

City of Carlisle, Iowa
Planning and Zoning Commission
Regular Meeting
February 17, 2020
7:00 P.M.
Carlisle City Hall

Call to order

Determine quorum

Consent Agenda (all items on consent agenda can be passed in one motion)

- Approve Planning & Zoning Commission Meeting Minutes from November 18, 2019
- Approve Planning & Zoning Commission Meeting Minutes from January 20, 2020

New Business and Action Items

1. Discussion and Possible Action on Recommendation for Plat of Survey for McAfee Property Located at 5735 SE 56th Street
2. Approve 2020 Meeting & Submission Schedule

Administrator/Engineer/Commission Reports

Adjournment

**** PLEASE NOTE THAT THIS AGENDA MAY CHANGE UP TO 24 HOURS PRIOR TO
THE MEETING ****

Memo

To: Planning & Zoning Commission
From: Deven Markley, City Administrator
Date: February 13, 2020
Re: February 17, 2020 Planning & Zoning Meeting

McAfee Plat of Survey. This property is north of town along SE 56th Street. I believe Matt Thomas or another representative for the property will be present to discuss the plat and answer any questions.

Submission Schedule. In my research on rules and procedures for P&Z, I found that most other Metro communities annually adopt a submissions schedule to provide some guidance on procedures to staff and incoming submissions. I have created the proposed schedule based on the meeting dates. Submission date is 3 Mondays prior. Packet target date is the Thursday prior to the meeting and is the date I will try to get the packet posted and sent out. Council dates provide people submitting more information on when their items would go through final approval. If you would like me to change the packet target date, I am more than willing to do that. We can discuss the group's preferences at the meeting. I did speak with Mitch at Fox and he is a proponent of setting a schedule to give him and developers a basic timeline to follow.

Please let me know if there are any questions.

Respectfully,

Deven Markley,
City Administrator

City of Carlisle, Iowa
Planning and Zoning Commission Minutes
November 18, 2019
Carlisle City Hall

MEMBERS PRESENT: Cory Oelberg, Howard Goodhue, Becky Peterson, John Lins, Stephany Goodhue, Bryan Holden.

MEMBERS ABSENT: Dain Wright

STAFF & REVIEW TEAM PRESENT: City Admin. Deven Markley, John Gade (FOX Engineering)

Chair Cory Oelberg called the meeting to order at 7:01 PM. A roll call was taken and it was determined that a quorum existed.

Motion by Peterson, seconded by H. Goodhue, to approve consent agenda. Motion passed unanimously.

Commission heard a presentation from OPUS and Quality Traffic Control (QTC) about a possible development on ground directly north of Norgaard Circle. Owners of QTC provided information regarding their business, employment practices, and their future plans for the business. Jason Conway with OPUS provided some background on discussions with staff and provided an initial site layout. He noted the group was seeking feedback from the commission on location, usage, and concerns before moving forward with the project further. Items discussed by commissioners included outside storage considerations, parking for employees and company vehicles, structure type and dimensions, vehicle types the company uses, and traffic counts in the area. John Gade presented some initial feedback from the site plan review team. He noted the platting procedure for the record and asked the commission to ensure they were considering type of use on the property due to proximity to Hwy 5 and the Bypass. Commissioners were somewhat split on the use due to the amount of work that previously went into the zoning considerations in the area. Markley asked if there were any “hard no’s” at this point. All commissioners said no but noted seeing the final site plan may change their mind.

John Gade presented some information on parking lot stall size. Staff had previously requested the Commission and Council review the size. This was due to waivers being asked for by developers on every site plan in the last several years. Information was presented on general guidelines other communities utilize. FOX Engineering supplied the following language as recommended:

47. “Parking space, automobile” means an area, other than a street or alley, reserved for the parking of an automobile. Required parking spaces shall have a minimum size of nine (9) feet wide by nineteen (19) feet long exclusive of access drives, aisles or ramps. The length of parking stalls may be reduced to seventeen (17) feet including City Council approved wheel stops if an additional two (2) feet is provided for the overhang of wheels.

Motion by Lins, seconded by H. Goodhue, to recommend approval of language as noted. Motion passed unanimously.

Motion by Peterson, seconded by Lins, to adjourn the meeting at 8:06 PM. Motion passed unanimously.

