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, September 27, 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 July 26, 2016 Planning and Zoning Commission Meeting.
4. Public Hearing/Non-Consent Agenda
    a. Discussion on West Branch High School Phase 3 Improvements Project Site Plan.
    b. Discussion on Residential Individual Lot Site Plan Requirements.
    c. Discussion on Update to the West Branch Comprehensive Plan
    d. Approve recommendation of adoption of a uniform Rules of Procedure for all boards and commissions./Move to action.
    e. Approve recommendation to City Council to expedite construction of Cedar-Johnson Road from Main Street to Greenview Drive and a connection between Greenview Subdivision and Pedersen Valley Subdivision with Capital Improvement Plan Funds./Move to action.
5. City Staff Reports
    a. Discussion of West Branch Salt Shed Site Plan
    b. Discussion of Croell Redi-Mix Site Plan
6. Comments from Chair and Commission Members
7. Discussion concerning the next regularly-scheduled Planning and Zoning Commission Meeting – November 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
July 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, Commission Members LeeAnn Aspelmeier, Ryan Bowers, Clara Oleson, Liz Seiberling, Sally Peck and Gary Slach were present.

Approve Agenda/Consent Agenda/Move to action.
Approve minutes from the May 24, 2016 Planning and Zoning Commission Meeting.
Approve minutes from the June 21, 2016 Planning and Zoning Commission Meeting.
Motion by Bowers, second by Aspelmeier to approve the agenda. AYES: Bowers, Aspelmeier. Motion carried on a voice vote.
Motion by Oleson, second by Bowers to approve the May 24, 2016 minutes. AYES: Oleson, Bowers. Motion carried on a voice vote.
Motion by Oleson, second by Bowers to approve the June 21, 2016 minutes. AYES: Oleson, Bowers. Motion carried on a voice vote.

Public Hearing/Non-Consent Agenda
Public Hearing on the proposed amendment to the West Branch Zoning Code concerning a rezoning request from Cedars Edge Golf Course.
Public Hearing opened at 7:04 p.m. Jerry Sexton, Cedars Edge Golf Course stated that no changes have been made to the layout concept and that there would be a mix of R-1, R-2 and R-3 zones. Mayor Laughlin addressed the commission and spoke in favor of the rezoning. He stated he was wholeheartedly in support of the rezoning and said that he felt this was good for West Branch. Peck questioned the Mayor on how much increased traffic to Cedar/Johnson Rd and Main Street this would add and also questioned if fire protection would be an issue indicating concerns already in place with the current residents in the Greenview and Bickford developments. Laughlin responded that traffic would increase and the City does plan to repair the southern part of Cedar/Johnson road with it could afford to do so. Kathy Knoop, resident and licensed real estate agent in the state of Iowa also spoke in favor of the rezoning both as a resident and from a business opportunity. Asplemeier commented that the only negative comment she had heard was from some of the Bickford residents who currently have a view of the golf course. She stated that Johnson County assessed certain properties higher due to the golf course view and that the new development will detract from those properties. No other comments were made. Public Hearing closed at 7:10 p.m.

Approve a recommendation to the City Council for the rezoning of four tracts located in the Cedars Edge Golf Course: An approximately 27.49 acre parcel on the Westerly portion of the W. ½ N.W.1/4 Sec. 6 T.79N. R.4W in West Branch, Cedar County, Iowa, more commonly known as Cedars Edge Golf Course. Rezoning Tract #1: A-1 to R-1, Rezoning Tract #2: A-1 to R-2, Rezoning Tract #3: A-1 to R-3, and Rezoning Tract #4: A-1 to B-1./Move to action.
Motion by Oleson, second by Bowers to approve recommendation to the City Council. AYES: Oleson, Bowers. Motion carried on a voice vote.

Approve recommendation to the City Council to pursue adoption of a residential plot plan./Move to action.
Mayor Laughlin spoke against residential plot plans because he felt it is a burdensome expense on the homeowner. An engineer would need to be hired at the homeowner or builders expense and he said that the City would then be responsible if they signed off on the plan. He also felt the City may have to hire someone with expertise to review the plans. Oleson asked if this was in response to a particular issue with drainage. Stagg responded that there have been some issues in the past. Kathy Knoop, also spoke

against the plan citing that this would put a hitch in the current building incentive plan. Jerry Sexton gave his opinion that the developer should designate their own drainage areas in accordance with City approval. Stagg also mentioned that this would be part of the building permit process. Members of the commission requested additional time to review and make revisions to the residential plot plan before making a recommendation to Council for approval.
Motion by Slach, second by Peck to not approve recommendation pending further discussion and revisions to the Residential site plan. AYES: Slach, Peck, Oleson, Bowers, Aspelmeier, Seiberling, Fuller.

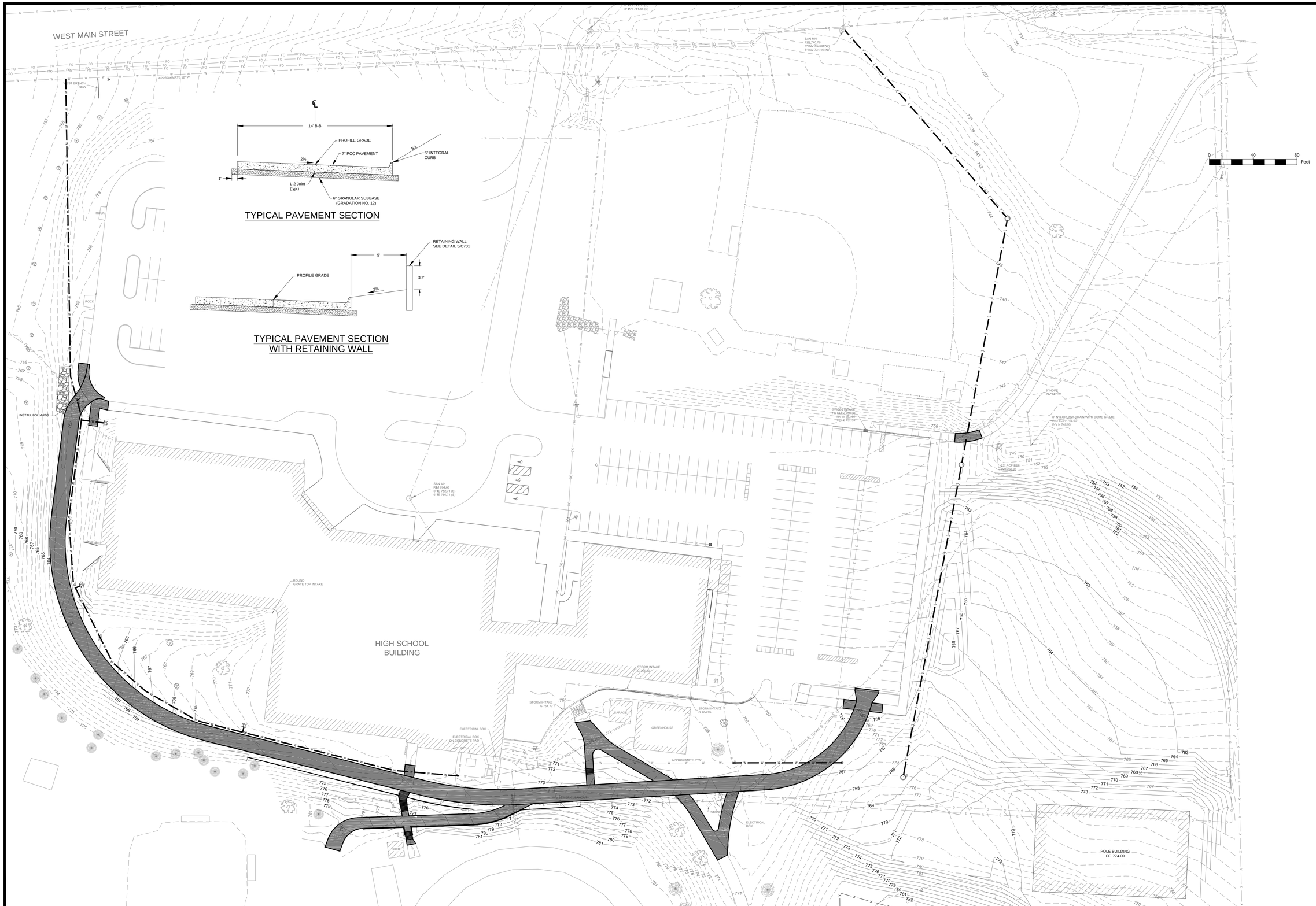
Discussion on Update to the West Branch Comprehensive Plan
Fuller requested that all updates and revisions be mailed to Stagg prior to the next meeting so they can be compiled and then further reviewed. Fuller commented that the information should be factual and represent West Branch's vision of what the future would like.

Discussion of Rules of Procedure
Stagg reintroduced the Rules of Procedure and asked the commission to review and consider adopting. Fuller requested that this item be moved to the next meeting as an action item to either adopt or request revisions.

CITY STAFF REPORTS - None

COMMENTS FROM CHAIR AND COMMISSION MEMBERS
Slach commented that the City expedite improvements to south Cedar/Johnson Road and the intersection where it meets Main Street. With the impending rezoning of the area to accommodate future business and residential, he feels strongly that the City try to do something sooner versus later.

Adjourn
Motion to adjourn meeting by Oleson, second by Bowers. Motion carried on a voice vote.
Planning & Zoning Commission Meeting at 8:51 p.m.



PROJECT NUMBER:
16-0849

PROJECT NAME:
WEST BRANCH HS
PH 3 IMPROVEMENTS
FIRE SAFETY & GRADING
IMPROVEMENTS

TITLE:
SITE PLAN

ENGINEER:

hbk ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOLS

WEST BRANCH
COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME:
16-0849

DATE CREATED:
08-15-2016

DRAWING LOG

DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER:
BETTIS

SHEET:

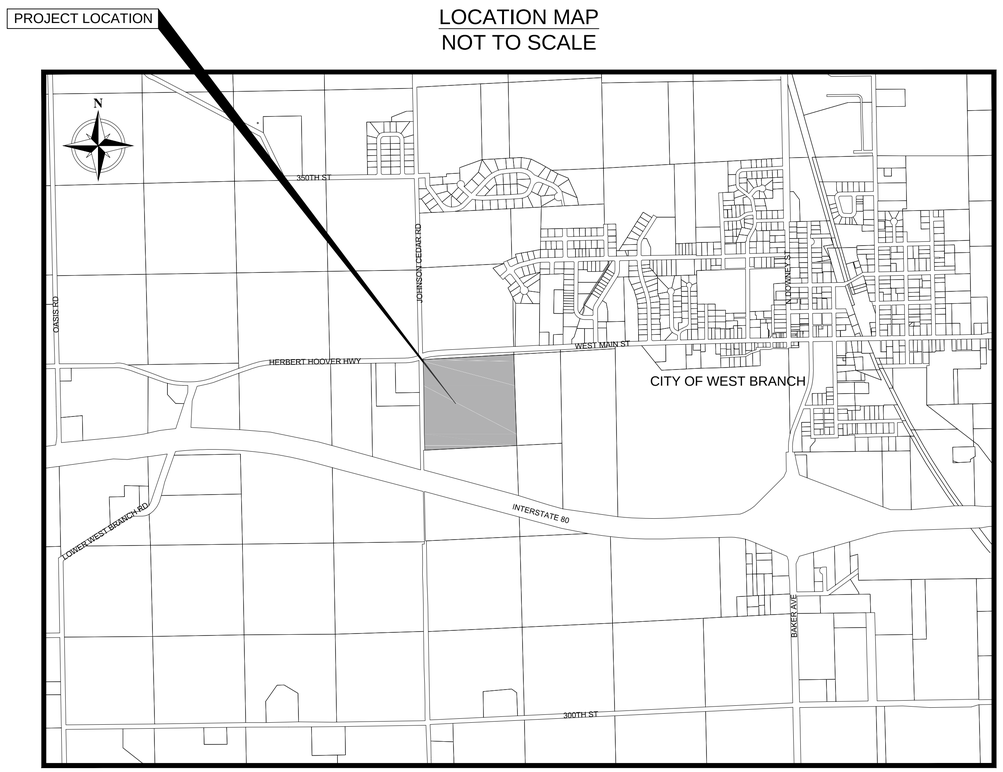
WEST BRANCH HIGH SCHOOL
PHASE 3 IMPROVEMENTS
FIRE SAFETY AND GRADING IMPROVEMENTS

WEST BRANCH, IOWA

PROJECT LEGEND

- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING WATER
- PROPOSED WATER
- MAJOR CONTOURS
- MINOR CONTOURS
- TELEPHONE
- FIBER OPTIC LINE
- UNDERGROUND CABLE TV
- EXISTING GAS MAIN
- PROPOSED GAS MAIN
- CENTERLINE
- PROPERTY LINE
- UNDERGROUND ELECTRICAL
- OVERHEAD ELECTRICAL
- BUILDING
- RETAINING WALL
- LIGHT POLE
- STORM MANHOLE
- SANITARY MANHOLE
- FIRE HYDRANT
- EXISTING WATER VALVE
- EXISTING GAS VALVE
- EXISTING TREE
- EXISTING SHRUB
- TRAFFIC DIRECTION
- UTILITY POLE
- BOLLARD
- STORM INTAKE
- BIKE RACK
- SIGN

LOCATION MAP
NOT TO SCALE



INDEX OF SHEETS

SHEET	TITLE
C100	COVER SHEET
C200	EXISTING SITE PLAN
C300	DEMOLITION PLAN
C400	SITE GRADING AND EROSION CONTROL
C401	SITE GRADING AND EROSION CONTROL
C500	UTILITY LAYOUT PLAN
C501	WATER PROFILE
C502	SANITARY PROFILE
C503	SANITARY PROFILE
C600	PLAN AND PROFILE SHEETS
C601	PLAN AND PROFILE SHEETS
C602	SIDEWALK PAVING DETAILS
C603	SIDEWALK PAVING DETAILS
C700	GENERAL NOTES
C701	SITE DETAILS
C702	SITE DETAILS
C703	SITE DETAILS
C704	SITE DETAILS

CONTACTS

UTILITY LOCATING CREW	"ONE CALL" Phone: 1-800/292-8989
PUBLIC WORKS DEPARTMENT	Attn: MATT GOODALE Phone: 319-643-5888
PARKS DIRECTOR	Attn: MELISSA RUSSELL Phone: (319) 643-4212
CITY ADMINISTRATOR	Attn: MATT MUCKLER Phone: (319) 643-5888
MAYOR	Attn: ROGER LAUGHLIN Phone: (319) 643-5888
EMERGENCY	Attn: WEST BRANCH POLICE DEPARTMENT Phone: (319) 643-2222
CITY ENGINEER	Attn: DAVE SCHECHINGER VEENSTRA & KIMM, INC. Phone: (319) 466-1000

IOWA ONE CALL
1-800-292-8989
www.iowaonecall.com
811 Know what's below. Call before you dig.

CERTIFICATION

LICENSED PROFESSIONAL ENGINEER
BRIAN B. BOELK
16503
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.

SIGNED: DATE:

BRIAN B. BOELK, P.E.

LICENSE NUMBER 16503.

MY LICENSED RENEWAL DATE IS DECEMBER 31, 2016.

PAGES OR SHEETS COVERED BY THIS SEAL: _____.

PROJECT NUMBER: 16-0849

PROJECT NAME: WEST BRANCH HS PH 3 IMPROVEMENTS FIRE SAFETY & GRADING IMPROVEMENTS

TITLE: COVER

ENGINEER:
hbk ENGINEERING
HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937
IOWA DEPARTMENT OF LABOR REGISTRATION NO. 00527328
WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:
WEST BRANCH COMMUNITY SCHOOLS
WEST BRANCH COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME: 16-0849

DATE CREATED: 08-15-2016

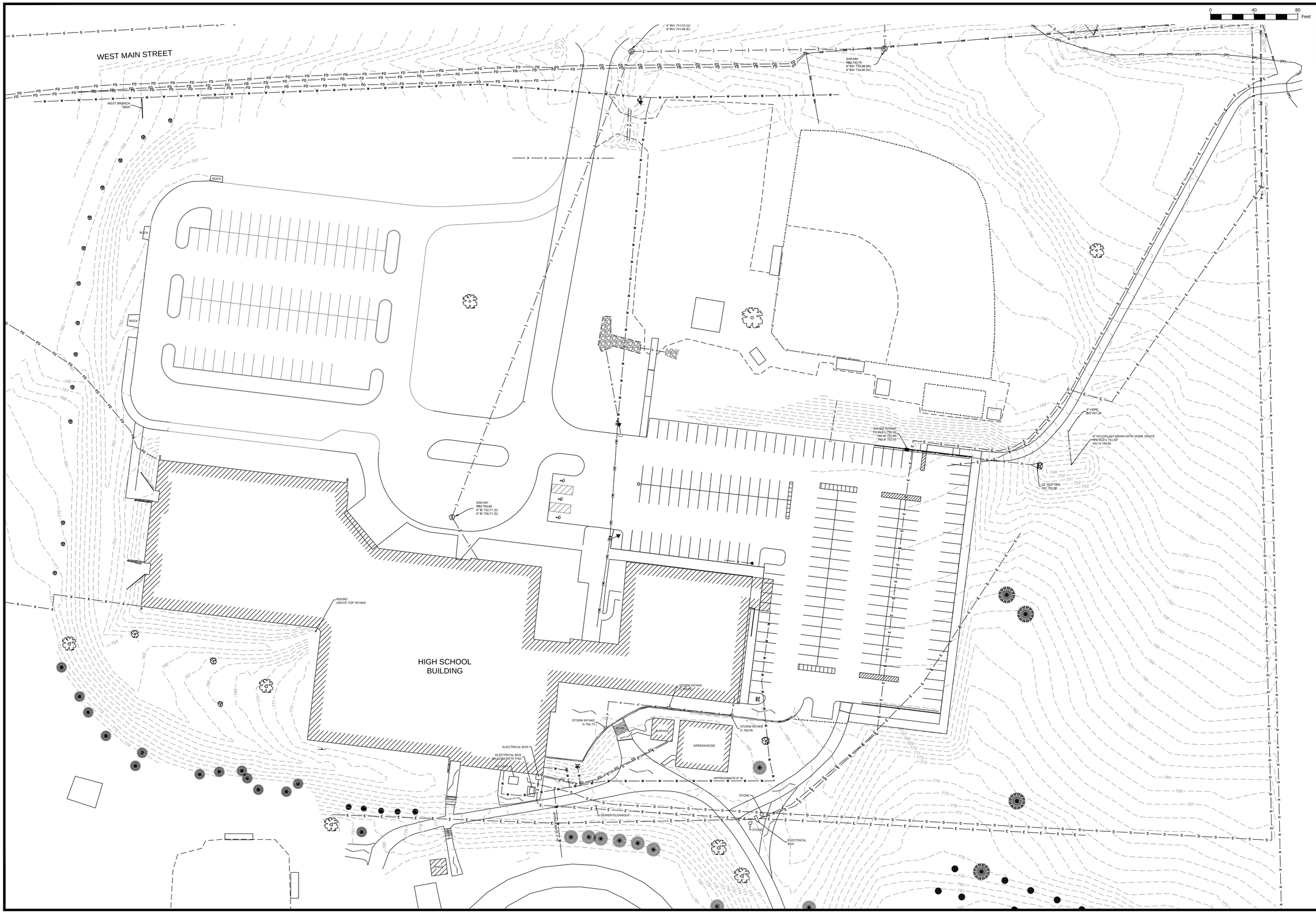
DRAWING LOG

DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER: BETTIS

SHEET: C100

Sep 14, 2016 - 12:16pm I:\Project\160849\dwg\SHEETS\160849-C100-COVER.dwg



N
W hbk ENGINEERING E
S

PROJECT NUMBER:
16-0849

PROJECT NAME:
WEST BRANCH HS
PH 3 IMPROVEMENTS
FIRE SAFETY & GRADING
IMPROVEMENTS

TITLE:
EXISTING SITE LAYOUT

ENGINEER:

hbk ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOLS

WEST BRANCH
COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME:
16-0849

DATE CREATED:
08-15-2016

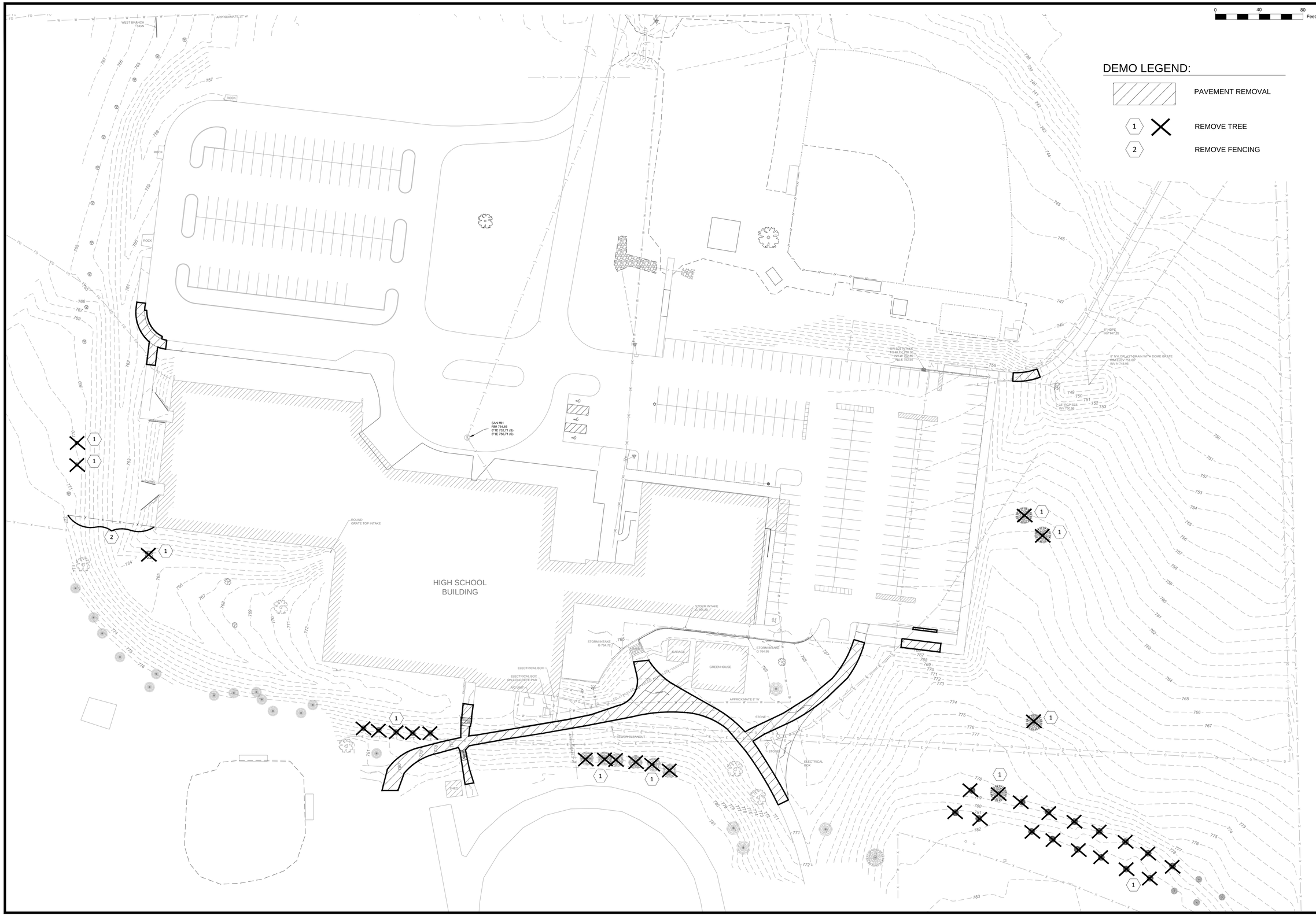
DRAWING LOG

DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER:
BETTIS

SHEET:
C200

Sep 14, 2016 - 4:55pm I:\Project\160849\dwg\SHEETS\160849-C200-EXISTING SITE PLAN.dwg



