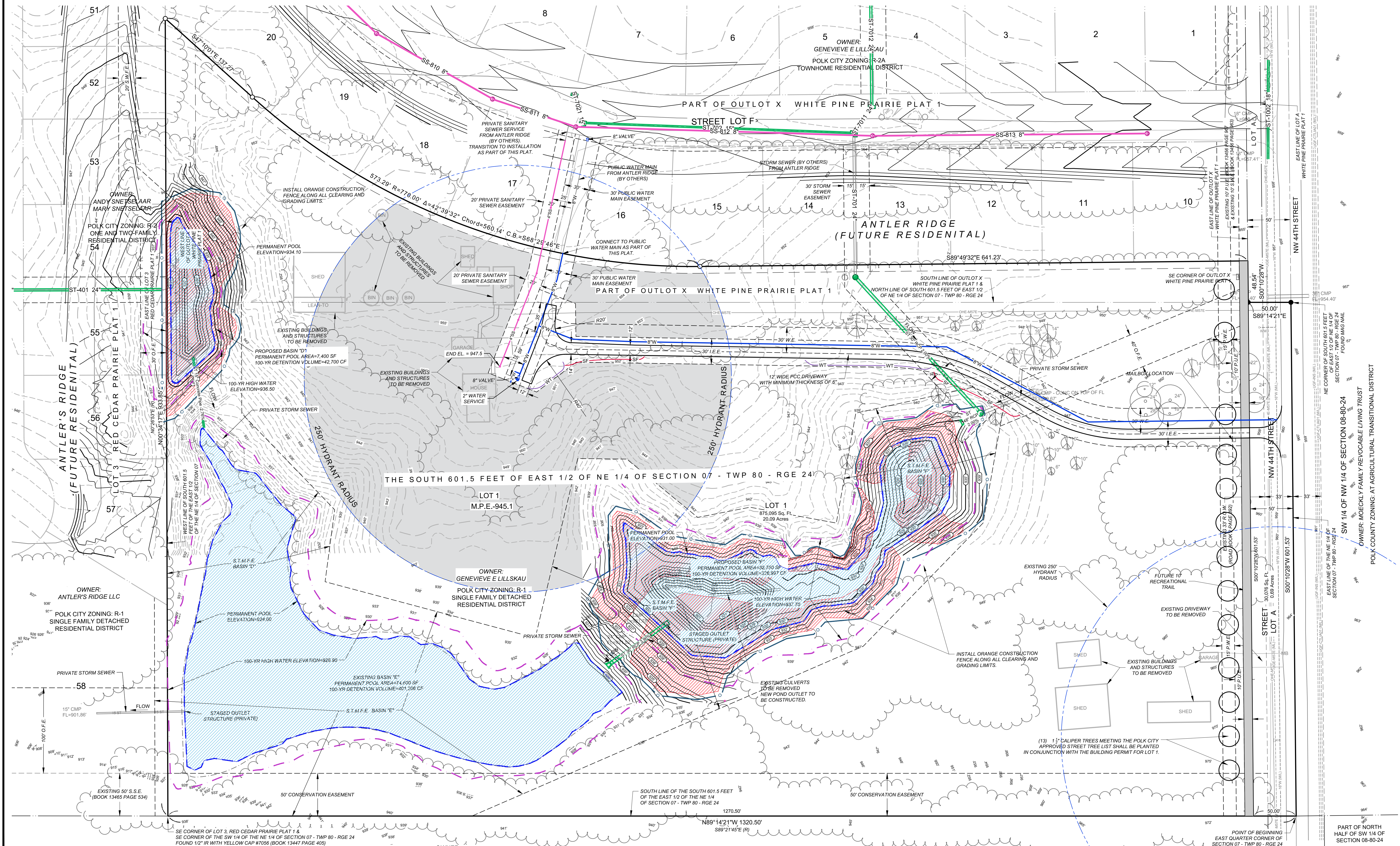
REVISIONS:  
 1. 1/26/17 - REVISED PER COMMENTS RECEIVED 4-22  
 2. 1/26/17 - REVISED PER COMMENTS RECEIVED 4-14-22  
 3. 1/26/17 - REVISED PER COMMENTS RECEIVED 4-14-22  
 4. 1/26/17 - REVISED PER COMMENTS RECEIVED 4-14-22  
 5. 1/26/17 - REVISED PER COMMENTS RECEIVED 4-14-22  
 6. 1/26/17 - REVISED PER COMMENTS RECEIVED 4-14-22  
 7. 1/26/17 - REVISED PER COMMENTS RECEIVED 4-14-22

