

City of West Branch

~A Heritage for Success~

110 N. Poplar Street • PO Box 218 • West Branch, Iowa 52358
(319) 643-5888 • Fax (319) 643-2305 • www.westbranchiowa.org • city@westbranchiowa.org

PLANNING AND ZONING COMMISSION MEETING

Tuesday, February 23, 2016 • 7:00 p.m.

West Branch City Council Chambers, 110 N. Poplar St.

Council Quorum May Be Present

1. Call to Order
2. Roll Call
3. Approve Agenda/Consent Agenda/Move to action.
 - a. Approve minutes from the January 26, 2016 Planning and Zoning Commission Meeting.
4. Public Hearing/Non-Consent Agenda
 - a. Public Hearing on the matter of a re-zoning of Lot 1 of Lot “A”, West Branch, Cedar County, Iowa, in accordance with the Plat thereof recorded in Plat Book G, at page 223, in the records of the Cedar County Recorder’s Office, containing 6.02 acres, and subject to easements and restrictions of record, from Residence R-1 (Single Family District) to Residence R-2 (Two Family District).
 - b. Approve a recommendation to the City Council for the rezoning of Lot 1 of Lot “A”, West Branch, Cedar County, Iowa, in accordance with the Plat thereof recorded in Plat Book G, at page 223, in the records of the Cedar County Recorder’s Office, containing 6.02 acres, and subject to easements and restrictions of record, from Residence R-1 (Single Family District) to Residence R-2 (Two Family District)./Move to action.
 - c. Approve the Lynch Heights Subdivision Preliminary Plat./Move to action.
 - d. Chris Kofoed and Brad Larson, KLM – Meadows Rezoning and Phase 2 Update
 - e. Discussion on Update to the West Branch Comprehensive Plan
 - f. Discussion on potential changes to P-1 (Public Use) Zoning Districts.
5. City Staff Reports
 - a. Zoning Administrator Paul Stagg – Intro to Planning and Zoning Workshop presented by Gary Taylor, Iowa State University Extension and Outreach
6. Comments from Chair and Commission Members
7. Next Regularly Scheduled Commission Meeting – March 22, 2016 at 7:00 p.m.
8. Adjourn

Planning & Zoning Commission Members: Chair John Fuller, Vice Chair Ryan Bowers, LeeAnn Aspelmeier, Sally Peck, Clara Oleson, Liz Seiberling, Gary Slach • **Zoning Administrator:** Paul Stagg • **Deputy City Clerk:** Leslie Brick
Mayor: Roger Laughlin • **Council Members:** Jordan Ellyson, Colton Miller, Brian Pierce, Tim Shields, Mary Beth Stevenson
City Administrator/Clerk: Matt Muckler • **Fire Chief:** Kevin Stoolman • **Library Director:** Nick Shimmin
Parks & Rec Director: Melissa Russell • **Police Chief:** Mike Horihan • **Public Works Director:** Matt Goodale

(These minutes are not approved until the next Commission meeting.)

City of West Branch Planning & Zoning Commission Meeting
January 26, 2016
West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:00 p.m. welcoming the audience and following City Staff; Zoning Administrator Paul Stagg, City Administrator Matt Muckler and Deputy City Clerk Leslie Brick. Commission Members, LeeAnn Aspelmeier, Ryan Bowers, Liz Seiberling, and Gary Slach. Absent: Sally Peck and Clara Oleson.

Approve minutes from the November 24, 2015 Planning and Zoning Commission Meeting./Move to action.

Motion by Bowers, second by Aspelmeier. AYES: Bowers, Aspelmeier. Absent: Peck and Slach. Motion carried on a voice vote.

Approve _____ as Chairperson of the Planning and Zoning Commission./Move to action.

Bowers nominated Fuller as chairperson of the Planning & Zoning Commission. No other nominations were made. Fuller accepted the nomination.

Motion by Bowers, second by Aspelmeier. AYES: Bowers, Aspelmeier, Fuller, Seiberling, Slach. Absent: Peck and Oleson. Motion carried.

Approve _____ as Vice Chairperson of the Planning and Zoning Commission./Move to action.

Slach nominated Bowers as vice chairperson of the Planning & Zoning Commission. No other nominations were made. Bowers accepted the nomination.

Motion by Slach, second by Seiberling. AYES: Slach, Seiberling, Fuller, Bowers, Aspelmeier. Absent: Peck and Oleson. Motion carried.

Chris Kofoed and Brad Larson, KLM – Meadows Rezoning and Phase 2 Update

Larson provided an update on the Meadows Subdivision past and future development plans. He stated that the first phase had 19 lots of which 15 have been sold. The next phase will consist of an additional 22 lots. Ridge View and Sullivan Streets will be extended and some lots will be re-zoned to R-2 to accommodate the need for lower priced housing in West Branch. Fuller commented that he would like to see the entire area plotted out see their future planning ideas.

Wayne and Steve Lynch, Lynch Plumbing, Inc. – Lynch Heights Rezoning and Subdivision Proposal.

Wayne Lynch presented the commission with his design of Lynch Heights. This subdivision will require rezoning from R-1 to R-2 to accommodate the need for more affordable housing in West Branch. Lynch commented that grading and drainage issues are being addressed and will have the preliminary plat ready for the next commission meeting. Bowers asked if this subdivision would require a crossing at Main Street. Muckler responded that the City would not require a crossing at this intersection because one will be placed at Main and Pedersen later this year and a future one at Dawson Drive when that connection is made.

Discussion on Update to the West Branch Comprehensive Plan.

Fuller commented that update are in progress on the CIP and more are needed. Stagg also advised that he had noted some areas that needed revised and would recommend those at the next discussion. Fuller suggested an additional meeting to continue the momentum on the updates and scheduled a special meeting for Tuesday, February 23, 2016.

City Engineer Dave Schechinger – Residential Plot Plans

Schechinger referenced North Liberty as a model for residential plot plans. The purpose of residential plot plans is to prevent drainage issues for newly constructed subdivisions and home construction. Fuller requested additional information on the plot plans for commission review.

Approve recommendation to the City Council to pursue adoption of a residential plot plan./Move to action.

