

**REGULAR PLANNING BOARD MEETING**  
**Monday, August 13, 2012 - 7:00 P.M.**  
**City Hall - 950 Locust St., Carter Lake, Iowa**

Roll Call

Approval of the Agenda

1. Consent Agenda
  - a. Approve Planning Board Minutes – July 9, 2012.
  - b. Review City Council Minutes – July 16, 2012.
  - c. Review building permits – July 2012.
2. New Business
  - a. Country Inn & Suites – 2210 Abbott Dr – Expansion of parking
3. Old Business (limit discussion 5 minutes per topic)
4. Special Meetings
5. Assignments
6. Comments

Adjourn

8/8/12

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Meeting called to order by Vice Chairman Pauly at 7:00 PM.

Roll Call: Present: Michelle Schaffer, Ray Pauly, Jackie Wahl, and Ed Palandri.  
Absent: Tim Podraza, Jay Gundersen, and Karen Fisher.

Approval of the Agenda – Moved by board member Schaffer seconded by board member Pauly to approve the agenda as presented. Ayes: Unanimous.

1. Consent Agenda

Moved by board member Palandri seconded by board member Schaffer to approve the consent agenda as presented. Ayes: Unanimous.

2. New Business

- a. Wallace & Sons – Storage of Sand & Gravel – 13<sup>th</sup> & Locust St. Mike Wallace was present to represent Wallace & Sons. They have sand and gravel stored behind Chez Parez at 13<sup>th</sup> & Locust Street but according to the ordinance this is not allowed in commercial zoning. He would like to be able to use this location for temporary storage in the future as needed. The Board recommends that he go to the City Council for a temporary use permit for storage at that location. The Board would not want to allow that type of business at this location because that is not what it is zoned for. But the City Council might want to allow a short term use with the proper measures in place for storm water pollution prevention and for erosion and dust control. Mr. Wallace stated that he is going to haul the sand and gravel away starting tomorrow and not pursue the use of that property for future storage. There was discussion of his property on Wood Ave. Mr. Wallace will get with the building inspector to make sure he is following the ordinances regarding storage at the Wood Ave location.
- b. Nakoma Townhomes Phase II – Dennis Rochford was present to request final approval of Phase II. The building inspector submitted a letter outlining the current issues with this project. The Board had already approved phase II in November 2009 and the next step is for Mr. Rochford to go to the City Council for approval.
- c. Moved by board member Pauly seconded by board member Schaffer to assign the following addresses for Nakoma Townhomes:  
Lot 7 - 3011 Nakoma Lane  
Lot 8 - 3009 Nakoma Lane  
Ayes: Unanimous.

Meeting adjourned at 8:45 PM.

City of Carter Lake  
City Hall – 950 Locust St.  
Proceedings: Monday, July 16, 2012  
Study Session – 5:00 PM  
Regular City Council Meeting – 7:00 PM

Mayor Russ Kramer called the Study Session to order at 5:00 PM.

Roll Call: Present – Mayor Russell D. Kramer  
Council members Ed Aldmeyer, Barb Hawkins, Barb Melonis, and Tim Parker  
Council member Dave Huey arrived at 5:05 PM  
Also present – City Attorney Joe Thornton and City Clerk Doreen Mowery

The council discussed various items on the regular agenda for the meeting scheduled at 7:00 PM.

The clerk had received two bids for towing services. The bids were opened and read to the council and the public.

The council reviewed the proposed water, sewer, garbage, and storm water rates.

The clerk presented a draft letter to be sent to the residents regarding the proposed changes in the utility rates.

The clerk also presented a letter outlining the proposed changes in the municipal code. No official action was taken on any of the items discussed at this time.

The study session was adjourned at 6:18 PM.

Regular City Council Meeting

Mayor Kramer called the regular city council meeting to order at 7:00 PM.

The Pledge of Allegiance

- I. Roll Call: Present – Mayor Russell D. Kramer  
Council members Ed Aldmeyer, Barb Hawkins, Dave Huey, Tim Parker, and Barb Melonis  
Also present – City Attorney Joe Thornton and City Clerk Doreen Mowery
- II. Approval of the Agenda – Moved by council member Hawkins seconded by council member Parker to approve the agenda as presented. Ayes: Unanimous.
- III. Consent agenda – Moved by council member Parker seconded by council member Melonis to approve the consent agenda as presented. Ayes: Unanimous.
- IV. New Business
  - A. Communications from the Public
    1. Scott Carroll was present to request a permit to close off Ave. Q for a street dance at the Improvement Club during their annual Dog Days event. The event will run from 2:00 PM until midnight. The band will start 6:00 PM. They will hire an off duty police officer for the event. Moved by council member Hawkins seconded by council member Melonis to approve the event. Ayes: Unanimous.

