



**City Council Meeting  
Regular Session  
February 11, 2025**



# **City Administrator Memo**



To **Mayor and City Council**  
From **Ryan Heiar, City Administrator**  
Date **February 7, 2025**  
Re **City Council Agenda February 11, 2025**

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### Consent Agenda

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

- City Council Minutes (01/28/25)
- Liquor License Renewal, The Station
- Claims

### Meetings & Events

Tuesday, Feb 11 at 6:00p.m.  
City Council

Monday, Feb 17  
President's Day – City Offices  
Closed

Tuesday, Feb 25 at 6:00p.m.  
City Council

### UTV Ordinance Amendment

The City Council adopted an ordinance amendment allowing UTVs to travel on City streets in 2023, subject to certain restrictions. In an abundance of caution, that ordinance contained a sunset clause to automatically repeal the permissive language at the end of 2024. City staff have not received reports of significant issues arising from allowing UTVs to travel on City streets, and have drafted an amendment to restore the permissive language.

### Snow Emergency and Parking Appeals Ordinance

The City's parking ordinance contains certain provisions concerning the declaration of snow emergencies, and the process for appealing any citations that might arise from violations of parking restrictions during such an emergency. City staff is proposing an amendment to the ordinance to clarify the necessary criteria for snow emergencies, to streamline the procedure for their declaration, and to clarify the process for appealing contested parking citations.

### Zoning Code Ordinance Amendment

The City recently prevailed in two separate requests appealing the Planning Director's interpretation of certain provisions of the Zoning Code. Although the Zoning Board of Adjustment agreed with the Planning Director's interpretation in both cases, staff is proposing to strengthen the Zoning Code to deter similar or nuanced requests for appeal. The changes pertain to strengthening and adding definitions, adding to the list of prohibited materials for fences and clarifying accessory structures and uses. There are no formal objections to the request. The Planning Commission unanimously recommended approval of the Ordinance at its February 4 meeting. Staff recommends approval as well.

## Lot 15 Deerfield Seventh Preliminary Site Plan

This site plan – 1605, 1655 and 1695 North Jones Boulevard – would allow a 12-unit multi-dwelling housing building and related infrastructure. The property was recently rezoned from RM-8 Multi-Unit Residence District to RM-12 Multi-Unit Residence District to allow for the proposed construction. The proposed building would be consistent with the other buildings on the property and the existing gazebo would be relocated. The Planning Commission unanimously recommended approval of the request at its February 4 meeting. Staff recommends approval of the site plan.

## FY26 Budget

Tuesday's agenda includes a resolution setting the first budget public hearing for the FY26 budget. Two public hearings are required before the budget can be approved, with the first having to be at a separate meeting with no other business on the agenda. This meeting is scheduled for April 8 at 6pm, followed by the regular City Council meeting scheduled for 6:30. The second public hearing will be included on the April 22 meeting agenda.

## Greenbelt Trail Parts 3 and 4 Final Plats, Easements and Surety Agreement

The developer, Greenbelt 3-4 LLC, wishes to provide surety for the construction of public improvements for the Greenbelt Trail 3 and Greenbelt Trail 4 subdivisions in order to receive final plat approval. The developer has provided the necessary easements, and has secured an irrevocable letter of credit in the correct amount as determined by the City Engineer and City Attorney. The final plats for Parts 3 and 4 are consistent with the approved preliminary plats. Staff recommends approval of the agreements and final plats.

## North Liberty Road Trail

This agenda includes a public hearing and resolution approving the plans and specification for the North Liberty Trail project. This project will receive \$648k in federal transportation funds, which requires the project to be bid through the IDOT. The bid date is set for February 18, and staff intends to offer a resolution awarding the contract to the lowest responsive bidder at the February 25 Council meeting. In the meantime, staff recommends approval of the plans and specifications.



## RISE Project Completion Settlement

In 2017, the City was awarded a RISE grant in the amount of just over \$3 million for the construction of Kansas Avenue, between Forevergreen Road and St. Andrews Drive. A portion of this grant was contingent upon GEICO creating new jobs at their Landon Avenue location. Between the COVID crisis and significant changes in the insurance industry, not only did GEICO not create new jobs at this location, but they also employed fewer people than when they originally opened during the reporting period. As a result, the City is required to repay approximately 1/3 of the grant, totaling \$1.077 million. While this is not ideal and the City will need to borrow to recoup this grant, it should not go unnoticed that the City still received \$2 million for this \$4 million project and Kansas Avenue has been a great addition to the City's transportation network. Included in the packet is a settlement calculation as provided by the IDOT as well as a resolution approving the repayment.

## Zoning Ordinance Amendment

This City initiated Ordinance amendment addresses an oversight discovered in the Zoning Code update approved at the October 24 City Council meeting. The October amendment now permits townhouse units to be on individual lots; however, the City requires lots to be subdivided after the building is constructed to ensure lot lines are centered on the common wall. As previously approved, a larger side setback would be required due to the City's process, which was not the intent. There are no formal objections to the request. The Planning Commission unanimously recommended approval of the ordinance amendment at its December 3 meeting. Staff recommends approval as well.

## Greenbelt Trail Part 8 Rezoning & Preliminary Plat

This rezoning – east terminus of Radcliffe Drive and is directly east of Arlington Ridge Subdivision - Parts Four and Six – from ID Interim Development to RS-6 Single-Unit Residence District would facilitate future development of the property as single-family homes and related infrastructure on approximately 12.25 acres. Currently, Greenbelt Trail Parts 3 and 4 are nearing completion, and subsequently, Parts 5 – 7 would be constructed. The purpose of the timing of Part 8 was due to this portion of this development tying into the aforementioned parts and to provide some assurances to Arlington Ridge that this area would be single-family residential. A virtual good neighbor meeting was held on November 19, 2024, which was attended by a total of 19 people. Neighbors had questions about the proposed development, as well as the timing of other area construction projects. There are no formal objections to the request. The Planning

Commission unanimously recommended approval of the request at its December 3 meeting. Staff also recommends approval.

The proposed preliminary plat is consistent with the rezoning and is recommended for approval by the Commission and staff.



# **Agenda**

**CITY COUNCIL**

Tuesday, February 11, 2025

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, January 28, 2025
  - B. Liquor License Renewal, The Station
  - C. Claims
5. Public Comment
6. Engineer Report
7. City Administrator Report
8. Mayor Report
9. Council Reports
10. Off-Road Utility Vehicles (UTVs) Ordinance Amendment
  - A. Public Hearing regarding proposed amendments to the UTV Ordinance
  - B. First consideration of Ordinance Number 2025-03, An Ordinance amending Chapter 75 of the North Liberty Code of Ordinances governing the use of Off-Road Utility Vehicles (UTVs)
11. Snow Emergency and Parking Citation Appeals Ordinance Amendment
  - A. Public Hearing regarding proposed amendments to Snow Emergency Ordinance and Parking Citation Appeals
  - B. First consideration of Ordinance Number 2025-04, An Ordinance amending Chapters 69 and 70 of the North Liberty Code of Ordinances concerning Snow Emergencies and Contested Parking Citation Appeals

12. Zoning Code Ordinance Amendment
  - A. Public Hearing regarding proposed Zoning Code Ordinance amendment regarding fences and accessory structures
  - B. Staff and Planning Commission recommendations
  - C. First consideration of Ordinance Number 2025-05, An Ordinance amending Chapters 167 and 169 of the North Liberty Code of Ordinances governing definitions of and regulations for fences and accessory structures and uses
13. Lot 15 Deerfield Seventh Preliminary Site Plan
  - A. Staff and Planning Commission recommendations
  - B. Applicant presentation
  - C. Resolution Number 2025-18, A Resolution approving the Preliminary Site Plan for Lot 15 Deerfield Seventh, North Liberty, Iowa
14. FY 2025-26 Budget
  - A. Resolution Number 2025-19, A Resolution setting time and place for a Public Hearing for the purpose of considering the Consolidated General Fund Tax Levy for the Fiscal Year 2025-2026 Budget
15. Greenbelt Trail Parts 3 & 4 Final Plats
  - A. Resolution Number 2025-20, A Resolution approving Off-site Utility Easement Agreement for Greenbelt Trail Part 3
  - B. Resolution Number 2025-21, A Resolution approving the Surety Agreement for Greenbelt Trail Part 3 and 4 between the City of North Liberty and Greenbelt 3-4, LLC
  - C. Resolution Number 2025-22, A Resolution approving the Final Plat for Greenbelt Trail, Part Three – North Liberty, Iowa
  - D. Resolution Number 2025-23, A Resolution approving the Final Plat for Greenbelt Trail, Part Four – North Liberty, Iowa
16. North Liberty Road Trail Project
  - A. Public Hearing regarding proposed plans, specifications, and estimate of cost for the North Liberty Road Trail Project
  - B. Resolution Number 2025-24, A Resolution finally approving and confirming plans, specifications, and estimate of cost for the North Liberty Road Trail Improvements Project
17. RISE Project Completion Settlement
  - A. Resolution Number 2025-25, A Resolution approving and authorizing the RISE Project Completion Settlement

18. Zoning Code Ordinance Amendment

- A. Third consideration and adoption of Ordinance Number 2025-01, An Ordinance amending Chapter 168 of the North Liberty Code of Ordinances pertaining to Residential District Dimensional Standards

19. Greenbelt Trail Part 8

- A. Third consideration and adoption of Ordinance Number 2025-02, An Ordinance amending the Zoning Map District Designation for certain property located in North Liberty, Iowa from ID Interim Development District to RS-6 Single-Unit Residence District
- B. Staff and Commission recommendations
- C. Applicant Presentation
- D. Resolution Number 2025-26, A Resolution approving the Preliminary Plat for Greenbelt Trail Subdivision Part Eight, North Liberty, Iowa

20. Old Business

21. New Business

22. Adjournment



# **Consent Agenda**



**City Council**  
January 28, 2025  
Regular Session

**Call to order**

Mayor Hoffman called the Tuesday, January 28, 2025, 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 (electronically), Tracey Mulcahey, Josiah Bilskemper, Grant Lientz, Ryan Rusnak, Dustin Opatz, Captain Tina Humston, Chief Chris Kochanny, Michael Pentecost, Guy Goldsmith, Shelly Simpson, William Gorman (electronically), Jeff Kellbach, Tom Gruis, 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**

Smith moved, Sittig seconded to approve the Consent Agenda including the City Council Minutes, Regular Session, January 14, 2025; City Council Minutes, Special Session, January 28, 2025; Centennial Park Event Complex, Larson Construction Co., Inc., Change Order Number 4, (\$3,047.50); 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 had no report and offered to answer questions.

**City Administrator Report**

City Administrator Heiar had no report.

**Mayor Report**

Mayor Hoffman proclaimed February as Black History Month. He reported he will be the JECSA Policy Board Chairperson for the next year. He participated in Legislative Career Day at Kirkwood and attended Fire & Ice. He encouraged Council to keep continuing to pay attention to what's going on in the state and nationally.

**Council Reports**

Councilor Wayson thanked staff for Fire and Ice. Councilor Sittig stated that regardless of what happens at the state and national level, the City will keep programs going for all at an affordable or free level. Councilor Leibold met with a representative from Miller-Meeks office. He attended



the Think Iowa City Legislative forum and Fire and Ice. He reported that tickets are still available for the Snuggie Crawl. Councilor Park attended the Legislative Forum by Think Iowa City and Fire and Ice. He thanked City Slate sponsors for their sponsorships that keep events happening in the community.

### **FY 2024 Audit**

Dustin Opatz presented the FY 2024 Audit report. Council discussed the report with Opatz.

Sittig moved, Smith seconded to approve Resolution Number 2025-13, A Resolution accepting the Audit Report for Fiscal Year 2024 as completed by BerganKDV. After discussion, the vote was: ayes – Smith, Sittig, Leibold, Wayson, Park; nays – none. Motion carried.

### **FY 2025-26 Budget**

Heiar presented a brief overview of the operational budget. He reported that there is a placeholder of \$175,000 for social service grants. The requests total \$294,000. Council discussed social service funding. Consensus is to include \$175,000 in the FY 2026 budget. Heiar presented information on proposed capital projects. Council discussed the projects with staff.

### **Accessory Dwelling Units**

Rusnak, Jeff Kellbach, and William Gorman presented information regarding Accessory Dwelling Units in North Liberty. Council discussed the information presented. The Mayor asked Council to submit input and questions on accessory dwelling units and the potential ordinance to Rusnak. This conversation and discussion will continue.

### **CDBG – CV – Food Pantry Grant**

At 8:05 p.m. Mayor Hoffman opened the Status of Funded Activities for the Food Pantry Project of North Liberty, Iowa, as assisted by the Community Development Block Grant-CV (CDBG-CV) program

- a) For a general description of accomplishments to date: the food pantry has purchased fresh food including meat, milk, and produce.
- b) For a summary of expenditures to date: through January 15, 2025, a total of \$42,657 has been invoiced and will be submitted tomorrow for grant reimbursement. This expenditure included \$38,907 for food purchases and \$3,750 for grant administration. The expenditures are 100% supported by the grant. There is \$57,343 remaining in grant funds.
- c) For a general description of remaining work: additional fresh food purchases up to \$51,093. Additional procurements of meat, dairy, and produce are expected to occur and eggs, if availability improves.
- d) For a general description of changes made to the project budget, performance targets, activity schedules, project scope, location, objectives or beneficiaries: the budget is currently at the same level as proposed in the grant application. The project application proposed an end date of July 2025. The project will be completed by late 2025 or early 2026, but prior to the award end date of April 2026. The objectives and beneficiaries remain the same.

Council discussed the project with Gruis. No other oral or written comments were received. At 8:09 p.m. the public hearing was closed.

### **Johnson County Mutual Aid Agreement**

Sittig moved, Wayson seconded to approve Resolution Number 2025-14, A Resolution approving a 28E Agreement for Automatic and Mutual Aid Fire Protection, Rescue, and Emergency Medical Services between the City of North Liberty and certain other cities and independent Fire Districts in and around Johnson County, Iowa. After discussion, the vote was: ayes – Wayson, Leibold, Smith, Park, Sittig; nays – none. Motion carried.

### **Forevergreen Road and Jasper Avenue Roundabout**

Park moved, Wayson seconded to approve Resolution Number 2025-15, A Resolution authorizing the execution of a Settlement Agreement between the Cities of North Liberty, Tiffin and Coralville, Clint Rarick, and the Ruth E Rarick Trust. After discussion, the vote was: ayes – Leibold, Park, Smith, Wayson; nays – none; abstain – Sittig. Motion carried.

Smith moved, Wayson seconded to approve Resolution Number 2025-16, A Resolution authorizing the execution of an Agreement for Engineering Design Services between the City of North Liberty and Shive-Hattery, Inc. After discussion, the vote was: ayes – Wayson, Sittig, Leibold, Park, Smith; nays – none. Motion carried.

### **Assessment Resolution**

Sittig moved, Smith seconded to approve Resolution Number 2025-17, A Resolution assessing an amount owed to the City of North Liberty, Iowa to individual property taxes. The vote was: ayes – Wayson, Leibold, Park, Sittig, Smith; nays – none. Motion carried.

### **Zoning Ordinance**

Park moved, Sittig seconded to approve the second consideration of Ordinance Number 2025-01, An Ordinance amending Chapter 168 of the North Liberty Code of Ordinances pertaining to Residential District Dimensional Standards. The vote was: ayes – Wayson, Park, Sittig, Leibold, Smith; nays – none. Motion carried.

### **Greenbelt Trail Part 8 Rezoning**

Park moved, Smith seconded to approve the second consideration of Ordinance Number 2025-02, An Ordinance amending the Zoning Map District Designation for certain property located in North Liberty, Iowa from ID Interim Development District to RS-6 Single-Unit Residence District. The vote was: ayes – Smith, Wayson, Park, Leibold, Sittig; nays – none. Motion carried.

### **Old Business**

Councilor Park requested clarification on the ADU conversation.

### **New Business**

Councilor Park reported on the request of viewers on the livestream that want to see slides. He asked if Fire Department training could be opened to the public. Councilor Smith announced the

Better Together 2030 Bravo awards are Thursday. He issued a call for action from the Johnson County Board of Supervisors to approve what Sheriff Kunkel is asking for regarding the jail. He would like a letter to be drafted from the Mayor and City Council to the Board of Supervisors regarding the jail. Councilor Sittig requested that the CRANDIC discussion be on an agenda soon. Mayor Hoffman thanked Council for the length of the meeting and for time and effort in research and being ready for tonight's meeting.

### **Adjournment**

Sittig moved; Park seconded to adjourn at 8:20 p.m. The vote was all ayes. Meeting adjourned.

### **CITY OF NORTH LIBERTY**

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

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



# State of Iowa

Alcoholic Beverages Division

## Applicant

NAME OF LEGAL ENTITY

The Station LLC

NAME OF BUSINESS(DBA)

The Station II

BUSINESS

(319) 665-8516

ADDRESS OF PREMISES

620 Meade Dr

PREMISES SUITE/APT NUMBER

CITY

North Liberty

COUNTY

Johnson

ZIP

52317

MAILING ADDRESS

620 Meade Dr

CITY

North Liberty

STATE

Iowa

ZIP

52317

## Contact Person

NAME

Melissa Hodapp

PHONE

(319) 665-8516

EMAIL

stationllcoffice@gmail.com

## License Information

LICENSE NUMBER

LE0002690

LICENSE/PERMIT TYPE

Class E Retail Alcohol License

TERM

12 Month

STATUS

Submitted  
to Local  
Authority

TENTATIVE EFFECTIVE DATE

Jan 29, 2025

TENTATIVE EXPIRATION DATE

Jan 28, 2026

LAST DAY OF BUSINESS

SUB-PERMITS

Class E Retail Alcohol License

PRIVILEGES



# State of Iowa

Alcoholic Beverages Division

## Status of Business

BUSINESS TYPE

Limited Liability Company

## Ownership

### • Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Cory Hodapp	Iowa City	Iowa	52240	Owner	50.00	Yes
Melissa Hodapp	Iowa City	Iowa	52240	Owner	50.00	Yes

## Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE  
DATE

OUTDOOR SERVICE EXPIRATION  
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE  
DATE

TEMP TRANSFER EXPIRATION  
DATE



## North Liberty Police Department

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340 N Main St•PO Box 77•North Liberty, Iowa•52317•(319) 626-5724/Fax: 5743

December 19, 2024

Liquor License Check

Business: The Station II  
620 Meade Dr.  
North Liberty, IA 52317

Owners: Cory J. Hodapp (DOB: 1977)  
Melissa M. Hodapp (DOB: 1983)

The North Liberty Police Department does not have any documented contacts with the owners or premise in conflict with their liquor license.

I recommend the license be granted.

This record check was conducted by Sergeant Mitch Seymour.





State of Iowa ABD approval statement from the following county department

**Legal Name of Applicant:** The Station LLC

**Name of Business (DBA):** The Station II

**Address of Business:** 620 Meade Dr North Liberty, IA 52317

**Business Phone:** 319-665-8516

**Email:** stationllcoffice@gmail.com


**State of Iowa ABD License #:** LE0002690

### Johnson County Health Department:

The above referenced business possesses a valid Johnson County Public Health food license.

**Name:** Rob Thul

**Title:** EHM **Date:** 12/20/24

**Signature:** 

Digitally signed  
by Rob Thul  
Date:  
2024.12.20  
09:12:20 -06'00'



# **UTV Ordinance Amendment**



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

**AN ORDINANCE AMENDING CHAPTER 75 OF THE NORTH LIBERTY CODE OF  
ORDINANCES GOVERNING THE USE OF OFF-ROAD UTILITY VEHICLES  
(UTV's)**

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

**SECTION 1. AMENDMENT OF CHAPTER 75.** Chapter 75.07 of the North Liberty Code of Ordinances is amended to read as follows:

**75.07 OPERATION ON PUBLIC PROPERTY.**

1. It is unlawful for any person to operate any all-terrain vehicle (ATV), off-road motorcycle, or off-road utility vehicle on roadways, streets, highways or other public property within the corporate City limits, unless said operation strictly complies with one or more of the exceptions set forth in Iowa Code Section 321.234A or this Chapter.
2. Parks and Other City Land. ATVs, snowmobiles and UTVs shall not be operated in any park, on any trail, on any playground, or upon any other City-owned property without the express permission of the City, with the exception of the operation of snowmobiles on designated routes.
3. The provisions of Section 75.07(2) concerning the prohibition of operation of UTV's on City-owned property notwithstanding, properly equipped UTVs may be operated in accordance with the requirements of Section 75.09 upon any City roadway, and may utilize City-owned driveways, lanes, and parking lots. This subparagraph shall not be construed as permitting the use of UTVs on parks, trails, or playgrounds. ~~This subparagraph 75.07(3) shall be automatically repealed and be of no further force or effect as of December 31, 2024.~~

**SECTION 2. AMENDMENT OF CHAPTER 75.** Chapter 75.09 of the North Liberty Code of Ordinances is amended to read as follows:

**75.09 OPERATION OF UTVs**

Operators of UTVs must adhere to the following equipment requirements and restrictions while operating UTVs within the City limits.

1. Operators of UTVs within City limits must be 18 years of age or older and possess a valid driver's license.

2. A person shall not operate a UTV within the City limits unless the operator has proof of insurance complying with that required of an operator of a motor vehicle pursuant to applicable provisions of the Iowa Code, Rules and Regulations, including but not limited to Iowa Code Sections 321.20B and 321A.21.

3. Owners of UTVs operated within City limits shall register their UTV with the Iowa Department of Natural Resources, and proof of such registration shall be provided, upon request, to any peace officer requesting it. Out-of-state UTV operators must provide appropriate proof of registration from their home state upon request by any peace officer.

4. UTVs may only be operated on the roadways between the hours of 6:00 a.m. and 10:30 p.m.

5. Operators of UTVs must adhere to noise restrictions set forth under North Liberty Code Chapter 53.

6. UTVs must display lighted headlamps and taillamps at all times while the vehicle is operated on City streets or highways.

7. Operators of UTVs must adhere to all traffic and parking laws, codes, rules, and regulations applicable to other motor vehicles, unless directed otherwise by this chapter.

8. UTVs must be equipped with:

A. Operational turn signal lamps with a manually operated switch controlled by the driver.

B. Operational speedometer, calibrated in miles per hour, which is fully illuminated when the headlamps are activated.

C. Operational horn with a switch controlled by the driver.

D. Two operational headlamps and taillamps must be affixed to each side on the front and back of the UTV. Taillamps shall be red and include a stop lamp actuated by pressing the brake pedal. The use of lightbars, spotlights, or decorative lights is not permitted while the UTV is being operated on City streets or highways.

E. Rear-facing mirror providing the operator with a clear view of the rear.

F. Operational muffler, working in good order, which complies with the standards and procedures required by Iowa Code Section 321I.12 and North Liberty Code of Ordinances Chapter 53.

9. All occupants, except as noted below, must wear safety belts or safety harnesses which meet the definition of a safety belt or safety harness set forth by Iowa Code Section 321.445 while the UTV is in motion.

A. Children under one year old and weighing less than 20 pounds must be secured in a rear-facing child restraint system while the UTV is motion.

B. Children ages one to six years must be secured in a child restraint system (safety seat or booster seat) while the UTV is in motion.

(1) A child restraint system is a specially designed seating system, including a belt positioning seat or booster seat which meets federal motor vehicle safety standards. The child restraint system must be used in accordance with the manufacturer's instructions, the child must be secured in the child restraint, and the child restraint must be properly secured to the UTV.

C. No animals will be transported in the cargo portion or bed of a UTV unless they are contained within an enclosure secured to the UTV.

10. UTV doors or nets must be closed during operation if so equipped.

11. The number of passengers in a UTV shall not exceed the number of factory-installed seats in the UTV.

12. No open containers of alcohol shall be allowed while the UTV is being operated.

13. Drivers may not operate a UTV under the influence of intoxicating liquor or narcotics as prescribed under Iowa Code Chapter 321J.

14. No UTV will be operated in a careless or reckless manner so as to: endanger any person; cause injury or damage to person or property; create unnecessary skidding or sliding; or cause a wheel or wheels to lose traction or contact with the ground.

~~15. This Section 75.09 shall be automatically repealed and be of no further force or effect as of December 31, 2024.~~

**SECTION 3. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 4. 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 5. 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 6. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on \_\_\_\_\_, 2025.

Second reading on \_\_\_\_\_, 2025.

Third and final reading on \_\_\_\_\_, 2025.

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. \_\_\_\_\_ in the Cedar Rapids *Gazette* on the \_\_\_\_ day of \_\_\_\_\_, 2025.

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

**Ordinance No. 2025-03**

**AN ORDINANCE AMENDING CHAPTER 75 OF THE NORTH  
LIBERTY CODE OF ORDINANCES GOVERNING THE USE OF  
OFF-ROAD UTILITY VEHICLES (UTVs)**

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

**SECTION 1. AMENDMENT OF CHAPTER 75.** Chapter 75.07 of the North Liberty Code of Ordinances is amended to read as follows:

**75.07 OPERATION ON PUBLIC PROPERTY.**

1. It is unlawful for any person to operate any all-terrain vehicle (ATV), off-road motorcycle, or off-road utility vehicle on roadways, streets, highways or other public property within the corporate City limits, unless said operation strictly complies with one or more of the exceptions set forth in Iowa Code Section 321.234A or this Chapter.
2. Parks and Other City Land. ATVs, snowmobiles and UTVs shall not be operated in any park, on any trail, on any playground, or upon any other City-owned property without the express permission of the City, with the exception of the operation of snowmobiles on designated routes.
3. The provisions of Section 75.07(2) concerning the prohibition of operation of UTV's on City-owned property notwithstanding, properly equipped UTVs may be operated in accordance with the requirements of Section 75.09 upon any City roadway, and may utilize City-owned driveways, lanes, and parking lots. This subparagraph shall not be construed as permitting the use of UTVs on parks, trails, or playgrounds.

**SECTION 2. AMENDMENT OF CHAPTER 75.** Chapter 75.09 of the North Liberty Code of Ordinances is amended to read as follows:

**75.09 OPERATION OF UTVs**

Operators of UTVs must adhere to the following equipment requirements and restrictions while operating UTVs within the City limits.

1. Operators of UTVs within City limits must be 18 years of age or older and possess a valid driver's license.

2. A person shall not operate a UTV within the City limits unless the operator has proof of insurance complying with that required of an operator of a motor vehicle pursuant to applicable provisions of the Iowa Code, Rules and Regulations, including but not limited to Iowa Code Sections 321.20B and 321A.21.
3. Owners of UTVs operated within City limits shall register their UTV with the Iowa Department of Natural Resources, and proof of such registration shall be provided, upon request, to any peace officer requesting it. Out-of-state UTV operators must provide appropriate proof of registration from their home state upon request by any peace officer.
4. UTVs may only be operated on the roadways between the hours of 6:00 a.m. and 10:30 p.m.
5. Operators of UTVs must adhere to noise restrictions set forth under North Liberty Code Chapter 53.
6. UTVs must display lighted headlamps and taillamps at all times while the vehicle is operated on City streets or highways.
7. Operators of UTVs must adhere to all traffic and parking laws, codes, rules, and regulations applicable to other motor vehicles, unless directed otherwise by this chapter.
8. UTVs must be equipped with:
  - A. Operational turn signal lamps with a manually operated switch controlled by the driver.
  - B. Operational speedometer, calibrated in miles per hour, which is fully illuminated when the headlamps are activated.
  - C. Operational horn with a switch controlled by the driver.
  - D. Two operational headlamps and taillamps must be affixed to each side on the front and back of the UTV. Taillamps shall be red and include a stop lamp actuated by pressing the brake pedal. The use of lightbars, spotlights, or decorative lights is not permitted while the UTV is being operated on City streets or highways.
  - E. Rear-facing mirror providing the operator with a clear view of the rear.
  - F. Operational muffler, working in good order, which complies with the standards and procedures required by Iowa Code Section 321I.12 and North Liberty Code of Ordinances Chapter 53.

9. All occupants, except as noted below, must wear safety belts or safety harnesses which meet the definition of a safety belt or safety harness set forth by Iowa Code Section 321.445 while the UTV is in motion.

A. Children under one year old and weighing less than 20 pounds must be secured in a rear-facing child restraint system while the UTV is motion.

B. Children ages one to six years must be secured in a child restraint system (safety seat or booster seat) while the UTV is in motion.

(1) A child restraint system is a specially designed seating system, including a belt positioning seat or booster seat which meets federal motor vehicle safety standards. The child restraint system must be used in accordance with the manufacturer's instructions, the child must be secured in the child restraint, and the child restraint must be properly secured to the UTV.

C. No animals will be transported in the cargo portion or bed of a UTV unless they are contained within an enclosure secured to the UTV.

10. UTV doors or nets must be closed during operation if so equipped.

11. The number of passengers in a UTV shall not exceed the number of factory-installed seats in the UTV.

12. No open containers of alcohol shall be allowed while the UTV is being operated.

13. Drivers may not operate a UTV under the influence of intoxicating liquor or narcotics as prescribed under Iowa Code Chapter 321J.

14. No UTV will be operated in a careless or reckless manner so as to: endanger any person; cause injury or damage to person or property; create unnecessary skidding or sliding; or cause a wheel or wheels to lose traction or contact with the ground.

**SECTION 3. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 4. 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 5. 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 6. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on \_\_\_\_\_, 2025.

Second reading on \_\_\_\_\_, 2025.

Third and final reading on \_\_\_\_\_, 2025.

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. \_\_\_\_\_ in the Cedar Rapids Gazette on the \_\_\_\_ day of \_\_\_\_\_, 2025.

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





# **Snow Emergency and Parking Citation Appeals Ordinance Amendment**

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

**AN ORDINANCE AMENDING CHAPTERS 69 AND 70 OF THE  
NORTH LIBERTY CODE OF ORDINANCES CONCERNING SNOW  
EMERGENCIES AND CONTESTED PARKING CITATION APPEALS**

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

**SECTION 1. AMENDMENT OF PARKING ORDINANCE.** Chapter 69.10 of the North Liberty Code of Ordinances is amended to read as follows:

**69.10 SNOW EMERGENCY**

The purpose of this section is to ~~provide for~~create a system ~~whereby persons are for the public declaration and~~ notified~~cation~~ of snow emergencies. Limiting parking on public streets during times of heavy snowfall or other inclement winter weather leads to more effective snow removal, which in turn reduces traffic congestion and lowers the likelihood of injury and property damage from traffic accidents ~~Without such an ordinance, cars remain parked on certain streets and effective plowing is curtailed. Consequently, parking places are hard to obtain and cars often park too far from the curb, creating a hazard to other motorists.~~

~~1. A snow emergency shall automatically go into effect when snow accumulation reaches two inches. At such time as two inches of snow accumulates on City streets, a snow emergency will go into effect and the parking restrictions set forth herein shall be in effect immediately and without further notice. The City may provide additional notice of the snow emergency as it deems appropriate and necessary.~~

~~12. In addition to the provision for automatic snow emergency set forth in subsection 1 above, w~~Whenever the City's Street Superintendent or designee~~the Mayor~~determines, on the basis of falling snow, sleet, freezing rain, or on the basis of a credible weather forecast, that weather conditions will make it necessary ~~for that motor vehicle traffic be expedited and that~~ parking on City streets be prohibited or restricted for snow plowing or ~~other~~ public safety purposes, the Street Superintendent or designee~~the Mayor~~ may declare a snow emergency by notifying the City Clerk.

~~23. No person shall park, abandon, or leave unattended any vehicle on any public street during an automatic or declared~~ snow emergency.

~~34. An automatic snow emergency shall take effect immediately when snow accumulation reaches two inches. A declared~~ snow emergency shall take effect at

a time set by ~~the Street Superintendent or designee~~the Mayor, but not earlier than two hours after it is declared. ~~The Street Superintendent~~The Mayor shall declare a snow emergency by notifying the City Community Relations Director or designee Clerk, stating the beginning time and, if known, the ending time for the snow emergency. ~~If the office of the Clerk is closed, the Mayor shall file such notice promptly when the office next is opened during normal business hours.~~ The ~~Street Mayor Superintendent~~ may cancel such declaration or change the beginning or ending time. ~~Notice shall be given for such cancellations or changes in the same manner as the original snow emergency declaration.~~ The ~~City Clerk~~Community Relations Director or designee shall then ensure that all notices concerning~~declared~~ snow emergencies ~~is~~are promulgated published in a timely manner to the public by all appropriate means, including publication on the City's website: [www.northlibertyiowa.org](http://www.northlibertyiowa.org), as well as promulgate by the same means the cancellation of any snow emergencies.

45. Enforcement and Towing. Any person who violates the provisions of this section shall be subject to criminal prosecution in accordance with Chapter 70 and to civil enforcement in accordance with Chapter 43. Each 12-hour period that a vehicle is parked or allowed to remain on any street in violation of this section constitutes a separate and distinct offense. Any vehicles found to be parked where not permitted during a snow emergency may be impounded in accordance with the provisions of Section 70.06.

~~56. Appeal. A violation of this section may be appealed to the City Administrator within thirty (30) days of the date of the violation and prior to a complaint being filed in District Court. In the event of a timely appeal, the City Administrator shall conduct a summary review and then either determine that the case will be enforced in accordance with the provisions of this section and Chapter 70 or, in the alternative, order administratively that the case be dismissed.~~

## **SECTION 2. AMENDMENT OF TRAFFIC CODE ENFORCEMENT PROCEDURE**

**ORDINANCE.** Chapter 70.03 of the North Liberty Code of Ordinances is amended to read as follows:

### **70.03 PARKING VIOLATIONS.**

1. Uncontested Violations. ~~Uncontested v~~Violations of parking ~~restrictions~~ regulations imposed by Chapter 69 of this Code of Ordinances shall be charged upon a simple notice of a fine payable at the office of the City Clerk. The fine for improper use of a persons with disabilities parking permit is two hundred dollars (\$200.00). The fine for illegal parking in a fire lane is

one hundred dollars (\$100.00). The fine for snow emergency parking violations is twenty-five dollars (\$25.00). The fine for all other violations shall be in the amount of ten dollars (\$10.00) and if such fine is not paid within thirty (30) days, it shall be increased by five dollars (\$5.00).