Fuller suggested a motion to postpone adoption of a residential plot plan pending further discussion.

Motion by Bowers, second by Slach to postpone. AYES: Bowers, Slach, Aspelmeier, Fuller, Seiberling. Absent: Peck and Oleson. Motion carried.

CITY STAFF REPORTS

City Engineer Dave Schechinger- Upcoming City Infrastructure Projects

Schechinger reported that intersection improvements would begin in early June at the intersection of Main & Foster Street. Improvements at this intersection will include an ADA accessible crossing and new retaining wall. A pedestrian crossing will be created at Main and Pedersen Street and will consist of changing grades to meet with the Hoover Trail. Both projects are targeted to be completed by mid-July. 4th Street improvements will also begin in April and continue late fall of 2016. A public meeting will be held at the City Office on Thursday, February 4th for the affected residents.

Zoning Administrator Paul Stagg – P-1 (Public Use) Zoning District Discussion

Stagg asked the commission to review the requirements for the P-1 (public use) zoning district to determine if any language should be added to the somewhat vague code section. The commission recommended that Stagg investigate how other cities approach public use zoning and return to the next meeting with his findings.

Zoning Administrator Paul Stagg – Intro to Planning & Zoning Workshop presented by Gary Taylor, Iowa State University Extension and Outreach

Stagg informed the commission of an upcoming training opportunity on April 6, 2016 in Cedar Rapids. All interested commission members should contact Deputy City Clerk Leslie Brick to get registered.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

Mayor Laughlin thanked the commission for their work on revising the CIP and encouraged continued review. Slach mentioned he would like to see the City move away from seal coating of streets and asked about the future connection from Greenview to Pedersen Valley. He suggested that the City reach out to the owners of Pedersen Valley and open a discussion on the possible connection. Laughlin suggested that Slach may also want to reach out to the developer on the subject.

Special Planning & Zoning Meeting – February 23, 2016 at 7:00 p.m.

Next Regularly Scheduled Commission Meeting – March 22, 2016 at 7:00 p.m.

Adjourn

Motion to adjourn meeting by Slach, second by Seiberling. Motion carried on a voice vote. Planning & Zoning meeting adjourned at 8:10 p.m.

NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON THE PROPOSED AMENDMENT TO THE WEST BRANCH ZONING CODE.

YOU ARE HEREBY NOTIFIED that a public hearing will be held by the West Branch Planning and Zoning Commission in the Council Chambers at City Hall at 110 N. Poplar Street at 7:00 o'clock P.M. on, Tuesday, February 23, 2016. The public hearing will discuss the proposed rezoning of the following described parcel from Residence R-1 Single Family District to Residence R-2 Two Family District:

Lot 1 of Lot "A", West Branch, Cedar County, Iowa, in accordance of the Plat thereof recorded in Plat Book G, at page 223, in the records of the Cedar County Recorder's Office, containing 6.02 acres, and subject to easements and restrictions of record. This is a tract of land at 829 W. Main Street.

All interested persons are invited to attend this meeting and be heard on the aforementioned proposed adoption of the amendment. Further information regarding same may be obtained by contacting the West Branch City Clerk.

/s/ _____
Matt Muckler, City Administrator/Clerk



MMS Consultants, Inc.

Experts in Planning and Development Since 1975

1917 S. Gilbert Street
Iowa City, Iowa 52240

319.351.8282

mmsconsultants.net
mms@mmsconsultants.net

February 5, 2016

Mr. Matt Muckler
City Administrator
City of West Branch
110 N. Poplar Street
West Branch, IA 52358

Re: Lynch Heights Rezoning/Preliminary Plat
Storm water management facilities

Dear Mr. Muckler,

I am writing to request an alternate means of providing storm water management for the south half of the proposed Lynch Heights subdivision. The configuration of the property being subdivided is prohibitive to common detention practices.

- The most common location of detention basins is at the low point of the land being developed to facilitate collection of runoff to one location. In this situation the development parcel at the low point, adjacent to W. Main Street, is only wide enough for the street right of way. To locate detention facilities here would require construction on neighboring property at a very high cost to acquire rights to do so.
- A detention facility could be constructed on either of the southernmost lots (1 or 18). To do so would present some difficult hydraulic and grading challenges. Extreme care would be needed to be certain the down slope property is protected from storm water should a rainfall event exceeding the design capacity occur. This would be a low probability occurrence with an associated high damage risk to the neighboring property. It would be very difficult to intercept runoff flowing in the gutter of Ohrt Street on the steep slope to be conveyed to the detention basin.

Because of these conditions, the developer, Wayne Lynch, proposes to convey to the City of West Branch \$20,000 to be used to incorporate adequate detention capacity in a public storm water management facility at the city's choosing to offset the required storm water detention for the south half of Lynch Heights. Storm water from the south half of the subdivision would be conveyed to the ditch along the north side of W. Main Street without attenuation.

Storm water detention for the north half of the subdivision is proposed to be provided in the existing detention facility east of Pederson Street. Existing storm sewer facilities in Ohrt and Orange Streets will be used to convey runoff to the detention basin.



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Environmental Specialists

Landscape Architects

Land Planners

Land Surveyors

Civil Engineers

The developer intends to use practices in the subdivision that preserve the quality of storm water runoff during the construction of the subdivision and homes on the lots. Soil restoration practices shall be incorporated in construction activities. This includes returning stored topsoil to disturbed areas following scarification of underlying soils. Also downspouts from roof surfaces shall discharge to yard area, which effectively allows this runoff to infiltrate into the soil.

Thank you for your consideration of this request for an alternate means of providing storm water management for the south half of Lynch Heights.

Sincerely,

MMS Consultants, Inc.

Paul V. Anderson P.E.

9707001L01.docx

REZONING EXHIBIT
LYNCH HEIGHTS
WEST BRANCH, IOWA

PLAT PREPARED BY:

MMS CONSULTANTS INC.

1917 S GILBERT STREET

IOWA CITY IA 52240

OWNER/APPLICANT:

LYNCH PLUMBING, INC.