N
W hbk ENGINEERING E
S

PROJECT NUMBER:
16-0849

PROJECT NAME:
WEST BRANCH HS
PH 3 IMPROVEMENTS
FIRE SAFETY & GRADING
IMPROVEMENTS

TITLE:
DEMOLITION PLAN

ENGINEER:

hbk ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOLS

WEST BRANCH
COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME:
16-0849

DATE CREATED:
08-15-2016

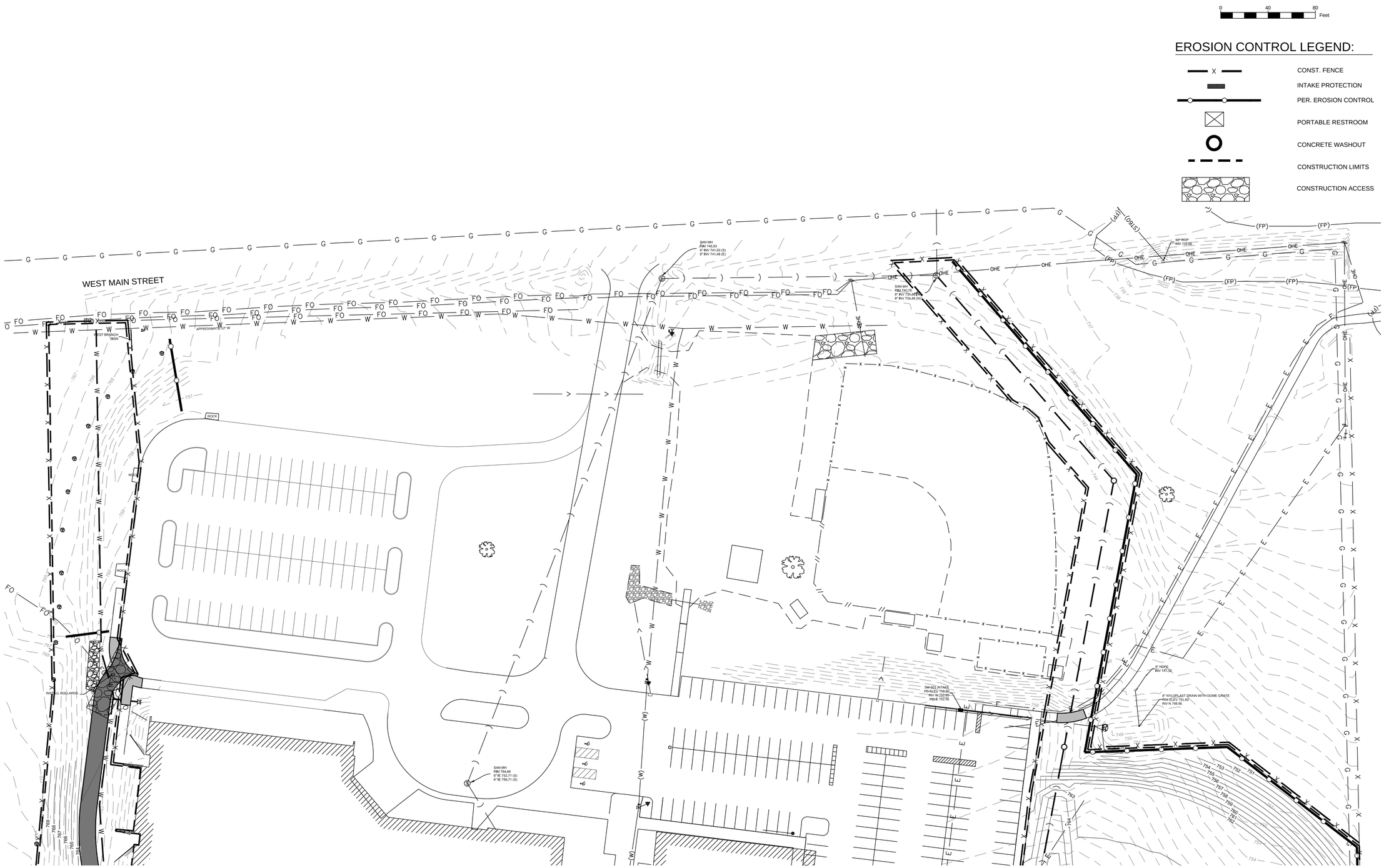
DRAWING LOG

DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER:
BETTIS

SHEET:
C300

Sep 14, 2016 - 5:05pm I:\Project\160849\dwg\SHEETS\160849-C300-DEMOLITION PLAN.dwg



N
W hbk E
S

PROJECT NUMBER:
16-0849

PROJECT NAME:
WEST BRANCH HS
PH 3 IMPROVEMENTS
FIRE SAFETY & GRADING
IMPROVEMENTS

TITLE:
SITE GRADING &
EROSION CONTROL PLAN
NORTH SIDE

ENGINEER:

hbk ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOLS

WEST BRANCH
COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME:
16-0849

DATE CREATED:
08-15-2016

DRAWING LOG

DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER:
BETTIS

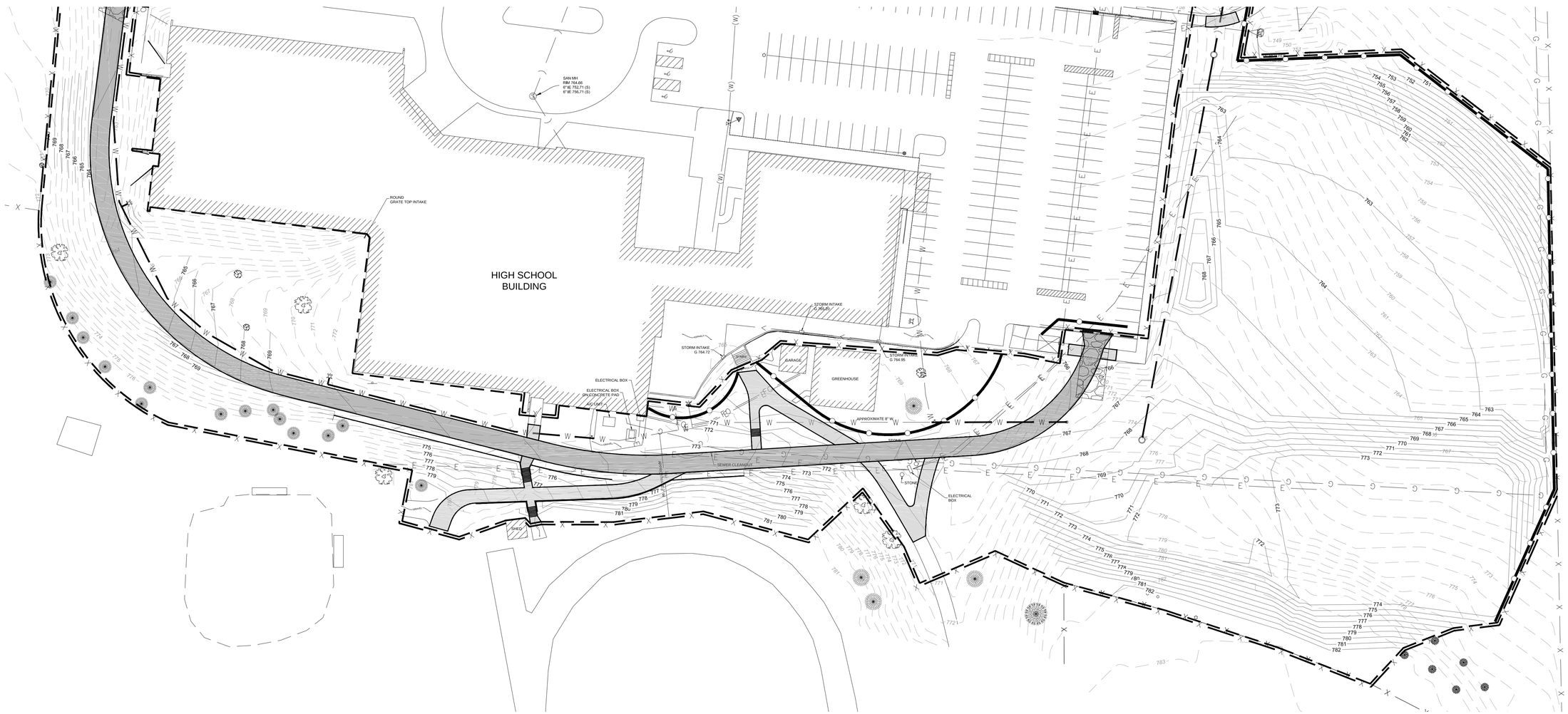
SHEET:
C400

Sep 14, 2016 - 5:47pm I:\Project\160849\dwg\SHEETS\160849-C400-GRADING AND EC PLAN.dwg

0 40 80 Feet

EROSION CONTROL LEGEND:

- CONST. FENCE
- INTAKE PROTECTION
- PER. EROSION CONTROL
- PORTABLE RESTROOM
- CONSTRUCTION LIMITS



N W E S

hbk ENGINEERING

PROJECT NUMBER: 16-0849

PROJECT NAME: WEST BRANCH HS PH 3 IMPROVEMENTS FIRE SAFETY & GRADING IMPROVEMENTS

TITLE: SITE GRADING & EROSION CONTROL PLAN SOUTH SIDE

ENGINEER:

hbk ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT OF LABOR REGISTRATION NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOLS

WEST BRANCH COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME: 16-0849

DATE CREATED: 08-15-2016

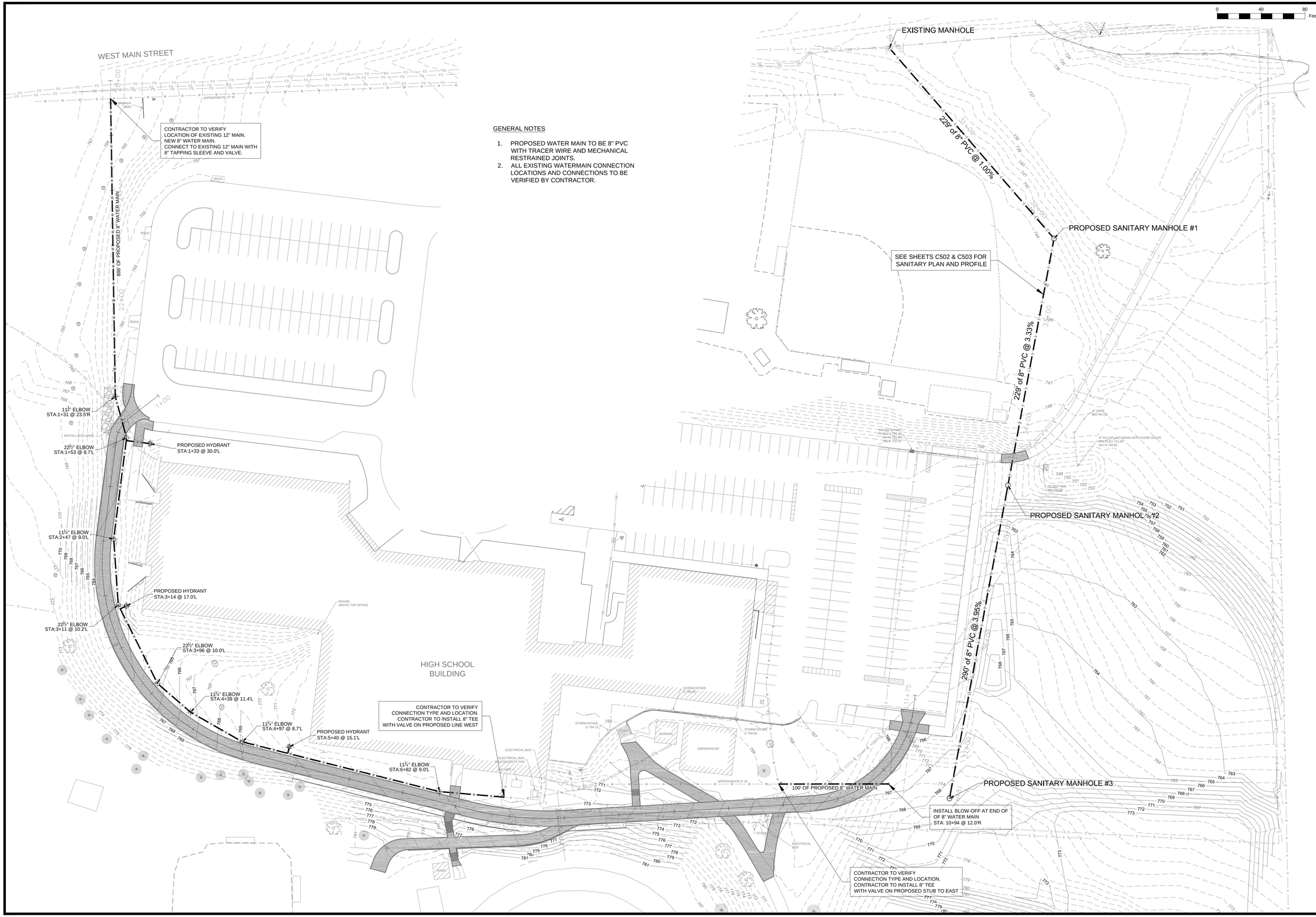
DRAWING LOG

DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER: BETTIS

SHEET: C401

Sep 14, 2016 - 5:47pm I:\Project\160849\dwg\SHEETS\160849-C400-GRADING AND EC PLAN.dwg



GENERAL NOTES

1. PROPOSED WATER MAIN TO BE 8" PVC WITH TRACER WIRE AND MECHANICAL RESTRAINED JOINTS.
2. ALL EXISTING WATERMAIN CONNECTION LOCATIONS AND CONNECTIONS TO BE VERIFIED BY CONTRACTOR.

PROJECT NUMBER: 16-0849

PROJECT NAME: WEST BRANCH HS PH 3 IMPROVEMENTS FIRE SAFETY & GRADING IMPROVEMENTS

TITLE: UTILITY PLAN

ENGINEER:

hbk ENGINEERING
HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT OF LABOR REGISTRATION NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME: 16-0849

DATE CREATED: 08-15-2016

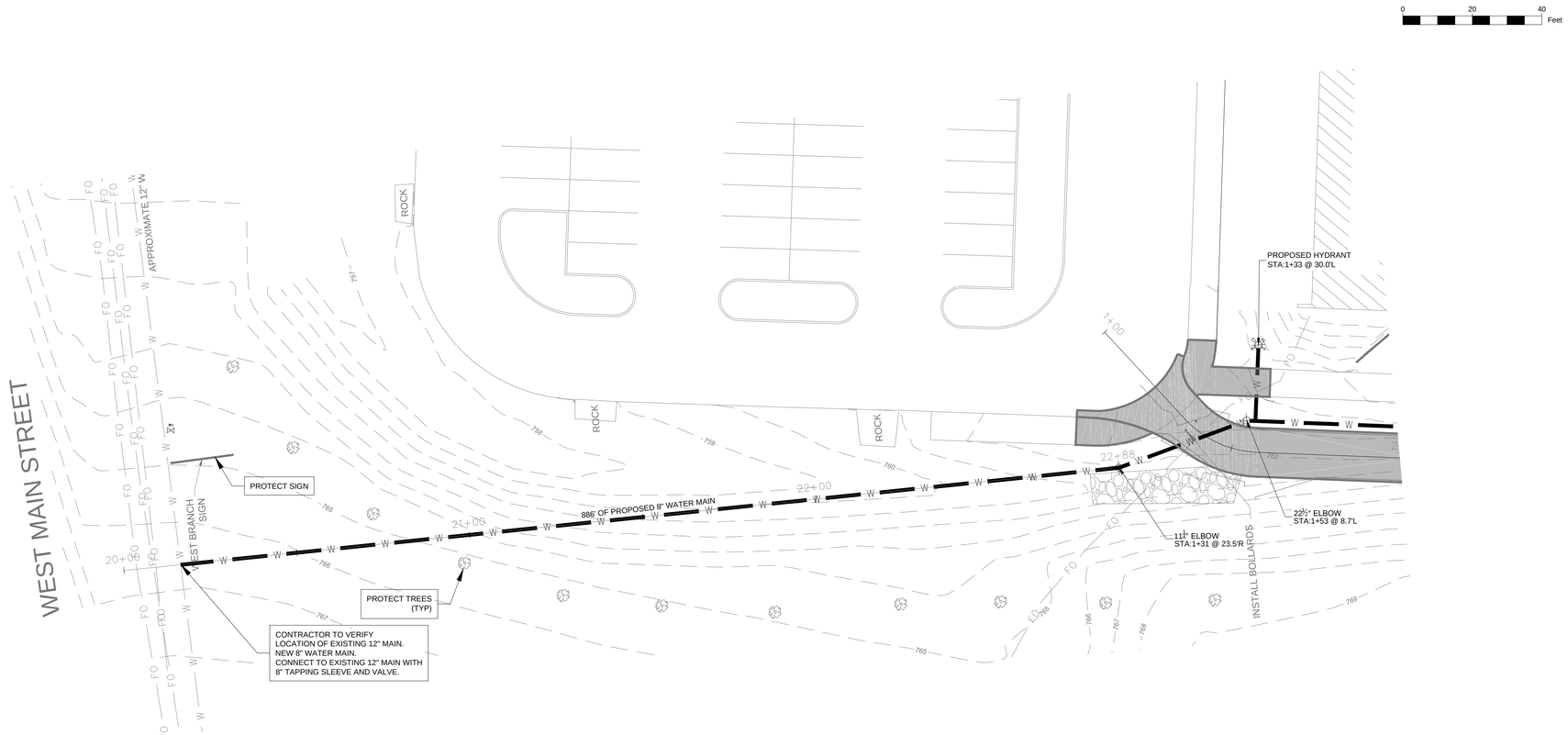
DRAWING LOG

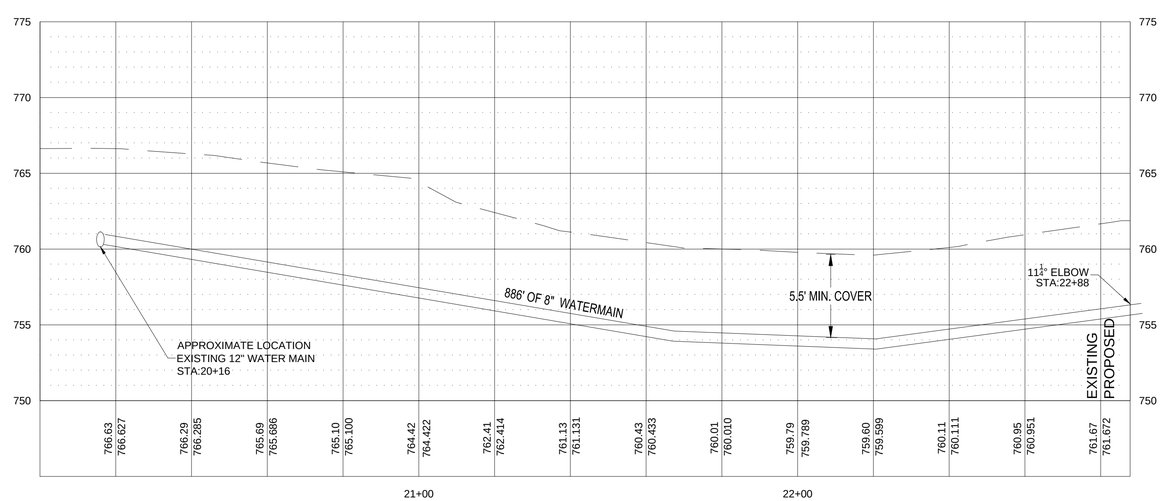
DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER: BETTIS

SHEET: C500

Sep 14, 2016 - 5:59pm I:\Project\160849\dwg\SHEETS\160849-C500-UTILITY SHEETS.dwg





WATERMAIN PROFILE FROM CONNECTION TO MAIN TO NW CORNER OF BUILDING

SEE C600 & C601 FOR WATERMAIN PROFILE ADJACENT TO FIRE LANE

PROJECT NUMBER:
16-0849

PROJECT NAME:
WEST BRANCH HS
PH 3 IMPROVEMENTS
FIRE SAFETY & GRADING IMPROVEMENTS

TITLE:
WATERMAIN PROFILE

ENGINEER:
hbk ENGINEERING
HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT OF LABOR REGISTRATION NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:
WEST BRANCH COMMUNITY SCHOOLS
WEST BRANCH COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME:
16-0849

