



**North Liberty City Council
Regular Session
October 22, 2024**



City Administrator Memo



To **Mayor and City Council**
From **Ryan Heiar, City Administrator**
Date **October 18, 2024**
Re **City Council Agenda October 22, 2024**

Consent Agenda

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

- City Council Minutes (10/08/24)
- Pay Application #30, Ranshaw Way Phase 5, Peterson Contractors, Inc., \$27,673.08
- Pay Application #2, Centennial Park Event Complex, Larson Construction Co., Inc., \$294,713.07
- Change Order #1, Centennial Park Event Complex, Larson Construction Co., Inc., \$9,705.52
- Pay Application #3, Penn Street Railroad Crossing Project, Midwest Concrete, Inc., \$9,592.17
- Pay Application #6, West Penn Street Project, Peterson Contractors, Inc., \$19,669.75
- Change Order #2, West Penn Street Project, Peterson Contractors, Inc., \$28,975.77
- Claims

Meetings & Events

Monday, Oct 21 at 4:30 p.m.
Joint Government Meeting

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

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

Tuesday, Nov 5 at 6:30p.m.
Planning Commission

Thursday, Nov 7 at 7:00p.m.
Parks & Recreation Commission

Tuesday, Nov 12 at 6:00p.m.
City Council

Immigrant Welcome Network of Johnson County

Representatives from the Immigrant Welcome Network of Johnson County will be in attendance Tuesday to present information about the organization. Included in the packet is a presentation the group will use to inform the Council.

ARPA Funds Discussion

The City has approximately \$300k remaining in ARPA funds that must be allocated by the end of the year. Included in the packet is a memo summarizing the expenses to date and outlining staff's recommendation on how to allocate the remaining dollars.

Hodge Construction Company Rezoning

This rezoning request – northeast corner of West Forevergreen Road and Bernardy Drive – to C-3 Higher Intensity Commercial District is to facilitate construction of higher-density multi-unit residents, although the zoning would allow for commercial uses as well. The C-3 District allows for commercial and multi-unit residences in either horizontal

mixed-use (different buildings) or vertical mixed-use (same building) developments. There is no residential density restriction in the C-3 District. The concept provided to City staff shows 234 residential units in three buildings (45.6 units/acre). The northern portion of the property was left out of the rezoning so that this area would be more compatible with the home sites to the north. Staff recognizes that the proposed development is on the higher end of residential density. Certainly, this density wouldn't be appropriate in all locations within the City; however, staff advocates for higher density and intensity in appropriate locations. This was considered when creating the North Liberty Connected to Tomorrow Comprehensive Plan Future Land Use Map, which was adopted in February 2023. A virtual good neighbor meeting was held on September 17. A few people outside of City staff and the applicant attended but no one had comments or questions. There is one letter of concern in the background material regarding the potential for undesirable commercial uses. The Planning Commission unanimously recommended approval of the rezoning at its October 1 meeting. Staff also recommends approval.

North Jones LLC Rezoning

This rezoning request located at 1605, 1655 and 1695 North Jones Boulevard to RM-12 Multi-Unit Residence District is to allow the construction of another multi-unit residence north of 1695 North Jones Boulevard. The existing RM-8 Multi-Unit Residence District tends to be more appropriate for lower-density townhouses. A virtual good neighbor meeting was held on September 17. No one outside of City staff and the applicant attended and there are no formal objections to the request. The Planning Commission unanimously recommended approval of the rezoning at its October 1 meeting. Staff recommends approval as well.

North Liberty Road Trail Project

The City has received the executed temporary construction easements necessary for the completion of the North Liberty Road Trail project. The easements are graciously donated by the Life Church Assembly of God and Scanlon Family, LLC. Staff recommends approval.

2024A Bond Sale

Annually, the City borrows funds to pay for projects that have been or are nearing completion. Because the City's cash position is solid, it has the ability to borrow after the fact,

2024A Bond Sale Details	
Park Land Acquisition	\$2,745,906
Penn Meadows Parking Lot	\$1,900,000
City Hall [B]	\$4,250,000
Cost of Issuance (including capitalized interest)	\$299,094
	\$9,195,000

which saves money on interest and eliminates uncertainty of identifying exact project costs prior to the completion of the project. Tuesday's agenda includes a resolution setting the sale date for November 12 and approving the POS. Staff recommends approval of the resolution.

CDBG-CV

In partnership with the North Liberty Community Pantry, the City was awarded a \$100k Community Development Block Grant (CDBG) for the specific purpose of purchasing fresh food. As part of all CDBG grant awards, recipients are required to approve and acknowledge certain policies. Staff is recommending approval of the following policies: Residential Anti-Displacement and Relocation Assistance Plan (RARA); Excessive Force Resolution; Equal Opportunity Policy; Fair Housing Policy; Code of Conduct; and Procurement Policy.

It is worth noting that all of these policies have been previously approved by the City for other CDBG awards; however, the USDA is asking for approval specific to this project.

Parking Resolution

The business owner at 10 W Cherry Street has expressed frustration that vehicles continue to park in front of their business beginning at 2 PM and remain unmoved until the evening. Staff initially recommended (August 27 meeting) that the three parking spaces in front of 10 W Cherry Street be restricted in parking time between the hours of 8:00 AM to 3:00 PM to be uniform with the other time restricted parking spaces on Cherry Street. Staff communicated with area business owners, and it appears to be acceptable to expand that time for all parking spaces to 5:00 PM. It is staff's opinion that hours of enforcement should be uniform. Simple modifications can be made to the existing signs to accommodate the change. Staff recommends approval of the parking 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.



Agenda



CITY COUNCIL
Tuesday, October 22, 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, October 8, 2024
 - B. Ranshaw Way Phase 5, Pay Application Number 30, Peterson Contractors, Inc., \$27,673.08
 - C. Centennial Park Event Complex, Pay Application Number 2, Larson Construction Co., Inc., \$294,713.07
 - D. Centennial Park Event Complex, Change Order Number 1, Larson Construction Co., Inc., \$9,705.52
 - E. Penn Street Railroad Crossing Project, Pay Application Number 3, Midwest Concrete, Inc., \$9,592.17
2. West Penn Street Project, Pay Application Number 6, Peterson Contractors, Inc., \$19,669.75
3. West Penn Street Project, Change Order Number 2, Peterson Contractors, Inc., \$28,975.77
 - A. Claims
5. Public Comment
6. Engineer Report
7. City Administrator Report
8. Mayor Report
9. Council Reports
10. Immigrant Welcome Network of Johnson County
 - A. Presentation and discussion with Mazahir Salih

11. American Rescue Plan Act (ARPA) Funds
 - A. Discussion and possible action regarding the remaining unallocated ARPA funds.

12. Hodge Construction Company Rezoning
 - A. Public Hearing regarding proposed rezoning
 - B. Staff and Planning Commission Recommendations
 - C. Applicant Presentation
 - D. First consideration of Ordinance Number 2024-10, An Ordinance amending the Zoning Map District designation for certain property located in North Liberty, Iowa from RM-21 Multi-Unit Residence District to C-3 Higher-Intensity Commercial District

13. North Jones LLC Rezoning
 - A. Public Hearing regarding proposed rezoning
 - B. Staff and Planning Commission Recommendations
 - C. Applicant Presentation
 - D. First consideration of Ordinance Number 2024-11, An Ordinance amending the Zoning Map District designation for certain property located in North Liberty, Iowa from RM-8 Multi-Unit Residence District to RM-8 Multi-Unit Residence District

14. North Liberty Road Trail Project
 - A. Resolution Number 2024-99, A Resolution approving the Temporary Construction Easement Agreement between Scanlon Family LLC and the City of North Liberty
 - B. Resolution Number 2024-100, A Resolution approving the Temporary Construction Easement Agreement between Life Church Assembly of God and the City of North Liberty

15. 2024 Bond Sale
 - A. Resolution Number 2024-101, A Resolution setting the date for sale of General Obligation Corporate Purpose Bonds, Series 2024A and authorizing the use of a preliminary official statement in connection therewith

16. CDBG-CV
 - A. Resolution Number 2024-102, A Resolution approving the policies required by the Community Development Block Grant CV Program for the purchase of fresh food for the North Liberty Community Pantry

17. Parking Resolution
 - A. Resolution Number 2024-103, A Resolution Approving Parking Control Devices in the City of North Liberty, Iowa

18. Code of Ordinances Amendments
 - A. Third consideration and adoption 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

19. Old Business

20. New Business

21. Adjournment



Consent Agenda



City Council
October 8, 2024
Regular Session

Call to order

Mayor Hoffman called the Tuesday, October 8, 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: Ryan Heiar, Tracey Mulcahey, Grant Lientz, Josiah Bilskemper, Ryan Rusnak, and other interested parties.

Approval of the Agenda

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

Consent Agenda

Wayson moved, Smith seconded to approve the Consent Agenda including the City Council Minutes, Regular Session, September 24, 2024; Forevergreen Road Signal Improvement Project, Pay Application Number 2, Eastern Iowa Excavating & Concrete, \$509,142.03; and the attached list of Claims. The vote was all ayes. Consent Agenda approved.

Public Comment

No public comment was offered.

City Engineer Report

City Engineer Bilskemper reported on the Forevergreen Road Signalization Project, Centennial Events Facility Project, Ranshaw Way Phase 3, Fire Station Programming Study, North Liberty Road Trail Project, Freedom Park Trail Project, Community Center Parking Lot Project and Forevergreen Road Functional Design Project.

City Administrator Report

City Administrator Heiar reported on leaf pickup, the conversation on Accessory Dwelling Units at the last meeting, and the Human Resources Director hiring process. Council discussed the report with staff.

Mayor Report

Mayor Hoffman reported on Greater Iowa City Candidate forums and the groundbreaking for the North Liberty Community Pantry.

Council Reports

Councilor Sittig attended the Johnson County Affordable Housing Coalition Annual Meeting. Councilor Wayson attended the Johnson County EMA meeting. Councilor Smith attended the

Houses into Homes Comfort Food Cookoff as a celebrity judge and attended the BT2030 Board meeting. Smith met with Guy Goldsmith & Big O Foundation on a potential project. Councilor Park attended the Coffee Connection at SouthSlope. Councilor Leibold attended the Coffee Connection and met with Miller-Meeks. Leibold recognized True North for donation to Centennial Next Stage Project.

Settlement Agreement between Tiffin, Coralville, and certain Property Owners

Council and staff discussed the Settlement Agreement between Tiffin, Coralville, and certain Property Owners. Leibold moved, Park seconded to authorize and acknowledge the proposed terms of settlement as set forth in the Council Packet. agreement. The vote was all ayes, with Sittig abstaining. Motion carried.

Buck Moon Villas Preliminary Site Plan

Rusnak reported that staff and the Planning Commission recommend approval of the proposed preliminary site plan.

Dan Bernacki, the applicant, was present and had nothing to add.

Park moved, Sittig seconded to approve Resolution Number 2024-97, A Resolution approving the Preliminary Site Plan for Buck Moon Villas, Lots 58 -60, North Liberty, Iowa. After discussion, the vote was: ayes – Leibold, Park, Smith, Wayson, Sittig; nays – none. Motion carried.

Parking Resolution

Wayson moved, Park seconded to approve Resolution Number 2024-98, A Resolution Approving Parking Control Devices in the City of North Liberty, Iowa. The vote was: ayes – Smith, Park, Sittig, Leibold, Wayson; nays – none. Motion carried.

Code of Ordinances Amendments

Park moved, Smith seconded to approve the 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. After discussion, the vote was: ayes- Sittig, Park, Wayson, Leibold, Smith; nays – none. Motion carried.

Corridor Media Properties, LLC Rezoning

Sittig moved, Leibold seconded to approve the 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. The vote was: ayes – Wayson, Park, Sittig, Leibold, Smith; nays – none; abstain – Park. Motion carried.

Old Business

No old business was presented.

New Business

No new business was presented.

Adjournment

Park moved; Smith seconded to adjourn at 6:24 p.m. The vote was all ayes. Meeting adjourned.

CITY OF NORTH LIBERTY

By: _____
Chris Hoffman, Mayor

Attest: _____
Tracey Mulcahey, City Clerk

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER:	City of North Liberty 3 Quail Creek Circle P.O. Box 77 North Liberty, Iowa 52317	PROJECT:	Ranshaw Way Phase 5 Improvements STP-U-5557(622)--70-52	APPLICATION NO:	FINAL EST	Distribution to:
				PERIOD TO:	9/30/24	<input type="checkbox"/> OWNER
FROM				PROJECT NO.:	STP-U-5557(622)--70-52	<input type="checkbox"/> ARCHITECT
CONTRACTOR:	Peterson Contractors, Inc. 104 Blackhawk Street, P.O. Box A Reinbeck, Iowa 50669	VIA ENGINEER:	Shive-Hattery, Inc. 2839 Northgate Drive Iowa City, Iowa 52245	CONTRACT ID:	52-5557-622	<input type="checkbox"/> CONTRACTOR
				LETTING DATE:	4/20/21	<input type="checkbox"/> ENGINEER

CONTRACT FOR: **Ranshaw Way Phase 5 Improvements**

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$	<u>7,882,878.58</u>
2. Net Change by Change Orders	\$	<u>233,334.44</u>
3. CONTRACT SUM TO DATE	\$	<u>8,116,213.02</u>
4. TOTAL COMPLETED & STORED TO DATE	\$	<u>8,161,834.51</u>
5. RETAINAGE 3 % of Completed Work & Stored Material	\$	<u>-</u>
6. TOTAL EARNED LESS RETAINAGE	\$	<u>8,161,834.51</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	<u>8,134,161.43</u>
8. CURRENT PAYMENT DUE	\$	<u>27,673.08</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	<u>-</u>

(This amount will decrease, as Change Orders do not yet reflect items deleted or decreased in quantity - see summary sheet for est. final totals)

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: Peterson Contractors, Inc.
By: _____ Date: _____

State of: _____
County of: _____
Subscribed and sworn to before me this _____ day of _____.

Notary Public:
My Commission expires: _____

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the data comprising this application, the Engineer certifies to the Owner that to the best of the Engineer'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

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

ENGINEER: 
By: _____ Date: **10 / 06 / 2024**

\$ **27,673.08**

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	\$ 574,129.06	\$ 340,794.62
Total approved this Month	\$ -	\$ -
TOTALS	\$ 574,129.06	\$ 340,794.62
NET CHANGES by Change Order	\$ 233,334.44	\$ -

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: City of North Liberty 360 North Main St. North Liberty, IA 52317	PROJECT: Centennial Park Event Complex 1565 St. Andrews Drive North Liberty, IA 52317	APPLICATION NO: 2 PERIOD TO: 9/30/2024 CONT. DATE: PROJECT NO: A1242 INVOICE NO: 10945	DISTRIBUTION TO: OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> FIELD <input type="checkbox"/> OTHER <input type="checkbox"/>
FROM CONTRACTOR: LARSON CONSTRUCTION CO., INC. PO BOX 112 INDEPENDENCE, IA 50644	VIA ARCHITECT: Shive-Hattery 2839 Northgate Drive Iowa City, IA 52245		

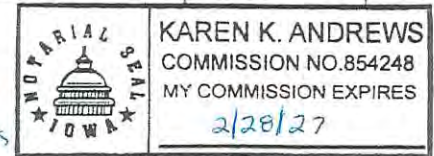
CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM.....	\$	7,272,000.00
2. NET CHANGES IN THE WORK.....	\$	0.00
3. CONTRACT SUM TO DATE (Line 1+/-2).....	\$	7,272,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703).....	\$	652,424.95
5. RETAINAGE		
a. 5 % of Completed Work (Columns D+E on G703)	\$	25,197.72
b. 5 % of Stored Material (Column F on G703)	\$	7,423.53
Total Retainage (Lines 5a + 5b, or Total in Column I of G703).....	\$	32,621.25
6. TOTAL EARNED LESS RETAINAGE.....	\$	619,803.70
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....		325,090.63
8. CURRENT PAYMENT DUE.....	\$	294,713.07
9. BALANCE TO FINISH, PLUS RETAINAGE		
	\$	6,652,196.30

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: Karen K. Andrews Date: 10-04-24
 By: Karen K. Andrews
 State of: Iowa
 County of: Buchanan
 Subscribed and sworn to before me this 4th day of October 2024
 Notary Public: Karen K. Andrews
 My Commission expires: 2/28/27



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their 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..... \$ 294,713.07
 (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.)

ARCHITECT: (NOTE: If Multiple Prime Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By: Abby Foster Date: 10/14/2024
 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 on 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	\$ 0.00	\$ 0.00
TOTALS	\$ 0.00	\$ 0.00
NET CHANGES by Change Order	\$ 0.00	



AIA[®]

Document G701[®] – 2017

Change Order

PROJECT: *(Name and address)*
Centennial Park Event Complex Phase 1
North Liberty, Iowa

CONTRACT INFORMATION:
Contract For: General Construction
Date: May 29, 2024

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: October 4, 2024

OWNER: *(Name and address)*
City of North Liberty
3 Quail Creek Circle
P.O. Box 77
North Liberty, Iowa 52317

ARCHITECT: *(Name and address)*
Shive-Hattery, Inc.
2839 Northgate Drive
Iowa City, Iowa 52245

CONTRACTOR: *(Name and address)*
Larson Construction Co., Inc.
600 17th St. SE
Independence, Iowa 50644

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

- COR 01: PR #1 - Revise OGW door panel aluminum frame finish to dark bronze - ADDS \$2,204.89
- COR 02: PR #2 - Revise Roller Shades - ADDS \$7,500.63

The original Contract Sum was	\$ 7,272,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 7,272,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 9,705.52
The new Contract Sum including this Change Order will be	\$ 7,281,705.52

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Shive-Hattery, Inc. ARCHITECT <i>(Firm name)</i>	Larson Construction Co., Inc. CONTRACTOR <i>(Firm name)</i>	City of North Liberty OWNER <i>(Firm name)</i>
<i>Abby Foster</i> SIGNATURE	<i>[Signature]</i> SIGNATURE	SIGNATURE
Abby Foster, AIA PRINTED NAME AND TITLE	DOUG LARSON PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
10/04/2024 DATE	10/07/2024 DATE	DATE



MIDWEST CONCRETE INC.

9835 Midwest Lane Peosta, IA 52068 Ph: (563) 845-0947 Fax: (563) 583-1007 Email: office@midwest-concrete.net

24000 North Liberty Penn St RR Crossing

Payment Application #3 - Final - Retainage

Date: 9/11/2024

	Qty	Unit	Price	Original Amount	Previous Quantity	Previous Amount	Quantity this Estimate	Amt this Estimate	Quantity to Date	Total to Date
1	EXCAVATION, CLASS 10, ROADWAY AND BORROW	154	CY	44	\$ 6,776.00	154	\$ 6,776.00	\$ -	154	6,776.00
2	TOPSOIL, STRIP, SALVAGE AND SPREAD	60	CY	24.75	\$ 1,485.00	60	\$ 1,485.00	\$ -	60	1,485.00
3	MODIFIED SUBBASE	124	CY	49	\$ 6,076.00	124	\$ 6,076.00	\$ -	124	6,076.00
4	STANDARD OR SLIP FORM PCC, C3 9"	564	SY	81.5	\$ 45,966.00	564	\$ 45,966.00	\$ -	564	45,966.00
5	FULL DEPTH PATCHES, PCC, C3 9"	0	SY	93	\$ -	0	\$ -	\$ -	0	-
6	SUBDRAIN, LONGITUDINAL, (SHOULDER) 6" DIA.	321	LF	13	\$ 4,173.00	305	\$ 3,965.00	\$ -	305	3,965.00
7	SUBDRAIN CLEANOUT RISER	2	EA	528	\$ 1,056.00	1	\$ 528.00	\$ -	1	528.00
8	SUBDRAIN OUTLET, SUDAS 4040.233	5	EA	328	\$ 1,640.00	4	\$ 1,312.00	\$ -	4	1,312.00
9	STORM SEWER GRAVITY MAIN, TRENCHED, RCP, 2000D	35	LF	95	\$ 3,325.00	26	\$ 2,470.00	\$ -	26	2,470.00
10	REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 3"	35	LF	42	\$ 1,470.00	35	\$ 1,470.00	\$ -	35	1,470.00
11	REMOVAL OF PAVEMENT	647	SY	10	\$ 6,470.00	647	\$ 6,470.00	\$ -	647	6,470.00
12	REMOVAL OF SIDEWALK	133	SY	15	\$ 1,995.00	133	\$ 1,995.00	\$ -	133	1,995.00
13	REMOVAL OF INTAKES AND UTILITY ACCESSES	2	EA	1326	\$ 2,652.00	2	\$ 2,652.00	\$ -	2	2,652.00
14	SIDEWALK, P.C. CONCRETE, 5"	90	SY	57.25	\$ 5,152.50	90	\$ 5,152.50	\$ -	90	5,152.50
15	SIDEWALK, P.C. CONCRETE, 6"	73	SY	66	\$ 4,818.00	73	\$ 4,818.00	\$ -	73	4,818.00
16	DETECTABLE WARNINGS - (CAST IRON DARK RED)	52	SF	40.5	\$ 2,106.00	52	\$ 2,106.00	\$ -	52	2,106.00
17	RAILROAD APPROACH SECTION, PCC	50	SY	159	\$ 7,950.00	50	\$ 7,950.00	\$ -	50	7,950.00
18	RAILROAD APPROACH SECTION, HMA (LL PELLING)	28	SY	341.91	\$ 9,573.48	24	\$ 8,205.84	\$ -	24	8,205.84
19	INTAKE, SW-541	2	EA	7000	\$ 14,000.00	2	\$ 14,000.00	\$ -	2	14,000.00
20	REMOVAL OF TYPE A SIGN (ATC)	2	EA	103	\$ 206.00	1	\$ 103.00	\$ -	1	103.00
21	PAINTED PAVEMENT MARKINGS, DURABLE (ATC)	4.2	STA	1802.5	\$ 7,570.50	4.2	\$ 7,570.50	\$ -	4.2	7,570.50
22	PAINTED SYMBOLS AND LEGENDS, DURABLE (ATC)	2	EA	515	\$ 1,030.00	2	\$ 1,030.00	\$ -	2	1,030.00
23	TRAFFIC CONTROL (ATC)	1	LS	5150	\$ 5,150.00	1	\$ 5,150.00	\$ -	1	5,150.00
24	PORTABLE DYNAMIC MESSAGE SIGN (PDMS) (ATC)	19	CDAY	128.75	\$ 2,446.25	22	\$ 2,832.50	\$ -	22	2,832.50
25	MOBILIZATION	1	LS	25000	\$ 25,000.00	1	\$ 25,000.00	\$ -	1	25,000.00
26	SODDING (STEVENS EROSION)	54	SQ	103	\$ 5,562.00	42	\$ 4,326.00	\$ -	42	4,326.00
27	COMPOST FILTER TUBE, 8-INCH DIA. (STEVENS EROSION)	620	LF	2.32	\$ 1,438.40	0	\$ -	\$ -	0	-
28	INLET PROTECTION, GRATED CURB INTAKE (STEVENS ER	2	EA	180.25	\$ 360.50	0	\$ -	\$ -	0	-
29	INLET PROTECTION, OPEN THROAT CURB INTAKE (STEVI	2	EA	113.3	\$ 226.60	0	\$ -	\$ -	0	-
30	CONCRETE WASHOUT	1	LS	1000	\$ 1,000.00	1	\$ 1,000.00	\$ -	1	1,000.00
31	MOBILIZATIONS, EROSION CONTROL (STEVENS EROSION	3	EA	309	\$ 927.00	1	\$ 309.00	\$ -	1	309.00
32	LAVA ROCK MULCH (INSTALLATION) (STEVENS EROSION	7	TN	77.25	\$ 540.75	7	\$ 540.75	\$ -	7	540.75
33	LIMESTONE EDGING (STEVENS EROSION)	34	LF	20.6	\$ 700.40	34	\$ 700.40	\$ -	34	700.40
34	RAILROAD TRACK PROTECTIONS	10	EA	288.4	\$ 2,884.00	10	\$ 2,884.00	\$ -	10	2,884.00
35	Intake Adjust, Minor	1	EA	1500	\$ 1,500.00	1	\$ 1,500.00	\$ -	1	1,500.00
36	Subdrain Connect to Existing	1	EA	500	\$ 500.00	1	\$ 500.00	\$ -	1	500.00
37	Change Order 02: Early Completion Incentive	5	Days	3000	\$ 15,000.00	5	\$ 15,000.00	\$ -	5	15,000.00
				\$ 198,726.38		\$ 191,843.49		\$ -		\$ 191,843.49

5%	Retainage	\$ 9,592.17	\$ -	\$ 9,592.17
Previous Payments:		182,251.32	Total this Period: \$ 9,592.17	Total Less Retainage: \$ 182,251.32

Shive Hattery

 10-15-2024
 Project Engineer Date

Midwest Concrete Inc.

 Nile George
 9/11/2024
 Project Manager Date

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 3 PAGES

TO OWNER: City of North Liberty PROJECT: West Penn Street Improvements APPLICATION NO.: 6
 PERIOD TO: 10-5-24
 PROJECT NOS.:
 FROM CONTRACTOR: Peterson Contractors, Inc. VIA ARCHITECT: CONTRACT DATE: 2-29-24
 104 Blackhawk Street
 P.O. Box A
 Reinbeck, IA 50669
 CONTRACT FOR: Street Improvements

Distribution to:

<input type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

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.

