

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

August 19, 2019 | 6:00 pm
City Hall | Council Chambers

Tentative Meeting Agenda

Doug Ohlfest | Chair

Dennis Dietz | Pro Tem

P&Z Commission Members: Ron Hankins | Deanna Triplett | Krista Bowersox | Justin Vogel | Doug Sires

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Audience: *Items not on the agenda will be discussed at this time*
5. Approval of the P&Z Commission Meeting minutes for July 15, 2019
6. Consider motion to recommend Council approve Preliminary Plat and Final Plat for Mary Kirkwood Acres Plat 2
7. Staff Report
8. Commission Report
9. Adjourn until September 16, 2019

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, July 15, 2019
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on July 15, 2019. 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 Ohlfest called the meeting to order at 6:00p.m.
2. **Roll Call** | Hankins, Triplett, Ohlfest, Bowersox, Sires | In attendance
Dietz, Vogel | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Hankins and seconded by Bowersox to approve the agenda
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | None
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Bowersox and seconded by Sires to approve the June 17, 2019 meeting minutes
MOTION CARRIED UNANIMOUSLY
6. **Rezoning Parcel B of 506 E Broadway from U-1 to R-1**
MOTION: A motion was made by Hankins and seconded by Bowersox to recommend Council approve the rezoning request for Parcel B of 506 E Broadway from U-1 to R-1 subject to the recommendation and comments in the Engineer Memo dated July 10, 2019
MOTION CARRIED UNANIMOUSLY
7. **Berggren Farms Development Concept Plan**
Jerrold Ruckle, MJR Development, and Kelsey Scallon, Shive-Hattery, presented two Concept Plans for the future development of the Berggreen Farms land

Engineer Comments

- This project would require that more active park land be dedicated
- The details of the extension of White Tail Parkway should be finalized with an agreement prior to approval of any plans
- The area to the west of 72nd may need to be vacated by the City and then sidewalk easements along that area of Hugg Drive would need to be created
- Hydrant locations would need to be reviewed

Commission Comments

- Request the location and timeline of plans for White Tail Parkway be brought back before the Commission
- Recreational trail locations need to be in accordance with the Comp Plan or an amendment should be done to the Comp Plan
- Larger park area would be preferred
- Connectivity for this area will be a necessity

Conclusion: The commission was split on the preference of concepts; they would like to see a hybrid of the two with a definite agreement of a timeline for the development of White Tail Parkway to ensure traffic flows do not increase any further on NW Hugg Drive. Increased park acreage was recommended, and it was suggested the trails need to be designed in a way to tie the whole area together. Hankins thanked Jarrod for taking this approach and being open to having discussions and working together on the planning.

8. **Staff Report** | No report

9. **Commission Report** | No report

10. Adjournment

MOTION: A motion was made Triplett and seconded by Sires to adjourn at 6:45 p.m.

Next Meeting Date – Monday, August 19, 2019

Jenny Gibbons - City Clerk

PRELIMINARY PLAT & FINAL PLAT

Date: August 1, 2019
Project: Mary Kirkwood Acres Plat 2

Prepared by: Kathleen Connor, Planner
Project No.: 119.0713.01

GENERAL INFORMATION:

Applicant/Owner: Steve & Jeanette Dyer
Requested Action: Approval of Plat

Location: 11448 NW 150th Ave
(within 2-mile area)

Plat Size: 12.26, total
- Lot 1: 1.25 acres
- Lot 2: 11.11 acres

Polk County Zoning:
ER – Estate Residential

Polk City Equivalent Zoning:
R-1 Single Family Residential



PROJECT DESCRIPTION:

The subject property is located within Polk City’s 2 mile area, northwest of Big Creek State Park. (The parcel’s location is illustrated on the attached exhibit.) On behalf of the applicant, Fox Engineering has prepared the Preliminary Plat and Final Plat to create a new Lot 1 that can be sold for construction of a new home. The existing residence, outbuildings, and septic system are located on Lot 2.