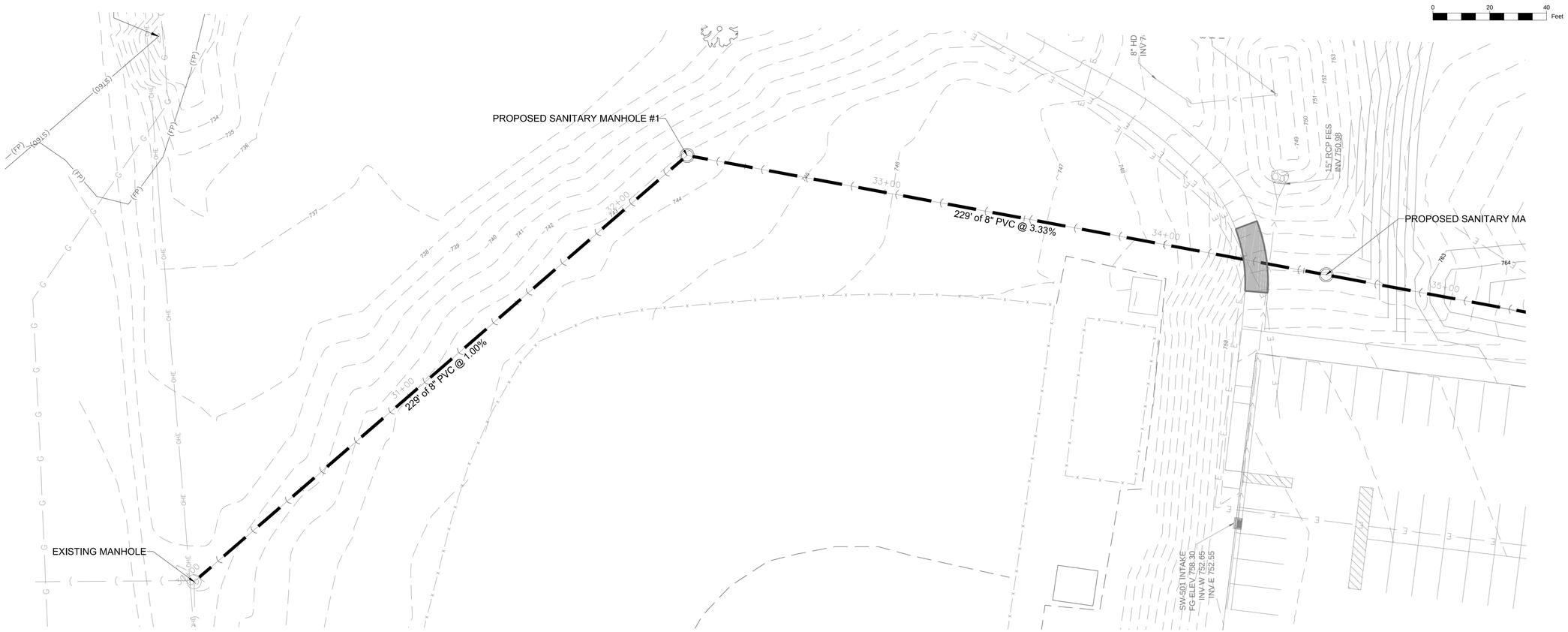
DATE CREATED:
08-15-2016

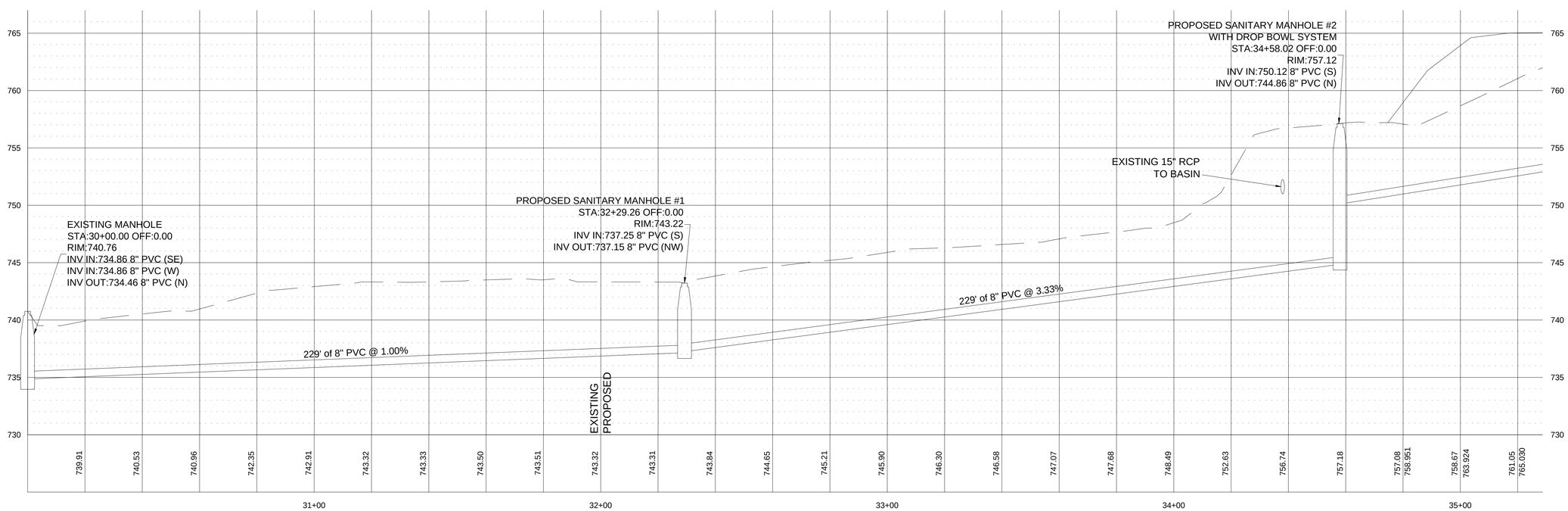
DRAWING LOG

DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER:
BETTIS

SHEET:
C501





PROJECT NUMBER:
16-0849

PROJECT NAME:
WEST BRANCH HS
PH 3 IMPROVEMENTS
FIRE SAFETY & GRADING
IMPROVEMENTS

TITLE:
SANITARY PROFILE

ENGINEER:

hbk ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOLS

WEST BRANCH
COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME:
16-0849

DATE CREATED:
08-15-2016

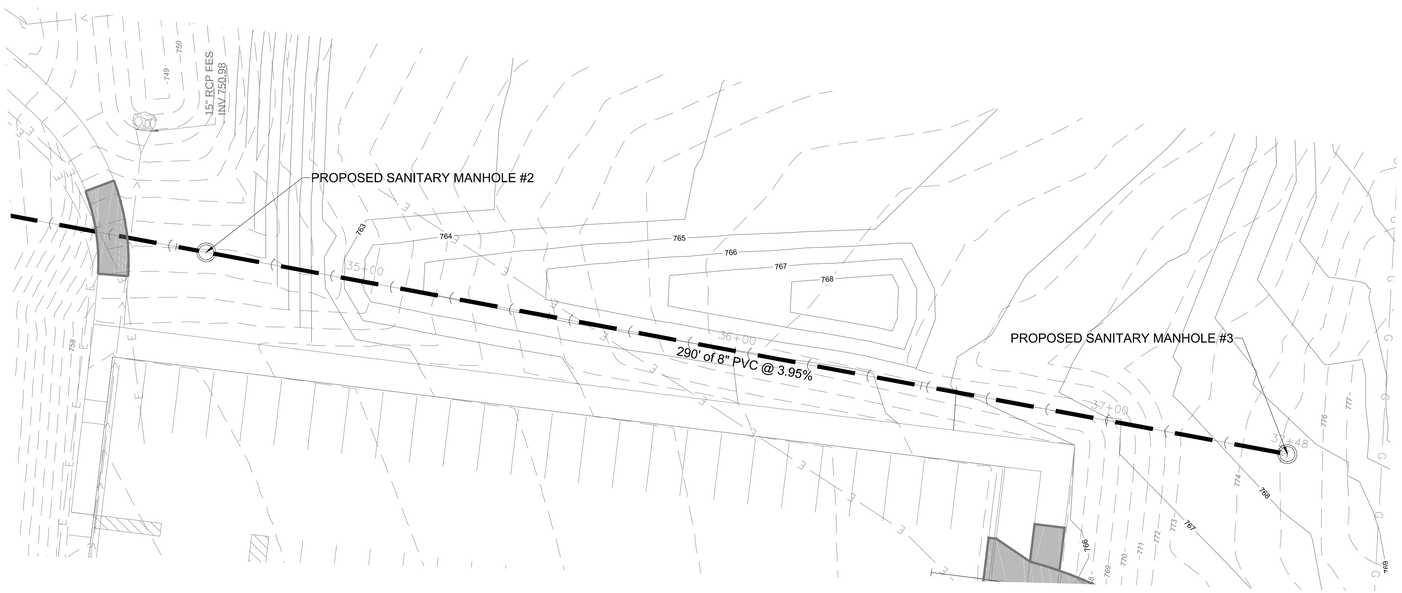
DRAWING LOG

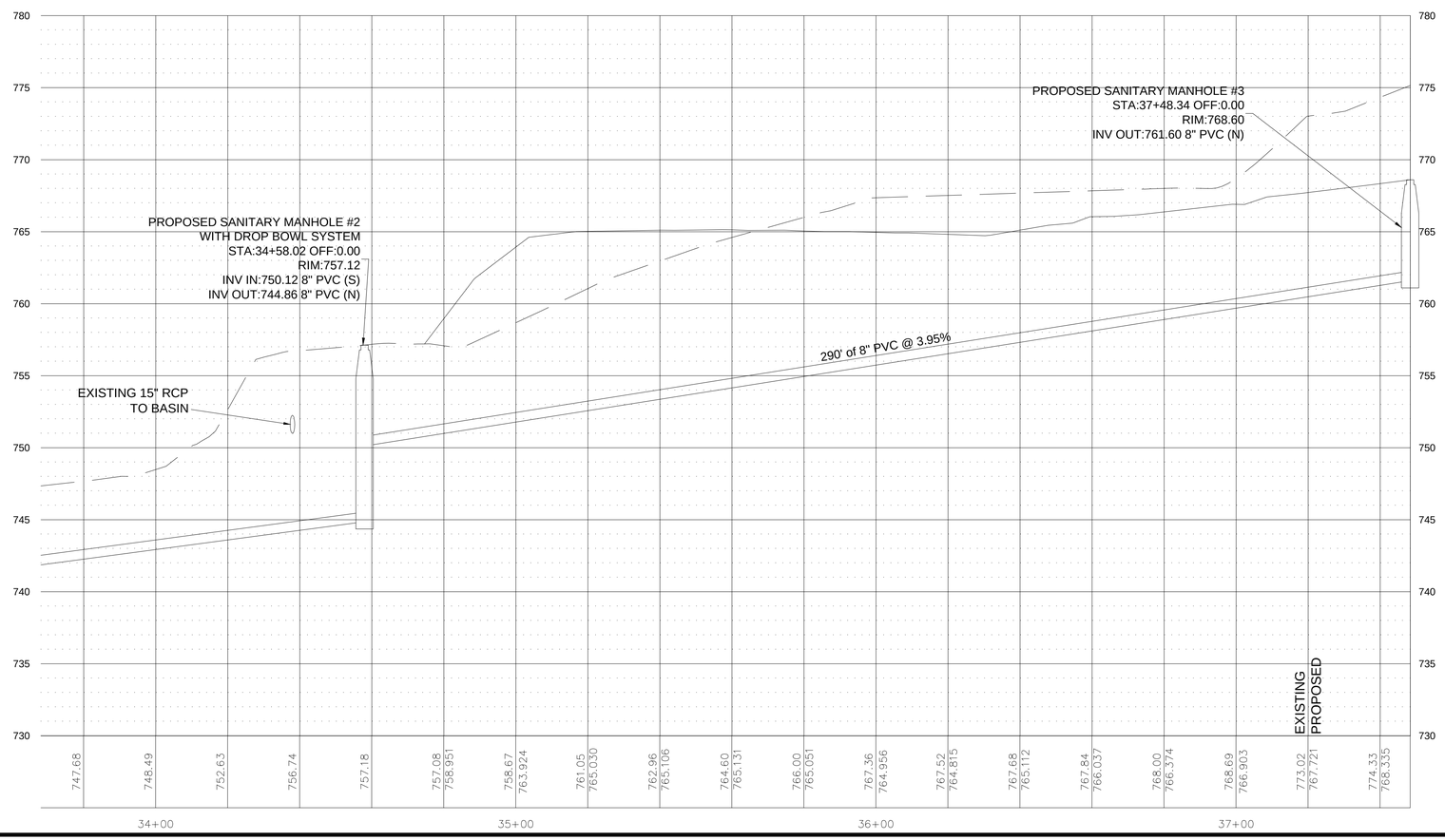
DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER:
BETTIS

SHEET:
C502

Sep 14, 2016 - 5:54pm I:\Project\160849\dwg\SHEETS\160849-C500-UTILITY SHEETS.dwg





PROJECT NUMBER:
16-0849

PROJECT NAME:
WEST BRANCH HS
PH 3 IMPROVEMENTS
FIRE SAFETY & GRADING
IMPROVEMENTS

TITLE:
SANITARY PROFILE

ENGINEER:

hbk ENGINEERING
HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME:
16-0849

DATE CREATED:
08-15-2016

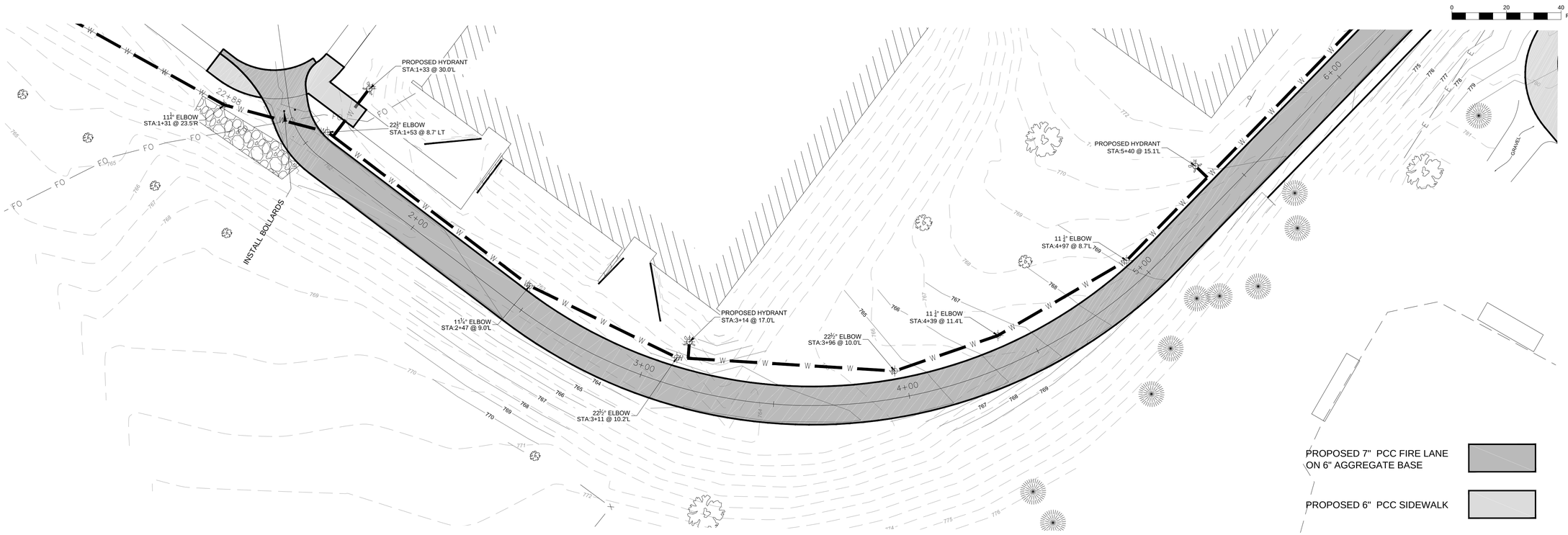
DRAWING LOG

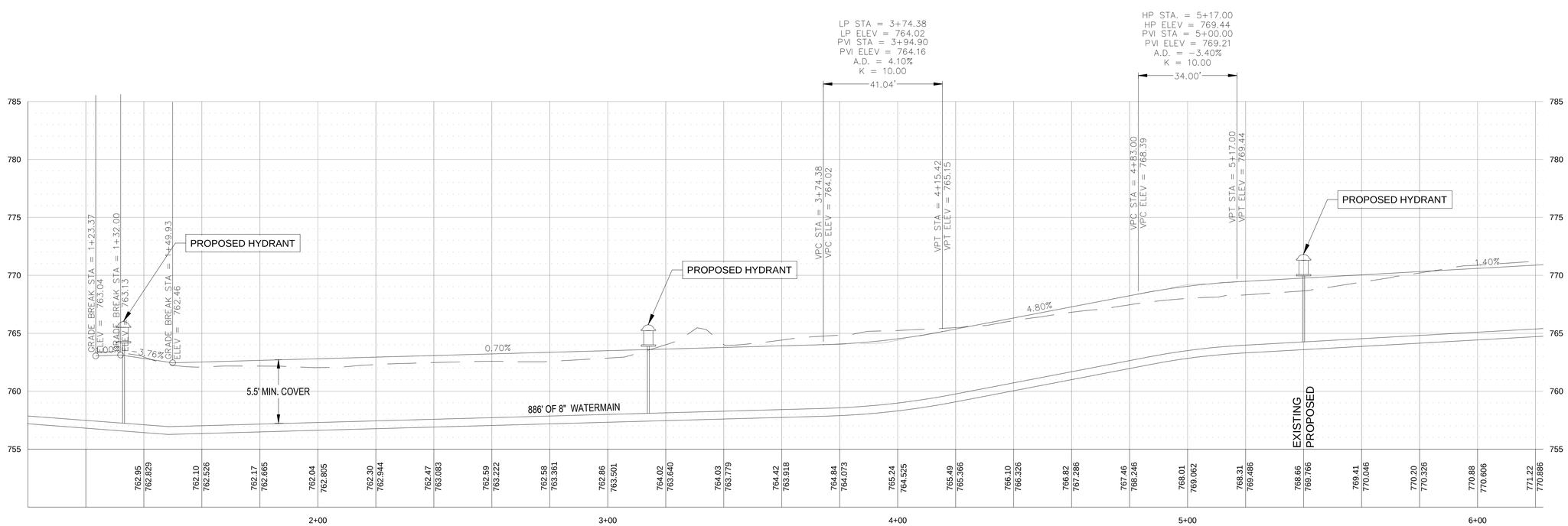
DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER:
BETTIS

SHEET:
C503

Sep 14, 2016 - 5:26pm I:\Project\160849\dwg\SHEETS\160849-C500-UTILITY SHEETS.dwg





PROJECT NUMBER:
16-0849

PROJECT NAME:
WEST BRANCH HS
PH 3 IMPROVEMENTS
FIRE SAFETY & GRADING
IMPROVEMENTS

TITLE:
PAVING PLAN

ENGINEER:

hbk ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOLS

WEST BRANCH
COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME:
16-0849

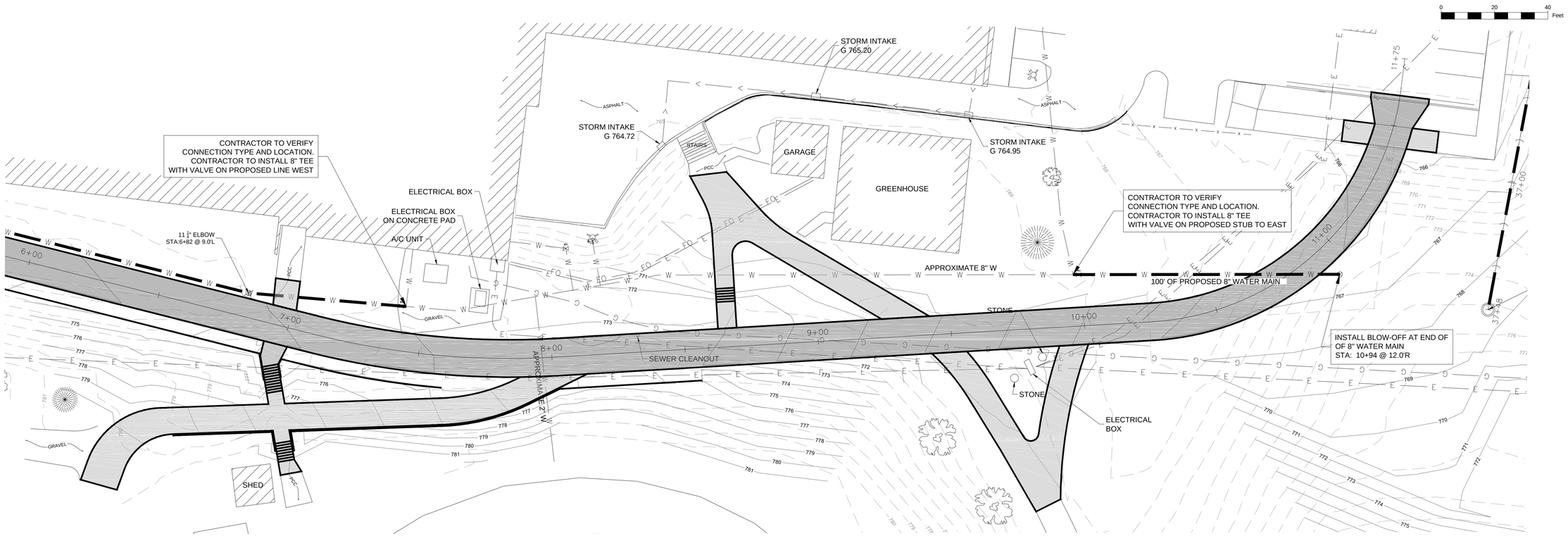
DATE CREATED:
08-15-2016

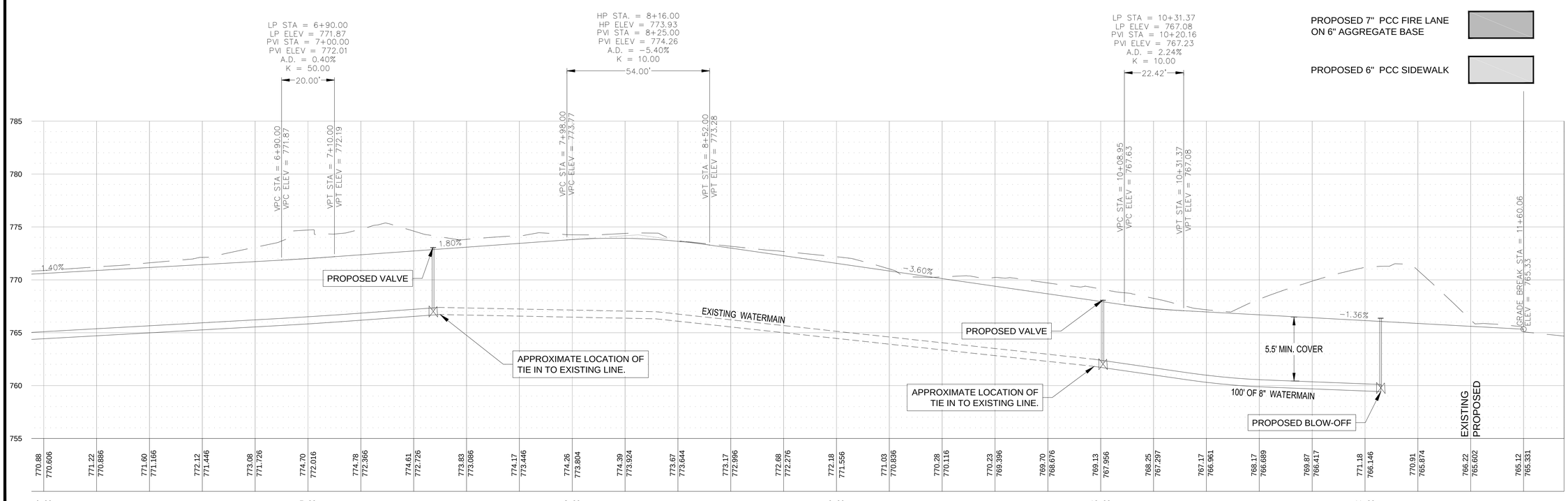
DRAWING LOG

DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER:
BETTIS

SHEET:
C600





PROJECT NUMBER:
16-0849

PROJECT NAME:
WEST BRANCH HS
PH 3 IMPROVEMENTS
FIRE SAFETY & GRADING
IMPROVEMENTS

TITLE:
PAVING PLAN

ENGINEER:

hbk ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOLS

WEST BRANCH
COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME:
16-0849

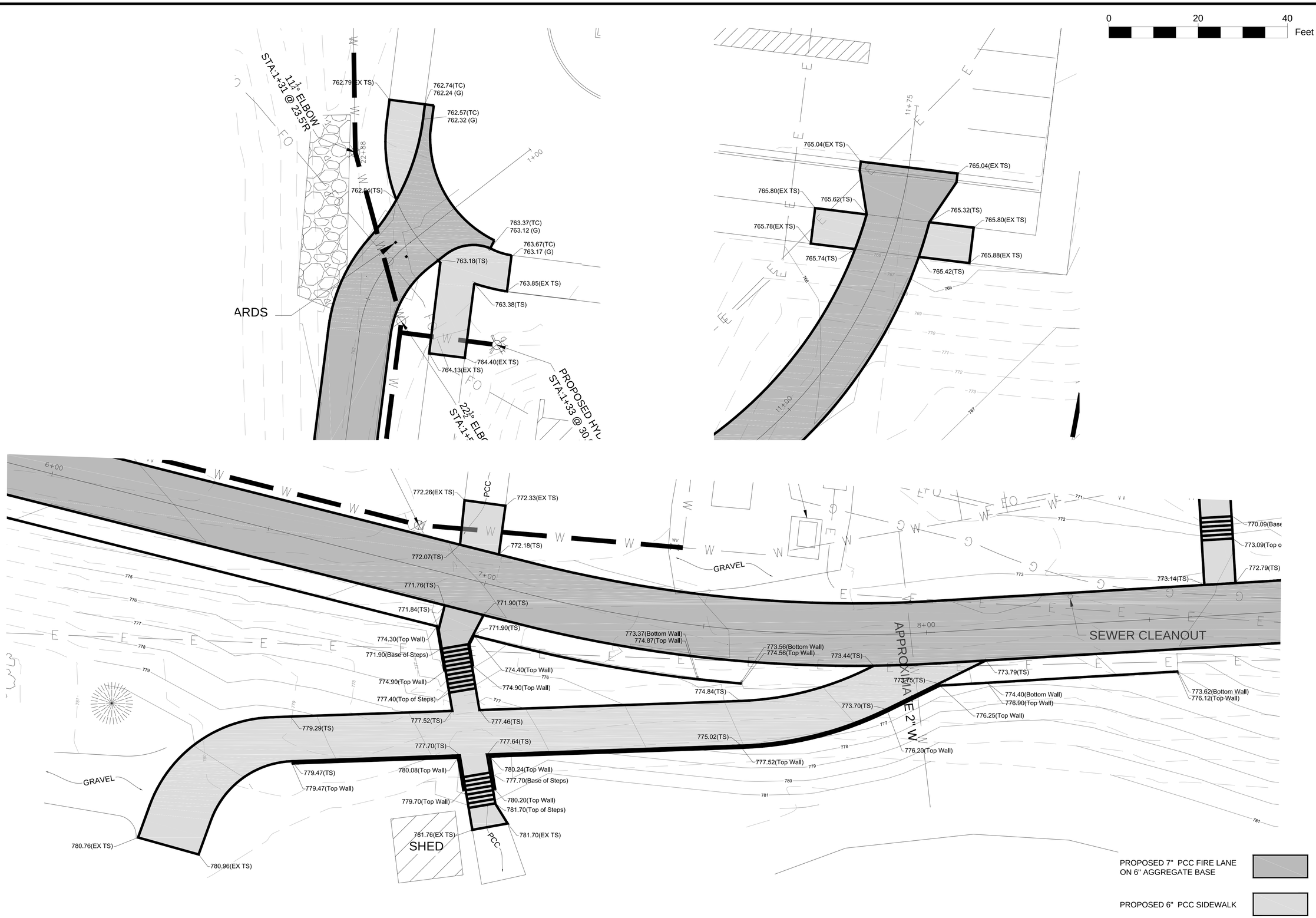
DATE CREATED:
08-15-2016

DRAWING LOG

DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER:
BETTIS

SHEET:
C601



PROJECT NUMBER:
16-0849

PROJECT NAME:
WEST BRANCH HS
PH 3 IMPROVEMENTS
FIRE SAFETY & GRADING
IMPROVEMENTS

TITLE:
SIDEWALK
PAVING DETAILS

ENGINEER:

hbk ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT
OF LABOR
REGISTRATION
NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOLS

WEST BRANCH
COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME:
16-0849

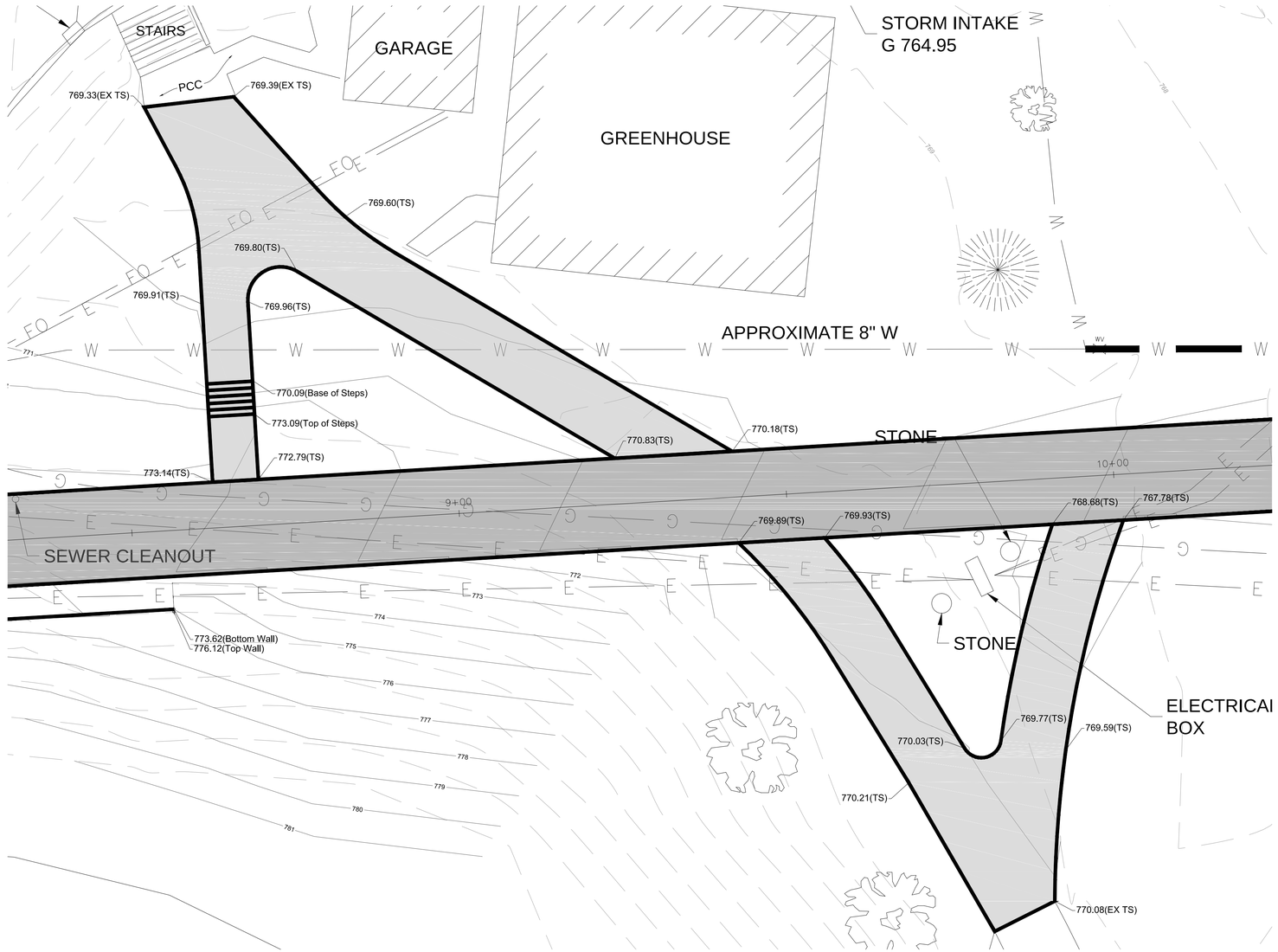
DATE CREATED:
08-15-2016

DRAWING LOG

DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER:
BETTIS

SHEET:
C602



0 20 40 Feet

PROPOSED 7" PCC FIRE LANE ON 6" AGGREGATE BASE

PROPOSED 6" PCC SIDEWALK

PROJECT NUMBER:
16-0849

PROJECT NAME:
WEST BRANCH HS
PH 3 IMPROVEMENTS
FIRE SAFETY & GRADING IMPROVEMENTS

TITLE:
SIDEWALK
PAVING DETAILS

ENGINEER:
hbk ENGINEERING
HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT OF LABOR REGISTRATION NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:
WEST BRANCH COMMUNITY SCHOOLS
WEST BRANCH COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME:
16-0849

DATE CREATED:
08-15-2016

DRAWING LOG

DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER:
BETTIS

SHEET:
C603

POLLUTION PREVENTION PLAN

ALL CONTRACTORS / SUBCONTRACTORS SHALL CONDUCT THEIR OPERATIONS IN A MANNER THAT MINIMIZES EROSION AND PREVENTS SEDIMENTS FROM LEAVING THE PROJECT LIMITS FOR WEST BRANCH HIGH SCHOOL PHASE 3 IMPROVEMENTS FIRE SAFETY AND GRADING IMPROVEMENTS. THE PRIME CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE AND IMPLEMENTATION OF THE POLLUTION PREVENTION PLAN (PPP) FOR THEIR ENTIRE CONTRACT. THIS RESPONSIBILITY SHALL BE FURTHER SHARED WITH SUBCONTRACTORS WHOSE WORK IS A SOURCE OF POTENTIAL POLLUTION AS DEFINED IN THIS PPP.

1. SITE DESCRIPTION

THIS POLLUTION PREVENTION PLAN (PPP) IS FOR THE CONSTRUCTION OF WEST BRANCH HIGH SCHOOL PHASE 3 IMPROVEMENTS FIRE SAFETY AND GRADING IMPROVEMENTS IN WEST BRANCH, IA. THIS PROJECT INCLUDES CLEARING AND GRUBBING, GRADING, RESTORATION AND INSTALLATION OF PAVEMENT, WATER MAIN, STORM SEWER, AND SANITARY SEWER.

THIS PPP COVERS APPROXIMATELY 21 ACRES WITH AN ESTIMATED 6.5 ACRES BEING DISTURBED. THE PORTION OF THE PPP COVERED BY THIS CONTRACT HAS MORE THAN ONE ACRE DISTURBED; THUS, AN IDNR GENERAL PERMIT NO. 2 HAS BEEN OBTAINED AND SHALL BE FOLLOWED.

REFER TO THE PROJECT PLANS FOR LOCATIONS OF TYPICAL SLOPES, DITCH GRADES, AND MAJOR STRUCTURAL AND NON-STRUCTURAL CONTROLS. A COPY OF THESE PLANS WILL BE ON FILE AT THE CLERKS OFFICE OF CITY OF WEST BRANCH. RUNOFF FROM THIS PROJECT WILL FLOW INTO AN EXISTING DETENTION POND AND DITCH WHICH THEN LEADS TO THE HOOVER RIVER.

POTENTIAL SOURCES OF POLLUTION:

SITE SOURCES OF POLLUTION GENERATED AS A RESULT OF THIS WORK RELATE TO SILTS AND SEDIMENT THAT MAY BE TRANSPORTED AS A RESULT OF A STORM EVENT. HOWEVER, THIS PPP PROVIDES CONVEYANCE FOR OTHER (NON-PROJECT RELATED) OPERATIONS. THESE OTHER OPERATIONS HAVE STORM WATER RUNOFF, THE REGULATION OF WHICH IS BEYOND THE CONTROL OF THIS PPP. POTENTIALLY THIS RUNOFF CAN CONTAIN VARIOUS POLLUTANTS RELATED TO SITE-SPECIFIC LAND USES. EXAMPLES ARE:

COMMERCIAL AND INDUSTRIAL ACTIVITIES:

RUNOFF FROM COMMERCIAL, INDUSTRIAL, AND COMMERCE LAND USE MAY CONTAIN CONSTITUENTS ASSOCIATED WITH THE SPECIFIC OPERATION. SUCH OPERATIONS ARE SUBJECT TO POTENTIAL LEAKS AND SPILLS THAT COULD BE COMMINGLED WITH RUNOFF FROM THE FACILITY. POLLUTANTS ASSOCIATED WITH COMMERCIAL AND INDUSTRIAL ACTIVITIES ARE NOT READILY AVAILABLE SINCE THEY ARE TYPICALLY PROPRIETARY.

2. CONTROLS

AT LOCATIONS WHERE RUNOFF CAN MOVE OFFSITE, SILT FENCE SHALL BE PLACED ALONG THE PERIMETER OF THE AREAS TO BE DISTURBED PRIOR TO BEGINNING GRADING, EXCAVATION OR CLEARING AND GRUBBING OPERATIONS. VEGETATION IN AREAS NOT NEEDED FOR CONSTRUCTION SHALL BE PRESERVED. USE SILT FENCE AS DITCH CHECKS AND TO PROTECT INTAKES. TEMPORARY STABILIZING SEEDING SHALL BE COMPLETED AS THE DISTURBED AREAS ARE CONSTRUCTED. IF CONSTRUCTION ACTIVITY IS NOT PLANNED TO OCCUR IN A DISTURBED AREA FOR AT LEAST 21 DAYS, THE AREA SHALL BE STABILIZED BY TEMPORARY SEEDING OR MULCHING WITHIN 14 DAYS. OTHER STABILIZING METHODS SHALL BE USED OUTSIDE THE SEEDING PERIOD.

THIS WORK SHALL BE DONE IN ACCORDANCE WITH SECTION 2602 OF THE STANDARD SPECIFICATION. IF THE WORK INVOLVED IS NOT APPLICABLE TO ANY CONTRACT ITEMS, THE WORK SHALL BE PAID FOR ACCORDING TO ARTICLE 1109.03 PARAGRAPH B.

AS THE WORK PROGRESSES, ADDITIONAL EROSION CONTROL ITEMS MAY BE REQUIRED AS DETERMINED BY THE ENGINEER AFTER FIELD INVESTIGATION. THESE MAY BE ITEMS SUCH AS SILT FENCE DITCH CHECKS, MULCH AND OTHER APPROPRIATE MEASURES, WHICH SHALL BE INSTALLED BY THE CONTRACTOR AS DIRECTED BY THE ENGINEER. THE CONTRACTOR WILL COMPLETE THE CONSTRUCTION WITH THE ESTABLISHMENT OF PERMANENT PERENNIAL VEGETATION ON ALL DISTURBED AREAS.

3. OTHER CONTROLS

CONTRACTOR DISPOSAL OF UNUSED CONSTRUCTION MATERIALS AND CONSTRUCTION MATERIAL WASTES SHALL COMPLY WITH APPLICABLE STATE AND LOCAL WASTE DISPOSAL, SANITARY SEWER, OR SEPTIC SYSTEM REGULATIONS. IN THE EVENT OF A CONFLICT WITH OTHER GOVERNMENTAL LAWS, RULES AND REGULATIONS, THE MORE RESTRICTIVE LAWS, RULES OR REGULATIONS SHALL APPLY.

APPROVED STATE OR LOCAL PLANS:

DURING THE COURSE OF THIS CONSTRUCTION, IT IS POSSIBLE THAT SITUATIONS WILL ARISE WHERE UNKNOWN MATERIALS WILL BE ENCOUNTERED. WHEN SUCH SITUATIONS ARE ENCOUNTERED, THEY WILL BE HANDLED ACCORDING TO ALL FEDERAL, STATE, AND LOCAL REGULATIONS IN EFFECT AT THE TIME.

4. MAINTENANCE

THE CONTRACTOR IS REQUIRED TO MAINTAIN ALL TEMPORARY EROSION CONTROL MEASURES IN PROPER WORKING ORDER, INCLUDING CLEANING, REPAIRING OR REPLACING THEM THROUGHOUT THE CONTRACT PERIOD. CLEANING OF SILT CONTROL DEVICES SHALL BEGIN WHEN THE FEATURES HAVE LOST 50% OF THEIR CAPACITY.

THE CONTRACTOR IS REQUIRED TO CLEAN ADJACENT PARKING LOTS AND/OR STREETS OF SOIL DEPOSITED BY CONSTRUCTION TRAFFIC AS REQUIRED TO PREVENT SOIL RUNOFF AND FUGITIVE DUST.

5. INSPECTIONS

INSPECTIONS SHALL BE MADE JOINTLY BY THE CONTRACTOR AND THE CONTRACTING AUTHORITY EVERY SEVEN CALENDAR DAYS. THE CONTRACTOR SHALL IMMEDIATELY BEGIN CORRECTIVE ACTION ON ALL DEFICIENCIES FOUND. THE FINDINGS OF THIS INSPECTION SHALL BE RECORDED IN THE PROJECT DIARY. THIS PPP MAY BE REVISED BASED ON THE FINDINGS OF THE INSPECTION. THE CONTRACTOR SHALL IMPLEMENT ALL REVISIONS. ALL CORRECTIVE ACTIONS SHALL BE COMPLETED WITHIN 3 CALENDAR DAYS OF THE INSPECTION.

6. NON-STORM DISCHARGES

NON-STORM DISCHARGE INCLUDES SUBSURFACE DRAINS (I.E. LONGITUDINAL AND STANDARD SUB-DRAINS), SLOPE DRAINS AND BRIDGE END DRAINS. THE VELOCITY OF THE DISCHARGE FROM THESE FEATURES MAY BE CONTROLLED BY THE USE OF PATIO BLOCKS, CLASS A STONE OR EROSION STONE.

STABILIZATION SEEDING

STABILIZATION SEEDING SHALL BE IN ACCORDANCE WITH I.D.O.T. STANDARD SPECIFICATION SECTION 2601.5 STABILIZING CROP SEEDING AND FERTILIZING.

SEED MIXTURES SHALL BE ON OF THE FOLLOWING:

SPRING - MARCH 1 TO MAY 20	
WINTER RYE OR OATS	1 BUSHEL PER ACRE
SUDANGRASS (PIPER)	25 LBS. PER ACRE
FESCUE, KENTUCKY 31 OR FAWN	15 LBS PER ACRE
ALFALFA (RANGER OR VERNAL)	5 LBS PER ACRE
SUMMER - MAY 21 TO JULY 20	
OATS	1 BUSHEL PER ACRE
SUDANGRASS (PIPER)	35 LBS. PER ACRE
FESCUE, KENTUCKY 31 OR FAWN	15 LBS PER ACRE
ALFALFA (RANGER OR VERNAL)	5 LBS PER ACRE
FALL - JULY 21 TO SEPTEMBER 30	
WINTER RYE	2 BUSHEL PER ACRE
FESCUE, KENTUCKY 31 OR FAWN	15 LBS PER ACRE
ALFALFA (RANGER OR VERNAL)	5 LBS PER ACRE

*AFTER AUGUST 31, HAIRY VETCH SHALL BE SUBSTITUTED FOR ALFALFA AT THE RATE OF 10 LBS PER ACRE

FERTILIZER SHALL BE APPLIED AT A RATE OF 450 LBS PER ACRE USING CHEMICALLY COMBINED COMMERCIAL 13-13-13 FERTILIZER.

GRADING NOTES

1) MAXIMUM SLOPE ON CUTS AND FILLS SHALL BE 4% HORIZONTAL TO 1% VERTICAL.

2) NO EXCAVATION SHALL BE ALLOWED WITHIN 2 FEET OF PROPERTY LINES.

3) WHERE HEIGHT OF FILL IS GREATER THAN 30 FEET, AN INTERMEDIATE TERRACE OF AT LEAST 6 FEET WIDE SHALL BE ESTABLISHED AT MID HEIGHT. SEE TYPICAL FILL SECTION.

4) COMPACTION TO BE 95% STANDARD PROCTOR WHERE > 6:1 SLOPE.

5) PRIOR TO ANY GRADING A CONSTRUCTION SAFETY FENCE SHALL BE INSTALLED 50 FEET FROM TRUNKS OF TREES TO BE PROTECTED.

6) SILT FENCE LOCATIONS AND LENGTHS, AS INDICATED, ARE APPROXIMATE ONLY. FINAL LOCATIONS AND LENGTHS WILL BE DETERMINED, AS NEEDED. UPON COMPLETION OF GRADING OPERATIONS IN AN AREA.

7) ALL STREET SUBGRADES SHALL BE CONSTRUCTED AND COMPACTED IN ACCORDANCE WITH CITY OF IOWA CITY DESIGN AND CONSTRUCTION STANDARDS AND PROCEDURES.

8) STABILIZATION SEEDING SHALL BE COMPLETED AS SOON AS POSSIBLE, BUT NOT MORE THAN 14 DAYS, UPON COMPLETION OF GRADING IN ANY AREA OF GRADING OPERATIONS. DISTURBED AREAS SHALL BE KEPT AS SMALL AS POSSIBLE TO PREVENT LARGE SCALE EROSION PROBLEMS. IF TH4E GRADING CONTRACTOR STOPS GRADING OPERATIONS FOR MORE THAN 14 DAYS, THEN STABILIZATION SEEDING SHALL BE DONE ON ALL DISTURBED AREAS.

NPDES STORM WATER CONSTRUCTION PERMIT

1) THIS SUBDIVISION FALLS UNDER THE NPDES STORM WATER PERMIT REQUIREMENT.

2) THE POLLUTION PREVENTION PLAN (PPP) AND EROSION CONTROL PLAN SHEET MUST BE KEPT SOMEWHERE ON SITE AT ALL TIME OR AVAILABLE WITHIN 24 HOURS.

3) THE DEVELOPER (OR CONSULTANT) SHALL SUBMIT APPLICATION TO THE IDNR AND THE IDNR SHALL RECEIVE THIS APPLICATION AT LEAST 24 HOURS PRIOR TO THE START OF WORK THIS PERMIT APPLICATION SHALL INCLUDE PROOF OF PUBLIC NOTIFICATION AS WELL AS THE PERMIT FEE. A COPY OF THE PERMIT FROM IDNR SHALL BE SUBMITTED TO THE CITY OF IOWA CITY ENGINEERING DIVISION.

4) ONCE WORK IS COMPLETED, A NOTICE OF DISCONTINUATION SHALL BE SUBMITTED TO THE IDNR AND A COPY GIVEN TO THE CITY OF IOWA CITY ENGINEERING DIVISION WITHIN 30 DAYS AFTER FINAL STABILIZATION.

5) THE PPP SHOULD BE CONSIDERED AN ACTIVE DOCUMENT AND BE REVISED ACCORDING TO REPRESENTATION IN THE FIELD.

SANITARY SEWER AND WATER MAIN CONSTRUCTION NOTES

1) SANITARY SEWER AND WATER MAIN CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS AS PREPARED BY HBK ENGINEERING, LLC. CONSTRUCTION SHALL ALSO CONFORM TO SUDAS. WEST BRANCH STANDARDS AND SPECIFICATIONS SHALL PREVAIL.

2) CONTRACTOR SHALL PROVIDE CRUSHED STONE ENCASEMENT BEDDING FOR ALL SANITARY SEWER UNLESS NOTED OTHERWISE ON THE PLANS.