829 W MAIN STREET

TIPTON IA 52772

APPLICANT'S ATTORNEY:

STEVEN C. ANDERSON

568 HIGHWAY 1 WEST

IOWA CITY IA 52246

REZONE TRACT FROM R-1 TO R-2

LOT 1 OF LOT "A", WEST BRANCH, CEDAR COUNTY, IOWA, IN ACCORDANCE WITH THE PLAT THEREOF RECORDED IN PLAT BOOK G, AT PAGE 223, IN THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE, CONTAINING 6.02 ACRES, AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-8282

www.mmmsconsultants.net

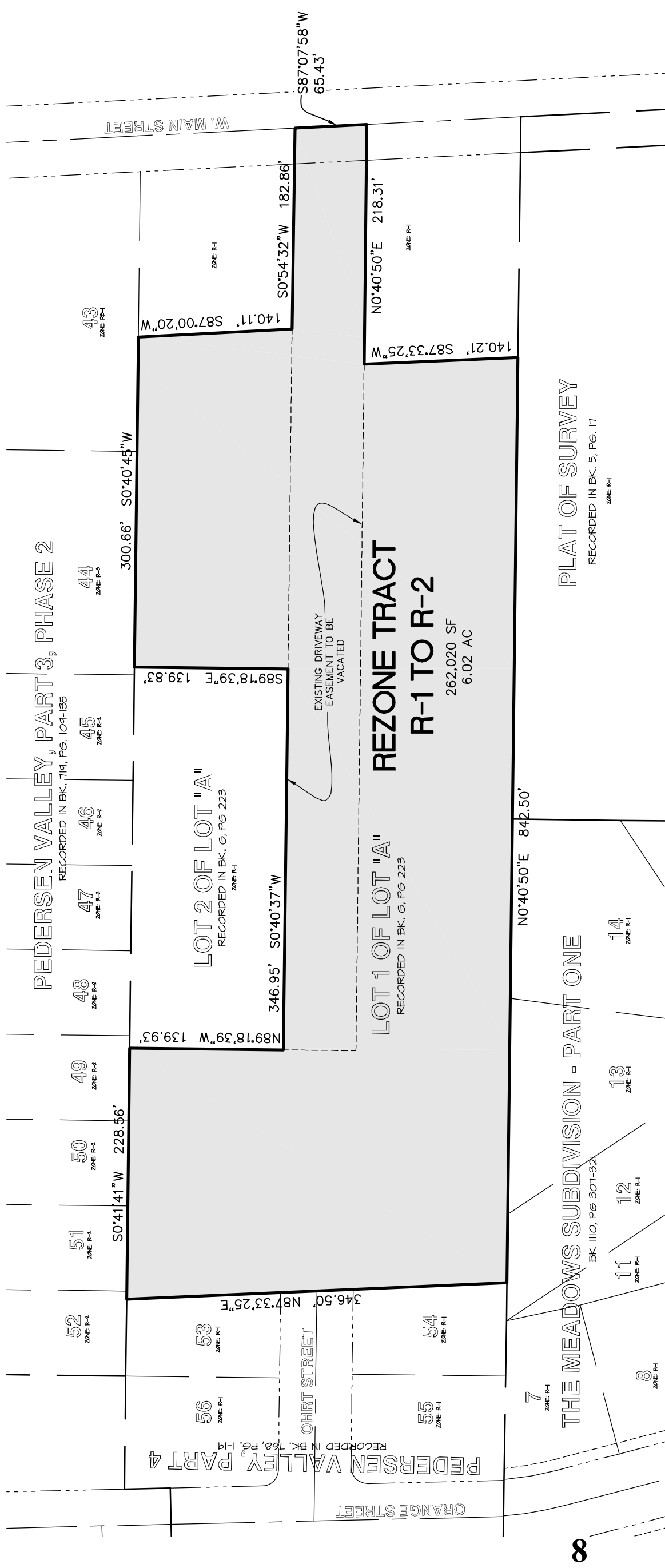
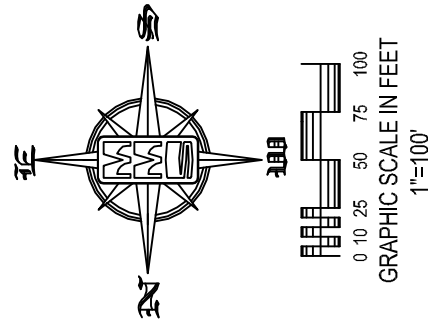
Date	Revision
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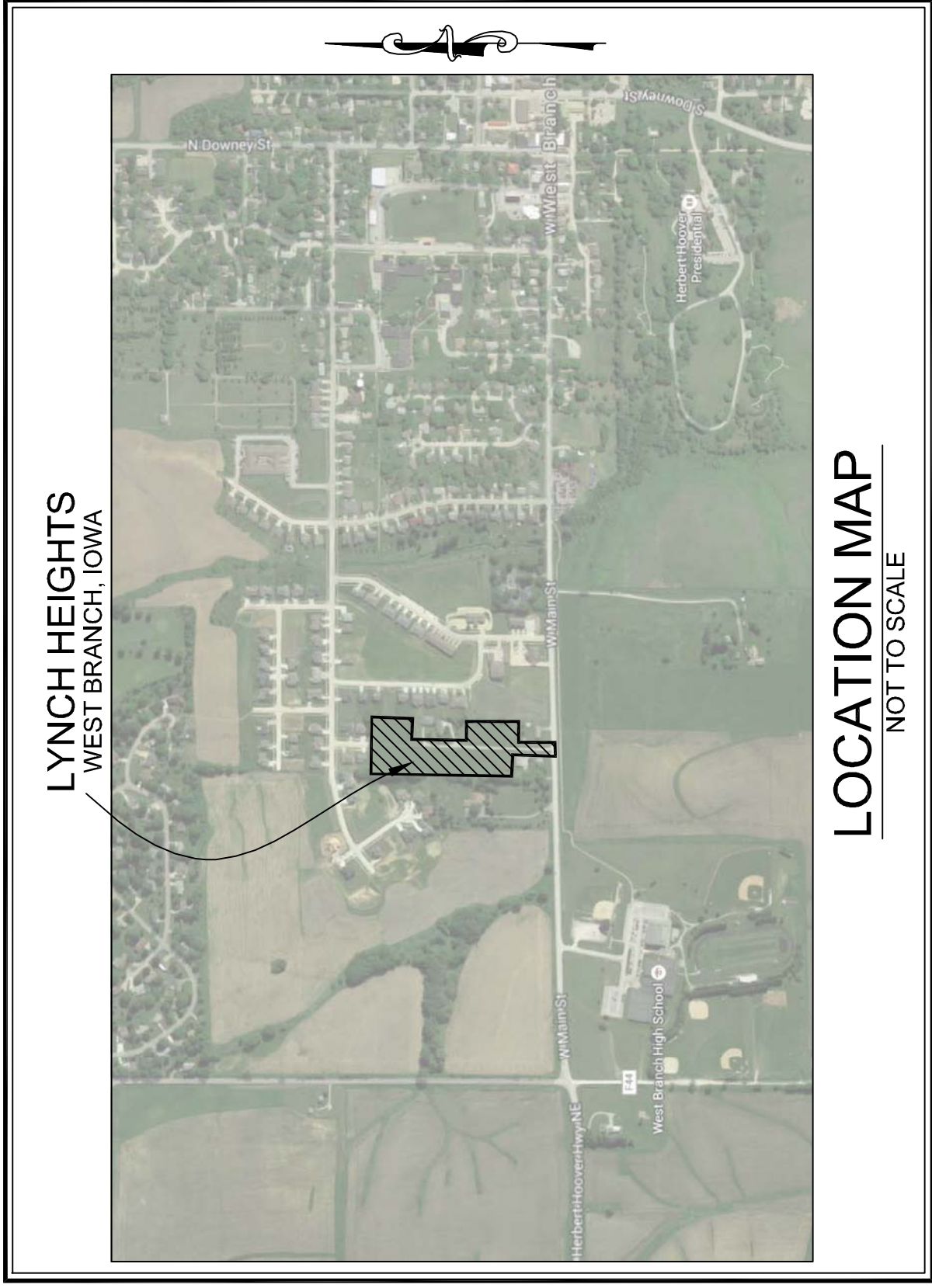
REZONING EXHIBIT