1.2. Contested Violations. Violations of parking regulations charged by simple notice under Paragraph 1 above may be appealed by written notice asserting the basis for such appeal to the Chief of Police or the Chief of Police’s designee within thirty (30) days of the date of the violation, and prior to a complaint being filed in District Court. In the event of a timely appeal, the Chief of Police or Chief of Police’s designee shall conduct a summary review and determine whether the violation is to be sustained, or in the alternative, order an administrative dismissal.

**SECTION 3. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 4. 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 5. 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 5. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on \_\_\_\_\_, 2025.  
Second reading on \_\_\_\_\_, 2025.  
Third and final reading on \_\_\_\_\_, 2025.

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. \_\_\_\_\_ in the Cedar Rapids *Gazette* on the \_\_\_\_ day of \_\_\_\_\_, 2025.

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TRACEY MULCAHEY, CITY CLERK

**Ordinance No. 2025-04**

**AN ORDINANCE AMENDING CHAPTERS 69 AND 70 OF THE  
NORTH LIBERTY CODE OF ORDINANCES CONCERNING  
SNOW EMERGENCIES AND CONTESTED PARKING CITATION  
APPEALS**

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

**SECTION 1. AMENDMENT OF PARKING ORDINANCE.** Chapter 69.10 of the North Liberty Code of Ordinances is amended to read as follows:

**69.10 SNOW EMERGENCY**

The purpose of this section is to create a system for the public declaration and notification of snow emergencies. Limiting parking on public streets during times of heavy snowfall or other inclement winter weather leads to more effective snow removal, which in turn reduces traffic congestion and lowers the likelihood of injury and property damage from traffic accidents.

1. Whenever the City's Street Superintendent or designee determines, on the basis of falling snow, sleet, freezing rain, or on the basis of a credible weather forecast, that weather conditions will make it necessary for parking on City streets be prohibited or restricted for snow plowing or public safety purposes, the Street Superintendent or designee may declare a snow emergency.

2. No person shall park, abandon, or leave unattended any vehicle on any public street during a snow emergency.

3. A snow emergency shall take effect at a time set by the Street Superintendent or designee, but not earlier than two hours after it is declared. The Street Superintendent shall declare a snow emergency by notifying the City Community Relations Director or designee, stating the beginning time and, if known, the ending time for the snow emergency. The Street Superintendent may cancel such declaration or change the beginning or ending time. The Community Relations Director or designee shall then ensure that all notices concerning snow emergencies are published in a timely manner to the public by all appropriate means, including publication on the City's website: [www.northlibertyiowa.org](http://www.northlibertyiowa.org).

4. Enforcement and Towing. Any person who violates the provisions of this section shall be subject to criminal prosecution in accordance with Chapter 70 and to civil enforcement in accordance with Chapter 3. Each 12-hour period that a vehicle is parked or allowed to remain on any street in violation of this section

constitutes a separate and distinct offense. Any vehicles found to be parked where not permitted during a snow emergency may be impounded in accordance with the provisions of Section 70.06.

## **SECTION 2. AMENDMENT OF TRAFFIC CODE ENFORCEMENT PROCEDURE**

**ORDINANCE.** Chapter 70.03 of the North Liberty Code of Ordinances is amended to read as follows:

### **70.03 PARKING VIOLATIONS.**

1. Uncontested Violations. Violations of parking regulations imposed by Chapter 69 of this Code of Ordinances shall be charged upon a simple notice of a fine payable at the office of the City Clerk. The fine for improper use of a persons with disabilities parking permit is two hundred dollars (\$200.00). The fine for illegal parking in a fire lane is one hundred dollars (\$100.00). The fine for snow emergency parking violations is twenty-five dollars (\$25.00). The fine for all other violations shall be in the amount of ten dollars (\$10.00) and if such fine is not paid within thirty (30) days, it shall be increased by five dollars (\$5.00).
2. Contested Violations. Violations of parking regulations charged by simple notice under Paragraph 1 above may be appealed by written notice asserting the basis for such appeal to the Chief of Police or the Chief of Police's designee within thirty (30) days of the date of the violation, and prior to a complaint being filed in District Court. In the event of a timely appeal, the Chief of Police or Chief of Police's designee shall conduct a summary review and determine whether the violation is to be sustained, or in the alternative, order an administrative dismissal.

**SECTION 3. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 4. 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 5. 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 5. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on \_\_\_\_\_, 2025.

Second reading on \_\_\_\_\_, 2025.

Third and final reading on \_\_\_\_\_, 2025.

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. \_\_\_\_\_ in the Cedar Rapids *Gazette* on the \_\_\_\_ day of \_\_\_\_\_, 2025.

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





# **Zoning Code Ordinance Amendment**



February 4, 2025

Chris Hoffman, Mayor  
City of North Liberty  
360 North Main Street  
North Liberty IA 52317

Re: Request of the City of North Liberty for an Ordinance amending Chapters 167 and 169 of the North Liberty Code of Ordinances, governing definitions of and regulations for fences and accessory structures and uses.

Mayor Hoffman:

The North Liberty Planning Commission considered the above-referenced request at its February 4, 2025 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:**

1. 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 5-0.

Amy Yotty, Chairperson  
City of North Liberty Planning Commission



To **City of North Liberty Planning Commission**  
From **Ryan Rusnak, AICP**  
Date **January 31, 2025**  
Re **Request of the City of North Liberty for an Ordinance amending Chapters 167 and 169 of the North Liberty Code of Ordinances, governing definitions of and regulations for fences and accessory structures and uses.**

---

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

**1. Request Summary:**

Section 166.01(6) of the North Liberty Code of Ordinances provides for an appeal of an interpretation by the Code Official to be submitted to the Board of Adjustment and such interpretation shall be considered final.

The City recently prevailed in two separate requests appealing the Planning Director's interpretation of certain provisions of the Zoning Code. Although the Zoning Board of Adjustment agreed with the Planning Director's interpretation in both cases, staff is proposing to strengthen the Zoning Code to deter similar or nuanced requests for appeal.

**2. Zoning Text 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.*

- (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 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. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTERS 167 AND 169 OF THE NORTH  
LIBERTY CODE OF ORDINANCES, GOVERNING DEFINITIONS OF AND  
REGULATIONS FOR FENCES AND ACCESSORY STRUCTURES AND USES

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

**SECTION 1. AMENDMENT OF ORDINANCE.** Section 167.01 of the North Liberty Code of Ordinances, is amended to modify the definition "gross floor area" and add the definitions of "fence" and "shade structure".

"Floor area, gross" means the sum of the horizontal areas of floors of a building measured from the exterior face of exterior walls or, if appropriate, from the centerline of dividing walls; ~~this includes~~ including, but not limited to courts, ~~and~~ decks, ~~or~~ porches when covered by a roof.

"Fence" means a vertical structure used to provide privacy, visual or otherwise, or for protection, to identify or demark boundaries, or for containment and/or confinement.

"Structure, Shade" means an attached or freestanding structure with a temporary or permanent roof and/or walls designed to provide protection from the sun and rain.

**SECTION 2. AMENDMENT OF ORDINANCE.** Subsection 9 of Section 169.04 of the North Liberty Code of Ordinances, is amended as follows:

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

~~B.C.~~ Barbed wire, razor wire, spikes, nails, etc.

~~C.D.~~ Wood panel fence

~~D.E.~~ Plywood or oriented strand board (OSB)

F. Pallets or any used repurposed material

~~E.G.~~ Cloth, fabric, canvas, plastic sheets, tarps, etc. as primary materials

~~F.H.~~ Chicken wire

~~G.I.~~ 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 3. AMENDMENT OF ORDINANCE.** Preamble and Subsections 1, 2 and 3 of Section 169.05 of the North Liberty Code of Ordinances, is amended as follows:

Accessory structures and uses shall occupy the same lot as the main use or building. No lot shall have an accessory structure or use without the principal use. No accessory structure shall be used as a dwelling unit. Accessory structures shall be constructed out of material intended for long-term exposure to the elements. Prohibited materials include, but are not limited to cloth, fabric, canvas, plastic sheets and tarps. Exceptions to the materials prohibition includes plastic for greenhouses and fabric and/or canvas for shade structures. Shipping containers are prohibited as an accessory structure.

1. Yard Encroachment.

No accessory building or use shall be located within any yard unless authorized by this Section and/or Section 169.08.

2. Freestanding Garages, Storage Buildings, Greenhouses, Gazebos, Pergolas, and other Similar Structures greater than 200 Square Feet Gross Floor Area.

A. RS, RD and ID districts shall be subject to the following:

- (1) A maximum of one freestanding garage building, greenhouse, gazebo, pergola, or other similar structure greater than 200 square feet gross floor area.
- (2) Freestanding garages or combination of structures, which include a freestanding garage: 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.
- (3) All other structures or combinations of structures, which do not include a besides freestanding garages: A maximum gross floor area of 600 square feet.
- (4) Structures as described in subparagraphs (1) and (2) above may ~~May~~ be located within the rear yard subject to a five-foot side and rear setback.
- (5) Structures as described in subparagraphs (1) and (2) above may ~~May~~ be located within a side yard subject to meeting the required side and rear yard setbacks for the main building.
- (6) Structures as described in subparagraphs (1) and (2) above shall ~~Must~~ be situated a minimum 20 feet from a public or private right-of-way or improved alley.

- (7) Structures as described in subparagraphs (1) and (2) above shall~~May~~ not be located within any utility, sewer, drainage, access or walkway easement, where such easement is dedicated to the City or to public use.
- (8) Structures as described in subparagraphs (1) and (2) above shall have a~~A~~ maximum height of 15 feet.

B. RM district.

- (1) The RM District has no~~No~~ maximum number of freestanding garages~~structures~~, however, the aggregate floor area of all freestanding garages, greenhouses, gazebos, pergolas and other similar structures shall not exceed the aggregate footprint of the main buildings.
- (2) Freestanding garages, greenhouses, gazebos, pergolas and other similar structures may~~May~~ be located within the rear yard subject to a 10-foot side and rear setback.
- (3) A minimum 20 feet from a public or private right-of-way or improved alley is required for all freestanding garages, greenhouses, gazebos, pergolas and other similar structures.
- (4) Freestanding garages, greenhouses, gazebos, pergolas and other similar structures shall not be located~~Not~~ within any utility, sewer, drainage, access or walkway easement, where such easement is dedicated to the City or to public use.
- (5) Freestanding garages, greenhouses, gazebos, pergolas and other similar structures shall have a~~A~~ maximum height of 15 feet.

3. Storage Buildings and Greenhouses.

A. RS and RD districts shall be subject to the following:

- (1) A maximum two storage buildings, greenhouses or structures designed for other similar use, or any combination thereof, may be located within the rear yard.
- (2) Maximum 200 square feet gross floor area per structure.
- (3) Storage buildings, greenhouses and other similar structures shall have a~~A~~ minimum of five feet from the side and rear property line.
- (4) A minimum of 10 feet from a public or private right-of-way alley is required for all storage buildings, greenhouses, and other similar structures.
- (5) Storage buildings, greenhouses, and other similar structures shall not be located~~Not~~ within any utility, sewer, drainage, access or walkway easement, where such easement is dedicated to the City or to public use.
- (6) Storage buildings, greenhouses, and other similar structures shall have a~~M~~ maximum building height of 10 feet.

B. R-MH district shall be subject to the following:

- (1) A maximum one storage building, greenhouse or structure designed for other similar use, or any combination therefore, may be located on the same space as the manufactured home, and only in the side or rear yard.
- (2) A maximum of 144 square feet gross floor area is permitted for any such structure as described in subparagraph (1) above.

- (3) ~~Structures as described in subparagraph (1) above shall be located a~~A minimum of 10 feet from a public or private right-of-way alley.
- (4) ~~Structures as described in subparagraph (1) above shall not be located~~Not within any utility, sewer, drainage, access or walkway easement, where such easement is dedicated to the City or to public use.
- (5) ~~Structures as described in subparagraph (1) above shall have a maximum~~Maximum building height of 10 feet.

**SECTION 4. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 5. 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 6. 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 7. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First consideration on \_\_\_\_\_, 2025.

Two meetings prior to final consideration waived on \_\_\_\_\_, 2025.

Second and final consideration on \_\_\_\_\_, 2025.

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.

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TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance No. \_\_\_\_\_ in the Cedar Rapids *Gazette* on the \_\_\_\_ day of \_\_\_\_\_, 2025.

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TRACEY MULCAHEY, CITY CLERK

**Ordinance No. 2025-05**

**AN ORDINANCE AMENDING CHAPTERS 167 AND 169 OF THE  
NORTH LIBERTY CODE OF ORDINANCES, GOVERNING  
DEFINITIONS OF AND REGULATIONS FOR FENCES AND  
ACCESSORY STRUCTURES AND USES**

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

**SECTION 1. AMENDMENT OF ORDINANCE.** Section 167.01 of the North Liberty Code of Ordinances, is amended to modify the definition “gross floor area” and add the definitions of “fence” and “shade structure”.

“Floor area, gross” means the sum of the horizontal areas of floors of a building measured from the exterior face of exterior walls or, if appropriate, from the centerline of dividing walls including, but not limited to courts, decks, porches when covered by a roof.

“Fence” means a vertical structure used to provide privacy, visual or otherwise, or for protection, to identify or demark boundaries, or for containment and/or confinement.

“Structure, Shade” means an attached or freestanding structure with a temporary or permanent roof and/or walls designed to provide protection from the sun and rain.

**SECTION 2. AMENDMENT OF ORDINANCE.** Subsection 9 of Section 169.04 of the North Liberty Code of Ordinances, is amended as follows:

**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. Barbed wire, razor wire, spikes, nails, etc.
- D. Wood panel fence
- E. Plywood or oriented strand board (OSB)
- F. Pallets or any used repurposed material
- G. Cloth, fabric, canvas, plastic sheets, tarps, etc. as primary materials
- H. Chicken wire
- I. 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 3. AMENDMENT OF ORDINANCE.** Preamble and Subsections 1, 2 and 3 of Section 169.05 of the North Liberty Code of Ordinances, is amended as follows:

Accessory structures and uses shall occupy the same lot as the main use or building. No lot shall have an accessory structure or use without the principal use. No accessory structure shall be used as a dwelling unit. Accessory structures shall be constructed out of material intended for long-term exposure to the elements. Prohibited materials include, but are not limited to cloth, fabric, canvas, plastic sheets and tarps. Exceptions to the materials prohibition includes plastic for greenhouses and fabric and/or canvas for shade structures. Shipping containers are prohibited as an accessory structure.

1. Yard Encroachment.  
No accessory building or use shall be located within any yard unless authorized by this Section and/or Section 169.08.
2. Freestanding Garages, Storage Buildings, Greenhouses, Gazebos, Pergolas, and other Similar Structures greater than 200 Square Feet Gross Floor Area.
  - A. RS, RD and ID districts shall be subject to the following:
    - (1) A maximum of one freestanding garage building, greenhouse, gazebo, pergola, or other similar structure greater than 200 square feet gross floor area.
    - (2) Freestanding garages or combination of structures, which include a freestanding garage: 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.
    - (3) All other structures or combinations of structures, which do not include a freestanding garage: A maximum gross floor area of 600 square feet.
    - (4) Structures as described in subparagraphs (1) and (2) above may be located within the rear yard subject to a five-foot side and rear setback.
    - (5) Structures as described in subparagraphs (1) and (2) above may be located within a side yard subject to meeting the required side and rear yard setbacks for the main building.
    - (6) Structures as described in subparagraphs (1) and (2) above shall be situated a minimum 20 feet from a public or private right-of-way or improved alley.

- (7) Structures as described in subparagraphs (1) and (2) above 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.
  - (8) Structures as described in subparagraphs (1) and (2) above shall have a maximum height of 15 feet.
- B. RM district.
  - (1) The RM District has no maximum number of structures, however, the aggregate floor area of all freestanding garages, greenhouses, gazebos, pergolas and other similar structures shall not exceed the aggregate footprint of the main buildings.
  - (2) Freestanding garages, greenhouses, gazebos, pergolas and other similar structures may be located within the rear yard subject to a 10-foot side and rear setback.
  - (3) A minimum 20 feet from a public or private right-of-way or improved alley is required for all freestanding garages, greenhouses, gazebos, pergolas and other similar structures.
  - (4) Freestanding garages, greenhouses, gazebos, pergolas and other similar structures 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.
  - (5) Freestanding garages, greenhouses, gazebos, pergolas and other similar structures shall have a maximum height of 15 feet.
- 3. Storage Buildings and Greenhouses.
  - A. RS and RD districts shall be subject to the following:
    - (1) A maximum two storage buildings, greenhouses or structures designed for other similar use, or any combination thereof, may be located within the rear yard.
    - (2) Maximum 200 square feet gross floor area per structure.
    - (3) Storage buildings, greenhouses and other similar structures shall have a minimum of five feet from the side and rear property line.
    - (4) A minimum of 10 feet from a public or private right-of-way alley is required for all storage buildings, greenhouses, and other similar structures.
    - (5) Storage buildings, greenhouses, and other similar structures 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.
    - (6) Storage buildings, greenhouses, and other similar structures shall have a maximum building height of 10 feet.
  - B. R-MH district shall be subject to the following:
    - (1) A maximum one storage building, greenhouse or structure designed for other similar use, or any combination therefore, may be located on the same space as the manufactured home, and only in the side or rear yard.
    - (2) A maximum of 144 square feet gross floor area is permitted for any such structure as described in subparagraph (1) above.

- (3) Structures as described in subparagraph (1) above shall be located a minimum of 10 feet from a public or private right-of-way alley.
- (4) Structures as described in subparagraph (1) above 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.
- (5) Structures as described in subparagraph (1) above shall have a maximum building height of 10 feet.

**SECTION 4. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 5. 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 6. 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 7. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First consideration on \_\_\_\_\_, 2025.

Two meetings prior to final consideration waived on \_\_\_\_\_, 2025.

Second and final consideration on \_\_\_\_\_, 2025.

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. \_\_\_\_\_ in the Cedar Rapids *Gazette* on the \_\_\_\_ day of \_\_\_\_\_, 2025.

---

TRACEY MULCAHEY, CITY CLERK



**Lot 15 Deerfield  
Seventh  
Preliminary Site  
Plan**



February 4, 2025

Chris Hoffman, Mayor  
City of North Liberty  
360 North Main Street  
North Liberty IA 52317

Re: Request of North Jones, LLC to approve a Preliminary Site Plan for a 12-unit multi-unit residence building and related infrastructure on 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 February 4, 2025 meeting. The Planning Commission took the following action:

**Finding:**

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

**Recommendation:**

1. The Planning Commission accepted the listed finding and forwards the preliminary site plan to the City Council with a recommendation for approval.

The vote for approval was 5-0.

Amy Yotty, Chairperson  
City of North Liberty Planning Commission





To **City of North Liberty Planning Commission**  
From **Ryan Rusnak, AICP**  
Date **January 31, 2025**  
Re **Request of North Jones, LLC to approve a Preliminary Site Plan for a 12-unit multi-unit residence building and related infrastructure on 3.53 acres. The property is located at 1605, 1655 and 1695 North Jones Boulevard.**

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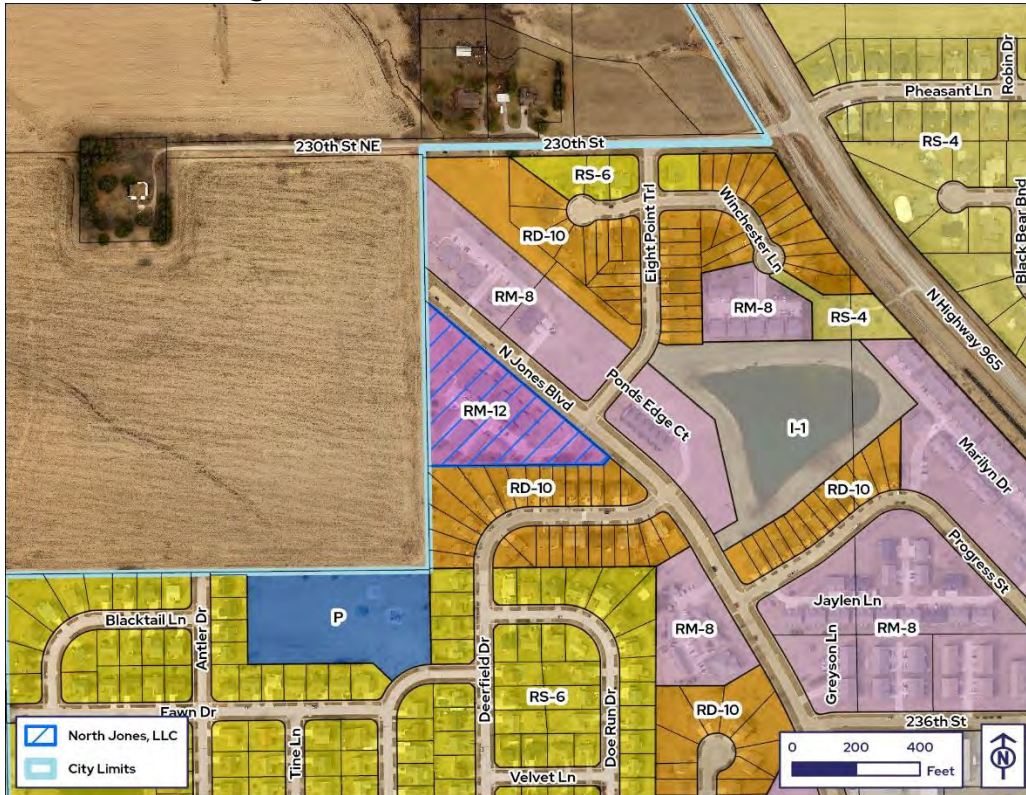
North Liberty City staff has reviewed the subject submission, and offer comments presented in this memo.

1. **Request Summary:** The site plan proposes one, three-story, 12-unit multi-unit building and related infrastructure on approximately 3.53 acres.

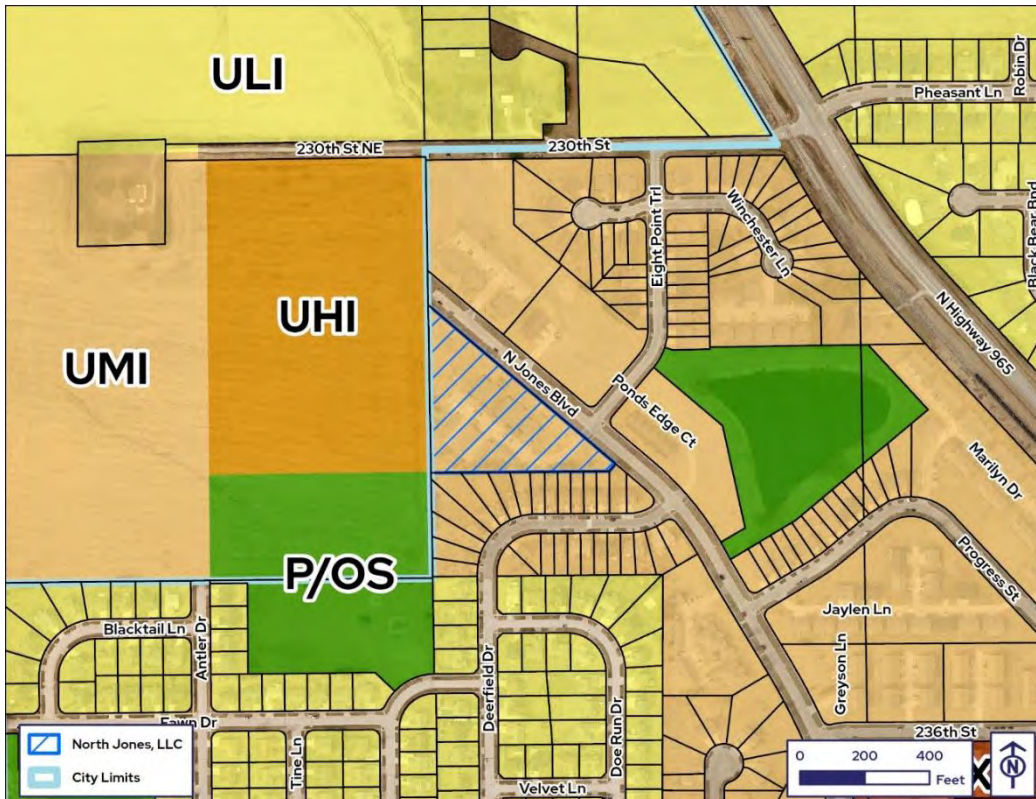




2. **Current Zoning:** RM-12 Multi-Unit Residence District.



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



#### **4. Site Plan Approval Standards:**

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

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

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

**See analysis below.**

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

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

#### Analysis of adopted ordinances and regulations.

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

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

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

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

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

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

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

#### **5. Additional information:**

This property was recently rezoned from RM-8 Multi-Unit Residence District to RM-12 Multi-Unit Residence District to allow for the construction of this additional building.

#### **6. Staff Recommendation:**

##### Finding:

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

##### Recommendation:

Staff recommends the Planning Commission accept the listed finding and forward the request to approve a Preliminary Site Plan for a 12-unit multi-unit residence building on 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 preliminary site plan to the City Council with a recommendation for approval.





# PRELIMINARY GRADING PLAN LOT 15 DEERFIELD SEVENTH ADDITION NORTH LIBERTY, IOWA



STANDARD LEGEND AND NOTES	
---	PROPERTY &/OR BOUNDARY LINES
---	CONGRESSIONAL SECTION LINES
---	RIGHT-OF-WAY LINES
---	EXISTING RIGHT-OF-WAY LINES
---	CENTER LINES
---	EXISTING CENTER LINES
---	LOT LINES, PLATTED OR BY DEED
---	PROPOSED EASEMENT LINES
---	EXISTING EASEMENT LINES
---	BENCHMARK
---	RECORDED DIMENSIONS
---	CURVE SEGMENT NUMBER
---	PROPOSED
---	EXISTING
---	POWER POLE
---	POWER POLE W/WORK
---	POWER POLE W/TRANS
---	POWER POLE W/LIGHT
---	OUT FOLE
---	LIGHT POLE
---	SANITARY MANHOLE
---	WATER VALVE
---	FIRE HYDRANT
---	DRAINAGE MANHOLE
---	CURB INLET
---	FOUL LINE
---	EXISTING SANITARY SEWER
---	PROPOSED SANITARY SEWER
---	EXISTING STORM SEWER
---	PROPOSED STORM SEWER
---	WATER LINES
---	ELECTRICAL LINES
---	TELEPHONE LINES
---	GAS LINES
---	OVERHEAD ELECTRIC
---	CONTOUR LINES (1' INTERVAL)
---	PROPOSED GROUND
---	EXISTING TREE LINE
---	EXISTING DECIDUOUS TREE & SHRUB
---	EXISTING EVERGREEN TREES & SHRUBS

THE ACTUAL SIZE AND LOCATION OF ALL PROPOSED FACILITIES SHALL BE VERIFIED WITH CONSTRUCTION DOCUMENTS, WHICH ARE TO BE PREPARED AND SUBMITTED SUBSEQUENT TO THE APPROVAL OF THIS DOCUMENT.



CIVIL ENGINEERS  
LAND PLANNERS  
LAND SURVEYORS  
LANDSCAPE ARCHITECTS  
ENVIRONMENTAL SPECIALISTS  
1917 S. GILBERT ST.  
IOWA CITY, IOWA 52243  
(319) 351-8282  
www.mmsconsultants.net

Date	Revision
01/21/2025	PER CITY COMMENTS - HEH

PRELIMINARY  
GRADING PLAN

LOT 15  
DEERFIELD  
SEVENTH  
ADDITION  
NORTH LIBERTY  
JOHNSON COUNTY  
IOWA

UTILITIES  
THE CONTRACTOR SHALL NOTIFY IOWA ONE CALL AT 811 OR 800/293-8889 NO LATER THAN 48 HRS. IN ADVANCE OF ANY DIGGING OR EXCAVATION.

WHERE PUBLIC UTILITY UTILITIES ARE SHOWN AS EXISTING ON THE PLANS OR ENCOUNTERED WHEN THE CONSTRUCTION AREA, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO NOTIFY THE OWNERS OF THOSE UTILITIES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THE CONTRACTOR SHALL AFFORD ACCESS TO THESE FACILITIES FOR NECESSARY MODIFICATION OF SERVICES. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE. ONLY IF IT IS POSSIBLE THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN OR KNOWN TO BE THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE. ANY INTERFERENCE AND DAMAGE LOCATION AND TO AVOID DAMAGE THEREBY NO CLAIMS FOR ADDITIONAL COMPENSATION WILL BE ALLOWED TO THE CONTRACTOR FOR ANY INTERFERENCE OR DELAY CAUSED BY SUCH WORK.

Designed by: JDM  
Drawn by: TAV  
Checked by: KCB  
Project No: 1331-901

Field Book No: 1402  
Scale: 1"=30'  
Sheet No: 2

MMS CONSULTANTS, INC.  
Date: 01-02-25  
Field Book No: 1402  
Designed by: JDM  
Drawn by: TAV  
Checked by: KCB  
Project No: 1331-901  
Sheet No: 2





**LOT 15 DEERFIELD 7TH ADDITION**





**LOT 15 DEERFIELD 7TH ADDITION**





**LOT 15 DEERFIELD 7TH ADDITION**

**Resolution No. 2025-18**

**RESOLUTION APPROVING THE PRELIMINARY SITE  
PLAN FOR LOT 15 DEERFIELD SEVENTH, NORTH  
LIBERTY, IOWA**

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

**WHEREAS**, the owner and applicant, North Jones LLC, has filed with the City Clerk a preliminary site plan;

**WHEREAS**, the property is described as:

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; and

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of North Liberty, Iowa, does hereby approve the preliminary site plan for Lot 15 Deerfield Seventh, North Liberty, Iowa.

**APPROVED AND ADOPTED** this 11th day of February, 2025.

**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



# **FY 2025-26 Budget**

CITY NAME:  
NORTH LIBERTY

NOTICE OF PUBLIC HEARING - CITY OF NORTH LIBERTY - PROPOSED PROPERTY TAX LEVY  
Fiscal Year July 1, 2025 - June 30, 2026

CITY #: 52-485

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:  
Meeting Date: 4/8/2025 Meeting Time: 06:00 PM Meeting Location: 360 N. Main Street

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After the hearing of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)  
northlibertyiowa.org

City Telephone Number  
(319) 626-5700

Iowa Department of Management	Current Year Property Tax	Certified 2024 - 2025	Budget Year Property Tax	Effective 2025 - 2026	Budget Year Property Tax	Proposed 2025 - 2026
Taxable Valuations for Non-Debt Service		1,157,371,546		1,234,099,999		1,234,099,999
Consolidated General Fund		9,101,662		9,101,662		9,422,391
Operation & Maintenance of Public Transit		0		0		0
Aviation Authority		0		0		0
Liability, Property & Self Insurance		273,047		273,047		340,180
Support of Local Emergency Mgmt. Comm.		0		0		0
Unified Law Enforcement		0		0		0
Police & Fire Retirement		0		0		0
FICA & IPERS (If at General Fund Limit)		1,367,272		1,367,272		1,447,760
Other Employee Benefits		1,283,895		1,283,895		1,612,808
Capital Projects (Capital Improv. Reserve)		0		0		0
Taxable Value for Debt Service		1,316,022,929		1,381,904,521		1,381,904,521
Debt Service		1,290,466		1,290,466		1,791,294
CITY REGULAR TOTAL PROPERTY TAX		13,316,342		13,316,342		14,614,433
CITY REGULAR TAX RATE		11.37126		10.67848		11.68693
Taxable Value for City Ag Land		2,293,055		2,435,696		2,435,696
Ag Land		6,888		6,888		7,317
CITY AG LAND TAX RATE		3.00375		2.82794		3.00375
Tax Rate Comparison-Current VS. Proposed						
Residential property with an Actual/Assessed Valuation of \$100,000/\$110,000		Current Year 2024/2025		Budget Year 2025/2026		Percent Change
City Regular Residential		527		610		15.75
Commercial property with an Actual/Assessed Valuation of \$300,000/\$330,000		Current Year 2024/2025		Budget Year 2025/2026		Percent Change
City Regular Commercial		2,326		2,725		17.15

Note: Actual/Assessed Valuation is multiplied by a Rollback Percentage to get to the Taxable Valuation to calculate Property Taxes. Residential and Commercial properties have the same Rollback Percentage at \$100,000 Actual/Assessed Valuation.

**Reasons for tax increase if proposed exceeds the current:**  
Moving from a volunteer to a hybrid paid staff fire dept. Wages and benefits continue to increase and are necessary to maintain the current level of services. Commodities and service costs continue to increase by large percentages. Planning for add'l staff & operational costs for Centennial Ctr.