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2. Dennis Rochford was present to request council approval on Phase II of Nakoma Townhomes. Attorney Thornton indicated that there were several conversations regarding storm water runoff from this development. Mr. Rochford said storm water runoff would be addressed in Phase III of the project. He is getting ready to start the process for Phase III. He indicated that he doesn't feel there is a storm water issue created by this development. The Attorney requested that Mr. Rochford provide a written engineer's opinion regarding the storm water runoff. The City engineer will need to review and sign off on the opinion. When the documentation is prepared it needs to be submitted to the building inspector. Ray Pauly reported that the Planning Board has recommended approval of the project. The last time they reviewed the issue all of the items of concern had been addressed. The Mayor stated that the planning board had previously recommended a surety bond regarding the completion of Phase I prior to Phase II being started. Phase I has previously been completed and approved. The Planning Board no longer sees any problems with Phase II. They were told that storm water would be addressed in Phase III of the project. Moved by council member Melonis to approve Phase II plot with the condition that any storm water issues be addressed before they begin construction of Phase III. Motion seconded by council member Huey. Building Inspector Palmer indicated that he would like to see that all of the subdivision requirements are met before the project continues. The Attorney stated we should have the details of the sub-division and a bond posted before partial phases are started. Mr. Rochford contends there is no storm water running off of the property. OPPD has indicated they will install the light poles for no charge. The City will be responsible for the monthly lighting fees. Mr. Rochford stated that the development is willing to pay for the monthly street lighting bills. Roll call: Ayes: Melonis, Huey. Nays: Parker, Aldmeyer, Hawkins. Attorney Thornton will meet with Mr. Rochford and the Building Inspector to address the open issues so the council can approve Phase II.
3. Jerry Waltrip stated that the east leg of the lake is a mess with sea weed and it is only an issue in front of the older homes. He has removed sea weed from the lake in front of his home and it comes back. Sea weed gets tangled up in his property when the City cuts it. He stated that he is going to make an issue out of the fact that the minutes for May 21<sup>st</sup> do not reflect everything he said.
4. Joe Anderson was present to discuss the gate closure on Ave. K. He was at last month's meeting and he wanted an update at this time. The Mayor has asked Omaha to consider moving the gazebo. Brooke Bench, the acting Parks Director in Omaha indicated that it cannot be moved. Omaha has requested additional police patrol in the area. Council member Parker still needs to find out how many calls have been made in the area. Council member Aldmeyer stated that the no parking signs have been installed. He will look into the placement of the signs. Mr. Anderson stated that it appears that the city has done a lot of work in the area of the new home on Ave. K. For example: two

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new street lights, a gate, no parking on the street, the 6' fence, the land exchange, conflict and termination of a building inspector, no sidewalk in front of the property, and a 6' fence along the front of the property. He will be back next month for an update. Council member Melonis felt the Mayor should consult with the Lydia House and the Open Door Mission regarding the problems we have had in the area. The wire had been stripped from the gazebo, however Omaha Parks has reinstalled the wiring.

5. John Pinkerton presented pictures of the seaweed on the lake. The canals and a center portion of the lake were sprayed for seaweed by the home owners' associations and the DNR. Mr. Pinkerton said they never sprayed in front of his home. He doesn't feel he should have to pay for what the Preservation Society has messed up. The Mayor will check to see if they are done spraying. Mr. Pinkerton asked if the pump that is used to pump water out of the lake is functioning. The Mayor checked and it is operational. Mr. Pinkerton feels the gate on Ave. K is wrong. He also stated he is in favor of the Improvement Club retaining their liquor license.

B. Communications from the Departments

1. Moved by council member Aldmeyer seconded by council member Hawkins to approve two new applications for the volunteer fire department. Ayes: Unanimous.
2. Ray Pauly informed the council that the planning board opposed a request from Mike Wallace for a temporary permit to store sand and gravel in an area that is zoned commercial on Ave. J.
3. Council member Parker moved to put the council meetings on our website and encrypt them so they cannot be searched for through the YouTube web site. Council member Huey seconded the motion. Ayes: Huey, Parker, Melonis. Nays: Aldmeyer, Hawkins.
4. Moved by council member Aldmeyer seconded by council member Hawkins to place a proposed ordinance for pan handling on the August agenda for consideration. Ayes: Unanimous.
5. Moved by council member Hawkins seconded by council member Melonis to begin video-taping the study sessions and air them along with the council meetings. Ayes: Hawkins, Melonis. Nays: Aldmeyer, Huey, Parker. Moved by council member Aldmeyer seconded by council member Hawkins to eliminate the study sessions. Ayes: Hawkins, Huey, Parker. Nays: Aldmeyer, Melonis. Council member Aldmeyer would prefer study sessions so that issues can be resolved and the council's questions can be answered during pre-council meeting conversations and then the council is prepared to take action during the regular council meetings.
6. Council member Melonis asked had questions for representatives for both companies that submitted bids for towing. Lakeside's storage area is located at 4383 Izard St. in Omaha. Moved by council member Melonis seconded by council member Hawkins to award the towing contract to Lakeside Towing and Recovery. Ayes: Unanimous