Respectfully Submitted,
Deven Markley, City Administrator

City of Carlisle, Iowa
Planning and Zoning Commission Minutes
January 20, 2020
Carlisle City Hall

MEMBERS PRESENT: Cory Oelberg, Howard Goodhue, Stephany Goodhue, Dane Wright, Becky Peterson via phone.

MEMBERS ABSENT: John Lins, Laura Knutson

STAFF & REVIEW TEAM PRESENT: City Admin. Deven Markley

Chair Cory Oelberg called the meeting to order at 7:00 PM. A roll call was taken and it was determined that a quorum existed.

Markley gave a brief description of where the DuBois property is located at 15239 Briggs Street. He noted the property owners wanted to split the parcel to allow their son to build a house on the west portion of the property. He noted staff recommended and that the owners were very diligent and easy to work with through the process. The DuBois' were present for questions. None were presented. Motion by H. Goodhue, seconded by Oelberg to recommend approval of DuBois plat of survey. Motion carried unanimously.

Markley gave a brief description of where the McAfee property is located at 5735 SE 56th Street. The commission had several questions on what was being done on the property and what the intention was behind the plat of survey. No representatives were present. Motion by H. Goodhue, seconded by S. Goodhue to recommend tabling McAfee plat of survey to the next meeting. Motion carried unanimously.

Markley gave a brief description of where the DeBouf property located near 7409 SE 36th Street and the Porter Property located near 7409 SE 36th Street. He noted the request was to replat the properties to allow Polk County Conservation to obtain the ground for Yellow Banks Park. Doug Sheely with the Conservation Board noted that the acquisition was largely to protect several tributaries connections that feed into the park but would also generally expand the park. H. Goodhue noted that the park expansion was a good thing and would expand this asset near Carlisle.

Motion by Wright, seconded by H. Goodhue to recommend approval of DeBouf plat of survey. Motion carried unanimously.

Motion by H. Goodhue, seconded by Wright to recommend approval of Porter plat of survey. Motion carried unanimously.

Motion by S. Goodhue, seconded by H. Goodhue, to adjourn the meeting at 7:18 PM. Motion passed unanimously.

Respectfully Submitted,
Deven Markley, City Administrator

PLAT OF SURVEY - "2019-224" and "2019-225"

NW¹/₄, SW¹/₄ and SW¹/₄, NW¹/₄ of SEC.27-T78N-R23W

COUNTY: POLK
 LOCATION: PARCEL "2019-224" and "2019-225" in the NW¹/₄, SW¹/₄ and the SW¹/₄, NW¹/₄ of SECTION 27, TOWNSHIP 78 NORTH, RANGE 23 WEST