Polk County’s zoning for this property is ER – Estate Residential. Since the new lot is smaller than the 10 acres, the city’s equivalent zoning becomes R-1 Single Family residential. Both Lot 1 and 2 exceed the city’s R-1 requirements for lot size and width; including additional requirements for properties where no sanitary sewer service is available. This plat will also need to meet the city’s R-1 requirements for setbacks which requires principal residences to meet setbacks of 35’ front yard, 35’ side yard, and 8’’ rear yard.

NW 150th Avenue is a future collector street; as such it is required to have an 80’ wide right-of-way per the Comp Plan. Since the south half of the right-of-way adjacent to this parcel is 60 feet wide, which is more than half the required width, no future right-of-way dedication will be required.

There is currently one driveway on Lot 2 providing access to NW 150th Avenue. An easement will be provided to allow both lots to use this driveway as a joint access. No new driveways will be permitted for either lot.

Since this plat is not within the corporate limits of Polk City, a Petition and Waiver for sidewalks is not required at this time. A sidewalk easement along NW 150th Avenue is not necessary since the sidewalk can be located within the existing right-of-way.

Both lots will be connected to rural water, however a water line will need to be extended across Lot 2 to serve Lot 1, necessitating an easement which is shown on the plat. Both lots will have their own private septic systems.

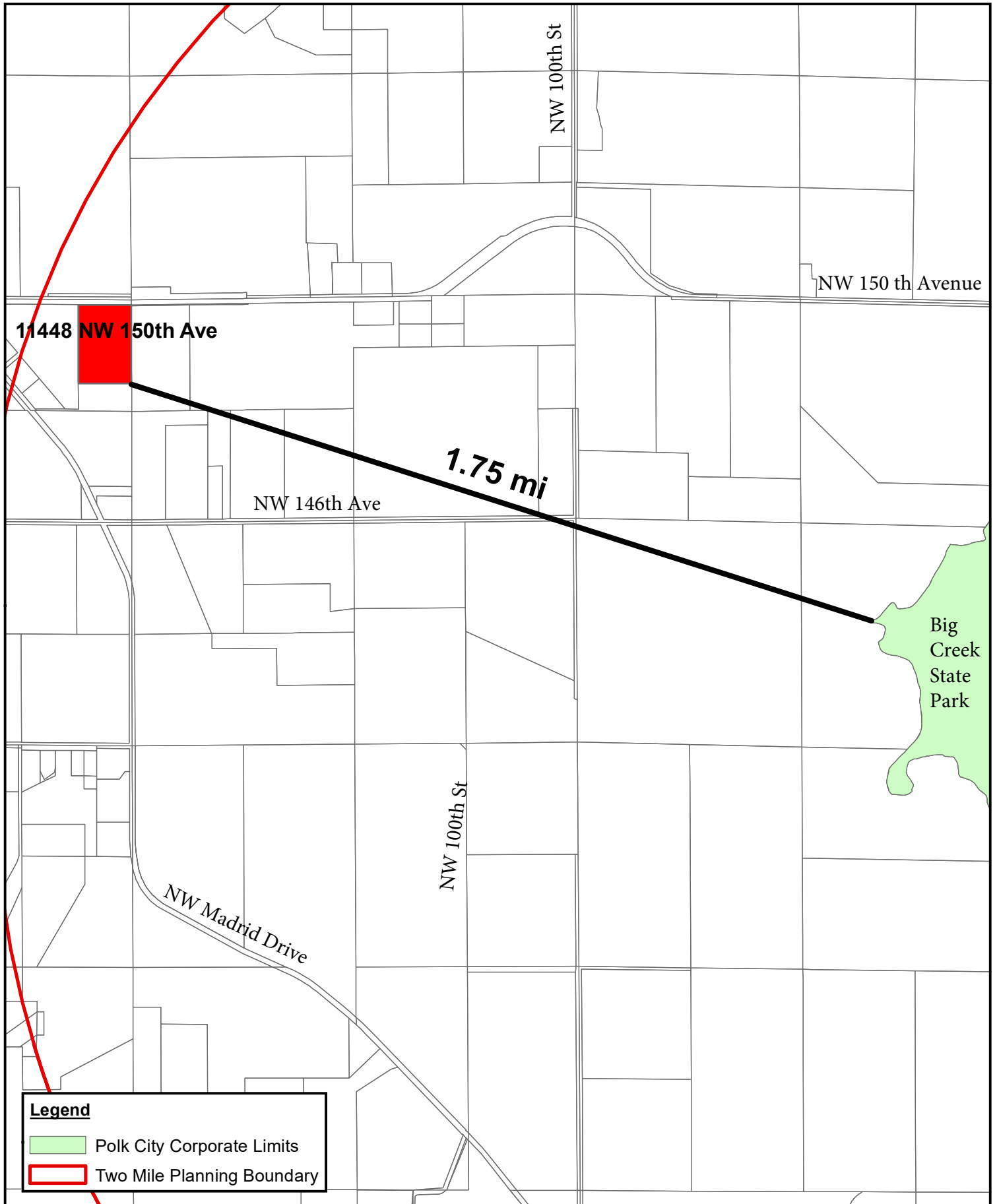
REVIEW COMMENTS:

