



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, August 21, 2023 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST or VIA
ZOOM by registering in advance for this meeting:
<https://us02web.zoom.us/j/7832856334>

After registering, you will receive a confirmation email containing information about joining the meeting.

Notice to the Public: If you would like the supporting documents and information, please call City Hall by noon the day of the meeting. Copies of City Council Agendas are free to the public. In consideration of all, if you have a cell phone, please turn it off or put it on silent ring. The use of obscene and vulgar language, hate speech, racial slurs, slanderous comments, and any other disruptive behavior during the Council meeting will not be tolerated and the offender may be barred by the presiding officer from further comment before the Council during the meeting and/or removed from the meeting.

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approval of the Agenda**
3. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
4. **Presentation from MS4**
5. **Presentation from Wyatt Archer - Bolton & Menk on Code Updates to Chapters 165 - 177 and Chapter 180**
 - A. Chapters 165 - 177 and Chapter 180 Drafts
6. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on June 19, 2023
 - B. Approve Minutes of the Regular Council Meeting on July 17, 2023
 - C. Approve Payment of Claims
 - D. Approve Financial Reports
 - E. Approve Resolution No. 2023-45 Setting a Time and Place for a Public Hearing for Amending Chapters 165 Through 177 and Chapter 180
7. **New Business:**
 - A. Approve Pay Request No. 3 - Public Safety Building Parking Lot
 - B. Approve Pay Request No. 3 - 68th Street Reconstruction
 - C. Approve Resolution 2023-44 Approving City Administrator's Ability to Waive Rental Fees for the City of Windsor Heights Special Events Committee

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.

- D. Approve the Purchase of Police Department Hybrid Fleet Vehicle
- E. Consideration of Sidewalk Rehabilitation Program
- F. Approve the Purchase of a Dog Park Fence through America Fence Company

8. **Reports:**

- A. Mayor, Council Reports and Committee Updates, and Administration Reports
- B. Fire Department Report
- C. Police Department Report

9. **Adjourn**

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.

WINDSOR HEIGHTS MUNICIPAL CODE

CHAPTERS 165 — CHAPTER 177

CHAPTER 165 ZONING CODE – GENERAL PROVISIONS

165.01 Title	165.05 Conflicting Provisions
165.02 Jurisdiction	165.06 Relief from Other Provisions
165.03 Purpose	165.07 Publication
165.04 Consistency with Comprehensive Development Plan	<u>165.08 Severability</u>

165.01 TITLE.

Chapters 165 through 177 of this Code of Ordinances shall be known as the Zoning Code of the City of Windsor Heights.

165.02 JURISDICTION.

The provisions of the Zoning Code shall be applicable to all property within the corporate limits of the City as authorized by Chapter 414 of the Code of Iowa.

165.03 PURPOSE.

The purposes of the Zoning Code are to:

1. Serve the public health, safety, and general welfare of the City and its jurisdiction.
2. Classify property in a manner that reflects its suitability for specific uses.
3. Provide for sound, attractive development within the City and its jurisdiction.
4. Encourage environmentalism of adjacent land uses.
5. Protect environmentally sensitive areas.
6. Further the objectives of the Comprehensive Development Plan of the City.

165.04 CONSISTENCY WITH COMPREHENSIVE DEVELOPMENT PLAN.

The City intends that this Zoning Code and any amendments to it shall be consistent with the City's Comprehensive Development Plan. It is the City's intent to amend this Code whenever such action is deemed necessary to keep regulatory provisions in conformance with the Comprehensive Development Plan.

165.05 CONFLICTING PROVISIONS.

The Zoning Code shall be held to provide the minimum requirements necessary for the promotion of the public health, safety, and welfare. If any provision of the Zoning Code

conflicts with any other provision of the Zoning Code, any other Ordinance of the City, or any applicable State or federal law, the more restrictive provision shall apply.

165.06 RELIEF FROM OTHER PROVISIONS.

Nothing in these provisions shall relieve any property owner or user from satisfying any condition or requirement associated with a previous approval, special permit, variance, development permit, or other permit issued under any local, State, or federal ordinance or statute.

165.07 PUBLICATION.

This Code shall be published in book or pamphlet form and, together with the maps being a part hereof, shall be filed with the City Administrator.

165.08 SEVERABILITY.

If any section, provision, or part of the Zoning Code be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

CHAPTER 166

ZONING CODE – DEFINITIONS

166.01 Purpose	166.03 Definition of Terms
166.02 General Construction of Language	

166.01 PURPOSE.

The purpose of this chapter is to promote consistency and precision in the interpretation of this Zoning Code. The meaning and construction of words as set forth shall apply throughout this Zoning Code, unless where modified in a specific section or where the context of such words or phrases clearly indicates a different meaning or construction.

166.02 GENERAL CONSTRUCTION OF LANGUAGE.

The following general rules of construction apply to the text of the Zoning Code:

1. **1.** **Headings.** Section and subsection headings contained herein are provided for illustrative purposes only and shall not be deemed to limit, govern, modify, or otherwise affect the scope, meaning, or intent of any provision of the Zoning Code.
2. **2.** **Illustration.** In the case of any real or apparent conflict between the text of this Zoning Code and any illustration explaining the text, the text shall apply.
3. **3.** **Conjunctions.** Unless the context clearly indicates the contrary, the following conjunctions shall be interpreted as follows:
 - a. **A.** “And” indicates that all connected items or provisions apply.
 - b. **B.** “Or” indicates that the connected items or provisions may apply singly or in any combination.
 - c. **C.** “Either … or” indicates that the connected items or provisions shall apply singly but not in combination.
4. **4.** **Referenced Agencies.** Unless otherwise indicated, all public officials, bodies, and agencies referred to in this chapter are those of the City.

166.03 DEFINITION OF TERMS.

For the purposes of this Zoning Code, certain terms and words are hereby defined. Certain sections contain definitions which are additional to those listed here. Where terms are not specifically defined, their ordinarily accepted meaning or meanings implied by their context shall apply.

1. —1. “Absolute Photometry” means photometric measurements (usually of a solid-state luminaire) that directly measure the footprint of the luminaire. Reference Standard IES LM-79.
2. —2. “Abutting” means having lot lines or district boundaries in common, including property separated by a public street or alley. This term is used interchangeably with “adjacent.”

2.3. 2. “Accessory Structure” means a structure which is incidental to and customarily associated with a specific principal use or building on the same site. The structure may or may not contain a dwelling unit. See Dwelling, Accessory.

3.4. 3. “Accessory Use” means a use which is incidental to and customarily associated with a specific principal use on the same site.

4.5. 4. “Addition” means any construction which increases the size of a building or structure in terms of site coverage, height, length, width, or gross floor area.

6. 5. “Administration” means governmental office uses providing administrative, clerical, or public contact services that deal directly with the citizen, together with incidental storage and maintenance of necessary vehicles. Typical uses include Federal, State, County, and City offices.

7. “Administrative Official” means the Windsor Heights Administrative Official or appropriate designee.

8. “Adult Entertainment” means any business activity which offers the opportunity to view sexual activities or view or touch anatomical areas for entertainment purposes, depicts or describes sexual conduct. This category includes the sale or viewing of visual or print materials that meet these criteria. Typical uses include retail services or stores which are distinguished by an emphasis on activities or materials that emphasize sexual content; businesses which offer live performances characterized by exposure of specified anatomical areas; and adult theaters.

5.9. “Agent of Owner” means any person showing written verification that he/she is acting for – and with the knowledge and consent of – a property owner.

10. 6. “Agricultural Sales and Service” means establishments or places of business engaged in sale from the premises of feed, grain, fertilizers, farm equipment, pesticides, and similar goods or in the provision of agriculture-related services with incidental storage on lots other than where the service is rendered. Typical uses include nurseries, hay, farm implement dealerships, feed and grain stores, and tree service firms.

6.11. “Alley” means a public right-of-way which is used as a secondary means of access to abutting property.

7.12. 7. “Alteration” means any construction or physical change in the internal arrangement of spaces, the supporting members, the positioning on a site, or the appearance of a building or structure.

13. 8. “Amateur Radio Tower” means a structure for the transmission or broadcasting of electromagnetic signals by FCC-licensed amateur radio operators.

8.14. “Apartment” means a housingdwelling unit within a building designed for and suitable for occupancy by only one family. Apartments are generally located within multi-family residential buildings.

15. 9. “Architectural Lighting” means lighting designed to reveal architectural beauty, shape, and/or form and for which lighting for any other purpose is incidental.

16. “Astromic Time Switch” means an automatic lighting control device that switches outdoor lighting relative to the time of solar day with the time of year.

9.17. “Attached” means having one or more walls in common with a principal building or connected to a principal building by an integral architectural element, such as a covered passageway, façade wall extension, or archway.

18. 10. "Automotive and Equipment Services" means establishments or places of business primarily engaged in the sale and/or service of automobiles, trucks, or heavy equipment. The following are considered automotive and equipment use types:

- a. Automotive Rental and Sales: Sale or rental of automobiles, noncommercial trucks, motorcycles, motor homes, recreational vehicles, or boats, including incidental storage, maintenance, and servicing. Typical uses include new and used car dealerships; motorcycle dealerships; and boat, trailer, and recreational vehicle dealerships.
- b. Auto Services: Provision of fuel, lubricants, parts and accessories, and incidental services to motor vehicles; and washing and cleaning and/or repair of automobiles, non-commercial trucks, motorcycles, motor homes, recreational vehicles, or boats, including the sale, installation, and servicing of equipment and parts. Typical uses include service stations, car washes, muffler shops, auto repair garages, tire sales and installation, wheel and brake shops, and similar repair and service activities but exclude dismantling, salvage, or body and fender repair services.
- c. Repair Services: Repair, painting, or refinishing of the body, fender, or frame of automobiles, trucks, motorcycles, motor homes, recreational vehicles, boats, tractors, construction equipment, agricultural implements, and similar vehicles or equipment. Typical uses include body and fender shops, painting shops, and other similar repair or refinishing garages.
- d. Equipment Rental and Sales: Sale or rental of trucks, tractors, construction equipment, agricultural implements, mobile homes, and similar heavy equipment, including incidental storage, maintenance, and servicing. Typical uses include truck dealerships, construction equipment dealerships, and mobile home sales establishments.
- e. Equipment Repair Services: Repair of trucks, tractors, construction equipment, agricultural implements, and similar heavy equipment. Typical uses include truck repair garages, tractor and farm implement repair services, and machine shops, but exclude dismantling, salvage, or body and fender repair services.
- f. Vehicle Storage (Short-term): Storage of operating or non-operating vehicles for a period of no more than 21 days. Typical uses include storage of private parking tow-aways or impound yards but exclude dismantling or salvage. Long-term storage of operating or non-operating vehicles beyond 21 days constitutes an industrial use type.
- g. Vehicle Storage (Long-Term): Long-term storage of operating or non-operating vehicles for a period exceeding 21 days. Typical uses include storage of private parking tow-aways or impound yards, but exclude dismantling or salvage.

19. "Backlight" means, for an exterior luminaire, lumens emitted in the quarter sphere below horizontal and in the opposite direction of the intended orientation of the luminaire. For luminaires with symmetric distribution, backlight will be the same as front light.

10.20. "Base Zoning District" means a district established by this Zoning Code which prescribes basic regulations governing land use and site development standards. For any actions taken after the effective date of this Code, no more than one Base Zoning District shall

apply to any individually platted lot or parcel unless the lot or parcel is part of a Planned Unit Development.

11.21. 11. “Basement” means a level of a building below street level that has at least one-half of its height below the surface of adjacent ground. A basement used for independent dwelling or business purposes shall be considered a story for the purposes of height measurement. Chapter 169185 sets forth floodplain and floodway regulations governing building standards in flood-prone areas.

12. 12. “Bedroom” means any space intended for sleeping purposes in the conditioned space of a dwelling unit which is 80 square feet and greater in size and which is located along an exterior wall, but not including the following: hall; bathroom; kitchen; laundry room.

22. 13. “Bar” means a use engaged in the preparation and retail sale of alcoholic beverages for consumption on the premises, including taverns, bars, cocktail lounges, and similar uses other than a restaurant as that term is defined in this section.

23. 14. “Bed and Breakfast” means a lodging service that provides overnight or short-term accommodations to guests or visitors, usually including the provision of breakfast. Bed and breakfasts are usually located in large residential structures that have been adapted for this use. For the purpose of this definition, bed and breakfasts are always owned and operated by the resident owner of the structure, include no more than ten units, and accommodate each guest or visitor for no more than seven consecutive days during any one-month period.

12.24. 15. “Beginning of Construction” means the initial incorporation of labor and materials within the foundation of a building or structure.

25. 14. 16. “Berm” means a mound of earth or fill material designed to blend into a landscape either to block out unwanted views or uses, to decrease noise, or to improve the design of a property.

13.26. 15. “Block” means an area of land within a subdivision that is entirely bounded by streets, or by streets and the exterior boundaries of the subdivision, or by a combination of the above with a watercourse or lake, and which has been designated as such on a plat for the purposes of the legal description of a property.

14.27. 15. 16. “Blockface” means the property abutting one side of a street and lying between the two nearest intersection streets; or between the one nearest intersecting street and a major physical barrier, including ~~and~~ but not limited to ~~and~~ railroads, streams, lakes, or the corporate limits of the City.

15.28. 16. 17. “Board of Adjustment” means a body established by the City expresslyCode of Iowa for the purpose of issuing conditional use permits, interpreting and granting relief from situations of hardship and to hear variances, and hearing appeals as provided by this Zoning Code.

29. 17. “Broadcasting Tower” means a structure for the transmission or broadcasting of radio, television, radar, or microwaves, ordinarily exceeding the maximum height permitted in its zoning district.

30. 18. “BUG” means a luminaire classification system that classifies backlight (B), uplight (U), and glare (G).

31. 19. “Buffer” means a combination of horizontal space (land) and vertical elements (plants, berm, fences, and walls), used to physically separate or visually screen incompatible adjacent land uses.

16.32. 17. “Buffer Yard” means a landscaped area intended to separate and partially obstruct the view of two adjacent land uses or properties from one another.

17.33. 18. “Building” means a structure entirely separated from any other structure by space or by walls and having a roof and being built to provide shelter, support, or enclosure for persons or property.

18.34. 19. “Building Coverage” means the area of a site covered by buildings or roofed areas, excluding allowed projecting eaves, balconies, and similar features.

19.35. 20. “Building Envelope” means the three-dimensional space within which a structure is permitted to be built on a lot after all zoning and other applicable municipal requirements have been met.

20.36. 21. “Building Line” means the outer boundary of a building established by the location of its exterior walls.

37. 22. “Building Marker” means an historic or commemorative plaque or a building name or cornerstone carved into a masonry surface.

21.38. “Building Official” means the designee of the City Council, responsible for the enforcement of Chapter 155 of this Code of Ordinances.

22.39. 23. “Business” means activities that include the exchange or manufacture of goods or services on a site.

24. “Business center” means a building containing more than one commercial business, or any group of nonresidential buildings within a common development, characterized by shared parking and access.

40. 25. “Business Support Services” means an establishment or place of business primarily engaged in the sale, rental, or repair of equipment, supplies, and materials or the provision of services used by office, professional, and service establishments to the firms themselves but excluding automotive, construction, and farm equipment; or engaged in the provision of maintenance or custodial services to businesses. Typical uses include office equipment and supply firms, small business machine repair shops or hotel equipment and supply firms, janitorial services, photography studios, and convenience printing and copying.

41. “Caliper” means the diameter of a tree trunk. Usually used for trees less than 12 inches in diameter.

42. “Campground” means facilities providing camping or parking areas and incidental services for travelers in recreational vehicles or tents, which accommodate each guest or visitor for no more than seven consecutive days during any one-month period.

43. “Canopy” means a projecting non-movable structure cantilevered or suspended from a building, supported by the main structural members to which it is attached, and used only as a roof or fixed shelter. A canopy may include a printed message or graphic, or not, and is treated no differently as a result under this ordinance.

44. “Cemetery” means land used or intended to be used for the burial of the dead and dedicated for cemetery purposes, including columbaria, crematoria, mausoleums, and mortuaries when operated in conjunction with and within the boundary of such cemetery.

23.45. “Certificate of Occupancy” means an official certificate issued by the Building Official, upon finding of conformance with the City’s Building Code (Chapter 155), and upon receipt of a Certificate of Zoning Compliance.

24.46. 26. “Certificate of Zoning Compliance” means an official certificate issued by the Building Official, which indicates that the proposed use of a building or land complies with the provisions of this Zoning Code.

25.47. 27. “Change of use” means the replacement of an existing use by a new use.

48. “Clearance” means the distance from the bottom of a sign face elevated above grade and the grade below.

28. “Cluster” means a development design technique that concentrates buildings in specific areas on a site to allow remaining land to be used for recreation, common open space, or the preservation of historically or environmentally sensitive features.

49. 29. “Civic Organizations” means uses providing meeting, recreational, or social facilities for a private, nonprofit, or non-commercial association, primarily for use by members and guests.

50. “College and University Facilities” means an educational institution of higher learning which offers courses of study designed to culminate in the issuance of a degree certified by a generally recognized accrediting organization.

26.51. “Collector street” means a street connecting neighborhoods within the same communities, designed to carry traffic from local to arterial streets.

52. 30. “Commercial Recreation” means private businesses or other organizations, which may or may not be commercial by structure or by nature, which are primarily engaged in the provision or sponsorship of sports, entertainment, or recreation for participants or spectators. Typical uses include driving ranges, theaters, private dance halls, or private skating facilities. Commercial recreation is divided into the following categories:

a. Commercial Recreation (Limited): Facilities which include a structure of 10,000 square feet or less and/or a site covering an area of no more than one-half acre.

b. Commercial Recreation (General): Facilities which include a structure of more than 10,000 square feet and/or a site covering an area of more than one-half acre.

53. “Communications Services” means establishments primarily engaged in the provision of broadcasting and other information relay services accomplished through the use of electronic and telephonic mechanisms but not including those classified as Utilities. Typical uses include television studios, telecommunication service centers, telegraph service offices, or film and sound recording facilities. Broadcast towers and their minor ancillary ground structures are classified as miscellaneous use types.

27.54. “Common Area” means an area held, designed, and designated for common or cooperative use within a development.

28.55. 31. “Common Development” means a development proposed and planned as one unified project not separated by a public street or alley.

29.56. 32. “Common Open Space” means land within or related to a development that is not individually owned or dedicated for public use, designed and generally intended for the common use of the residents of the development.

57. 33. “Commercial Breeders” means a person, engaged in the business of breeding dogs, cats, or other small animals who sells, exchanges, or leases animals in return for consideration or who offers to do so, whether or not the animals are raised, trained, groomed, or boarded by the person. Typical uses are large-scale animal breeding operations.

30.58. “Compatibility” means the degree to which two or more different land use types are able to exist together in close proximity, with no one use having significant negative effects on any other use.

31.59. 34. “Comprehensive Plan” means the duly adopted Comprehensive Development Plan of the City to address future growth and development.

32.60. 35. “Conditional Use Permit (CUP)” means a permit that is intended to accommodate those types of uses that don’t fit neatly into any particular zoning district, and which have the potential to impact surrounding properties. As part of the approval process, the Board of Adjustment can impose conditions on the proposed use to help minimize the potential impacts on surrounding properties.

33.61. 36. “Conditioned Space” means an area, room, or space normally occupied and being heated and/or cooled by any equipment for human habitation.

37. “Condominium” means a real estate ownership arrangement that combines fee simple title to a specific unit and joint ownership in common elements shared with other unit owners. Types of units may include dwelling units, parking spaces, office spaces, or commercial spaces.

38. “Conservation development” means a development design technique that concentrates buildings in specific areas on a site to allow remaining land to be used for recreation, common open space, or the preservation of historically or environmentally sensitive features.

34.62. 39. “Conservation Subdivision” means, wholly or in the majority, a residential subdivision that permits a reduction in lot area, setback, or other site development regulations, provided:

- a. (i) there is no increase in the overall density permitted for a conventional subdivision in a given zoning district; and (ii) the remaining land area is used for common space.
- b. the remaining land area is used for common space. 40.

63. “Construction Yards” means establishments, housing facilities, or businesses primarily engaged in construction activities, including incidental storage of materials and equipment on lots other than construction sites. Typical uses are building contractor’s yards.

64. “Consumer Services” means establishments which provide services primarily to individuals and households, excluding automotive use types. Typical uses include automated banking machines, appliance repair shops, watch or jewelry repair shops, or musical instrument repair shops.

65. “Convenience Storage” means storage services primarily for personal effects and household goods within enclosed storage areas having individual access but excluding the use of such areas as workshops, hobby shops, manufacturing, or commercial activity. Typical uses include mini-warehousing.

35.66. “Court” means an approved private right-of-way which provides access to residential properties and meets at least three of the following conditions:

- a. A. Serves 12 or fewer housing units or platted lots.
- b. B. Does not function as a local street because of its alignment, design, or location.

- c. C—Is completely internal to a development.
- d. D—Does not exceed 600 feet in length.

67. “Crop Production” means the raising and harvesting of tree crops, row crops, or field crops on an agricultural or commercial basis. This definition may include accessory retail sales under certain conditions.

68. “Cultural Services” means a library, museum, or similar registered nonprofit organizational use displaying, preserving, and exhibiting objects of community and cultural interest in one or more of the arts and sciences.

69. “Custom Manufacturing” means establishments primarily engaged in the on-site production of goods by hand manufacturing, within enclosed structures. This category also includes the incidental direct sale to consumers of only those goods produced on site. Typical uses include ceramic studios, custom jewelry manufacturing, and candle making shops. This involves:

- a. The use of hand tools, or
- b. The use of domestic mechanical equipment not exceeding 2 horsepower, or
- c. A single kiln not exceeding 8 KW or equivalent.

70. —41. “Courtyard” means an open, unoccupied space, bounded on two or more sides by a stone, concrete, or other improved boundary marking the walls or edge of a road or other paved area.

36.71. “Curb Line” means a line, whether curbing exists or not, which is the building edge of the pavement or shoulder.

72. “Day Care Services” means care for children in the absence of parents or adults requiring supervision for a portion of the day, but less than 24 hours.

- a. Day Care Services (Limited): This use type includes all classifications of day care facilities regulated by the State of Iowa that operate providing care for not more than six children. This term includes nursery schools, preschools, day care centers for children or adults, and similar uses but excludes public and private primary and secondary educational facilities.
- b. Day Care Services (General): This use type includes all classifications of day care facilities regulated by the State of Iowa that operate providing care for more than six children. This term includes nursery schools, preschools, day care centers for children or adults, and similar uses but excludes public and private primary and secondary educational facilities.

37.73. —42. “Deck” means an unroofed platform, unenclosed except by a railing, which is attached to the ground and/or another structure.

38.74. —43. “Density” means the amount of development per specific unit of a site.

75. —44. “Detention Facilities” means a publicly operated or contracted use providing housing and care for individuals legally confined, designed to isolate those individuals from the community.

39.76. “Drive-In Services” means uses which involve the sale of products or provision of services to occupants in vehicles.

40.77. —45. “Detached” means fully separated from any other building or jointed to another building in such a manner as not to constitute an enclosed or covered connection.

41.78. 46. “Driveway” means a permanent surface area providing vehicular access between a street and an off-street parking or loading area. A driveway surface area shall be asphaltic, Portland cement binder pavement, paver block, concrete block, or similar surface so as to provide a durable and dustless surface. Gravel or rock is not deemed to be a dustless surface.

79. 47. “Drive-Thru” means an establishment that provides or dispenses products or services, through an attendant or an automated machine, to persons remaining in their vehicle that are in designated drive-thru stacking lanes. A drive-thru facility may be in combination with other uses, such as financial institutions, restaurants, pharmacies, and service providers such as dry cleaners.

42.80. “Dwelling Unit” means one or more rooms, designed, occupied, or intended for occupancy as a separate living quarter, with cooking, sleeping, and sanitary facilities provided within the dwelling unit for the exclusive use of a single family maintaining a household.

43.81. 48. “Easement” means a privilege or right of use granted on, above, under, or across a particular tract of land for a specific purpose by one owner to another owner, public or private agency, or utility.

82. 49. “Emergency Conditions” means lighting that is only energized during an emergency power source; or the path of egress solely during a fire or other emergency situation; or, lighting for security purposes used solely during an alarm; or lighting fed from a backup lighting for illuminating.

83. “Emergency Residential Services” means a facility or use of a building to provide a protective sanctuary for victims of crime or abuse, including emergency housing during crisis intervention for victims of rape, abuse, or physical beatings. Such facilities are limited to no more than ten victims at any one time.

44.84. “Enclosed” means a roofed or covered space fully surrounded by walls.

85. “Extended Stay Hotel or Motel” see “Lodging.”

86. “Façade” means the exterior face of a building which is the architectural front, sometimes distinguished from the other faces by elaboration of architectural or ornamental details.

45.87. 50. “Family” means one or more persons occupying a single dwelling unit, related by blood, marriage, domestic partnership, adoption, or other custodial arrangement.

88. “Family Home” Means a facility as defined in Section 414.22 51. of the Code of Iowa, including, but not limited to, Elder Family Homes and Elder Group Homes.

a. “Elder Group Home” means a facility as defined in Section 231B of the Code of Iowa.

46.89. “Federal” means pertaining to the Government of the United States of America.

90. “Fence” means a structure made of wood, metal, masonry, or other material, typically used to screen, enclose, or divide open space for a setback or along a design site line.

91. “Financial Services” means the provision of financial and banking services to consumers or clients. Walk-in and drive-in services to consumers are provided on site. Typical uses include banks, savings and loan associations, savings banks, and loan companies. An ATM (automatic teller machine) which is not accompanied on-site by an office of its primary financial institution is considered a general retail service use type.

92. "Firework Sales" means establishments selling consumer first class fireworks and consumer second class fireworks. A firework Seller License issued by the State Fire Marshal is required. Firework establishments must comply with all standards of the National Fire Protection Act 1124 and Code of Iowa, Section 100.19—52.

47.93. "Floor Area Ratio" means the quotient of gross floor area divided by gross site area.

94. "Food Sales" means establishments or places of business primarily engaged in the retail sale of food or household products for home consumption. Typical uses include groceries, delicatessens, meat markets, retail bakeries, and candy shops.

- a. Food Sales (Convenience): Establishments occupying facilities of less than 10,000 square feet; and characterized by sales of specialty foods or a limited variety of general items, and by the sales of fuel for motor vehicles.
- b. Food Sales (Limited): Establishments occupying facilities of less than 10,000 square feet; and characterized by sales of specialty foods or a limited variety of general items, but excluding the accessory sale of fuel for motor vehicles. Typical uses include delicatessens, meat markets, retail bakeries, candy shops, and small grocery stores.
- c. Food Sales (General): Establishments selling a wide variety of food commodities, using facilities larger than 10,000 square feet. Typical uses include supermarkets.

95. 53. "Footcandle" means the unit of measure expressing the quantity of light received on a surface. One footcandle is the illuminance produced by a candle on a surface one foot square from a distance of one foot.

48.96. "Frontage" means the length of a property line of any one premises abutting and parallel to a public street, private way, or court.

97. "Fully Shielded Luminaire" means a luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.

98. "Funeral Services" means establishments engaged in undertaking services such as preparing the human dead for burial and arranging and managing funerals. Typical uses include funeral homes or mortuaries.

99. "Gaming Facilities" means establishments engaged in the lawful, on-site operation of games of chance that involve the risk of money for financial gain by patrons. Gaming facilities shall include the accessory sale of liquor and food, pursuant to licensing regulations of the City or the State.

100. "General Retail Services" means the sale or rental with incidental service of commonly used goods and merchandise for personal or household use but excludes those classified more specifically by these use type classifications. Typical uses include department stores, apparel stores, furniture stores, or establishments providing the following products or services: household cleaning and maintenance products; drugs, cards, stationery, notions, books, tobacco products, cosmetics, and specialty items; flowers, plants, hobby materials, toys, and handcrafted items; apparel jewelry, fabrics and like items; cameras, photographic services, household electronic equipment, records, sporting equipment, kitchen utensils, home furnishing and appliances, art supplies and framing, arts and antiques, paint and wallpaper, hardware, carpeting and floor covering; interior decorating

services; retail sales of pets; office supplies; mail order or catalog sales; bicycles; and automotive parts and accessories (excluding service and installation).

- a. General retail services (small scale) include facilities with no more than 10,000 square feet in a single establishment or 30,000 square feet within a multiple-tenant common development.
- b. General retail services (large scale) include facilities of 10,000 or more square feet in a single establishment or 30,000 square feet within a multiple-tenant common development.

101. “General Offices” means the use of a site for business, professional, or administrative offices. Typical uses include real estate, insurance, management, travel, or other business offices; organization and association offices; banks or financial offices; or professional offices. ~~54.~~ The use may contain more than one commercial business or a group of nonresidential buildings within a common development.

102. “General Industry” means enterprises engaged in the processing, manufacturing, compounding, assembly, packaging, storage, treatment, or fabrication of materials and products from prepared materials or from raw materials without noticeable noise, odor, vibration, or air pollution effects across property lines.

103. “Glare” means lighting entering the eye directly from luminaires or indirectly from reflective surfaces that causes visual discomfort or reduced visibility.

49-104. “Grade” means the horizontal elevation of the finished surface of ground, paving, or sidewalk adjacent to any building line.

- a. ~~A.~~ For buildings having walls facing one street only, the grade shall be the elevation of the sidewalk (or the boundary line between the property and the street right-of-way in the absence of sidewalks) perpendicular to the center of the wall facing the street.
- b. ~~B.~~ For buildings having walls facing more than one street, the grade shall be the average elevation of the grades of all walls facing each street.
- c. ~~C.~~ For buildings having no walls facing a street, the grade shall be the average level of the finished surface of the ground adjacent to the exterior walls of the building.

105. ~~55.~~ “Groundcover” means vegetation that helps in stabilizing the soil such as vines, turf, low growing shrubs, and perennials.

106. “Group Residential” means the use of a site for a residence by four or more unrelated persons or distinct individuals, not defined as a family, on a weekly or longer basis.

107. “Group Care Facility” means a government-licensed or approved facility which provides for resident care and short or long-term, continuous multi-day occupancy of more than 8 but no more than 30 unrelated persons, not including resident staff. Group Care Facilities include facilities which provide services in accordance with individual needs for the:

- a. Adaptation to living with, or rehabilitation from, the handicaps of physical disability.
- b. Adaptation to living with, or rehabilitation from, the handicaps of emotional or mental disorders or developmental disabilities.
- c. Rehabilitation from the effects of drug or alcohol abuse.

- d. Supervision while under a program alternative to imprisonment, including (but not limited to) pre-release, work-release, and probationary programs.
- e. Others who require direct adult supervision.

108. “Group Home” means a facility licensed by the State of Iowa in which at least three but no more than eight persons (not including resident managers or house parents), who are unrelated by blood, marriage, or adoption, reside while receiving therapy, training, living assistance, or counseling for the purpose of adaptation to living with or rehabilitation from a physical or mental disability as defined by the relevant provisions of the Code of Iowa or by the Fair Housing Amendments Act of 1988.

50.109. “Gross Floor Area” means the total enclosed area of all floors of a building, measured to the inside surfaces of the exterior walls. This definition excludes the areas of basements, elevator shafts, airspaces above atriums, and enclosed off-street parking and loading areas serving a principal use.

110. —56. “Guidance Services” means a use providing counseling, direction, recuperative, or similar services to persons requiring rehabilitation assistance as a result of mental illness, alcoholism, detention, drug addiction, or similar condition on a daytime care basis.

111. “Hardscape” means permanent hardscape improvements to the site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways, and non-vegetated landscaping that is 10 feet or less in width. Materials may include concrete, asphalt, stone, gravel, etc.

112. “Hardscape Area” means the area measured in square feet of all hardscape. It is used to calculate the Total Site Lumen Limit in both the Prescriptive Method and Performance Methods. Refer to Hardscape definition.

113. “Hardscape Perimeter” means the perimeter measured in linear feet that is used to calculate the Total Site Lumen Limit in the Performance Method. Refer to Hardscape definition.

114. “Heavy Industry” means enterprises involved in the basic processing and manufacturing of products, predominately from raw materials, with noticeable noise, odor, vibration, or air pollution effects across property lines; or a use or process engaged in the storage of or processes involving potentially or actually hazardous, explosive, flammable, radioactive, or other commonly recognized hazardous materials.

54.115. “Height” means the vertical distance from the established grade to the highest point of the coping of a flat roof, the deck line of a mansard roof, gable, hip, shed, or gambrel roofs. For other cases, height shall be measured as the vertical distance from the established grade to the highest point of a structure as herein defined. Where a building or structure is located on a slope, height shall be measured from the average grade level adjacent to the building or structure.

116. —57. “Health Care” means a facility providing medical, psychiatric, or surgical service for sick or injured persons exclusively on an outpatient basis including emergency treatment, diagnostic services, training, administration, and services to outpatients, employees, or visitors.

- a. Health Care (Small-Scale) includes facilities with no more than 10,000 square feet in a single establishment or 30,000 square feet within a multiple-tenant common development.

b. Health Care (Large-Scale) includes facilities of 10,000 or more square feet in a single establishment or 30,000 square feet within a multiple-tenant common development.

117. “Hotel” see “Lodging.”

52.118. “Home Based Business” or “Home Occupation” means an accessory occupational use conducted entirely within a dwelling unit by its inhabitants, which is clearly incidental to the residential use of the dwelling unit or residential structure and does not change the residential character of its site or have any external evidence of such use.

119. —58. “Horticulture” means the growing of horticultural and floricultural specialties, such as flowers, shrubs, or trees intended for ornamental or landscaping purposes. This definition may include accessory retail sales under certain conditions. Typical uses include wholesale plant nurseries and greenhouses.

53.120. “Housing Unit” or “Dwelling Unit” means a building or portion of a building arranged for and intended for occupancy as an independent living facility for one family, including permanent provisions for cooking.

121. —59. “IESNA” means Illuminating Engineering Society of North America.

54.122. “Impervious Coverage” means the total horizontal area of all buildings, roofed or covered spaces, paved surface areas, walkways and driveways, and any other site improvements that decrease the ability of the surface of the site to absorb water, expressed as a percent of site area. The surface water area of pools is excluded from this definition.

123. “Impervious Material” means sealed to severely restrict water entry and movement.

124. “Industry Standard Lighting Software” means lighting software that calculates point-by-point illuminance that includes reflected light using either ray-tracing or radiosity methods.

125. “In-Patient Services” means uses providing bed care and in-patient services for persons requiring regular medical attention but excluding a facility providing surgical or emergency medical services and excluding a facility providing care for alcoholism, drug addiction, mental illness, or communicable disease. Typical uses include nursing homes.

126. —60. “Lamp” means a generic term for a source of optical radiation (i.e. “light”), often called a “bulb” or “tube”. Examples include incandescent, fluorescent, high-intensity discharge (HID) lamps, and low pressure sodium (LPS) lamps, as well as light-emitting diode (LED) modules and arrays.

55.127. “Landscaped Area” means the area within the boundaries of a given lot, site, or common development consisting primarily of plant material, including but not limited to grass, trees, shrubs, vines, ground cover, and other organic plant materials; or grass paver masonry units installed such that the appearance of the area is primarily landscaped.

128. —61. “Landscape Lighting” means lighting of trees, shrubs, or other plant material as well as ponds and other landscape features.

129. “Laundry Services” means establishments primarily engaged in the provision of laundering, cleaning, or dyeing services other than those classified as personal services. Typical uses include bulk laundry and cleaning plants, diaper services, or linen supply services.

130. “LED” means Light Emitting Diode.

131. “Light Industry” means establishments engaged in the manufacture or processing of finished products from previously prepared materials, including processing, fabrication, assembly, treatment, and packaging of such products, and incidental storage, sales, and distribution. These establishments are characterized by having no major external environmental effects across property lines and include no unscreened or un-enclosed outdoor storage. Typical uses include commercial bakeries, dressed beef processing plants, soft drink bottling, apparel assembly from fabrics, electronics, manufacturing, print shops, and publishing houses.

132. “Lighting” means “electric,” “man-made,” or “artificial” lighting. See “Lighting Equipment.”

133. “Lighting Equipment” means equipment specifically intended to provide gas or electric illumination, including but not limited to, lamp(s), luminaire(s), ballast(s), poles, posts, lens(s), and related structures, electrical wiring, and other necessary or auxiliary components.

134. “Lighting Zone” means a lighting category establishing legal limits for lighting for particular parcels, areas, or districts in a community.

135. “Light Trespass” means light that falls beyond the property it is intended to illuminate.

136. “Liquor Sales” means establishments or places of business engaged in retail sale for off-premises consumption of alcoholic beverages. Typical uses include liquor stores, bottle shops, or any licensed sales of liquor, beer, or wine for off-site consumption.

137. “Lodging” means lodging services involving the provision of room and/or board, but not meeting the classification criteria of bed and breakfasts. Typical uses include the following definitions:

a. “Extended Stay Hotel or Motel” means any structure consisting of one or more buildings, with more than five specific dwelling units with provisions for living, eating, contain kitchen facilities for food preparation including, but not limited to, refrigerators, stoves and ovens, sanitation, separate bathroom and kitchen sink, and sleeping in each unit, that is specifically constructed, kept, used, maintained, advertised, and held out to the public to be a place where temporary residence is offered for pay to persons, for a minimum stay of more than thirty days and a maximum stay of ten months within the dwelling units at the structure, that is approved pursuant to a valid certificate of occupancy issued by the building official having jurisdiction as having all of the required dwelling unit features, and for which such valid certificate of occupancy indicates the specific rooms within the structure that can be used as dwelling units, and that is approved by the Fire Marshal for extended stay temporary residence purposes. Each room shall be a minimum of 275 square feet in area, exclusive of bathroom, closet, or balcony space. Weekly services for each dwelling unit of linen change, towel change, soap change, general cleanup, and a registration lobby staffed on a 12-hour daily basis and 24-hour daily registration and emergency phone number are provided by the management. Each extended stay dwelling unit and facilities are subject to the City’s rental inspection outlined in Chapter 156 of this Code of Ordinances (Rental Housing Code). For the purposes of parking requirements, extended stay hotels or motels will have to meet the Multi-Family Residential parking requirements.

b. “Hotel” means one or more buildings containing 20 or more guest rooms, with such rooms being designed or intended to be used, or which are used as temporary or overnight accommodations for guests in which daily services of linen change, central telephone switchboard, towel change, soap change, general cleanup, and a registration lobby staffed on a 24-hour daily basis are provided by the management. Each room shall be a minimum of 250 square feet in area, exclusive of bathroom, closet, or balcony space. No room may be used by the same person or persons for a period exceeding 30 days per year. Access to all rooms shall be provided through one or more common entrances. Accessory uses are encouraged and permitted accessory uses include restaurants, cocktail lounges, banquet halls, ballrooms, or meeting rooms.

c. “Motel” means a building or group of buildings containing dwelling units, intended to be used or which are used as temporary or overnight accommodations for guests, in which daily services of linen change, central telephone switchboard, towel change, soap change, general cleanup, and a registration lobby staffed on a 12-hour daily basis and 24-hour daily registration and emergency phone number are provided by the management. Each room shall be a minimum of 250 square feet in area, exclusive of bathroom, closet, or balcony space. No room may be used by the same person or persons for a period exceeding 30 days per year. Each living or sleeping unit shall have an individual entrance from outside the building. Living or sleeping units may be equipped with cooking facilities. Parking close to the entrance of each living or sleeping unit should be made available.

138. “Illumination” means lighting sources installed for the primary purpose of lighting a specific sign or group of signs.

~~56.1. “Perimeter Landscaped Area” means any required landscaped area that adjoins the exterior boundary of a lot, site, or common development.~~

~~57.139. 62. “Interior Landscaped Area” means any landscaped area within a site exclusive of required perimeter landscaping.~~

140. ~~63. “Landfill” means the use of a site as a depository for solid wastes, including:~~

a. Landfill (Non-Putrescible Solid Waste Disposal) is the use of a site as a depository for solid wastes that do not readily undergo chemical or biological breakdown under conditions normally associated with land disposal operations. Typical disposal material would include ashes, concrete, paving wastes, rock, brick, lumber, roofing materials, and ceramic tile.

b. Landfill (Putrescible and Non-Putrescible Solid Waste Disposal) is the use of a site as a depository for any solid waste except hazardous and toxic waste as defined by the Federal Environmental Protection Agency and/or the State of Iowa. Typical disposal material would include non-putrescible wastes and putrescible wastes such as vegetation, tree parts, agricultural wastes (garbage), and manure.

141. “Landscape Amenities” means living or non-living materials used to augment the beauty or usability of a landscaped area. Amenities may include (but are not limited to) additional vegetation, flower gardens, tables, sculptures, monuments, benches, gardens, banners, enhanced pavement, pedestrian plaza areas, fountains, and planters.

142. “Landscape Islands” means a raised unpaved area located within or protruding into a parking lot or the center, unpaved area of a cul-de-sac or traffic circle. The area of a landscape island is measured from the back of the curb to the back of curb.

143. “Landscape Pod” means a small individual unpaved area within a parking lot incorporated to provide locations for vegetation, thus increasing the aesthetic quality of the parking lot.

144. “Low Voltage Landscape Lighting” means landscape lighting powered at less than 15 volts and limited to luminaires having a rated initial luminaire lumen output of 525 lumens or less.

145.

58.146. “Loading Area” means an off-street area used for the loading or unloading of goods from a vehicle in connection with the use of the site on which such area is located.

59.147. ~~64.~~ “Lot” means a parcel of property with a separate and distinct number or other identifying designation which has been created, assigned, and recorded in the Office of the Polk County Recorder. Each individual lot is subject to the provisions of a particular Base Zoning District; and shall have a minimum frontage of 20 feet, except as provided in an approved Planned Unit Development and/or Conservation Subdivision.

- a. ~~A.~~ “Lot, Corner ~~lot~~” means a lot located at the junction of at least two streets, private ways or courts, or at least two segments of a curved street, private way or court, at which the angle of intersection is no greater than 135 degrees.
- b. ~~B.~~ “Lot, Double Frontage ~~lot~~” (also known as a “through lot”) means a lot, other than a corner lot, having frontage on two streets, private ways, or courts. Primary access shall be restricted on a double frontage lot to the minor of the two streets or to the front line as determined at the time of platting or as defined by this Zoning Code.
- c. ~~C.~~ “Lot, Interior ~~lot~~” means a lot other than a corner lot.
- d. ~~D.~~ “Lot, Common Development ~~lot~~” means a lot which is considered a single lot for the purposes of this Zoning Code, when two or more contiguous lots are developed as part of a Planned Unit Development.

60.148. ~~65.~~ “Lot Area” means the total horizontal area within the lot lines of a lot.

61.149. ~~66.~~ “Lot Depth” means the mean or average horizontal distance measured between the front and rear lot lines.

62.150. ~~67.~~ “Lot Line” means a property boundary line of record that divides one lot from another lot or a lot from the public or private street right-of-way or easement. Once established, lot lines may not be redefined due to a change of address which would result in a new definition of the prior defined lot lines.

- a. ~~A.~~ “Lot Line, Front ~~lot line~~” means the lot line separating a lot and a public or private street right-of-way or easement:
 - i. ~~(1) For~~In the case of an Interior Lot, the front lot line is the line separating the lot from the right-of-way or easement;
 - ii. ~~(2) For~~In the case of a Corner Lot, the front lot line is the shorter lot line abutting a public or private street or easement. In instances of equal line dimension, the front lot line shall be determined by the Building Official, or as may be noted on the final plat.

iii. ~~(3) For~~In the case of a Double Frontage lot, the ~~front~~ lot ~~lines~~line separating the lot from the right-of-way or easement of the more minor street. In cases where each street has the same classification, the front lot line shall be determined by the Building Official at the time of application for the original building permit for the lot, or as may be noted on the final plat.

b. ~~B.~~ “Lot Line” means the lot line which is opposite and most distant from the front line.

c. ~~C.~~ “Lot Line” ~~Side~~lot line means any lot line that is neither a front ~~nor~~ rear lot line. A side lot line separating a lot from a street, private way, or court is a street side lot line. A side lot line separating a lot from another lot or lots is an interior side lot line.

63.151. ~~68.~~ “Lot Width” means the horizontal distance measured between the side lot lines of a lot, at right angles to its depth along a straight line parallel to the ~~front~~ lot line at the minimum required setback line.

152. ~~69.~~ “Lumen” means the unit of measure used to quantify the amount of light produced by a lamp or emitted from a luminaire (as distinct from “watt,” a measure of power consumption).

153. “Luminaire” means the complete lighting unit (fixture), consisting of a lamp, or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.

154. “Luminaire Lumens” means luminaires with relative photometry per IES, it is calculated as the sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by the luminaire efficiency. If the efficiency is not known for a residential luminaire, assume 70%. For luminaires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.

155. “Lux” means the SI unit of illuminance. One lux is one lumen per square meter. 1 Lux is a unit of incident illuminance approximately equal to 1/10 footcandle.

156. “Main Entrance” means that entrance of the building which is most architecturally prominent and contains operable doors. If multiple entrances are equal, the entrance that faces the most used street.

157. “Maintenance Facilities” means a public facility supporting maintenance, repair, vehicular or equipment servicing, material storage, and similar activities including street or sewer yards, equipment service centers, and similar uses having characteristics of commercial services or contracting or industrial activities.

64.158. “Manufactured Home Dwelling” means a factory-built, single-family dwelling structure which is to be used as a place for human habitation, which is manufactured or constructed under the authority of 42 U.S. 3. Sec. 5403, Federal Manufactured Home Construction and Safety Standards, and which is not constructed or equipped with a permanent hitch or other device allowing it to be moved other than to a permanent site, and which does not have permanently attached to its body or frame any wheels or axles. A mobile home constructed to the National Manufactured Home Construction and Safety Standards promulgated by the US Department of Housing and Urban Development is not a

manufactured home unless it has been converted to real property and is taxed as a site-built dwelling as is provided in the Code of Iowa, Section 435.26. For the purpose of any of these regulations, a manufactured homes shall be considered the same as a single-family detached dwelling.

70. “Mixed use building” means a building or structure that incorporates two or more use types within a single building or structure, provided that each use type is permitted within the individual Base Zoning District in which the building or structure is to be located.

159. 71. “Manufactured Home Residential” means the use of a site for one or more manufactured home dwellings.

160. “Medical Offices” means the use of a site for facilities which provide diagnoses and outpatient care on a routine basis, but which do not provide prolonged, in-house medical or surgical care. Medical offices are operated by doctors, dentists, or similar practitioners licensed for practice in the State of Iowa.

161. “Mixed Use” means a single building containing two or more types of land uses; or a single development of more than one building and use, where the different types of land uses are in close proximity, planned as a unified complementary whole, and functionally integrated to the use of shared vehicular and pedestrian access and parking areas.

65.162. “Mixed Use Development” means a single development which incorporates complementary land use types into a single development.

66.163. 72. “Mobile Home” means a building type designed to be transportable in one or more sections, constructed on a permanent chassis or undercarriage, and designed to be used as a dwelling unit or other use with or without a permanent foundation when connected to the required utilities, but not bearing a seal attesting to the approval and issuance of the Iowa Department of Health or conformance to the Manufactured Home Procedural and Enforcement Regulations, as adopted by the US Department of Housing and Urban Development; or not otherwise satisfying the definition of “manufactured home dwelling.”

67.164. 73. “Mobile Home Park” means a unified development under single ownership, developed, subdivided, planned, and improved for the placement of mobile home units for non-transient use. Mobile home parks include common areas and facilities for management, recreation, laundry, utility services, storage, storm shelter, and other services; but do not include mobile home sales lots on which unoccupied mobile homes are parked for the purposes of display, inspection, sale, or storage.

165. 74. “Modular Housing Unit” means a factory-built structure that is manufactured in components. They must comply with Iowa State Building Code for modular factory-built structures.

166. “Motel” see “Lodging.”

167. “Mounting Height” means the height of the photometric center of a luminaire above grade level.

68.168. “Nonconforming Development” means a building, structure, or improvement which does not comply with the regulations for its zoning district set forth by this Zoning Code but which complied with applicable regulations at the time of construction. No action can be taken which would increase the nonconforming characteristics of the development.

69.169. ~~75.~~ “Nonconforming Lot” means a lot which was lawful prior to the adoption, revision, or amendment of this Zoning Code but that fails by reason of such adoption, revision, or amendment to conform to the present requirements of this Zoning Code. No action can be taken which would increase the nonconforming characteristics of the lot.

a. ~~76.~~ “Nonconforming sign” means a sign that was legally erected prior to the adoption, revision, or amendment of this Zoning Code but that fails by reason of such adoption, revision, or amendment to conform to the present requirements of this Zoning Code. No action can be taken which would increase the nonconforming characteristics of the sign.

70.170. ~~77.~~ “Nonconforming Structure” means a structure which was lawful prior to the adoption, revision, or amendment of this Zoning Code but that fails by reason of such adoption, revision, or amendment to conform to the present requirements of this Zoning Code. No action can be taken which would increase the nonconforming characteristics of the structure.

71.171. ~~78.~~ “Nonconforming Use” means a land use which was lawful prior to the adoption, revision, or amendment of this Zoning Code but that fails by reason of such adoption, revision, or amendment to conform to the present requirements of this Zoning Code. No action can be taken which would increase the nonconforming characteristics of the land use.

72.172. ~~79.~~ “Nuisance” means an unreasonable and continuous invasion of the use and enjoyment of a property right which a reasonable person would find annoying, unpleasant, obnoxious, or offensive.

173. ~~80.~~ “Open space“Object” means area included a permanent structure located on any site. Objects may include statues or lot that is open and unobstructed to artwork, garages or canopies, outbuildings, etc.

73.174. “Object Height” means the sky, except for allowed projectionshighest point of cornices, overhangs, porches, balconies, or plant materialsan entity, but shall not include antennas or similar structures.

175. “Open Space” means any area within a single site or lot that is not covered by a building, structure, parking lot, or driveway. Sidewalks and patios may be counted as open space. Open space is an area which serves the need for leisure, recreation, or pedestrian interaction. Spaces may include (but are not limited to) plaza areas, open lawn areas, trails, recreation facilities, gardens, and pedestrian walkways.

176. ~~81.~~ “Outdoor Lighting” means lighting equipment installed within the property line and outside the building envelopes, whether attached to poles, building structures, the earth, or any other location; and any associated lighting control equipment.

74.177. “Outdoor Storage” means the storage of materials, parts, or products that are related to the primary use of a site for a period exceeding three days.

75.178. ~~82.~~ “Overlay District” means a district established by this Zoning Code to prescribe special regulations to be applied to a site only in combination with a Base Zoning District.

76.179. ~~83.~~ “Owner” means an individual, firm, association, syndicate, partnership, or corporation having sufficient proprietary interest to seek the development of land.

180. ~~84.~~ “Parapet” means a low, solid, protective screening or decorative wall, often used around a balcony, or along the edge of a roof to screen roof equipment.

181. “Park and Recreation Services” means publicly owned and operated parks, playgrounds, recreation facilities, and open spaces.

77.182. “Parking Facility” means an area on a lot and/or within a building, including one or more parking spaces, along with provision for access circulation, maneuvering, and landscaping, meeting the requirements of this Zoning Code. Parking facilities include parking lots, private garages, and parking structures. Vehicle storage is distinct from parking, and is regulated by provisions in Sections 167.07(2)(F), 167.09(10) and Table 168-2. Vehicle storage is also governed by provisions of Chapter 174 – Off-Street Access & Parking Regulations.

78.183. 85. “Parking Space” means an area on a lot and/or within a building, intended for the use of temporary parking of a personal vehicle. This term is used interchangeably with “parking stall.” Each parking space must have a means of access to a public street. Tandem parking stalls in single-family detached, single-family attached, and townhouse residential uses shall be considered to have a means of access to a public street.

184. 86. “Parking Structure” means the use of a site for a multi-level building which provides for the parking of motor vehicles on a temporary basis, other than as an accessory to a principal use on the same site.

185. “Partly Shielded Luminaire” means a luminaire with opaque top and translucent or perforated sides, designed to emit most light downward.

79.186. “Paved” means permanently surfaced with poured concrete, concrete pavers or, masonry units, brick, or asphalt.

187. “Pawn Shop” means the location at which or premises upon which a pawnbroker regularly conducts business. Pawnbroker is defined in Chapter 124 of this Code of Ordinances.

188. “Pawnbroker” means a person or individual, group of individuals, partnership, association, corporation, or any other business unit or legal entity who for a fee:

- Accepts a check, draft, share draft, or other instrument for the payment of money dated subsequent to the date it was written.
- Accepts a check, draft, share draft, or other instrument for the payment of money dated on the date it was written and holds it for a period of time prior to deposit or presentment pursuant to an agreement with, or any representation made to, the maker of the check, draft, or other instrument whether express or implied.

189. “Pedestrian Hardscape” means stone, brick, concrete, asphalt, or other similar finished surfaces intended primarily for walking, such as sidewalks and pathways.

190. “Pet Services” means pet health services and grooming and boarding, when totally within a building, of dogs, cats, birds, fish, and similar small animals customarily used as household pets. Typical uses include pet stores, small animal clinics, dog bathing and clipping salons, and pet grooming shops, but exclude uses for livestock and large animals.

191. “Perimeter Landscaped Area” means any required landscaped area that adjoins the exterior boundary of a lot, site, or common development.

192. “Pedestrian Style or Scale” or “Human Scale” means the establishment of appropriate proportions for building mass and features in relation to pedestrians and the surrounding context.

80.193. 87. “Permitted Use” means a land use type allowed as a matter of right in a zoning district, subject only to special requirements of this Zoning Code.

194. 88. “Photoelectric Switch” means a control device employing a photocell or photodiode to detect daylight and automatically switch lights off when sufficient daylight is available.

81.195. “Planning Commission” means the Planning and Zoning Commission of the City, as authorized pursuant to Chapter 414 of the Code of Iowa.

82.196. 89. “Planned Unit Development” means a development of land which is under unified control and is planned and developed as a whole in a single development operation or programmed series of development stages. The development may include streets, circulation ways, utilities, buildings, open spaces, and other site features and improvements.

197. “Plaza” means a public square or an open space.

83.198. 90. “Porch, Unenclosed” means a roofed or unroofed open structure projecting from an exterior wall of a building and having no enclosed features more than 30 inches above its floor other than wire screening and a roof with supporting structure.

199. 91. “Postal Facilities” means postal services, including post offices, bulk mail processing, or sorting centers operated by the United States Postal Service.

84.200. “Premises” means a lot, parcel, tract, or plot of land, contiguous and under common ownership or control, together with the buildings and structure thereon.

201. 92. “Primary Educational Facilities” means a public, private, or parochial school offering instruction at the elementary school level in the branches of learning study required to be taught in schools within the State of Iowa.

85.202. “Private Garage” means a building for the storage of motor vehicles where no repair service facilities are maintained and where no motor vehicles are kept for rental or sale.

86.203. 93. “Property Line” —see “lot line.”

204. “Public Assembly” means facilities owned and operated by a public agency or a charitable nonprofit organization accommodating the public for recreation, sports, amusement, religious worship, religious education, or entertainment purposes. Typical uses include civic or community auditoriums, sports stadiums, convention facilities, fairgrounds, incidental sales, and exhibition facilities.

87.205. 94. “Recreational Vehicle” means a vehicle towed or self-propelled on its own chassis or attached to the chassis of another vehicle and designed or used for temporary dwelling, recreational, or sporting purposes. Recreational vehicles include (but are not limited to) travel trailers; campers; motor coach homes; converted buses and trucks, snowmobiles, boats, and boat trailers.

88.206. 95. “Regulation” means a specific requirement set forth by this Zoning Code which must be followed.

207. “Relative Photometry” means photometric measurements made of the lamp plus luminaire, adjusted to allow for light loss due to reflection or absorption within the luminaire. Reference standard: IES LM-63.

208. “Research Services” means establishments primarily engaged in research of an industrial or scientific nature. Typical uses include electronics research laboratories, space research and development firms, testing laboratories, or pharmaceutical research labs.

209. “Restaurant, Drive-In or Fast-Food” means an establishment whose principal business is cooking and preparation of food to sell for consumption within a motor vehicle parked on the premises or within the restaurant building, or any combination thereof, and whose principal method of operation includes the following characteristics as contrasted to a standard restaurant; designed to attract and depend upon a large volume of customers; limited, relatively low-cost menu items; quick-order service at a window or counter, from where the customer generally carries the food to another counter or table for consumption; and most food is served in or on paper, plastic or other disposable containers; and any other restaurant not defined as a standard restaurant.

210. “Restaurant, General” means an establishment whose principal business is cooking and preparation of food to sell for consumption within the restaurant building and whose principal method of operation is characterized by customers being seated by a restaurant employee and provided with an individual menu, and who are served by a restaurant employee at the same table or counter at which food and beverages are consumed; also including cafeteria line service offering a wide selection of main courses and other menu items, including restaurants with limited drive-thru service to customers in a motor vehicle. Delicatessens, establishments whose principal business is the sale of pizza or of ice cream, yogurt, coffee, or milk products are specifically included in the definition.

211. “Residential” means the use of a site for one or more dwelling units.

- a. “Residential, Single-Family Detached” means a single-family residential use in which one dwelling unit is located on a single lot, with no physical or structural connection to any other dwelling unit.
- b. “Residential, Townhomes” means a townhome residential use with six or more units, in which the dwelling units have a common wall with or abutting one or more adjacent dwelling units in a townhouse structure, with its own front and rear access to the outside, and neither above nor below any other dwelling unit.
- c. “Residential, Accessory Dwelling Unit” means a non-principal dwelling unit that is separate from the principal dwelling.
- d. “Residential, Duplex” means a residential use with two dwelling units contained within the same structure. Units do not have to contain a common wall and may be above or below each other.
- e. “Residential, Multi-Family” means a residential use with more than three units on a single lot in which all units do not contain at least one common wall with another unit. Units do not have to contain a common wall and may be above or below each other. Also known as Residential, Multiple-Family.
- f. “Residential, Downtown” means the use of upper levels above the street level of a building within the Town Center District of the City for single- or multiple-family residential uses.

212. “Retirement Residence” means a building or group of buildings which provide residential facilities for four or more residents of at least 50 years of age, or households headed by a householder of at least 50 years of age. A retirement residence may provide a range of residential building types and may also provide support services to residents, including

(but not limited to) food service, general health supervision, medication services, housekeeping services, personal services, recreation facilities, and transportation services. The retirement residence may accommodate food preparation in independent units or meal service in one or more common areas. Retirement residences with more than 50 living units may include additional health care supervision or nursing care, provided that the number of beds for such residences shall not exceed 25% of the total number of individual living units. Typical uses include continuing care retirement centers.

213. “Recycling Collection” means any site which is used in whole or part for the receiving or collection of any post-consumer, non-durable goods including (but not limited to) glass, plastic, paper, cardboard, aluminum, tin, or other recyclable commodities.

214. “Recycling Processing” means any site which is used for the processing of any post-consumer, non-durable goods including (but not limited to) glass, plastic, paper, cardboard, aluminum, tin, or other recyclable commodities.

215. “Resource Extraction” means a use involving on-site extraction of surface or subsurface mineral products or natural resources, excluding the grading and removal of dirt. Typical uses are quarries, borrow pits, sand and gravel operations, and mining.

96. “Remote parking” means a supply of off street parking at a location not on the site of a given development.

89.216. —97. “Right-of-Way” means an area dedicated for public use or contained in an easement or other conveyance or grant to the City, including (but not limited to) streets, alleys, boulevards, sidewalks, public greenways, and other public property between the lateral property lines in which a roadway lies.

217. —98. “Roof Line” means the top of the exterior wall on buildings without a pitched roof. On pitched roof buildings, it means the ridgeline of the roof.

218. “Safety Services” means facilities for the conduct of public safety and emergency services including police and fire protection services and emergency medical and ambulance services.

219. “Salvage Services” means places of business primarily engaged in the storage, sale, dismantling, or other processing of used or waste materials which are not intended for reuse in their original forms. Typical uses include automotive wrecking yards, junk yards, or paper salvage yards.

90.220. “Screening” means the method by which a view of one site from another adjacent site is shielded, concealed, or hidden. Screening techniques include fences, walls, hedges, berms, or other features as may be permitted by the landscape provisions of this Code.

91.1. —99. “Setback” means the distance, as required by the minimum setback, which establishes the horizontal component of the building envelope.

221. —100. “Sign” “Seasonal Lighting” means temporary lighting installed and operated in connection with holidays or traditions.

222. “Secondary Educational Facilities” means a public, private, or parochial school offering instruction at the junior high or high school level in the branches of learning and study required to be taught in the schools of the State of Iowa.

223. “Setback” means the distance, as required by the minimum setback, which establishes the horizontal component of the building envelope.

224. symbolic, visual “Shielded Directional Luminaire” means a luminaire that includes an adjustable mounting device fixed upon a building, vehicle, allowing aiming in any direction and contains a shield, louver, or baffle to reduce direct view of the lamp.

225. “Short Term Vacation Rental (STVR)” means a lodging service that provides overnight or short-term accommodations to guests and visitors. For the purpose of this definition, STVRs are always owned and operated by the resident owner of the structure, or parcel of land, which is intended to convey information about a product, business, activity, and accommodate each guest or visitor for no more than 14 consecutive days during any one-month period. For the purpose of this definition, the lodging service must be approved by a national accommodation service such as Airbnb, VRBO, or other similar service. To be used as an STVR, property owners shall reside at the residence a minimum of 180 calendar days per year.

226. “Shrub” means a small woody plant generally less than 12 feet in height that is either deciduous or evergreen.

92.227. “Sign” is any device, display, or structure that is visible from a public place, and that has words, letters, figures, designs, symbols, logos, illumination, or projected images. This definition does not include architectural elements incorporated into the structure or façade of a building. For the purposes of this sign code, “signs” do not include those only visible from the inside of a building or athletic field/stadium; nor do “signs” include those held by or attached to a person, institution, candidate, or political idea. Sign regulations are set forth in Chapter 175 of this Zoning Code.

- a. “Sign, Abandoned” means a sign, including sign face and supporting structure, which refers to a discontinued business, profession, commodity, service, or other activity or use formerly occupying the site; or which contains no sign copy on all sign faces for a continuous period of six months.
- b. “Sign, Attached” means a sign which is structurally connected to a building or depends upon that building for support.
- c. “Sign, Auxiliary Design Elements” means terms which describe secondary characteristics of a sign, including its method of illumination and other features within the bounds of its basic shape.
- d. “Sign, Awning” means a temporary or movable shelter supported entirely from the exterior wall of a building and composed of non-rigid materials, except for a supporting framework. An awning sign is a message printed on such a shelter.
- e. “Sign, Banner” means material with a printed message or graphic secured or mounted from a structure in such a way as to allow wind movement under which pedestrian or vehicle traffic passes, but does not include signs or materials under which peoples or traffic do not pass, such as that tied or secured within or to a window or porch opening, or tied or secured flush against a building.
- f. “Sign, Billboard” means a freestanding sign that is at least 14 feet by 30 feet.
- g. “Sign, Detached” means a sign which is self-supporting and structurally independent from any building.
- h. “Sign, Directional” means a sign which serves only to designate the location or direction of any area or place.
- i. “Sign, Double-Faced” means a sign consisting of no more than two parallel faces supported by a single structure.

- j. “Sign, Electronic Changeable Copy” means a sign or portion thereof with characters, letters, or illustrations that can be changed or rearranged manually without altering the face or surface of the sign.
- k. “Sign, Ground” means a detached on-premises sign built on a freestanding frame, mast, or pole with a clearance no greater than 3 feet.
- l. “Sign, Marquee” means a permanent roofed structure attached to and supported by a building and extending over the public right-of-way.
- m. “Sign, Maximum Permitted Area” means the maximum permitted combined area of all signs allowed on a specific property.
- n. “Sign, Monument” means an on-premises freestanding sign with the appearance of a solid base. The base shall be at least 75% of the sign.
- o. “Sign, Moving” means a sign which conveys its message through rotating, changing, or animated elements.
- p. “Sign, Nonconforming” means a sign that was legally erected prior to the adoption, revision, or amendment of this Zoning Code but that fails by reason of such adoption, revision, or amendment to conform to the present requirements of this Zoning Code. No action can be taken which would increase the nonconforming characteristics of the sign.
- q. “Sign, Pole” means an on-premises sign, including any flag, built on a freestanding frame, mast, or pole with a clearance greater than 3 feet, and where the support encompasses less than 75% of the width of the sign.
- r. “Sign, Portable” means any sign supported by frames or posts rigidly attached to bases not permanently attached to the ground or a building and capable of being moved from place to place.
- s. “Sign, Roof” means any sign or part of a sign erected upon, against, or directly above a roof or on top of or above the parapet or cornice of a building.
 - i. “Integral roof sign” means a roof sign positioned between an eave line and the peak or highest point on a roof, substantially parallel to the face of a building.
 - ii. “Above-peak roof sign” means a roof sign positioned above the peak of a roof or above a parapet or cornice.
- t. “Sign, Sidewalk” means a portable sign that is placed on the sidewalk close to an establishment. These are traditionally in the shape of an “A” or an inverted “T.”
- u. “Sign, Temporary” means a sign constructed of cloth, canvas, vinyl, paper, plywood, fabric, plastic, or other lightweight material that is neither permanently installed in the ground nor permanently affixed to a building or structure that is permanently installed in the ground, and which is intended to be displayed less 60 than days. The term “temporary sign” includes, but is not limited to, A-frame signs, lawn signs, banners, and inflatable signs. The term “temporary sign” does not include flags and signs that are intended to regularly move, such as a moving sign.
- v. “Sign, Wall” means a sign attached to and parallel with the side of a building, including works of graphic art painted or applied to building walls.

w. “Sign, Window” means a sign painted on or installed inside a window for the purpose of viewing from outside the premises. Window signs do not include messages, signs, or speech hung from or exercised in the interior of the home which are visible from the exterior of the home. Residents may elect for window signs to count towards residential signs or temporary signs.

228. 101. “Sign Area” means the area of the surface of the sign to be measured.

- a. “Signs on a background” require the entire area of the framework or background of the sign.
- b. “Sign with a base” require the background not including the base.
- c. “Individually mounted letters or features” requires a rectangle that would encompass each word or feature.
- d. “Signs with two faces” requires the larger of two faces to be measured.
- e. “3-D signs” requires 50% of a rectangular prism that encompasses the object.

93.229. “Site” means the parcel of land to be developed or built upon. A site may encompass a single lot or a group of lots developed as a common development under the special and overlay districts provisions of this Zoning Code.

94.230. 102. “Site Plan” means a plan, prepared to scale, showing accurately and with complete dimensioning, the boundaries of a site and the location of all buildings, structures, uses, and principal site development features proposed for a specific parcel of land, and which includes any other information that may reasonably be requested by the City in order that an informed decision can be made on the associated request.

231. 103. “Small Wind Energy System” means a wind energy conversion system consisting of a wind turbine, a tower, and associated control or conversion electronics, which has a rated capacity of not more than 100 kilowatts (kW), and which is intended to primarily reduce on-site consumption of utility-supplied electricity.

232. “Surplus Sales” means businesses engaged in the sale of used or new items, involving regular, periodic outdoor display of merchandise for sale. Typical uses include flea markets and factory outlets or discount businesses with outdoor displays.

95.233. “Story” means the portion of a building included between the surface of any floor and the surface of the next floor above it or, if there is no floor above it, the space between such floor and the next ceiling above it. A half story is a story under a sloped roof, the wall heights of which on at least two opposite exterior walls are less than four feet.

96.234. 104. “Street” means a right-of-way dedicated to public use, which affords a primary means of access to the abutting property. This definition is intended to be inclusive of the term as defined in Iowa statutes.

- a. —A. In regard to a site, the principal street shall be the street to which the majority of lots on a blockface are oriented;
- b. —B. The intersecting street shall be a street other than a principal street.

97.235. 105. “Street, Local” means a street which is used primarily for access to the abutting properties.

98.236. 106. “Street, Major” means a street carrying traffic between neighborhoods, connecting neighborhoods with major activity centers, or accommodating major through traffic. Major streets are designated as collectors, arterials, or expressways by the Comprehensive Plan.

237. 107. "Street Façade" means any separate external face of a building, including parapet walls and omitted wall lines, oriented to and facing a public street, private way, or court. Separate faces oriented in the same direction or within 45 degrees of one another are considered part of the same street façade.

238. "Streetscape" means a combination of vegetation, amenities such as bike racks, and special visual features along either side of vehicular travel lanes for the purpose of aesthetics or shade.

99.239. "Structure" means any object constructed or built, the use of which requires location on the ground or attachment to something located on the ground.

100. 108. "Townhouse" means a dwelling unit having a common wall with or abutting one or more adjacent dwelling units in a townhouse structure, with its own front and rear access to the outside, and neither above nor below any other dwelling unit.

101. 109. "Townhouse structure" means a building formed by at least two and not more than twelve contiguous townhouses with common or abutting walls.

100.240. 110. "Temporary Use" means the conduct of an activity or the performance of a function or operation on a site or in a building or facility that is not intended to be permanent.

- a. "Temporary Use (Short-term)" means a short-term use with a maximum duration of four consecutive days or less.
- b. "Temporary Use (Long-term)" means a long-term use in duration of more than four consecutive days but less than six months.

241. "Temporary Structure" means any shed, structure, building, trailer, tent, or enclosure of any kind used for storage, commercial, business, or residential purposes which any person or business intends to place on the same lot with or on any lot immediately adjacent to, any permanent structure used for business or commercial or residential purposes. This term includes "Temporary Portable Storage Container," which is defined as a large container designed and rented or leased for the temporary storage of commercial, industrial, or residential household goods and that does not contain a foundation or wheels for movement. All other words or phrases shall have the same meaning assigned to them in Chapter 166 of this Code of Ordinances.

242. "Time Switch" means an automatic lighting control device that switches lights according to the time of day.