**Resolution No. 2025-19**

**RESOLUTION SETTING TIME AND PLACE FOR A  
PUBLIC HEARING FOR THE PURPOSE OF  
CONSIDERING THE CONSOLIDATED GENERAL FUND  
TAX LEVY FOR THE FISCAL YEAR 2025-2026 BUDGET**

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

**WHEREAS**, the City Council of North Liberty, Iowa is preparing the annual budget for the Fiscal Year 2025-2026; and

**WHEREAS**, Iowa HF 718 requires a public hearing on the consolidated general fund tax levy where any resident or taxpayer of the City may present to the City Council objections or arguments in favor of the tax levy before the budget is adopted and certified to the County Auditor; and

**WHEREAS**, interested residents or taxpayers having comments for or against the proposed property tax rate may appear and be heard at the public hearing at the City Council meeting on Tuesday, April 8, 2025 at 6:00 PM at the Council Chambers, 360 North Main Street, North Liberty, Iowa.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of North Liberty, Iowa, that this confirms that the city council order the publication of a notice of public hearing pertaining to the consolidated general fund tax levy not less than ten (10) days nor more than twenty (20) days prior to the date set for the hearing.

**APPROVED AND ADOPTED** this 11th day of February, 2025.

**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



# **Greenbelt Trail Parts 3 & 4**

## **Final Plats**



Prepared by: Robert N. Downer, 327 2<sup>nd</sup> St Ste 300, Coralville, IA 52241, tel: 319-365-9461

### TEMPORARY CONSTRUCTION EASEMENT (OFF-SITE)

THIS TEMPORARY CONSTRUCTION EASEMENT (OFF-SITE), made and entered into this 16 day of January, 2025, by and between SCANLON FAMILY, L.L.C., an Iowa limited liability company (the "Owner"), and GREENBELT 3-4, L.L.C., an Iowa limited liability company (the "Developer").

WHEREAS, the Developer is developing and has submitted a Final Plat for Greenbelt Trail Part 3, North Liberty, Johnson County, Iowa (the "Subdivision") to the City Council of the City of North Liberty, Iowa, which Subdivision has been approved conditioned upon the within easement; and

WHEREAS, the Developer is desirous of constructing infrastructure as a part of the development of the Subdivision and is in need of a portion of Owner's property in order to construct such infrastructure, all upon the terms and conditions hereinafter set forth.

IT IS THEREFORE AGREED, as follows:

1. Dedication of Temporary Construction Easement (Off-site). Owner does hereby grant unto the Developer the temporary use of the following described real estate owned by Owner, all as depicted upon the final plat of the Subdivision:

See Exhibit "A", attached hereto and by this reference made a part hereof (the "Easement Area").

2. Purposes of Easement. The within easement is granted for the purpose of constructing infrastructure on the real estate described upon Exhibit "A" which Temporary Construction Easement (Off-site) shall be utilized only for the purpose of constructing and installing such infrastructure within the area covered by said easement and the adjacent Subdivision, together with the right of ingress and egress thereto over and across the Easement Area.

3. Restoration. Upon completion of the construction of said infrastructure, the Easement Area shall be graded, as nearly as possible, to match the elevation of Owner's adjacent

property. Developer is hereby granted the right to trim, cut down, and clear away all trees and brush on the Easement Area which now or hereafter in the reasonable opinion of the Developer may be a hazard to such area or to the infrastructure being constructed by the Developer.

4. Indemnification. The Developer shall indemnify the Owner, its successors and assigns, against any loss and damage which shall be caused by the negligent exercise of any said ingress or egress, construction, maintenance, or use by either the Developer or its agents and employees in the course of their employment with such indemnification to be by the party negligently exercising its rights hereunder.


5. Limitation. Nothing in this Agreement shall be construed to impose a requirement on the Owner to construct or install any of the improvements covered hereby, which obligation being on the Developer until completion by the Developer and until acceptance by the City, as provided by law.

6. Binding Upon Successors and Assigns. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall be deemed to apply to and run with the title to the land.

7. Expiration. The rights herein granted to the Developer shall remain in full force and effect until the earlier to occur of the completion of the trail to be constructed as hereinabove provided, or until the 31<sup>st</sup> day of July, 2025, whichever shall first occur, at which time all rights herein granted shall terminate and expire.

DATED the day, month and year above written.

SCANLON FAMILY, L.L.C.

By:   
James Patrick Scanlon, Jr.,  
Member and Manager

"Owner"

GREENBELT 3-4, L.L.C.

By: \_\_\_\_\_

James Patrick Scanlon, Jr.,

Member and Manager

“Developer”

COMMONWEALTH OF MASSACHUSETTS )

ss:

COUNTY OF SUFFOLK )

This instrument was acknowledged before me on January 16<sup>th</sup>, 2025 by James Patrick Scanlon, Jr., as Member and Manager of SCANLON FAMILY, L.L.C.



Robert A. Fitzgerald  
Notary Public in and for the State of Massachusetts

COMMONWEALTH OF MASSACHUSETTS )

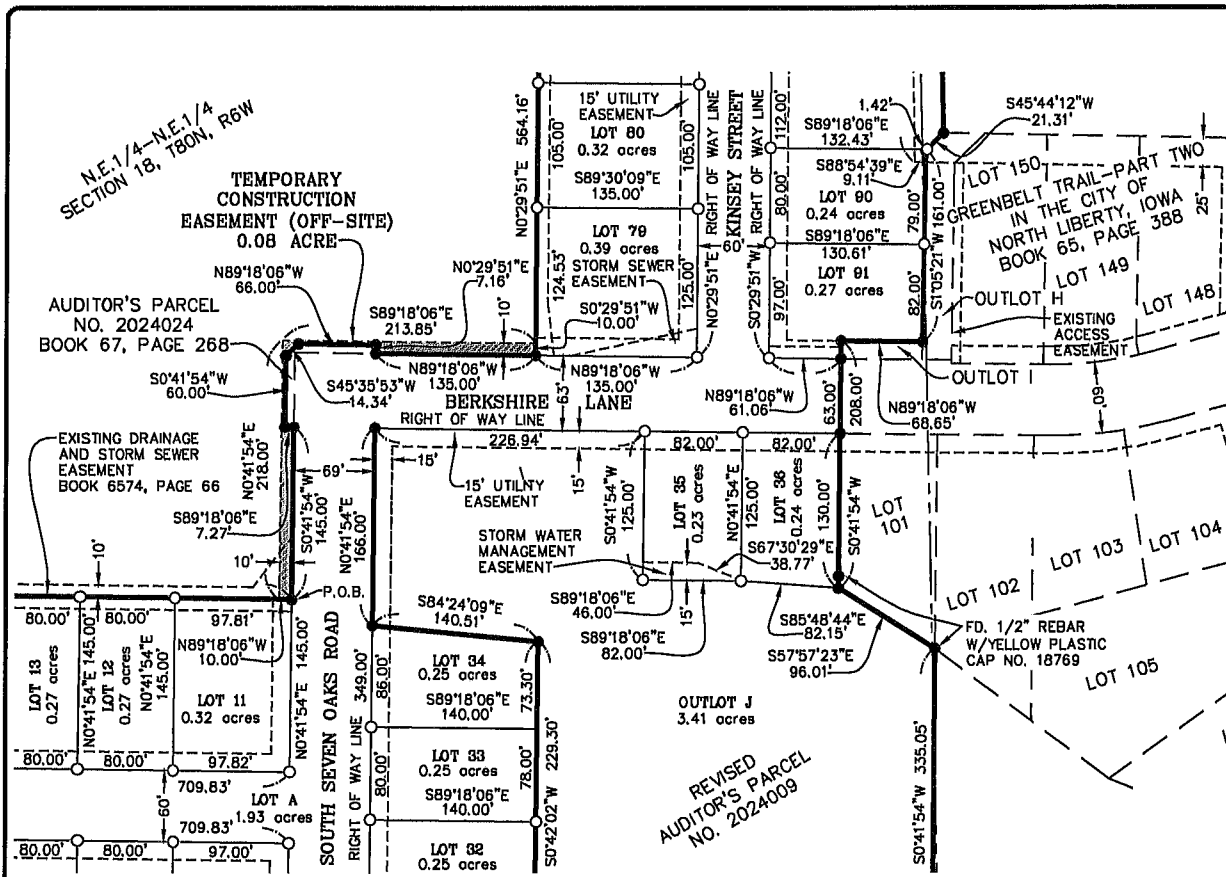
ss:

COUNTY OF SUFFOLK )

This instrument was acknowledged before me on January 16<sup>th</sup>, 2025 by James Patrick Scanlon, Jr., as Member and Manager of GREENBELT 3-4, L.L.C.

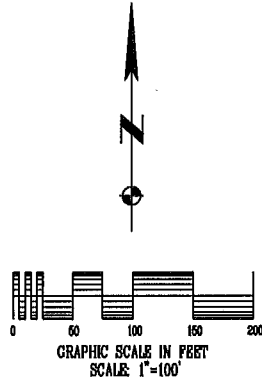


Robert A. Fitzgerald  
Notary Public in and for the State of Massachusetts



**NOTES:**

1. DISTANCES ARE IN FEET AND DECIMALS THEREOF.
2. BEARINGS ARE BASED ON: NAD83(2011) / Iowa RCS Zone 10 (Cedar Rapids), as observed using the Iowa Real Time Network.
3. DATE OF SURVEY FIELD WORK: 9/28/2023



**REQUESTOR/PROPRIETOR:**  
SCANLON FAMILY, L.L.C.

**COMPANY:**  
HALL & HALL ENGINEERS, INC.  
1880 BOYSON ROAD  
HIAWATHA, IOWA 52233  
1-319-362-9548

**OWNER'S ATTORNEY:**  
ROBERT N. DOWNER  
327 2ND STREET  
SUITE 300  
CORALVILLE, IOWA 52241  
319-365-9461

**SURVEY LEGEND**

- SET 1/2" REBAR W/ YELLOW PLASTIC CAP NO. 14809
- FD. 1/2" REBAR W/ YELLOW PLASTIC CAP NO. 14809 UNLESS OTHERWISE NOTED
- ▲ FD. SECTION CORNER MONUMENT AS NOTED
- ( ) RECORDED AS
- EASEMENT LINE
- PLAT BOUNDARY
- EXISTING LOT LINE
- 1/4-1/4 SECTION LINE
- 1/4 SECTION LINE
- SECTION LINE

**LEGAL DESCRIPTION-TEMPORARY CONSTRUCTION EASEMENT (OFF-SITE):**

A PORTION OF NORTHEAST QUARTER OF THE NORTHEAST QUARTER (N.E.1/4-N.E.1/4) OF SECTION EIGHTEEN (18), TOWNSHIP EIGHTY (80) NORTH, RANGE SIX (6) WEST OF THE FIFTH PRINCIPAL MERIDIAN CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 11 OF GREENBELT TRAIL-PART FOUR IN THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA; THENCE NORTH 89°18'06" WEST ON THE NORTH LINE OF SAID LOT 11, A DISTANCE OF 10.00 FEET; THENCE NORTH 0°41'54" EAST, 218.00 FEET; THENCE SOUTH 89°18'06" EAST, 213.85 FEET TO THE WEST LINE OF LOT 79 OF GREENBELT TRAIL-PART THREE IN THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA; THENCE SOUTH 0°29'51" WEST ON SAID WEST LINE, 10.00 FEET TO THE SOUTHWEST CORNER OF SAID LOT 11; THENCE NORTH 89°18'06" WEST ON THE NORTH RIGHT OF WAY LINE OF BERKSHIRE LANE, 135.00 FEET; THENCE NORTH 0°29'51" EAST ON AN EAST LINE OF AUDITOR'S PARCEL NO. 2024024, A DISTANCE OF 7.16 FEET; THENCE NORTH 89°18'06" WEST ON THE NORTH LINE OF SAID AUDITOR'S PARCEL, 66.00 FEET; THENCE SOUTH 45°35'53" WEST ON A NORTHWESTERLY LINE OF SAID AUDITOR'S PARCEL, 14.34 FEET; THENCE SOUTH 0°41'54" WEST ON THE WEST LINE OF SAID AUDITOR'S PARCEL, 60.00 FEET; THENCE SOUTH 89°18'06" ON A SOUTH LINE OF SAID AUDITOR'S PARCEL, 7.27 FEET TO THE WEST RIGHT OF WAY LINE OF SOUTH SEVEN OAKS ROAD; THENCE SOUTH 0°41'54" WEST ON SAID WEST RIGHT OF WAY LINE, 145.00 FEET TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 0.08 ACRE.

Project Number: 9749-081 3	Sheet: 1 of 1	Scale: 1"=100'	Date: 12/17/2024	Field Book No: 0705	Sheet Title: EXHIBIT A TEMPORARY CONSTRUCTION EASEMENT (OFF-SITE) PORTIONS OF THE N.E.1/4-N.E.1/4, SECTION 18, T80N, R6W NORTH LIBERTY, JOHNSON COUNTY, IOWA	HALL & HALL ENGINEERS, INC. <i>Leaders in Land Development Since 1933</i> 1880 BOYSON ROAD, HIAWATHA, IOWA 52233 PHONE: (319) 362-9548 FAX: (319) 362-7595 CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE LAND SURVEYING • LAND DEVELOPMENT PLANNING www.halleng.com
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CAD File: t:\projects\9700\9749-081 Scanlon Forms Greenbelt Trail Part 5\DWG\9749-0813 TEMP CONST EASE 10 FEET OFF-SITE 302024.dwg Date Plotted: Dec 17, 2024 - 3:11pm Plotted By: DLK

Prepared by: Robert N. Downer, 327 2<sup>nd</sup> St Ste 300, Coralville, IA 52241, tel: 319-365-9461

### TEMPORARY CONSTRUCTION EASEMENT

THIS TEMPORARY CONSTRUCTION EASEMENT, made and entered into this 16 day of January, 2025, by and between SCANLON FAMILY, L.L.C., an Iowa limited liability company (the "Owner"), and GREENBELT 3-4, L.L.C., an Iowa limited liability company (the "Developer").

WHEREAS, the Developer is developing and has submitted a Final Plat for Greenbelt Trail Part 3, North Liberty, Johnson County, Iowa (the "Subdivision") to the City Council of the City of North Liberty, Iowa, which Subdivision has been approved conditioned upon the within easement; and

WHEREAS, the Developer is desirous of grading certain areas in the vicinity of the Subdivision in order to properly construct the infrastructure acquired for the Subdivision, all upon the terms and conditions hereinafter set forth.

IT IS THEREFORE AGREED, as follows:

1. Dedication of Temporary Construction Easement. Owner does hereby grant unto the Developer the temporary use of the following described real estate owned by Owner, all as depicted upon the final plat of the Subdivision:

See Exhibit "A", attached hereto and by this reference made a part hereof (the "Easement Area").


2. Purposes of Easement. The within easement is granted for the purpose of grading and constructing the Subdivision, and areas adjacent thereto for the purpose of constructing the infrastructure for the Subdivision, including that area described upon Exhibit "A", which Temporary Construction Easement shall be utilized only for the purpose of grading and constructing infrastructure for the Subdivision within the Subdivision and the Easement Area, together with the right of ingress and egress thereto over and across the Easement Area.



3. Restoration. Upon completion of said grading and construction, the Easement Area shall be graded, as nearly as possible, to match the elevation of Owner's adjacent property. Developer is hereby granted the right to trim, cut down, and clear away all trees and brush on the Easement Area which now or hereafter in the reasonable opinion of the Developer may be a hazard to such area.
4. Indemnification. The Developer shall indemnify the Owner, its successors and assigns, against any loss and damage which shall be caused by the negligent exercise of any said ingress or egress, construction, maintenance, or use by either the Developer or its agents and employees in the course of their employment with such indemnification to be by the party negligently exercising its rights hereunder.
5. Limitation. Nothing in this Agreement shall be construed to impose a requirement on the Owner to construct or install any of the improvements covered hereby, which obligation being on the Developer until completion by the Developer and until acceptance by the City, as provided by law.
6. Binding Upon Successors and Assigns. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall be deemed to apply to and run with the title to the land.
7. Expiration. The rights herein granted to the Developer shall remain in full force and effect until the earlier to occur of the completion of the trail to be constructed as hereinabove provided, or until the 31<sup>st</sup> day of July, 2025, whichever shall first occur, at which time all rights herein granted shall terminate and expire.
8. Counterparts. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original, but all such counterparts shall constitute one and the same instrument.

DATED the day, month and year above written.

SCANLON FAMILY, L.L.C.

By:   
James Patrick Scanlon, Jr.,  
Member and Manager

"Owner"

GREENBELT 3-4, L.L.C.

By: 

James Patrick Scanlon, Jr.,

Member and Manager

“Developer”

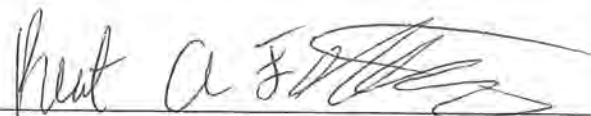
STATE OF MASSACHUSETTS )

ss:

COUNTY OF SUFFOLK )

This instrument was acknowledged before me on January 16<sup>th</sup>, 2025 by James Patrick Scanlon, Jr., as Member and Manager of SCANLON FAMILY, L.L.C.





Notary Public in and for the State of Massachusetts

STATE OF MASSACHUSETTS )

ss:

COUNTY OF SUFFOLK )

This instrument was acknowledged before me on January 16<sup>th</sup>, 2025 by James Patrick Scanlon, Jr., as Member and Manager of GREENBELT 3-4, L.L.C.





Notary Public in and for the State of Massachusetts





Prepared by: Robert N. Downer, 327 2<sup>nd</sup> St Ste 300, Coralville, IA 52241, tel: 319-365-9461

### UTILITY EASEMENT AGREEMENT (OFFSITE)

THIS UTILITY EASEMENT AGREEMENT (OFFSITE), made and entered into this 16 day of January, 2025, by and among SCANLON FAMILY, L.L.C., an Iowa limited liability company and GREENBELT TRAIL, L.L.C., an Iowa limited liability company (collectively, the "Owner"), GREENBELT 3-4, L.L.C., an Iowa limited liability company (the "Developer") and CITY OF NORTH LIBERTY, IOWA, a municipal corporation (the "City"), which expression shall include its successors and assigns.

WHEREAS, the Developer is developing and has submitted a final plat for Greenbelt Trail Part Three, North Liberty, Johnson County, Iowa (the "Subdivision") to the City Council of the City of North Liberty, Iowa, which Subdivision has been approved conditioned upon the within easements;

WHEREAS, the Developer is desirous of providing for utilities to serve the Subdivision, including but not limited to electricity, natural gas, water, sanitary sewers, storm sewers, cable television, telephone and other services (collectively, the "Utilities") which this easement will allow to be provided and accessible to the Subdivision, all upon the terms and conditions hereinafter set forth.

IT IS THEREFORE AGREED, as follows:

1. Dedication of Easement. Developer and Owner do hereby grant unto the City, and dedicate for the uses and purposes hereinafter set forth, the following described portions of the real estate owned by Owner, all as depicted upon Exhibit "A", attached hereto and by this reference made a part hereof (the "Easement Area").
2. Purposes of Easement. The within easement is granted for the purpose of providing, operating and maintaining various Utilities to the Subdivision, including but not limited to electricity, natural gas, water, sanitary sewers, storm sewers, telephone and cable television over, under and upon the real estate described upon Exhibit "A" both for temporary construction purposes and, thereafter, to maintain in place all such Utilities

constructed thereon from time to time, together with the right of ingress and egress thereto over and across the Easement Area.

3. Restoration. Upon the completion of said Utilities, the Easement Area shall be graded as nearly as possible to match the elevation of Owner's adjacent property. Developer is hereby granted the right to trim, cut down and clear away all brush on the Easement Area which now or hereafter in the reasonable opinion of the Developer may be a hazard to such area or to the Utilities installed within the Easement Area.
4. Indemnification. The Developer shall indemnify the Owner and the City, and their respective successors and assigns, against any loss and damage which shall be caused by the negligent exercise of any of said ingress and egress, construction, maintenance or use by the Developer or its agents or employees.
5. Limitation. Nothing in this agreement shall be construed to impose a requirement on the Owner to construct or install any of the Utilities covered hereby, which obligation is on the Developer until completion by the Developer and until acceptance by the City, as provided by Law.
6. Binding Upon Successors and Assigns. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall be deemed to apply to and run with the title to the land.

DATED the day, month and year above written.

Scanlon Family, L.L.C.

By: 

James Patrick Scanlon Jr.,  
Member and Manager

"Owner"

Greenbelt 3-4, L.L.C.

By: 

James Patrick Scanlon Jr.,  
Member and Manager

"Developer"

City of North Liberty, Iowa

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

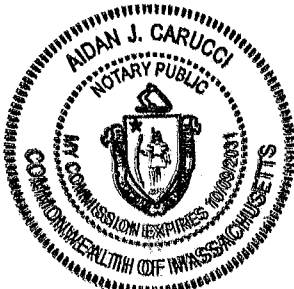
By: \_\_\_\_\_  
Tracey Mulcahey, City Clerk

“City”

COMMONWEALTH OF MASSACHUSETTS )  
COUNTY OF SUFFOLK )

ss:

This instrument was acknowledged and signed before me on this 16 day of January, 2025 by James Patrick Scanlon Jr., as member and manager of Scanlon Family, L.L.C.



A handwritten signature of the notary, Aidan J. Carucci, in dark ink.

Notary in and for the State of Massachusetts

COMMONWEALTH OF MASSACHUSETTS )  
COUNTY OF SUFFOLK )

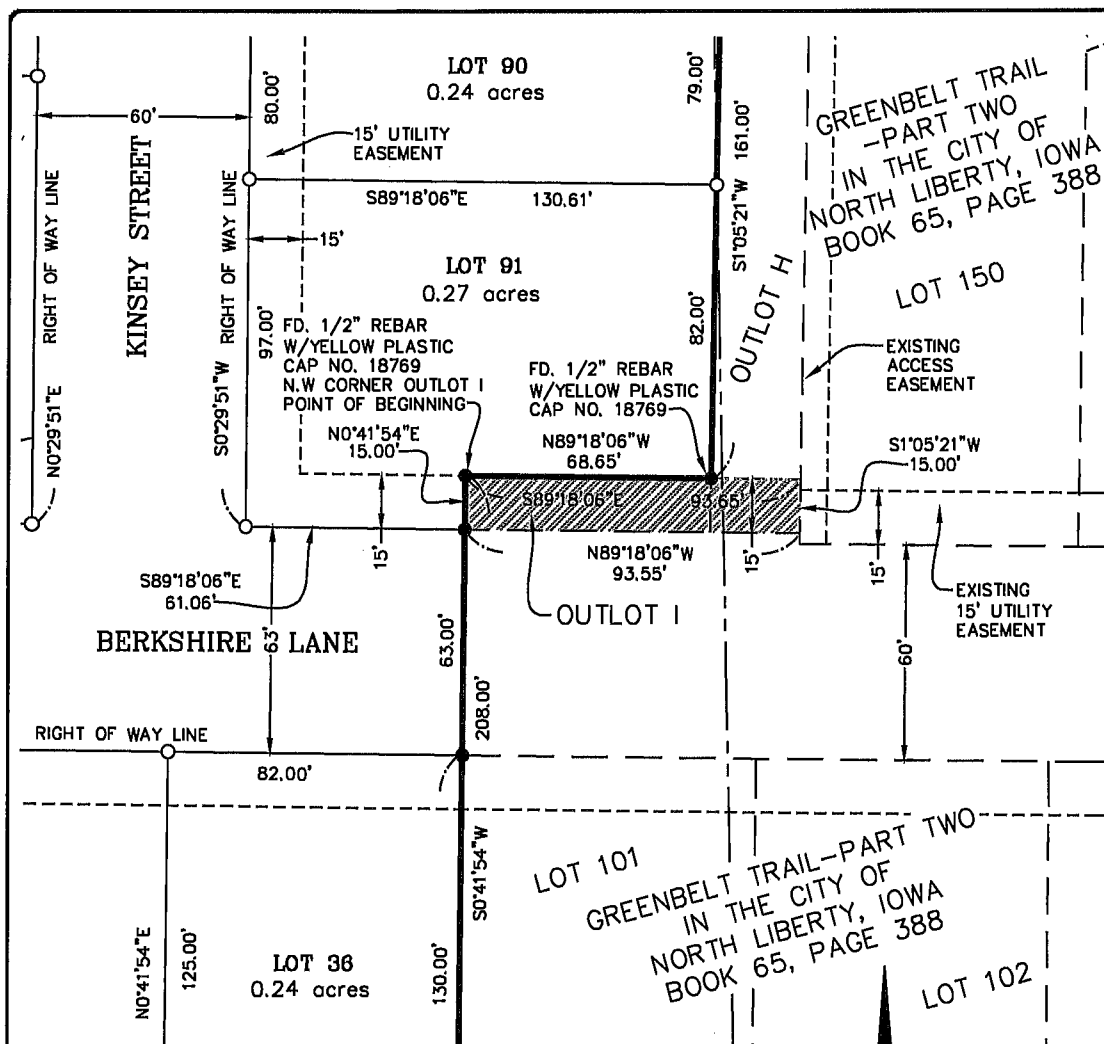
ss:

This instrument was acknowledged and signed before me on this 16 day of January, 2025 by James Patrick Scanlon Jr., as member and manager of Greenbelt 3-4, L.L.C.



A handwritten signature of the notary, Aidan J. Carucci, in dark ink.

Notary in and for the State of Massachusetts



# REQUESTOR/PROPRIETOR:

GREENBELT TRAIL, L.L.C.

## COMPANY:

HALL & HALL ENGINEERS, INC.  
1860 BOYSON ROAD  
HIAWATHA, IOWA 52233  
1-319-362-9548

## NOTES:

- DISTANCES ARE IN FEET AND DECIMALS THEREOF.
- BEARINGS ARE BASED ON: NAD83(2011) / Iowa RCS Zone 10 (Cedar Rapids), as observed using the Iowa Real Time Network.
- DATE OF SURVEY FIELD WORK: 9/28/2023

## SURVEY LEGEND

○	SET 1/2" REBAR W/YELLOW PLASTIC CAP NO. 14809
●	FD. 1/2" REBAR W/YELLOW PLASTIC CAP NO. 14809 UNLESS OTHERWISE NOTED
---	EASEMENT LINE
---	PLAT OR SURVEY BOUNDARY
---	PLAT LOT LINE
---	SECTION LINE
---	EXISTING LOT LINE

## LEGAL DESCRIPTION:

OUTLOT I AND A PORTION OF OUTLOT H OF GREENBELT TRAIL-PART TWO IN THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF OUTLOT I OF SAID GREENBELT TRAIL-PART TWO; THENCE SOUTH 89°18'06" EAST ON THE NORTH LINE OF SAID OUTLOT I AND ITS EASTERLY PROLONGATION, 93.65 FEET TO THE EAST LINE OF OUTLOT H OF SAID GREENBELT TRAIL-PART TWO; THENCE SOUTH 1°05'21" WEST ON SAID EAST LINE, 15.00 FEET TO THE SOUTHEAST CORNER OF SAID OUTLOT H; THENCE NORTH 89°18'06" WEST ON THE SOUTH LINE OF SAID OUTLOT H AND THE SOUTH LINE OF SAID OUTLOT I, 93.55 FEET TO THE SOUTHWEST CORNER OF SAID OUTLOT I; THENCE NORTH 0°41'54" EAST ON THE WEST LINE OF SAID OUTLOT I, 15.00 FEET TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 0.03 ACRE.

9749-GB13

Project Number:

Sheet:

1 of 1

Scale:

1"=50'

Field Book No:

07102, 07105

Date:

12/16/2024

Sheet Title:

EXHIBIT A

15 UTILITY EASEMENT (OFF-SITE)

OUTLOT I AND A PORTION OF OUTLOT H, GREENBELT TRAIL

PART TWO IN THE CITY OF NORTH LIBERTY, JOHNSON CO. IA.

HALL & HALL ENGINEERS, INC.

Land Development Since 1953

1860 BOYSON ROAD, HIAWATHA, IOWA 52233

PHONE: (319) 362-9548 FAX: (319) 362-7695

CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE

LAND SURVEYING • LAND DEVELOPMENT PLANNING

www.halleng.com

Designed by: DLK

Drawn by: DLK

Checked by: SKF

CAD File: I:\Projects\9700\9749-GB1 Scanlon Forms Greenbelt Trail\9749-GB13 OFF-SITE UE 302024.dwg

Date Plotted: Dec 16, 2024

9:14am

Plotted By: DLK

Prepared by: Robert N. Downer, 327 2<sup>nd</sup> St Ste 300, Coralville, IA 52241, tel: 319-365-9461

### TEMPORARY CONSTRUCTION EASEMENT

THIS TEMPORARY CONSTRUCTION EASEMENT, made and entered into this 16 day of January, 2025, by and between SCANLON FAMILY, L.L.C., an Iowa limited liability company (the "Owner"), and GREENBELT 3-4, L.L.C., an Iowa limited liability company (the "Developer").

WHEREAS, the Developer is developing and has submitted a Final Plat for Greenbelt Trail Part 4, North Liberty, Johnson County, Iowa (the "Subdivision") to the City Council of the City of North Liberty, Iowa, which Subdivision has been approved conditioned upon the within easement; and

WHEREAS, the Developer is desirous of grading and paving certain areas of the Subdivision in order to properly construct trails, all upon the terms and conditions hereinafter set forth.

IT IS THEREFORE AGREED, as follows:

1. Dedication of Temporary Construction Easement. Owner does hereby grant unto the Developer the temporary use of the following described real estate owned by Owner, all as depicted upon the final plat of the Subdivision:


See Exhibit "A", consisting of two pages, attached hereto and by this reference made a part hereof (the "Easement Areas").

2. Purposes of Easement. The within easement is granted for the purpose of grading and constructing trails to serve the Subdivision, and areas adjacent thereto for the purpose of constructing said trails, including those areas described upon Exhibit "A", which Temporary Construction Easement shall be utilized only for the purpose of grading and constructing trails and other infrastructure for the Subdivision within the Subdivision and the Easement Areas, together with the right of ingress and egress thereto over and across the Easement Areas.

3. Restoration. Upon completion of said grading and construction, the Easement Areas shall be graded, as nearly as possible, to match the elevation of Owner's adjacent property. Developer is hereby granted the right to trim, cut down, and clear away all trees and brush on the Easement Areas which now or hereafter in the reasonable opinion of the Developer may be a hazard to such area.
4. Indemnification. The Developer shall indemnify the Owner, its successors and assigns, against any loss and damage which shall be caused by the negligent exercise of any of said ingress or egress, construction, maintenance, or use by either the Developer or its agents and employees in the course of their employment with such indemnification to be by the party negligently exercising its rights hereunder.
5. Limitation. Nothing in this Agreement shall be construed to impose a requirement on the Owner to construct or install any of the improvements covered hereby, which obligation shall be on the Developer until completion by the Developer and until acceptance by the City, as provided by law.
6. Binding Upon Successors and Assigns. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall be deemed to apply to and run with the title to the land.
7. Expiration. The rights herein granted to the Developer shall remain in full force and effect until the earlier to occur of the completion of the trail to be constructed as hereinabove provided, or until the 31st day of July, 2025, whichever shall first occur, at which time all rights herein granted shall terminate and expire.


DATED the day, month and year above written.

SCANLON FAMILY, L.L.C.