All of staff's review comments were addressed on the submittal received July 29, 2019.

RECOMMENDATION:

Staff recommends approval of the Preliminary Plat and Final Plat for Mary Kirkwood Acres Plat 2 subject to the following:

1. P&Z recommendations, if any, shall be addressed prior to this item being placed on the Council agenda.
2. Payment of all application fees and engineering review fees prior to this item being placed on the Council agenda.





APPLICATION FORM FOR FINAL PLATS

City of Polk City, Iowa

- FOR OFFICE USE ONLY

Date: _____ Amount: _____ Rec'd by: _____

Thank you for your interest in the City of Polk City!

It is the responsibility of the applicant (owner, developer and consultants) to compare their project submittal to City Code and this checklist and ensure that all items and requirements are included. If an application is substantially incomplete, the review will be delayed and the review schedule will be amended.

Subdivision Name: Mary Kirkwood Acres, PLAT 2

Location: 11448 NW 150th Ave, Madrid

Total Area of Plat (in acres): 12.36 acres

Total Number of Lots, including Outlots: 2 lots

Applicant: This form **MUST** be signed by Applicant.

Developer/Owner Signature <u>Jean Dyer</u>	Surveyor's Engineer's Name <u>Brad Stumba</u>
Street Address <u>11448 NW 150th Ave</u>	Street Address <u>414 S. 17th St., Ste 107</u>
City, State <u>Madrid Ia 50156</u>	City, State <u>AMES, IA</u>
Telephone No. <u>515 681 7484</u>	Telephone No. <u>515-233-0000</u>
Email Address <u>Jean.Dyer@corkeva.com</u>	Email Address <u>rbs@foxeng.com</u>

Final Plat Application Fee:

Base Application Fee	\$200.00		\$200.00
Additional Fee	\$20.00 per Lot	=>	
Total			\$240.00

Amount Paid: \$ 240.00

City Engineering Review Fee:

Note: The number of Submittals varies, and is contingent upon the applicant addressing all review comments.

Number of Lots >	1 - 10 Lots	11-20 Lots	21-30 Lots	31-50 Lots
Submittal #1:	\$500	\$600	\$750	\$850
Submittal #2:	\$250	\$250	\$300	\$300
Sub #3 & Others:	\$200	\$200	\$200	\$200
Agreement to Complete (construction not complete)	\$500 (Optional)	\$500 (Optional)	\$500 (Optional)	\$500 (Optional)

Amount Paid for Submittal #1: \$ ~~500.00~~ \$100.00 *

* Per email from Kathleen Connor

Documents to be Submitted for Review:

✓ If Provided	Plan / Document
	Completed Final Plat Application Form including Check List
	Final Plat Application Fee and City Engineering Review Fee
	Final Plat Drawing(s)
	Easement Legal Descriptions
	Accompanying Information (See Check List)
	Other (Please Specify):