243. "Tower Height" means the height above grade of the fixed portion of the tower, excluding the wind turbine itself.

244. "Total Extended Height" means the height above grade to a blade tip at its highest point.

245. "Trade Services" means establishments or places of business primarily engaged in the provision of services that are not retail or primarily dedicated to walk-in clientele. These services often involve services to construction or building trades and may involve a small amount of screened, outdoor storage in appropriate zoning districts. Typical uses include shops or operating bases for plumbers, electricians, or HVAC (heating, ventilating, and air conditioning) contractors.

246. "Translucent" means allowing light to pass through, diffusing it so that objects beyond cannot be seen clearly (not transparent or clear).

247. "Travel Way" means a pedestrian or automotive path.

248. 111. "Transportation Terminal" means a facility for loading, unloading, and interchange of passengers, baggage, and incidental freight or package express, including bus terminals, railroad stations, and public transit facilities.

249. "Truck Terminal" means a facility for the receipt, transfer, short term storage, and dispatching of goods transported by truck.

250. "Turf Grass" means a surface layer of earth containing mowed grass with its roots.

251. "Unshielded Luminaire" means a luminaire capable of emitting light in any direction including downwards.

252. "Uplight" means for an exterior luminaire, flux radiated in the hemisphere at or above the horizontal plane.

253. "Use" means the conduct of an activity or the performance of a function or operation on a site or in a building or facility.

401.254. "Utilities" means any above-ground structure or facilities other than lines, poles, and other incidental facilities or installations, either above or below ground, necessary for the production, generation, transmission, delivery, collection, treatment, or storage of water, solid or fluid wastes, storm water, energy media, gas, electronic or electromagnetic signals, or other services which are precedent to development and use of land.

255. 112. "Vehicle Use Area" means the area of a development subject to vehicle traffic, including access ways, loading and service areas, areas used for parking or storage of vehicles, boats, or portable construction equipment, and all land which vehicles cross over as a function of the primary use.

256. "Vertical Illuminance" means illuminance measured or calculated in a plane perpendicular to the site boundary or property line.

257. "Veterinary Services" means veterinary services and hospitals for animals. Typical uses include pet clinics, dog and cat hospitals, pet cemeteries, and veterinary hospitals for livestock and large animals.

258. "Vision Clearance Triangle" means a triangle with legs of 15 feet from the point at which the curbs or edges of two intersecting streets, private ways, or courts or an intersecting street, private way, or court and driveway, meet at grade.

259. "Warehousing" means uses including open-air storage, distribution, and handling of goods and materials, but not including storage of hazardous materials. Typical uses include monument yards or open storage.

402.260. "Yard, Required" means that portion of a lot which lies between a lot line and the corresponding building setback line or the required landscape area. This area shall be unoccupied and unobstructed from the ground upward except as may be specifically provided for or required by this Zoning Code.

a. A. "Front Yard" means the space extending the full width of a lot, lying between the front lot line and the front setback line. For a corner lot, the front yard shall normally be defined as that yard along a street which meets one of the following two criteria:

i. (1) The yard along the blockface to which a greater number of structures are oriented; or

ii. (2) The yard along a street that has the smaller horizontal dimension.

- b. B. “Rear Yard” means the space extending the full width of a lot, lying between the rear lot line and the rear setback line.
- c. C. “Interior Side Yard” means the space extending the depth of a lot from the front to rear lot lines, lying between the side yard setback line and the interior lot line.
- d. D. “Street Side Yard” means, on a corner lot, the space extending from the front yard to the rear yard, between the street side yard setback line and the street side lot line.

~~103.261.~~ 113. “Zoned Lot” means a parcel of land in single ownership that is large enough to meet the minimum zoning requirements of its zoning district and can provide such yards and other open spaces that are required by the site development regulations.

~~104.262.~~ 114. “Zoning District” means a designated specified land classification, within which all sites are subject to a unified group of use and site development regulations set forth in this Zoning Code.

(Ch. 166 – Ord. 17-12 – Dec. 17 Supp.)

CHAPTER 167
ZONING CODE USE TYPES

167.01 Purpose	167.07 Commercial Use Types
167.02 Determinations	167.08 Parking Use Types
167.03 Agricultural Use Types	167.09 Industrial Use Types
167.04 Residential Use Types	167.10 Transportation Use Types
167.05 Civic Use Types	167.11 Miscellaneous Type Uses
167.06 Office Use Types	

167.01 PURPOSE.

The purpose of this chapter is to establish a classification system for land uses and a consistent set of terms defining uses permitted or conditionally permitted within various zoning districts. This chapter also provides a procedure for determining the applicable use type of any activity not clearly within any defined use type.

167.02 DETERMINATIONS.

1. Classification of Uses. In the event of any question as to the appropriate use types of any existing or proposed use or activity, the Zoning Administrator of the City shall have the authority to determine the appropriate use type. A determination of the Zoning Administrator may be appealed to the Board of Adjustment. In making such determinations, the Zoning Administrator and Board of Adjustment shall consider such characteristics or specific requirements of the use in common with those included as examples of use types. Those examples, when included in use type descriptions, are intended to be illustrative, as opposed to exclusive lists.
2. Records. The Zoning Administrator shall make all such determinations of appropriate use types in writing. The record of the determination shall contain a report explaining the reasons for the determination.

167.03 AGRICULTURAL USE TYPES.

Agricultural use types include the on-site production and sale of plant and animal products by agricultural methods.

105.1. 1. **Horticulture.** the growing of horticultural and floricultural specialties, such as flowers, shrubs, or trees intended for ornamental or landscaping purposes. This definition may include accessory retail sales under certain conditions. Typical uses include wholesale plant nurseries and greenhouses.

106.1. 2. **Crop Production.** the raising and harvesting of tree crops, row crops, or field crops on an agricultural or commercial basis. This definition may include accessory retail sales under certain conditions.

3. **Animal Production.** The raising of animals or production of animal products, such as eggs or dairy products on an agricultural or commercial basis on a site which is also used

for crop production or where grazing of natural vegetation is the major feed source; or the raising of animals for recreational use. Typical uses include grazing, ranching, dairy farming, and poultry farming.

167.04 RESIDENTIAL USE TYPES.

- Residential use types include uses providing wholly or primarily non transient living accommodations. They exclude institutional living arrangements providing 24-hour skilled nursing or medical care, forced residence, or therapeutic settings.
- 1. Single Family Residential. The use of a site for one dwelling unit, occupied by one family. (NOTE: Mobile home units are not a single family use type. See following categories for such units).
 - A. "Detached single family residential" means a single family residential use in which one dwelling unit is located on a single lot, with no physical or structural connection to any other dwelling unit.
 - B. "Attached single family residential" means a single family residential use in which one dwelling unit is located on a single lot and is attached by a common vertical wall to only one other adjacent dwelling unit on another single lot.
- 2. Duplex Residential. The use of a legally described lot for two dwelling units, each occupied by one family within a single building, excluding mobile home units, but including modular housing units.
- 3. Two Family Residential. The use of a site for two dwelling units, each occupied by one family, each in a separate building, excluding a mobile home unit.
- 4. Townhouse Residential. The use of a site for three or more attached dwelling units, each occupied by one family and separated by vertical side walls extending from foundation through roof without openings. Each townhouse unit must have at least two exposed exterior walls.
- 5. Multiple Family Residential. The use of a site for three or more dwelling units within one building.
- 6. Downtown Residential. The use of upper levels above street level of a building within the Town Center District of the City for single- or multiple-family residential uses.
- 7. Group Residential. The use of a site for a residence by four or more unrelated persons, not defined as a family, on a weekly or longer basis.
- 8. Manufactured Home Residential. The use of a site for one or more manufactured home dwellings, as defined in Chapter 166.
- 9. Mobile Home Park. The use of a site under single ownership for one or more mobile home units. Generally, the land on which mobile homes are placed in a mobile home park is leased from the owner of the facility.

107.1. — 10. Retirement Residence. a building or group of buildings which provide residential facilities for four or more residents of at least 50 years of age, or households headed by a householder of at least 50 years of age. A retirement residence may provide a range of residential building types and may also provide support services to residents, including (but not limited to) food service, general health supervision, medication services, housekeeping services, personal services, recreation facilities, and transportation services. The retirement residence may accommodate food preparation in independent

units or meal service in one or more common areas. Retirement residences with more than 50 living units may include additional health care supervision or nursing care, provided that the number of beds for such residences shall not exceed 25% of the total number of individual living units. Typical uses include continuing care retirement centers.

167.05 CIVIC USE TYPES.

Civic use types include the performance of utility, educational, recreational, cultural, medical, protective, governmental, and other uses which are strongly vested with social importance.

108.1. 1. **Administration. Governmental offices** providing administrative, clerical, or public contact services that deal directly with the citizen, together with incidental storage and maintenance of necessary vehicles. Typical uses include Federal, State, County, and City offices.

2. **Cemetery.** Land used or intended to be used for the burial of the dead and dedicated for cemetery purposes, including columbaria, crematoria, mausoleums, and mortuaries when operated in conjunction with and within the boundary of such cemetery.

3. **Clubs.** Uses providing meeting, recreational, or social facilities for a private, nonprofit, or non-commercial association, primarily for use by members and guests.

4. **College and University Facilities.** An educational institution of higher learning which offers courses of study designed to culminate in the issuance of a degree certified by a generally recognized accrediting organization.

109.1. 5. **Convalescent Services.** uses providing bed care and in-patient services for persons requiring regular medical attention but excluding a facility providing surgical or emergency medical services and excluding a facility providing care for alcoholism, drug addiction, mental illness, or communicable disease. Typical uses include nursing homes.

6. **Cultural Services.** A library, museum, or similar registered nonprofit organizational use displaying, preserving and exhibiting objects of community and cultural interest in one or more of the arts and sciences.

a. 7. **Day Care Services (Limited).** This use type includes all classifications of day care facilities regulated by the State of Iowa that operate providing care for not more than six children. This term includes nursery schools, preschools, day care centers for children or adults, and similar uses but excludes public and private primary and secondary educational facilities.

b. 8. **Day Care Services (General).** This use type includes all classifications of day care facilities regulated by the State of Iowa that operate providing care for more than six children. This term includes nursery schools, preschools, day care centers for children or adults, and similar uses but excludes public and private primary and secondary educational facilities.

9. **Detention Facilities.** A publicly operated or contracted use providing housing and care for individuals legally confined, designed to isolate those individuals from the community.

10. **Emergency Residential Services.** A facility or use of a building to provide a protective sanctuary for victims of crime or abuse, including emergency housing during crisis

intervention for victims of rape, abuse, or physical beatings. Such facilities being limited to no more than three victims at any one time.

— 11. Family Home. A facility as defined in Section 414.22 of the Code of Iowa, and including, but not limited to, Elder Family Homes and Elder Group Homes.

— A. Elder Family Home: A facility as defined in Section 231A of the Code of Iowa.

— B. Elder Group Home: A facility as defined in Section 231B of the Code of Iowa.

— 10.1. — 12. Group Care Facility. a government licensed or approved facility which provides for resident care and short or long term, continuous multi day occupancy of more than 8 but no more than 30 unrelated persons, not including resident staff. Group Care Facilities include facilities which provide services in accordance with individual needs for the:

— a. A. Adaptation to living with, or rehabilitation from, the handicaps of physical disability.

— B. Adaptation to living with, or rehabilitation from, the handicaps of emotional or mental disorder or developmental disabilities.

— b. C. Rehabilitation from the effects of drug or alcohol abuse.

— c. D. Supervision while under a program alternative to imprisonment, including (but not limited to) pre release, work release, and probationary programs.

— d. E. Others who require direct adult supervision.

— 13. Group Home. A facility licensed by the State of Iowa in which at least three but no more than eight persons (not including resident managers or house parents), who are unrelated by blood, marriage, or adoption, reside while receiving therapy, training, living assistance, or counseling for the purpose of adaptation to living with or rehabilitation from a physical or mental disability as defined by the relevant provisions of the Code of Iowa or by the Fair Housing Amendments Act of 1988.

— 14. Guidance Services. A use providing counseling, guidance, recuperative, or similar services to persons requiring rehabilitation assistance as a result of mental illness, alcoholism, detention, drug addiction, or similar condition on a daytime care basis.

— 15. Health Care. A facility providing medical, psychiatric, or surgical service for sick or injured persons exclusively on an outpatient basis including emergency treatment, diagnostic services, training, administration, and services to outpatients, employees, or visitors.

— 16. Hospital. A facility providing medical, psychiatric, or surgical service for sick or injured persons primarily on an inpatient basis, including emergency treatment, diagnostic services, training, administration, and services to patients, employees, or visitors.

— 17. Maintenance Facilities. A public facility supporting maintenance, repair, vehicular or equipment servicing, material storage, and similar activities including street or sewer yards, equipment service centers, and similar uses having characteristics of commercial services or contracting or industrial activities.

— 18. Park and Recreation Services. Publicly owned and operated parks, playgrounds, recreation facilities, and open spaces.

— 19. Postal Facilities. Postal services, including post offices, bulk mail processing or sorting centers operated by the United States Postal Service.

- 20. **Primary Educational Facilities.** A public, private, or parochial school offering instruction at the elementary school level in the branches of learning and study required to be taught in schools within the State of Iowa.
- 111.1. — 21. **Public Assembly.** Facilities owned and operated by a public agency or a charitable nonprofit organization accommodating major public assembly for recreation, sports, amusement, or entertainment purposes. Typical uses include civic or community auditoriums, sports stadiums, convention facilities, fairgrounds, incidental sales, and exhibition facilities.
- 22. **Religious Assembly.** A use located in a permanent building and providing regular organized religious worship and religious education incidental thereto (excluding private primary or private secondary educational facilities, community recreational facilities, day-care facilities, and incidental parking facilities). A property tax exemption obtained pursuant to Property Tax Code of the State of Iowa shall constitute *prima facie* evidence of religious assembly use.
- 23. **Safety Services.** Facilities for conduct of public safety and emergency services including police and fire protection services and emergency medical and ambulance services.
- 24. **Secondary Educational Facilities.** A public, private, or parochial school offering instruction at the junior high or high school level in the branches of learning and study required to be taught in the schools of the State of Iowa.
- 25. **Utilities.** Any above-ground structures or facilities, other than lines, poles, and other incidental facilities, used for the production, generation, transmission, delivery, collection, or storage of water, sewage, electricity, delivery, collection, or storage of water, sewage, electricity, gas, oil, energy media, communications, electronic or electromagnetic signals, or other services which are precedent to development and/or use of land.

167.06 OFFICE USE TYPES.

Office use types include uses providing for administration, professional services, and allied activities. These uses often invite public clientele but are more limited in external effects than commercial uses.

- 1. **General Offices.** Use of a site for business, professional, or administrative offices. Typical uses include real estate, insurance, management, travel, or other business offices; organization and association offices; banks or financial offices; or professional offices.
- 2. **Financial Services.** provision of financial and banking services to consumers or clients. Walk in and drive in services to consumers are provided on site. Typical uses include banks, savings and loan associations, savings banks, and loan companies. An ATM (automatic teller machine) which is not accompanied on site by an office of its primary financial institution is considered a general retail services use type.
- 112.1. — 3. **Medical Offices.** use of a site for facilities which provide diagnoses and outpatient care on a routine basis, but which do not provide prolonged, in-house medical or surgical care. Medical offices are operated by doctors, dentists, or similar practitioners licensed for practice in the State of Iowa.
- 4. **Delayed Deposit Services Business.** A person or individual, group of individuals, partnership, association, corporation, or any other business unit

or legal entity who for a fee accepts a check, draft, share draft, or other instrument for the payment of money dated subsequent to the date it was written or Accepts a check, draft, share draft, or other instrument for the payment of money dated on the date it was written and holds it for a period of time prior to deposit or presentation pursuant to an agreement with, or any representation made to, the maker of the check, draft, or other instrument whether express or implied.

167.07 COMMERCIAL USE TYPES.

Commercial uses include the sale, rental, service, and distribution of goods; and the provision of services other than those classified under other use types.

113.1. 1. **Agricultural Sales and Service:** Establishments or places of business engaged in sale from the premises of feed, grain, fertilizers, farm equipment, pesticides, and similar goods or in the provision of agriculture related services with incidental storage on lots other than where the service is rendered. Typical uses include nurseries, hay, farm implement dealerships, feed and grain stores, and tree service firms.

114.1. 2. **Automotive and Equipment Services:** Establishments or places of business primarily engaged in sale and/or service of automobiles, trucks, or heavy equipment. The following are considered automotive and equipment use types:

- a. **A. Automotive Rental and Sales:** Sale or rental of automobiles, noncommercial trucks, motorcycles, motor homes, recreational vehicles or boats, including incidental storage, maintenance, and servicing. Typical uses include new and used car dealerships; motorcycle dealerships; and boat, trailer, and recreational vehicle dealerships.
- b. **B. Auto Services:** Provision of fuel, lubricants, parts and accessories, and incidental services to motor vehicles; and washing and cleaning and/or repair of automobiles, non commercial trucks, motorcycles, motor homes, recreational vehicles, or boats, including the sale, installation, and servicing of equipment and parts. Typical uses include service stations, car washes, muffler shops, auto repair garages, tire sales and installation, wheel and brake shops, and similar repair and service activities but exclude dismantling, salvage, or body and fender repair services.
- c. **C. Body Repair:** Repair, painting, or refinishing of the body, fender, or frame of automobiles, trucks, motorcycles, motor homes, recreational vehicles, boats, tractors, construction equipment, agricultural implements, and similar vehicles or equipment. Typical uses include body and fender shops, painting shops, and other similar repair or refinishing garages.
- d. **D. Equipment Rental and Sales:** Sale or rental of trucks, tractors, construction equipment, agricultural implements, mobile homes, and similar heavy equipment, including incidental storage, maintenance, and servicing. Typical uses include truck dealerships, construction equipment dealerships, and mobile home sales establishments.
- e. **E. Equipment Repair Services:** Repair of trucks, tractors, construction equipment, agricultural implements, and similar heavy equipment. Typical uses include truck repair garages, tractor and farm implement repair services, and

~~machine shops, but exclude dismantling, salvage, or body and fender repair services.~~

~~f.a. F. Vehicle Storage: Storage of operating or non operating vehicles for a period of no more than 21 days.~~ Typical uses include storage of private parking tow aways or impound yards but exclude dismantling or salvage. Long term storage of operating or non operating vehicles beyond 21 days constitutes an industrial use type.

~~115.1. 3. Bed and Breakfast. A lodging service that provides overnight or short term accommodations to guests or visitors, usually including provision of breakfast.~~ Bed and breakfasts are usually located in large residential structures that have been adapted for this use. For the purpose of this definition, bed and breakfasts are always owned and operated by the resident owner of the structure, include no more than ten units, and accommodate each guest or visitor for no more than seven consecutive days during any one month period.

~~116.1. 4. Business Support Services. Establishments or places of business primarily engaged in the sale, rental, or repair of equipment, supplies, and materials or the provision of services used by office, professional, and service establishments to the firms themselves but excluding automotive, construction, and farm equipment; or engaged in the provision of maintenance or custodial services to businesses.~~ Typical uses include office equipment and supply firms, small business machine repair shops or hotel equipment and supply firms, janitorial services, photography studios, and convenience printing and copying.

~~5. Business or Trade Schools. A use providing education or training in business, commerce, language, or other similar activity or occupational pursuit, and not otherwise defined as a home occupation, college or university, or public or private educational facility.~~

~~6. Campground. Facilities providing camping or parking areas and incidental services for travelers in recreational vehicles or tents, which accommodate each guest or visitor for no more than seven consecutive days during any one month period.~~

~~7. Cocktail Lounge. A use engaged in the preparation and retail sale of alcoholic beverages for consumption on the premises, including taverns, bars, cocktail lounges, and similar uses other than a restaurant as that term is defined in this section.~~

~~117.1. 8. Commercial Recreation. private businesses or other organizations, which may or may not be commercial by structure or by nature, which are primarily engaged in the provision or sponsorship of sports, entertainment, or recreation for participants or spectators.~~ Typical uses include driving ranges, theaters, private dance halls, or private skating facilities. Commercial recreation is divided into the following categories:

~~a. A. Commercial Recreation (Limited): Facilities which include a structure of 10,000 square feet or less and/or a site covering an area of no more than one half acre.~~

~~b. B. Commercial Recreation (General): Facilities which include a structure of more than 10,000 square feet and/or a site covering an area of more than one half acre.~~

~~118.1. 9. Communications Services. establishments primarily engaged in the provision of broadcasting and other information relay services accomplished through the use of electronic and telephonic mechanisms but not including those classified as~~

Utilities. Typical uses include television studios, telecommunication service centers, telegraph service offices, or film and sound recording facilities. Broadcast towers and their minor ancillary ground structures are classified as **miscellaneous use types**.

10. Construction Sales and Services. Establishments or places of business primarily engaged in wholesale or retail sales, from the premises, of materials used in the construction of buildings or other structures, other than retail sale of paint, fixtures, and hardware. This use type excludes those uses classified under automotive and equipment services. Typical uses include building materials sales or tool and equipment rental or sales.

119.1. 11. Consumer Services. Establishments which provide services primarily to individuals and households, but excluding automotive use types. Typical uses include automated banking machines, appliance repair shops, watch or jewelry repair shops, or musical instrument repair shops.

120.1. 12. Convenience Storage. Storage services primarily for personal effects and household goods within enclosed storage areas having individual access but excluding use of such areas as workshops, hobby shops, manufacturing, or commercial activity. Typical uses include mini warehousing.

13. Firework Sales. establishments selling consumer first class fireworks and consumer second class fireworks. A firework Seller License issued by the State Fire Marshal is required. Firework establishments must comply with all standards of the National Fire Protection Act 1124.

121.1. 14. Food Sales. establishments or places of business primarily engaged in the retail sale of food or household products for home consumption. Typical uses include groceries, delicatessens, meat markets, retail bakeries, and candy shops.

A. Convenience Food Sales: Establishments occupying facilities of less than 10,000 square feet; and characterized by sales of specialty foods or a limited variety of general items, and by the sales of fuel for motor vehicles.

B. Limited Food Sales: Establishments occupying facilities of less than 10,000 square feet; and characterized by sales of specialty foods or a limited variety of general items, but excluding the accessory sale of fuel for motor vehicles. Typical uses include delicatessens, meat markets, retail bakeries, candy shops, and small grocery stores.

b.e. C. General Food Sales: Establishments selling a wide variety of food commodities, using facilities larger than 10,000 square feet. Typical uses include supermarkets.

122.1. 15. Funeral Services. establishments engaged in undertaking services such as preparing the human dead for burial and arranging and managing funerals. Typical uses include funeral homes or mortuaries.

123.1. 16. Gaming Facilities. establishments engaged in the lawful, on site operation of games of chance that involve the risk of money for financial gain by patrons. Gaming facilities shall include the accessory sale of liquor and food, pursuant to licensing regulations of the City or the State.

124.1. 17. General Retail Services (Small and Large Scale). sale or rental with incidental service of commonly used goods and merchandise for personal or household use but

excludes those classified more specifically by these use type classifications. Typical uses include department stores, apparel stores, furniture stores, or establishments providing the following products or services: household cleaning and maintenance products; drugs, cards, stationery, notions, books, tobacco products, cosmetics, and specialty items; flowers, plants, hobby materials, toys, and handcrafted items; apparel, jewelry, fabrics and like items; cameras, photographic services, household electronic equipment, records, sporting equipment, kitchen utensils, home furnishing and appliances, art supplies and framing, arts and antiques, paint and wallpaper, hardware, carpeting and floor covering, interior decorating services; retail sales of pets; office supplies; mail order or catalog sales; bicycles; and automotive parts and accessories (excluding service and installation).

- a. **A.** General retail services (small scale) include facilities with no more than 10,000 square feet in a single establishment or 30,000 square feet within a multiple tenant common development.
- b. **B.** General retail services (large scale) include facilities of 10,000 or more square feet in a single establishment or 30,000 square feet within a multiple tenant common development.

18. Kennels. Boarding and care services for dogs, cats, and similar small mammals or large birds; or any premises on which three or more animals included under this definition over four months of age are kept and maintained. Typical uses include boarding kennels, ostrich raising facilities, pet motels, or dog training centers.

19. Laundry Services. Establishments primarily engaged in the provision of laundering, cleaning, or dyeing services other than those classified as personal services. Typical uses include bulk laundry and cleaning plants, diaper services, or linen supply services.

125.1. 20. Liquor Sales. Establishments or places of business engaged in retail sale for off-premises consumption of alcoholic beverages. Typical uses include liquor stores, bottle shops, or any licensed sales of liquor, beer, or wine for off site consumption.

126.1. 21. Lodging. Lodging services involving the provision of room and/or board, but not meeting the classification criteria of bed and breakfasts. Typical uses include the following definitions:

A. "Extended Stay Hotel or Motel" means any structure consisting of one or more buildings, with more than five specific dwelling units with provisions for living, eating, contain kitchen facilities for food preparation including, but not limited to, refrigerators, stoves and ovens, sanitation, separate bathroom and kitchen sink, and sleeping in each unit, that is specifically constructed, kept, used, maintained, advertised, and held out to the public to be a place where temporary residence is offered for pay to persons, for a minimum stay of more than thirty days and a maximum stay of ten months within the dwelling units at the structure, that is approved pursuant to a valid certificate of occupancy issued by the building official having jurisdiction as having all of the required dwelling unit features, and for which such valid certificate of occupancy indicates the specific rooms within the structure that can be used as dwelling units, and that is approved by the Fire Marshal for extended stay temporary residence purposes. Each room shall be a minimum of 275 square feet in area, exclusive of bathroom, closet, or balcony space. Weekly services for each dwelling unit of linen change, towel change, soap change, general cleanup, and a registration lobby staffed on a 12 hour daily basis and 24 hour daily registration and emergency phone number are provided by the management. Each extended stay dwelling unit and facilities are subject to the City's rental inspection outlined in [the Chapter](#)

~~156 of this Code of Ordinances (Rental Housing Code). For the purposes of parking requirements, extended stay hotel or motels will have to meet the Multi Family Residential parking requirements.~~

- ~~a. B. "Hotel" means one or more buildings containing 20 or more guest rooms, with such rooms being designed or intended to be used, or which are used as temporary or overnight accommodations for guests in which daily services of linen change, central telephone switchboard, towel change, soap change, general cleanup, and a registration lobby staffed on a 24 hour daily basis are provided by the management. Each room shall be a minimum of 250 square feet in area, exclusive of bathroom, closet, or balcony space. No room may be used by the same person or persons for a period exceeding 30 days per year. Access to all rooms shall be provided through one or more common entrances. Accessory uses are encouraged and permitted accessory uses include restaurants, cocktail lounges, banquet halls, ballrooms, or meeting rooms.~~
- ~~b. C. "Motel" means a building or group of buildings containing dwelling units, intended to be used or which are used as temporary or overnight accommodations for guests, in which daily services of linen change, central telephone switchboard, towel change, soap change, general cleanup, and a registration lobby staffed on a 12 hour daily basis and 24 hour daily registration and emergency phone number are provided by the management. Each room shall be a minimum of 250 square feet in area, exclusive of bathroom, closet, or balcony space. No room may be used by the same person or persons for a period exceeding 30 days per year. Each living or sleeping unit shall have an individual entrance from outside the building. Living or sleeping units may be equipped with cooking facilities. Parking close to the entrance of each living or sleeping unit should be made available.~~

~~127.1. 22. Pawn Shop. the location at which or premises upon which a pawnbroker regularly conducts business. Pawnbroker is defined in Chapter 124 of this Code of Ordinances.~~

~~23. Personal Improvement Services. Establishments primarily engaged in the provision of informational, instructional, personal improvements, and similar services of a non-professional nature. Typical uses include driving schools, health or physical fitness studios, reducing salons, dance studios, handicraft and hobby instruction.~~

~~24. Personal Services. Establishments or places of business primarily engaged in the provision of services of a personal nature. Typical uses include beauty and barber shops, seamstress, tailor, or shoe repair shops; photography studios; or dry cleaning stations serving individuals and households, driving schools, health or physical fitness studios, reducing salons, dance studios, handicraft and hobby instruction.~~

~~128.1. 25. Pet Services. pet health services and grooming and boarding, when totally within a building, of dogs, cats, birds, fish, and similar small animals customarily used as household pets. Typical uses include pet stores, small animal clinics, dog bathing and clipping salons, and pet grooming shops, but exclude uses for livestock and large animals.~~

~~129.1. 26. Research Services. establishments primarily engaged in research of an industrial or scientific nature. Typical uses include electronics research laboratories, space research and development firms, testing laboratories, or pharmaceutical research labs.~~

— 27. **Restaurant, Drive In or Fast Food.** An establishment whose principal business is cooking and preparation of food to sell for consumption within a motor vehicle parked on the premises or within the restaurant building or any combination thereof, and whose principal method of operation includes the following characteristics as contrasted to a standard restaurant; designed to attract and depend upon a large volume of customers; limited, relatively low-cost menu items; quick order service at a window or counter, from where the customer generally carries the food to another counter or table for consumption; and most food is served in or on paper, plastic or other disposable containers; and any other restaurant not defined as a standard restaurant.

— 28. **Restaurant, General.** An establishment whose principal business is cooking and preparation of food to sell for consumption within the restaurant building and whose principal method of operation is characterized by customers being seated by a restaurant employee and provided with an individual menu, and who are served by a restaurant employee at the same table or counter at which food and beverages are consumed; also including cafeteria line service offering a wide selection of main courses and other menu items, including restaurants with limited drive thru service to customers in a motor vehicle. Delicatessens, establishments whose principal business is the sale of pizza or of ice cream, yogurt, coffee or milk products are specifically included in the definition.

130.1. — 29. **Restricted Businesses.** Any business activity which offers the opportunity to view sexual activities or view or touch anatomical areas for entertainment purposes in a manner that offends contemporary standards in the community of Windsor Heights, depicts or describes sexual conduct in a patently offensive way, and lacks serious literary, artistic, political, or scientific value. This category includes the sale or viewing of visual or print materials that meet these criteria. Typical uses include retail services or stores which are distinguished by an emphasis on activities or materials that emphasize sexual content; businesses which offer live performances characterized by exposure of specified anatomical areas; and adult theaters.

— 30. **Short Term Vacation Rental (STVR).** A lodging service that provides overnight or short term accommodations to guests and visitors. For the purpose of this definition STVR's are always owned and operated by the resident owner of the structure and accommodate each guest or visitor for no more than 14 consecutive days during any one month period. For the purpose of this definition, the lodging service must be approved by a national accommodation service such as Airbnb, VRBO or other similar service. To be used as an STVR, property owner shall reside at the residence a minimum of 180 calendar days per year.

— 31. **Stables and/or Riding Academies.** The buildings, pens, and pasture areas used for the boarding and feeding of horses, llamas, or other equine not owned by the occupants of the premises. This use includes instruction in riding, jumping, and showing or the riding of horses/equine for hire.

— 32. **Surplus Sales.** Businesses engaged in the sale of used or new items, involving regular, periodic outdoor display of merchandise for sale. Typical uses include flea markets and factory outlets or discount businesses with outdoor display.

131.1. — 33. **Trade Services.** establishments or places of business primarily engaged in the provision of services that are not retail or primarily dedicated to walk in clientele. These services often involve services to construction or building trades and may involve a small

~~amount of screened, outdoor storage in appropriate zoning districts. Typical uses include shops or operating bases for plumbers, electricians, or HVAC (heating, ventilating, and air conditioning) contractors.~~

~~34. Vehicle Storage. Short-term storage of operating or non-operating vehicles for a period of no more than 21 days. Typical uses include storage of private parking tow aways or impound yards but exclude dismantling or salvage. Long term storage beyond 21 days constitutes an industrial use type.~~

~~132.1. 35. Veterinary Services. veterinary services and hospitals for animals. Typical uses include pet clinics, dog and cat hospitals, pet cemeteries, and veterinary hospitals for livestock and large animals.~~

167.08 PARKING USE TYPES.

- ~~1. Off Street Parking Lots and Facilities. Parking use types include surface parking of motor vehicles on a temporary basis within a privately or publicly owned off street parking facility.~~
- ~~2. Parking Structure. The use of a site for a multi-level building which provides for the parking of motor vehicles on a temporary basis, other than as an accessory to a principal use on the same site.~~

167.09 INDUSTRIAL USE TYPES.

~~Industrial use types include the on-site extraction or production of goods by non-agricultural methods and the storage and distribution of products.~~

~~133.1. 1. Construction Yards. Establishments housing facilities of businesses primarily engaged in construction activities, including incidental storage of materials and equipment on lots other than construction sites. Typical uses are building contractor's yards.~~

~~2. Custom Manufacturing. Establishments primarily engaged in the on-site production of goods by hand manufacturing, within enclosed structures, involving:~~

- ~~a. A. The use of hand tools, or~~
- ~~b. B. The use of domestic mechanical equipment not exceeding 2 horsepower, or~~
- ~~c. C. A single kiln not exceeding 8 KW or equivalent.~~

~~This category also includes the incidental direct sale to consumers of only those goods produced on site. Typical uses include ceramic studios, custom jewelry manufacturing, and candle making shops.~~

~~134.1. 3. Light Industry. Establishments engaged in the manufacture or processing of finished products from previously prepared materials, including processing, fabrication, assembly, treatment, and packaging of such products, and incidental storage, sales, and distribution. These establishments are characterized by having no major external environmental effects across property lines and include no unscreened or unenclosed outdoor storage. Typical uses include commercial bakeries, dressed beef processing plants, soft drink bottling, apparel assembly from fabrics, electronics, manufacturing, print shops, and publishing houses.~~

~~4. General Industry. Enterprises engaged in the processing, manufacturing, compounding, assembly, packaging, storage, treatment, or fabrication of materials and~~

products from prepared materials or from raw materials without noticeable noise, odor, vibration, or air pollution effects across property lines.

—5. Heavy Industry. Enterprises involved in the basic processing and manufacturing of products, predominately from raw materials, with noticeable noise, odor, vibration, or air pollution effects across property lines; or a use or process engaged in the storage of or processes involving potentially or actually hazardous, explosive, flammable, radioactive, or other commonly recognized hazardous materials.

—6. Recycling Collection. Any site which is used in whole or part for the receiving or collection of any post consumer, non-durable goods including (but not limited to) glass, plastic, paper, cardboard, aluminum, tin, or other recyclable commodities.

—7. Recycling Processing. Any site which is used for the processing of any post consumer, non-durable goods including (but not limited to) glass, plastic, paper, cardboard, aluminum, tin, or other recyclable commodities.

125.1. —8. Resource Extraction. a use involving on site extraction of surface or subsurface mineral products or natural resources, excluding the grading and removal of dirt. Typical uses are quarries, borrow pits, sand and gravel operations, and mining.

126.1. —9. Salvage Services. Places of business primarily engaged in the storage, sale, dismantling or other processing of used or waste materials which are not intended for reuse in their original forms. Typical uses include automotive wrecking yards, junk yards, or paper salvage yards.

—10. Vehicle Storage (Long Term). Long term storage of operating or non-operating vehicles for a period exceeding 21 days. Typical uses include storage of private parking tow aways or impound yards but exclude dismantling or salvage.

127.1. —11. Warehousing. uses including open air storage, distribution, and handling of goods and materials, but not including storage of hazardous materials. Typical uses include monument yards or open storage.

167.10 TRANSPORTATION USE TYPES.

—Transportation use types include the use of land for the purpose of providing facilities supporting the movement of passengers and freight from one point to another.

—1. Aviation Facilities. Landing fields, aircraft parking and service facilities, and related facilities for operation, service, fueling, repair, storage, charter, sales, and rental of aircraft, and including activities directly associated with the operation and maintenance of airport facilities and the provision of safety and security.

—2. Railroad Facility. Railroad yards, equipment servicing facilities, and terminal facilities.

—3. Transportation Terminal. Facility for loading, unloading, and interchange of passengers, baggage, and incidental freight or package express, including bus terminals, railroad stations, and public transit facilities.

—4. Truck Terminal. A facility for the receipt, transfer, short term storage, and dispatching of goods transported by truck.

167.11 MISCELLANEOUS TYPE USES.

—1. Alternative Energy Production Devices. The use of a site for the production of energy utilizing methods that do not involve the oxidation, combustion, or fission of primary

materials. Typical uses include solar collector fields, geothermal energy installations, or water powered mills or generating facilities.

—2. Broadcasting Tower. A structure for the transmission or broadcasting of radio, television, radar, or microwaves, ordinarily exceeding the maximum height permitted in its zoning district.

—3. Amateur Radio Tower. A structure for the transmission or broadcasting of electromagnetic signals by FCC licensed amateur radio operators.

—4. Construction Batch Plant. A temporary demountable facility used for the manufacturing of cement, concrete, asphalt, or other paving materials intended for specific construction projects.

—5. Wind Energy Conservation System (WECS). Any device which converts wind energy to a form of usable energy, including wind charges, windmills, or wind turbines.

—6. Landfill (Non-Putrescible Solid Waste Disposal). The use of a site as a depository for solid wastes that do not readily undergo chemical or biological breakdown under conditions normally associated with land disposal operations. Typical disposal material would include ashes, concrete, paving wastes, rock, brick, lumber, roofing materials, and ceramic tile.

—7. Landfill (Putrescible and Non-Putrescible Solid Waste Disposal). The use of a site as a depository for any solid waste except hazardous and toxic waste as defined by the Federal Environmental Protection Agency and/or the State of Iowa. Typical disposal material would include non-putrescible wastes and putrescible wastes such as vegetation, tree parts, agricultural wastes (garbage) and manure.

(Ch. 167 – Ord. 17-10 – Dec. 17 Supp.)

CHAPTER 168 **ZONING CODE – ZONING DISTRICT REGULATIONS**

168.01 Purpose	168. 07-06 Interpretation of District Boundaries
168.02 Establishment of Districts	168. 08-07 Vacation of Streets and Alleys
168.03 Application of Districts	Table 168-1 Purposes of Zoning Districts 168.08 Permitted Uses
168.04 Hierarchy	Table 168-2 Permitted Uses by Zoning District
168. 05-04 Development Regulations	Table 168-3 Summary of Site Development Regulations
168. 06-05 Zoning Map	

168.01 PURPOSE.

This chapter presents the Zoning District Regulations. Zoning Districts are established in this Zoning Code to promote compatible land use patterns and to establish site development regulations appropriate to the purposes and specific nature of each district.

168.02 ESTABLISHMENT OF DISTRICTS.

The following base districts and overlay districts are hereby established. Table 168-1 displays the purposes of these districts.

<u>BASE ZONING DISTRICT</u>	<u>DISTRICT NAME</u>
R-1	<u>Single Family</u> <u>Low Intensity</u> Residential District (<u>Low Density</u>)
R-2	<u>Single-</u> <u>Urban</u> Family Residential District (<u>Urban Density</u>)
R-3	<u>Urban Family Residential District</u>
<u>R-4</u>	Multiple-Family Residential District
MH	Mobile Home Residential District
<u>O</u>	<u>Office/Limited Commercial District</u>
CC	Community Commercial District
<u>GC</u>	<u>General Commercial District</u>
UC	<u>University Avenue Corridor Mixed Use District</u>
<u>TC</u>	<u>Town</u> <u>Urban</u> Center District
LI	Limited Industrial District

OVERLAY DISTRICT DISTRICT NAME

<u>MU</u>	<u>Mixed Use District</u>
PUD	Planned Unit Development Overlay District
F	Floodplain/Floodway Overlay District

168.03 APPLICATION OF DISTRICTS.

A base district designation shall apply to each lot or site within the City and its planning jurisdiction. Each site must be in one base district. The Planned Unit Development and Floodplain/Floodway Overlay Districts may be applied to any lot or site or any portion thereof, in addition to any base district designation. [The Mixed Use District may stand alone as a base district or act as an overlay district.](#)

168.04 HIERARCHY.

[References in this Zoning Code to less intensive or more intensive districts shall be deemed to refer to those agricultural, residential, commercial, and industrial Base Zoning Districts established in Section 168.02, and shall represent a progression from the R-1 Single-Family Residential District as the least intensive to the LI Limited Industrial District as the most intensive. The Overlay Districts shall not be included in this reference.](#)

168.05 DEVELOPMENT REGULATIONS.

For each Zoning District: Purposes are set forth in Table 168-1; uses permitted are set forth in Table 168-2; and site development regulations are presented in Table 168-3. Supplemental regulations may affect specific land uses or development regulations in each zoning district. The applicable supplemental regulations are noted in Table 168-2.

168.0605 ZONING MAP.

1. Adoption of Zoning Map. Boundaries of zoning districts established by this Zoning Code shall be shown on the Zoning Map maintained by the City Clerk. This map, together with all legends, references, symbols, boundaries, and other information, shall be adopted as a part of and concurrent with this Code. The Zoning Map shall be prominently displayed in the Council Chambers and/or an area accessible to the public at City Hall.

2. Changes to the Zoning Map. The Zoning Map may be changed [from time to time](#) by ordinance, following the procedure set forth by Chapter 177. Such changes shall be reflected on the Zoning Map. The [CityZoning](#) Administrator shall keep a complete record of all changes to the Zoning Map. †

Notes

7 [+See EDITOR'S NOTE at the end of this chapter for ordinances amending the zoning map.](#)

[+See EDITOR'S NOTE at the end of this chapter for ordinances amending the zoning map.](#)

168.07-06 INTERPRETATION OF DISTRICT BOUNDARIES.

The following rules shall apply in determining the boundaries of any zoning district shown on the Zoning Map.

1. Where district boundaries are indicated as approximately following lot lines, such lot lines shall be considered the district boundaries.
2. Where district boundaries are indicated as within street or alley, railroad, or other identifiable rights-of-way, the centerline of such rights-of-way shall be deemed the district boundary.
3. Where a district boundary divides a property, the location of the boundary shall be determined by the use of the scale appearing on the Zoning Map.
4. The City Council shall determine any other uncertainty regarding district boundaries not covered in this section.

168.0807 VACATION OF STREETS AND ALLEYS.

Whenever a public street or alley is vacated, the zoning district adjoining each side of such right-of-way shall be extended out to the former centerline.

168.08 PERMITTED USES

Table 168-1 – Purposes of Zoning Districts

Symbol	Title	Purpose
--------	-------	---------

Symbol

Title

Purpose

R-1

Single Family Residential (Low-Density)

This district is intended to provide for low-density residential neighborhoods, characterized by single-family dwellings on relatively large lots with supporting community facilities and urban services. Its regulations are intended to minimize traffic congestion and to assure that density is consistent with the carrying capacity of infrastructure.

R-2

Single Family Residential (Urban Density)

This district is intended to provide for medium-density residential neighborhoods, characterized by single-family dwellings on moderately sized lots with supporting community facilities and urban services. Its regulations apply to established parts of Windsor Heights and to new areas which are developed to higher residential densities. Regulations are intended to minimize traffic congestion and to assure that density is consistent with the carrying capacity of infrastructure.

R-3

Urban Family Residential

This district is intended to provide for medium-density residential neighborhoods, characterized by single-family dwellings on small to moderately sized lots and low-density, multiple-family development. It provides special regulations to encourage innovative forms of housing development. It adapts to both established and newer neighborhoods, as well as transitional areas between single-family and multi-family neighborhoods. Its

regulations are intended to minimize traffic congestion and to assure that density is consistent with the carrying capacity of infrastructure.

R-4

Multiple Family Residential This district is intended to provide locations primarily for residential multiple family housing, with supporting and appropriate community facilities. It also permits some nonresidential uses such as offices through a special permit procedure, to permit the development of mixed-use neighborhoods.

MH

Mobile Home Residential

This district recognizes that mobile home development, properly planned, can provide important opportunities for affordable housing. It provides opportunities for mobile home development within planned parks or subdivisions, along with the supporting services necessary to create quality residential neighborhoods.

O

Office/Limited Commercial

This district reserves appropriately located area for office and community-oriented commercial development and distinguishes these from other, more intensive commercial activities. The commercial and office uses permitted are compatible with nearby residential and civic areas. Development regulations are designed to ensure compatibility in size, scale, and landscaping with nearby residences.

CC

Community Commercial This district is intended for commercial facilities which serve the needs of markets ranging from several neighborhoods to the overall region. While allowed commercial and office uses are generally compatible with nearby residential areas, traffic and operating characteristics may have more negative effects on residential neighborhoods than those permitted in the O District. CC Districts are appropriate at major intersections, at the junction of several neighborhoods, or at substantial commercial sub-centers.

CC

General Commercial

This district accommodates a variety of commercial uses, including auto-oriented uses, some of which have significant traffic or visual effects. These districts may include commercial uses which are oriented to services, including automotive services, rather than retail activities. These uses may create land use conflicts with adjacent residential areas, requiring provision of adequate buffering. This district is most appropriately located along major arterial streets or in areas that can be adequately buffered from surrounding residences.

UC

University Avenue Corridor Mixed Use

This district recognizes the mixed-use character of the University Avenue Corridor, which contains a combination of residential, commercial, and office uses. This corridor will include special aesthetic and sign design standards which will help enhance its character as Windsor Heights' main street.

TG

Town Center District

This district is intended to provide appropriate development regulations to encourage the emergence of the 66th and University Avenue area as a town center for Windsor Heights. The regulations will recognize the mixed-use and civic character of the area, and will help to encourage the development of a pedestrian-oriented district at the intersection. [H](#)

Limited Industrial

This district is intended to reserve sites appropriate for the location of industrial uses with relatively limited environmental effects. The district is designed to provide appropriate space and regulations to encourage good quality industrial development, while assuring that facilities are served with adequate parking and loading facilities.

Special and Overlay Districts: These districts may be applied to a parcel in combination with a Base Zoning District. Overlay Districts are intended to help the City manage development in areas that exhibit special characteristics or features that warrant a greater differentiation of standards. Special and Overlay Districts include:

Mixed Use District

Planned Unit Development District [Floodplain/Floodway District](#)
Specific purposes and standards for each Overlay District are detailed in Chapter 169: Special and Overlay Districts.

Table 168-2 Permitted Uses by Zoning District

Use Types		R-1	R-4	M	O	CC	GC	U	T	H	Additional
	R-1	R-2 Low Intensity Density Residential									Regulations: This district is intended to provide for low to medium-density residential neighborhoods, characterized by single-family and two-family dwellings on moderately sized lots with supporting community facilities and urban services. Its regulations apply to established parts of Windsor Heights and to new areas

Deleted Cells

51

		<u>residential multiple-family housing, with supporting and appropriate community facilities. It also permits some nonresidential uses such as offices through a special permit procedure, to permit the development of mixed-use neighborhoods.</u>												
<u>Horticulture</u> <u>M</u> <u>H</u>	<u>Mobile Home Residential</u>	<u>This district recognizes that mobile home development, properly planned, can provide important opportunities for affordable housing. It provides opportunities for mobile home development within planned parks or subdivisions, along with the supporting services necessary to create quality residential neighborhoods.</u>					<u>C</u>	<u>C</u>						

<u>Crop Production</u> <u>CC</u>	<u>Community Commercial</u>	<p>This district is intended for commercial facilities which serve the needs of markets ranging from several neighborhoods to the overall region. CC Districts are appropriate at major intersections, at the junction of several neighborhoods, or at substantial commercial sub-centers.</p>										
<u>Animal Production</u> <u>UC</u>	<u>Urban Center</u>	<p>This district recognizes the mixed-use character primarily along the University Avenue corridor, which is the principal route through central Windsor Heights. This district contains a combination of residential, commercial, and office uses and is known for its walkability and main street feel.</p>										
<u>LI</u>	<u>Limited Industrial</u>	<p>This district is intended to reserve sites</p>										

		<u>appropriate for the location of industrial uses with relatively limited environmental effects. The district is designed to provide appropriate space and regulations to encourage good quality industrial development while assuring that facilities are served with adequate parking and loading facilities.</u>												
<u>Residential Uses: Special and Overlay Districts: These districts may be applied to a parcel in combination with a Base Zoning District. Overlay Districts are intended to help the City manage development in areas that exhibit special characteristics or features that warrant a greater differentiation of standards. Special and Overlay Districts include:</u>	<u>P</u>	<u>P</u>							<u>P</u>	<u>E</u>				
<u>Single-Family Detached Planned Unit Development District</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>E</u>			<u>P</u>	<u>E</u>				
<u>Single-Family Attached Floodplain/Floodway District</u>	<u>E</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>E</u>			<u>P</u>	<u>E</u>	<u>See 171.03</u>			
Specific purposes and standards for each Overlay District are detailed in Chapter		<u>E</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>E</u>			<u>P</u>					

Deleted Cells

Deleted Cells

169: Special and Overlay Districts.	Duplex													
Two-Family	C C P P		P											
Townhouse	P P	C C	P	Sec.	171.									
				03										
Multiple-Family	P	C C	P P											
DownTown		P		Sec.	171.									
Residential				03										
Group Residential	C P	C												
Manufacturing	P P P P P	C		Sec.	171.									
Housing				03										
Residential														
Mobile Home Park	C			Sec.	171.									
Retirement Residential	C C C P C	C	C P											
Civic Uses:														
Administration	C C C C C	P P P P P P												
Community	C C C C													
Clubs	C C C C C	C P P P P	Sec.	171.										

	2014-15				2015-16
College /University	C	C	C	C	C P P C C
Construction					P P P
Sales/Service					
Convenant escent Service	C	C	C	C	P P C
Cultural Service	C	C	C	P P	P P P P P P P
Day Care (Limited)	P	P	P	P P	P P P P P C
Day Care (General)	C	C	C	P C	P P P P P C
Detention					C C
Facilities					
Elder Family Home	C	C	C	P C	P P
Elder Group Home	C	C	C	P C	P P
Emergency Residential	C	C	C	C C	P P C P P C
Family Home	C	C	C	P C	C C

Group Care Facility	C C P C P P P P C	See. 171. 04(4)
Group Home	C C C P P P P C P P	See. 171. 04(4)
Guidan ee Service s	C P P P P P P	
Health Care	C C P P P P P P	
Hospit als	C P C C C C C	
Mainte nance Facility	P P	
Parks/ Recreat ion	P P P P P P P P P	
Postal Faciliti es	P P P P P P	
Primar y Education	C C C P P P P C P P	
Public Assem bly	P C P P P	
Religio us Assem bly	C C C P P P P P P	
Safety Service s	C C C P P P P P P P	
Second ary	C C C C C C C C	

Educational
Utilities C C C C C C P P P P P P
s

Office
Uses:
General Offices C P P P P P
Financial Services C P P P P P
Medical Offices C P P P P P

Commercial
Uses:
Agricultural Sales/Service C P P
Auto Rental/Sales C P Sec. 171.
05(3)
Auto Services C C P C C P Sec. 171.
05(1,2)
Body Repair C C P Sec. 171.
05(1)
Equipment Rental/Sales P P Sec. 171.
05(3)

Equipment	P	P	Sec.
Repair			171.
			05{
			4}
Bed and Breakfast	€ € € €	P P P P P	Sec.
			171.
			05{
			4}
STVR	P P P P P	P P P P P P	
Business		P P P P P P	
Support			
Business/Trade		€ P P P P P	
School			
Campground		€	Sec.
			171.
			05{
			5}
Cocktail Lounge	P P € € €		
Commercial Recreation (Limited)	€ P P P P P		
Commercial Recreation (General)	€ P € P		
Communication Service	P P P P P P		
Construction	P	P	

Sales/S ervice	C P P P P P
Consu mer Service	C C P Sec. 171. 05¢ 7)
Conve nience Storag e	C C P Sec. 171. 05¢ 7)
Delaye d Deposi t Service s	C C P Sec. 171. 05¢ 7)
Busine ss	
Firewo rk Sales	P P
Food Sales (Conve nience)	C C P C C
Food Sales (Limite d)	C P P P P
Com mer cial Uses (cont.)	
Food Sales (Gener al)	P P C C
Funera l Service	C C P P P P
Gamin g Facility	C P C C

General Retail (Small-Scale)	C P P P P
General Retail (Large-Scale)	P P C P
Kennel S	C P
Laundr y Service s	P C P
Liquor Sales	P P C C C
Lodgin g	C P P C C
Person al Improvement	C P P P P P P
Person al Service s	C P P P P P P
Pet Service s	P P P P P P
Resear ch Service s	C P P P P P
Restau rants (Drive- in)	P P C C See. 171. 05(8)
Restau rants (Gener al)	P P P P C C See. 171. 05(8)

Restricted Businesses	See 177.05(e)(9)
Stables	P P
Surplus Sales	P P C C P
Trade Services	C P
Vehicle Storage	C P P P P P
Veterinary Services	C C P C P P
Parking Uses:	C C C P P P
Off-Street Parking	C P C C P
Parking Structure	C
Industrial Uses:	
Custom Manufacturing	
Light Industry	
General	

Industry
y
Heavy
Industry
y
Resource
ee
Extract
ion
Salvag
e
Service
s
Vehicle
Storage
(Long-
Term)
Wareh
ousing
Constr
uction
Yards
Recycli
ng
Collecti
on
Recycli
ng
Proces
sing
Transp
ortatio
n Uses:
Aviatio
n
Railroa
d
Faciliti
es

Truck
Termin
at

Transp
ortatio
n

Termin
al

Miscellaneous Uses:

Broadcasting Tower

Amate p p p p p p p p p p p p Sec.
ur 172.
Radio 03(2
Tower 2)

Construction
Batch

Plant

~~WECS~~ € € € € €

Landfill
(Non-
Putres-
cible)

~~eble)~~
~~Landfil~~

1
~~(Putres-~~
~~cible)~~

Alternative
For example:

Energy Production Devices

Note: Provisions of Sections 171.07 through 171.10 apply to all uses.

Table 168-2 – Permitted Uses by Zoning District

<u>Use Types</u>	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>MH</u>	<u>CC</u>	<u>UC</u>	<u>LI</u>
<u>Administration</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Adult Entertainment</u>							<u>C</u>
<u>Agricultural Sales/Service</u>					<u>C</u>		<u>P</u>
<u>Alternative Energy Production Devices</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>		<u>P</u>
<u>Amateur Radio Tower</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Animal Production</u>							<u>C</u>
<u>Auto Rental/Sales</u>					<u>P</u>		<u>P</u>
<u>Auto Services</u>					<u>P</u>	<u>C</u>	<u>P</u>
<u>Bars</u>					<u>P</u>	<u>P</u>	<u>P</u>
<u>Bed and Breakfast</u>	<u>C</u>	<u>C</u>	<u>C</u>		<u>P</u>	<u>P</u>	
<u>Body Repair</u>					<u>C</u>		<u>P</u>
<u>Broadcasting Tower</u>					<u>C</u>		<u>C</u>
<u>Business Support</u>					<u>P</u>	<u>P</u>	<u>P</u>
<u>Business/Trade School</u>					<u>P</u>	<u>P</u>	<u>P</u>
<u>Cemetery</u>	<u>C</u>	<u>C</u>	<u>C</u>				
<u>Civic Organizations</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>P</u>	<u>P</u>	
<u>College/University</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>P</u>	<u>C</u>	
<u>Commercial Breeders</u>							<u>P</u>
<u>Commercial Recreation (General)</u>					<u>C</u>	<u>C</u>	<u>P</u>
<u>Commercial Recreation (Limited)</u>					<u>P</u>	<u>P</u>	<u>P</u>
<u>Communications Services</u>					<u>P</u>	<u>P</u>	<u>P</u>
<u>Construction Batch Plant</u>							<u>P</u>
<u>Construction Sales/Service</u>					<u>P</u>		<u>P</u>
<u>Construction Yards</u>							<u>C</u>
<u>Consumer Services</u>					<u>P</u>	<u>P</u>	<u>P</u>
<u>In-Patient Services</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>P</u>	<u>C</u>	
<u>Convenience Storage</u>					<u>C</u>		<u>P</u>
<u>Crop Production</u>							
<u>Cultural Services</u>	<u>C</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>

<u>Use Types</u>	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>MH</u>	<u>CC</u>	<u>UC</u>	<u>LI</u>
<u>Custom Manufacturing</u>					<u>C</u>	<u>C</u>	<u>P</u>
<u>Day Care (General)</u>	<u>C</u>	<u>C</u>	<u>P</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>C</u>
<u>Day Care (Limited)</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>C</u>
<u>Pawn Shop</u>							<u>C</u>
<u>Detention Facilities</u>							<u>C</u>
<u>Emergency Residential</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>C</u>
<u>Equipment Rental/Sales</u>							<u>P</u>
<u>Equipment Repair</u>							<u>P</u>
<u>Family Home</u>	<u>C</u>	<u>C</u>	<u>P</u>	<u>C</u>		<u>P</u>	
<u>Financial Services</u>				<u>C</u>		<u>P</u>	<u>P</u>
<u>Firework Sales</u>							<u>P</u>
<u>Food Sales (Convenience)</u>					<u>P</u>	<u>C</u>	
<u>Food Sales (General)</u>					<u>P</u>	<u>C</u>	
<u>Food Sales (Limited)</u>					<u>P</u>	<u>P</u>	
<u>Funeral Services</u>		<u>C</u>	<u>C</u>		<u>P</u>	<u>P</u>	
<u>Gaming Facility</u>					<u>C</u>	<u>C</u>	
<u>General Industry</u>							<u>C</u>
<u>General Offices</u>			<u>C</u>		<u>P</u>	<u>P</u>	<u>P</u>
<u>General Retail (Large-Scale)</u>					<u>P</u>	<u>C</u>	
<u>General Retail (Small-Scale)</u>					<u>P</u>	<u>P</u>	
<u>Group Care Facility</u>	<u>C</u>	<u>C</u>	<u>P</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>C</u>
<u>Group Home</u>	<u>C</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	
<u>Guidance Services</u>			<u>C</u>		<u>P</u>	<u>P</u>	<u>P</u>
<u>Health Care (Large-Scale)</u>			<u>C</u>		<u>C</u>	<u>C</u>	<u>C</u>
<u>Health Care (Small-Scale)</u>	<u>C</u>	<u>C</u>			<u>P</u>	<u>P</u>	<u>P</u>
<u>Heavy Industry</u>							<u>C</u>
<u>Horticulture</u>					<u>C</u>		
<u>Landfill (Putrescible)</u>							<u>C</u>
<u>Landfill (Non-Putrescible)</u>							<u>C</u>
<u>Laundry Services</u>					<u>P</u>	<u>C</u>	<u>P</u>
<u>Liquor Sales</u>					<u>P</u>	<u>P</u>	
<u>Light Industry</u>							<u>P</u>

<u>Use Types</u>	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>MH</u>	<u>CC</u>	<u>UC</u>	<u>LI</u>
<u>Lodging</u>					<u>P</u>	<u>P</u>	
<u>Maintenance Facility</u>							<u>P</u>
<u>Manufactured Housing</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>			
<u>Residential</u>							
<u>Medical Offices</u>			<u>C</u>		<u>P</u>	<u>P</u>	<u>P</u>
<u>Mobile Home Park</u>				<u>C</u>			
<u>Off-Street Parking</u>					<u>C</u>	<u>C</u>	<u>P</u>
<u>Parking Structure</u>					<u>C</u>	<u>P</u>	<u>P</u>
<u>Parks/Recreation</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Pet Services</u>					<u>P</u>	<u>C</u>	<u>P</u>
<u>Postal Facilities</u>					<u>P</u>	<u>P</u>	<u>P</u>
<u>Primary Education</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	
<u>Public Assembly</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	
<u>Railroad Facilities</u>							<u>P</u>
<u>Recycling Collection</u>					<u>C</u>		<u>P</u>
<u>Recycling Processing</u>							<u>C</u>
<u>Repair Services</u>							<u>P</u>
<u>Research Services</u>					<u>P</u>	<u>P</u>	<u>P</u>
<u>Residential, Accessory Dwelling Unit</u>	<u>C</u>	<u>P</u>	<u>P</u>				
<u>Residential, Downtown</u>						<u>P</u>	
<u>Residential, Duplex</u>	<u>C</u>	<u>P</u>	<u>P</u>			<u>P</u>	
<u>Residential, Multi-Family</u>		<u>C</u>	<u>P</u>		<u>C</u>	<u>P</u>	
<u>Residential, Single-Family Detached</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>		<u>P</u>	
<u>Residential, Townhouse</u>		<u>C</u>	<u>P</u>		<u>C</u>	<u>P</u>	
<u>Resource Extraction</u>							<u>C</u>
<u>Restaurants (Drive-In)</u>					<u>P</u>	<u>C</u>	<u>P</u>
<u>Restaurants (General)</u>					<u>P</u>	<u>P</u>	<u>C</u>
<u>Retirement Residential</u>	<u>C</u>	<u>C</u>	<u>P</u>	<u>C</u>		<u>C</u>	
<u>Safety Services</u>	<u>C</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Salvage Services</u>							<u>C</u>
<u>Secondary Education</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>C</u>	<u>P</u>	<u>P</u>	
<u>Surplus Sales</u>					<u>C</u>	<u>C</u>	<u>P</u>
<u>STVR (Short Term Vacation Rental)</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	

<u>Use Types</u>	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>MH</u>	<u>CC</u>	<u>UC</u>	<u>LI</u>
<u>Trade Services</u>					P	C	P
<u>Transportation Terminal</u>					P	C	P
<u>Truck Terminal</u>							C
<u>Utilities</u>	C	C	C	C	P	P	P
<u>Vehicle Storage (Short-term)</u>							P
<u>Vehicle Storage (Long-term)</u>							C
<u>Veterinary Services</u>					P	P	P
<u>Warehousing</u>							C

Note:

P = Uses Permitted by Right

C = Uses Permitted by Conditional Use permit approval according to Sec. 177.03.

Blank = Use Not Permitted

Table 168-3 – Summary of Site Development Regulations

Regulator

R-1

R-2

R-3

R-4*

MH

Minimum Lot Area (square feet)

9,600

7,200

{Note 3}

{Note 5}

See

Section 171.03(6)

Minimum Lot Width (feet)

80

50

60 {Note 4}

{Notes 4,6}

Site Area per Housing Unit (square feet)

9,600

7,200

{Note 3}

{Note 7)
Minimum Yards (feet)

Front Yard

35

35

35

35

Street Side Yard

35

35

35

35

Interior Side Yard

8 (Note 1)

7 (Note 2)

7 (Note 2)

{Note 8)

Rear Yard

35

35

35

35

Maximum Height (feet)

Main Building

35

35

35

{Note 9)

Accessory Building

20*

20*

20*

20*

Maximum Building Coverage

35%

45%

50%

50%

Maximum Impervious Coverage

50%

(Note 12)

55%

(Note 12)

60%

(Note 12)

65%

(Note 12)

Floor Area Ratio

NA

NA

NA

NA

*Side walls cannot exceed 14 feet

<u>Regulator</u>	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>MH</u>
<u>Minimum Lot Area (square feet)</u>	<u>7,200</u>	<u>7,200</u>	<u>7,200</u>	<u>See Section 171.02</u>
<u>Minimum Lot Width (feet)</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>See Section 171.02</u>
<u>Minimum Yards (feet)</u>				- -
<u>Front Yard</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>See Section 171.02</u>
<u>Street Side Yard</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>See Section 171.02</u>
<u>Interior Side Yard</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>See Section 171.02</u>
<u>Rear Yard</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>See Section 171.02</u>
<u>Maximum Height (feet)</u>				- -
<u>Main Building</u>	<u>35</u>	<u>35</u>	<u>35</u>	<u>See Section 171.02</u>
<u>Accessory Building</u>	<u>25</u>	<u>25</u>	<u>25</u>	<u>See</u>

				<u>Section 171.02</u>
<u>Maximum Building Coverage</u>	<u>40%</u>	<u>50%</u>	<u>50%</u>	<u>See Section 171.02</u>
<u>Maximum Impervious Coverage</u>	<u>65%</u>	<u>65%</u>	<u>65%</u>	<u>50%</u>
<u>Maximum Residential Units Per Acre (du/ac)</u>	<u>7.5</u>	<u>10</u>	<u>20</u>	<u>20</u>
<u>Lighting Zone</u>	<u>LZ-1</u>	<u>LZ-1</u>	<u>LZ-2</u>	<u>LZ-2</u>

Regulator	<u>θ</u>	CC*	GC*	UC (Note 11)	TC (Note 11)	LI*
Minimum Lot Area (square feet)	510,000 (Note 10)	7,200 θ	5,000 θ	5,000 θ	Non e	10,000
Minimum Lot Width (feet)	50 (Note 10)	6025		50	50 θ	250 θ

Site Area (Note 10) (Note 7) NA (Note 7) 500 NA
per Housing Unit (square feet)

Minimum Yards (feet)								
Front Yard	25 θ 5	25 θ 5	15 θ 5	25 θ 5	0 θ 5	25 θ 5		
Street Side Yard	15 θ 5			250 θ 5	15 θ 5	25 θ 5	θ 5	10 θ 5
Interior Side Yard	710 θ 5			0 θ 5	θ25 θ 5	θ 5	θ 5	10 θ 5
Rear Yard	25 θ 5	20 θ 5	15 θ 5	10 θ 5	θ25 θ 5	10 θ 5		
Maximum Height (feet)								

Deleted Cells

Main Building	45	60	60	45	45	45		
Maximum Building Coverage	50%	60%	70%	60%	100%	70%		
Maximum Impervious Coverage	70% (Note 12)	80% (Note 12)		90% (Note 12)	N/A	80% (Note 12)	10% (Note 12)	90% (Note 12)
<u>Floor Area Ratio Maximum Residential Units per Acre (du/ac)</u>	20		0.50	0.50	1.00	1.00	1.20	1.00
<u>Lighting Zone</u>	LZ-3		LZ-3	LZ-2				

Deleted Cells

*Uses in the R-4, LC, CC, GC and LI Districts are subject to landscape and screening provisions contained in Chapter 173.

Notes to Preceding Page (Table 168-3)

Note 1: Sum of side yards shall be 15 feet in R-1. Setbacks for nonresidential uses in R-1 shall be 40 feet on each side. See Section 171.03 for supplemental regulations governing single family attached, zero lot line, and two family residential use types.

Note 2: Sum of side yards shall be 15 feet in R-2 and R-3. Setbacks for nonresidential uses in R-2 and R-3 shall be 35 feet on each side. See Section 171.03 for supplemental regulations governing single family attached, zero lot line, two family, and townhouse residential use types.

Note 3: 7,200 square feet for single family lots; 4,200 square feet per dwelling unit for two-, three-, or four-unit residential buildings.

Note 4: See Section 171.03 for supplemental regulations regarding modifications of lot width for townhouse residential use type.

Note 5: 7,200 square feet for single family lots; 8,400 square feet per dwelling unit for two-unit residential buildings; 10,000 square feet for multi family residential development.

Note 6: 60 feet for single family of duplex residential; 80 feet for multi family residential.

Note 7: 7,200 square feet for single family lots; 4,200 square feet per dwelling unit for two-unit residential buildings; 1,000 additional square feet for each additional unit over four

units. Density of multi-family residential may exceed this maximum, subject to approval of a Special Use Permit by the Board of Adjustment, with the recommendation of the Planning and Zoning Commission.

Note 8: Heights up to 30 feet: 10 foot minimum. Heights between 30 and 45 feet: 15 foot minimum; 30 foot sum of side yards.

Note 9: Heights over 45 feet permitted provided that each foot in height over 45 feet adds one foot to the minimum front, rear, and side yard setbacks.

Note 10: Same as R-4 for residential uses.

Note 11: The Planning Commission may establish different regulators for sites within the UC and TC Districts, based on the recommendations of the Comprehensive Plan or on specific redevelopment plans or projects within the districts.

Note 12: Maximum impervious restrictions apply not only to zoning districts, but also to uses outside of those districts consistent with the properties in the district. For example, a single family residence located in a commercial district may still have only a maximum impervious coverage of 50% or 55%, based on lot size. Lot sizes consistent with an R-1 designation would be restricted to a maximum of 50% and lot sizes consistent with an R-2 District would be restricted to a maximum of 55%.

EDITOR'S NOTE

The following ordinances have been adopted amending the Official Zoning Map described in Section 168.06 of this chapter and have not been codified herein, but have been specifically saved from repeal and are in full force and effect.

ORDINANCE NO.

DATE ADOPTED

ORDINANCE NO.

DATE ADOPTED

EDITOR'S NOTE

The following ordinances have been adopted amending the Official Zoning Map described in Section 168.06 of this chapter and have not been codified herein, but have been specifically saved from repeal and are in full force and effect.

ORDINANCE NO.

DATE ADOPTED

ORDINANCE NO.

DATE ADOPTED

98-1

February 2, 1998

99-2

April 5, 1999

07-02

July 16, 2007

09-03

April 6, 2009

19-07

October 21, 2019

<u>EDITOR'S NOTE</u>			
<u>ORDINANCE NO.</u>	<u>DATE ADOPTED</u>	<u>ORDINANCE NO.</u>	<u>DATE ADOPTED</u>
<u>98-1</u>	<u>2-Feb-98</u>	-	-
<u>99-2</u>	<u>5-Apr-99</u>	-	-
<u>2-Jul</u>	<u>16-Jul-07</u>	-	-
<u>3-Sep</u>	<u>6-Apr-09</u>	-	-
<u>19-07</u>	<u>21-Oct-19</u>	-	-

(Ch. 168 – Ord. 17-11 – Dec. 17 Supp.)

CHAPTER 169 **ZONING CODE – OVERLAY DISTRICTS**

169.01 General Purpose 169.032 Planned Unit Development
District

169.02 Mixed Use District

169.01 GENERAL PURPOSE.

Overlay Districts provide for base districts that allow multiple land uses and flexible development, with the requirement that a specific plan for the area be submitted by applicants. Overlay Districts are used in combination with base districts to modify or expand base district regulations. Overlay Districts are adapted to the special needs of different parts of the City. The Overlay Districts are designed to achieve the following objectives:

1. To recognize special conditions in specific parts of the City which require specific regulation.
2. To provide flexibility in development and to encourage innovative design through comprehensively planned projects.