By:   
James Patrick Scanlon, Jr.,  
Member and Manager

"Owner"



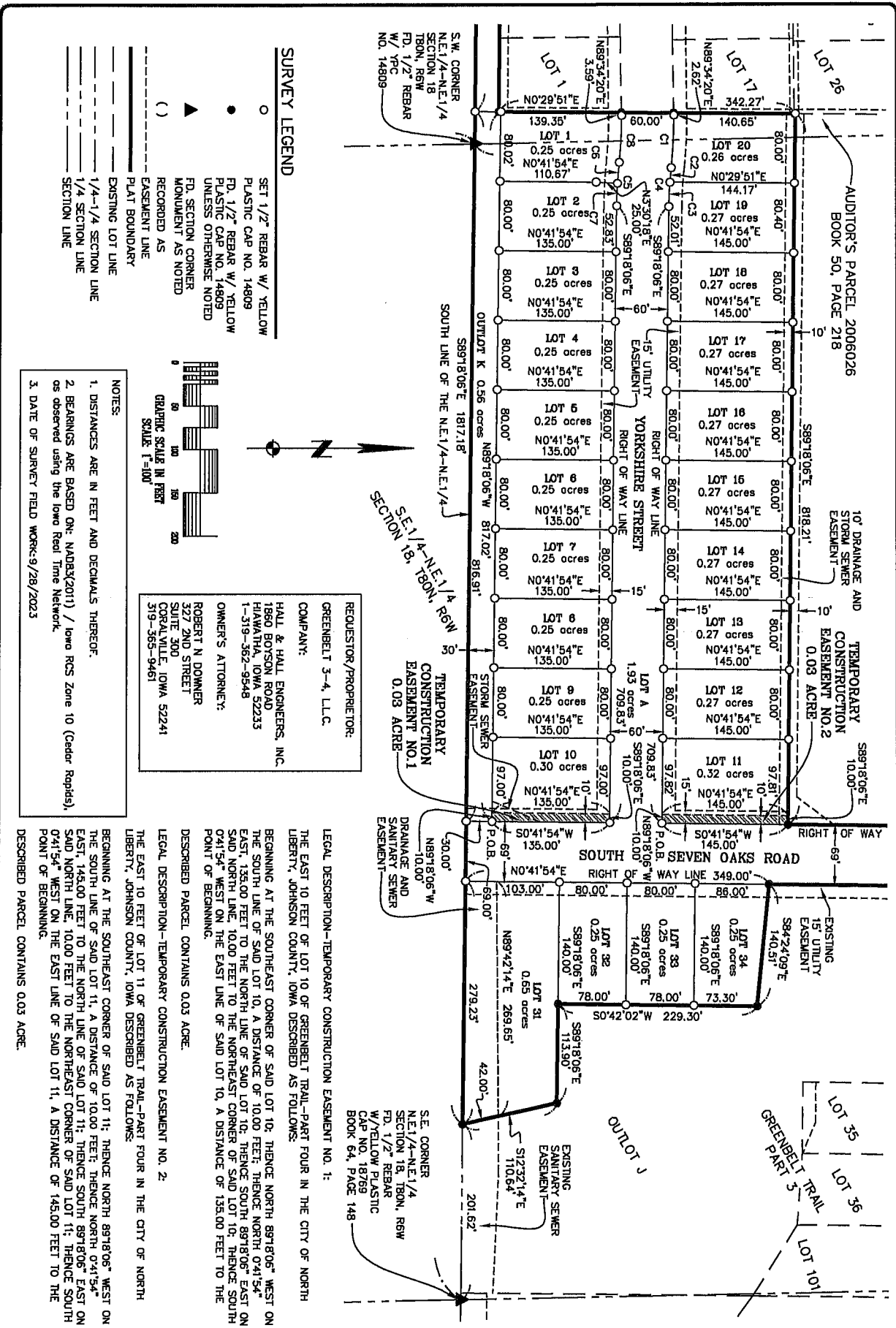
By:   
James Patrick Scanlon, Jr.,  
Member and Manager

COMMONWEALTH OF MASSACHUSETTS       )  
  )       SS:  
COUNTY OF SUFFOLK                     )

Notary Public in and for the State of Massachusetts

COMMONWEALTH OF MASSACHUSETTS )  
 ) ss:  
COUNTY OF SUFFOLK )

Notary Public in and for the State of Massachusetts



Date: 12/16/2024		Sheet Title: EXHIBIT A, PAGE 1		HALL & HALL ENGINEERS, INC.	
Field Book No: 07105		Project Number: 9749-CBT 4		1600 BOYSSON ROAD, HIAWATHA, IOWA 52233	
Scale: 1"=100'		Project Number: 1 of 1		PHONE: (319) 362-8548 FAX: (319) 362-7695	
Notes:		Notes:		CIVIL ENGINEERING & LANDSCAPE ARCHITECTURE	
1. DISTANCES ARE IN FEET AND DECIMALS THEREOF.		1. DISTANCES ARE IN FEET AND DECIMALS THEREOF.		LAND SURVEYING & LAND DEVELOPMENT PLANNING	
2. BEARINGS ARE BASED ON: NAD83(2011) / Iowa RGS Zone 10 (Cador Ropids), as observed using the Iowa Real Time Network.		2. BEARINGS ARE BASED ON: NAD83(2011) / Iowa RGS Zone 10 (Cador Ropids), as observed using the Iowa Real Time Network.		www.halling.com	
3. DATE OF SURVEY FIELD WORK: 9/28/2023		3. DATE OF SURVEY FIELD WORK: 9/28/2023		Designed by: DLK Drawn by: DLK Checked by: SKF	



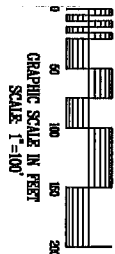
- SURVEY LEGEND**
- SET 1/2" REBAR W/ YELLOW PLASTIC CAP NO. 14809
  - FD. 1/2" REBAR W/ YELLOW PLASTIC CAP NO. 14809 UNLESS OTHERWISE NOTED
  - ▲ FD. SECTION CORNER MONUMENT AS NOTED
  - ( ) RECORDED AS EASEMENT LINE
  - PLAT BOUNDARY
  - EXISTING LOT LINE
  - - - 1/4-1/4 SECTION LINE
  - - - 1/4 SECTION LINE
  - - - SECTION LINE

- NOTES:**
1. DISTANCES ARE IN FEET AND DECIMALS THEREOF.
  2. BEARINGS ARE BASED ON: NAD83(2011) / Iowa RGS Zone 10 (Cedar Rapids), as observed using the Iowa Real Time Network.
  3. DATE OF SURVEY FIELD WORK: 9/28/2023

REQUESTOR/PROPRIETOR:  
GREENBELT 3-4, L.L.C.

COMPANY:  
HALL & HALL ENGINEERS, INC.  
1860 BOYSON ROAD  
HIAWATHA, IOWA 52233  
1-319-362-9548

OWNER'S ATTORNEY:  
ROBERT N DOWNER  
327 2ND STREET  
CORALVILLE, IOWA 52241  
319-365-9461



**LEGAL DESCRIPTION-TEMPORARY CONSTRUCTION EASEMENT:**

THE SOUTH 20 FEET OF LOTS 1-10 OF GREENBELT TRAIL-PART FOUR IN THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 1;

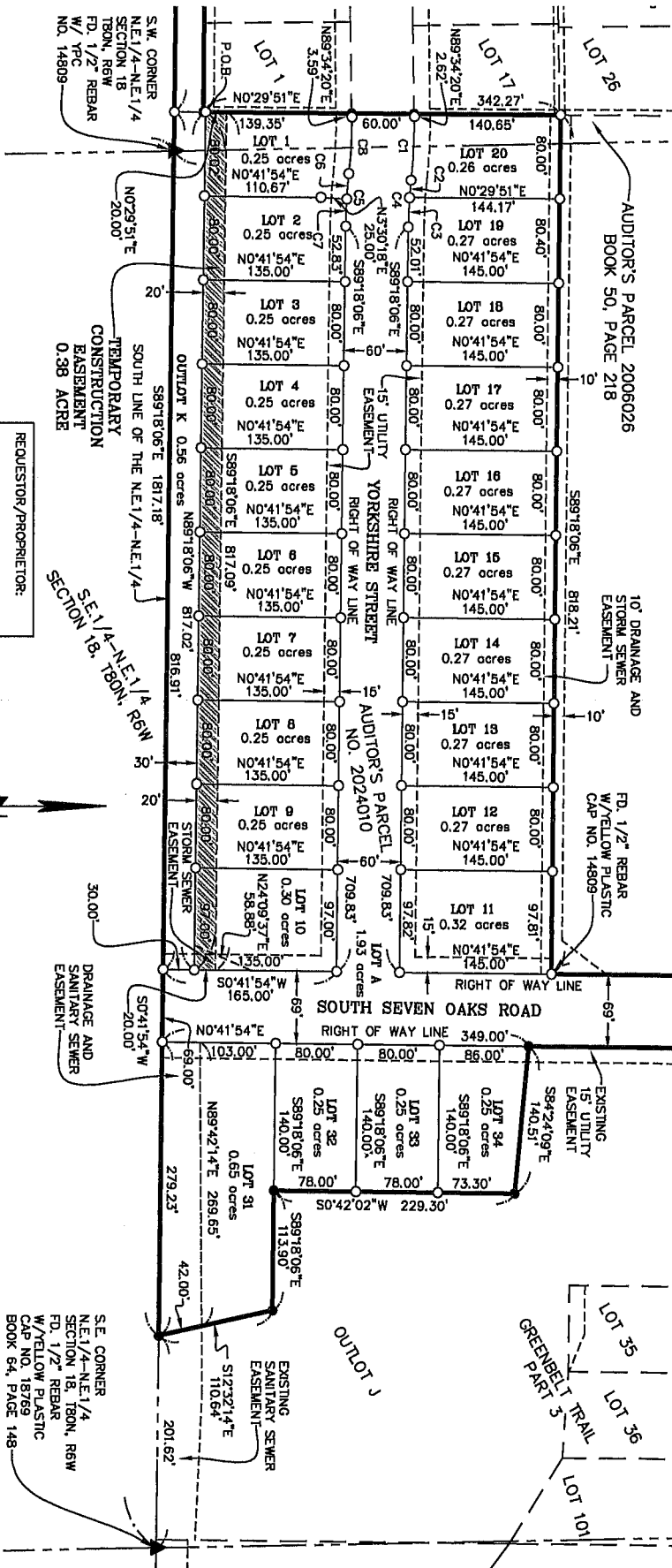
THENCE NORTH 0°41'54" EAST ON THE WEST LINE OF SAID LOT 1, A DISTANCE OF 20.00 FEET;

THENCE SOUTH 89°18'06" EAST, 817.09 FEET TO THE EAST LINE OF SAID LOT 10;

THENCE SOUTH 0°41'54" WEST ON SAID EAST LINE, 20.00 FEET TO THE SOUTHEAST CORNER OF SAID LOT 10;

THENCE NORTH 89°18'06" WEST ON THE SOUTH LINES OF SAID LOTS 1-10, A DISTANCE OF 817.02 FEET TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 0.38 ACRE.



**Resolution No. 2025-20**

**A RESOLUTION APPROVING OFF-SITE UTILITY EASEMENT  
AGREEMENT FOR GREENBELT TRAIL PART 3**

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

**WHEREAS**, an off-site utility easement is necessary for the development of Greenbelt Trail Part 3; and

**WHEREAS**, the owner, developer, and City desire to establish, in writing, the terms for such off-site utility easement.

**NOW, THEREFORE, BE IT RESOLVED** that the attached agreement between Greenbelt TRAIL, LLC, GREENBELT 3-4, 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 11th day of February, 2025.

**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

**SURETY AGREEMENT  
GREENBELT TRAIL PARTS 3 AND 4**

THIS SURETY AGREEMENT is made this 31<sup>st</sup> day of January, 2025, by and between the City of North Liberty, Iowa ("City") and Greenbelt 3-4 LLC. ("Developer").

RECITALS

A. Developer and the City entered into a Developer's Agreement for Greenbelt Trail Part 3 Subdivision, located on the following-described real estate:

Auditor's Parcel 2024009 as shown in Plat Book 67, Page 216 of the office of the Recorder for Johnson County, Iowa. Said Parcel contains 10.64 Acres.

Developer and the City also entered into a Developer's agreement for Greenbelt Trail Part 4 Subdivision, located on the following-described real estate:

Auditor's Parcel 2024010 as shown in Plat Book 67, Page 217 of the office of the Recorder for Johnson County, Iowa. Said Parcel contains 9.58 Acres.

B. Pursuant to Section 3 of both of the respective Developer's Agreements, the Developer was required to complete certain site improvements at Developer's sole cost and expense, and subject to the City's prior approval thereof. The parties further acknowledge that the obligation to install public improvements is deemed a covenant running with the land and with title to the land.

C. All public improvements required under Section 3 of said Developer's Agreements have been installed by Developer except for those items included in the attached Exhibit A ("Surety Items"), estimated to cost One Hundred Seventy-Seven Thousand Six Hundred Thirty Dollars and Thirty Cents (\$177,630.30) (the "Surety Amount").

D. As a condition of approving the Final Plats for Greenbelt Trail Part 3 Subdivision and Greenbelt Trail Part 4 Subdivision, the City has asked and Developer has agreed to establish an irrevocable line of credit in favor of the City (the "Credit Account") in accordance with North Liberty Code of Ordinances § 180.11(8)(A)(2). Additional terms governing the Credit Account are set forth herein.

E. The purpose of this Surety Agreement is to give effect to the Developer's desire to receive final plat approval from the City prior to the construction and acceptance of the public improvements as set forth in the Developer's Agreement, and to the City's desire to ensure that those public improvements are completed satisfactorily and without risk or obligation to the City.

### TERMS AND CONDITIONS

In consideration of the Recitals and the mutual covenants set out below, it is agreed as follows:

1. Recitals. By this reference, the Recitals set forth above are incorporated into and made part of this Agreement.

2. Credit Account. Prior to final plat approval, the Developer will establish an irrevocable line of credit for the benefit of the City through a financial institution acceptable to the City, in an amount equal to or greater than the Surety Amount, payable to the City on demand, and not to expire prior to December 31, 2025.

3. Access and Repayment. The City shall access funds in said Credit Account only in accordance with the terms of this Agreement. The City shall have no obligation to repay any Credit Account funds so withdrawn.

4. Developer to Install Improvements. The Surety Items shall be constructed and installed by the Developer according to the plans and specifications approved by the City, who shall have the right to make occasional inspection of the work in progress. Such inspections shall not relieve or release the Developer from its responsibility to construct said Surety Items in accordance with the approved plans and specifications. Further, said inspections shall not create a duty or warranty on the part of the City that the construction of said Surety Items is in compliance with said plans and specifications.

5. Exoneration. Upon satisfaction of the terms as outlined in Paragraph 4, the City shall promptly exonerate and relinquish any claim or right to the Credit Account.

6. City Not Responsible. After installation and acceptance by the City, the Developer, or the applicable homeowner's association, shall have the obligation for maintenance or management of such Surety Items not dedicated to the City.

7. Construction Deadline. The Developer agrees to complete the Surety Items on or before July 1, 2025 ("Construction Deadline"). If the Developer's completion of the Surety

Items is delayed by labor disputes, fire, unusual delay in deliveries, unusual weather, unavoidable casualties, pandemics, epidemics or other causes beyond the Developer's control (collectively, a "Force Majeure Event"), then the Developer may ask the City in writing for an extension of the Construction Deadline for an equitable period of time to account for such delays. Prior to granting such an extension, the Developer shall provide the City with reasonable proof that the Credit Account established for the benefit of the City has been extended for the same period of time for which the Developer seeks to be excused under this Section 7.

8. Use of Surety, Construction Plans, Indemnification. In the event the Surety Items are not complete by the Construction Deadline, the City may immediately and without further notice access so much of the Credit Account as it deems necessary or will be necessary, in the City's sole discretion, to complete the Surety Items, including, but not limited to, all costs associated with management and oversight of the completion of the Surety Items. The City shall have the right to install and construct said Surety Items, including the right to use all construction plans, CAD files, Survey Data, Addenda and Design and/or construction revisions issued during the work for said improvements (the "Construction Plans"). Developer avers and agrees that Developer has the legal authority and obligation to assign the right to use said Construction Plans to the City under the above-described conditions, and further agrees to indemnify, defend, and hold the City harmless for the City's use of said Construction Plans in accordance with this paragraph. Unless City is fully reimbursed for the Surety Items from the Credit Account, the costs of said public improvements, facilities and sidewalks shall be a lien and charge against all of the lots adjacent to or in front of the improvements, facilities and sidewalks that are constructed and any lots which may be assessed for public improvements, facilities and sidewalks under the provisions of Chapters 364 and 384 of the Iowa Code.

9. Temporary Construction Easements. Developer hereby grants to the City and its agents temporary construction easements:

- i. Over and across the southern 10' of Lots 1 through 10 of Greenbelt Trail Part Four Subdivision,
- ii. Over and across the southern 10' of Lots 79 and 91 of Greenbelt Trail Part Three Subdivision,
- iii. Over and across the eastern 10' of lots 10 and 11 of Greenbelt Trail Part Four Subdivision, and
- iv. Over and across the area depicted and described on the attached Exhibit B.

These temporary construction easements being for the purpose of constructing said Surety Items. The temporary construction easement shall terminate automatically upon the earlier of the completion and acceptance of the Surety Items by the City, or the expiration of the Credit Account, as may be extended pursuant to Paragraph 7 herein. Developer agrees to provide written notice to the purchasers of any of the lots identified in this Paragraph 9 of the existence and purpose of said temporary construction easements, if any of said lots are to be sold prior to the termination of the easements.

10. No Building Permits. Developer and City agree that no building permits shall be issued by the City for Lots 10 and 11 of Greenbelt Trail Part 4, nor for Lots 79 and 91 of Greenbelt Trail Part 3 until after such time as the Surety Items are completed and accepted by the City.

11. Developer Liable for Shortfall. In the event the Credit Account is insufficient to pay for the Surety Items, Developer shall be liable to pay for the excess costs incurred.

12. No Duty to Install. Except as specifically provided above, nothing in this Agreement shall be construed to impose a requirement on the City to install the public improvements herein, nor shall the Developer be deemed to be acting as the City's agent during the construction and installation of the above-described improvement.

13. Interpretation. The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any of the Parties. This Agreement is made and entered into, and shall be subject to, governed by, and interpreted in accordance with, the laws of the State of Iowa.

14. Severability. Should any provision of this Agreement be declared or be determined by any court to be illegal or invalid, the validity of the remaining parts, terms, or provisions shall not be affected thereby and said illegal or invalid part, term, or provision shall be deemed not to be a part of this Agreement.

15. Counterparts. This Agreement shall be executed in one or more counterparts and by facsimile or other electronic means, each counterpart shall, for all purposes, be deemed an original, and all counterparts shall constitute the same instrument.

*[Signature Pages to Follow]*

CITY OF NORTH LIBERTY, IOWA

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

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

STATE OF IOWA, JOHNSON COUNTY: ss

On this \_\_\_\_ day of \_\_\_\_\_, 2025, 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 \_\_\_\_\_, 2025; 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

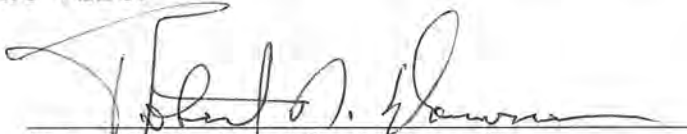
Greenbelt 3-4 LLC

By:   
James Patrick Scanlon Jr., Manager

STATE OF IOWA, JOHNSON COUNTY: ss

This instrument was acknowledged before me on this 30<sup>th</sup> day of January, 2025, by James Patrick Scanlon Jr. as Manager of Greenbelt 3-4 LLC.

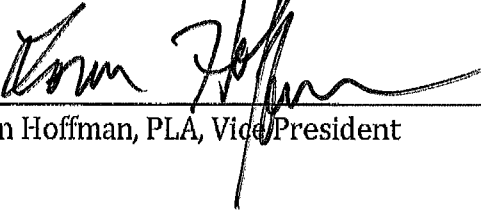
9/22/25

  
Notary Public in and for the State of Iowa



Approved as to Form and Content

HALL & HALL ENGINEERS, INC. '

By:   
Loren Hoffman, PLA, Vice President

*Signature Pages to Surety Agreement*

Approved as to Form and Content

GREENSTATE CREDIT UNION

By:   
Aaron Friederich  
Vice President, Commercial Banking

# EXHIBIT A

## Greenbelt Trail Part 3 and Part 4 - Estimate of Remaining Work - Surety

### Greenbelt Trail Part 2 | Part 3 | Part 4

Part 3 and Part 4   Remaining Work	\$	139,510.60
Part 2 Lot 137   Remaining Work	\$	4,720.00
Subtotal	\$	144,230.60
2025 Price Escalation (5%)	\$	7,211.53
Project Administration (10%)	\$	14,423.06
Subtotal	\$	165,865.19
Iowa Code (10%)	\$	16,586.52
<b>Part 2, 3, 4   Surety Amount</b>	<b>\$</b>	<b>182,451.71</b>

### Greenbelt Trail Part 4 - Outlot L | Construction Costs

Outlot L   Remaining Work	\$	43,315.45
2025 Price Escalation (5%)	\$	2,165.77
Project Administration (10%)	\$	4,331.55
Subtotal	\$	49,812.77
Iowa Code (10%)	\$	4,981.28
Surety	\$	54,794.04
City Construction Cost Reimbursement	\$	(43,315.45)
<b>Outlot L   Surety Amount</b>	<b>\$</b>	<b>11,478.59</b>

**TOTAL SURETY AMOUNT \$ 193,930.30**

### Greenbelt Trail Part 4 - Outlot L | Non Construction Costs (March 28, 2024)

Developer   Accounting   Legal   Engineering Fees	\$	(10,500.00)
Topo   Boundary   Easements	\$	(3,000.00)
Wetland Determination	\$	(1,300.00)
Construction Staking	\$	(1,500.00)
Contingency (10%) *	\$	-
<b>Outlot L   City Reimbursement</b>	<b>\$</b>	<b>(16,300.00)</b>

**NET SURETY AMOUNT \$ 177,630.30**

\* This was \$6,390 estimate but estimated contingencies go away in final accounting of costs

GREENBELT TRAIL SUBDIVISION - PART 3 AND 4  
ESTIMATE OF REMAINING WORK

Date: 12-17-24  
HHE No.: 9749-GBT3

Prepared by Hall and Hall Engineers, Inc

GREENBELT TRAIL PART 3 AND 4								
	ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	REMAINING WORK (%)	UNIT COST	EXTENDED COST	NOTES
GRADING	1	Cut-in Trail/Minor Grading Along Berkshire (East of Kinsey)	LS	1	100%	\$ 600.00	\$ 600.00	Trail filled in to facilitate drainage, includes cutting trail to bottom of subbase
	2	Cut-in Sidewalk/Minor Grading Along Seven Oaks and Berkshire	LS	1	100%	\$ 1,200.00	\$ 1,200.00	Along Seven Oaks and Berkshire adjacent to detention basin
	3	Minor Grading on South Side of Lot 91	LS	1	100%	\$ 1,000.00	\$ 1,000.00	Grading to remove mound along Berkshire
	4	Touch-up Grading in Rear Yard Swales	LS	1	100%	\$ 1,500.00	\$ 1,500.00	Outlot K, Rear of Lots 11-20, 79-84, and 87-89
	5	Touch-up Grading in Detention Basin	LS	1	100%	\$ 2,000.00	\$ 2,000.00	Grading adjustments to remove sediment and get to final grade
	6	Topsoil Respread, 6" (Trail and sidewalk)	LS	1	100%	\$ 800.00	\$ 800.00	Trail and sidewalk along Seven Oaks/Berkshire, Lot 91
	7	Topsoil Respread, 6" (Swale#2)	LS	1	100%	\$ 1,200.00	\$ 1,200.00	Outlot K (Rear of Lots 1-10), adjacent to trail and south side of Lot 31
PAVING	8	PCC Sidewalk, 4"	SF	2,079	100%	\$ 7.35	\$ 15,280.65	Along Seven Oaks and Berkshire near detention basin, excludes ramps and mailbox pad
	9	PCC Trail, 6", 8' Wide	SF	12,716	100%	\$ 6.35	\$ 80,746.60	Outlot K and along Seven Oaks/Berkshire
	10	Granular Subbase, 4" (Trail)	TON	286	100%	\$ 22.00	\$ 6,292.00	Outlot K and along Seven Oaks/Berkshire
EROSION CONTROL	11	Street and Sidewalk Cleaning	LS	1	100%	\$ 1,000.00	\$ 1,000.00	Cleaning dirt and debris from all pavement/sidewalk/trail
	12	Straw Tucked Mulch	LS	1	100%	\$ 1,000.00	\$ 1,000.00	Trail along Seven Oaks/Berkshire
	13	Erosion Control Blanket, C2 or approved equal	SY	1,473	100%	\$ 4.95	\$ 7,291.35	Outlot K and south side of Lot 31
	14	Flexamat Standard Concrete Mat or approved equal	SF	960	100%	\$ 15.00	\$ 14,400.00	Over sanitary sewer pipe along south property line
	15	ROW Seeding and Fertilizer	LS	1	100%	\$ 1,500.00	\$ 1,500.00	Seeding and fertilizer along trail/sidewalk areas on Seven Oaks/Berkshire ROW
	16	Touch-up Seeding in Detention Basin	LS	1	100%	\$ 2,200.00	\$ 2,200.00	Seeding all disturbed areas in detention basin
	17	Final Seeding Swale #2	LS	1	100%	\$ 1,500.00	\$ 1,500.00	Outlot K and south side of Lot 31
						SUBTOTAL	\$ 139,510.60	

LOT 137 - GREENBELT TRAIL PART 2: FIRE ACCESS REMOVAL AND RESTORATION								
	ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	REMAINING WORK (%)	UNIT COST	EXTENDED COST	NOTES
LOT 137 GBT 2	1	Remove PCC Apron & Remove and Replace Street Paving/Curb - Berkshire Court	SY	84	100%	\$ 15.00	\$ 1,260.00	Between back of curb and face of walk and in cul-de-sac. Includes new paving
	2	Topsoil Respread, 6"	LS	1	100%	\$ 500.00	\$ 500.00	Between back of curb and face of walk
	3	PCC Pavement, 7"	SY	45	100%	\$ 48.00	\$ 2,160.00	Paving in Berkshire cul-de-sac
	4	Straw Tucked Mulch	LS	1	100%	\$ 300.00	\$ 300.00	In ROW
	5	ROW Seeding and Fertilizer	LS	1	100%	\$ 500.00	\$ 500.00	Area includes apron to be removed
						SUBTOTAL	\$ 4,720.00	

TRAIL ADJACENT TO ARLINGTON RIDGE (OUTLOT L)								
	ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	REMAINING WORK (%)	UNIT COST	EXTENDED COST	NOTES
OUTLOT L TRAIL	1	Cut-in Trail/Minor Grading	LS	1	100%	\$ 1,325.00	\$ 1,325.00	Trail filled in to facilitate drainage, includes cutting trail to bottom of subbase
	2	Topsoil Respread, 6"	LS	1	100%	\$ 825.00	\$ 825.00	Includes both sides of trail
	3	PCC Trail, 6", 8' Wide	SF	5,411	100%	\$ 6.35	\$ 34,359.85	Rear of Arlington Ridge only
	4	Graunlar Subbase, 4" (Trail)	TON	122	100%	\$ 22.00	\$ 2,684.00	
	5	Inlet Protection	EA	2	100%	\$ 60.00	\$ 120.00	
	6	Silt Fence	LF	626	100%	\$ 1.60	\$ 1,001.60	
	7	Permanent Seeding, SUDAS Type 1 w/ Hydro-mulch & Tackifier	AC	0.05	100%	\$ 20,000.00	\$ 1,000.00	
	8	Permanent Seeding, SUDAS Type 2 w/ Hydro-mulch & Tackifier	AC	0.20	100%	\$ 10,000.00	\$ 2,000.00	Includes both sides of trail after grading is complete
						SUBTOTAL	\$ 43,315.45	

CONSTRUCTION SUBTOTAL	\$ 187,546.05	
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TRAIL SEGMENT 1 - WEST OF SEVEN OAKS ROAD AND NORTH SIDE OF BERKSHIRE LANE					
5' WIDTH SIDEWALK				COST ESTIMATE	
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	EXTENDED COST
1	PCC Trail, 6" (5' width)	SF	4,065	\$ 6.35	\$ 25,812.75
2	Granular Subbase, 4" (Trail)	TON	100	\$ 22.00	\$ 2,200.00
3	ADA Ramps (5' width)	SF	364	\$ 8.40	\$ 3,057.60
				SUBTOTAL	\$ 31,070.35
				TOTAL DEVELOPER COST	\$ 31,070.35

3' ADDITIONAL WIDTH				COST ESTIMATE	
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	EXTENDED COST
1	PCC Trail, 6" (3' additional width)	SF	2,415	\$ 6.35	\$ 15,335.25
2	Granular Subbase, 4" (Trail)	TON	58	\$ 22.00	\$ 1,276.00
3	ADA Ramps (3' additional width)	SF	166	\$ 8.40	\$ 1,394.40
				SUBTOTAL	\$ 18,005.65
				TOTAL DEVELOPER COST	\$ 18,005.65

TRAIL SEGMENT 2 - SOUTH OF GREENBELT TRAIL PART 4 LOTS 1-10					
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	EXTENDED COST
1	PCC Trail, 6" (8' width)	SF	6,547	\$ 6.35	\$ 41,573.45
2	Granular Subbase, 4" (Trail)	TON	148	\$ 22.00	\$ 3,256.00
				SUBTOTAL	\$ 44,829.45
				TOTAL DEVELOPER COST (100%)	\$ 44,829.45

TRAIL SEGMENT 3 - DUBUQUE STREET TO LIMITS OF GREENBELT TRAIL PART 4					
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	EXTENDED COST
1	Field Fence Removal	LF	631	\$ 2.00	\$ 1,262.00
2	Clearing and Grubbing	LS	1	\$ 3,000.00	\$ 3,000.00
3	Topsoil Strip and Stockpile, 6"	CY	265	\$ 5.00	\$ 1,325.00
4	Topsoil Respread, 6"	CY	165	\$ 5.00	\$ 825.00
5	Class 10 Excavation - Cut/Fill	CY	100	\$ 5.00	\$ 500.00
6	PCC Trail, 6" (8'width)	SF	5,403	\$ 6.35	\$ 34,309.05
7	Ganular Subbase, 4" (Trail)	TON	122	\$ 25.00	\$ 3,050.00
8	RCP Storm Sewer, 24"	LF	65	\$ 70.00	\$ 4,550.00
9	Area Intake, SW-512, 24"	EA	1	\$ 2,100.00	\$ 2,100.00
10	Intake, SW-513, 42"x42"	EA	1	\$ 4,000.00	\$ 4,000.00
11	RCP Flared End Section, 24" w/ Toe Wall	EA	1	\$ 2,425.00	\$ 2,425.00
12	Perforated Subdrain, 10"	LF	52	\$ 26.25	\$ 1,365.00
13	Rip Rap	TON	15	\$ 66.00	\$ 990.00
14	Inlet Protection	EA	2	\$ 60.00	\$ 120.00
15	Silt Fence	LF	626	\$ 1.60	\$ 1,001.60
16	Permanent Seeding, SUDAS Type 1 w/ Hydromulch and Tackifier	AC	0.05	\$ 20,000.00	\$ 1,000.00
17	Permanent Seeding, SUDAS Type 2 w/ Hydromulch and Tackifier	AC	0.20	\$ 10,000.00	\$ 2,000.00
				SUBTOTAL	\$ 63,822.65
				DEVELOPER/ACCOUNTING/LEGAL/ENGINEERING FEES	\$ 10,500.00
				TOPO/BOUNDARY/EASEMENTS	\$ 3,000.00
				WETLAND DETERMINATION	\$ 1,300.00
				CONSTRUCTION STAKING	\$ 1,500.00
				CONTINGENCY (10%)	\$ 6,390.00
				TOTAL CITY COST	\$ 86,512.65
Note: Developer to provide actual documented costs associated with construction of the trail. At a minimum, the Developer will provide contract documentation and/or invoicing. It is expected that there are abnormalities with this project due to restricted access and extra effort to preserve trees.					

TRAIL SEGMENT - OUTLOT L

100% CITY REIMBURSMENT

MARCH 2024 ESTIMATE OF COSTS

PART FOUR DEVELOPERS AGREEMENT:

3. Trails. Developer agrees to construct, prior to final plat approval and notwithstanding the provisions of Section 3(C)(4) above, an eight-foot (8') wide trail as depicted on the attached Exhibit B which are located within the plat. The City shall reimburse the Developer for 100% of the actual, reasonable, documented costs for the construction of that portion of said trail situated on Outlot L. Costs for the trail installation are currently estimated at \$80,000.00.

TRAIL SEGMENT 4 - EAST OF GBT3 LOTS 90 AND 91					
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	EXTENDED COST
1	Cut In Trail/Minor Grading	LS	1	\$ 3,500.00	\$ 3,500.00
2	PCC Trail, 6" (8' width)	SF	1,571	\$ 6.35	\$ 9,975.85
3	Granular Subbase, 4" (Trail)	TON	36	\$ 25.00	\$ 900.00
4	Permanent Seeding, SUDAS Type 1 w/ Hydromulch and Tackifier	AC	0.07	\$ 30,000.00	\$ 2,100.00
				SUBTOTAL	\$ 16,475.85
				DEVELOPER/ACCOUNTING/LEGAL/ENGINEERING FEES	\$ 2,471.38
				CONSTRUCTION STAKING	\$ 1,300.00
				CONTINGENCY (20%)	\$ 3,300.00
				TOTAL ICCSD COST *	\$ 23,547.23

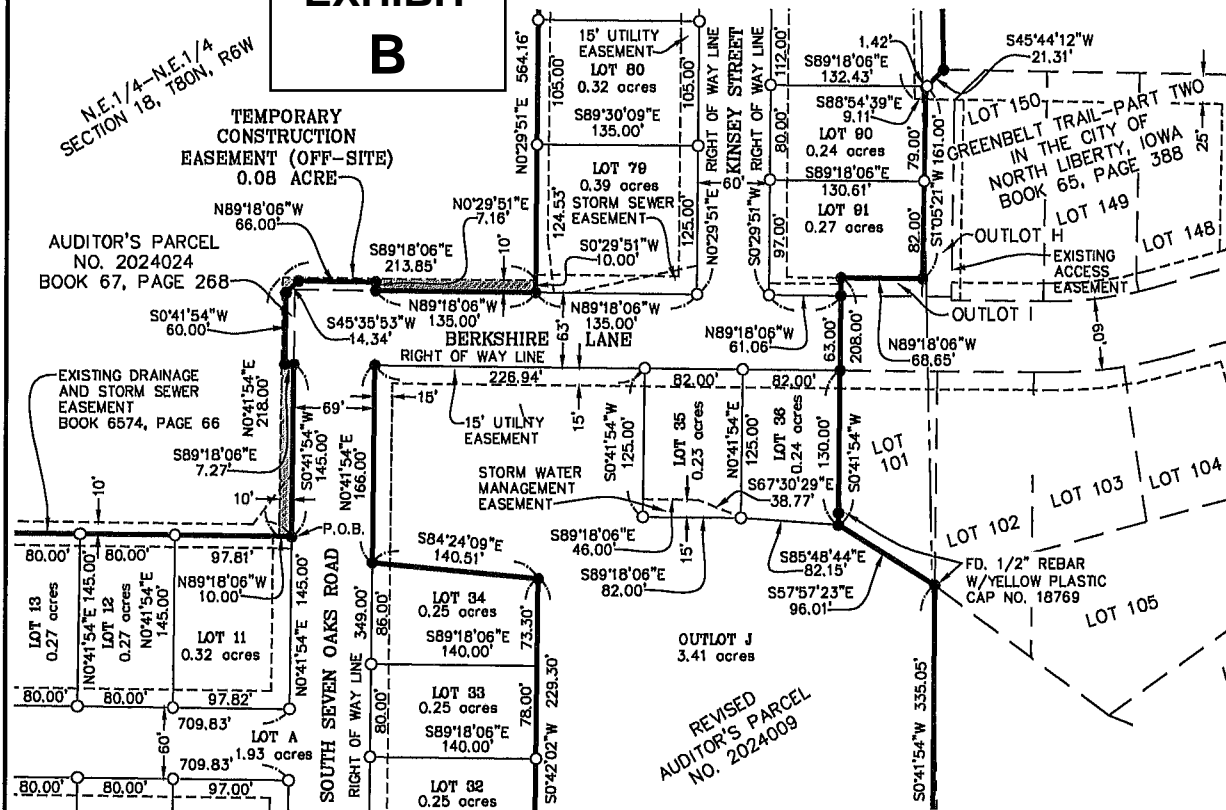
\* TRAIL TO BE DEFERRED UNTIL SCHOOL IS CONSTRUCTED AND 100% SHALL BE COVERED BY ICCSD

COST SHARE TABULATION	
GRAND TOTAL DEVELOPER COST **	\$ 93,905.45
GRAND TOTAL ICCSD COST (TO BE DEFERRED)	\$ 23,547.23
GRAND TOTAL CITY COST	\$ 86,512.65

\*\*DOES NOT ACCOUNT FOR LAND VALUE AND/OR LOSS OF LOT VALUE. DOES NOT ACCOUNT FOR GRADING AND/OR STORM SEWER COSTS ASSOCIATED WITH TRAIL.

