



# City of Windsor Heights

www.windsorheights.org

1145 66th Street, Suite 1 • Windsor Heights, Iowa 50324 • 515-279-3662 • Fax 515-279-3664

City of  
**Windsor  
Heights**  
*the heart of it all*

## SITE PLAN REVIEW APPLICATION

Date of Submission: 01/05/15 Fee Amount: \$200

PROJECT NAME: Scooter's Coffee Shop

PROJECT LOCATION: SW Corner Hickman Rd & 73rd St.  
(street address or project location)

PROPERTY OWNER: Sherwood Forest Co.  
Name  
6581 University Ave  
Address  
Windsor Heights IA 50324  
City State Zip  
515-274-3411  
Phone Fax Email

APPLICANT: FB Coffee Company  
Name  
6824 J Street  
Address  
Omaha NE 68117  
City State Zip  
402-416-4191  
Phone Fax David@fbcoffee.com  
Email

CONSULTANT: McClure Engineering  
Name  
1360 NW 121st St.  
Address  
Clive IA 50325  
City State Zip  
515-984-1229  
Phone Fax bbrockman@macresults.com  
Email

DESCRIBE SCOPE OF PROJECT: Placement of a 420 S.F. coffee shop with drive thru within an existing parking lot.

LEGAL DESCRIPTION: (may be attached separately) See attached

Please provide 2 copies (24"x26" maximum) of all plans and 1 copy of the project drainage report. In addition, a digital copy (.pdf format preferred ) of all plan sheets and drainage report shall be provided.

The following should be submitted to be determined a complete application:

	Submitted	Accepted
Site Survey	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dimension Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grading Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utility Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Landscape Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drainage Report	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lighting Plans	<input type="checkbox"/>	<input type="checkbox"/>

**OWNER AND APPLICANT SIGNATURE AND CONSENT:**

I/We hereby submit and consent to the site plan review application in the City of Windsor Heights. I/We acknowledge that I/We may be responsible for additional costs for plan review by a consulting engineer and/or attorney. I/We certify that I/We am/are familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Windsor Heights, and have submitted ALL required information.

*Theresa Greenfield*  
SIGNATURE OF PROPERTY OWNER

DATE 1-15-2015

Theresa Greenfield  
PROPERTY OWNER (PLEASE PRINT)

*David Froscizer*  
SIGNATURE OF APPLICANT

DATE 1/16/15

David Froscizer  
APPLICANT (PLEASE PRINT)

**NOTE: ALL APPLICANTS MUST HAVE THE CURRENT PROPERTY OWNER'S SIGNATURE(S), OR THE PERSONS WITH THE PROPER POWER OF ATTORNEY.**

For questions concerning this application please contact:

**Building Services**  
1145 66th Street, Suite 1  
Windsor Heights, IA 50324  
Phone: (515)645-6826  
Fax: (515)279-3664  
www.windsorheights.org



**STAFF REPORT**  
**PLANNING AND ZONING COMMISSION**  
For the January 28, 2015 meeting

**TO:** Planning and Zoning Commission Members  
**FROM:** Sheena Danzer, Planning Director  
**SUBJECT:** Site Plan request for Scooter’s Coffee Shop at Sherwood Forest

**GENERAL INFORMATION**

**Applicant:** FB Coffee Company  
6824 J. Street  
Omaha, NE 68117

**Application Date:** January 5, 2015

**Location:** Hickman Road and 73<sup>rd</sup> Street (see map)

**Zoning:** CC, Community Commercial in the Hickman Overlay District

**Proposed use:** 420 sq. ft. drive thru coffee shop within an existing parking lot

**Requested Action:** Site plan review- recommendation to City Council

**Quick Summary:**  
The purpose of this item is to review the site plan application for Scooter’s Coffee Shop to provide a recommendation to City Council.

The property is zoned for drive thru coffee shops. The property falls within the scope of the Hickman Overlay District standards.



## **DEVELOPMENT COMMITTEE REVIEW**

The Development Committee met on January 8, 2015 with the applicant to discuss the project. The Development Committee is an advisory board to the Planning and Zoning Commission and City Council. The following comments were made at the meeting:

- This proposal is aesthetic and will set precedence for the Sherwood Forest shopping area in hopes of bringing in more shops.
- The coffee shop is convenient.
- It fits in with other affordable businesses in the area.
- Seems to have the small town coffee shop feel.

## **APPLICABLE SECTIONS**

### **177.02 SITE PLAN REVIEW PROCEDURE.**

1. Purpose. The Site Plan Review Procedure provides for special review in addition to plan review required by other sections of this Code of Ordinances of projects that have potentially significant effects on traffic circulation or a significant effect on land uses in adjacent neighborhoods. The procedure provides for review and evaluation of site development features and possible mitigation of unfavorable effects on surrounding property.
2. Administration. The Zoning Administrator shall review, evaluate, and act on all site plans submitted pursuant to this procedure. The Planning and Zoning Commission shall review site plans and shall transmit its recommendation to the City Council for approval.

*Site Plan Review Procedure further states the following:*

“The Zoning Administrator, or his/her designee, Planning and Zoning Commission, and City Council may require modification of a site plan as a prerequisite for approval. Required modifications may be more restrictive than base district regulations and may include, but not be limited to, additional landscaping or screening; installation of erosion control measures; improvement of access or circulation; rearrangement of structures on the site; or other modifications deemed necessary to protect the public health, safety, welfare, community character, property values, and/or aesthetics.”

## **Hickman Corridor Overlay District**

**170.01 INTENT.** The Hickman Corridor Overlay District Standards contained in this chapter constitute an overlay zoning district. They shall operate in conjunction with any underlying zoning district, and all other applicable regulations remain in effect. If provisions of the Hickman Corridor Overlay District Standards conflict with the underlying zoning, the Hickman Overlay District Standards shall prevail. The overall objective is to have an atmosphere that is safe, convenient, energetic, and attractive through the integration of uses and eclectic architecture and to creatively handle storm water drainage issues in an environmentally sound manner. The intent of the Hickman Corridor Overlay District is:

1. Public Space. To preserve, enhance, or create a variety of forms of publicly accessible open space, such as parks, plazas, tree-lined streets, and community gathering area.
2. Compact Mixed Use. To create a compact concentration of land uses within each development through multiple uses in a single building or in the same general area.
3. Street Aesthetics. To encourage an attractive and aesthetically pleasing environment, which will draw customers and residents and will help enhance and maintain the City’s safe and superior quality of life.
4. “Green” Friendly. To reduce the amount of impervious parking in general and the amount of visible impervious parking specifically by utilizing shared parking, pedestrian pathways, permeable paving alternatives and creative, attractive landscaping.
5. Design. To achieve a unique aesthetic design through high quality architecture and construction with attention to placement, relationship and orientation of structures to provide a greater compatibility with surrounding land uses.

