



**HUXLEY**  
— HEART OF THE PRAIRIE —

## **PLANNING & ZONING COMMISSION MEETING**

**Monday July 15, 2024**

**City Council Chambers—515 N Main Ave**

**6:00 PM**

### **AGENDA**

1. Roll Call
2. Motion to approve the minutes from the May 20, 2024 Planning & Zoning Commission Meeting
3. Public Comments (5-minutes limit for items not on this agenda)
4. Business Items
  - a. Approval of Anthem Plat 2 Final Plat
5. Discussion Item
  - a. Request to Update the Zoning Ordinance for Definition Accessory Buildings
6. Informational Items for Planning & Zoning Consideration/Input
  - a. Council Action Update
    - i. Ordinance to Prohibit Trailer and/or Truck Washes – Approved 2<sup>nd</sup> Reading and waived 3<sup>rd</sup> Reading of Ordinance 536
    - ii. Site Plan for Fjeldberg Lutheran Church – Approved
    - iii. Anthem Plat 1 Final Plat – Approved
    - iv. Anthem Townhomes Plat 1 Preliminary Plat - Approved
  - b. General Information
    - i. Old Huxley Communications Building at 1<sup>st</sup> and Main
    - ii. Kreg Tool building usage
    - iii. Splash Pad update
7. Planning and Zoning Commission Comments
  - a. Next meeting is Monday August 19, 2024
8. Adjournment

For more information on this and other agenda items, please call the City Clerk's Office at 515-597-2561 or visit the Clerk's Office, City Administration Building at 515 N. Main Ave. Agendas are available to the public at the City Clerk's Office on Friday morning preceding Monday's Planning & Zoning Commission meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email.

# Huxley Planning & Zoning Commission Minutes

## Monday May 20, 2024

Chairman Roger Bierbaum called the meeting to order at 6:00 P.M.

**ROLL CALL:** Bierbaum, Patterson, Thompson, Mosher, Frantz—present. Schonhorst and Ebel – absent.

**CITY STAFF PRESENT:** Amy Kaplan- Zoning Clerk, David Haugland—City Administrator.

**CONSULTANTS PRESENT:** Forrest Aldrich—City Engineer.

**MINUTES APPROVAL:** Motion by Patterson, second by Thompson to approve the minutes from the April 15, 2024 meeting. 5 Aye. 0 Nay. MCU.

**PUBLIC COMMENTS:** None.

### **BUSINESS ITEMS:**

*Approval of Site Plan for Fjeldberg Lutheran Church 209 N 2<sup>nd</sup> Ave. Huxley, Iowa; O T lot 1 & N10' Lot 2 & E14' ADJ Alley BLK 6:* Fjeldberg Lutheran Church had a site plan that was originally approved by Council but have since decided to downsize the project. The updated site plan was reviewed and approved by the City's Engineer. Motion by Frantz, second by Mosher to recommend approval to City Council. Bierbaum, Patterson, Mosher, Thompson, Frantz voted yes. MCU.

*Approval of Anthem Plat 1 Final Plat:* Gardner was in attendance to describe his plans for 120 South. He will be splitting the project into 3 plats:

- Plat 1: North 40 acres
- Plat 2: South 80 acres
- Plat 3: Highway 69

Gardner indicated that he would like to begin selling lots and in order to do so, he must split the 120 acres into phases. He also gave an update on the roundabout plans indicating that the plans are taking a long time to get through the DOT but they are close to obtaining approval. The plat 1 final plat was reviewed by the City Engineer and no issues were found. Motion by Mosher, second by Thompson to recommend approval to City Council. Bierbaum, Patterson, Mosher, Thompson, Frantz voted yes. MCU.

*Approval of Anthem Townhomes Plat 1 Preliminary Plat:* Gardner gave a brief synopsis of the Anthem Townhomes Preliminary Plat. The Plat was reviewed by the City Engineer and no issues were found. Motion by Patterson, second by Frantz to recommend approval to City Council. Bierbaum, Patterson, Mosher, Thompson, Frantz voted yes. MCU.

### **DISCUSSION ITEM:**

*Storage Containers:* Haugland provided ordinance examples from several other cities regarding storage containers. The Commission is to review these ordinances, indicate what they like and what they don't like on each example and return to Kaplan. Haugland will then work with our City Attorney, Amy Beattie, to draft an ordinance for the Commission to review at the June meeting.