UNIT PRICING PER 2024 BIDS

# EXHIBIT B



## NOTES:

1. DISTANCES ARE IN FEET AND DECIMALS THEREOF.
2. BEARINGS ARE BASED ON: NAD83(2011) / Iowa RCS Zone 10 (Cedar Rapids), as observed using the Iowa Real Time Network.
3. DATE OF SURVEY FIELD WORK: 9/28/2023

## SURVEY LEGEND

○	SET 1/2" REBAR W/ YELLOW PLASTIC CAP NO. 14809
●	FD. 1/2" REBAR W/ YELLOW PLASTIC CAP NO. 14809 UNLESS OTHERWISE NOTED
▲	FD. SECTION CORNER MONUMENT AS NOTED
( )	RECORDED AS
---	EASEMENT LINE
---	PLAT BOUNDARY
---	EXISTING LOT LINE
---	1/4-1/4 SECTION LINE
---	1/4 SECTION LINE
---	SECTION LINE

## LEGAL DESCRIPTION-TEMPORARY CONSTRUCTION EASEMENT (OFF-SITE):

A PORTION OF NORTHEAST QUARTER OF THE NORTHEAST QUARTER (N.E.1/4-N.E.1/4) OF SECTION EIGHTEEN (18), TOWNSHIP EIGHTY (80) NORTH, RANGE SIX (6) WEST OF THE FIFTH PRINCIPAL MERIDIAN CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 11 OF GREENBELT TRAIL-PART FOUR IN THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA; THENCE NORTH 89°18'06" WEST ON THE NORTH LINE OF SAID LOT 11, A DISTANCE OF 10.00 FEET; THENCE NORTH 0°41'54" EAST, 218.00 FEET; THENCE SOUTH 89°18'06" EAST, 213.85 FEET TO THE WEST LINE OF LOT 79 OF GREENBELT TRAIL-PART THREE IN THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA; THENCE SOUTH 0°29'51" WEST ON SAID WEST LINE, 10.00 FEET TO THE SOUTHWEST CORNER OF SAID LOT 11; THENCE NORTH 89°18'06" WEST ON THE NORTH RIGHT OF WAY LINE OF BERKSHIRE LANE, 135.00 FEET; THENCE NORTH 0°29'51" EAST ON AN EAST LINE OF AUDITOR'S PARCEL NO. 2024024, A DISTANCE OF 7.16 FEET; THENCE NORTH 89°18'06" WEST ON THE NORTH LINE OF SAID AUDITOR'S PARCEL, 66.00 FEET; THENCE SOUTH 45°35'53" WEST ON A NORTHWESTERLY LINE OF SAID AUDITOR'S PARCEL, 14.34 FEET; THENCE SOUTH 0°41'54" WEST ON THE WEST LINE OF SAID AUDITOR'S PARCEL, 60.00 FEET; THENCE SOUTH 89°18'06" ON A SOUTH LINE OF SAID AUDITOR'S PARCEL, 7.27 FEET TO THE WEST RIGHT OF WAY LINE OF SOUTH SEVEN OAKS ROAD; THENCE SOUTH 0°41'54" WEST ON SAID WEST RIGHT OF WAY LINE, 145.00 FEET TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 0.08 ACRE.

## REQUESTOR/PROPRIETOR:

SCANLON FAMILY, L.L.C.

## COMPANY:

HALL & HALL ENGINEERS, INC.  
1880 BOYSON ROAD  
HIAWATHA, IOWA 52233  
1-319-362-9548

## OWNER'S ATTORNEY:

ROBERT N. DOWNER  
327 2ND STREET  
SUITE 300  
CORALVILLE, IOWA 52241  
319-365-9461

Project Number:  
9749-081 3

Sheet:  
1 of 1

Scale:  
1"=100'

Field Book No:  
0705

Date:  
12/17/2024

Sheet Title:

EXHIBIT A  
**TEMPORARY CONSTRUCTION  
EASEMENT (OFF-SITE)**  
PORTIONS OF THE N.E.1/4-N.E.1/4, SECTION 18, T80N, R6W  
NORTH LIBERTY, JOHNSON COUNTY, IOWA

HALL & HALL ENGINEERS, INC.

Leaders in Land Development Since 1933

1880 BOYSON ROAD, HIAWATHA, IOWA 52233

PHONE: (319) 362-9548 FAX: (319) 362-7595

CIVIL ENGINEERING • LANDSCAPE ARCHITECTURE

LAND SURVEYING • LAND DEVELOPMENT PLANNING

www.halleng.com

Designed by:DLK Drawn by:DLK Checked by:SKF

CAD File: t:\projects\9700\9749-081 Scanlon Forms Greenbelt Trail Part 3\DWG\9749-0813 TEMP CONST EASE 10 FEET OFF-SITE 302024.dwg Date Plotted: Dec 17, 2024 - 3:11pm Plotted By: DLK

**Resolution No. 2025-21**

**A RESOLUTION APPROVING THE SURETY AGREEMENT FOR  
GREENBELT TRAIL PART 3 AND 4 BETWEEN THE CITY OF  
NORTH LIBERTY AND GREENBELT 3-4, LLC**

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

**WHEREAS**, construction of subdivision improvements for Greenbelt Trail Part 3 and Greenbelt Trail Part 4 is nearing completion; and

**WHEREAS**, certain minor public improvements are not yet completed for the subdivisions; and

**WHEREAS**, the City of North Liberty requires the installation of all public improvements to be completed or otherwise provided for prior to the issuance of any building or occupancy permit; and

**WHEREAS**, the estimate for completion of the unfinished improvements is \$177,630.30 and the developer has provided surety in that amount to the City to guarantee the completion of said improvements; and

**WHEREAS**, it is the parties' desire to establish in writing terms for the completion of the installation of said public improvements as set forth in the attached agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Surety Agreement between the City of North Liberty and Greenbelt 3-4 LLC is approved.

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

**APPROVED AND ADOPTED** this 11<sup>th</sup> day of February, 2025.

**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



**Resolution No. 2025-22**

**RESOLUTION APPROVING THE FINAL PLAT FOR GREENBELT TRAIL  
PART THREE - NORTH LIBERTY, IOWA**

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

**WHEREAS**, the owner and developer, Greenbelt 3-4, LLC, has filed with the City Clerk a final plat for the property described in the attached final plat, which is attached hereto and made a part hereof;

**WHEREAS**, said real estate is owned by the above-named party and the subdivision is being made with the free consent and in accordance with the desires of the owner;

**WHEREAS**, said final plat is found to conform with Chapter 354 of the Code of Iowa and ordinances of the City of North Liberty;

**WHEREAS**, the installation of public improvements has been provided for in accordance with Chapter 180.11(8)(A)(2) of the City Code, and governed by a Surety Agreement which has been duly approved by the City Council.

**NOW, THEREFORE, BE IT RESOLVED** that the final plat of Greenbelt Trail Part Three hereby approved.

**APPROVED AND ADOPTED** this 11th day of February, 2025.

CITY OF NORTH LIBERTY:

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CHRIS HOFFMAN, MAYOR

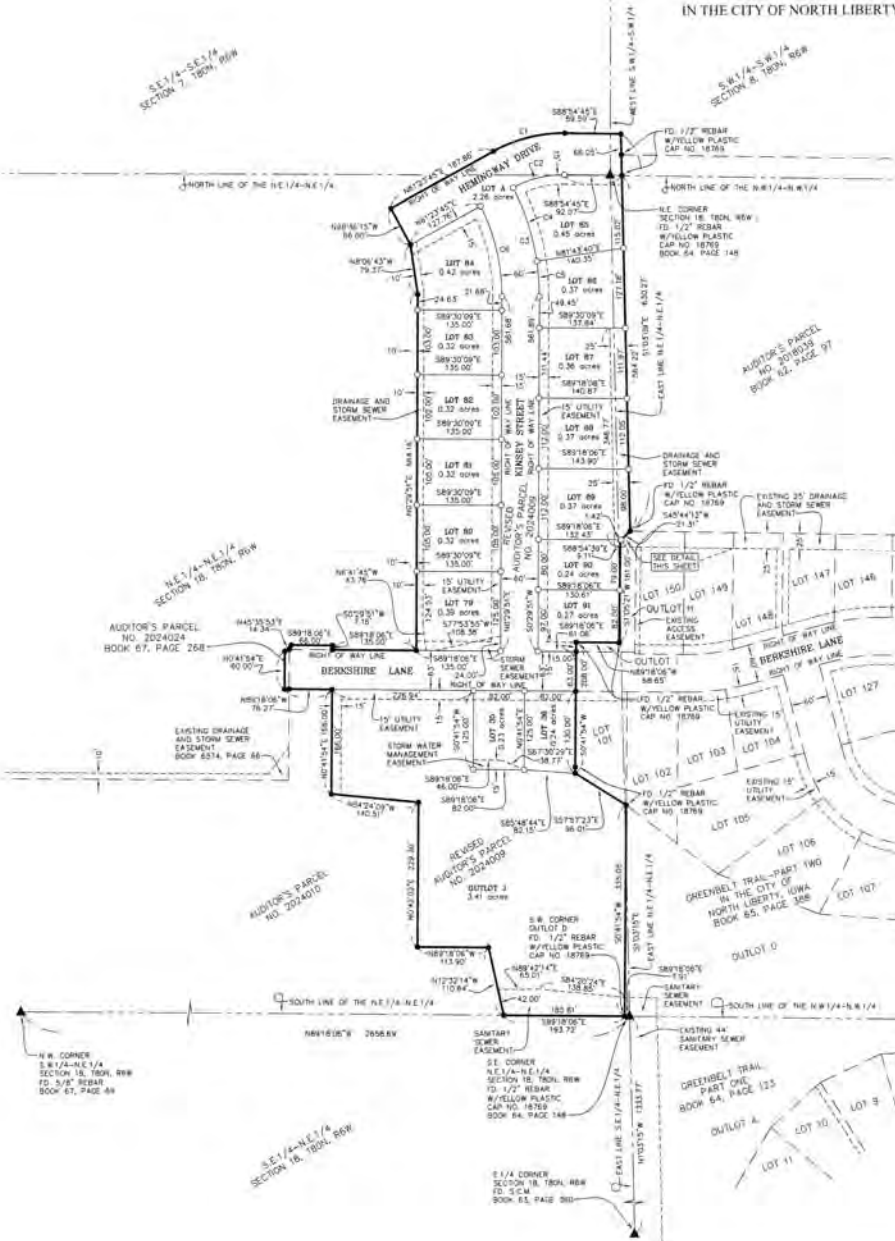
ATTEST:

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

---

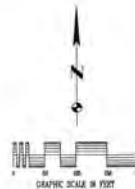
TRACEY MULCAHEY, CITY CLERK

FINAL PLAT  
GREENBELT TRAIL - PART THREE  
IN THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA.



SURVEY LEGEND

- SET 1/2" REBAR W/YELLOW PLASTIC CAP NO. 18769
- SET 1/2" REBAR W/YELLOW PLASTIC CAP NO. 18769 (OTHERWISE NOTED)
- ▲ FOUND SECTION CORNER MONUMENT AS NOTED
- EASEMENT LINE
- PLAT OR SURVEY BOUNDARY
- PLAT LOT LINE
- SECTION LINE
- 1/4 SECTION LINE
- 1/8 SECTION LINE
- EXISTING LOT LINE



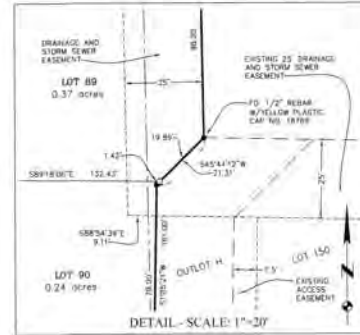
DRAWN BY: J. DUNN  
327 2ND STREET  
SUITE 100  
CORVALLIS, IOWA 52241  
319-265-9481

LEGAL DESCRIPTION  
AUDITOR'S PARCEL NO. 2024034  
AND  
REVISED AUDITOR'S PARCEL NO. 2024030 ALL  
IN THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA  
SAID PARCEL CONTAINS 10.66 ACRES.

Curve Data:	Tangent	Length	Radius	Chord	Chord Btg
C1 29° 41' 55"	81.25'	119.74'	231.00'	118.40'	478° 14' 50"E
C2 29° 43' 23"	43.76'	80.60'	105.00'	84.64'	576° 12' 33"W
C3 27° 50' 00"	91.68'	179.74'	370.00'	177.98'	N33° 25' 26"W
C4 19° 04' 37"	62.19'	123.33'	370.00'	122.86'	N77° 47' 40"W
C5 8° 45' 51"	28.31'	56.51'	370.00'	56.40'	N53° 52' 40"W
C6 27° 30' 16"	76.11'	149.26'	370.00'	147.83'	N53° 17' 47"W

AREA	ACRES
S.E. 1/4 - S.E. 1/4 SECTION 7	0.29
S.W. 1/4 - S.W. 1/4 SECTION 8	0.03
N.W. 1/4 - N.W. 1/4 SECTION 13	0.28
N.E. 1/4 - N.E. 1/4 SECTION 18	10.06
TOTAL	10.66

- NOTES:
1. DISTANCES ARE IN FEET AND DECIMALS THEREOF.
  2. DISTANCES ARE BASED ON NAD83(2011), 1" = 100' REFS Zone 10 (Data Rights), as shown using the real time network.
  3. DATE OF SURVEY: FIELD WORK 3/28/2023.
  4. LOT 4 IS BEING DEDICATED TO THE PUBLIC AT THIS TIME AS PUBLIC STREET RIGHT OF WAY.
  5. OUTLOT 1 IS FOR STORMWATER MANAGEMENT AND SHALL BE OWNED AND MAINTAINED BY HOMEOWNERS ASSOCIATION.



FLAT/PLAN APPROVED  
by the City of North Liberty, Iowa

CLERK: \_\_\_\_\_ DATE: \_\_\_\_\_

CHAIRPERSON OF THE PLANNING COMMISSION: \_\_\_\_\_ DATE: \_\_\_\_\_

UTILITY EASEMENTS AS SHOWN HEREON, MAY OR MAY NOT INCLUDE SANITARY SEWER LINES, AND/OR STORM SEWER LINES, AND/OR WATER LINES. SEE CONSTRUCTION PLANS FOR DETAILS.

UTILITY EASEMENTS, AS SHOWN HEREON, ARE ASSUMED TO BE FOR THE INSTALLATION AND MAINTENANCE OF THE FACILITIES REQUIRED BY THE FOLLOWING AGENCIES:

McGraw-Hill Construction	DATE: 11/2/23
INDIANA	DATE: 11/2/23
LIAN COUNTY REC	DATE: 11/2/23
SOUTH SLOPE	DATE: 11/2/23
LUMES	DATE: 11/2/23

DESIGNED BY: J. DUNN

DRAWN BY: J. DUNN

CHECKED BY: J. DUNN

DATE: 11/2/2024

FILED: 11/2/2024

SCALE: 1" = 100'

PROJECT NUMBER: 9749-GBT-3

FINAL PLAT  
GREENBELT TRAIL - PART THREE  
IN THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA

Designed by: J. DUNN  
Drawn by: J. DUNN  
Checked by: J. DUNN  
Date: 11/2/2024  
Filed: 11/2/2024  
Scale: 1" = 100'  
Project Number: 9749-GBT-3

**Resolution No. 2025-23**

**RESOLUTION APPROVING THE FINAL PLAT FOR GREENBELT TRAIL  
PART FOUR - NORTH LIBERTY, IOWA**

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

**WHEREAS**, the owner and developer, Greenbelt 3-4, LLC, has filed with the City Clerk a final plat for the property described in the attached final plat, which is attached hereto and made a part hereof;

**WHEREAS**, said real estate is owned by the above-named party and the subdivision is being made with the free consent and in accordance with the desires of the owner;

**WHEREAS**, said final plat is found to conform with Chapter 354 of the Code of Iowa and ordinances of the City of North Liberty;

**WHEREAS**, the installation of public improvements has been provided for in accordance with Chapter 180.11(8)(A)(2) of the City Code, and governed by a Surety Agreement which has been duly approved by the City Council.

**NOW, THEREFORE, BE IT RESOLVED** that the final plat of Greenbelt Trail Part Four hereby approved.

**APPROVED AND ADOPTED** this 11th day of February, 2025.

CITY OF NORTH LIBERTY:

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CHRIS HOFFMAN, MAYOR

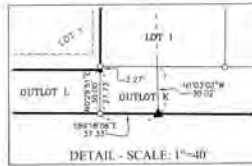
ATTEST:

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

---

TRACEY MULCAHEY, CITY CLERK

FINAL PLAT  
GREENBELT TRAIL - PART FOUR  
IN THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA

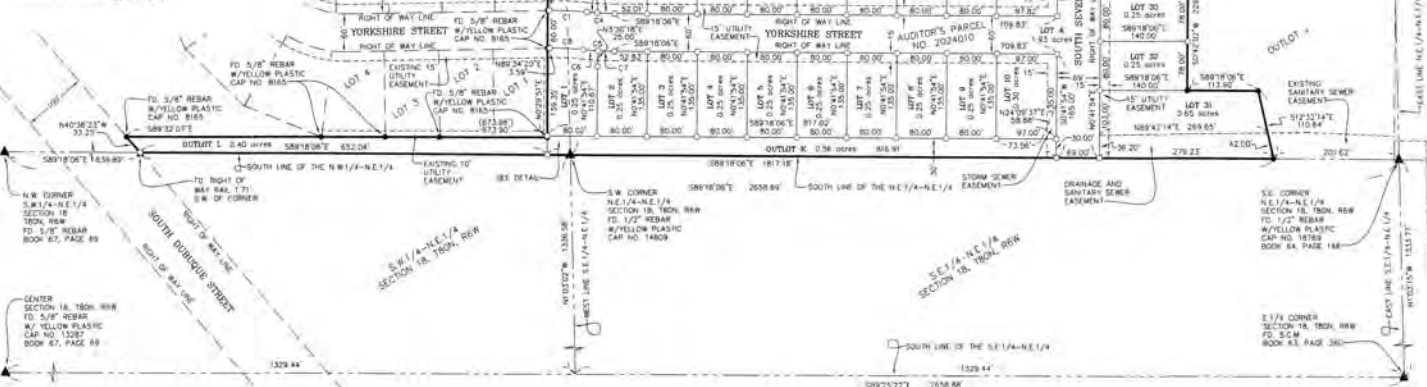


AREA	ACRES
N.E. 1/4 - N.E. 1/4, S. 80	0.88
N.W. 1/4 - N.E. 1/4, S. 80	0.88
TOTAL	9.56

Curve Data	Tangent	Length	Radius	Chord	Chord Ang.
C1	61° 34' 09"	30.42	80.77	50.00	60.73
C2	2° 02' 33"	8.36	16.16	475.00	16.75
C3	3° 24' 02"	13.95	27.02	470.00	27.89
C4	5° 26' 35"	22.34	44.63	470.00	44.83
C5	3° 38' 55"	29.19	50.35	533.00	50.33
C6	2° 48' 24"	12.98	25.96	533.00	25.96
C7	2° 58' 11"	12.20	24.39	533.00	24.39
C8	6° 34' 09"	26.97	53.93	470.00	53.86

SURVEY LEGEND

- SET 1/2" REBAR W/ YELLOW PLASTIC CAP NO. 14809
- FD 1/2" REBAR W/ YELLOW PLASTIC CAP NO. 14809
- FD SECTION CORNER MONUMENT AS NOTED
- RECORDED AS EASEMENT LINE
- PLAY BOUNDARY
- EXISTING LOT LINE
- 1/4" SECTION LINE
- 1/4" SECTION LINE



INDEX LEGEND

LOCATION: AUDITOR'S PARCEL 2004010  
REQUESTOR: GREEN BELT 3-A, L.L.C.  
PROWSEYOR: GREEN BELT 3-A, L.L.C.  
SURVEYOR: DREGG E. SAMPSON, P.L.S.

COMPANY/ RETURN TO: DREGG E. SAMPSON, P.L.S.  
HALL & HALL ENGINEERS, INC.  
1800 BAYVIEW ROAD  
HAWAII, IOWA 52231  
1-319-362-9548

SPACE RESERVED FOR RECORDING PURPOSES



NOTES:

- DISTANCES ARE IN FEET AND DECIMALS THEREOF.
- BEARINGS ARE BASED ON NAD83(2011) / Iowa PCZ Zone 12 (Crest Heights), as observed using the Iowa Real Time Network.
- DATE OF SURVEY FIELD WORK: 6/28/2023
- LOT 4 IS BEING DEDICATED TO THE PUBLIC AT THIS TIME AT PUBLIC STREET RIGHT OF WAY.
- OUTLOTS K AND L BEING DEDICATED TO THE CITY OF NORTH LIBERTY AT THE TIME THE IMPROVED GREENBELT TRAIL IS COMPLETED.

OWNER'S ATTORNEY:

ROBERT W. GOWDER  
237 2ND STREET  
SUITE 300  
CORVALLIS, IOWA 52241  
319-365-9461

LEGAL DESCRIPTION:

AUDITOR'S PARCEL: NO. 2024010  
IN THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA  
DESCRIBED PARCEL CONTAINS 9.56 ACRES

PLAT/PLAN APPROVED  
by the City of North Liberty, Iowa

CITY:	DATE:
CHAIRPERSON OF THE PLANNING COMMISSION:	DATE:
UTILITY EASEMENTS AS SHOWN HEREON, WAY OF WAY NOT INCLUDE SANITARY SEWER LINES, AND/OR STORM SEWER LINES, AND/OR WATER LINES. SEE CONSTRUCTION PLANS FOR DETAILS.	
UTILITY EASEMENTS AS SHOWN HEREON, ARE ADEQUATE FOR THE INSTALLATION AND MAINTENANCE OF THE FACILITIES REQUIRED BY THE FOLLOWING ADVERTISE:	
MOHAWK ENERGY CO.	DATE: 10/16/24
JOHN COUNTY REEL	DATE: 10/16/24
SOUTH SLOPE	DATE: 10/16/24
LUMEN	DATE: 10/16/24



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed land surveyor under the laws of the State of Iowa.

Dated: 11/19/2024  
DREGG E. SAMPSON, P.L.S. - Iowa License No. 14809  
My license renewal date is December 31, 2024.  
ENTIRE SUBMISSION IS COVERED BY THIS SEAL UNLESS SPECIFIED BELOW. *THAT'S THE WAY TO LIVE*

FINAL PLAT  
GREENBELT TRAIL - PART FOUR  
IN THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA

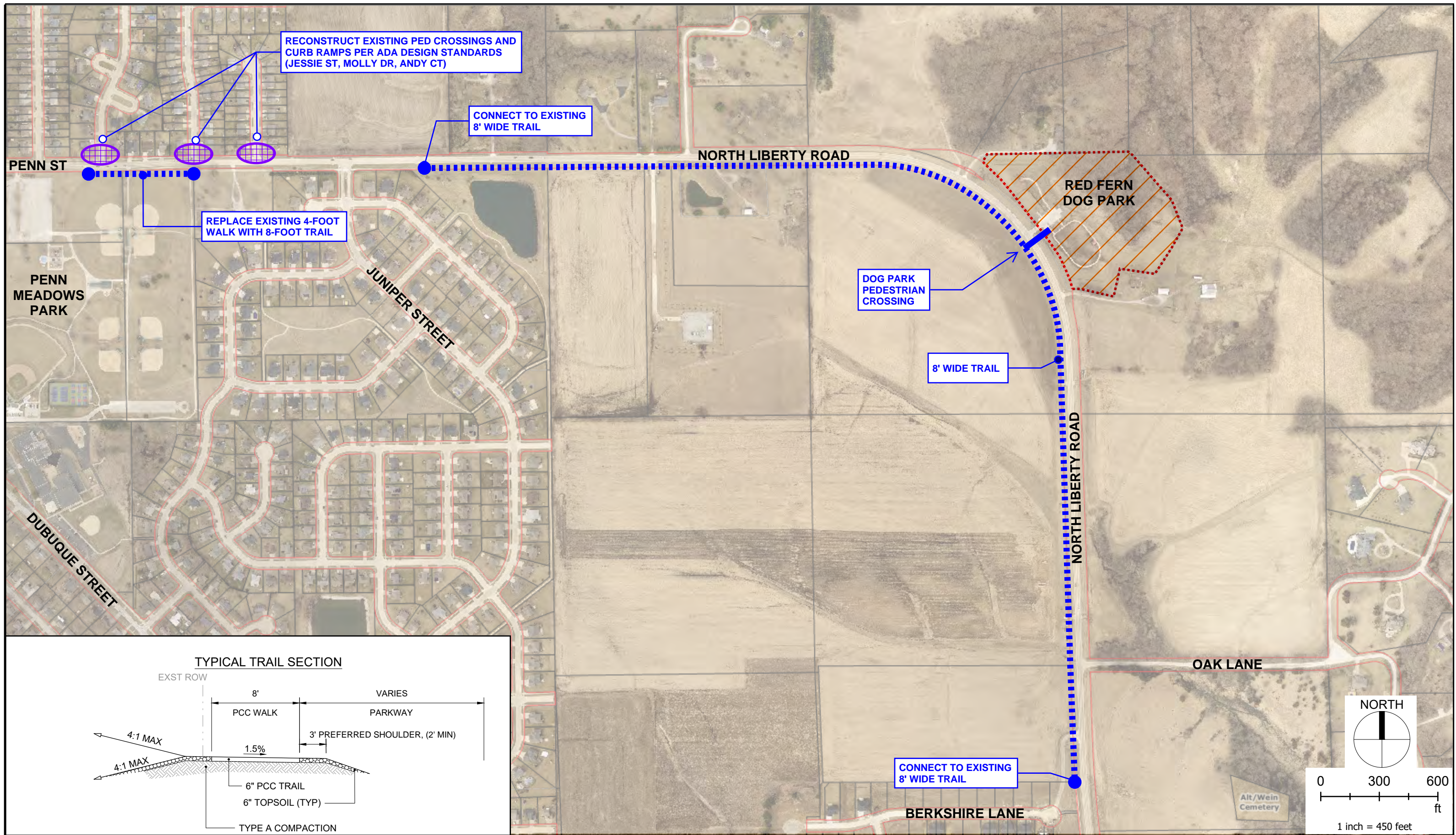
Drawn by: SLK  
Checked by: SLK  
Date: 11/19/2024  
Field Book No: 01 1022/21 100  
Sheet: 1 of 1  
Project Number: 9749-CB73

Revision Description  
Revision Number  
Date  
HALL & HALL ENGINEERS, INC.  
1800 BAYVIEW ROAD  
HAWAII, IOWA 52231  
1-319-362-9548  
CAD File: C:\Users\SLK\Documents\Greenbelt Trail Part 4\Greenbelt Trail Part 4.dwg  
Plot Date: 11/19/2024  
Plot Time: 11:46am  
Plot User: SLK



# **North Liberty Road Trail Project**







## **Resolution No. 2025-24**

### **RESOLUTION FINALLY APPROVING AND CONFIRMING PLANS, SPECIFICATIONS, AND ESTIMATE OF COST FOR THE NORTH LIBERTY ROAD TRAIL IMPROVEMENTS PROJECT**

**WHEREAS**, the City Council of the City of North Liberty, Iowa, has heretofore given preliminary approval to the plans, specifications, and estimate of cost (the "Contract Documents") for the proposed North Liberty Road Trail Improvements Project (the "Project"), as described in the notice of hearing on the Contract Documents for the Project and the taking of bids therefor; and

**WHEREAS**, a hearing has been held on the Contract Documents on February 11, 2025;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of North Liberty, Iowa, as follows:

Section 1. The Iowa Department of Transportation (DOT) will receive bids for the Project on February 18. At such time and place the Iowa DOT will open such bids received and announce the results thereof. The City Council will consider bids received at the City Council meeting to be held on February 28, 2025 or March 11, 2025 at 6:00 p.m. in Council Chambers at 360 N. Main Street, North Liberty, Iowa.

Section 2. The Iowa DOT is hereby authorized and directed to give notice of the hearing and taking of bids by publication as required by law, which publication shall be made not less than 4 and not more than 45 days prior to the date for receipt of bids and not less than 4 and not more than 20 days prior to the date of the said hearing.

Section 3. "Pursuant to Section 1.150-2 of the Income Tax Regulations (the "Regulations") of the Internal Revenue Service, the City declares (a) that it intends to undertake the Project, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the "Bonds"), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the Project have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 4. The Contract Documents referred to in the preamble hereof are hereby finally approved, and the prior action of the City Council giving preliminary approval is hereby finally confirmed, and the Project, as provided for in the Contract Documents, is necessary and desirable.

Section 5. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**APPROVED AND ADOPTED** this 11th day of February , 2025.

**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





# **RISE Project Completion Settlement**

**Resolution No. 2025-25**

**RESOLUTION APPROVING AND AUTHORIZING THE RISE  
PROJECT COMPLETION SETTLEMENT**

**WHEREAS**, the City of North Liberty was awarded a Revitalize Iowa's Sound Economy Program (RISE) Project grant on August 8, 2017; and

**WHEREAS**, the grant had a contingency that 365 FTE jobs would be created by GEICO;  
and

**WHEREAS**, the number of jobs created by GEICO from their baseline was zero; and

**WHEREAS**, the City is required to repay part of the grant funds due to this contingency not being met,

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of North Liberty, Iowa, that the City will repay the required settlement amount of \$1,077,368 as shown in the RISE Project Completion Settlement.

**APPROVED AND ADOPTED** this 11th day of February, 2025.

**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

# RISE Project Completion Settlement for:

Calculated: 4/30/2024

RECIPIENT : City of North Liberty  
PROJECT # : RMX-5557(621)--9E-52  
AGREEMENT #: 2018-R-001

Reimbursable Maximum : \$3,070,000

To bring this project agreement to a close, in accordance with the procedure adopted by the Iowa Transportation Commission (Commission), the Recipient (as identified above) is required to repay a portion of the RISE grant funds received.

The amount to be repaid is calculated in the following manner, according to the method approved by the Commission, all amounts are rounded to the nearest whole dollar or percentage point.

**Step 1** Determine the difference between the RISE grant funds actually reimbursed and 50% of the total eligible costs. The resulting amount is referred to as the "RISE Differential"

	Actual	
a. RISE grant funds reimbursed:	3,070,000.00	
b. FINAL eligible project costs:	3,985,264.00	
c. 50% of FINAL eligible costs:	1,992,632.00	
"RISE Differential" ( a ) - ( c ) =	1,077,368.00	<div>\$1,077,368</div> Rounded

**Step 2** Determine average number of jobs for 6-month monitoring period.

a.	FTE Jobs at start of 6-month period:	410
b.	FTE Jobs at end of 6-month period:	373
	Average jobs for 6-month monitoring period [(a+b)/2]	391.5

**Step 3** Determine the contingency unfulfilled.

0 new jobs were created by GEICO.

The funding contingency required that 365 FTE jobs be created.

a.	Existing Jobs at time of award (baseline):	419	
b.	Jobs required to be created (contingency):	307	
c.	Average jobs for 6-month monitoring period (Step 2):	392	Rounded
d.	Contingency required jobs not created [(a+b)-c]:	307	
	Determine percentage contingency unfulfilled (d/b):	100.00%	
	Therefore the percentage of contingency still unfulfilled is:	<div>100%</div>	Rounded

**Step 4** Determine the prorated settlement amount by multiplying the RISE Differential (Step 1) amount by the percentage of the contingency still unfulfilled (Step 3).

	RISE Differential (Step 1)	X	Percentage unfulfilled (Step 3) = Prorated amount
\$	1,077,368	X	100% <div>\$1,077,368</div>
			Rounded



# **Zoning Code Ordinance Amendment**



December 3, 2024

Chris Hoffman, Mayor  
City of North Liberty  
360 North Main Street  
North Liberty IA 52317

Re: Request of the City of North Liberty for an Ordinance amending Chapter 168 of the North Liberty Code of Ordinances pertaining to residential district dimensional standards.

Mayor Hoffman:

The North Liberty Planning Commission considered the above-referenced request at its December 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.