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7. Moved by council member Aldmeyer seconded by council member Huey to approve the Letter of Understanding for the employment contract for the Librarian. Ayes: Unanimous.
8. Moved by council member Aldmeyer seconded by council member Parker to deny the employment contract for the Parks Director as written and have the Mayor present the council's requested changes to the Parks Director. Ayes: Aldmeyer, Huey, Parker. Nays: Hawkins, Melonis.
9. City Clerk
  - a. Moved by council member Parker seconded by council member Huey to approve 281 as the number of mobile homes for water billing purposes. Ayes: Unanimous.
  - b. The council needs to schedule a meeting to continue to work on the proposed utility ordinances. A special meeting was scheduled Thursday, August 2<sup>nd</sup> at 5:00 PM.
  - c. Moved by council member Aldmeyer seconded by council member Parker to proceed with the codification, pulling out the utility rates and correcting the office hours for permits. Ayes: Unanimous.

V. Comments

Mayor Kramer thanked everyone for attending the meeting. He stated he understands both sides of the issue regarding the study sessions. Our duty is to make sure the public is aware of everything that is going on in our community.

Council member Melonis reminded everyone that the annual Prayers and Pancakes event is going to be held Saturday at 9:00 AM at Mabrey Park.

Council member Parker thanked everyone for coming. He stated being at the meeting is the best way to interact.

Council member Hawkins has talked to residents in the area of Ave. K and since the new gate has been installed things are better.

Council member Aldmeyer stated the citizens in the area of the gate are happier about gate. He also stated that his canal has green slime that was not there before the spraying. He stated we need to give them a chance to fix the lake.

DeAnn Anderson has seen vagrants in her neighborhood. No parking signs have been posted on Ave. K but she does not feel it is being enforced by the police officers. She also stated that there are two pit bulls in neighborhood that not licensed. Council member Aldmeyer will pass these concerns along to the police department.

Cindy Huey stated that she reads the monthly newsletter and she thinks whoever does the minutes does a wonderful job and she would like to thank them.

Meeting adjourned at 8:10 PM.