CITY OF POLK CITY, IOWA

FINAL PLAT CHECKLIST

FINAL PLAT DRAWINGS

Description	OK	Not OK	Comments
GENERAL (24" x 35" format)			
Name and Number of Plat	✓		
Name and Address of Property Owner/Applicant	✓		
Name and Address of PE / LS	✓		
Seal & Certification by PE / LS	✓		
24" x 36" Format			11" x 17"
North Arrow & Scale	✓		
Date(s) and Submittal # for each submittal	✓		
Box for City approval stamp (1.5" x 3.5")	✓		
Zoning, including Floodplain Overlay if applicable	✓		
Standard final plat notes (cluster mailbox, etc.)	✓		
Response on how/where comments were addressed			
PROPERTY BOUNDARIES			
Legal Description (metes & bounds)	✓		
Area in acres	✓		
Ties to 2 Section Corners	✓		
Adjoining Subdivision Names	✓		
Boundry in Heavy Line	✓		
Bearings, Distances, Angles for all lots, outlots, ROW	✓		
Curve Data and Curve Numbers			N/A
SURVEY			
Location and Ties of all Monuments Set	✓		
Location of all Monuments Found	✓		
Existing Easements, noting the recorded book & page	✓		
STREETS - Existing & Proposed			
Name of Street, including direction if applicable	✓		
Centerline bearings, distances			N/A
Centerline curve data (R, CA, L, Ch)			N/A
Right-of-Way and Width	✓		
LOTS			
Lot Lines with bearings and dimensions	✓		
Lot Numbers, Lot Letters, Outlot Letters	✓		
Public Dedication Designation in () - ex. "(street)"			N/A
Building Setback Lines	✓		
Address List for all Lots	✓		
NOTES			
Driveway restrictions from higher classified streets			N/A
Adj lot owner to remover snow at mailbox, crossings			N/A
Location of Siren, if applicable			N/A
Lowest Floor Elevation for all applicable lots			N/A

FINAL PLAT DRAWINGS (Continued)

Description	OK	Not OK	Comments
EASEMENTS (<i>Dimensioned and Labeled as either "Public" or "Private"</i>)			
Detention (separate easement for public storm sewers)			N/A
Ingress/Egress	✓		
Overland Flowage	✓		
Sanitary Sewer			N/A
Water Main	✓		
Public Sidewalk			N/A
Public Utility Easement (P.U.E.)	✓		N/A Existing
Other:			

ACCOMPANYING INFORMATION

DESCRIPTION	REVIEWED		RECEIVED		\$ AMOUNT
	OK	Not OK	Signed	Recorded	
GENERAL					
Preliminary Plat - previously approved by Council					
Revised Final Plat Drawing addressing all comments					
CAD file of Final Plat					
PUBLIC IMPROVEMENTS					
Construction Drawings, if not previously approved					
City Engineer's Punch List					
Updated Engineer's Punch List					
As-built Record Drawings (GIS/CAD, pdf, 3 paper copies)					
As-Built Grading Plan (swale flowlines at prop lines)					
Engineer's statement that grading conforms to SWMP					
L.S. Certification that property pins have been set					
City Engineer's Recommendation for acceptance					
Cost opinion for outstanding Punch List Items, if any					
Service Locates Table					
4-Year Maintenance Bonds					
Street Lights installed or contract for installation					
Cluster Mailboxes installed (or developer letter re: install)					
LEGAL DOCUMENTS					
Title Opinion					
Consent to Plat of proprietors & mortgage holders					
Certificate of Treasurer					
Protectivt Covenants					
Other:					
AGREEMENTS					
Development Agreement, if needed					
Agreement to Complete Public Improvements, if needed					
Satisfaction of Agreement, if applicable					

ACCOMPANYING INFORMATION (continued)