Amy Yotty, Chairperson  
City of North Liberty Planning Commission



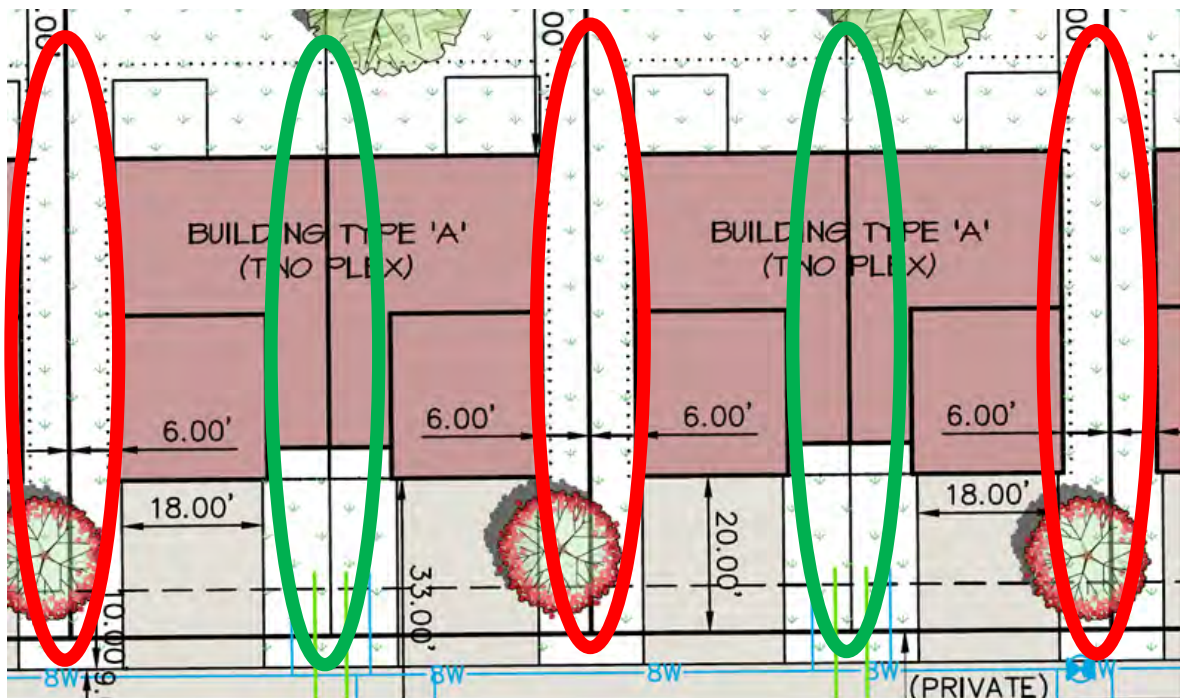
To **City of North Liberty Planning Commission**  
From **Ryan Rusnak, AICP**  
Date **November 25, 2024**  
Re **Request of the City of North Liberty for an Ordinance amending Chapter 168 of the North Liberty Code of Ordinances pertaining to residential district dimensional standards.**

---

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

### 1. Request Summary:

The City is proposing a minor update the RM dimensional standards due to an oversight to the recently adopted amendments to the Zoning Ordinance. The City requires lots to be subdivided after they are constructed so lot lines can be centered on the common wall. As written, a larger side setback would be required due to the City's process.



Lot line at the time of subdivision plat



Lot line after the subdivision plat

Table 168.02-B Dimensional Standards SF = Square Feet, DU = Dwelling Unit, ' = Feet					
	RD-8	RD-10	RM-8	RM-12	RM-21
<b>Bulk (Prior to Subdividing into DU Individual Lots)</b>					
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
<b>Setbacks (Prior to Subdividing into Individual DU Lots)</b>					
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'	5' if that side yard abuts RM District, otherwise 15'	5' if that side yard abuts RM District, otherwise 15'	10'*
Minimum Required Rear Yard	30'	30'	30'	30'	30'*
<b>Bulk (After Subdividing into Individual DU Lots)</b>					
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'
<b>Setbacks (After Subdividing into Individual DU Lots)</b>					
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' if that side yard abuts RM District, otherwise 15'	5' if that side yard abuts RM District, otherwise 15'	5'10'*
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'					

## **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 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. 2025-01

AMENDING CHAPTER 168 OF THE NORTH LIBERTY CODE OF  
ORDINANCES PERTAINING TO RESIDENTIAL DISTRICT  
DIMENSIONAL STANDARDS

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

**SECTION 1. AMENDMENT OF ORDINANCE.** Subsection 5, Paragraph B of Section 168.02 and Table 168.02-B of the North Liberty Code of Ordinances, are amended to read as follows:

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'	5' if that side yard abuts RM District, otherwise 15'	5' if that side yard abuts RM District, otherwise 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' if that side yard abuts RM District, otherwise 15'	5' if that side yard abuts RM District, otherwise 15'	10'**
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'					

**SECTION 2. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 3. 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 4. 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 5. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on January 14, 2025.

Second reading on January 28, 2025.

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. 2025-01 in *The Gazette* on the \_\_\_\_ of \_\_\_\_\_, \_\_\_\_.

---

TRACEY MULCAHEY, CITY CLERK



## **Greenbelt Trail Part 8**



To **City of North Liberty Planning Commission**  
From **Ryan Rusnak, AICP**  
Date **November 26, 2024**  
Re **Request of Scanlon Family, LLC for a zoning map amendment (rezoning) from ID Interim Development District to RS-6 Single-Unit Residence District and a preliminary subdivision plat on approximately 12.25 acres. The property is located at the east terminus of Radcliffe Drive and is directly east of Arlington Ridge Subdivision - Parts Four and Six. The purpose of the request is to facilitate future development of the property as single-family homes and related infrastructure.**

---

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

- 1. Request Summary:** The request is to facilitate the future development of 33 single-unit dwelling lots and related infrastructure on approximately 12.25 acres. This portion of the development (Greenbelt Trail Part 8) is likely several years out. Currently, Greenbelt Trail Parts 3 & 4 are under construction. However, Part 8 is within the same sanitary sewer basin as the other Parts and the developer wants to give some assurances that this portion of the property would be single-unit dwellings.





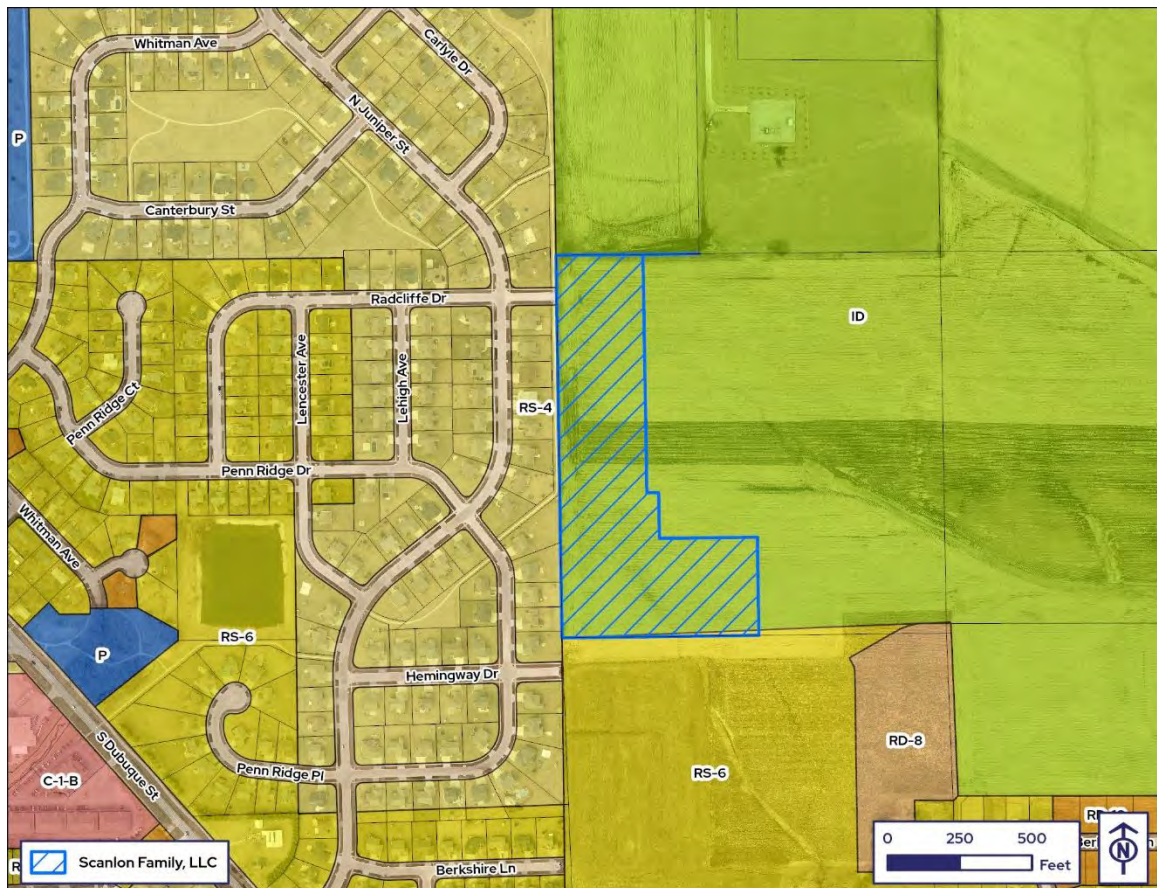
## 2. Current Zoning:

### Current Zoning

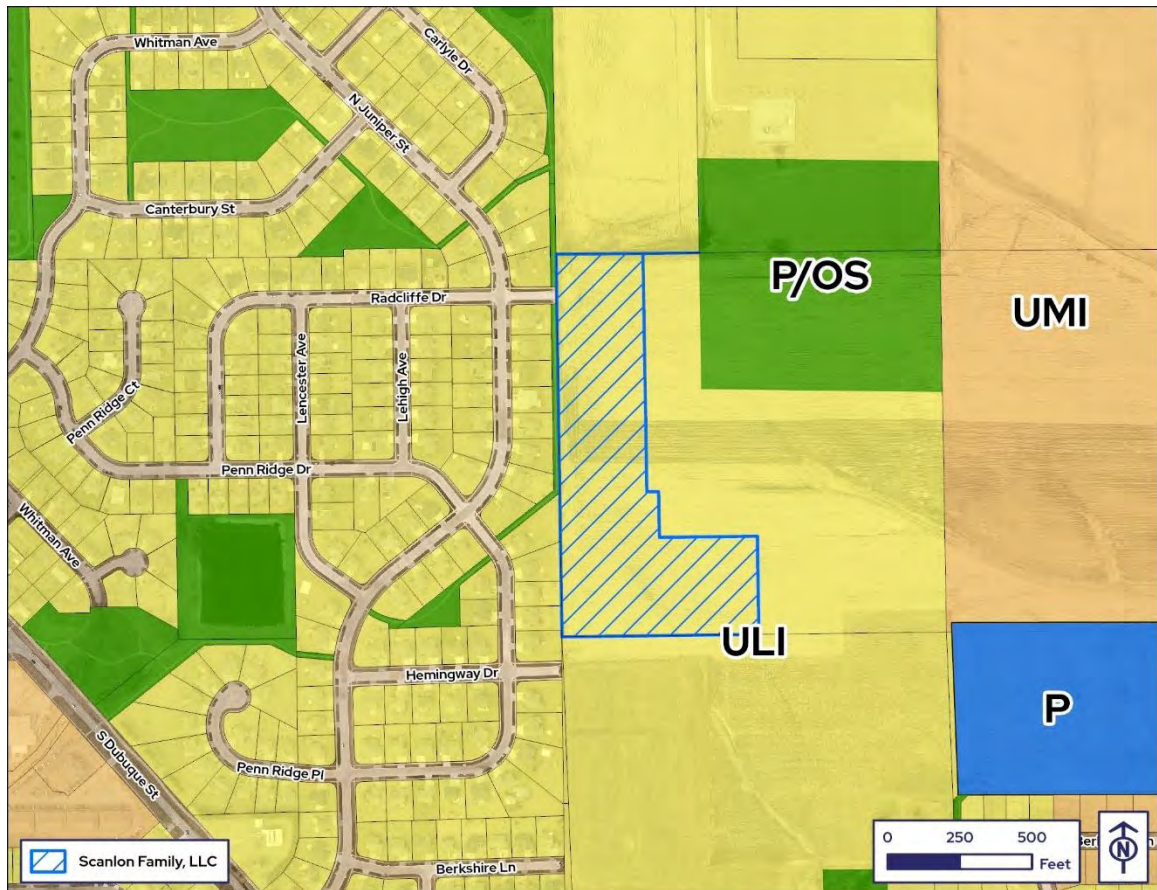
ID Interim Development District. The ID District is intended to preserve existing agriculture and other non-intensive uses to prevent premature development and non-orderly encroachment of higher intensity urban uses, and to help guide urban growth into suitable areas.

### Proposed Zoning

RS-6 Single-Unit Residence District. The RS-6 District is intended to provide for and maintain moderate density single-unit residential neighborhoods. Limited non-residential uses that are compatible with the surrounding residential neighborhoods may be permitted in the RS-6 District.



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



#### Urban Low Intensity Description

An efficient, walkable pattern of lower-density development. Compared to denser areas, ULI has more space and separation of uses, with farther distances between destinations and fewer shared amenities. Low-intensity areas can include a horizontal mix of primarily residential and limited non-residential uses at compatible lower densities and scales.

#### *Residential*

Emphasis on single-family detached and attached residential developments. Attached housing projects may primarily be at transition areas between arterial or collector streets, small scale commercial uses, and higher intensity districts.

#### *Form and Features*

- » General aggregate development density of 3 to 8 units per acre. Lot sizes can vary within developments to provide different housing types.
- » A framework of streets and open space should create neighborhoods and multiple access points for all types of transportation.
- » Open spaces, streets, and trail connections integrate with the larger community.



#### 4. Public Input:

A virtual good neighbor meeting was held on November 19, 2024. A total of 19 people attended the meeting. Some topics of discussion include (staff commentary in *italics*):

- A. The timing of completion for Greenbelt Trail Parts 3 & 4, which is currently under construction.

*The estimated completion date is late 2024 or early 2025.*

- B. The timing of this phase of the development and the other portions of the Scanlon Family, LLC property.

*This portion of the development (Greenbelt Trail Part 8) is likely several years out. Currently, Greenbelt Trail Parts 3 & 4 are under construction. However, this area is within the same sanitary sewer basin as the other Parts and the developer wants to give some assurances that this portion of the property would be single-unit dwellings. The portion of the property adjacent to North Liberty Road is located within a different sanitary sewer basin so this portion of the property may be further out for development.*

- C. The timing of the Iowa City Community School District property along North Liberty Road.

*Staff reached out to the District and they had no information to provide on the timing of construction.*

- D. Other area improvements.

*The North Liberty Road trail will be constructed in 2025.*

- E. Drainage impacts, if any, of proposed Greenbelt Trail Part 8.

*The preliminary plat shows storm intakes along the rear of the development to convey a portion of the stormwater into the Greenbelt Trail Part 8.*

- F. Connection to the Arlington Ridge trail.

*No connection is planned since the trail in Arlington Ridge is private.*

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 (ordinance language in *italics* and staff analysis in **bold**).

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

**It is staff's opinion that the proposed zoning would be compatible 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. Site Plan Approval Standards:

Section 180.11(3)(A) of the North Liberty Code of Ordinances sets forth the preliminary subdivision plat submittal requirements and review (Ordinance language in *italics* and staff analysis in **bold**).

*Preliminary Subdivision Plat Submittal Requirements and Review. The preliminary plat, in general, contains more information than the final plat, so that the subdivider and the City can ensure conformance with codes, master facility plans, and good planning and engineering practices. Though the preliminary plat is not recorded, it is approved by resolution of the City Council, and conditions for approval of the plat shall be addressed on any final plats of the same area.*

A. *Preliminary Plat Contents. The application shall include a preliminary plat of the subdivision drawn to a scale of one inch to one hundred feet minimum, and shall show:*

- (1) A location map to provide spatial reference, showing the outline of the area to be subdivided, existing streets and corporate limits in the vicinity, a north arrow and scale or note stating "not to scale," and other information that might help clarify where the plat is located as well as its surroundings and size relative to other City features;*

**This has been provided on the Preliminary Plat.**

- (2) Name of proposed subdivision and date;*

**This has been provided on the Preliminary Plat.**

- (3) Legal description and acreage;*

**This has been provided on the Preliminary Plat.**

- (4) Name and address of owner;*

**This has been provided on the Preliminary Plat.**

- (5) Names of the persons preparing the plat, owner's attorney, representative or agent, if any;*

**This has been provided on the Preliminary Plat.**

- (6) Existing and proposed zoning district classification of all land within the proposed subdivision and within about 200 feet of the subdivision;*

**Staff is not requiring this information on the Preliminary Plat.**

- (7) North point and graphic scale;*

**This has been provided on the Preliminary Plat.**

- (8) Contours at two-foot intervals or less, both existing and as generally proposed (subject to more refinement in subsequent construction plans);*

**This has been provided on the Preliminary Plat.**

*(9) Building setback lines as required by the current or proposed zoning district classifications;*

**This has been provided on the Preliminary Plat.**

*(10) The approximate boundaries of areas of known flood levels or floodplains, areas covered by water, wooded areas, floodways, and all open channel drainage ways;*

**This has been provided on the Preliminary Plat.**

*(11) Locations, names, and dimensions of existing lot lines, streets, public utilities, water mains, sewers, drainpipes, culverts, watercourses, bridges, railroads and buildings within in the proposed subdivision and within about 200 feet of the subdivision;*

**This has been provided on the Preliminary Plat.**

*(12) Layout of proposed blocks, if used, and lots, including the dimension of each lot, and the lot and block number in numerical order;*

**This has been provided on the Preliminary Plat.**

*(13) Layout and dimensions of proposed streets, sidewalks, trails, alleys, utility and other easements, parks and other open spaces or reserved areas;*

**This has been provided on the Preliminary Plat.**

*(14) Grades of proposed streets and alleys;*

**This has been provided on the Preliminary Plat. However, no new streets are proposed.**

*(15) A cross-section of the proposed streets showing the roadway locations, the type of curb and gutter, the paving, and sidewalks to be installed;*

**No new streets are proposed.**

*(16) The layout of proposed water mains and sanitary sewer systems;*

**No water or sanitary mains are proposed.**

*(17) The drainage of the land, including proposed storm sewers, ditches, culverts, bridges and other structures;*

**This has been provided on the Preliminary Plat.**

*(18) Stormwater management facilities when applicable;*

**There is an off-site stormwater management facility.**

*(19) A signed certificate of the Johnson County Auditor for the subdivision name;*

**This information has been provided.**

*(20) Other special details or features that may be proposed or required.*

**None required.**

**7. Additional information:**

None.

**8. Staff Recommendation:**

Findings:

1. The rezoning request from ID Interim Development District to RS-6 Single-Unit Residence District would achieve consistency with the approval standards enumerated in Section 165.09 of the Zoning Code.
2. The preliminary subdivision plat would achieve consistency with Section 180.11(3)(A) and 180.12 of the North Liberty Code of Ordinances, which sets forth the preliminary subdivision plat submittal requirements and design standards, respectively.

Recommendation:

Staff recommends the Planning Commission accept the listed findings and forward the request for a zoning map amendment (rezoning) from ID Interim Development District to RS-6 Single-Unit Residence District and a preliminary subdivision plat on approximately 12.25 acres to the City Council with a recommendation for approval.

Suggested motion:

I move that the Planning Commission accept the listed findings and forward the zoning map amendment (rezoning) and preliminary subdivision plat to the City Council with a recommendation for approval.

PRELIMINARY PLAT  
FOR  
GREENBELT TRAIL SUBDIVISION  
PART EIGHT

IN THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA

UTILITY AND EMERGENCY TELEPHONE NUMBERS  
CITY OF NORTH LIBERTY, IOWA

PLANNING DEPARTMENT	(319)-626-5747
POLICE DEPARTMENT	(319)-356-6800
EMERGENCY	911
FIRE DEPARTMENT	(319)-356-6800
EMERGENCY	911
WATER DEPARTMENT	(319)-626-5719
STREETS DEPARTMENT	(319)-626-5718
PARKS AND RECREATION	(319)-626-5720
IOWA ONE CALL (UTILITIES)	(800)-292-8989
MID-AMERICAN ENERGY	(800)-329-6261
ALLIANT ENERGY (ELECTRIC)	(800)-255-4268
INFORMATION	(800)-883-0145
MEDIA/CORP (CABLE TV)	(319)-626-2211
SOUTHWEST (TELEPHONE / CABLE TV)	(800)-332-5420
WINN COUNTY REC	(800)-289-1901
WINDSTREAM	(800)-283-1540
CEDAR RAPIDS AND IOWA CITY RAILWAY COMPANY	(319)-364-0235
IOWA DEPARTMENT OF TRANSPORTATION	(319)-364-8189
DISTRICT ENGINEER	(319)-356-6046
MAINTENANCE GARAGES	
JOHNSON COUNTY ENGINEER	

UTILITY LEGEND

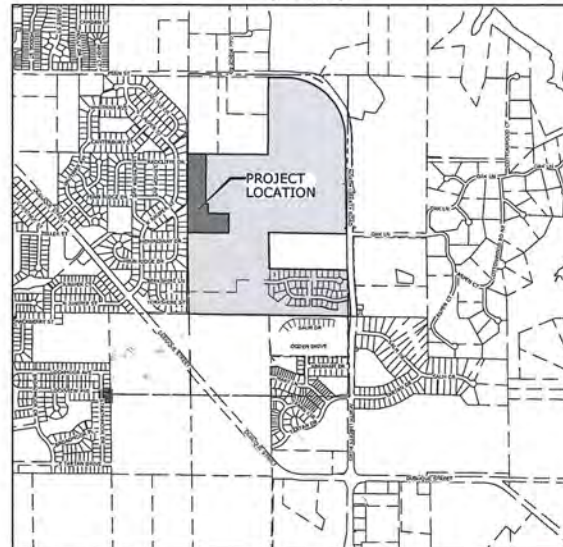
EXISTING	PROPOSED
--- (1) ---	SANITARY SEWER W/PIPE
--- (1) ---	STORM SEWER W/PIPE
--- (1) ---	SUBURBAN
--- (1) ---	WATER MAIN W/PIPE
--- (1) ---	GAS
--- (1) ---	ELECTRIC OVERHEAD
--- (1) ---	ELECTRIC UNDERGROUND
--- (1) ---	CABLE TV UNDERGROUND
--- (1) ---	CABLE TV OVERHEAD
--- (1) ---	TELEPHONE OVERHEAD
--- (1) ---	FIBER OPTIC UNDERGROUND
--- (1) ---	FIBER OPTIC OVERHEAD
--- (1) ---	TELEPHONE UNDERGROUND
--- (1) ---	PRICE LINE
--- (1) ---	CITY CORPORATION LINES
--- (1) ---	PROPERTY LINE
--- (1) ---	CITY CORPORATION LINES
--- (1) ---	CONTOUR LINE
--- (1) ---	LIGHT POLE W/STREET
--- (1) ---	TELEPHONE POLE
--- (1) ---	POWER POLE
--- (1) ---	QUIP ANCHOR
--- (1) ---	QUIP POLE
--- (1) ---	TELEPHONE PEDESTAL
--- (1) ---	TELEPHONE MANHOLE
--- (1) ---	CABLE TV PEDestal
--- (1) ---	UTILITY/CHIMNEY CHIMNEY
--- (1) ---	SANITARY MANHOLE
--- (1) ---	STORM MANHOLE
--- (1) ---	GRATE INTAKE
--- (1) ---	RA-2 INTAKE
--- (1) ---	RA-5 INTAKE
--- (1) ---	RA-6 INTAKE
--- (1) ---	RA-8 INTAKE

UTILITY LEGEND (CONTINUED)

EXISTING	PROPOSED
--- (1) ---	HORIZONTAL CATCH BASIN W/PIPE
--- (1) ---	GAS VALVE
--- (1) ---	FLARED END SECTION
--- (1) ---	CLEANOUT, STORM OR SANITARY
--- (1) ---	BENCHMARK
--- (1) ---	STREET SIGN
--- (1) ---	WELL
--- (1) ---	FIRE HYDRANT
--- (1) ---	WATER VALVE
--- (1) ---	WATER SHUTOFF
--- (1) ---	WATER BLOWOFF
--- (1) ---	SURVEY CONTROL MONUMENT AS NOTED

SURVEY LEGEND

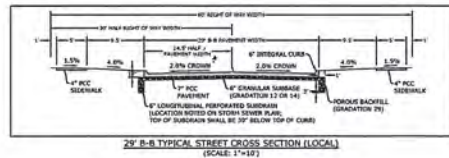
EXISTING	PROPOSED
--- (1) ---	SET --- REBAR W/CAIP NO. ---
--- (1) ---	SET PK NAIL
--- (1) ---	FOUND SURVEY MONUMENT AS NOTED
--- (1) ---	FOUND SIGN OF WAY RAIL
--- (1) ---	SECTION CORNER SET AS NOTED
--- (1) ---	SECTION CORNER FOUND AS NOTED
--- (1) ---	CUT "X" IN CONCRETE
--- (1) ---	RECORDED AS
--- (1) ---	PLAT ON SURVEY EIGHTH
--- (1) ---	PLAT LOT LINE
--- (1) ---	CENTERLINE
--- (1) ---	SECTION LINE
--- (1) ---	1/4-1/4 SECTION LINE
--- (1) ---	1/4-1/4 SECTION LINE
--- (1) ---	BUILDING SETBACK LINE



NOTE:  
THE PROPOSED IMPROVEMENTS INCLUDED IN THESE DRAWINGS HAVE BEEN DESIGNED IN ACCORDANCE WITH THE STATEWIDE URBAN DESIGN AND SPECIFICATIONS MANUAL (SUOAS) AS NOTED WITH CITY OF NORTH LIBERTY SUPPLEMENTAL SPECIFICATIONS UNLESS OTHERWISE NOTED.

BENCHMARKS:

- CP#1 (SURVEY PT #20149): N=7967616.60 E=20522104.19 EL=789.66  
DESCRIPTION = SET CUT "X" ON ST INTAKE AT HEMINGWAY DRIVE
- CP#2 (SURVEY PT #50): N=7966366.34 E=20524853.92 EL=734.35  
DESCRIPTION = SET CUT "X" ON STORM INTAKE, SE CORNER OF SITE, NORTH LIBERTY ROAD
- CP#3 (SURVEY PT #53): N=7966344.21 E=20523473.51 EL=756.58  
DESCRIPTION = 5/8" REBAR ON SW CORNER OF SITE



SHEET INDEX

NO.	DESCRIPTION
1	COVER
2	PRELIMINARY PLAT
	GRADING PLAN

LEGAL DESCRIPTION:

LEGAL DESCRIPTION:

THOSE PORTIONS OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER (S.W.1/4-S.E.1/4) AND THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER (S.E.1/4-S.E.1/4) OF SECTION SEVEN (7), TOWNSHIP EIGHTY (80) NORTH, RANGE SIX (6) WEST OF THE FIFTH PRINCIPAL MERIDIAN, NORTH LIBERTY, JOHNSON COUNTY, IOWA DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID S.E.1/4-S.E.1/4; THENCE NORTH 89°08'23" WEST ON THE SOUTH LINE OF SAID S.W.1/4-S.E.1/4, A DISTANCE OF 1.41 FEET; THENCE NORTH 1°47'14" EAST, 54.83 FEET TO THE WEST LINE OF SAID S.E.1/4-S.E.1/4; THENCE NORTH 0°18'59" EAST ON SAID WEST LINE, 1266.64 FEET TO THE NORTHWEST CORNER OF SAID S.E.1/4-S.E.1/4; THENCE SOUTH 89°22'58" EAST ON THE NORTH LINE OF SAID S.E.1/4-S.E.1/4, A DISTANCE OF 300.74 FEET; THENCE SOUTH 0°37'02" WEST, 340.00 FEET; THENCE SOUTH 89°22'58" EAST, 1.81 FEET; THENCE SOUTH 0°37'02" WEST, 344.17 FEET; THENCE SOUTH 89°41'01" EAST, 1.50 FEET; THENCE SOUTH 0°18'59" WEST, 340.00 FEET; THENCE SOUTH 89°41'01" EAST, 38.50 FEET; THENCE SOUTH 0°18'59" WEST, 160.00 FEET; THENCE SOUTH 89°41'01" EAST, 341.50 FEET; THENCE SOUTH 0°18'59" WEST, 339.41 FEET TO THE SOUTH LINE OF SAID S.E.1/4-S.E.1/4; THENCE NORTH 89°32'30" WEST ON SAID SOUTH LINE, 681.50 FEET TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 12.25 ACRES.

PLAT PREPARED BY:

HALL & HALL ENGINEERS, INC.  
1860 BOYSON ROAD  
HEAWATHA, IA 52233  
(319) 362-9548

OWNER/APPLICANT:

SCANLON FAMILY, L.L.C.  
PO BOX 323  
OKOBOIL, IA 51355  
(319) 734-0446  
scanlonfamily@gmail.com

CONTRACT PURCHASER:

SCANLON FAMILY  
DEVELOPMENT COMPANY  
PO BOX 323  
OKOBOIL, IA 51355  
(319) 734-0446  
scanlonfamily@gmail.com

DIMENSIONAL STANDARDS:

MINIMUM LOT SIZE REQUIREMENTS  
FRONTAGE: 35 FT  
WIDTH: 70 FT  
AREA: 7,000 SF  
MINIMUM YARD REQUIREMENTS  
FRONT YARD DEPTH: 25 FT  
CORNER SIDE YARD DEPTH: 25 FT  
SIDE YARD DEPTH: 8 FT  
REAR YARD DEPTH: 30 FT  
MAXIMUM BUILDING PARAMETERS  
MAX HEIGHT: 35 FT OR 2.5 STORIES

SITE CHARACTERISTICS:

SINGLE UNIT, DETACHED:	33 LOTS
TOTAL NUMBERED LOTS:	6 LOTS (101-133)
TOTAL UNITS:	33 UNITS
TOTAL AREA:	12.25 AC
DENSITY:	2.69 UNITS/AC

PROPERTY AREA:

176.51 ACRES

PLAT AREA:

12.25 ACRES

APPLICANT'S ATTORNEY:

SHUTTLEWORTH & INGERSOLL  
ROBERT N. DOWNER  
327 2ND STREET, SUITE 300  
CORALVILLE, IA 52241

ZONING/LAND USE:

EXISTING ZONING: ID  
PROPOSED ZONING: RS-6

PRELIMINARY PLAT NOTES:

1. ALL EXISTING FIELD TILES SHALL BE EXPOSED, AND BE RE-ROUTED INTO PROPOSED STORMWATER MANAGEMENT SYSTEM.

STREET	CLASS	DESIGN SPEED	ROW WIDTH	PAVEMENT WIDTH	PAVEMENT THICKNESS
McCLURE STREET	LOCAL	30 MPH	60'	29'	7"
STRAUB STREET	LOCAL	30 MPH	60'	29'	7"
PEARL STREET	LOCAL	30 MPH	60'	29'	7"
DIXON DRIVE	LOCAL	30 MPH	60'	29'	7"
BADCLIFFE DRIVE	LOCAL	30 MPH	60'	29'	7"

CITY FILE NUMBER:  
HALL & HALL ENGINEERS PROJECT NUMBER: 9249-CBT-5.2

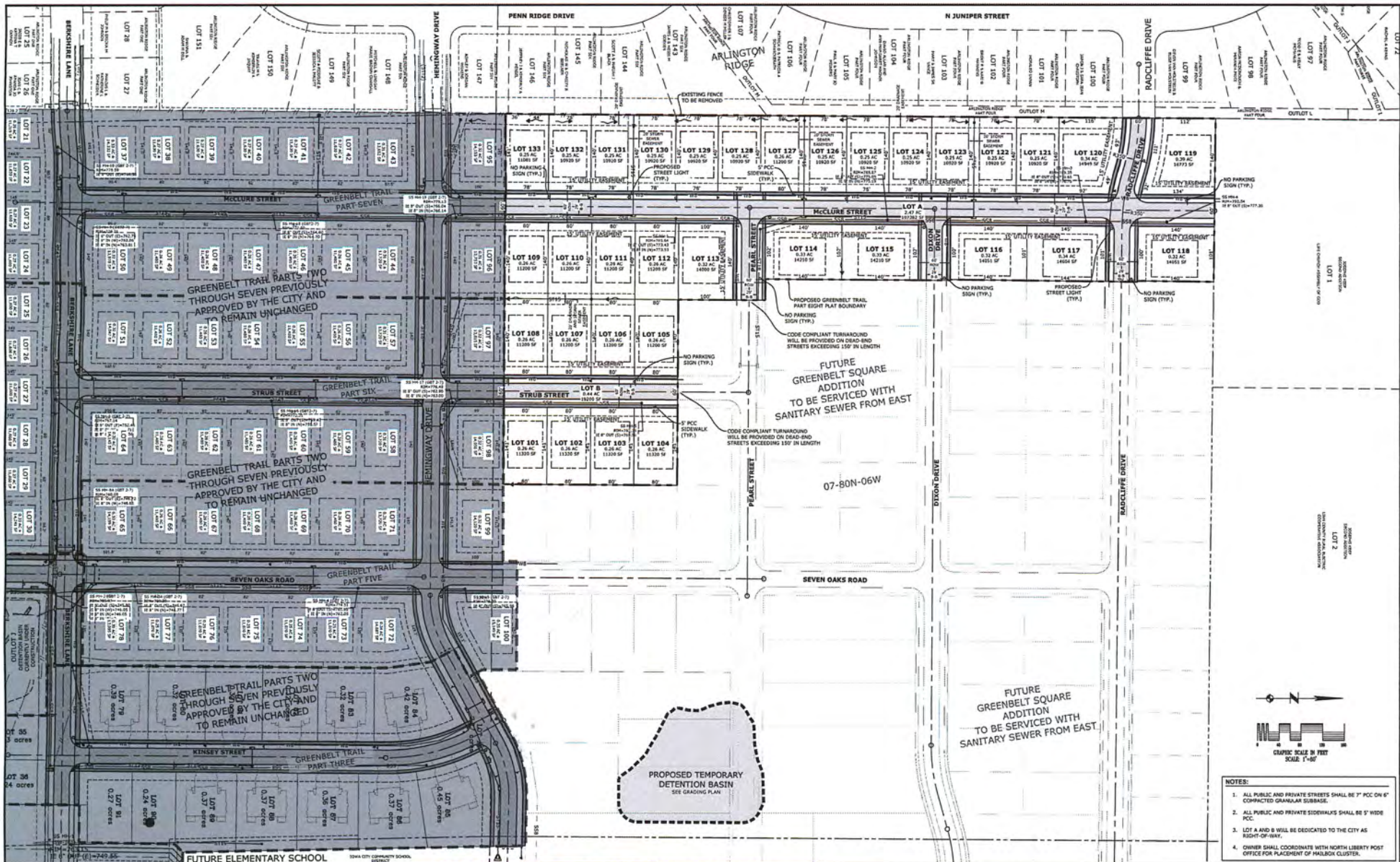


HALL & HALL ENGINEERS, INC.  
Leaders in Land Development Since 1953  
1860 BOYSON ROAD, HIAWATHA, IOWA 52233  
PHONE: (319) 362-9548 FAX: (319) 362-7595  
CIVIL ENGINEERING LANDSCAPE ARCHITECTURE  
LAND SURVEYING LAND DEVELOPMENT PLANNING  
www.halleng.com



