

**Meetings**

Van Meter City Hall  
310 Mill Street, Van Meter, IA 50261

**Michael Wahlert, Chair**

**Commission Members**

**Scot Cook**

**Adam Coyle**

**Jeff DeVore**

**Jermey Feldman**

**Garret Hulse**

**Patrick Miller**

**City Staff**

Liz Faust, City Administrator

Jess Drake, City Clerk

Drew McCombs, Public Works Director

Jason VanAusdall, Zoning Administrator

Randy Johnson, City Engineer

**Planning & Zoning Agenda:**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: Planning & Zoning Meeting - January 8, 2025
4. Discussion and Consideration: Hudson Heights Plat 2 - Final Plat Acceptance Recommendation
5. Discussion and Consideration: Proposed Amendment - Chapter 164 Vacant Buildings
6. Discussion and Consideration: Proposed Amendment - Chapter 165 Zoning Regulations
7. Adjournment

Posted: Monday, February 24, 2025

# Agenda Item #1

## Call to Order

### Roll Call:

*Wahlert* \_\_\_\_\_

*Feldman* \_\_\_\_\_

*Hulse* \_\_\_\_\_

*Miller* \_\_\_\_\_

*DeVore* \_\_\_\_\_

*Cook* \_\_\_\_\_

*Coyle* \_\_\_\_\_

**Staff:**

**Guests:**

# Agenda Item #2

## Approval of the Agenda

**Chairperson:** *Do I hear a motion to approve the agenda?*

**Commissioner** \_\_\_\_\_: *So moved.*

**Commissioner** \_\_\_\_\_: *Second.*

**Chairperson:** All in favor? \_\_\_\_\_ Not in favor? \_\_\_\_\_

- 1) The Van Meter Planning & Zoning Commission met on Wednesday, January 8, 2025 for a regularly scheduled meeting. Chairperson Wahlert called the meeting to order at 5:34pm. Commissioners Wahlert, Feldman, Hulse, Cook & Miller were present. Commissioners DeVore and Coyle were absent. City Clerk Drake & City Engineer Randy Johnson were in attendance. The public audience included Joe Herman and Gage DeCook.
- 2) Hulse moved, supported by Miller, to approve the agenda. Motion passed unanimously.
- 3) Cook moved, supported by Feldman, to approve the minutes from the Planning & Zoning Meeting held on December 02, 2024. Motion passed unanimously.
- 4) The Commission discussed Site Plan #3 submitted by the Van Meter Community School District. Staff and the City Engineer reviewed the plan, elevation drawings and stormwater management documents. The City Engineer recommended approval. Hulse moved, supported by Feldman, to recommend approval Site Plan to Council. On roll call, the votes were as follows: Wahlert – YES; Feldman – YES; Hulse – YES; DeVore – ABSENT; Cook – YES; Coyle – ABSENT; Miller – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (2)**
- 5) The Commission discussed the proposed Urban Renewal Plan Amendment which brings in the property acquired by Microsoft known as Vision Park and the correlating project as well as the Municipal Building Project at 601 Main Street. Miller moved, supported by Cook, to recommend approval of the plan amendment to Council. On roll call, the votes were as follows: Wahlert – YES; Feldman – YES; Hulse – YES; DeVore – ABSENT; Cook – YES; Coyle – ABSENT; Miller – YES. **YES (5) NO (0) ABSTAIN (0) ABSENT (2)**
- 6) The Commission reviewed a staff recommendation to assign a different street name to the newly constructed portion of Arlington Avenue west of Park Street. Cook moved, supported by Hulse, to recommend assignment of the name West Arlington Avenue to the newly constructed street to Council. On roll call, the votes were as follows: Wahlert – YES; Feldman – YES; Hulse – YES; DeVore – ABSENT; Cook – YES; Coyle – ABSENT; Miller – YES. **YES (5) NO (1) ABSTAIN (0) ABSENT (2)**
- 7) Cook moved, supported by Hulse, to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 6:00pm.

Chairperson: **Do I hear a motion to approve the agenda?**

Commissioner \_\_\_\_\_ : **So moved.**

Commissioner \_\_\_\_\_ : **Second.**

Chairperson: **All in favor?** \_\_\_\_\_ **Not in favor?** \_\_\_\_\_

# Agenda Item #4

Discussion and Consideration:

Hudson Heights 2 - Final Plat Acceptance  
Recommendation

Submitted for: **Discussion and Consideration**

The City received the enclosed application for Final Plat Review & payment on September 25, 2024. The City Attorney and City Engineer have reviewed the proposed legal documents and easements. The final punch list has been completed almost in its entirety as of 02/21/2025. The remaining items (grading and installation of street signs will be completed in the Spring).

The City Engineer recommends acceptance of the completed improvements and release of the Final Plat for recording.

**Chairperson:** Do I hear a motion?

**Motion:** I move to recommend acceptance of the completed improvements and release of the Final Plat of Hudson Heights Plat 2 for recording to the Van Meter City Council.

**Commissioner \_\_\_\_\_:** *So moved.*

**Commissioner \_\_\_\_\_:** *Second.*

**Chairperson:** *Roll Call Please.*

Wahlert \_\_\_\_\_ Feldman \_\_\_\_\_ Hulse \_\_\_\_\_ Miller \_\_\_\_\_ DeVore \_\_\_\_\_ Cook \_\_\_\_\_ Coyle \_\_\_\_\_

# Agenda Item #4

## Discussion and Possible Action: Short-Term Vacation Rentals

### Submitted for: **Discussion and Possible Action**

Legislation was passed in 2020 that essentially prohibits City government from regulating short term rentals (AirB&B, VRBO, etc) or requiring a condition use permit to operate. This was discussed at the Planning & Zoning workshop on 10/9 upon staff & zoning administrator recommendation. Recommendations included adding a definition to our zoning code for Short Term Vacation Rentals (Chapter 165) and adding language in our Rental Housing Code (Chapter 161) that specifically states that Short Term Vacation Rentals are subject to registration & rental inspections just like any other rental. Both of these are permitted under the current legislation. This enables the City to have a tracking mechanism as well a lever for action if there is a failure to comply. In addition, Short Term Vacation Rentals are required to collect hotel motel tax – which can be passed through to the City as a tax revenue if the Council decides to enable the Local Hotel Motel tax through a ballot vote during a general election. This has been discussed with the Finance committee. More to come at a later date on the Hotel/Motel Tax.

Council set the date for public hearing to adopt the changes, but with the understanding that if, upon discussion with the entire P&Z commission, the desire is not to make the proposed changes, the hearing will be cancelled. If the P&Z commission recommends adoption of the changes, the public hearing will be held on 11/11/24 at 7:00pm.

***Chairperson:*** Do I hear a motion?

**Motion:**

**Commissioner \_\_\_\_\_:** *So moved.*

**Commissioner \_\_\_\_\_:** *Second.*

***Chairperson:*** *Roll Call Please.*

**Wahlert\_\_\_\_\_ Feldman \_\_\_\_\_ Hulse \_\_\_\_\_ Miller \_\_\_\_\_ DeVore\_\_\_\_\_ Cook\_\_\_\_\_**



# ASBUILT DRAWINGS FOR PUBLIC IMPROVEMENT

# HUDSON HEIGHTS PLAT 2

# VAN METER, IOWA

**PROPERTY OWNER / DEVELOPER / APPLICANT:**  
 HUDSON HEIGHTS DEVELOPMENT, LLC  
 222 NN SUNRISE DR  
 WAUKEE IA 50263  
 CONTACT: JOHN LARSON  
 PH. 515-491-4040  
 EMAIL: JOHN.LARSON@GMAIL.COM

**PROJECT MANAGER:**  
 PAUL CLAUSEN, PE  
 CIVIL ENGINEERING CONSULTANTS  
 2400 86TH STREET, #12  
 URBANDALE, IOWA 50322  
 PH. 515-276-4884 EXT. 217  
 EMAIL: CLAUSEN@CECLAC.COM

**PROFESSIONAL LAND SURVEYOR:**  
 CIVIL ENGINEERING CONSULTANTS, INC.  
 PH: JEFFERY A. GADDIS, PLS  
 2400 86TH STREET, SUITE 12  
 URBANDALE, IA 50322  
 PH. 515-276-4884 EXT. 221  
 EMAIL: GADDIS@CECLAC.COM

**MUNICIPALITY PLANNER:**  
 LIZ FAUST  
 CITY ADMINISTRATOR  
 CITY OF VAN METER, IOWA  
 PHONE: (515) 996-2644  
 EMAIL: LFAUST@VANMETERIA.GOV

**LEGAL DESCRIPTION**

PARCEL 21-86 & PARCEL 21-87, OFFICIAL PARCELS RECORDED IN BOOK 2021, PAGE 30843, CITY OF VAN METER, DALLAS COUNTY, IOWA.

SAID PARCELS CONTAIN 11.51 ACRES MORE OR LESS.

**TOTAL LAND AREA:**

501,415 SQ. FT  
 11.51 AC.

**EXISTING ZONING:**

R-2 TWO-FAMILY RESIDENTIAL DISTRICT

**PROPOSED ZONING:**

R-2 TWO-FAMILY RESIDENTIAL DISTRICT

**SETBACKS:**

FRONT - 35'  
 SIDE - 8' MINIMUM  
 REAR - 30'

**FLOOD ZONE**

ZONE 'X' & ZONE 'A'  
 FEMA FIRM FLOOD INSURANCE RATE MAP NUMBER 14049C0340F, REVISED 12-7-2018.

**CONSTRUCTION SCHEDULE**

GRADING ACTIVITIES - MARCH, 2022  
 UTILITY PLACEMENT - MAY, 2022  
 PAVING - JULY, 2022  
 PUNCH LIST ITEMS - SEPTEMBER, 2022

**\* AS-BUILT DRAWINGS UPDATED**  
 JANUARY 23, 2025

**CERTIFICATION**

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

PAUL J.D. CLAUSEN  
 23772

PAUL J.D. CLAUSEN, IOWA LIC. NO. 23772 DATE MY LICENSE RENEWAL DATE IS DECEMBER 31, 2025 PAGES OR SHEETS COVERED BY THIS SEAL:



Sheet Number	Sheet Title
01	COVER SHEET
02	NOTES AND INFORMATION SHEET
03	DETAIL SHEET
04	DEMOLITION & CLEARING SHEET
05	GEOMETRIC SHEET
* 06	SANITARY SEWER PLAN & PROFILE
* 07	SANITARY SEWER PLAN & PROFILE
08	FIRE HYDRANT COVERAGE PLAN
* 09	WATER MAIN PLAN & PROFILE
* 10	WATER MAIN PLAN & PROFILE
* 11	STORM SEWER PLAN & PROFILE
* 12	STORM SEWER PLAN & PROFILE
* 13	STORM SEWER PLAN & PROFILE
14	PAVING PLAN & PROFILE
15	PAVING PLAN & PROFILE
* 16	PAVING DETAILS
17	PAVING DETAILS
* 18	PAVING DETAIL
19	STREET LIGHTING PLAN
* 20	GRADING PLAN
21	DETENTION POND EMERGENCY OVERFLOW DETAIL



VICINITY SKETCH

NORTH  
 SCALE: 1"=1000'

**GENERAL LEGEND**

PROPOSED		EXISTING	
—	PLAT BOUNDARY	○	LOT LINE
—	SECTION LINE	○	SANITARY/STORM MANHOLE
—	LOT LINE	○	WATER VALVE
—	CENTERLINE	○	FIRE HYDRANT
—	EASEMENT LINE	○	STORM SEWER SINGLE INTAKE
—	FLARED END SECTION	○	STORM SEWER DOUBLE INTAKE
—	TYPE SH-501 STORM INTAKE	○	STORM SEWER ROUND INTAKE
—	TYPE SH-502 STORM INTAKE	○	FLARED END SECTION
—	TYPE SH-503 STORM INTAKE	○	DECIDUOUS TREE
—	TYPE SH-504 STORM INTAKE	○	CONIFEROUS TREE
—	TYPE SH-505 STORM INTAKE	○	SHRUB
—	TYPE SH-506 STORM INTAKE	○	POWER POLE
—	TYPE SH-511 STORM INTAKE	○	STREET LIGHT
—	TYPE SH-512 STORM INTAKE	○	GUY ANCHOR
—	TYPE SH-513 STORM INTAKE	○	ELECTRIC TRANSFORMER
—	TYPE SH-401 STORM MANHOLE	○	GAS METER
—	TYPE SH-402 STORM MANHOLE	○	TELEPHONE RISER
—	TYPE SH-403 STORM MANHOLE	○	SIGN
—	TYPE SH-403 STORM MANHOLE	○	UNDERGROUND TELEVISION
—	TYPE SH-403 STORM MANHOLE	○	UNDERGROUND ELECTRIC
—	TYPE SH-301 SANITARY MANHOLE	○	UNDERGROUND GAS
—	TYPE SH-302 SANITARY MANHOLE	○	UNDERGROUND FIBER OPTIC
—	TYPE SH-304 SANITARY MANHOLE	○	UNDERGROUND TELEPHONE
—	STORM/SANITARY CLEANOUT	○	OVERHEAD ELECTRIC
—	WATER VALVE	○	SANITARY SEWER WITH SIZE
—	FIRE HYDRANT ASSEMBLY	○	STORM SEWER WITH SIZE
—	BLOW-OFF HYDRANT	○	WATER MAIN WITH SIZE
—	DETECTABLE WARNING PANEL	○	EXISTING CONTOUR
—	SANITARY SEWER WITH SIZE	○	TREELINE
—	SANITARY SERVICE	○	BUILDING SETBACK LINE
—	STORM SEWER WITH SIZE	○	PUBLIC UTILITY EASEMENT
—	STORM SERVICE	○	MINIMUM OPENING ELEVATION
—	WATER MAIN WITH SIZE	○	TREES TO BE REMOVED
—	WATER SERVICE	○	
—	PROPOSED CONTOUR	○	
—	SILT FENCE	○	
—	RIP RAP	○	
—	ADDRESS	○	
—	FOUND CORNER	○	
—	SET CORNER 5/8" I.R. W/ORANGE CAP #2265	○	
—	MEASURED DISTANCE	○	
—	PREVIOUSLY RECORDED DISTANCE	○	

**UTILITIES**

VAN METER PUBLIC WORKS  
 CONTACT: DREW MCCOMBS, PUBLIC WORKS DIRECTOR  
 ADDRESS: 310 MILL STREET,  
 VAN METER, IOWA 50261  
 PHONE: (515) 996-2644

SANITARY SEWER - CITY OF VAN METER  
 STORM SEWER - CITY OF VAN METER  
 WATER - CITY OF VAN METER

**ELECTRIC AND NATURAL GAS UTILITY**  
 MIDAMERICAN ENERGY CORPORATION  
 666 GRAND AVENUE  
 DES MOINES, IA 50304  
 CONTACT: MATT REINHARDT  
 PHONE: 515-515-252-6413  
 EMAIL: M.REINHARDT@MIDAMERICAN.COM

**TELEPHONE**

CENTURY LINK  
 4201 KINGMAN BLVD, 2nd FLOOR  
 DES MOINES, IA 50311  
 CONTACT: CINDY CARTER  
 PHONE: 515-554-3316

**BUILDING DEPARTMENT**

CITY OF VAN METER  
 ADDRESS: 310 MILL STREET,  
 VAN METER, IOWA 50261  
 PHONE: (515) 996-2644

**HEALTH DEPARTMENT**

DALLAS COUNTY  
 PUBLIC HEALTH DEPARTMENT  
 ADDRESS: 25141 N AVENUE,  
 ADEL, IA 50003  
 PHONE: (515) 993-3750

**FIRE DEPARTMENT**

505 GRANT ST,  
 VAN METER, IA 50261  
 FIRE CHIEF MARK SCHMITT: 515-250-3561  
 DISPATCH PHONE NUMBER: 515-493-4561

**FRANCHISE UTILITIES**

- CONTRACT FOR STREET LIGHTING SHALL BE EXECUTED WITH FINAL PLAT.
- CONTRACT FOR ELECTRIC DISTRIBUTION SYSTEM SHALL BE EXECUTED WITH FINAL PLAT.
- NATURAL GAS, TELEPHONE, CABLE OR OTHER UTILITIES SHALL BE INSTALLED AFTER COMPLETION OF PLAT IMPROVEMENTS.

SUBMITTAL TABLE	
SUBMITTAL DATE	SUBMITTAL NOTES
JANUARY 13, 2022	INITIAL SUBMITTAL
JANUARY 20, 2022	
FEBRUARY 22, 2022	
MARCH 04, 2022	
MARCH 15, 2022	APPROVED
JUNE 21, 2022	ADDED SHEET 21 - DETENTION POND EMERGENCY OVERFLOW DETAIL
JUNE 13, 2024	

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PUBLISH DATE: January 23, 2025
DATE OF SURVEY: 10-14-2018
DESIGNED BY: PC
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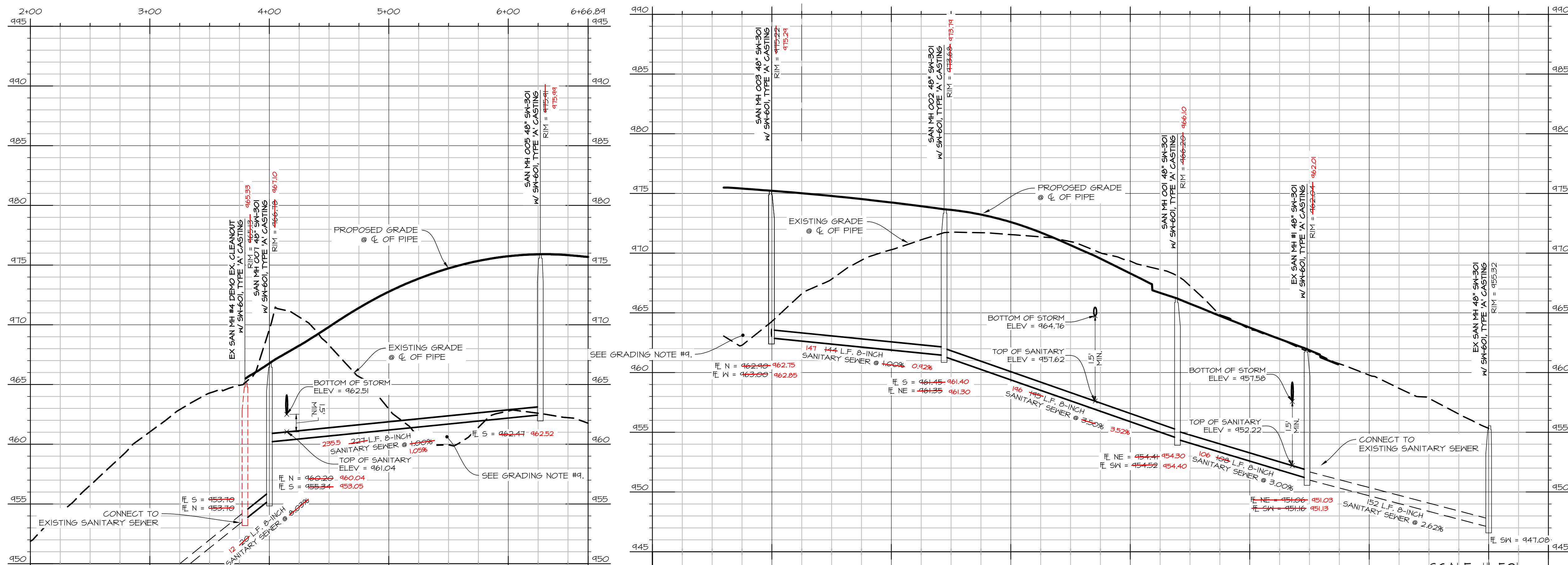
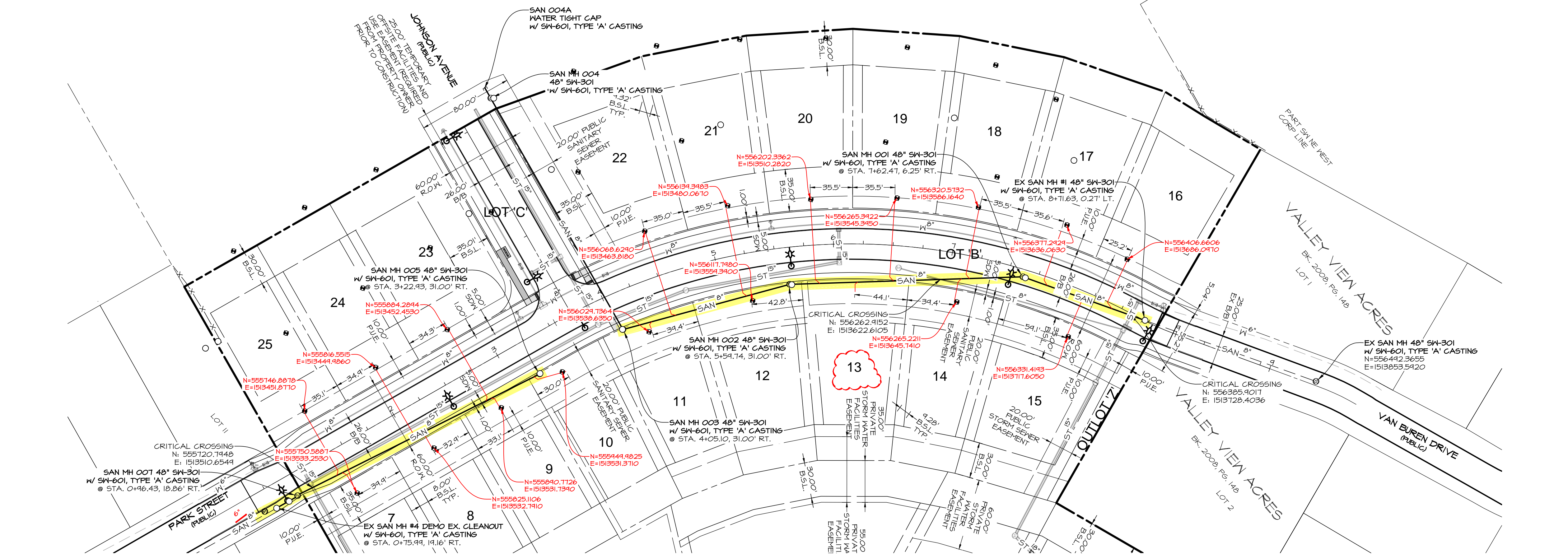
HUDSON HEIGHTS PLAT 2  
 VAN METER, IOWA  
 COVER SHEET