## STAFF ANALYSIS

Land Use Compatibility		Staff Comments
Height and Bulk	Development should minimize differences in height and building size from surrounding structures. Differences should be justified by urban design considerations.	No issues.
Setbacks	Development should respect pre-existing setbacks in surrounding area. Variations should be justified by site or operating characteristics.	Setback requirements have been met. The building is proposed to be setback 56.7 feet from the Hickman right-of-way line. The building will sit in front of the Sherwood Forest shopping center.
Building Coverage	Building coverage should be similar to that of surrounding development if possible. Higher coverage should be mitigated by landscaping or site amenities.	No issues.
Frontage	Project frontage along a street should meet minimum frontage requirements and provide reasonable exposure for the development.	No issues. The building will sit approximately 30 feet back from the frontage road in Sherwood Forest.
Parking and Internal Circulation	Parking should serve all structures with minimal conflicts between pedestrians and vehicles.	4 parallel parking stalls will be provided for employees on-site. Other parking is available on the existing surface lot.
Parking and Internal Circulation	All structures must be accessible to public safety vehicles.	No issues.
Parking and Internal Circulation	Development must have access to adjacent public streets and ways. Internal circulation should minimize conflicts and congestion at public access points.	No issues. The main entrance into Sherwood Forest off of Hickman Road will most likely be the entrance to the coffee shop. Cars can exit the same way or use the east access point off of 73 <sup>rd</sup> Street.
Landscaping	Landscaping should be integral to the development, providing street landscaping, breaks in uninterrupted paved areas, and buffering where required by surrounding land uses. Parts of site with sensitive environmental features or natural drainage ways should be preserved.	There will be 3 trees, 1 coniferous and 21 shrubs planted on-site. Landscaping plan is provided on the last page of the plans.
Building Design	Architectural design and building materials should be compatible with surrounding areas or highly visible locations	Building design requirements have been met. Flat roofs are permissible as part of franchise design if it follows the same uniqueness to other development in the area.
Traffic Capacity	Project should not reduce the existing level of traffic service on adjacent streets. Compensating improvements will be required to mitigate impact on street system operations.	No issues.
External Traffic Effects	Project design should direct nonresidential traffic away from residential areas.	Not applicable at this time.
Operating Hours	Projects with long operating hours must minimize effects on surrounding residential areas.	Hours will be from 5:30 a.m. to 7:00 p.m. / 7 days a week.
Outside Storage	Outside storage areas must be screened from surrounding streets and less intensive land uses.	There will be no outside storage as trash will be shared with the other buildings in Sherwood Forest. Trash receptacles are currently located behind existing buildings.
Stormwater Management	Development should handle storm water adequately to prevent overloading of public storm water management system. Development should not inhibit development of other properties.	The site is disturbing .93 acres and is located within a currently paved area. Intakes will be protected as construction begins. The development should not increase run-off related effects.

	Development should not increase probability of erosion, flooding, landslides, or other run-off related effects.	
Utilities	Project must be served by utilities.	All utilities are private. Any sewer service work will need to be coordinated with adjacent business owners.
Comprehensive Plan	Projects should be consistent with the City Comprehensive Development Plan	No issues.

**STAFF RECOMMENDATIONS:**

Staff recommends approval of the site plan application.

# SCOOTER'S COFFEE SHOP SITE PLAN

## WINDSOR HEIGHTS, IOWA

### OWNER:

SHERWOOD FOREST CO  
6581 UNIVERSITY AVE.  
WINDSOR HEIGHTS, IA 50324

### APPLICANT:

FB COFFEE COMPANY  
C/O SCOOTER'S COFFEE  
6824 J STREET  
OMAHA, NE 68117  
(402)-416-4191  
david@fbcoffee.com  
ATTN: DAVID FROSCHSEISER

### ENGINEER/SURVEYOR:

McCLURE ENGINEERING  
1360 NW 121ST STREET  
CLIVE, IOWA 50325  
(515) 964-1229  
csmith@meclure.com  
ATTN: CALEB SMITH

### LEGAL DESCRIPTION:

LEASED AREA:  
BEING A PART OF LOT 2 OF SHERWOOD FOREST PLAT 1, AN OFFICIAL PLAT INCLUDED IN AND FORMING A PART OF THE CITY OF WINDSOR HEIGHTS, POLK COUNTY, IOWA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 2; THENCE ALONG THE WEST LINE OF SAID LOT 2 S00°12'08"W, 46.71 FEET; THENCE N90°00'00"E, 37.94 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING N90°00'00"E, 39.77 FEET; THENCE S00°00'22"E, 101.91 FEET; THENCE N90°00'00"W, 39.77 FEET; THENCE N00°00'22"W, 101.91 FEET TO THE POINT OF BEGINNING. DESCRIBED AREA CONTAINS 4,053 SQUARE FEET AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

### ZONING:

COMMUNITY COMMERCIAL DISTRICT

### SETBACKS:

N/A

### DEVELOPMENT SUMMARY:

GROSS LAND AREA: = 4,053 S.F. (0.93 AC.)

GROSS IMPERVIOUS AREA:  
NEW PAVED AREA = 520 S.F. (12.8%)  
EXISTING PAVED AREA = 2,258 S.F. (55.7%)  
BUILDING AREA = 420 S.F. (10.4%)  
TOTAL = 3,198 S.F. (78.9%)

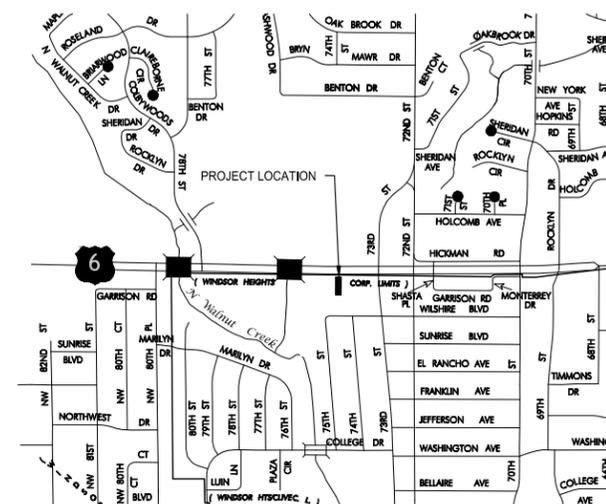
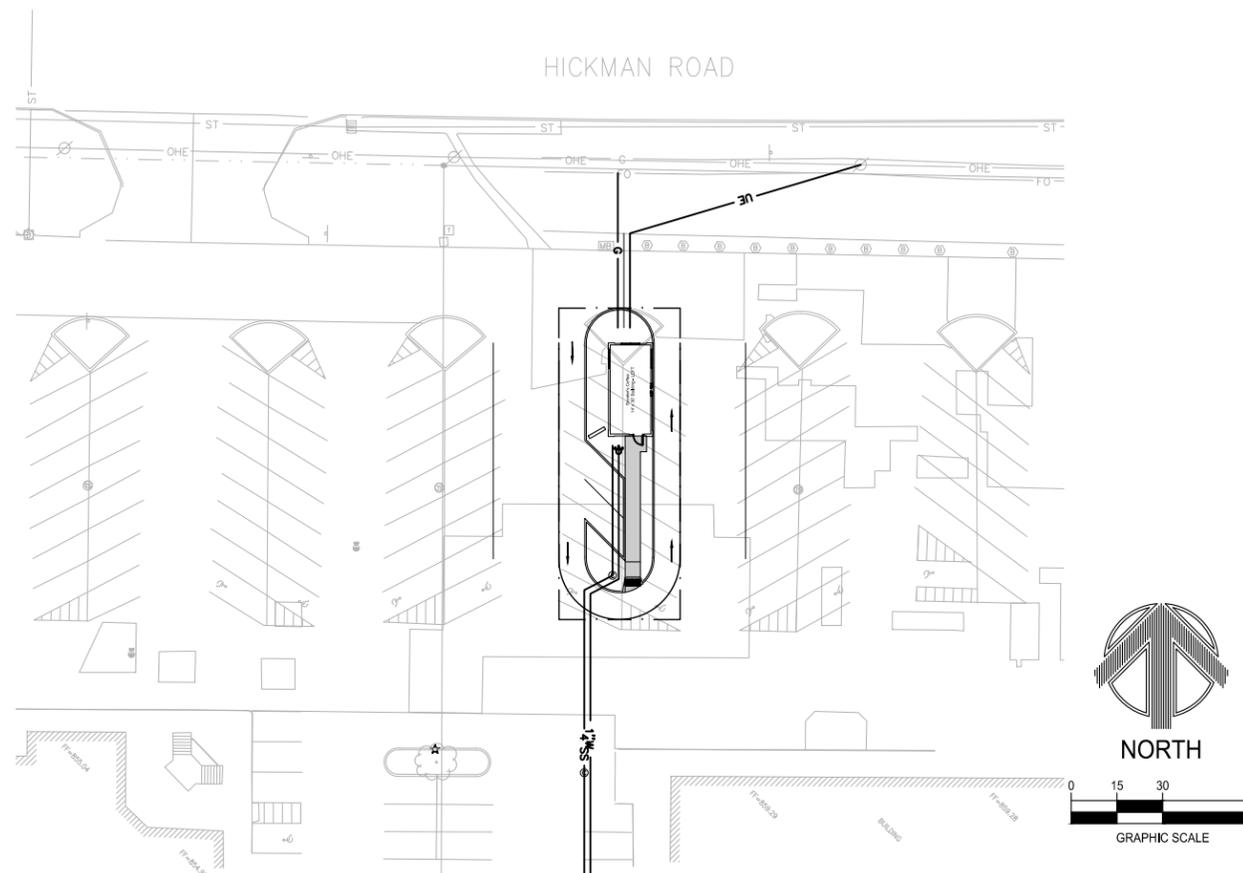
OPEN SPACE PROVIDED: 4,053 S.F. - 3,198 S.F. = 855 S.F. (21.1%)