1 ORIGINAL CONTRACT SUM	\$	<u>942,568.50</u>
2 Net by Change Orders	\$	<u>21,115.93</u>
3 CONTRACT SUM TO DATE	\$	<u>963,684.43</u>
4 TOTAL COMPLETED AND STORED TO DATE	\$	<u>912,001.24</u>
5 RETAINAGE:		
a. 5% of Completed work	\$	<u>45,600.06</u>
b. % of Stored Materials		
Total Retainage	\$	<u>45,600.06</u>
6 TOTAL EARNED LESS RETAINAGE	\$	<u>866,401.18</u>
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	<u>846,731.43</u>
8 CURRENT PAYMENT DUE	\$	<u>19,669.75</u>
9 BALANCE TO FINISH, INCLUDING RETAINAGE	\$	<u>97,283.25</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: Peterson Contractors Inc.

By: Jennifer R Wisler Date: 10/9/2024

State of: Iowa

County of: Grundy

Subscribed and sworn to before me this 9th day of October, 2024.



Notary Public: [Signature]

My commission expires: 8-30-25

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, base on on-site observations and the data comprising this 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 \$ 19,669.75

ARCHITECT: [Signature] Date: 10/16/2024

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	\$ 8,241.02	\$ 16,100.86
Total approved this Month	31,775.77	2,800.00
TOTALS	\$ 40,016.79	\$ 18,900.86
NET CHANGES by Change Order		\$ 21,115.93

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 3 PAGES

For: West Penn Street Improvements
 Proj # 0

Application # 6
 Period: 10-5-24

Application Date 10/9/2024

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS STORED	TOTAL COMPLETED AND STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE
			PREVIOUS APPLICATION	THIS PERIOD					
1	EXCAV CLASS 10 ROADW	18,585.00	18,585.00			18,585.00	100		929.25
2	TOPSOIL STRIP SALVAG	15,225.00	15,225.00			15,225.00	100		761.25
3	MODIFIED SUBBASE	59,475.00	59,475.00			59,475.00	100		2,973.75
4	SHLDR CONSTRUCTION E	11,172.50	11,172.50			11,172.50	100		558.63
5	STANDARD OR SLIP FOR	444,475.00	444,475.00			444,475.00	100		22,223.75
6	APRONS CONC 24 IN. D (DELETED BY CO1)								
7	APRON LOW CLEARANCE	19,120.00	19,120.00			19,120.00	100		956.00
8	SUBDRAIN LONGITUDINA	24,753.75	24,753.75			24,753.75	100		1,237.69
9	TILE 6 IN. DIA (DELETED BY CO2)								
10	SUBDRAIN OUTLET	8,500.00	8,500.00			8,500.00	100		425.00
11	CULV 3000D LOW CLEAR	26,620.00	26,620.00			26,620.00	100		1,331.00
12	STM SWR GRAVITY MAIN (DELETED BY CO1)								
13	REM STM SWR PIPE LES	4,320.00	4,320.00			4,320.00	100		216.00
14	REVTMENT CLASS E	3,885.00	3,818.31			3,818.31	98	66.69	190.92
15	MACADAM STONE BASE	1,760.00	1,369.72			1,369.72	78	390.28	68.49
16	REM OF PAVE	59,706.25	59,706.25			59,706.25	100		2,985.31
17	GRAN SURFACING DRVWY	1,417.50	1,815.35			1,815.35	128	(397.85)	90.77
18	SUBGRADE TREATMENT	63,661.50	63,661.50			63,661.50	100		3,183.08
19	DUST CTRL SURF TREAT	10,000.00						10,000.00	
20	DRVWY P.C. CONC 7 IN	4,250.00	4,250.00			4,250.00	100		212.50
21	FENCE FIELD	20,400.00	11,130.00			11,130.00	55	9,270.00	556.50
22	REM OF FENCE BARBED	13,600.00	13,600.00			13,600.00	100		680.00
23	REM OF TYPE A SIGN	1,650.00	1,650.00			1,650.00	100		82.50
24	PERFORATED SQUARE ST	1,812.00	1,812.00			1,812.00	100		90.60
25	TYPE A SIGNS SHEET A	1,653.00	1,653.00			1,653.00	100		82.65
26	PERFORATED SQUARE ST	2,500.00	2,500.00			2,500.00	100		125.00
27	PAINTED PAVE MARKING	17,226.00	17,701.20			17,701.20	103	(475.20)	885.06
28	TRFC CTRL	14,550.00	14,550.00			14,550.00	100		727.50
		850,317.50	831,463.58			831,463.58	98	18,853.92	41,573.18

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 3 OF 3 PAGES

For: West Penn Street Improvements
 Proj # 0

Application # 6
 Period: 10-5-24

Application Date 10/9/2024

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS STORED	TOTAL COMPLETED AND STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE
			PREVIOUS APPLICATION	THIS PERIOD					
29	MOB	36,900.00	36,900.00			36,900.00	100		1,845.00
30	PERMANENT SEEDING FE	15,000.00	11,200.00			11,200.00	75	3,800.00	560.00
31	STABILIZING CROP - T	2,100.00						2,100.00	
32	BIODEGRADABLE EROSIO	15,150.00	3,780.00			3,780.00	25	11,370.00	189.00
33	SWPPP MANAGEMENT	1,600.00	800.00			800.00	50	800.00	40.00
34	SILT FENCE OR COMPOS	4,077.50	2,077.25			2,077.25	51	2,000.25	103.86
35	REM OF SILT FENCE OR	582.50	296.75			296.75	51	285.75	14.84
36	MAINTENANCE OF SILT	292.50						292.50	
37	PERMEABLE DITCH CHEC	2,415.00	1,605.00			1,605.00	66	810.00	80.25
38	INTAKE PROTECTION -	200.00	200.00			200.00	100		10.00
39	MOBS EROSION CTRL	1,400.00	2,100.00			2,100.00	150	(700.00)	105.00
40	MOBS EMERGENCY EROSI	1,000.00						1,000.00	
9002	24" RCP RETURN FREIGHT	105.00	105.00			105.00	100		5.25
9003	36" APRON GUARD ONLY DELETED	(7,367.36)	(7,367.36)			(7,367.36)	100		(368.37)
9004	STORM SEWER RCP 18" DIA	4,824.56	4,824.56			4,824.56	100		241.23
9005	APRONS CONCRETE 18" (NO GUA	3,311.46	3,311.46			3,311.46	100		165.57
9006	8" TILE	4,244.52						4,244.52	
9007	TILE INLET RISER	625.00						625.00	
9008	WATERING MOBILIZATION	2,475.00						2,475.00	
9009	WATERING	1,787.50						1,787.50	
9010	PHASE 2 INCENTIVE	10,000.00		10,000.00		10,000.00	100		500.00
9011	NO EXCUSES COMPLETION INCEN	10,000.00		10,000.00		10,000.00	100		500.00
9012	EXISTING FIELD TILE ADJUSTMEN	215.00		215.00		215.00	100		10.75
9013	REGRADE DITCH CHANNEL	490.00		490.00		490.00	100		24.50
9014	SLIT SEEDING	1,320.00						1,320.00	
9015	FERTILIZER	618.75						618.75	
	Totals from Previous Page	850,317.50	809,686.08			831,463.58	98	18,853.92	41,573.18
		963,684.43	869,518.74	20,705.00		912,001.24	95	51,683.19	45,600.06

J24084

CHANGE ORDER
For Local Public Agency Projects

No.: 02

Accounting ID No. (5-digit number): _____

Project Number: 2112202190

Kind of Work: Roadway Construction

Local Public Agency: North Liberty

Contractor: Peterson Contractors, Inc.

Date Prepared: 10/08/2024

You are hereby authorized to make the following changes to the contract documents.

- 9006 - ADD an item for "TILE, 8 IN. DIA". Quantity for item shall be 84 LF
- 9007 - ADD an item for "TILE INLET RISER". Quantity for item shall be 1 EA
- 9008 - ADD an item for "WATERING MOBILIZATION". Quantity for item shall be 5 EA
- 9009 - ADD an item for "WATERING". Quantity for item shall be 50 MGAL
- 9010 - ADD an item for "PHASE 2 INCENTIVE". Quantity for item shall be 10 DAY
- 9011 - ADD an item for "NO EXCUSES COMPLETION INCENTIVE". Quantity for item shall be 1 LS
- 9012 - ADD an item for "EXISTING FIELD TILE ADJUSTMENT". Quantity for item shall be 1 LS
- 9013 - ADD an item for "REGRADE DITCH CHANNEL". Quantity for item shall be 1 LS
- 9014 - ADD an item for "SLIT SEEDING". Quantity for item shall be 0.5 ACRE
- 9015 - ADD an item for "FERTILIZER". Quantity for item shall be 2.25 ACRE
- 0009 - REDUCE quantity of "TILE, 6 IN. DIA." to 0 LF

B - Reason for change:

- 9006 - Existing tile crossing roadway was found to be 8" in lieu of 6". 6" tile item will be used and will be replaced with 8".
- 9007 - Connection from new to existing tile was desired as an inlet riser to provide demarcation.
- 9008 - In the event watering is needed outside of the incidental time period for the project.
- 9009 - Added in the event watering is needed outside of the incidental time period for the project.
- 9010 - Contractor met all requirements of Phase 2 incentive.
- 9011 - Contractor met all requirements of the Phase 1 (Full Project) incentive.
- 9012 - An existing field tile was encountered in the north ditch and is to be routed to drain into the ditch bottom.
- 9013 - Regrading of pipe outlet into ditch was necessary after severe storm took place after project had been Final seeded.
- 9014 - Item added for re-seeding efforts in select areas due to seed washout or poor establishment.
- 9015 - Item added for re-seeding efforts in select areas due to seed washout or poor establishment.
- 0009 - Existing tile crossing the road was 8" in lieu of 6". This item will not be paid.

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

- 9006 - Agreed Unit Price
- 9007 - Agreed Unit Price
- 9008 - Agreed Unit Price (Usage and extension must be approved by Owner's Representative and apply only to what is used)
- 9009 - Agreed Unit Price (Usage and extension must be approved by Owner's Representative and apply only to what is used)
- 9010 - Established Unit Price
- 9011 - Established Lump Sum Price
- 9012 - Agreed Lump Sum Price
- 9013 - Agreed Lump Sum Price
- 9014 - Agreed Unit Price (Usage and extension must be approved by Owner's Representative and apply only to what is used)
- 9015 - Agreed Unit Price (Usage and extension must be approved by Owner's Representative and apply only to what is used)
- 0009 - Established Unit Price

D - Justification for cost(s) (See I.M. 3.805, Attachment D, Chapter 2.36, for acceptable justification):

- 9006 - An agreed upon unit price for the work was established. Cost is considered reasonable.
- 9007 - An agreed upon unit price for the work was established. Cost is considered reasonable.
- 9008 - An agreed upon unit price for the work was established. Cost is considered reasonable.
- 9009 - An agreed upon unit price for the work was established. Cost is considered reasonable.
- 9010 - Unit price was established from the Contract.
- 9011 - Lump sum price was established from the Contract.
- 9012 - An agreed upon lump sum price for the work was established. Cost is considered reasonable.
- 9013 - An agreed upon lump sum price for the work was established. Cost is considered reasonable.
- 9014 - An agreed upon unit price for the work was established. Cost is considered reasonable.
- 9015 - An agreed upon unit price for the work was established. Cost is considered reasonable.
- 0009 - A unit price was established from bid form.

E - Contract time adjustment: No Working Days added Working Days added: _____ Unknown at this time

Justification for selection:

No working days added. No working days will be charged for added work.

F - Items included in contract:

Participating				For deductions enter as "-x.xx"		
Federal-aid	State-aid	Line Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx
		0009	TILE, 6 IN. DIA.	\$40.00	-70.00	-\$2,800.00
TOTAL						-\$2,800.00

G - Items not included in contract:

Participating				For deductions enter as "-x.xx"		
Federal-aid	State-aid	Change Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx
		9006	TILE, 8 IN. DIA	\$50.53	84.00	\$4,244.52
		9007	TILE INLET RISER	\$625.00	1.00	\$625.00
		9008	WATERING MOBILIZATION	\$495.00	5.00	\$2,475.00
		9009	WATERING	\$35.75	50.00	\$1,787.50
		9010	PHASE 2 INCENTIVE	\$1,000.00	10.00	\$10,000.00
		9011	NO EXCUSES COMPLETION INCENTIVE	\$10,000.00	1.00	\$10,000.00
		9012	EXISTING FIELD TILE ADJUSTMENT	\$215.00	1.00	\$215.00
		9013	REGRADE DITCH CHANNEL	\$490.00	1.00	\$490.00
		9014	SLIT SEEDING	\$2,640.00	0.50	\$1,320.00
		9015	FERTILIZER	\$275.00	2.25	\$618.75
TOTAL						\$31,775.77

NET CHANGE FROM CHANGE ORDER 02: \$28,975.77

H. Signatures

Agreed:

Contractor

Date

Recommended:

Project Engineer

10/08/2024

Date

Approved:

Person in Responsible Charge

Date

Other (optional)

Title

Date



**Immigrant Welcome
Network of Johnson
County**




IMMIGRANT WELCOME NETWORK
OF JOHNSON COUNTY

Creating Pathways to Empowerment


Who We Are




We are a nonprofit, community-based agency founded in February 2023



Led by a diverse group of founders and board members, including immigrants, refugees, and passionate Iowans



Our organization is deeply rooted in the belief that the best solutions arise from those directly affected by the challenges



Our Mission

To prevent homelessness and empower newly arrived immigrants and refugees to achieve their full potential through our community-based initiatives

- Providing temporary shelter
- Comprehensive support
- Connections to educational services
- Assistance in securing permanent housing
- Advocacy



Current Services



Welcome House

Our Welcome House accepts applications from families new to the Johnson County area as they transition into life in Iowa.



Employment Assistance

We offer job placement assistance & resume workshops to help secure employment.



Permanent Housing Support

We provide support through the switch from shelter housing to permanent housing, ensuring they have secure and stable residence.

Current Services



Community Resource Connections

We connect newcomers with essential services including healthcare, education, & more.



Advocacy Initiatives

We advocate for systemic change and policy reforms to address issues such as affordable housing, tenant rights, and immigration policy.

Pushing Onward

What we need and how we plan to take our organization to the next level:



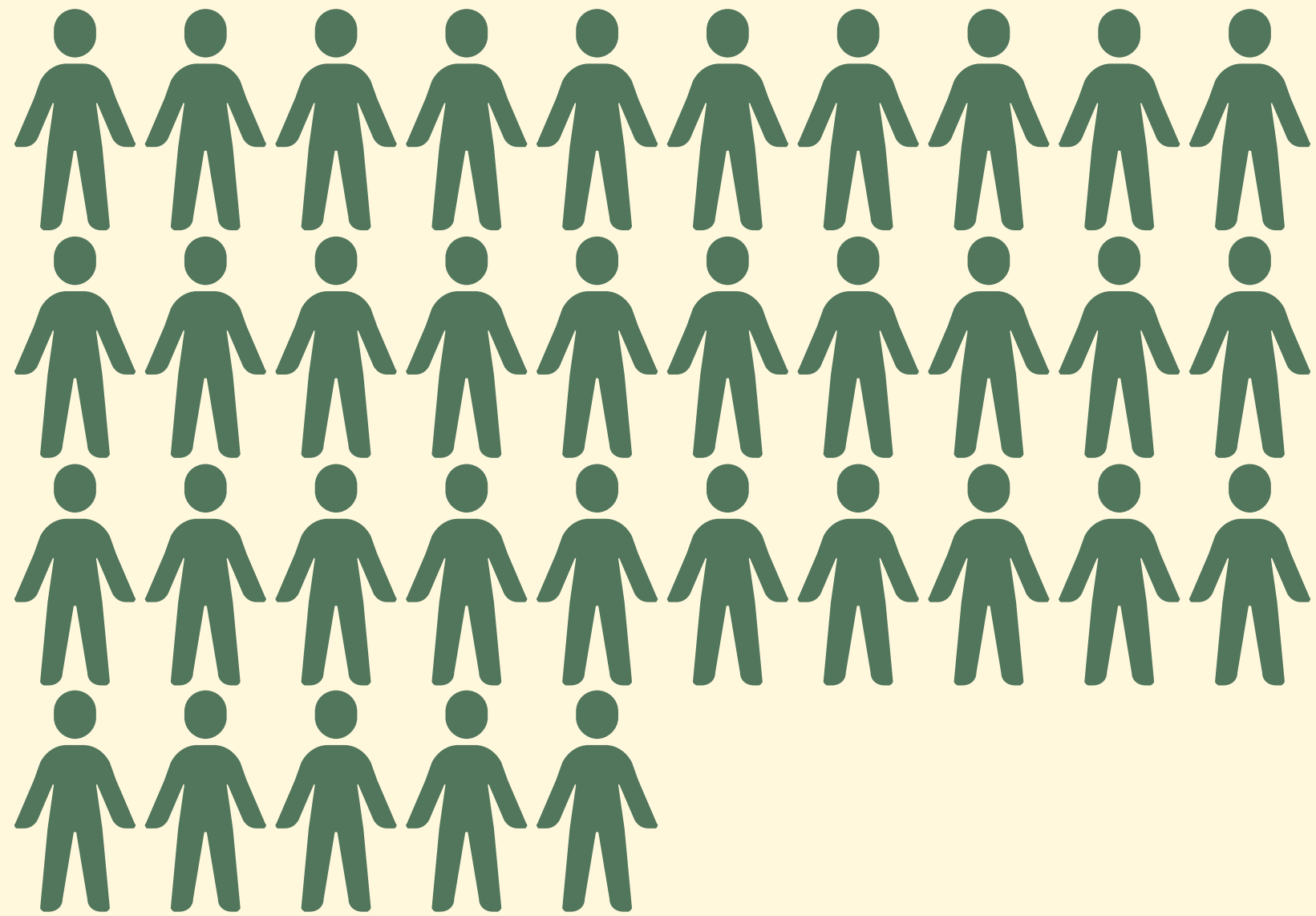
Employer Network

Launching a collaborative effort with enthusiastic employers who are open to hiring immigrants and refugees with limited English proficiency



Landlord Network

Establishing network of compassionate landlords willing to provide rental housing options for newcomer refugees and immigrants

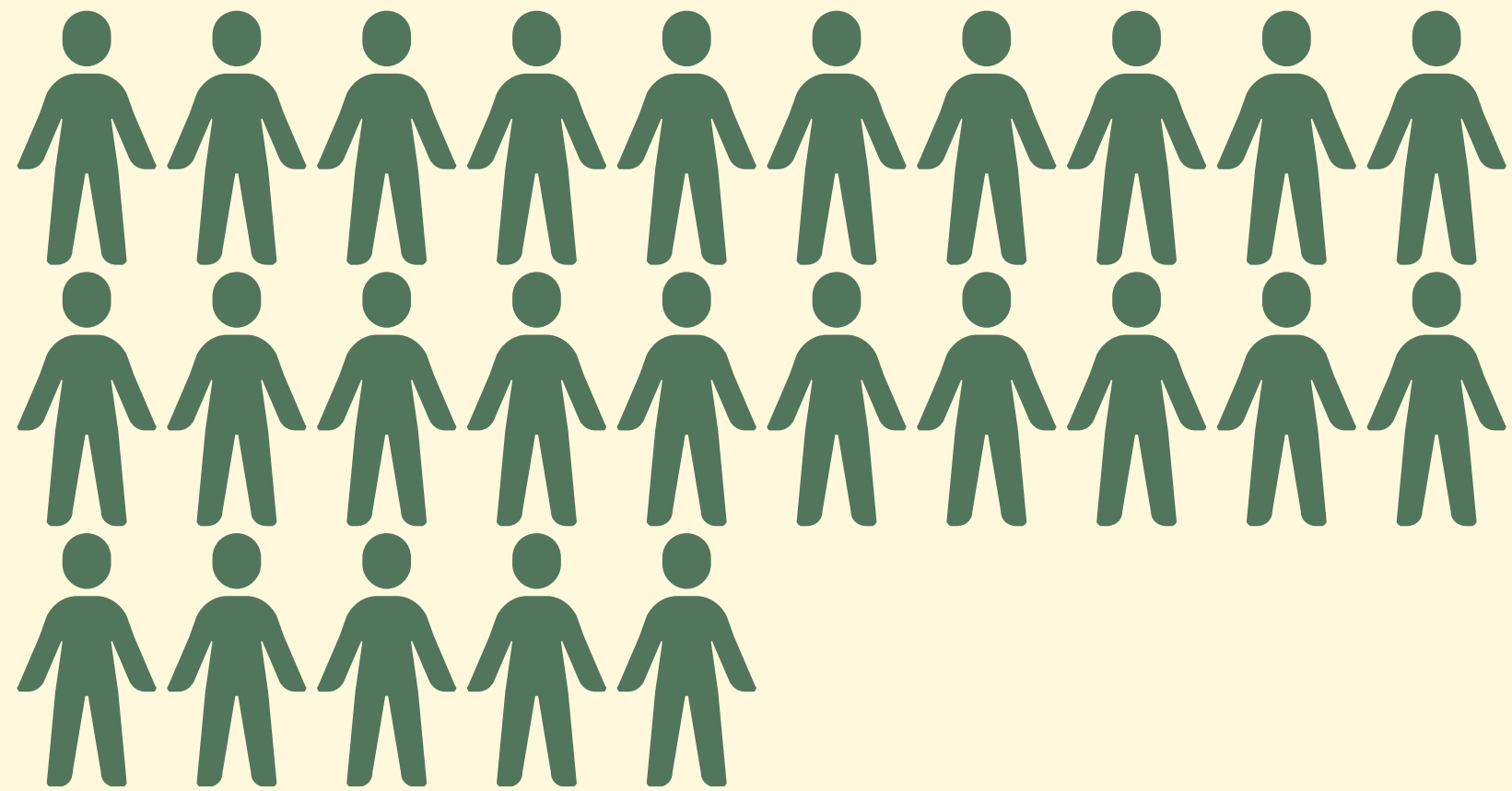


In 2023...

We helped 10 families and 35 individuals

3 families graduated from our Welcome House





In 2024...

We've helped 21 families and
84 individuals

9 families graduated from our
Welcome House

2 families are currently residing
in the houses



North Liberty



- **Existing Needs:** We are currently assisting two families sharing housing in North Liberty and have assisted one immigrant family find permanent housing. **15-20% of our clients are North Liberty Residents.**
 - **Contributing Factors:**
 - Lack of Rental/Credit History
 - Language/Cultural Barriers
 - Economic Challenges
 - Limited Affordable Housing
- Expanding into North Liberty will **broaden access** to housing, educational, and occupational services.
- Through our extensive network of AmeriCorps members, interns, and local outreach programs, we want to extend our support across all of Johnson county. An additional **Welcome House** in North Liberty will allow us to better serve *this* community.



Thank you!

Contact Us

1927 Keokuk St, Iowa City, IA,
52240

Phone: 319-800-1885

Email: info@iwnjc.org





American Rescue Plan Act



To **North Liberty Mayor & City Council**
 From **Ryan Heiar, City Administrator**
 Date **October 18, 2024**
 Re **Remaining ARPA Funds**

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, authorized by the American Rescue Plan Act (ARPA), provided direct financial support to the City of North Liberty in the amount of \$2,906,110 to assist with response and recovery from the COVID-19 public health emergency.

To date, the City has spent or allocated nearly \$2.6 million of the federal government subsidy, leaving \$300k+ to be allocated by December 2024 and spent by December 2026. A snapshot of the City’s ARPA financial model is depicted below.

American Rescue Plan Act (ARPA) Allocation							
Coronavirus State & Local Fiscal Recovery Funds					AWARDED	REMAINING	
					\$ 2,906,110	\$ 311,610	
Projects Funded	FY22	FY23	FY24	FY25	TOTAL	POTENTIAL	
1. Domestic Violence Intervention Program	\$ 25,000				\$ 25,000		
2. North Liberty Community Pantry	\$ 100,000			\$ 250,000	\$ 350,000		
3. City Social Services Grants		\$ 150,000	\$ 155,000		\$ 305,000		
4. Storm Water GIS		\$ 200,000			\$ 200,000		
5. Centennial Park			\$ 1,000,000		\$ 1,000,000		
6. Ranshaw House Furnishings			\$ 40,000		\$ 40,000		
7. Affordable Housing Program			\$ 400,000		\$ 400,000		
10. Liberty Centre Pond Repairs				\$ 132,000	\$ 132,000		
11. Leaf Vac Trailer				\$ 142,500	\$ 142,500		
12. Other					\$ -		
Total	\$ 125,000	\$ 350,000	\$ 1,595,000	\$ 524,500	\$ 2,594,500		\$ -
General Fund Transfer	\$ -	\$ 275,000	\$ 155,000	\$ -			\$ 311,610
Equipment Revolving Transfer	\$ -	\$ -	\$ -	\$ 142,500		BALANCE	
Stormwater Capital Transfer	\$ -	\$ -	\$ -	\$ 132,000			

Originally, staff was planning to recommend that the remaining ARPA funds be used to upgrade the shower rooms, family restrooms and locker area at the indoor pool. This section of the facility needs attention, is one of the most heavily used, and is the most criticized by patrons. However, after recently receiving estimated costs for this project - \$900k - staff has reconsidered the recommendation. A summary of the costs and scope of the project are attached to this memo.