DESCRIPTION	REVIEWED		RECEIVED		\$ AMOUNT
	OK	Not OK	Signed	Recorded	
BONDS					
Maintenance Bond - Paving					
Maintenance Bond - Sanitary Sewer					
Maintenance Bond - Storm Sewer					
Maintenance Bond - Watermain					
Sidewalk Performance Bond, unless waived					
Performance Bond - Public Improve unless completed					
PETITION & WAIVERS					
P & W for Future Sidewalks, if applicable					
P & W for Future Streets, if applicable					
Other:					
PUBLIC UTILITIES					
Street Lighting & Electrical Dist System contract					
Natural Gas Distribution System proposal					
Telephone Service provider's proposal					
Cable Television Service provider's proposal					
Other:					
FEES					
Filing Fee					
Assessments, if any, paid in full					
Park Land Donation Fee, if applicable					
Trunk Sanitary Sewer Fee paid in full					
Certified Check or Bond for Punchlist Items					
City Engineering Review fees paid in full					
City Engineer's Construction Observation fees paid					
EASEMENTS (Signed Documents with Legal Descriptions)					
Ingress/Egress					
Overland Flowage					
Detention (separate easement for public storm sewers)					
Storm Sewer					
Sanitary Sewer					
Water Main					
Public Sidewalk					
Recreation Trail					
Buffer					
Public Utility Easement (P.U.E.)					
REAL ESTATE TRANSFER					
Warranty Deed for street rights-of-way					
Warranty Deed for park land					
Groundwater Hazard Statements for all dedications					
Other:					

THIS AREA RESERVED FOR RECORDING STAMP ONLY

PRELIMINARY PLAT MARY KIRKWOOD ACRES, PLAT 2

OWNER/DEVELOPER:

Steven J. & Jeanette M. Dyer
11448 NW 150th Ave.
Madrid, IA 50156
515-681-7484

ZONING DISTRICT: ER - ESTATE RESIDENTIAL

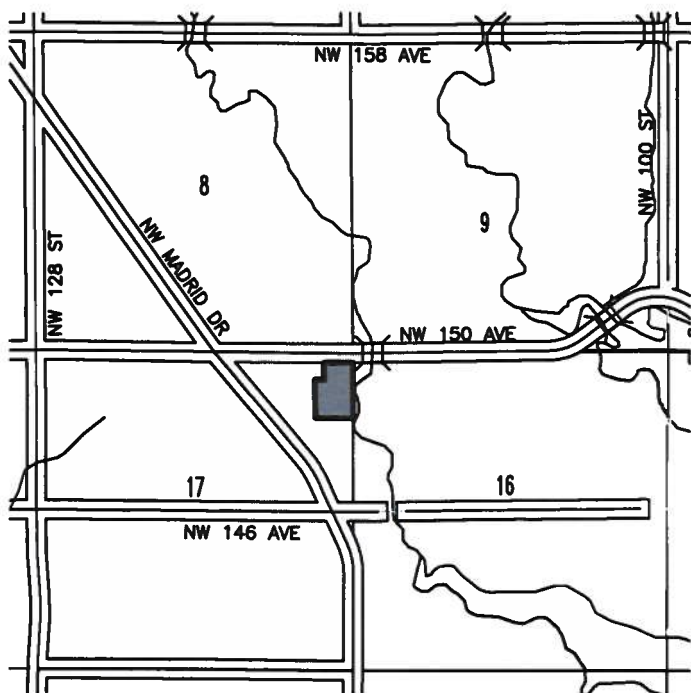
Cluster Development Setbacks:
Front & Rear: 30'
Side: 15'

LEGAL DESCRIPTION:

A subdivision of Lot 2 in Mary Kirkwood Acres in the Northeast Quarter of the Northeast Quarter of Section 17, Township 81 North, Range 25 West of the 5th P.M., Polk County, Iowa, containing 12.36 acres.

NOTES:

1. Lot 2 has a private septic system and is served by Xenia Rural Water.
2. Lot 1 will be served by a private septic system and Xenia Rural Water.
3. This subdivision is platted using the Cluster Development Option. See the Residential Development Calculation Worksheet 5.1 that was submitted with this plat for details.
4. A portion of Lot 2 lies within Zones A and X per FEMA Firm Map Panel 19153C0025F, dated 2/01/2019.
5. Mailboxes located within the right of way shall be of a break-away design.
6. All services to utilities located on the opposite side of the roadway must be bored under the roadway at the lot owner's expense.
7. Post-development runoff must not adversely affect downstream drainage facilities or property.
8. Maintenance of any drainage easements on site shall be the responsibility of the land owner.
9. Any subsurface drainage facilities that are disturbed must be restored or rerouted by the land owner.
10. Any culverts to be used for crossing drainage easements shall be designed by a licensed Professional Engineer.
11. Access to Lots 1 and 2 shall be limited to the 15' Access Easement over the existing driveway. No new driveways shall be permitted for either lot.