PARKING PROVIDED: USE EXISTING SURFACE LOT  
4 STALLS DESIGNATED FOR EMPLOYEES

OPEN SPACE PLANTINGS:  
PROVIDED TREES = 3 TREES, 1 CONIFEROUS  
PROVIDED SHRUBS = 21 SHRUBS

### BUILDING SUMMARY:

TOTAL NO. BLDGS.: = 1  
= 14'-0" X 30'-0"



VICINITY SKETCH  
NTS

SHEET LIST TABLE		
SHEET NUMBER	SHEET TITLE	SHEET DESCRIPTION
01	GN-01	COVER SHEET
02	GN-02	NOTES & LEGAND
03	GN-03	EXISTING CONDITIONS/DEMOLITION PLAN
04	GN-04	GENERAL LAYOUT
05	GR-01	GRADING & EROSION CONTROL PLAN
06	GR-02	PPP
07	UT-01	UTILITY PLAN
08	PA-01	PAVING PLAN
09	LA-01	LANDSCAPE PLAN



building strong communities.

1360 NW 121ST. Street  
Clive, Iowa 50325  
515-964-1229  
fax 515-964-2370

NOTICE:  
McClure Engineering Company waives any and all responsibility and liability for problems which arise from failure to follow these Plans, Specifications, and the engineering intent they convey, or for problems which arise from failure to obtain and/or follow the engineers guidance with respect to any errors, omissions, inconsistencies, ambiguities, or conflicts which are alleged.

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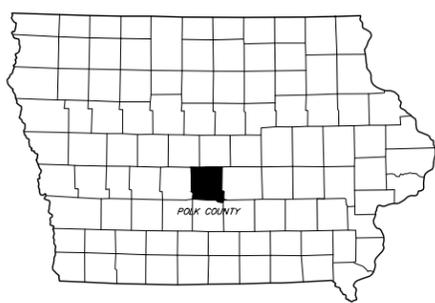


I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

DATE:  
CALEB A. SMITH, PE NO. 17983

MY LICENSE RENEWAL DATE IS  
DECEMBER 31, 2015

PAGES OR SHEETS COVERED BY THIS SEAL:



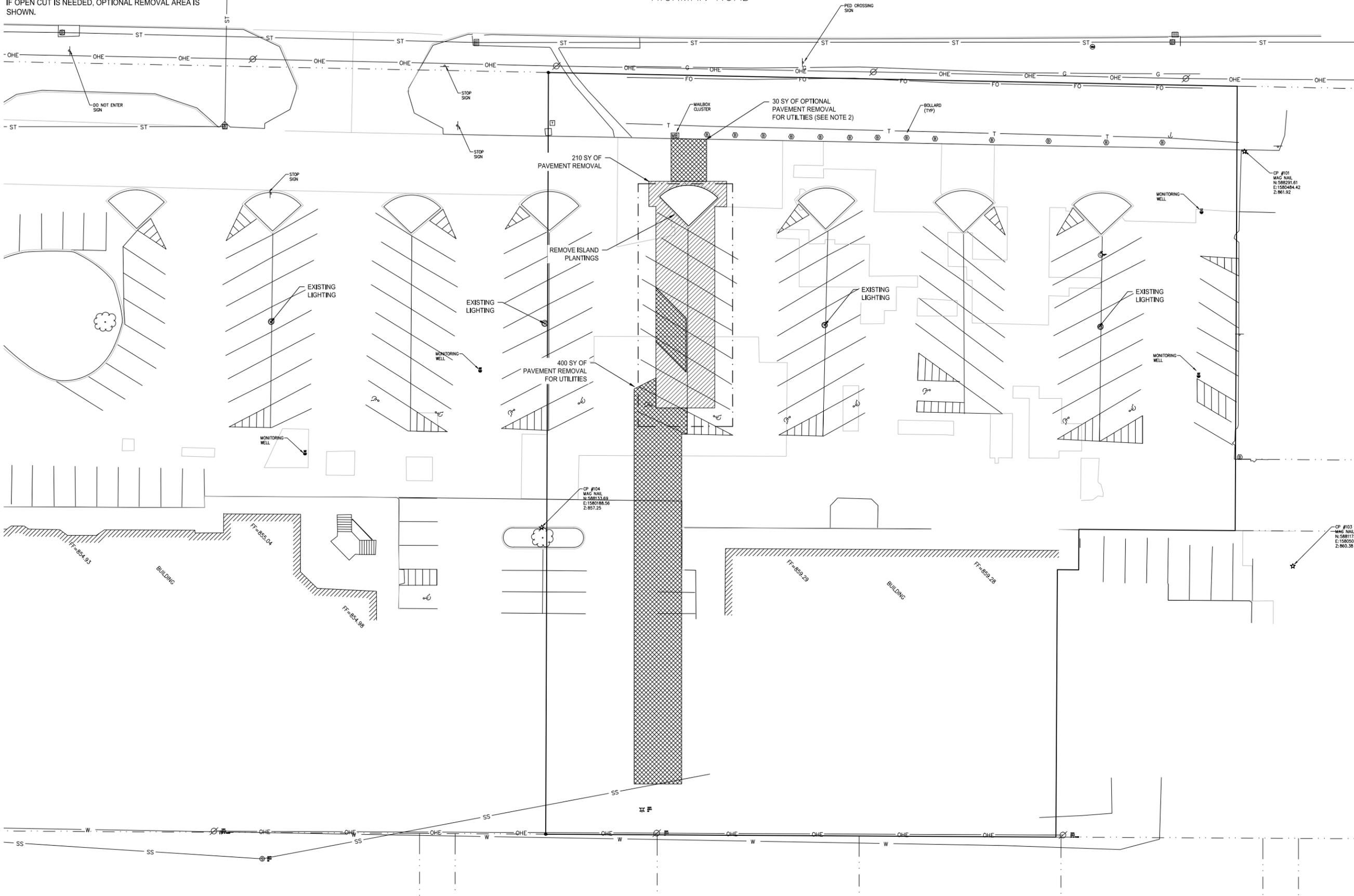
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ENGINEER: C. SMITH  
DRAWN BY: B. BROCKMAN  
CHECKED BY: C. SMITH  
FIELD BOOK NO.:  
DRAWING NO.: GN-01  
SHEET NO.: 01 / 09



**NOTES:**  
 1) CONTRACTOR TO SAW CUT AND REMOVE PAVEMENT FOR UTILITIES AS NECESSARY. QUANTITIES GIVEN ARE ESTIMATES. ANY PAVEMENT DAMAGED OUTSIDE OF WORK AREA BY EQUIPMENT SHALL BE REPLACED BY CONTRACTOR AT THEIR EXPENSE.

2) GAS, ELECTRIC AND FIBER TO BE DIRECTIONAL BORED. IF OPEN CUT IS NEEDED, OPTIONAL REMOVAL AREA IS SHOWN.