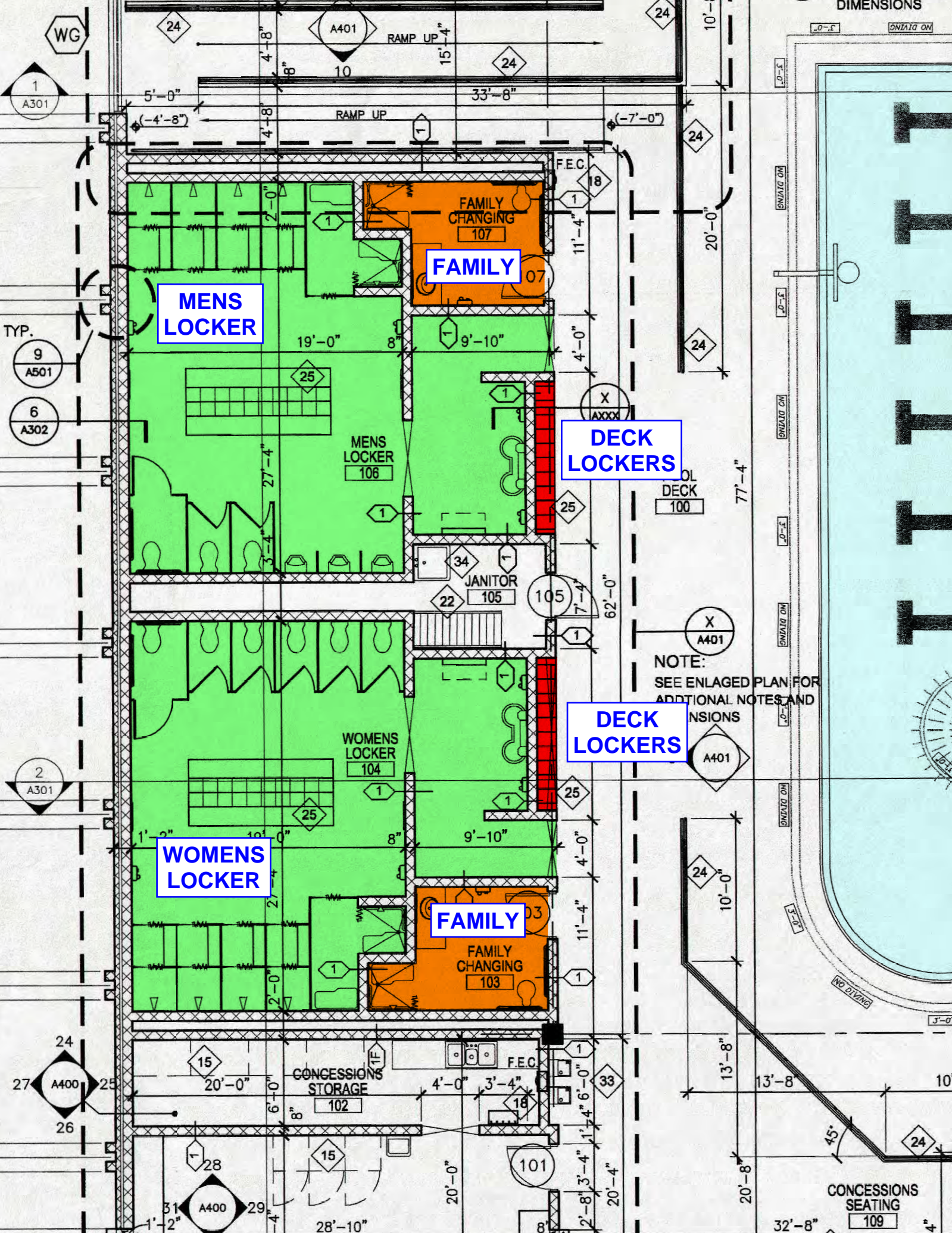
Staff is now suggesting that the remaining ARPA funds be used for Phase 1 of the Community Center Parking Lot Rehabilitation Project, which is estimated at \$360k (summary of costs and scope attached). The reason for this course change is related to

the fact that cost and scope of the shower/rest/locker room facilities has grown substantially, with an original budget of \$250k. Given that the estimated cost is now \$900k and that design and construction would be difficult to complete before the end of 2026, staff is recommending ARPA funds be used for a different project.

The team remains committed to recommending these funds be used at the Community Center. The original part of the North Liberty Community Center is 30 years old, while the pool and related spaces are over 20 years old. As has been the case in the last few years, this facility is showing its age and will need continual investment to keep it operational. In the last five years, the roof has been replaced, HVAC system upgraded, tuckpointing completed, pool heater replaced, and various other maintenance projects contemplated and finished. In 2022, with assistance from Shive Hattery, a facility study was completed to identify short-, mid- and long-term projects that will be necessary. Some of those projects have been completed, many are included in the City's current 5-year CIP as described below, and the remaining are forecasted to be completed in the next 10-15 years.

5-Year CIP Community Center Projects			
Fiscal Year	Project	Project Description	Cost
FY25	Parking Lot & Sidewalks - Design	Design new parking lots & sidewalks for the Community Center.	\$ 50,000
FY25	Windows (24) - Second Floor	Replace and seal second floor windows and window flashing.	\$ 32,000
FY25	Aquatics - Enhancements	Diving boards \$15K, Floatables \$20K, Outdoor Chairs \$15K	\$ 50,000
FY26	Parking Lot & Sidewalks - West and East Sides	Resurface west parking lot. Includes milling top 2" and installation of PETROMAT and new asphalt with paint striping. Fill cracks to prevent heaving and extend the life of the pavement in north and south parking lots.	\$ 300,000
FY26	Aquatic - Bathrooms	Remodel Aquatic shower rooms, family restrooms & locker area.	\$ 900,000
FY26	Aquatic - Enhancements	Replace inside pool starting blocks, inside & outside pool diving boards, lifeguard stands, eight floatables & inside pool basketball hoop. Add outside pool basketball hoop.	\$ 50,000
FY27	Parking Lot & Sidewalks - South Side	Resurface south parking lot. Includes milling top 2" and installation of PETROMAT and new asphalt with paint striping.	\$ 400,000
FY28	Parking Lot & Sidewalks - North Side	Resurface north parking lot. Includes milling top 2" and installation of PETROMAT and new asphalt with paint striping.	\$ 400,000
FY28	Aquatic - Enhancements	Replace aging equipment, as determined.	\$ 100,000
FY29	Acoustical Ceiling Tile	Replace 100 tiles, as needed throughout the facility.	\$ 15,000
FY29	Cabinets - Library	Replace cabinets at the window projections in the Library workspace.	\$ 15,000
FY29	Cabinets - Recreation	Refurbish cabinets in the BASP room, kitchen, and other areas throughout facility.	\$ 60,000
FY29	Doors - Exterior Hollow Metal	Refinish exterior hollow metal doors from 1997 and 2003 to prevent onset of rust.	\$ 8,000
FY29	Doors & Door Frames - Interior Hollow Metal	Repaint hollow metal doors and door frames of interior building.	\$ 18,000
FY29	Doors & Windows - Exterior Aluminum	Refinish aluminum doors and windows from 1997 and 2003, which have lost their finish coat.	\$ 40,000
FY29	Track - Painting	Prep and paint underside of metal track deck, because the paint is peeling.	\$ 25,000
FY29	Window Lintels	Prepare and paint all exterior steel window lintels.	\$ 8,000
5-Year Total			\$ 2,471,000

All that is to say, for the North Liberty Community Center to remain an attractive, place-making and quality of life amenity for the community, substantial investment is required. Staff believes using the remaining ARPA funds for phase 1 of the parking lot project will not only ensure compliance with the ARPA funding deadline, but also significantly help move forward with necessary maintenance projects for this community attraction.



MENS LOCKER

FAMILY

DECK LOCKERS

WOMENS LOCKER

FAMILY

DECK LOCKERS

NOTE: SEE ENLARGED PLAN FOR ADDITIONAL NOTES AND DIMENSIONS

CONCESSIONS SEATING

ITEM	DESCRIPTION	UNIT	QUANTITY	EXTENDED COST
LOCKER ROOMS - MEN'S AND WOMEN'S				
1	General Conditions	LS	2	\$ 6,800
2	Demolition	LS	2	\$ 13,600
3	LED Lighting	LS	2	\$ 7,000
4	Finishes	LS	2	\$ 120,400
5	Fixtures and Accessories	LS	2	\$ 172,600
6	Locker Island	LS	2	\$ 45,400
7	Toilet and Shower Compartments	LS	2	\$ 49,900
LOCKER ROOMS - SUBTOTAL:				\$ 415,700
Inflation to 2026 Q2 (+ 06% of total):				\$ 25,000
Contractor Overhead and Profit (+15% of total):				\$ 66,500
LOCKER ROOMS - CONSTRUCTION ESTIMATE:				\$ 507,200
FAMILY RESTROOMS				
1	General Conditions	LS	2	\$ 2,300
2	Demolition	LS	2	\$ 4,700
3	LED Lighting	LS	2	\$ 1,000
4	Finishes	LS	2	\$ 24,150
5	Fixtures and Accessories	LS	2	\$ 32,100
6	ADA Shower Upgrade	LS	2	\$ 3,250
FAMILY RESTROOMS - SUBTOTAL:				\$ 67,500
Inflation to 2026 Q2 (+ 06% of total):				\$ 4,500
Contractor Overhead and Profit (+15% of total):				\$ 11,000
FAMILY RESTROOMS - CONSTRUCTION ESTIMATE:				\$ 83,000
LOCKERS AND BENCH - POOL DECK				
1	General Conditions	LS	1	\$ 1,400
2	Demolition	LS	1	\$ 2,800
3	Locker Replacement	LS	1	\$ 19,900
4	Bench Extention	LS	1	\$ 4,000
LOCKERS AND BENCH - SUBTOTAL:				\$ 28,100
Inflation to 2026 Q2 (+ 06% of total):				\$ 2,000
Contractor Overhead and Profit (+15% of total):				\$ 5,000
FAMILY RESTROOMS - CONSTRUCTION ESTIMATE:				\$ 35,100
COMBINED PROJECTS - CONSTRUCTION ESTIMATE:				\$ 625,300
POTENTIAL PROJECT CONTINGENCIES				
	Concept Phase - Design Contingency	15%		\$ 94,000
	* Bid Phase - Small Project Contingency	5%		\$ 31,500
	** Bid Phase - Construction Phasing Complexity	5%		\$ 31,500
	Construction Phase - Additions / Revisions / Unknowns	5%		\$ 31,500
PROJECT CONTINGENCIES - SUBTOTAL:				\$ 188,500
COMBINED PROJECTS - CONSTRUCTION + CONTINGENCY ESTIMATE:				\$ 813,800
Design and Construction (12%):				\$ 90,500
COMBINED PROJECTS - PROJECT ESTIMATE:				\$ 904,300



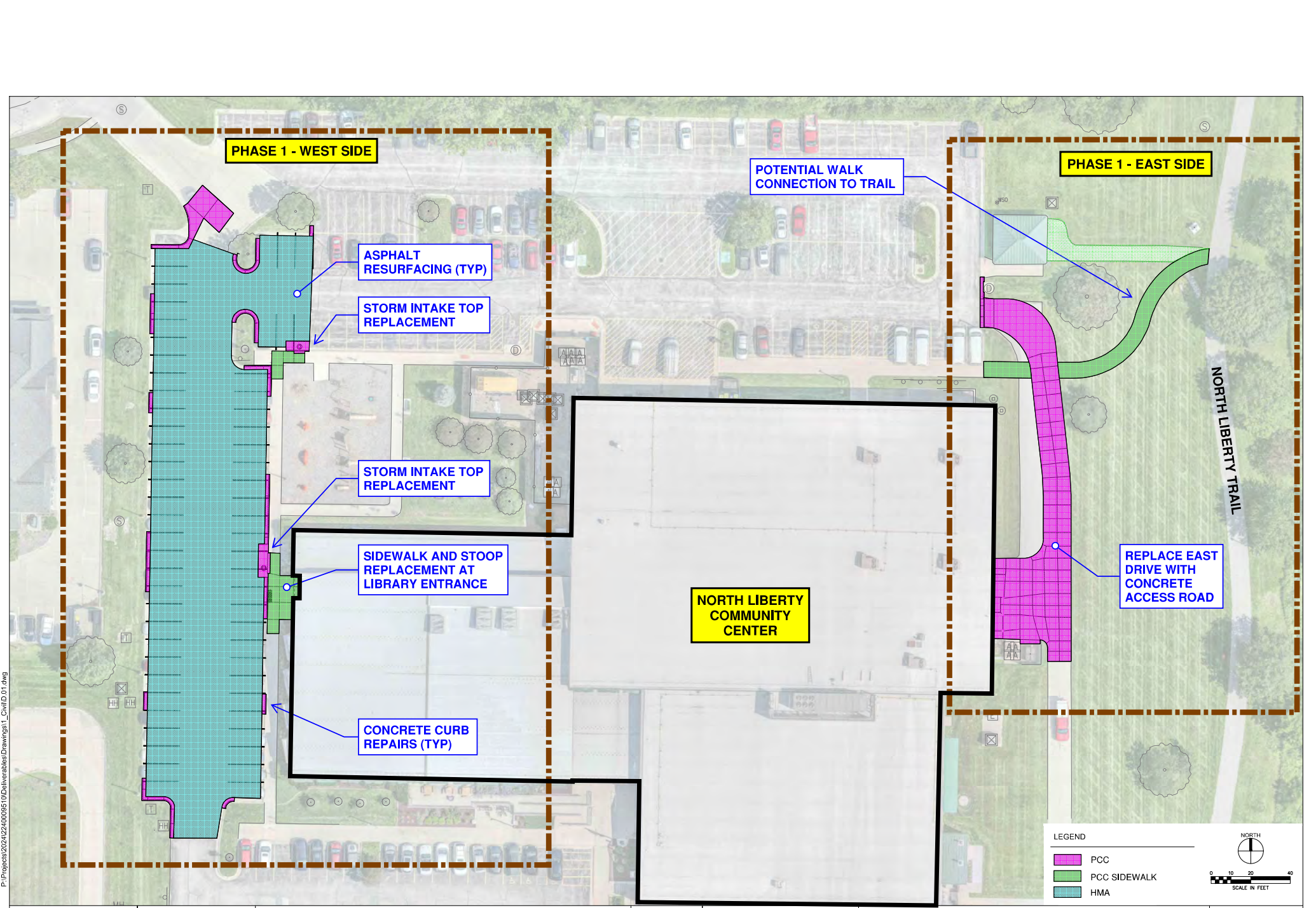
North Liberty Community Center – Pool Locker Rooms – Existing Conditions

Project #2240011790





North Liberty Community Center – 2018 Main Level Locker Room Remodel – Finishes



PHASE 1 - WEST SIDE

PHASE 1 - EAST SIDE

POTENTIAL WALK CONNECTION TO TRAIL

ASPHALT RESURFACING (TYP)

STORM INTAKE TOP REPLACEMENT

STORM INTAKE TOP REPLACEMENT

SIDEWALK AND STOOP REPLACEMENT AT LIBRARY ENTRANCE

CONCRETE CURB REPAIRS (TYP)

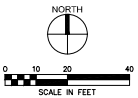
REPLACE EAST DRIVE WITH CONCRETE ACCESS ROAD

NORTH LIBERTY COMMUNITY CENTER

NORTH LIBERTY TRAIL

LEGEND

- PCC
- PCC SIDEWALK
- HMA



P:\Projects\2024\2240009510\Deliverables\Drawings\1_Civil\01.dwg

City of North Liberty - NLCC Parking Lot Improvements - Phase 1

OPINION OF ANTICIPATED CONSTRUCTION COSTS

50% Owner Review - October 2024

DESCRIPTION: Resurface the existing parking lots surrounding the Community Center - Phase 1 West Lot concept includes mill and overlay of asphalt surfacing, some areas of full depth asphalt repair, some areas of curb repair, replacing Library entrance sidewalk to improve drainage near the door, and replacing east entrance access drive to widen and realign.

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	EXTENDED COST
1	TOPSOIL, ON-SITE	CY	100	\$ 20.00	\$ 2,000.00
2	TOPSOIL, OFF-SITE	CY	150	\$ 40.00	\$ 6,000.00
3	CLASS 10 EXCAVATION	CY	150	\$ 45.00	\$ 6,750.00
4	SUBGRADE PREPARATION	SY	500	\$ 3.00	\$ 1,500.00
5	MODIFIED SUBBASE	CY	440	\$ 60.00	\$ 26,400.00
6	INTAKE, SW-541, REMOVE AND REPLACE TOP	EACH	2	\$ 5,000.00	\$ 10,000.00
7	PAVEMENT, PCC, 8-INCH, C-MIX	SY	43	\$ 70.00	\$ 3,010.00
8	PAVEMENT, PCC, 7-INCH, C-MIX	SY	435	\$ 60.00	\$ 26,100.00
9	REMOVE AND REPLACE PCC CURB AND GUTTER, 2.0 FT, 5 IN. STANDARD CURB	LF	369	\$ 60.00	\$ 22,140.00
10	MILLING AND RESHAPING	SY	1,911	\$ 17.00	\$ 32,487.00
11	HMA OVERLAY, BASE COURSE, 2.0-INCH	TON	250	\$ 135.00	\$ 33,750.00
12	HMA OVERLAY, SURFACE COURSE, 1.0-INCH	TON	145	\$ 140.00	\$ 20,300.00
13	REMOVAL OF SIDEWALK	SY	63	\$ 15.00	\$ 945.00
14	PAVEMENT REMOVAL	SY	600	\$ 15.00	\$ 9,000.00
15	SIDEWALK, P.C. CONCRETE, 6-INCH	SY	59	\$ 65.00	\$ 3,835.00
16	REMOVE AND REPLACE PCC STOOP TOP	SF	36	\$ 125.00	\$ 4,500.00
17	DETECTABLE WARNINGS, CAST IRON	SF	12.0	\$ 65.00	\$ 780.00
18	FULL DEPTH PATCHES, 4" HMA WITH 6" SUBBASE	SY	300.0	\$ 75.00	\$ 22,500.00
19	PAINTED PAVEMENT MARKINGS, HIGH-BUILD	STA	11	\$ 100.00	\$ 1,100.00
20	TEMPORARY TRAFFIC CONTROL	LS	1.00	\$ 5,000.00	\$ 5,000.00
21	PERMANENT SEEDING, FERTILIZER AND HYDRAULIC EROSION CONTROL	ACRE	0.30	\$ 10,000.00	\$ 3,000.00
22	STABILIZING CROP - TEMPORARY SEEDING, FERTILIZER AND MULCHING - TYPE 4	ACRE	0.3	\$ 1,000.00	\$ 300.00
23	COMPOST FILTER TUBE (8 IN DIA.)	LF	1,000	\$ 2.50	\$ 2,500.00
24	STABILIZED CONSTRUCTION ENTRANCE	TON	20	\$ 50.00	\$ 1,000.00
25	BIODEGRADABLE EROSION CONTROL BLANKET	SQ	40	\$ 23.00	\$ 920.00
26	INLET PROTECTION DEVICE, OPEN THROAT CURB INTAKE	EACH	1	\$ 150.00	\$ 150.00
27	MOBILIZATIONS, EROSION CONTROL	EACH	2	\$ 500.00	\$ 1,000.00
28	MOBILIZATIONS, EMERGENCY EROSION CONTROL	EACH	1	\$ 1,000.00	\$ 1,000.00
29	MOBILIZATION	LS	1	\$ 15,000.00	\$ 15,000.00
30	CONCRETE WASHOUT	LS	1	\$ 1,500.00	\$ 1,500.00

Opinion of Probable Construction Cost - Subtotal \$ **264,500**

Contingency (10%) \$ 26,500

Opinion of Probable Construction Cost - Total \$ **291,000**

Engineering (Design - Bid - Construction) \$ 45,000

Opinion of Project Cost - Total \$ **336,000**

ADD SCOPE - Trail Connection					
1	TOPSOIL, ON-SITE	CY	50	\$ 20.00	\$ 1,000
2	CLASS 10 EXCAVATION	CY	60	\$ 45.00	\$ 2,700
3	SUBGRADE PREPARATION	SY	160	\$ 3.00	\$ 480
4	MODIFIED SUBBASE	CY	20	\$ 60.00	\$ 1,200
5	REMOVAL OF SIDEWALK	SY	90	\$ 15.00	\$ 1,350
6	SIDEWALK, P.C. CONCRETE, 6-INCH	SY	130	\$ 65.00	\$ 8,450
				Contingency (20%)	\$ 3,000
				ADDED Trail Connection Construction Cost Subtotal	\$ 18,000
				Engineering (Design - Bid - Construction)	\$ 3,500
				ADDED Trail Connection Project Cost Subtotal	\$ 21,500

Opinion of Probable Construction Cost Incl ADD Scope- Total \$ **309,000**

Opinion of Project Cost Incl ADD Scope - Total \$ **357,500**

The Engineer, as a design professional familiar with the construction industry, has prepared this opinion of the Probable Cost of Construction. It is recognized, however, that neither the Engineer nor the Owner has control over the cost of labor, materials, or equipment, over the Contractor's method of determining bid prices, or over competitive bidding, market, or negotiating conditions. Accordingly, the Engineer cannot and does not warrant or represent which bids or negotiated prices will not vary from the Probable Cost of Construction.



Hodge Construction Company Rezoning



October 1, 2024

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

Re: Request of Hodge Construction Company 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.

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 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.

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 4-0.

Amy Yotty, Chairperson
City of North Liberty Planning Commission

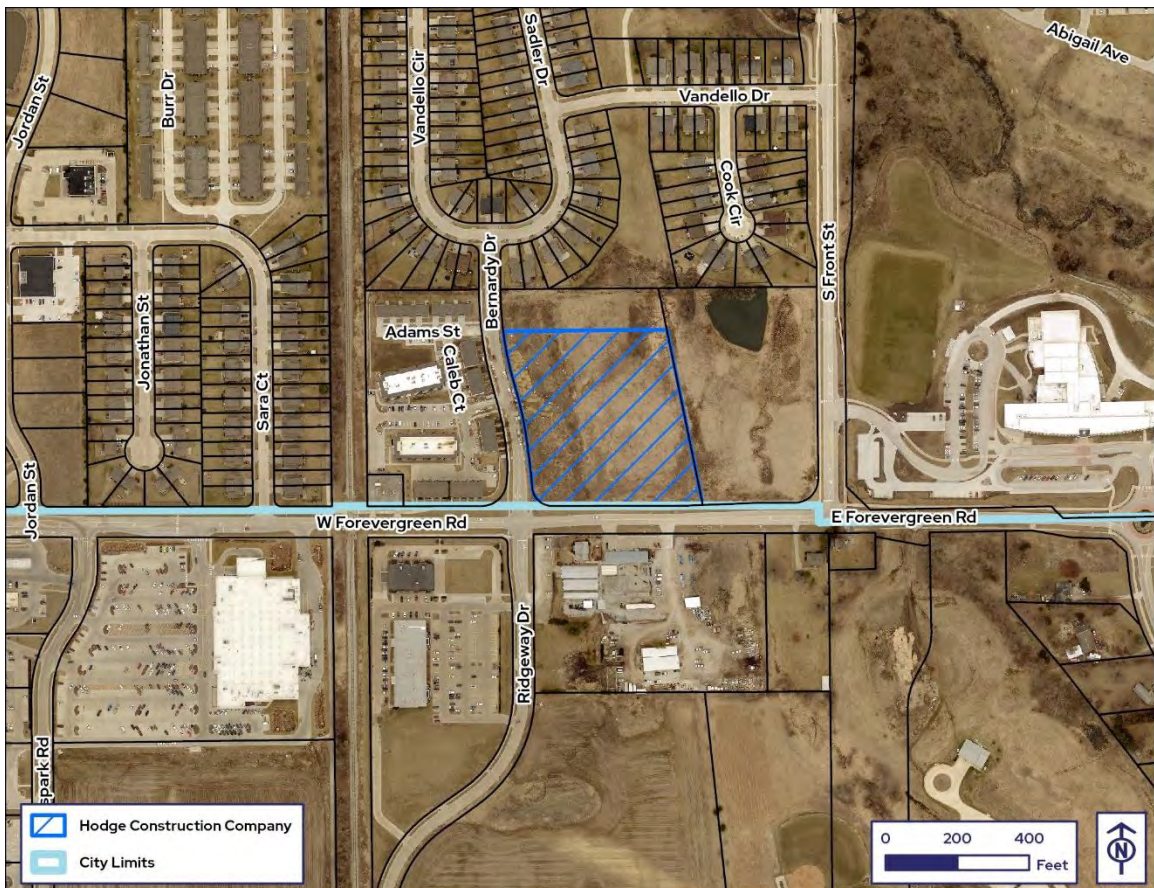


To **City of North Liberty Planning Commission**
 From **Ryan Rusnak, AICP**
 Date **September 27, 2024**
 Re **Request of Hodge Construction Company for a zoning map amendment (rezoning) from RM-21 Multi-Unit Residence District to C-3 Higher-Intensity Commercial District on approximately 5.12 acres. The property is located at the northeast corner of West Forevergreen Road and Bernardy Drive.**

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 facilitate construction of higher-density multi-unit residents, although the zoning would allow for commercial uses as well.



