



**North Liberty City Council  
Regular Session  
October 8, 2024**



# **City Administrator Memo**





To **Mayor and City Council**  
From **Ryan Heiar, City Administrator**  
Date **October 4, 2024**  
Re **City Council Agenda October 8, 2024**

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### Consent Agenda

The following items are on the consent agenda and included in the packet:

- City Council Minutes (09/24/24)
- Pay Application #2, Forevergreen Road Signalization Project, Eastern Iowa Excavating & Concrete, \$509,142.03
- Claims

### Meetings & Events

Tuesday, Oct 8 at 6:00p.m.  
City Council

Monday, Oct 21 at 7:00 p.m.  
Library Board

Tuesday, Oct 22 at 6:00p.m.  
City Council

### Authorization to Acknowledge Terms of Settlement

In July and September, the City of North Liberty hosted settlement conferences between the Cities of Coralville and Tiffin, and certain adjoining landowners who have been in litigation over the disposition of the intersection of Forevergreen Road and Jasper Avenue for several years. North Liberty is not a party to any of the litigation, but wishes to be part of a solution. North Liberty proposed the construction of a roundabout at the intersection in question, and through those conferences the parties agreed to a framework providing for the construction of a roundabout, and for the construction of Jasper Avenue to the south. The settlement terms contemplate that the roundabout project will be headed by North Liberty, and that Tiffin will contribute half of those project costs. Coralville will be responsible for the costs of the construction of Jasper Avenue to the south. Acknowledgement of these terms will allow the Cities and parties to approve a more formal agreement, to be brought before the Council in the coming weeks. Once approved, design work can commence, and construction on the roundabout would begin in 2026. Staff recommends the City Council acknowledge and authorize the general terms of the settlement as described above with a voice vote.

### Buck Moon Villas Preliminary Site Plan

This preliminary site plan – east side of North Dubuque Street approximately 300 feet southeast of Ranshaw Way – proposes 11 townhouse units in three buildings on 1.6 acres. This portion of the development is zoned RM-12 Multi-Unit Residence District and has been planned for townhouses since the development’s initial rezoning. The site plan achieves consistency with zoning and design requirements. The Planning Commission

unanimously approved the request at its October 1 meeting. Staff also recommends approval of the site plan.

## Parking Resolution

The City received separate citizen requests to remove on-street parking from one side of Chipman Lane and from the other side of Emily Street. Staff is generally in favor of limiting on-street parking to one side of a street primarily for easier snow clearing and emergency service access. Restricting parking on one side of Chipman Lane is important because the road is planned to be extended to future Alexander Way. Parking is already prohibited on the east side of Emily Street. For Emily Street, it was realized that the west side could only accommodate one or two vehicles due to the location of driveways and mailboxes. Staff sent letters to affected property owners on both streets and has no negative feedback has been received. Staff recommends approval of the resolution.

## Code of Ordinances Amendments (as amended on 09/24/24)

This City initiated Ordinance amendment is a continued effort to modernize zoning regulations by adapting to land use trends and best planning practices, provide better clarity on intent and fix errors or omissions. Giving citizens and developers flexibility while maintaining North Liberty's community standards is always a primary consideration. A notable change includes allowing townhouses on individual lots. There have been more requests for this due to mortgage lending requirements. Another includes language reflecting an amendment to the Iowa State Code regarding the City's inability to regulate exterior cladding on "any single or multifamily residential dwelling and includes single-family and two-family dwellings and townhouses, condominiums and apartments with a maximum of twelve units per building, and all secondary structures to such a single or multifamily residential dwelling". Staff is taking the opportunity to delete the requirement in the Subdivision Ordinance requiring the City to reimburse upsizing of a sewer main. Similar language does not exist for requiring the upsizing of a water main. The Planning Commission unanimously recommended approval of the ordinance amendment at its September 3 meeting.

**Note:** In response to a question at the previous meeting regarding administrative changes for site plan amendments, staff has inserted an example based on a recently approved site plan. This example shows the maximum changes allowed with the proposed language.

A key part of the originally proposed amendment - regulations allowing Accessory Dwelling Units (ADUs) - was amended out of the first reading of this ordinance at the

September 24 meeting. Staff will coordinate a future discussion with Council about ADU's.

## Corridor Media Property Rezoning Request

This rezoning request at 2345 Landon Road (1.53 acres) to C-3 Higher Intensity Commercial District is to allow the property owner greater flexibility for tenant spaces. A virtual good neighbor meeting was held on August 19. No one outside City staff and the applicant attended and there are no formal objections to the request. Office research parks have been a declining trend, which has been exasperated by Covid-19. Staff envisions the O/RP district eventually being deleted as a zoning district. If this property is rezoned to C-3, only two properties (GEICO and Green State Credit Union) in the City would remain zoned O/RP Office and Research Park District. The Planning Commission unanimously recommended approval of these rezonings at its September 3 meeting. Staff recommends approval as well.



# **Agenda**



**CITY COUNCIL**

Tuesday, October 8, 2024

6:00 p.m.

Regular Session

Council Chambers

360 N. Main Street

1. Call to order
2. Roll call
3. Approval of the Agenda
4. Consent Agenda
  - A. City Council Minutes, Regular Session, September 24, 2024
  - B. Forevergreen Road Signal Improvement Project, Pay Application Number 2, Eastern Iowa Excavating & Concrete, \$509,142.03
  - C. Claims
5. Public Comment
6. Engineer Report
7. City Administrator Report
8. Mayor Report
9. Council Reports
10. Settlement Agreement between Tiffin, Coralville, and certain Property Owners
  - A. Discussion and possible action to acknowledge the terms of a Settlement Agreement between Tiffin, Coralville, and certain Property Owners
11. Buck Moon Villas Preliminary Site Plan
  - A. Staff & Commission Recommendations
  - B. Applicant Presentation
  - C. Resolution Number 2024-97, A Resolution approving the Preliminary Site Plan for Buck Moon Villas, Lots 58 -60, North Liberty, Iowa
12. Parking Resolution
  - A. Resolution Number 2024-98, A Resolution Approving Parking Control Devices in the City of North Liberty, Iowa

13. Code of Ordinances Amendments
  - A. Second consideration of Ordinance Number 2024-09, An Ordinance amending the Zoning Code and Subdivision Ordinance regulations for Preliminary Site Plans, Zoning Certificates, Defined terms, Residential Density, Permitted Uses and Use Standards, Parking Requirements, Parking Lot Landscaping, Fences and Walls, Yard Encroachments, Design Standards and Required Improvements for Subdivisions
14. Corridor Media Properties, LLC Rezoning
  - A. Third consideration and adoption of Ordinance Number 2024-08, An Ordinance amending the Zoning Map District designation for certain property located in North Liberty, Iowa from O/RP Office and Research Park District to C-3 Higher-Intensity Commercial District
15. Old Business
16. New Business
17. Adjournment



# **Consent Agenda**



**City Council**  
September 24, 2024  
Regular Session

**Call to order**

Mayor Hoffman called the September 24, 2024, Regular Session of the North Liberty City Council to order at 6:00 p.m. in Council Chambers at 360 N. Main Street. Councilors present: Brian Leibold, Paul Park, Erek Sittig, Brent Smith, and Brian Wayson.

Others present: Tracey Mulcahey, Grant Lientz, Josiah Bilskemper, Ryan Rusnak, Allison Tippe, Diego Polito, William Gorman and other interested parties.

**Approval of the Agenda**

Park moved; Sittig seconded to approve the agenda. The vote was all ayes. Agenda approved.

**Consent Agenda**

Smith moved, Wayson seconded to approve the Consent Agenda including the City Council Minutes, Regular Session, September 10, 2024; Centennial Park Event Complex, Pay Application Number 1, Larson Construction, Co., Inc., \$325,090.63; Streets & Maintenance Facility Interior Remodel, Change Order Number 2, Peak Construction Group, Inc., \$2,426.84; Penn Street Railroad Crossing Improvements Project, Change Order Number 2, Midwest Concrete, Inc., \$15,000.00; Penn Street Railroad Crossing Improvements Project, Pay Application Number 2, Midwest Concrete, Inc., \$14,543.55; Liquor License Application, City of North Liberty, Nightmare on Ale Street, October 19, 2024; Liquor License Renewal, Mirabito's Italian; and the attached list of Claims. After discussion, the vote was all ayes. Consent Agenda approved.

**Public Comment**

No public comment was offered.

**City Engineer Report**

City Engineer Bilskemper reported on projects that are finishing up, Fox Run Pond Trail & Playground, the signals on Forevergreen Road, and Ranshaw Way, Phase 5.

**City Administrator Report**

No City Administrator report was offered.

**Mayor Report**

Mayor Hoffman proclaimed Domestic Violence Awareness Month and Hispanic Heritage Month. Allison Tippe, DVIP/RVAP, offered additional information on the Domestic Violence Awareness Month Proclamation. Diego Polito, a freshman at Liberty High School, offered additional information on the Hispanic Heritage Month Proclamation.

**Council Reports**



Councilor Smith passed along Council condolences for loss of DVIP team member in a bike accident. Herky on Parade has ended successfully. He spoke regarding the Johnson County Conservation bond on ballot in November. The African Festival of Arts and Culture is this coming weekend. Councilor Sittig attended the Greater IC Lunch Connections. He offered that the Pantry groundbreaking is on Oct. 1 at 4:30 p.m. Councilor Park attended program on trafficking in Iowa hosted by the Secretary of State. He attended the Liberty Homecoming parade. Councilor Leibold expressed appreciation for all the staff and elected officials for all the good things going on in the community. He attended the Liberty Homecoming parade.

### **Code of Ordinances Amendments**

At 6:19 p.m. Mayor Hoffman opened the Public Hearing regarding proposed amendments to the Code of Ordinances related to zoning and development. William Gorman of the Housing Action Team of the Johnson County Livable Community for Successful Aging Policy Board offered support for the draft including Accessory Dwelling Units. The public hearing was closed at 6:20 p.m.

Rusnak reported that staff and Planning Commission recommend approval with no conditions. He presented information on the proposed amendments. Council discussed the ordinance with staff. Sittig moved, Wayson seconded to approve the first consideration of Ordinance Number 2024-09, An Ordinance amending the Zoning Code and Subdivision Ordinance regulations for Preliminary Site Plans, Zoning Certificates, Defined terms, Residential Density, Permitted Uses and Use Standards, Parking Requirements, Parking Lot Landscaping, Fences and Walls, Yard Encroachments, Design Standards and Required Improvements for Subdivisions. Smith moved to remove Accessory Dwelling Units (ADUs) from the ordinance, Wayson seconded. After discussion, the vote on the amendment was: ayes – Wayson, Leibold, Smith; nays – Sittig, Park. Motion carried. Amendment approved. After discussion, the vote on the first consideration of the ordinance as amended was: ayes – Smith, Wayson, Sittig, Leibold, Park; nays – none. Motion carried.

### **Corridor Media Properties, LLC Rezoning**

Sittig moved, Leibold seconded to approve the first consideration of Ordinance Number 2024-08, An Ordinance amending the Zoning Map District designation for certain property located in North Liberty, Iowa from O/RP Office and Research Park District to C-3 Higher-Intensity Commercial District. After discussion, the vote was: ayes –Leibold, Sittig, Wayson, Smith; nays – none; abstain – Park. Motion carried.

### **Old Business**

No old business was presented.

### **New Business**

No new business was presented.

### **Adjournment**

Sittig moved; Park seconded to adjourn at 6:52 p.m. The vote was all ayes. Meeting adjourned.

**CITY OF NORTH LIBERTY**

By: \_\_\_\_\_  
Chris Hoffman, Mayor

Attest: \_\_\_\_\_  
Tracey Mulcahey, City Clerk

# APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF TWO PAGE(S)

**TO OWNER:** City of North Liberty  
3 Quail Creek Circle  
North Liberty, IA 52317

**PROJECT:** Forevergreen Road  
Signal Improvement

**APPLICATION NO:** PP#2

Distribution to:

**FROM CONTRACTOR:**  
EASTERN IOWA EXCAVATING & CONCRETE  
P.O. BOX 189  
CASCADE, IA 52033

**VIA ENGINEER:** Shive Hattery

**PERIOD TO:** 02-Oct-24

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ENGINEER
<input checked="" type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	

**PROJECT NOS:**

**CONTRACT DATE:** 25-Jan-24

**CONTRACT FOR:**

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

SEE ATTACHED SWORN STATEMENT FROM CONTRACTOR TO OWNER

1. ORIGINAL CONTRACT SUM	\$	<u>1,344,361.00</u>
2. Net change by Change Orders	\$	<u>-</u>
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	<u>1,344,361.00</u>
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	<u>1,177,795.63</u>
5. RETAINAGE: (Original Contract Only)		
a. 5 % of Completed Work (Column D + E on G703)	\$	<u>58,889.78</u>
b. 0 % of Stored Material (Column F on G703)	\$	<u>0.00</u>
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	<u>58,889.78</u>
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	<u>1,118,905.85</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>609,763.82</u>
8. CURRENT PAYMENT DUE	\$	<u>509,142.03</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>225,455.15</u>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:** EASTERN IOWA EXCAVATING & CONCRETE

By: Grant Kramer

Date: 10/02/24

State of Iowa County of Dubuque  
Subscribed and sworn to before me: Grant Kramer  
Notary Public: Lynne White  
My Commission expires: 4-26-2024



## ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ 509,142.03

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ENGINEER: Shive Hattery

By: [Signature] Date: 02-Oct-24

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month (#1)	\$0.00	
<b>TOTALS</b>	\$0.00	\$0.00
<b>NET CHANGES by Change Order</b>	\$0.00	\$0.00



# **Buck Moon Villas Preliminary Site Plan**



October 8, 2024

Chris Hoffman, Mayor  
City of North Liberty  
3 Quail Creek Circle  
North Liberty IA 52317

Request of Buck Moon Villas, LLC to approve a Preliminary Site Plan for 11 townhouse units in three buildings on 1.6 acres. The property is located on the east side of North Dubuque Street approximately 300 feet southeast of Ranshaw Way.

Mayor Hoffman:

The North Liberty Planning Commission considered the above-referenced request at its October 1, 2024 meeting. The Planning Commission took the following action:

**Finding:**

1. The preliminary site plan would achieve consistency with the approval standards enumerated in Section 165.05(2)(E) of the Zoning Code.

**Recommendation:**

The Planning Commission accepted the listed finding and forwards the request to approve a preliminary site plan for 11 townhouse units in three buildings on 1.6 acres to the City Council with a recommendation for approval.

The vote for approval was 4-0.

Amy Yotty, Chairperson  
City of North Liberty Planning Commission





To **City of North Liberty Planning Commission**  
 From **Ryan Rusnak, AICP**  
 Date **September 27, 2024**  
 Re **Request of Buck Moon Villas, LLC to approve a Preliminary Site Plan for 11 townhouse units in three buildings on 1.6 acres. The property is located on the east side of North Dubuque Street approximately 300 feet southeast of Ranshaw Way.**

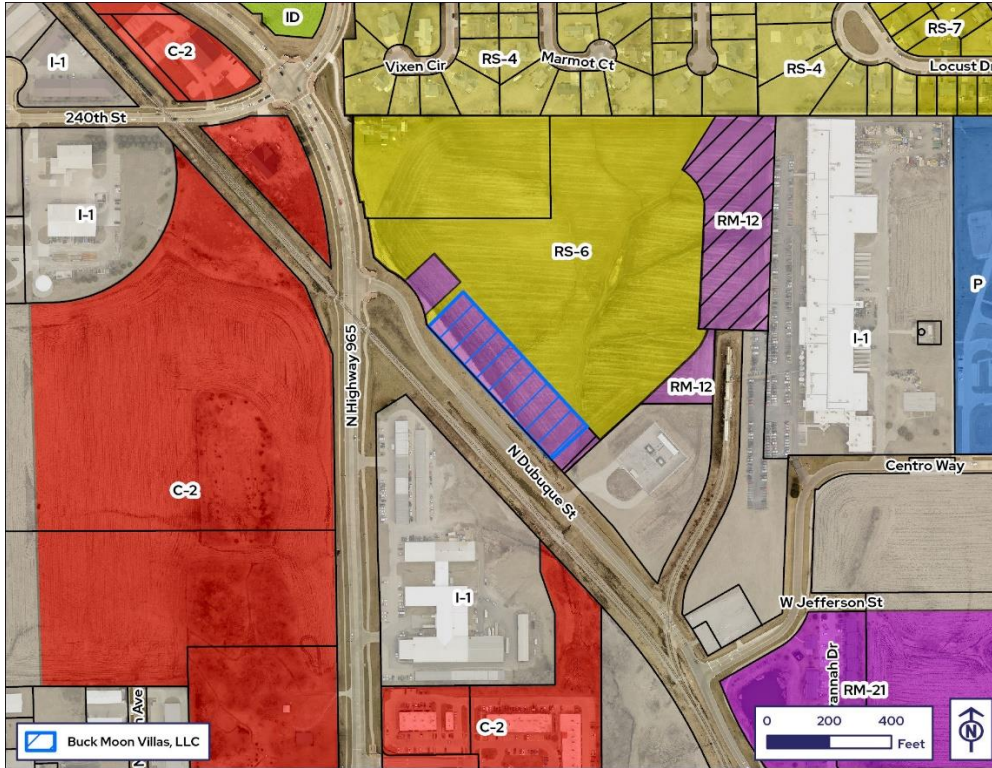
North Liberty City staff has reviewed the subject submission, and offer comments presented in this memo.

- Request Summary:** The site plan proposes 11 townhouse units in three buildings on 1.6 acres. This would be in conjunction with the Buck Moon Villas Subdivision.

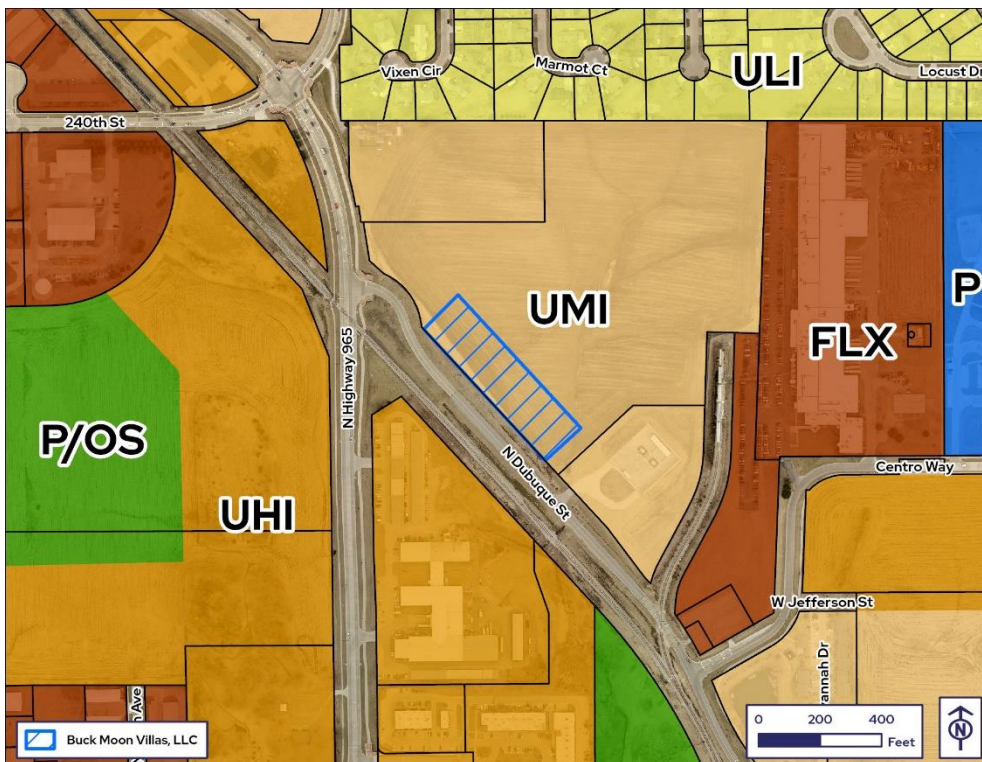




- 2. Current Zoning:** RM-12 PAD Multi-Unit Residence District Planned Area Development. The PAD pertains to allowing individual townhouses to have direct access to a public street, which is not normally permitted.



- 3. Comprehensive Plan Future Land Use Map Designation:** Urban Medium Intensity.



#### 4. Approval Standards:

Section 165.05(2)(E) of the North Liberty Code of Ordinances sets forth the approval standards (ordinance language in *italics* and staff analysis in **bold**).

E. *Approval Standards. The Planning Commission's recommendation to the City Council and the City Council's decision to approve or disapprove a preliminary site plan shall be informed by the preliminary site plan's adherence to the following standards:*

(1) *The consistency of the preliminary site plan with all adopted ordinances and regulations.*

**See analysis below.**

(2) *The consistency of the proposed land use with the Comprehensive Plan and any adopted land use policies. The submission of a preliminary site plan which proposes one or more uses inconsistent with the City's Future Land Use Map creates a rebuttable presumption that said use or uses are inharmonious with surrounding properties and incompatible with orderly development and redevelopment.*

**The RM-12 District is consistent with the UMI Land Use Map designation.**

#### Analysis of adopted ordinances and regulations.

Section 168.07 of the North Liberty Code of Ordinances for some potential uses of the property.

Townhouse Dwelling.

A. Defined. Townhouse Dwelling means structure consisting of three or more dwelling units, the interior of which is configured in a manner such that the dwelling units are separated by a party wall and may or may not be on separate lots. A townhouse is typically designed so that each unit has a separate exterior entrance and yard areas. A townhouse dwelling does not include a multi-family dwelling. To provide for design flexibility, a townhouse dwelling development may include single-unit dwellings.

B. Use Standards.

(1) The interior side yard is not applicable to the side of the unit located on the lot line (shared wall attachment to another unit).

(2) Each unit must have an approved one-hour fire-resistive wall between them that is built in such a manner as to allow no connections other than the wall itself between the units

(3) The front entry must be an integral part of the structure, using features such as porches, raised steps and stoops with roof overhangs, or decorative railings to articulate the front facade.

(4) Minimum required masonry on front and corner side yard building elevations in residential districts is 25%.

(5) A 5% minimum transparency requirement applies to the front facade and is calculated on the basis of the area of the facade below the roofline.

*Please note that the City's ability to regulate exterior cladding is limited to due to recent amendments to Iowa Code 414.*



Section 165.05(2)(D) of the North Liberty Code of Ordinances entitled, "Preliminary Site Review" sets forth the submission requirements (ordinance language in *italics* and staff analysis in **bold**).

- *Date, north arrow and graphic scale.* **Provided.**
- *The property owner's name and description of proposed development.* **Provided.**
- *A vicinity sketch showing the location of the property and other properties within 1,000 feet of it.* **Provided.**
- *Property boundary lines, dimensions, and total area.* **Provided.**
- *Contour lines at intervals of not more than five feet, City datum. If substantial topographic change is proposed, the existing topography shall be illustrated on a separate map and the proposed finished topography shown on the site plan.* **Provided.**
- *The location of existing streets, sidewalks, easements, utilities, drainage courses.* **Provided.**
- *The total square feet of building floor area, both individually and collectively.* **Provided.**
- *All structures and major features shall be fully dimensioned including distance between structures, distance between driveways, parking areas, property lines and building height.* **Provided.**
- *Off-street parking areas, ingress and egress to the property, number of parking spaces proposed, number of parking spaces required by this code and type of surfacing.* **Provided.**
- *Pedestrian walkways with special consideration given to pedestrian safety.* **Provided.**
- *Trash and refuse enclosures.* **Provided.**
- *The general drainage pattern and location of storm water detention features.* **Provided.**
- *The general location, type and size of landscaping and ground cover illustrated in color perspective.* **Provided.**
- *A rendering, elevation or photo of the proposed development.* **Provided.**

North Liberty Code of Ordinances Section 169.10 entitled, "Design Standards" sets forth certain design standards.

Requirements for All Districts (ordinance language in *italics* and staff analysis in **bold**).

- *Building design shall be visually harmonious and compatible with the neighborhood character.*
- *Buildings located on property with double frontages shall have similar wall design facing both streets.*
- *Except for RS RD, R-MH and ID districts, color schemes shall be primarily based on earth tones. Earth tone colors include colors from the palette of browns, tans, greys, greens, and red. Earth tone colors shall be flat or muted. Building trim and accent areas may feature non-earth tone and brighter colors. In any district, the use of high intensity colors, neon or fluorescent color and neon tubing is prohibited.*
- *Except in the R-MH district, a minimum roof pitch of 5:12 shall apply to gable, hip, or shed roofs and there shall be a minimum roof overhang at the eaves of 12 inches. This does not apply to portions of a roof that are separate from the structure's primary roof.*

*Metal roofs shall not be corrugated or similar appearance. The color of the roof shall be visually harmonious and compatible with the building color scheme.*

**It is staff's opinion that the site plan achieves consistency with the aforementioned design standards. Please note that the City's ability to regulate exterior cladding is limited to due to recent amendments to Iowa Code 414.**

**5. Additional information:**

None.

**6. Staff Recommendation:**

Finding:

1. The preliminary site plan would achieve consistency with the approval standards enumerated in Section 165.05(2)(E) of the Zoning Code.

Recommendation:

Staff recommends the Planning Commission accept the listed finding and forward the request to approve a preliminary site plan for 11 townhouse units in three buildings on 1.6 acres to the City Council with a recommendation for approval.

Suggested motion:

I move that the Planning Commission accept the listed finding and forward the preliminary site plan to the City Council with a recommendation for approval.

SHEET INDEX:  
C0 - COVER SHEET  
C1 - SITE PLAN

# SITE PLAN, LOTS 58-60 FOR BUCK MOON VILLAS

AN ADDITION TO THE CITY OF NORTH LIBERTY, IOWA  
9/24/2024

**OWNER / DEVELOPER**  
BUCK MOON VILLAS, LLC.  
2198 HENDERSHOT RD  
NORTH LIBERTY, IA 52317  
(319) 430-5200

**SURVEYOR**  
TOWNSEND ENGINEERING  
2224 E. 12th STREET  
DAVENPORT, IA 52803  
(563) 386-4236

**ENGINEER**  
TOWNSEND ENGINEERING  
2224 E. 12th STREET  
DAVENPORT, IA 52803  
(563) 386-4236

**ATTORNEY**  
JOSEPH E. SCHMALL  
2007 FIRST AVENUE SE  
PO BOX 2804  
CEDAR RAPIDS, IA, 52406  
(319) 861-8729

### RM-12 Zoning Requirements

Minimum Lot Area: 21,780 SF/3,500 SF/DU  
Minimum Frontage: 50'  
Minimum Lot Width: 80'  
Maximum Building Height: 40'  
Front Yard Setback: 25' Minimum  
Corner Yard Setback: 25' Minimum  
Side Yard Setback: 15' Minimum  
Rear Yard Setback: 30' Minimum

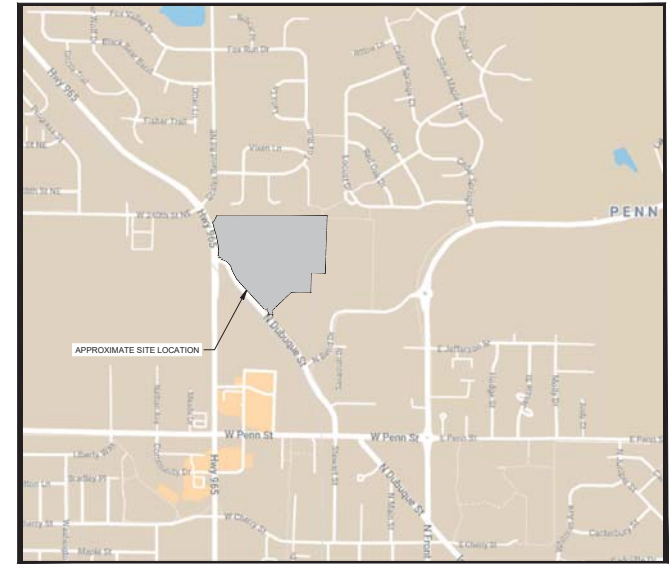
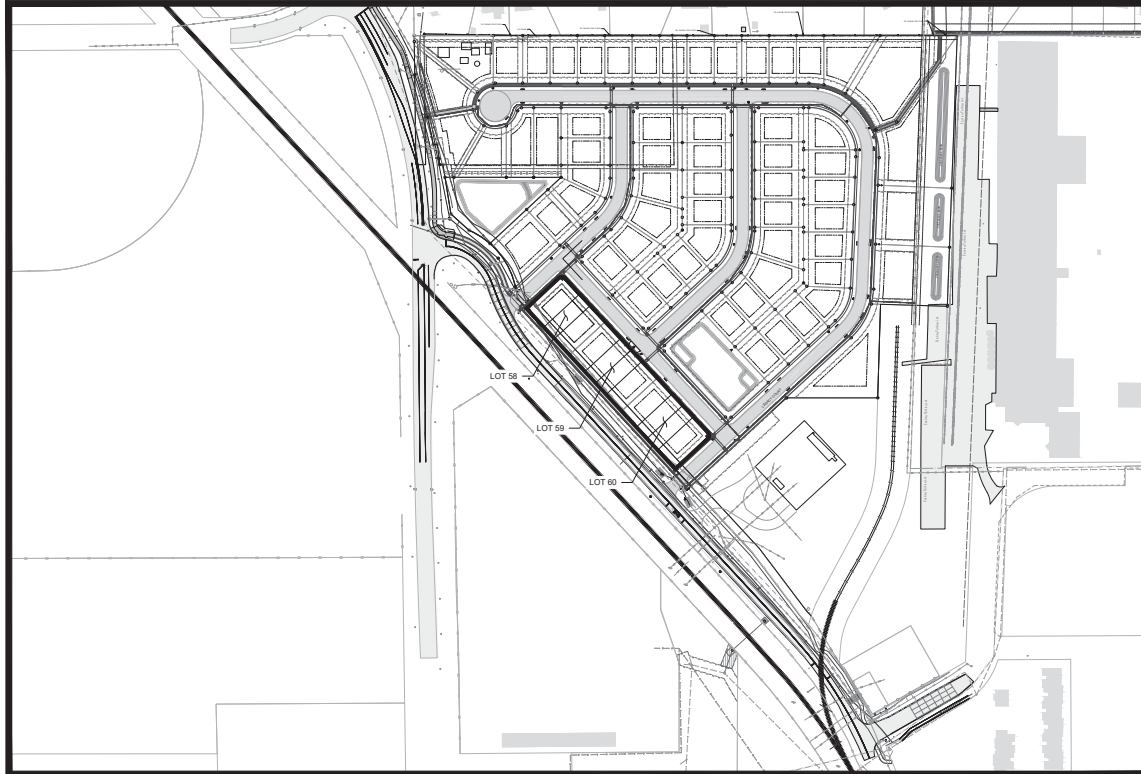
PROPOSED TRI-PLEX BUILDING HEIGHT = 23'-6"  
PROPOSED FOUR-PLEX BUILDING HEIGHT = 23'-6"

BUILDING AREA:  
TRI-PLEX = 5,722 SQ. FT.  
FOUR-PLEX = 7,612 SQ. FT.

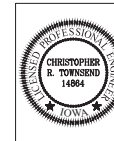
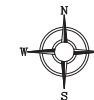
Parking: Townhouse Dwelling, 2 per Dwelling Unit  
Number of Units: 11  
Number of Parking Spaces: 22 (2 in each garage)

### UTILITY COMPANY CONTACTS

SERVICE	SUPPLIER	PHONE NO.
STREET & STORM SEWER	CITY OF NORTH LIBERTY STREETS/ STORM SEWER. ATTN: MICHAEL PENTOCOST	319-626-5718
NATURAL GAS	MID AMERICAN ENERGY ATTN: JI RETEK	319-341-4457
ELECTRICITY	LINN COUNTY REC ATTN: JOSH PFANNEBECKER	319-377-5754
ELECTRICITY	ALLIANT ENERGY ATTN: DEAN COLONY	319-786-1905
TELEPHONE & CABLE TV	SOUTH SLOPE ATTN: RANDY CLINE	319-665-5315
WATER	CITY OF NORTH LIBERTY WATER ATTN: GREG METTERNICH	319-626-5719
SEWER	CITY OF NORTH LIBERTY ATTN: DAN LANGE	319-626-5718
RAILROAD	CRANDIC RAIL ATTN: BRANDY WALSH	319-786-2955



All sanitary sewer, storm sewer, water service and paving shall be complete in conformance with the current standards and specifications (SUDAS and NL'S SUDAS Supplement to SUDAS) of the City of North Liberty, Iowa



I hereby certify that this Engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.  
Date: 9/24/2024  
Christopher R. Townsend, P.E.  
License number: 14864  
My license renewal date is December 31, 2024.  
Pages or Sheets covered by this seal: C0-C1



DATE: 9/24/2024  
563 386.4236 ext. 386.4231  
2224 East 12th Street, Davenport, IA 52803

DRAWN BY: BJB  
CHECKED BY: CRT  
DRAWING LOCATION  
S:\CUMMINS\NORTH LIBERTY\DRAWINGS

NO.	REVISIONS: DESCRIPTION	DATE
1.	PER CITY COMMENTS AND UPDATED BUILDING PLANS.	9-20-2024
2.	ADJUST COMBINED APPROACH WIDTH PER CITY COMMENTS.	9-24-2024

PROJECT: COVER SHEET  
BUCK MOON VILLAS  
DUBUQUE STREET  
NORTH LIBERTY, IOWA

DEVELOPER: BUCK MOON VILLAS, LLC.  
2198 HENDERSHOT RD  
NORTH LIBERTY, IA 52317

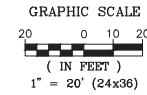
SHEET NO. C0

SITE PLAN

# BUCK MOON VILLAS

## LOTS 58-60

TO THE CITY OF NORTH LIBERTY, IA

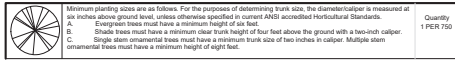
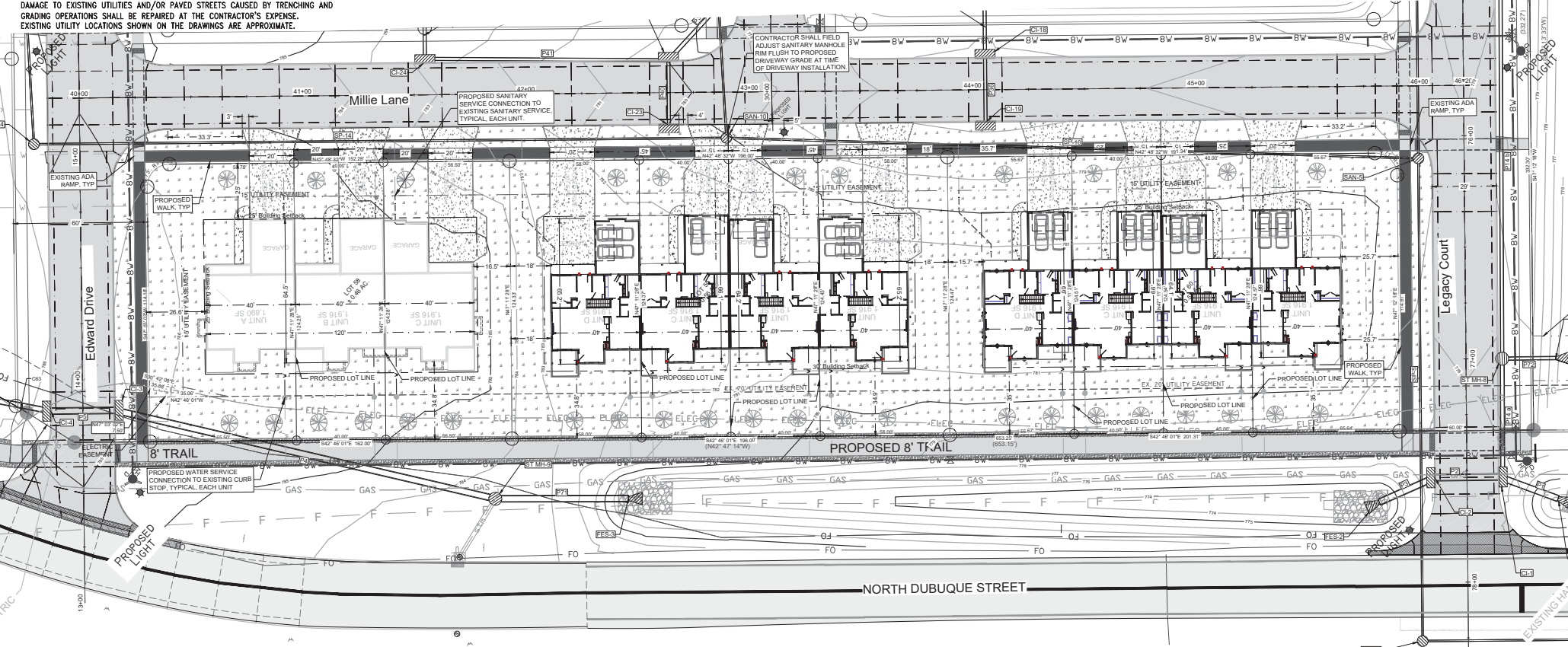


GENERAL NOTES

- THE CONTRACTOR SHALL NOTIFY THE CITY OF NORTH LIBERTY AND THE ENGINEER 48 HOURS PRIOR TO COMMENCEMENT OF ANY WORK.
- PROVIDE POSITIVE DRAINAGE AT ALL TIMES WITHIN THE CONSTRUCTION AREAS. DO NOT ALLOW WATER TO DRAIN OR TO POND ONTO ADJOINING PROPERTY OR PUBLIC RIGHT-OF-WAY.
- ALL DEBRIS RESULTING FROM CONSTRUCTION OPERATIONS SHALL BE PROPERLY DISPOSED OF OFF-SITE.
- ALL SOIL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL CONFORM TO THE IOWA CONSTRUCTION SITE EROSION CONTROL MANUAL, LATEST EDITION.
- CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION, ANY DISCREPANCY BETWEEN THE ARCHITECTURAL PLANS, ENGINEERING PLANS AND THE FIELD CONDITIONS THE ENGINEER SHALL BE NOTIFIED PRIOR TO ANY CONSTRUCTION.
- TRASH WILL BE CURBSIDE PICKUP.
- ADA RAMPS ARE TO BE COMPLETED BY OTHERS. THE 8' TRAIL IS TO BE COMPLETED BY OTHERS. 5' WALK ALONG RIGHT OF WAY WILL BE COMPLETED BY LOT OWNERS.