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**EXISTING CONDITIONS/  
 DEMOLITION PLAN**



**NORTH**



GRAPHIC SCALE

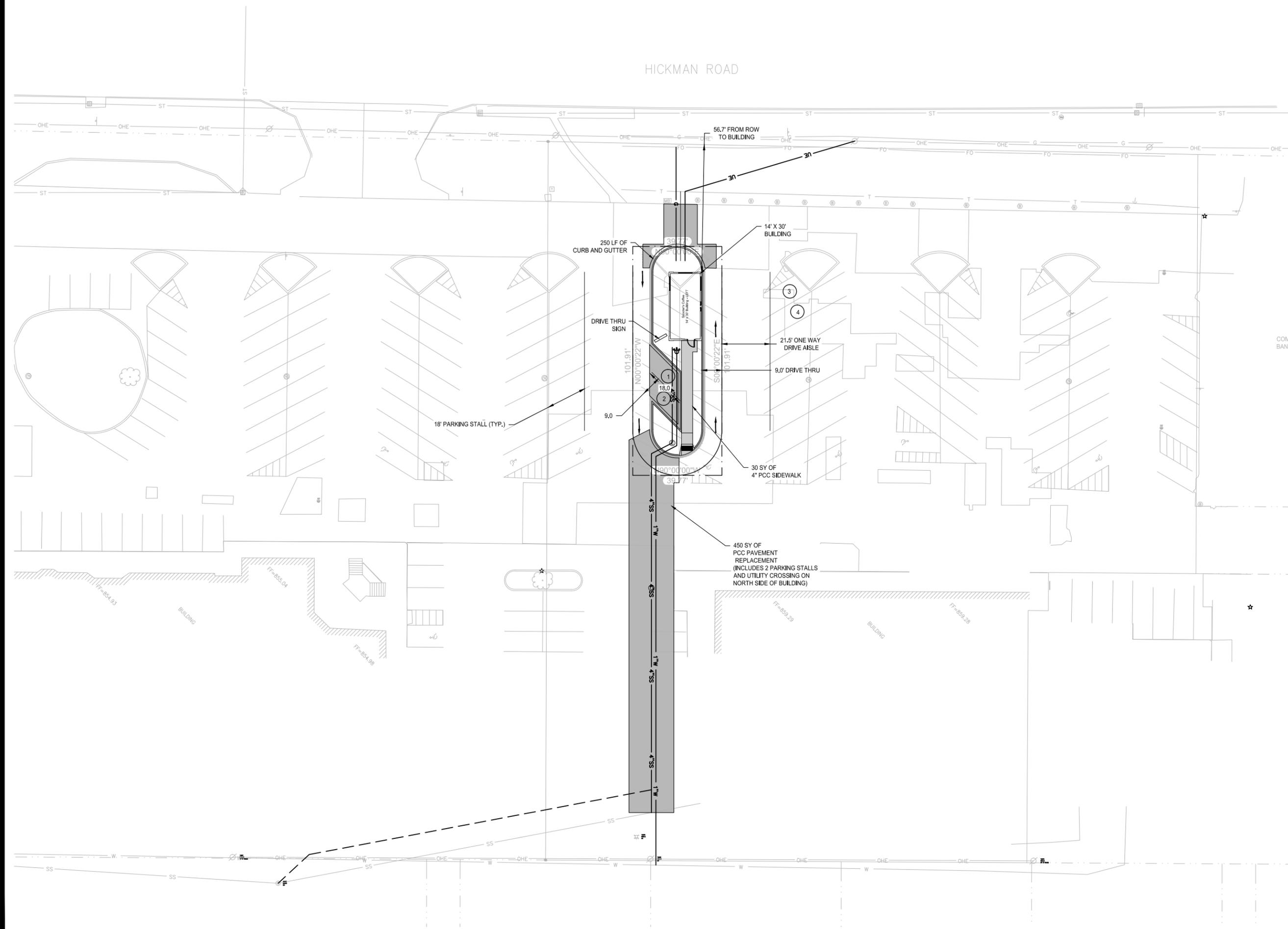
**SCOOTER'S COFFEE SHOP  
 SITE PLAN**

WINDSOR HEIGHTS, IOWA  
 2214040  
 01/05/15

REVISIONS

ENGINEER: C. SMITH  
 CHECKED BY: C. SMITH  
 DRAWN BY: B. BROCKMAN  
 FIELD BOOK NO.

DRAWING NO. SHEET NO.



**GENERAL LAYOUT**



**NORTH**



GRAPHIC SCALE

**SCOOTER'S COFFEE SHOP  
SITE PLAN**

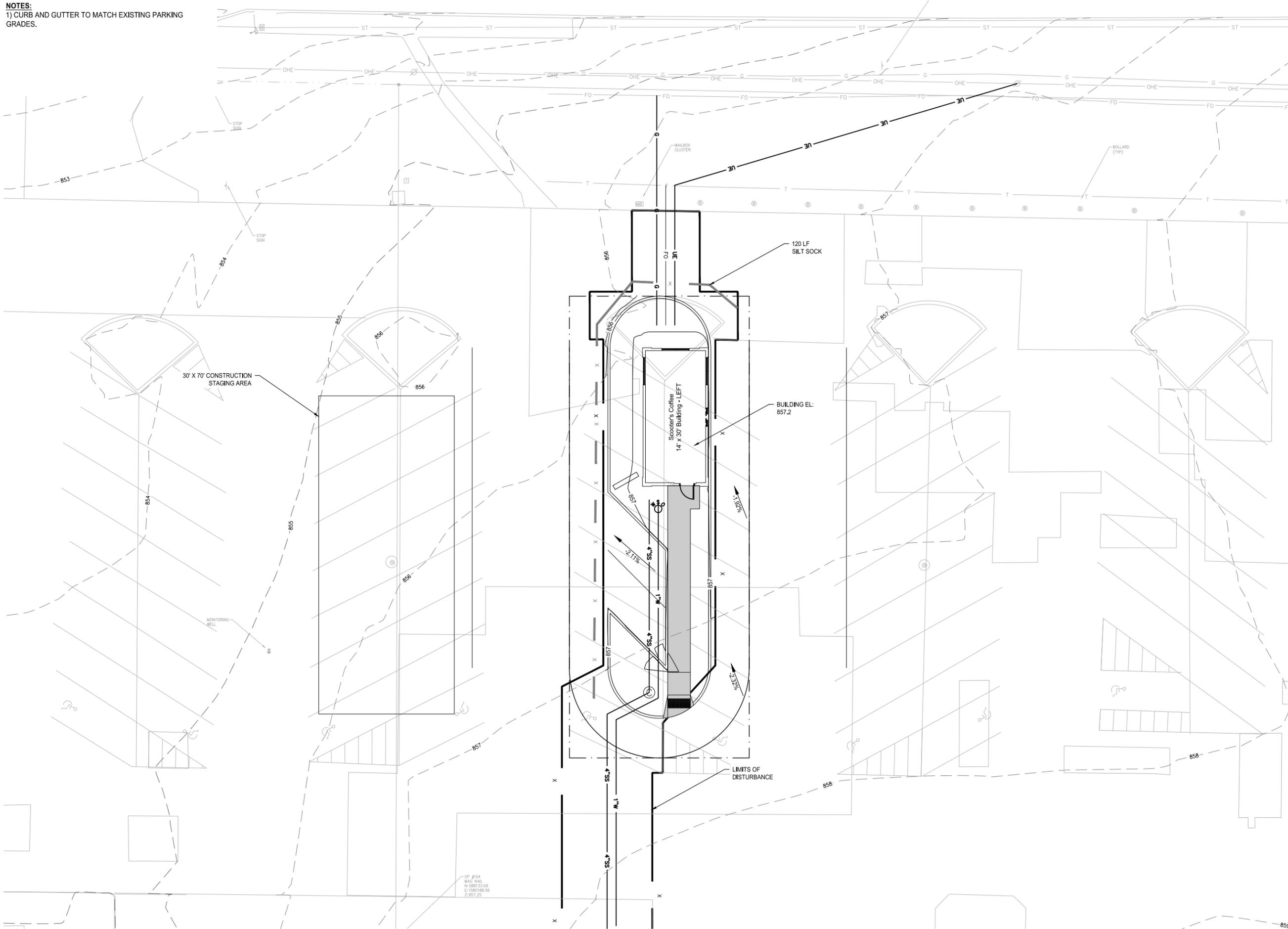
WINDSOR HEIGHTS, IOWA  
2214040  
01/05/15

**REVISIONS**

ENGINEER: C. SMITH  
DRAWN BY: B. BROCKMAN  
CHECKED BY: C. SMITH  
FIELD BOOK NO.

DRAWING NO. GN-04  
SHEET NO. 04 / 09

**NOTES:**  
 1) CURB AND GUTTER TO MATCH EXISTING PARKING GRADES.



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 Z: 857.25



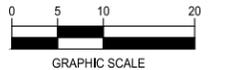
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 515-964-1229  
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**GRADING & EROSION CONTROL PLAN**



**SCOOTER'S COFFEE SHOP SITE PLAN**

WINDSOR HEIGHTS, IOWA  
 2214040  
 01/05/15

REVISIONS

ENGINEER: C. SMITH  
 DRAWN BY: B. BROCKMAN  
 CHECKED BY: C. SMITH  
 FIELD BOOK NO.