3) SANITARY SEWERS TO BE PVC TRUSS PIPE UNLESS NOTED OTHERWISE. SANITARY SEWER SERVICE LINES SHALL BE PVC, SDR 23.5 WITH GASKETED JOINTS

4) 6" AND 8" DIAMETER WATER MAINS SHALL BE DR-18 PVC PIPE, EXCEPT AROUND CUL-DE-SACS, SMALL RADIUS CURVES AND WHERE CLASS 52 DIP SHALL BE USED, UNLESS NOTED OTHERWISE ON THE PLANS.

5) SANITARY SEWER TRENCHES SHADED ON THE PROFILE VIEW SHALL BE BACKFILLED CRUSHED STONE AS SPECIFIED FOR GRANULAR TRENCH BACKFILL SHALL BE USED. COMPACTED TO 95% STANDARD PROCTOR DENSITY.

6) GRANULAR TRENCH BACKFILL SHALL BE CLASS A CRUSHED STONE CONFORMING TO I.D.O.T. STANDARD SPECIFICATION 4120.041 WITH 1" MAXIMUM AGGREGATE SIZE. COMPACT TO 95% STANDARD PROCTOR DENSITY.

7) WATER MAINS WITHIN STREET RIGHT OF WAYS OR WITHIN EASEMENTS ADJACENT TO THE STREET RIGHT OF WAYS SHALL BE BACKFILLED WITH CRUSHED STONE AS SPECIFIED FOR GRANULAR TRENCH BACKFILL AND COMPACTED TO 95% STANDARD PROCTOR DENSITY:

8) ALL SANITARY SEWER SERVICE LINES CROSSING STREET RIGHT-OF-WAY SHALL BE BACKFILLED IN ACCORDANCE WITH THE PRECEDING NOTE.

9) ALL SANITARY SEWER SERVICE LINES SHALL BE EXTENDED:

A) TO THE UTILITY EASEMENT LINE FOR THOSE LOCATIONS WHERE THE LOTS BEING SERVED ARE ON THE OPPOSITE SIDE OF THE STREET FROM THE SEWER MAIN.

B) TO THE UTILITY EASEMENT LINE FOR THOSE LOCATIONS WHERE THE LOTS BEING SERVED ARE ADJACENT TO THE SEWER MAIN.

10) WATER MAIN SHALL BE LOCATED 10 FEET HORIZONTALLY DISTANT FROM ALL SANITARY SEWER AND STORM SEWER.

11) WATER MAIN SHALL NOT PASS THROUGH NOR CONTACT A SEWER OR A SEWER MANHOLE. A MINIMUM HORIZONTAL SEPARATION OF 3 FEET SHALL BE MAINTAINED.

12) VERTICAL SEPARATION OF WATER MAINS CROSSING OVER ANY SANITARY SEWER SHOULD BE A MINIMUM OF 18-INCHES, MEASURED OUTSIDE TO OUTSIDE FROM THE CLOSEST EDGE OF EACH PIPE. IF PHYSICAL CONDITIONS PROHIBIT THIS SEPARATION, THE WATER MAIN SHALL NOT BE PLACED CLOSER THEN 6 INCHES ABOVE A SEWER OR 18 INCHES BELOW A SEWER. THE SEPARATION DISTANCE SHALL BE THE MAXIMUM FEASIBLE IN ALL CASES.

13) WHERE THE WATER MAIN CROSSES SEWER, ONE FULL LENGTH OF WATER PIPE SHALL BE LOCATED SO BOTH JOINTS ARE AS FAR AS POSSIBLE FROM THE SEWER. THE WATER AND SEWER PIPES MUST BE ADEQUATELY SUPPORTED AND HAVE WATER TIGHT JOINTS. A LOW PERMEABILITY SOIL SHALL BE USED FOR BACKFILL MATERIAL WITHIN 10 FEET OF THE POINT OF CROSSING.

14) NOMINAL DEPTH OF WATER MAIN = 5.5 FEET TO TOP OF PIPE.

15) WATER MAIN AND WATER SERVICE LINES CROSSING STREETS SHALL BE INSTALLED PRIOR TO PAVING.

16) ALL SANITARY SEWER AND SERVICE LINES SHALL BE AIR TESTED TO PASS THE CITY OF WEST BRANCH REQUIRED TEST RESULTS.

17) SANITARY SEWER MANHOLE FRAME AND LID TO BE NEENAH R-1642 SELF SEALING OR APPROVED EQUAL.

18) ALL PVC TRUSS SEWERS SHALL HAVE A DEFLECTION TEST PERFORMED AS FOLLOWS:
- A. DEFLECTION TEST SHALL BE CONDUCTED AFTER THE FINAL BACKFILL HAS BEEN IN PLACE AT LEAST 30 DAYS.
- B. DEFLECTION TEST TO BE CONDUCTED USING A RIGID BALL OR MANDREL WITH A DIAMETER EQUAL TO 95% OF THE INSIDE DIAMETER OF THE PIPE. NO MECHANICAL PULLING DEVICE ALLOWED.
- C. NO PIPE SHALL EXCEED A DEFLECTION OF 5%.

AIR TESTING

1. PERFORM FROM MANHOLE-TO-MANHOLE AFTER BACKFILL.
2. PLACE PNEUMATIC PLUGS:
   - A) SEALING LENGTH: EQUAL TO OR GREATER THAN PIPE DIAMETER,
   - B) CAPABLE OF RESISTING INTERNAL TEST PRESSURE WITHOUT EXTERNAL BRACING OR BLOCKING.
3. INTRODUCE LOW-PRESSURE AIR INTO SEALED LINE AND ACHIEVE INTERNAL AIR PRESSURE 4 PSIG GREATER THAN MAXIMUM PRESSURE EXERTED ON GROUNDWATER ABOVE PIPE INVERT.
4. LIMIT INTERNAL PRESSURE IN SEALED LINE BELOW 8 PSIG.
5. ALLOWS 2 MINUTES MINIMUM FOR AIR PRESSURE TO STABILIZE. DISCONNECT LOW PRESSURE AIR HOSE FROM CONTROL PANEL.

PAVEMENT GENERAL NOTES

1. ALL SLOPES IN PAVEMENT SHALL BE UNIFORM TO AVOID PONDING.
2. ALL DIMENSIONS TO BACK-OF-CURB UNLESS NOTED OTHERWISE.
3. REMOVE AND REPLACE OR RESTORE ALL STREET SIGNS, PAVEMENT MARKINGS, SIDEWALK LAMPS, SIDEWALKS, STEPS, LANDSCAPE STRUCTURES, CURB AND GUTTER, STREETS, DRIVES AND ALL OTHER SURFACE STRUCTURES REMOVED OR OTHERWISE DAMAGED DURING THE COURSE OF THE WORK. SIDEWALKS SHALL BE REMOVED AND REPLACED TO NEAREST JOINT BEYOND CONSTRUCTION AREA.
4. COMPACT SUBGRADE BENEATH PAVEMENTS IN ACCORDANCE WITH GRADING NOTES.
5. GRANULAR SUBBASE FOR PAVEMENTS SHALL MEET THE LIMITS OF GRADUATION NO. 11 WHERE NO SUBDRAIN IS TO BE PLACED AND GRADATION NO. 12 FOR WHERE SUBDRAIN IS TO BE INSTALLED PER IOWA DOT STANDARD SPECIFICATION FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4120.04.
6. PROOF-ROLL SUBGRADE WITH A MINIMUM 25 TON G.V.W. TRUCK TO IDENTIFY AREAS OF SOFT OR UNSTABLE SUBGRADE. REMOVE AND REPLACE UNSTABLE AREAS WITH SUITABLE COMPACTED MATERIAL.
7. ALL CURB AND GUTTER IS 6" UNLESS STATED OTHERWISE.

PCC PAVEMENT NOTES

1. PCC PAVING THICKNESS SHALL BE AS NOTED ON THE PLANS.
2. MATERIALS AND CONSTRUCTION FOR PORTLAND CEMENT CONCRETE PAVEMENTS SHALL MEET THE REQUIREMENT OF IOWA DOT STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION, LATEST REVISION, SECTION 2301. THE PARAGRAPHS FOR MEASUREMENT AND PAYMENT SHALL NOT APPLY.
3. MINIMUM 28-DAY COMPRESSIVE STRENGTH FOR CONCRETE USED FOR PAVEMENTS SHALL BE 4000 PSI. CONCRETE SHALL BE C-3 OR C-4 WITH TYPE 1 CEMENT. AIR CONTENT SHALL BE 6-1/2% ± 1.5% COARSE AGGREGATE. AIR ENTRAINMENT ADMIXTURES AND WATER REDUCING ADMIXTURES SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4103. DURABILITY FOR PORTLAND CEMENT CONCRETE SHALL BE CLASS 2. JOINT SEALER SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4136 FOR HOT POURED JOINT SEALER.
4. JOINT SEALER SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4136 FOR HOT POURED JOINT SEALER.
5. CURING COMPOUND (WHITE, DARK OR CLEAR) SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR SECTION 4105. APPLICATION METHOD AND CURING SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 2301.19.
6. FLYASH PER IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4108 MAY BE SUBSTITUTED FOR CEMENT AT THE RATES SPECIFIED IN SECTION 2301.04E AFTER NOTIFICATION AND AUTHORIZATION BY THE OWNER'S REPRESENTATIVE.
7. PAVEMENT TIE BARS AND DOWEL BARS SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4151. EPOXY COATING, WHEN SPECIFIED, SHALL CONFORM TO IOWA DOT SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION SECTION 4151.03B.
8. CURBS SHALL BE CAST INTEGRAL WITH CONCRETE PAVEMENT UNLESS NOTED OTHERWISE. EDGES SHALL BE ROUNDED BUT NOT ROLLED.
9. PCC SIDEWALKS SHALL BE 4 INCHES THICK, EXCEPT AT DRIVEWAYS. THICKNESS OF PCC WALKS AT DRIVEWAYS SHALL MATCH THAT OF THE ADJACENT DRIVEWAY. TRANSVERSE CONSTRUCTION JOINTS SPACING SHALL BE AT 3 FEET MAXIMUM CENTERS FOR 3 FEET WIDE WALKS, 4 FEET MAXIMUM CENTERS FOR 4 FEET WIDE WALKS, AND 5 FEET MAXIMUM CENTERS FOR 5 FEET WIDE WALKS, 6 FEET MAXIMUM CENTERS FOR WALKS GREATER THAN 5 FEET IN WIDTH. LONGITUDINAL CONSTRUCTION JOINTS SHALL BE CONSTRUCTED IN SLABS GREATER THAN 8 FEET IN WIDTH. PLACE EXPANSION JOINTS WHERE WALK MEETS OTHER WALKS, BACK OF CURBS, FIXTURES, OR OTHER STRUCTURES, AND AT INTERVALS NOT EXCEEDING 50 FEET. SIDEWALKS SHALL HAVE A MAXIMUM CROSS SLOPE OF 2% DRAINING TOWARDS BACK OF CURB, UNLESS OTHERWISE NOTED.
10. ONE INCH PREFORMED FOAM EXPANSION JOINT MATERIAL SONOFLEX "F" BY SONOBORN OR APPROVED EQUAL SHALL BE PLACED BETWEEN NEW PAVEMENT CONSTRUCTION AND THE FACES OF BUILDINGS, STOOPS, EXISTING SLABS, AND OTHER FIXTURES, UNLESS NOTED ON THE DRAWINGS. JOINTS AT THESE LOCATIONS SHALL BE SEALED WITH A SELF-LEVELING POLYURETHANE SUCH AS SONOLASTIC SL-1 OR APPROVED EQUAL.
11. CONSTRUCT 1" EXPANSION JOINTS ON PCC CURB AT ALL ENDS OF RETURN RADII.
12. ALL 1/2" EXPANSION JOINTS TO BE SEALED.

PROJECT NUMBER: 16-0849

PROJECT NAME: WEST BRANCH HS PH 3 IMPROVEMENTS FIRE SAFETY & GRADING IMPROVEMENTS

TITLE: GENERAL NOTES

ENGINEER:

hbk ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT OF LABOR REGISTRATION NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME: 16-0849

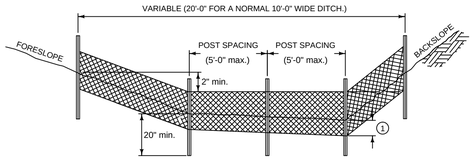
DATE CREATED: 08-15-2016

DRAWING LOG

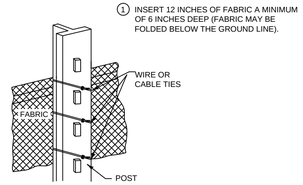
DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER: BETTIS

SHEET: C700

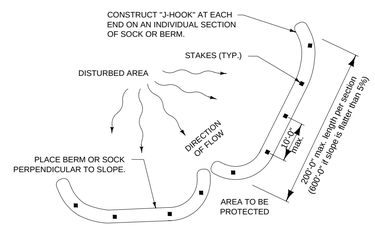


TYPICAL SILT FENCE DITCH CHECK

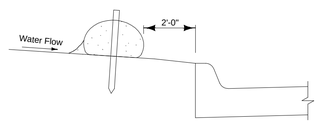


ATTACHMENT TO POST

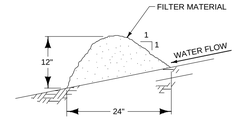
1 C701 SILT FENCE
-NTS-



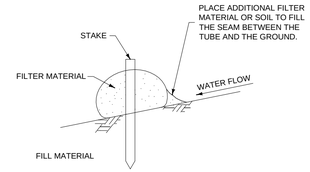
PLAN VIEW OF SLOPE
(for sediment and slope control)



SECTION VIEW AT STREET
(for perimeter control along street)



FILTER BERM

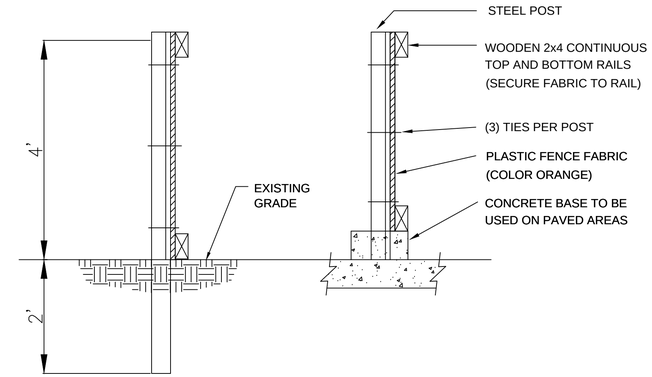


FILTER SOCK

NOTES:

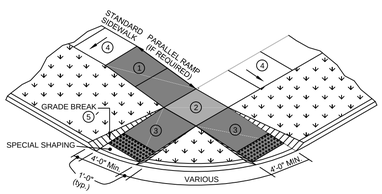
1. BERM SHOWN IS TYPICAL FOR SLOPES FLATTER THAN 3:1. FOR STEEPER SLOPES, INCREASE BERM SIZE AS DIRECTED BY THE ENGINEER.
2. PLACE BERM IN UNCOMPACTED WINDROW PERPENDICULAR TO THE SLOPE AT LOCATIONS SPECIFIED IN THE CONTRACT DOCUMENTS.
3. FILTER SOCK DIAMETER AS SPECIFIED IN THE CONTRACT DOCUMENTS.

2 C701 FILTER SOCK
-NTS-



3 C701 CONSTRUCTION FENCE
-NTS-

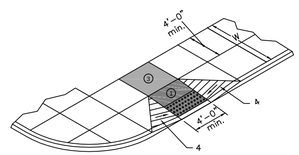
NOTE: ALL ELEVATIONS ARE TOP OF SLAB UNLESS NOTED OTHERWISE.



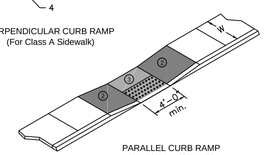
KEY
- CURB RAMP
- TURNING SPACE
- DETECTABLE WARNING
- GRASS

1. PARALLEL CURB RAMP: IF NORMAL SIDEWALK ELEVATION CANNOT BE ACHIEVED WITH THE PERPENDICULAR RAMP BETWEEN THE STREET AND LANDING DUE TO LIMITED RAMP LENGTH, PROVIDE A PARALLEL RAMP TO MAKE UP THE ELEVATION DIFFERENCE BETWEEN THE LANDING AND THE STANDARD SIDEWALK.

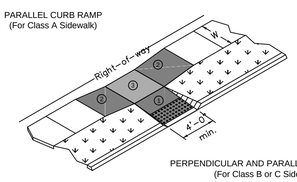
   THE LENGTH OF THE PARALLEL RAMP IS NOT REQUIRED TO EXCEED 15 FEET, REGARDLESS OF THE RESULTING SLOPE. DO NOT EXCEED 8.3% SLOPE FOR PARALLEL RAMPS SHORTER THAN 15 FEET.
2. TURNING SPACE: TARGET SLOPE OF 1.5% WITH MAXIMUM SLOPE PERPENDICULAR TO THE TRAVEL DIRECTIONS OF 2.0%. MINIMUM 4 FEET BY 4 FEET.
3. PERPENDICULAR CURB RAMP: TARGET RUNNING SLOPE OF 6.25% WITH MAXIMUM RUNNING SLOPE OF 8.3%.
4. TARGET CROSS SLOPE OF 1.5% WITH A MAXIMUM CROSS SLOPE OF 2.0%.
5. MATCH PEDESTRIAN STREET CROSSING CROSS SLOPE OR FLATTER.



PERPENDICULAR CURB RAMP
(For Class A Sidewalk)



PARALLEL CURB RAMP
(For Class A Sidewalk)

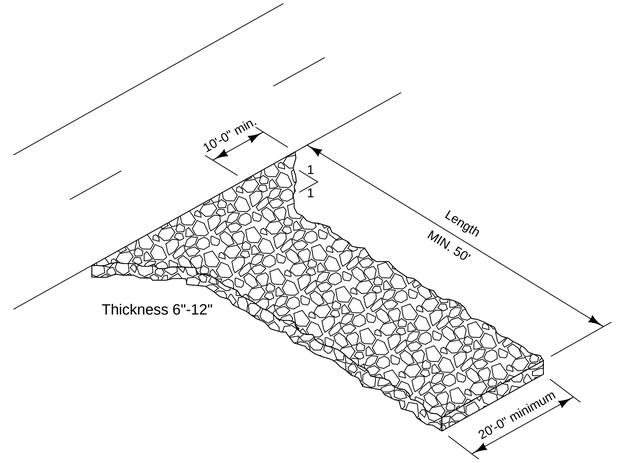


PERPENDICULAR AND PARALLEL CURB RAMP
(For Class B or C Sidewalk)

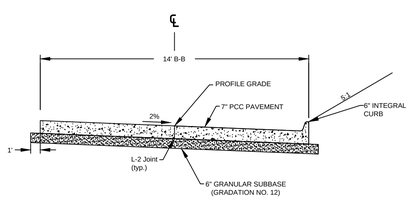
KEY
- CURB RAMP
- TURNING SPACE
- DETECTABLE WARNING

1. PERPENDICULAR CURB RAMP: TARGET RUNNING SLOPE OF 6.25% WITH MAXIMUM RUNNING SLOPE OF 8.3% MATCH PEDESTRIAN STREET CROSSING CROSS SLOPE AT BACK OF CURB. AT MID-BLOCK CROSSINGS, CROSS SLOPE MAY EXCEED 2.0% TO MATCH ROADWAY GRADE.
2. PARALLEL CURB RAMP: TARGET CROSS SLOPE OF 1.5% WITH A MAXIMUM CROSS SLOPE OF 2.0%. THE LENGTH OF THE PARALLEL RAMP IS NOT REQUIRED TO EXCEED 15 FEET, REGARDLESS OF RESULTING SLOPE. DO NOT EXCEED 8.3% SLOPE FOR PARALLEL RAMPS SHORTER THAN 15 FEET.
3. 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 ROADWAY GRADE. MINIMUM 4 FEET BY 4 FEET.
4. FLARED SIDES (1:10 MAX.) REQUIRED IF RAMP IS CONTIGUOUS WITH SIDEWALK.

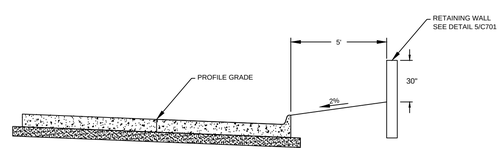
4 C701 ADA RAMP DETAILS
-NTS-



7 C701 CONSTRUCTION ACCESS
-NTS-



5 C701 TYPICAL PAVEMENT SECTION
-NTS-



6 C701 TYPICAL PAVEMENT SECTION WITH RETAINING WALL
-NTS-

PROJECT NUMBER: 16-0849

PROJECT NAME: WEST BRANCH HS PH 3 IMPROVEMENTS FIRE SAFETY & GRADING IMPROVEMENTS

TITLE: DETAILS

ENGINEER:

hbk ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT OF LABOR REGISTRATION NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WESTBRANCH COMMUNITYSCHOOLS

WEST BRANCH COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME: 16-0849

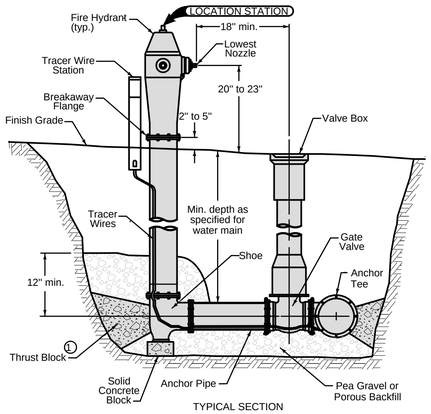
DATE CREATED: 08-15-2016

DRAWING LOG

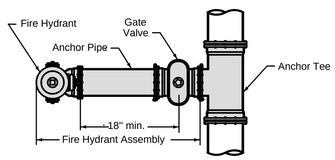
DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER: BETTIS

SHEET: C701



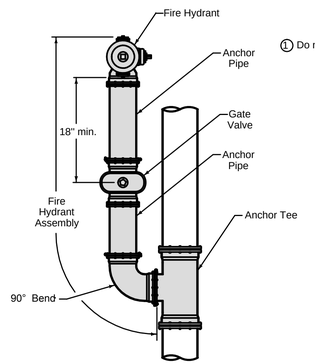
TYPICAL SECTION



TYPICAL PLAN

Use ductile iron pipe with restrained mechanical joints for fire hydrant assembly and anchor tee.

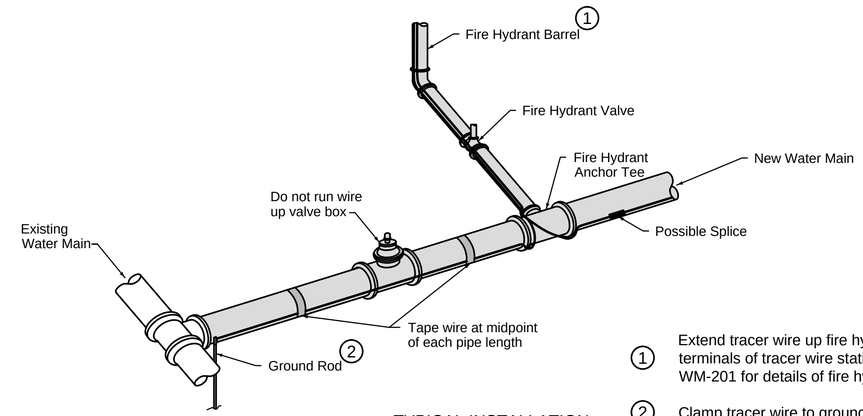
1 Do not cover drain holes or tracer wire.