POLK COUNTY APPROVAL
POLK CITY APPROVAL

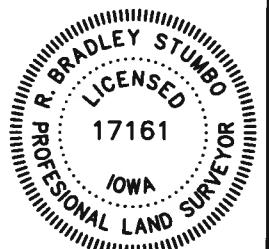


FOX Engineering Associates, Inc.
414 South 17th Street, Suite 107
Ames, Iowa 50010
Phone: (515) 233-0000
FAX: (515) 233-0103

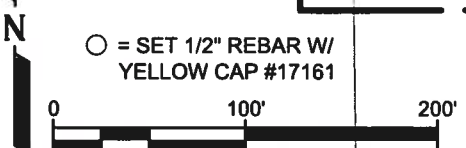
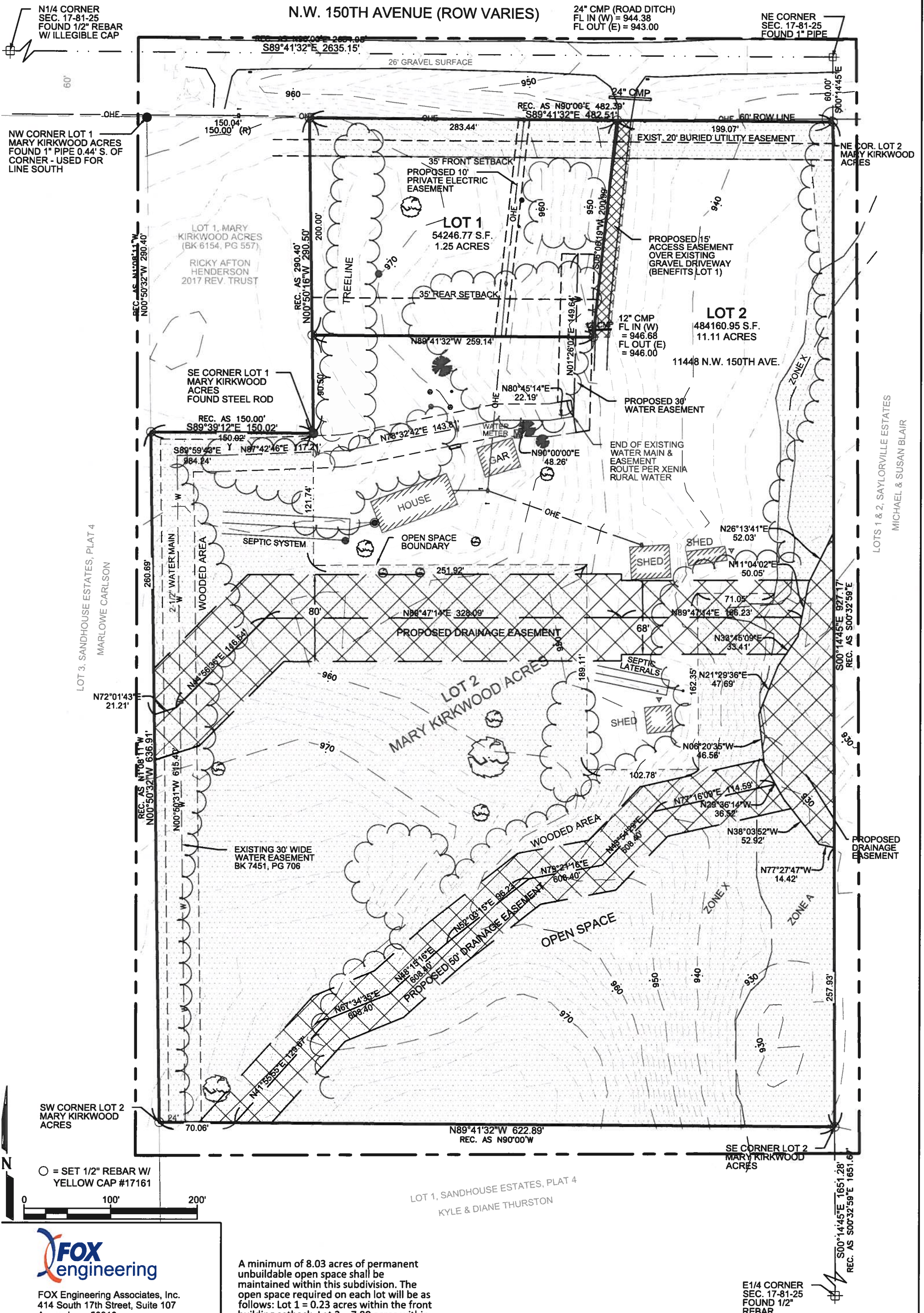
I hereby certify that this land surveying document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