GENERAL NOTES

- ALL IMPROVEMENTS SHOWN ON THESE ENGINEERING PLANS SHALL COMPLY WITH THE WITH THE IOWA STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS) MANUAL, THE NORTH LIBERTY SUPPLEMENT TO SUDAS, AND THE AND THE STANDARDS OF THE IOWA DEPARTMENT OF NATURAL RESOURCES, LATEST EDITION.
- LEGAL DESCRIPTION OF PROPERTY: BUCK MOON VILLAS LOT 58, LOT 59, AND LOT 60 CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROTECT ALL EXISTING UTILITIES AND PAVED STREETS, INCLUDING ANY NOT SHOWN ON THESE DRAWINGS. THE CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION AND NOTIFY THE ENGINEER IF ANY CONFLICTS WITH THE DRAWINGS OCCUR. ANY DAMAGE TO EXISTING UTILITIES AND/OR PAVED STREETS CAUSED BY TRENCHING AND GRADING OPERATIONS SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE. EXISTING UTILITY LOCATIONS SHOWN ON THE DRAWINGS ARE APPROXIMATE.



PROPOSED BUILDING HEIGHT = 23'-0"  
 AREA:  
 TRI-PLEX = 5,722 SQ. FT.  
 FOUR-PLEX = 7,612 SQ. FT.

LEGEND:			
	EASEMENT		EXISTING GAS VALVE
	SETRACK LINE		EXISTING WATER VALVE
	CENTERLINE		EXISTING UTILITY POLE
	PROPERTY BOUNDARY		EXISTING LIGHT POLE
	EXISTING FENCE		EXISTING TREE
	EXISTING SANITARY		EXISTING BUSH
	PROPOSED SANITARY		EXISTING MANHOLE
	EXISTING STORM SEWER		EXISTING FIRE HYDRANT
	EXISTING WATER		FOUND PROPERTY PIN
	PROPOSED WATER		CONTROL POINT
	EXISTING GAS LINE		EXISTING CONTOUR LINE
	EXISTING ELECTRIC		PROPOSED CONTOUR LINE
			SPOT ELEVATION TOP OF CURB
			SPOT ELEVATION FL. & OUTER
			SPOT ELEVATION FINISHED FLOOR ELEVATION



DATE: 9/24/2024  
 563 386.4236 office 386.4231  
 2224 East 12th Street, Davenport, IA 52803

DRAWN BY: BJB  
 CHECKED BY: CRT  
 DRAWING LOCATION  
 S:\CUMMINS\NORTH LIBERTY\DRAWINGS

REVISIONS:		
NO.	DESCRIPTION	DATE
1.	PER CITY COMMENTS AND UPDATED BUILDING PLANS.	9-20-2024
2.	ADJUST COMBINED APPROACH WIDTH PER CITY COMMENTS.	9-24-2024

PROJECT LOT 58 SITE PLAN  
 BUCK MOON VILLAS  
 DUBUQUE STREET  
 NORTH LIBERTY, IOWA

DEVELOPER BUCK MOON VILLAS, LLC.  
 2198 HENDERSHOT RD  
 NORTH LIBERTY, IA 52317  
 SHEET NO. C1



## BID PLAN ONLY NOT FOR CONSTRUCTION



### --- GENERAL NOTES---

- \*ALL NECESSARY PERMITS, INSPECTIONS, AND CERTIFICATIONS OF APPROVAL, INCLUDING BUT NOT LIMITED TO STRUCTURAL ENGINEER DRAWINGS, SHALL BE SUPPLIED AND PAID FOR BY EITHER THE GENERAL CONTRACTOR OR THE HOME OWNER.
- \*ALL SUBCONTRACTORS ARE RESPONSIBLE FOR APPLYING TO THEIR RESPECTIVE CODES. CODE REQUIREMENTS ARE TO SUPERSEDE ANY NOTES OR SPECIFICATIONS ON THIS PLAN.
- \*ALL JOBSITE CHANGES AND DECISIONS ARE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR. BRINCKS DESIGN LLC IS NOT RESPONSIBLE FOR ANY CHANGES MADE TO THIS DESIGN, ONCE CONSTRUCTION BEGINS.
- \*ALL EXTERIOR AND INTERIOR DIMENSIONS ON THIS PLAN ARE PRELIMINARY FINAL DIMENSIONS MAY CHANGE DEPENDING ON ACTUAL FOUNDATION MEASUREMENTS, DESIRED FINISH MATERIALS AND GRADE.
- \*ALL CONSTRUCTION AND MATERIALS SHALL MEET LOCAL AND/OR STATE BUILDING CODES.
- \*CONTRACTOR TO CONFIRM THE SIZE, SPACING AND SPECIES OF LUMBER OF ALL STRUCTURAL AND FRAMING MEMBERS. ANY STRUCTURAL AND FRAMING MEMBERS NOT INDICATED ARE TO BE SIZED BY OTHERS.
- \*OWNER OR CONTRACTOR IS RESPONSIBLE FOR THE PREVENTIVE MEASURES TO PREVENT THE BUILD UP OF MOISTURE OR MOLD.
- \*FOLLOW MANUFACTURER'S INSTRUCTIONS FOR INSTALLATION OF ALL COMPONENTS.
- \*ALL MECHANICAL, PLUMBING AND ELECTRICAL SYSTEMS TO BE DESIGNED BY OTHERS.
- \*PLACE SMOKE DETECTORS AS REQUIRED BY LOCAL AND/OR STATE CODES. (TYPICALLY ONE PER BEDROOM, WITH COMB. SMOKE/CARBON MONOXIDE ALARMS ADJACENT FROM EACH BEDROOM AND AT LEAST 36" FROM ANY BATHROOM DOOR.)
- \*REFER TO LOCAL AND/OR STATE FIRE CODES FOR PROPER SEPARATIONS BETWEEN GARAGE AND LIVING SPACE.
- \*20 MINUTE FIRE RATED DOOR WITH SELF CLOSING HINGES BETWEEN GARAGE AND LIVING AREA.
- \*GARAGE WALLS AND CEILING TO HAVE 5/8" TYPE X GYP. BOARD.

### --- FOUNDATION NOTES---

- \*8" X 9'-0" POURED CONCRETE EXTERIOR WALLS ON PROPERLY SIZED FOOTINGS, UNLESS NOTED OTHERWISE. 2x4 FUR WALLS WITH 1/2" AIR SPACE AT FINISHED AREAS IN BASEMENT.
- \*GARAGE/PORCH FOUNDATION: 8" POURED CONCRETE FROST WALLS ON PROPERLY SIZED FOOTINGS. FROST WALL DEPTH AS PER LOCAL AND/OR STATE CODES.
- \*ALL FOOTINGS/BEARING SIZED BY OTHERS.
- \*VERIFY JOB SITE SOIL BEARING CAPACITY, PER LOCAL AND/OR STATE CODES.
- \*REINFORCEMENT OF FOUNDATION WALLS AS PER LOCAL AND/OR STATE CODES.
- \*SOLID BEARING REQUIRED FOR ALL BEAMS AND HEADERS.
- \*4" BRICKSTONE LEDGE WHERE APPLICABLE, ADJUST FOUNDATION ACCORDINGLY.
- \*STONE VENEER APPLIED OVER HOUSE WRAP ON 1/2" OSB. NO BRICK LEDGE REQUIRED (+/- 2" BRICK THICKNESS.)
- \*FLOOR FRAMING: 3/4" FLOOR SHEATHING ON ENGINEERED I-JOIST OR AS SPECIFIED PER SUPPLIER. FINISHED CEILING WITH 1/2" GYPSUM OR 5/8" OSB, PER LOCAL AND/OR STATE CODES.
- \*SUPPLIER OF VARIOUS STRUCTURAL COMPONENTS RESPONSIBLE FOR PROPERLY SIZING OF MATERIALS BEING PROVIDED.

### --- MAIN FLOOR NOTES---

- \*9'-1 1/8" PLATE HGT, UNLESS NOTED OTHERWISE.
- \*ALL EXTERIOR DIMENSIONS ARE OUT TO OUT OF FRAMING, UNLESS NOTED OTHERWISE.
- \*INTERIOR DIMENSIONS ARE TO FACE OF STUD.
- \*WALLS ARE DRAWN AS FOLLOWS:  
5 1/2" EXTERIOR WALLS  
5 1/2" GARAGE WALLS  
3 1/2" INTERIOR WALLS  
UNLESS NOTED OTHERWISE.
- \*ALL BEAMS AND HEADERS TO BE ENGINEERED PER LOCAL AND/OR STATE CODES AND VERIFIED BY OTHERS.
- \*ALL WINDOWS AND DOOR HEADERS, DESIGNED AND SUPPLIED BY OTHERS, TO BE SET AT 6" 11" OFF FLOOR, UNLESS OTHERWISE NOTED.
- \*WINDOWS AND DOORS LABELED AS FEET, INCHES, FEET, INCHES, TYPE (EX. 4650DH= 4'-6" X 5'-0" DOUBLE HUNG)
- \*WINDOW AND DOOR SIZES TO BE VERIFIED BY SUPPLIER. VERIFY ALL LOCAL AND/OR STATE EGRESS OPENING SIZES AND SAFETY GLASS REQUIREMENTS WITH YOUR LOCAL BUILDING INSPECTOR.
- \*WHEN USING WINDOWS TO MEET SLEEPING AREA EGRESS REQUIREMENTS, WINDOW SILLS MUST NOT EXCEED 44" ABOVE FINISHED FLOOR. CONTRACTORS RESPONSIBILITY TO VERIFY WINDOWS MEET EGRESS REQUIREMENTS.
- \*WINDOW AND DOOR SIZES TO BE VERIFIED BY SUPPLIER. VERIFY ALL LOCAL AND/OR STATE EGRESS OPENING SIZES AND SAFETY GLASS REQUIREMENTS WITH YOUR LOCAL BUILDING INSPECTOR.
- \*WHEN USING WINDOWS TO MEET SLEEPING AREA EGRESS REQUIREMENTS, WINDOW SILLS MUST NOT EXCEED 44" ABOVE FINISHED FLOOR. CONTRACTORS RESPONSIBILITY TO VERIFY WINDOWS MEET EGRESS REQUIREMENTS.

ALL FEDERAL, STATE AND LOCAL CODES, ORDINANCES AND REGULATIONS, ETC., SHALL BE CONSIDERED AS PART OF THE SPECIFICATIONS OF THIS BUILDING; AND ARE TO BE ADHERED TO EVEN IF THEY ARE IN VARIANCE OF THIS PLAN.

THESE PLANS BEING FURNISHED BY BRINCKS DESIGN LLC, ARE CONSIDERED BY THE DRAFTSMAN AND NOT A LICENSED ENGINEER ARCHITECT. USE OF THESE PLANS FOR CONSTRUCTION SHOULD ONLY BE UNDERTAKEN BY A QUALIFIED CONSTRUCTION PROFESSIONAL. THE DRAFTER HAS CONDUCTED VISUAL CHECKS AND MEASUREMENTS WITH THE OWNER'S AND/OR CONTRACTOR'S SPECIALISTS AS GIVEN TO THE DRAFTER. WHILE EVERY EFFORT HAS BEEN MADE TO AVOID ERRORS, BRINCKS DESIGN LLC CANNOT GUARANTEE AGAINST ERRORS, OMISSIONS, DIMENSIONAL DISCREPANCIES, AND LOSS DUE TO USE OF THESE PLANS. USE OF THESE PLANS BY A CONSTRUCTION PROFESSIONAL ASSUMES RESPONSIBILITY FOR THE ABOVE AND FOR PROPER USE OF CONSTRUCTION METHODS AND MATERIALS ALONG WITH ADHERENCE TO ANY AND ALL LOCAL AND STATE CODES THAT MAY APPLY. BRINCKS DESIGN LLC ASSUMES NO LIABILITY, EXPRESSED OR IMPLIED, FOR ANY LOSSES THAT MAY ARISE OUT OF USE OF THESE PLANS FOR CONSTRUCTION.

\*ALL SITE GRADE, WINDOWS AND FINISH MATERIALS MIGHT NOT REPRESENT FINAL PRODUCT. PLEASE VERIFY WITH OWNER BEFORE ORDERING.  
\*WINDOWS AND DOORS SHOWN ARE A REPRESENTATION ONLY. ALL WINDOW AND DOOR (TYPE, SIZE AND LOCATION) MUST BE VERIFIED WITH OWNER.



THE OWNER AND/OR CONTRACTOR OF THESE PLANS IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND EMPLOYING THE CONTRACTOR OF THIS PROJECT. BRINCKS DESIGN LLC, ITS OFFICES, OWNERS AND EMPLOYEES DO NOT GUARANTEE THE ACCURACY OF THESE PLANS. THE OWNER AND/OR CONTRACTOR MUST CAREFULLY REVIEW THESE DOCUMENTS PRIOR TO CONSTRUCTION AND ASSUME RESPONSIBILITY FOR THE SAME.

BUCK MOON VILLAS  
3 PLEX  
LOT 58 MILLIE LANE  
NORTH LIBERTY, IOWA

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NOT FOR CONSTRUCTION



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\*WINDOWS AND DOORS (TYPE, SIZES AND LOCATION) MUST BE VERIFIED WITH OWNER.

**BRINCKS**  
DESIGN CO.

**BDCO**

THE OWNER AND/OR CONTRACTOR OF THESE PLANS IS NOT TO BE HELD RESPONSIBLE FOR ANY IDENTIFICATION FROM ANY CLAIM OR LIABILITY ARISING THAT MAY ARISE DURING THE CONSTRUCTION OF THIS PROJECT. BRINCKS DESIGN LLC, ITS OFFICES, OWNERS AND EMPLOYEES DO NOT ASSUME ANY LIABILITY FOR THE OVERALL INTEGRITY OF THESE DOCUMENTS. THEREFORE, THE OWNER AND/OR CONTRACTOR MUST CAREFULLY REVIEW THESE DOCUMENTS PRIOR TO CONSTRUCTION AND ASSUMES RESPONSIBILITY FOR THE SAME.

BUCK MOON VILLAS  
3 FLEX  
LOT 58 MILLIE LANE  
NORTH LIBERTY, IOWA

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**BID PLAN ONLY  
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THE OWNER AND/OR CONTRACTOR OF THESE PLANS IS NOT TO BE HELD RESPONSIBLE FOR ANY ERRORS OR OMISSIONS THAT MAY ARISE DURING THE CONSTRUCTION OF THIS PROJECT. BRINCKS DESIGN LLC, ITS OFFICERS, OWNERS AND EMPLOYEES DO NOT ASSUME ANY LIABILITY FOR ANY OVERALL INTERPRETATION OF THESE DOCUMENTS. THEREFORE, THE OWNER AND/OR CONTRACTOR MUST CAREFULLY REVIEW THESE DOCUMENTS PRIOR TO CONSTRUCTION AND ASSUMES RESPONSIBILITY FOR THE SAME.

**BUCK MOON VILLAS  
3 PLEX  
LOT 58 MILLIE LANE  
NORTH LIBERTY, IOWA**

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## PRELIM PLAN ONLY NOT FOR CONSTRUCTION



### --- GENERAL NOTES ---

- \*ALL NECESSARY PERMITS, INSPECTIONS, AND CERTIFICATIONS OF APPROVAL, INCLUDING BUT NOT LIMITED TO STRUCTURAL ENGINEER DRAWINGS, SHALL BE SUPPLIED AND PAID FOR BY EITHER THE GENERAL CONTRACTOR OR THE HOMEOWNER.
- \*ALL SUBCONTRACTORS ARE RESPONSIBLE FOR APPLICATING TO THEIR RESPECTIVE CODES. CODE REQUIREMENTS ARE TO SUPERSEDE ANY NOTES OR SPECIFICATIONS ON THIS PLAN.
- \*ALL OBSITE CHANGES AND DECISIONS ARE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR. BRINCKS DESIGN LLC IS NOT RESPONSIBLE FOR ANY CHANGES MADE TO THIS DESIGN ONCE CONSTRUCTION BEGINS.
- \*ALL EXTERIOR AND INTERIOR DIMENSIONS ON THIS PLAN ARE PRELIMINARY. FINAL DIMENSIONS MAY VARY DEPENDING ON ACTUAL FOUNDATION MEASUREMENTS, DESIRED FINISH MATERIALS AND GRADE.
- \*ALL CONSTRUCTION AND MATERIALS SHALL MEET LOCAL AND/OR STATE BUILDING CODES.
- \*CONTRACTOR TO CONFIRM THE SIZE, SPACING AND SPECIES OF LUMBER FOR ALL STRUCTURAL AND FRAMING MEMBERS. ANY STRUCTURAL AND FRAMING MEMBERS NOT INDICATED ARE TO BE SIZED BY OTHERS.
- \*OWNER OR CONTRACTOR IS RESPONSIBLE FOR THE PREVENTIVE MEASURES TO PREVENT THE BUILDUP OF MOISTURE OR MOLD.
- \*FOLLOW MANUFACTURER'S INSTRUCTIONS FOR INSTALLATION OF ALL COMPONENTS.
- \*ALL MECHANICAL, PLUMBING AND ELECTRICAL SYSTEMS TO BE DESIGNED BY OTHERS.
- \*PLACE SMOKE DETECTORS AS REQUIRED BY LOCAL AND/OR STATE CODES. INSTALL ONE PER BEDROOM, HALL AND BATH. INSTALL MONITOR ALARMS IN EACH BEDROOM AND AT LEAST ONE IN EACH BATHROOM DOOR.
- \*REFER TO LOCAL AND/OR STATE FIRE CODES FOR PROPER SEPARATIONS BETWEEN GARAGE AND LIVING SPACE.
- \*1 1/2 HOUR FIRE RATED DOOR WITH SELF-CLOSING SPRING BETWEEN GARAGE AND LIVING AREA.
- \*GARAGE FLOORS AND CEILING TO HAVE 1 1/2" TYPE 3 GYP BOARD.

### --- FOUNDATION NOTES ---

- \*3" T-2 POURED CONCRETE EXTERIOR WALLS ON PROPERLY SIZED FOOTINGS, UNLESS NOTED OTHERWISE. 18" UREX HALLS HITX 4" AIR SPACE AT FINISHED AREAS IN BASEMENT.
- \*GARAGE FLOOR: POURED CONCRETE - ROUGH HALLS ON PROPERLY SIZED FOOTINGS - ROUGH HALL DEPTH AS PER LOCAL AND/OR STATE CODES.
- \*ALL FOOTINGS/BEARING SIZED BY OTHERS.
- \*VERIFY SOIL BEARING CAPACITIES PER LOCAL AND/OR STATE CODES.
- \*FOUNDATION WALLS AS PER LOCAL AND/OR STATE CODES.
- \*SOLID BEARING WALLS - OR ALL BEAMS AND HEADERS.
- \*BRICKSTONE LEDGE WHERE APPLICABLE. ADJUST FOUNDATION ACCORDINGLY.
- \*STONE VENEER APPLIED OVER HOUSE WRAP ON 4" OSB. NO BRICK LEDGE REQUIRED. 3/4" BRICK THICKNESS.
- \*LOOR FRAMING: 2" LOOR SHEATHING ON ENGINEERED JOIST OR AS SPECIFIED PER SUPPLIER. FINISHED CEILING HITX 1/4" Gypsum OR 1 1/2" OSB. PER LOCAL AND/OR STATE CODES.
- \*SUPPLIER OF VARIOUS STRUCTURAL COMPONENTS RESPONSIBLE FOR PROPERLY SIZING MATERIALS BEING PROVIDED.

### --- MAIN FLOOR NOTES ---

- \*4" 4x4 PLATE NEXT, UNLESS NOTED OTHERWISE.
- \*ALL EXTERIOR DIMENSIONS ARE OUT TO OUT OF FRAMING, UNLESS NOTED OTHERWISE.
- \*INTERIOR DIMENSIONS ARE TO FACE OF STUD.
- \*WALLS ARE DRAWN AS FOLLOWS:  
1 1/4" EXTERIOR WALLS  
1 1/4" GARAGE WALLS  
2 1/4" INTERIOR WALLS  
UNLESS NOTED OTHERWISE.
- \*ALL BEAMS AND HEADERS TO BE ENGINEERED PER LOCAL AND/OR STATE CODES AND VERIFIED BY OTHERS.
- \*ALL HINDOHS AND DOOR HEADERS, DESIGNED AND SUPPLIED BY OTHERS, TO BE SET AT 6" 4" O.C. FLOOR, UNLESS OTHERWISE NOTED.
- \*HINDOHS AND DOORS LABELED AS BEETINGXES, BEETINGXES, T5PE BEES 0612DX-0-0-3 1/2 DOUBLE XING.
- \*HINDOHS AND DOOR SIGES TO BE VERIFIED BY SUPPLIER. VERIFY 5' 0" LOCAL AND/OR STATE EGRESS OPENING SIGES AND BALLETY GLASS REQUIREMENTS HITX FOUR LOCAL BUILDING INSPECTOR.
- \*HINDOHS USING HINDOHS TO MEET SLEEPING AREA EGRESS REQUIREMENTS. HINDOHS MUST NOT BE CEED 00" ABOVE FINISHED FLOOR. CONTRACTORS RESPONSIBILITY TO VERIFY HINDOHS MEET EGRESS REQUIREMENTS.

ALL FEDERAL, STATE AND LOCAL CODES, ORDINANCES AND REGULATIONS, ETC., SHALL BE CONSIDERED AS PART OF THIS SPECIFICATION. THIS BUILDING AND ARE TO BE ADHERED TO EVEN IF THESE ARE IN VARIANCE OF THIS PLAN.

THIS PLAN, BEING FURNISHED BY BRINCKS DESIGN LLC, IS THE PROPERTY OF BRINCKS DESIGN LLC AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF BRINCKS DESIGN LLC. BRINCKS DESIGN LLC SHALL NOT BE RESPONSIBLE FOR ANY ERRORS, OMISSIONS, DIMENSIONAL DISCREPANCIES, OR CONFLICTS THAT MAY ARISE FROM THE USE OF THESE PLANS. USE OF THESE PLANS FOR CONSTRUCTION REPRESENTS AN ASSUMPTION OF RESPONSIBILITY FOR THE ABOVE AND FOR PROPER USE OF CONSTRUCTION METHODS AND MATERIALS. BRINCKS DESIGN LLC ASSUMES NO LIABILITY, EXPRESSED OR IMPLIED, FOR ANY LOSSES THAT MAY ARISE OUT OF USE OF THESE PLANS FOR CONSTRUCTION.



THE OWNER AND/OR CONTRACTOR OF THESE PLANS SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND EMPLOYEES FROM ANY LOCAL OR STATE AGENCY THAT MAY ARISE DURING THE CONSTRUCTION OF THIS PROJECT. BRINCKS DESIGN LLC IS NOT RESPONSIBLE FOR ANY ERRORS, OMISSIONS, DIMENSIONAL DISCREPANCIES, OR CONFLICTS THAT MAY ARISE FROM THE USE OF THESE PLANS. USE OF THESE PLANS FOR CONSTRUCTION REPRESENTS AN ASSUMPTION OF RESPONSIBILITY FOR THE ABOVE AND FOR PROPER USE OF CONSTRUCTION METHODS AND MATERIALS. BRINCKS DESIGN LLC ASSUMES NO LIABILITY, EXPRESSED OR IMPLIED, FOR ANY LOSSES THAT MAY ARISE OUT OF USE OF THESE PLANS FOR CONSTRUCTION.

BUCK MOON VILLAS  
4 PLEX  
LOT 17 MILLIE LANE  
NORTH LIBERTY, MO

DATE:	7/1/2020
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\*ALL SITE GRADE, FINISH MATERIALS AND FINISH MATERIALS MIGHT NOT REPRESENT FINAL PRODUCT. PLEASE VERIFY WITH OWNER BEFORE ORDERING.  
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PRELIM PLAN ONLY  
NOT - OR CONSTRUCTION



THESE PLANS, BEING FURNISHED BY BRINCKS DESIGN LLC, ARE COMPOSED OF  
DRAFTSMAN AND NOT A LICENSED ENGINEER/ARCHITECT. USE OF THESE PLANS FOR  
CONSTRUCTION SHALL BE ONLY BY OWNER AND NOT A LICENSED CONTRACTOR OR  
PROFESSIONAL. THE DRAWINGS CONTAINED IN THESE PLANS ARE MADE TO CONFORM  
WITH THE OWNER'S AND/OR CONTRACTOR'S SPECIFICATIONS AND TO THE DEGREE  
POSSIBLE EVERY EFFORT HAS BEEN MADE TO AVOID ERRORS. BRINCKS DESIGN LLC CANNOT  
GUARANTEE AGAINST ERRORS, OMISSIONS, DIMENSIONAL DISCREPANCIES, AND ASSUME  
THE USE OF THESE PLANS. USE OF THIS PLAN BY A LICENSED PROFESSIONAL  
ASSUMES RESPONSIBILITY FOR THE ABOVE AND FOR PROPER USE OF CONSTRUCTION  
METHODS AND MATERIALS ALONG WITH ADHERENCE TO ANY AND ALL LOCAL AND STATE  
CODES THAT MAY APPLY. BRINCKS DESIGN LLC ASSUMES NO LIABILITY, EXPRESSED OR  
IMPLIED, FOR ANY LOSSES THAT MAY ARISE OUT OF USE OF THIS PLAN FOR CONSTRUCTION.

**BRINCKS**  
DESIGN CO.

THE OWNER AND/OR CONTRACTOR OF THESE PLANS  
IS NOT A LICENSED ENGINEER/ARCHITECT AND  
EMPLOYEES FROM ANY CLAIM OR LIABILITY ARISING  
THAT MAY ARISE DURING THE CONSTRUCTION OF THIS  
DESIGN, ITS OFFICIALS, OWNERS AND EMPLOYEES DO  
NOT ASSUME ANY LIABILITY FOR THE CONSTRUCTION  
OVER ALL INTERESTS OF THESE DOCUMENTS. THEREFORE,  
THE OWNER AND/OR CONTRACTOR MUST CAREFULLY  
REVIEW THESE DOCUMENTS PRIOR TO CONSTRUCTION AND  
ASSUME RESPONSIBILITY FOR THE SAME.

BUCK MOON VILLAS  
0 PLES  
LOT 17 MILLIE LANE  
NORTX LIBERTY, TX 75454

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\*ALL SITE GRADE, WINDOWS AND FINISH MATERIALS MIGHT NOT REPRESENT FINAL  
PRODUCT. PLEASE VERIFY WITH OWNER BEFORE ORDERING.  
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**PRELIM PLAN ONLY  
NOT - OR CONSTRUCTION**



THE OWNER AND/OR CONTRACTOR OF THESE PLANS IS NOT EMPLOYED BY BRINCKS DESIGN CO. AND EMPLOYEES FROM ANY CLAIM OR LIABILITY ARISING THAT MAY ARISE DURING THE CONSTRUCTION OF THIS PROJECT. BRINCKS DESIGN CO. IS NOT RESPONSIBLE FOR THE OVERALL INTEGRITY OF THESE DOCUMENTS. THEREFORE, THE OWNER AND/OR CONTRACTOR MUST CAREFULLY REVIEW THESE DOCUMENTS PRIOR TO CONSTRUCTION AND ASSUMES RESPONSIBILITY FOR THE SAME.

**BUCK MOON VILLAS  
0 PLES  
LOT 17 MILLIE LANE  
NORTX LIBERTY, TX 75064**

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THESE PLANS, BEING FURNISHED BY BRINCKS DESIGN LLC, ARE COMPOSED OF A DRAFTSMAN AND NOT A LICENSED ENGINEER/ARCHITECT. USE OF THESE PLANS FOR CONSTRUCTION SHALL BE ONLY FOR CONSTRUCTION AND NOT FOR ANY OTHER PROFESSIONAL PURPOSES. THE DRAWINGS CONTAINED IN THESE PLANS ARE MEANT TO COMPLY WITH THE OWNER'S AND/OR CONTRACTOR'S SPECIFICATIONS AND NOT TO BE A SUBSTITUTE FOR ANY OTHER SPECIFICATIONS. BRINCKS DESIGN LLC CANNOT GUARANTEE AGAINST ERRORS, OMISSIONS, DIMENSIONAL DISCREPANCIES, AND ASSUMES RESPONSIBILITY FOR THE ABOVE AND FOR PROPER USE OF CONSTRUCTION METHODS AND MATERIALS ALONG WITH ADHERENCE TO ANY AND ALL LOCAL AND STATE CODES THAT MAY APPLY. BRINCKS DESIGN LLC ASSUMES NO LIABILITY, EXPRESSED OR IMPLIED, FOR ANY LOSSES THAT MAY ARISE OUT OF USE OF THIS PLAN FOR CONSTRUCTION.

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**Resolution No. 2024-97**

**RESOLUTION APPROVING THE PRELIMINARY SITE PLAN FOR BUCK MOON VILLAS, LOTS 58-60, NORTH LIBERTY, IOWA**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:**

**WHEREAS**, the owner and applicant, North Liberty Community Pantry, has filed with the City Clerk a preliminary site plan;

**WHEREAS**, the property is described as:  
Buck Moon Villas, Lots 58-60; and

**WHEREAS**, said preliminary site plan has one finding:

1. The preliminary site plan would achieve consistency with the approval standards enumerated in Section 165.05(2)(E) of the Zoning Code.

**WHEREAS**, said preliminary site plan has been examined by the North Liberty Planning and Zoning Commission, which recommended that the preliminary site plan be approved with no conditions.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of North Liberty, Iowa, does hereby approve the preliminary site plan for Buck Moon Villas, Lots 58 - 60, North Liberty, Iowa.

**APPROVED AND ADOPTED** this 8th day of October, 2024.

**CITY OF NORTH LIBERTY:**

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CHRIS HOFFMAN, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

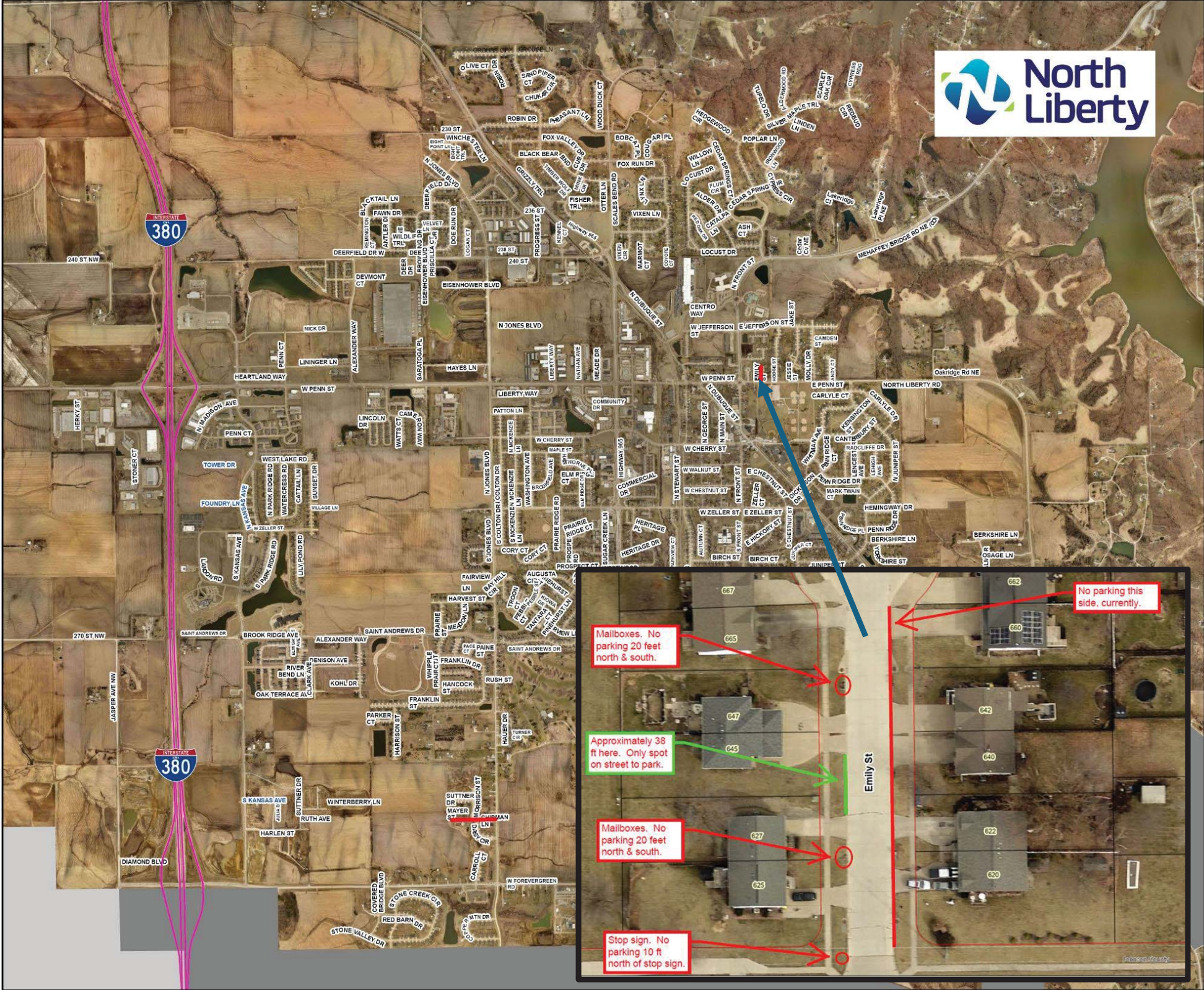
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TRACEY MULCAHEY, CITY CLERK



# **Parking Resolution**





**Emily St**

Mailboxes. No parking 20 feet north & south.

Approximately 38 ft here. Only spot on street to park.

Mailboxes. No parking 20 feet north & south.

Stop sign. No parking 10 ft north of stop sign.

No parking this side, currently.



**Resolution No. 2024-98**

**A RESOLUTION APPROVING PARKING CONTROL DEVICES IN  
THE CITY OF NORTH LIBERTY, IOWA**

**WHEREAS**, Section 69.08 of the North Liberty Code of Ordinances authorizes the City Council to establish by resolution and cause to be placed parking control devices that prohibit or limit parking at designated locations in accordance with Chapter 69 of the City's Code; and

**WHEREAS**, the City Council has previously prohibited or limited parking throughout the City and has now reviewed the same.

**BE IT THEREFORE NOW RESOLVED** by the City Council of North Liberty, Iowa, that the City of North Liberty, Iowa, hereby establishes the placement of parking control devices to prohibit or limit parking for the City's street system as follows in the attached chart.