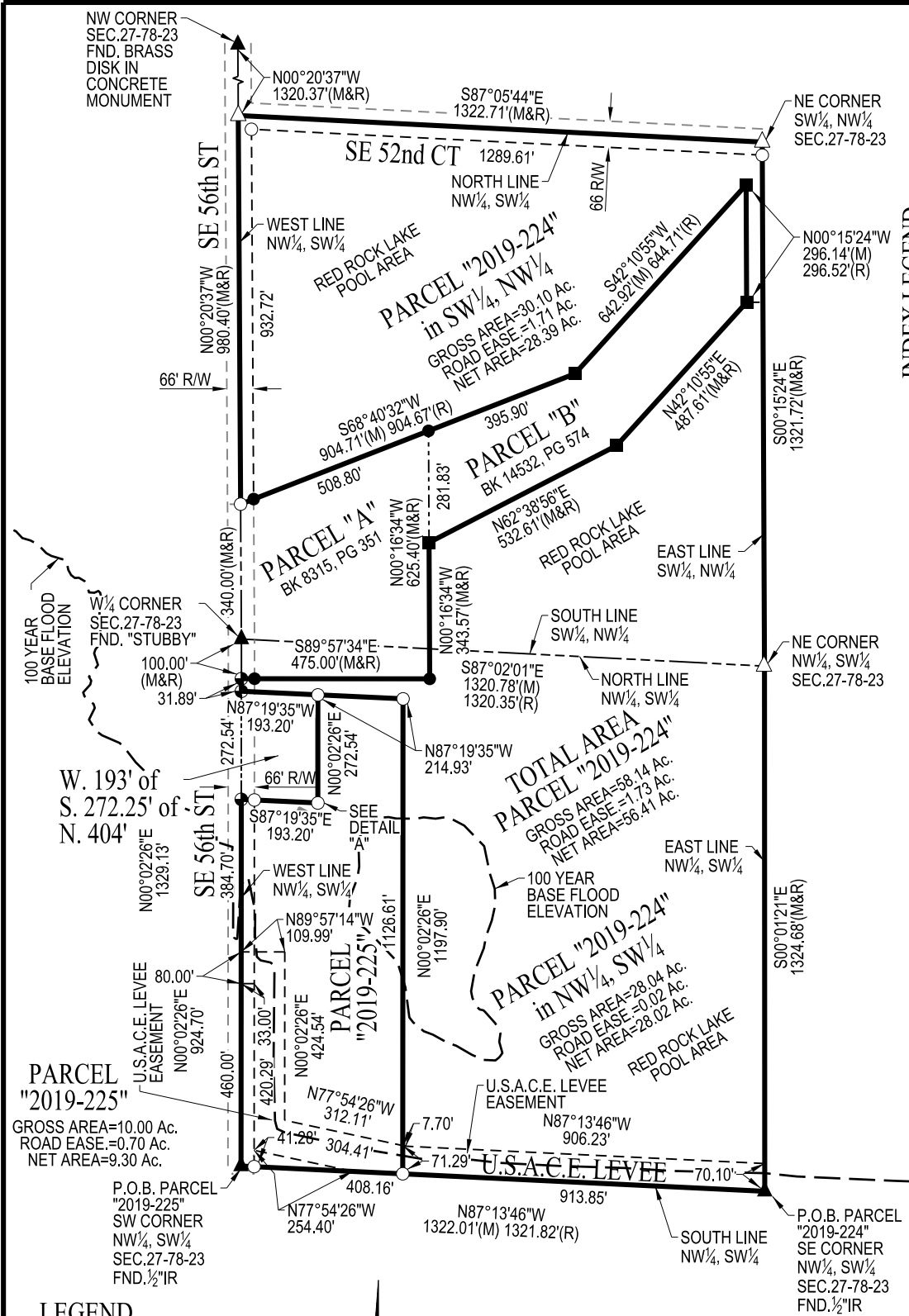
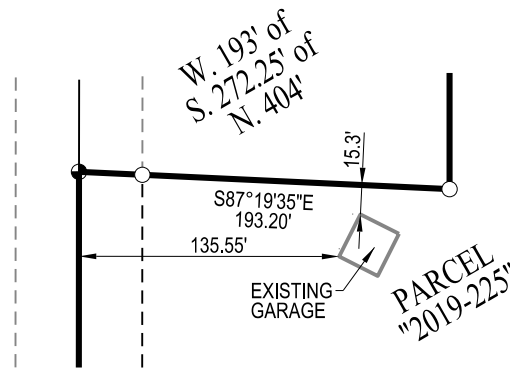
SURVEY FOR PROPRIETOR: ROBERTA McAFEE
 4310 SE 17th COURT, DES MOINES, IOWA 50320

SURVEYOR AND SURVEY COMPANY:
 MATT THOMAS, PLS
 THOMAS LAND SURVEYING, LLC
 6230 90th AVENUE, INDIANOLA, IA 50125

RETURN TO AND PREPARED BY:
 MATT THOMAS, 6230 90th AVENUE,
 INDIANOLA, IOWA 50125
 (515) 494-6663

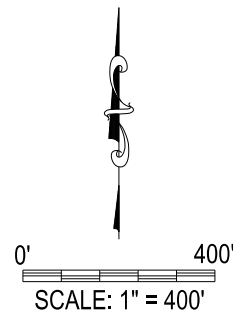
DATE OF SURVEY: 04-26-2019 THRU 05-28-2019

INDEX LEGEND



LEGEND

- ▲ found section corner
- △ set 3/8" IR W/blue cap #19968
- found 1/2" IP W/yellow cap #5899
- found 1/2" IR W/yellow cap #4640
- ⊙ found or set Cut "X"
- set 3/8" IR W/blue cap #19968
- - - property line
- section line



PLAT OF SURVEY NOTES:

- 1) THE PURPOSE OF THIS PLAT OF SURVEY IS TO PROVIDE A BOUNDARY LINE ADJUSTMENT AND A LOT TIE AGREEMENT TO CREATE PARCEL 2019-225 TO INCREASE THE SIZE OF 5645 SE 56th STREET AND TO INCLUDE 3.85 ACRES OF BUILDABLE AREA FOR A TOTAL OF 4.85 ACRES OF BUILDABLE AREA.
- 2) PARCEL "2019-224" DOES NOT HAVE ADDITIONAL RIGHTS OR BUILDABLE AREA AVAILABLE.
- 3) BASE FLOOD ELEVATION WAS PROVIDED BY FEMA FIRM MAP - FLOOD ZONE AE - COMMUNITY PANEL NO.19153C0370F, FEBRUARY 1, 2019.
- 4) ZONING FOR PARCEL "2019-224" AND PARCEL "2019-225" IS "AG"-AGRICULTURAL DISTRICT.

CITY OF CARLISLE APPROVAL SEAL

TLS
 THOMAS
 LAND
 SURVEYING, LLC
 6230 90th AVENUE
 INDIANOLA, IA 50125
 TELE.: 515.494.6663



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.

Signature: _____ Date: 01-13-2020
 Name: (Printed or typed) Matthew J. Thomas
 License Number: 19968
 My license renewal date is December 31, 2021.
 Pages or sheets covered by this seal: 1 - 2

PROJECT NUMBER	19050	COUNTY	DATE DRAWN	YEAR	SHEET NO.
		POLK	01-13-2020	2020	1 OF 2

PLAT OF SURVEY - "2019-224" and "2019-225"

NW¹/₄, SW¹/₄ and SW¹/₄, NW¹/₄ of SEC.27-T78N-R23W

LEGAL DESCRIPTION: PARCEL "2019-224"

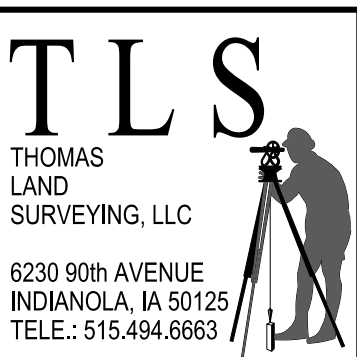
A parcel of land now included in and forming a part of the Northwest Quarter of the Southwest Quarter and the Southwest Quarter of the Northwest Quarter of Section 27, Township 78 North, Range 23 West of the 5th P.M., Polk County, Iowa, more particularly described as follows:

Beginning at the Southeast Corner of the Northwest Quarter of the Southwest Quarter of Section 27, Township 78 North, Range 23 West of the 5th P.M., Polk County, Iowa; thence North 87°13'46" West along the South Line of the Northwest Quarter of the Southwest Quarter of said Section 27, a distance of 913.85 feet; thence North 00°02'26" East, a distance of 1197.90 feet; thence North 87°19'35" West, a distance of 408.13 feet to a point on the West Line of the Northwest Quarter of the Southwest Quarter of said Section 27; thence North 00°02'26" East along said West Line, a distance of 31.89 feet to the Southwest Corner of PARCEL "B", as recorded in Book 14532, Page 574 of the Polk County Recorder's Office; thence South 89°57'34" East along the South Line of said PARCEL "B", a distance of 475.00 feet to the Southeast Corner of said PARCEL "B"; thence North 00°16'34" West along the East Line, a distance of 343.57 feet; thence North 62°38'56" East along said East Line, a distance of 532.61 feet; thence North 42°10'55" East along said East Line, a distance of 487.61 feet; thence North 00°15'24" West along said East Line, a distance of 296.14 feet to the Northeast Corner of said PARCEL "B"; thence South 42°10'55" West along the North Line of said PARCEL "B", a distance of 642.92 feet; thence South 68°40'32" West along said North Line of said PARCEL "B", a distance of 904.71 feet to the Northwest Corner of said PARCEL "B" and a point on the West Line of the Southwest Quarter of the Northwest Quarter of said Section 27; thence North 00°20'37" West along said West Line, a distance of 980.40 feet to the Northwest Corner of the Southwest Quarter of the Northwest Quarter of said Section 27; thence South 87°05'44" East along the North Line of the Southwest Quarter of the Northwest Quarter of said Section 27, a distance of 1322.71 feet to the Northeast Corner of the Southwest Quarter of the Northwest Quarter of said Section 27; thence South 00°15'24" East along the East Line of the Southwest Quarter of the Northwest Quarter of said Section 27, a distance of 1321.72 feet to the Northeast Corner of the Northwest Quarter of the Southwest Quarter of said Section 27; thence South 00°04'57" East along the East Line of the Northwest Quarter of the Southwest Quarter of said Section 27, a distance of 1324.68 feet to the Point of Beginning, containing 58.14 Acres, which includes 1.73 Acres for Public Highway Easement, subject to all easements, restrictions and covenants of record.

