

PLANNING BOARD MEETING
City Hall - 950 Locust St., Carter Lake, Iowa
Monday, July 10, 2017 7:00 P.M.

Regular Planning Board Meeting

Roll Call

Approval of the Agenda

1. Consent Agenda
 - a. Approved Planning Board Minutes for May 8
 - b. Review City Council Minutes for May 15
 - c. Review Board of Adjustments Minutes for May 22
 - d. Review Issued Building Permit Listing April-May 2017
2. New Business
 - a. T-Mobile Tower Request
3. Old Business
 - a. Sign Ordinance
 - b. Comprehensive Plan
4. Comments

Adjourn

06/08/17

jms

City of Carter Lake
950 Locust Street
Carter Lake, IA 51510
Proceedings: Planning Board Meeting
Monday, May 8, 2017 – 7:00 PM

This Planning Board Meeting was called to order at 7:00 PM by chairman Podraza.

Roll Call: Present: Jay Gundersen, Ed Palandri, Kathy Dueling, Ray Pauly, Tim Podraza, Karen Fisher and Jackie Wahl Absent: Jackie Wahl Also present: City Clerk Jackie Stender

Approval of the Agenda - Moved by Palandri seconded by Pauly to approve the agenda as presented.
Ayes: Unanimous.

Approval of the Consent Agenda – Moved by Palandri seconded by Fisher; Planning Board minutes from April 10 and May 2; review of council minutes from March 20th, 27th and April 24; review of Board of Adjustment minutes from February 27.

New Business:

Terry Smith with HGM engineering firm was present to discuss Lone Mountain Trucking application to construct additional concrete parking on the property at 200 Owen Parkway Circle. The Board is willing to have a special meeting when the final plans are completed. Gundersen motioned to approve the concept of the project, seconded by Palandri. Ayes: Unanimous

Ron Cumberledge was present to for his fence permit application. Palandri motioned to approve, seconded by Pauly. Ayes: Unanimous.

Representative for MIKEL USA INC, was present to request a permit for the installation of a 10x14 garden shed. Gunderson moved to approve, seconded by Dueling. Ayes: Unanimous.

Old Business:

Pauly motioned to table the Sign Ordinance and Comprehensive Plan discussions, seconded by Fisher.
Ayes: Unanimous

Meeting Adjourned at 7:15 p.m.

Tim Podraza, Chairman

Jackie Stender, City Clerk

City of Carter Lake
Regular City Council Meeting
Monday, May 15, 2017

The Pledge of Allegiance
Mayor Waltrip called the meeting to order at 7:00 p.m.

Roll Call: Present: Council members: Barb Melonis, Pat Paterson, Frank Corcoran, Jason Gunderson, Ron Cumberledge, City Clerk Jackie Stender and City Attorney Michael O'Bradovich

Approval of the Agenda – Moved by Corcoran, seconded by Paterson; Ayes: Unanimous.

Approval of the Consent Agenda items as follows minutes from April 17, financial reports from March and April; April claims and overtime reports and department reports from fire/ems, senior center, library and police department – moved by Melonis, seconded Cumberledge; Ayes: Unanimous

New Business:

Communication from the Public.

Tamara Webster requested permission to install a no parking sign on the fence at Mabrey park; she is the new owner of the property on the north side of the park. Park visitors are blocking her driveway on the weekends and would like permission. Mayor said he would look into it tomorrow.

Tim Pepper of Sgt Pepper's Italian Café has requested permission to transfer liquor license to the park on Saturday June 10 for the Carter Lake Festival. Cumberledge moved to approve, seconded by Corcoran; Ayes: Unanimous.

Melonis moved to approve Jonesys Liquor license seconded by Cumberledge. Ayes: Unanimous.

City Attorney Michael O'Bradovich reviewed the Variance request letter that was considered by the Planning Board on May 2nd concerning the Lakeside Auto Recyclers shredder project; The Planning Board agrees with approving these variances, but did not have the right to approve, these following two items which are before the council as follows:

- 1) Section 1202: Minimum Street Side Yard (25 feet)
 - a. Due to proposed location of new south driveway, this causes the proposed scale building to be within the 25' setback. The building is currently 10.74' from the property line and there will be an 8' or taller fence between the public way and building.

- 2) Section 1202: Maximum Height (35 feet)
 - a. The proposed shredder equipment is taller than 35' in height and the operators cab required for safe operation extends to a height of ~44' in height. This is due to the nature of the equipment and its functionality. It is not able to be configured to be less than 35' in height.