NOTE: NILES ASSOCIATES, INC. WILL NOT BE RESPONSIBLE FOR ANY PROBLEMS WHICH MAY BE CAUSED BY THE FAILURE OF THE ENGINEER TO OBTAIN NECESSARY PERMITS FROM THE POLK COUNTY, OR TO OBTAIN AND FOLLOW THE ENGINEERING STANDARDS, ORDINANCES, AND REGULATIONS WHICH ARE APPLICABLE TO THE PROJECT OR TO CONFLICTS WHICH ARE ALLEGED.

PROJECT NAME:  
 HOLLY WOODS PLAT 1  
 DESCRIPTION:  
 PART OF OUTLOT X WHITE PINE PRAIRIE PLAT 1 & THE SOUTH 601.5 FEET OF EAST 1/2 OF THE NE 1/4 OF SECTION 07 - TWP 80 - RGE 24

DATE: 03/23/22  
 DRAWN BY: TJH  
 CHECKED BY: RJS  
 SHEET SIZE: 24" X 36"  
 SHEET TITLE: PP-2  
 SHEET NO.: 2/2

NAI NO.: 22035  
 DATE: 03/23/22  
 DRAWN BY: TJH  
 CHECKED BY: RJS  
 SHEET SIZE: 24" X 36"  
 SHEET TITLE: PP-2  
 SHEET NO.: 2/2



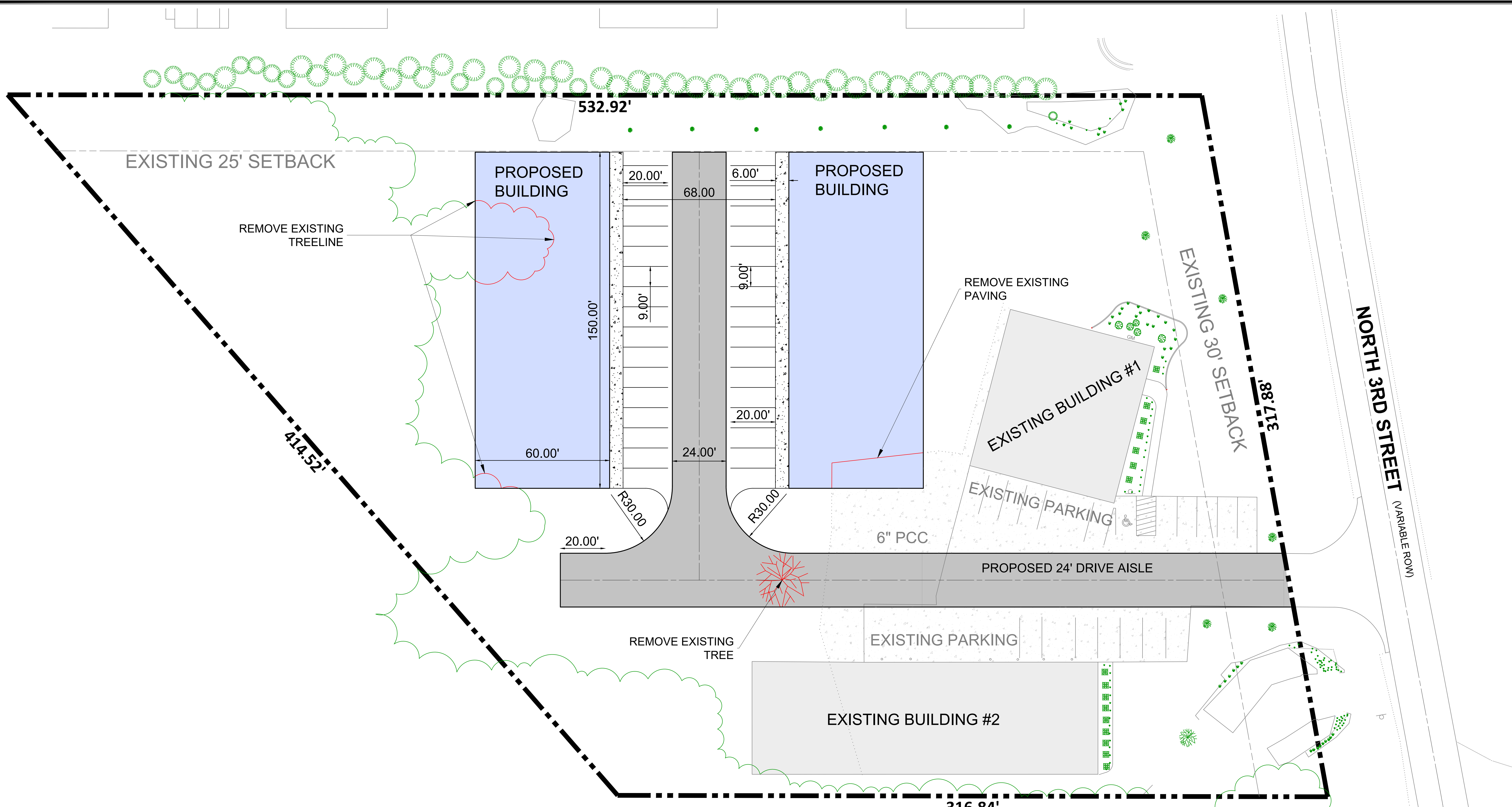
OWNER: GENEVIEVE E LILLSKAU  
 POLK CITY ZONING: R-1 SINGLE FAMILY DETACHED RESIDENTIAL DISTRICT  
 M.P.E.-945.1