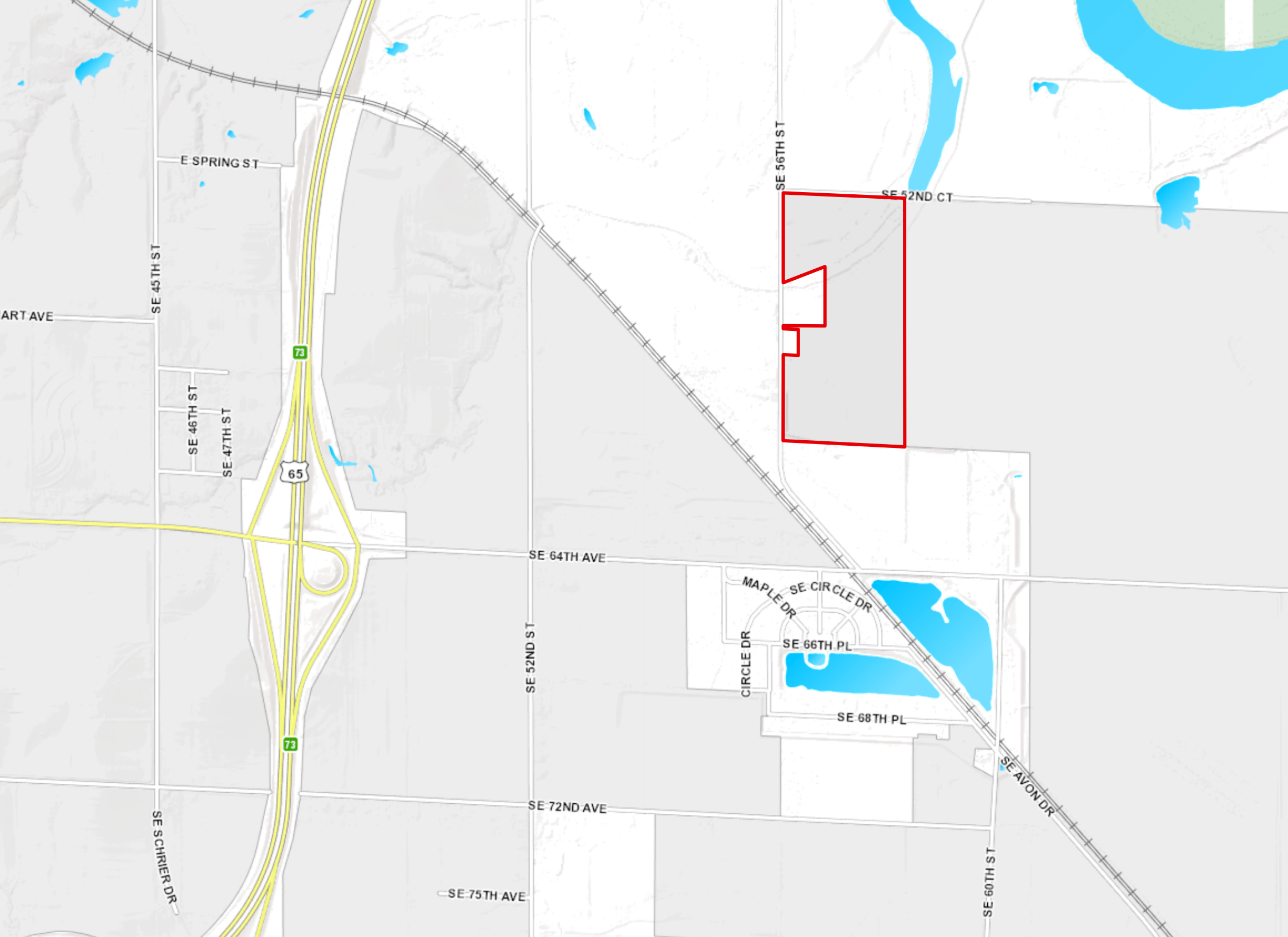
LEGAL DESCRIPTION: PARCEL "2019-225"