**APPROVED AND ADOPTED** this 8th day October, 2024.

**CITY OF NORTH LIBERTY:**

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CHRIS HOFFMAN, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

---

TRACEY MULCAHEY, CITY CLERK

<b>Street Name</b>	<b>Side of Street Parking is Prohibited</b>	<b>Parking Restriction</b>
236th Street	North side to a point 140' west of the centerline of its intersection with Progress Street	No parking at any time
236th Street	South side between Progress Street and North Jones Boulevard	No parking at any time
238th Street	Both sides between Progress Street and North Jones Boulevard	No parking at any time
240th Street	Both sides	No parking at any time
Alderwood Road	West side	No parking at any time
Alexander Way	Both sides	No parking at any time
Ashley Court	South side from its east terminus to Highway 965/Ranshaw Way	No parking at any time
Berkshire Lane	North side from its east terminus to a point 330' west of the centerline of its intersection with Osage Lane Lane to its east terminus	No parking at any time
Birch Street	North side to a point 475' west of the centerline of its intersection with Front Street	No parking at any time
Birch Street	South side from Front Street to the easternmost South Stewart Street	No parking at any time
Brook Ridge Avenue	West side	No parking at any time
Centro Way	Both sides	No parking at any time
Cherry Street (East)	Both sides between Dubuque Street and Front Street except the three most western spots on the south side	Parking limited to 30 minutes between 8:00 a.m. to 3:00 p.m.
Cherry Street (West)	North side from a point 34' west of the centerline of its intersection with South Front Street to a point 103' west of the centerline of its intersection with South Front Street	Parking limited to 60 minutes between 8:00 a.m. to 3:00 p.m.
Cherry Street (West)	North side from a point 103' west of the centerline of its intersection with South Front Street west 110'	No parking at any time
Cherry Street (West)	North side from a point 190' east of the centerline of its intersections with North Main Street west 100'	Parking limited to Fire Department personnel only
Cherry Street (West)	South side from Front Street to CRANDIC railroad crossing	No parking at any time
Cherry Street (West)	Both sides from the CRANDIC railroad crossing to Highway 965/Ranshaw Way	No parking at any time
Cherry Street (West)	South side from Highway 965/Ranshaw Way to its westerly termination	No parking at any time
Chipman Lane	North side	No parking at any time
Clark Avenue	West side	No parking at any time
Commercial Drive	Both sides	No parking at any time
Community Drive	West and north sides (street curves) west of Highway 965/Ranshaw Way except east side to a point 225' south of the centerline of its intersection with Penn Street	No parking at any time
Community Drive	West and north sides (street curves) east of Highway 965/Ranshaw Way	No parking at any time
Cook Circle	West side	No parking at any time
Cypress Ridge	West side	No parking at any time
Deerfield Drive West	North side	No parking at any time
Denison Avenue	North side	No parking at any time
Devmont Court	South side	No parking at any time
Diamond Boulevard	North and South side (street curves)	No parking at any time
Dickinson Drive	North side from Dubuque Street east to its intersection with Whitman Avenue	No parking at any time
Dubuque Street	Both sides except west side to a point 230' south of its intersection with Main Street	No parking at any time
Eisenhower Boulevard	West and south sides (street curves)	No parking at any time



<b>Street Name</b>	<b>Side of Street Parking is Prohibited</b>	<b>Parking Restriction</b>
Elm Grove Avenue	North side	No parking at any time
Elm Ridge Court	North, west and south sides adjacent to odd-numbered addresses (street curves)	No parking at any time
Elm Ridge Drive	East side	No parking at any time
Emily Street	Both sides	No parking at any time
Forevergreen Road	Both sides	No parking at any time
Foundry Lane	South side	No parking at any time
Front Street	Both sides	No parking at any time
Hackberry Street	North side	No parking at any time
Hackberry Street	South side to a point 320' west the centerline of its intersection with Juniper Court	No parking at any time
Harlen Street	North side	No parking at any time
Harrison Street	West side	No parking at any time
Hawkeye Drive	Both sides	No parking at any time
Hawkeye Drive	Both sides between Spartan Drive and Highway 965/Ranshaw Way	No parking at any time
Hawthorne Place	West and south sides (street curves)	No parking at any time
Hayes Lane	Both sides	No parking at any time
Heartland Way	Both sides	No parking at any time
Hedgwood Circle	West side	No parking at any time
Heritage Drive	North and East side of 10 - 100 block (street curves) South and East side of 100 - 200 block (street curves)	Parking limited to 6:00 a.m. to 6:00 p.m. on even-numbered days
Heritage Drive	South and West side of 10 - 100 block (street curves) North and West side of 100 - 200 block (street curves)	Parking limited to 6:00 a.m. to 6:00 p.m. on odd-numbered days
Heritage Place	North side	Parking limited to 6:00 a.m. to 6:00 p.m. on even-numbered days
Heritage Place	South side	Parking limited to 6:00 a.m. to 6:00 p.m. on odd-numbered days
Herky Street	West side	No parking at any time
Hickory Street (East)	West, north and east side adjacent to Lots 6, 39-45, 38 less the north 80' thereof & 31-34 Beaver Kreek 1st Addition (street curves)	No parking at any time
Hickory Street (East)	West and south side adjacent to Lot 29 Beaver Kreek 1st Addition (street curves)	No parking at any time
Highway 965/Ranshaw Way	Both sides	No parking at any time
Hodge Street	East side	No parking at any time
Jefferson Street (East)	South side	No parking at any time
Jessie Street	West side and anywhere on the two extensions on the east side and west side of Jessie Street	No parking at any time
Jonathan Street	West side	No parking at any time
Jones Boulevard	Both sides between Forevergreen Road and 240 <sup>th</sup> Street	No parking at any time
Jones Boulevard	East side from Eight Point Trail to its north terminus	No parking at any time
Julia Drive	West side	No parking at any time
Juniper Court	Both sides from Hackberry Street to Juniper Street	No parking at any time
Juniper Court	East, north and west side (street curves) from both intersections with Juniper Street	No parking at any time
Juniper Street	North side to a point 228' west the centerline of its intersection with Dubuque Street west	No parking at any time
Juniper Street	South side	No parking at any time

<b>Street Name</b>	<b>Side of Street Parking is Prohibited</b>	<b>Parking Restriction</b>
Kansas Avenue	Both sides	No parking at any time
Liberty Way	East side north of Penn Street	No parking at any time
Liberty Way	West and north side (street curves) between Penn Street and Jones Boulevard except east and south side to a point 300' south of the centerline of its intersection with West Penn Street	No parking at any time
Lincoln Drive	South side from Cameron Way to its terminus	No parking at any time
Lining Lane	Both sides	No parking at any time
Linden Lane	East side	No parking at any time
Lions Drive	Both sides	No parking at any time
Madison Avenue	North and west side (street curves)	No parking at any time
Main Street	West side	No parking at any time
Maple Street	North side	No parking at any time
Mayer Street	West side	No parking at any time
Molly Drive	East side	No parking at any time
Morrison Street	West side	No parking at any time
North Stewart Street	East side to a point 300' south of the centerline of its intersection with Penn Street	No parking at any time
Oak Terrace Avenue	East and north sides (street curves)	No parking at any time
Ogden Lane	North side	No parking at any time
Osage Lane	East and north sides (street curves)	No parking at any time
Parkview Court	Both sides to a point 100' south of the centerline of its intersection with Zeller Street	No parking at any time
Parkview Court	East side beginning at a point 1,185' south of the centerline of its intersection with Zeller Street to a point 55' south of the beginning intersection of Zeller Street	No parking at any time
Parker Court	North side	No parking at any time
Penn Court	Both sides on both the North and West parts of the street	No parking at any time
Penn Street	Both sides	No parking at any time
Pheasant Lane	South side from Scales Bend Road to Highway 965/Ranshaw Way	No parking at any time
Prairie Ridge Road	North and east side (street curves)	No parking at any time
Prairie Ridge Road	South side to a point 200' west the centerline of its intersection with Sugar Creek Lane	No parking at any time
Priscilla Court	South side	No parking at any time
Progress Street	Both sides	No parking at any time
Rachael Street	West side from its intersection with Blue Sky Drive to its southern terminus	No parking at any time
Redbud Circle	East side	No parking at any time
River Bend Lane	West side	No parking at any time
Ruth Avenue	West side	No parking at any time
Salm Drive	North and west side from North Liberty Road to Ogden Lane (street curves)	No parking at any time
Sara Court	South and west side	No parking at any time
Scarlet Oak Circle	West side	No parking at any time
Silver Maple Trail	South side from its eastern terminus to Cypress Ridge	No parking at any time
Stoner Court	Both sides	No parking at any time
Sugar Creek Lane	Both sides from Zeller Street to Fairview Lane except the east side between Westwood Drive and Fairview Lane	No parking at any time
Suttner Drive	North side	No parking at any time
Tower Drive	North side	No parking at any time
Tupelo Drive	West side	No parking at any time
Vandello Circle	North side between Lots 33 and 37 Creekside Subdivision – Part Four	No parking at any time
Vandello Drive	North side	No parking at any time

<b>Street Name</b>	<b>Side of Street Parking is Prohibited</b>	<b>Parking Restriction</b>
Vandello Drive	South side between Front Street and Cook Street and to a point 60' from its intersection with Sadler Drive	No parking at any time
Weston Street (East)	North side	No parking at any time
Westwood Drive	Both sides	No parking at any time
Winterberry Lane	West side	No parking at any time
Zeller Court	Both sides	No parking at any time
Zeller Street (East)	Both sides between Dubuque Street and Front Street	No parking at any time
Zeller Street (West)	Both sides between Front Street and Highway 965/Ranshaw Way	No parking at any time
Zeller Street (West)	North side between Highway 965/Ranshaw Way to its west terminus	Parking limited to 6:00 a.m. to 6:00 p.m. on even-numbered days
Zeller Street (West)	South side between Highway 965/Ranshaw Way to its west terminus	Parking limited to 6:00 a.m. to 6:00 p.m. on odd-numbered days



# **Code of Ordinances Amendments**



September 3, 2024

Chris Hoffman, Mayor  
City of North Liberty  
3 Quail Creek Circle  
North Liberty IA 52317

Re: Request of the City of North Liberty for an Ordinance amending Chapters 165, 167, 168, 169 and 180 of the North Liberty Code of Ordinances, including regulations for preliminary site plans, certificates of zoning compliance, definitions, residential district dimensional standards, uses listed in the use matrix, uses defined and use standards, off-street vehicle parking requirements, parking lot landscaping, fences and walls, permitted encroachments into required yards, design standards and required improvements for subdivisions.

Mayor Hoffman:

The North Liberty Planning Commission considered the above-referenced request at its September 3, 2024 meeting. The Planning Commission took the following action:

**Finding:**

1. The proposed amendment would achieve consistency with Section 165.09 of the Zoning Code.

**Recommendation:**

The Planning Commission accepted the listed finding and forwards the Ordinance amendment to the City Council with a recommendation for approval..

The vote for approval was 6-0.

Barry A'Hearn, Vice Chairperson  
City of North Liberty Planning Commission



To **Mayor Hoffman and City Council**  
CC **Ryan Heiar, City Administrator**  
From **Ryan Rusnak, Planning Director**  
Date **9/20/2024**  
Re **Zoning Ordinance Amendment – Accessory Dwelling Units (ADUs)**

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This memo is being provided in anticipation of expected additional dialogue regarding the allowance of Accessory Dwelling Units (ADUs) in North Liberty. Over the past couple of years, City staff has been in discussion with representatives of the Housing Action Team of the Johnson County Livable Community for Successful Aging Policy Board who have encouraged area Cities to allow ADUs within their jurisdiction.

Admittedly, there haven't been many requests for ADUs in North Liberty. Perhaps this is in part due to an existing barrier which is "Accessory Living Quarters" being currently defined in the Zoning Ordinance, but thereafter, never mentioned. This method essentially prohibits the use in North Liberty. A persuasive position the Housing Action Team has offered is that the allowance of ADUs is simply one tool in the housing toolkit. Another one is the 2023 Zoning Ordinance adopted by City Council allowing townhouses and multi-unit dwellings in most commercial districts.

ADUs will not solve all issues related to housing affordability or equity, but they can help improve housing choice, increase housing supply, encourage affordability, and more generally reduce barriers preventing the construction of housing types that are smaller and more affordable than detached single-unit homes.

City staff is proposing to allow ADUs in the RS (Single-Unit Residence) District. The Housing Action Team is advocating for this allowance in the RD (Two-Unit Residence) District as well. Staff considered this inclusion; however, it was decided to introduce ADUs on a smaller scale with the understanding that the Ordinance could be amended later. Staff chose to limit ADUs to the RS District generally due to their larger lot sizes.

The Housing Action Team is also advocating for lesser design standards, which could increase affordability. Requiring appropriate design can be a challenge when writing code language. Certainly, a modified shipping container may be viewed as inappropriate, while some prefabricated smaller homes may be viewed as appropriate. Staff chose the language "consistent architectural style as the primary dwelling, as defined by compatible exterior building materials and colors, and architectural elements". This allows some discretion in the administrative design review process.

There is also existing design standard language in the Zoning Ordinance, which reads as follows: "Except in the R-MH district, a minimum roof pitch of 5:12 shall apply to gable, hip, or shed roofs and there shall be a minimum roof overhang at the eaves of 12 inches. This does not apply to portions of a roof that are separate from the structure's primary roof.



Metal roofs shall not be corrugated or similar appearance. The color of the roof shall be visually harmonious and compatible with the building color scheme.”

To offer perspective, staff’s August 2024 housing unit count (for purpose of providing population estimates) was 9,130 units. Of those 9,130 units, 3,380 or 37% are zoned RS (Single-Unit Residence) District. Of the 9,130 housing units, 1,558 or 17% are zoned RD.

Like all zoning ordinance restrictions, the allowance of ADUs would not supersede a private covenant or restriction prohibiting its use. An affirmative statement to this end does not fit in the structure of Zoning Ordinance regarding use regulations, but is stated in the “Whereas Section” of the proposed Ordinance so that the intent is clear.

Staff reviewed adopted ADU regulations for Johnson County (adopted in 2007) and Iowa City (amended in 2024) and researched zoning best practices. Johnson County estimates eight yearly permits for ADUs while Iowa City averaged two yearly permits over the past 10 years. Iowa City anticipates a greater number of permits as certain barriers were removed in the 2024 amendment.

Below is table summary comparing Johnson County and Iowa City with North Liberty’s proposed regulations (some generalities were taken to allow comparison).

	<b>Johnson County</b>	<b>Iowa City (Recent Amendment)</b>	<b>North Liberty (Proposed)</b>
<b>Permitted or Conditions Use</b>	Condition Use (required Zoning Board of Adjustment approval)	Permitted Use	Permitted Use
<b>Owner Occupany Required</b>	No	No	Yes (in either one of the units)
<b>Zoning Districts</b>	A, AR, SF, RS, RM, RC and AG-T	All districts that allow residential uses	RS
<b>Maximum Size (Attached)</b>	1,300 SF or 50% of GFA of Primary Dwelling	1,000 SF or 50% of GFA of Primary Dwelling	50% of the GFA of the Primary Dwelling
<b>Maximum Size (Detached)</b>	1,300 SF or 50% of GFA of Primary Dwelling	1,000 SF or 50% of GFA of Primary Dwelling	850 SF 1,000 SF lot >.5 acres <.75 acres 1,200 SF lot >.75 acres <1 acre 1,400 SF lot < 1 acre
<b>Design Standards (attached)</b>	Architecturally compatible with primary dwelling	Exterior finish materials, trim, windows and eaves must visually match the principal use	Compatible exterior building materials and colors, and architectural elements as the primary building
<b>Design Standards (detached)</b>	Architecturally compatible with primary dwelling	No	Compatible exterior building materials and colors, and architectural elements as the primary building
<b>Off-Street Parking Required</b>	Yes	No	No



To **City of North Liberty Planning Commission**  
From **Ryan Rusnak, AICP**  
Date **August 30, 2024**  
Re **Request of the City of North Liberty for an Ordinance amending Chapters 165, 167, 168, 169 and 180 of the North Liberty Code of Ordinances, including regulations for preliminary site plans, certificates of zoning compliance, definitions, residential district dimensional standards, uses listed in the use matrix, uses defined and use standards, off-street vehicle parking requirements, parking lot landscaping, fences and walls, permitted encroachments into required yards, design standards and required improvements for subdivisions.**

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North Liberty City staff has reviewed the subject submission, and offer comments presented in this memo.

**1. Request Summary:**

The City is proposing several updates to the Zoning and Subdivision Ordinance which provides for greater clarity, flexibility and adapts to development trends. A summary of the changes are as follows:

- A. Modifications to approved preliminary site plans.  
Preliminary site plans reviewed by the Planning Commission and approved by City Council are conceptual in nature and modification should be expected. This would provide City staff more flexibility to allow modifications to approved preliminary site plans.
- B. Re-writing the section on Zoning Certificates of Zoning Compliance to provide greater clarity on the approval process. One shortcoming City staff has observed is a change from one restaurant to a different restaurant. While the zoning use – restaurant – is the same, new tenants often make changes to the interior space necessitating City permits. This would ensure property communication from outside and within the City.
- C. Deleting outdated definitions.  
The definitions “accessory living quarters” and “kitchen” become outdated due to the created use “accessory dwelling unit” and related standards. It’s apparent that “accessory living quarters” was defined for the specific purpose of prohibiting it.
- D. Modifications to residential dimensional standards.
  - (1) Reducing the front yard setback in RS-9 Districts to 20’, except for a front facing garage, which would still need to be set back 25’.
  - (2) Expanding the RD and RM dimensional standards to allow townhouses on individual lots. Reducing the front yard setback in RM Districts to 20’, except for a front facing garage, which would still need to be set back 25’.
  - (3) Reducing the required separation distance between manufactured home from 15’ to 10’. The 15’ separation is excessive for denser housing developments.

- E. Adding the use “accessory dwelling unit” as a permitted use in RS Districts. This is the biggest change to the Zoning Ordinance. It would allow accessory dwelling units as a permitted use in the RS Districts. This is the result of several conversations with the Johnson County Affordable Housing Coalition over the past couple of years. Locally, Johnson County and the City of Iowa City have adopted regulations allowing accessory dwelling units. If approved, this allowance would not supersede a private covenant or restriction prohibiting the use.
- F. Updating uses defined and use standards.
  - (1) Adding the use definition for “accessory dwelling units” and providing use standards for the new use. Detached buildings follow similar requirements for already permitted detached garages.
  - (2) Updating use standards for exterior cladding for residential buildings, which addresses recently adopted changes to the Iowa State Code.
  - (3) Updating use standards for “truck stops” to clarify that a truck stop is a facility for short-term parking.
- G. Adding flexibility to the required tree in landscape islands for pedestrian accommodations.
- H. Reintroducing design standards for fences.
- I. Updating encroachments into required yards.
- J. Removing the requirement for reimbursement for upsizing a sanitary sewer main. This doesn’t prohibit the City from participating in a cost share for upsizing, however, staff believes an automatic requirement is limiting. Notably, similar language is not contained for upsizing a water main.

## **2. Zoning Map Amendment Approval Standards**

Section 165.09(4)(D)(2) of the Zoning Ordinance sets for the approval standards for zoning text amendments.

Approval Standards. The Planning Commission recommendation and the City Council decision on any zoning text or map amendment is a matter of legislative discretion that is not controlled by any particular standard. However, in making their recommendation and decision, the Plan Commission and the City Council must consider the following standards. The approval of amendments is based on a balancing of these standards (staff commentary in italics).

Text Amendments.

- (a) The consistency of the proposed amendment with the Comprehensive Plan and any adopted land use policies.

*It is staff’s opinion that the proposed amendment is consistent with the Comprehensive Plan and adopted land use policies.*

- (b) The extent to which the proposed amendment promotes the public health, safety, and welfare of the City.

*It is staff’s opinion that the proposed zonings would promote the public health, safety, and welfare of the City.*

(c) The consistency of the proposed amendment with the intent and general regulations of this Ordinance.

*It is staff's opinion that the proposed amendment would be consistent with the intent and general regulations of this Ordinance.*

(d) Whether the proposed amendment corrects an error or omission, adds clarification to existing requirements, or reflects a change in policy or change in development trends or technology.

*It is staff's opinion that the proposed amendment adds clarification to existing requirements and reflects changes in development trends.*

(e) The extent to which the proposed amendment creates nonconformities.

*It is staff's opinion that the proposed amendment does not create any nonconformities, which is always a staff priority.*

### **3. Public Input:**

There is an email in the background material advocating for lesser design standards for detached accessory dwelling units. There are no formal objections to the request.

### **4. Staff Recommendation:**

#### **Finding:**

1. The proposed amendment would achieve consistency with Section 165.09 of the Zoning Code.

#### **Recommendation:**

Staff recommends the Planning Commission accept the listed finding and forward the request for Ordinance amendment to the City Council with a recommendation for approval.

Suggested motion:

I move that the Planning Commission accept the listed finding and forward the Ordinance amendment to the City Council with a recommendation for approval.

**ORDINANCE NO. \_\_\_\_\_**

**AMENDING CHAPTERS 165, 167, 168, 169 AND 180 OF THE NORTH LIBERTY CODE OF ORDINANCES, INCLUDING REGULATIONS FOR PRELIMINARY SITE PLANS, CERTIFICATES OF ZONING COMPLIANCE, DEFINITIONS, RESIDENTIAL DISTRICT DIMENSIONAL STANDARDS, USES LISTED IN THE USE MATRIX, USES DEFINED AND USE STANDARDS, OFF-STREET VEHICLE PARKING REQUIREMENTS, PARKING LOT LANDSCAPING, FENCES AND WALLS, PERMITTED ENCROACHMENTS INTO REQUIRED YARDS, DESIGN STANDARDS AND REQUIRED IMPROVEMENTS FOR SUBDIVISIONS**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:**

**SECTION 1. AMENDMENT OF ORDINANCE.** Subsection 2, Paragraph F of Section 165.05 and Table 165.05-A of the North Liberty Code of Ordinances, are amended to read as follows:

- F. Modifications. The development shall be substantially in conformance with the approved preliminary site plan. Amended preliminary site plans shall be submitted to the Code Official for determination if the amendment can be approved administratively or if the amendment requires review by the Planning Commission and approval by City Council. In determining whether the amendment qualifies for administrative or Planning Commission review/City Council approval, the Code Official shall use the criteria in Table 165.05-A. Under no circumstance shall any such amendment conflict with any minimum or dimensional standard and/or requirement in this code.

<b>Table 165.05-A Preliminary Site Plan Amendments</b>		
<b>Amendment</b>	<b>Administrative</b>	<b>Planning Commission review/ City Council approval</b>
<b>Land Use</b>	Any decrease. Any increase of less than <del>10%20%</del> of the square footage allocated to any land use type on the approved plan, except increases in open space/recreation area	Increase of <del>10%20%</del> or more of the square footage allocated to any land use type on the approved plan, except increases in open space/recreation area
<b>Project Scale</b>	Any decrease. Any increase in density or intensity of use of less than: - <del>10%20%</del> gross floor area - <del>5%10%</del> of the number of dwelling units	Increase in density or intensity of use as follows: - <del>10%20%</del> or greater <del>usable</del> gross floor area - <del>5%10%</del> or greater of the number of dwelling units
<b>Open Space/ Recreation Area</b>	Any increase. Any decrease less than 10% size reduction or change in location or characteristics	10% or more size reduction or change in location or characteristics
<b>Setbacks</b>	Any increase. Any decrease of less than <del>10%20%,-or any increase</del>	Decrease of <del>10%20%</del> or more
<b>Height</b>	Decrease in height or number of stories	Increase in height greater than/equal to 20% or an increase of one story
<b>Parking Spaces</b>	<del>Any decrease.</del> Increase <del>or decrease</del> of less than <del>10%20%</del>	Increase <del>or decrease</del> of <del>10%20%</del> or more



**SECTION 2. AMENDMENT OF ORDINANCE.** Section 165.06 of the North Liberty Code of Ordinances is amended as follows:

~~No land shall be occupied or used, and no building hereafter erected or structurally altered shall be occupied or used in whole or in part, for any purpose whatsoever, until a certificate is issued by the Code Official stating that the building and use comply with the provisions of this code. No change of use shall be made in any building or part thereof, now or hereafter erected or structurally altered, without the issuance of a certificate of zoning compliance therefor by the Code Official. No certificate of zoning compliance shall be issued for a change of use unless the change is in conformity with the provisions of this code. A certificate of zoning compliance shall be issued prior to the issuance of a certificate of occupancy. A record of all certificates shall be kept on file with the Code Official, and copies shall be furnished on request to any person having a proprietary or tenancy interest in the building affected.~~

~~No land and/or building shall be occupied or used in whole or in part until a certificate of zoning compliance is issued by the Code Official recognizing that the use of land and/or building complies with zoning regulations, and/or completed site improvements are in compliance with the issued permit or approved construction site plan. The issuance of a certificate of zoning compliance by the Code Official shall be required for the following:~~

- ~~1. Completion of site improvements in accordance with an issued permit and/or approved construction site plan. A final certificate of occupancy shall not be issued prior to the issuance of a certificate of zoning compliance.~~
- ~~2. New occupancy for a non-residential use in a building or portion of a building.~~
- ~~3. Change of occupancy for a non-residential use in a building or portion of a building. A change of occupancy is defined as a change from group to another group.~~

**SECTION 3. AMENDMENT OF ORDINANCE.** Section 167.01 of the North Liberty Code of Ordinances, is amended to delete the definitions of "accessory living quarters" and "kitchen".

~~"Accessory living quarters" means an accessory building used solely as the temporary dwelling of guests of the occupants of the premises, such dwelling having no kitchen facilities and not rented or otherwise used as a separate dwelling unit.~~

~~"Kitchen" means any room or portion of a room within a building designed and intended to be used for the cooking or preparation of food.~~

**SECTION 4. AMENDMENT OF ORDINANCE.** Subsection 5 of Section 168.02 of the North Liberty Code of Ordinances, is amended as follows:

- 5. Dimensional Standards.
  - A. RS Districts.

Table 168.02-A Dimensional Standards SF = Square Feet, ' = Feet						
	RS-3	RS-4	RS-6	RS-7	RS-8	RS-9
<b>Bulk</b>						
<b>Minimum Lot Area</b>	15,000 SF	10,000 SF	7,000 SF	6,000 SF	5,000 SF	4,500 SF
<b>Minimum Frontage</b>	50'	40'	35'	35'	35'	35'
<b>Minimum Lot Width</b>	100'	80'	70'	60'	60'	40'
<b>Maximum Building Height</b>	35'	35'	35'	35'	35'	35'
<b>Setbacks</b>						
<b>Minimum Required Front Yard</b>	25'	25'	25'	20'	20'	<del>25'</del> 20*
<b>Minimum Required Corner Side Yard</b>	25'	25'	25'	20'	20'	25'
<b>Minimum Required Side Yard</b>	10'	10'	8'	5'	5'	5'
<b>Minimum Required Rear Yard</b>	30'	30'	30'	25'	25'	25'
*Garage doors facing a public street shall be setback a minimum of 25'						

B. RD and RM Districts.

Table 168.02-B Dimensional Standards SF = Square Feet, DU = Dwelling Unit, ' = Feet					
	RD-8	RD-10	RM-8	RM-12	RM-21
<b>Bulk (Prior to Subdividing into DU Individual Lots)</b>					
<b>Minimum Lot Area</b>	10,000 SF 5,000 SF/DU	9,000 SF 4,500 SF/DU	21,780 SF 5,000 SF/DU	21,780 SF 3,500 SF/DU	21,780 SF 2,000 SF/DU
<b>Minimum Frontage</b>	40'	35'	75'	50'	50'
<b>Minimum Lot Width</b>	100'	80'	100'	80'	80'
<b>Maximum Building Height</b>	35'	35'	40'	40'	65'±
<b>Maximum Density</b>	--	--	8 DU/Acre	12 DU/Acre	21 DU/Acre
<b>Setbacks (Prior to Subdividing into Individual DU Lots)</b>					
<b>Minimum Required Front Yard</b>	25'	25'	25'*	25'*	25'* **
<b>Minimum Required Corner Side Yard</b>	25'	25'	25'*	25'*	25'* **
<b>Minimum Required Side Yard</b>	8'	5'	15'	15'	10'*
<b>Minimum Required Rear Yard</b>	30'	30'	30'	30'	30'*
<b>Bulk (After Subdividing into Individual DU Lots)</b>					
<b>Minimum Lot Area</b>	5,000 SF	4,500 SF	1,500 SF	1,500 SF	1,500 SF
<b>Minimum Frontage</b>	25'	20'	10'	10'	10'
<b>Minimum Lot Width</b>	50'	40'	15'	15'	15'
<b>Maximum Building Height</b>	35'	35'	40'	40'	40'
<b>Setbacks (After Subdividing into Individual DU Lots)</b>					
<b>Minimum Required Front Yard</b>	25'	25'	25'*	25'*	25'*
<b>Minimum Required Corner Side Yard</b>	25'	25'	25'*	25'*	25'*
<b>Minimum Required Side Yard (Between Units)</b>	0'	0'	0'	0'	0'
<b>Minimum Required Side Yard (at the End of Units)</b>	8'	5'	5'	5'	5'
<b>Minimum Required Rear Yard</b>	30'	30'	30'	30'	30'
<p>*An additional foot of setback is required for every foot of building height over 45' Townhouses may reduce setback to a minimum of 20' except when garage doors face a public street. Notwithstanding the foregoing, there shall be a minimum setback of 20' to any sidewalk or street edge</p> <p>**An additional foot of setback is required for every foot of building height over 45'</p>					

C. R-MH District

Table 168.02-C Dimensional Standards SF = Square Feet, ' = Feet		
	Manufactured Home Park	Manufactured Home Site
<b>Bulk</b>		
Minimum Lot Area	10 acres	5,500 SF
Minimum Frontage	400'	35'
Minimum Lot Width	500'	50'
Maximum Building Height	--	35'
Minimum Separation Distance	--	15' <del>10'</del> as measured between the walls of manufactured homes
<b>Setbacks</b>		
Minimum Required Front Yard	25'	20'
Minimum Required Corner Side Yard	25'	20'
Minimum Required Side Yard	25'	--
Minimum Required Rear Yard	25'	25'

**SECTION 5. AMENDMENT OF ORDINANCE.** Table 168.06 of Section 168.06 of the North Liberty Code of Ordinances, is amended as follows:

Table 168.06: Use Matrix														
See Section 168.07 for Use Definitions and Use Standards														
Use	ID	RS	RD	RM	R-MH	C-1-A	C-1-B	C-2	C-3	O R/P	I-1	I-2	I-P	P
<del>1.</del> <u>1.</u> Accessory Dwelling Unit		P												
<del>1.2.</del> <u>1.2.</u> Adult Entertainment												C		
<del>2.3.</del> <u>2.3.</u> Agricultural Experience	C													
<del>3.4.</del> <u>3.4.</u> Agriculture	P													
<del>4.5.</del> <u>4.5.</u> Amusement Facility – Indoor						C	P	P	P					
<del>5.6.</del> <u>5.6.</u> Amusement Facility – Outdoor									C					
<del>6.7.</del> <u>6.7.</u> Animal Care Facility						P	P	P			P			
<del>7.8.</del> <u>7.8.</u> Animal Shelter											C			C
<del>8.9.</del> <u>8.9.</u> Art Gallery						P	P	P	P					
<del>9.10.</del> <u>9.10.</u> Arts and Fitness Studio						P	P	P	P					
<del>10.11.</del> <u>10.11.</u> Bar						P	P	P	P		P		P	
<del>11.12.</del> <u>11.12.</u> Bed and Breakfast Home		C												
<del>12.13.</del> <u>12.13.</u> Body Art Establishment								P						
<del>13.14.</del> <u>13.14.</u> Brewery-Micro						P	P	P	P				P	
<del>14.15.</del> <u>14.15.</u> Broadcasting Studio								P	P				P	P
<del>15.16.</del> <u>15.16.</u> Building Trades and Services								P	P		P		P	
<del>16.17.</del> <u>16.17.</u> Car Wash								P						
<del>17.18.</del> <u>17.18.</u> Child Care Center						P	P	P	P	P			P	P
<del>18.19.</del> <u>18.19.</u> Child Care Home		P			P									
<del>19.20.</del> <u>19.20.</u> Child Development Home		P												
<del>20.21.</del> <u>20.21.</u> Community Center						P	P	P	P				P	P
<del>21.22.</del> <u>21.22.</u> Community Pantry	C	C	C	C		C	P	P						
<del>22.23.</del> <u>22.23.</u> Cultural Facility						P	P	P	P					P





**Table 168.06: Use Matrix**  
**See Section 168.07 for Use Definitions and Use Standards**

Use	ID	RS	RD	RM	R-MH	C-1-A	C-1-B	C-2	C-3	OR/P	I-1	I-2	I-P	P
<b>45.46.</b> Healthcare Institution									P				P	P
<b>46.47.</b> Heavy Rental and Service Establishment											P			
<b>47.48.</b> Heavy Retail Establishment									P		P			
<b>48.49.</b> Hotel						C	P	P	P	P			P	
<b>49.50.</b> Industrial - General												P		
<b>50.51.</b> Industrial - Light											P	P	P	
<b>51.52.</b> Industrial Design							P	P	P		P		P	
<b>52.53.</b> Live Performance Venue						P	P	P	P				P	
<b>53.54.</b> Manufactured Home Park					P									
<b>54.55.</b> Medical/Dental Office						P	P	P	P					
<b>55.56.</b> Office						P	P	P	P	P	P		P	P
<b>56.57.</b> Outdoor Seating						P	P	P	P				P	P
<b>57.58.</b> Park, Private	P	P	P	P	P	P	P	P	P	P			P	
<b>58.59.</b> Park, Public														P
<b>59.60.</b> Parking Lot (Principal Use)						C	P	P	P		P		P	P
<b>60.61.</b> Parking Structure (Principal Use)						C	P	P	P		P		P	P
<b>61.62.</b> Personal Services Establishment						P	P	P	P					
<b>62.63.</b> Place of Worship	P	P	P	P		P	P	P	P					
<b>63.64.</b> Private Club						P	P	P	P					
<b>64.65.</b> Public Safety Facility														P
<b>65.66.</b> Public Works Facility														P
<b>66.67.</b> Research and Development								P	P	P	P		P	

**Table 168:06: Use Matrix**  
**See Section 168.07 for Use Definitions and Use Standards**

Use	ID	RS	RD	RM	R-MH	C-1-A	C-1-B	C-2	C-3	OR/P	I-1	I-2	I-P	P
<del>67.68.</del> Residential Care Facility				P			P	P	P					
<del>68.69.</del> Restaurant						P	P	P	P		P		P	P
<del>69.70.</del> _____ Retail Good Establishment						P	P	P	P		P		P	
<del>70.71.</del> Salvage Yard												C		
<del>71.72.</del> Self-Storage – Enclosed								P	P		P			
<del>72.73.</del> Self-Storage – Outdoor								C	C		P			
<del>73.74.</del> Specialty Food Service						P	P	P	P		P		P	
<del>74.75.</del> Storage – Outdoor (Principal Use)											C	P		
<del>75.76.</del> Truck Stop											C	P		
<del>76.77.</del> Utility (Sub)Stations	P	P	P	P	P	P	P	P	P	P	P	P	P	P
<del>77.78.</del> Vehicle Dealership, New and Used								P	P					
<del>78.79.</del> Vehicle Dealership, Used								C						
<del>79.80.</del> _____ Vehicle Operations Facility											P			P
<del>80.81.</del> Vehicle Rental											P			
<del>81.82.</del> Vehicle Repair – Major								C			P			
<del>82.83.</del> Vehicle Repair – Minor								P			P			
<del>83.84.</del> _____ Warehouse											P			
<del>84.85.</del> Wholesale Establishment											P			
<del>85.86.</del> Winery, Micro						P	P	P	P				P	

**SECTION 6. AMENDMENT OF ORDINANCE.** Section 168.07 of the North Liberty Code of Ordinances, is amended by renumbering existing subparagraphs 1 through 85 to 2 through 86, respectively, inserting the following new subparagraph 1 immediately after the first unnumbered paragraph as follows:

1. Accessory Dwelling Unit (ADU).

A. Defined. Accessory Dwelling Unit (ADU) means a self-contained unit that provides living facilities on the same lot as a primary dwelling. ADUs can be attached, detached, or repurposed from existing space within the primary dwelling.

B. Use Standards.

(1) A property shall be limited to one ADU.

(2) Either the primary dwelling or the ADU shall be occupied by the owner of the property.

(3) ADUs shall have a consistent architectural style as the primary dwelling, as defined by compatible exterior building materials and colors, and architectural elements.

(5) Specific regulations for ADUs attached to the primary dwelling.

(a) Subject to the setbacks and maximum building height of the underlying zoning district.

(b) Shall not exceed 50% of the gross floor area of the residence.

(6) Specific regulations for ADUs detached from the primary dwelling.

(a) A maximum gross floor area of 850 square feet with the following exception: on properties exceeding .5 acres but less than .75 acres, the maximum gross floor area shall be 1,000 square feet. On properties exceeding .75 acres but less than one acre, the maximum gross floor area shall be 1,200 square feet. On properties exceeding one acre, the maximum gross floor area shall be 1,400 square feet. Notwithstanding the foregoing, the gross floor area shall not exceed the total footprint of the residence. Attachments, such as garages, storage buildings, etc., to the ADU shall be included in the maximum gross floor area calculation.

(b) Shall be located within the rear yard subject to a five foot side and rear setback.

(c) Must be situated a minimum 20 feet from a public or private right-of-way or improved alley.

(d) Shall not be located within any utility, sewer, drainage, access or walkway easement, where such easement is dedicated to the City or to public use.

(e) No (other) detached accessory buildings greater than 200 square feet gross floor in accordance with Section 169.05.

(f) A maximum height of 15 feet.

**SECTION 7. AMENDMENT OF ORDINANCE.** Paragraphs 28-32 of Section 168.07 of the North Liberty Code of Ordinances, as renumbered by section 6 above, are further amended to read as follows:

28. Dwelling – Multiple–Unit.

- A. Defined. Multiple–Unit Dwelling means a structure containing three or more attached dwelling units used for residential occupancy. A multiple–unit dwelling does not include a townhouse dwelling.
- B. Use Standards.
  - (1) Buildings must be designed with consistent materials and treatments that wrap around all building elevations. There must be a unifying architectural theme for the entire multi–unit development, utilizing a common vocabulary of architectural forms, elements, materials, or colors in the entire structure.
  - (2) Building facades must include windows, projected or recessed entrances, overhangs, and other architectural features. Three–dimensional elements, such as balconies and bay windows, are encouraged to provide dimensional elements on a facade.
  - (3) ~~Minimum~~To the maximum extent permitted by Iowa Code § 414.1(1)(h). ~~minimum~~ required masonry on front and corner side yard building elevations in residential districts is 25%.
  - (4) A 15% minimum transparency requirement applies to any facade facing a street and is calculated on the basis of the entire area of the facade.
  - (5) Buildings shall be oriented to the best extent possible so that attached garages doors do not face the public right-of-way.
  - (6) Additional ~~Commercial~~commercial district design standards.
    - (a) Roofs shall be designed to be generally flat and shall be concealed from view by use of parapet walls or other architectural methods. Portions of roofs that are curved or pitched may be allowed as architectural accents but shall not be used as the primary roof design.

29. Dwelling – Single–Unit.

- A. Defined. Single–Unit Dwelling means a structure containing only one dwelling unit on a single lot.
- B. Use Standards.
  - (1) The structure must contain 24 feet of width at its largest dimension.
  - (2) The structure must contain a minimum living area of 660 square feet.
  - (3) The structure must be located on a frost–protected perimeter foundation.
  - (4) Every room within a dwelling unit must be accessible from every other room within the dwelling via a completely internal route within the envelope of the dwelling structure.

- (5) To the maximum extent permitted by Iowa Code § 414.1(1)(h), Minimum minimum required masonry on front ~~and corner side~~ yard building elevations is 25%, with the ~~following exceptions that masonry is not required in the RS-7 and RS-8 districts.:~~
- (a) ~~No masonry is required in the RS-7 and RS-8 districts.~~
- (b) ~~In lieu of the required masonry on the façade facing the corner side yard, one of the two following options may be selected:~~
- (i) ~~Two, two-inch caliper trees planted in the corner side yard. Existing trees of adequate size in the corner side yard may satisfy this requirement.~~
- (ii) ~~Architectural relief on the façade facing the corner side yard, such that the wall contains more than two offsets, which may consist of wall corners, bay or bowed windows, or other means approved by the Code Official.~~
- (6) On corner lots, the façade facing the corner side yard shall contain two insets and/or protrusions, such as wall corners, bay windows, cantilevers, etc., or other means approved by the Code Official. As an alternative, two, two-inch caliper trees may be planted in the corner side yard.
- ~~(6)(7)~~ The front entry must be an integral part of the structure, using features such as porches, raised steps and stoops with roof overhangs, or decorative railings to articulate the front facade.
- ~~(7)(8)~~ A 5% minimum transparency requirement applies to the front facade and is calculated on the basis of the area of the facade below the roofline.
- ~~(8)(9)~~ A dwelling with a front-facing attached three-car garage shall have one of the garages offset a minimum of one foot from the other garages.
- ~~(9)(10)~~ Front-facing garages shall not exceed 16' or 60% the width of the front building line, whichever is greater. Garage width is measured between the edges of the garage door; in the case of garages designed with multiple garage doors, the distance is measured between the edges of the outermost doors.