169.02 MIXED USE DISTRICT.

The MU Mixed Use District is intended to accommodate projects which combine several compatible land uses into an integrated development. The MU District may also be used to pre-designate parts of the City which are appropriate for a mixture of residential, commercial, office, and accessory uses. The District permits mixing residential areas with workplaces and services. Development in the MU District must accommodate transportation systems, pedestrian and bicycle movement, and surrounding environments. All projects developed in an MU District are subject to the Site Review process as forth in Chapter 170.

- 1. Permitted Uses. Each regulation establishing an MU District establishes the use types permitted within its boundaries.
- 2. Site Development Regulations.
 - A. The minimum area of any MU District is three acres.
 - B. Prior to the issuance of any building permits or other authorization, all projects in the MU District shall receive approval by the City Council, following a recommendation by the Planning Commission, according to the Site Review procedure set forth in Chapter 170 of this Zoning Code. This approval may be granted for a specific plan for the development of an MU District in lieu of a plan for individual projects, provided that any subsequent developments are consistent with the specific plan.
- 3. Amendments. The Zoning Administrator is authorized at his/her discretion to approve amendments to an approved development plan, provided that:
 - A. A written request is filed with the Zoning Administrator, along with information specifying the exact nature of the proposed amendment.
 - B. The amendment is consistent with the provisions of this section.

- C. The amendment does not alter the approved site regulations of the development plan and does not materially alter other aspects of the plan, including traffic circulation, mixture of use types, and physical design.
- D. Any amendment not conforming to these provisions shall be submitted to the Planning Commission and City Council for action.

169.03 PLANNED UNIT DEVELOPMENT DISTRICT.

The PUD-Planned Unit Development (PUD) Overlay District is intended to provide flexibility in the design of planned projects, to permit innovation in project design that incorporates open space and other amenities, and to ensure compatibility of developments with the surrounding urban environment. The PUD District may be used in combination with any base district specified in this Zoning Code. The PUD District, which is adopted by the City Council with the recommendation of the Planning and Zoning Commission, assures specific development standards for each designated project. All projects in the PUD District shall follow the procedures set forth in Chapter 170 of this Zoning Code.

1. Permitted Uses. Uses permitted in a PUD Overlay District are those permitted in the underlying base district. A PUD also may be combined with an MU Mixed Use District to allow a combination of use types not anticipated by conventional base districts.
2. Site Development Regulations. Site development regulations are developed individually for each Planned Unit Development District but must comply with minimum or maximum standards established for the base district, with the following exceptions:
 - A. Lot area and lot width are not restricted, provided that the maximum density allowed for each base district is not exceeded.
 - B. Maximum building coverage shall be the smaller of the allowed building coverage in the base district, or 60percent.
 3. Access to Public Streets. Each PUD District must abut a public street for at least 50 feet and gain access from that street.
4. Adoption of District.
 - A. The Planning and Zoning Commission and City Council shall review and evaluate each Planned Unit Development application. The City may impose reasonable conditions, as deemed necessary to ensure that a PUD shall be compatible with adjacent land uses, will not overburden public services and facilities, and will not be detrimental to public health, safety, and welfare.
 - B. The Planning and Zoning Commission, after proper notice, shall hold a public hearing and act upon each application.
 - C. The Planning and Zoning Commission may recommend amendments to PUD district applications.
 - D. The recommendation of the Planning and Zoning Commission shall be transmitted to the City Council for final action.
 - E. The City Council, after proper notice, shall hold a public hearing and act upon any ordinance establishing a PUD-Planned Unit Development Overlay District. Proper notice shall mean the same notice established for any other zoning amendment.
 - F. An ordinance adopting a Planned Unit Development Overlay Zoning District shall require a favorable simple majority of the City Council for approval.

G. Upon approval by the City Council, the Development Plan shall become a part of the ordinance creating or amending the PUD District. All approved plans shall be filed with the City Clerk.

5. Amendment Procedure. Major amendments to the Development Plan must be approved according to the same procedure set forth in Subsection [54](#) of this section.

6. Building Permits. The City shall not issue a building permit, certificate of occupancy, or other permit for a building, structure, or use within a PUD District unless it is in compliance with the approved Development Plan ~~or and~~ any approved amendments.

7. Termination of PUD District. If no substantial development has taken place in a Planned Unit Development District for 18 months following approval of the District, the Planning Commission shall reconsider the zoning of the property and may, on its own motion, initiate an application for rezoning the property.

(Ch. 169 – Ord. 18-19 – Mar. 19 Supp.)

DRAFT

CHAPTER 170 **ZONING CODE – DEVELOPMENT AND DESIGN STANDARDS**

Part 1

170.01 Development and Design Standards

170.02 Purpose and Scope

170.03 Jurisdiction

170.04 Validity of Approval

170.05 Amendment

170.06 Existing Development and Design Standards

170.07 Non-Conforming Uses

170.08 Severability

170.09 Site Review Process

170.10 Site Plan Review Requirements
170.03 Jurisdiction

170.04 Validity of Approval

Part 2

170.11 Intent

170.12 Definitions
170.05 Amendment

170.13 Commercial Site Design Requirements – General Provisions

170.14 Commercial Architectural Requirements – Buildings

170.15 Commercial Parking Standards

170.16 Commercial Parking Lot Design and Landscaping Standards
170.06 Site Review Process

170.17 Commercial Connectivity and Pedestrian Elements

170.18 Big Box/Large Retail Strip Establishments

170.19 Open Space; Landscaping – General Provisions

170.20 Landscaping Materials
170.07 Site Plan Review Requirements

170.21 Residential Standards – General

170.22 Residential Standards – Buildings

PART 1

170.01 DEVELOPMENT AND DESIGN STANDARDS.

This section provides for the administration and enforcement of site plans and for establishing standards for site and building design and shall be known, referred to, and cited as the "Design and Development Standards Ordinance" of the City of Windsor Heights, Iowa.

170.02 PURPOSE AND SCOPE.

The purpose of this Ordinance is to provide guidance and standards for development within the City in order to guide development in a manner which is conducive to protecting the health, safety, and general welfare of residents and property owners within the City. All development and redevelopment of land or property within the City shall minimize adverse effects upon adjacent properties by maintaining or improving upon the aesthetic quality of a surrounding area, and by providing adequate pedestrian and traffic safety, emergency access, water supply, sewage disposal, management of stormwater, and erosion and sediment control. Site Plan review and

approval by City Council shall be required ~~of~~for all ~~principale~~ structures other than individual single family ~~and two family residential dwellings~~detached, duplex, and parking lot as a primary use in any zoning district.

170.02 DEVELOPMENT AND DESIGN STANDARDS.

This section provides for the administration and enforcement of site plans, establishes standards for site and building design, and shall be known, referred to, and cited as the “Development and Design Standards” of the City of Windsor Heights, Iowa.

170.03 JURISDICTION.

No permit shall be issued for any lot or development requiring the approval of a Site Plan after the effective date, unless ~~it is~~ in compliance with the provisions of the regulations ~~herein~~of the Code of Ordinances. No development, except where specified ~~herein~~within the Code of Ordinances, may be created, substantially improved, converted, enlarged~~s~~, or otherwise altered without conforming to the provisions of this section, all applicable provisions of the Code of Iowa, as amended, and all applicable provisions of the Windsor Heights City Code, as amended.

170.04 VALIDITY OF APPROVAL.

A Site Plan shall become effective upon certification of approval by the City Council. The City Council's approval of any Site Plan required by this ~~article~~Code of Ordinances shall remain valid for ~~one~~(1) year. A ~~one~~(1) year extension may be granted with ~~the~~ approval of ~~the~~ City Council. If development has not been established or construction commenced within ~~one~~(1) year, or ~~two~~(2) years in case of a received extension, ~~then~~ the Site Plan shall be deemed null and void.

For the purpose of this ~~article~~chapter, “actual construction” shall mean that the permanent placement of construction materials and utility work has started and is proceeding without undue delay with an approved building permit. Preparation of plans, securing financial arrangements, issuance of building permits, letting of contracts, grading of property, or stockpiling of materials on the site shall not constitute actual construction. At the time of Site Plan approval, the City Council may grant an exemption on the time construction shall begin after their approval is given for a utility service structure.

170.05 AMENDMENT.

Any Site Plan may be amended in accordance with the standards and procedures established herein, including payment of fees, provided that the Administrative Official may waive such procedures for those minor changes hereinafter listed. Such minor changes shall not be made unless the prior written approval for such changes is obtained from the Administrative Official. No fees shall be required for such minor changes.

Minor changes include~~s~~, but are not limited to the following:

1. Moving building walls within the confines of the smallest rectangle that would have enclosed each original approved building~~s~~(s);
2. Relocation of building entrances or exits~~s~~(s);
3. Shortening of building canopies~~s~~(s)

4. Changing to a more restrictive commercial or industrial use, provided the number of off-street parking spaces meets the requirement of the Windsor Heights Zoning Ordinance. This does not apply to residential uses—~~Changing~~.
5. ~~The changing of the~~ angle of parking or aisle provided there is no reduction in the amount of off-street parking as originally approved—~~;~~
- 4.6. Substituting plant species provided a landscape architect, engineer or architect certifies the substituted species is similar in nature and screening effect.

170.06 EXISTING DEVELOPMENT.

~~Any improvement or~~ maintenance to any structure or site feature shall not cause the site or building to become non-compliant with the regulations set forth in this Ordinance. If the site or building is already non-compliant, the change to the building or site proposed by the owner shall not cause them to become more non-compliant. In such instances, improvements shall be completed in a manner which makes the building, site, or related items more substantially compliant with the current provisions of this Ordinance than was previous to the improvements. Any improvement proposed to modify the size of a building, lot, parking area, etc. shall be submitted for review by the City. If the proposed improvement(s) modify the size of a building or lot by less than 30%, it shall be submitted for review by City staff and approved or disapproved by ~~an Administrative Official~~. The Administrative Official shall have the authority to require such a project be reviewed by the Planning and Zoning Commission and City Council if they feel such review is warranted. If the proposed change is in excess of 30% in size, it shall be submitted for full review and approval or disapproval by the Planning and Zoning Commission and City Council.

170.07 NON CONFORMING USES.

~~Any site or building use permitted under a previous zoning district's regulation shall conform to the regulations of this Ordinance under the current site and building design provisions determined to be most applicable to the non-conforming use by the Administrative Official.~~

170.08 SEVERABILITY.

~~If any section, provision or part of this Ordinance be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.~~

170.09 SITE REVIEW PROCESS.

The Administrative Official is responsible for the established Site Plan and Site Review Process. The Administrative Official will serve as the Administrator of the Ordinance and the liaison between the applicant and reviewing bodies to ensure compliance with the Ordinance ~~areis~~ met.

1. ~~4.~~ Notice and Hearings.
 - a. ~~—A.~~ Public Hearing. Before submitting its recommendation on a Site Plan to the City Council, the Planning and Zoning Commission shall hold at least one public hearing thereon, notice of which will be given to all property owners within 200 feet whenever possible. Notice shall be published of said hearing in a newspaper of

general circulation, as required by, and in conformance with, Iowa law. The notice shall state the place and time at which the proposed amendment to the Ordinance will be held as well as the legal description or address of said property.

2. Submission Requirements. The applicant shall submit a Site Review application and all associated fees with preliminary plans to the Planning Department. Additional The Planning and Zoning Commission is required to review site plans and make a recommendation to the city council. Additionally, the applicant will provide:
 - a. Full name, address, and contact information for of the applicant in a reproducible electronic format.
 - b. Full legal description for of the property in a reproducible electronic format.
 - c. Name and address of all property owners within 200' of the proposed development in a reproducible electronic format.

B. Planning and Zoning Commission. The Planning and Zoning Commission is a seven (7) member body of citizens appointed by the City Council, whose main task is to conduct thorough reviews of development proposals to ensure that the development proposals are consistent with the community's established land use patterns and development standards. The Commission reviews site plans on the goals and policies as outlined in the Comprehensive Plan, the Zoning Ordinance and Chapter 170 Part 1 and 2. Upon completion of its review, the Commission makes a recommendation for approval, conditional approval, or denial of the development proposal to the City Council, who has final decision making authority. The Commission may also defer a Site Plan for more information before a recommendation is made.

2. A Site Plan Review shall be required for the following:

3. 3. A. Applicability. A Site Plan Review shall be required for the following:
 - d.a. New construction;
 - e.b. —B. Major reconstruction (more than 30% of the exterior structure is affected);
 - f.c. —C. Major renovation (more than 30% of the interior structure is affected);
 - g.d. —D. Increases Changes to parking by 10% or greater; (more than 30% of the existing area);
 - h.e. —E. Any Development the Zoning Administrator deems is substantial enough to require oversight by the Planning Commission with Site Plan Review.

3.4. 3. Pre-application Meeting. The applicant is required to attend a scheduled predevelopment meeting with City staff to review a conceptual Site Plan prior to the submittal of a full Site Plan. Following the predevelopment meeting, the applicant shall submit a complete Site Plan in accordance with the requirements of the Site Plan and any other information determined to be necessary for the review at the Planning and Zoning Commission meeting.

4.5. 4. Elevations. As part of the review process, an applicant shall provide colored architectural elevation drawings for each elevation of the building or buildings proposed for new construction, addition, alteration, or the like.

- a. —A. The elevation drawings should be provided in 11" by 17" format unless otherwise approved by the Administrative Official.
- b. —B. Each elevation drawing should include massing dimensions and callouts of the proposed materials indicated on the elevation.

c. ~~C.~~ In the event that accessory structures are proposed as a part of the site plan review process, the Administrative Official shall have the ability to request elevation drawings or colored details of said accessory structures to ensure compliance with the provisions of this ordinance.

170.07 SITE PLAN REVIEW REQUIREMENTS.

~~Site Plans shall be submitted in electronic format with the ability to provide physical copies sized 24" by 36" upon request by the Zoning Administer. A Site Plan will not be submitted to the Planning and Zoning Commission for action until it is deemed complete. The Administrative Official has the authority to deem the submittal complete. 5. Review and comment by the Fire Inspector, Public Works, Engineer, and other Administrative Officials will be obtained before Planning and Zoning Commission review. It is permissible and encouraged to introduce large and potentially controversial projects to City staff as far in advance as possible.~~

The applicant shall provide City staff with information determined to be applicable to the project by the Administrative Official. The proposal shall then be brought before the Planning and Zoning Commission in order to receive a recommendation before being presented to the City Council. Action of the Planning and Zoning Commission and City Council shall be approval, approval subject to conditions, denial, or table for further review. ~~Action of the Council shall be approval, denial, or table for further review.~~ A site plan may be presented for consideration by the City Council in the event of a recommendation of denial by the Planning and Zoning Commission. In the event of denial of a Site Plan by the City Council, the applicant would be required to resubmit and begin the review process anew to have another proposal considered by the Planning and Zoning Commission and City Council. Resubmittal will not be accepted until one (1) year after a denial from the Planning and Zoning Commission or City Council. Resubmittal of a Site Plan shall be subject to all applicable costs associated with ~~a~~ review of the documentation unless ~~an~~ exception is made by City staff. Site Plan review shall exist as a measurement determined by the City to meet the objectives outlined by the Windsor Heights Comprehensive Plan.

170.10 SITE PLAN REVIEW REQUIREMENTS.

~~Site Plans shall be submitted in electronic format and 24" by 36" format with ten (10) copies of the plans submitted, unless otherwise approved by the Administrative Official. A Site Plan will not be submitted to the Planning and Zoning Commission for action until they are deemed complete. The Administrative Official has the authority to deem the submittal complete. Approval by the Fire Inspector, Public Works, Engineer, and other Administrative Officials will be obtained before Planning and Zoning Commission review. It is permissible and encouraged to introduce large and potentially controversial projects to City staff as far in advance as possible.~~

The following information shall be clearly provided on the site plan:

1. Narrative Information to be provided:
 - A. Name and address of property owner; including telephone and email.
 - B. Name and address of applicant; provide if different than ~~the~~ property owner.
 - C. Name and address of plan preparer; including telephone and email.

D. Following City Council or administrative approval, the certification of the Architect and Civil Engineer licensed in the State of Iowa. Include seal, date, and signature on all applicable drawings prior to City Council approval of the Site Plan. Other certification may be requested when appropriate by the Administrative Official.

E. Certification of a Registered Land Surveyor licensed in the State of Iowa. Include seal, date, and signature on applicable drawings prior to City Council Approval.

F. Current Zoning of Property. List the property's existing zoning consistent with the City of Windsor Heights' Official Zoning Map. Also—Include any overlay districts the property may be within and the land use identified in the current City of Windsor Heights Comprehensive Plan where the property is located.

G. Legal Description of Site. Include the plat name and lot number for all new Site Plans. Building permits shall only be permitted on a platted lot of record.

H. Total Area of Site. The total area of the site should be indicated in acres and square feet.

I. Open Space.

(1) Indicate the total area of the proposed site in square feet, the area of open space within the site, and its percentage of the total site. The calculation should include all open space pervious areas and permitted pedestrian plazas.

(2) The total area of the site reserved for parking facilities, the open space within the defined parking area, and its percentages of the total parking area should be calculated and indicated in square feet.

J. Pervious and Impervious Surface. Indicate the total area of the proposed site in square feet, the area of pervious surface, and the area of impervious surface including all structures.

K. Proposed Use of Site. Indicate all proposed uses for the site and building(s) as known at the time of application.

L. Parking Stalls. The total amountnumber of parking stalls required based upon the proposed building use(s) of the site should be indicated. If more than one building use is proposed for the site, each individual parking stall requirement should be indicated separately ly of the total.

M. Loading Areas. If applicable to the proposed building uses of the site, the number of required and provided loading stalls should be indicated.

N. Setback Requirements. All setback requirements of the applicable zoning district within which the proposed site is located should be provided.

O. 100-yearSpecial Flood ElevationHazard Area. The 100-year flood elevation should be indicated based upon the most recent FEMA Flood Insurance StudyFIRM Map.

2. Plan Information.

A. General and Survey Information.

(1) North Arrow. Include on Site Plan and all other applicable sketches, drawings, and details.

(2) Scale of Drawing. A minimum scale of 1" = 830' shall be required.

(3) Vicinity Sketch. A minimum scale of 1" = 800' shall be used to indicate the properties within 300 feet of the proposed site location. The boundary of the proposed site location should be clearly defined in relation to other properties shown within the vicinity sketch.

(4) Site Boundary. All property lines shall be delineated with a heavy line.

(5) Bearing and Distances or Curve Data along Boundary. Information shall be indicated as platted. Any measured information different than platted should be identified.

(6) Name and address of all Adjoining Property Owners. All property lines adjacent to the proposed site, or across street right-of-way, shall be indicated with the owner and/or subdivision name(s) in addition to any adjoining lot numbers, as appropriate.

(7) Existing Features. All existing physical features shall be indicated on the Site Plan including but not limited to plant materials, drainage ways, structures, fences, and any encroachments. Projects involving numerous existing features may be requested to submit a demolition, removal, or relocation plan as determined to be most beneficial.

(8) Soil Tests and Similar Information. Soil tests and similar information may be required to determine the feasibility of the proposed development in relation to the design standards set forth herein.

(9) Topography. The existing and proposed topography shall be indicated with a maximum of two (2) foot intervals. Spot elevations may also be required at the request of the Administrative Official.

(10) Limits of Phased Construction. If the site is to be developed in more than one phase, the limits of each proposed construction/development phase shall be indicated, including all facets of the phasing proposed.

(11) Additional Information. Drawings or other materials necessary to describe a proposed project may be requested by the Planning and Zoning Commission or Administrative Official. The applicant may include additional information or materials such as sketches, videos, models, or photos, if they help explain the proposal.

B. Building Footprint.

(1) Footprint. An accurate representation of the proposed building(s) footprint(s), including exterior structures incorporated into the building mass and proposed internal demising walls known at the time of application.

(2) Size. Include the total square footage of each proposed floor, the number of floors, and the amount of finished area on each floor including any proposed basement area. For all multi-family and townhome proposals, the total number of units proposed for each building footprint should be indicated.

(3) Entryways. The location of all proposed entries, service doors, and overhead doors.

(4) Mechanical Units. Indicate the proposed location and type of all proposed ground mechanical units including air conditioning units, telephone pedestals, transformers, coolers, or other similar units.

(5) Trash Enclosures. Indicate the proposed location of all trash enclosures for the site and provide a detail of the structure for review.

C. Pedestrian Circulation.

(1) Paths. All proposed sidewalks, trails, and pathways should be indicated as appropriate on the Site Plan including the width, thickness, and type of pavement. All sidewalks, trails, and pathways shall be constructed to Windsor Heights Standard Specifications as applicable to the project. Wherever possible, bike racks should be provided.

(2) Connectivity. Pedestrian corridors should be indicated from any public street to all proposed ~~principale~~ buildings.

(3) Stoops. All proposed emergency exits where a sidewalk is not indicated shall provide a stoop of an approved dimension determined to be adequate in providing a safe exit from the building.

D. Streets and Access.

(1) Access. All existing and proposed access drives to the site from a public street shall be indicated on the Site Plan and shall include appropriate spacing as determined by the City's Engineer.

(2) Public Improvements. All public improvements required of the developer shall be indicated on the site plan. The amountnumber of improvements required shall be determined by the Windsor Heights Comprehensive Plan, streetscape plan, a traffic impact analysis, or any other approved documentation identifying the amount and type of improvements necessary to accommodate increased activity to the site or to facilitate future development as it relates to the development of said site.

(3) Private Streets. The use of private streets shallmay be allowed if the proposed private streets meet the following criteria:

- a. Proposed private streets are built to Windsor Heights Standard Specifications for public streets.
- b. They are maintained by the property owners requiring the private street(s) through a Homeowners Association or through an approved development agreement between the developer(s) and the City.
- c. The width and thickness of the private street(s) isare appropriate as determined by the City Engineer or a traffic impact study in accordance with the city specifications.
- d. Sidewalks should be installed on both sides of the private street(s) unless additional landscaping or open space is incorporated into the site in an amount approved by the City Council in relief of one sidewalk per street.
- e. A public ingress/egress easement is provided over the private street(s) location.

(4) Shared Access.

a. Any project where the development of townhomes provides access to garages from a public street shall provide a shared access drive between two or more units in order to minimize the amount of obstruction to the flow of traffic along said public street.

b. Any development of commercial property where shared access is anticipated shall provide an easement and conceptual building footprint(s) for all proposed lots which are proposed to share the access drive(s).

E. Parking and Loading Areas.

(1) All proposed parking and loading areas incorporated in the Site Plan shall meet the requirements in the Zoning Ordinance and all other applicable State and Federal regulations.

(2) A complete traffic circulation and parking plan, showing should indicate the location and dimensions of all existing and proposed parking stalls, loading areas, entrance and exit drives, sidewalks, dividers, planters, and other similar permanent improvements in addition to indicating traffic movements within access drives in order to better identify any potential traffic impediments based upon the proposed parking configuration and access drives.

(3) Individual parking stalls should be indicated as appropriate and differentiated from parking aisles. Stalls intended to accommodate handicapped accessibility should be indicated appropriately.

(4) Proposed loading areas and loading docks should indicate traffic movements where applicable to determine maneuverability within the site.

(5) Individual loading docks should be indicated on the site plan.

F. Lighting.

(1) A lighting plan should be provided with all site plans indicating the location, type, height, power rating, and any shielding methods required of all existing and/or proposed lighting fixtures. The lighting shall follow all applicable City ordinances including Dark-Sky standards.

See Chapter 172.13 Lighting.

(2) A manufacturer's cut-sheet shall be provided for each type of lighting fixture incorporated into the site layout including its material(s) and color. Information required from the cut-sheet shall include the description of lamps, supports, reflectors, and any other components of a particular lighting fixture. The Site Plan shall indicate all proposed lighting as depicted by the manufacturer.

(3) A photometric plan shall also be required, identifying the horizontal illumination of the site and the vertical light trespass along the perimeter of the site. The photometric plan shall show a point-by-point foot-candle reading for the entire site at a minimum spacing of 10 feet between each point, including 2 feet past the property line. The vertical photometric plan shall only be required along the property line with a maximum spacing of 10 feet.

G. Lighting Standards.

(1) Definitions. Unless the context clearly indicates otherwise, the words and phrases used in this Ordinance shall have the following meaning:

- a. **Exterior lighting.** Temporary or permanent lighting that is installed, located, or used in such a manner to cause light rays to shine outdoors.
- b. **Exterior lighting fixture.** The complete exterior lighting unit, including the artificial source of light, the parts required to distribute the light, elements for light output control such as the reflector (mirror), or refractor (lens), the housing that protects and holds the lamplight in place, the connection to the power supply, and the component that anchors the lighting unit to the ground or onto a structure.
- c. **Floodlight.** A lamp that incorporates a reflector or a refractor to concentrate the light output into a directed beam in a particular direction.
- d. **Foot-candle.** The illuminance measured one (1) foot from a one (1) candle source.
- e. **Full cut-off.** A shielded light fixture that emits no light above a horizontal plane touching the lowest point of the fixture.
- f. **Glare.** The light in a direction near one's line of sight that either causes discomfort to the eye or impairs visibility.
- g. **Horizontal and vertical foot-candles.** The illuminance, measured by a light meter, striking a vertical or horizontal plane.
- h. **Illuminance.** The intensity of light in a specified direction measured at a specified point.
- i. **Light.** A form of radiant energy acting on the retina of the eye to make sight possible.
- j. **Light trespass.** Unwanted light falling on public or private property from an external location.
- k. **Recreational Facility.** Football fields, soccer fields, baseball fields, tennis courts, swimming pools, or any other special event or show area.

H. Lighting Design.

(1) Required Lamps – Generally, all lamps shall be halogen, metal halide, LED, or others with similar qualities to reduce glare and provide for improved color correct vision. Full cut-off high pressure sodium lamps, not exceeding a maximum lumen rating of 16,000 lumens, may be used in outdoor storage areas where the need for good color rendering capabilities for safety and security is not necessary. Such areas shall not be accessible to the general public or adjacent to any RR-1, R-2, & R-3 zoned property.

(2) Required Exterior Lighting Fixtures – Generally, All exterior lighting fixtures shall be full cut-offs. No portion of the lamp, lens, or diffuser shall be visible from the side or top of any shield, or otherwise protrude from the bottom of the shield. No exterior lighting fixture shall emit light at or above a horizontal plane that runs through the lowest point of the shield.

(3) Commercial and Industrial Architectural and Decorative Lighting.

a. Limited building-mounted lighting may be used to highlight specific architectural features or primary customer or building entrances. Floodlights are only permitted provided all light emitted is contained by the building or by an eave or protruding structure.

b. Lighting fixtures shall be located, aimed, and shielded to minimize the glare that is emitted on objects other than a building's façade or landscape walls.

c. Building-mounted neon lighting may only be used when the lighting is recessed, or contained inside a cap or architectural reveal.

d. An exterior lighting fixture that emits less than 1800 lumens shall not be required to be a full cut-off fixture, provided that the lamp itself creates no glare or has an opaque covering.

(4) Site and Parking Lot Lighting.

a. The mounting height for lighting fixtures shall not exceed twenty-five feet (25') from grade to the top of the lighting fixture.

b. The maximum average-maintained foot-candles for a parking lot lighting fixture shall be three (3) foot-candles. The maximum lighting level for a parking lot lighting fixture shall be ten (10) foot-candles.

c. The maximum horizontal foot-candle measurement at any property line shall be two (2) foot-candles. The maximum maintained vertical foot-candle at an adjoining property line shall be two (2) foot-candles, as measured at five feet (5') above grade. If the adjacent property is the same owner, the light trespass limits may be waived by the City Council.

(5) Canopy Lighting. The maximum maintained foot-candles under a canopy shall be thirty-five (35) foot-candles. Areas outside the canopy shall be regulated by the guidelines and standards outlined above. Permissible fixtures for canopy lighting include:

a. Recessed fixtures that incorporate a lens cover that is either recessed or flush with the bottom surface of the canopy.

b. Indirect lighting where light is emitted upward and then reflected down from the underside of the canopy. Such fixtures shall be shielded to ensure that no light is emitted at or above a horizontal plane that runs through the lowest point of the canopy.

(6) Street Lighting. All private street light fixtures shall measure no more than thirty feet (30') from grade to the top of the lighting fixture, and shall be cobra-style, unless the Commission and Council permit the installation of an alternative fixture. The Commission and Council may approve an alternative lighting fixture only after a determination has been made that the alternative fixture has been designed to avoid glare and trespass. The use of lighting

fixtures that direct light upward into the air is strictly prohibited. Public lighting along University Avenue shall conform to the specifications of lighting already in place. All other lighting on public streets shall conform to any adopted Streetscape Plans.

(7) Pedestrian Walkway Lighting. All pedestrian walkways shall be lit by pedestrian-level, bollard-type lighting (4 ft. height max.), ground mounted lighting, pole lighting (12 ft. height max.), or other low, glare-controlled fixtures that are mounted on building or landscape walls. University Avenue lighting should be followed as above.

(8) Recreational Facilities. The lighting fixtures at all public or private outdoor recreational facilities shall be designed to minimize the amount of light that is directed upward into the air, glare, and light trespass. The illumination of any public or private outdoor recreational facility after 11:00 p.m. is prohibited, except in order to conclude a specific activity, previously scheduled, which is in progress under such illumination prior to 11:00 p.m.

(9) Exemptions. This Ordinance shall not apply to the following exterior lighting sources:

- a. Airport lighting required by law.
- b. Temporary emergency lighting.
- c. Temporary lighting, other than security lighting, at construction projects.
- d. Governmental facilities where a compelling need for safety and security has been demonstrated.
- e. Lighting for flag poles, church steeples, or other similar non-commercial items provided they do not cause distraction within public rights-of-way.

I. Signage.

(1) The location and type of all existing and proposed signage shall be indicated on the site plan.

(2) All signage shall meet the requirements identified within the Zoning Ordinance.

J. Landscaping.

(1) A landscaping plan shall be provided including the Common and scientific names for all proposed plant material.

(2) Quantity, height/caliper/gallon size and type(as applicable) of all proposed plant material.

(3) Location of all proposed plant materials.

(4) Number of ground cover plants per square foot to be planted, and/or pounds of seed per 1,000 square feet and species/characteristics of grass in all areas to be seeded.

(5) Location, size, and species of all existing plant material to remain. This includes a diagram and/or tree survey noting the location, size, and species of existing trees and shrubs.

(6) Location of retaining walls, fences, utility easements, existing and proposed structures, and parking areas.

(7) Plant installation details.

(8) Drainage areas.

(9) All proposed trees and plantings and of any existing trees larger than six (6) inches in diameter proposed to be removed.

(10) All landscaping necessary for the fulfillment of all City Ordinances shall be indicated on the Site Plan and will conform to Section 170.20 Chapter 173 of this Ordinance.

PART 2

170.11 INTENT.

—The following Ordinance is put forth in an effort to aid future development, redevelopment and alterations of Windsor Heights by identifying desirable aesthetic qualities. This Ordinance provides assistance in articulating the vision of Windsor Heights as established in the Comprehensive Plan and other plans as adopted by the City Council. This Ordinance will replace existing design standards as outlined in the Zoning Code and will become a comprehensive guide derived from all past completed plans and studies. This Ordinance will act as an overlay and shall operate in conjunction with any underlying zoning district; all other applicable regulations will remain in effect. If provisions of this Ordinance conflict with the underlying zoning, this Ordinance shall prevail. The overall objective is to have an atmosphere that is safe, convenient, vibrant, and attractive through the integration of uses and eclectic architecture, and to creatively handle stormwater drainage issues in an environmentally sound manner. Where a question of interpretation arises between a proposed project in relation to the Ordinance, the Administrative Official shall provide for the determined interpretation. The intent of the Design Standards 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 areas.
- 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. **Attract new business and enhance property values that are viable to the citizens of Windsor Heights for the present and future.**
- 5. **Healthy Living.** To promote healthy living through trail enhancement and pedestrian connectivity.
- 6. **"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.
- 7. **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 and create a feeling of permanence.

170.12 DEFINITIONS.

—The following terms are defined for use in this chapter:

128.1. 1. **"Administrative Official"** means the Windsor Heights Administrative Official or appropriate designee.

128.1. 2. **"Big box retail"** means a structure exceeding 50,000 square feet.

129.1. 3. **"Buffer"** means a combination of horizontal space (land) and vertical elements (plants, berm, fences, and walls), used to physically separate or visually screen incompatible adjacent land uses.

4. "Community use" means administrative and legislative government offices, schools, postal facilities (such as libraries and museums), meeting halls, clubhouses, amphitheaters, band shells, and pavilions.

5. "Development Committee" means a committee made up of two Council Members, the Mayor, Planning and Zoning Commission liaison, Administrative Officials, two citizens and a business owner.

6. "Dormer" means a projecting framed structure set vertically on the rafters of a pitched roof, with its own roof (pitched or flat), sides, and a window set vertically in the front.

140.1. 7. "Drive Thru" means an establishment that provides or dispenses products or services, through an attendant or an automated machine, to persons remaining in their vehicle that are designated drive thru stacking lanes. A drive thru facility may be in combination with other uses, such as financial institutions, restaurants, pharmacies, and service providers such as dry cleaners.

141.1. 8. "Façade" means the exterior face of a building which is the architectural front, sometimes distinguished from the other faces by elaboration of architectural or ornamental details.

142.1. 9. "Landscape amenities" means living or non-living materials used to augment the beauty of usability of a landscaped area. Amenities may include (but are not limited to) additional vegetation, flower gardens, tables, sculptures, monuments, benches, gardens, banners, enhanced pavement, pedestrian plaza areas, fountains, and planters.

10. "Landscape Islands" means a raised unpaved area located within or protruding into a parking lot or the center unpaved area of a cul de sac or traffic circle. The area of a landscape island is measured from the back of the inside curb to the back of inside curb.

143.1. 11. "Landscape Ped" means a small individual unpaved area within a parking lot incorporated to provide locations for vegetation, thus increasing the aesthetic quality of the parking lot.

12. "Large retail strip establishments" means a structure (or structures when combined) which exceeds 50,000 square feet and is a largely nonresidential development, which is shallow in depth and lies along a length of roadway. Buildings organized in a linear pattern or in isolated "islands" characterize a large retail establishment.

13. "Live work unit" means a unit which offers both a studio work environment and a living environment. The work environment shall be primarily involved in the artistic crafts, offices, or service uses with minimum impacts on surrounding neighborhood, such as self employed consultants, researchers, or artists.

14. "Main Entrance" means that entrance of the building which is most architecturally prominent and contains operable doors.

15. "Mixed use" means a single building containing two or more types of land use; or a single development of more than one building and use, where the different types of land uses are in close proximity, planned as a unified complementary whole, and functionally integrated to the use of shared vehicular and pedestrian access and parking areas.

144.1. 16. "Open Space" means any area within a single site or lot that is not covered by a building, structure, parking lot, or driveway. Sidewalks and patios may be counted as open space. Open space is an area which serves the need for leisure, recreation, or

pedestrian interaction. Spaces may include (but are not limited to) plaza areas, open lawn areas, trails, recreation facilities, gardens, and pedestrian walkways.

17. "Opacity degree" means an imaginary vertical plane extending from the established grade to a required height, which will be visually obscured to deferring levels of opaqueness through the position of obstructions between the viewing point and the viewed object.

145.1. 18. "Parapet" means a low, solid, protective screening or decorative wall, often used around a balcony, or along the edge of a roof to screen roof equipment.

146.1. 19. "Pedestrian Style or Scale" or "Human Scale" means the establishment of appropriate proportions for building mass and features in relation to pedestrians and the surrounding context.

20. "Place-making" means distinct features, such as parks, plazas, or civic areas which connect residents with a community and promote positive user interaction.

21. "Planned Unit Development" means a planned combination of diverse land uses, such as housing, recreation and shopping, in one contained development or subdivision.

147.1. 22. "Plaza" means a public square or an open space.

23. "Smart Growth" means an approach to growth that focuses on developing urban (metropolitan) communities that are more hospitable, productive, and fiscally and environmentally responsible than most communities developed in the last century. The principles of smart growth are based on compact and multiuse development, infill and redevelopment, expansion of infrastructure, enhanced livability, expanded mobility, and conservation of open space. While some parties focus on one aspect of development over another, smart growth seeks to identify a common ground where developers, environmentalists, public officials, citizens, and others can call find ways to accommodate growth.

24. "Snout house" means a house designed with the garage closest to the street, which presents the garage as the dominant façade.

148.1. 25. "Streetscape" means a combination of vegetation, amenities such as bike racks, and special visual features along either side of vehicular travel lanes for the purpose of aesthetics or shade.

26. "Streetscape furniture" means amenities, such as benches, lighting, and trash receptacles, which help to carry out the development's chosen theme.

27. "Structural Offsets" means an architectural feature designed to break up monotonous building materials and provides enhanced aesthetics.

149.1. 28. "Travel Way" means a pedestrian or automotive path.

29. "Vehicle use area" means the area of a development subject to vehicle traffic, including access ways, loading and service areas, areas used for parking or storage of vehicles, boats, or portable construction equipment and all land which vehicles cross over as a function of the primary use.

170.13 COMMERCIAL SITE DESIGN REQUIREMENTS – GENERAL PROVISIONS.

1. Buildings and building facades are encouraged to be placed and designed to provide a strong street orientation to create a pleasing pedestrian environment.

- 2. Uses and buildings with greater intensity and height to produce a concentration of jobs, shops, meeting facilities, residential units, entertainment, and restaurants within close proximity to each other is strongly encouraged.
- 3. The design shall create small, shared, aesthetically landscaped, and screened parking lots, which are designed to function not only in the interest of accommodating automobiles, but also in the interest of the pedestrian.
- 4. The design shall allow for the creative design of plazas, green spaces, and focal elements for retail, office, or mixed use developments.
- 5. Building façades shall be varied and articulated to provide visual interest. Buildings shall be proportioned and defined by clear façade elements such as a base, middle, and top.
- 6. Building volume and mass are partially defined by façade treatment. Facades shall be designed to be proportional to the overall building and reflect the architectural style. Building volumes shall be reduced through wall offsets or projections.
- 7. The site design requirements encourage the design of mixed-use structures to provide an environment that offers office, retail, and residential opportunities. Mixed-use buildings or developments shall be designed to limit the impacts of traffic, noise, and safety to the surrounding neighborhood.
- 8. A compact concentration of land uses is encouraged within each development through multiple uses in a single building, or in the same general area.
- 9. Landscaped, outdoor uses that serve the pedestrian are preferred.
- 10. Developments shall provide buffering for street frontage through enhanced vegetation, berthing, or landscape features that are sufficient to attractively enhance the project, as set forth in subsection 170.17 of this section.
- 11. Buildings are preferred to be located as close to the street as is allowed in the zoning ordinance, with the preference off-street parking behind or on the side of the building.
- 12. Buildings shall be arranged to create view corridors between pedestrian destinations within and adjacent to the site including building entrances or open spaces.
- 13. Buildings are encouraged to be placed to occupy the street edge to the greatest degree possible. Buildings with two street frontages are encouraged to be placed or enlarged to occupy both street edges.
- 14. Courtyards are encouraged with multiple entrances/uses serving courtyards.
- 15. Each development shall provide outdoor lighting fixtures as prescribed in adopted Streetscape Plans, integrated street pavers or patterns, and landscaping that reinforces the neighborhood theme and identity.
- 16. Loading areas, overhead doors, or service areas shall not face the corridor.
- 17. Developments that abut existing developments shall be designed to respect the surrounding developments in order to provide for a transition from the typical development patterns to the new development.
- 18. Upper stories shall be differentiated from the lower floor by wall offsets, step backs, balconies or other features.
- 19. Corners of street intersections shall be distinguished by special landscape or architectural treatments such as:
 - A. Flower displays,

- B. Accent rocks,
- C. Decorative lighting,
- D. Outdoor art
- E. Vertical architectural elements,
- F. Special paving

170.14 COMMERCIAL ARCHITECTURAL REQUIREMENTS – BUILDINGS.

- 1. Buildings are required to have architectural interest by achieving the following:
 - A. Using heavier building materials at the bottom of the building;
 - B. Demonstrate architectural compatibility through consistent and complementary building style, mass scale, materials, and colors to the neighborhood.
 - C. Building articulations shall be used to create interest and reduce building scale. This can be achieved through varying heights and setbacks within the same building, offsetting wall planes and adding architectural interest with roof overhangs, awnings, trellises, windows, moldings and other elements.
 - D. Colors for exterior building finishes shall be earth tones, brick tones, creams, pastels of earth tones, or dark/muted green, blues, and reds.
 - E. Bright white, black, or primary colors shall be used only as accents, occupying a maximum of ten (10) percent of the building. No more than two (2) accent colors shall be used on a building.
 - F. The selected material and color palette shall be used on all exposed sides of a building, not just the street facing or entry façade.
 - G. Preferred primary exterior materials:
 - (1) Aluminum composite materials
 - (2) Brick
 - (3) Cast Stone
 - (4) Cultured Stone
 - (5) Precast Concrete Panels
 - H. Secondary Exterior Materials shall include but not limited to:
 - (1) Architectural Metals
 - (2) Copper Flashing
 - (3) EIFS (exterior insulation finishing system)
 - (4) Fiber Cement Siding
 - (5) Structural Composite Sandwich Paneling
 - (6) Tile
 - (7) Those materials listed as Primary Materials
 - I. Secondary Materials shall be used to further define and accent the architectural characteristics of a proposed structure.
 - J. The City Council may consider an alternative material(s) not specifically listed above if the overall design is determined to provide a unique use of the material(s) which meets the intent of this section in creating appearance of permanency and sustained interest throughout the entirety of the building.

- K. Using roof details such as cornices, caps, or parapets at the top of the building; inclined roofs are preferred.
- L. Alternating roof styles, heights, and elements; including pitch or hip roofs;
 - (1) Roof design shall be an integral part of the overall building design. It shall be of a height and proportion so as not to appear as an afterthought or appendage.
 - (2) Rooftop outdoor living spaces shall be integrated into the building structure. Step backs, parapets and other features shall be used to provide privacy and screening of utilitarian areas and equipment.
 - (3) Building rooflines make a profile against the sky and the design of this profile helps define community character. Roofline design shall be consistent with existing block or neighborhood patterns where appropriate.
 - (4) Roof material shall be appropriate to the buildings architecture. Materials with highly reflective surfaces are not allowed.
- M. Both horizontal and vertical division shall be incorporated into the building façade.
- N. Monotonous, uninterrupted expanses of wall are prohibited. Recesses, projections, columns, openings, ornamentation, materials and colors shall be used to add texture and detail. Blank walls shall not normally exceed twenty (20) feet of lineal frontage along University Avenue or Hickman Road and twenty-five (25) feet along all other streets.
- 2. Fenestration (door and window openings) shall be sized to the scale of the building and detailed appropriately. Use of repeating window patterns and details are encouraged to unify the design.
- 3. Entries and windows shall contribute to the volume, mass proportion and texture of the building. They shall be designed as an integral part of the overall building design and shall reflect the building's architectural style.
- 4. Materials shall change with the change in building plans; however, all materials shall keep within the chosen theme.
- 5. New and renovated developments shall exhibit high quality design and construction that will enhance the community.
- 6. Reflective glass or mirrored glass is prohibited. Clear glass shall be used on storefronts, windows, and doors to promote the linkage of the interior and exterior buildings.
- 7. Trim and structural elements such as posts or columns shall be sized to the scale of the building and detailed appropriately to the theme. When used, masonry materials shall have the appearance of three-dimensional elements.
- 8. Colorful landscaping is encouraged to frame doorways or accent windows. Landscaping may be planting beds, sidewalks, planters, containers and/or window boxes. Planters, containers and window boxes are encouraged to complement the architectural style and color of the building it is framing.
- 9. Corporate franchise design where the building functions as a trademark shall be permissible only if it incorporates architectural elements, which are compatible with the overall theme and uniqueness of the development and surrounding development.
- 10. Outbuildings on commercial lots are also required to use attractive architectural elements as outlined above.

- 11. In the case of gas stations, canopy supports shall be clad in brick, masonry, wood or other similar material that is compatible with the architecture of the building. Cladding of the supports shall be proportioned to the height and scale of the canopy. All downspouts shall be integrated into the canopy structure. Canopy fascia shall be finished to match the building material and color.
- 12. All townhome, row, and multi-family dwellings proposed within the same development shall have a unified architectural theme. Sites where four (4) or more buildings are proposed shall provide slight differentiation in design amongst buildings of the same size or number of units to provide for a higher level of architectural design for the site as a whole.
- 13. Window bays, articulation of roof lines through the use of dormers or gables, variation in building offsets, the division of continuous material(s), the use of architectural accents such as chimneys, balconies, pediments, columns, cornice lines, or moldings shall be used in townhomes or row dwelling facilities and multi-family facades.
- 14. Any garage door proposed within a townhome, row dwelling, or multi-family structure shall be integrated into the façade so as not to become a prominent element of the dwelling.
- 15. Stairways and stairwells shall be integrated into and complement the overall architectural form and style. Flimsy, open metal, prefabricated stairs are not allowed. Uncovered stairs shall be screened from view with wing walls or landscaping.

170.15 COMMERCIAL PARKING STANDARDS.

- 1. Parking areas shall consist of separated parking fields that are aesthetically pleasing, landscaped to screen the public views and located so as not to be the dominant feature along any street or intersection, with appropriate landscaping and landscaping pods and units as set out in subsection 170.17 of this section.
- 2. Parking structures and lots shall be designed to contribute to an attractive appearance of the streetscape, including appropriate lighting, and not deter from the pedestrian access.
- 3. Parking should be as unobtrusive as possible. As a whole, the massing and details of the building shall dominate the streetscape; not parking.
- 4. Structured parking shall provide pedestrian access to both the street level and multistory residential or retail.
- 5. Shared parking between mixed uses is encouraged.
- 6. Seasonal overflow parking shall be located in the rear of the lot or in an off-site private/public co-use of spaces and should be considered with parking spaces within a one block distance counting towards the minimum parking space requirements of the development.
- 7. Consideration will be given for the reduction of parking requirements if the applicant can provide data that indicates potential parking demand that is less than the current code. The applicant may use shared parking to reduce the number of required stalls.
- 8. Parking shall be located to utilize natural landscape and topography.
- 9. The design of all parking lots shall permit the travel of the Fire Department's vehicle access requirements.

— 10. Pedestrian travel ways shall be separated from vehicular traffic with landscaping, bollards made of materials complimenting the architectural style of the project, special paving, or any other feature, which identifies the pedestrian space.

— 11. Developers shall give special consideration to parking lots using permeable paving alternatives such as those paving systems designed to infiltrate and capture storm water. Such alternatives may be required as part of the site plan approval.

170.16 COMMERCIAL PARKING LOT DESIGN AND LANDSCAPING STANDARDS.

— Locating parking in the back of the development is strongly preferred; however it doesn't work for every development. The intent of this subsection is to encourage extensive landscaping in parking lot areas which tend to have the greatest negative impact on developments and that will provide breaks in what could be viewed as a sea of asphalt parking. All parking areas shall be designed to create small, shared, aesthetically landscaped, and screened parking lots that are designed to function not only in the interest of accommodating automobiles, but also in the interest of the pedestrian. The following standards are in addition to the landscaping requirements in Chapter 173 of the zoning ordinance.

— 1. Landscape islands shall be spaced no greater than 12 parking stalls apart within a single row of parking. Islands shall be 10 feet in width by 38 feet in length for dual row parking rows and 10 feet in width by 19 feet in length for single rows.

— 2. No parking space, within a single row of parking, shall be greater than twelve stalls from a landscape island.

— 3. Landscape islands shall be located at the terminus end of parking rows.

— 4. A variety of plants, shrubs, and trees shall be installed in each landscape pod and island. In addition, a variety of perennials may be required as the time of site plan review. In all events, the landscape pods and islands shall be sodded or mulched. If mulched, mulch shall be replenished annually; volcano mulching around trees is not permissible. Pea gravel and lava rocks will not be allowed.

— 5. The developer and/or successors shall maintain landscaped medians. Some landscaping must provide winter interest and be evergreen in nature.

— 6. Areas where parking lots or drive lanes are visible from the public street shall provide a significant level of screening through the use of any of the following:

— A. Earthen berms;

— B. Three feet or higher in conjunction with vegetation;

— C. Landscaped walls;

— D. Walls constructed for the retainment of soil which are greater than 4 feet in height shall be designed by an individual knowledgeable and certified in structural engineering;

— E. Walls may be brick, individual decorative modular wall stone, or natural stacked wall or field stone. Walls composed of landscape timbers or other wood products are not desired due to the deterioration potential of the material. Wood walls may be used, with

approval by the Administrative Official or Planning and Zoning Commission and City Council, in areas where views of the wall are minimal.

F. Vegetation shall be planted along all types of walls to soften the visual impact, visually break up long expanses of the wall and to visually anchor it to the site. Vegetation screening shall be of evergreen materials.

E.A. G. Perimeter masonry screen walls are encouraged with landscaping. Where possible, landscaping shall be provided within a minimum 4' wide planting bed and include trees, shrubs, and/or groundcovers. Landscaping shall coordinate with the streetscape landscaping. Landscaping shall be kept in a neat and orderly manner.

170.17 COMMERCIAL CONNECTIVITY AND PEDESTRIAN ELEMENTS.

1. Sites shall be designed with delineated sidewalks, walkways, and paths to provide continuous circulation throughout the site connecting principal structures, dwelling units, parking areas, parking garages, and other prominent features. Pedestrian connection(s) shall be made between the internal circulation system and the adjacent public sidewalk or trail systems. The site shall be organized so that the buildings frame and reinforce pedestrian circulation between lots.

2.1. 2. Sites shall be designed to limit the number of pedestrian and motorist conflict points.

3. Sidewalks in designated areas shall be of a sufficient width to accommodate outdoor seating areas for cafes, pedestrian street furniture, walkways, and street trees. Sidewalks shall be a minimum of six (6) feet unless specifically exempted by the Administrative Official or other Administrative Official.

4. Developments shall provide breaks between buildings at mid-block and shall have pedestrian amenities such as walkways, benches, etc.

5. Any pedestrian paths which cross internal drives shall be constructed to visually contrast to provide a highly visible crosswalk.

3.1. 6. Enhanced pedestrian elements at the sidewalk level including decorative lighting, seating or low sitting walls, planters, enhanced paving techniques, etc., shall be incorporated into the theme.

4.1. 7. To promote a higher level of pedestrian awareness, the use of alternate paving materials to designate pedestrian traffic areas from vehicular use areas and travel lanes is required. Mere cuts in the concrete will not be sufficient to meet the requirements of this section.

- 8. Common walls between residential and nonresidential uses shall be constructed to minimize the transmission of noise and vibration.
- 9. On-site bicycle parking shall be provided and in a location that is easily accessible, but non-intrusive to sidewalk areas or building entries.
- 10. Parking and refuse containers shall be placed in a convenient location for the residential units of mixed-use buildings and shall be enclosed with wooden or masonry structure.

170.18 BIG BOX/LARGE RETAIL STRIP ESTABLISHMENTS.

It is the intent of this Ordinance to create a unique environment through mixed uses and interesting design. Each large retail establishment is required to provide pedestrian scale through the incorporation of several of the following suggested elements:

- 1. Arcades;
- 2. Arches or recessed archways;
- 3. Architectural details, such as tile work and moldings, which are integrated into the building structure and design;
- 4. Awnings, canopies, or porticos;
- 5. Changes in massing;
- 6. Changes in material;
- 7. Clearly defined, highly visible, multiple customer entrances;
- 8. Display windows;
- 9. Dormers;
- 10. Peaked roof forms;
- 11. Planters, outdoor patios or wing walls that incorporate landscape areas and/or places for sitting;
- 12. Raised corniced parapets over the doors;
- 13. Separate shops (or the appearance of separate shops) with separate entrances placed in front of the larger building;
- 14. Varying plate heights;
- 15. Buildings constructed shall be designed to sustain interest throughout the entirety of the building's exterior and reduce the appearance of a box or cube.
- 16. Individual buildings within a planned retail center, office park, or similar environment shall be designed with a compatible architectural style or theme.
- 17. In order to ensure the longevity and future usability of retail buildings in excess of 50,000 square feet (e.g. big box retailer, anchor of a large retail strip establishments, etc.) additional articulation and structural offsets shall be provided to ensure future reuse of the structure by smaller user groups. This shall be accomplished by visually separating the building into masses conducive to such reuse.

170.19 OPEN SPACE; LANDSCAPING—GENERAL PROVISIONS.

The open space provisions exist to provide minimum open space requirements with a desire to increase densities within the development. Properties that have provided or

otherwise dedicated land towards the creation of green space meet this requirement. Refer to the open space plan in the Comprehensive Plan to determine where open spaces may be required.

- 1. Developments shall adhere to the requirements of Section 170.20 of this Ordinance. However, the following standards shall be followed when providing open space. All developments shall provide open space, or spaces, which allow for the interaction among pedestrians and with the surrounding environment according to the Comprehensive Plan
- 2. Open spaces shall be designed to encourage the interaction and presence of people throughout the day and evening.
- 3. Outdoor spaces shall provide as many seating opportunities as possible through the placement of moveable chairs, sidewalks, cafes, and planter walls.
- 4. Outdoor space shall be privately owned and maintained by the developer or property owner's association. However, if the determination has been made by the City Council that a particular open space serves not only the patrons of the development but the greater community as a whole, the City may provide assistance to aid in the development of the public space.
- 5. The integration of storm drainage and detention shall be designed to enhance the public space, which could include the creation of ponds, rain gardens, permeable paving alternatives, etc.
- 6. Open space shall be designed to create an outdoor room, by limiting the interaction with moving vehicles and partially surrounding the spaces by buildings, landscaping elements, and architectural features.
- 7. All utility boxes shall be screened with evergreen trees or shrubs proportional to the heights of the utility box with enough clearance to allow service on the boxes if necessary.
- 8. Irrigation sufficient to sustain plant life enabling it to flourish is required.

170.20 LANDSCAPING MATERIALS.

The following materials are permitted, encouraged, or prohibited, based on categories. See Iowa Urban Tree Council website for ash tree replacement list.

Partial Listing of Large Shade Trees for Planting on Public and Private Property

Nyssa sylvatica (Blackgum)

Cladrastis kentuckea (Yellowwood)

Liriodendron tulipifera (Tuliptree)

Taxodium distichum (Bald Cypress)

Betula nigra (River Birch)

Celtis occidentalis (Hackberry)

Gleditsia triacanthos i. (Honeylocust cv.)

Gymnocladus dioicus (Kentucky Coffeetree) — Male only

Ginkgo biloba (Ginkgo, Maidenhair Tree) — Male only

Quercus sp. (Oaks)

Tilia sp. (Lindens)

Evergreens for Planting on Public and Private Property

Densiformus Yews

Juniperus virginiana (Eastern Red Cedar)
Picea glauca *densata* (Blackhills Spruce)
Picea pungens *glauca* (Colorado Blue Spruce)
Pinus banksiana (Jack Pine)
Pinus ponderosa (Ponderosa Pine)
Pinus mugho *mughus* (Swiss Mountain Pine)

Eastern White Pine

Abies concolor (White Fir)

Pinus strobus (White Pine)

Thuja occidentalis (Arborvitae)

Fat Albert (Colorado Blue Spruce)

Tree Planting Prohibited on Street Right-of-Way and Not Recommended for Private Property

Acer negundo (Box Elder)

Acer saccharinum (Silver Maple)

Betula papyrifera (White Birch – ROW only)

Gleditsia triacanthos (Thorny Honeylocust)

Robinia pseudocacia (Black Locust)

Quercus palustris (Pin Oak – ROW only)

All Evergreens (ROW only)

Trees bearing fruits and nuts over one foot diameter (ROW only)

Dense Deciduous Shrub List for Screening

Large:

Acer ginnala 'Bailey Compact' (Bailey Compact Amur Maple, 8¢ x 8¢)

Cotoneaster lucida (Hedge Cotoneaster, 8-10¢ x 4-5¢)

Physocarpus opulifolius 'Diablo' (Ninebark, 8-10¢ x 9-10¢)

Prunus tomentosa (Nanking Cherry, 8-10¢)

Syringa x prestoniae (Donald Wyman, James MacFarlane, Agnes Smith, 8¢ x 8¢)

Viburnum dentatum (Arrowwood Viburnum, 8¢ x 8¢)

Viburnum opulus (European Cranberry Viburnum, 8-12¢ x 10-12¢)

Viburnum trilobum (American Cranberrybush Viburnum, 10¢ x 8¢)

Arborvitae – any species not prone to splitting

Medium:

Rhus aromatica (Fragrant Sumac, 6¢ x 5¢)

Ribes alpinum (Alpine Current, 5¢ x 8¢)

Spirea vanhouttei (Bridal Wreath Spirea, 6¢ x 6¢)

Syringa meyeri 'Palibin' (Dwarf Korean Lilac, 6¢ x 10¢)

Viburnum trilobum Compact cv. (Compact American Cranberry Viburnum, 6¢ x 6¢)

Small:

Physocarpus opulifolius nanus (Dwarf Ninebark, 3¢ x 3¢)
Potentilla fruticosa cv. (Potentilla varieties, usually 3¢ x 3¢)
Rhus aromatica Gro Low (Gro Low Sumac, 2 x 4-5¢)
Ribes alpinum Green Mound (Green Mound Alpine Current, 3-4¢ x 2-3¢)
Salix purpurea nana (Dwarf Blue Leaf Arctic Willow, 4 x 4)
Spirea bumalda cv. (Spirea varieties, 2¢ x 2¢ - 4¢ x 4¢ varies with cultivar)
Spirea japonica cv. (Japanese Spirea varieties, 2¢ x 2¢ - 4¢ x 4¢ varies with cultivar)
Viburnum opulus nanum (Dwarf Cranberry Viburnum, 3¢ x 3¢)

Boxwood Koreanus

Densiformus Yews

Hearty shrub roses

Evergreen Shrubs

Chinese Junipers Juniperus chinensis

Blue holly ilex meserveae

Sea Green Juniper Juniperus chinensis 'Sea Green'

Japanese Garden Juniper Juniperus chinensis procumbens

Dwarf Creeping Juniper Juniperus horizontalis

Spreading Japanese Yew Taxus cuspidate

Hicks upright Yew Taxus media 'Hicks'

Taunton Yew Taxus media 'Taunton'

Densiformus Yews

Green Velvet Boxwood

Green Mountain Boxwood

Rhododendron "PJM"

Small Trees for Under High Wires (with upright branching to avoid pedestrians on sidewalks)

Acer platanoides 'Crimson Sentry' (Crimson Sentry Maple, 25¢ x 15¢)

Amelanchier x grandiflora 'Robin Hill' (Robin Hill Serviceberry)

Maackia amurensis (Amur Maackia, 25¢ x 20¢)

Malus Adirondack (Adirondack Flowering Crabapple, white, 20¢ x 10¢)

Malus Centurion (Centurion Flowering Crab, rose red, 20¢ x 12¢)

Malus Red Barron (Red Barron Flowering Crab, rose, 18¢ x 8¢)

Malus Sentinel (Sentinel Flowering Crab, white, 20¢ x 12¢)

Prunus nigra 'Princess Kay' (15¢ x 8-10¢)

Syringa reticulata 'Ivory Silk' (Ivory Silk Japanese Tree Lilac, 20¢ x 15¢)

Small Trees for Under High Wires (where sidewalk clearance is not an issue)

Acer ginnala (Amur Maple, 20¢ x 20¢)
Acer tatarica (Tatarian Maple, 25¢ x 15¢)
Amelanchier canadensis (Shadblow Serviceberry, tree form, 25¢ x 15¢)
Amelanchier g. Autumn Brilliance (Autumn Brilliance Serviceberry, 20¢ x 25¢)
Carpinus caroliniana (American Hornbeam, 25¢ x 20¢)
Cercis canadensis (Eastern Redbud, 25¢ x 20¢)
Cornus alternifolia (Pagoda Dogwood, 20¢ x 15¢)
Crataegus intricata (Thicket Hawthorn, 20¢ x 15¢)
Crataegus phaenopyrum (Washington Hawthorn, 20¢ x 20¢)
Crataegus v. Winter King (Winter King Hawthorn, 20¢ x 20¢)
Hamamelis virginiana (Common Witch-hazel, 12-15¢ x 12¢)
Ostrya virginiana (American Hophornbeam, 35¢ x 25¢)
Prunus maackia (25¢ x 25¢)
Pyrus c. Chanticleer (Chanticleer Flowering Pear, 35¢ x 15¢)
Permitted Disease Resistant Flowering Crabapples (not a comprehensive list)

-
Adams (red to pink flowers, red persistent fruit, 15¢ x 20¢)
Baccata Jackii (white flowers, red fruit, 20¢ x 20¢)
Beverly (white flowers, red fruit, 20¢ x 20¢)
Candied Apple (pink flowers, red persistent fruit, 15¢ x 15¢)
Calloway (20¢ x 20¢)
Cardinal (16¢ x 20¢)
David (white flowers, red persistent fruit, 12¢ x 12¢)
Donald Wyman (white flowers, red persistent fruit, 20¢ x 24¢)
Golden Raindrops (white flowers, yellow persistent fruit, 20¢ x 15¢)
Jewelberry (white flowers, red fruit, 8¢ x 12¢)
Liset (dark red flowers, maroon fruit, 15¢ x 15¢)
Louisa (pink flowers, yellow fruit, 15¢ x 15¢)
Ormiston Roy (white flowers, amber persistent fruit, 20¢ x 25¢)
Pink Princess (pink flowers, deep red fruit, 8¢ x 12¢)
Prairiefire (rose red flowers, dark red persistent fruit, 20¢ x 20¢)
Professor Sprenger (white flowers, orange-red persistent fruit, 20¢ x 20¢)
Robinson (deep pink flowers, red fruit, 25¢ x 20¢)
Sargent (white flowers, red persistent fruit, 8¢ x 12¢)
Strawberry Parfait (18¢ x 22¢)
Sugar Tyme (white flowers, red fruit, 18¢ x 15¢)
Zumi Calocarpa (white flowers, red fruit, 15¢ x 15¢)
Plants with Good to Moderate Salt Tolerance
Deciduous Shrubs:

-

Caragana arborescens (Siberian Pea Shrub, 20¢ x 10¢)
Hypericum prolificum (St. John's Wort, 4¢ x 4¢)
Lilacs (Miss Kiss)
Myrica pensylvanica (Northern Bayberry, 9¢ x 6¢)
Philadelphus spp. & cvs. (Mockorange, size varies with species)
Potentilla spp. & cvs. (Cinquefoil, 3¢ x 3¢)
Rhus glabra (Smooth Sumac, 10¢ x 5¢)
Rhus typhina (Staghorn Sumac, 24¢ x 12¢)
Shepherdia argentea (Silver Buffalo Berry, 20¢ x 15¢)
Spirea vanhouttei (Bridalwreath Spirea, 6¢ x 6¢)
Symphoricarpos albus (Snowberry, 3¢ x 3¢)
Syringa vulgaris (Common Lilac, 12¢ x 10¢)
Viburnum dentatum (Arrowwood Viburnum, 6¢ x 6¢)
Deciduous Trees:
-
Acer ginnala (Amur Maple)
Acer platanoides (Norway Maple)
Aesculus hippocastanum (Common Horsechestnut)
Amelanchier Canadensis (Shadblow Serviceberry)
Catalpa speciosa (Northern Catalpa)
Celtis occidentalis (Hackberry)
Crataegus crus-galli (Cockspur Hawthorn)
Elaeagnus angustifolia (Russian Olive)
Ginkgo biloba — Male only
Gleditsia trianthos (Honeylocust)
Gymnocladus dioicus (Kentucky Coffeetree) — Male only
Populus alba (White Poplar)
Populus deltoides (Cottonwood)
Populus tremuloides (Quaking Aspen)
Prunus serotina (Black Cherry)
Prunus virginiana (Choke Cherry)
Quercus alba (White Oak)
Quercus macrocarpa (Burr Oak)
Quercus rubra (Red Oak)
Tamarix ramosissima (Five Stamen Tamarisk)
Groundcovers:
Bugleweed *Ajuga reptans*
Goutweed *Aegopodium podagraria*
Creeping Cotoneaster *Cotoneaster adpressa*
Bearberry Cotoneaster *Cotoneaster dammeri*

[Rockspray Cotoneaster](#) *Cotoneaster horizontalis*
[Hesse Cotoneaster](#) *Cotoneaster horizontalis 'Hessei'*
[Wintercreeper Euonymus](#) *Euonymus fortunei* cultivars
[English Ivy](#) *Hedera helix*
[Plantain Lily](#) Cultivars *Hosta* cultivars
[Japanese Garden Juniper](#) *Juniperus chinensis procumbens*
[Sargent Juniper](#) *Juniperus chinensis sargentii*
[Japanese pachysandra](#) *Pachysandra terminalis*
[Gro low sumac](#) *Rhus aromatica 'Gro low'*
[Periwinkle](#) *Vinca minor*
[Low Maintenance Perennial](#)
[Full Sun](#) (Includes sun from 12:00 – 5:00 p.m.)
-
[Non-Native](#)
[Artemisia camphorata](#) (Southernwood)
[Aster Alma Pötschke](#)
[Aster Purple Dome](#)
[Baptisia australis](#) (False Indigo)
[Boltonia a. Snowbank](#) (White Boltonia)
[Chelone lyonii](#) (Turtlehead)
[Coreopsis Zagreb](#) (Tickseed)
[Echinacea purpurea](#) (Coneflower)
[Euphorbia polychroma](#) (Cushion Spurge)
[Geranium c. Biokova](#)
[Geranium sanguineum Max Frei](#)
[Heliopsis](#) (False Sunflower)
[Hemerocallis](#) (Daylily)
[Iris sibirica](#) (Siberian Iris)
[Liatris](#) (Blazing Star)
[Lamiaceae](#) *Origanum*
[Herrenhausen](#) (Ornamental Oregano)
[Paeoniaceae](#) Peony
[Perovskia](#) (Russian Sage)
[Rudbeckia Goldsturm](#) (Black-Eyed Susan)
[Ruta graveolens](#) (Rue)
[Salvia May Night/East Friesland/Blue Hills etc.](#) (Meadow Sage)
[Sedum kamtschaticum](#) (Stonecrop)
[Sedum spectabile](#) Autumn Joy/Brilliant/Matrona etc.
[Stachys Helene von Stein](#) (Lamb's Ears)
[Tanacetum](#) (Fern Leaf Tansy)

Waldsteinia ternata (Barren Strawberry)

Yucca filamentosa

-

Native

Bee Balm

Bottle Gentian

Butterfly Milkweed

Canada Anemone

Culvers Root

False Sunflower

Leadplant

Gray-headed Coneflower

Monkey Flower Plant

Nodding Onion

Ohio Spiderwort

Pale Purple Coneflower

Penstemon or Foxglove Beardtongue

Prairie Blazing Star

Prairie Phlox

Prairie Smoke

Purple Coneflower

Purple Prairie Clover

Queen of the Prairie

Rough Blazing Star

Silky Aster

Smooth Blue Aster

Stiff Goldenrod

Susan, Brown and Black Eyed

White Prairie Clover

Wild Bergamot

Wild Geranium

Full Sun Grasses

Non-Native

Calamagrostis Karl Foerster (Feather Reed Grass)

Deschampsia caespitosa (Tufted Hair Grass)

-

Native

Schizachyrium scoparium (Little Bluestem)

Sporobolus heterolepis (Prairie Dropseed)

Sorghastrum nutans (Indiangrass)

[Bouteloua \(Side Oats Gramma\)](#)
[Panicum \(Switch grass\)](#)
[Partial Shade \(morning sun, afternoon shade\)](#)

-

Non-Native

[Alchemilla \(Lady's Mantle\)](#)
[Aruncus \(Goatsbeard\)](#)
[Astilbe varieties](#)
[Carex s. Variegata \(Variegated Sedge\)](#)
[Chelone lyonii \(Turtlehead\)](#)
[Deschampsia caespitosa \(Tufted Hair Grass\)](#)
[Fern varieties](#)
[Heuchera varieties](#)
[Hosta varieties](#)
[Iris sibirica \(Siberian Iris\)](#)
[Lamiastrum g. Herman's Pride](#)
[Lamium m. Chequers](#)
[Ligularia The Rocket](#)
[Thalictrum aquilegifolium \(Meadow Rue\)](#)
[Waldsteinia ternata \(Barren Strawberry\)](#)

-

Native

[Dodecatheon amethystinum \(Amethyst Shooting Star\)](#)
[Aquilegia canadensis \(Columbine\)](#)
[Boltonia asteroides \(False Aster\)](#)
[Penstemon digitalis \(Penstemon or Floxglove Beardstongue\)](#)
[Lobelia siphilitica \(Great Blue Lobelia\)](#)
[Symphyotrichum cordifolium \(Heart leaved Aster\)](#)
[Polemonium reptans \(Jacob's Ladder\)](#)
[Lobelia spicata \(Pale Spiked Lobelia\)](#)
[Geranium maculatum \(Wild Geranium\)](#)
[Shade \(filtered light or direct sun only in early morning or late evening\)](#)

-

Non-Native

[Alchemilla \(Lady's Mantle\)](#)
[Aruncus \(Goatsbeard\)](#)
[Asarum canadense \(Wild Ginger\)](#)
[Carex s. Variegata \(Variegated Sedge\)](#)
[Cimicifuga racemosa \(Cohosh\)](#)
[Epimedium \(Barrenwort\)](#)

[Fern varieties](#)
[Hosta varieties](#)
[Pulmonaria \(Lungwort\)](#)

-

[Native](#)

[Asarum canadense \(Wild Ginger\)](#)
[Adiantum pedatum \(Maidenhair fern\)](#)
[Polystichum acrostichoides \(Christmas Fern\)](#)
[Dryopteris marginalis \(Marginal Wood Fern\)](#)
[Athyrium filix-femina \(Lady Fern\)](#)
[Dryopteris marginalis \(Marginal Wood Fern\)](#)
[Sanguinaria Canadensis \(Bloodroot\)](#)
[Hepatica nobilis var. acuta \(Hepatica\)](#)
[Trillium cernuum \(Nodding Trillium\)](#)
[Thalictrum thalictroides \(Rue Anemone\)](#)
[Mertensia virginica \(Virginia Bluebells\)](#)
[Prohibited Landscaping material](#)

-

[Berberis thunbergii \(Japanese Barberry 6 x 6\)](#)

[Berberis thunbergii cv. \('Crimson Pygmy' 2 x 2, 'Globe' 2 x 2, 'minor' 3 x 3, etc.\)](#)

170.21 RESIDENTIAL STANDARDS — GENERAL

- 1. Garage doors shall NOT be the predominate features of a home. Garage doors facing the public street shall be set back so as to minimize the dominance of their appearance and provide adequate space between the street or sidewalk and the garage to accommodate additional parking. Garages or accessory structures shall incorporate architecture details with the use of windows, doors, and other façade detailing.
- 2. Single family homes in a neighborhood shall have a varying front setback. For example, homes may have a range of front setbacks.
- 3. Porches are strongly encouraged to be a part of the front façade of single- and multi-family homes to provide an outdoor space and promote "eyes on the street."
- 4. Dwelling units are encouraged on the second or higher story of structures when possible.
- 5. A publicly accessible outdoor space such as a private park, plaza, pavilion, or courtyard shall be included within each residential development to provide a focal point for such activities as outdoor gathering, neighborhood events, picnicking, sitting, and passive and active recreation.
- 6. Multi-density homes and high-density apartment complexes shall have a street orientation through the use of small setbacks, balconies, or porches.
- 7. High- and medium-density residential buildings are strongly encouraged to be multi-story.