DRAWING NO. GR-01  
 SHEET NO. 05 / 09

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# POLLUTION PREVENTION PLAN

## EROSION CONTROL CONTACT

To Be Determined

## PROJECT AREA DESCRIPTION

This project is for the construction of site improvements generally referred to as Scooter's Coffee Shop. The site is generally located in the surface lot at the SW corner of 73rd Street and Hickman Road in Windsor Heights, Iowa.

### EXISTING SITE CONDITIONS

The existing site is a parking area consisting PCC pavement and flanked by other PCC pavement in all directions.

### AREA DISTURBED BY CONSTRUCTION ACTIVITY

This site contains 0.93 acres, of which 0.93 acres will be disturbed by construction activity as a part of this plan set. Construction activity will be located within current pavement areas.

### NATURE OF CONSTRUCTION ACTIVITY

Construction activity will generally consist of Rough Grading, Paving, Pavement Backfill and Final Grading.

### RUNOFF COEFFICIENT

The runoff coefficient following complete construction including building and site development is expected to be 0.95.

### SITE MAP

A complete site map can be found within this plan set.

### RECEIVING WATERS

Natural and manmade waterways to Walnut Creek.

No on-site receiving waters.

## CONTROLS

Controls will generally consist of those specific items as depicted on the site map and are the responsibility of the owner. Responsibility for these controls may be delegated to a contractor at the discretion of the owner at any time during the project. Further, this SWPPP is to be updated if any of the controls set forth in this plan are not effective or are not currently being used on site. These controls shall meet the requirements of Chapter 9 of the SUDAS as accepted by the City of Windsor Heights. Following is a sequence of construction and the corresponding erosion control methods that are to be used.

## SEQUENCE OF CONSTRUCTION ACTIVITIES AND STABILIZATION PRACTICE

### 1. PRIOR TO ANY WORK ON SITE

Silt fence is to be installed around intakes before any work on site is started. Also a construction staging area is to be constructed on site in a location that is minimally affected by stormwater runoff. This is the location that all construction materials shall be stored. A description of the materials anticipated on site can be found in this Pollution Prevention Plan. Also the contractor is to install a temporary gravel entrance/exit drive to minimize the amount of dirt tracking into the street.

### 2. CLEARING & GRUBBING

Verify all silt fencing is in place and in good working order. Clearing and grubbing is to occur only if rough grading is to commence in 21 days of less of this phase. Clear all areas that will be affected by construction activity. No materials are to be buried on site. All waste materials are to be disposed of as outlined in this SWPPP.

### 3. ROUGH GRADING

Verify all perimeter silt sock is in place and in good working order following clearing and grubbing. Construction of any diversion dikes and/or silt basins are to be constructed first to prevent any erosion from leaving the site. After completion of rough grading, all interior silt fence or other erosion control measure is to be installed. Any area that is not to be disturbed during utility construction or paving to be permanently seeded within 14 days of completion of rough grading.

### 4. SANITARY SEWER CONSTRUCTION

Verify all silt fencing and other erosion control measures are in place and in good working order following rough grading. Install sanitary sewer and place permanent seeding on any areas that are not to be disturbed by future construction activity.

### 5. WATER MAIN CONSTRUCTION

Verify all silt fencing and other erosion control measures are in place and in good working order following sanitary sewer construction. Install water main and place permanent seeding on any areas that are not to be disturbed by future construction activity. Any water main flushing will be directed so that all discharges pass through the silt basin, if one is constructed.

### 6. STORM SEWER CONSTRUCTION

Verify all silt fencing and other erosion control measures are in place and in good working order following water main construction. Install storm sewer and place permanent seeding on any areas that are not to be disturbed by future construction activity. Storm outlets shall be protected using rip-rap and engineering fabric. Protect all storm sewer inlets from any erosion infiltration into the storm sewer with a steel plate or other approved method.

### 7. PAVING CONSTRUCTION

Verify all silt fencing and other erosion control measures are in place and in good working order following utility construction. Construct all curb and gutter, intakes, and manholes, preparing for final curb backfill. Protect all storm sewer intakes with an approved erosion control method which are to be left in place until final stabilization is reached.

### 8. BUILDING CONSTRUCTION

Verify all silt fencing and other erosion control measures are in place and in good working order following utility construction. Construct building being careful to minimize any dirt being tracked onto the paving.

### 9. FINAL GRADING

Check to make sure all silt fencing and other erosion control measures are in place and in good working order following utility construction. Remove all interior erosion control measures long enough to complete final grading, being sure to reinstall all measures until final stabilization is met. Once seeding has been completed all erosion control measures can be removed and the silt basin can be cleaned out and removed.

## STABILIZATION AND STRUCTURAL PRACTICES

### 10. PERMANENT STABILIZATION PRACTICES

Permanent seeding and planting of all disturbed areas by seeding, fertilizing, and mulching shall be completed after final grading is finished. This shall occur in a time of year that is appropriate for seed germination. All vegetation in areas not disturbed during to construction is to be maintained.

### 11. PERMANENT STRUCTURAL PRACTICES

Outlet protection of all storm sewer outlets using rip-rap and engineering fabric will be utilized. Curb and gutter on all paving and a storm sewer system will be used to collect storm water and a detention area will be used to release the storm water at pre developed levels. An orifice plate and perforated standpipe will be used to detain per city requirements.

### 12. TEMPORARY STABILIZATION PRACTICES

If construction activity ceases after strip and stockpiling for more than 21 days, temporary seed and mulching shall be placed no more than 14 days after construction ceases. Silt fence may be used to temporarily check flows on site and help protect intakes and manholes on site. Any area where flows go offsite, silt fence shall be placed on the perimeter of the site prior to any grading taking place. Frequent watering of the grade on site shall also be practiced to minimize dust pollution on site.

### 13. TEMPORARY STRUCTURAL PRACTICES

A temporary sediment basin shall be provided at a rate of 3,600 cf of storage per acre of disturbed ground over 10 acres. If these requirements cannot be attained, a combination of silt fences, sediment traps and/or other sediment trapping measures may be used. Temporary sediment traps may be used for areas around 2.5 acres in size.

Prior to final stabilization, the proposed detention basin in the southwest portion of the site is to be used as a temporary sediment basin. A temporary standpipe as shown in these plans is to be used to retain sediment on site in the basin area. Upon final stabilization, the sediment is to be removed from the basin, the temporary standpipe removed and then the basin can be final seeded.

### 14. Other controls

All disposal of construction materials and wastes shall follow all local, State and Federal regulations for disposal of such materials. The contractor is also responsible for the construction and maintenance of a temporary gravel entrance into the project to minimize the amount of offsite tracking from the site. The bordering streets shall be inspected daily and any tracking shall be cleaned up immediately. Any trucks hauling material into or out of the site shall be covered by a tarpaulin to reduce any material spillage.

## MAINTENANCE/INSPECTION

All site controls shall be maintained in good working order by the contractor until final stabilization is reached for the specific area a control has been placed for. Maintenance shall be done as required following site inspections, and shall be accomplished within a 24 hour period from notice. All maintenance shall be recorded in the Log Book. The Log Book will be located inside the production trailer on site. Following are maintenance and inspection practices to be used on this project:

- All control measures will be inspected once a week and following any storm event of 0.5" or greater.
- All erosion control measures shall be kept in good working order; if a repair is necessary, it will be initiated within 24 hours of the report.
- Sediment buildup shall be removed when the sediment height is  $\frac{1}{2}$  the height of silt fence or higher.
- Silt fence will be inspected for accumulation of sediment, fence tears, proper fence attachment and that fence posts are securely attached to the ground.
- The sediment basin, if present, shall be inspected for sediment buildup and sediment shall be removed when it reaches 10% of the design capacity or after the job is complete.
- Any diversion dikes that are used shall be inspected and any breaches shall be corrected immediately.
- Temporary and permanent seeding and planting shall be inspected for healthy growth, bare spots and any washouts.
- A maintenance inspection report will be made after each inspection and will be recorded in the inspection log for the project.
- The contractor is responsible for selecting a qualified inspector to complete the inspection and reports as outlined. This person is to be knowledgeable in the erosion control methods being used in this project and shall be capable of assessing the effectiveness of these erosion control methods on site as well as the maintenance practices required for these methods.