### **INFORMATIONAL ITEMS FOR PLANNING & ZONING CONSIDERATION/INPUT:**

- *Council Action Update:* Haugland gave a re-cap of the action taken at the city council meetings on topics that were discussed at last month's Planning & Zoning meeting.

- *General Information:*
  - Building Permit Totals 2020-2024—As requested by Bierbaum, Kaplan provided a breakdown of all permits received from 2020 to date, for informational purposes only.
  - No Parking Sign Update Westview Plat 3—As requested at the April meeting, Kaplan provided information from Mat Kahler, Street Superintendent, that no parking signs are being installed as homes are completed.
  - Comprehensive Plan—Haugland stated that the City has money reserved in the FY25 budget for a comprehensive plan and that Council is supportive of it.

**PLANNING AND ZONING COMMISSION COMMENTS:**

- Mosher inquired about Westview Heights Plat 4. Construction plans have been approved by Council and the trail plans will soon be finalized.
- Next meeting is Monday June 17, 2024 in the City Council Chambers.

**ADJOURNMENT:** Motion by Patterson, second by Thompson to adjourn meeting at 6:41 P.M. 5 ayes, 0 nays. MCU.

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Amy Kaplan, Zoning Clerk

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Roger Bierbaum, Chairman

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Date of Approval



**VEENSTRA & KIMM INC.**

3000 Westown Parkway  
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000  
www.v-k.net

July 11, 2024

David Haugland  
City Administrator  
City of Huxley  
515 N. Main Ave  
Huxley, Iowa 50124

HUXLEY, IOWA  
ANTHEM PLAT 2 (120 SOUTH)  
FINAL PLAT

We have reviewed the final plat for Anthem Plat 2 (120 South) and find it acceptable.

We still need confirmation from the Iowa DOT that the trail located on the west side of the highway will be allowed to be within the right-of-way and that a trail easement will not be needed along the east plat boundary.

All public improvements associated with the plat need to be completed and accepted by the City or a performance bond or a letter of credit provided before the final plat can be accepted by the City Council.

If you have any questions or comments, please contact us at 515-225-8000.

VEENSTRA & KIMM, INC.

A handwritten signature in blue ink that reads "Forrest Aldrich".

Forrest S. Aldrich

FSA:mmc  
45229-079

cc: Chris Gardner, City of Huxley (e-mail)  
Jeff Peterson, City of Huxley (e-mail)  
Amy Kaplan, City of Huxley (e-mail)  
Keith Vitzthum, City of Huxley (e-mail)  
Mat Kahler, City of Huxley (e-mail)  
A.J. Stumpfer, City of Huxley (e-mail)  
Adam Schoeppner, Niles Associates, Inc. (e-mail)

# ANTHEM PLAT 2 FINAL PLAT

5535 SH WALKING ROAD  
ANN ARBOR, MI 48106-1500  
PHONE: (313) 963-2555  
FAX: (313) 963-2555  
WWW.NILESASSOCIATES.COM  
NILES ASSOCIATES  
Civil Engineering - Land Surveying  
LANSING, MICHIGAN