LYNCH
HEIGHTS
WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.

Date:	01-15-16		
Designed by:	GDM	Field Book No:	1129
Drawn by:	JDM	Scale:	1"=100'
Checked by:	GDM	Sheet No:	1
Project No:	IC 9707001		
		of:	1





PRELIMINARY GRADING CONCEPT

LYNCH HEIGHTS

WEST BRANCH, IOWA

PLAT PREPARED BY:
MMS CONSULTANTS, INC.
1917 S. GILBERT STREET
IOWA CITY, IA 52240

OWNER/APPLICANT:
LYNCH PLUMBING, INC.
829 W. MAIN STREET
TIPTON, IA 52772

APPLICANT'S ATTORNEY:
STEVEN C. ANDERSON
588 HIGHWAY 1 WEST
IOWA CITY, IA 52246

6.02 ACRES

CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST
IOWA CITY, IA 52240
(319) 351-6282
www.mmsconsultants.net

STANDARD LEGEND AND NOTES	
	PROPERTY LINE
	RIGHT-OF-WAY LINE
	CENTER LINE
	EXISTING CENTER LINE
	LOT LINES, PLATTED OR BY DEED
	EXISTING EASEMENT LINES
	BENCHMARK
	RECORD DIMENSIONS
	CURVE SEGMENT NUMBER
	POWER POLE W/RRP
	POWER POLE W/TRANS
	LIGHT POLE
	SANITARY MANHOLE
	WATER VALVE
	DRAINAGE MANHOLE
	FIRE HYDRANT
	EXISTING SANITARY SEWER
	EXISTING STORM SEWER
	PROPOSED STORM SEWER
	ELECTRICAL LINES
	TELEPHONE LINES
	CONTOUR LINES (1' INTERVAL)
	PROPOSED GROUND
	EXISTING TREE LINE
	EXISTING DECIDUOUS TREE & SHRUB
	EXISTING EVERGREEN TREE & SHRUB

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES (ELECTRICAL, TELEPHONE, SANITARY SEWER, STORM SEWER, ETC.) ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.



PLAT OF SURVEY

RECORDED IN BK. 5, PG. 17

ZONE R-1

THE MEADOWS SUBDIVISION - PART ONE

BK. 110, PG. 307-321

ZONE R-1

PRELIMINARY
GRADING
CONCEPT

LYNCH
HEIGHTS

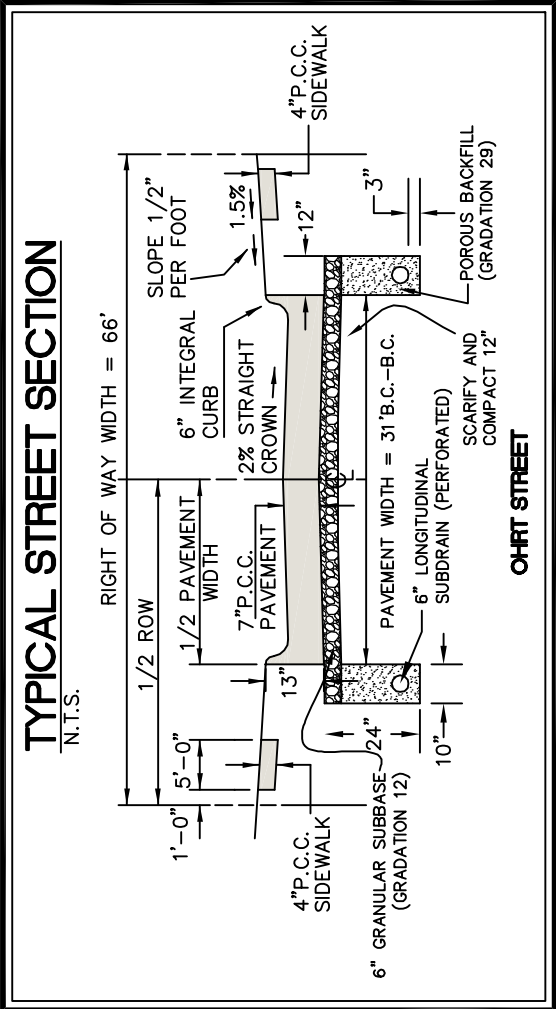
WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.			
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Drawn by:	JDM	Sheet No:	1
Checked by:	GDM	Project No:	IOWA CITY 9707001
			of: 1