## INVENTORY FOR POLLUTION PREVENTION PLAN

The materials or substances listed below are expected to be present on site during construction of this project.

- Concrete
- Detergents
- Paints (enamel and latex)
- Tar
- Fertilizers
- Petroleum Based Products
- Cleaning Solvents
- Wood
- Masonry Block
- Roofing Shingles
- Solids and Construction Wastes
- Pesticides
- Concrete Curing Substances

## MATERIAL MANAGEMENT PRACTICES

Following are the material management practices that are to be used on site to reduce the risk of spill or other accidental exposure of materials and substances to storm water runoff.

### GOOD HOUSEKEEPING

- Store only enough product onsite to complete the project.
- All materials that are to be stored onsite shall be kept in a neat and orderly manner in their appropriate containers, clearly marked and under a roof if possible.
- Products are to be kept in their original manufacturer's container with the original manufacturer's label.
- Substances will not be mixed with one another unless recommended by the manufacturer.
- Whenever possible, all of the contents of a products container will be used up before disposing of the the manufacturer's container.
- Manufacturers' recommendations for proper use and disposal shall be followed.
- The site superintendent will inspect the site for proper use and disposal of materials' every day.

### HAZARDOUS MATERIALS

The following practices are to be used to reduce the risk associated with the use of hazardous materials:

- Products will be kept in their original containers unless the containers are not re-sealable.
- Original labels and material safety data will be saved for future reference.
- If surplus product must be disposed of, manufacturers' or local and State recommended methods for proper disposal will be followed.

### PRODUCT SPECIFIC PRACTICES

- Petroleum Products:** All on site vehicles will be monitored for leaks and shall receive regular preventative maintenance to reduce the chance of material leakage. Petroleum products will be stored in tightly sealed containers which are clearly labeled. Any asphalt substances used on site will be applied according to manufacturer's specifications. Any on site petroleum storage tanks shall be located on an impervious surface and shall be maintained to prevent any leakage.
- Fertilizers:** Fertilizers used will be applied only in the minimum amounts recommended by the manufacturer. Once applied, fertilizer will be worked into the soil to limit exposure to any storm water. Storage of fertilizers shall be in its original manufacturer's container and under a covered shed whenever possible. Contents of any partially used bag or container shall be placed into re-sealable bags or containers when not being used.
- Agricultural Activities:** Runoff from agricultural lands may contain chemicals including herbicides, pesticides, fungicides, and fertilizers. Existing farming erosion measures shall be left in place where feasible to help reduce the effects of these runoffs.
- Paints, Paint Solvents and Cleaning Solvents:** All containers will be tightly sealed and stored when not in use. Excess paint will not be discharged to the storm sewer system or into any drainage ditch. Excess paint will be properly disposed of according to manufacturer's or local and State regulations.
- Concrete Wastes:** Concrete trucks will be allowed to washout or discharge surplus concrete at specified location on site that will minimize the potential for storm water contact with these materials. The waste concrete shall either be disposed of as non-hazardous wastes or broken up and used on site in appropriate manner.
- Solid and Construction Wastes:** A construction dumpster is to be located on site in the designated staging area. All waste construction debris and materials are to be placed into the dumpster on site and are not to be buried on site. This dumpster is to be emptied once a week or as construction needs required.
- Sanitary Wastes:** A portable restroom facility is to be located in the designated staging area at all times unless an approved equal is available. Wastes shall be collected and disposed of as required by all local, State, and Federal regulations.

### SPILL CONTROL PRACTICES

The contractor is responsible for the training of all personnel in proper use and spill cleanup of all materials used in the work they are completing. If a spill occurs, no storm water contact will be allowed and the spill is to be cleaned up immediately. If storm water contact does occur, the storm water is to be contained on site and disposed of in a manner that meets all local, State, and Federal regulations. In the case of a material spill the following practices will be followed:

- Manufacturer's recommended methods for spill cleanup will be clearly posted on site and site personnel will be made aware of the cleanup procedures and the location of the cleanup supplies.
- Materials and equipment necessary for spill cleanup will be kept in the material storage area onsite. Equipment and materials will include but are not limited to brooms, dust pans, mops, rags, gloves, goggles, kitty litter, sand, sawdust, and plastic and metal trash containers specifically for this purpose.
- All spills will be contained and cleaned up immediately after discovery.
- The spill are will be kept well ventilated and personnel will wear appropriate protective clothing to prevent injury during the spill cleanup.
- Spills of toxic or hazardous materials will be reported to all appropriate State and local government agencies regardless of size. The job contractor is responsible for contacting the EPA if any spills are of a size that is larger than the quantities outlined by federal regulations. (EPA National Response Center: 1-800-424-8802 or 1-202-426-2675).
- If the spill exceeds reportable quantity, the SWPPP will be modified in no less than 14 days from the inspection reports recording and shall reflect all the changes in erosion control measures that were enacted due to this spill. Also the SWPPP shall record a description of the release, an explanation of why the spill occurred, a description of measures enacted to prevent any future spills and/or release of materials and method of spill cleanup used and procedures of disposal of the material.
- The site superintendent is responsible for day-to-day site operations and will be the spill prevention and cleanup coordinator. He or she will designate at least three other site personnel who will receive spill prevention and cleanup training. These individuals will each become responsible for a particular phase of prevention and cleanup. The names of responsible spill personnel will be posted in the material storage area and in the office trailer on site if one is present.

### NON-STORM WATER DISCHARGES

It is expected that the following non-storm water discharges will or possibly will occur from the site during construction. By IDNR standards these discharges cannot come into contact with pollutants either before or after discharge onto the site. All discharges will be directed to the sediment basin on site if one is used.

- Water from water main flushing
- Water from any vehicle and/or building wash downs excluding any detergents.
- Pavement wash waters where no spills or leaks of toxic or hazardous materials have occurred.
- Uncontaminated groundwater from de-watering excavation.
- Water used to fight fires on site.
- Foundation or footing drains where the discharge has not been exposed to contaminants.
- Irrigation sprinklers
- Air conditioning condensate.

### DISCHARGES FROM ASPHALT AND CONCRETE PLANTS

No asphalt or concrete plants are anticipated for this project site.

## CERTIFICATION STATEMENTS

I certify, under penalty of law, that I understand the terms and conditions of the general National Pollutant Discharge Elimination System (NPDES) permit that authorizes the storm water discharges associated with industrial activity from the construction site as part of this certification. Further, by my signature, I understand that I am becoming a co-permittee, along with the owner and other contractors and subcontractors signing such certifications, to the Iowa Department of Natural Resources NPDES General Permit No. 2 for "Storm Water Discharge Associated with Industrial Activity for Construction Activities" at the identified site. As a co-permittee, I understand that I, and my company, are legally required under the Clean Water Act and the Code of Iowa, to ensure compliance with the terms and conditions of the storm water pollution prevention plan developed under this NPDES permit and the terms of this NPDES permit.

Signed:

Company:

Address:

Phone #:

Date:



building strong communities.

1360 NW 121ST. Street  
Clive, Iowa 50325  
515-964-1229  
fax 515-964-2370

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PPP

## SCOOTER'S COFFEE SHOP SITE PLAN

WINDSOR HEIGHTS, IOWA

2214040

01/05/15

REVISIONS

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ENGINEER

C. SMITH

CHECKED BY  
C. SMITH

DRAWN BY

B. BROCKMAN

FIELD BOOK NO.

