

**Meetings**

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

**Board Members**

**Dennis Carter**  
**Brian Anderson**  
**David Lyons**  
**Jarin Young**  
**Tony Doremus**

**City Staff**

Liz Faust, City Administrator  
Jess Drake, City Clerk  
Drew McCombs, Public Works Director  
Jason VanAusdall, Zoning Administrator  
Randy Johnson, City Engineer

Posted: Wednesday, April 9, 2025

**Board of Adjustment Agenda:**

- 1. Call to Order/Roll Call**
- 2. Approval of Agenda**
- 3. Approval of the Minutes from December 19, 2024**
- 4. PUBLIC HEARING**

Public Hearings are held during the Board of Adjustment's regular meetings. Those who wish to speak will be requested to provide their name and address for the record when called upon. The order of proceedings for each application will be as follows:

- 1.** City staff will summarize the issue and present their findings.
- 2.** The applicant will present testimony and evidence regarding their request.
- 3.** City staff will provide a summary of all written comments received prior to the hearing.
- 4.** Testimony may be heard from members of the audience who wish to speak in support of or in opposition to the request and will be limited to five (5) minutes per speaker
- 5.** The Board will give the applicant and city staff the opportunity to present concluding summaries and arguments.
- 6.** At the conclusion of all public testimony, the Board will close the public hearing.
- 7.** The Board will discuss the issues and evidence and come to a decision. The applicant may withdraw their application at any time prior to the decision of the Board of Adjustment.

**A. VARIANCE**

An application for a Variance has been received from DUNCAN CONSTRUCTION, the property owner of real estate located at 405 Main Street.

The potential buyer has submitted an application for a Variance for the property located at 405 Main Street, Van Meter, IA 50261 to allow for construction of a single family residential property on a lot that does not meet the minimum size requirements as defined within the City's R-2 Zoning District which prohibits any proposed newly constructed residence from compliance with front and side yard setbacks. R-2 Zoning requires a minimum lot area of eight thousand four hundred (8,400) sq ft for single family dwellings and minimum lot width of sixty-six (66) feet. Said property has a lot area of six thousand, eight hundred and sixty-four (6,864) feet and a lot width of fifty-two (52) feet and does not meet the minimum standards for building. The applicant is requesting a variance allowing construction on a lot that does not meet the minimum standards.

- 5. Discussion and Consideration:** VARIANCE request as described in Agenda Item 4A
- 6. Adjournment**

# Agenda Item #1

## Call to Order

### Roll Call:

*Carter* \_\_\_\_\_

*Anderson* \_\_\_\_\_

*Lyons* \_\_\_\_\_

*Young* \_\_\_\_\_

*Doremus* \_\_\_\_\_

### *Staff:*

# Agenda Item #2

## Approval of the Agenda

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

**Board Member** \_\_\_\_\_: *So moved.*

**Board Member** \_\_\_\_\_: *Second.*

**City Clerk:** All in favor? \_\_\_\_\_ Not in favor? \_\_\_\_\_

# Agenda Item #3

## Approval of Minutes

**City Clerk:** *Do I hear a motion to approve the meeting minutes from December 19, 2024?*

**Board Member** \_\_\_\_\_: *So moved.*

**Board Member** \_\_\_\_\_: *Second.*

**City Clerk:** All in favor? \_\_\_\_\_ Not in favor? \_\_\_\_\_

# **PUBLIC MEETING**

**Governmental Body: Van Meter Board of Adjustment**

**Date of Meeting: Thursday, December 19, 2024**

**Time/Location of Meeting: 6:00pm – 310 Mill Street (City Hall)**

## **1. Call to Order/Roll Call**

The Van Meter Board of Adjustment Public Meeting was called to order at 7:00pm on Thursday, December 19, 2024 by City Clerk Drake. Board Members Present: Dennis Carter via phone, Brian Anderson, Jarin Young, David Lyons and Tony Doremus. Staff Present: City Clerk Jess Drake. Public present: Barb Gronwold, John Gronwold, Rick Wyant, Jesse Maffin, Keri Salancik, Mark Salancik, Paul Scieszinski, Austin Reed and Katey Farrell.

## **2. Approval of Agenda**

Young moved, supported by Doremus to approve the agenda.

Carter – YES; Anderson – YES; Lyons - YES; Young – YES; Doremus – YES.

Motion carried.

## **3. Approval of the Minutes from November 6, 2024**

Anderson moved, supported by Young to approve the minutes from November 6, 2024 as presented.

Carter – YES; Anderson – YES; Lyons - YES; Young – YES; Doremus – YES.

Motion carried.

## **4. Public Hearing**

Doremus moved, supported by Young, to open the public hearing.

Carter – YES; Anderson – YES; Lyons - YES; Young – YES; Doremus – YES.

The public hearing was open as of 6:02pm.

### **A. Conditional Use Permit Application**

A Conditional Use Permit Application has been submitted by Austin Reed, potential buyer of 325 Grand Street, Van Meter, IA 50261.

The potential buyer has submitted an application for a Conditional Use Permit for the property located at 325 Grand Street, Van Meter, IA 50261 to establish a used auto dealership. Zoning districts are defined in the Van Meter Code of Ordinances, Chapter 165 Zoning Regulations. The property is currently zoned “C-1 Downtown Commercial District.” Auto sales are not permitted within the C-1 zoning district. A conditional use permit is a permit that allows an exception to the zoning code.

## **FOR THE RECORD**

Notice of Public Hearing was published in the Des Moines Register on December 11, 2024. The Notice was also posted at the Van Meter City Hall, Van Meter Public Library, Van Meter Post Office and electronically at [www.vanmeteria.gov](http://www.vanmeteria.gov).

## **CITY REPORT**

City Clerk Drake recounted a summary of the application request, a recap of prior discussions with Van Meter’s Planning & Zoning Commission, the City’s Zoning Administrator and Van Meter’s Economic Development committee. As a separate issue, Planning & Zoning is reviewing the permitted uses as well as current uses of existing commercial properties currently zoned C1 in the downtown area. There is a desire to

address existing issues of non-conformance while still encouraging and enabling commercial activities in the C1 district. She also stated that, if approved, the Conditional Use Permit applies to this business run by this business owner only. It does not carry with the property if it were to change hands and the City does have the ability and authority to place certain restrictions or required compliance items within the permit issuance.

### **APPLICANT REPRESENTATIVES**

Austin Reed provided a description of his requested proposed use of a used auto store, stating that internet advertising is the primary advertising of his business model. He detailed the other auto sales establishments that he owns in both De Soto and Carlisle, along with Hawkeye Auto Salvage in DeSoto. He acknowledged the need to comply with City Code as it relates to building improvements, lighting, etc.

### **WRITTEN COMMENTS RECEIVED BY CITY PRIOR TO HEARING**

The City received 1 written comment prior to the hearing. Iowa Interstate Railroad (an adjacent property owner) stated they take no exception to the proposed Conditional Use Permit as long as there are no impacts to or encroachments on IAIS property. The City received no additional comments after publication and posting the hearing notice.

### **PUBLIC INPUT**

Residents Barb & John Gronwold expressed safety concerns with the structural integrity of the buildings on the western property line and expressed further concerns about the quantity of varmints as a result of the state and vacancy of said buildings. The applicant stated that he too has no desire for varmints or unsafe buildings and would evaluate to determine the structural integrity of the buildings and would be doing overall clean up and upkeep of the property.

Business Owner Paul Scieszinski expressed overall concerns with zoning administration and the need for administration and enforcement of zoning in Van Meter in general.

Resident Marc Salancik requested clarification from the applicant on the customer base he is attracting and type of vehicles to be sold. He also stated the desire to see the lighting standards upheld and expressed concerns about additional foot traffic in the area of potential customers. The applicant stated that the business model doesn't require a "showroom" type of dealership, the internet and word of mouth are the primary selling facets. He described the typical cars to be sold as used, domestic vehicles with less than 100,000 miles. While there will be staff on site, the majority of the customer interactions will be by appointment. He restated the understanding and desire to adhere to city code as it relates to building requirements, site plan standards, etc.

Katy Farrell, who was also in attendance at the Planning & Zoning Commission meeting of which this was a topic, stated that the applicant and realtor both understand the Conditional Use Permit to be a bridge to gap between now & future zoning changes.

### **APPLICANT CLOSING SUMMARY**

Austin Reed stated that he desires to be an asset to the community and believes that he has a proven business model that will work in this space and he wants to be part of the community. He reiterated the acknowledgement and desire to adhere to the City's requirements, rules and regulations.

## **CITY CLOSING SUMMARY**

City staff provided no additional comment.

Young moved, supported by Doremus to close the public hearing. Carter – YES; Anderson – YES; Lyons - YES; Young – YES; Doremus – YES.

The public hearing was closed as of 6:49pm.

### **5. Discussion & Action by Board of Adjustment regarding the Variance Request as described in Agenda Item 3A**

#### **DISCUSSION**

Board Members, Applicant Representatives, and City Staff discussed the variance request. Board Member Anderson expressed concerns about the expiration or length of permit if the proposed PUD zoning changes don't pass. He also expressed desire to ensure that certain restrictions are included in the CUP if approved including but not limited to lighting. Board Member Young believes that the proposed conditions of requiring screening along parameter fencing, general property clean up, adherence to parking rules & regulations as well as building codes seems reasonable. Board Member Doremus stated that he understands what the applicant is trying to do and thinks its doable in the location of 325 Grand Street.

**Young moved, supported by Doremus, to approve a Conditional Use Permit to Austin Reed for a used auto part store at the property located at 325 Grand Street with the following conditions: requirement of screening on parameter fencing, compliance with the City's codes (specifically calling out parking, lighting & building improvements/inspections) and general clean up & maintenance of the property.**

On roll call, the votes were as follows: Carter – YES; Anderson – YES; Lyons – YES; Young – YES; Doremus – YES.

The application for a Conditional Use Permit by Austin Reed for a Used Auto Sales Store at 325 Grand Street is approved with conditions until such a time that overall zoning changes are made to the current C1 zoning.

### **6. Adjournment**

Doremus moved, supported by Anderson, to adjourn the meeting.

Carter – YES; Anderson – YES; Lyons - YES; Young – YES; Doremus – YES.

Meeting was adjourned at 7:00pm.