ALTERNATE PLAN

1 C702 FIRE HYDRANT ASSEMBLY

-NTS-



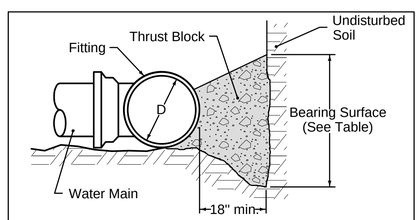
TYPICAL INSTALLATION

1 Extend tracer wire up fire hydrant barrel to internal terminals of tracer wire station and back down. Refer to WM-201 for details of fire hydrant assembly.

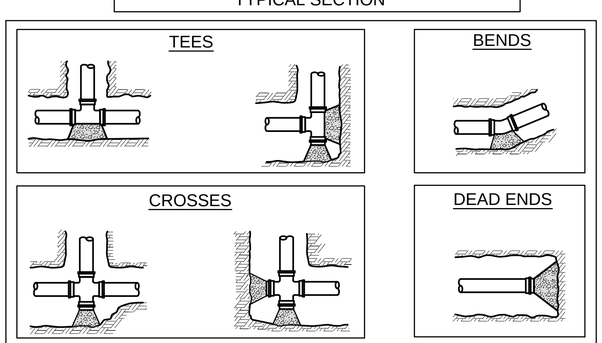
2 Clamp tracer wire to ground rod at system termination points.

2 C702 TRACER SYSTEM

-NTS-



TYPICAL SECTION



TYPICAL PLAN

Extend thrust blocks to undisturbed soil. Excavation into trench wall may be necessary.

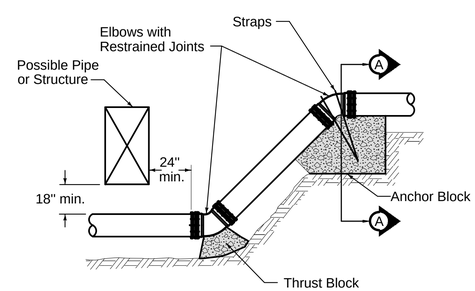
Form vertical surfaces of poured concrete thrust blocks except on bearing surface.

Encase all fittings in polyethylene wrap. Do not allow concrete to directly contact joints or fitting bolts.

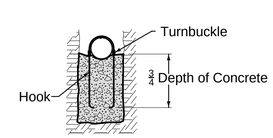
Diameter of Pipe, D (inches)	MINIMUM BEARING SURFACE (sf)				
	Bends				Tees and Dead Ends
	11¼°	22½°	45°	90°	
4	1	1	2	4	3
6	1	2	4	8	6
8	2	4	7	14	10
10	3	6	11	21	15
12	4	8	16	29	21
14	5	11	21	39	28
16	7	14	27	50	36
18	9	17	34	63	45
20	11	21	42	78	55
24	15	31	60	111	78
30	24	47	92	171	120
36	34	67	132	244	173

Minimum surface area based on water pressure of 150 psi and allowable soil pressure of 1,000 psf.

CHANGES IN PIPE DEPTH



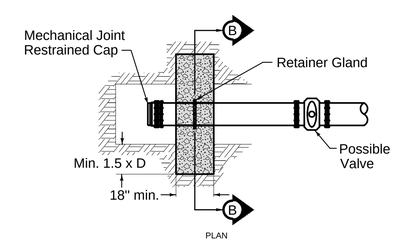
ELEVATION



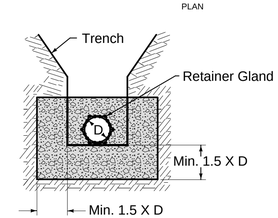
SECTION A-A

DEAD ENDS (ALTERNATE METHOD)

Use only when allowed by the Engineer, or when specified in the contract documents.



PLAN



SECTION B-B

3 C702 THRUST BLOCKS

-NTS-

PROJECT NUMBER: 16-0849

PROJECT NAME: WEST BRANCH HS PH 3 IMPROVEMENTS FIRE SAFETY & GRADING IMPROVEMENTS

TITLE: DETAILS

ENGINEER:

hbk ENGINEERING
HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT OF LABOR REGISTRATION NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME: 16-0849

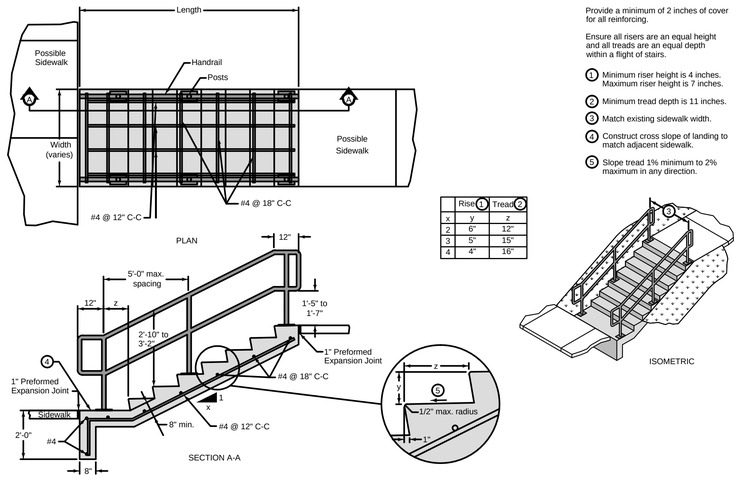
DATE CREATED: 08-15-2016

DRAWING LOG

DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER: BETTIS

SHEET: C702



Provide a minimum of 2 inches of cover for all reinforcing.

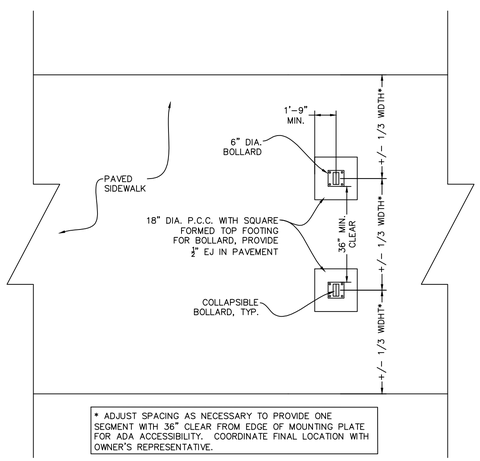
Ensure all risers are an equal height and all treads are an equal depth within a flight of stairs.

1. Minimum riser height is 4 inches. Maximum riser height is 7 inches.
2. Minimum tread depth is 11 inches.
3. Match existing sidewalk width.
4. Construct cross slope of landing to match adjacent sidewalk.
5. Slope tread 1% minimum to 2% maximum in any direction.

	Rise (1)	Tread (2)
x	y	z
2	6"	12"
3	5"	15"
4	4"	16"

1 C703 CONCRETE STEPS WITH HANDRAIL

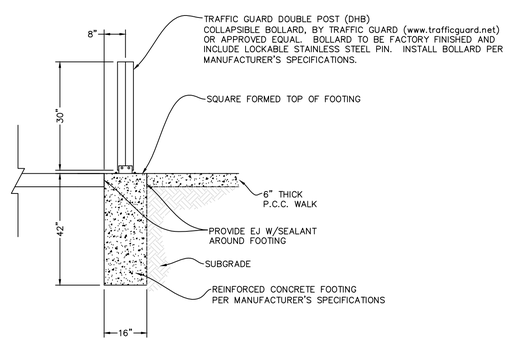
-NTS-



* ADJUST SPACING AS NECESSARY TO PROVIDE ONE SEGMENT WITH 36" CLEAR FROM EDGE OF MOUNTING PLATE FOR ADA ACCESSIBILITY. COORDINATE FINAL LOCATION WITH OWNER'S REPRESENTATIVE.

COLLAPSIBLE BOLLARD PLAN DETAIL

NOT TO SCALE

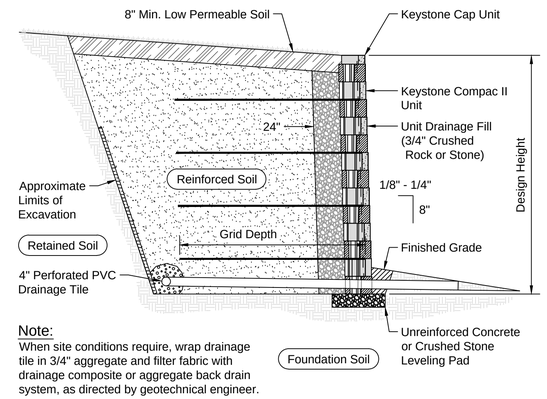


COLLAPSIBLE BOLLARD SECTION DETAIL

NOT TO SCALE

2 C703 COLLAPSIBLE BOLLARD

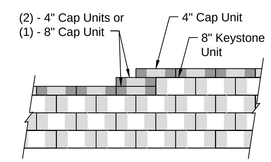
-NTS-



Note:
When site conditions require, wrap drainage tile in 3/4" aggregate and filter fabric with drainage composite or aggregate back drain system, as directed by geotechnical engineer.

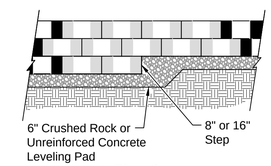
Typical Reinforced Wall Section

Compac II Unit - Near Vertical Setback



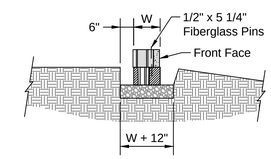
Note:
1. Secure all cap units with Keystone Kapseal or equal.

Top of Wall Steps



Elevation

Note:
1. The leveling pad is to be constructed of crushed stone or 2000 psi ± unreinforced concrete.



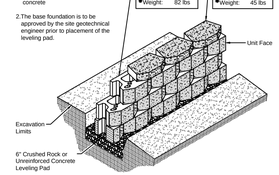
Section

Leveling Pad Detail

Base Leveling Pad Notes:
1. The leveling pad is to be constructed of crushed stone or 2,000 psi unreinforced concrete
2. The base foundation is to be approved by the site geotechnical engineer prior to placement of the leveling pad.

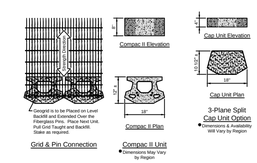
Compac II Unit	
Width:	18"
•Depth:	12"
Height:	8"
•Weight:	82 lbs

Cap Unit	
Width:	18"
•Depth:	10 1/2"
Height:	4"
•Weight:	45 lbs



Compac II Unit/Base Pad Isometric Section View

•Dimensions & Weight May Vary by Region



3 C703 RETAINING WALL DETAILS

-NTS-

PROJECT NUMBER: 16-0849

PROJECT NAME: WEST BRANCH HS PH 3 IMPROVEMENTS FIRE SAFETY & GRADING IMPROVEMENTS

TITLE: DETAILS

ENGINEER:

hbk ENGINEERING
HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT OF LABOR REGISTRATION NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME: 16-0849

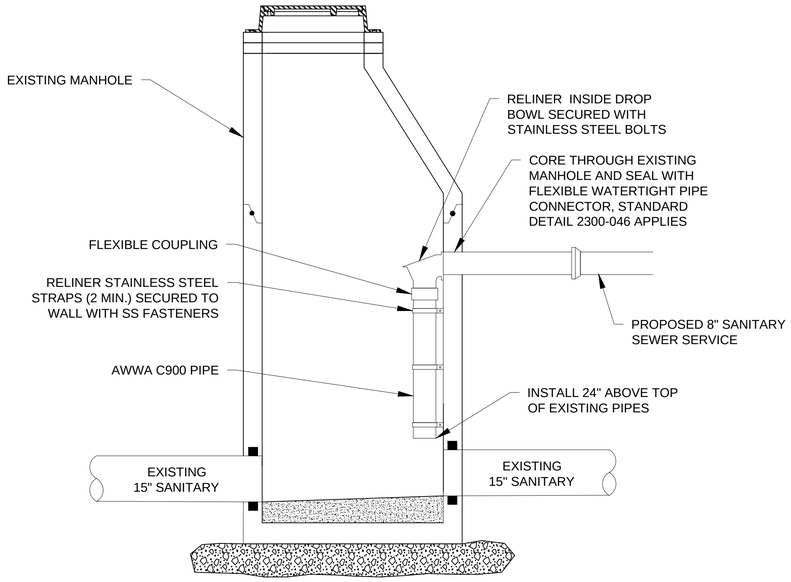
DATE CREATED: 08-15-2016

DRAWING LOG

DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

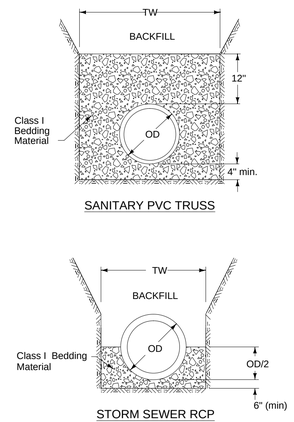
PROJECT MANAGER: BETTIS

SHEET: C703



1 C704 DROP BOWL SYSTEM FOR SANITARY MANHOLE

-NTS-



BACKFILL OPTIONS

1. SUITABLE ON-SITE MATERIAL COMPACTED TO 95% STANDARD PROCTOR.
2. CLASS A ROADSTONE UNDER AND WITHIN 5 FEET OF PUBLIC PAVEMENT
3. GRASSY AREAS-SUITABLE ON-SITE MATERIAL COMPACTED TO 90% STANDARD PROCTOR
4. FILL IN STANDARD LIFTS OF 8-12"

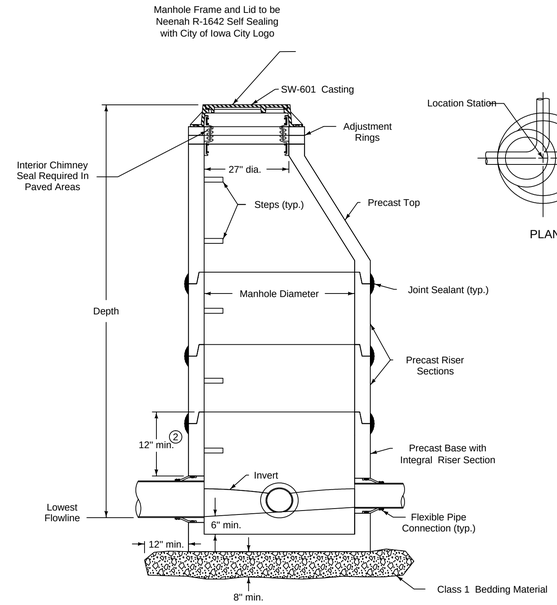
Key

OD = Outside diameter of pipe

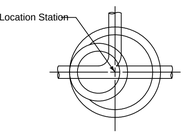
TW = Trench width at top of pipe:
Min. = OD+18 inches
Max.= 1.25xOD+12 inches OR 54 inches (whichever is greater)

2 C704 TRENCH DETAIL

-NTS-



TYPICAL SECTION



PLAN

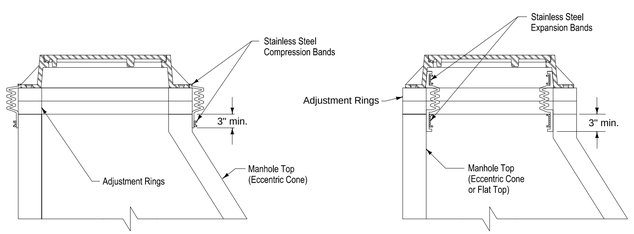
Manhole Diameter (inches)	Maximum Pipe Diameter (inches) for 2 Pipes (1)	
	At 180° Separation	At 90° Separation
48	24	18
60	36	24
72	42	30
84	48	36
96	60	42

1. For additional configurations, maintain a minimum of 12 inches of concrete between vertical edges of pipe openings.
2. 12 inch minimum riser height above all pipe openings.

3 C704 CIRCULAR SANITARY MANHOLE

-NTS-

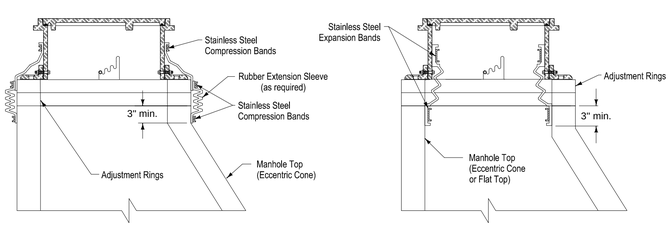
CHIMNEY SEALS FOR 2-PIECE CASTINGS



EXTERNAL SEAL

INTERNAL SEAL

CHIMNEY SEALS FOR 3-PIECE CASTINGS

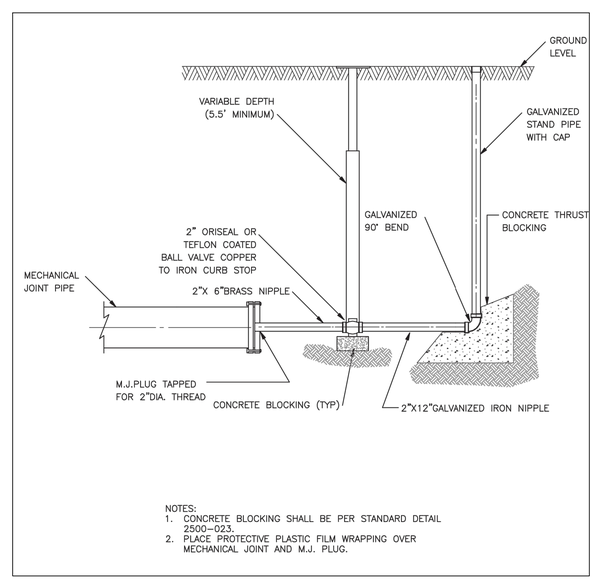


EXTERNAL SEAL

INTERNAL SEAL

4 C704 SANITARY MANHOLE CHIMNEY SEALS

-NTS-



NOTES:
1. CONCRETE BLOCKING SHALL BE PER STANDARD DETAIL 2500-023.
2. PLACE PROTECTIVE PLASTIC FILM WRAPPING OVER MECHANICAL JOINT AND M.J. PLUG.

5 C704 BLOW OFF DETAIL

-NTS-

PROJECT NUMBER: 16-0849

PROJECT NAME: WEST BRANCH HS PH 3 IMPROVEMENTS FIRE SAFETY & GRADING IMPROVEMENTS

TITLE: DETAILS

ENGINEER:

hbk ENGINEERING

HBK ENGINEERING, LLC
509 S. GILBERT ST.
IOWA CITY, IA 52240
PHONE: (319) 338-7557
FAX: (319) 358-2937

IOWA DEPARTMENT OF LABOR REGISTRATION NO. 00527328

WWW.HBKENGINEERING.COM

OWNER/DEVELOPER:

WEST BRANCH COMMUNITY SCHOOLS

WEST BRANCH COMMUNITY SCHOOL DISTRICT
148 N. OLIPHANT ST
WEST BRANCH, IA 52358

FOLDER NAME: 16-0849

DATE CREATED: 08-15-2016

DRAWING LOG

DATE	ISSUED FOR	DB	CB
08-15-16	SITE PLAN	JDP	NJB
09-14-16	BID DOCUMENTS	JDP	NJB

PROJECT MANAGER: BETTIS

SHEET: C704

RESOLUTION 1516

A RESOLUTION APPROVING RESIDENTIAL SITE PLAN POLICY

WHEREAS, the City Council of the City of West Branch adopted Ordinance 689 on March 5, 2012 establishing Chapter 173 of the Code of Ordinances of the City of West Branch, Iowa, entitled "Site Plan Requirement," and

WHEREAS, the Site Plan Requirements established a procedure which enabled the City to review certain proposed improvements to property within specified zoning districts of the City to insure compliance with all applicable zoning, subdivision and building regulations; and

WHEREAS, the Site Plan Requirements in Chapter 173 of the City Code are only required whenever any person proposes to place any structure for which a building permit is required under any other section of this Code, on any tract or parcel within any district of the West Branch Zoning Ordinance, and for any use, except one and two family dwellings; and

WHEREAS, the City Council of the City of West Branch now finds that it is in the best interests of current and future residents to require residential individual lot site plans for one and two family dwellings, and

WHEREAS, a residential individual lot site plan is a scaled drawing or map showing what improvements property owners intend to make to their properties located within R-1 single family and R-2 two family dwellings; and

WHEREAS, the residential individual lot site plan would be required for land use and development reviews and their submission would be required in order to obtain building permits; and

WHEREAS, a correctly drawn site plan shows the lot lines of a parcel, the existing and proposed development, adjacent streets, driveways, utilities, easements on the site, and all seventeen items listed on the City of West Branch, IA Residential Individual Lot Site Plan Requirements form attached as "Exhibit A;" and

WHEREAS, the Council now wishes to officially adopt the City of West Branch, IA Residential Individual Lot Site Plan Requirements attached as "Exhibit A."

NOW, THEREFORE, BE IT RESOLVED by the City Council of the West Branch, Iowa, that the City of West Branch, IA Residential Individual Lot Site Plan Requirements, attached as "Exhibit A" are approved and a completed Residential Individual Lot Site Plan shall be completed by the building permit applicant and approved by the zoning administrator before any building permit is issued for a single family or two family dwelling; and

BE IT FURTHER RESOLVED, by the City Council of the City of West Branch, Iowa that the city staff is hereby instructed to develop a site plan example to be attached to the City of West Branch, IA Residential Individual Lot Site Plan Requirements.

Passed and approved this 19th day of September, 2016.

_____

Roger Laughlin, Mayor

Attest:

_____

Matt Muckler, City Administrator/Clerk

EXHIBIT A

City of West Branch, Iowa

Residential Individual Lot Site Plan Requirements

Subdivision Name / Lot # _____ Owner _____

1st Review _____ 2nd Review _____ Date Approved _____

Project Name _____ Project Location / Address _____

Reviewer _____ Designer _____

Contact _____ Phone _____ Fax _____

* This section to be filled in by the City of West Branch Building Department

City of West Branch
110 N. Poplar Street | West Branch, Iowa 52358
319.643.5888 | www.westbranchiowa.org

What is a site plan?
A site plan is a scaled drawing or map showing what improvements you intend to make on your property. A site plan is required for land use/development reviews and to obtain building permits. A correctly drawn site plan shows the lot lines for a parcel, the existing and proposed development, adjacent streets, driveways, utilities, and easements on the site.

What do I need to submit?
Submit the number of copies of the site plan as specified on your land use application form or building permit application checklist. See the site plan example on the back of this page to help you include all the information needed in the site plan.

Where can I get help preparing a site plan?
Neither the City Engineer nor the City staff can draw the plans or design the project for you. We can only check the completed plans to be sure they meet the code requirements. You will save time and money if your plans do not need major revisions. We are available to assist you in understanding the code requirements. If you need help in drawing the site plan, please consult a professional for advice or help. The yellow pages or various builders may provide you with references.

How does a site plan help me?
A detailed site plan helps in your own planning, communicates your construction ideas to both your contractor and us, and helps assure that your planned project complies with the building and zoning codes. A site plan also communicates your ideas to other reviewing agencies (utility companies, fire district, etc.) who may not be able to visit the site. A complete and accurate set of plans helps to expedite the plan review process and allows the project to proceed more efficiently.