8. Eighty percent of multi-family units within a development shall provide a balcony of at least five feet deep, which may extend into the setback, yet may be no closer than five feet to the property line.

170.22 RESIDENTIAL STANDARDS – BUILDINGS.

1. Fenestration (door and window openings) shall be sized to the scale of the building and detailed appropriately to the pedestrian theme. Use of repeating window patterns and details are encouraged to unify design.
2. Entrances into buildings shall be easily identified through the use of build design and detailing. Projected or recessed entryways, higher rooflines, awnings, or changes in building material are examples that can create this effect.
3. Buildings shall provide a unifying theme while maintaining each building's individual character.
4. Materials shall change with the change in building planes; however, all material shall keep within the chosen theme.
5. All sides of all buildings open to public view shall be treated with the same level of architectural style. Parking shall be located to utilize natural landscape and topography.

(Ch. 170 – Ord. 17-14 – Dec. 17 Supp.)

CHAPTER 171 TEMPORARY USES AND STRUCTURES

[171.01 Purpose](#)

[171.02 Agricultural Temporary Uses and Structures](#)

[171.03 Residential Uses Compliance with Chapter Provisions](#)

[171.04 Civic Uses Permit Required](#)

[171.05 Commercial Uses](#) [171.05 Prior Determination for Temporary Use Permit Approved](#)

[171.06 Performance Standards for Industrial Uses](#)

[171.07 Maximum Permitted Sound Levels Adjacent to Residential Zoning Districts](#)

[Table 171.07-1 Maximum Permitted Sound Levels at Residential Boundaries](#)

[171.08 Accessory Uses](#)

[171.09 Outdoor Storage](#)

[171.10 Temporary Uses and Structures](#) [171.06 General Regulations](#)

[171.11 Definitions](#) [171.07 Specific Requirements for Related Areas](#)

[171.12 Compliance with Chapter Provisions](#) [171.09 Conditions of Approval](#)

[171.13 Permit Required](#) [10 Fees](#)

[171.14 Prior Determination for Temporary Use Permit Approved](#) [171.11 Violations and Penalties](#)

[171.15 General Regulations](#)

[171.16 Specific Requirements for Related Areas](#)

[171.17 Conditions of Approval](#)

[171.18 Fees](#)

[171.19 Violations and Penalties](#)

171.01 PURPOSE.

The Supplemental Use Regulations set forth additional standards for certain uses located within the various zoning districts. These regulations recognize that certain use types have characteristics that require additional controls in order to protect public health, safety, and welfare. These regulations complement the use regulations contained in Chapter 168 of this Code of Ordinances.

171.02 AGRICULTURAL TEMPORARY USES- AND STRUCTURES.

These regulations are intended to prescribe the conditions under which limited duration activities (e.g., Christmas tree sales, pumpkin sales, landscape material sales, grand openings, special events, etc.) may be conducted. The intent is to allow for the temporary storage, display, and marketing of merchandise on a seasonal basis in an attractive manner to serve the desires of the general public but prevent the creation of any nuisance or annoyance to the occupants of adjacent buildings, premises or property, and the general public. It is also the intent to establish minimum standards for the operation of temporary uses in a manner that will provide for the health, safety, and welfare of the patrons, employees, the general public, etc. that may utilize or be affected by the establishment of the temporary use.

1. Exemptions.

- a. Garage sales. The casual and occasional sales of used household goods by the owner thereof to the public, on a non-receiving basis, if the seller, at the time of the sale, is not engaged for profit in the business of selling goods of that or a similar nature, so long as such sales are not conducted in excess of three consecutive days and no more than two times annually.

171.03 COMPLIANCE WITH CHAPTER PROVISIONS.

No temporary use or structure permit shall be issued except for when hereinafter provided.

Nothing in these provisions shall relieve any property owner or user from satisfying any condition or requirement associated with a previous approval, special permit, variance, development permit, or other permit issued under any local, State, or federal ordinance or statute.

171.04 PERMIT REQUIRED.

The following uses are eligible for a temporary permit, provided they meet the following criteria and obtain prior approval from the Zoning Administrator. No temporary use shall occur, and no temporary structures shall be erected, without first obtaining a permit from the Zoning Administrator. All permits are subject to approval by the Zoning Administrator. Further, the Zoning Administrator may impose certain reasonable requirements as may be required to prevent any negative impact to surrounding properties. City sponsored events are exempt from these requirements.

1. Construction Office. If a building permit has been issued for the construction of a new building on the same property or if a contractor has another non-building related construction project, the applicant may also apply for a temporary use permit for the purpose of installing any temporary structures used as temporary office, shop, or storage on

the property provided they directly relate to the new construction activity and the temporary structure is removed upon completion of the construction project. Specific uses under this category may include the following:

- a. Real estate offices and model homes;
- b. Any structure used for construction offices, workshops, and storage;

2. Any other construction-related uses not specified in this section which, in the opinion of the Zoning Administrator, are similar to the uses listed in this section.

a. Special Events. These uses are intended to serve special events such as grand openings, parking lot sales, group assembly activities, etc. These uses typically involve the use of a tent, outdoor shelter, or any other enclosure and temporary structure. Garage sales are exempt from these provisions, provided they do not occur any more frequently than one 3-day event per 180-day period. Garage sales occurring more frequently shall be considered a commercial retail sales business in a residential zone, which is prohibited. Specific uses under this category may include the following:

- i. Parking lot sales, sidewalk sales (private sidewalks only), clearance sales, or other temporary uses which, in the opinion of the Zoning Administrator, are similar to the uses listed in this section. (For purposes of this section, the term "sidewalks" does not apply to outside areas adjacent to sidewalks that were specifically built for outside sales.)
- ii. Grand openings and special events, and grand openings which are not sponsored by the City or Chamber.
- iii. Group assembly activities not sponsored or endorsed by the City (e.g., carnivals, fairs, rodeos, sports events, concerts, and shows).

b. Temporary food and beverage uses must meet the requirements of Chapter 183. (Subsection D – Ord. 18-03 – Apr. 18 Supp.)

c. Any other event related uses not specified in this section which, in the opinion of the Zoning Administrator, are similar to the uses listed in this section.

3. Seasonal Related. These uses typically involve the erection or setup of a temporary structure in order to display seasonal goods and wares. This does not include the sale of fireworks. These permitted uses and any related structures expire upon the completion of the season or at another specified date. Specific uses under this category may include the following:

- a. Retail sales of Christmas trees and pumpkins.
- b. Retail sale of agricultural products and landscape nursery material, unless the establishment sells and is zoned for sales of similar materials.
- c. Nurseries and greenhouses.
- d. Any other seasonal related uses not specified in this section which, in the opinion of the Zoning Administrator, are similar to the uses listed in this section.

171.05 TEMPORARY USE PERMIT APPROVAL

The Zoning Administrator shall only approve an application for a temporary use permit if all of the following findings can be made:

1. The proposed temporary use will be compatible with adjacent uses and will not adversely affect the surrounding neighborhood by means of odor, noise, dust, or other nuisance.
2. The additional parking required by the temporary use will be provided on site, if applicable, or adequate street parking is available in the immediate area.
3. Increased traffic caused by the temporary use will not adversely affect the surrounding neighborhood or City at large.
4. The proposed temporary use is consistent with the comprehensive plan, this Code of Ordinances, and all City and State regulations.

171.06 GENERAL REGULATIONS.

Each temporary use shall be described in a permit issued by the Zoning Administrator prior to commencement of the use. This permit shall be in addition to all other licenses, permits, or approvals otherwise required by any governmental entity. Each temporary use shall adhere to the following regulations.

1. Length. The temporary use shall be defined as either short-term or long-term.
 - a. “Temporary Use (Short-term)” means a short-term use is a use with a maximum duration of four consecutive days or less.
 - b. “Temporary Use (Long-term)” means a long-term use in duration of more than four consecutive days but less than six months.
2. Parking Spaces.
 - a. The number of additional parking spaces required, if any, and the location of such additional parking spaces, for the temporary activity shall be determined by the Zoning Administrator. The number of permanent parking spaces allowed to be used under the short-term temporary use permit shall be reviewed and determined by the Zoning Administrator.
 - b. The maximum number of permanent parking spaces allowed to be used for the operation of a long-term temporary use shall not exceed 20% of the parking on a site plan that was approved by the City to be counted toward the allowable size of the long-term temporary use or 20% of the site area, whichever is more restrictive.
3. Signs.
 - a. Non-illuminated detached signs.
 - A. Amount.
 1. A maximum of two detached signs.
 - B. Size.
 1. The total size area must be below 60 square feet.
 2. Each sign may have a maximum size area of 30 square feet.
4. Cleanliness.
 - a. All sites shall be completely cleaned of debris and temporary structures including (but not limited to) trash receptacles, signs, stands, poles, electric wiring, or any other fixtures and appurtenances or equipment connected therewith, within five days after the termination of the sale or special event.

b. A bond or cash deposit in the amount of five hundred dollars (\$500.00) shall be deposited with the City to assure adequate cleanup of activities that occur on vacant or undeveloped lots, and/or involving the construction or placement of temporary structures. The bond for long-term temporary food and beverage uses shall be in the amount of seven hundred fifty dollars (\$750.00). Activities located in fully developed shopping centers will be exempt from bonding, with the exception of uses that involve the construction or placement of a temporary structure, and any long-term temporary food and beverage facilities shall be required to post a bond or cash deposit. The Zoning Administrator may waive this requirement for normal and customary uses incidental complementary to the principal use.

5. Sanitary facilities.

a. Sanitary facilities, either portable or permanent, shall be made available to all employees, attendants, and participants of the activity during its operational hours, as approved by the Zoning Administrator in concurrence with the City Engineer and County Health Department unless stipulated otherwise in this chapter. If the restroom facilities are located within an adjacent building, the written authorization of the owner of the adjacent building shall be required specifically stating that the restroom facilities will be made available to the employees, attendants, and participants at all times during the hours of operation of the temporary use activity.

6. General Regulations.

a. No area of public right-of-way may be used without obtaining approval from the Zoning Administrator, who will confer with the Chief of Police, Fire Chief, Public Works Director, and the City Administrator.

b. Proof of ownership or a signed letter, either from the property owner or an authorized representative for the property on which the activity is to take place, shall be presented at the time the temporary permit is requested.

c. All temporary structures including, but not limited to, greenhouses, trailers, mobile homes, signs, etc., shall conform to the zoning setback requirements unless stated otherwise in this chapter. Temporary structures are also subject to permit requirements as set forth in Chapter 152 of this Code of Ordinances.

7. Application Requirements. Applications for the temporary use shall be accompanied by the prescribed number of copies of a project plan and such other detailed elevations, plans, and other information as may be required to adequately evaluate the proposed use. A plan of the layout of the proposed use shall be submitted to the City with the application on a base plan prepared in accordance with the site plan requirements of the City. The proposed layout of the garden center area may be drawn onto a copy of a previously approved site plan for the temporary use permit submittal. The layout plan shall identify the following:

a. Area. The area on the site proposed to be utilized as part of the temporary use and associated sales areas.
A. Delineate how different areas will be used.

b. Traffic.

- A. Proposed modifications to the traffic patterns and methods proposed to notify patrons and identify the temporary traffic pattern changes, i.e., signage, traffic cones, fencing and barriers, etc.
- B. Proposed vehicle loading zone.
- C. Proposed temporary barriers or corrals with an architectural elevation, photo, or sketch of the barriers' proposed construction.

c. Location of Facilities.

- A. Electrical connection
 - 1. Overhead power connection with a minimum clearance above a grade of 14 feet;
 - 2. Installation of an underground conduit; or
 - 3. Other method acceptable to the City. The use of an overhead connection shall only be allowed in those areas where overhead electrical service currently exists in the area. Use of extension cords, cables, or wires, whether lying on the ground or otherwise connected to a power source, is expressly prohibited for long-term garden center uses. An electrical permit shall be obtained prior to any electrical installation or connection.
- B. Water connection
- C. The applicant shall provide, as determined by the Zoning Administrator, adequate facilities for the disposal of trash, waste, pallets, and display racks.
- D. Restroom facilities shall be provided at all times during the temporary use activity.

d. Indemnification and Proof of Insurance.

- A. The owner or operator of any long term temporary use shall provide evidence of comprehensive general liability coverage and contractual liability insurance by an insurance company licensed to do business in the State of Iowa in the limits of at least \$1,000,000.00 for each personal injury accident and/or death; \$1,000,000.00 for each aggregate personal injury and/or death; and \$1,000,000.00 for each property damage accident. The evidence shall name the City as a coinsured and shall state that it cannot be canceled or materially altered without giving the City at least 30 days written notice by registered mail, return receipt requested. The owner or operator of a temporary garden center or the property owner shall execute an agreement, acceptable to the City, which indemnifies and holds harmless the City from any and all liability, damages, claims, costs, expenses, interest, and reasonable attorney fees relating to the temporary use and associated facilities on the property.
- e. Removal. At the expiration of the temporary use permit, any structures, barricades, shelving, pallets, leftover merchandise, or other facilities associated with the temporary use shall be removed from the site.
- f. Safety Standards. In order to promote the safety of the patrons of these facilities, the following shall be required:

- A. Bulk material shall be neatly and safely stacked.
- B. All sales areas shall be separated from vehicular uses by the placement of a fence or barrier acceptable to the Zoning Administrator to prevent pedestrian and vehicular conflicts. If a barrier is of an open nature where patrons can reach through and obtain access to the merchandise, a four foot walkway shall be located adjacent to the barrier to prevent patrons from standing outside the barrier in traffic ways to shop.
- C. The door openings for any greenhouses, shade structures, or similar enclosures shall have a minimum ten-foot setback from drive aisles where an opening in the barrier is provided aligned with the door of the structure.

8. Where openings in the barriers occur for pedestrian access, sight visibility shall be maintained so that vehicles can clearly see pedestrians approaching the opening from a distance of no less than 50 feet.

9. Temporary drive aisles shall be maintained at a minimum 24-foot width for two-way traffic and shall be delineated by the placement of traffic barriers, fencing, or some other physical marker that clearly informs drivers of the end of the parking area and the start of the drive aisle. A clear line of sight shall be maintained at the entrance and exit of the temporary drive aisles.

10. Vehicle loading areas shall be located in an area that minimizes pedestrian and vehicle conflict and provides for the safe loading of merchandise and vehicle access to and from the traffic lanes to the loading area, preferably without backing movements.

171.07 SPECIFIC REQUIREMENTS FOR RELATED AREAS.

1. Construction Office
 - a. Construction Offices and Related Structures.
 - A. Zoning.
 1. The use and structure are allowed in any zoning district. All requirements such as, but not limited to, setbacks, landscaping, parking, etc. are required to be complied with.
 - B. Maximum Duration.
 1. 24 months.
 - C. Amount.
 1. Limited to one per property and located entirely within the property boundaries.
2. Special Event.
 - a. Zoning.
 - A. The use is allowed in any zoning district.
 - B. Events occurring in an R-1, R-2, or R-3 District shall occur between 7:00 a.m. to 10:00 p.m. except with the approval of the Chief of Police; all other zones as determined by the Zoning Administrator.
 - b. Maximum Duration.
 - A. Four consecutive days, not to exceed four events in a 12-month period.
3. Seasonal Related.

a. Retail Sales of Christmas Trees and Pumpkins.

A. Zoning.

1. The use is allowed in any zoning district.

B. Maximum Duration.

1. Forty (40) calendar days prior to December 25 for Christmas tree sales; October 1 through November 1 for pumpkin sales.

b. Agricultural Produce Stands.

A. Zoning.

1. The use is allowed in any zoning district.

B. Termination.

1. Stands and displays shall be removed when not used for a period of 30 consecutive days.

c. Retail Sales of Landscape Nursery Materials.

A. Zoning.

1. The use is allowed in the CC, UC, and LI Zoning Districts.

B. Termination.

1. Stands and displays shall be removed when not used for a period of 30 consecutive days.

4. Other structures or uses determined to be consistent with the intent of this subsection, with the approval of the Zoning Administrator.

171.08 CONDITIONS OF APPROVAL.

The Zoning Administrator may impose such conditions on a temporary use permit as is necessary to meet the purposes of this section and protect the public health, safety, and welfare and adjacent uses.

171.09 FEES.

The application fee for a temporary use permit shall be in the amount as established from time to time by resolution of the Council, payable each year of operation.

171.10 VIOLATIONS AND PENALTIES.

The operation of a temporary use is a privilege allowed by this section. Failure to maintain a temporary use in compliance with the conditions of approval and the regulations of this section shall constitute a nuisance and may be punished as set forth in Chapter 50 of this Code of Ordinances. A written notice of a violation of the temporary use permit shall be sent to the operator of the temporary use and the property owner, if different than the operator, and the operator shall have a maximum of five (5) days, as determined by the Zoning Administrator, to bring the site into compliance. If the operator fails to correct the violation in the prescribed time, the City may revoke the temporary use permit and issue a cease and desist order for the temporary use. There shall also be a one-year moratorium from that date on the issuance of any other temporary use permits on the property and a one-year probationary period for the second year following the violation. During the probationary period, if the operator of a temporary use fails to maintain the premises and the use in conformance with the conditions of approval and

this Code, after the notification procedures noted above, the City may revoke the temporary use permit and no other temporary use permits shall be issued on the property for a period of two (2) years.

DRAFT

CHAPTER 172
ZONING CODE
SUPPLEMENTAL SITE DEVELOPMENT REGULATIONS

172.01 Purpose	172.07 Accessory Structure
172.02 Mobile Home Parks	172.08 Outdoor Storage
172.03 Commercial Uses	172.9 Setback Adjustments
172.04 Performance Standards for Industrial Uses	172.10 Height Exceptions
172.05 Maximum Permitted Sound Levels Adjacent to Residential Zoning Districts	172.11 Fence Regulations
Table 172.05-1 Maximum Permitted Sound Levels at Residential Boundaries	172.12 Exceptions for Creative Subdivisions
172.06 Accessory Uses	172.13 Outdoor Lighting

172.01 PURPOSE.

The Supplemental Site Development Regulations recognize the existence of special conditions that cannot comply literally with the site development regulations set out for each zoning district. Therefore, these regulations qualify or modify the district regulations of this Zoning Code and provide for specific areas of exception.

03 RESIDENTIAL USES.

- 1. Zero Lot Line Single Family Detached Residential. Within a common development, one interior side yard may be equal to zero for single-family detached residential use, subject to the following additional regulations:
 - A. The side yard opposite to the zero yard must equal at least twice the normal required side yard.
 - B. The normal side yard setback requirement must be maintained adjacent to any lot with an existing structure not within the common development or not otherwise designated for zero lot line use.
 - C. An easement for maintenance of the zero lot line façade is filed with the Polk County Register of Deeds and the City Clerk at the time of application for a building permit.
- 2. Single Family Attached. When permitted, the minimum side yard opposite the common wall shall be equal to twice the normal required side yard.
- 3. Townhouse Residential. Where permitted, townhouse residential is subject to the following regulations:
 - A. The site area per unit must be 3,000 square feet in all districts where permitted.
 - B. The minimum width for any townhouse lot sold individually shall be 25 feet, except within an approved creative subdivision.
 - C. Coverage percentages are computed for the site of the entire townhouse common development.
- 4. Two Family Residential.
 - A. The second dwelling unit shall be located to the rear of the site and shall be separated from the front dwelling unit by a minimum of 25 feet.

~~—B. The second dwelling unit shall be served by a driveway at least ten feet in width, leading from a public street adjacent to the lot.~~

~~—5. Downtown and Group Residential in TC District. Downtown and Group Residential uses are permitted in the TC District only on levels above street level. A unit or units specifically designed for occupancy by disabled residents may be developed at street level, subject to approval by the Board of Adjustment.~~

—6. 172.02 MOBLIE HOME PARKS.

Mobile Home Parks in the MH District. Mobile home parks are permitted in the MH District as conditional uses, subject to approval by the Board of Adjustment. Following the effective date of this Zoning Code, no mobile home shall be located outside of a mobile home park. A mobile home park is subject to the approval of a special use permit and compliance with the following regulations:

1. ~~—A.~~ Certification. A certification of compliance with all ordinances and regulations regarding mobile home licensing, zoning, health, plumbing, electrical, building, fire protection, and any other applicable requirements shall be required of all mobile home parks.
2. ~~—B.~~ Minimum and Maximum Area. A mobile home park shall be considered to be one zoned lot. The minimum contiguous area of a mobile home park shall be 100,000 square feet.
3. ~~—C.~~ Density Requirements.
 - a. ~~(1)~~ The maximum gross density of a mobile home park shall be 10 units per acre.
 - b. ~~(2)~~ The minimum size of an individual mobile home space shall be 3,500 square feet for singlewide mobile home units and 5,000 square feet for doublewide mobile home units.
 - c. ~~(3)~~ Each mobile home space shall have a width of at least 40 feet wide and a length of at least 75 feet.
4. ~~—D.~~ Site Development Standards.
 - a. ~~(1)~~ Setbacks. Each mobile home park shall have a minimum perimeter setback of 35 feet from adjacent nonresidential uses and 50 feet from adjacent residential uses. No space for a dwelling unit or any other structure shall be permitted in the required setback.
 - b. ~~(2)~~ Setback Landscaping. All area contained within the required setbacks except sidewalks and private drives shall be landscaped and screened in conformance with Chapter 173 of this Zoning Code. Screening shall be provided in conformance with Chapter 173 for any common property line with another nonresidential use.
 - c. ~~(3)~~ Impervious Coverage. Impervious coverage for a mobile home park shall not exceed 50 ~~percent~~ of the total site area.
 - d. ~~(4)~~ Open Space. Each mobile home park shall provide a minimum of 400 square feet of open recreational space per unit. Such space shall be provided at a central location accessible from all parts of the park by pedestrians. Required perimeter setbacks or buffers shall not be credited toward the fulfillment of this requirement.

- e. (5) Separation Between Mobile Home Units. The minimum separation between a mobile home unit and attached accessory structure and any other mobile home units and/or accessory structure shall be 20 feet.
- f. (6) Separation and Setbacks for Accessory Buildings. An accessory building on a mobile home space shall maintain a minimum rear and side yard setback of five feet. A minimum distance of ten feet shall be provided between any mobile home and an unattached accessory building.

5. E. Street Access and Circulation Requirements.

- a. (1) Access to Public Street. Each mobile home park must abut and have access to a dedicated public street with a right-of-way of at least 60 feet. Direct access to a mobile home space from a public street is prohibited.
- b. (2) Vehicular Circulation. The mobile home park must provide interior vehicular circulation on a private internal street system. The minimum interior street width shall be 27 feet. The street system shall be continuous and connected with other internal and public streets or shall have a cul-de-sac with a minimum diameter of 90 feet. No such cul-de-sacs may exceed 300 feet in length.
- c. (3) Separation between Units and Circulation Areas. The minimum distance between a mobile home unit and any attached accessory structure and the pavement of an internal street or parking area shall be ten feet.
- d. (4) Sidewalks. Each mobile home park shall provide a sidewalk system to connect each mobile home space to common buildings or community facilities constructed for the use of its residents; and to the fronting public right of way. Sidewalk width shall be at least fourfive feet.
- e. (5) Street and Sidewalk Standards. All internal streets and sidewalks shall be hard-surfaced. Electric street lighting is required along all internal streets.
- f. (6) Parking Requirements. Each mobile home park must provide at least twoone off-street parking stalls for each mobile home space.

6. F. Tornado Shelters. Underground or other approved tornado shelters shall be provided in the mobile home park. Such shelter or shelters shall be built according to the recommendations of the Civil Defense Authority and be large enough to meet the specific needs of the park and its residents.

7. G. Utilities.

- a. (1) All mobile home parks shall provide individual units and common facilities with an adequate, piped supply of hot and cold water for both drinking and domestic purposes; and standard electrical service, providing at least one 120-volt and one 240-volt electrical service outlet to each mobile home space.
- b. (2) Complete sanitary and sewer service shall be provided within each mobile home park in accordance with this Code of Ordinances.
- c. (3) Properly spaced and operating fire hydrants shall be provided for proper fire protection within each mobile home park in accordance with this Code of Ordinances.
- d. (4) All electric, telephone, gas, and other utility lines shall be installed underground.

8. H. Financial Responsibility. Each application for a mobile home park shall include a demonstration by the developer of financial capability to complete the project, and a construction schedule.

a. I. Completion Schedule. Construction must begin on any approved mobile home park within one year of the date of approval by the Planning and Zoning Commission. Such construction shall be completed within two years of approval, unless otherwise extended by the Planning Commission.

171.04 CIVIC USES.

1. Clubs. Clubs located adjacent to residential uses shall maintain a buffer yard of not less than 15 feet along the common boundary with such residential use.

2. Day Care. Day care facilities are permitted as a conditional use in the LI Limited Industrial Zoning District only if incidental to a permitted primary use.

3. Elder Family and Elder Group Homes. New elder family and elder group homes shall not be located within a one-mile radius of another family home, elderly family home, or elder group home.

4. Group Care Facilities and Group Homes.

A. Each group care facility or group home must be validly licensed by either the State of Iowa or the appropriate governmental subdivision.

B. Group homes are permitted in the TC District only on levels above street level, except that a facility specifically designed for occupancy by disabled residents may be developed at street level, subject to approval as a conditional use by the Board of Adjustment.

C. No group care facility or group home shall be established within 300 feet of a previously existing and currently operating group care facility, family home, or group home.

171.05172.03 COMMERCIAL USES.

1. 1. Auto Service, Repair, Equipment Repair, and Body Repair, Convenience Stores, and Gas Stations.

a. A. Where permitted in commercial districts, all repair activities, including oil drainage, lifts, and other equipment, must take place within a completely enclosed building. Outdoor storage is permitted only where incidental to auto repair and body repair, provided that such storage is completely screened so as not to be visible from residential areas or public rights-of-way. Screening is subject to provisions of Chapter 173 of this Zoning Code.

b. B. Any spray painting must take place within structures designed for that purpose and approved by the Building Official.

C. All entrances and exits serving gasoline service stations, convenience stores offering gasoline sales, or automobile repair shops shall be at least 150 feet from a school, public park, religious assembly use, hospital, or residential use, as measured along any public street. Such access shall be at least 50 feet away from any intersection.

c. D. All gasoline pumps shall be set back at least 15 feet from any right-of-way line.

2. Auto Washing Facilities.

—A. Each conveyor operated auto washing facility shall provide 100 feet of stacking capacity per washing lane on the approach side of the washing structure and stacking space for two vehicles on the exit side.

—B. Each self-service auto washing facility shall provide stacking space for three automobiles per bay on the approach side and one space per bay on the exit side of the building.

2. 3. Automobile and Equipment Rental and Sales.

- a. —A. All outdoor display areas for rental and sales facilities shall be hard-surfaced.
- b. —B. Body repair services are permitted as an accessory use to automobile rental and sales facilities, provided that such repair services shall not exceed 25% of the gross floor area of the building.

—4. Bed and Breakfasts. Bed and Breakfasts permitted in the TC District must provide any sleeping facility only on levels above street level except that units specifically designed and reserved for occupancy by handicapped people may be located on the street level.

—5. Campgrounds.

—A. Minimum Size. Each campground established after the effective date of this Zoning Code shall have a minimum size of one acre.

—B. Setbacks. All campgrounds shall maintain a 50 foot front yard setback and a 25 foot buffer yard from all other property lines.

—C. Each campground must maintain water supply, sewage disposal, and water and toilet facilities in compliance with all City ordinances, or alternately, be limited to use by self-contained campers, providing their own on-board water and disposal systems.

3. 6. Convenience Storage. When permitted in the GC and LI Districts, convenience storage facilities shall be subject to the following additional requirements:

- a. —A. The minimum size of a convenience storage facility shall be two acres.
- b. —B. Activities within the facility shall be limited to the rental of storage cubicles and the administration and maintenance of the facility.
- c. —C. All driveways within the facility shall provide a paved surface with a minimum width of 25 feet.
- d. —D. All storage must be within enclosed buildings and shall not include the storage of hazardous materials.
- e. —E. No storage buildings may open into required front yards.
- f. —F. Facilities must maintain landscaped buffer yards of 35 feet adjacent to any public right-of-way and 20 feet adjacent to other property lines, unless greater setbacks are required by Chapter 173.

7. Delayed Deposit Services Business.

—A. Locations. No person, whether as principal or agent, clerk, or employee, either for such person or any other person, or as an officer of any corporation, or otherwise, shall place, maintain, own, or operate any delayed deposit businesses in the following locations:

—(1) In any residential area in the City, including upon any sidewalk abutting upon such residential area.

— (2) Within 1,000 feet of any residentially zoned or used property, or any property designated on the City's Comprehensive Plan as residentially oriented.

— (3) Within 1,000 feet of any parcel of real property upon which is located any of the following facilities:

- a. An elementary school, junior high school, or senior high school.
- b. A church that conducts religious programs.
- c. Park or recreational facilities operated and approved by the City, County, the Polk County Conservation Board, the State of Iowa, or a not for profit institution.
- d. Federal, State, County, City, or special district governmental offices.
- e. Supermarket or convenience market primarily engaged in the sale of food.
- f. Restaurant, fast food, or food establishment catering to family trade.

— (4) Within 1,000 feet of any other pawn shop or delayed deposit service business, as defined in Section 167.06(1) and 124.01.

— B. Measurement of Distance. The distance between any two pawn shops and/or delayed deposit services businesses shall be measured in a straight line, without regard to intervening structures, from the closest exterior structural wall of each business. The distance between any pawn shop and delayed deposit services business and any religious institution, school, or public park, government office, supermarket, restaurant, or any property designated for residential use or used for residential purposes shall be measured in a straight line without regard to intervening structures, from the closest property line of the pawn shop or delayed deposit services business to the closest property line of the religious institution, school, public park, government office, supermarket, restaurant, or the property designated for residential use or used for residential purposes.

— C. Restrictions. Visibility into the store shall be maintained by utilizing clear, transparent glass on all windows and doors, and by keeping all windows free of obstructions for at least three (3) feet into the store. Product may be displayed for sale in the window, provided that the display, including signage, does not occupy more than 30 percent of the window area. Interior and exterior bars, grills, mesh, or similar obstructions, whether permanently or temporarily affixed, shall not cover any exterior door or window.

— 8. Restaurants. Restaurants in the LC District that include the accessory sale of alcoholic beverages require approval of a conditional use permit, as set forth in Section 177.03 of this Zoning Code.

— 9. Restricted Businesses. Restricted businesses are not permitted within the zoning jurisdiction of the City.

171.06

172.04 PERFORMANCE STANDARDS FOR INDUSTRIAL USES.

The following performance standards apply to all industrial uses permitted within an LI Limited Industrial zoning district:

1. Physical Appearance. All operations shall be carried on within an enclosed building except that new materials or equipment in operable condition may be stored outside. Normal daily

inorganic wastes may be stored outside in containers, provided that such containers are not visible from the street.

2. Fire Hazard. No operation shall involve the use of highly flammable gases, acids, liquids, or other inherent fire hazards. This prohibition shall not apply to the normal use of heating or motor fuels and welding gases when handled in accordance with the regulations of Polk County and the City of Windsor Heights.

3. Maximum Permitted Sound Levels Adjacent to Residential Zoning Districts. No operation in the LI District shall generate sound levels in excess of those specified in Table [171.07172.06-1](#) at the boundary of a residential district. All noises shall be muffled so as not to be objectionable because of intermittence, beat frequency, or shrillness.

4. Sewage and Wastes. No operation shall discharge into a sewer, drainage way, or the ground any material which is radioactive, poisonous, detrimental to normal sewer plant operation, or corrosive to sewer pipes and installations.

5. Air Contaminants. No material may be discharged into the air from any source in such quantity as to cause injury, detriment, nuisance, or annoyance to any considerable number of people or to the public in general; or to endanger the health, comfort, or safety of any considerable number of people or to the public in general; or to damage other businesses, vegetation, or property.

6. Odor. The emission of odors determined by the Planning and Zoning Commission to be obnoxious to most people shall be prohibited. Such odors shall be measured at the property line of the operation.

7. Gases. No release of noxious or poisonous gases shall be permitted except as provided in this section. Measurements of sulfur dioxide, hydrogen sulfide, or carbon monoxide shall not exceed 5 parts per million taken at the property line of the operation.

8. Vibration. All machines shall be mounted to minimize vibration. No measurable vibration shall occur at the property line of the operation which exceeds a displacement of 0.003 inch.

9. Glare and Heat. All glare generated by a use shall be shielded or directed so as not to be visible at the property line of the operation. No heat may be generated from an operation that raises the air temperature at the property line of the operation by more than five degrees Fahrenheit above the ambient air temperature.

10. Storage of Chemical Products. If allowed by special use permit, any above or below ground storage of liquid petroleum products or chemicals of a flammable or noxious nature shall not exceed 150,000 gallons when stored on one lot less than one acre. Such storage shall not exceed 25,000 gallons in any one tank. Storage of liquid petroleum products or chemicals of a flammable or noxious nature in excess of 25,000 gallons shall be located at least 50 feet from any structure intended for human habitation and at least 200 feet from any Residential, Office, or Commercial zoning district.

171.07172.05 MAXIMUM PERMITTED SOUND LEVELS ADJACENT TO RESIDENTIAL ZONING DISTRICTS.

Table 171.0706-1 displays the maximum permitted sound levels that may be generated by uses in the CC, ~~GC~~, UC, ~~TC~~, or LI zoning districts where adjacent to residential zoning districts. All measurements shall be taken at or within the boundary between the originating district and the adjacent residential zoning district with a sound level meter meeting [American](#)

National Standards Institute (ANSI) specifications for a Type II or better general purpose sound level meter. The A-weighted response shall be used.

The A-weighted response shall be used.

Table 171.07/172.05-1 – Maximum Permitted Sound Levels At Residential Boundaries

<u>Originating Zoning District</u>	<u>Time</u>	<u>Maximum One Hour LEQ* (dBa)</u>
CC, UC	<u>7:00 a.m. – 10:00 p.m.</u>	<u>60</u>
	<u>10:00 p.m. – 7:00 a.m.</u>	<u>50</u>
LI	<u>7:00 a.m. – 10:00 p.m.</u>	<u>65</u>
	<u>10:00 p.m. – 7:00 a.m.</u>	<u>50</u>

*LEQ (or equivalent continuous sound level) is the constant sound level that, in a given situation and time period, conveys the same sound energy as the actual time-varying A-weighted sound. It is the average sound level and accurately portrays the sound the human ear actually hears.

172.06 ACCESSORY USES.

1. Home-Based Businesses; Home Occupations. Each home-based business shall register with the City, on a form established by the Zoning Administrator. Home-based businesses and home occupations are permitted as an accessory use in residential units subject to the following conditions:

Originating Zoning District

Time

Maximum One Hour LEQ* (dBa)

CC, GC, UC, TC

7:00 a.m. – 10:00 p.m.

60

10:00 p.m. – 7:00 a.m.

50

LI

7:00 a.m. – 10:00 p.m.

65

10:00 p.m. – 7:00 a.m.

55

* LEQ is the constant sound level that, in a given situation and time period, conveys the same sound energy as the actual time varying A weighted sound. It is the average sound level and accurately portrays the sound the human ear actually hears.

171.08 ACCESSORY USES.

~~1. Home-Based Businesses; Home Occupations. Each home-based business shall register with the City, on a form established by the Zoning Administrator. Home-based businesses and home occupations are permitted as an accessory use in residential units subject to the following conditions:~~

a. ~~A.~~ External Effects.

~~A. There shall be no change in the exterior appearance of the building or premises housing the home occupation other than signage permitted within this section.~~

~~B. No noise, odors, bright lights, electronic interference, storage, or other external effects attributable to the home occupation shall be noticeable from any adjacent property or public right-of-way.~~

~~A. (1) There shall be no change in the exterior appearance of the building or premises housing the home occupation other than signage permitted within this section.~~

~~B. A. (2) No noise, odors, bright lights, electronic interference, storage, or other external effects attributable to the home occupation shall be noticeable from any adjacent property or public right of way.~~

~~C. (3) The home occupation shall be carried on entirely within the principal residential structure and/or that is run within a detached accessory building shall be approved by the Board of Adjustment in accordance with these zoning regulations. All "external effects" criteria in subparagraphs (1), (2), (4), (5), and (6) of this paragraph A are applicable for the detached accessory building. Signage is not allowed upon the detached accessory building.~~

~~D. Mechanical or electrical equipment supporting the home occupation shall be limited to that which is self-contained within the structure and normally used for office, domestic or household purposes.~~

~~E. No outdoor storage of materials or equipment used in the home occupation shall be permitted, other than motor vehicles used by the owner to conduct the occupation. Parking or storage of heavy commercial vehicles to conduct the home occupation is prohibited.~~

~~F. No home occupation shall discharge into any sewer, drainage way, or the ground any material which is radioactive, poisonous, detrimental to normal sewer plant operation, or corrosive to sewer pipes and installations.~~

~~C. A. All "external effects" criteria in subparagraphs (1), (2), (4), (5), and (6) of this paragraph A are applicable for the detached accessory building. Signage is not allowed upon the detached accessory building.~~

~~D. A. (4) Mechanical or electrical equipment supporting the home occupation shall be limited to that which is self-contained within the structure and normally used for office, domestic or household purposes.~~

E.A. (5) ~~No outdoor storage of materials or equipment used in the home occupation shall be permitted, other than motor vehicles used by the owner to conduct the occupation. Parking or storage of heavy commercial vehicles to conduct the home occupation is prohibited.~~

F.A. (6) ~~No home occupation shall discharge into any sewer, drainage way, or the ground any material which is radioactive, poisonous, detrimental to normal sewer plant operation, or corrosive to sewer pipes and installations.~~

- b. B. Employees. The home occupation shall employ no more than one full time or part time employee on site other than the residents of the dwelling unit, ~~provided that one off street parking space is made available and used by that nonresident employee.~~
- c. Extent of Use. For all residential zoning districts, a maximum of 30% of the floor area of the dwelling may be devoted or used for a home based business/home occupation, inclusive of any attached garage or detached accessory buildings used for the home occupation.
- d. Signage. ~~Signage designating the home occupation shall be consistent with regulations for zoning districts set forth in Chapter 175 of this Zoning Code.~~
- e. C. ~~Extent of Use. For all residential zoning districts, a maximum of 30% of the floor area of the dwelling may be devoted or used for a home based business/home occupation, inclusive of any attached garage or detached accessory buildings used for the home occupation.~~
- ~~d.e. D. Signage. Signage designating the home occupation shall be consistent with regulations for zoning districts set forth in Chapter 175 of this Zoning Code.~~
- e. E. Traffic Generation.
 - a. ~~Delivery or service by commercial vehicles or trucks over ten tons gross empty weight is prohibited for any home-based business located on a local street.~~

(1) Home-based businesses may generate no more than 10 vehicle trips per day.

~~a. (2) Delivery or service by commercial vehicles or trucks over ten tons gross empty weight is prohibited for any home-based business located on a local street.~~

F. Prohibited Home-Based Businesses or Home Occupations.

(1) Beauty and Barber Shops. Barber and beauty shops are allowed only as a conditional use as home occupations in the AG, R-2, R-3, and R-4 zoning districts.

(2) Welding, vehicle body repair, and rebuilding or dismantling of vehicles are not permitted as home-based businesses.

f. 2. Permitted Nuisance. ~~No home occupation shall be noxious, offensive, or hazardous due to vehicular traffic generation or emission of noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare, refuse, radiation, or other objectionable emissions that would cause an adverse impact on the neighborhood, as determined by the zoning administrator.~~

172.07 ACCESSORY STRUCTURE.

Accessory Uses – Residential Uses. Residential uses may include the following accessory uses, activities, and structures on the same lot.

- A. Private garages and parking for the residential use.
- B. Recreational activities and uses by residents.
- C. Home occupations, subject to subsection 1 of this section.

- D. Residential convenience services are enclosed, covered, or common facilities for multi-family uses or mobile home parks.
- E. Garage sales, provided that the frequency of such sales at any one location shall not exceed four sales, each with a maximum duration of two days, in a calendar year.
- F. Caretaker's residences.
- G. Vehicle sales, provided that the frequency of such vehicle sales does not exceed more than one vehicle at any given time and no more than two vehicles per calendar year, with a maximum duration of 30 days per vehicle.
- 3. Permitted Accessory Uses — Civic Use Types. Guidance services and health care use types are permitted in the GI General Industrial zoning districts only as accessory uses to a primary industrial use, subject to approval by the Board of Adjustment.
- 4. Permitted Accessory Uses — Other Use Types. Other use types may include the following accessory uses, activities, and walled structures on the same lot:
 1. — A. Parking for that are customarily incidental and subordinate to the principal use or structure. The accessory buildings and structures include free standing garages, trash enclosures, sheds, play structures, underground shelters, and above-ground and in-ground pools and hot tubs.
 - B. Manufacturing or fabrication of products made for sale in a principal commercial use, provided such manufacturing is totally contained within the structure housing the principal use.
 - C. Services operated for the sole benefit of employees of the principal use.
- 5. Permitted Accessory Uses — Agricultural Use Types:
 - A. Garden centers and roadside stands, subject to the regulations set forth in subsection 1 of this section.
 - B. Other uses and activities necessarily and customarily associated with the purpose and functions of agricultural uses.

2. 171.09 Standards.

- a. Construction. No accessory structure shall be constructed upon a lot until the construction of the principal building has been commenced, and no accessory structure shall be used if the principal building has not completed construction within a 2 year period.
- b. Setback. Structures shall maintain a minimum distance of five feet from any lot lines, alley lines, and adjoining lots.
 - A. Must have a greater front yard setback than the primary structure.
- c. Height. All structures shall have a maximum height of 25 feet.
- d. Zoning. Must comply with all underlying standards set forth in Chapter 168.
- e. Exempt Structures.
 - A. Unwalled structures under 120 square feet in size and under 15 feet in height.
 1. This does not include carports or concrete slabs.

172.08 OUTDOOR STORAGE.

Outdoor storage is prohibited in all zoning districts except the LI Limited Industrial zoning district, except as provided in this section.

- 1. **Agricultural Use Types.** ~~Outdoor storage is permitted only where incidental to agricultural uses.~~
- 2. **Civic Use Types.** ~~Outdoor storage is permitted only where incidental to maintenance facilities.~~
- 3. **Commercial Use Types.**
 - A. ~~Outdoor storage is permitted where incidental to agricultural sales and service; auto rentals and sales, construction sales, equipment sales and service, stables and kennels, and surplus sales.~~
 - B. ~~Outdoor storage is permitted where incidental to auto services, equipment repair, and body repair, provided that such storage is completely screened at property lines by an opaque barrier, as set forth in Section Chapter 173.05. This provision shall apply to any auto services, equipment repair, or body repair use established after the effective date of this Zoning Code.~~
- 4. **Industrial and Miscellaneous Use Types.**
 - A. ~~Light Industry within the GC General Commercial zoning district may not include outdoor storage.~~
 - B. ~~Outdoor storage is permitted where it is incidental to Light Industry in the LI District. Any such outdoor storage is subject to screening requirements set forth in Chapter 173.~~
 - C. ~~Outdoor storage is permitted where incidental to landfills.~~

171.10 TEMPORARY USES AND STRUCTURES.

These regulations are intended to prescribe the conditions under which limited duration activities (e.g., Christmas tree sales, pumpkin sales, landscape material sales, grand openings, and special events, etc.) may be conducted. The intent is to allow for the temporary storage and the display and marketing of merchandise on a seasonal basis in an attractive manner to serve the desires of the general public, but prevent the creation of any nuisance or annoyance to the occupants of adjacent buildings, premises or property, and the general public. It is also the intent to establish minimum standards for the operation of temporary uses in a manner that will provide for the health, safety, and welfare of the patrons, employees, the general public, etc. that may utilize or be affected by the establishment of the temporary use.

171.11 DEFINITIONS.

- 1. **Temporary Use.** A temporary use may be defined as short term or long term. A short term use is a use with a maximum duration of four consecutive days or less. A long term use is a use in duration of more than four consecutive days.
- 2. **Temporary Structure.** "Temporary structure" means any shed, structure, building, trailer, tent or enclosure of any kind used for storage, commercial or business or residential purposes which any person or business intends to place on the same lot with or on any lot immediately adjacent to, any permanent structure.

~~used for business or commercial or residential purposes. This term includes “temporary~~

~~Portable Storage Container,” which is defined as a large container designed and rented or leased for the temporary storage of commercial, industrial, or residential household goods and that does not contain a foundation or wheels for movement. All other words or phrases shall have the same meaning assigned to them in Chapter 166 of this Code of Ordinances.~~

171.12 COMPLIANCE WITH CHAPTER PROVISIONS.

~~No temporary use or structure permit shall be issued except for when hereinafter provided.~~

171.13 PERMIT REQUIRED.

~~The following uses are eligible for a temporary permit, provided they meet the following criteria and obtain prior approval from the Zoning Administrator. No temporary use shall occur, and no temporary structures shall be erected, without first obtaining a permit from the Zoning Administrator. All permits are subject to approval by the Zoning Administrator. Further, the Zoning Administrator may impose certain reasonable requirements as may be required to prevent any negative impact to surrounding properties. City sponsored events are exempt from these requirements.~~

- ~~1. Construction Related. If a building permit has been issued for construction of a new building on the same property or if a contractor has another non building related construction project, the applicant may also apply for a temporary use permit for the purpose of installing any temporary structures used as temporary living, office, shop, or storage on the property provided they directly relate to the new construction activity and the temporary structure is removed upon completion of the construction project. Specific uses under this category may include the following:~~
 - ~~a. A. Real estate offices and model homes;~~
 - ~~B. Any structure used for temporary living, construction offices, workshops, and storage;~~
 - ~~C. Any other construction related uses not specified in this section which, in the opinion of the Zoning Administrator, are similar to the uses listed in this section.~~
- ~~b. 2. Event Related. These uses are intended to serve special events such as grand openings, parking lot sales, group assembly activities, etc. These uses typically involve the use of a tent, outdoor shelter, or any other enclosure and temporary structure. Garage sales are exempt from these provisions, provided they do not occur any more frequently than one 3 day event per 180 day period. Garage sales occurring more frequently shall be considered a commercial retail sales business in a residential zone which is prohibited. Specific uses under this category may include the following:~~
 - ~~i. A. Parking lot sales, sidewalk sales (private sidewalks only), clearance sales, or other temporary uses which, in the opinion of the Zoning Administrator, are similar to the uses listed in this section. (For purposes of this section, the term “sidewalks” does not apply to outside areas adjacent to sidewalks that were specifically built for outside sales.)~~

- iii.i. B. Grand openings and special events, and grand openings which are not sponsored by the City or Chamber
- iii.ii. C. Group assembly activities not sponsored or endorsed by the City (e.g. carnivals, fairs, rodeos, sports events, concerts, and shows).

D. Temporary food and beverage uses must meet the requirements of Chapter

183 (Subsection D Ord. 18-03 Apr. 18 Supp.)

- e.ii. E. Any other event related uses not specified in this section which, in the opinion of the Zoning Administrator, are similar to the uses listed in this section.

2.1. 3. Seasonal Related. These uses typically involve the erection or setup of a temporary structure in order to display seasonal goods and wares. These permitted uses and any related structures expire upon the completion of the season or at another specified date. Specific uses under this category may include the following:

- a. A. Retail sales of Christmas trees and pumpkins.

B. Retail sale of agricultural products and landscape nursery material, section unless establishment sells and is zoned for sales of similar materials.

- b.ii. C. Nurseries and greenhouses.

- e.ii. D. Any other seasonal related uses not specified in this section which, in the opinion of the Zoning Administrator, are similar to the uses listed in this section.

171.14 PRIOR DETERMINATION FOR TEMPORARY USE PERMIT APPROVAL.

The Zoning Administrator shall only approve an application for a temporary use permit if all of the following findings can be made:

1. The proposed temporary use will be compatible with adjacent uses and will not adversely affect the surrounding neighborhood by means of odor, noise, dust, or other nuisance.
2. The additional parking required by the temporary use will be provided on site, if applicable, or adequate street parking is available in the immediate area.
3. Increased traffic caused by the temporary use will not adversely affect the surrounding neighborhood or City at large.
4. The proposed temporary use is consistent with the comprehensive plan, this Code of Ordinances, and all City and State regulations.
5. Unless specifically exempted by the Zoning Administrator, the temporary use must involve sales compatible with merchandise sold within the main business structure.

171.15 GENERAL REGULATIONS. Each temporary use shall:

1. Be described in a permit issued by the Zoning Administrator prior to commencement of the use. This permit shall be in addition to all other licenses, permits, or approvals otherwise required by any governmental entity.

1. 2. Parking Spaces.

- a. A. The number of additional parking spaces required, if any, and the location of such additional parking spaces, for the temporary activity shall be determined by the Zoning Administrator. The number of permanent parking spaces allowed to be used under the short term temporary use permit shall be reviewed and determined by the Zoning Administrator.

— B. The maximum number of permanent parking spaces allowed to be used for the operation of a long term temporary use shall not exceed twenty percent (20%) of the parking on a site plan that was approved by the City to be counted toward the allowable size of the long term temporary use or twenty percent (20%) of the site area, whichever is more restrictive.

— b.e. 3. All sites shall be completely cleaned of debris and temporary structures including (but not limited to) trash receptacles, signs, stands, poles, electric wiring, or any other fixtures and appurtenances or equipment connected therewith, within five days after the termination of the sale or special event.

— 4. A bond or cash deposit in the amount of five hundred dollars (\$500.00) shall be deposited with the City to assure adequate cleanup of activities that occur on vacant or undeveloped lots, and/or involving the construction or placement of temporary structures. The bond for long term temporary food and beverage uses shall be in the amount of seven hundred fifty dollars (\$750.00). Activities located in fully developed shopping centers will be exempt from bonding, with the exception of uses that involve construction or placement of a temporary structure, and any long term temporary food and beverage facilities shall be required to post a bond or cash deposit. The Zoning Administrator may waive this requirement for normal and customary uses incidental and complimentary to the principal use.

— 5. Sanitary facilities, either portable or permanent, shall be made available to all employees, attendants and participants of the activity during its operational hours, as approved by the Zoning Administrator in concurrence with the City Engineer and County Health Department, unless stipulated otherwise in this chapter. If the restroom facilities are located within an adjacent building, the written authorization of the owner of the adjacent building shall be required specifically stating that the restroom facilities will be made available to the employees, attendants and participants at all times during the hours of operation of the temporary use activity.

— c.e. 6. No area of public right of way may be used without obtaining approval from the Zoning Administrator, who will confer with the Chief of Police, Fire Chief, Public Works Director, and the City Administrator.

— d.e. 7. Proof of ownership or a signed letter, either from the property owner or an authorized representative for the property on which the activity is to take place, shall be presented at the time the temporary permit is requested.

— e.e. 8. All temporary structures including (but not limited to) greenhouses, trailers, mobile homes, signs, etc., shall conform to the zoning setback requirements unless stated otherwise in this chapter. Temporary structures are also subject to permit requirements as set forth in Chapter 152 of this Code of Ordinances.

171.16 SPECIFIC REQUIREMENTS FOR RELATED AREAS.

— 1. Construction Related.

— a. A. Landscaping and Construction Offices and Related Structures.

— (1) Permitted Zone: Any.

— (2) Maximum Duration: 24 months.

— (3) Normal setbacks for the land use classification district shall apply.

— (4) Limited to one per property and located entirely within the property boundaries.

— (5) Located so not to obstruct vehicle sight lines.

— (6) Effectively screened from view of the street or any adjacent public space.

— (7) Will not obstruct any on-site care parking bays or vehicular maneuvering area which is required to be provided for the approved use(s) of the property.

— B. Real Estate Sales Offices and Model Homes.

— (1) Permitted Zone Locations: all residential zones.

— (2) Maximum Duration: 24 months.

— (3) On-Site Sales Office: On-site temporary real estate sales office or temporary model home complex may be established only within the boundaries of a residential subdivision, as an accessory facility, for the limited purpose of conducting sales of lots within the same division.

— (4) Off-Site Sales Office: Off-site sales or offers to sell off-site lots or dwelling units, from any temporary office or trailer complex established pursuant to this section shall not be permitted unless a special use permit is approved by the City.

— (5) Definition of Off-Site Sales Office: "Off-site lots" means those lots outside the boundaries of a residential subdivision which subdivision contains an approved real estate sales office or model home complex, and which lots are not adjacent to or contiguous with that subdivision.

— (6) Requirements: Any temporary real estate sales office or model home established or maintained pursuant to this section shall meet the following requirements:

— a. Receipt by the City of an agreement and a cash deposit or surety bond in a form approved by the Zoning Administrator in an amount sufficient to guarantee to the City the removal of the sales office or model home complex, or the restoration of the premises in conformity with the approved development plan and with the applicable provisions of this Code of Ordinances within 60 days after the last residence or lot within the subdivision has been sold and escrow closed. If after 60 days, no action has been taken to restore the site or premises, the City may take action to restore the site by utilizing the bond or monies deposited or other methods at its disposal.

— 1. — b. Screening Standards. This provision shall apply to any auto services, equipment repair, or body repair use established after the effective date of this Zoning Code.

— of parking areas by walls, fencing, landscaping, or other methods shall be provided as approved by the Zoning Administrator.

— (7) Conditions: A temporary real estate office or temporary model home complex may be constructed in advance of the filing of a final plat map, subject to the following requirements:

— a. The street plans for the entire plat shall be filed with the Public Works Department.

— b. The Public Works Director shall have approved the engineering plans.

— c. Prior to the operation of such office or complex, all applicable requirements of the Iowa and City subdivision laws and real estate sales laws shall be fulfilled.

— (8) Maximum Duration: The temporary real estate sales office and temporary model home complex may be maintained until all of the on site lots in the subdivision have been sold and escrow closed.

— 2. Event Related.

— A. Lot and Sidewalk Commercial Activities.

— Permitted Zone Locations: all commercial districts.

— B.A. Maximum Duration: Four consecutive days, not to exceed four events in a 12 month period.

— Setbacks: All merchandise, trucks, trailers, etc., shall be set back a minimum of 35 feet from all property lines.

— Area of Operation: The area of the operation shall not exceed 800 square feet and no dimension shall exceed 40 linear feet.

— Transient Merchants: Transient merchants shall be subject to the licensing requirements of Chapter 122 of this Code of Ordinances. Said license shall be secured prior to issuance of a temporary use permit.

— B. Grand Opening Sales and Special Events.

— Permitted Zone Locations: all zoning districts.

— Maximum Duration: four consecutive days, not to exceed four events in a 12 month period.

— Other: All such events shall be conducted by a business located on the property.

— C. Group Assembly Activities.

— Permitted Zone Locations: any zoning district.

— Maximum Duration: 14 consecutive days, not to exceed four events in a 12 month period.

— Exception: Upon approval of the Zoning Administrator, the number of events in the Town Center district may exceed four in a 12 month period.

— Hours of Operation: Residential zones, 7:00 a.m. to 10:00 p.m. except on Fridays and Saturdays to 12:00 midnight with approval of the Chief of Police; all other zones as determined by the Zoning Administrator.

— D. Temporary Food and Beverage Facilities.

(Repealed by Ordinance 18-03 Apr. 18 Supp.)

— 2.1. 3. Seasonal Related.

— a. A. Retail Sales of Christmas Trees and Pumpkins.

— Permitted Zone Locations: all commercial and mixed use districts.

— Maximum Duration: Forty (40) calendar days prior to December 25 for Christmas tree sales; October 1 through November 1 for pumpkin sales.

— b. a. B. Agricultural Produce Stands.

— Permitted Zone Locations: any zoning district.

— Maximum Duration: Stands and displays shall be removed when not used for a period of 30 consecutive days.

— c. a. C. Retail Sales of Landscape Nursery Materials.

- **Permitted Zone Locations:** all commercial districts.
- **Maximum Duration:** April 1 through October 31.
- **Restrictions of Merchandise and Products:** This use is limited to the display of green goods, i.e., living plants, and associated garden products. Associated garden products may include:
 - a. Bagged bulk materials such as topsoil, mulch, compost, peat, fertilizer, etc.
 - b. Garden pavers, stone and prefabricated stepping stones.
 - c. Bird baths or similar lawn ornaments as a minor portion of the products displayed.
 - d. Other products determined to be consistent with the intent of this subsection, with the approval of the Zoning Administrator.

4.1. (4) Safety Standards: In order to promote the safety of the patrons of these facilities, the following shall be required:

- A. a.** Bulk material shall be neatly and safely stacked.
- B. A. b.** All sales areas shall be separated from vehicular uses by the placement of a fence or barrier acceptable to the Zoning Administrator to prevent pedestrian and vehicular conflicts. If a barrier is of an open nature where patrons can reach through and obtain access to the merchandise, a four foot walkway shall be located adjacent to the barrier to prevent patrons from standing outside the barrier in traffic ways to shop.

— **c.** The door openings for any greenhouses, shade structures or similar enclosure shall have a minimum ten-foot setback from drive aisles where an opening in the barrier is provided aligned with the door of the structure.

2.1. d. Where openings in the barriers occur for pedestrian access, sight visibility shall be maintained so that vehicles can clearly see pedestrians approaching the opening from a distance of no less than 50 feet.

3.1. e. Temporary drive aisles shall be maintained at a minimum 24 foot width for two-way traffic and shall be delineated by the placement of traffic barriers, fencing, or some other physical marker that clearly informs drivers of the end of the parking area and the start of the drive aisle. A clear line of sight shall be maintained at the entrance and exit of the temporary drive aisles.

4.1. f. Vehicle loading areas shall be located in an area that minimizes pedestrian and vehicle conflict and provides for the safe loading of merchandise and vehicle access to and from the traffic lanes to the loading area, preferably without backing movements.

5.1. (5) Applications for the temporary use of a garden center shall be accompanied by the prescribed number of copies of a project plan and such other detailed elevations, plans and other information as may be required to adequately evaluate the proposed use. A plan of the layout of the proposed use shall be submitted to the City with the application on a base plan prepared in accordance with the site plan requirements of the City. The proposed layout of the garden center area may be drawn onto a copy of a previously approved site plan for the temporary use permit submittal. The layout plan shall identify the following:

- **a.** The area on the site proposed to be utilized as part of the temporary garden center and associated sales areas.

— b. The areas dedicated to the display of green goods, i.e., flowers, trees, shrubs, etc., and the area of the site dedicated to bulk material storage.

A. — c. Proposed modifications to the traffic patterns and methods proposed to notify patrons and identify the temporary traffic pattern changes, i.e., signage, traffic cones, fencing and barriers, etc.

B.A. — d. Proposed vehicle loading zone.

— e. Proposed temporary barriers or corral with an architectural elevation, photo or sketch of the barriers' proposed construction.

— f. Location of electrical connection and water connection, if applicable.

— g. Waste Disposal: The applicant shall provide, as determined by the Zoning Administrator, adequate facilities for disposal of trash, waste, pallets, dead plants, broken bags and empty plant transport and display racks.

— h. Restroom Facilities: restroom facilities shall be provided at all times during the temporary use activity.

— i. **Indemnification and Proof of Insurance:** The owner or operator of any long term temporary use shall provide evidence of comprehensive general liability coverage and contractual liability insurance by an insurance company licensed to do business in the State of Iowa in the limits of at least \$1,000,000.00 for each personal injury accident and/or death; \$1,000,000.00 for each aggregate personal injury and/or death; and \$1,000,000.00 for each property damage accident. The evidence shall name the City as a co-insured and shall state that it cannot be canceled or materially altered without giving the City at least 30 days' written notice by registered mail, return receipt requested. The owner or operator of a temporary garden center or the property owner shall execute an agreement, acceptable to the City, which indemnifies and holds harmless the City from any and all liability, damages, claims, costs, expenses, interest, and reasonable attorney fees relating to the garden center and associated facilities on the property.

— j. Electrical Service: Any electrical service shall be provided as follows:

— I. Overhead power connection with a minimum clearance above grade of 14 feet;

1. II. Installation of an underground conduit; or

2.1. III. Other method acceptable to the City. The use of an overhead connection shall only be allowed in those areas where overhead electrical service currently exists in the area. Use of extension cords, cables, or wires, whether lying on the ground or otherwise connected to a power source, is expressly prohibited for long term garden center uses. An electrical permit shall be obtained prior to any electrical installation or connection.

— Removal: At the expiration of the temporary use permit, any structures, barricades, shelving, pallets, leftover merchandise, or other facilities associated with the temporary use shall be removed from the site in accordance with provisions stated in subsection 3 ("General Regulations") of this section.

171.17 CONDITIONS OF APPROVAL.

—The Zoning Administrator may impose such conditions on a temporary use permit as is necessary to meet the purposes of this section and protect the public health, safety, and welfare and adjacent uses.

171.18 FEES.

—For uses other than long-term temporary food and beverage uses, the application fee for a temporary use permit shall be in the amount as established from time to time by resolution of the Council. The application fee for a long-term temporary food and beverage permit shall be in the amount as established from time to time by resolution of the Council, payable each year of operation.

171.19 VIOLATIONS AND PENALTIES.

—The operation of a temporary use is a privilege allowed by this section. Failure to maintain a temporary use in compliance with the conditions of approval and the regulations of this section shall constitute a nuisance and may be punished as set forth in Chapter 50 of this Code of Ordinances. A written notice of a violation of the temporary use permit shall be sent to the operator of the temporary use and the property owner, if different than the operator, and the operator shall have a maximum of five (5) days, as determined by the Zoning Administrator, to bring the site into compliance. If the operator fails to correct the violation in the prescribed time, the City may revoke the temporary use permit and issue a cease and desist order for the temporary use. There shall also be a one-year moratorium from that date on the issuance of any other temporary use permits on the property and a one-year probationary period for the second year following the violation. During the probationary period, if the operator of a temporary use fails to maintain the premises and the use in conformance with the conditions of approval and this Code, after the notification procedures noted above, the City may revoke the temporary use permit and no other temporary use permits shall be issued on the property for a period of two (2) years.

(Sec. 171.10 171.19 added by Ord. 17-01 May 17 Supp.)

CHAPTER 172**ZONING CODE****SUPPLEMENTAL SITE DEVELOPMENT REGULATIONS**

172.01 Purpose	172.04 Exceptions for Creative Subdivisions
172.02 Setback Adjustments	172.05 Fence Regulations
172.03 Height Exceptions	172.06 Appeals

172.01 PURPOSE.

~~The Supplemental Site Development Regulations recognize the existence of special conditions that cannot comply literally with the site development regulations set out for each zoning district. Therefore, these regulations qualify or modify the district regulations of this Zoning Code and provide for specific areas of exception.~~

172.02 172.09 SETBACK ADJUSTMENTS.**1. Allowable Encroachments Into Setback**

- a. Architectural projections, including roofs which cover porches, enclosed porches, windowsills, belt courses, cornices, eaves, flues, and chimneys, and ornamental features may project three feet into a required yard.
- b. Terraces, patios, and attached features must be set back at least five feet from an adjacent side lot line, ten feet from the rear lot line, or 20 feet from any street property.
- c. Fire escapes, fireproof outside stairways, and balconies opening to fire towers may project a maximum of 4.5 feet into a required rear or interior side yard, provided that they do not obstruct the light and ventilation of adjacent buildings.

1. Lots Adjoining Alleys. In calculating the depth of a required side or rear yard setback for a lot adjoining a dedicated public alley, one half of the alley may be credited as a portion of the yard.

2. Exceptions to Openness of Required Yards. Every part of a required yard shall be open and unobstructed from finished grade upward, except as specified herein.

- a. A. Architectural projections, including roofs which cover porches, enclosed porches, windowsills, belt courses, cornices, eaves, flues, and chimneys, and ornamental features may project three feet into a required yard.
- b. B. Terraces, patios, and attached features must be set back at least five feet from an adjacent side lot line, ten feet from the rear lot line, or 20 feet from any street property.
- c. C. Fire escapes, fireproof outside stairways, and balconies opening to fire towers may project a maximum of 4.5 feet into a required rear or interior side yard, provided that they do not obstruct the light and ventilation of adjacent buildings.

— D. For buildings constructed upon a front property line, a cornice may project into public right of way. Maximum projection is the smaller of four feet or five percent of the right of way width.

d. — E. In commercial districts, a canopy may extend into a required front yard, provided that the canopy is set back at least five feet from the front property line, covers less than 15 percent of the area of the required front yard, and has a vertical clearance of at least 8 feet, 6 inches.

— F. Accessory buildings are subject to all site development regulations of its zoning district, except as provided below:

— (1) Side Yards. An accessory building may be located a minimum of three feet from the side lot line of the property if it is located between the rear building line of the principal building and the rear property line.

— (2) Front Yards. No accessory building may be located between the front building line of the principal building and the front property line.

— (3) Rear Yard. The minimum rear yard setback for accessory buildings shall be 5 feet. This minimum rear yard setback shall be increased to 15 feet if the accessory building requires vehicular access from an alley. Double-frontage lots shall require front yard setbacks along both street frontages as set forth in Table 168.3. Easements may be incorporated into these required setbacks. No accessory building shall be located within any easement or right of way along the rear property line.

— (4) Street Yards. No accessory building shall be located within a required front yard or street side yard.

— (5) Maximum Size. With the exception of detached garages, no accessory building shall exceed 144 square feet, or 1.5% of the total lot area, whichever is larger, within a residential district. The maximum size of a detached garage for a single family detached, single family attached, or duplex residential uses shall not exceed 30% of the building coverage of the back lot. All buildings on a site, taken together, must comply with the building coverage requirements for the zoning district.

— (6) Height. The maximum height for accessory buildings shall be 20 feet. The exterior side wall height shall not exceed 14 feet. The height shall be measured from grade, and shall include the foundation or retaining walls.

— (7) Separation from Other Buildings. No accessory building shall be placed within ten feet of any other building on its own property or any adjacent properties unless it meets applicable separation requirements of the City's Fire Code.

— (8) Attached Accessory Buildings. Any accessory building physically attached to the principal building shall be considered part of the principal building and subject to the development regulations of its zoning district.

— (9) Effect on Adjacent Properties. If an adjacent lot is built upon, the accessory building must be entirely to the rear of the front building line of any principal building on such adjacent lot. No accessory building shall damage adjacent property by obstructing views, inhibiting solar access, or hindering ventilation.

— (10) Hazards. Any accessory use which creates a potential fire hazard shall be located a minimum of ten feet from any residential structure. Such uses include but are not limited to detached fireplaces, barbecue ovens, or storage of flammable materials.

— (11) No accessory building shall be built upon any lot until construction of the principal building has begun.

— G. Lampposts with a maximum height of 10 feet and flag poles up to a maximum height of 25 feet may be located within required yards, provided they are set back at least 5 feet from property lines.

2. 3. Setback Adjustments.

- a. A. Setbacks on Built-Up Blockfaces. These provisions apply if 40 percent% or more of the buildings on that blockface have front yard setbacks different from those required for the specific district.
 - A. If a building is to be built on a parcel of land within 100 feet of existing buildings on both sides, the minimum front yard shall be the mean setbacks of the adjacent buildings.
 - A. (1) If a building is to be built on a parcel of land within 100 feet of existing buildings on both sides, the minimum front yard shall be the mean setbacks of the adjacent buildings.
 - B. (2) If a building is to be built on a parcel of land within 100 feet of an existing building on one side only, the minimum front yard shall be the setback of the adjacent building.
 - C. If a building is to be built on a parcel of land not within 100 feet of an existing building on either side, then the minimum front yard shall be the mean setback of all existing buildings on the blockface.
 - D. No setback adjustment pursuant to this section shall create a required front yard setback more than five feet greater than that otherwise required by the applicable zoning district.
- b. Corner Lots. Required setbacks shall not reduce the buildable width of any corner lot to less than 24 feet. Appropriate setback adjustments shall be allowed to maintain this minimum width.
 - C.A. (3) If a building is to be built on a parcel of land not within 100 feet of an existing building on either side, then the minimum front yard shall be the mean setback of all existing buildings on the blockface.
 - D.A. (4) No setback adjustment pursuant to this section shall create a required front yard setback more than five feet greater than that otherwise required by the applicable zoning district.

b.c. B. Corner Lots. Required setbacks shall not reduce the buildable width of any corner lot to less than 24 feet. Appropriate setback adjustments shall be allowed to maintain this minimum width.

2.3. 4. Rear Yard Exceptions – Residential Uses. When an irregular lot is used for residential purposes, the rear yard may be measured as the average horizontal distance between the building and rear lot line, provided that the minimum setback shall not be less than 60 percent% of the rear yard required by the zoning district.