Jessica Drake  
City Clerk, City of Van Meter

# Agenda Item #4 - OPEN

## Public Hearing for a Variance Request

Sample Language:

**City Clerk:** *I would entertain a motion to open the public hearing.*

Board Member: \_\_\_\_\_ **So moved.**

Board Member: \_\_\_\_\_ **Second.**

**City Clerk:** Carter - \_\_\_\_; Anderson - \_\_\_\_; Lyons - \_\_\_\_; Young - \_\_\_\_; Doremus - \_\_\_\_.

**City Clerk:** *The public hearing is now open at \_\_\_\_\_pm.*



# CITY REPORT

February 10, 2025

Duncan Construction  
c/o Abbey Duncan  
PO BOX 115  
Van Meter, IA 50261

To Whom It May Concern:

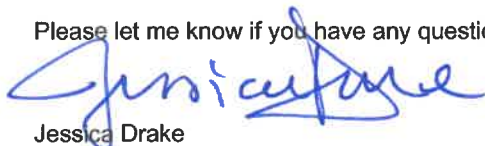
On Monday, February 3, 2025, the City of Van Meter received a request from Abbey Duncan regarding setbacks for a property located at 405 Main Street located in the City of Van Meter's R2 Zoning District. The One- and Two-Family Residence District is established as one designed to provide for a medium density residential development. Within the R2 Zoning District, the minimum lot area shall be eight thousand four hundred (8,400) square feet for single family dwellings and the minimum lot width shall be sixty-six (66) feet for single family dwellings.

The lot size of the property located at 405 Main Street is six thousand eight hundred and sixty-four (6,864) feet. The lot width of the property located at 405 Main Street is fifty-two (52) feet. The lot does not meet the minimum requirements as defined within the R2 Zoning District and is considered a non-buildable lot. In order for building activity to commence on this property, the property owner or developer would need to request approval of certain variances from the Van Meter Board of Adjustment including but not limited to front yard setbacks, side yard setbacks and certain building code requirements.

Prior to application to be heard by the Board of Adjustment, the applicant must first submit a building permit, building plans and site plan to [permits@vanmeteria.gov](mailto:permits@vanmeteria.gov) for review by City Staff and the City's Building Inspectors. Upon written receipt of denial, the applicant shall file for appeal with the Board of Adjustment within ten (10) days by completing the enclosed Board of Adjustment Appeal Form. The Board shall fix a reasonable time not to exceed 60 days for the hearing on the appeal, give public notice thereof as well as due notice to the parties in interest, and decide the same within a reasonable time. At the hearing any party may appear in person or by agent, or by attorney. Before an appeal is filed with the Board of Adjustment, the appellant shall pay a fee of \$15.00 to be credited to the general fund of the City. The Board of Adjustment shall 1) hear the appeal and decide if there was an error on the part of the building inspector 2) grant a variance in the regulations or 3) permit an exception to the regulations.

I have enclosed the R2 Zoning Regulations, a Building Permit and Board of Adjustment Appeal Form. In order to proceed, we will need to review & deny the building permit in order to kick off the process with the Board of Adjustment.

Please let me know if you have any questions.



Jessica Drake

City of Van Meter | City Clerk

515-996-2644

[jdrake@vanmeteria.gov](mailto:jdrake@vanmeteria.gov)

MAIL TO: P.O. Box 160, Van Meter, Iowa 50261

HOURS FOR CITY HALL:

Monday – Thursday 8:00am – 5:00pm

Friday 8:00am – 1:00pm

Enc:

R2 Zoning Regulations

Building Permit Application

Board of Adjustment Appeal Form

6. Boundaries indicated as following railroad lines shall be construed to follow the right-of-way line on that side bordering against the more restrictive use.

7. Where physical or cultural features existing on the ground are at variance with those shown on the Official Zoning Map, the Board of Adjustment shall interpret the district boundaries.

#### **165.09 R-2 TWO-FAMILY RESIDENCE DISTRICT.**

1. The One- and Two-Family Residence District is established as one designed to provide for a medium density residential development. The specific intent of this section is:

- A. To encourage construction and use of the area for single- and two-family dwellings.
- B. To provide for medium density housing and the attendant rise in traffic on specific collector streets.
- C. To prohibit commercial and industrial use of the land, and of any other use which would inhibit residential orientation of the area.

2. Principal Permitted Uses.

- A. Any and all uses permitted under the R-1 classification.
- B. Single-family dwellings.
- C. Two-family dwellings.
- D. Conversion of one-family dwellings into two dwellings in accordance with all lot area, frontage and yard requirements set forth in this section.

3. Accessory Uses.

- A. Accessory uses permitted under the R-1 classification.
- B. Customary home occupations, conducted entirely and solely by resident occupants in their place of abode; and provided that not more than one-half of the area of one floor be utilized for such purpose; further providing that said occupations require no external or internal structural alterations, or the use of mechanical equipment not customarily used in dwellings. Customary home occupations to be determined by Board of Adjustment.
- C. Nursery schools, or child nurseries provided that the building be located not less than 20 feet from any other lot in any R district classification; provided that 30 square feet of usable interior floor space and 100 square feet of usable outdoor play space is provided for each child. The outdoor play space must be completely enclosed by a fence not less than four feet, nor more than six feet in height.

4. Area Regulations.

- A. Lot Area. The minimum lot area shall be 8,400 square feet for single-family dwellings and 12,500 square feet for a two-family dwelling.
- B. Lot Width. The minimum lot width shall be 66 feet for single-family dwellings and 90 feet for two-family dwellings.
- C. Yard Width. The minimum front yard shall be 35 feet, the minimum rear yard shall be 30 feet for a dwelling and 45 feet for any other building. For two-family dwellings the total side yard requirement shall be not less than 20 feet, with the least side minimum being eight feet. For all other buildings other than two-family dwellings, lots 80 feet or more for each side yard and lots greater than 80 feet wide shall have a side yard equal to or greater than 10 percent of the overall lot width, for each side yard.
- D. Building Height. The maximum building height shall be two and one-half stories, with the principal building height maximum of 35 feet. Accessory building height maximum shall be 12 feet.
- E. Minimum Dwelling Dimensions. Neither the minimum overall width dimension nor the overall depth dimension of a single-family dwelling shall be less than 20 feet.

#### **165.25 BOARD OF ADJUSTMENT.**

1. Procedure.

A. Board Created. A Board of Adjustment is hereby established, which shall consist of five members. The terms of office of the members of the Board of Adjustment and the manner of their appointment shall be as provided by Statute.

B. Meetings. The meetings of the Board shall be held at the call of the Chairperson, and at such other times as the Board may determine. Such Chairperson or, in his absence, the acting Chairperson, may administer oaths and compel the attendance of witnesses. All meetings of the Board shall be open to the public. The Board shall keep minutes of its proceedings, showing the vote of each member on each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the Office of the Board and shall be a public record. The presence of three members shall be necessary to constitute a quorum.

C. Appeals. Appeals to the Board may be taken by any person aggrieved or by any officer, department, board or bureau of the City affected by any decision of the inspector of buildings. Such appeal shall be taken within 10 days by filing with the inspector of buildings and with the Board a notice of appeal specifying the grounds thereof. The inspector of

**RESIDENTIAL PERMIT TYPE:** New Construction ☒ Renovation ☐ Garage ☐ Shed ☐ Deck ☐ Pool ☐ Other ☐

**COMMERCIAL/INDUSTRIAL PERMIT TYPE:** New Construction ☒ Renovation ☐ Other ☐

**ATTACH SITE PLAN, DRAWINGS AND/OR BUILDING PLANS**

**JOB SITE INFORMATION**

Project Address: 405 Main St  
Applicant Name: Duncan Construction  
Application Date: 3/3./25  
Plat #: W52' Lot #: 6  
Development Name: n/a  
Commercial ☐ Industrial ☐ Public ☐  
Single Family ☒ Two Family ☐ Mult-Family ☐  
Property in a flood plain? Yes ☐ No ☒ Minimum Elevation MPE

**Property Owner**  
Name: Duncan Construction  
Address: PO Box 115  
City: Van Meter State: IA Zip Code: 50261  
Email: abbey@duncanconst.com Phone: (515) 321-1500

**Contractor**  
Name: Duncan Construction  
Address: PO Box 115  
City: Van Meter State: IA Zip Code: 50261  
Email: abbey@duncanconst.com Phone: (515) 321-1500

**Architect-Engineer**  
Name: Brimeyer Design  
Address: 10595 Skylark Dr  
City: Peosta State: IA Zip Code:   
Email:  Phone:

**Sub-Contractors**  
Electrical Contractor Name: Hirsh Electric Phone:  State License #:   
Plumbing Contractor Name: Rhiners Phone:  State License #:   
Mechanical Contractor Name: Jensen Heating Phone:  State License #:

**BUILDING SQUARE FOOTAGE**

Level 1 1770 Pool Size 0  
Level 2 336 Deck Size 0  
Basement Finished 0 Garage 420  
Basement Unfinished 1770 Shed 0

**DESCRIPTION OF PROJECT**

**Does not meet building lot standards**

New construction single family residential home.

PDF building plans preferred

**PERMIT FEES** (to be completed by V&K)

PROJECT VALUATION	Building	Trades	Approach	Sewer Connection	Water Connection & Excise Tax	Total Permit Fee
\$ <u>370,000.00</u>	\$ <u></u>	\$ <u></u>	\$ <u></u>	\$ <u></u>	\$ <u></u>	\$ <u></u>

**ADDITIONAL ACKNOWLEDGEMENTS**

- Except as provided by law, where any work has been started prior to obtaining this permit, the regular fee should be doubled.
- This permit shall expire if work has not commenced or has been abandoned for 120 days.
- ALL WORK MUST BE INSPECTED. It is the responsibility of the permittee to call for inspections. No work shall be concealed or covered until approved by the inspector.
- The permittee acknowledges that they are proficient in the performance of the work covered by this permit.
- Complete the application and submit all required documentation (including PDF plans) to the City of Van Meter at [permits@vanmeteria.gov](mailto:permits@vanmeteria.gov). Work may only commence upon receipt of an approved permit and payment of the permit fee to the City of Van Meter.