Residential site plans must identify all of the following items, if applicable:

1. __ Address and/or lot number and subdivision name.
2. __ Site boundary survey with north arrow. Minimum scale 1" = 30'.
3. __ All street names, widths, and location of right-of-way.
4. __ Total lot area in acres and square feet.
5. __ Limits of disturbance including all areas where any work will occur (tree save and silt fencing must be within the limits of disturbance). Label total disturbed acreage.
6. __ Existing and proposed side walk, curb and gutter, driveway, building footprint, easements, setbacks, and structures.
7. __ Impervious area in square feet (total area of building, structures, and driveway).
8. __ Zoning buffers – show and label square footage.
9. __ Stream buffers – show and label square footage.
10. __ Drainage and utility easements – show and label square footage. Show location of all pipes and structures (sewer manholes, storm structures, power boxes, etc.). Provide top and invert elevations of structures.
11. __ Existing and proposed topography at 1-foot intervals and proposed spot elevations at all high and low points and elsewhere as necessary with associated flow arrows to illustrate drainage patterns. Driveway slopes and FFE and bench mark elevations at curb at property lines
12. __ Existing and proposed location of sanitary sewer tie-in, water connection, and sump pump drain connection.
13. __ Floodplain – show and label elevation. Indicate M.L.O. if applicable
14. __ Base of all fill slopes steeper than 4:1 must terminate a safe distance from all property lines to allow for constructability and not adversely affect adjacent properties.
15. __ Provide all necessary details for retaining walls, concrete encasement, etc. (location, material, height). If retaining wall is proposed over 4' in revealed height, include the structural design signed, dated, and sealed by an Iowa P.E. (Note that a separate building permit will be required).
16. __ Drainage, erosion, and sedimentation control plan – show drainage paths, erosion control measures (including construction exit) and their locations.
17. __ Tree survey identifying all trees over 18" and all trees that will be saved.

STAFF USE ONLY
RECEIVED BY:
DATE:

Building Permit Application
Single Family, Duplex & Townhouse Dwellings
BUILDING, ELECTRICAL, PLUMBING, MECHANICAL , BUILDING SEWER & WATER SERVICE
(Form #1 Dated 5/27/2014)

Applicant must complete numbered items and highlighted spaces.

1	**JOB ADDRESS:**			
2	OWNER	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL
3	APPLICANT	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL
4	GENERAL CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL
5	ELECTRICAL CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL STATE LICENSE #
6	PLUMBING CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL STATE LICENSE # BEGINNING 7/1/09
7	HVAC CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL STATE LICENSE # BEGINNING 7/1/09
8	SEWER & WATER CONTRACTOR	MAILING ADDRESS	CITY STATE ZIP	PHONE # EMAIL STATE LICENSE # BEGINNING 7/1/09
9	DESCRIBE WORK:			

10	TOTAL SQ. FT OF HABITABLE FINISHED AREAS	11	TOTAL SQ. FT OF UNFINISHED / STORAGE	12	TOTAL SQ. FT OF GARAGE AREA

13	USE OF BUILDING OR STRUCTURE	14	VALUATION:	15	NUMBER OF WATER METERS:

STATE OF IOWA ENERGY EFFICIENCY REQUIRMENTS
Compliance shall be demonstrated by either meeting the requirements below or meeting the requirements of International Energy Conservation Code Section 405 by providing a ***Compliance Report***

CLIMATE ZONE	FENESTRATION U-FACTOR B	SKYLIGHT U-FACTOR B	CEILING R-VALUE	WOOD FRAME WALL R-VALUE	MASS WALL R-VALUE I	FLOOR R-VALUE	BASEMENT WALL R-VALUE C	SLAB R-VALUE AND DEPTH D	CRAWL SPACE WALL R-VALUE C
5	**0.32**	**0.55**	**49**	**20 or 13 + 5 (See footnote h)**	**13/17**	**30 (See footnote g)**	**15/19**	**10,2 ft**	**15/19**

Minimum Requirements for Residential Plot Plan

The plot plan must be accurately drawn to an engineer scale displaying the following information:

Minimum paper size 8 ½"x11"
Maximum paper size 11" x 17"

General Information:

1. Applicant(s) name.
2. Legal description.
3. Site address.
4. Current zoning classification.
5. Zoning setback lines.
6. Specify the lot area per dwelling unit
7. An identifiable scale.
8. North directional arrow.
9. Property line dimensions and bearing directions.
10. Official property iron pins.
11. Existing structures including decks, porches, garages and sheds.
12. Proposed structures or additions including decks, porches, sunrooms, garages and sheds.
13. Dimensions of all buildings.
14. Roof overhangs.
15. Existing or proposed fences.
16. Driveways, sidewalks, patios and retaining walls. (engineering required for retaining walls when the height exceeds 4-ft from the bottom of the footing to the top of the wall)
17. Distances between building walls and lot lines.
18. Water service size and location.
19. Building sewer size and location.
20. The sump pump discharge line location. (minimum 3" diameter)
21. Place two points on the side line lots where the front wall intersects the side lot lines. Indicate the distances from the front corner iron pins to the two points and from the two points to the building corners.
22. Statement on the site plan that all property iron pins shall be visible and marked during the entire construction process.

Engineering Information :

1. Public utilities abutting the property. (storm sewers, sanitary sewers & water mains)
2. Location and dimensions of all public and private easements. (see property title and subdivision final plat)
3. Flood zones.
4. Minimum low opening elevations.
5. Elevations of top of foundation walls, final grade at foundation walls, final grade at 10 feet from foundation walls, top of lowest floor elevation, top of curb, property corner elevations and storm sewer conveyance openings.
6. Storm water surface flow arrows.

REQUIREMENTS FOR SUBMITTING DRAWINGS
(one set of plans required for each application)

1. Scaled floor plans with designated room uses, square footage of habitable space, square footage of unfinished/storage spaces, doors and windows.
2. Indicate locations of smoke and carbon monoxide detectors.
3. Foundation plan showing all footings, stem walls, basement walls, slabs, foundation damp proofing material, drainage system and slab vapor barrier. Sizes, locations and cross sections showing reinforcement of each. All bearing load number from engineered girders and beams shall be noted. If engineered foundation is used or required, stamped plans shall be submitted with the permit application for approval.
4. Floor framing plans, which include size, type of material, spans, and bearing points of all joist, girders, beams and columns. Show method of all connections to the footings or foundation.
5. Wall cross sections providing framing details showing interior wall finish, vapor barrier, insulation, wall bracing, sheathing, weather barrier, flashing and exterior wall coverings.
6. Header sizes and materials of openings exceeding 4-feet in width.
7. Roof framing details indicating roof system to be used, sheathing, underlayment, ice dam, covering.
8. Stair details showing rise, run, guards and handrails.
9. Decks and porches showing footing locations, depth and size, columns, floor and roof framing materials and connection methods throughout the entire structures.
10. Location of all heating appliances and type of fuel to be used.
11. Location of electrical service and panel boards.
12. Show all insulation materials used to comply with energy code requirements.
13. If mail order plans are used and changes are made, the plans will need to be modified prior to submittal for permit.
14. Show all design standard requirements of Section 1612 of the Zoning Code.

Requirements to Maintain a Valid Permit

- Address placard shall be placed so that the address number is visible from the public street.
- The approved set of plans, specifications and other data must be kept on the job site and protected from weather.
- Advance one day notice is required for inspection request. See inspection policy for exceptions.
- Contractors shall maintain required business license, contractor's license, bonds and insurances.
- The permit holder is required to review and follow the approved plans, specifications.
- The permit holder is responsible to ensure plan review comments are communicated to all subcontractors and provided or resolved before scheduling an inspection.
- A common rule of thumb for inspections is **"never cover anything until the City Inspector has seen it and signed off."**

The undersigned has submitted the required plans, specifications and plot plan which are hereto attached, incorporated into and part of this application. The undersigned agrees to comply with all applicable codes; give full notification to the building inspector when required inspections are needed; that he or she will not use or occupy this structure or structures covered by the permit until the certificate of occupancy has been issued; and will not proceed with construction until the permit is issued.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or waive the provisions of any other laws required by Federal, State, and City or covenants regulating construction or the performance of construction.

_____

Signature of Owner or Authorized Agent Date

PLEASE PRINT ABOVE NAME HERE: _____

RESIDENTIAL PLOT PLAN

Department of Community Development, 1525 Broadway, P.O. Box 128, Longview, WA, 98632, Phone 360.442.5086/Fax 360.442.5953

RESIDENTIAL PLOT PLAN GENERAL REQUIREMENTS

Many different permits require a plot plan (sometimes called a "site" plan), which is a detailed and accurate map of the project's property. A complete and accurate plot plan is important to avoid delays in the review and approval of your project. A complete plot plan will include all the site features and information (depending on your site, of course) listed below. **Attached to this sheet are typical plot plan examples.**

1. The property owner's **name** and **phone number,** the property's **legal description** (plat, lot, block),and the **site's address.**

2. The map **scale** whenever possible**.** A scale of 1" = 20'is typical, but others 1/8" = 1' for example, is also acceptable.

3. A **north arrow** indicating the northerly direction.

4. All **property lines**, all **right-of-ways,** all **easements** (utilities, access, etc.), and site **dimensions**. Show the **distances** between buildings, and from buildings to all property lines.

5. All **streets** and **alleys**, with **street names**. Show all **existing and/or proposed driveways.** Include surface types (asphalt, concrete, chipseal, gravel) and driveway width at curb and right-of-way.

6. Identify each building by its use (garage, residence, etc.). Include **decks**, **retaining walls**, and the like.

7. Show clear distinction between the **existing** building & driveways and any **proposed addition/changes**. Show all **curbs, sidewalks** and **drainage facilities** Also show any **buildings to be demolished**.

8. Show **all power poles, fire hydrants, trees, shrubs, landscaping, mail boxes, water meters, catch basins, sewer laterals, transformers, roof drains, vaults, utility pedestals, street lights (water, sewer, gas, power, phone** and **cable locations,** and **any other above ground utilities/features.**

9. Call for **utility locates, 1-800-424-5585**, to have utility owners locate under-ground facilities**.**

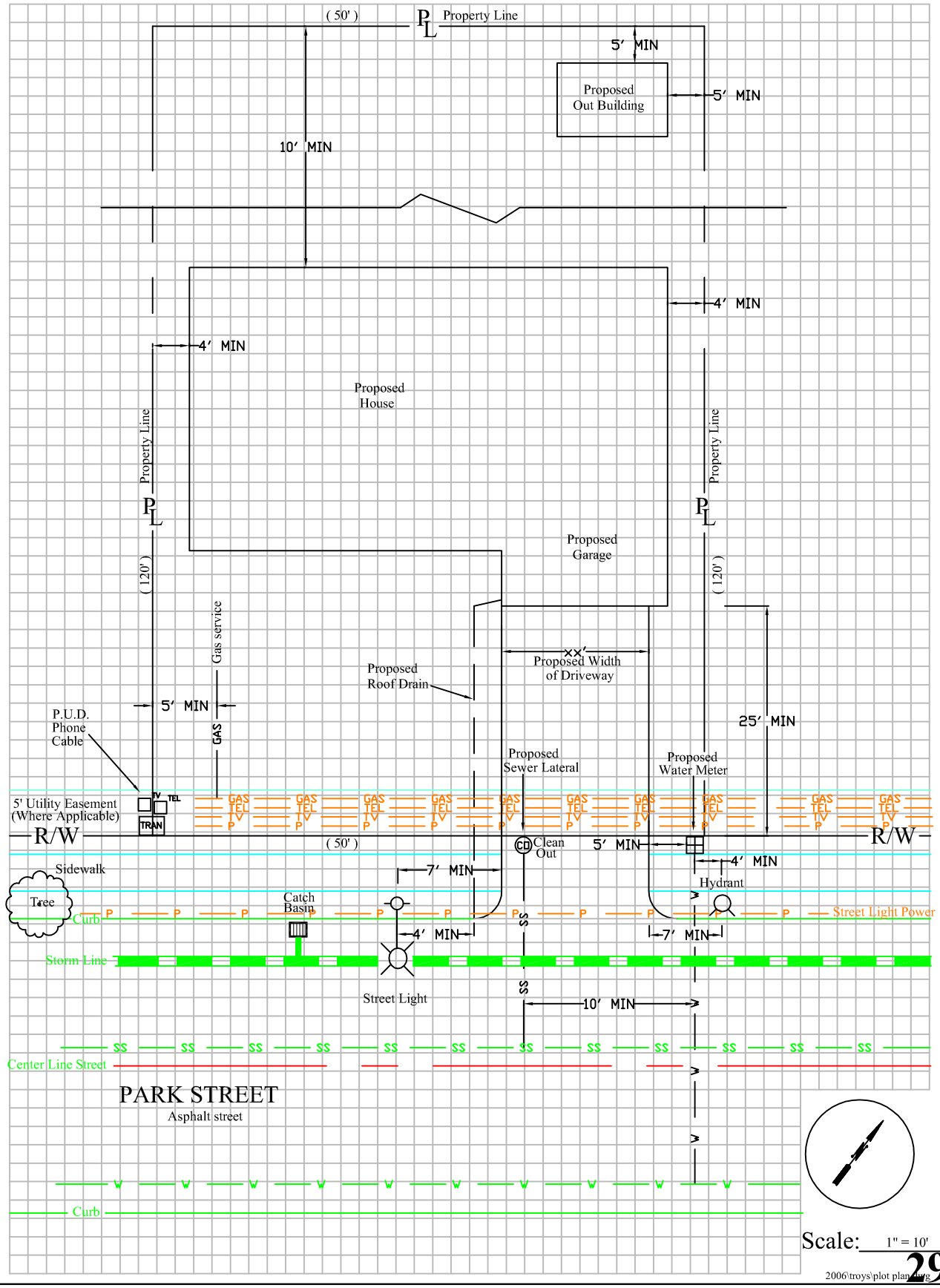
10. Show method of **storm water disposal** including roof run-off and slope of large paved areas.

11. All **surface water (creeks, sloughs, drainage ditches**, etc.) on or adjacent to the property.

Residential Plot Plan

Owner/Applicant: John & Jane Doe
Phone Number: (360) 555-1234
Legal Description: Lot: 5 Block: 8
Project Address: 1234 Park Street
Plat: Longview #3
Parcel Number: 05324

Project Description: (new house, replace driveway, new sidewalk, new garage, new water service, new sewer service, etc.) Building New house w/ attached garage, new driveway, new water service, new sewer service, new sidewalk, new garden shed (10 x 12)



Scale: 1" = 10'

2006\troys\plot plan.dwg

RESIDENTIAL PLOT PLAN

Owner/Applicant:_____ Daytime Phone Number:_____

Project Address:_____, Longview, WA

Legal Descr: Lot #_____ Block #_____ Plat_____ Parcel #_____

Project Description (eg.,Construct new house, addition to house, new garage, shed, fence, etc.):

_____

_____

_____

What is a site plan?

A site plan is a scaled drawing or map showing what improvements you intend to make on your property. A site plan is required for land use/development reviews and to obtain building permits. A correctly drawn site plan shows the lot lines for a parcel, the existing and proposed development, adjacent streets, driveways, utilities and easements on the site.

What do I need to submit?

Submit the number of copies of the site plan as specified on your land use application form or building permit application checklist. See the site plan example on the back of this page to help you include all the information needed in the site plan.

Where can I get help preparing a site plan?

Neither the Planning Division nor the Building Division staff can draw the plans or design the project for you. We can only check the completed plans to be sure they meet the code requirements. You will save time and money if your plans do not need major revisions. We are available to assist you in understanding the code requirements. If you need help in drawing the site plan, please consult a professional for advice or help. The yellow pages or various builders may provide you with references.

How does a site plan help me?

A detailed site plan helps in your own planning, communicates your construction ideas to both us and your contractor, and helps assure that your planned project complies with the building and zoning codes. A site plan also communicates your ideas to other reviewing agencies (utility companies, fire district, etc.) who may not be able to visit the site. A complete and accurate set of plans helps to expedite the plan review process and allows the project to proceed more efficiently.

Items to be shown on site plan for single-family residential development:

1) North arrow.
2) Drawn to scale (standard architectural or engineering).
3) Lot and building setback dimensions.
4) Property corner elevations (if there is more than a 4-foot elevation differential, site plan must show contour lines at 2-foot intervals).
5) Location of easements and driveway (existing and proposed).
6) Footprint of new structure (including decks), with finished floor elevations.
7) Location of wells and septic systems.
8) Utility locations.
9) Lot area, building coverage area, percentage of coverage and impervious area.
10) Existing structures on site.
11) Surface drainage.
12) Erosion control plan, including drainage-way protection, silt fence design and location of catch-basin protection, etc.
13) Existing and platted street names and other public ways.
14) Site plan to include applicant's name, phone number, map and tax lot number, site address, project or subdivision name, lot number, and zoning.
15) Street tree size, type and location per approved project street tree plan (if applicable), and City of Tigard Street Tree List.
16) Existing trees to be retained with drip line (outline of canopy) drawn to scale.
17) Tree protection measures, as required by land use conditions of approval, drawn to scale.
18) A signature of approval from the project arborist that certifies the trees and tree protection are accurately represented on the site plan, and tree protection measures will be equal to or greater than those on the approved tree protection plan.

Residential Site Plan Review

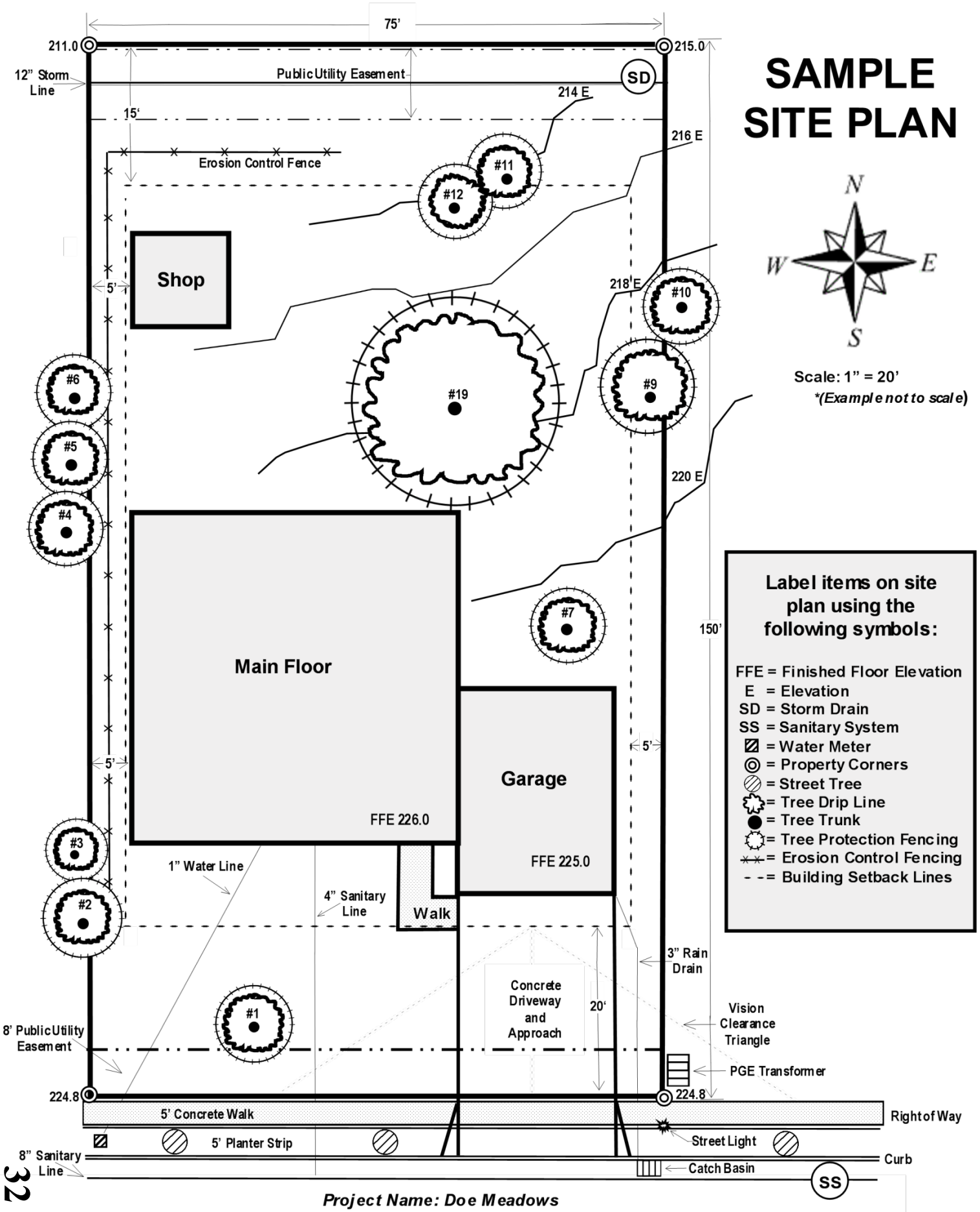
Information Guide

October 1, 2013

TIGARD

City *of* Tigard
BUILDING DIVISION
13125 SW Hall Blvd. | Tigard, OR 97223
503.718.2439 | www.tigard-or.gov

SAMPLE SITE PLAN



Project Name: Doe Meadows
Site Address: 12345 SW New Street, Tigard
Parcel # 1S101TM-1234
Submitted By: John Doe 4321 SW Some Street, Portland, OR 97220 503-555-9191
Prepared By: ABC Designs 9876 SW Some Street, Portland, OR 97220 503-555-1919

06-25-08 CDD

RESIDENTAL GRADING PLAN REQUIREMENTS

A residential building permit application must contain sufficient information to allow the Development Services Department to determine whether the lot development complies with the requirements of the Grading and Stormwater chapters of the Unified Development Code (UDC).

Low Impact Development. Use of Low Impact Development (LID) design strategies, as described in Chapter 179 of the UDC, to attenuate lesser storms and more closely mimic predevelopment hydrology is encouraged. LID features appropriate for residential sites include: rain gardens, dry wells, filter strips, grassed swales, infiltration trenches, enhanced retention ponds, rain barrels, cisterns, permeable pavement or pavers, green roofs, etc.

Grading Plan:

If the proposed structure is located in a subdivision that includes an approved master drainage plan, the approved plan shall be included in the building permit application and the individual lot drainage plan shall follow the master drainage plan. (Subdivisions platted after December 2010 will include a master drainage plan.)

Lots that are not included in an approved Master Drainage Plan are required to have a specific drainage plan for each lot. The grading plan must establish a minimum Finish Floor Elevation (FFE) of the structure(s) and properly drain the parcel without detrimental affects to adjacent or downstream property owners.