4. Double Frontage Lots. Residentially zoned double frontage lots on a major street, and with no access to that street, may have a 25-foot minimum front yard setback along said street. All other double frontage lots must provide full front yard setbacks from each adjacent street.

~~3.1—5. Double Frontage Lots. Residentially zoned double frontage lots on a major street, and with no access to that street, may have a 25 foot minimum front yard setback along said street. All other double frontage lots must provide full front yard setbacks from each adjacent street.~~

4.5—6. Satellite Antennas.

- a. ~~Antennas with a surface area over 6.3 square feet which are accessory to a primary use and are designed to receive and transmit electromagnetic signals, or to receive signals from satellites, shall not be located within any front yard of the primary use.~~
- ~~a. A. Antennas with a surface area over 6.3 square feet which are accessory to a primary use and are designed to receive and transmit electromagnetic signals, or to receive signals from satellites, shall not be located within any front yard of the primary use.~~
- b. ~~B. Such antennas shall be located no less than 15 feet from the property line of an adjacent property within a residential zoning district.~~

~~5.6—7. Vision Clearance ZonesTriangle. No structure, including a fence, shall be built to a height of more than three feet above the established curb grade on the part of the lot bounded by the street lines of the streets which intersect and a line connecting a point on each of such lines 4030 feet from their point of intersection. No landscaping shall be planted in such area which will materially obstruct the view of drivers approaching the street intersection. However, in no case shall there be any interference with the required sight distance as determined by the Department of Engineering.~~

172.10 HEIGHT EXCEPTIONS.

These provisions allow exceptions to the height limit of any zoning district in certain situations.

1. Vertical Projections. Chimneys, cooling towers, building mechanical equipment, elevator bulkheads, fire towers, grain elevators, non-parabolic receiving antennas, tanks, solariums, steeples, penthouses not exceeding 25~~03~~ HEIGHT EXCEPTIONS.

These provisions allow exceptions to the height limit of any zoning district in certain situations.

1. Vertical Projections. Chimneys, cooling towers, building mechanical equipment, elevator bulkheads, fire towers, grain elevators, non-parabolic receiving antennas, tanks, solariums, steeples, penthouses not exceeding 25 percent% of total roof area, flag poles, stage towers or scenery lofts, and water towers may be built to any height in accordance with existing and future ordinances. Such structures shall not extend into the approach zones, clear zones, or other restricted air space required for the protection of any public airport.

2. Amateur Radio Towers and FCC Pronouncements.

Such structures shall not extend into the approach zones, clear zones, or other restricted air space required for the protection of any public airport.

2. Amateur Radio Towers and FCC Pronouncements.

- a. ~~A. Radio towers, antennas, and other appurtenances operated by licensed amateur radio operators, where and when permitted and when, may not exceed 75 feet in height. This height has been determined by the City to reasonably accommodate amateur~~

service communications, and further represents the minimum practicable regulation to accomplish legitimate municipal land use regulation purpose, as recognized under published guidelines of the Federal Communications Commission.

b. Special instances may require that amateur radio tower heights exceed 75 feet to achieve effective and reliable communications. In such cases, the Council may grant a special use permit to a licensed amateur radio operator for a specific tower height that exceeds 75 feet. In determining whether to grant such permission, the Council shall consider the federal guidelines contained in PRB-1 (Amateur Radio Preemption, 101 FCC 2d (1985), codified at C.F.R. Section 97.15(e)).

c. Such radio towers shall not be located within any front yard of the primary use.

~~b. 3. Broadcast Towers. Broadcast towers, when operated by a federally licensed commercial or nonprofit organization, may be built to any height in accordance with existing and future ordinances, subject to B. Special instances may require that amateur radio tower heights exceed 75 feet to achieve effective and reliable communications. In such cases, the Council may grant a special use permit to a licensed amateur radio operator for a specific tower height that exceeds 75 feet. In determining whether to grant such permission, the Council shall consider the federal guidelines contained in PRB-1 (Amateur Radio Preemption, 101 FCC 2d (1985), codified at C.F.R. Section 97.15(e)).~~

~~c. a. C. Such radio towers shall not be located within any front yard of the primary use.~~

~~3. Broadcast Towers. Broadcast towers, when operated by a federally licensed commercial or nonprofit organization, may be built to any height in accordance with existing and future ordinances, subject to the approval of a conditional use permit. This exception does not apply to radio towers, antennas, and other appurtenances operated by licensed amateur radio operators.~~

4. Small Wind Energy Systems. Small wind energy systems as outlined in 172.11.

172.11 SMALL WIND INNOVATION ZONE ORDINANCE

The purpose of this regulation is to promote the safe, effective, and efficient use of small wind energy systems installed to reduce the on-site consumption of utility-supplied electricity.

1. Findings. The City of Windsor Heights finds that wind energy is an abundant, renewable, and nonpolluting energy resource and that its conversion to electricity will reduce our dependence on nonrenewable energy resources and decrease the air and water pollution that results from the use of nonrenewable energy sources. Distributed small wind energy systems will help diversify the state's energy portfolio. Small wind energy systems also make the electricity supply market more competitive by promoting customer choice. The State of Iowa has enacted a number of laws and programs to encourage the use of small-scale renewable energy systems, including net metering, sales tax exemptions, property tax exemptions, production tax credits, and the Small Wind Innovation Zone program.

2. Permitted Use. Small wind energy systems shall be a permitted use in all zoning classifications where structures of any sort are allowed, subject to certain requirements as set forth below. The City of Windsor Heights may require the installer of the small wind energy system, or the owner of the property upon which the system will be installed, to obtain a building permit for the system, if required by City of Windsor Heights code.

a. Tower height and setback. The base of the small wind energy system tower shall be set back from all property lines, public right of ways, and above ground public utility lines at a distance no less than 115% of the total extended height of the tower.

Towers shall be allowed closer to a property line than its total extended height if the abutting property owner(s) grants written permission, provided that the tower installation complies with the other applicable setbacks herein provided. As long as the total extended height meets the setback requirements in this section, there shall be no specific height limitation, except as imposed by Federal Aviation Administration regulations as stated in section 4.3.

b. Requirement for engineered drawings/approval and soil studies.

A small wind energy system of greater than 20 kW, or a small wind energy system mounted on a structure other than a free-standing tower, shall not be erected in the City of Windsor Heights unless the plans and specifications for the system have received the stamped approval of an Iowa registered engineer. In lieu of obtaining the stamped approval of an Iowa registered engineer for each small wind energy system of 20 kW or less mounted on a free-standing tower, a manufacturer may submit its standard plans and specifications for a 20 kW system on a free-standing tower, including its soils study and foundation plans for such system, for a one-time review and stamped approval by an Iowa registered engineer as suitable for construction in any soil condition that exists in the State of Iowa. If such one-time stamped approval is obtained, that manufacturer may thereafter construct such small wind energy systems of 20 kW or less in the City of Windsor Heights, utilizing the approved soils study and foundation plans for the 20 kW small wind energy system, without obtaining and presenting the stamped approval of an Iowa registered engineer for each such installation.

c. Compliance with Federal Aviation Administration Regulations (FAA). No small wind

energy system shall be constructed, altered, or maintained so as to project above any of the imaginary airspace surfaces described in FAR Part 77 of the FAA guidance on airspace protection.

d. Safety. Any climbing foot pegs or rungs below 12 feet of a freestanding tower shall

be removed to prevent unauthorized climbing. For lattice or guyed towers, sheets of metal or wood may be fastened to the bottom tower section such that it cannot readily be climbed.

e. Sound. Sound produced by the small wind energy system under normal operating conditions, as measured at the property line, shall: a) not produce sound at a level that would constitute a nuisance; and b) comply with any local ordinance regulating the volume of sound as a nuisance, if applicable. Sound levels, however, may be exceeded during short-term events out of anyone's control, such as utility outages and/or severe wind storms.

f. Compliance with National Electric Code. Building permit applications for small wind

energy systems shall be accompanied by a line drawing of the electrical components, as supplied by the manufacturer, in sufficient detail to allow for a determination that the design and manner of installation conforms to the state National Electric Code.

g. Utility Notification. No small wind energy system shall be installed until evidence has been given that the utility company has authorized interconnection of the small wind energy system to its electric distribution or transmission, under an agreement approved by and subject to regulation adopted by the Iowa Utilities Board. Properties not connected to the public utility system shall be exempt from this requirement.

h. Insurance. A person seeking a building permit to erect a small wind energy system

shall provide evidence, in the form of a certificate of insurance satisfactory to the City of Windsor Heights showing general liability insurance coverage for the installation and operation of the system under a standard homeowner's or standard business owner's insurance policy, separate and distinct from any insurance requirements of a public utility.

i. Abandonment. If a wind turbine is inoperable for six consecutive months, the owner shall be notified that they must, within six months of receiving the notice, restore the small wind energy system to operating condition. If the owner fails to restore the system to operating condition within the six-month time frame, it shall be considered abandoned and the owner shall be required, at the owner's expense, to remove the small wind energy system. A small wind energy system that has been abandoned may be abated as a public nuisance.

j. Signage. No signs, other than appropriate warning signs or standard manufacturer's or installer's identification signage, shall be displayed on a wind generator, tower, building, or other structure associated with a small wind energy system, subject to local sign regulation if any.

Lighting. 4. Civic Buildings. Buildings housing civic use types may be built to a maximum height of 60 feet. Such buildings located in residential districts shall be set back one foot in addition to required setbacks from each property line for each foot of height over the maximum height of the zoning district.

5. Wind Energy Conservation Systems (WECS).

A. The distance from all lot lines or any building or power line to any tower support base of a WECS shall be equal to the sum of the tower height and the diameter of the rotor. A reduction of this requirement may be granted as part of a special permit approval if the Planning Commission finds that the reduction is consistent with public health, safety, and welfare.

B. The distance between the tower support bases of any two WECS shall be the minimum of five rotor lengths, determined by the size of the largest rotor. A reduction of this requirement may be granted as part of a special permit approval if the Planning Commission finds that the reduction does not impede the operation of either WECS.

C. The WECS operation shall not interfere with radio, television, computer, or other electronic operations on adjacent properties.

- D. A fence six feet high with a locking gate shall be placed around any WECS tower base; or the tower climbing apparatus shall begin no lower than 12 feet above ground.
- E. The WECS is exempt from the height restrictions of the base district.
- 6. Conditional Permit Uses. The Board of Adjustment may grant an exception from the height limit for a zoning district for a conditional use, as part of its approval of that use. The limit or extent of this exception shall be a specific part of the conditional use permit.
- 7. Federal Aviation Administration Rules. No structure may be built in any zoning district which exceeds the maximum height permitted under the rules of the Federal Aviation Administration. These rules describe the glide angles and operational patterns for any airport within the planning jurisdiction of the City.

172.04 EXCEPTIONS FOR CREATIVE SUBDIVISIONS.

— In the instance that this Zoning Code provides for creative subdivisions, the City may authorize such subdivisions to allow for greater flexibility in the design and development of subdivisions, in order to produce innovative residential environments, to provide for more efficient use of land, to protect topographic and to encourage the preservation of common area and open space. These special regulations and design exceptions apply only to creative subdivisions.

— 1. Site Area Per Unit. Unless otherwise provided, the site area per unit for a creative subdivision as a whole shall be that of the zoning district in which such subdivision is located. For the purpose of computing site area per unit, the area of public streets and private ways within the subdivision must be excluded. Residential use types may be combined within the creative subdivision provided that the subdivision as a whole complies with the required maximum density of the zoning district.

— 2. Perimeter Yards. Structures must maintain normal street yard setbacks from any public streets that form the perimeter of the development. Structures must maintain a 20-foot minimum side yard setback from any property line that forms the boundary of the development.

— 3. Area and Yards for Individual Lots.

— A. Individual lots within a creative subdivision are exempt from minimum lot area or yard setback requirements set forth elsewhere in this Zoning Code, unless provided for by the regulations for a specific zoning district. A creative subdivision must be planned and developed as a common development. A minimum separation of 20 feet shall be established for all residential structures not attached to one another, unless the City Council grants a specific exception for developments proposing unique circumstances, only in as much as said development can be demonstrated to avoid detriment to the City's efforts to protect public health, safety, welfare, community character, property values and aesthetics.

— B. Any private garage oriented to or facing a public street or private way internal to the creative subdivision must be set back a minimum of 25 feet from that public street or private way.

— 4. Coverage and Landscaping Requirements. Individual lots in a creative subdivision are exempt from maximum building and impervious coverage limitations and street yard

landscaping requirements established for the zoning district. However, the subdivision as a whole, including streets, walks, and access ways, must comply with the building and impervious coverage regulations for its zoning district.

k. 172.05 No illumination of the turbine or tower shall be allowed unless required by the FAA or unless allowed by applicable City of Windsor Heights ordinance.

172.12 FENCE REGULATIONS.

1. Permit Required. It shall be unlawful for any person to construct, alter, replace or relocate any fence or landscape wall within the City without first obtaining the appropriate permit(s) as required by the City Code of Ordinances and Zoning Code. A written application for the permit shall be filed with the Director of Planning. The application shall include the street address or legal description of the property, the name of the owner, the name and address of the person performing the work, and the proposed plan of construction or repair. The plan of construction or repair must include the depth, width, and type of material used along with where it will lie compared to structures and lot lines. The Director of Planning shall issue the permit if the proposed plan meets all the requirements of this chapter and the fence regulations including any specifications contained herein, if the fee is paid, and if the construction or repair as planned will not create any substantial hazard. A permit shall expire six (6) months after the date of issuance, if the fence is not constructed at that time.

2. The applicant for a fence permit shall pay a permit fee to the Clerk to cover the cost of issuing the permit and supervising, regulating, and inspecting the work. All permit fees under this chapter shall be fixed and determined by the Council, adopted by resolution, and uniformly enforced. Such permit fees may, from time to time, be amended by the Council by resolution. A copy of the resolution setting forth the currently effective permit fees shall be kept on file in the office of the City Administrator and shall be open to inspection during regular business hours.

1. - 3. General Requirements

a. Location Restriction. No fence shall be built on any lot or tract outside of the property owner's surveyed lot lines. If a fence is erected along the property lines the owner installing the fence must ensure there is a permanent means for maintaining both sides of the fence subject to state and local ordinances. Unless otherwise provided by this Zoning Code or other sections of this Code of Ordinances, No fence shall be built on any lot or tract outside of the property owner's surveyed lot lines. If a fence is erected along the property lines the owner installing the fence must ensure there is a permanent means for maintaining both sides of the fence subject to state and local ordinances.

A. No landscape retaining wall shall be installed within two feet of the lot line of another property that is in excess of 24" without first conducting a consultation meeting with the City's ~~storm water~~stormwater coordinator and the adjoining property owner.

4. Responsibility. The property owner erecting the fence/wall is responsible for the following provisions:

- A. Ensuring the fence is located on their property in accordance with the provisions of this section.
- B. Maintaining the fence on both sides.
- C. Ensuring that the fence be maintained in a state of good repair and kept safe for pedestrians or other traffic.
- 5. Required Openings. Unless otherwise provided by this Zoning Code or other sections of this Code of Ordinances, any fence built on residential property within required front or street side yards shall contain openings constituting no less than 50 percent of the surface area of the fence.
 - b. 6. Sight Obstruction/Vision Clearance Triangle. No fence permitted or required by this Zoning Code or other sections of this Code of Ordinances shall be built within the vision clearance triangle, formed by the adjacent curb lines of two intersecting streets and a line connecting points 40 feet~~30'~~ on each leg from their point of intersection; or otherwise in any manner create a traffic hazard or obstruction to visibility.
 - c. 7. Facing. The finished surfaces or decorative side of any fence shall face toward adjacent properties and street frontage. If no finished side can be determined, the support side shall face the interior.

Prohibited Materials. A fence or wall may not be designed to cause pain or injury to humans or animals. 8. Effect on Adjacent Properties. No fence shall damage adjacent property by obstructing views, inhibiting solar access, or hindering ventilation.

9. Residential Fences. Fences constructed within residential districts or on land used for residential purposes are subject to the following provisions:

- A. Height. The maximum height of a fence within a front yard or street side yard setback shall be four feet. The maximum height for any fence outside of a required front yard shall be six feet and is measured from the property grade.
 - A. B. Exception for Street Side Yards. On corner lots, a fence built parallel to the street side yard line but set back in conformance with the street yard setback may have a maximum height of six feet.
 - C. Exception to Openness Requirement. Fences built on residential property outside of required front or street side yards may exceed 50 percent closed construction.
 - D. Exception for Front Yards of Double Frontage Lots. A fence built within the required front yard of a double frontage lot may be a maximum of six feet in height and may exceed 50 percent closed construction if such lot fronts an arterial street or expressway, as defined in the Comprehensive Development Plan of the City, and if such frontage does not provide primary access to the property.
 - E. Prohibited construction methods. No woven, twisted, welded or interlaced wire fence shall be erected on residential properties. No chain link or wired fence of any kind shall be constructed or maintained with the cut or selvage end of the fencing material exposed and leaving an opening more than two inches above the ground or extending upward beyond the cross bar.
 - de. F. Materials. Fences shall be constructed of wood, PVC/resin, stone, wrought iron, masonry or chain link materials only. Wood fences shall utilize standard building lumber only.

— G. Location restrictions. Fences may not be constructed on lots unless a primary building is in place, with the exception of a temporary fence for safety as approved by the City or Zoning Administrator.

e.d. — H. Prohibited Materials. A fence or wall may not be designed to cause pain or injury to humans or animals. Therefore, the use of spikes, broken glass, barbed wire, electric, razor wire, nails, electrical charge, or other similar materials shall be prohibited.

f.e. — I. Sidewalk. Fences may not be constructed within two feet of a public sidewalk.

2.1. 10. Nonresidential fences.

— A. The maximum height of a fence for any permitted use in a nonresidential district shall be eight feet.

— B. The Board of Adjustment may approve greater fence heights on a case by case basis if it concludes that such permission furthers the health, safety, and welfare of the residents of the City.

— C. Barbed wire or electrified fences above grade shall not be used in the construction of any fence within the corporate limits of the City.

— 11. Covenants. The City does not enforce covenants on file with the Recorder. Property owners shall be aware of all restrictive covenants for their platted subdivision.

a.f. — 12. Easements. No fence may be allowed to be constructed, built, or located over a public easement, unless otherwise noted in this ordinance or approved by the zoning administrator.

b.g. — 13. Overland flowage easements.

A. Fences may encroach into an overland flowage easement providing measures are taken to make certain that the fence does not restrict the water flow, cause siltation buildup, etc.

A. — A. Fences may encroach into an overland flowage easement providing measures are taken to make certain that the fence does not restrict the water flow, cause siltation buildup, etc.

B. — B. Permitted fence material includes chain link, wrought iron fencing, picket style fencing that is at least thirty percent (30%)% open, or other fencing styles that are at least thirty percent (30%)% open.

C. — C. Solid fencing shall be elevated a minimum of six inches (6") through the swale part of the easement to allow water flowage.

h. Miscellaneous. Fences which enclose public or institutional parks, playgrounds, or schoolyards in residential areas shall be of open type not exceeding 6' in height except as required for recreational purposes such as baseball backstop when a limited section(s) of open fence up to 10' in height is allowed, where necessary to provide for such backstop or similar purposes.

— 14. Nonconforming fences. Any fence existing on the effective date of this Chapter and not in conformance with this Section may be maintained, but alterations, modifications, relocations or improvements of more than fifty percent (50%) of said fence shall require a permit and the owner to bring the fence into compliance with this Section.

e.e. 15. ~~Miscellaneous. Fences which enclose public or institutional parks, playgrounds, or schoolyards in residential areas shall be of open type not exceeding 6' in height except as required for recreational purposes such as baseball backstop when a limited section(s) of open fence up to 10' in height is allowed, where necessary to provide for such backstop or similar purposes.~~

(Ord. 15-06 Nov. 15 Supp.)

2. Temporary Construction and Maintenance Fences. Unless otherwise approved by the City or zoning administrator, any temporary fences shall be removed if construction ceases for a period of six months or upon the issuance of an occupancy permit, including temporary occupancy.

Height 172.06 APPEALS.

- a. Denial, revocations, or cancellations. The maximum height of a building permit-based fence for any construction shall be 8' feet.
3. Residential Fences. Fences constructed within residential districts or on land used for residential purposes are subject to the following provisions:
 - a. Height. The maximum height of a fence within a front yard or street side yard setback shall be 4'. The maximum height for any fence outside of a required front yard shall be 6' and is measured from the property grade.
 - A. Exception for Street Side Yards. On corner lots, a fence built parallel to the street side yard line but set back in conformance with the street yard setback may have a maximum height of six feet.
 - b. Materials. Fences shall be constructed of wood, PVC/ resin, stone, wrought iron, masonry, or chain link materials only. Wood fences shall utilize standard building lumber only.
 - c. this chapter Location restrictions. Fences may not be constructed on lots unless a primary building is in place.
4. Nonresidential fences.
 - a. Height. The maximum height of a fence for any permitted use in a nonresidential district shall be 8'.

(Ord. 15-06 – Nov. 15 Supp.)

be appealed

172.13 OUTDOOR LIGHTING

1. General Requirements
 - a. Location Restriction.
2. Applicability. Except as described below, all outdoor lighting installed after the date of effect of this Ordinance shall comply with these requirements. This includes, but is not limited to, new lighting, replacement lighting, or any other lighting whether attached to structures, poles, the earth, or any other location, including lighting installed by any third party.
 - a. Exceptions.
 - A. Lighting within public right-of-way or easement for the principal purpose of illuminating streets or roads. No exemption shall apply to any

lighting within the public right of way or easement when the purpose of the luminaire is to illuminate areas outside the public right of way or easement.

- B. Lighting for public monuments and statues.
- C. Underwater lighting for pools or water features.
- D. Low voltage landscape lighting controlled by an automatic device that is set to turn the lights off at one hour after the site is closed to the public or at a time established by the Zoning Administrator.
- E. Lighting solely for signs. See Chapter 175 Sign Regulations
- F. Repairs to existing luminaires not exceeding 50% of total installed luminaires.
- G. Temporary lighting.
- H. Lighting for emergency conditions.
- I. Lighting specified or identified in a conditional use permit.
- J. Lighting required by federal or state law.

3. Lighting Control Requirement

a. Automatic Switching Requirements

- A. Controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic time switch or equivalent functions from a programmable lighting controller, building automation system or lighting energy management system, all with battery or similar backup power or device.

b. Automatic Lighting Reduction Requirements

- A. Outdoor lights shall be set to be reduced by at least 30% or extinguished by 12:00 am.
 - 1. Exceptions. Lighting reductions are not required for any of the following:
 - a. With the exception of landscape lighting, lighting for residential properties including multiple residential properties not having common areas.
 - b. When the outdoor lighting consists of one luminaire.
 - c. Code required lighting for steps, stairs, walkways, and building entrances.
 - d. When in the opinion of the Authority, lighting levels must be maintained.
 - e. Motion activated lighting.
 - f. Lighting governed by special use permit in which times of operation are specifically identified.
 - g. Businesses that operate on a 24 hour basis.

4. Residential properties

- a. For residential properties including multiple residential properties not having common areas, all outdoor luminaires shall be fully shielded and shall not exceed the allowed lumen output in Table 172.14-03.
- b. Low voltage landscaping lighting shall be aimed away from adjacent properties.
- c. Shielding directional flood lighting aimed so that direct glare is not visible from adjacent properties.
- d. Exceptions.
 - A. Lighting installed with a vacancy sensor, where the sensor extinguishes the lights no more than 15 minutes after the area is vacated.
 - B. Open flame gas lamps.

Table 172.13-01 Purposes of Lighting Zones

<u>Zone</u>	<u>Overview</u>
<u>LZ-0: Limited lighting</u>	<u>Areas where lighting might adversely affect flora and fauna or disturb the character of the area. Lighting may be used for safety and convenience but it is not necessarily uniform or continuous.</u>
<u>LZ-1: Low ambient lighting</u>	<u>Areas of human activity where the vision of human residents and users is adapted to low light levels. Lighting may be used for safety and convenience, but it is not necessarily uniform or continuous.</u>
<u>LZ-2: Moderate ambient lighting</u>	<u>Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous.</u>
<u>LZ-3: Moderately high ambient lighting</u>	<u>Areas of human activity where the vision of human residents and users is adapted to moderately high light levels. Lighting is generally desired for safety, security, and/or convenience and it is often uniform and/or continuous.</u>
<u>LZ-4: High ambient lighting</u>	<u>Areas of human activity where the vision of human residents and users is adapted to high light levels. Lighting is generally considered necessary for safety, security and/or convenience and it is mostly uniform and/or continuous.</u>

Table the Board of Adjustment, 172.13-02 Lighting Zones for Districts

<u>Zoning District</u>	<u>Lighting Zone</u>
<u>R-1, R-2</u>	<u>LZ-1</u>
<u>R-3, MH, LI</u>	<u>LZ-2</u>

<u>CC, UC</u>	<u>LZ-3</u>
---------------	-------------

Table 172.13-03 Maximum Allowed Luminaire Lumens

<u>Lighting Application by Maximum Allowed Luminaire Lumens</u>	<u>LZ-0</u>	<u>LZ-1</u>	<u>LZ-2</u>	<u>LZ-3</u>	<u>LZ-4</u>
<u>Unshielded luminaires at one entry</u>	<u>N/A</u>	<u>420 lumens</u>	<u>630 lumens</u>	<u>630 lumens</u>	<u>630 lumens</u>
<u>Fully shielded luminaire lumens</u>	<u>N/A</u>	<u>630 lumens</u>	<u>1,260 lumens</u>	<u>1,260 lumens</u>	<u>1,260 lumens</u>
<u>Unshielded luminaire excluding main entry</u>	<u>N/A</u>	<u>315 lumens</u>	<u>315 lumens</u>	<u>315 lumens</u>	<u>315 lumens</u>
<u>Landscape lighting</u>	<u>N/A</u>	<u>630 lumens</u>	<u>1,050 lumens</u>	<u>2,100 lumens</u>	<u>2,100 lumens</u>
<u>Shielded directional flood lighting</u>	<u>N/A</u>	<u>630 lumens</u>	<u>1,260 lumens</u>	<u>2,100 lumens</u>	<u>2,100 lumens</u>
<u>Low voltage landscape lighting</u>	<u>N/A</u>	<u>N/A</u>	<u>525 lumens</u>	<u>525 lumens</u>	<u>525 lumens</u>

5. Non-residential properties. Non-residential may follow either the Prescriptive Method or the Performance Method listed below

a. Prescriptive Method

A. Total Site Lumen Limit

1. The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using either the Parking Space Method 174.14-04 or the Hardscape Area Method 174.14-05. Only one method shall be used per permit application, and for sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens. The total installed initial luminaire lumens is calculated as set forth in Chapter 177 the sum of the initial luminaire lumens for all luminaires.

173.01 Purpose	Table 173-1 Required Landscape Depth
173.02 Applicability	173.06 Buffer Yard Provisions
173.03 Landscaping Plan Review Procedure	Table 173-2 Buffer Yard Requirements
173.04 Landscaping Requirements	173.07 Screening Standards
173.05 Landscaping Materials and Installation Standards	173.08 General Provisions

173.01 PURPOSE.

B. Limits to Off Site Impacts

1. All luminaires shall be rated and installed according to Table 174.14-06.
 - a. Less than 2 mounting heights shall be mounted with the backlight portion of the light output oriented perpendicular and towards the property line of concern.

C. Light Shielding for Parking Lot Illumination

1. All parking lot lighting shall have no light emitted above 90 degrees.

[Table 172.13-04 Allowed Total Initial Luminaire Lumens per Site for Non-residential Outdoor Lighting, Per Parking Space Method](#)

LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
350 lms/space	490 lms/space	630 lms/space	840 lms/space	1,050 lms/space

[Table 172.13-05 Allowed Total Initial Luminaire Lumens per Site for Non-residential Outdoor Lighting, Hardscape Area Method](#)

LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
0.5 lumens per SF of Hardscape	1.25 lumens per SF of Hardscape	2.5 lumens per SF of Hardscape	5.0 lumens per SF of Hardscape	7.5 lumens per SF of Hardscape

[Table 172.13-06 Maximum Allowable Backlight, Uplight, and Glare \(BUG\) Rating](#)

	LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
Allowable Backlight Rating					
Greater than 2 mounting heights from property line	B1	B3	B4	B5	B5
1 to less than 2 mounting heights from property line	B1	B2	B3	B4	B4
0.5 to 1 mounting heights from property line	B0	B1	B2	B3	B3

<u>Less than 0.5 mounting height to property line</u>	<u>B0</u>	<u>B0</u>	<u>B0</u>	<u>B1</u>	<u>B2</u>
Allowable Uplight Rating	<u>U0</u>	<u>U1</u>	<u>U2</u>	<u>U3</u>	<u>U4</u>
<u>Allowed % light emission above 90° for street or Area lighting</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>
Allowable Glare Rating	<u>G0</u>	<u>G1</u>	<u>G2</u>	<u>G3</u>	<u>G4</u>
<u>Any luminaire not properly oriented with 1 to less than 2 mounting heights to any property line of concern</u>	<u>G0</u>	<u>G0</u>	<u>G1</u>	<u>G1</u>	<u>G2</u>
<u>Any luminaire not properly oriented with 0.5 to less than 1 mounting heights to any property line of concern</u>	<u>G0</u>	<u>G0</u>	<u>G0</u>	<u>G1</u>	<u>G1</u>
<u>Any luminaire not properly oriented with less than 0.5 mounting heights to any property line of concern</u>	<u>G0</u>	<u>G0</u>	<u>G0</u>	<u>G0</u>	<u>G1</u>

b. Performance Method

A. Total Site Lumen Limit

1. The total installed initial luminaire lumens of all lighting systems on the site shall not exceed the allowed total initial site lumens. The allowed total initial site lumens shall be determined using Table 172.13-07. For sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens. The total installed initial luminaire lumens of all is calculated as the sum of the initial luminaire lumens for all luminaires.

B. Limits to Off Site Impacts

1. All luminaries shall be rated and installed according to 172.13-06 OR
2. The entire outdoor lighting design shall be analyzed using industry standard lighting software including inter-reflections in the following manner:
 - a. Input data shall describe the lighting system including luminaire locations, mounting heights, aiming directions, and employing photometric data tested in accordance with IES guidelines. Buildings or other physical objects on the site within three object heights of the property line must be included in the calculations.
 - b. Analysis shall utilize an enclosure comprised of calculation planes with zero reflectance values around the perimeter of the site. The top of the enclosure shall be no less than 33 feet (10 meters) above the tallest luminaire. Calculations shall include total lumens upon the inside surfaces of the box top and vertical sides and maximum vertical illuminance (footcandles and/or lux) on the sides of the enclosure.
 - c. The design complies if
 - i. The total lumens on the inside surfaces of the virtual enclosure are less than 15% of the total site lumen limit; and

ii. The maximum vertical illuminance on any vertical surface is less than the allowed maximum illuminance per 172.13-08.

Table 172.13-07 Allowed Total Initial Site Lumens

Lighting Zone	LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
Allowed Lumens Per SF	0.5	1.25	2.5	5.0	7.5
Allowed Base Lumens Per Site	0	3,500	7,000	14,000	21,000

Table 172.13-08 Allowed Total Initial Site Lumens

LZ-0	LZ-1	LZ-2	LZ-3	LZ-4
0.05 FC or 0.5 LUX	0.1 FC or 1.0 LUX	0.3 FC or 3.0 LUX	0.8 FC or 8.0 LUX	1.5 FC or 15.0 LUX

CHAPTER 173
ZONING CODE
LANDSCAPING AND SCREENING STANDARDS

- = [173.01 Purpose](#)
- [173.02 Applicability](#)
- [173.03 Landscaping Requirements](#)
- [173.04 Planting requirements](#)
- [173.05 Buffer Yard Provisions](#)
- = [173.06 Screening Standards](#)
- [173.07 Screening Standards of Dumpsters and Recycling Areas](#)
- [173.08 Landscaping Materials and Installation Standards](#)

173.01 PURPOSE.

The Landscaping and Screening Regulations provide additional guidance on the development of sites within the City by addressing landscaping and screening requirements. They are designed to improve the appearance of the community, buffer potentially incompatible land uses from one another, and conserve the value of properties within the City.

173.02 APPLICABILITY.

guidance on the development of sites within the City by addressing landscaping and screening requirements. They are designed to improve the appearance of the community, buffer potentially incompatible land uses from one another, and conserve the value of properties within the City.

173.02 APPLICABILITY.

The provisions of this chapter apply to all new development or redevelopment of land on each lot or site upon application for a building permit, except for the following:

1. Reconstruction or replacement of a lawfully existing use or structure following a casualty loss of less than 50% of the total value.
2. Remodeling, rehabilitation, or improvements to existing uses or structures which do not substantially change the location of structures, parking, or other site improvements.
3. Additions or enlargements of existing uses or structures which increase floor area or impervious coverage area by less than 20 percent. 2. Remodeling, rehabilitation, or improvements to existing uses or structures which do not substantially change the location of structures, parking, or other site improvements.
3. Additions or enlargements of existing uses or structures which increase floor area or impervious coverage area by less than 20 percent%. Where such additions or enlargements are 20 percent% or greater, these provisions apply only to that portion where the new development occurs.

173.03 LANDSCAPING PLAN REVIEW PROCEDURE REQUIREMENTS.

1. Landscaping Plan Review Required. Landscaping plan review is required for all developments requesting actions regarding re-zonings, building and grading permits, and minor and major subdivisions. The review will be performed by the Zoning Administrator. Landscaping plan review is initiated at the time of application for a plat or permit. Compliance with these landscape requirements must be complete prior to issuance of a certificate of Zoning Compliance or Certificate of Occupancy for the structure. No building or grading permit shall be issued by the Zoning Administrator, except in conformity with the provisions of this Zoning Code, unless said official receives a written order from the Board of Adjustment in the form of an administrative review, special exception, or variance as provided by this Zoning Code.
2. Submittal for Landscaping Plan Approval. Submittal shall include the following information:
 - A. Common and scientific names for all proposed plant material.
 - B. Quantity, height/caliper/gallon size (as applicable) of all proposed plant material.
 - C. Location of all proposed plant materials.
 - D. Number of ground cover plants per square foot to be planted, and/or pounds of seed per 1,000 square feet and species/characteristics of grass in all areas to be seeded.
 - E. Location, size, and species of all existing plant material to remain. This includes a diagram and/or tree survey noting the location, size, and species of existing trees and shrubs.
 - F. Location of retaining walls, fences, utility easements, existing and proposed structures and parking areas.
 - G. Plant installation details.
 - H. Drainage areas.
 - I. North arrow and scale of drawing.

173.04 LANDSCAPING REQUIREMENTS.

1. Landscaping shall be required adjacent to each street property line and within street yards as set forth in Table 173-43 Screened Buffer Yard Requirements.

2. Ground Cover. All areas without buildings, paving, or hard surfaces shall be landscaped with grass or continuous plant beds containing shrubs and flowering perennials.
 - a. No mow and low maintenance yards may be utilized in all areas except within parking lots, and street rights-of-way.
 - A. No mow and low maintenance yards shall: Not contain any noxious weeds outlined in Chapter 317 of the Iowa Code.
 - B. Have a 5 foot buffer of maintained grass with a maintained edge along all property lines and sidewalks.
3. Obstruction of View. Landscaping or screening installed in any landscaped area shall not obstruct the view from or to any driveway approach, street, alley, or sidewalk, and must maintain the Vision Clearance Triangle.
4. Earth Berm Locations. All earth berm locations shall be reviewed by the Public Works Director to determine how the berms shall relate to drainage and public utilities.
5. Exceptions. A development may continue to comply with the buffer yard and screening requirements in effect at the time of issuance of its original permit, regardless of whether an adjacent lot or site is subsequently rezoned to a less intensive district which would otherwise require compliance with buffer yard or screening provisions.

Supplements to the Official List of Plant Materials. The list of Official List of Plant Materials has been compiled using the latest research data available. Plants other than those listed may be used to fulfill minimum landscaping requirements as approved by the Zoning Administrator. To be considered for approval, a proposed plant material must be submitted for review with the following information

173.05 LANDSCAPING MATERIALS AND INSTALLATION STANDARDS.

1. Restricted List of Plant Material. No plant material contained on the Restricted List of Plant Material shall be used to fulfill landscape requirements. This list is provided through the office of the Zoning Administrator. These plants are restricted from use because of problems with disease, maintenance, or suitability.
2. Use of Inorganic Landscaping Materials. No artificial trees, shrubs, plants, or turf shall be used to fulfill the minimum requirements for landscaping. Inorganic materials, such as stone or decorative pavers, may be used provided that such material does not comprise more than 35% of the minimum required landscaped area. Other concrete and/or asphalt pavement surfaces may not be used within the minimum required landscaped area, except for walkways less than 5 feet in width.
3. Official List of Plant Materials. All plant material installed in landscaped areas or buffer yards shall be consistent with the Official List of Plant Materials provided through the office of the Zoning Administrator. All plant materials shall conform in size, species, and spacing with this section of the Zoning Code.

Table 173-1—Required Landscape Depth

Zoning District	Depth of Landscaping Adjacent to Street Property Line	Percentage of First 80 Feet of Street Yard that Must Be Landscaped	Percentage of Street Yard Beyond First 80 Feet that Must Be Landscaped
-----------------	---	--	--

Zoning District	Depth of Landscaping Adjacent to Street Property Line	Percentage of First 80 Feet of Street Yard that Must Be Landscaped	Percentage of Street Yard Beyond First 80 Feet that Must Be Landscaped
R-1	20 feet	65% of whole street yard	NA
R-2	20 feet	55% of whole street yard	NA
R-3	20 feet	50% of whole street yard	NA
R-4	15 feet	45% of whole street yard	NA
MH	35 feet	65% of whole street yard	NA
LC	15 feet	20%	5%
CC	10 feet	10%	5%
CC	10 feet	10%	5%
UC	15 feet	20%	5%
TC	No requirement	10%	No requirement
CC	10 feet	10%	5%
LI	10 feet	15%	5%

4. Supplements to the Official List of Plant Materials. The list of Official List of Plant Materials has been compiled using the latest research data available. Plants other than those listed may be used to fulfill minimum landscaping requirements as approved by the Zoning Administrator. To be considered for approval, a proposed plant material must be submitted for review with the following information:

6. A. or additional information as requested:

- a. Common name and scientific name of plant material;
- b. B. Habitat, geographic climate range, and whether plant is original native to this region;
- c. C. Growing characteristics, including evergreen or deciduous, height and spread at maturity;
- d. D. Suitability for different landscape uses and applications;
- e. E. Susceptibility to disease and tolerance of environment: heat, drought, pollution stress;
- f. F. Fruit bearing characteristics which may be hazardous in pedestrian and parking areas.

2.7. Encouragement of Native Landscaping Materials. The use of suitable native plant materials is encouraged to fulfill landscaping requirements. Native plants, or those plants

which occur naturally in this region, have shown greater adaptability to the seasonal and ~~— 5. Encouragement of Native Landscaping Materials.~~ The use of suitable native plant materials is encouraged to fulfill landscaping requirements. Native plants, or those plants which occur naturally in this region, have shown greater adaptability to the seasonal and periodic climate changes which occur in this region.

3.8. 6. Installation Standards for Required Landscaping.

A. Basic plant materials standards shall include the following:

- (1) Evergreen trees: minimum height of 6 feet;
- (2) Shrubs: minimum two-gallon size container, or the equivalent height and/or spread;
- (3) Groundcover shrubs: minimum spacing upon installation of 18 inches on center;
- (4) Deciduous shade trees: minimum caliper (diameter) of 2 inches as measured 6 inches above the ground;
- (5) Ornamental deciduous trees: minimum caliper (diameter) of 2 inches as measured 6 inches above the ground.

a. B. Plants shall be from the approved plant lists in 173.09 Landscaping Materials. Substitutions will be reviewed by the Zoning Administrator on a case-by-case basis.

b. Plants shall not be from the "Windsor Heights Restricted Tree/Plant List" as defined in said table.

~~a.c.~~ All other specifications shall conform with the latest version of the American Standards for Nursery Stock, published by the American Association of Nurserymen for that type of tree or shrub at the time of installation.

d. All plant material shall be installed free of disease and in a manner that ensures the availability of sufficient soil and water to sustain healthy growth.

~~b.e.~~ C. All plant material shall be installed free of disease and in a manner that ensures the availability of sufficient soil and water to sustain healthy growth.

4.9. 7. Minimum Spacing of Plant Materials.

A. Tree spacing along streets: minimum of one tree for every 50 feet of perimeter length.

a. B. Spacing of trees: spacing consistent with generally accepted species spread dimension at maturity defined by American Standards for Nursery Stock~~American Standards for Nursery Stock~~, or a minimum of one tree for every 5030 feet, whichever is less.

C. Groundcover shrubs: minimum spacing upon installation of 18 inches on center.

- b. D. Groundcover turf: immediate and complete coverage of an area within the season.
- c. E. Groundcover, creeping: spacing adequate to provide complete coverage in three years.
- d. 8. Groundcover: maximum spacing upon installation of 18 inches on center, should have immediate and complete coverage of area within the season, and with spacing adequate to provide complete coverage in three years.

5.10. Supplemental Installation Requirements for Shrubs.

- a. A. Shrubs shall be installed in a manner that promotes ease of maintenance and quality appearance.
- b. B. All shrubs shall be installed in designed continuous beds or naturalized settings containing a minimum of 3 inches of organic or inorganic mulch, contained by some form of a properly maintained spade edge or other manufactured edging, with an underlayment of landscape fabric material as approved by the Zoning Administrator.
- c. C. Shrub installations beyond mere shrub beds, such as may shall contain groundcovers, native perennials, or seasonal annuals, may be approved. Other shrub installations without these features at the discretion will need approval of the Zoning Administrator, upon demonstration of quality design and a maintenance contract/commitment.

6.11. Use of Inorganic Landscaping Materials.

- a. No artificial trees, shrubs, plants, or turf shall be used to fulfill the minimum requirements for landscaping.
- b. Inorganic materials, such as stone or decorative pavers, may be used provided that such material does not comprise more than 35% of the minimum required landscaped area.
- c. Concrete and/or asphalt pavement surfaces may not be used within the minimum required landscaped area, except for walkways less than 5 feet in width.
- d. Buffer yards may not include any paving, regardless of use.

173.0604 PLANTING REQUIREMENTS

Table 173.04-01 – Minimum Amount Plantings Required

<u>Planting requirements</u>	<u>R-1, R-2</u>	<u>R-3, CC, UC, LI</u>
<u>Trees</u>	<u>1 per dwelling unit</u>	<u>1 per 2,000 sq.ft. of pervious area</u>
<u>Shrubs</u>	<u>N/A</u>	<u>5 per 2,000 sq.ft. of pervious area</u>

Table 173.04-02 – Minimum Size at Time of Planting

<u>Plant Type</u>	<u>Trunk Minimum</u>	<u>Height Minimum</u>	<u>Other Requirements</u>
<u>Deciduous Overstory Tree</u>	<u>2" (Measured 6" above root collar)</u>	<u>3.5'</u>	<u>N/A</u>
<u>Deciduous Understory Trees</u>	<u>1.5" (Measured 6" above root collar)</u>	<u>3.5'</u>	<u>N/A</u>
<u>Deciduous Scrubs 5' or Greater Mature Height</u>	<u>N/A</u>	<u>3'</u>	<u>N/A</u>
<u>Deciduous Scrubs 3' to 5' Mature Height</u>	<u>N/A</u>	<u>2'</u>	<u>N/A</u>
<u>Deciduous Scrubs 3' or Shorter Mature Height</u>	<u>N/A</u>	<u>15"</u>	<u>N/A</u>

<u>Evergreen Trees</u>	<u>N/A</u>	<u>6'</u>	<u>N/A</u>
<u>Evergreen Shrubs</u>	<u>N/A</u>	<u>2'</u>	<u>N/A</u>
<u>Ground Covers or Perennials</u>	<u>N/A</u>	<u>N/A</u>	<u>Minimum of a 4" container</u>

173.05 BUFFER YARD PROVISIONS.

These provisions apply when use is established in a more intensive zoning district (District A) which is adjacent to a less intensive zoning district (District B). The owner, developer, or operator of the use within District A shall install and maintain a landscapedscreened buffer yard on his/her lot or site, as set forth in this section. Buffer yard requirements apply only to those districts indicated in Table 173-23. Buffer yards are not required ~~or~~ for single-family, two-family, ~~duplex~~, or townhouse use types in the more intensive zoning district.

1. 1. The buffer yard dimensions set forth in Table 173-23 apply to zoning districts which share a common lot line or are adjacent but separated by an intervening alley.
2. When a street separates adjacent zoning districts requiring a buffer yard, the size of the buffer yard shall be one-half the required buffer yard set forth in Table 173-2.
3. Each required buffer yard must be entirely landscaped and free of paved areas, accessways, storage, or other disturbances.

~~2.1. 2. When a street separates adjacent zoning districts requiring a buffer yard, the size of the buffer yard shall be one-half the required buffer yard set forth in Table 173-2.~~

~~3.1. 3. Each required buffer yard must be entirely landscaped and free of paved areas, accessways, storage, or other disturbances.~~

- a. Buffer areas shall follow Section 173.06 Screening Standards.

Table 173-2-05-03 – Screened Buffer Yard Requirements

Less Intensive Adjacent District

R-1*

R-2*

R-3

R-4

More Intensive District

R-4

20

20

15

—
TC, UC

20

20

15

10
CC, CC
30
30
20
20
LI
40
40
30

*Applies to residential uses only.

		<u>Less Intensive Adjacent District</u>
		<u>R-1*, R-2*, & R-3</u>
<u>More Intensive District</u>	<u>UC, CC, O</u>	<u>10 Feet</u>
	<u>LI</u>	<u>20 Feet</u>

*Applies to residential uses only.

173.07-06 SCREENING STANDARDS.

1. Application. Screening is required between adjacent zoning districts indicated in Table 173-23 when one or more of the following conditions in the more intensive zoning district is directly visible from and faces toward the boundary of the less intensive zoning district.

- a. A. The rear elevation of buildings.
- b. B. Outdoor storage areas or storage tanks, unless otherwise screened.
- c. C. Loading docks, refuse collection points, and other service areas.
- d. D. ~~Major~~ Machinery or areas housing a manufacturing process.
- e. E. Major on-site traffic circulation areas or truck and/or trailer parking.
- f. F. Sources of glare, noise, or other environmental effects.
- g. Mechanical equipment and utility appurtenances.

2. Opaque Barrier. A six foot~~An~~ opaque barrier shall be provided which visually screens the conditions listed in subsection 1 from less intensive uses as follows:

- a. A. A solid wood and/or masonry fence or wall at least six feet in height.
- b. B. A landscaped screen, using a minimum of 50% evergreen ~~or deciduous~~ materials~~plant~~ material, capable of providing a substantially opaque, hedge-like barrier and attaining a minimum height of six feet within three years of planting. (Note: All planting materials shall conform to the minimum caliper/size requirements set in Section Table 173.05-02)

- c. A landscaped earth berm with a maximum slope of three to one, rising no less than six feet above the existing grade of the lot line separating the zoning districts.
- e.a. C. A landscaped earth berm with a maximum slope of three to one, rising no less than six feet above the existing grade of the lot line separating the zoning districts.
- d. Any combination of these methods that achieves a cumulative height of six feet.
- e. Machinery or equipment that raise above the six feet may need additional screening at the Zoning Administrator's discretion.
- f. Utility equipment and appurtenances and screenings shall be consistent with the building design, colors, and materials.

3. Location of Screening Wall. A screening wall or fence shall be installed no closer to the less intensive zoning district than one-half the width of the required buffer yard.

4. Effect on Drainage. Screening shall not adversely affect surface water drainage.

~~d.a. D. Any combination of these methods that achieves a cumulative height of six feet.~~

~~3. Location of Screening Wall. A screening wall or fence shall be installed no closer to the less intensive zoning district than one half the width of the required buffer yard.~~

~~4.1. 4. Effect on Drainage. Screening shall not adversely affect surface water drainage.~~

173.08 GENERAL PROVISIONS.

1. Obstruction of View.

173.07 SCREENING STANDARDS OF DUMPSTERS AND RECYCLING AREAS

- 1. Application. Screening is required to reduce the visibility of dumpster enclosures and recycling areas in R-3, MH, CC, UC, & LI.
- 2. Opaque Barrier. A six-foot opaque barrier shall be provided which visually screens the area.
 - a. A solid wood and/or masonry fence or wall at least six feet in height.
 - b. Must enclose the area around at least three sides.
 - c. Contain a pedestrian entrance.
 - d. Have an access gate that meets Metro Waste Authority standards.
- 3. Landscaping. If the area is located within a larger paved area, such as a parking lot, the following applies:
 - a. A landscape buffer of at least 5 feet shall be located along all sides of the non-gated sides.
 - b. One tree shall be provided in the landscape buffer.
 - c. Ornamental grasses, shrubs, or similar landscape materials shall cover a minimum of 50% of the buffer area.

173.08 LANDSCAPING MATERIALS AND INSTALLATION STANDARDS.

1. Restricted List of Plant Material. No plant material contained on the Restricted List of Plant Material shall be used to fulfill landscape requirements. This list is provided through the office of the Zoning Administrator. These plants are restricted from use because of problems with disease, maintenance, or suitability.

2. Official List of Plant Materials. All plant material or screening installed in any landscaped areas or buffer yards shall be consistent with the Official List of Plant Materials provided below or approved as a substitute by the office of the Zoning Administrator. All plant materials shall conform in size, species, and spacing with this section of the Zoning Code area shall not obstruct the view from or to any driveway approach, street, alley, or sidewalk. The following materials are permitted, encouraged, or prohibited, based on categories. See the Iowa Urban Tree Council website for the ash tree replacement list.

~~7.1. 2. Earth Berm Locations.~~ All earth berm locations shall be reviewed by the Public Works Director to determine how the berms shall relate to drainage and public utilities.

~~8.1. 3. Exceptions.~~ A development may continue to comply with the buffer yard and screening requirements in effect at the time of issuance of its original permit, regardless of whether an adjacent lot or site is subsequently rezoned to a less intensive district which would otherwise require compliance with buffer yard or screening provisions.

3. Delay in Planting. All planting shall be installed prior to occupancy or commencement of a use. If the plantings cannot be installed prior to occupancy or commencement of a use due to seasonal conditions that may reduce survivability, the Zoning Administrator may issue a temporary certificate of occupancy and grant a delay of installation until the seasonal calendar dates of June 1 or November 1, whichever occurs first, and the property owner must place in an escrow account, established with the city, an amount which will cover 110% of the estimated cost of plants and installation.

<u>Windsor Heights Tree/Plant List</u>		
<u>Partial Listing of Large Shade Trees for Planting on Public and Private Property</u>		
<u>Common Name</u>	<u>Botanical or Latin Name</u>	<u>Typical Mature Width/Height/Rate</u>
Blackgum	<u>Nyssa sylvatica</u>	
Yellowwood	<u>Cladrastis kentuckea</u>	
Tuliptree	<u>Liriodendron tulipifera</u>	
Bald Cypress	<u>Taxodium distichum</u>	
River Birch	<u>Betula nigra</u>	
Hackberry	<u>Celtis occidentalis</u>	
Honeylocust varieties (thornless)	<u>Gleditsia triacanthos</u> var. <u>inermis</u>	<u>72-100ft</u>
Kentucky Coffetree – Male Only	<u>Gymnocladus dioicus</u>	
Ginkgo, Maidenhair Tree – Male Only	<u>Ginkgo biloba</u>	
Oaks	<u>Quercus sp.</u>	
Lindens	<u>Tilia sp.</u>	

American Elm (Dutch Elm Disease resistant cultivars)	Ulmus americana cultivars	
--	---	--

Windsor Heights Tree/Plant List		
Evergreens for Planting on Public and Private Property		
<u>Common Name</u>	<u>Botanical or Latin Name</u>	<u>Typical Mature Width/Height/Rate</u>
Densiformis Yews	Taxus x media 'Densiformis'	
Eastern Red Cedar	Juniperus virginiana	
Norway Spruce	Picea abies	
Blackhills Spruce	Picea glauca densata	
Colorado Blue Spruce	Picea pungens glauca	
Jack Pine	Pinus banksiana	
Ponderosa Pine	Pinus ponderosa	
Swiss Mountain Pine	Pinus mugho mugho	
Eastern White Pine	Pinus strobus	
White Fir	Abies concolor	
Arborvitae	Thuja occidentalis	
Colorado Blue Spruce (Fat Albert)	Picea pungens	

Windsor Heights Restricted Tree/Plant List		
Tree Planting Prohibited on Street Right-of-Way and Not Recommended for Private Property		
<u>Common Name</u>	<u>Botanical or Latin Name</u>	<u>Typical Mature Width/Height/Rate</u>
Amur Maple	Acer ginnala	
Box Elder	Acer negundo	
Silver Maples	Acer saccharinum	
Norway Maples	Acer platanoides	
Tree of Heaven	Ailanthus altissima	
White Birch*	Betula papyrifera	
Catalpa*	Catalpa species	
Ash	Fraxinus species	
Thorny Honeylocust	Gleditsia triacanthos	
Honeysuckle	Lonicera species	
Mulberry	Morus species	
Pin Oak*	Quercus palustris	
Black Locust	Robinia pseudoacacia	
White Poplar	Populus alba	
Lobardy Poplar	Populus nigra	
Cherries*	Prunus species	
Willows*	Salix species	

All evergreen trees*		
All "weeping" plants*		
Trees bearing fruits and nuts over one foot diameter*		
* - denotes allowable for private property		

Windsor Heights Tree/Plant List		
Dense Deciduous Shrub List for Screening		
<u>Common Name</u>	<u>Botanical or Latin Name</u>	<u>Typical Mature Width/Height/Rate</u>
<u>Large</u>		
<u>Hedge Cotoneaster</u>	<u>Cotoneaster lucida</u>	<u>8-10¢ x 4-5¢</u>
<u>Ninebark</u>	<u>Physocarpus opulifolius 'Diablo'</u>	<u>8-10¢ x 8-10¢</u>
<u>Nanking Cherry</u>	<u>Prunus tomentosa</u>	<u>8-10¢</u>
<u>Preston Lilac</u>	<u>Syringa x prestoniae</u>	
<u>Arrowwood Viburnum</u>	<u>Viburnum dentatum</u>	<u>8¢ x 8¢</u>
<u>European Cranberry Viburnum</u>	<u>Viburnum opulus</u>	<u>8-12¢ x 10-12¢</u>
<u>American Cranberrybush Viburnum</u>	<u>Viburnum trilobum</u>	<u>10¢ x 8¢</u>
<u>Arborvitae – any species not prone to splitting</u>		
<u>Medium:</u>		
<u>Fragrant Sumac</u>	<u>Rhus aromatica</u>	<u>6¢ x 5¢</u>
<u>Alpine Current</u>	<u>Ribes alpinum</u>	<u>5¢ x 8¢</u>
<u>Bridal Wreath Spirea</u>	<u>Spirea x vanhouttei</u>	<u>6¢ x 6¢</u>
<u>Dwarf Korean Lilac</u>	<u>Syringa meyeri palibin</u>	<u>6¢ x 10¢</u>
<u>Compact American Cranberry Viburnum</u>	<u>Viburnum trilobum Compact cv.</u>	<u>6¢ x 6¢</u>
<u>Small:</u>		
<u>Dwarf Ninebark</u>	<u>Physocarpus opulifolius nanus</u>	<u>3¢ x 3¢</u>
<u>Potentilla varieties</u>	<u>Potentilla fruticosa cv.</u>	<u>3¢ x 3¢</u>
<u>Gro-Low Sumac</u>	<u>Rhus aromatica Gro-Low</u>	<u>2 x 4-5¢</u>
<u>Green Mound Alpine Current</u>	<u>Ribes alpinum Green Mound</u>	<u>3-4¢ x 2-3¢</u>
<u>Dwarf Blue Leaf Arctic Willow</u>	<u>Salix purpurea nana</u>	<u>4 x 4</u>
<u>Spirea varieties</u>	<u>Spirea bumalda cv.</u>	<u>2¢ x 2¢ – 4¢ x 4¢ – varies with cultivar</u>

Japanese Spirea varieties	Spirea japonica cv.	<u>2¢ x 2¢ – 4¢ x 4¢ – varies with cultivar</u>
Dwarf European Cranberry Bush Viburnum	Viburnum opulus nanum	<u>3¢ x 3¢</u>
Densiformus Yews		
Hardy shrub roses		

Windsor Heights Tree/Plant List		
Evergreen Shrubs		
<u>Common Name</u>	<u>Botanical or Latin Name</u>	<u>Typical Mature Width/Height/Rate</u>
Chinese Junipers	Juniperus chinensis	
Blue Holly	Ilex x meserveae	
Sea Green Juniper	Juniperus chinensis 'Sea Green'	
Dwarf Creeping Juniper	Juniperus horizontalis	
Cross Spreading Japanese	Taxus cuspidata	
Hicks Yew	Taxus x media 'Hicksii'	
Taunton Yew	Taxus media 'Taunton'	
Densiformus Yews		
Green Velvet Boxwood	Buxus x 'Green Velvet'	
Green Mountain Boxwood	Buxus x 'Green Mountain'	
Rhododendron	Rhododendron "PJM"	

Windsor Heights Tree List		
Small Trees for Under High Wires (with upright branching to avoid pedestrians on sidewalks)		
<u>Common Name</u>	<u>Botanical or Latin Name</u>	<u>Typical Mature Width/Height/Rate</u>
Robin Hill Serviceberry	Amelanchier x grandiflora 'Robin Hill'	
Amur Maackia	Maackia amurensis	<u>25¢ x 20¢</u>
Adirondack Flowering Crabapple, white	Malus Adirondack	<u>20¢ x 10¢</u>
Centurion Flowering Crab, rose-red	Malus Centurion	<u>20¢ x 12¢</u>
Red Barron Flowering Crab, rose	Malus Red Barron	<u>18¢ x 8¢</u>
Sentinel Flowering Crab, white	Malus Sentinel	<u>20¢ x 12¢</u>
Ivory Silk Japanese Tree Lilac	Syringa reticulata 'Ivory Silk'	<u>20¢ x 15¢</u>

Windsor Heights Tree List		
Small Trees for Under High Wires (where sidewalk clearance is not an issue)		

<u>Common Name</u>	<u>Botanical or Latin Name</u>	<u>Typical Mature Width/Height/Rate</u>
Shadblow Serviceberry, tree form	Amelanchier canadensis	25¢ x 15¢
Autumn Brilliance Serviceberry	Amelanchier g. Autumn Brilliance	20¢ x 25¢
American Hornbeam	Carpinus caroliniana	25¢ x 20¢
Eastern Redbud	Cercis canadensis	25¢ x 20¢
Pagoda Dogwood	Cornus alternifolia	20¢ x 15¢
Washington Hawthorn	Crataegus phaenopyrum	20¢ x 20¢
Winter King Hawthorn	Crataegus v. Winter King	20¢ x 20¢
Common Witch-hazel	Hamamelis virginiana	12-15¢ x 12¢
American Hophornbeam	Ostrya virginiana	35¢ x 25¢
Cherry – Manchurian cherry	Prunus maackii	25¢ x 25¢
Chanticleer Flowering Pear	Pyrus calleryana ‘Chanticleer’	35¢ x 15¢

<u>Windsor Heights Tree List</u>		
<u>Permitted Disease Resistant Flowering Crabapples (not a comprehensive list)</u>		
<u>Common Name</u>	<u>Botanical or Latin Name</u>	<u>Typical Mature Width/Height/Rate</u>
Adams Crabapple (red to pink flowers, red persistent fruit)	Malus ‘Adams’	15¢ x 20¢
Baccata ‘Jackii’	Malus baccata ‘Jackii’	20¢ x 20¢
Beverly (white flowers, red fruit)	Malus (crabapple) x. ‘Beverly’	20¢ x 20¢
Candied Apple (pink flowers, red persistent fruit.)	Malus hybrida	15¢ x 15¢
Callaway	Malus x ‘Callaway’	20¢ x 20¢
Cardinal	Malus ‘Cardinal’	16¢ x 20¢
David (white flowers, red persistent fruit)	Malus ‘David’	12¢ x 12¢
Donald Wyman (white flowers, red persistent fruit)	Malus ‘Donald Wyman’	20¢ x 24¢
Golden Raindrops (white flowers, yellow persistent fruit)	Malus ‘Schmidtcutleaf’	20¢ x 15¢
Jewelberry (white flowers, red fruit)	Malus ‘Jewelberry’	8¢ x 12¢
Liset (dark red flowers, maroon fruit)	Malus x moerlandsii ‘Liset’	15¢ x 15¢
Louisa (pink flowers, yellow fruit)	Malus ‘Louisa’	15¢ x 15¢

<u>Ormiston Roy (white flowers, amber persistent fruit)</u>	<u>Malus 'Ormiston Roy'</u>	<u>20¢ x 25¢</u>
<u>Pink Princess (pink flowers, deep red fruit)</u>	<u>Malus 'Parrsi'</u>	<u>8¢ x 12¢</u>
<u>Prairifire (rose-red flowers, dark red persistent fruit)</u>	<u>Malus 'Prairifire'</u>	<u>20¢ x 20¢</u>
<u>Professor Sprenger (white flowers, orange-red persistent fruit)</u>	<u>Malus 'Professor Sprenger'</u>	<u>20¢ x 20¢</u>
<u>Robinson (deep pink flowers, red fruit)</u>	<u>Malus 'Robinson'</u>	<u>25¢ x 20¢</u>
<u>Sargent (white flowers, red persistent fruit)</u>	<u>Malus sargentii</u>	<u>8¢ x 12¢</u>
<u>Strawberry Parfait</u>	<u>Malus 'Strawberry Parfait'</u>	<u>18¢ x 22¢</u>
<u>Sugar Tyme (white flowers, red fruit)</u>	<u>Malus 'Sutyzam'</u>	<u>18¢ x 15¢</u>
<u>Zumi Calocarpa (white flowers, red fruit)</u>	<u>Malus x zumi 'Calocarpa'</u>	<u>15¢ x 15¢</u>

Windsor Heights Tree/Plant List		
Plants with Good to Moderate Salt Tolerance		
<u>Common Name</u>	<u>Botanical or Latin Name</u>	<u>Typical Mature Width/Height/Rate</u>
Deciduous Shrubs		
St. John's Wort	<u>Hypericum prolificum</u>	<u>4¢ x 4¢</u>
Lilacs (Miss Kim)	<u>Syringa pubescens subsp. patula</u>	
Northern Bayberry	<u>Myrica pensylvanica</u>	<u>9¢ x 6¢</u>
Mockorange, size varies with species	<u>Philadelphus spp. & cvs.</u>	
Cinquefoil, 3¢ x 3¢	<u>Potentilla spp. & cvs.</u>	<u>3¢ x 3¢</u>
Smooth Sumac	<u>Rhus glabra</u>	<u>10¢ x 5¢</u>
Staghorn Sumac	<u>Rhus typhina</u>	<u>24¢ x 12¢</u>
Snowberry	<u>Symphoricarpos albus</u>	<u>3¢ x 3¢</u>
Common Lilac	<u>Syringa vulgaris</u>	<u>12¢ x 10¢</u>
Arrowwood Viburnum	<u>Viburnum dentatum</u>	<u>6¢ x 6¢</u>
Deciduous Trees:		
Common Horsechestnut	<u>Aesculus hippocastanum</u>	
Shadblow Serviceberry	<u>Amelanchier Canadensis</u>	
Northern Catalpa	<u>Catalpa speciosa</u>	

<u>Hackberry</u>	<u><i>Celtis occidentalis</i></u>	
<u>Cockspur Hawthorn</u>	<u><i>Crataegus crus-galli</i></u>	
<u>Maidenhair/ Ginkgo</u>	<u><i>Ginkgo biloba</i> - Male only</u>	
<u>Honeylocust</u>	<u><i>Gleditsia triacanthos</i></u>	
<u>Kentucky Coffeetree) – Male only</u>	<u><i>Gymnocladus dioicus</i></u>	
<u>Cottonwood</u>	<u><i>Populus deltoides</i></u>	
<u>Quaking Aspen</u>	<u><i>Populus tremuloides</i></u>	
<u>Black Cherry</u>	<u><i>Prunus serotina</i></u>	
<u>Choke Cherry</u>	<u><i>Prunus virginiana</i></u>	
<u>White Oak</u>	<u><i>Quercus alba</i></u>	
<u>Burr Oak</u>	<u><i>Quercus macrocarpa</i></u>	
<u>Red Oak</u>	<u><i>Quercus rubra</i></u>	
<u>Groundcovers:</u>		
<u>Bugleweed</u>	<u><i>Ajuga reptans</i></u>	
<u>Goutweed</u>	<u><i>Aegopodium podagraria</i></u>	
<u>Creeping Cotoneaster</u>	<u><i>Cotoneaster adpressa</i></u>	
<u>Bearberry Cotoneaster</u>	<u><i>Cotoneaster dammeri</i></u>	
<u>Rockspray Cotoneaster</u>	<u><i>Cotoneaster horizontalis</i></u>	
<u>Hesse Cotoneaster</u>	<u><i>Cotoneaster horizontalis</i> 'Hessei'</u>	
<u>Wintercreeper</u>	<u><i>Euonymus fortunei</i> cultivars</u>	
<u>English Ivy</u>	<u><i>Hedera helix</i></u>	
<u>Plantain Lily</u>	<u>Cultivars <i>Hosta</i> cultivars</u>	
<u>Japanese Garden Juniper</u>	<u><i>Juniperus chinensis</i> procumbens</u>	
<u>Gro-low sumac</u>	<u><i>Rhus aromatica</i> 'Gro-low'</u>	
<u>Periwinkle</u>	<u><i>Vinca minor</i></u>	

CHAPTER 174 ZONING CODE – OFF STREET ACCESS & PARKING

174.01 Purpose	Table 174-2 Accessible Parking Requirements
174.02 General Applications	174.06 Off Street Parking Design Standards
174.03 Schedule of Off Street Parking Requirements	174.07 Off Street Loading
174.04 Parking Facility Location	Table 174-3 Off Street Loading Requirements for Single Use Structures
Table 174-1 Minimum Off Street Parking Requirements	174.08 Parking for Personal and Recreational Vehicles
174.05 Parking for People with Disabilities	174.09 Storage and Parking of Unlicensed or Other Vehicles
174.01 Purpose	174.09 Off-Street Parking Design Standards
174.02 General Provisions	174.10 Off-Street Loading
174.03 Pedestrian Connectivity	174.11 Parking for Personal Vehicles
174.04 Schedule of Off-Street Parking Requirements	174.12 Parking for Recreational Vehicles
174.05 Short-Term Bike Parking	174.13 Storage and Parking of Unlicensed Vehicles
174.06 Long-Term Bike Parking	
174.07 Parking Facility Location	
174.08 Parking for People with Disabilities	

174.01 PURPOSE.

The Off Street Access & Parking Regulations require that developments provide parking safe, direct, and convenient access for pedestrians, bicycles, automobiles, and loading in proportion to the need created by each use. The regulations further establish standards for the functional design of parking facilities. These regulations are intended to accommodate vehicles in a functionally satisfactory manner and to minimize external effects on neighboring properties. The regulations further establish standards for the functional design of parking facilities. These regulations are intended to accommodate vehicles in a functionally satisfactory manner and to minimize external effects on neighboring properties.

174.02 GENERAL APPLICATIONS PROVISIONS.

1. Applicability. Off-street parking shall be provided for any new building constructed, for new uses or conversions of existing buildings, or for enlargements of existing structures.
2. Heavy commercial vehicles, including tractor cab units weighing more than 2.5 tons gross empty weight, shall not be parked on any lot within the R-1, R-2, R-3, and MH residential

zoning districts. Recreational vehicles meeting the definition of heavy commercial vehicles shall only be allowed on any lot within the R-1, R-2, R-3, and MH residential zoning districts if they comply with the special provisions listed below.

- 1. Exemptions. 1. Applicability. Off street parking shall be provided for any new building constructed, for new uses or conversions of existing buildings, or for enlargements of existing structures.
- 2.3. 2. Exemptions. Any use within the TC TownUC Urban Center District is exempt from the off-street parking requirements provided by Section 174.03. Any off-street parking facility constructed in the TCUC District after the effective date of this Zoning Code must comply with the design standards set forth in this chapter.

174.03 PEDESTRIAN CONNECTIVITY

1. Sites shall be designed with delineated sidewalks, walkways, and paths to provide continuous circulation throughout the site connecting principal structures, dwelling units, parking areas, parking garages, and other prominent features. Pedestrian connection(s) shall be made between the internal circulation system and the adjacent public sidewalk or trail systems. The site shall be organized so that the buildings frame and reinforce pedestrian circulation between lots.
2. Sites shall be designed to limit the number of pedestrian and motorist conflict points.
3. Sidewalks shall be a minimum of six (6) feet unless specifically exempted by the Administrative Official or other Administrative Official.
4. Developments shall have pedestrian amenities such as walkways, benches, etc.
5. Enhanced pedestrian elements at the sidewalk level including decorative lighting, seating or low sitting walls, planters, enhanced paving techniques, etc., shall be incorporated into the theme.
6. To promote a higher level of pedestrian awareness, the use of alternate paving materials to designate pedestrian traffic areas from vehicular use areas and travel lanes is required. Mere cuts in the concrete will not be sufficient to meet the requirements of this section.

174.04 SCHEDULE OF OFF-STREET PARKING REQUIREMENTS.

Parking facilities for each use shall be provided in accord with the minimum requirements set forth in Table 174-1.

1. When a computation of required parking results in a fraction of 0.5 or greater, the requirement should be rounded up to the next whole number.
2. Unless otherwise indicated, parking requirements are based on gross floor area. Gross floor areas for the purpose of this calculation exclude any interior space used for the parking or loading of vehicles.
3. When parking requirements are computed on the basis of capacity, capacity shall be determined by the Building Code in effect for the City at the time the use is established.
4. 1. When a computation of required parking results in a fraction of 0.5 or greater, the requirement should be rounded up to the next whole number.