A parcel of land now included in and forming a part of the Northwest Quarter of the Southwest Quarter of Section 27, Township 78 North, Range 23 West of the 5th P.M., Polk County, Iowa, more particularly described as follows:

Beginning at the Southwest Corner of the Northwest Quarter of the Southwest Quarter of Section 27, Township 78 North, Range 23 West of the 5th P.M., Polk County, Iowa; thence North 00°02'26" East along the West Line of the Northwest Quarter of the Southwest Quarter of said Section 27, a distance of 924.70 feet; thence South 87°19'35" East, a distance of 193.20 feet; thence North 00°02'26" East, a distance of 272.54 feet; thence South 87°19'35" East, a distance of 214.93 feet; thence South 00°02'26" East, a distance of 1197.90 feet to a point on the South Line of the Northwest Quarter of the Southwest Quarter of said Section 27; thence North 87°13'46" West along said South Line, a distance of 408.16 feet to the Point of Beginning, containing 10.00 Acres, which includes 0.70 Acres for Public Highway Easement, subject to all easements, restrictions and covenants of record.



PROJECT NUMBER	19050	COUNTY	DATE DRAWN	YEAR	SHEET NO.
		POLK	01-13-2020	2020	2 OF 2



E SPRING ST

SE 45TH ST

SE 46TH ST

SE 47TH ST

73

65

SE 56TH ST

SE 52ND CT

ART AVE

SE 64TH AVE

MAPLE DR

SE CIRCLE DR

CIRCLE DR

SE 66TH PL

SE 68TH PL

SE 52ND ST

SE 72ND AVE

SE 75TH AVE

SE SCHRIER DR

SE 60TH ST

SE AVON DR



City of Carlisle Planning & Zoning Commission

2020 Meeting & Submittal Schedule (with applicable Council Dates)

P&Z Commission Meetings begin at 7:00 p.m.
in the Council Chambers, Carlisle City Hall, 195 N. 1st St.

Month	Submission Date (5:00 p.m.)	P&Z Packet Target	P&Z Meeting	Council Date No Public Hearing	Council Date Public Hearing (rezonings)
January	12/30/2019	1/16/2020	1/20/2020	1/27/2020	2/10/2020
February	1/27/2020	2/13/2020	2/17/2020	2/24/2020	3/9/2020
March	2/24/2020	3/12/2020	3/16/2020	3/23/2020	4/6/2020
April	3/30/2020	4/16/2020	4/20/2020	4/27/2020	5/11/2020
May	4/27/2020	5/14/2020	5/18/2020	5/25/2020	6/8/2020
June	5/25/2020	6/11/2020	6/15/2020	6/22/2020	7/6/2020
July	6/29/2020	7/16/2020	7/20/2020	7/27/2020	8/10/2020
August	7/27/2020	8/13/2020	8/17/2020	8/24/2020	9/7/2020
September	8/31/2020	9/17/2020	9/21/2020	9/28/2020	10/12/2020
October	9/28/2020	10/15/2020	10/19/2020	10/26/2020	11/9/2020
November	10/26/2020	11/12/2020	11/16/2020	11/23/2020	12/7/2020
December	11/30/2020	12/17/2020	12/21/2020	12/28/2020	1/11/2021

* Meeting dates are subject to change at the discretion of the Planning & Zoning Commission and the City Council, respectively

* City staff creates the agenda and is given discretion to forego including submissions for review on the agenda after consulting with the submitting party and the P&Z Chairperson or the Mayor, respectively.

* Failure to meet any of the above deadlines with the proper submittal materials may cause the project to be delayed until the next scheduled P&Z or Council meeting. The submission schedule may be adjusted to accommodate late submission of an application if circumstances exist that are beyond the control of the applicant, as determined by city staff.