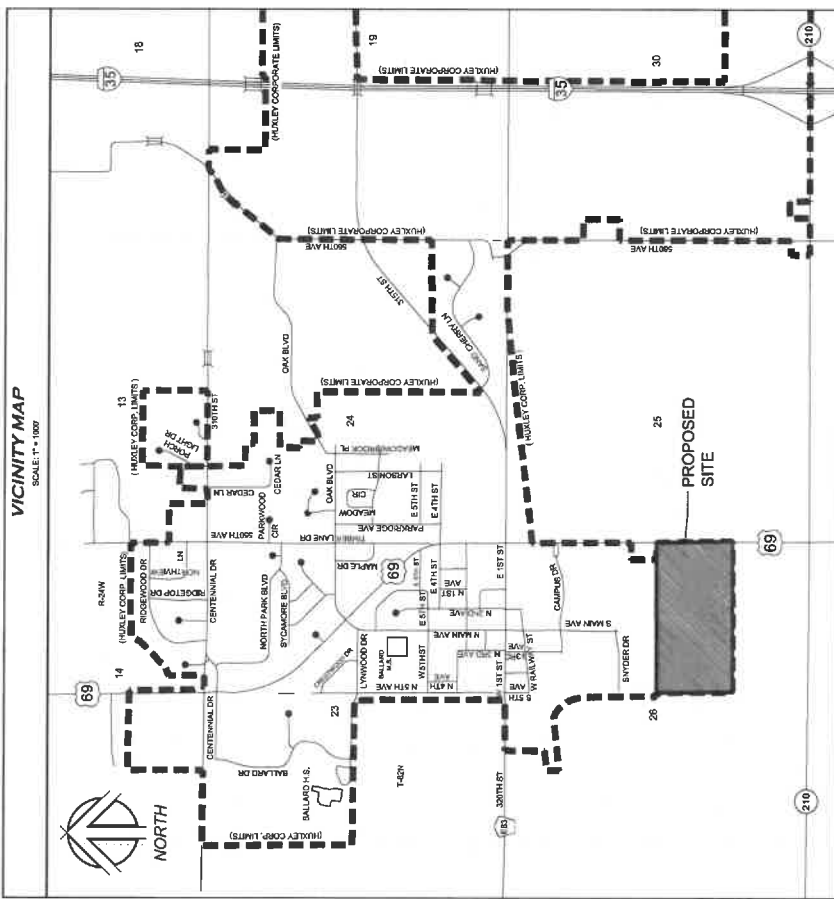
RECORDING  
1. HUBLEY - HUBLEY CITY REVENUE DEPARTMENT  
2. HUBLEY - HUBLEY CITY REVENUE DEPARTMENT  
3. HUBLEY - HUBLEY CITY REVENUE DEPARTMENT  
4. HUBLEY - HUBLEY CITY REVENUE DEPARTMENT

PLAT NUMBER  
ANTHEM PLAT 2

PLAT NAME  
ANTHEM PLAT 2

DATE  
2/10/11

SCALE  
AS SHOWN



Curve #	Length	Radius	Delta	Chord Distance	Chord Bearing
C1	10.837	78.000	17.167	16.827	148.823726
C2	28.817	78.000	24.967	28.277	148.823726
C3	11.917	78.000	17.923	11.817	148.823726
C4	11.917	78.000	17.923	11.817	148.823726
C5	11.917	78.000	17.923	11.817	148.823726
C6	11.917	78.000	17.923	11.817	148.823726
C7	10.837	78.000	17.167	10.637	148.823726
C8	10.837	78.000	17.167	10.637	148.823726
C9	28.817	78.000	24.967	28.277	148.823726
C10	11.917	78.000	17.923	11.817	148.823726
C11	11.917	78.000	17.923	11.817	148.823726
C12	11.917	78.000	17.923	11.817	148.823726
C13	11.917	78.000	17.923	11.817	148.823726
C14	11.917	78.000	17.923	11.817	148.823726
C15	10.837	78.000	17.167	10.637	148.823726

**INDEX LEGEND**  
 COUNTY: STURDY COUNTY, IOWA, CITY: HUBLEY  
 LOCATION: SEC 26, TWP 82 NORTH, RGE 16 WEST,  
 1/4 SECTION 26, PARCELS A  
 # PROPRIETOR: 08 E 1ST STREET  
 HUBLEY, IOWA 50124  
 SURVEYOR: ADAM D. SCHUMPER, P.L.S.  
 SURVEY COMPANY: NILES ASSOCIATES, INC.  
 RETURN TO: ADAM D. SCHUMPER, P.L.S.  
 NILES ASSOCIATES, INC.  
 ANN ARBOR, MI 48106-1500  
 PHONE: (313) 963-2555  
 FAX: (313) 963-2555  
 WWW.NILESASSOCIATES.COM

