



November 13, 2013

TO: City Council Members
FROM: Sheena Danzer, City Inspector/Zoning Administrator

October 2013 Monthly Report

October Building Permits

<u>ADDRESS</u>	<u>OWNER</u>	<u>DESCRIPTION</u>
7219 Reite	Cameron Hart	Fence
1116 64 th	Fred Engelken	Fence
2011 74 th	Allen Spiece	Fence
6606 Carpenter	WH Lutheran Church	12,000 sf addition and 16,000 sf of remodel
2024 69 th	Debra Mishak	Fence
6445 Center	Bruce DeHann	Sewer replacement
6606 Carpenter	WH Lutheran Church	Water/sewer disconnect
6627 Forest	Jim Egger	Bathroom remodel
980 73 rd	Scott Anderson	Temporary use- Pumpkin World
7108 University	Get Fit DSM	Sign permit

October Building Inspections

10-3-13	7609 Marilyn	deck footing
10-9-13	1519 Del Matro Ct.	sewer replace
10-16-13	7316 College	bath valve
10-29-13	6445 Center	sewer replace
10-29-13	7310 Wilshire	final garage
10-30-13	6627 Forest	rough-in plumbing
10-30-13	6606 Carpenter	water/sewer disconnect

Planning and Zoning Commission update

The Planning and Zoning Commission did not meet in October. Staff has recommended with new elected officials that the City Council and Planning and Zoning Commission meet to discuss goals in a work session. This is an opportunity for Council members to meet Planning and Zoning Commission members as well. Staff is working to set up a Planning and Zoning Meeting for Saturday, January 18th to invite Council members as Greater Des Moines Partnership and Drake University would still like to present their ordinance recommendations. If time allows, discussion on the sign ordinance and design guidelines will also be discussed as that seems to be a high priority for both Planning and Zoning and Council.

The next regular Planning and Zoning Commission meeting is January 22nd. Commission members will be approving the future land use map and demographic data to be amended into the Comprehensive Plan.

2012 Building Code Update

The city is currently using the 2006 version of the building codes and has been working on making the switch to the 2012 codes. Cities that have already adopted or are working towards adoption in the metro area include Des Moines, Altoona, Ankeny, and Pleasant Hill. The building department is reviewed every 5 years by the insurance industry which allows insurance providers who participate in the program to offer lower insurance rates to citizens based on the rating the building department receives. Our current rating is a 3 which is comparable to other communities in the metro area. There will be more information on this to come. Staff will plan on bringing more information to the December 2nd Committee of the Whole meeting. If you have any questions or concerns before then please let me know.

GIS Update

We are getting closer to having this complete. NewCom will be installing the SeeCity GIS database later this week onto my computer. Once this is complete NewCom will present what they have put together for us. We will soon have comprehensive maps of the city!

University of Oklahoma Economic Development Institute (OU EDI)

As part of my continuing education I was able to attend the first session at OU EDI in Indianapolis last week. There are 3 sessions to this course before I can graduate from the Institute and go on to receive my certificate in Economic Development (CEcD). Thanks to Professional Developers of Iowa (PDI) I was able to apply for a \$500 scholarship and was awarded so the city will be reimbursed for part of this course. They allow up to \$1000 in scholarship for 1 person in a lifetime so I will be looking to apply again for the next session. MidAmerican also offers scholarships once a year of which I was awarded for the basic course I took at the Heartland Economic Development course in the spring.

At this first session I was able to focus on a core course and elective courses on economic development. For the first half of the week the focus was on business retention and expansion, i.e.- learning the needs of local employers and understanding their business and potentials. The second half focused on the land development process and land and building redevelopment, i.e.- understanding the steps a developer takes in determining a site location. If anyone is interested in class handouts/notes please ask! After I have attended all 3 sessions I would like to be able to present to the Council on what I have learned and how we can incorporate ideas in Windsor Heights and in the Des Moines metro. Information on this course can be found here: edi.ou.edu

October Code Enforcement

On the next page you will find the October code enforcement cases. On October 11th I sent out letters to 50 property owners regarding the leftover storm debris that had not been removed from early September. As the city did not issue a city-wide clean-up it is the responsibility of the property owner to dispose of the debris. Of the 50 letters sent, all but a few have been cleaned up. Follow-up has been made with those property owners that have not yet come into compliance so we should soon see everything cleaned up. A big thank you goes out to those property owners who have cooperated as some simply were not aware of the issue.

October 2013 Open Cases

Date Rec'd	Address/ Location	Type	Date & Action Taken	Follow Date	Date Abated	Results/Comments	Rental
*electronic complaint received							
10/8/2013	1330 63rd	grass	10-8-13 letter	3 days in receipt	11/11/2013		Y
10/8/2013	1406 63rd	grass	10-8-13 called owner		11/11/2013		Y
10/8/2013	7009 Franklin	floodlights	10-8-13 letter to property owner	have asked property owner to contact me to remedy nuisance	n/a	lights are not a nuisance at this time	N
10/11/2013	several addresses	leftover storm debris	letter to 50 property owners	10/28/2013	n/a	tires have been inflated on boat trailer/is licenced for the current year	both
10/30/2013	6820 Northwest property south of 1330 63rd (no address)	flat tires on trailer	10-30-13 spoke with property owner	11/4/2013	pending		N
10/30/2013	6456 University	weeds/grass	10-30-13 letter to property owner	7 days from receipt	11/11/2013		N
10/30/2013	6456 University	weeds/grass	door hanger 10-3-13	11/4/2013	11/11/2013		Contract