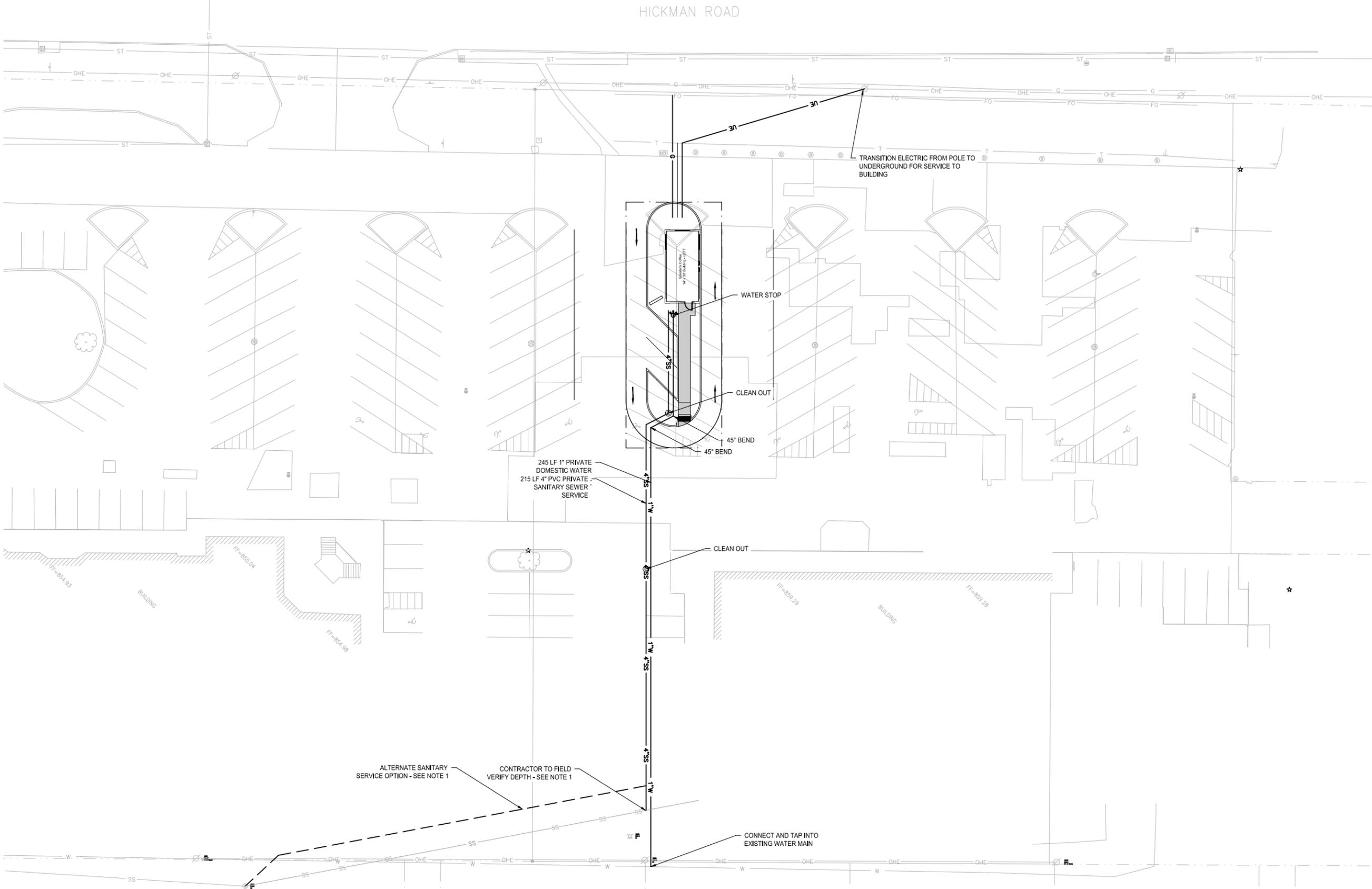
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SHEET NO.

GR-02

06 / 09

**NOTES:**  
 1) IF DEPTH OF SANITARY SEWER IS NOT SUFFICIENT AT THE PROPOSED TIE-IN, CONTRACTOR TO RUN 4" SERVICE LINE TO EXISTING MANHOLE AT 1.5%



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UTILITY PLAN



NORTH



GRAPHIC SCALE

SCOOTER'S COFFEE SHOP  
 SITE PLAN

WINDSOR HEIGHTS, IOWA  
 2214040  
 01/05/15

REVISIONS

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 CHECKED BY: C. SMITH  
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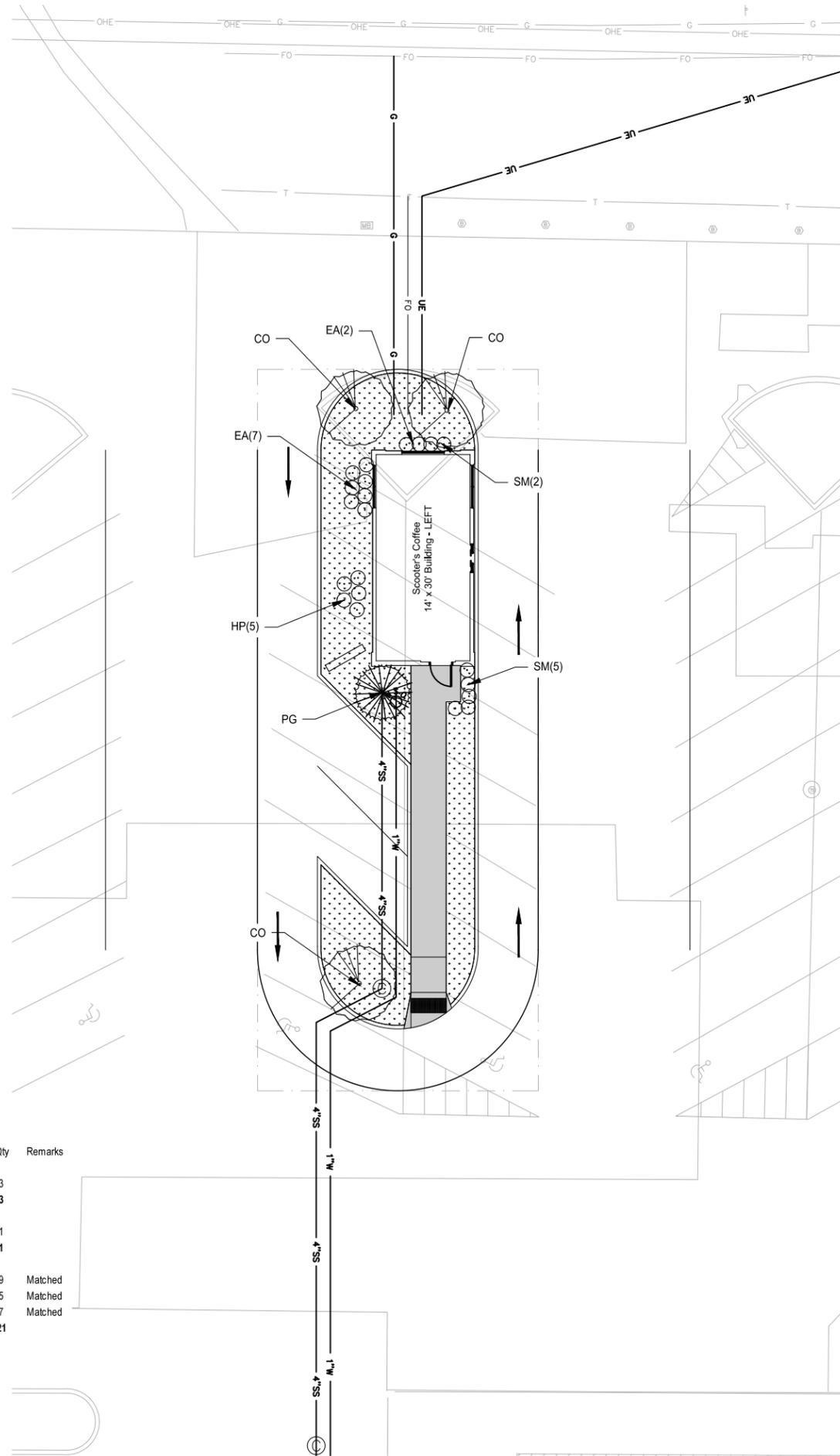
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 SHEET NO. 07 / 09

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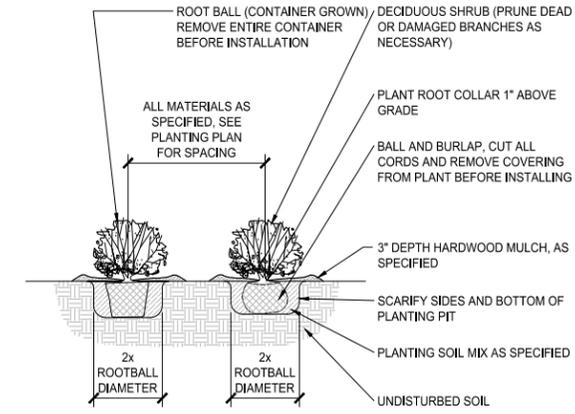