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Doreen Mowery, City Clerk

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Russell D. Kramer - Mayor

2012

## Residential

## July

Permit #	Date	Name	Address	Description	Permit Amount	Date Paid	Recpt. #	Value of Permit	Permit Exp.
R208-12	7/2/2012	Mikel USA	712-347-6561 (N 106 Shoreline	New Sidewalk	\$ 20.00	3-Jul	8996	\$ 1,600.00	9/2/2012
R209-12	7/2/2012	Tim Padraza	402-305-7542 33 CLC	Roof Siding & Fence	\$ 47.00	3-Jul	8997	\$ 8,000.00	10/2/2012
R210-12	7/2/2012	A-1 United Htg & A/C	402-51520 Ave Q Tim McWilliam	Replace A/C & Furnace	\$ 43.50	3-Jul	8995	\$ 2,500.00	9/2/2012
R211-12	7/3/2012	Richard Auffart Electric	402-67 CLC Rick Adams 402-510	New Meter Socket & 1	\$ 50.00	3-Jul	9000	\$ 900.00	9/3/2012
R212-12	7/10/2012	Brinlee Home Improvement	916 Ave P Robert Horan	Replace siding	\$ 13.50	10-Jul	9011	\$ 16,500.00	10/10/2012
R213-12	7/16/2012	Xtreme Siding	402-455-1415 1214 Janbrook Blvd Joe Wo	Replace Siding	\$ 13.50	16-Jul	9054	\$ 6,600.00	10/16/2012
R214-12	7/17/2012	Jared Podraza	909 Hiatt St	Install Privacy Fence	\$ 15.00	17-Jul	9053	\$ 1,500.00	10/17/2012
R215-12	7/17/2012	Burton Plumbing	402-504-6 4305 N 14th St Lonie Hornb	Replace A/C Unit	\$ 25.50	17-Jul	9057	\$ 1,600.00	9/17/2012
R216-12	7/22/2012	Blue Sky Inc	402-689-1576 Nakoma Lane	Dirt Haul Permit	\$ 25.00	23-Jul	9143	Unkown	1/22/2013
R217-12	7/25/2012	James Smiddy	712-347-5625 1908 Lagoon Dr	Replace Roofs	\$ 18.50	31-Jul	9144	\$ 18,000.00	10/23/2012
R218-12	7/25/2012	Kevin Stuart	631-707-6565 4330 N 8th St	New Garage	\$ 105.00	25-Jul	9138	\$ 8,000.00	1/25/2013
R219-12	7/25/2012	Guardian Electric	402-572-0 4101 N 17th St Boys & Girls	New Electrical Service	\$ 50.00	25-Jul	9139	\$ 1,500.00	10/25/2012
R220-12	7/30/2012	McCarthy's One Hour	402-3 1517 Cachelin Dr Jeff McDov	Replace Furnace & A/C	\$ 42.00			\$ 2,800.00	9/30/2012
R221-12	7/30/2012	Double M Deck Builders	402-530 Coronado Circle Carol G	New Deck	\$ 23.00	31-Jul	9142	\$ 9,200.00	10/30/2012
R222-12	7/31/2012	TPC Corp	4317 N 8th St Alice Anderso	Revitlization Project	\$ -	31-Jul		\$ 22,000.00	12/31/2012
R223-12	7/31/2012	TPC Corp	1425 Doreene Blvd TPC	Remodel	\$ 45.50	6-Aug	9168	\$ 2,500.00	10/31/2012

## Commercial

C24-12	7/10/2012	Wallace & Sons	402-689-49 821 Wood Ave	Dirt Hall Permit	\$ 25.00	10-Jul	9012	Unknown	10/10/2012
C25-12	7/19/2012	Calhoun Trucking	402-609-0900 Ave H	Temporary Sign	\$ 10.00	20-Jul	9082	Unknown	10/19/2012



August 1, 2012

City of Carter Lake  
Planning Board  
950 Locust Street  
Carter Lake, IA 51510

RE: Country Inn & Suites  
2210 Abbott Drive  
Parking Expansion

Dear Planning Board:

Attached is an Application for Planning Board Agenda and four copies of a concept site plan for the expansion of parking by 22 stalls at the Country Inn & Suites property.

Please contact me at your earliest convenience at 402-346-7559, if you have any questions or need additional information.

Sincerely,  
**HGM ASSOCIATES INC.**

A handwritten signature in blue ink that reads "William J. Glismann".

William J. Glismann, P.E.  
Senior Project Manager

FOR OFFICE USE: CASE # \_\_\_\_\_ Receipt # \_\_\_\_\_  
Z.B.A. Public Hearing: \_\_\_\_\_ Amount \_\_\_\_\_

**CITY OF CARTER LAKE**

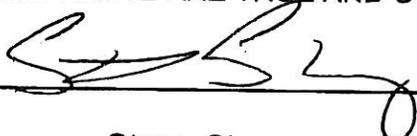
**APPLICATION FOR PLANNING BOARD AGENDA**

- 1. APPLICANT: RYMIC, LLC Phone: 605-665-8489  
Address: PO BOX 113 YANKTON SD 57078 \*Status: P.O.
- 2. REPRESENTED BY: COUNTRY INN & SUITES Phone: 712-347-5600  
Address: 2210 ABBOTT DRIVE CARTER LAKE IA 51510
- 3. STREET ADDRESS/LOCATION: 2210 Abbott Drive Carter Lake, IA
- 4. LEGAL DESCRIPTION: Lot 11 and Part of Lot 12 Owen Parkway Addition of Carter Lake, Pottawattamie County Iowa
- 5. OWNERS NAME: Steven Slowey
- 6. OWNERS ADDRESS: C/O Slowey Construction  
PO Box 113 Yankton, SD 57078
- 7. REASONS FOR REQUEST AND INTENDED USES: Addition of 22 Parking Spaces to increase on site parking.
- 8. ZONING DISTRICT: C/A - Abbott Drive Corridor Commercial District
- 9. PRESENT USE: Hotel
- 10. COPY OF BLUEPRINTS OF INTENDED STRUCTURE. \_\_\_\_\_
- 11. ADMINISTRATIVE DECISION ISSUED: \_\_\_\_\_

FOR OFFICE USE

- 12. ATTACHED TO THE APPLICATION ARE:
  - a. Denied "Building Permit Application" Form..... \_\_\_\_\_
  - b. Approves..... \_\_\_\_\_
  - c. Restrictions..... \_\_\_\_\_

THE FACTS PRESENTED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE:

13. SIGNATURE:  Date: 7/17/2012

TYPED OR PRINTED NAME: Steve Slowey \*Status: P.O.