**LEGAL DESCRIPTION**  
 The part of the North Half of the Southwest Quarter of said Section 26, Township 82 North, Range 24 West of the 5th P.M., Story County, Iowa, and being more particularly described as follows:  
 Beginning at the Southwest corner of said North Half of the Southwest Quarter of Section 26, Range 24 West of the 5th P.M., Story County, Iowa, and being  
 of the Southwest Quarter of Section 26, a distance of 203.64 feet, to the East line of the West 25 feet of the Southwest Quarter of said Section 26, Thence  
 North 89 degrees 58 minutes 54 seconds East, along said East line of that part of the South Half of the Northwest Quarter and the North Half of the  
 line of Hubley Development Corporation Plat 3, a distance of 233.78 feet, to the west line of that part of said South Half of the Northwest Quarter and said  
 distance of 45 meters East, along said East line of that part of the South Half of the Northwest Quarter and the North Half of the Southwest Quarter of Section  
 26 as described on the Warranty Deed recorded in Book 254 Page 216, a distance of 1.25 feet, to the south line of that part of said South Half of the  
 Southwest Quarter of Section 26 as described on the Warranty Deed recorded in Book 254 Page 216, a distance of 203.30 feet, to the east line of said  
 Southwest Quarter of Section 26 as described on the Warranty Deed recorded in Book 254 Page 216, a distance of 203.30 feet, to the east line of said  
 distance of 132.65 feet, to the south line of that part of the Southwest Quarter of Section 26, and to said North of Beginning.  
 Containing approximately 60.17 acres, more or less.  
 Subject to easements, covenants and restrictions of record.

**NOTES**  
 1. Land Area: 60.17 acres  
 2. zoning: R-10 Residential District  
 3. Survey was performed in accordance with the Iowa Code, and was to be recorded in the Jackson Association.  
 4. Street Line A & B are to be devoted to the City of Hubley for public utility purposes.

**CERTIFICATION**  
 I hereby certify that the land surveyed, described and shown on the foregoing plat was properly and lawfully surveyed and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Iowa.  
 Witness: Adam D. Schumper, P.L.S., No. 25208 Date: \_\_\_\_\_  
 My license renewed on 12/31/2010.  
 Signed or sworn to on this 1st day of \_\_\_\_\_, 2011. Sheets 1 - 2 of 2

**LEGEND**  
 Subject boundary line  
 Proposed boundary line  
 Proposed easement line  
 Existing boundary line  
 Existing easement line  
 Section line  
 Right-of-Way Easement  
 Right-of-Way Easement  
 Storm Sewer Easement  
 Water main Easement  
 Overhead Driveway Easement  
 Sidewalk and Pedestrian Easement  
 Sidewalk & P.E.  
 Set section corner monument as noted  
 Found section corner monument as noted  
 Found monument 1/2" IR unless otherwise noted  
 Found monument 1/2" IR with yellow cap #1715, unless otherwise noted  
 Set monument 68" IR with blue cap #26306, unless otherwise noted  
 Round iron nail (outside diameter)  
 Round iron pipe (outside diameter)  
 Round iron pipe (inside diameter)  
 Right-of-way  
 Right-of-way  
 L.B.E.



July 9, 2024

Forrest S. Aldrich  
VEENSTRA & KIMM INC.  
3000 Westown Parkway  
West Des Moines, Iowa 50266

**RE: Anthem Plat 2 Final Plat (2nd Submittal)  
Comment Response Letter**

Mr. Aldrich,

This letter accompanies our revised submittal of the Anthem Plat 2 Final Plat. We have addressed your comments as follows (comments in **Red**):

1. Change the storm sewer easement to an overland drainage easement along the north side of Lots 15, 16, 17. Maintain the storm sewer easement in the northeast corner of Lot 17. **Easement has been updated.**
2. Provide an overland drainage easement and a storm sewer easement across the south side of Lot 13. **Easement has been added.**
3. Provide an overland drainage easement along the entire south side of Lot 9 from the north line of the storm sewer easement to the south plat boundary. **Easement has been added.**
4. Provide storm sewer easements over the storm sewers in Outlot X, Outlot Y, and Outlot Z. **Storm sewer easements have been added.**
5. Provide a storm sewer easement in the southeast corner of Lot 14 over the storm sewer and intake. **Easements have been added along the south side.**
6. Provide a storm sewer easement along the storm sewer located at the east side of Lot 6. **Storm Sewer easement has been added.**
7. Provide a storm sewer easement along the storm sewer located in the northeast corner of Lot 7. **Storm sewer easement has been added.**