SHEET  
 OF 21

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**\* AS-BUILT DRAWINGS UPDATED**  
JANUARY 23, 2025

SCALE: 1"=50'  
ON 34"x22" SHEET  
1"=100' ON 11"x17" SHEET



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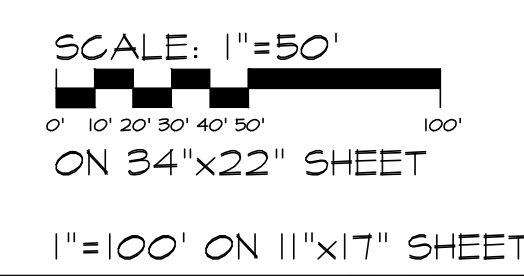
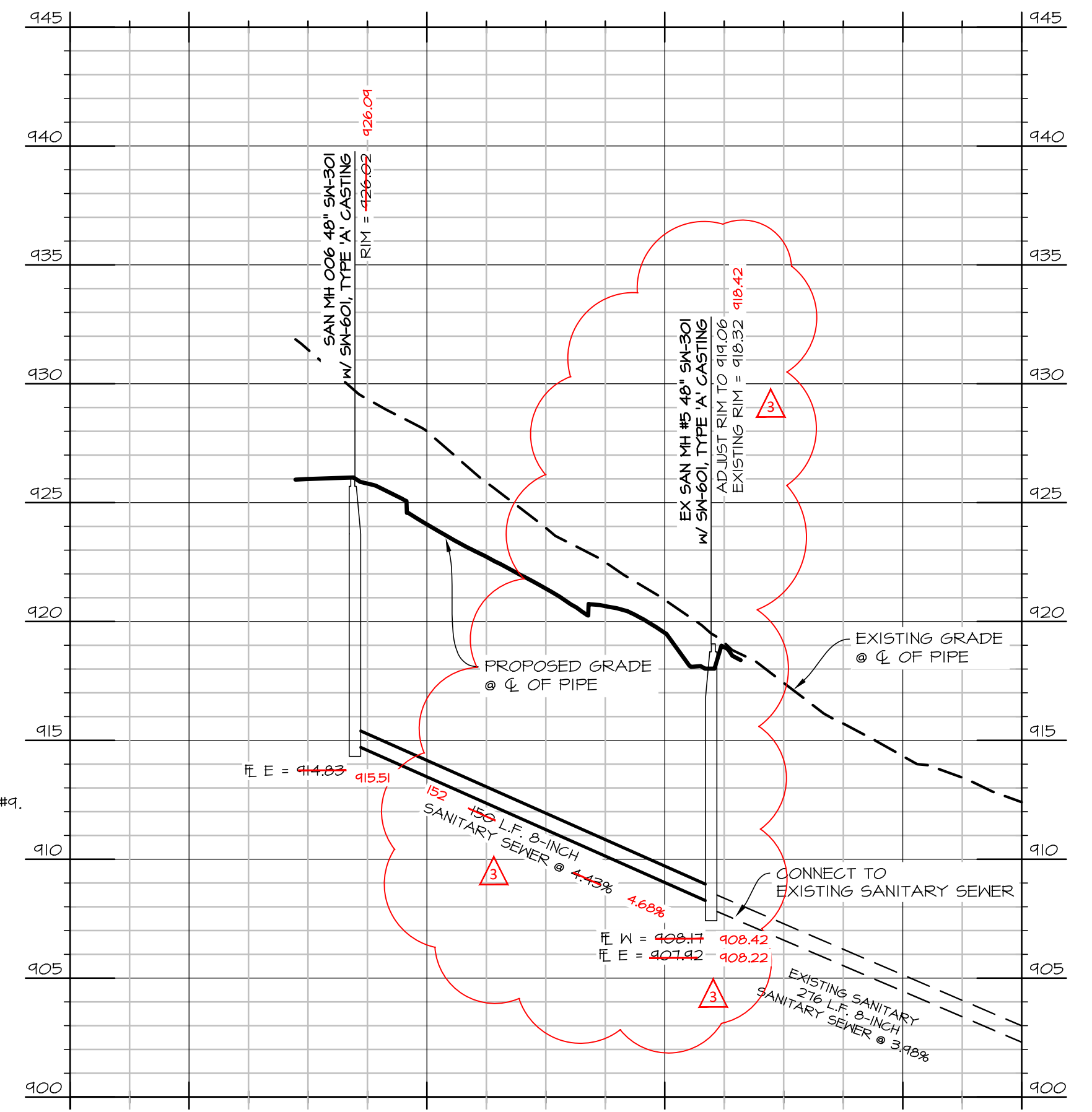
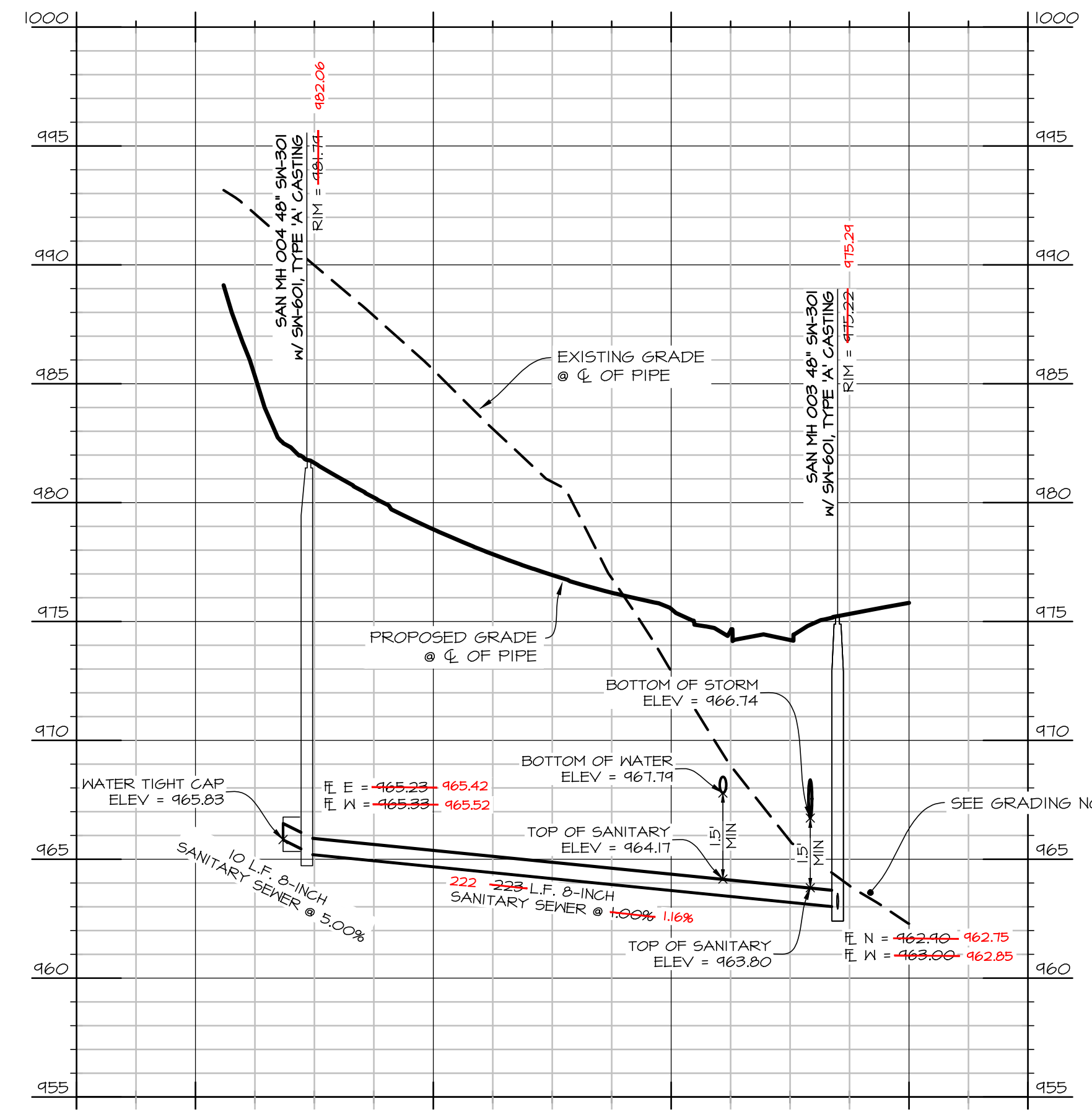
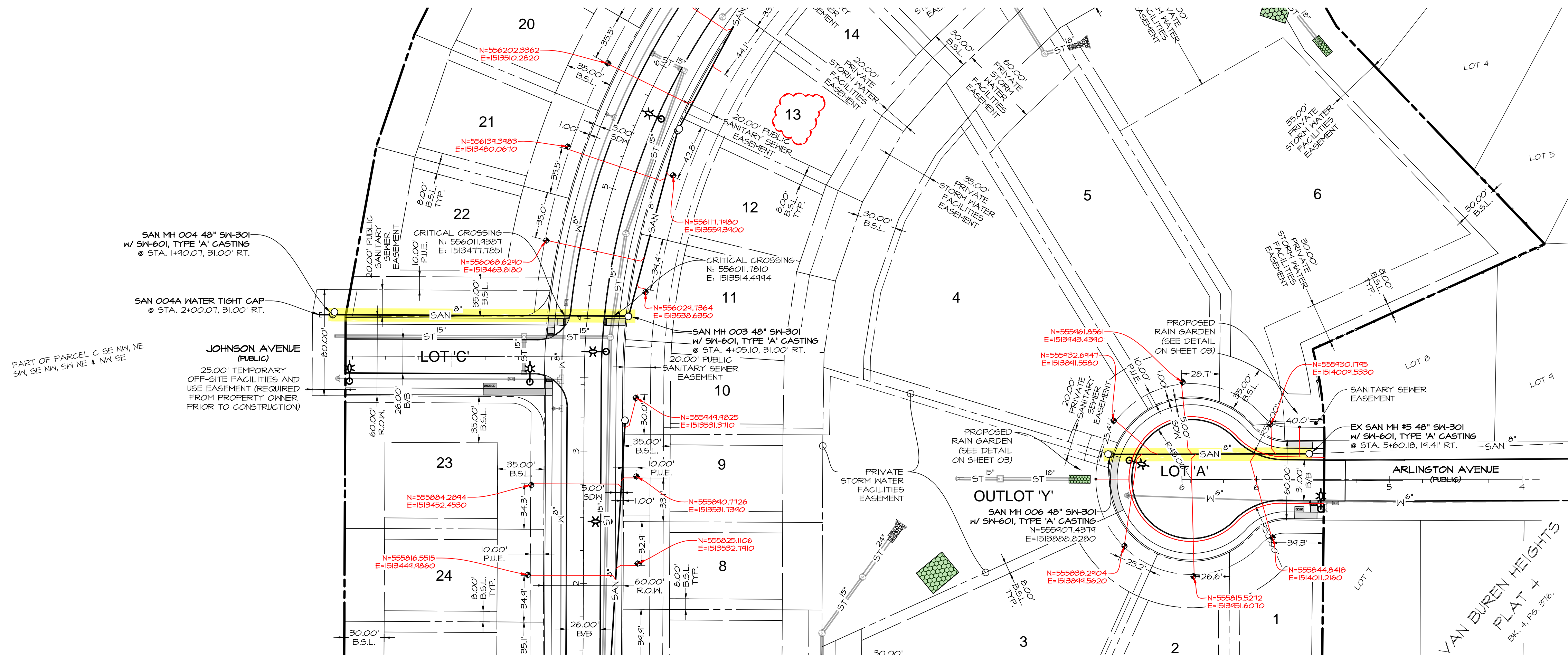
**HUDSON HEIGHTS PLAT 2**  
VAN METER, IOWA

**SANITARY SEWER PLAN & PROFILE**

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\* AS-BUILT DRAWINGS UPDATED  
 JANUARY 23, 2025

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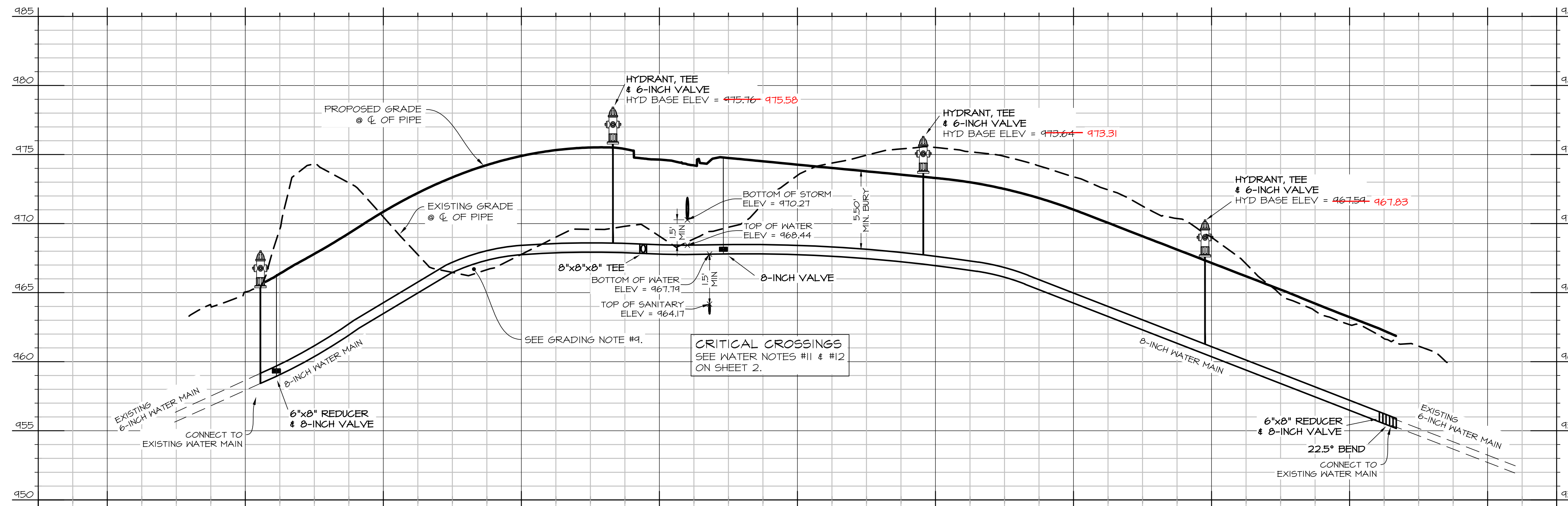
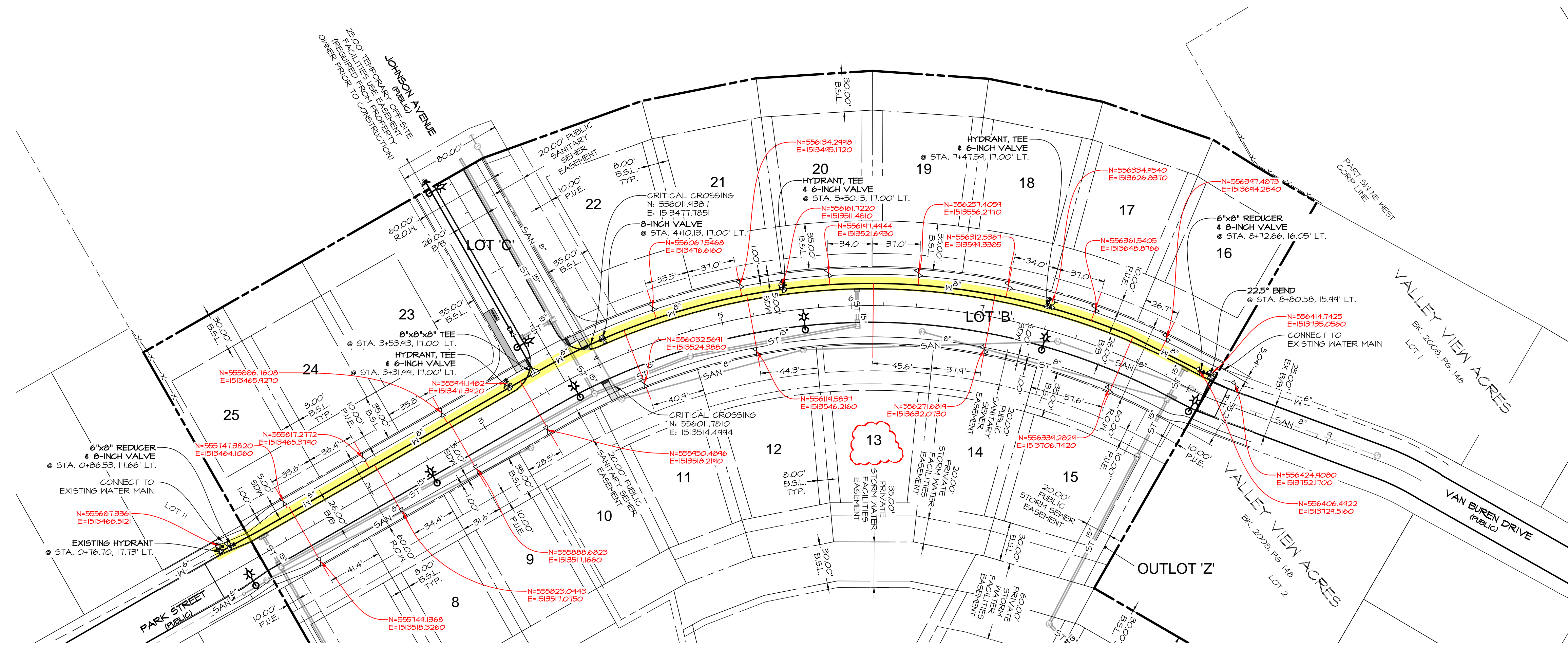
HUDSON HEIGHTS PLAT 2  
 VAN METER, IOWA

SANITARY SEWER PLAN & PROFILE

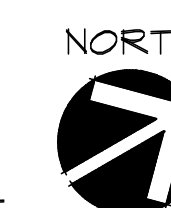
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 JANUARY 23, 2025



1"=100' ON 11"x17" SHEET

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HUDSON HEIGHTS PLAT 2  
 VAN METER, IOWA