Melonis motioned to waive both variances and send to the Board of Adjustments for final review and approval, seconded by Ron Cumberledge. Ayes: Unanimous.

Communication from Councilman Cumberledge: Jennifer Shirk of Woodmen Life heard about the Carter Lake Splash Pad project and would like to establish a RedBasket Fundraiser to solicit donations. She will establish links and provide to the City for sharing on Facebook and via emails.

Communications from Councilman Corcoran: He has been approached by several citizens recently who would like to see an economic development committee established in Carter Lake.

Communications from Councilman Paterson: Requesting clarification from the City Attorney concerning decisions made during budget workshops, are they legal decisions. The Mayor believes decisions and discussions made during budget workshops are not valid because the items were not voted on in a meeting. After discussing the issue in detail Paterson moved to approve changing cell phone carriers and cancelling non-department supervisor phones, motion died for lack of a second. Gundersen motioned to move to Verizon and maintain the same 12 cell phone numbers as currently being used, Melonis seconded. Ayes: Unanimous.

Since becoming a councilmember, Paterson has received questions concerning nepotism within the City; Paterson does not feel that it is appropriate to hire family members to work together in the city. Paterson motioned to ask the City Attorney to research the nepotism clause and prepare something for the next meeting, seconded by Corcoran; after further discussion with Attorney and fellow council members, Paterson removed his motion; Paterson motioned for permission to work with Chris to get bouys at Wavecrest Park, seconded by Gundersen. Aye: Unanimous; Paterson thanked the City Clerk for her work to get the new LED sign ordered and installed at City Hall.

Clerk Stender provided updates concerning the sewer lining project – will need to make some decision in the coming months to facilitate the grant process, the Hotel/Motel Tax audit request, information provided to council from the Iowa Department of Revenue evaluation that the receipts are probably reasonable, if the council wants a more detailed review we may need to send in a written request; DNR Beach application is being processed by all three required agencies; Concerning concession stand cash controls receipts and expenditures are turned into City Hall and recorded into the spreadsheet for tracking; Parks Director Ethen has reviewed the Cash out reports and procedures with City Clerk. Update on Time Clock payroll program, has been operational since January, testing for a month before going live, there have been some programming issues that we have worked through over the past few months

Melonis motioned to approve Resolution for Colonial Insurance Premiums, seconded by Corcoran. Aye: Unanimous. Corcoran motioned to approve assessment of liens for Utility Bills, seconded by Gundersen. Aye: Unanimous. Cumberledge motioned to approve resolution to write off uncollectable utility bills, seconded by Paterson. Aye: Unanimous. Melonis motioned to approve resolution to approve Wellmark Insurance Premiums, seconded by Cumberledge. Aye: Unanimous. Cumberledge motioned resolution to approve Urban Revitalization Tax Exemption for 1206 Willow Dr., Gundersen. Aye: Unanimous

Adjourn at 6:25 p.m.

Jackie Stender
City Clerk

Gerald Waltrip
Mayor

Proceedings: Board of Adjustments Meeting
Monday, May 22, 2017 - 6:00 PM

Brown called the meeting to order at 6:15 P.M.

Roll Call: Present: Hardy Brown, Mike Fitzpatrick and Terry "TJ" Hite, Kitty Buchanan
Also present City Attorney Michael O'Bradovich and City Clerk Jackie Stender
Bill Blankenship was absent.

Brown moved to approval the agenda and minutes from February 27, seconded by Buchanan. Ayes: Unanimous.

03-17: Lakeside Auto Recyclers has requested the following variances:

Section 1202: Minimum Street Side Yard (25 feet)

Due to proposed location of new south driveway, this causes the proposed scale building to be within the 25' setback. The building is currently 10.74' from the property line and there will be an 8' or taller fence between the public way and building. Brown moved to approve, seconded by Buchanan. Ayes: Unanimous.

Section 1202: Maximum Height (35 feet)

The proposed shredder equipment is taller than 35' in height and the operators cab required for safe operation extends to a height of 44' in height. This is due to the nature of the equipment and its functionality. It is not able to be configured to be less than 35' in height.

Brown moved to grant variance, seconded by Fitzpatrick. Ayes: Unanimous,

Motion to adjourn by Brown, seconded by Buchanan; Meeting adjourned at 6:25 p.m.

Hardy Brown, Chairman

Ron Rothmeyer requested that this list of ordinances need to be reviewed

1. Privacy fences:
 - a. too much gray area
 - b. Should they all go to the board of adjustment?
 - c. Where should they be allowed?