**OWNER OR AGENT SIGNATURE**

X *Adam Holiday* Date: 3/3/25

**WHEN APPROVED BELOW, THIS BECOMES A VALID PERMIT**

Issued By: *Adam Holiday* Date: 3-5-25  
Building Official

☐ Payment Received Date:  Amount: \$

TO: Neighboring Property Owners

FROM: Jessica Drake, City Clerk

DATE: March 24, 2025

SUBJECT: Application for Variance before the Board of Adjustment for a property located in the R-2 Zoning District of the City of Van Meter

**Notice of a Public Meeting – Van Meter Board of Adjustment**

Notice is hereby given that the Van Meter Board of Adjustment will hold a public hearing on **Thursday, April 10, 2025 at 6:00pm** at City Hall located at 310 Mill Street in Van Meter, Iowa to consider a request for variance from DUNCAN CONSTRUCTION, property owner of 405 Main Street, Van Meter, IA 50261.

The property owner has submitted an application for Variance for the property located at 405 Main Street, Van Meter, IA 50261. The property is located in the R-2 Zoning District as defined by the Van Meter Code of Ordinances, Chapter 165 Zoning Regulations. R-2 Zoning requires a minimum lot area of eight thousand four hundred (8,400) sq ft for single family dwellings and minimum lot width of sixty-six (66) feet. Said property has a lot area of six thousand, eight hundred and sixty-four (6,864) feet and a lot width of fifty-two (52) feet and does not meet the minimum standards for building.

Any party of interest may appear at the hearing or by legal counsel to express their views in support or against granting the request for variance. Written comments shall be received by the City Clerk no later than 4:00pm on Thursday, April 10, 2025. Written comments may be made by delivery to City Hall, by mail to City of Van Meter, PO BOX 160, Van Meter, IA 50261 or by email to [jdrake@vanmeteria.gov](mailto:jdrake@vanmeteria.gov).



Jessica Drake, City Clerk  
City of Van Meter

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JESSICA DRAKE  
CITY CLERK  
CITY OF VAN METER



City of Van Meter - Board of  
Adjustment Meeting April 10, 2025  
Notice of a Public Meeting – Van  
Meter Board of Adjustment

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JESSICA DRAKE  
CITY CLERK  
CITY OF VAN METER  
March 27 2025  
LIOW0264709

**AFFIDAVIT OF PUBLICATION**


City of Van Meter  
310 Mill Street  
Van Meter IA 50261

STATE OF WISCONSIN, COUNTY OF BROWN

The Des Moines Register and Tribune Company, a newspaper printed and published in the city of Des Moines, Polk County, State of Iowa, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue:

03/27/2025

and that the fees charged are legal.  
Sworn to and subscribed before on 03/27/2025

  
\_\_\_\_\_  
Legal Clerk

  
\_\_\_\_\_  
Notary, State of WI, County of Brown

My commission expires

Publication Cost:	\$41.20	
Tax Amount:	\$0.00	
Payment Cost:	\$41.20	
Order No:	11157623	# of Copies:
Customer No:	1403764	0
PO #:	LIOW0264709	

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

VICKY FELTY  
Notary Public  
State of Wisconsin



# **APPLICANT DOCUMENTS & COMMENTS**

**RESIDENTIAL PERMIT TYPE:** New Construction ☒ Renovation ☐ Garage ☐ Shed ☐ Deck ☐ Pool ☐ Other ☐

**COMMERCIAL/INDUSTRIAL PERMIT TYPE:** New Construction ☒ Renovation ☐ Other ☐

**ATTACH SITE PLAN, DRAWINGS AND/OR BUILDING PLANS**

**JOB SITE INFORMATION**

Project Address: 405 Main St  
 Applicant Name: Duncan Construction  
 Application Date: 3/3./25  
 Plat #: W52' Lot #: 6  
 Development Name: n/a  
 Commercial ☐ Industrial ☐ Public ☐  
 Single Family ☒ Two Family ☐ Mult-Family ☐  
 Property in a flood plain? Yes ☐ No ☒ Minimum Elevation MPE

**BUILDING SQUARE FOOTAGE**

Level 1 1770 Pool Size 0  
 Level 2 336 Deck Size 0  
 Basement Finished 0 Garage 420  
 Basement Unfinished 1770 Shed 0

**DESCRIPTION OF PROJECT**

**Does not meet building lot standards**

New construction single family residential home.

PDF building plans preferred

**PERMIT FEES** (to be completed by V&K)

<b>PROJECT VALUATION</b>	Building	\$	
	Trades	\$	
	Approach	\$	
	Sewer Connection	\$	
	Water Connection & Excise Tax	\$	
	<b>Total Permit Fee</b>	\$	

**ADDITIONAL ACKNOWLEDGEMENTS**

- Except as provided by law, where any work has been started prior to obtaining this permit, the regular fee should be doubled.
- This permit shall expire if work has not commenced or has been abandoned for 120 days.
- ALL WORK MUST BE INSPECTED. It is the responsibility of the permittee to call for inspections. No work shall be concealed or covered until approved by the inspector.
- The permittee acknowledges that they are proficient in the performance of the work covered by this permit.
- Complete the application and submit all required documentation (including PDF plans) to the City of Van Meter at [permits@vanmeteria.gov](mailto:permits@vanmeteria.gov). Work may only commence upon receipt of an approved permit and payment of the permit fee to the City of Van Meter.

**OWNER OR AGENT SIGNATURE**

x [Signature] Date: 3/3/25

**WHEN APPROVED BELOW, THIS BECOMES A VALID PERMIT**

Issued By: Adam Holiday Date: 3-5-25  
 Building Official

☐ Payment Received Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Property Owner**  
 Name: Duncan Construction  
 Address: PO Box 115  
 City: Van Meter State: IA Zip Code: 50261  
 Email: abbey@duncanconst.com Phone: (515) 321-1500

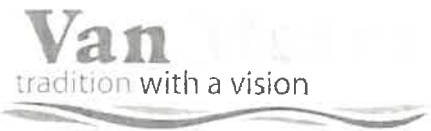
**Contractor**  
 Name: Duncan Construction  
 Address: PO Box 115  
 City: Van Meter State: IA Zip Code: 50261  
 Email: abbey@duncanconst.com Phone: (515) 321-1500

**Architect-Engineer**  
 Name: Brimeyer Design  
 Address: 10595 Skylark Dr  
 City: Peosta State: IA Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Sub-Contractors**  
 Electrical Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Hirsh Electric State License #: \_\_\_\_\_  
 Plumbing Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Rhiners State License #: \_\_\_\_\_  
 Mechanical Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Jensen Heating State License #: \_\_\_\_\_

Please contact Veenstra & Kimm with any questions or to schedule an inspection. A 24 hour notice is required prior to an inspection request.

Email: [BuildingInspection@v&k.net](mailto:BuildingInspection@v&k.net) Phone: 515-850-2080



### Board of Adjustment Application

Filing fee: \$15.00

Paid: 3/6/25

Receipt No.: 402536

I/We, the undersigned, do hereby request that you consider this application for:

☒ Variance ☐ Conditional Use ☐ Exception

to Section 165.09 (R2 Zoning Setbacks) of the Code of Ordinances.

Application Date: 3.5.25

Address of Property: 405 Main St.

The following are persons having an interest in the above-mentioned property:

Recorded Owner/s: Duncan Construction

Mailing Address: PO Box 115 Van Meter

Contract Purchaser/s: —

Mailing Address: —

Lessee/s: —

Mailing Address: —

#### Required Documents:

- Site Plan
- Ground Plan or Elevations Maps
- List of names, addresses and lot numbers for all property owners within 250 feet of the exterior property lines for the property

Please respond to the following questions providing any information requested.

1. Legal description of the subject property: —

W52' Lot 6 Blk 4

2. Present zoning classification: R2 - Two Family Residence District

3. Describe the existing uses in the immediate vicinity and explain whether the proposed variance/use would have any adverse affect on surrounding properties.

Immediate vicinity mostly all homes - city park at an angle. Proposed house would not have any adverse affect.

4. Are there any circumstances unique to the property which do not apply to other properties in the immediate vicinity, and which would result in the inability of your property to yield a reasonable return?

No. The propose house is similar to its surrounding homes + previous home that was on property.

5. What hardship will result if the variance/use is not granted?

The land has little to no use without the variance granted.

6. Explain why the conditional use you are requesting is necessary (if applicable).

NA

Necessary as currently ~~sited~~ lot not available to build on.

7. Will the proposed variance/use interfere with the development or use of the neighboring property?

No. There will still be 8 feet from the neighbor on the one side.

8. Please provide any additional information which supports your request.

Previous home at this address was not  
suitable for remodel, house was torn down.  
Requesting new similar house go up.

**FOR EXCEPTIONS:**

1. Provide a description of the exception.

NA

2. As it relates to the occupants of adjoining and surrounding property, does the proposed exception adequately safeguard: \_\_\_\_\_

a. Health? \_\_\_\_\_ YES \_\_\_\_\_ NO  
b. Safety? \_\_\_\_\_ YES \_\_\_\_\_ NO  
c. Welfare? \_\_\_\_\_ YES \_\_\_\_\_ NO

3. Does the proposed exception increase congestion in the public streets? \_\_\_\_\_ YES \_\_\_\_\_ NO

4. Does the proposed exception increase public danger of fire or diminish safety? \_\_\_\_\_ YES \_\_\_\_\_ NO

5. Does the proposed exception diminish or impair established property values? \_\_\_\_\_ YES \_\_\_\_\_ NO

6. Is the appellant a public service corporation? \_\_\_\_\_ YES \_\_\_\_\_ NO

7. Is the proposed exception for public utility purposes or for public communications? \_\_\_\_\_ YES \_\_\_\_\_ NO

8. Does the boundary line of a zoning district divide a lot in single ownership? \_\_\_\_\_ YES \_\_\_\_\_ NO

9. Does the proposed exception extend the zoning district line by more than 40 feet? \_\_\_\_\_ YES \_\_\_\_\_ NO

**FOR VARIANCES:**

1. Is there a limitation on the use of the property due to physical topographical and geological features? If yes, please explain.

No.

2. Will this variance grant any special privilege to you? If yes, please explain.

No.

3. Can you demonstrate that without a variance there can be no reasonable use of the property? If yes, please explain.

Yes currently not able to build residential home.

4. Is the request for a variance based solely on economic reasons? If yes, please explain.

No.

5. Is the necessity for a variance created by you? If yes, please explain.

No.

6. Is the variance request the minimum variance necessary to allow reasonable use of the property? If yes, please explain.

Yes, can't build anything without a variance of some kind.

7. Will granting the variance be injurious to the public's health, safety or welfare? If yes, please explain.

No.