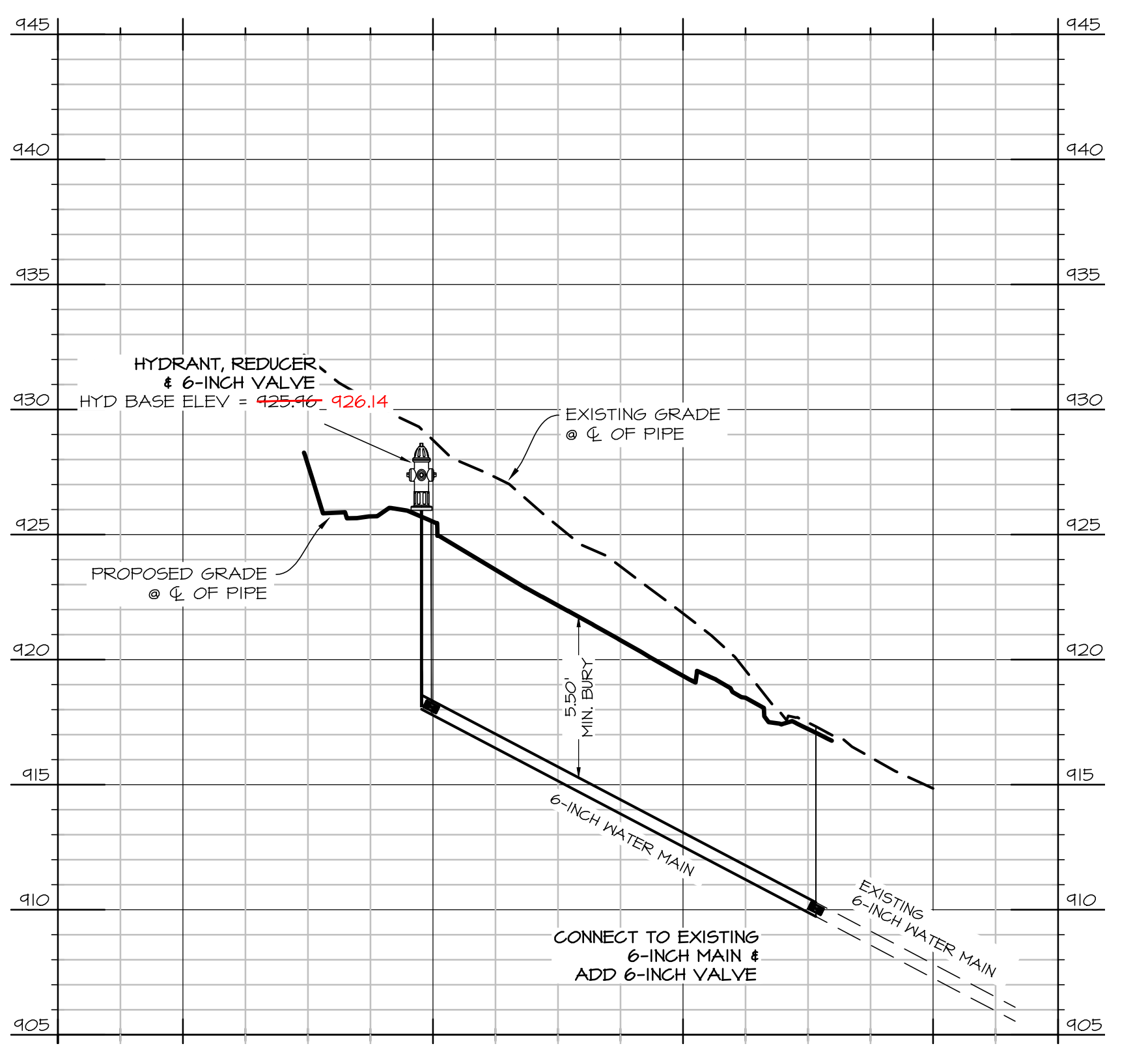
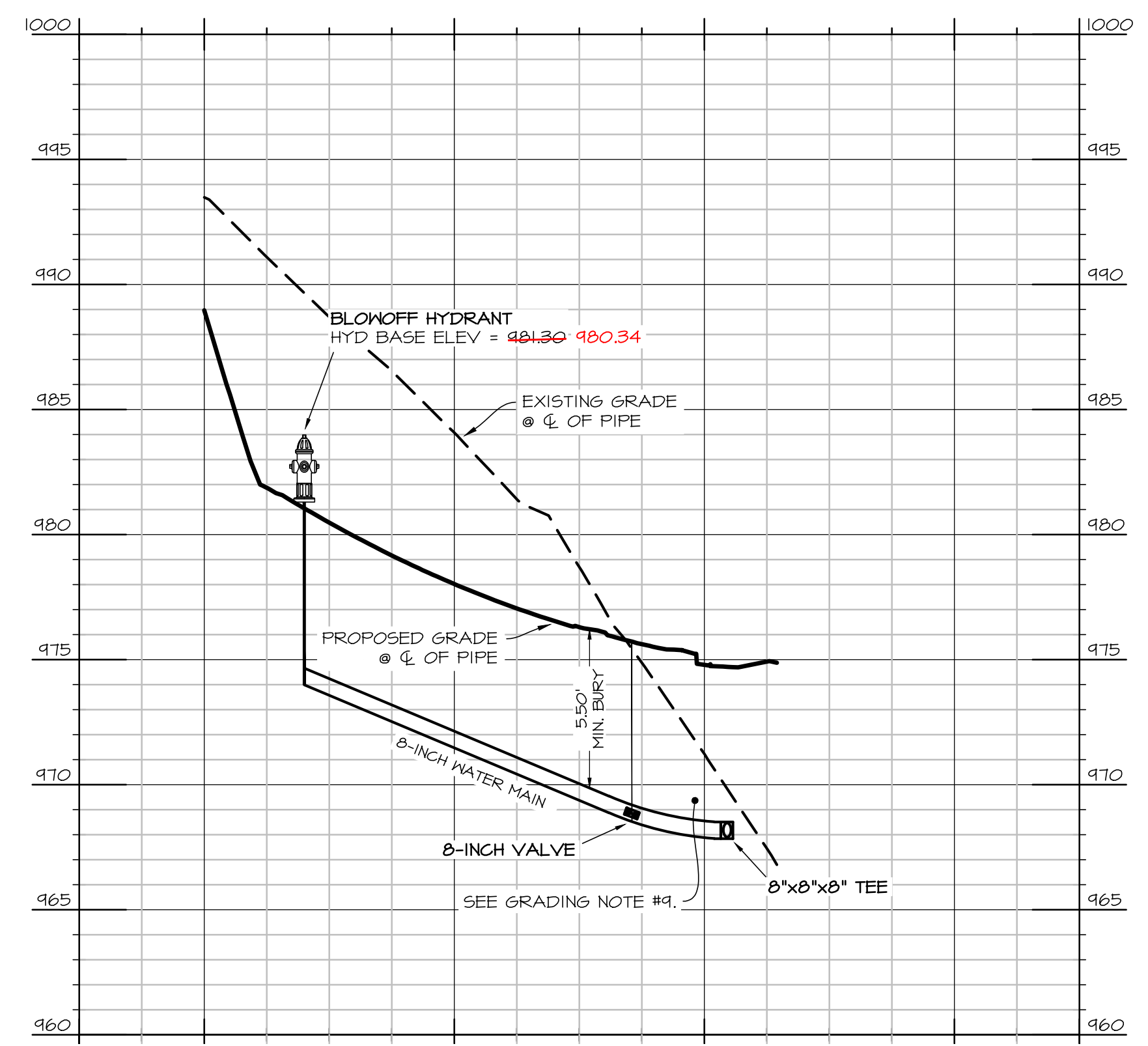
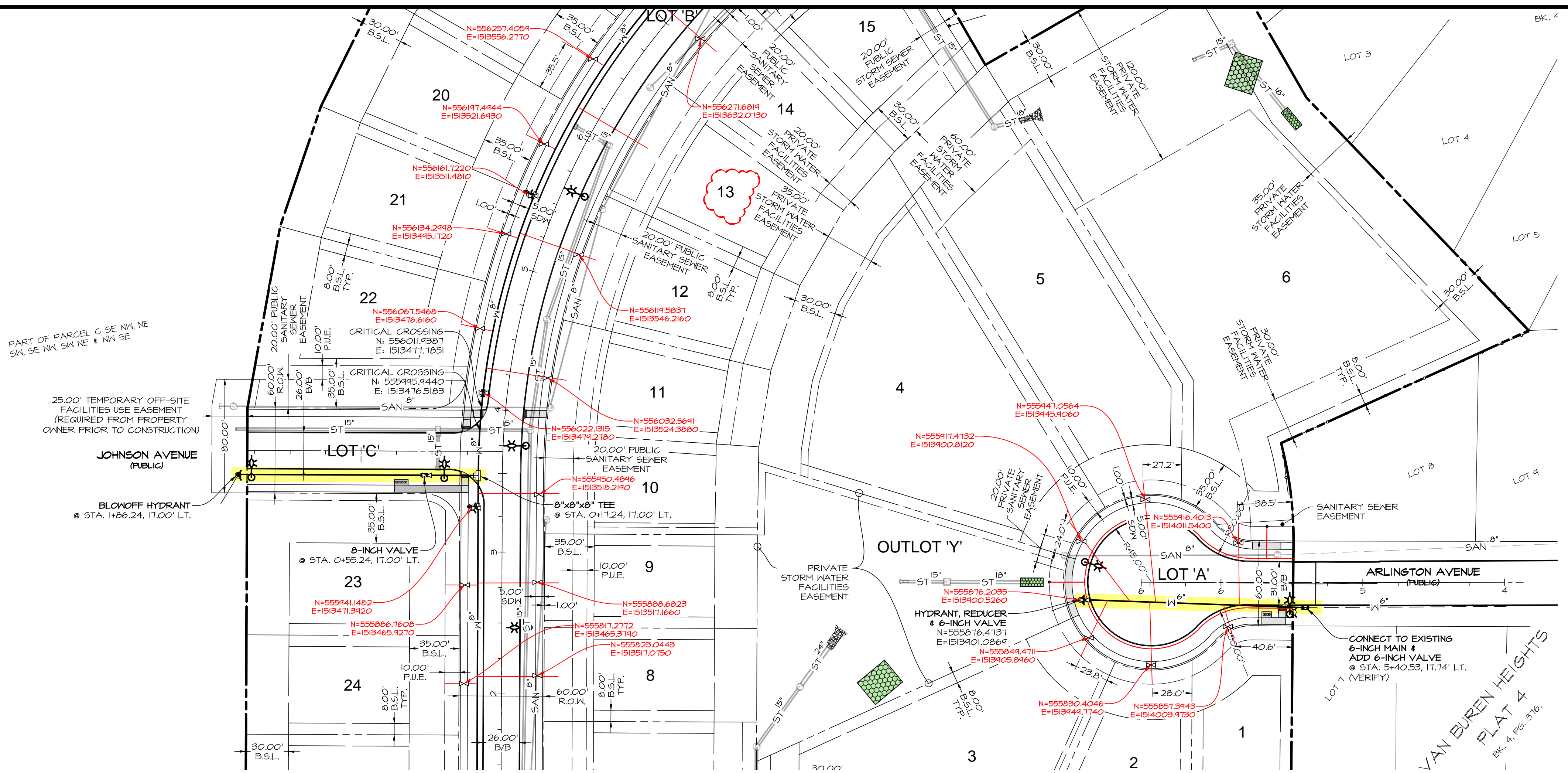
WATER MAIN PLAN & PROFILE

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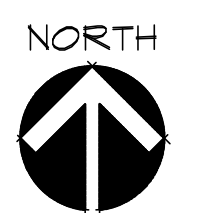


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**\* AS-BUILT DRAWINGS UPDATED**  
JANUARY 23, 2025

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1"=100' ON 11"x17" SHEET



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**HUDSON HEIGHTS PLAT 2**  
VAN METER, IOWA  
**WATER MAIN PLAN & PROFILE**

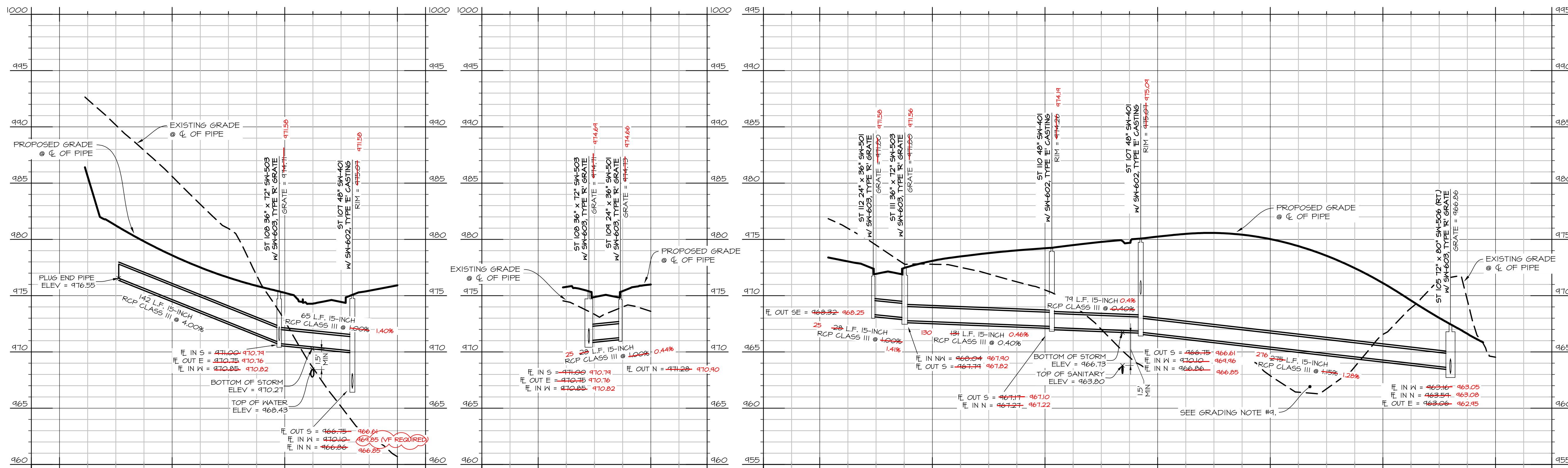
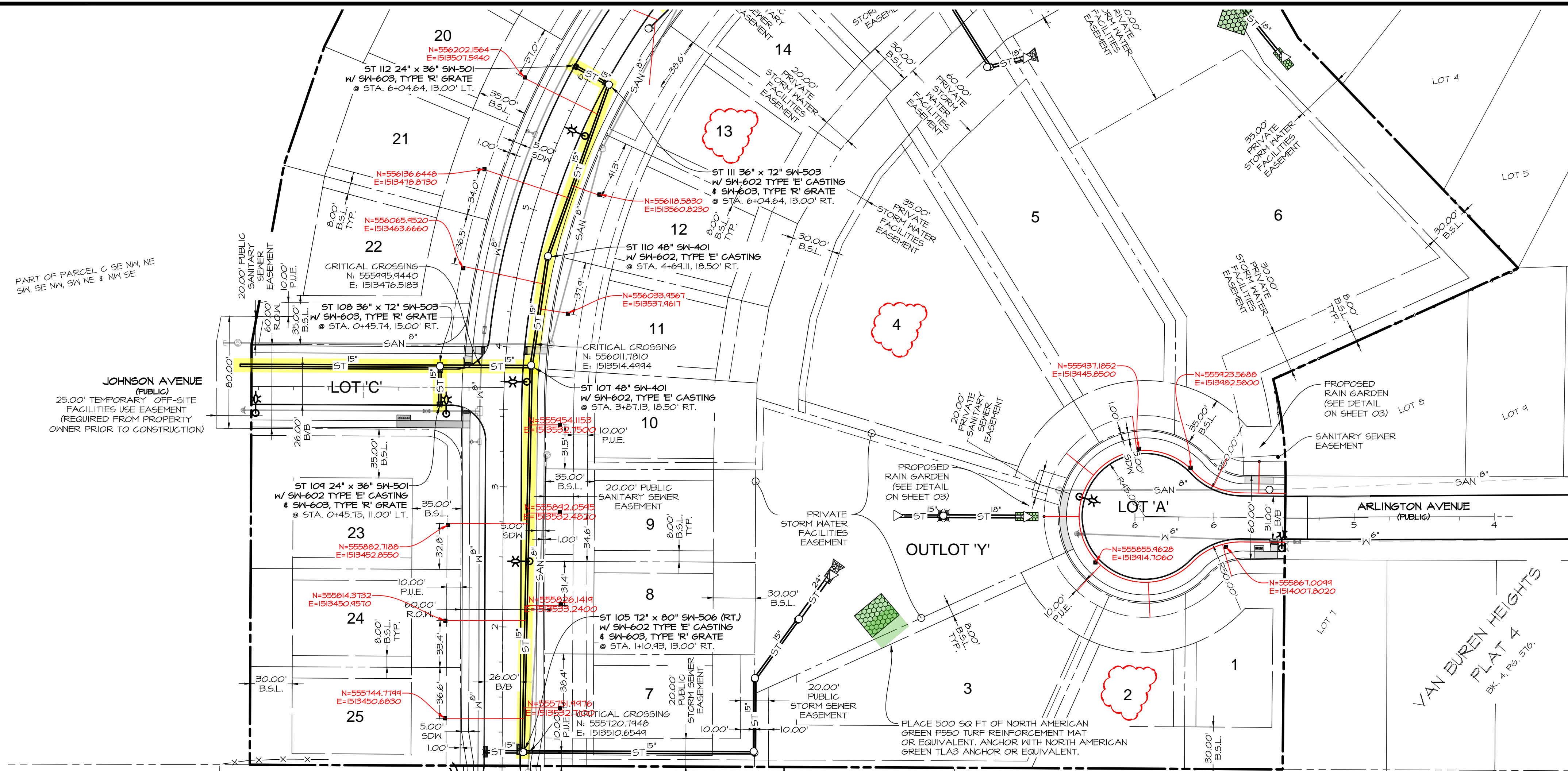
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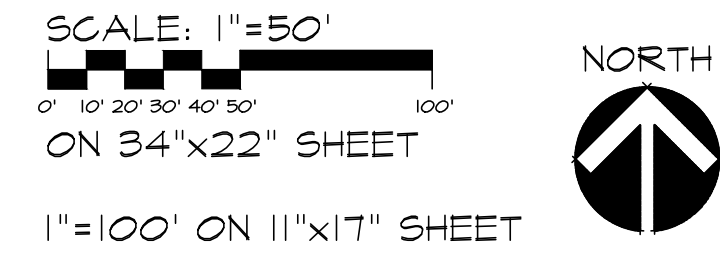




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**HUDSON HEIGHTS PLAT 2**  
VAN METER, IOWA