~~2.1. 2. Unless otherwise indicated, parking requirements are based on gross floor area. Gross floor areas for the purpose of this calculation exclude any interior space used for the parking or loading of vehicles.~~

~~3.1. 3. When parking requirements are computed on the basis of capacity, capacity shall be determined by the Building Code in effect for the City at the time the use is established.~~

4. ~~4.~~ For sites with more than one use, the parking requirement shall be the sum of spaces required for each use, except as provided below.

5. The Board of Adjustment may authorize an adjustment in the total parking requirement for separate uses located on the same site or for separate uses located on adjoining sites and served by the same parking facility. The Board shall consider at least the following criteria in determining approval of such an adjustment:

- a. The characteristics and time of operation of each use, and differences in projected peak parking demand.
- b. Potential reduction in total expected vehicle movements afforded by multiple uses of the parking facilities.
- c. Functional design of the development and its parking facilities.

~~5.1. 5. The Board of Adjustment may authorize an adjustment in the total parking requirement for separate uses located on the same site or for separate uses located on adjoining sites and served by the same parking facility. The Board shall consider at least the following criteria in determining approval of such an adjustment:~~

- a. ~~A. The characteristics and time of operation of each use, and differences in projected peak parking demand.~~
- b. ~~B. Potential reduction in total expected vehicle movements afforded by multiple uses of the parking facilities.~~
- c. ~~C. Functional design of the development and its parking facilities.~~
- d. ~~D. Evidence of a written agreement that provides for the joint use of parking facilities within 300ft of the use.~~

Table 174.04-01 – Minimum Off-Street Parking Requirements

<u>Use</u>	<u>Required Spaces</u>
<u>Administration</u>	<u>1 space for 1,000 square feet</u>
<u>Agricultural Sales/Service</u>	<u>1 space per 5,000 square feet</u>
<u>Landfills (All types)</u>	<u>No requirement</u>
<u>Auto Rental and Sales</u>	<u>1 space per 1,000 square feet</u>
<u>Auto Service</u>	<u>1 space per 500 square feet</u>
<u>Body Repair</u>	<u>1 space per 500 square feet</u>
<u>Broadcasting Tower</u>	<u>No requirement</u>
<u>Business Support</u>	<u>1 space per 500 square feet</u>
<u>Campground</u>	<u>1 space per camping unit</u>
<u>Cemetery</u>	<u>No requirement</u>
<u>Civic Organizations</u>	<u>1 space per 1,000 square feet</u>

<u>Bars</u>	<u>1 space per 500 square feet</u>
<u>Commercial Recreation (All types)</u>	<u>1 space per 500 square feet</u>
<u>Communications Services</u>	<u>1 space per 500 square feet</u>
<u>Community Garden</u>	<u>No requirement</u>
<u>Construction Sales</u>	<u>1 space per 2,000 square feet</u>
<u>Construction Yards</u>	<u>1 space per 5,000 square feet</u>
<u>Consumer Services</u>	<u>1 space per 500 square feet</u>
<u>In-Patient Services</u>	<u>1 space for 1,000 square feet</u>
<u>Convenience Storage</u>	<u>1 space per 20 storage units</u>
<u>Crop Production</u>	<u>No requirement</u>
<u>Cultural Services</u>	<u>1 space per 2,000 square feet</u>
<u>Custom Manufacturing</u>	<u>1 space per 2,000 square feet</u>
<u>Day Care Services</u>	<u>1 space per 500 square feet</u>
<u>Two Unit Residential</u>	<u>1 space per dwelling unit</u>
<u>Equipment Sales/Service</u>	<u>1 space per 1,000 square feet</u>
<u>Food Sales (all types)</u>	<u>1 space per 200 square feet</u>
<u>Financial Services</u>	<u>1 space per 1,000 square feet</u>
<u>Gaming Facilities</u>	<u>1 space per 500 square feet</u>
<u>General Industry</u>	<u>1 space per 2,000 square feet or as approved by the Zoning Administrator</u>
<u>General Offices</u>	<u>1 space per 500 square feet</u>
<u>General Retail Services (All types)</u>	<u>1 space per 500 square feet</u>
<u>Group Care Facility</u>	<u>1 space per 1,000 square feet</u>
<u>Group Home</u>	<u>1 space per 1,000 square feet</u>
<u>Group Residential</u>	<u>1 space for each two residents</u>
<u>Guidance Services</u>	<u>1 space per 1,000 square feet</u>
<u>Health Care (Small-scale)</u>	<u>1 space per 1.5 beds</u>
<u>Health Care (Large-scale)</u>	<u>1 space per 1.5 beds</u>
<u>Heavy Industry</u>	<u>1 space per 5,000 square feet or as approved by the Zoning Administrator</u>
<u>Horticulture</u>	<u>No requirement</u>
<u>Library/Museum/Cultural Facility</u>	<u>1 space per 1,000 square feet</u>
<u>Light Industry</u>	<u>1 space per 1,000 square feet or as approved by the Zoning Administrator</u>

<u>Liquor Sales</u>	<u>1 space per 500 square feet</u>
<u>Lodging</u>	<u>1 space per sleeping room</u>
<u>Maintenance Facilities</u>	<u>1 space per 1,000 square feet</u>
<u>Medical Offices</u>	<u>1 space per 500 square feet</u>
<u>Mobile Home Residential</u>	<u>1 space per dwelling unit</u>
<u>Multi-Family Residential</u>	<u>1 space per dwelling unit</u>
<u>Non-Putrescible Landfill</u>	<u>No requirement</u>
<u>Pawn Shop</u>	<u>1 space per 500 square feet</u>
<u>Personal Improvement Services</u>	<u>1 space per 250 square feet</u>
<u>Personal Services</u>	<u>1 space per 500 square feet</u>
<u>Pet Services</u>	<u>1 space per 1,000 square feet</u>
<u>Railroad Facilities</u>	<u>1 space per 1,000 square feet</u>
<u>Resource Extraction</u>	<u>1 space per 5,000 square feet</u>
<u>Restaurants (Drive-In)</u>	<u>1 space per 500 square feet</u>
<u>Restaurants (General)</u>	<u>1 space per 500 square feet</u>
<u>Salvage Services</u>	<u>1 space per 2,000 square feet or as approved by the Zoning Administrator</u>
<u>Single-Family Residential</u>	<u>2 spaces per dwelling unit</u>
<u>Commercial breeders</u>	<u>1 space per 1000 square feet</u>
<u>Surplus Sales</u>	<u>1 space per 2,000 square feet</u>
<u>Trade Services</u>	<u>1 space per 500 square feet</u>
<u>Veterinary Services</u>	<u>1 space per 500 square feet</u>
<u>Warehousing</u>	<u>1 space per 5,000 square feet or as approved by the Zoning Administrator</u>

174.05 SHORT-TERM BIKE PARKING

1. Minimum Number of Required Off-Street Parking Spaces for Bicycles
 - a. Refer to Table 174-3 for minimum space requirements.
2. Dimensions
 - a. Each rack must be at least 3' apart from each other and 6' long. (There shall be an unimpeded rectangle of space centered on the bike rack that is 6' long and 3' wide.)
3. Location of Bicycle Parking Areas
 - a. Bicycle parking shall be placed within 100' of and clearly visible from the main entrance.
 - b. The zoning administrator may approve an alternate location provided that the location meets the intent of this section.
4. Design and Construction of Bicycle Parking Areas
 - a. All bicycle parking areas shall be hard surfaced with asphalt, concrete, pervious pavement, pavers, or other material to provide a durable, dust-free surface.
 - b. All bike racks shall be:

- A. Securely anchored;
- B. Able to support the bicycle frame in at least two places;
- C. Allow the locking of a bicycle frame and at least one wheel with a U-lock.

- c. All short-term bicycle racks shall either be an "inverted u" or "post & ring" style.
- d. All bicycle parking spaces shall be constructed in accordance with the latest version of the Association of Pedestrian & Bicycle Professionals Bicycle Parking Guidelines.

5. Minimum Number of Required Off-Street Parking Spaces for Bicycles

- a. Refer to Table 174-3 for minimum requirements.

174.06 LONG-TERM BIKE PARKING

- 1. Minimum Number of Required Off-Street Parking Spaces for Bicycles
 - a. Refer to Table 174-3 for minimum space requirements.
- 2. Dimensions
 - a. The total space of the bike room shall be at least 18 square feet for each required bike space with a minimum overall size of 100sq. ft.
- 3. Location of Bicycle Parking Areas
 - a. Bicycle parking shall be located on the same site and within the building, or within 300' of the main entrance.
 - b. The zoning administrator may approve an alternate location provided that the location meets the intent of this section.
- 4. Design and Construction of Bicycle Parking Areas
 - a. All bicycle parking areas shall be hard surfaced with asphalt, concrete, pervious pavement, pavers, or other material to provide a durable, dust-free surface.
 - b. All bicycle parking areas shall be within a building or provided with a permanent cover including, but not limited to, roof overhangs, awnings, or bicycle storage lockers.
 - c. All bike racks shall be:
 - A. Securely anchored;
 - B. Able to support the bicycle frame in at least two places;
 - C. Allow the locking of a bicycle frame and at least one wheel with a U-lock.
 - d. Long-term bicycle racks shall be:
 - A. "inverted u" or "post & ring" style or
 - B. "staggered wheel," "well-secure," "vertical," or "two-tier" style with no more than 75% of total long-term bicycle racks being this type.
 - e. All bicycle parking spaces shall be constructed in accordance with the latest version of the Association of Pedestrian & Bicycle Professionals Bicycle Parking Guidelines.
- 5. Minimum Number of Required Off-Street Parking Spaces for Bicycles
 - a. Refer to Table 174-3 for minimum requirements.

Table 174.04174.06-01 – Minimum Bicycle Parking Requirements

<u>Use Type</u>	<u>Short Term Spaces required</u>	<u>Long-Term Spaces</u>
<u>Agricultural Use Types</u>	<u>None required</u>	<u>None required</u>
<u>Residential Use Types</u>	<u>1 per 4 dwelling units</u>	<u>1 per 10 dwelling units</u>
<u>Commercial Use Types</u>	<u>1 per 4,000sq.ft.</u>	<u>1 per 10,000sq.ft.</u>
<u>Civic Use Types</u>	<u>1 per 4,000sq.ft.</u>	<u>1 per 10,000sq.ft.</u>
<u>Office Use Types</u>	<u>1 per 4,000sq.ft.</u>	<u>1 per 10,000sq.ft.</u>
<u>Industrial Use Types</u>	<u>None required</u>	<u>1 per 20,000sq.ft.</u>

174.07 PARKING FACILITY LOCATION.

1. 1. Residential Parking.
 - a. A. Off-street parking for residential one or two-family uses shall be located on the same lot or site as the use.
 - i. B. Restriction. Off-street parking shall not be located in the required front yard setback.
 - ii. Continuous. The parking stalls shall be continuous with the improved drive.
 - b. Off-street parking areas for multi-family residential uses shall be at least six feet from any residential building, and shall not be located within a required front yard or street side yard.

2. Nonresidential Parking. Off-street

174.08 OFF-STREET PARKING DESIGN STANDARDS.

1. Dimensions
 - a. All parking spaces shall follow Table 174-4 Minimum Parking Lot Design Requirements.
2. Pavement and Drainage.
 - a. Off-street parking facilities shall be hard surfaced and maintained with materials sufficient to prevent mud, dust, or loose material. Acceptable hard surface materials shall include concrete, asphalt, brick, or concrete pavers.
 - A. Off-street parking facilities shall be designed and built to prevent the free flow of water onto adjacent properties or public rights-of-way.
3. Areas where parking lots or drive lanes are visible from the public street shall provide a significant level of screening through the use of any of the following:

- A. Earthen berms;
- B. Three feet or higher in conjunction with vegetation;
- C. Landscaped walls;
- D. Walls constructed for the retainment of soil which are greater than 4 feet in height shall be designed by an individual knowledgeable and certified in structural engineering;
- E. Walls may be brick, individual decorative modular wall stone, natural stacked wall, or field stone. Walls composed of landscape timbers or other wood products are not desired due to the deterioration potential of the material. Wood walls may be used, with approval by the Administrative Official or Planning and Zoning Commission and City Council, in areas where views of the wall are minimal.
- F. Plants shall be at least every 10ft along all types of walls to soften the visual impact, visually break up long expanses of the wall, and to visually anchor it to the site. Accessory plant screening shall be of evergreen materials.
- G. Perimeter masonry screen walls are required accessory plants at least every 10ft. Where possible, landscaping shall be provided within a minimum 4' wide planting bed and include trees, shrubs, and/or groundcovers. Landscaping shall coordinate with the streetscape landscaping. Landscaping shall be kept in a neat and orderly manner.

4. Landscape and Screening Requirements. Unless otherwise noted, each unenclosed parking facility of over 3,000 square feet shall comply with the following regulations:

- a. Each unenclosed parking facility shall provide a minimum landscaped buffer of ten feet along any street property line.
- b. Each parking facility that abuts a residential district shall provide a ten-foot landscaped buffer along its common property line with the residential district.
- c. Any parking facility which abuts property in a residential district shall provide a fence, wall, landscape screen, or earth berm not less than four feet in height for the length of the common boundary. A grade change, terrace, or other site feature which blocks the sight line of headlights into a residential property may satisfy this requirement, subject to the determination of the Zoning Administrator.
- d. All off-street parking areas shall include at least 1 required landscape island for every 12 parking spaces.
 - A. Each required landscape island shall measure a minimum of 190 square feet in area.
 - B. Each required island shall contain a minimum of 1 deciduous shade tree or 1 deciduous ornamental tree.
 - 1. At least 10% of the island's land area shall have plant material other than sod or grass installed, not including the minimum required tree.
 - 2. The remainder of the landscape pods and islands shall be sodded or mulched. If mulched, mulch shall be replenished annually;

volcano mulching around trees is not permissible. Pea gravel and lava rocks will not be allowed.

C. for nonresidential uses shall Parking islands should be located on at the same lot or site and of parking bays so as the use, or within 300 feet of that use if the parking site is within a to define vehicular and pedestrian traffic patterns.

D. The zoning administrator may approve a design where landscape islands are aggregated into one or more larger landscape islands.

e. Interior landscaping shall be credited toward the satisfaction of overall landscaping requirements set forth in Chapter 173 of this Zoning Code.

5. Entrances and Exits.

a. Adequate access to each parking facility shall be provided by means of clearly defined and limited driveways or access points. Such driveways shall be designed to direct nonresidential traffic away from residential areas.

b. district Parking facilities other than driveways for single-family, two-family, or mobile home residential uses must permit vehicles to enter streets in a forward position.

c. Shared driveways between abutting properties are encouraged, provided that permits the off street an access easement exists between all property owners.

6. Lighting. Lighting is required for all parking use type. Control of ownership or use rights slots.

b.a. Lighting used to the remote illuminate any off-street parking must be demonstrated as a condition of permission area shall be arranged to direct light away from residential uses and the right-of-way.

7. Maintenance. All parking facilities shall be maintained to assure the continued usefulness and compatibility of the facility. Acceptable maintenance includes keeping the facility free of refuse, debris, carts, and litter; maintaining parking surfaces in sound condition; maintaining aisle lines and the painted surfaces of signs; and providing proper care of landscaped areas.

8. Adjustment. For uses subject to conditional use permit approval, the Board of Adjustment may adjust the minimum requirements of this section, in order to provide design, usability, attractiveness, or protection to adjoining uses in a manner equal to or greater than the minimum requirements of this chapter.

Table 174-1.08-01 – Minimum Off-Street Parking Lot Design Requirements

Agricultural Use Types		Required Spaces			
Horticulture		1 space per 1,000 square feet of sales area			
Space Angle	Space Width	Parking Row Depth	Curb Width	Drive Aisle Width: One-Way	Drive Aisle Width: Two Way
Parallel (0°)	8'	8'	22'	12'	22'
45°	8'6"	18'	12'9"	15'	24'
60°	9'	19'	10'5"	18'	24'
Perpendicular(90°)	9'	18'	9'	24'	24'

Crop Production		No requi reme nt
Residential Use Types		-
Single Family Residential		2 spaces per dwelling unit plus 1 space for each boarder, if any
Duplex Residential		2 spaces per dwelling unit plus 1 space for each boarder, if any
Two Family Residential		2 spaces per dwelling unit plus 1 space for each boarder, if any
Multi Family Residential		1.5 spaces per efficiency or 1-BR unit; 2 spaces per other units
Group Residential		1/2 space for each two residents
Mobile Home Residential		2 spaces per

	dwelling unit
Retirement Residential	1 space per each independent living unit and 1 space per each two assisted living units plus 1 space for each employee on largest shift
Civic Use Types	-
Administration	1 space for 500 square feet
Cemetery	No requirement
Clubs	1 space per 4 person capacity
Convalescent Services	1 space for 10 beds plus 1 space per each employee on largest shift
Cultural Services	1 space per 500 square feet of

	public area
Day Care Services	1 space per 5 person capacity plus 1 space per employe e on largest shift
Group Care Facility	1 space per 4 person capacity plus 1 space per employe e on largest shift
Group Home	1 space per 4 person capacity plus 1 space per employe e on largest shift
Guidance Services	1 space per 300 square feet
Health Care	1 space per 300 square feet plus 1 space per employe e on largest shift

Hospitals	1 space per 4 beds plus 1 space per employee on largest shift
Maintenance Facilities	See Schedule A
Commercial Use Types	Required Spaces
Agricultural Sales/Service	See Schedule A
Auto Rental and Sales	See Schedule A
Auto Service *	4 times service capacity
Body Repair *	5 spaces per repair stall
Business Support	1 space per 500 square feet
	1 space per camping unit
Cocktail Lounge	1 space per 150 square feet
Commercial Recreation	1 space per 4 person capacity

Communication Services	1 space per 500 square feet
Construction Sales	See Schedule A
Consumer Services	1 space per 200 square feet
Convenience Storage	1 space per 20 storage units **
Equipment Sales/Service	See Schedule A
Food Sales (all types)	1 space per 200 square feet
Gaming Facilities	1 space per 100 square feet
General Retail Services	1 space per 200 square feet
Liquor Sales	1 space per 200 square feet
Lodging	1 space per unit plus 1 space for each employee on duty
Personal Improvement	1 space per 200 square feet
Personal Services	1 space per 500 square feet

<u>Pet Services</u>	1 space per 500 square feet
<u>Restaurants (Drive In)</u>	1 space per 50 square feet of customer service area
<u>Restaurants (General)</u>	1 space per 3 person capacity in dining area plus 1 space per each 150 square feet in cocktail lounge
<u>Stables/Kennels</u>	1 space per employee plus 1 stall per 5,000 square feet of site area
<u>Surplus Sales</u>	See Schedule A
<u>Trade Services</u>	1 space per 300 square feet
<u>Veterinary Services</u>	1 space per 500 square feet
<u>Office Use Types</u>	
	-

General Offices	1 space per 250 square feet
Medical Offices	3 spaces per staff doctor or dentist
Miscellaneous Use Types	-
Broadcasting Tower	No requirement
Non-Putrescible Landfill	No requirement
All Landfills	No requirement
Industrial Use Types	-
Agricultural Industries	See Schedule A
Light Industry	See Schedule A
General Industry	See Schedule A
Heavy Industry	See Schedule A
Railroad Facilities	See Schedule A
Resource Extraction	1 space per employee on largest shift
Salvage Services	See Schedule A
Warehousing	See Schedule A
Construction Yards	See Schedule A
* Auto Service and body repair subject to other restrictions applicable under this Zoning Code. See Chapter 168 – Use Types – “Vehicle Storage” and Section 171.09, “Outdoor Storage.”	
** This standard may be reduced by up to 20% at the discretion of the Zoning Administrator, if site plan review demonstrates that circulation and loading patterns accommodate adequate space for queuing and temporary parking by users during the peak hours of operation.	
SCHEDULE A	
This schedule sets forth minimum off street parking requirements for uses with elements that have different functions and operating characteristics.	
Function of Element	Required Spaces
Office or Administration	1 space per 300 square feet
Indoor Sales, Display or Service Area	1 space per 500 square feet

Outdoor Sales, Display or Service Area	1 space per 2,000 square feet
Equipment Servicing or Manufacturing	1 space per 1,000 square feet
Indoor or Outdoor Storage or Warehousing	1 space per 5,000 square feet

174.09 OFF-STREET LOADING.

1. Loading Requirement. Any use which involves the receipt or distribution of freight, merchandise, supplies, vehicles, or equipment as part of its typical operation shall provide and maintain adequate space for off-street loading and circulation. Loading areas shall be designed to avoid undue interference with the public use of streets and sidewalks.

Schedule of Loading Spaces. Loading spaces for each use requiring them shall be provided in accord with the minimum requirements set forth in Table 174-5 Off-Street Loading Requirements Structures.

Table 174.09-01 – Off-Street Loading Requirements Structures

<u>Gross Floor Area of Use (square feet)</u>	<u>Number of Required Loading Spaces</u>
5,000 or less	None
5,001 – 25,000	1
25,001 – 75,000	2
Larger than 75,000	3

=
3. Design Standards.

- A. Each loading space shall be at least 10 feet wide by 50 feet long, with a vertical clearance of at least 14 feet.
- B. Paving of loading spaces and access areas shall be permanent, durable, and free of dust.
- C. Off-street loading areas are subject to the landscaping and buffering requirements for parking facilities set forth in this chapter.

05174.10 PARKING FOR PEOPLE WITH DISABILITIES.

Each off-street parking facility shall provide the number of parking spaces set forth in Table 174-26 designed and designated for use by people with disabilities. Parking spaces shall be van accessible. Design criteria and dimensions are set forth in the Off-Street Parking Design Standards and the requirements of the Americans with Disabilities Act. Parking facilities for single family, duplex, two family, and mobile home residential uses are exempt from this requirement. Please refer to sections 208 and 502 of the 2010 ADA Standards for Accessible Design for parking spaces and 209 and 503 of the 2010 ADA Standards for Accessible Design for passenger loading zones.

1. Location. In parking lots or garages, accessible parking spaces must be located on the shortest accessible route to the accessible entrance. An accessible route is the path a person with a disability takes to enter and move through a building or facility.

2. Access Aisles. Accessible parking spaces must have access aisles. Access aisles provide a designated area for people who use wheelchairs or other mobility devices to get in and out of their car or van. Mobility devices allow people with disabilities to move about independently. They include walkers, canes, crutches, braces, manual or power wheelchairs, Segways, and electric scooters. Access aisles shall be:

- a. Marked
- b. The same length as the space
- c. Level with the parking space.

3. Van Accessible.

- a. The first space and at least one out of every six parking spaces shall be van accessible.

A. Van accessible spaces option 1:

- 1. Be at least 132" inches wide.
- 2. Have an access aisle at least 60" wide.
- 3. Have no more than a 1.48 (2.08%) slope in all directions.
- 4. Provide at least 98" of vertical clearance (van height) for the parking space, access aisle, and vehicular route.
- 5. Have a surface that is firm, stable, and slip resistant.
- 6. Have two signs, the international symbol of accessibility and another stating that the space is van accessible, mounted at least 60 inches above the ground measured to the bottom of the sign.

B. Van accessible spaces option 2:

- 1. Be at least 96" inches wide.
- 2. Have an access aisle at least 96" wide.
- 3. Have no more than a 1.48 (2.08%) slope in all directions.
- 4. Provide at least 98" of vertical clearance (van height) for the parking space, access aisle, and vehicular route.
- 5. Have a surface that is firm, stable, and slip resistant.
- 6. Have two signs, the international symbol of accessibility and another stating that the space is van accessible, mounted at least 60 inches above the ground measured to the bottom of the sign.

4. Car Accessible. All spaces that are not van accessible shall be car accessible as defined below.

- a. Be at least 96" wide.
- b. Have an access aisle at least 60 inches wide.
- c. Have no more than a 1.48 (2.08%) slope in all directions.
- d. Have a surface that is firm, stable, and slip resistant.
- e. Have a sign with the international symbol of accessibility on it, mounted at least 60 inches above the ground measured to the bottom of the sign.

Table 174-2.10-01 – Accessible Parking Requirements

Number of Stalls	Number of Required Accessible Spaces
25-Jan	+

<u>Number of Stalls</u>	<u>Minimum Number of Required Accessible Spaces</u>
<u>01-25</u>	<u>1</u>
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
<u>501-1,000</u>	<u>2% of total</u>
<u>1,001 and over</u>	<u>20, plus 1 for each 100 stalls over 1,000</u>

One in every eight accessible spaces (but not less than one) shall be served by an access aisle with a minimum width of 96 inches and shall be designated as "Van Accessible."

174.06 OFF STREET PARKING DESIGN STANDARDS.

<u>1. 501-1,000</u>	<u>2% of total parking provided</u>
<u>1,001 and over</u>	<u>20, plus 1 for every 100 stalls over 1,000</u>

*One in every six accessible spaces (but not less than one) shall be served by an access aisle with a minimum width of 96 inches and shall be designated as "Van Accessible."

174.11 Dimensions.

- A. Standard parking stalls shall be 9 feet wide and 18 feet long.
- B. Required drive aisle widths shall be as follows:
 - (1) For diagonal parking (15 to 75 degrees), 20 feet for one-way aisles and 24 feet for two-way aisles.
 - (2) For perpendicular parking (75 to 90 degrees), 24 feet for all aisles.
- C. Parking facilities may provide up to 40% of their total stalls as designated compact stalls. Compact parking stalls shall be a minimum of 8.5 feet wide and 16 feet long.
- D. Spaces designated for persons with disabilities shall have a minimum width of 12 feet. Each space shall provide a barrier free route to an accessible building entrance, which shall not require users to walk or wheel behind parked cars. Such spaces shall be designated with an upright sign exhibiting the universal symbol for accessibility by the handicapped. All such spaces shall be designed in compliance with the standards of the Americans with Disabilities Act.

2.1. 2. Pavement and Drainage.

A. Off street parking facilities shall be hard surfaced and maintained with materials sufficient to prevent mud, dust, or loose material. Acceptable hard surface materials shall include concrete, asphalt, or brick or concrete pavers.

A. B. Off street parking facilities shall be designed and built to prevent the free flow of water onto adjacent properties or public rights of way.

C. Residential driveways which are not hard surfaced at the effective date of this Zoning Code shall be required to come into compliance within two (2) years after adoption of this Code of Ordinances, or prior to the transfer of the title of the property, whichever comes first, unless they are rental properties or used as a home-based business.

3.1. 3. Landscape and Screening Requirements. Unless otherwise noted, each unenclosed parking facility of over 3,000 square feet shall comply with the following regulations:

a. A. Each unenclosed parking facility shall provide a minimum landscaped buffer of ten feet along any street property line.

b.a. B. Each parking facility that abuts a residential district shall provide a ten-foot landscaped buffer along its common property line with the residential district.

C. Any parking facility which abuts property in a residential district shall provide a fence, wall, landscape screen, or earth berm not less than four feet in height for the length of the common boundary. A grade change, terrace, or other site feature which blocks the sight line of headlights into a residential property may satisfy this requirement, subject to the determination of the Planning Director.

D. Each unenclosed parking facility of over 4,500 square feet within a street yard shall provide interior landscaped area equal to no less than 5 percent of the total paved area of the parking facility.

e.a. E. Interior landscaping shall be credited toward the satisfaction of overall landscaping requirements set forth in Chapter 173 of this Zoning Code.

4.1. 4. Entrances and Exits.

a. A. Adequate access to each parking facility shall be provided by means of clearly defined and limited driveways or access points. Such driveways shall be designed to direct nonresidential traffic away from residential areas.

B. Parking facilities other than driveways for single family, duplex, two family, or mobile home residential uses must permit vehicles to enter streets in a forward position.

5. Safety Features.

A. Parking facilities shall be designed to provide visibility of and between pedestrians and vehicles when circulating within or entering or leaving the facility, and shall not create blind, hidden, or hazardous areas.

B. Circulation patterns shall be designed in accord with accepted standards of traffic engineering and safety.

6. Lighting. Any lighting used to illuminate any off street parking area shall be arranged to direct light away from adjoining properties in any residential district.

~~5.1.~~ **7. Maintenance.** All parking facilities shall be maintained to assure the continued usefulness and compatibility of the facility. Acceptable maintenance includes keeping the facility free of refuse, debris, carts, and litter; maintaining parking surfaces in sound condition; maintaining aisle lines and the painted surfaces of signs; and providing proper care of landscaped areas.

~~6.1.~~ **8. Adjustment.** For uses subject to conditional use permit approval, the Board of Adjustment may adjust the minimum requirements of this section, in order to provide design, usability, attractiveness, or protection to adjoining uses in a manner equal to or greater than the minimum requirements of this chapter.

174.07 OFF STREET LOADING.

- 1. Loading Requirement.** Any use which involves the receipt or distribution of freight, merchandise, supplies, vehicles, or equipment as part of its typical operation shall provide and maintain adequate space for off street loading and circulation. Loading areas shall be designed to avoid undue interference with the public use of streets and sidewalks.
- 2. Schedule of Loading Spaces.** Loading spaces for each use requiring them shall be provided in accord with the minimum requirements set forth in Table 174-3.

Table 174-3 – Off Street Loading Requirements for Single Use Structures

Gross Floor Area of Use (square feet)	Number of Required Loading Spaces
5,000 or less	None
5,001 – 25,000	1
25,001 – 75,000	2
Larger than 75,000	3

3. Design Standards.

- Each loading space shall be at least 10 feet wide by 50 feet long, with a vertical clearance of at least 14 feet.
- Paving of loading spaces and access areas shall be permanent, durable, and free of dust.
- Off street loading areas are subject to the landscaping and buffering requirements for parking facilities set forth in this chapter.

174.08 PARKING FOR PERSONAL AND RECREATIONAL VEHICLES.

- 1. Applicability.** This section permits the parking of personal vehicles on a single lot in a residential district subject to specific conditions. Personal vehicles include: passenger cars; vans; pickup trucks, recreational vehicles, camper shells, toppers, and other similar items intended for attachment to a personal vehicle; **trailers under 20 feet in length; and boats.** Trucks, tractor cab units, trailers, trailers longer than 20 feet, and vehicles over 2.5 tons gross empty weight shall be defined as heavy commercial vehicles.
- 2. Location of Parking for Personal Vehicles.**

- a. Parking is permitted within any enclosed structure when such structure conforms to the regulations of its zoning district.
- b. Parking of personal vehicles is permitted on a paved driveway (outside of an enclosed structure) within the front yard setback, but shall in no case encroach upon the public right-of-way.
- c. Parking of personal vehicles may occur in the rear yard setback (outside of an enclosed structure and not on the front yard paved driveway) if such parking meets the following conditions:
 - A. The parking space is provided on a surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned substances. Parking is prohibited on gravel, regrind, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section.
 - B. The parking surface shall be no less than the overall length and width of the vehicle parked on the surface.
 - A. Parking is permitted within any enclosed structure when such structure conforms to the regulations of its zoning district.
 - B. Parking of personal vehicles is permitted on a paved driveway (outside of an enclosed structure) within the front yard setback, but shall in no case encroach upon the public right of way.
 - C. Parking of personal vehicles may occur in the rear yard setback (outside of an enclosed structure and not on the front yard paved driveway) if such parking meets the following conditions:
 - A. (1) The parking space is provided on a surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned substances. Parking is prohibited on gravel, regrind, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section.
 - B. (2) The parking surface shall be no less than the overall length and width of the vehicle parked on the surface.
 - C. (3) The parking surface shall not exceed the maximum impervious coverage limit for the lot.
- d. D. In areas not zoned for commercial use, parking of vehicles on private property for the purpose of sale of such vehicles is prohibited.

174.12 PARKING FOR RECREATIONAL VEHICLES

- 1. Special Provisions for Recreational Vehicles and Boats. Parking and storage of recreational vehicles and boats within residential districts **E. Heavy commercial vehicles, including tractor cab units weighing more than 2.5 tons gross empty weight, shall not be parked on any lot within the R1, R2, R3, R4 and MH residential zoning districts. Recreational vehicles meeting the definition of heavy commercial vehicles shall only be allowed on any lot within the R1, R2, R3, R4 and MH residential zoning districts if they comply with the special provisions listed below.**
- 3. Special Provisions for Recreational Vehicles and Boats. Parking and storage of recreational vehicles and boats within residential districts **is are** subject to the following

additional conditions. These conditions are in addition to those requirements for the parking of personal vehicles.

- a. A. Recreational vehicles and boats must be maintained in a clean, well-kept state.
- b. Recreational vehicles and boats equipped with liquefied petroleum gas containers must ensure that such containers meet the current standards of the Interstate Commerce Commission, the United States Department of Transportation, or the American Society of Mechanical Engineers. Any valves must be closed at all times that the vehicle is not in preparation for immediate use. Leaks in containers must be repaired immediately.
- c. Recreational vehicles may be used as temporary housing by non-paying guests for a maximum of three consecutive days and no more than 14 days total during any calendar year. Cooking in the recreational vehicle is prohibited at all times.
- b.a. B. Recreational vehicles and boats equipped with liquefied petroleum gas containers must ensure that such containers meet the current standards of the Interstate Commerce Commission, the United States Department of Transportation, or the American Society of Mechanical Engineers. Any valves must be closed at all times the vehicle is not in preparation for immediate use. Leaks in containers must be repaired immediately.
- b.c. C. Recreational vehicles may be used as temporary housing by non-paying guests for a maximum of three consecutive days and no more than 14 days total during any calendar year. Cooking in the recreational vehicle is prohibited at all times.
- d. D. Recreational vehicles and boats may not be permanently connected to utility lines.
- e. Recreational vehicles and boats may not be used for the storage of goods, materials, or equipment other than those items which pertain to the use of the vehicle.
- e.e. E. Recreational vehicles and boats may not be used for the storage of goods, materials, or equipment other than those items which pertain to the use of the vehicle.
- f. F. If at all physically feasible on a lot, Recreational vehicles and boats shall be parked outside of required front yard and street side yard setbacks.
- g. No more than two recreational vehicles and/or boats may be parked on a single property at any one time. Any recreational vehicle or boat parked on a property must be owned in whole or in part by the resident of the property.

(Section 174.08 – Ord. 21-03 – May 21 Supp.)

- g.e. G. No more than two recreational vehicles and/or boats may be parked on a single property at any one time. Any recreational vehicle or boat parked on a property must be owned in whole or in part by the resident of the property.

(Section 174.08 – Ord. 21-03 – May 21 Supp.)

174.0913 STORAGE AND PARKING OF UNLICENSED OR OTHER VEHICLES.

1. The storage or keeping of motor vehicles not having a properly issued current motor vehicle registration and current motor vehicle license plate properly displayed is prohibited on any lot, parcel, or tract of land or part thereof, situated within the zoning jurisdiction of the City; provided, conformance with the following shall not constitute a violation of this section:

- a. A. The storage of any unlicensed and/or unregistered motor vehicle in a fully enclosed garage.

—B. The storage of not more than one personal vehicle in good operable condition and shielded from view of the general public by a manufactured and fitted vehicle cover and located on a paved driveway pursuant to a permit to store obtained from the City. The permit shall be issued without cost to the applicant and shall:

- (1) Be issued for a period of not to exceed six months and shall be renewable upon application for like periods as long as such storage is in all respects in compliance with this section;
- (2) Identify the vehicle by make, year of manufacture, model and manufacturer's identification number;
- (3) State the reason the vehicle does not bear a current registration and license;
- (4) Require owner to prove continued operability of the vehicle within 72 hours upon request of the Police Department;
- (5) Contain the property owner's and vehicle owner's consent for the City and its agents to enter upon the premises and vehicle for purposes of identification and inspection of the vehicle.

—C. The storage, keeping or abandonment of parts, including scrap metals, from motor vehicles or machinery, or parts thereof, is prohibited on any lot, parcel or tract of land or part thereof, situated within the zoning jurisdiction of the City, except in enclosed buildings or garages or where otherwise permitted by this Zoning Code.

b. —D. Parking, storage, or keeping, other than in a fully enclosed garage of any non-operable motor vehicle is prohibited on any residential zoned lot, parcel or tract of land or part thereof, situated within the zoning jurisdiction of the City; provided, however, automobiles that are non-operable by reasons of repair work being done thereon may be parked on the residential lot of the owner of said automobile within the City's zoning jurisdiction under the following conditions:

- A. —(1) The automobile is owned by the occupier of the premises and registered to him/her at that address.
- B. —(2) The period of said repair work does not exceed ten days in duration.
- C. —(3) Repair work is at all times conducted on a paved driveway.
- D. —(4) No more than one automobile in need of repair is situated on the premises at the same time.

CHAPTER 175 **ZONING CODE – SIGN REGULATIONS**

- [175.01 Purpose](#)
- [175.02 General Permit Procedures](#)
- [175.03 Exempt Signs](#)
- [175.04 General Sign and Street Graphics Regulations](#)
- [175.05 Basic Design Elements for On-Premises Signs](#)
- [175.06 Other Design Elements](#)
- [175.07 Use of Compatible Materials](#)
- [175.08 Sign Area](#)
- [175.09 Permitted Signs](#)
- [175.10 Nonconforming Signs](#)

175.01 PURPOSE.

The Sign Regulations provide standards for communicating information in the environment of the City and its jurisdiction. The regulations recognize the need to protect public health, safety, and welfare; to maintain the City's attractive appearance; to provide for adequate business identification, advertising, and communication of information; all while protecting and promoting the free speech and expression rights of citizens within Windsor Heights. Any complaint received regarding a sign that comports with these regulations does not constitute a violation of this code section.

175.02 GENERAL PERMIT PROCEDURES.

Any installation, modification, or expansion of any sign which is not exempt from the provisions of this chapter shall be subject to the following permit procedure.

1. Maintenance of Valid Sign Permit. The owner of a property containing signs requiring a permit under this Zoning Code shall at all times maintain in force a sign permit for such property. Sign permits may be issued for individual zoned lots, tenants, or sign owners. A sign permit may be revoked if the sign is not maintained in good condition.
2. Any person who displays a sign in compliance with this code may substitute the message on that sign without first securing any additional approval, permitting, or notice, provided that any such substitution would not result in the sign becoming noncompliant.
2. Before the City removes a vehicle suspected of being in violation of this section, by reason of it being inoperable, the City shall give the owner of the premises upon which the offending vehicle is situated a 72-hour warning notice. Notice shall be given by tagging the motor vehicle and by regular mail, postage pre-paid to the occupier of the premises on which the motor vehicle is situated. Any motor vehicle not removed from the premises within such 72-hour period shall be presumed to be inoperable and shall be subject to proceedings set forth in Chapter 50 of this Code of Ordinances. The owner may demonstrate operability of the vehicle by making special arrangements with the Police Department to demonstrate operability of the vehicle within said 72-hour period. If operability of the vehicle is satisfactorily demonstrated, the automobile need not be removed.

CHAPTER 175
ZONING CODE SIGN REGULATIONS

175.01 Purpose	175.08 General Permit Procedures
175.02 Definition of Terms	175.09 Nonconforming Signs
175.03 General Sign and Street Graphics Regulations	Table 175-1 Permitted Signs by Type and Zoning District
175.04 Basic Design Elements for On-Premises Signs	Table 175-2 Auxiliary Design Elements by Zoning District
175.05 Other Design Elements	Table 175-3 Permitted Signs by Maximum Permitted Area and District
175.06 Use of Compatible Materials	Table 175-4 Permitted Signs by Numbers, Dimensions and Locations
175.07 Method of Measurement for Regulators	

175.01 PURPOSE

The Sign Regulations provide standards for communicating information in the environment of the City and its jurisdiction. The regulations recognize the need to protect public health, safety, and welfare; to maintain the City's attractive appearance; to provide for adequate business identification, advertising, and communication of information; **and to encourage the fair enforcement of sign regulations, all while protecting and promoting the free speech and expression rights of citizens within Windsor Heights. Fair enforcement means enforcement based on these provisions, and not the content expressed by any sign. Any complaint received regarding a sign that comports with these regulations does not constitute a violation of this code section.**

3. Nothing in this code is intended or shall be construed so as to prevent the strengthening or restoration to a safe condition of a nonconforming sign for purposes of public health and safety.
4. Sign Permit Applications. All applications for sign permits shall be submitted to the Zoning Administrator in accordance with application specifications established by the ordinance.
5. Application Fees. Each application for a sign permit shall be accompanied by any applicable fees, which shall be established by the Council from time to time by resolution.
6. Permit Expiration. If a permanent sign is not constructed in accordance with an approved permit within six months of the date of approval, such permit shall lapse. Permits on non-permanent signs lapse in accordance with the timeline identified on the permit. After 60 days, permits are required to maintain temporary signs or more than a single temporary sign with a maximum of two renewals.
7. Assignment of Sign Permits. A current and valid sign permit shall be freely assignable to a successor as owner of the property or holder of a business license for the same premises.

175.03 EXEMPT SIGNS

The following signs are permitted in any zoning district and are exempt from other provisions of this chapter.

1. Up to three non-temporary signs on R-1, R-2, or R-3 that are smaller than 4 square feet in area.
2. Official signs authorized by a government or governmental subdivision, which give traffic, directional, or warning information, or other official information.
3. Temporary signs less than 8 square feet.
4. Neighborhood or subdivision identification signs under 50 square feet.
5. Street numbers or address signs that identify the address of a lot, structure, or establishment.
6. Signs which are not visible from a public right-of-way, private way, or court or from a property other than that on which the sign is installed, such as window signs.
7. Sidewalk signs which include two sided portable signs that are placed on the sidewalk outside of an establishment. 1 sign maximum per business and they must not interfere with a minimum of 5 feet of sidewalk clearance at all times.

175.04 GENERAL SIGN AND STREET GRAPHICS REGULATIONS.

1. Compliance. Each sign or part of a sign erected within the zoning jurisdiction of the City must comply with the provisions of this chapter and of other relevant provisions of this Code of Ordinances.

2. Resolution of Conflicting Regulations. 175.02 DEFINITION OF TERMS.

The following definitions shall be used for terms contained in this chapter that are not otherwise defined in this Code of Ordinances.

1. "Abandoned sign" means a sign, including sign face and supporting structure, which refers to a discontinued business, profession, commodity, service, or other activity or use formerly occupying the site; or which contains no sign copy on all sign faces for a continuous period of six months.
2. "Attached sign" means a sign which is structurally connected to a building or depends upon that building for support.
3. "Auxiliary design elements" means terms which describe secondary characteristics of a sign, including its method of illumination and other features within the bounds of its basic shape.
- a. 4. "Awning" and "awning sign" mean a temporary or movable shelter supported entirely from the exterior wall of a building and composed of non rigid materials, except for a supporting framework. An awning sign is a message printed on such a shelter.
5. "Banner" means material with a printed message or graphic secured or mounted from a structure in such a way as to allow wind movement under which pedestrian or vehicle traffic passes, but does not include signs or materials under which peoples or traffic do not pass, such as that tied or secured within or to a window or porch opening, or tied or secured flush against a building.
6. This chapter is not meant to repeal or interfere with the enforcement of other sections of this Code of Ordinances. In cases of conflicts between Code sections, or State or Federal regulations,

the more restrictive regulations shall apply, except where State law or the State Constitution preempts municipal law, in which case State law or the State Constitution will govern, or where Federal law of the U.S. Constitution preempts State and municipal law, in which case Federal law or the U.S. Constitution will govern.

3. Prohibited Signs. The following signs are prohibited in all zoning districts.

- a. Any sign which is structurally unsafe, unsafely installed, or otherwise hazardous to physical safety.
- b. Any sign that obstructs free ingress to or egress from a fire escape, door, window, or other required access way to or from a building or site.

“Building marker” means an historic or commemorative plaque, or a building name or cornerstone carved into a masonry surface.

7. “Business center identification sign” means a sign which identifies a building or group of commercial buildings in single ownership or control, sharing parking and access.

151.1. 8. “Canopy” means a projecting non-movable structure cantilevered or suspended from a building, supported by the main structural members to which it is attached, and used only as a roof or fixed shelter. A canopy may include a printed message or graphic, or not, and is treated no differently as a result under this ordinance.

152.1. 9. “Clearance” means the distance from the bottom of a sign face elevated above grade and the grade below.

10. “Detached sign” means a sign which is self-supporting and structurally independent from any building.

11. “Directional sign” means a sign which serves only to designate the location or direction of any area or place.

12. “Double-faced sign” means a sign consisting of no more than two parallel faces supported by a single structure.

13. “Frontage” means the length of a property line of any one premises abutting and parallel to a public street, private way, or court.

14. “Ground sign” means a detached on-premises sign built on a freestanding frame, mast, or poles with a clearance no greater than 3 feet.

153.1. 15. “Illumination” means lighting sources installed for the primary purpose of lighting a specific sign or group of signs.

16. “Marquee” means a permanent roofed structure attached to and supported by a building and extending over public right-of-way.

17. “Maximum permitted sign area” means the maximum permitted combined area of all signs allowed on a specific property.

18. “Monument sign” means an on-premises freestanding sign with the appearance of a solid base. The width of such base shall be at least 75 percent of the width of the sign.

19. “Moving sign” means a sign which conveys its message through rotating, changing, or animated elements.

20. “Nonconforming sign” means a sign that was legally erected prior to the adoption of this chapter but which violates the regulations of this chapter.

— 21. “Pole sign” means an on-premises sign, including any flag, built on a freestanding frame, mast, or poles with a clearance greater than 3 feet, and where the support encompasses less than 75% of the width of the sign.

— 22. “Portable sign” means any sign supported by frames or posts rigidly attached to bases not permanently attached to the ground or a building and capable of being moved from place to place.

— 23. “Premises” means a tract of one or more lots or sites which are contiguous and under common ownership or control.

— 24. “Projecting sign” means a sign other than a wall sign that is attached to and projects from a building face.

— 25. “Promotional sign” means a sign that is located within a business parking lot and affixed to a light pole or cart caddy to advertise a special price or event.

— 26. “Residential sign” means a small detached or attached sign located on a residential premises. Residential signs include window signs.

— 27. “Roof sign” means any sign or part of sign erected upon, against, or directly above a roof or on top of or above the parapet or cornice of a building.

— A. “Integral roof sign” means a roof sign positioned between an eave line and the peak or highest point on a roof, substantially parallel to the face of a building.

— B. “Above peak roof sign” means a roof sign positioned above the peak of a roof or above a parapet or cornice.

— 28. “Sign” any device, display, or structure that is visible from a public place and that has words, letters, figures, designs, symbols, logos, illumination, or projected images. This definition does not include architectural elements incorporated into the structure or façade of a building. For the purposes of this sign code, “signs” do not include those only visible from the inside of a building or athletic field/stadium; nor do “signs” include those held by or attached to a person.

— 29. “Sign type” means a functional description of the use of an individual sign, and includes owner identification, advertising, directional, electronic message, and temporary.

— 30. “Street Façade” means any separate external face of a building, including parapet walls and omitted wall lines, oriented to and facing a public street, private way, or court. Separate faces oriented in the same direction or within 45 degrees of one another are considered part of the same street façade.

— 31. “Temporary sign” a sign constructed of cloth, canvas, vinyl, paper, plywood, fabric, plastic, or other lightweight material that is neither permanently installed in the ground nor permanently affixed to a building or structure that is permanently installed in the ground, and which is intended to be displayed less than 60 days. The term “temporary sign” includes, but is not limited to, A-frame signs, lawn signs, banners, inflatable signs, and window signs. The term “temporary sign” does not include flags, and signs that are intended to regularly move, such as motorized signs.

— 32. “Wall sign” means a sign attached to and parallel with the side of a building.

— 33. “Window sign” means a sign painted on or installed inside a window for the purpose of viewing from outside the premises. Window signs do not include messages, signs, or speech hung from or exercised in the interior of

~~the home which are visible from the exterior of the homes. Residents may elect for window signs to count towards residential signs or temporary signs.~~

~~34. "Zone lot" means a parcel of land in single ownership that is large enough to meet the minimum zoning requirements of its zoning district and can provide such yards and other open spaces that are required by the site development regulations.~~

175.03 GENERAL SIGN AND STREET GRAPHICS REGULATIONS.

- ~~1. Compliance. Each sign or part of a sign erected within the zoning jurisdiction of the City must comply with the provisions of this chapter and of other relevant provisions of this Code of Ordinances.~~
- ~~2. Resolution of Conflicting Regulations. This chapter is not meant to repeal or interfere with enforcement of other sections of this Code of Ordinances. In cases of conflicts between Code sections, or State or Federal regulations, the more restrictive regulations shall apply, except where State law or the State Constitution preempts municipal law, in which case State law or the State Constitution will govern, or where Federal law of the U.S. Constitution preempts State and municipal law, in which case Federal law or the U.S. Constitution will govern.~~
- ~~3. Prohibited Signs. The following signs are prohibited in all zoning districts.~~
 - ~~a. A. Any sign which is structurally unsafe, unsafely installed, or otherwise hazardous to physical safety.~~
 - ~~b. B. Any sign that obstructs free ingress to or egress from a fire escape, door, window, or other required access way to or from a building or site.~~
 - ~~c. C. Any sign not maintained in good condition.~~
 - ~~d. D. Any sign that blocks the vision clearance areas or would obstruct a driver's clear line of sight of traffic or pedestrians, or which obscures official signs or signals.~~
 - ~~e. Any sign that interferes with the view of, or is confused with, any traffic control sign or device, and any sign that misleads or confuses traffic flow. A sign's position, size, shape, color, and illumination, but not its content, shall be considered when making such a determination.~~
 - ~~f. E. Any sign that interferes with the view of, or is confused with, any traffic control sign or device, and any sign that misleads or confuses traffic flow. A sign's position, size, shape, color, and illumination, but not its content, shall be considered when making such a determination.~~
 - ~~f. F. Abandoned signs, which must be removed within six months of the date of abandonment.~~
 - ~~G. Signs advertising activities that are illegal under Federal, State or local laws and regulations. This does not include signs which advocate for a change in the laws.~~
 - ~~g. H. Rolling LCD Electronic changeable copy signs which incorporate in any manner any rolling, flashing, pulsating, rotating, beacons, or moving lights.~~
 - ~~I. Neon lights or signs, not intended to add to the overall architectural theme of the site.~~
 - ~~J. Hazardous signs, or any sign or structure which is structurally unsafe, is not kept in good repair, or is capable of causing electrical shock to persons likely to come in contact.~~
 - ~~K. Signs which include visible moving parts, changeable copy or description by electrical or non-electrical means, or by action of wind currents; except as permitted in this section.~~

- h. L. Any sign nailed, fastened, or affixed to any tree.
- M. Any sign located on private property against the wishes of the property owner.
- i. N. Any sign that otherwise violates this sign code.
- j. O. Any sign displaying any obscene matter, as that term is defined by Iowa Code Chapter 728.

4. Exempt Signs. The following signs are permitted in any zoning district and are exempt from other provisions of this chapter.

- A. Up to three non-temporary signs on private residential property that are smaller than 4 square feet in area.
- B. Official signs authorized by a government or governmental subdivision, including public schools, which give traffic, directional, or warning information, or other official information.
- C. Temporary signs less than 8 square feet for flat, or two-dimensional signs, or less than 64 cubic feet, for three-dimensional signs or displays.
- D. On-premise construction signs.
- E. Signs, including works of graphic art painted or applied to building walls.
- F. Neighborhood or subdivision identification signs under 50 square feet.
- G. Street numbers.
- H. Signs which are not visible from a public right of way, private way, or court or from a property other than that on which the sign is installed.

5. Buffer Yards. No sign other than on-premises directional signs shall be placed within any buffer yard required by Chapter 173, Landscaping and Screening Regulations Standards, except buffer yards adjacent to intervening major streets.

6. Vision-Clearance Area Triangle. No sign may project into or be placed within a vision-clearance area defined by a triangle with legs of 25 feet from the point at which the curbs or edges of two intersecting streets, private ways, or courts or an intersecting street, private way, or court and driveway meet.

7. Removal of Signs. If a sign owner's business, profession, commodity, service, or other activity or use formerly occupying the site is discontinued, the sign must be removed within fifteen (15) days of closure. If the owner does not remove the sign, the City will remove it at the owner's expense.

175.0405 BASIC DESIGN ELEMENTS FOR ON-PREMISES SIGNS.

1. Professional Design and Construction. All signs must be designed and constructed by an individual or company pre-approved by the City and familiar with the City's sign ordinance. The proposed individual or company shall be designated on the applicant's sign permit and approved by the City in advance of sign construction.

1. ~~1. Professional Design and Construction. All signs must be designed and constructed by an individual or company pre approved by the City and familiar with the City's sign ordinance. The proposed individual or company shall be designated on the applicant's sign permit and approved by the City in advance of sign construction.~~
2. ~~2. Wall Signs and Graphics.~~ Wall signs and graphics are subject to the following general regulations.
 - a. ~~A~~ A wall sign shall not extend more than 12 inches from the wall to which it is attached.
 - b. ~~B~~ A wall sign must be parallel to the wall to which it is attached.
 - c. ~~A wall sign may not extend beyond the corner of the wall to which it is attached, except where attached to another wall sign, it may extend to provide for the attachment.~~
 - e. ~~C~~ A wall sign may not extend beyond the corner of the wall to which it is attached, except where attached to another wall sign, it may extend to provide for the attachment.
 - d. ~~D~~ A wall sign may not extend beyond its building's roofline.
 - e. ~~A wall sign attached to a building on its front property line may encroach upon public right-of-way by no more than 12 inches. E. A wall sign attached to a building on its front property line may encroach upon public right of way by no more than 12 inches. Such a wall sign shall provide a minimum clearance of eight feet, six inches.~~
 - f. ~~For the purpose of calculating permitted sign areas pursuant to this chapter, signs painted on the walls of buildings shall be considered wall signs.~~
 - f.a. ~~F. For the purpose of calculating permitted sign areas pursuant to this chapter, signs painted on the walls of buildings shall be considered wall signs.~~
 - g. ~~G~~ Where permitted, canopy signs are counted as wall signs when calculating the total permitted sign area.
3. Projecting Signs and Graphics. Projecting signs and graphics are subject to the following general regulations.
 - 3.1. ~~3. Projecting Signs and Graphics.~~ Projecting signs and graphics are subject to the following general regulations.
 - a. ~~A~~ The maximum projection of any projecting sign shall be three feet.
 - b. ~~B~~ A projecting sign may be no closer than two feet from the vertical plane of the inside curb line.
 - c. ~~C~~ Each projecting sign must maintain at least the following vertical clearances:
 - A. ~~8 feet, 6 inches over sidewalks, except that a canopy may reduce its vertical clearance to 7 feet, 6 inches;~~
 - A. ~~(1) 8 feet, 6 inches over sidewalks, except that a canopy may reduce its vertical clearance to 7 feet, 6 inches;~~
 - ~~(2) 10 feet outside of parking areas or driveways, but within 3 feet of such areas, or within 50 feet of the right-of-way lines formed by a street intersection;~~
 - B. ~~(3) 14 feet over parking lots;~~
 - C. ~~(4) 18 feet over alleys or driveways;~~
 - ~~D. Unless noted above, no projecting sign shall be placed over a roadway.~~
 - d. ~~No projecting sign extending three feet from a property line may be located within 22 feet of any other projecting sign extending three feet from a property line.~~

~~d. D. No projecting sign extending three feet from a property line may be located within 22 feet of any other projecting sign extending three feet from a property line.~~

~~E. Projecting signs must minimize visible support structure and may not expose guy wires, cables, turnbuckles, angle iron, or other similar external support structure.~~

e. The support structure for projecting signs cannot be visible.

4. Roof Signs. Roof signs are subject to the following regulations:

~~a. A. Where permitted, integral roof signs may be used interchangeably with wall signs.~~

~~B. An integral roof sign must be mounted parallel to the wall of the building that it faces.~~

b. Above peak roof signs are prohibited.

175.06 OTHER DESIGN ELEMENTS.

~~1. Illumination. Lighting, when installed, must be positioned in such a manner that light is not directed onto an adjoining property or onto a public street or highway.~~

~~2. Marquees and Marquee Signs. Signs placed on, attached to, or constructed on a marquee are subject to the maximum projection and clearance regulations of projecting signs.~~

3. Banners.

05 OTHER DESIGN ELEMENTS.

~~1. Illumination. Lighting, when installed, must be positioned in such a manner that light is not directed onto an adjoining property or onto a public street or highway.~~

~~2. Marquees and Marquee Signs. Signs placed on, attached to, or constructed on a marquee are subject to the maximum projection and clearance regulations of projecting signs.~~

3. Banners.

~~a. A banner sign projecting from a building may not exceed the wall height of the building.~~

~~b. B. Maximum projection for any banner is three feet with a minimum vertical clearance of 8~~5~~ feet, 6 inches.~~

~~C. Maximum size of a banner is the lesser of twice the permitted size of a projecting sign or 120 square feet.~~

~~4. Clocks. For the purposes of this chapter, clocks are not considered a moving sign.~~

175.06 USE OF COMPATIBLE MATERIALS.

~~All signs, excluding temporary signs, shall be constructed of materials that are similar to those used on the principal building. Such signage shall be dominated with materials of permanency and strength and shall be compatible with other structures and signs in the development.~~

175.07 METHOD USE OF MEASUREMENT FOR REGULATORS COMPATIBLE MATERIALS.

~~All signs, excluding temporary signs, shall be constructed of materials that are similar to those used on the principal building. Such signage shall be dominated with materials of permanency and strength and shall be compatible with other structures and signs in the development.~~

175.08 SIGN AREA.

1. Maximum Permitted Sign Area. Maximum permitted sign area for a premises is set forth as a numerical limit ~~or as a function of the frontage of the premises on a street or private way. For properties with frontage on more than one street or private way, the total frontage shall be calculated as the longest frontage plus one half the length of all additional frontages and is the combined total of all signs on the premise.~~

2. Sign Area.

a. Sign area includes the entire area within the perimeter enclosing the extreme limits of the sign, excluding any structure essential for support or service of the sign, or architectural elements of the building.

a. ~~A. Sign area includes the entire area within the perimeter enclosing the extreme limits of the sign, excluding any structure essential for support or service of the sign, or architectural elements of the building.~~

b. B. The area of double-faced signs is calculated on the largest face only.

c. The sign area for ground signs, monument signs, and architectural sign bands is calculated as the area enclosing the extreme limits of the copy only.

c. ~~C. The sign area for ground signs, monument signs, and architectural sign bands is calculated as the area enclosing the extreme limits of the copy only.~~

d. D. In the case of individual letters mounted to a wall, only the total area ~~of~~ in a simple shape such as a rectangle around the letters ~~themselves is included within the sign area~~ will be calculated.

3. Height. The height of a sign is measured from the average grade level below the sign to the topmost point of the sign or sign structure.

4. Setback. The setback of a sign is measured from the property line to the supporting frame, mast, pole, or base of the sign.

175.09 PERMITTED SIGNS

Table 175.09-01 – Permitted Signs by Type and Zoning Districts

<u>Sign Types</u>	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>MH</u>	<u>CC</u>	<u>UC</u>	<u>LI</u>
<u>Detached Signs</u>	-	-	-	-	-	-	-
<u>Monument</u>	P	P	P	P	P	P	P
<u>Ground</u>	P	P	P	P	P	P	P
<u>Pole</u>	N	N	N	N	N	N	N
<u>Attached Signs</u>	-	-	-	-	-	-	-
<u>Awning</u>	N	N	N	P	P	P	P
<u>Banner</u>	N	N	N	N	P	P	P
<u>Building Marker</u>	P	P	P	P	P	P	P

<u>Canopy</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Marquee</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Projecting</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>P</u>	<u>N</u>	<u>P</u>
<u>Roof, Integral</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>P</u>	<u>N</u>	<u>P</u>
<u>Wall</u>	<u>P</u>						
<u>Window</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Miscellaneous</u>	-	-	-	-	-	-	-
<u>Portable</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>P</u>	<u>P</u>	<u>N</u>

P = Permitted for All Uses; N = Not Permitted

Table 175.09-02 – Auxiliary Design Elements by Zoning District

<u>Sign Types</u>	<u>R-1</u>	<u>R-2</u>	<u>R-3</u>	<u>MH</u>	<u>CC</u>	<u>UC</u>	<u>LI</u>
<u>Illumination</u>							
<u>Indirect</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Direct</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>Internal</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Neon</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Flashing</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>Flame</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>Other</u>							
<u>Electronic Changeable Copy</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Moving</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>Rotating</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>

P = Permitted for All Uses; N = Not Permitted

Table 175.09-03 - Permitted Signs by Maximum Permitted Area and District

The Maximum Permitted Area for all signs on a premises, excluding exempt signs:

<u>Zoning district</u>	<u>Maximum total square feet</u>
<u>R-1, R-2</u>	<u>8</u>
<u>R-3</u>	<u>32</u>
<u>MH</u>	<u>48</u>
<u>CC, UC, O</u>	<u>150</u>
<u>LI</u>	<u>200</u>

Table 175.09-04 – Permitted Signs by Numbers, Dimensions, and Locations

Each individual sign shall comply with the regulations for maximum quantity, maximum size, minimum setbacks, and height limits shown in this table:

Zoning District:	R-1 R-2	R-3 MH	CC UC	LI
<u>Detached Signs</u>				
Number Permitted Per Premises	1	1	NA	NA
Maximum Size* (square feet)	8	32	90	90
Maximum Height (feet) of Structure Above Ground	10	10	10	10
Front Yard Setback (feet)	5	5	10	0
Side Yard Setback (feet)	10	10	5	0
<u>Attached Signs</u>				
Maximum Size* (square feet)	8	32	150	200

* For those uses only permitted a sufficient maximum sign area in Table 175-3

(Ch. 175 – Ord. 18-14 – Nov. 18 Supp.)

175.10 NONCONFORMING SIGNS.

1. Any permanent sign that was in place and lawfully established on December 21, 1998, shall be considered as a legal nonconforming sign to the extent that such a sign does not comply with the provisions of this chapter. The cover of such sign may be changed from time to time, provided that the sign area shall not be enlarged or reduced beyond the sign area in existence on December 21, 1998.
2. Height: The height of a sign is measured from the average grade level below the sign to the topmost point of the sign or sign structure.
3. Setback: The setback of a sign is measured from the property line to the supporting frame, mast, pole, or base of the sign.

175.08 GENERAL PERMIT PROCEDURES.

Any installation, modification, or expansion of any sign which is not exempt from the provisions of this chapter shall be subject to the following permit procedure:

1. Maintenance of Valid Sign Permit: The owner of a property containing signs requiring a permit under this Zoning Code shall at all times maintain in force a sign permit for such property. Sign permits may be issued for individual zoned lots, tenants, or sign owners. A sign permit may be revoked if the sign is not maintained in good condition.

- 2. Any ambiguity in this sign code should be resolved in favor of allowing the display of a proposed sign.
- 3. Any person who displays a sign in compliance with this code may substitute the message on that sign without first securing any additional approval, permitting, or notice, provided that any such substitution would not result in the sign becoming noncompliant.
- 4. Nothing in this code is intended or shall be construed so as to prevent the strengthening or restoration to a safe condition of a nonconforming sign for purposes of the public health and safety.
- 5. Sign Permit Applications. All applications for sign permits shall be submitted to the Zoning Administrator in accordance with application specifications established by the ordinance.
- 6. Application Fees. Each application for a sign permit shall be accompanied by any applicable fees, which shall be established by the Council from time to time by resolution.
- 7. Action. Within ten working days of the submission of a complete application for a sign permit, the Zoning Administrator shall either:
 - A. Issue the sign permit, if the sign conforms to the provisions of this chapter, regardless of content of the sign.
 - B. Reject the sign permit if the sign that is the subject of the application fails in any way to conform with the requirements of this chapter, regardless of the content of the sign.
- 8. Permit Expiration. If a permanent sign is not constructed in accordance with an approved permit within six months of the date of approval, such permit shall lapse. Permits on non-permanent signs lapse in accordance with the timeline identified on the permit. After 60 days, permits are required to maintain temporary signs, or more than a single temporary sign with a maximum of two renewals.
- 9. Assignment of Sign Permits. A current and valid sign permit shall be freely assignable to a successor as owner of the property or holder of a business license for the same premises.

175.09 NONCONFORMING SIGNS.

- 1. Any permanent sign that was in place and lawfully established on December 21, 1998, shall be considered as a legal nonconforming sign to the extent that such a sign does not comply with the provisions of this chapter. The cover of such sign may be changed from time to time, provided that the sign area shall not be enlarged or reduced beyond the sign area in existence on December 21, 1998.
- 2. Any nonconforming sign which presently is or becomes structurally damaged or deteriorated, or is altered by more than 50% of its replacement cost, shall be either removed or altered so as to comply with this chapter.

CHAPTER 176
ZONING CODE – NONCONFORMING DEVELOPMENT

= [176.01 Purpose](#) [176.04 Nonconforming Structures](#)
[176.02 Regulations Additive](#) [176.05 Nonconforming Uses](#)
[176.03 Nonconforming Lots](#)

176.01 PURPOSE.

This chapter contains the Nonconforming Development Regulations. The purposes of these regulations are:

1. To allow for reasonable use of legally created lots of record which do not meet current minimum requirements for their respective zoning districts.
2. To provide for reasonable use of legally constructed structures which do not meet current site development regulations for their respective zoning districts.
3. To allow for the reasonable continuation of legally established uses which do not meet current use regulations for their respective zoning districts.

3. For business centers pre-existing on the effective date of this Zoning Code which do not conform to the total permitted sign area provisions of this chapter, individual signs may be replaced, modified, or substituted prior to December 31, 2004. Each new sign shall conform to the applicable regulations of this Zoning Code for individual signs and shall be installed so as to reduce the total amount of the nonconformance on the site.

Table 175-1 Permitted Signs by Type and Zoning Districts

Permitted Signs by Type and Zoning Districts											
Sign Types	R-1	R-2	R-3	R-4	MH	O	CC	GC	UC	TC	LI
Detached Signs	-	-	-	-	-	-	-	-	-	-	-
Residential	P	P	P	P	P	P	P	N	P	N	N
Business Identification	P(C)	P(C)	P(C)	P	P	P	P	P	P	P	P
Directional	P(C)	P(C)	P(C)	P(C)	P	P	P	P	P	P	P
Ground	P	P	P	P	P	P	P	P	P	P	P
Pole	N	N	N	N	N	N	N	N	N	N	N
Attached Signs	-	-	-	-	-	-	-	-	-	-	-
Awning	N	N	P	P	P	P	P	P	P	P	P
Banner	N	N	N	N	N	N	P	P	P	P	P
Building Marker	P	P	P	P	P	P	P	P	P	P	P

Business Identification	P(C)	P(C)	P	P	P	P	P	P	P	P	P	P
Canopy	N	N	N	N	N	P	P	P	P	P	P	P
Directional	P(C)	P(C)	P	P	P	P	P	P	P	P	P	P
Marquee	N	N	N	N	N	P	P	P	P	P	P	P
Projecting	N	N	N	N	N	N	P	P	N	P	P	P
Promotional	N	N	N	N	N	P*	N	N	P*	N	P*	
Roof, Integral	N	N	N	N	N	N	P	P	N	P	P	P
Roof, Above Peak	N	N	N	N	N	N	P	P	N	P	P	P
Wall	P	P	P	P	P	P	P	P	P	P	P	P
Window	N	N	N	N	N	P	P	P	P	P	P	P
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-
Flag	P	P	P	P	P	P	P	P	P	P	P	P
Portable	N	N	N	N	N	N	N	N	N	N	N	N

*One promotional sign per 3,500 square feet of lot size is permitted, with a maximum of 15 signs

- One promotional sign per 3,500 square feet of lot size is permitted, with a maximum of 15 signs

P = Permitted for All Uses; P(C) = Permitted for Civic Uses Only; N = Not Permitted

Table 175.2 Auxiliary Design Elements by Zoning District

Sign Types	R-1	R-2	R-3	R-4	MH	O	CC	CC	UC	TG	LI
Sign Types	R-1	R-2	R-3	R-4	MH	O	CC	CC	UC	TG	LI
Illumination											
Indirect	P(C)	P(C)	P(C)	P(C)	P(C)	P	P	P	P	P	P
Direct	N	N	N	N	N	N	N	N	N	N	N
Internal	P(C)	P(C)	P(C)	P	P(C)	P	P	P	P	P	P
Neon	N	N	N	N	N	N	P	P	P	P	P
Flashing	N	N	N	N	N	N	N	N	N	N	N
Flame	N	N	N	N	N	N	N	N	N	N	N
Bare Bulb	N	N	N	N	N	N	N	N	N	N	N
Other											
Electronic Information	N	N	N	N	N	N	P	P	P	N	P
Moving	N	N	N	N	N	N	N	N	N	N	N
Rotating	N	N	N	N	N	N	N	N	N	N	N
Rolling LCD	N	N	N	N	N	N	N	N	N	N	N

--	--	--	--	--	--	--	--	--	--

P = Permitted for All Uses; P(C) = Permitted for Civic Uses Only; N = Not Permitted

Table 175-3—Permitted Signs by Maximum Permitted Area and District

The Maximum Permitted Area for all signs on a premises, excluding directional signs, building marker signs, and flags, shall not exceed the lesser of the following:

Zoning District:	R-1 R-2 MH	R-3 R-4	Θ	CC	GC	UC	TC	LI
Maximum Total Square Feet	Note 1	Note 2	75 Note 3	150 Note 4	150 Note 4	150 Notes 3, 4	100	200
Note 1: 32 square feet for civic uses; 2 square feet for residential uses, including home occupations.								
Note 2: 48 square feet for project identification signs for multi-family or mobile home developments and for nonresidential uses when permitted; 2 square feet for residential uses, including home occupations.								
Note 3: Maximum limits apply to nonresidential premises only. On premises with a primary residential use, 75 square feet for project identification signs for multi-family developments; 2 square feet for residential uses, including home occupations.								
Note 4: One additional business center identification sign with a maximum area of 150 square feet is permitted subject to the regulations set forth by Table 175-4.								