R. BRADLEY STUMBO, PLS
License number 17161
My license renewal date is December 31, 2019.

DATE



MARY KIRKWOOD ACRES, PLAT 2



FOX Engineering Associates, Inc.
 414 South 17th Street, Suite 107
 Ames, Iowa 50010
 Phone: (515) 233-0000
 FAX: (515) 233-0103

A minimum of 8.03 acres of permanent unbuildable open space shall be maintained within this subdivision. The open space required on each lot will be as follows: Lot 1 = 0.23 acres within the front building setback, Lot 2 = 7.80 acres within the front setback, floodplain and other areas as shown.

E1/4 CORNER
 SEC. 17-81-25
 FOUND 1/2" REBAR

THIS AREA RESERVED FOR RECORDING STAMP ONLY

FINAL PLAT MARY KIRKWOOD ACRES, PLAT 2

OWNER/DEVELOPER:

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11448 NW 150th Ave.
Madrid, IA 50156
515-681-7484

ZONING DISTRICT: ER - ESTATE RESIDENTIAL

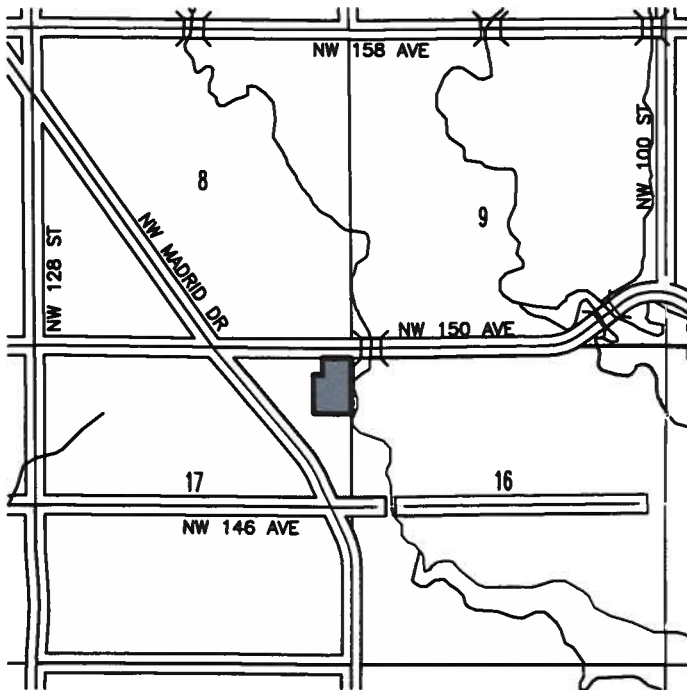
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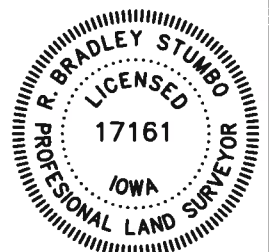