**STORM SEWER PLAN & PROFILE**

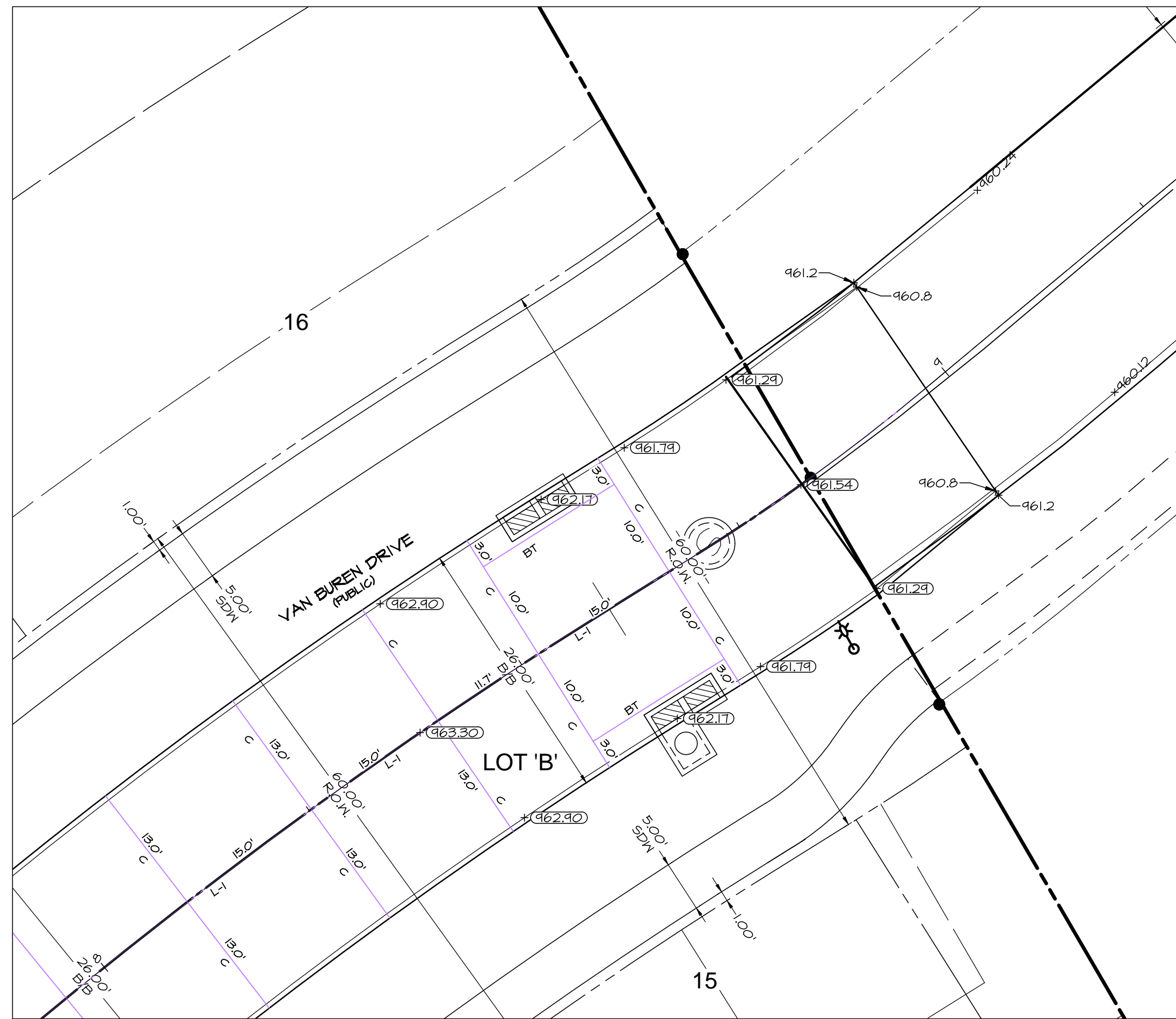
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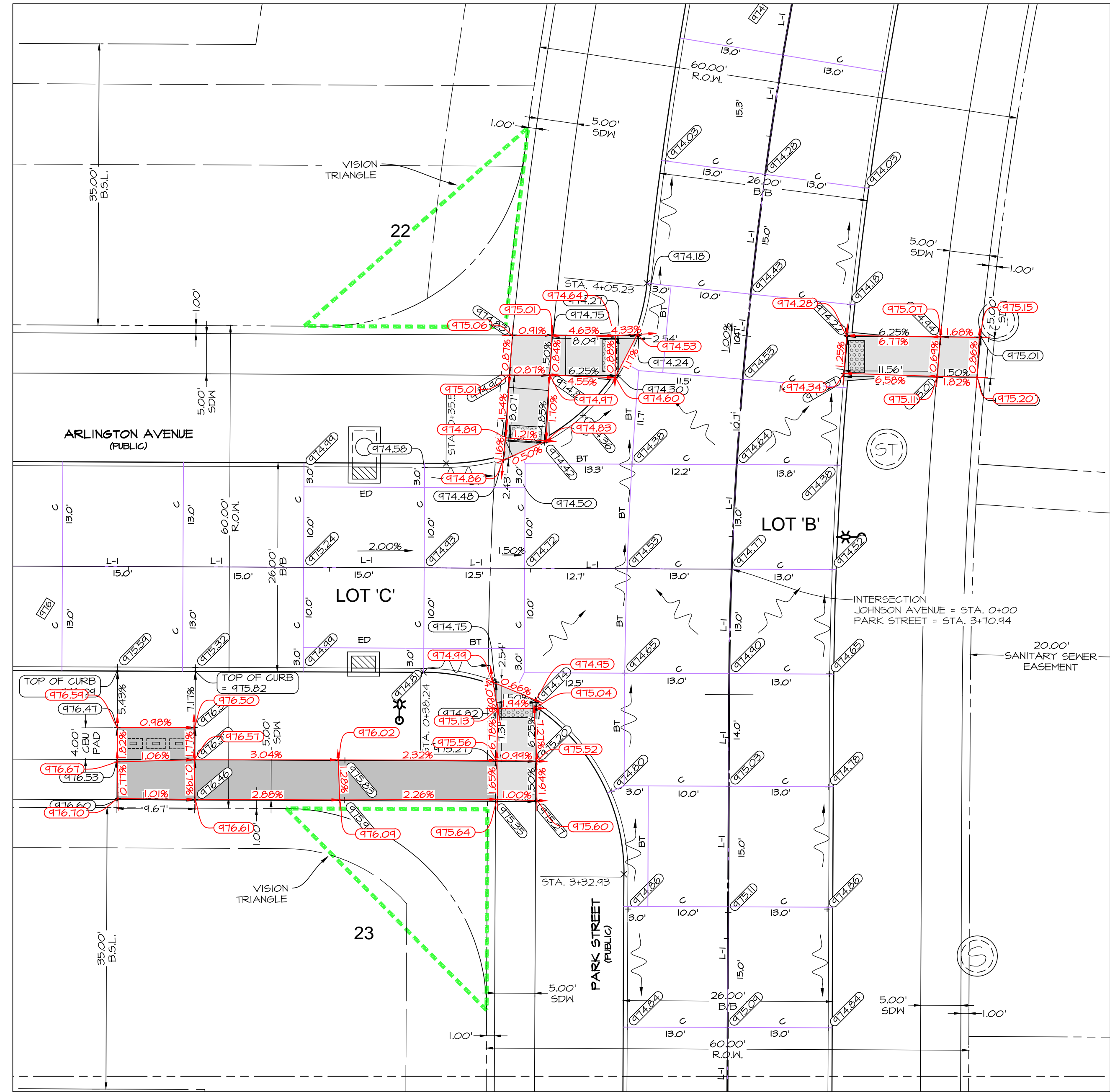




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VAN BUREN DRIVE CONNECTION



PARK STREET & ARLINGTON AVENUE ADA RAMP

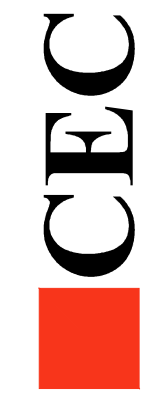
FRONAG RAMP NOTES:

1. RAMP SLOPES:
  - 6.25% TARGET
  - 8.33% MAX (ASBUILT)
2. CROSS SLOPE:
  - 1.5% TARGET
  - 2.0% MAX (ASBUILT)

\* AS-BUILT DRAWINGS UPDATED  
JANUARY 23, 2025

SCALE: 1"=10'  
ON 34"x22" SHEET

1"=20' ON 11"x17" SHEET



PUBLISH DATE: January 23, 2025

DATE OF SURVEY: 10-14-2018  
DESIGNED BY: PC  
DRAWN BY: MEH

HUDSON HEIGHTS FLAT 2  
VAN METER, IOWA

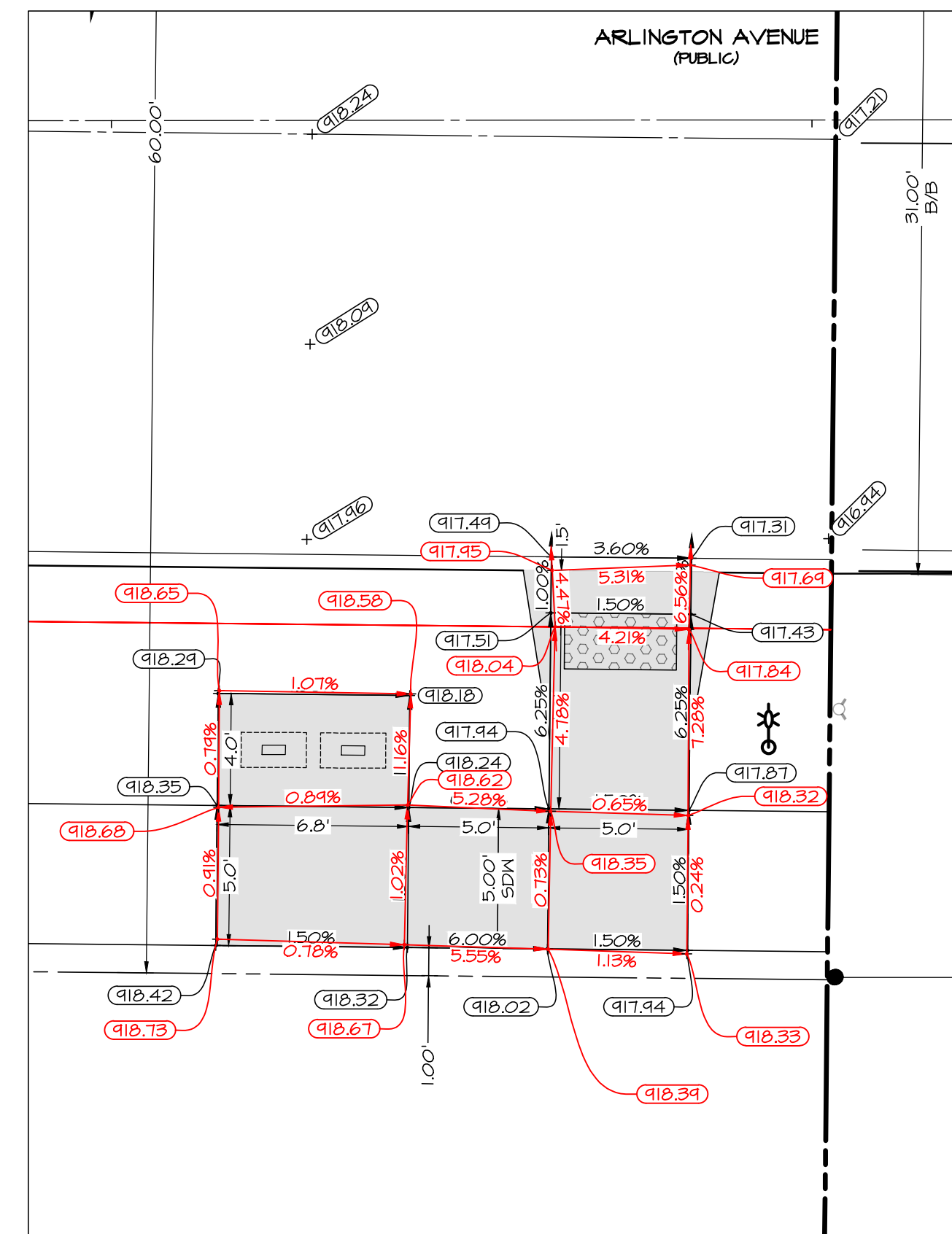
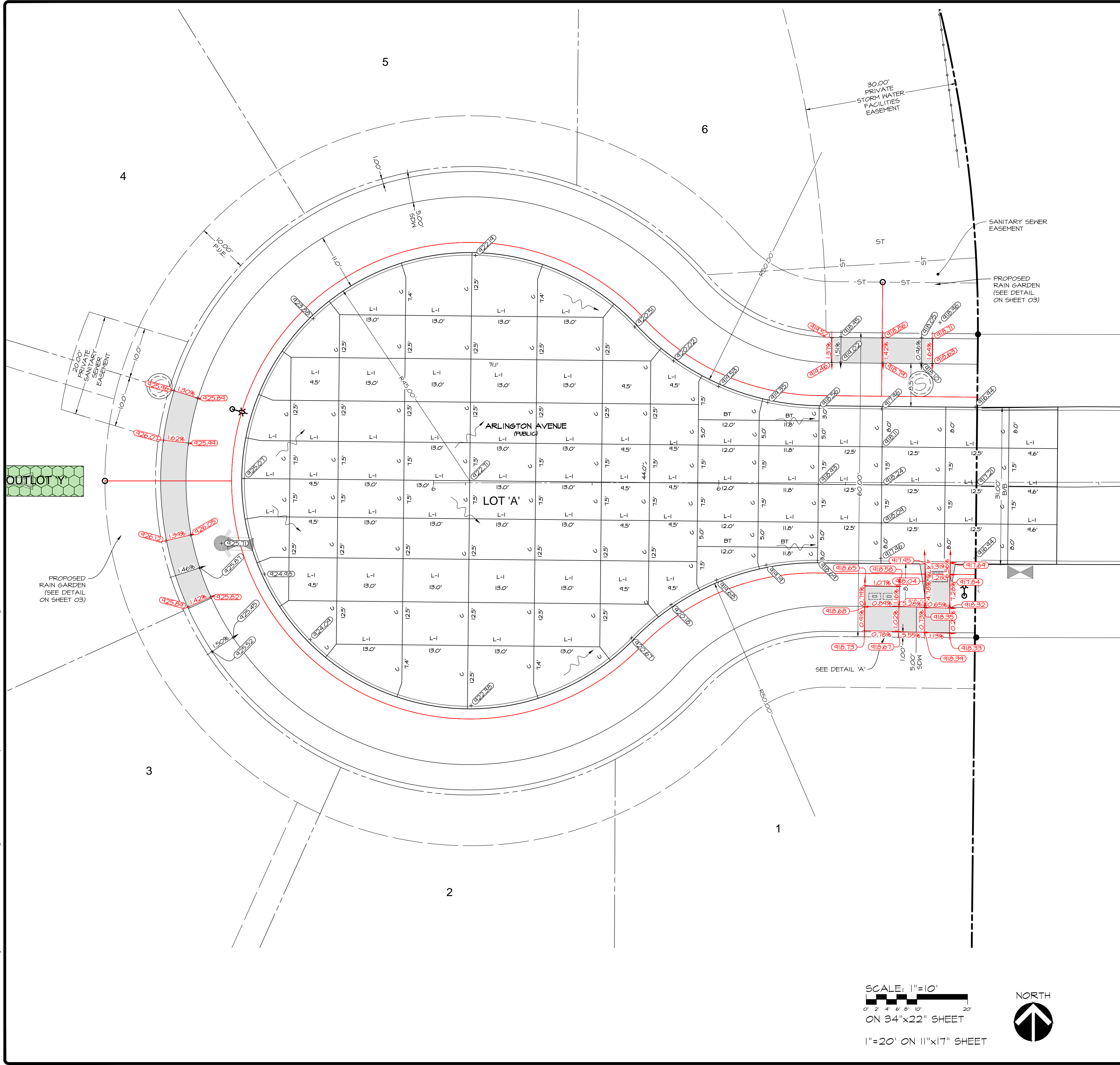
PAVING DETAILS

SHEET  
16  
OF  
21

E0686



PLOT BY: MARTIN HILL - 2023/01/23 - q:\E-FILES\8000\8666\8666\_Improvements\AS-BUILT\Drawings\Construction Documents\Public\_Improvements\AS-BUILT\8666\_CD PAVING DETAIL.dwg - ANSI EXPAND D (94.00 X 22.00 INCHES) - AUTOCAD PLOT (GENERAL DOCUMENTATION)PC3 - CEC-XES TEST.GTB - PLOT SCALE = 1:11



DETAIL 'A'

SCALE: 1"=5'

ON 34"x22" SHEET

1"=10' ON 11"x17" SHEET

NORTH

SCALE: 1"=10'

ON 34"x22" SHEET

1"=20' ON 11"x17" SHEET

NORTH

\*AS-BUILT DRAWINGS UPDATED  
JANUARY 23, 2025

**CEC**

Civil Engineering Consultants, Inc.  
2400 86th Street, Unit 12, Des Moines, Iowa, 50322  
515.276.4884 · Fax: 515.276.7084 · mail@cecinc.com

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PUBLISH DATE: January 23, 2025

DATE OF SURVEY: 10-14-2018

DESIGNED BY: PC

DRAWN BY: MEH

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HUDSON HEIGHTS FLAT 2  
VAN METER, IOWA

PAVING DETAIL

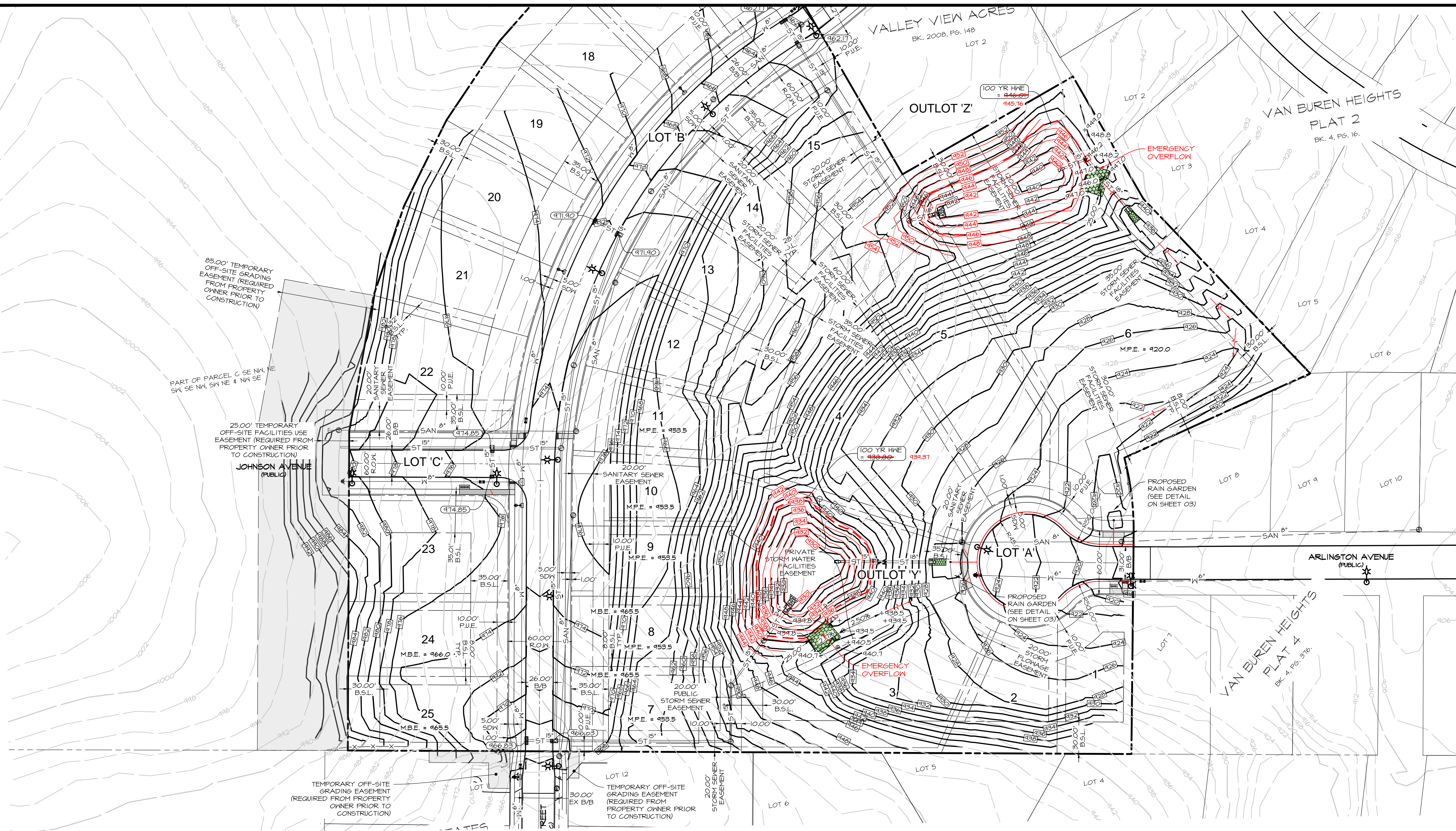
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SHEET 08 OF 21

E0686



PLOT BY: MARTIN HILL - 2023/01/23 - q:\E-FILES\8000\8666\CD Drawings\Construction Documents\Public Improvements\AS-BUILT\8666\_CD GRADING-AS-BUILT.dwg - ANBI EXPAND D (84.00 X 22.00 INCHES) - AUTOCAD PDF (GENERAL DOCUMENTATION)PC3 - CEC-XES TEST.CTB - PLOT SCALE = 1:1