Contact Person	JASON STONE, P.E.
Telephone Number	(319) 362-9548
Fax Number	(319) 362-7595
Home Address	1860 BOYSON ROAD HIAWATHA, IA 52233
E-Mail Address	jason@halleng.com
Date Submitted	11/01/2024
Date Re-submitted	11/18/2024
Date Re-submitted	



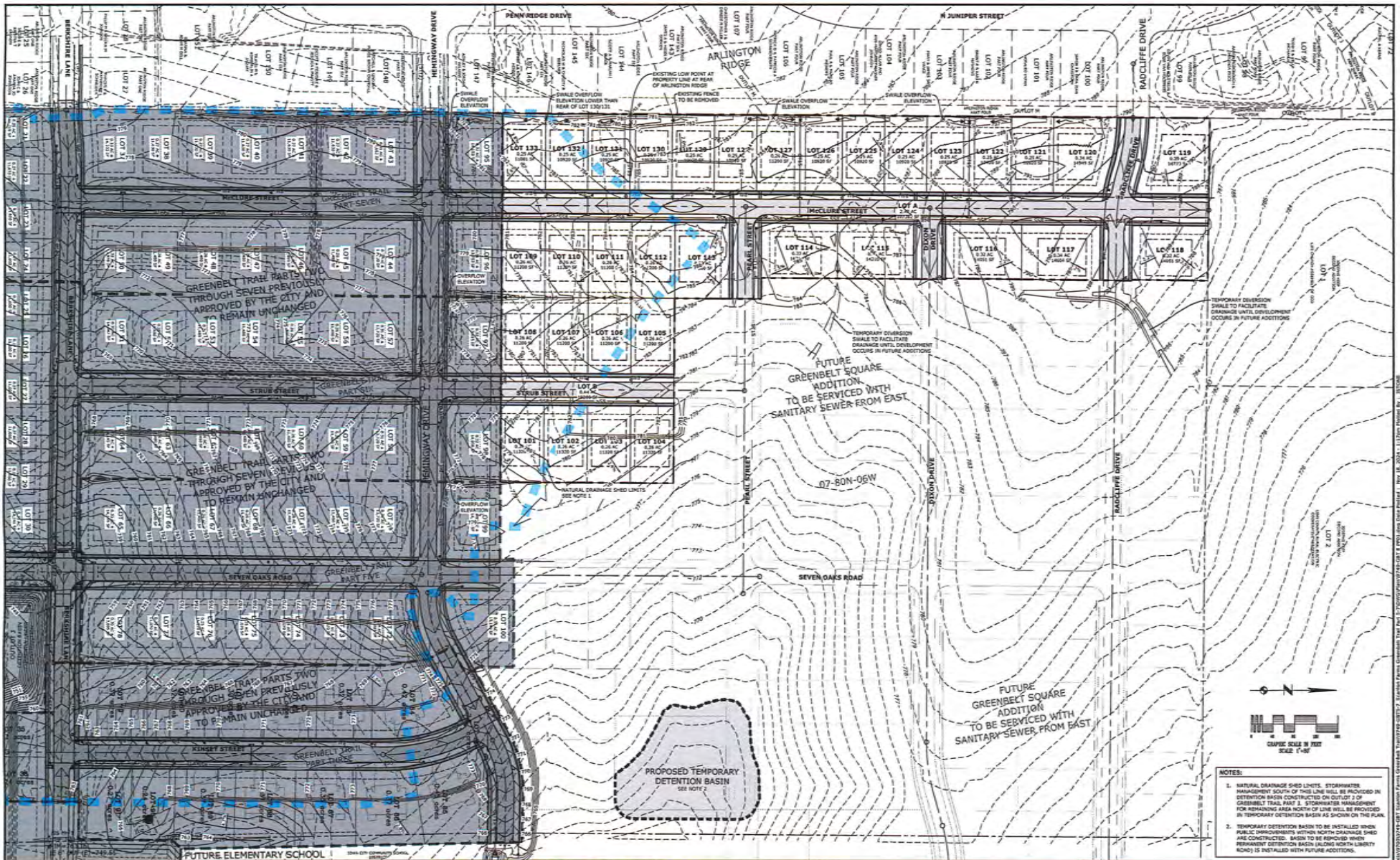


- NOTES:
1. ALL PUBLIC AND PRIVATE STREETS SHALL BE 7" PCC ON 6" COMPACTED GRANULAR SUBBASE.
  2. ALL PUBLIC AND PRIVATE SIDEWALKS SHALL BE 5" WIDE PCC.
  3. LOT A AND B WILL BE DEDICATED TO THE CITY AS RIGHT-OF-WAY.
  4. OWNER SHALL COORDINATE WITH NORTH LIBERTY POST OFFICE FOR PLACEMENT OF MAILBOX CLUSTERS.



FILED: 11/18/2024 10:00 AM  
 COUNTY: JOHNSON  
 REC'D: 11/18/2024 10:00 AM  
 PROJECT: 9749-GB15-7





DRAWN BY:	103
CHECKED BY:	103
APPROVED BY:	
DATE:	11/18/2024
FIELD BOOK:	
NO.	
REVISION DESCRIPTION	
APPROVED	
DATE	



**HALL & HALL ENGINEERS, INC.**  
 1000 BROADWAY, SUITE 100  
 NORTH LIBERTY, IOWA 52156  
 PHONE: (515) 363-0000 FAX: (515) 363-0001  
 CIVIL ENGINEERING LANDSCAPE ARCHITECTURE  
 LAND SURVEYING LAND DEVELOPMENT PLANNING  
 www.hallandhall.com

**GREENBELT TRAIL SUBDIVISION  
 PART EIGHT**  
 IN THE CITY OF NORTH LIBERTY, JOHNSON COUNTY, IOWA

SHEET	2
PROJECT NO.	2045-GBTS-7

- NOTES:**
1. NATURAL DRAINAGE SHED LIMITS, STORMWATER MANAGEMENT SOUTH OF THIS LINE WILL BE PROVIDED IN DETENTION BASIN CONSTRUCTED ON OUTLET 1 OF GREENBELT TRAIL PART 8. STORMWATER MANAGEMENT FOR REMAINING AREA NORTH OF LINE WILL BE PROVIDED IN TEMPORARY DETENTION BASIN AS SHOWN ON THE PLAN.
  2. TEMPORARY DETENTION BASIN TO BE INSTALLED WHEN PUBLIC IMPROVEMENTS WITHIN NORTH DRAINAGE SHED ARE CONSTRUCTED. BASIN TO BE REMOVED WHEN PERMANENT DETENTION BASIN (ALONG NORTH LIBERTY ROAD) IS INSTALLED WITH FUTURE ADDITIONS.





December 3, 2024

Chris Hoffman, Mayor  
City of North Liberty  
360 North Main Street  
North Liberty IA 52317

Re: Request of Scanlon Family, LLC for a zoning map amendment (rezoning) from ID Interim Development District to RS-6 Single-Unit Residence District on approximately 12.25 acres. The property is located at the east terminus of Radcliffe Drive and is directly east of Arlington Ridge Subdivision - Parts Four and Six.

Mayor Hoffman:

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

**Finding:**

1. The rezoning request from ID Interim Development District to RS-6 Single-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 6-0.

Amy Yotty, Chairperson  
City of North Liberty Planning Commission

## Ordinance No. 2025-02

### **AN ORDINANCE AMENDING THE ZONING MAP DISTRICT DESIGNATION FOR CERTAIN PROPERTY LOCATED IN NORTH LIBERTY, IOWA FROM ID INTERIM DEVELOPMENT DISTRICT TO RS-6 SINGLE-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 such that the below-described property (the "Property") is assigned a zoning designation of RS-6 Single-Unit Residence District:

Request of Scanlon Family, LLC for a zoning map amendment (rezoning) from ID Interim Development District to RS-6 Single-Unit Residence District and a preliminary subdivision plat on approximately 12.25 acres. The property is located at the east terminus of Radcliffe Drive and is directly east of Arlington Ridge Subdivision - Parts Four and Six. The property is more particularly described as follows: Those portions of the Southwest Quarter of the Southeast Quarter (S.W.1/4-S.E.1/4) and the Southeast Quarter of the Southeast quarter (S.E.1/4-S.E.1/4) of Section Seven (7), Township Eighty (80) North, Range Six (6) West of the Fifth Principal Meridian, North Liberty, Johnson County, Iowa described as follows: Beginning at the Southwest Corner of said S.E.1/4-S.E.1/4; thence North 89°08'23" West on the South Line of said S.W.1/4-S.E.1/4, a distance of 1.41 feet; thence North 1°47'14" East, 54.83 feet to the West Line of said S.E.1/4-S.E.1/4; thence North 0°18'59" East on said West Line, 1268.64 feet to the Northwest Corner of said S.E.1/4-S.E.1/4; thence South 89°22'58" East on the North Line of said S.E.1/4-S.E.1/4, a distance of 300.74 feet; thence South 0°37'02" West, 140.00 feet; thence South 89°22'58" East, 1.81 feet; thence South 0°37'02" West, 344.17 feet; thence South 89°41'01" East, 1.50 feet; thence South 0°18'59" West, 340.00 feet; thence South 89°41'01" East, 38.50 feet; thence South 0°18'59" West, 160.00 feet; thence South 89°41'01" East, 341.50 feet; thence South 0°18'59" West, 339.41 feet to the South Line of said S.E.1/4-S.E.1/4; thence North 89°32'30" West on said South Line, 681.50 feet to the point of beginning. Described parcel contains 12.25 acres.

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

**SECTION 3. 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 4. REPEALER.** All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 5. 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 6. 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 7. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on January 14, 2025.

Second reading on January 28, 2025.

Third and final reading on

**CITY OF NORTH LIBERTY:**

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CHRIS HOFFMAN, MAYOR

ATTEST:

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

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TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance No. 2025-02 in *The Gazette* on the \_\_\_\_ of \_\_\_\_\_, 2025.

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TRACEY MULCAHEY, CITY CLERK



December 3, 2024

Chris Hoffman, Mayor  
City of North Liberty  
360 North Main Street  
North Liberty IA 52317

Re: Request of Scanlon Family, LLC for a preliminary subdivision plat on approximately 12.25 acres. The property is located at the east terminus of Radcliffe Drive and is directly east of Arlington Ridge Subdivision - Parts Four and Six.

Mayor Hoffman:

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

**Finding:**

1. The preliminary subdivision plat would achieve consistency with Section 180.11(3)(A) and 180.12 of the North Liberty Code of Ordinances, which sets forth the preliminary subdivision plat submittal requirements and design standards, respectively.

**Recommendation:**

The Planning Commission accepted the listed finding and forwards the Preliminary Subdivision Plat to the City Council with a recommendation for approval.

The vote for approval was 6-0.

Amy Yotty, Chairperson  
City of North Liberty Planning Commission

**Resolution No. 2025-26**

**RESOLUTION APPROVING THE PRELIMINARY PLAT FOR  
GREENBELT TRAIL SUBDIVISION PART EIGHT, NORTH  
LIBERTY, IOWA**

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

**WHEREAS**, the owner and applicant, Scanlon Family, L.L.C., has filed with the City Clerk a preliminary plat described in Exhibit A which is attached hereto;

**WHEREAS**, the property is legally described as:

Those portions of the Southwest Quarter of the Southeast Quarter (S.W.1/4-S.E.1/4) and the Southeast Quarter of the Southeast quarter (S.E.1/4-S.E.1/4) of Section Seven (7), Township Eighty (80) North, Range Six (6) West of the Fifth Principal Meridian, North Liberty, Johnson County, Iowa described as follows: Beginning at the Southwest Corner of said S.E.1/4-S.E.1/4; thence North 89°08'23" West on the South Line of said S.W.1/4-S.E.1/4, a distance of 1.41 feet; thence North 1°47'14" East, 54.83 feet to the West Line of said S.E.1/4-S.E.1/4; thence North 0°18'59" East on said West Line, 1268.64 feet to the Northwest Corner of said S.E.1/4-S.E.1/4; thence South 89°22'58" East on the North Line of said S.E.1/4-S.E.1/4, a distance of 300.74 feet; thence South 0°37'02" West, 140.00 feet; thence South 89°22'58" East, 1.81 feet; thence South 0°37'02" West, 344.17 feet; thence South 89°41'01" East, 1.50 feet; thence South 0°18'59" West, 340.00 feet; thence South 89°41'01" East, 38.50 feet; thence South 0°18'59" West, 160.00 feet; thence South 89°41'01" East, 341.50 feet; thence South 0°18'59" West, 339.41 feet to the South Line of said S.E.1/4-S.E.1/4; thence North 89°32'30" West on said South Line, 681.50 feet to the point of beginning. Described parcel contains 12.25 acres.

**WHEREAS**, said real estate is owned by the above-named party and the subdivision is being made with free consent and in accordance with the desires of the owner;

**WHEREAS**, said preliminary plat has been examined by the North Liberty Planning and Zoning Commission which found:

1. The Preliminary Subdivision Plat would achieve consistency with Section 180.11(3)(A) and 180.12 of the North Liberty Code of Ordinances, which sets forth the preliminary subdivision plat submittal requirements and design standards, respectively.

and did recommend that the preliminary plat described as Greenbelt Trail Part 8 be approved with no conditions;

**WHEREAS**, said preliminary plat is found to conform with Chapter 354 of the Code of Iowa and ordinances of the City of North Liberty.

**NOW, THEREFORE, BE IT RESOLVED** that the Preliminary Plat for Greenbelt Trail Part Eight is approved.

**BE IT FURTHER RESOLVED** that this resolution shall be in effect from and after the final passage, approval and publication of Ordinance No. 2025-02.

**APPROVED AND ADOPTED** this 11th day of February, 2025.

CITY OF NORTH LIBERTY:

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CHRIS HOFFMAN, MAYOR

ATTEST:

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

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TRACEY MULCAHEY, CITY CLERK





## **Additional Information**



To **Mayor and City Council**  
CC **City Administrator**  
From **Tom Palmer, Building Official**  
Date **2/5/2025**  
Re **Monthly Report**

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**January Permits:**

Eighty-six permits were issued in the month of January with an estimated construction value of 2.3 million dollars. Staff completed 271 inspections in the month of January.

**Rental/Code Compliance Cases:**

Ten rental permit applications were received in January. Four code compliance cases were processed in January.

**Commercial Permits:**

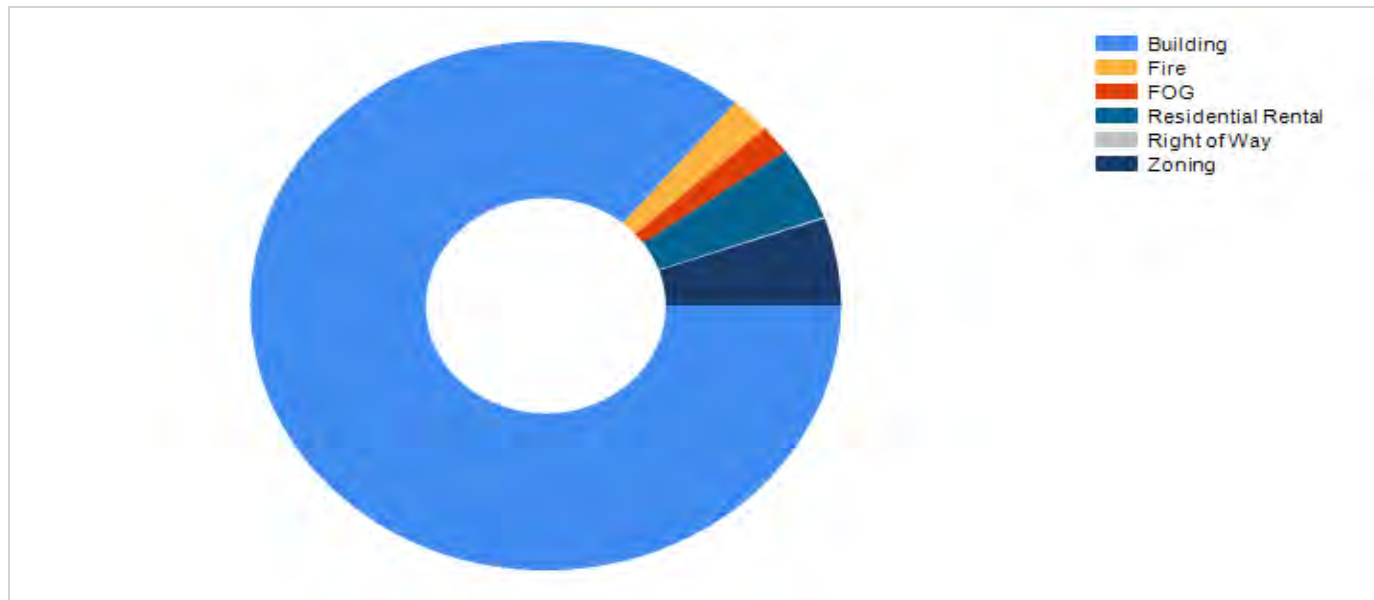
Forty commercial permits were issued in 2024 with total construction value of 15.9 million dollars. Three permits were issued for commercial additions, thirty-one permits were issued for commercial alteration, and six permits were issued for new commercial building. Between January 2022 through December 2024 the total construction value for commercial permits was 110 million dollars.

# Permit Type Report

**Permit Date**  
01/01/2025 to 01/31/2025

Description	Fees	Construction Value	Permits
Building	\$23,893.62	\$2,181,565.33	33
Fire	\$615.00	\$127,207.00	8
FOG	\$500.00	\$0.00	10
Residential Rental	\$1,237.50	\$1,300.00	11
Right of Way	\$23.50	\$12,500.00	1
Zoning	\$1,485.00	\$25,662.00	23
Total	\$27,754.62	\$2,348,234.33	86

Fees Breakdown



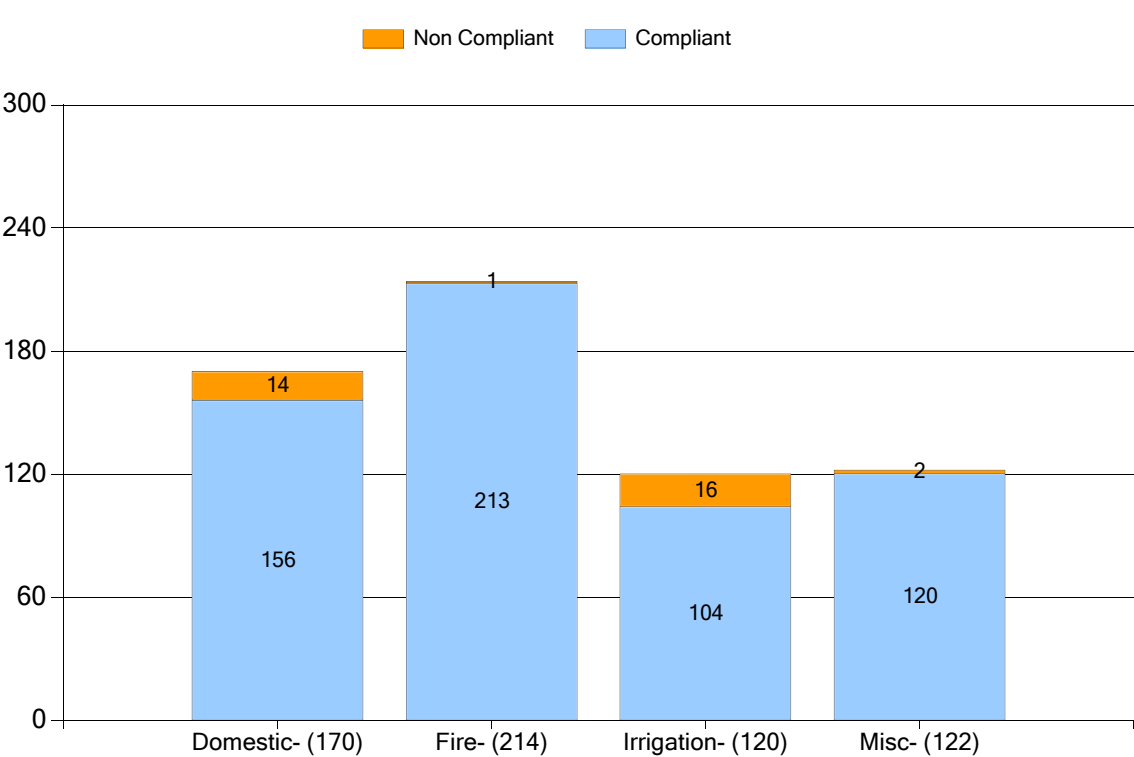
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Row Total
Inspection request	25	1	0	0	0	0	0	0	0	0	0	0	26
Re-inspection	38	2	2	0	0	0	0	0	0	0	0	0	42
1st SWPPP	2	0	0	0	0	0	0	0	0	0	0	0	2
Above Suspended Ceiling	1	1	0	0	0	0	0	0	0	0	0	0	2
Commercial Final	2	1	0	0	0	0	0	0	0	0	0	0	3
Commercial Rough-In	1	0	0	0	0	0	0	0	0	0	0	0	1
Deck, Porch, Sunroom Footings	9	0	0	0	0	0	0	0	0	0	0	0	9
Final	13	0	0	0	0	0	0	0	0	0	0	0	13
Fire - Final Inspection	2	0	0	0	0	0	0	0	0	0	0	0	2
Footings/Slabs	2	0	0	0	0	0	0	0	0	0	0	0	2
Foundation Dampproofing	3	0	0	0	0	0	0	0	0	0	0	0	3
Foundation Wall	2	0	0	0	0	0	0	0	0	0	0	0	2
Framing	1	0	0	0	0	0	0	0	0	0	0	0	1
Furnace/AC Replacement	4	0	0	0	0	0	0	0	0	0	0	0	4
Gas service release	18	0	0	0	0	0	0	0	0	0	0	0	18
Grading	5	0	0	0	0	0	0	0	0	0	0	0	5
Meeting	6	5	1	0	2	0	0	0	0	0	0	0	14
Notice of Termination CSR	2	0	0	0	0	0	0	0	0	0	0	0	2
Other	0	1	0	0	0	0	0	0	0	0	0	0	1
Out of the office	1	1	0	0	0	0	0	0	0	0	0	0	2
Permanent Electric Service Release	18	2	0	0	0	0	0	0	0	0	0	0	20
Plumbing below slab	2	0	0	0	0	0	0	0	0	0	0	0	2
Rental	56	28	2	0	0	0	0	0	0	0	0	0	86
Residential final (New Construction)	7	0	0	0	0	0	0	0	0	0	0	0	7
Residential Rough-in (New Construction)	19	0	0	0	0	0	0	0	0	0	0	0	19
Residential Water Service	4	0	0	0	0	0	0	0	0	0	0	0	4
Sidewalk Release	5	0	0	0	0	0	0	0	0	0	0	0	5
Temporary Electric Service	8	0	0	0	0	0	0	0	0	0	0	0	8
Witness air pressure test and piping inspection	15	0	0	0	0	0	0	0	0	0	0	0	15
Totals:	271	42	5	0	2	0	0	0	0	0	0	0	320

## Code Compliance Report

01/01/2025 - 01/31/2025

Case Date	Case #	Complaint	Reporting Code
1/2/2025	20250001	New addition being built on home	Building Code
1/27/2025	20250002	Past due backflow test	City Code
1/31/2025	20250003	1st Floor Hallway, Exit Signs are Blocking the Sidewall Sprinkler Heads on both Ends of the Hallway	Fire Code
1/31/2025	20250004	1st Floor Hallway, Exit Signs are Blocking the Sidewall Sprinkler Heads on both Ends of the Hallway	Fire Code

Breakdown of Backflow Preventer Compliance



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



To **Mayor and City Council**  
CC **City Administrator Ryan Heiar**  
From **Community Relations Director Nick Bergus**  
Date **Feb. 6, 2025**  
Re **January 2025 Community Relations Staff Report**

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### Staff Transition

Abbi Cobb joined us as our new Outreach & Equity Coordinator. Abbi comes to us from the City of Cedar Rapids, where she was a civil rights investigator, after time at Shelter House and Iowa Legal Aid. She has jumped in with both feet and is taking back on roles that other team members were caretaking during the transition.

### City Slate

The fourth year of City Slate programs kicked off with Hello 2025, an evolution of the Noon Year's Eve celebration, and included games, characters, fun and a balloon drop. Staff also prepared for upcoming Slate events, including February's Magic School Bus performances, March's Leprechaun Trail and others. Details about events on the Slate can be found at [northlibertyiowa.org/cityslate](http://northlibertyiowa.org/cityslate).

### Fire & Ice

This year's winter family event expanded to six hours and added several programming elements, including a giant slide, curling and a skating rink that didn't depend on the weather, as well as the staple fireworks, fire performances, sponsor-run games and giveaways, food vendors, ice sculptures. The event drew about 5,000 guests to Penn Meadows Park on Jan. 25. The event is supported by sponsors as well as ticket sales to the Snuggie Crawl, which was held the following week.

### Youth Council

The North Liberty Youth Council completed their hygiene product drive and held their first STEMpact peer teaching engagement. The group prepared for a pickleball tournament geared towards high school students and flag football tournament geared towards middle school students. They published the second issue of their newsletter and volunteered at the North Liberty Community Pantry. The group was also awarded the Better Together Spark award for representative leadership and some members attended the ceremony to receive the award.



## Centennial Park

Work continued towards a naming rights partnership we hope to announce in February. We issued an RFP for logo design which will inform exterior and interior signage design and fabrication. Staff also continue to select furnishings, attend progress meetings and solicit reservations.

## Other Items

Staff represented North Liberty at Greater Iowa City, Inc., events including City Connections Lunch, Coffee Connections and in the current Community Leadership Program class. attended the Better Together 2030 Excellence in Action awards and hosted Kirkwood Workplace Learning job shadows.

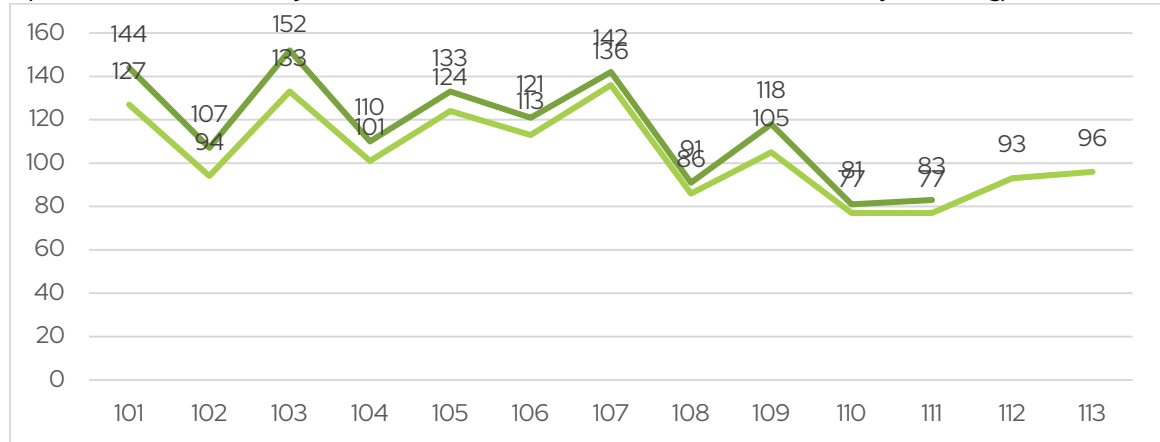
We posted news releases about City Slate events, Flock cameras, holiday hours, project closures, and more.

## Completed Videos

Title	Requested By	Completed	Duration
<b>Planning &amp; Zoning Commission</b>	Administration	Jan. 7	0:10
<b>City Council</b>	Administration	Jan. 14	0:37
<b>Board of Adjustment</b>	Administration	Jan. 15	1:36
<b>City Council</b>	Administration	Jan. 21	1:55
<b>Social: Ranshaw House Concerts</b>	Community Relations	Jan. 22	0:01
<b>Library Board of Trustees</b>	Administration	Jan. 27	0:21
<b>City Council</b>	Administration	Jan. 28	2:20
<b>Social: Fire &amp; Ice</b>	Community Relations	Jan. 31	0:01
<b>Total completed productions: 8</b>	<b>Duration of new video: 7.0 hours</b>		

## 52317 Podcast

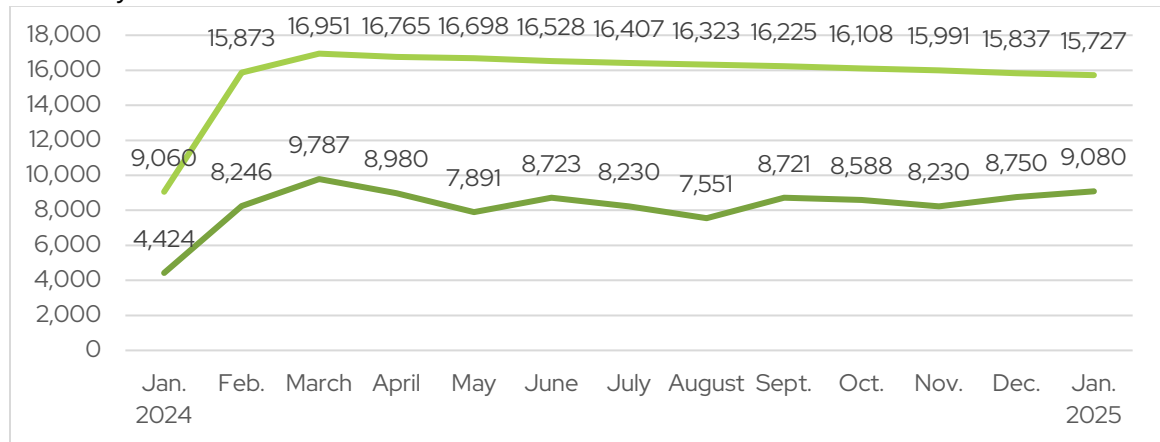
Episodes release every three weeks and can be found at [northlibertyiowa.org/52317](http://northlibertyiowa.org/52317).



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

## North Liberty Bulletin Email Newsletters

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

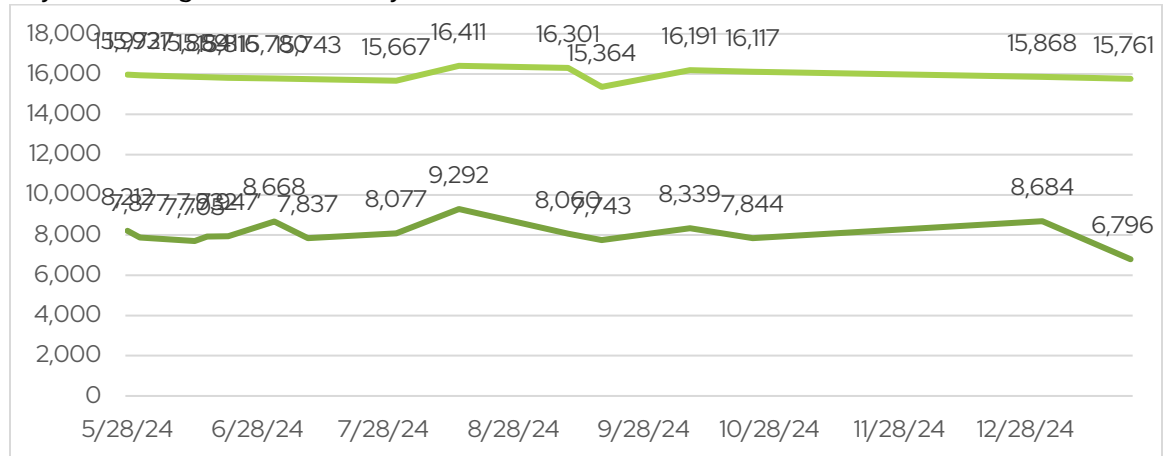


**Recipients** is the number of email addresses to which an issue of the Bulletin was sent and is represented by the top line.

**Opens** is the number of unique recipients who opened the Bulletin and is represented by the bottom line; the standard open rate for government is 25.4%. Numbers are as reported by service provider Mailchimp.