2. Carports:
 - a. Should they be allowed?
 - b. People are closing them in like a garage
 - c. Needs to be more restrictive if allowed

3. Sheds:
 - a. Do they need a permit?
 - b. Do they need to go to planning board if in commercial?

4. Fences in commercial:
 - a. Do they need to go to the planning board?

5. What needs to go to the planning board and what doesn't? define what the planning board wants to see.

6. Sign ordinance needs reviewed. (Redone?)

7. Redo ordinance book?

2017

Residential Building Permits

Permit #	Date	Applicant	Address	Property Owner	Description
R28					
R29					
R30					
R31	10-Apr	JIM MORASKI	4423 N. 6TH ST	JIM MORASKI	CHAIN LINK FENCE IN BACKYARD
R32	20-Apr	LAKESIDE			
R33	13-Apr	THERMAL SERVICES	1010 SHOAL DRIVE	ERIC PARKER	SEWER REPAIR AND BACKFLOW VALVE
R34	13-Apr	EYMAN PLUMBING	107 SHOAL	MARK EIBES	WATER HEATER
R35	13-Apr	ALMA SMIDDY	1908 LAGOON	ALMA SMIDDY	FENCE
R36	13-Apr	TSL COMPANIES	2614 NORTH 5TH ST	TSI	REPLACE CONCRETE DRIVEWAY
R37	17-Apr	SHANE ROTHMEYER	1422 MAYPER DR		DECK
R38	18-Apr	MIKEL USA	905 E. LOCUST	MIKEL USA	REPLACE WINDOWS
R39	18-Apr	DAVE ANDERSEN	3718 N. 9TH ST	DAVE ANDERSEN	REPLACE FENCE
R40	20-Apr	TERRY LESLEY	730 KEY CIRCLE	LOIS ANNIN	
R41	20-Apr	TIMOTHY CHRISTENSEN	174 CLC	TIMOTHY CHRISTENSEN	MOVE ROOM AND ADD BASEMENT FOUNDATION
R42					
R43	26-Apr	JEFF MCDOWELL	1517 CACHELIN	JEFF MCDOWELL	REPLACE FRONT DECK
R44					
R45	29-Apr	SEAN MEYER	909 WILLOW DR	SEAN MEYER	PRIVACY FENCE

2017

Residential Building Permits

Permit #	Date	Applicant	Address	Property Owner	Description
R46	4-May	DALE HARRIS	709 AVE Q	DALE HARRIS	REPLACE SIDING FROM HAIL DAMAGE
R47	4-May	MIKE SMITH	1333 LINDWOOD	MIKE SMITH	FENCE
R48	8-May	DEB JENKINS	1326 CACHELIN DR	DEB JENKINS	ADD ONTO DECK
R49	15-May	ANDREW EVERS	1318 HIATT	ANDREW EVERS	REMODEL HOUSE
R50	15-May	STEPHANIE WALLINGFORD	1007 AVE Q	STEPHANIE WALLINGFO	NEW DRIVE, GARAGE DOOR, BATHROOM REMODEL
R51	17-May	DIANA SHEILDS	804 REDICK	DIANA SHEILDS	FIX FENCE POST, REPLACE PICKETTS, EXTEND PORCH
R52	19-May	JASON & FARRAH MACKLEM	3106 N. 11TH		REPLACE BACK FENCE
R53	23-May	MIKEL USA	1539 STELLA	MIKEL	NEW WINDOWS/SIDING
R54	23-May	TPC	130 MARINA		ROOFING
R55	23-May	CHARLIE CLAPP	1118 SILVER LANE	CHARLIE CLAPP	CONCRETE DRIVEWAY
R56					
R57	23-May	KIMBERLY AXTELL	1301 LINDWOOD	KIMBERLY AXTELL	PRIVACY FENCE AND POOL
R58	30-May	KELLY ANDERSON	1530 SILVER LANE	KELLY ANDERSON	PRIVACY FENCE
R59	30-May	JESS COFFMAN	950 KEY CIRCLE	JESS COFFMAN	PRIVACY FENCE
R60	30-May	SERVICE ONE	1310 HOLIDAY	MARTH VAUGHN	AC
R61	30-May	SERVICE ONE	4303 N 12	ALVAN SCHEWE	AC
R62	31-May	DIANA GERARD	1201 JANBROOK	DIANA GERARD	SIDEWALK
R63	31-May	DAMIAN ROTHMEYER	1218 REDICK	DAMIAN ROTHMEYER	ADDITION TO HOUSE 15X38
R64	31-May	BOB LOGAN	3510 N 9TH ST 194	BOB LOGAN	DECK
R65	31-May	CORNERSTONE RESTORATION	901 REDICK	CATHY DUELING	FIRE DAMAGE REPAIRS