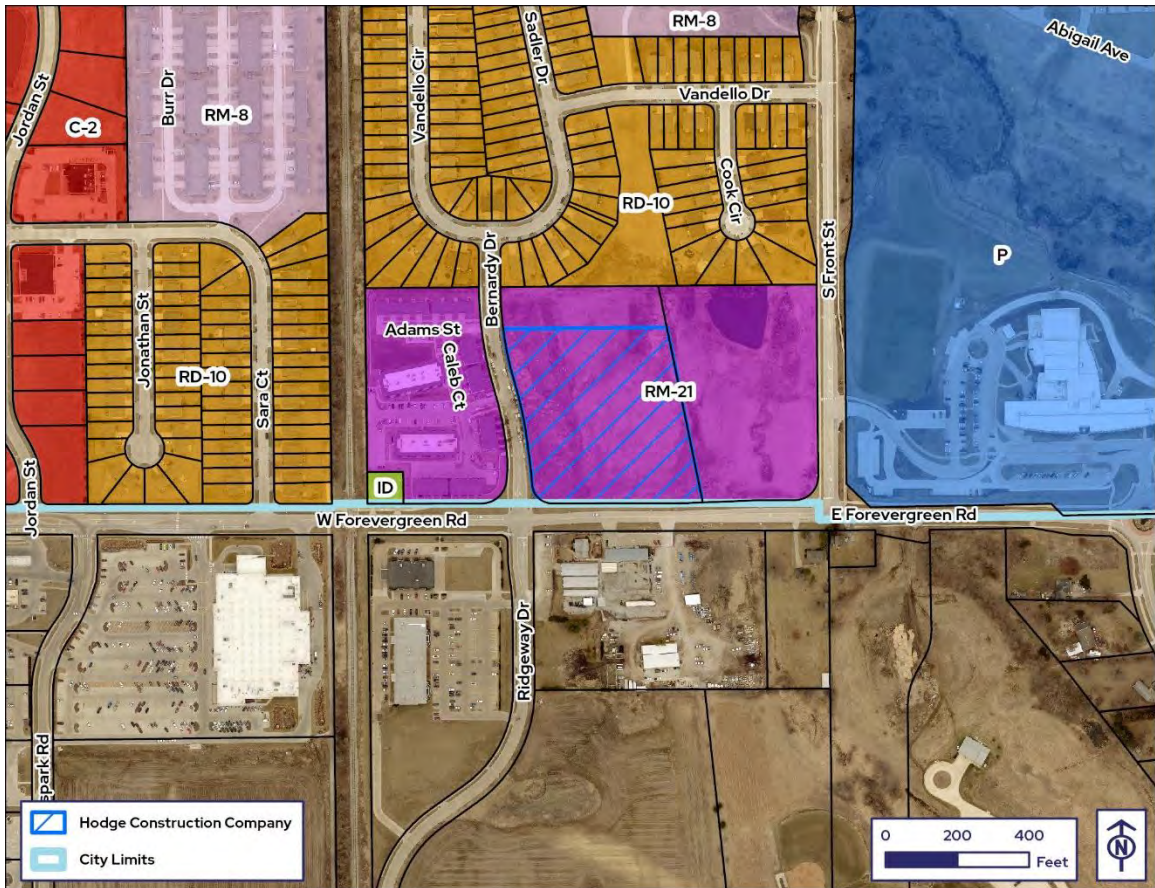
2. Current and Proposed Zoning:

Current Zoning

RM-21 Multi-Unit Residence District. The RM-21 District is intended to provide and maintain high-density, multiple-unit housing residential neighborhoods. Limited non-residential uses that are compatible with the surrounding residential neighborhoods may be permitted in the RM-21 District.

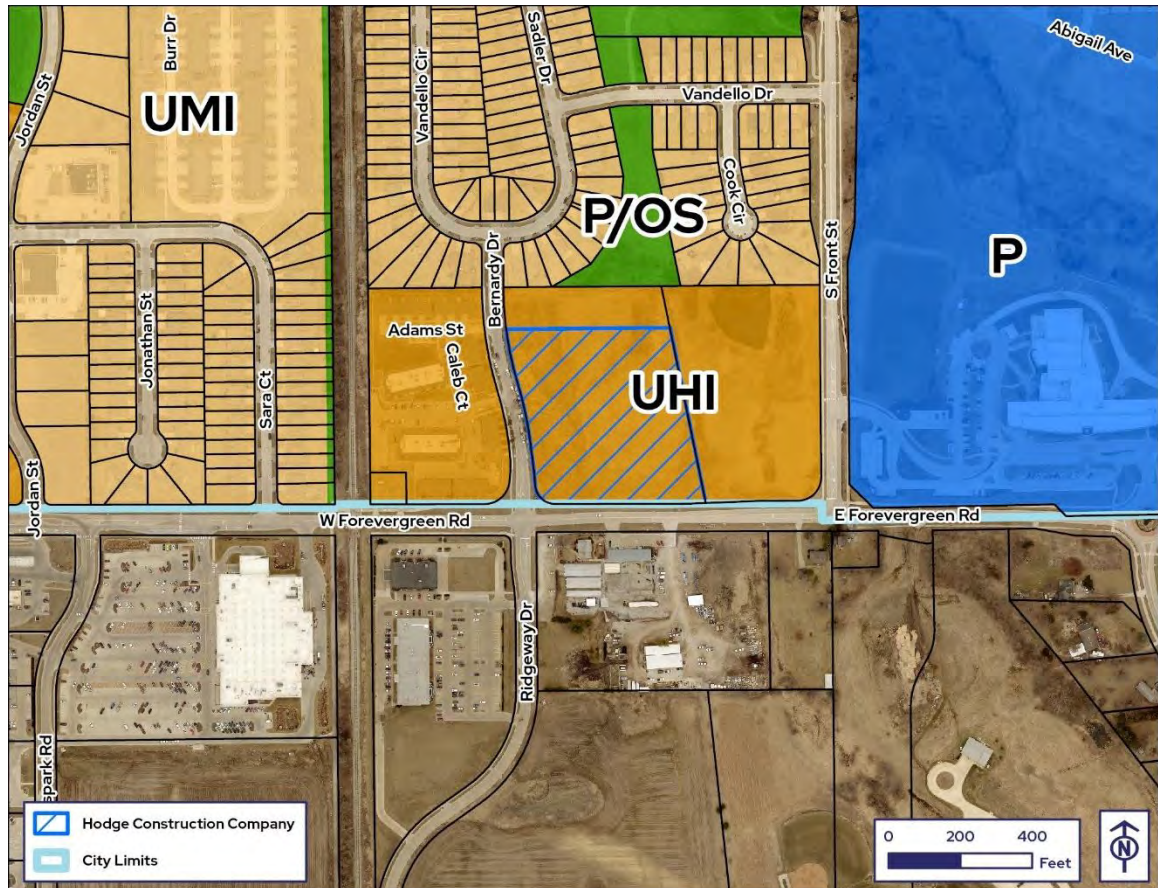
Proposed Zoning

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 September 17, 2024. A few people outside of City staff and the applicant attended the meeting, but no one had any questions. There is correspondence in the background material regarding the potential for commercial development.

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.

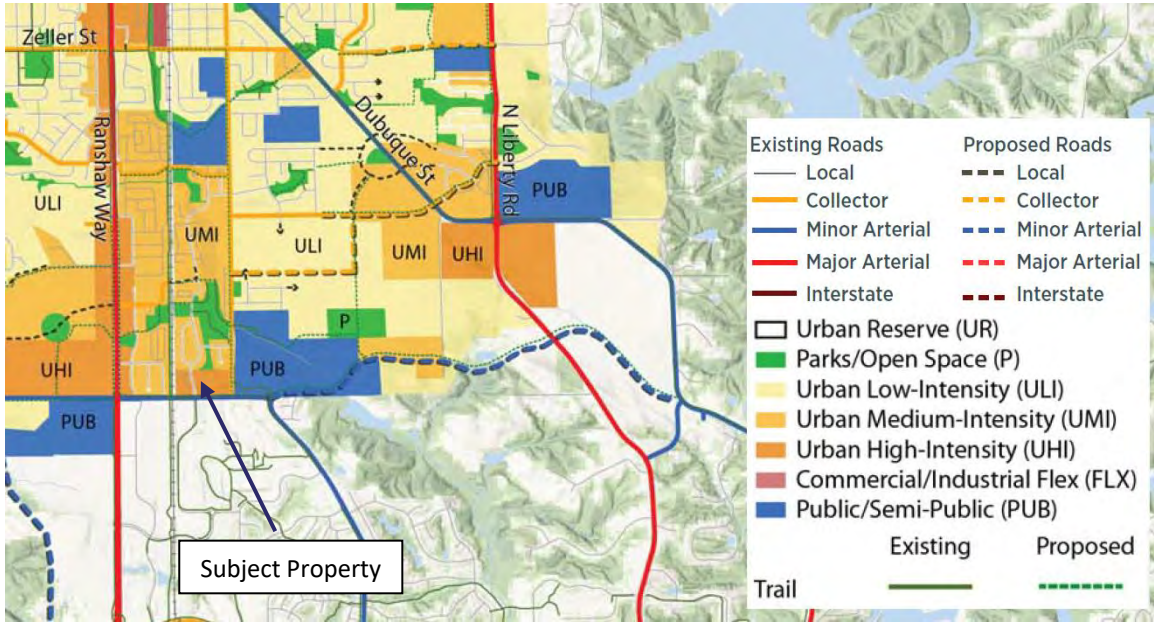
Figure 3.4: Land Use Compatibility

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			○	●	●	●		
Community commercial				○	●	●		
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

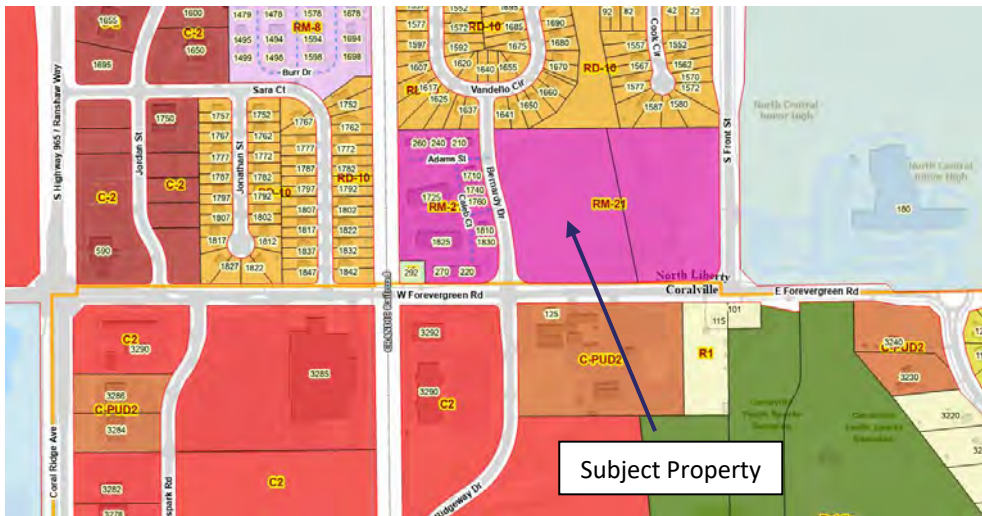
A primary consideration is the appropriateness of C-3 in this location. The property is designed Urban High Intensity (UHI) on the Future Land Use Map (FLUM). C-3 would be consistent with the FLUM.

The UHI Future Land Use Map designation was chosen for this and the adjacent properties due to the existing RM-21 Zoning and that Forevergreen Road is an arterial roadway, with planned extension to North Liberty Road and Dubuque Street.



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. As mentioned, Forevergreen Road is an arterial roadway, with planned extension to North Liberty Road and Dubuque Street. Additionally, there is commercial zoning and development on the south side of Forevergreen Road in the City of Coralville.



It is staff's opinion that the zoning map amendment would be compatible with the zoning of nearby property.

(c) The compatibility with established neighborhood character.
As mentioned, it is staff's opinion that the C-3 District would be appropriate in this location. To achieve greater compatibility with the Creekside Subdivision to the north, staff suggested (and the applicant agreed) that there be less intense residential development toward the north end of the property. *The C-3 zoning boundary would be approximately 115' from the southern boundary of the Creekside Subdivision.*

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 intensity of the proposed development.

The C-3 District allows for commercial and multi-unit residences in either horizontal mixed-use (different buildings) or vertical mixed-use (same building) developments. There is no residential density restriction in the C-3 District.

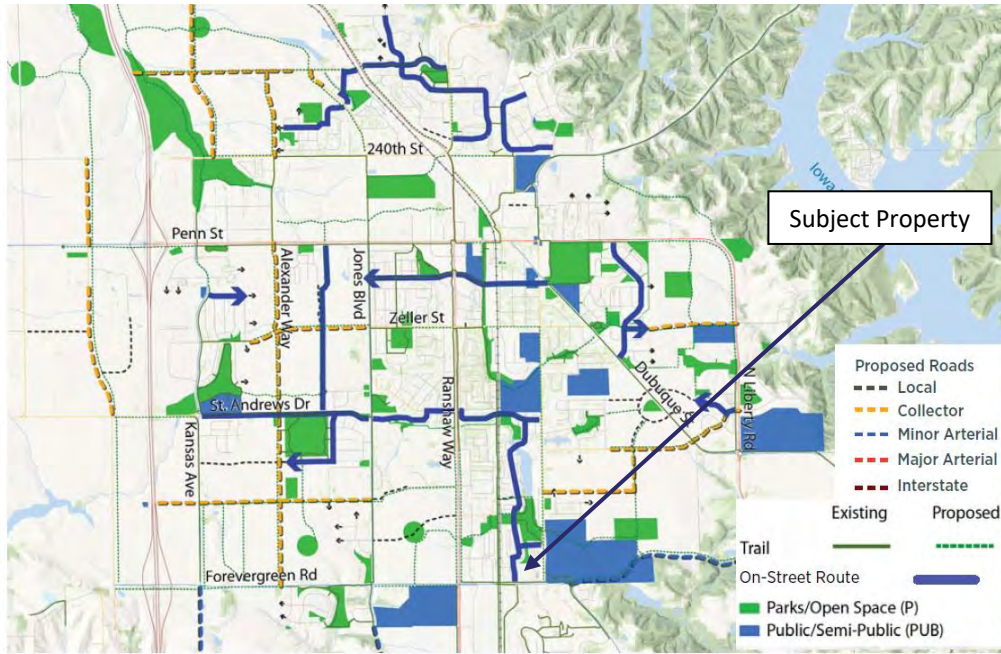
The concept provided to City staff shows 234 residential units in three buildings (45.6 units/acre). To maximum density and meet off-street parking standards, the building would be a "4 over 1", which is four-stories of wood framing over a concrete platform. Wood framing is less expensive than steel or metal framing or using entirely concrete. The concrete base allows builders to construct a building that is one story taller than would normally be allowed for entirely wood-framed buildings under building code.

Staff recognizes that the proposed development is on the higher end of residential density. Certainly, this density wouldn't be appropriate in all locations within the City. However, staff advocates for higher density and intensity in appropriate locations. This was considered when creating the North Liberty Connected to Tomorrow Comprehensive Plan Future Land Use Map, which was adopted in February 2023.

There is a trend toward creating a “15-minute city”, which provides access to all human needs by walking or bicycling 15 minutes or less. On next page is a graphical representation of an ½ mile urban node measured from the intersection of Ranshaw Way and Forevergreen Road. This would be approximately a 10-minute walk from the edge of the radius to the center. A node is the concentration of development near the intersection of major arterials where higher density, mixed-use development should occur. Within this node there is a (forthcoming) major healthcare institution, a major grocery store, retail, offices, and restaurants. It is staff’s opinion that the undeveloped 160 acres north of the hospital is one of the biggest opportunity sites in North Liberty.

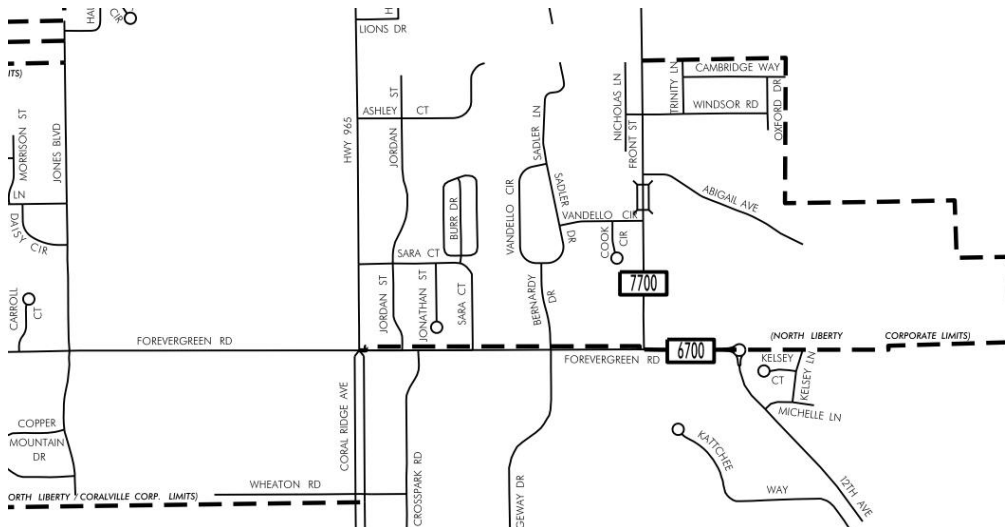


There is an 8' wide trail along the north side of Forevergreen Road and within a short distance, the 10' wide North Liberty Road regional trail. These tie into the existing and future City and regional trail network.



Traffic Considerations

The anticipated vehicle trips for mid-rise multi-family development is 5.44 per day. The concept provided to City staff shows 234 residential units in three buildings, which equates to 1,272 vehicle trips per day at full build out. Below is a map showing 2022 DOT traffic counts, which 6,700 vehicles trips per day. This is well below the maximum roadway capacity of this roadway segment.



Staff reached out to the City of Coralville regarding the anticipated future of the Forevergreen Road/Front Street intersection since it maintains this section of Forevergreen Road. The City Engineer indicated that they expect this intersection to become a roundabout at some point. Additionally, he indicated that the Coralville Youth Sports Park will eventually have a secondary access along Forevergreen Rd and that ideally, a fourth leg of the roundabout could become the secondary access (yellow). This would require some property acquisition.



7. Staff Recommendation:

Finding:

1. 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.

Recommendation:

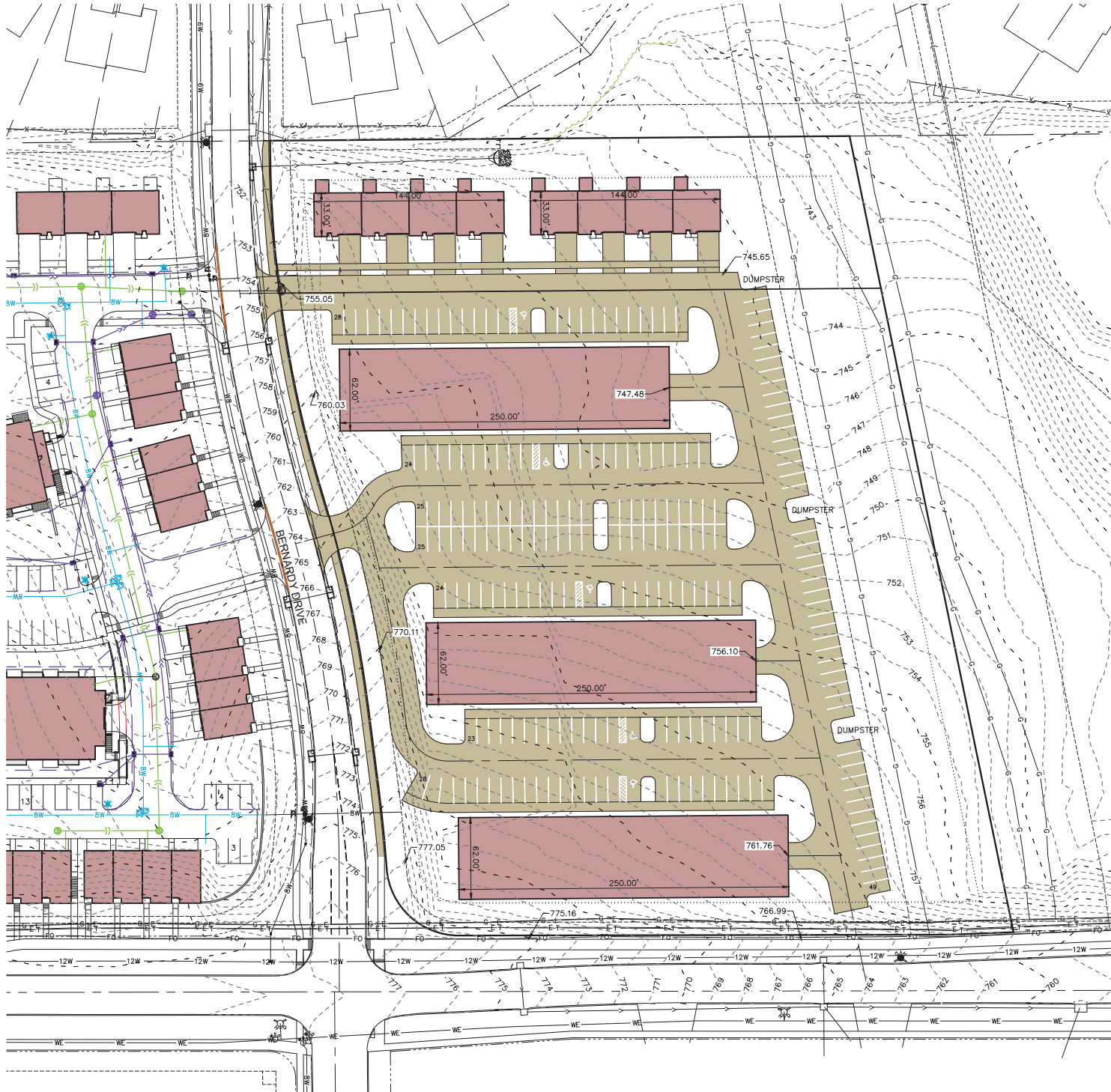
Staff recommends the Planning Commission accept the listed finding and forward the request for zoning map amendment (rezoning) from RM-21 Multi-Unit Residence District to C-3 Higher-Intensity Commercial District on approximately 5.12 acres to the City Council with a recommendation for approval.

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.

Concept Plan Only

6.32 ACRES



SITE CHARACTERISTICS:

TOTAL AREA 6.32 ACRES
 FRONT SETBACK 25 FEET
 REAR SETBACK 20 FEET
 SIDE SETBACK 20 FEET

ZONE: RM-21
 LOT 1 AREA 1.19 ACRES
 TOTAL UNITS 8 UNITS
 DENSITY 6.7 UNITS/ACRE

ZONE: C3
 LOT 2 AREA 5.13 ACRES
 TOTAL UNITS 234 UNITS
 DENSITY 45.6 UNITS/ACRE

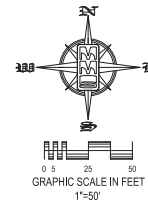
OUTDOOR PARKING 226 SPACES
 GARAGE PARKING 126 SPACES
 TOTAL PARKING 352 SPACES

REQUIRED PARKING 1 AND 2 BEDROOM UNITS 1.5 SPACES/UNIT



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 ENVIRONMENTAL SPECIALISTS

1917 S. GILBERT ST.
 IOWA CITY, IOWA 52240
 (319) 351-8282
www.mmsconsultants.net



Date	Revision

SITE CONCEPT

CREEKSIDE SOUTH

NORTH LIBERTY
 JOHNSON COUNTY
 IOWA

MMS CONSULTANTS, INC.

Date:	06-18-24
Designed by:	JDM
Field Book No:	
Drawn by:	
Scale:	1"=50'
Checked by:	
Sheet No:	1
Project No:	

1296-278

of 1

Ryan Rusnak

From: Brian crow <northblackbird@gmail.com>
Sent: Thursday, September 19, 2024 7:05 AM
To: Ryan Rusnak
Subject: Re: [External] Northeast Corner of West Forevergreen Road and Bernardy Drive

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Thank you for taking the time to respond to me. Your points are well taken. If I may, I'd like to say one last thing in response.

As you mentioned, the area is already highly commercialized, but so far the businesses are on the south side of Forevergreen Road, where there are basically no houses. People live on the north side of the road. Children walk to school on the north side of the road. Businesses on this block would be creating traffic and congestion for them.

Anyway, I'll stop bugging you about it now. Thanks again for your time.

Brian Crow

On Sep 18, 2024, at 8:14 AM, Ryan Rusnak <rrusnak@northlibertyiowa.org> wrote:

Hi Brian,

Thanks for participating in the virtual meeting. For feedback is valued.

Your concern about commercial uses if rezoned is valid.

I assume your concern over commercial is limited to certain uses (such as gas stations as you mentioned).

Even though that is not their intent, I struggle with the concept that no commercial is appropriate because Forevergreen is a major road and there is commercial across the street.

<image001.png>

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

Messages to and from this account are subject to public disclosure unless otherwise provided by law.

From: Brian Crow <northblackbird@gmail.com>
Sent: Tuesday, September 17, 2024 6:58 PM
To: Ryan Rusnak <rusrnak@northlibertyiowa.org>
Subject: [External] Northeast Corner of West Forevergreen Road and Bernardy Drive

You don't often get email from northblackbird@gmail.com. [Learn why this is important](#)

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Hello, Ryan. My family and I are residents of the Creekside neighborhood and we are concerned about the proposed rezoning at the corner of Forevergreen Road and Bernardy Drive. I realize that Hodge's current plan is to simply build higher-density residential buildings on the site, but I am worried that the rezoning could open the door for potentially having businesses, etc in that area. This is a nice, peaceful neighborhood and it would be upsetting if someone dropped something like a gas station into it.