30. Dwelling – Single-Unit Zero Lot Line.

- A. Defined. A Single-Unit Zero Lot Line Dwelling means a structure containing two dwelling units, the interior of which is configured in a manner such that the dwelling units are separated by a party wall and are on separate lots. A single-unit zero lot line dwelling is typically designed so that each unit has a separate exterior entrance and yard areas.
- B. Use Standards.
- ~~(1)~~ ~~The interior side yard is not applicable to the side of the unit located on the lot line (shared wall attachment to another unit).~~
- ~~(2)(1)~~ Each unit must have an approved one-hour fire-resistive wall between them that is built in such a manner as to allow no connections other than the wall itself between the units

- ~~(3)(2)~~ The front entry must be an integral part of the structure, using features such as porches, raised steps and stoops with roof overhangs, or decorative railings to articulate the front facade.
- ~~(4)(3)~~ To the maximum extent permitted by Iowa Code § 414.1(1)(h), ~~Minimum~~minimum required masonry on front ~~and corner side~~ yard building elevations is 25%, ~~with the following exceptions:~~
  - ~~(i)~~ Two, two-inch caliper trees planted in the corner side yard. Existing trees of adequate size in the corner side yard may satisfy this requirement.
  - ~~(ii)~~ Architectural relief on the façade facing the corner side yard, such that the wall contains more than two offsets, which may consist of wall corners, bay or bowed windows, or other means approved by the Code Official.
- ~~(4)~~ On corner lots, the façade facing the corner side yard shall contain two insets and/or protrusions, such as wall corners, bay windows, cantilevers, etc., or other means approved by the Code Official. As an alternative, two, two-inch caliper trees may be planted in the corner side yard.
- (5) A 5% minimum transparency requirement applies to the front facade and is calculated on the basis of the area of the facade below the roofline.

31. Dwelling – Townhouse.

- A. Defined. Townhouse Dwelling means structure consisting of three or more dwelling units, the interior of which is configured in a manner such that the dwelling units are separated by a party wall and may or may not be on separate lots. A townhouse is typically designed so that each unit has a separate exterior entrance and yard areas. A townhouse dwelling does not include a multi-family dwelling. To provide for design flexibility, a townhouse dwelling development may include single-unit and two-unit dwellings.
- B. Use Standards.
  - ~~(1)~~ The interior side yard is not applicable to the side of the unit located on the lot line (shared wall attachment to another unit).
  - ~~(2)(1)~~ Each unit must have an approved one-hour fire-resistive wall between them that is built in such a manner as to allow no connections other than the wall itself between the units
  - ~~(3)(2)~~ The front entry must be an integral part of the structure, using features such as porches, raised steps and stoops with roof overhangs, or decorative railings to articulate the front facade.
  - ~~(4)(3)~~ To the maximum extent permitted by Iowa Code § 414.1(1)(h), ~~Minimum~~minimum required masonry on front ~~and corner side~~ yard building elevations in residential districts is 25%.
  - ~~(5)(4)~~ A 5% minimum transparency requirement applies to the front facade and is calculated on the basis of the area of the facade below the roofline.
  - ~~(6)(5)~~ Additional commercial district design standards.



- (a) Buildings shall be oriented to the best extent possible so that attached garages doors do not face the public right-of-way.
- (b) Roofs shall be designed to be generally flat and shall be concealed from view by use of parapet walls or other architectural methods. Portions of roofs that are curved or pitched may be allowed as architectural accents but shall not be used as the primary roof design.
- (c) A 15% minimum transparency requirement applies to any facade facing a street and is calculated on the basis of the entire area of the facade.

32. Dwelling - Two-Unit.

- A. Defined. A Two-Unit Dwelling means a structure containing two dwelling units, arranged side-by-side with each unit having an exterior entrance, on a single lot. To provide for design flexibility, a two-unit dwelling development may include single-unit dwellings.
- B. Use Standards.
  - (1) The front entry must be an integral part of the structure, using features such as porches, raised steps and stoops with roof overhangs, or decorative railings to articulate the front facade.
  - (2) To the maximum extent permitted by Iowa Code § 414.1(1)(h), ~~Minimum~~minimum required masonry on front ~~and corner side~~ yard building elevations is 25%.
  - (3) On corner lots, the façade facing the corner side yard shall contain two insets and/or protrusions, such as wall corners, bay windows, etc., or other means approved by the Code Official. As an alternative, two, two-inch caliper trees may be planted in the corner side yard.
  - ~~(3)~~(4) A 5% minimum transparency requirement applies to the front facade and is calculated on the basis of the area of the facade below the roofline.

76. Truck Stop

- A. Defined. Truck stop means an establishment where short-term parking is providing for semi-trucks and other large trucks~~fuel for semi-trucks and other large trucks is dispersed from fixed equipment into the fuel tanks or battery cells of said vehicles.~~ A truck stop may also include ancillary ~~(overnight) truck parking~~ ~~and~~ truck wash bays.
- B. Use Standards. None.

**SECTION 8. AMENDMENT OF ORDINANCE.** Table 169.01-C within Section 169.01 of the North Liberty Code of Ordinances, is amended as follows:

Table 169.01-C: Off-Street Vehicle Parking Requirements SF = Square Feet, DU = Dwelling Unit, GFA = Gross Floor Area	
USE	MINIMUM REQUIRED VEHICLE SPACES
<u>Accessory Dwelling Unit</u>	<u>None</u>
Adult Entertainment	1 per 300SF GFA
Amusement Facility, Indoor	1 per 200SF GFA
Amusement Facility, Outdoor	1 per 1000SF GFA
Animal Car Facility	1 per 350SF GFA
Bar	1 per 200SF GFA
Body Art Establishment	1 per 500SF GFA
Broadcasting Studio	1 per 1,000SF GFA
Car Wash	1 per car wash bay + 3 stacking spaces per bay
Child Care Center	1 per 500SF GFA
Community Building	1 per 350SF GFA
Community Pantry	1 per 500SF GFA
Dwelling, Duplex	2 per DU
Dwelling, Manufactured Home	2 per DU
Dwelling, Multiple-Unit	
Studio and 1 bedroom	1.5 per DU
Two bedroom	1.5 per DU
Over two bedroom	2 per DU + .5 for each bedroom over 2
Dwelling, Single-Unit (Detached and Zero Lot Line)	2 per DU
Dwelling, Townhouse	2 per DU
Dwelling, Two-Unit	2 per DU
Education Facility, Primary or Secondary	
Elementary and/or Junior High	3 per each classroom + 3 per office
High School	6 per classroom + 4 per office
Education Facility, University or College	2 per classroom + 2 per office + 1 per 4 students of maximum enrollment
Education Facility, Vocational	2 per classroom + 2 per office + 1 per 8 students of maximum enrollment
Financial Institution	1 per 350SF GFA
Fireworks, Retail Sales of	1 per 500SF GFA
Fueling Station	1 per pump/charging position + 1 per 500SF GFA of structure
Funeral Home	1 per 200SF GFA of public space
Golf Course/Driving Range	4 per golf hole and/or 4 per tee of driving range
Greenhouse/Nursery - Retail	1 per 500SF GFA of indoor space + 1 per 1,000SF of outdoor space
Group Home	1 per 2 rooms
Healthcare (all uses, unless otherwise specified)	1 per 3 beds + 1 per 250 SF GFA office and administrative area

**Table 169.01-C: Off-Street Vehicle Parking Requirements**  
**SF = Square Feet, DU = Dwelling Unit, GFA = Gross Floor Area**

<b>USE</b>	<b>MINIMUM REQUIRED VEHICLE SPACES</b>
Heavy Retail, Rental, and Service	1 per 500SF GFA of indoor space + 1 per 1,000SF of outdoor display space
Hotel	1 per room
Industrial	1 per 1,000SF GFA up to 40,000SF, then 1 per 2,500SF for additional GFA above 40,000SF (excludes any outdoor storage)
Industrial Design	1 per 500SF GFA
Live Performance Venue	1 per 5 persons based on maximum capacity
Lodge/Meeting Hall	1 per 500SF GFA
Manufactured Home Park	2 per manufactured home site
Medical/Dental Office	1 per 350SF GFA
Office	1 per 350SF GFA
Parks	
Conservation	None
Community	None
Neighborhood	None
Personal Service Establishment	1 per 500SF GFA
Place of Worship	1 per 10 seats
Private Club	1 per 300 SF GFA
Public Safety Facility	1 per 300SF GFA
Public Works Facility	1 per 500SF GFA
Research and Development	1 per 500SF GFA
Residential Care Facility	To be calculated on the type of facility or combination of facilities provided below
Independent Living Facility	0.75 per DU
Assisted Living Facility	0.5 per DU
Nursing Home or Hospice	0.5 per patient room
Restaurant	1 per 200SF GFA
Retail Goods Establishment	1 per 350SF GFA
Self-Service Storage Facility	1 per 25 storage units
Specialty Food Service	1 per 500SF GFA
Storage - Outdoor	1 per 2,500SF of lot area
Vehicle Dealership (New and Used)	1 per 500SF of indoor sales and display area + 4 per service bay
Vehicle Operation Facility	1 per 2,500SF of lot area
Vehicle Rental	1 per 500SF GFA of indoor area (excluding indoor storage)
Vehicle Repair, Major or Minor	4 per service bay
Warehouse	1 per 500SF of office area + 1 per 30,000SF GFA of warehouse
Wholesale Establishment	1 per 500SF of office area + 1 per 15,000SF GFA of warehouse

**SECTION 9. AMENDMENT OF ORDINANCE.** Paragraph 6 of Section 169.02 of the North Liberty Code of Ordinances, is amended as follows:

6. Parking Lot Interior Landscape.

All parking lots consisting of 15 or more spaces require interior parking lot landscape as described in this section.

- A. All rows of parking stalls must terminate in a parking lot island or landscape area.
- B. Where more than 15 parking stalls are provided in a row, one parking lot island must be provided between every 15 parking spaces. As part of the landscape plan approval, parking lot island locations may be varied based on specific site requirements or design scheme, but the total number of islands must be no less than the amount required of one island for every 15 spaces.
- C. Parking lot islands must be at least the same dimension as the parking stall. Double rows of parking must provide parking lot islands that are the same dimension as the double row.
- D. A minimum of one shade tree must be provided in every parking lot island or landscape area. If a parking lot island extends the width of a double row, then two shade trees are required. A tree is not required if there is insufficient area due to pedestrian accommodations (limited to connected walkways and outdoor seating areas) within the island.

**SECTION 10. AMENDMENT OF ORDINANCE.** Paragraph 6, 7 and 8 of Section 169.04 the North Liberty Code of Ordinances, is amended as follows:

6. Height.

The height of all fences and/or retaining walls located within a front, corner side yard, side, or rear yard shall not exceed those found in Table 169.04.

Table 169.04 Maximum Fence and Wall Height				
District	Front Yard	Corner Side Yard	Side Yard	Rear Yard
Residential Districts	4'	4'	6'	6'
All Other Districts	4'	4'	16'	16'
1. Fences shall not be located within the corner visual clearance. 2. Chain link fences shall not be located within the required front or required corner side yard (see exception within number 4 below). 3. Fences shall not exceed 8' in height if the property abuts a residential district. 4. With the exception of a reverse corner lot, a fence up to 6' high may be erected on that portion of the corner lot at the rear of the house provided the fence is erected a minimum of 15 feet from any sidewalk, driveway, or right-of-way line. Said fence shall comply in all other respects with the fence requirements.				

7. Location.

Fences and walls shall be located entirely within the confines of the property lines except for fences located next to a public or private alley shall maintain a minimum 2-foot separation between the fence and alley property line. No fence or wall shall encroach on or obstruct a public sidewalk.

8. Design and Maintenance Standards.

A. Except where impracticable (such as a shadowbox fence, split rail fence, etc.), the frame of a fence, including posts, rails, and supports shall be placed on the inside of the fence and facing towards the property on which the fence is erected.

B. All fences and walls shall be constructed in a sound and sturdy manner and shall be maintained in a good state of repair, including the replacement of defective parts, painting, and other acts required for maintenance.

8.9. Prohibited Fence Material.

The following fences are prohibited, except as provided in this chapter or for permitted agricultural residential gardening uses to protect against rodents, vermin, and pests:

- A. Metal fences with the exception of chain link, wrought iron, and simulated wrought iron ~~and~~
- B. Electrical fences or any kind of electrically charged fences
- C. Wood panel fence
- D. Plywood or oriented strand board (OSB)
- E. Pallets or any used repurposed material
- F. Chicken wire
- G. Snow fence, except as provided below

A snow fence may be erected on a temporary basis, not to exceed six months, to alleviate the adverse effects of drifting snow or to warn and prevent access to an area by unauthorized persons. When erected on a temporary basis to prevent access of unauthorized persons to any area, a snow/safety fence shall be removed within 24 hours after the elimination of the reason for which the fence was erected originally.

~~9. Installation and Maintenance. All fences and walls shall be installed or constructed in a workmanlike manner. All fences and walls shall be maintained and repaired as needed. The owner of the property upon which the fence or wall is constructed is required to maintain the fence.~~

**SECTION 11. AMENDMENT OF ORDINANCE.** Table 169.08 of Section 169.08(8)(B) the North Liberty Code of Ordinances, is amended as follows:

<b>Table 169-08: Permitted Encroachments Into Required Yards                      and Exceeding Maximum Building Height                      Y= Permitted // N= Prohibited                      Max. = Maximum // Min. = Minimum</b>				
	Required Front/Corner Side Yard	Required Side Yard	Required Rear Yard	Exceed Max. Building Height
Accessibility Ramp	Y	Y	Y	N
Air Conditioner Window Unit Max. projection of 18" from building wall	Y	Y	Y	N
Arbor or Trellis	Y	Y	Y	N
Awning or Sunshade Max. of <del>2'</del> <u>40% of the required yard or 4', which ever is less.</u> Does not include awnings used as a sign (See Chapter 173)	Y	Y	Y	N
Bay Window Max. of 2' Min. of 24" above ground	Y	Y	Y	N
Canopy Max. of 2' Does not include canopies used as a sign (See Chapter 17.12)	Y	Y	Y	N
Chimney Max. of 18" into required yard	Y	Y	Y	Y
Elevator and Stairway Bulkheads	N	N	N	Y
Emergency sirens and similar devices.	N	N	N	Y
Deck (uncovered) Min 5' from side lot line Min 10' from rear lot line	N	Y	Y	N
Dog House Min. of 4' from any lot line.	N	N	Y	N
Eaves, Gutters and Downspouts Max. of 4' into required yard	Y	Y	Y	N
Fire Escape Max. of 3' into required yard	N	Y	Y	Y
Fire Training Tower	N	N	N	Y
Grain Elevator (and necessary mechanical appurtenances	N	N	N	Y
Landscaping	Y	Y	Y	N
Patio (uncovered) Min. 5' from any lot line	N	Y	Y	N
Pergola (attached) Min 5' from side lot line Min 10' from rear lot line	N	Y	Y	N
Personal Recreation Game Court	N	N	Y	N



<b>Table 169-08: Permitted Encroachments Into Required Yards  and Exceeding Maximum Building Height</b> <b>Y= Permitted // N= Prohibited</b> <b>Max. = Maximum // Min. = Minimum</b>				
	Required Front/Corner Side Yard	Required Side Yard	Required Rear Yard	Exceed Max. Building Height
Min. of 5' from any lot line				
Playground Equipment Min. of 4' from any lot line	N	N	Y	N
Sidewalk Min. of <del>3'</del> 4' from any lot line except front lot line.	Y	Y	Y	N
Sills, Belt course, Cornices, and Ornamental features Max. of 2' into required yard	Y	Y	Y	N
Silos	N	N	N	Y
Smokestack	N	N	N	Y
Steeple, Spires and Belfries	N	N	N	Y
Steps (providing access to an entryway)	Y	Y	Y	Y
Stoop Max. of 4' into required yard	Y	Y	Y	N
Utility Equipment (Directly Connected to Structure being Served). Max. of ½ into Required Yard	N	Y	Y	Y
Water Towers and Cooling Towers	N	N	N	Y
Window Wells	Y	Y	Y	Y

**SECTION 12. AMENDMENT OF ORDINANCE.** Paragraph G of Section 169.10(2) the North Liberty Code of Ordinances, is amended as follows:

- G. Roof top equipment shall be screened on all sides of the building as viewed in plan elevation.

**SECTION 13. AMENDMENT OF ORDINANCE.** Paragraph 12 of Section 180.12 the North Liberty Code of Ordinances, is amended as follows:

- 12. Sanitary Sewers. The subdivider shall provide a complete sanitary sewer system, including stubs, for each lot, which shall connect with a sanitary sewer outlet approved by the City Engineer. The sanitary sewer in each defined drainage area shall extend to the subdivision boundaries and beyond, as necessary to provide for the extension of the sanitary sewer to adjacent property, as determined by the City. ~~In the event the City requires a sewer system greater than needed to service the subdivision under review, the City shall pay the developer for the difference in the costs of materials for the upsizing, and future subdivisions that connect with the subject system shall on a pro-rata basis reimburse the City for the cost for the upsizing.~~

## Ryan Rusnak

---

**From:** william gorman <w\_gorman@hotmail.com>  
**Sent:** Tuesday, September 17, 2024 12:05 PM  
**To:** Ryan Rusnak  
**Subject:** Re: [External] ADUs

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---

Thanks.

Because of the small size of ADUs, manufactured ADUs will naturally be somewhat boxy, in order to maximize the use of the square footage. Some of them are in a rectangular shape. Transferring the roof pitch and overhang requirements for a primary residence to an ADU might even be more of a problem for manufactured ADUs. That isn't something a homeowner could control, which therefore would eliminate this option for a homeowner. Again, we would hope the city would not just "allow" ADUs through code but also "support" and "encourage" ADUs.

We are pleased you don't view what you have seen so far, as outright prohibited. However, we would hope you and your staff would view future decisions regarding ADUs in a bit more holistic manner.

William Gorman

A good reputation is measured by how much you can improve the lives of others.

**George Eastman**

---

**From:** Ryan Rusnak <rrusnak@northlibertyiowa.org>  
**Sent:** Tuesday, September 17, 2024 11:43 AM  
**To:** w\_gorman@hotmail.com <w\_gorman@hotmail.com>  
**Subject:** RE: [External] ADUs

Oh, sorry. I neglected to answer City Council public hearing 9/24. Meeting begins at 6:00 PM



**RYAN "RUS" RUSNAK**  
**PLANNING DIRECTOR**  
(319) 626-5747 office

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**From:** Ryan Rusnak  
**Sent:** Tuesday, September 17, 2024 11:31 AM  
**To:** william gorman <[w\\_gorman@hotmail.com](mailto:w_gorman@hotmail.com)>  
**Subject:** RE: [External] ADUs

Hi William,

I'm including your correspondence in the background material.

I'm putting together a memo to provide answers to some of the items discussed at PZ. Here is a portion I found interesting:

August 2024 housing unit count (for purpose of providing population estimates) was 9,130 units. Of those 9,130 units, 3,380 or 37% are zoned RS (Single-Unit Residence) District. Of the 9,130 housing units, 1,558 or 17% are zoned RD.

I will say that prefabricated buildings are not an outright prohibition, but a lot of them look like a box, which is something we have general design standards to prevent.

This is existing language in 169.10

- A. Except in the R-MH district, a minimum roof pitch of 5:12 shall apply to gable, hip, or shed roofs and there shall be a minimum roof overhang at the eaves of 12 inches. This does not apply to portions of a roof that are separate from the structure's primary roof. Metal roofs shall not be corrugated or similar appearance. The color of the roof shall be visually harmonious and compatible with the building color scheme.



**RYAN "RUS" RUSNAK**  
**PLANNING DIRECTOR**  
(319) 626-5747 office

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**From:** william gorman <[w\\_gorman@hotmail.com](mailto:w_gorman@hotmail.com)>  
**Sent:** Tuesday, September 17, 2024 11:18 AM  
**To:** Ryan Rusnak <[rrusnak@northlibertyiowa.org](mailto:rrusnak@northlibertyiowa.org)>  
**Subject:** [External] ADUs

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Hi Ryan. I haven't heard back from you. Just wanted your feedback in regard to the examples I sent you regarding companies making factory built ADUs- and whether they would or would not be "comparable" to a primary residence for detached ADUs.

Also, will the City Council for the first time take up the ADU zoning code on September 24th? If so, what time is the meeting?

William Gorman

A good reputation is measured by how much you can improve the lives of others.

**George Eastman**



## Ryan Rusnak

---

**From:** william gorman <w\_gorman@hotmail.com>  
**Sent:** Wednesday, September 4, 2024 9:32 AM  
**To:** Josey Bathke; Ryan Rusnak  
**Cc:** Jeff Kellbach; Jessica Andino; John Kalohn; Rachel Carr  
**Subject:** [External] As Promised

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Hi Josey/Ryan

I very much appreciate the thoughtful discussion last evening regarding ADUs at last night's Planning and Zoning Commission meeting.

As promised, I am providing websites of manufactured/prefab companies that make quality ADUs that can be delivered to the building site and placed on a foundation, or easily constructed on the building site. I ask that you share this email with all the Planning and Zoning Commission members.

These are attractive alternatives (and in many cases, affordable) for homeowners, but they could very well not be considered **"a consistent architectural style as the primary dwellings defined by compatible exterior building materials and colors, and architectural elements"**. I truly respect Ryan's effort to avoid subjective decisions by staff (and I agree), but the current draft wording is subjective- the building permit staff or Ryan will need to decide if a proposed detached ADU is similar enough to the primary residence. Thus, the reason I have provided these websites. If after looking at these ADU examples, if North Liberty staff would consider them "consistent", then I will be totally satisfied. I just think it is important to recognize that the current wording will lead to subjective decisions. The irony is that having no limitation in this regard, is the bright, clear line- which however could lead to a very tacky modified shipping container as an ADU. Thus, I am just trying to "test" the concept of "consistent architectural style".

I guess I am hoping that Ryan and the building permit staff would agree that these types of options would be determined to be a consistent architectural style with compatible exterior building materials and colors, and architectural elements-and thus be allowed as a detached ADU. If not allowed, then I think some additional thought in regard to this matter is warranted.

[www.boxabl.com](http://www.boxabl.com)

[www.kitHAUS.com](http://www.kitHAUS.com)

[www.connect-house.com](http://www.connect-house.com)

[www.auxbox.ca](http://www.auxbox.ca)

I would appreciate your thoughts and feedback.

William Gorman

A good reputation is measured by how much you can improve the lives of others.

**George Eastman**

## Ryan Rusnak

---

**From:** william gorman <w\_gorman@hotmail.com>  
**Sent:** Wednesday, September 4, 2024 9:53 AM  
**To:** Josey Bathke; Ryan Rusnak  
**Cc:** Jeff Kellbach; Jessica Andino; Rachel Carr; John Kalohn  
**Subject:** [External] Connect Homes

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Just realized I mistyped the website address for Connect Homes (not Connect House)

[www.connect-homes.com](http://www.connect-homes.com)

William Gorman

A good reputation is measured by how much you can improve the lives of others.

George Eastman



## Ryan Rusnak

---

**From:** william gorman <w\_gorman@hotmail.com>  
**Sent:** Thursday, September 5, 2024 1:01 PM  
**To:** Ryan Rusnak; Josey Bathke  
**Cc:** Jeff Kellbach; Rachel Carr; Jessica Andino; John Kalohn  
**Subject:** [External] ADUs

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---

Ryan/Josey

Here are a few other websites of companies making manufactured/prefab ADUs. There are a lot of alternatives and more coming down the line.

[www.roombus.com](http://www.roombus.com)

[www.zennihome.com](http://www.zennihome.com)

[www.nestron.house](http://www.nestron.house)

I want to be clear that we don't want to hold up the process of moving the draft code approved by the Planning and Zoning Commission, going to the full Council. I just wanted to make everyone aware that there are some quality/cost effective options available for detached ADUs. I just don't want the interpretation of the word "comparable" to prevent these ADUs, or similar ones, from being allowable.

I look forward to your feedback.

William Gorman

A good reputation is measured by how much you can improve the lives of others.

**George Eastman**

**From:** william gorman <w\_gorman@hotmail.com>  
**Sent:** Friday, August 16, 2024 1:27 PM  
**To:** Ryan Rusnak; Jeff Kellbach; Jessica Andino  
**Subject:** Re: [External] Zoning Code for ADUs

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Hi Ryan. I think your stair stepping of the size of the ADU based on the size of the lot is reasonable. I would encourage you to limit the architectural requirements to attached ADUs, and not detached ADUs.

Look forward to seeing your final draft.

Bill

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

**From:** Ryan Rusnak <[rrusnak@northlibertyiowa.org](mailto:rrusnak@northlibertyiowa.org)>  
**Sent:** Friday, August 16, 2024 7:22:52 PM  
**To:** william gorman <[w\\_gorman@hotmail.com](mailto:w_gorman@hotmail.com)>; Jeff Kellbach <[jkellbach@johnsoncountyiowa.gov](mailto:jkellbach@johnsoncountyiowa.gov)>; Jessica Andino <[jessica@jcaffordablehousing.org](mailto:jessica@jcaffordablehousing.org)>  
**Subject:** RE: [External] Zoning Code for ADUs

Oh, and I added this to the parking regulations:

USE	MINIMUM REQUIRED VEHICLE SPACES
Accessory Dwelling Unit	None



**RYAN "RUS" RUSNAK**  
PLANNING DIRECTOR  
(319) 626-5747 office

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---

**From:** Ryan Rusnak

**Sent:** Friday, August 16, 2024 12:15 PM

**To:** william gorman <[w\\_gorman@hotmail.com](mailto:w_gorman@hotmail.com)>; Jeff Kellbach <[jkellbach@johnsoncountyiowa.gov](mailto:jkellbach@johnsoncountyiowa.gov)>;

Jessica Andino <[jessica@jcaffordablehousing.org](mailto:jessica@jcaffordablehousing.org)>

**Subject:** RE: [External] Zoning Code for ADUs

Seeking initial feedback on language. I assume you may wish for us to water down the architectural requirement, but I wrote this understanding that was already your concern.

Proposed as a permitted use in our RS and RD Districts.

Please note, this can change as we discuss more internally. I just didn't want to spring this on you too late. I'll let you know what changes we make.

The size and location for detached mirrors what we already allow for detached garages.

1. Accessory Dwelling Unit (ADU).
  - A. Defined. Accessory Dwelling Unit (ADU) means a self-contained unit that provides independent living facilities on the same lot as a primary dwelling. ADUs can be attached, detached, or repurposed from existing space within the primary dwelling.
  - B. Use Standards.
    - (1) A property shall be limited to one ADU.
    - (2) Either the primary dwelling or the ADU shall be occupied by the owner of the property.
    - (3) ADUs shall have a consistent architectural style as the primary dwelling, as defined by compatible exterior building materials and colors, and architectural elements.
    - (4) Specific regulations for ADUs attached to the primary dwelling.
      - (a) Subject to the setbacks and maximum building height of the underlying zoning district.
      - (b) Shall not exceed 50% of the gross floor area of the residence.
    - (5) Specific regulations for ADUs detached from the primary dwelling.
      - (a) A maximum gross floor area of 850 square feet. RS district exception: on properties exceeding .5 acres but less than .75 acres, the maximum gross floor area shall be 1,000 square feet. On properties exceeding .75 acres but less than one acre, the maximum gross floor area shall be 1,200 square feet. On properties exceeding one acre, the maximum gross floor area shall be 1,400 square feet. Notwithstanding the foregoing, the gross floor area shall not exceed the total footprint of the residence.
      - (b) Shall be located within the rear yard subject to a five foot side and rear setback.
      - (c) Must be situated a minimum 20 feet from a public or private right-of-way or improved alley.

- (d) Shall not be located within any utility, sewer, drainage, access or walkway easement, where such easement is dedicated to the City or to public use.
- (e) No (other) detached accessory buildings greater than 200 square feet gross floor in accordance with Section 169.05.
- (f) A maximum height of 15 feet.



**RYAN "RUS" RUSNAK**  
PLANNING DIRECTOR  
(319) 626-5747 office

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---

**From:** william gorman <[w\\_gorman@hotmail.com](mailto:w_gorman@hotmail.com)>  
**Sent:** Thursday, July 25, 2024 4:44 PM  
**To:** Jeff Kellbach <[jkellbach@johnsoncountyiowa.gov](mailto:jkellbach@johnsoncountyiowa.gov)>; Ryan Rusnak <[rrusnak@northlibertyiowa.org](mailto:rrusnak@northlibertyiowa.org)>  
**Cc:** Ryan Heiar <[rheiar@northlibertyiowa.org](mailto:rheiar@northlibertyiowa.org)>; Jessica Andino <[jessica@jcaffordablehousing.org](mailto:jessica@jcaffordablehousing.org)>  
**Subject:** Re: [External] Zoning Code for ADUs

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Ryan. That is good to hear. As Jeff indicated, let us know if we can be of help

William

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---

**From:** Jeff Kellbach <[jkellbach@johnsoncountyiowa.gov](mailto:jkellbach@johnsoncountyiowa.gov)>  
**Sent:** Thursday, July 25, 2024 3:59:31 PM  
**To:** Ryan Rusnak <[rrusnak@northlibertyiowa.org](mailto:rrusnak@northlibertyiowa.org)>; william gorman <[w\\_gorman@hotmail.com](mailto:w_gorman@hotmail.com)>  
**Cc:** Ryan Heiar <[rheiar@northlibertyiowa.org](mailto:rheiar@northlibertyiowa.org)>; Jessica Andino <[jessica@jcaffordablehousing.org](mailto:jessica@jcaffordablehousing.org)>  
**Subject:** Re: [External] Zoning Code for ADUs

Hi Ryan,

Thank you for the update. Please let us know if there is anything we can do to be of assistance.

Thank you,

Jeff Kellbach, Aging Specialist

Johnson County Social Services

855 S. Dubuque St.

Suite 202 B

Iowa City, IA 52240

Phone: 319-356-6090

Direct Office: 319-688-5842

Fax: 319-688-5711

[www.johnsoncountyiowa.gov](http://www.johnsoncountyiowa.gov)

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**Please note that I will be out of the office August 1<sup>st</sup> and returning on August 13<sup>th</sup>.**

---

**From:** Ryan Rusnak <[rrusnak@northlibertyiowa.org](mailto:rrusnak@northlibertyiowa.org)>

**Sent:** Thursday, July 25, 2024 11:47 AM

**To:** william gorman <[w\\_gorman@hotmail.com](mailto:w_gorman@hotmail.com)>

**Cc:** Ryan Heiar <[rheiar@northlibertyiowa.org](mailto:rheiar@northlibertyiowa.org)>; Jeff Kellbach <[jkellbach@johnsoncountyiowa.gov](mailto:jkellbach@johnsoncountyiowa.gov)>;

Jessica Andino <[jessica@jcaffordablehousing.org](mailto:jessica@jcaffordablehousing.org)>

**Subject:** RE: [External] Zoning Code for ADUs

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Hi William,

I will be working on an Ordinance to include ADUs in the Zoning Code. My plan is to have this one the 9/3 Planning Commission agenda.

Stay tuned!



**RYAN “RUS” RUSNAK**  
PLANNING DIRECTOR  
(319) 626-5747 office

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---

**From:** william gorman <[w\\_gorman@hotmail.com](mailto:w_gorman@hotmail.com)>  
**Sent:** Tuesday, July 16, 2024 8:39 AM  
**To:** Ryan Heiar <[rheiar@northlibertyiowa.org](mailto:rheiar@northlibertyiowa.org)>; Ryan Rusnak <[rrusnak@northlibertyiowa.org](mailto:rrusnak@northlibertyiowa.org)>  
**Cc:** Jeff Kellbach <[jkellbach@johnsoncountyiowa.gov](mailto:jkellbach@johnsoncountyiowa.gov)>; Jessica Andino <[jessica@jcaffordablehousing.org](mailto:jessica@jcaffordablehousing.org)>  
**Subject:** [External] Zoning Code for ADUs

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Hello Ryan and Ryan. Just checking in to see if you have initiated any movement to draft zoning code for Accessory Dwelling Units, for North Liberty? Can you provide us with a status update?

William Gorman  
Chair, Housing Action Team  
Johnson County Livable Community for Successful Aging Policy Board

A good reputation is measured by how much you can improve the lives of others.  
**George Eastman**





# The ABCs of ADUs

A guide to  
**Accessory Dwelling Units**  
and how they expand housing options  
for people of all ages



DETACHED ADU



BASEMENT ADU



GARAGE-CONVERSION ADU



ATTACHED ADU



SECOND-STORY ADU

[AARP.org/ADUs](https://www.aarp.org/ADUs)





**Websites:** [AARP.org](http://AARP.org) and [AARP.org/Livable](http://AARP.org/Livable)  
**Email:** [Livable@AARP.org](mailto:Livable@AARP.org)  
**Facebook:** /AARPLivableCommunities  
**Twitter:** @AARPLivable  
**Free Newsletter:** [AARP.org/LivableSubscribe](http://AARP.org/LivableSubscribe)

**AARP** is the nation’s largest nonprofit, nonpartisan organization dedicated to empowering people 50 or older to choose how they live as they age. With nearly 38 million members and offices in every state, the District of Columbia, Puerto Rico and the U.S. Virgin Islands, AARP strengthens communities and advocates for what matters most to families: health security, financial stability and personal fulfillment. The AARP Livable Communities initiative works nationwide to support the efforts by neighborhoods, towns, cities, counties, rural areas and entire states to be livable for people of all ages.



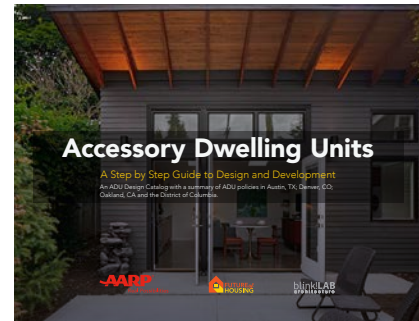
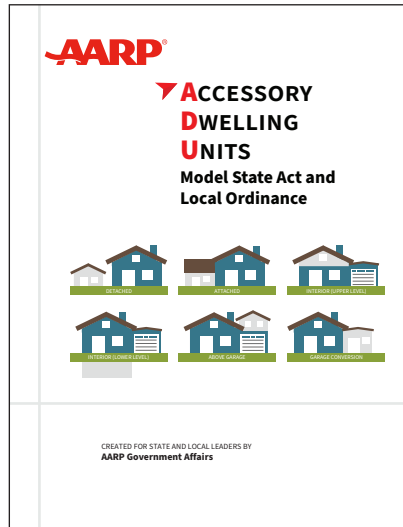
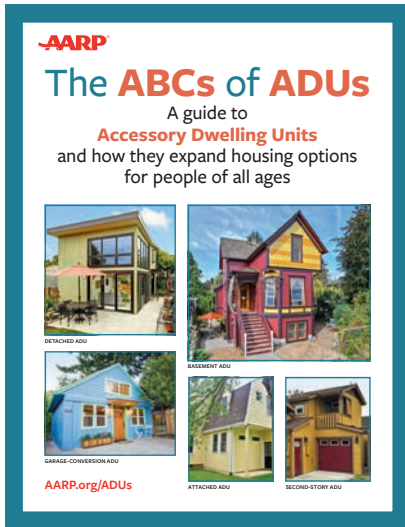
Orange Splot LLC

**Website:** [OrangeSplot.net](http://OrangeSplot.net)  
**Email:** [eli@OrangeSplot.net](mailto:eli@OrangeSplot.net)

Orange Splot LLC is a development, general contracting and consulting company with a mission to pioneer new models of community-oriented, affordable green housing developments. Orange Splot projects have been featured in the *New York Times*, *Sunset magazine* and on NBC’s *Today* show. (The detached ADUs on page 3 and the back cover are by Orange Splot.) Company founder Eli Spevak has managed the financing and construction of more than 300 units of affordable housing, was awarded a Loeb Fellowship by the Harvard University Graduate School of Design, cofounded the website [AccessoryDwellings.org](http://AccessoryDwellings.org) and serves as chair of Portland, Oregon’s Planning and Sustainability Commission.

## AARP and Accessory Dwelling Units

Visit [AARP.org/ADU](http://AARP.org/ADU) to order or download our free publications and find more resources about ADUs.



**AARP’s ADU Publications**  
 (from left): This introductory guide; guidance about creating an ADU model state act or local ordinance; a detailed guide to design and development.

# Welcome! Come On In

## Accessory dwelling units are a needed housing option for people of all ages

We know from surveys by AARP and others that a majority of Americans prefer to live in walkable neighborhoods that offer a mix of housing and transportation options and are close to jobs, schools, shopping, entertainment and parks.

These preferences — coupled with the rapid aging of the United States' population overall, the decrease in households with children and the national housing shortage — will continue to boost the demand for smaller homes and affordable, quality rental housing.

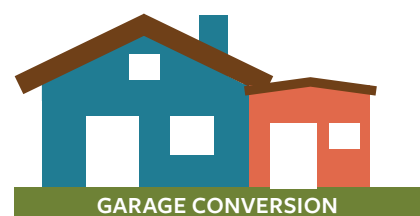
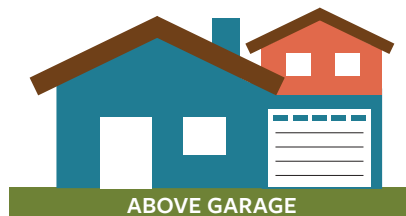
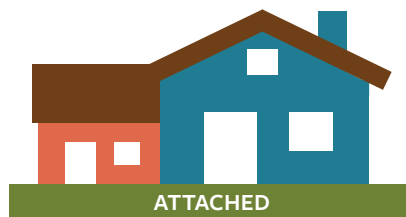
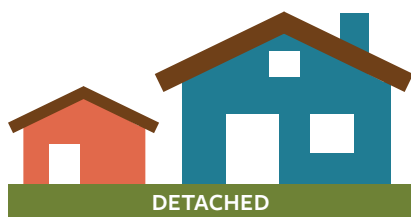
**As small houses or apartments that exist on the same property lot as a single-family residence, accessory dwelling units — or ADUs — play a major role in serving a national housing need.**

This traditional home type is reemerging as an affordable and flexible housing option that meets the needs of older adults and young families alike.