PRELIMINARY PLAT
LYNCH HEIGHTS
WEST BRANCH, IOWA

PLAT PREPARED BY:	OWNER/APPLICANT:	APPLICANT'S ATTORNEY:
1917 S. GILBERT STREET	LYNCH PLUMBING, INC.	STEVEN C. ANDERSON
1917 S. GILBERT STREET	829 W. MAIN STREET	568 HIGHWAY 1 WEST
IOWA CITY, IA 52240	TIPTON, IA 52772	IOWA CITY, IA 52246

LEGAL DESCRIPTION
 WEST BRANCH, CEDAR COUNTY, IOWA, IN ACCORDANCE WITH THE PLAT THEREOF
 LOT 1 OF LOT "A",
 RECORDED IN PLAT BOOK G, AT PAGE 223, IN THE RECORDS OF THE CEDAR COUNTY RECORDER'S OFFICE,
 CONTAINING 6.02 ACRES, AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD



DEVELOPMENT CHARACTERISTICS

PROPOSED ZONING IS R-2 RESIDENTIAL

LOTS 1 THROUGH 18

R-2 RESIDENTIAL

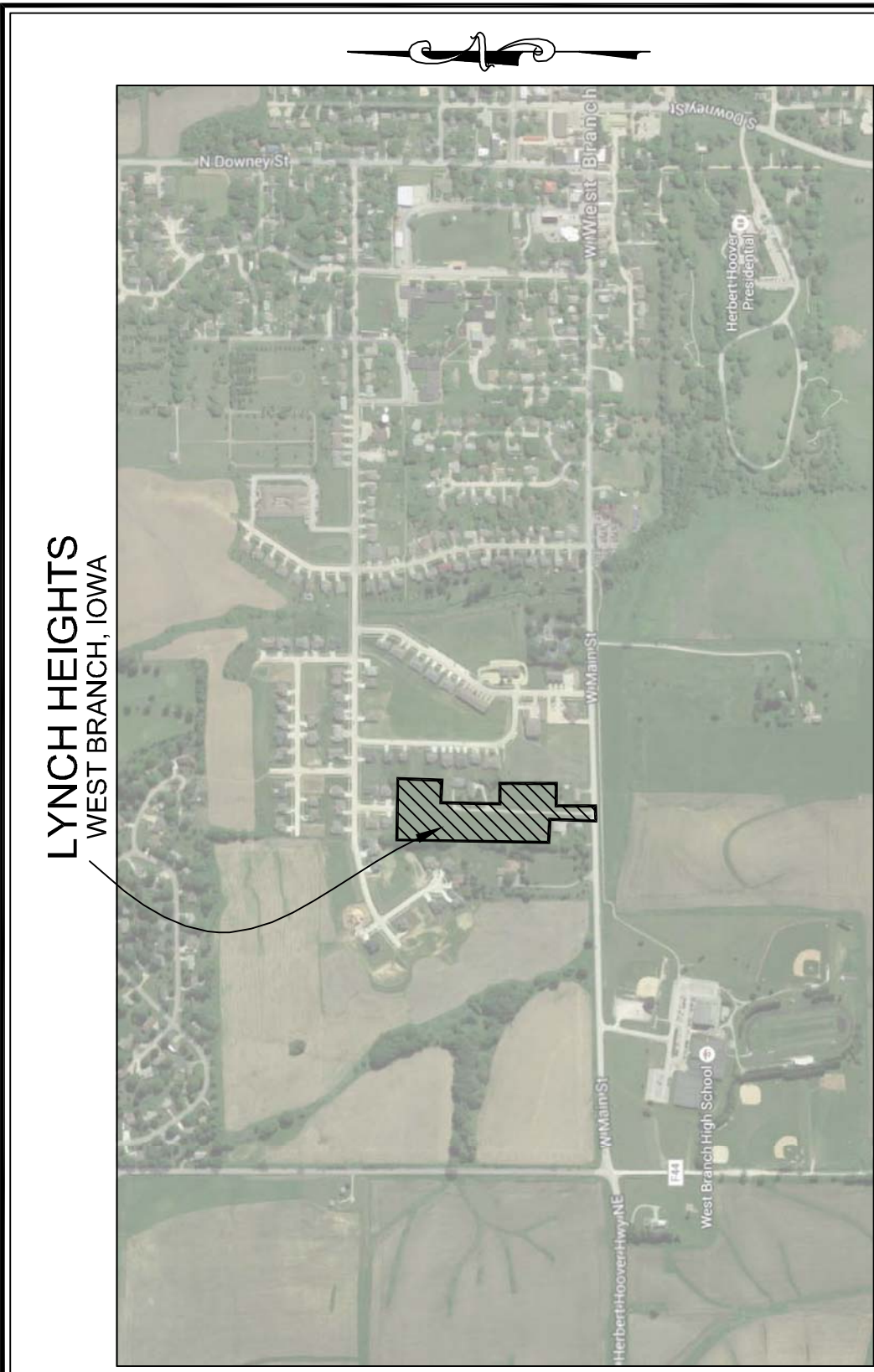
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35.75	35.75
36.00	36.00
36.25	36.25