## Know Before You Go Emails

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



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**Opens** is the number of unique recipients who opened the Bulletin and is represented by the bottom line; the standard open rate for government is 25.4%. Numbers are as reported by service provider Mailchimp.

## Social Media

Month	Facebook		Instagram	Nextdoor
	New follows	Reach	Followers	Members
<b>Jan 2025</b>	137	66,371	3,570	7,216
<b>Dec</b>	68	21,554	3,542	7,183
<b>Nov</b>	104	26,980	3,526	7,128
<b>Oct</b>	67	41,795	3,526	7,069
<b>Sept</b>	112	69,482	3,507	7,000
<b>Aug</b>	110	37,807	3,471	6,935
<b>July</b>	108	75,615	3,462	6,851
<b>June</b>	128	69,922	3,425	6,762
<b>May</b>	125	74,483	3,394	6,708
<b>April</b>	89	84,900	3,368	6,665
<b>March</b>	130	56,333	3,341	6,579
<b>Feb</b>	102	72,100	3,313	6,498
<b>Jan 2024</b>	107	46,047	3,273	6,413

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



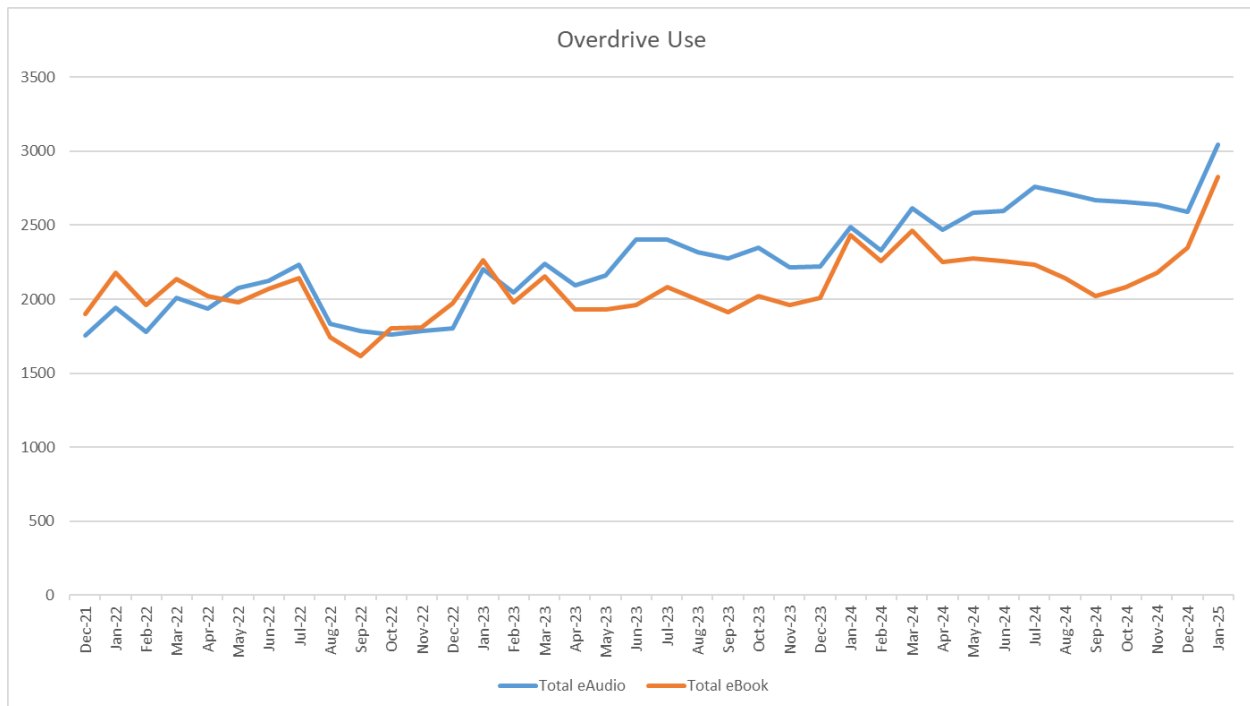
TO: City Administrator, Ryan Heiar, and City Council  
FROM: Jennie Garner, Library Director  
DATE: Feb 4, 2025  
SUBJECT: Monthly Library Report

### **Library News**

As you can see from the graphs included in this month's report, our community loves their digital content. Did you know that libraries often pay three to four times for digital editions of the same exact title in book format and e-Audios are often more expensive? To help us keep up with the community's voracious reading habits, North Liberty Library works in partnership with Iowa City (ICPL) and Coralville (CPL) Public Libraries to share resources and stretch our budget further, creating a more robust collection for the North Liberty and Johnson County residents we serve. All community members use their home library for electronic books, including 22,751 eBooks (31,119 copies) and 15,449 eAudios (21,775 copies).

Our collaboration with ICPL and CPL also ensures that all Iowa City Community School District students have a library card, the AIM (Access to Information and Materials) card that provides access to collections and e-Content at all three libraries. This project was launched among the three libraries in 2019, and we're thrilled to be able to continue offering our services to all 14,000+ students.

Our e-Content saw the highest use to date since we started offering the digital books. Over 3000 eAudio checkouts and the highest eBook use for a single month as well.



The library is currently hosting three practicum students, two of whom are getting their master's in library and information science (MLIS) and one social work student. They get the full onboarding training experience that any new library staff member receives when hired and then focus on a variety of projects. Brooklynn, one of our library students is helping with grant writing and is planning and lining up speakers for the Small Business in Small Libraries series we are offering each month, and the other student, David, is working on a readers' advisory project and serving on a mission statement committee as we look at drafting an updated mission statement. The social work student, Josie, is also working on grant writing and helping identify strategies for the library to better connect with underserved populations in North Liberty, including our immigrant population. She is working with our adult services team to contact agencies who serve low-income and immigrant populations and to hold focus groups with NL residents to ask about their needs.

We are hosting Johnson County VITA to offer their free tax assistance program for lower income households in North Liberty for three days in February and March.

Adult services staff also hosted a fantastic book discussion (photos below) on the book *Outlive: The Science & Art of Longevity* by Peter Attia, in partnership with the Health, Brain, and Cognition Lab at the University of Iowa last month. This a very popular program with registration completely full at 16 attendees and had 11-12 in attendance each week (between illness and winter weather). With the success of the event, they are talking about offering a repeat of the program soon.



Our Monday morning social hour continues to be a popular gathering for many. They enjoy community time and coffee for a couple hours each week. (photo from a Monday in January)



As you may know, North Liberty Library is the only [Family Place](#)™ Library in Iowa and is in it's fourth year. We offer the Playful Parenting six-week workshops with local experts

twice a year to offer family support, early literacy, and parent education to our community. Stations are set up very intentionally and parents then have an opportunity to connect to one another and to view how their child(ren) are in a number of areas of development through play. Below are a few photos from the latest workshops.



Our youth services staff worked with 239 7<sup>th</sup> graders at the 13<sup>th</sup> annual Kirkwood STEAM Institute talking about NLL and our connection to STEAM. They provided a brief example of programs offered at the library with circuit boards and Play-Doh to play Pac-Man on computers.



Youth services staff also partnered with the Midwest Chinese Academy Chinese Culture Club to put on the movie *Turning Red* to celebrate Lunar New Year on January 29. There were 19 attendees that enjoyed fun decorations, popcorn with m&m's, and learning about the holiday.

Finally, NLL offered a winter reading program, Be a Reading Machine, for all ages. The Winter Reading Program 2025's theme was Be A Reading Machine. We had 98 people complete the program of the 111 registered, with a 88% completion rate and a 23% increase from last year's program. There were a variety of completion prizes for adults and a pool day pass for youth and participants were entered into prize drawings for three age groups – youth, teen, and adult.





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

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

Date **February 1, 2024**

Re **Monthly Report**

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We performed various building maintenance tasks as needed. On January 10<sup>th</sup> we performed a generator operational load test at City Hall to verify what components it serves and how systems would respond. We now have a better understanding of what would happen during a power outage. We inspected the now completed window replacement project at the Rec Center. Everything looked great. We continue to organize the Parks maintenance facility and cold storage area as time allows.

We maintained equipment as needed this month. We performed preventative maintenance and repaired winter equipment. We continue to prepare for the upcoming growing season by performing preventative maintenance and repairing sports field maintenance, mowing, trimming, and landscaping equipment.

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

This past month we cleared snow & ice from parking lots, sidewalks & trails. Our number one priority; to keep the Public Safety (Police & Fire) in service, as well as City Hall and the Community Center. When school is in session, public parking lots, trails and sidewalk access for students, parents and teachers are also a priority. We finish off by clearing the remainder of our sidewalks and trails for residents to use. We clear approximately 24 miles of trails and 6 miles of sidewalks.

Parks staff attended forklift recertification/training class on January 15<sup>th</sup> at Altorfer in Cedar Rapids.

I attended multiple meetings with Shive Hattery this past month - City Hall regarding HVAC & Control issues, Centennial Park progress meeting and met with Josiah Bilskemper and Ryan Rusnak regarding the trails CIP priority list.

The Tree & Storm Water Advisory board met on January 8<sup>th</sup>. We did not have a quorum, so it was an informational meeting only.

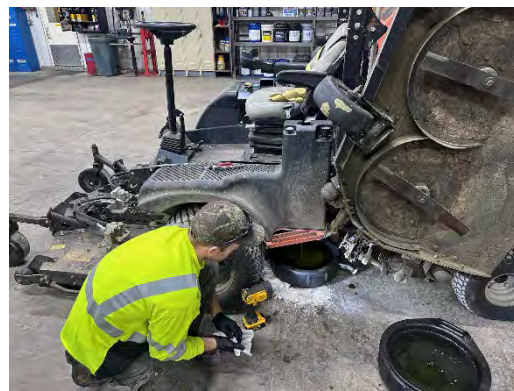
I am currently working on the annual Parks Department employee performance reviews as time permits.

Neuzil & Sons Excavating finished dredging the north point at Liberty Centre Pond. They began on January 6<sup>th</sup> and finished by January 13<sup>th</sup>. This was a joint project with Neuzil & Sons Excavating and the Parks Department. The Parks Department hauled 233 truckloads of silt material to the ravine at Red Fern Dog Park: adding usable land for future expansion of the dog park.

We met with City Administration to discuss the Parks operating budget and the 5-year capital improvements plan in preparation of the FY2526 budget. We also meet with the City Council to answer any questions regarding the Parks FY2526 operating budget and the 5-year capital improvements plan.

Parks staff assisted the Communications Department with the “Fire & Ice” community event held on January 25<sup>th</sup>. We spent the week prior preparing for the event.

We continue to work with the Kirkwood Parks and Natural Resource/Horticulture program. We hope to secure potential seasonal employees and or internships with their students during the upcoming spring/summer season. We submitted the Seasonal Parks Worker job opportunity with Iowa, Iowa State, Coe, Mt. Mercy, Cornell College, and Kirkwood. It is also posted on the City of North Liberty website.



Equipment maintenance in preparation of the upcoming mowing season.



Liberty Centre Pond dredging.





Liberty Centre Pond dredging.



Parks Staff assisting with Fire & Ice on January 25<sup>th</sup>.



Parks Staff assisting with Fire & Ice on January 25<sup>th</sup>.



## North Liberty Police Monthly Report January 2025

### Training:

- Dedrick Jordan and Austin Simpson have started ILEA. They are expected to graduate April 26, 2025.
- All officers were assigned the online FLOCK certification courses (2 hours each). Upon successful completion, the admin lieutenant activates each officer's profile, and they are able to use the system. (40 hours)
- The admin lieutenant attended online training on evidence room audits (4 hours).
- The admin lieutenant and Chief attended online training on reimagining the field training program (8 hours).
- Several offices completed the Security and Audit training that is annually required for CJIS compliance and using our mobile data computers and accessing personal identifiable information through the DOT. (8 hours)

### Public Relations:

- Officers worked sporting events at Liberty High School at their request.
- The admin lieutenant provided robbery training to a local financial institution.
- The Flock online transparency portal went live on the NLPD website as well as the FLOCK policy. See access below.

### Equipment:

- The FLOCK camera system is up and running with all twelve cameras online. To view the public transparency portal please go to [Flock Safety - North Liberty IA PD Transparency Portal](#) Here you can see what officer's searched or used the system for as well as our department policy. We have had successes locating a missing juvenile as well as two subjects with active arrest warrants during the first week.
- Phone mounts were purchased and installed in all squad cars to allow safer hands-free operation.
- All portable radios were serviced and reprogrammed.
- We continue to work on implementing a multifactor authentication (MFA) system for mobiles devices and computers to meet the CJIS system security requirements.

### Enforcement/Crime:

- Numerous burglaries of unlocked vehicles were reported in Holiday Lodge.
- To review any criminal complaints for the month [List of Criminal Complaints | Johnson County Iowa](#) or see North Liberty Calls for service go to [Joint Emergency Communications Center \(jecc-](#)

Traffic Contacts	263
Parking Contacts	12
Vehicle Inspections	0
Vehicle Unlocks	22
Crash Investigations	21
Public Assists	22
Assist other Agency	19
Crimes Against Persons Report	4
Crimes Against Property Report	22
Other Reports	20
Arrests	15
Warrants	4
Alcohol/Narcotics Charges	3
Crimes Against Persons Charges	1
Crimes Against Property Charges	5
Other Charges	5
Animal Calls	35
Total Calls for Service	1073
*Total Calls for Service for the year	1073

[ema.org](http://ema.org)) or you can visit the crime map at [LexisNexis® Community Crime Map](#) and type in North Liberty.

**Department Admin:**

- New officer Ben Scholl has started. He's certified with around 12 years of experience as an officer and academy instructor.
- We held interviews for two certified officers for our three current openings and are moving forward with background investigations.
- The city organized meetings to discuss short term disability options with insurance providers at the request of the patrol officers.
- Our pursuit policy was updated to reflect national recommended best practices.
- The Retention, Recruitment, and Culture (RRC) Committee met twice this month. The first meeting was to discuss short-term action items to improve morale and conditions. Several of these items have already been addressed and implemented. The second meeting was to reaffirm our commitment to our core values and mission statement.
- Officers are working on this year's GTSB (traffic enforcement) grant.
- Chief attended the chief's meeting, ILEA council meeting, command staff meeting, supervisor meeting, and an evening shift briefing.
- Supervisors completed annual performance evaluations for all employees and helped establish goals for 2025.
- Continue to work with trying to finalize union negotiations dates with officers and Sergeants.
- Finalize the budget and presented needs for the department to council.

*Submitted on 1/5/2025*



To **Park & Recreation Commission Board Members**  
CC **Mayor, City Council, City Administrator**  
From **Shelly Simpson**  
Date **February 3, 2025**  
Re **Monthly Report – January 2025**

January brings New Year resolutions with many patrons taking advantage of our track and weight & exercise equipment. Large programs such as Supreme Youth Basketball and Special events such as Fire & Ice, take place this month. FY26 Budget work continued with meetings with City Council.

**Recdesk Database:**

Reviewing Recdesk, we have 15,636 residents (58%) and 11,227 non-residents (42%) totaling 26,863 individuals. Increase of 424 from last month.

**Aqua Programs:**

Aqua classes enrollment; Aqua Boot Camp (3), Aqua Dance Fusion (3), Aqua Zumba (12), Arthritis MWF (15), Arthritis T TH (15), Easy Does It (12), Water Resistance (6) totaling 66, plus drop-ins. Aqua Program/Class revenue totaled \$ 3,027.

**Swim Lessons:**

Swim lessons resumed in January. Parent Tot (37), Tadpoles (24), Level 1 (30), Level 2 (41), Level 3 (25), Level 4 (26), Level 5 (13), Level 6 (5), Privates (54), Adults (4) and Rec Swim Team (12); totaling 271 participants this session. Revenues totaled \$6,985.

**Leagues/Sports:**

Indoor Soccer, Grades 1-3 (25), Pee Wee Basketball (57), Pop Up Sports (25), Rookie Basketball (82), Supreme Basketball, Grades 1-2 (220), Grades 3-4 (150), Grades 5-6 (100); totaling 659 participants.

Youth Competitive Boys Basketball, Grade 4 (5), Grade 5 (10), Grade 6 (6); totaling 21 teams.

Men's Basketball – (8) teams participating.

Sport/Leagues revenues totaled \$ 3,345.

**Recsters BASP Program:**

BASP (Jan) has AM (20) and PM (50), averaging (70) kids per month.

All-Days: Three dates averaged 26 participants each day.

BASP revenues this month totaled \$ 12,730.

**Classes/Programs:**

Tippi Toes Dance: Classes resumed Baby Ballet (22), Ballet/Tap/Jazz (24), Poms/Hip Hop (8), Tippi Pro (8) and Toddler & Me (10) totaling 72 dancers.

Kids Adaptive Superhero Class (7), Painting 101 (11); totaling 18 participants.

Aerobics Classes: Body Blast (8), Total Body Sculpt (8), Zumba (6), Vinyasa Yoga (1), Integrative Yoga (1), Jiujitsu (2), Taiji (6), Taekwondo (2), totaling 34 registered, plus drop-ins.

Qigong Movement (18) and Walk With Ease (19) classes in conjunction with ICSC totaled 37 participants.

Connection Luncheons served (175) meals this month, averaging (35) participants per date.

Classes/Programs revenue totaled \$ 9,351.

**Special Events/Programs:**

TAKO Ice Fishing was canceled due to unsafe ice conditions.

Fire & Ice – weather & turnout for this City Slate event was huge.

**Pools:** This month, Season Pool Pass revenues totaled \$ 4,571; Daily Pool Fees totaled \$ 3,658;

Pool Rentals totaled \$ 1,000, and Concessions revenues totaled \$-0-.

**Weight & Exercise Area / Track:**

Weight fee revenues totaled \$ 27,346.25; Split membership revenues totaled \$ 5,558.

We had 4,330 active memberships for the month.

We had 1,386 point of sale transactions for the month.

**Rentals:**

Gymnasium Rental revenues totaled \$ 1,125; Community Center Rental revenues totaled \$ 3,385, Shelter rental revenues totaled \$ 20, Field Rental/Tennis Courts revenues totaled \$-0-.

**Revenues:**

Revenues for January 2025: totaled \$82,268.

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





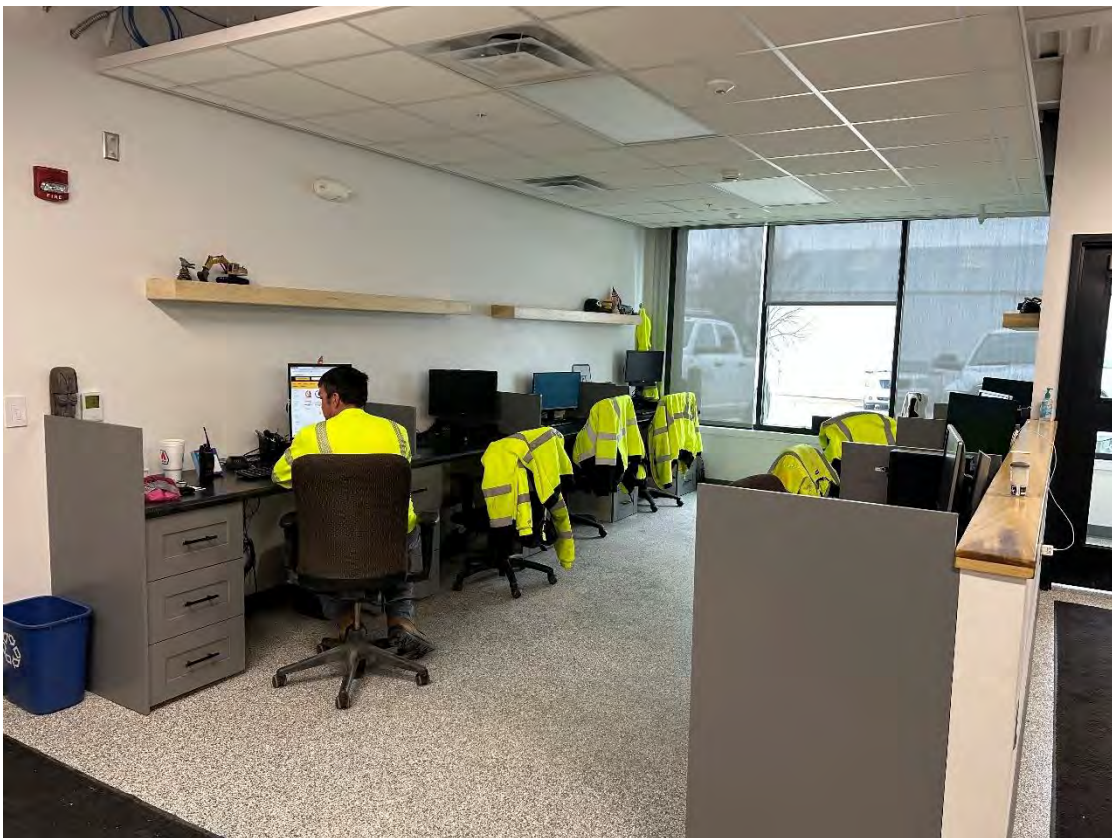
To **Mayor and City Council**  
CC **City Administrator Ryan Heiar**  
From **Street Superintendent Michael Pentecost**  
Date **February 3, 2025**  
Re **Street Department Staff Monthly Report for January 2025**

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

- Locating City Utilities (79 job tickets) ongoing
  - a. This is an increase of 16% from January 2024
- Continued animal control services (1 responses to animal issues)
- Cemetery plot locates (1 in total)
- Budget presentation and meeting mayor and council
- Storm Water
  - a. Contractor finished Golfview Dr/Muddy Creek silt, debris, and vegetation removal and is starting on S Front St location
  - b. City staff cleared all tree vegetation at Rachael St/Muddy Creek
    - i. This location is scheduled for silt/debris removal in a future CIP Storm Water project
- Sanitary Sewer
  - a. Inspection of various manhole locations
  - b. Contractor completed Cure In Place Pipe (CIPP) lining of 974' of 8" clay sewer main that historically plugged/backed up because of tree roots at pipe joints and service lines on Heritage Drive and Heritage Place
- Street Repairs
  - a. Minor pothole patching repairs
- Sign create, install, and repair in various locations
- Traffic signal troubleshoot and repairs made in several locations
- Construction Plan Review team meeting to evaluate and discuss the most resent submitted plans
- Fuel pump system for all city departmental vehicles needed repair
  - a. System is 14 years old and I will be looking at options to make sure "down times" of this critical equipment is minimized
- Staff conducted monthly safety inspections for all street equipment and buildings
  - a. Staff completed Fire Extinguisher Training on Vector Solutions
  - b. Required Forklift training by Altorfer Cat was completed by new staff
  - c. Dan completed traffic signals recertification training
- Staff removed all holiday décor and placed them into storage
- Staff constructed workstation build and installed in newly finished street facility
- Transported equipment used for the Fire and Ice event

- Monthly warning siren testing in ~~all~~ 8 locations
  - a. Siren test was on a holiday so not all sirens were able to be confirmed this month
  - b. Regular testing will return for February test
- Several equipment repairs in-house and contracted services
- Winter operations
  - a. Snow or ice events on 1-2, 1-9, 1-14, and 1-21
    - i. All equipment cleaned and inspected after each winter event
  - b. Anti-ice applied on 1-2 (6871 gallons on 136 lane miles costing \$785)
  - c. Staff worked 85 additional hours to provide safe travel for the public
  - d. Staff is working on installation of plow cameras on snow fleet to aid in any incident data collection



**New office work stations built by staff**



**Golfview Dr/Muddy Creek Storm project BEFORE**



**Before**





**Before**



**After**





**After**



**After**





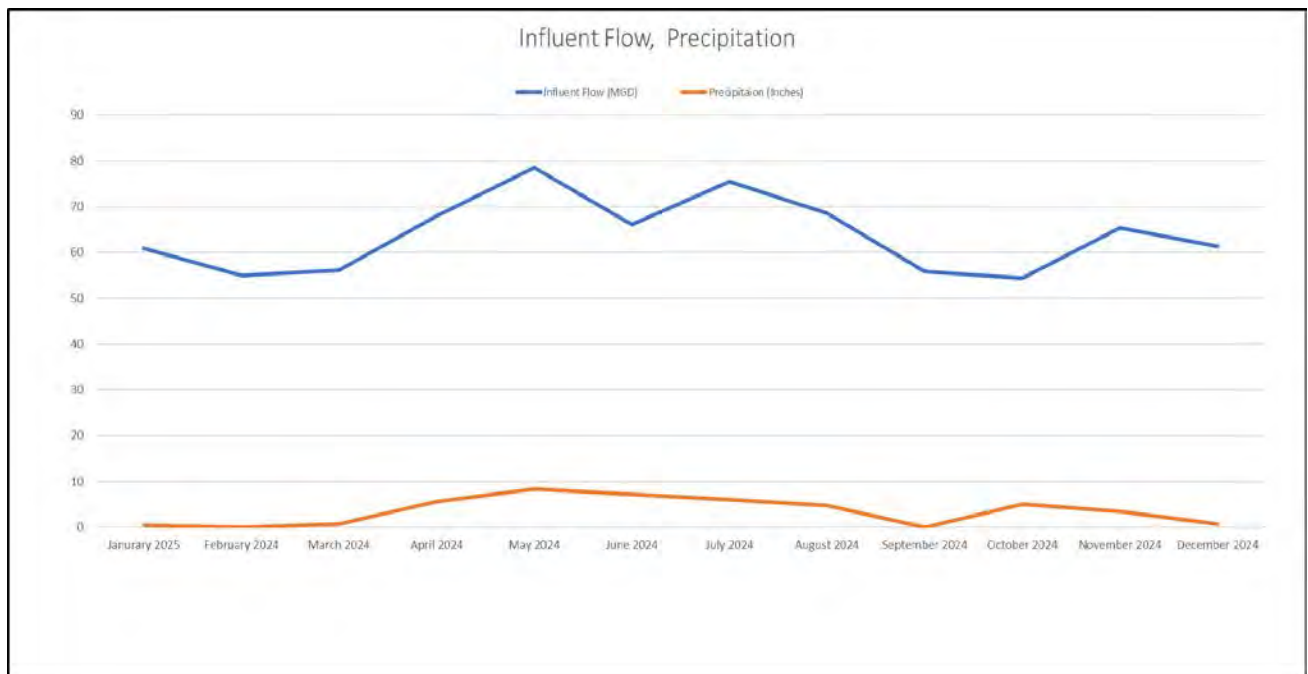
To **City Council, Mayor, and City Administrator**  
From **Drew Lammers**  
Date **Feb. 1, 2025**  
Re **Jan. 2025 Water Pollution Control Plant (WPCP) Report**

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1. All scheduled preventative maintenance at the plant and lift stations were completed. **121 work orders** were completed throughout January. Staff replaced another soft start contactor for pump 2 and a level transducer at Cedar Springs Lift Station. We are working with the vendor on testing the previous faulted soft starts. Progress was made by troubleshooting a pressure alarm in one of the membrane blowers. The blower manufacture is recalibrating spare pressure switches previously sent to us.
2. This month's staff safety meeting topic was Lock Out / Tag Out. Staff completed target solutions training online and reviewed the training topic as a group. LOTO is a frequently used safety procedure with all the treatment equipment. Staff discussed specific tasks and equipment that LOTO is used for and reviewed details so everyone understands all potential hazards and safety protocols.
3. Operations and Lab completed all monthly sample results and reports. Monthly Influent Flow Avg. was **1.96 MGD**. **0.57 MG** of solids were wasted from the biological tanks to digesters during January. WPCP participated in a few demos for data management software specifically related to water/wastewater facilities. There are several programs that offer similar program services. We intend to continue to research to find which program will work best for North Liberty and when future implementation might be possible.
4. Staff tested all spare lift station and facility tank submersible pumps in the maintenance shop test pit. Each pump is submerged into a flooded tank with underground plumbing for flow recirculation. The pumps are run to verify pumping operation and seal fail and over-temp status are correct. Pump amperage is also monitored while they are running and wiring insulation and ohms tests are done too. This ensures our pumps are in good working order and ready for installation when needed. It is also a great time to train staff in pump mechanics and electrical controls. All the pumps tested good.
5. Staff repainted piping and structural steel in the fine screen room. They are also working on reorganizing all shelving and equipment inside the maintenance shop.
6. Our intern Tim Nefzger completed his training with North Liberty WPCP. He was able to train in several different areas of the wastewater department. Tim assisted staff with maintenance, lab, and operations during his internship. He will now be training with Coralville Wastewater before applying for his IDNR treatment certification exam.
7. WPCP and Collections staff found issues with Jasper Ave. lift station HVAC equipment. We have installed and programmed an additional sensor for monitoring/alarm as well as requested quotes for redundant heating for separate rooms.

8. WPCP received approval of the construction permit from IDNR for the Dewatering equipment additions. This was for adding an additional dewatering press into operation which was previously purchased used from the City of Clinton. While awaiting the IDNR permit WPCP staff replaced most of the wear items on the equipment. It is now ready for installation.

Drew Lammers - WPCP Superintendent







**Cedar Springs Level Transducer Replacement (-10 degrees outside)**



To **North Liberty Mayor and City Council Members**  
CC **City Administrator Ryan Heiar**  
From **Water Superintendent Greg Metternich**  
Date **February 3, 2025**  
Re **Monthly Report – January 2025**

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In the month of January, we treated a total of 38,604,000 gallons of water, our average daily flow was 1,245,000 gallons, and our maximum daily flow was 1,426,000 gallons. The total amount of water used in the distribution system was 6.54% higher than in January 2024.

We have had a busy month with 9,451 accounts read, 110 re-reads, 60 service orders, 194 shut-off notices delivered, 69 shut-offs, 62 re-connects for water service, 19 new meter set inspections, 11-meter change outs, 48 MIU change outs, assisted 24 customers with data logging information, 99 calls for service, and 3 after hour or emergency calls. Our monthly total service work averaged 31 service orders per day.

I finished submitting all our year-end water use reports to the IDNR and Region 7 EPA. I'm still working on our Tier II report of all our chemical storage for calendar year 2024 that report will be submitted by early next week.

Hupp Electric, located in Cedar Rapids, completed all annual inspections on our overhead cranes at the treatment plant, and one at the Cedar Springs Booster Station, several small issues with chain travel adjustments were noted in the report, and one crane that will need the chain replaced. I'm waiting for a quote for that work. Duke Rentals completed the annual inspection on our scissor lift, no issues were found at this time.

Sixteen of our public works employees attended a forklift training offered through Altorfer in Cedar Rapids. This training is required every three years, it consists of about 4 hours of classroom training followed by hands-on exercises. The remaining public works employees will be due for this training in November.

Staff spent a great deal of time last month helping a resident on Juniper Court. The property owner had hired a plumber to make some repairs and when the valve was shut off it broke leaving him with very low water pressure. When they called us to turn the water off outside, we could not locate the curb stop it appears the driveway had been widened at some point. We connected our locate tool to the copper service and were able to verify the service under the driveway extension. The owner hired a contractor to install a new curb stop.

Water Superintendent  
Greg Metternich

**Planning Commission**

February 4, 2025

Council Chambers, 360 N. Main Street

**Call to Order**

Chair Amy Yotty called the Tuesday, February 4, 2025, Planning Commission to order at 6:30 p.m. in the Council Chambers at 360 N. Main Street. Commission members present: Barry A'Hearn, Sheila Geneser, Valerie Ward, and Amy Yotty; absent: Josey Bathke, Jason Heisler, and Dave Willer.

Others present: Ryan Rusnak, Ryan Heiar, Grant Lientz, Tracey Mulcahey, Josiah Bilskemper, Jon Marner, and other interested parties.

**Approval of the Agenda**

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

Heisler arrived at 6:31 p.m.

**Public Comment**

No public comments were offered.

**North Jones, LLC Preliminary Site Plan***Staff Presentation*

Rusnak presented the request of North Jones, LLC to approve a Preliminary Site Plan for a 12-unit multi-unit residence building and related infrastructure on 3.53 acres. Staff recommends the Planning Commission accept the listed finding; the preliminary site plan would achieve consistency with the approval standards enumerated in Section 165.05(2)(E) of the Zoning Code; and forward the request to approval a Preliminary Site Plan for a 12-unit multi-unit residence building on 3.53 acres to the City Council with a recommendation for approval.

*Applicant Presentation*

Jon Marner, MMS Consultants, was present on behalf of the applicant and offered additional information and to answer questions.

*Public Comments*

No public comments were offered.

*Questions and Comments*

The Commission had no comments or questions regarding the application.

*Recommendation to the City Council*

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

## **Public Hearing on Zoning Ordinance Amendment**

### *Staff Presentation*

Rusnak presented the request of the City of North Liberty for an Ordinance amending Chapters 167 and 169 of the North Liberty Code of Ordinances, governing definitions of and regulations for fences and accessory structures and uses. Staff recommends the Planning Commission accept the listed finding; the proposed amendment would achieve consistency with Section 165.09 of the Zoning Code; and forward the request to the City Council with a recommendation for approval.

### *Public Comments*

No public comments were received.

### *Questions and Comments*

The Commission discussed the application including that the amendment provides clarity for future instances.

### *Recommendation to the City Council*

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

## **Approval of Previous Minutes**

Heisler moved, A'Hearn seconded to approve the minutes of the January 7, 2025, meeting. The vote was all ayes. Minutes approved.

## **Old and New Business**

Rusnak reported there is no old business. He reported on the applications for March's meeting.

## **Adjournment**

At 6:42 p.m., A'Hearn moved, Heisler seconded to adjourn. The vote was all ayes. Meeting adjourned.

Signed:

Tracey Mulcahey, City Clerk