In fact, in the 2021 AARP Home and Community Preferences Survey, adults age 18 or older who would consider creating an ADU said they'd do so in order to:

- provide a home for a loved one in need of care (86%)
- provide housing for relatives or friends (86%)
- have a space for guests (82%)
- create a place for a caregiver to stay (74%)
- increase the value of their home (69%)
- feel safer by having someone living nearby (67%)
- earn extra income from renting to a tenant (63%)

Since ADUs make use of the existing infrastructure and housing stock, they're also environmentally friendly and respectful of a neighborhood's pace and style. An increasing number of towns, cities, counties and entire states have been adapting their zoning or housing laws to make it easier for homeowners to create ADUs. ■



▲ Accessory dwelling units (or ADUs) come in many shapes and styles.

**The ABCs of ADUs** is a primer for elected officials, policymakers, local leaders, homeowners, consumers and others to learn what accessory dwelling units are and how and why they are built. The guide also suggests best practices for how towns, cities, counties and states can support the creation of ADUs as a way to expand and diversify housing options.

# What ADUs Are — And What They Can Do

**ADUs are a family-friendly, community-creating type of housing the nation needs more of**

Although many people have never heard the term, accessory dwelling units have been around for centuries (see page 6) and are identified by many different names. To be clear about what’s being discussed:

- An ADU is a small residence that shares a single-family lot with a larger, primary dwelling
- As an independent living space, an ADU is self-contained, with its own kitchen or kitchenette, bathroom and sleeping area
- An ADU can be located within, attached to or detached from the main residence
- An ADU can be converted from an existing structure (such as a garage) or built anew
- ADUs are found in cities, in suburbs and in rural areas, yet are often invisible from view because they’re positioned behind or are tucked within a larger home
- Because ADUs are built on single-family lots as a secondary dwelling, they typically cannot be partitioned off to be sold separately
- An ADU can enable family members (including family caregivers) to reside on the same property while having their own living spaces
- An ADU can provide housing for a hired caregiver
- An ADU can provide rental income to homeowners
- ADUs are a practical option for tenants seeking small, affordably priced rental housing
- For homeowners looking to downsize, an ADU can be a more appealing option than moving into an apartment or, if they’re older, an age-restricted community
- ADUs can help older residents remain independent and “age in place”
- As an adaptable form of housing, ADUs provide flexible solutions for changing needs. ■



CREATIVE COMMONS

▲ Accessory dwelling units show up in neighborhoods throughout the country — and even in pop culture. One example: In the sitcom *Happy Days*, Fonzie (right) rents an above-garage ADU from the Cunningham family in 1950s-era Milwaukee, Wisconsin.

## ADUs Are Also Known As ...

Although most local governments, zoning codes and planners in the United States use the term *accessory dwelling unit* or *ADU*, these small homes and apartments are known by dozens of other names. The different terms conjure up different images. (Who wouldn’t rather live in a “carriage house” than in an accessory or “ancillary” unit?)



▲ Renting out this 350-square-foot garage-conversion ADU in Portland, Oregon, helps the property owner, who lives in the lot’s primary residence, pay her home mortgage.

Even if you’ve never heard of accessory dwelling units or ADUs, you have likely heard of — and perhaps know the locations of — some of the home types noted in the list at right. ■

- accessory apartment
- backyard bungalow
- basement apartment
- casita
- carriage house
- coach house
- English basement
- garage apartment
- granny flat
- guest cottage
- guest house
- in-law suite
- laneway house
- multi-generational house
- ohana unit
- secondary dwelling unit

PHOTO AND LIST FROM ACCESSORYDWELLINGS.ORG



# ADUs Come in Many Shapes and Styles

Since ADUs are custom designed and created, they're able to fit discreetly into all sorts of locations, including suburban subdivisions, walkable towns, urban neighborhoods — and, of course, large lots and rural regions.



◀ A **DETACHED ADU** (aka DADU) is a stand-alone home on the same lot as a larger, primary dwelling. Examples include backyard bungalows and converted outbuildings.

Location: Portland, Oregon  
Photo by David Todd



▲ An **ATTACHED ADU** connects to an existing house, typically through the construction of an addition along the home's side or rear. Such units can have a separate or shared entrance. In this example, the owners built a connection between the house and what was a detached garage. The addition and the space above the garage contain the ADU, which has its own entrance (pictured at right).



Location: Anne Arundel County, Maryland  
Photo by Melissa Stanton, AARP



▲ A **GARAGE ADU** converts all or part of an attached or detached garage into a residence. Other options: adding an ADU above a garage or building a new unit for both people and cars.

Location: Cape May, New Jersey  
Photo by Melissa Stanton, AARP

▶ Access to an **UPPER-LEVEL ADU** can be provided through a stairway inside the main home or directly from an exterior staircase. This 500-square-foot ADU is part of a 1,900-square-foot primary dwelling.



Location: Portland, Oregon  
Photo by Eli Spevak,  
Orange Splot LLC



▲ A **LOWER-LEVEL ADU** is typically created through the conversion of a home's existing basement (provided that height and safety conditions can be met) during construction of the house or (above and on page 7) as part of a foundation replacement and house lift.

Location: Portland, Oregon | Photo by Chris Nascimento

# ADUs Are Good for People and Places

Communities that understand the benefits of ADUs allow homeowners to create them

## ADUs are an economical housing option

- ADUs can generate rental income to help homeowners cover mortgage payments or simply make ends meet. The income provided by an ADU tenant can be especially important for older people on fixed incomes.
- Since the land on which an ADU is built already belongs to the homeowner, the expense to build a secondary residence is for the new structure only.
- Many ADUs are created for family members or friends to reside in for free or at a discounted rate. In fact, when a loved one is in need of care or can't live alone, an ADU can be a viable alternative to a costly assisted-living facility.
- Although market rate rents for ADUs tend to be slightly more than for similarly sized apartments, they often represent the *only* affordable rental choices in single-family neighborhoods, which typically contain few or no small or rental housing options at all.
- The state of California and some municipalities are boosting ADUs by providing grants and other incentives as part of affordable housing and anti-displacement strategies to help lower-income households build ADUs or reside in them at reliable rents.

## ADUs are community-compatible

- ADUs offer a way to include smaller, relatively affordable homes in established neighborhoods with minimal visual impact and without adding to an area's sprawl.
- ADUs provide a more dispersed and incremental way of adding homes to a community than other options, such as multistory apartment buildings.
- ADUs are typically managed by homeowners who live on the premises. Such landlords are less likely to tolerate a destructive tenant.

## ADUs are good for the environment

- ADUs require fewer resources to build and maintain than full-sized homes.
- ADUs use significantly less energy for heating and cooling. (Of all the ADU types, internal ones tend to have the lowest building and operating costs.)

## ADUs are just the right size

- Generally measuring between 600 and 1,000 square feet, ADUs work well for the one- and two-bedroom homes needed by today's smaller, childless households, which now account for nearly two-thirds of all households in the United States.

## ADUs are able to house people of all ages

- ADUs offer young people entry-level housing choices.
- ADUs enable families to expand beyond their primary home.
- ADUs provide empty nesters and others with the option of moving into a smaller space while renting out their larger house or letting an adult child and his or her family reside in it.
- An ADU's use can be adapted for different household types, income levels, employment situations and stages of life. ■

### Big houses are being built, small houses are needed

Do we really need more than three times as much living space per person as we did in 1950? Can we afford to buy or rent, heat, cool and care for such large homes?

YEAR	1950	2020
Median square footage of new single-family homes	983	2,261
Number of people per household	3.8	2.5
Square feet of living space per person	292	904

**FACT:** ADUs house more people per square foot of living area than single-family homes do.



## HOME VISIT #1

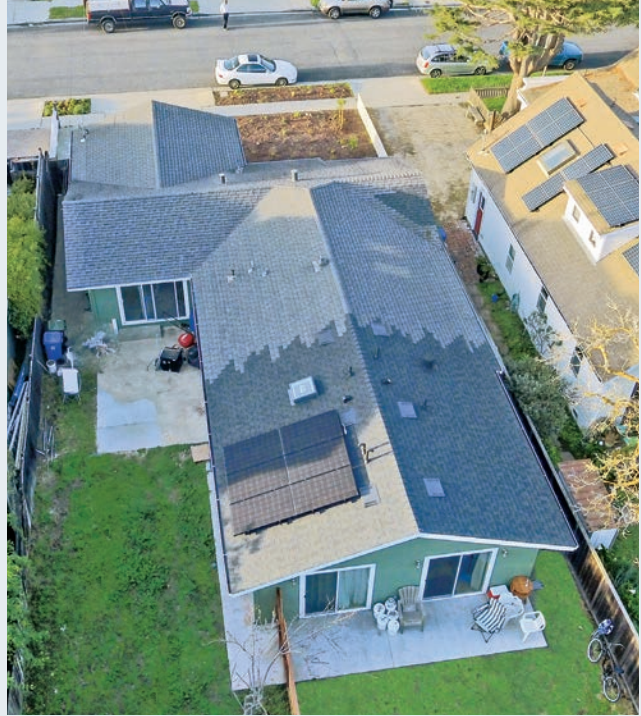
# Attached ADU Addition

**Santa Cruz, California**

**Size:** 500 square feet



AARP



▲ The area with the darker roof shingles is the ADU that was added onto the home of Carrie and Sterling Whitley.

◀ ▼ The Whitleys' ADU (that's Carrie showing off the front yard's new paths and plantings) has its own entrance on the side of the home and is being rented to the couple's daughter so she can help her elderly parents when needed.

When Carrie and Sterling Whitley bought their house in 1971, they paid less than \$15,000. Nearly 50 years later, similar homes on their street have sold for more than \$1 million.

**THE PROBLEM:** The Whitleys, who are in their 80s, own the house outright and don't want to move. But the financial and physical demands involved in maintaining the house are a challenge.

**A SOLUTION:** To help low-income homeowners age 62 or older live independently and keep their homes, the Monterey Bay affiliate of Habitat for Humanity and the City of Santa Cruz launched My House My Home: A Partnership for Aging-in-Place. The pilot program builds accessory dwelling units so older homeowners can downsize into a new, aging-friendlier home and earn rental income from their original house. Or such homeowners can remain in their house and rent out the new, smaller residence. Participating homeowners are required to charge an affordable rental rate.

**REALITY CHECK:** When the Whitleys' project broke ground in April 2017, they were the first homeowners to receive an ADU through the program, which worked with them to design the ADU as an addition to their existing home. Since the dwelling was built with accessibility features, Carrie and Sterling know they can downsize into it if they ever need to. Until then, their daughter, Brenda, resides in the addition.

**REAL LIFE:** "I'm right next door to my parents in case they need me or need any help," Brenda says.

*Design: Historic Sheds | Builder: Historic Sheds | Cost to build: \$158,000 in 2017 (not including volunteer labor) | Photos by Michael Daniel | Article adapted from Where We Live: Communities for All Ages (AARP 2018)*



**ADU ADVICE:** With an attached ADU, privacy between the two residences can be achieved by locating the ADU bedroom(s) and bathroom(s) as far as possible from the main house. Providing the ADU with its own yard or outdoor space is helpful too.

# ADUs Are an American Tradition

**While today's interest in ADUs may be new, the housing type is centuries old**

Early settlers often built a small home to live in while constructing their larger, primary house nearby.

When farming was a source of survival for most of the nation's households, families routinely constructed additional homes on their land when needed.

People with wealth and acreage regularly populated their lands with secondary mansions and ancillary buildings independent of the main estate house.

In fact, until the 20th century, people who owned land built as many homes as they wished, often for extended family or workers. There were few or no zoning rules, municipal services or infrastructure needs (utilities, roads, schools, trash collection, first-responders) to consider.

A historic precedent for the modern day accessory dwelling unit is the “carriage house,” or “coach house.” Originally built for horse-drawn carriages, the structures associated with grander homes were frequently large enough to double as living quarters for workers such as stable hands.

Decades later, in response to housing shortages and economic needs, many surviving carriage houses were

▼ **This carriage house containing a one-bedroom, one-bath ADU above a two-car garage sits behind a six-level, Gilded Age, Hoboken, New Jersey, townhome that was built in 1883. The dual residence property was on the market in 2018 for \$5 million.**



converted into rental homes. By becoming landlords, the owners gained income from their often unused outbuildings.

Automobile garages have a similar history. Some were originally built with a housing unit upstairs. Over time, many garages were converted (often illegally or under zoning codes no longer applicable today) into small homes when the spaces became more valuable for housing people than vehicles.

With the rise of suburban single-family home developments following World War II, ADUs practically ceased to be built legally in the United States. Then as now, residential zoning codes typically allowed only one home per lot, regardless of the acreage and with no exceptions. Attached and detached garages occupied yard space that might otherwise have been available for ADUs.

Some cities, including Chicago, grandfathered in pre-existing “coach house” ADUs — but only if they remained consistently occupied. In Houston's historic and trendy Heights neighborhood, old and new garage apartments are common and desired.

Many communities don't allow new ADUs, even if they did in the past. Even in rural areas with ample land, property owners are often prohibited from creating secondary dwellings or continuing to live in preexisting ones. Countless units in single-family homes or yards are technically illegal simply because they date from when such units were not allowed.

ADUs began making a comeback in the 1980s as cities explored ways to support smaller and more affordable housing options within single-dwelling neighborhoods. In 2000, in response to a growing demand for ADU-supportive guidelines, AARP and the American Planning Association partnered to release a model state act and local code for ADUs. An updated resource was published by AARP in 2021. (See an image of it on the inside front cover of this guide.)

Many state and local governments are legalizing and encouraging the creation of ADUs (see page 8), driven by high housing costs and, in some cases, the belief that homeowners with suitable space shouldn't be so restricted in the use of their property. ■



## HOME VISIT #2

### Garage Apartment ADU

Denver, Colorado

Size: 360 square feet



▲ The apartment above the garage can be reached from inside the garage or from an exterior side entrance accessed from the yard it shares with the primary residence.

“I see our ADU as something very similar to a student loan,” says Mara Owen. “It’s something you invest in the future with. It was cheaper than buying a house for Mom, and it lets her have independence. It’s great knowing we can check in on her whenever.”

**AH-HA MOMENT:** Owen, her partner, Andrew, and their three dogs were sharing a one-bedroom, one-bath house with her mother, Diane. When Owen learned that ADUs were allowed in the city, she decided the best way to get more space for her small home’s many residents would be to remove their “leaky and defunct” garage and build a new two-car garage with an apartment above it.

**WISE ADVICE:** “Get a really great builder and architect,” says Owen. “Interviewing architects was similar to a first date. It’s not just who you feel connected with. That’s important, but get to the values. It’s a niche market, so see if you can find someone who has built ADUs before, because ADUs are a little different.”

**FUTURE PLANS:** The stairs to Diane’s apartment are wide enough for a stair lift, if it’s ever needed. The roof was built at the correct slope for the eventual installation of solar panels.

*Design: Hive Architecture | Builder: Hive Architecture | Cost to build: \$167,000 in 2016 | Photo by Mara Owen | Article adapted from “ADU Case Studies” by Lina Menard on AccessoryDwellings.org. Visit the website to read about and see photographs of more ADU projects.*

## HOME VISIT #3

### Basement ADU

Portland, Oregon

Size: 796 square feet

The transformation of this colorful Victorian was both a preservation and expansion project.

**TEACHING MOMENT:** “Here’s a very welcome breath of fresh air, especially in the face of so much gentrification that is going on in Portland!” declared Mark Lakeman, principal of Communitecture, an architectural, planning and design firm, about the pictured remodel. Writing on his company’s website, he says the project provides a lesson in how to “adapt and reuse our precious historic houses so they can accommodate more people while also providing more income to support the existing home.”

**HOW’D THEY DO IT?** To add a basement rental unit, engineers lifted the house. The resulting ADU is roughly four feet underground and four feet above.



▲ By lifting the house and digging beneath it, designers, engineers and builders turned a two-story, single-family home into a three-story, multifamily residence. (The ADU’s entrance is pictured on page 3.)

**THE ACHIEVEMENT:** Adds Lakeman: “Unlike the seemingly pervasive method of simply tearing down existing buildings so that new, giant ones can be built, this approach achieves upgrades in energy efficient living places and adds density while retaining the continuity of our beloved historical urban environment.”

*Design: Communitecture | Home Lift: Emmert International  
Builder: Tom Champion | Cost to build: \$125,000 in 2015 | Photos by  
Communitecture (before) and Chris Nascimento (after)*

# The Time Is Now

## Rules for ADUs continue to evolve and frequently differ from one town to the next

Some communities allow almost any home to be set up with an ADU — so long as size limits, property line setbacks and placement caveats in relation to the primary dwelling are met. Others start with those basic standards and then layer on extra requirements that can make it challenging to create an ADU. (Learn more on pages 14 and 15.)

Municipalities nationwide have been relaxing their restrictions against ADUs, and several states now require communities to allow them. Some examples:

- New Hampshire and Vermont allow ADUs nearly everywhere single-family housing is permitted. New Hampshire’s 2017 legislation stemmed in large part from the frustration of builders who couldn’t construct the backyard cottages and garage apartments their clients desired.
- In 2020, the California legislature declared that “allowing accessory dwelling units in zones that allow single-family and multifamily uses provides additional rental housing, and is an essential component in addressing California’s housing needs.” The state allows up to one ADU *and* one JADU per lot. (What’s a JADU? See page 14.)
- Oregon requires cities and counties of certain sizes to allow ADUs in all single-family areas within urban growth boundaries. In 2021, the state extended ADU rights to rural residential areas.
- Other states allowing ADUs include Connecticut, Rhode Island and Utah. Many cities now allow ADUs, including Anchorage, Alaska; Atlanta, Georgia; Annapolis, Maryland; Asheville, North Carolina; Austin, Texas; Denver, Colorado; Honolulu, Hawaii; Houston, Texas; Louisville, Kentucky; Philadelphia, Pennsylvania; Phoenix and Tucson, Arizona; Seattle, Washington; and Washington, D.C. ■

▶ Located on the lowest floor of a town house, an English basement is a partially belowground apartment that has its own exterior entrance. They are typically found in older cities such as New York or (pictured) Washington, D.C. In the past, property owners used the space as servant quarters. Today, these essentially built-in ADUs are often used as rental apartments.

### To Encourage ADUs

#### LOCAL OFFICIALS can ...

- allow all ADU types (detached, attached, interior)
- simplify the building permit process for ADUs
- waive or reduce permit and impact fees
- establish funding programs to help homeowners create ADUs
- let garages be converted into ADUs without requiring replacement off-street parking
- allow for the creation of a second ADU, subject to a combined size cap

#### COMMUNITY PLANNERS can ...

- adopt simple, flexible but nondiscretionary ADU rules about setbacks, square footage and design compatibility with the primary dwelling

#### LENDERS can ...

- work with homeowners to finance the construction of ADUs by using renovation loans

#### ADVOCATES can ...

- organize tours of completed ADUs in order to inform and inspire the community
- educate homeowners, real estate agents, architects and builders about local zoning regulations and the permit process

#### REAL ESTATE AGENTS can ...

- educate themselves and their clients about rules for the construction of ADUs

#### LOCAL MEDIA can ...

- report on how and why homeowners build ADUs



PHOTO: SARAH DALE FOR AARP



## HOME VISIT #4

### Internal ADU (Main Level)

**Portland, Oregon**

**Size:** 220 square feet

Even small homes can have enough space for an ADU. An underused main floor bedroom in this 1.5-story, 1,500-square-foot bungalow was transformed into a studio apartment.

**AH-HA MOMENT:** According to Joan Grimm, who owns the home with Rita Haberman: “What we were looking for in terms of a community and aging in place was right under our noses. Remove a fence and create a shared open space. Build a wall and create a second dwelling unit. It doesn’t have to be complicated.”

**REAL LIFE:** “Creatively carving out an ADU from the main floor of our house saved on design and construction costs,” Grimm adds. “It provides an opportunity for rental income, with no significant compromise to the livability of our home.”



▲ The steps and side entrance lead to the studio apartment ADU, which was crafted out of an existing space. The covered porch to the right leads to the primary residence. The ADU contains a kitchen, small dining and living area, sleeping area, bathroom and laundry area. (See two interior photos on pages 19 and 20.)

*Design: Rita Haberman | Builder: RS Wallace Construction  
Cost to build: \$55,000 in 2015 (with some work done by the homeowners)  
Photos courtesy Billy Ulmer | Article adapted from “ADU Case Studies” by Lina Menard on AccessoryDwellings.org*

## HOME VISIT #5

### Internal ADU (Lower Level)

**Portland, Oregon**

**Size:** 795 square feet

“We were looking for a way to live in our house for the rest of our lives and to generate at least some income in the process,” Robert Mercer and Jim Heuer wrote for the program guide of the annual Portland ADU Tour when their home was part of the lineup. “An ADU offers the possibility of caregiver lodging in the future or even a place for us to live while we rent out the main house if we get to the point where we can’t handle the stairs any longer.”

**THE SOUND OF SILENCE:** Internal ADUs often require that soundproofing insulation be installed between the primary dwelling and the accessory unit that’s below, above or beside it. In Portland, the building code for duplex residences requires a sound insulation rating of at least STCC45. To property owners thinking about a similar ADU setup, the duo advise: “Think about how you live in your home and how having downstairs neighbors will change what

▼ The door to the right of the garage leads to a ground-floor ADU with windows along the back and side walls. The upper-level windows are part of the main residence.



you can and can’t do with your space and what investment you are prepared to make in sound insulation.”

**AN ADDED BONUS:** “We are pleased that we have been able to provide more housing density on our property and still be in keeping with the historic character of our home.”

*Design: DMS Architects | Builder: Weitzer Company | Cost to build: \$261,000 in 2016 | Photo by Melissa Stanton, AARP  
Article adapted from the 2017 ADU Tour project profiles on AccessoryDwellings.org*

# Bringing Back ADUs

The reasons for creating or living in an ADU are as varied as the potential uses

ADUs are flexible. Over time, a single ADU might be used in many ways as an owner's needs and life circumstances change. Following are just a few reasons why ADUs are created and by whom:

**EMPTY NESTERS** can build an ADU and move into it, then rent out the main house for supplemental income or make it available to their adult children.

**FAMILIES WITH YOUNG CHILDREN** can use an ADU as housing for a nanny or au pair or even a grandparent or two, who can then help raise their grandkids and be assisted themselves as they age.

**INDIVIDUALS IN NEED OF CARE** can reside in an ADU to be near family members, or they can use the ADU to house a live-in aide. (In fact, ADUs can be an affordable and more comforting alternative to an assisted-living facility or nursing home.)

**HOME BUYERS** can look forward to the rental income from an ADU to help pay their mortgage or finance home improvements, especially in expensive housing markets.

**HOME-BASED WORKERS** can use an ADU as their office or workshop.

**HOMEOWNERS** can use an ADU for guests or as housing for friends or loved ones who:

- aren't yet financially independent, such as new high school or college graduates
- need temporary housing due to an emergency or while renovating their own home
- have disabilities but can live independently if family reside nearby ■



▲ The zoning code in Evanston, Illinois, permits accessory dwelling units, creating an opportunity for the owners of this 1911 home with an outbuilding in the backyard.

## Planning and Paying for ADUs

Most new homes are built by developers, entire subdivisions at a time. Apartments are also built by pros.

But ADUs are different.

Although ADUs are occasionally designed into new residential developments, the vast majority are created by individual homeowners after they move in. In other words, ADUs are usually created by enthusiastic and motivated *amateurs*.

An ADU may present the ultimate chance for a do-it-yourselfer to build his or her small dream home. More often, homeowners bring in a combination of architects, designers and construction contractors to do the work, much as they would for a home addition or major kitchen remodeling. The local municipality's planning department can provide guidance on the rules for ADUs and information about what permits, utility connections and fees are involved.

ADUs aren't cheap, and they are often the most significant home improvement project a homeowner will undertake.

Although internal ADUs can sometimes be built for about \$50,000, new detached ADUs often exceed \$150,000. Most ADUs are financed through some combination of savings, second mortgages, home equity lines of credit and/or funds from family members (sometimes a relative who ends up living in it).

In some areas, the cost of building an ADU can be recouped after a few years of renting it. If that's the plan, it's worth estimating the expenses versus the potential income before undertaking an ADU project.

A few cities, nonprofits and start-ups are experimenting with creative financing options that could put ADUs within reach for more homeowners and their families, as well as prospective renters.





▲ Walt Drake’s southern-style, one-bedroom ADU has an outdoor, wraparound porch that can be accessed without using steps. The design is in keeping with other buildings in the neighborhood.

## HOME VISIT #6

# Detached ADU (One-Story)

**Decatur, Georgia**

**Size:** 800 square feet

When Walt Drake decided to downsize, his son Scott purchased his dad’s house for himself and his family and built a detached ADU (or DADU) for Walt.

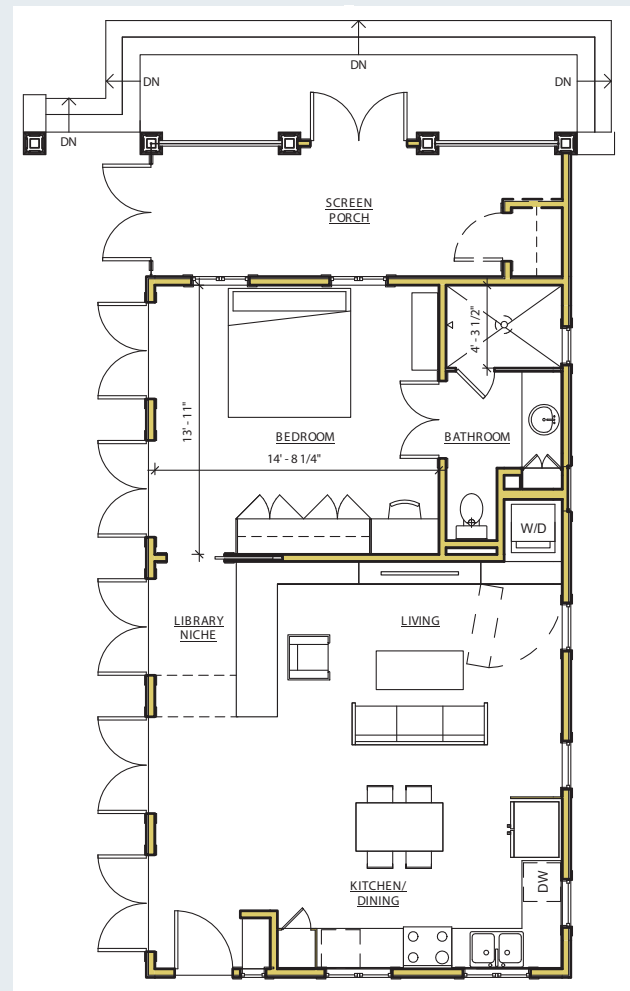
“From not finding what we wanted for Dad, we decided to create it,” says Scott. “Neighborhoods built in the 1920s have carriage houses. Building an ADU was a modern day version of something people have been doing on their property in this area for a hundred years.”

**NEAR AND FAR:** “We wanted the houses to be separate and to feel like we’re each on our own property, but we’re there for each other,” says Scott.

**AGING-FRIENDLY:** Building the ADU meant Walt didn’t have to leave his home and neighborhood. “He was able to keep his own stuff and turn over what he didn’t need to us,” says Scott. “It kept my dad in place, which I think was important.”

**FUTURE PLANS:** Scott says the ADU is “serving its intended purpose” but that someday down the road it could be used as a long- or short-term rental. “The ADU could turn into lots of different things over the course of its lifetime.”

*Design: Adam Wall, Kronberg Wall | Builder: Rob Morrell | Cost to build: \$350,000 in 2014 | Photo by Fredrik Brauer | Floor plan by Kronberg Wall Architects | Article adapted from “ADU Case Studies” by Lina Menard on AccessoryDwellings.org*



# ADUs Are Age-Friendly Housing

## New-construction ADUs can be created with “universal design” features

An “age-friendly” home has a zero-step entrance and includes doorways, hallways and bathrooms that are accessible for people with mobility differences. Converted garages (such as the one pictured on page 2) are among the easiest and least expensive ADU solutions for aging in place since they’re preexisting structures and generally have no-step entries. To learn more about making a home aging-friendly, download or order the *AARP HomeFit Guide* at [AARP.org/HomeFit](http://AARP.org/HomeFit).

### HOME VISIT #7

## Detached ADU (Two-Story)

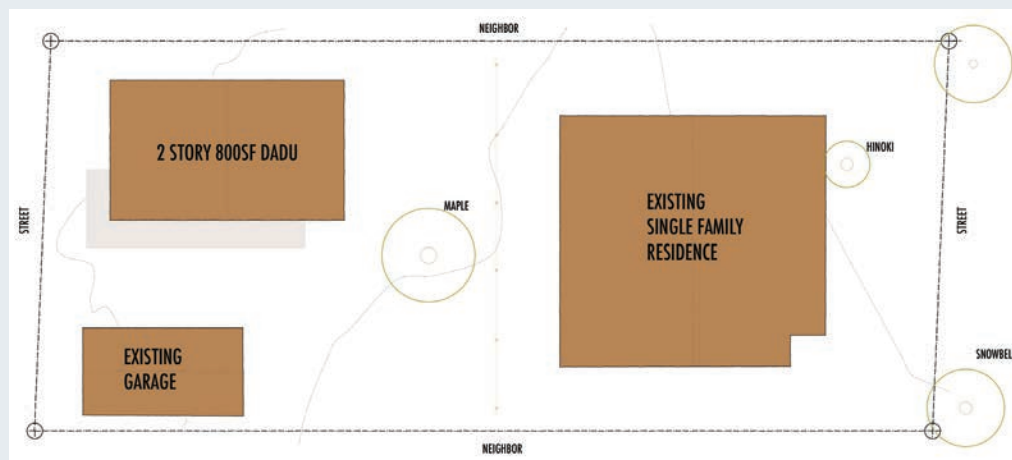
**Seattle, Washington**

**Size:** 800 square feet

Evelyn Brom’s plan was to build a backyard cottage and rent it out. She would keep living in her two-bedroom home.

**AH-HA MOMENT:** As the design developed, Brom realized that *she* wanted to live in the stunning wood-and-glass ADU. It was a good decision. A week before moving in, Brom was laid off from her job.

**REAL LIFE:** The \$3,000 a month Brom receives in rent for the main house (which is occupied by a three-generation family) provides a needed income. “Being laid off has made this arrangement a lifesaver,” Brom says. If the stairs in the cottage ever become too hard to navigate, she can move back into her original one-story house and rent out the cottage instead. “Now I have options,” she says.



▲ There’s a powder room, open kitchen and living room on the first floor, with a bedroom and bathroom upstairs.

◀ Although Brom’s property is only 0.13 acres, it’s large enough to accommodate two homes, a patio, a lawn and a garage. A slatted wood fence with a gate divides the space between the two houses and provides privacy.

Design: *Christine Kim, NEST Architecture & Design* | Builder: *Ian Jones, Treebird Construction* | Photo by *Alex Hayden*  
Cost to build: \$250,000 in 2014 | Article adapted from *Where We Live: Communities for All Ages* (AARP 2018)



## HOME VISIT #8

# Detached Bedroom

**St. Petersburg, Florida**

**Size:** 240 square feet

Bertha and her son John talked about someday buying a house with a mother-in-law suite. “Then one day someone came along and wanted my house, so I up and sold it,” she explains. “But that left me homeless. I asked John if I could build a small house in his backyard and he agreed.”

**CREATIVE THINKING:** A detached bedroom is a permanent, accessory structure that, unlike ADUs, lacks a kitchen. But that’s what makes these cabin-like homes more affordable to build than many ADUs and even tiny houses.

**WHAT’S INSIDE:** Bertha’s home contains a sleeping and living area and a full bathroom. “I paid for the little house and it’s on my son’s property. So I figured, if I’m cooking I can do it at my son’s house,” she says. (Her laundry is also done at his house.)



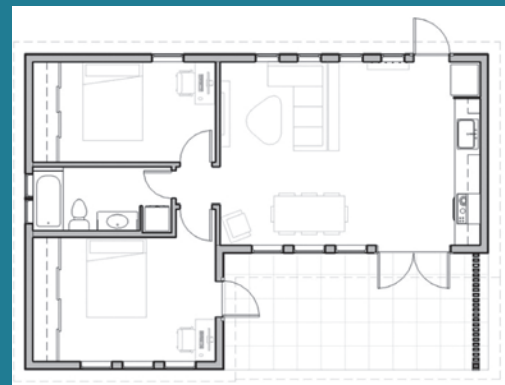
▲ A detached bedroom, which contains a bathroom but no kitchen, can provide housing for a loved one or serve as a home office or guest cottage.

**REAL LIFE:** “Having access to my son’s house makes it livable. Otherwise, I personally would not be happy. It’s very comforting to know that John is close by. Hopefully this will be my home forever.”

*Design: Historic Sheds | Builder: Historic Sheds | Cost to Build: \$50,000 in 2017 | Photo by Historic Sheds | Article adapted from “ADU Case Studies” by Lina Menard on AccessoryDwellings.org*

## Trading Spaces

An ADU is always the smaller of two dwellings on a property, but it’s possible for an existing home to become the ADU when a larger house is built and becomes the primary dwelling. Or the opposite can happen! Tired of living in an older house that didn’t get a lot of natural light, the home’s owners built and moved into the bright, airy, modern and very accessible ADU they created in their yard. The original, larger home has become a rental.



▲ Although this ADU has only 721 square feet of living space, there is room enough for two bedrooms.

*Design: Propel Studio | Builder: JLTB Construction | Photo by Josh Partee | Cost to build: \$185,000 in 2017  
Adapted from “ADU Case Studies” by Lina Menard on AccessoryDwellings.org*

# Practical Solutions for ADUs

## Local laws can both allow and appropriately control the creation of accessory dwellings

There are more than 19,000 cities, 16,000 towns and 3,000 counties in the United States. ADU regulations are typically adopted at the local level, although several state legislatures have required cities to allow them.

Where it's legal to build ADUs, homeowners still need to follow rules about where it can be done, how many square feet they can contain, how they can be used. These rules can be found in the local zoning code.

There is a balance to strike between prudent ADU laws and encouraging their construction. For instance, after Portland, Oregon, relaxed its ADU rules in 2010 and waived impact fees (a savings of up to \$12,000), the number of ADUs built rose from about 30 per year between 2000 and 2009 to nearly one a day in 2015.

Changes in California's ADU rules saw Los Angeles go from 80 applications in 2016 to nearly 2,000 in 2017. Allowing Sonoma County homeowners to add both an ADU and a JADU (see the green box below) were among the policies adopted in the wake of the area's many devastating fires.

Well-intentioned but burdensome rules can stymie the creation of ADUs. ADU-related zoning codes should be restrictive enough to prevent undesirable development but flexible enough that ADUs get built.

When a community is worried about a potentially undesirable outcome, it can — and many do — craft regulations to prevent particular building types, locations or uses. A city concerned about the environmental impact of new structures might prohibit placing detached ADUs in precarious locations, such as on steeply sloping lots. Communities wary of ADUs becoming, for instance, off-campus student housing can establish occupancy rules.

Every community has its own priorities and concerns, and there's a wide enough range of regulatory controls that communities can write appropriate ADU rules.

This inherent flexibility in the form and function of ADUs allows them to pass political muster and get adopted in a wide range of places. (See page 16 for more about uses and rules.) ■

### Rules that discourage ADUs

- ADU-specific regulations that don't also apply to primary dwellings (e.g., owner-occupancy requirements)
- complex design compatibility criteria and approval steps
- off-street parking requirements beyond those required for the primary dwelling
- restrictions that limit ADUs to certain areas, particular zoning categories or to large lots
- caps on square footage relative to the primary house that make it easy to add an ADU to a large home but hard or impossible to add one to a small home

### Are ADUs allowed?

**Find out by calling your town, city or county office in charge of land use and permits — or stop by in person. You can also search for and read the zoning code through the local government's website.**

- If ADUs are allowed, ask what conditions, permit needs and impact fees apply.
- If ADUs are not allowed and you want them to be, ask an elected official or your community's department of zoning and planning how the codes can be updated.
- Then get organized and start advocating!

**JUNIOR ACCESSORY DWELLING UNITS (or JADUs) are smaller than 500 square feet and have a separate entrance but are created within the existing dwelling. A JADU can share a bathroom with the main house and contain a basic kitchen equipped with small plug-in appliances.**

# Creating (or Understanding) an ADU Zoning Code

**The ADU section of a community’s zoning code needn’t be overly complicated. It just needs to establish clear, objective and fair rules for the following:**

**1. A Definition:** A good zoning code clearly defines its terminology. Here, for example, is a useful outline for what, in the real world, is a very fluid term: “An ADU is a smaller, secondary home on the same lot as a primary dwelling. ADUs are independently habitable and provide the basic requirements of shelter, heat, cooking and sanitation.”

**2. The Purpose:** This is where the code describes key reasons a community allows ADUs. They should:

- increase the number of housing units while respecting the style and scale of the residential neighborhood
- bolster the efficient use of existing housing stock and infrastructure
- provide housing that’s affordable and responds to the needs of smaller, changing households
- serve as accessible housing for older adults and people with disabilities

**3. Eligibility:** Who can build an ADU and on what type of lot? A statement in this part of the code clarifies that an ADU can be placed only on a “residentially zoned lot.” (Some communities provide lot size standards.)

**4. Creation:** The code sets out how an ADU can be built. For instance: “An ADU may be created through new construction, the conversion of an existing structure, as an addition to an existing structure or as a conversion of a qualifying existing house during the construction of a new primary dwelling on the site.”

**5. Quantity:** Most municipalities that permit ADUs allow one per lot. Those allowing two typically permit one internal and one external. Some allow duplexes or townhomes to have an ADU, either in the backyard or on the ground floor.

**6. Occupancy and Use:** A code should state that the use-and-safety standards for ADUs match those used for the main dwelling on the property. (See page 17 for more.)