MINIMUM LOT AREA(TWO FAMILY) 8,400 SF
MINIMUM SETBACK FRONTAGE(SINGLE FAMILY) 60 FEET

MINIMUM SETBACK (SINGLE FAMILY)	70 FEET
MINIMUM SETBACK (TWO FAMILY)	70 FEET

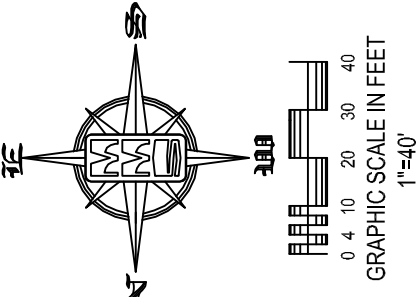
FRONT YARD SETBACK 25 FEET
SIDE YARD SETBACK 8 FEET

REAR YARD SETBACK 25 FEET



LOCATION MAP

NOT TO SCALE



STANDARD LEGEND AND NOTES

	<p>- PROPERTY &/or BOUNDARY LINES</p> <p>- CONGRESSIONAL SECTION LINES</p> <p>- EXISTING RIGHT-OF-WAY LINES</p> <p>- CENTER LINES</p> <p>- LOT LINES; INTERNAL CORNER LINES</p> <p>- PROPOSED EASEMENT LINES</p> <p>- EXISTING EASEMENT LINES</p> <p>- RECORDED DIMENSIONS</p> <p>- CURVE SEGMENT NUMBER</p> <p>- POWER POLE</p> <p>- POWER POLE W/DROP</p> <p>- POWER POLE W/TAP</p> <p>- GUY POLE W/LIGHT</p> <p>- LIGHT TOWER</p> <p>- SIGNALY MANHOLE</p> <p>- FIRE HYDRANT</p> <p>- WATER VALVE</p> <p>- CURB INLET</p> <p>- FENCE LINE</p> <p>- EXISTING SANITARY SEWER</p> <p>- PROPOSED SANITARY SEWER</p> <p>- EXISTING STORM SEWER</p> <p>- PROPOSED STORM SEWER</p> <p>- WATER LINES</p> <p>- TELEPHONE LINES</p> <p>- GAS LINES</p> <p>- CONTOUR LINES (1' INTERVAL)</p> <p>- PROPOSED TREE LINE</p> <p>- EXISTING TREE LINE</p> <p>- EXISTING DECIDUOUS TREE & SHRUB</p> <p>- EXISTING EVERGREEN TREES & SHRUBS</p>
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THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.

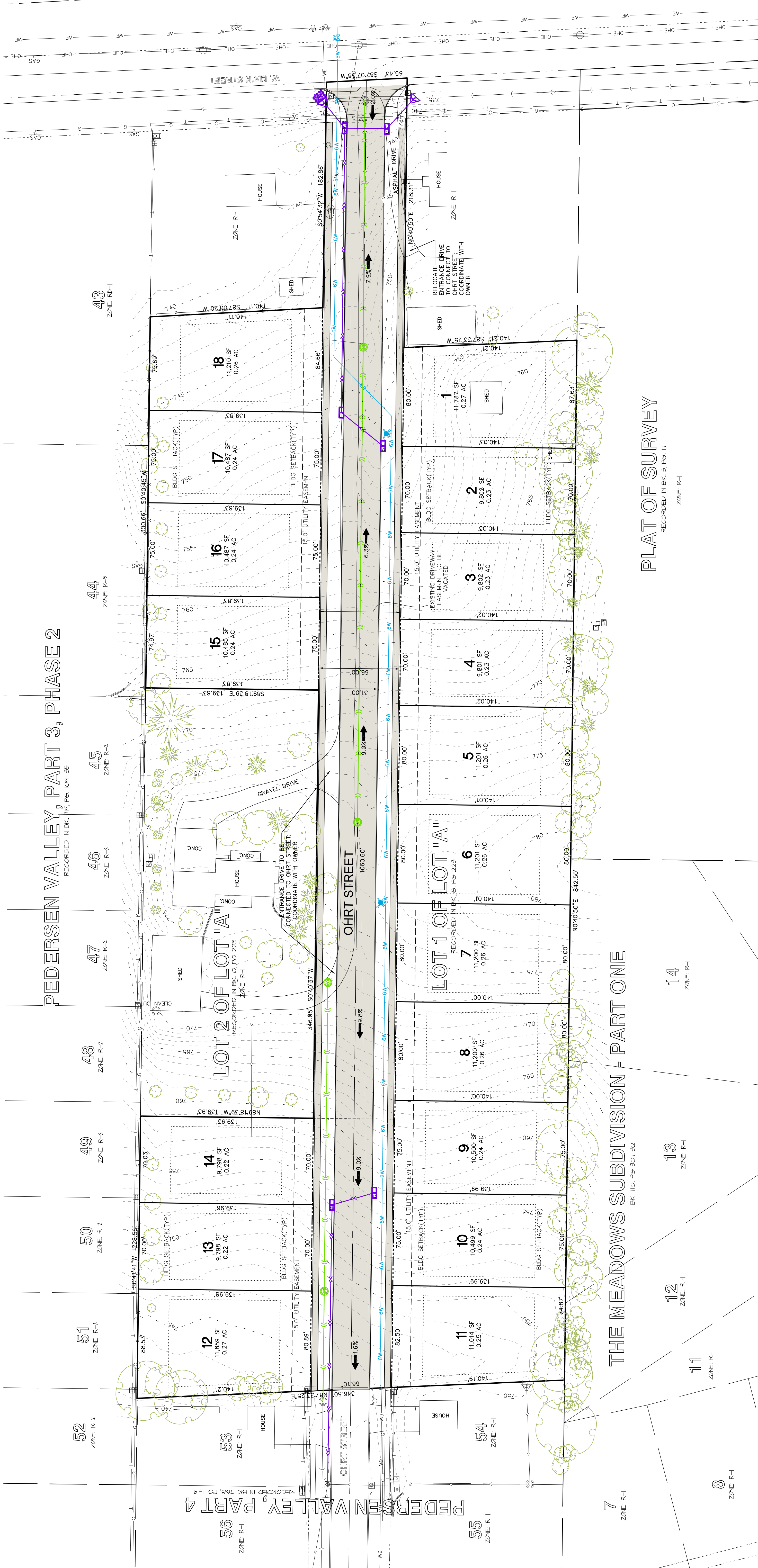
Date	Revision
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PRELIMINARY
PLAT

LYNCH
HEIGHTS

WEST BRANCH
CEDAR COUNTY
IOWA

MMS CONSULTANTS, INC.		01-15-16	
Date:		Field Book No:	1129
Designed by:	GDM	Scale:	1"=40'
Drawn by:	JDM	Sheet No:	1
Checked by:	GDM		
Project No:			
	IOWA CITY		
	9707001		