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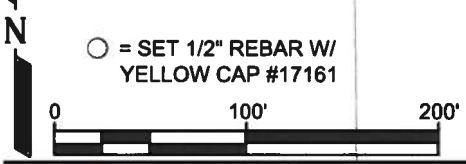
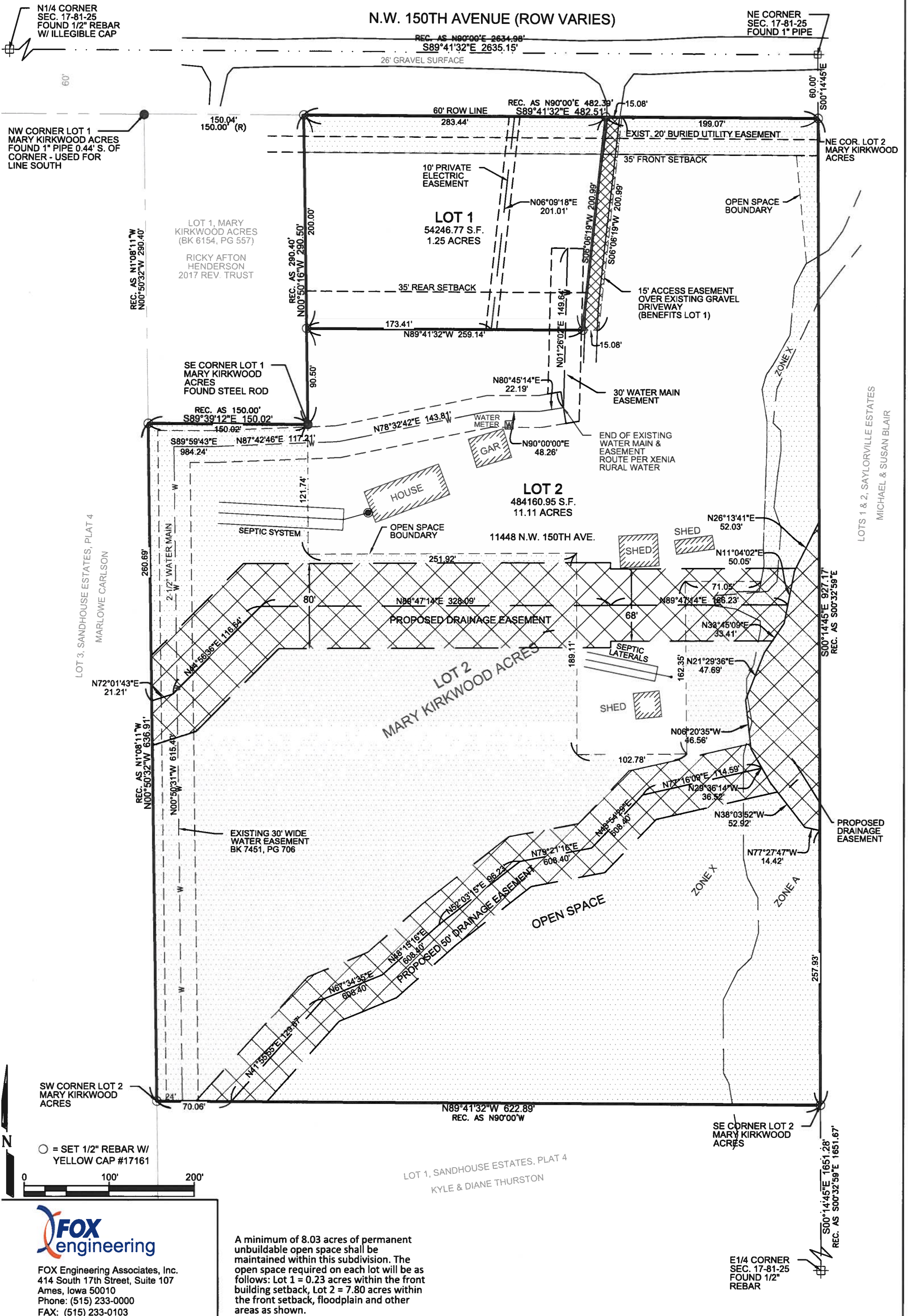
I hereby certify that this land surveying document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

R. BRADLEY STUMBO, PLS
License number 17161
My license renewal date is December 31, 2019.

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