Visit [AARP.org/ADU](https://www.aarp.org/ADU) to download **Accessory Dwelling Units: Model State Act and Local Ordinance**, a free publication that can be used by state and local officials to develop ADU policies.

**7. Design Standards:**

- **Size and height:** A zoning code might specify exactly how large and tall an ADU is allowed to be. For instance: “An ADU may not exceed 1,000 square feet or the size of the primary dwelling, whichever is smaller.” Codes often limit detached ADUs to 1.5 or 2 stories in height. An example of that language: “The maximum height allowed for a detached ADU is the lesser of 25 feet at the peak of the roof or the height of the primary dwelling.”
- **Parking:** Most zoning codes address the amount and placement of parking. Some don’t require additional parking for ADUs, some do, and others find a middle ground — e.g., allowing tandem parking in the driveway and/or on-street parking. (See page 16 for more about parking.)
- **Appearance:** Standards can specify how an ADU’s roof shape, siding type and other features need to match the primary dwelling or neighborhood norms. Some codes exempt one-story and internal ADUs from such requirements. (See page 16 for more.)

**8. Additional Design Standards for Detached ADUs:**

- **Building setbacks:** Many communities require detached ADUs to either be located behind the primary dwelling or far enough from the street to be discreet. (A code might exempt preexisting detached units that don’t meet that standard.) Although such a rule can work well for neighborhoods of large properties with large rear yards, communities with smaller lot sizes may need to employ a more flexible setback-and-placement standard.
- **Building coverage:** A code will likely cap the combined lot coverage of a detached ADU and the primary dwelling to a specific percentage.
- **Yard setbacks:** Most communities have rules about minimum distances to property lines and between buildings on the same lot. ADUs are typically required to follow the same rules. ■



# ADU “Hot Topics”

**As communities allow ADUs or update existing zoning codes and rules to be more ADU-friendly, they inevitably wrestle with some or all of the following issues:**

## Adding ADUs to neighborhoods

Recognizing that ADUs may represent a new housing type for existing neighborhoods, communities often write special rules to ensure they'll fit in well. These guidelines typically address visual compatibility with the primary dwelling, appearance from the street (if the ADU can be seen) and privacy for neighbors.

Rules that help achieve these goals include:

- height and size caps mandating that ADUs be shorter and smaller than the primary dwelling
- requirements that detached ADUs be behind the main house or a minimum distance from the street
- mandates that the design and location of detached ADUs be managed the same way as other detached structures (e.g., garages) on the lot
- design standards for larger or two-story ADUs so they architecturally match the primary dwelling or reflect and complement neighborhood aesthetics
- encouragement for the creation of internal ADUs, which are often unnoticeable from the street

Each community can strike its own unique balance between strict rules to ensure that ADUs have a minimal impact on neighborhoods and more flexible rules that make them easier to build.



▲ Providence, Rhode Island, has many homes that were built as or long-ago converted into multidwelling units. (Notice the two front doors.) A homeowner can live in one apartment while renting out the other.

## Providing places to park

ADU regulations often include off-street-parking minimums on top of what's already required for the primary dwelling. Such rules can prevent homeowners from building ADUs if there's insufficient space for added parking. However, the extra parking often isn't needed.

Studies of Portland, Oregon, and the San Francisco Bay area found that ADU households own an average of 0.9 cars. That's half the national average of 1.8 cars per household. With just over 2 percent of Portland homes having an ADU (the highest percentage of any large city in the country), there's roughly one extra car parked on the street every six blocks. This suggests that, even in booming ADU cities, any impact on street parking from ADUs is likely to be very small and dispersed. More-realistic parking rules might:

- require the creation of new parking only if the ADU displaces the primary dwelling's existing parking
- waive off-street-parking requirements at locations within walking distance of transit
- allow parking requirements for the house and ADU to be met by using a combination of off-street parking, curb parking and tandem (one car in front of the other) parking in a driveway

## Dealing with unpermitted ADUs

It's not uncommon for homeowners to convert a portion of their residence into an ADU in violation (knowingly or not) of zoning laws or without permits.

Such illegal ADUs are common in cities with tight housing markets and a history of ADU bans. One example is New York City, which gained 114,000 apartments between 1990 and 2000 that aren't reflected in certificates of occupancy or by safety inspections. Sadly, in 2021, several city residents living in unsafe basement apartments drowned in their homes due to flooding caused by Hurricane Ida.

Some cities have found that legalizing ADUs, simplifying ADU rules and/or waiving fees can be effective at getting the owners of illegal housing units to “go legit” — and address safety problems in the process. ■

## Allowing and Restricting Uses

Communities get to decide whether to let ADUs be used just like any other housing type or to create special rules for them. Some municipalities prefer the simple approach: regulating ADUs like other homes. So if a home-based child-care service is allowed to operate in the primary dwelling, it is also allowed in an ADU. Conversely, communities sometimes adopt ADU-specific regulations in order to avoid undesirable impacts on neighbors. Examples of those regulations include:

### Limiting short-term rentals

ADUs tend to work well as short-term rentals. They're small and the owner usually lives on-site, making it convenient to serve as host. However, if ADUs primarily serve as short-term rentals, such as for Airbnb and similar services, it undermines the objective of adding small homes to the local housing supply and creating housing that's affordable.

In popular markets, short-term rentals can be more profitable than long-term ones, allowing homeowners to recoup their ADU expenses more quickly. In addition, short-term rentals can provide owners with enough income that they can afford to occasionally use the ADU for friends and family.

A survey of ADU owners in three Pacific Northwest cities with mature ADU and short-term rental markets found that 60 percent of ADUs are used for long-term housing as compared with 12 percent for short-term rentals.

Respondents shared that they “greatly value the ability to use an

ADU flexibly.” For instance, an ADU can be rented nightly to tourists, then someday rented to a long-term tenant, then used to house an aging parent. ADUs intended primarily for visiting family are sometimes used as short-term rentals between visits.

Cities concerned about short-term rentals can regulate them across all housing types. Doing so might mean that special rules are not needed. An approach employed in Portland, Oregon, is to treat ADUs the same as other residences except that any financial incentives (such as fee waivers) to create them are available only if the property owner agrees not to use the ADU as a short-term rental for at least 10 years.

### Requiring owner occupancy

Some jurisdictions require the property owner to live on-site, either in the primary house or its ADU. This is a common way of addressing concerns that absentee landlords and their tenants will allow homes and ADUs to fall into disrepair and negatively impact the neighborhood.

Owner-occupancy rules are usually implemented through a deed restriction and/or by requiring that an annual statement confirming residency be filed. Some cities go further, saying ADUs can be occupied only by family members, child- or adult-care providers, or other employees in service of the family.

Owner-occupancy requirements make the financing of ADUs more difficult, just as they would if applied to single-family homes. But as ADUs have become more common, owner-occupancy restrictions have become less so, which is good. Such requirements limit the appraised value of properties with ADUs and reduce options for lenders should they need to foreclose.

Enforcing owner-occupancy laws can be tricky, and the rules have been challenged in courts, sometimes successfully. However, according to a study by the Oregon Department of Environmental Quality, more than two-thirds of properties with ADUs are owner-occupied even without an owner-occupancy mandate. ■



◀ The zoning code of Brevard, North Carolina, a city of fewer than 10,000 residents, allows ADUs, which are referred to as “secondary dwelling units” and are allowed “within residentially-zoned, single-family and duplex lots.” The code states that such homes “shall be encouraged and designed to meet housing needs,” adding that “[s]econdary dwelling units shall be accessory and subordinate to the primary living quarters.” In the image at left, the one-story cottage is the primary dwelling. The apartment above the detached garage is the secondary dwelling.



# Inside Spaces

ADUs vary from studio apartment-like spaces to multi-bedroom, multi-story structures. Regardless of size, the result is a needed residence



▲ A top floor ADU can be a suitable rental for a student or someone who travels a lot for work. ADU expert Kol Peterson grew up in a home with an attic ADU that was usually rented to law school students. “They had to walk up the primary house’s interior stairs in order to access the affordable attic unit,” he writes in *Backdoor Revolution: The Definitive Guide to ADU Development*. “Over the years that each of them lived there, the tenants became part of our family.”



▲ The alcoves in the ADU area above a garage provide a light-filled work space in one, and a reading nook in the other. (See the attached ADU’s exterior on page 3.)



▲ This studio apartment internal ADU uses a wardrobe cabinet to separate the bedroom from the living area and kitchen (seen on page 19).





▲ As an independent living space, an ADU has its own bathroom and kitchen. Depending on the available square footage — and sometimes on the local zoning code or the property’s plumbing and utility connections — an ADU might have a full kitchen with full-sized appliances and a dining area (top) or a smaller but functional kitchenette. This interior is from the detached ADU pictured below right and on the back cover. Fun fact: A coat closet and extra kitchen shelving are built into the base of the circular staircase. In a small home, every bit of space counts!



▲ The kitchen of this internal ADU (also seen at the top of page 9 and in the bedroom image at left) has a full-sized range but a mini-refrigerator. Some ADU owners install a one- or two-burner electric cooktop and a convection microwave in lieu of an oven.



▲ The second story of this detached ADU is accessed by the spiral staircase shown in the image at top. The space features a bedroom and a sitting area that could be used as a nursery, office or den. A full-sized, stacked washer-dryer is hidden behind a closet door.



# Just One More

## While not technically ADUs, tiny houses can serve a similar purpose

Because tiny houses are typically built on a trailer with wheels rather than a fixed foundation, they are usually treated by zoning as recreational vehicles (RVs) or manufactured (aka mobile) homes. In Portland, Oregon, and a growing number of smaller cities, tiny houses can be legally occupied on any residentially-zoned lot. Since they're small — typically under 400 square feet — tiny houses can fit in a space too small for an ADU. Many include a kitchen and bathroom. Some function more like a detached bedroom. A unique plus: Unlike ADUs, tiny houses can move to a new location as needed.



◀ ▲ “The Lucky Penny” tiny house measures 8 feet wide by 14 feet, 6 inches long and provides 100 square feet of living space. The home, which is located in the backyard of a single-family residence, features a pullout bed, a kitchenette, a shower, built-in storage, and three large windows plus a skylight to provide lots of nature light.



◀ ▼ ADUs are sometimes used as short-term rental units for travelers. The “Kangablue,” is one of several units at Caravan, the “world’s first tiny house hotel.” At 170 square feet, the home is the largest tiny house on the lot, located in the Cully neighborhood of Portland, Oregon. The tiny space includes a kitchen, living area, bathroom (with a shower and toilet) and a sleep loft.



Top: Design and Builder: Lina Menard, Niche Consulting | Photos by Guillaume Dutilh, PhotoXplorer  
Bottom: Design and Builder: Benn Kovco | Photos by Jeff Freeman Photography

# The ABCs of ADUs

## A guide to Accessory Dwelling Units and how they expand housing options for people of all ages

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**Back:** Kol Peterson, *BuildingAnADU.com* | Eli Spevak, Orange Splot LLC | Schuyler Smith, Polyphon Architecture & Design, LLC

A NOTE TO READERS: Many of the photographs and project examples in this publication are from Portland, Oregon, which was one of the first municipalities in the nation to allow and encourage the creation of accessory dwelling units.

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**To learn more about ADUs — and to order or download this guide — visit [AARP.org/Livable](https://www.aarp.org/livable).**

### Other useful resources include:

- *AccessoryDwellings.org*
- *BuildingAnADU.com*
- *Planning.org* (the website of the American Planning Association)
- And the websites of the states, cities and towns mentioned in this guide as allowing and encouraging the creation of accessory dwelling units.





**ABOVE-GARAGE ADU**



**DETACHED-BEDROOM ADU**



**DETACHED ADU**

- An accessory dwelling unit is a small residence that shares a single-family lot with a larger primary dwelling.
- As an independent living space, an ADU is self-contained, with its own kitchen or kitchenette, bathroom and living/sleeping area. (Garage apartments and backyard cottages are each a type of ADU.)
- ADUs can enable homeowners to provide needed housing for their parents, adult children, grandchildren or other loved ones.
- An ADU can provide older adults a way to downsize on their own property while a tenant or family member resides in the larger house.
- Since homeowners can legally rent out an ADU house or apartment, ADUs are an often-essential income source.
- ADUs help to improve housing affordability and diversify a community's housing stock without changing the physical character of a neighborhood.
- ADUs are a beneficial — and needed — housing option for people of all ages.

Learn more about ADUs and  
order or download

## **The ABCs of ADUs**

by visiting

**[AARP.org/ADU](https://AARP.org/ADU)**

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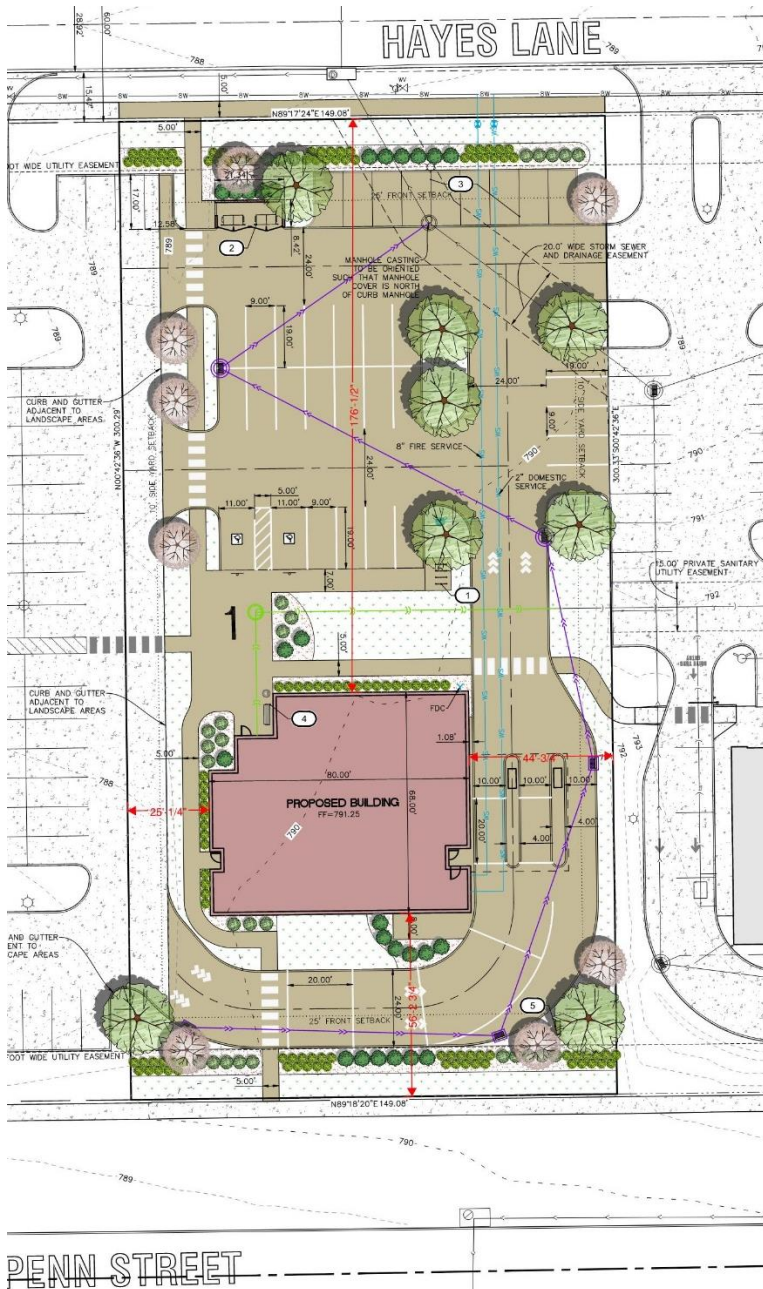
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## Example of Site Plan Amendment

This is an example of the recently approved Corda Credit Union preliminary site plan at 1265 Hayes Lane. The construction site plan must generally be consistent with the Council approved preliminary site plan. It should be expected that changes will occur during development of the construction site plan. The current code limits an increase in building size and a decrease in setback less than 10%. The Ordinance would change the limit to less than 20%.

The change would allow more flexibility for administrative approvals without having to go back through the Planning Commission/City Council approval process. It is staff's opinion that less than 20% represents an acceptable change while still achieving consistency with the Council approval.



Corda Credit Union – Approved Preliminary Site Plan

Building: 5,046 SF  
 East Setback – 44'  
 West Setback – 25'  
 North Setback – 176'  
 South Setback – 56'

Current Code – Maximum Admin. Change

Building: 5,550.5' SF  
 East Setback – 39.6'  
 West Setback – 22.5'  
 North Setback – 158.5'  
 South Setback – 50.4

Proposed Change – Maximum Admin. Change

Building: 6,054.6' SF  
 East Setback – 35.2'  
 West Setback – 20'  
 North Setback – 140.8'  
 South Setback – 44.8'



**Ordinance No. 2024-09**

**AMENDING CHAPTERS 165, 167, 168, 169 AND 180 OF THE NORTH LIBERTY CODE OF ORDINANCES, INCLUDING REGULATIONS FOR PRELIMINARY SITE PLANS, CERTIFICATES OF ZONING COMPLIANCE, DEFINITIONS, RESIDENTIAL DISTRICT DIMENSIONAL STANDARDS, USES LISTED IN THE USE MATRIX, USES DEFINED AND USE STANDARDS, OFF-STREET VEHICLE PARKING REQUIREMENTS, PARKING LOT LANDSCAPING, FENCES AND WALLS, PERMITTED ENCROACHMENTS INTO REQUIRED YARDS, DESIGN STANDARDS AND REQUIRED IMPROVEMENTS FOR SUBDIVISIONS**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:**

**SECTION 1. AMENDMENT OF ORDINANCE.** Subsection 2, Paragraph F of Section 165.05 and Table 165.05-A of the North Liberty Code of Ordinances, are amended to read as follows:

- F. Modifications. The development shall be substantially in conformance with the approved preliminary site plan. Amended preliminary site plans shall be submitted to the Code Official for determination if the amendment can be approved administratively or if the amendment requires review by the Planning Commission and approval by City Council. In determining whether the amendment qualifies for administrative or Planning Commission review/City Council approval, the Code Official shall use the criteria in Table 165.05-A. Under no circumstance shall any such amendment conflict with any minimum or dimensional standard and/or requirement in this code.

<b>Table 165.05-A Preliminary Site Plan Amendments</b>		
<b>Amendment</b>	<b>Administrative</b>	<b>Planning Commission review/ City Council approval</b>
<b>Land Use</b>	Any decrease. Any increase of less than 20% of the square footage allocated to any land use type on the approved plan, except increases in open space/recreation area	Increase of 20% or more of the square footage allocated to any land use type on the approved plan, except increases in open space/recreation area
<b>Project Scale</b>	Any decrease. Any increase in density or intensity of use of less than: - 20% gross floor area - 10% of the number of dwelling units	Increase in density or intensity of use as follows: - 20% or greater gross floor area - 10% or greater of the number of dwelling units
<b>Open Space/ Recreation Area</b>	Any increase. Any decrease less than 10% size reduction or change in location or characteristics	10% or more size reduction or change in location or characteristics
<b>Setbacks</b>	Any increase. Any decrease of less than 20%	Decrease of 20% or more
<b>Height</b>	Decrease in height or number of stories	Increase in height greater than/equal to 20% or an increase of one story
<b>Parking Spaces</b>	Any decrease. Increase of less than 20%	Increase of 20% or more

**SECTION 2. AMENDMENT OF ORDINANCE.** Section 165.06 of the North Liberty Code of Ordinances is amended as follows:

No land and/or building shall be occupied or used in whole or in part until a certificate of zoning compliance is issued by the Code Official recognizing that the use of land and/or building complies with zoning regulations, and/or completed site improvements are in compliance with the issued permit or approved construction site plan. The issuance of a certificate of zoning compliance by the Code Official shall be required for the following:

1. Completion of site improvements in accordance with an issued permit and/or approved construction site plan. A final certificate of occupancy shall not be issued prior to the issuance of a certificate of zoning compliance.
2. New occupancy for a non-residential use in a building or portion of a building.
3. Change of occupancy for a non-residential use in a building or portion of a building. A change of occupancy is defined as a change from group to another group.

**SECTION 3. AMENDMENT OF ORDINANCE.** Section 167.01 of the North Liberty Code of Ordinances, is amended to delete the definitions of “accessory living quarters” and “kitchen”.

**SECTION 4. AMENDMENT OF ORDINANCE.** Subsection 5 of Section 168.02 of the North Liberty Code of Ordinances, is amended as follows:

5. Dimensional Standards.
  - A. RS Districts.

Table 168.02-A Dimensional Standards SF = Square Feet, ' = Feet						
	RS-3	RS-4	RS-6	RS-7	RS-8	RS-9
<b>Bulk</b>						
<b>Minimum Lot Area</b>	15,000 SF	10,000 SF	7,000 SF	6,000 SF	5,000 SF	4,500 SF
<b>Minimum Frontage</b>	50'	40'	35'	35'	35'	35'
<b>Minimum Lot Width</b>	100'	80'	70'	60'	60'	40'
<b>Maximum Building Height</b>	35'	35'	35'	35'	35'	35'
<b>Setbacks</b>						
<b>Minimum Required Front Yard</b>	25'	25'	25'	20'	20'	20*
<b>Minimum Required Corner Side Yard</b>	25'	25'	25'	20'	20'	25'
<b>Minimum Required Side Yard</b>	10'	10'	8'	5'	5'	5'
<b>Minimum Required Rear Yard</b>	30'	30'	30'	25'	25'	25'
*Garage doors facing a public street shall be setback a minimum of 25'						

B. RD and RM Districts.

Table 168.02-B Dimensional Standards SF = Square Feet, DU = Dwelling Unit, ' = Feet					
	RD-8	RD-10	RM-8	RM-12	RM-21
<b>Bulk (Prior to Subdividing into DU Individual Lots)</b>					
<b>Minimum Lot Area</b>	10,000 SF	9,000 SF	21,780 SF	21,780 SF	21,780 SF
<b>Minimum Frontage</b>	40'	35'	75'	50'	50'
<b>Minimum Lot Width</b>	100'	80'	100'	80'	80'
<b>Maximum Building Height</b>	35'	35'	40'	40'	65'
<b>Maximum Density</b>	--	--	8 DU/Acre	12 DU/Acre	21 DU/Acre
<b>Setbacks (Prior to Subdividing into Individual DU Lots)</b>					
<b>Minimum Required Front Yard</b>	25'	25'	25'	25'	25'***
<b>Minimum Required Corner Side Yard</b>	25'	25'	25'	25'	25'***
<b>Minimum Required Side Yard</b>	8'	5'	15'	15'	10'
<b>Minimum Required Rear Yard</b>	30'	30'	30'	30'	30'
<b>Bulk (After Subdividing into Individual DU Lots)</b>					
<b>Minimum Lot Area</b>	5,000 SF	4,500 SF	1,500 SF	1,500 SF	1,500 SF
<b>Minimum Frontage</b>	25'	20'	10'	10'	10'
<b>Minimum Lot Width</b>	50'	40'	15'	15'	15'
<b>Maximum Building Height</b>	35'	35'	40'	40'	40'
<b>Setbacks (After Subdividing into Individual DU Lots)</b>					
<b>Minimum Required Front Yard</b>	25'	25'	25'	25'	25'
<b>Minimum Required Corner Side Yard</b>	25'	25'	25'	25'	25'
<b>Minimum Required Side Yard (Between Units)</b>	0'	0'	0'	0'	0'
<b>Minimum Required Side Yard (at the End of Units)</b>	8'	5'	5'	5'	5'
<b>Minimum Required Rear Yard</b>	30'	30'	30'	30'	30'
<p>*Townhouses may reduce setback to a minimum of 20' except when garage doors face a public street. Notwithstanding the foregoing, there shall be a minimum setback of 20' to any sidewalk or street edge</p> <p>**An additional foot of setback is required for every foot of building height over 45'</p>					

C. R-MH District

Table 168.02-C Dimensional Standards SF = Square Feet, ' = Feet		
	Manufactured Home Park	Manufactured Home Site
<b>Bulk</b>		
<b>Minimum Lot Area</b>	10 acres	5,500 SF
<b>Minimum Frontage</b>	400'	35'
<b>Minimum Lot Width</b>	500'	50'
<b>Maximum Building Height</b>	--	35'
<b>Minimum Separation Distance</b>	--	10' as measured between the walls of manufactured homes
<b>Setbacks</b>		
<b>Minimum Required Front Yard</b>	25'	20'
<b>Minimum Required Corner Side Yard</b>	25'	20'
<b>Minimum Required Side Yard</b>	25'	--
<b>Minimum Required Rear Yard</b>	25'	25'

**SECTION 5. AMENDMENT OF ORDINANCE.** Paragraphs 27-31 and 75 of Section 168.07 of the North Liberty Code of Ordinances are amended to read as follows:

27. Dwelling – Multiple–Unit.
- A. Defined. Multiple–Unit Dwelling means a structure containing three or more attached dwelling units used for residential occupancy. A multiple–unit dwelling does not include a townhouse dwelling.
  - B. Use Standards.
    - (1) Buildings must be designed with consistent materials and treatments that wrap around all building elevations. There must be a unifying architectural theme for the entire multi–unit development, utilizing a common vocabulary of architectural forms, elements, materials, or colors in the entire structure.
    - (2) Building facades must include windows, projected or recessed entrances, overhangs, and other architectural features. Three–dimensional elements, such as balconies and bay windows, are encouraged to provide dimensional elements on a facade.
    - (3) To the maximum extent permitted by Iowa Code § 414.1(1)(h), minimum required masonry on front and corner side yard building elevations in residential districts is 25%.
    - (4) A 15% minimum transparency requirement applies to any facade facing a street and is calculated on the basis of the entire area of the facade.
    - (5) Buildings shall be oriented to the best extent possible so that attached garages doors do not face the public right–of–way.
    - (6) Additional commercial district design standards.
      - (a) Roofs shall be designed to be generally flat and shall be concealed from view by use of parapet walls or other architectural methods. Portions of roofs that are curved or pitched may be allowed as architectural accents but shall not be used as the primary roof design.
28. Dwelling – Single–Unit.
- A. Defined. Single–Unit Dwelling means a structure containing only one dwelling unit on a single lot.
  - B. Use Standards.
    - (1) The structure must contain 24 feet of width at its largest dimension.
    - (2) The structure must contain a minimum living area of 660 square feet.
    - (3) The structure must be located on a frost–protected perimeter foundation.
    - (4) Every room within a dwelling unit must be accessible from every other room within the dwelling via a completely internal route within the envelope of the dwelling structure.
    - (5) To the maximum extent permitted by Iowa Code § 414.1(1)(h), minimum required masonry on front yard building elevation is 25%, with the exception that masonry is not required in the RS–7 and RS–8 districts.



- (6) On corner lots, the façade facing the corner side yard shall contain two insets and/or protrusions, such as wall corners, bay windows, cantilevers, etc., or other means approved by the Code Official. As an alternative, two, two-inch caliper trees may be planted in the corner side yard.
- (7) The front entry must be an integral part of the structure, using features such as porches, raised steps and stoops with roof overhangs, or decorative railings to articulate the front facade.
- (8) A 5% minimum transparency requirement applies to the front facade and is calculated on the basis of the area of the facade below the roofline.
- (9) A dwelling with a front-facing attached three-car garage shall have one of the garages offset a minimum of one foot from the other garages.
- (10) Front-facing garages shall not exceed 16' or 60% the width of the front building line, whichever is greater. Garage width is measured between the edges of the garage door; in the case of garages designed with multiple garage doors, the distance is measured between the edges of the outermost doors.

29. Dwelling – Single-Unit Zero Lot Line.

- A. Defined. A Single-Unit Zero Lot Line Dwelling means a structure containing two dwelling units, the interior of which is configured in a manner such that the dwelling units are separated by a party wall and are on separate lots. A single-unit zero lot line dwelling is typically designed so that each unit has a separate exterior entrance and yard areas.
- B. Use Standards.
  - (1) Each unit must have an approved one-hour fire-resistive wall between them that is built in such a manner as to allow no connections other than the wall itself between the units
  - (2) The front entry must be an integral part of the structure, using features such as porches, raised steps and stoops with roof overhangs, or decorative railings to articulate the front facade.
  - (3) To the maximum extent permitted by Iowa Code § 414.1(1)(h), minimum required masonry on front yard building elevation is 25%.
  - (4) On corner lots, the façade facing the corner side yard shall contain two insets and/or protrusions, such as wall corners, bay windows, cantilevers, etc., or other means approved by the Code Official. As an alternative, two, two-inch caliper trees may be planted in the corner side yard.
  - (5) A 5% minimum transparency requirement applies to the front facade and is calculated on the basis of the area of the facade below the roofline.

30. Dwelling – Townhouse.

A. Defined. Townhouse Dwelling means structure consisting of three or more dwelling units, the interior of which is configured in a manner such that the dwelling units are separated by a party wall and may or may not be on separate lots. A townhouse is typically designed so that each unit has a separate exterior entrance and yard areas. A townhouse dwelling does not include a multi-family dwelling. To provide for design flexibility, a townhouse dwelling development may include single-unit and two-unit dwellings.

B. Use Standards.

- (1) Each unit must have an approved one-hour fire-resistive wall between them that is built in such a manner as to allow no connections other than the wall itself between the units
- (2) The front entry must be an integral part of the structure, using features such as porches, raised steps and stoops with roof overhangs, or decorative railings to articulate the front facade.
- (3) To the maximum extent permitted by Iowa Code § 414.1(1)(h), minimum required masonry on front yard building elevation in residential districts is 25%.
- (4) A 5% minimum transparency requirement applies to the front facade and is calculated on the basis of the area of the facade below the roofline.
- (5) Additional commercial district design standards.
  - (a) Buildings shall be oriented to the best extent possible so that attached garages doors do not face the public right-of-way.
  - (b) Roofs shall be designed to be generally flat and shall be concealed from view by use of parapet walls or other architectural methods. Portions of roofs that are curved or pitched may be allowed as architectural accents but shall not be used as the primary roof design.
  - (c) A 15% minimum transparency requirement applies to any facade facing a street and is calculated on the basis of the entire area of the facade.

31. Dwelling - Two-Unit.

A. Defined. A Two-Unit Dwelling means a structure containing two dwelling units, arranged side-by-side with each unit having an exterior entrance, on a single lot. To provide for design flexibility, a two-unit dwelling development may include single-unit dwellings.

B. Use Standards.

- (1) The front entry must be an integral part of the structure, using features such as porches, raised steps and stoops with roof overhangs, or decorative railings to articulate the front facade.
- (2) To the maximum extent permitted by Iowa Code § 414.1(1)(h), minimum required masonry on front yard building elevations is 25%.

- (3) On corner lots, the façade facing the corner side yard shall contain two insets and/or protrusions, such as wall corners, bay windows, etc., or other means approved by the Code Official. As an alternative, two, two-inch caliper trees may be planted in the corner side yard.
- (4) A 5% minimum transparency requirement applies to the front facade and is calculated on the basis of the area of the facade below the roofline.

75. Truck Stop

- A. Defined. Truck stop means an establishment where short-term parking is providing for semi-trucks and other large trucks. A truck stop may also include ancillary truck wash bays.
- B. Use Standards. None.

**SECTION 6. AMENDMENT OF ORDINANCE.** Paragraph 6 of Section 169.02 of the North Liberty Code of Ordinances, is amended as follows:

6. Parking Lot Interior Landscape.

All parking lots consisting of 15 or more spaces require interior parking lot landscape as described in this section.

- A. All rows of parking stalls must terminate in a parking lot island or landscape area.
- B. Where more than 15 parking stalls are provided in a row, one parking lot island must be provided between every 15 parking spaces. As part of the landscape plan approval, parking lot island locations may be varied based on specific site requirements or design scheme, but the total number of islands must be no less than the amount required of one island for every 15 spaces.
- C. Parking lot islands must be at least the same dimension as the parking stall. Double rows of parking must provide parking lot islands that are the same dimension as the double row.
- D. A minimum of one shade tree must be provided in every parking lot island or landscape area. If a parking lot island extends the width of a double row, then two shade trees are required. A tree is not required if there is insufficient area due to pedestrian accommodations (limited to connected walkways and outdoor seating areas) within the island.

**SECTION 7. AMENDMENT OF ORDINANCE.** Paragraph 6, 7 and 8 of Section 169.04 the North Liberty Code of Ordinances, is amended as follows:

6. Height.  
The height of all fences and/or retaining walls located within a front, corner side yard, side, or rear yard shall not exceed those found in Table 169.04.

Table 169.04 Maximum Fence and Wall Height				
District	Front Yard	Corner Side Yard	Side Yard	Rear Yard
Residential Districts	4'	4'	6'	6'
All Other Districts	4'	4'	16'	16'
1. Fences shall not be located within the corner visual clearance. 2. Chain link fences shall not be located within the required front or required corner side yard (see exception within number 4 below). 3. Fences shall not exceed 8' in height if the property abuts a residential district. 4. With the exception of a reverse corner lot, a fence up to 6' high may be erected on that portion of the corner lot at the rear of the house provided the fence is erected a minimum of 15 feet from any sidewalk, driveway, or right-of-way line. Said fence shall comply in all other respects with the fence requirements.				

7. Location.  
Fences and walls shall be located entirely within the confines of the property lines except for fences located next to a public or private alley shall maintain a minimum 2-foot separation between the fence and alley property line. No fence or wall shall encroach on or obstruct a public sidewalk.
8. Design and Maintenance Standards.  
A. Except where impracticable (such as a shadowbox fence, split rail fence, etc.), the frame of a fence, including posts, rails, and supports shall be placed on the inside of the fence and facing towards the property on which the fence is erected.  
B. All fences and walls shall be constructed in a sound and sturdy manner and shall be maintained in a good state of repair, including the replacement of defective parts, painting, and other acts required for maintenance.
9. Prohibited Fence Material.  
The following fences are prohibited, except as provided in this chapter or for permitted agricultural residential gardening uses to protect against rodents, vermin, and pests:  
A. Metal fences with the exception of chain link, wrought iron, and simulated wrought iron  
B. Electrical fences or any kind of electrically charged fences  
C. Wood panel fence  
D. Plywood or oriented strand board (OSB)  
E. Pallets or any used repurposed material  
F. Chicken wire  
G. Snow fence, except as provided below

A snow fence may be erected on a temporary basis, not to exceed six months, to alleviate the adverse effects of drifting snow or to warn and prevent access to an area by unauthorized persons. When erected on a temporary basis to prevent access of unauthorized persons to any area, a snow/safety fence shall be removed within 24 hours after the elimination of the reason for which the fence was erected originally.

**SECTION 8. AMENDMENT OF ORDINANCE.** Table 169.08 of Section 169.08(8)(B) the North Liberty Code of Ordinances, is amended as follows:

<b>Table 169-08: Permitted Encroachments Into Required Yards and Exceeding Maximum Building Height</b> <b>Y= Permitted // N= Prohibited</b> <b>Max. = Maximum // Min. = Minimum</b>				
	Required Front/Corner Side Yard	Required Side Yard	Required Rear Yard	Exceed Max. Building Height
Accessibility Ramp	Y	Y	Y	N
Air Conditioner Window Unit Max. projection of 18" from building wall	Y	Y	Y	N
Arbor or Trellis	Y	Y	Y	N
Awning or Sunshade Max. of 40% of the required yard or 4', which ever is less. Does not include awnings used as a sign (See Chapter 173)	Y	Y	Y	N
Bay Window Max. of 2' Min. of 24" above ground	Y	Y	Y	N
Canopy Max. of 2' Does not include canopies used as a sign (See Chapter 17.12)	Y	Y	Y	N
Chimney Max. of 18" into required yard	Y	Y	Y	Y
Elevator and Stairway Bulkheads	N	N	N	Y
Emergency sirens and similar devices.	N	N	N	Y
Deck (uncovered) Min 5' from side lot line Min 10' from rear lot line	N	Y	Y	N
Dog House Min. of 4' from any lot line.	N	N	Y	N
Eaves, Gutters and Downspouts Max. of 4' into required yard	Y	Y	Y	N
Fire Escape Max. of 3' into required yard	N	Y	Y	Y
Fire Training Tower	N	N	N	Y
Grain Elevator (and necessary mechanical appurtenances	N	N	N	Y



<b>Table 169-08: Permitted Encroachments Into Required Yards  and Exceeding Maximum Building Height  Y= Permitted // N= Prohibited  Max. = Maximum // Min. = Minimum</b>				
	<b>Required Front/Corner Side Yard</b>	<b>Required Side Yard</b>	<b>Required Rear Yard</b>	<b>Exceed Max. Building Height</b>
Landscaping	Y	Y	Y	N
Patio (uncovered) Min. 5' from any lot line	N	Y	Y	N
Pergola (attached) Min 5' from side lot line Min 10' from rear lot line	N	Y	Y	N
Personal Recreation Game Court Min. of 5' from any lot line	N	N	Y	N
Playground Equipment Min. of 4' from any lot line	N	N	Y	N
Sidewalk Min. of 1' from any lot line except front lot line.	Y	Y	Y	N
Sills, Belt course, Cornices, and Ornamental features Max. of 2' into required yard	Y	Y	Y	N
Silos	N	N	N	Y
Smokestack	N	N	N	Y
Steeple, Spires and Belfries	N	N	N	Y
Steps (providing access to an entryway)	Y	Y	Y	Y
Stoop Max. of 4' into required yard	Y	Y	Y	N
Utility Equipment (Directly Connected to Structure being Served). Max. of ½ into Required Yard	N	Y	Y	Y
Water Towers and Cooling Towers	N	N	N	Y
Window Wells	Y	Y	Y	Y

**SECTION 9. AMENDMENT OF ORDINANCE.** Paragraph G of Section 169.10(2) the North Liberty Code of Ordinances, is amended as follows:

- G. Roof top equipment shall be screened on all sides of the building as viewed in plan elevation.

**SECTION 10. AMENDMENT OF ORDINANCE.** Paragraph 12 of Section 180.12 the North Liberty Code of Ordinances, is amended as follows:

12. Sanitary Sewers. The subdivider shall provide a complete sanitary sewer system, including stubs, for each lot, which shall connect with a sanitary sewer outlet approved by the City Engineer. The sanitary sewer in each defined drainage area shall extend to the subdivision boundaries and beyond, as necessary to provide for the extension of the sanitary sewer to adjacent property, as determined by the City.