8. Provide storm sewer easements around the intake in the northeast corner of Lot 5 and the storm sewer along the east side of Lot 4. **Storm sewer easement has been added.**
9. Provide an overland drainage easement along the north side of Lot 3 and the northeast corner of Lot 4. Extend the easements to the north plat boundary. **A drainage easement has been added to the north side.**
10. Provide a storm sewer easement along the storm sewer located in the northeast corner of Lot 2. **Storm Sewer easement has been added.**
11. Provide a storm sewer easement along the storm sewer on the south side of Lot 3 in the middle of the lot. **Storm Sewer easement has been added.**
12. On the south side of Lots 15, 16, and 17 change the 10' P.U.E. to 10' sanitary sewer easement. Move 10' P.U.E. to north side of the sanitary sewer easement. **Easements have been updated.**
13. Extend the sanitary sewer easement on the north side of Lot 9 to the west lot line of Lot 9. **Sanitary sewer easement has been extended.**
14. Label Highway 69 on Sheet 2 **Label has been added.**
15. Dimension the width of the existing gas easement on Sheet 7. **Easement is labelled as 60' wide.**
16. Sheet No. 1, Note 3, add Outlot Z. **Note has been updated.**
17. Sheet No. 1, Note 5, provide information on where Outlots A and B are located. **Note has been removed.**
18. There appears to be no Lot Nos. 1 and 10. Renumber lot numbers so no numbers are not skipped. **Lots have been renumbered.**

Thank you,

Adam Schoeppner, PLS

**NILLES ASSOCIATES, INC.**



July 9, 2024

**Planning & Zoning Commission**

City of Huxley  
515 Main Street  
Huxley, Iowa 50124

**RE: Request to Update the Zoning Ordinance for Definition Accessory Buildings.**

**Planning & Zoning Commission:**

In my work I am often asked to assist property owners with permits for accessory buildings. In that work it is apparent that some changes to the ordinance concerning accessory buildings are needed.

**The current ordinance definition for accessory building reads:**

*165.05.12. "Building" means any structure designed or intended for the support, enclosure, shelter or protection of persons, animals or property, but not including signs or billboards. A. "Height of accessory building" means the vertical distance between the highest point of the roof structure and the floor slab or grade level of an unfinished floor of an accessory building and shall not exceed 20 feet, with 10-foot sidewalls maximum. The height of accessory building shall not exceed principal building.*

**The height of the accessory building is allowed to vary depending on the zoning of the area despite what the definition reads.** All residential and commercial zones allow the 20 feet height as described in the definition except for R-4 where only 15 feet is allowed. In the M-1 zone the height of an accessory building is allowed to go to 30 feet. *The sidewall height is not defined in any of the zones where the height of the accessory building is listed.*

**The primary issue with the definition is maximum sidewall height of 10 feet.** This results in odd looking sheds that use hip or barn roofs to facilitate getting to the 20 foot maximum height. This also places all doors at the ends instead of on the sides, which limits proper placement of the building. It appears that many infringements of the sidewall height have gone to the Board of Adjustment to allow for different sidewall heights. Anyone storing a camper, large boat, or mini-home will need a door larger than 8 or 10 feet high to use an accessory building. A sidewalk height greater than 10 feet is required as overhead doors will be 12-14 feet in height with a required sidewall height of 14-16 feet to allow for door rails & equipment to be placed above the overhead door and under the rafters.

I propose the Planning and Zoning Commission recommend to City Council the ordinance be modified as follows:

A. "Height of accessory building" means the vertical distance between the highest point of the roof structure and the floor slab or grade level of an unfinished floor of an accessory building and shall not exceed 20 feet, ~~with 10-foot sidewalls maximum. The height of accessory building shall not exceed principal building.~~

This simplifies the ordinance and will eliminate the need to obtain a remedy from the Zoning Board of Adjustment. Most single family homes in R-1, R-2 and R-3 districts will have a roof height of

approximately 20 feet so it is not necessary to limit the accessory building height to less than principal building height when at most a few inches are the issue.

Please place this request on the agenda at the July 15<sup>th</sup> Planning & Zoning meeting for discussion and possible action. I will be at the meeting and answer any questions the Commission may have.