\*NOTE: P.O. = Property Owner C.P. = Contract Purchaser  
O.H. = Legal Optionholder A. = Owner's authorized agent

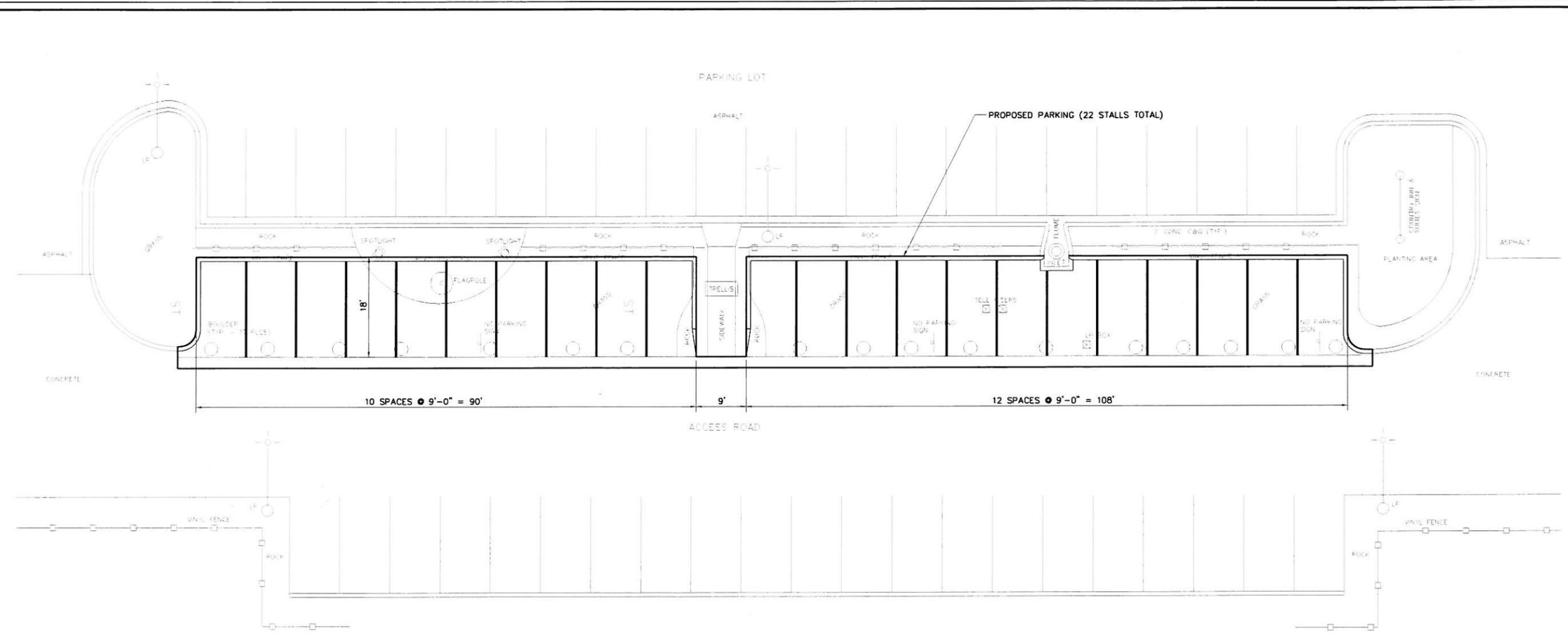
This drawing is being made available by hgm associates inc. for use in the project. hgm associates inc. does not warrant the accuracy of the information provided. hgm associates inc. assumes no liability for any use of this drawing in accordance with the terms of the above agreement.

**hgm**  
 ASSOCIATES INC.  
 ENGINEERING ARCHITECTURE SURVEYING  
 council bluffs iowa

DAD	drawn	date
DAD	designed	date
WJC	approved	date
JUL 12	revision	date

project **COUNTRY INN & SUITES**  
 2210 ABBOTT DRIVE, CARTER LAKE, IOWA 51510  
 client **SLOWEY MANAGEMENT COMPANY**  
 sheet **CONCEPT SITE PLAN**

project no.  
 702812  
 sheet  
 1



**CONCEPT SITE PLAN**  
 SCALE: 1"=10'



By: hgm