8. Does the property possess one or more unique characteristics generally not applicable to similarly situated properties? If yes, please explain.

No.

**Present Facts, Not Conclusions** – This appeal will not be successful unless sufficient facts, not mere conclusions, are presented in this Application to justify the variance in light of the requirements of the Ordinance. As a general statement, you must show that the granting of the variance relates to the overall intent and purposes of the Zoning Ordinance and the Comprehensive Plan as a whole. These documents are available at City Hall. You are free to review them, but are not required to do so. All of the basic, required information needed is contained in this Application.

**Building Permit Still Required** – Approval of the Variance/Exception/Conditional Use by the Board of Adjustment in no way absolves the applicant from subsequently obtaining the necessary building permits or other permits from the City of Van Meter or from other applicable agencies.

ON PENALTY OF PERJURY, I DECLARE THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Angela O'Connell  
APPLICANT

3-5-25  
Date

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
Date

**Office Use:**

Date 3/5/25 9:10 Application Received

Date March 24, 2025 Owners within 250 feet notified (list attached)

Date March 24, 2025 Board of Adjustment Meeting Notice Posted

Date April 10, 2025 Board of Adjustments Meeting Held

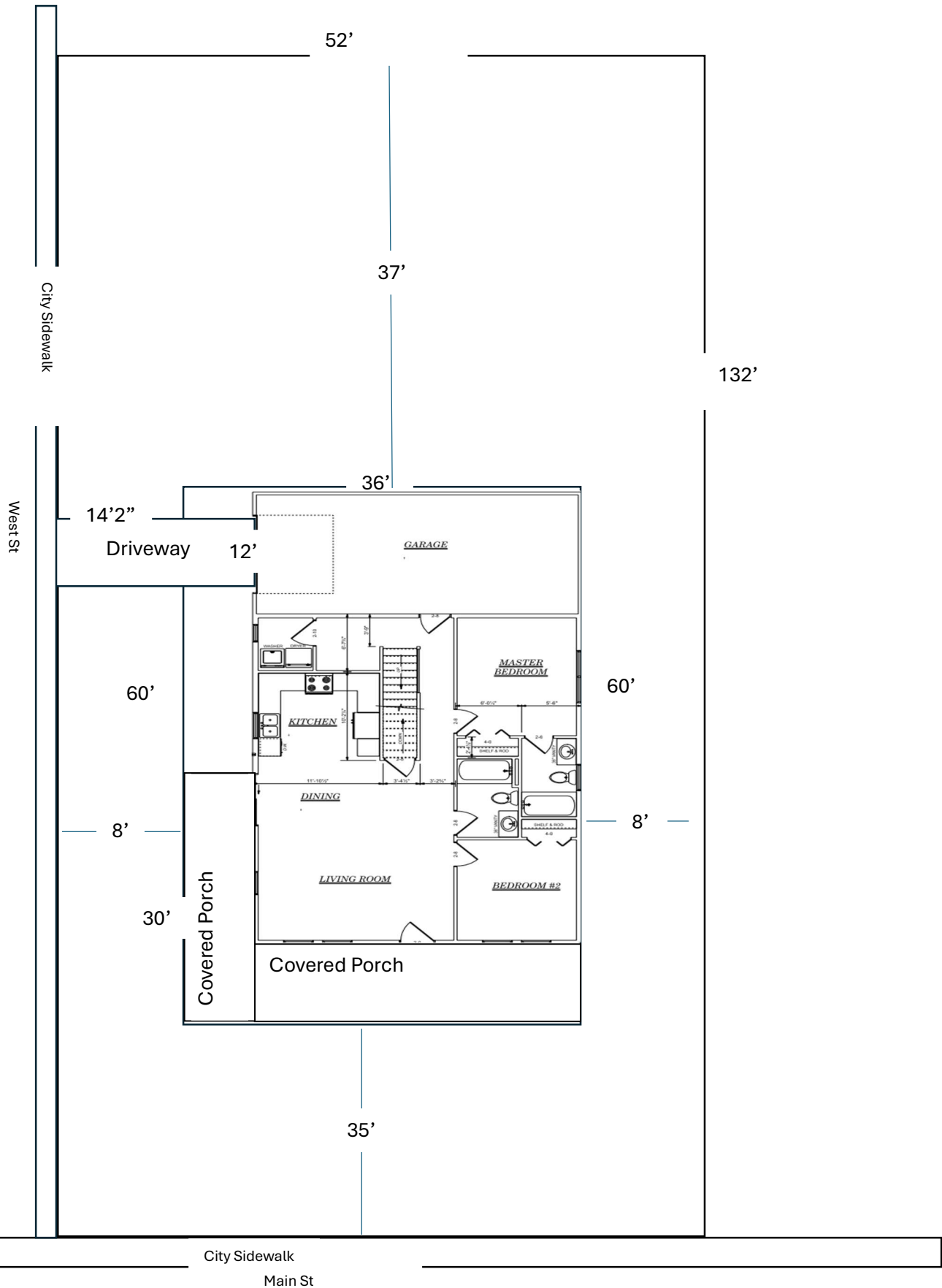
Decision: \_\_\_\_\_  
(Meeting minutes attached)

Parcel ID	Owner	Address
1521483001	Watson, Edward & Natasha	304 Grant St Van Meter IA 50261
1521483002	Dee Lynn Revocable Trust	324 Grant St Van Meter, IA 50261
1521483003	City of Van Meter	416 West St Van Meter, IA 50261
1521483004	Van Meter Baptist Church	309 Main St Van Meter, IA 50261
1521483005	Maffin, Mary E & Jesse JTRS	317 Main St Van Meter, IA 50261
1521485001	Lacy, Robert A & Nancy J JTRS	404 Grant St Van Meter, IA 50261
1521485002	PLS Investments, INC	408 Grant St Van Meter, IA 50261
1521485003	Wright, Jeff	412 Grant St Van Meter, IA 50261
1521485004	Bulver, Robery F JR & Julie Ann JTRS	417 West St Van Meter, IA 50261
1521485006	Johnson, Karen	409 Main St Van Meter, IA 50261
1521485007	Wemer Gary l & Betty J JTRS	413 Main St Van Meter, IA 50261
1521485008	PLS Investments, INC	414 Wilson St Van Meter, IA 50261
1521485009	PLS Investments, INC	410 Wilson St Van Meter, IA 50261
1521485010	Northwestern Bell Telephone	No address
1521485011	WMC Enterprises, LLC	406 Wilson St Van Meter, IA 50261
1521485012	Hull, Marilyn J Nichols	No Address
1521485014	Hull, Marilyn J Nichols	400 Wilson St Van Meter, IA 50261
1522355001	Dewall, Matthew	415 Wilson St Van Meter, IA 50261
1522355002	PLS Investments, INC	417 Wilson St Van Meter, IA 50261
1522355003	Dunn Hill LLC	510 Grant St Van Meter, IA 50261
1522355006	Jacobs, Rona & Wesley D JTRS	409 Wilson St Van Meter, IA 50261
1522355007	White, Curtis L	407 Wilson St Van Meter, IA 50261
1522355008	Quelland, Denise F	513 Main St Van Meter, IA 50261
1527101001	Archer, Randall G & Archer Dawn D JTRS	504 Main St Van Meter, IA 50261
1527101002	Booge, Richard J	508 Main St Van Meter, IA 50261
1538228001	Thompson, Dick Lee & Constance L JTRS	308 Main St Van Meter, IA 50261
1528228002	Harrison, Nicholas E & Jennifer JTRS	316 Main St Van Meter, IA 50261
1528228003	Duane O Eigenheer Revocable Trust	320 Main St Van Meter, IA 50261
1528228004	Richardson, Jared H & Jenna N JTRS	324 Main St Van Meter, IA 50261
1528229001	Wyckoff, Dillon E	321 West St Van Meter, IA 50261
1528229002	White, Curtis Lloyd	420 Main St Van Meter, IA 50261
1528229003	White, Curtis Lloyd	No Address
1528229009	Johnson, Robert Helmer & Ernest Leroy JTRS	320 Wilson St Van Meter, IA 50261
1528229010	White, Curtis L	316 Wilson St Van Meter, IA 50261