**SECTION 11. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 12. SCRIVENER'S ERROR.** The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Clerk or the Clerk's designee without further public hearing.

**SECTION 13. SEVERABILITY.** If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 14. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on September 24, 2024.

Second reading on \_\_\_\_\_.

Third and final reading on \_\_\_\_\_.

**CITY OF NORTH LIBERTY:**

\_\_\_\_\_  
CHRIS HOFFMAN, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

\_\_\_\_\_  
TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance No. 2024-09 in *The Gazette* on the \_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

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TRACEY MULCAHEY, CITY CLERK



# **Corridor Media Properties Rezoning**



September 3, 2024

Chris Hoffman, Mayor  
City of North Liberty  
3 Quail Creek Circle  
North Liberty IA 52317

Re: Request of Corridor Media Properties, LLC for a zoning map amendment (rezoning) on property owned by Corridor Media Properties, LLC on approximately 1.53 acres from O/RP Office and Research Park District to C-3 Higher-Intensity Commercial District on property located at 2345 Landon Road.

Mayor Hoffman:

The North Liberty Planning Commission considered the above-referenced request at its September 3, 2024 meeting. The Planning Commission took the following action:

**Finding:**

1. The rezoning request from O/RP Office and Research Park District to C-3 Higher-Intensity Commercial District would achieve consistency with the approval standards enumerated in Section 165.09 of the Zoning Code.

**Recommendation:**

The Planning Commission accepted the listed finding and forwards the zoning map amendment to the City Council with a recommendation for approval.

The vote for approval was 6-0.

Barry A'Hearn, Vice Chairperson  
City of North Liberty Planning Commission





To **City of North Liberty Planning Commission**  
 From **Ryan Rusnak, AICP**  
 Date **August 30, 2024**  
 Re **Request of Corridor Media Properties, LLC for a zoning map amendment (rezoning) on property owned by Corridor Media Properties, LLC on approximately 1.53 acres from O/RP Office and Research Park District to C-3 Higher-Intensity Commercial District on property located at 2345 Landon Road.**

North Liberty City staff has reviewed the subject submission, and offer comments presented in this memo.

### 1. Request Summary:

The purpose of the rezoning request is to allow the property owner greater flexibility for tenant spaces.



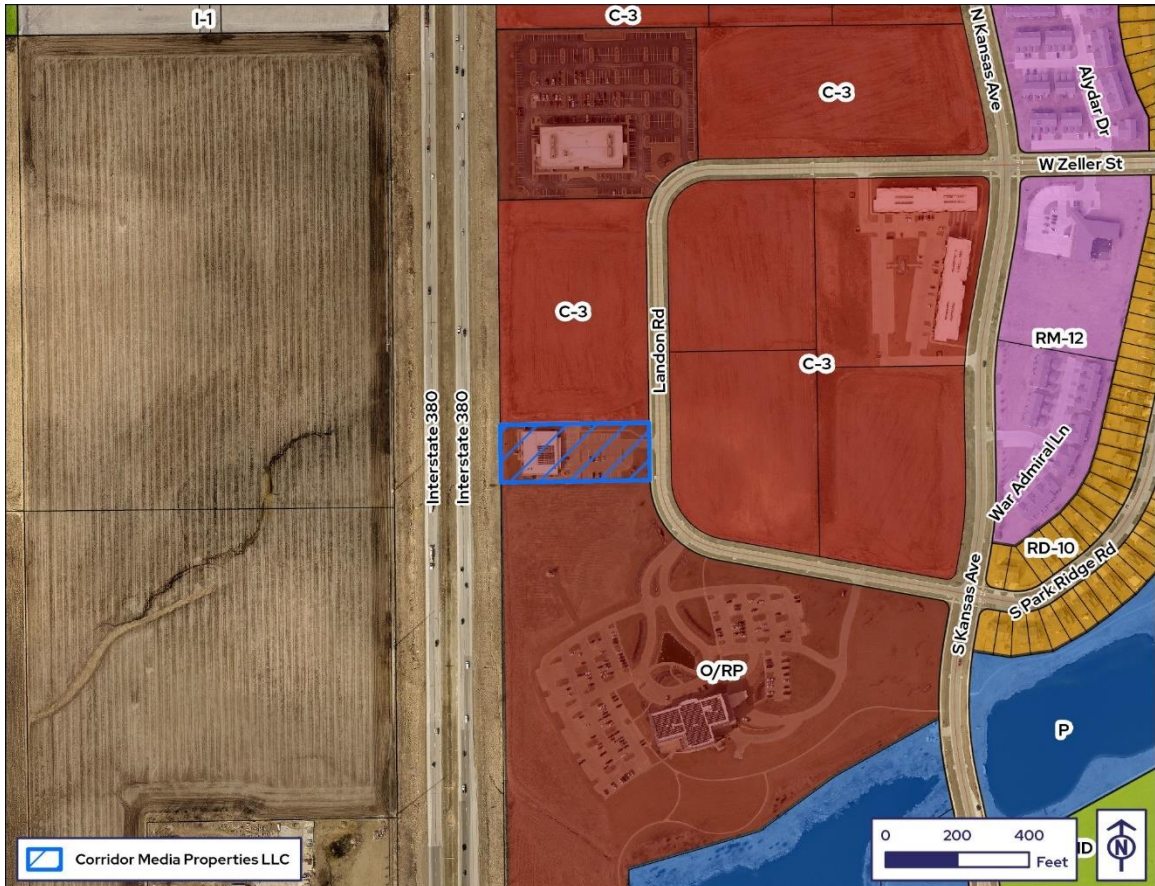
## 2. Current and Proposed Zoning:

### Current Zoning

The O/RP Office and Research Park District is intended to accommodate office buildings, similar structures, and complementary uses in a mutually compatible environment. It is designed to provide landscaping and space requirements suitable for an office and research setting. Uses are limited to those compatible with an office setting and those which do not produce noise, air, or other environmental nuisances which might interfere with activities within the district and surrounding residential areas.

### Proposed Zoning

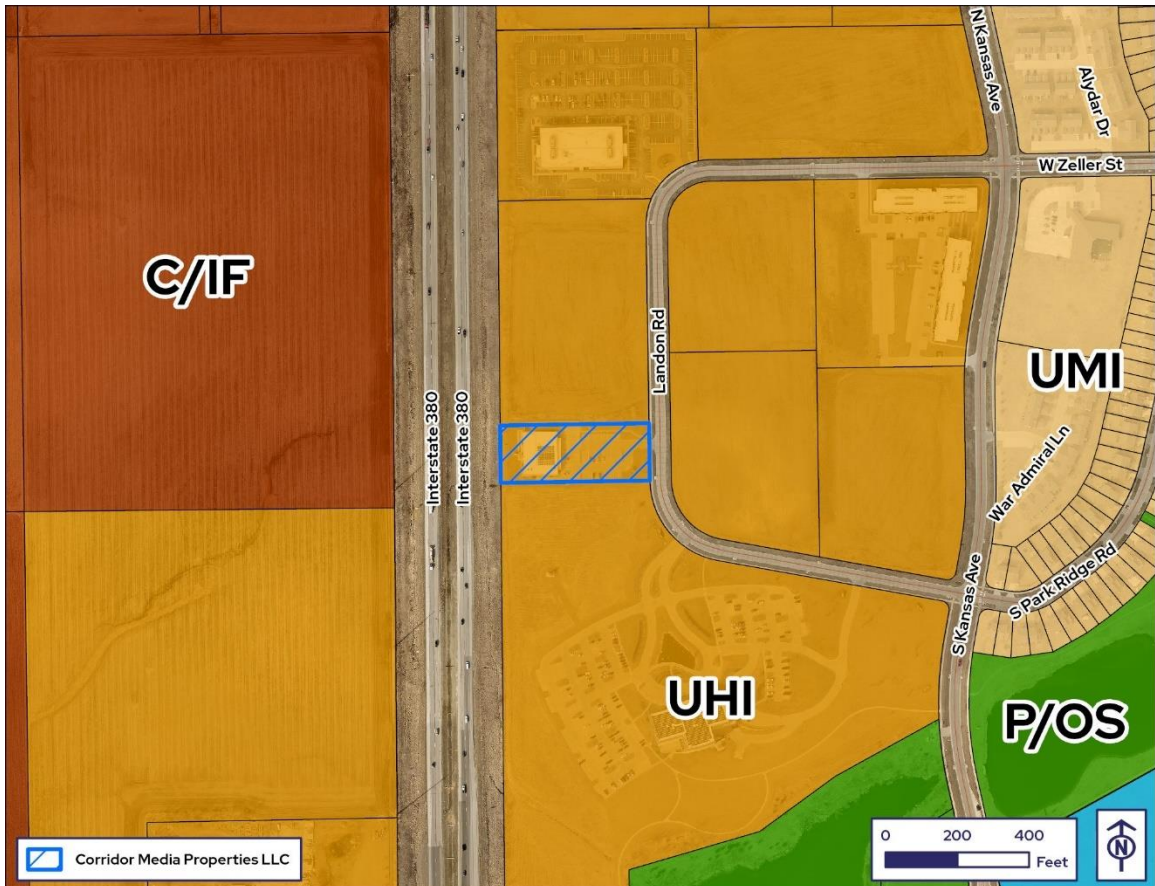
C-3 Higher-Intensity Commercial District. The C-3 District is intended to accommodate higher-intensity commercial development that serves both local and regional markets. The C-3 District addresses medium and large-scale development that may generate considerable traffic and typically requires significant off-street parking. Higher density residential uses are also allowed to facilitate a mixed-use orientation where appropriate.





### 3. Consistency with Comprehensive Plan:

Land Use Plan designation: Urban High Intensity.



#### Urban High Intensity Description

These areas have increased economic activity and a higher frequency of diverse and complementary uses. High-intensity areas include more urban services with a horizontal and vertical mix of high-density residential uses and community to regional commercial uses of compatible densities and scales.

#### *Residential*

Developments have more focus on non-residential buildings but still offer residential uses ranging from townhomes and apartments. Mixing residential with commercial uses on the same site is encouraged when feasible from a design and market capitalization standpoint.

#### *Form and Features*

- » Aggregate development density at 14+ units per acre at sites with direct access to major arterial and collector streets. Development should avoid the creation of isolated multi-family development.
- » Edges of UHI residential developments transition to lower intensity uses or buffer from industrial/commercial uses through design, landscaping, and buffering.

*Non-Residential*

More prevalent and focus in the UHI district that can include larger offices, medical buildings, commercial, and larger institutional uses such as places of worship, community centers, and indoor recreation.

**4. Public Input:**

A virtual good neighbor meeting was held on August 19, 2024. No one outside City staff and the applicant attended. There are no formal objections to the request.

**5. Zoning Map Amendment Approval Standards**

Section 165.09(4)(D)(1) of the Zoning Ordinance sets for the approval standards for zoning maps amendments.

Approval Standards. The Planning Commission recommendation and the City Council decision on any zoning text or map amendment is a matter of legislative discretion that is not controlled by any particular standard. However, in making their recommendation and decision, the Plan Commission and the City Council must consider the following standards. The approval of amendments is based on a balancing of these standards (staff commentary in italics).

Map Amendments.

- (a) The consistency of the proposed amendment with the Comprehensive Plan and any adopted land use policies.

*Figure 3.4 within Connected to Tomorrow was utilized to determine which zoning district would be compatible with the Future Land Use Map.*

Figure 3.4: Land Use Compatibility

TRADITIONAL LAND USES	AGRICULTURE (AG)	URBAN RESERVE (UR)	URBAN LOW INTENSITY (ULI)	URBAN MEDIUM INTENSITY (UMI)	URBAN HIGH INTENSITY (UHI)	COMMERCIAL/ INDUSTRIAL FLEX (FLX)	PUBLIC AND SEMI PUBLIC (PUB)	PARK AND OPEN SPACE (P, OS)
Agriculture	●	●						○
Rural residential		●						
Low-density residential			●	○				
Medium-density residential			●	●	○			
High-density residential				●	●	○		
Rural commercial		●						
Neighborhood commercial			○	●	●	●		
<b>Community commercial</b>				○	●	●		
Regional commercial					○	○		
Low/medium intensity office			○	●	●	●		
High-intensity office				○	●	●		
Limited industrial		○				●		
Heavy industrial						○		
Parks and civic uses	●	●	●	●	●	○	●	●
Major public/civic facilities					○	○	●	○
Residential density range (du/A*)	≤40	≤40	3-8	7-14	14+	14+	NA	NA

● Permitted ○ Permitted with special review  
\*Dwelling Units per Acre

*It is staff’s opinion that the zoning map amendment would achieve consistency with the Comprehensive Plan and adopted land use policies.*

- (b) The compatibility with the zoning of nearby property.

*It is staff’s opinion that the proposed zonings would be compatible with the area.*

(c) The compatibility with established neighborhood character.

*It is staff's opinion that the proposed zonings would be compatible with established neighborhood character.*

(d) The extent to which the proposed amendment promotes the public health, safety, and welfare of the City.

*It is staff's opinion that the proposed zonings would promote the public health, safety, and welfare of the City.*

(e) The extent to which the proposed amendment creates nonconformities.

*It is staff's opinion that the proposed zoning would not create any nonconformities.*

## **6. Additional Considerations:**

The subject property is located adjacent to North Kansas Avenue, which is a minor arterial road. This is an appropriate location for a higher-intensity commercial district.

Office research parks have been a declining trend, which has been exasperated by Covid-19. Staff envisions the O/RP district being deleted as a zoning district and being replaced with other relevant zoning districts.

If this property is rezoned to C-3 Higher-Intensity Commercial District, only two properties (Geico and GreenState Credit Union) in the City will remain zoned O/RP Office and Research Park District.

## **7. Staff Recommendation:**

### **Finding:**

1. The rezoning request from O/RP Office and Research Park District to C-3 Higher-Intensity Commercial District would achieve consistency with the approval standards enumerated in Section 165.09 of the Zoning Code.

### **Recommendation:**

Staff recommends the Planning Commission accept the listed finding and forward the request for zoning map amendment (rezoning) from O/RP Office and Research Park District to C-3 Higher-Intensity Commercial District on approximately 1.53 acres to the City Council with a recommendation for approval.

### **Suggested motion:**

I move that the Planning Commission accept the listed finding and forward the zoning map amendment to the City Council with a recommendation for approval.



**Ordinance No. 2024-08**

**AN ORDINANCE AMENDING THE ZONING MAP DISTRICT DESIGNATION FOR CERTAIN PROPERTY LOCATED IN NORTH LIBERTY, IOWA FROM O/RP OFFICE AND RESEARCH PART DISTRICT TO C-3 HIGHER-INTENSITY COMMERCIAL DISTRICT**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:**

**SECTION 1. AMENDMENT.** The Official Zoning Map incorporated in Chapter 168.01(2) of the North Liberty Code of Ordinances is hereby amended the zoning as follows:

Lot 1 The Villas at Liberty Executive Park – Part Five to North Liberty, Johnson County, Iowa according to the Final Plat thereof recorded in Book 59, Page 356, Plat Records of Jonson County, Iowa.

**SECTION 2. CONDITIONS IMPOSED.** At the September 3, 2024, meeting the Planning Commission accepted the listed finding and forwarded the request for a zoning map amendment to the City Council with a recommendation for approval with no conditions.

**SECTION 3. ZONING MAP.** It is hereby authorized and directed that the Zoning Map of the City of North Liberty, Iowa, be changed to conform to this amendment upon final passage, approval and publication of this ordinance as provided by law.

**SECTION 4. RECORDATION.** The City Clerk is hereby authorized and directed to record this ordinance at the Johnson County Recorder’s office upon final passage and approval.

**SECTION 5. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 6. SCRIVENER’S ERROR.** The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Clerk or the Clerk’s designee without further public hearing.

**SECTION 7. SEVERABILITY.** If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 8. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on September 10, 2024.

Second reading on September 24, 2024.

Third and final reading on \_\_\_\_\_.

**CITY OF NORTH LIBERTY:**

\_\_\_\_\_  
CHRIS HOFFMAN, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

\_\_\_\_\_  
TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance No. 2024-08 in *The Gazette* on the \_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
TRACEY MULCAHEY, CITY CLERK



# **Additional Information**



To **Mayor and City Council**  
CC **City Administrator**  
From **Tom Palmer, Building Official**  
Date **10/2/2024**  
Re **Monthly Report**

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**September Permits:**

Ninety-three permits were issued in the month of September with an estimated construction value of 15.7 million dollars. Nine building permits issued for new single family dwelling units with construction value of 2.5 million dollars. Staff completed 436 inspections in the month of September.

**Rental/Code Compliance Cases:**

Twelve rental permit applications were received in September. Two code compliance case was processed in September.

**New Commercial Projects:**

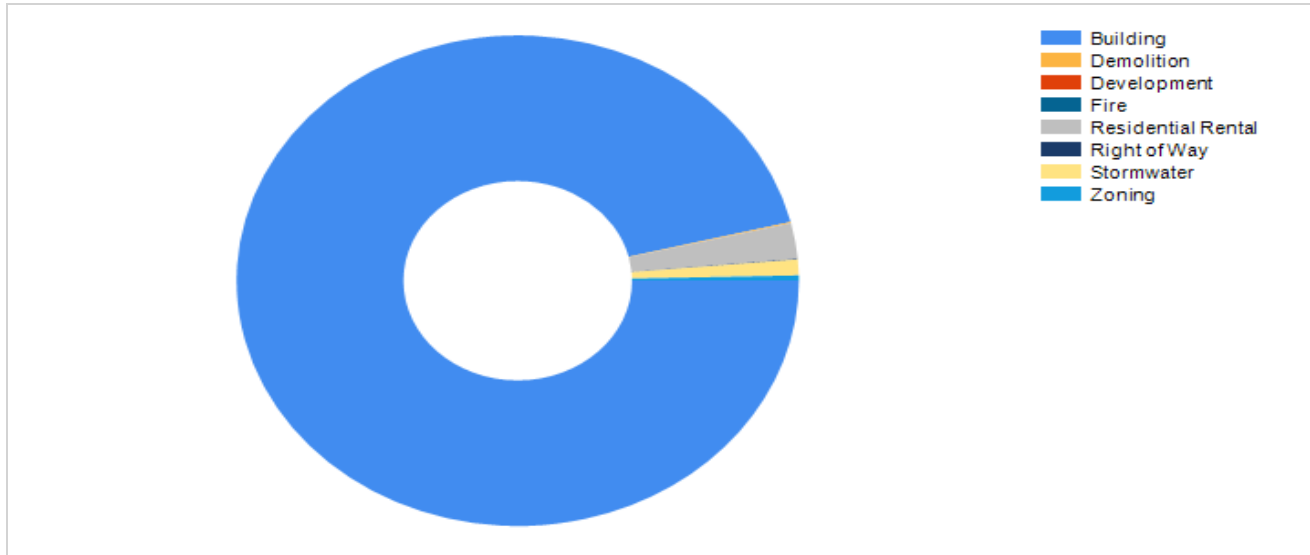
Three commercial permit applications were submitted in September for total construction value of 7.36 million dollars. Corda Credit Union located 1265 Hayes Lane, North Liberty Food Pantry located at 350 West Penn Street and Starbuck Coffee located at 1255 Hayes Lane.

# Permit Type Report

**Permit Date**  
09/01/2024 to 09/30/2024

Description	Fees	Construction Value	Permits
Building	\$55,648.18	\$11,420,466.04	55
Demolition	\$50.00	\$0.00	2
Development	\$0.00	\$0.00	1
Fire	\$0.00	\$265,976.36	2
Residential Rental	\$1,358.00	\$0.00	12
Right of Way	\$23.50	\$0.00	1
Stormwater	\$600.00	\$0.00	8
Zoning	\$200.00	\$4,187,989.00	12
<b>Total</b>	<b>\$57,879.68</b>	<b>\$15,874,431.40</b>	<b>93</b>

Fees Breakdown







# Permit Summary Report Inspection Type

Schedule Date 1/1/2024 TO 09/30/2024

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Row	Total
Inspection request	19	42	46	39	27	47	37	33	24	0	0	0		314
Re-inspection	33	20	35	46	66	42	47	46	34	0	0	0		369
1st SWPPP	0	4	6	7	3	6	9	4	15	0	0	0		54
Above Suspended Ceiling	1	0	0	2	1	3	2	1	2	0	0	0		12
Backflow Preventer	0	0	0	1	0	0	0	1	0	0	0	0		2
Building Sewer	1	0	0	0	1	1	0	0	0	0	0	0		3
Certificate of Occupancy	0	0	0	0	0	0	0	1	0	0	0	0		1
Commercial Final	2	0	1	4	1	3	2	2	1	0	0	0		16
Commercial Rough-In	0	1	4	2	1	1	1	0	3	0	0	0		13
Commercial Water Service	0	2	0	0	0	1	0	1	0	0	0	0		4
Deck, Porch, Sunroom Footings	4	4	7	6	7	16	14	9	9	0	0	0		76
Final	11	14	12	11	10	12	17	14	18	0	0	0		119
Fire - Automatic Sprinkler System	1	5	5	2	10	4	3	5	0	0	0	0		35
Fire - Automatic Sprinkler System - Preconcealment	2	0	1	4	1	0	1	1	0	0	0	0		10
Fire - Compressed Gas Detection	0	0	0	0	0	0	2	1	0	0	0	0		3
Fire - Final Inspection	1	1	0	7	7	3	5	7	0	0	0	0		31
Fire - Fire Alarm Installation	1	0	0	3	5	4	4	5	0	0	0	0		22
Fire - Fire Alarm Installation (Rough-In)	3	0	1	3	1	0	2	3	0	0	0	0		13
Fire - Kitchen Hood Suppression System Installation	0	0	1	0	3	1	2	1	1	0	0	0		9
Fire - Mobile Food Unit	1	0	1	0	0	1	0	0	0	0	0	0		3
Fire - Operational - Temporary Membrane Structures/Tents	0	0	0	0	0	0	1	0	0	0	0	0		1
Fire - Rough In	0	0	0	1	1	0	1	3	0	0	0	0		6
Fire - Vehicle Exhaust Ventilation Equipment	0	0	0	0	0	0	1	0	0	0	0	0		1
Footings/Slabs	0	8	11	9	9	9	8	8	19	0	0	0		81
Foundation Dampproofing	0	3	9	3	3	6	6	2	16	0	0	0		48
Foundation Wall	1	6	10	8	10	5	9	2	23	0	0	0		74
Framing	0	1	0	1	0	0	1	0	2	0	0	0		5
Furnace/AC Replacement	0	0	0	5	4	12	15	5	4	0	0	0		45
Gas service release	16	3	6	9	3	5	12	9	22	0	0	0		85
Grading	1	13	2	9	4	3	8	8	1	0	0	0		49
Meeting	1	0	2	3	2	3	2	2	1	0	0	0		16
Notice of Termination CSR	1	3	10	8	1	3	5	2	2	0	0	0		35
Other	0	1	2	5	2	3	2	0	1	0	0	0		16
Permanent Electric Service Release	9	7	1	22	17	15	18	17	16	0	0	0		122
Plumbing below slab	1	6	15	6	6	11	7	6	14	0	0	0		72
Rental	31	41	12	6	8	0	4	89	105	0	0	0		296
Residential final (New Construction)	8	8	25	13	17	15	12	7	15	0	0	0		120
Residential Photovoltaic (PV) Solar System	2	2	3	0	2	0	0	6	2	0	0	0		17
Residential Rough-in (New Construction)	12	7	0	17	18	9	13	11	10	0	0	0		97
Residential Sewer Service	0	7	20	10	5	6	8	5	19	0	0	0		80
Residential Water Service	0	8	16	10	5	10	8	5	19	0	0	0		81
Rough-in	3	1	1	5	2	5	3	3	2	0	0	0		25
Sanitary Sewers	1	4	0	0	0	0	0	0	0	0	0	0		5
Sidewalk Release	2	3	12	7	2	2	5	2	3	0	0	0		38
Sump Pump Discharge Line	0	5	8	0	10	3	8	12	15	0	0	0		61
Temporary Electric Service	0	3	8	8	8	6	8	6	8	0	0	0		55
Water Heater	0	1	0	0	1	2	5	3	3	0	0	0		15
Water Main and Appurtenance	1	0	0	0	0	0	0	0	0	0	0	0		1
Witness air pressure test and piping inspection	12	14	2	20	15	13	17	14	7	0	0	0		114
Zoning Department Acceptance	0	0	0	0	0	0	1	1	0	0	0	0		2

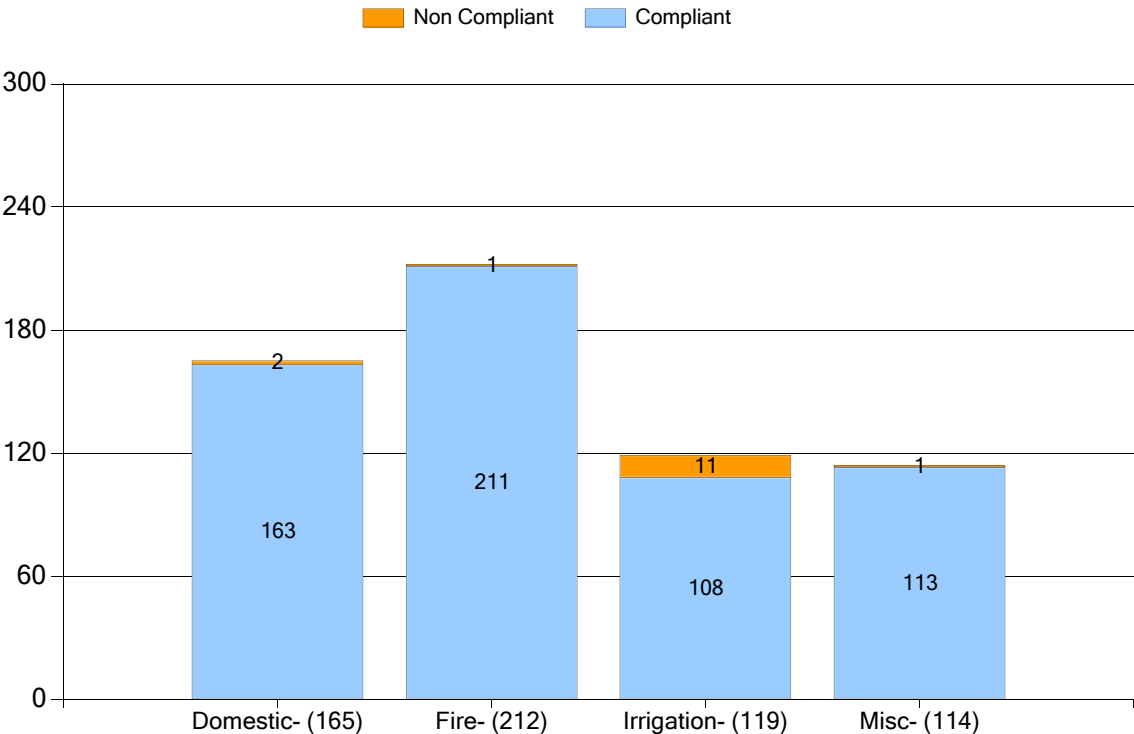
Totals: 182 248 295 322 299 291 336 363 436 0 0 0 2772

# Code Compliance Report

9/1/2024 - 9/30/2024

Case Date	Case #	Complaint	Reporting Code
9/3/2024	20240067	Drainage tile issue	Stormwater
9/10/2024	20240068	Past due backflow test reports	City Code

### Breakdown of Backflow Preventer Compliance



Fire = Fire Protection / Fire Detector Bypass  
Domestic = Domestic / Domestic Bypass  
Irrigation = Lawn Irrigation  
Isolation = All Others



To **Mayor and City Council**  
CC **City Administrator Ryan Heiar**  
From **Community Relations Director Nick Bergus**  
Date **Sept. 27, 2024**  
Re **September 2024 Community Relations Staff Report**

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### City Slate

September was a slower month, with our first movie night on the City Hall plaza held Sept. 13. The turnout for the showing of *Inside Out 2* was phenomenal with more than 400 attendees. The team took time to continue refining a schedule for 2025 and laid preparations for October's Halloween Trail (Oct. 11) event. Details about events on the Slate can be found at [northlibertyiowa.org/cityslate](http://northlibertyiowa.org/cityslate).

### Welcoming Week

We hosted the Family Health & Wellness Fair at the Ranshaw House which included a wide array of community organizations focused on health offering activities and information, bounce houses, food and more. Turnout was approximately 400 during the event and the partnerships with immigrant-serving organizations was the strongest we've had. Micah's work strengthened our relationships with these organizations and their leaders and successfully convened a program for an underserved audience.

### Welcome Guide

We updated our Welcome Guide, a resource for new residents that is helpful to those already here as well. Copies are available at the Community Center and City Hall.

### Neighborhood Ambassadors

We hosted the first meeting on the new cohort of Ambassadors with meaningful ice breakers, instructions to staff and services and the Community Center and other fun. The two dozen residents going through the new program which will meet four more times during the year to learn more about the city with the goal of building a larger network of ambassadors and North Liberty advocates.

### Sponsorship

Jillian began her annual work to renew sponsorship partners and find new ones. These partnerships pay for much of our community engagement work and it has been helpful to pull them into a single annual campaign. These sponsors help pay for City Slate, Summer Lunch and Fun, Blues and BBQ and more.

## Other Items

Staff volunteered with the Bike Iowa City, North Liberty Community Pantry, 100+ Women Who Care, Johnson County Successful Aging Policy Board and worked with other local initiatives and non-profits.

Staff represented North Liberty at the Iowa League of Cities's Iowa Mayors Association discussing youth councils, on the Community Development Innovation Council, Greater Iowa City, Inc., City Connections Lunch, the American Society of Civil Engineers meeting and elsewhere.

We produced the City Council meeting and submitted it to local entities, and produced several podcasts for the library in addition to 52317 episodes.

We posted news releases about City Slate events, activity highlights, road projects, emergency services and responses, and more.

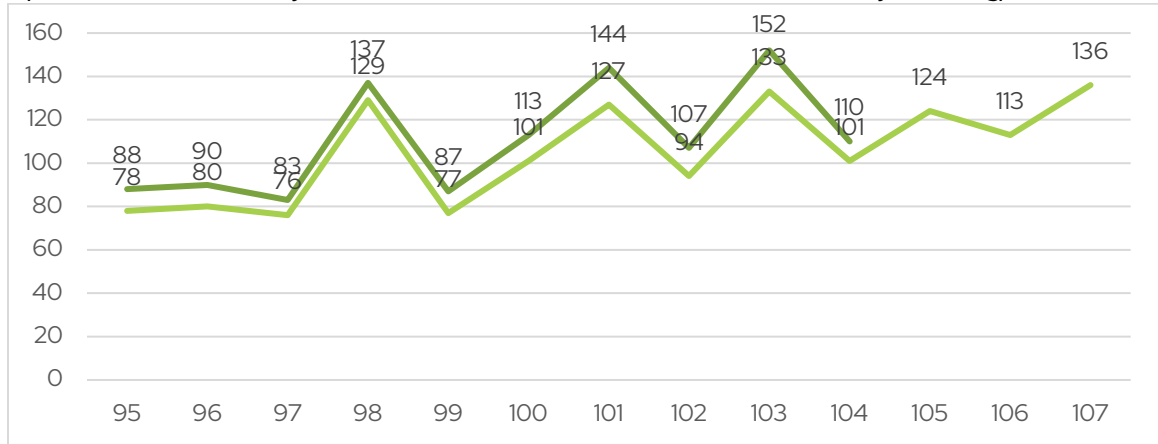
## Completed Videos

Title	Requested By	Completed	Duration
<b>Planning &amp; Zoning</b>	Administration	Sept 3	0:44
<b>Parks &amp; Recreation</b>	Administration	Sept 5	0:28
<b>City Council</b>	Administration	Sept 10	0:30
<b>Library Board of Trustees</b>	Administration	Sept 16	0:39
<b>City Council</b>	Administration	Sept 24	0:52
<b>Eye on: Police</b>	Community Relations	Sept 26	0:04
<b>Total completed productions: 6</b>	<b>Duration of new video: 3.3 hours</b>		



## 52317 Podcast

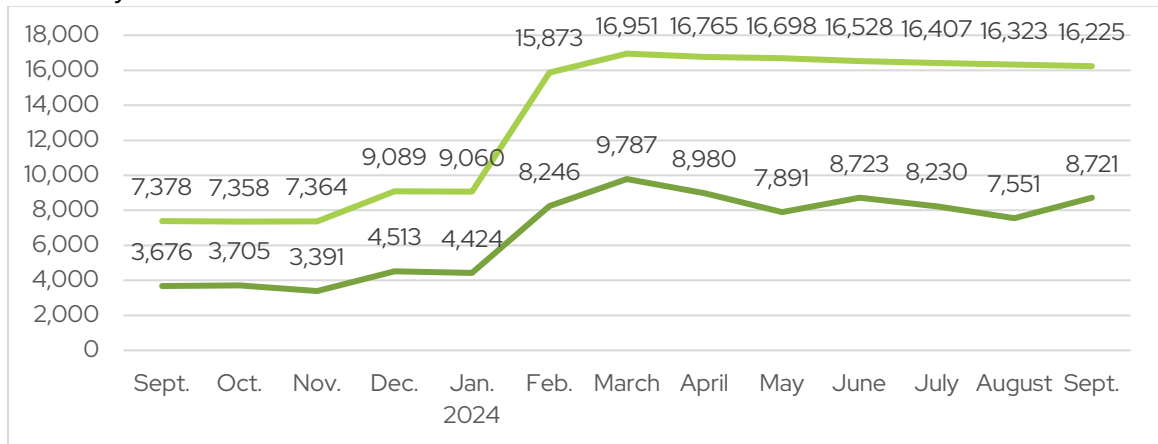
Episodes release every three weeks and can be found at [northlibertyiowa.org/52317](http://northlibertyiowa.org/52317).



**Downloads** is the number times the podcast file was downloaded to a player, including a podcast client, webpage-embedded player or other device in its first 30 days and 90 days of publication. Numbers are as reported by service provider LibSyn as of the date of this report.

## North Liberty Bulletin Email Newsletters

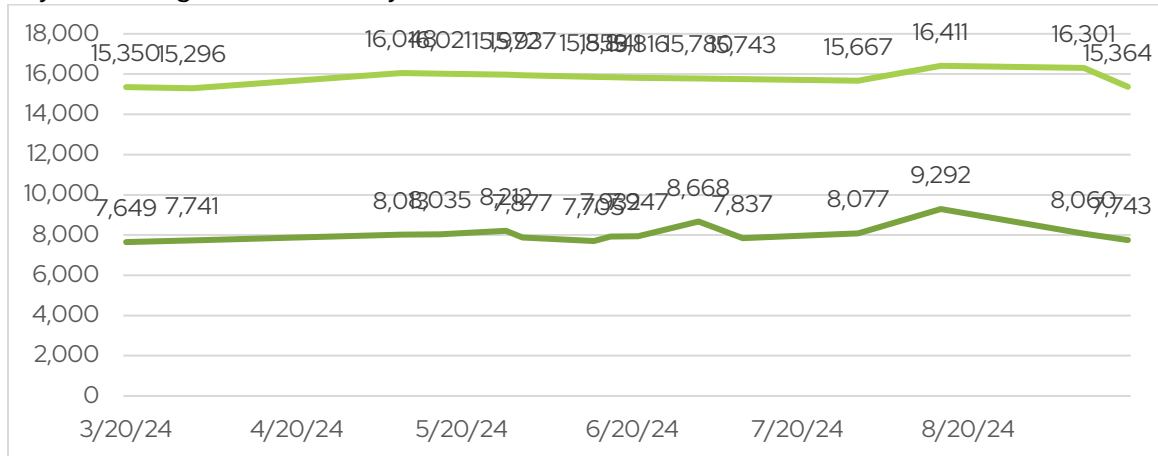
These emails offer news and updates in a friendly, approachable way on the first Thursday of each month.



**Recipients** is the number of email addresses to which an issue of the Bulletin was sent and is represented by the top line. **Opens** is the number of unique recipients who opened the Bulletin and is represented by the bottom line; the standard open rate for government is 25.4%. Numbers are as reported by service provider Mailchimp.

## Know Before You Go Emails

These emails focus on free, large-scale community and leverage the city's email list. It is a key marketing channel for City Slate events.



**Recipients** is the number of email addresses to which an issue of the Bulletin was sent and is represented by the top line. **Opens** is the number of unique recipients who opened the Bulletin and is represented by the bottom line; the standard open rate for government is 25.4%. Numbers are as reported by service provider Mailchimp.

## Social Media

Month	Facebook		Instagram	Nextdoor
	New follows	Reach	Followers	Members
Sept	112	69,482	3,507	7,000
Aug	110	37,807	3,471	6,935
July	108	75,615	3,462	6,851
June	128	69,922	3,425	6,762
May	125	74,483	3,394	6,708
April	89	84,900	3,368	6,665
March	130	56,333	3,341	6,579
Feb	102	72,100	3,313	6,498
Jan 2024	107	46,047	3,273	6,413
Dec	69	43,961	3,235	6,339
Nov	122	59,918	3,209	6,289
Oct	105	63,718	3,182	6,206
Sept	112	82,206	3,145	6,151

**Facebook new likes** is the net number of new users following the city's Facebook page; it does not include new *followers*. **Facebook reach** is the number of unique users who saw any of the city's Facebook content, reported on a 28-day period. **Instagram followers** is the number of users following the city's Instagram account. **Nextdoor members** is the number of verified North Liberty residents who are users and able to receive our agency messages.



TO: Johnson County Board of Supervisors  
FROM: Jennie Garner, Library Director  
DATE: Oct 2, 2024  
SUBJECT: Monthly Library Report

### **Library News**

The library is currently displaying poetry written by local students on the meeting room windows in collaboration with the City of Literature. It's always a delight to read a few when you walk down the main hallway. Additionally, we are currently hosting the Authentic Selves Exhibit for the month of October.