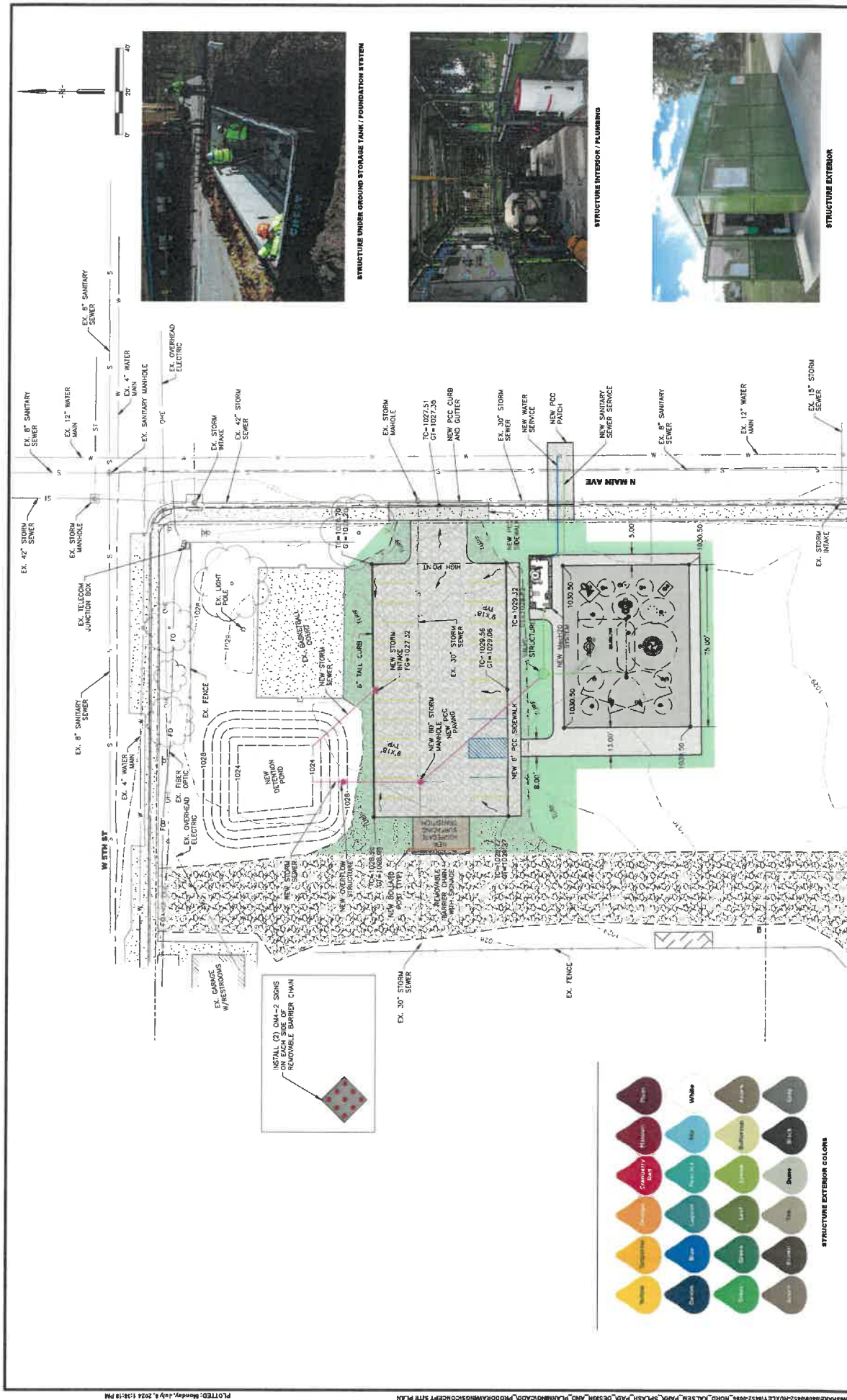
Thank you for your time and consideration.

Sincerely,

*Scott Renaud*

Scott Renaud, P.E.  
Renaud Engineering LLC

cc: David Kuhn – Mayor of Huxley  
David Haugland – City Administrator



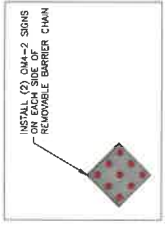
STRUCTURE UNDER GROUND STORAGE TANK / FOUNDATION SYSTEM



STRUCTURE INTERIOR / PLUMBING



STRUCTURE EXTERIOR



STRUCTURE EXTERIOR COLORS

DATE	SCALE	AS NOTED	REVISIONS
	DRAWN	ENGINEER	
	CHECKED	ARCHITECT	
	APPROVED	DATE	
		ISSUED FOR	
<b>NORD KALSEM PARK SPLASH PAD PROJECT</b> HUXLEY, IOWA 2800 Fourth Street SW • Suite 9 • Mason City, Iowa 50401-1586 561-421-0008 • 641-380-0315 FAX • 877-241-8008 (NA/TX)			
<b>CONCEPT SITE PLAN</b>			DWG. NO. <b>1</b> PROJECT

## David Haugland

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**From:** Forrest Aldrich <faldrich@v-k.net>  
**Sent:** Monday, July 1, 2024 9:14 AM  
**To:** Heather Denger  
**Cc:** David Haugland; Chris Allen; Jeff Peterson  
**Subject:** RE: Checking in Splashpad  
**Attachments:** Concept Site Plan.pdf

Heather,

Attached is the latest site plan for review and comment for the splash pad. Several comments.