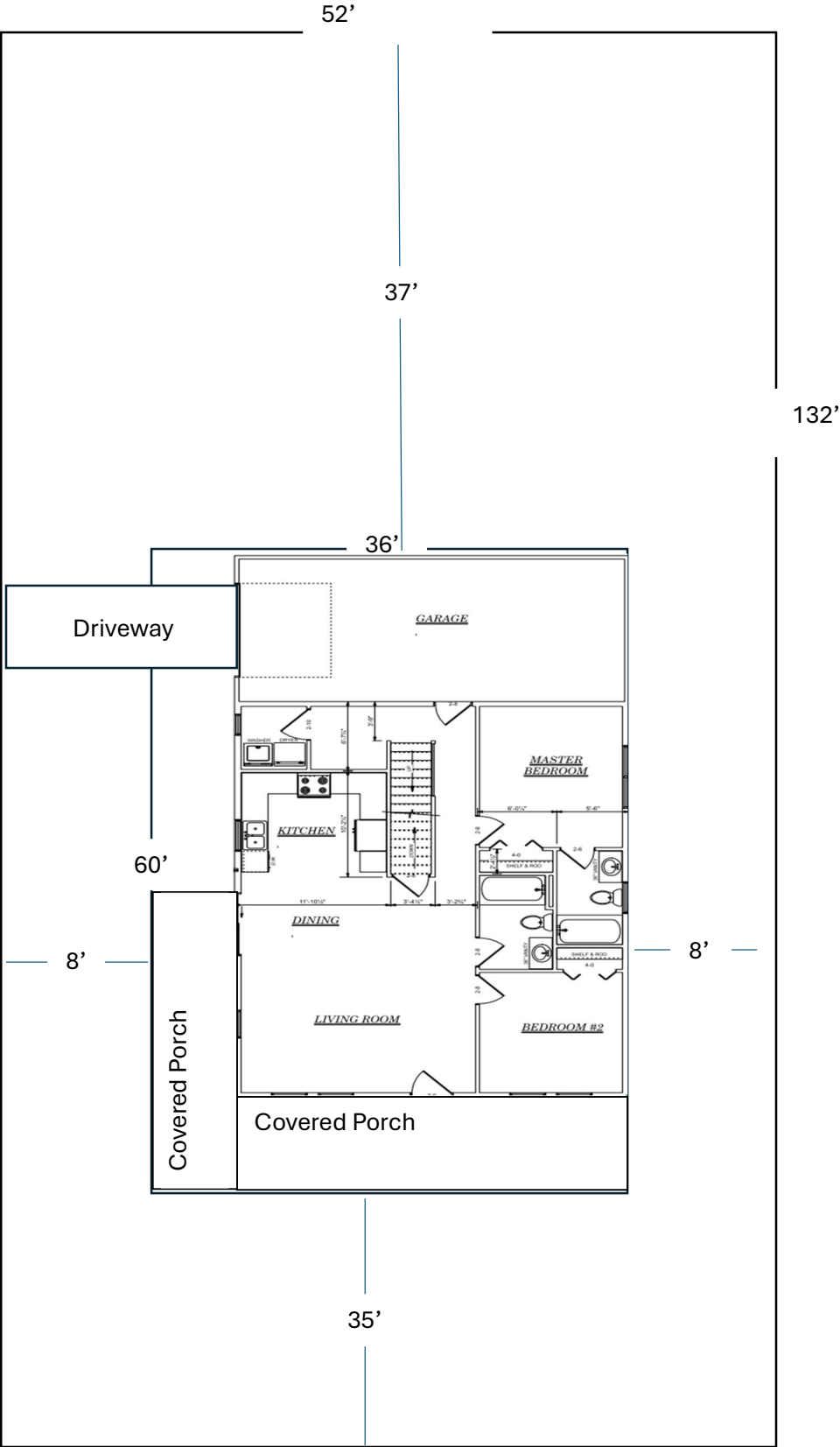




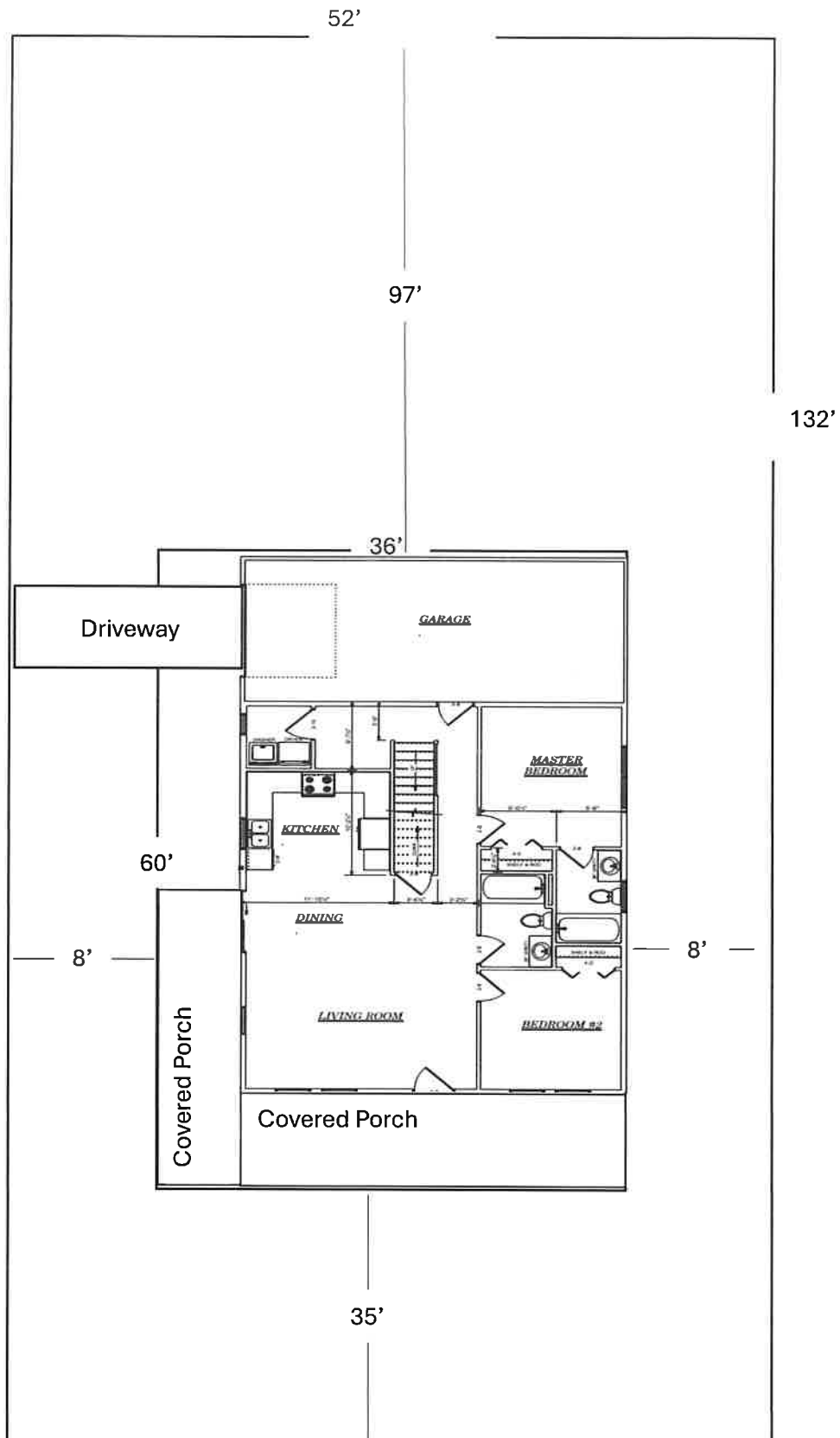
Revised Site Plan as of 4/9/25

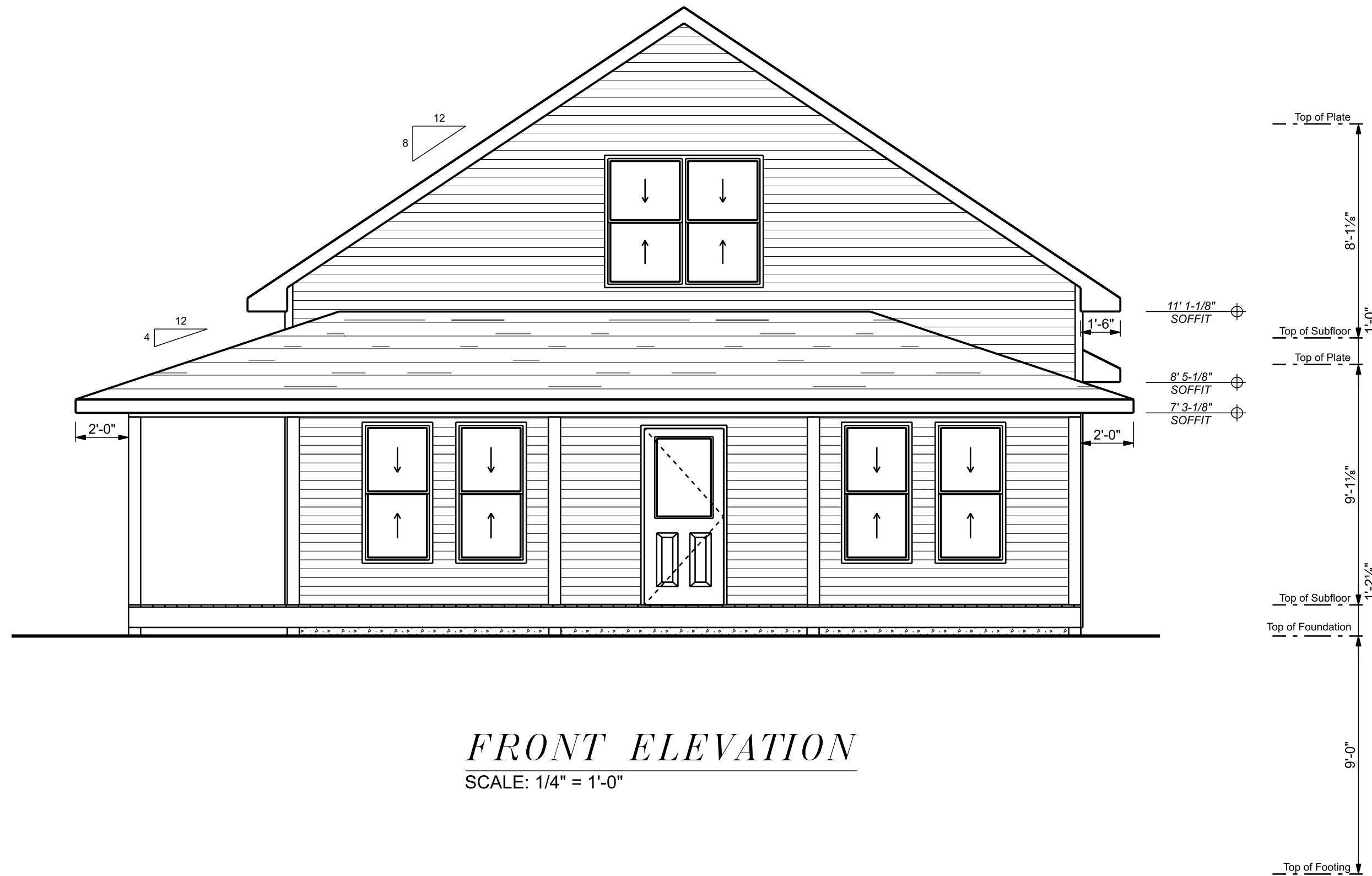


Revised Site Plan

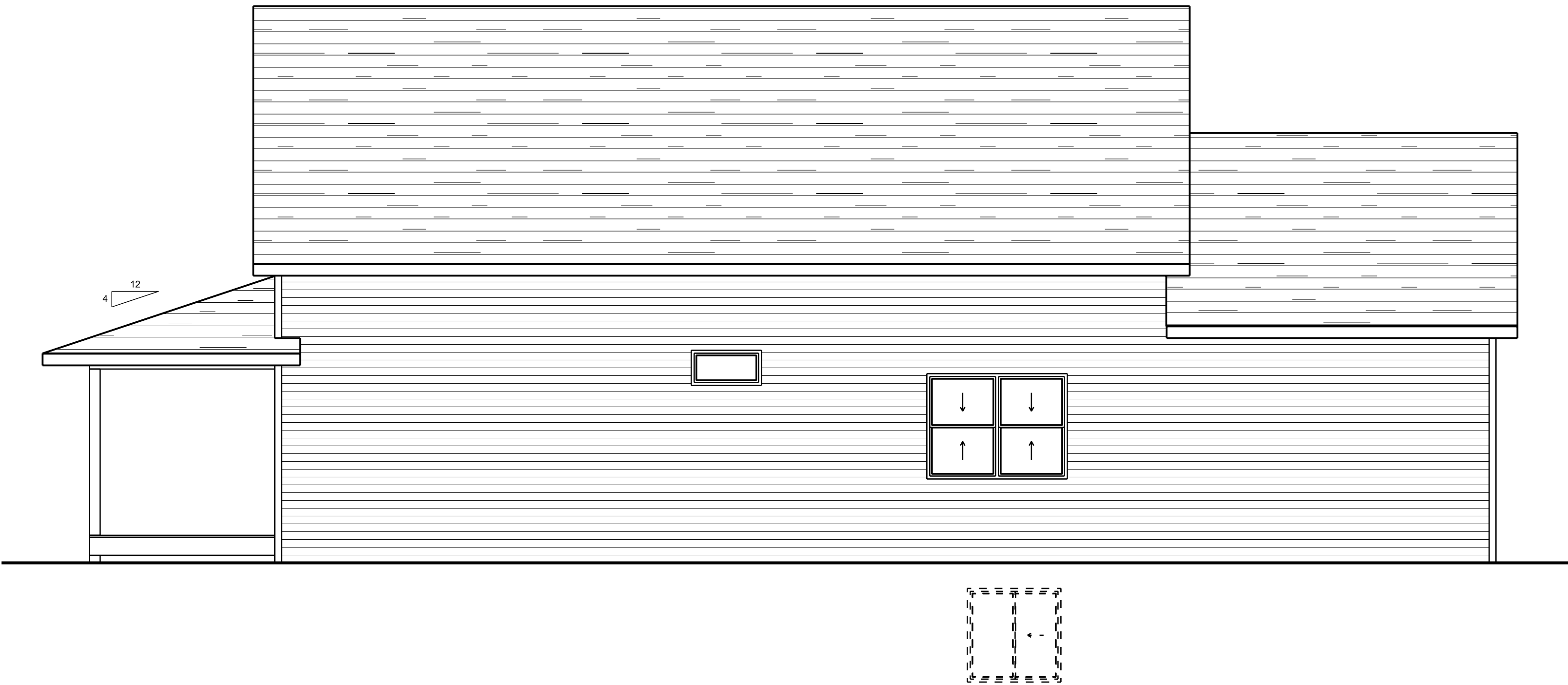