LANDSCAPE PLAN NOTES:

1. PLANT QUANTITIES ARE FOR INFORMATION ONLY; DRAWING SHALL PREVAIL IF CONFLICT OCCURS. CONTRACTOR IS RESPONSIBLE FOR CALCULATING OWN QUANTITIES AND BASING BID ACCORDINGLY.
2. NOTIFY LANDSCAPE ARCHITECT AFTER STAKING IS COMPLETED AND BEFORE PLANT PITS ARE EXCAVATED.
3. CONTRACTOR SHALL PLACE SHREDDED HARDWOOD BARK MULCH AROUND ALL TREES AND IN ALL PLANTING BEDS TO A DEPTH OF 3". WALNUT PRODUCTS ARE PROHIBITED.
4. KIND, SIZE AND QUALITY OF PLANT MATERIAL SHALL CONFORM TO AMERICAN STANDARD FOR NURSERY STOCK, ANSI 260-2004, OR MOST RECENT EDITION.
5. THE CONTRACTOR SHALL REPORT SUBSURFACE SOIL OR DRAINAGE PROBLEMS TO THE LANDSCAPE ARCHITECT.
6. THE CONTRACTOR SHALL SHOW PROOF OF PROCUREMENT, SOURCES, QUANTITIES AND VARIETIES FOR ALL SHRUBS, PERENNIALS, ORNAMENTAL GRASSES WITHIN 21 DAYS FOLLOWING THE AWARD OF CONTRACT. TIMELY PROCUREMENT OF ALL PLANT MATERIAL IS ESSENTIAL TO THE SUCCESSFUL COMPLETION AND INITIAL ACCEPTANCE OF THE PROJECT.
7. SUBSTITUTIONS SHALL ONLY BE ALLOWED WHEN THE CONTRACTOR HAS EXHAUSTED ALL SOURCES FOR THE SPECIFIED MATERIAL, AND HAS PROVEN THAT THE SPECIFIED MATERIAL IS NOT AVAILABLE. THE CONTRACTOR MUST PROVIDE NAME AND VARIETY OF SUBSTITUTION TO THE LANDSCAPE ARCHITECT AND CITY FOR APPROVAL PRIOR TO TAGGING OR PLANTING. SUBSTITUTIONS SHALL BE NEAREST EQUIVALENT SIZE OF VARIETY OF PLANT HAVING SAME ESSENTIAL CHARACTERISTICS.
8. ALL PLANT MATERIAL SHALL BE NURSERY GROWN, SOUND, HEALTHY, VIGOROUS AND FREE FROM INSECTS, DISEASE AND INJURIES, WITH HABIT OF GROWTH THAT IS NORMAL FOR THE SPECIES. SIZES SHALL BE EQUAL TO OR EXCEEDING SIZES INDICATED ON THE PLANT SCHEDULE. THE CONTRACTOR SHALL SUPPLY PLANTS IN QUANTITY AS SHOWN ON DRAWINGS.
9. STAKE OR PLACE ALL PLANTS IN FIELD AS INDICATED ON THE DRAWINGS OR AS DIRECTED BY THE LANDSCAPE ARCHITECT FOR APPROVAL BY THE OWNER PRIOR TO PLANTING.
10. ALL DISTURBED AREAS NOT OTHERWISE COVERED BY BUILDING, PAVEMENT, AND LANDSCAPE BEDS SHALL BE SODDED WITH KENTUCKY BLUEGRASS SOD AS APPROVED BY LANDSCAPE ARCHITECT AND OWNER.



Key	Botanical Name	PLANT SCHEDULE Common Name	Size	Condition	Qty	Remarks
<b>Deciduous Ornamental Trees</b>						
CO	Celtis occidentalis	Hackberry	2"	B&B	3	
<b>Evergreen Trees</b>						
PG	Picea glauca	Black Hills Spruce	6'	B&B	1	
<b>5' + Deciduous Shrubs</b>						
EA	Euonymus alatus compactus	Compact Burning Bush	#3	Container	9	Matched
HP	Hydrangea paniculata 'Limelight'	Lime Light Hydrangea	#3	Container	5	Matched
SM	Syringa meyeri 'Palibin'	Dwarf Korean Lilac	#3	Container	7	Matched
					<b>21</b>	

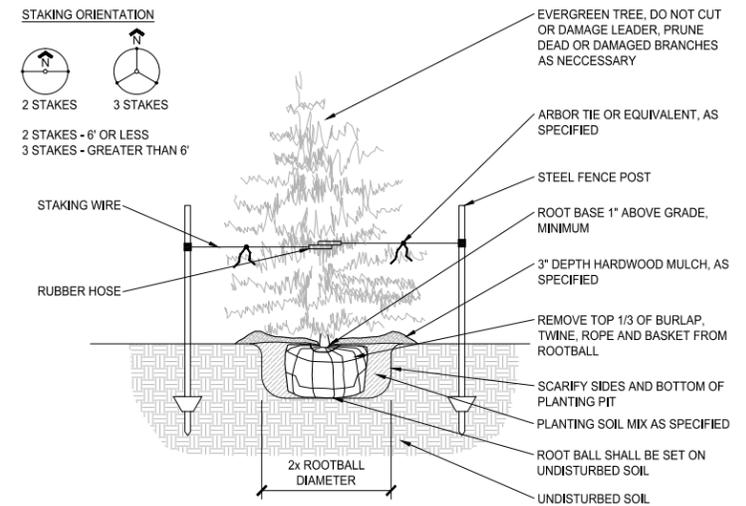


1 DETAIL: SHRUB PLANTING  
1/2" = 1'-0"

STAKING ORIENTATION



2 STAKES - 6' OR LESS  
3 STAKES - GREATER THAN 6'

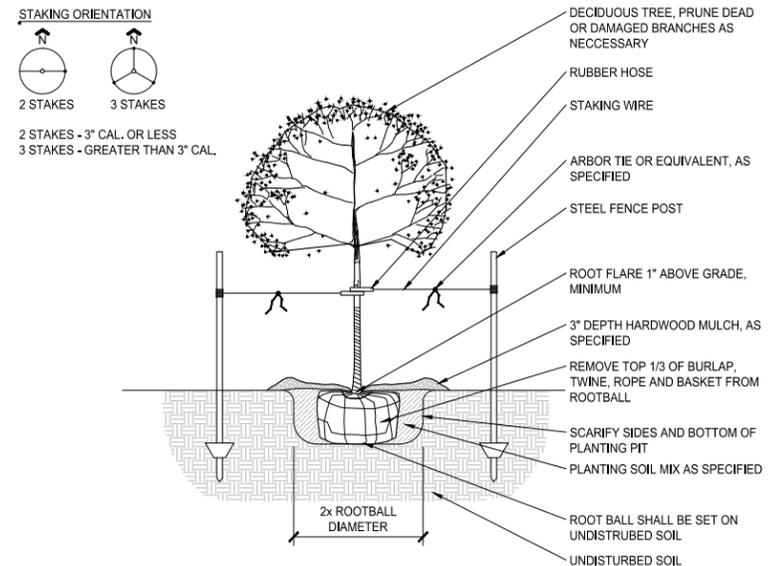


2 DETAIL: EVERGREEN TREE PLANTING  
1/2" = 1'-0"

STAKING ORIENTATION



2 STAKES - 3" CAL. OR LESS  
3 STAKES - GREATER THAN 3" CAL.



3 DETAIL: DECIDUOUS TREE PLANTING  
1/2" = 1'-0"

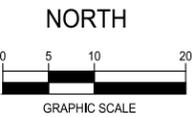
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LANDSCAPE PLAN



SCOOTER'S COFFEE SHOP  
SITE PLAN

WINDSOR HEIGHTS, IOWA  
2214040  
01/05/15

REVISIONS

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DRAWN BY: B. BROCKMAN  
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FIELD BOOK NO.

DRAWING NO. LA-01  
SHEET NO. 09 / 09

