Planning and Building Report for May 2018

MedPharm

There have been more changes to the MedPharm Windsor Heights project that have caused a delay in the completion of the construction drawings until June 4. We have received a preliminary electronic copy of the architectural drawings for city information. The biggest change to the project is they have moved the location within the Apple Valley shopping center to now be occupying the lease space directly adjacent to NuSpine. The plan has also been reduced to approx. 2000 sf.

Hazard Mitigation Plan

As you may know, Polk County has a countywide FEMA approved Hazard Mitigation Plan. This plan was developed in accordance with the Disaster Mitigation Act of 2000 which requires all local governments and special districts to develop a plan to assess their risks to hazards and identify actions that can be taken in advance to reduce future losses. The law requires Hazard Mitigation Plans to be updated every five years in order for jurisdictions to maintain eligibility for certain FEMA Hazard Mitigation Assistance grants. I attend the Mitigation Planning kickoff meeting on Monday, the 21st at 2PM. This planning process is important for one, the obvious of planning and goals but for two, it is necessary for federal funding reimbursement. It is my understanding that we will be needed at 4 monthly meetings as this progresses.

Planning and Zoning Commission (PZC)

The PZC met on May 23 at 5:00 PM. They have finalized Chapter 183 to include liquor sales from food trucks. They will need the required license from the State of Iowa and additionally from the City of Windsor Heights.

New changes were introduced to the commission regarding the design standards requirements. The number of requirements was to be reduced in number to allow for more flexibility in design. The Commission would like to see some other options before removing all of the standards. They would still like to have the ability to decide how the finished product would look.

Code Enforcement

This is a table from the Request Tracker located on our website. If someone creates an account they will receive emails on the status of their complaint. It is an excellent tool for tracking and maintaining code complaints.

Statistics

Start Date: 8/4/2017 [mm/dd/yyyy]

End Date: 5/30/2018 [mm/dd/yyyy]

Summary

| Category Name | 8/4/2017 - 5/30/2018 | | | | | As of 5/30/2018 | |
| | Total Requests | | Average Requests Per Day | | Avg. Time to Close a Request (hours) | Summary | |
	Submitted	Closed	Submitted	Closed		Open	Closed
Administration	9	9	0.03	0.03	85.333	0	9
Code Items	104	80	0.347	0.267	358.75	24	80
Fire Department	3	3	0.01	0.01	0.333	0	3
iPhone	1	0	0.003	0	0	1	0
Police	5	5	0.017	0.017	1620	0	5
Public Works	33	30	0.11	0.1	385.333	3	30
Total:	155	127	0.517	0.423	386.843	28	127

Administration

| Request Type | 8/4/2017 - 5/30/2018 | | | | | As of 5/30/2018 | |
| | Total Requests | | Average Requests Per Day | | Avg. Time to Close a Request (hours) | Summary | |
	Submitted	Closed	Submitted	Closed		Open	Closed
City Ordinances/Resolutions	2	2	0.007	0.007	66	0	2

	Submitted	Closed	Submitted	Closed	Avg. Time (hours)	Open	Closed
Council meeting information	1	1	0.003	0.003	3	0	1
Other	4	4	0.013	0.013	123.75	0	4
Records Request	0	0	0	0	0	0	0
Request for Public Records	1	1	0.003	0.003	0	0	1
Trash/Recycling/Yard Waste	1	1	0.003	0.003	138	0	1
Total:	9	9	0.03	0.03	85.333	0	9

Code Items							
	8/4/2017 - 5/30/2018					As of 5/30/2018	
	Total Requests		Average Requests Per Day		Avg. Time to Close a	Summary	
Request Type	Submitted	Closed	Submitted	Closed	Request (hours)	Open	Closed
Abandoned / inoperable motor vehicles on private property	10	8	0.033	0.027	386.375	2	8
Dead or diseased trees	7	4	0.023	0.013	1.75	3	4
Illegal signs	1	0	0.003	0	0	1	0
Illegal use of property or business	1	1	0.003	0.003	495	0	1
Nuisance or junk / debris / garbage	20	16	0.067	0.053	496.188	4	16
Other	14	13	0.047	0.043	537	1	13
Potholes	1	0	0.003	0	0	1	0
Records Request	1	1	0.003	0.003	25	0	1

Sidewalks in disrepair	0	0	0	0	0	0	0
Signs	2	2	0.007	0.007	90.5	0	2
Snow not cleared from sidewalks or parking areas	8	8	0.027	0.027	153.875	0	8
Trash/Recycling/Yard Waste	1	1	0.003	0.003	70	0	1
Tree trimming or tree removal on private property	1	1	0.003	0.003	0	0	1
Unsafe building or structure	1	1	0.003	0.003	866	0	1
Vehicles parked on grass	20	19	0.067	0.063	308.105	1	19
Weeds / tall grass	16	5	0.053	0.017	392	11	5
Total:	104	80	0.347	0.267	358.75	24	80