Original Site Plan





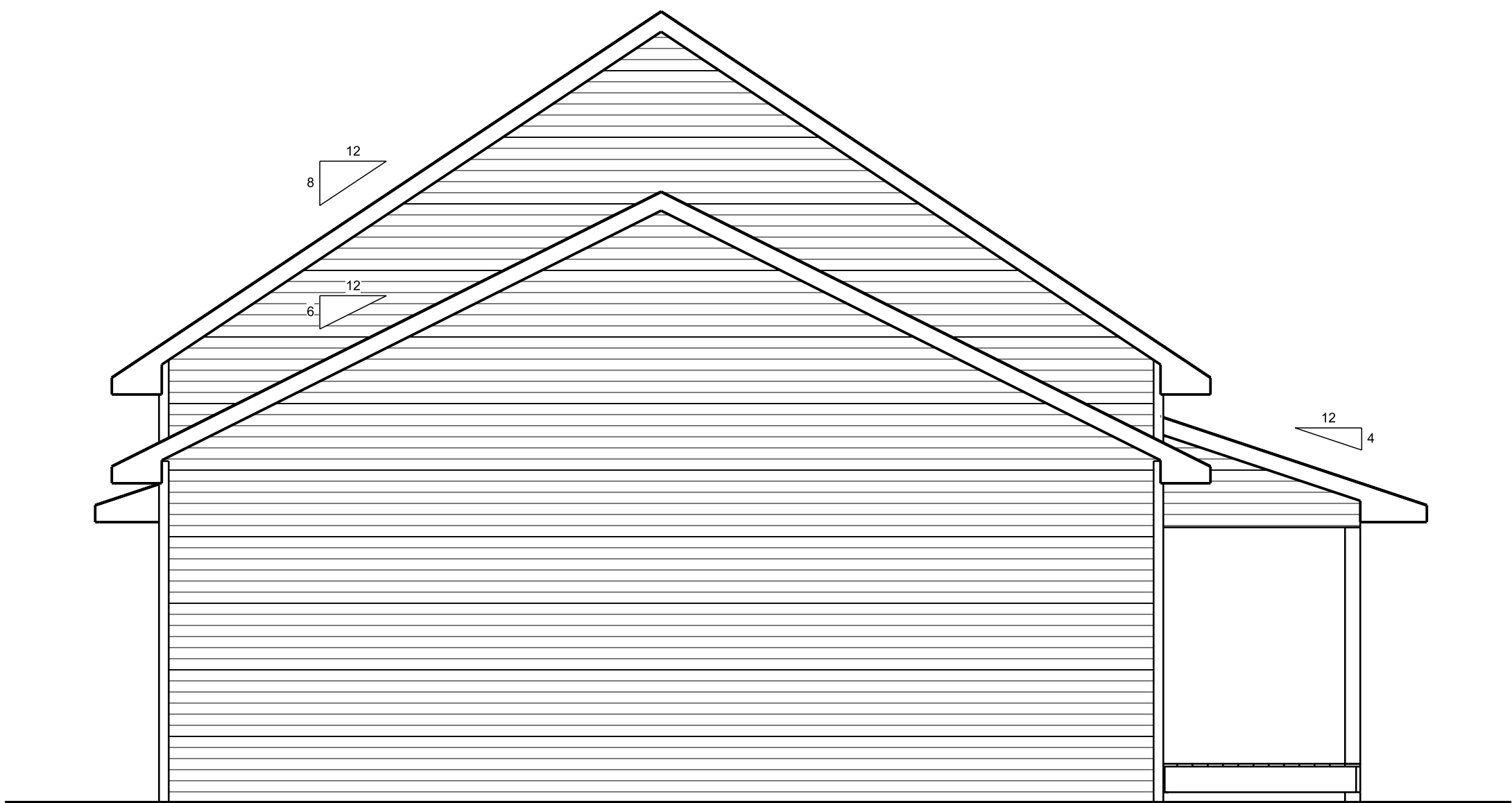
FRONT ELEVATION  
SCALE: 1/4" = 1'-0"



RIGHT ELEVATION  
SCALE: 1/4" = 1'-0"



LEFT ELEVATION  
SCALE: 1/4" = 1'-0"