OWNER: JAMES V AND CONNIE L JOHNSON TRUST  
 JAMES V JOHNSON (TRUSTEE)  
 CONNIE L JOHNSON (TRUSTEE)

PART OF SE 1/4 OF SECTION 07 - TWP 80 - RGE 24  
 POLK COUNTY ZONING: AT AGRICULTURAL TRANSITIONAL DISTRICT

PART OF NORTH HALF OF SW 1/4 OF SECTION 08-80-24  
 OWNER: BONNIE HUTCHINS  
 10515 NW 44TH ST  
 POLK CITY, IA 50226  
 POLK COUNTY ZONING: AT AGRICULTURAL TRANSITIONAL DISTRICT

POINT OF BEGINNING EAST QUARTER CORNER OF SECTION 07 - TWP 80 - RGE 24 FOUND STUBBY NAIL (BOOK 10495 PAGE 246)



EXISTING 25' SETBACK

PROPOSED BUILDING

PROPOSED BUILDING

EXISTING BUILDING #1

EXISTING BUILDING #2

REMOVE EXISTING TREELINE

REMOVE EXISTING PAVING

EXISTING 30' SETBACK

NORTH 3RD STREET (VARIABLE ROW)

REMOVE EXISTING TREE

6" PCC

PROPOSED 24' DRIVE AISLE

EXISTING PARKING

EXISTING PARKING

532.92'

414.52'

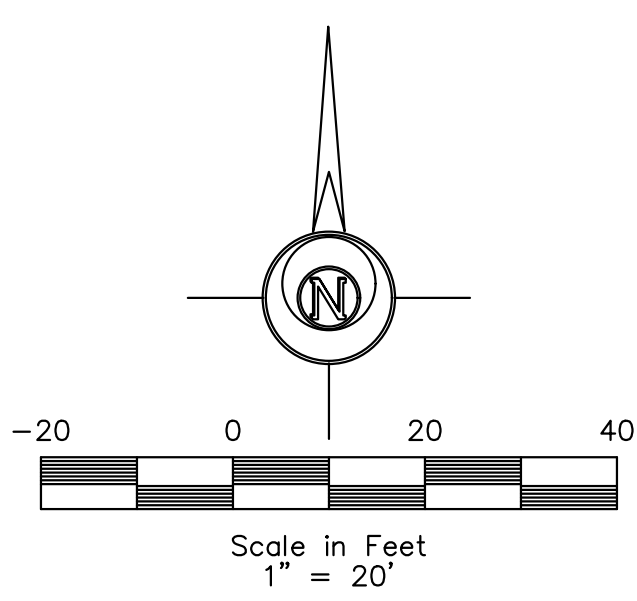
317.88'