T-MOBILE #ON01183A - ATC #98916

FOR OFFICE USE: CASE # _____ Receipt # _____
Z.B.A. Public Hearing: _____ Amount _____
Signs Issued: _____ / _____ /by _____ By _____ Date _____

APPLICATION FOR PLANNING BOARD AGENDA

1. APPLICANT: T-Mobile c/o Haley Law Firm, PLC Phone: 517-518-8623
Address: 8500 W. Bryn Mawr Ave, Chicago, IL 60631 *Status: _____
2. REPRESENTED BY: Haley Law Firm, PLC Phone: 517-518-8623
Address: 10059 Bergin Road, Howell, MI 48843
3. STREET ADDRESS/LOCATION: 4410 North 17th Street, Carter Lake, IA 51510
4. LEGAL DESCRIPTION: Carter Lake-Wavecrest ADD ALL BLK 33 (This is from Pottawattamie County)
Pin: 754416404002
5. OWNERS NAME: American Tower
6. OWNERS ADDRESS: 3500 Regency Parkway, Suite 100, Cary, North Carolina, 27518
7. REASONS FOR REQUEST AND INTENDED USES: T-Mobile collocation at existing facility.
Install 25' tower extension. The compound will not be increasing in size.
8. ZONING DISTRICT: _____
9. PRESENT USE: Telecommunication facility.
10. COPY OF BLUEPRINTS OF INTENDED STRUCTURE. See attached site plans dated 6/17
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: Brandon Garrett Date: 6/14/17

TYPED OR PRINTED NAME: BRANDON Garrett *Status: A

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

Commercial Building Permit Application



City of Carter Lake

950 Locust Street
Carter Lake, IA 51510

Office (712) 847-0535 Fax (712) 347-5454

Address of Project: 4410 N. 17TH STREET, CARTER LAKE, IA 51510

Legal Description:	Lot	Block	Subdivision	Zoned

Property: Platted _____ Unplatted _____
 Size: Width _____ Length _____ Square Ft. _____
 Structure: Yes _____ No _____ Current Use: _____
 Proposed Use: T-MOBILE COLOCATION AT TELECOMMUNICATION FACILITY

Property Owner: AMERICAN TOWER Phone: ()

Address: 3500 REGENCY PARKWAY, SUITE 100, CARY, NORTH CAROLINA, 27518
(City, State, Zip)

General Contractor: T-MOBILE Phone: (733) 444-5400

Address: 8500 W. BRYN MAWR AVE, SUITE 100, CHICAGO IL 60631
(City, State, Zip)

Occupant / Tenant: T-MOBILE Phone: (733) 444-5400

Contact Name: _____

Type of Improvement: New Building _____ Addition Repair / Replacement _____
 Improvement Modification _____

TOTAL: Value of Finished Product \$ 40,000.00 Required Field

The property shall comply with all applicable City of Carter Lake zoning ordinances. All covenants and easements are the responsibility of the builder or property owner.

All property owners, HOA and others having interest in this project been contacted: Yes _____ No _____

I hereby state that the information submitted on this application is accurate and correct. I recognize that the issuance of this building permit shall not grant approval to violate any of the provisions of the building codes or zoning ordinances enforced by this jurisdiction, state or federal law; and that this permit shall not prevent the building official from requiring construction to be in compliance with all applicable code provisions during field inspections. This building permit is issued for the express purpose of work stated on this application and shown on the approved plans. Any changes to the construction plans that effect area or scope of work shall be approved by the building official prior to construction and may require another permit application. No building shall be occupied until a certificate of occupancy has been issued by the Building Official.

Applicant Name: BRANDON GARRETT | Brandon Garrett Date: 7/7/17
(Print Clearly) (Signature)

Please Note that this application must be approved by the following:

Planning Board: _____ Date: _____
 Fire Department: _____ Date: _____
 Building Official: _____ Date: _____

Documents Needed for Construction:

- Three sets of plans and specifications. Drawn to scale (1/4").
- A certified certificate of survey of the property.
- A plot plan drawn to scale showing building location on the lot.