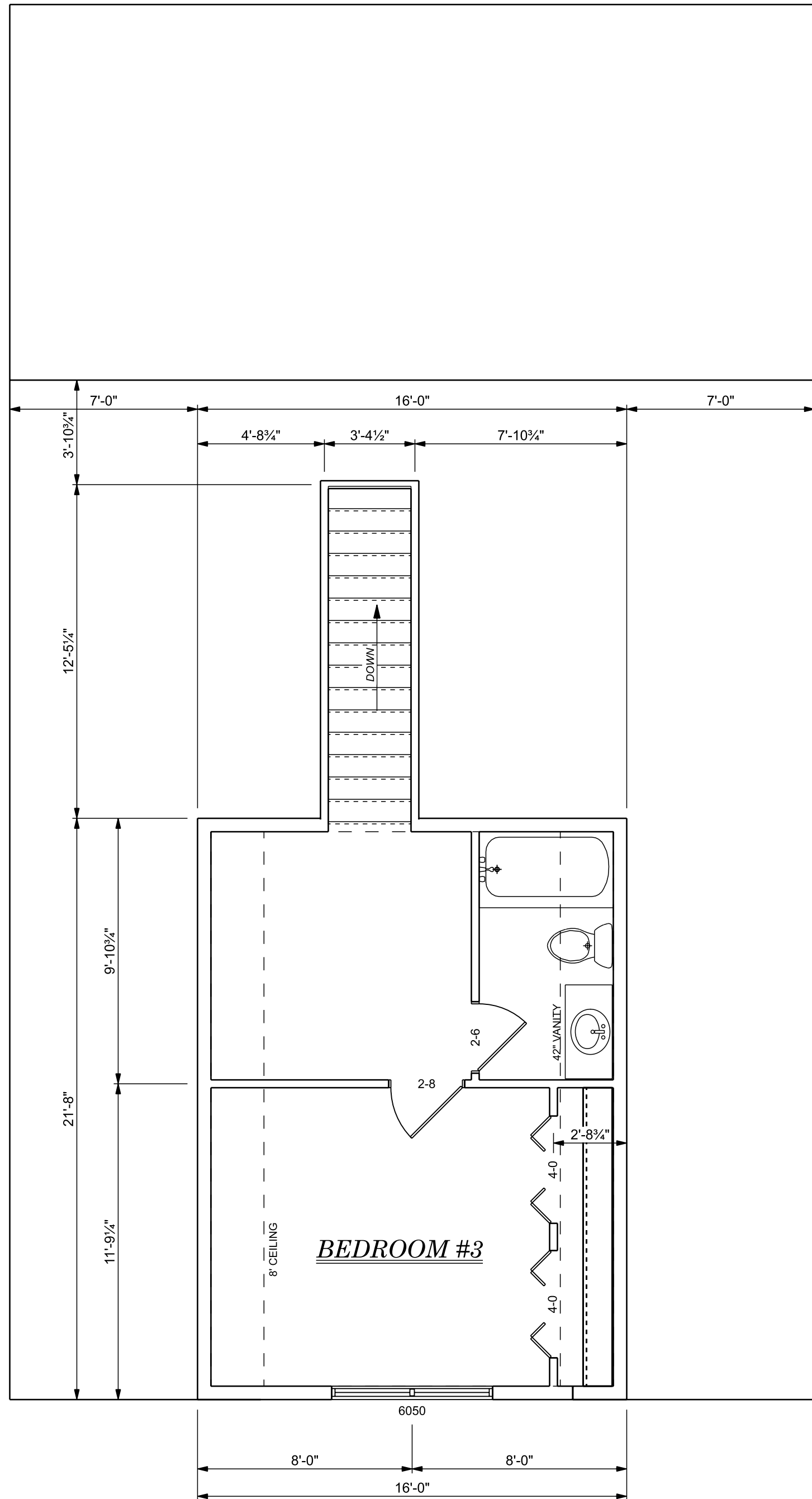
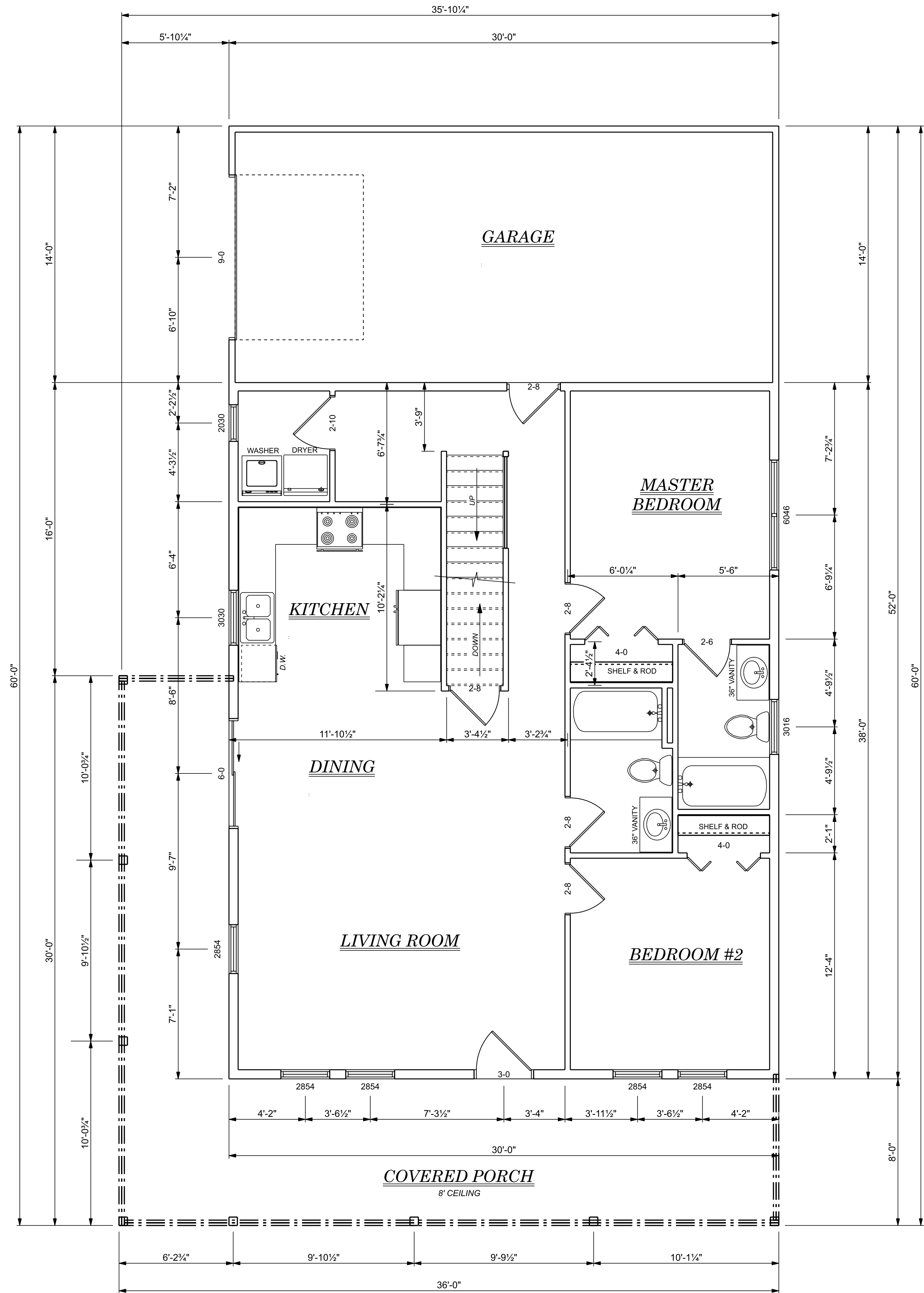


REAR ELEVATION  
SCALE: 1/4" = 1'-0"

DUNCAN CONSTRUCTION / SPEC HOUSE  
405 MAIN ST.  
VAN METER IA

FOR:

THESE PLANS OR DRAWINGS HAVE NOT BEEN PREPARED BY A PROFESSIONAL ENGINEER OR ARCHITECT. CONSTRUCTION FROM THESE PLANS OR DRAWINGS IS THE RESPONSIBILITY OF THE PURCHASER, CONTRACTOR, OR BUILDER OF THESE PLANS OR DRAWINGS. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES AND AUTHORITIES. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY INSURANCE COVERAGE. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY FINANCING. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY UTILITIES. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY SERVICES. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY SUPPLIES. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY TOOLS. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY EQUIPMENT. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY MATERIALS. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY LABOR. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY TIME. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY MONEY. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY SWEAT. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY TEARS. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY BLOOD. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY SWEAT. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY TEARS. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY BLOOD.



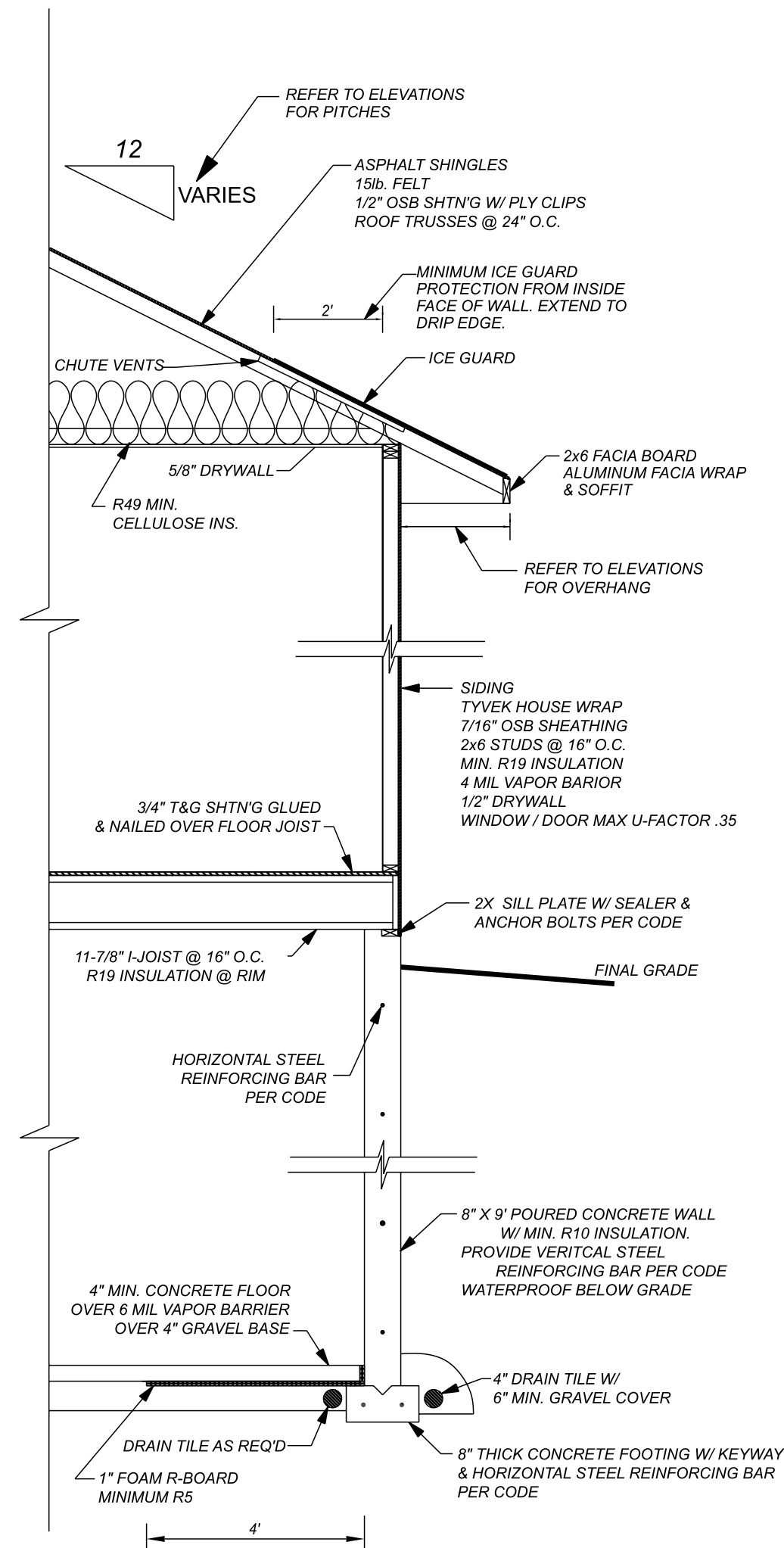
AREA SCHEDULE	
NAME	AREA
1ST FLOOR	1140.0 sq ft.
2ND FLOOR	346.7 sq ft.