### NORTH BASIN POND

REQUIRED DETENTION VOLUME = 29,599 C.F.  
 DESIGN 100-YR HWE = 946.01  
 AS-BUILT DETENTION VOLUME = 33,593 C.F.  
 AS-BUILT 100-YR HWE = 945.75

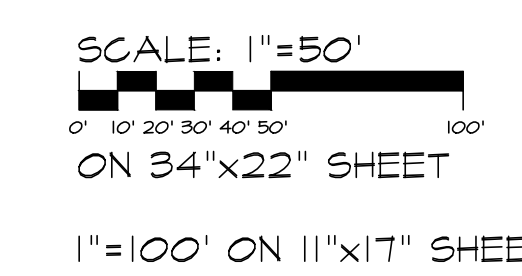
NORTH DETENTION BASIN - AS-BUILT				
Stage (ft)	Elevation	Contour	Inc. Vol (cf)	Total Vol (cf)
0.00	938.88	12	-	-
1.00	940.00	839	477	477
3.00	942.00	3,650	4,489	4,966
5.00	944.00	6,564	10,214	15,180
7.00	946.00	9,899	16,463	31,643
8.00	947.00	11,774	10,837	42,479
8.50	947.50	12,764	6,135	48,614

### CENTRAL BASIN POND

REQUIRED DETENTION VOLUME @ 100 YR (SITE ONLY) = 59,503 C.F.  
 DESIGN 100-YR HWE = 938.80  
 AS-BUILT DETENTION VOLUME @ SW-513 OPENING (938.92) = 60,021 C.F.  
 AS-BUILT 100-YR HWE = 938.78

CENTRAL DETENTION BASIN - AS-BUILT				
Stage (ft)	Elevation	Area (sf)	Inc. Vol (cf)	Total Vol (cf)
0.00	928.00	90	-	-
2.00	930.00	2,456	2,546	2,546
4.00	932.00	3,983	6,439	8,985
6.00	934.00	5,636	9,619	18,604
8.00	936.00	7,636	13,272	31,876
10.00	938.00	10,032	17,668	49,544
12.00	940.00	12,745	22,777	72,321
12.25	940.25	13,165	3,239	75,560

**\* AS-BUILT DRAWINGS UPDATED**  
 JANUARY 23, 2025

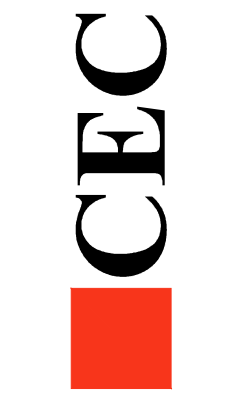


HUDSON HEIGHTS PLAT 2  
 VAN METER, IOWA  
 GRADING PLAN

SHEET  
 20  
 OF  
 21  
 E0686

PUBLISH DATE: January 23, 2025

DATE OF SURVEY: 10-14-2019  
 DESIGNED BY: PC  
 DRAWN BY: MEH



Civil Engineering Consultants, Inc.  
 2400 86th Street Unit 12 Des Moines, Iowa 50322  
 515.276.4884 Fax: 515.276.7084 mail@cecinc.com



# FINAL PLAT

# HUDSON HEIGHTS PLAT 2

# VAN METER, IOWA

INDEX LEGEND					
COUNTY: DALLAS					
	SECTION	TOWNSHIP	RANGE	1/4	1/4
ALIQUOT PART	PARCELS 21-86 421-87	28	78	27	SW1/4 NE1/4
	PARCELS 21-86 421-87	28	78	27	NW1/4 SE1/4
CITY: CITY OF VAN METER					
ASSOCIATED DOCS: (BK. 2021, PG. 30843) (BK. 2001, PG. 8585)					
PROPRIETOR (S): HUDSON HEIGHTS DEVELOPMENT, LLC					
REQUESTED BY: HUDSON HEIGHTS DEVELOPMENT, LLC					
PROFESSIONAL LAND SURVEYOR: JEFFREY A. GADDIS, PLS 10301					
COMPANY: CIVIL ENGINEERING CONSULTANTS, INC ATTN: JEFFREY A. GADDIS, PLS RETURN TO: 2400 86TH STREET, UNIT 12, URBANDALE, IA 50322 PHONE: 515-276-4884					

**UTILITIES**  
VAN METER PUBLIC WORKS  
CONTACT: DREW MCCOMBS, PUBLIC WORKS DIRECTOR  
ADDRESS: 310 MILL STREET,  
VAN METER, IOWA 50261  
PHONE: (515) 496-2644

SANITARY SEWER - CITY OF VAN METER  
STORM SEWER - CITY OF VAN METER  
WATER - CITY OF VAN METER

**ELECTRIC AND NATURAL GAS UTILITY**  
MIDAMERICAN ENERGY CORPORATION  
666 GRAND AVENUE  
DES MOINES, IA 50304  
CONTACT: MATT REINHARDT  
PHONE: 515-515-252-6413  
EMAIL: MREINHARDT@MIDAMERICAN.COM

**TELEPHONE**  
CENTURY LINK  
4201 KINGMAN BLVD, 2nd FLOOR  
DES MOINES, IA 50311  
CONTACT: CINDY CARTER  
PHONE: 515-554-3316

**BUILDING DEPARTMENT**  
CITY OF VAN METER  
ADDRESS: 310 MILL STREET,  
VAN METER, IOWA 50261  
PHONE: (515) 496-2644

**HEALTH DEPARTMENT**  
DALLAS COUNTY  
PUBLIC HEALTH DEPARTMENT  
ADDRESS: 25747 N AVENUE,  
ADEL, IA 50003  
PHONE: (515) 493-3750

**FIRE DEPARTMENT**  
505 GRANT ST,  
VAN METER, IA 50261  
FIRE CHIEF MARK SCHMITT, 515-250-3561  
DISPATCH PHONE NUMBER: 515-493-4561

**FRANCHISE UTILITIES**  
1. CONTRACT FOR STREET LIGHTING SHALL BE EXECUTED WITH FINAL PLAT.  
2. CONTRACT FOR ELECTRIC DISTRIBUTION SYSTEM SHALL BE EXECUTED WITH FINAL PLAT.  
3. NATURAL GAS, TELEPHONE, CABLE OR OTHER UTILITIES SHALL BE INSTALLED AFTER COMPLETION OF PLAT IMPROVEMENTS.

LEGEND	
▲	FOUND SECTION CORNER
△	SET SECTION CORNER (AS NOTED)
●	FOUND CORNERS (5/8" IR, W/B BLUE CAP #10301 UNLESS OTHERWISE NOTED)
○	SET PROPERTY CORNER (5/8" IR, W/B BLUE CAP #10301 UNLESS OTHERWISE NOTED)
---	PLAT BOUNDARY
---	PROPOSED LOT LINES
---	EXISTING PROPERTY LINES
---	EASEMENT LINES
---	CENTERLINE STREET RIGHT-OF-WAY
---	ADDRESS
D.	DEEDED BEARINGS & DISTANCE
P.	PREVIOUSLY RECORDED BEARINGS & DISTANCE
M.	MEASURED BEARINGS & DISTANCE
IR.	IRON ROD
I.P.	IRON PIPE
BK. XXX, PG. XXX	COUNTY RECORDER'S INDEXING BOOK
R.O.W.	RIGHT-OF-WAY
P.U.E.	PUBLIC UTILITY EASEMENT
HOA	HOME OWNERS ASSOCIATION



VICINITY SKETCH  
NORTH  
SCALE: 1"=1000'

Sheet List Table	
Sheet Number	Sheet Title
01	FINAL PLAT - COVER SHEET
02	FINAL PLAT - DIMENSION SHEET
03	FINAL PLAT - EASEMENTS

**BASIS OF BEARINGS**  
THE SOUTH LINE OF PARCEL 21-86, AN OFFICIAL PARCEL RECORDED IN BOOK 2021, PAGE 30843 AT THE DALLAS COUNTY RECORDER'S OFFICE WAS MEASURED AS HAVING A BEARING OF N84°45'14"W. THIS BEARING WAS DETERMINED FROM THE IOWA DEPARTMENT OF TRANSPORTATION REAL-TIME NETWORK CONVERTED TO IOWA STATE PLANE NAD1983(2011) SOUTH ZONE GRID NORTH.

**PROFESSIONAL LAND SURVEYOR NOTES:**  
1. THE ALLOWABLE ERROR OF CLOSURE FOR THE BOUNDARY IS 1:10,000 AND THE ALLOWABLE ERROR OF CLOSURE FOR EACH LOT IS 1:5,000.  
2. THE EASEMENTS SHOWN ON ADJOINING OWNERS PROPERTY ARE NOT PART OF THIS PLAT AND ARE SHOWN FOR REFERENCE ONLY. THESE EASEMENTS SHALL BE ACQUIRED THROUGH A SEPARATE RECORDED DOCUMENT.  
3. THIS PARCEL MAY BE SUBJECT TO EASEMENTS OF RECORD. NO TITLE WORK WAS PROVIDED IN PREPARATION OF THIS SURVEY.  
4. MONUMENTS TO BE SET WITHIN ONE YEAR THE FINAL PLAT'S RECORDING DATE.  
5. ALL EASEMENTS SHOWN ARE PROPOSED EASEMENTS UNLESS LABEL AS \*\*EXISTING\*\*.  
6. IF THIS FINAL PLAT INDICATES SETTING AN IRON ROD AND THE EXISTING CONDITIONS WILL NOT ALLOW THIS TYPE OF MONUMENT, A CUT 'X' WILL BE SET IN PORTLAND CEMENT CONCRETE (P.C.C.) OR A 'MAG NAIL' WILL BE SET IN ASPHALTIC CEMENT CONCRETE (A.C.C. OR H.M.A.).

**PLAT NOTES:**  
1. LOTS 'A', 'B' & 'C' ARE TO BE DEDICATED TO CITY OF VAN METER.  
2. SOME LOTS ACCEPT DRAINAGE FROM ADJACENT PROPERTY. BUILDING ON THESE LOTS MUST TAKE INTO ACCOUNT UPSTREAM DRAINAGE.  
3. ALL LOTS MUST BE DEVELOPED AND GRADED IN A MANNER THAT WOULD ACCOMMODATE THE NATURAL DRAINAGE FROM ADJOINING LOTS.  
4. AN HOA SHALL BE ESTABLISHED AND RESPONSIBLE FOR THE OPERATION AND MAINTENANCE OF THE STORM WATER DETENTION BASIN.  
5. ANY UTILITIES USE OF A PUBLIC UTILITY EASEMENT (PUE) IS SUBORDINATE TO THE CITY OF VAN METERS USE OF THE DESIGNATED UTILITY EASEMENT AND ANY UTILITY UTILIZING THE PUE MUST RELOCATE ITS FACILITIES AT NO COST TO THE CITY IN THE EVENT OF A CONFLICT WITH THE CITY'S CURRENT OR FUTURE USE OF ITS DESIGNATED UTILITY EASEMENT.  
6. PAYMENT SHALL BE PROVIDED IN LIEU OF LAND DEDICATED TO THE CITY OF VAN METER FOR PARKLAND AND OPEN SPACE.  
7. OUTLOT 'Z' SHALL BE TIED TO LOT 2, VALLEY VIEW ACRES, AN OFFICIAL PLAT RECORDED IN BOOK 2008, PAGE 148 AT THE DALLAS COUNTY RECORDER'S OFFICE.

**PARKLAND DEDICATION:**  
CALCULATION FOR PARKLAND DEDICATION IS PER CHAPTER 113 - DEDICATION OF PARKLAND WITHIN ORDINANCE 2021-02:  
25 LOTS \* 2.8 PEOPLE PER LOT \* 0.005 AC = 0.350 ACRES OR 15,246 S.F.  
MINIMUM DEDICATION REQUIRED FOR ANY DEVELOPMENT: 20,000 S.F.

**BOUNDARY CLOSURE TABLE**

NORTH: 556544.2586'	EAST: 1513662.1750'	SEGMENT #11 : LINE COURSE: N00°14'46"E NORTH: 556011.6475'	LENGTH: 300.00' EAST: 1513312.6666'
SEGMENT #1 : LINE COURSE: S24°41'51"E NORTH: 556422.0063'	LENGTH: 146.64' EAST: 1513735.0457'	SEGMENT #12 : LINE COURSE: N10°13'31"E NORTH: 556134.4640'	LENGTH: 124.88' EAST: 1513335.7265'
SEGMENT #2 : LINE COURSE: S30°09'37"E NORTH: 556253.2485'	LENGTH: 145.04' EAST: 1513833.0134'	SEGMENT #13 : LINE COURSE: N18°48'02"E NORTH: 556224.1320'	LENGTH: 84.44' EAST: 1513364.5508'
SEGMENT #3 : LINE COURSE: N60°04'02"E NORTH: 556184.70'	LENGTH: 184.70' EAST: 1513493.2104'	SEGMENT #14 : LINE COURSE: N26°20'31"E NORTH: 556304.2848'	LENGTH: 84.44' EAST: 1513404.2377'
SEGMENT #4 : LINE COURSE: S24°55'41"E NORTH: 556230.2856'	LENGTH: 132.63' EAST: 1514054.3855'	SEGMENT #15 : LINE COURSE: N33°53'00"E NORTH: 556378.5356'	LENGTH: 84.44' EAST: 1513454.1004'
SEGMENT #5 : LINE COURSE: S43°41'04"E NORTH: 556066.1078'	LENGTH: 227.03' EAST: 1514216.1914'	SEGMENT #16 : LINE COURSE: N41°25'24"E NORTH: 556445.6000'	LENGTH: 84.44' EAST: 1513353.2775'
SEGMENT #6 : LINE COURSE: N48°51'59"E NORTH: 556504.3115'	LENGTH: 191.80' EAST: 1514041.5661'	SEGMENT #17 : LINE COURSE: N48°51'59"E NORTH: 556504.3115'	LENGTH: 84.44' EAST: 1513580.7443'
SEGMENT #7 : CURVE LENGTH: 64.83' RADIUS: 266.42' DELTA: 015°01'04" TANGENT: 35.12' CHORD: 64.63' COURSE: S07°14'47"E COURSE IN: S75°14'41"W COURSE OUT: S84°44'15"E RP NORTH: 555718.4231' EAST: 1513183.4320' END NORTH: 555917.7040' EAST: 1514050.3440'		SEGMENT #18 : LINE COURSE: N61°54'13"E NORTH: 556522.4446'	LENGTH: 38.44' EAST: 1513614.6985'
SEGMENT #8 : LINE COURSE: S00°34'47"W NORTH: 555708.3347'	LENGTH: 204.38' EAST: 1514048.2305'	SEGMENT #19 : LINE COURSE: N60°32'01"E NORTH: 556444.2637'	LENGTH: 54.52' EAST: 1513662.1661'
SEGMENT #9 : LINE COURSE: N84°45'14"W NORTH: 555704.4448'	LENGTH: 235.05' EAST: 1513813.1834'	PERIMETER: 3064.04' ERROR CLOSURE: N60°34'47"W ERROR NORTH: 0.00503 EAST: -0.00842	AREA: 501415.28 SQ. FT. 0.0102 COURSE. PRECISION 1: 300371.45
SEGMENT #10 : LINE COURSE: N84°45'14"W NORTH: 555711.6503'	LENGTH: 501.81' EAST: 1513311.3780'		

**PROPERTY OWNER / DEVELOPER / APPLICANT:**

HUDSON HEIGHTS DEVELOPMENT, LLC  
222 NW SUNRISE DR  
WAKEEE, IA 50263  
CONTACT: JOHN LARSON  
PH: 515-491-4040  
EMAIL: JOHN.LARSON89@GMAIL.COM

**PROJECT MANAGER:**

PAUL CLAUSEN, PE  
CIVIL ENGINEERING CONSULTANTS  
2400 86TH STREET, #12  
URBANDALE, IOWA 50322  
PH: 515-276-4884 EXT. 217  
EMAIL: CLAUSEN@CECLAC.COM

**PROFESSIONAL LAND SURVEYOR:**

CIVIL ENGINEERING CONSULTANTS, INC.  
PH: JEFFREY A. GADDIS, PLS  
2400 86TH STREET, SUITE 12  
URBANDALE, IA 50322  
PH: 515-276-4884 EXT. 221  
EMAIL: GADDIS@CECLAC.COM

**MUNICIPALITY PLANNER:**

LIZ FAUST  
CITY ADMINISTRATOR  
CITY OF VAN METER, IOWA  
PHONE: (515) 496-2644  
EMAIL: LFAUST@VANMETERIA.GOV

**LEGAL DESCRIPTION**

PARCEL 21-86 4 PARCEL 21-87, OFFICIAL PARCELS RECORDED IN BOOK 2021, PAGE 30843, CITY OF VAN METER, DALLAS COUNTY, IOWA.

SAID PARCELS CONTAIN 11.51 ACRES MORE OR LESS.

LAND AREA	
PARCEL 21-86	6.44 AC.
PARCEL 21-87	5.07 AC.
TOTAL	11.51 AC.

**EXISTING ZONING:**

R-2 TWO-FAMILY RESIDENTIAL DISTRICT

**SETBACKS:**

FRONT	- 35'
SIDE	- 8' MINIMUM
REAR	- 30'

**FLOOD ZONE**

ZONE 'X' ACCORDING TO FEMA FLOOD INSURANCE RATE MAPS.  
COMMUNITY-PANEL #19044C03346 MAP REVISED DECEMBER 15, 2022.