PLAT OF SURVEY

RECORDED IN BK. 5, PG. 17

ZONE: R-1

5

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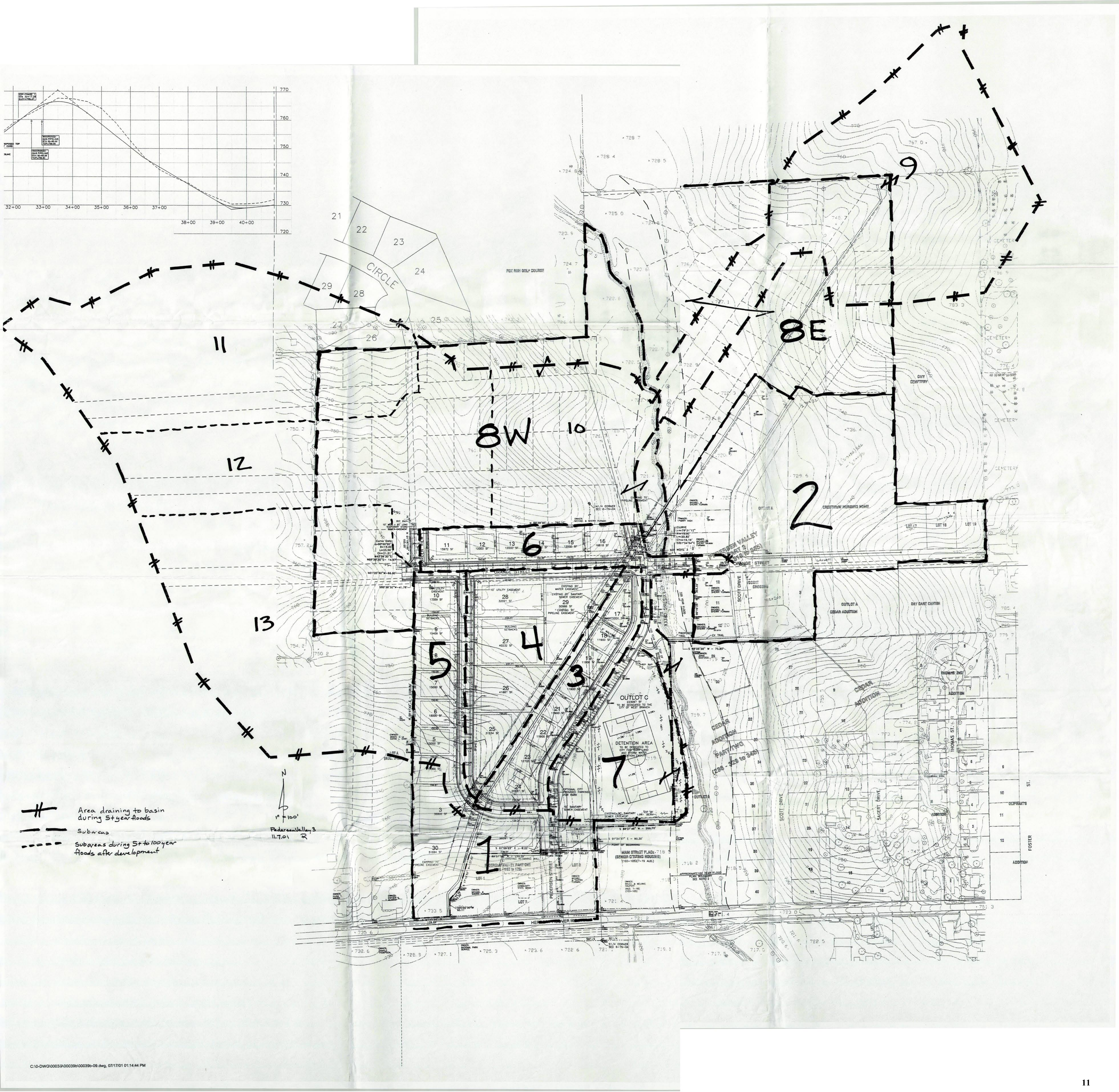
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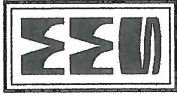
10



PLAT PREPARED BY: MMS CONSULTANTS INC.
 1817 S. GILBERT STREET
 IOWA CITY, IOWA 52240

OWNER/SUBDIVIDER: KLM INVESTMENTS, INC.
 25 EASTVIEW PLACE NE
 IOWA CITY, IOWA 52240

SUBDIVIDER'S ATTORNEY: MICHAEL W. KENNEDY
 920 S. DUROQUE STREET
 IOWA CITY, IOWA 52240



**CIVIL ENGINEERS
LAND PLANNERS
LAND SURVEYORS
LANDSCAPE ARCHITECTS
ENVIRONMENTAL SPECIALISTS**

1917 S. GILBERT ST.
IOWA CITY, IOWA 52240
(319) 351-6282
www.rmmconsultants.net

Date	Revision

**THE MEADOWS
SUBDIVISION**

**WEST BRANCH
CEDAR COUNTY
IOWA**

MMS CONSULTANTS, INC.		01-02-14	
Date		Field Book No.	
Designed by	PVA	Scale	1"=100'
Drawn by	JDM	Sheet No.	1
Checked by	PVA		
Project No.	IOWA CITY		
	8815002	ch.	1