1. Review the location of the control building. The location shown is close to the sewer and water on Main Ave. reducing cost and is convenient for operation and maintenance from the parking lot. However, it visually will block the splash pad from the street and parking lot.
2. We are showing a 6" high concrete curb along the west side of the parking lot. This is intended to keep cars in the parking lot from leaving to the west but still allows emergency vehicles to jump the curb and exit. We might need a sign off of 5<sup>th</sup> stating no splash pad access or maybe everyone will figure it out.
3. Since we are adding a concrete curb on the west side of the parking lot, we went ahead and added a concrete curb on the north and south sides too. This adds about \$6,000 to the project cost.
4. We are showing a stormwater detention basin to be added west of the basketball court. This would be a normally dry grass basin. There isn't much more additional stormwater runoff from a paved parking lot vs a gravel parking lot but there is from the splashpad. We could probably get by without it but politically we may want to have a basin.
5. We deleted the sidewalk running along the north side of the parking lot. Cost of the sidewalk for the entire length of parking lot is approximately \$5,000.

Let me know your thoughts on the attached layout.

Forrest Aldrich, P.E.

 **VEENSTRA  
& KIMM INC.**  
3000 Westown Parkway  
West Des Moines, Iowa 50266  
515-225-8000  
[faldrich@v-k.net](mailto:faldrich@v-k.net)

**From:** Heather Denger <hdenger@huxleyiowa.org>  
**Sent:** Thursday, June 6, 2024 10:00 AM  
**To:** Forrest Aldrich <faldrich@v-k.net>  
**Subject:** [EXTERNAL] RE: Checking in Splashpad

After further review... and talking to Dave we think a sidewalk on the South side of the parking lot would be good. How much would it be approximately for each sidewalk (North – South)? Will there be a curb on the parking lot? We both agree we do not want through traffic (unto the alley way) We could barricade if needed.

- No paved entry off West.
- Sidewalk North side not needed but what would cost be?
- Grass between lot/basketball court.
- Sidewalk South side of parking lot okay.

Heather

**From:** Forrest Aldrich <[faldrich@v-k.net](mailto:faldrich@v-k.net)>  
**Sent:** Wednesday, June 5, 2024 9:12 AM  
**To:** Heather Denger <[hdenger@huxleyiowa.org](mailto:hdenger@huxleyiowa.org)>  
**Cc:** David Haugland <[dhaugland@huxleyiowa.org](mailto:dhaugland@huxleyiowa.org)>  
**Subject:** RE: Checking in Splashpad

Heather,

We have a very rough plan put together. See attached. Next step is to see how the prefabricated control building fits into the budget. I will look into that yet this week.

Couple questions on the attached concept plan.

1. Do we want to pave the west driveway entrance? The busses use this entrance, so it would need to be concrete.
2. Do we want a sidewalk along the north side of the parking lot?
3. Do we want to connect the basketball court to the parking lot with pavement? Sidewalk from the court to the parking lot? Grass strip?
4. Do we want a sidewalk along the south side of the parking lot?

**Forrest Aldrich, P.E.**

  
**VEENSTRA  
& KIMM INC.**  
 3000 Westown Parkway  
 West Des Moines, Iowa 50266  
 515-225-8000  
[faldrich@v-k.net](mailto:faldrich@v-k.net)

**From:** Heather Denger <[hdenger@huxleyiowa.org](mailto:hdenger@huxleyiowa.org)>  
**Sent:** Monday, June 3, 2024 10:59 AM  
**To:** Forrest Aldrich <[faldrich@v-k.net](mailto:faldrich@v-k.net)>  
**Subject:** [EXTERNAL] Checking in

Forrest-

Just checking in as to where we are at for engineering of splash pad?

**Heather Denger, CSCS/NPRA**  
 Director of Parks and Recreation/Huxley, IA