COMMUNITY	NUMBER	PANEL	SUFFIX
DALLAS COUNTY	190360	0334	6
CITY OF VAN METER	190362	0334	6

\*\*\* FLOOD INSURANCE RATE MAPS ARE SUBJECT TO CHANGE \*\*\*  
PLEASE SEE FEMA FLOOD SERVICE CENTER FOR CURRENT MAPS  
WWW.FEMA.GOV  
FEMA REGION VII, 9221 WARD PARKWAY, KANSAS CITY, MO 64114  
1-877-336-2621  
FEMAMAPSPECIALIST@RISKMAPCDS.COM

**CERTIFICATION**

	I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.
	<p>PRELIMINARY NOVEMBER 14, 2024 JEFFREY A. GADDIS, IOWA LICENSE NO. 18381 DATE MY LICENSE RENEWAL DATE IS DECEMBER 31, 2026</p> <p style="text-align: right;">SHEETS 1 - 3</p>



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 2400 86th Street, Unit 12, Urbandale, Iowa 50322  
 515.276.4884 . Fax: 515.276.7084 . mail@ceclac.com

**CEC**

PUBLISH DATE: January 23, 2025  
 DATE OF SURVEY: FEB. 24, 2024  
 DESIGNED BY: PC  
 DRAWN BY: MEH

HUDSON HEIGHTS PLAT 2  
 VAN METER, IOWA  
 FINAL PLAT - COVER SHEET

SHEET 01 OF 03  
 E0686



STREET CENTERLINE

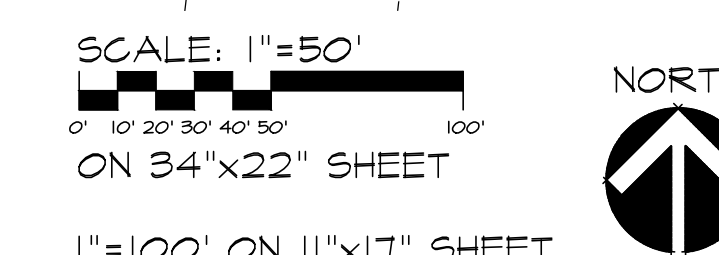
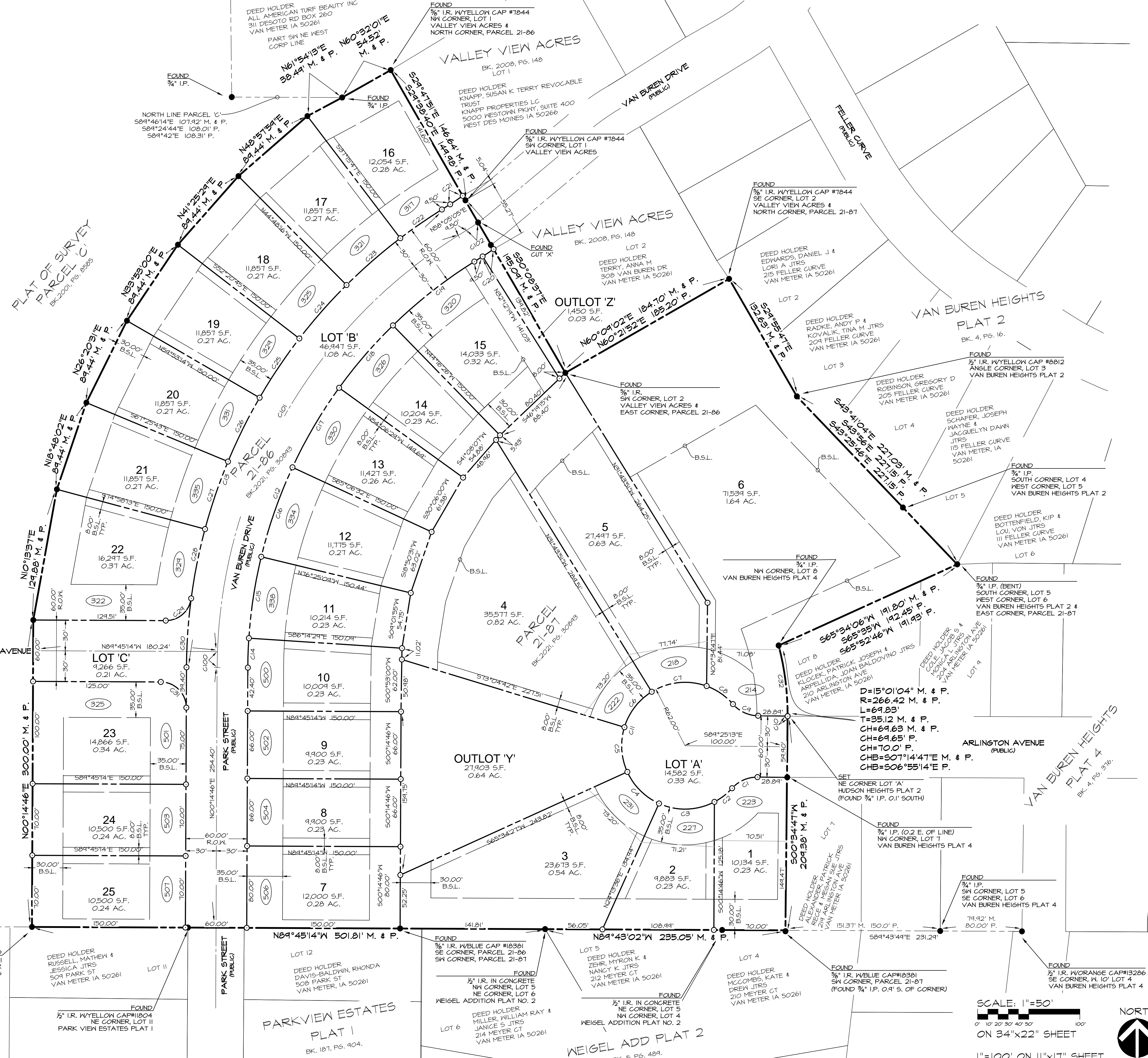
CURVE	DELTA	RADIUS	LENGTH	TANGENT	CHORD	CH. BEARING
C100	1°41'18"	500.00'	15.61'	1.80'	15.60'	N01°08'25"E
C101	56°03'01"	500.00'	484.13'	266.14'	464.86'	N80°03'34"E
C102	3°57'23"	200.00'	13.81'	6.91'	13.81'	N56°06'23"E

LOT FRONTAGE

CURVE	DELTA	RADIUS	LENGTH	TANGENT	CHORD	CH. BEARING
C1	48°21'32"	33.00'	27.91'	14.85'	27.09'	S66°21'01"W
C2	20°17'10"	62.00'	21.45'	11.09'	21.84'	S52°15'50"W
C3	51°44'11"	62.00'	56.07'	30.12'	54.18'	S88°19'01"W
C4	41°20'51"	62.00'	44.74'	23.40'	43.78'	N45°05'58"W
C5	41°20'51"	62.00'	44.74'	23.40'	43.78'	N03°45'07"W
C6	41°20'51"	62.00'	44.74'	23.40'	43.78'	N81°35'44"E
C7	51°38'24"	62.00'	55.88'	30.00'	54.01'	N84°05'21"E
C8	24°07'45"	62.00'	31.52'	16.11'	31.18'	S55°31'34"E
C9	48°21'32"	33.00'	27.91'	14.85'	27.09'	S65°11'27"E
C10	0°10'15"	266.42'	0.10'	0.05'	0.10'	S00°15'07"W
C11	276°55'04"	62.00'	299.65'	54.93'	82.23'	N00°34'47"E
C12	57°50'19"	470.00'	474.45'	259.66'	454.56'	N29°04'55"E
C13	57°50'19"	530.00'	535.02'	242.81'	512.54'	N29°04'55"E
C14	3°30'45"	470.00'	28.81'	14.41'	28.81'	N02°00'04"E
C15	9°44'20"	470.00'	80.57'	40.38'	80.47'	N08°40'11"E
C16	11°18'31"	470.00'	92.78'	46.54'	92.63'	N19°14'10"E
C17	11°00'02"	470.00'	90.24'	45.26'	90.10'	N80°23'24"E
C18	9°50'03"	470.00'	80.67'	40.43'	80.57'	N40°48'32"E
C19	12°21'31"	470.00'	101.38'	50.89'	101.8'	N51°54'19"E
C20	3°12'26"	230.00'	12.87'	6.44'	12.87'	N56°28'52"E
C21	4°58'55"	170.00'	14.78'	7.40'	14.78'	N55°35'37"E
C22	5°20'52"	530.00'	44.47'	24.75'	44.45'	N55°24'39"E
C23	7°32'24"	530.00'	69.76'	34.93'	69.71'	N48°57'59"E
C24	7°32'24"	530.00'	69.76'	34.93'	69.71'	N41°25'29"E
C25	7°32'24"	530.00'	69.76'	34.93'	69.71'	N33°53'00"E
C26	7°32'24"	530.00'	69.76'	34.93'	69.71'	N26°20'31"E
C27	7°32'24"	530.00'	69.76'	34.93'	69.71'	N18°48'02"E
C28	7°28'31"	530.00'	69.15'	34.62'	69.10'	N11°17'32"E
C29	82°41'24"	25.00'	36.08'	22.00'	33.03'	N48°54'01"E
C30	7°18'31"	530.00'	67.61'	33.85'	67.56'	N03°54'01"E
C31	90°00'00"	25.00'	39.27'	25.00'	35.36'	N44°45'14"W
C32	14°54'44"	266.42'	69.73'	35.07'	69.54'	S07°15'24"E

PLAT OF SURVEY  
PARCEL C  
BK. 2001, PG. 88-89

VAN BUREN  
FARM SURVEY  
BK. 5, PG. 157



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PRELIMINARY  
HUDSON HEIGHTS PLAT 2  
VAN METER, IOWA  
FINAL PLAT - DIMENSION SHEET

SHEET  
02  
OF  
03  
E8686



PLOT BY: PAUL CLAMSEN - 2025/01/23 - q:\e-files\8000\ER666A\_L3D Drawings\PIA\FR6666 FP EASEMENTS.dwg | - ANSI EXPAND D (84.00 X 22.00 INCHES) - AUTOCAD PLOT (GENERAL DOCUMENTATION)P3 - CEC-XES TEST.CTB - PLOT SCALE = 1:1

VAN BUREN FARM SURVEY  
BK. 3, PG. 157

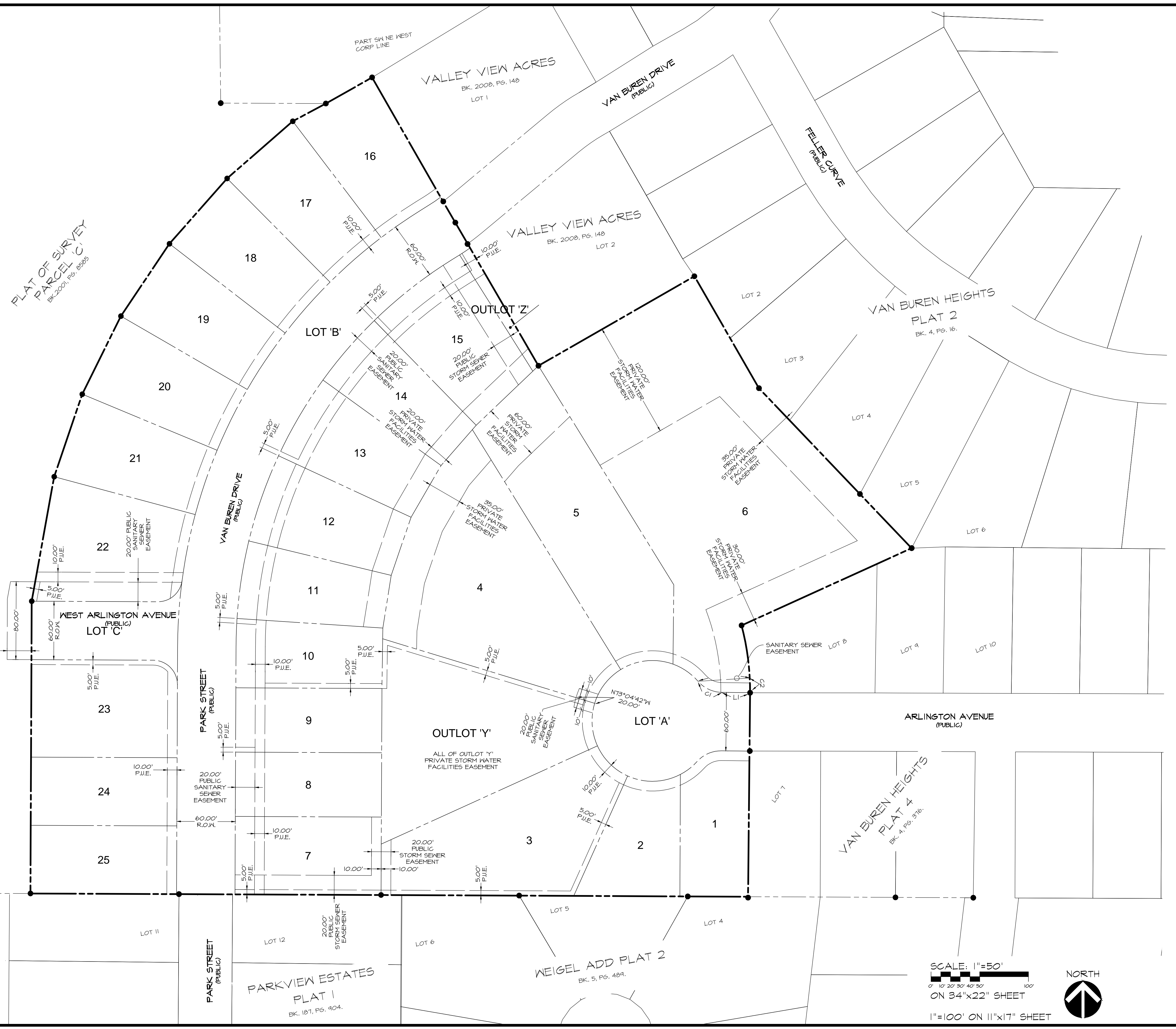
PLAT OF SURVEY  
PARCEL C  
BK. 2009, PG. 8285

**CURVE DATA**

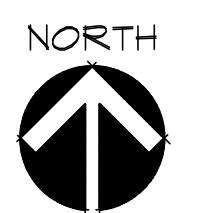
CURVE	DELTA	RADIUS	LENGTH	TANGENT	CHORD	CH. BEARING
C1	48°21'32"	33.00'	27.91'	14.85'	27.09'	N65°11'27"W
C2	3°13'35"	266.42'	15.00'	7.50'	15.00'	S01°22'17"E

**LINE TABLE**

LINE #	DIRECTION	LENGTH
L1	N89°25'13"W	28.89'



SCALE: 1"=50'  
ON 34"x22" SHEET  
1"=100' ON 11"x17" SHEET



PRELIMINARY

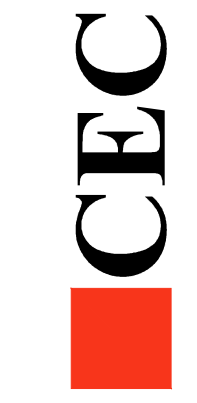
HUDSON HEIGHTS PLAT 2  
VAN METER, IOWA

FINAL PLAT - EASEMENTS

SHEET  
03  
of  
88

PUBLISH DATE: January 23, 2025

DATE OF SURVEY: FEB. 24, 2024  
DESIGNED BY: PC  
DRAWN BY: MEH



Civil Engineering Consultants, Inc.  
2400 86th Street, Unit 12 Urbandale, Iowa 50322  
515.276.4884 · Fax: 515.276.7084 · mail@cecinc.com

E0686



Property Location for Final Plat (street address and/or boundary description):

Arlington Avenue, Van Buren Drive / Park Street

Subdivision Name: Hudson Heights Plat 2

Gross acreage of subdivision: 11.51 acres Total number of proposed lots: 25

Current property zoning: R-2

Is subdivision within Van Meter's corporate limits  yes  no

Is subject property within a 100-year floodplain  yes  no

Applicant/Contact Person: Hudson Heights Development, LLC

Full Name: John Larson Company: Hudson Heights Development, LLC

Address: 222 NW Sunrise Drive

City, State, Zip: Waukee, Iowa 50263

Office Phone: 515-491-4090 Cell Phone: \_\_\_\_\_

E-mail: johnlarson89@gmail.com

Property Owner: \_\_\_\_\_

Full Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Attorney Wilson, Egge & Loya, P.C.

Full Name: Bryan M. Loya Firm Name: Wilson, Egge & Loya, P.C.

Address: 222 N.W. Sunrise Drive

City, State, Zip: Waukee, Iowa 50263

Office Phone: 515-369-2502 Cell Phone: \_\_\_\_\_

E-mail: Bryan@wilsonlawfirmnpc.com

Land Surveyor/Engineer: Jeffery A. Gaddis, PLS

Address: 2400 86th Street

City, State, Zip: Urbandale, Iowa 50322

Office Phone: 515-276-4884 Cell Phone: \_\_\_\_\_

E-mail: gaddis@ceclac.com

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Van Meter, and have submitted all the required information.

Signed by:  Date: 9-25-24  
(Applicant/Contact Person)

Note: No other signature may be substituted for the Property Owner's Signature

and: \_\_\_\_\_ Date: \_\_\_\_\_  
(Property Owner)



## Final Plat Drawing Application Checklist

Preliminary Plat approval  Plan & Zoning Commission  City Council

The following is the required information as set forth in Section 170.14 of the Van Meter Code of Ordinances.  
**Paper copies on sheets not to exceed 18" x 24".**

1.  The name of the subdivision
2.  Name and address of the owner and subdivider
3.  Scale and a graphic bar scale, north arrow and date on each sheet
4.  All monuments to be of record, as required by Chapter 354 of the Code of Iowa
5.  Sufficient survey data to positively describe the bounds of every lot, block, street, easement or other areas shown on the plat, as well as the outer boundaries of the subdivided land
6.  All distance, bearing, curve and other survey data, as required by Chapter 354 of the Code of Iowa
7.  All adjoining properties shall be identified, and where such adjoining properties are a part of a recorded subdivision, the name of that subdivision shall be shown. If the subdivision platted is a re-subdivision of a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing on the earlier plat to permit an overlay to be made. Re-subdivision shall be labeled as such in a subtitle following the name of the subdivision wherever the name appears on the plat.
8.  Street names and clear designation of public alleys
9.  Lot letters and numbers
10.  Accurate dimensions for any property to be dedicated or reserved for public use, and the purpose for which such property is dedicated or reserved for public use
11.  The purpose of any easement shown on the plat shall be confined to only those easements pertaining to public utilities including gas, power, telephone, cable television, water, sewer, easements for ingress and egress and such drainage easements as are deemed necessary for the orderly development of the land encompassed within the plat
12.  All interior excepted parcels, clearly indicated and labeled "not a part of this plat."
13.  Outlots, including identification and purpose
14.  The minimum unadjusted acceptable error of closure for all subdivision boundaries shall be 1:10,000 and shall be 1:5,000 for any individual lot
15.  A statement by a registered land surveyor that the plat was prepared by the surveyor or under the surveyor's direct personal supervision, signed and dated by the surveyor and bearing the surveyor's Iowa registration number or seal, and a sealed certificate of the accuracy of the plat by the registered land surveyor who drew the plat
16.  Lot address numbers as assigned by the City - **City Engineer will provide prior to Council approval**
17.  Notes and restrictions required by the City



## Final Plat Drawing Application Checklist - Required Attachments

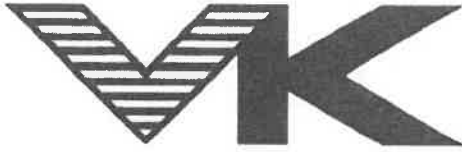
1.  All documents required under Section 354.11 of the Code of Iowa, as amended or modified from time to time
2.  The encumbrance bond, if any
3.  A statement of restrictions of all types that run with the land
4.  Where the improvements have been installed; the maintenance bond required by this chapter
5.  If private streets or other private improvements have been approved, an agreement in the form of a covenant running with the land, in a form approved by the City Attorney, providing for the construction or reconstruction of any improvements to meet City standards, and the assessment of all costs to the property owners in the event of annexation and dedication and acceptance shall be required
6.  A resolution and certificate for approval by the City Council and for signatures of the Mayor - **Not required, City will provide**
7.  Warranty deeds for all lots to be deeded to the City for street right-of-way or other purposes
8.  The applicable fee, if any

**Application Fee: \$10 per lot + any applicable engineering fees that have not yet been billed**

**No application can be accepted for filing unless all required information is submitted**

For Staff Use: Application complete <input checked="" type="checkbox"/>	Fee paid <input checked="" type="checkbox"/>	#31355	\$250
Received by: <u><i>Spake</i></u>	Date: <u>1/25/14</u>		





**VEENSTRA & KIMM INC.**

3000 Westown Parkway  
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000  
www.v-k.net

June 7, 2024

Liz Faust  
City Administrator  
City of Van Meter  
310 Mill Street  
P.O. Box 160  
Van Meter, Iowa 50261-0160

VAN METER, IOWA  
HUDSON HEIGHTS PLAT 2  
FINAL PLAT

The writer has completed a review of the first submittal of the final plat of Hudson Heights Plat 2. This letter is to offer comments on the final plat.