Table 175-4—Permitted Signs by Numbers, Dimensions and Locations

Each individual sign shall comply with the regulations for maximum quantity, maximum size, minimum setbacks, and height limits shown in this table.

Zoning District:	R-1 R-2 R-3 MH	R-4	Θ	CC Note 1 Note 3	GC Note 1 Note 3	UC Note 2 Note 3	TC Note 2 Note 3	LI
Detached Signs	-	-	-	-	-	-	-	-
Number Permitted Per Premises	+	+	+	NA	NA	+	+	NA
Per Foot of Frontage	NA	NA	NA	1 per 300	1 per 200	NA	NA	1 per 200
Maximum Size* (square feet)	32*	48*	75*	90	90	90	90	90
Maximum Height (feet) of Structure Above Ground	10	10	10	10	10	10	10	10

Front Yard Setback (feet)	5	10	10	10	5	10	10	0
Side Yard Setback (feet)	10	10	10	5	5	10	10	0
Attached Signs	-	-	-	-	-	-	-	-
Maximum Size* (square feet)	32*	48*	75	150	150	150	100	200
Percentage of Street Façade	NA	NA	20%	20%	20%	20%	20%	25%

* For those uses only permitted a sufficient maximum sign area in Table 175-3

Note 1: In addition to its total permitted sign area, each premises used for a business center may have one detached center identification sign, subject to the following conditions:

1. The maximum area for a center identification sign shall be 150 square feet
2. No center identification sign shall be within 300 feet of any other center identification sign or within 150 feet of any other detached sign on the same or adjacent premises.
3. The sign shall display no more than the name and location of the business center.
4. Each sign shall be subject to all other regulations for detached signs or graphics set forth in this chapter.

Note 2: All monument signs must conform with these provisions by December 31, 2009, or will be subject to penalties for zoning code violation.

Note 3: The sign at 6601 University Avenue is a permanent, lawful, nonconforming sign as a result of a redevelopment agreement.

(Ch. 175 Ord. 18-14 Nov. 18 Supp.)

CHAPTER 176 **ZONING CODE - NONCONFORMING DEVELOPMENT**

- **176.01 Purpose**
- **176.02 Regulations Additive**
- **176.03 Nonconforming Lots**
- **176.04 Nonconforming Structures**
- **176.05 Nonconforming Uses**

176.01 PURPOSE

This chapter contains the Nonconforming Development Regulations. The purposes of these regulations are:

1. To allow for reasonable use of legally created lots of record which do not meet current minimum requirements for their respective zoning districts.
2. To provide for reasonable use of legally constructed structures which do not meet current site development regulations for their respective zoning districts.
3. To allow for the reasonable continuation of legally established uses which do not meet current use regulations for their respective zoning districts.

~~—4. To allow for the reasonable continuation of legally established uses which do not meet current use regulations for their respective zoning districts.~~

4. ~~—5.~~ To limit the continuation and provide for the gradual replacement of nonconforming uses.

176.02 REGULATIONS ADDITIVEEXISTING DEVELOPMENT.

Any maintenance to any structure or site feature shall not cause the site or building to become non-compliant with the regulations set forth in this Ordinance. If the site or building is already non-compliant, the change to the building or site proposed by the owner shall not cause them to become more non-compliant. In such instances, improvements shall be completed in a manner which makes the building, site, or related items more substantially compliant with the current provisions of this Ordinance than was previous to the improvements. Any improvement proposed to modify the size of a building, lot, parking area, etc. shall be submitted for review by the City. If the proposed improvement(s) modify the size of a building or lot by less than 30%, it shall be submitted for review by City staff and approved or disapproved by the Administrative Official. The Administrative Official shall have the authority to require such a project be reviewed by the Planning and Zoning Commission and City Council if they feel such review is warranted. If the proposed change is in excess of 30% in size, it shall be submitted for full review and approval or disapproval by the Planning and Zoning Commission and City Council. Regulations for nonconforming uses are in addition to regulations for nonconforming structures. In the event of a conflict, the most restrictive regulation shall apply.

See 170.07 for full site plan review requirements.

176.03 LEGAL NON-CONFORMING USES.

Any site or building use permitted under a previous zoning district's regulation shall conform to the regulations of this Ordinance under the current site and building design provisions determined to be most applicable to the non-conforming use by the Administrative Official.

176.04 NONCONFORMING LOTS.

1. Pre-Existing Lots of Record. Nonconforming lots of record existing at the time of the adoption of this Zoning Code shall be exempt, unless otherwise provided, from the minimum lot area and lot width requirements of each zoning district. Such lots may be developed with any use allowed by the regulations for the district and must comply with all other site development regulations set forth by this Zoning Code.

2. Reductions Due to Public Acquisition. If a portion of a legally existing lot in any district is acquired for public use, the remainder of this lot shall be considered a conforming lot.

176.0405 NONCONFORMING STRUCTURES.

These regulations apply to buildings and structures which were constructed legally under regulations in effect before the effective date of this Zoning Code.

1. Continuation. A lawful nonconforming structure existing on the effective date of this Zoning Code may be continued, repaired, maintained, or altered, subject to the provisions of this section.

2. Additions or Enlargements to Nonconforming Structures.

a. A. A lawful nonconforming structure may be added to or enlarged if the addition satisfies one or more of the following conditions:

- A. (1) The enlargement or addition, when considered independently of the existing building, complies with all applicable setback, height, off-street parking, and landscaping requirements.
- B. (2) The nonconforming building and impervious surface coverages on the site are not increased and the building, after the addition, conforms to height and off-street parking regulations applicable to its zoning district.

(3) The addition projects no further into a required side yard setback than the existing building; the length of the side wall of the addition is the smaller of 25 feet or 50 percent of the length of the existing nonconforming side wall; and the enlarged building complies with building and impervious coverage, front and rear yard setbacks, and height regulations applicable to its zoning district.

B. No permitted addition to a nonconforming structure may place a wall within ten feet of a window of an adjacent pre-existing residential structure.

C. Nonconforming buildings shall be limited to one addition or enlargement pursuant to these regulations.

3. Moving of Nonconforming Structures. A lawful nonconforming building or structure shall not be moved in whole or in part to another location on its lot unless every part of the structure conforms to all site development regulations applicable to its zoning district.

4. Repair of Nonconforming Structures. A lawful nonconforming building damaged by fire, explosion, storm, or other calamity, except flood damages, may be repaired and reconstructed, provided there is no increase in the degree of nonconformity. Repair and reconstruction within the designated floodplain shall be in conformance with Floodplain development regulations. Any repairs must be completed in compliance with all applicable building codes and regulations.

5. Conversion of a Conforming Building. A conforming building shall not be changed in any way that will result in a nonconforming development.

6. Applicability of Landscaping and Screening Regulations. A pre-existing structure, building, or development shall be exempt from Chapter 173, Landscaping and Screening Regulations. However, any expansion of such structure, building, or development or any adjacent new development onto a property that is or becomes vacant on or after the effective date of this Zoning Code shall be subject to Chapter 173.

6. Allowance for Repairs. Repairs and maintenance of a structure occupied by a nonconforming use may be made, provided that no structural alterations are made other than those required by law.

7. Damage or Destruction of Structures. Should a structure occupied by a lawful nonconforming use be damaged to the extent that the cost of restoration exceeds 50% of the replacement cost of the structure, the nonconforming use shall no longer be permitted.

176.0506 NONCONFORMING USES.

1. Continuation of Nonconforming Uses. Any nonconforming use lawfully existing on the effective date of this Zoning Code may continue, subject to the limitations of this section.
2. Enlargement of Nonconforming Uses. ~~A building or structure housing~~ A lawful nonconforming use may not be ~~added to or enlarged~~expanded.
3. Abandonment of Nonconforming Use. If ~~any structure or property used as a lawful nonconforming use becomes vacant abandoned~~ or unused for a continuous period of six months, any subsequent use must conform to all use regulations applicable to the property's zoning district.
4. Change of Use. A lawful nonconforming use may be changed only to a use type permitted in a zoning district that is equal to or less intensive than that normally required for the previous use.
5. ~~Allowance for Repairs. Repairs and maintenance of a structure occupied by a nonconforming use may be made, provided that no structural alterations are made other than those required by law.~~
6. ~~Damage or Destruction of Structures. Should a structure occupied by a lawful nonconforming use be damaged to the extent that the cost of restoration exceeds 50 percent of the replacement cost of the structure, the nonconforming use shall no longer be permitted.~~
7. Nonconforming Uses and Conditional Use and Special Use Permits. A lawful pre-existing use which would require a conditional use or special use permit in its zoning district shall be presumed to have the appropriate permit and shall be considered a conforming use. The use shall be subject to the regulations governing lapses or revocation of permits, set forth in Chapter 176.

CHAPTER 177 **ZONING CODE – ADMINISTRATION AND PROCEDURES**

177.01 Purpose	177.04 Extension of The Extra-Territorial Jurisdiction
177.02 Site Plan Review Procedure	Table 177-1 Criteria for Site Plan Review
177.03 Amendment Procedure	

177.01 PURPOSE.

The Administration and Procedures provisions establish the methods for implementation of site plan review, rezoning, and amendments ~~into~~ the zoning code.

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 the 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.
3. Uses Requiring Site Plan Review. Select uses as required by Chapter 170.
4. Application Requirements. An application for a site plan review may be filed by the owner of a property or the owner's authorized agent with the Zoning Administrator. Site plan application forms are available in the offices of the Zoning Administrator. The application shall include the criteria listed in Chapter 170.
5. Administrative Action. The Zoning Administrator shall review each site plan and provide a written recommendation to the Planning and Zoning Commission and City Council. The Planning and Zoning Commission shall transmit its recommendation to the City Council, which will then act on the application.
6. Review and Evaluation.
 - a. A. The Planning and Zoning Commission and City Council shall review and approve the site plan based on the criteria established in Chapter 170 and Table 180-1 and conformance with applicable regulations in this Zoning Code and the vision of the comprehensive plan.
 - b. B. The Planning and Zoning Commission shall make the following findings before recommending approval of the site plan to the City Council:
 - A. (1) The proposed development, together with any necessary modifications, is compatible with the criteria established in Chapter 170 and Table 180-1.
 - B. (2) Any required modifications to the site plan are reasonable and are the minimum necessary to minimize potentially unfavorable effects.
 - C. (3) The site plan conforms to this Zoning Code and to the vision of the comprehensive plan.

7. Modification of Site Plan. The Zoning Administrator, 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 are not 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.

8. Term and Modification of Approval.

- a. ~~A.~~—A site plan approval shall become void one year after the date of approval, unless the applicant receives a building permit and diligently carries out development prior to the expiration of this period.
- b. ~~B.~~—The Zoning Administrator may approve an application to modify a previously approved site plan if he/she determines that the modification does not affect findings related to the criteria set forth in Table 177-1.
- c. ~~C.~~—The Zoning Administrator may revoke a site plan approval if said official determines that the development is not complying with the terms and conditions of the approval. Such revocation may be appealed to the Board of Adjustment.

177.03 AMENDMENT PROCEDURE.

The amendment procedures describe the methods by which changes may be made in the text of this Zoning Code (text amendment) and/or the official boundaries of zoning districts (rezoning).

1. Initiation of Amendments.

- a. ~~A.~~—Text amendments may be initiated by the Planning and Zoning Commission or City Council.
- b. ~~B.~~—Rezoning may be initiated by a property owner or authorized agent, the Planning and Zoning Commission, or the City Council.

2. Rezoning Application Requirements. An application for a rezoning may be filed with the Zoning Administrator. The application shall include the following information:

- a. ~~A.~~—Name and address of the applicant.
- b. ~~B.~~—Owner, address, and legal description of the property.
- c. ~~C.~~—A description of the reason for the rezoning application and the nature and operating characteristics of the proposed use.
- d. ~~D.~~—Any graphic information, including site plans, elevations, other drawings, or other materials determined by the Zoning Administrator to be necessary to describe the proposed use to approving agencies.

3. Amendment Process.

- a. ~~A.~~—The Planning Commission, following not less than 4 days notice and publication shall hold a public hearing on each proposed text or rezoning and shall recommend action to the City Council.
- b. ~~B.~~—The City Council, after publication and public hearing, shall act on the proposed amendment. A majority vote of those members either elected or appointed to the City Council is required for approval. If the proposed amendment is recommended for

disapproval by the Planning Commission, a majority vote plus one of the City Council shall be required for approval.

c. ~~C.~~—Protest. If a valid protest petition opposing an amendment is filed with the City Clerk by eligible property owners, a majority vote plus one of those members either elected or appointed to the City Council is required for approval. A valid protest petition must meet the following criteria:

- A. ~~(1)~~ Submission of the petition in the office of the City Clerk within 14 days after the conclusion of the public hearing on the amendment by the Planning Commission.
- B. ~~(2)~~ Notarized signatures by at least one of the following:
 1. ~~(i)~~ The owner or owners of at least 20% of the property proposed for rezoning.
 2. ~~(ii)~~ The owners of 20% of the total area, ~~excepting~~ public rights-of-way and public property, within the zoning jurisdiction of the City and within 200 feet of the proposed rezoning.

4. Required Notice and Publication. Prior to consideration of amending, supplementing, changing, modifying, or repealing this Zoning Code by the governing body, notice of public hearings shall ~~be~~ provided by two of the three following methods, as determined by the City:

- a. ~~A.~~—Publication. Not less than ~~at~~ 4 days before the date of hearing, the City Clerk shall have published in a newspaper published at least once weekly and having a general circulation in the City a notice of the time, place, and subject matter of such hearing.
- b. ~~B.~~—Notification by Mail. At least ten days prior to the date of hearing, the party initiating the rezoning request shall present the City Clerk a certified address list of those persons who own property within 500 feet of the subject site. The City Clerk shall mail notice of the time, place, and subject matter of the hearing to such property owners at least ten days prior to the date of the hearing.

177.04 EXTENSION ~~OF~~ OF THE EXTRA-TERRITORIAL JURISDICTION.

Upon the automatic extension of the two-mile extra-territorial jurisdiction due to annexation, the City Council with the recommendation of the Planning Commission shall zone properties within the newly established jurisdiction concurrent with adoption of the annexation ordinance. The zoning shall consider the Comprehensive Development Plan of the City and the present use of the land.

Table 177-1—Criteria for Site Plan Review

	Criteria—Site Plan Review
Land Use Compatibility	-
Development Density	Site area per unit or floor area ratio should be similar to surrounding uses if not separated by major natural or artificial features.

Height and Scale	
Height and Bulk	Development should minimize differences in height and building size from surrounding structures. Differences should be justified by urban design considerations.
Setbacks	Development should respect pre-existing setbacks in surrounding area. Variations should be justified by site or operating characteristics.
Building Coverage	Building coverage should be similar to that of surrounding development if possible. Higher coverage should be mitigated by landscaping or site amenities.
Site Development	
Frontage	Project frontage along a street should meet minimum frontage requirements and provide reasonable exposure for the development.
Parking and Internal Circulation	Parking should serve all structures with minimal conflicts between pedestrians and vehicles.
	All structures must be accessible to public safety vehicles.
	Development must have access to adjacent public streets and ways. Internal circulation should minimize conflicts and congestion at public access points.
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.
Building Design	Architectural design and building materials should be compatible with surrounding areas or highly visible locations.
Operating Characteristics	-
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.
External Traffic Effects	Project design should direct nonresidential traffic away from residential areas.
Operating Hours	Projects with long operating hours must minimize effects on surrounding residential areas.
Outside Storage	Outside storage areas must be screened from surrounding streets and less intensive land uses.
Public Facilities	
Sanitary Waste Disposal	Developments within 500 feet of a public sanitary sewer must connect to sewer system. Individual disposal systems, if permitted, shall not adversely affect public health, safety, or welfare.
	Sanitary sewer must have adequate capacity to serve development.
Storm Water Management	Development should handle storm water adequately to prevent overloading of public storm water management system.
	Development should not inhibit development of other properties.
	Development should not increase probability of erosion, flooding, landslides, or other run-off related effects.

Utilities	Project must be served by utilities.
Other	
Comprehensive Plan	Projects should be consistent with the City Comprehensive Development Plan
Common Facilities	Properties are required to have tornado shelters. Underground or other approved tornado shelters shall be provided in mobile home parks. Such shelter or shelters shall be built according to the recommendations of the Civil Defense authority and be large enough to meet the specific needs of the park and its residents

(Ch. 170 Ord. 18-06 Jun. 18 Supp.)

DRAFT

CHAPTER 180

CONDITIONAL USE PERMITS

180.01 Intent	180.07 Burden of Persuasion
180.02 Conditional Use Permit Required	180.08 Board of Adjustment Action on Applications
180.03 Issuance of Conditional Use Permit	180.09 Expiration of Permits
180.04 Application of Conditional Use Permits	180.10 Previously Approved Permits
180.05 Notification	180.11 Effect of Permit on Successors and Assigns
180.06 Standards for Approval	180.12 Amendments and Modifications

180.01 INTENT.

Many land use activities, while not inherently inconsistent with other permitted uses in a particular zoning district, may have significant impact on the surrounding area. Conditional use permits for such uses allow special conditions to be “attached” to the development to address those impacts. The conditional use permit process provides for flexibility in identifying the special conditions without making the ordinance unreasonably complicated. The objective of the conditional use permit process is to encourage compatibility of the proposed development with the environment, and with existing and future land uses in the area.

180.02 CONDITIONAL USE PERMIT REQUIRED.

Those uses which require a Conditional Use Permit are listed in the individual districts, as well as those having the discretion of the Zoning Administrator.

180.03 ISSUANCE OF CONDITIONAL USE PERMIT.

1. A Conditional Use Permit may be issued only after review and approval of the submitted application, including any plans, by the Board of Adjustment. An application and plan shall only be approved upon determination that the development, if completed as proposed, will comply with the provisions of this chapter.
2. The Conditional Use Permit shall be issued in the name of the applicant (except that applications submitted by an agent shall be issued in the name of the principal), shall identify the property involved and the proposed use, and shall incorporate by reference the approved

application and plan. The permit shall contain any special conditions or requirements lawfully imposed by the Board of Adjustment.

3. All development shall occur strictly in accordance with such approved application and plan.

180.04 APPLICATION FOR CONDITIONAL USE PERMITS.

1. The applicant for a conditional use permit must be a person with the legal authority to take action in accordance with the permit. In general, this means that applications should be made by the owners or lessees of the subject property or their agents, or persons who have contracted to purchase property contingent upon their ability to acquire the necessary permits, or their agents.

2. The application must be submitted on an approved form and must be complete. An application shall be complete when it contains all the information necessary for the Board of Adjustment to decide whether the development, if completed as proposed, will comply with all of the requirements of this section. Unless the Zoning Administrator informs the applicant in what way the application is incomplete, the application shall be presumed to be complete. If the application is deemed incomplete, the Zoning Administrator will not schedule the hearing until all required documentation has been submitted.

3. Additional documents needed:

A. Site plan with dimensions of the proposed with dimensions of the proposed building and land.

B. Property owners within 500 feet of the property in reproducible electronic format.

C. A complete legal description of the property shall be provided in reproducible electronic format.

D. Narrative to the Standards for Approval #1-6.

4. To minimize planning costs to the applicant, avoid misunderstandings or misinterpretations, and to ensure compliance with the requirements of this section, a pre-application conference between the applicant and the Zoning Administrator is strongly encouraged.

180.05 NOTIFICATION.

The Board of Adjustment shall fix a reasonable time for the hearing on the appeal, give public notice thereof as well as due notice to the parties in interest, and decide the same within a reasonable time.

180.06 STANDARDS FOR APPROVAL.

1. The Board of Adjustment shall review the proposed development for conformance to the following Standards of Approval:

A. Compatibility. The proposed buildings or use shall be constructed, arranged and operated so as to be compatible with the character of the zoning district and immediate vicinity, and not to interfere with the development and use of adjacent property in accordance with the applicable district regulations. The proposed development shall not be unsightly, obnoxious or offensive in appearance to abutting or nearby properties.

B. Transition. The development shall provide for a suitable transition, and if necessary, buffer between the proposed buildings or use and surrounding properties.

C. Traffic. The development shall provide for adequate ingress and egress, with particular attention to vehicular and pedestrian safety and convenience, traffic flow and control, and emergency access.

D. Parking and Loading. The development shall provide all off-street parking and loading areas as required by this ordinance, and adequate service entrances and areas.

Appropriate screening shall be provided around parking and service areas to minimize visual impacts, glare from headlights, noise, fumes or other detrimental impacts.

E. Signs and Lighting. Permitted signage shall be in accordance with the applicable district regulations and shall be compatible with the immediate vicinity. Exterior lighting, if provided, shall be with consideration given to glare, traffic safety and compatibility with property in the immediate vicinity.

F. Environmental Protection. The development shall be planned and operated in such a manner that will safeguard environmental and visual resources. The development shall not generate excessive noise, vibration, dust, smoke, fumes, odor, glare, groundwater pollution or other undesirable, hazardous or nuisance conditions, including weeds.

2. The request shall be approved if the Board of Adjustment finds that the proposed development meets all Standards of Approval.

3. The request shall be denied if the Board of Adjustment finds a strong probability that any of the following with regards to the proposed development:

a. Not adequately safeguard the health, safety and general welfare of persons residing or working in adjoining or surrounding property, or

b. Impair an adequate supply (including quality) of light and air to surrounding property, or

c. Unduly increase congestion in the roads, or the hazard from fire, flood or similar dangers, or

d. Diminish or impair established property values on adjoining or surrounding property, or

e. Not be in accord with the intent, purpose and spirit of the zoning ordinance or comprehensive plan.

If the Board of Adjustment concludes that all of the Standards for Approval criteria will be met by the development, it shall approve the application and plans. If it concludes, based on the

~~information submitted at the hearing, which if completed as proposed there is a strong probability the development will:~~

- ~~A. Not adequately safeguard the health, safety and general welfare of persons residing or working in adjoining or surrounding property, or~~
- ~~B. Impair an adequate supply (including quality) of light and air to surrounding property, or~~
- ~~C. Unduly increase congestion in the roads, or the hazard from fire, flood or similar dangers, or~~
- ~~D. Diminish or impair established property values on adjoining or surrounding property, or~~
- ~~E. Not be in accord with the intent, purpose and spirit of the zoning ordinance or comprehensive plan.~~

180.07 BURDEN OF PERSUASION.

The burden of persuasion as to whether the development, if completed as proposed, will comply with the requirements of this and all chapter is at all times on the applicant. The burden of presenting evidence to the Board of Adjustment sufficient enough for it to conclude that the application does not comply with the requirements of this section is upon the person or persons recommending such a conclusion, unless the information presented by the applicant warrants such a conclusion.

180.08 BOARD OF ADJUSTMENT ACTION ON APPLICATIONS.

In considering whether to approve an application for a conditional use permit, the Board of Adjustment shall proceed according to the following format:

1. The Board of Adjustment shall establish findings of fact based upon information contained in the application, the staff report and information gathered at the Board of Adjustment hearings.
2. The board shall consider such reasonable requirements or conditions to the permit as will ensure the development will satisfy the requirements of this chapter. A vote may be taken on such conditions before consideration of whether the permit should be approved or denied for any of the reasons set forth in 3 or 4.
3. The Board of Adjustment shall consider whether the application complies with all of the applicable Standards for Approval set forth in 180.06. Separate votes may be taken with respect to each criterion. If the Board of Adjustment concludes that the application fails to meet one or more of the criteria, the application shall be denied.
4. If the Board of Adjustment concludes that all such criteria have been met, the application shall be approved unless it adopts a motion that the application fails to meet any of the approval standard set forth in 178.06. Separate votes may be taken with respect to each standard. Any

such motion regarding compliance or noncompliance of the application to the development criteria or Standards for Approval shall specify the supporting reasons for the motion. It shall be presumed the application complies with all criteria and standards not specifically found to be unsatisfied. Without limiting the foregoing, the Board of Adjustment may attach to a permit a conditions it deems necessary to protect the health, safety, and general welfare of the public. All conditions or requirements shall be entered on the permit.

The Board of Adjustment shall not grant a conditional use for any home occupation/home based business which is otherwise prohibited under this zoning code.

180.09 EXPIRATION OF PERMITS.

1. A Conditional Use Permit shall become void one year after its effective date if the applicant has not carried out development or occupancy during that period.
2. The Board of Adjustment may revoke a conditional use permit should the operation of the use subject to such permit violate the conditions under which the permit was granted.

180.10 PREVIOIUSLY APPROVED PERMITS.

Any permit approved under regulations in effect before the effective date of this zoning code shall be considered a valid permit, subject to the requirements imposed at the time of its approval.

180.11 EFFECT OF PERMIT ON SUCCESSORS AND ASSIGNS.

A Conditional Use Permit authorizes the permit holder the use of land or structures in a particular way and subject to certain conditions. As such, it is transferable. However, no person (including successors or assigns of the original permit holder) may make use of the land or structures covered under such permit except in accordance with all terms and requirements of the permit, so long as the permit remains in effect.

180.12 AMENDMENTS AND MODIFICATIONS.

1. Insignificant modifications to the approved permit are permissible upon authorization by the Zoning Administrator. A modification is insignificant if it has no discernible impact on neighboring properties, the general public or those intended to use or occupy the proposed development.
2. Minor modifications to the approved permit are permissible with the approval of the Board of Adjustment. Such permission may be obtained without a formal application, public hearing or payment of fees. A modification is minor if it has no substantial impact on neighboring properties, the general public or those intended to use or occupy the proposed development.

3. All other requests for modifications to the approved permit will be processed as new applications. New conditions may be imposed by the Board of Adjustment, but the applicant retains the right to reject such new conditions by withdrawing the request for modifications and proceeding under the terms and conditions of the original permit.

4. The permit holder requesting approval of modifications shall submit a written request (including plans as necessary) for such approval to the administrator, and the request shall specifically identify the modifications. The administrator shall determine whether the proposed modifications falls within the categories set forth in Subsections 1, 2 and 3.

5. Approval of all modifications must be given in writing.

(Ch. 180 – Ord. 18-08 – Jun. 18 Supp.)



**STAFF REPORT
CITY COUNCIL**
August 21, 2023

TO: CITY COUNCIL
FROM: Adam Strait, City Clerk
SUBJECT: Approve Minutes of the Regular Council Meeting on June 19, 2023

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 6.19.23 Regular City Council Meeting

City of Windsor Heights Regular Business Meeting Minutes
Monday, June 19, 2023 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. Call to Order/Roll Call/Pledge of Allegiance

Mayor Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Michael Libbie, Lauren Campbell, Threase Harms, and Joseph Jones. Staff present: Finance Director/Interim City Administrator Rachelle Swisher, Deputy City Clerk Adam Strait, City Attorney Erin Clanton, Fire Chief Jim Mease, and Police Chief Pete Roth.

2. Approval of the Agenda

Motion by Michael Libbie to approve the Agenda. Seconded by Joseph Jones. Motion Passes 5-0.

3. Presentation from Tiffany Menke with the Urbandale/Windsor Heights Chamber of Commerce

Tiffany Menke discussed the recent merger of the Urbandale's and Windsor Heights' Chamber of Commerce

4. Public Forum: This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.

None.

5. Consent Agenda: Any item on the Consent Agenda may be removed for separate consideration.

Motion by Michael Libbie to Approve the Consent Agenda Items A - F. Seconded by Joseph Jones. Motion passed 5-0.

- A. Approve Minutes of the Regular Council Meeting on June 5, 2023
- B. Approve Minutes of the Special Council Meeting on June 8, 2023
- C. Approve Minutes of the Special Council Meeting on June 10, 2023
- D. Approve Payment of Claims
- E. Approve Financial Reports
- F. Approve FY 24 Tobacco Permits

6. New Business:

- A. Consideration of the Second Reading and Waiving the Third Reading of Ordinance No. 23-05 - An Ordinance Amending Chapter 55 of the Code of Ordinances for Windsor Heights Related to the Types and Numbers of Animals Permitted
Motion by Joseph Jones to Approve. Seconded by Michael Libbie. Motion passed 5-0.
- B. Consideration of Resolution No. 2023-40 - A Resolution

Approving an Employment Agreement for the Next City Administrator for the City of Windsor Heights

Motion by Michael Libbie to Approve. Seconded by Joseph Jones.
Motion passed 5-0.

C. Consideration of Pay Request 1 - 68th Street Reconstruction
Motion by Susan Skeries to Approve. Seconded by Michael Libbie.
Motion passed 5-0.

D. Consideration of Pay Request 2 - HMA Resurfacing Project 2023
Motion by Susan Skeries to Approve. Seconded by Michael Libbie.
Motion passed 5-0.

7. Reports:

A. Mayor, Council Reports and Committee Updates, and Administration Reports

Threase Harms gave an update on MAC, Windsor Wonderland, and attending the Bankers Trust Customer Appreciation event. Lauren Campbell gave an update on Fall Fest and DART meeting. Michael Libbie gave an update on the Economic Development committee meeting and Coffee with Council. Joseph Jones gave an update on Homelessness committee meeting and the DART CEO search. Susan Skeries had no report to give.

i Fire Department Report

ii Police Department Report

8. Adjourn

Motion by Joseph Jones to adjourn the meeting at 6:21 PM. Seconded by Threase Harms. Motion passed 5-0.

Mike Jones, Mayor

Adam Strait, Deputy City Clerk

City of Windsor Heights Regular Business Meeting Minutes
Monday, July 17, 2023 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. Call to Order/Roll Call/Pledge of Allegiance

Mayor Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Lauren Campbell, Threase Harms, and Joseph Jones. Council members absent: Michael Libbie Staff present: Finance Director/Interim City Administrator Rachelle Swisher, Fire Chief Jim Mease, and Police Chief Pete Roth.

2. Approval of the Agenda

Motion by Threase Harms to Approve. Seconded by Susan Skeries. Motion Passes 4-0.

3. Public Forum: This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.

Kate Brockmeyer spoke on behalf of CultureAll

4. Consent Agenda: Any item on the Consent Agenda may be removed for separate consideration.

Motion by Threase Harms to Approve the Consent Agenda Items B - H and Remove Item A to be Amended to Add Council Reports and Approved at the Next Regular Council Meeting. Seconded by Joseph Jones. Motion passed 4-0.

- A. Approve Minutes of the Regular Council Meeting on June 19, 2023
- B. Approve Minutes of the Special Council Meeting on June 23, 2023
- C. Approve Payment of Claims
- D. Approve Financial Reports
- E. Approve Resolution No. 2023-42 - A Resolution Waiving CEC Fees for CultureAll's Cultural Ambassadors and Open Books Event on September 17, 2023
- F. Approve Resolution No. 2023-43 - A Resolution Waiving CEC Fees for Grow Solar Polk County's Grow Solar Power Hour on August 8, 2023
- G. Approve Liquor License - Hy-Vee Market Cafe - 7101 University
- H. Approve Liquor License - Super Quick Mart - 7690 Hickman

5. New Business:

- A. Consideration of Resolution No. 2023-41 - A Resolution Approving the City Administrator's Appointment of Adam Strait to the Position of City Clerk

Motion by Threase Harms to Approve. Seconded by Susan Skeries. Motion passed 4-0.

B. Consideration of Letters of Agreement Between DART for the Installation and Maintenance of Transit Bus Shelters near 7101 University Ave and 6580 University Ave

Motion by Joseph Jones to Table. Seconded by Threase Harms. Motion passed 4-0.

C. Consideration of Pay Request 2 - 68th Street Reconstruction

Motion by Threase Harms to Approve. Seconded by Susan Skeries. Motion passed 4-0.

D. Consideration of Pay Request 2 - Public Safety Parking Lot Improvements

Motion by Threase Harms to Approve. Seconded by Susan Skeries. Motion passed 4-0.

E. Consideration of Pay Request 3 - 2023 HMA Resurfacing Project

Motion by Threase Harms to Approve. Seconded by Susan Skeries. Motion passed 4-0.

F. Discuss Beggars' Night

Discussion held. Final Action to be Taken at the August 21 Regular Council Meeting.

G. Consideration of Police Lieutenant Job Description

Motion by Joseph Jones to Approve. Seconded by Susan Skeries. Motion passed 4-0.

6. **Reports:**

A. Mayor, Council Reports and Committee Updates, and Administration Reports

Threase Harms reported the MAC meeting was canceled and meet with Des Moines Water Works. Lauren Campbell thanked Deputy Clerk Adam Strait for work on the Fall Festival website and gave an update on the Fire Association Pancake Breakfast. Joseph Jones reported DART selected a new CEO, Amanda Wanke. Susan Skeries reported the July 4th event was a success and also attended CultureAll's event at Paris Bahn Mi, gave an update on Metro Waste Authority's union contract, Fall Festival plans, and shared discussion from the Public Works and Special Events committee meetings.

i Mayor Report

ii Fire Department Report

iii Police Department Report

Chief Pete Roth spoke about the creation and purpose of the lieutenant job.

iv Sister Cities Commission Report

7. **Adjourn to Council Work Session Immediately Following the Regular Council Meeting**

Motion by Susan Skeries to Adjourn the meeting at 6:37 PM. Seconded by Threase Harms. Motion passed 4-0.



**STAFF REPORT
CITY COUNCIL**
August 21, 2023

TO: CITY COUNCIL
FROM: Rachelle Swisher, Finance Director - Interim City Administrator
SUBJECT: Approve Payment of Claims

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Claims Report
2. Claims Report 2

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ABSOLUTE AUTO REPAIR	TRUCK #2 REPAIRS	97.95	55565	7/21/23	
AFLAC WORLD WIDE HEADQUARTERS	AFLAC ACC-PRETX	254.26	4270	7/20/23	
ALL STAR CONCRETE	68TH ST PAY REQUEST #2	201,856.00	55566	7/21/23	
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES PD	62.30	55567	7/21/23	
AMERITAS LIFE INS. CORP.	VISION INS	245.56	4268	7/20/23	
AUREON IT	BILLABLE TIME	5,389.30	55568	7/21/23	
BAKER ELECTRIC INC.	MAINTENANCE ON TS CABINETS	5,498.83	55569	7/21/23	
BANKERS TRUST COMPANY	CC FEES	249.46	4275	7/21/23	
BANKERS TRUST COMPANY	CC FEES	143.94	4276	7/21/23	
BANKERS TRUST COMPANY	CC FEES	109.53	4277	7/21/23	
BANKERS TRUST COMPANY	See Vendor Activity	1,103.88	1,606.81	55570	7/21/23
BITUMINOUS MATERIALS	SUPPLIES	200.00	55571	7/21/23	
BOLTON & MENK	PARK DESIGN	78,004.50	55572	7/21/23	
BOOT BARN INC	CLOTHING ALLOWANCE	238.95	55573	7/21/23	
BRICK GENTRY PC	JUNE LEGAL FEES	8,227.50	55574	7/21/23	
BULLSEYE, INC	JUNE CEC CLEANINGS	4,642.78	55575	7/21/23	
CALIBER CONCRETE LLC	PSB PARKING LOT PAY REQUEST 2	141,225.68	55576	7/21/23	
CAPITAL ONE TRADE CREDIT	INNER TUBE	29.99	55577	7/21/23	
CENTURY LINK	TELEPHONE	192.50	55578	7/21/23	
CITY OF DES MOINES	HOMELAND SECURITY 28E	7,151.09	55579	7/21/23	
CITY OF URBANDALE	HICKMAN TRAFFIC SIGNALS	161.53	55580	7/21/23	
CLEARFLY	CELL PHONES	177.12	4278	7/21/23	
CLIVE POWER EQUIP.	CHAIN SAW REPAIRS	275.05	55581	7/21/23	
CONSTRUCTION MATERIALS TESTING	PCC PATCHING	1,468.50	55582	7/21/23	
CORELL RECYCLING	ASPHALT RECYCLING	28.72	55583	7/21/23	
CRYSTAL CLEAR WATER CO.	WATER	19.98	55584	7/21/23	
D & K PRODUCTS	MULCH	35.00	55585	7/21/23	
DAIDA	JUNE SUBSCRIPTION	519.55	4279	7/21/23	
DES MOINES AREA MPO	FY24 ASSESSMENT DUES	5,252.00	55586	7/21/23	
DES MOINES REGISTER	NEWSPAPER	76.00	55587	7/21/23	
DES MOINES WATER WORKS	6900 SCHOOL ST	402.10	55588	7/21/23	
DIAMOND VOGEL, INC	STREET PAINT	392.85	55589	7/21/23	
DMACC	CONTINUING ED HOURS TRAINING	60.00	55590	7/21/23	
FEDERAL TAX DEPOSIT	FED/FICA TAX	28,444.18	4269	7/20/23	
FEDERAL TAX DEPOSIT	FED/FICA TAX	3,927.26	32,371.44	4274	7/20/23
FENNER IRRIGATION	SERVICE CALL	90.00	55591	7/21/23	
GALLS INC	CLOTHING ALLOWANCE	108.94	55592	7/21/23	
GOODE GREENHOUSES	FLOWERS	49.30	55593	7/21/23	
GOODRICH, WILLIAM	JULY CELL PHONE	50.00	55594	7/21/23	
GOVHR USA	ADMIN SEARCH - FINAL	5,480.98	55595	7/21/23	
GRIMES ASPHALT & PAVING	STREET MAINTENANCE SUPPLIES	235.50	55596	7/21/23	
HOTT OFF THE PRESS	NEWSLETTER	1,612.70	55597	7/21/23	
HOVICK FAMILY FARM	PETTING ZOO	1,200.00	55598	7/21/23	
IA COUNTY ATTORNEYS ASSO	TRAINING	150.00	55599	7/21/23	
IA DIV OF THE IAI	TRAINING	275.00	55600	7/21/23	
ICMA RETIREMENT TRUST	ICMA	563.29	4266	7/20/23	
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	1,358.09	1,921.38	4305	7/21/23
IMWCA	WORK COMP PREMIUM	104,815.00	55601	7/21/23	
INROADS LLC	2023 HMA PROJ PAY REQUEST 3	11,115.00	55602	7/21/23	
INTERSTATE ALL BATTERY	BATTERY	26.30	55603	7/21/23	
IPERS	PROTECT IPERS	30,428.33	4265	7/20/23	
IRLBECK, MICHAEL	JULY CELL PHONE	50.00	55604	7/21/23	
ISOLVED BENEFIT SERVICES	FLEX CLD BENEFI	348.08	4271	7/20/23	
J & M DISPLAYS	FIREWORKS	15,000.00	55605	7/21/23	

CLAIMS REPORT
Vendor Checks: 7/12/2023- 8/01/2023
Payroll Checks: 7/12/2023- 8/01/2023
Page 2

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
JOHNSON, KYLE	DENTAL REIMBURSEMENT	250.00	55606	7/21/23	
KISTENMACHER, KATIE	STORMWATER BMP REIMBURSEMENT	75.00	55607	7/21/23	
KOCH OFFICE GROUP	COPIER LEASE	182.64	55608	7/21/23	
LAWMAN BADGE CO.	CLOTHING ALLOWANCE	282.00	55609	7/21/23	
LIFEMED SAFETY INC	ANNUAL COT/LOAD MAINTENANCE	1,090.00	55610	7/21/23	
LOGAN CONTRACTORS SUPPLY	SUPPLIES	128.56	55611	7/21/23	
LOWE'S	MULCH	155.45	55612	7/21/23	
MANHATTANLIFE	MANHATTAN LIFE	571.05	4272	7/20/23	
MEASE, JIM	JULY CELL PHONE	50.00	55613	7/21/23	
MEDIACOM BUSINESS	INTERNET	570.00	55614	7/21/23	
MERCY ONE CLIVE PHARMACY	MEDICAL SUPPLIES	233.36	55615	7/21/23	
METRO WASTE AUTHORITY	CURB IT FEE	8,661.60	55616	7/21/23	
MIDAMERICAN ENERGY	1133 66TH ST	950.56	4280	7/21/23	
MIDAMERICAN ENERGY	6900 SCHOOL ST STAGE	120.64	4281	7/21/23	
MIDAMERICAN ENERGY	6900 SCHOOL ST CEC	1,100.25	4282	7/21/23	
MIDAMERICAN ENERGY	6900 SCHOOL ST	18.83	4283	7/21/23	
MIDAMERICAN ENERGY	1145 66TH ST	193.68	4284	7/21/23	
MIDAMERICAN ENERGY	6800 SCHOOL ST	.65	4285	7/21/23	
MIDAMERICAN ENERGY	6800 SCHOOL ST	190.10	4286	7/21/23	
MIDAMERICAN ENERGY	7116 UNIV AVE	25.41	4287	7/21/23	
MIDAMERICAN ENERGY	7001 UNIV AVE	26.58	4288	7/21/23	
MIDAMERICAN ENERGY	6300 UNIV AVE	29.37	4289	7/21/23	
MIDAMERICAN ENERGY	1601 73RD ST	14.33	4290	7/21/23	
MIDAMERICAN ENERGY	1140 73RD ST	28.42	4291	7/21/23	
MIDAMERICAN ENERGY	951 73RD ST	19.47	4292	7/21/23	
MIDAMERICAN ENERGY	STREET LIGHTS	3,170.07	4293	7/21/23	
MIDAMERICAN ENERGY	6410 HICKMAN RD	28.19	4294	7/21/23	
MIDAMERICAN ENERGY	1804 73RD ST	10.22	4295	7/21/23	
MIDAMERICAN ENERGY	1443 73RD ST	10.00	4296	7/21/23	
MIDAMERICAN ENERGY	6440 HICKMAN RD	63.50	4297	7/21/23	
MIDAMERICAN ENERGY	2227 63RD ST	28.93	4298	7/21/23	
MIDAMERICAN ENERGY	6739 UNIV AVE	103.45	4299	7/21/23	
MIDAMERICAN ENERGY	7290 UNIV AVE	27.25	4300	7/21/23	
MIDAMERICAN ENERGY	6540 UNIV AVE	149.89	4301	7/21/23	
MIDAMERICAN ENERGY	801 73RD ST	29.30	6,339.09	4302	7/21/23
MURPHY TRACTOR & EQUIP. CO.	SKID LOADER BUCKET		1,950.00	55617	7/21/23
OMNI BILLING	JUNE BILLING		394.42	55618	7/21/23
PALMER, MATT	CLOTHING ALLOWANCE		182.81	55619	7/21/23
PEARSON, ROB	JULY CELL PHONE		50.00	55620	7/21/23
POLK COUNTY TREASURER	ANIMAL CONTROL		2,541.00	55621	7/21/23
PREMIER AUTOMOTIVE	UNIT 7226 REPAIRS		801.95	55622	7/21/23
QUALITY PEST CONTROL, INC	PEST CONTROL		65.00	55623	7/21/23
QUALITY STRIPING, Inc.	PAINT		687.95	55624	7/21/23
RANGEMASTERS TRAINING CTR	CLOTHING ALLOWANCE		2,410.32	55625	7/21/23
DES MOINES REGISTER	PUBLICATIONS		249.62	55626	7/21/23
ROBERTS, JASON	JULY CELL PHONE		50.00	55627	7/21/23
ROTH, PETE	JULY CELL PHONE		50.00	55628	7/21/23
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS		5,596.90	55629	7/21/23
STORM TRAINING GROUP	TRAINING		499.00	55630	7/21/23
STRAIT, ADAM	JULY CELL PHONE		50.00	55631	7/21/23
SWISHER, RACHELLE	JULY CELL PHONE		50.00	55632	7/21/23
THE SHREDDER	OFFICE SUPPLIES		45.00	55633	7/21/23
TRANSUNION RISK & ALTERNATIVE	MONTHLY CHARGES		75.00	55634	7/21/23
TREASURER STATE OF IOWA	STATE TAX	8,174.56	4267	7/20/23	

CLAIMS REPORT
Vendor Checks: 7/12/2023- 8/01/2023

 Page 3
Payroll Checks: 7/12/2023- 8/01/2023

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
TREASURER STATE OF IOWA	STATE TAX	618.57		4273	7/20/23
TREASURER STATE OF IOWA	FEES FOR INDIGENT DEFENSE	1,237.05	10,030.18	55635	7/21/23
ULINE	SUPPLIES		419.41	55636	7/21/23
VAN WALL EQUIPMENT	SUPPLIES		27.03	55637	7/21/23
WEX FLEET UNIVERSAL	FUEL		3,965.26	55638	7/21/23
WRIGHT OUTDOOR SOLUTIONS	BULK MULCH		6,493.50	55639	7/21/23
ZIEGLER INC.	GENERATOR SERVICE		1,065.26	55640	7/21/23
ZIMCO SUPPLY CO	WEED KILLER FOR PARK		345.63	55641	7/21/23
ZWC CONDOMINIUM ASSOC	BUILDING INSURANCE		1,360.43	55642	7/21/23
<hr/>					
Accounts Payable Total				727,164.77	
<hr/>					
Payroll Checks					
<hr/>					
001	GENERAL		77,362.60		
110	ROAD USE TAX		10,702.54		
740	STORM WATER		2,708.10		
<hr/>					
Total Paid On: 7/21/23				90,773.24	
<hr/>					
Total Payroll Paid				90,773.24	
<hr/>					
Report Total				817,938.01	
<hr/>					

CLAIMS REPORT
CLAIMS FUND SUMMARYPage 4
Payroll Checks: 7/12/2023- 8/01/2023

FUND	NAME	AMOUNT
001	GENERAL	243,948.26
110	ROAD USE TAX	38,281.96
112	EMPLOYEE BENEFITS	105,849.02
303	COLBY PARK	27,548.00
314	UNIVERSITY AVE ST PROJECT	2,644.50
319	2020 STREET PROJECTS	2,520.00
322	73RD STREET PROJECT	634.50
323	68TH ST	217,396.00
324	2023 HMA OVERLAY PROJECT	19,699.00
325	2023 PCC PATCHING PROJECT	3,062.50
329	PUBLIC SAFETY PARKING LOT	143,295.68
670	LANDFILL/GARBAGE	8,661.60
740	STORM WATER	4,396.99
<hr/>		
	TOTAL FUNDS	817,938.01

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK		1099	NET	CHECK	PD DATE
					CD	GL ACCOUNT				
58 BANKERS TRUST COMPANY										
07212023	1	7/21/23		CONFERENCE		001-110-6240		18.00	55570	7/21/23
07212023	2	7/21/23		SUPERVISOR LEADERSHIP INT		001-110-6230		795.00	55570	7/21/23
07212023	3	7/21/23		NOTARY		001-110-6120		30.00	55570	7/21/23
07212023	4	7/21/23		NOTARY		001-110-6120		30.00	55570	7/21/23
07212023 1	1	7/21/23		CC FEES		001-620-6405		249.46	4275	7/21/23 E
07212023 2	1	7/21/23		CC FEES		001-620-6405		143.94	4276	7/21/23 E
07212023 3	1	7/21/23		CC FEES		001-620-6405		109.53	4277	7/21/23 E
07212023 3534	1	7/21/23		CONSTANT CONTACT		001-620-6373		70.00	55570	7/21/23
07212023 3534	2	7/21/23		OFFICE SUPPLIES		001-620-6506		7.38	55570	7/21/23
07212023 3534	3	7/21/23		RECORDER		001-620-6507		53.49	55570	7/21/23
07212023 8425	1	7/21/23		LOCKVIEW TAGS		001-160-6507		57.25	55570	7/21/23
07212023 8425	2	7/21/23		WASHING MACHINE PART		001-150-6507		42.76	55570	7/21/23

BANKERS TRUST COMPANY										

***** REPORT TOTAL *****										

1606.81										

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AMERITAS LIFE INS. CORP.	VISION INS	237.34	4341	8/15/23	
ANIMAL RESCUE LEAGUE OF IOWA	ANIMAL CONTROL	125.00	55643	8/03/23	
ARNOLD MOTOR SUPPLY	SUPPLIES	88.14	55644	8/03/23	
ASSURITY	ASSURITY	800.13	4345	8/15/23	
AUREON IT	OFFICE 365	2,083.50	55645	8/03/23	
BITUMINOUS MATERIALS	STREET MAINTENANCE	100.00	55646	8/03/23	
BOLTON & MENK	68TH ST ENG	25,361.50	55647	8/03/23	
BOOT BARN INC	CLOTHING ALLOWANCE	213.19	55648	8/03/23	
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	174.60	55649	8/03/23	
BOWERS, RYAN	EDUCATION INCENTIVE	400.00	55650	8/03/23	
BULLZYE, INC	CEC JULY CLEANING	4,058.00	55651	8/03/23	
CENTRAL IOWA READY MIX	SUNRISE BLVD INTAKE TOP	390.00	55652	8/03/23	
CENTURY LINK	TELEPHONE	352.88	55653	8/03/23	
CITY OF URBANDALE	CROSSING GUARD REIMBURSEMENT	706.06	55654	8/03/23	
CLEARFLY	CELL PHONES	177.12	4310	8/03/23	
CONSTRUCTION MATERIALS TESTING	68TH ST PROJECT	790.00	55655	8/03/23	
CRYSTAL CLEAR WATER CO.	WATER	19.98	55656	8/03/23	
DIAMOND VOGEL, INC	PAINT	121.81	55657	8/03/23	
DIERKS PLUMBING	SHOWER INSTALL FIRE DEPT	2,920.00	55658	8/03/23	
FEDERAL TAX DEPOSIT	FED/FICA TAX	29,017.08	4307	8/02/23	
FEDERAL TAX DEPOSIT	FED/FICA TAX	27,041.30	4342	8/15/23	
FREEDOM TIRE & AUTO CENTER INC	#7225 TIRE REPAIR	26.99	55659	8/03/23	
GOLDEN WEST INDUSTRIAL SUPPLY	FLASHLIGHTS	281.72	55660	8/03/23	
GOODWIN TUCKER	CEC FRIDGE REPAIR	1,759.40	55661	8/03/23	
GRAINGER	SUPPLIES	84.43	55662	8/03/23	
GREATER D.M. PARTNERSHIP	LIBBIE DC TRIP 2023	2,500.00	55663	8/03/23	
GRIMES ASPHALT & PAVING	STREET MAINTENANCE SUPPLIES	95.25	55664	8/03/23	
O'DONNEL ACE HICKMAN	WEED KILLER	102.30	55665	8/03/23	
HOTT OFF THE PRESS	JULY NEWSLETTER	3,223.32	55666	8/03/23	
ICMA RETIREMENT TRUST	ICMA	5,561.63	4306	8/02/23	
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	1,358.10	4309	8/02/23	
ICMA RETIREMENT TRUST	ICMA	409.20	4339	8/15/23	
ICON WATER TRAILS	FY23-24 SUPPORT OF WATER TRAIL	6,712.00	55667	8/03/23	
INTERSTATE ALL BATTERY	TRUCK #3 NEW BATTERY	188.10	55668	8/03/23	
IOWA DEPT OF PUBLIC SAFETY	PD NCIC ACCESS	402.00	55669	8/03/23	
IOWA ONE CALL	LINE LOCATES	2.00	55670	8/03/23	
IPERS	PROTECT IPERS	31,649.69	4338	8/15/23	
IRLBECK, MICHAEL	EDUCATION INCENTIVE	800.00	55671	8/03/23	
ISOLVED BENEFIT SERVICES	FLEX CLD BENEFI	348.08	4308	8/02/23	
ISOLVED BENEFIT SERVICES	HRA FEES	37.80	4337	8/08/23	
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS	386.54	4343	8/15/23	
JOHNSON, KYLE	EDUCATION INCENTIVE	800.00	55672	8/03/23	
KIRKHAM MICHAEL	BRIDGE INSPECTION	1,200.00	55673	8/03/23	
LOWE'S	REBUILD INTAKE COVER	44.70	55674	8/03/23	
MANHATTANLIFE	MANHATTAN LIFE	271.62	4344	8/15/23	
MEDIACOM BUSINESS	INTERNET	570.00	55675	8/03/23	
METRO WASTE AUTHORITY	GARBAGE FEES	20,773.28	55676	8/03/23	
MIDAMERICAN ENERGY	1133 66TH ST	1,006.77	4311	8/03/23	
MIDAMERICAN ENERGY	6800 SCHOOL ST	203.64	4312	8/03/23	
MIDAMERICAN ENERGY	6800 SCHOOL ST	14.99	4313	8/03/23	
MIDAMERICAN ENERGY	6300 UNIV AVE	28.35	4314	8/03/23	
MIDAMERICAN ENERGY	7001 UNIV AVE	25.55	4315	8/03/23	
MIDAMERICAN ENERGY	7116 UNIV AVE	24.53	4316	8/03/23	
MIDAMERICAN ENERGY	6900 SCHOOL ST	21.72	4317	8/03/23	

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MIDAMERICAN ENERGY	6900 SCHOOL ST	1,087.75		4318	8/03/23
MIDAMERICAN ENERGY	6900 SCHOOL ST STAGE	127.81		4319	8/03/23
MIDAMERICAN ENERGY	1145 66TH ST	200.50		4320	8/03/23
MIDAMERICAN ENERGY	951 73RD ST	19.24		4321	8/03/23
MIDAMERICAN ENERGY	1601 73RD ST	14.18		4322	8/03/23
MIDAMERICAN ENERGY	1140 73RD ST	27.46		4323	8/03/23
MIDAMERICAN ENERGY	7290 UNIV AVE	26.51		4324	8/03/23
MIDAMERICAN ENERGY	6739 UNIV AVE	93.56		4325	8/03/23
MIDAMERICAN ENERGY	STREET LIGHTING	3,169.51		4326	8/03/23
MIDAMERICAN ENERGY	2227 63RD ST	28.12		4327	8/03/23
MIDAMERICAN ENERGY	6440 HICKMAN RD	59.63		4328	8/03/23
MIDAMERICAN ENERGY	1443 73RD ST	10.00		4329	8/03/23
MIDAMERICAN ENERGY	1804 73RD ST	10.00		4330	8/03/23
MIDAMERICAN ENERGY	6410 HICKMAN RD	27.25		4331	8/03/23
MIDAMERICAN ENERGY	6540 UNIV AVE	112.79	6,339.86	4332	8/03/23
MIDWEST MOM & WIFE LLC	ADVERTISING		750.00	55677	8/03/23
NAPA AUTO PARTS	PARTS		36.97	55678	8/03/23
NISSEN, ANDREW	EDUCATION INCENTIVE		400.00	55679	8/03/23
O'REILLY AUTO PARTS	SUPPLIES		56.98	55680	8/03/23
OVERHEAD DOOR COMPANY	GARAGE DOOR REPAIR		2,150.00	55681	8/03/23
PALMER, MATT	EDUCATION INCENTIVE		400.00	55682	8/03/23
PITNEY BOWES CREDIT CORP	POSTAGE METER		152.22	4333	8/03/23
POLICE EXEC RESEARCH FORUM	MEMBERSHIP DUES		100.00	55683	8/03/23
POLK COUNTY PUBLIC WORKS	WALNUT CREEK WMA MEMBERSHIP		1,300.00	55684	8/03/23
POLK COUNTY TREASURER	OWI INVESTIGATION CASE 23-403		150.00	55685	8/03/23
QUALITY PEST CONTROL, INC	PEST CONTROL		88.00	55686	8/03/23
ROETMAN, JOE	EDUCATION INCENTIVE		1,200.00	55687	8/03/23
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS		1,253.76	55688	8/03/23
SPRAYER SPECIALTIES INC.	PARTS		22.30	55689	8/03/23
STANDARD INSURANCE COMPANY	LIFE/LTD/STD		2,077.66	55690	8/03/23
STAPLES	OFFICE SUPPLIES		36.06	55691	8/03/23
THRASHER, INC	PSB BASEMENT REPAIRS		3,410.48	55692	8/03/23
TRANSUNION RISK & ALTERNATIVE	MONTHLY CHARGES		75.00	55693	8/03/23
TRAVELERS	INSURANCE		1,250.00	55694	8/03/23
TREASURER STATE OF IOWA	STATE TAX		8,483.22	4340	8/15/23
VERIZON WIRELESS	CELL PHONES		380.26	4334	8/03/23
CAPITAL ONE	PAPER TOWELS		27.66	55695	8/03/23
ZWC CONDOMINIUM ASSOC	PEST CONTROL		53.50	55696	8/03/23
<hr/>					
Accounts Payable Total				204,959.71	

Payroll Checks

001	GENERAL	63,002.14
110	ROAD USE TAX	10,728.06
740	STORM WATER	2,921.26

Total Paid On: 8/04/23 76,651.46

001	GENERAL	1,318.97
-----	---------	----------

Total Paid On: 8/15/23 1,318.97

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	Total Payroll Paid		77,970.43		
	Report Total		282,930.14		
			=====		

FUND	NAME	AMOUNT
001	GENERAL	189,571.24
110	ROAD USE TAX	38,928.71
112	EMPLOYEE BENEFITS	3,473.56
314	UNIVERSITY AVE ST PROJECT	362.00
319	2020 STREET PROJECTS	2,628.00
322	73RD STREET PROJECT	1,578.00
323	68TH ST	11,426.50
324	2023 HMA OVERLAY PROJECT	1,245.00
325	2023 PCC PATCHING PROJECT	2,040.00
329	PUBLIC SAFETY PARKING LOT	4,276.50
610	SEWER	166.01
670	LANDFILL/GARBAGE	20,773.28
740	STORM WATER	6,461.34
<hr/>		
	TOTAL FUNDS	282,930.14



**STAFF REPORT
CITY COUNCIL**
August 21, 2023

TO: CITY COUNCIL
FROM: Rachelle Swisher, Finance Director - Interim City Administrator
SUBJECT: Approve Financial Reports

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Budget Report
2. Revenue Report
3. Balance Sheet

BUDGET REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,409,200.00	131,375.40	131,375.40	5.45	2,277,824.60
	EMERGENCY MANAGEMENT TOTAL	10,200.00	7,151.09	7,151.09	70.11	3,048.91
	FIRE TOTAL	424,420.00	60,759.52	60,759.52	14.32	363,660.48
	AMBULANCE TOTAL	916,175.00	22,589.76	22,589.76	2.47	893,585.24
	BUILDING INSPECTIONS TOTAL	75,000.00	5,596.90	5,596.90	7.46	69,403.10
	ANIMAL CONTROL TOTAL	5,500.00	2,541.00	2,541.00	46.20	2,959.00
	PUBLIC SAFETY TOTAL	3,840,495.00	230,013.67	230,013.67	5.99	3,610,481.33
	ROADS, BRIDGES, SIDEWALKS TOTA	664,984.00	38,150.29	38,150.29	5.74	626,833.71
	STREET LIGHTING TOTAL	67,000.00	3,683.02	3,683.02	5.50	63,316.98
	TRAFIG CONTROL & SAFETY TOTAL	.00	.00	.00	.00	.00
	SNOW REMOVAL TOTAL	158,000.00	3,745.00	3,745.00	2.37	154,255.00
	OTHER PUBLIC WORKS TOTAL	29,000.00	1,809.27	1,809.27	6.24	27,190.73
	PUBLIC WORKS TOTAL	918,984.00	47,387.58	47,387.58	5.16	871,596.42
	WATER, AIR, MOSQUITO CONTRO TOTA	.00	.00	.00	.00	.00
	OTHER HEALTH/SOCIAL SERV TOTA	.00	.00	.00	.00	.00
	HEALTH & SOCIAL SERVICES TOTA	.00	.00	.00	.00	.00
	LIBRARY TOTAL	65,564.00	.00	.00	.00	65,564.00
	PARKS TOTAL	184,621.00	9,452.00	9,452.00	5.12	175,169.00
	COMMUNITY CTR/ZOO/MARINA TOTA	7,250.00	.00	.00	.00	7,250.00
	SPECIAL EVENTS TOTAL	40,000.00	16,200.00	16,200.00	40.50	23,800.00
	COMMUNITY CENTER TOTAL	135,400.00	6,153.29	6,153.29	4.54	129,246.71
	CULTURE & RECREATION TOTAL	432,835.00	31,805.29	31,805.29	7.35	401,029.71
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	.00	.00	.00
	ECONOMIC DEVELOPMENT TOTAL	266,372.00	.00	.00	.00	266,372.00
	HOUSING & URBAN RENEWAL TOTAL	20,000.00	.00	.00	.00	20,000.00
	COMMUNITY & ECONOMIC DEV TOTA	286,372.00	.00	.00	.00	286,372.00
	MAYOR/COUNCIL TOTAL	72,700.00	748.51	748.51	1.03	71,951.49
	IT DEPARTMENT TOTAL	55,000.00	6,328.92	6,328.92	11.51	48,671.08
	CLERK/TREASURER/ADM TOTAL	818,045.00	49,236.63	49,236.63	6.02	768,808.37
	ELECTIONS TOTAL	1,500.00	.00	.00	.00	1,500.00
	LEGAL SERVICES/ATTORNEY TOTAL	65,000.00	6,217.05	6,217.05	9.56	58,782.95
	OTHER GENERAL GOVERNMENT TOTA	15,000.00	.00	.00	.00	15,000.00
	GENERAL GOVERNMENT TOTAL	1,027,245.00	62,531.11	62,531.11	6.09	964,713.89

BUDGET REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	1,118,188.00	.00	.00	.00	1,118,188.00
	PARKS TOTAL	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	406,921.00	.00	.00	.00	406,921.00
	DEBT SERVICE TOTAL	1,525,109.00	.00	.00	.00	1,525,109.00
	POLICE TOTAL	130,000.00	.00	.00	.00	130,000.00
	FIRE TOTAL	9,000.00	.00	.00	.00	9,000.00
	AMBULANCE TOTAL	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	15,405,869.00	389,252.18	389,252.18	2.53	15,016,616.82
	PARKS TOTAL	600,000.00	27,548.00	27,548.00	4.59	572,452.00
	COMMUNITY CENTER TOTAL	.00	.00	.00	.00	.00
	IT DEPARTMENT TOTAL	22,800.00	.00	.00	.00	22,800.00
	CAPITAL PROJECTS TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	16,167,669.00	416,800.18	416,800.18	2.58	15,750,868.82
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	31,350.00	.00	.00	.00	31,350.00
	LANDFILL/GARBAGE TOTAL	379,000.00	8,661.60	8,661.60	2.29	370,338.40
	STORM WATER TOTAL	292,544.00	4,564.12	4,564.12	1.56	287,979.88
	ENTERPRISE FUNDS TOTAL	702,894.00	13,225.72	13,225.72	1.88	689,668.28
	TRANSFERS IN/OUT TOTAL	2,188,499.00	.00	.00	.00	2,188,499.00
	TRANSFER OUT TOTAL	2,188,499.00	.00	.00	.00	2,188,499.00
	TOTAL EXPENSES	27,090,102.00	801,763.55	801,763.55	2.96	26,288,338.45

REVENUE REPORT
CALENDAR 7/2023, FISCAL 1/2024
PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECV'D	UNCOLLECTED
	GENERAL TOTAL	3,787,284.00	109,810.06	109,810.06	2.90	3,677,473.94
	ROAD USE TAX TOTAL	663,500.00	59,024.50	59,024.50	8.90	604,475.50
	EMPLOYEE BENEFITS TOTAL	586,530.00	3,358.50	3,358.50	.57	583,171.50
	POLICE PENSION TOTAL	.00	.00	.00	.00	.00
	POLICE TRUST TOTAL	10,100.00	.00	.00	.00	10,100.00
	POLICE PREFORFEITURE TOTAL	1,005.00	.00	.00	.00	1,005.00
	EMERGENCY FUND TOTAL	70,224.00	.00	.00	.00	70,224.00
	LOCAL OPTION SALES TAX TOTAL	1,112,000.00	100,927.96	100,927.96	9.08	1,011,072.04
	TAX INCREMENT FINANCING TOTAL	1,532,443.00	.00	.00	.00	1,532,443.00
	URBAN RENEWAL TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	1,531,129.00	2,403.09	2,403.09	.16	1,528,725.91
	COLBY PARK TOTAL	.00	.00	.00	.00	.00
	HICKMAN ROAD PROJECT TOTAL	.00	.00	.00	.00	.00
	2014A STREETS PROJECTS TOTAL	.00	.00	.00	.00	.00
	TRAIL CONNECTION TOTAL	.00	.00	.00	.00	.00
	63/HICKMAN ST SCAPE TOTAL	.00	.00	.00	.00	.00
	2017/18 Capital Projects TOTA	.00	.00	.00	.00	.00

REVENUE REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECV'D	UNCOLLECTED
	UNIVERSITY AVE ST PROJECT TOTA	.00	.00	.00	.00	.00
	2018 HMA RESURFACING PROJ TOTA	.00	.00	.00	.00	.00
	2018 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	WAL CREEK BIKE HUB/BRIDGE TOTA	.00	.00	.00	.00	.00
	2020 STREET PROJECTS TOTAL	.00	.00	.00	.00	.00
	2020 PCC PATCHING TOTAL	.00	.00	.00	.00	.00
	WAL CREEK STREAM PROJECT TOTA	.00	.00	.00	.00	.00
	73RD STREET PROJECT TOTAL	12,360,000.00	.00	.00	.00	12,360,000.00
	68TH ST TOTAL	.00	.00	.00	.00	.00
	2023 HMA OVERLAY PROJECT TOTA	.00	.00	.00	.00	.00
	2023 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	PUBLIC SAFETY PARKING LOT TOTA	.00	.00	.00	.00	.00
	DOG PARK UPDATES TOTAL	.00	.00	.00	.00	.00
	FLOOD MITIGATION TOTAL	.00	.00	.00	.00	.00
	AMERICAN RESCUE PLAN ACT TOTA	.00	.00	.00	.00	.00
	FUTURE STREET PROJECTS TOTAL	1,088,820.00	.00	.00	.00	1,088,820.00
	CAPITAL EQUIPMENT FUND TOTAL	371,500.00	1,836.90	1,836.90	.49	369,663.10

REVENUE REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECV'D	UNCOLLECTED
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	.00	.00	.00	.00	.00
	LANDFILL/GARBAGE TOTAL	354,000.00	20.00	20.00	.01	353,980.00
	STORM WATER TOTAL	375,000.00	.00	.00	.00	375,000.00
	REVOLVING FUND TOTAL	.00	.00	.00	.00	.00
TOTAL REVENUE BY FUND		=====	=====	=====	=====	=====
		23,843,535.00	277,381.01	277,381.01	1.16	23,566,153.99
		=====	=====	=====	=====	=====

BALANCE SHEET
CALENDAR 7/2023, FISCAL 1/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	175,005.45-	26,556.75
110-000-1110	CASH - RUT	24,247.09	160,485.91
112-000-1110	CASH - EMP BENEFIT FUND	122,722.21-	225,361.12
113-000-1110	CASH - POLICE PENSION	.00	.00
114-000-1110	CASH - POLICE TRUST	.00	28,031.28
115-000-1110	CASH - POLICE PREFORFEIT	.00	1,602.32-
119-000-1110	CASH - EMERGENCY FUND	.00	.00
121-000-1110	CASH - LOCAL OPTION SALES TAX	218,308.12	615,418.90
125-000-1110	CASH - TIF	.00	5,170.84
145-000-1110	CASH - URBAN RENEWAL FUNDS	.00	80,387.92
200-000-1110	CASH - DEBT SERVICE	2,403.09	7,659.58
303-000-1110	CASH - COLBY PARK	27,548.00-	32,372.45-
306-000-1110	CASH - HICKMAN ROAD PROJECT	.00	.00
309-000-1110	CASH - 2014 A STREET PROJECT	.00	.00
311-000-1110	CASH - TRAIL CONNECTION	.00	.00
312-000-1110	CASH - 63/HICKMAN STREETSCAPE	.00	.00
313-000-1110	CASH - 2017/18 STREET PROJECTS	.00	.00
314-000-1110	CASH - UNIVERSITY AVE PROJECT	2,644.50-	51,215.64
315-000-1110	CASH - 2018 HMA PROJ	.00	.00
316-000-1110	CASH - 2018 PCC PATCHING PROJ	.00	.00
317-000-1110	CASH - WAL CREEK BIKE HUB/BRID	.00	144,848.50
319-000-1110	CASH - 2020 STREET PROJECTS	2,520.00-	5,081.38-
320-000-1110	CASH - 2020 PCC PATCHING	.00	.00
321-000-1110	CASH - WAL CREEK STREAM PROJ	.00	.00
322-000-1110	CASH - 73RD ST	634.50-	315,228.80
323-000-1110	CASH - 68TH STREET	217,396.00-	364,829.62-
324-000-1110	CASH - 2023 HMA OVERLAY	19,699.00-	18,440.55
325-000-1110	CASH - 2023 PCC PATCHING PROJ	3,062.50-	53,184.74
329-000-1110	CASH - PUBLIC SAFETY PARKING L	143,295.68-	25,984.77
333-000-1110	CASH - DOG PARK UPDATES	.00	85,000.00
347-000-1110	CASH - FLOOD MITIGATION	.00	.00
348-000-1110	CASH - ARPA FUNDS	.00	13,322.83
349-000-1110	CASH - FUTURE STREET PROJECTS	.00	40,827.53
350-000-1110	CASH - EQUIP REVOLVE FUND	.00	2,235.73
350-000-1180	CASH - EQUIP REVOLVE - POLICE	.00	136,528.28
350-000-1181	CASH - EQUIP REVOLVE - FIRE/EM	.00	44,171.88
350-000-1182	CASH - EQUIP REV - NOT USED	.00	.00
350-000-1183	CASH - EQUIP REV - PUBLIC WORK	.00	71,500.00
350-000-1185	CASH - EQUIP REVOLVE - PARKS	.00	.00
350-000-1186	CASH - EQUIP REVOLVE - CEC	1,836.90	108,526.29
350-000-1187	CASH - EQUIP REVOLVE - IT DEPT	.00	49,929.53
600-000-1110	CASH - WATER	.00	103,254.44-
610-000-1110	CASH - SEWER	.00	4,532.67
670-000-1110	CASH - LANDFILL/GARBAGE	8,641.60-	32.65-
740-000-1110	CASH - STORM WATER	4,678.19-	64,186.89
810-000-1110	CASH - REVOLVING FUND	.00	.00
	CASH TOTAL	481,052.43-	1,871,564.07
001-000-1115	RESERVE CASH - COMM CENTER	.00	.00

001-000-1115

RESERVE CASH - COMM CENTER

.00

.00

BALANCE SHEET
CALENDAR 7/2023, FISCAL 1/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	RESERVE CASH TOTAL	.00	.00
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
	PETTY CASH TOTAL	.00	1,000.00
001-000-1150	IPAIT - GENERAL	56,013.79	2,720,266.43
110-000-1150	IPAIT - RUT	.00	958,390.59
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	772,546.91
121-000-1150	IPAIT - LOCAL OPTION SALES TAX	.00	.00
125-000-1150	IPAIT - TIF	.00	336,157.68
145-000-1150	IPAIT - URBAN RENEWAL FUNDS	.00	200,000.00
200-000-1150	IPAIT - DEBT SERVICE	.00	428,000.00
303-000-1150	IPAIT - COLBY PARK	.00	1,500,000.00
314-000-1150	IPAIT - UNIVERSITY AVE PROJECT	.00	535,000.00
319-000-1150	IPAIT - 2020 STREET PROJECTS	.00	231,304.89
322-000-1150	IPAIT - 73RD STREET	.00	300,000.00
323-000-1150	IPAIT - 68TH STREET	.00	2,000,000.00
348-000-1150	IPAIT - ARPA FUNDS	.00	.00
349-000-1150	IPAIT - FUTURE STREET PROJECTS	.00	758,000.00
350-000-1150	IPAIT - EQUIP REVOLVING	.00	1,000,000.00
670-000-1150	IPAIT - LANDFILL/GARBAGE	.00	380,491.47
740-000-1150	IPAIT - STORM WATER	.00	1,461,336.95
	IPAIT TOTAL	56,013.79	13,581,494.92
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	.00
001-000-1161	SAVINGS - KWHB	.00	3,036.25
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	.00	.00
113-000-1160	SAVINGS - 680-2292 - POLICE	.00	.00
114-000-1160	SAVINGS - POLICE TRUST	.00	9,459.63
115-000-1160	SAVINGS - PREF/DEA	.00	3,884.50
	SAVINGS TOTAL	.00	16,380.38
001-000-1170	CD 082009 - KWHB	.00	11,643.05
600-000-1170	CD 12062707- WATER	.00	107,401.50
810-000-1170	CD 050109 - REVOLVING FUND	.00	.00
	CD'S TOTAL	.00	119,044.55
	TOTAL CASH	425,038.64-	15,589,483.92
		=====	=====



**STAFF REPORT
CITY COUNCIL**
August 21, 2023

TO: CITY COUNCIL
FROM: Adam Strait, City Clerk
SUBJECT: Approve Resolution No.2023-45 Setting a Time and Place for a Public Hearing for Amending Chapters 165 Through 177 and Chapter 180

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2023-45 Setting ph for Zoning code chapter 180 chapter 165 - 177 changes

Resolution No. 2023-45

**A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING
AMENDING CHAPTERS 165 THROUGH 177 AND CHAPTER 180**

WHEREAS, the City is required to hold a public hearing regarding changes in City Code; and

WHEREAS, the Planning and Zoning Commission of Windsor Heights has reviewed and recommended changes to the City Council in Chapters 165 Zoning Code – General Provisions, Chapter 166 Zoning Code – Definitions, Chapter 167 Zoning Code – Use Types, Chapter 168 Zoning Code – Zoning District Regulations, Chapter 169 Zoning Code – Overlay Districts, Chapter 170 Zoning Code – Development and Design Standards, Chapter 171 Temporary Uses and Structures, Chapter 172 Zoning Code – Supplemental Site Development Regulations, Chapter 173 Zoning Code – Landscaping and Screening Standards, Chapter 174 Zoning Code – Off Street Parking, Chapter 175 Zoning Code – Sign Regulations, Chapter 176 Zoning Code – Nonconforming Development, Chapter 177 Zoning Code – Administration and Procedures, and Chapter 180 Conditional Use Permits; and

WHEREAS, the City Council of Windsor Heights has reviewed the recommended changes to Chapter 165 through Chapter 177, and Chapter 180; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, on this 21st day of August 2023, that a public hearing will be held on September 18th, 2023, beginning at 6:00 p.m. in the council chambers at 1133 66th St, concerning the City's proposed Ordinance Change, and the City Clerk is directed to publish notice of said meeting in the Des Moines Register.