I just wanted to be sure you are aware that the people who live in this neighborhood might have some concerns about this proposal.

Thank you for your consideration.
Brian Crow

Ordinance No. 2024-10

AN ORDINANCE AMENDING THE ZONING MAP DISTRICT DESIGNATION FOR CERTAIN PROPERTY LOCATED IN NORTH LIBERTY, IOWA FROM RM-21 MULTI-UNIT RESIDENCE 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:

BEGINNING at the Southeast Corner of Lot 2 of Creekside South, to North Liberty, Iowa, in accordance with the Plat thereof Recorded in Plat Book 61 at Page 98 of the Records of the Johnson County Recorder's Office; Thence S87°44'23"W, along the South Line of said Lot 2, a distance of 48.81 feet; Thence S89°53'34"W, along said South Line , 371.56 feet, to the Southwest Corner thereof; Thence Northwesterly, 82.56 feet, along the West Line of said Lot 2 on a 55.00 foot radius curve, concave Northeasterly, whose 75.02 foot chord bears N47°06'13"W; Thence Northwesterly, 62.64 feet, along said West Line on a 1101.59 foot radius curve, concave Southwesterly, whose 62.63 foot chord bears N05°43'44"W; Thence N07°21'28"W, along said West Line, 61.48 feet; Thence Northwesterly, 163.65 feet, along said West Line on a 980.00 foot radius curve, concave Southwesterly, whose 163.46 foot chord bears N12°08'30"W; Thence Northwesterly, 156.83 feet, along said West Line on a 920.00 foot radius curve, concave Northeasterly, whose 156.64 foot chord bears N12°02'32"W; Thence N89°32'10"E, 456.00 feet, to a Point on the East Line of said Lot 2; Thence S11°37'34"E, along said East Line, 498.65 feet, to the POINT OF BEGINNING. Said Rezoning Parcel contains 5.12 acres, and is subject to easements and restrictions of record.

SECTION 2. CONDITIONS IMPOSED. At the October 1, 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
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. 2024-10 in *The Gazette* on the ____ of _____, 2024.

TRACEY MULCAHEY, CITY CLERK



North Jones LLC Rezoning



October 1, 2024

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

Re: 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.

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 rezoning 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.

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 4-0.

Amy Yotty, Chairperson
City of North Liberty Planning Commission

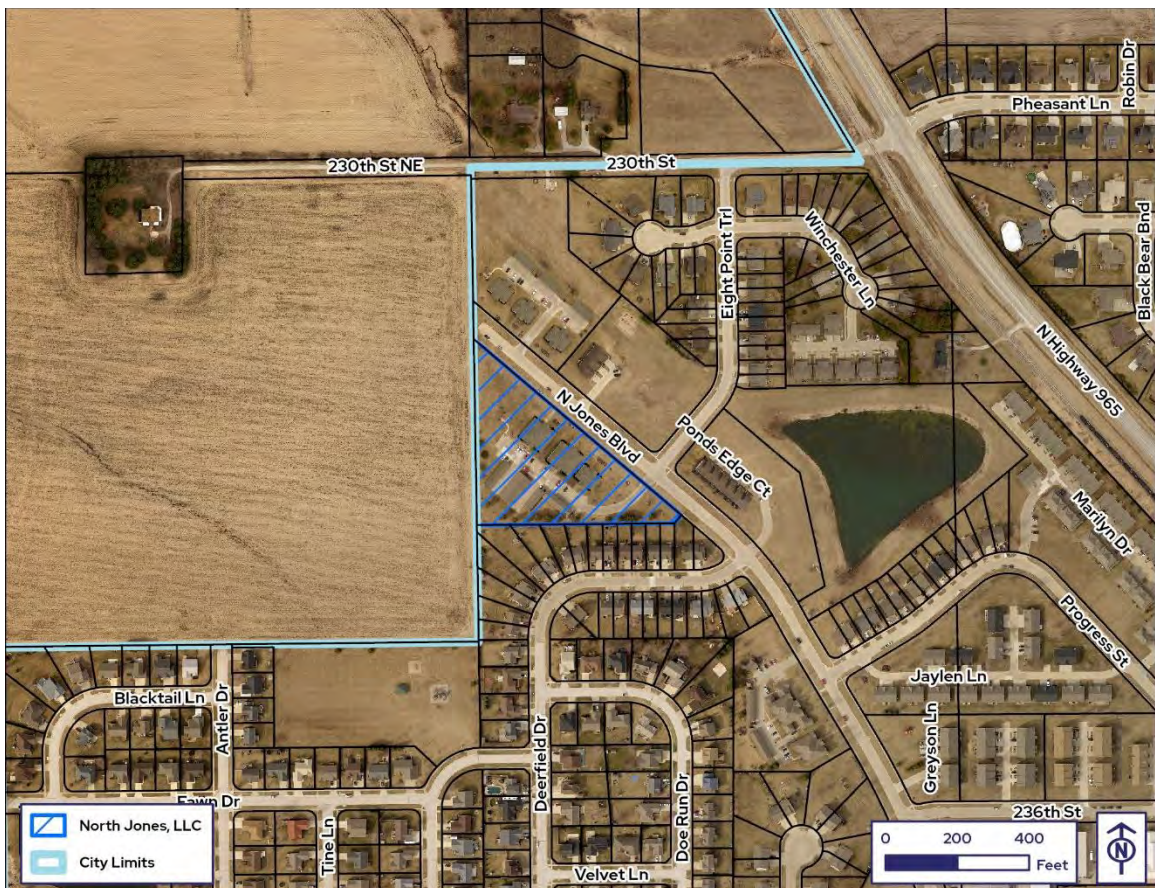


To **City of North Liberty Planning Commission**
 From **Ryan Rusnak, AICP**
 Date **September 27, 2024**
 Re **Request of North Jones, LLC for a zoning map amendment (rezoning) from RM-8 Multi-Unit Residence District to RM-12 Multi-Unit Residence District on approximately 3.53 acres. The property is located at 1605, 1655 and 1695 North Jones Boulevard.**

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

1. Request Summary:

The purpose of the request is to construct another multi-unit residence north of 1695 North Jones Boulevard.



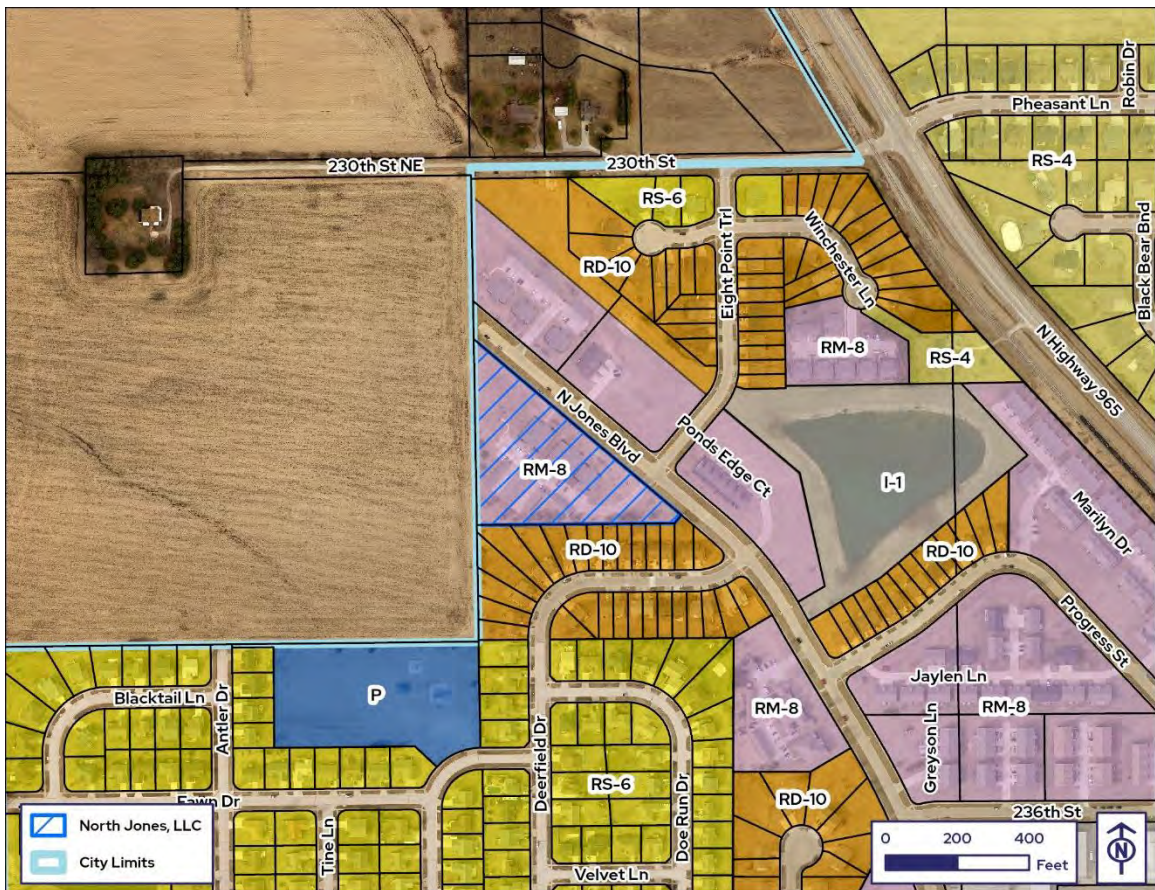
2. Current and Proposed Zoning:

Current Zoning

RM-8 Multi-Unit Residence District. The RM-8 District is intended to provide and maintain medium-density, multiple-unit housing residential neighborhoods. Limited non-residential uses that are compatible with the surrounding residential neighborhoods may be permitted in the RM-8 District.

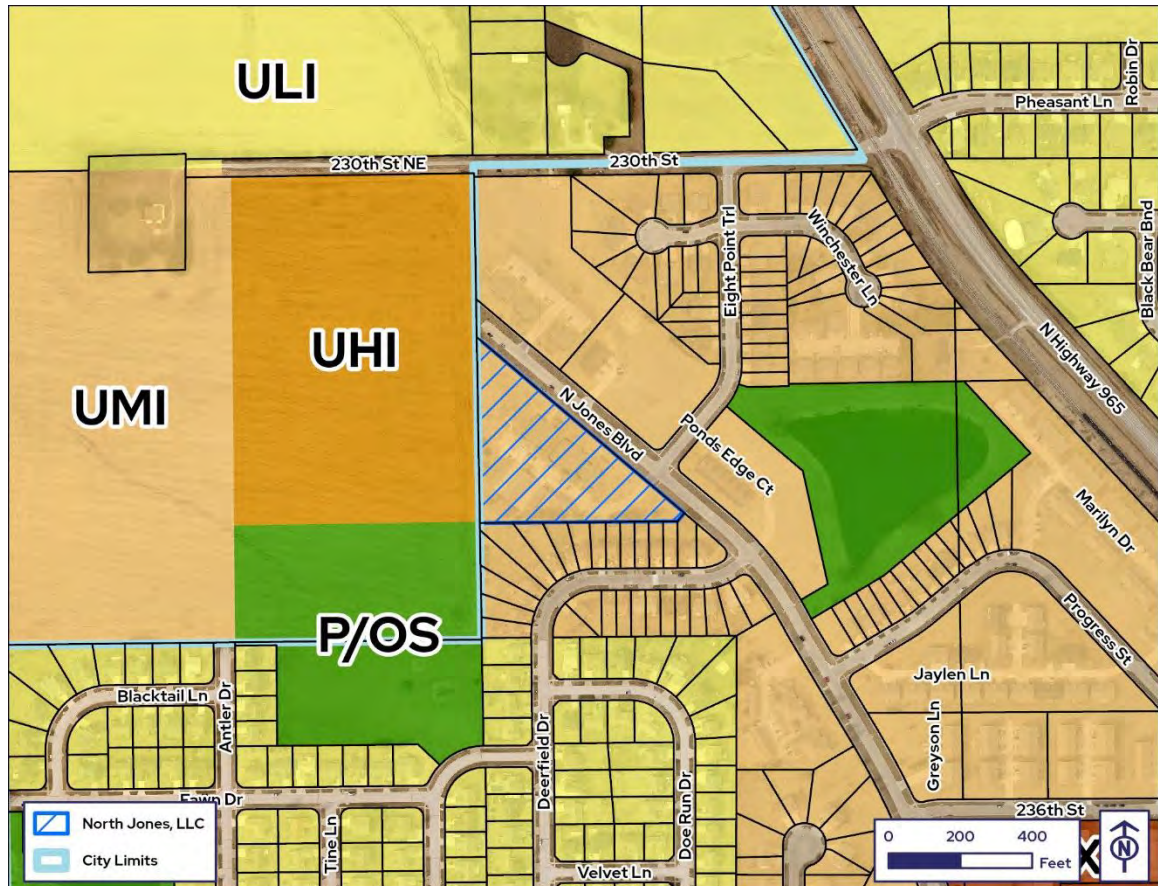
Proposed Zoning

RM-12 Multi-Unit Residence District. The RM-12 District is intended to provide and maintain medium-density, multiple-unit housing residential neighborhoods. Limited non-residential uses that are compatible with the surrounding residential neighborhoods may be permitted in the RM-12 District.



3. Consistency with Comprehensive Plan:

Land Use Plan designation: Urban Medium Intensity.



Urban Medium Intensity Description

More variety in housing arrangements and more allowance for activity areas that draw people from outside the immediate area for services or recreation. Increased intensity (compared to ULI) improves opportunities for economic activity and social interaction. Medium intensity areas include mostly a horizontal mix of residential and non-residential uses at compatible moderate densities and scale, although there may be opportunities for vertical mixed-use.

Residential

Uses include a variety of housing types that may be on smaller lots. Housing mix can include single-family detached homes, duplexes, townhomes, and multifamily buildings to create integrated neighborhoods.

Form and Features

- » General aggregate development density of 7 to 14 dwelling units per acre. Innovative designs should allow more public spaces than ULI.
- » Attached housing developments maintain the identity of the individual housing units.
- » High connectivity with multiple access points into neighborhoods. As compared to ULI, UMI encourages closer proximity between transportation, housing, and commercial services.

4. Public Input:

A virtual good neighbor meeting was held on September 17, 2024. No one outside of City staff and the applicant attended the meeting. There are no 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			○	●	●	●		
Community commercial				○	●	●		
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

The RM-12 District permits up to 12 units/per, which is within the allowable density of the Urban Medium Intensity Land Use designation. 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 zoning would be compatible with nearby property.

- (c) The compatibility with established neighborhood character.
It is staff's opinion that the proposed zoning 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 zoning 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:

There are none.

7. Staff Recommendation:

Finding:

1. The rezoning 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.

Recommendation:

Staff recommends the Planning Commission accept the listed finding 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.

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. 2024-11

AN ORDINANCE AMENDING THE ZONING MAP DISTRICT DESIGNATION FOR CERTAIN PROPERTY LOCATED IN NORTH LIBERTY, IOWA FROM RM-8 MULTI-UNIT RESIDENCE DISTRICT TO RM-12 MULTI-UNIT RESIDENCE 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 15 of Deerfield Seventh Addition to North Liberty, Iowa, in accordance with the Plat thereof recorded in Plat Book 45 at page 216 of the Records of the Johnson County Recorder's Office. Said Rezoning Parcel contains 3.53 acres, and is subject to easements and restrictions of record.

SECTION 2. CONDITIONS IMPOSED. At the October 1, 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
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. 2024-11 in *The Gazette* on the ____ of _____, 2024.

TRACEY MULCAHEY, CITY CLERK



North Liberty Road Trail Project

**Prepared by and Return to:
Grant D. Lientz, 360 N. Main Street, P.O. Box 77, North Liberty, IA 52317 319-626-5767**

TEMPORARY CONTRUCTION EASEMENT AGREEMENT

This agreement is made and entered into by and between SCANLON FAMILY LLC, an Iowa nonprofit Corporation, owner of the real estate described herein, (hereinafter referred to as "Property Owner," which expression shall include its agents, successors or assigns), and the CITY OF NORTH LIBERTY, IOWA, a municipal corporation, (hereinafter referred to as "City," which expression shall include its agents, successors or assigns).

IT IS HEREBY AGREED AS FOLLOWS:

For the sum of one dollar (\$1.00) plus other valuable consideration, the receipt of which is hereby acknowledged, the Property Owner hereby grants and conveys to the City a temporary easement for the public purpose of installing a recreational trail (the "Project"), under, over, through and across portions of real property located in North Liberty, Iowa, which easement is depicted and legally described on the attached Exhibit A.

Additionally, as part of the consideration for this agreement,

- A. The Property Owner will not be assessed for any costs for the design and construction of the Project, plans for which are on file at City Hall, nor shall the Property Owner be responsible for the initial costs of constructing or maintaining the Project; however, connection fees, frontage fees, or other typical and customary fees will be collected by the City at the time any part of the property is developed.
- B. The City shall be responsible for the recording of this Agreement and payment of the costs for the same.
- C. The City shall indemnify and hold harmless the Property Owner, its successors and assigns, from and against any loss, damage, expense, cost, third party claims, causes of action, or other liabilities arising out of, or purporting to arise out of, the City's exercise of the rights granted under this Agreement. This indemnification and hold harmless shall include, but is not limited to, reasonable legal fees and cost of defense incurred by Property Owner.

DIVISION I – TEMPORARY EASEMENT

The Property Owner and the City agree that:

1. Property Owner does hereby grant and convey to City a temporary construction easement (the “Temporary Easement”) for the purpose of facilitating the City’s construction of the Project described above.
2. The Property Owner shall not, during the construction of the Project, erect any landscaping, fences, or structures over, under or within the Temporary Easement area, nor change the grade, elevation or contour of any part of the Temporary Easement area, without obtaining the prior written approval of the City Engineer.
3. The City shall have the right of access to the temporary construction easement area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the easement area as herein described, including but not limited to the right to redirect public traffic and to remove any unauthorized obstructions or structures placed or erected on the easement area.
4. Following the construction and installation of the Project and final acceptance by the City, the City shall restore the temporary construction easement area to substantially the same condition as existed prior to the commencement of construction operations.
5. City covenants and agrees that driveways, fences and other site features that are removed or disturbed shall be replaced by City consistent with the final construction plans, which the City Engineer shall make available to the Property Owner upon request. City covenants and agrees that existing underground drainage tiles that are removed or disturbed shall, to the extent reasonably possible, be replaced by City. City further agrees that all grassed areas disturbed by the construction shall be seeded within a reasonable time after construction is complete. Property Owner agrees that trees, shrubs and brush that are removed or disturbed will not be replaced by City.
6. City covenants and agrees to remove and stockpile existing topsoil from areas to be excavated, to be used in the event of any repair. Following installation of the improvements described herein, all areas within the temporary construction easement area which are disturbed will be graded to form a uniform slope, and topsoil shall be replaced and spread over disturbed areas, thereby restoring said areas substantially to their prior condition, with the exception of the replacement of trees, shrubs and brush.
7. The rights as described above in the temporary construction easement area shall commence upon execution hereof and shall cease and terminate following the completion of the construction of the Project, which in no event shall extend beyond December 31, 2025.

DIVISION II – GENERAL

The Property Owner does hereby covenant with the City that the Property Owner holds said real estate described in this easement by title in fee simple; that the Property Owner has good and lawful authority to convey the same; and that the Property Owner covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Dated this 8th day of October, 2024.

PROPERTY OWNER:

Signed: [Signature]
James Patrick Scanlon, Jr.
Manager, Scanlon Family, LLC

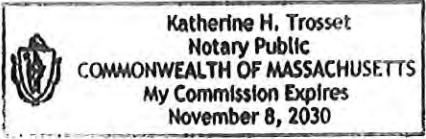
CITY:

Signed: _____
Chris Hoffman, Mayor

Signed: _____
Tracey Mulcahey, City Clerk

COMMONWEALTH OF MASSACHUSETTS, SUFFOLK COUNTY: ss

On this 8 day of October, 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared James Patrick Scanlon, Jr., to me personally known, who, being by me duly sworn, did say that he is the Manager of Scanlon Family, LLC, an Iowa Limited Liability Company and that the instrument was signed on behalf of the company, and that James Patrick Scanlon, Jr., acknowledged the execution of the instrument to be his voluntary act and deed, and the voluntary act and deed of the company.



[Signature]
Notary Public in and for the Commonwealth of Massachusetts

STATE OF IOWA, JOHNSON COUNTY: ss

On this _____ day of _____, 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Chris Hoffman and Tracey Mulcahey, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of North Liberty, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the municipal corporation, and that the instrument was signed and sealed on behalf of the municipal corporation by the authority of its City Council, as contained in Resolution No. _____ of the City Council on the _____ day of _____, 2024, and that Chris Hoffman and Tracey Mulcahey acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it and by them voluntarily executed.

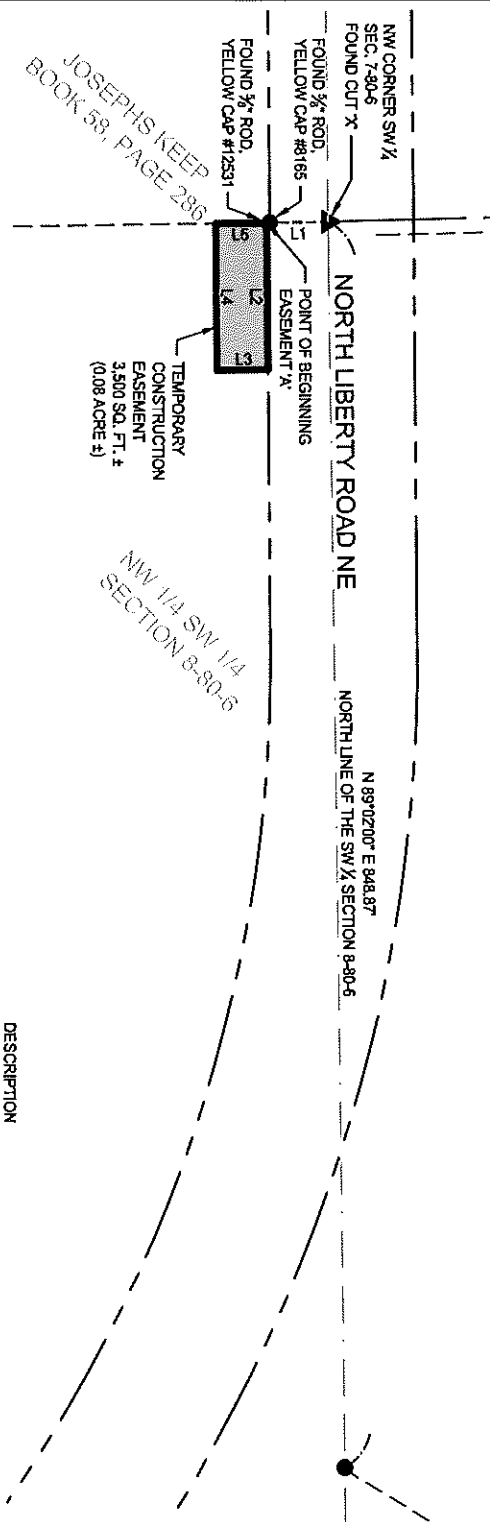
Notary Public in and for the State of Iowa

EASEMENT EXHIBIT

TEMPORARY CONSTRUCTION EASEMENT

A PART OF THE SOUTHWEST QUARTER OF SECTION 8-80-6

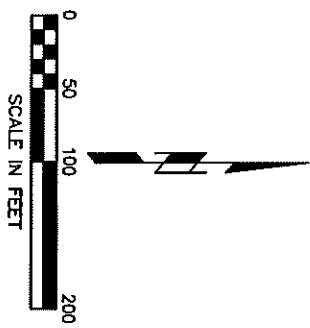
NORTH LIBERTY, JOHNSON COUNTY, IOWA



LEGEND

- ▲ FOUND MONUMENT, AS NOTED
- FOUND IRON ROD, AS NOTED

LINE TABLE		
LINE	LENGTH	DIRECTION
L1	42.00'	S 00°52'05\" E
L2	100.00'	N 89°22'39\" E
L3	35.00'	S 00°52'05\" E
L4	100.00'	S 89°22'39\" W
L5	35.00'	N 00°52'05\" W



DESCRIPTION

TEMPORARY CONSTRUCTION EASEMENT 'A'

A temporary construction easement on that part of the Southwest Quarter of Section 8, Township 80 North, Range 5 West of the 5th P.M., North Liberty, Johnson County, Iowa, described as follows:

Commencing as a point of reference at the Northwest Corner of the Southwest Quarter of said Section 8;

thence South 0°52'05\" East 42.00 feet along the West line of said Southwest Quarter (assumed bearing for this description only) to the Southerly right-of-way of North Liberty Road NE, said point also being the point of beginning;

thence North 89°22'39\" East 100.00 feet along said Southerly right-of-way;

thence South 0°37'21\" East 35.00 feet;

thence South 89°22'39\" West 99.85 feet to said West line;

thence North 0°52'05\" West 35.00 feet along said west line to the point of beginning and containing 3,497 square feet (0.08 acre) more or less.

SURVEY REQUESTED BY:
THE CITY OF NORTH LIBERTY

PROPERTY OWNER:
SCANLON FAMILY, L.L.C.