Submittal information and plans include, but shall not be limited to, the following:

1. The grading plan shall be drawn to a legible conventional Engineer scale (1” = 20’) using the site plan as a base map.
2. *The Grading plan shall include, a minimum, the following features*:
    a. Provide a lot drainage plan with the Finish Floor Elevation (FFE) of the building**,** along with flow arrows and spot elevations. In general, drainage should be routed along the shortest practicable flow path to the street or drainage easement. (Existing flow conditions will be considered for site specific applications.)
    b. Identify existing drainage features on the lot, adjacent lots, and at the street; including inlets, storm drain pipes, culverts, swales, springs, water impoundments, etc. and existing structures on adjacent lots (within 20 feet of the property line).
    c. Label and identify height of retaining walls, if applicable.
    d. Identify the 100-year floodplain and/or floodway and base flood elevations, if applicable.
3. The Grading Plan must establish positive drainage and not re-direct existing runoff to an adjacent property unless an existing drainage easement or property owner agreement is provided, or the approved master drainage plan requires runoff to be directed across adjacent properties.
4. Non structural grassed swales for rear lot drainage concentration are discouraged and shall not be installed in combination with a utility easement.

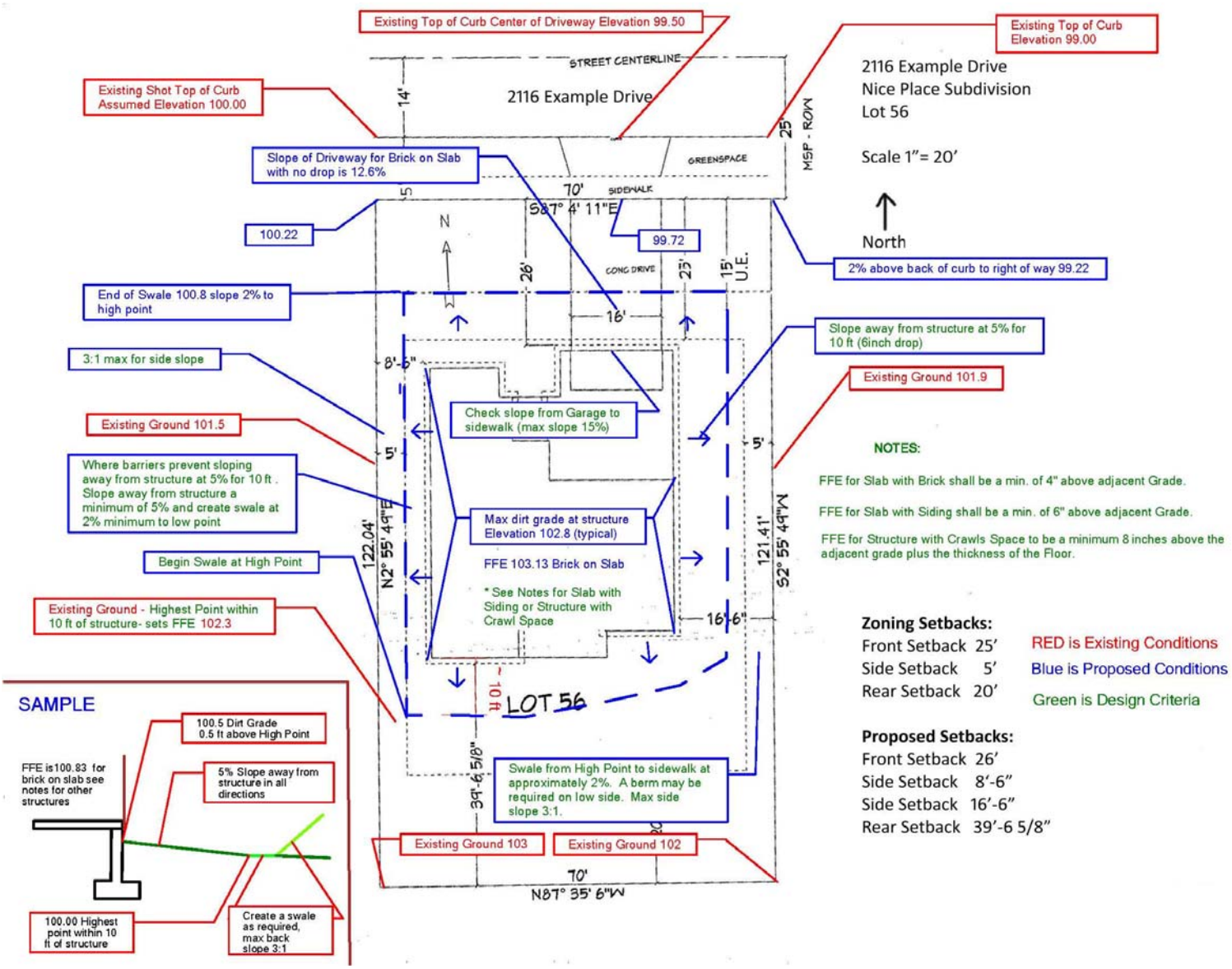
Grading Design Guidelines Information:

1. *Account for slope away from structure.*
    a. The minimum slope of the flow path for a swale or sheet flow to the top of curb, top bank of ditch, or approved drainage inlet from the high point of the final graded lot shall be a minimum of 2% for grassed surfaces.
    b. Final grade adjacent to structures shall slope away from the structure at a minimum rate of 5% (1:20) for a minimum of 10 ft, where possible. Where lot lines, walls, slopes or other physical barriers prohibit 6 inches of fall within 10 feet, the slope away from the structure shall be a minimum of 5% until a parallel swale is provided and slopes away from the structure at a minimum slope of 2% to the discharge point.
    c. Grading Plan must establish positive drainage to a collection point.
    d. Provide swales, as needed, to drain property to the right of way or dedicated drainage easement.
    e. No standing water shall remain, unless planned low areas such as bio-retention swales, rain gardens, etc, are planned for and properly designed, including underdrains as necessary.

2. *Account for driveway/sidewalk slope.*
    a. Show actual or relative final elevations at the gutter, back of sidewalk, at the property corners, driveway, the proposed FFE, swales, and identify Temporary Bench Mark, if used.
        i. If no sidewalk is required and the street has a curb, grade the driveway approach and the adjacent ground to maintain a minimum of six inches elevation above the gutter at or near the right of way. This will prevent gutter flow from the street from entering the site.
        ii. If a sidewalk is required, establish the back of sidewalk elevation above existing curb by adding the width of greenspace (6ft typ), sidewalk (5ft), and 1 ft beyond at 2%, then slope site to drain. (max 3:1)
        iii. For either situation above, if the lot is lower than the roadway, grade driveway to divert runoff away from garage. Minimum slope away from garage should be 4% for at least 8 ft, which results in a 4 inch drop, then divert to either side and away from house.

3. *Establish the minimum FFE (finished floor elevation).*
    a. The minimum FFE shall be at least 12 inches above the highest elevation of the bottom of swales, within 10 ft of structure.
    b. The minimum FFE shall be at least 6 inches above the adjacent final grade.
    c. Generally the FFE shall extend at least 18 inches above the elevation of the street gutter (when draining to the street), inlet on site, an approved drainage structure, or point at which the drainage leaves the site.
    d. Alternate elevations are permitted subject to the approval of the building official, provided it can be demonstrated that the required drainage to the point of discharge and away from the structure is provided at locations on site, and standard methods are not feasible.

GRADING PLAN EXAMPLE



RESOLUTION NO. 968

A RESOLUTION TO ADOPT PROCEDURAL RULES FOR THE WEST BRANCH CITY COUNCIL

WHEREAS, the City Council, of the City of West Branch, Iowa deems it advisable to adopt Procedural Rules for the West Branch City Council; and

WHEREAS, the adoption of these rules will provide for orderly, fair, open and efficient deliberation on issues before the City Council.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of West Branch as follows:

Section 1. That the Procedural Rules for the West Branch City Council set forth in Exhibit "A" attached hereto and made a part hereof, be in full force and effect immediately upon its adoption and approval, as provided by law.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 3rd day of January, 2012.

_____

Don Kessler, Mayor

Attest:

_____

Matt Muckler, City Administrator/Clerk

EXHIBIT "A"

PROCEDURAL RULES OF THE WEST BRANCH CITY COUNCIL

Part I. General Provisions

Rule 1. Scope of Rules. These rules shall govern the conduct of the Council and shall be interpreted to ensure fair and open deliberations and decision making.

Rule 2. Technical Parliamentary Forms Abolished. Except as specifically provided in these rules, the Council shall not use any formal points of parliamentary order, personal privilege, parliamentary inquiry or other technical forms. Only motions specified within these rules are allowed.

Rule 3. Matters Not Covered. Any matter or order or procedure not covered by these rules shall be referred to the presiding officer, who shall decide the matter with or without the assistance and advice of the City Attorney and/or the City Administrator in conformity with the purpose of these rules in a fair and expeditious manner. The decision of the presiding officer may be reversed by a majority vote of the Council.

Rule 4. Interpretation. These rules are intended to supplement and shall be interpreted to conform to the statutes of the State of Iowa and the ordinances of the City of West Branch.

Part II. Time and Place of Meeting

Rule 5. Regular Meetings. The regular meetings of the Council are on the first of third Mondays of each month in the Council Chambers at City hall. The time of said meetings shall be 6:30 p.m. when held during the months of November through March and shall be at 7:00 p.m. when held during the months of April through October. If such day falls on a legal holiday, the meeting is held at a mutually agreeable time, as determined by the Council. (City Code Chapter 17.04.1, Ord. 650 – Aug. 08 Supp.)

Rule 6. Special Meetings. Special meetings shall be held upon call of the Mayor or upon the written request of a majority of the members of the Council submitted to the Administrator/Clerk. Notice of a special meeting shall specify the date, time, place and subject of the meeting and such notice shall be given personally or left at the usual place of residence of each member of the Council. A record of the service of the notice shall be maintained by the Administrator/Clerk. (City Code Chapter 17.04.2, Code of Iowa, Sec. 372.13[5])

Rule 7. Quorum. A majority of all Council members is a quorum. (City Code Chapter 17.04.3, Code of Iowa, Sec.372.13[1])

Rule 8. Attendance. The Mayor or Council Members may attend either in person or by telephone conference call or video communications. The video conference or telephonic participation must be available to be heard by members of the public.

Part III. Agenda

Rule 9. Preparation of Agenda. Prior to each regular Council meeting the City Administrator/Clerk shall publish an Agenda which contains all items the Council anticipates acting upon at the meeting. The Council may adopt the agenda as presented, or may amend the agenda as provided by these rules and may adopt the agenda as amended.

Rule 10. Consent Agenda. In preparing an Agenda the City Administrator/Clerk shall separately designate items as "Consent Agenda" which may be acted upon by the Council under Rule 50. The "Consent Agenda" shall consist of routine non-controversial items which in the City Administrator/Clerk's determination can be appropriately considered in bulk at the Council meeting.

Rule 11. Agenda Requests and Deadline. The Mayor, any member of the Council and the City Administrator/Clerk may have an item included upon the Agenda by requesting the City Administrator/Clerk to include the item by noon on the Tuesday preceding the Council meeting. Citizens may address the Council, pursuant to Part V of these rules, to request an agenda item at a future Council Meeting or contact one of their elected officials to request that they include an item on a future agenda.

Rule 12. Extra Items. Items requested or filed after noon on the Tuesday preceding a Council meeting shall not be included upon the Agenda unless the Mayor, a Council Member or the City Administrator/Clerk shall deem the item of sufficient urgency to warrant immediate Council action. These items shall be designated as "Extra" items and will be considered at the appropriate place on the regular Agenda (prior to or after a related item) or at the end of the regular Agenda. The City Administrator/Clerk shall record on the item the name of the sponsoring Council member.

Rule 13. Sponsor Required. The City Administrator/Clerk shall not place upon the Agenda any matter for reconsideration unless sponsored by a Council member who voted on the originally prevailing side or who was absent at the time of the original action, provided said Council member made the motion at the next Council Meeting that Council member attended.

Rule 14. Withdrawal of Items. Only the City officer requesting the placement of an item on the Agenda may withdraw the item prior to the Council meeting, but in withdrawing the item shall state the reason therefore which reason shall be transmitted to the Council. An item withdrawn by the City Administrator/Clerk may nonetheless, in the discretion of the Council, be acted upon in its regular order.

Rule 15. Order of Consideration of Agenda. Except as otherwise provided in these rules, each Agenda item shall be considered in the numerical order assigned by the City Administrator/Clerk. Each Agenda item shall be separately announced by the presiding officer, or City Administrator/Clerk, for purposes of discussion and consideration. To announce an item, it shall be sufficient to identify the item by the number assigned by the City Administrator/Clerk, unless greater specificity is requested by some person in attendance. This rule shall not apply to consideration of items under Rule 50 or Rule 51. The following is the order of business of the City Council at its meetings:

1) Call to order
2) Roll call
3) Welcome
4) Approve Agenda/Consent Agenda/Move to action
5) Communications/Open Forum
6) Public Hearings/Non-Consent Agenda
7) City Staff Reports
8) Comments from Mayor and Council Members
9) Adjournment

The following is the order of business of the City Council at its work sessions:

1) Call to order
2) Roll call
3) Work Session Agenda Items
4) Adjournment

Part IV. Conduct of Meetings

Rule 16. Presiding Officer. The Mayor, or in the Mayor's absence or incapacity, the Mayor Pro Tem, shall be the presiding officer at all Council meetings. If both the Mayor and Mayor Pro Tem are absent the most senior Council member present shall preside. In the event two or more members equally possess the greatest seniority then the eldest person among them shall preside. The presiding officer is also known as the chair.

Rule 17. Control of Discussion. The presiding officer shall control discussion of the Council on each Agenda item to assure full participation in accordance with these rules.

Rule 18. Discussion. A Council member shall speak only after being recognized by the presiding officer. A Council member recognized for a specific purpose shall limit remarks to that purpose. A Council member, after being recognized shall not be interrupted except by the presiding officer to enforce these rules, or by another Council member raising a point of order.

Rule 19. Members May Speak – How Often. No member shall speak more than once on the same question until all other members desiring to speak have spoken.

Rule 20. Members Address the Presiding Officer. Members will address their comments to the presiding officer, not to each other, staff or public attending the meeting.

Rule 21. Presiding Officer's Right to Enter into Discussion. The Mayor (or other presiding officer) may enter into any discussion.

Rule 22. Remarks to be Germane. Comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of comments. Members making personal, impertinent, or slanderous remarks may be barred, at the presiding officer's discretion, from further comment on the item under consideration.

Rule 23. No side conversations between members. Members shall not have side conversations with each other during any Council Meeting. Should a member of Council wish to share information with other members, that member should seek the recognition of the chair.

Rule 24. Profanity. No member shall use profanity while speaking in any Council Meeting.

Rule 25. Motive. No member shall question the motive of another.

Rule 26. Dress Code for members of the Council. At all times during meetings of the Council, proper attire for men shall be a combination of collared shirt (such as a dress shirt or polo shirt), and dress slacks with a belt or jeans. Proper attire for women includes a skirt or trousers (including denim) combined with a top. This rule applies only to members of Council.

Part V. Citizen Participation

Rule 27. Citizen's Right to Address Council. Persons other than Council Members shall be permitted to address the Council in the open forum section of the agenda for items not on the agenda, or prior to Council discussion of an item for specific Agenda items, if he or she completes a Citizen Comment Form. Citizen Comment Forms will be provided by the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant, and must be completed and provided to the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant prior to the start of the meeting.

Rule 28. Manner of Addressing Council. A person desiring to address the Council shall stand up (unless that person has physical limitations which prevents the person from doing so), state his or her name, address, and group affiliation (if any), speak clearly and address his or her comments to the presiding officer.

Rule 29. Time Limit on Citizen's Remarks. Citizens shall be limited to three minutes speaking time per item. Total citizen input on any subject under Council consideration can be limited to a fixed period by the presiding officer. A majority vote of the Council may extend the time limitations of this rule.

Rule 30. Remarks of Citizens to be Germane. Citizen comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of citizen comments. Citizens making personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment

before the Council during the meeting.

Part VI. Council Action

Rule 31. Call to Order. The Mayor or Mayor Pro Tem shall call the meeting to order at the appointed hour. In the absence of the Mayor and the Mayor Pro Tem the City Administrator/Clerk shall call the meeting to order and a temporary presiding officer shall then be selected under Rule 16. The selected temporary presiding officer shall serve as successor Mayor Pro Tem for the meeting for purposes of being authorized to sign all measures passed and contracts approved at the meeting.

Rule 32. Roll Call. Before proceeding with the business of the Council, the City Administrator/Clerk, Deputy City Clerk or Administrative Assistant shall call the roll call of members present, and enter those named in the minutes. The City Administrator/Clerk, Deputy City Clerk or Administrative Assistant shall determine the presence of a quorum as required by law and these rules.

Rule 33. Motion Required. All action requiring a vote shall be moved by a member of the Council.

Rule 34. Motions. Allowable motions include the following: 1) Motion to approve, 2) motion to amend, 3) motion to adjourn, 4) motion to recess, 5) motion to postpone to a certain time, 6) motion to postpone indefinitely, 7) motion to appeal the rule of the chair, 8) motion to suspend the rules, 9) motion to reconsider and 10) motion for the previous question. Form and example:

Motion to approve: I move the adoption of item 6b.

Motion to amend: I move to amend by inserting the words "and grade" after "purchase." Discussion and a vote would then take place on the amendment, i.e. the addition of the words "and grade." Whether the amendment is or is not adopted, a subsequent vote would be taken on the underlying item.

Motion to adjourn: I move to adjourn.

Motion to recess: I move that the meeting recess until 9:00 p.m. Or, I move to recess for ten minutes.

Motion to postpone to a certain time: I move to postpone the motion to the next meeting.

Motion to postpone indefinitely: I move that the item be postponed indefinitely.

Motion to appeal the rule of the chair: I appeal from the decision of the chair. If seconded, the chair shall clearly state the exact question at issue, the reason for his or her decision and states the question, "Shall the decision of the chair be sustained?"

Motion to suspend the rules: I move that the rules be suspended which interfere with … [stating the object of the suspension].

Motion to reconsider: I move to reconsider the vote on the resolution relating to the annual banquet. I voted for [or against] the resolution.

Motion for the previous question: I move the previous question.

Rule 35. Motions – Requiring a second. No motion shall be debated until another member has seconded the motion. After a motion has been made, another member who wishes it to be considered says, "I second the motion," and may do so without obtaining the floor.

Rule 36. Must be read or stated before debate. After a motion is made and seconded, it shall be stated by the presiding the presiding officer before being debated.

Rule 37. Points of Order. Members of Council, who notice a breach of these rules, may raise a point of

order to insist upon their enforcement. (If the presiding officer notices a breech, he or she corrects the matter immediately; but if he or she fails to do so, any member can make the appropriate point of order.) Points of order are ruled upon by the presiding officer. Points of order are not debatable.

Rule 38. Appeal from a Ruling of the Presiding Officer. Should there be an appeal from any ruling of the presiding officer, the question, "Shall the chair be sustained?" shall be immediately put and determined before the Council proceeds to other business.

Rule 39. Previous Question. Any member may move the previous question. The motion shall be restated by the presiding officer in this form: "Shall the question under immediate consideration be now put?" It shall only prevail when supported by four-fifths of the Council and until decided shall preclude debate. If the motion is sustained, the proponent of the matter under consideration shall have one minute in which to make a closing statement before the Council votes on the question. A failure to sustain the motion shall not take the matter under consideration from further consideration of the Council; but the Council shall proceed as if the motion had not been made.

Rule 40. Not debatable. The following motions shall be decided without debate: 1) motion to adjourn, 2) motion for the previous question, 3) motion to suspend the rules and 4) motion to recess.

Rule 41. Indefinite postponement. When a question is postponed indefinitely, that item shall not be acted on again in the same calendar year except when supported by four-fifths of the Council.

Rule 42. Presiding Officer's Right to Speak Last. The presiding officer has the right to close debate and speak last on any item.

Rule 43. Closing Debate. Discussion shall be closed on any item by the presiding officer with the concurrence of a majority of the Council. Except as provided by Rule 22, a call for the vote shall not close discussion if any member of the Council still wishes to be heard.

Rule 44. Motion to Reconsider. A motion to reconsider must be made by a Council member who was on the prevailing side in the original action or by a Council Member absent at the time of the original action.

Rule 45. Call for Vote. At the conclusion of debate the presiding officer shall call for a vote, provided however, a majority of the Council may require a vote at any time.

Rule 46. Separate Consideration. Except as otherwise required by these rules each Agenda item shall be voted upon separately and each separate vote shall be recorded by the City Administrator/Clerk.

Rule 47. Action on Consent Agenda. Except as herein provided the "Consent Agenda" shall be considered in bulk and voted upon in single motion. Each Council Member shall separately note upon a form provided by the City Administrator/Clerk any matter on the "Consent Agenda" upon which he or she wishes to speak or to vote no. At the time of consideration of the "Consent Agenda" the presiding officer shall announce the items upon which Council members have indicated they wish to speak or vote no. The presiding officer shall also recognize any person in attendance who has indicated on the Citizen Comment Form their wish to speak upon a particular consent item. Items upon which any Council Member or citizen wishes to speak shall be considered separately and not as a portion of any motion calling for action upon the remainder of the "Consent Agenda". The City Administrator/Clerk, Deputy City Clerk or Administrative Assistant, on all matters contained in the "Consent Agenda," shall record the yes and no votes on each item separately as if each item had been moved and voted upon separately. Rule 15 shall not apply.

Rule 48. Action to Multiple Items. With the consent of a majority of the Council, Rule 46 hereof notwithstanding, the Council may consider for voting purposes more than one item, but in such event the vote upon each item will be separately recorded by the City Administrator/Clerk noting specific yes or no votes of each Council member on each item.

Rule 49. Recording Names of Moving Members. The City Administrator/Clerk, Deputy City Clerk, or Administrative Assistant shall record the name of the Council Member making and seconding each motion.

Rule 50. Consideration of Matters Not on Agenda. Except as to matter which by law require the publication of notice before consideration by the Council any member of the Council may, at the close of the regular Agenda, bring a matter not on the Agenda to the Council's attention. Council may not act upon such matters, rather direct such matter be included upon a later Agenda.

Part VII. Miscellaneous

Rule 51. Motions. At any appropriate place on the Agenda any member of the Council may make a motion for the Council to act upon any matter if the motion is germane to the matter under consideration.

Rule 52. Waiver of Ordinance Readings.

A Council member may move the final passage of an ordinance, with waiver of first or second consideration of the ordinance or waiver or both, by reciting the following motion.

> "Moved by (insert the moving Council member's name) that the rule requiring that ordinances must be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed be suspended; that the first and second consideration and vote be waived; that the ordinance be placed upon its final passage and that the ordinance do now pass."
>
> or may move waiver by reference to the language of this section to be known as "the waiver rule".

Rule 53. Name of Sponsor on Roll Call. Any time these rules require an action to be sponsored by a Council member, the City Administrator/Clerk shall note the name of the sponsoring Council member on the face of the roll call for said item.

Rule 54. Suspension of Rules. These rules or any part hereof, may be suspended for a specific purpose by a two-thirds majority of the Council.

Rule 55. Hearings. Any other rule to the contrary notwithstanding, unless required by statute or necessary to conform to proceedings required for a special purpose, a hearing shall commence when declared open by the presiding officer and shall close when closed by the presiding officer or by other formal action of the Council.

Rule 56. Informal Requests. A member of the Council, before or during the consideration of any matter, or in the course of a hearing, may request and receive information, explanations or the opinions of the City Attorney, City Administrator/Clerk or any City employee.