Passed and Approved this 21st day of August 2023

Mike Jones, Mayor

Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**
August 21, 2023

TO: CITY COUNCIL
FROM: Justin Ernst, City Engineer
SUBJECT: Approve Pay Request No. 3 - Public Safety Building Parking Lot

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. LTR-Public Safety-Pay App 3



Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

Ph: (515) 259-9190
Fax: (515) 233-4430
Bolton-Menk.com

August 3, 2023

Ms. Rachelle Swisher
Interim City Administrator/Finance Director
City of Windsor Heights, Iowa

RE: Public Safety Parking Lot Improvements Pay Request 3

Dear Ms. Swisher:

Submitted for your approval is Pay Request 3 for the above-mentioned project. Pay Request 3 is for a total payment of \$5,937.48. The total value completed to date is \$229,865.24, minus 5% retainage of \$11,493.26. Please see Pay Request 3 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc. recommends the approval of Pay Application 3. Please let me know if you have any questions.

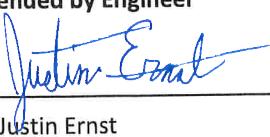
Sincerely,

Bolton & Menk, Inc.

A handwritten signature in blue ink that reads "Justin Ernst".

Justin Ernst, PE
Project Manager

Contractor's Application for Payment

Owner:	City of Windsor Heights	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0A1.127880
Contractor:	Caliber Concrete	Other Project No.:	
Project:	Public Safety Parking Lot Improvements		
Contract:	Paving		
Application No.:	3	Application Date:	8/1/2023
Application Period:	From 7/1/2023	to 7/31/2023	
1. Original Contract Price 2. Net change by Change Orders 3. Current Contract Price (Line 1 + Line 2) 4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total) 5. Retainage a. <u>5%</u> X <u>\$ 229,865.24</u> Work Completed b. <u>5%</u> X <u>\$ -</u> Stored Materials c. Total Retainage (Line 5.a + Line 5.b) 6. Amount eligible to date (Line 4 - Line 5.c) 7. Less previous payments (Line 6 from prior application) 8. Amount due this application		\$	228,271.82 - 228,271.82 229,865.24 11,493.26 - 11,493.26 218,371.98 212,434.50 5,937.48
Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.			
Contractor: Caliber Concrete  Signature: <u>Michael Noland</u> Name: Michael Noland Title: Controller		Date: 8/1/2023 Title: Controller	
Recommended by Engineer  By: <u>Justin Ernst</u> Name: Justin Ernst Title: Civil Project Manager Date: 8/3/2023		Approved by Owner By: _____ Name: _____ Title: _____ Date: _____	

Progress Estimate - Unit Price Work

Owner:	City of Windsor Heights
Engineer:	Bolton & Menk, Inc.
Contractor:	Caliber Concrete
Project:	Public Safety Parking Lot Improvements
Contract:	Paving

Contractor's Application for Payment

Owner's Project No.:	
Engineer's Project No.:	0A1.127880
Other Project No.:	

Application No.:		3	Application Period:		From	07/01/23	to	07/31/23	Application Date: 08/01/23					
A	B	Contract Information				Previous Estimate		Work Completed		I	J	K	L	
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)					
Original Contract														
1	TOPSOIL, IMPORT	20	CY	50.00	1,000.00	10.00	500.00	10.00	500.00			500.00	50%	500.00
2	EXCAVATION, CLASS 10	475	CY	40.00	19,000.00	514.00	20,560.00	514.00	20,560.00			20,560.00	108%	(1,560.00)
3	SUBGRADE PREPARATION	2,030	SY	3.00	6,090.00	2,030.00	6,090.00	2,030.00	6,090.00			6,090.00	100%	-
4	SUBGRADE TREATMENT, GEO-GRID	50	SY	4.40	220.00	-	-	-	-			-		220.00
5	SUBBASE, MODIFIED, 6"	2,030	SY	13.30	26,999.00	2,030.00	26,999.00	2,030.00	26,999.00			26,999.00	100%	-
6	HDPE SLOTTED PIPE, 15 IN, W/ 6IN GRATE	30	LF	100.00	3,000.00	30.00	3,000.00	30.00	3,000.00			3,000.00	100%	-
7	INTAKE, SW-511	1	EA	5,000.00	5,000.00	1.00	5,000.00	1.00	5,000.00			5,000.00	100%	-
8	MANHOLE ADJUSTMENT, MINOR	2	EA	1,500.00	3,000.00	2.00	3,000.00	2.00	3,000.00			3,000.00	100%	-
9	REMOVE INTAKE	1	EA	1,000.00	1,000.00	1.00	1,000.00	1.00	1,000.00			1,000.00	100%	-
10	PAVEMENT, PCC, 7"	2,030	SY	51.21	103,956.30	2,030.00	103,956.30	2,030.00	103,956.30			103,956.30	100%	-
11	REMOVAL OF SIDEWALK	51	SY	11.00	561.00	64.90	713.90	64.90	713.90			713.90	127%	(152.90)
12	SIDEWALK, PCC, 5"	27	SY	74.92	2,022.84	51.60	3,865.87	51.60	3,865.87			3,865.87	191%	(1,843.03)
13	SIDEWALK, PCC, 6"	30	SY	80.39	2,411.70	13.30	1,069.19	13.30	1,069.19			1,069.19	44%	1,342.51
14	PAVEMENT REMOVAL	2,030	SY	13.00	26,390.00	2,030.00	26,390.00	2,030.00	26,390.00			26,390.00	100%	-
15	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	8	STA	333.33	2,499.98	-	-	7.50	2,499.98			2,499.98	100%	-
16	PAINTED SYMBOLS AND LEGENDS	1	EA	250.00	250.00	-	-	1.00	250.00			250.00	100%	-
17	TEMPORARY TRAFFIC CONTROL	1	LS	250.00	250.00	1.00	250.00	1.00	250.00			250.00	100%	-
18	SOD	12	SQ	250.00	3,000.00	-	-	14.00	3,500.00			3,500.00	117%	(500.00)
19	FILTER SOCK, 8 IN	140	LF	5.00	700.00	150.00	750.00	150.00	750.00			750.00	107%	(50.00)
20	INLET PROTECTION DEVICE, DROP IN	3	EA	150.00	450.00	-	-	-	-			-		450.00
21	CONSTRUCTION SURVEY	1	LS	2,500.00	2,500.00	1.00	2,500.00	1.00	2,500.00			2,500.00	100%	-
22	MOBILIZATION	1	LS	15,971.00	15,971.00	1.00	15,971.00	1.00	15,971.00			15,971.00	100%	-
23	CONCRETE WASHOUT	1	LS	2,000.00	2,000.00	1.00	2,000.00	1.00	2,000.00			2,000.00	100%	-
24		-	-	-	-	-	-	-	-			-		-
		-	-	-	-	-	-	-	-			-		-
		-	-	-	-	-	-	-	-			-		-
Original Contract Totals		\$ 228,271.82				\$ 223,615.26		\$ 229,865.24		\$ -		\$ 229,865.24		101% \$ (1,593.42)
Change Orders														
Change Order Totals		\$ -				\$ -		\$ -		\$ -		\$ -		
Original Contract and Change Orders														
Project Totals		\$ 228,271.82				\$ 229,865.24		\$ -		\$ 229,865.24		101% \$ (1,593.42)		



**STAFF REPORT
CITY COUNCIL**
August 21, 2023

TO: CITY COUNCIL
FROM: Adam Strait, City Clerk
SUBJECT: Approve Pay Request No. 3 - 68th Street Reconstruction

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Pay Request 3 68th St



Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

Ph: (515) 259-9190
Fax: (515) 233-4430
Bolton-Menk.com

August 15, 2023

Mr. Adam Plagge
City Administrator
City of Windsor Heights, Iowa

RE: 68th Street Reconstruction Pay Request 3

Dear Mr. Plagge:

Submitted for your approval is Pay Request 3 for the above-mentioned project. Pay Request 3 is for a total payment of \$195,167.39. The total value completed to date is \$927,136.85, minus 5% retainage of \$46,356.84. Please see Pay Request 3 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc. recommends the approval of Pay Application 3. Please let me know if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, PE
Project Manager

Contractor's Application for Payment

Owner:	City of Windsor Heights	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0A1.127880
Contractor:	All Star Concrete	Other Project No.:	
Project:	68th Street Reconstruction		
Contract:	Paving, Municipal		
Application No.:	3	Application Date:	8/21/2023
Application Period: From	7/1/2023	to	7/31/2023

1. Original Contract Price	\$ 1,922,231.25
2. Net change by Change Orders	\$ -
3. Current Contract Price (Line 1 + Line 2)	\$ 1,922,231.25
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 927,136.85
5. Retainage	
a. 5% X \$ 927,136.85 Work Completed	\$ 46,356.84
b. 5% X \$ - Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 46,356.84
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 880,780.01
7. Less previous payments (Line 6 from prior application)	\$ 685,612.62
8. Amount due this application	\$ 195,167.39

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: All Star Concrete

Signature: Pablo Sanchez Date: 08.15.2023
 Name: Pablo Sanchez Title: Project Supervisor

Recommended by Engineer

By: Justin Ernst
 Name: Justin Ernst
 Title: Civil Project Manager
 Date: 8/11/2023

Approved by Owner

By: _____
 Name: _____
 Title: _____
 Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Windsor Heights											Owner's Project					
Engineer:	Bolton & Menk, Inc.											Engineer's Project OA1.127880					
Contractor:	All Star Concrete											Other Project No.:					
Project:	68th Street Reconstruction																
Contract:	Paving, Municipal																
Application No.:	3	Application Period:	From	07/01/23	to	07/31/23						Application Date:	08/21/23				
A	B	Contract Information				F1		F2		G		H		J	K	L	
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)				Balance to Finish (F - J) (\$)
						Quantity Previous Estimate	Value Previous Estimate										
Original Contract																	
1	CLEARING AND GRUBBING	1	LS	\$ 8,500.00	\$ 8,500.00	1.00	8,500.00	1.00	\$ 8,500.00	\$ 8,500.00	100%	\$ -					
2	TOPSOIL, ON-SITE	375	CY	\$ 20.00	\$ 7,500.00	-	-	-	\$ -	\$ -		\$ 7,500.00					
3	EXCAVATION, CLASS 10	1,085	CY	\$ 20.00	\$ 21,700.00	434.00	8,680.00	434.00	\$ 8,680.00	\$ 8,680.00	40%	\$ 13,020.00					
4	BELOW GRADE EXCAVATION (CORE OUT)	230	CY	\$ 60.00	\$ 13,800.00	-	-	-	\$ -	\$ -		\$ 13,800.00					
5	SUBGRADE PREPARATION	5,515	SY	\$ 3.25	\$ 17,923.75	-	-	-	2,045.00	\$ 6,646.25	\$ 6,646.25	37%	\$ 11,277.50				
6	SUBGRADE TREATMENT, 15% POZZO STONE	560	TON	\$ 50.00	\$ 28,000.00	-	-	-	\$ -	\$ -		\$ 28,000.00					
7	SUBBASE, MODIFIED, 8"	5,515	SY	\$ 14.50	\$ 79,967.50	-	-	-	2,045.00	\$ 29,652.50	\$ 29,652.50	37%	\$ 50,315.00				
8	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	200	CY	\$ 70.00	\$ 14,000.00	-	-	-	\$ -	\$ -		\$ 14,000.00					
9	SANITARY SEWER GRAVITY MAIN, TRENCHED, PVC TRUSS, 8"	20	LF	\$ 210.00	\$ 4,200.00	-	-	-	\$ -	\$ -		\$ 4,200.00					
10	SANITARY SEWER SERVICE STUB, PVC, 4"	1	EA	\$ 3,500.00	\$ 3,500.00	-	-	-	\$ -	\$ -		\$ 3,500.00					
11	STORM SEWER, TRENCHED, RCP, 15"	640	LF	\$ 85.00	\$ 54,400.00	632.00	53,720.00	632.00	\$ 53,720.00	\$ 53,720.00	99%	\$ 680.00					
12	STORM SEWER, TRENCHED, RCP, 18"	84	LF	\$ 140.00	\$ 11,760.00	90.00	12,600.00	90.00	\$ 12,600.00	\$ 12,600.00	107%	\$ (840.00)					
13	STORM SEWER, TRENCHED, RCP, 24"	99	LF	\$ 125.00	\$ 12,375.00	85.00	10,625.00	85.00	\$ 10,625.00	\$ 10,625.00	86%	\$ 1,750.00					
14	REMOVAL OF STORM SEWER, LESS THAN 36"	132	LF	\$ 25.00	\$ 3,300.00	132.00	3,300.00	132.00	\$ 3,300.00	\$ 3,300.00	100%	\$ -					
15	SUBDRAIN, HDPE, 6"	2,365	LF	\$ 25.00	\$ 59,125.00	-	-	-	1,080.00	\$ 27,000.00	\$ 27,000.00	46%	\$ 32,125.00				
16	SUBDRAIN CLEANOUT, TYPE A-1, 6"	11	EA	\$ 700.00	\$ 7,700.00	-	-	-	7.00	\$ 4,900.00	\$ 4,900.00	64%	\$ 2,800.00				
17	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6"	9	EA	\$ 350.00	\$ 3,150.00	-	-	-	7.00	\$ 2,450.00	\$ 2,450.00	78%	\$ 700.00				
18	CONNECT TO SUBDRAIN PIPE	1	EA	\$ 125.00	\$ 125.00	-	-	-	\$ -	\$ -		\$ 125.00					
19	WATER MAIN, TRENCHED, C900 DR18 PVC, RESTRAINED	20	LF	\$ 100.00	\$ 2,000.00	20.00	2,000.00	20.00	\$ 2,000.00	\$ 2,000.00	100%	\$ -					
20	WATER MAIN, TRENCHED, C900 DR18 PVC, STAB JOINT, 8",	1,245	LF	\$ 75.00	\$ 93,375.00	855.00	64,125.00	855.00	\$ 64,125.00	\$ 64,125.00	69%	\$ 29,250.00					
21	WATER MAIN, TRENCHED, C900 DR18 PVC, RESTRAINED	160	LF	\$ 85.00	\$ 13,600.00	80.00	6,800.00	80.00	\$ 6,800.00	\$ 6,800.00	50%	\$ 6,800.00					
22	FITTING, 6"	120	LB	\$ 25.00	\$ 3,000.00	139.00	3,475.00	139.00	\$ 3,475.00	\$ 3,475.00	116%	\$ (475.00)					
23	FITTING, 8"	1,220	LB	\$ 15.00	\$ 18,300.00	876.00	13,140.00	876.00	\$ 13,140.00	\$ 13,140.00	72%	\$ 5,160.00					
24	WATER SERVICE TRANSFER, COPPER, 1" (SAME SIDE)	13	EA	\$ 2,500.00	\$ 32,500.00	7.00	17,500.00	7.00	\$ 17,500.00	\$ 17,500.00	54%	\$ 15,000.00					
25	WATER SERVICE TRANSFER, COPPER, 1" (OPPOSITE SIDE)	13	EA	\$ 3,500.00	\$ 45,500.00	9.00	31,500.00	9.00	\$ 31,500.00	\$ 31,500.00	69%	\$ 14,000.00					
26	WATER MAIN REMOVAL	150	LF	\$ 30.00	\$ 4,500.00	20.00	600.00	20.00	\$ 600.00	\$ 600.00	13%	\$ 3,900.00					
27	VALVE, GATE, DUCTILE IRON (DI), 6"	1	EA	\$ 2,400.00	\$ 2,400.00	1.00	2,400.00	1.00	\$ 2,400.00	\$ 2,400.00	100%	\$ -					
28	VALVE, GATE, DUCTILE IRON (DI), 8"	4	EA	\$ 3,100.00	\$ 12,400.00	2.00	6,200.00	2.00	\$ 6,200.00	\$ 6,200.00	50%	\$ 6,200.00					
29	FIRE HYDRANT ASSEMBLY	3	EA	\$ 8,000.00	\$ 24,000.00	2.00	16,000.00	2.00	\$ 16,000.00	\$ 16,000.00	67%	\$ 8,000.00					
30	FLUSHING DEVICE (BLOW OFF), MIN 2 IN DIAMETER,	3	EA	\$ 2,400.00	\$ 7,200.00	1.00	2,400.00	1.00	\$ 2,400.00	\$ 2,400.00	33%	\$ 4,800.00					
31	FIRE HYDRANT ASSEMBLY REMOVAL	3	EA	\$ 800.00	\$ 2,400.00	2.00	1,600.00	2.00	\$ 1,600.00	\$ 1,600.00	67%	\$ 800.00					
32	VALVE BOX REMOVAL	5	EA	\$ 400.00	\$ 2,000.00	4.00	1,600.00	4.00	\$ 1,600.00	\$ 1,600.00	80%	\$ 400.00					
33	TAP FEE, 1", REPLACEMENT TAP FOR WATER SERVICE	26	EA	\$ 450.00	\$ 11,700.00	16.00	7,200.00	16.00	\$ 7,200.00	\$ 7,200.00	62%	\$ 4,500.00					
34	PREPARE EXCAVATION FOR TAPPING SLEEVE AND VALVE	2	EA	\$ 2,200.00	\$ 4,400.00	1.00	2,200.00	1.00	\$ 2,200.00	\$ 2,200.00	50%	\$ 2,200.00					
35	FOUNDATION ROCK	50	TON	\$ 60.00	\$ 3,000.00	-	-	-	\$ -	\$ -		\$ 3,000.00					
36	STORM MANHOLE, SW-401, 48"	1	EA	\$ 6,500.00	\$ 6,500.00	1.00	6,500.00	1.00	\$ 6,500.00	\$ 6,500.00	100%	\$ -					
37	INTAKE, SW-503	1	EA	\$ 10,500.00	\$ 10,500.00	0.75	7,875.00	0.75	\$ 7,875.00	\$ 7,875.00	75%	\$ 2,625.00					
38	INTAKE, SW-505	6	EA	\$ 10,500.00	\$ 63,000.00	4.50	47,250.00	4.50	\$ 47,250.00	\$ 47,250.00	75%	\$ 15,750.00					
39	INTAKE, SW-508	1	EA	\$ 11,500.00	\$ 11,500.00	0.75	8,625.00	0.75	\$ 8,625.00	\$ 8,625.00	75%	\$ 2,875.00					
40	INTAKE, SW-510, MODIFIED, 13' X 5'	1	EA	\$ 35,000.00	\$ 35,000.00	0.75	26,250.00	0.75	\$ 26,250.00	\$ 26,250.00	75%	\$ 8,750.00					
41	MANHOLE ADJUSTMENT, MINOR	3	EA	\$ 1,600.00	\$ 4,800.00	1.00	1,600.00	1.00	\$ 1,600.00	\$ 1,600.00	33%	\$ 3,200.00					

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Windsor Heights
Engineer: Bolton & Menk, Inc.
Contractor: All Star Concrete
Project: 68th Street Reconstruction
Contract: Paving, Municipal

Owner's Project _____
Engineer's Project 0A1.127880
Other Project No. : _____

Application No.: 3 Application Period: From 07/01/23 to 07/31/23 Application Date: 08/21/23

A	B	C	D	E	F	F1	F2	G	H	J	K	L
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	(H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
42	MANHOLE ADJUSTMENT, MAJOR	2	EA	\$ 3,700.00	\$ 7,400.00	2.00	7,400.00	2.00	\$ 7,400.00	\$ 7,400.00	100%	\$ -
43	REMOVE INTAKE	5	EA	\$ 800.00	\$ 4,000.00	5.00	4,000.00	5.00	\$ 4,000.00	\$ 4,000.00	100%	\$ -
44	PAVEMENT, PCC, 6"	4,280	SY	\$ 67.00	\$ 286,760.00	-	-	2,011.80	\$ 134,790.60	\$ 134,790.60	47%	\$ 151,969.40
45	PAVEMENT, PCC, 10"	35	SY	\$ 100.00	\$ 3,500.00	-	-	-	\$ -	\$ -	-	\$ 3,500.00
46	REMOVAL OF SIDEWALK	25	SY	\$ 22.00	\$ 550.00	-	-	-	\$ -	\$ -	-	\$ 550.00
47	REMOVAL OF DRIVEWAY	835	SY	\$ 17.00	\$ 14,195.00	417.50	7,097.50	417.50	\$ 7,097.50	\$ 7,097.50	50%	\$ 7,097.50
48	SIDEWALK, PCC, 4"	560	SY	\$ 60.00	\$ 33,600.00	-	-	-	\$ -	\$ -	-	\$ 33,600.00
49	SIDEWALK, PCC, 6"	25	SY	\$ 85.00	\$ 2,125.00	-	-	-	\$ -	\$ -	-	\$ 2,125.00
50	DETECTABLE WARNING	20	SF	\$ 55.00	\$ 1,100.00	-	-	-	\$ -	\$ -	-	\$ 1,100.00
51	DRIVEWAY, PAVED, PCC, 6"	885	SY	\$ 70.00	\$ 61,950.00	-	-	-	\$ -	\$ -	-	\$ 61,950.00
52	DRIVEWAY, GRANULAR	250	TON	\$ 50.00	\$ 12,500.00	-	-	-	\$ -	\$ -	-	\$ 12,500.00
53	PAVEMENT REMOVAL	4,075	SY	\$ 13.00	\$ 52,975.00	2,045.00	26,585.00	2,045.00	\$ 26,585.00	\$ 26,585.00	50%	\$ 26,390.00
54	TEMPORARY TRAFFIC CONTROL	1	LS	\$ 13,850.00	\$ 13,850.00	0.40	5,540.00	0.40	\$ 5,540.00	\$ 5,540.00	40%	\$ 8,310.00
55	PERFORATED SQUARE STEEL TUBE POSTS	12	EA	\$ 600.00	\$ 7,200.00	-	-	-	\$ -	\$ -	-	\$ 7,200.00
56	WATERING	25	MGAL	\$ 60.00	\$ 1,500.00	-	-	-	\$ -	\$ -	-	\$ 1,500.00
57	SOD	215	SQ	\$ 65.00	\$ 13,975.00	-	-	-	\$ -	\$ -	-	\$ 13,975.00
58	SWPPP PREPARATION	1	LS	\$ 1,500.00	\$ 1,500.00	1.00	1,500.00	1.00	\$ 1,500.00	\$ 1,500.00	100%	\$ -
59	SWPPP MANAGEMENT	1	LS	\$ 2,100.00	\$ 2,100.00	0.40	840.00	0.40	\$ 840.00	\$ 840.00	40%	\$ 1,260.00
60	FILTER SOCK, 8"	2,450	LF	\$ 2.00	\$ 4,900.00	125.00	250.00	125.00	\$ 250.00	\$ 250.00	5%	\$ 4,650.00
61	STABILIZED CONSTRUCTION ENTRANCE	100	SY	\$ 15.00	\$ 1,500.00	-	-	-	\$ -	\$ -	-	\$ 1,500.00
62	EROSION CONTROL MULCHING, HYDRO MULCHING	0.45	AC	\$ 3,000.00	\$ 1,350.00	-	-	-	\$ -	\$ -	-	\$ 1,350.00
63	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	15	EA	\$ 200.00	\$ 3,000.00	2.00	400.00	2.00	\$ 400.00	\$ 400.00	13%	\$ 2,600.00
64	MODULAR BLOCK RETAINING WALL	250	SF	\$ 50.00	\$ 12,500.00	-	-	-	\$ -	\$ -	-	\$ 12,500.00
65	MOBILIZATION	1	LS	\$ 499,000.00	\$ 499,000.00	0.50	249,500.00	0.50	\$ 249,500.00	\$ 249,500.00	50%	\$ 249,500.00
66	MAINTENANCE OF POSTAL SERVICE	1	LS	\$ 3,000.00	\$ 3,000.00	0.40	1,200.00	0.40	\$ 1,200.00	\$ 1,200.00	40%	\$ 1,800.00
67	MAINTENANCE OF SOLID WASTE COLLECTION	1	LS	\$ 13,200.00	\$ 13,200.00	0.40	5,280.00	0.40	\$ 5,280.00	\$ 5,280.00	40%	\$ 7,920.00
68	TEMPORARY PEDESTRIAN RESIDENTIAL ACCESS	1	LS	\$ 75,000.00	\$ 75,000.00	0.40	30,000.00	0.40	\$ 30,000.00	\$ 30,000.00	40%	\$ 45,000.00
69	CONCRETE WASHOUT	1	LS	\$ 2,600.00	\$ 2,600.00	0.40	1,040.00	0.40	\$ 1,040.00	\$ 1,040.00	40%	\$ 1,560.00
70	CURBSIDE MAILBOX	26	EA	\$ 800.00	\$ 20,800.00	8.50	6,800.00	8.50	\$ 6,800.00	\$ 6,800.00	33%	\$ 14,000.00
	Original Contract Totals			\$ 1,922,231.25			\$ 721,697.50		\$ 927,136.85	\$ 927,136.85	48%	\$ 995,094.40
	Change Orders											
	Change Order Totals			\$ -					\$ -	\$ -		\$ -
	Original Contract and Change Orders											
	Project Totals			\$ 1,922,231.25					\$ 927,136.85	\$ 927,136.85	48%	\$ 995,094.40



**STAFF REPORT
CITY COUNCIL**
August 21, 2023

TO: CITY COUNCIL
FROM: Adam Strait, City Clerk
SUBJECT: Approve Resolution 2023-44 Approving City Administrator's Ability to Waive Rental Fees for the City of Windsor Heights Special Events Committee

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2023-44 Special Events Committee Fee Waiver Resolution

RESOLUTION No. 2023-44

**A RESOLUTION APPROVING CITY ADMINISTRATOR'S ABILITY TO WAIVE
RENTAL FEES FOR THE CITY OF WINDSOR HEIGHTS SPECIAL EVENTS
COMMITTEE**

WHEREAS, the Windsor Heights Special Events Committee holds multiple community focused events at the Community Center, Pavilion, and Baseball Field; and

WHEREAS, Council approval is needed to waive rental fees of the Community Center, Pavilion, and Baseball Field; and

WHEREAS, to expedite the process of securing space(s) for City special events.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF WINDSOR HEIGHTS, IOWA:**

That the City Administrator can waive rental fees for Special Events Committee events.

Passed and approved this **21st day of August 2023** by the City Council of the City of Windsor Heights, Iowa.

Mike Jones, Mayor

Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**
August 21, 2023

TO: CITY COUNCIL

FROM: Pete Roth

SUBJECT: Approve the Purchase of Police Department Hybrid Fleet Vehicle

GENERAL INFORMATION

Estimate includes the cost of upfitting new fleet vehicle, repurposing an existing vehicle (7226), and

removing equipment from another vehicle (7227) for trade in and/or sale. Cost not to exceed \$77,500.00.

For additional information, please see the attached Council Action Form

SUMMARY

ATTACHMENTS

1. Council Action Form PD Fleet Vehicle Purchase

ITEM # _____
DATE: August 15, 2023

COUNCIL ACTION FORM

AGENDA ITEM: CONSIDER APPROVAL OF POLICE DEPARTMENT FLEET VEHICLE PURCHASE, TO INCLUDE UPFITTING AND EQUIPMENT, AT AN ESTIMATED COST NOT TO EXCEED \$77,500.00.

SUMMARY:

The Police Department has an immediate opportunity to purchase a 2023 Ford Police Interceptor Utility Hybrid SUV from available inventory located on the Stivers Ford lot in Waukee. The hybrid vehicle is especially appealing since it provides improved law enforcement capabilities, reduced operational costs (fuel), and a commitment to the environment.

The FY 24 ERP for the Police Department includes \$110,000.00 for the purchase of two unmarked police vehicles (\$55,000 apiece) to replace aging units. Due to current department needs, Chief Roth requests replacing only one vehicle in FY 24. This would be a marked patrol SUV and not two unmarked squads. The proposal would increase the cost for one vehicle due to equipment and upfitting but provide overall savings to the ERP line.

The department currently utilizes one marked Ford Police Hybrid SUV (Squad 7229). This vehicle has been successful by balancing the benefits of a hybrid model with round the clock patrol duties. Unit 7229 has limited engine idling hours (switching from battery to gas when needed), lowered carbon emissions, reduced fuel costs, and increased miles per gallon. If approved, the department would have two total hybrid vehicles in the patrol fleet.

There have been many challenges in purchasing and obtaining vehicles over the past several years. The hybrid SUV is an excellent opportunity to secure a vehicle immediately. Council may recall the department's previous vehicle order was not able to be fulfilled and was subsequently cancelled. The replacement squad cars were eventually purchased from a dealer in Olathe, Kansas. Stivers contacted the department when two Hybrid SUVs arrived, inquiring if these vehicles were needed before they began contacting other agencies for their interest. Chief Roth requested Stivers to hold one of the SUVs before listing them for sale to other departments.

The vehicle's cost (state bid) is listed as \$45,498.00. This is consistent with what was estimated last year for a vehicle of this type. Note: current bid prices for comparable SUVs have increased. The department also anticipates higher costs for the equipment, installation, and upfitting of all involved squads discussed in this document. The department continues to seek bids from area installers. However, current written estimates for the installation (other than the in-car camera and radio systems) were not available at the time of submission of the Council Action Form.

If approved, Squad 7227 (a 2017 Ford SUV), one of the department's oldest patrol units, will be sold or used as a trade-in (anticipated value of \$6,000.00). Squad 7226 (a 2020 Dodge Durango) will become an unmarked patrol car to be assigned as the Patrol Division Lieutenant's vehicle. The Durango will become a viable option for the patrol commander for several years. It will also

retain most all the interior equipment, emergency lights, radios, and in-car video camera system. This will also allow the department to use this vehicle as a backup squad, if needed, for officers on patrol.

The Police Hybrid SUV total cost will include new equipment such as emergency lights, a console, mobile radio, in-car video camera system, electronics cabinet, and partition. Most of this equipment is needed to replace and/or update aging items. Note: some of these new items (e.g., the in-car camera and mobile radio system) can be used in future vehicle builds. Other equipment for the new squad car can be repurposed from 7227. The Department estimates around \$20,000.00 for the “upfitting” when factoring in last year’s costs.

If approved, this council action form would revise the FY 24 vehicle cost and authorize the fleet vehicle purchase.

Estimated Costs

Ford Police Hybrid Interceptor Utility	\$45,498.00
Upfitting and Equipment (this includes reproposing and “down-fitting” units 7226 and 7227)	\$20,000.00
Motorola Mobile Radio	\$4,400.00
In-Car Camera Equipment	\$7,200.00
Total Estimate Before Trade Reimbursement	\$77,098.00

Staff recommends approval of the purchase of the fleet vehicle from Stivers Ford with equipment and upfitting from an authorized installer. The purchase proposal was discussed and approved by the Public Safety Committee at their July 12, 2023, meeting.

All equipment and upfitting bids are State of Iowa contract pricing.



Prepared for: , City of Windsor Heights

2023 Police Interceptor Utility AWD Base (K8A)

Price Level: 350



Client Proposal

Prepared by:

Ron Reese

Office: 515-987-3697

Quote ID: 072023

Date: 07/20/2023



Stivers Ford | 1450 East Highway 6, Waukee, Iowa, 502638310
Office: 515-987-3697 | Fax: 515-987-0163

Prepared for:

City of Windsor Heights

Prepared by: Ron Reese

07/20/2023

Stivers Ford | 1450 East Highway 6 Waukee Iowa | 502638310

**2023 Police Interceptor Utility AWD Base (K8A)**

Quote ID: 072023

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	
Base Vehicle Price	\$47,165.00
Options	\$2,315.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,595.00
Subtotal	\$51,075.00

Pre-Tax Adjustments

Code	Description	MSRP
GOV DISCOUNT	Government Concession & Discounts	-\$5,577.00
Total		\$45,498.00

Customer Signature

Acceptance Date



Prepared for:

City of Windsor Heights

Prepared by: Ron Reese

07/20/2023

Stivers Ford | 1450 East Highway 6 Waukee Iowa | 502638310

2023 Police Interceptor Utility AWD Base (K8A)

Quote ID: 072023

As Configured Vehicle

Description

Base Vehicle

Base Vehicle Price (K8A)

Packages

Order Code 500A

Includes:

- Engine: 3.3L V6 Direct-Injection Hybrid System (136-MPH top speed).
- Transmission: 10-Speed Automatic
- 3.73 Axle Ratio
- GVWR: 6,840 lbs (3,103 kgs)
- Tires: 255/60R18 AS BSW
- Wheels: 18" x 8" 5-Spoke Painted Black Steel
 - Includes polished stainless steel hub cover and center caps.*
- Unique HD Cloth Front Bucket Seats w/Vinyl Rear
 - Includes reduced bolsters, driver 6-way power track (fore/aft, up/down, tilt with manual recline, 2-way manual lumbar), passenger 2-way manual track (fore/aft, with manual recline) and built-in steel intrusion plates in both driver/passenger seatbacks.*
- Radio: AM/FM/MP3 Capable
 - Includes clock, 4-speakers, Bluetooth interface with hands-free voice command support (compatible with most Bluetooth connected mobile devices), 1 USB port and 4.2" color LCD screen center stack smart display.*

Powertrain

Engine: 3.3L V6 Direct-Injection Hybrid System

(136-MPH top speed).

Transmission: 10-Speed Automatic

3.73 Axle Ratio

GVWR: 6,840 lbs (3,103 kgs)

Wheels & Tires

Tires: 255/60R18 AS BSW

Wheels: 18" x 8" 5-Spoke Painted Black Steel

Includes polished stainless steel hub cover and center caps.

Seats & Seat Trim

Unique HD Cloth Front Bucket Seats w/Vinyl Rear

Includes reduced bolsters, driver 6-way power track (fore/aft, up/down, tilt with manual recline, 2-way manual lumbar), passenger 2-way manual track (fore/aft, with manual recline) and built-in steel intrusion plates in both driver/passenger seatbacks.

Other Options

Monotone Paint Application

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

City of Windsor Heights

Prepared by: Ron Reese

07/20/2023

Stivers Ford | 1450 East Highway 6 Waukee Iowa | 502638310

**2023 Police Interceptor Utility AWD Base (K8A)**

Quote ID: 072023

As Configured Vehicle (cont'd)**Description****119" Wheelbase****Radio: AM/FM/MP3 Capable***Includes clock, 4-speakers, Bluetooth interface with hands-free voice command support (compatible with most Bluetooth connected mobile devices), 1 USB port and 4.2" color LCD screen center stack smart display.***Tail Lamp/Police Interceptor Housing Only***Pre-existing holes with standard twist lock sealed capability (does not include LED strobe) (eliminates need to drill housing assemblies).***Dark Car Feature***Courtesy lamps disabled when any door is opened.***Switchable Red/White Lighting in Cargo Area***Deletes 3rd row overhead map light.***Grille LED Lights, Siren & Speaker Pre-Wiring****Side Marker LED Sideview Mirrors****Recommend using ready for the road package (67H) or ultimate wiring package (67U).***Includes driver side - red/passenger side - blue. Located on exterior mirror housing. LED lights only. Wiring and controller not included.***Driver Only LED Spot Lamp (Whelen)****Underbody Deflector Plate***Engine and transmission shield.***Rear Camera On-Demand***Allows driver to enable rear camera on-demand.***Global Lock/Unlock Feature***Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates overhead console liftgate unlock switch and 45-second timer. Also eliminates the blue liftgate release button if ordered with remote keyless entry.***Remote Keyless Entry Key Fob w/o Key Pad***Does not include PATS. Includes 4-key fobs. Key fobs are not fobbed alike when ordered with keyed-alike.***Rear Console Plate***Contours through 2nd row; channel for wiring.***Heated Sideview Mirrors****Reverse Sensing System****Badge Delete***Deletes the Police Interceptor badging on rear liftgate and the Interceptor badging on front hood (EcoBoost).***Noise Suppression Bonds (Ground Straps)****OBD-II Split Connector***Allows up to 2 devices to be connected to the vehicle's OBD-II port.*

Prepared for:

City of Windsor Heights

Prepared by: Ron Reese

07/20/2023

Stivers Ford | 1450 East Highway 6 Waukee Iowa | 502638310

**2023 Police Interceptor Utility AWD Base (K8A)**

Quote ID: 072023

As Configured Vehicle (cont'd)**Description**

4G LTE Wi-Fi Hotspot Credit

Emissions

50 State Emission System

Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles equipped with the 3.3L V6 Direct-Injection engine.

Exterior Color

Agate Black

Interior Color

Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Vinyl Rear

Prepared for:

City of Windsor Heights

Prepared by: Ron Reese

07/20/2023



Stivers Ford | 1450 East Highway 6 Waukee Iowa | 502638310

2023 Police Interceptor Utility AWD Base (K8A)

Quote ID: 072023

Warranty**Standard Warranty***Basic Warranty*

Basic warranty 36 months/36,000 miles

Powertrain Warranty

Powertrain warranty 60 months/100,000 miles

Corrosion Perforation

Corrosion perforation warranty 60 months/unlimited

Roadside Assistance Warranty

Roadside warranty 60 months/60,000 miles

Hybrid/Electric Components Warranty

Hybrid/electric components warranty 96 months/100,000 miles



Estimate

#4567

205 N High St
PO Box 14
Baxter IA 50028
United States
641-227-2222
sales@keltekinc.com

07/18/2023

Bill To	Ship To	TOTAL
Windsor Heights Police 1133 66th Street Windsor Heights IA 50324 United States	Windsor Heights Police 1133 66th Street Windsor Heights IA 50324 United States	\$7,188.94 Expires: 10/16/2023

Sales Rep	Customer No.	Primary Contact		Shipping Method		
Item	Description	Quantity	MSRP	Discount	Rate	Amount
CONTACT	Rob Pearson Lieutenant Patrol Windsor Heights Police 1133 66th Street Windsor Heights, Iowa 50324 Phone: 515.277.4453 Dispatch 515.222.3321 Email rpearson@windsorheights.org					
ASSOCIATED CONTRACTS	Listed below are the contracts associated with this project.	1	\$0.00	Base Price	\$0.00	\$0.00
ARB HD CONTRACT	Iowa DAS Arbitrator HD System IOWA CONTRACT NUMBER 4840-15	1	\$0.00	Base Price	\$0.00	\$0.00
CAMERA - VPU	-----					
WJ-VPU4000	PANASONIC I-PRO SENSING SOLUTIONS CORPORATION OF AMERICA : VPU4000 RECORDING UNIT ONLY	1	\$4,300.00	15%	\$3,655.00	\$3,655.00
CAMERA	-----					
WV-VC35	Panasonic IP Pro ARBITRATOR IN-CAR AS-1 COMPATIBLE CAMERA	1	\$1,090.00	15%	\$926.50	\$926.50
WV-VC31	Panasonic IP Pro VPU4000 BACK SEAT CAMERA	1	\$510.00	11%	\$453.90	\$453.90
CAMERA - ACCESSORIES	-----					
IPS-ICV4-ACC	I-PRO ACCESSORY KIT FOR VPU4000, 256GB SSD W/AES, POWER DISTRIBUTION BOX, BATTERY BACKUP, 25' ETHERNET BLACK, 25' ETHERNET YELLOW, 25' ETHERNET LT. BLUE	1	\$795.00	11%	\$707.55	\$707.55
IPS-ICV4-256SSD	256GB RUGGED SSD FOR VPU4000 W/PULL TAB, W/AES ENCRYPTION	1	\$150.00	11%	\$133.50	\$133.50
BWC - VEHICLE COMPONENTS	-----					



4567

1 of 2



Estimate

#4567

205 N High St
PO Box 14
Baxter IA 50028
United States
641-227-2222
sales@keltekinc.com

07/18/2023

Item	Description	Quantity	MSRP	Discount	Rate	Amount
WV-BWC40D1A	I-PRO BWC4000 SINGLE DOCKING CHARGER STATION ONLY. (DOES NOT INCLUDE 12V VEHICLE HARNESS IPS-BWC4-12V-WIRE, 25' ETHERNET IPS-ICV-ETH25GRN OR AC ADAPTER IPS-BWC-AC65W, MUST ORDER EACH ITEM SEPARATELY)	1	\$270.00	11%	\$240.30	\$240.30
IPS-BWC4-12V-WIRE	I-PRO BWC4000 12V VEHICLE HARNESS FOR WV-BWC40D1A OR WV-BWC40C1A	1	\$47.00	11%	\$41.83	\$41.83
IPS-ICV-ETH25GRN	i-PRO ICV 25' GREEN UTP NETWORK CABLE FOR BWC DOCK.	1	\$24.00	11%	\$21.36	\$21.36
CAMERA - ANTENNA	-----					
IPS-ICV4-ANT-BL	PANORAMA SHARK FIN FOR ICV4000, 4 WLAN, 1 BT, 1 GPS BLACK, 6.77"X2.4" BOLT-ON	1	\$360.00	11%	\$320.40	\$320.40
CAMERA - PROFESSIONAL SERVICES	-----					
IPS-ICV-UDE-OP3	ICV On-Premise device license for 3 Years, incl. Unified Digital Evidence with device management, Live Streaming and Redaction. Service Entitlements: 24x7 Help Desk, Software maintenance and support.	1	\$450.00	Base Price	\$450.00	\$450.00
ARB-VPU-DEPLOY	Basic Arb VPU Commissioning Per car/unit. Includes In Veh or Interview Room - Per Unit	1	\$199.00	Base Price	\$199.00	\$199.00
						Subtotal
						\$7,149.34
						Shipping Cost
						\$39.60
						Tax (%)
						\$0.00
						Total
						\$7,188.94

Return Policy: <https://www.keltekinc.com/return-policy/>
State Contracts: <https://www.keltekinc.com/state-contract/>
Service Rates: <https://www.keltekinc.com/service/>



4567

2 of 2

08/03/2023

WINDSOR HEIGHTS POLICE DEPARTMENT
1133 66TH ST
WINDSOR HEIGHTS, IA 50324

RE: Motorola Quote for APX8500 Mobile
Dear Pete Roth,

Motorola Solutions is pleased to present WINDSOR HEIGHTS POLICE DEPARTMENT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide WINDSOR HEIGHTS POLICE DEPARTMENT with the best products and services available in the communications industry. Please direct any questions to Kelly Milligan at kellym@tektotek.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Kelly Milligan

Motorola Solutions Manufacturer's Representative

Billing Address:
 WINDSOR HEIGHTS POLICE
 DEPARTMENT
 1133 66TH ST
 WINDSOR HEIGHTS, IA 50324
 US

Quote Date:08/03/2023
 Expiration Date:10/02/2023
 Quote Created By:
 Kelly Milligan
 kellym@tektotek.com

End Customer:
 WINDSOR HEIGHTS POLICE
 DEPARTMENT
 Pete Roth
 proth@windsorheights.org
 641-277-4453

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
APX™ 8500						
1	M37TSS9PW1AN	APX8500 ALL BAND MP MOBILE	1	\$5,893.68	\$2,946.84	\$2,946.84
1a	GA09008AA	ADD: GROUP SERVICES	1	\$165.00	\$82.50	\$82.50
1b	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA	1	\$6.00	\$3.00	\$3.00
1c	GA09007AA	ADD: OUT OF THE BOX WIFI PROVISIONING	1	\$0.00	\$0.00	\$0.00
1d	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYP APX AND ADP	1	\$879.00	\$75.00	\$75.00
1e	G996AS	ENH: OVER THE AIR PROVISIONING	1	\$110.00	\$55.00	\$55.00
1f	GA00580AA	ADD: TDMA OPERATION	1	\$495.00	\$247.50	\$247.50
1g	GA01575AA	ADD: MINI-U TO QMA ADAPTER CABLE	1	\$28.00	\$14.00	\$14.00
1h	G51AT	ENH:SMARTZONE	1	\$1,650.00	\$825.00	\$825.00
1i	GA01620AA	ADD: MULTI SYSTEM OTAR	1	\$165.00	\$82.50	\$82.50
1j	G78AT	ENH: 3 YEAR ESSENTIAL SVC	1	\$288.00	\$288.00	\$288.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1k	GA01606AA	ADD: NO GPS/WI-FI ANTENNA NEEDED	1	\$0.00	\$0.00	\$0.00
1l	GA09001AA	ADD: WI-FI CAPABILITY	1	\$330.00	\$165.00	\$165.00
1m	G298AS	ENH: ASTRO 25 OTAR W/ MULTIKEY	1	\$814.00	\$75.00	\$75.00
1n	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	1	\$66.00	\$33.00	\$33.00
1o	G89AC	ADD: NO RF ANTENNA NEEDED	1	\$0.00	\$0.00	\$0.00
1p	G444AH	ADD: APX CONTROL HEAD SOFTWARE	1	\$0.00	\$0.00	\$0.00
1q	G67EH	ADD: REMOTE MOUNT E5 MP	1	\$327.00	\$163.50	\$163.50
1r	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED	1	\$0.00	\$0.00	\$0.00
1s	G806BL	ENH: ASTRO DIGITAL CAI OP APX	1	\$567.00	\$283.50	\$283.50
1t	GA01670AA	ADD: APX E5 CONTROL HEAD	1	\$717.00	\$358.50	\$358.50
1u	W22BA	ADD: STD PALM MICROPHONE APX	1	\$79.00	\$39.50	\$39.50
1v	GA01630AA	ADD: SMARTCONNECT	1	\$0.00	\$0.00	\$0.00
1w	G361AH	ENH: P25 TRUNKING SOFTWARE APX	1	\$330.00	\$165.00	\$165.00
1x	GA05508AA	DEL: DELETE VHF BAND	1	-\$800.00	-\$800.00	-\$800.00
1y	GA05509AA	DEL: DELETE UHF BAND	1	-\$800.00	-\$800.00	-\$800.00
2	HAF4016A	UNITY GAIN ANTENNA QUARTERWAVE 762-870MHZ - ROOF MOUNT	1	\$24.84	\$18.13	\$18.13
3	LSV00Q00202A	DEVICE PROGRAMMING	1	\$76.00	\$76.00	\$76.00
Grand Total					\$4,396.47(USD)	

Notes:


Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800



**STAFF REPORT
CITY COUNCIL**
August 21, 2023

TO: CITY COUNCIL
FROM: Mike Jones, Mayor
SUBJECT: Consideration of Sidewalk Rehabilitation Program

GENERAL INFORMATION

In Windsor Heights, as in most jurisdictions, a property owner is responsible for the maintenance of their sidewalks. Should a property owner fail to appropriately maintain their sidewalks, the City may assess the costs of repair. As sidewalks have been a contentious issue for the City in the past, I proposed funds be set aside to incentivize or inspire property owners with sidewalks in disrepair to make repairs. \$50,000 was set aside for this purpose as part of the City's FY24 Budget process.

The Public Works Committee met on July 13th, 2023 and the following guidelines for the program were established:

- On a first come, first serve basis, residents will be able to apply for reimbursement for repairs to their existing sidewalks, with a 50/50 cost share by the City, up to \$1,000. So, for example, if it costs \$3,000 to repair a sidewalk section, the City would reimburse the resident \$1,000. If the repair costs \$1,500, the City would reimburse the resident \$750.
- Only public sidewalks in the city right of way qualify.
- Only single-family properties are eligible.
- The program will reimburse residents for repair of defective sidewalk panels, not a complete sidewalk replacement. Thus, if a resident only has two defective panels but decides to replace their entire sidewalk, they will not be eligible for reimbursement.
- “Defective sidewalk” is defined in Windsor Heights Code 136.02 and there are visual aids in Appendix B of Chapter 136 to assist residents in determining whether or not their sidewalk panels are defective.
- To apply for reimbursement, the resident will have to fill out a brief application and will be required to submit an invoice and receipt for the work completed by the contractor. In the event that a resident wants to repair their own sidewalk, they shall obtain all required permits and provide a receipt for materials used.

- Any and all repairs will be in accordance with the specifications established by Chapter 136.
- Following the application for reimbursement, a member of the Public Works Department will confirm the work was completed and assuming it is in accordance with the submitted invoice, the funds will be distributed by the City to the legal property owner.
- This program supplements Windsor Heights Chapter 136, does not amend or modify it in any way and the program will end on June 30th, 2024 or until funding (\$50,000) is exhausted. The program may be terminated at any time.

In conjunction with this program, the Public Works Department is inspecting City sidewalks pursuant to City Code and documenting where there are defects. Assuming this Program is approved by Council, a form and application will be created similar to the Stormwater Best Management Practices Program. It will then be pushed out on newsletters and the City's social media. Dependent on the level of interest in the Program by early next year, homeowners with defective sidewalks may be contacted about the Program to encourage them to fix their sidewalks so that they may be eligible for reimbursement.

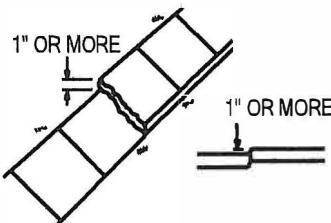
SUMMARY

I would ask Council to approve the proposed Sidewalks Improvement Program.

ATTACHMENTS

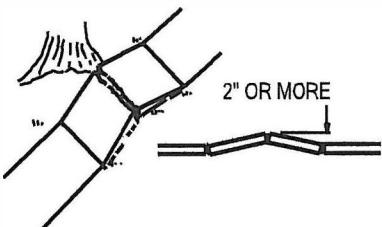
1. Chapter 136 Appendix B
2. Chapter 136 Appendix D

FIGURE "A"



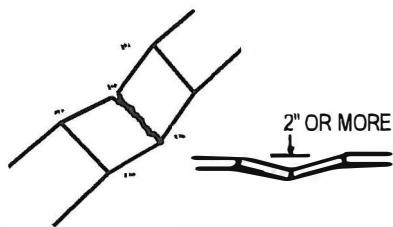
"A" Sidewalk faulted at joint or crack with 1" or more deflection.

FIGURE "B"



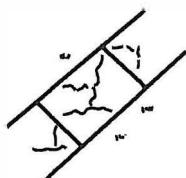
"B" Sidewalk raised more than 2" in 8 ft. from normal profile line of sidewalk.

FIGURE "C"



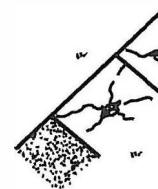
"C" Sidewalk sunken more than 2" in 8 ft. from normal profile line of sidewalk.

FIGURE "D"



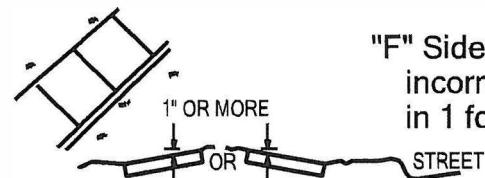
"D" Sidewalk cracked into 3 or more pieces per panel, or any single crack with 1/2" or greater openings.

FIGURE "E"



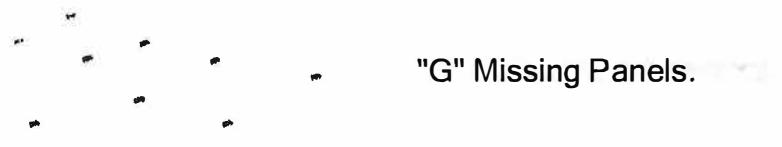
"E" Sidewalk cracked and/or spalled (small crater like holes deeper than 3/8") with part of sidewalk missing, forming holes deeper than 3/8".

FIGURE "F"



"F" Sidewalk cross slope is incorrect, greater than 1" in 1 foot.

FIGURE "G"



"G" Missing Panels.

SIDEWALK REPAIR & DESIGN INSTALLATION STANDARDS

1. The 4' wide public sidewalk thickness shall be 4" (minimum) of Portland cement concrete, NOT LESS than 4000 psi concrete mix is required. Where the sidewalk crosses the driveway, the thickness shall be 6" (minimum) or the thickness of the driveway, whichever is greater. Sidewalks are generally divided into 4'x4' panels, except through driveway approaches where they may be longer. Partial panel replacements are not allowed.
2. Transverse expansion joints shall be installed whenever sidewalk is placed where the sidewalk meets the driveway and at a property line. Expansion joints shall also be placed along longitudinal joint between the sidewalk and all sides of the driveway.
3. Expansion joints shall be constructed by installing a 1/2 inch thick strip of non-extruded, pre-molded joint material for the full depth of the concrete. Any expansion joint material protruding above the finished work shall be carefully trimmed to the level of the abutting concrete.
4. Contraction joints for sidewalks may be either sawed or formed by a hand jointer or groover tool with less than 1 /2 inch width. In lieu of forming, joints may be sawed with a 1/8 inch blade saw to a depth of 1/3 the pavement thickness. The spacing of the contraction joints will equal the width of the sidewalk.
5. Sidewalk panels that contain a fault of 1" or greater and are without cracks, mud jacking (leveling) may be an option. A uniform horizontal and vertical alignment with all adjoining slabs shall be required. However, if the panel is cracked or cracks during the slab lifting process, the panel will be required to be replaced. Grinding of the fault area is not permitted.
6. It is not an acceptable manner of repair to lay in patch material. Filling, leveling or ramping of deficiencies with a concrete or asphalt type material is not an acceptable repair method and will not be allowed. Contact the City Inspector for more information.
7. Finish edges of sidewalk with an edging tool having a radius of approximately 1/2 inch. Broom the sidewalk surface with a soft broom at right angles to the side forms.
8. The contractor shall remove all the material which will be displaced by the sidewalk, including all soft, spongy and all vegetation or other perishable matter. Sidewalk subgrade should be brought to a firm unyielding surface by tamping with a hand tamper weighting not less than fifty (50) pounds. Vibrating tampers will be permitted when granular subgrade is used. Compacted 1" road stone or approved equal is an acceptable granular sub-grade (sand is not acceptable).

Windsor Heights Public Works 515-279-3662



**STAFF REPORT
CITY COUNCIL**
August 21, 2023

TO: CITY COUNCIL
FROM: Jason Roberts, Public Works Director
SUBJECT: Approve the Purchase of a Dog Park Fence through America Fence Company

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Dog Park Fence Bid Comparison

Dog Park Fence

Des Moines Steel Fence Co.

Furnish labor and materials to install 672' of 6' tall chain link fence with 3-4' walk gates and 2-10' gates along with 90' of 4' chain link fence with 2-4' walk gates and 1-10' gate. Optional cost for black vinyl chain link fence. Optional cost to tear out and haul away.

- \$40,900.00 plus \$3,800 tear out fee = \$ 44,700.00 Galvanized Chain Link
- \$56,700.00 plus \$3,800 tear out fee = \$ 60,500.00 Black Vinyl Chain Link

America Fence Company

Provide and install 747' of 6' tall chain link fence 5-4' walk gates and 3-10' double drive gates. Removal and disposal of 747' chain link fence

- Galvanized \$32,945.00
- Black Vinyl \$35,531.00

Pierce Fence Company

Remove existing chain link fence, post and footings and haul away. Including installation of a 5' tall chain link fence with bottom tension wire with 5'- self closing walk gates, 2-8' wide single service gates and a 1-10' double drive gate.

Note: All self-closing gates will have D&D Shut IT Self-Closing weld on hinges along with D&D MagnaLatch Series 3 Vertical Pull Safety Gate Latch

- Galvanized \$66,900
- Black vinyl \$72,500.00

Thanks

Jason Roberts

Public Works Department



**STAFF REPORT
CITY COUNCIL**
August 21, 2023

TO: CITY COUNCIL

FROM:

SUBJECT: Mayor, Council Reports and Committee Updates, and Administration Reports

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**
August 21, 2023

TO: CITY COUNCIL
FROM: Jim Mease
SUBJECT: Fire Department Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. July EOM Report



ights Fire Dept.

, Iowa 50324

9450
760

July 2023 Monthly Report

Work Areas

1. A Shift

- FF/EMT Mark Muerner was offered and accepted a FT position to fill our vacant position. He comes with over 20 years of experience with metro area fire departments and will be assigned to A shift.
- FF/Paramedic Jones continues to on the rental inspection program. This project will be taken over by our new FT FF/EMT.
- PT staff did an excellent job ensuring that shifts were filled due to the vacant FT position.

2. B Shift

- FF/EMT Price and FF/Paramedic Mersenal continue to build the fire and EMS training programs to ensure industry standards are exceeded.
- Additional trainings conducted to surpass regularly assigned training included ladder operations, ladder bail out procedures and medication review.
- FF/EMT Jeff Price is working on completing the needed requirements to advance his EMS level to Advanced EMT.

3. C Shift

- Preplans continue to be updated.
- FF/EMT Ahrens continues to work through new hire packet.
- FF/Paramedic Evans has been assigned apparatus/station maintenance and will coordinate any future issues as needed.
- FF/EMT Ahrens has been assigned to oversee our PPE inventory and make recommendation of needs to ensure staff safety.

4. Chief Mease

- Attended multiple meetings with Metro area agencies to include the Polk County Fire Chiefs, Chief Garcia with Clive Fire, Chiefs Holt and Cardwell with the Urbandale Fire Department, Rick Roe with Roe Consulting LLC.

DUTY - PRIDE - TRADITION

The Windsor Heights Fire Department's mission is to deliver excellent EMS and Fire service to the public through continuous training, rapid response, public education, and fire prevention.



Windsor Heights Fire Dept.

1000 1/2, Iowa 50324

9450
760

- Coordinated A553 engine replacement and loaner ambulance with the Norwalk Fire Department.
- Continued SWOT analysis meetings with FT, PT and POC crew members to review any issues or needs for department improvement.
- With the assistance of Rachelle Swisher, completed the GEMT process.
- Completed the hiring process for the vacant FF/EMT position and extended a formal offer to Mark Muerner.
- Participated reporting software training at the Image Trend conference in St. Paul, Minnesota.
- Continual training, adapting to current software programs and administrative tasks.
- Attending calls as needed with all crews to ensure appropriate mitigation.
- Along with Chief Roth, began holding regular Public Safety Committee Meetings.

Accomplishments

- Continued FD participation in Nights in the Heights Events.
- Crews conducted a fire station tour for the Windsor Lutheran Church on 7/19.
- Crews continue to work with and train new department members to ensure emergency operation delivery.
- The FD shower project has been completed. A big thank you to the Clive FD for letting our members utilize their shower when needed.
- 19 annual/reinspection's completed.

Calls

- 7/3: Crews responded to the report of a structure fire. On arrival they found light smoke conditions from an electrical issue at the breaker panel. The appropriate agencies were contacted, and the incident went w/o issue.
- 7/11: Crews responded to the report of a vehicle fire on I-235. On arrival the fire was found to be out. Traffic was controlled until the vehicle could be moved.
- 7/16: Crews responded to the report of a gun shot wound. Medics employed life saving measures and transported the patient.

DUTY - PRIDE - TRADITION

The Windsor Heights Fire Department's mission is to deliver excellent EMS and Fire service to the public through continuous training, rapid response, public education, and fire prevention.

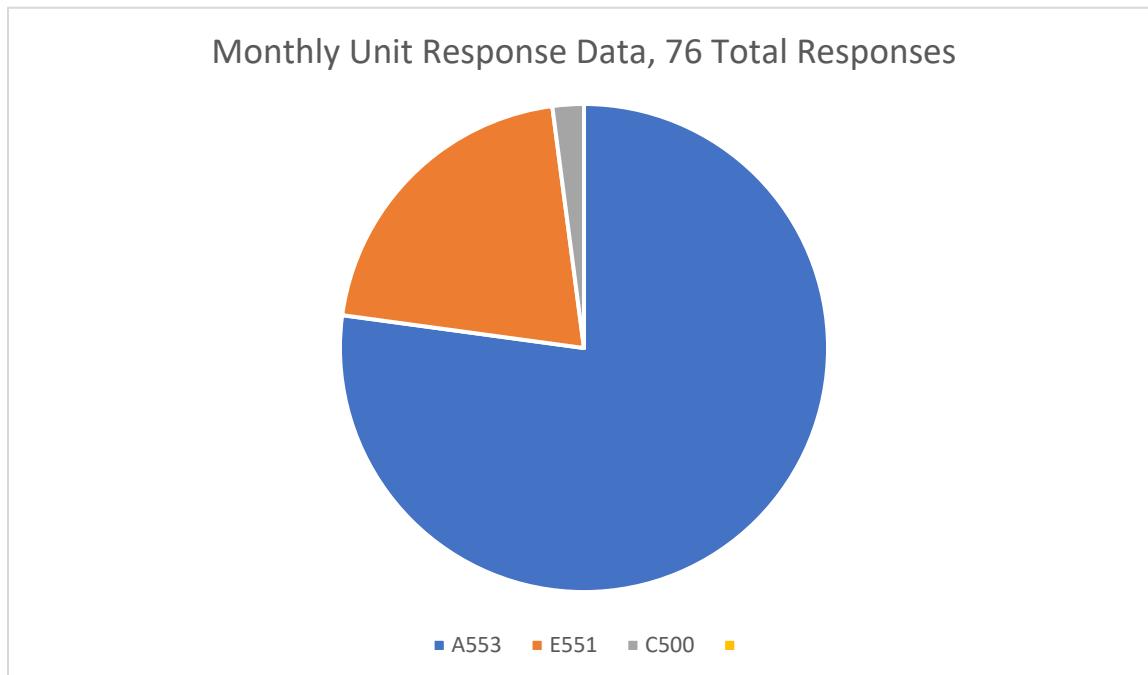


ights Fire Dept.

, Iowa 50324

9450
760

- 7/18: 7/18: Crews assisted a seizure patient at the Nights in the Heights event.



DUTY - PRIDE - TRADITION

The Windsor Heights Fire Department's mission is to deliver excellent EMS and Fire service to the public through continuous training, rapid response, public education, and fire prevention.



**STAFF REPORT
CITY COUNCIL**
August 21, 2023

TO: CITY COUNCIL
FROM: Pete Roth
SUBJECT: Police Department Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2023 July - August Report

To: City Administrator Adam Plagge
From: Police Chief Pete Roth
Date: August 16, 2023
Re: Police Department July/August 2023 Monthly Report

Please find below the highlights for the Police Department.

Department Updates

On July 15, Officer Nissen participated in a multiagency traffic safety project in Des Moines. Officers from various metro area departments worked from 7pm to midnight focusing on careless and reckless driving in downtown Des Moines. The project totals were 70 warnings, 75 traffic citations, and five arrests.

On July 18, Chief Roth attended the quarterly statewide Traffic Incident Management (TIMs) Committee meeting in Urbandale. They discussed items such as RAGBRAI, towing operations across Iowa, Highway Helper, DOT worker safety pilot programs, and the Iowa Fatality Reduction Task Force.

The promotional process for the police lieutenant positions began during the week of July 31. Several internal candidates applied for two open slots. Candidates completed the initial phases to include essay questions as well as a panel interview.

Chief Roth attended the August monthly PLEXA meetings. August 3 at Mitchellville PD and August 10 at the Polk County Sheriff's Office.

Detective Johnson attended the Iowa Law Enforcement Torch Run for Special Olympics meeting on Tuesday, August 8 in Grimes.

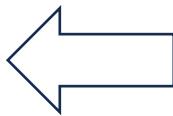
The department hosted the monthly Records Management System (RMS) meeting for Westcom agencies on August 8 at the Public Safety Building.

Chief Roth attended the Westcom Sub-operations Committee meeting on Tuesday, August 8 held at Fire Station 19 in West Des Moines.



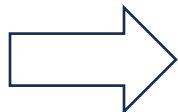
RAGBRAI - Ankeny

Officers Norris, Davison, Bowers, Miller, and Ingram assisted Ankeny Police with RAGBRAI on July 26. Over 40,000 cyclists were estimated to ride through Ankeny on their way to Des Moines. An appreciation letter from Police Chief Potts is attached.



National Night Out – Colby Park

On August 1, the department hosted the Annual National Night Out Event in Colby Park. Many members of the community joined us for the activities and met officers and firefighters. Several area businesses participated.



National Night Out was a huge success thanks to Hy-Vee, Walmart Des Moines - 73rd St, The Bake Shoppe Des Moines, Eileen's Cookies-Windsor Heights, DSM Inflatables, Access Yourself Services, Great Clips, and our friends at the Windsor Heights (Iowa) Fire Department! We had an awesome time!



Training

Administrative Support Clerk Breese and Chiefs Mease and Roth participated in a Westcom virtual training on August 3 regarding the radio, phone, and 911 event logger.

Incidents

On July 16, Officers responded to a shooting in the 1000 block of 65th Street at 2:15 am. Once there, they located a female who was shot in the arm and the bullet appeared to travel through to her chest. The female was transported to a local hospital where she was treated and eventually released several days later. Detectives continue to work the case.

June Totals

469 Calls for Service
24 Arrests
43 Criminal Charges
34 Traffic Citations
41 Written Traffic Warnings

July Totals

532 Calls for Service
26 Arrests
54 Criminal Charges
70 Traffic Citations
75 Written Traffic Warnings



August 9, 2023

Windsor Heights Police Department
1133 66th St
Windsor Heights, IA 50324

Dear Chief Pete Roth,

On July 26, an estimated 40,000-60,000 cyclists entered the City of Ankeny to participate in the 50th Register's Annual Bicycle Ride Across Iowa (RAGBRAI). Bicyclists from all over the country traveled to Iowa to participate in the event. On day four of the event, bicyclists entered Ankeny from Ames with an overnight stay in Des Moines.

I want to express my sincerest gratitude for your officers' support and assistance to the Ankeny Police Department on July 26, when RAGBRAI participants cycled through our city. The extra officers sent to help us were instrumental in guiding the cyclists and ensuring that traffic flowed smoothly. Their presence made a significant difference in managing the high volume of people.

Working in extreme heat and humidity, they demonstrated professionalism and commitment to serving the community. Your agency's assistance helped us to ensure the safety of all participants and residents, and we appreciate your dedication.

I commend the following officers involved in making this event safe and successful:

- Mark Davison
- Ma'Kel Ingram
- Kyle Johnson
- Chad Norris
- Lynzie Miller

Thank you once again, and we look forward to continued collaboration in the future.

Sincerely,

Darius Potts
Chief of Police