SURVEY PREPARED BY:
SHIVE-HATTERY, INC.
2839 NORTHGATE DR.
IOWA CITY, IA 52245
(319) 354-3040

SHIVE-HATTERY
ARCHITECTURE + ENGINEERING

Iowa | Illinois | Indiana | Missouri <http://www.shive-hattery.com>

EASEMENT EXHIBIT		PROJECT NO.
A PART OF THE SOUTHWEST QUARTER OF SEC. 8-80-6		2112209720
JOHNSON COUNTY, IOWA		SHEET NO.
DATE	2024-06-24	SCALE
		AS NOTED
DRAWN	EJM	FIELD BOOK
		1170
APPROVED	EJM	REVISION

1 OF 3

EASEMENT EXHIBIT

TEMPORARY CONSTRUCTION EASEMENT

A PART OF THE SOUTHWEST QUARTER OF SECTION 8-80-6 NORTH LIBERTY, JOHNSON COUNTY, IOWA

DESCRIPTION TEMPORARY CONSTRUCTION EASEMENT 'B'

A temporary construction easement on that part of the Southwest Quarter of Section 8, Township 80 North, Range 6 West of the 5th P.M., North Liberty, Johnson County, Iowa, described as follows:

Commencing as a point of reference at the Southeast Corner of the Southwest Quarter of the Southwest Quarter said Section 8;

thence South 89°53'05" West 2.53 feet along the West line of said Southwest Quarter to the Right-of-Way;

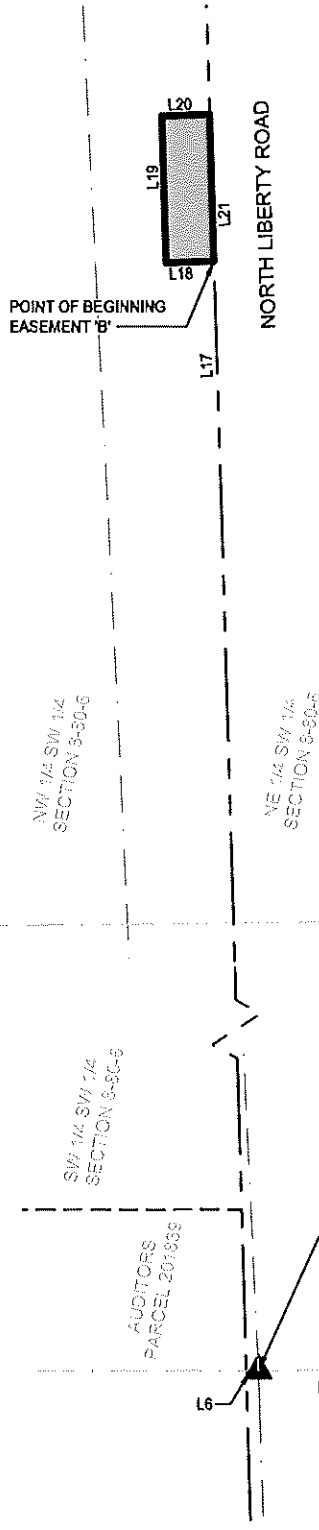
thence North 01°56'52" West 1466.04' along the Right-of-Way line to the point of beginning;

thence South 88°03'08" West 10.00 feet;

thence North 01°56'52" West 30.00 feet;

thence North 88°03'08" East 10.00 feet;

thence South 01°56'52" West 30.00 feet along said Right-of-Way to the point of beginning and containing 300 square feet more or less.



LINE TABLE		
LINE	LENGTH	DIRECTION
L6	2.53'	S 89°53'05" W
L7	1466.04'	N 01°56'52" W
L8	10.00'	S 88°03'08" W
L9	30.00'	N 01°56'52" W
L20	10.00'	N 88°03'08" E
L21	30.00'	S 01°56'52" E

- LEGEND**
- ▲ FOUND MONUMENT, AS NOTED
 - FOUND IRON ROD, AS NOTED

8/24/2024 2:46:53 PM

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EASEMENT EXHIBIT A PART OF THE SOUTHWEST QUARTER OF SEC. 8-80-6 JOHNSON COUNTY, IOWA		PROJECT NO. 2112209720
DATE	2024-06-24	SCALE AS NOTED
DRAWN	EJM	FIELD BOOK 1170
APPROVED	EJM	REVISION
2 OF 3		SHEET NO.

EASEMENT EXHIBIT

SHEET 3

TEMPORARY CONSTRUCTION EASEMENT A PART OF THE SOUTHWEST QUARTER OF SECTION 8-80-6 NORTH LIBERTY, JOHNSON COUNTY, IOWA

DESCRIPTION TEMPORARY CONSTRUCTION EASEMENT 'C'

A temporary construction easement on that part of the Southwest Quarter of Section 8, Township 80 North, Range 6 West of the 5th P.M., North Liberty, Johnson County, Iowa, described as follows:

Commencing as a point of reference at the Southeast Corner of the Southwest Quarter of the Southwest Quarter said Section 8;
thence South 89°53'05" West 2.53 feet along the West line of said Southwest Quarter to the Right-of-Way;
thence North 01°56'52" West 266.04' along the Right-of-Way line to the point of beginning;
thence South 88°03'08" West 10.00 feet;
thence North 01°56'52" West 30.00 feet;
thence North 88°03'08" East 10.00 feet;
thence South 01°56'52" West 30.00 feet along said Right-of-Way to the point of beginning and containing 300 square feet more or less.

DESCRIPTION TEMPORARY CONSTRUCTION EASEMENT 'D'

A temporary construction easement on that part of the Southwest Quarter of Section 8, Township 80 North, Range 6 West of the 5th P.M., North Liberty, Johnson County, Iowa, described as follows:

Commencing as a point of reference at the Southeast Corner of the Southwest Quarter of the Southwest Quarter said Section 8;
thence South 89°53'05" West 2.53 feet along the West line of said Southwest Quarter to the ROW;
thence North 01°56'52" West 33.04' along the Right-of-Way line to the point of beginning;
thence South 89°52'48" West 10.00 feet;
thence North 01°50'52" West 30.00 feet;
thence South 89°52'48" East 10.00 feet;
thence South 01°56'52" East 30.00 feet along said Right-of-Way to the point of beginning and containing 300 square feet more or less.

8/24/2024 2:46:58 PM

SW 1/4 SW 1/4
SECTION 8-80-6

NORTH LIBERTY ROAD

SE 1/4 SW 1/4
SECTION 8-80-6

AUDITORS
PARCEL 201839

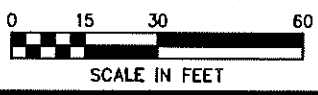
POINT OF BEGINNING
EASEMENT 'D'
SE CORNER
SW 1/4 SW 1/4
SEC. 8-80-6
FOUND 3/4" IRON ROD
W/O RANGE CAP #8295
(CORNER CERT.
BK. 45, PG. 124)

LINE TABLE		
LINE	LENGTH	DIRECTION
L6	2.53'	S 89°53'05" W
L7	33.04'	N 01°56'52" W
L8	10.00'	S 89°52'48" W
L9	30.00'	N 01°56'52" W
L10	10.00'	N 89°52'48" E
L11	30.00'	S 01°56'52" E

LINE TABLE		
LINE	LENGTH	DIRECTION
L12	266.04'	N 01°56'52" W
L13	10.00'	S 88°03'08" W
L14	30.00'	N 01°56'52" W
L15	10.00'	N 88°03'08" E
L16	30.00'	S 01°56'52" E

LEGEND

- ▲ FOUND MONUMENT, AS NOTED
- FOUND IRON ROD, AS NOTED



SHIVEHATTERY
ARCHITECTURE + ENGINEERING
Iowa | Illinois | Indiana | Missouri <http://www.shive-hattery.com>

EASEMENT EXHIBIT A PART OF THE SOUTHWEST QUARTER OF SEC. 8-80-6 JOHNSON COUNTY, IOWA		PROJECT NO. 2112209720
DATE 2024-06-24	SCALE AS NOTED	SHEET NO.
DRAWN EJM	FIELD BOOK 1170	3 OF 3
APPROVED EJM	REVISION	

Resolution No. 2024-99

**A RESOLUTION APPROVING THE TEMPORARY
CONSTRUCTION EASEMENT AGREEMENT BETWEEN
SCANLON FAMILY LLC AND THE CITY OF NORTH LIBERTY**

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

WHEREAS, the City of North Liberty is requesting a temporary construction easement to facilitate the construction of the North Liberty Road Recreational Trail Project; and

WHEREAS, it is the parties' desire to agree and establish, in writing, their understanding concerning the agreement for the project.

NOW, THEREFORE, BE IT RESOLVED that the attached agreement between the Scanlon Family LLC and the City of North Liberty is approved.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute said agreement.

APPROVED AND ADOPTED this 22nd day of October, 2024.

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

**Prepared by and Return to:
Grant D. Lientz, 360 N. Main Street, P.O. Box 77, North Liberty, IA 52317 319-626-5767**

TEMPORARY CONTRUCTION EASEMENT AGREEMENT

This agreement is made and entered into by and between LIFE CHURCH ASSEMBLY OF GOD, an Iowa nonprofit Corporation, owner of the real estate described herein, (hereinafter referred to as "Property Owner," which expression shall include its agents, successors or assigns), and the CITY OF NORTH LIBERTY, IOWA, a municipal corporation, (hereinafter referred to as "City," which expression shall include its agents, successors or assigns).

IT IS HEREBY AGREED AS FOLLOWS:

For the sum of one dollar (\$1.00) plus other valuable consideration, the receipt of which is hereby acknowledged, the Property Owner hereby grants and conveys to the City a temporary easement for the public purpose of installing a recreational trail (the "Project"), under, over, through and across portions of real property located in North Liberty, Iowa, which easement is depicted and legally described on the attached Exhibit A.

Additionally, as part of the consideration for this agreement,

- A. The Property Owner will not be assessed for any costs for the design and construction of the Project, plans for which are on file at City Hall, nor shall the Property Owner be responsible for the initial costs of constructing or maintaining the Project; however, connection fees, frontage fees, or other typical and customary fees will be collected by the City at the time any part of the property is developed.
- A. The City shall be responsible for the recording of this Agreement and payment of the costs for the same.
- B. The City shall indemnify and hold harmless the Property Owner, its successors and assigns, from and against any loss, damage, expense, cost, third party claims, causes of action, or other liabilities arising out of, or purporting to arise out of, the City's exercise of the rights granted under this Agreement. This indemnification and hold harmless shall include, but is not limited to, reasonable legal fees and cost of defense incurred by Property Owner.


DIVISION I – TEMPORARY EASEMENT

The Property Owner and the City agree that:

1. Property Owner does hereby grant and convey to City a temporary construction easement (the "Temporary Easement") for the purpose of facilitating the City's construction of the Project described above.
2. The Property Owner shall not, during the construction of the Project, erect any landscaping, fences, or structures over, under or within the Temporary Easement area, nor change the grade, elevation or contour of any part of the Temporary Easement area, without obtaining the prior written approval of the City Engineer.
3. The City shall have the right of access to the temporary construction easement area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the easement area as herein described, including but not limited to the right to redirect public traffic and to remove any unauthorized obstructions or structures placed or erected on the easement area.
4. Following the construction and installation of the Project and final acceptance by the City, the City shall restore the temporary construction easement area to substantially the same condition as existed prior to the commencement of construction operations.
5. City covenants and agrees that driveways and other site features that are removed or disturbed shall be replaced by City consistent with the final construction plans, which the City Engineer shall make available to the Property Owner upon request. City and Property Owner agree that existing field fence shall be removed and disposed of by City, and no replacement fence shall be installed. City covenants and agrees that existing underground drainage tiles that are removed or disturbed shall, to the extent reasonably possible, be replaced by City. City further agrees that all grassed areas disturbed by the construction shall be seeded within a reasonable time after construction is complete. Property Owner agrees that trees, shrubs and brush that are removed or disturbed will not be replaced by City.
6. City covenants and agrees to remove and stockpile existing topsoil from areas to be excavated, to be used in the event of any repair. Following installation of the improvements described herein, all areas within the temporary construction easement area which are disturbed will be graded to form a uniform slope, and topsoil shall be replaced and spread over disturbed areas, thereby restoring said areas substantially to their prior condition, with the exception of the replacement of trees, shrubs and brush.
7. The rights as described above in the temporary construction easement area shall commence upon execution hereof and shall cease and terminate following the completion of the construction of the Project, which in no event shall extend beyond December 31, 2025.

DIVISION II – GENERAL

The Property Owner does hereby covenant with the City that the Property Owner holds said real estate described in this easement by title in fee simple; that the Property Owner has good and lawful authority to convey the same; and that the Property Owner covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Dated this  day of October, 2024.

PROPERTY OWNER:

Signed: [Signature]
Pastor Richard Greene
Life Church Assembly of God

CITY:

Signed: _____
Chris Hoffman, Mayor

Signed: _____
Tracey Mulcahey, City Clerk

STATE OF IOWA, JOHNSON COUNTY: ss

On this 10th day of October, 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Richard Greene, to me personally known, who, being by me duly sworn, did say that he is the President of Life Church Assembly of God, an Iowa nonprofit Corporation, and that the instrument was signed on behalf of the corporation, and that Richard Greene acknowledged the execution of the instrument to be his voluntary act and deed, and the voluntary act and deed of the corporation.



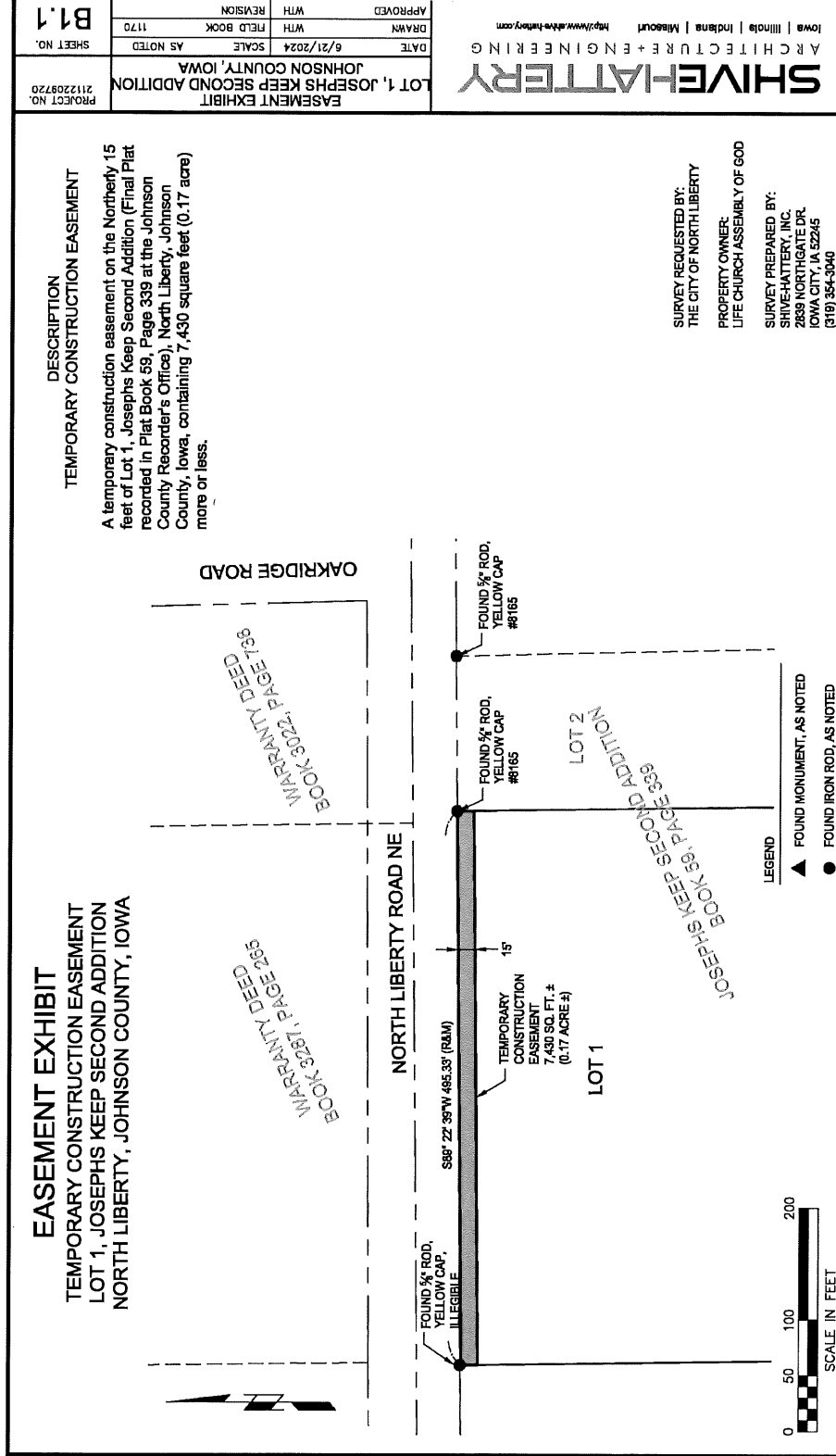
[Signature]
Notary Public in and for the State of Iowa

STATE OF IOWA, JOHNSON COUNTY: ss

On this _____ day of _____, 2024, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Chris Hoffman and Tracey Mulcahey, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of North Liberty, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the municipal corporation, and that the instrument was signed and sealed on behalf of the municipal corporation by the authority of its City Council, as contained in Resolution No. _____ of the City Council on the _____ day of _____, 2024, and that Chris Hoffman and Tracey Mulcahey acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

EXHIBIT A



EASEMENT EXHIBIT
 TEMPORARY CONSTRUCTION EASEMENT
 LOT 1, JOSEPHS KEEP SECOND ADDITION
 NORTH LIBERTY, JOHNSON COUNTY, IOWA

DESCRIPTION
 TEMPORARY CONSTRUCTION EASEMENT

A temporary construction easement on the Northern 15 feet of Lot 1, Josephs Keep Second Addition (Final Plat recorded in Plat Book 89, Page 339 at the Johnson County Recorder's Office), North Liberty, Johnson County, Iowa, containing 7,430 square feet (0.17 acre) more or less.

SURVEY REQUESTED BY:
 THE CITY OF NORTH LIBERTY

PROPERTY OWNER:
 LIFE CHURCH ASSEMBLY OF GOD

SURVEY PREPARED BY:
 SHIVE-HATTERY, INC.
 2839 NORTHGATE DR.
 IOWA CITY, IA 52245
 (319) 354-3040

SHIVE-HATTERY
 ARCHITECTURE+ENGINEERING
 Iowa | Illinois | Indiana | Missouri
<http://www.shive-hattery.com>

PROJECT NO. 211208720	EASEMENT EXHIBIT LOT 1, JOSEPHS KEEP SECOND ADDITION JOHNSON COUNTY, IOWA
SHEET NO. B1.1	DATE 6/21/2024
	SCALE AS NOTED
	DRAWN WTH
	FIELD BOOK 1170
	REVISION WTH
	APPROVED

Resolution No. 2024-100

**A RESOLUTION APPROVING THE TEMPORARY
CONSTRUCTION EASEMENT AGREEMENT BETWEEN LIFE
CHURCH ASSEMBLY OF GOD AND THE CITY OF NORTH
LIBERTY**

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

WHEREAS, the City of North Liberty is requesting a temporary construction easement to facilitate the construction of the North Liberty Road Recreational Trail Project; and

WHEREAS, it is the parties' desire to agree and establish, in writing, their understanding concerning the agreement for the project.

NOW, THEREFORE, BE IT RESOLVED that the attached agreement between the Life Church Assembly of God and the City of North Liberty is approved.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute said agreement.

APPROVED AND ADOPTED this 22nd day of October, 2024.

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



2024 Bond Sale

MINUTES TO SET DATE FOR SALE OF
BONDS AND AUTHORIZE OFFICIAL
STATEMENT FOR BONDS

421033-94

North Liberty, Iowa

October 22, 2024

The City Council of the City of North Liberty, Iowa, met on October 22, 2024, at
_____ o'clock _____m., at the City
_____, North Liberty, Iowa. The
meeting was called to order by the Mayor, and the roll being called, the following named
Council Members were present and absent:

Present: _____

Absent: _____.

After due consideration and discussion, Council Member _____
introduced the following resolution and moved its adoption, seconded by Council
Member _____. The Mayor put the question upon the adoption of said
resolution, and the roll being called, the following Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted, as hereinafter set
out.

....

At the conclusion of the meeting and, upon motion and vote, the City Council
adjourned.

Mayor

Attest:

City Clerk

RESOLUTION NO 2024-101

RESOLUTION SETTING THE DATE FOR SALE OF GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2024A AND AUTHORIZING THE USE OF A PRELIMINARY OFFICIAL STATEMENT IN CONNECTION THEREWITH

WHEREAS, the City of North Liberty (the "City"), in Johnson County, Iowa heretofore proposed to enter into a loan agreement (the "2021 Loan Agreement"), pursuant to the provisions of Section 384.24A and 384.24.3(q) of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$9,300,000 for the purpose of paying the costs, to that extent, of undertaking the City Hall Project, an urban renewal project in the North Liberty Urban Renewal Area (such project having been authorized by action of the City Council on December 14, 2021 and consisting of constructing, furnishing and equipping a new City Hall facility), and in lieu of calling an election upon such proposal, has published notice of the proposed action, including notice of the right to petition for an election, and has held a hearing thereon, and as of January 11, 2022, no petition had been filed with the City asking that the question of entering into the 2021 Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, the City used a portion (\$965,000) of its borrowing authority under the 2021 Loan Agreement to issue its General Obligation Corporate Purpose Bonds, Series 2023A, leaving borrowing authority thereunder in the principal amount not to exceed \$8,335,000; and

WHEREAS, the City also proposed to enter into an additional loan agreement (the "2022 Loan Agreement"), pursuant to the provisions of Section 384.24A and 384.24.3(q) of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$500,000 for the purpose of paying the costs, to that extent, of undertaking the City Hall Project; and in lieu of calling an election upon such proposal, has published notice of the proposed action, including notice of the right to petition for an election, and has held a hearing thereon, and as of October 25, 2022, no petition had been filed with the City asking that the question of entering into the 2022 Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, the City also proposed to enter into a General Obligation Loan Agreement (the "Essential Purpose Loan Agreement") and to borrow money thereunder in a principal amount not to exceed \$2,100,000 pursuant to the provisions of Section 384.24A of the Code of Iowa for the purpose of paying the costs, to that extent, of undertaking parking lot improvements at Penn Meadows Municipal Park (the Essential Purpose Project"); and pursuant to law and duly published notice of the proposed action has held a hearing thereon on May 28, 2024; and

WHEREAS, the City also proposed to enter into a General Obligation Urban Renewal Loan Agreement (the "General Obligation Urban Renewal Loan Agreement" and together with the 2021 Loan Agreement, the 2022 Loan Agreement, and the Essential Purpose Loan Agreement, the "Loan Agreements") and to borrow money thereunder in a principal amount not to exceed \$2,700,000 pursuant to the provisions of Sections 384.24A and 384.24.3(q) of the Code of Iowa for the purpose of paying the costs, to that extent, of undertaking the Northside Community Park Land Acquisition Project, an urban renewal project of the City authorized by action of the City Council on June 27, 2023, as amended on May 14, 2024, and in lieu of calling an election upon such proposal, has published notice of the proposed action, including notice of the right to petition for an election, and has held a hearing thereon, and as of June 11, 2024, no petition had been filed with the City asking that the question of entering into the General Obligation Urban Renewal Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, pursuant to Section 384.28 of the Code of Iowa, the City Council combined Loan Agreements into a single loan agreement (the "Loan Agreement"); and

WHEREAS, a Preliminary Official Statement (the "P.O.S.") has been prepared to facilitate the sale of General Obligation Corporate Purpose Bonds, Series 2024A (the "Bonds") to be issued in evidence of the obligation of the City under the Loan Agreement, and it is now necessary to make provision for the approval of the P.O.S. and to authorize its use by Independent Public Advisors, LLC, as municipal financial advisor (the "Municipal Advisor") to the City; and

WHEREAS, it is now necessary to set the date for the sale of the Bonds and to authorize the Municipal Advisor to carry out such sale;

NOW, THEREFORE, Be It Resolved by the City Council of the City of North Liberty, Iowa, as follows:

Section 1. The City Administrator and/or City Clerk are hereby authorized to take such action as shall be deemed necessary and appropriate, with the assistance of Dorsey & Whitney LLP (the "Disclosure Counsel"), as bond and disclosure counsel to the City, and the Municipal Advisor, to prepare the P.O.S. describing the Bonds and providing for the terms and conditions of their sale, and all action heretofore taken in this regard is hereby ratified and approved.

Section 2. The use by the Municipal Advisor of the P.O.S. relating to the Bonds in substantially the form as has been presented to and considered by the City Council is hereby approved, and the Municipal Advisor, together with Disclosure Counsel, are hereby authorized to prepare and use a final Official Statement for the Bonds

substantially in the form of the P.O.S. but with such changes therein as are required to conform the same to the terms of the Bonds and the resolution, when adopted, providing for the sale and issuance of the Bonds, and the City Administrator is hereby authorized and directed to execute a final Official Statement for the Bonds, if requested. The P.O.S. as of its date is deemed final by the City within the meaning of Rule 15(c)(2)-12 of the Securities and Exchange Commission.

Section 3. Sealed bids for the purchase of the Bonds shall be received and canvassed on behalf of the City until 10:00 o'clock a.m. on November 12, 2024, at the office of the City Clerk in the City, and the City Council shall meet on the same date at 6:30 p.m., at City Hall, North Liberty, Iowa, for the purpose of considering such bids received and considering and passing a resolution providing for the award of the Bonds, and the Municipal Advisor is hereby authorized and directed to disseminate the notice of said sale, in compliance with the Internal Revenue Service regulations governing "Issue Price" determinations, such notice to minimally contain information regarding Establishment of Issue Price set forth in the "Terms of Offering" attached to the P.O.S. and to be in such form as the Municipal Advisor may deem to be appropriate.