Impervious Coverage:

Total (sq ft) of Property: _____
 Total (sq ft) of All Structures: _____
 Total (sq ft) of Impervious Paving: _____
 Impervious Coverage Percentage: _____



Mail Processing Center
 Federal Aviation Administration
 Southwest Regional Office
 Obstruction Evaluation Group
 10101 Hillwood Parkway
 Fort Worth, TX 76177

Aeronautical Study No.
 2017-ACE-2661-OE
 Prior Study No.
 1999-ACE-326-OE

Issued Date: 06/20/2017

Regulatory Compliance
 American Towers, LLC
 10 Presidential Way
 Woburn, MA 02138

**** DETERMINATION OF NO HAZARD TO AIR NAVIGATION ****

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Antenna - Top Mount Carter Lake (98916)
 Location: Carter Lake, IA
 Latitude: 41-17-44.99N NAD 83
 Longitude: 95-54-24.04W
 Heights: 970 feet site elevation (SE)
 129 feet above ground level (AGL)
 1099 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

- At least 10 days prior to start of construction (7460-2, Part 1)
- Within 5 days after the construction reaches its greatest height (7460-2, Part 2)

As a result of this structure being critical to flight safety, it is required that the FAA be kept apprised as to the status of the project. Failure to respond to periodic FAA inquiries could invalidate this determination.

This aeronautical study included evaluation of a structure that exists at this time. Action will be taken to ensure aeronautical charts are updated to reflect the most current coordinates, elevation and height as indicated in the case description.

See attachment for additional condition(s) or information.

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed in accordance with FAA Advisory circular 70/7460-1 L Change 1.

This determination expires on 12/20/2018 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- (b) extended, revised, or terminated by the issuing office.
- (c) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.

This determination of No Hazard is granted provided the following conditional statement is included in the proponent's construction permit or license to radiate:

Upon receipt of notification from the Federal Communications Commission that harmful interference is being caused by the licensee's (permittee's) transmitter, the licensee (permittee) shall either immediately reduce the power to the point of no interference, cease operation, or take such immediate corrective action as is necessary to eliminate the harmful interference. This condition expires after 1 year of interference-free operation.

This determination is based, in part, on the foregoing description which includes specific coordinates, heights, frequency(ies) and power. Any changes in coordinates, heights, and frequencies or use of greater power will void this determination. Any future construction or alteration, including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

A copy of this determination will be forwarded to the Federal Communications Commission (FCC) because the structure is subject to their licensing authority.

This determination cancels and supersedes prior determinations issued for this structure.

If we can be of further assistance, please contact our office at (816) 329-2527, or marla.wierman@faa.gov. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2017-ACE-2661-OE.

Signature Control No: 332936910-335825017

(DNE)

Marla Wierman
Technician

Attachment(s)
Additional Information
Frequency Data
Map(s)

cc: FCC

Additional information for ASN 2017-ACE-2661-OE

FAA facilities critical to aviation safety are located less than 1 nm from your proposed transmitter site. You may cause harmful interference to these facilities if your equipment meets only minimum FCC standards for spurious emissions. Before you begin any transmission from your facility, contact Jill Shover, OMA SSC Manager, 402-271-7529 to arrange procedures to verify that no interference is caused. FCC requirements in: 47 CFR 73.44 (c) (AM Broadcast) 47 CFR 22.907 (c) (Fixed Cellular) 47 CFR 21.106 (c) (Common Carrier Fixed Microwave) 47 CFR 74.23 (a) Broadcast Auxiliary Transmitters) 47 CFR 94.71 (d) (operational fixed service frequency). Indicate that the licensees may need to employ extra filtering or take other measures if their transmissions disrupt other services. The commission requires its licensees to cooperate fully with other Federal agencies (users in other services) in this case the FAA to eliminate any harmful interference covered by the above requirement.

Frequency Data for ASN 2017-ACE-2661-OE

LOW FREQUENCY	HIGH FREQUENCY	FREQUENCY UNIT	ERP	ERP UNIT
698	806	MHz	1000	W
806	824	MHz	500	W
824	849	MHz	500	W
851	866	MHz	500	W
869	894	MHz	500	W
896	901	MHz	500	W
901	902	MHz	7	W
930	931	MHz	3500	W
931	932	MHz	3500	W
932	932.5	MHz	17	dBW
935	940	MHz	1000	W
940	941	MHz	3500	W
1850	1910	MHz	1640	W
1930	1990	MHz	1640	W
2305	2310	MHz	2000	W
2345	2360	MHz	2000	W

TOPO Map for ASN 2017-ACE-2661-OE