Under the City's subdivision ordinance, the final plat will not be considered for approval until all of the public improvements in Hudson Heights Plat 2 have been completed. Based on the issues the City has experienced on previous plats where the final plat was approved before the public improvements were completed, it is recommended the City not consider approval of the final plat until the public improvements are completed. If the City approves the final plat before the improvements are completed the City has limited ability to require timely completion of any remaining work on the public improvements. OK

Based on review of the final plat the following comments are offered:

1. The final plat identifies Lot A, Lot B and Lot C as future street right-of-way. OK
2. Before the final plat is approved the lot numbers will need to be added. The City will need to determine the lot numbers and provide the lot numbers to Paul Clausen of Civil Engineering Consultants. OK
3. The City will need to determine where the transition between Park Street and Van Buren Drive will occur. The logical location for the transition is at the intersection with Arlington Avenue. If that is the case Lots 23 through 25 and 7 through 10 would have Park Street addresses Lots 11 through 15 and 16 through 22 would have Van Buren Drive addressed. OK
4. Note 6 on Sheet 1 indicates lots must accommodate drainage from the adjoining lots. This note is satisfactory. OK
5. Note 10 on Sheet 1 indicates an HOA will be established and will be responsible for the private stormwater detention basin. OK



6. The final plat shows the zoning and bulk regulations. OK
7. The construction schedule on Sheet 1 of the final plat is out of date. The City does not require a construction schedule. It is suggested this information be removed. The schedule has been removed.
8. Note 9 on Sheet 1 includes requirements for the water service and method of construction. Although this note is informational it is not considered relevant to the final plat as the water services should be installed as part of the public improvements to be completed prior to the approval of the final plat. The note has been removed.
9. The preliminary plat shows Outlot Z as the small strip of property between Lot 15 and the plat boundary. Outlot Z is to be tied to Lot 2, Valley View Acres to make the existing house in conformance with zoning regulations.
10. The plat shows Outlot Y at the west end of the cul-de-sac. Outlot Y is for stormwater management. OK
11. The final plat shows the front yard and rear yard setback lines. The rear yard setback has been updated to 30' as per the zoning ordinance.
12. The final plat shows side yard setback lines. It is at the discretion of the applicant to determine if the side yard setback lines are shown on the plat. The City does not mandate side yard setbacks be shown. OK
13. The various easements on the final plat are shown on Sheet 3. OK
14. The final plat shows a 10-foot PUE along the westerly side of Park Street and Van Buren Drive. OK
15. The final plat shows a 20-foot wide sanitary sewer easement along the easterly side of Park Street and Van Buren Drive. OK
16. The final plat shows a 10-foot PUE located easterly and southerly side of the sanitary sewer easement along Park Street and Van Buren Drive. OK
17. The final plat shows a 10-foot PUE on Outlot Z extending from the normal PUE to the street right-of-way. OK
18. A public sanitary sewer easement is shown along the northeasterly side of Lot 15.
19. A public storm sewer easement is shown along the southerly boundary of Lot 7. A 10-foot public storm sewer easement is shown along the easterly boundary of Lot 7. OK
20. A 10-foot PUE is shown in the southeastern corner of Lot 7 extending from the street right-of-way to the PUE along the easterly and southerly side of Park Street and Van Buren Drive. OK



21. The final plat shows a 20-foot wide sanitary sewer easement along the northerly side of Arlington Avenue. OK
22. The final plat shows a 10-foot PUE adjoining the north side of the sanitary sewer easement on Lot 22. OK
23. The final plat shows a temporary offsite easement at the west end of Arlington Avenue. This easement is not established as part of the plat. For this easement to exist the applicant will need to submit a separate written temporary easement. OK
24. The final plat shows a private stormwater drainage easement in the rear yards of Lots 10 through 15. Under the City's policy overland flowage easements are to be private. OK
25. The final plat shows a 35-foot wide private stormwater easement along the westerly side of Lot 4 and a 60-foot wide private stormwater easement along the westerly side of Lot 5. In accordance with City policy these easements are to be private and are shown accordingly. OK
26. The final plat shows a private stormwater drainage easement along the northerly, easterly and southerly sides of Lot 6. These easements follow the City policy requiring overland flowage easements to be private. OK
27. The final plat shows a 10-foot wide public storm sewer easement along the west boundary of Lot 3. OK
28. The final plat shows a 20-foot wide public sanitary sewer easement along the common lot line between Outlot Y and Lot 4. This easement extends 20 feet westerly of the right-of-way line of Lot A. OK
29. A small public sanitary sewer easement is shown along the southerly boundary of Lot 6 adjacent to Lot A. OK
30. A 10-foot PUE is shown adjoining the outer right-of-way line of Outlot A. OK

If you have any questions or comments concerning the project, please contact the writer at 515-225-8000, or [bveenstra@v-k.net](mailto:bveenstra@v-k.net).

VEENSTRA & KIMM, INC.



H. R. Veenstra Jr.

HRVJr:paj

193

Cc: Paul Clausen

# HUDSON HEIGHTS PLAT 2 EASEMENTS

## PUBLIC EASEMENTS

### PUBLIC UTILITY EASEMENT

A PUBLIC UTILITY EASEMENT IN HUDSON HEIGHTS PLAT 2, AN OFFICIAL PLAT IN THE CITY OF VAN METER, DALLAS COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE NORTH 10.00 FEET OF LOT 1, LOT 2 AND LOT 3 LYING DIRECTLY ADJACENT TO LOT 'A'

AND

THE SOUTH 5.00 FEET OF LOT 3

AND

THE EAST 5.00 FEET OF LOT 3 LYING ADJACENT TO LOT 2

AND

THE EAST 10.00 FEET OF OUTLOT 'Y' AND LOT 4 LYING DIRECTLY ADJACENT TO LOT 'A'

AND

THE NORTH 5.00 FEET OF OUTLOT 'Y'

AND

THE WEST 5.00 FEET OF THE NORTH 51.00 FEET OF OUTLOT 'Y' AS MEASURED FROM THE WEST LINE OF OUTLOT 'Y'

AND

THE SOUTH 10.00 FEET OF LOT 5 AND LOT 6 LYING DIRECTLY ADJACENT TO LOT 'A'

AND

THE SOUTH 5.00 FEET OF LOT 7

AND

THE EAST 10.00 FEET OF THE WEST 30.00 FEET LOTS 7, 8, 9, 10, 11, 12, 13, 14, 15 AND OUTLOT 'Z' LYING DIRECTLY ADJACENT TO LOT 'B'

AND

THE EAST 10.00 FEET OF THE NORTH 20.00 FEET OF OUTLOT 'Z' LYING DIRECTLY ADJACENT TO LOT 2, VALLEY VIEW ACRES, AN OFFICIAL PLAT RECORDED IN BOOK 2008, PAGE 148 AT THE DALLAS COUNTY RECORDER'S OFFICE

AND

THE EAST 10.00 FEET OF LOTS 16, 17, 18, 19, 20, 21, 22, 23, 24 AND 25 LYING DIRECTLY ADJACENT TO LOT 'B'

AND



THE SOUTH 5.00 FEET OF THE WEST 20.00 FEET OF LOT 9  
AND  
THE NORTH 5.00 FEET OF THE WEST 20.00 FEET OF LOT 10  
AND  
THE SOUTH 5.00 FEET OF LOT 10  
AND  
THE SOUTH 5.00 FEET OF THE WEST 20.00 FEET OF LOT 13  
AND  
THE SOUTH 5.00 FEET OF THE WEST 20.00 FEET OF LOT 15 LYING DIRECTLY ADJACENT TO LOT 14  
AND  
THE NORTH 10.00 FEET OF THE SOUTH 30.00 FEET OF LOT 22 LYING DIRECTLY ADJACENT TO LOT 'C'  
AND  
THE WEST 5.00 FEET OF THE SOUTH 20.00 FEET OF LOT 22  
AND  
THE NORTH 5.00 FEET OF LOT 23 LYING DIRECTLY ADJACENT TO LOT 'C'  
ALL BEING GENERALLY DEPICTED ON SAID HUDSON HEIGHTS PLAT 2.

#### PUBLIC SANITARY SEWER EASEMENT

A PUBLIC SANITARY SEWER EASEMENT IN LOTS 6, 7, 8, 9, 10, 11, 12, 23, 14 AND 22, HUDSON HEIGHTS PLAT 2, AN OFFICIAL PLAT IN THE CITY OF VAN METER, DALLAS COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE WEST 20.00 FEET OF LOTS 7, 8, 9, 10, 11, 12, 13 AND 14 LYING DIRECTLY ADJACENT TO LOT 'B'

AND

THE SOUTH 20.00 FEET OF LOT 22 LYING DIRECTLY ADJACENT TO LOT 'C' AS GENERALLY DEPICTED ON SAID HUDSON HEIGHTS PLAT 2

AND

BEGINNING AT THE SE CORNER OF SAID LOT 6; THENCE S89°25'13"W, 28.89 FEET ALONG THE SOUTH LINE OF SAID LOT 6 TO A POINT OF CURVATURE; THENCE NORTHWESTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 33.00 FEET AND A CHORD BEARING N65°11'27"W, AN ARC LENGTH OF 27.91 FEET ALONG SAID SOUTH LINE TO A NON-TANGENT POINT; THENCE N86°24'15"E, 53.22 FEET TO A POINT OF NON-TANGENT CURVATURE ON THE EAST LINE OF SAID LOT 6; THENCE SOUTHEASTERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 266.42 FEET AND A CHORD BEARING S01°22'17"E, AN ARC LENGTH OF 15.00 FEET ALONG SAID EAST LINE TO THE POINT OF BEGINNING

AND

A 20.00 FOOT WIDE PUBLIC SANITARY SEWER EASEMENT IN LOT 4 AND OUTLOT 'Y' , HUDSON HEIGHTS PLAT 2 WITH A CENTERLINE THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SE CORNER OF SAID LOT 4; THENCE N73°04'42"W, 20.00 FEET ALONG THE SOUTH LINE OF SAID LOT 4 TO A POINT OF TERMINUS. SAID EASEMENT SIDELINES SHALL EXTEND OR TERMINATE AT THE WEST LINE OF LOT 'A' OF SAID HUDSON HEIGHTS PLAT 2

ALL BEING GENERALLY DEPICTED ON SAID HUDSON HEIGHTS PLAT 2.

#### PUBLIC STORM SEWER EASEMENT

A PUBLIC STORM SEWER EASEMENT IN LOTS 3, 7 AND 15, HUDSON HEIGHTS PLAT 2, AN OFFICIAL PLAT IN THE CITY OF VAN METER, DALLAS COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE WEST 10.00 FEET OF LOT 3 LYING ADJACENT TO LOT 7

AND

THE EAST 10 FEET OF LOT 7 LYING ADJACENT TO LOT 3 AND OUTLOT 'Y' OF SAID HUDSON HEIGHTS PLAT 2

AND

THE SOUTH 20.00 FEET OF LOT 7

AND

THE EAST 20.00 FEET OF LOT 15 LYING ADJACENT TO OUTLOT 'Z'

ALL BEING GENERALLY DEPICTED ON SAID HUDSON HEIGHTS PLAT 2.

#### PRIVATE STORM WATER FACILITIES EASEMENT

A PRIVATE STORM WATER FACILITIES EASEMENT IN LOTS 4, 5, 6, 11, 12, 13, 14, 15, AND OUTLOT 'Z', HUDSON HEIGHTS PLAT 2, AN OFFICIAL PLAT IN THE CITY OF VAN METER, DALLAS COUNTY, IOWA THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE WEST 35.00 FEET OF LOT 4 LYING ADJACENT TO LOTS 10, 11, 12, 13 AND 14

AND

THE NORTH 60.00 FEET OF LOT 5 LYING ADJACENT TO LOTS 14 AND 15

AND

THE EAST 20.00 FEET OF LOTS 11, 12, 13, 14, 15, AND OUTLOT 'Z' LYING ADJACENT TO LOTS 4 AND 5

AND



THE NORTH 120.00 FEET OF LOT 6 LYING ADJACENT TO LOT 2, VALLEY VIEW ACRES, AN OFFICIAL PLAT RECORDED IN BOOK 2008, PAGE 148 AT THE DALLAS COUNTY RECORDER'S OFFICE

AND

THE EAST 35.00 FEET OF LOT 6 LYING ADJACENT TO LOTS 3, 4, 5 AND 6 OF VAN BUREN HEIGHTS PLAT 2, AN OFFICIAL PLAT IN THE CITY OF VAN METER, DALLAS COUNTY, IOWA RECORDED IN BOOK 4, PAGE 16 AT THE DALLAS COUNTY RECORDER'S OFFICE

AND

THE EAST 30.00 FEET OF LOT 6 LYING ADJACENT TO LOTS 8 AND 9 OF VAN BUREN HEIGHTS PLAT 4, AN OFFICIAL PLAT IN THE CITY OF VAN METER, DALLAS COUNTY, IOWA RECORDED IN BOOK 4, PAGE 376 AT THE DALLAS COUNTY RECORDER'S OFFICE

AND

ALL OF OUTLOT 'Y'

ALL BEING GENERALLY DEPICTED ON SAID HUDSON HEIGHTS PLAT 2.



**VEENSTRA & KIMM INC.**

3000 Westown Parkway  
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000  
www.v-k.net

February 24, 2025

Liz Faust  
City Administrator  
City of Van Meter  
310 Mill Street  
P.O. Box 160  
Van Meter, Iowa 50261-0160

VAN METER, IOWA  
HUDSON HEIGHTS PLAT 2  
ENGINEERING REPORT FOR ACCEPTANCE OF IMPROVEMENTS AND RELEASE OF FINAL PLAT

This letter is to report that Veenstra & Kimm, Inc. has conducted an on-site review of the construction of "Hudson Heights Plat 2" project. Construction for the project started on June 25, 2024. The project was completed on or about January 24, 2025, including required testing of public utility improvements.

A walk-through inspection of the public improvements was conducted on November 20, 2024 with representatives of the City of Van Meter, the developer and Veenstra & Kimm, Inc. A list of remaining work/repair (punch list) items was established during the walk through that was provided to the developer. The remaining work items are now complete by the developer.

As City Engineer, it is our opinion that the work performed for the project public improvements is in substantial accordance with the approved Preliminary Plat and Construction Drawings and applicable City Standards. Our recommendation is for final acceptance of the completed improvements and release of Final Plat.

If you have any questions or comments concerning the project, please contact the writer at 515-225-8000, or [rjohnson@v-k.net](mailto:rjohnson@v-k.net).

VEENSTRA & KIMM, INC.

Randy Johnson

RMJ  
1937-010



Punch List  
Hudson Heights Plat 2  
City of Van Meter, Iowa  
V&K Job No.: 19387

Prepared: November 20, 2024  
Updated: January 13, 2025  
Updated: February 21, 2025

Present:

Drew McCombs - City of Van Meter  
Callin Hornsby & Michael Crow - Veenstra & Kimm, Inc.  
Austin Roemer - Civil Engineering Consultants, Inc.  
Rod Ocker - DR Utilities  
John Larson - Hudson Heights Development, LLC

Item	Structure	Sheet	Location	Comments
1	EX SAN MH-4	6	0+66.05 RT	<del>Remove PCC slag from invert. This manhole is actually storm sewer – CEC to look into correcting and connecting into san sewer.</del>
2	6" VALVE	9	0+86.53 LT	OK
3	ST-106	13	1+10.93 LT	Clean Invert
4	ST-105	13	1+10.93 RT	<del>Clean Invert. Replace broken adj. ring and replace two 2" rings with one 4" ring. Bolt casting and rings to structure, 2 bolts. Backfill structure.</del>
5	SAN MH-005	6	3+22.93 RT	OK
6	HYD & VALVE	9	3+31.99 LT	OK
7	ST-109	12	0+45.75 LT	<del>Remove PCC slag and dirt from invert.</del>
8	VALVE	10	0+55.24 LT	<del>Adjust valve box to grade.</del>
9	ST-108	12	0+45.74 RT	<del>Adjust casting to grade. Bolt casting and rings to structure, 2 bolts.</del>
10	BLOWOFF HYD	10	1+86.24 LT	OK
11	SAN MH-004	6		OK
12	VALVE	9	4+10.13 LT	OK

13	ST-107	12	3+87.13 RT	Bolt casting and rings to structure, 2 bolts.
14	SAN MH-003	6	4+05.10 RT	Remove dirt from manhole. Verify no dirt is in outlet pipe. Reset casting, rings, and I&I barrier.
15	ST-110	12	4+69.11 RT	Bolt casting and rings to structure, 2 bolts.
16	HYD & VALVE	9	5+50.15 LT	OK
17	ST-111	12	6+04.64 RT	Bolt casting and rings to structure, 2 bolts.
18	ST-112	12	6+04.64 LT	Not inspected—inspect at later date after all structures are cleaned out.
19	ST-306	11	6+56.01 RT	Bolt casting and rings to structure, 2 bolts. Clean debris from invert and bench.
20	HYD & VALVE	9	7+47.59 LT	OK
21	SAN MH-001	6	7+62.47 RT	Clean debris from invert and bench. Removed 3-piece casting bolts from inside casting wall.
22	ST-304	11	8+59.47 RT	Backfill structure. Bolt casting and rings to structure, 2 bolts.
23	ST-305	11	8+59.37 LT	Not inspected—inspect at later date after all structures are cleaned out. OK 12/5/24
24	EX SAN MH #1	6	8+71.63 LT	OK
25	VALVE	9	8+72.66 LT	OK
26	ST-303	11	8+59.70 RT	Reset adjusting rings and casting. Bolt casting and rings to structure, 2 bolts.
27	ST-302	11		Bolt casting and rings to structure, 2 bolts.
28	ST-301 FES	11		Install more rip rap around FES.
29	ST-203 FES	11		OK





Misc. Items

43	Submit 4yr maintenance bonds to V&K with cost breakdowns
44	CEC to submit As-Constructed Plans, shall include x,y for all services
45	Finish mulching, verify seeding establishes, and submit NOD
46	Verify all service stubs are marked with a t-post at breast height and are painted appropriately (green=sanitary, blue=water, white=sump)
46	Verify all property pins and lot markers are staked and still standing
47	Remove all washout boxes, machinery, and miscellaneous equipment and materials-
48	Finish final grading SE corner of Lot 11 where connecting into existing yard - Spring 2025?
49	Install all street and road signs
50	Finish sealing all roadway joints
51	Arlington Ave - Backfill around sidewalk and mailbox pad, remove materials and trash, clean cul-de-sac
52	Grade out all areas of site with rutting
53	Install Turf Reinforcement Matting between ST 202 and ST 201 on Plan Sheet 11
54	Install Turf Reinforcement Matting east of ST-102 on Plan Sheet 13



# Agenda Item #5

Discussion and Consideration:

## Proposed Amendment - Chapter 164 Vacant Buildings

Submitted for: **Discussion and Consideration**

The City currently has a vacant building code but it only addresses commercial and industrial buildings. The Council has expressed desire to have a code that addresses vacant residential properties, lots and commercial & industrial. Jason from V&K has reviewed and any comments have been incorporated into the enclosed amendment.

If the P&Z commission recommends adoption of the changes, the public hearing will be set at the March meeting for April 14, 2025 at 7:00pm.

**Chairperson:** Do I hear a motion?

**Motion:** I move to recommend adoption of the proposed amendment to Chapter 164 Vacant Buildings to the Van Meter City Council.

**Commissioner \_\_\_\_\_:** *So moved.*

**Commissioner \_\_\_\_\_:** *Second.*

**Chairperson:** *Roll Call Please.*

Wahlert \_\_\_\_\_ Feldman \_\_\_\_\_ Hulse \_\_\_\_\_ Miller \_\_\_\_\_ DeVore \_\_\_\_\_ Cook \_\_\_\_\_ Coyle \_\_\_\_\_

## **CHAPTER 164 VACANT BUILDINGS**

164.01 Title	164.08 Vacant Property Standards
164.02 Purpose	164.09 Violations and Enforcement
164.03 Definitions	164.10 Exemptions
164.04 Applicability	164.11 Process and Timeline
164.05 Permit Required	164.12 Fees and Penalties
164.06 Permit Requirements	164.13 Appeals
164.07 Permit Issuance	

### **164.01 TITLE.**

This chapter shall be known as the Vacant Building Codes of the City of Van Meter.

### **164.02 PURPOSE.**

It is the purpose and intent of this chapter to establish a vacant buildings registration and maintenance program as a mechanism for preserving and promoting public health, safety, prosperity, and welfare; to abate and prevent public and private nuisances and potential fire hazards; and to provide for administration, enforcement, and penalties. This chapter applies to all property types in the City of Van Meter.

### **164.03 DEFINITIONS**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning. Words used in the present tense shall include the future; the singular shall include the plural, and the plural the singular; and the word "shall" is mandatory, the word "may" is permissive.

1. "Accessory building or structure" means a detached building or structure on the same lot, with and of a nature customarily incidental and subordinate to the principal building or structure or use of the land; e.g., a garden house, greenhouse, garage, carport, shed, fence, or retaining wall.
2. "Agent" means a designated representative of the property owner who may act on behalf of and make decisions for the owner with regard to the vacant property.
3. "Authorized Official" means the City Administrator, City Clerk, Public Works Director, Building Administrator or Zoning Administrator or independent contractors appointed by the City Council or City Staff who shall oversee the administration and enforcement of this Code. Work may include but is not limited to completion of administrative work, inspections or assessments, and/or other necessary actions in order to ensure compliance.
4. "Building" means any structure used or intended for supporting or sheltering any use or occupancy.