Section 4. Pursuant to Section 75.14 of the Code of Iowa, the City Council hereby authorizes the use of electronic bidding procedures for the sale of the Bonds through PARITY®, and hereby finds and determines that the PARITY® competitive bidding system will provide reasonable security and maintain the integrity of the competitive bidding process and will facilitate the delivery of bids by interested parties under the circumstances of this bond sale.

Section 5. Further action with respect to the Bonds is hereby adjourned to the Council meeting scheduled for November 12, 2024.

Section 6. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved October 22, 2024.

Mayor

Attest:

City Clerk

ATTESTATION CERTIFICATE

STATE OF IOWA
COUNTY OF JOHNSON SS:
CITY OF NORTH LIBERTY

I, the undersigned, City Clerk of the City of North Liberty, do hereby certify that attached hereto is a true and correct copy of all of the proceedings of the City Council relating to the fixing of a date for the sale of General Obligation Corporate Purpose Bonds, Series 2024A and approving a preliminary official statement for the sale of the Bonds, as referred to herein.

WITNESS MY HAND this _____ day of _____, 2024.

City Clerk



**CDBG – CV – North
Liberty Community
Pantry Grant**

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

This Residential Anti-displacement and Relocation Assistance Plan is prepared by the City of North Liberty in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG-assisted projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the City of North Liberty will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are "lower-income dwelling units" (as defined in 24 CFR 42.305).
- Target only those properties deemed essential to the need or success of the project.

Relocation Assistance to Displaced Persons

City of North Liberty will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The City of North Liberty will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375. Before entering into a contract committing the City of North Liberty to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the

City of North Liberty will make public by publication in a newspaper of general circulation and submit to the Iowa Economic Development Authority (IEDA) the following information in writing:

A description of the proposed assisted project;

The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;

A time schedule for the commencement and completion of the demolition or conversion;

To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. NOTE: See also 24 CFR 42.375(d).

5. The source of funding and a time schedule for the provision of the replacement dwelling units; The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and

Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the City of North Liberty will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the City of North Liberty may submit a request to IEDA for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The City Clerk, 319-626-5700, is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period. The City of North Liberty is responsible for providing relocation payments and other relocation assistance to any lower lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted by the City of North Liberty this 22nd day of October, 2024

Signed:

Chris Hoffman, Mayor

Attest:

Tracey Mulcahey, City Clerk

POLICY ON THE PROHIBITION OF THE USE OF EXCESSIVE FORCE

WHEREAS, _____ has received federal funding through the Community Development Block Grant (CDBG) program; and,

WHEREAS, Section 519 of the Department of Veteran Affairs and U.S. Department of Housing and Urban Development, and Independent Agencies Appropriations Act of 1990 requires that all CDBG recipients adopt and enforce a policy to prohibit the use of excessive force by law enforcement agencies within the recipient's jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

WHEREAS, all recipients of CDBG funds are further required to follow a policy of enforcing applicable state and local laws against physically barring entrances or exits to a facility that is the subject of a nonviolent protest demonstration; and

WHEREAS, _____ endorses a policy prohibiting the use of excessive force and will inform all law enforcement agencies within its jurisdiction of this policy,

NOW, THEREFORE, BE IT RESOLVED, _____ hereby prohibits any law enforcement agency operating within its jurisdiction from using excessive force against any individuals engaged in nonviolent civil rights demonstrations. In addition, _____ agrees to enforce any applicable state or local laws against physically barring entrances or exits from a facility or location that is the subject of a non-violent protest demonstration. _____ further pledges enforcement of this policy within its jurisdiction and encourages any individual or group who feels that _____ has not complied with this policy to file a complaint.

Information and assistance relative to excessive force complaints shall be provided by:

Name: _____

Phone Number: _____

Adopted by _____ this _____ day of _____, 20____

Signed {*chief elected official*} _____

EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of _____ to provide equal opportunity to all employees, applicants and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the handicapped and to administer its programs in a manner that does not discriminate against any person because of race, creed, color, religion, sex, national origin, disability, age, familial status, political affiliation, citizenship or sexual orientation.

The _____ has ultimate responsibility for the overall administration of the affirmative action/equal opportunity program. The total integration of equal opportunity into all parts of personnel and program management is the _____'s responsibility. The _____ will review all policies and procedures as they affect equal opportunity and affirmative action and ensure compliance with relevant federal and state statutes.

The right of appeal and recourse is guaranteed by _____. Any person who feels that he or she has been denied employment, participation, representation, or services in any program administered by the _____ because of race, creed, color, religion, sex, national origin, age, disability, political affiliation, sexual orientation, or citizenship has the right to file an equal opportunity complaint. Information and assistance relative to equal opportunity complaints shall be provided by _____, who can be contacted at _____.

This Equal Opportunity Policy of the _____ shall be posted in conspicuous places within the facility, distributed to all employees, contractors and to the persons of all advisory and policy-making groups.

Mayor/Chairperson

City/County

Adopted on: ____ / ____ / 20____

AFFIRMATIVE FAIR HOUSING POLICY / NOTICE

This notice is published pursuant to the requirements of Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance, and with Title VIII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in the provision of housing because of race, color, creed, religion, sex, national origin, disability or familial status.

_____ advises the public that it will administer its assisted programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.

_____ shall assist individuals who believe they have been subject to discrimination in housing through the resources of the Iowa Civil Rights Commission or the U.S. Department of Housing and Urban Development.

_____ has designated the following (person or office) as the contact to coordinate efforts to comply with this policy. Inquiries should be directed to:

NAME: _____

OFFICE: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE NUMBER: _____

HOURS: _____

Affirmative Fair Housing Policy adopted on: _____ day of _____, 20____.
Resolution # _____.

(Signature)

(typed name, title)

ATTEST:

(signature)

**CODE OF CONDUCT
Required for CDBG Projects**

PURPOSE

The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with the procurement policy and other applicable federal and state standards, regulations, and laws.

APPLICATION

This Code of Conduct applies to all officers, employees, or agents of _____ engaged in the award or administration of contracts supported by federal grant funds.

REQUIREMENTS

No officer, employee, or agent of _____ shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer, or agent;
 - b. Any member of his/her immediate family;
 - c. His/her partner; or
- An organization which employs or is about to employ any of the above; or, has a financial or other interest in the firm selected for award.

Officers, employees, or agents of _____ shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

FRAUD, WASTE AND ABUSE

_____ has zero tolerance for the commission or concealment of acts of fraud, waste, or abuse. All officers, employees, or agents shall notify _____ of suspected actions. Allegations of such acts will be investigated and pursued to their logical conclusion, including legal action where warranted. Concerns may be reported to:

Name & Title: _____

Phone: _____

Address: _____

REMEDIES

To the extent permitted by federal, state, or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against (Recipient's) officers, employees, or agents, or the contractors, potential contractors, subcontractors, or their agents.

Passed and adopted this _____ day of _____, 20_____.

(signature)

(typed name), (title)

ATTEST:

(signature)

Community Development Block Grant Procurement Policies and Procedures

2 *CFR* 200.317 provides that subrecipients of a state that is administering federal funds will follow sections 200.318 (General procurement standards) through 200.326 (Contract provisions). However, 24 *CFR* 570.489(g), set out in full below, enables states that administer Community Development Block Grant funds to adopt procurement standards other than those set out in 2 *CFR* Part 200 for units of local government that are subrecipients of CDBG funds.

24 CFR 570.489 (g) Procurement: When procuring property or services to be paid for in whole or in part with CDBG funds, the State shall follow its procurement policies and procedures. The State shall establish requirements for procurement policies and procedures for units of general local government, based on full and open competition. Methods of procurement (e.g., small purchase, sealed bids/formal advertising, competitive proposals, and noncompetitive proposals) and their applicability shall be specified by the State. Cost plus a percentage of cost and percentage of construction costs methods of contracting shall not be used. The policies and procedures shall also include standards of conduct governing employees engaged in the award or administration of contracts. (Other conflicts of interest are covered by § 570.489(h).) The State shall ensure that all purchase orders and contracts include any clauses required by Federal statutes, Executive orders, and implementing regulations. The State shall make subrecipient and contractor determinations in accordance with the standards in 2 *CFR* 200.330.

The State of Iowa, in its administration of the CDBG, hereby establishes the following procurement standards for subrecipients of CDBG funding that are units of local government.

Procurement Standards

General (Replaces 2 *CFR* 200.318)

Subrecipients of the CDBG program must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The subrecipient alone shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the subrecipient of any contractual responsibilities under its contracts.

Conflicts of Interest in Awarding Contracts (Replaces 2 *CFR* 200.318)

The subrecipient must maintain written standards of conduct covering and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

If the subrecipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

IEDA may terminate contracts with any CDBG subrecipient that violates this policy and may require full repayment of funds issued to the subrecipient.

Best Cost (Replaces 2 CFR 200.318)

The subrecipient's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

The subrecipient is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

Responsible Contractors (Replaces 2 CFR 200.318)

The subrecipient must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Awards must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

The subrecipient must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following:

1. rationale for the method of procurement
2. selection of contract type
3. contractor selection or rejection
4. the basis for the contract price

Competition (Replaces 2 CFR 200.319)

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals shall be excluded from competing for

such procurements. IEDA will consider requests for waivers of this provision. The subrecipient must make a sufficient showing that the number of contractors that provide the goods or services is insufficient that it is necessary to not exclude contractors that developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals.

Examples restrictions on competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or between affiliated companies;
4. Noncompetitive contracts to consultants that are on retainer contracts;
5. Organizational conflicts of interest;
6. Specifying only a "brand name" product instead of allowing "an equivalent" product to be offered and describing the performance or other relevant requirements of the procurement; and
7. Any arbitrary action in the procurement process.

The subrecipient must conduct procurement in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal or State of Iowa law expressly mandates or encourages geographic preference. Nothing in this section preempts state licensing laws.

When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion, provided that an appropriate number of qualified firms remain, given the nature and size of the project, to compete for the contract.

The subrecipient must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided. When it is impractical or not reasonably feasible to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

Types of Procurement (Replaces 2 CFR 200.320) (based on Iowa Code section 11.117 & 11.118)

The procurement method used by the subrecipient is determined by what is being procured: construction, professional services (such as architectural, engineering, or technical services), or other general goods and/or services.

For construction, subrecipients shall refer to and follow Iowa Code chapter 26 (<https://www.legis.iowa.gov/docs/code/2022/26.pdf>). Be aware that there are differing contract dollar thresholds depending upon the type of project and the type of subrecipient (e.g., county, city with a population of less than 50,000, city with a population over 50,000, etc.). These thresholds are periodically updated; please check the Code for the most current information. Please also note that regardless of Iowa Code chapter 26, **HUD still requires that formal, competitive procurement, including construction bid notices, is published in a newspaper of general circulation.** If the project cost is anticipated to be below the Chapter 26 threshold, then follow the “other general goods and/or services” procedures below.

For professional services (such as architectural, engineering, or technical services), subrecipients shall use a formal *competitive selection* process to procure the services. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. For more detail, see the fourth method of procurement below, “competitive proposals.”

For other general goods and/or services, subrecipients shall adhere to one of the four following methods depending upon anticipated *aggregate total purchase cost*, not individual line-item cost. Note that this may result in utilizing several methods of procurement. For example, if certain goods/services can be procured from a particular pool of vendors, that group of goods/services should be batched together, and the anticipated total purchase price of those items would determine the procurement method. The process would then be repeated for any remaining goods/services. Please note that regardless of price, any service (e.g., asbestos testing, archeological survey, etc.) requires a contract be drawn up and signed; the contract must include the CDBG required contract provisions. Purchases of goods/materials only, if less than \$5,000, do not require a contract.

1. **Small:** Estimated annual value does not exceed \$5,000 and does not exceed \$15,000 for multiyear contracts: The subrecipient does not need to solicit competitive quotations if the subrecipient considers the price to be reasonable. To the extent practicable, the subrecipient must distribute such procurement equitably among qualified suppliers.
2. **Simple:** Estimated annual value exceeds \$5,000 but less than \$50,000 per year and does not exceed \$150,000 for multiyear contracts: The subrecipient may use an informal competitive selection process to engage a service provider. Informal selection means price or rate quotations must be obtained from an adequate number of qualified sources. The subrecipient may contact the prospective service providers in person, by telephone, fax, email, or letter. The subrecipient should solicit at least three prospective service providers. The subrecipient must justify, to IEDA’s satisfaction, contacting fewer than three service providers. The justification shall be included in the contract file.
3. **Sealed bids:** (formal advertising): Estimated annual value exceeds \$50,000 per year and exceeds \$150,000 for multiyear contracts: **Bids** are publicly solicited (*i.e., published in a newspaper of general circulation*) and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. A complete, adequate, and realistic specification or purchase description will be developed before bidding.

If this method is used, the following requirements apply:

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, and the invitation for bids must be publicly advertised (not required for nonprofit entities);
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. All bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly.
4. The subrecipient shall enter into a firm fixed price contract award with the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
5. Any or all bids may be rejected if there is a sound documented reason.

- 4. Competitive Proposals:** Estimated annual value exceeds \$50,000 per year and exceeds \$150,000 for multiyear contracts: The technique of **competitive proposals** is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when a sealed bidding process is not appropriate, generally for service contracts. Apart from **professional services** such as architectural/engineering (A/E) services or technical assistance (which uses this method regardless of contract price), this method is not commonly used for traditional CDBG projects. If you believe your projects warrants this method for anything other than the professional services identified above, please consult with your IEDA project manager prior to initiating the process.

If this method is used, the following requirements apply:

1. Requests for proposals must be publicized (*i.e., in a newspaper of general circulation*) and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. Proposals must be solicited from an adequate number of qualified sources;
3. The subrecipient must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
5. The subrecipient may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

Note: Noncompetitive proposals: Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from one possible source. This type of procurement is referred to as sole-source procurement;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
4. After solicitation of a number of sources, competition is determined inadequate. This type of procurement is referred to as single-source procurement and must be approved by IEDA prior to entering into contract.

Targeted Small Businesses – Minority, Disabled, and Woman Owned Businesses (Replaces 2 CFR 200.321)

The subrecipient must take all necessary affirmative steps to ensure that minority businesses, women's business enterprises, businesses owned by disabled persons, and labor surplus area firms are used when possible.

Affirmative steps must include:

1. Placing qualified small and minority businesses, small women's business enterprises, and small businesses owned by disabled persons on solicitation lists. Link to a directory of Targeted Small Businesses in Iowa: <https://iowaeda.microsoftportals.com/tsb-search/>;
2. Ensuring that Targeted Small Businesses are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by Targeted Small Businesses;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by Targeted Small Businesses;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration, the Minority Business Development Agency of the Department of Commerce and the Iowa Economic Development Targeted Small Business Program <https://www.iowaeconomicdevelopment.com/tsb/>; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Recycled Content and Products (Replaces 2 CFR 200.322)

When appropriate, specifications shall include requirements for the use of recovered materials and products.

The specifications shall not restrict the use of alternative materials, exclude recovered materials, or require performance standards that exclude products containing recovered materials unless the subrecipient seeking the product can document that the use of recovered materials will impede the intended use of the product.

Cost Analysis and Contract Price (Replaces 2 CFR 200.323)

The subrecipient must perform a cost or price analysis in connection with every procurement action including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the subrecipient must make independent estimates before receiving bids or proposals.

The subrecipient must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the subrecipient under 2 CFR 200.402 – 406.

The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

Review of Procurement Documents and Procurement System (Replaces 2 CFR 200.324)

The subrecipient must make available upon request pre-procurement review; procurement documents, such as requests for proposals or invitations for bids; or independent cost estimates, when:

1. Requested by IEDA;
2. The procurement is expected to exceed the small, simple and professional acquisition thresholds and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
3. The procurement, which is expected to exceed the small, simple and professional acquisition thresholds, specifies a "brand name" product;

IEDA Certification: The subrecipient may request that IEDA certify that its procurement system meets these standards.

Self-certification: The subrecipient may self-certify its procurement system. Such self-certification shall not limit IEDA's right to review and survey the system. If a subrecipient self-certifies its procurement system, the IEDA may rely on written assurances from the subrecipient that it is complying with these standards. The subrecipient must cite specific policies, procedures, regulations, or standards as compliant with these requirements and make its system available for review.

Bonding (Replaces 2 CFR 200.325)

For construction or facility improvement contracts or subcontracts for public improvement projects and multi-family residential buildings of eight units or more, the minimum requirements shall be as follows:

1. A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
2. A performance bond for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.
3. A payment bond for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to ensure that the contractor will pay as required by law all persons supplying labor and material in the execution of the work provided for in the contract.

The subrecipient may petition IEDA to accept its bonding policy, provided that IEDA has made a determination that the Federal interest is adequately protected.

Recipients are expected to comply with all state requirements regarding bonding requirements for public improvement projects: <https://www.legis.iowa.gov/docs/code/2019/573.pdf>

Recipients should consult with their legal counsel to determine how state requirements may impact their CDBG project.

Contract Provisions (Replaces 2 CFR 200.326)

The subrecipient’s contracts must contain the applicable provisions set out in Appendix II of the CDBG Management Guide

ACKNOWLEDGEMENT AND ADOPTION

As a recipient of Community Development Block Grant (CDBG) funds, _____ adopts the State of Iowa’s CDBG Procurement Policies and Procedures and agrees to apply all policies and procedures to CDBG funded projects within _____.

*Adopted by: _____
Adopted on: _____ day of _____, 20____*

Chief Elected Official:

Typed/printed name

Signature

Resolution No. 2024-102

**RESOLUTION APPROVING THE POLICIES REQUIRED BY THE
COMMUNITY DEVELOPMENT BLOCK GRANT CV PROGRAM
FOR THE PURCHASE OF FRESH FOOD FOR THE NORTH
LIBERTY COMMUNITY PANTRY**

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

WHEREAS, the City applied for CDBG-CV funds on behalf of the North Liberty Community Pantry; and

WHEREAS, the City was awarded \$100,000 to implement the program; and

WHEREAS, the program requires adoption of the following policies:

1. Residential Anti-Displacement and Relocation Assistance Plan (RARA)
2. Excessive Force Resolution
3. Equal Opportunity Policy
4. Fair Housing Policy
5. Code of Conduct
6. Procurement Policy

WHEREAS, the policies have been review by staff and recommended for approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North Liberty, Iowa, that the required CDBG policies are approved and authorized for use effective upon action.

APPROVED AND ADOPTED this 22nd day of October, 2024.

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



Parking Resolution



Street Name	Side of Street Parking is Prohibited	Parking Restriction
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 four most western spots on the south side	Parking limited to 30 minutes between 8:00 a.m. to 5:00 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 5:00 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

<u>Street Name</u>	<u>Side of Street Parking is Prohibited</u>	<u>Parking Restriction</u>
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 th 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

<u>Street Name</u>	<u>Side of Street Parking is Prohibited</u>	<u>Parking Restriction</u>
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

<u>Street Name</u>	<u>Side of Street Parking is Prohibited</u>	<u>Parking Restriction</u>
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

Resolution No. 2024-103

**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 22nd day October, 2024.

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



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)**

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 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).

	Johnson County	Iowa City (Recent Amendment)	North Liberty (Proposed)
Permitted or Conditions Use	Condition Use (required Zoning Board of Adjustment approval)	Permitted Use	Permitted Use
Owner Occupany Required	No	No	Yes (in either one of the units)
Zoning Districts	A, AR, SF, RS, RM, RC and AG-T	All districts that allow residential uses	RS
Maximum Size (Attached)	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
Maximum Size (Detached)	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
Design Standards (attached)	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
Design Standards (detached)	Architecturally compatible with primary dwelling	No	Compatible exterior building materials and colors, and architectural elements as the primary building
Off-Street Parking Required	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.**

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’, expect 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.

Table 165.05-A Preliminary Site Plan Amendments		
Amendment	Administrative	Planning Commission review/ City Council approval
Land Use	Any decrease. Any increase of less than 10%20% of the square footage allocated to any land use type on the approved plan, except increases in open space/recreation area	Increase of 10%20% or more of the square footage allocated to any land use type on the approved plan, except increases in open space/recreation area
Project Scale	Any decrease. Any increase in density or intensity of use of less than: - 10%20% gross floor area - 5%10% of the number of dwelling units	Increase in density or intensity of use as follows: - 10%20% or greater usable gross floor area - 5%10% or greater of the number of dwelling units
Open Space/ Recreation Area	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
Setbacks	Any increase. Any decrease of less than 10%20%,-or any increase	Decrease of 10%20% or more
Height	Decrease in height or number of stories	Increase in height greater than/equal to 20% or an increase of one story
Parking Spaces	Any decrease. Increase or decrease of less than 10%20%	Increase or decrease of 10%20% 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
Bulk						
Minimum Lot Area	15,000 SF	10,000 SF	7,000 SF	6,000 SF	5,000 SF	4,500 SF
Minimum Frontage	50'	40'	35'	35'	35'	35'
Minimum Lot Width	100'	80'	70'	60'	60'	40'
Maximum Building Height	35'	35'	35'	35'	35'	35'
Setbacks						
Minimum Required Front Yard	25'	25'	25'	20'	20'	25' 20*
Minimum Required Corner Side Yard	25'	25'	25'	20'	20'	25'
Minimum Required Side Yard	10'	10'	8'	5'	5'	5'
Minimum Required Rear Yard	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
Bulk (Prior to Subdividing into DU Individual Lots)					
Minimum Lot Area	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
Minimum Frontage	40'	35'	75'	50'	50'
Minimum Lot Width	100'	80'	100'	80'	80'
Maximum Building Height	35'	35'	40'	40'	65'±
Maximum Density	--	--	8 DU/Acre	12 DU/Acre	21 DU/Acre
Setbacks (Prior to Subdividing into Individual DU Lots)					
Minimum Required Front Yard	25'	25'	25'*	25'*	25'* **
Minimum Required Corner Side Yard	25'	25'	25'*	25'*	25'* **
Minimum Required Side Yard	8'	5'	15'	15'	10'*
Minimum Required Rear Yard	30'	30'	30'	30'	30'*
Bulk (After Subdividing into Individual DU Lots)					
Minimum Lot Area	5,000 SF	4,500 SF	1,500 SF	1,500 SF	1,500 SF
Minimum Frontage	25'	20'	10'	10'	10'
Minimum Lot Width	50'	40'	15'	15'	15'
Maximum Building Height	35'	35'	40'	40'	40'
Setbacks (After Subdividing into Individual DU Lots)					
Minimum Required Front Yard	25'	25'	25'*	25'*	25'*
Minimum Required Corner Side Yard	25'	25'	25'*	25'*	25'*
Minimum Required Side Yard (Between Units)	0'	0'	0'	0'	0'
Minimum Required Side Yard (at the End of Units)	8'	5'	5'	5'	5'
Minimum Required Rear Yard	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
Bulk		
Minimum Lot Area	10 acres	5,500 SF
Minimum Frontage	400'	35'
Minimum Lot Width	500'	50'
Maximum Building Height	--	35'
Minimum Separation Distance	--	15'10' as measured between the walls of manufactured homes
Setbacks		
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
1. <u>1.</u> Accessory Dwelling Unit		P												
1.2. <u>1.2.</u> Adult Entertainment												C		
2.3. <u>2.3.</u> Agricultural Experience	C													
3.4. <u>3.4.</u> Agriculture	P													
4.5. <u>4.5.</u> Amusement Facility – Indoor						C	P	P	P					
5.6. <u>5.6.</u> Amusement Facility – Outdoor									C					
6.7. <u>6.7.</u> Animal Care Facility						P	P	P			P			
7.8. <u>7.8.</u> Animal Shelter											C			C
8.9. <u>8.9.</u> Art Gallery						P	P	P	P					
9.10. <u>9.10.</u> Arts and Fitness Studio						P	P	P	P					
10.11. <u>10.11.</u> Bar						P	P	P	P		P		P	
11.12. <u>11.12.</u> Bed and Breakfast Home		C												
12.13. <u>12.13.</u> Body Art Establishment								P						
13.14. <u>13.14.</u> Brewery-Micro						P	P	P	P				P	
14.15. <u>14.15.</u> Broadcasting Studio								P	P				P	P
15.16. <u>15.16.</u> Building Trades and Services								P	P		P		P	
16.17. <u>16.17.</u> Car Wash								P						
17.18. <u>17.18.</u> Child Care Center						P	P	P	P	P			P	P
18.19. <u>18.19.</u> Child Care Home		P			P									
19.20. <u>19.20.</u> Child Development Home		P												
20.21. <u>20.21.</u> Community Center						P	P	P	P				P	P
21.22. <u>21.22.</u> Community Pantry	C	C	C	C		C	P	P						
22.23. <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
45.46. Healthcare Institution									P				P	P
46.47. Heavy Rental and Service Establishment											P			
47.48. Heavy Retail Establishment									P		P			
48.49. Hotel						C	P	P	P	P			P	
49.50. Industrial - General												P		
50.51. Industrial - Light											P	P	P	
51.52. Industrial Design							P	P	P		P		P	
52.53. Live Performance Venue						P	P	P	P				P	
53.54. Manufactured Home Park					P									
54.55. Medical/Dental Office						P	P	P	P					
55.56. Office						P	P	P	P	P	P		P	P
56.57. Outdoor Seating						P	P	P	P				P	P
57.58. Park, Private	P	P	P	P	P	P	P	P	P	P			P	
58.59. Park, Public														P
59.60. Parking Lot (Principal Use)						C	P	P	P		P		P	P
60.61. Parking Structure (Principal Use)						C	P	P	P		P		P	P
61.62. Personal Services Establishment						P	P	P	P					
62.63. Place of Worship	P	P	P	P		P	P	P	P					
63.64. Private Club						P	P	P	P					
64.65. Public Safety Facility														P
65.66. Public Works Facility														P
66.67. 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
67.68. Residential Care Facility				P			P	P	P					
68.69. Restaurant						P	P	P	P		P		P	P
69.70. _____ Retail Good Establishment						P	P	P	P		P		P	
70.71. Salvage Yard												C		
71.72. Self-Storage – Enclosed								P	P		P			
72.73. Self-Storage – Outdoor								C	C		P			
73.74. Specialty Food Service						P	P	P	P		P		P	
74.75. Storage – Outdoor (Principal Use)											C	P		
75.76. Truck Stop											C	P		
76.77. Utility (Sub)Stations	P	P	P	P	P	P	P	P	P	P	P	P	P	P
77.78. Vehicle Dealership, New and Used								P	P					
78.79. Vehicle Dealership, Used								C						
79.80. _____ Vehicle Operations Facility											P			P
80.81. Vehicle Rental											P			
81.82. Vehicle Repair – Major								C			P			
82.83. Vehicle Repair – Minor								P			P			
83.84. _____ Warehouse											P			
84.85. Wholesale Establishment											P			
85.86. 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
Accessory Dwelling Unit	None
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

USE	MINIMUM REQUIRED VEHICLE SPACES
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:

Table 169-08: Permitted Encroachments Into Required Yards and Exceeding Maximum Building Height Y= Permitted // N= Prohibited Max. = Maximum // Min. = Minimum				
	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 2' 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
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

Table 169-08: Permitted Encroachments Into Required Yards and Exceeding Maximum Building Height Y= Permitted // N= Prohibited Max. = Maximum // Min. = Minimum				
	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 3' 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

WARNING: This email originated from outside of this organization. Do not click links or open attachments unless you know the contents are safe. Never provide your user ID or password to anyone.