### **Exhibit info:**

Authentic Selves is an exhibition that features photographs and interviews with individuals of all ages who identify as trans, nonbinary, and gender fluid, along with some of their family members. Through first-person accounts and beautiful images, this exhibition aims to challenge myths and stereotypes about trans and nonbinary people.

The exhibition delves into the many aspects of gender identity and variance by sharing these important stories. It celebrates a range of views, opinions, and experiences that are unique and empowering to trans and nonbinary individuals. By encouraging people of all ages to affirm and appreciate diversity, Authentic Selves contributes to the process of dismantling prejudice and intolerance.

As a remarkable tool designed to prevent bullying and increase empathy and connection, Authentic Selves aspires to make the world a safer place for all people.



The library hosted more than 40 librarians, including five of our staff, for the State Library Learning Circuit. We spent the day learning about uses for artificial intelligence (AI) along with ethics and challenges for librarians surrounding AI. There are many ways library workers use AI to assist in doing their work, such as drafting policy and creating marketing tools. We also discussed copyright, privacy, and ethical implications that come with more people using AI. As with other technology, libraries will need to be prepared to educate our patrons on practical uses and how to use the tools available, such as selecting the appropriate tool and writing effective prompts. While most of us have been using AI tools for years without even being aware; it's growing in popularity and changing rapidly with more and more tools available all the time.

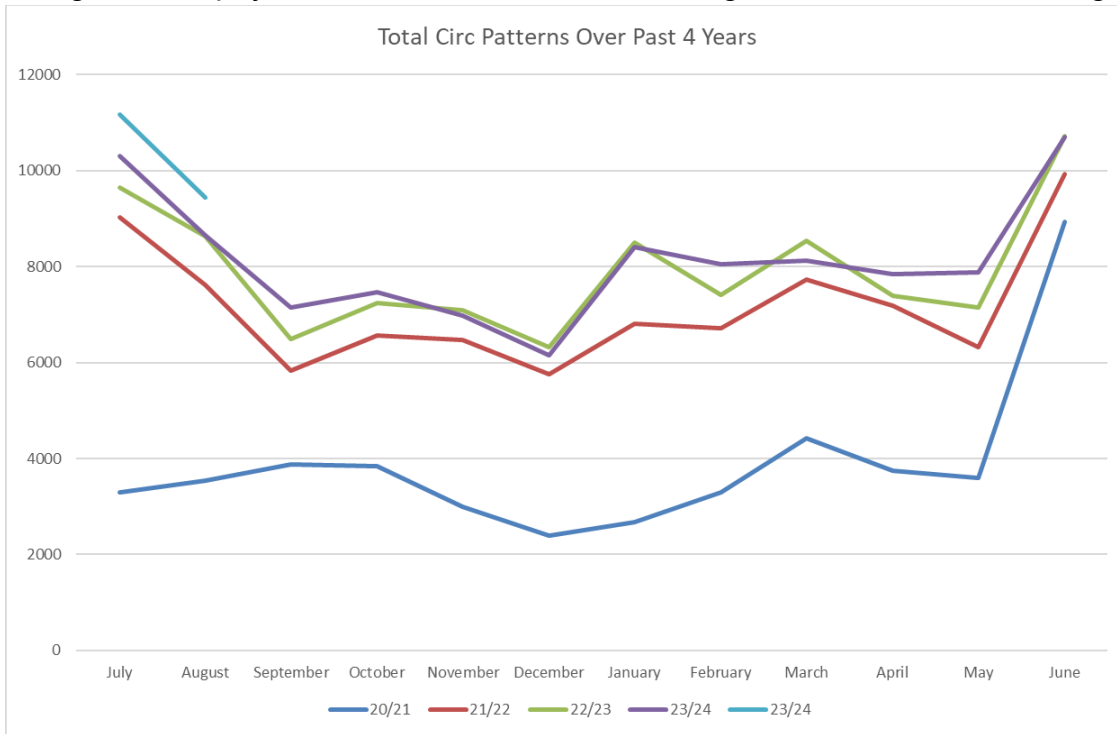


I had the honor of co-presenting at the 2024 League of Cities Conference in Sioux City in September with Sam Helmick (Iowa City Public Library) and Tyler Hahn (Cherokee Public Library) for a session. The session, titled *Public Libraries: Catalysts for Civic Renewal*, was attended by about 45-50 municipal representative. We discussed collaborating across departments, building sustainable relationships, and advocacy work locally to nationally. We'll present on the same topic, encouraging librarians to work with their city colleagues and leaders, at the Iowa Library Association Conference on Oct. 11.

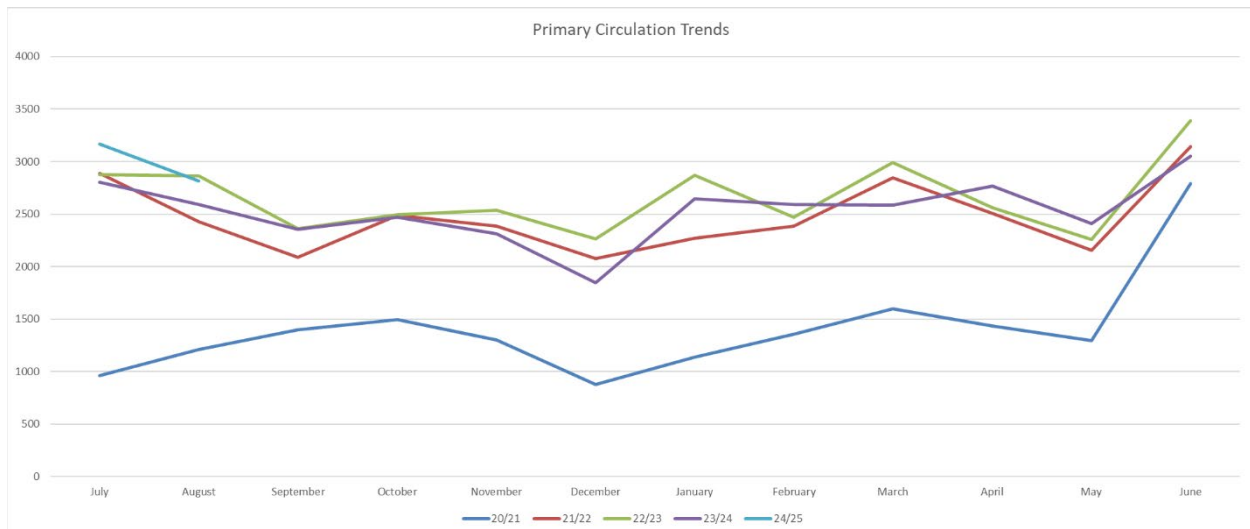
I also had the pleasure of co-presenting with Sam Helmick at the Association for Rural & Small Libraries conference in September in Springfield, MA. We spoke about intellectual freedom and access to information to about 80 librarians from all over the country in a session called *Intellectual Freedom: Choose Your Own Adventure*, using an interactive slide presentation, which was a lot of fun and a great way to have attendee participation.

Finally, check out this *Black Iowa News* [article](#) by NLL Public Services Librarian, Kellee, on tactics to avoid election stress published this week.

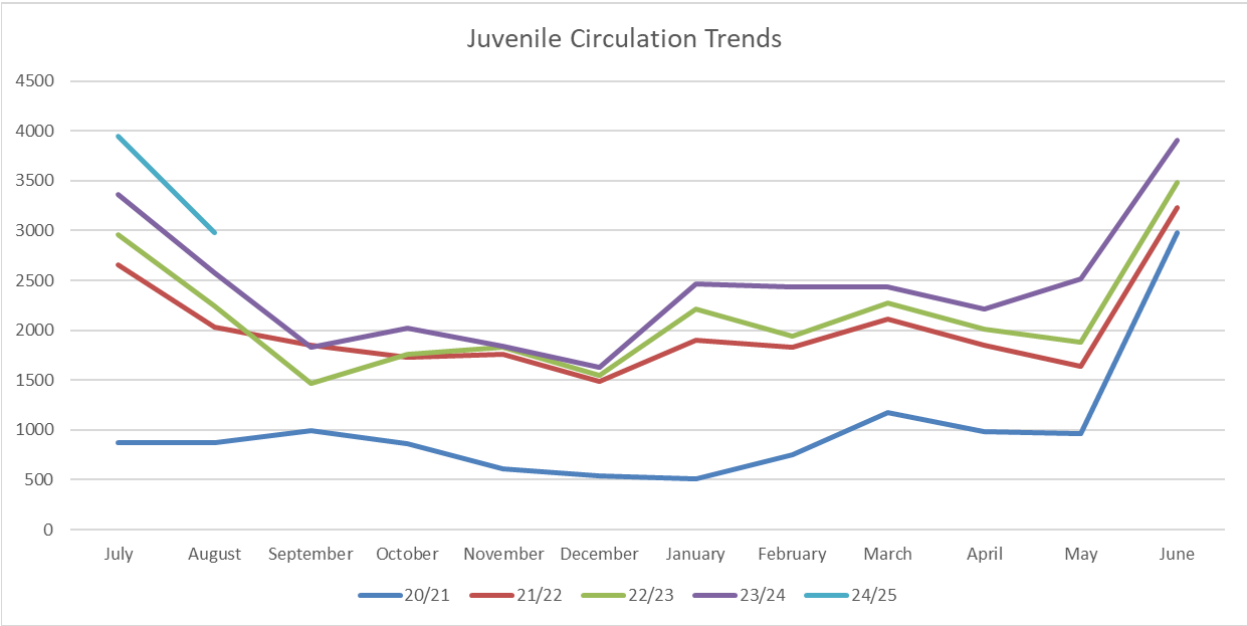
The graph below shows total circulation of physical material from the library. We are entering the fall (and a new fiscal year, depicted in light blue) which is definitely our slowest time circulation-wise. We are pleased that we continue to see increases and that our circulation is above what it has been at this time of year over the past four years, with 2020 -21 being significantly lower with the epidemic. Many libraries are trending down in physical materials circulation so it's great to see our stats rising.



Interestingly, our primary (picture books) have remained more constant and even dropped a bit in FY25, whereas our juvenile materials (beginning readers and chapter books) is growing. Andrew, our Collection Development Librarian, and I have discussed and hypothesize that as our population of babies is growing up, we see more checkouts from middle-grade readers, which has in the past been a lower circulating collection. (Scroll for Juvenile graph)







Scroll for more highlights



The Bad Art program in September was a ton of fun. People paired up to draw purposely bad portraits of each other. The smiles tell the story. Adults love arts and crafts too!



We celebrated National Library Card Signup Month in September with a Library booth and Book Bike at the Movie on the Plaza.





To **Mayor and City Council**  
**Parks and Recreation Commission**  
**City Administrator**

From **Guy Goldsmith, Director of Parks, Building and Grounds**

Date **October 1, 2024**

Re **Monthly Report**

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We performed various ground & building maintenance tasks as needed this month. We repaired the irrigation pump at Liberty Centre Pond/Park. T&T tuckpointing has finished the north and west elevations of the Rec Center building and are now painting.

We maintained equipment as needed this month by performing preventative maintenance, repairing ball field maintenance, mowing, trimming, and landscaping equipment.

The pickleball courts continue to be in high demand every day. We ensure nets and use zones are playable daily.

We continue to pick up park/trail trash receptacles and pet waste stations daily.

The landscaping crew has been very busy maintaining landscaping areas this past month. We continue to monitor all new plants and trees daily for moisture content and plant health. We have begun removing the old roundabout landscaping at Pebble court and Fairview Lane to make way for a new look.

We continue to mow and trim our parks and grounds.

We graded & seeded a large area on the east side of the Ranshaw house to enhance the area for future events.

Our forestry crew continues to trim and remove dead and declining trees. We continue to remove tree stumps as time permits.

Our sports field maintenance team continues to provide weekly field maintenance and field line painting. We continue to have soccer games and weekend ball tournaments. We also sprayed ball field fence lines for weeds.

The Penn Meadows playground and splash pad rubber surfacing project has been completed and now open to the public. The Penn Meadows splash pad will remain open until cooler weather arrives, which is probably right around the corner. We clean and tidy the area daily.

The Fox Run Park improvement project just wrapped up. The grading/seeding has been completed and the playground has been complete as well. We have received a lot of great comments from resident that are enjoying the new trail and playground.

Park staff installed a matching memorial bench at Fox Run Park. This was funded by a nearby resident.



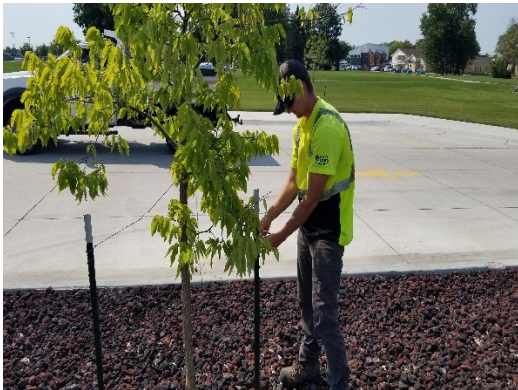
We added riprap rock to areas of erosion at West Lakes Park and Beaver Kreek Park.

Park staff installed new LED lighting at the welcome sign on West Penn Street near Arby's.

I attended multiple meetings with Shive Hattery this past month. Freedom Park project is currently in the design phase. We completed a punch list walk through with Shive Hattery and the Contractor at Fox Run Park Improvement project.



Rec Center tuckpointing and painting project underway.



Landscaping maintenance.



Pebble Court & Fairview Lane roundabout landscaping improvements.





Ranshaw house grading and seeding improvements.



Tree removals continue.



Ball field maintenance and soccer field line painting.





Penn Meadows Playground and Splash Pad now have a new rubber safety surface installed.



Fox Run Park Playground has finished and now open to the public.



Fox Run Improvement Project grading and seeding has been completed.





Memorial bench installed at Fox Run Park.



Riprap stone placed at West Lakes and Beaver Kreek Park for erosion control.



West Penn Street welcome sign has new LED Lights.





# North Liberty Police Monthly Report September 2024

## Training:

- Officers completed precision driving, felony traffic stop and Taser training at Hawkeye Downs (110 hours).



- Recruit Officer Jacob Boevers and Officer Noah Conard are still at the Iowa Law Enforcement and Hawkeye Academies for their required training.

## Public Relations:

- Officers were asked to assist with security at area sporting events. This is paid for by the outside entities.
- One staff member attended the ribbon cutting for the new Domestic Violence Intervention (DVIP) shelter. The new shelter will be able to handle twice as many survivors.
- With the assistance from Liberty High School and the Street Department, officers worked the Liberty Homecoming parade.
- Officer DeBoer went to a community invite at Garner Elementary and was recruiting future police officers.



- Officer Jeff McVey and Officer Liz Monroe received public life savings award for an event last December with a suicidal female. Both officers received letters and pendants for their uniforms from the Mayor.



Traffic Contacts	135
Parking Contacts	30
Vehicle Inspections	1
Vehicle Unlocks	13
Crash Investigations	27
Public Assists	278
Assist other Agency	127
Crimes Against Persons Report	13
Crimes Against Property Report	23
Other Reports	21
Arrests	22
Warrants	3
Alcohol/Narcotics Charges	5
Crimes Against Persons Charges	5
Crimes Against Property Charges	3
Other Charges	11
Animal Calls	64
Total Calls for Service	1538
*Total Calls for Service for the year	<b>15314</b>

### **Equipment:**

- Flock Cameras are still being installed around town. This is taking longer than anticipated because on some of the pole permits and permissions need to be acquired for the placement of a camera. Flock is working on the permitting 6 more cameras around town.

### **Enforcement/Crime:**

- To review any criminal complaints for the month [List of Criminal Complaints | Johnson County Iowa](#) or see North Liberty Calls for service go to [Joint Emergency Communications Center \(jecc-ema.org\)](#) or you can visit the crime map at [LexisNexis® Community Crime Map](#) and type in North Liberty.
- We were awarded another year of the Governors' Traffic Safety Bureau (GTSB) grant for traffic enforcement in for the FFY 2025. We ask for \$15,000 for overtime for general enforcement and impaired driving enforcement and we ask for \$3,700 in equipment that includes a Lidar and Preliminary Breath Test (PBT) which is used for impaired driving.
- Requested and set-up the speed trailer on N. Sunset Drive for both north and southbound traffic.

### **Department Admin:**

- Officer Rhonda Hayes and Record Clerk Lauryn Rich submitted their resignations. Both are going to Iowa City PD, and we wish them the best at their new department.
- The admin records clerk position was posted, and we have received 72 applications so far and will hold interviews immediately.
- Completed the quarterly mental health liaison report with Kieonna Pope. About 35% of all calls are involving North Liberty residents with a majority of the calls being follow-up related.
- Chief was invited and attended the reunification set-up and training with Iowa City Community School District.
- Lt Ross is working on a police officer promotional hiring video with the Communications department.
- Officer Tiffany DeBoer received a letter of commendation from the Chief for her assistance in helping a new recruit train and pass the physical agility testing. We really appreciate her helping this new hire out with her own time and funds.
- Budget planning is starting for the department for FY2026. All officers were given an opportunity to suggest budget items for the department for consideration.
- New hire backgrounds are being completed on potential new officer candidates.
- Department completed our 3-year audit of our use and dissemination of National Crime Information Center (NCIC) for training and releasing of data.

*Submitted on 10/2/2024*



To **Park & Recreation Commission Board Members**  
CC **Mayor, City Council, City Administrator**  
From **Shelly Simpson**  
Date **October 1, 2024**  
Re **Monthly Report – September 2024**

Numerous activities/programs began in September. Aqua Dance Fusion and other aquatic fitness classes are well attended. Pee Wee Football and youth pickleball began and swim lessons started Sept 24. Community Center exterior tuckpointing and painting was completed. Some staff members attended the IPRA Fall Conference to learn new information.

**Recdesk Database:**

Reviewing our Recdesk database; we have 15,119 residents (59%) and 10,559 non-residents (41%) totaling 25,678 individuals. Increase of 175 from last month.

**Aqua Programs:**

Aqua classes resumed. Aqua Boot Camp (10), Aqua Dance Fusion (18), Aqua Zumba (5), Arthritis MWF (15), Arthritis T TH (15), Easy Does It (17), Water Resistance (9) totaling 89, plus drop-ins. Aqua Program/Class revenue totaled \$2,348.00.

**Swim Lessons:**

Swim lessons began Sept 24. Level 1 (30), Level 2 (30), Level 3 (29), Level 4 (26), Level 5 (12), Level 6 (11), Parent Tot (39), Tadpoles (24), Private (50), totaling 251 participants. Rec Swim Team had 24 participants. Adult Swim Lesson had 4 participants. Revenues totaled \$3,060.00.

**Leagues/Sports:**

Youth leagues continued and new classes such as Youth Pickleball (16) and Cross Country (26) participants began this month. Pee Wee Football had (6) AM participants, (40) PM participants. Self Defense class had (5) participants. Adult Co-ed Volleyball has (4) teams; Men's Basketball has (8) teams. Adult Pickleball Lessons had (12) participants. Sport/Leagues revenues totaled \$4,590.00.

**Recsters BASP Program:**

BASP (Sept) has AM (20) and PM (50), totaling 70 kids. BASP revenues this month totaled \$13,090.00

**Classes/Programs:**

Tippi Toes Dance: Baby Ballet (10), Ballet Tap Jazz (24) Tippi Pro (11) and Toddler & Me (14), totaling 59 dancers. Aerobics Classes: Body Blast (7), Total Body Sculpt (8), Zumba (7), Taiji (1), JiuJitsu (2), totaling 23 registered, plus drop-ins. Connection Luncheons served (140) meals this month.



Maintaining Cars 101 had (17) participants.  
Classes/Programs revenue totaled \$11,610.50.

**Special Events/Programs:**

Communications Dept led an outdoor movie at CH Plaza on Sept 13 which was well attended.

**Pools:** This month, Season Pool Pass revenues totaled \$1,960; Daily Pool Fees totaled \$3,052; Pool Rentals totaled \$875, and Concessions revenues totaled \$199.25.

**Weight & Exercise Area / Track:**

Weight fee revenues totaled \$11,056.50; Split membership revenues totaled \$4,575  
We had 3,309 active memberships for the month.  
We had 1,018 point of sale transactions for the month.

**Rentals:**

Gymnasium Rental revenues totaled \$3,376.25; Community Center Rental revenues totaled \$1,287.50; Shelter rental revenues totaled \$176.25; Field Rental/Tennis Courts revenues totaled \$4,622.17.

**Revenues:**

Revenues for September totaled \$65,893.72.

**Additional Reports:** Recdesk Monthly Revenue, Dashboard Summary, Membership Summary and Organizational Activity.



To **Mayor and City Council**  
CC **City Administrator Ryan Heiar**  
From **Street Superintendent Michael Pentecost**  
Date **October 1, 2024**  
Re **Street Department Staff Monthly Report for September**

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The following items took place in the month of **September** that involved the Street Department.

- Locating of City Utilities (280 job tickets) ongoing
  - a. This is an increase of 3% from September 2023
- Continued animal control services (8 responses to animal issues)
- Cemetery plot locates (4 in total)
- Projects/Meetings
  - a. Street Department Building Project
    - i. Contractor continues working on punch list items
    - ii. Staff is starting to move equipment and office items back in
  - b. W Forevergreen Rd Traffic Signal Project (traffic signals to be added at S Kansas Ave and S Jones Blvd at W Forevergreen Rd in both locations)
    - i. Weekly progress meetings
    - ii. Project is 90% complete
    - iii. All 3 signals at Kansas, Jones, and U of I intersection are operational
    - iv. Final seeding and punch list items to complete
  - c. I380/Penn St meeting with DOT to continue to plan and design
- Training
  - a. Hearing protection by Vector Solutions
  - b. CPR/AED/First Aid on-line and hands-on training completed
  - c. All staff completed FIT Testing (for respiratory protection)
- Street Department provided traffic controls for Liberty High Homecoming Parade
- Sanitary Sewer
  - a. Inspection of various manhole locations
- Construction plan review of proposed subdivisions and site plans
- Street labor employee interviews conducted
  - a. Decision on candidate to be selected in early October
- Street Repairs
  - a. Rachael St
    - i. South side traffic lane and sidewalk has now been completed
    - ii. Restoration and seeding done and this section is 100% open to traffic
- Staff conducted monthly safety inspections for all street equipment and buildings
- Annual Fire alarm and sprinkler testing completed
- Monthly warning siren testing in all 8 locations



**African Spurred Tortoise picked up by animal control (He is faster than he looks)**



**New office area in Street Department building project**

## Rachael Bridge Concrete Project



Reinforced steel matting embedded in road before the pour



Staff pouring the south half of the road





**Completed Rachael St road project**





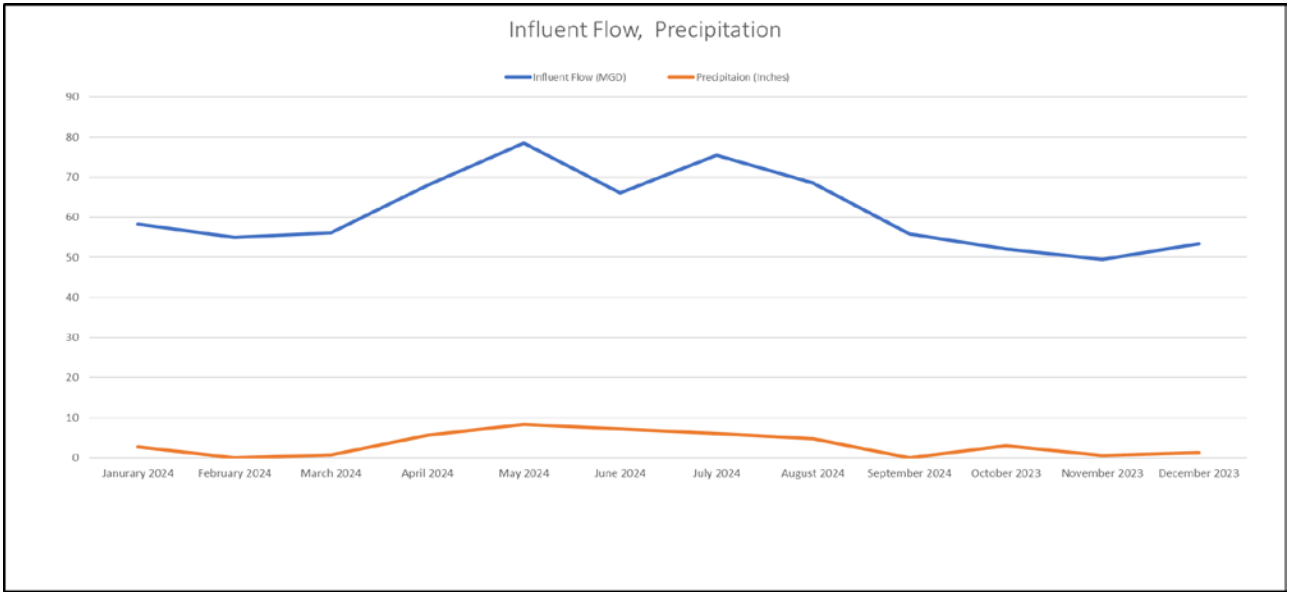
To **City Council, Mayor, and City Administrator**  
From **Drew Lammers**  
Date **Oct. 1, 2024**  
Re **Sept. 2024 Water Pollution Control Plant (WPCP) Report**

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1. All scheduled preventative maintenance at the plant and lift stations was completed. **87 work orders** were completed throughout September. Maintenance staff pulled 1 lift station pump due to high amperage. They found an obstruction and were able to remove it and retest the pump. It was reinstalled for operational service. Staff also painted all exterior wet well and valve pit vent pipes and sludge loadout piping at the treatment facility and lift stations throughout the month.
2. This month's staff safety meeting topic was Emergency Action Plan. Staff completed target solutions training online and reviewed the training topic as a group. Staff discussed our department action plans for all areas of the treatment facility.
3. Operations and Lab completed all monthly sample results and reports. Monthly Influent Flow Avg. was **1.86 MGD**. **0.38 MG** of solids were wasted from the biological tanks to digesters during September. Contractors hauled semi-loads of biosolids from the treatment facility to a field south of Tiffin where they are stockpiled until equipment arrives for land application. Staff will continue to haul biosolids to the stockpile until application is complete.
4. The North digester tank was cleaned, and scaffolding was set up for concrete repair contractors. Staff also removed all the aluminum toe-kick guards around the entire tank walkway and pressure washed the concrete catwalks. Contractors will begin repairing broken concrete areas throughout these walkways.
5. Membrane recovery cleans began starting with Train 4. This train has cassettes that were installed in 2016 and 1 cassette that is from the original 2008 membrane project. The train was cleaned and soaked overnight once with citric and hydrochloric acid and again the next night with chlorine before pulling membranes for inspection and repairs. Overall, the membranes in train 4 are in good shape. The 2008 cassette is showing its age but continues to produce quality effluent, so we will continue to run it as a lifecycle test cassette.

The remaining 3 membrane trains will be cleaned throughout the next 3 weeks. If anyone has interest in seeing and learning about these membranes and specifically our maintenance procedures, please contact us for a site visit.

Drew Lammers - WPCP Superintendent



### Repainted Exterior Piping



**North Digester Cleaned and Scaffolding Installed**





**Cleaning and Inspecting Membrane Modules**



**Installing module into water bath for leak detection**





Cutting Out a Membrane Strand With a Leak





Injecting Silicone to Repair Leaking Fiber





**Planning Commission**

October 1, 2024

Council Chambers, 360 N. Main Street

**Call to Order**

Chair Amy Yotty called the October 1, 2024, Planning Commission to order at 6:30 p.m. in the Council Chambers at 360 N. Main Street. Commission members present: Sheila Geneser, Valerie Ward, Dave Willer, Amy Yotty; absent – Barry A’Hearn, Josey Bathke, Jason Heisler.

Others present: Ryan Rusnak, Ryan Heiar, Grant Lientz, Tracey Mulcahey, Randy Lang, John Marner, and other interested parties.

**Approval of the Agenda**

Willer moved, Geneser seconded to approve the agenda. The vote was all ayes. Agenda approved.

**Buck Moon Villas Preliminary Site Plan**

*Staff Presentation*

Rusnak presented the request of Buck Moon Villas, LLC to approve a Preliminary Site Plan for 11 townhouse units in three buildings on 1.6 acres. The property is located on the east side of North Dubuque Street approximately 300 feet southeast of Ranshaw Way. Staff recommends the Planning Commission accept the listed finding that the preliminary site plan would achieve consistency with the approval standards enumerated in Section 165.05(2)(E) of the Zoning Code and forward the request to approve a preliminary site plan for 11 townhouse units in three buildings on 1.6 acres to the City Council with a recommendation for approval.

*Applicant Presentation*

Brad Cummins of the ownership group was present and offered to answer questions.

*Public Comments*

No public comments were offered.

*Questions and Comments of the Commission*

The Commission had no questions or comments on the application.

*Recommendation to the City Council*

Geneser moved, Willer seconded that the Planning Commission accept the listed finding and forward the preliminary site plan to the City Council with a recommendation for approval. The vote was: ayes – Geneser, Ward, Yotty, Willer; nays – none; absent – A’Hearn, Bathke, Heisler. Motion carried.

**North Jones, LLC Public Hearing on Zoning Map Amendment**

*Staff Presentation*

Rusnak presented the request of North Jones, LLC for a zoning map amendment (rezoning) from RM-8 Multi-Unit Residence District to RM-12 Multi-Unit Residence District on approximately 3.53 acres. The property is located at 1605, 1655 and 1695 North Jones Boulevard. Staff recommends the Planning Commission accept the listed finding, the zoning request from RM-8 Multi-Unit

Residence District to RM-12 Multi-Unit Residence District would achieve consistency with the approval standards enumerated in Section 165.09 of the Zoning Code, and forward the request for zoning map amendment (rezoning) from RM-8 Multi-Unit Residence District to RM-12 Multi-Unit Residence District on approximately 3.53 acres to the City Council with a recommendation for approval.

*Applicant Presentation*

Randy Lang, Watts Group, was present on behalf of the applicant and offered to answer questions.

*Public Comments*

No public comments were offered.

*Questions and Comments of the Commission*

The Commission discussed the application including the development of the park shown in the Comprehensive Plan.

*Recommendation to the City Council*

Geneser moved, Ward seconded that the Planning Commission accept the listed finding and forward the rezoning to the City Council with a recommendation for approval. The vote was: ayes – Yotty, Willer, Geneser, Ward; nays – none; absent – A’Hearn, Bathke, Heisler. Motion carried.

**Hodge Construction Company Public Hearing on Zoning Map Amendment**

*Staff Presentation*

Rusnak presented the request of for a zoning map amendment (rezoning) from RM-21 Multi-Unit Residence District to C-3 Higher-Intensity Commercial District on approximately 5.12 acres. The property is located at the northeast corner of West Forevergreen Road and Bernardy Drive. Staff recommends the Planning Commission accept the listed finding, the rezoning request from RM-21 Multi-Unit Residence District to C-3 Higher-Intensity Commercial District would achieve consistency with the approval standards enumerated in Section 165.09 of the Zoning Code, and forward the request for zoning map amendment (rezoning) from RM-21 Multi-Unit Residence District to C-3 Higher-Intensity Commercial District on approximately 5.12 acres to the City Council with a recommendation for approval.

*Applicant Presentation*

Jon Marner, MMS Consultants, was present on behalf of the applicant and offered additional information regarding the proposed rezoning.

*Public Comments*

No public comments were offered.

*Questions and Comments of the Commission*

The Commission discussed the application including access to Forevergreen Road through driveways and roadways, traffic counts, and the impact of more students at the junior high on traffic on Forevergreen Road.

*Recommendation to the City Council*

Willer moved, Geneser seconded that the Planning Commission accept the listed finding and forward the zoning map amendment to the City Council with a recommendation for approval. The vote was: ayes – Willer, Ward, Yotty, Geneser; nays – none; absent – A’Hearn, Bathke, Heisler. Motion carried.

### **Approval of Previous Minutes**

Geneser moved, Willer seconded to approve the minutes of the September 3, 2024, meeting. The vote was all ayes. Minutes approved.

### **Old and New Business**

Rusnak updated the Commission on the proposed Accessory Dwelling Units (ADUs) addition to the code of ordinances. There was discussion on the process of ordinance consideration regarding ADUs with the City Attorney.

### **New Business**

Rusnak reported that a couple of new applications were received this month for next month's meeting.

### **Adjournment**

At 6:56 p.m., Willer moved, Ward seconded to adjourn. The vote was all ayes. Meeting adjourned.

Signed:

Tracey Mulcahey, City Clerk



To **North Liberty Mayor and City Council Members**  
CC **City Administrator Ryan Heiar**  
From **Water Superintendent Greg Metternich**  
Date **October 1, 2024**  
Re **Monthly Report – September 2024**

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In the month of September, we treated a total of 46,346,000 gallons of water, our average daily flow was 1,545,000 gallons, and our maximum daily flow was 1,792,000 gallons. The total amount of water used in the distribution system was 9.1% higher than in September 2023.

We have had a busy month with 9,422 accounts read, 57 re-reads, 70 service orders, 226 shut-off notices delivered, 99 shut-offs, 91 re-connects for water service, 8 new meter set inspections, 7-meter change outs, 27 MIU change outs, assisted 9 customers with data logging information, 83 calls for service, and 13 after hour or emergency calls. Our monthly total service work averaged 32 service orders per day.

Our maintenance staff started working on our bi-annual hydrant flushing program. They will be flushing every dead-end hydrant in the distribution system; this process will take four to six weeks to complete. We flush hydrants to scour the inside of the pipe, remove harmless minerals and sediment that collect in the water mains, this also makes sure hydrants are in working order.

We replaced two fire hydrants and added a main line valve on Juniper Street last month, both hydrants required replacement of the main line tees. The existing equipment was pressed on and glued without using any restraint, all the new equipment used was restrained and thrust blocks were added. This took longer than normal to replace a hydrant, but we have very reliable product in the end.

We successfully submitted our Lead and Copper Inventory to the IDNR, the due date for the inventory submittal is October 16<sup>th</sup>, 2024. The next phase of the Lead and Copper Rule Revision should be coming out soon, we're not exactly sure what will be included in the revision other than there will be additional sampling required from areas that have not been tested in the past. North Liberty has very stable water (non-corrosive) and no lead in our system, other than additional time and effort to collect samples, I do not foresee any issues meeting regulatory changes going forward.

Water Superintendent  
Greg Metternich





**Parks & Recreation Commission Meeting Minutes  
September 5, 2024, 7:00pm**

Present: Shelly Simpson, Tim Hamer, Guy Goldsmith, Richard Grugin, Nicholas Arnold, Gwen Johnson, Donglin Chai, Jeremy Parrish, Kevin Smith

1. Call to Order

2. Approval of Minutes: Motion to approve August 8, 2024 minutes: Johnson; Second: Chai. Approved via unanimous consent.

3. Reports

Parks Report – Guy Goldsmith

- Parks staff continued with building maintenance, including painting concessions stand and restroom doors at Penn Meadows Park.
- The Sports Field Maintenance Team continued daily maintaining and prepped the fields for fall soccer.
- Landscape team has been hard at work due to all the moisture but has kept up all public landscaping including parks, buildings, and median/roundabout work.
- Staff removed some dead/dying trees and turned them into mulch.
- The Fox Run Playground is nearing completion. Last step will be pouring the surfacing. Penn Meadows Park also received new surfacing, removing the old wood chips and resurfaced.
- Fox Run Trail has been graded and seeded.
- The outdoor basketball court in Penn Meadows has been completed
- Arnold asked whether the new court could be used for an ice rink in the winter. Goldsmith said it could not because it does not have lights and there isn't a way to secure it. The ice rink will not be put out this year but will be placed at Centennial Park once that is complete.
- Penn Meadows Park splash pad was resurfaced and expanded slightly. Splash pads will remain open as long as weather allows.
- Staff repaired a climbing stone at Centennial Park that was vandalized and cut open.
- Tuck pointing at the Community Center is underway.
- 

Recreation/Pool Report—Shelly Simpson

- Simpson stated August is busy with fall program registrations and directed Board members to the financial statement. The outdoor pool is closed.
- Registration numbers look good for the fall and the database continues to grow with new users of the Center.
- Youth soccer, flag football, and volleyball are underway with approximately 450 participants.
- Recster Summer Camps have concluded for the summer, but before/after school program is now underway.
- About 100 tickets were available to City residents for North Liberty Night at the Kernels.
- The City hosted a street dance and experienced a great response from the community.
- Movie on the Plaza will be on the 13<sup>th</sup> – “Inside Out”
- Along with the rec center tuck pointing it will receive a fresh coat of paint.
- Grugin asked whether there were many days this summer where the pool reached capacity and people were turned away. Simpson stated there were a few this year due to capacity and/or water clarity. Arnold questioned whether the Iowa City Park Pool closure next summer could affect pool turn out in North Liberty.

- Parrish asked about the increase in daily fees and how it was received. Simpson stated she was surprised there wasn't much negative feedback regarding the increase, but she also didn't see as large a jump in memberships as she thought she might. Parrish praised the use of the twilight swim rates this summer.
- Chai suggested a free t-shirt is included in memberships at the Rec Center.
- Arnold asked whether the membership fees have been revisited since the raise in daily rates. Simpson stated they will likely wait until 2025 to explore this. Arnold suggested it is in place prior to next summer to capture some Iowa City residents seeking an alternative now that City Park pool is closed.
- The Board wondered if/when a second pool would be considered for North Liberty given the growth in population over the past decade. Simpson stated aside from the capital costs and location, staffing for two pools could be a concern.
- The Board discussed ongoing offerings for classes and community members, including Club 24 events, yoga and more.

#### 5. Questions, Concerns, Updates

- Chai congratulated the staff on the recent senior lunch she attended.
- Chai inquired how the family membership is figured. Simpson stated that it applies to whoever is living in the same household.
- Grugin asked whether the Herky statues are coming back. Goldsmith stated one is back at the Gazebo in Penn Meadows.

#### Community Input / Ideas to Share

- None
5. Upcoming Events
    - North Liberty Community Night at the Kernel, August 16
  6. New Business
  7. Old Business
  8. Next Meeting
    - a. Thursday, October 3 at 7:00 p.m.
  9. Adjourn Motion: Arnold; Second: Johnson. None opposed.