5. "Dangerous Building" means a building deemed to be dangerous if meeting any of the definitions in Chapter 163.
6. "Exterior premises" means the open space on the premises or the portion of the premises upon which there is not a structure.
7. "Good repair" means free from blighting and hazardous conditions, clean and sanitary, and in safe condition.
8. "Illegal occupied " means any occupancy in violation of City ordinances.
9. "Imminent hazard" means a condition which could cause serious or life-threatening injury or death at any time.
10. "Junk" means scrap metals or scrap materials, abandoned, dismantled or partially dismantled machinery, motor vehicles, other vehicles or appliances.
11. "Mixed occupancy" means occupancy of a structure in part for residential use and in part for some other use not accessory thereto.
12. "Occupant" means an occupant is any person who leases or lawfully resides in a building or premises, or a portion of a building or premises.
13. "Owner" means any person having a title to the premises, as recorded in the Office of the Recorder for Dallas County, or as recorded on the Dallas County assessment rolls.
14. "Partially vacant" means a building that has one or more stories or dwelling units vacant including a multi-storied building or structure that has one or more stories vacant, including the ground level store front. For the purpose of this chapter the ground floor store front must be vacant to be deemed partially vacant.
15. "Responsible person" means a natural person who is the owner, operator or manager of any building, structure, or premises and is responsible for the property's maintenance and management.
16. "Rubbish" means combustible and noncombustible waste materials, including garbage, that are offensive to sight or smell, dangerous to public health or detrimental to the best interests of the community. The term shall include the residue from the burning of wood, coal, coke, and other combustible materials, papers, rags, cartons, boxes, wood excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery, and dust and other similar materials. For purposes of this chapter, the term "Refuse" may be used interchangeably with rubbish.
17. "Structure" means anything constructed or erected, which requires location on the ground or attached to something having location on the ground.
18. "Unoccupied" means building which lacks physical presence of an occupant for at least 180 consecutive days for the purpose for which it was erected or a building unfit for occupancy due to a failure to meet minimum standards set out by city ordinances. The storage of products, materials, equipment, or other

personal property does not constitute occupancy unless authorized by the Van Meter zoning ordinance as determined by the Authorized Official.

19. "Unsecured" means a building or portion of a building that is open to entry by unauthorized persons without the use of tools.
20. VACANT. A building shall be deemed to be vacant if it is unoccupied and/or no person currently resides in the building or operates a lawful business open regularly for business (with the exception of holidays and seasonal businesses) or if it meets one or more of the following:
  - a. Unsecured or secured by means other than those used in the design of the building;
  - b. Declared unfit for occupancy as determined by the Authorized Official or other authorized representative;
  - c. Been deemed a dangerous and/or dilapidated building by the City of Van Meter;
  - d. Subject to housing, building, fire, health and safety, nuisance or zoning code violations; or
  - e. Lacks one or more utilities for a period of at least ~~one hundred~~ eightythree (30) consecutive days. Vacant buildings do not include any buildings under construction pursuant to a valid building permit issued by the City of Van Meter and progressing in accordance with timelines authorized under the issuance of the permit.
21. "Vacant Lot" means a parcel of ground that does not contain a building or structure and not owned by the owner of an adjoining parcel containing a principal building or structure.
22. "Vacant Property" includes vacant lots, vacant residences, vacant multi-family structures and vacant commercial & industrial buildings.
23. "Waste" means garbage, ashes, rubbish, refuse, or trash.
24. "Weeds" or "noxious weeds" mean dense growth of all weeds, vines, brush, or other vegetation which may constitute a health, safety, or fire hazard. Weeds or noxious weeds include but are not limited to Canada thistle, leafy spurge, field bindweed (Creeping Jenny), Ambrosia trifida (Giant Ragweed), Arubosia trifida (Common Ragweed), and such other weeds as are defined in Weeds of the North Central States, North Central Regional Research Publication No. 281, Bulletin 772, published by the University of Illinois at Urbana-Champaign, College of Agriculture, Agriculture Experiment Station, and in all applicable sections of current codes at the time as adopted by the City Council (e.g., Code of Iowa and International Property Maintenance Code).



#### **164.04 APPLICABILITY.**

1. General. The provisions of this chapter shall apply to all buildings and lots in any zoning district in the City of Van Meter vacant or partially vacant for one hundred eighty consecutive days or more.

2. Conflict. In any case where a provision of this chapter is found to be in conflict with a provision of any other provisions of the Code of Ordinances, the provision which established the higher standard for the protection of the public health, safety, and welfare shall prevail.

3. Application of Other Ordinances. Nothing in this chapter shall be construed to cancel, modify or set aside any provision of the City Zoning Code or Building Code. Nothing contained herein shall be deemed to authorize the use of a structure or premises contrary to any other provision of the Code of Ordinances. Repairs, additions, or alterations to a structure shall be done in accordance with the procedures and provisions of state and local laws. Nothing in this section shall be construed to cancel, modify, or set aside any provision of the Van Meter Zoning Ordinance or Building Codes.

4. Existing Remedies. The provisions in this chapter shall not be construed to abolish or impair existing remedies of the City, or its officers or agencies, under State laws or this Code of Ordinances, including the Zoning Code, relating to the removal or demolition of any structure which is dangerous, unsafe and unsanitary, or the abatement of public nuisances.

5. Historic Buildings. The provisions of this chapter shall apply to structures designated by the Federal Government, State or City as historic buildings. Any work to said structures shall also comply with current International Building Code as adopted by the City.

#### **164.05 PERMIT REQUIRED.**

All vacant properties within the corporate limits of the City of Van Meter shall be registered with the city by the owner or the owner's representative in accordance with the following.

1. Vacant Property Registration Required

- a. Vacant Lot. The owner of any vacant lot to which this chapter applies shall be required to register the property with the city.
- b. Vacant Building. The owner of a vacant building to which this chapter applies shall be required to register the property within thirty days of becoming vacant or any change of ownership.
- c. Enactment. Upon enactment of this chapter, any vacant property subject to this chapter must register on or before May 1, 2025.

2. Application for a Vacant Building Permit shall be made by completing a vacant building registration form, which shall be submitted to the Building Inspector. The owner must maintain a valid Vacant Building Permit for any lot, building or structure to which this chapter applies and must continue to renew the permit as long as the building or structure remains vacant, subject to this chapter.

3. Vacant Building Permit Process. When completing the vacant building registration form, which is available to be downloaded from the City website, or obtained from the Authorized Official or City Hall, applicants shall disclose all measures to be taken to ensure that the building will be kept weathertight, secure from trespassers, and safe for entry by police officers and firefighters in times of exigent circumstances or emergency. The application shall include, but not be limited to, the following:
  - a. Contact Information for Each Owner. If the owner does not reside within the State of Iowa, the owner shall provide the name, address and telephone number of an agent who is available for service of process within the State of Iowa. If the owner is other than a natural person or persons, the following shall apply, as appropriate:
    - i. If the owner is a corporation, limited liability company, limited or general partnership, the registration statement shall provide the names and residence addresses of all responsible persons and the name and business address of the registered agent for service of process appointed pursuant to the Code of Iowa.
    - ii. If an estate, the name and business address of the personal representative of the estate.
    - iii. If a trust, the names and addresses of the trustee or trustees.
    - iv. If a partnership, the names and residence addresses of the partner or partners.
  - b. Contact information for a responsible person, as defined by this chapter, who is a natural person who may be contacted at all times for inspections, emergency repairs, or maintenance, and who can respond to the vacant building or structure when requested.
  - c. Any rehabilitation or demolition plans for the building or structure.
  - d. An acknowledgement by the owner that grass and weeds shall not exceed a height of eight inches and a plan for how the owner will comply with this requirement.
  - e. An acknowledgement by the owner that snow and ice shall be removed from the public right-of-way within 24 hours of snowfall and a plan for how the owner will comply with this requirement.
  - f. An acknowledgement by the applicant that the owner is aware of and understands the vacant building maintenance standards in this chapter.
4. Vacant Building Permit Renewal. Any applicant seeking to renew a permit must submit an updated vacant building registration form and shall pay the required fee as established by the City Council.



#### **164.06 PERMIT REQUIREMENTS.**

A permit may only be issued or renewed if the building or structure which is subject to the application satisfies the following requirement:

1. Code Compliant. All buildings or structures subject to the application shall comply with all building, fire, property maintenance, zoning, and other applicable sections of the Code of Ordinances, and shall apply for all necessary building, fire prevention and zoning permits, if any are required to bring the building into compliance, upon application for a vacant building permit.

#### **164.07 PERMIT ISSUANCE.**

1. The Building Inspector shall issue or renew a vacant building permit upon being satisfied that the building has been inspected and is in compliance with all applicable provisions of this Code and the vacant building maintenance standards set forth in this chapter, and is adequately protected from intrusion by trespassers and from deterioration by the weather. This permit shall be effective for a period of 365 days from the date of issuance or renewal.
2. All permits issued are subject to all other applicable conditions of this Code of Ordinances and the following additional conditions:
  - a. Consent to Entry. All applicants and owners holding a permit consent to the entry of duly authorized officials of the City at all reasonable hours and upon reasonable notice for the purpose of inspection. Refusal to consent to entry shall be a violation of this chapter. In addition to issuing a municipal infraction citation in the event of refusal, the City may file a complaint under oath to any Court of competent jurisdiction and said Court shall thereupon issue its order authorizing the appropriate person to enter such establishment to inspect.
  - b. Consent to Emergency Inspections or Emergency Repairs. All applicants and owners holding a permit consent to the entry of duly authorized officials of the City if such official has reason to believe that an emergency situation exists with respect to the building or structure that tends to create an imminent hazard to health, welfare or safety of the general public, in the discretion of such official, then such official may enter the building to inspect the premises, without notifying the responsible party or obtaining a warrant. If such official finds an emergency situation exists in fact, which presents an imminent hazard to the health, welfare or safety of the general public, then such official may cause any reasonable action, including the employment of necessary labor and materials, to perform emergency repairs to alleviate the hazard. City employees will confer with legal counsel prior to entering or causing entry to be made to premises and/or performing any emergency repairs without prior owner notification and consent. Costs incurred in the performance of emergency repairs may be paid by the City and if so paid, the City may levy a special assessment against the property to recover the costs.

- c. Cooperation by Owner or Responsible Person. All owners holding a permit or responsible persons identified in a permit application shall cooperate with and facilitate inspections of the premises at reasonable times pursuant to reasonable notice to determine compliance with the requirements of this chapter. Obstructing a duly authorized inspection, including refusing entry or access to portions of the building subject to the permit, shall be a violation of this chapter. The owner shall notify the Building Inspector within 30 business days of any changes to the contact information of the owner or responsible person.
- d. Continued Compliance. For the vacant building permit to remain valid, the building or structure subject to the permit shall continue to comply with all the requirements of the vacant building maintenance standards.

#### **164.08 VACANT PROPERTY STANDARDS.**

Vacant Building Maintenance Standards. All buildings or structures subject to the application shall adequately protect the building from intrusion by trespassers and pests, and from deterioration by the weather. The buildings must also comply with the following vacant building maintenance standards:

- a. Building Openings. Doors, windows, areaways, and other openings shall be weathertight and secured against entry by birds, vermin and trespassers. Missing or broken glass in doors, windows and other such openings shall be repaired / replaced with glass. No building opening shall be boarded. All first floor or ground level windows, doors and openings shall be free of any posters, paper or fabric coverings.
- b. Waste Removal. All waste, debris, rubbish, and garbage shall be removed from the interior of the building or structure and surrounding premises.
- c. Roofs. The roof and flashings shall be sound and tight, not admit moisture, or have defects which might admit moisture, rain, or roof draining and shall allow for sufficient drainage to prevent dampness or deterioration in the interior of the building.
- d. Drainage. The building storm drainage system shall be functional and installed in an approved manner, and allow discharge in an approved manner.
- e. Building Structure. The building shall be maintained in good repair and structurally sound. The building shall be maintained in a sanitary manner and in a manner that does not pose a threat to the public health, safety and welfare.
- f. Structural Members. The structural members shall be free of deterioration and capable of safely bearing imposed dead and live loads.
- g. Foundation Walls. The foundation walls shall be maintained structurally sound and in a sanitary condition so as not to pose a threat to the public health, safety and welfare, shall be capable of supporting

the load which normal use may cause to be placed thereon, and shall be free from open cracks and breaks, free from leaks, and be animal and rat-proof.

- h. Exterior Walls. The exterior walls shall be free of holes, breaks, and loose or rotting materials. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint or similar surface treatment. Windows shall not be missing, broken, or boarded up.
- i. Decorative Features. The cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be safe, anchored and in good repair. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint or similar surface treatment.
- j. Overhanging Extensions. All balconies, canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts and similar features shall be in good repair, anchored, safe and sound. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint or similar surface treatment.
- k. Appurtenance. Any portion of a building, or any member, appurtenance ornamentation on the exterior thereof shall be of sufficient strength or stability, and anchored so as to be capable of resisting wind pressure of one-half of that specified in the building code for new buildings of similar structure, purpose or location without exceeding the working stresses permitted in the building code for such buildings.
- l. Chimneys and Towers. Chimneys, cooling towers, smokestacks and similar appurtenances shall be structurally safe and in good repair. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint or similar surface treatment.
- m. Walkways. Public walkways shall be in good repair, shall be safe for pedestrian travel, and shall be free of snow and ice. Snow and ice removal shall be completed within 24 hours of a snowfall.
- n. Accessory Building/Structures. Accessory buildings or structures such as garages, sheds and fences shall be free from safety, health and fire hazards; and, shall comply with these vacant building maintenance standards.
- o. Exterior Premises. The surrounding premises upon which the structure or building is located shall be clean, safe, sanitary, free from waste, rubbish, garbage, excessive vegetation, shall not be used for exterior storage, and shall not pose a threat to public health, welfare or safety.



## **164.09 VIOLATIONS AND ENFORCEMENT.**

1. Authorized Officials. The Zoning Administrator and the Building Inspector shall have the authority to enforce the provisions of this chapter and to exercise the powers and duties specified in this chapter and may delegate their authority to appropriate City personnel.
2. Right of Entry. An Authorized Official has the right to enter buildings, structures, or premises subject to this chapter at reasonable times, with the express or implied consent of the owner, responsible person, or occupant, to inspect in accordance with the City's policy and procedure for entering onto private property to conduct administrative interior and exterior inspections for Code administration and enforcement. If entry is refused, it shall be a violation of this chapter for which a municipal infraction citation may be issued.
3. Inspections. An Authorized Official may inspect the premises and structures to determine compliance with this chapter at their discretion. All reports of such inspections shall be in writing, signed or initialed and dated. An Authorized Official may engage any expert opinion as deemed necessary to report upon unusual technical issues that arise in the course of their duties, in accordance with City policy. An Authorized Official may conduct inspections made pursuant to the provisions of this chapter in conjunction with other inspectors of the department, police officers, firefighters, or inspectors from other governmental bodies.
4. Issuance of Orders to Repair. Upon inspection, an Authorized Official or his/her designee, shall issue orders to repair for work needed:
  - a. To adequately protect the building from intrusion by trespassers and from deterioration by the weather.
  - b. To comply with the vacant building maintenance standards set forth in this chapter.
  - c. To ensure that allowing the building to remain will not be detrimental to public health, safety and welfare, will not unreasonably interfere with the reasonable and lawful use and enjoyment of other premises within the neighborhood.
  - d. To eliminate any hazards to police officers or firefighters that may enter the premises in times of emergency.
    - i. When issuing orders to repair, the Authorized Official shall specify the deadline for completion of the repair required and shall mail the notice to the owner or responsible person identified in the permit. All work done pursuant to this chapter shall be done in compliance with any applicable Building, Fire, Property Maintenance and Zoning Codes and Ordinances.
5. Reinspection. Reinspection may be conducted after the deadline for repair as stated in the order. Reinspection are subject to applicable reinspection fees.

6. Notices and Orders. An authorized official may issue notices and orders to owners, responsible persons, operators, or occupants to obtain compliance with this chapter.
7. Revocation, Reinstatement Measures. If a vacant building permit is revoked by the Building Inspector for noncompliance with any provisions of this chapter, the owner of the building shall be given 30 days to comply with the provisions of this chapter. Extensions of such 30-day period may be granted at the discretion of the Building Inspector. Upon expiration of the 30-day period, or any extension thereof, if the building continues to be noncompliant, a municipal infraction shall be issued.
8. Failure to Comply. If the owner fails to take corrective action within the specified time frame the city may pursue any and all remedies otherwise existing at law, including but not limited to municipal infraction, civil suit for abatement of nuisance, or proceedings to acquire title under Iowa Code § 657A.10B.

#### **164.10 EXEMPTIONS.**

1. Property under construction. A vacant property that is actively under construction or renovation with a valid permit shall be exempt from the registration requirement.
2. Property actively listed for sale or lease. A vacant property that is actively listed and offered for sale or lease shall be exempt from the registration requirement subject to the following conditions:
  - a. A sign, legible from the nearest street, is continuously posted at the property notifying the public of the offered sale or lease and a phone number, email address, or website to contact for more information.
  - b. The property is offered for sale at a price not to exceed twenty-five percent more than the assessed value as documented by the Dallas County Assessor's Office unless the owner submits a qualified appraisal or recent comparable market data which justify a higher value.
  - c. The property is offered for lease at a proposed rent that is comparable with the rental market throughout the community.
  - d. If after twelve months of active listing, the property remains vacant, registration shall be required.
3. Temporary Vacancy of Owner-Occupied Dwellings. A vacant owner-occupied residential property where the owner resides elsewhere for less than six months per calendar year shall be exempt from the registration requirement.

#### **164.11 PROCESS AND TIMELINE.**

No later than May 1, 2025 following passage of this chapter, and subsequently within 30 days of a lot, building or structure becoming vacant as defined herein, a building owner must complete a vacant building registration form, which serves as an application for a vacant building permit.

1. There is no charge for the initial application as long as the building is compliant with all applicable building codes.
2. If the building remains vacant for 180 days necessitating the 180-day inspection, the building owner or representative shall pay the permit or inspection fee.
3. Upon completion of the inspection, the building owner or representative shall remedy as ordered. If no repairs are necessary, the permit is valid for one year from the 180-day inspection, at which time the inspection process begins again with the vacant building permit fee being due annually thereafter.
4. If the inspection results in necessary repairs being ordered, a reinspection will be conducted in accord with the provisions of this chapter.
5. In the case of a necessary reinspection, the annual permit begins upon all necessary repairs being made and bringing the building into compliance with all applicable building codes.

#### **164.12 FEES AND PENALTIES.**

1. Vacant Building Permit Fee. The Council shall establish a fee for the 180-day issuance and renewal of a vacant building permit fee.
  - a. Permit Fee Due. The vacant building permit fee is due upon the 180-day inspection.
  - b. Reinspection Fees.
    - i. To compensate the City for its inspection and administrative costs reasonably related to the enforcement, an escalating fee established by the Council through resolution, may be charged for any reinspection following the initial inspection which resulted in an order for corrective action, and the first reinspection to determine compliance with an order for corrective action issued hereunder. There shall be no reinspection fee if the inspection indicates full compliance, or for a reinspection occurring during the period of an approved time extension granted for good cause and involving a good faith effort on the part of the property owner to comply with the order.
    - ii. Failure to pay reinspection fees within 30 days of mailing an invoice to the property owner of record shall constitute a violation of this chapter for which a municipal infraction citation may be issued.

#### **164.13 APPEALS.**

The owner shall have the right to appeal a notice of violation by the authorized official to the building code board of appeals as outlined in Section 15.04.150.

1. Written Request for Appeal. A written request for an appeal must be submitted within ten calendar days from the date on the notice of violation to the development services director. The written request shall include the following:
  - a. Date



- b. Owner's name
  - c. Owner's address,
  - d. Owner's phone number
  - e. Property address or parcel number
  - f. Information supporting the owner's position
2. Setting the Hearing. As soon as practicable after receiving the written appeal, the Board of Appeals shall fix a date, time and place of hearing. Said hearing shall be not more than thirty days from the date the written notice of appeal is filed.
3. Failure to Appeal. Failure of any person to file an appeal in accordance with the provisions of this subchapter shall constitute a waiver of rights to an administrative hearing and adjudication of the notice and order or any portion thereof.
4. Matters of Consideration. Only those matters or issues specifically raised by the appellant shall be considered in the hearing of the appeal.
5. Decision. After hearing all testimony, the board of appeals shall have ten days to issue a decision. The decision may contain findings of fact, a determination of the issues presented, and any requirements to be complied with.

PROPOSED

# Agenda Item #6

Discussion and Possible Action:

Proposed Amendment - Chapter 165 Zoning Regulations

This will be tabled to a later meeting. A scheduling conflict resulted in a delayed review with the zoning administrator until March 7.

# Agenda Item #7

## Adjournment

***Chairperson: With no further business, do I hear a motion to adjourn?***

Commissioner \_\_\_\_\_: ***So moved.***

Commissioner \_\_\_\_\_: ***Second.***

***Chairperson:*** All in favor? \_\_\_\_\_

This meeting is adjourned at \_\_\_\_\_pm. Thank you.