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

Messages to and from this account are subject to public disclosure unless otherwise provided by law.

From: Ryan Rusnak
Sent: Tuesday, September 17, 2024 11:31 AM
To: william gorman <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
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(319) 626-5747 office

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From: william gorman <w_gorman@hotmail.com>
Sent: Tuesday, September 17, 2024 11:18 AM
To: Ryan Rusnak <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

www.kitHAUS.com

www.connect-house.com

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

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

www.zennihome.com

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 <rusnak@northlibertyiowa.org>
Sent: Friday, August 16, 2024 7:22:52 PM
To: william gorman <w_gorman@hotmail.com>; Jeff Kellbach <jkellbach@johnsoncountyiowa.gov>; Jessica Andino <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>; Jeff Kellbach <jkellbach@johnsoncountyiowa.gov>;

Jessica Andino <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.



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From: william gorman <w_gorman@hotmail.com>
Sent: Thursday, July 25, 2024 4:44 PM
To: Jeff Kellbach <jkellbach@johnsoncountyiowa.gov>; Ryan Rusnak <rrusnak@northlibertyiowa.org>
Cc: Ryan Heiar <rheiar@northlibertyiowa.org>; Jessica Andino <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

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

From: Jeff Kellbach <jkellbach@johnsoncountyiowa.gov>
Sent: Thursday, July 25, 2024 3:59:31 PM
To: Ryan Rusnak <rrusnak@northlibertyiowa.org>; william gorman <w_gorman@hotmail.com>
Cc: Ryan Heiar <rheiar@northlibertyiowa.org>; Jessica Andino <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

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Please note that I will be out of the office August 1st and returning on August 13th.

From: Ryan Rusnak <rrusnak@northlibertyiowa.org>

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

To: william gorman <w_gorman@hotmail.com>

Cc: Ryan Heiar <rheiar@northlibertyiowa.org>; Jeff Kellbach <jkellbach@johnsoncountyiowa.gov>;

Jessica Andino <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

Messages to and from this account are subject to public disclosure unless otherwise provided by law.

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

WARNING: This email originated from outside of this organization. Do not click links or open attachments unless you know the contents are safe. Never provide your user ID or password to anyone.

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



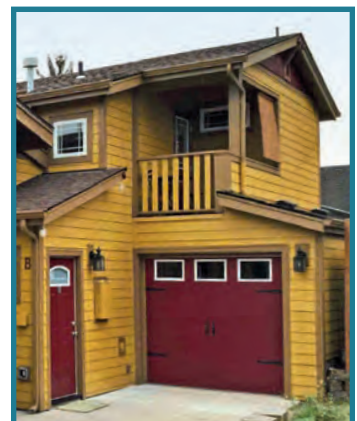
BASEMENT ADU



GARAGE-CONVERSION ADU



ATTACHED ADU



SECOND-STORY ADU

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



Websites: AARP.org and AARP.org/Livable
Email: Livable@AARP.org
Facebook: /AARPLivableCommunities
Twitter: @AARPLivable
Free Newsletter: 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.

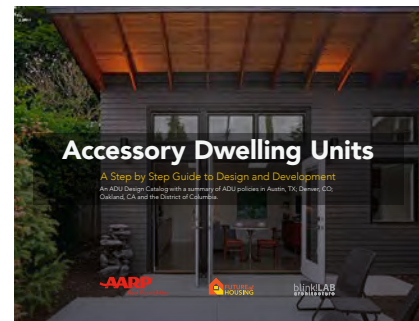
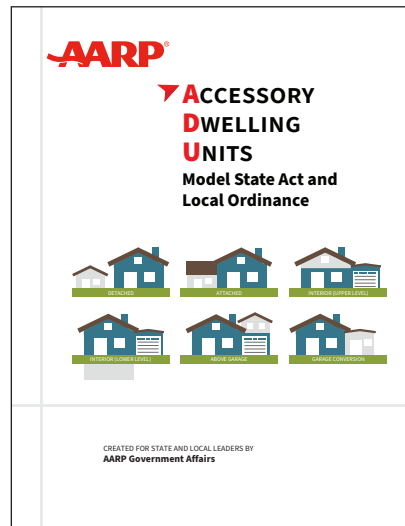
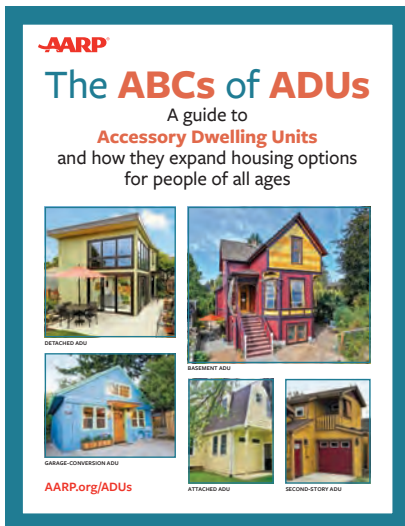


Website: OrangeSplot.net
Email: eli@OrangeSplot.net

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 and serves as chair of Portland, Oregon’s Planning and Sustainability Commission.

AARP and Accessory Dwelling Units

Visit 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.

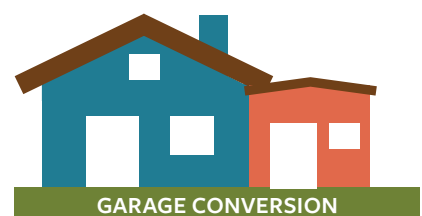
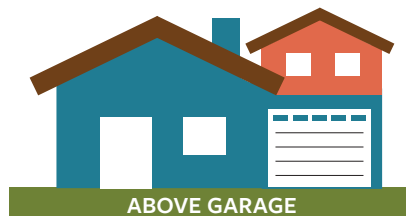
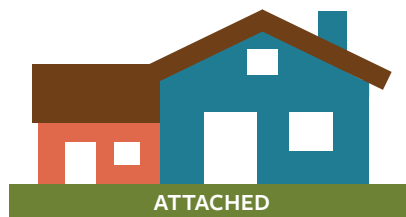
As small houses or apartments that exist on the same property lot as a single-family residence, accessory dwelling units — or ADUs — play a major role in serving a national housing need.

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. ■



▲ 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.

CREATIVE COMMONS

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



▲ 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.

up different images. (Who wouldn’t rather live in a “carriage house” than in an accessory or “ancillary” unit?) 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.

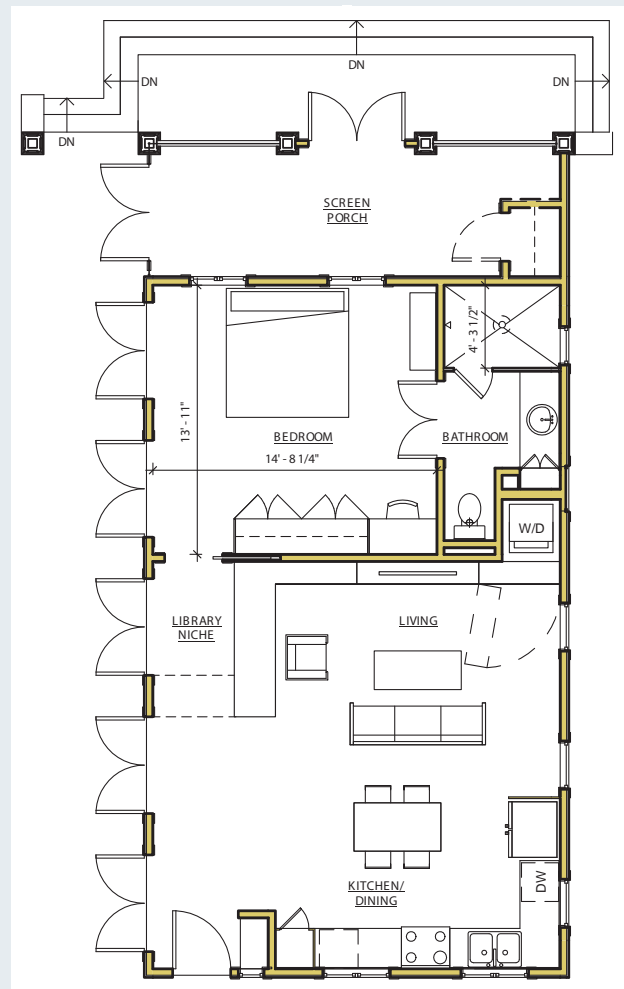
“From not finding what we wanted for Dad, we decided to create it,” says Scott. “Neighborhoods built in the 1920s have carriage houses. Building an ADU was a modern day version of something people have been doing on their property in this area for a hundred years.”

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.

HOME VISIT #7

Detached ADU (Two-Story)

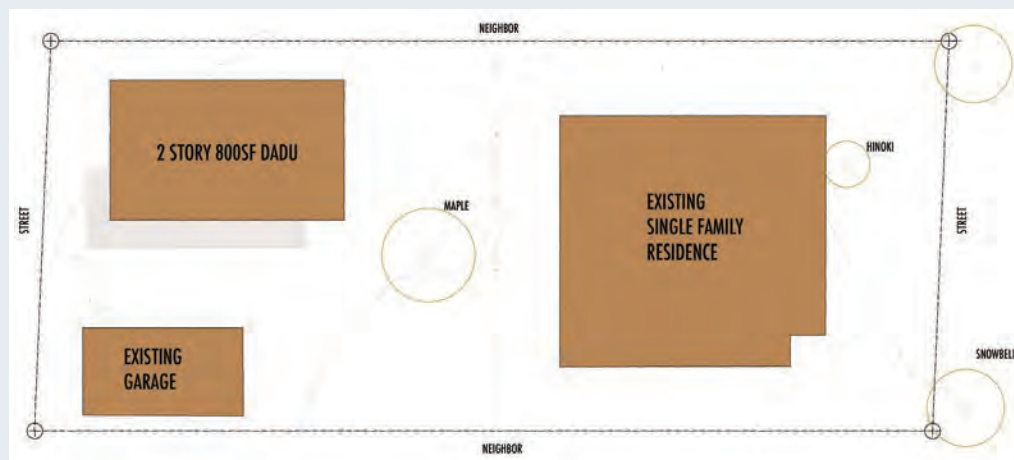
Seattle, Washington

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: Chrystine 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.)



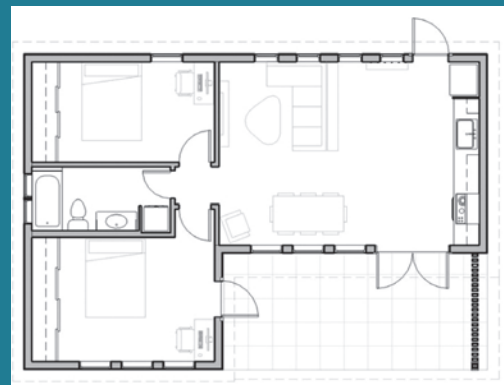
▲ A detached bedroom, which contains a bathroom but no kitchen, can provide housing for a loved one or serve as a home office or guest cottage.

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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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.

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

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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.

Table 165.05-A Preliminary Site Plan Amendments		
Amendment	Administrative	Planning Commission review/ City Council approval
Land Use	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
Project Scale	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
Open Space/ Recreation Area	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
Setbacks	Any increase. Any decrease of less than 20%	Decrease of 20% or more
Height	Decrease in height or number of stories	Increase in height greater than/equal to 20% or an increase of one story
Parking Spaces	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
Bulk						
Minimum Lot Area	15,000 SF	10,000 SF	7,000 SF	6,000 SF	5,000 SF	4,500 SF
Minimum Frontage	50'	40'	35'	35'	35'	35'
Minimum Lot Width	100'	80'	70'	60'	60'	40'
Maximum Building Height	35'	35'	35'	35'	35'	35'
Setbacks						
Minimum Required Front Yard	25'	25'	25'	20'	20'	20*
Minimum Required Corner Side Yard	25'	25'	25'	20'	20'	25'
Minimum Required Side Yard	10'	10'	8'	5'	5'	5'
Minimum Required Rear Yard	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
Bulk (Prior to Subdividing into DU Individual Lots)					
Minimum Lot Area	10,000 SF	9,000 SF	21,780 SF	21,780 SF	21,780 SF
Minimum Frontage	40'	35'	75'	50'	50'
Minimum Lot Width	100'	80'	100'	80'	80'
Maximum Building Height	35'	35'	40'	40'	65'
Maximum Density	--	--	8 DU/Acre	12 DU/Acre	21 DU/Acre
Setbacks (Prior to Subdividing into Individual DU Lots)					
Minimum Required Front Yard	25'	25'	25'*	25'*	25'* **
Minimum Required Corner Side Yard	25'	25'	25'*	25'**	25'* **
Minimum Required Side Yard	8'	5'	15'	15'	10'*
Minimum Required Rear Yard	30'	30'	30'	30'	30'**
Bulk (After Subdividing into Individual DU Lots)					
Minimum Lot Area	5,000 SF	4,500 SF	1,500 SF	1,500 SF	1,500 SF
Minimum Frontage	25'	20'	10'	10'	10'
Minimum Lot Width	50'	40'	15'	15'	15'
Maximum Building Height	35'	35'	40'	40'	40'
Setbacks (After Subdividing into Individual DU Lots)					
Minimum Required Front Yard	25'	25'	25'**	25'**	25'**
Minimum Required Corner Side Yard	25'	25'	25'**	25'**	25'**
Minimum Required Side Yard (Between Units)	0'	0'	0'	0'	0'
Minimum Required Side Yard (at the End of Units)	8'	5'	5'	5'	5'
Minimum Required Rear Yard	30'	30'	30'	30'	30'
*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 **An additional foot of setback is required for every foot of building height over 45'					

C. R-MH District

Table 168.02-C Dimensional Standards SF = Square Feet, ' = Feet		
	Manufactured Home Park	Manufactured Home Site
Bulk		
Minimum Lot Area	10 acres	5,500 SF
Minimum Frontage	400'	35'
Minimum Lot Width	500'	50'
Maximum Building Height	--	35'
Minimum Separation Distance	--	10' as measured between the walls of manufactured homes
Setbacks		
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. 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:

Table 169-08: Permitted Encroachments Into Required Yards and Exceeding Maximum Building Height Y= Permitted // N= Prohibited Max. = Maximum // Min. = Minimum				
	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

Table 169-08: Permitted Encroachments Into Required Yards and Exceeding Maximum Building Height Y= Permitted // N= Prohibited Max. = Maximum // Min. = Minimum				
	Required Front/Corner Side Yard	Required Side Yard	Required Rear Yard	Exceed Max. Building Height
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 October 8, 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. 2024-09 in *The Gazette* on the ____ of _____, _____.

TRACEY MULCAHEY, CITY CLERK



Additional Information



To North Liberty Mayor and City Council Members
CC Ryan Heiar, City Administrator
From Brian Platz, Fire Chief
Date October 16, 2024
Re Fire Department Report to Council – October 2024

As indicated in my last report, the remaining work on the training facility, which is located at the public works campus, has been completed. In fact, the structure has been painted along with the installation of a fire department logo on the west side. This was done so that people driving down Golf View Drive see that it's a training structure and not just a bunch of stacked shipping containers. I'm hopeful that some of the councilors can tour it as we believe it to be game changer for our operational readiness. Capt. Tina Humston would greatly appreciate providing individual tours along with her insight into the creation of this unique structure. Additionally, it's a great example of how the city and our foundation can partner to produce long lasting benefits to the community. As a reminder, we don't burn in this structure. This was built with the intention of repetitive, foundation level skills training. I've added a picture of the finished product.

A highlight of this past month was a life saving opportunity when a resident in the Arlington Ridge Neighborhood suffered a significant cardiac event. Our crew, along with the Johnson County Ambulance Service and North Liberty Police Department, responded quickly and worked seamlessly together to provide lifesaving services. I've learned that the patient is doing well. This was a very proud fire chief moment; we have great people doing great things.

The fire department was again able to take part in the city's Halloween Trail event on October 11th. Our crew was amazed by the number of participants and had a great time interacting with the youngsters in costume. We were able to stay for the entire event and didn't get called away this year. I've also attached a picture of four firefighters at that event. Only three of the firefighters in the picture belong to the NLFD. I'll let you figure out which one isn't one of ours...

The last thing I'd like to report on this month is our involvement with Shive Hattery as they evaluate the existing fire station. A group of 10+ employees from Shive-Hattery descended on the fire station on September 24th for a full day of evaluation. Various Shive-Hattery representatives were also present on days leading up to and following that day to complete the 3D scanning and topo survey. To get a comprehensive view of who we are, Jen Hoffman and Natalie Oppedal were good enough to come to the fire station on the evening of October 2nd. This meeting was an opportunity for any department member that wanted to come and provide input. We had a great turnout, and our group was very engaged. Jen and Natalie appreciated the positivity of the group. I believe Shive-Hattery's approach will be able to capture what we have, what we need, and a future path to get there. I'm excited for their presentation and again thank the council for approving this process.

Our year-to-date call statistics are also attached to this memo.



NORTH LIBERTY
FIRE
DEPARTMENT





North Liberty Fire Department 2024 Monthly/YTD Response Report

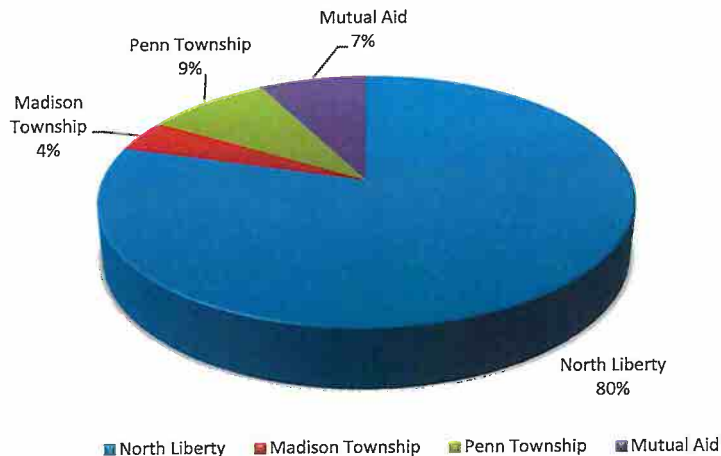
North Liberty Fire Department Responses By Fire District

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	Percent To Date
North Liberty	127	89	112	117	108	115	129	129	119				1045	79.65%
Madison Township	14	3	4	5	9	7	3	3	5				53	4.04%
Penn Township	9	9	9	15	14	16	17	13	12				114	8.69%
Mutual Aid	6	15	7	10	7	10	16	13	16				100	7.62%
Total Responses	156	116	132	147	138	148	165	158	152				1312	

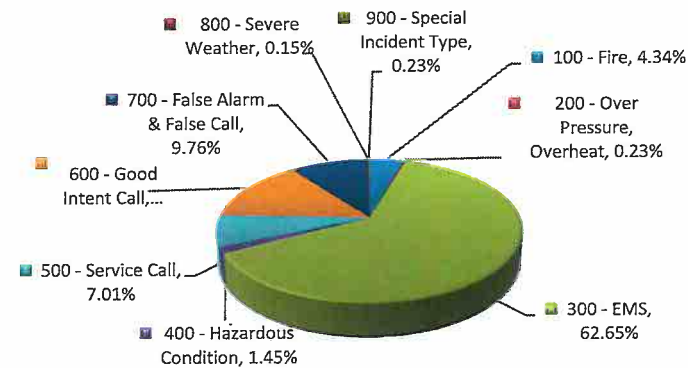
North Liberty Fire Department Responses By Type of Incident

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	Percent To Date
100 - Fire	4	10	8	7	2	6	6	8	6				57	4.34%
200 - Over Pressure, Overheat						2		1					3	0.23%
300 - EMS	89	68	84	90	93	104	105	95	94				822	62.65%
400 - Hazardous Condition	5	1	1	1	2	1	4	2	2				19	1.45%
500 - Service Call	9	9	8	10	10	5	11	17	13				92	7.01%
600 - Good Intent Call	27	16	19	24	20	19	22	21	18				186	14.18%
700 - False Alarm & False Call	21	12	12	13	11	11	16	14	18				128	9.76%
800 - Severe Weather				2									2	0.15%
900 - Special Incident Type	1						1		1				3	0.23%
Total Responses	156	116	132	147	138	148	165	158	152				1312	

2024 District Responses YTD
(Rounded Percentage)



2024 Type of Incidents YTD
(Percentage)





North Liberty Fire Department 2024 Monthly/YTD Response Report

North Liberty Fire Department Response Statistics (All Incidents)

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date
Total Responses for Month	156	116	132	147	138	148	165	158	152	0	0	0	1312
Average Responders per Incident (Including Members at Station)	4.4	4.4	4.3	4.8	4.9	4.7	4.5	4.9	4.73				
# Incidents with 2 or less Responders	11	5	6	9	4	2	10	1	1				Year To Date
% Incidents with 2 or less Responders	7.1%	4.3%	4.5%	6.1%	2.9%	1.4%	6.1%	0.6%	0.7%				
90th Percentile Turnout Time - (Minutes)	3:03	2:39	2:58	3:06	3:13	3:09	3:21	2:50	2:54				2:59

North Liberty Fire Department Emergent Response Turnout Statistics (Lights & Sirens)

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date
Total Emergent (Including Downgraded) Responses for Month	114	85	104	110	98	106	119	111	99				946
# of Incidents with Turnout Time 2 Minutes or Less - PPC/Admin	6	1	12	14	6	3	3	6	2				
# of Incidents with Turnout Time 2 Minutes or Less - Part-Time	8	6	8	13	5	9	12	14	16				
# of Incidents with Turnout Time 2 Minutes or Less - Full-Time	51	54	54	48	53	52	52	56	50				
# of Incidents with Turnout Time 2 Minutes or Less - Total	65	61	73	75	64	64	67	76	68				
% Incidents with Turnout Time 2 Minutes or Less	57.0%	71.8%	70.2%	68.2%	65.3%	60.4%	56.3%	68.5%	68.7%				

** (Turnout Time is defined as Dispatch Time to Unit Enroute Time) (PPC-Paid Per Call) (PT-Part Time)

North Liberty Fire Department Auto/Mutual Aid Given

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	Percent To Date
Auto Aid - Coralville (52001)	1	2	3		1	2	6	7	4				26	1.98%
Auto Aid - Iowa City (52003)	1	2		4			1	3	1				12	0.91%
Auto Aid - Solon (52008)	2	4	1		3	3	1	1	1				16	1.22%
Auto Aid - Swisher (52009)	2	6	1	5		3	5	1	4				27	2.06%
Auto Aid - Tiffin (52010)		1	1	1	2	1	1	2	3				12	0.91%
Mutual Aid - Other Fire Departments			1		1			2	3				7	0.53%
Total Responses	6	15	7	10	7	10	16	13	16	0	0	0	100	7.62%

North Liberty Fire Department Auto/Mutual Aid Received

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	Percent To Date
Auto Aid - Coralville (52001)	6	2	3	3	5	2	5	7	2				35	2.67%
Auto Aid - Iowa City (52003)	1						1	1					3	0.23%
Auto Aid - Solon (52008)	1	2	4	3	1	2	4	5	1				23	1.75%
Auto Aid - Swisher (52009)	5		1	3		3	1	2	2				17	1.30%
Auto Aid - Tiffin (52010)	2		1		3		3	1	2				12	0.91%
Mutual Aid - Other Fire Departments													0	0.00%
Total Responses	15	4	9	9	9	7	14	16	7	0	0	0	90	6.86%