- 1) 9' 1-1/8" MAIN FLOOR WALL HEIGHT U.N.O.  
2) 2X6 EXT. WALL W/ 7/16" OSB SHIT'G  
3) 2X4 GARAGE WALLS W/ 7/16" OSB SHIT'G  
4) 2X4 INT. WALLS W/ 2X6 PLUMBING WALLS AS REQ'D  
5) EXT. DIMENSIONS ARE OUT OF SHIT'G  
6) INT. DIMENSIONS ARE TO CENTERLINE OF WALLS  
7) ALL BEAMS ARE TO BE SIZED BY SUPPLIER

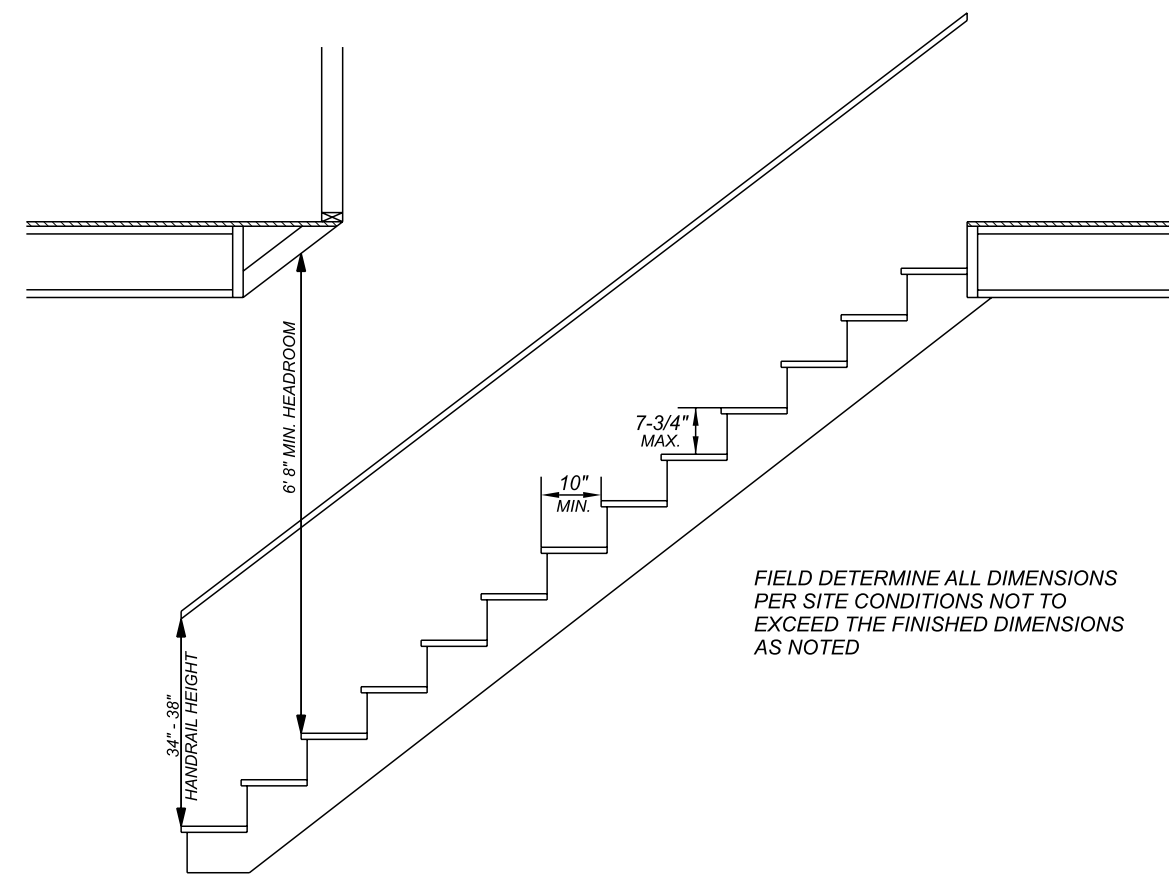
**DUNCAN CONSTRUCTION / SPEC HOUSE**  
**405 MAIN ST.**  
**VAN METER IA**

FOR:

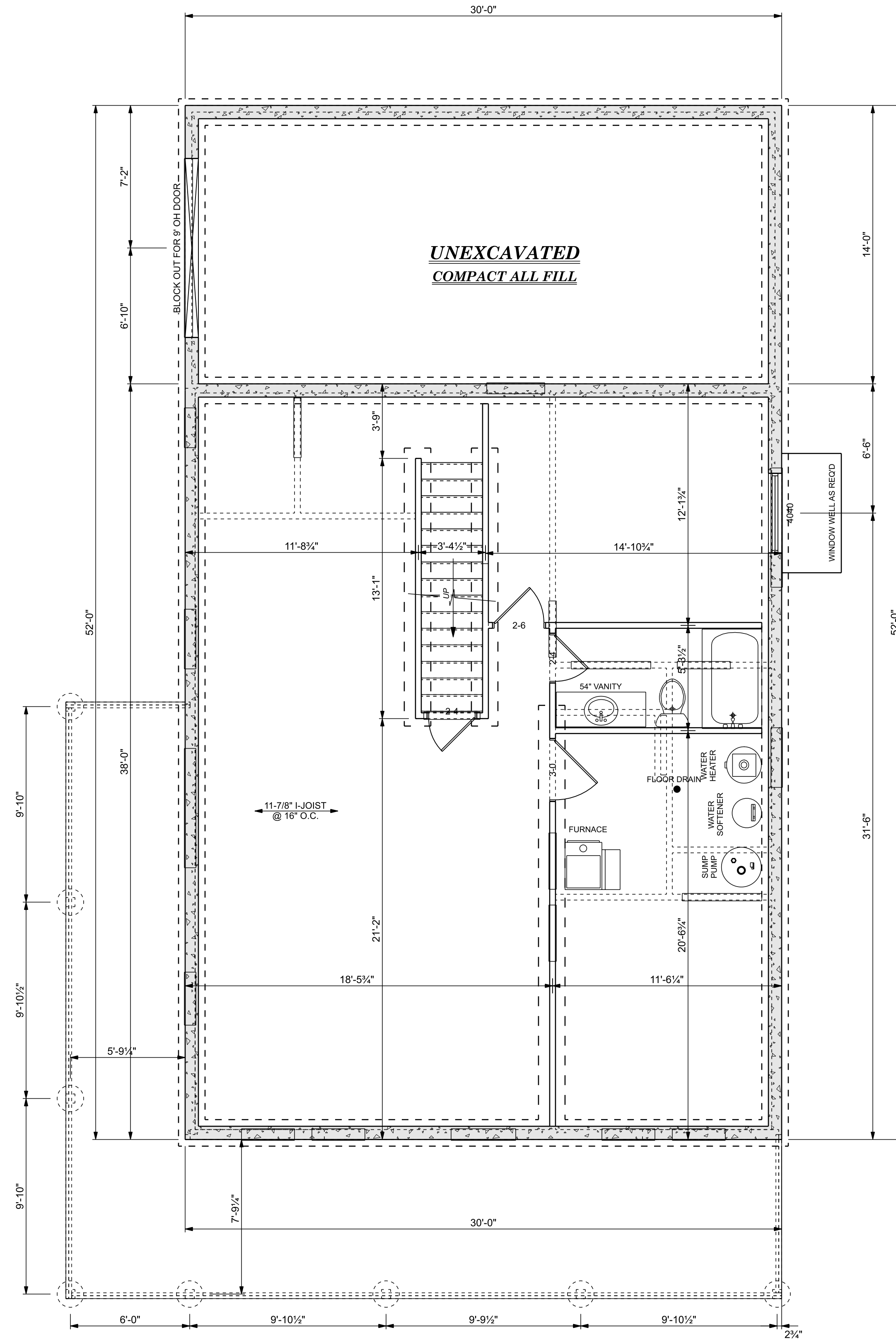
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**TYP. WALL SECTION**  
N.T.S



**TYP. STAIR SECTION**  
N.T.S



**FOUNDATION**

SCALE: 1/4" = 1'-0"

- 1) 8" CONCRETE WALLS U.N.O.
- 2) 2X6 EXT. WALL W/ 7/16" OSB SHIT'NG
- 3) 2X4 INT. WALLS W/ 2X6 PLUMBING WALLS AS REQ'D
- 4) EXT. DIMENSIONS ARE OUT OF SHIT'NG OR CONCRETE
- 5) INT. DIMENSIONS ARE TO CENTERLINE OF WALLS
- 6) ALL BEAMS AND JOISTS ARE TO BE SIZED BY SUPPLIER
- 7) ALL FOOTINGS ARE TO BE SIZED AS REQUIRED

**DUNCAN CONSTRUCTION / SPEC HOUSE**  
**405 MAIN ST.**  
**VAN METER IA**

FOR:

THESE PLANS OR DRAWINGS HAVE NOT BEEN PREPARED BY A PROFESSIONAL ENGINEER OR ARCHITECT. CONSTRUCTION FROM THESE PLANS OR DRAWINGS IS AT THE RISK OF THE OWNER. THE PURCHASER OF A CONSTRUCTION PROFESSIONAL, THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST OBTAIN ALL NECESSARY PERMITS AND INSURANCE AND DETAILS AND ASSUMES RESPONSIBILITY FOR ANY INACCURACIES WHICH MAY BE CONTAINED IN THESE PLANS OR DRAWINGS. THE PURCHASER OR BUILDER OF THESE PLANS OR DRAWINGS MUST CONSULT LOCAL BUILDING CODES AND CONFORM TO THEM. THE DRAFTSMAN OF THESE PLANS OR DRAWINGS ASSUMES NO LIABILITY OR RESPONSIBILITY FOR STRUCTURAL INTEGRITY OR INACCURACIES RELATING TO THE CONSTRUCTION OF THE BUILDING SHOWN WITHIN THESE PLANS.

# **WRITTEN COMMENTS RECEIVED BY STAFF PRIOR TO HEARING**

No written comments received as of noon on April 9, 2025

Staff will update at the meeting if comments are received prior to the meeting.



# **PUBLIC INPUT**

# **APPLICANT CLOSING SUMMARY**

# **CITY CLOSING SUMMARY**

# Agenda Item #4 - CLOSED

## Public Hearing for a Variance Request

Sample Language:

**City Clerk:** *I would entertain a motion to close the public hearing.*

Board Member: \_\_\_\_\_ **So moved.**

Board Member: \_\_\_\_\_ **Second.**

**City Clerk:** Carter - \_\_\_\_; Anderson - \_\_\_\_; Lyons - \_\_\_\_; Young - \_\_\_\_; Doremus - \_\_\_\_.

**City Clerk:** *The public hearing is now closed at \_\_\_\_\_pm.*

# Agenda Item #5

Discussion and Action:

**VARIANCE Request - 405 Main Street**

Submitted for: **Discussion**

Board Members, the Applicant and City Staff discussion to ensue regarding the variance request.

**City Clerk:** Do I hear a motion?

**Sample Motion:** I move to (grant / deny) the request for variance to allow construction of single family home at 405 Main Street, Van Meter, IA, 50261 by Duncan Construction.

**Board Member \_\_\_\_\_:** *So moved.*

**Board Member \_\_\_\_\_:** *Second.*

**City Clerk:** Carter \_\_\_\_\_ Anderson \_\_\_\_\_ Lyons \_\_\_\_\_ Young \_\_\_\_\_ Doremus \_\_\_\_\_

# Agenda Item #6

## Adjournment

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

Board Member \_\_\_\_\_: ***So moved.***

Board Member \_\_\_\_\_: ***Second.***

**City Clerk:** All in favor? \_\_\_\_\_

**City Clerk:** This meeting is adjourned at \_\_\_\_\_pm. Thank you.