STANDARD LEGEND AND NOTES	
1	PROPERTY NAME
2	PROPERTY ADDRESS
3	PROPERTY CITY AND STATE
4	PROPERTY ZIP CODE
5	OWNER NAME
6	OWNER ADDRESS
7	OWNER CITY AND STATE
8	OWNER ZIP CODE
9	UNIT NAME
10	UNIT ADDRESS
11	UNIT CITY AND STATE
12	UNIT ZIP CODE
13	UNIT NAME
14	UNIT ADDRESS
15	UNIT CITY AND STATE
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39	UNIT CITY AND STATE
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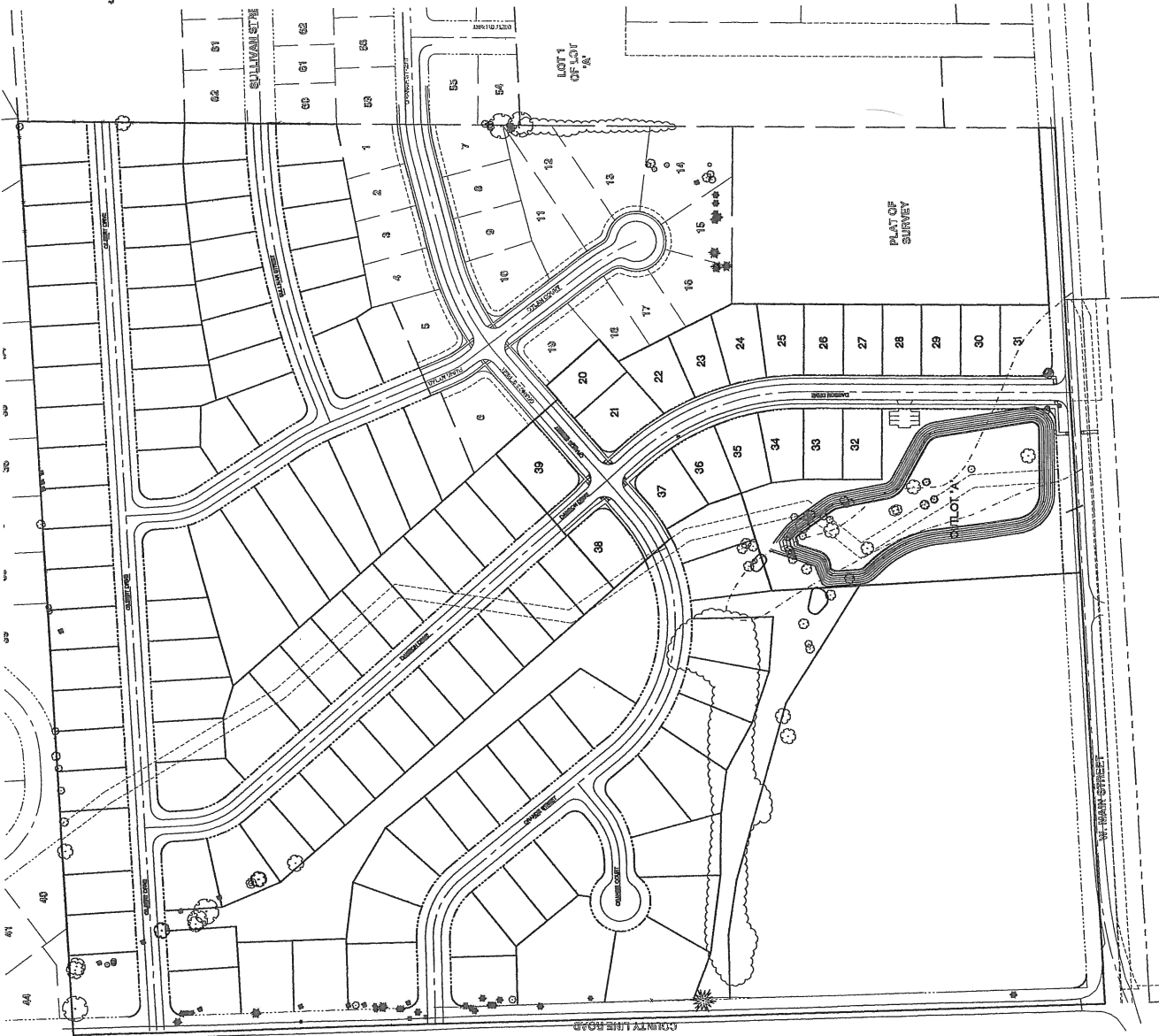
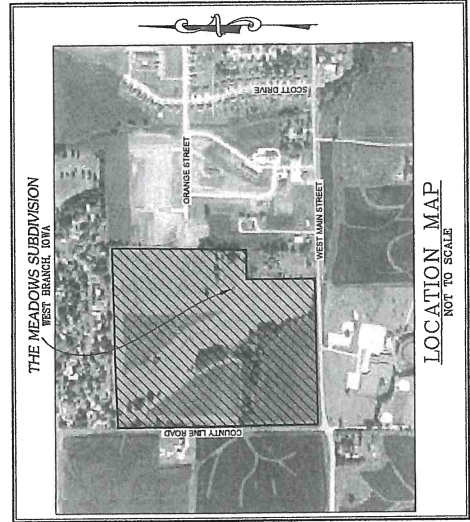
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Intro to Planning and Zoning Workshops

Announcing the Spring 2016 workshop dates and locations

Monday, March 21 – Okoboji – Arrowwood Resort, 1405 Highway 71

Tuesday, March 22 – Clear Lake – Best Western Holiday Lodge, 2023 7th Ave North

Tuesday, April 5 – Decorah – Hotel Winneshiek, 104 East Water Street

Wednesday, April 6 – Cedar Rapids – Clarion Hotel & Convention Center, 525 33rd Ave. SW

Monday, April 11 – Sioux City – Bev's on the River, 1110 Larsen Park Road

Tuesday, April 19 – Creston – Supertel Inn & Conference Center, 800 Laurel Street

The link to the on-line registration page will be provided in January.

About the Introduction to Planning and Zoning Workshops

The Introduction to Planning and Zoning for Local Officials workshop is a three-hour session designed to introduce the basic principles of land use planning and development management to elected officials, planning and zoning officials, and board of adjustment members without formal training in the subjects. Using case scenarios in a highly-interactive format, the workshop highlights issues frequently faced in the land use process.

The workshop is offered annually in multiple locations across the state. Locations change from year-to-year so that city and county officials are able to attend a location near them at least once every two years. All workshops begin with registration and a light supper at 5:30 p.m. The program begins at 6:00 p.m. and concludes by 8:45 p.m. The registration fee is \$65 per individual. This fee is reduced to \$55 per individual if a city or county registers 5 or more officials to attend. The fee covers the workshop instruction, workshop materials, and supper.

Certification Credits

The workshop has been pre-approved by the Iowa Municipal Finance Officers Association and the Iowa League of Cities for credits toward certification.

Other matters?

New board or commission members? Vexing issues? Just in need of some “personalized” assistance? Gary Taylor will conduct a workshop tailored to your community’s needs anytime throughout the year. Contact for costs and scheduling: (515) 290-0214 or gtaylor@iastate.edu