316.84'

LEGEND:

- EXISTING BUILDING
- EXISTING PAVING

- PROPOSED BUILDING
- PROPOSED WALKWAY
- PROPOSED DRIVE AISLE



**ELDS DESIGN SERVICES**  
 Architecture | Engineering | Surveying  
 2323 Dixon Street, Des Moines, Iowa 50316 | PO Box 4626, Des Moines, Iowa 50305 | Ph: 515 265 8196

---

**JESTER BUSINESS GROUP CONCEPT**  
 700 N 3RD STREET  
 POLK CITY IA, 50226

BENCHMARK	REVISIONS
COPYRIGHT DATE: ---	DRAWN BY: A. BRADFIELD
SCALE: 1"=20'	LATEST REVISION: 1.14.2022
DRAWING NO: 22-005	

FILE PATH: J:\2022 Projects\22-005 700 N 3rd Street Polk city IA







# Polk County Assessor

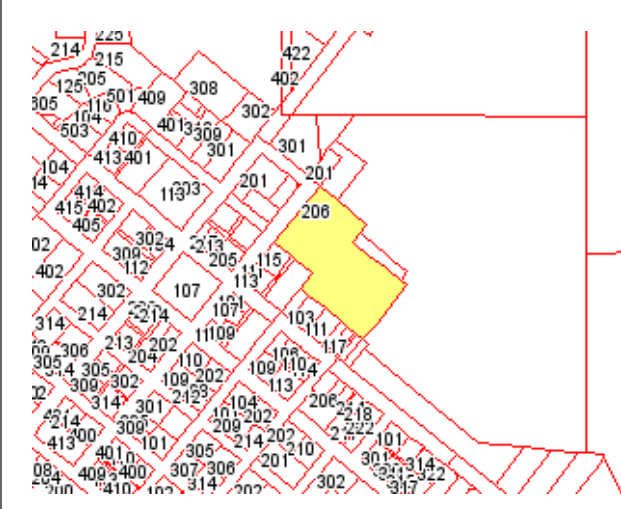
111 Court Avenue #195  
Des Moines, IA 50309-0904

(515) 286-3014 Fax (515) 286-3386  
[polkweb@assess.co.polk.ia.us](mailto:polkweb@assess.co.polk.ia.us)

Location					
<b>Address</b>	206 N 2ND ST				
<b>City</b>	POLK CITY	<b>Zip</b>	50226	<b>Jurisdiction</b>	Polk City
<b>District/Parcel</b>	261/00305-260-001	<b>Geoparcels</b>	8025-01-176-014	<b>Status</b>	<a href="#">Active</a>
<b>School</b>	North Polk	<b>Nbhd/Pocket</b>	PC01/F	<b>Tax Authority Group</b>	POC-C-NOP-77014
<b>Cemetery</b>	Madison-Polk City Cemetery	<b>Submarket</b>	Northwest Des Moines	<b>Appraiser</b>	Austin Viggers 515-286-3958


### Map and Current Photos - 3 Records

**Click on parcel to get a new listing**




[Bigger Map](#) [Polk County GIS](#)  
[Google Map](#) [Pictometry](#)

**Photo Processed on 2022-03-01 a**



**Photo Processed on 2022-03-01 b**



**Photo Processed on 2022-03-01 c**



[Historical Photos](#)

### Ownership - 1 Record

Ownership	Num	Name	Recorded	Book/Page
Title Holder	1	RTM PROPERTIES LLC	2016-02-09	<a href="#">15892/255</a>

### Legal Description and Mailing Address